



INTRO TO WINDOWS 10



WHY WINDOWS 10?

- ☐ Windows 10 is the latest Microsoft Operating System.
 - ☐ Is replacing Windows 7 on campus
 - ☐ Much more friendly than Windows 8
 - ☐ More Secure

WHAT'S NEW IN WINDOWS 10?

☐ *A few feature highlights*

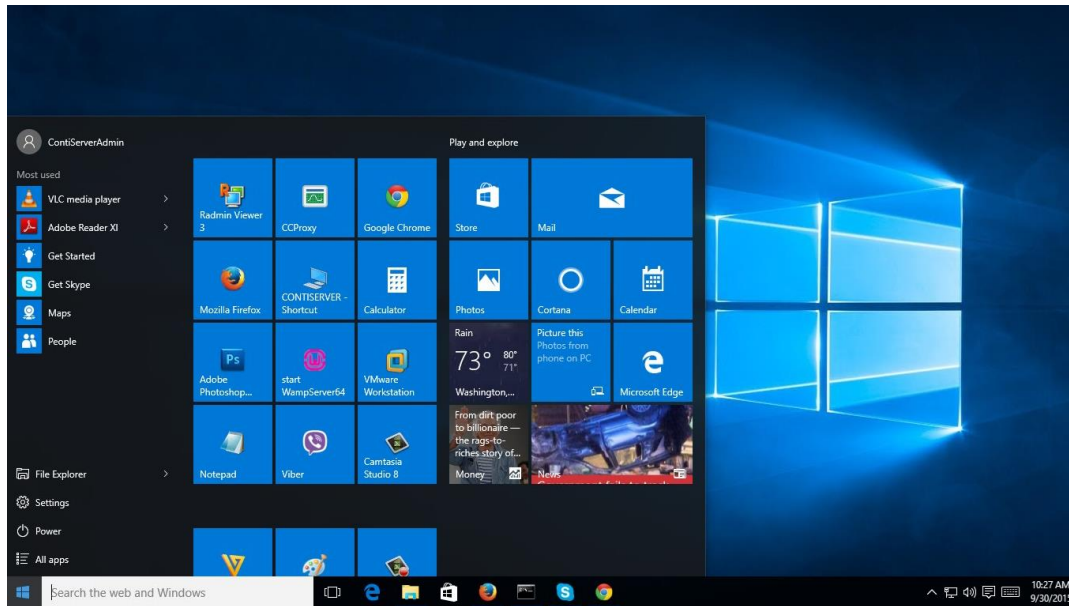
- ☐ • Start menu
- ☐ • Using tiles
- ☐ • How to search
- ☐ • Task view
- ☐ • Snap enhancements
- ☐ • Quick access tools

☐ *Personalization and Settings*

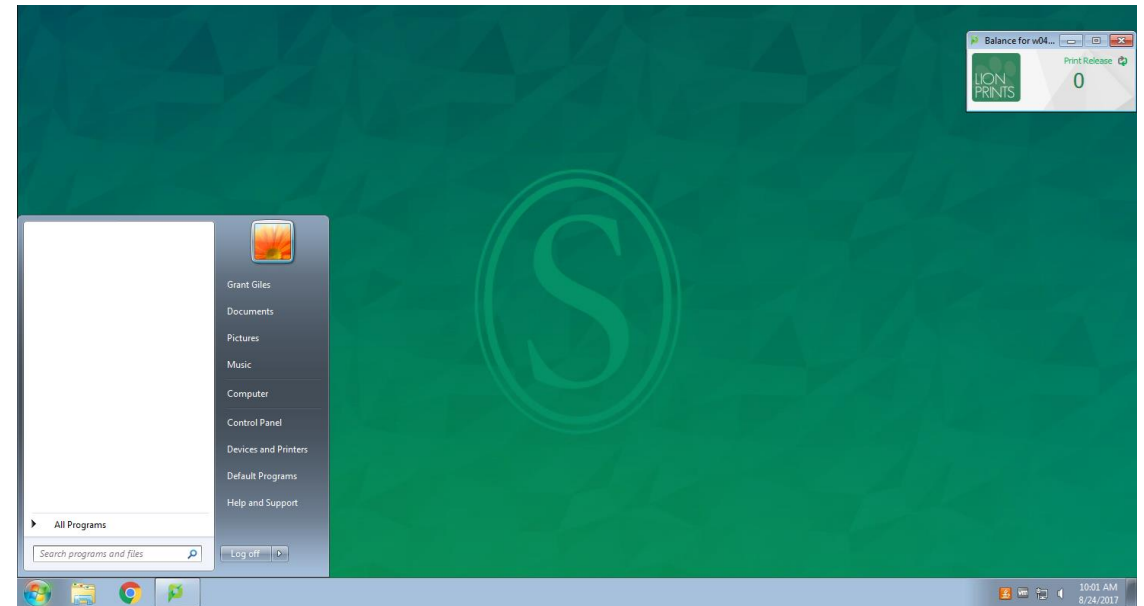
- ☐ • Personalize your lock screen
- ☐ • Themes
- ☐ • Desktop and Colors

START MENU

Windows 10:



Windows 7:



HOW TO USE THE START MENU:

To display the Start menu:

Select the **Start** button on the far left of the taskbar. 

—OR—

Press the **Windows logo key** on the keyboard. 

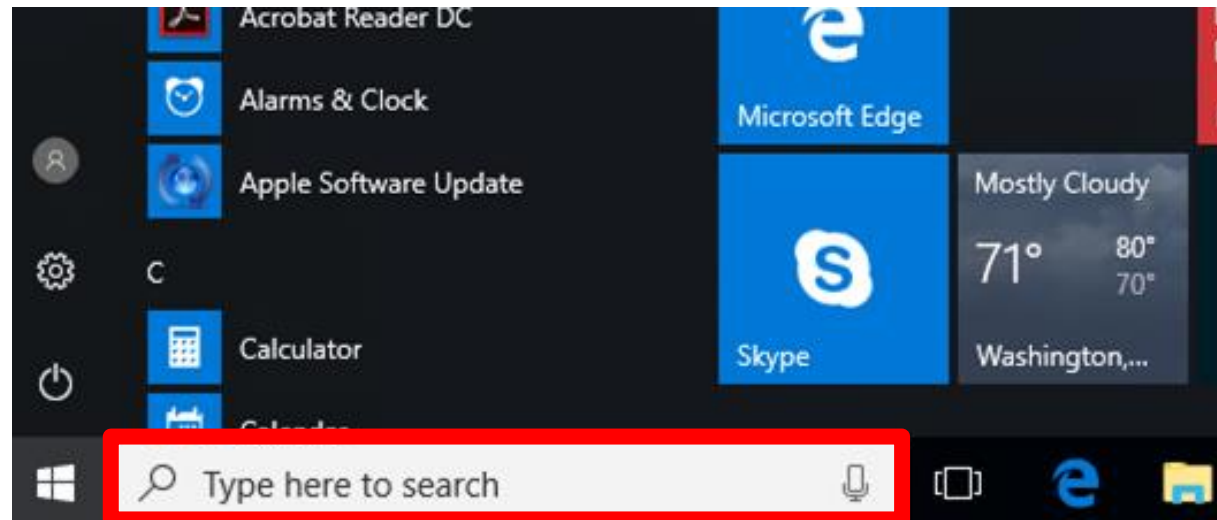
To shut down, restart, or put your computer to sleep:

1. On the **Start** menu, select Power. 
2. Select the option you want: **Sleep**, **Shut down**, or **Restart**.



HOW-TO SEARCH

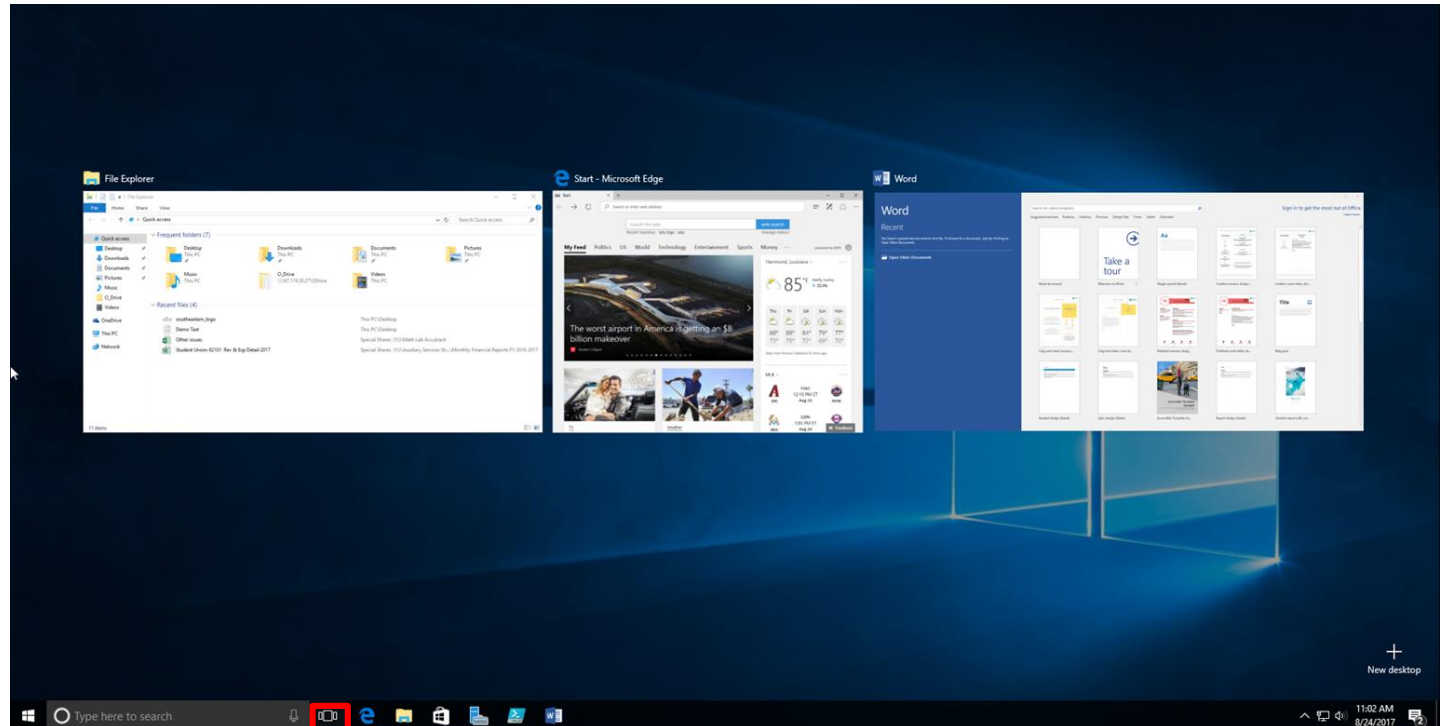
- ☐ Windows 10 Start menu comes with a great Search tool.
 - ☐ Search apps
 - ☐ Search files
 - ☐ Search the web
 - ☐ Use Cortana



TASK VIEW



- One of the best parts of windows.
- Separate all apps into a spread out view to find the window you are looking for.
- Great for organization!
- Also “Windows + TAB”

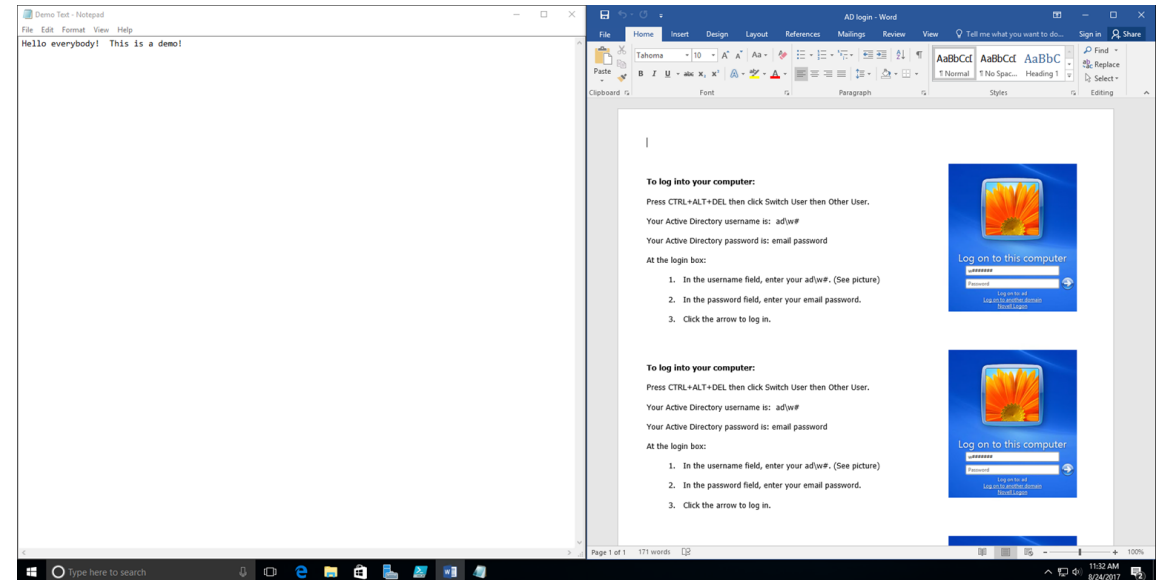


SNAP ENHANCEMENTS

- ❑ What are snap enhancements?
- ❑ Split-screen view, up to four ways.

To snap two windows side by side:

1. Drag the title bar of one window to one side of the screen, until a half-screen outline of the window appears.
2. Release the mouse (or lift your finger) to snap the window into position.
3. Repeat steps 1 and 2 for the other window, using the other side of the screen.



QUICK ACCESS TOOLS

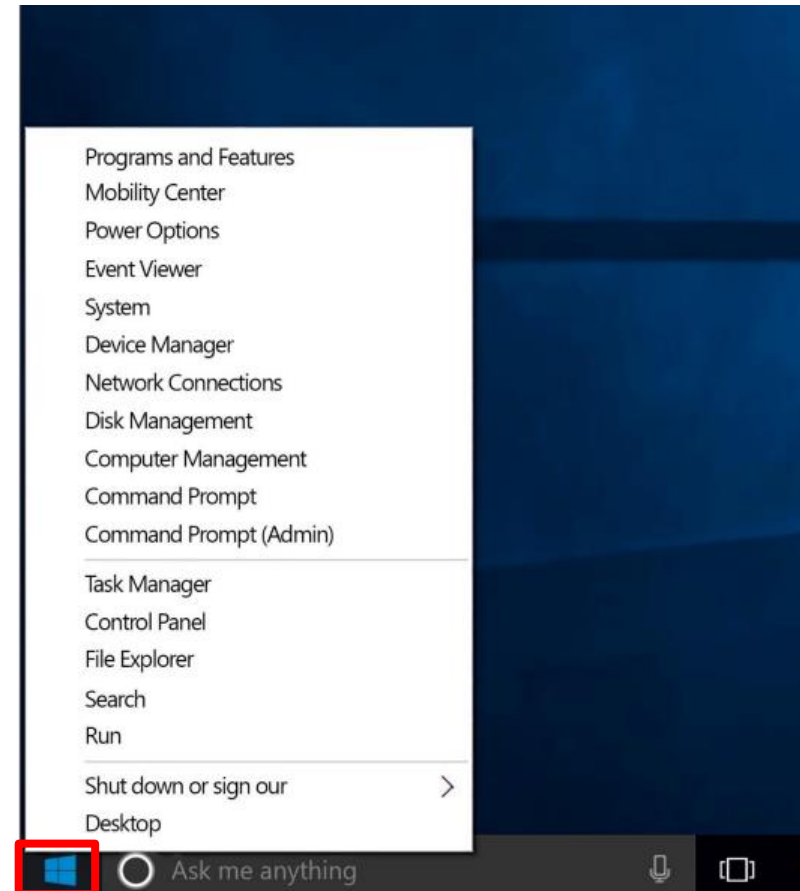
- The Quick Access menu provides access to advanced system tools such as Power Options, Task Manager, and Control Panel.

To display the Quick Access menu:

Right-click the **Start** button on the far left of the taskbar. 

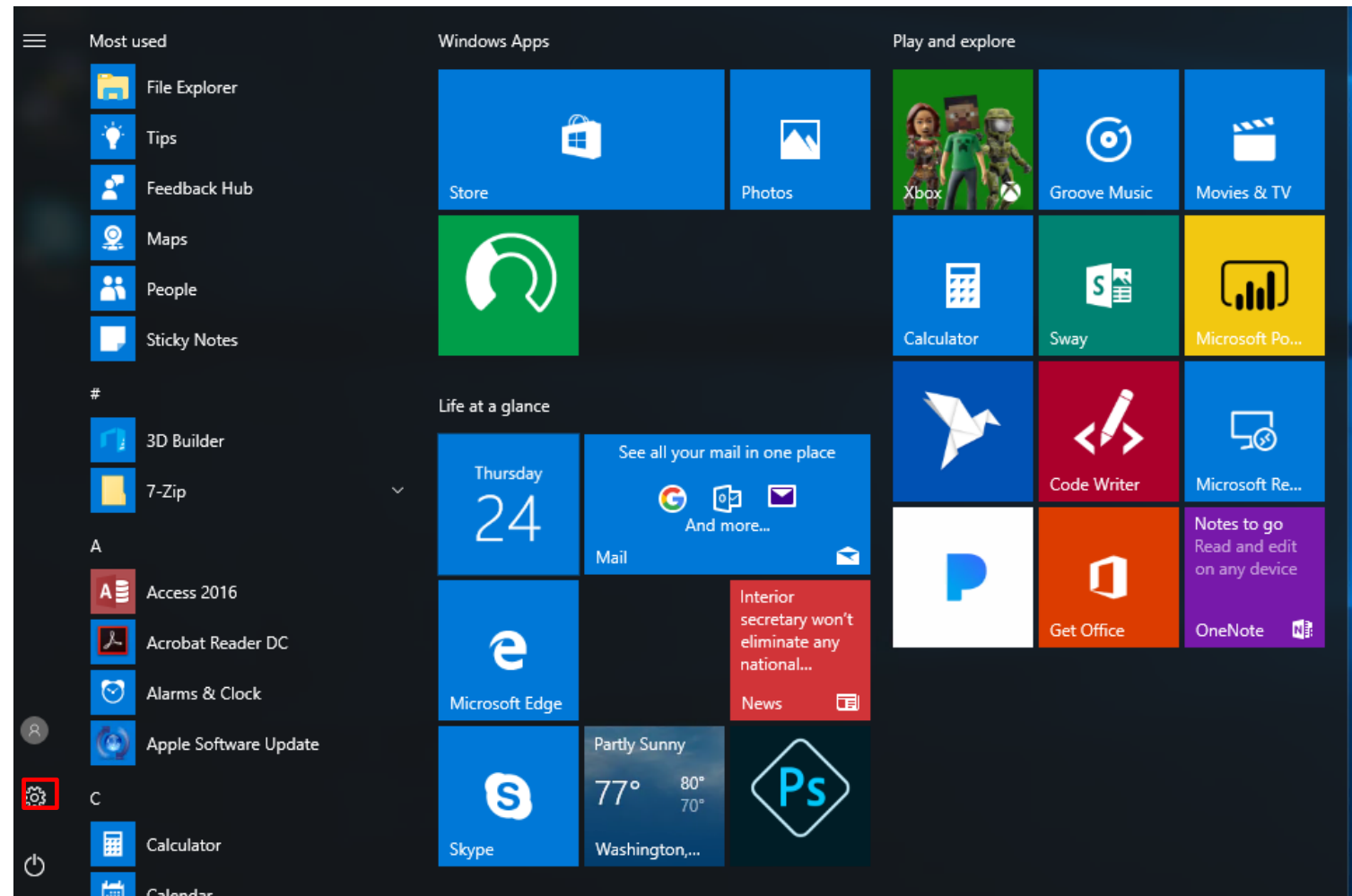
— OR —

Enter the **Windows key +X** on the keyboard. 



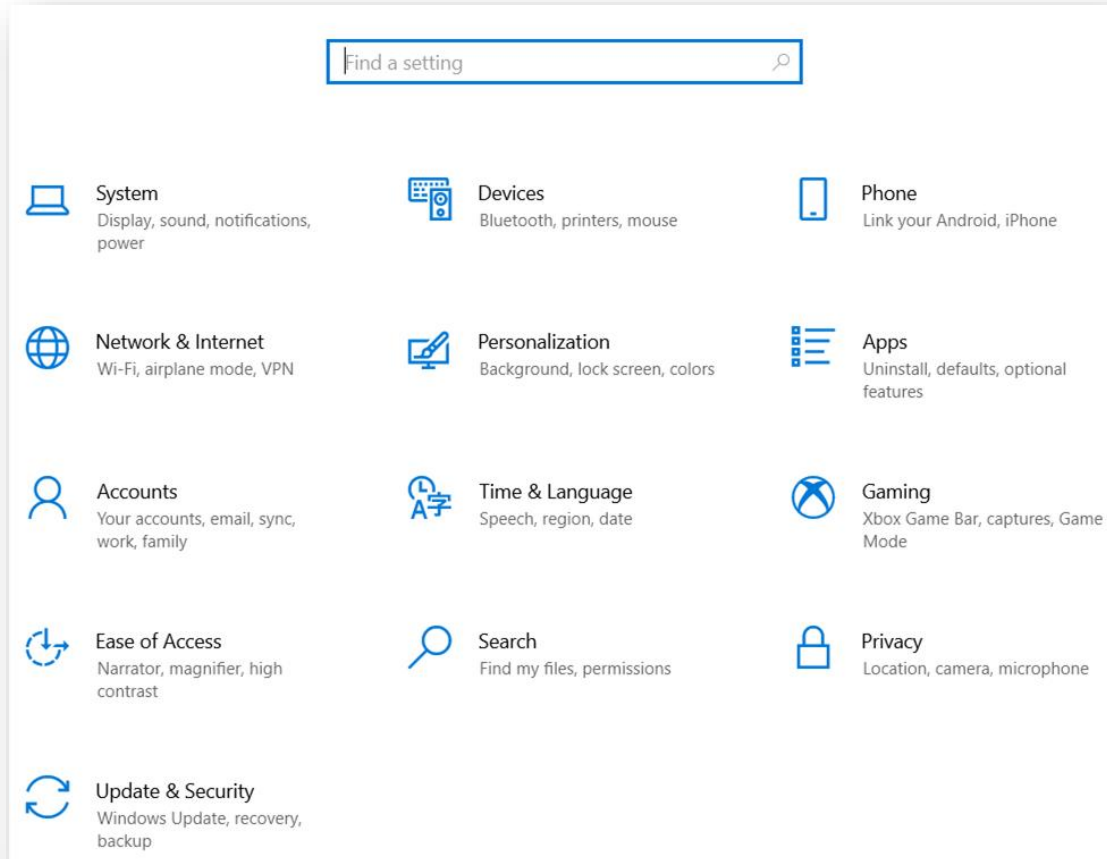
PERSONALIZATION AND SETTINGS:

- Settings gets from start button

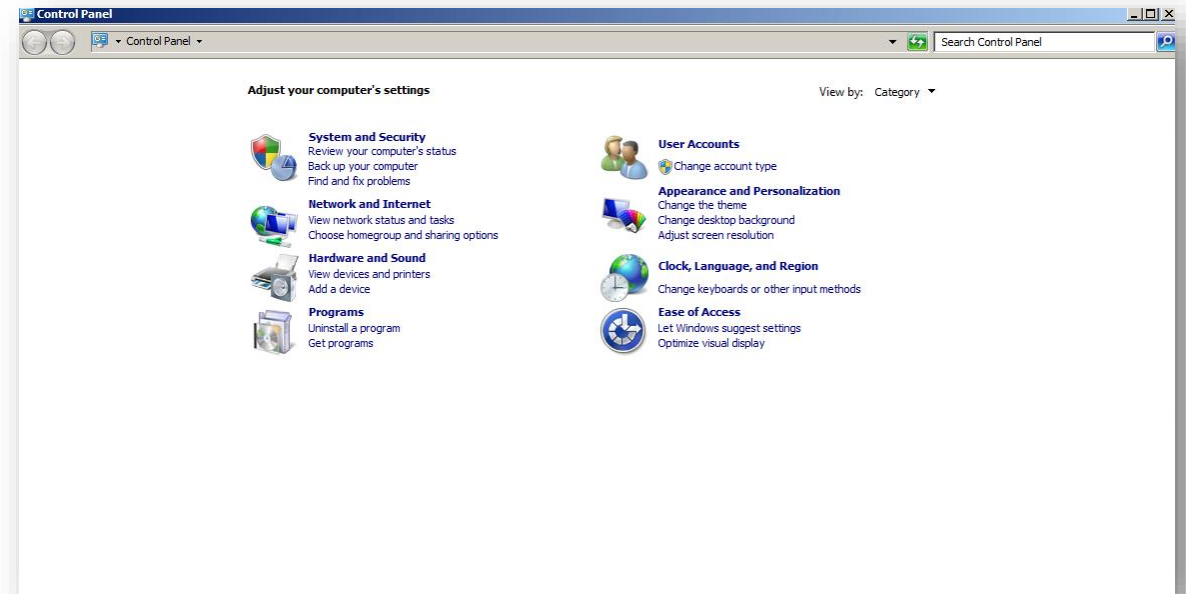


SETTINGS IN WINDOWS 7 VS WINDOWS 10

□ Windows 10:

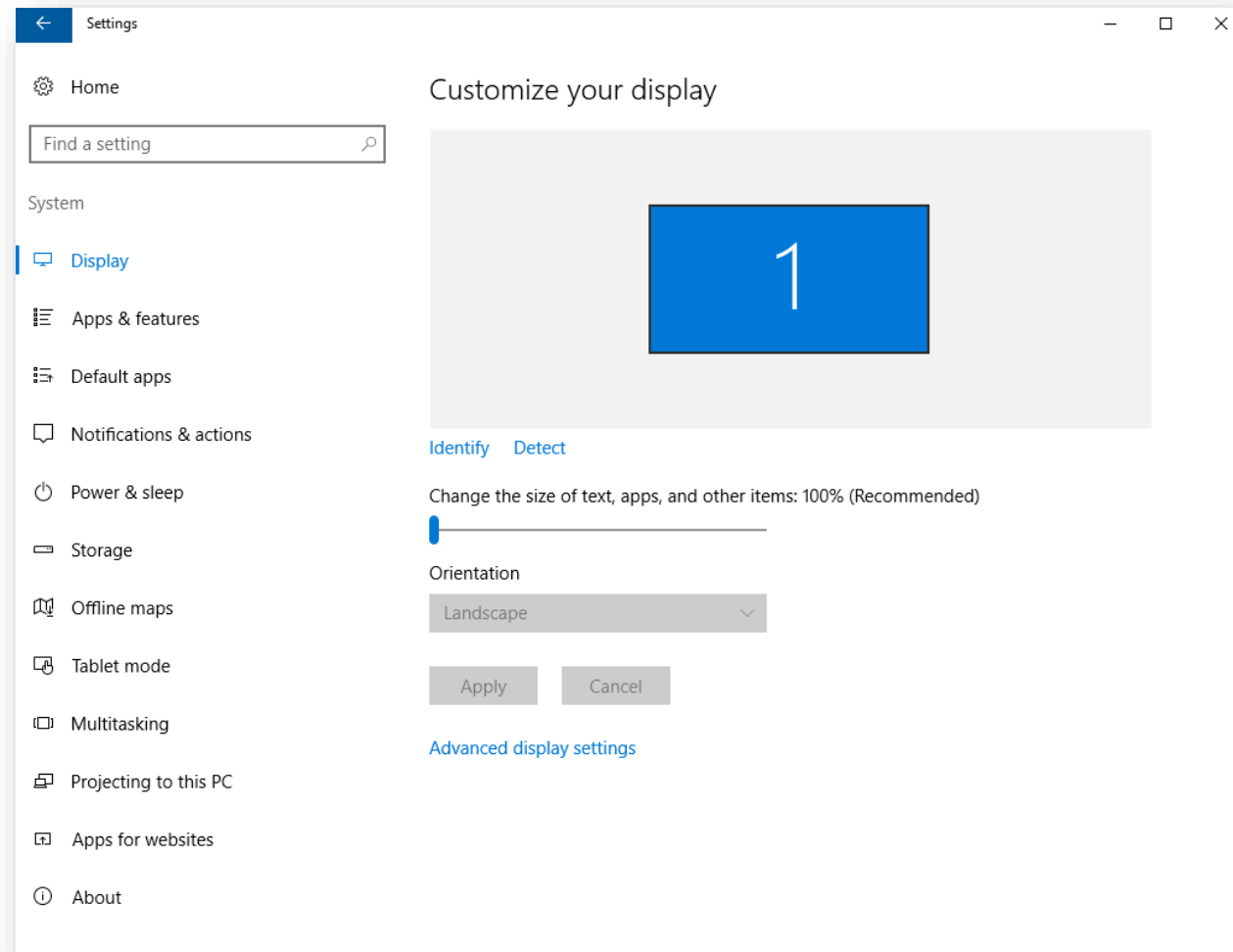


□ Windows 7:



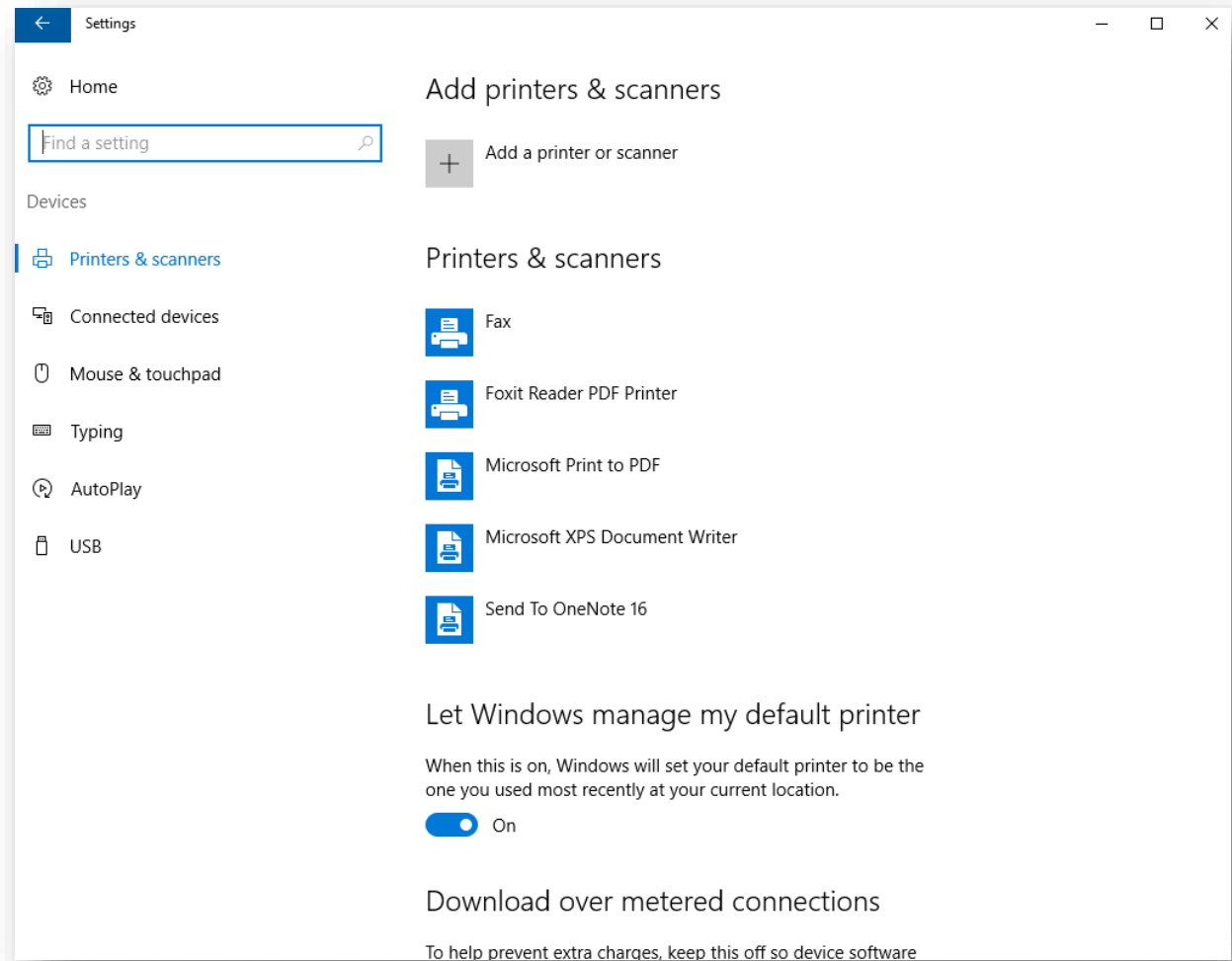
SETTINGS FOR SYSTEM

- Settings here change system configurations (Display resolution/monitors, default apps, power, etc.)



SETTINGS FOR DEVICES

- Manage settings **for external devices** (printers, mice, scanners, mouse, USB)

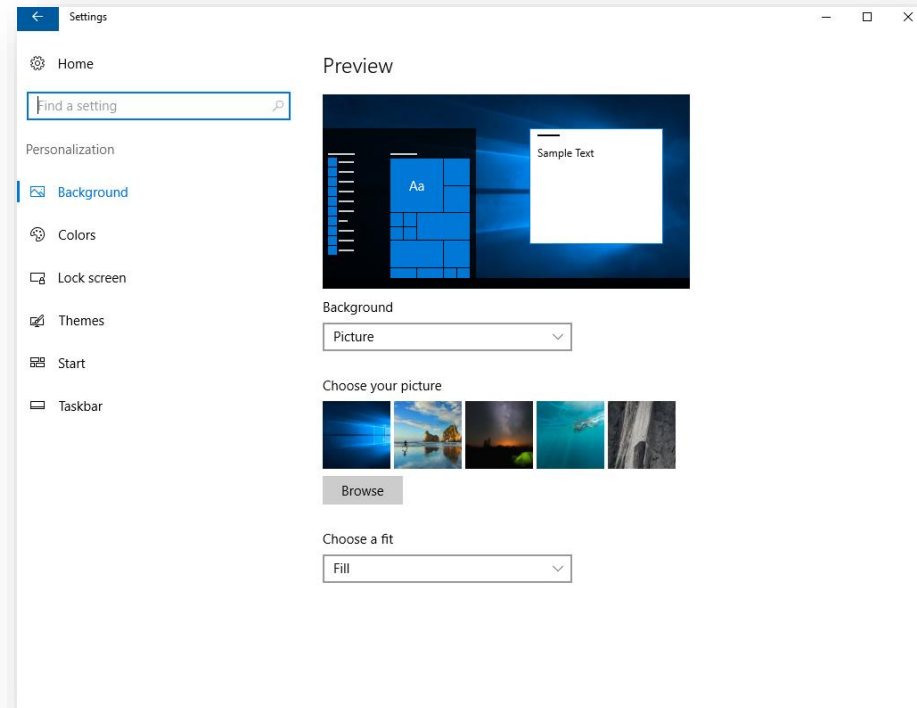


PERSONALIZATION SETTINGS

- Tweak your lock screen to your liking. Change the background to a favorite photo or slide show, or show upcoming calendar events, social network updates, and other app and system notifications.

To customize your lock screen:

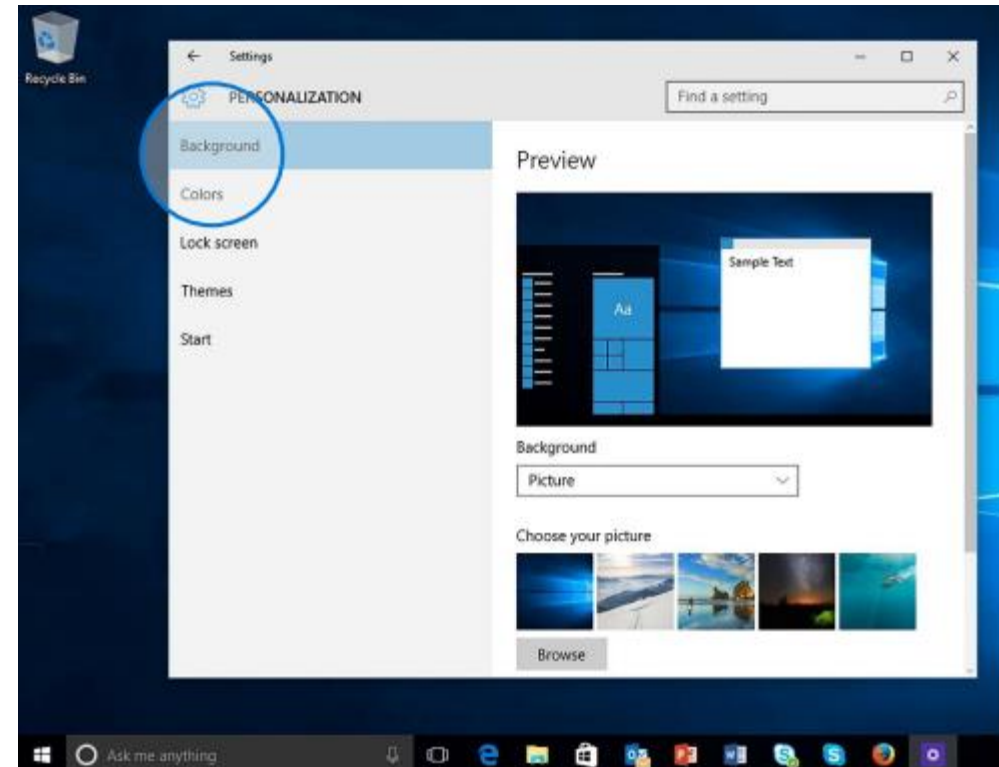
1. Go to Start, and then select **Settings** > **Personalization** > **Lock screen**.
2. Change your device background and choose any combination of detailed and quick status notifications.



PERSONALIZATION SETTINGS (CONT.)

- Choose a picture worthy of gracing your desktop background, and to change the accent color for Start, the taskbar, and other items. The preview window gives you a sneak peek of your changes as you make them.

1. Go to **Start**, and then select **Settings** > **Personalization**. 
2. Select **Background** to select a picture or a solid color, or create a slide show of pictures.
3. Select **Colors** to let Windows pull an accent color from your background, or choose your own color adventure.

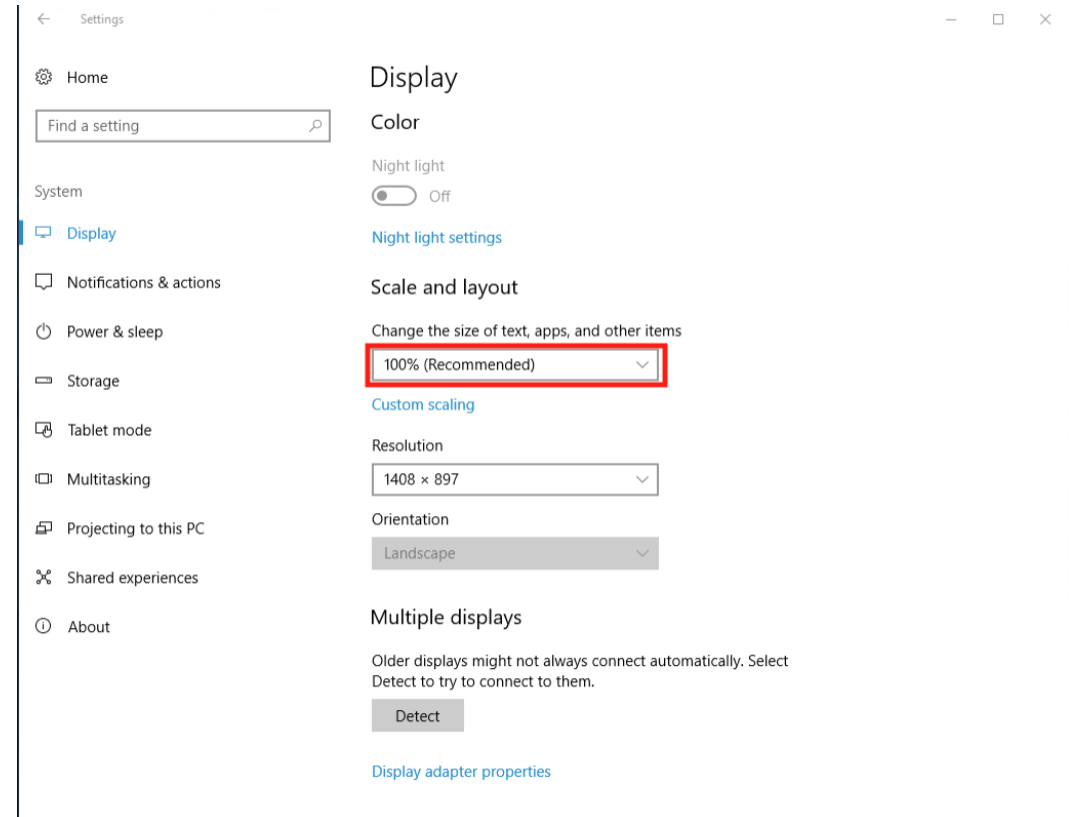


ADDING SHORTCUTS TO DESKTOP

- ☐ Click the Start button
- ☐ Scroll to the app you want
- ☐ Hold down the left mouse button
- ☐ Drag the app to the desktop

WHY IS EVERYTHING HARD TO SEE?

- Display options are allowed in all versions of Windows.
- Under Settings > System > Display
 - Choose “Scale and Layout”
 - The dropdown allows you to enlarge text, apps, and other items.



THANK YOU 😊