

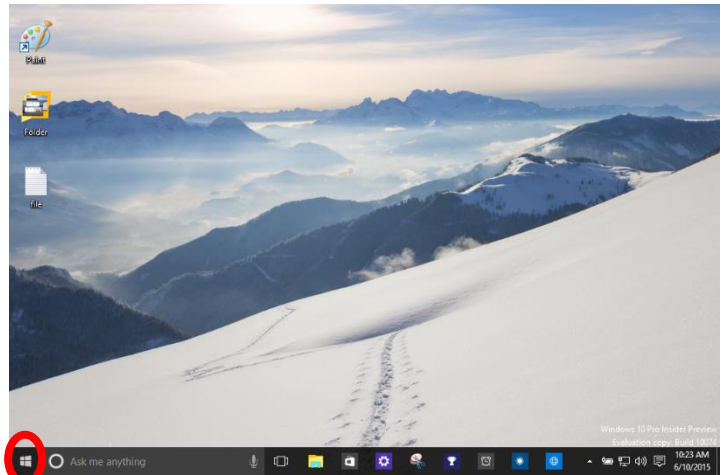
Microsoft received a lot of negative feedback on Windows 8/8.1. The world generally said that it was too tablet focused, that it wasn't easy enough to use on desktop and laptop computers. They were listening. The next version of Windows is so awesome, Microsoft employees said while announcing it, that it warranted skipping Windows 9. We'll see. Only you can judge that. To get you started, here's our view of what's the same and what's different/new in Windows 10.

We are not Windows 10 experts yet – if you have questions beyond what's covered in this handout please ask and we'll see what we can figure out.

What's the same?

1) The Desktop

- A lot of the desktop is the same as it always has been. Double click an icon to open it. Single click taskbar shortcuts. Delete files using the Recycle bin. Use File Explorer to browse. Install programs, access flash drives, go online using a web browser, etc. These things and many more work as usual.
- The **Start Menu** is back! (More on that later.)



2) File Explorer

- Other than a new icon, File Explorer is the same as it was in Windows 8. In Windows 8, it added a ribbon of controls at the top like you may be familiar with from Microsoft Office programs.
- Some of the icons were redesigned, but they do the same things as before.
- File operations such as open, copy, paste, move, shortcuts, etc., and more are all the same.
- **"Favorites"** has been renamed **"Quick Access"** and includes a new list of files you've recently used.
- **"My Computer"** has been renamed **"This PC"** and works as it did before.

3) Task bar

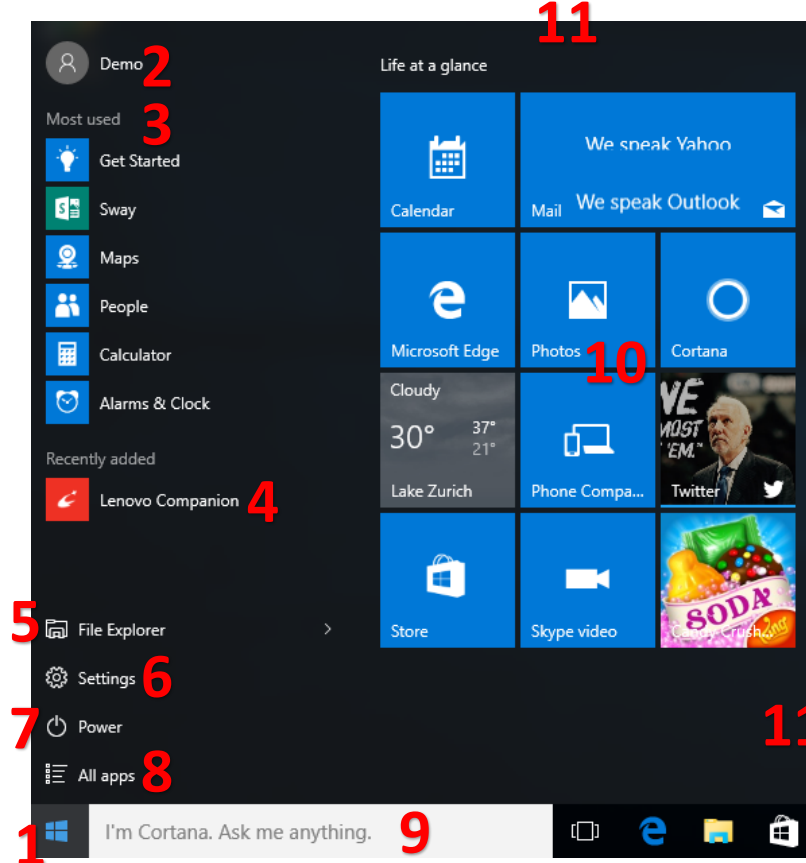
- Since Windows 7, Windows users have been able to **"pin"** program icons to the bottom of their screens for easy access. This has not changed. (Find items to pin in the re-introduced Start Menu.)
- Pinned programs still have right click option lists (called **"jump lists"**) like before.
- The system tray with the time, date, network, etc. info looks different but functions the same.
- One minor difference is that open programs have blue lines under them by default rather than the old white shading. (They're very faint in the picture below.)
- The program you're currently in is highlighted more prominently in white.



4) Non-Windows software

- Most (if not all) of the programs you've used on Windows forever should work in Windows 10. iTunes, Microsoft Office, Google Chrome, Adobe Reader, etc. should all work. The Windows developer community is huge and there should be lots of software to use with Windows 10.
- The Windows Store, introduced in Windows 8, remains the same. You can use your existing Microsoft account and password to download paid or free 3rd party applications.

What's different and new?



5) Start Menu

- The start menu is back!

- 1. **Windows button** – click to open/close the start menu.
- 2. **Account** - access your Microsoft user account.
- 3. **Most used** – like in the Start Menus of old, this is a simple list of the programs you use most often. As you use different programs it will change, so don't use this as the end-all-be-all place to find a program you need.
- 4. **Recently added** – if you've installed programs manually or through the Windows Store, they will appear here.
- 5. **File Explorer** – program to access your files. This also includes "My Documents", "My Pictures", etc. as they were called in Windows XP.
- 6. **Settings** – The brand new replacement for the old Control Panel. (More on this new application later.)
- 7. **Power** – Click here to shut down, restart, or put your computer into the sleep or hibernate modes.
- 8. **All apps** – "All programs" is back! Click here, and then scroll through the nicely redesigned view of every single program you have installed. Recently added programs are listed at the top of this view – to dismiss them, click the 'x'. Scroll through the list to see installed programs. Left click to open a folder or program. Folders have down arrows on the right side, programs don't. Right click to see program options, including pinning to the Start Menu and task bar. Click 'Back' to exit All apps.
- 9. **Ask me anything** – search for files on your computer or search the web. (More on this later.)
- 10. **Tiles** – tiles and live tiles from Windows 8/8.1 are not gone entirely! But don't worry, they've been implemented in a really tasteful way, sitting on the right side of start menu.

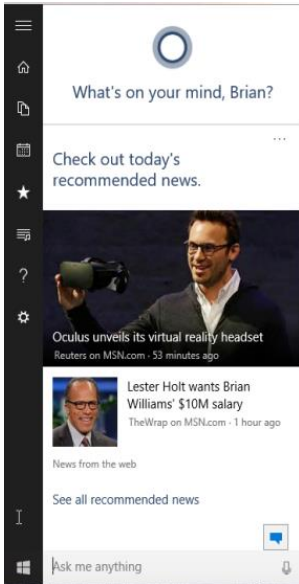
By default, Windows 10 includes a bunch of example tiles. You can remove them by right clicking and then clicking 'Unpin from start'. You can also pin them to the taskbar, resize them, or disable them from displaying info like news stories in the same menu. To change the order of these tiles, simply drag them around. You can create groups of tiles by dragging them into blank areas. These groups can be named by clicking above each group and then typing in a name. If you fill up this right side, you can scroll down to see more tiles. If you unpin all tiles in the Start Menu, you can drag the edge of Start Menu left to resize it smaller. If you like a wider rather than taller start menu, you can drag the edge of the Start Menu to the right as well. You can also resize the start menu vertically as well.

- 11. For the first time ever, you can drag the edges of the start menu vertically or horizontally to change the size of the start menu. It will let you take up about 90% of the height or width of your screen.

6) Cortana / Search

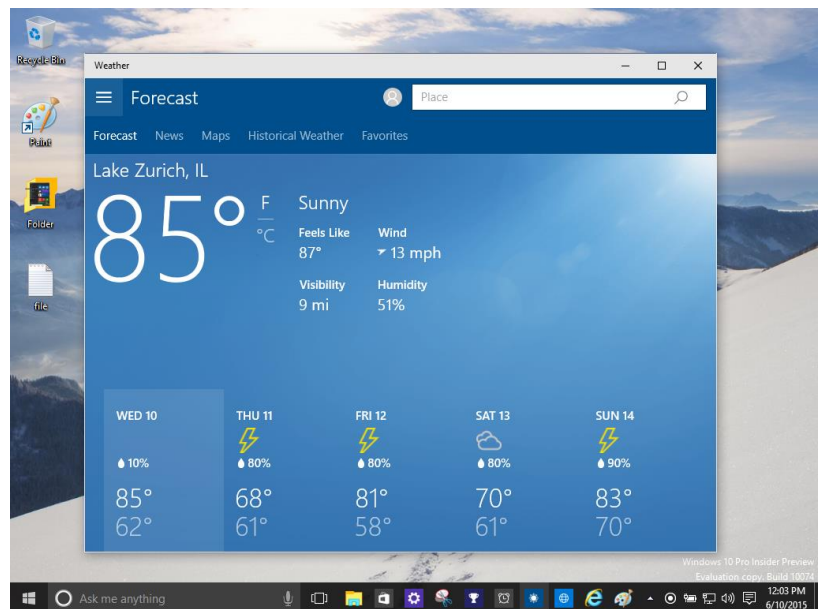
• If you've heard of Apple's Siri, Google Now, or Amazon Alexa, Cortana is Microsoft's competitor. Cortana is a digital assistant. The name "Cortana" comes from Cortana the digital assistant to the Halo "Master Chief" XBOX video game character. Windows Cortana uses the same voice as Halo's Cortana. Cortana is powered by Bing search and information you provide manually. If you do a voice search using a microphone, Cortana will do its best to answer you on the fly. If you type in a query, you will be presented with search engine-like results. These are both from your local computer and the Internet. Hit enter or click on a web result to be directed to a Bing search page. To filter down results, click "My stuff" to only search your local computer, or "web" to be directed to Bing. Use the keyboard shortcut Windows+Q (for "question") to ask Cortana something using your microphone.

- Instructions to turn Cortana off: <http://www.windowscentral.com/how-turn-cortana-and-stop-personal-data-gathering-windows-10>



7) Windowed "modern" applications

- The "modern" apps like Maps, Weather, Photos, News, etc. that debuted with Windows 8 were not removed from Windows 10.
- But, unlike in Windows 8/8.1, they are much easier to use. These modern apps now open in windows that work like traditional program windows – they are not full screen by default. This is a hugely welcome change and makes a lot of these simple but functional programs very attractive.



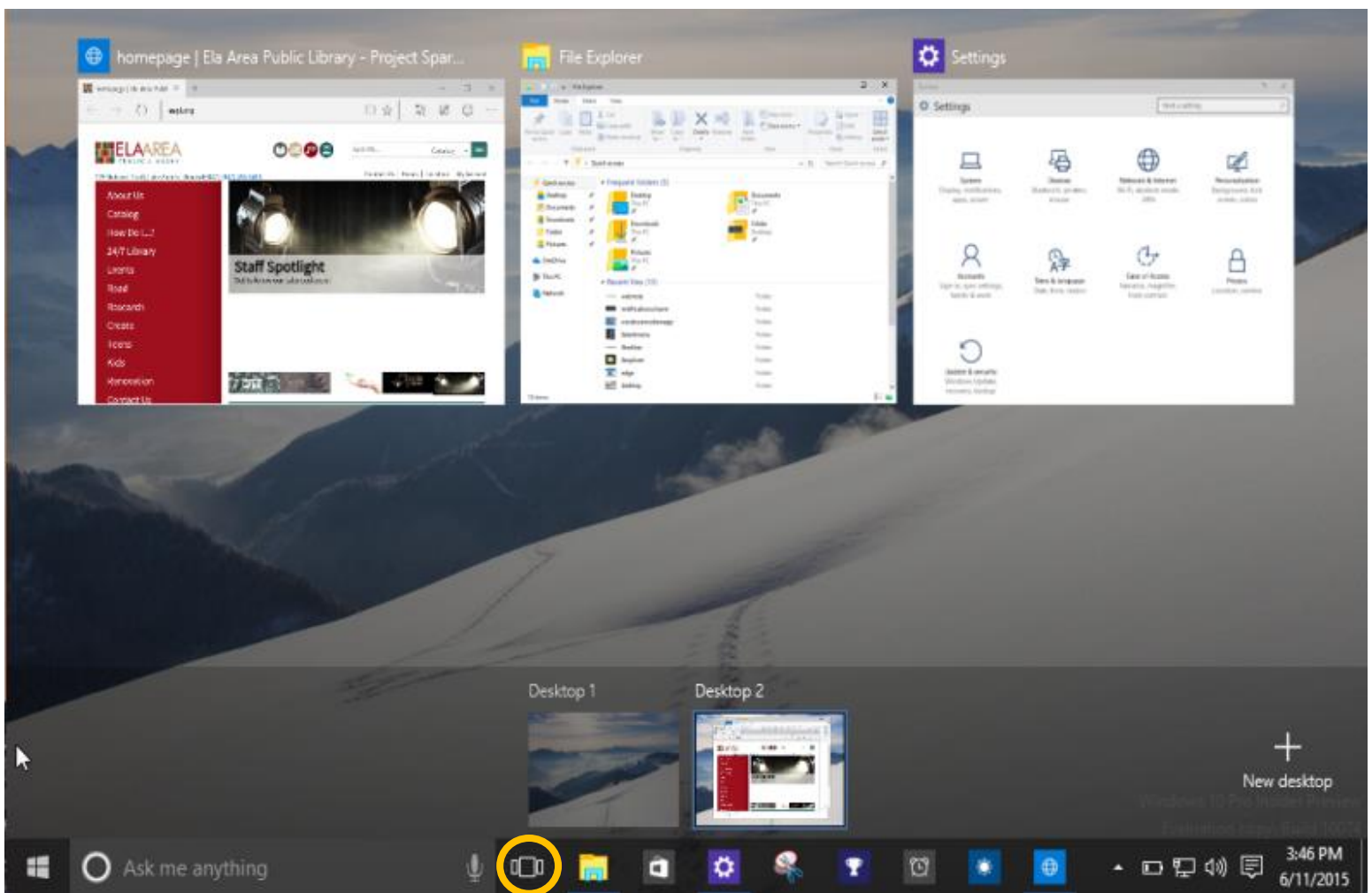
- These modern apps work especially well in the new tablet mode, which was designed to help those people who actually liked Windows 8/8.1 get used to Windows 10.

8) Window management

- Windows 10 comes with some great new ways to organize windows and programs on your computer. "Task View" is one of the biggest changes to Windows 10. It allows you to see all the programs you have open and have multiple virtual "desktops". "Snap assistant" helps you do multiple things at once or use multiple programs for one purpose.

Task View - multiple desktops

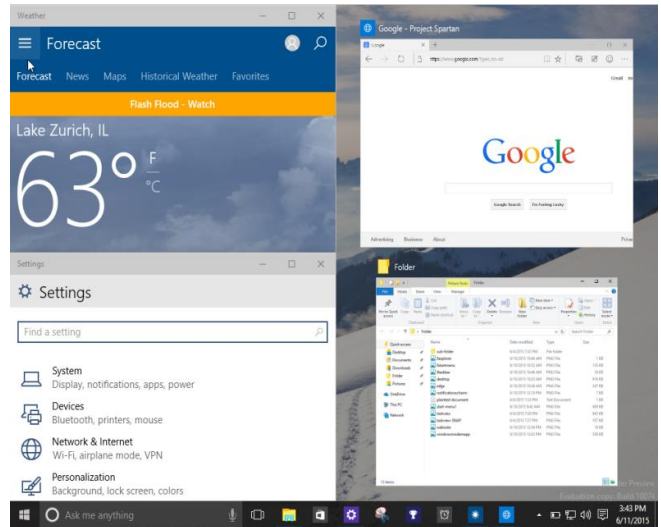
- Click the **Task view** button to open this overview of everything going on in your computer.
- To create another desktop screen, click 'New desktop' in the lower right corner.
- You can create more than 2 desktops. There's actually no limit to the number of desktops.
- Place your mouse over a desktop to see what's open in it.
- Once you're done previewing, click on a desktop to access it.
- Drag and drop programs from the top to the desired desktop.
- The most efficient users of this new feature will use the keyboard shortcut **Windows+ctrl+← / →** to very quickly move between desktops and place only one maximized program in each desktop. (Apple Mac OSX users may be very familiar with this feature.)



- To close a desktop, go back into task view and click the 'x' above the desktop you no longer need.

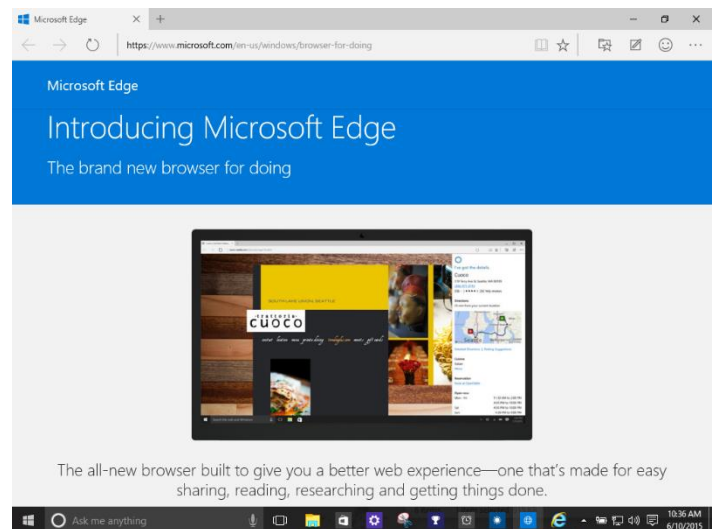
Snap assistant – quickly organize one screen

- Snap assistant helps you automatically organize your windows on the fly. Maybe you're trying to type an email referring to something you're simultaneously looking up online. Or maybe the email refers to multiple other things. You want to see all of those things on the screen at once. Snap assistant allows you to easily move your windows around in that type of situation.
- Drag a window toward either the middle of the left/right edge of your screen, or into one of the 4 corners of your screen. You will see a spot shadow indicating the position the window will *snap* to when you release your click. Once you release the first window, snap assistant will pop up in the remaining free space on your desktop to help you populate the rest of the screen with the things you want to see.
- Even more window management options are available when you right click the Task view icon.



9) Edge web browser

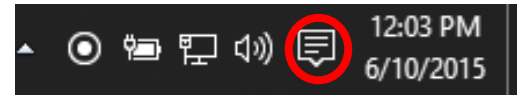
- Internet Explorer has been replaced with a new web browser called “Edge”. If you think this name is dumb, you're right. And the logo even looks like Internet Explorer's. Aside from those things, Edge appears to be a solid web browser. You may sometimes see it referred to by its development code name “Project Spartan”. The look and feel of Edge is very simple and clean – one might even say *spartan*. But there are some compatibility issues while this web browser is new which will hopefully be worked out quickly. Internet Explorer is still available if you need it for a site that Edge doesn't like.
- Many of the controls of Edge work exactly the same as Internet Explorer: back, forward, refresh, and making favorites works the same. Accessing favorites is different – it has been combined with a “reading list” feature along with history and downloads. The old “File” or gear menu is now “...” to indicate more options. It contains print, settings, zoom, and other extra options.
- The most interesting new feature is called “Web Notes” it allows you to literally make custom private annotations of web pages.



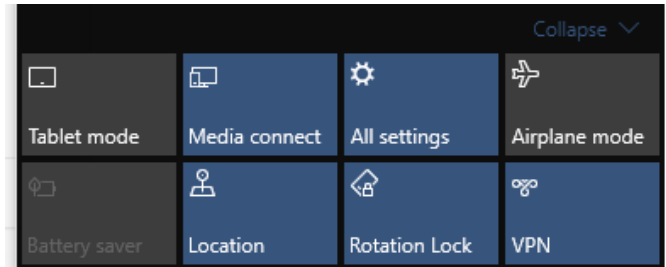
The all-new browser built to give you a better web experience—one that's made for easy sharing, reading, researching and getting things done. **neato!**

10) Notifications

- “Charms” menus that slid out from the four sides of the screen in Windows 8/8.1 were super annoying. It was too easy to access them accidentally. These charms have been mostly removed from Windows 10, except for one major charm. On a desktop computer, though, it is difficult to access what is in this charm – a Notifications menu – accidentally. You have to click on the



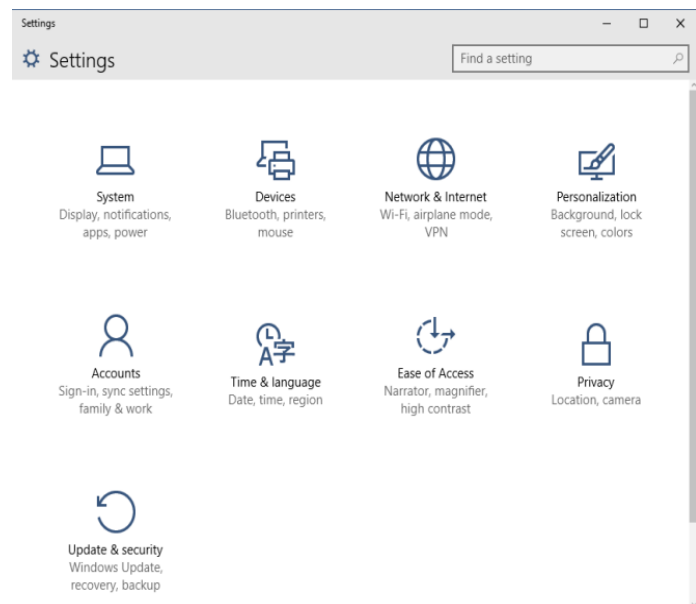
small text box icon in the system tray to pull up notifications. Notifications are just like notifications you may have seen on a smartphone. They are little visual alerts that something happened on your device that you may be interested in. If you’re installing an app from the Windows Store, you’ll receive a notification that it completed, for example. These notifications can be dismissed by clicking the ‘x’s to their left. They appear reverse chronologically just like on other devices. This



slide out menu also includes buttons to change some settings that tablet users will find most useful.

11) Settings

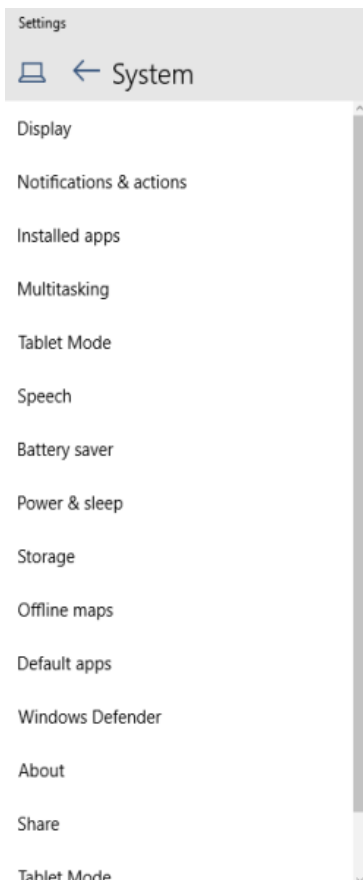
- For ages, there has been a “Control panel” in versions of Windows where you could change settings.
- In Windows 8/8.1, there was still the Control panel, but also another settings menu for newer controls.



- In Windows 10, Microsoft emphasizes the new **Settings** app further. The vast majority of settings you need, such as display, application, and power are all in here.

- You can still find the old, ugly, Control panel, but it is very well hidden. Microsoft doesn’t want you messing around in there anymore.

- A great article on the settings app can be found here: <http://www.cnet.com/how-to/windows-10-settings-menu-the-system-tab/>



Recommended Additional Resources:

Other technology classes

Go to <http://www.eapl.org/events> to view and signup for other computer classes.

Class handouts

Go to <http://eapl.org/events/computer-programs/class-handouts> to download copies of class handouts and exercise files.

Librarian and computer aide assistance

We are glad to help you out at the second floor reference desk as best we can while helping others.

Help appointments

Ela Library cardholders can schedule one-on-one appointments with librarians for further help. We can help with our Digital Media Labs or with general technology questions in our areas of expertise. Appointments last up to one hour. Paper appointment request forms are available at the 2nd floor reference desk. You can also request appointments online:

- Go here <http://www.eapl.org/DMLhelp> to sign up for a Digital Media Lab appointment.
- Go here <http://www.eapl.org/computer-programs/one-one-technology-help-appointment-request> to request a general tech help appointment.

Tech Tutoring

The last Wednesday of some months, a tech savvy librarian is available for six 30 minute tech tutoring appointments. Bring a list of questions and we'll help with as many as possible. Limit one tutoring appointment per month per patron. First registered first served, no library card required. Go to <http://www.eapl.org/events> to register for a session.

Databases

The Library offers card holders access to many premium databases. These include two which can help you learn more about technology.

- [Gale Courses](#) offers a wide range of highly interactive, instructor led courses that you can take entirely online. As an Ela Area Public Library card holder in good standing, you are entitled to these courses at no cost. Courses run for six weeks and new session begin every month.
- [Lynda.com](#) offers technology training with over 20,000 training videos on over 300 topics with exercise files included. The Library pays for you card holders in good standing to access this resource, however you will be required to create a free account. **Please remember to log out when you are finished.*

Access both of these databases from the library Research page: <http://www.eapl.org/resources>

Books

A few books in the library collection related to this book are:

- **Windows 10 in easy steps** by Nick Vandome
Call Number: 005.446 WINDOWS 10
- **Windows 10 simplified** by Paul McFedries
Call Number: 005.446 WINDOWS 10

Free online tech training websites

<http://www.gcflearnfree.org/> , <https://techboomers.com/> , <http://digitallearn.org/>