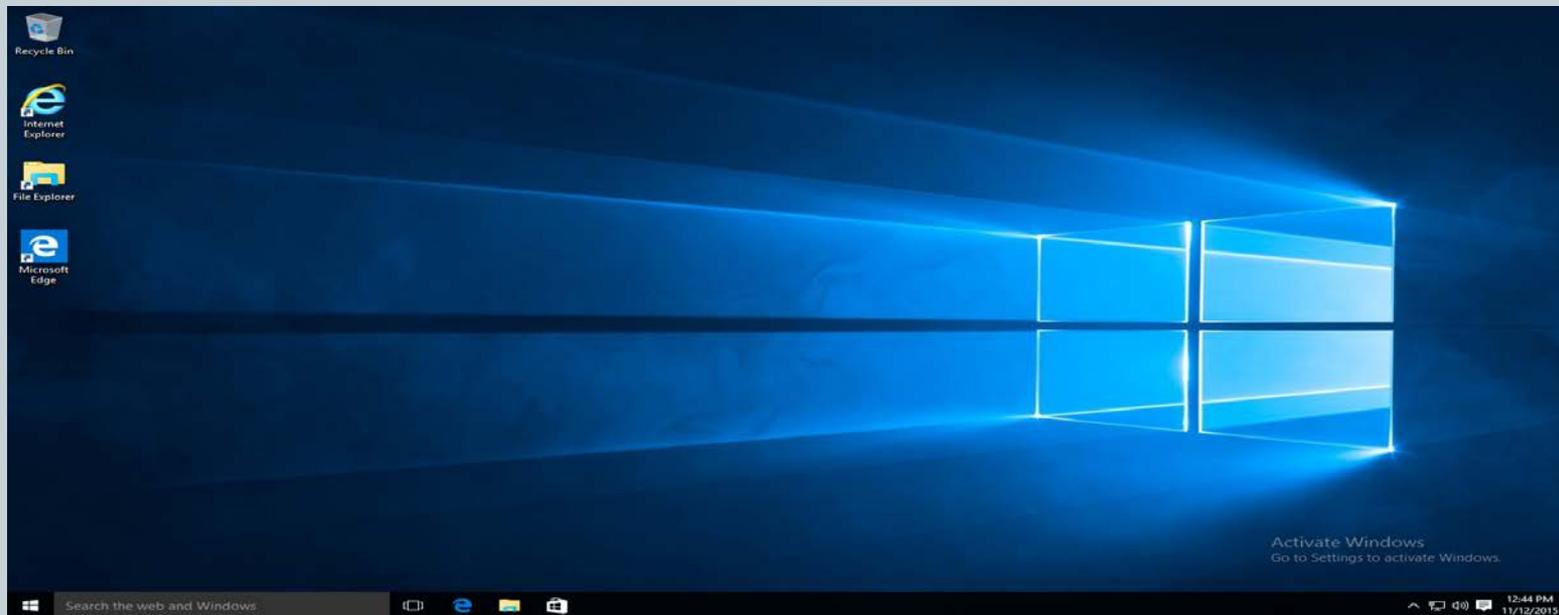




# Windows 10



## TILES, APPS, AND MORE!



# Background



- Microsoft launched Windows 8 in 2011.
- Primarily designed for tablet users, Windows 8 proved difficult to use for most personal computer users. It was also not adopted by most businesses.
- Microsoft decided to skip “Windows 9” as a product name.
- In 2015 Microsoft launched Windows 10 for all computers as a free upgrade to Windows 7 and Windows 8 users. It is now a paid upgrade.
- Windows 10 combines aspects of both Windows 7 and Windows 8 into a better received product.

# Objective for this Class



- There is a lot you can do with Windows 10, more than can be covered in a single session. What you need to use Windows for is largely context specific, meaning you may come back to it many times and need it do different things every single time.
- This course will cover the very basics of Windows upon which everything else is built.
- In this class you will:
  - 1. Navigate the desktop.
  - 2. Learn about Apps.
  - 3. Hear about Cortana and how to locate files/folders.

# Getting Started



# The Desktop

For users of Windows 7, the following should look familiar.

The “Start” button is in the bottom left hand side of the screen.

Clicking the Start Button brings up a list of available apps. Apps are how you do different things on your computer (browse the Internet, write a document, etc.).

Below that, there is a search bar that you can use to locate apps, files, the Internet, etc.



# Other Odds and Ends



- The app portion of the Start Menu can be resized by hovering your mouse over an edge of the box, holding down the left mouse button and then dragging it across the screen and then releasing the mouse button.
- “This PC” is the Windows 10 equivalent of “My Computer” for Windows 7.
- Clicking that will allow you to search for documents, photos, videos, music, etc.
- The bottom task bar contains many things familiar to windows users. Currently running programs will be here as well as the clock, date, and notification icons.

# What are Apps/Tiles?



- In the past, computers used programs that had to be downloaded to your computer to work.
- In recent years the emphasis has been on “cloud computing” where information is stored on remote computers which can be accessed from anywhere with an Internet connection.
- Due to this, a lot of Windows functionality is now done through “apps” and are more like gateways into doing different things (shopping, social media, etc.).
- Microsoft calls these “apps” or “tiles” based on how they appear on the screen.

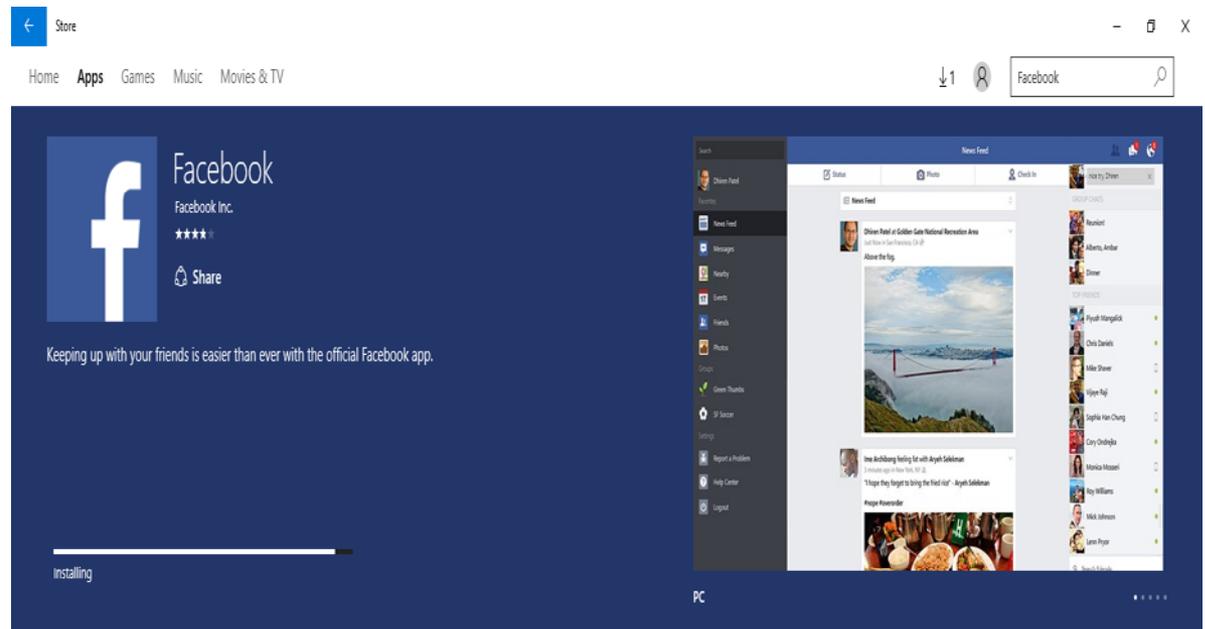
# Adding Apps/Tiles

To add apps or tiles click the small shopping bag on the bottom bar on the screen.

Otherwise, select the Start Menu, All Apps, and then Store.

From there you are taken to the app store where you can browse or search for apps.

Some apps are free, some cost money, some are free to start with micro-transactions.



## What's new in this version

New features:

- Sticker Store
- Better Caching

[More](#)

## Rate and review this app



## People also like [Show all](#)



# Installing/Uninstalling an App



- To install an app you will first need to sign up for a Windows Live Account if you do not have one already. This will also act as an email account should you want one.
- After registering, you will be able to download apps.
- It is possible to have the same app on multiple PCs/tablets/smartphones/etc.
- You can also sync your apps across multiple devices.
- To uninstall an app, right click your mouse on any app in the app menu and select “uninstall”.

# What If It's Not in the App Store?



- Just because an app is not in the app store does not mean you cannot download it to your computer.
- The app store is primarily Microsoft-centric, but you can go online and download any other programs you may want (e.g. iTunes, Mozilla FireFox, etc.).
- For more information see:  
<http://windows.microsoft.com/en-us/windows-8/apps-windows-store-tutorial>

# Removing an App, Adding to it the Desktop



- To remove an app, simply right click the mouse button when it is hovering over the app and then click “uninstall”.
- To add an app shortcut to the desktop screen, hold down the left mouse button and then drag the app onto the desktop and let go of the mouse.
- Adding an app to the desktop will not have the thumbnail preview like with the app menu.
- You can also add the app to the taskbar or the start menu by also right clicking and choosing the appropriate option.

# The Cloud



# Cloud Computing



- Basically, cloud computing means accessing and storing your data and information on a system somewhere else via the Internet.
- This significantly lowers the necessary capabilities of your computer in order to function.
- It also means you can access your data from anywhere with an Internet connection and potentially on numerous devices besides just your computer (e.g. tablet, smartphone, a completely different computer, etc.).

# Changing Users



- Because of the cloud and memory capacity, you can have multiple accounts on a single computer each with their own apps, programs, etc.
- To log into, out of, or switch to a different account, select your account name at the top of the “Start Menu”.
- Administrators can add people and create restrictions by choosing “Settings” and then “Account”.
- Choosing the “Family/Other Users” option will give you a choice to add a new user with a live account.

# More Information



- <http://windows.microsoft.com/en-us/windows-10/create-a-local-user-account-in-windows-10>
- <http://www.dummies.com/how-to/content/how-to-switch-between-users-in-windows-10.html>

# Office 2016 vs. Office 365



# The Brand New Office



- With Windows 10 came a new version of Microsoft Office.
- Microsoft Office 2016 is a one-time paid for suite of products which offers Microsoft Word, PowerPoint, and Excel.
- Office 365 is primarily app based and gives you space to share on the Microsoft Cloud called OneDrive. It also allows you to have Office on a tablet. It has a subscription fee either monthly or yearly.
- Office 365 can also include Microsoft Access and Publisher.

# Cortana



# What is Cortana?



- Cortana is the new personal organizer implemented with Windows 10. Say: “Hey Cortana!” to start.
- Per Microsoft: “Cortana will help you find things on your PC, manage your calendar, track packages, find files, chat with you, and tell jokes”.
- The more you talk to Cortana the more it will learn and better anticipate your needs.
- For more information:  
<http://windows.microsoft.com/en-us/windows-10/getstarted-what-is-cortana>

# Where Do I Go From Here?



**IMPROVING YOUR  
TECHNOLOGY SKILLS  
ONE CLICK AT A TIME**

# Public Computers and Databases



- The public library has 30 public computers available to use. You will need your Library Card and Pin # to sign on.
- Library staff are on hand to assist with your questions as needed.
- On our website, [www.bartletlibrary.org](http://www.bartletlibrary.org), click “Research and Learning” and then “e-sources and helpful websites”.
- “GCF Learn Free” contains free online tutorials for software and more. Register for free to view them.

# Computer Classes at the Library



**CHECK THE NEWSLETTER OR  
THE PROGRAM CALENDAR ON  
OUR WEBSITE TO FIND OUT  
WHEN FUTURE CLASSES WILL  
BE OFFERED**

**SEATING IS LIMITED**

# Any Questions, Comments, Concerns, Optimism?

Thank you to Carol  
Stream Public Library for  
use of this handout.

