Linda Keefe Deborah Davis

Tech-Talk

"Ideas for Non Techie Business Professionals"

WINDOWS 10: The Top Things You Need to Know

You most likely have noticed the push by Microsoft to get users to download and use the new Windows 10 operating system that was introduced in July of 2015.

In fact, you may have observed a white Windows icon in your tool bar… that persistently provides pop-ups prompting you to upgrade for free if you currently have Windows 7 or 8.

NOTE: Microsoft skipped Version 9, jumping straight to 10.

Why the push?

Well, Windows 8 was designed to mimic the experience of a touch screen like on a smart phone or tablet. However, when used on a desktop or laptop, users were left confused.

The new Windows 10 is viewed as a fix to that dilemma — designed to be equally functional on PC's and laptops, but also systems that have touch capabilities like smart-phones and tablets such as Microsoft's Surface.

From ordinary results to your extraordinary success,

Linda Deborah

So if you're *thinking* of downloading the new Windows 10 for the future…

… or if you are already using it and want to help others understand it, you'll find these particular ideas helpful.

You'll find nine different exciting topics to help you feel confident, knowledgeable and innovative.

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Part 1: Getting Started … Different Terminology

In Windows 10, you'll notice that some things look a little different. These first four items will help you understand some new terms, fresh feature combinations and how to find stuff in this new layout and navigation.

1. The Term "Apps"

As in Windows 8, Windows 10 refers to an "App" (or *application*) in a variety of ways.

- As software like Word or Excel
- A web browser (like Chrome or Firefox),
- A program like Skype
- Or your email platform

So the word "app" is being used for any software, programs, or tools you have on your PC. We are using "app' in this article in the same way.

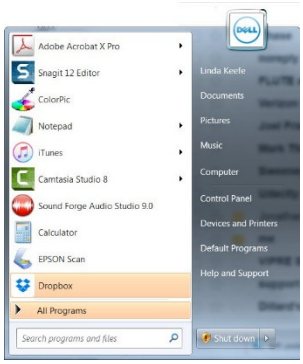
Examples of different kinds of apps

NOTE: Instead of going to "All Programs" when searching for software that you have on your computer, you'll choose "All Apps".

Additionally, Microsoft has an "App" store with free and paid apps for purchase. Choices include programs for getting your work done (OneNote, OneDrive), shopping (Amazon), entertainment (Netflix and Pandora) and a bunch of other options.

2. The Start Menu … Access to More Stuff You Use

An updated Start menu brings back the features that what we were used to in Windows 7 — yet incorporates the tile look of Windows 8 (square and rectangular boxes instead of words). Let's do a bit of comparison to make it easier for you to adjust to the new style.



In Windows 7, you've seen:

1) A list of software programs on the left
2) Two ways to search your programs at the bottom
3) A list of feature groupings on the right
4) Choices for powering down

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In *Windows 10* when you click the *Start* icon in the lower left of your screen (no longer brightly colored and in a circle), you'll find the same things, just arranged in the newer "mobile" look and grouped into named categories.

On the left …

- ***Most Used*** (where you'll see the last six or so programs / apps you've engaged)
- ***Recently Added*** (where you'll see any new programs / apps you've installed)
- ***File Explorer*** (where you have access to all your folders and documents)
- ***Settings*** (where you will find much of what is in the *Control Panel*)
- ***Power*** (where you can choose sleep, *shut down or restart*)
- ***All Apps*** (where you can find all your software programs listed alphabetically)

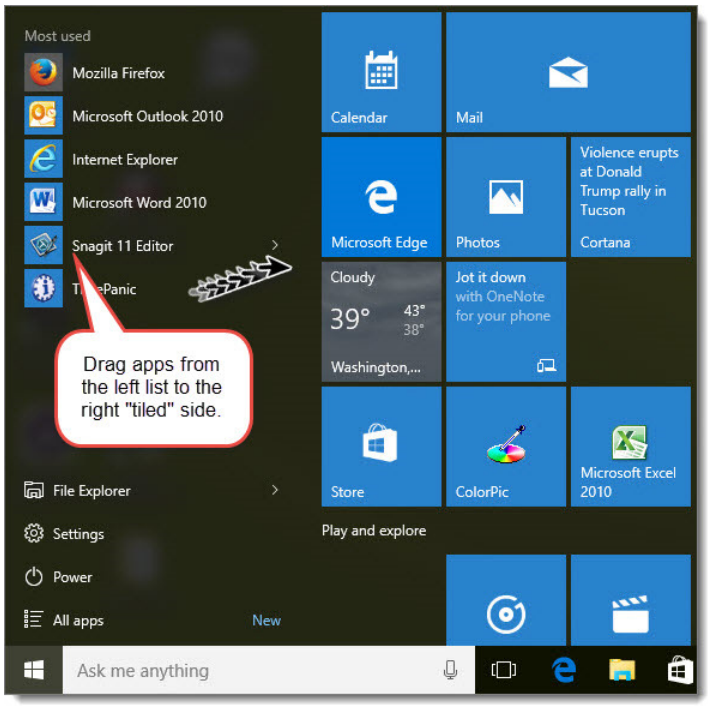
On the right …

- ***Life At a Glance*** — the commonly used tools and folders such as calendar, email, internet browser, photos, music and so on — shown as *tiles*. You can add, delete, resize and move these around to show what *you* use each day.

- ***More categories*** of tiles may show as well such as "*New*" and "*Play and Explore*". These will vary based on your choices.

- ***Colored Tiles.*** You'll notice the "tiled look" that migrated over from Windows 8. These are vibrantly colored tiles (squares / boxes) for the *programs*, *services* and even *web pages* that you use the most.

- ***Your Tile Choices.*** To get the tiles you want to appear, drag one over from the list on the left to pin to the Start menu as tiles. Or if you don't see the one you want, go to *All App* to see the list in alphabetical order. When you find one you want to add as a tile, drag from left to right.



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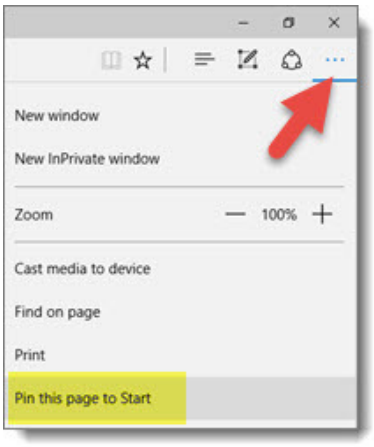
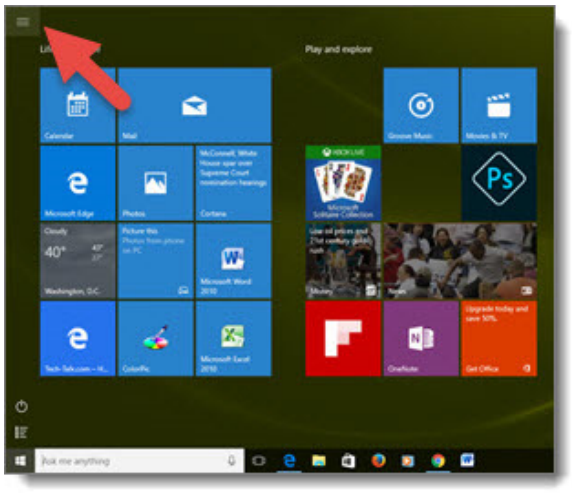
- ***Website Page.*** To pin a website page to the tiled menu, the directions vary based on what browser you're using. However, they've made it easy if you're using the new installed browser called *Edge* (see more about this below). Go to the page you want in Edge, click the ellipses (…) at the top right and then just click *Pin this page to Start*.



- **Move, Resize, Group.** Once you've moved several tiles to your Start menu, you can move them, re-size them and group similar ones together by dragging and dropping or using options when you right-click on top of an app.



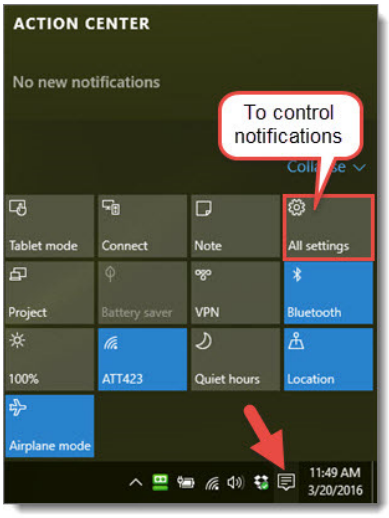
Full Screen. You can turn the Start menu into a *Full Screen* view, where it just shows your tiles.

Go to the *Start* icon button, choose *Settings*, then *Personalization*, select *Start*, and turn on *Use Start full screen*.

TIP: When you want to see the list on the left (with the *File Explorer, All Apps, Power and Settings),* go to the upper left of the tiled screen and click on the horizontal bars. (See red arrow in the image on the right.)

3. Notifications … Plus Control Over Display, Screen, Connectivity

In Windows 10, there is a new "*Action Center"* which is found in the *Taskbar* in the bottom right, next to the date and time. (See red arrow.)



This area is primarily designed to do two things: 1) alert you to notifications such as an update, software communication and so forth, and 2) to give you quick access to controls over your computer screen, the display and your connectivity.

When you click on the icon that looks like a speech bubble, a slide out pane will open. In this quick actions control center you can:

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- View and clear notifications
- Change the brightness
- Control dual terminals
- Use or cancel airplane mode
- Engage Bluetooth
- Change WiFi … and more

Notifications can be a big part of the Action Center, because they can be a bit disruptive to your workflow.

So to add, disable, or enable notifications, with the Action Center open, click the *All Settings* button and select *System* in the Settings window. Next click *Notifications & Actions*. Here you'll be able to customize your preferences for general notifications and for specific apps. It's all about setting it up to work for you!

4. Your Account … Now Connected to Microsoft Online

Just like Google, where your *one* account online gets you to all the services they offer … using Windows 10 actually connects to your *online* Microsoft account.

If you've already established a user name (or sign in) with*Outlook.com, Hotmail, Office 365, OneDrive, Skype* or *Windows* … the email address and password you use for any of these services is actually your Microsoft account.

If you don't have an existing one, create a free account at

https://www.microsoft.com/en-us/account/default.aspx.

This links your Microsoft tools together, gives you access to apps from the Windows store … and lets you customize your Windows account settings on your devices.

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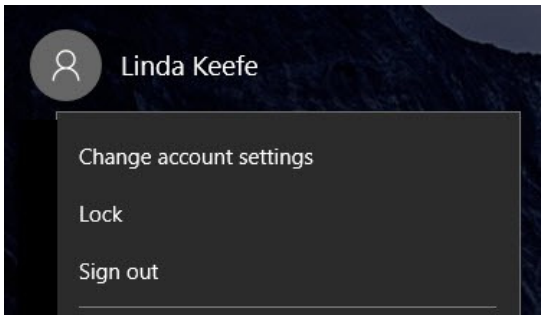
To sign in and out of your Windows account within the Windows 10 platform, go the *Start* button and choose *Accounts* or your name at the top. (See red arrow on left.)



Part 2: Wi-Fi and Help (Cortana)

Windows 10 has not only updated the platform of what it *looks* like and where things are *located*, but includes some brand new, fun features.

5. Microsoft Edge … a New Browser

In Windows 10, the former Internet browser that is deemed "outdated" by some, *Internet Explorer*, is being replaced by a reportedly faster re-tooled platform now called *Microsoft Edge*.

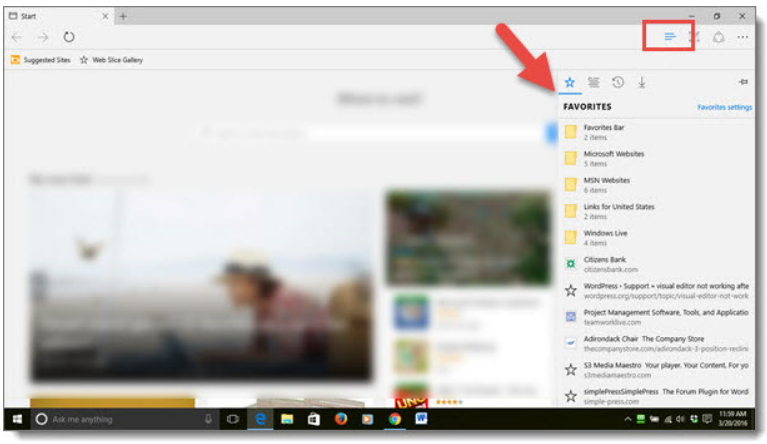
The Hub

In this updated version they have combined old features such as where your Favorites are located and your Downloads, into one central location that they call the "Hub".

You go to the Hub to:

- Save and view your Favorites/Bookmarks
- Create a Reading list
- View your Browsing History
- Access your current Downloads

To get to the hub in Edge (once the browser is open) click on the icon in the upper right with the three horizontal bars. You'll see the choices in a drop-down list.



Web Access From Any Computer

This is cool! If you sign into your personal Microsoft account from your

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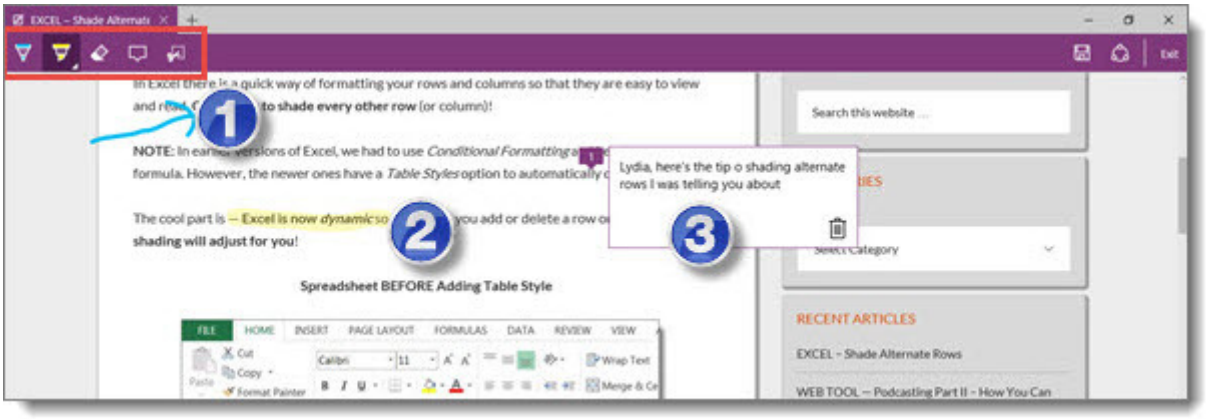
or *any* computer, and use Microsoft Edge, your favorites and reading list are displayed! So if you decide to stay home to work for a day, you can access the same things stored in your *Hub* from a different computer.

NEW! Write on a Web Page

Currently, Edge is the only Internet browser that gives you the ability to "write" directly on website pages.

Why would you want to do this? To make notes! Think of this feature as if the webpage were a document that you had in your hands. You want to add your thoughts in the margin, or circle something important. You want to jot down ideas to remember for future reference and share with others.

To get to the edit mode, when browsing a website page in Edge, click on the icon in the upper right of the toolbar that looks like a pen in a box. Here you can use the features to make notes, highlight important information, etc…



Editing tools include a pen, highlighter, eraser, and a typed note window (like a speech bubble).

After you have annotated a page, you have the option to *Save* or *Share* it with others. To Save your marked up webpage, click the *Save* icon in the upper right of the toolbar. A menu will open with three different options. You can send your creation to OneNote, add it to your favorites, or include it to your reading list.

Or to let others view your annotated page, click the *Share* icon to open up Windows 10's sharing sidebar and follow the prompts to email, message, or post to social media.

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6. Cortana … A New Assistant for You

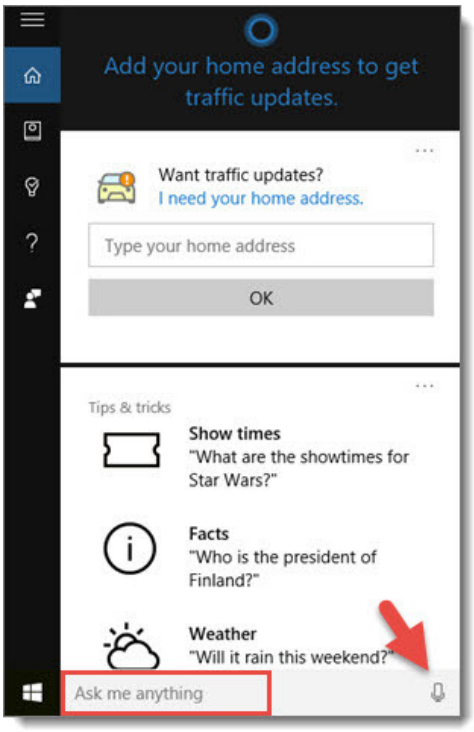
The new feature called *Cortana* is a "Siri-like" assistant. Microsoft is bringing in features that people love to use on smart phones, to the desktop environment… melding the two platforms with similar options.

Ways you can let *Cortana* help you:

- ***Use it as a search tool*** to find documents or files on your computer.
- ***Ask it a question*** (voice or chat) such as "What's the weather going to be like tomorrow?" or "What's the capital of New Jersey?"
- ***Use it to schedule an event*** or meeting in your calendar. **NOTE:** when you set up Cortana you have to tell it what calendar that you're using like Outlook, Exchange, or Google.
- ***Ask it to remind you*** of a 3 pm meeting with your boss that's on your calendar.
- ***Request a certain song*** to be played.
- ***Ask for a particular website*** page to be opened.
- ***Search for restaurants*** in a new town.
- The options are endless!

To initiate a chat or request with *Cortana*, either

1. Type in the search box on the taskbar, or
2. If you have an enabled microphone on your computer, click the microphone icon in the right side of the search bar and speak your request.



If you have microphone capabilities on your device, you can set up a voice recognition command to engage *Cortana*, by saying "Hey Cortana" and then speak your request.

You can already do a similar type thing with smart phones. For instance, if you use an iPhone, you would push the home button at the bottom of the phone and then speak your request to Siri for a response.

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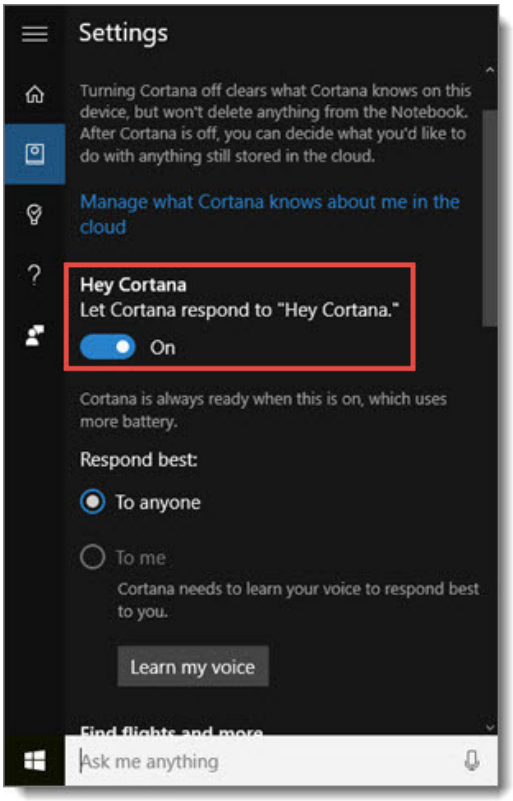
When you set up the voice-activated feature in Windows 10, similar to asking Siri a question on your iPhone, all you need to do is say "Hey Cortana" to activate this tool.

To set up the voice-activated *Cortana* option:

- Go to the "Ask me anything" box on the taskbar and click in it to open the Cortana element.
- Click the *Settings* button (3 horizontal lines) and select *Notebook*.
- Click on *Settings* and in the *Hey Cortana* section, turn to "On."
- Walk through the set-up to let Cortana respond to your voice command by saying "Hey Cortana."

NOTE:



Supposedly, *Cortana* will adapt and feel more personal to you with frequent use. You can customize your use of *Cortana* and to tell her more about the items you want to keep up-to-date on — like weather, news, and sports scores.

7. Wi-Fi Sense … Connecting Automatically to Nearby Wireless

Windows 10 comes with a feature called *Wi-Fi Sense*. It "senses" (or finds) and connects you to networks around you (much like your smart phones and other mobile devices).

That's great, though this handy tool can cause a bit of an alarm, so it's important to understand what it *does*, how YOU can *control* it and how to *disable* it if you'd like.

How does Wi-Fi Sense work?

It automatically connects you to open Wi-Fi connections it has found by "crowd-sourcing networks" that other people using Windows have connected to. These are typically open Wi-Fi hotspots like at a Starbucks or your local library.

How to Set-Up and Control Wi-Fi Sense

Obviously, when you *first* download Windows 10, or set up your PC, the options for Wi-Fi Sense are determined by default (or by you at that time.)

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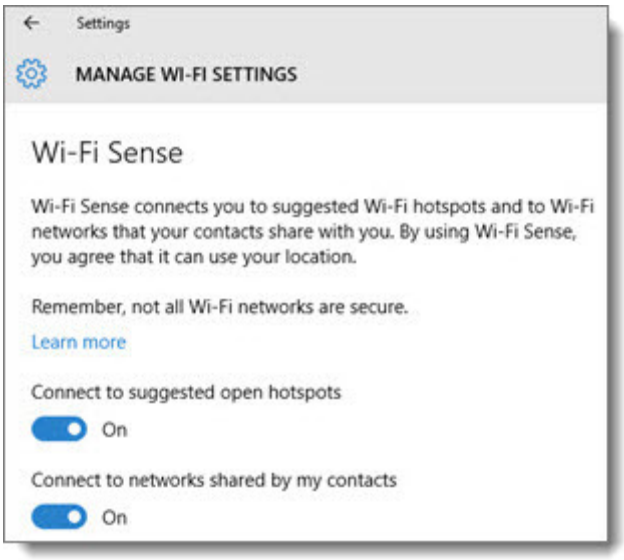
To *change* your Wi-Fi Sense setting to control how Wi-Fi Sense connects:

On your PC or laptop:
Go to the *Start* menu and select *Settings*, choose *Network & Internet*, then *Wi-Fi* and *Manage Wi-Fi settings*



Then turn on or off either (or both) of these settings under Wi-Fi Sense:

- Connect to suggested open hotspots
- Connect to networks shared by my contacts

Watch in the next few weeks for Part 3 of this tip where we'll talk about ways Windows 10 can help you work more productively.

Part 3: New Features That Can Change the Way You Work

In Part 3 of this series below, we're looking at new features that can change the way you work on your desktop. And additionally, a change in how Microsoft is automating Window's updates — including an important tip so you can maintain control.

8. Virtual Desktop … Using the "Task View" Icon

Just what is this **new feature Windows 10 is calling "virtual" desktop**? It's a way to organize it by combining *open* applications (website browsers, programs, etc..) into **mini desktops** … so that you can focus on just those things you want to see. You can create any number of mini desktops.

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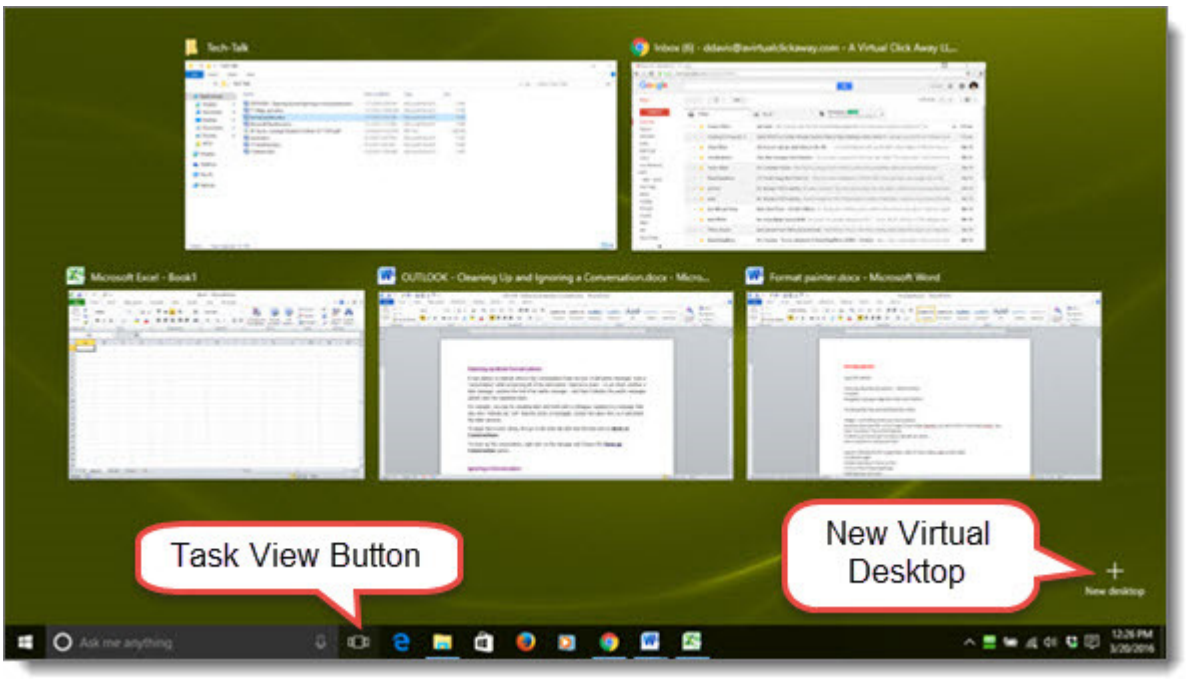
For example, say you're working on a presentation. You may have a few Internet browser windows open, two Word documents and a PowerPoint presentation. With this new option, you can create a *virtual* desktop with *just* these files/programs visible so you are not distracted by other open applications.

Let's take it a step further. In addition to the "presentation" virtual desktop you created above, another desktop could include your email and calendar program, while a third may be grouped with social media platforms that you monitor for your organization. You may want to be focused on *one* grouping at a time, so this makes it easier by creating a few "mini" desktops. You can still quickly switch between the three virtual desktops you have set up.

Set Up a Virtual Desktop

When you click the new *Task View* button on the Task Bar (which looks like a square box with two handles and is to the right of the Cortana search box), you'll get an overview of all of the programs that are open in your tray.



There are two ways to create new virtual desktops: 1) Having all the documents and applications *open* before you start, or 2) Open them once as you create this new space.

1. **If you have everything open already,** everything will automatically be added when you go through the process of setting up a new space.

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2. **If you wait until you set up a *New Desktop* and *then* open** what you want to have on it, they go to this location.

Whichever way you choose, **it's easy to move things from one *Desktop* to another.** The trick is to **keep going the Task View button** each time you want to see the *Desktop* choices.

To create a *new* virtual desktop:

- Click the *Task View* icon button in the tray (or press the Windows +Tab keys simultaneously).
- Click the *New Desktop* button that will appear in the lower right of your screen.
- Open the apps (programs, websites, etc.) that you want in the new desktop if they are not already open, and everything you have will be moved to this new individual work space.
- To *move* open apps that are in Desktop 1 to your new Desktop 2, when you click on the *Task View* icon in the task bar, drag and drop open programs to one of the Desktops that you have open.
- Click *Task View* again to switch between desktops.
- To close the new Desktop, click the *Task View* icon and click the *X* in the upper right corner of one of the virtual desktops. This will close out the desktop, but leave your apps open. They will default to the normal "#1" desktop view.
- You can still use *Alt+Tab* to jump to an open application, but it will only toggle through *one* open Virtual Desktop at a time.

Creating these mini-desktops can help you zero in on the programs you need at the moment, while still having many more open and accessible on your computer.

9. Windows Updates … Get Notified Before Auto Rebooting

In Windows 10, updates happen *automatically*, unlike prior versions. You don't have to worry that critical fixes for Windows might be missing from your computer. Windows automatically checks for the latest updates for your computer.

However, **this can be a problem.** Your computer could reboot at the most inconvenient time … perhaps causing you to lose content as well. This is because for some of these updates to take effect, your computer will automatically be *re-started*. This can be frustrating!

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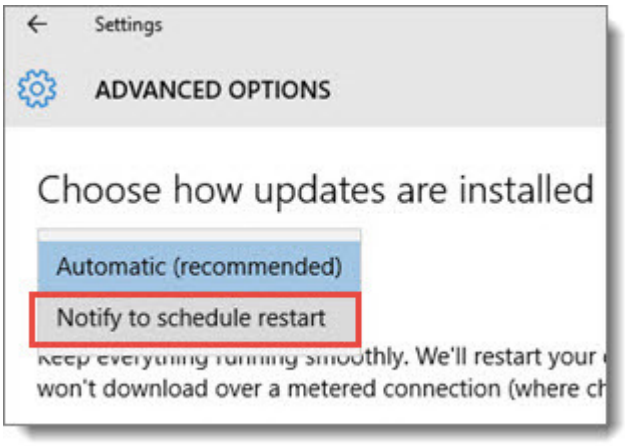
So, to *prevent restarts* from happening when you *don't* want them to, there's a default setting that you can change:

- Go to the *Start* menu and select *Settings*.
- Choose *Update & security*, then *Windows Update* and then *Advanced options*.
- Under *Choose how updates are installed*, use the drop-down menu to choose the option: to: *Notify to schedule restart*



Now when there's a Windows 10 update, **you'll receive a *notification*** that you need to reboot your computer after an update has occurred — instead of it happening *automatically*.

There's more!

Tech-Talk

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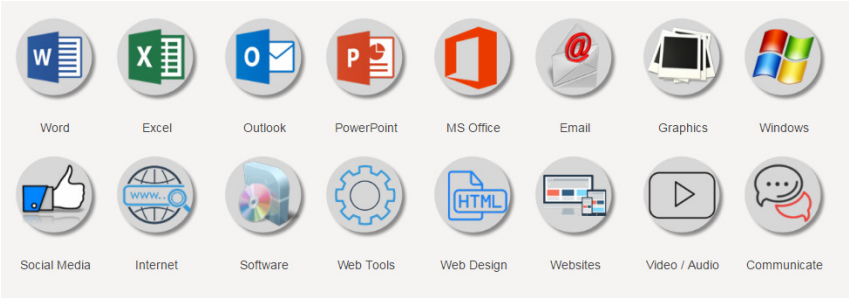

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