Windows 10

Getting Started

# Windows 10 at Home Series
Mondays at 2 PM with Zoom

1. Start Menu /Tiles /Taskbar/ Desktop
2. Settings
3. Accounts/Personalization/ Ease of Access
4. Devices/Network
5. System
6. Privacy/Update & Security

7. Apps/Time & Language
8. Search/Cortana ~ Phone/Gaming
9. Using a Browser
10. Microsoft (Windows) 365
11. File Management
12. One Drive

Getting Started Using Windows 10

- Start Button
- Start Menu and Tiles
- Desktop
- Taskbar
- The Superhero of Windows – The Right Mouse Button

Windows 10 – "The Same"

- Start Button
  - Programs and Services
  - Power on and off
- Desktop
  - Program Windows
  - Shortcut Icons
- Taskbar
  - Program Shortcuts
  - Active Programs
  - System Tray

Desktop

Start Button

Task Bar
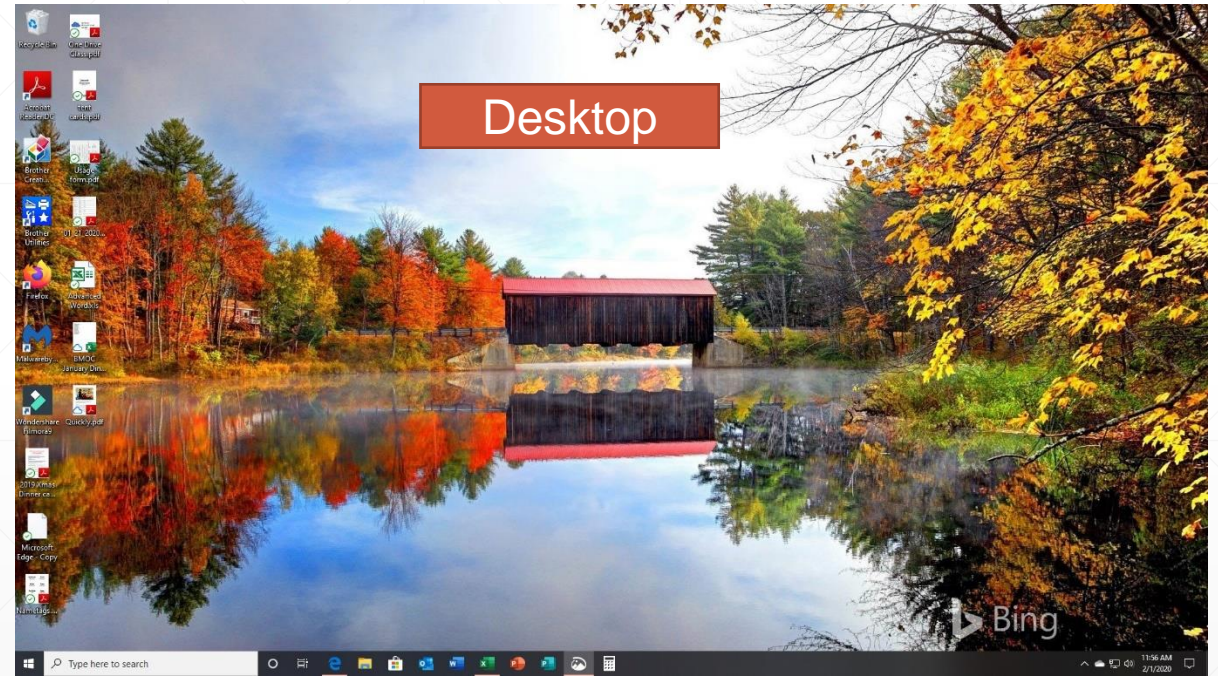
Easy Access to Programs and Settings
Start Button or Windows Key

System Things: Power, Settings, Common Tools, Current Open Account
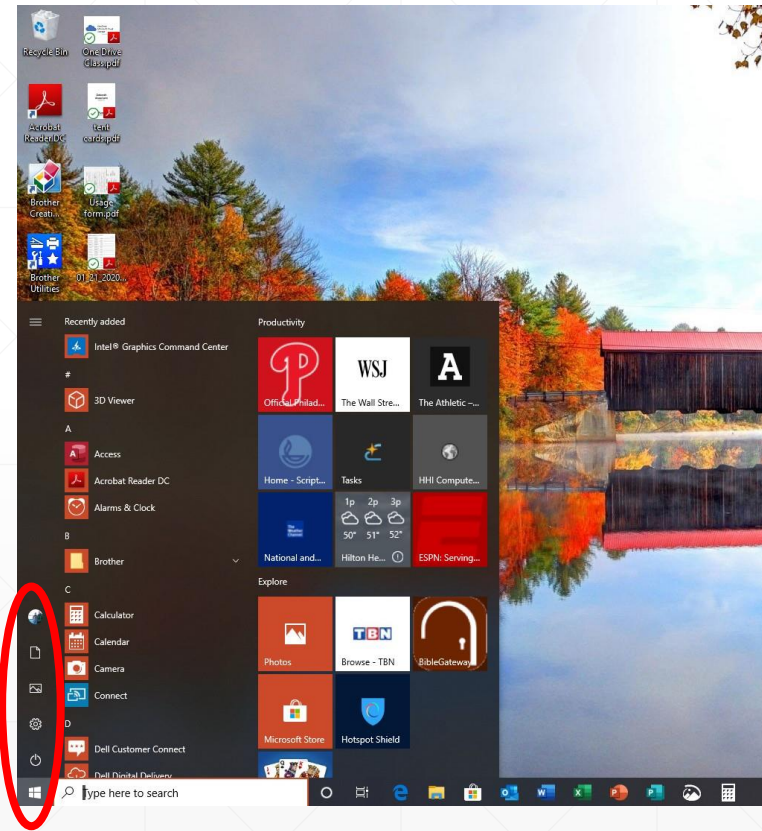
Easy Access to Programs and Settings

List of All Programs

Hint! Click any letter to show all letters and quickly get to desired programs

Easy Access to Programs and Settings

Start Menu
Your Most Used
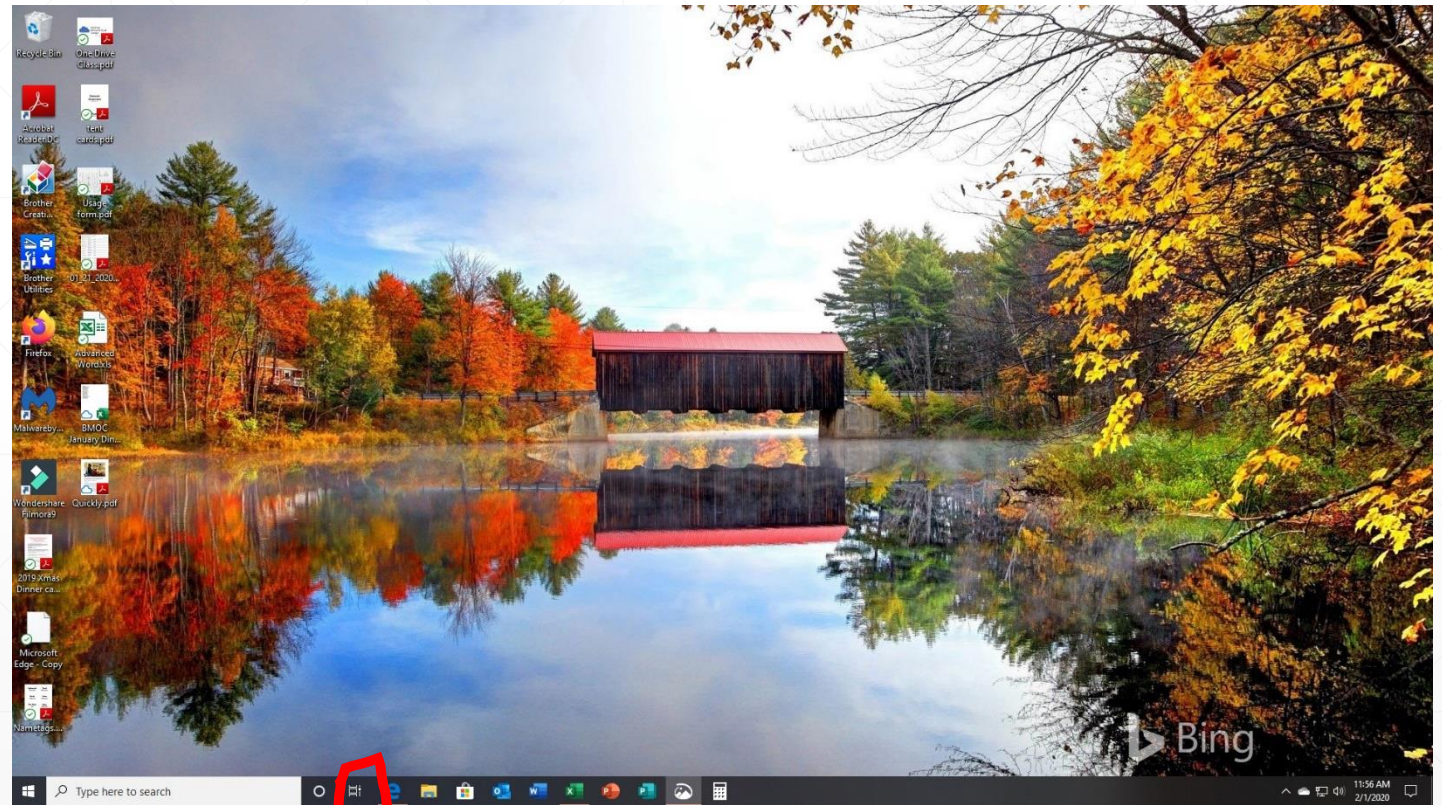- **Programs**
- **Web Shortcuts**

Desktop Features

Short Cuts

Program Windows

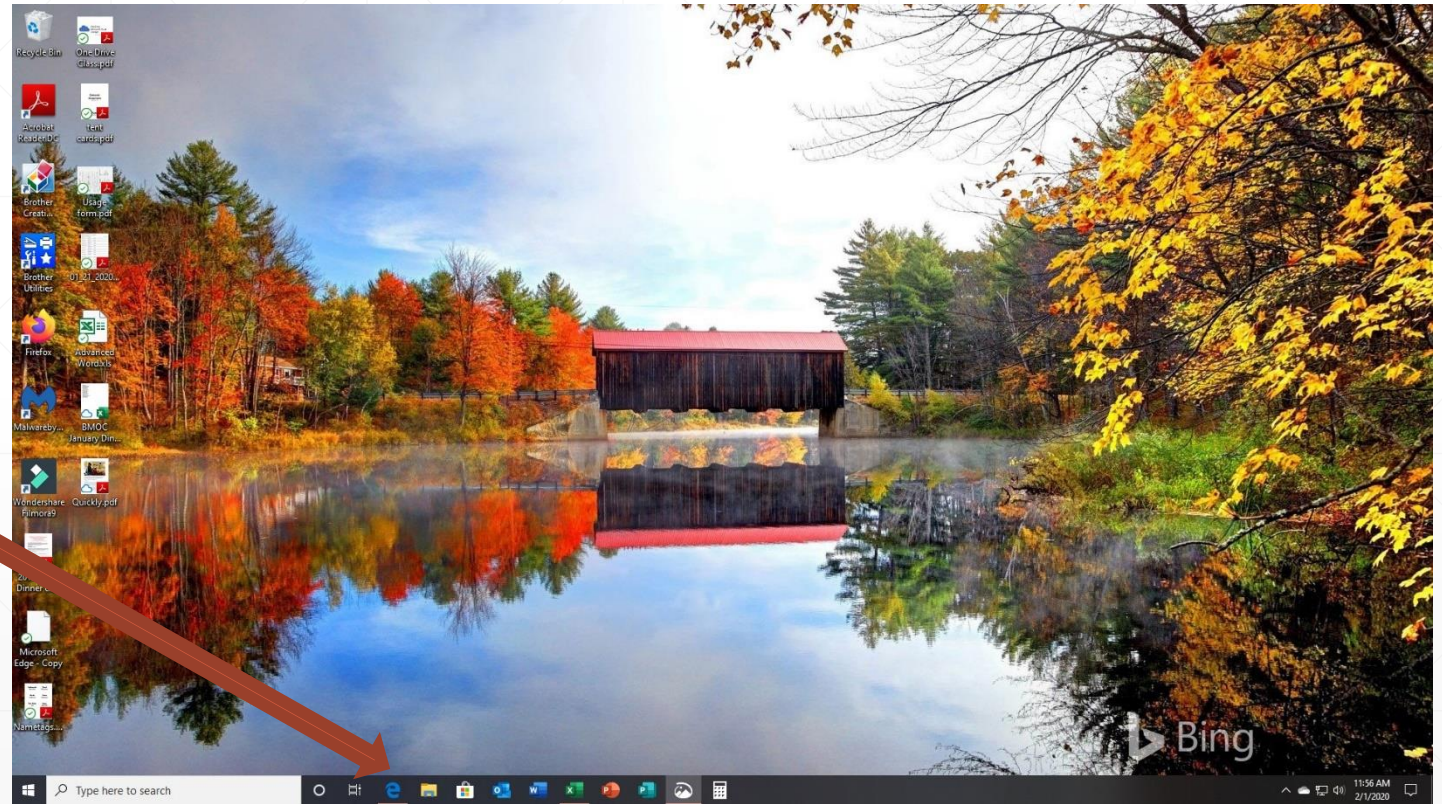Snap Half and Quarter Screen

Taskbar

Universal Search

Cortana

Task View

Pinned Tasks

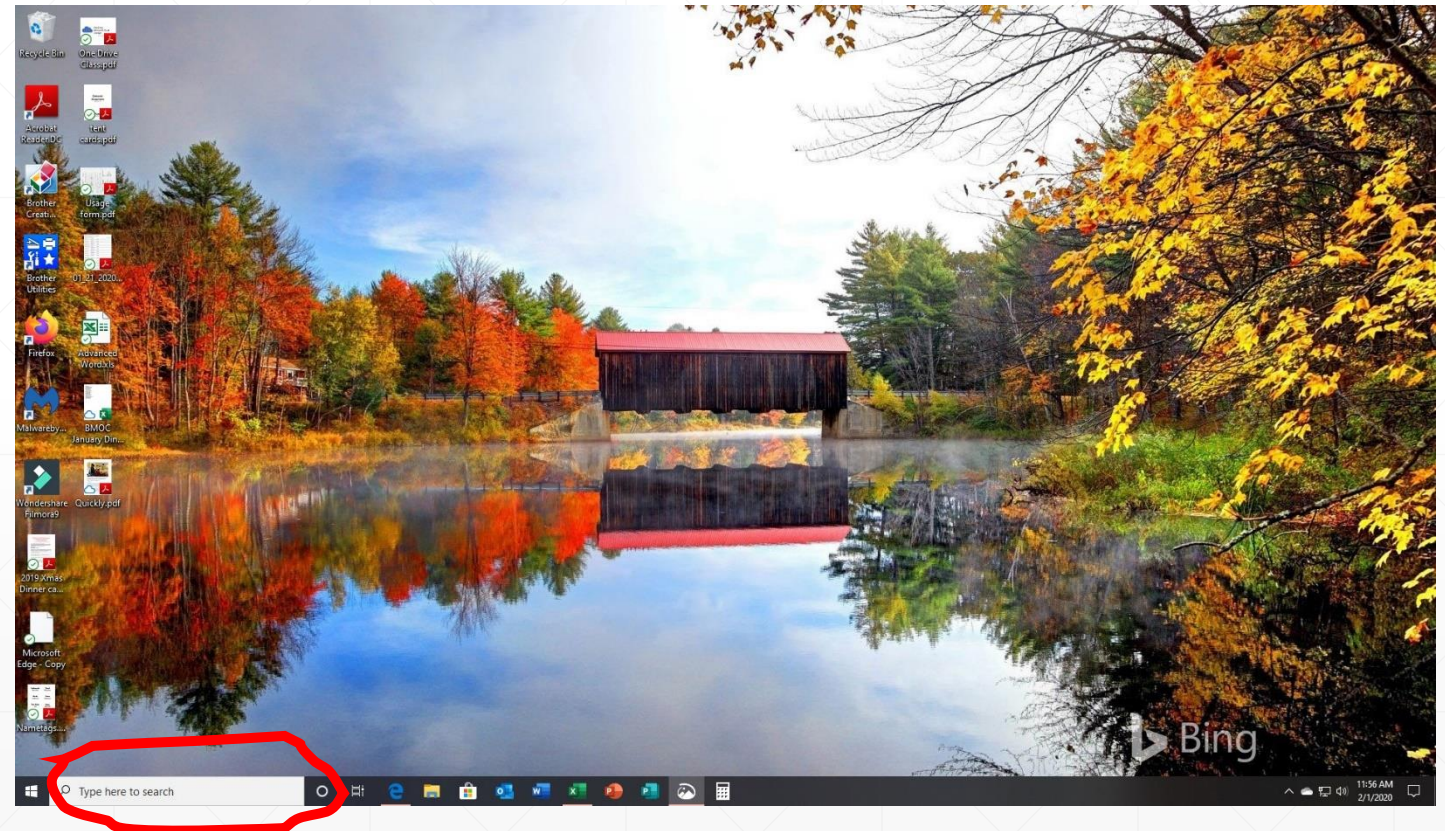System Tray

Cortana and Universal Search

Virtual Assistant
<u>Universal Search</u>
 Anything!!!!!!
 This is IMPORTANT
 Use it !!!!!!!

- **Programs**
- **Documents**
- **Web Search**
- **Settings**
- **Hidden system programs**

Integrated Touch and Keyboard/Mouse Support

The Windows Superhero!

Left Button

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

- Used to "select" what you want to do

Right Button

- Pressing it is called "**Right Click**"
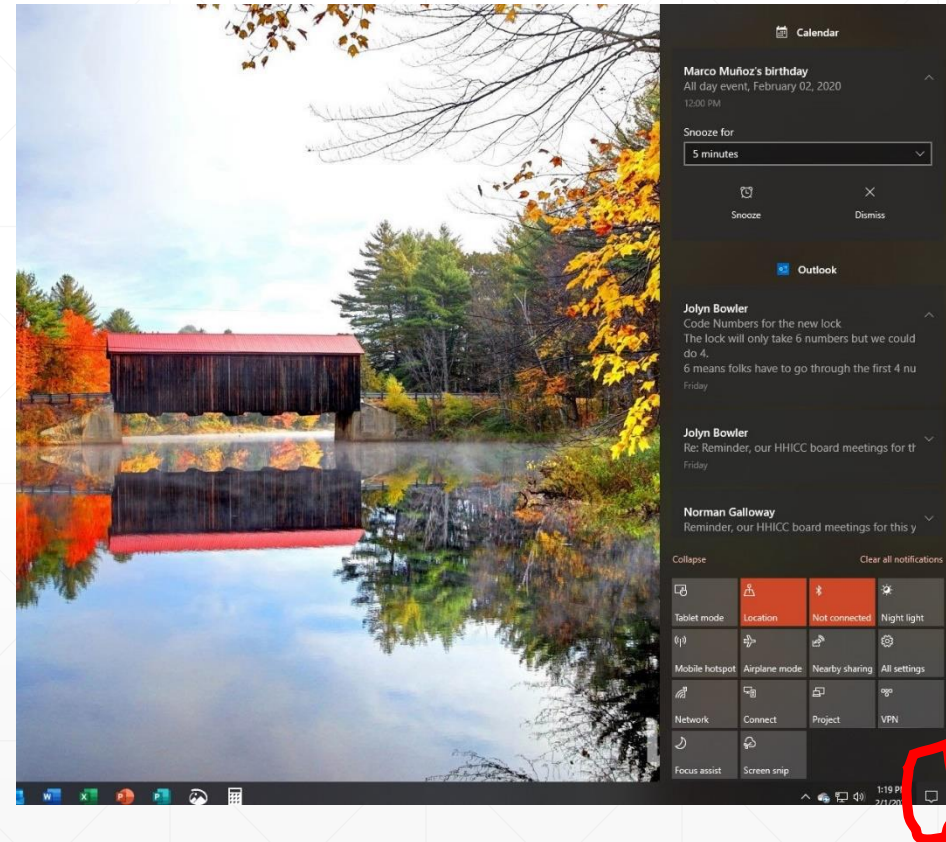
- Used to find options for doing something

Scroll Wheel

- Used to navigate in content

Notifications

**Settings: Notifications and Actions
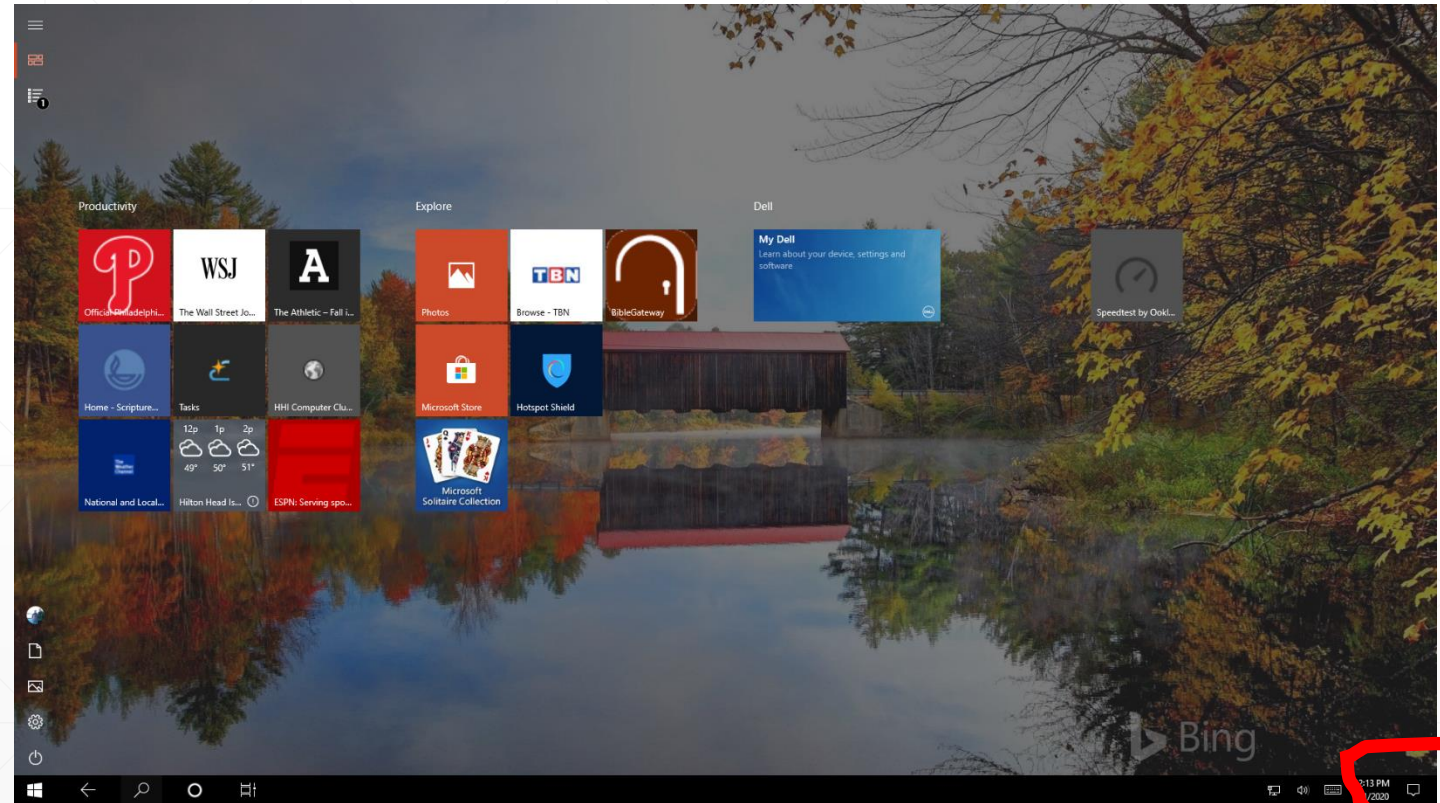List of Current Notifications
List of Most Used Settings**

***** Beware ***** Tablet Mode

NO Task Bar ????
NO Desktop Shortcuts ????
You are in Tablet Mode

Controlled in Notification Area

Using the Power Button

- Sleep is OK – allows very fast start up

- <u>Restart</u> once a week

- Power Down when you are gone or during thunderstorms

Places to Go for Windows 10 Training

- **https://community.windows.com/en-us/windows-10-get-started**

- http://www.gcflearnfree.org/windows10   Several good videos and a very comprehensive set of tutorials that are easy to follow

- HHICC.org Presentations