This class is intended to introduce the New Windows 10 and how to personalize your Windows 10 experience, learn how to navigate, and check out the exciting new features. One of the websites that one can benefit to learn essential tips on Windows 10 could be found at this website: http://www.windows10tutorials.com/.

The Start Screen

Logging in: For touch-screen computers: swipe from the bottom up to reveal the login screen. For all other computers: click either the left or the right mouse button or a tap on your mouse pad to reveal the login screen. Once, you have logged in with your username on your Windows 10 Tablet or computer, you should see the familiar Desktop screen just like on Windows 7 version or earlier. Upon clicking the Windows icon at the bottom left will bring you the Start Menu similar to the picture shown below. Notice you can get to the File Explorer and the Settings commands along with some Apps in that start menu. You can scroll down to see all the apps in the start menu.

If you desire to see all the apps you have on your screen (just like in Windows 8 or 8.1), you can change your Start Menu by the following steps.

1. Right-click your mouse on your desk-top.
2. Select Personalize.
3. Select Start on the left pane menu and turn on “Use Start full screen” command.
Your screen will now show you with all the apps downloaded on your computer as below. Notice the **Power** button and the **App Menu** button with three lines at the bottom left where you can easily find your apps in alphabetical order.

One useful command windows 10 added is to see all active windows on your task bar. Clicking on that command will give you snippets of all active windows on your desktop where you can click and make selection of the window to work on for the moment.

Toggling the **windows** icon on the bottom left will switch between your desktop screen and the tile screen where you can see all of your apps.
**Personal Settings of Apps or Tiles**

You can easily re-arrange these Tiles by press and hold, and then drag the tile to a new location. Once you drop it to a new location, you will be able to enter a new group name for those tiles. By pressing and holding down a Tile OR right-clicking will bring up the sub-menu to let you do one of the followings. Depending on the Tile you open, you may or may not see the same choices below. Select one of the following choices to make the selected Tile with the Pin on it:

- Unpin from Start
- Uninstall
- Resize
- More - where you can Turn live tile off/on (if it were a “Live Feed” news Tile)

If you change your mind and want to abandon the actions above, just click away off the Tile with the pin on it or hit the Esc key on your keyboard. The Pin mark should disappear from the Tile.

Using the Mail, Calendar, People, Messaging, and Skype tiles/App will need you to sign in with a Microsoft Account or create one if you do not have one yet. However, using other tiles will get you to websites generated by MSN you would normally need to open with a browser.

**Opening and Closing Apps or Tiles:**

Simply touch or click on an App or Tile to open it. If you want to close any open App or Tile, click on the ‘x’ button on top right just like closing a regular window.

**Sports Tile:** You can read the latest sporting news.

**Photos Tile:** In the Photos App Tile, you can have Pictures and OneDrive folders.

**Weather Tile:** Tapping on this tile will give you the 10-days and hourly forecasts of your current location/home on the next screen. By clicking on Details menu on the screen will give you Hourly. By clicking on the Setting widget on the bottom left will allow you to launch location either to detect the current location so the weather condition will reflect the current location wherever you are or set as Default location to your home city. You may also change to Celsius in setting. There is a search box on top right of the screen where you can also type in a city from any country or a US zip code and find the weather condition instantly.

Other new commands in this weather map:

- Home button should always show your location.
- Maps button will bring up a map of the city of your last search.
- The third button shows the historical data of the weather condition you currently have on your screen.
• Star button is your favorite locations you want to bookmark. You can define what is your Launch Location or Favorite Places. Add new location by clicking on the plus sign under Favorite Places subheading.
• The next useful button is weather News button where you can find latest weather catastrophes in the US and around the world news.

**MSN News App:** MSN News is part of Microsoft's suite of apps that deliver the news, weather, and sports to your Windows desktop. This news app provides you up-to-the-minute latest news from several news stories tailored toward to your choices. The layout of MSN News has the news categories displayed across the top of the screen and your menu buttons running down the left side. Categories include Top Stories, US News, World News, Crime, Offbeat News, Technology, Sport, Money and more. You can edit these categories to hide the ones that may not be of interest. The Star “Interests” button let you add and delete on various categories such as US, ‘World, Crime, and anything you want to add on in the search box on the top right. You can also add any location related stories from the “Local” button in the menu. Videos Button lets you just view all videos associated with any news. The widget on the bottom left let you changes your options on language and notification settings for breaking news alert of your categories.

**Store Tile:** This App allows you to search and shop among free and paid Apps available for your Windows 10 computer/tablet.

**More Command Management Tools:**

By right-clicking on **windows** icon on the bottom left will give you other commands. Some useful commands include: **Control Panel, File Explorer,** and **Shut down or sign out.** Also **Programs and Features** command will let you uninstall or change a program you have on your computer (beware not to uninstall a program that may be a critical need for your computer);
Power Options command lets you set up how to select the best option to save energy; and Task Manager command (normally activated by Control+Alt+Delete button) will let you end any program that is not responding.

Desktop:

Windows 10 will bring you to the Desktop by default. You can also get to it from the right-click Start menu shown above or selecting the windows Logo + D or the desktop App on Start Screen. By tapping on the “Up Arrow” at the bottom right screen (the system Tray area) will bring you icons to indicate which programs are running in the background. See picture above.
You can tap on the file folder icon on the taskbar to bring up the “Documents” folder on your computer.

**Folders:**

Click on the File Folder icon on your taskbar in Desktop mode. Click on “Documents” on the left pane to open folders on your PC. See picture below.

If you want to create a new folder, right-click in an empty area to bring up a menu; select New and then Folder or click on the **New Folder** menu on the ribbon on top.
Settings:

Open Settings command by Windows icon + I (the letter I NOT L). See below.

System command will let you change your display; how you want to turn on/off notifications on your computer; how to change power setting on your computer to save energy; how much storage you have on your computer, etc.

Network and Internet will let you see what other networks open for you to join.

Personalization will let you change background, themes, and how start menu works and its color on your desktop.

Accounts let you change your picture when you sign in; change password in your sign-in option.
**Update and Security** let you check for the updates, if any; to reset the PC to go back to previous version if you had upgraded to windows 10.

**Reading List App**
Windows 10 incorporates this useful App **Reading List** in the Microsoft Edge Browser – it allows users to add web pages for further reading in later time. Reading list synchronizes among all your windows devices and can be accessed from anywhere, anytime. This also allows users to read even when there is no internet connection.
Microsoft Edge Browser

Microsoft’s new web browser, Edge, was released with Windows 10 and it’s the default browser. You can choose between light gray and dark (nearly black) theme. Squared tabs are on the top. Arrows to navigate back and forward and refresh buttons are visible on the top left. The address bar does not display but you can use the search/address box in the middle of the start/new tab page. You can simply navigate to the address without having to go to the address bar on the window border. If you’re already on a website, simply tap into the address bar, which takes on the same color as the rest of the toolbar until you tap or click on it, when it turns white like a traditional address box used in previous browsers.

When you tap the plus sign, a new Start page will appear and will be filled in with a row of tiles for your most-visited sites, and larger tiles below that for a newsfeed of the day's big events, the weather, your reading list items, and your sports team scores. Intermingled with these are tiles for suggested app downloads on the top. You may click on the “customize” command on top right of these apps and select to start tabs with a blank page or with top sites alone or top sites and news feed. The tabs show a speaker icon when a background tab is playing audio.

The History command shows where you can select how far back you want to see your browsing history – view visited sites from the last hour, today, yesterday, last week, or older. You can also revisit the old page by start typing part of a page title, it drops down in the address bar's list of visited sites.
The last command is the Downloads command where you can open the folder and see all the downloads.

At the right side of the browser's top border are the rest of the controls: a book icon for Reading Mode (if available for the site you are on) lets you strip out all the extra junk on a webpage aside from the main text and images —ads, sidebars, and so on—so you can read undistracted; a star for adding Favorites (You can turn on Favorites bar in Settings). Reading List items - a text-lines button opens the hub, which includes Favorites, Reading List, History, and Downloads. There is also the Web Note icon to annotate the webpage you are on. By clicking on this button will put the browser into a special mode where you can add annotations on top of the page. These annotations can be made with your finger or, if you have one, a stylus (like Surface Pen) or with your mouse. Web Notes are saved locally, but can be synced between devices, and you can share them with others too, even people who aren’t using Edge.

The Share icon will let you share the webpage you are on (via Reading List, Dropbox, mail, messaging, OneNote or Twitter). Under the word “Share” is the name of the webpage you are currently viewing. If you click the down arrow next to the webpage name, you will have the option to take a screenshot of the page instead of sharing the page in its entirety. If you wish to add more share options, such as Facebook or Twitter, go to the Windows Store, and download the corresponding app. After installation, the app will automatically be added to your sharing options.
The Overflow icon on top right (with 3 dots):

To change Settings on your Edge, click on the Overflow button (3 dots button on the top right) and click on Settings at the bottom on the menu. Here you can select between Light or Dark theme. You can choose how to start a new page or select how to open new tabs. You can also turn on Favorites bar under Favorite Settings; clear browsing data; change reading style and the font size.

Home button is also optional on the main toolbar (To see the Home button, go under Settings; scroll down to View Advanced Settings and turn on the “show the home button” command). There are other advanced settings on whether to allow saving passwords; blocking pop-ups, etc. can be found in the Advanced Settings location.
Cortana: Cortana is the clever personal assistant for Windows 10.

Cortana will help you find things on your PC, manage your calendar, track packages, find files, chat with you, and tell jokes. To get started, type a question in the search box on the taskbar. Or select the microphone icon and talk to Cortana. (Typing works for all types of PCs, but you need a mic to talk.) The more you use Cortana, the more personalized your experience will be. Some examples shown on Microsoft website include: Show me the latest NBA scores; How many calories in a boiled egg? Put swimming on my calendar for tomorrow; Change my 3 PM event to 4; What's happening this weekend?, etc.

Cortana Integration: Microsoft integrates Cortana into its latest browser, Edge. Most browsers let you look up selected text with a right-click menu option, but Edge puts a twist on this, with Cortana integration. When you right-click on selected text, you see an Ask Cortana option. Instead of opening a new search page, this opens a sidebar with a definition, photos, or relevant Web results, often from Wikipedia. The Cortana integration takes another form as well. Sometimes she suggests a modern Windows app if there’s one for the site you’re viewing. She can also offer directions and a menu if you land on a restaurant website, or a coupon if you’re on a shopping site.† PCMag.com 10/27/2015
Useful keyboard shortcuts:
Navigate quickly and efficiently using Windows 8 keyboard shortcuts.

Logo =  on your keyboard.

<table>
<thead>
<tr>
<th>Mouse and Keyboard</th>
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<tbody>
<tr>
<td>1. Press the Logo key to return to the Start screen where you can see all Apps if you turned on to see Apps in Personalization or toggle off between Start and the last opened screen.</td>
</tr>
<tr>
<td>2. Press Logo+C will activate the microphone where you can say anything into your computer from finding a folder on your computer to any information on the web.</td>
</tr>
<tr>
<td>3. Press Logo+D to get to the Desktop.</td>
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<tr>
<td>4. Press Logo+E to open File Explorer to the “My Computer” view which shows all your drives.</td>
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<tr>
<td>5. Press Logo+I (letter I NOT L) displays Settings windows to change your Display or to do Windows Update, for example.</td>
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<tr>
<td>6. Press Logo+Q will activate up-to-date information in your start menu while still allowing you to ask anything into your microphone.</td>
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