

GGCS Introduction to Computing

Introduction to Windows 10, Part 2

- **The Start Menu**

1. Click the Start button on the far left of the Taskbar to open the Start menu.
2. Click All apps
3. Click one of the letters of the alphabet in the All apps list.
4. The full alphabet appears, click the first letter of the name of the app you want.

- **The Right-Click Start Menu**

1. Right-click the Start button on the far left of the Taskbar to open the Right-click Start menu. Pressing the **Windows key + X** opens the same menu. See Figure 1.
2. More useful items on the menu
 - a. **Power Options**
 - i. Set shut off times for display, hard drive, etc.
 - ii. Enable/disable Sleep, Hibernate and **FastBoot**.
 - b. **System**
 - i. Shows Windows 10 edition and 32/64-bit type
 - ii. Check Activation here and in Systems/Update & Security/Activation. Check after upgrading!
 - iii. System Protection (on left) – turn ON for C:
 - c. **Device Manager**
 - i. Check that all devices are working.
 - ii. Uninstall the driver for a non-working device and reboot to install new drivers.

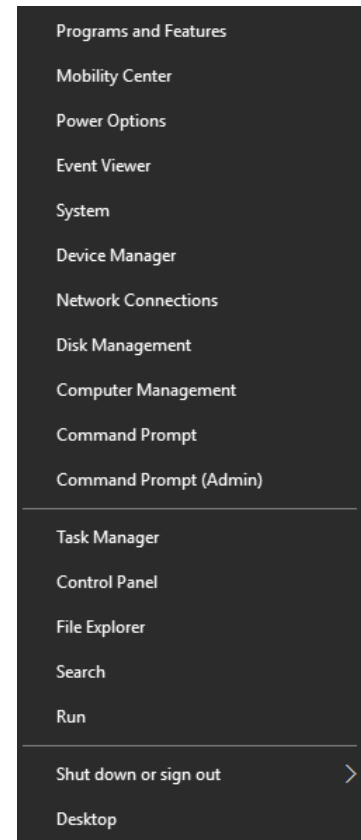


Figure 1. The Win-X Menu

- **The Taskbar**



1. “Ask me anything” (above the left arrow) is the search box and your helper, Cortana. Click in the search box to open Cortana. Click the 3-bars menu icon to see the names of the icons. Cortana’s Settings are in the Notebook. If your computer has a microphone, click the microphone icon to speak to Cortana. Search and Cortana will be covered in future parts of Introduction to Windows 10.

Instead of speaking to Cortana, you can type what you are looking for in the search box and Cortana will search the local hard drive and the Internet for information.

2. The Action Center (above the right arrow) shows notifications and Windows settings. However by default, it also shows all the new mail received by your log on Microsoft account email address. If you want to stop this, go to Start menu / Settings / System and click Notifications & actions. Scroll down to the “Show notifications from these apps” section and turn off the Mail app. No new emails will be shown in the Action Center.

Cleaning Up After Upgrading to Windows 10 or Installing a Major Windows 10 Update

When you are satisfied that Windows 10 is running well and that you like it well enough to keep it, you should cleanup the excess files left over from the upgrade. This cleanup will make it impossible to revert to your earlier edition of Windows from within Windows 10. However, a partial cleanup will happen automatically 30 days after you upgrade to Windows 10 and make reversion from within Windows 10 impossible anyway.

Here is the procedure to do a safe cleanup using the tools built into Windows.

• Run Disk Cleanup

1. Start File Manager by clicking the folder icon on the Taskbar
2. Expand “This PC” in File Manager so that folders and drives are shown.
3. **Right-click** the C: drive as shown in the first figure.
4. Select **Properties** as shown in Figure 1.
5. The Properties of drive C: window opens as shown in Figure 2 on the left below.
6. Note that you can change the name of the drive if you want to do so. Perhaps Win 10 would be better than OS. Make a note of the amount of disk space used and free which is also shown here.
7. Click the **Disk Cleanup** button.
8. The Disk Cleanup window opens as shown in Figure 3 below on the right.
9. Click on the **Clean up system files** button.

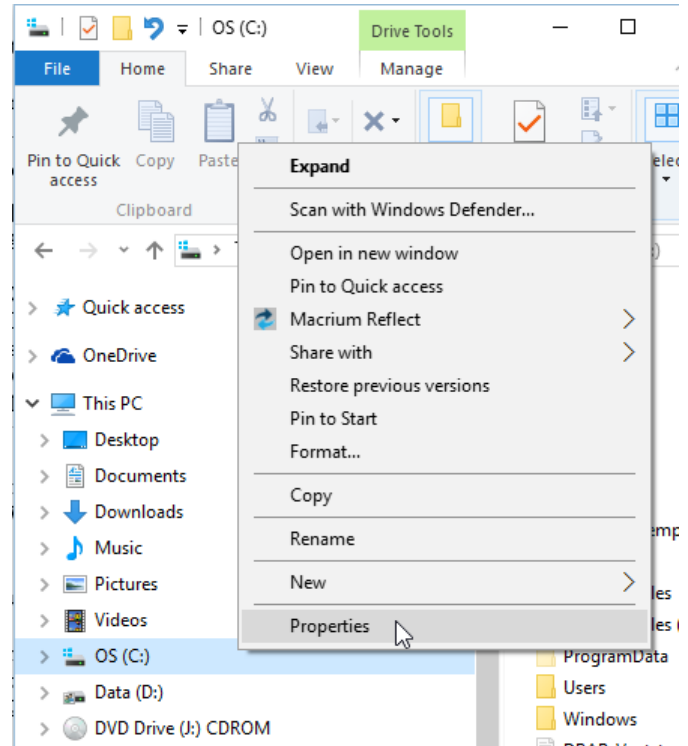


Figure 2. Right-click on C: and select Properties

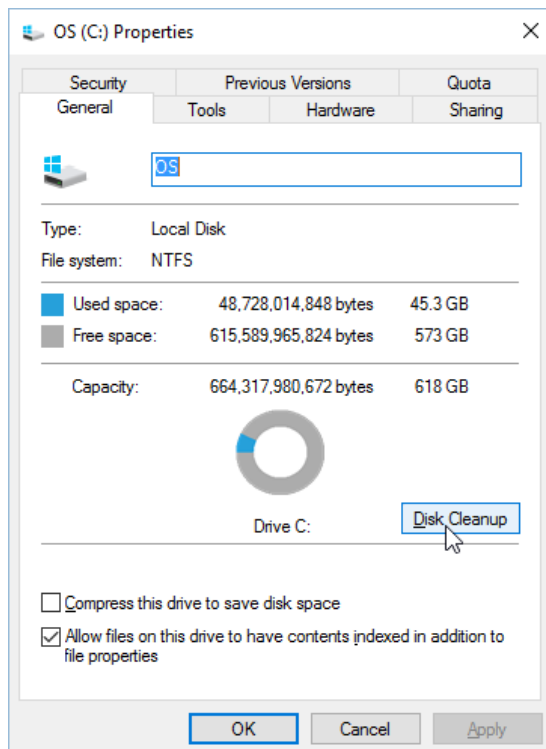


Figure 2. Properties of Drive C:.

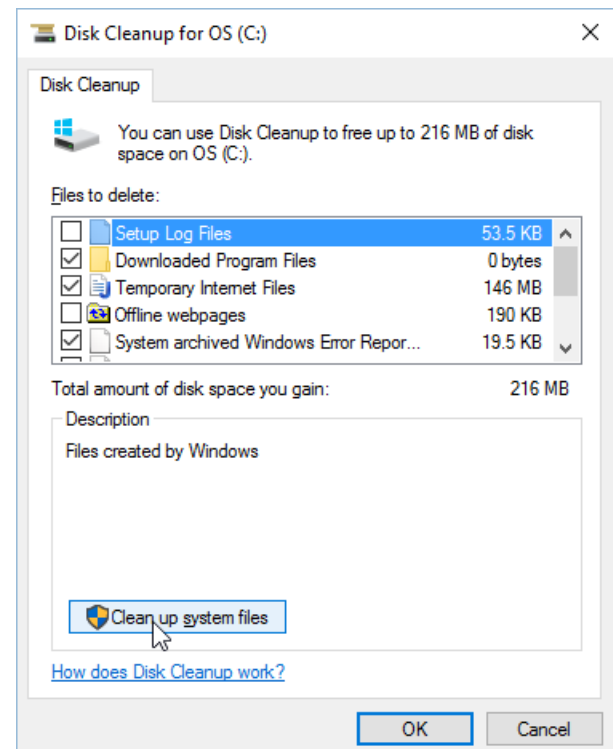


Figure 3. The Disk Cleanup window.

10. The System files cleanup window opens as shown in Figure 4. While here, it's a good time to delete old System Restore points. While these can be very useful, they can take up many gigabytes of desk space as they accumulate over time and old restore points usually won't work properly. Click the **More Options** tab as shown.
11. The More Options window opens as shown in Figure 5.
12. In the System Restore and Shadow Copies section, click on the **Clean up** button.
13. The Delete Files confirmation window will appear as shown in Figure 6. Click the **Delete Files** button.
14. You will return to the More Options window, click the **Disk Cleanup** tab to return to the System files cleanup window, Figure 4.
15. In the System files cleanup window, click all the boxes for maximum cleaning and then click the **OK** button.
16. Another Delete Files confirmation window will appear as shown in Figure 6. Again, click the **Delete Files** button.
17. You will return to the Properties of drive C: window, Figure 2. Check the used disk space to see how much junk was cleaned out.

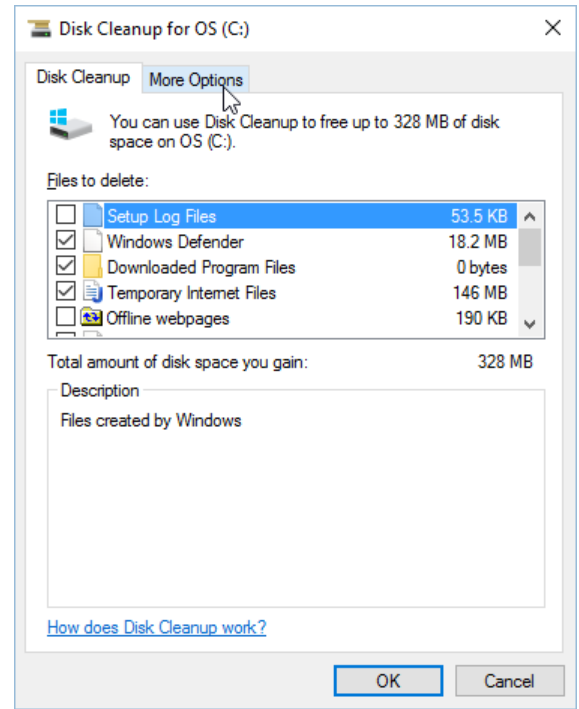


Figure 4. The System files cleanup window.

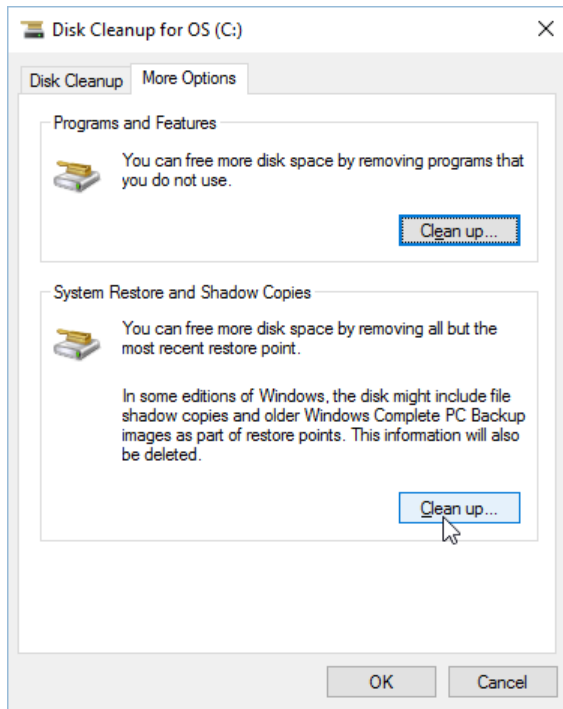


Figure 5. The More Options window.

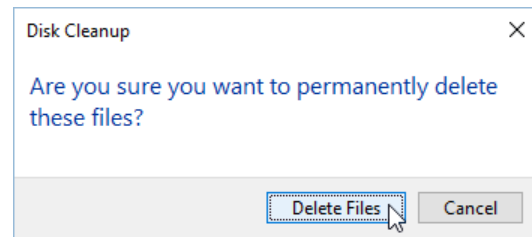


Figure 6. The Deletion confirmation window.

- **Run the “Defragment and Optimize Drives” tool**

1. If you do **NOT** have a Solid State Drive (SSD), click the **Tools** tab as shown in Figure 2 of the previous Disk Cleanup section. Never optimize/defragment an SSD drive. Not only do SSD drives not need to be optimized, frequent optimizing (defragmenting) will contribute significantly to early drive failure.

2. The Tools tab will open as shown in Figure 7. You can run a check of the drive if you want to by clicking the **Check** button in the Error checking section.
3. To Defragment the drive, click the **Optimize** button.
4. The Optimize Drives window opens as shown in Figure 8.
5. Select the C: drive and click the **Optimize** button to defragment the drive.
6. Defragmentation will take quite a few minutes depending on the size of the drive.
7. Click the **Close** button when optimization is complete.

After a disk cleanup and optimization is a good time to make a full system image of your entire computer before continuing.

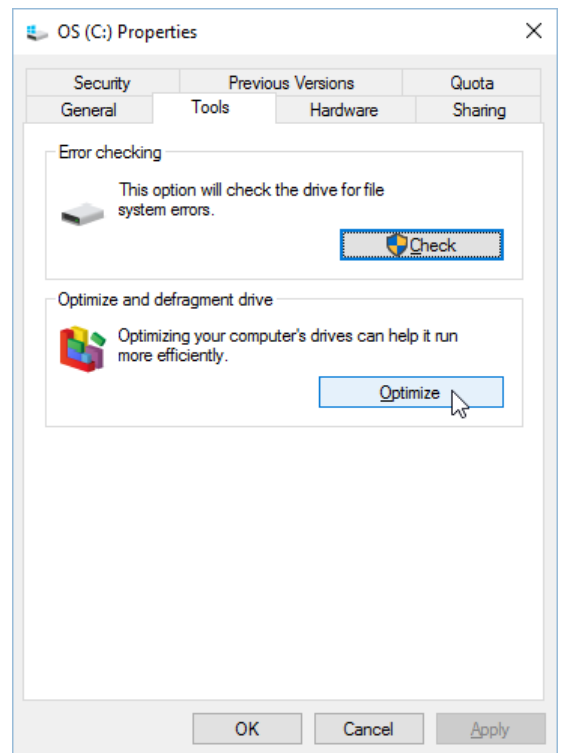


Figure 7. The Tools tab showing the Optimize button.

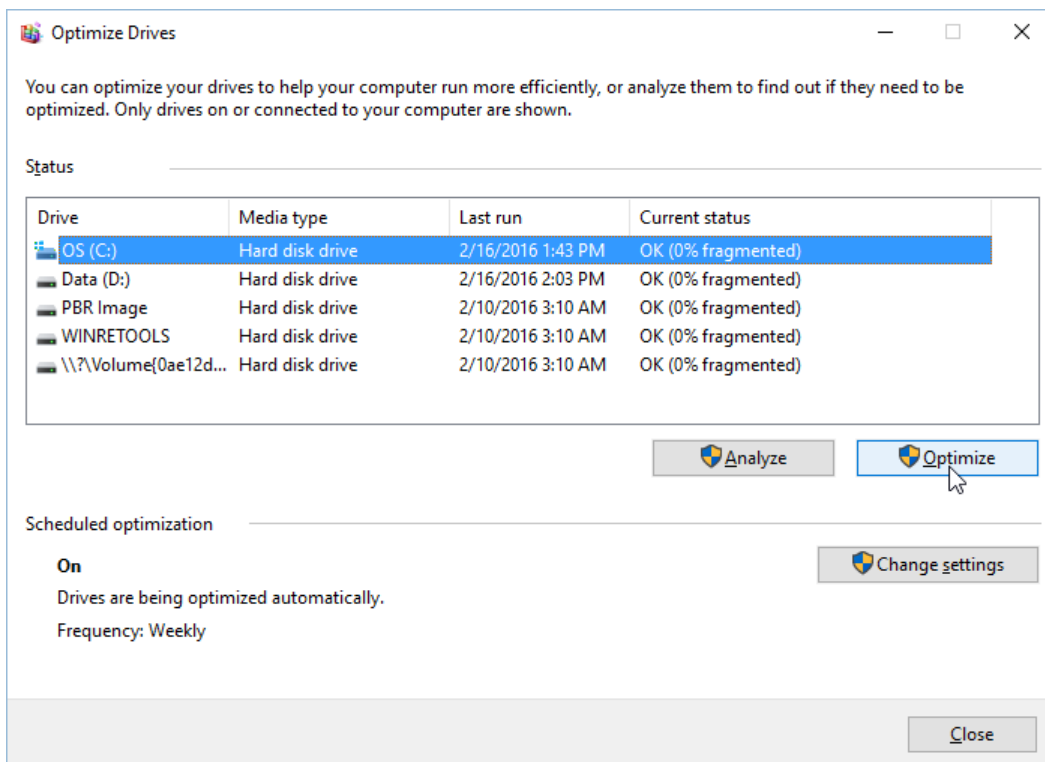


Figure 8. The Optimize Drives window.

System Information

Windows 10 installation media, for example a bootable DVD or bootable flash drive, can be created with the Windows 10 Media Creation Tool available from Microsoft. The next section of this handout will cover downloading and using the Windows 10 Media Creation tool. However, in order to create the correct Windows 10 media, you need to know the bit type (32 or 64-bit) and the edition (Home, Pro, etc.) of Windows on the computer where you are going to use the media.

The System page of a Windows computer has the edition and bit type information. The System page is almost identical in Windows 7, 8.1 and 10. A Windows 10 System page is shown in the screen shot below.

- **Open the System Information Page in Windows 8.1 and Windows 10**

1. Right-click the square Windows Start button at the far left of the Taskbar to open the Right-click Start menu (the Windows key+X menu).
2. Click **System** to open System information as shown in Figure 1.
3. The first arrow shows the edition of Windows.

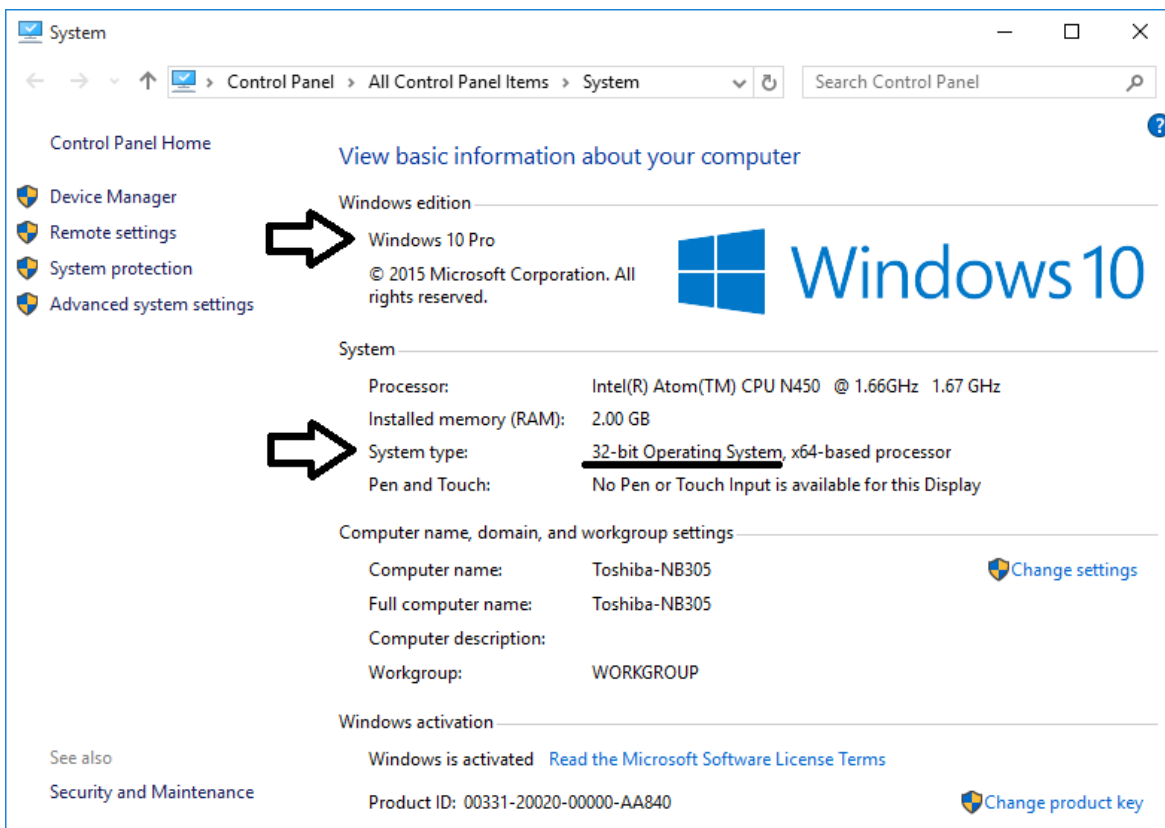


Figure 1. The Windows 10 System window.

4. The second arrow shows that the operating system is 32-bit on this system. The 32-bit version of Windows can run on a 64-bit processor, and this is often done on low cost tablets because the 32-bit version requires less memory.
5. The bottom section of the System window, shows the Windows **activation status**.

In Windows 10, the bit-type and edition is also shown by clicking the Start button/Settings/System and About. Activation status is shown by clicking: the Start button/Settings/Update & Security and then Activation.

- **Open the System Information Page in Windows 7**

1. Click the Start button at the far left of the Taskbar.
2. Click Control Panel on the Start menu.
3. In the Control Panel, click the System icon.
4. Proceed with step 3 in the previous list.

Microsoft Windows 10 Media Creation Tool

- **Download the Media Creation Tool and Create Installation Media**

A handout with instructions for downloading and using the Media Creation tool is available for reading or downloading on the Golden Gate Computer Society web site.

1. Go to www.ggcs.org.
2. Click on the SIG Resources link as shown in Figure 1.



Figure 1. The www.ggcs.org home page.

3. The SIG Resources list opens as shown in Figure 2.
4. Click on the **Intro to Computing Class Notes** link.
5. The Index of SIG resources page opens as shown in Figure 3.

SIG Resources

You may access Special Interest Group (SIG) resources, such as handouts, notes, etc., by following the links below. If you do not see your particular document listed, please let the SIG leader or the Secretary know and we will attempt to locate it for you. Please note that once you click on the article link it will automatically download to your computer.

[Digital Camera SIG Notes](#)

[Intro to Computing Class Notes](#)

[Windows X SIG](#)

Figure 2. The SIG Resources list.

6. Click on the **Win 10 Media Creation Tool Nov 2015 version.pdf** document.
7. The pdf file will open in your default PDF reader.
8. You can save the document to your hard drive or print either the entire document or just selected pages from your PDF reader.
9. The **Win 10 Media Creation Tool Nov 2015 version.pdf** file has all the directions for downloading the tool and using it to upgrade a computer or to do a clean install of Windows 10 with the media you prepare with the tool.

Index of /SIG-Resources/Intro to Computing Class

- [Parent Directory](#)
- [Intro to Windows 10 - Macrium Reflect Back-Up HO.pdf](#)
- [Intro to Windows 10 - Part 1 2016 HO.pdf](#)
- [Intro to Windows 10 - Part 2 HO.pdf](#)
- [Win 10 Media Creation Tool Nov 2015 version.pdf](#)

Apache Server at ggcs.org Port 80

Figure 3. The documents available for reading or downloading.

If you are working with a Windows 7 or 8.1 computer, it is essential that you do an UPGRADE to Windows 10 first to register your system with Microsoft and Activate Windows 10 on the computer. After the upgrade, you can do a clean install if that is necessary, and it will Activate automatically when connected to the Internet.

Here is a link to a short video showing how to download the tool and use it to create media plus some tools for data migration from an older computer to a newer one:

https://channel9.msdn.com/blogs/raw-tech/download-windows-10-and-create-usb-thumb-drive-for-booting-to-installation-plus-data-migration?cr_cc=200763507&wt.mc_id=usdx_evan_newsletter_technet&MC=Windows&MC=CloudDev&MC=MSAzure&MC=DataMgmt&MC=DevOps