



# WINDOWS 10

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Windows 10 can be thought of as a mixture of the best features of several of Microsoft's previous operating systems. One of the biggest features is the return of the pop-up Start Menu that was prominent in Windows 7 and earlier systems. However, it also brings with it the touch screen friendliness of Windows 8, adding tiles to the pop-up Start Menu.



Another major feature that has been carried over from Windows 8 is the use of the word **app** instead of **program** when referring to software downloaded to the computer, such as Microsoft Word, Solitaire, or Adobe PDF Reader. Apps, short for **software application** were first featured on smartphones and tablets. Since the Windows 10 operating system is featured on computers, smartphones, and tablets, Microsoft decided to use the term “app” to refer to all software applications used on all devices.

# MICROSOFT ACCOUNT

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When you first turn on the device, it will open to the **Lock Screen**. Click once to display the **Login Screen**, where you will type in your Microsoft Account's username and

password.

A **Microsoft Account** is used to help verify your identity for more than just logging into your device. It also allows you to download free or purchased apps in the Windows Store, and use several apps that are inherent to Windows 10, such as the Mail, Calendar,

Notes

# DESKTOP AND TASKBAR

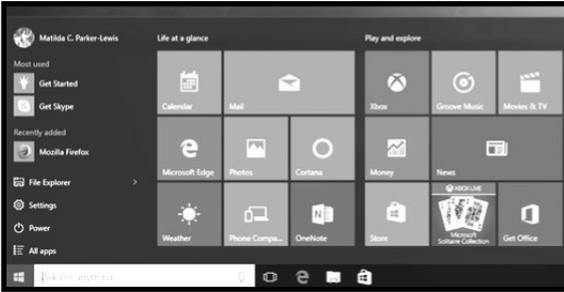


The **Desktop** of your computer acts just like the surface of your desk. It is where you view the documents or apps you are working on.

The **Taskbar** on the bottom of your computer screen holds all of the apps and files that can be found on your device, just like the drawers of your desk in which you keep all of the documents and tools you need to do your work.

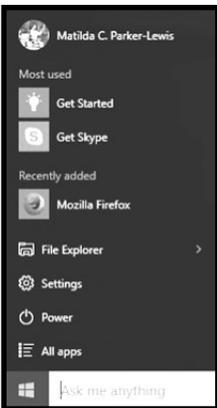
Just like the items you keep on your desk for easy access, you can create Desktop or Taskbar **shortcuts** to apps, folders, or files. Double clicking on Desktop shortcuts and single clicking on Taskbar shortcuts will open the app

# START MENU



The **Start Button** is where you can find all of the apps you have downloaded to your device. On the right side of the

menu you will find the **Tiles**. These are interactive shortcuts you can add to the Start Menu. Some tiles, like the Weather or News tiles, are considered **Live Tiles**, and will show current information (such as the current forecast or the latest news stories). You need to be connected to the internet for live tiles to work.



On the left side of the Start Menu are several sections. At the top of the list will be the **User Name** you used to sign into the computer. Clicking on your User Name will open options to change the account settings, lock the computer, sign out of the account or switch to a different user.

Below the User Name will be an area of app shortcuts that the computer will make for you depending on your **Most Used** apps or the apps you have **Recently Added**.

# START MENU

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In the bottom left corner of the Start Menu you will find four standard icons:

**File Explorer**—Where all of your documents and other files are saved.

**Settings**—Where you can change the different settings on your computer.

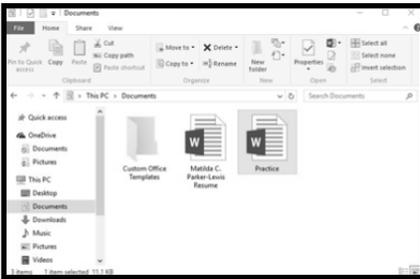
**Power**—Sleep, Shut Down, and Restart options for your device.

**All apps**—Where you can find the full list of applications on your computer.

To create shortcuts on the Desktop, Taskbar, or Start Menu Tile area, first open the Start Menu's **All Apps area** and find the app you wish to use. **Long click** with the left mouse button on the name of the app, **drag** the mouse to the desired location, then release the mouse button.

Notes

# FILE EXPLORER



Formerly called Windows Explorer in the Windows 7 operating system, **File Explorer** helps you organize your files into folders that are easily accessible. In

Windows 10, File Explorer has undergone several changes to help aid you in organizing your files.

To access File Explorer, click on the File Explorer link in the Start Menu, or click on the folder icon in the Taskbar.



New to File Explorer is the **Ribbon**. It runs along

the top of the File Explorer window and has three tabs—**Home**, **Share**, and **View**—that allow you to

## Notes

# FILE EXPLORER

There are three main categories in which you can create folders and save your files in File Explorer.



**This PC**—This is where you will find all of the folders and files located on your device. This includes typical folders such as Documents, Pictures, Downloads, and external drives such as flash drives or digital cameras.

**Quick Access**—New to Windows 10, this folder allows you to pin the folders you use frequently to the same place. It will also show some of the most recently used files. To pin a folder, right click on the folder name and select **Pin to Quick Access**. To remove a folder or file from Quick Access, right click on the name and select **Unpin** or **Remove from Quick Access**.

**OneDrive**—This folder allows you to access and save files directly to your OneDrive cloud storage account. This means that the files are not saved to your device but are instead being stored in one of Microsoft's large computers. This provides you access to the files on any device with an internet connection. You need to be logged in with your Microsoft Account in order

**Tip:** When accessing a file on another device, visit

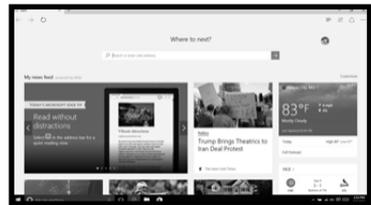
## NEW FEATURES

**Cortana**—The new search feature on the Taskbar, named “Cortana,” brings search results directly to your desktop. You can search for apps, files, tasks, directions, the weather, and more.



### **Edge Browser**—

Microsoft’s new internet browser, Edge, will replace Internet Explorer as the default browser on all new devices in the future.



### **Action Center**—Located in the Navigation

Area of the Taskbar, the Action Center provides quick access to features such as connecting to Wi-Fi, connecting to Bluetooth devices, changing the brightness of the screen, as well as notifications from currently running apps.

# Other Helpful Programs at Your Library

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**Program:** \_\_\_\_\_

Branch: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

**Program:** \_\_\_\_\_

Branch: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

**Program:** \_\_\_\_\_

Branch: \_\_\_\_\_

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Online Learning opportunities:  
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