



# INTRO TO WINDOWS 10

COMPUTER SCIENCE

COLLEGE OF DENTISTRY



# WHY WINDOWS 10?

- Windows 10 is the Microsoft Operating System.
  - Is replacing Windows 7 on campus
  - Much more friendly than Windows 8
  - More Secure (wannacry virus)
  - Runs better (uses fewer resources)

# WHAT'S NEW IN WINDOWS 10?

## ■ *A few feature highlights*

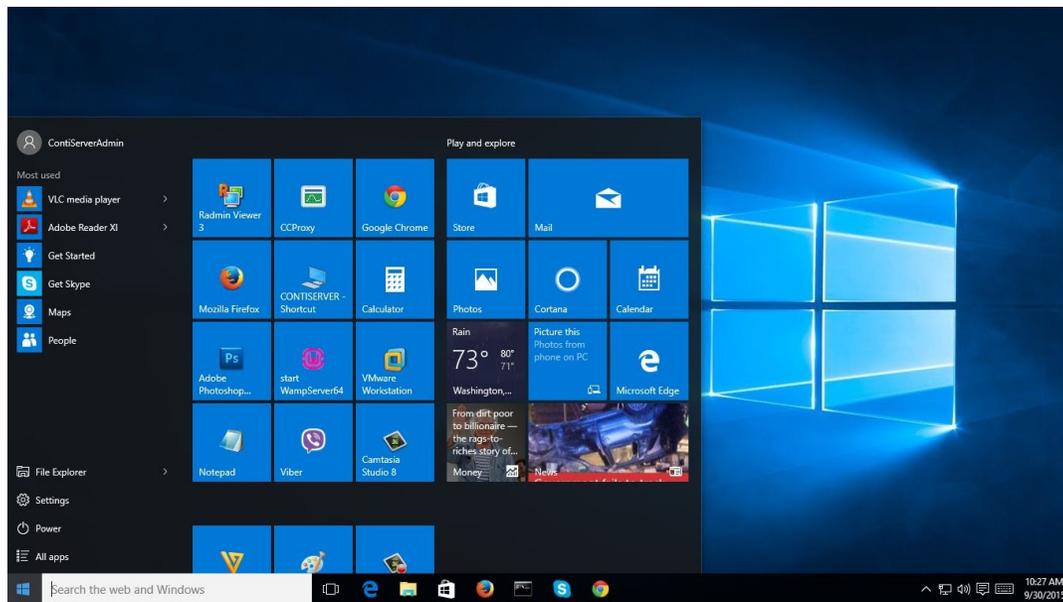
- • Start menu
- • Using tiles
- • How to search
- • Task view
- • Virtual desktops
- • Snap enhancements
- • Quick access tools

## ■ *Personalization and Settings*

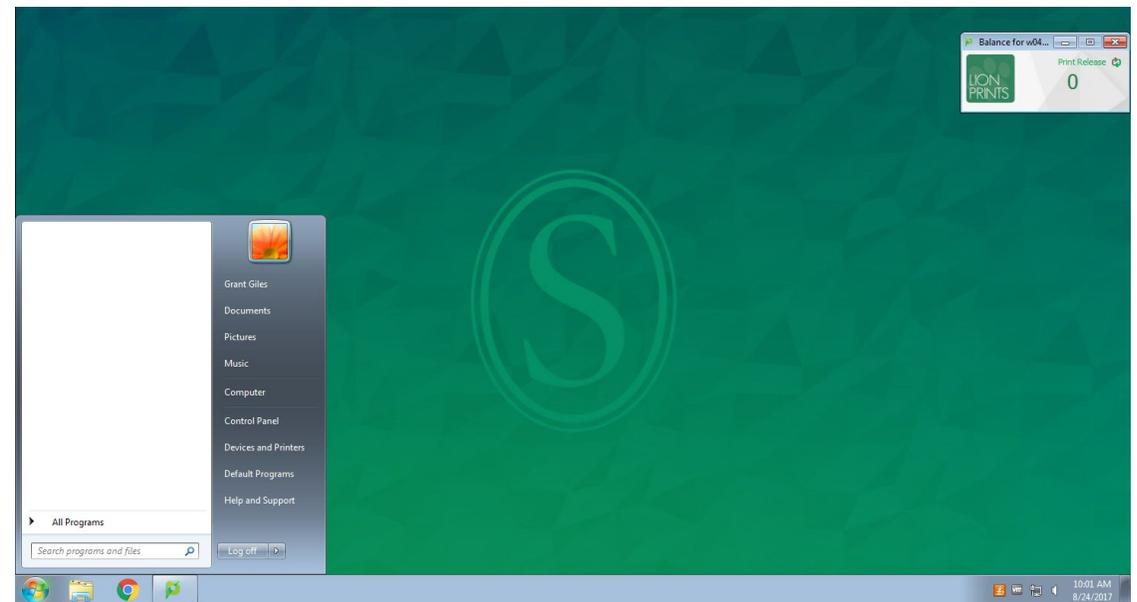
- • A new look
- • Personalize your lock screen
- • Themes
- • Desktop and Colors

# START MENU

## Windows 10:



## Windows 7:



# HOW TO USE THE START MENU:

## To display the Start menu:

Select the **Start** button on the far left of the taskbar. 

—OR—

Press the **Windows logo key** on the keyboard. 

## To shut down, restart, or put your computer to sleep:

1. On the **Start** menu, select Power. 
2. Select the option you want: **Sleep**, **Shut down**, or **Restart**.

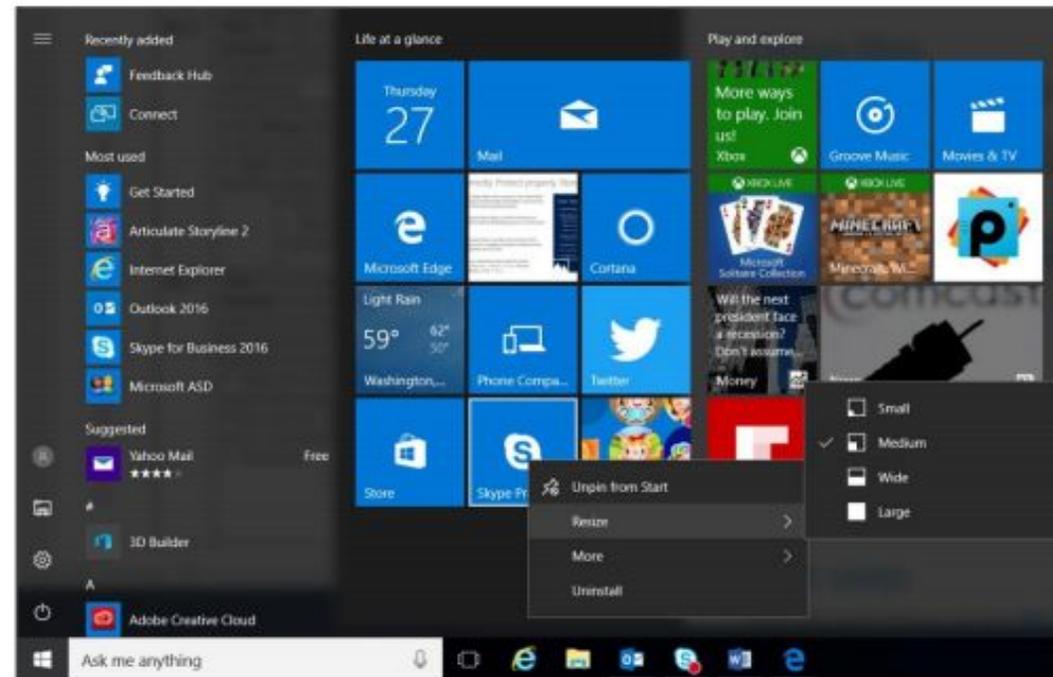


# START MENU: USING TILES

- In the right pane of the Start menu, you'll find tiles for some common apps.
- To move a tile, just drag it to another position. You can rearrange them within the pane. You can also drag apps between the tile view and the app list view.

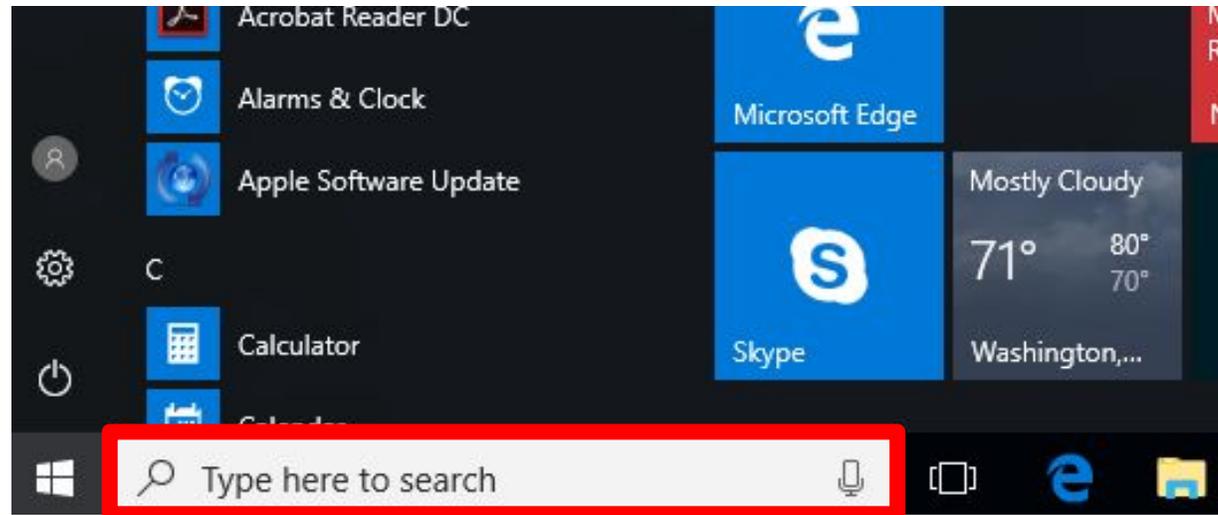
**Right-click a tile to display a menu for performing other actions with that tile, which may include:**

- Unpin from Start
- Resize
- Uninstall
  - More
- Open recent files with the app



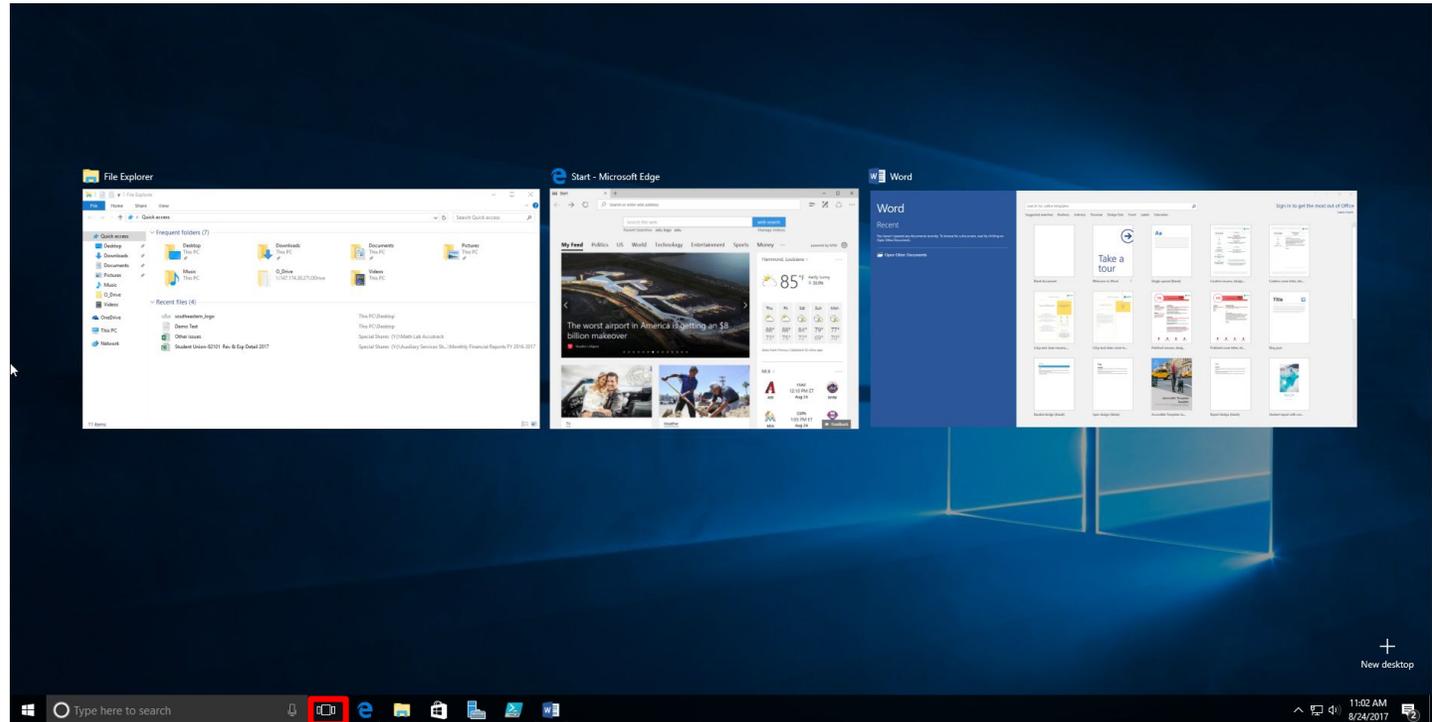
# HOW-TO SEARCH

- Windows 10 Start menu comes with a great Search tool.
  - Search apps
  - Search files
  - Search the web
  - Use Cortana



# TASK VIEW

- One of the best parts of windows.
- Separate all apps into a spread out view to find the window you are looking for.
- Great for organization!
- Also “Windows + TAB”

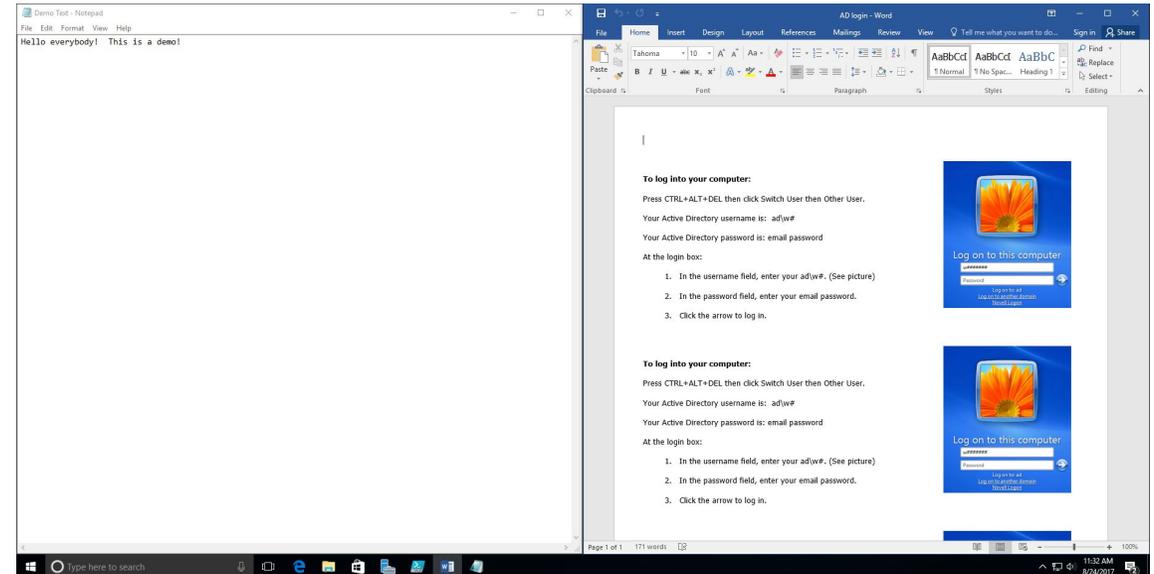


# SNAP ENHANCEMENTS

- What are snap enhancements?
- Split-screen view, up to four ways.

## To snap two windows side by side:

1. Drag the title bar of one window to one side of the screen, until a half-screen outline of the window appears.
2. Release the mouse (or lift your finger) to snap the window into position.
3. Repeat steps 1 and 2 for the other window, using the other side of the screen.



# QUICK ACCESS TOOLS

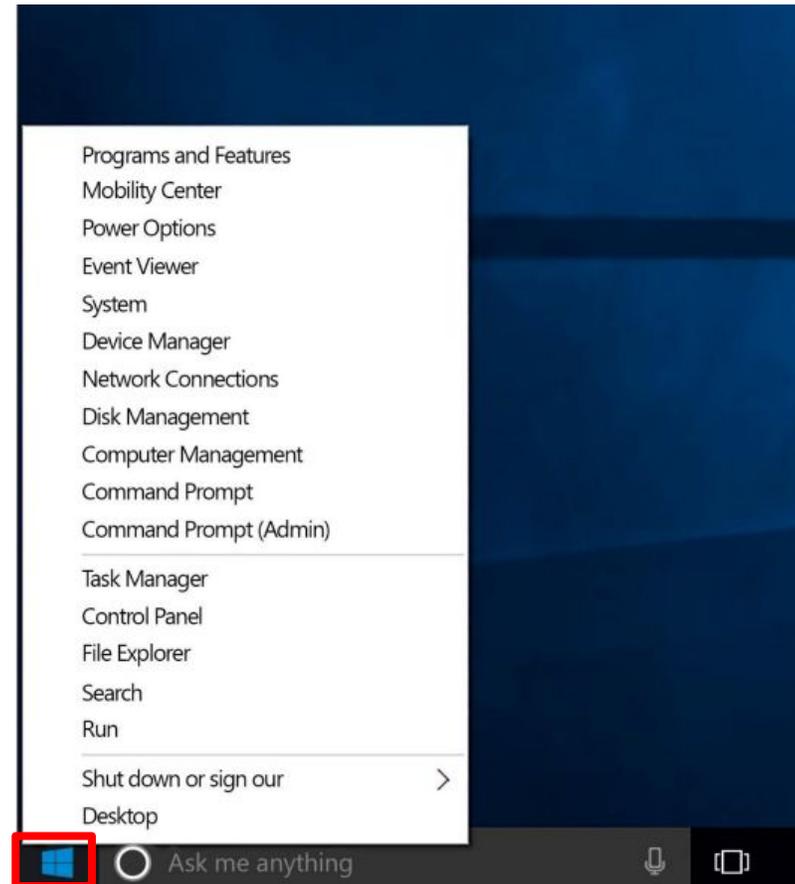
- The Quick Access menu provides access to advanced system tools such as Power Options, Task Manager, and Control Panel.

## To display the Quick Access menu:

Right-click the **Start** button on the far left of the taskbar. 

— OR —

Enter the **Windows key +X** on the keyboard. 



# PERSONALIZATION AND SETTINGS:

- Settings gets a new “modern” look.
- Basically, a condensed “control panel”
  - FYI, control panel is still available.



# SETTINGS IN WINDOWS 7 VS WINDOWS 10

## Windows 10:

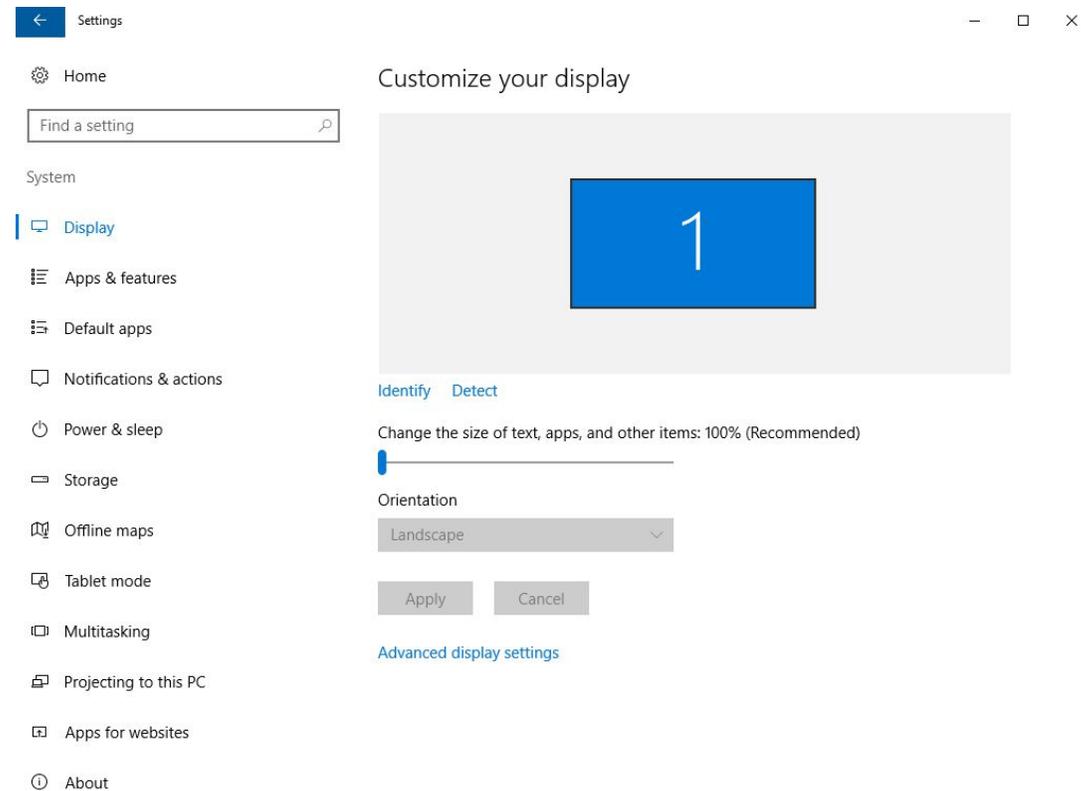


## Windows 7:



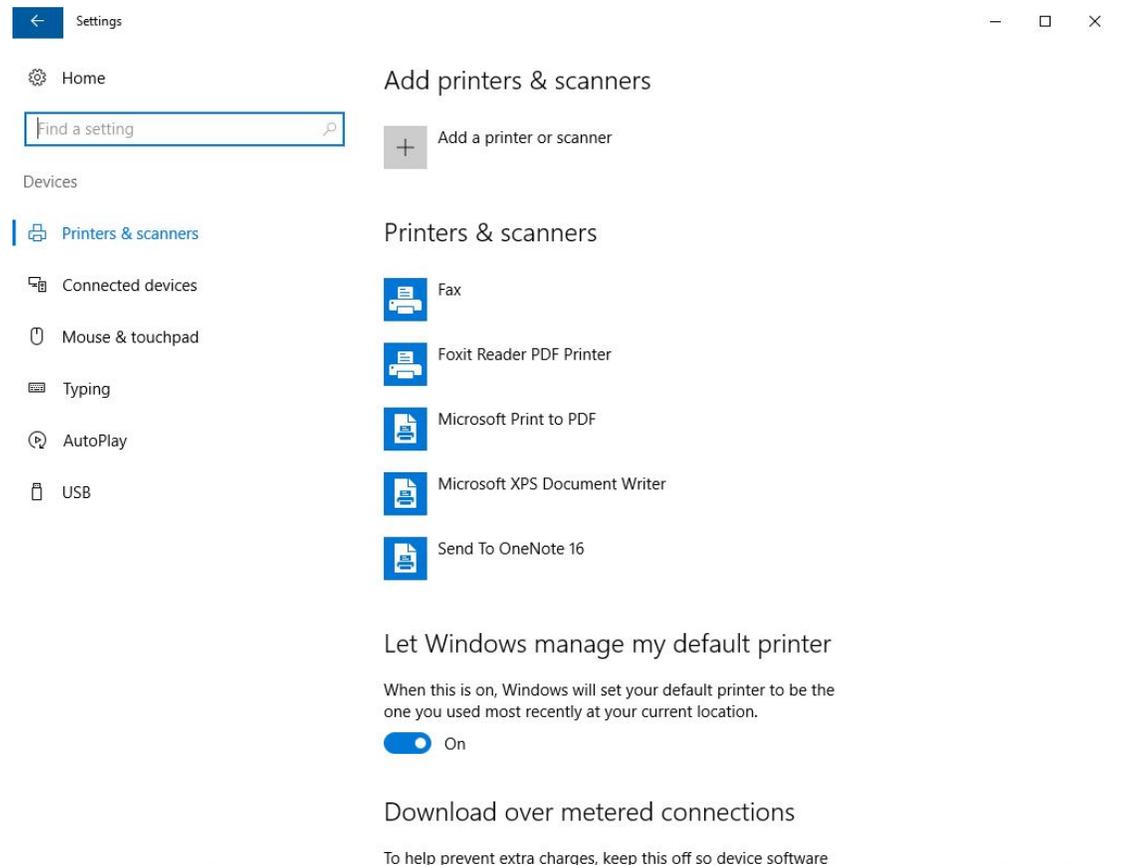
# SETTINGS FOR SYSTEM

- Settings here change system configurations (Display resolution/monitors, default apps, power, etc.)

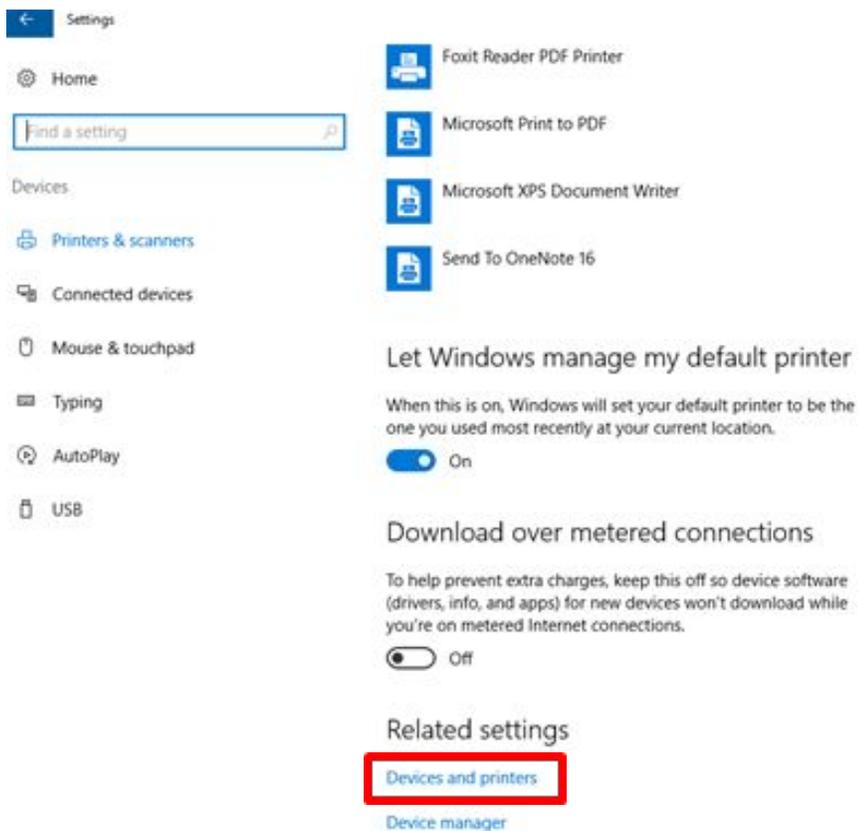


# SETTINGS FOR DEVICES

- Manage settings for external devices (printers, mice, scanners)
  - 95% of time it's printers
  - 95% of time, use old view.



# SETTINGS FOR DEVICES (CONT.)



Settings

Home

Find a setting

Devices

- Printers & scanners
- Connected devices
- Mouse & touchpad
- Typing
- AutoPlay
- USB

Foxit Reader PDF Printer

Microsoft Print to PDF

Microsoft XPS Document Writer

Send To OneNote 16

Let Windows manage my default printer

When this is on, Windows will set your default printer to be the one you used most recently at your current location.

On

Download over metered connections

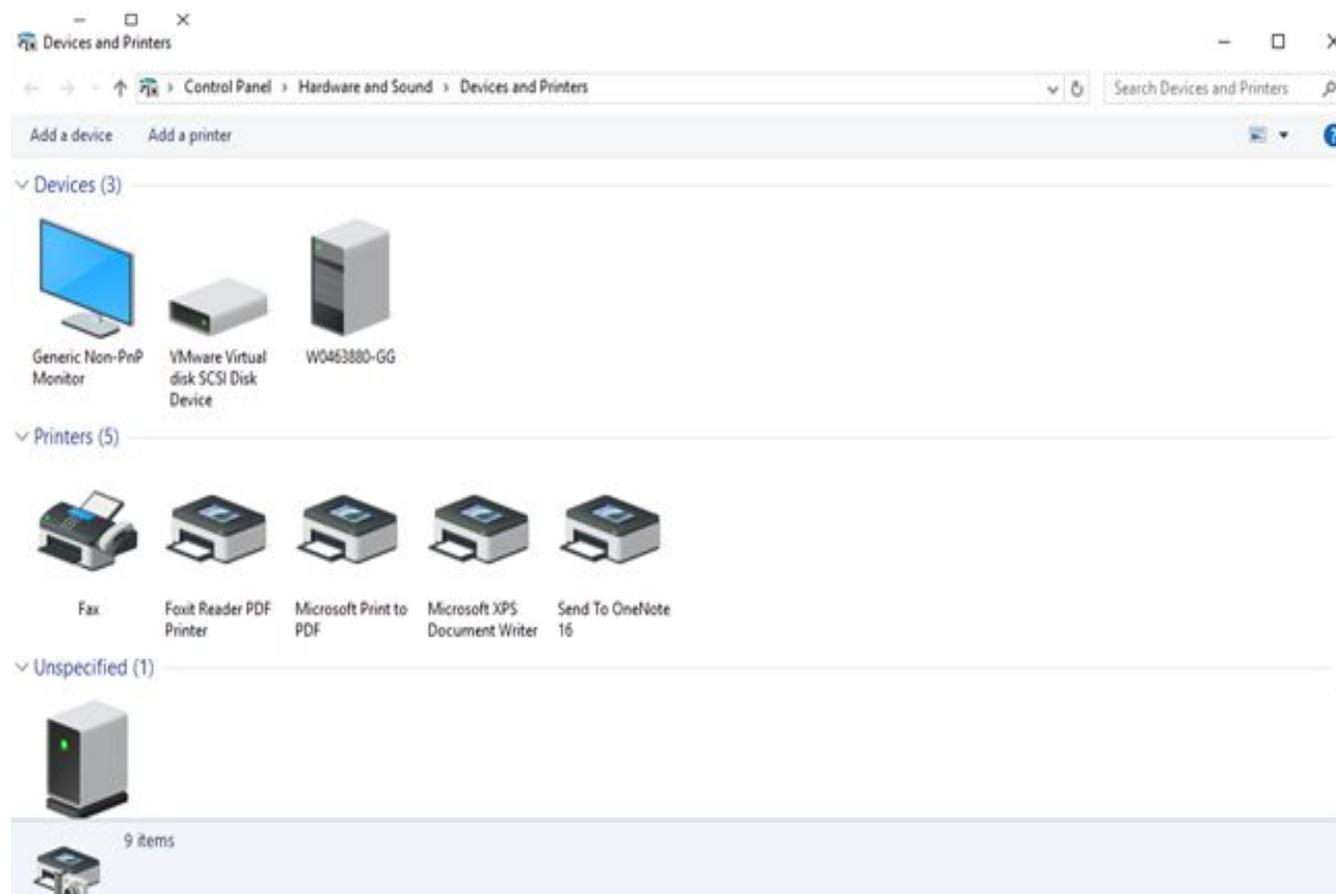
To help prevent extra charges, keep this off so device software (drivers, info, and apps) for new devices won't download while you're on metered Internet connections.

Off

Related settings

**Devices and printers**

Device manager



Devices and Printers

Control Panel > Hardware and Sound > Devices and Printers

Search Devices and Printers

Add a device Add a printer

Devices (3)

- Generic Non-PnP Monitor
- VMware Virtual disk SCSI Disk Device
- W0463880-GG

Printers (5)

- Fax
- Foxit Reader PDF Printer
- Microsoft Print to PDF
- Microsoft XPS Document Writer
- Send To OneNote 16

Unspecified (1)

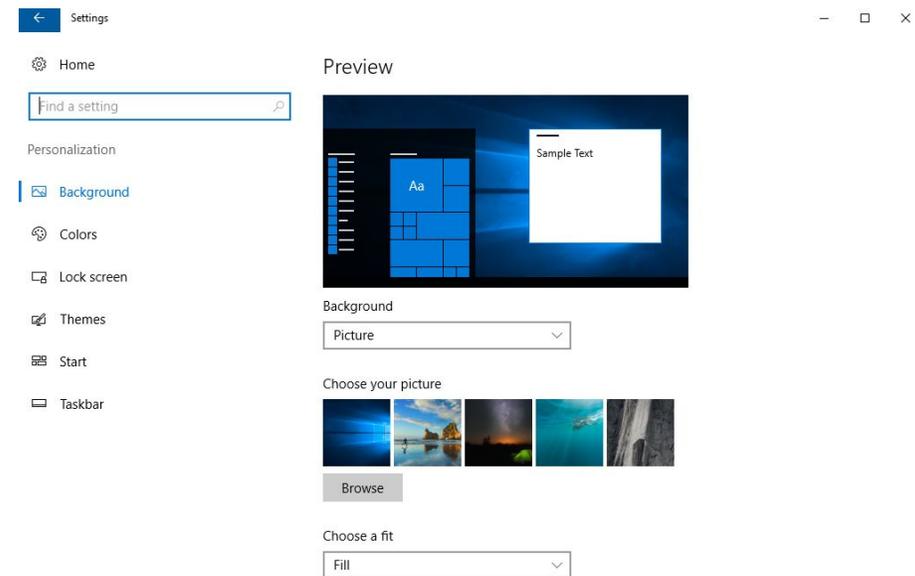
- 9 items

# PERSONALIZATION SETTINGS

- Tweak your lock screen to your liking. Change the background to a favorite photo or slide show, or show upcoming calendar events, social network updates, and other app and system notifications.

## To customize your lock screen:

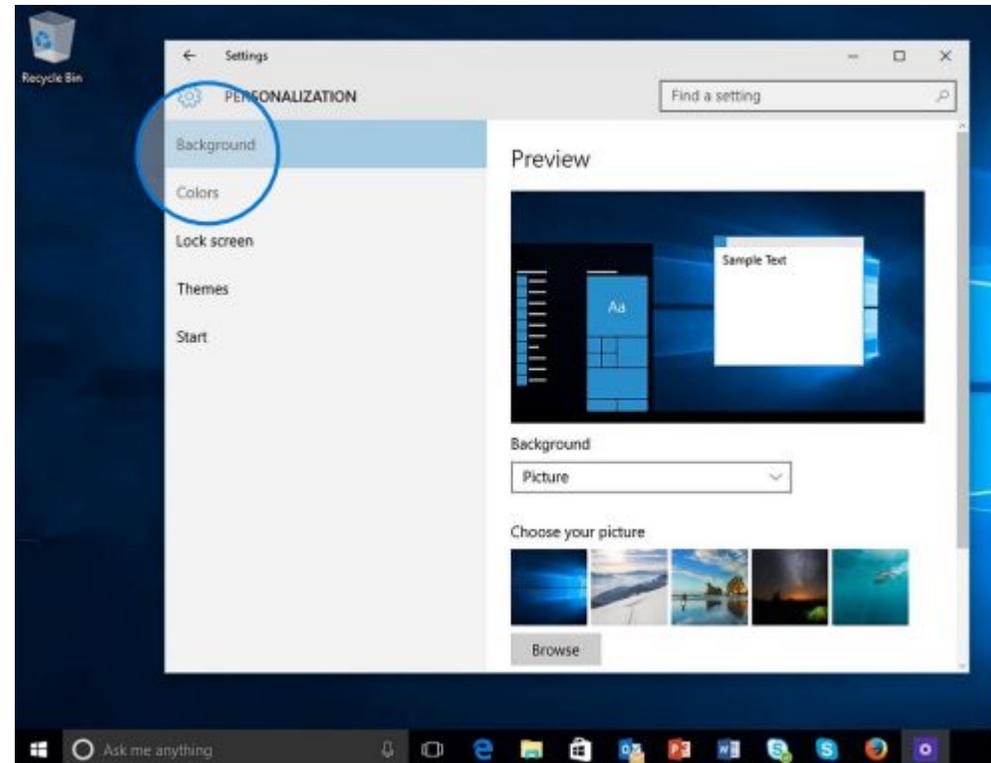
1. Go to Start, and then select **Settings > Personalization > Lock screen**.
2. Change your device background and choose any combination of detailed and quick status notifications.



# PERSONALIZATION SETTINGS (CONT.)

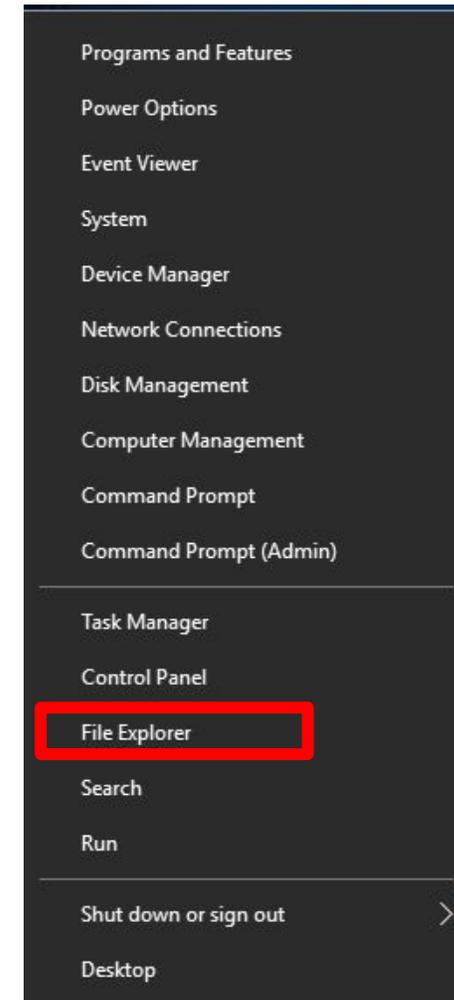
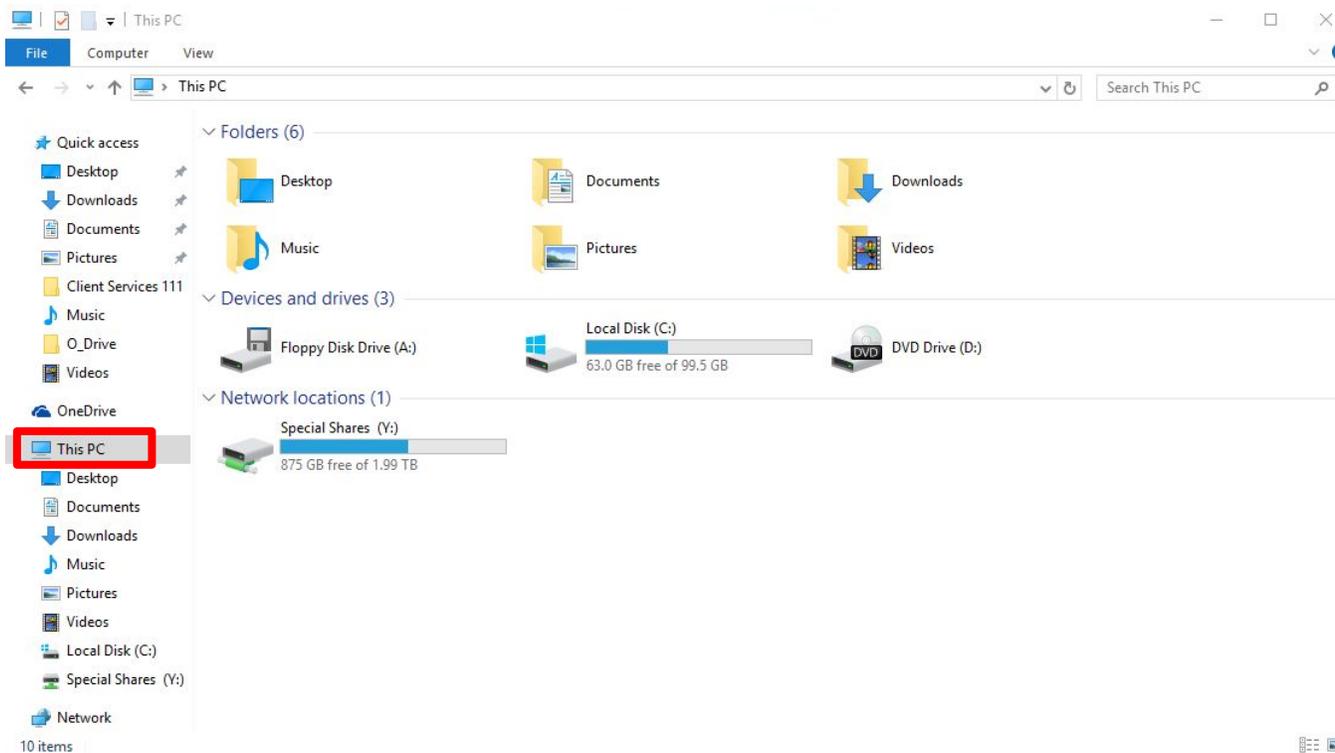
- Choose a picture worthy of gracing your desktop background, and to change the accent color for Start, the taskbar, and other items. The preview window gives you a sneak peek of your changes as you make them.

1. Go to **Start**, and then select **Settings** > **Personalization**. 
2. Select **Background** to select a picture or a solid color, or create a slide show of pictures.
3. Select **Colors** to let Windows pull an accent color from your background, or choose your own color adventure.



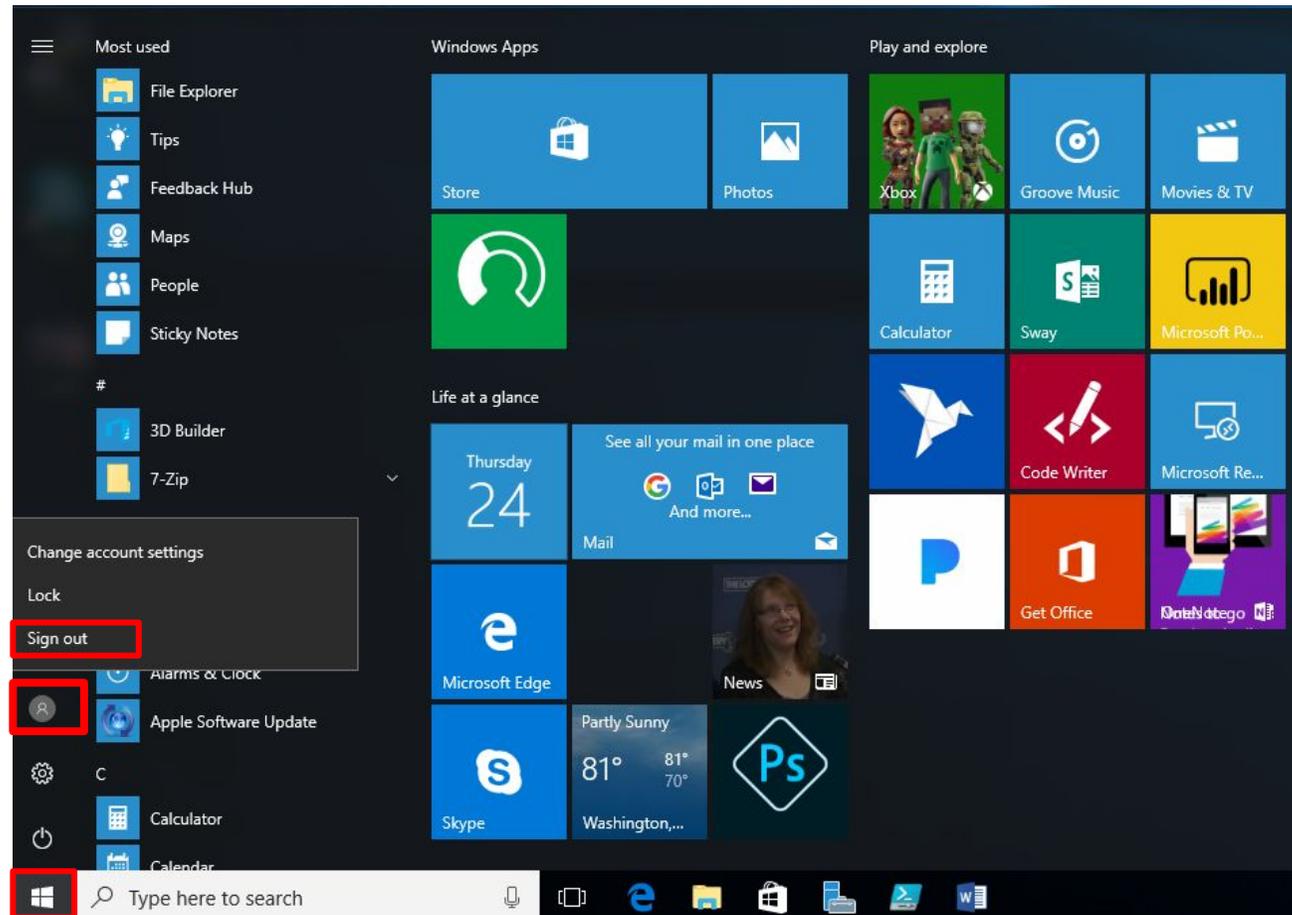
# WHERE IS “MY COMPUTER”?

- Right-click the start button > Select File Explorer
  - Click “This PC” to get to your drives.



# HOW DO I “LOGOUT”?

- Click the start button
  - Click the user icon
    - Select sign out.

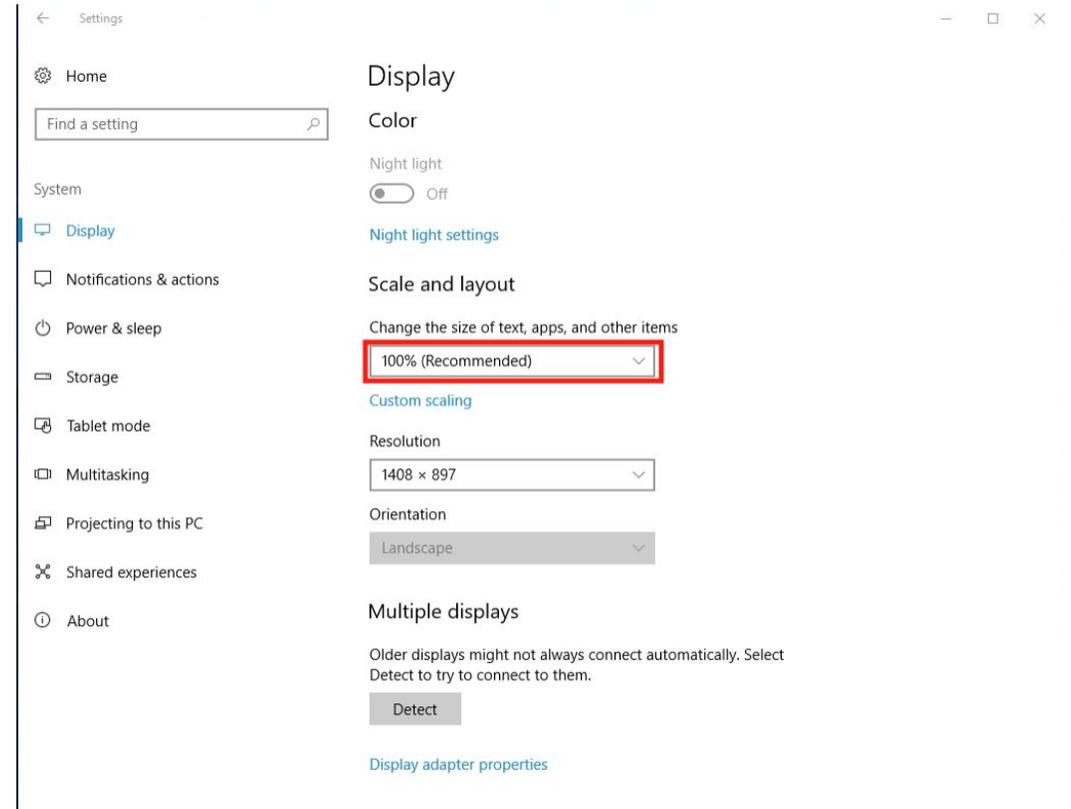


# ADDING SHORTCUTS TO DESKTOP

- Click the Start button
- Scroll to the app you want
- Hold down the left mouse button
- Drag the app to the desktop

# WHY IS EVERYTHING HARD TO SEE?

- Display options are allowed in all versions of Windows.
- Under Settings > System > Display
  - Choose “Scale and Layout”
  - The dropdown allows you to enlarge text, apps, and other items.



# WHY IS EVERYTHING HARD TO SEE? (PT. 2)

- In common apps such as Microsoft Word, there is a way to increase the size of the document, without formatting the document itself.
- The “View Slider” in the bottom right-hand corner allows a user to increase/decrease the magnification of a document.

