Windows 10

Top Ten Tips for Using

Computer Club Windows 10 Training

- **Classes:**
  - **Windows 10 Top 10 Tips for Using**
  - **Windows 10 Features**
    - Using Cortana and Edge or another browser
    - Security and Data Backups
    - Using Microsoft Apps and File Explorer
- **Windows 10 Workshop – 2ⁿᵈ Tuesday at 4**
- **Resource Center Help implementing Tips**

Windows 10 Top 10 Tips for Using

Every Day Use

1. Turn it on, sign in, run a program, turn it off!

2. Find Anything

3. Using the Mouse

4. Magnifier

5. Make the Start Menu yours

6. Print Screen and Snippet

7. Print to PDF

Set Up Basics

8. Know what a Microsoft account is

9. Basic Security – administrative account and your user accounts

10. Install needed programs and change defaults

Same Operating System / Many Different Devices

- Support Touch and Key Board/Mouse

- Support Work and Leisure

- Display Information based on Screen Size

- Synchronize work across all of a person's devices (Office 365 to synch phone)

- No New Windows

Every Day Use

1. Turn it on, sign in, run a program, turn it off!
2. Find Anything
3. Using the Mouse
4. Magnifier
5. Make the Start Menu yours
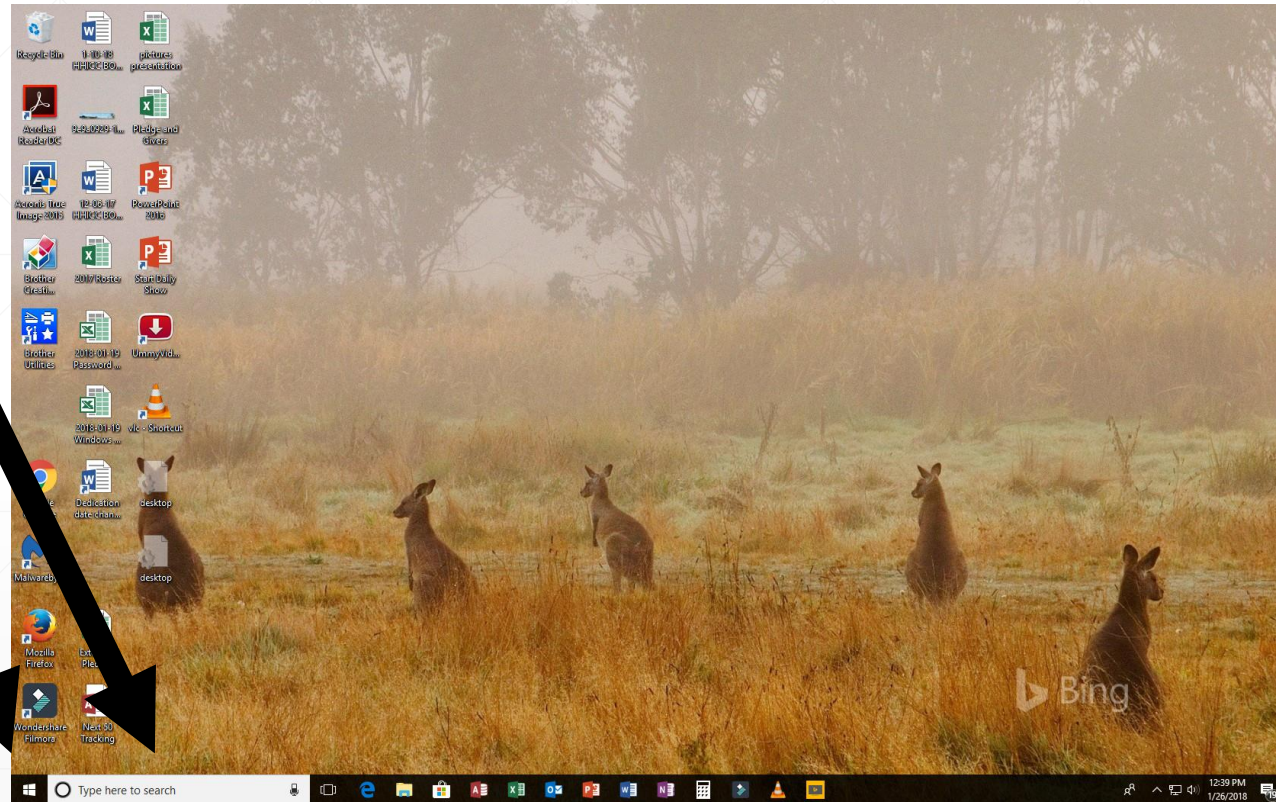6. Print Screen and Snipping Tool
7. Print to PDF

Tip # 1
Turn on, Sign in, Run a Program, Turn it off

- Power Button

- Lock Screen

- Sign in

- Start Button

- Apps Menu

- Program Window

- Shut Down

Tip # 2
Find Anything

Click in Cortana Search
Or
Click on Start Button
Then Type

Tip # 3
Using a Mouse with Windows 10

Left Button

- Pressing it is called "**Click**"

- Used to "select" what you want to do

Right Button

- Pressing it is called "**Right Click**"

- Used to find options for doing something

Scroll Wheel

- Used to navigate in content

Make the Mouse more useful

- Make it so you can find it
  - Search on "Mouse Pointer Size"
- Make the Desktop and File Explorer work like the web
  - Search on "Single click"

Tip # 4
Magnify a portion of the screen

- Open Magnifier

- Settings

- Views

- Magnification

Tip # 5
Make the Start Menu Yours

- Click on Start Button
  - Program List
  - Settings and Power Button
  - User Account

- **Take the time** to set up the Start Menu
  - Most used programs
  - Most used websites

Tip # 6
Get a Picture of the Screen

- **Print Screen**
  - **Press Window and Print Screen buttons**
  - **Picture is in Pictures/Screen Shots**

- **Print a portion of the Screen**
  - **Open Snipping Tool**
  - **Select New**
  - **Select area with Mouse**
  - **Choose where to save**

Tip # 7
Turn any Document or Web Page into a PDF

- Print to PDF
  - Anywhere you have a print option, where you would chose a printer, instead chose **Microsoft Print to PDF**
  - Dialogue box lets you chose where to save it

Basic PC Setup

8. Know what a Microsoft Account is

9. Basic Security

10. Install needed programs and change defaults

Tip # 8
What is a Microsoft Account

- A Microsoft Account automatically signs you into all the different Microsoft services

- The account username is an email address and the password is whatever you make it (it is very important that you remember it!)

- View or obtain new account

  https://account.Microsoft.com

  Or you may create one when you sign up for any MS Service

Making your PC User Account "active"

- Using a Microsoft Account for your PC User id gives you an

- **<u>Active Account</u>**

  - Automatically logs your User id into all the Microsoft services

- **<u>Local Account</u>** – a PC User id that is not a Microsoft Account

  - Works FINE – PC looks like a fancy Windows 7 PC

Making your PC User Account "active"

Tip # 9
Basic Security

- Built in Security is good enough!

- Remove any Antivirus that has been installed

- Have an Administrative User account for making changes

- Always run as a Standard User

- Have Malwarebytes free version on the PC

Tip # 10
Install Needed Programs

Suggested programs to add:

Use	Program	Source
Open PDF files	Adobe Acrobate Reader DC	https://get.adobe.com/reader/
Play DVDs	VLC	https://ninite.com/
Malware	Malwarebytes	https://ninite.com/
Alternate Browser	Firefox or Chrome	https://ninite.com/
Graphics tools	Silverlight	https://ninite.com/
Graphics tools	Air	https://ninite.com/
Cloud storage	Drop Box (One Drive preinstalled)	https://ninite.com/
Free Office	Open Office or LibreOffice	https://ninite.com/

Manage Programs and Defaults

- Settings/Apps/Default Apps/Set Default by App
  - Recommend to set Adobe Reader DC for all defaults
- Remove unneeded programs that are always running that you do not need.
- Disable any services that are in Startup that you don't need
  - Right click on Start button/Select Task Manager/More Details/Startup

What Now?

If there are things I went over that you want help with:

Bring the slides and come to the Resource Center and ask about the tip you would like help on – please limit to a couple of questions!

Jolyn Bowler – Tuesday from 1 to 4

John Ambler – Thursday from 10 to 1

Norm Galloway – Monday from 1 to 4

or any other time the center is open

For your Long Term Sanity – Learn how to use File Explorer and keep things organized in Folders