A few feature highlights in Windows 10

Windows 10 is designed to please both touch and mouse users. It’s also designed to be intuitive for users of both Windows 7 and Windows 8.1, incorporating the “best of both worlds” to enhance your experience and help you be more productive. Here is a glimpse of just a few of the feature highlights:

The **Start** menu is back, putting all your apps, settings, and files just a few keystrokes, clicks, or taps away.

**Microsoft Edge**, the new browser in Windows 10, is designed to deliver a better web experience.

It’s also easier to **find and switch among open apps**, keep them organized, resize and reposition them, keep track of notifications, and access frequently used system settings.
The Start menu is back!

By popular demand, Windows 10 brings back the familiar Windows desktop and Start menu from Windows 7. The Start menu is enhanced with resizable tiles and new capabilities to help you be more productive. From the Start menu, you can:

- Lock your computer, change your account settings, or sign out.
- Quickly access your apps, documents, pictures, and settings.
- Shut down your computer, restart it, or put it to sleep.
- Search for apps, settings, and files, and search across the web.
- Immediately launch advanced system tools such as Power Options and Disk Management.

**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**.
The Start menu: More options added

In the left pane of the Start menu, you’ll find:

• Links to your most-used and recently added apps.
• Links to File Explorer and Settings.
• The Power button.
• Select an app to launch it.
• Right-click the app to choose from a broader range of options, such as:
  • Pin to Start
  • More
  • Uninstall

To lock your computer, change your account settings, sign out, or switch your account:

1. On the Start menu, select your user name.
2. Choose the option you want: Change account settings, Lock, Sign out, or Switch account.
How to search

From the Start menu, you can search for apps, settings, and files, and you can search across the web.

Click the circle to the right of the Start button, and start typing in Cortana to search across the following locations:

• Apps on your PC.
• Documents—including your documents, pictures, music, and videos.
• The Web.

When initial search results are displayed, you can:

• Select Apps to find results for apps.
  • Select documents, including your documents, pictures, music, and videos.
• Select Web to be taken to a full list of Bing search results.
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
Task view

Many users know that you can press **Alt + Tab** to switch among running apps. In Windows 10, we added a **Task View** button to the taskbar to make this feature more discoverable. Virtual desktops (a new feature described on the next page) are also managed through Task view.

To select an app:

1. Select **Task View** on the taskbar.
2. Select the app.
Window behavior for modern apps

In Windows 10, we improved how Windows works for modern apps. You can now minimize, maximize, resize, and position modern apps on your desktop, just as you can with traditional apps.

To minimize, maximize, or close a modern app:

Select one of the dedicated window controls that appear on the far right of the title bar—just like for traditional apps.
Charms functionality in modern apps

With Windows 10, you no longer need to go all the way to the right side of your screen to access the charms for an application. Now, you can just select the **Menu** button on the upper left to do things like search, print, or change settings.

The options you see will vary by application.
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.
Introducing Microsoft Edge

Microsoft Edge, the new browser in Windows 10, is designed to deliver a better web experience. It’s fast, compatible, and built for the modern web—designed to work the way you do and help you get things done through easy sharing, reading, discovery, and more.

When you want to search for something, there’s no need to go to a website.

Enter your search in the address bar, and you’ll get search suggestions and results from the web, your browsing history, and your favorites—right on the spot.

Microsoft Edge uses a new rendering engine to help you get the most out of modern webpages. If a page doesn’t look quite right in Microsoft Edge, just open it with Internet Explorer.

1. Select the More actions button.
2. Select Open with Internet Explorer.
Microsoft Edge and Web Notes

Microsoft Edge is the only browser that lets you take notes, write, doodle, and highlight directly on webpages—and then save your “Web Notes” for later or share them with others. Web Notes are collected on the Hub and can be shared to other programs, such as Microsoft OneNote.

Within Web Notes, you can:

Select **Make a Web Note** to display the Web Note toolbar, where you can:
- Draw on the page
- Highlight content
- Erase everything you’ve added to the page
- Comment on something
- Clip part of the page

When you finish creating a Web Note, you can:

- **Save** the Web Note to Favorites or Reading List
- **Share** the Web Note via OneNote or to Reading List
- **Exit** the Web Note toolbar to close it and return to the normal view.
Apps and the action center

Windows 8.1 enabled you to see notifications from apps, which appeared as “toasts” above the notification tray at the lower right of the screen. However, after a notification timed out, it was lost forever. Windows 10 remedies this with its new action center, which is similar to the notification center that was introduced in Windows Phone 8.1.

Within the action center, you’ll find:

- A persistent list of notifications, so that you can view and address them at times of your choosing.
- Links for performing quick actions, such as turning Wi-Fi on or off.

To open the action center, select the **Action Center** icon in the notifications area at the far right of the taskbar.
Additional instructional resources are available on our website at:

http://www.pnwboces.org/Internal-Departments/IT/Resources/EmployeeTrainingGuides.aspx

For additional help please contact the PNW BOCES IT HelpDesk at 914-248-3888 (ext. 888 internally).