



Windows 10

Instructor Guide

[Your Company Name]

CustomGuide
Interactive Training

EVALUATION ONLY

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What's New

No matter which version of Windows you're coming from, there's a lot that's new or redesigned in Windows 10. Some features may be familiar, such as the Start Menu (making its return after sitting out Windows 8), while other features have been introduced to take advantage of new hardware, such as Tablet Mode and Windows Ink.

In this module, we'll focus on the new and redesigned features in Windows 10. You'll learn about the Start Menu, the Action Center, Cortana, the Edge web browser, and the Settings app. You'll also learn about using multiple desktops, tablet mode, and other new features.

Objectives

- The Start Menu
- The Action Center
- Cortana
- Microsoft Edge
- Use Multiple Desktops
- Tablet Mode
- The Settings App
- Quick Access
- Quick Assist
- Windows Ink
- Windows Hello

What's New in Windows 10

Commented [SH1]:

This lesson provides an overview of the best new features of Windows 10.

Review the list of new Windows 10 features with students.

Windows 10 is one of Microsoft's biggest updates ever to occur to Windows and is considerably different than previous versions. Microsoft continues to keep the user in mind when creating and implementing updates to its operating system.

- **Future Updates:** With the newest upgrade of Windows 10, future updates will be automatically installed to your computer. Microsoft automatically downloads Windows 10 updates, asks you to schedule a time to restart your PC, and then installs the update according to that schedule.
- **Start Menu:** You'll see a new login screen. There are significant updates to your Start menu. The *All Apps* feature was removed. Instead, a list of installed apps appears in alphabetical order. You can also add favorite folders as icons to your Start menu.
- **Notification Pane and Action Center:** Microsoft alerts you when a Wi-Fi network is near your location. Customize your notification preferences: set priorities for notifications of important apps and determine how many notifications appear at any time for any app. The number of notifications you have also appears in the *Action Center*.
- **Cortana:** Microsoft's personal digital assistant is extremely powerful. Cortana uses SMS to allow you to send texts from your computer and automatically add appointments to your calendar based on emails you receive. Cortana is available from the lock screen and integrates across multiple devices.
- **Edge:** Windows's new web browser replaces Internet Explorer. Edge's support of browser extensions is one of the biggest features of Edge. Extensions supported are: Microsoft Translator, OneNote Clipper, Mouse Gestures, Pin It Button, and Reddit Enhancement Suite. In addition, quickly ask Cortana about a website image without leaving a webpage. Touchscreen device users can swipe to navigate through Edge browsing history webpages.
- **Tablet Mode:** A full-screen view of *All Apps* now appears while in *Tablet Mode*. The Power, File Explorer, and Settings buttons are docked and available for easy access. Auto-hide the taskbar in *Tablet Mode* even if it's not hidden in Desktop Mode.
- **Quick Assist:** Provide remote access to other users using the Quick Assist app. Get assistance or provide help to other users.
- **Settings App:** Personalize your Windows 10 view by giving it and your apps a dark color instead of the previous light one used for themes. Specify a time when you won't receive Windows or app updates. In addition, use the Connect app to project your Windows phone or Android tablet to your PC.
- **Windows Ink:** A new feature, *Windows Ink*, allows you to use a stylus to write on touch-enabled devices or create sticky notes and drawings. *Windows Ink Workspace* includes three new apps: Sketchpad, Sticky Note, and an app for annotating screenshots. In addition, it provides access to other apps that work with the *Windows Ink*, such as OneNote.
- **Windows Hello:** *Windows Hello* is Microsoft's biometric security system. Securely sign in to Windows using facial recognition or a fingerprint.

The Start Menu

The Start menu features apps, settings, and files, along with Live Tiles. Some apps can be displayed as Live Tiles, which can show dynamic information from that app. For example, mail messages will be summarized in the Mail app's tile, while the Weather app's tile will show your weather forecast.

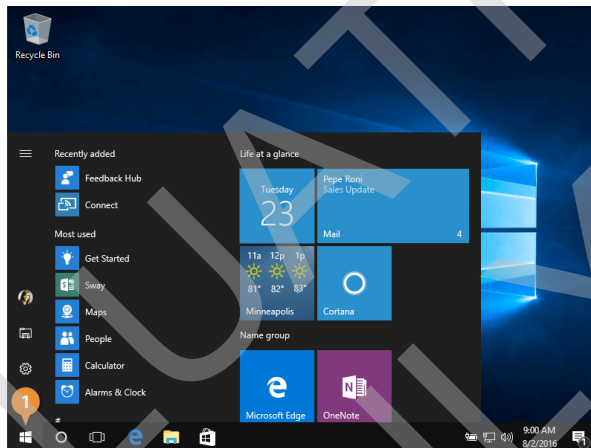
Open the Start Menu

Although Windows 8 replaced the old Start menu with the Start screen, the Start menu is back and better than before in Windows 10. Get started using Windows 10 by accessing your Start menu.

1

Click the **Start** menu.

Shortcut: Press  on your keyboard.



Commented [SH2]:
Practice File: None

Preparation: Log in to a Microsoft account.

Discuss with students what the Start menu is and what can be found within it.

Commented [SH3]:

1. Click the Start menu.

Show students how they can press  on the keyboard to open the Start menu.

View Account Commands

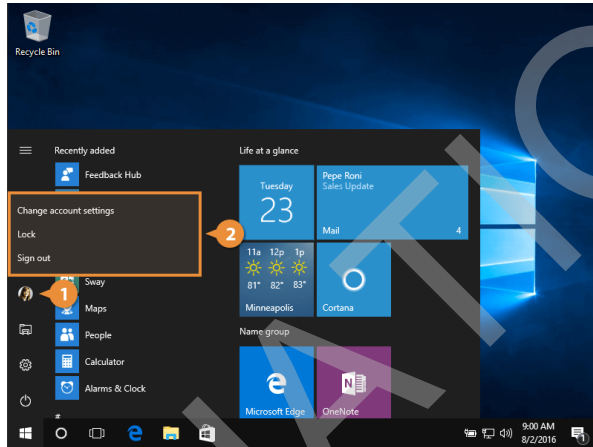
To accommodate the complete list of apps and programs in your Start menu, certain features such as File Explorer, the Settings app, user account photo, and power button appear docked on the left-hand side.

- 1 Click your profile photo.
Tip: Click the **Expand** button in the upper-left corner of the Start menu before clicking your name and profile photo.

- 2 Choose the desired command.
Commands include:

- **Change account settings:** Make changes to your Microsoft account, including your picture and password.
- **Lock:** Lock your computer, requiring a password to unlock it.
- **Sign out:** Sign out of Windows, and allow another user to log in.

Shortcut: Press **Win + L** to lock your computer.



Commented [SH4]:

Review with students where File Explorer, the Settings app, user account photo, and power button are located in the Start menu.

1. With the Start menu open, click the profile photo.
2. Review the different commands and then choose Lock.

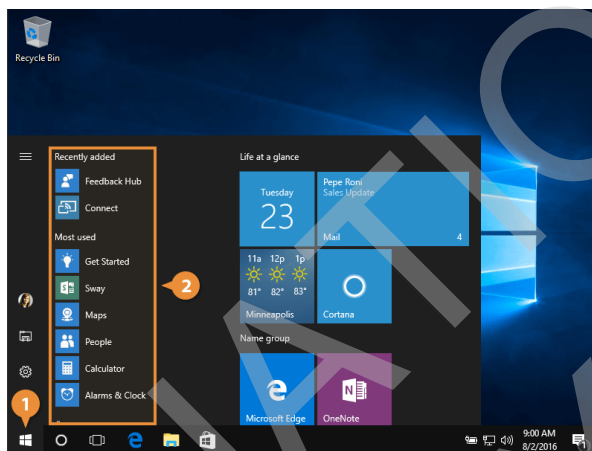
Show students how they can also press **Win + L** on the keyboard to lock their computer.

Show students how to click the expand button in the upper-left corner of the Start menu before clicking their name and profile photo to view the different commands.

Open Apps

You can view a list of all your installed apps in alphabetical order through the Start menu. In previous versions of Windows 10, the All Apps feature was used to access a list of apps. The app view was updated to reduce the number of clicks required to access apps in the Start menu.

- 1 Click the **Start** button.
Recently added and most-used apps also appear.
- 2 Click an app to open it.



Commented [SH5]:

Review with students some of the default apps found in the Start menu (detailed in the table on the next page).

1. Click the Start button.

Show students how installed apps are displayed in the Start menu.

2. Click the Calculator app to open it.

Windows 10 comes equipped with some pre-installed apps. This table details many of the default apps you'll find in your Start menu. Each of these apps are customizable based on your interests and needs.

App	Description
	Alarms & Clock Set alarms for specific times, use a timer or stopwatch for events, and view your clock or other regional clocks.
	Calculator Use a standard calculator to make calculations and conversions. Conversions are helpful when traveling to another region that uses different units of measurement.
	Maps View a specific location on a map or get directions and traffic information based on your location.
	Money Track stocks, read financial news stores, and get current financial data.
	News Access news stories from publications such as the Associated Press, CNN, Reuters, and the New York Times. Customize news to fit your interests.
	Notepad Type notes to review later.
	Skype Use the internet to make video or phone calls to friends and family.
	Sports Use MSN Sports to view top sports stories, scheduled games, and up-to-date scores. Customize to view information about your favorite teams.
	Sway Create online presentations with headings, text, images/videos, or embedded content. Sway presentations are similar to those created in PowerPoint.
	Voice Recorder Use your computer microphone to record a note.
	Weather View your city or another city's current weather conditions and five-day forecast. The Weather app uses the MSN Weather service to obtain this information.

Pin Apps to the Start Menu

You can add, or "pin," frequently used apps to your Start menu for quick access.

- 1 Click the **Start** button.
All your installed apps appear.
- 2 Scroll through them until you find the app you're looking for, and right-click the app.
- 3 Choose **Pin to Start**.

The app is pinned to your Start menu and will also appear as a Live Tile.



Commented [SH6]:

Explain to students that a frequently used app can be pinned to the Start menu for quick access.

1. Click the Start button.
2. Right-click the Calculator app.
3. Choose Pin to Start.

Show students that the Calculator app is now pinned to the Start menu as a tile.

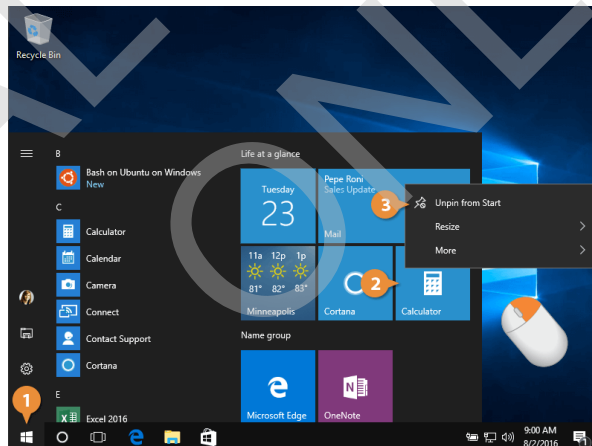
Remove a Pinned App

If you find you're not using a pinned app as much anymore, you can remove it from your Start menu just as easily as you added it.

- 1 Click the **Start** button.
- 2 Right-click the app tile you want to remove.
- 3 Choose **Unpin from Start**.

Note: Unpinning an app removes it from your Start menu—it doesn't uninstall it.

Tip: You can also right-click the app from app list in your Start menu to unpin it.



Commented [SH7]:

Explain to students that an app can be removed from the Start menu if it's not being used anymore.

1. Click the Start button.
2. Right-click the Calculator app.
3. Choose Unpin from Start.

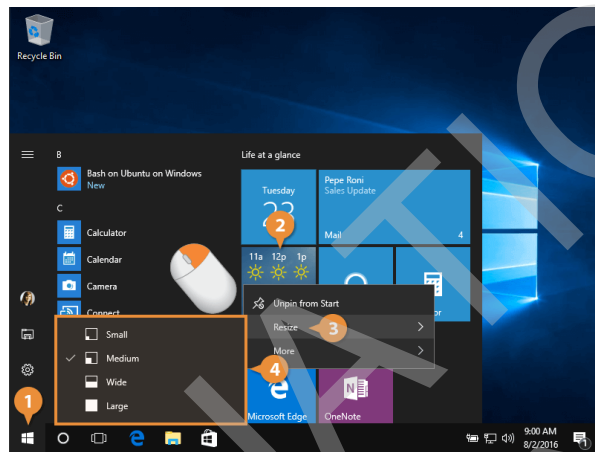
Show students that unpinning an app removes it from the Start menu but doesn't uninstall it.

Resize an App Tile

Some apps appear as Live Tiles, which are shortcuts to open apps. Live Tiles also provide real-time information from that specific app. If there's a Live Tile you like but want to see a bit more information about it—like with the Weather app—you can make the tile bigger.

- 1 Click the **Start** button.
- 2 Right-click an app tile.
- 3 Choose **Resize**.
- 4 Choose the desired size.

The tile is resized.



Commented [SH8]:

Discuss with students Live Tiles. Live Tiles provide real-time information from an app.

Explain to students that resizing an app tile allows them to see more information about it.

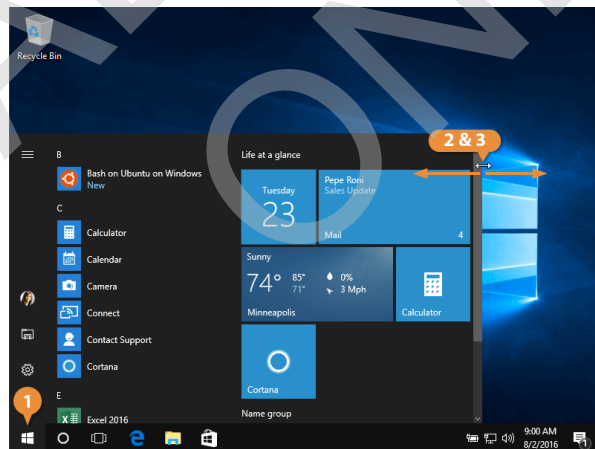
1. Click the Start button.
2. Right-click the Weather app tile.
3. Choose Resize.
4. Choose Medium.

Review the different size options with students.

Resize the Start Menu

Windows 10 gives you even more freedom to choose how much (or little) you see on your Start menu. You can resize the Start menu, which expands or collapses the view of your Live Tiles.

- 1 Click the **Start** menu.
- 2 Position your cursor on an outer edge of your Start menu until a double arrow appears.
- 3 Click and drag the edge of the Start menu to resize it.



Commented [SH9]:

Explain to students that resizing the Start menu allows them to see more or less of their Live Tiles.

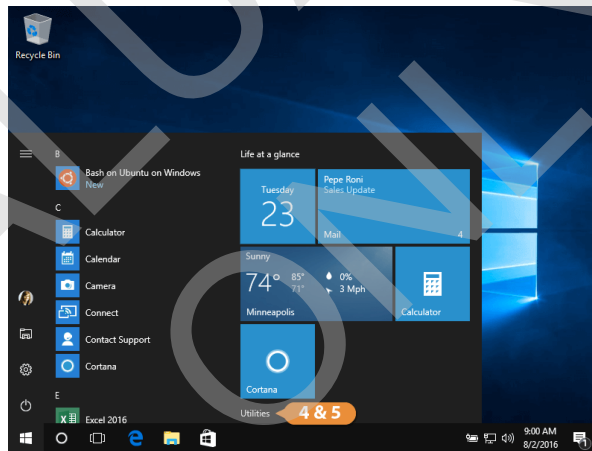
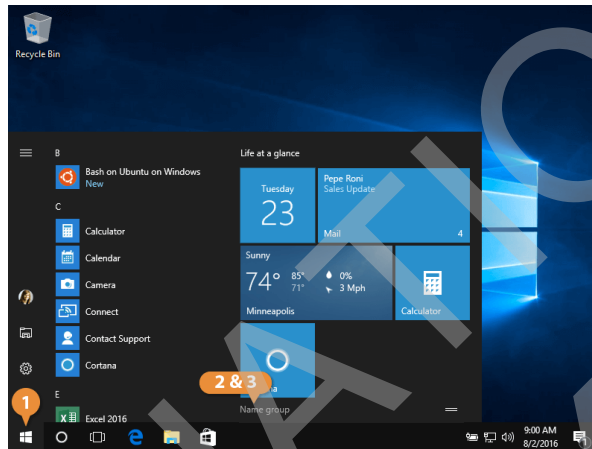
1. Click the Start menu.
2. Position the cursor on an edge of the Start menu until a double arrow appears.
3. Drag the double arrow to resize the Start menu.

Show students how to make the Start menu larger, and then smaller.

Name a Tile Group

Live Tiles are grouped together by type. You'll notice a gap between tile groups, where you can add a group title. It's easy to change or add a group title.

- 1 Click the **Start** button.
- 2 Click the empty space between tile groups.
- 3 Type a group name, and then press **Enter**.
- 4 Click an existing group tile name to change it.
- 5 Type over the existing name with the new one and press **Enter**.



Commented [SH10]:

Explain to students that Live Tiles are grouped together by type.

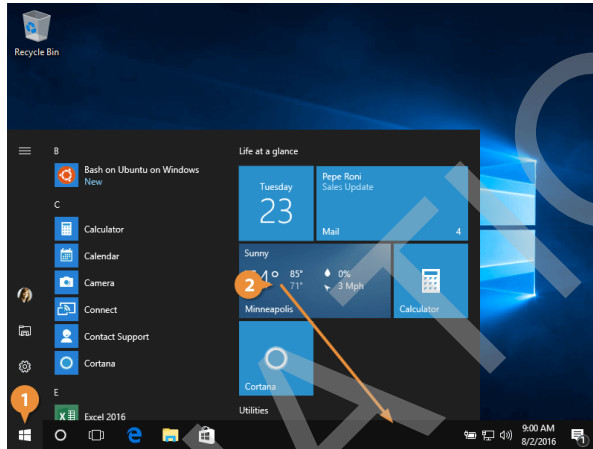
Explain to them that a group title can be added above a Live Tile group.

1. Click the Start button.
2. Click an empty space between tile groups.
3. Type Utilities and then press Enter.
4. Click an existing group tile name to change it.
5. Type More Utilities as the new name and press Enter.

Move an App Tile

If you don't like how the Live Tiles are arranged, you can move them around.

- 1 Click the **Start** button.
- 2 Click and drag the desired tile to a new location on your Start menu.



Commented [SH11]:

Explain to students that Windows 10 gives them the flexibility to move Live Tiles around on the Start menu.

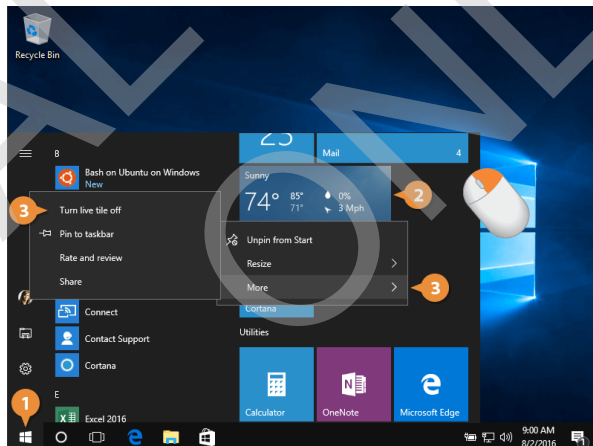
1. Click the Start button.
2. Click the Weather app tile and drag it to a new location on the Start menu.

Turn Off a Live Tile

If you no longer want to see updates from a Live Tile, you can turn it off. Once turned off, the Live Tile no longer provides real-time information.

- 1 Click the **Start** button.
- 2 Right-click an app's Live Tile.
- 3 Choose **More** and then click **Turn Live Tile off**.

The tile no longer details real-time updates.



Commented [SH12]:

Explain to students that if they no longer want to see updates from a Live Tile, they can turn it off.

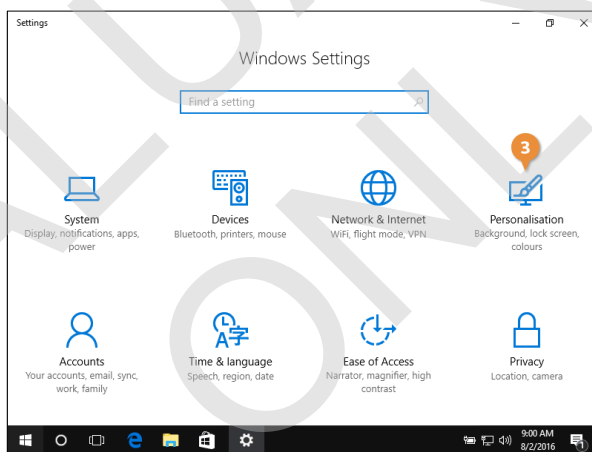
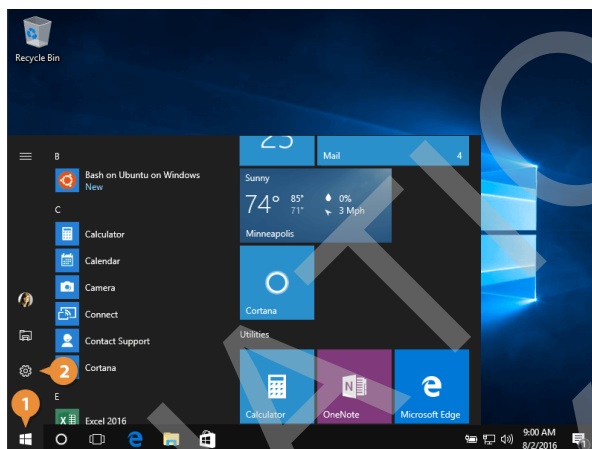
1. Click the Start button.
2. Hover over the Weather app tile.
3. Choose More and then click Turn Live Tile off.

Show students that once turned off, Live Tiles no longer provide real-time information.

Add Favorite Folders to the Start Menu

If you find yourself accessing the same folders over and over, you can add those folders to your Start menu for quick access.

- 1 Click the **Start** button.
 - 2 Click the **Settings** button.
- Settings categories appear.
- 3 Click **Personalization**.
- Personalization settings appear.



Commented [SH13]:

Explain to students that frequently used folders can be added to the Start menu for quick access.

1. Click the Start button.
2. Click the Settings button.

Show students the different settings categories that appear.

3. Click Personalization.

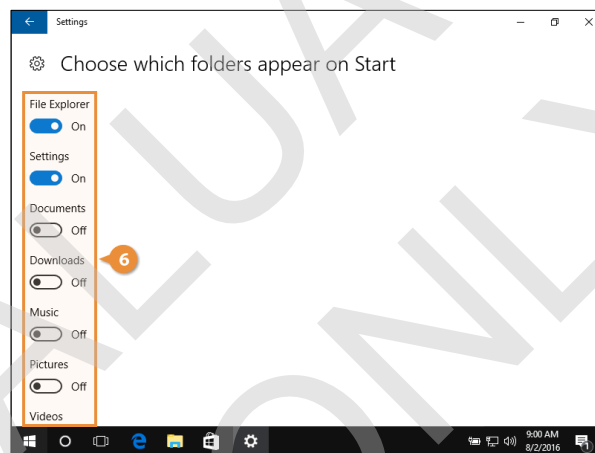
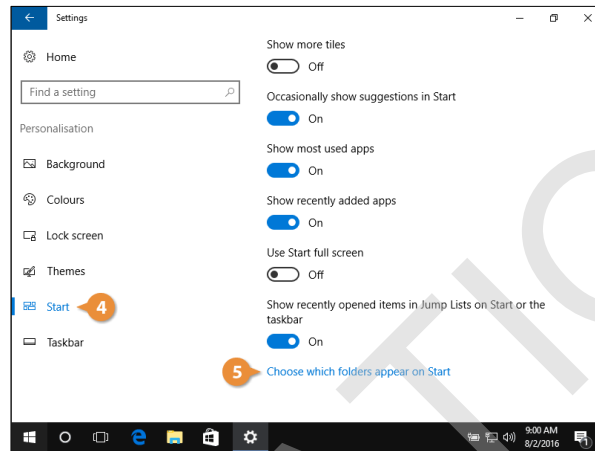
Show students the different personalization settings that appear.

4. Choose Start.
5. Click Choose which folders appear on Start.
6. Toggle the Downloads folder on.

Show students that the Downloads folder now appears as a button on the left side of the Start menu.

- 4 Choose **Start**.
- 5 Click **Choose which folders appear on Start**.
- 6 Toggle folders on or off.

Folders toggled on appear as buttons on the left side of your Start menu.



The Action Center

The Action Center is a hub for all system notifications, such as incoming emails, security and maintenance, tips from Microsoft, and more. Microsoft also alerts you when a Wi-Fi network is near your location.

Open and Close the Action Center

You can find the Action Center icon on the Taskbar, next to your clock.

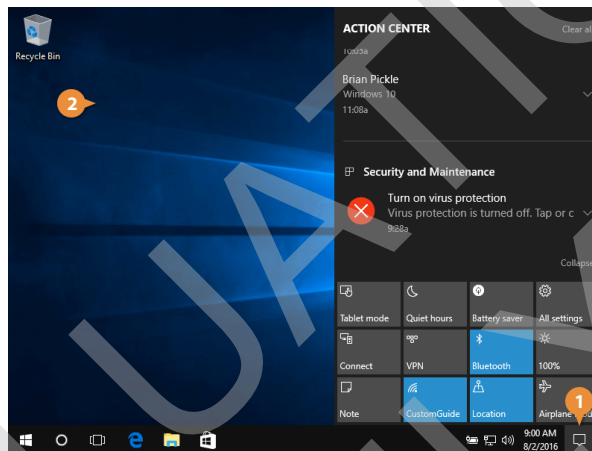
- 1 Click the **Action Center** icon.

Note: If you're using a touchscreen, you can also open the Action Center by sliding your finger in from the right side of your screen.

Shortcut: Press **Windows + A** to open the Action Center.

- 2 Click anywhere outside the Action Center to close it.

Tip: You can also click the **Action Center** icon to close it. Or, if you're using a touchscreen device, tap anywhere outside the Action Center to close it.



Commented [SH14]:
Practice File: None

Preparation: Perform two or more actions, such as sending an email to yourself and students, to prompt notifications to appear in the Action Center.

Review what the Action Center is with students.

Tell them that Microsoft will alert them when a Wi-Fi network is near their location.

Commented [SH15]:

1. Click the Action Center icon on the Taskbar.

Show students they can press **Windows + A** to open the Action Center.

2. Click anywhere outside the Action Center to close it.

Open the Action Center again and show students they can click the Action Center icon to close it.

If any students are touchscreen users, show with them how they can open the Action Center by sliding their fingers in from the right side of the screen. They can close the Action Center by tapping anywhere outside of it.

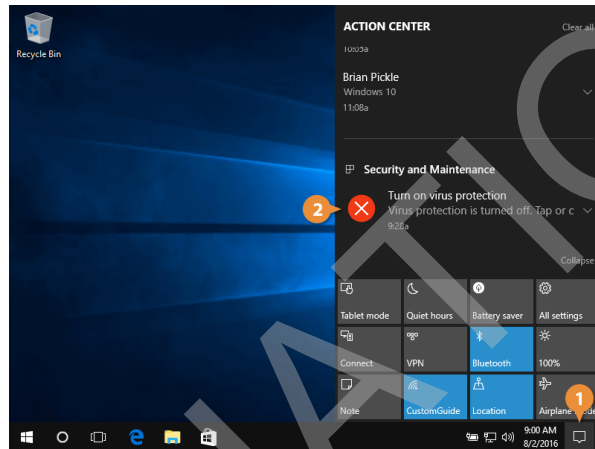
Open and View a Notification

The Action Center icon will light up when you have a new notification. You'll also see a number indicating how many notifications are available for review.

- 1 Click the **Action Center** icon.
- 2 Click any notification to open and view it.

The app that triggered the notification opens.

Note: For some types, clicking the notification dismisses it.



Commented [SH16]:

Show students how the Action Center icon lights up when a new notification is available for view.

Show them the number indicating how many notifications are available for review.

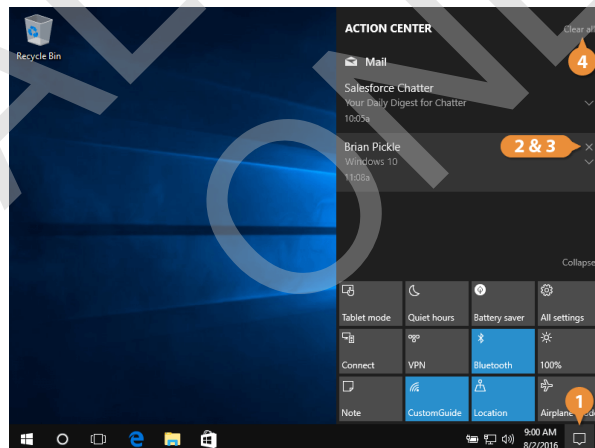
1. Click the Action Center icon on the Taskbar.
2. Click any notification to open and view it.

Show students how the app that triggered the notification opens.

Dismiss a Notification

If you're not interested in opening a notification, you can dismiss it without opening and viewing it.

- 1 Click the **Action Center** icon.
- 2 Hover your mouse over a notification.
- 3 Click the **X** to close it.
The notification is gone.
- 4 Click **Clear all notifications** to remove all your notifications at once.



Commented [SH17]:

1. Click the Action Center icon on the Taskbar.

2. Hover your mouse over a notification.

3. Click the X to close it.

4. Click Clear all notifications to remove all the notifications at once.

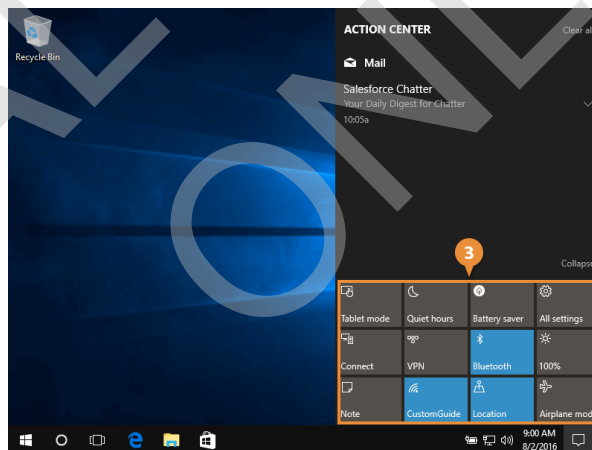
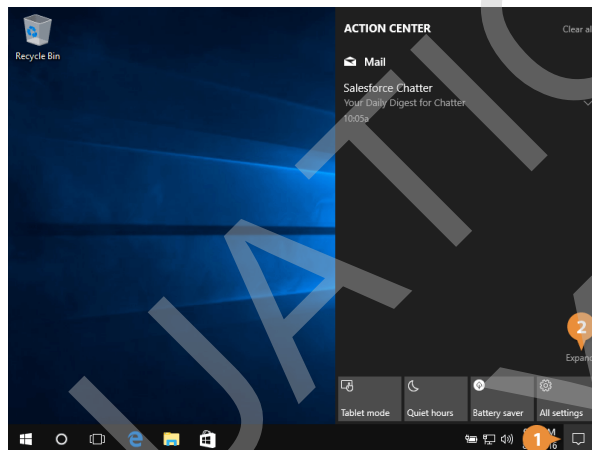
Open a Quick Action

At the bottom of the Action Center, there is a grid full of buttons, called *Quick Actions*, or *Actions*. These quick toggles let you do a lot with just a few clicks. Some actions open a settings screen; others will simply toggle a function on or off.

Actions in use appear highlighted. Unavailable actions appear grayed out. For example, when your computer is plugged in, *Battery Saver* will be grayed out.

- 1 Click the **Action Center** icon on the Taskbar.
- 2 Click **Expand** (if necessary) to view all available actions.
Note: You can also click **Collapse** to collapse the actions.
- 3 Click the action you want to use.

The associated app opens.



Commented [SH18]:

Discuss with students Quick Actions. Quick Actions are also known as Actions. They allow students to perform different actions, such as opening a settings screen or toggling a function on or off.

Review with them the common actions that appear in the Action Center (detailed in the table on the next page).

1. Click the Action Center icon on the Taskbar.
2. Click Expand to view all available actions.

Show students how actions in use appear highlighted and unavailable actions appear grayed out.

For example, the Battery Saver action is grayed out when the computer is plugged in.

3. Click the Location action to toggle your Location Services on or off.
4. Click Collapse to collapse the actions.

This table lists common actions that appear in the Action Center. Your Action Center may contain different actions based on your computer's configuration.

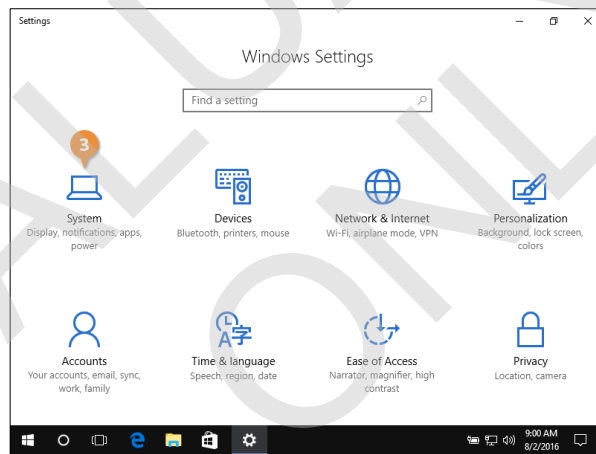
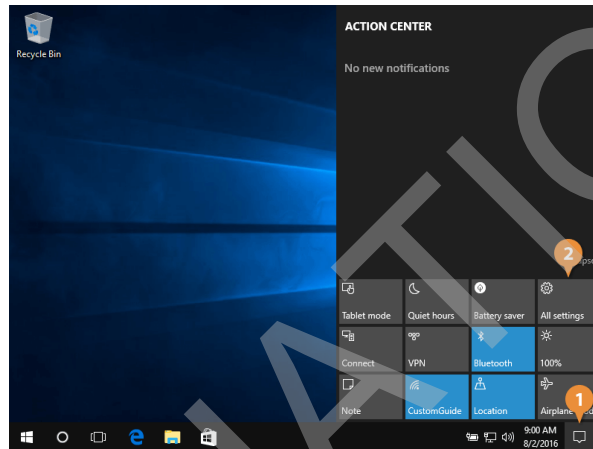
Action	Description
 Airplane mode	Airplane Mode Turn off Wi-Fi and Bluetooth.
 All settings	All Settings Open the Settings app.
 Battery saver	Battery Saver Turn on battery-saving features, which will cause performance issues.
 Bluetooth	Bluetooth Manage your Bluetooth-enabled devices.
 100%	Brightness Adjust your screen's display brightness.
 Connect	Connect Connect to a Bluetooth-enabled device.
 Location	Location Toggle your Location Services on and off.
 Network	Network View your computer's current network connections. Search for nearby wireless networks.
 Note	Note Create a note using Microsoft OneNote.
 Project	Project Project your screen to a second monitor.
 Quiet hours	Quiet Hours Temporarily disable notifications, helping you avoid unwanted distractions.
 Rotation lock	Rotation Lock When using a tablet computer, lock your computer display in either portrait or landscape view.

Action	Description
 Tablet mode	Tablet Mode Toggle between tablet and desktop mode.
 VPN	VPN Connect to a Virtual Private Network, or VPN.
 Wi-Fi	Wi-Fi Turn Wi-Fi on and off.

Customize Quick Actions

Ideally, you'll want the available actions to be those that you use often. Through your computer's settings, you can determine which actions appear in the Action Center.

- 1 Click the **Action Center** icon.
 - 2 Choose **All settings**.
 - 3 Click **System**.
- Display, notifications, app, and power settings appear.



Commented [SH19]:

Explain to students how Windows 10 provides them with the flexibility to choose which actions appear in the Action Center.

1. Click the Action Center icon on the Taskbar.
2. Choose All settings.
3. Click System.

Show students the display, notifications, app, and power settings that appear.

4. Choose Notifications & actions.

Show students the quick action and notifications settings that appear.

5. Click Add or remove quick actions.

6. Toggle off Project.

Show students that Project no longer appear in the Action Center.

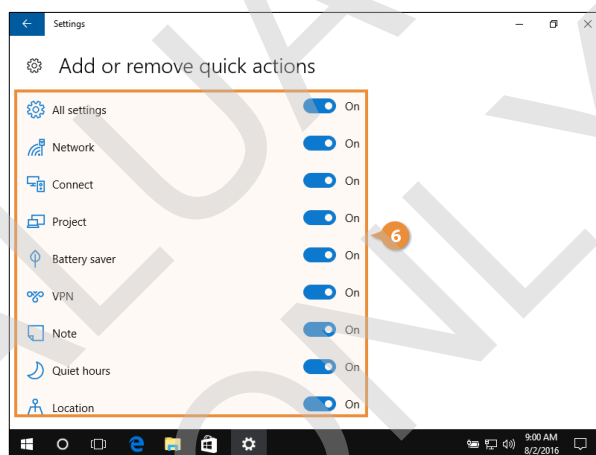
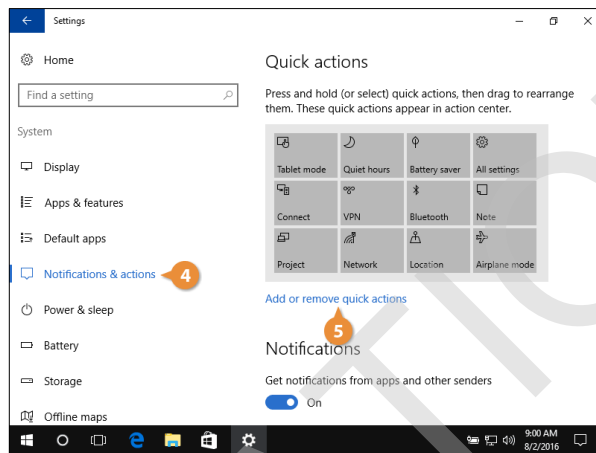
4 Choose **Notifications & actions**.

Quick action and notification settings appear.

5 Click **Add or remove quick actions**.

6 Toggle an app on or off.

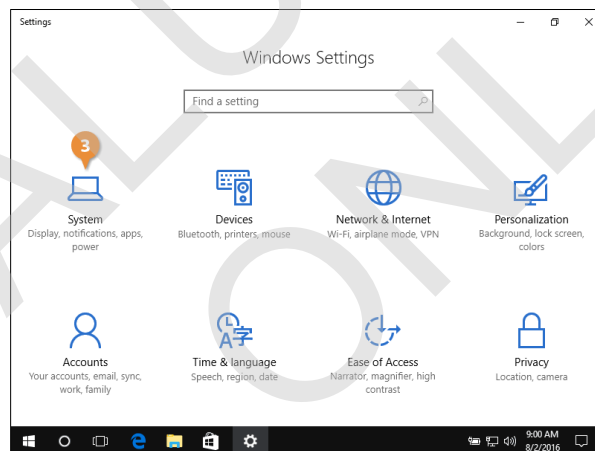
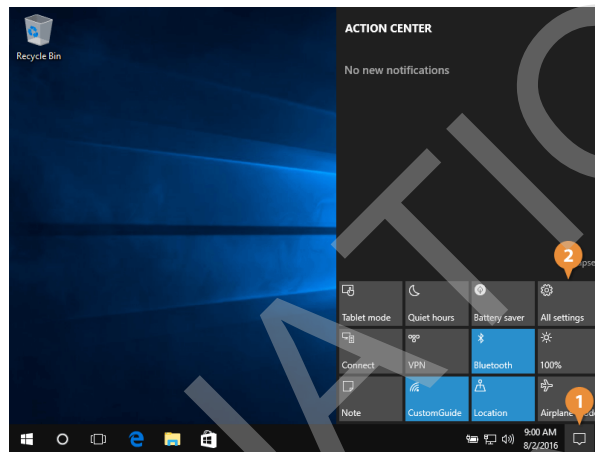
Note: When you toggle an app off, it doesn't appear in the Action Center.



Rearrange Quick Actions

The four actions in the top row under the Quick actions heading are the four that will appear on the first row of your Action Center. Through your computer's settings, you can decide which actions appear on the top row of your Action Center. Remember, the top row of actions appears even when actions are collapsed.

- 1 Click the **Action Center** icon.
- 2 Choose **All settings**.
- 3 Click **System**.

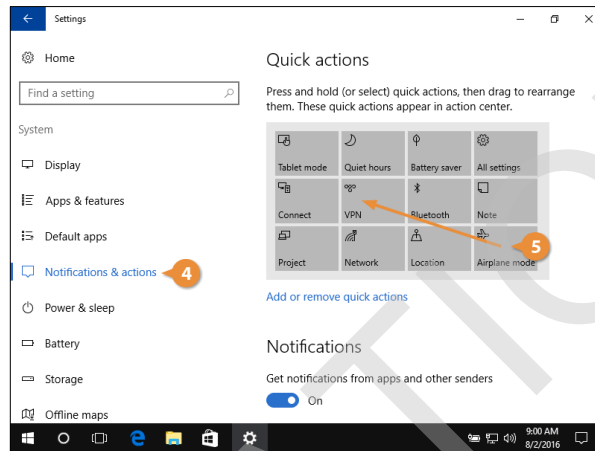


Commented [SH20]:

Explain to students that the four actions up top under the Quick actions heading are the four that appear on the first row and remain visible when the actions are collapsed.

1. Click the Action Center icon on the Taskbar.
2. Choose All settings.
3. Click System.
4. Choose Notifications & actions.
5. Click the Airplane mode action and drag it to a new location.

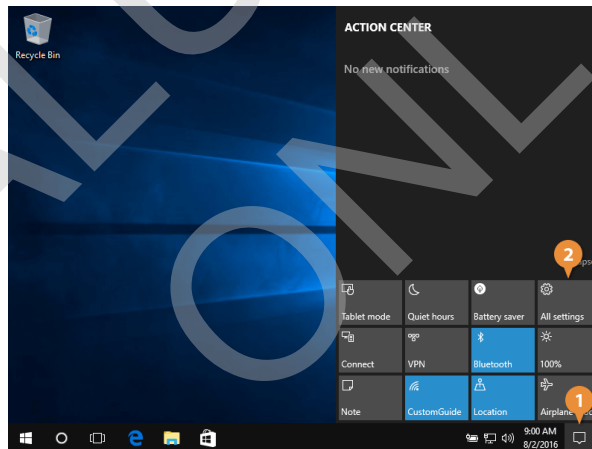
- 4 Choose **Notifications & actions**.
Quick action and notification settings appear.
- 5 Click and drag an action to rearrange it under Quick actions.



Set Priorities for Notifications

You can customize your notification preferences, including notification priority for those appearing in your Action Center. Set priorities for which apps are more important to you than others and have their notifications appear at the top of your notification list.

- 1 Click the **Action Center** icon.
- 2 Choose **All settings**.

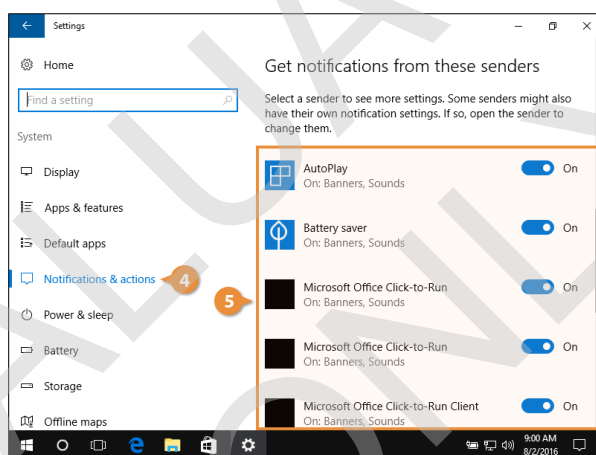
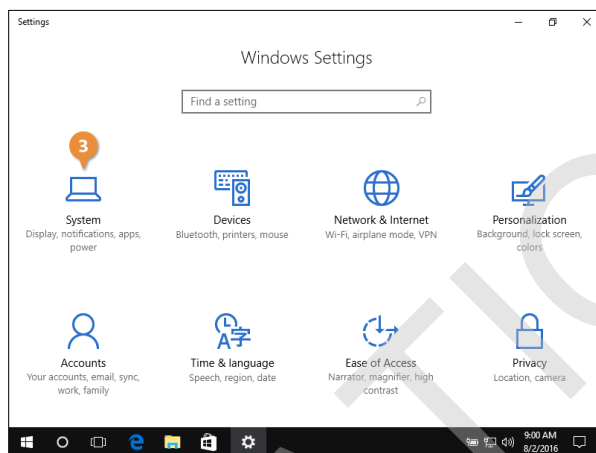


Commented [SH21]:

Explain to students that they can set priorities for which apps are more important to them than others and have their notifications appear at the top of the notification list.

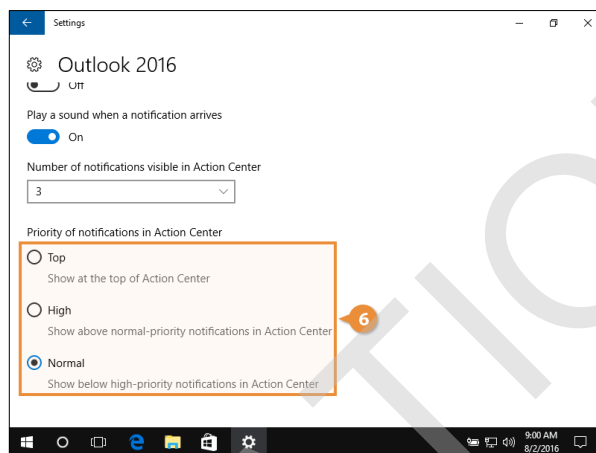
1. Click the Action Center icon.
 2. Choose All settings.
 3. Click System.
 4. Choose Notifications & actions.
 5. Click any app from Get notifications from these senders.
 6. Select High priority.
- Review the priority options with students.

- 3 Click **System**.
- 4 Choose **Notifications & actions**.
- 5 Click an app from Get notifications from these senders.



6 Select a priority of notification in the action center:

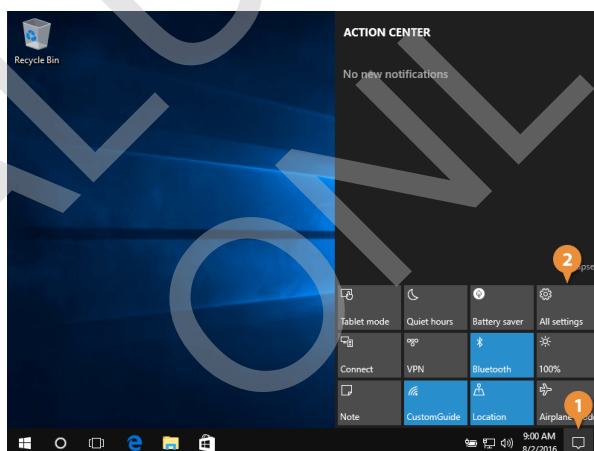
- **Top:** Notification appears at the top of your Action Center.
- **High:** Notification appears above normal priority notifications in your Action Center.
- **Normal:** Notification appears below high priority notifications in your Action Center.



Configure the Amount of Visible Notifications

You can customize your notification preferences even further by adjusting how many notifications are visible in your Action Center at any time for an installed app.

- 1 Click the **Action Center** icon.
- 2 Choose **All settings**.



Commented [SH22]:

Explain to students how they can also specify how many notifications are visible in the Action Center at any time for an installed app.

6. Click the Action Center icon.

2. Choose All settings.

3. Click System.

4. Choose Notifications & actions.

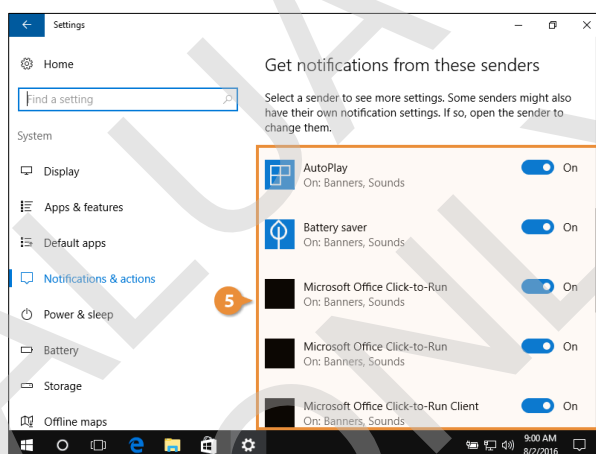
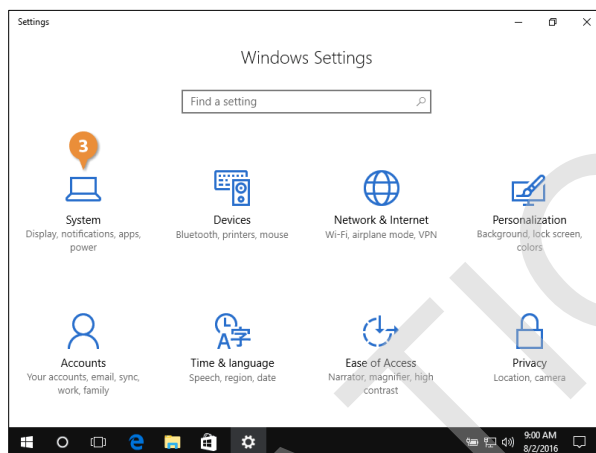
5. Click any app from Get notifications from these senders.

6. Select 5 from the Number of notifications visible in action center list.

Review the available numbers with students.

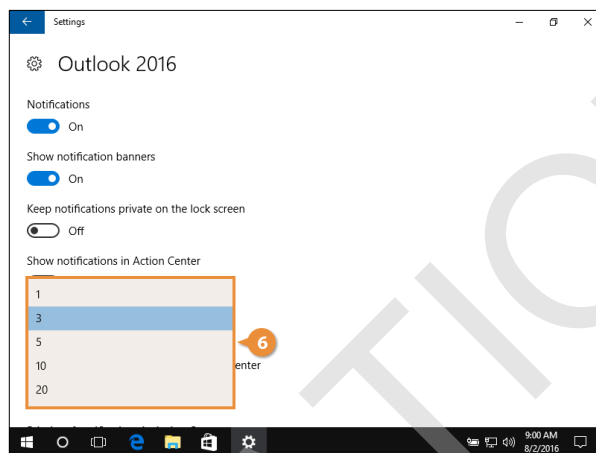
Explain to students that 3 is the default number of notifications.

- 3 Click **System**.
- 4 Choose **Notifications & actions**.
- 5 Click an app from under Get notifications from these senders.



- 6 Select a number from the Number of notifications visible in action center list.

Note: The default number of notifications is 3.



Cortana

Cortana is Microsoft's powerful digital personal assistant who uses Bing's servers to answer your questions. You can use Cortana to search both your computer or the internet and to quickly ask questions or issue commands. Cortana integrates across multiple devices (Android and Windows phones). Also, keep in mind that you cannot turn off Cortana and use plain search.

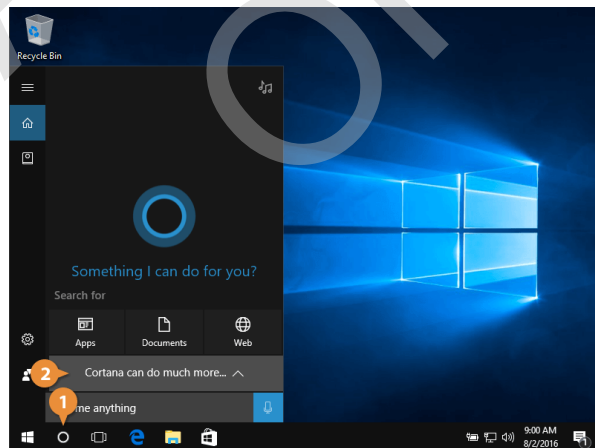
Some other things Cortana can do for you include the following:

- Automatically add information to your calendar based on emails you receive
- Create and maintain lists
- Find folders on your computer
- Open apps on your computer
- Prompt you to reschedule an appointment if it overlaps with another
- Research facts, places, and other information
- Send emails and text messages
- Track packages, sports teams, or airline flight times

Set Up Cortana

When you first log in to Windows 10, you're prompted to confirm your intent to use Cortana. Choose one of the following options: Disable Cortana in Edge, Not now, or Use Cortana. Cortana will need access to some of your personal data to be most effective. The Search field on the Taskbar is where you get started setting up and using Cortana.

- 1 Click in the **Search** field.
- 2 Click **Cortana can do much more**.



Commented [SH23]:
Practice File: None

Preparation: None

Discuss with students Cortana, which is Microsoft's digital personal assistant who uses Bing's servers to answer questions. They can use Cortana to search their computers or the internet and to ask questions or issue commands.

Review the list of things Cortana can do with students.

Commented [SH24]:

Show your students what occurs when they first log in to Windows 10. They must confirm their intent to use Cortana by choosing Disable Cortana in Edge, Not now, or Use Cortana. For this lesson, click Use Cortana.

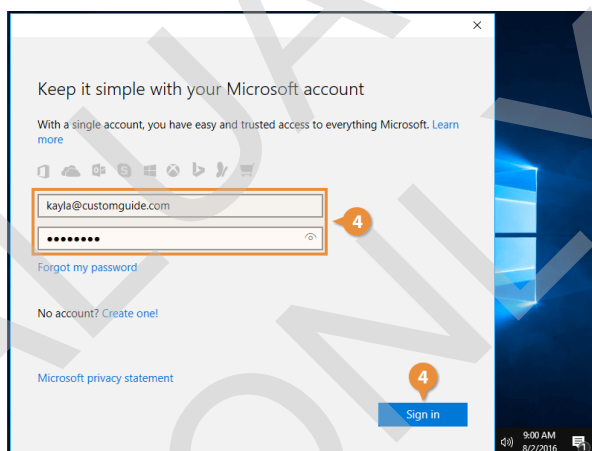
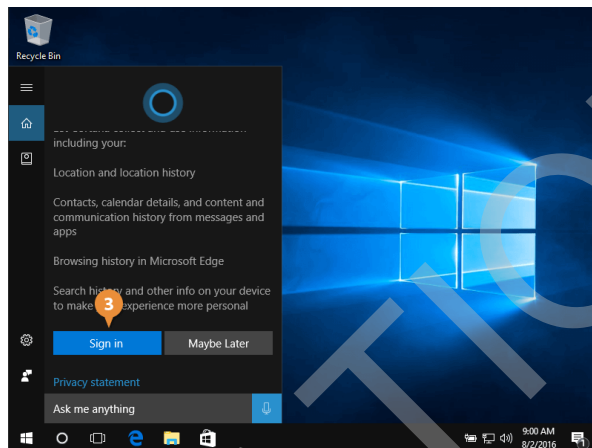
Tell students that Cortana will need to access their personal data to be most effective.

1. Click the Search field on the Taskbar.
2. Click Cortana can do much more.
3. Click Sign In to confirm Cortana is allowed to collect and use information.

Review with students the information collected by Cortana.

4. Follow the on-screen instructions to complete the set-up process.

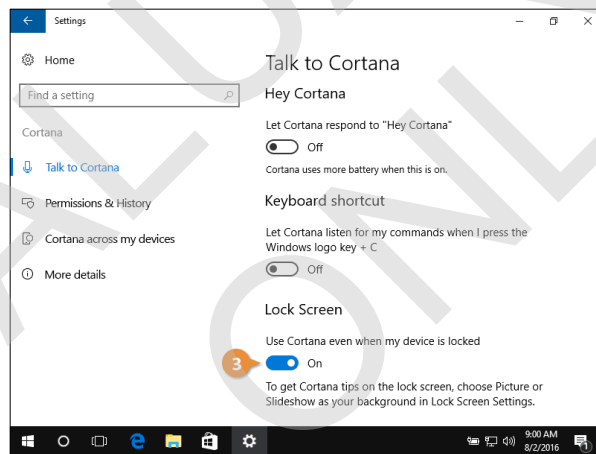
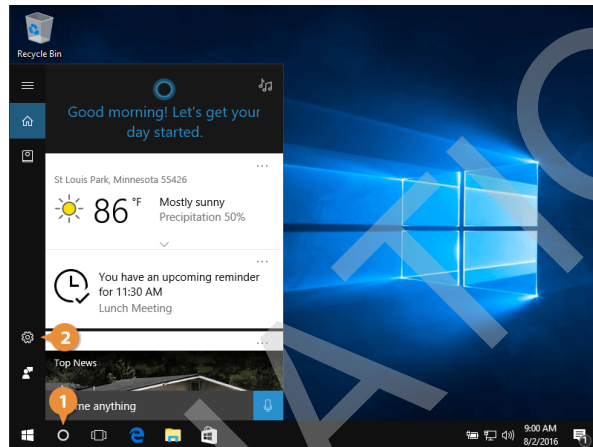
- 3 Click **Sign In** to confirm you allow Cortana to:
 - Collect and use information, including location, contacts, calendars, Edge browsing history, and device search history.
- 4 Sign in to your Microsoft account (if applicable).
- 5 Follow the on-screen instructions to complete the set-up process.



Lock Screen Availability

You don't have to be logged in to your computer to use Cortana. You must enable the use of Cortana from your lock screen before you can use her features without logging in.

- 1 Click in the **Search** field.
- 2 Click the **Settings** button.
Cortana settings appear.
- 3 From the Talk to Cortana section, toggle on **Use Cortana even when my device is locked**.



Commented [SH25]:

Explain to students that one of the benefits of Cortana is they don't have to be logged in to their computers to use Cortana. However, Cortana must be enabled to use it from the lock screen.

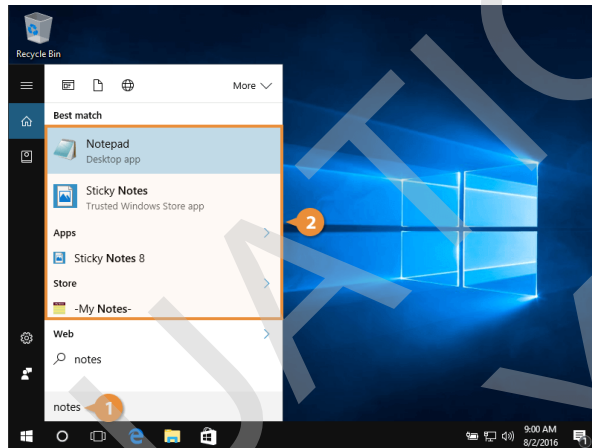
1. Click in the Search field.
2. Click the Settings button.
Show students the Cortana settings that appear.
3. From the Talk to Cortana section, Toggle on Use Cortana even when my device is locked.

Search with Cortana

When you open Cortana, the weather, any calendar events or reminders, some news articles, and other things you may be interested in appear. If you've used Apple's Siri or Google Now before, you'll be familiar with Microsoft's Cortana.

You can use Cortana to search for anything, either on your computer or on the internet. Just type, or speak, what you're looking for. As a reminder, Cortana works best when you're signed in to your Microsoft account.

- 1 Type a search or command in the **Search** field.
Search results appear.
Shortcut: Press **Windows + C** to access Cortana speech search.
Shortcut: Press **Windows + S** to access Cortana text search.
- 2 Click the item you want to open.



Commented [SH26]:

Explain to students they can use Cortana to search for anything, either on their computer or on the internet. They can search by typing or speaking to Cortana.

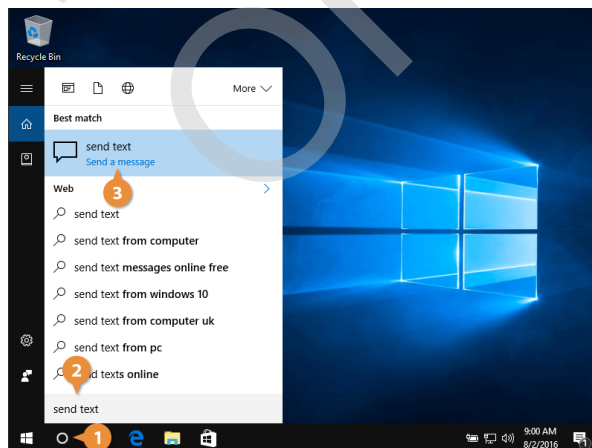
1. Type "Notes" in the Search field.
2. Click the Notepad app to open it.

Review the Cortana shortcuts with students. Press **Windows + C** to access Cortana speech search or press **Windows + S** to access Cortana text search.

Send Texts Using Cortana

You can use Cortana to send someone a text message if you're away from your mobile phone. Cortana uses SMS (Short Message Service) to send texts from your computer to a contact.

- 1 Click in the **Search** field.
- 2 Type or speak **Send text**.
- 3 Click **Send a message**.

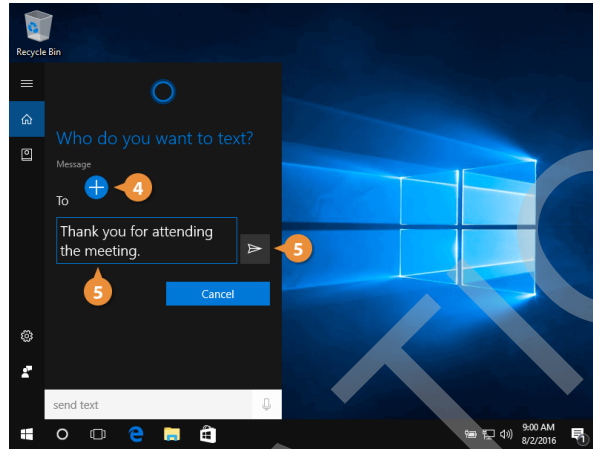


Commented [SH27]:

Explain to students that Cortana can be used to send someone a text message using SMS from their computer to a contact.

1. Click in the Search field.
2. Type "Send text".
3. Click Send a message.
4. Search contacts by clicking the + button.
5. Type "Thank you for attending the meeting" and then click Send.

- 4 Search contacts by clicking the + icon.
- 5 Type your message, and then click **Send**.



Speak to Cortana

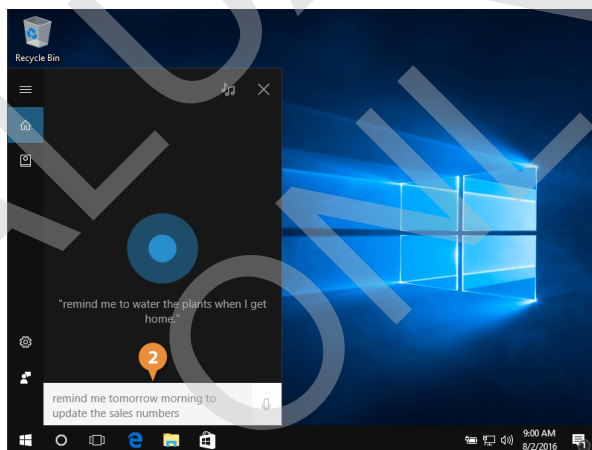
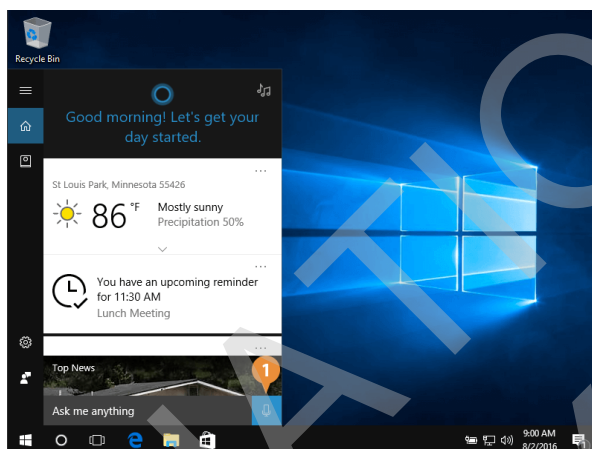
If your computer has a microphone, you can get Cortana's help by talking instead of typing. Just click the microphone button and tell Cortana what you want to do.

- 1 Click the **Microphone** button.

Tip: You can also say, "Hey Cortana," and what you want her to do (if you've enabled this feature).

- 2 Say your command.

For example, you could tell Cortana, "Remind me tomorrow morning to update the sales numbers."



Commented [SH28]:

Explain to students that if their computers have a microphone, they can use Cortana by talking instead of typing.

Review with students the different Cortana commands they can use (detailed in the table on the next page).

1. Click the Microphone button.

Show students they can speak "Hey Cortana" and verbalize a search request instead.

2. Speak "Remind me tomorrow morning to update the sales numbers."

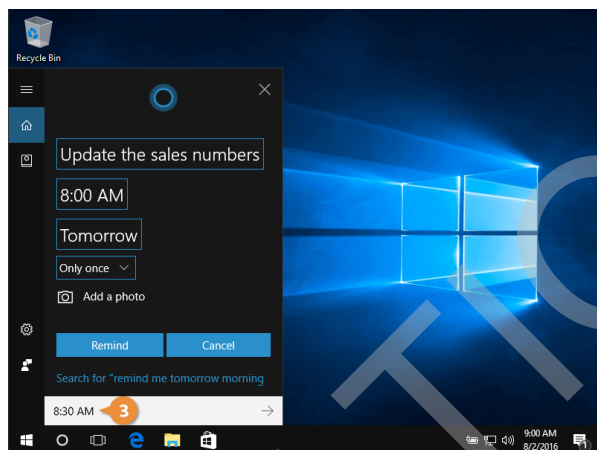
3. Speak "8:30 a.m." as a change.

Show students how Cortana added the appointment to the calendar.

- 3 Speak any additions, changes, or corrections.

Cortana adds the appointment to your calendar.

In addition to adding or editing calendar events and reminders, Cortana can set alarms, send emails, get directions, do calculations, and look up facts and information.



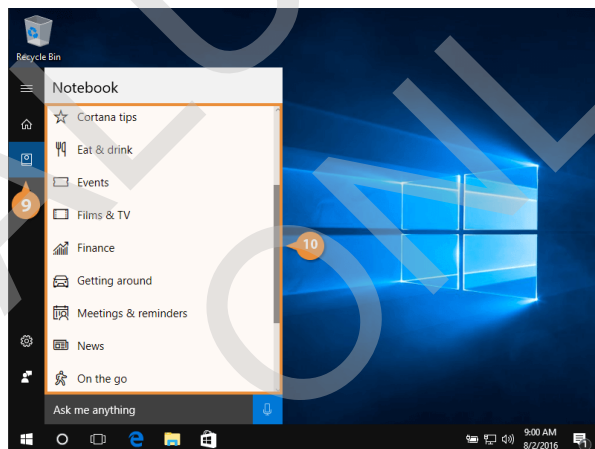
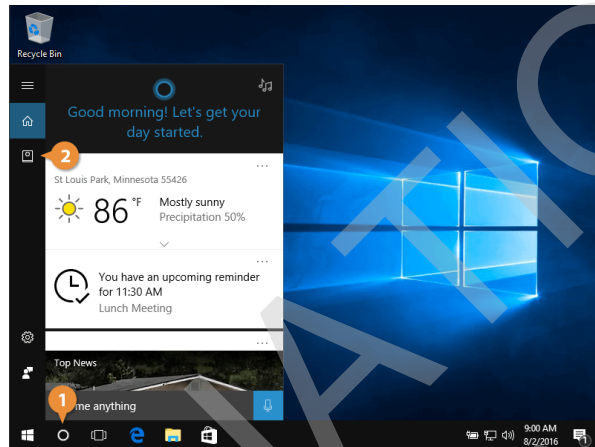
This table includes examples of Cortana commands.

Type or speak this ...	...to do this
Find my marketing budget.	Search the computer for files that contain the file name <i>marketing budget</i> .
How are the Vikings doing?	Display the current season statistics for the Minnesota Vikings.
Open Excel	Open Microsoft Excel
Remind me to call Lucy.	Set a reminder to call Lucy.
Schedule breakfast tomorrow at 9 a.m.	Create an appointment for tomorrow at 9 a.m.
Set an alarm for 4:30 p.m. today.	Set an alarm for 4:30 p.m. today.
What is 365 times 40?	Calculate 14,600.
What is the weather like?	Display a weather forecast for your location.

Customize Cortana

Through the Cortana Notebook, you can tell Cortana about your interests, favorites, and topics you want to know about. Cortana's Notebook is where you can find information learned about you and where you can control what appears when Cortana opens.

- 1 Click in the **Search** field.
- 2 Click the **Notebook** button.
- 3 Click the **Manage Skills** tab.
- 4 Scroll through the topic categories and click one to open it.



Commented [SH29]:

Discuss with students Cortana's Notebook. Cortana's Notebook is where they tell Cortana about their interests, favorites, and topics of interest. Cortana's Notebook includes the information learned about them and where they can control what appears when Cortana is opened.

Review with students the Cortana categories that can be configured (detailed in the table on the next page).

1. Click in the Search field.
2. Click the Notebook button.

Explain to students how the Notebook controls Cortana's settings.

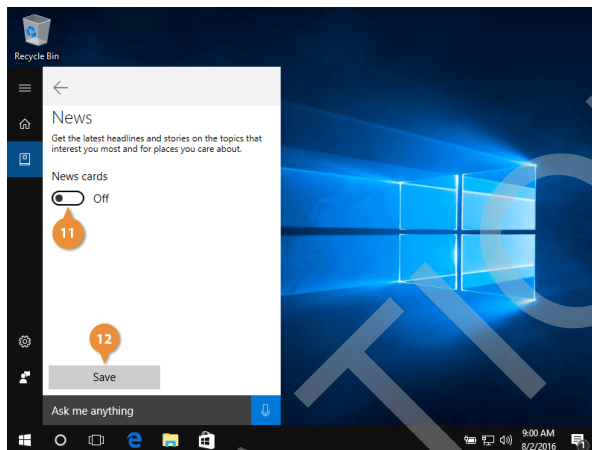
3. Click the Manage Skills tab.

Show students what they can change in this section of the Notebook.

4. Click the Flights category.

5. Toggle the settings off.

- 5 Toggle settings on or off.
Topics toggled off won't appear when you open Cortana.



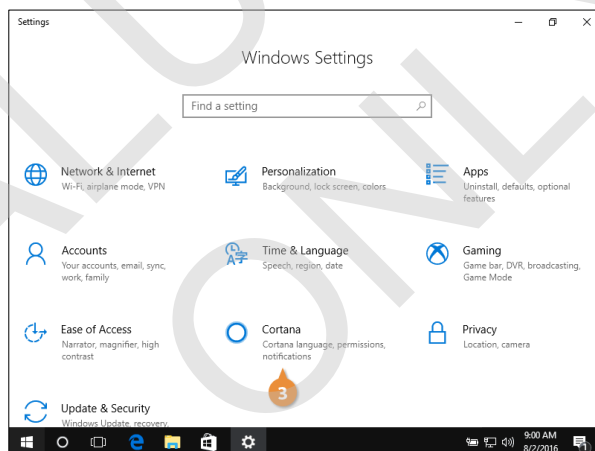
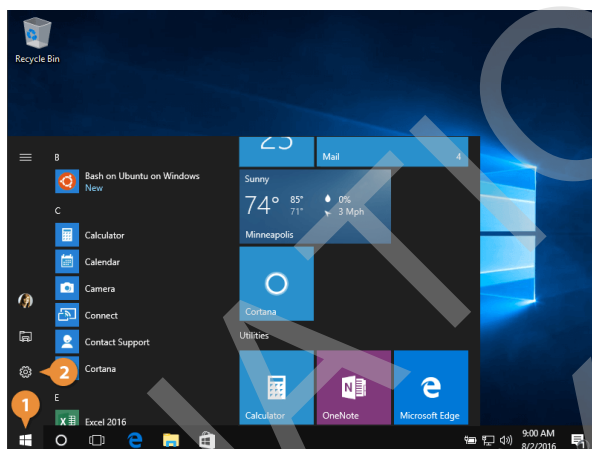
This table includes the Cortana categories you can configure.

Category	Description
About me	Change your name and favorite locations (e.g., home, work, etc.).
Academic	Track academic topics and scholarly fields of interest.
Connected services	Manage your connected accounts, such as LinkedIn and Office 365.
Cortana tips	Toggle on or off Cortana tip cards.
Eat & drink	Customize restaurant recommendations.
Events	Configure suggestions for local events of interest to you.
Finance	Pick stocks you want to track.
Commute & traffic	Customize traffic updates.
Calendar & reminders	Customize appointment and reminder settings.
Movies & TV	View show times for movies and TV shows.
News	Specify news headlines on topics of interest to you.
Packages	Track package shipments.
Permissions	Configure how much Cortana information about you is seen and used.
Shopping	Get help shopping with a shopping assistant.
Special days	Celebrate special days, such as holidays, with game and activities.
Sports	Add sports teams to follow.
Flights	Obtain flight statuses and trip plans.
Weather	Customize a weather forecast for your location.

Limit Information Collected by Cortana

In order for Cortana to be most effective, personal data about you needs to be collected, including information about your contacts, location, internet search history, speech, typing pattern, and more. You can ease any concerns about data privacy by limiting the information collected by Cortana.

- 1 Click the **Start** button.
- 2 Click the **Settings** button.
Settings categories appear.
- 3 Choose **Cortana**.



Commented [SH30]:

Explain to students they can limit the information collected by Cortana. This can help ease any concerns about data collection they might have.

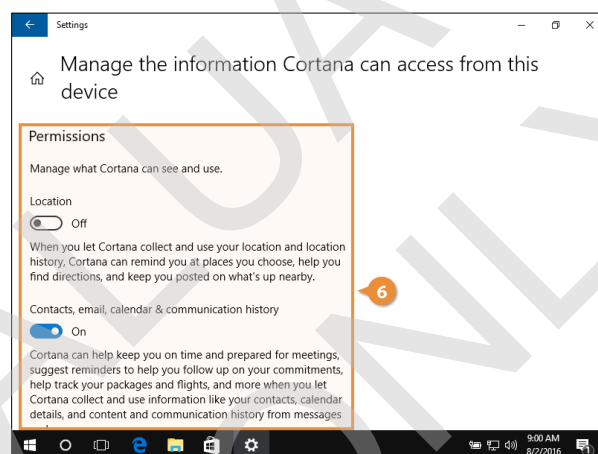
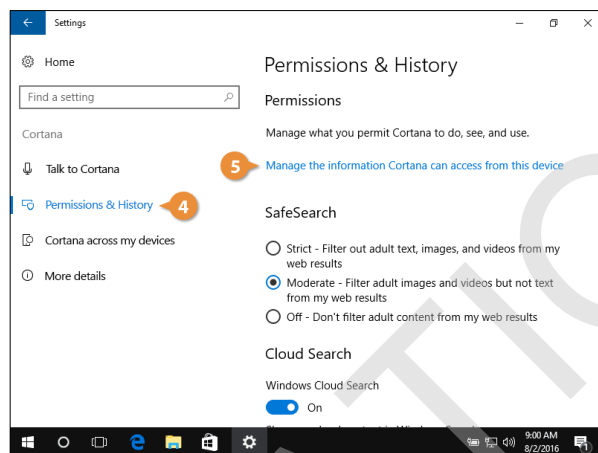
1. Click the Start button.
2. Click the Settings button.
3. Choose Cortana.
4. Click the Permissions & history category.
5. Click Manage the information Cortana can access from this device.
6. Toggle off a data option.

Review with students the different options that can be limited.

- 4 Click the **Permissions & history** category.
- 5 Click **Manage the information Cortana can access from this device**.
- 6 Toggle off a data option; Cortana will stop collecting the information and using the data.

Options include:

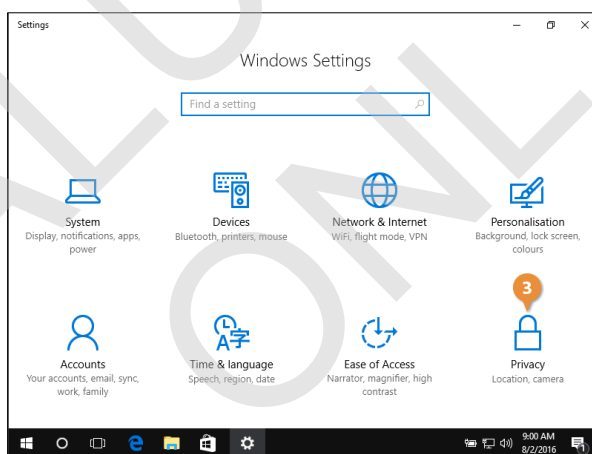
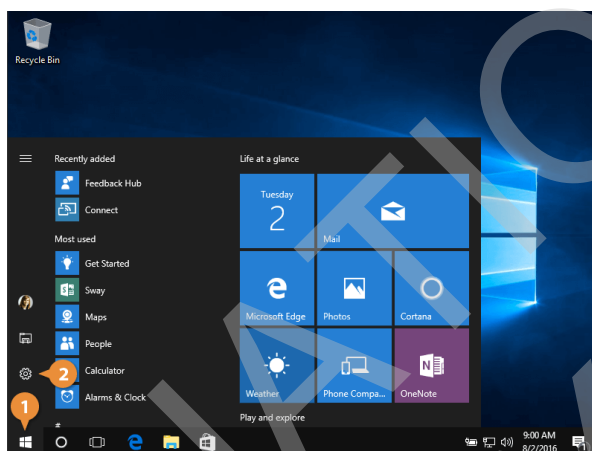
- Location and location history
- Contacts, email, calendar, and communication history
- Browser history



Clear Cortana's Memory

You can delete Cortana's memory and limit the understanding of your voice and typing patterns. Performing these steps will also delete any information Cortana saved about you. These measures will further ease your concerns about data collection.

- 1 Click the **Start** button.
- 2 Click the **Settings** button.
Settings categories appear.
- 3 Click **Privacy**.
Privacy settings and options for app access appear.



Commented [SH31]:

Explain to students that to help ease additional concerns about data collection, students can delete Cortana's memory and limit the understanding of their voices and typing patterns.

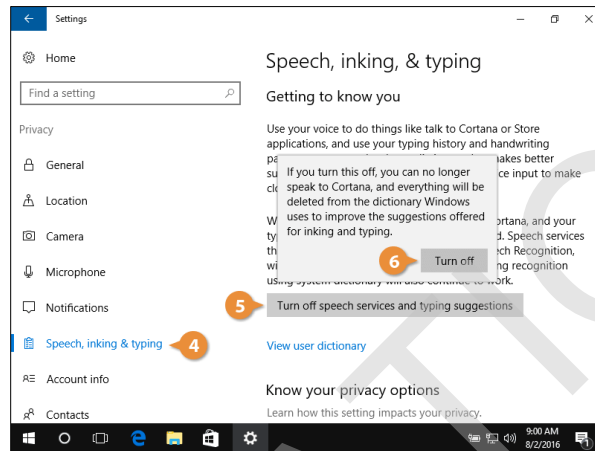
1. Click the Start button.
 2. Click the Settings button.
 3. Click Privacy.
- Show students the privacy settings and options for app access that appear.
4. Choose Speech, inking, & typing.
 5. Click Turn off speech services and typing suggestions.
 6. Click Turn off.

Explain to students that the information Windows has stored to use for suggestions was cleared.

- 4 Choose **Speech, inking & typing**.
- 5 Click **Turn off speech services and typing suggestions**.
- 6 Click **Turn off**.

Cortana can no longer hear your voice, read your typing history, or understand your handwriting patterns (for stylus users).

Information Windows has stored to use for suggestions was cleared.



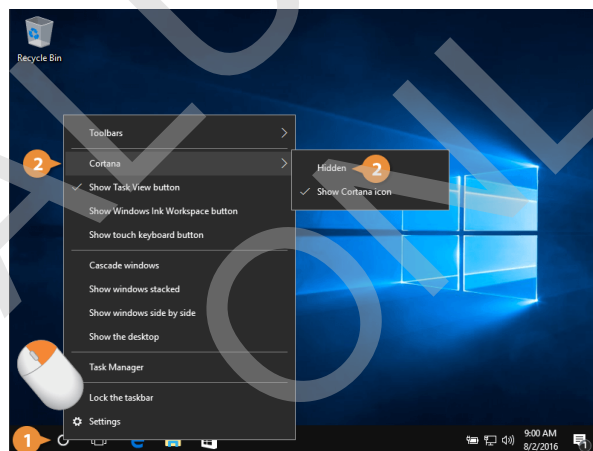
Hide Cortana

You can't remove Cortana, but you can hide Cortana.

- 1 Right-click the **Search** field.
- 2 Choose **Cortana**, and then select **Hidden**.

The Search field disappears.

Tip: If you have a microphone, speaking "Hey Cortana" will cause the Search field to reappear.



Commented [SH32]:

Explain to students that they can only hide, not remove, Cortana.

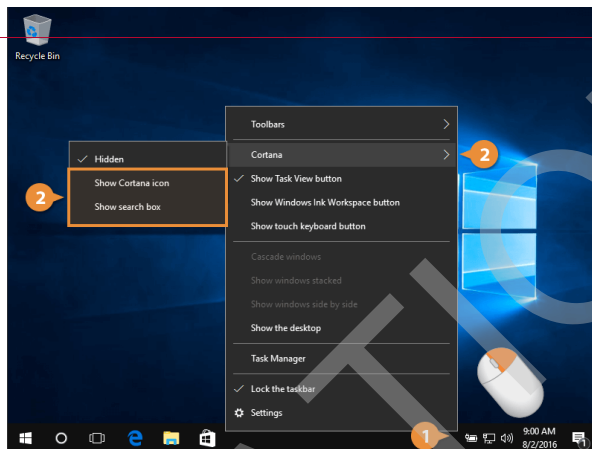
1. Right-click the Search field.
2. Choose Cortana, and then select Hidden.

Show students that microphone users can speak "Hey Cortana" to make the Search field reappear.

Restore Cortana

Cortana can be easily restored if previously hidden.

- 1 Right-click an empty space on the taskbar.
- 2 Choose **Cortana**, and then make a selection:
 - **Show Cortana icon:** Only the Cortana icon appears on the taskbar.
 - **Show search box:** The Cortana icon and search field appear on the taskbar.



Commented [SH33]:

1. Right-click an empty space on the taskbar.
2. Choose Cortana, and then make a selection.

Review the options with students.

Microsoft Edge

Windows 10 includes a new web browser, called Edge. Compared to Internet Explorer, Edge is faster, more secure, and more compliant with common web standards. Edge replaces Internet Explorer as the first app that's automatically pinned to the taskbar.

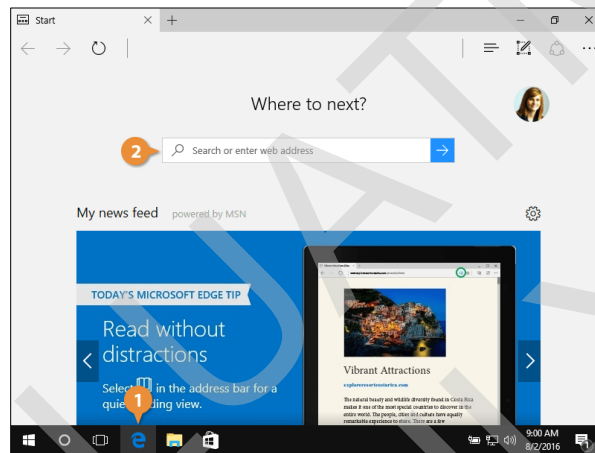
Open Edge and Search in Edge

Follow these steps to open and perform a search in Edge.

- 1 Click the **Edge** icon.
Edge opens its own start window, which includes news headlines and weather for your location.
- 2 In the address bar, type a keyword, phrase, or website and press Enter to perform a search.

Shortcut: Press **Ctrl + T** to open a new tab.

Shortcut: Press **Ctrl + Tab** to switch between open tabs.



Commented [SH34]:
Practice File: None

Preparation: None

Discuss with students that Edge is Microsoft's new web browser, which replaced Internet Explorer as the first app that's automatically pinned to the taskbar.

Commented [SH35]:

1. Click the Edge icon.

Show students that the Edge window displays news headlines and weather for their locations.

2. In the address bar, type a search command and press Enter.

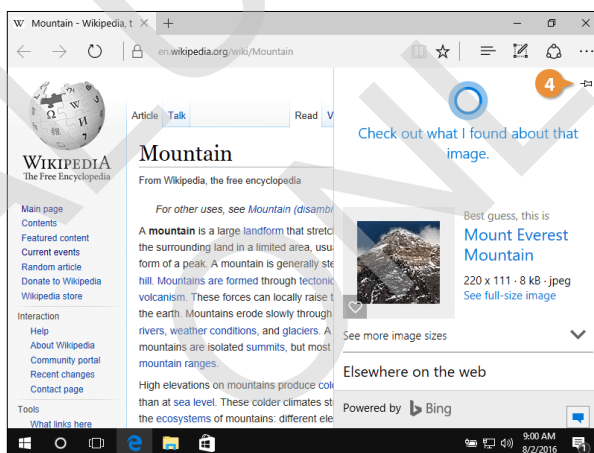
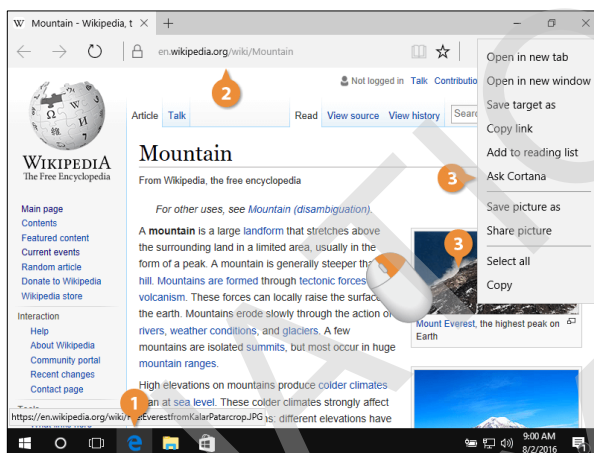
Review the Edge shortcuts with students. Press **Ctrl + T** to open a new tab. Press **Ctrl + Tab** to switch between open tabs.

Ask Cortana About a Web Image

For any image on a webpage, you can ask Cortana for more information about that image without leaving the page. Cortana will provide the image name, dimensions, related images, web searches with that image, places to buy the product (if applicable), and more.

- 1 Click the **Edge** icon.
 - 2 In the address bar, type a website URL, and then press **Enter**.
 - 3 Right-click an image on the webpage, and then choose **Ask Cortana**.
 - 4 Click the **pin** button to pin the information to your Edge window.
- Cortana opens and presents information about the image.
- You can search the web with the image information still visible.

Note: If you ask Cortana about another image, the new image will replace the current image, and the pane will remain pinned.



Commented [SH36]:

Discuss with students that they can ask Cortana for more information about an image on a webpage without leaving the page. Cortana will provide the image name, dimensions, related images, web searches with that image, and places to buy the product (if applicable).

1. Click the Edge icon.
2. In the address bar, type any website URL, and then press Enter.
3. Right-click the image, and then choose Ask Cortana.

Show students the information Cortana displays about the image.

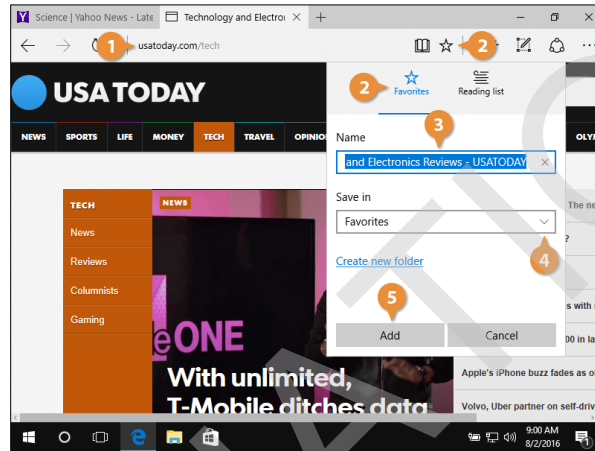
4. Click the pin button to pin the information to the Edge window.

Tell students they can still search the web with the image information still visible.

Add a Favorite Webpage

It's easy to add a website to your Favorites. Here's how you do it.

- 1 Visit a website using Edge.
- 2 Click the **Favorites** button.
Shortcut: Press **Ctrl + D** to bookmark a page.
- 3 Type a website name in the **Name** field.
- 4 Select a location from the **Save in** list, to save the favorite to.
- 5 Click **Add**.



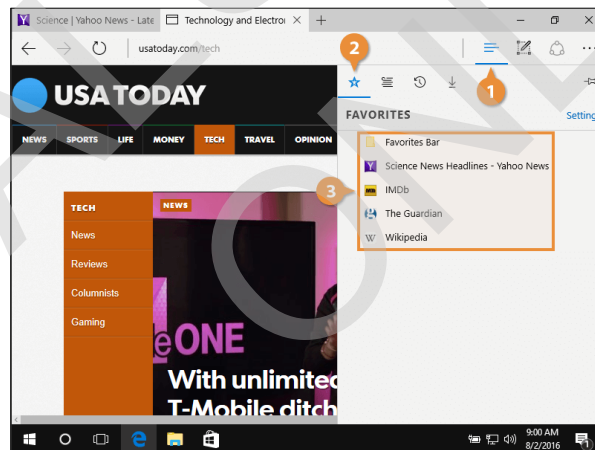
Commented [SH37]:

1. Visit usatoday.com/tech in Edge.
2. Click the Favorites button.
Show students they can also press **Ctrl + D** to bookmark a webpage.
3. Type **USATODAY** in the Name field.
4. Select **Favorites** from the **Save in** list.
Review the **Save in** options with your students.
5. Click **Add**.

View Favorite Webpages

Here's how you view your favorite websites in Edge.

- 1 In Edge, click the **Hub** button.
- 2 Click the **Favorites** tab.
Your favorites appear on the first tab of the menu, so you can quickly open a website.
- 3 Click the favorite website you want to open.



Commented [SH38]:

1. Click the Hub button.
2. Click the Favorites tab.
Show students that favorites appear on the first tab of the menu.
3. Click a favorite website to open.

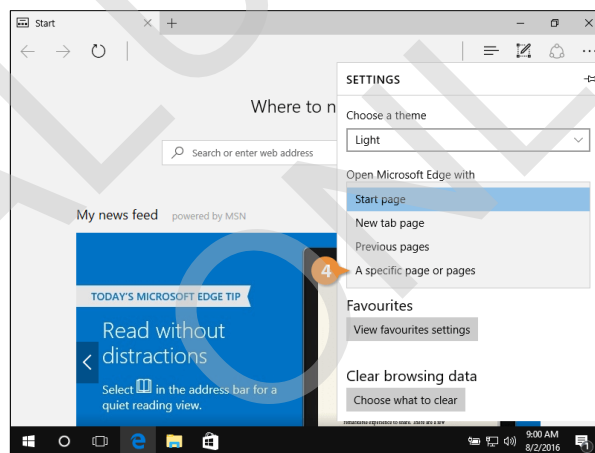
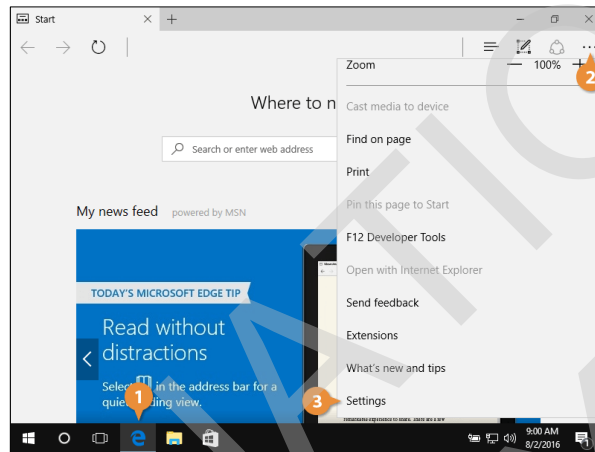
Change Your Startup Page

The startup page appears when you first open Edge. By default, the new tab page appears as the startup page. The new tab page contains suggested content from common websites and other places on the web. You can change the startup page to a specific page or tabs of special interest to you.

- 1 Click the **Edge** icon.
 - 2 Click the **More** button.
 - 3 Choose **Settings**.
- The Settings pane appears.
- 4 Select **A specific page or pages** from the *Open Microsoft Edge with* list.

Other options include:

- **Start page:** The default new tab page appears.
- **New tab page:** An Edge tabbed page appears.
- **Previous pages:** The pages you had open the last time Edge was used appear as tabs.



Commented [SH39]:

1. Click the Edge icon.

Show students the new tab page that appears as the startup page when Edge is first opened.

Explain that the new tab page contains suggested content from common websites.

2. Click the More button.

3. Choose Settings.

Show students the Settings pane.

4. Select A specific page or pages from the Open Microsoft Edge with list.

Review the options with students.

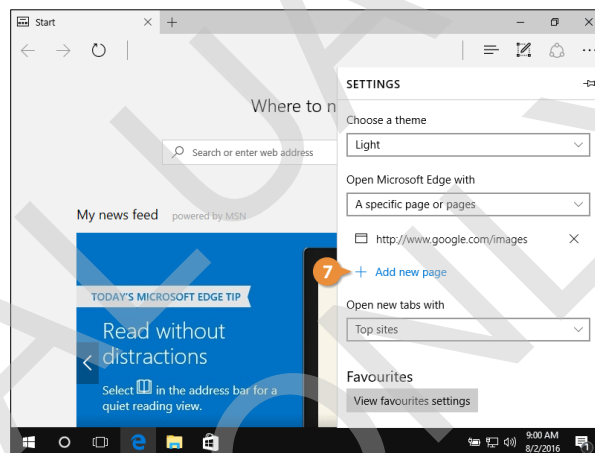
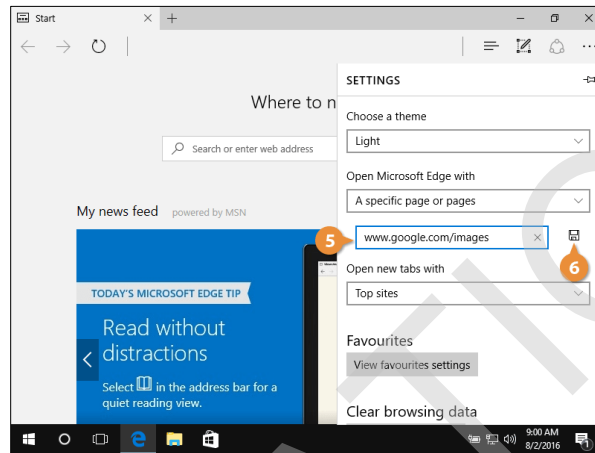
5. Type google.com/images.

6. Click the Save button.

Show students the + Add new page feature, which opens additional websites in new tabs.

- 5 Type a website URL.
- 6 Click the **Save** button.
- 7 Click **+ Add new page** to add additional websites.

Each page will open as a tab in Edge.

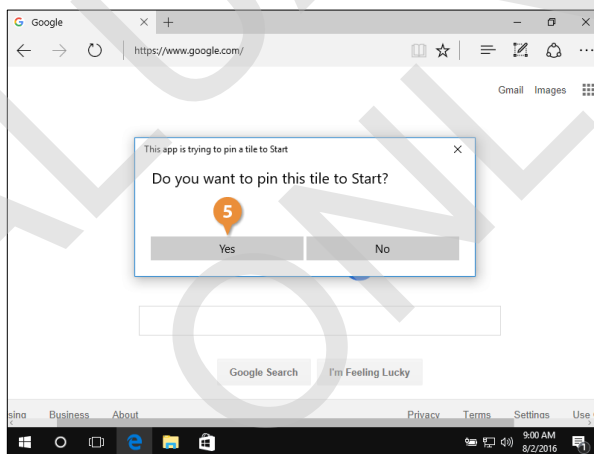
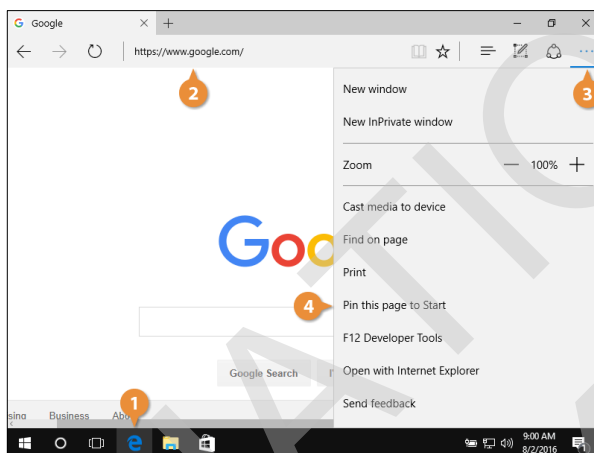


Pin a Webpage to the Start Menu

In addition to adding a webpage to your Favorites in Edge, you can pin a favorite webpage to your Start menu as a Live Tile.

- 1 Click the **Edge** icon.
- 2 In the address bar, type a website URL, and then press **Enter**.
- 3 Click the **More** button.
- 4 Click **Pin this page to Start**.
- 5 Click **Yes**.

The webpage appears as a Live Tile in your Start menu.



Commented [SH40]:

Explain to students they can pin a favorite webpage to the Start menu as a Live Tile.

1. Click the Edge icon.
2. Type "google.com" in the address bar, and then press Enter.
3. Click the More button.
4. Click Pin this page to Start.
5. Click Yes.

Show students the webpage as a Live Tile in the Windows 10 Start menu.

Use Reading Mode

Edge also introduces a distraction-free reading mode that takes an article and displays only the relevant text. In Reading Mode, there are no headers, sidebars, ads, or other content to distract you from the article. The article text also appears in a large, easy-to-read font. Please keep in mind that Reading Mode may not be available on all webpages.

- 1 Click the **Edge** icon.
- 2 In the address bar, type a website URL, and then press **Enter**.
- 3 Click the **Reading Mode** button to turn on Reading Mode.
- 4 Click the **Reading Mode** button again to turn off Reading Mode.



Commented [SH41]:

Discuss Reading Mode with students. In Reading Mode, there are no headers, sidebars, and ads to distract the students from the article. Article text is also in a large, easy-to-read font.

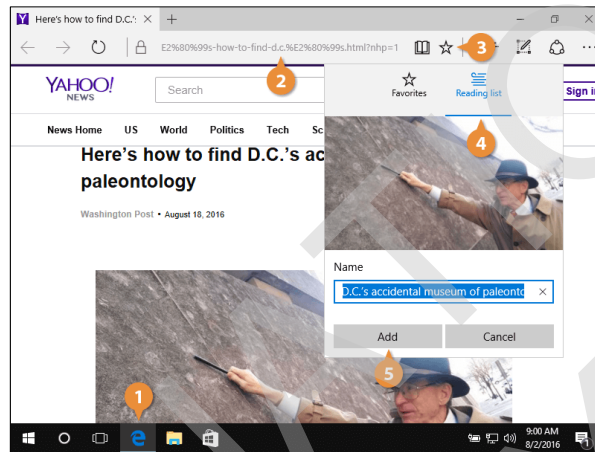
1. Click the Edge icon.
 2. Type a website URL in the address bar, such as [washingtonpost.com](http://www.washingtonpost.com), and then press Enter.
- Keep in mind not all websites support Reading Mode, but many news sites do.
3. Click the Reading Mode button to turn on Reading Mode.
 4. Click the Reading Mode button again to turn off Reading Mode.

Add a Webpage to the Reading List

Edge also includes a Reading List that you can use to save an article for later. Currently, you need to be online to view the Reading List, but Microsoft promises to make offline reading available as a feature in the future.

- 1 Click the **Edge** icon.
- 2 In the address bar, type a website URL, and then press **Enter**.
- 3 Click the **Favorites** button.
- 4 Click **Reading list** button.
- 5 Click **Add**.

Now, you can come back to the article later.



Commented [SH42]:

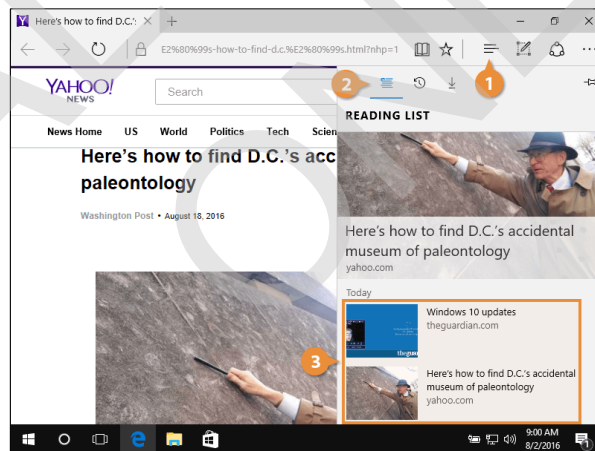
Discuss the Reading List with students. A Reading List can be used to save an article for later.

1. Click the Edge icon.
2. Type any website URL in the address bar, and then press Enter.
3. Click the Favorites button.
4. Click the Reading list button.
5. Click Add.

View the Reading List

Follow these steps to view the Reading List.

- 1 Click the **Hub** button.
- 2 Click the **Reading list** button.
Everything you've added to the Reading List shows up here. Just click a saved article to load it.
- 3 Click the article you want to read.



Commented [SH43]:

1. Click the Hub button.

2. Click the Reading list button.

Show students that everything added to the Reading List appears here.

3. Click any article to read.

Remove a Favorite or Article

It's as easy to remove favorites and Reading List articles as it was to add them.

- 1 Click the **Hub** button.
- 2 Click one of the following:
 - **Star** tab: Delete a favorite.
 - **Reading list** tab: Delete a Reading List article.
- 3 Right-click the favorite or article, and then select **Delete**.



Commented [SH44]:

1. Click the Hub button.
2. Click the Reading list tab.
3. Right-click an article, and then select Delete.

Create a Web Note

Edge has another feature that separates it from Internet Explorer—the ability to mark up a page as a web note and share it.

- 1 Click the **Add Notes** button.



Commented [SH45]:

Explain to students that Windows 10 provides them with the ability to mark up a page as a web note and share it.

1. Click the Add Notes button.

Review the web note drawing tools with students (detailed in the table on the next page).

2. Use the pen to mark up the page.

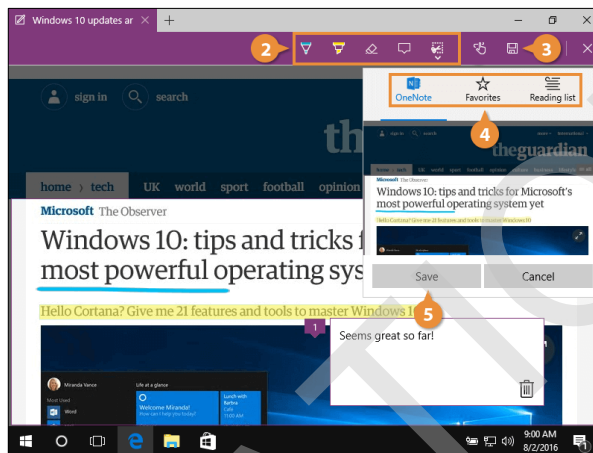
3. Click the Save button, when finished.

Review the save location options with students.

4. Select OneNote.

5. Click Save.

- 2 Use the drawing tools in the toolbar to mark up the page.
- 3 When you're done writing on the page, click the **Save** button so your notes can be saved for viewing later.
- 4 Specify where you want to save your notes.
 - OneNote
 - Favorites
 - Reading List
- 5 Click **Save**.



This table includes web note drawing tools available to you and what they do.

Drawing Tool	Description
 Pan	Drag content not in your current view.
 Pen	Draw on the page.
 Highlighter	Highlight text on the page.
 Eraser	Erase any mark-ups.
 Add Typed Note	Add a typed note on the page.
 Clip	Copy a portion of the page.

Share a Web Note

Here's how you share a web note.

- 1 Click the **Share** button from the web note.
Shortcut: Press **Win + H** to share a screenshot.



Commented [SH46]:

1. Click the Share button.

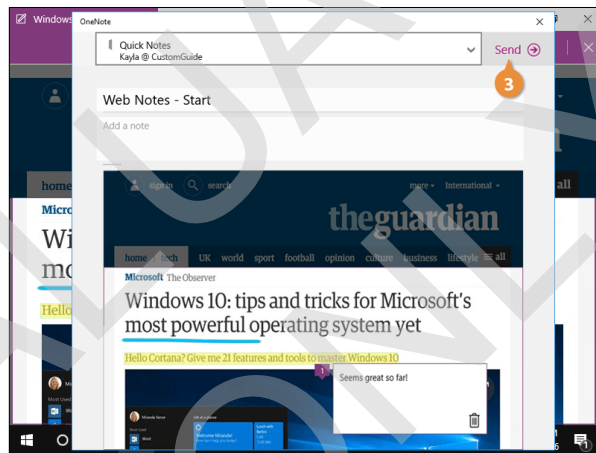
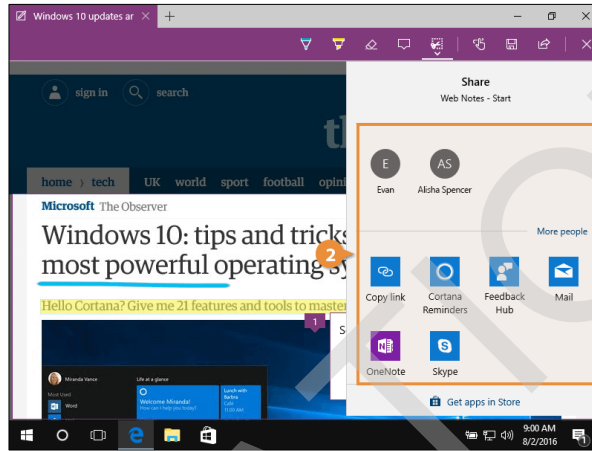
Show students they can use the shortcut press **Win + H** to share a screenshot.

2. Choose OneNote.

Review the options with students.

3. Click Send.

- 2 Choose an app.
- 3 Click **Send**.



Add Browser Extensions

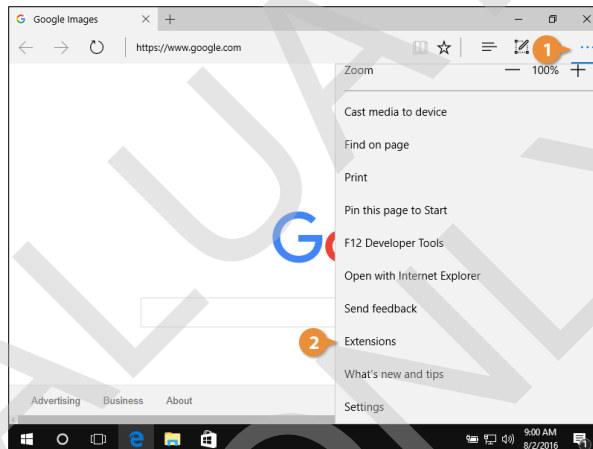
A browser extension extends your web browser by adding and integrating features into your web browsing experience.

Edge supports the following browser extensions:

- **Microsoft Translator:** Translates text and speech into 50 different languages.
- **OneNote Clipper:** Save content from the web into OneNote.
- **Mouse Gestures:** Use your mouse to navigate through webpages without using toolbar buttons.
- **Pin It Button:** Quickly pin recipes, photos, etc. to a Pinterest board.
- **Reddit Enhancement Suite:** Enhance your Reddit experience with access to your Reddit dashboard and settings console, the ability to subscribe to comment threads, and much more.

1 In Edge, click the **More** button.

2 Select **Extensions**.



Commented [SH47]:

Discuss with students what browser extensions are. A browser extension extends the web browser by adding and integrating features into web browsing.

1. In Edge, click the More button.

2. Select Extensions.

Review with students the browser extensions Edge supports.

3. Click Explore more extensions.

4. In the Search field, type OneNote Clipper.

5. Click the extension.

6. Click the Get button.

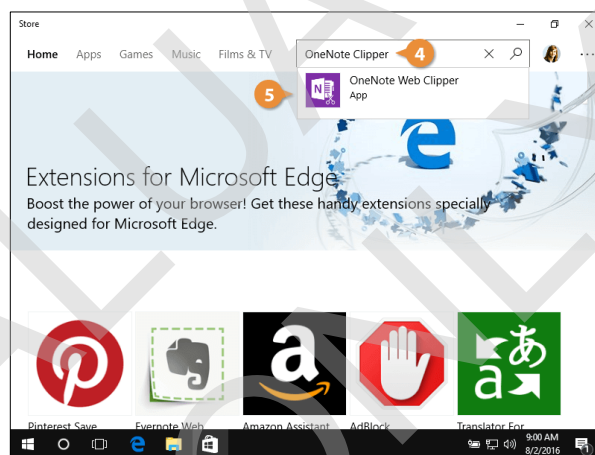
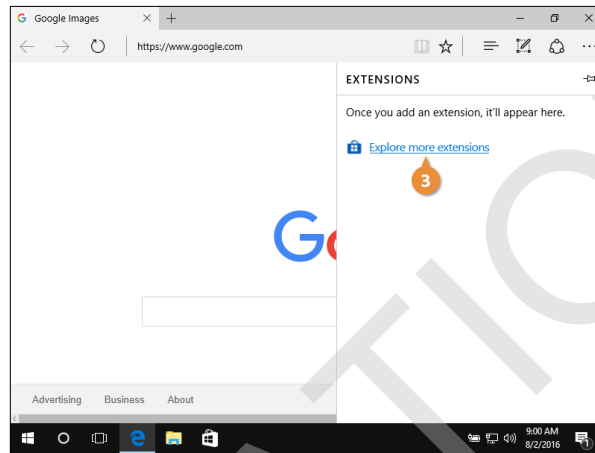
7. Click Launch after the extension downloads.

Show students Edge opens and the pop-up that appears.

8. Click Turn it on from the pop-up to use the extension.

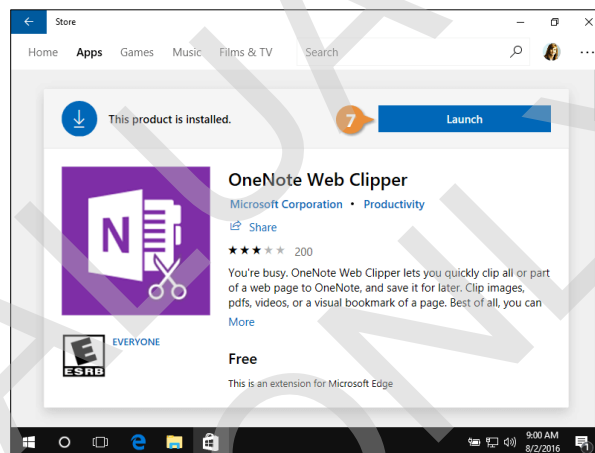
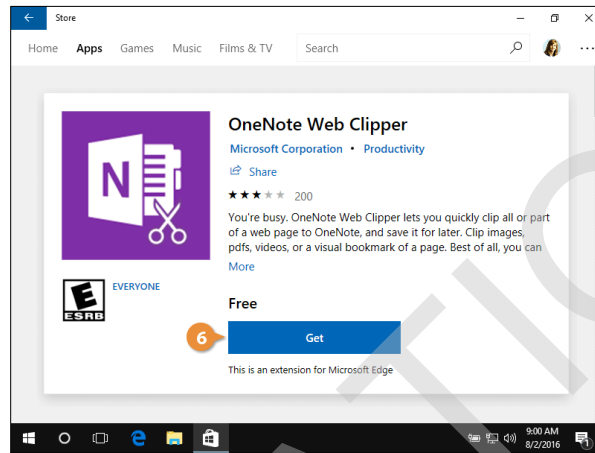
Show students the extension appears by clicking More in Edge.

- 3 Click **Explore more extensions**.
- 4 In the Search field, type an extension to search for.
- 5 Click the extension.



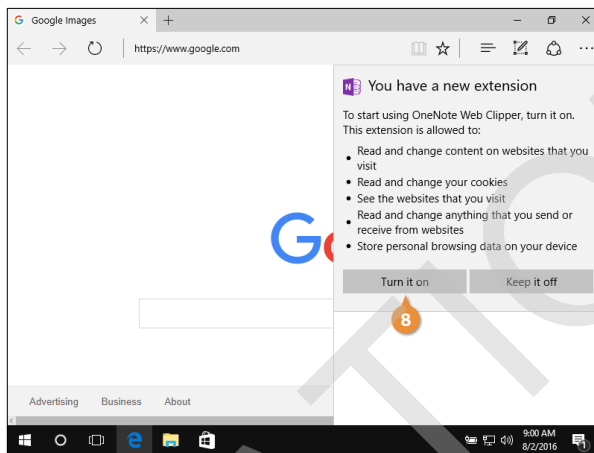
- 6 Click the **Get** button.
- 7 Click **Launch** after the extension downloads.

Edge opens, and a pop-up appears.



8 Click **Turn it on** from the pop-up to use the extension.

The extension is added to the browser window. It can be adjusted by clicking **More** and then selecting **Extensions** in Edge.



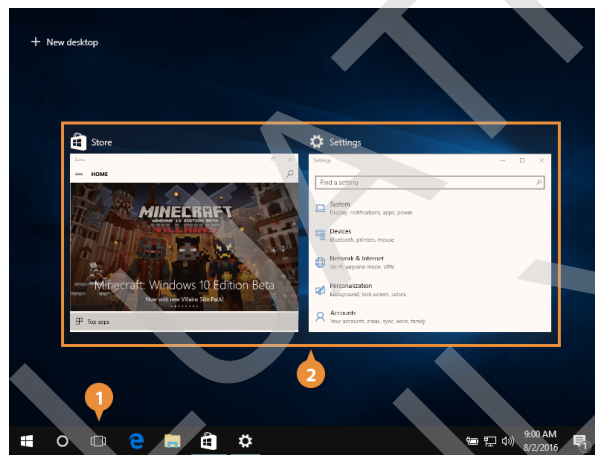
Use Multiple Desktops

Another new feature in Windows 10 is Task View, which lets you have several desktops open at once. A desktop is a set of apps that are saved on the same screen. If you have a lot of apps that you're switching between, you can group them into a few different desktops, and then switch between desktops instead of constantly minimizing one window to get to another.

View Windows and Desktops

Follow these steps to view and open windows and desktops.

- 1 Click the **Task View** icon.
All the windows you have open are reduced to thumbnails, letting you switch between apps quickly.
Shortcut: Press **Windows + D** to open Task View.
- 2 Click the window or desktop you want to view.



Commented [SH48]:
Practice File: None

Preparation: Open the Microsoft Store and the Settings app.

Discuss with students Task View, which lets them have several desktops open at once. A desktop is a set of apps that are saved on the same screen.

Commented [SH49]:

1. Click the Task View icon.

Show students that all the open windows are reduced to thumbnails.

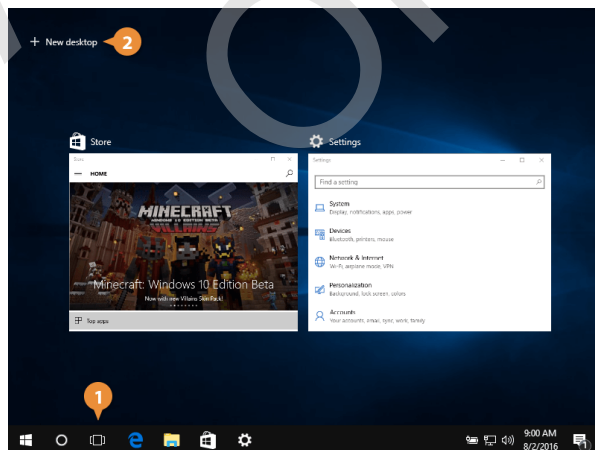
Show students that, as a shortcut, they can press **Windows + D** to open Task View.

2. Click any window or desktop to view it.

Add a Desktop

Here's how you add a desktop.

- 1 Click the **Task View** icon.
- 2 Click **+ New Desktop**.
A new desktop is added, with nothing on it yet, but any apps you open while this desktop is selected will be added to it.
- 3 Open the apps and windows you want to appear on the new desktop.



Commented [SH50]:

1. Click the Task View icon.

2. Click + New Desktop.

Show students the new desktop.

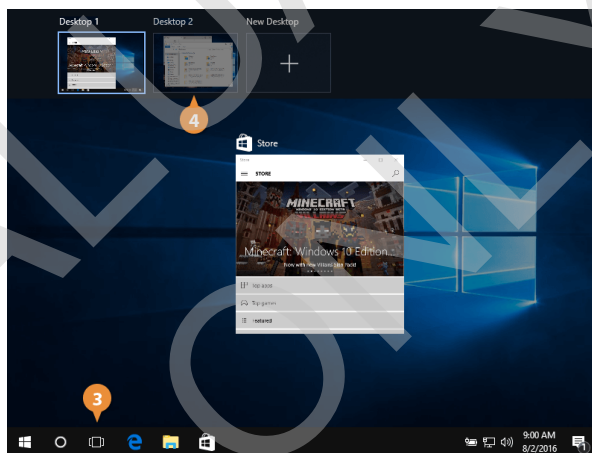
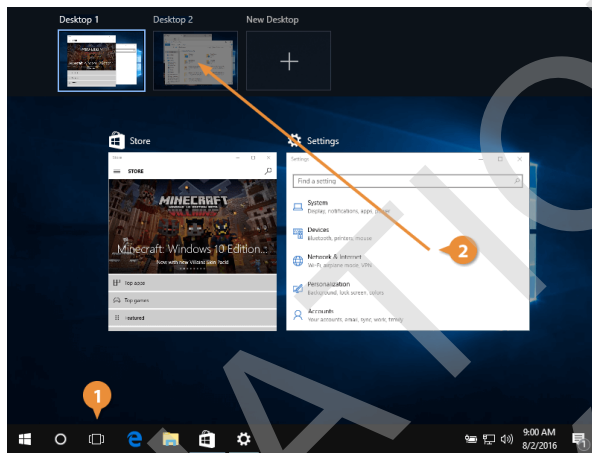
3. Open some apps and windows to appear on the new desktop.

Move Windows Between Desktops

You can also move windows between the different desktops.

- 1 Click the **Task View** icon.
- 2 Click and drag a window thumbnail to another desktop's thumbnail.
- 3 Click the **Task View** icon again.
- 4 Click a thumbnail to view a specific desktop.

Tip: Touchscreen users can use four fingers and swipe left and right to change desktops.



Commented [SH51]:

1. Click the Task View icon.
2. Click the Settings app and drag it onto the new desktop.
3. Click the Task View icon again.
4. Click Desktop 1 to view that desktop.

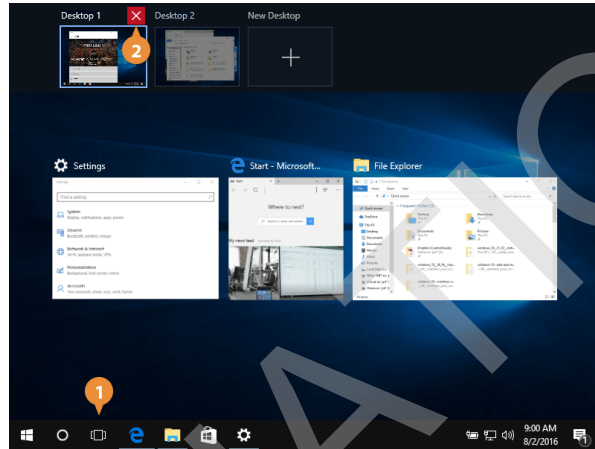
Show students that touchscreen users can use four fingers and swipe left and right to change desktops.

Remove a Desktop

Once you're done with a desktop, it's easy to remove.

- 1 Click the **Task View** icon.
- 2 Hover your mouse over the desktop, and then click the **Close** button.

That desktop closes. If you had any apps still running on that desktop, they'll move over to the next available desktop.



Commented [SH52]:

1. Click the Task View icon.

2. Hover your mouse over Desktop 1, and then click the Close button.

Show students that the desktop closes and the apps that were running on that desktop moved over to the remaining desktop.

Tablet Mode

If you're using Windows 10 on a hybrid computer consisting of a touchscreen with a detachable keyboard, you can use Tablet Mode to make it easier to use. Tablet Mode is a Windows 10 feature that automatically activates when you detach a keyboard from its base. Your experience in Tablet Mode will differ from desktop mode. For example, the Start menu is replaced with the Start screen, and your Live Tiles fill the whole screen. Please keep in mind that Tablet Mode can't be used while your device is connected to multiple displays.

Enable Tablet Mode

Once enabled, Tablet Mode makes working on a mobile device easier because you can use touch and gestures to accomplish tasks.

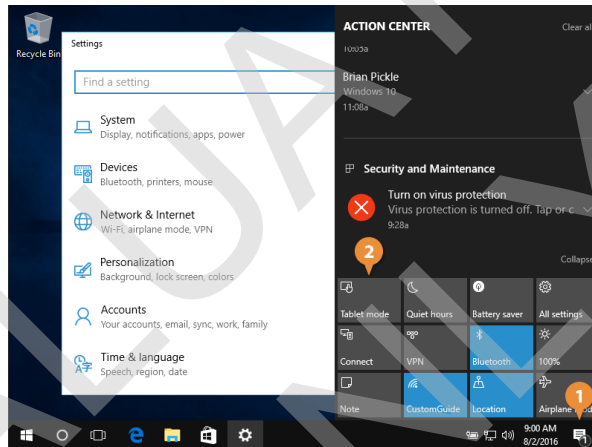
- 1 Swipe in from the right side of the screen, or click the **Action Center** icon.

Shortcut: Press **Win + A**, or detach your keyboard (if possible).

- 2 Click the **Tablet Mode** button.

Note: You can also detach a hybrid keyboard to automatically engage Tablet mode.

Once Tablet Mode is engaged, apps run full-screen. The taskbar changes, and most parts of the interface are optimized for touch instead of mouse and keyboard. Power, File Explorer, and Settings are docked on the left side of your Start menu.



Commented [SH53]:
Practice File: None.

Preparation: Use a hybrid computer to demonstrate Tablet Mode.

Discuss Tablet Mode with students. Tablet Mode is available to users using a hybrid computer, which has a touchscreen with a detachable keyboard. In Tablet Mode, the Start menu is replaced with the Start screen, and Live Tiles fill the whole screen.

Commented [SH54]:

1. Swipe in from the right side of the screen.
Show students they can also click the Action Center icon.

2. Click the Tablet Mode button.

Show students that the apps are full-screen and the taskbar has changed.

Explain to students that most parts of the interface are optimized for touch.

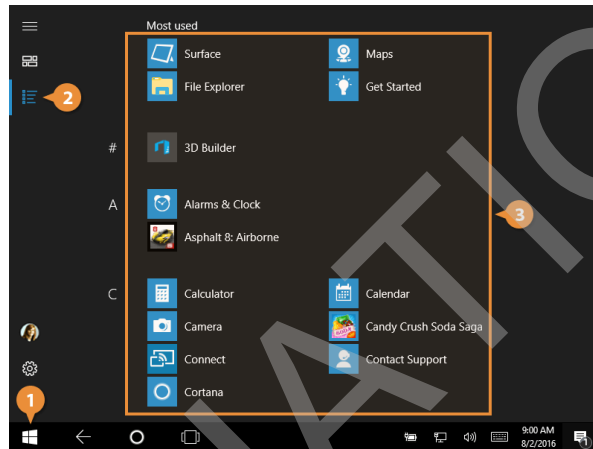
Show students where Power, File Explorer, and Settings are now located.

Show your students they can use the shortcut (press **Win + A**) or detach the keyboard to enable Tablet Mode.

Use the Start Menu

While in Tablet Mode, a few things are done differently. For example, the Start menu is replaced with the Start screen and your Live Tiles fill the whole screen.

- 1 Tap the **Start** button.
The live tiles from the start menu now fill the whole screen. The Power, Settings, and Account buttons still appear to the bottom left.
- 2 Tap the **Menu** button to view an expanded Start menu.
All your installed apps appear.
- 3 Tap the app you want to open.



Commented [SH55]:

1. Tap the Start button.

Show students the Start menu was replaced with the Start screen and the Live Tiles fill the whole screen.

2. Tap the Menu button to view the expanded Start menu.

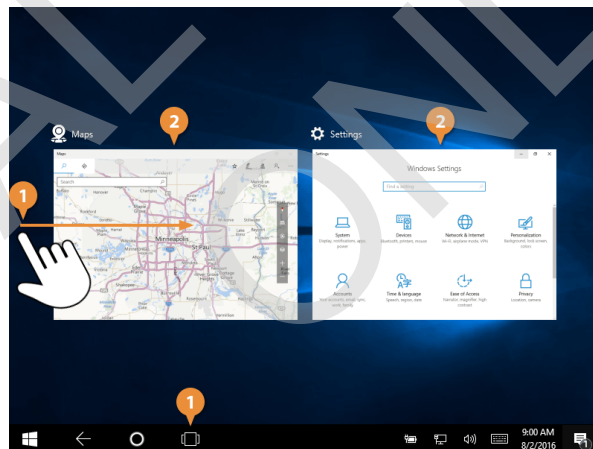
Show students that all installed apps appear.

3. Tap any app to open it.

Switch Between Apps

Follow these steps to switch between open apps while in Tablet Mode.

- 1 Swipe your finger in from the left or tap the **Task View** icon.
Thumbnails for all running apps appear.
- 2 Tap the app you want to open.



Commented [SH56]:

1. Swipe your finger in from the left.
Show students they can also tap the Task View icon.

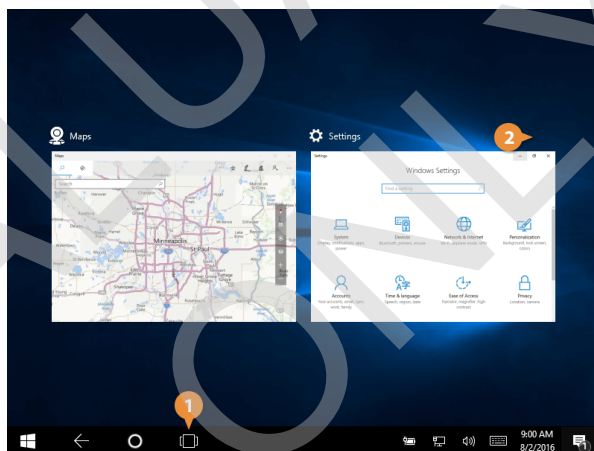
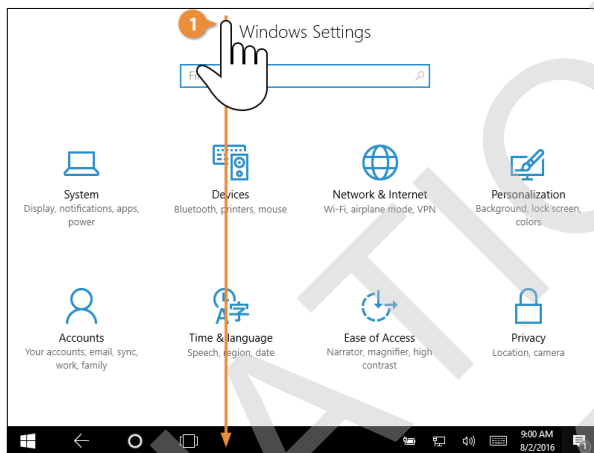
Show students that thumbnails for all running apps appear.

2. Tap any app to open it.

Close an App

There are several ways you can close an open app. You can do any of the following:

- 1 If the app has a **Close** button, click it.
- OR
- 1 Swipe your finger from the top to the bottom of the screen.
- OR
- 1 Tap the **Task View** icon.
- 2 Tap the app's **Close** button.



Commented [SH57]:

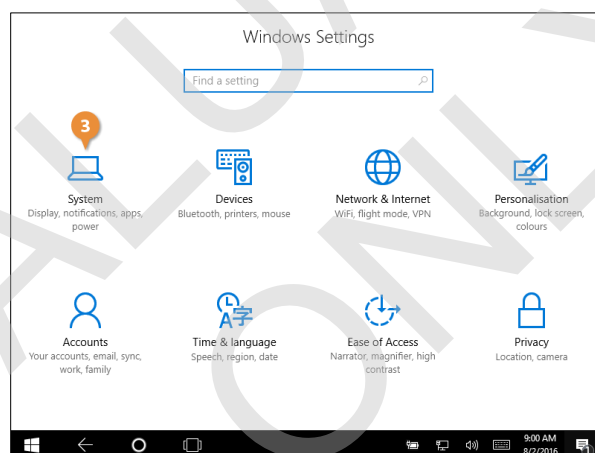
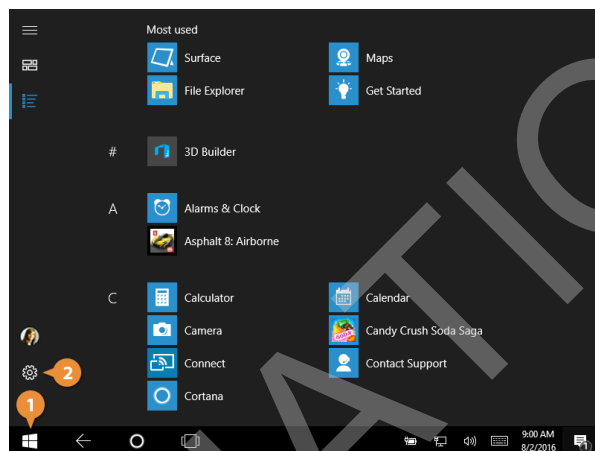
Show students the different ways to close an app.

1. Tap the app's Close button.
2. Swipe your finger from the top to the bottom of the screen.
3. Tap the Task View icon and then tap the Close button.

Hide the Taskbar

While in Tablet Mode, you can automatically hide the taskbar even if it wasn't hidden in desktop mode.

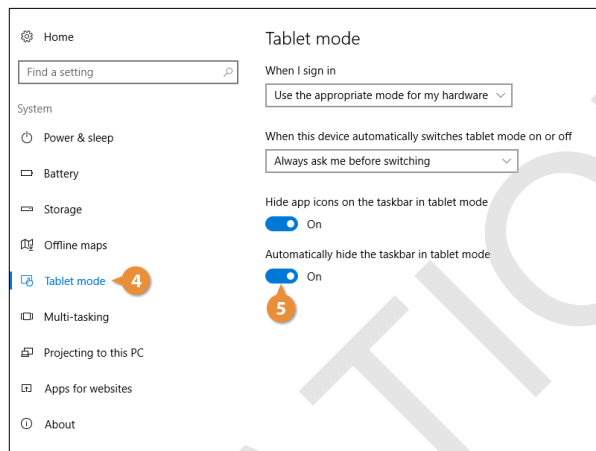
- 1 Tap the **Start** button.
- 2 Tap the **Settings** button.
- 3 Tap **System**.



Commented [SH58]:

1. Tap the Start button.
2. Tap the Settings button.
3. Tap System.
4. Tap the Tablet mode button.
5. Toggle Automatically hide the taskbar in tablet mode on.

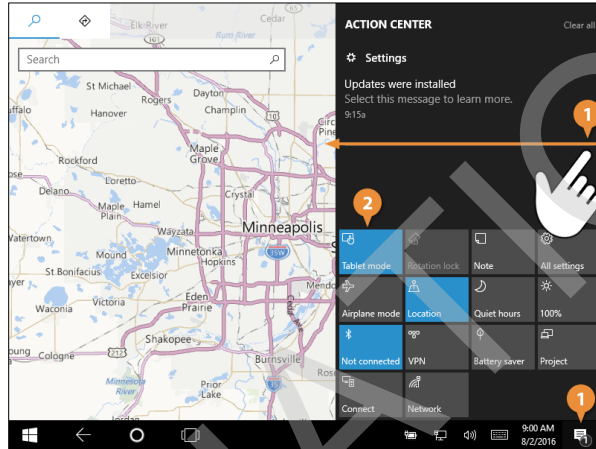
- 4 Tap the **Tablet mode** button.
- 5 Toggle **Automatically hide the taskbar in tablet mode** on.



Turn Tablet Mode Off

Here's how you disengage Tablet Mode.

- 1 Swipe your finger in from the right OR tap the **Action Center** icon.
- 2 Tap the **Tablet Mode** button.
Tablet Mode disengages, and the apps that were running separately in full-screen now appear as windows on your desktop.
- 3 Reattach your keyboard, when finished.



Commented [SH59]:

1. Swipe your finger in from the right.

Show students they can also tap the Action Center icon.

2. Tap the Tablet Mode button.

Show students that when Tablet Mode disengages, the apps that were running separately in full-screen now appear as windows on the desktop.

3. Reattach the keyboard.

The Settings App

Access the Settings App

Windows 10 reorganized a lot of system settings into a new Settings app.

- 1 Click the **Start** button.

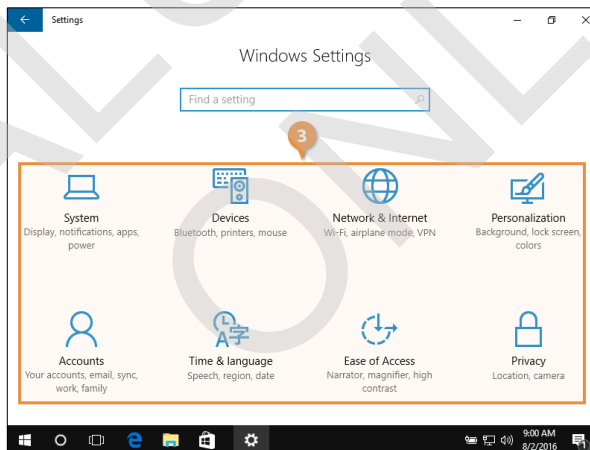
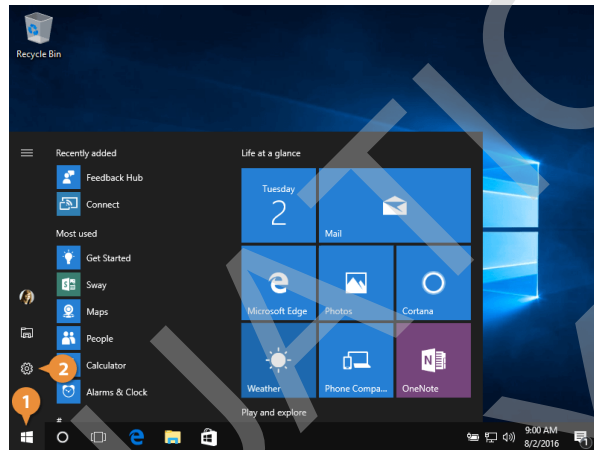
Shortcut: Press **Win + I** to open the Settings app.

- 2 Click the **Settings** button.

In the Settings app, there are a number of categories that encompass most of your computer's settings.

- 3 Click a setting category to view subcategories.

Each category has some subcategories within it, listed in the navigation pane on the left. Click one of the subcategories, such as Notifications & actions, to view it.



Commented [SH60]:
Practice File: None

Preparation: None

Discuss with students the Settings app, which is where Microsoft reorganized a lot of Windows 10 system settings.

Review with students the categories in the Settings app (detailed in the table on the next page).

Commented [SH61]:

1. Click the Start button.

Show students that the shortcut **Win + I** also opens the Settings app.

2. Click the Settings button.

Show students that in the Settings app there are a number of categories that encompass most of their computer settings.

3. Click the System setting category.

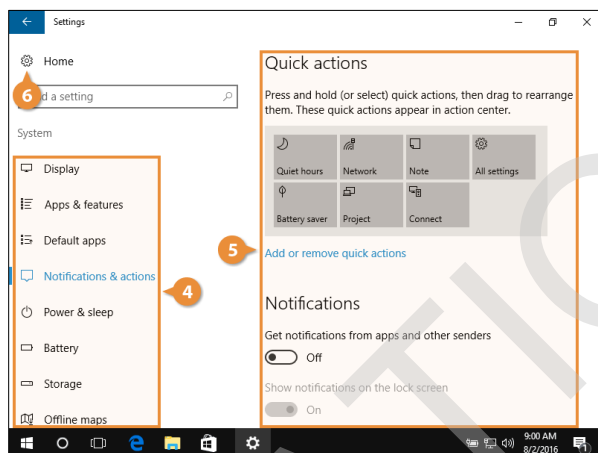
Show students the navigation pane on the left, and explain that each category has some subcategories within it.

4. Click the subcategory Notifications & actions.

5. Customize the settings as desired.

6. Click the gear icon to return to the main settings page.

- 4 Choose a sub-category.
- 5 Customize settings as desired.
- 6 Click the **gear** button to go back to the main settings page.



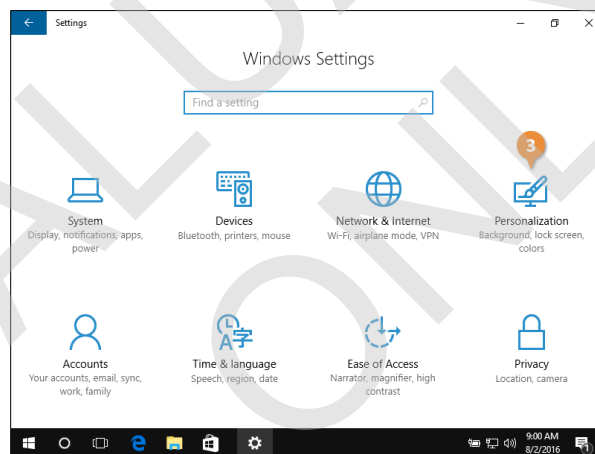
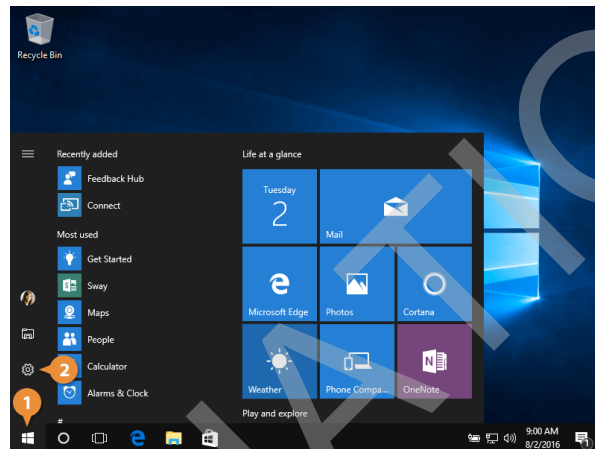
This table includes categories found in the Settings app.

Category	Description
 System	Contains your display, notification, app, and power settings.
 Devices	Contains hardware and devices, including Bluetooth, connected to your computer.
 Network & Internet	Includes your network settings.
 Personalization	Allows you to change the background, lock screen image, and colors.
 Accounts	Displays connected account information and sign-in options.
 Time & Language	Contains time, date, language, and regional settings.
 Ease of Access	Provides accessibility features for individuals with disabilities.
 Privacy	Allows you to determine which apps can access your hardware and data.
 Update & Security	Contains Windows updates and security settings.

Change an App Theme Color

Change the color of app themes to a dark color instead of the light one. Please keep in mind, the color won't carry over to every app because third-party Windows apps control their own theme settings.

- 1 Click the **Start** button.
- 2 Click the **Settings** button.
Settings categories appear.
- 3 Click **Personalization**.
Personalization settings appear.



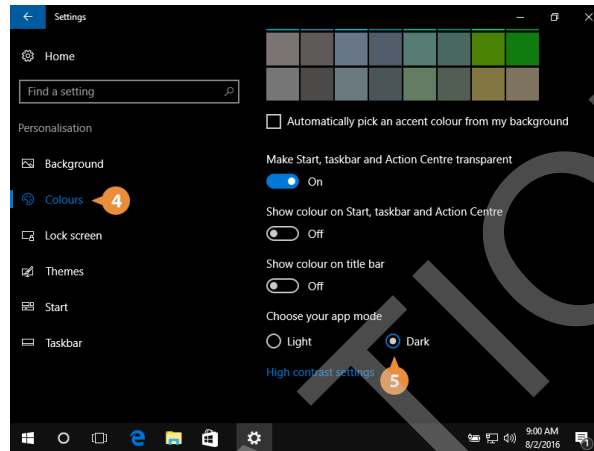
Commented [SH62]:

Explain to students that they can change the color of app themes to a dark color instead of the light one. The color won't carry over to every app because third-party Windows apps control their own theme settings.

1. Click the Start button.
2. Click the Settings button.
3. Click Personalization.
4. Choose Colors.
5. Under Choose your app mode, select Dark.

Show students how the app theme changed to a dark color.

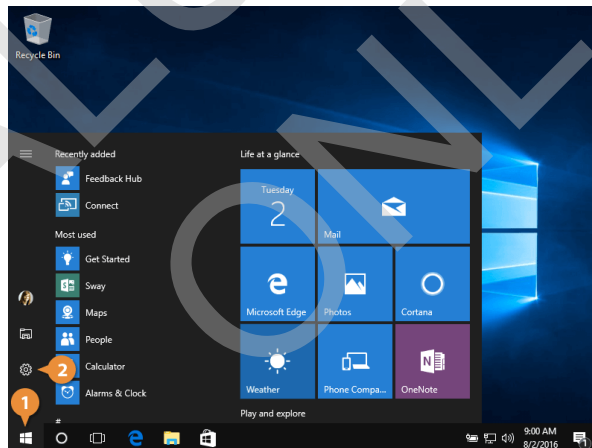
- 4 Choose **Colors**.
- 5 Select **Dark** under *Choose your app mode*.



Set Up Active Hours

Sudden restarts and Windows updates can be frustrating when you're working. Active Hours are the hours when you're typically using your computer. During Active Hours, you won't receive Windows/app updates or requests for a computer restart. By setting Active Hours, Windows understands the hours you're more likely to be using your computer.

- 1 Click the **Start** button.
- 2 Click the **Settings** button.



Commented [SH63]:

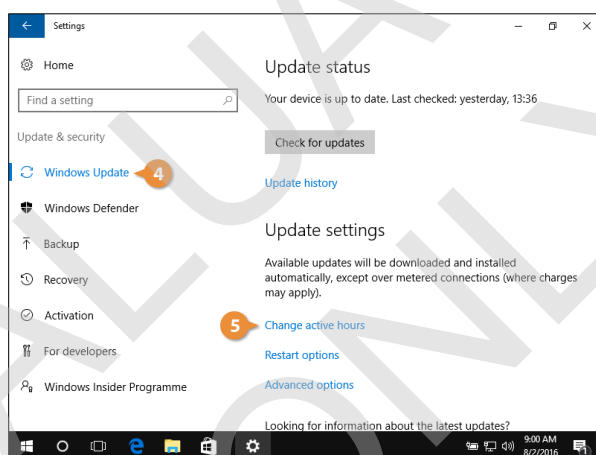
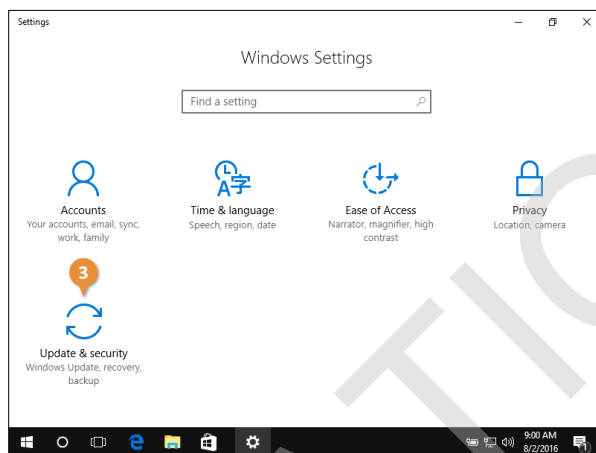
Discuss with students Active Hours. Active Hours are the hours when they are typically using their computers. During Active Hours, they won't receive Windows / app updates or requests for a computer restart. By setting Active Hours, Windows understands the hours they are more likely to be using their computers.

1. Click the Start button.
2. Click the Settings button.
3. Click Update & Security.

Show students the update, security, and backup settings that appear.

4. Choose Windows Update.
5. Click Change active hours.
6. Choose 8:00 as the start time and 17:00 as the end time.
7. Click Save.

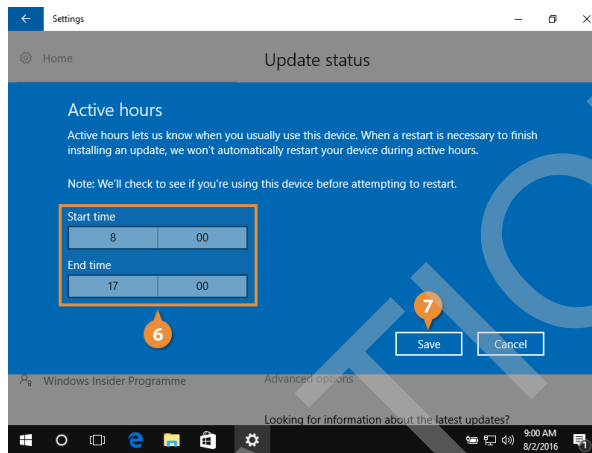
- 3 Click **Update & Security**.
- 4 Choose **Windows Update**.
- 5 Click **Change active hours**.



- 6 Choose a **Start time** and **End time**.

Note: Active Hours can only be set to blocks of 12 hours per day.

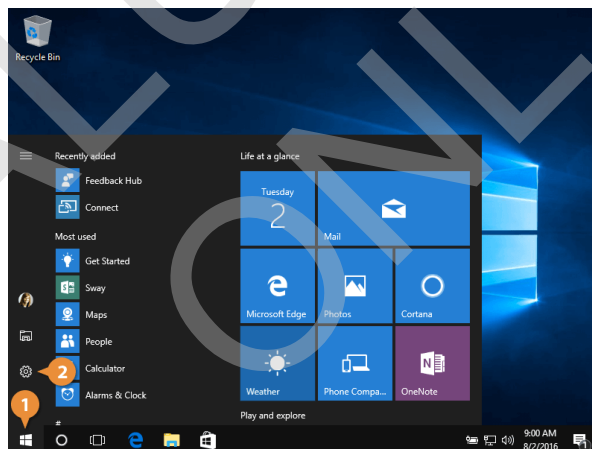
- 7 Click **Save**.



Project to Your Device

You can project your Windows phone, Android tablet, or other PC to your computer. Any device that can project its display using Miracast can use this Windows 10 feature. Before you use the feature, you must configure your computer to allow devices to connect and project to it.

- 1 Click the **Start** button.
2 Click the **Settings** button.
Settings categories appear.



Commented [SH64]:

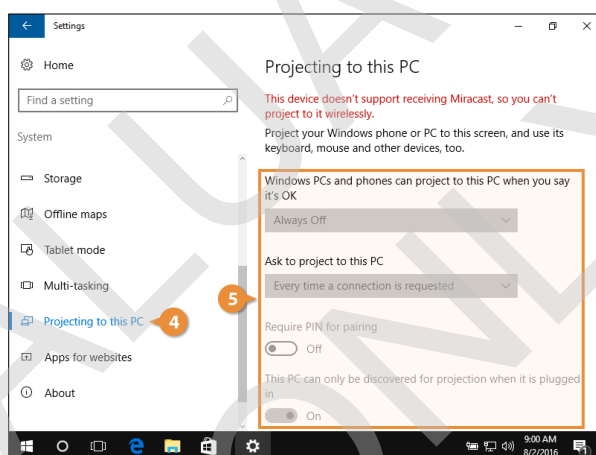
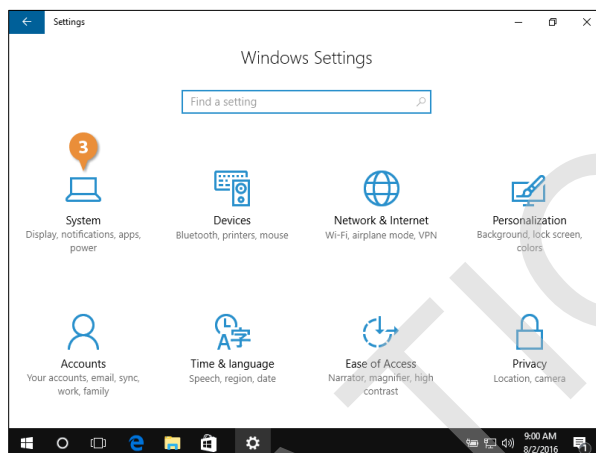
Discuss with students that they can project their Windows phones, Android tablets, or other PCs to their computers. Before this feature can be used, they must configure their computers to allow devices to connect and project to them.

1. Click the Start button.
2. Click the Settings button.
3. Click System.

Show students the display, notifications, app, and power settings that appear.

4. Choose Projecting to this PC.
5. Configure the settings.

- 3 Click **System**.
Display, notifications, app, and power settings appear.
- 4 Choose **Projecting to this PC**.
- 5 Configure the settings according to your specifications.



Quick Access

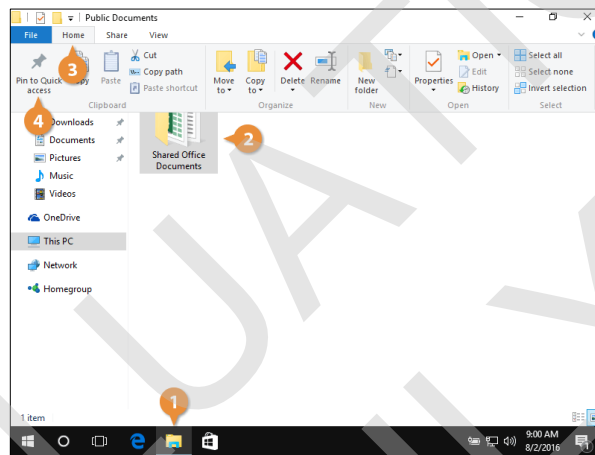
Windows 10 added a new feature to the File Explorer called Quick Access, which displays your frequently used folders and recently accessed files. Quick Access replaces the favorite folders list in older versions of Windows.

Pin a Folder

If you're working on a project, it can be helpful to pin project-related folders to Quick Access.

- 1 Click the **File Explorer** icon.
- 2 Find and select the folder you want to add to Quick Access.
- 3 Click the **Home** tab.
- 4 Click the **Pin to Quick Access** button.

The folder appears in the Quick Access group, with an icon indicating that it has been pinned.



Commented [SH65]:
Practice File: None

Preparation: Create a folder titled Shared Office Documents on your computer.

Discuss with students Quick Access. Quick Access is a new feature available in File Explorer. It displays frequently used folders and recently accessed files.

Commented [SH66]:

1. Click the File Explorer icon.

Show students the Quick Access pane, which is on the left side of File Explorer.

2. Click to select the Shared Office Documents folder.

3. Click the Home tab.

4. Click the Pin to Quick Access button.

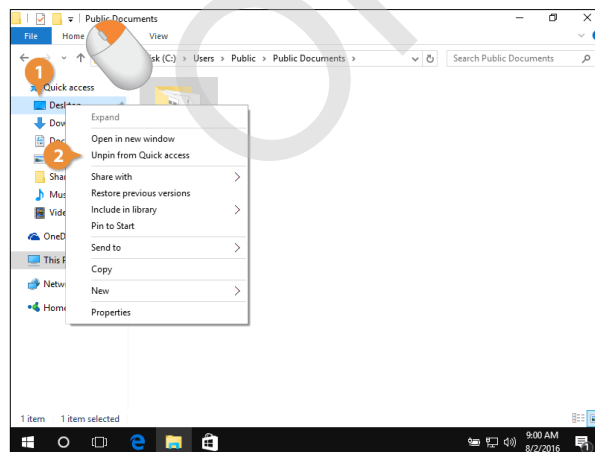
Show students that the folder appears in the Quick Access group.

Show students the icon indicating it has been pinned.

Remove a Pinned Folder

Follow these steps to remove a pinned folder from Quick Access.

- 1 Right-click a folder in the Quick Access group.
- 2 Choose **Unpin from Quick Access**.



Commented [SH67]:

1. Right-click the Shared Office Documents folder.

2. Choose Unpin from Quick Access.

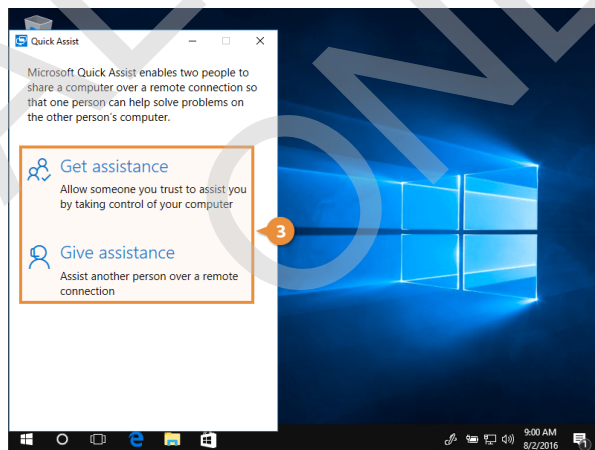
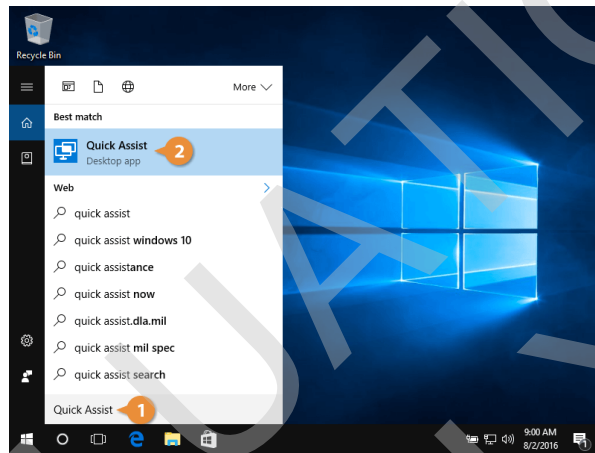
Show students that the folder no longer appears in the Quick Access group.

Quick Assist

Microsoft has made it easier for you to help another user and get help from another user. Quick Assist is an app that allows two users to share a computer via a remote connection so one user can troubleshoot issues on another user's computer. Quick Assist gives new meaning to the traditional help desk scenario.

Quick Assist

- 1 Type **Quick Assist** in the Search field.
 - 2 Click the app to open it.
 - 3 Click an option.
- **Get assistance:** Allow another user to help you and take control of your computer. Type the security code, and then click **Submit**. Remember, you are giving the other user total control over your computer.
 - **Give assistance:** Sign in to your Microsoft account (if prompted) and provide another user with a security code. The security code is valid for 10 minutes.



Commented [SH68]:
Practice File: None

Preparation: None

Discuss with students Quick Assist. Quick Assist is an app that allows two users to share a computer via a remote connection so one user can troubleshoot issues on another user's computer.

Commented [SH69]:

1. Type Quick Assist in the Search field.

2. Click the app to open it.

3. Click Get assistance.

Explain to students that Get assistance allows another user to help them and take control of their computers.

4. Click Cancel and start over.

5. Click Give assistance.

Explain to students that Give assistance allows them to provide another user with computer help by giving him or her a security code to enter.

Windows Ink

If you have a touchscreen and a compatible pen, you can use the Windows Ink feature. Windows Ink allows you to use a stylus to write on touch devices or create sticky notes and drawings. The Windows Ink Workspace also displays other apps that work with Windows Ink, such as OneNote.

Windows Ink

- 1 Click the **Windows Ink Workspace** icon.
- 2 Tap or click a Workspace app.
 - **Sticky Notes:** Create notes.
 - **Sketchpad:** Write or draw on a blank pad.
 - **Screen Sketch:** Take and annotate screenshots.



Commented [SH70]:
Practice File: None

Preparation: None

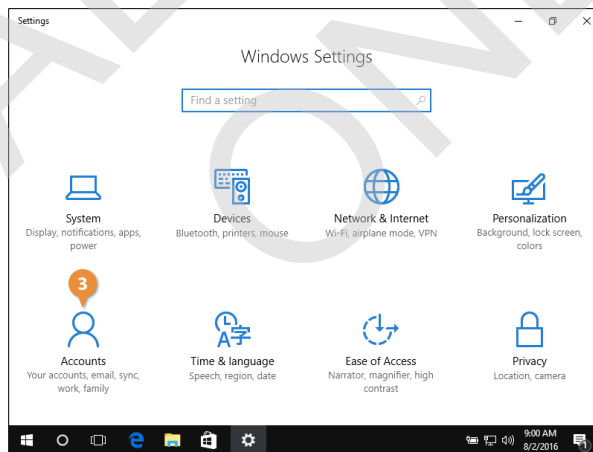
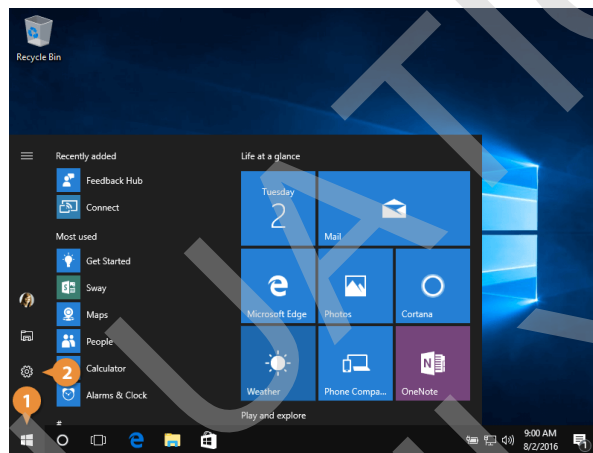
Discuss with students Windows Ink. Windows Ink is available to students with a touchscreen and compatible pen. Windows Ink allows them to use a stylus to write on touch devices and create sticky notes and drawings.

Windows Hello

Windows Hello is Microsoft's biometric security system. Using Windows Hello can help ease any concerns you may have about typing passwords or using sign-in gestures in public. This is because you can securely sign in to Windows using facial recognition or a fingerprint. Before you use Windows Hello, you must configure your computer to allow it.

Use Windows Hello

- 1 Click the **Start** button.
- 2 Click the **Settings** button.
Settings categories appear.
- 3 Click **Accounts**.
General information about your account appears.



Commented [SH71]:
Practice File: None

Preparation: None

Discuss with students Windows Hello. Windows Hello is Microsoft's biometric security system. It allows users on compatible devices to securely sign in to Windows using facial recognition or a fingerprint. It must be configured before using it.

Commented [SH72]:

1. Click the Start button.
 2. Click the Settings button.
 3. Click Accounts.
- Show students that general information about their accounts appears.
4. Choose Sign-in options.
5. Under Windows Hello, choose an option, and then click Set up.
- Explain to students that available options depend on their computers' available devices.
6. Click Get started.
 7. Follow the on-screen instructions to complete the set up.

- 4 Choose **Sign-in options**.
- 5 Choose an option under **Windows Hello**, and then click **Set up**.

Options include:

- Face
- Fingerprint
- Iris

Available options depend on your computer's available devices.

- 6 Click **Get started**.
- 7 Follow the on-screen instructions to complete the set up.

Once complete, you'll sign in with a swipe or glance.

