Shelly Cashman: Microsoft Windows 10

Module 1: Introduction to Windows 10

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- Describe Windows 10

- Explain the following terms: app, operating system, server, workstation, and server

- Differentiate among the various editions of Windows 10

- Use a touch screen and perform basic mouse operations

- Run Windows 10 and sign in to an account

- Identify the objects on the Windows 10 desktop

- Run an app

- Navigate within an app

- Run the File Explorer

- Switch between apps

- Customize the Start menu

- Search for an app or a file

- Install an app

- Use the search box

- Add reminders

- Sign out of an account and shut down the computer

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- An **operating system** is a computer program (set of instructions) that coordinates all the activities of computer hardware, such as memory, storage devices, and printers, and provides the capability for you to communicate with the computer

- **Windows 10** is the newest version of Microsoft Windows

- An **app** is a program that makes users more productive or assists with personal tasks

- Windows 10 is commonly used on desktops, laptops, and workstations
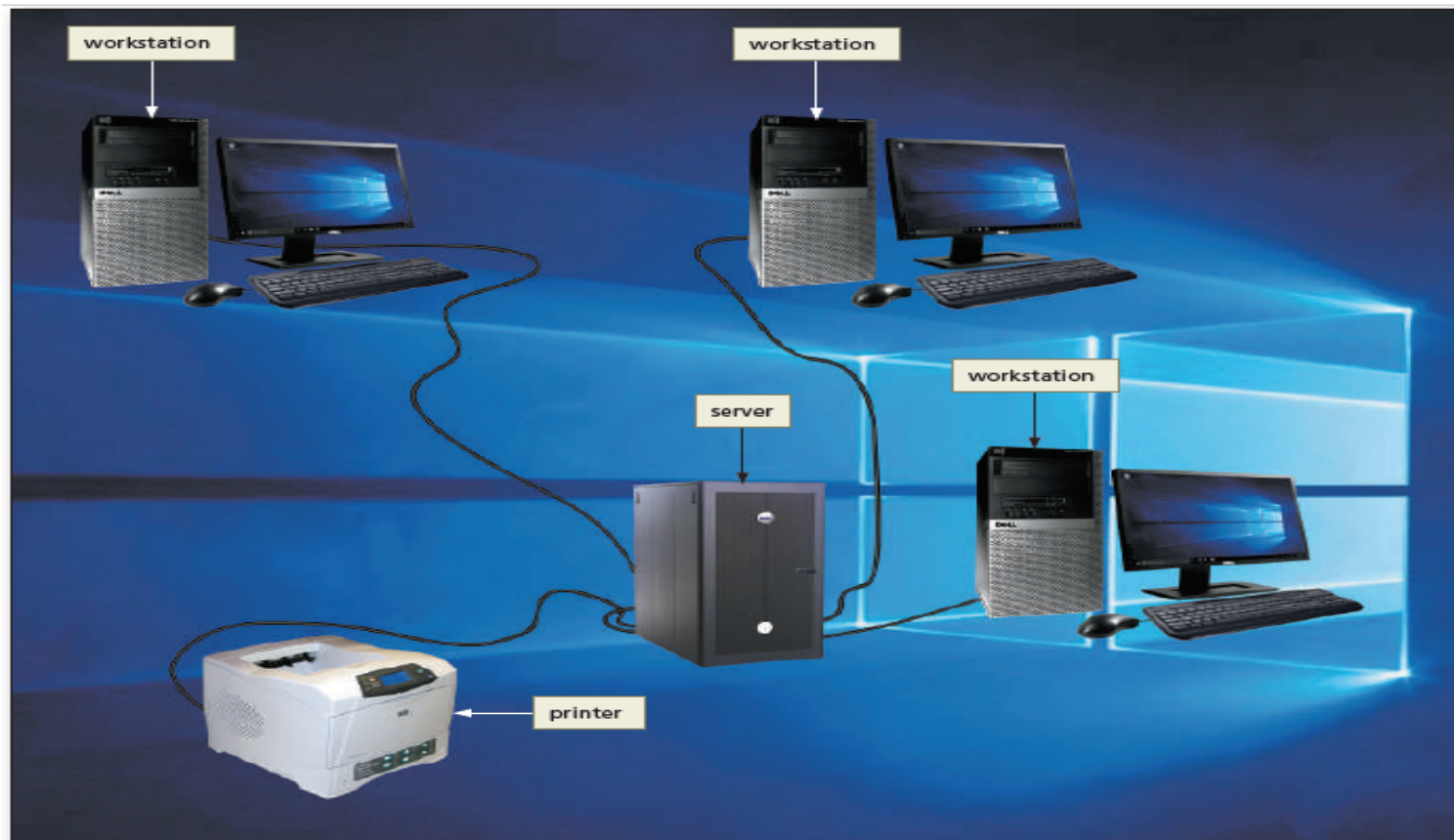
- The **Internet** is a worldwide group of connected computer networks that allows public access to information about tens of thousands of subjects and gives the users the ability to use this information, send messages, and obtain products and services.

- An **intranet** is an internal network that uses Internet technologies.

Multiple Editions of Windows 10

- Windows 10 Home

- Windows 10 Pro

- Windows 10 Enterprise

- Windows 10 Education

- Windows 10 Mobile

- Windows 10 Mobile Enterprise

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- Using a Touch Screen

Table 1-1 Touch Screen Gestures

Motion	Description	Common Uses	Equivalent Mouse Operation
Tap	Quickly touch and release one finger one time.	Activate a link (built-in connection). Press a button. Run a program or an app.	Click
Double-tap	Quickly touch and release one finger two times.	Run a program or an app. Zoom in (show a smaller area on the screen, so that contents appear larger) at the location of the double-tap.	Double-click

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• Using a Touch Screen

Table 1-1 Continued

Motion	Description	Common Uses	Equivalent Mouse Operation
Press and hold	Press and hold one finger to cause an action to occur, or until an action occurs.	Display a shortcut menu (immediate access to allowable actions). Activate a mode enabling you to move an item with one finger to a new location.	Right-click
Drag or slide	Press and hold one finger on an object and then move the finger to the new location.	Move an item around the screen. Scroll.	Drag
Swipe	Press and hold one finger and then move the finger horizontally or vertically on the screen.	Select an object. Swipe from edge to display the Action Center.	Drag
Stretch	Move two fingers apart.	Zoom in (show a smaller area on the screen, so that contents appear larger).	None
Pinch	Move two fingers together.	Zoom out (show a larger area on the screen, so that contents appear smaller).	None

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- Using a Mouse

Table 1-2 Mouse Operations

| Operation	Mouse Action	Example*	Equivalent Touch Gesture
Point	Move the mouse until the pointer on the desktop is positioned on the item of choice.	Position the pointer on the screen.	None
Click	Press and release the primary mouse button, which usually is the left mouse button.	Select or deselect items on the screen or run an app or app feature.	Tap
Right-click	Press and release the secondary mouse button, which usually is the right mouse button.	Display a shortcut menu.	Press and hold
Double-click	Quickly press and release the primary mouse button twice without moving the mouse.	Run an app or app feature.	Double-tap
Triple-click	Quickly press and release the primary mouse button three times without moving the mouse.	Select a paragraph.	Triple-tap
Drag	Point to an item, hold down the primary mouse button, move the item to the desired location on the screen, and then release the mouse button.	Move an object from one location to another or draw pictures.	Drag or slide
Right-drag	Point to an item, hold down the right mouse button, move the item to the desired location on the screen, and then release the right mouse button.	Display a shortcut menu after moving an object from one location to another.	Press and hold, then drag
Rotate wheel	Roll the wheel forward or backward.	Scroll vertically (up and down).	Swipe
Free-spin wheel	Whirl the wheel forward or backward so that it spins freely on its own.	Scroll through many pages in seconds.	Swipe
Press wheel	Press the wheel button while moving the mouse.	Scroll continuously.	None
Tilt wheel	Press the wheel toward the right or left.	Scroll horizontally (left and right).	None
Press thumb button	Press the button on the side of the mouse with your thumb.	Move forward or backward through webpages and/or control media, games, etc.	None

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- Using Keyboard Shortcuts
  - Press one or more keys on the keyboard
  - Some consist of a single key, such as the F3 key
  - Others consist of multiple keys, such as CTRL+ESC
    - Hold down the first key, press one or more additional keys, then release all keys

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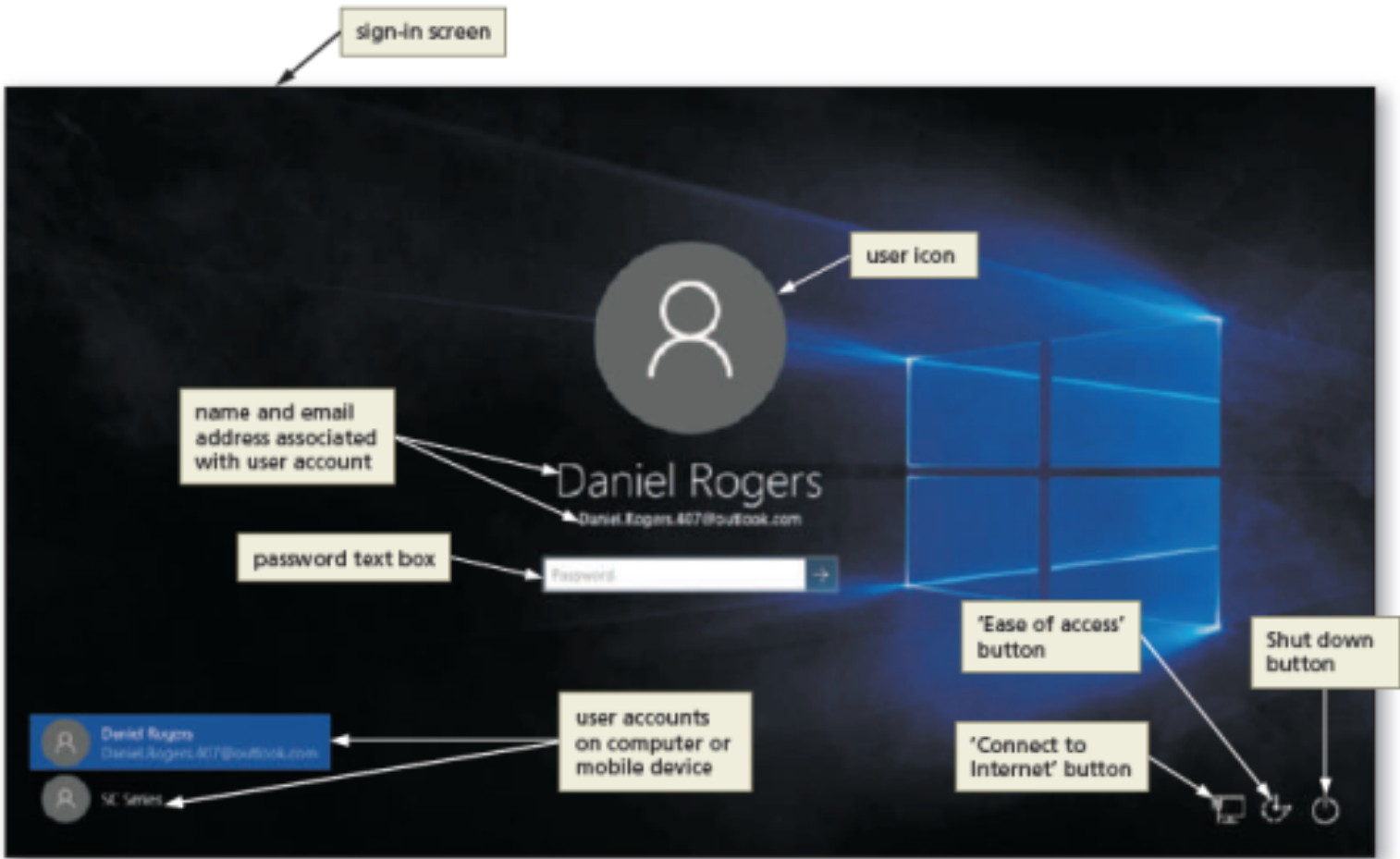
- Connect to the Internet

- Ease of Access

- Shut Down
 - Sleep command
  - Shut down command
  - Restart command

- To Sign In to an Account

  - Tap, swipe, or click the lock screen to display a sign-in screen

  - Tap or click the user icon on the sign-in screen, which depending on settings, either will display a second sign-in screen that contains a password text box or will display the Windows Start screen

  - If Windows 10 displays a password text box, type your password in the text box and then tap or click the Submit button to sign in to your account and display the Start screen

- The Windows 10 Desktop
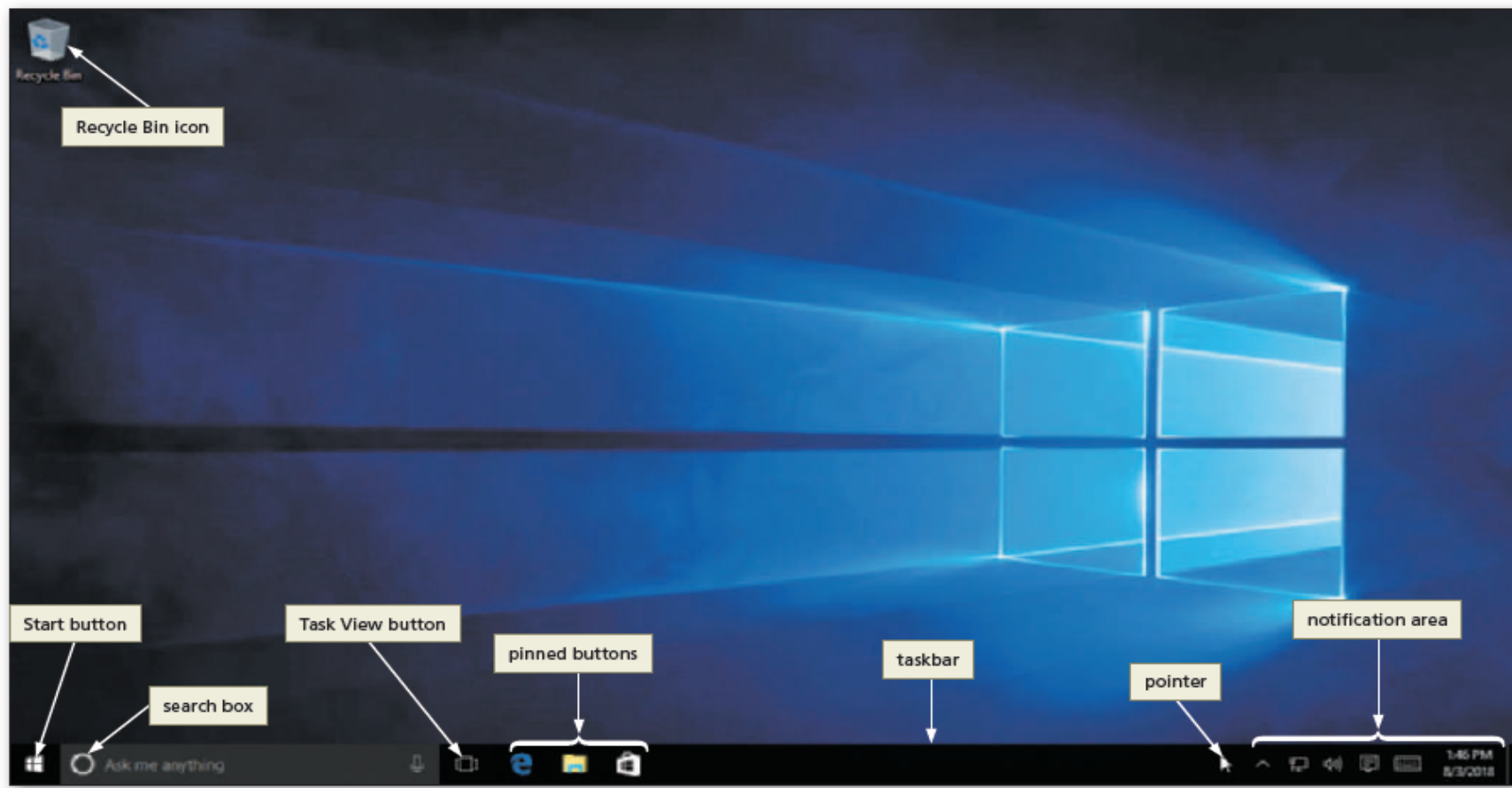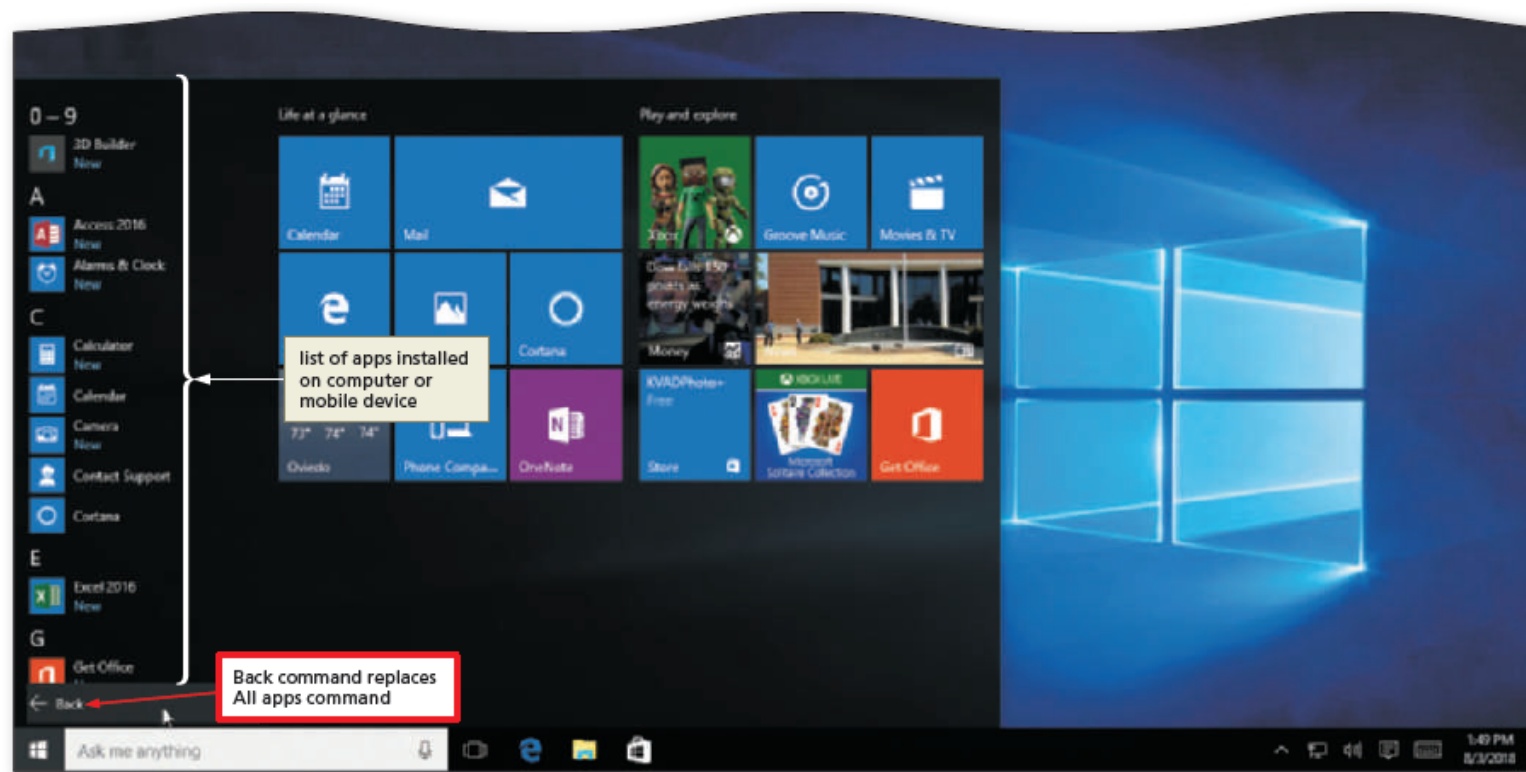
- To Run an App Using the Start Menu
  - Click All apps to display a list of all apps on the computer of mobile device.

- To Switch between Apps
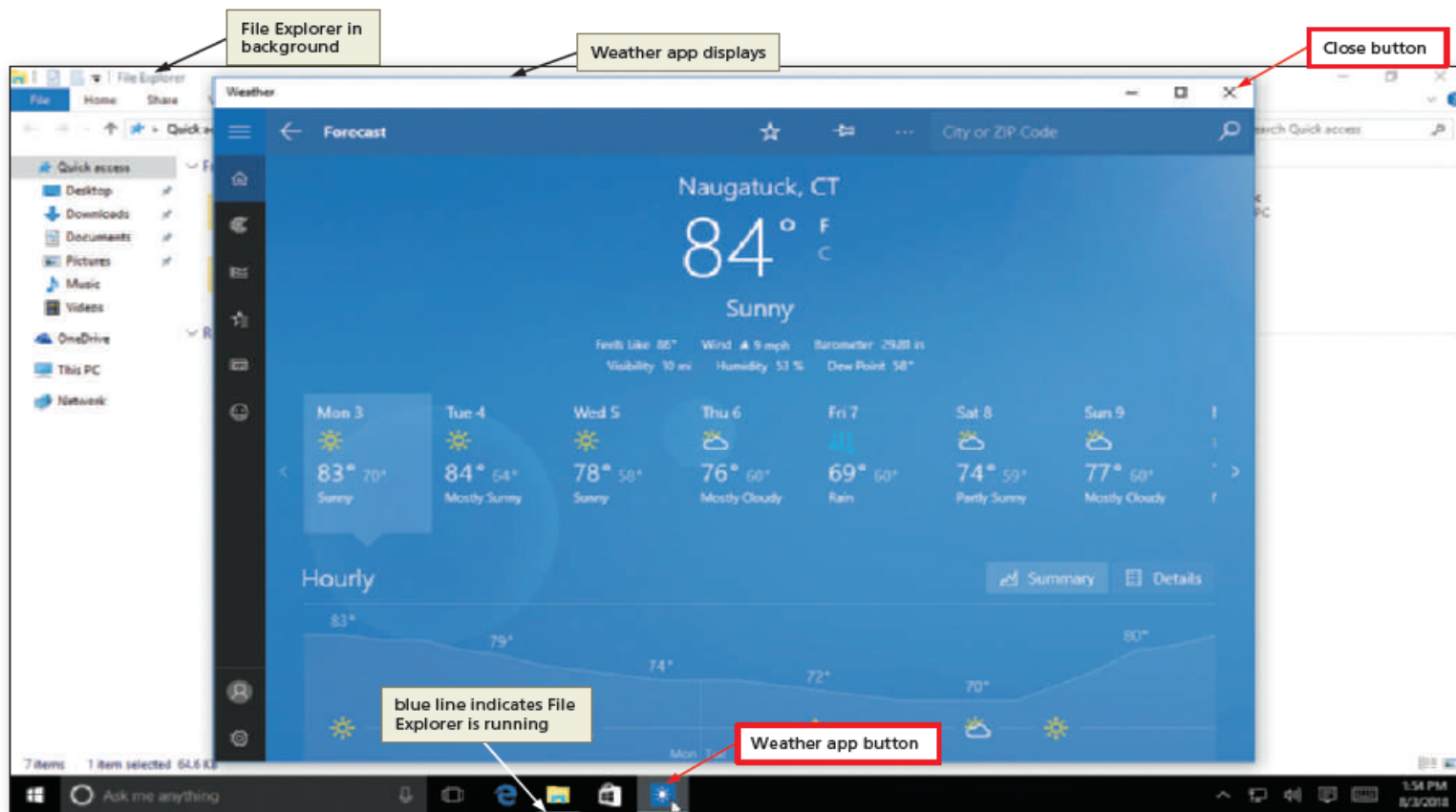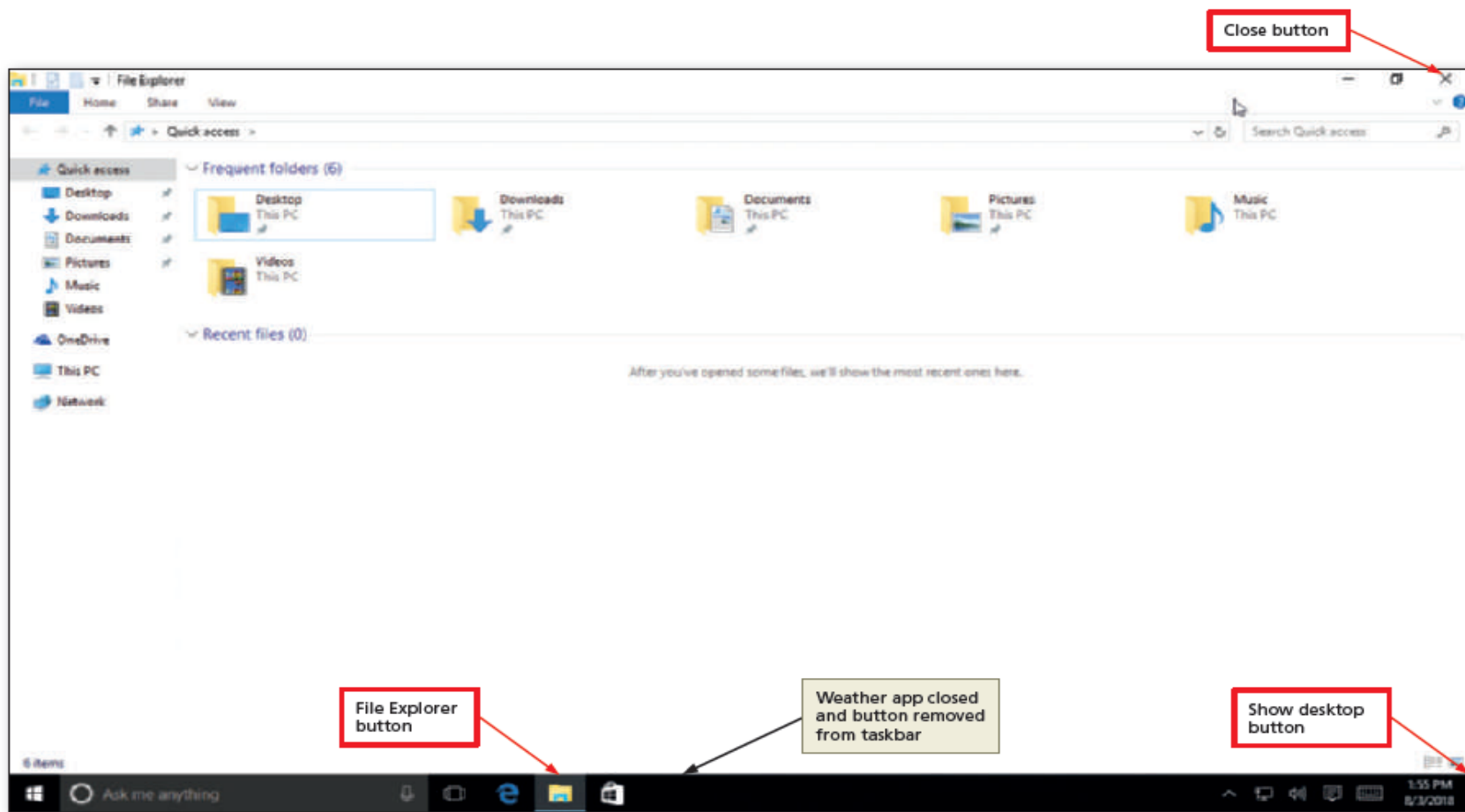
- To Exit an App

- To Display a Jump List
  - Click the Start button to display the Start menu.
  - Click the 'Show jump list' button next to the File Explorer command to display the jump list for the File Explorer.
  - Click Documents on the jump list to display the contents of the Documents folder in the File Explorer window.
  - Click the Close button on the File Explorer window title bar to close the window.

- To Pin an App to the Start Menu
  - Click the Start button on the taskbar to display the Start menu.
  - Click All apps to display the All apps list.
  - Scroll to display the Sports app in the All apps list.
  - Right click the Sports app to display a shortcut menu.
  - Click 'Pin to Start' on the shortcut menu to pin the app to the Start menu.

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- Live Tiles
  - To Move a Tile on the Start Menu
    - Drag the Sports tile to the desired location. Watch the tiles reposition as you drag, so that you can see a preview of where the tile will display when you release the mouse button. Do not release the mouse button.
    - Release the mouse button to move the tile to its new location.
  - To Resize a Tile on the Start Menu
    - If necessary, display the Start menu.
    - Right-click the Sports tile to display the shortcut menu.
    - Point to Resize on the shortcut menu to display the Resize submenu, which lists the resizing options.
    - Click Wide on the Resize submenu to change the size of the Sports tile.

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- Live Tiles
  - To Remove a Pinned App from the Start Menu
    - If necessary, display the Start menu.
    - Right-click the Sports tile to display a shortcut menu.
    - Click 'Unpin from Start' on the shortcut menu to remove the pinned app from the Start menu and reorganize the remaining tiles.
  - To Pin an App to the Taskbar
    - If necessary, display the Start menu.
    - Right-click the Mail tile to display a shortcut menu.
    - Click 'Pin to taskbar' on the shortcut menu to pin the Mail app button to the taskbar.
    - Click the Start button to close the Start menu.
  - To Remove a Pinned App from the Taskbar
    - Right-click the Mail app button on the taskbar to display a shortcut menu.
    - Click 'Unpin this program from taskbar' on the shortcut menu to remove the pinned the Mail app button from the taskbar.

- Free and Paid Apps
  - To Uninstall an App
    - Click the Start button to display the Start menu.
    - Click All apps to display the All apps list.
    - Scroll to display the Wikipedia app in the All apps list.
    - Right-click the Wikipedia app to display a shortcut menu.
    - Click Uninstall on the shortcut menu to display a confirmation message.
    - Click the Uninstall button on the shortcut menu to uninstall the Wikipedia app from your computer or mobile device.
    - Click the Start button to hide the Start menu.

Search Box and Cortana

Home screen displays search information
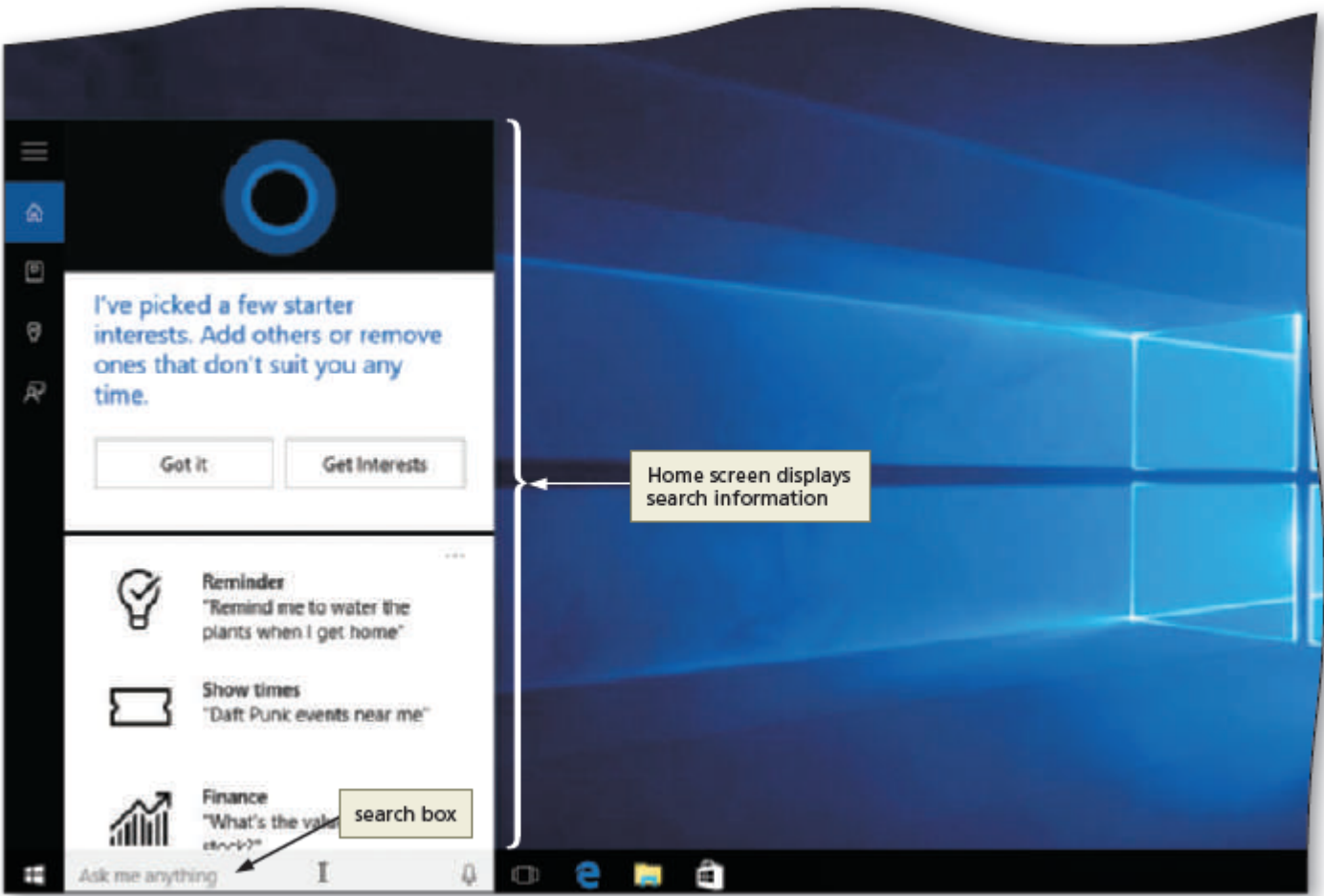
search box

Getting Help

- To Get Help Using the Search Box
  - Click the search box to activate it.
  - Type **change desktop background** in the search box to display the search results.
  - Click 'Choose background, slideshow, or solid color as your background mode' in the search results to display the personalization settings where you can adjust the desktop background.
  - Click the Close button to close the Personalization window.

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Shutting Down Windows

- To Sign Out of an Account
  - Click the Start button to display the Start menu.
  - Click the name associated with your user account to display a menu of options.
  - Click Sign out on the menu of options to sign out of Windows and return to the lock screen.

- To Shut Down the Computer
  - Click the lock screen to display the sign-in screen.
  - Click the Shit down button on the sign-in screen to display the Shut down menu.
  - Click Shut down on the Shit down menu to shut down the computer.