

GGCS Introduction to Computing

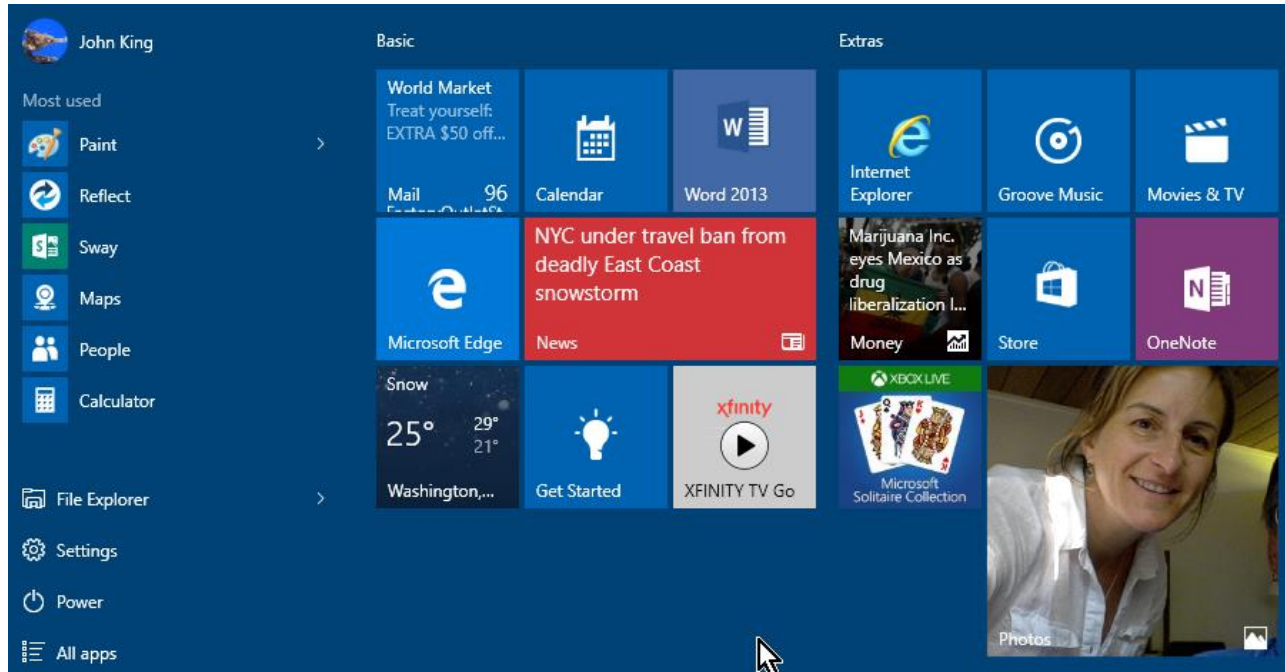
Introduction to Windows 10, Part 1

- **Upgrading to Window 10**

1. Should I upgrade to Windows 10 and if so, when? *Yes, but do it when you have some time to get used to the new interface.*
2. Is it really free? *Yes for Windows 7 and 8 systems, but upgrade before July 29, 2016. Microsoft may discontinue the free upgrades after that date.*
3. What preparations should I make before upgrading? (Buying a new computer with Windows 10 installed is also an upgrade.) *Make a full system backup of your current system using Macrium Reflect or similar software. You can restore just your data from the backup to a new computer, or restore your existing computer if the upgrade does not go well. Bad upgrades are rare, but they can happen.*
4. How can I upgrade to Windows 10? *Click the Get Windows 10 icon on the right side of the Taskbar (close to the clock) and follow the prompts. You can also use the Windows 10 Media Creation tool – especially if you are upgrading a tablet with a 32GB drive. Read my Microsoft Windows 10 Media Creation Tool (November 2015 Version) online handout for more information.*
5. What is a Microsoft account and why should I use one to log on? *If you use Hotmail, Outlook.com email, MSN email you already have a Microsoft account. If you don't or want a new Microsoft account,, just create a free Outlook.com account. A Microsoft account allows you to use OneDrive and the Microsoft store without logging on again. If you forget your logon password, you can change it on another computer by logging onto your Microsoft email account and clicking the "I forgot my password button."*
6. Why not use the "express settings" offered by Microsoft during the installation? *It only takes a few minutes to read the options, and you may want to disable some of the default choices to protect your privacy. None of the express choices are likely ever to do you any harm, but check them out anyway.*
7. After the upgrade, all your data will still be in the same place it was before the upgrade. All your programs (apps) will still be installed and working if they are Windows 10 compatible. Almost all programs that run in Windows 7 and 8.1 are compatible with Windows 10, so this is not usually a problem. However, if an incompatible program is found, it will be uninstalled. You will have to obtain a compatible version from the software manufacturer and install it or switch to a compatible program.
8. For on-screen help with Windows 10, see Additional Resources at the end of this handout.
9. When you are satisfied with Windows 10, you can run Disk Cleanup (Click the Start button /All apps / Windows Administrative Tools / Disk Cleanup) to remove leftover pieces of your previous Windows installation and reclaim the disk space. Start Disk Cleanup and click OK to select the C: drive where Windows is installed. Next, click the "Clean up System files" button. The major space saving is obtained by checking the box to remove previous versions of Windows.

- **The Windows 10 Start Menu**

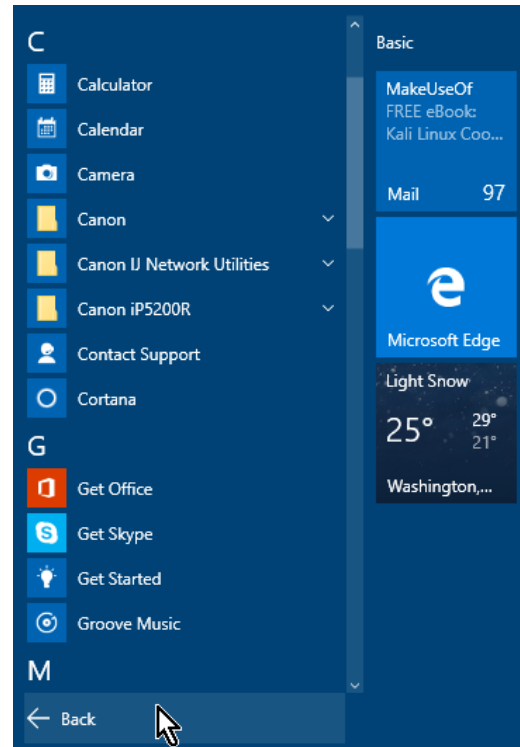
1. The new Windows 10 Start menu is very different from the Windows 7 Start menu and includes tiles (shortcuts) introduced on the Windows 8.1 Start screen. Because it is so different, it takes a while to get comfortable with it. The main sections and features of the Start menu will be reviewed, but you will have to spend some time working with it to customize it for your personal preferences.



2. Click the square Windows icon at the far left of the Taskbar to open the Start menu.
3. On the left side of the menu, there are icons. Starting from the top of the column:
 - a. Click your **user name** to change your account settings, lock the computer or sign out.
 - b. **Most used** is a list of programs and apps you use frequently.
 - i. Click an icon to start that program or app.
 - ii. Right-click an icon to pin the icon to the Taskbar or add it to the of Start menu tiles at the right.
 - iii. Click the greater than (>) symbol to the right of a program such as Paint to open a jump list of places or files recently accessed with the program.
 - iv. If you don't want a program to appear in the list, right-click it and select "More" from the options and then click on "Don't show on this list." The program will still be available on the All apps list.
 - c. Click **File Explorer** to start the file manager (Windows Explorer). A shortcut with the same function is on the Taskbar. Right-click File Explorer to pin/unpin it on the Start menu or Taskbar, map a network drive or go to System (Properties) or Computer Management (Manage) in the Control panel.
 - d. **Settings** is the new location for many options previously found in the Control panel. The Control panel still exists, and there is some duplication between the two. In future Intro sessions, we will go over many of the settings.

- e. Click **Power** to choose Shut down, Restart or Sleep. Sign out is under your user name (3a).
- f. Click **All apps** to open an alphabetical list of all the installed programs and apps as shown in the screenshot.

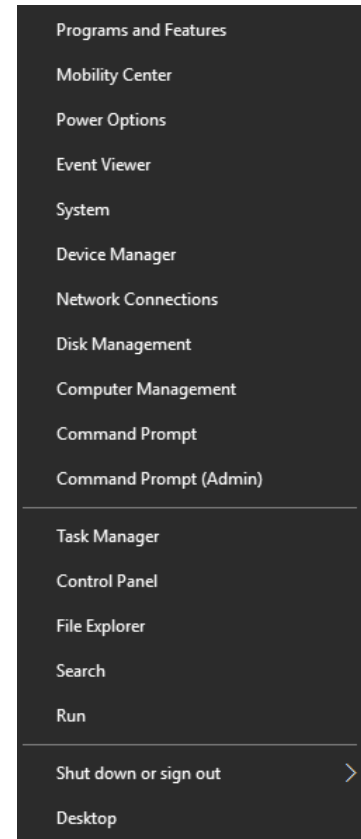
- i. The scroll bar for the list will appear next to the first column of tiles, Mail, Microsoft Edge, and Weather in the screenshot. It's thin, light blue and disappears when not being used. Move the mouse up or down the list to make the scroll bar reappear.
- ii. Some items on the list have a yellow folder icon and a drop down arrow (∨) just to the right of the folder's name. Click anywhere on that line to display the folder's contents. Windows Accessories is an example and contains Internet Explorer, Paint, Snipping Tool and WordPad among others.
- iii. Click the icon for a program or app to start it.
- iv. Right-click an icon to pin/unpin it to the Start menu or Taskbar or to uninstall the program or app.
- v. To close "All apps," click the Back bar which has an arrow pointing left that is at the bottom of the alphabetical list of apps. The cursor in the screenshot is on the Back bar.



- 4. On the right side of the Start menu are groups of tiles.
 - a. A tile is a shortcut for a program or app. Click a tile to start that program or app.
 - b. Right-click a tile to remove it or modify its appearance with the following choices:
 - i. Unpin the tile from the Start menu. The program or app will still be available on the All apps list and can be re-pinned to the Start menu at any time.
 - ii. Uninstall the program or app. You must reinstall the program or app to use it again.
 - iii. For most tiles, there will be the option to pin the tile to the Taskbar.
 - iv. Resize the tile. Chooses from Small (not shown, one quarter the size of the medium tiles), Medium (Mail or Calendar), Wide (News) or Large (the largest tile, Photos).
 - v. Turn the "live" tile feature on or off. Mail, Weather, News, Money and Photos are live tiles that show changing content.
 - c. You can move tiles by clicking and dragging them. You can move them between groups.
 - d. You can create a new group by dragging a tile far enough below the tile above it that a blue bar appears and then dropping it.
 - e. Above each group of tiles is a title bar. The two titles in the first screenshot are Basic and Extras. Click the title bar to open the editing box to change the title.
 - f. You can click and drag the top or right edge of the Start menu to make it taller or shorter or wider or narrower. You have to drag the edge the width of one of the columns of tiles to change the width.

• The Right-Click Start Menu (The Win+X Menu)

1. Right-click the square Windows icon at the far left of the Taskbar to open the Right-click Start menu.
2. Alternatively, press the Windows key and then the X key to open this menu.
3. The commands:
 - a. Programs and Features, Mobility Center, Power Options, System and Device Manager are Control panel items.
 - b. Event Viewer and Computer Management are part of the Administrative Tools Control panel item, and Disk Management is part of Computer Management.
 - c. Command prompt opens a window for DOS type commands. The Admin Command has more privileges.
 - d. Control Panel, Search and Run were also available on the Start menu in Windows XP through Windows 7.
 - e. Task Manager is also available via the Ctrl-Alt-Delete keystroke combination or, most conveniently, by right-clicking the Taskbar.
 - f. Shut down or sign out has the Start menu Power icon choices plus Sign out.
 - g. Clicking Desktop minimizes all open programs or apps so you can see the Desktop. Clicking it again restores the open programs.



• The Taskbar



- 1 2 3 4 5 6 7 8 9 a b c d e
- Key to Icons: (Hover the mouse pointer over an icon on your Taskbar to display its name.)
1. Start button – click to open the Start menu.
 2. Search bar with microphone icon (on the right) – type in a search topic or click the microphone to ask Cortana.
 3. Task view – click to create multiple Desktops for different jobs.
 4. File Explorer – A convenient shortcut to start File Explorer, the file manager.
 5. Edge browser – this is a shortcut to Microsoft’s new browser which replaces Internet Explorer. Internet Explorer 11 is available in All apps under Windows Accessories. You can pin Internet Explorer to the Start menu or Taskbar for easy access.
 6. The Microsoft store – check out the MS store on the Internet for free and paid for apps.
 7. The shortcut to Paint, the Windows accessory, that I pinned to the Taskbar to edit screenshots.
 8. Show hidden icons – click to see icons you can put here to make more room on the Taskbar.
 9. Battery level – on notebooks and pads, you can check your battery charge level here.
 - a. Network connection – this shows the current network connection for wired and WiFi networks.

- b. Speaker level – click to set the volume of the speakers.
- c. Action Center – click to access various notifications and messages. When there’s a new message, the icon is white. You can also change several Windows settings easily here.
- d. Clock and Calendar – click here to show the full calendar and clock.
- e. Peek button – there’s a narrow vertical bar at the very end of the Taskbar. Click it to minimize all open windows and show the Desktop. Click it again to restore the minimized windows.

• Additional Resources

1. The Get Started app (In the first screenshot, it is the tile in the top row, second from the left.) If you don’t see this tile on your Start menu after you upgrade to Windows 10, it is in All apps under the letter G for Get Started. Right-click it and pin it to your Start menu. There’s lots of information about the features of Windows 10 covered in this handout.

- a. In the Welcome topic, read Start menu tips shown by the #1 arrow.
- b. If you want to go back to a previous screen click the back arrow shown by arrow #2.
- c. The three line icon partially hidden by arrow #2 expands or contracts the list of topics.

