

Beginners Introduction to

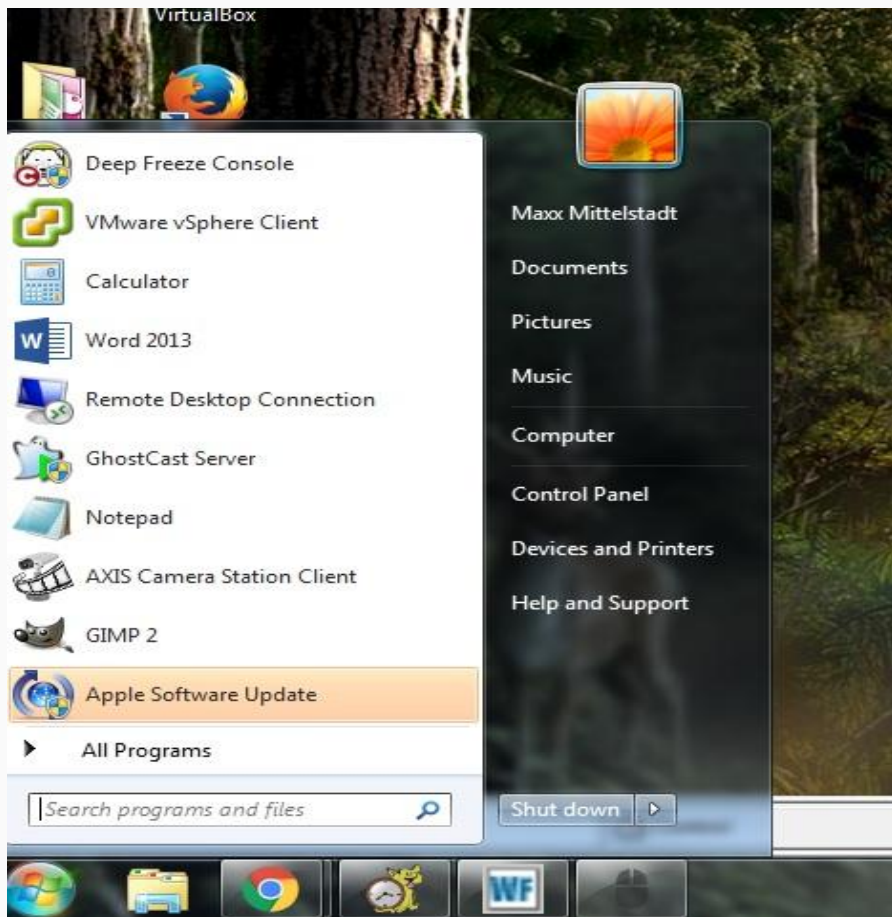
# Windows 10



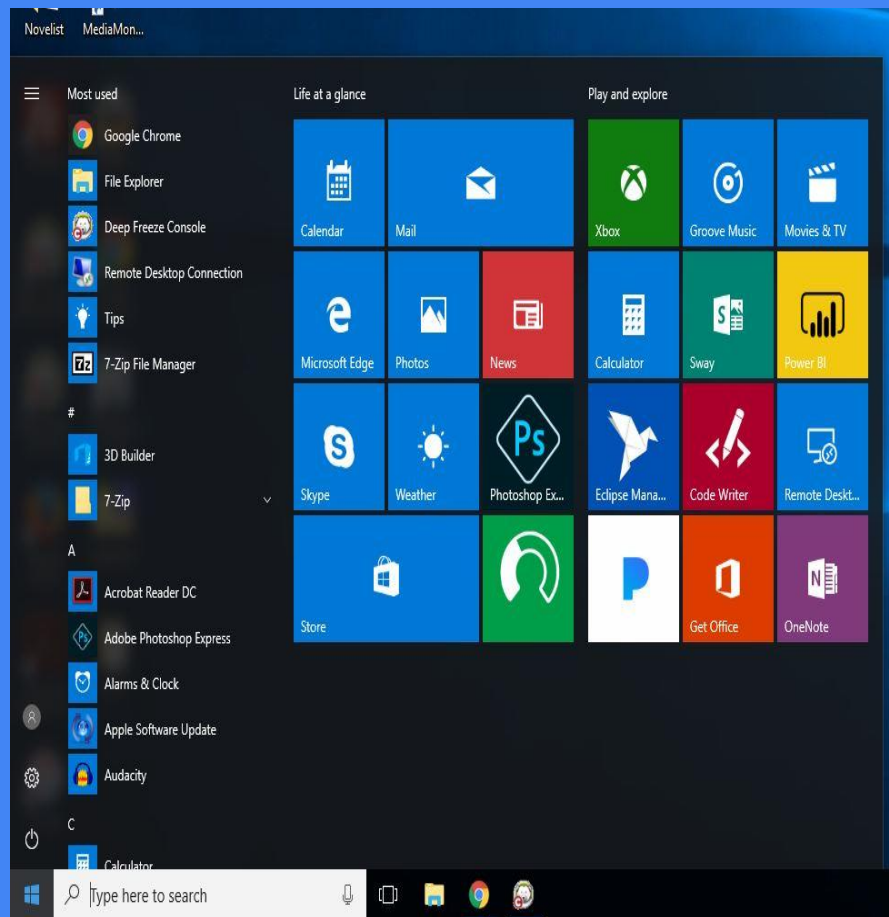
# Subjects

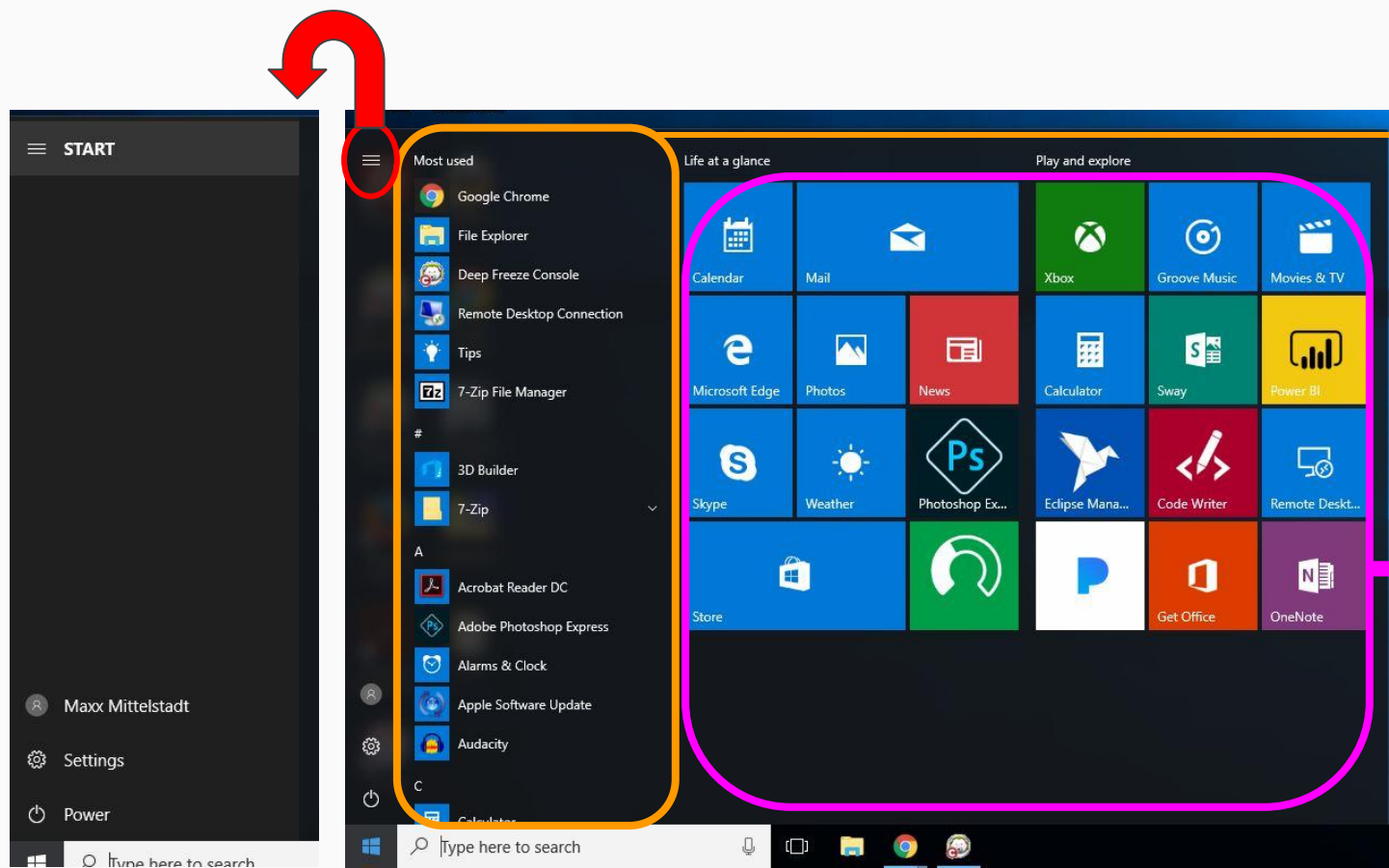
- Start Menu
- Live Tiles
- File Explorer
- Settings
- Cortana
- Task View
- Virtual Desktop
- Action Center
- Microsoft Edge

# Windows 7



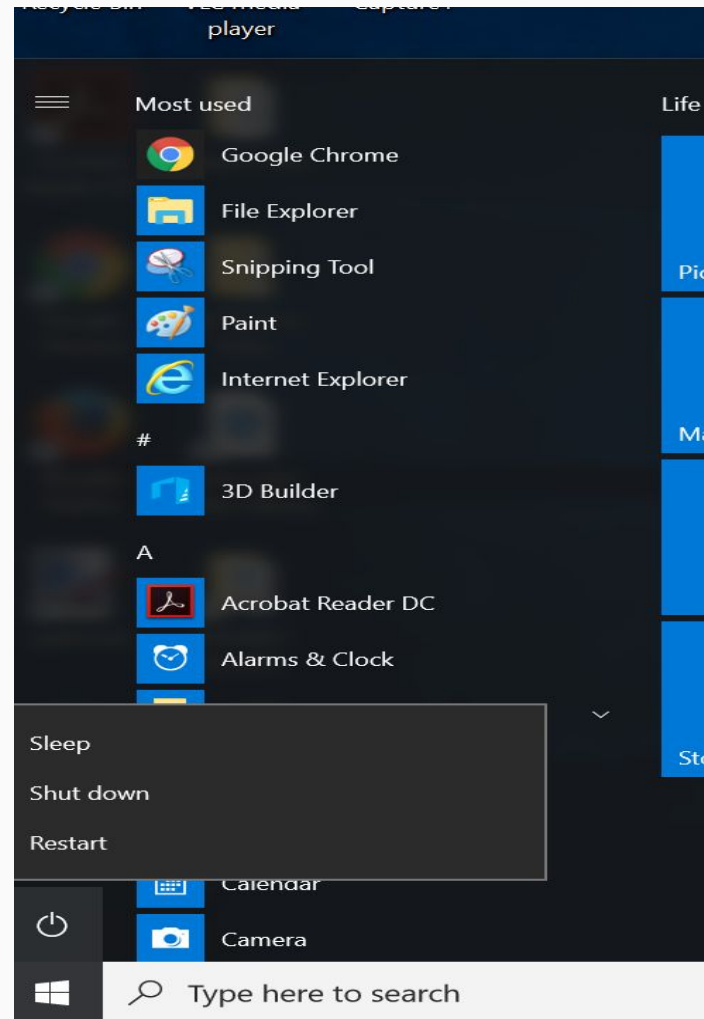
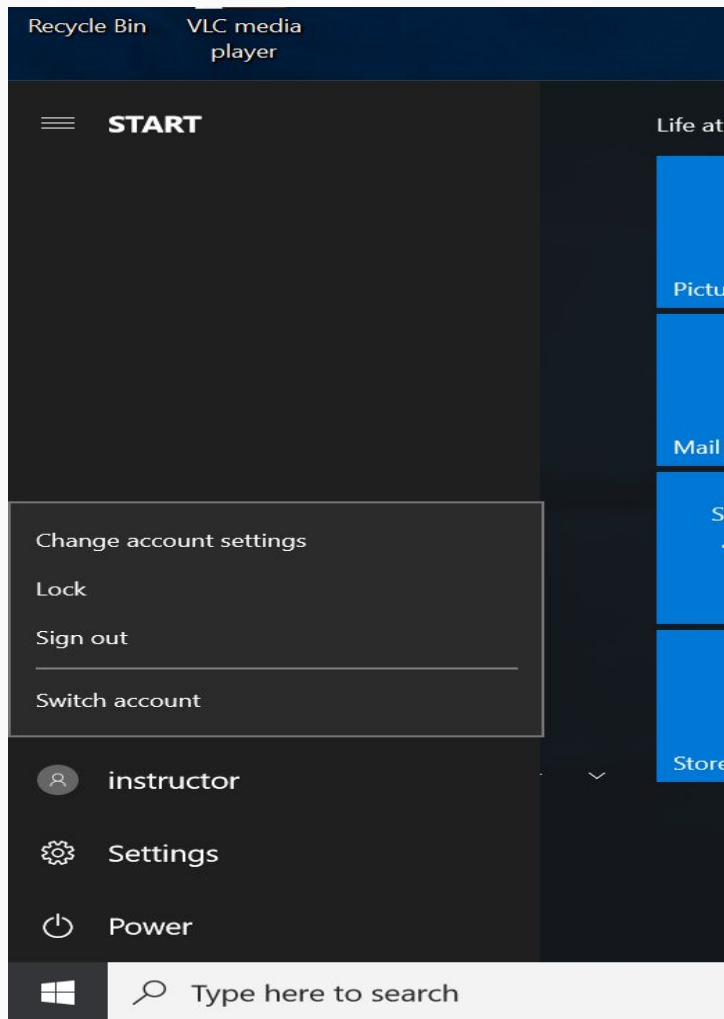
# Windows 10



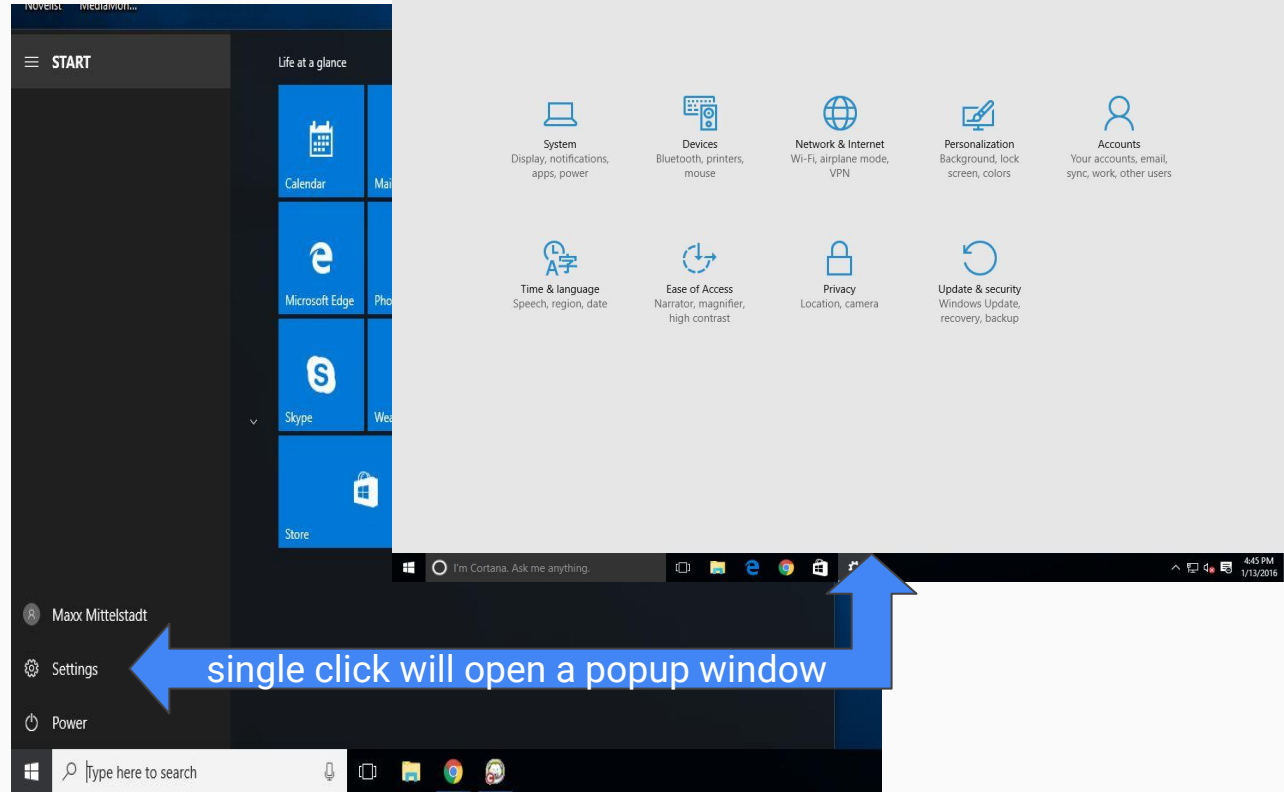
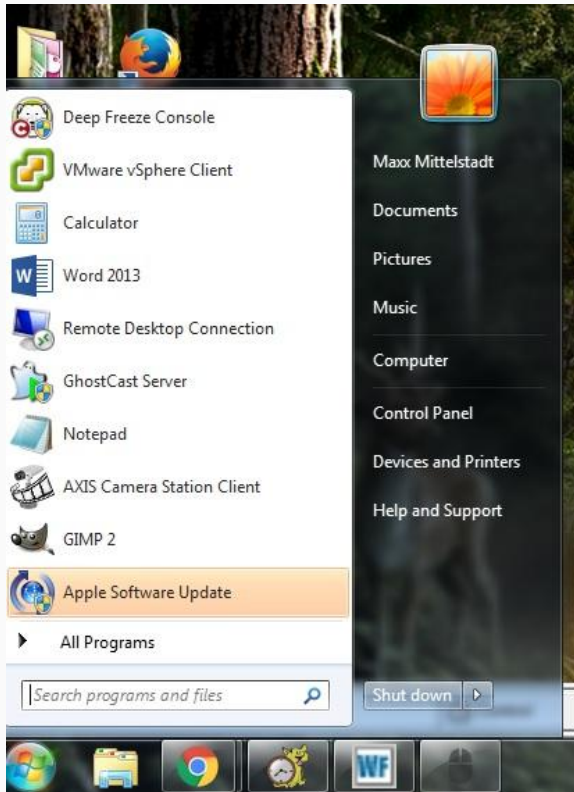


The app list shows installed programs and apps.

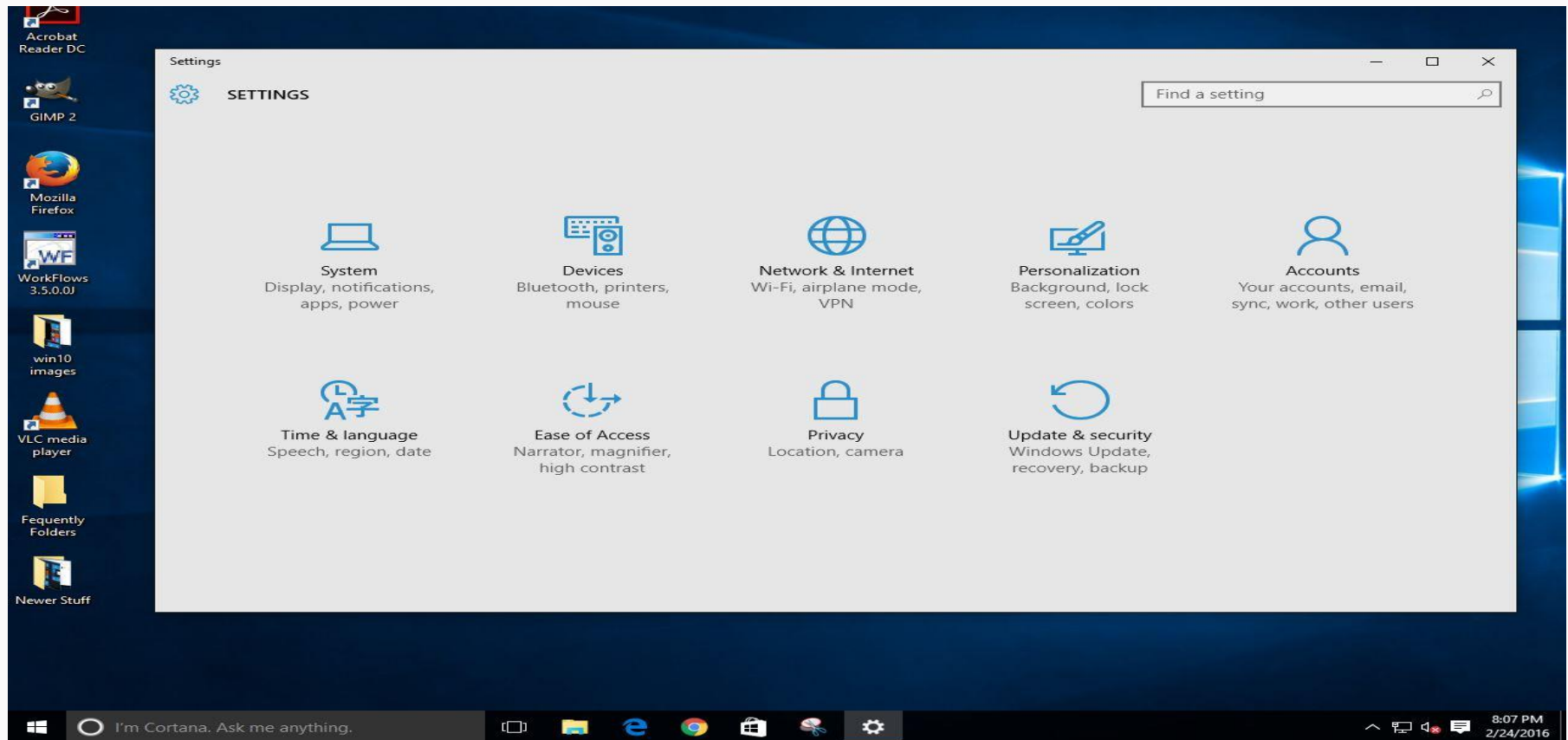
**Live Tiles**  
Click a tile to open an app, program, or folder.

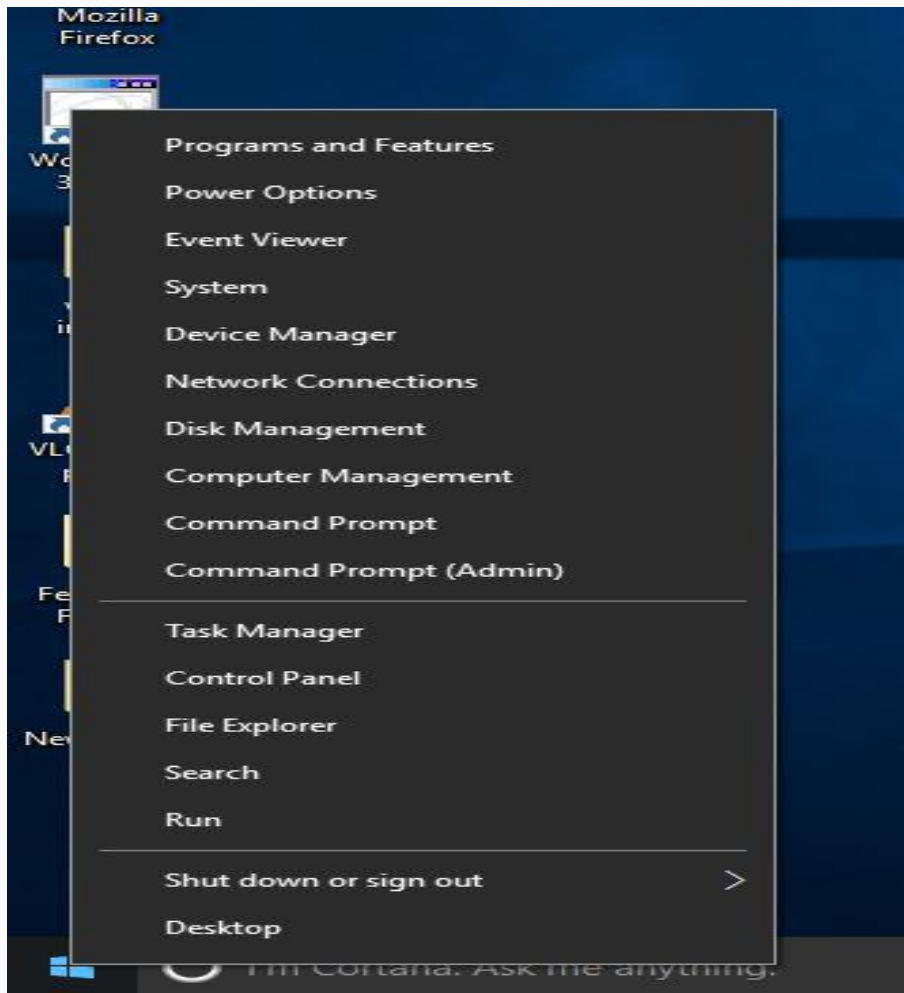


# Differences in setting



# Simple settings menu





Right click on the start button to bring up the quick access advanced settings and tools.

Task Manager and the Control Panel are the most used tools for advanced settings.



# Live Tiles



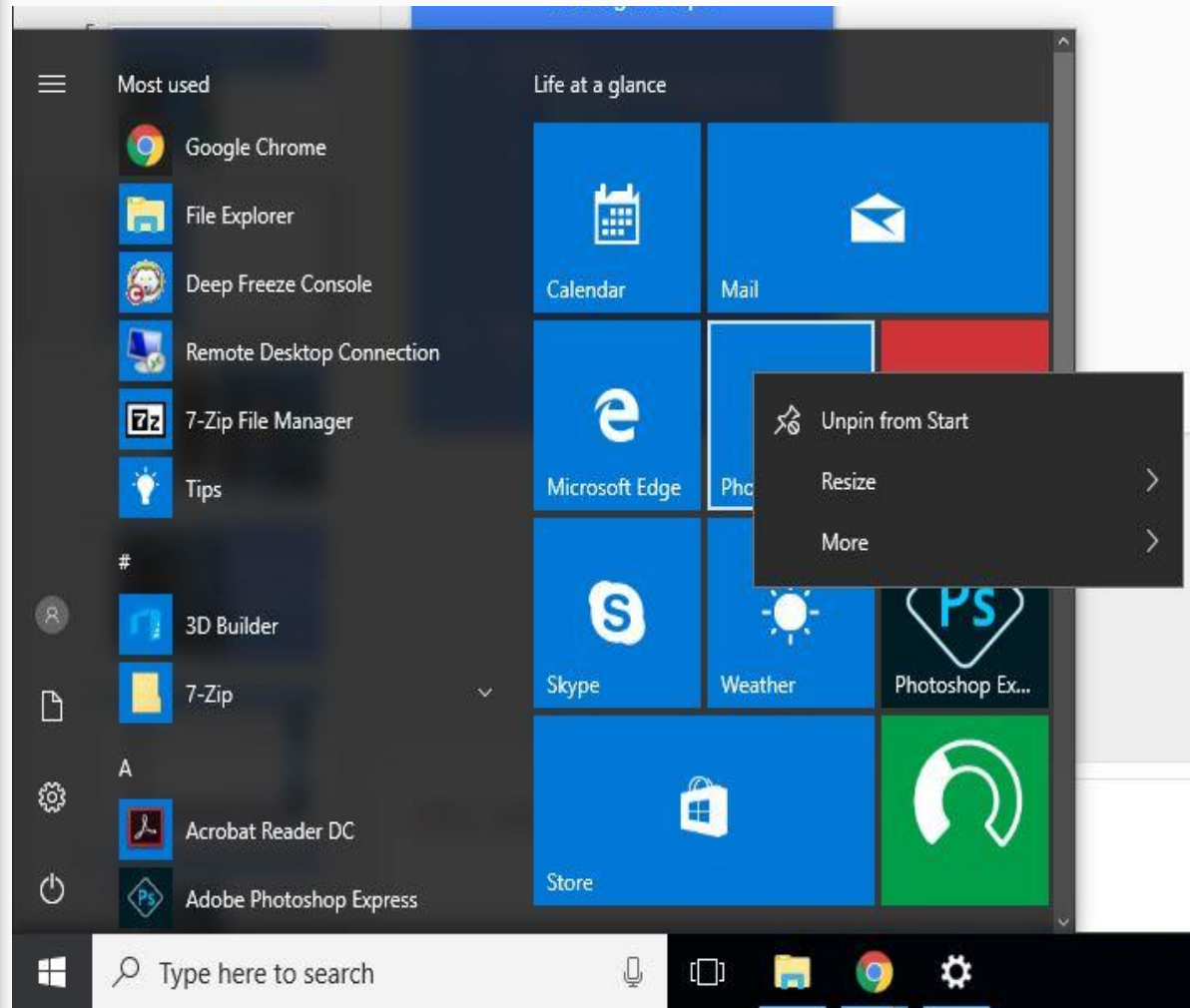
A start menu tile can be from a file library, folder, program, or app.

Tiles can be

- Rearranged
- Changed in size
- Put into groups

By right clicking on a tile there are options to

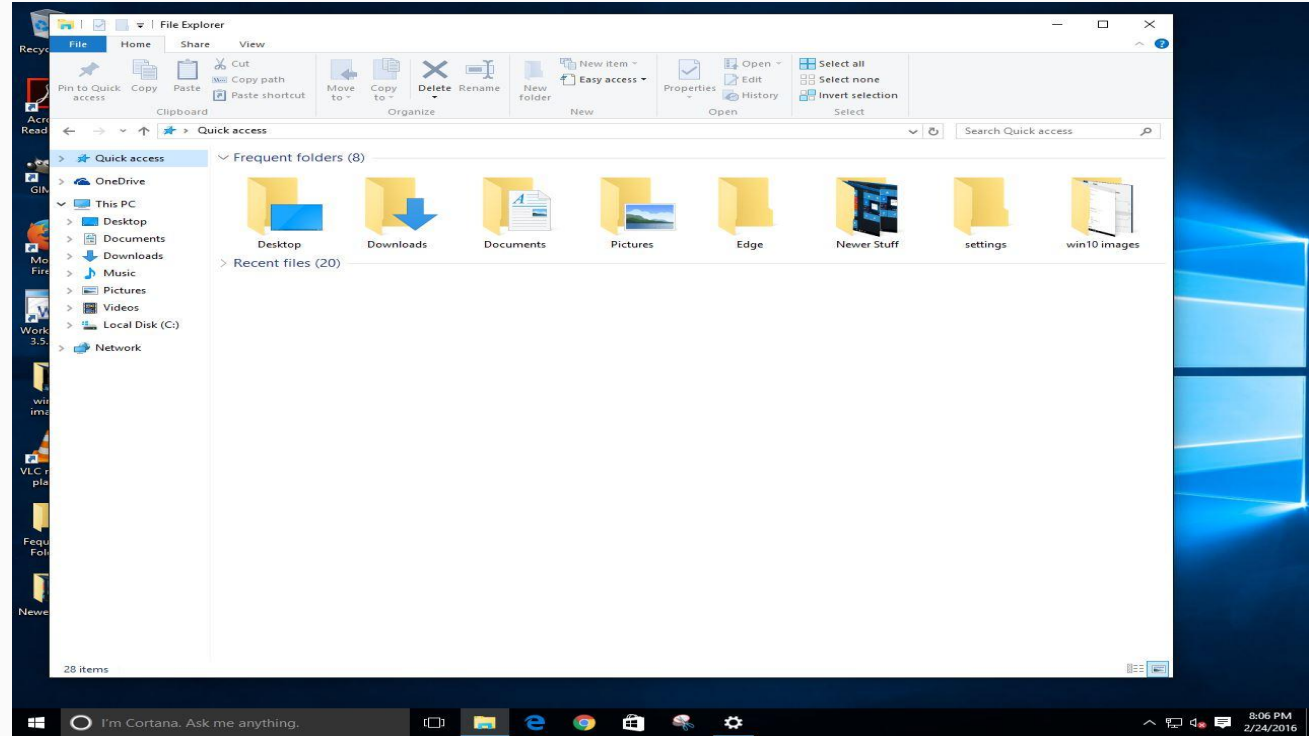
- Unpin from Start
  - To remove tile from Start
- Resize
  - Change how big of square or make it rectangle shape.
- Uninstall
  - Removes the app from the PC.
  - If it's a program the Windows control panel feature "uninstall or change a program" program will popup.
- Move
  - Click and drag a tile to where you want it.



# File Explorer

Manage how you find, open, and edit your files.

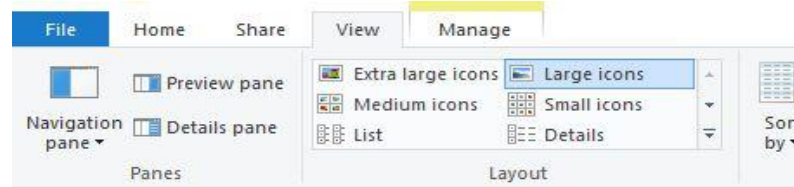
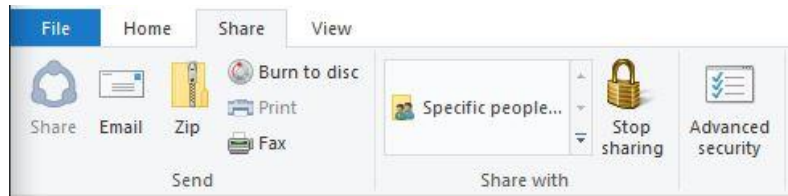
- Ribbon
- Tabs
- Navigation Pane



# File Explorer

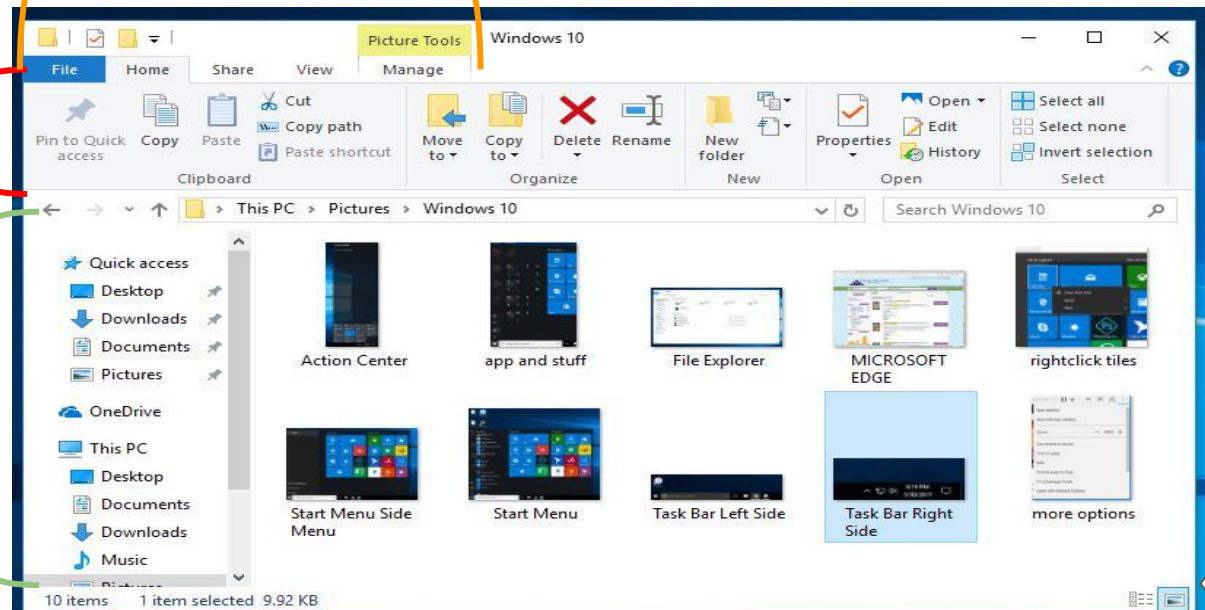
## Tabs

Easier to access features that used to be difficult.



## Ribbon

Displays buttons and menus for common tasks.

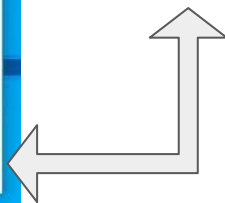


## Navigation Pane

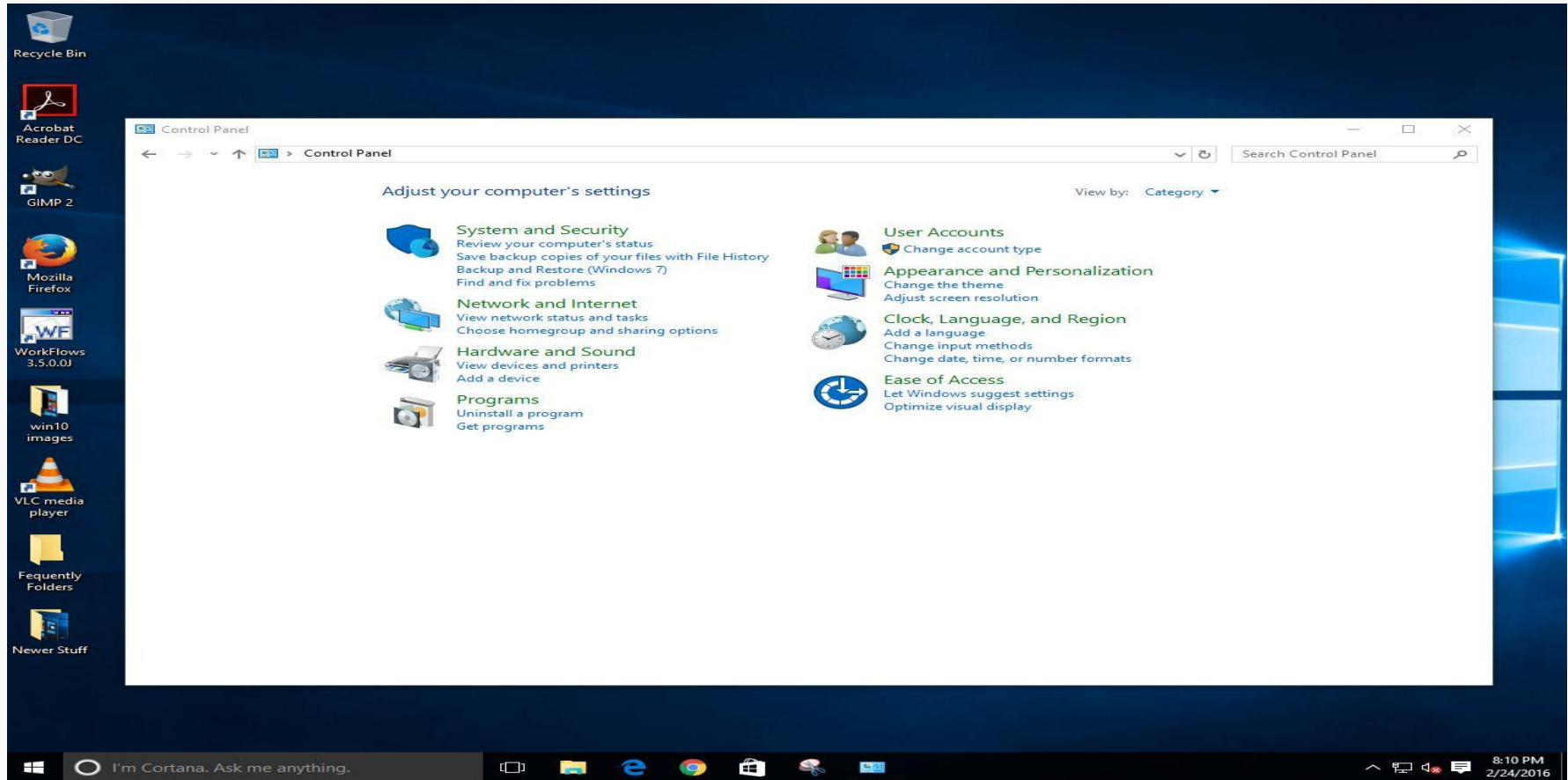
Quick go to folders, files, libraries, and network drives.

## Display Settings

Choose how to view files in the file explorer.



# Windows Control Panel



# What is Cortana?

Microsoft describes Cortana as

“...your clever new personal assistant.”

Cortana is Microsoft's own version of Siri and is on Windows 10, Windows 10 phones, and Xbox One

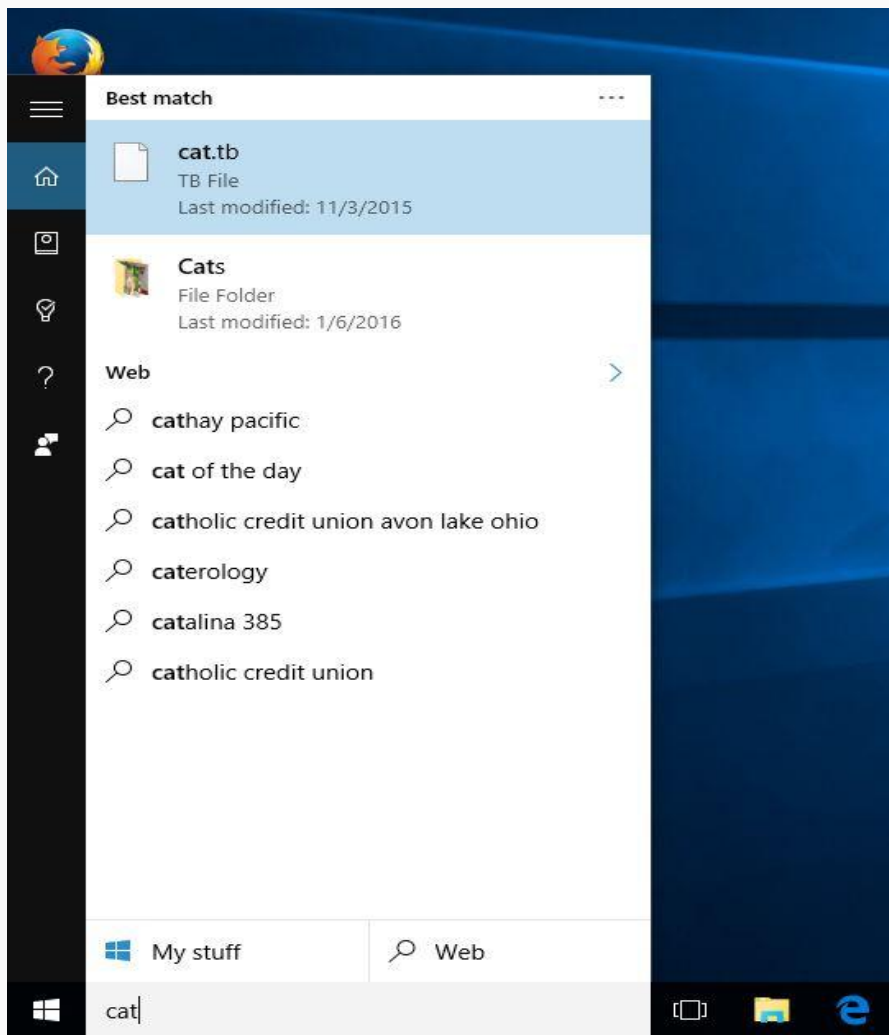
What it can do

- find documents on the PC
- manage your calendar
- set contact info
- interact with apps
- track packages
- set reminders
- search the internet



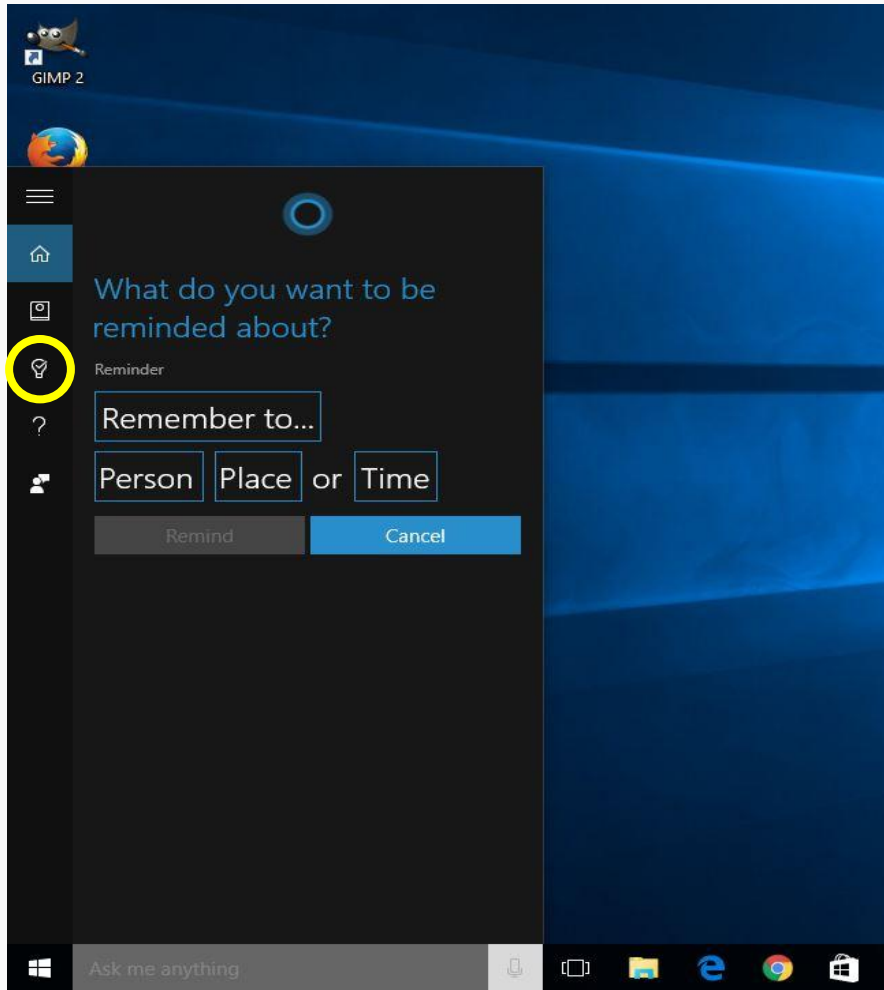
I'm Cortana. Ask me anything.





When something is typed in the Cortana search bar two things happen simultaneously.

1. Cortana searches the PC for familiar file and folders.
2. Gives internet recommendations to search the web using Bing.



Clicking on the light bulb with the check inside it brings up Cortana reminders.

When a reminder is completed Cortana will remind you based on the form.

A reminder can be triggered based on a person, place, or time.



# Task View



The Task View icon has multiple functions.

1. displays all the currently open windows and running programs.
2. To switch between different virtual desktops.



Document - WordPad

File Home View

Clipboard Font Paragraph Insert Editing

# Places to Go and Where to Eat on Vacation

It's a feat to get out of Cleveland with any appetite at all if you spend time grazing around the city's sprawling, century-old [West Side Market](#), where temptations include the Westside Market Cafe's fried fresh walleye sandwich and Reilly Irish Bakery's triple-chocolate, six-pint Guinness Stout cake, not to mention a plethora of fresh produce, stone-hearth breads, and German kuchen (fruit- and cheese-filled pastries). Another challenge to leaving Cleveland hungry is the Polish Boy, a local soul food sandwich comprising a hot dog bun piled high with kielbasa, french fries, and coleslaw and slathered with a spicy barbecue sauce. (Try the version at [Hot Sauce Williams](#) on Carnegie Avenue.) Then there's the luscious [dobos torta](#), eight layers of sponge cake and chocolate buttercream covered in caramel, at [Balaton Restaurant](#).

VLC media player

Frequently Folders

Newer Stuff

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Ask me anything

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Food Network

The Best Places to Eat

foodnetwork.com

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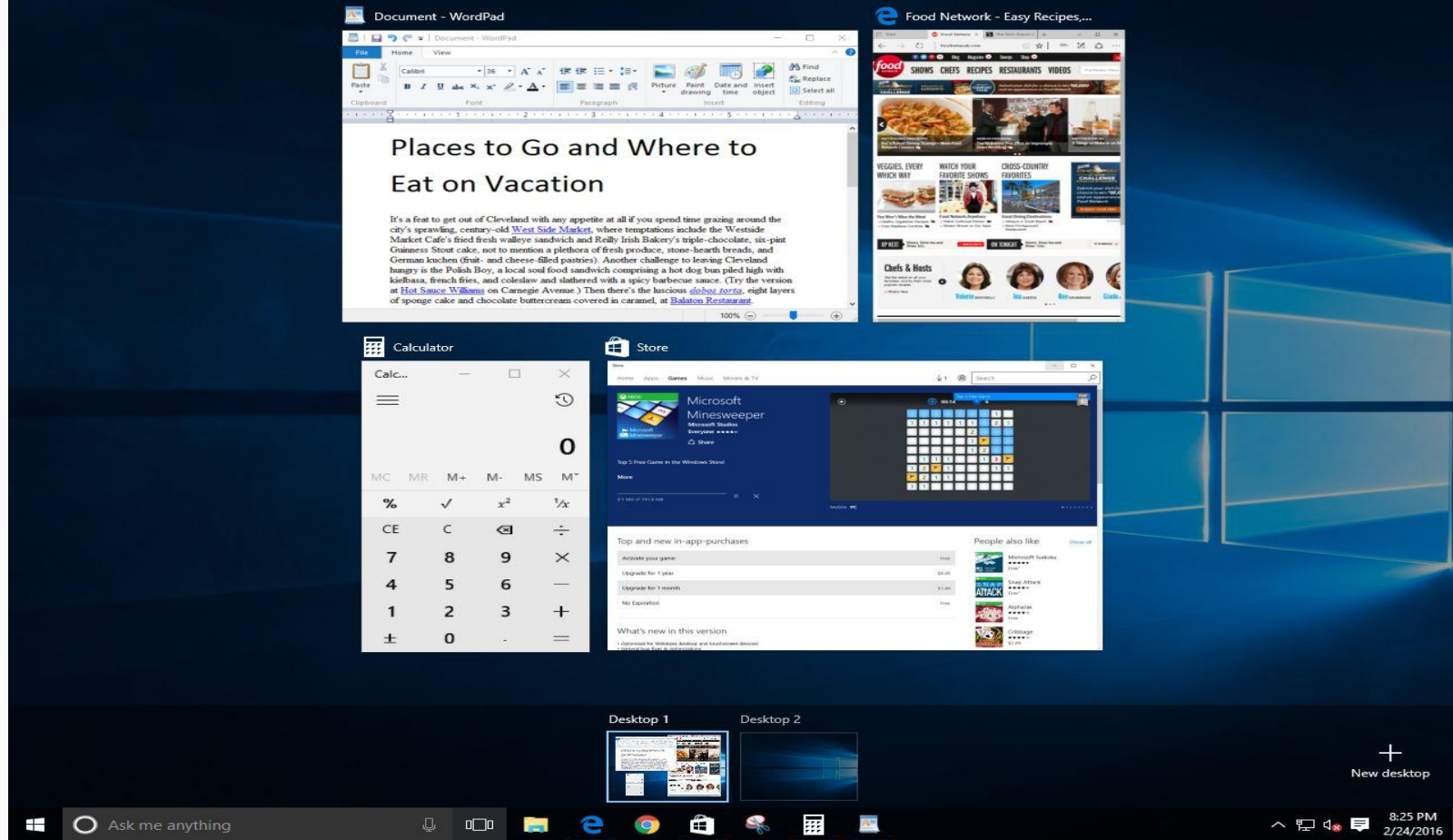
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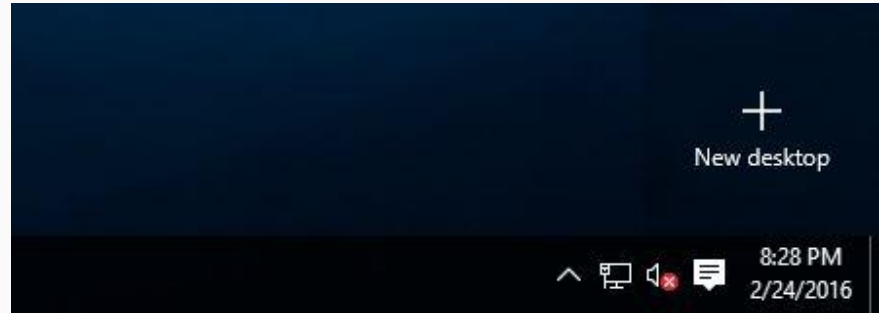


# Task View

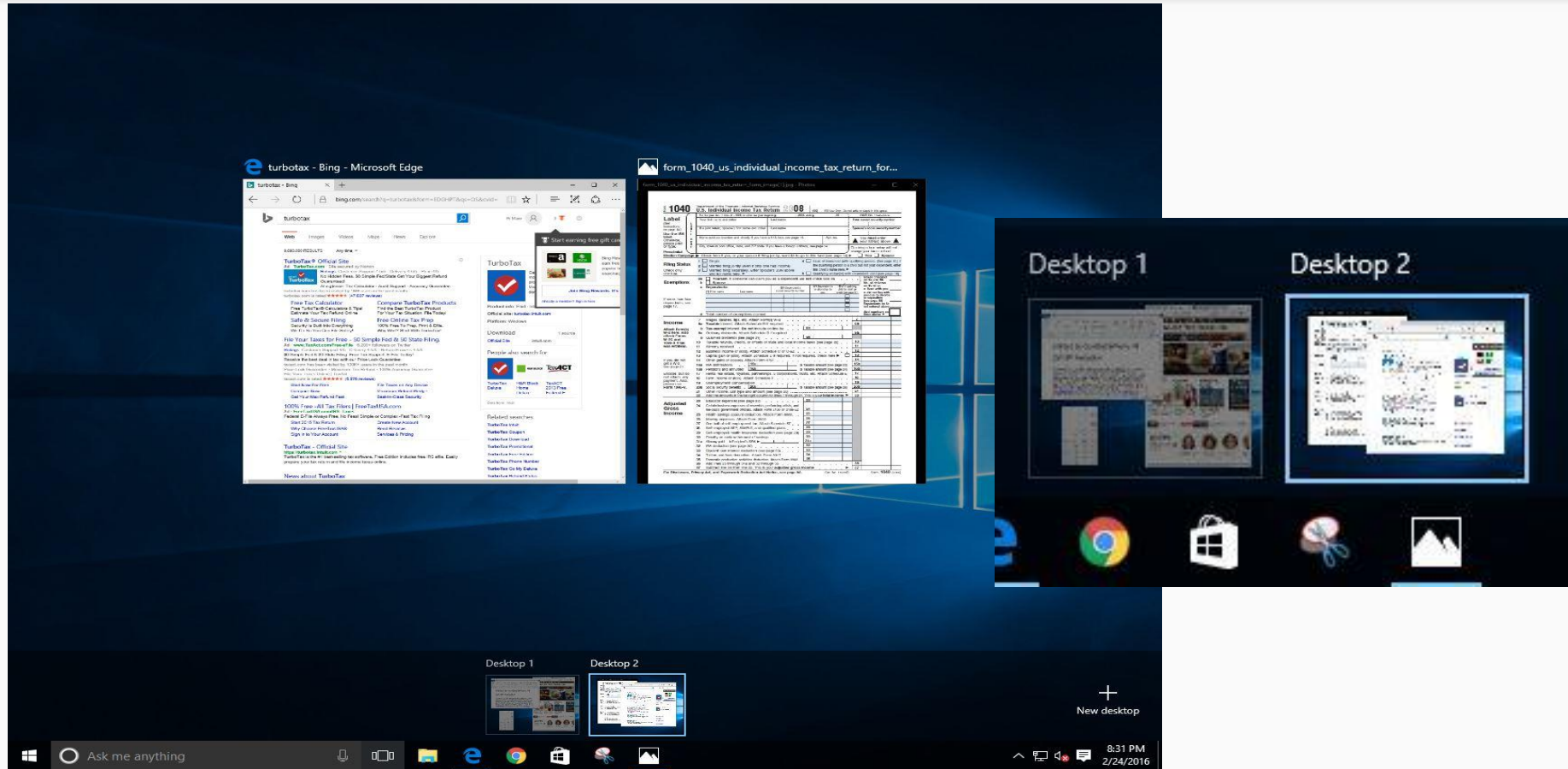
# Virtual Desktop

Virtualization: Is the creation of a tool virtually (rather than actual)

On a single PC a user may create separate desktops with different applications running.



# Virtual Desktop





# The Action Center

If you're familiar with notifications on iPhone or Android phones the Action Center in Windows 10 works almost the same.

Any notifications set by apps or programs on the PC will appear in the Action Center.

Action Center also brings up so functions that can be turned on and off at any time.

