

LEARNER'S MANUAL

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Microsoft<sup>®</sup> Windows<sup>®</sup>  
10: Part 1

Courseware Release Version 4.0

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# Microsoft® Windows: Part 1

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# ABOUT THIS COURSE

## COURSE PREREQUISITES

Before beginning this course, students should be comfortable using the keyboard and mouse. No previous experience with other versions of Windows is necessary, although it may be helpful.

## COURSE OVERVIEW

This booklet may be used as either a self-contained course in Windows 10 or a user's reference manual to find out specific areas or functions of Windows.

## COURSE OBJECTIVES

By the end of this Part 1 course, users should be comfortable logging into Windows 10, completing basic actions using its user interface, customizing the user interface, understanding its security features, and using both Microsoft Edge and File Explorer.

## HOW TO USE THIS BOOKLET

This course is broken up into six lessons. Each lesson focuses on several key parts, each of which are broken down into easy-to-follow concepts. Note that there are a series of e-learning episodes that follow the sequence of this book that a learner could use for a visual explanation.

There is also a collection of Exercise Files; if you wish to use these download the files to a convenient location. They will be referenced throughout this course and may support your learning experience.

## WINDOWS AS A SERVICE

Microsoft has announced that this version of Windows will be the last numbered version that it will offer. Future improvements and changes will be released as regular operating system updates, rather than new versions.

Because of this, your version of Windows may not be exactly the same as the images shown in this manual. As well, some steps may be slightly different than what we have presented.

This courseware was written with Build 10240 of Version 10. You can view your current version and build by press Win + R to open the Run dialog. Then, type, "winver" and click OK. The resulting dialog will provide the desired information.

# **LESSON 1:**

# **GETTING TO KNOW PC'S AND**

# **THE WINDOWS 10 USER**

# **INTERFACE**

## **Lesson Objectives**

In this lesson you will learn how to:

- Identify the components of a personal computer
- Sign into Windows 10
- Navigate the desktop
- Explore the Start menu

# TOPIC A: Identify Components of a Personal Computer

Microsoft Windows 10 is the latest major Windows release from Microsoft.

## **Topic Objectives**

In this topic, you will learn:

- About personal computers
- About computer hardware
- About operating systems
- About application software

## **PERSONAL COMPUTERS**

Commonplace in just about every workplace and home today, **personal computers (PC's)** are small computers that are intended to be used by an individual user. Sometimes referred to as **workstations**, personal computers can range widely in size and portability. While many workplaces use desktop PC's, laptop and notebook PC's are also common as they allow you to carry your computer with you wherever you go.

A point of distinction that continues to this day is that a personal computer refers to a computer that runs Microsoft Windows. If it uses Apple OS X, then it is typically referred to as a Mac. While today both are very similar in architecture and operation, this was not always the case and people still tend to categorize computers into **PC's** or **Mac's**.

## **HARDWARE**

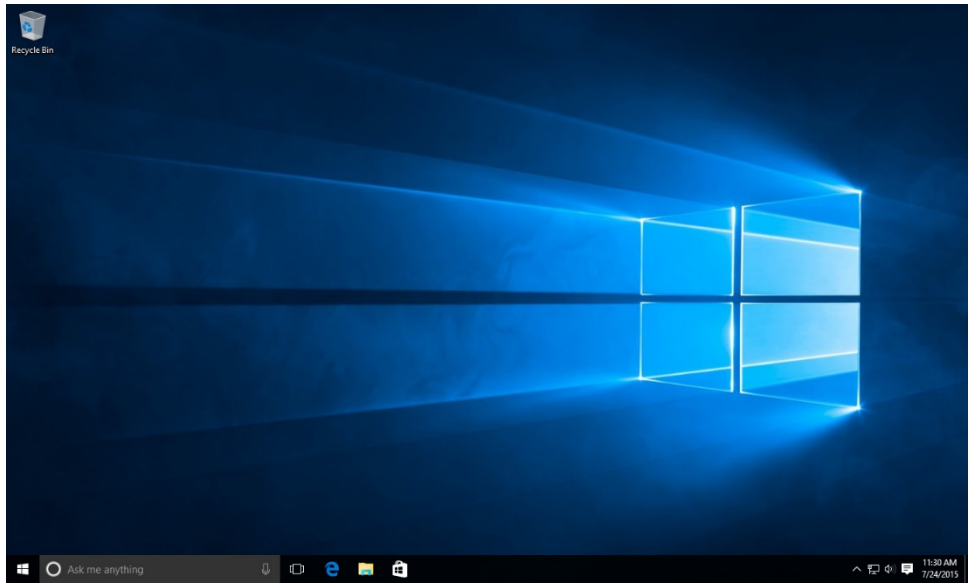
The term **hardware** is used to refer to the various physical parts that make up a personal computer. This hardware is what the operating system and its applications use to run. A typical PC consists of a computer case, power supply, motherboard (which includes a processor, RAM, and graphics card), as well as a hard drive on which data is stored.

While optical disk drives (CD/DVD/Blu-ray) are still common, they are slowly being phased out as Internet speeds increase, online storage becomes more common, and flash-based thumb drives increase in size.

Also considered as hardware are any external devices that can be attached to a computer through various connectors. For example, most personal computers have a monitor, keyboard, and mouse attached connected to them. In the case of a laptop computer, these devices are built directly into the computer's case.

## OPERATING SYSTEM

The **operating system (OS)** runs on your personal computer’s hardware and provides a user interface that you can use to interact with the computer itself and run application software. Additionally, an operating system manages your computer’s resources (memory, processing power, networking, etc.) so that you can utilize them much more easily than would otherwise be possible:



There are several different operating systems that are available, including Microsoft Windows, Apple OS X, Linux, Solaris, and FreeBSD. In today’s business environment, you will typically find that Microsoft Windows is by far the most used operating system. This is followed distantly by Apple OS X and Linux. Other operating systems are used for more specialized purposes.

It is important to note that the Microsoft Windows branding includes several different versions of the same operating system. For example, while this course focuses on Windows 10, you may run into Windows 8, Windows 7, Windows Vista, and even Windows XP. However, as Windows 10 is designed to replace these versions, older versions of Windows will become less common.

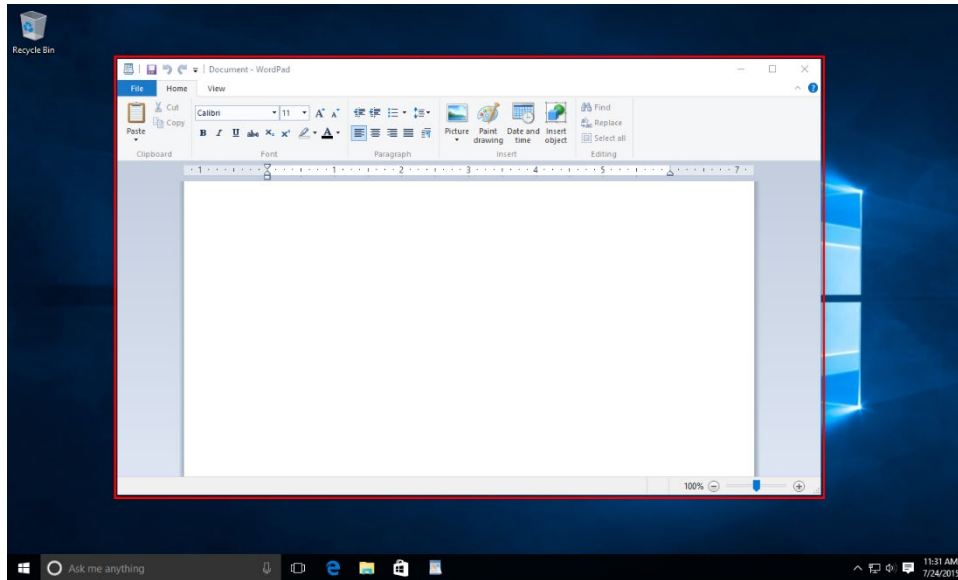
## APPLICATION SOFTWARE

While the operating system provides you with an interface to interact with your computer and its resources, **application software** is provided to help you complete a specific task. For example, word processing software such as Microsoft Word exists to help you compose, edit, or view documents.

Occasionally, software may be bundled and sold as suites, which include several individual applications that can typically work with one another. Microsoft Office, for example, is a

productivity suite that includes programs to help you compose documents, presentations, spreadsheets, and much more.

When application software is opened on your computer, it is separated from the operating system using a **window**. For example, if you open WordPad you will see that it appears in its own window on your desktop:



This system allows you to run multiple applications at the same time without getting them confused. Additionally, it provides some separation between the operating system and the software that runs on it.

# TOPIC B: Sign Into Windows 10

Unless it has been preconfigured otherwise, the first task that you will need to do when you turn on a computer running Windows 10 is to sign into your Windows account. Over the course of this topic, you will learn about how your computer starts up, the parts of the Lock screen, and how to sign into Windows 10.

## **Topic Objectives**

In this topic, you will learn:

- About the boot process
- About the Lock screen
- About the Sign In screen
- About the Ease of Access menu
- About the Shut Down Options menu
- About the password sign in process

## **THE BOOT PROCESS**

Just like when you start the ignition of your car, a computer needs a few moments to start up completely. When you first turn on your computer, it will automatically enter the boot process. This process is handled by your computer's **BIOS (Basic Input/Output System)**. This is specialized software that is stored on your computer's motherboard and is separate from the operating system. It is used to control basic computer functions like hardware configuration and the boot process.

This boot process will begin by first checking that there are no problems with your computer's hardware using **POST (Power On Self-Test)**. If any errors are found, you will typically hear a beep followed by an error message displayed on your screen. If no errors are found (as is almost always the case), the boot process will continue. The BIOS will continue on and hand over the boot process to the boot manager that is used by the operating system. In the case of Windows 10, this is the **Windows Boot Manager (BOOTMGR)**. This boot manager will then continue to load the operating system itself. This stage is represented by a loading screen which will eventually give way to the Lock screen.

The speed of the boot process depends on the hardware that your computer uses. In some cases your computer might be so fast that you barely notice the boot process at all, but it still happens in the background.

## **THE LOCK SCREEN**

Once your computer has completed the boot process, you will be greeted by the Lock screen. This screen will display some basic information about your computer when it is not in use. It consists of a background picture, as well as some basic information such as the date and time, network information, app status updates, and more:

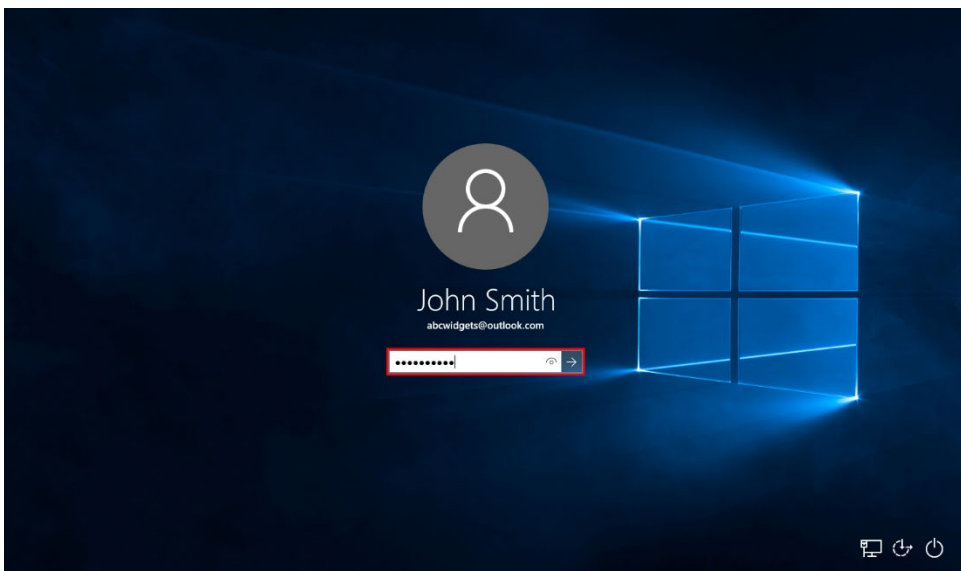




To continue logging into your computer and move past the Lock screen, click anywhere on the screen or press any key on your keyboard. This will cause the Lock screen to roll up and reveal the Sign In screen.

## THE SIGN IN SCREEN

Once you've arrived at the **Sign In screen**, you may choose which user you would like to log in with. (In this example, John Smith is the only available user account, so it is already selected.) After having chosen a user, type the password into the provided field and press Enter on your keyboard or click the small arrow button to sign in:



## EASE OF ACCESS MENU

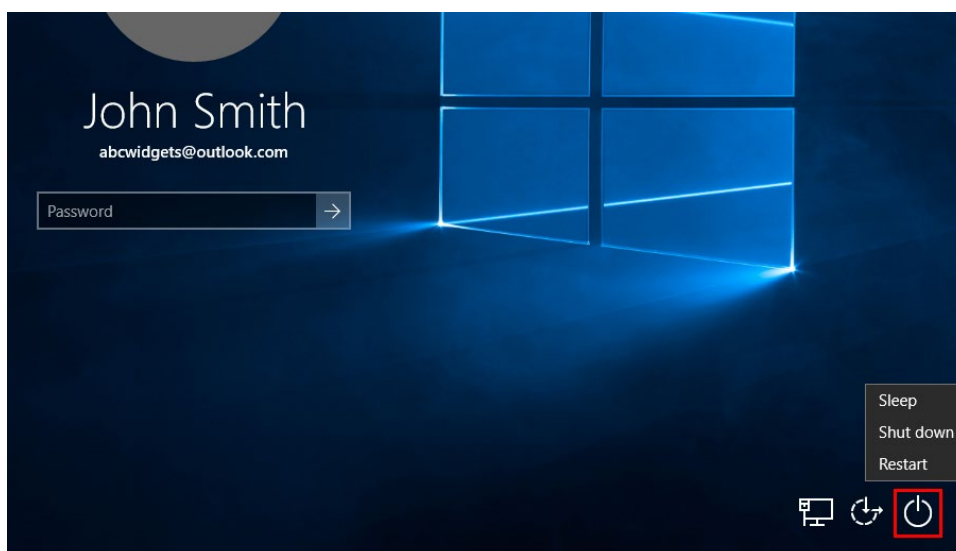
Located in the lower right-hand corner of the Sign In screen, the Ease of Access button (⌘) will display the **Ease of Access menu**. This menu includes several controls that you can use to adjust various accessibility options before you even sign in:



For example, you can change the screen contrast, adjust the magnification, display an on-screen keyboard, enable the Narrator feature, and much more.

## SHUT DOWN OPTIONS MENU

Also located in the lower right-hand corner of the Sign In screen is the **Shut Down button** (⏻). Clicking this button provides you with options to shut down the computer, restart it, or put it in sleep mode to conserve power without having to turn it off completely:



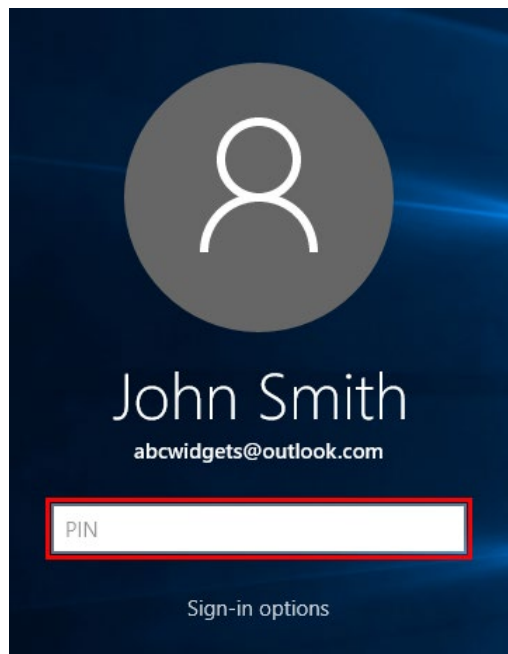
## PASSWORD SIGN IN

To help protect the contents of your Windows account, you will typically need to enter a password in order to sign into it. You can do this by typing it into the Password text box on the Sign In screen and pressing Enter or clicking the accompanying arrow button:



### Alternative Passwords

Aside from traditional alphanumeric passwords, Windows 10 also supports both **PIN** and **picture** passwords. PIN passwords are simple numeric passwords that can be used in place of a regular password. The idea behind this is that you can much more easily log into your Windows device using a numeric combination:

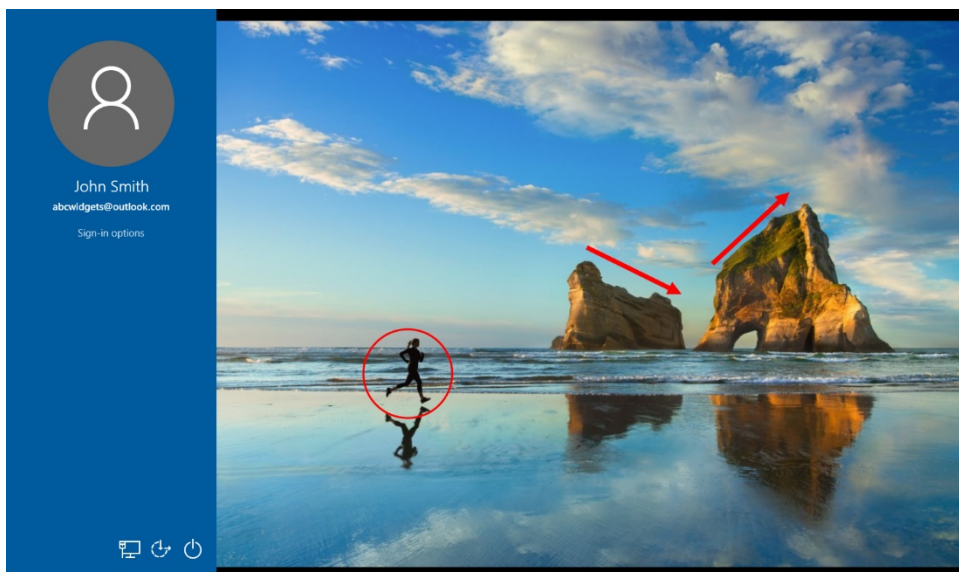


Note that if you have the PIN option enabled, the “Sign-in options” link will appear below the PIN field. Clicking this link allows you to log into your account using your standard password if you wish.

**Picture passwords** are similar to a PIN in that they offer you a simplified way to log into your account. Instead of having to type in your password, you recreate mouse gestures on a picture that you previously set up. If you have configured picture passwords for your account, the Sign In screen will look substantially different:



In order to log in, you need to recreate the gestures that you used when setting up the picture password. In this case, a circle was dragged around the runner, while angled lines were dragged along the tops of the cliffs:



Once you successfully recreate these gestures, you will be logged into your account.

# ACTIVITY 1-1

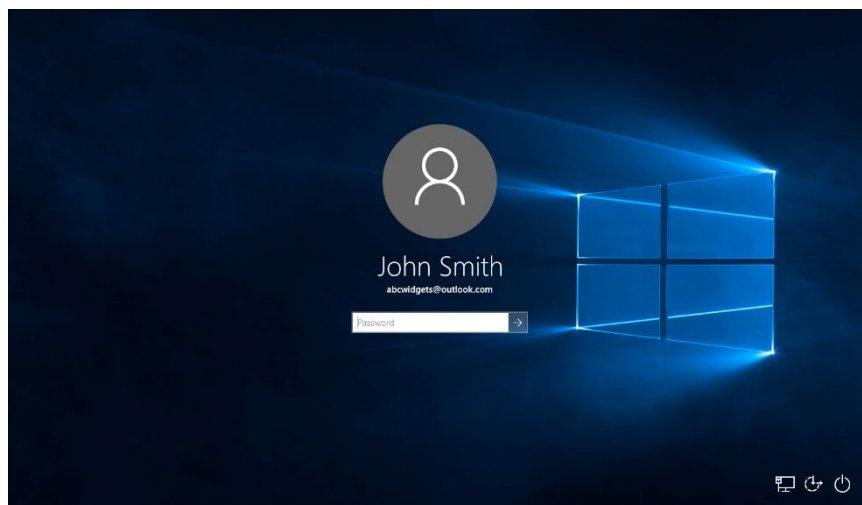
## Signing into Windows

To get started with Windows 10, you would like to start up your computer and sign into your account.

1. To begin, turn on your computer if it isn't on already.
2. Once the boot process is complete, the Lock screen will be displayed. Notice that it shows the current date and time. Additionally, your network connection will be indicated using an icon in the lower right-hand corner of the screen:



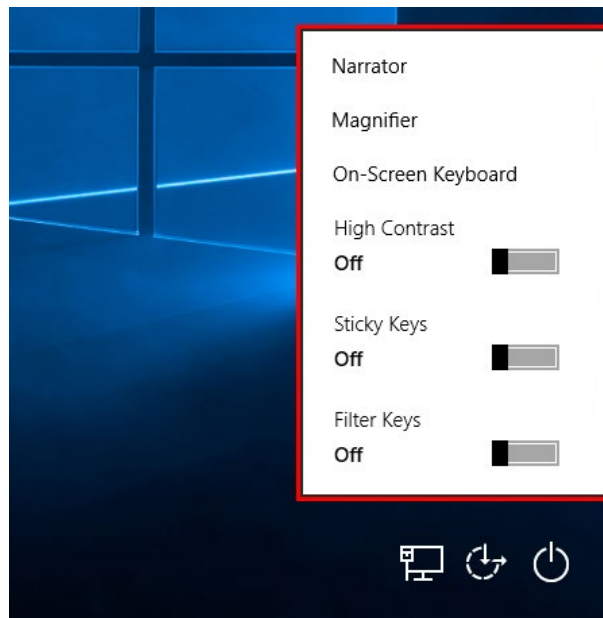
3. Press the Enter key on your keyboard to display the Sign In screen:



4. Review this screen and click the Ease of Access button (⌘):



5. The Ease of Access menu will provide you with a variety of different accessibility options. For example, you can increase the contrast of your screen by clicking the High Contrast option:



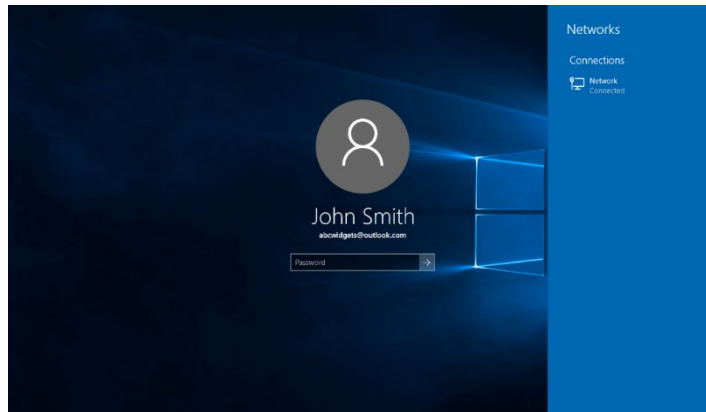
Note that the Narrator may begin automatically and audibly list the options on this menu.

6. Click the Network button (🌐):

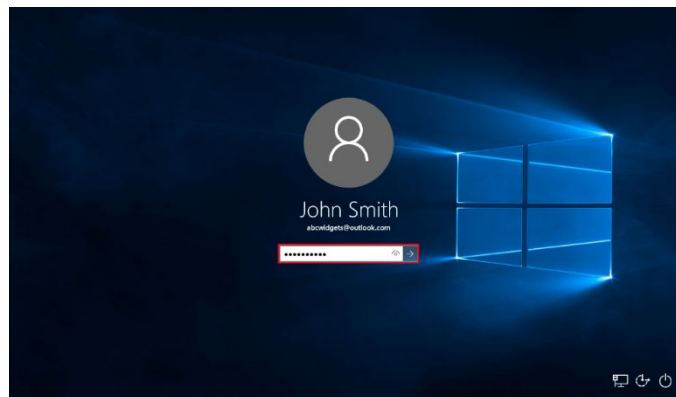




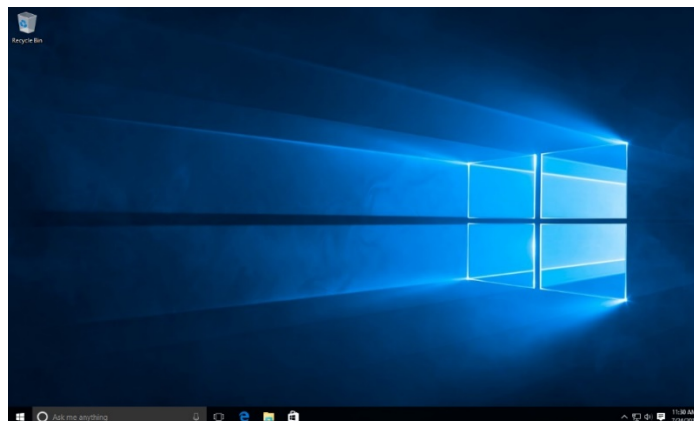
7. The Networks pane will now be displayed on the right side-hand of your screen. It will list any networks that your computer might already be connected to:



8. Click anywhere inside the Sign In screen to close this pane. Click inside the Password text box and type your password. Press Enter:



9. You will now be logged into your computer using your Windows account:



This exercise is now complete.

# TOPIC C: Navigate the Desktop

Once you have logged into Windows 10, you will be greeted with the desktop. This is where you will do most of your work in Windows; this is where software applications are displayed. Over the course of this topic, you will learn all about how to navigate through the desktop.

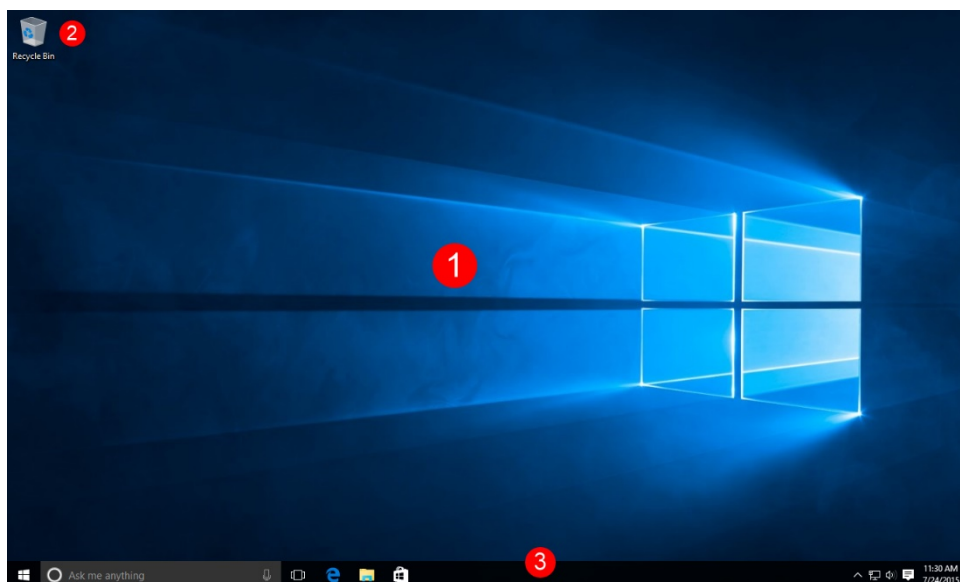
## *Topic Objectives*

In this topic, you will learn:

- About the desktop
- About the taskbar
- About the notification area
- About tooltips
- About context menus
- About jump lists
- About dialog boxes
- About desktop icons
- How to enable Tablet mode

## THE DESKTOP

Rather than show the Start screen (which was a large component of Windows 8 and Windows 8.1), Windows 10 will automatically display your computer's desktop:



The Windows 10 **desktop (1)** is designed to be used just as you would your desk or table at work. Items can be arranged in any order, folders and files can be saved on the desktop, and most programs run in separate windows on the desktop.



The **Recycle Bin icon (2)** is located in the upper left-hand corner by default. Any files that are going to be erased from your computer are stored here until the bin is emptied. If there are deleted files in the Recycle Bin, the bin will appear full:

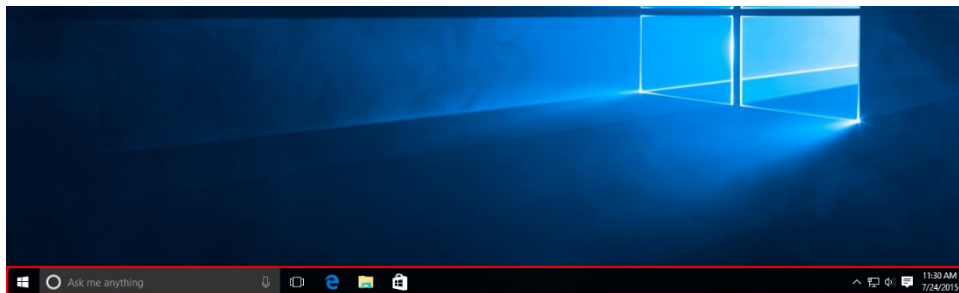


The **taskbar (3)** will display any programs you currently have open or have pinned to it. Additionally, the taskbar now incorporates a search field:



## THE TASKBAR

The taskbar is located along the bottom of your screen and incorporates the Start button, search field, and notification area. In between the search field and the notification area, all open or pinned programs and folders are displayed:



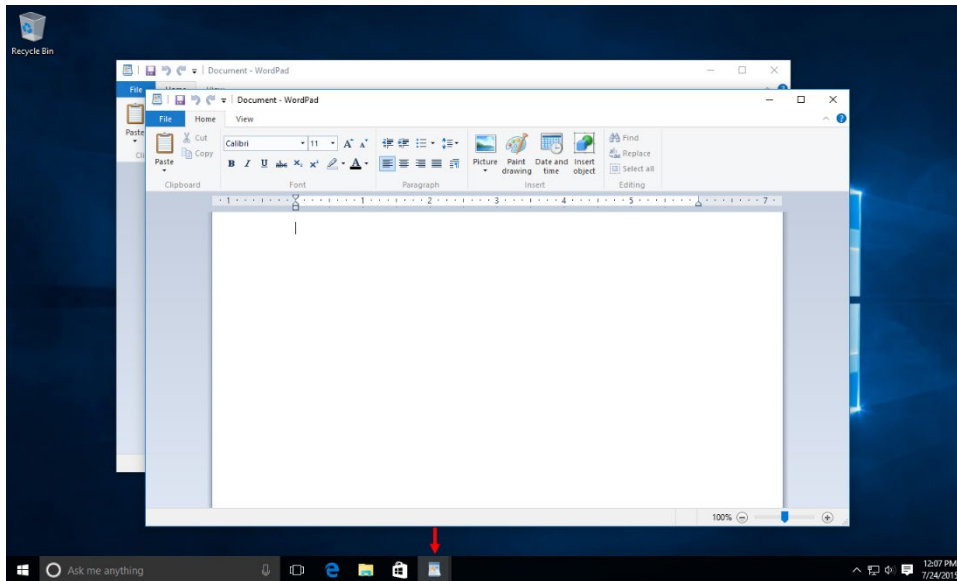
By default, the taskbar includes pinned icons for Microsoft Edge, File Explorer, and the Windows Store. Additionally, you will see an icon that toggles Task View. By hovering your mouse cursor over a pinned icon, you will see a tooltip that displays the application name:



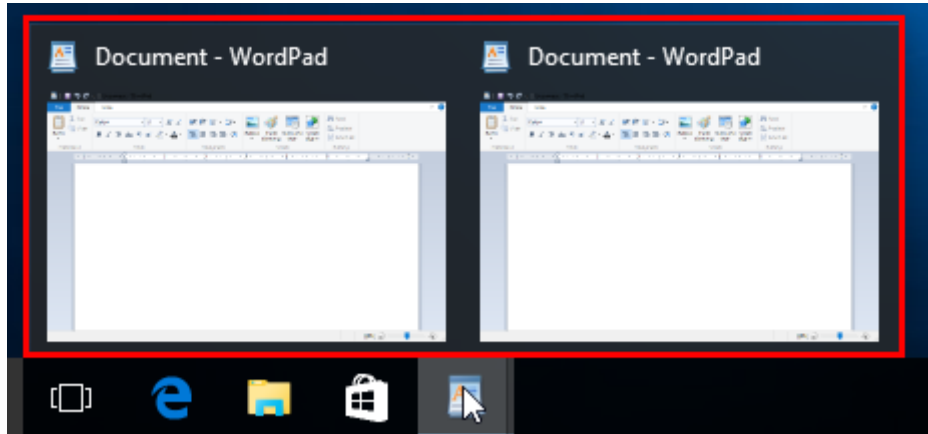
When an application is opened, that application's icon will appear to the right of any pinned icons:



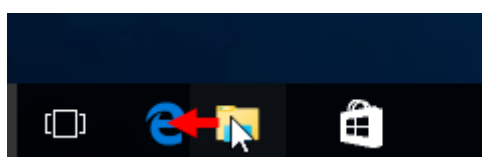
If you notice that an application icon on the taskbar appears to be stacked, this indicates that two windows for this application are open. For example, here you can see that two WordPad windows are open:



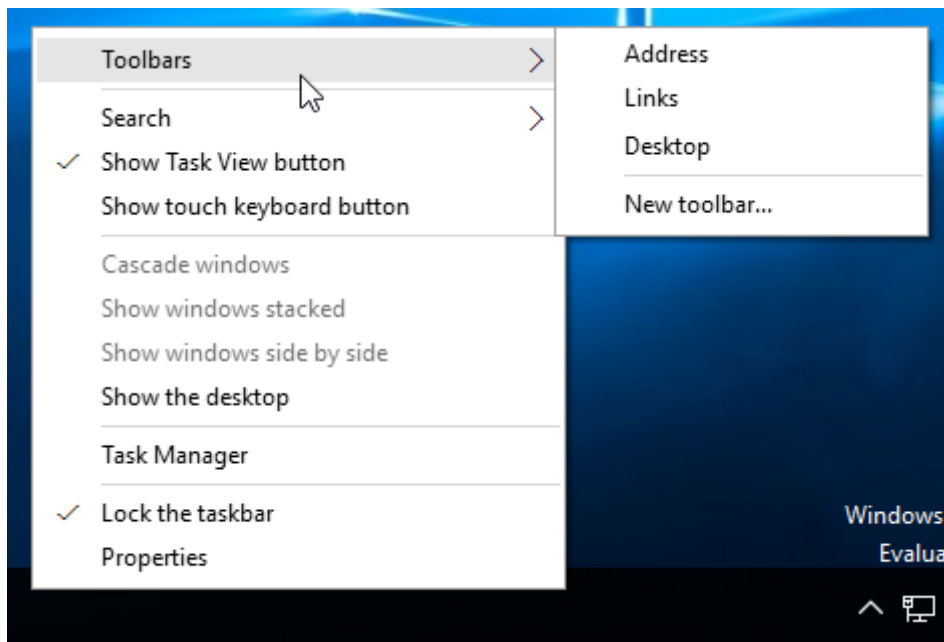
To see a thumbnail of what is being displayed in each window of an open application, hover your cursor over the icon of that application on the taskbar. For example, here are the thumbnails for two open WordPad windows:



As you open and use more applications, new application icons will be added to the right of the last taskbar item. You can click and drag these icons (including those that are pinned) wherever you like. For example, if you wanted to put the File Explorer icon in the first (left-most) position on the taskbar, you would click and drag the File Explorer icon to the left of the Microsoft Edge icon:



To customize the taskbar, right-click a blank area of it to display a context menu. Move your cursor over the **Toolbars** submenu and you will see a complete list of all the toolbars that can be shown (or hidden):



The taskbar context menu also gives you access to other options. For example, you can modify the search field, organize the windows on your screen in a variety of different ways, and lock the taskbar so that no changes can accidentally be made to it.

Clicking the Task Manager option will display the Task Manager window, while clicking the Properties option will give you access to more advanced taskbar options.

## THE NOTIFICATION AREA

Located in the lower right-hand corner of your screen, the **notification area** displays a number of small icons that show the status of some computer functions and programs, as well as the system date and time:

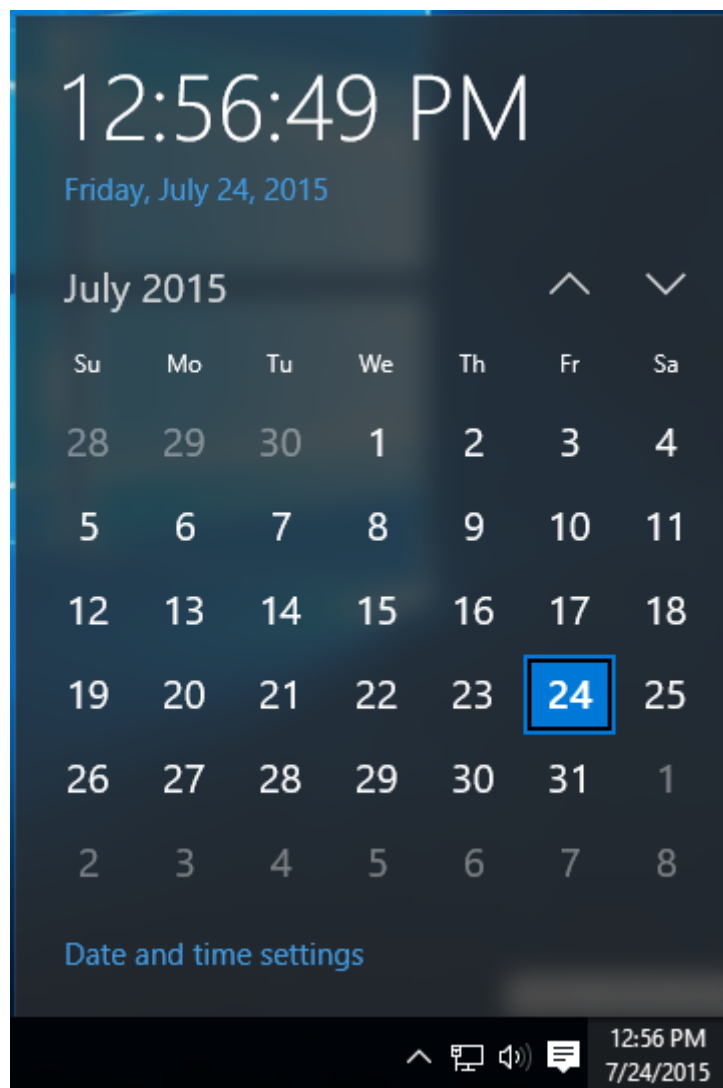


When you first log into Windows 10, there are a few services and background programs that start in order to provide extra functionality for the computer. For example, you will see icons that provide information about network connectivity, sound volume, and the Action Center. Certain icons (typically those that are related to programs) in the notification area will hide themselves in order to make more room on the taskbar. To view hidden items, click the “Show hidden items” button (⬆️):



Most icons in the notification area can be interacted with by clicking, double-clicking, or right-clicking on them.

For example, if you click the time, you are shown a basic calendar as well as controls to access date and time options:



## TOOLTIPS

If you are ever unsure of what an icon in the notification area or on your desktop is used for, you can hover your mouse cursor over that item to display a **tooltip**. This tooltip will typically display the name of the item, but sometimes it can include a description and other information.

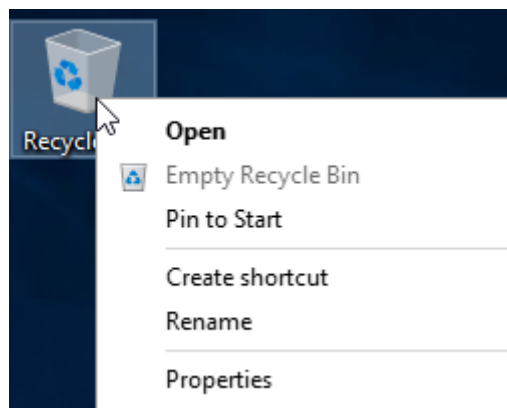
For example, if you hover your cursor over an icon in the notification area, you will see a tooltip that describes its current state:



## CONTEXT MENUS

**Context menus** appear when you **right-click** an item in Windows 10. This menu will provide you with options to work within the context of the item that was selected.

For example, if you right-click the Recycle Bin on your desktop, you will see an option to empty it, pin it to the Start menu, and more:

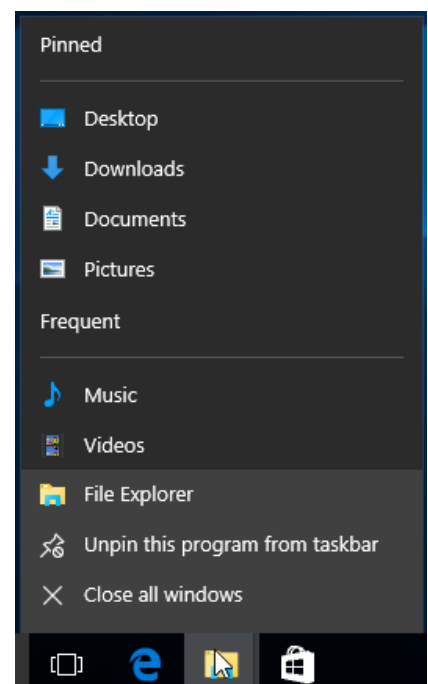


If you are trying to interact with an item in Windows but can't find the option that you are looking for, there's a good chance it can be found in the context menu.

## JUMP LISTS

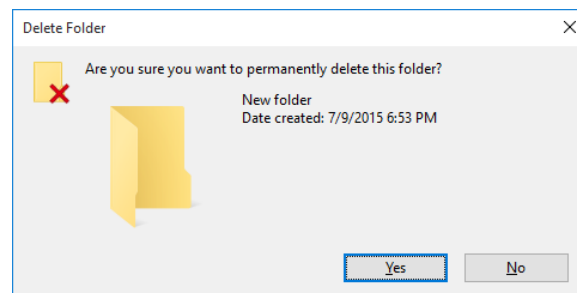
A **jump list** appears when you right-click a program icon on the taskbar, or if you click and drag an icon off the taskbar in an upwards direction. For example, the jump list for the File Explorer icon looks like the image to the right:

How the top portion of a jump list looks will depend upon what application it is for. In this case, there is a list of folders that have been pinned in File Explorer, as well as a list of folders that are frequently accessed. The lower portion of a jump list will consist of at least two options: a shortcut to open the application (File Explorer in this case) and a command to pin (or unpin) this application to the taskbar. If the application is already running, you will also see a command to close it and any of its open windows.



## DIALOG BOXES

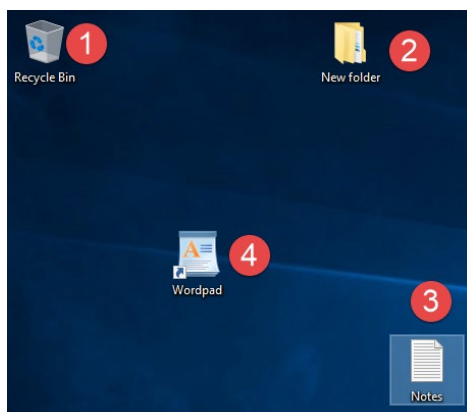
While working with Windows 10, you may run into a **dialog box**. These are small graphical pop-ups that are used to provide you with information about a task that you are about to do, or want to do, as well as prompt you for a response. For example, if you choose to permanently delete a folder, a dialog box will be displayed that asks you to confirm this action:



In this case clicking Yes will delete the folder, while clicking No will cancel the action and close the dialog box. However, you may run into dialog boxes that only include a single OK button, or buttons that complete unique actions. Clicking the Close button (X) in the upper right-hand corner of a dialog box has the same effect as clicking No or Cancel. If you do not see this button available, you must choose one of the buttons on the dialog box to continue.

## DESKTOP ICONS

There are several different **desktop icons** that you might run across as you work with Windows 10.



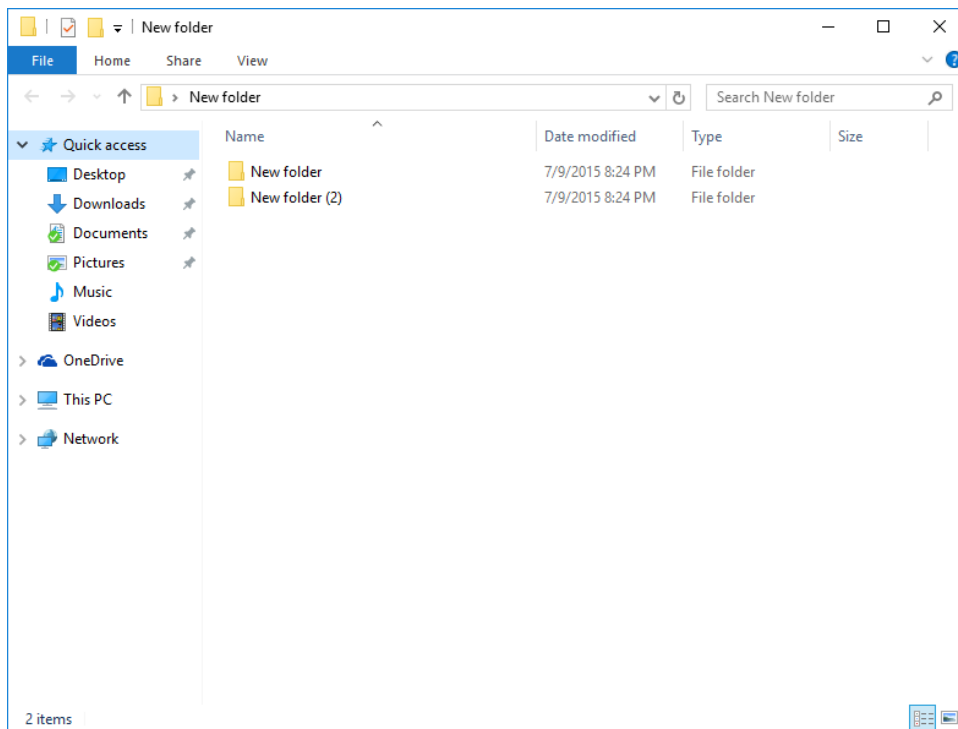
In the example to the left, you can see four icons. As you already know, the **Recycle Bin (1)** is a storage area for files or folders that are ready to be deleted.

There is also a **folder (2)** called “New folder” that contains subfolders and data. (You can tell this because the icon of a folder in Windows 10 will change to reflect its content. For example, if there was a folder on your desktop with some pictures inside, you would see small thumbnail images of some of those pictures poking out of the folder.)

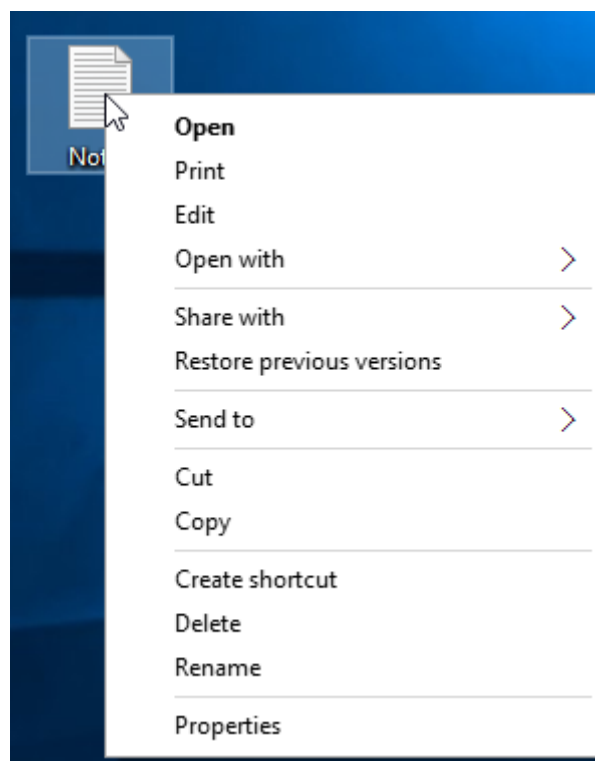
The “Notes” icon is a **file (3)** that was created in Notepad (a very basic text editor) and saved on the desktop. This means that the file will always be there on the desktop until it is moved or deleted.

Finally, the last icon is a **shortcut (4)** that is used to open Microsoft WordPad, a very simple word processor that is included with Windows 10. Shortcuts are direct links to files, folders, or (most often) applications. You can tell that this is a shortcut by the small arrow in the corner of the icon.

Clicking any of these icons will select it. Double-clicking an icon will open the file/folder or launch the application. Here we can see the contents of the “New folder” folder displayed in File Explorer after it was double-clicked:

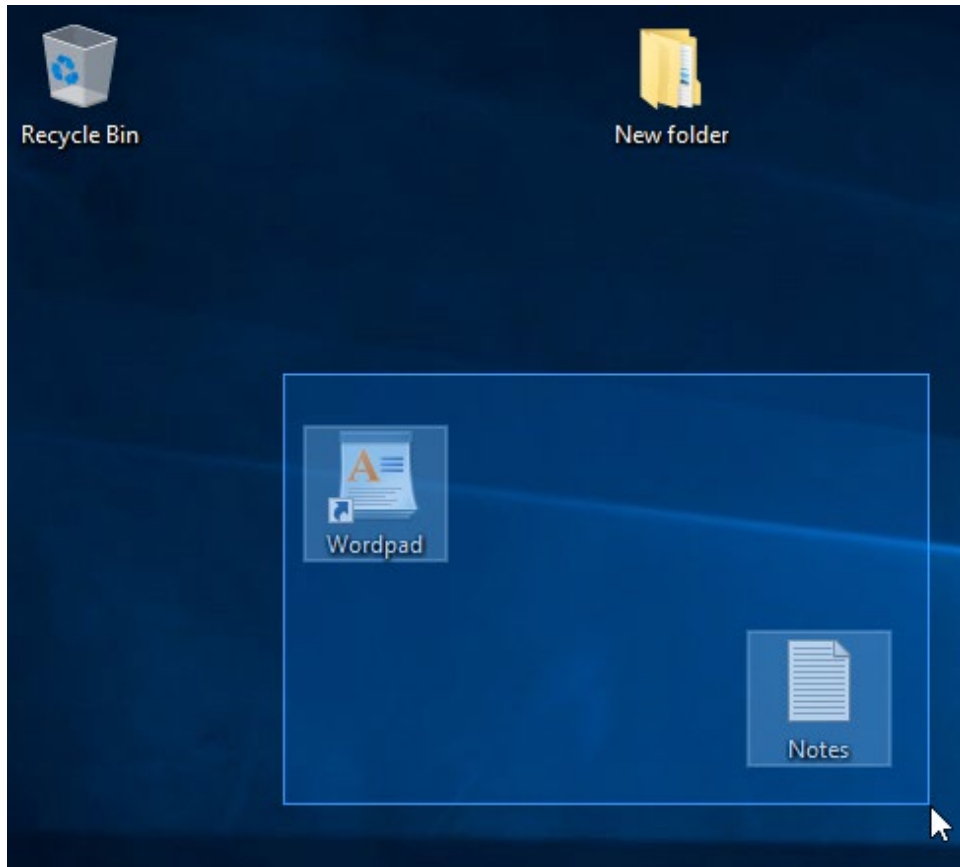


You can also right-click an icon to see contextual options based on that particular item. For example, when you right-click a file icon you will see options to cut it, copy it, rename it, and much more:



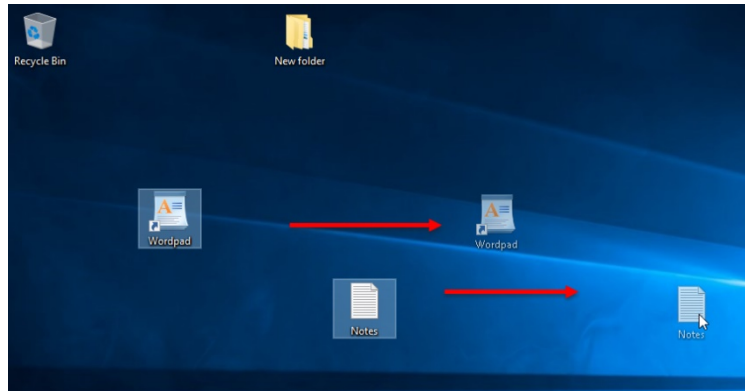
Icons can be moved one at a time around the desktop by clicking, dragging, and then releasing the icon at the desired location. Additionally, you can move files in and out of folders using this method.

To move multiple icons all at once as a group, first **click and drag a box around the icons in question** to select them. You will see a blue area outlining where you have dragged; this means that the items are selected. Below, you can see that two desktop icons are about to be selected:





Upon releasing your mouse button, any icons within the selection area will now be selected. Now if you click and drag any of the selected icons, you can move all of them as a group:



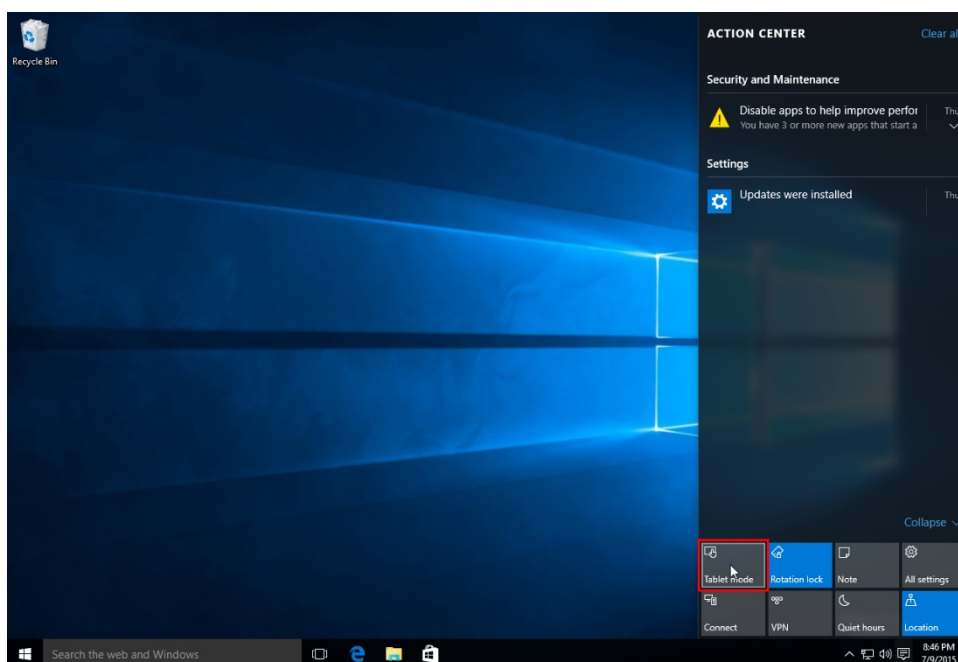
## ENABLING TABLET MODE

First introduced in Windows 8, the Start screen was a full-screen replacement for the Start menu, but with many more features and expanded customization capabilities. While this feature proved useful for those with touch-enabled devices, it was less useful for traditional PC users. While the default Start screen was done away with in Windows 10, it can be brought back by enabling **Tablet mode**.

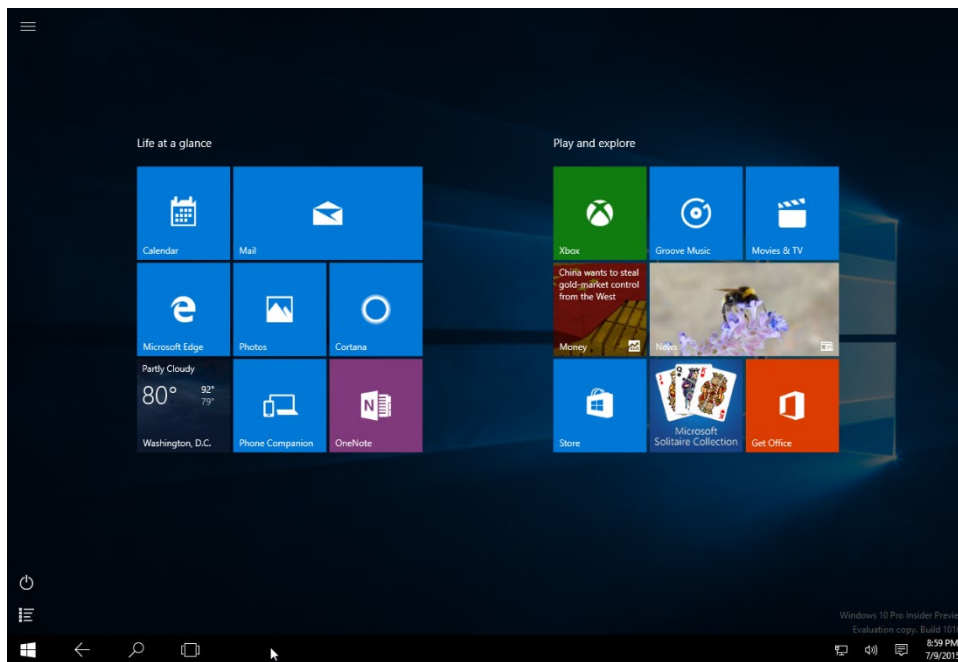
To enable Tablet mode, first click the Action Center icon in the notification area:



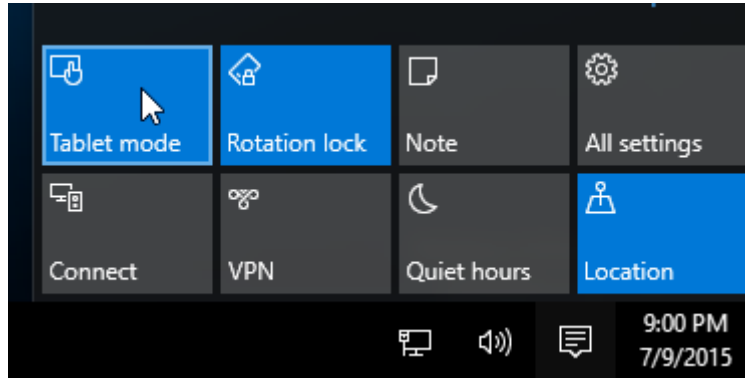
The Action Center pane will open along the right-hand side of your screen. In the Action Center, click “Tablet mode:”



With Tablet mode enabled, your screen will change to incorporate the Start screen. Additionally, any traditional windowed applications will be replaced with full screen apps and access to the desktop will be removed:



To disable Tablet mode, follow the same steps and deselect the "Tablet mode" option:

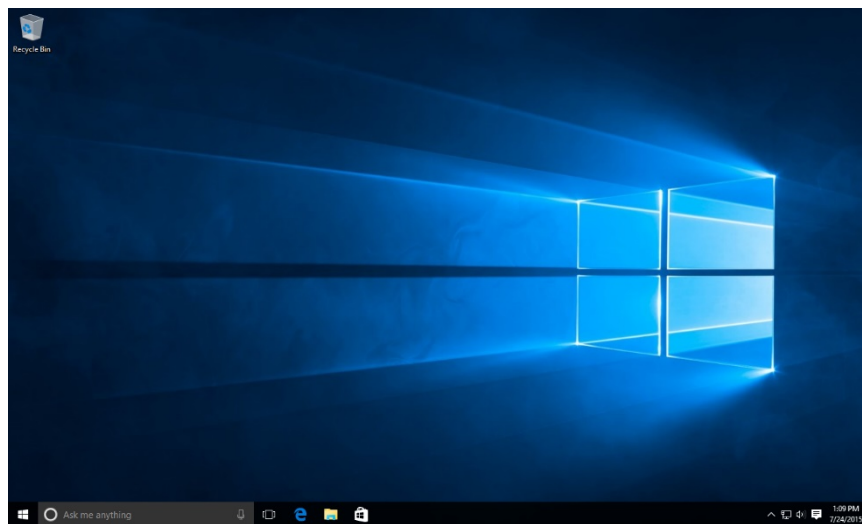


# ACTIVITY 1-2

## Navigating the Desktop

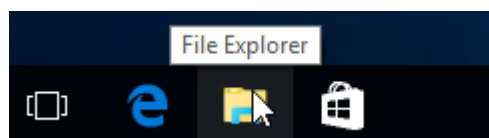
Now that you understand how to sign into your Windows 10 account, you would like to begin acquainting yourself with its interface. Specifically, you would like to practice navigating the desktop.

1. To begin, turn on your computer if it isn't on already and log into your Windows account.
2. The desktop will now be displayed:

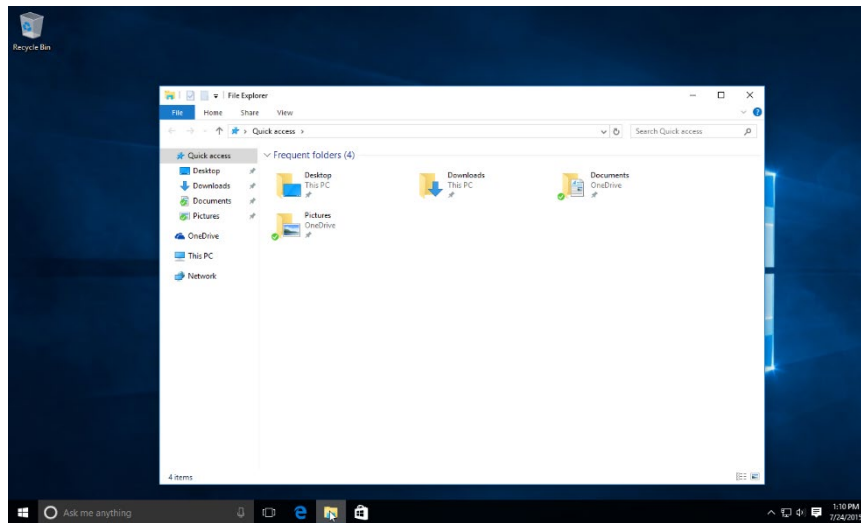


(Your desktop may be slightly different from what is shown here. If so, that's OK.)

3. Move your cursor over the File Explorer icon on the taskbar. A tooltip will be displayed:

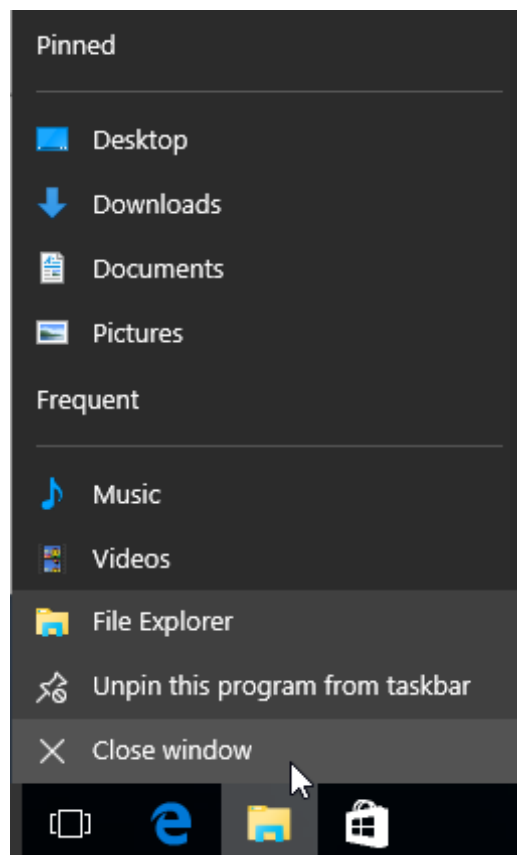


4. Click the File Explorer icon to display the File Explorer window on your desktop:

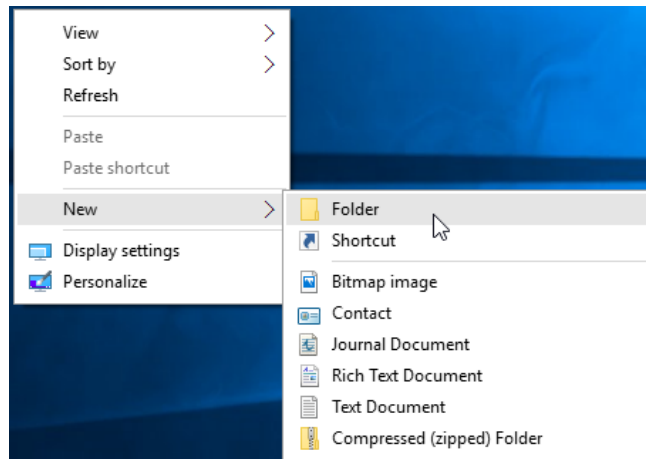


(Note that the application’s taskbar icon is now underlined to indicate that it is open.)

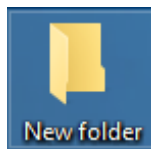
5. Right-click the File Explorer icon. You will see a jump list. Click “Close window:”



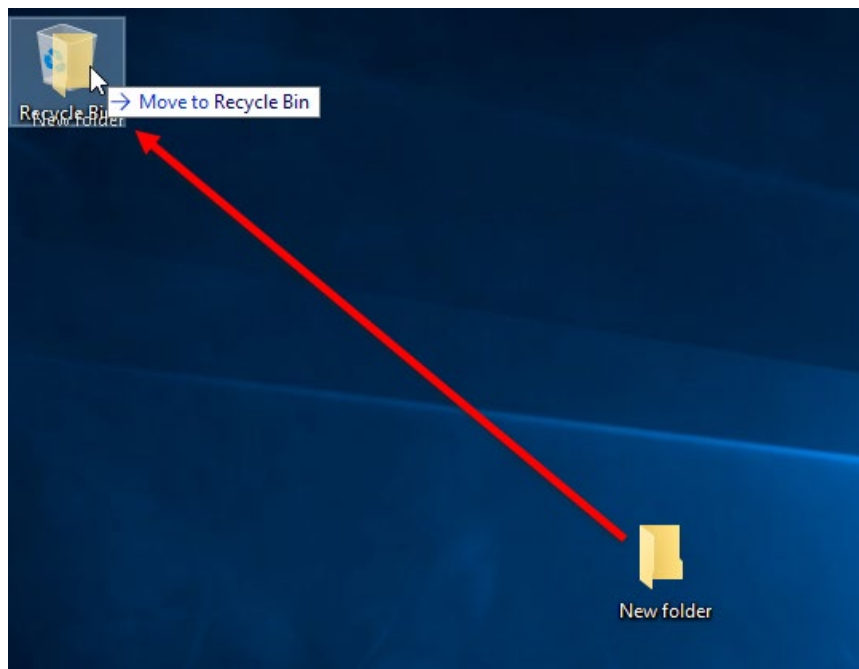
6. Right-click on a blank area of the desktop and click New → Folder:



7. A folder icon will appear on the desktop with the name selected. Press Enter to apply the default name ("New folder"):



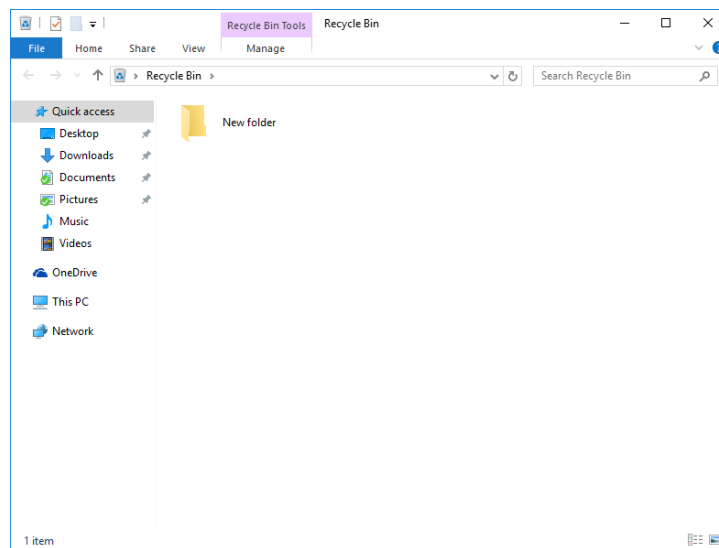
8. It turns out that you do not need this folder, so click on this folder to select it. Then, use your mouse to drag this folder to the Recycle Bin:



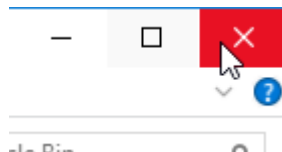
9. Release your mouse button to place the folder in the Recycle Bin. Note that the icon will change to indicate that it currently has items in it. Double-click it:



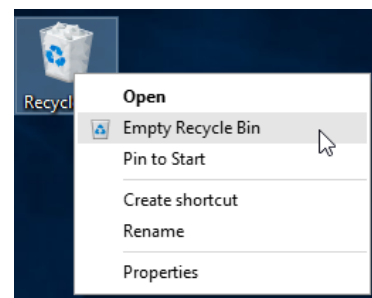
10. The Recycle Bin will now be open in File Explorer. You can see the “New folder” folder listed:



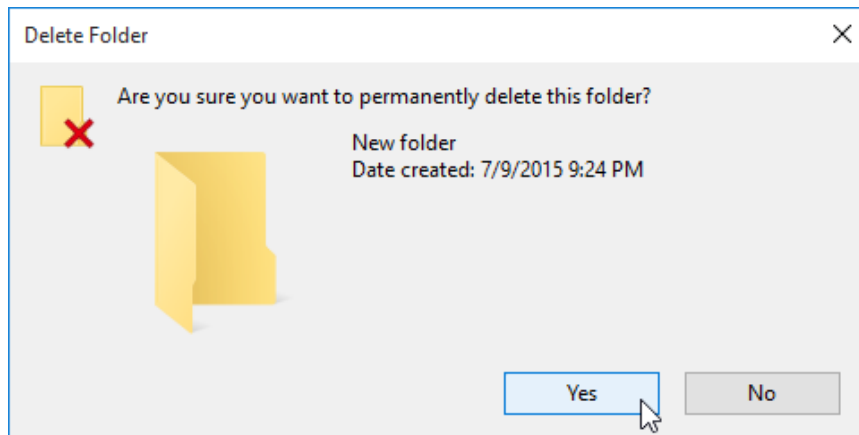
11. Click the Close button in the upper right-hand corner of the File Explorer window:



12. Right-click the Recycle Bin icon and click Empty Recycle Bin:



13. A dialog box will be displayed that asks you to confirm your choice to delete the contents of the Recycle Bin permanently. Click Yes:



14. The Recycle Bin is now empty and its icon will have changed to reflect that state:



This exercise is now complete.

# TOPIC D: The Start Menu

Windows 10 uses the Start menu's as the primary gateway to everything your computer has to offer. All installed programs can be accessed here. As well, you can view different locations on your computer, access your computer's settings, and more. Over the course of this topic, you will learn all about the Start menu.

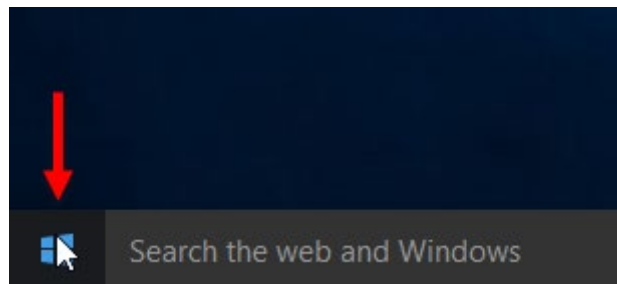
## *Topic Objectives*

In this topic, you will learn:

- How to use the Start button
- About the different parts that make up the Start menu
- About regular tiles and live tiles
- How to resize the Start menu
- How to view all apps in the Start menu

## USING THE START BUTTON

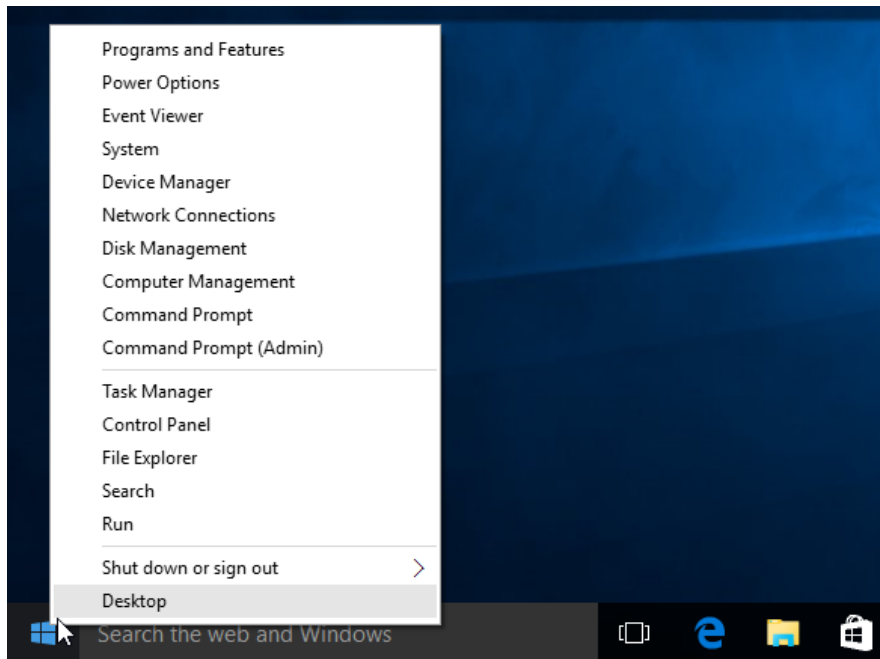
To view the Start menu, click the **Start button** in the lower left-hand corner of your screen:



(Alternatively, you can open the Start menu by pressing the Windows key on your keyboard.)

In addition to displaying the Start menu, the Start button provides you with quick access to many different Windows tools and settings. To view these options, **right-click the Start button**:

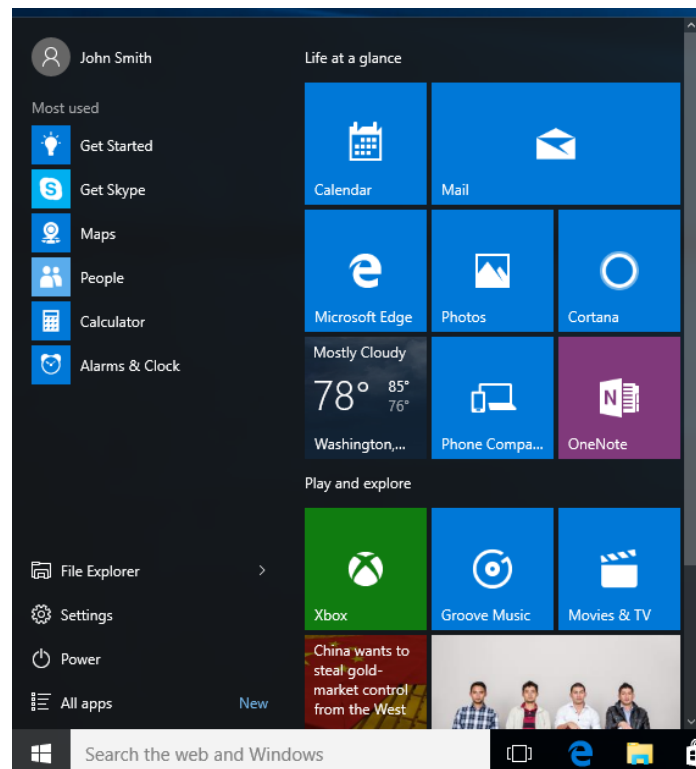




In addition to a variety of tools and utilities, you can also find options to sign out of your account and shut down your computer.

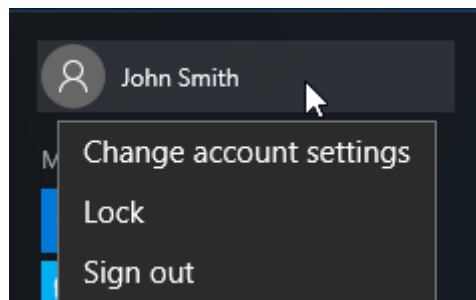
## ANATOMY OF THE START MENU

The Windows 10 **Start menu** takes some concepts from the Start screen that were used in Windows 8 and incorporates them into the traditional Start menu that has been included in Windows since 1995:

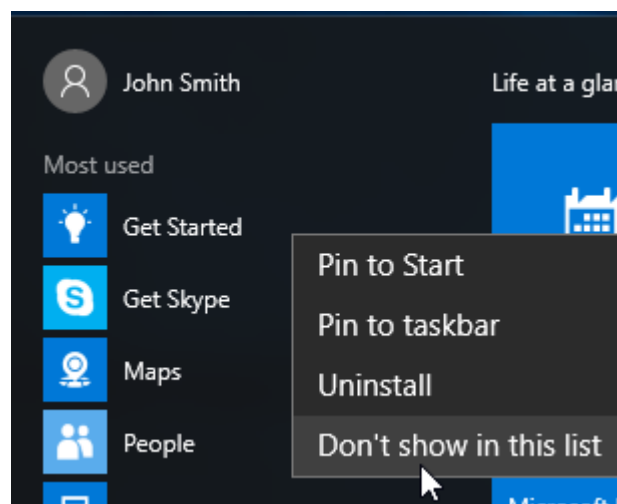


For example, you will see that the right side of the Start menu is populated with **tile groups**. These tiles act just like shortcuts on the desktop in that clicking on them will open an associated app or software application. These tiles can be grouped or rearranged into categories to suit your own preferences and you can add your own tiles if you wish. However, keep in mind that each copy of Windows 10 includes the same set of basic tiles. As there are quite a few different tiles on the Start menu, a vertical scroll bar is provided so that you can see all the tiles that are available.

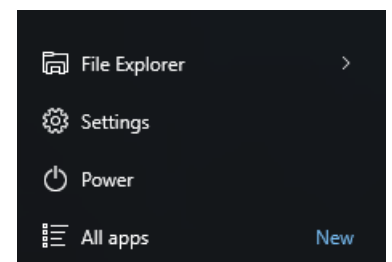
In the top left-hand corner of the Start menu, you will see your **user name** and **profile picture**. Clicking on this item will provide you with options to change account settings, lock your account, and sign out of it entirely:



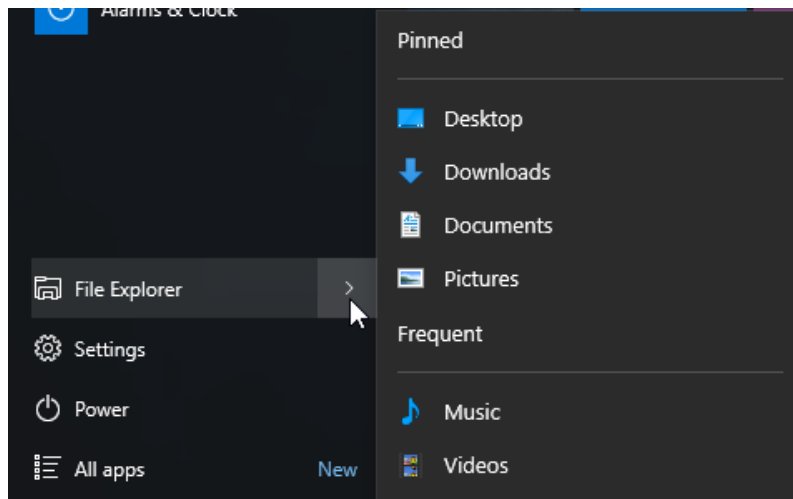
Just below your user name, you will see a list of **frequently used apps**. The items that populate this list are added automatically. Although you cannot add items to it manually, you do have the ability to remove items. To do this, right-click an item and then click, "Don't show in this list:"



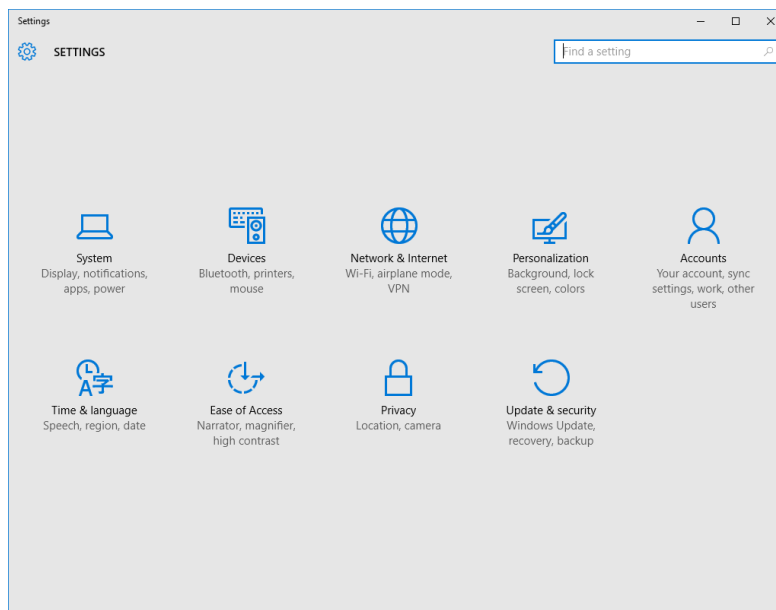
In the lower left-hand corner of the Start menu you will see a **list of core commands**:



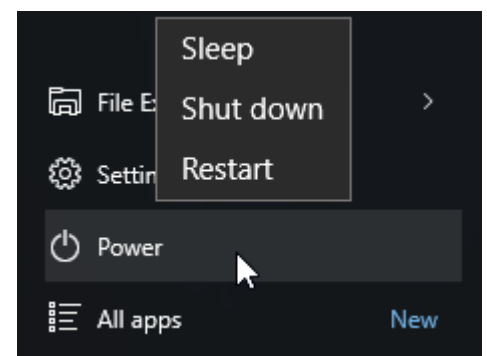
Clicking the **File Explorer** entry will display File Explorer on your desktop. If you click the **small arrow** that is adjacent to this entry, you will see a jump list that includes pinned and frequently accessed locations:



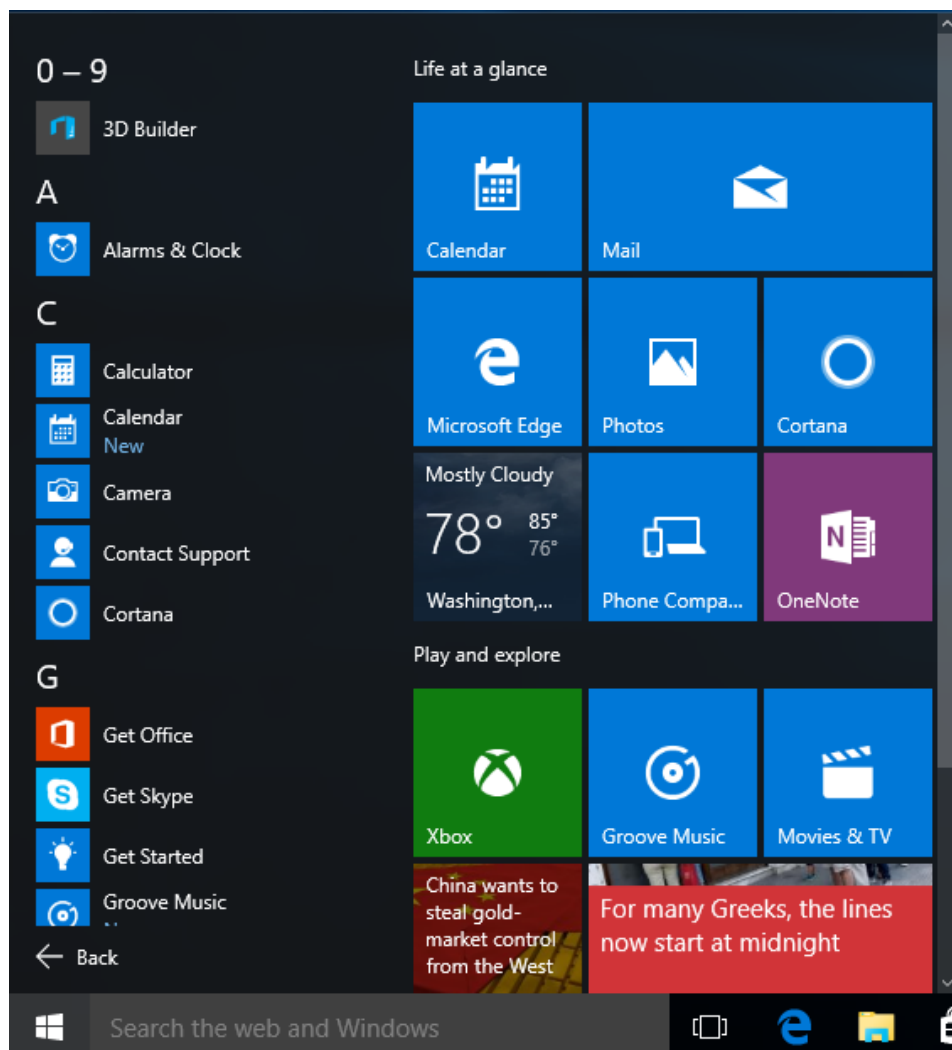
Clicking the **Settings** listing will display the Settings window:



Clicking **Power** will provide you with options to temporarily suspend your computer by putting it to sleep, restarting it, or shutting it down entirely:



Clicking the “**All apps**” listing will turn the entire left side of the Start menu in an alphabetical list that displays every app and desktop application that has been installed on your computer:



Finally, while it is not part of the Start menu per se, it is important to note that the **search field** on the taskbar will automatically become active when the Start menu is displayed. This means that if the Start menu is displayed, anything you type will automatically be entered into the search field. This system allows you to quickly find and open applications by typing their name and then pressing the Enter key without having to navigate through the Start menu at all.

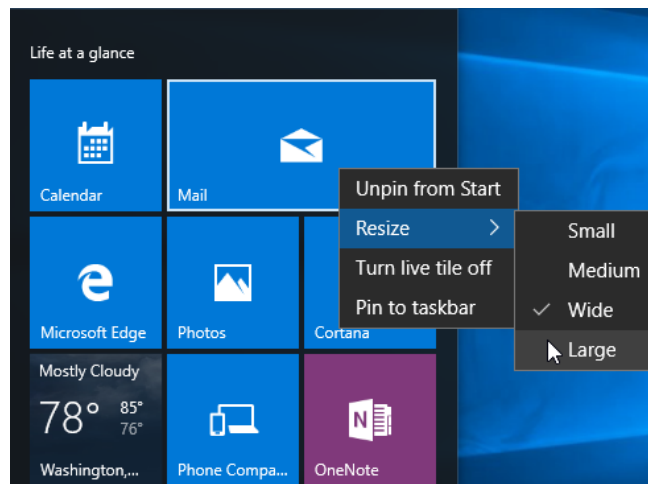
## TILES

Each **tile** in the Start menu represents an associated app or desktop application. Clicking on these tiles will open that application on your desktop. While there are many different tiles that represent many different apps shown here by default, it is important to remember that this section of the Start menu is entirely customizable. You can remove tiles, add tiles, categorize them into new or existing groups, and rename those groups.

### Resize Tiles

Tiles can come in four different sizes: **small**, **medium**, **wide**, and **large**. In the default configuration, most of the tiles use the medium size, but tiles that display information more often use the wide size. However, a tile can be resized to any of the above four sizes.

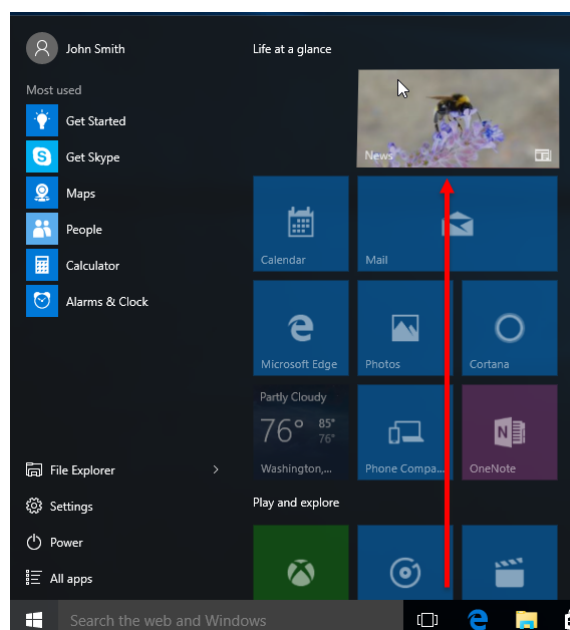
To resize a tile, right-click on it and move your cursor over the Resize option. The Resize submenu lists all the available sizes and the current one will be denoted by a checkmark. Click a new size to apply it:



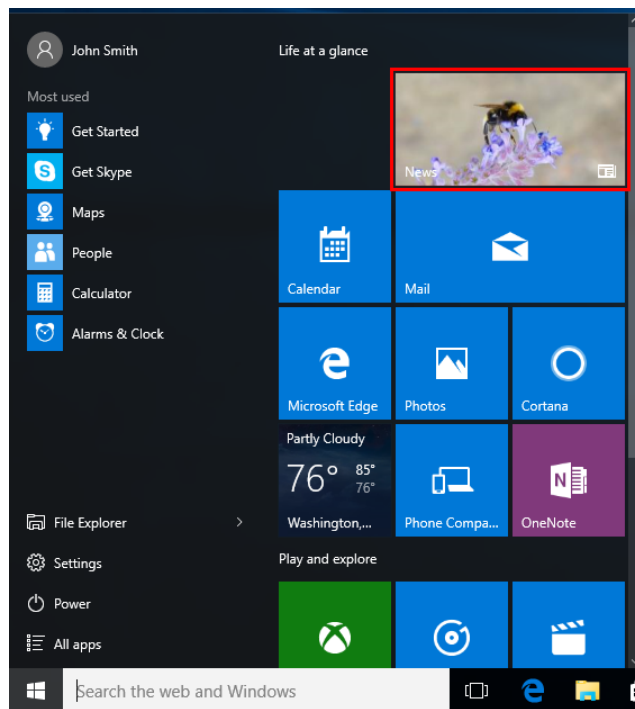
### Move Tiles

Tiles can be moved around within their categories, as well as from one category to another. Just like when moving icons around on your desktop, tiles are moved using the click and drag method.

For example, suppose that you wanted to move the News tile to a more prominent place at the top of the Start menu. To do this, you would click and hold down your mouse button on this tile and then drag it upwards:



As you are dragging this tile, any adjacent tiles will darken and automatically move to accommodate the News tile's new location. Once your cursor has arrived at the new location, releasing your mouse button will place it there:



### Rename Sections

To help keep things organized, tiles on the Start menu can be sorted into **sections**. By default there are two sections: "Life at a glance" and "Play and explore." Both these and any other sections can be renamed by clicking on the section name and then typing into the provided text box:

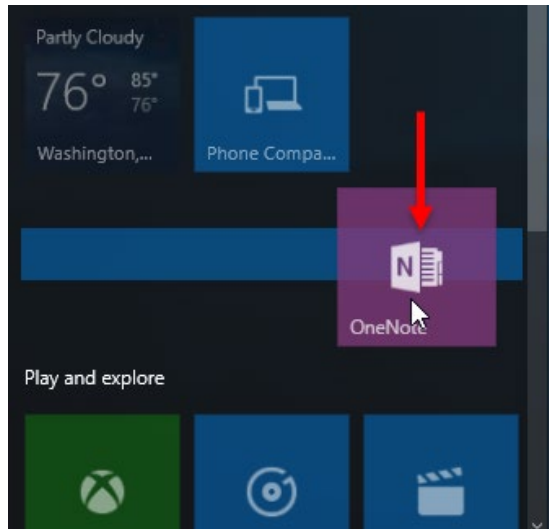


After renaming a section, press the Enter key to apply the new name:

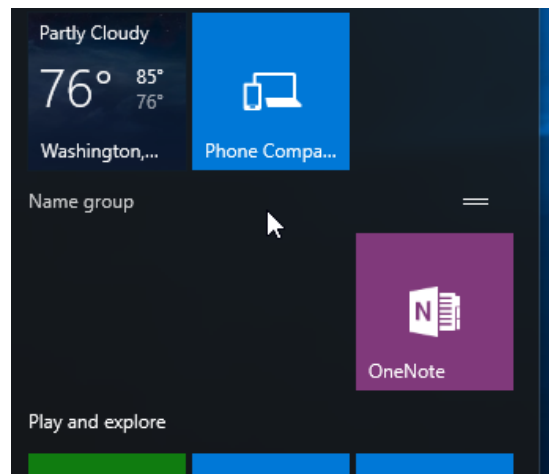


### Add New Sections

To create a new tile section, click and drag a tile so that it appears above the title of an existing section. When you see a coloured bar, you are in the right position:

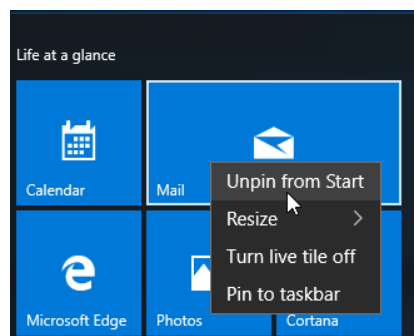


Release your mouse button to create the new tile section and add the current tile to it. While this new tile section does not yet have a name, a placeholder name will appear. From there you can rename the section as normal:

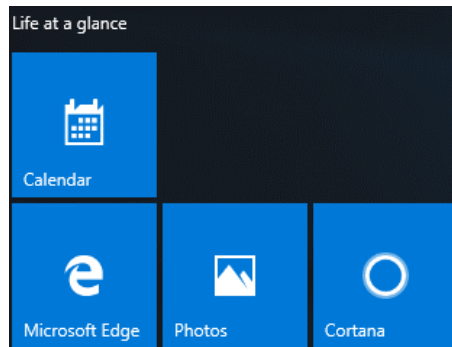


### Remove Tiles

Any tile that appears on the Start menu can be removed. To do this, right-click the tile in question and then click “Unpin from Start:”



The selected tile will then immediately be removed from the Start menu:



If you wish, you can even remove all the tiles from your Start menu so that only the left side of the Start menu is displayed.

## LIVE TILES

By default, many tiles are considered **live tiles**. These types of tiles show live and constantly updating information directly.

For example, you can see the top headlines within the News tile, current weather conditions in the Weather tile, financial news in the Money tile, and your latest e-mail messages in the Mail tile:





To disable this feature for a specific tile, right-click it and click “Turn live tile off:”

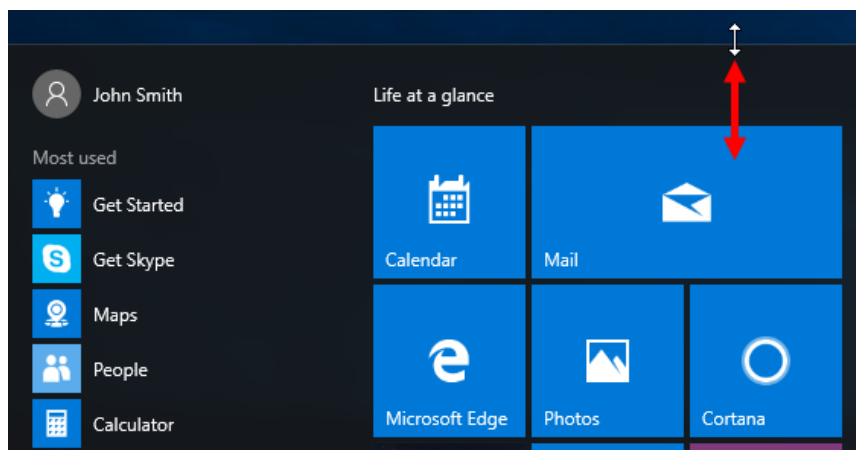


To re-enable this feature, click the “Turn live tile on” option instead.

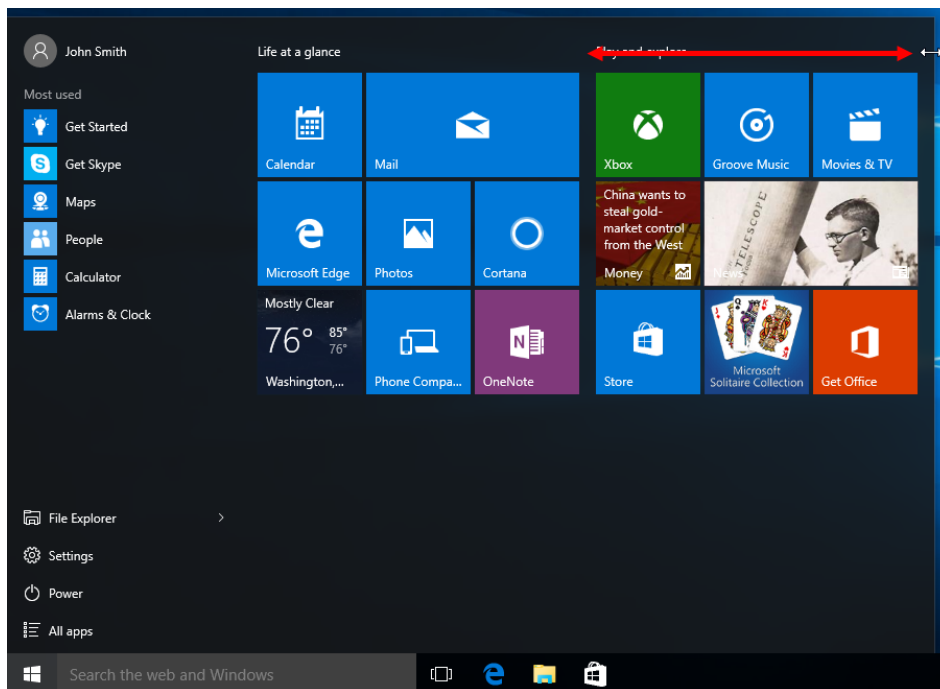
## RESIZING THE START MENU

While the contents of the Start menu can be modified, you can also change its dimensions. For example, if your PC uses a widescreen monitor you might want to increase the width of the Start menu, or you could increase the height of the Start menu so that you don't have to scroll to see all the tiles that have been pinned to it.

To **resize the Start menu vertically**, move your cursor to the top edge of the menu until you see it turn into a double-headed arrow. Next, drag upward to increase the size of the Start menu or downward to decrease it:



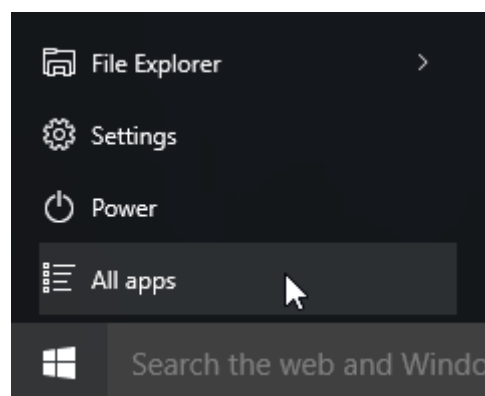
To **resize the Start menu horizontally**, move your cursor to the right-most edge of the menu until you see your cursor turn into a double-headed arrow. Next, drag to the right to increase the width of the menu or to the left to decrease it:



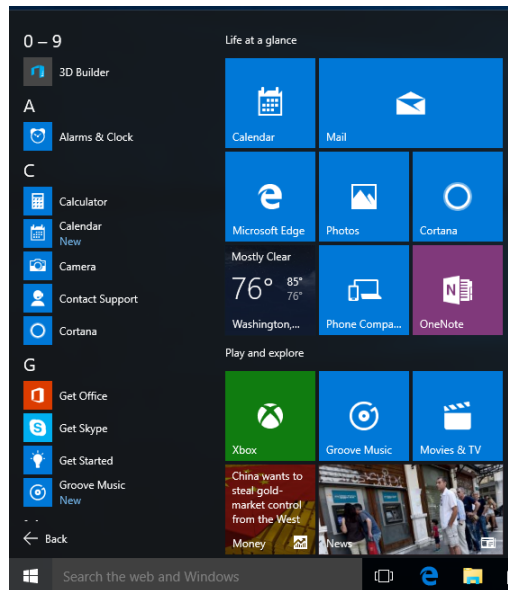
Note that when you resize the Start menu horizontally, you are only able to do it in increments that equal the width of all the tiles in a particular section. This means that if the Start menu includes two sections, you can have the two sections appear adjacent to each other to have a wider menu, or above and below each other to have a taller, narrower menu.

## VIEWING ALL APPS

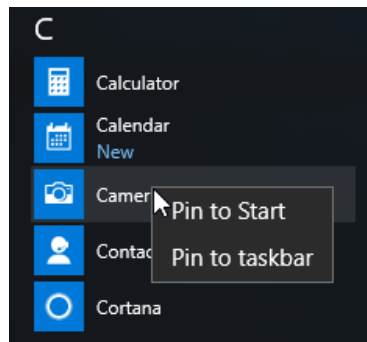
To view a list of all the apps and applications that have been installed on your computer, click the “All apps” option in the lower left-hand corner of the Start menu:



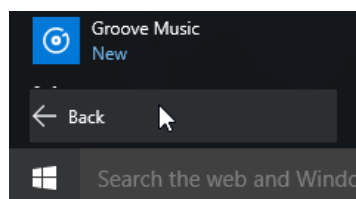
Now, the list of apps will be displayed and organized alphabetically:



Clicking on an entry listed here will launch the associated app, while right-clicking on an entry will give you options to pin this app to the Start menu or to the taskbar:



To return the Start menu back to its default state, click the Back button:



## Summary

Over the course of this topic you were introduced to the concept of PC's and how they operate. Additionally, you should now be comfortable completing very basic tasks in Windows 10, including signing into your Windows 10 account, navigating the desktop, and using the Start menu.



# **LESSON 2:**

# **USING WINDOWS STORE APPS**

# **AND NAVIGATION FEATURES**

## **Lesson Objectives**

In this lesson you will learn how to:

- Multitask with apps
- Search your computer
- View notifications

In this lesson you will learn about:

- Windows Store apps
- Windows 10 navigation

# TOPIC A: Multitask with Apps

One of the core functionalities found in Windows 10 is the ability to multitask with apps. By being able to master this functionality, you will be able to work much more efficiently with multiple applications. Over the course of this topic, you will learn all about how to multitask with apps.

## Topic Objectives

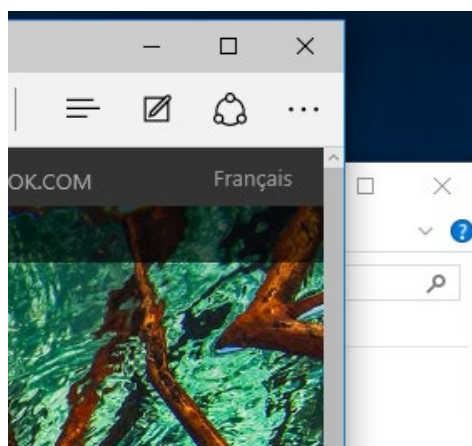
In this topic, you will learn:

- How to switch between apps
- About the Snap feature
- How to use the Snap Assist feature
- How to close an app

## SWITCHING BETWEEN APPS

In Windows, you can interact with different windows and items as if you were moving objects around on the surface of a desk. For example, windows can overlap each other and can be stacked. If you have two or more open apps on your screen, you can switch back and forth between them by clicking on a portion of the window.

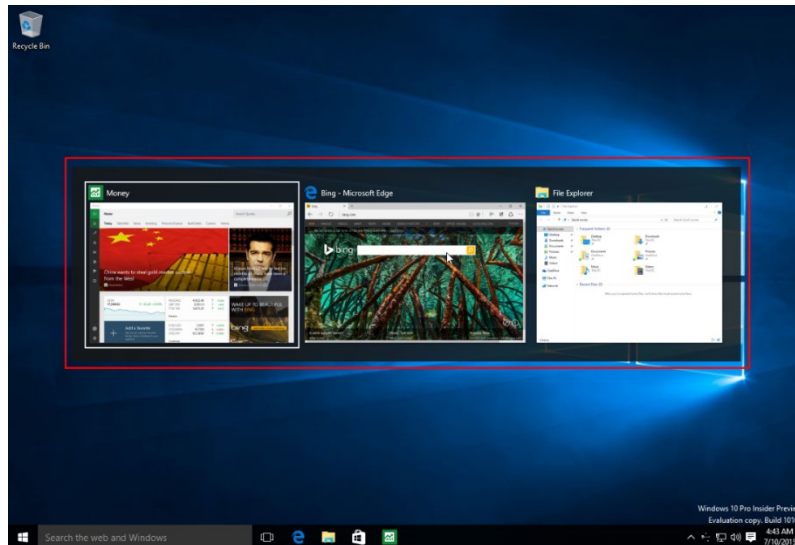
In the image below, there are two open windows. Notice how the Microsoft Edge window has a thin blue border and overlaps the File Explorer window. Both of these things mean that the Microsoft Edge window is the currently the active window:



When you have several windows open at once, clicking between windows (and sometimes moving them) becomes impractical. That's why every window that is currently open on your desktop displays an associated icon on the taskbar with a blue underline. The active window will also have an icon that will appear shaded in compared to the others.



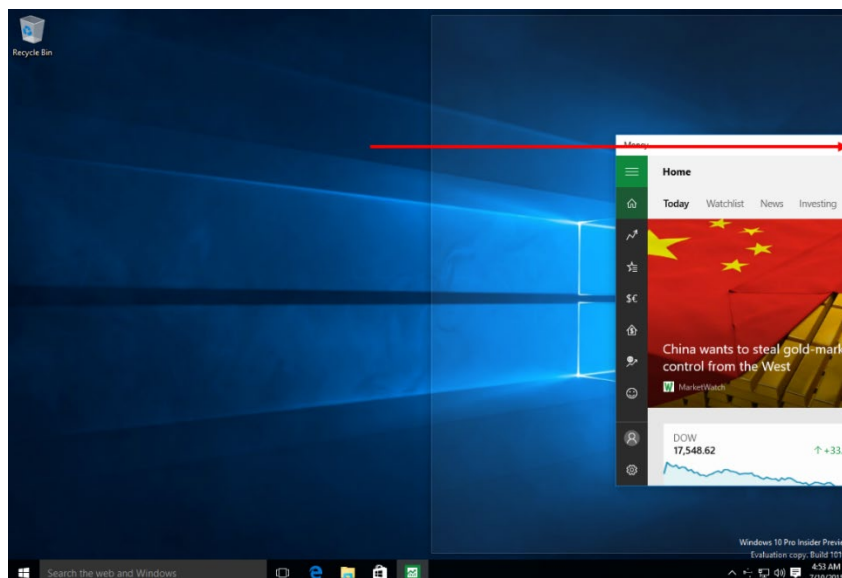
By clicking on a taskbar icon for another open app, you can switch to that app. You can also cycle through open apps by holding down the Alt button and pressing the Tab button. When you are at the desired window, release both keys to jump to it:



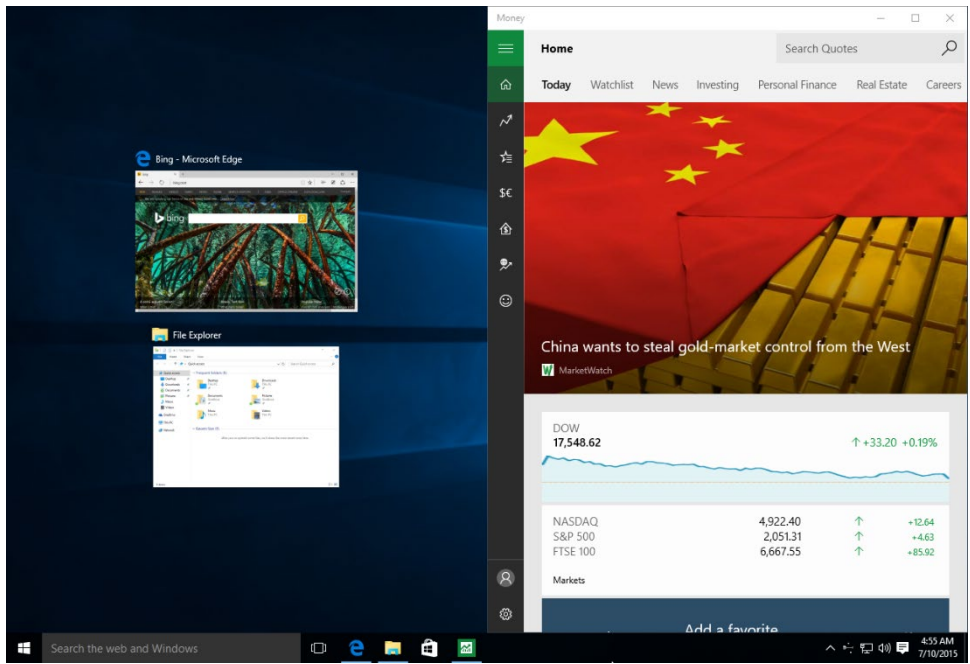
## THE SNAP FEATURE

A very neat feature in Windows 10 is the ability to snap apps to either side of the screen or in any of its four corners. This allows you to keep an eye on one app while working with one or more other apps at the same time.

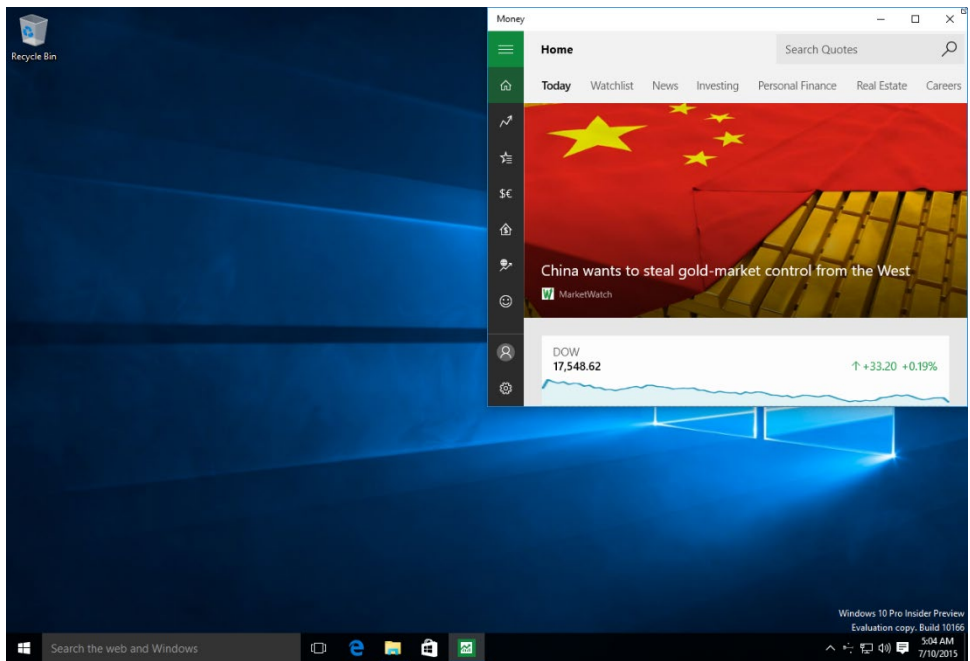
**To snap any open app to either the left or right side of your screen,** drag the title bar to either the left or right edge of the screen until you see a ripple effect expand to outline half of the screen:



Release your mouse button and the selected app will expand to fill in that half of the screen:



To snap an app to a corner, click and drag the title bar of the app in question to the appropriate corner of the screen:

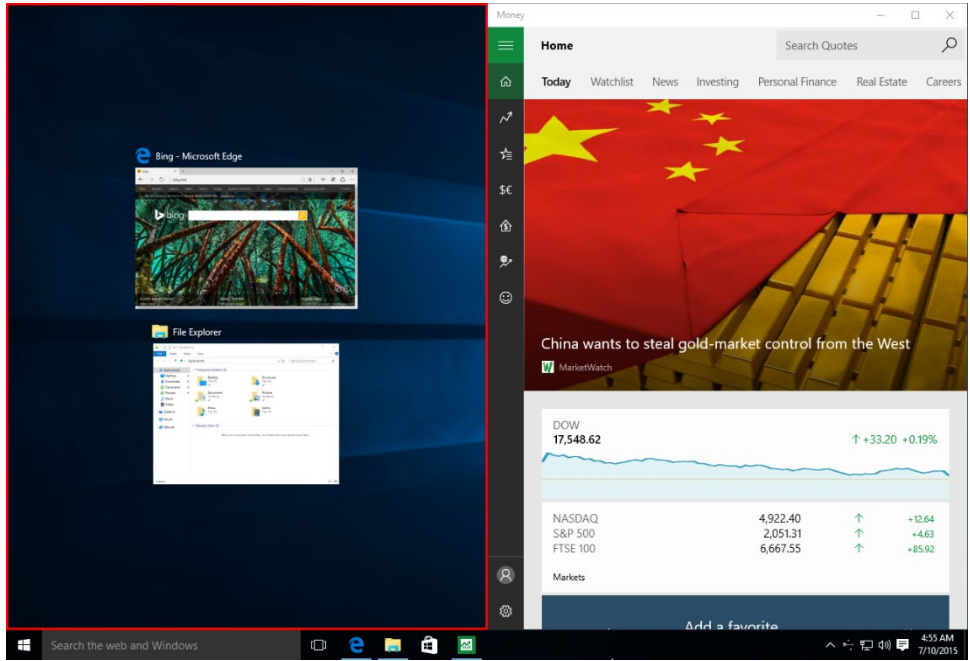


To unsnap an app, click and drag its title bar towards the center of the screen.

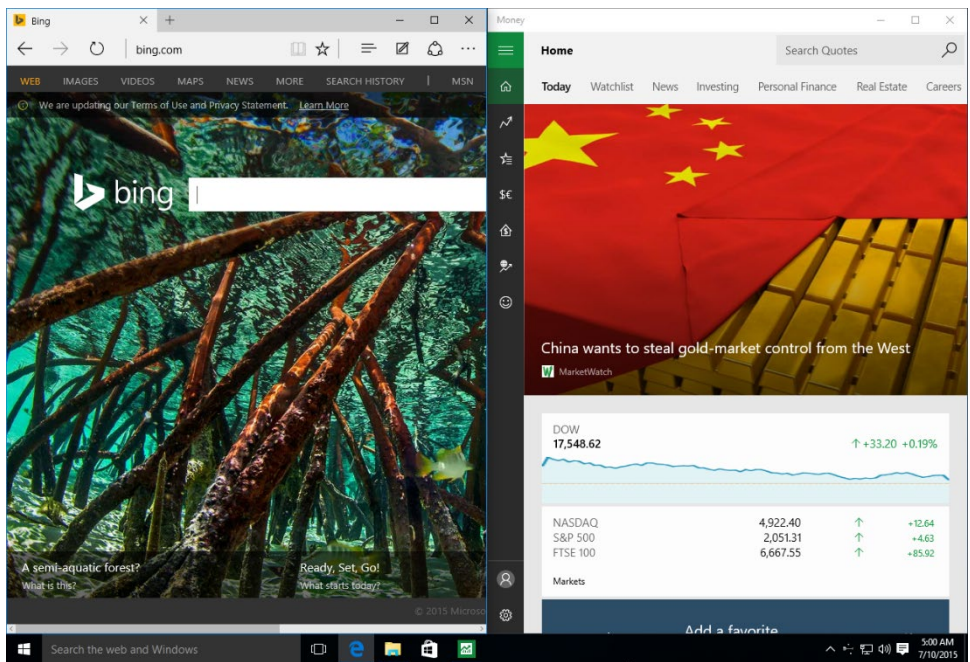


## USING SNAP ASSIST

When you snap an app to any area of your screen, the **Snap Assist** feature will automatically display thumbnails of any currently open apps in the empty adjacent space. In this example, as the Money app was snapped to the right side of the screen, Snap Assist is shown on the left:

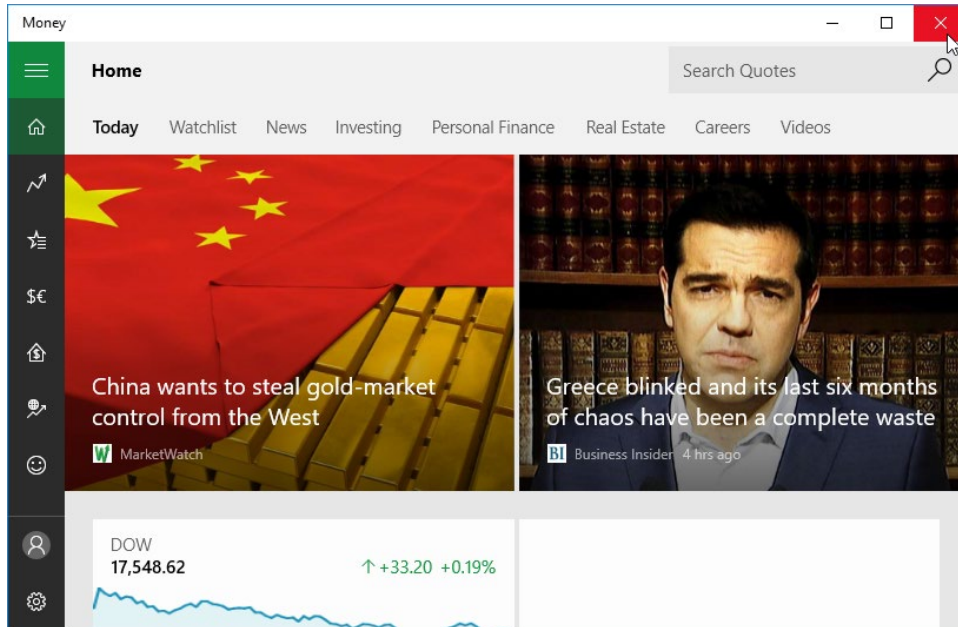


Clicking on any one of the thumbnails listed here will fill in the remaining space with the associated app. In this example, the Microsoft Edge thumbnail was selected:

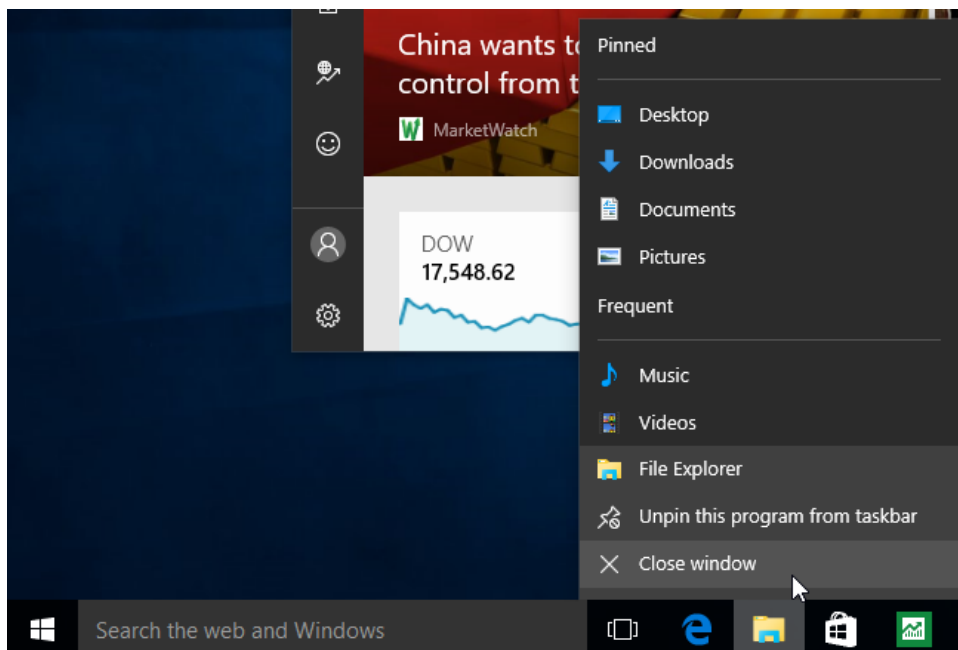


## CLOSING AN APP

There are several different ways that you can close an open app. The most straightforward method is to click the Close button in the upper right-hand corner of each app:



You can also right-click the title bar or taskbar icon of the app in question and click “Close window:”

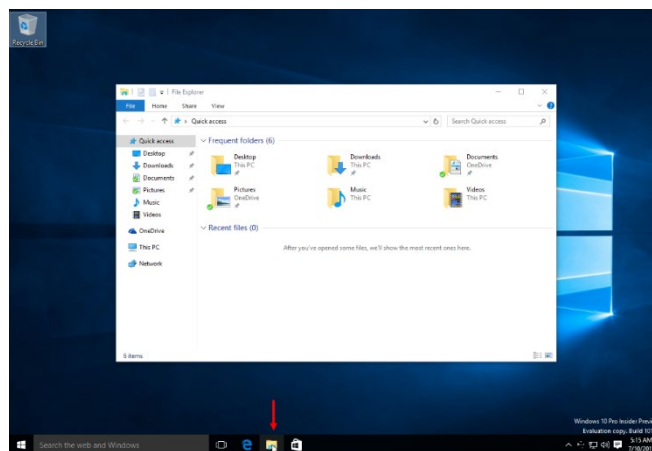


# ACTIVITY 2-1

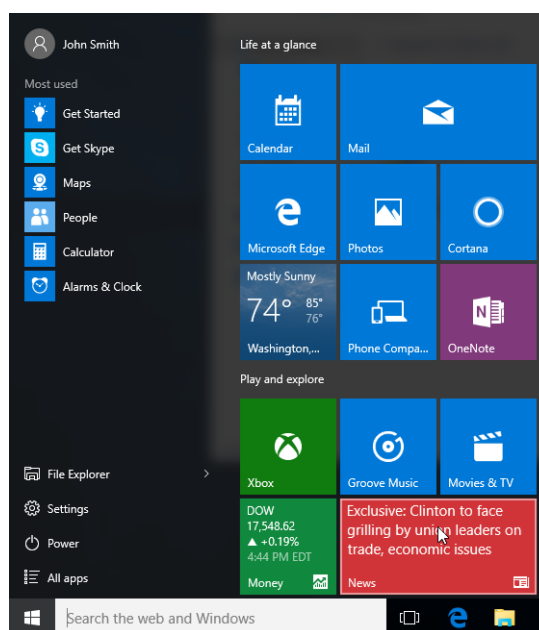
## Multitasking with Apps

As multitasking is an extremely useful feature, you would like to practice multitasking with apps.

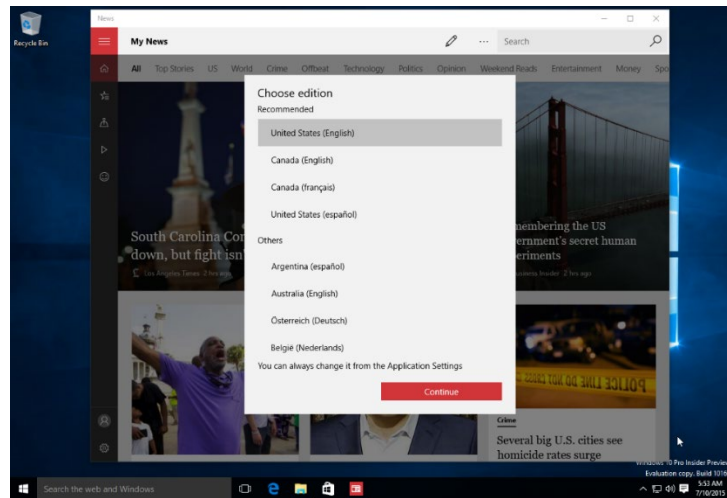
1. To begin, log into your Windows 10 account.
2. Click the File Explorer icon on the taskbar to open this application:



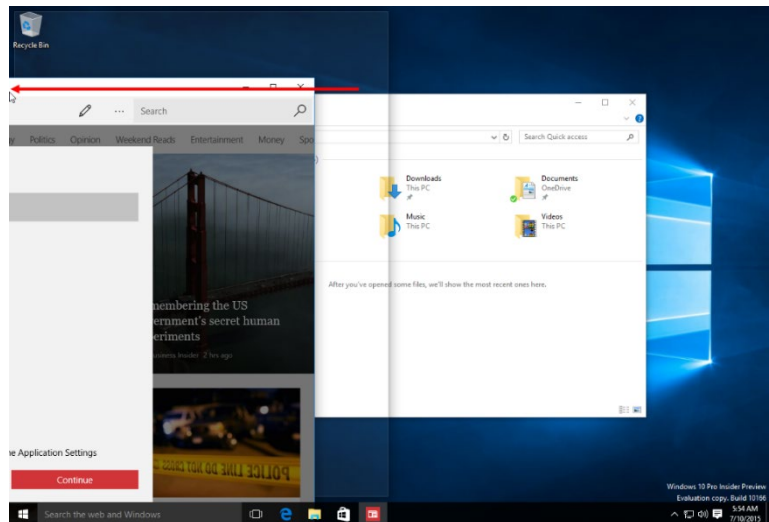
3. Next, click the Start button and then click on the News tile:



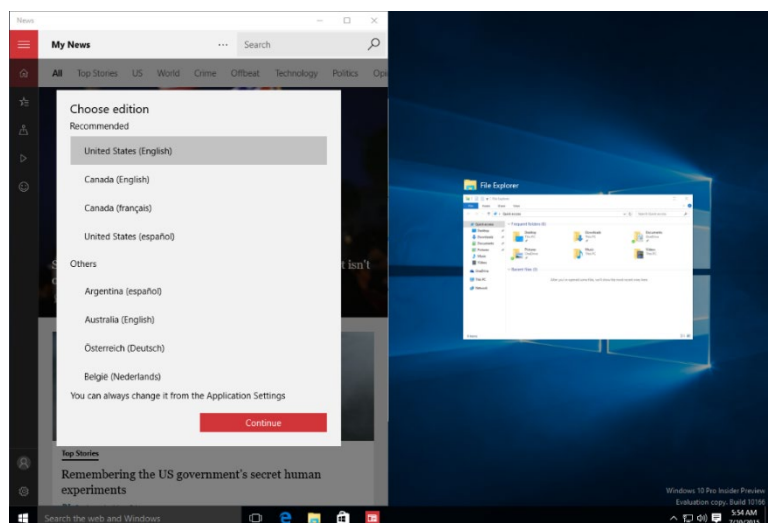
- 4. The News app will now be displayed on the desktop:



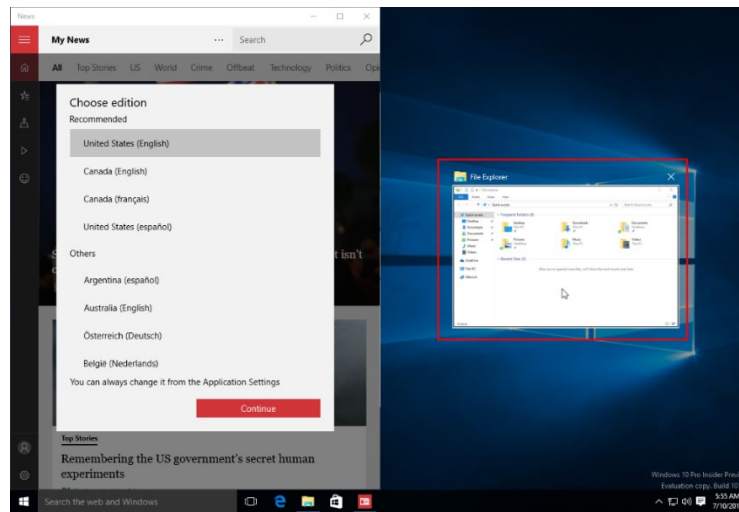
- 5. You would like to snap the News app to the left side of your screen. Click and drag the title bar of the News app window to the far-left edge of your screen until you see a ripple effect:



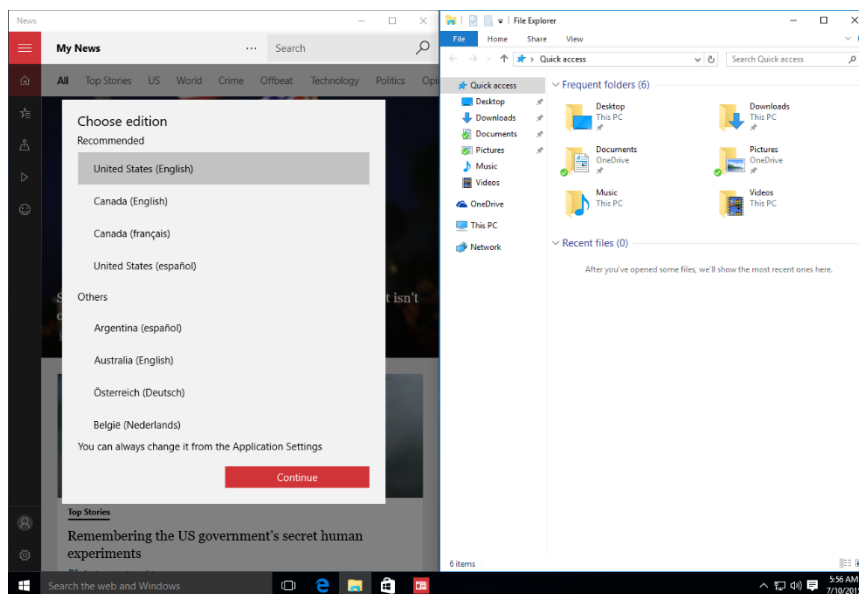
- 6. Release your mouse button and the News app will now take up the left side of your screen:



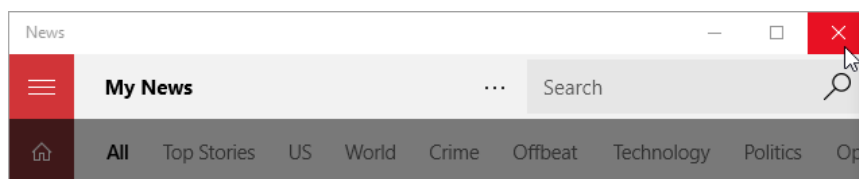
- 7. The Snap Assist feature is now shown on the right side of your screen. Click the File Explorer thumbnail:



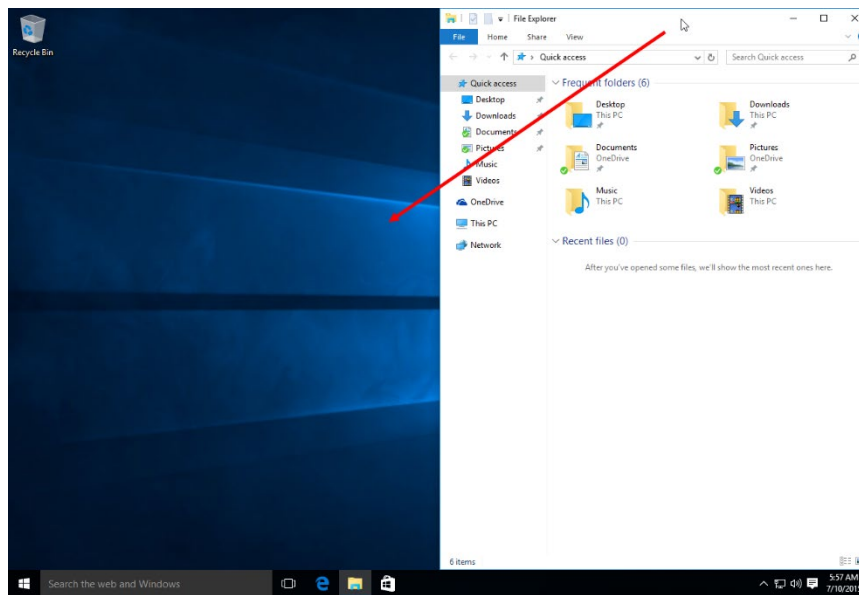
- 8. The File Explorer window will now be snapped to the right side of your screen:



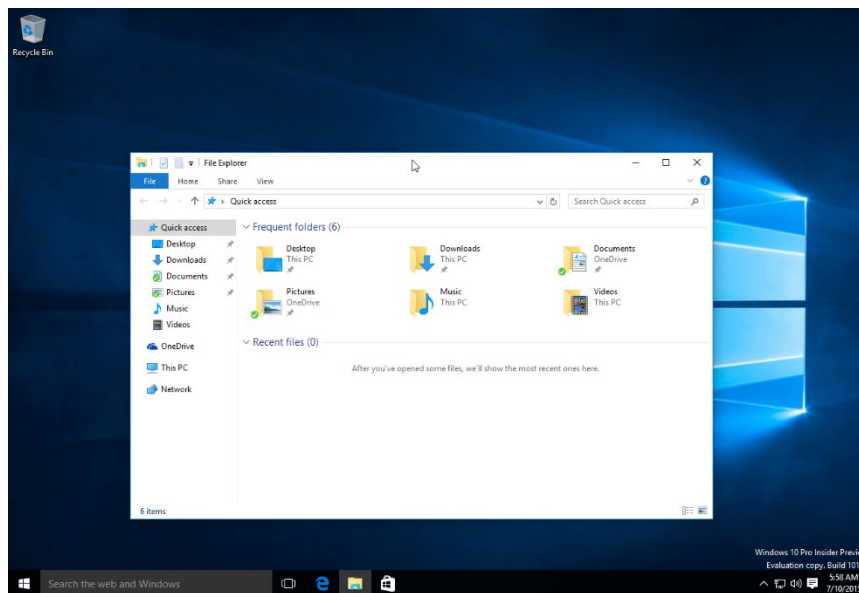
- 9. Close the News app by clicking the Close button in its upper right-hand corner:



10. Although the News app is now closed, the File Explorer window will still be snapped to the right side of the screen. To unsnap this window, click and drag the title bar of this window towards the middle of the desktop:

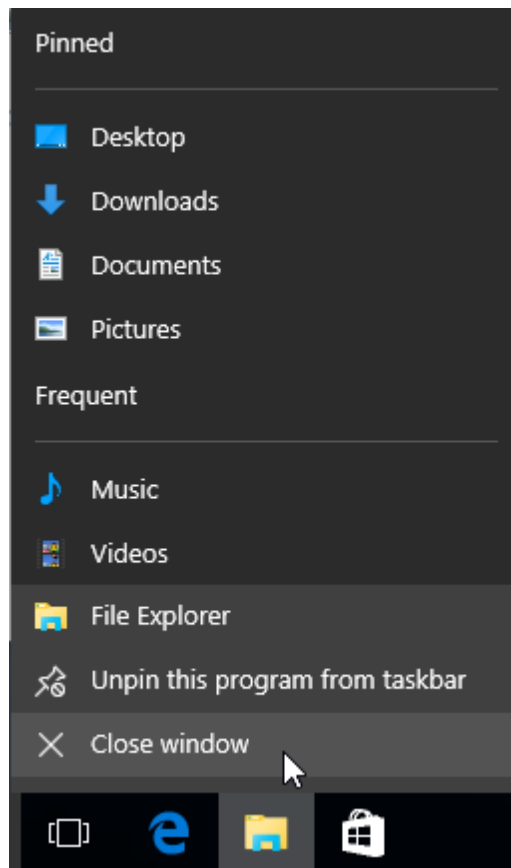


11. File Explorer will now be displayed in the middle of your desktop:





12. Right-click the File Explorer taskbar icon and click “Close window:”



13. Sign out of Windows 10 to complete this exercise.

# TOPIC B: Search Your Computer

Windows 10 now offers improved access to its search functions through the incorporation of the search box into the taskbar. The most notable change you will find, however, is that Microsoft Cortana has now been integrated with Windows search functionality. Over the course of this topic, you will learn all about the various ways that you can search your computer.

## ***Topic Objectives***

In this topic, you will learn:

- About Cortana
- How to set up Cortana and use its voice commands
- How to use the search field
- How to use the Cortana menu and the Cortana notebook

## **GETTING TO KNOW CORTANA**

**Microsoft Cortana** is a digital assistant that was first created by Microsoft for Windows Phone. Its chief purpose is to facilitate the search functionality in Windows 10 through integration with the Bing search engine. It can also complete basic tasks for you such as setting reminders, scheduling appointments, and much more. Windows 10 marks the first time that this powerful feature has made it to Windows on the PC.

Cortana is special in a few different ways. One of these features is that it can function not only on text-based input, but also using natural voice commands. This means that you can interact with Cortana by simply talking to your computer and asking questions. For example, you could ask Cortana, “Will I need a coat tomorrow?” and Cortana will use its Bing integration to look up the weather for tomorrow and provide you with an audible answer – just like a natural conversation!

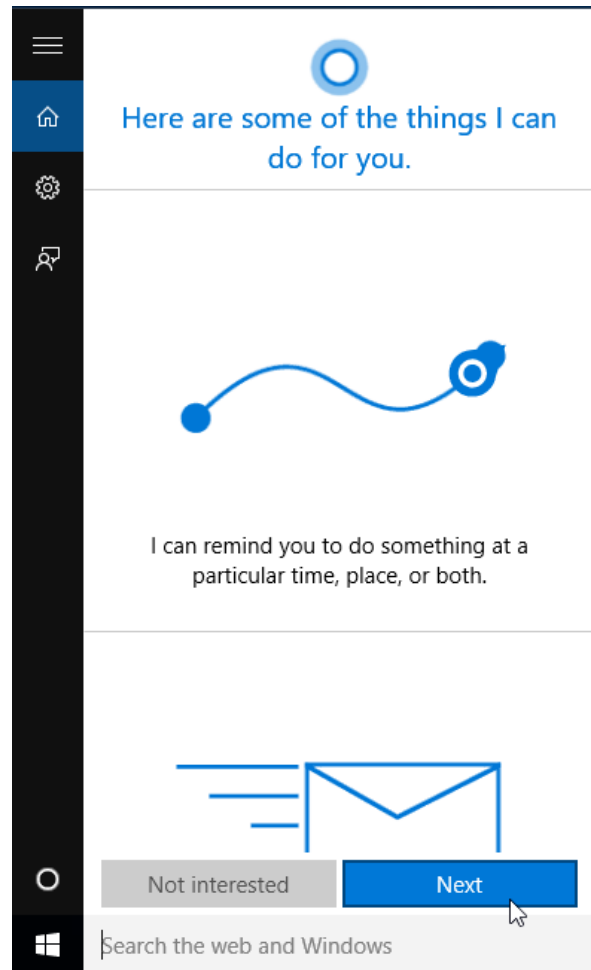
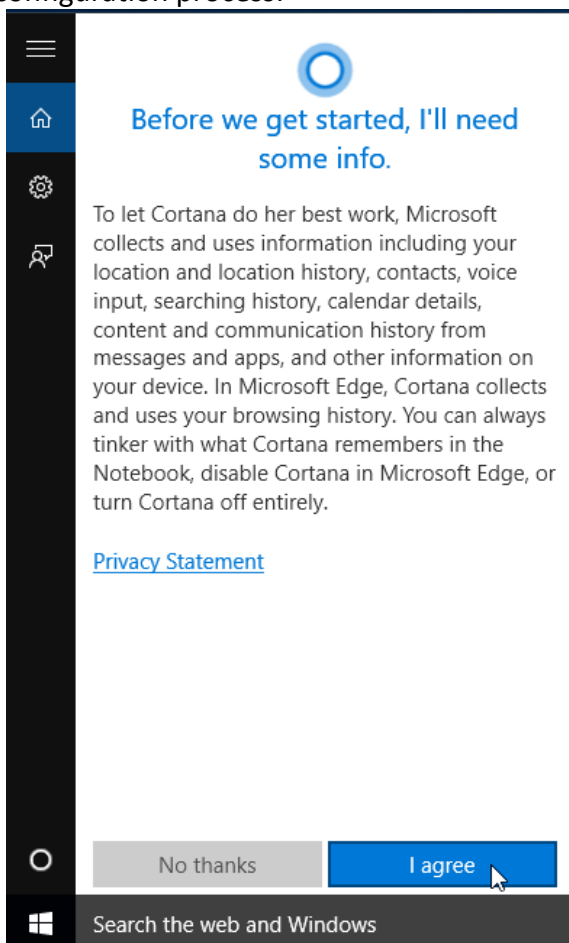


## SETTING UP CORTANA

Before you can start using Cortana, you first need to complete some simple configuration tasks to get it working properly. To do this, first click inside the search box on the taskbar. Some information about Cortana and what it is capable of will be displayed. Click Next:

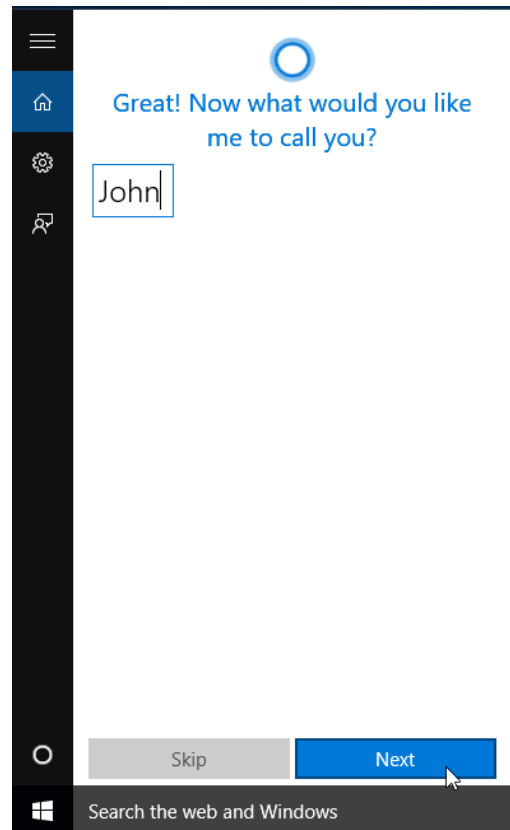
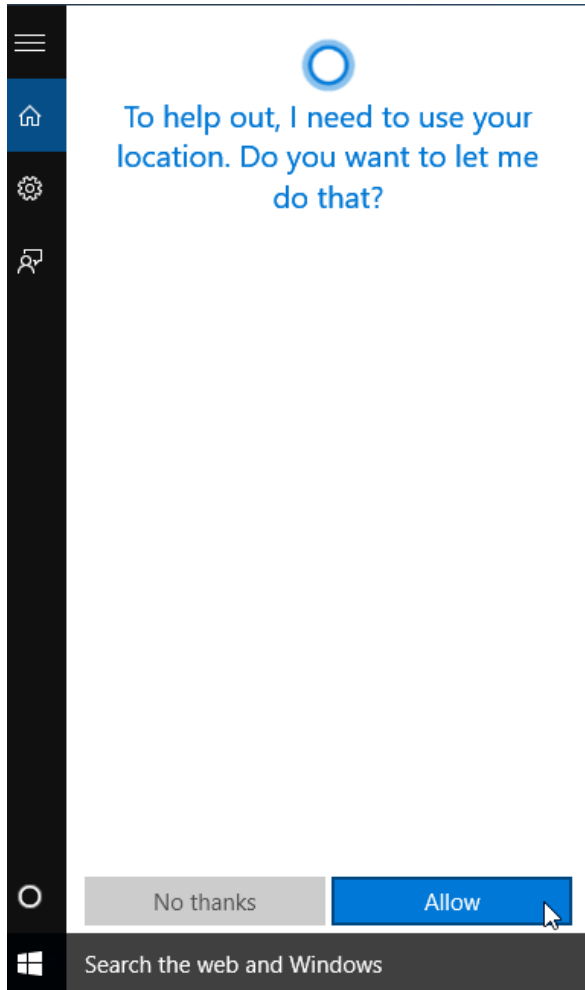
(If you do not wish to enable Cortana at this time, clicking the “Not interested” button will hide this information.)

As Cortana collects your information and uses it with Microsoft operated services (such as Bing), you will need to agree to a privacy statement before continuing. Clicking the “I agree” button will continue the configuration process:

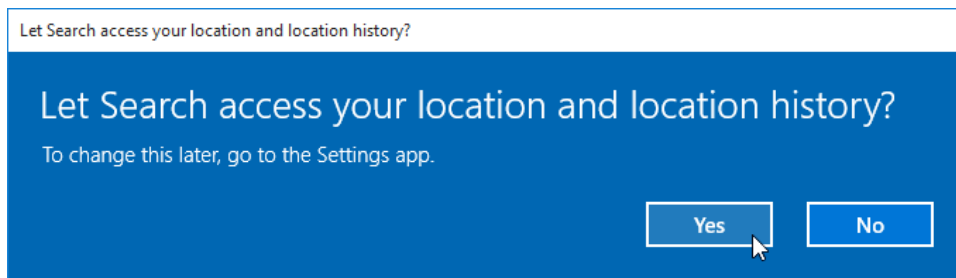


At this point you need to enter the name that you would like Cortana to refer to you as when responding to queries. Upon entering a name, click Next to continue:

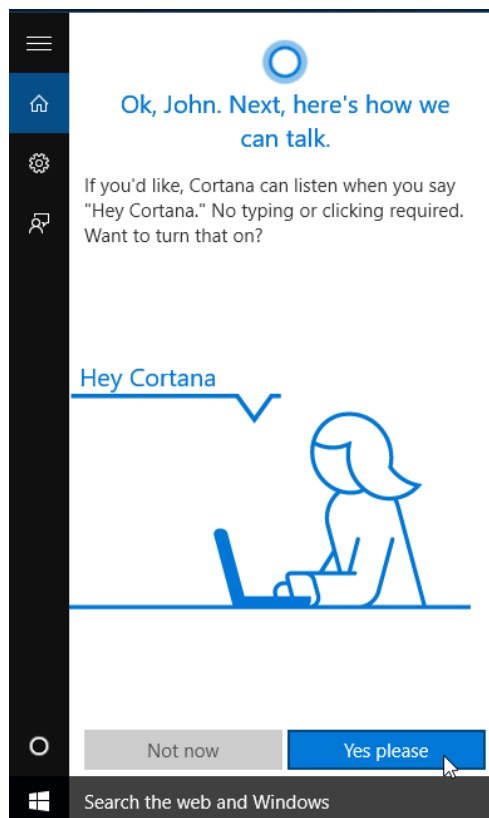
Next, you will be prompted to allow Cortana to use your location. For the best results, click Allow:



Click Yes to confirm this setting:



At this point you can choose to have Cortana listen for the prompt “Hey Cortana.” By enabling this option, you don’t have to use the search box to interact with Cortana. All you will need to do is say, “Hey Cortana” followed by a query such as, “What’s the weather outside?” If you wish you enable this feature, click the “Yes please” button.” Otherwise, click “Not now:”



If you choose to enable the “Hey Cortana” feature, you will then be asked to speak various phrases into your microphone so that it can learn to recognize your voice pattern. Otherwise, the configuration process will be complete.

## USING CORTANA VOICE COMMANDS

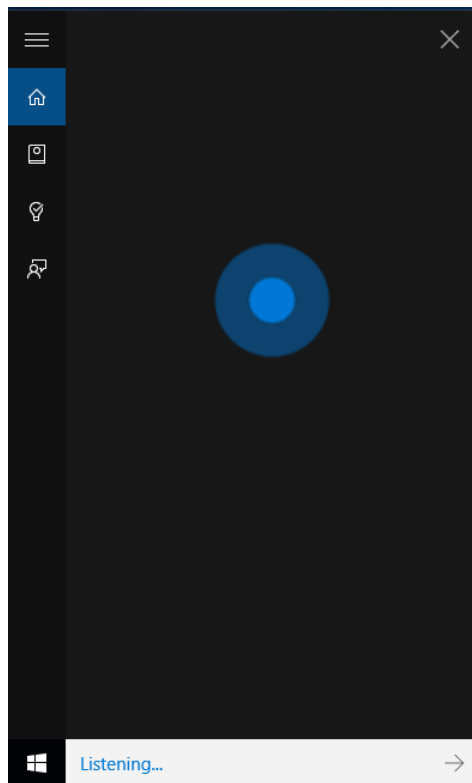
There are hundreds of possible voice commands that you can use to interact with Cortana. For example, you can conduct mathematical operations (“What’s the square root of 42?”), set reminders (“At five o’clock, remind me to call Jane”), get directions (“Get me directions

to the nearest Starbucks.”), play music (“Play the Rolling Stones”), and even get it to tell jokes (“Tell me a joke”).

If Cortana has been configured, you will see that the search box on the taskbar includes a small microphone button:

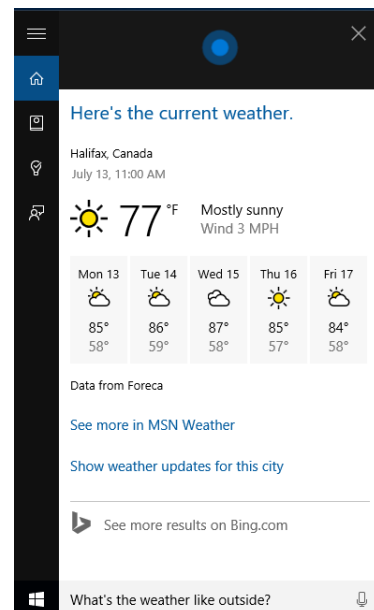


If you click this button, Cortana will begin to listen for a voice command:



(You can also toggle this feature by pressing Win + C on your keyboard.)

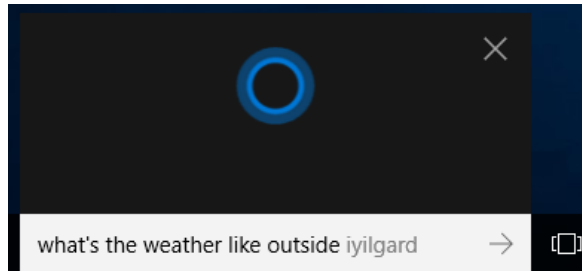
As you speak a voice command, its interpretation of what you are saying will be printed in the search box. After a moment, a response will be presented both visually inside the Cortana menu and audibly. For example, here you can see Cortana responding to the query, “What’s the weather like at Halifax in Canada?”



### The “Hey Cortana” Feature

If you have chosen to enable the “Hey Cortana” feature, then you don’t need to use the microphone button to interact with Cortana. At any point that you require Cortana’s assistance, just say “Hey Cortana” followed immediately by your command. For example, if you wanted to know the weather you would say, “Hey Cortana, what’s the weather like outside?”

A smaller version of the Cortana menu will appear and the question “what’s the weather like outside” will be displayed inside the search box:



The results of this command will then be displayed visually and audibly in the Cortana menu as before.

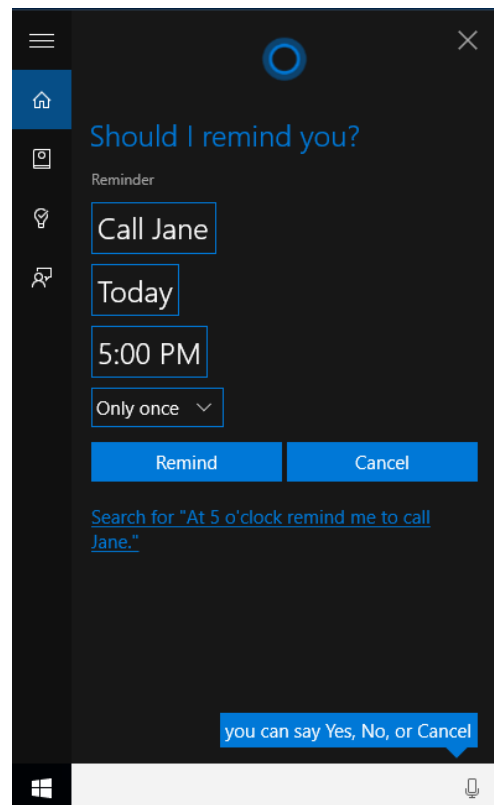
### Secondary Commands

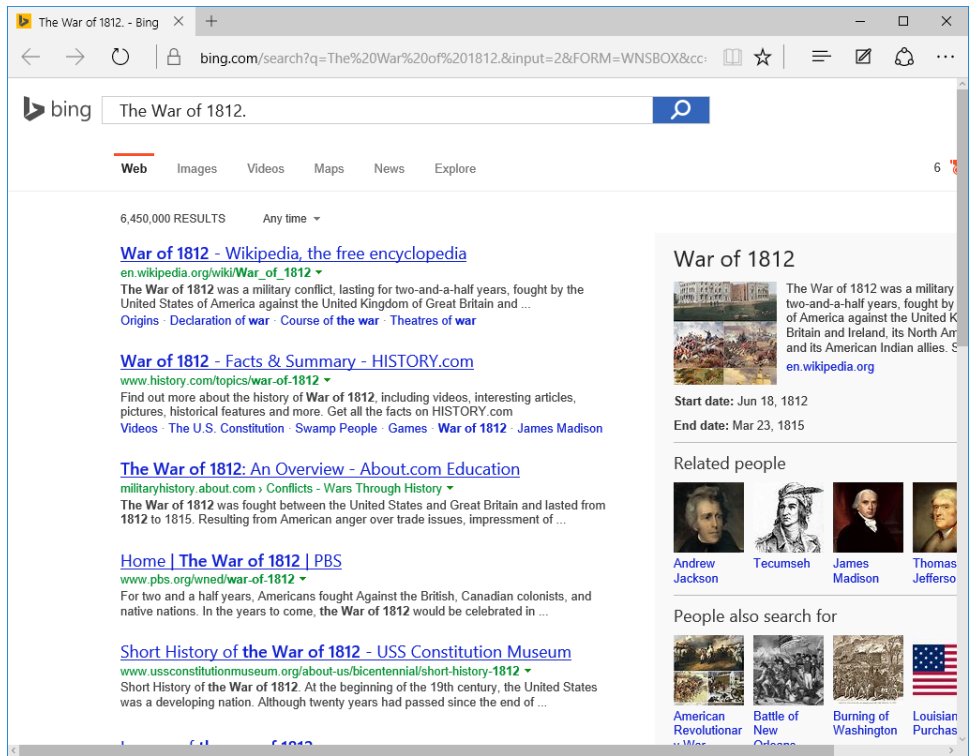
Occasionally a command will require secondary information. For example, suppose that you wanted Cortana to set a reminder for you and you say, “At five o’clock remind me to call Jane.” Cortana will process this information and then give you a chance to confirm it (“Yes”), repeat the command (“No”), or cancel the whole process (“Cancel”):

(Rather than having to repeat yourself, you can also adjust the reminder manually in the Cortana menu using the various items outlined in blue.)

### Search Using Bing

As Cortana is fully integrated with the Bing web search engine, you can use Cortana to search the web. For example, suppose that you wanted to research the War of 1812. To do this, toggle Cortana and say “The War of 1812.” Following this command, Cortana will open the Microsoft Edge browser (or, if it is open already, a new tab will be created). The search results based on your query will be displayed:

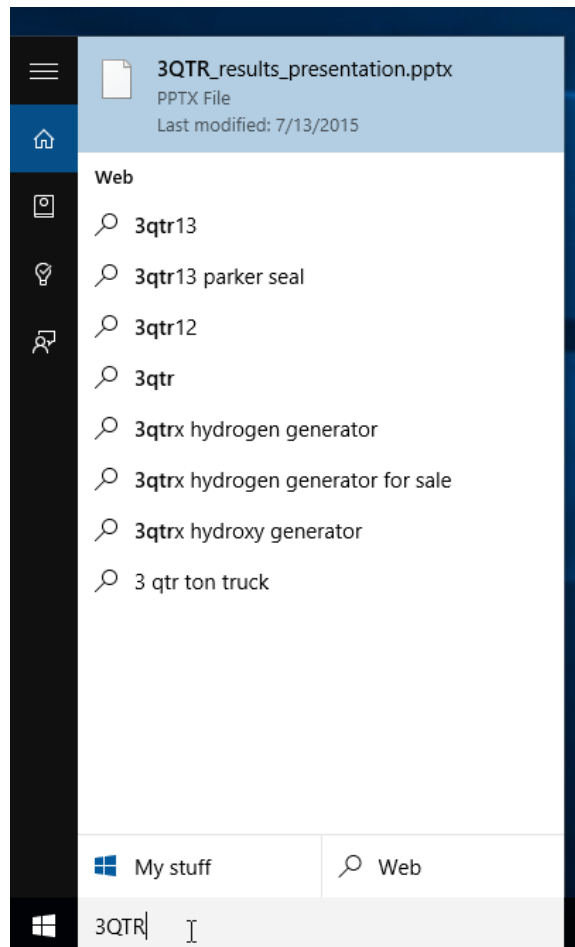




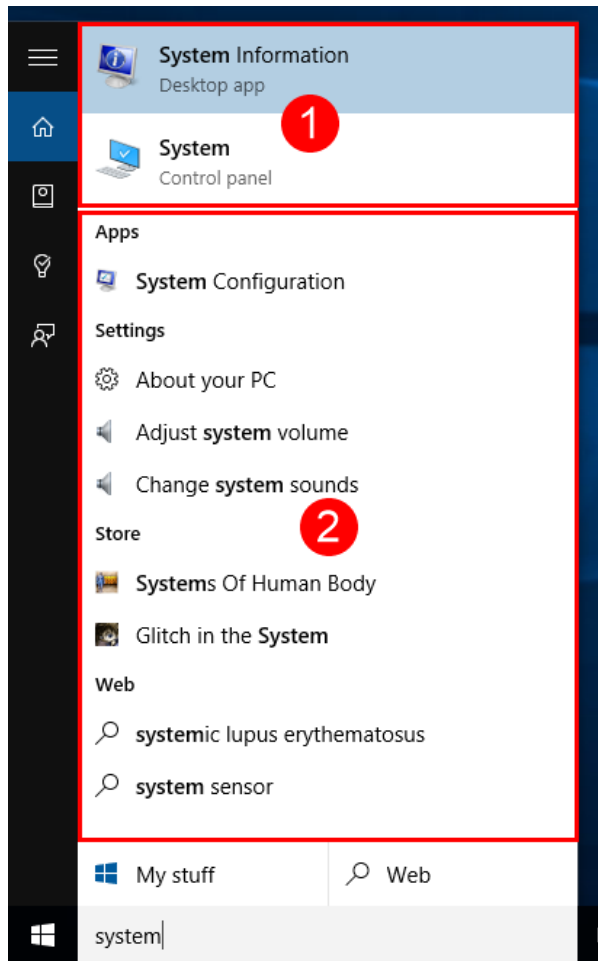
## USING THE SEARCH FIELD

While Cortana can search your computer for specific files or folders (such as “Find the Welcome to PowerPoint presentation”), it can sometimes get confused when you have more complex file names like “3QTR\_results\_presentation.pptx.” In such situations, typing a query into the **search field** on the taskbar is often a smoother experience.

To use the search field, click inside it and then type your query. The results will immediately be shown in the search menu:



The search menu is divided into two sections:



The top part of the section will list the **top results from the search (1)**. Typically this is where you will see what you are looking for. Below the top results section, the search menu will be divided into **sections based on the results (2)**. For example, you will see suggested web searches, items that can be found in the Control Panel, any apps or applications that you might have installed, as well as items in the Windows Store.

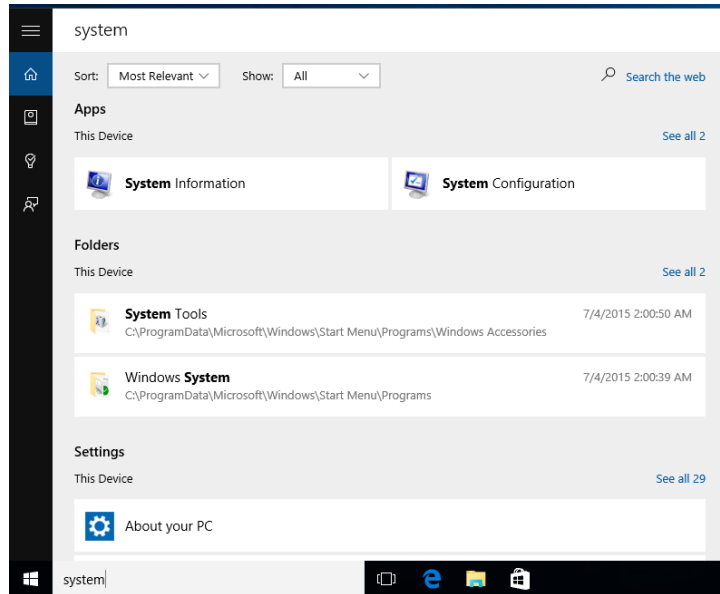
(As the top result in a search will already be selected, pressing Enter on your keyboard will automatically open that result after conducting a search.)

At the bottom of the search menu after you conduct a search, you will also see two buttons: **“My stuff”** and **Web**.

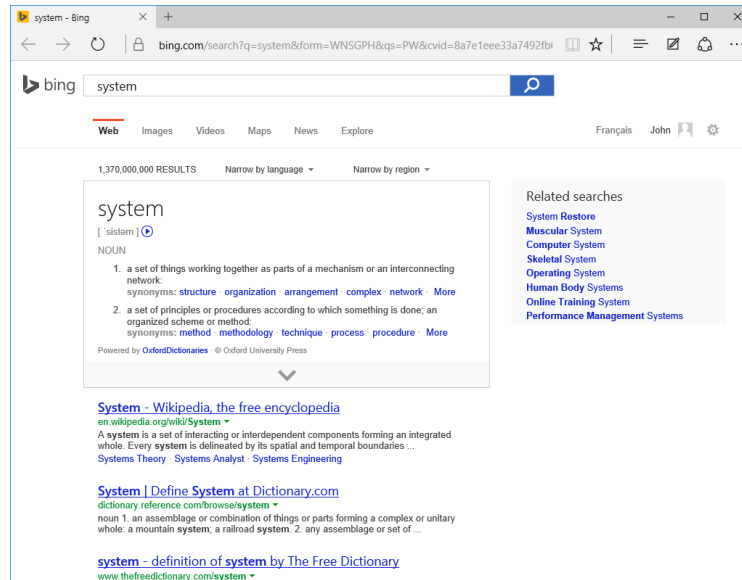


Clicking the **“My stuff”** button will display only results from your computer and ignore results from the web. Additionally, it will display an expanded search tool. This will include

much more detailed information about the results of the search, as well as tools to sort those results:



On the other hand, if you click the **Web** button, then the results of a Bing web search using those terms will be displayed in the Microsoft Edge browser:



## USING THE CORTANA MENU

When you first click inside the search box, the Cortana menu will display the **home page**. By default, this includes basic information such as the current weather conditions in your area, recent news headlines, and anything your might have on your schedule. However, keep in mind that all of this is completely customizable.

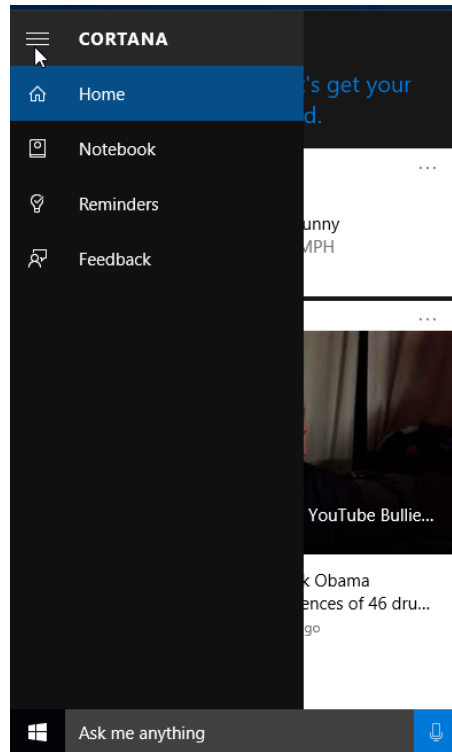


On the left-hand side, you will see a stack of icons that can display different areas of the Cortana menu:

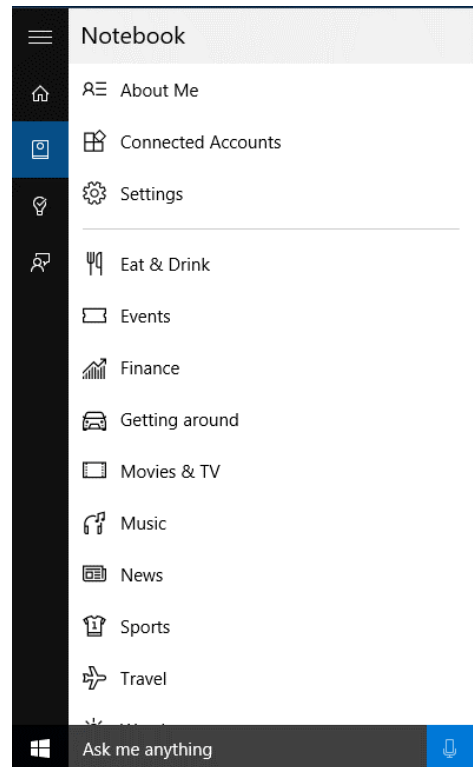
Clicking the **hamburger icon** (☰) at the top will expand the menu to show names of each option:



the

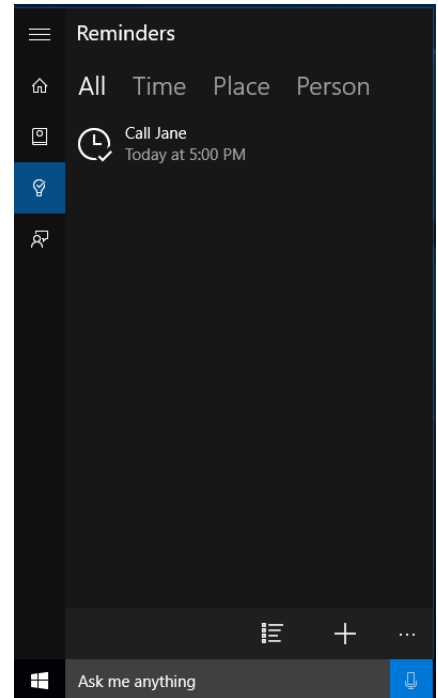
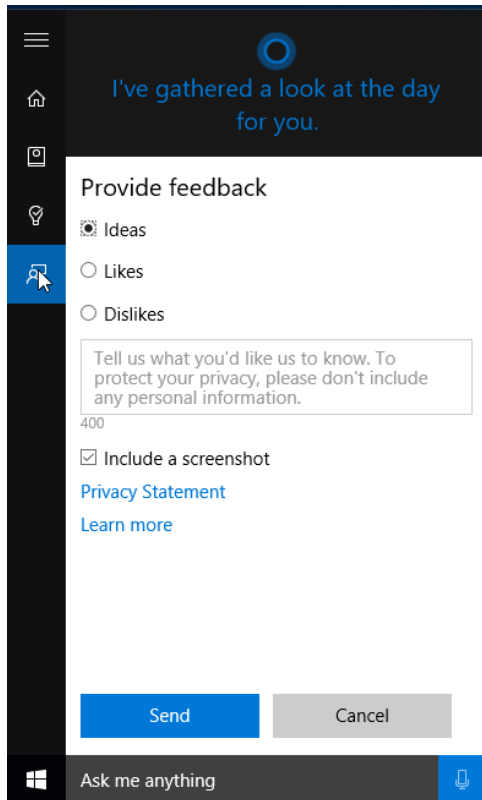


The Notebook button will display the Cortana Notebook. This is where you can customize how Cortana operates in a variety of different ways. For example, you can choose what categories of information you would like to include on the home page of the Cortana menu:



Clicking the Reminders button will display the Reminders list. This is where any reminders that you scheduled through Cortana will be listed. Using the controls here, you can remove, modify, sort, and add reminders:

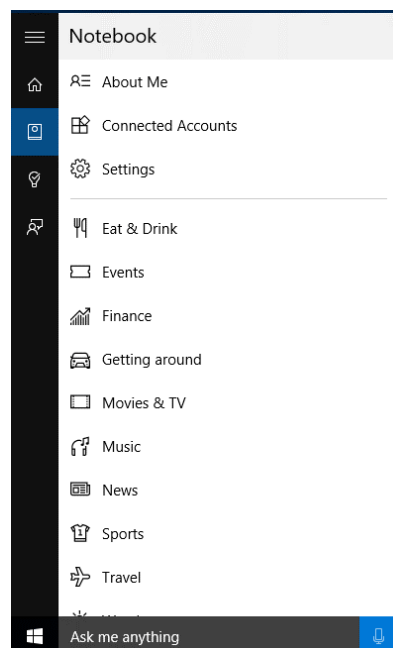
Finally, the **Feedback button** provides you with the opportunity to provide feedback to Microsoft about Cortana and how it performs:



## USING THE CORTANA NOTEBOOK

**Cortana's Notebook** is where you can access some of the settings that control Cortana and choose what kind of information you would like Cortana to display on its home page.

With the Notebook button selected on the Cortana menu, you will see that it is divided into two sections:

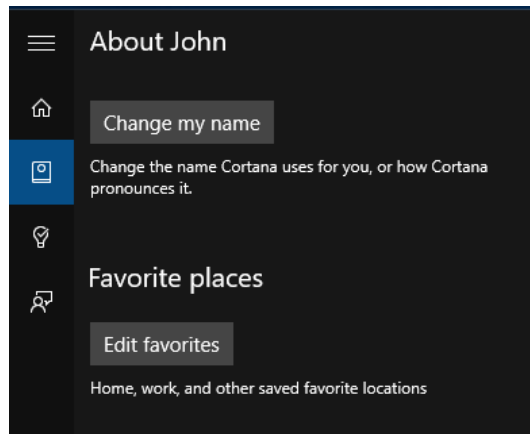


The top section includes the following options:

- ☰ About Me
- 🔗 Connected Accounts
- ⚙️ Settings

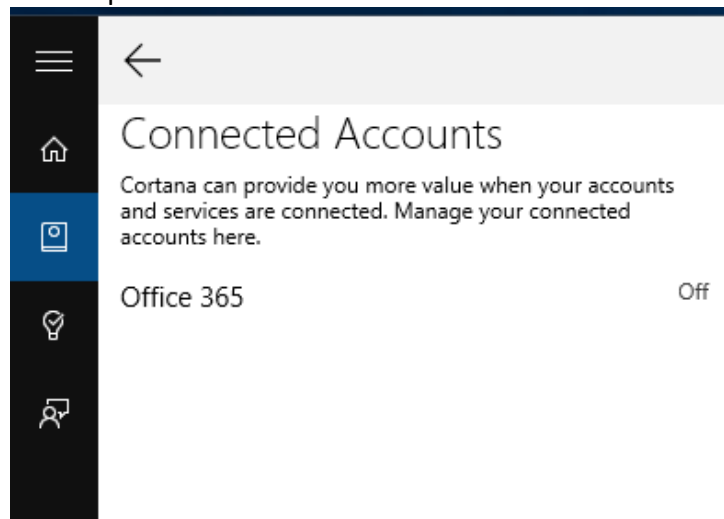
Let's look at each option in detail.

**About Me:** Clicking this option will give you access to controls to change the name that Cortana uses for queries, as well as how it pronounces it.



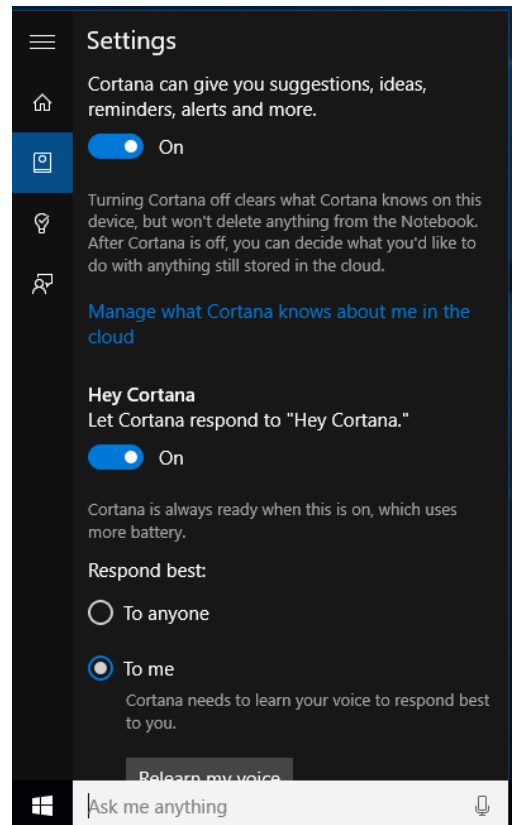
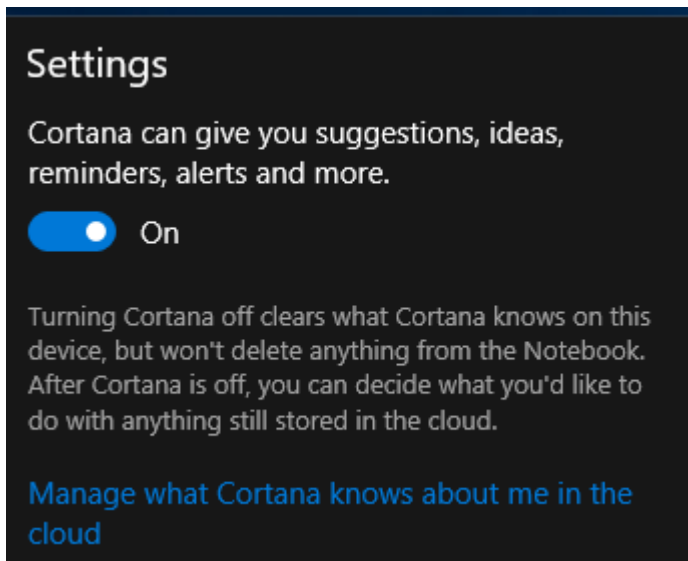
Additionally, you can add, edit, or remove favorite places. This is useful if you are frequently asking for directions, since it is easier to say “Where is the closest Coffee Club to work?” than “Where is the closest Coffee Club to 4867 Complicated Drive?”

**Connected Accounts:** If you are using an Office 365 account to log into your Windows 10 account, Cortana offers an expanded feature set.

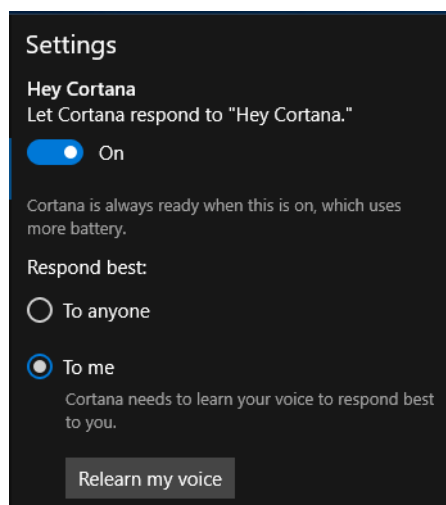


**Settings:** This is where you will find most of the settings that control how Cortana works – on the right.

The **first switch at the top of the menu** will allow you to turn Cortana off entirely. Additionally, you will find a link that allows you to see and manage what Cortana knows about you. This is typically information like search history, interests, saved places, and other items (as shown below):

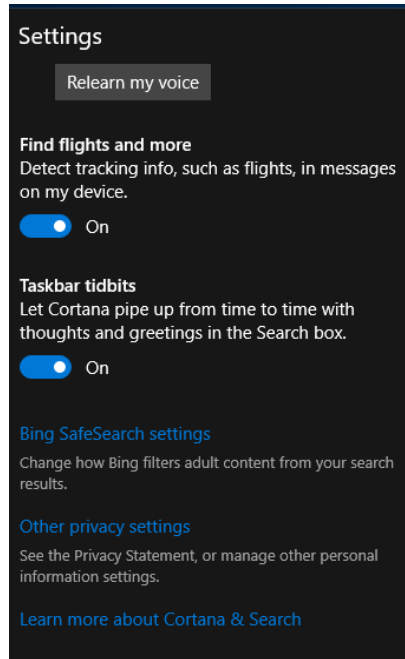


The second switch from the top, **Hey Cortana**, allows you to toggle the “Hey Cortana” feature on or off. Remember, this allows you to say “Hey Cortana” followed by a command or query without having to interact with Cortana in any other way. Additionally, you can choose to have Cortana respond best to just you or whomever happens to be using the computer. If you choose the former option, Cortana will then need to learn your voice by having you read a number of different statements:



Lower in the Settings menu, you will find a toggle (“**Find flights and more**”) to control how Cortana automatically finds tracking information, such as flight numbers in any messages that you receive. It can then use that information to provide you with up-to-date information.

Additionally, you will also find a toggle (“**Taskbar tidbits**”) that controls whether or not Cortana can issue you greetings or other information inside the search box, but not audibly:



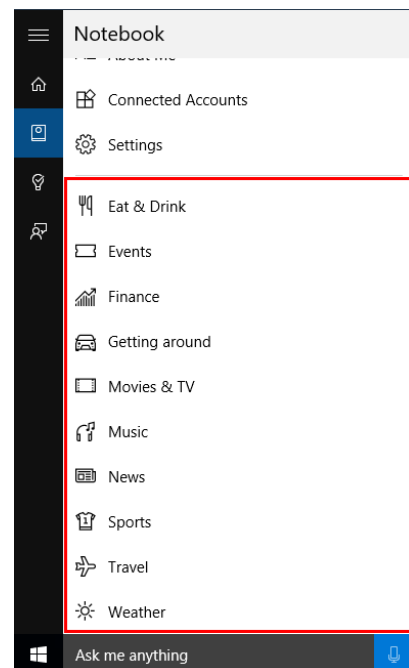
Below the toggles and buttons, you will find links that allow you to directly access Bing SafeSearch settings to filter the content that can be returned from a Cortana search, as well as modify other privacy settings and learn more about Cortana and search in Windows 10.

### Showing and Hiding Categories

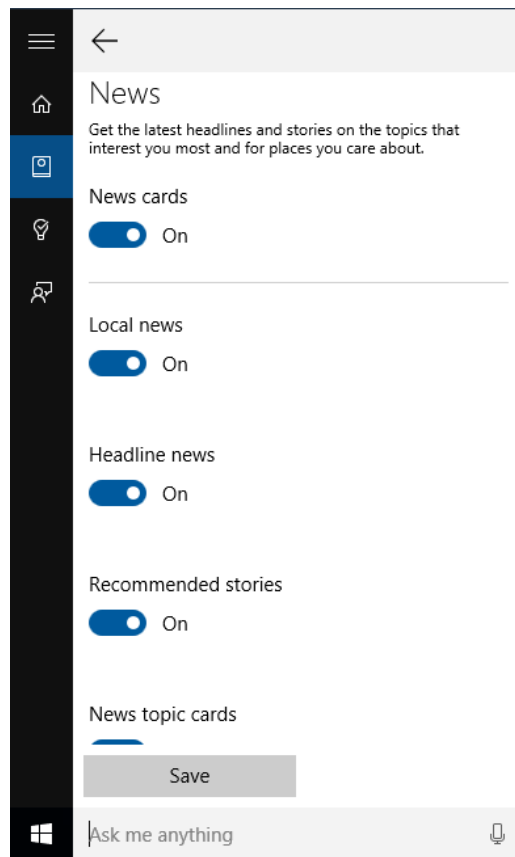
Cortana’s home page can provide you with all sorts of information. For example, you can display sports scores, recent news, recipe suggestions, and much more. Additionally, the more Cortana knows about your likes and dislikes, the better it can provide results that are more tailored to you.

To customize what categories of information are shown on the Cortana home page, refer to the second half of the Settings menu (as shown on the right):

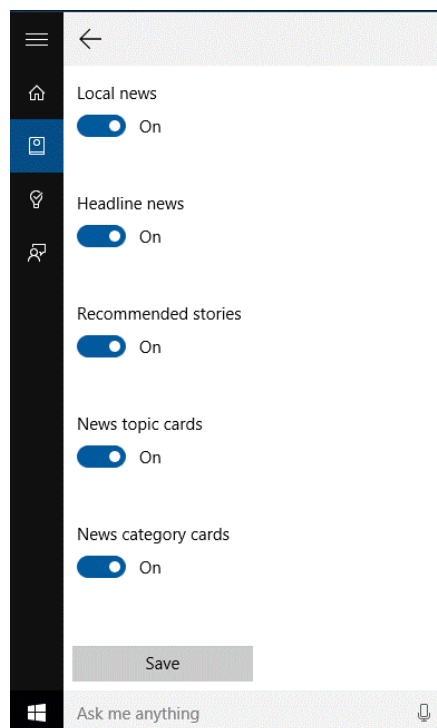
Clicking on a category will show contextual options that allow you to tailor the category to your needs. For example, if you click the News option, you will see a toggle at the top of the menu that gives you the options to turn



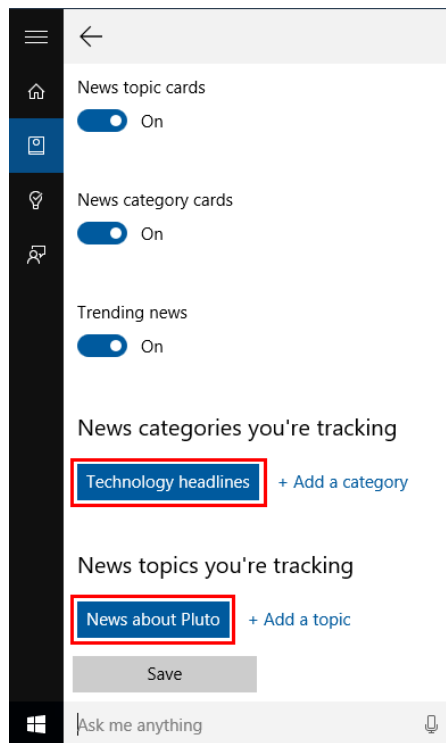
off news cards so that headlines are removed from the Cortana home page entirely:



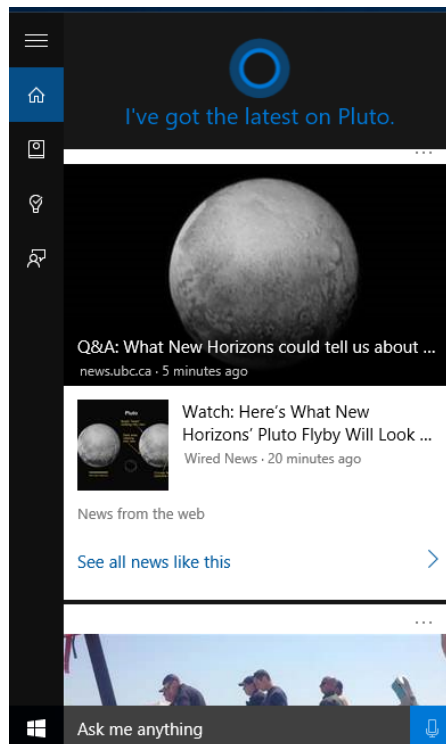
Below that primary toggle, you can choose to add or remove local news, headline news, recommended stories, news category cards, and/or trending news:



Additionally, you can choose to give precedence to headlines that relate to a specified category or topic. For example, you can choose to follow only “Technology headlines” or something much more specific like “Pluto:”



Any changes that you make to a category will immediately be represented on Cortana’s home page:



# TOPIC C: View Notifications

Notifications have been a component of Windows in one way or another for quite a while. While their core purpose (to alert you of events) is unchanged, they have been updated in different ways. Over the course of this topic you will learn all about notifications and how they have changed in Windows 10.

## Topic Objectives

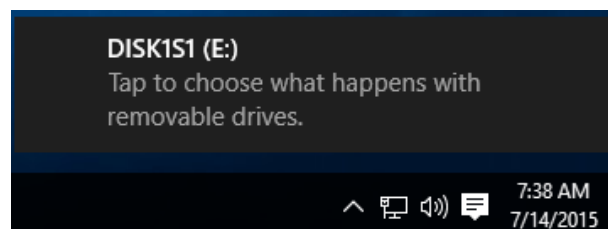
In this topic, you will learn:

- About Windows 10 notifications
- About the Action Center
- How to open and close the Action Center
- How to clear notifications
- How to customize notification settings

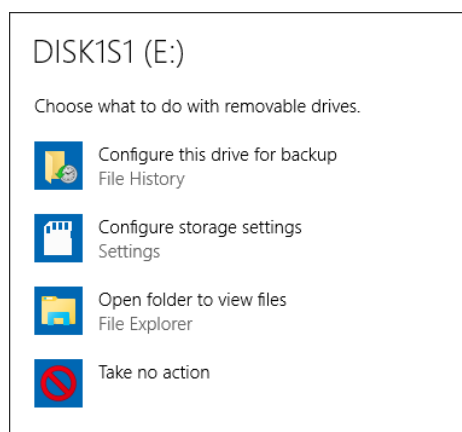
## ABOUT WINDOWS 10 NOTIFICATIONS

**Notifications** are a way in which apps and Windows 10 itself alert you of important events without directly interrupting whatever you're working on.

For example, if you insert a removable device into your computer, Windows 10 will show a notification in the lower right-hand corner of your screen:



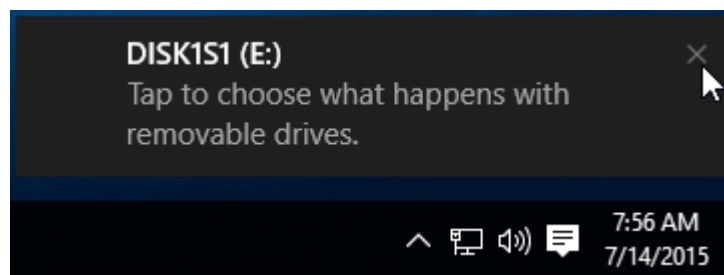
Notifications also act as a shortcut to address what is happening. For example, if you were to click on a notification about a removable device that has been connected to your PC, a menu of options will be provided in the upper right-hand corner of your screen:





Similarly, if you were to click on a notification that was displayed because you received a new e-mail message, the message in question will be opened in the Mail app.

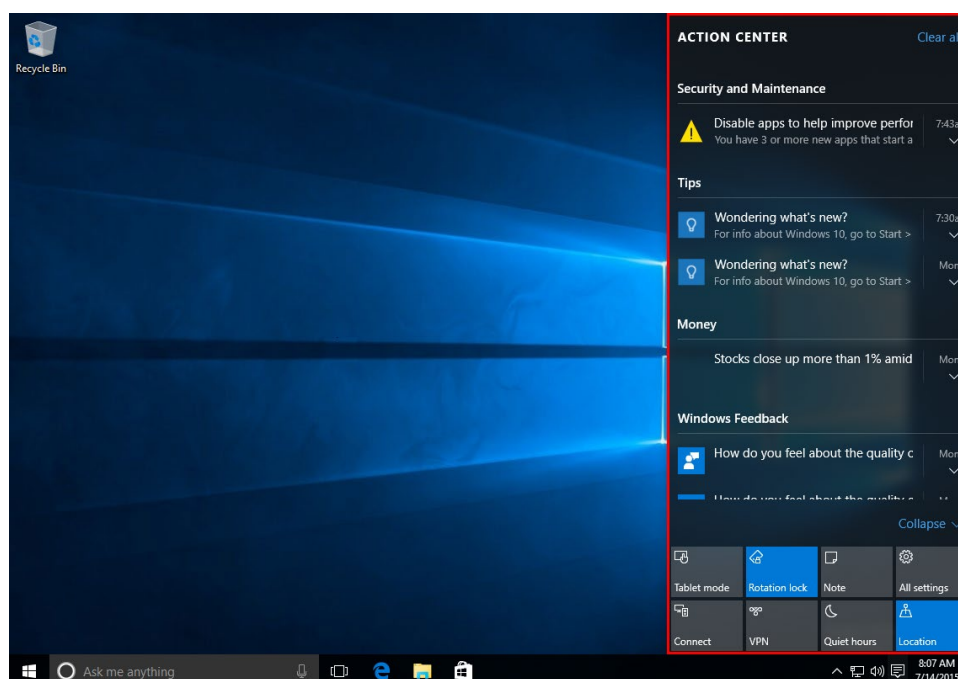
Notifications can be useful to let you know what's going on. However, there may be instances where they don't need any action from you. While they will automatically be hidden from view after a few seconds, you can choose to disregard a notification entirely by moving your mouse over the notification and clicking the small X button in its upper right-hand corner:



## ABOUT THE ACTION CENTER

The **Action Center** has been completely reorganized in Windows 10 and its purpose has also changed somewhat. While it is still an area where you can view security and maintenance notifications, it also acts as a central hub where you can view and interact with notifications from apps of all kinds. Additionally, it has been designed to provide you with quick access to a number of the more frequently used Windows 10 settings.

Instead of appearing in a window, the Action Center appears as a task pane on the right hand-side of your screen:



The **top three quarters of the Action Center** lists notifications and organizes them by app (Tips, Money, etc.) or category (such as Security and Maintenance). You can interact with these notifications in the same manner as you would if they appeared on your screen. For example, clicking on a notification will allow you to address it or view its associated content.

The **lower quarter of the Action Center** includes a grid of quick actions. By default, these quick actions include a “Tablet mode” toggle button and a rotation lock toggle for tablets. You will also find links to the Settings window, the OneNote notes feature, VPN connection information, device connection information, and toggle buttons for Location and Quiet Hours features (which both silence notifications).

Clicking a quick action button will toggle a setting (such as Quiet Hours or Tablet mode), display a window (such as All Settings or Notes), or display settings directly within the task pane (such as Connect).

## OPENING AND CLOSING THE ACTION CENTER

In the notification area, you will see the **Action Center taskbar icon**:



This taskbar icon will change slightly depending on if there are **new notifications** available in the Action Center:



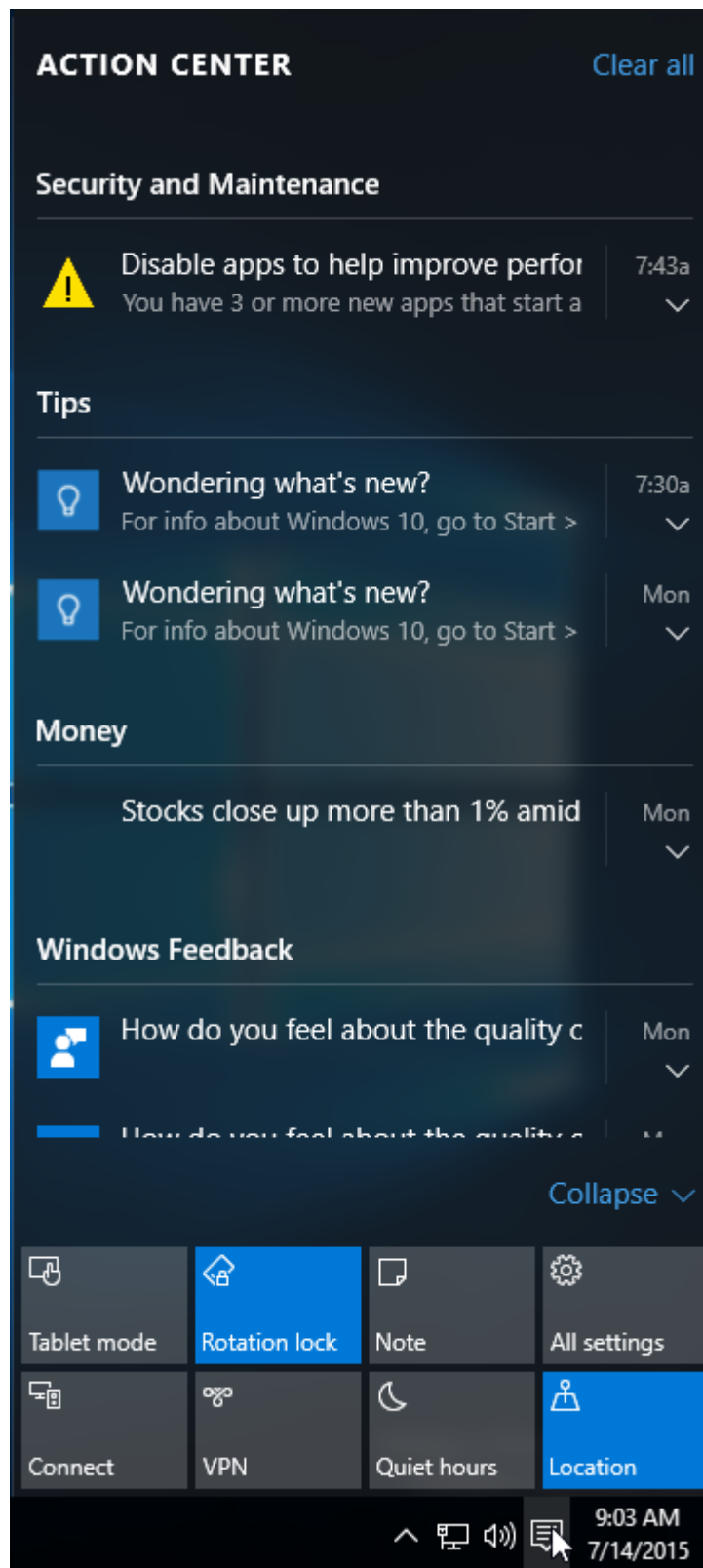
If there are **no new notifications**, then the icon will have no fill:



If you have **enabled the Quiet Hours feature** so that you are not bothered by new notifications, the icon will look like this:



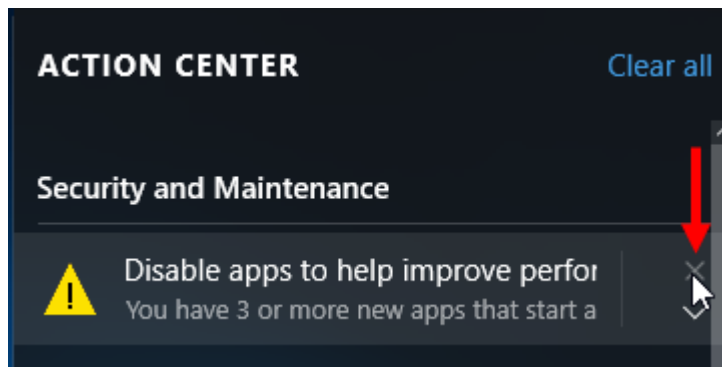
No matter what the state of the Action Center icon is, **clicking on it will display the Action Center task pane:**



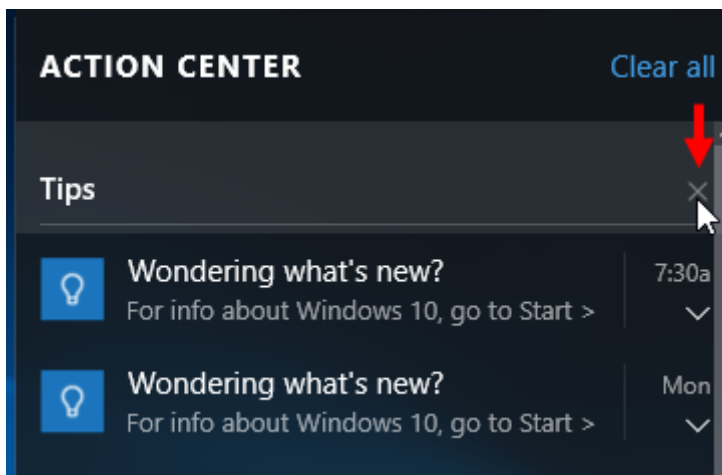
When you are done with the Action Center, click on another area of your screen or the Action Center icon in the notification area to close it.

## CLEARING NOTIFICATIONS

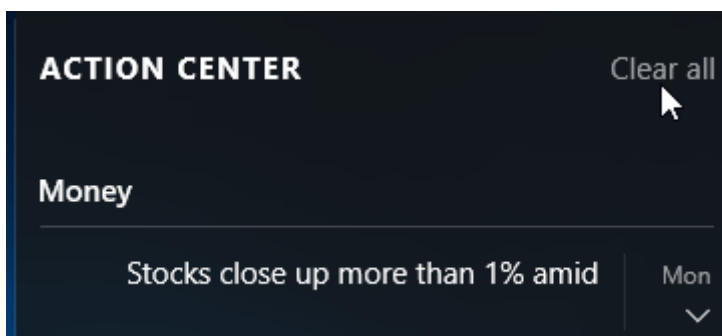
As the Action Center acts as a hub for any and all notifications, it can sometimes become a little cluttered. To help keep things neat, you have the option to clear individual, categories of, or all notifications. **To clear an individual notification**, click the small X button in its top right-hand corner:



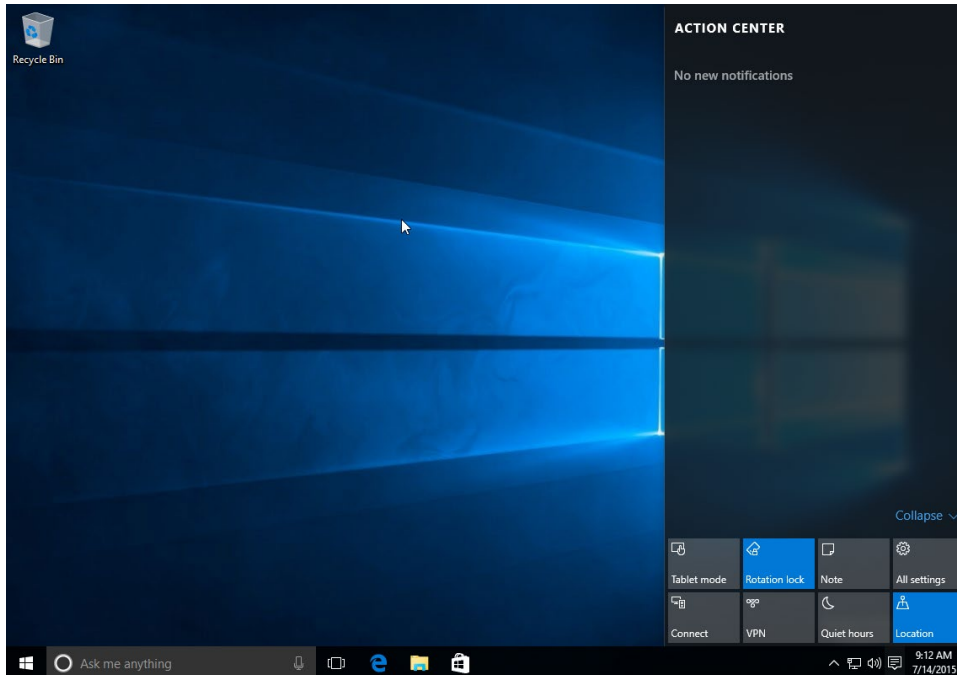
**To clear all of the notifications from a specific app or category**, first move your mouse cursor over the app or category header. This action will display an X button. When this button is clicked, it will clear all of the notifications in the associated app or category:



Finally, **to clear all of the notifications** within the Action Center, click the “Clear all” link in its upper right-hand corner:

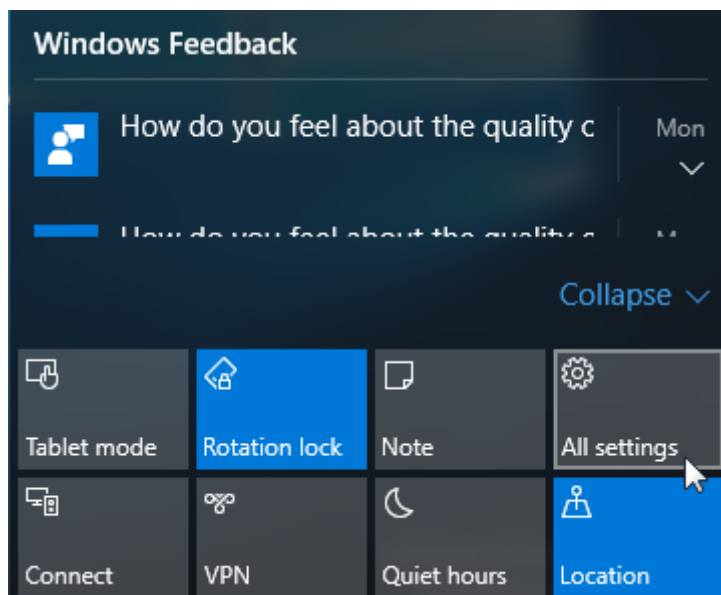


If the notifications have been cleared from the Action Center, only a simple message will be displayed in addition to the quick action buttons:

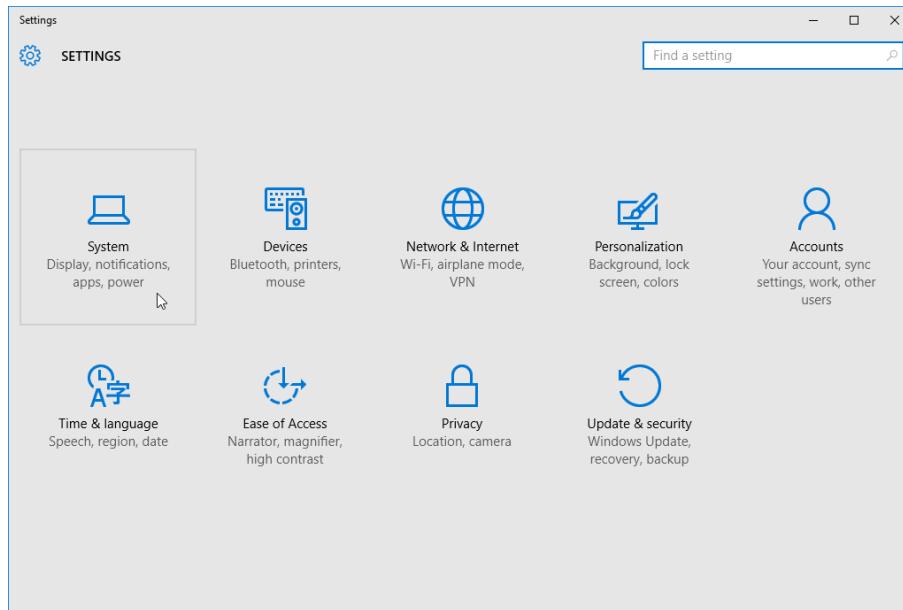


## CUSTOMIZING NOTIFICATION SETTINGS

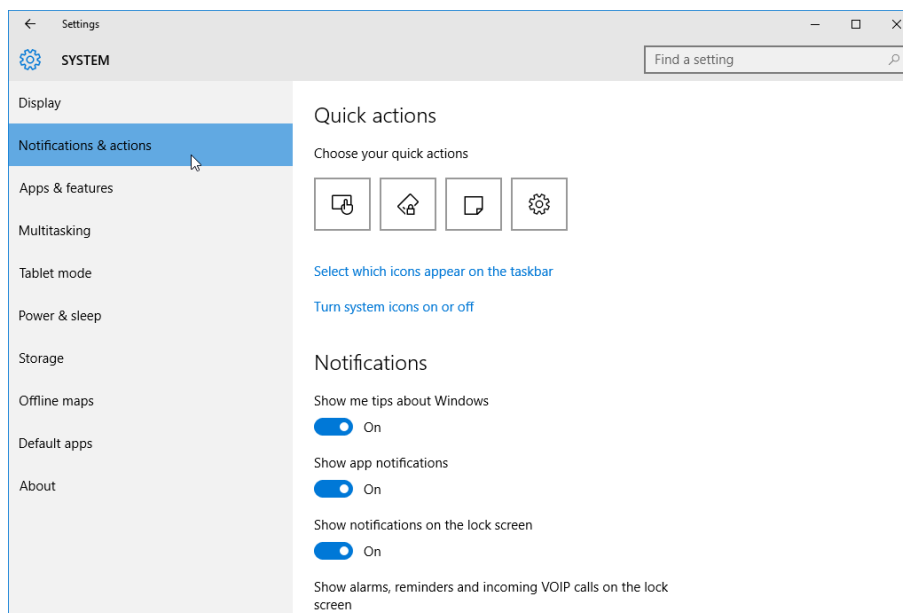
Like many of the components that make up Windows 10, the Action Center and the notification settings can be modified in different ways. To customize these settings, first display the Settings window by clicking “All settings” in the Action Center:



Then, click the System category:



With the System category displayed, choose the “Notifications & actions” sub-category. All settings to customize notifications and the Action Center will be listed here:



Let’s examine the settings that are available in this category by section:

### Quick actions

Choose your quick actions



Select which icons appear on the taskbar

Turn system icons on or off

In the **“Quick actions” section**, the four small buttons are used to select the four primary quick actions that you would like to have displayed on the Action Center. For example, you could swap out the **“Tablet mode”** button for the VPN toggle if you wanted. However, the available actions will be shown by default if the action buttons area in the Action Center is expanded.

Below these buttons are links to choose exactly what is shown in the notification area. For example, you could choose to hide the volume control icon or an icon from a third-party program.

The **Notifications section** includes toggles that allow you to choose what kind of notifications are displayed and when:

## Notifications

Show me tips about Windows



Show app notifications



Show notifications on the lock screen



Show alarms, reminders and incoming VOIP calls on the lock screen

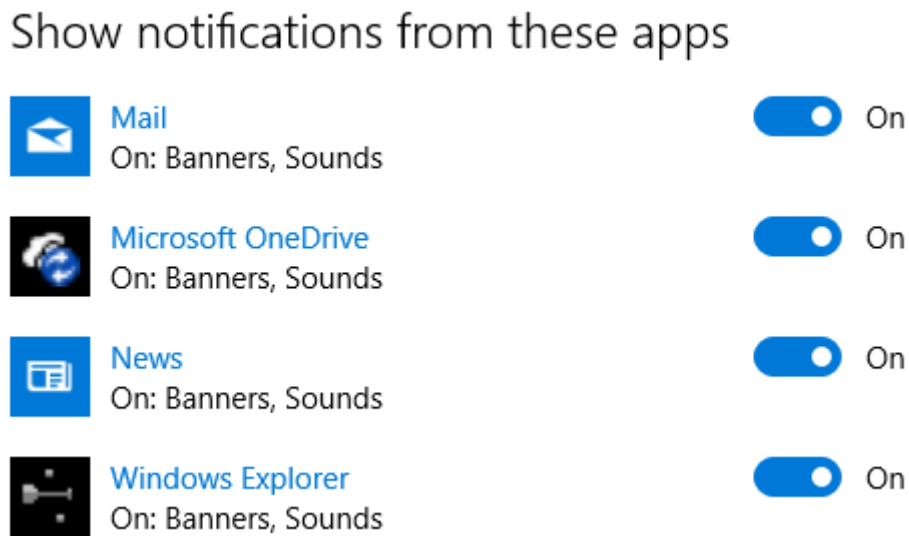


Hide notifications while presenting



By default you will see notifications that include tips and app notifications. Additionally, you can choose to have notifications shown on the Lock screen, as well as alarms, reminders, and incoming VOIP calls. If you wish, you can also choose to have all notifications hidden while you are presenting in PowerPoint or another application.

The “**Show notifications from these apps**” section is where you can turn on or off notifications on an app-by-app basis:



For example, if you wanted to prevent the News app from displaying notifications, you would toggle its associated control to the Off position.

## ACTIVITY 2-1

### Viewing and Managing Notifications

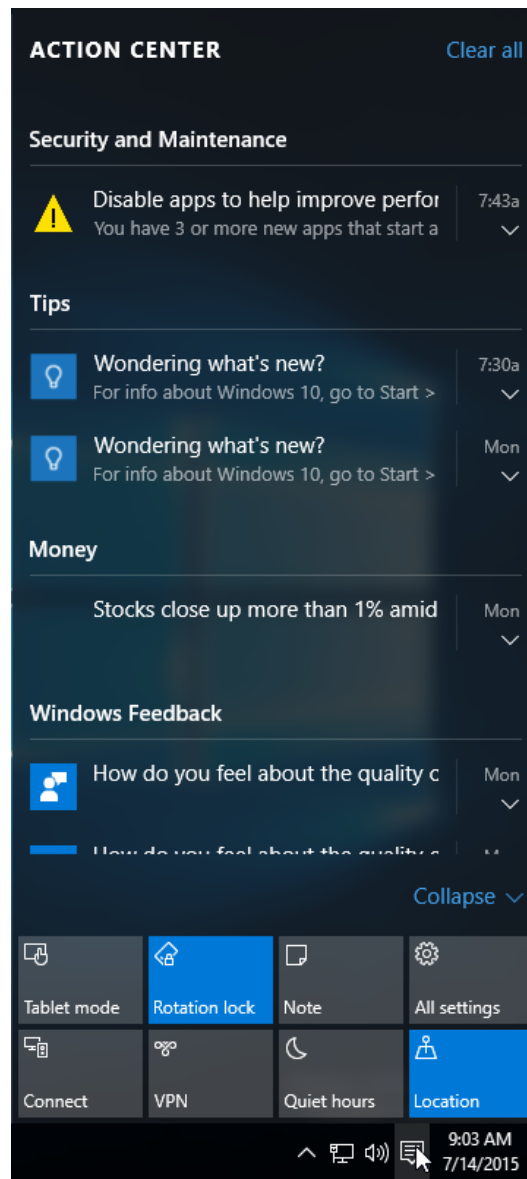
You have noticed that you have received a few different notifications over the past few days since you started using Windows 10. You would like to use the Action Center to view and manage these notifications.

1. To begin, log into your Windows 10 account.
2. Examine the notification area on the far right-hand side of the taskbar. Click the Action Center icon:

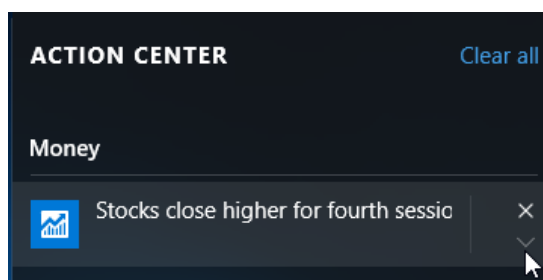




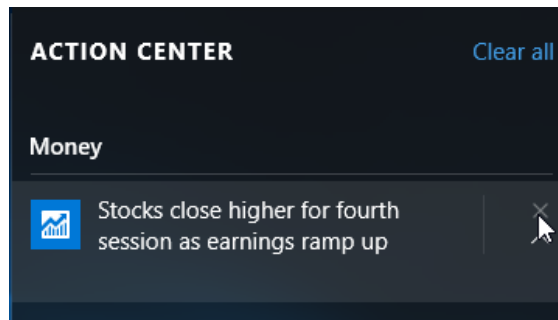
- The Action Center task pane will now be displayed on the right-hand side of your screen. The upper portion of the task pane will be populated with notifications, while the lower portion will display quick actions:



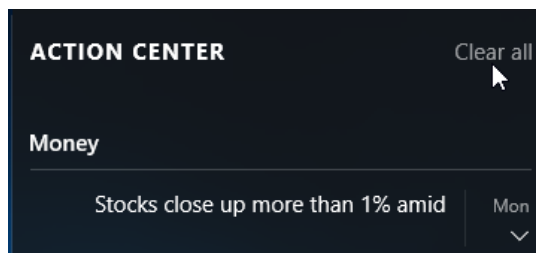
- Review the list of notifications. Beside any notification, click the downward pointing arrow in its lower right-hand corner to expand it:



5. Review this notification. When you are done with it, clear it by clicking the X button in its upper right-hand corner:

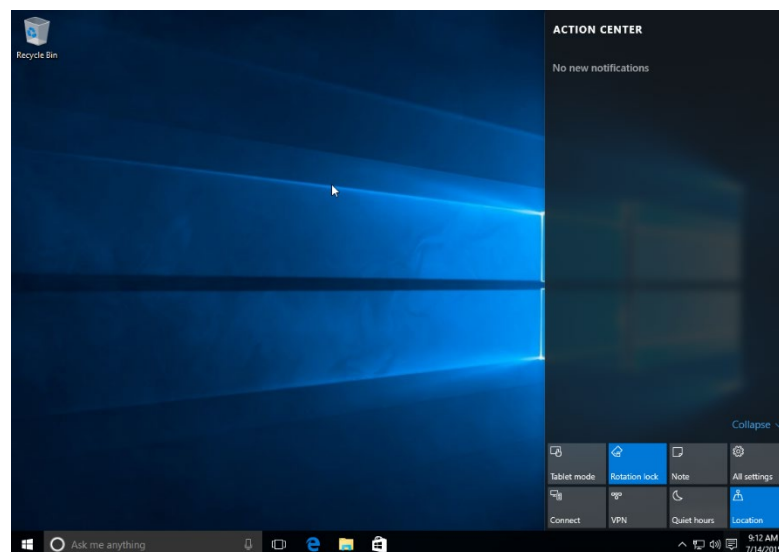


6. The selected notification will now have been cleared from the Action Center. Next, you would like to clear all of the notifications that you see here. In the upper right-hand corner of the Action Center, click the “Clear all” link:

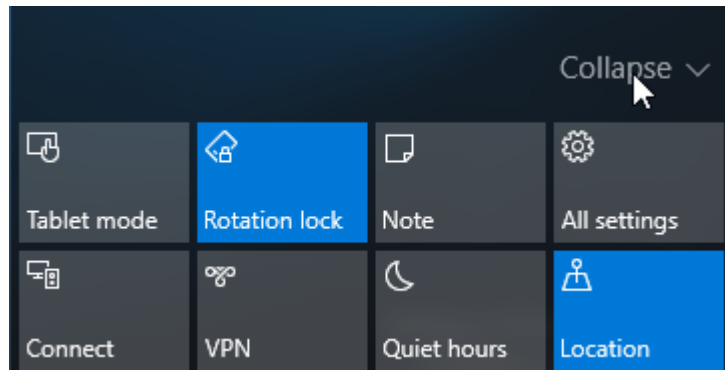


(If you do not have any notifications, skip to step eight.)

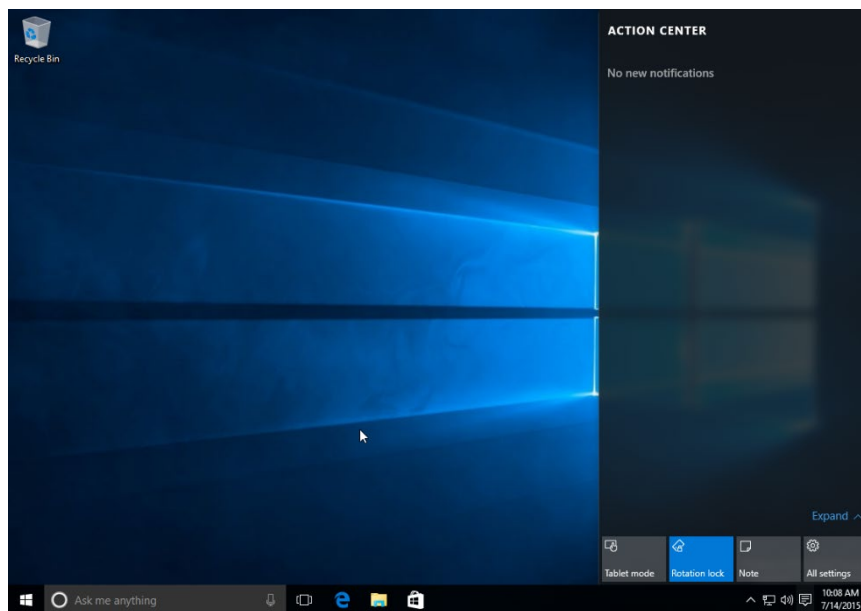
7. All of the notifications that were listed in the Action Center will now have been cleared:



8. To make room for more notifications, you would like to only show the top row of action buttons at the bottom of the task pane. Near the lower right-hand corner of the Action Center, click the Collapse button:



9. The Action Center will now look like this:



10. Click anywhere outside of the Action Center to close it. Log out of your Windows 10 account to complete this exercise.

# TOPIC D: Windows Store Apps

The Windows Store lets you search through a wide variety of apps that have been created by third-party developers. Once you have found an app that you like, you can then choose to purchase, download, and install it to your PC. These apps range from games to productivity software, with a wide selection that is available for free. In this topic, you will learn how to use the Windows Store to find and download new apps.

## ***Topic Objectives***

In this topic, you will learn:

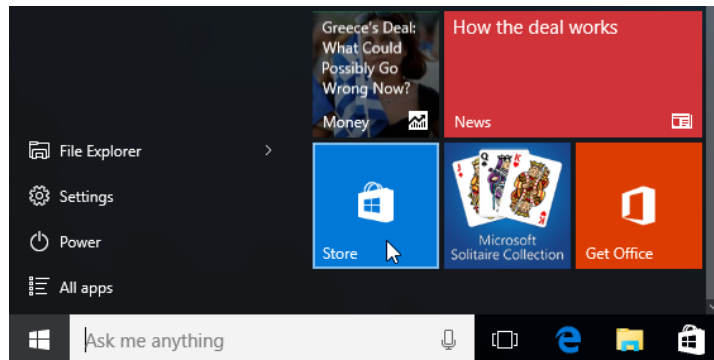
- About Windows Store apps
- How to open the Windows Store
- How to navigate through the Windows Store
- How to download and install apps from the Windows Store
- How to uninstall apps downloaded from the Windows Store

## **ABOUT THE WINDOWS STORE**

The Windows Store is a central hub where you can find, download, and install new apps, all from one central location. This saves you from trying to track down apps from various places on the Internet and provides a much simpler way to install them. Additionally, the Windows Store allows you to download games, music, and even television episodes and movies.

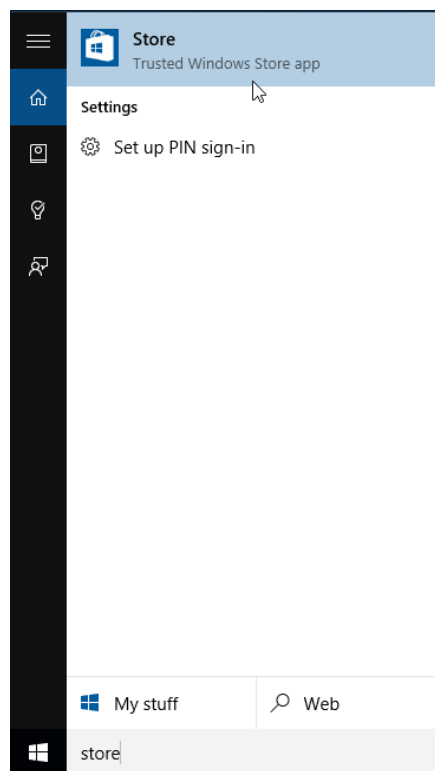
## OPENING THE WINDOWS STORE

To open the Windows Store, click the Store tile on the Start menu:



(You may need to scroll down a little bit to see this tile.)

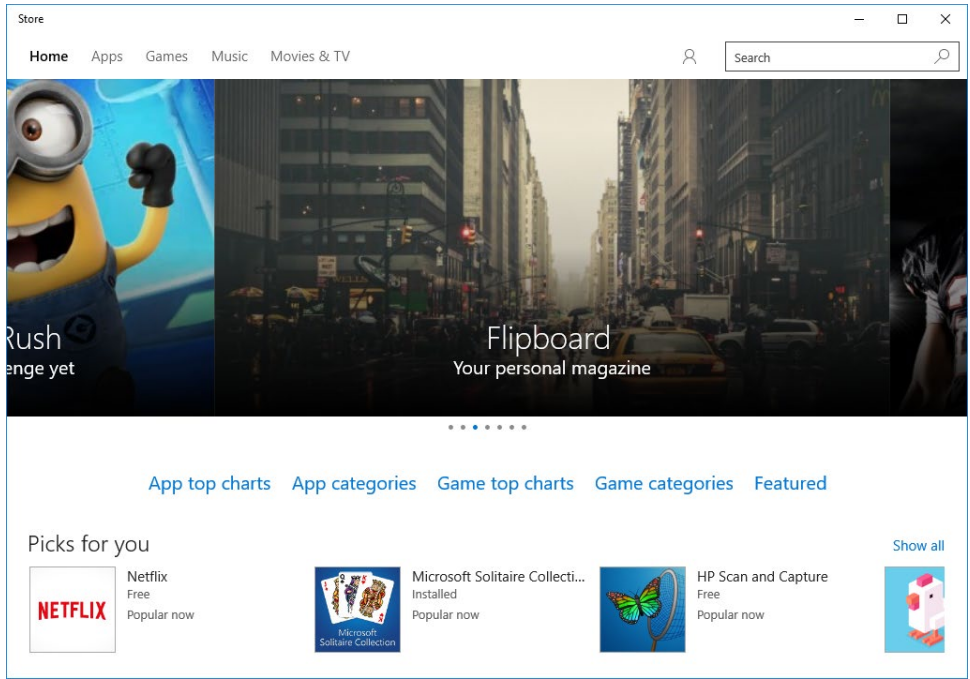
You can also type “Store” inside the search box and click on the top result:



Or, simply click the Store icon on the taskbar:

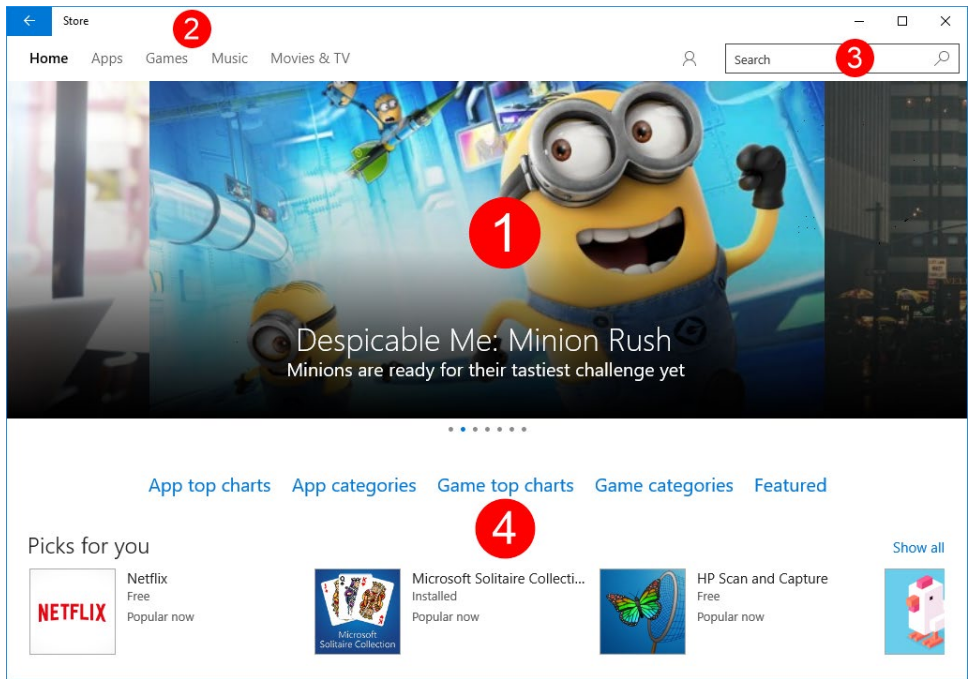


No matter which way you open the Windows Store, it will appear on the desktop in its own window:

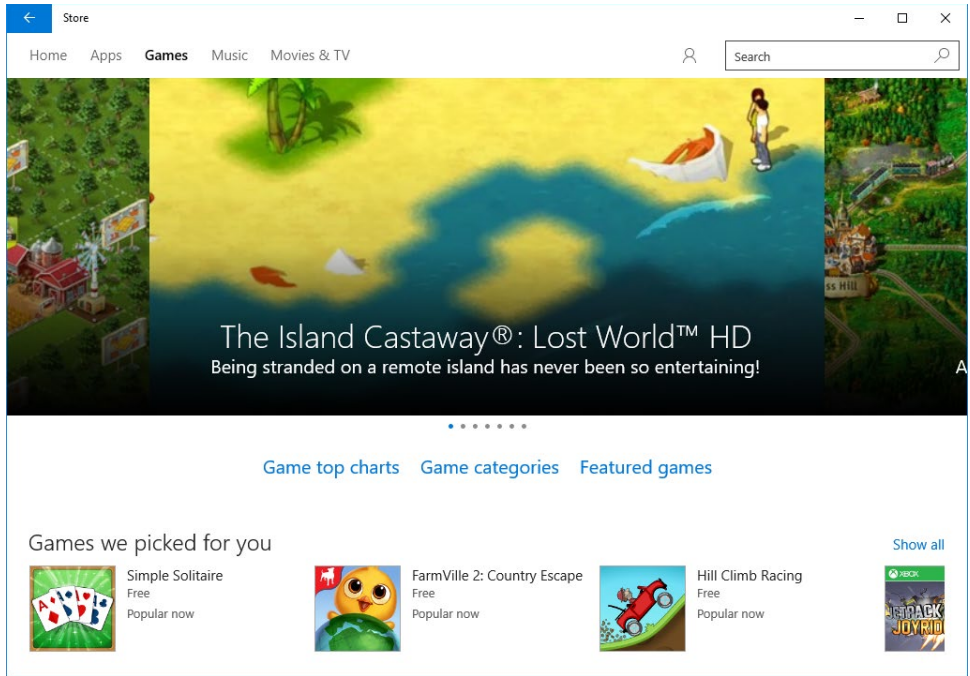


## COMMON WINDOWS STORE APP NAVIGATION FEATURES

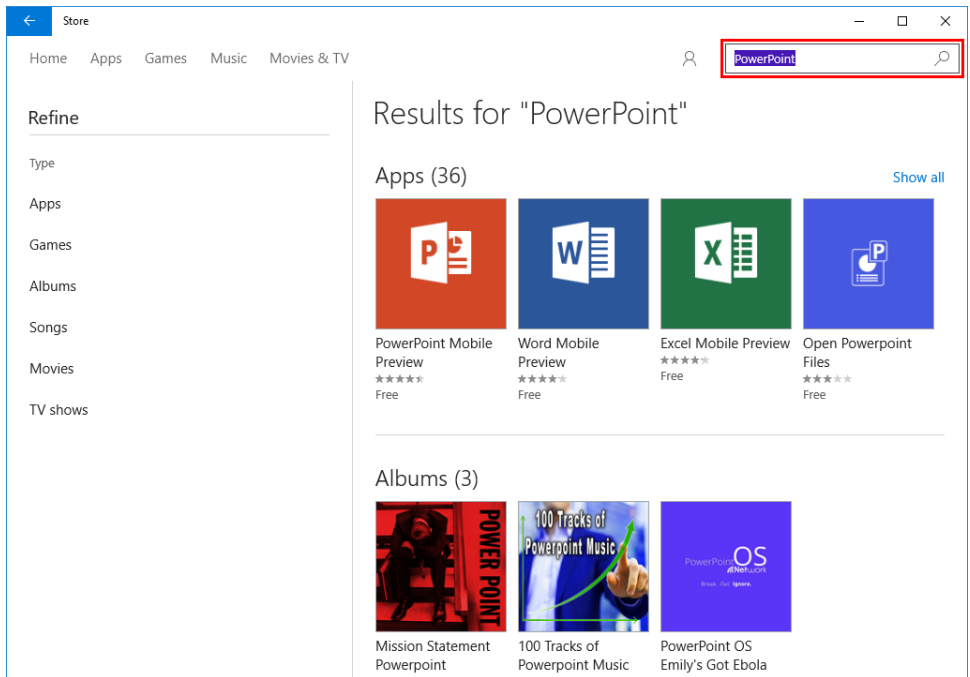
At the time of publication, there were hundreds of thousands of apps available in the Windows Store, and even more music, movies, and games. Luckily the Windows Store has several different features to make navigation easier:



When you first open the Windows Store, you will see some popular downloads (apps, games, movies, etc.) featured prominently in the **carousel gallery (1)**. Above this you will see **five main categories**: Home, Apps, Games, Music, and Movies & TV **(2)**. You can click any category to view related results:

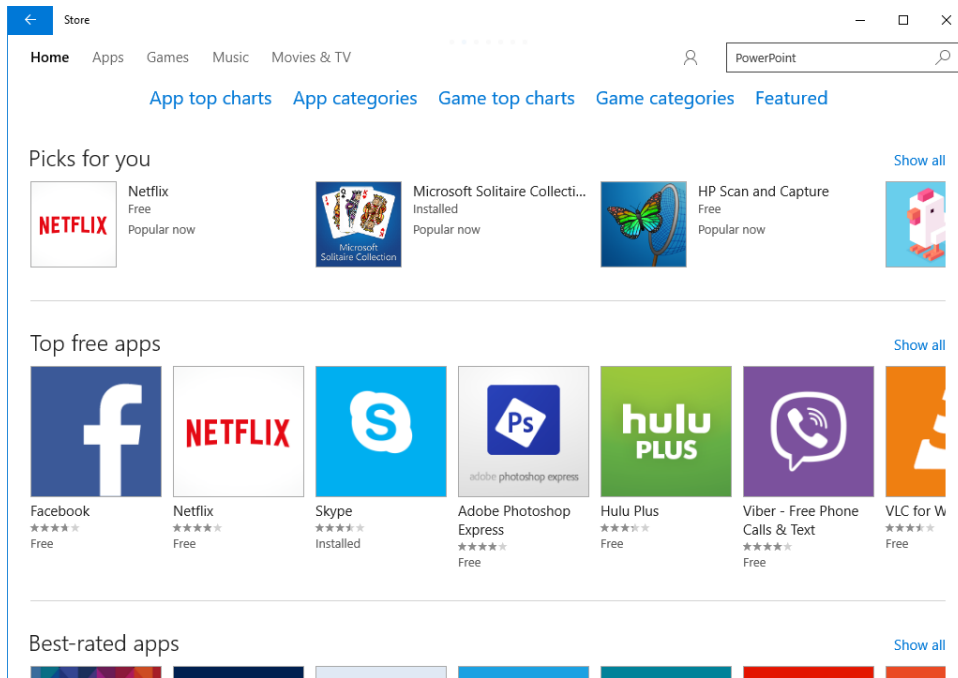


Near the top right-hand corner of the Windows Store, you will see the **Search field (3)**. Using this feature you can enter keywords to find the item you are looking for across all of the categories. For example, here we were looking for PowerPoint:



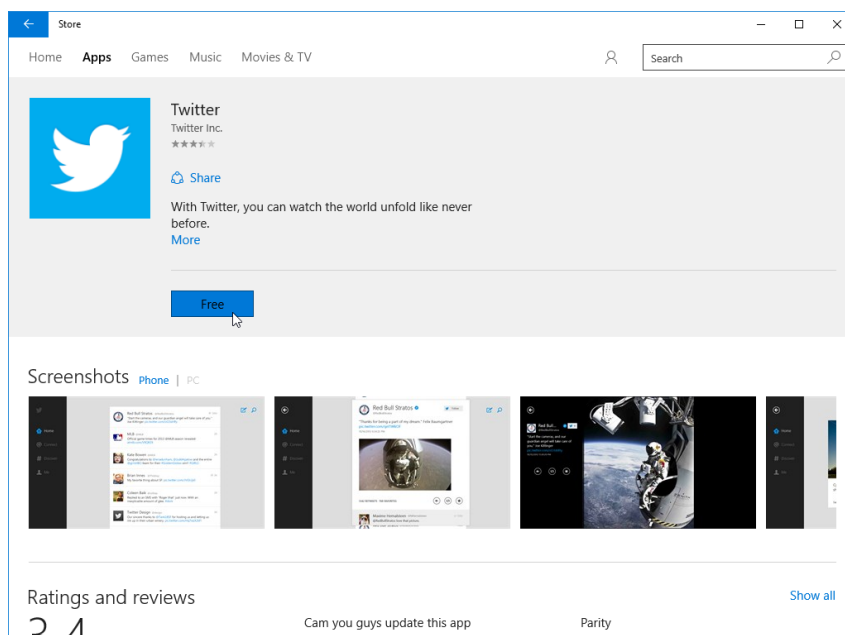
(Clicking on any result listed here will display the associated product page.)

Finally, if you scroll down with any of the categories displayed, you will see many different **general categories (4)** that can help you find the download that you want. For example, the Home category will show lists for the most popular free apps, the most popular paid apps, and apps that are the highest rated by other users:



## DOWNLOADING AND INSTALLING WINDOWS STORE APPS

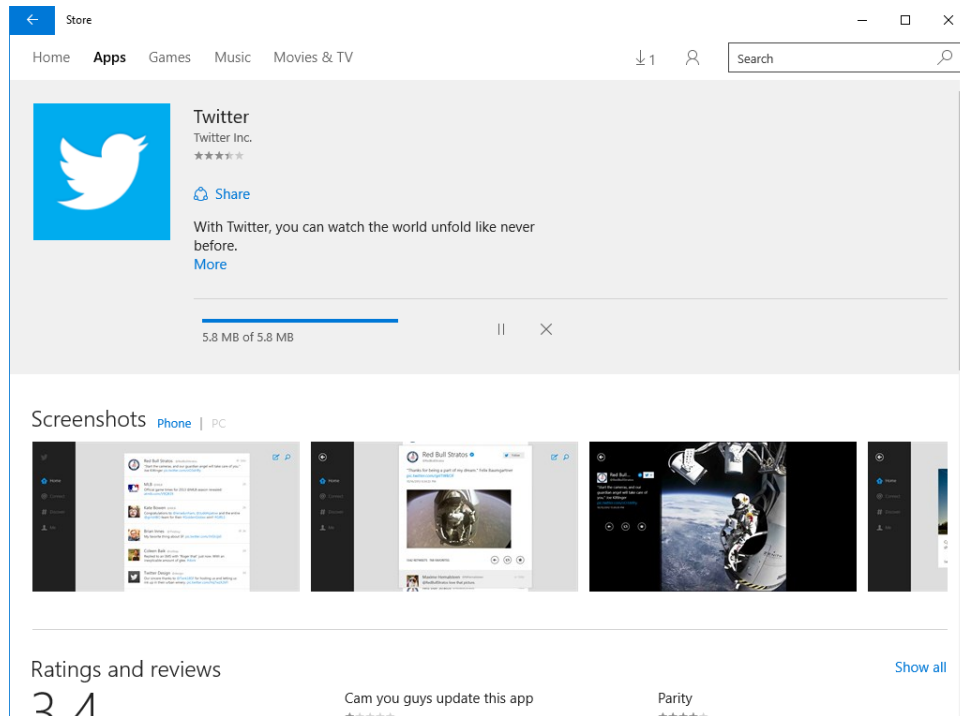
Once you have found the app that you are looking for, you can start to download and install it from its product page. The product page typically includes a description of the app, a selection of screenshots, user reviews, technical information, and a list of related apps. To download and install the app, click the Free button:



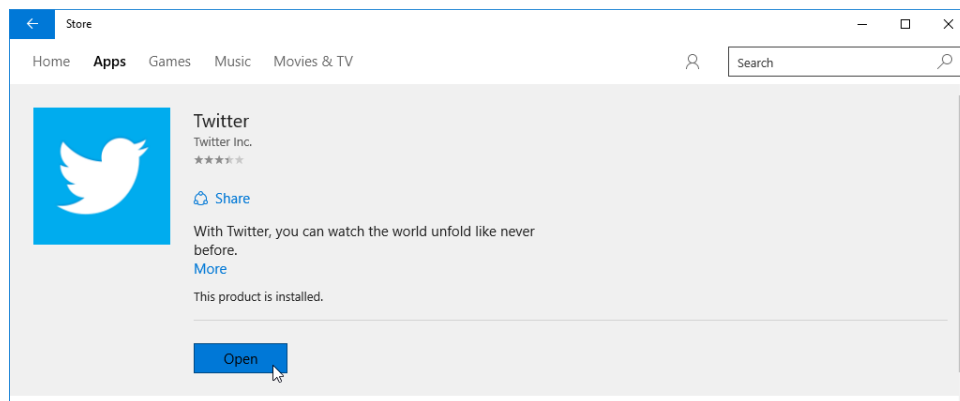


(If it is a paid app, you would see a price instead, and would be prompted to enter account and payment information upon clicking it.)

A progress bar will then appear and indicate the download and installation process:

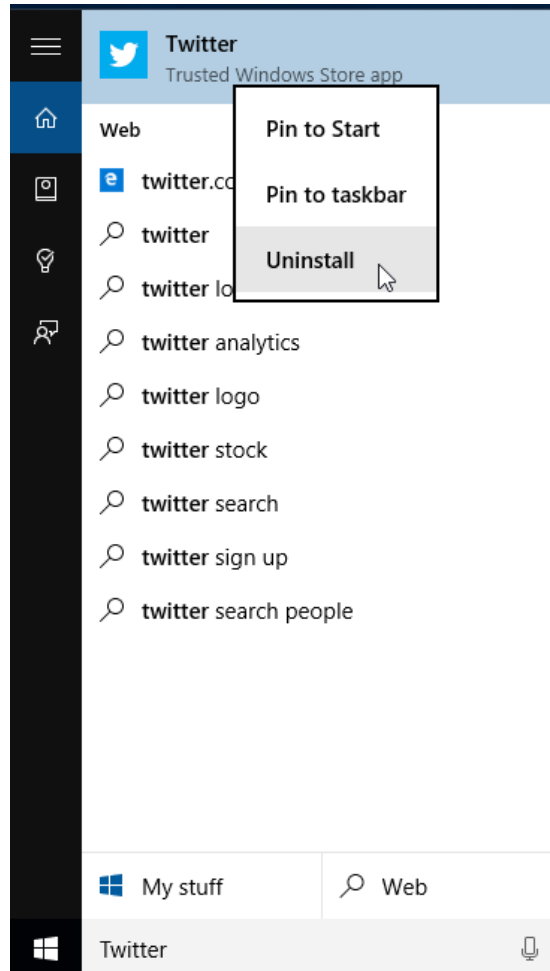


When the process is done, the app is ready to be used and can be found through the Start menu. Additionally, an Open button will also be displayed on the product page:

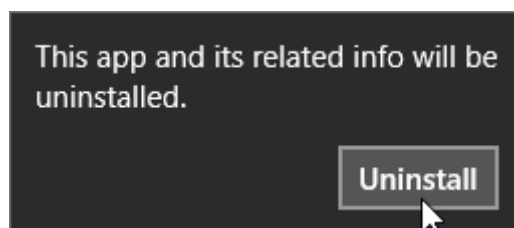


## UNINSTALLING APPS

To uninstall an app, first display it in the Start menu or using the search field. Right-click the listing and click Uninstall:



If you choose to use the search box, the app will immediately be uninstalled from your computer. If you choose instead to use the Start menu, a pop-up dialog will ask you to confirm your choice. Click Uninstall to complete the process:

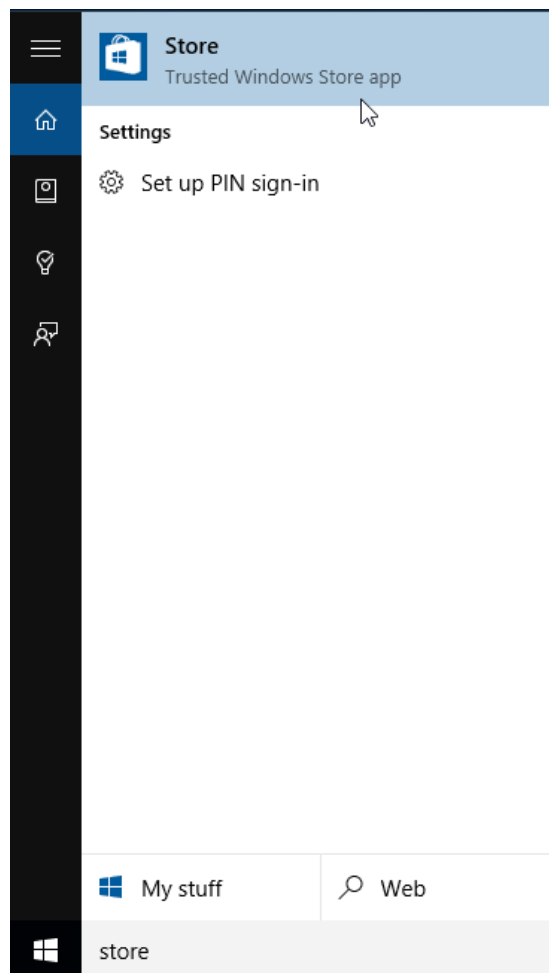


## ACTIVITY 2-2

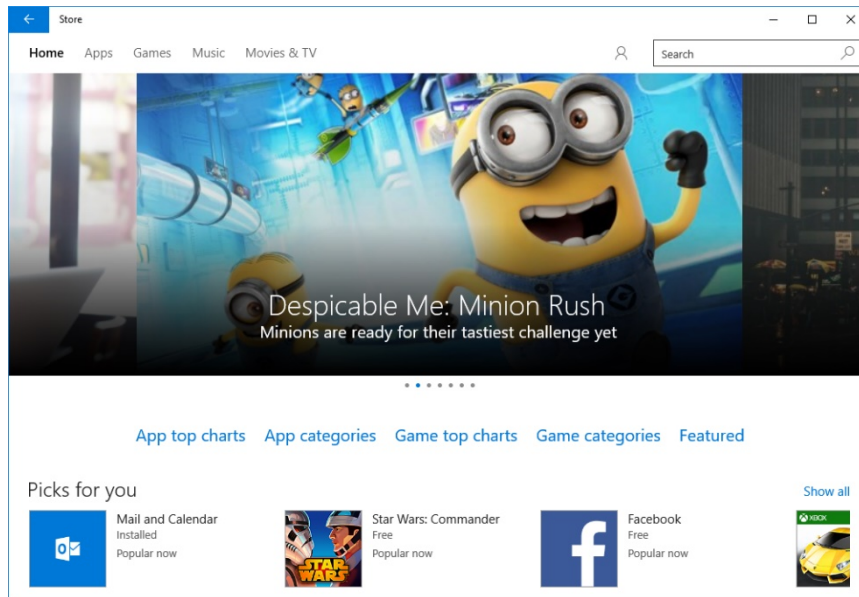
### Working with Windows Store Apps

You would like to add some apps to your computer from the Windows Store so that you can do more with your computer.

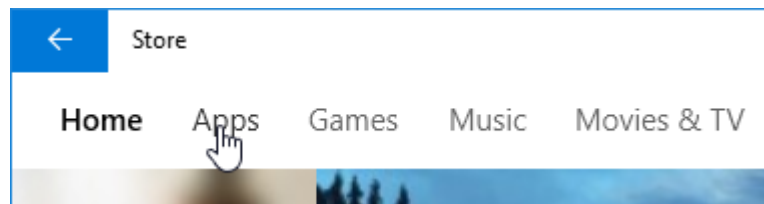
1. To begin, log into your Windows 10 account.
2. Open the Windows Store by typing “Store” into the search box on the taskbar and clicking the top result:



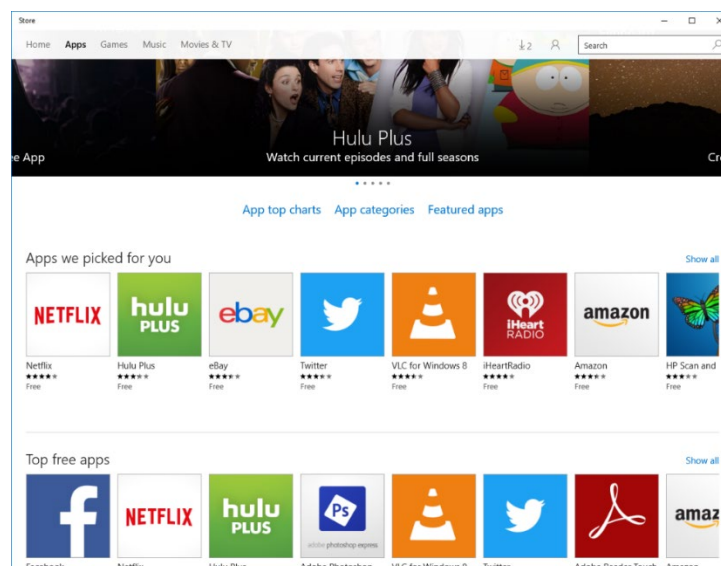
3. The Windows Store will now be open in its own window on your desktop:



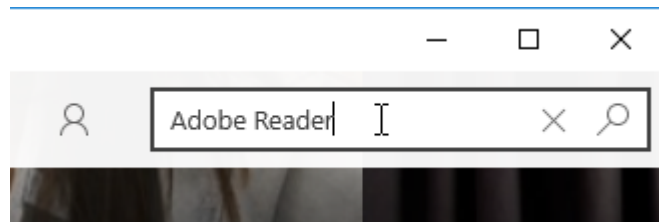
4. Near the top of the Store window, click the Apps category:



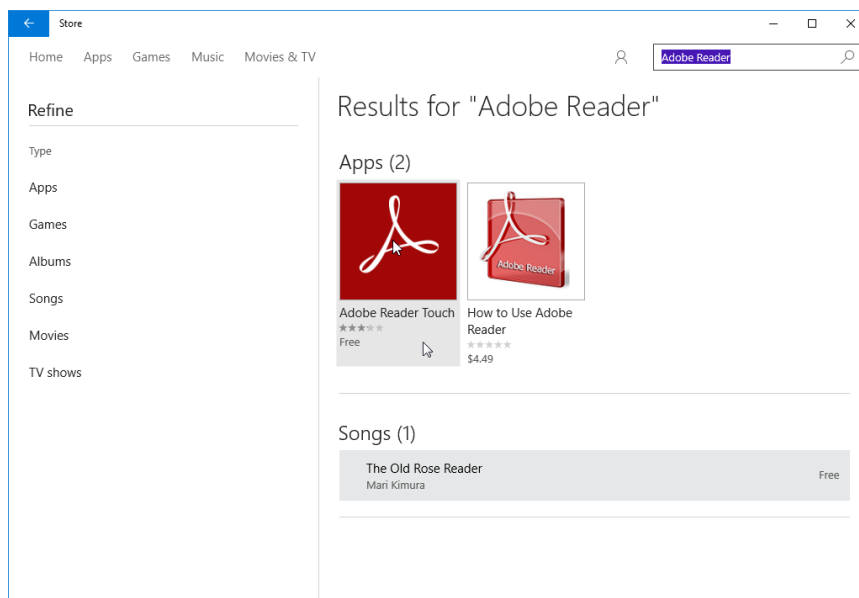
5. Scroll down and review all of the options that are presented in the Apps category:



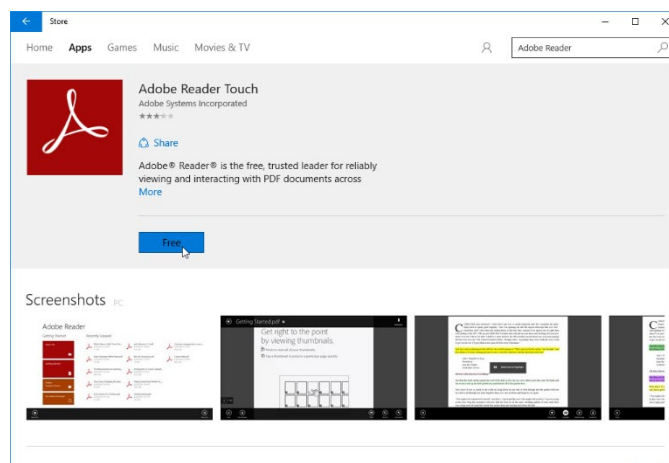
- Near the top right-hand corner of the Store window, click inside the Search box. Type “Adobe Reader:”



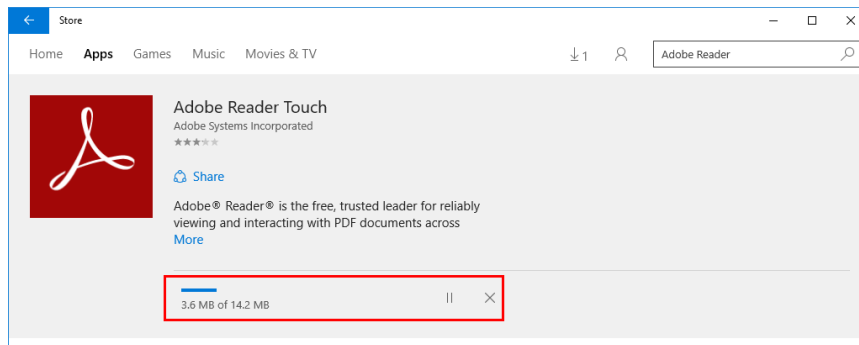
- Press the Enter key on your keyboard. You will see a list of apps in the Windows Store that match the terms that you entered. Click the Adobe Reader Touch option:



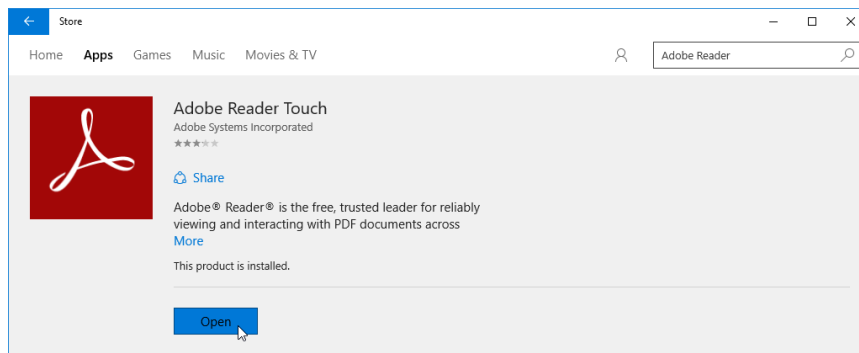
- The product page for this app will now be displayed. Review its information and then click the Free button:



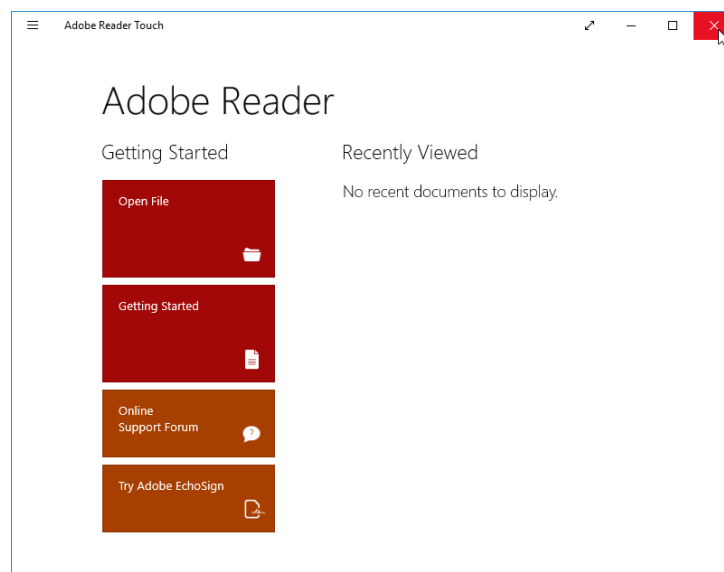
9. After a few moments, the app will start to download and install. You can keep track of its progress by watching the progress bar just below the app description:



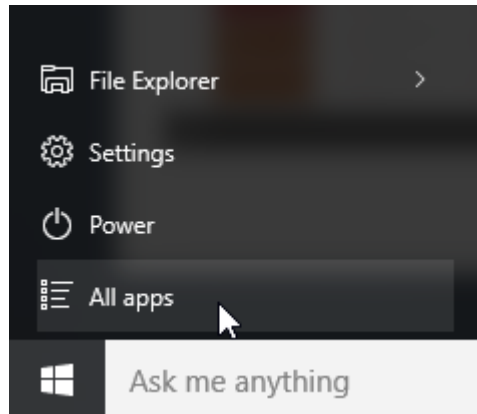
10. Once the download and installation process is completed, the Open button will be displayed. Click it:



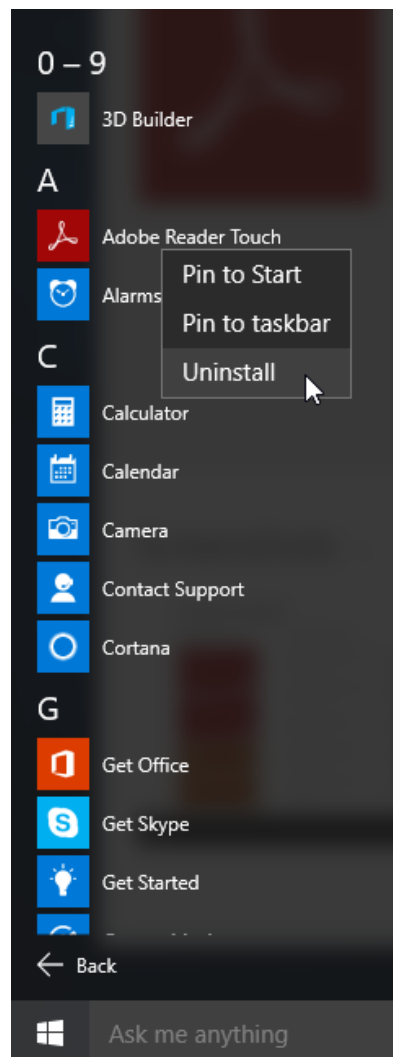
11. The Adobe Reader Touch app will now be displayed in its own window. Close it by clicking the Close button in its upper right-hand corner:



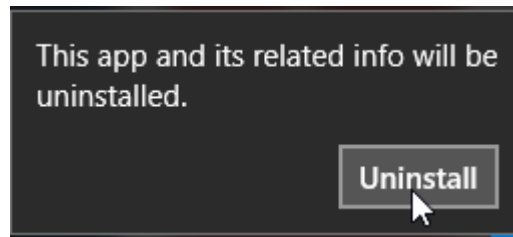
12. It turns out that you don't need this app, so you would like to remove it. Click Start → All apps:



13. Scroll through the list of apps in the Start menu. Right-click the listing for Adobe Reader Touch. Click Uninstall:



- 14.** A pop-up dialog will be displayed. Click Uninstall to complete the process:



- 15.** The app will now have been uninstalled from your computer and you will no longer see it listed within "All apps" on the Start menu. Close the Store window and then sign out of your Windows 10 account to complete this exercise.



# TOPIC E: Windows 10

## Navigation Summary

One of the key things that you need to know to successfully use Windows 10 is how to navigate through it. Over the course of this topic you will learn about the various methods, gestures, and keyboard shortcuts that you can use to efficiently make your way around the Windows 10 interface.

### ***Topic Objectives***

In this topic, you will learn:

- About moving between apps
- How to complete basic navigation actions
- How to modify the layout of desktop windows

## **MOVING BETWEEN APPS**

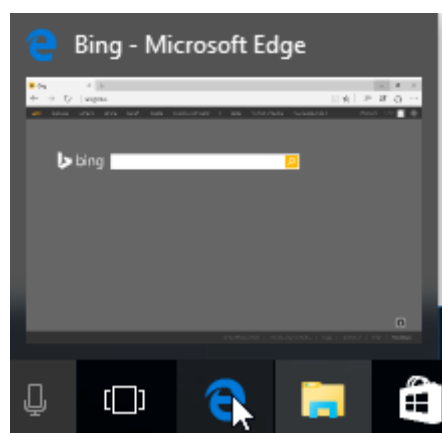
Gestures and keyboard shortcuts continue to be a component of Windows, but a few things have changed.

On the following pages, you will see several common tasks. Each task is followed by the different methods that you can use to complete it.

### ***Switch to a Recent Window***

#### **Mouse Technique**

Move your cursor over an application icon on the taskbar to see a thumbnail of its open window:



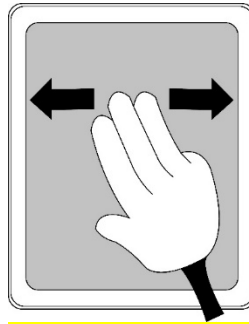
Click a thumbnail or the icon to switch to that application.

### Keyboard Shortcut

Alt + Tab

### Touchpad Gesture

Swipe left or right with three fingers and scrub through the available apps. Remove your fingers from the touchpad to open the selected app.



### Display the Task View

#### Mouse Technique

Click the Task View button beside the search box on the taskbar:

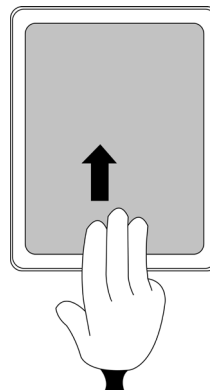


### Keyboard Shortcut

Win + Tab

### Touchpad Gesture

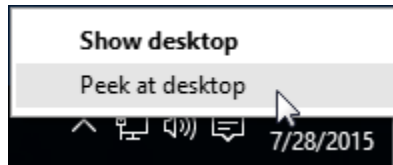
With the desktop displayed, swipe up on the touchpad with three fingers.



### ***Peek at the Desktop***

#### **Mouse Technique**

Right-click the edge of the notification area and click “Peek at desktop:”



#### **Keyboard Shortcut**

Win + ,

#### **Touchpad Gesture**

None

### ***Minimize All Open Windows and Display the Desktop***

#### **Mouse Technique**

Click the thin Show Desktop button at the far-right side of the taskbar:

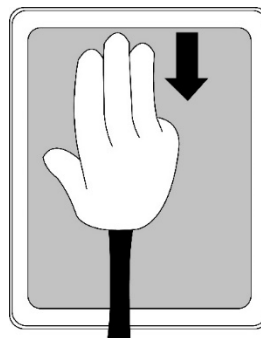


#### **Keyboard Shortcut**

Win + D

#### **Touchpad Gesture**

Swipe down on the touchpad with three fingers.



### ***Re-Maximize All Windows Previously Minimized***

#### **Mouse Technique**

Click the thin Show Desktop button at the far-right side of the taskbar:

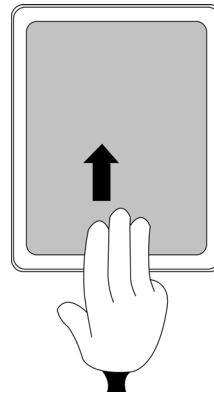


#### **Keyboard Shortcut**

Win + D


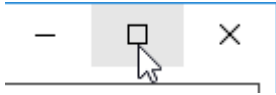
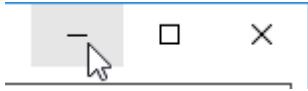
### Touchpad Gesture

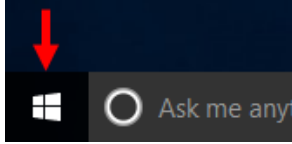
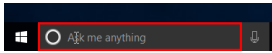
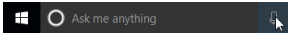

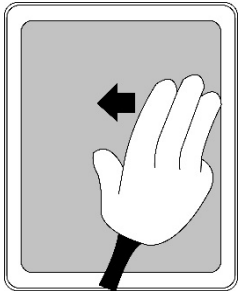
Swipe up on the touchpad with three fingers.



## BASIC ACTIONS

Here is how to complete some basic actions with the Windows interface.




Task	Mouse Technique	Keyboard Shortcut	Touchpad Gesture
Close a Window	Click the X button in the upper right-hand corner of any open window: 	Alt + F4	None
Maximize a Window	Click the square Maximize button near the upper right-hand corner of any open window: 	Win + Up Arrow	None
Minimize a Window	Click the Minimize button near the upper right-hand corner of any open window: 	Win + Down Arrow	None
Scroll Up or Down/Left or Right	Click the scrollbar buttons or drag the scrollbar into position. Alternatively, you can spin a scroll wheel if your mouse has one.	Left, Right, Up, or Down Arrow keys	None

Task	Mouse Technique	Keyboard Shortcut	Touchpad Gesture
Display the Start Menu	In the lower left-hand corner of your screen, click the Start button:  	Win	None
Display the Search Menu	Click inside the Search field:  	Win + S	None
Wake Up Cortana with Speech Recognition	Click the microphone button on the right of the search box:  	Win + C	None
Display the Action Center	Click the Action Center button in the notification area:  	Win + A	Swipe from the right edge of the touchpad inwards.  

## MODIFYING WINDOW LAYOUT

Here is how to modify the layout of windows on your desktop. (Note that this subtopic discusses some features that have not been covered yet. These features will be covered later in this course.)

Task	Mouse Technique	Keyboard Shortcut
Snap an App (to the left or right side of your screen)	Click and drag an open app window to the left or right edge of your screen until you see a ripple effect. Release your mouse button.	Win + Left or Right Arrow

Task	Mouse Technique	Keyboard Shortcut
Snap an App (to one of the four corners of your screen)	Click and drag an open app window to the corner of your screen until you see a ripple effect. Release your mouse button.	None
Unsnap an App	Click and drag a snapped app towards the middle of your screen. Release your mouse button.	Win + Up Arrow or Down Arrow multiple times
Create a new Virtual Desktop	Display the Task View and then click the New Desktop button: 	Win + Ctrl + D
Close Current Virtual Desktop	Display the Task View and then click the X button near the top right-hand corner of the virtual desktop in question: 	Win + Ctrl + F4
Switch to a Virtual Desktop	Display the Task View and then click the thumbnail of the virtual desktop in question: 	Win + Ctrl + Left/Right Arrow

## Summary

Over the course of this lesson, you learned how to navigate through Windows 10 and how to use its powerful multitasking features. You should now be comfortable switching between apps, snapping apps, using Cortana, and viewing notifications. Additionally, you should be comfortable viewing the Action Center and using the Windows Store to find and download apps.

# **LESSON 3:**

# **WORKING WITH DESKTOP**

# **APPLICATIONS**

## **Lesson Objectives**

In this lesson you will learn how to:

- Work with desktop windows
- Manage files and folders with File Explorer
- Create and modify files with desktop applications

# TOPIC A: Work with Desktop Windows

Working with desktop windows is a key skill when using Windows 10. By being able to manage windows on your desktop and switch between them easily, you can multitask between applications and be more productive than ever. Over the course of this topic, you will learn how to work with a desktop window.

## Topic Objectives

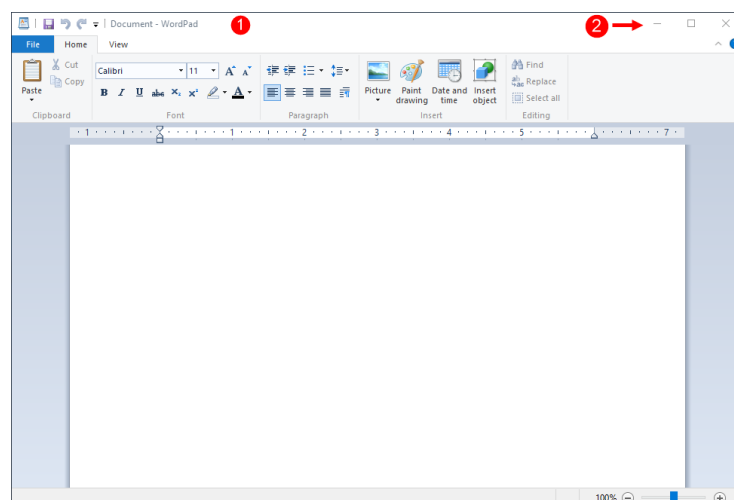
In this topic, you will learn:

- About desktop windows
- How to resize windows
- How to minimize, maximize, and restore windows
- How to cascade, stack, and switch windows
- How to view windows side by side
- How to use the Shake and Peek functions

## ABOUT DESKTOP WINDOWS

When you choose to open an application or an app, a window will appear for that item on the desktop. This window contains the application. It can be moved around, resized, and organized in relation to other windows to facilitate the ability to work with multiple apps at once.

Desktop windows for applications tend to incorporate the same interface style and controls. For example, let's look at the window for the Microsoft WordPad desktop application:

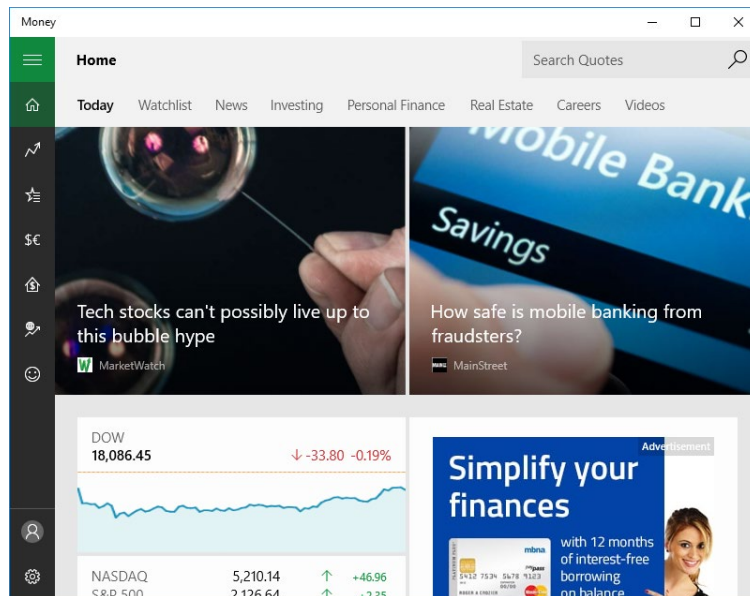


Along the top of this window is the **title bar (1)** which shows the name of the application and the name of the file that is currently open. In the upper right-hand corner of the






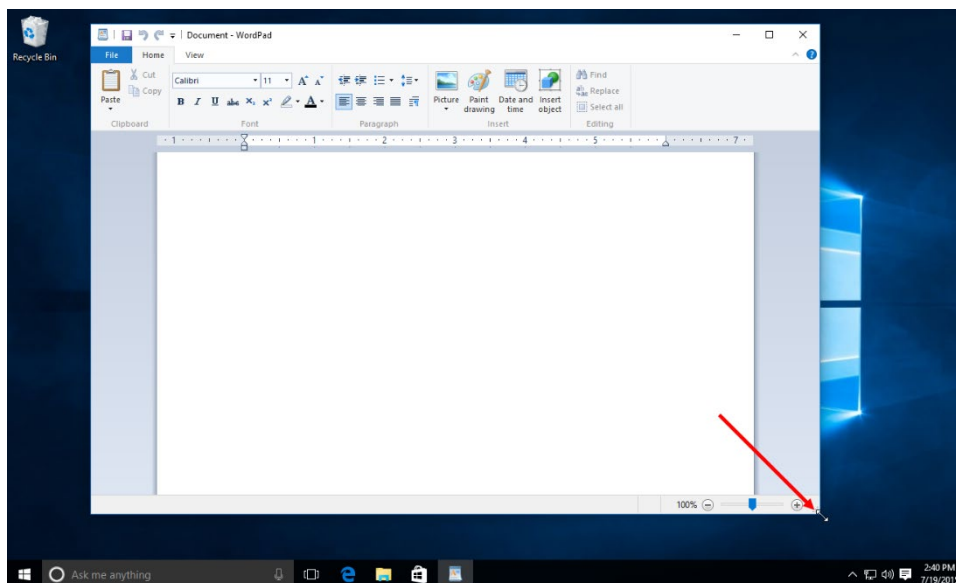
window, you will also see the **Minimize, Maximize/Restore, and Close controls (2)**. The window itself is represented by a very thin colored border around the application. (Keep in mind that this border will not be visible if the window has been maximized.) The content of the application will be displayed inside this border.

App windows appear slightly different, but include the same basic components like the title bar and the thin colored border:



## RESIZING WINDOWS

Any window that is not minimized or maximized can be manually resized. To do this, move your mouse pointer to the outside edge of an open window. When the mouse pointer changes to , , or , click and drag the border of the window to make it as large or small as you like:



## USING MINIMIZE, MAXIMIZE/RESTORE, AND CLOSE

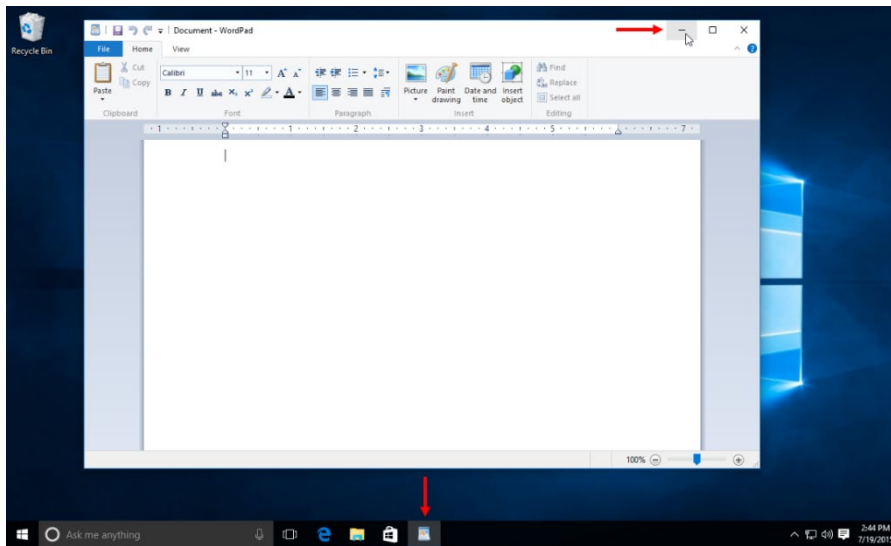
The Minimize, Maximize/Restore, and Close buttons are located in the upper right-hand corner of almost every window you open on the desktop:




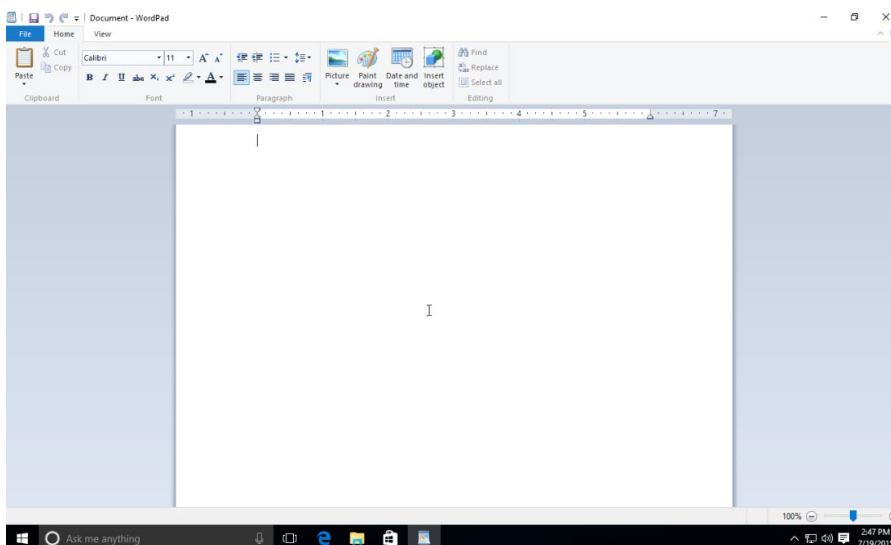
Clicking the **Close button** will close the window or program:




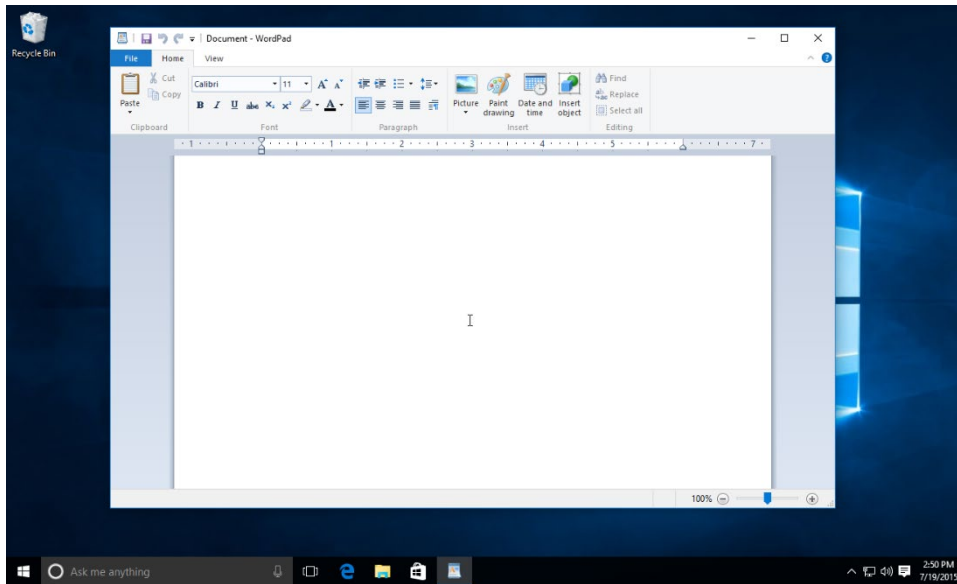
The **Minimize button** is used to reduce the window to a single icon on the taskbar:



The middle button is a dual-use button. The most common form it takes is **Maximize** (  ), which when clicked will make the window fill your entire screen (with the exception of the taskbar):

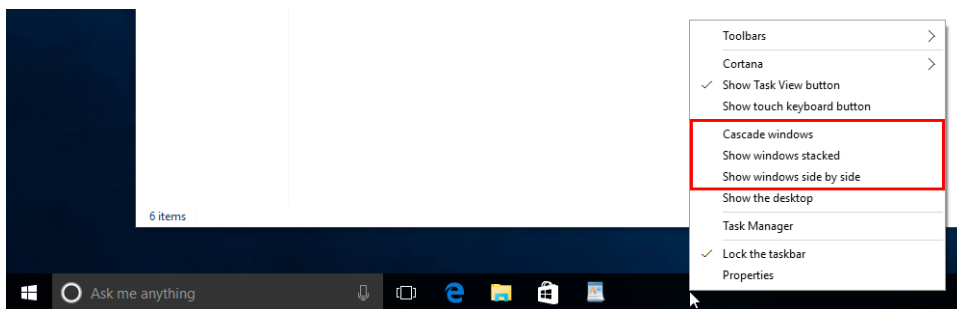


When a window is maximized, the Maximize button will change to **Restore Down** (  ). When this button is clicked, it will restore the window back to the size it was before it was maximized:



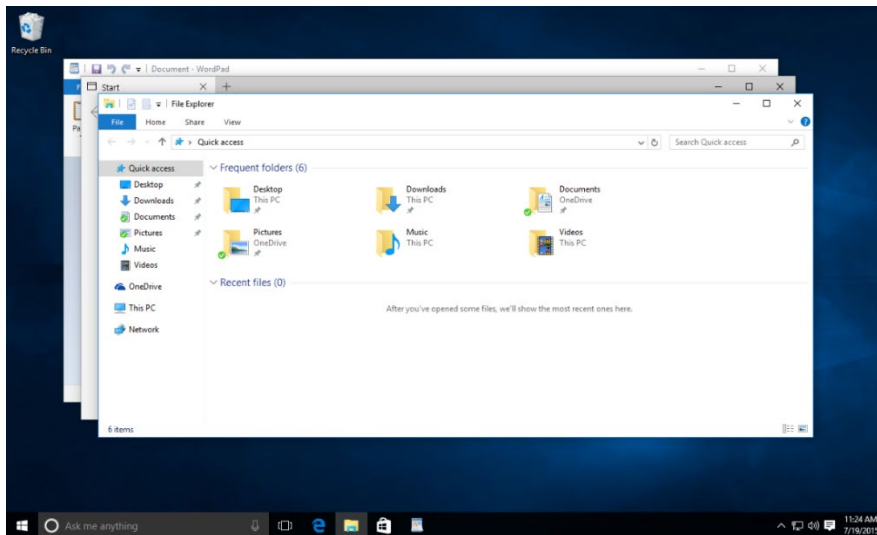
## USING CASCADE, STACK, AND SIDE BY SIDE FUNCTIONS

Windows 10 also includes several options that will automatically arrange all open windows. To access these options, open the windows that you would like to arrange and right-click on a blank area of the taskbar:

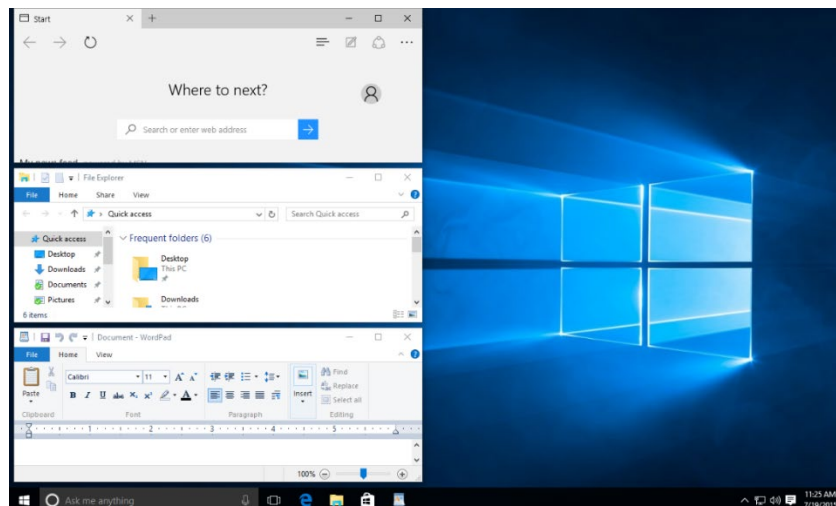


In the middle of the context menu that appears, you will see three window management options: “Cascade windows,” “Show windows stacked,” and “Show windows side by side.”

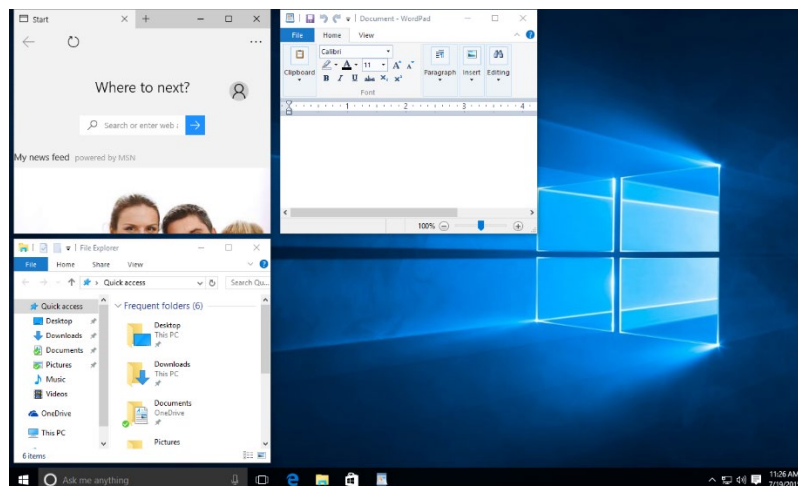
Clicking the “**Cascade windows**” option will place all open windows into a neat overlapping stack:



Clicking the **“Show windows stacked”** option will display all open windows in a vertical stack:



Finally, clicking the **“Show windows side by side”** option will display all open windows beside each other:

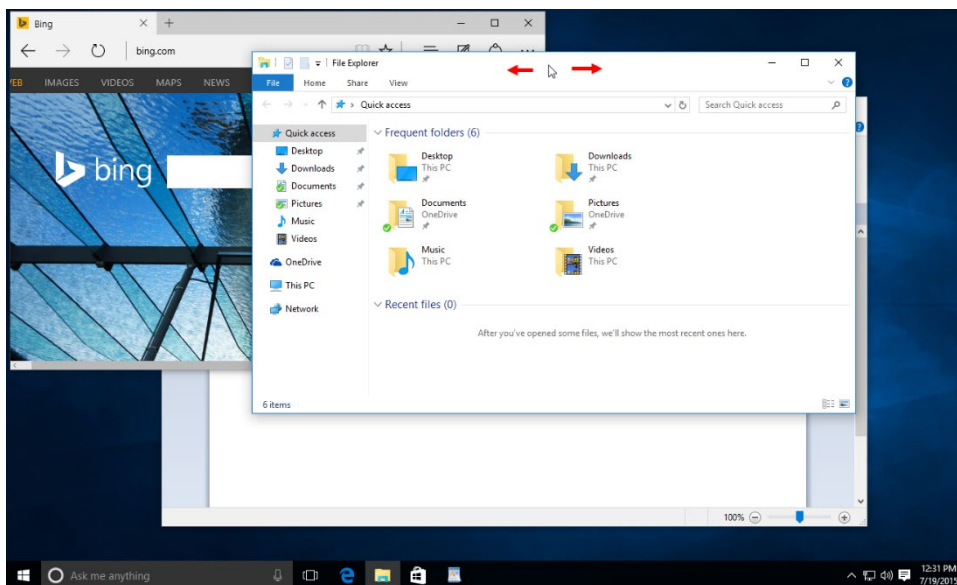


(If there are only two windows, then you will see them in a similar configuration as if you were to use the “**Show windows stacked**” option.)

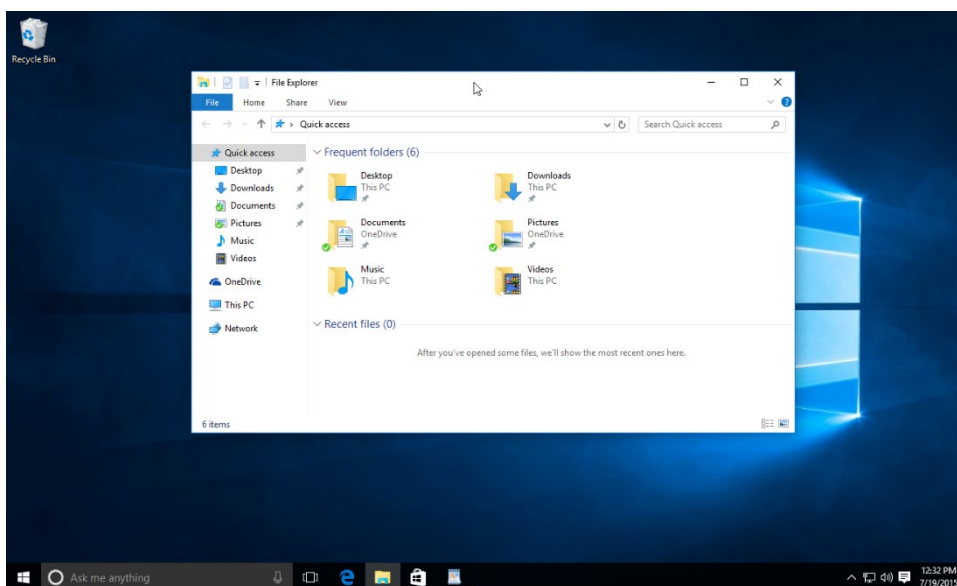
## USING SHAKE AND PEEK FUNCTIONS

If you’re working with a lot of windows, you will find that they will sometimes clutter your desktop. This can become problematic when you would like to focus on just one window. The **Shake** function will cut through the clutter by minimizing every window except the one that you are working with.

To use this feature, click on the title bar of the window you would like to work with. While holding down your left mouse button, give it a quick shake from side to side:



This action will cause all windows except the active one to be minimized:



If you are working with a window or multiple windows and you would like to get a quick look at the desktop, press and hold Win + , (comma) on your keyboard. As long as you hold this key combination, you will be able to see your desktop:



(Note that a transparent outline will denote any currently open windows. Additionally, you will be unable to interact with any items on the desktop.)

## ACTIVITY 3-1

### Working with Desktop Windows

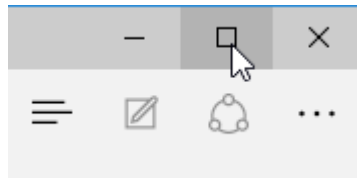
During your typical workday you find yourself using multiple applications at the same time. You would like to practice managing the windows for these applications so that you can be more efficient.

1. To begin, sign into your Windows 10 account.
2. On the taskbar, click the Microsoft Edge icon to open that program:





3. The Microsoft Edge window will now be displayed. If this window isn't maximized, click the Maximize button in the upper right-hand corner:

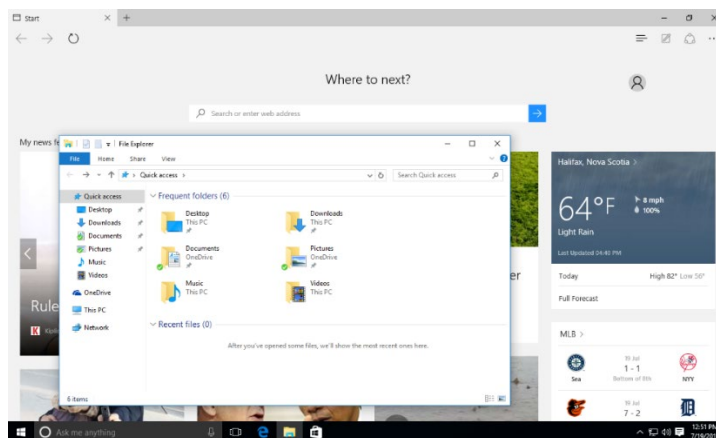


(If the window is already maximized, skip to the next step.)

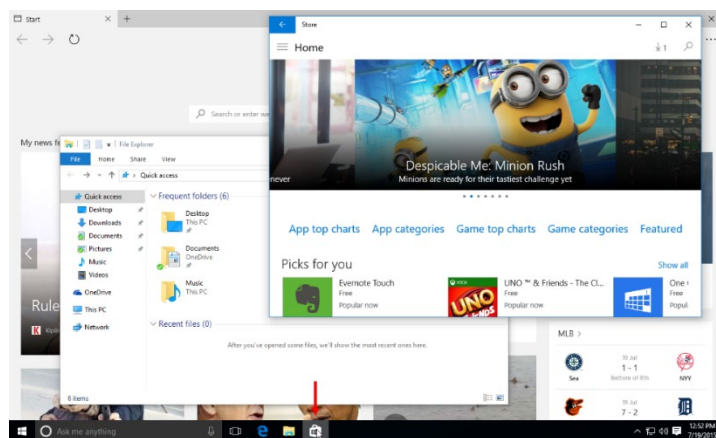
4. Click the File Explorer icon on the taskbar:



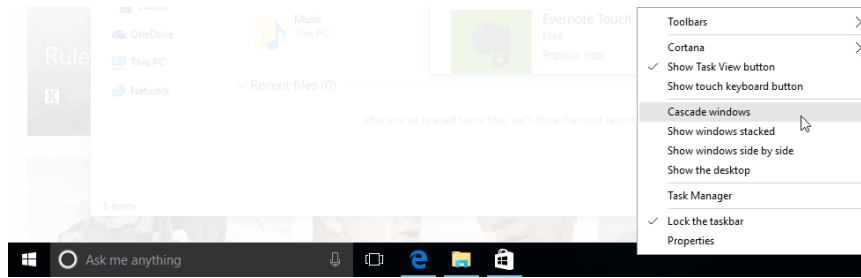
5. A File Explorer window will now open and show you the "Quick access" screen:



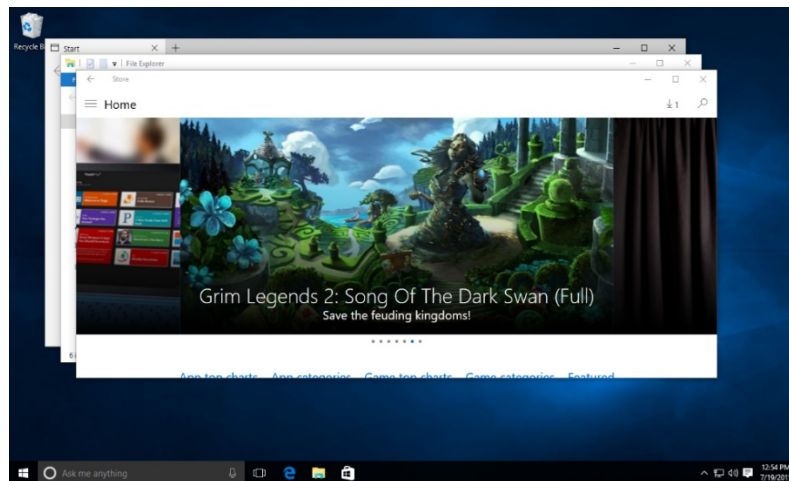
6. Click the Store icon on the taskbar to open it. Your screen will now look similar to this:



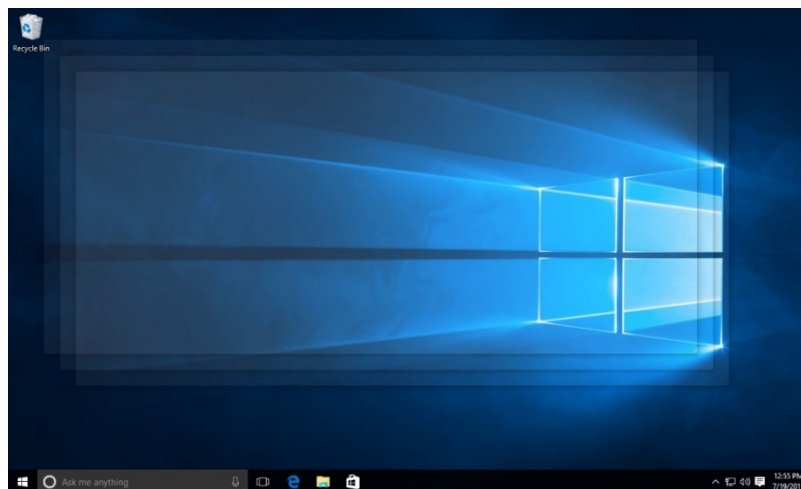
7. Your screen is getting pretty cluttered at this point. Right-click a blank area of the taskbar and click “Cascade windows.”



8. All of the open windows will now appear in an overlapping stack. On top of this stack will be the last window that was displayed – Store in this case:



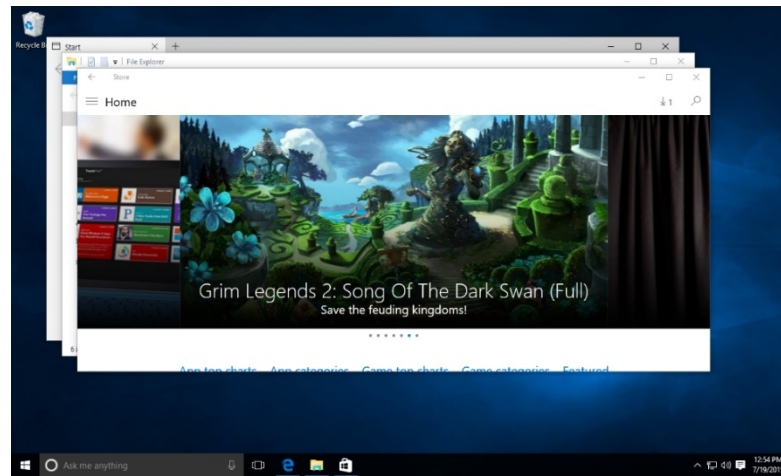
9. Next, peek at the desktop by pressing and holding Win + , (comma) on your keyboard:



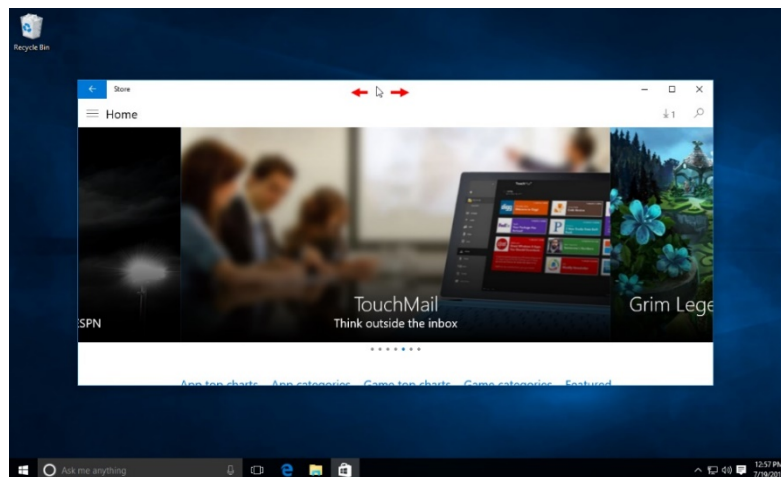
(Note the transparent outlines of the currently open windows.)



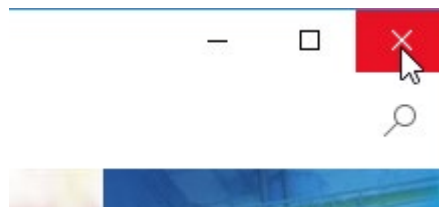
10. Release the key combination to stop peeking at the desktop:



11. Click and hold the title bar of the Store window and rapidly shake it from side to side. The two other windows will be minimized automatically:



12. In the top right-hand corner of the Store window, click the Close button:



13. Close any remaining windows using the Close button. Sign out of your Windows 10 account to complete this exercise.

# TOPIC B: Manage Files and Folders with File Explorer

One of the tasks that you will use Windows 10 for is to organize and manage files. The primary tool to facilitate this task is File Explorer. Over the course of this topic you will learn all about File Explorer and how to use it to manage files and folders.

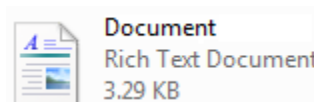
## **Topic Objectives**

In this topic, you will learn:

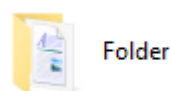
- About files, folders, and libraries
- About File Explorer
- About tabs and the ribbon interface
- About the Quick Access toolbar
- How to pin locations for quick access in File Explorer
- About the Recycle Bin

## **FILES AND FOLDERS**

You can think of a computer like a filing cabinet. The smallest item you would put in a filing cabinet would be a single sheet of paper with some information on it. This piece of paper is comparable to a single file on your computer. Very large files may be several pieces of paper stored together, but they would still be considered a single, albeit large, entity:



Continuing with our filing cabinet example, a folder in Windows is exactly like a folder you would find in a filing cabinet. Many files can fit inside of it, and a folder can be named anything at all. Folders can even contain other folders:

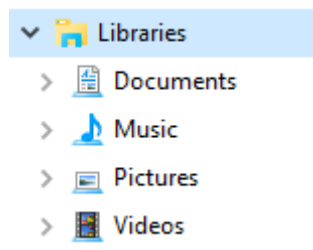


## **LIBRARIES**

Libraries are an important organizational component that was first introduced in Windows 7. To continue with our filing cabinet example, a library can be thought of as a group of files and folders that are all related in some way but are separated by some sort of divider inside a drawer of the filing cabinet.

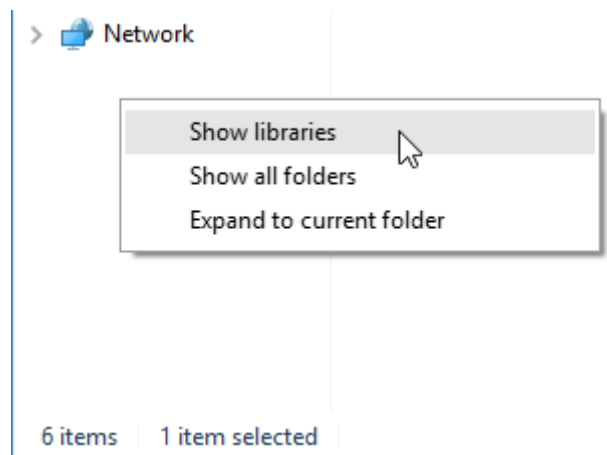
A library's primary advantage as opposed to standard folders is that they can reference files and folders that are located anywhere on your computer, even on networks.

In Windows 10, there are four default libraries:



In addition to these default options, you can create your own, custom libraries.

One thing that you need to keep in mind about libraries in Windows 10 is that, with the exception of a few individual ones that are listed in the “Quick access” area, the primary libraries list is hidden from File Explorer by default. **To display the libraries list** within the Navigation pane of File Explorer, right-click a blank area of the Navigation pane and click “Show libraries:”



## GETTING TO KNOW FILE EXPLORER

**File Explorer** (previously known as Windows Explorer in Windows 7 and earlier) is the key tool that you will use to keep your files and folders organized.

### Opening File Explorer

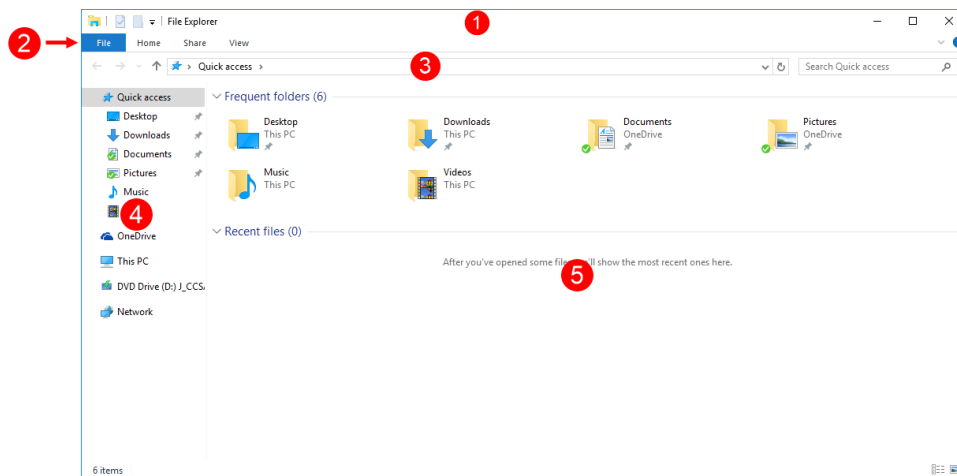
While you can find and open File Explorer from the “All apps” list on the Start menu, it is often quicker to click the File Explorer icon on the taskbar:



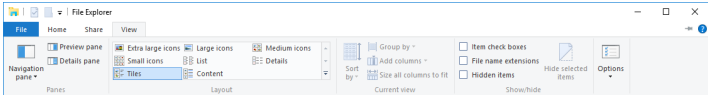

Or, press Win + E on your keyboard. Additionally, keep in mind that File Explorer will automatically open whenever you double-click on a folder on your desktop.

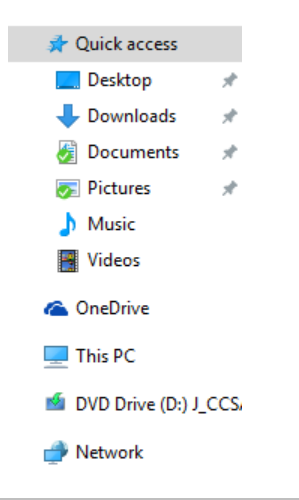
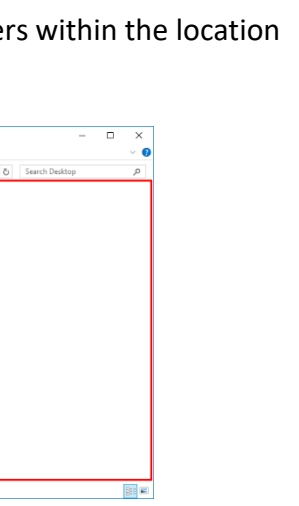
## The File Explorer Interface

When you open File Explorer, it will look something like this:



Let's look at the different components.

<p><b>Title Bar (1)</b></p>	<p>The title bar of the File Explorer window will display the current folder or library that is open, as well as the Minimize, Maximize, and Close buttons. You will also notice a row of icons on the left. This is the Quick Access toolbar, which will be discussed in the next topic.</p>
<p><b>Ribbon Tabs (2)</b></p>	<p>Click a ribbon tab to display related commands:</p>  <p>Note that additional tabs (called <b>contextual tabs</b>) may be available depending on the folder that you are viewing. For example, the Recycle Bin and libraries both have contextual tabs.</p>
<p><b>Address Bar (3)</b></p>	<p>The address bar displays what folder is currently open, as well as a breadcrumb trail showing the parent folder. You will also see some simple navigation controls as well as a search field:</p> 

<p><b>Navigation Pane (4)</b></p>	<p>The Navigation pane displays a list of quick access locations (such as your desktop), libraries, your OneDrive folder, your PC, hard drives, removable devices, and network locations:</p>	
<p><b>Working Area (5)</b></p>	<p>Finally, the working area will display the files or folders within the location you're currently viewing:</p>	

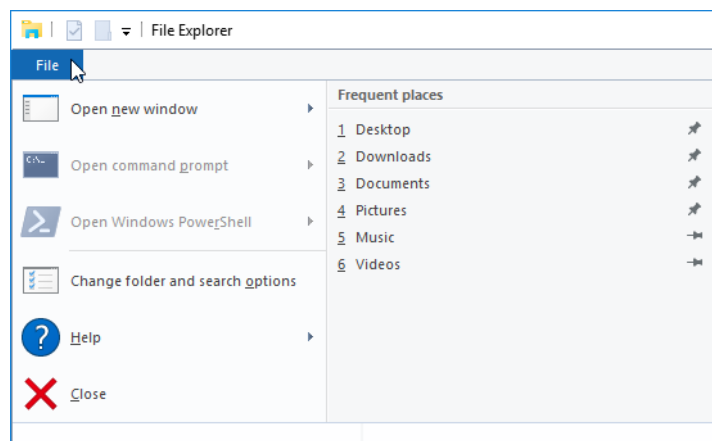
## TABS AND THE RIBBON INTERFACE

File Explorer contains four basic tabs by default: File, Home, Share, and View. Below is a breakdown of the types of commands on each tab.

### File

The File menu in File Explorer contains the following commands (shown on the right):

The right-hand side of the File menu will display frequent locations. Click any items within this list to open them. You will also notice that you can pin frequently visited places to this menu by clicking the pushpin icon to the right of each entry. Some items

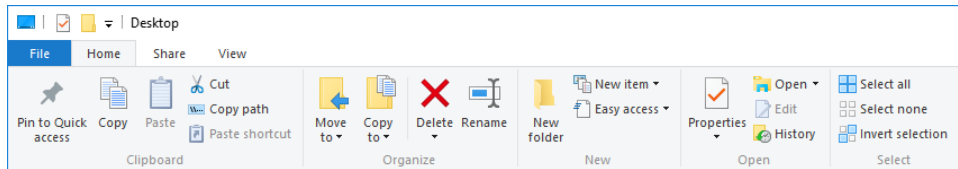


will already be pinned by default, like the desktop.

On the left-hand side of the File menu, you will see commands to open all kinds of different tools in Windows 10, as well as new File Explorer windows. In addition, you will also see a link to Help and a command to close the File Explorer window.

**Home**

This tab contains five groups with general productivity and organizational commands:

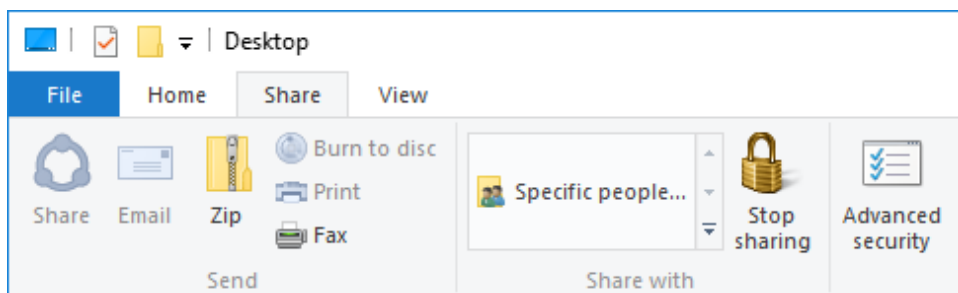


Here is breakdown of each group within this tab:

<b>Clipboard</b>	The Clipboard group contains commands related to copying and pasting. For example, you can see that there are general cut, copy, and paste commands as well as commands to copy file paths and paste shortcuts. Additionally you will see a command to pin the selected item to the “Quick access” portion of the Navigation pane.
<b>Organize</b>	The Organize group includes four commands that allow you to move, copy, rename, and delete items.
<b>New</b>	The New group provides commands to create new items in the current folder. As well, the “Easy access” button allows you to include files or folders in a library, map them as a drive, and modify network options.
<b>Open</b>	The Open group contains commands to view more information about the selected file or folder. You can also open the selected item.
<b>Select</b>	The last group on this tab provides three different commands to select items.

**Share**

This tab in File Explorer contains just two groups:

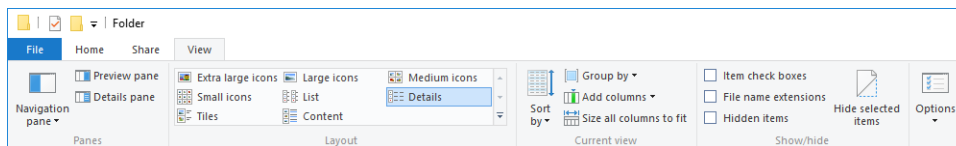


Here is a breakdown of each group within this tab:

<b>Send</b>	The Send group of the Share tab contains several commands you can use to share selected item(s). You can open the Share task pane, e-mail the item(s) as an attachment, zip it, burn it to disc, print it, or even fax it.
<b>Share with</b>	This group allows you to share files and folders with other users on the same network as you. Also in this group you will see a command that will open security settings for the current item.

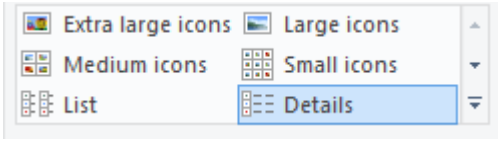
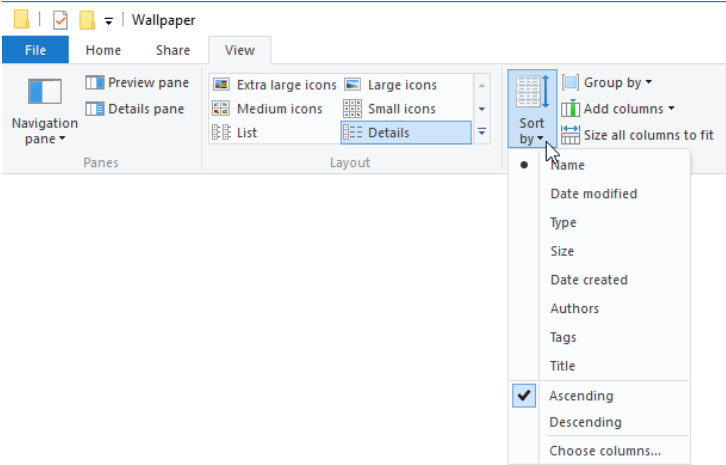
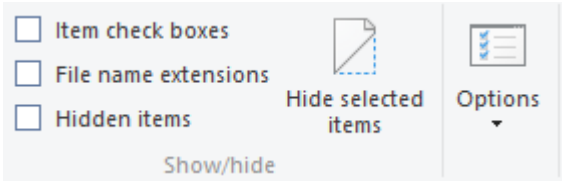
**View**

This tab controls how you view, sort, and group files:



Here is a breakdown of each group within the View tab:

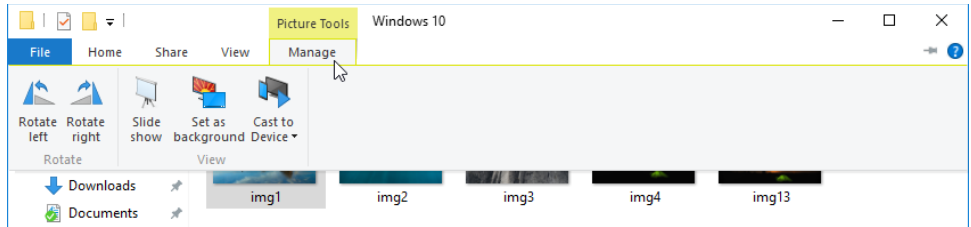
<b>Panes</b>	This group contains controls to toggle the Navigation pane, Preview pane, and Details pane on or off. The Preview pane is useful when trying to find a particular photograph or file:	
	The Details pane will display more technical information about the file, including the file size, date, and more:	

<p><b>Layout</b></p>	<p>This group contains a gallery of possible layout styles for the working area. Just click on a style to apply it. Use the arrows on the right of the gallery to see all of the available options:</p> 
<p><b>Current view</b></p>	<p>The next group allows you to control how items in the File Explorer window are sorted and grouped. For example, if you wanted to sort your Pictures folder by date, you would use the “Sort by” drop-down command in this group:</p>  <p>You can also customize the Details view with the “Add columns” and “Size all columns to fit” commands.</p>
<p><b>Show/hide</b></p>	<p>The final group in this tab allows you to show and hide various elements in File Explorer:</p>  <p>By default, all of these items will be unchecked. This group also contains a command to open the Folder Options dialog. In this dialog, you can further customize how you interact with and view items in File Explorer.</p>



### Contextual Tabs

Additional tabs may appear on the File Explorer ribbon depending on the type of file that you have currently selected. For example, if you select a picture file, the Picture Tools – Manage contextual tab will be shown on the ribbon, which you can then select:

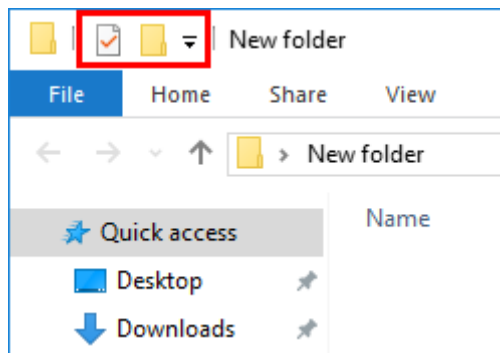


The commands that are available on each of these tabs are all different, but relate to the selected item. For example, if you have a picture selected, the Picture Tools – Manage tab will provide you with controls to rotate the picture, set it as a background, present it in a slide show, and even cast (send) it to a connected device.

### THE QUICK ACCESS TOOLBAR

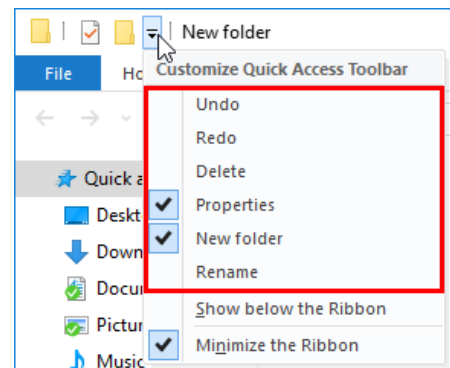
Like many other applications, File Explorer incorporates a Quick Access toolbar. This toolbar is fully customizable and allows you to add any commands that you wish. The idea behind this feature is that you can add commonly used commands to this toolbar so that you will always have ready access to it and not have to dig through the tabs on the ribbon.

The Quick Access toolbar is found in the upper left-hand corner of the File Explorer window:

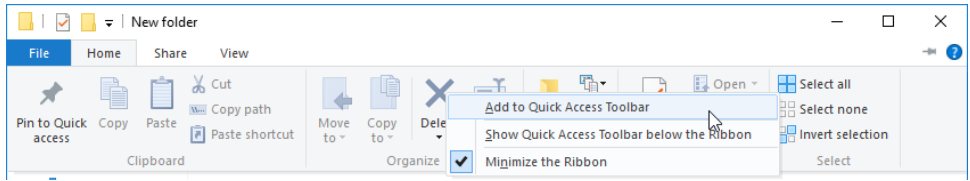


By default you will see two commands: Properties and New Folder. To add a new command, click the drop-down arrow to the right of Quick Access toolbar and click on one of the commands that are listed (shown on the right):

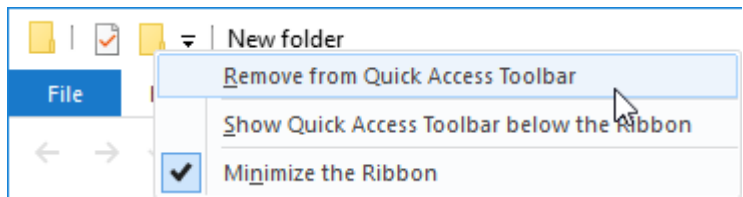
(Items with a checkmark have already been added to the Quick Access toolbar. Clicking on these items will remove them.)



Alternatively, you can right-click on a command that appears directly on the ribbon and click, “Add to Quick Access Toolbar:”

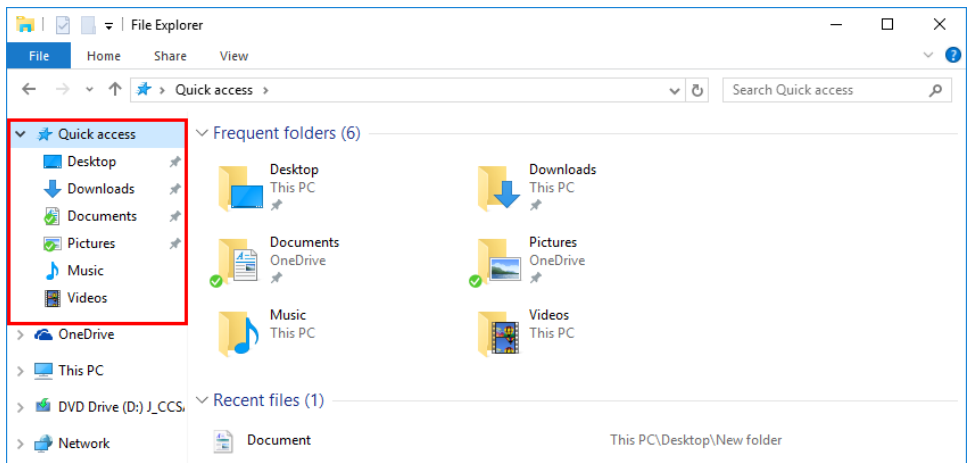


To remove a command, right-click on it directly within the Quick Access toolbar and click, “Remove from Quick Access toolbar:”



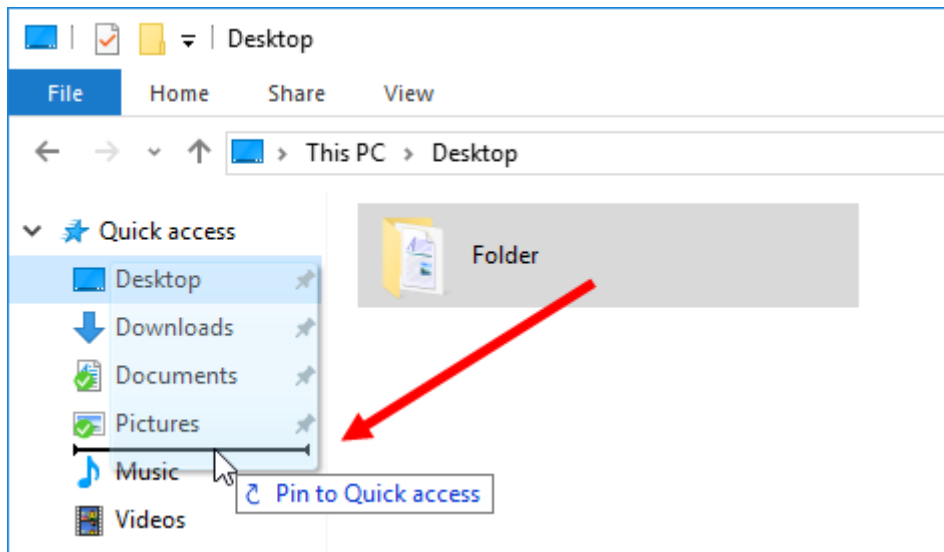
## PINNING LOCATIONS FOR QUICK ACCESS

Formerly known as the Favorites section, the “**Quick access**” section in the Navigation pane of File Explorer gives you a place where you can quickly access your most frequently used folders and libraries:



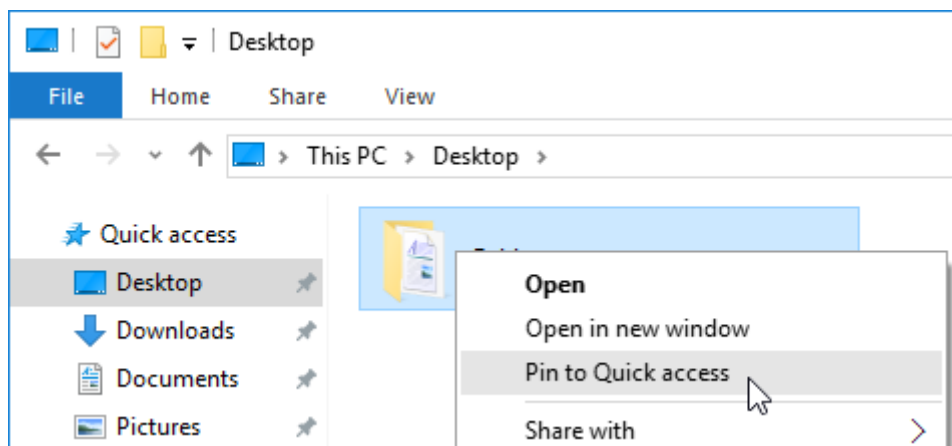
There are a few different ways that you can **pin a folder or library** to this section in the Navigation pane.

You can click and drag the item from the working area of File Explorer to the “Quick access” section:



(Note that when dragging items to the “Quick access” list, the black bar indicates the positioning of the item in the list.)

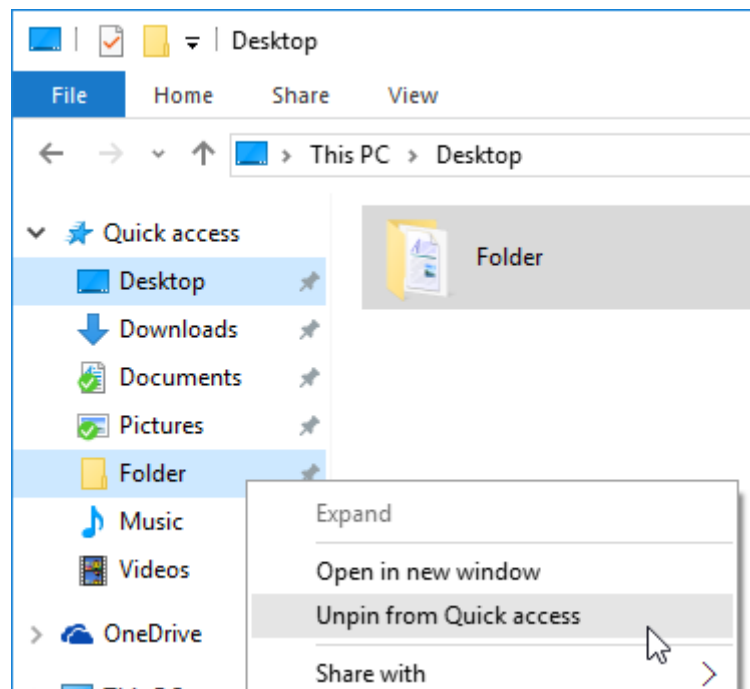
You can also right-click an item and click “Pin to Quick access” on the context menu:



Or, click to select an item and then click Home → Pin to Quick access:



To unpin an item from the “Quick access” list, right-click the item in question and then click “Unpin from Quick access:”



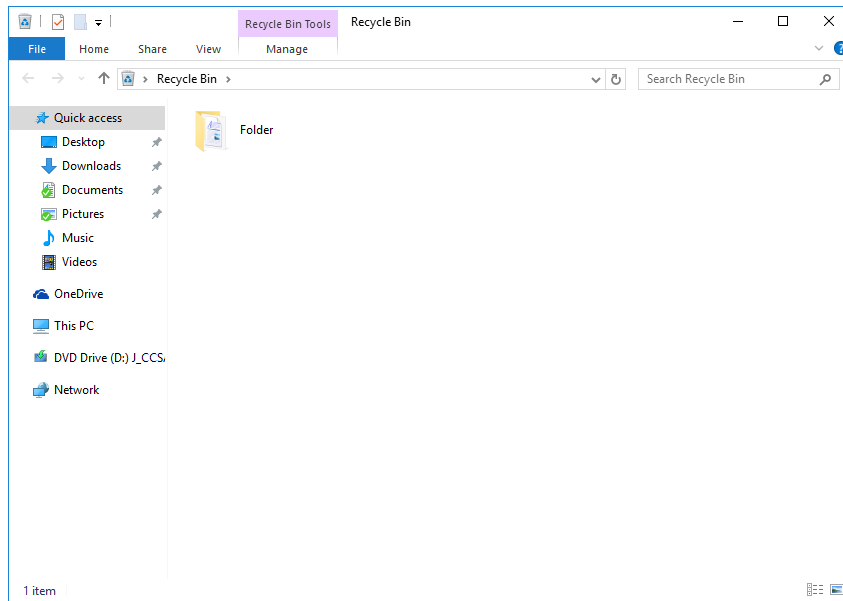
## THE RECYCLE BIN

If you delete an item by selecting it and pressing the Delete key on your keyboard or right-clicking it and clicking Delete, the item is moved to the **Recycle Bin** before it is completely deleted.

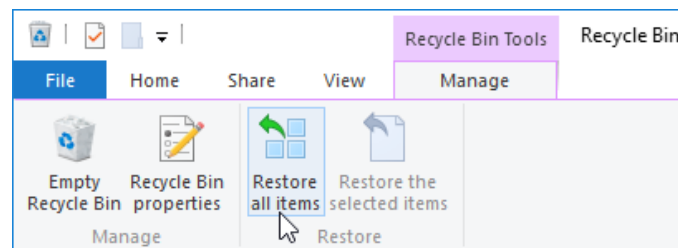
The Recycle Bin is accessible from the desktop and it is opened by double-clicking its icon:



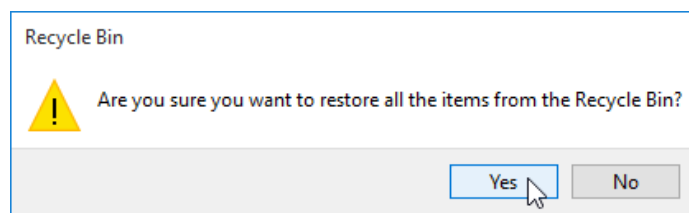
When the Recycle Bin is open, it will look like any other folder you can view using File Explorer. There is an address bar and search field at the top, a list of links to other locations on your computer on the left, and the contents of the Recycle Bin in the middle. However, the contextual Recycle Bin Tools – Manage tab is also available on the ribbon:



To restore all items in the Recycle Bin and return them to their original locations, click Recycle Bin Tools – Manage → Restore all items:

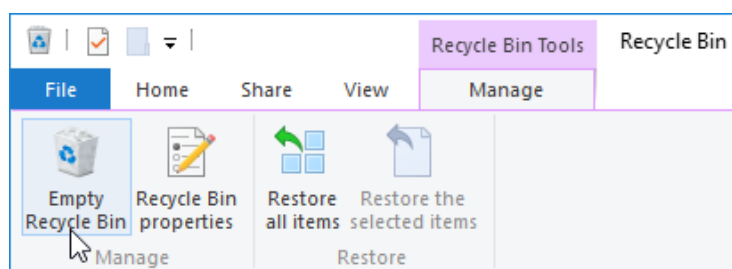


If there is anything to restore, you will be asked to confirm your choice:

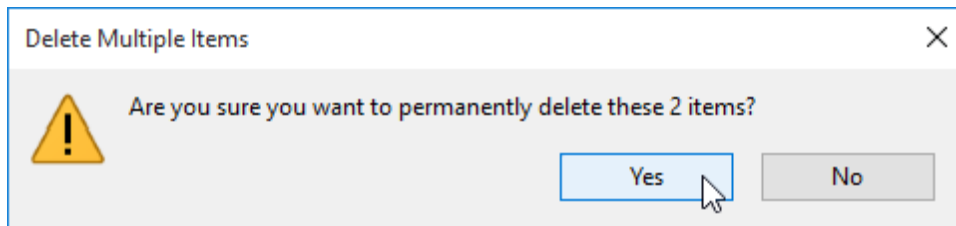


Click Yes to move the items in the Recycle Bin back to their original locations.

To delete items in the Recycle Bin permanently, click Recycle Bin Tools – Manage → Empty Recycle Bin:



If there is anything to delete, you will be asked to confirm your choice. Click Yes to delete the items:



(Note that this dialog box will look slightly different if there is only one item in the Recycle Bin.)

As well, you can delete individual files or folders by selecting the items to delete in the Recycle Bin and pressing Delete on your keyboard.

## ACTIVITY 3-2

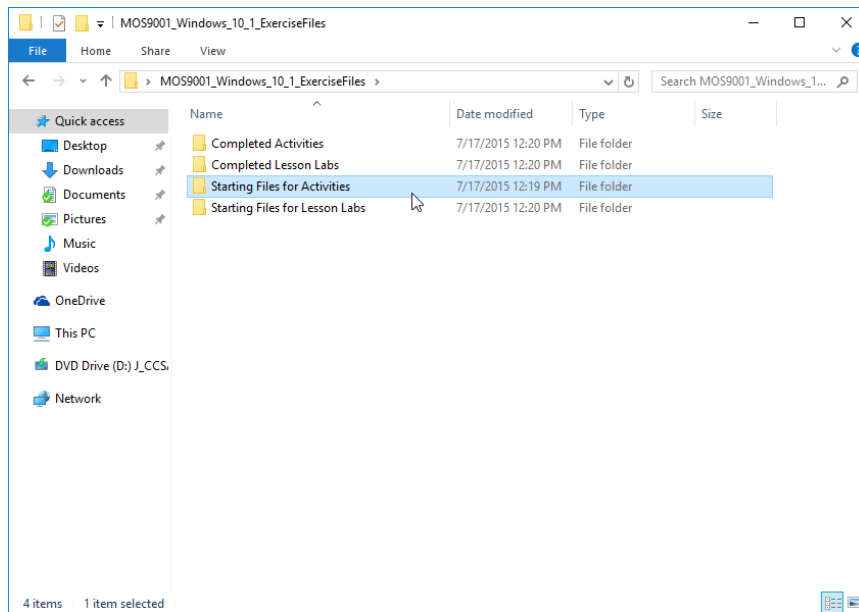
### Managing File and Folders with File Explorer

To better understand how to keep the files and folders organized on your computer, you would like to practice using File Explorer.

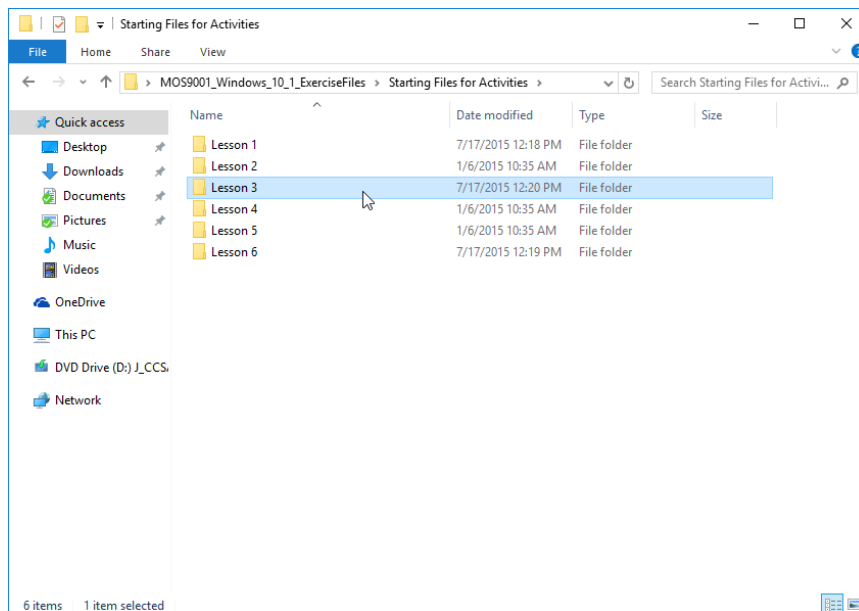
1. To begin, log into your Windows 10 account.
2. On the desktop you should see the Exercise Files folder. Double-click this folder to open it in File Explorer.

Note that the folder icon indicates that it contains multiple folders and files.

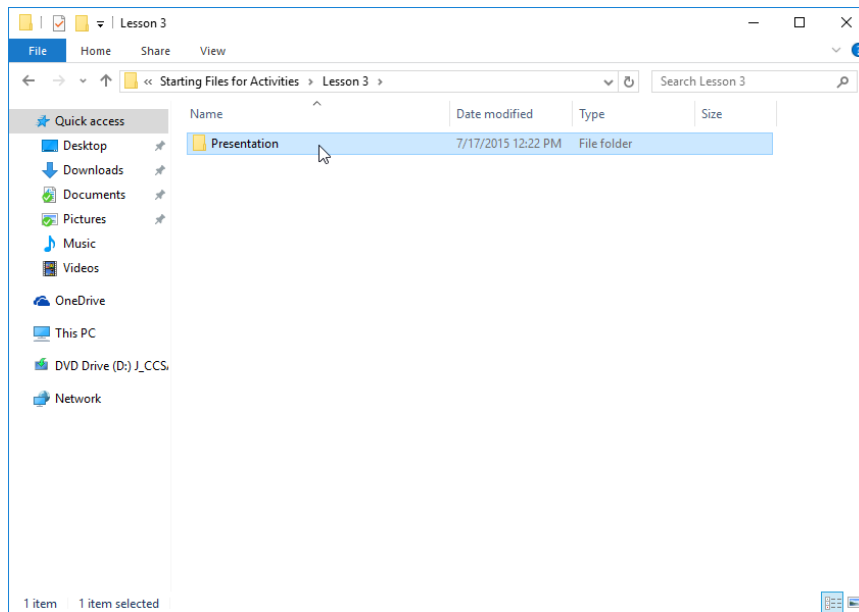
3. Your Exercise Files folder will now be open in File Explorer. Double-click the “Starting Files for Activities” folder:



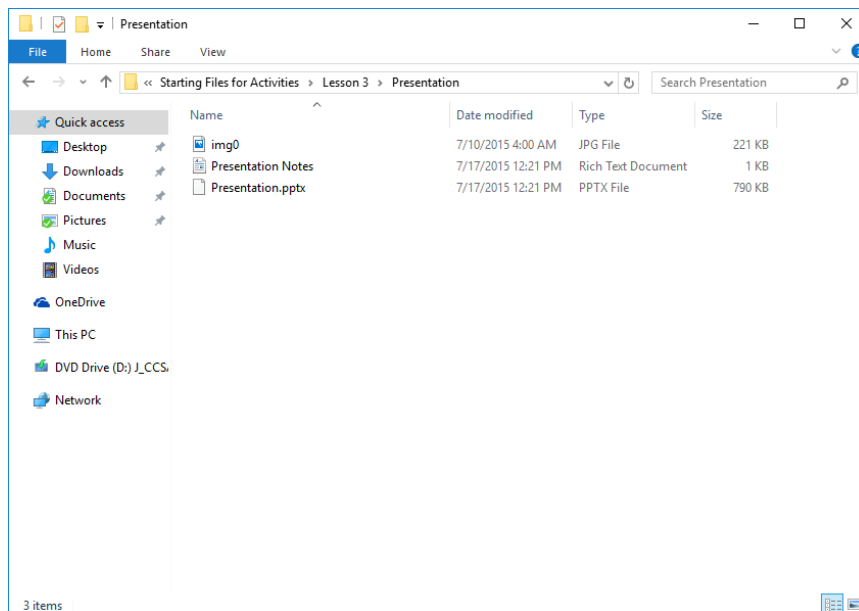
4. The contents of the “Starting Files for Activities” folder will now be shown. Double-click the “Lesson 3” folder:



5. With the contents of the “Lesson 3” folder now shown in File Explorer, you will see the “Presentation” folder. Double-click it:

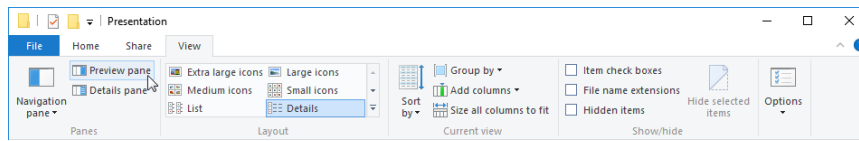


6. The contents of the “Presentation” folder will now be shown. As you can see, it contains a variety of different file types:

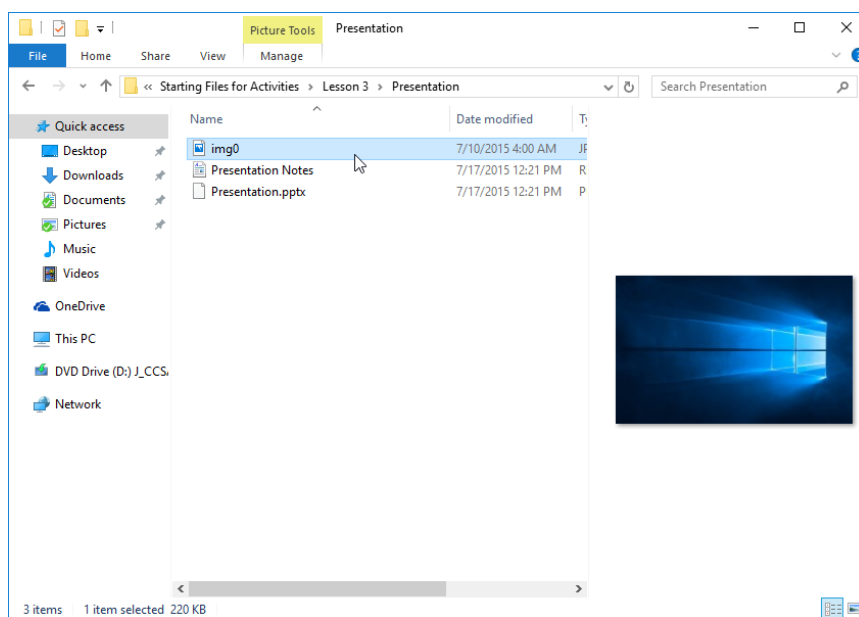




7. There's an image file in this folder that you would like to preview. Enable the Preview pane by clicking View → Preview pane:

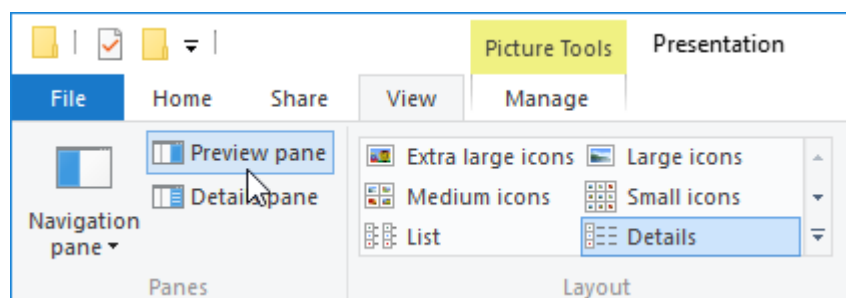


8. With the Preview pane now displayed on the right side of the File Explorer window, click to select the image file (img0). You will see a preview of this image now displayed in the Preview pane:

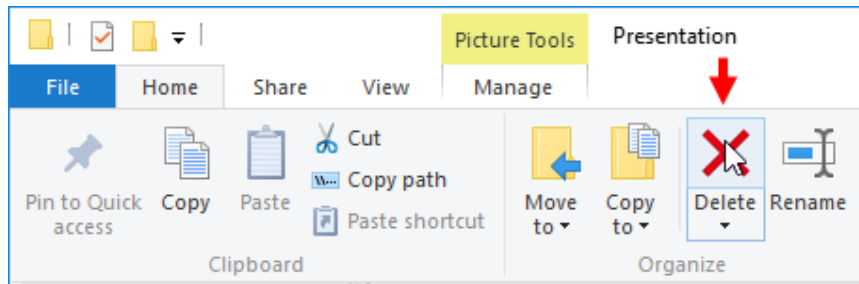


(Note the Picture Tools – Manage contextual tab that is displayed on the ribbon while the picture is selected.)

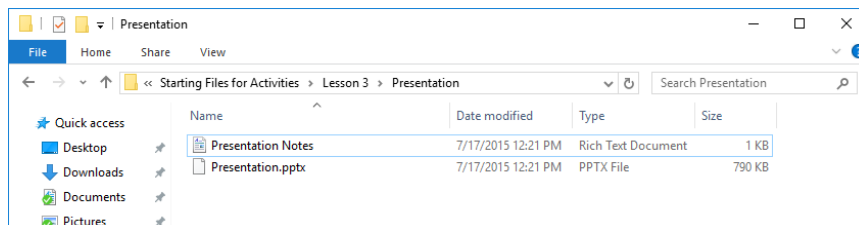
9. Disable the Preview pane by deselecting the “Preview pane” command on the View tab:



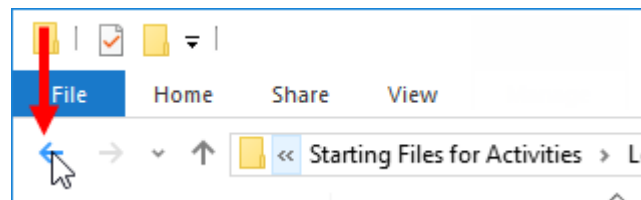
10. Click to select the “img0” file and then click Home → Delete:



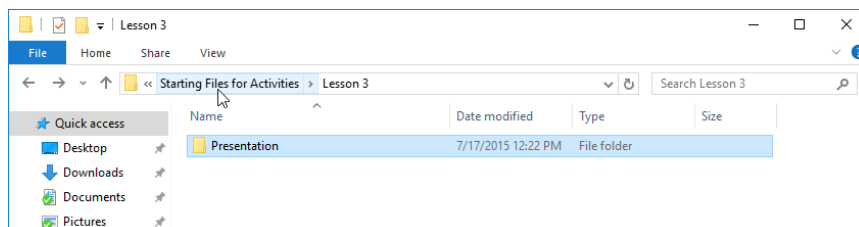
11. The selected file will now no longer be listed within the Presentation folder as it has been moved to the Recycle Bin:



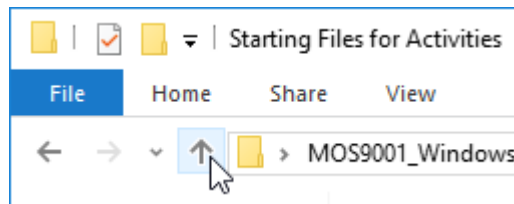
12. Return to the previous Lesson 3 folder by clicking the Back button:



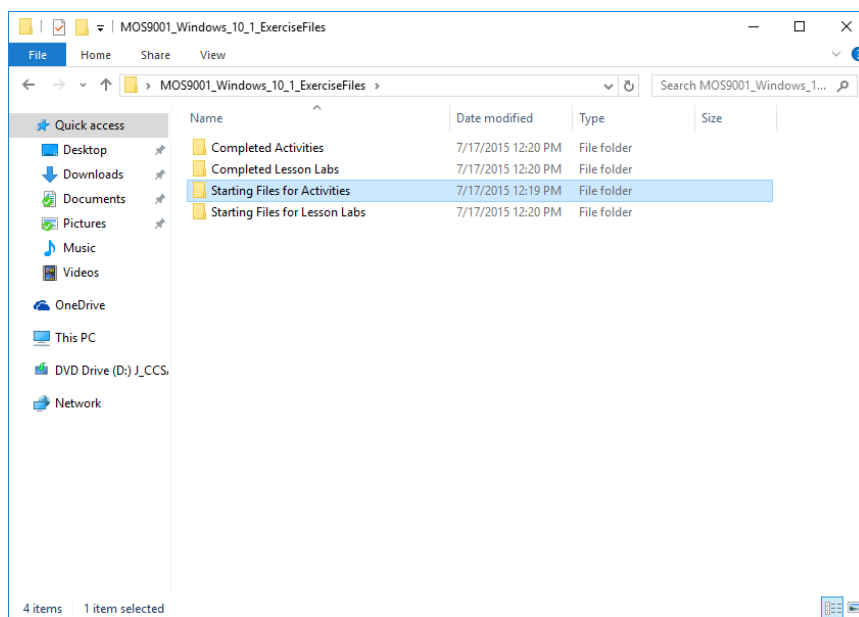
13. Inside the address bar you will see a breadcrumb trail that lists some of the various parent folders that contain the current one. Click the “Starting Files for Activities” folder:



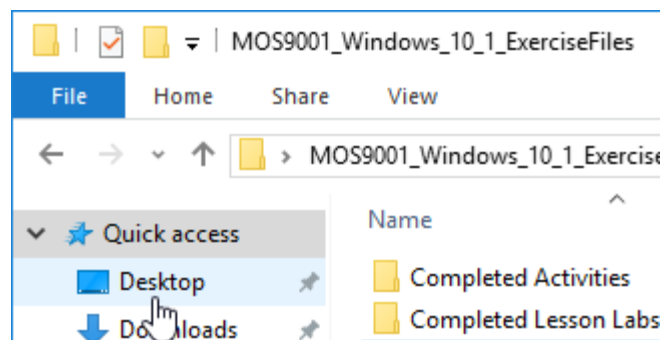
- 14. To the immediate left of the address bar, click the Up arrow to view the parent folder of the current one:



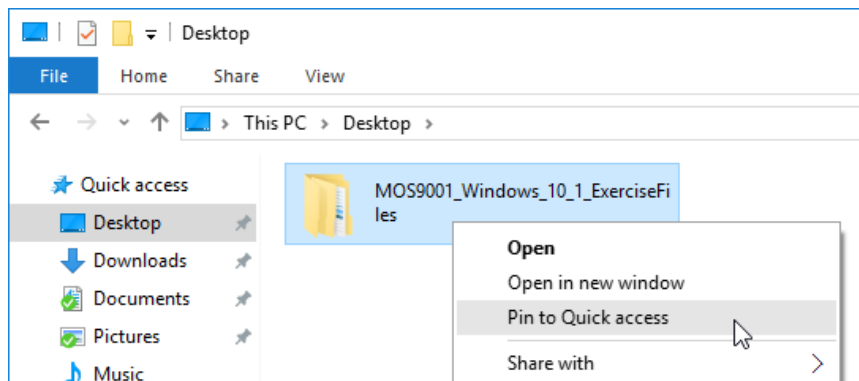
- 15. You will see the contents of the parent folder (your Exercise Files folder), including the “Starting Files for Activities” folder that you were just viewing:



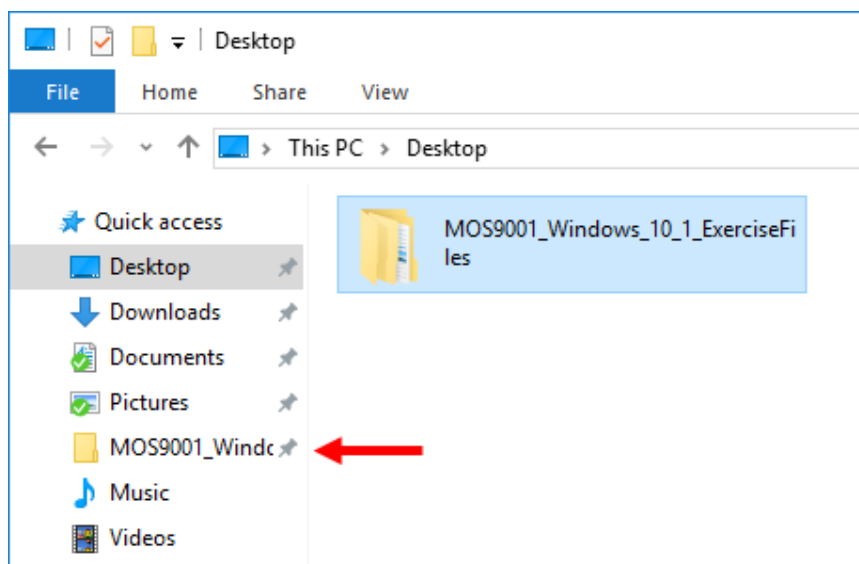
- 16. Click Desktop from inside the “Quick access” section of the Navigation pane:



17. Any files or folders that reside on your desktop will now be displayed within File Explorer. Add your Exercise Files folder to the “Quick access” section by right-clicking on that folder and clicking “Pin to Quick access:”



18. Your Exercise Files folder will now appear within the “Quick access” list:

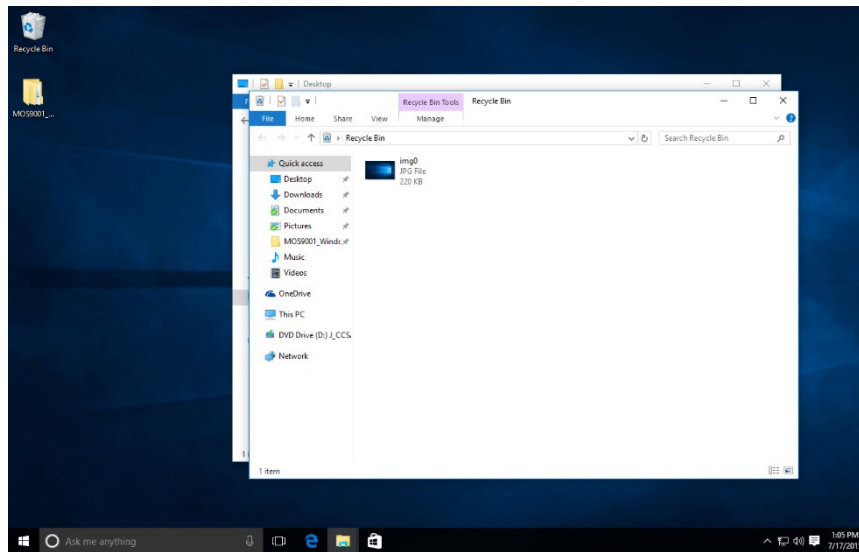


19. Double-click the Recycle Bin icon that is on the desktop:

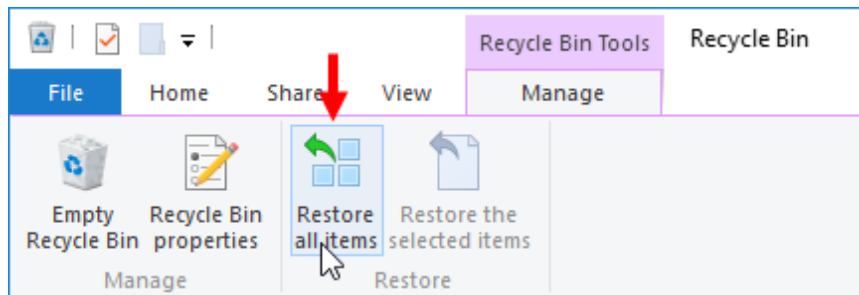


(Note that it appears full to indicate that it currently holds at least one item.)

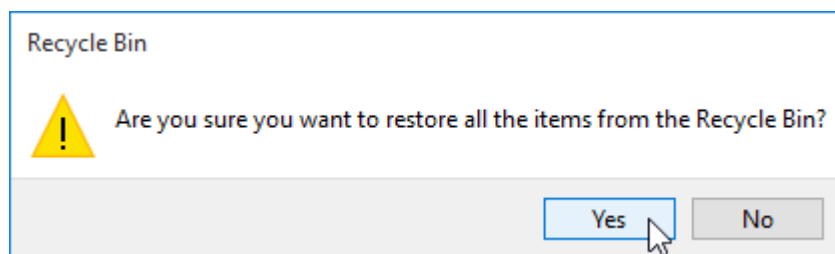
20. A new File Explorer window will open and display the contents of the Recycle Bin:



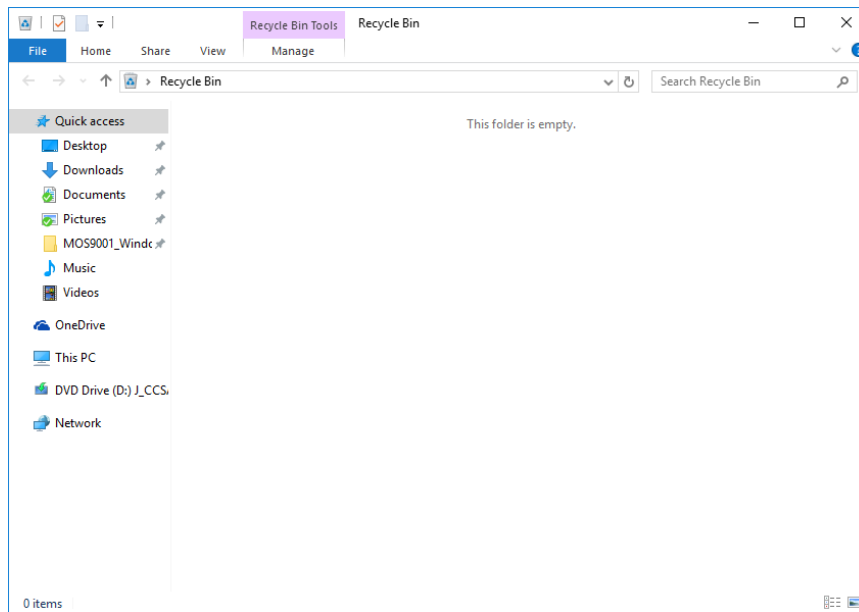
21. Inside the new File Explorer window, click Recycle Bin Tools – Manage → Restore all items:



22. A dialog box will ask you to conform your choice to restore the items within the Recycle Bin. Click Yes:



23. The image file that you deleted previously will now have been restored to its original location and the Recycle Bin will appear empty:



24. Close all open File Explorer windows and sign out of your Windows 10 account to complete this exercise.

# TOPIC C: Create and Modify Files with Desktop Applications

Windows 10 is preloaded with some basic applications that allow you to do all sorts of different tasks. For example, File Explorer lets you navigate through the folders and files that are stored on your computer, Microsoft Edge lets you browse the Internet, and WordPad lets you open and create simple documents. Many of these applications (and others) use the same techniques to complete basic tasks. Throughout this lesson, you will learn how to use these features.

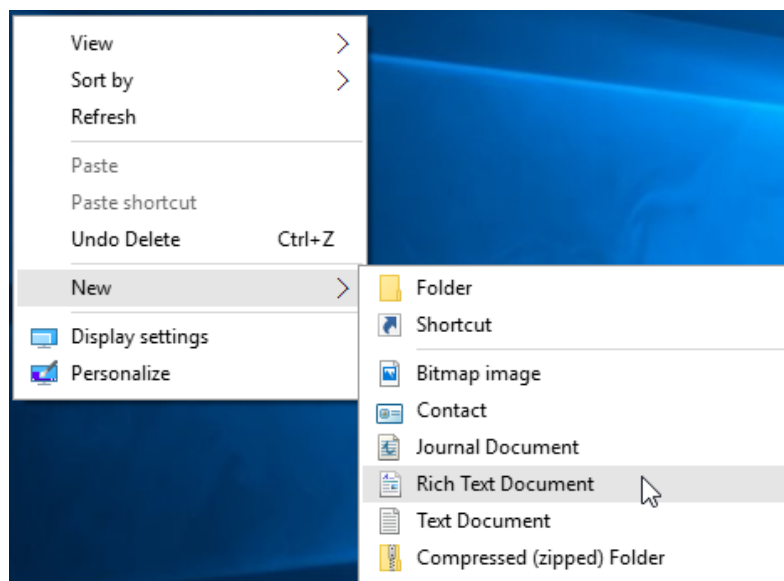
## **Topic Objectives**

In this topic, you will learn:

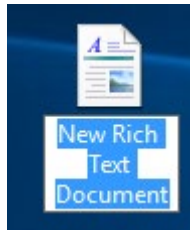
- How to create, open, save, and print documents
- How to use the Clipboard
- About the Undo and Redo features

## **CREATING NEW DOCUMENTS**

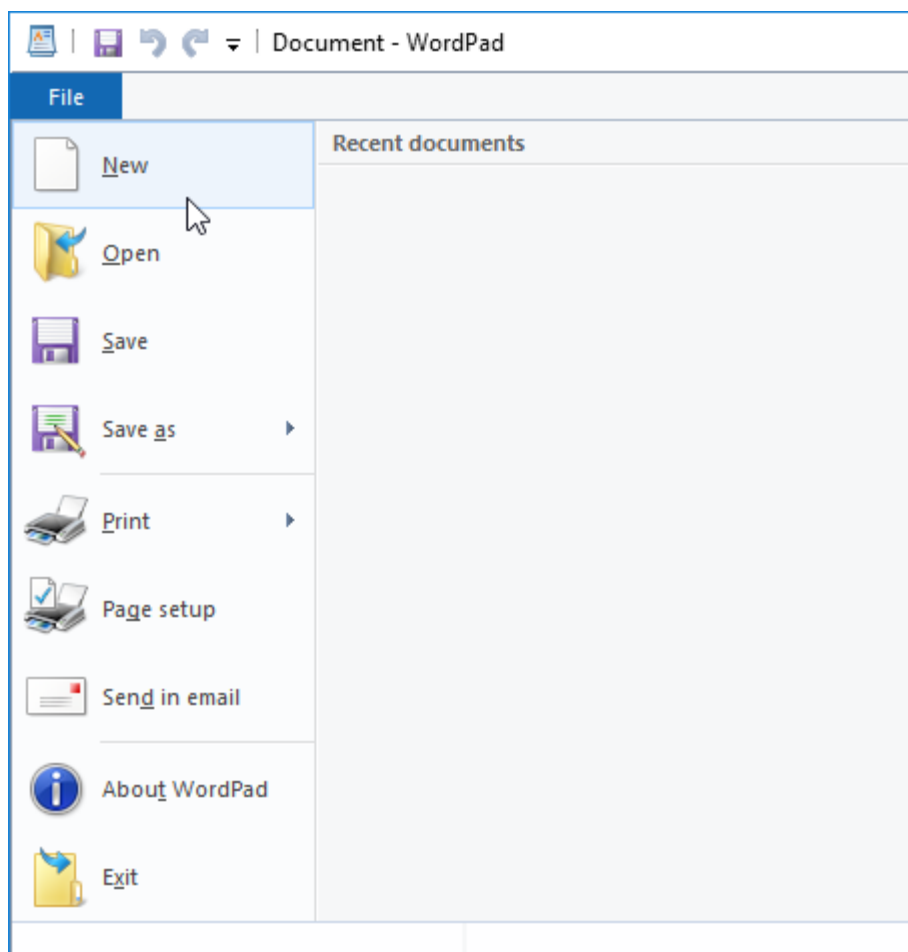
Using Windows you can create documents or files without even having to open the associated application. For example, suppose that you wanted to create a new document in WordPad. All you would need to do is right-click on the desktop or in the folder in which you want the document to be stored. Then, on the context menu that appears, click New → Rich Text Document:



The new file will then be created in the current folder and the file name will appear selected so that you can rename it to whatever you like:



To create a new document or file from within an application itself, the process can vary from application to application. Typically, as is the case with WordPad, you would click File → New:

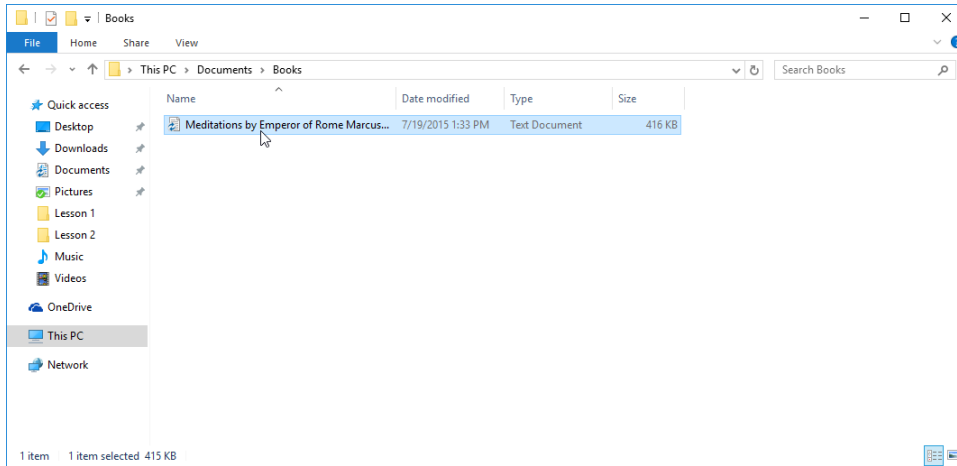


If the current application only allows you to view one unsaved document at a time (as is the case with WordPad), it will first ask you if you would like to save the current document before closing it and then opening the new one.

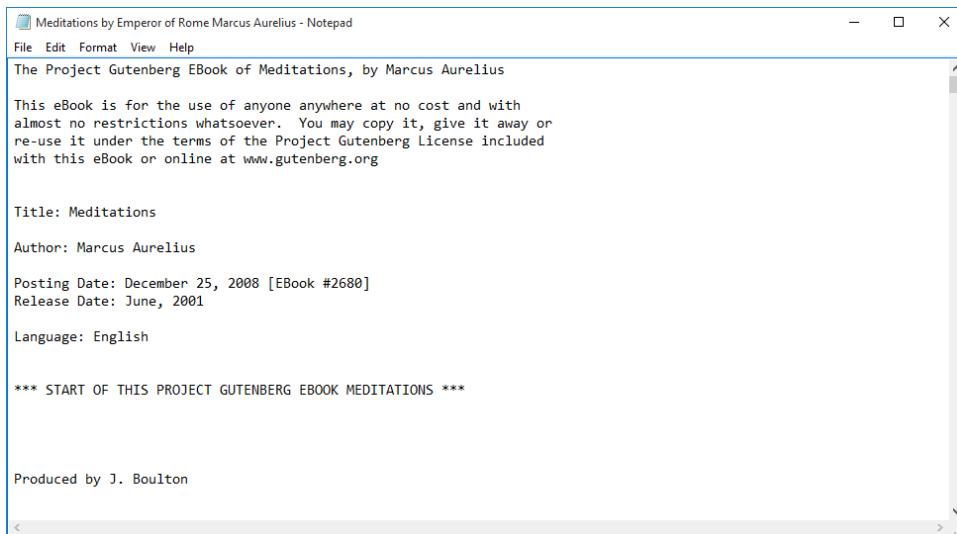


## OPENING EXISTING DOCUMENTS

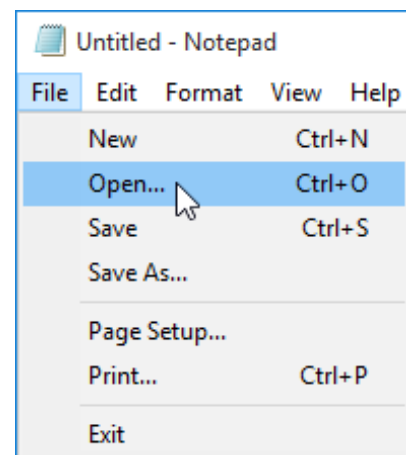
By far, the quickest method to open any existing document or file is to double-click on it from within File Explorer or on your desktop:



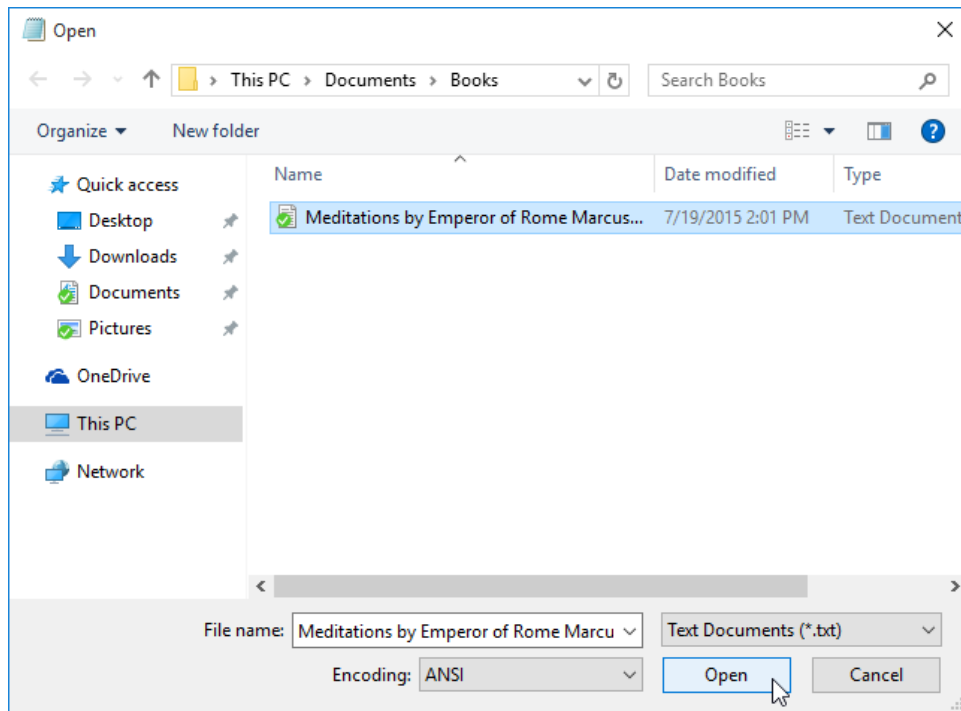
This action will automatically open the selected file within its native application. For example, if you double-click a .txt file it will automatically open in Notepad:



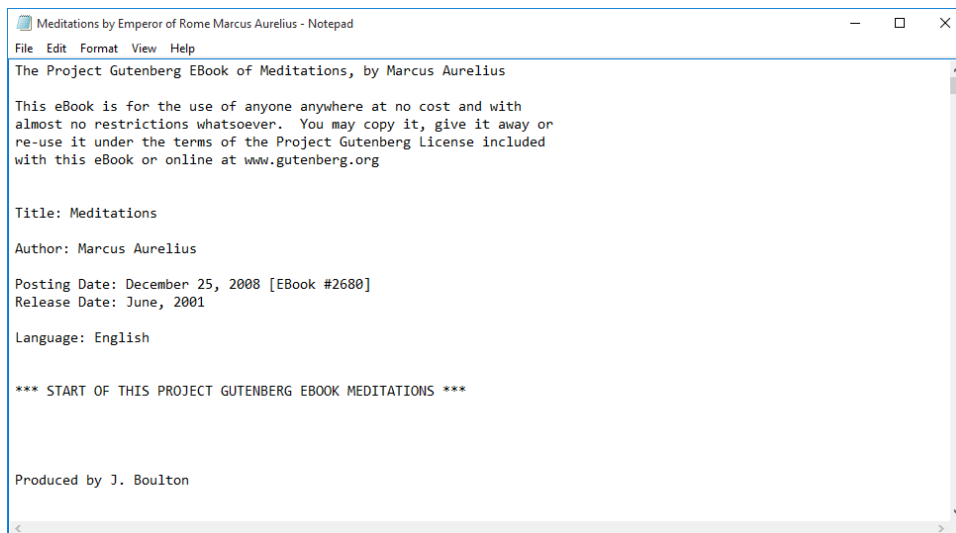
Alternatively, you can usually open existing files from directly within an open application. For example, suppose that you wanted to open a text file from within the Notepad application. First, you would click File → Open:



Notepad will display the Open dialog box, but some other applications may have information built directly within the window. In either case, you would then navigate through the files and folders on your computer (just like you would in File Explorer) to find the file that you would like to open. Next, click to select the file in question and click the Open button:



The file will then open in the currently displayed application:

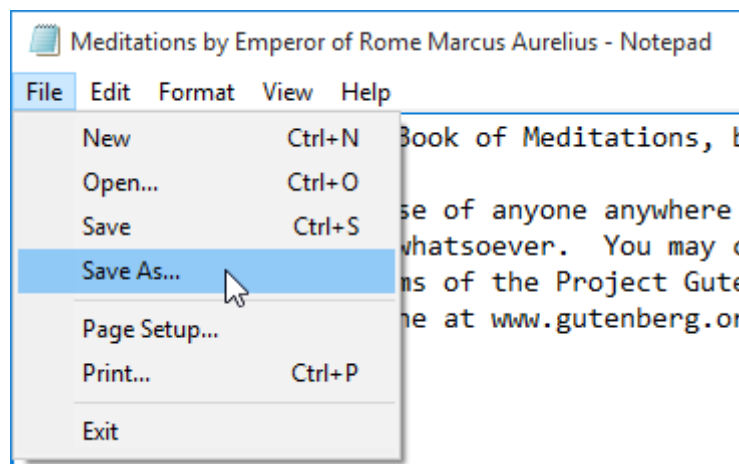


Remember that while the menus and command appearances will differ from application to application, the process is generally the same.

## SAVING DOCUMENTS

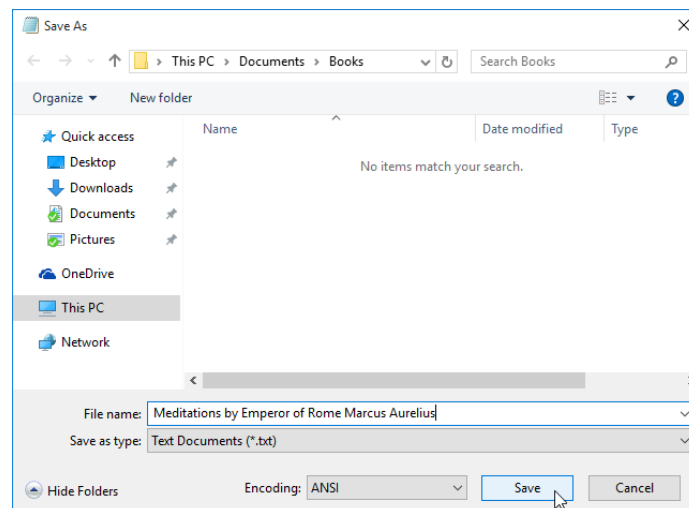
The ability to save documents so that you can easily refer to them or work on them later is a key component of what makes computers so ubiquitous today. Whether you have finished working on a document (or if you would just like to make sure you don't lose any of your work), you can save it to your computer's hard disk. (Keep in mind that if you are working with an existing file and don't change the file name, any changes that you made to it will overwrite the previous version of the file when you save it.)

In many applications, the process to save a document is to click File → Save, or File → Save As:



If you are saving a document for the first time, you can choose either of these options and the Save As dialog (or a variation of it) will be displayed. However, if you are saving an existing document, it is important to know the difference between these two options. The Save option will save the document using the original file name and overwrite the previous version. Clicking the Save As option will display a Save As dialog.

The Save As dialog is like the Open dialog, but instead of finding an existing file you are choosing a save location, file name, and in some cases a file type:



After having chosen a location for the file, you are able to choose a more descriptive name than the default “Document1” name which is typically used. However, keep in mind that file names cannot include many special symbols, including the following: < > : “ / \ | ? \*.

When you are ready to save the current document, click the Save button and the document will be saved to the selected location, using the chosen file name and file type (if applicable).

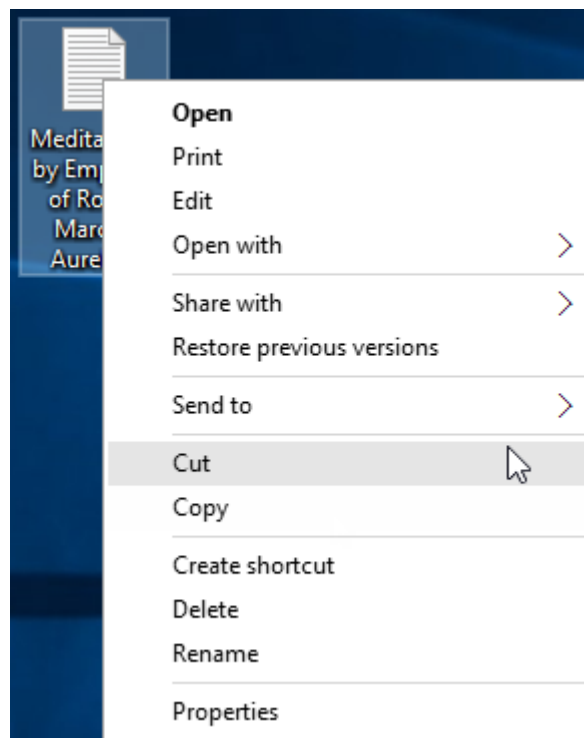
## THE CLIPBOARD

Often you may hear people talk about the **Clipboard** on a computer. This is a tool that facilitates the copying, cutting, and pasting of items between applications and windows itself. The most important aspect of the clipboard to remember is that you can only copy or cut one selection at a time. For example, if you copy a sentence from a document and then copy a folder from your desktop, the copied sentence will no longer be able to be pasted – only the folder.

Here is a breakdown of the various functions that the Clipboard supports. Note that you can typically find these commands on the context (right-click) menu or under an Edit menu/tab.

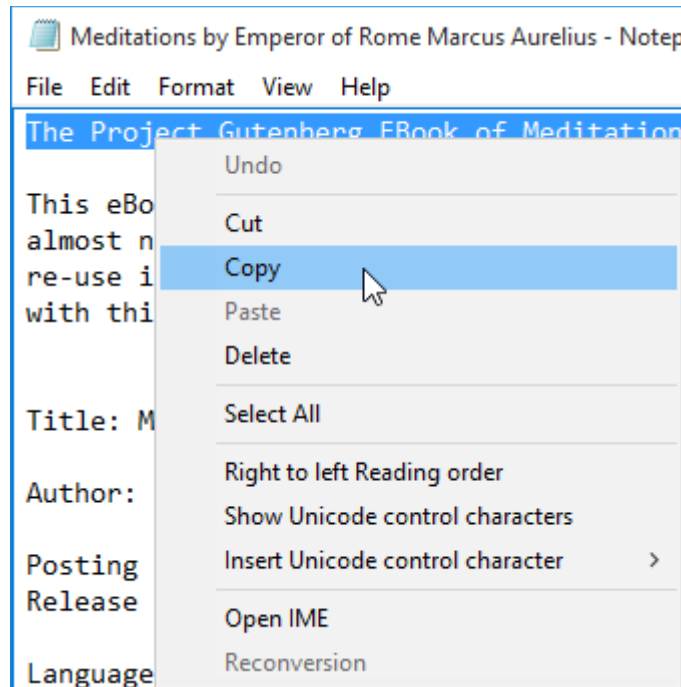
### Cut (Ctrl + X shortcut)

Using this command, a selected item will be removed from its current location and placed on the Clipboard. You can then paste it to a different location. You will typically use this command to move an item:



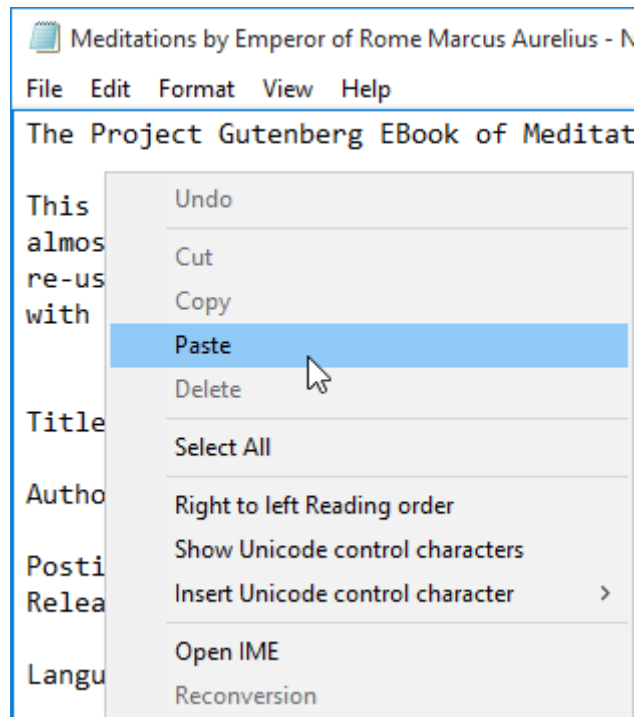
### Copy (Ctrl + C shortcut)

This command will create a copy of the selected item and place the copy on the Clipboard, leaving the original item unchanged. You can then paste the copied item to a different location.



### Paste (Ctrl + V shortcut)

This command will place whichever item currently exists on the Clipboard in a new location.



### Paste Special (keyboard shortcut varies)

This command allows you to place whichever item(s) exist on the Clipboard in the format of your own choosing. For example, if you copied a sentence that appears in a red font, you could choose to place the copy using that formatting, a basic plain formatting, or matching the surrounding formatting. This feature is not available for every application.

## UNDO AND REDO

Everyone makes mistakes and the people who create software applications know that. To help make these mistakes as least painful as possible, virtually every application supports some form of undo function so that you can undo a previous action.

For example, suppose that you accidentally deleted an important paragraph from a report you were composing in Microsoft Word. Rather than have to type it out again, all you would have to do is use the **Undo** feature by pressing Ctrl + Z on your keyboard or clicking the Undo command.

While the location of this command varies widely from application to application, you can typically find it on the Quick Access toolbar of the application in question or in an Edit tab/menu:



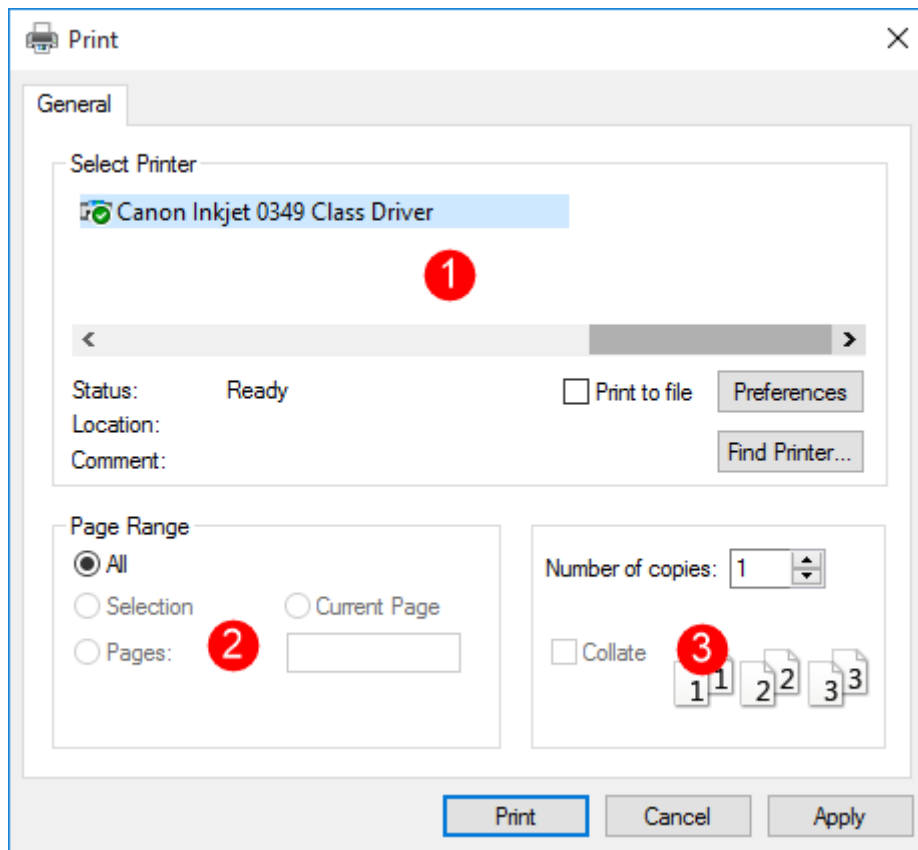
Rather than undo your previous action, the **Redo** command will repeat it. This allows you to save time from manually repeating a simple action, like inserting a single slide into a presentation. Like the Undo command, you can typically find the Redo command on the Quick Access toolbar or in an Edit tab/menu. You can also press Ctrl + Y on your keyboard:



## PRINTING DOCUMENTS

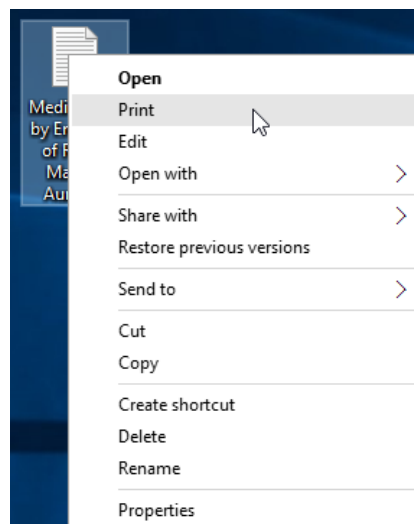
If you need a hard copy of a document, you will typically have the option to print it out on paper using a printer. To facilitate this process, most applications include a Print command, which is typically accessed from the File menu or by pressing Ctrl + P on the keyboard.

In most cases, the Print dialog box will be used to configure print options:

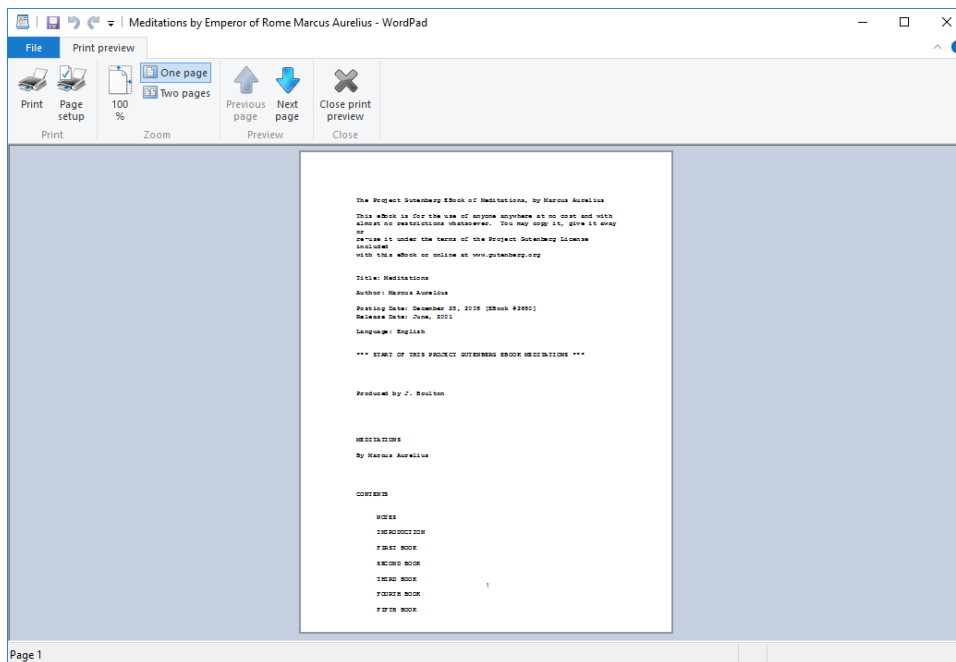


This dialog box allows you to **select the printer that you would like to use (1)**, the **page range to print (2)**, and the **number of copies (3)**. Set your options and click Print to send the document to the printer.

Occasionally you may see that an application has a **Quick Print** option. Choosing this option will send the current document directly to the default printer using the default printer settings. This is also what happens if you choose to print a file by right-clicking the file from inside File Explorer or on your desktop and choosing Print:



Some applications also support the **Print Preview** function. This option will provide you with a preview of how the current document will look on the printed page using the current print settings:



## ACTIVITY 3-2

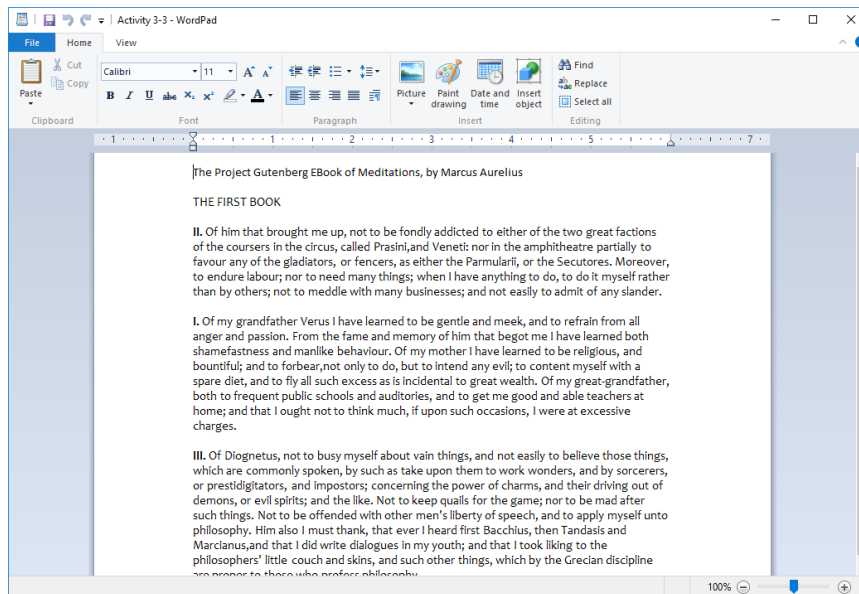
### Creating and Modifying Files with Desktop Applications

In this activity, you will open and edit a simple rich text file using WordPad.

1. To begin, log into your Windows 10 account.
2. Open your Exercise Files folder. Open the “Starting Files for Activities” folder and then open the “Lesson 3” folder. Inside this folder you will see the Activity 3-3 file. Double-click it:

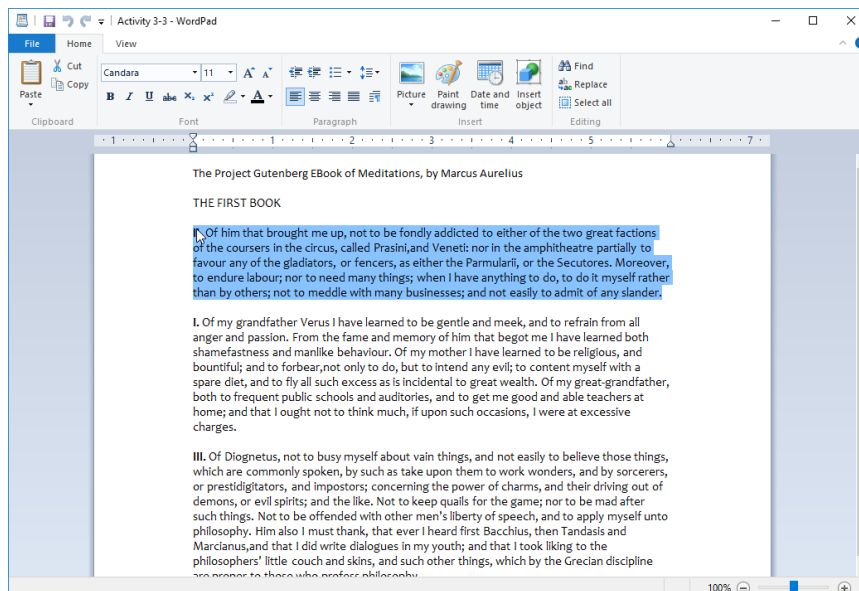


- This file will automatically open in the application that is associated with rich text files. By default this will be WordPad:

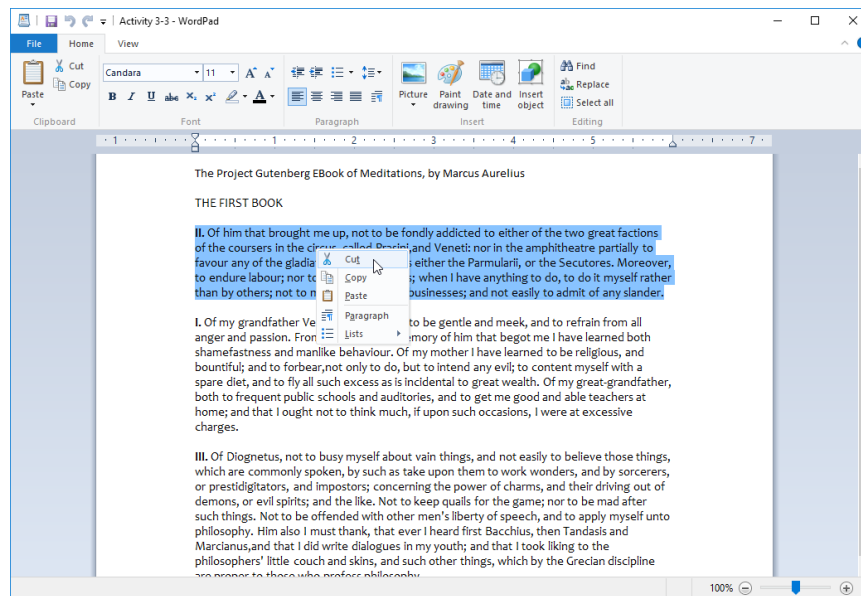


(If Microsoft Word or another word processor opens, you should still be able to follow the remaining steps in this activity. However, the interface will look different.)

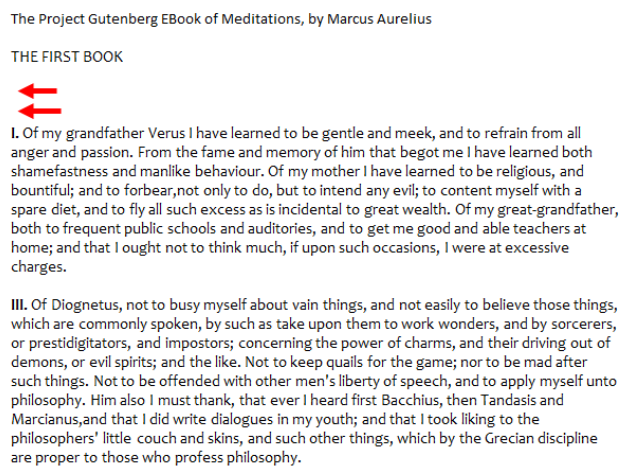
- The first and second paragraphs are out of order and need to be swapped with one another. Click and drag your cursor over the entire first paragraph to select it:



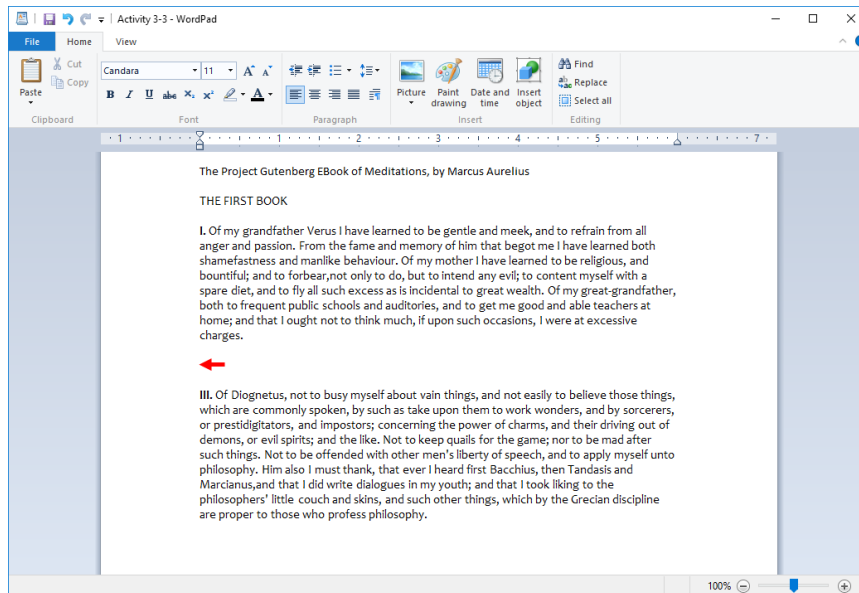
5. Right-click this selection and then click Cut:



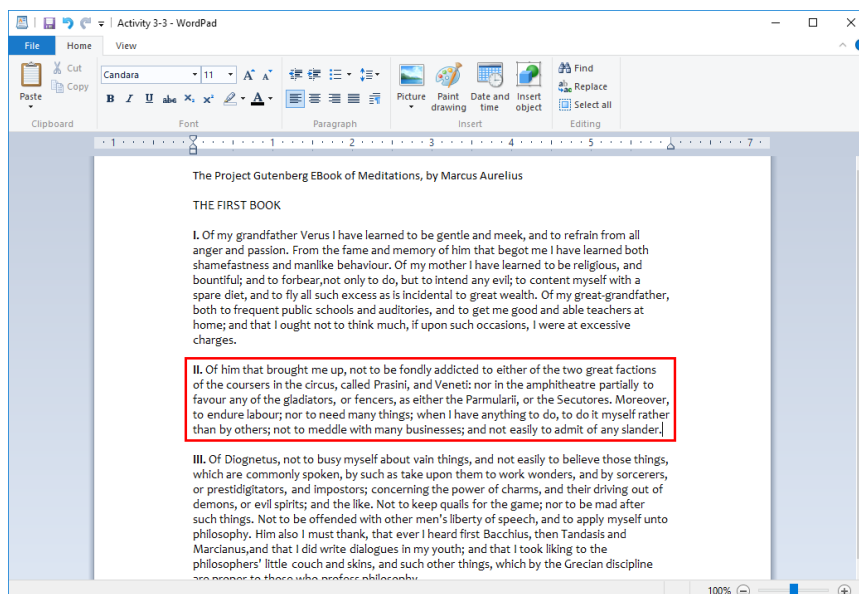
6. The previously selected paragraph will now have been removed from the page and placed onto your computer's Clipboard. With your cursor now placed where this paragraph used to be, press the Delete key on your keyboard twice to remove the two extra lines that now exist:



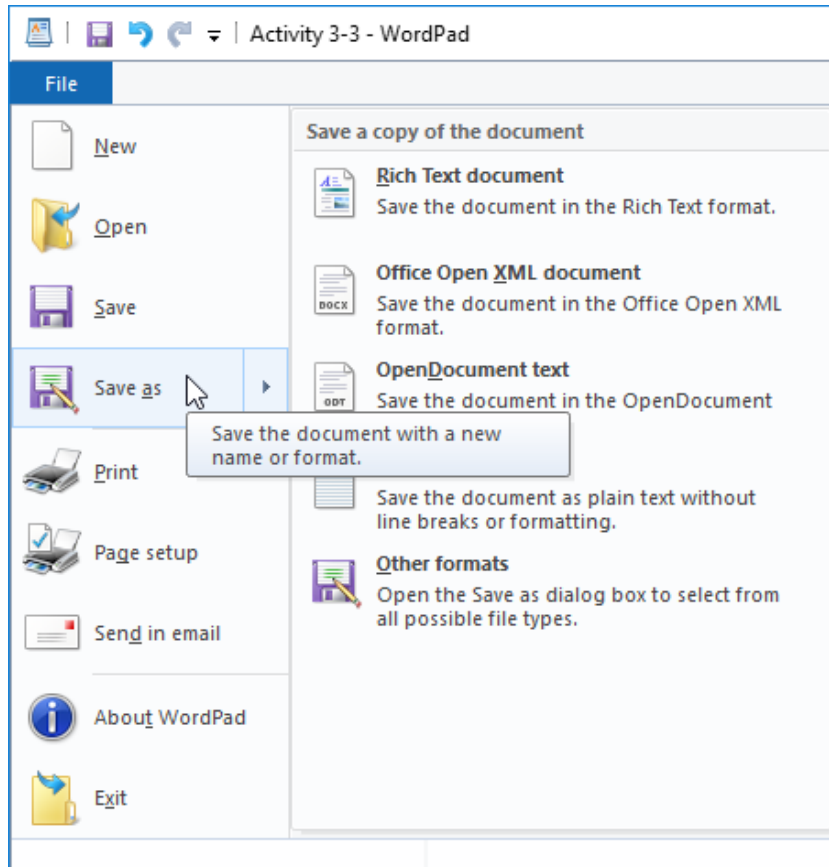
- Click to place your cursor at the end of the paragraph I. Press Enter twice to make room for the passage that you previously cut. The document will now look like this, with your cursor placed evenly between the two existing paragraphs:



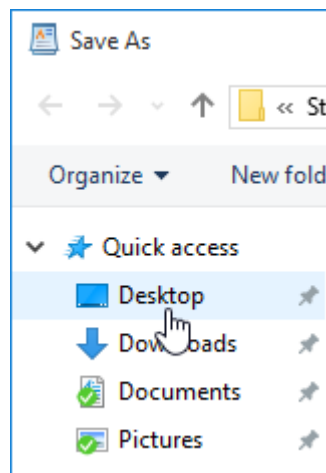
- Press Ctrl + V on your keyboard. The previously cut passage will be pasted into the current location:



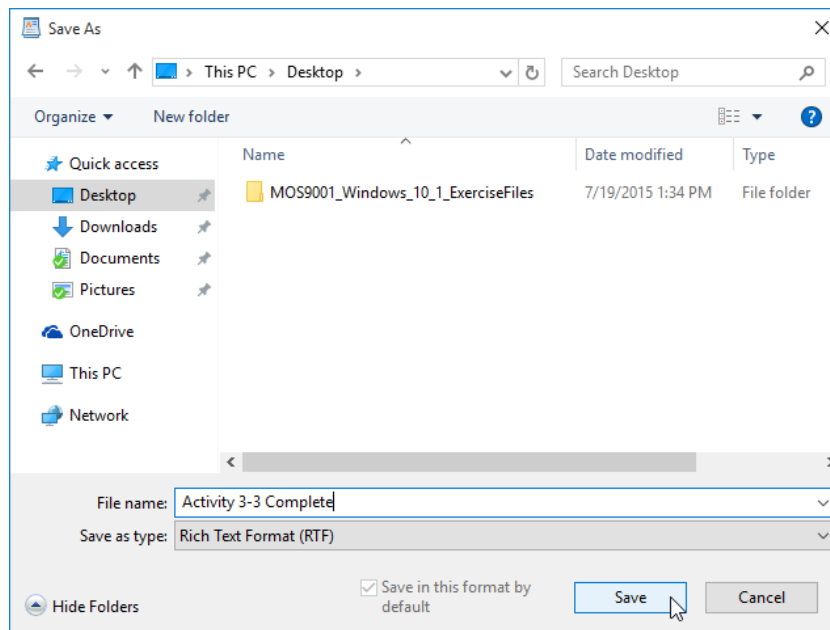
9. You would like to save this document as a new file so that you do not overwrite the existing version. Click File → Save as:



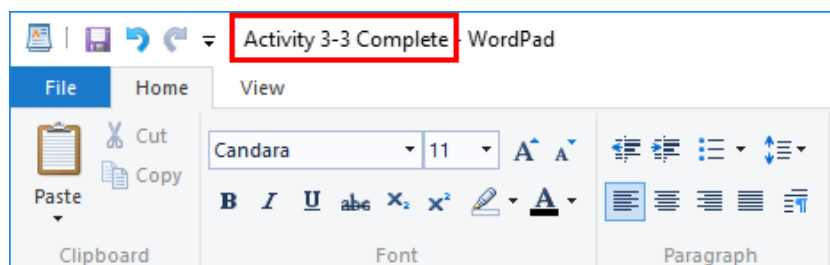
10. The Save As dialog box will now be displayed. Click the Desktop link from the “Quick access” area:



- The file name will display the current one (Activity 3-3). Click to place your cursor at the end of this name and add a space. Type “Complete” and then click the Save button:



- The current document will now have been saved to the location that you specified. Note that the title bar of the open file will change to incorporate the new file name:



- Close WordPad and then sign out of your Windows 10 account to complete this exercise.

## Summary

Over the course of this lesson you learned about some of the ways that you can work with the desktop and desktop applications in Windows 10. You should now be comfortable managing desktop application windows, as well as files and folders. You now know what the File Explorer is used for and how to use it. Additionally, you are now able to complete basic actions (such as save, undo, and print) in most desktop applications.



# LESSON 4:

# USING MICROSOFT EDGE

## Lesson Objectives

In this lesson you will learn how to:

- Navigate the Microsoft Edge user interface
- Browse the web using Microsoft Edge
- Manage tabs
- Modify Microsoft Edge options

# TOPIC A: Navigate Microsoft Edge

One of the biggest changes that you will find in Windows 10 is the inclusion of Microsoft Edge as the default web browser. This entirely new application is designed as a lightweight web browser that offers integration with Cortana and OneDrive, amongst other features. Over the course of this topic, you will learn all about this new browser and its features.

## ***Topic Objectives***

In this topic, you will learn:

- About web browsers and search engines
- About Microsoft Edge and Internet Explorer
- About the Microsoft Edge interface
- About URL's
- About Bing

## **WEB BROWSERS AND SEARCH ENGINES**

A **web browser** is a type of application that has been designed to display web pages that are stored on a network. A network could refer to the World Wide Web (“the web” for short) as a whole, or an internal organization-wide intranet. While the Microsoft Edge and Internet Explorer web browsers are both included with Windows 10, there are a variety of other different web browsers that you can download and install. Mozilla Firefox and Google Chrome are popular choices.

A **search engine** typically refers to an online service that searches the web based on terms that you enter. When this search is done, a list of results will then be displayed on a web page that you can search and navigate through using the provided links. While Windows 10 (including Cortana) is fully integrated with the Microsoft Bing search engine, Google is also a very popular search engine that you can use to find the information that you need.



## MICROSOFT EDGE AND INTERNET EXPLORER

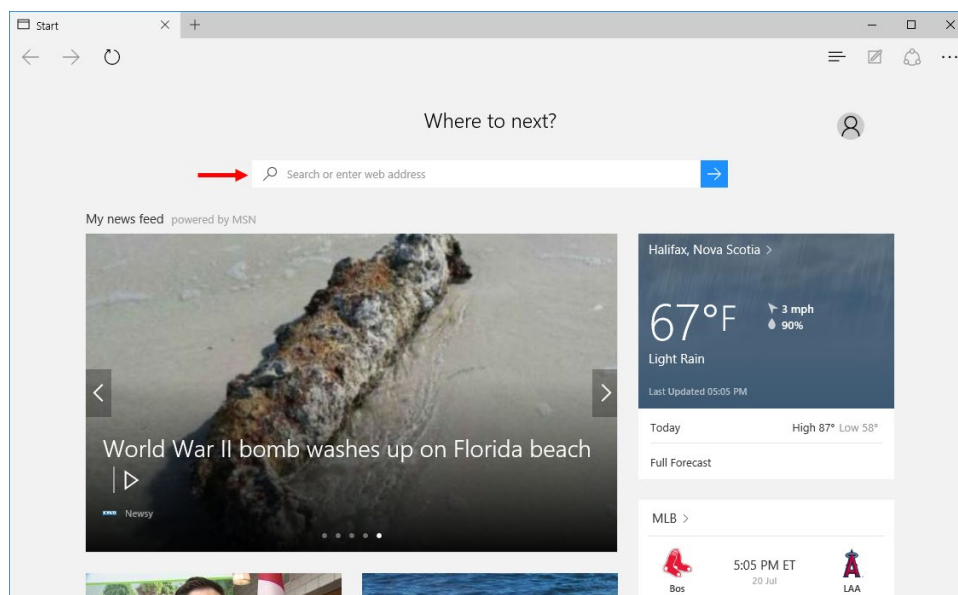
The Microsoft **Internet Explorer (IE)** web browser was first introduced in Windows 95. It has been the default Windows web browser ever since. While it was one of the most popular browsers used on the web at the turn of the millennium, its popularity has waned rapidly with the rise of Mozilla Firefox, Google Chrome, and Apple's Safari web browser.

With the release of Windows 10, Internet Explorer has been replaced with **Microsoft Edge**. This is a new product that is designed to address many of the shortcomings that Internet Explorer had. As the new default web browser for Windows, it features many of the same features that were found in IE, but it also includes full integration with Cortana.

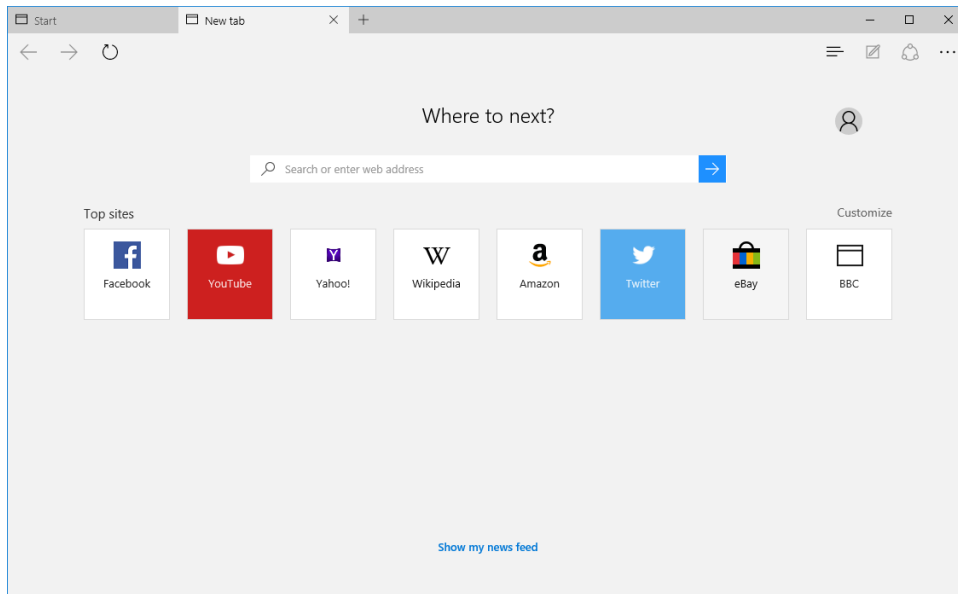
## ELEMENTS OF THE MICROSOFT EDGE WINDOW

When Microsoft Edge is open, you will see that its interface is fairly basic. This is by design so that you can focus on the web pages that are being displayed, rather than be distracted by a complicated interface. Additionally, the interface can change slightly to incorporate different elements.

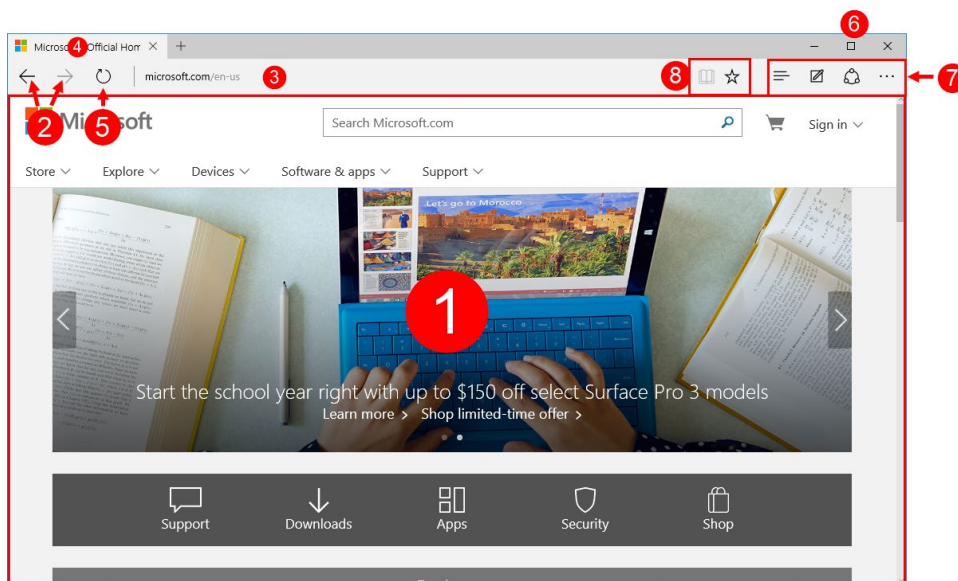
For example, by default when you first open Microsoft Edge, the Start tab will be displayed. This tab includes local news and weather information, as well as the address bar, which has been moved lower in the window:



This is the same structure that is used when you open a new tab, but rather than news and weather you will see a grid showing frequently visited and/or suggested websites:



As the Start tab is the most common state of Microsoft Edge, let's break down each element of the interface while a web page is displayed:



Here is a description of each element.

- **Content (1):** The majority of the Microsoft Edge interface consists of the web page that you are currently visiting.
- **Back/Forward (2):** These two buttons are used to move back or forward to pages that you have previously visited.
- **Address bar (3):** This is where you can enter the URL of the website that you would like to visit. Additionally, you can enter search terms into this bar to execute a search using Bing.
- **Tabs (4):** Each tab represents a web page. There will be always at least one tab open. You may open multiple tabs to view multiple web pages at the same time.
- **Refresh (5):** Clicking this button will reload the currently displayed webpage to display the most up-to-date version.

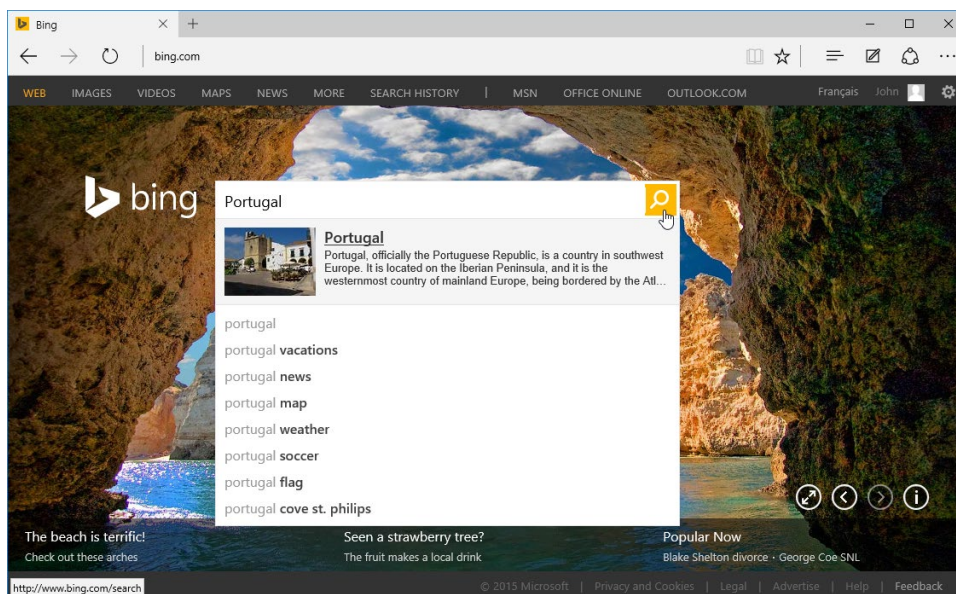
- **Minimize/Maximize (Restore)/Close (6):** Just like any other desktop application window, you can use these buttons to minimize, maximize/restore, and close the Microsoft Edge window.
- **Hub/Make a Web Note/Share/More actions (7):** The Hub button will display the Hub pane. This is where you can access your favorites, history, reading list, and downloads. Clicking the “Make a Web Note” button allows you to add notations directly to a web page. The Share button will display the Share pane, which you can use to share the current web page with others. Finally, the “More actions” button gives you access to several different settings in Microsoft Edge.
- **Reading view/Add to favorites or reading list (8):** Clicking the “Reading view” button will strip a blog post or news article down to only the basic article content. The “Add to favorites or reading list” button allows you to add the current web page to your reading or favorites list.

## URL’s

**URL’s (Uniform Resource Locators)** are references that point to other resources on the Internet. Commonly referred to as **addresses**, you can enter them into the address bar in Microsoft Edge. This will display the page within the working area of the browser.

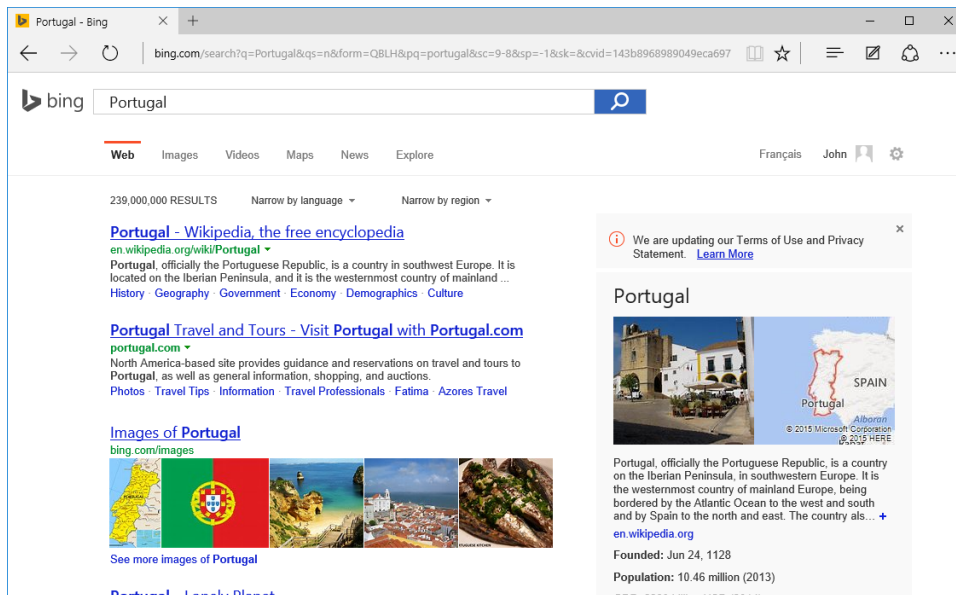
## BING

Bing is Microsoft’s own search engine. You can access this service by searching using Cortana or typing terms directly into the address bar of Microsoft Edge. You can also access it by visiting the bing.com website:



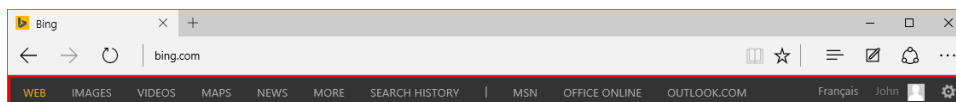
If you type search terms into the provided text box on the Bing home page (or in the address bar) a list of suggestions will be presented.

By pressing the Enter key or clicking the associated Search button, a list of results in the form of URL's will be presented:



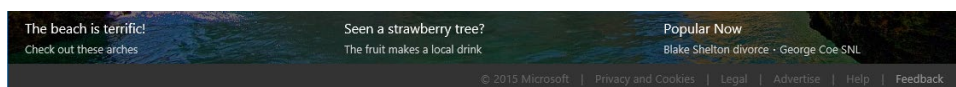
### Searching by Category

Along the top of the Bing home page, you will find a list of categories that provide you with access to a variety of different search categories such as Web (selected by default), Images, Videos, Maps, News, More, and Search History. Additionally, you will see links to access the MSN home page, Office Online, Outlook.com, and your Microsoft account information:



### Popular Now Links

Along the bottom of the Bing home page, you will see some featured stories and information about the home page's background photo. Additionally, under the Popular Now header, you will see what search terms are trending:



## ACTIVITY 4-1

### Navigating Microsoft Edge

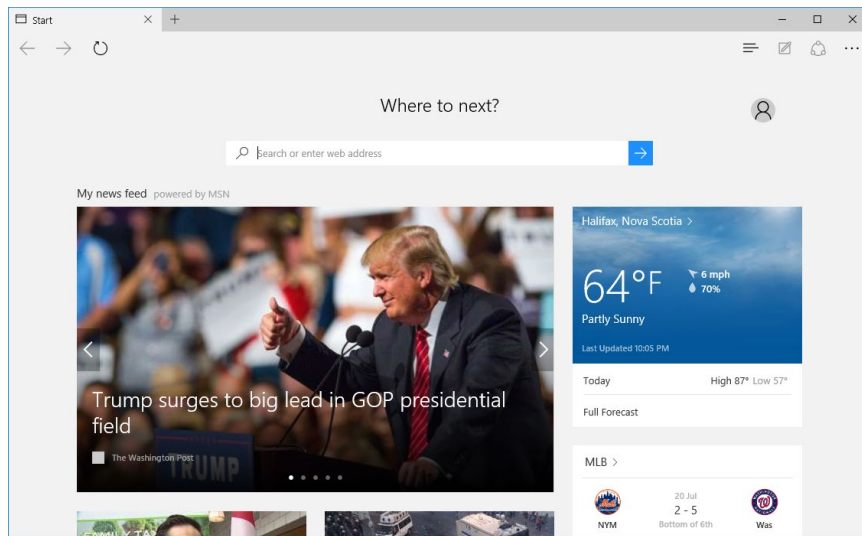
You would like to familiarize yourself with Microsoft Edge and its interface. To practice, you would like to visit the Bing home page.

1. To begin, sign into your Windows 10 account.

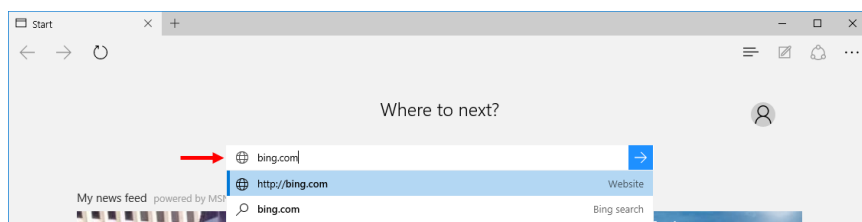
2. On the taskbar, click the Microsoft Edge button:



3. The Microsoft Edge window will now be displayed on the desktop. By default, the Start page will be displayed with news, weather, and sports information:



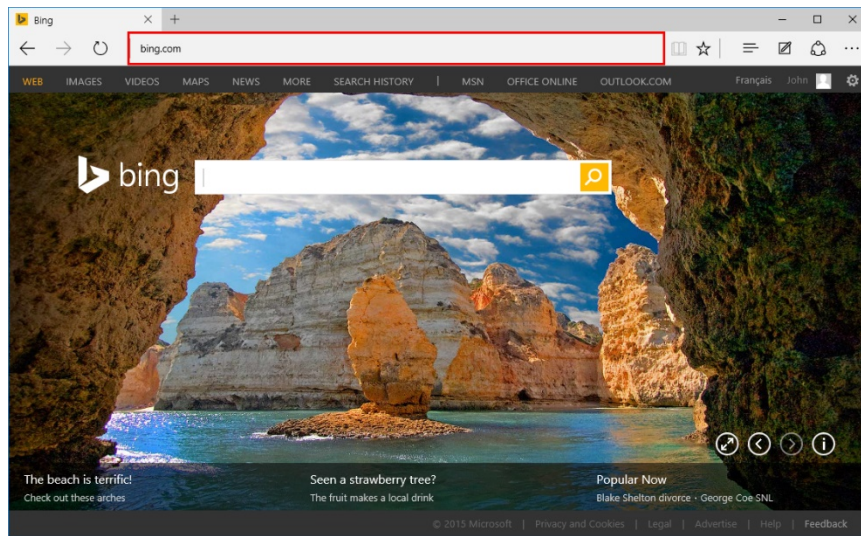
4. Inside the provided text box, type "bing.com" and press Enter on your keyboard:



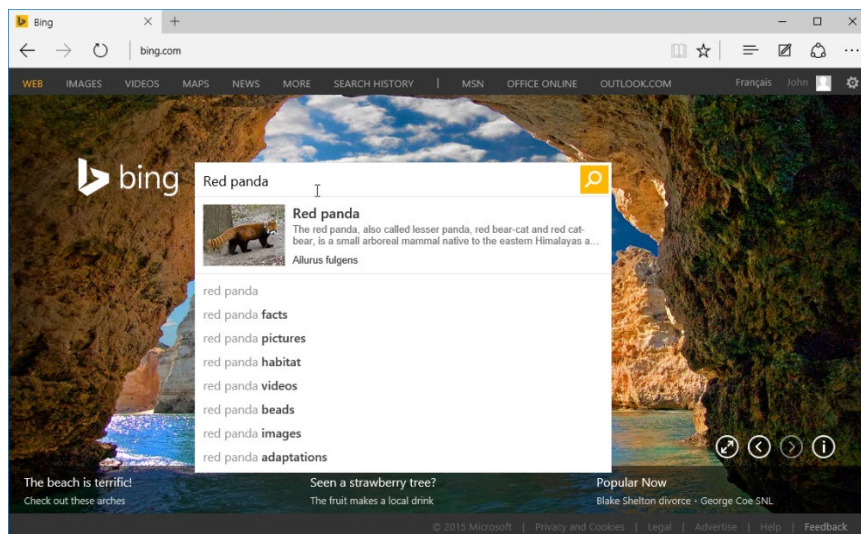
(Note that you can also type search terms directly into this text box and press Enter to search with Bing.)



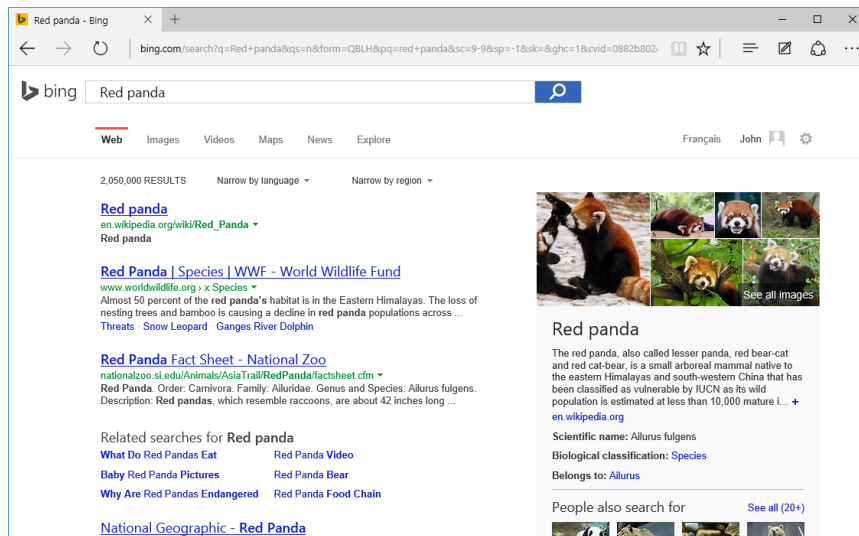
5. The Bing home page will now be displayed within the Microsoft Edge window. Notice that its URL is displayed within the address bar:



6. Inside the search bar on the Bing home page, type “Red panda.” You will instantly see several search suggestions and some basic information about the subject. Press Enter:

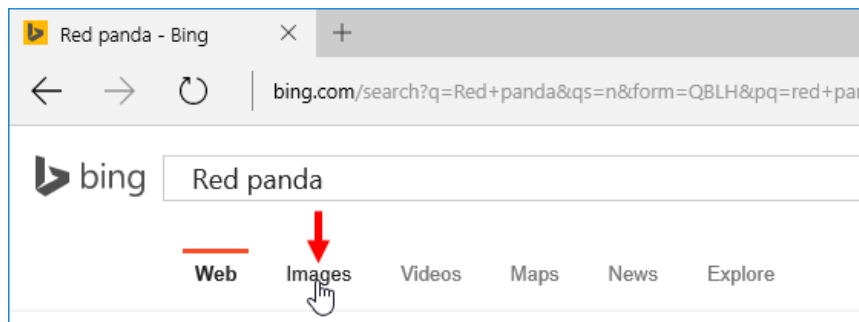


7. A list of URL results will be presented. On the right side of the page you will see some summary information about the subject that you were searching for:

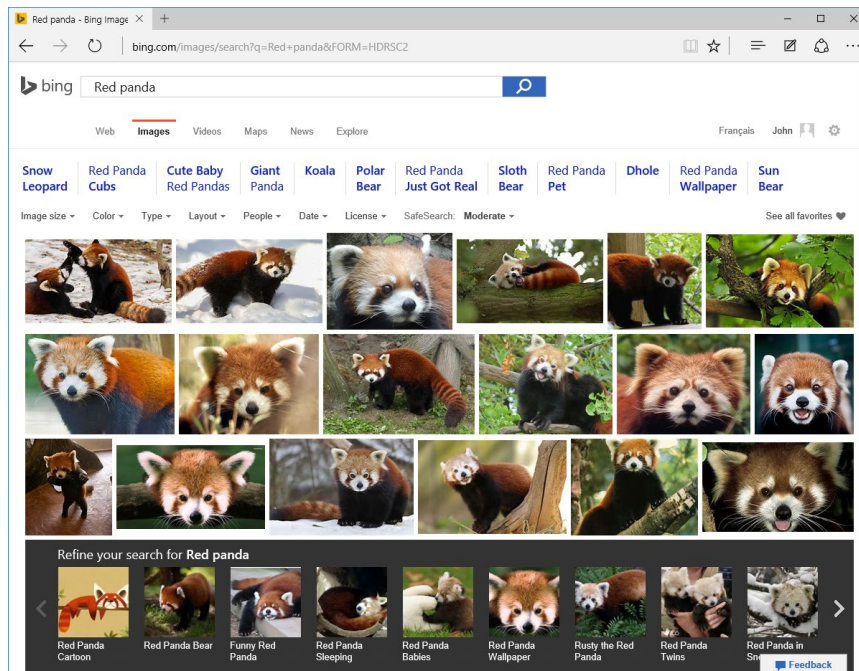


(Note that this summary information isn't always displayed, but it can be very useful for quick searches.)

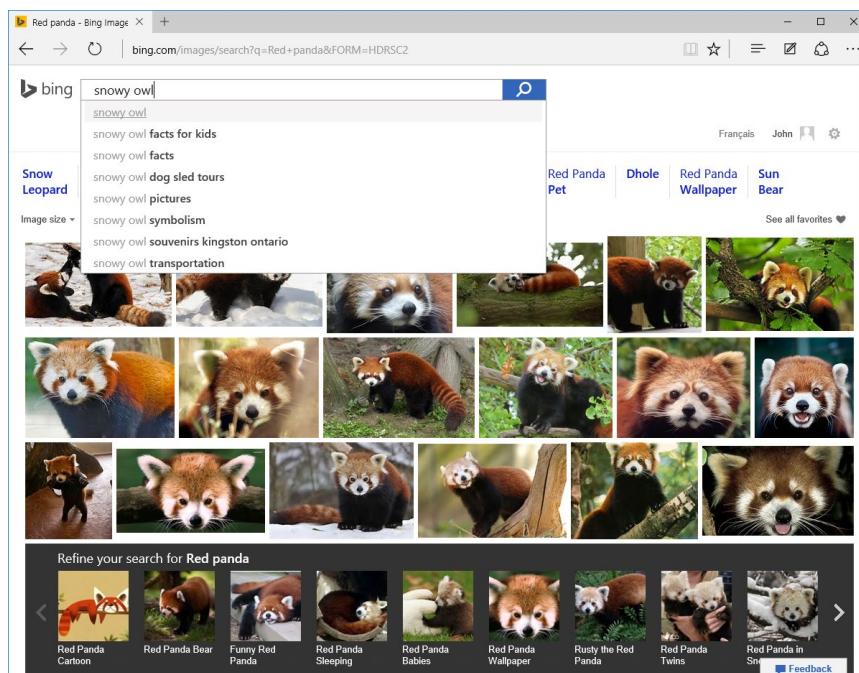
8. Just below the search text box, click the Images category:



- Now only image search results will be displayed, along with some suggested search terms:

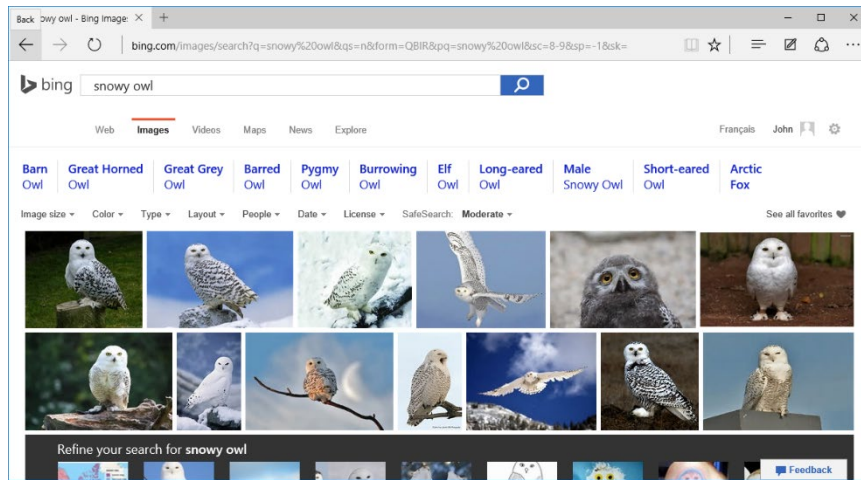


- Click inside the address bar and replace the existing text with "snowy owl." You will see that like the Bing home page, search suggestions will be listed:

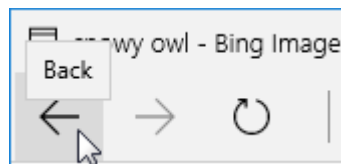




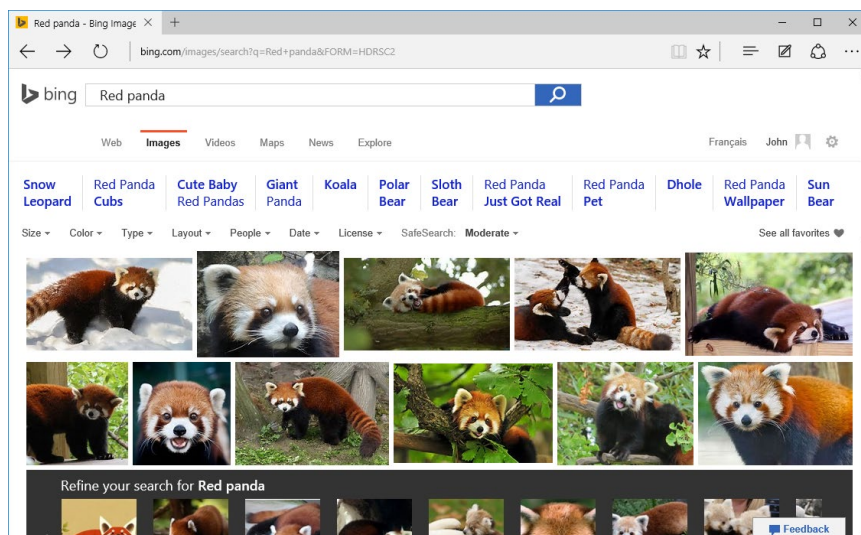
11. Press the Enter key. A new Bing image search results page will now be displayed:



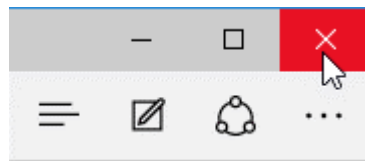
12. Near the upper left-hand corner, click the Back button:



13. The previous page will now be displayed:



- 14.** In the upper right-hand corner of the Microsoft Edge window, click the Close button:



- 15.** Sign out of your Windows 10 account to complete this exercise.

# TOPIC B: Use Microsoft Edge

Microsoft Edge provides you with all of the tools that you need in order to browse the web. Over the course of this topic, you will examine many of these tools and learn how to use them effectively.

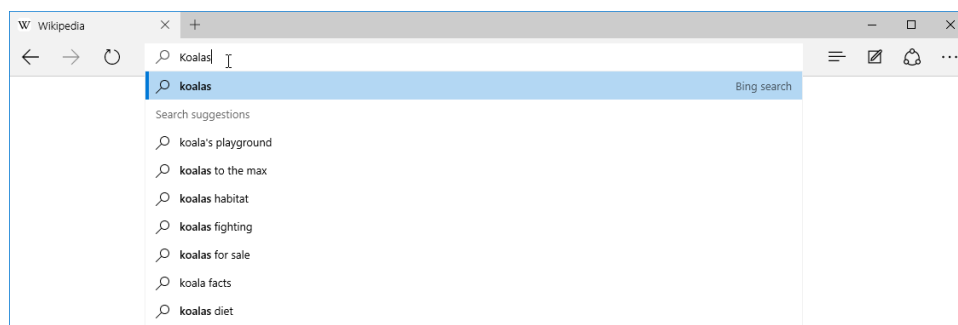
## *Topic Objectives*

In this topic, you will learn:

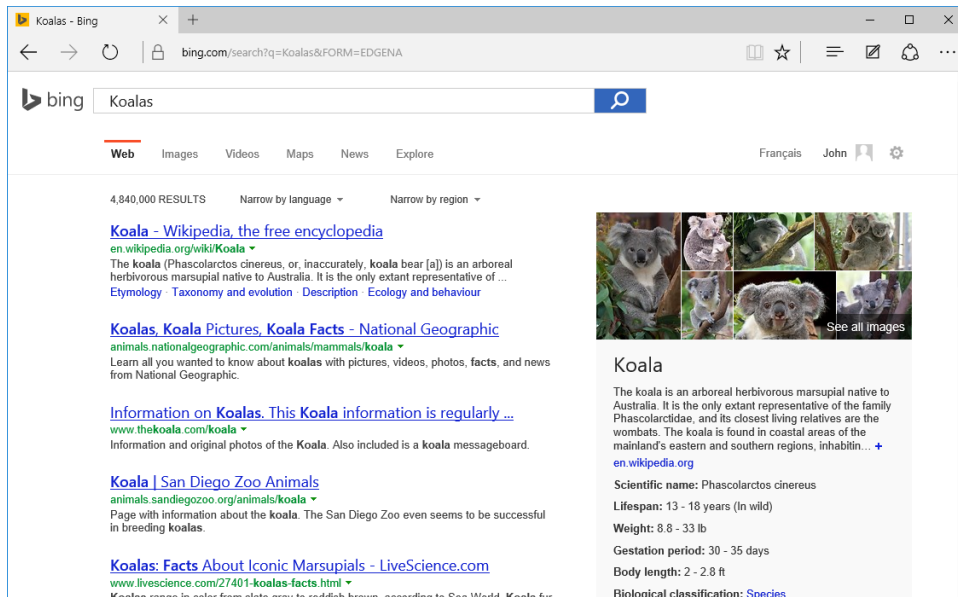
- About the address bar
- How view frequently visited websites
- How to view your favorites
- How to view your Reading List
- How to view your history
- How to view a page using Reading view
- How to create web notes
- How to share web pages with others
- How to use Cortana in Microsoft Edge

## THE ADDRESS BAR

In the Microsoft Edge interface, the **address bar** is not only the place where you enter website URL's; it is also where you can enter search terms that are then sent to Bing. For example, suppose that you wanted to find some information about koalas. First, you would type "Koalas" into the address bar:

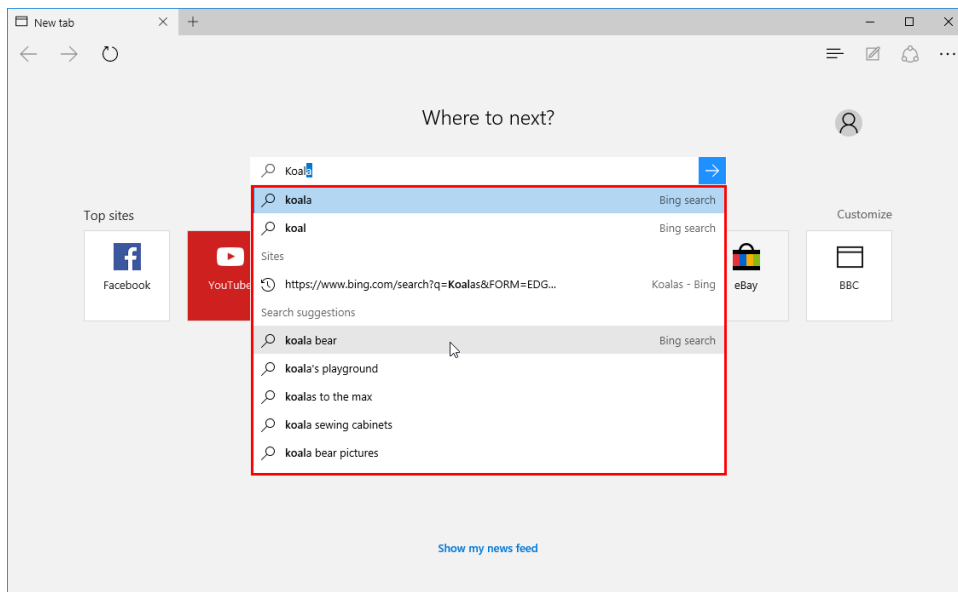


After entering those search terms, press the Enter key on your keyboard or click the Search button. A Bing search results page will then be displayed:



### Search Suggestions

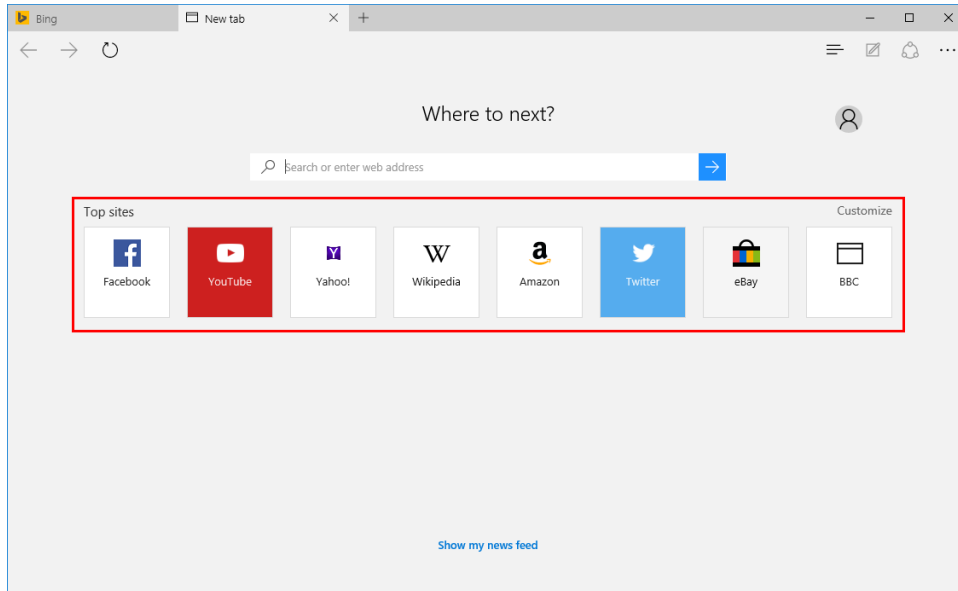
As you type a URL or search terms into the address bar, you will see a list of search suggestions based on what you have typed:



This list can include previous searches that you have performed, as well as popular searches that include the keywords that you entered. You can save time when executing a search by clicking on one of the suggestions.

## VIEWING FREQUENTLY VISITED WEBSITES

By default, whenever you open a new tab in Microsoft Edge a list of the most popular websites and sites that you frequently visit will be listed:

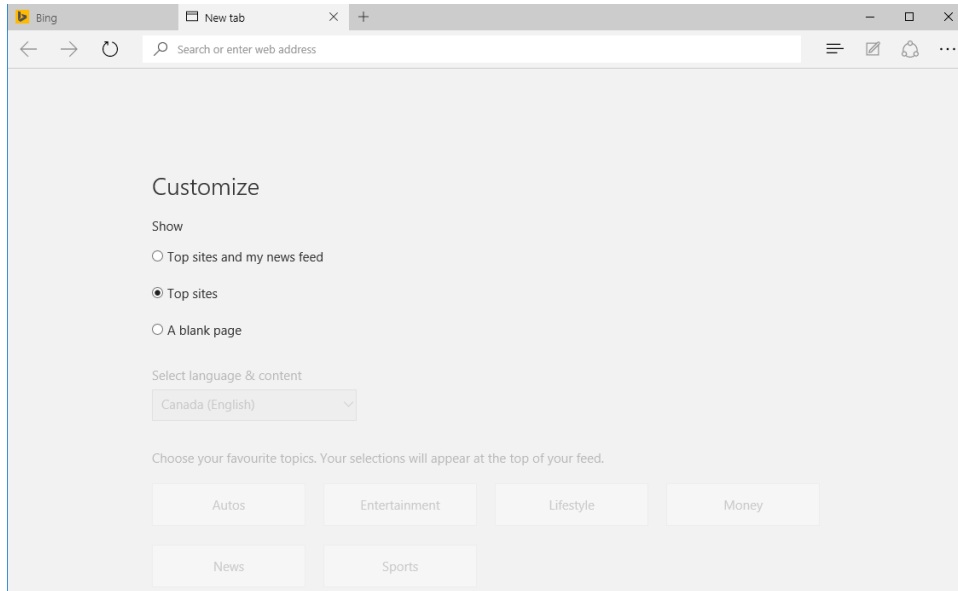


Clicking on any of the items listed here will open their associated website in the current tab. To remove an item from this list, move your cursor over that item and then click the X button in its upper right-hand corner:



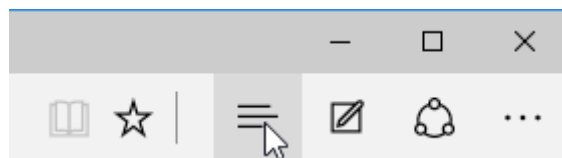
If you wish, you can also choose to include your news feed on this page by clicking the "Show my news feed" link near the bottom of the page.

Clicking the Customize link on the right side of the top sites list will also give you the option to enable your news feed on this page, but you can customize the topics that you would like it to include. Additionally, you have the option to simply have a new tab appear as a blank page:

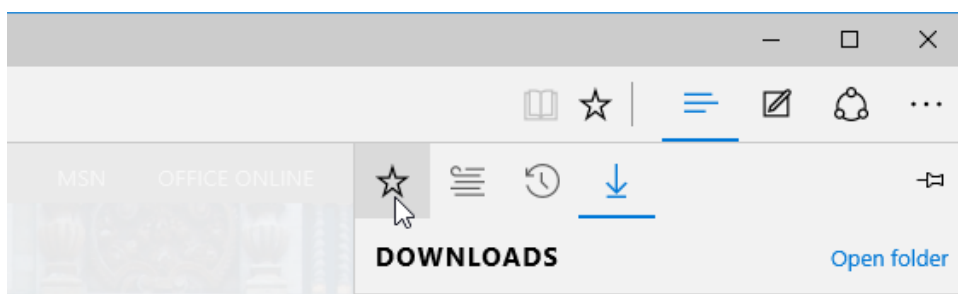


## VIEWING YOUR FAVORITES

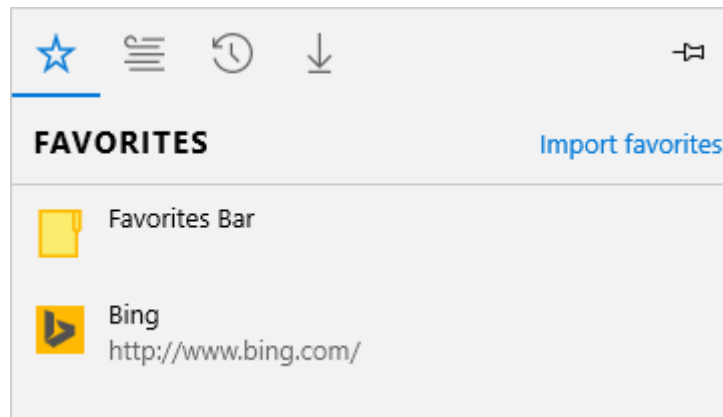
Your **favorites** in Microsoft Edge are a list of web pages that you choose specifically to mark so that you can easily come back to them in the future. As your Favorites list is a component of the **Hub**, you can view it by clicking the Hub icon (☰) near the top right-hand corner of the window:



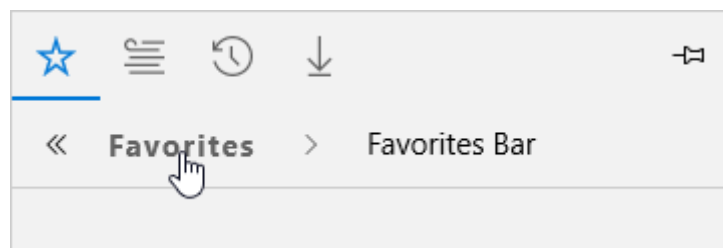
With the Hub pane displayed, click the Favorites icon (★):



With the Favorites pane displayed, you will see a list of all your favorites and folders that can be used to organize them:



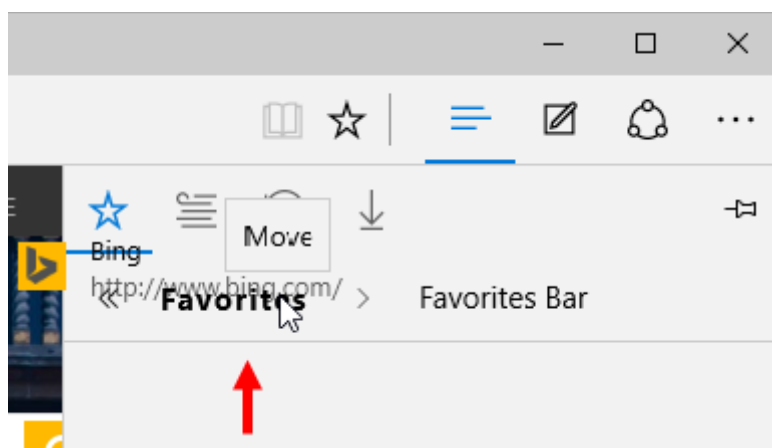
Clicking on any favorite that is listed here will open its associated website in the current tab. To view the contents of a folder, click on it. In addition to displaying the folder's contents, you will see a **breadcrumb trail** that lists all of the parent folders. In this example, you can see that the Favorites Bar folder is stored just inside the Favorites folder:



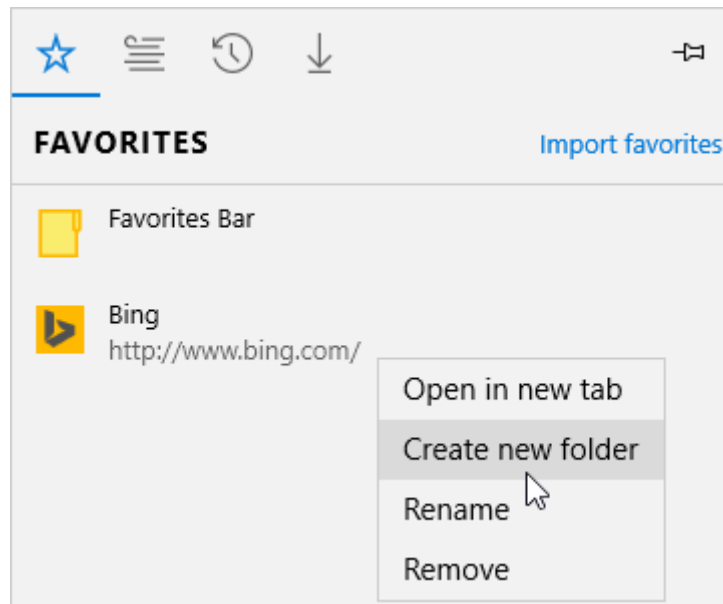
You can return to any of the parent folders that are listed here by clicking on them.

### Managing Favorites

Favorites can be moved to a folder by clicking and dragging them to the folder in question. You can also use the same technique to move a favorite out of a folder, but using the breadcrumb trail instead:

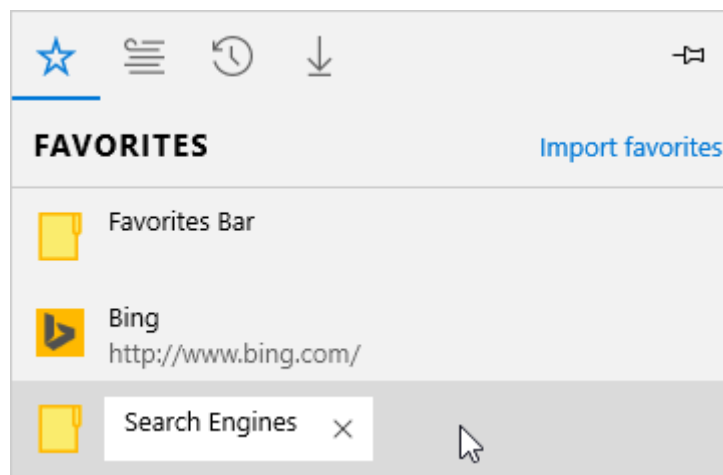


To **create a new folder** inside your favorites, right-click any item inside the favorites list and click “Create new folder:”



(You can also see options to rename or remove the selected item.)

With a new folder created, you will immediately be given the option to give it a more descriptive name:



Pressing the Enter key will apply the new name.

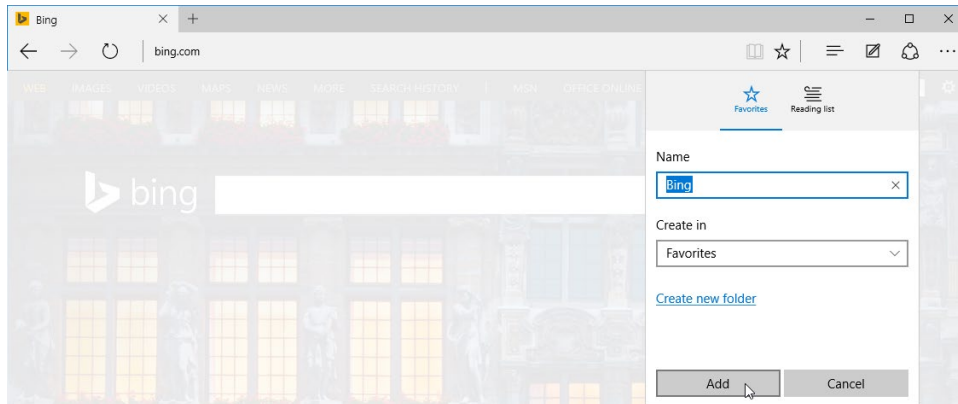
### Adding a Favorite

To add a web page to your Favorites list, first open the web page in question. Next, click the star icon (★) to the right of the address bar:





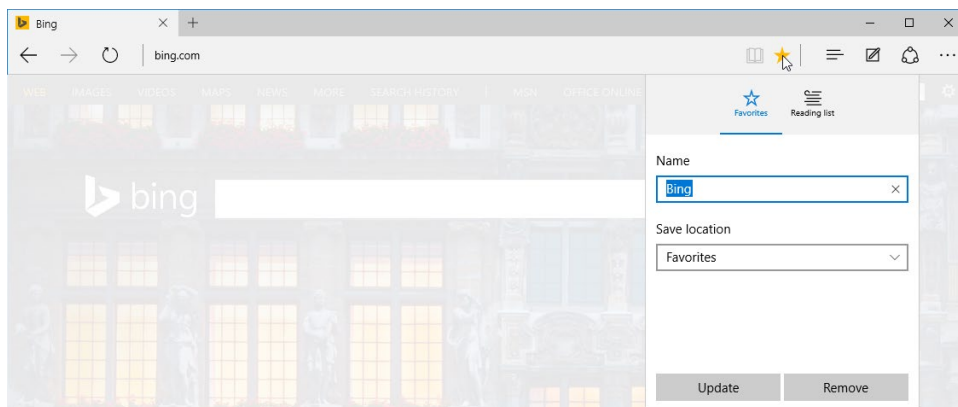
A menu will be displayed that allows you to customize the name for this new favorite, choose where you would like to create it (as well as create a new folder), and add it or cancel the process entirely:



Once a web page has been marked as a favorite, the star icon will appear yellow whenever you visit that page:



If you click this icon again, you will be given options to modify the name of the favorite, change its save location, or remove it entirely:

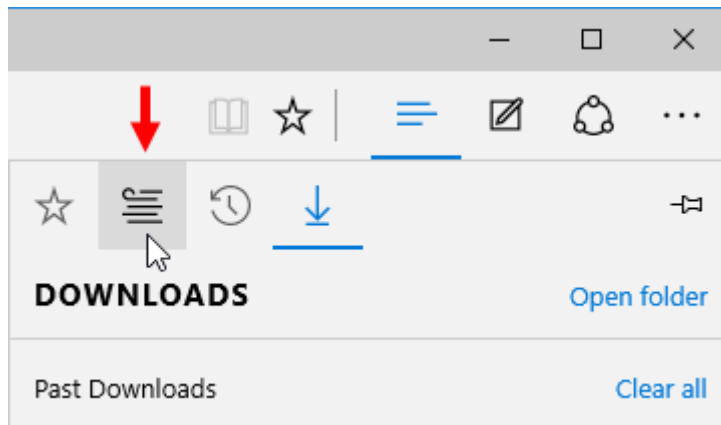


## VIEWING YOUR READING LIST

The **Reading List** feature in Microsoft Edge allows you to save articles that you would like to read later, but don't necessarily want to clutter up your Favorites list with. As your Reading List is a component of the Hub, you can view it by clicking the Hub icon (☰) near the top right-hand corner of the Microsoft Edge window:



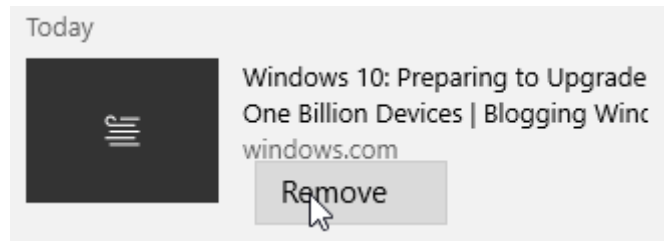
With the Hub pane displayed, click the Reading List icon (☰), if it isn't already selected:



With the Reading List displayed, you will see any articles that you marked to read later. Included in the listing will be the article title, a snippet of its content, and when it was added to the list. Clicking an entry will open it in the current tab:

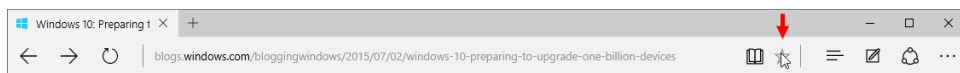


To remove an article from the Reading List, right-click its listing and then click Remove:

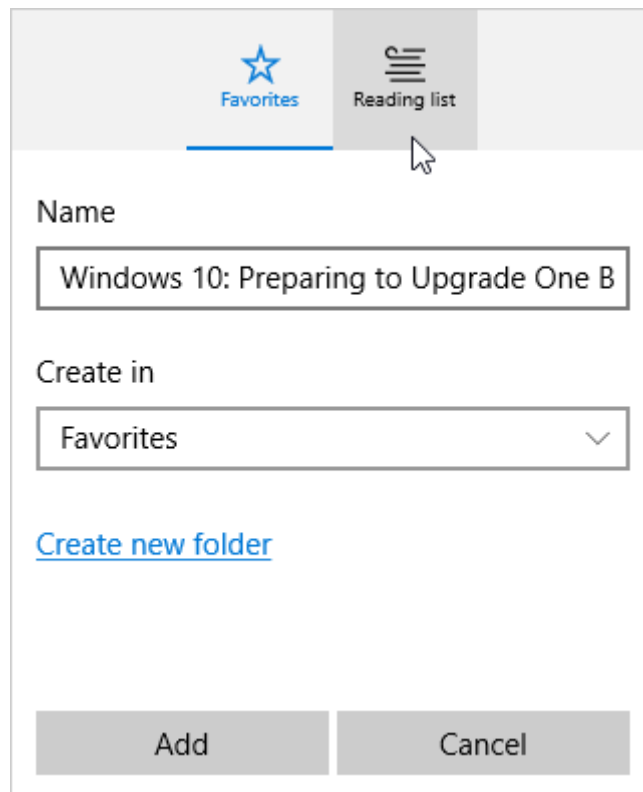


### Adding an Article to the Reading List

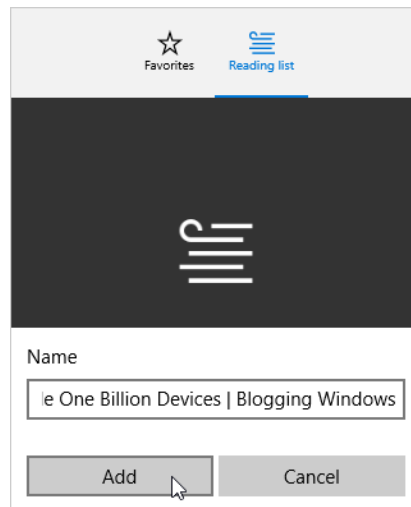
To add an article to the Reading List, ensure that the article in question is displayed within the browser. Next, click the star icon (★) to the right of the address bar:



On the menu that appears, click the "Reading list" header if it is not selected already:



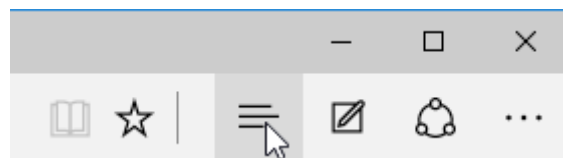
With the “Reading list” header selected, you will be able to customize the name if you wish. Clicking the Add button will add it to the list:



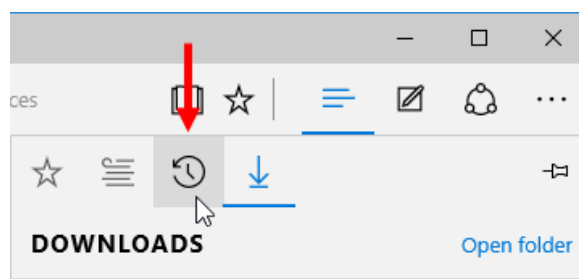
It’s important to note that unlike when you add a web page as a favorite, pages that are added to the reading list will not cause the star icon to appear yellow. When you view these pages, the star icon will have a black outline.

## VIEWING YOUR HISTORY

Microsoft Edge (and every other web browser) keeps a record of each website that you visit. This provides you with a quick way to return to recent websites. As your **history** is a component of the Hub, you can view it by clicking the Hub icon (☰) near the top right-hand corner of the Microsoft Edge window:

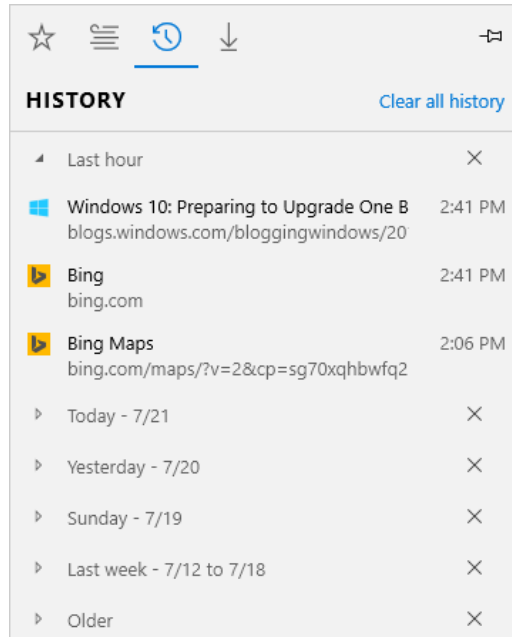


With the Hub pane displayed, click the History icon (🕒) if it isn’t already selected:

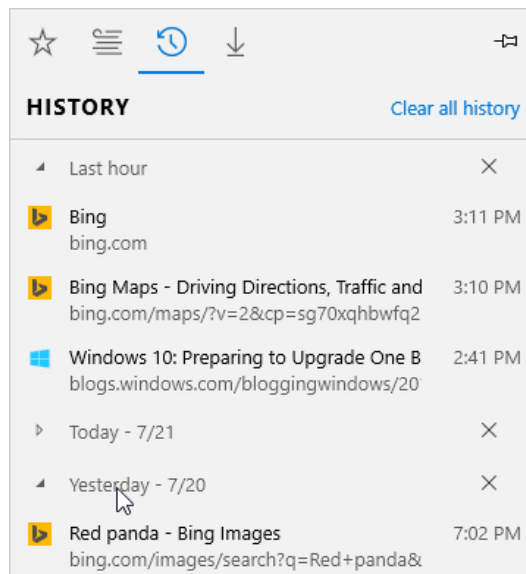


Your history will now be shown. It is automatically categorized into dates and times. Your most current history will be listed under the “Last hour” category, while websites that you

visited in recent days will be categorized by date. Older pages will be listed under “Last week” or the “Older” category:



You can expand or collapse any category that is listed here by clicking on their headers:

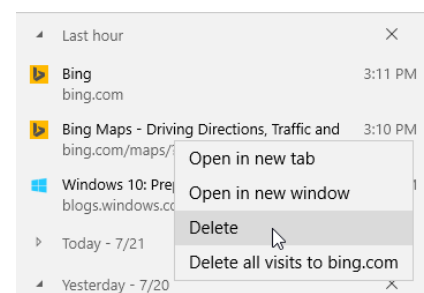


Clicking on any of the web pages that are listed here will open them in the current tab.

### Clearing History

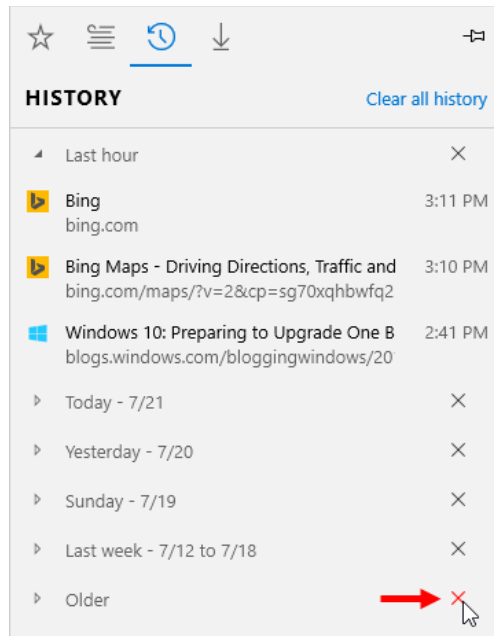
To remove an item from your history, right-click the item in question and click Delete:

Clicking the “Delete all visits to [domain name]” will remove all history related to that site. For example, if you

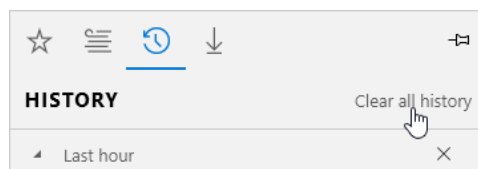


click this option for bing.com, not only will the current item be removed, but any previous searches that you made will be removed also.

You can also remove entire categories by clicking the X next to each category:

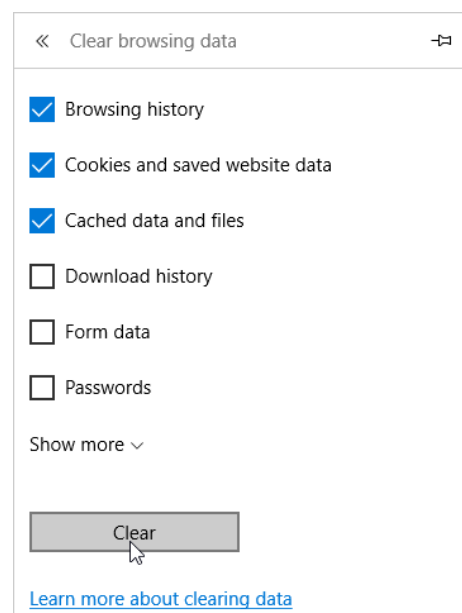


Finally, if you would like to clear your entire history, click the “Clear all history” link near the top right-hand corner of this pane:



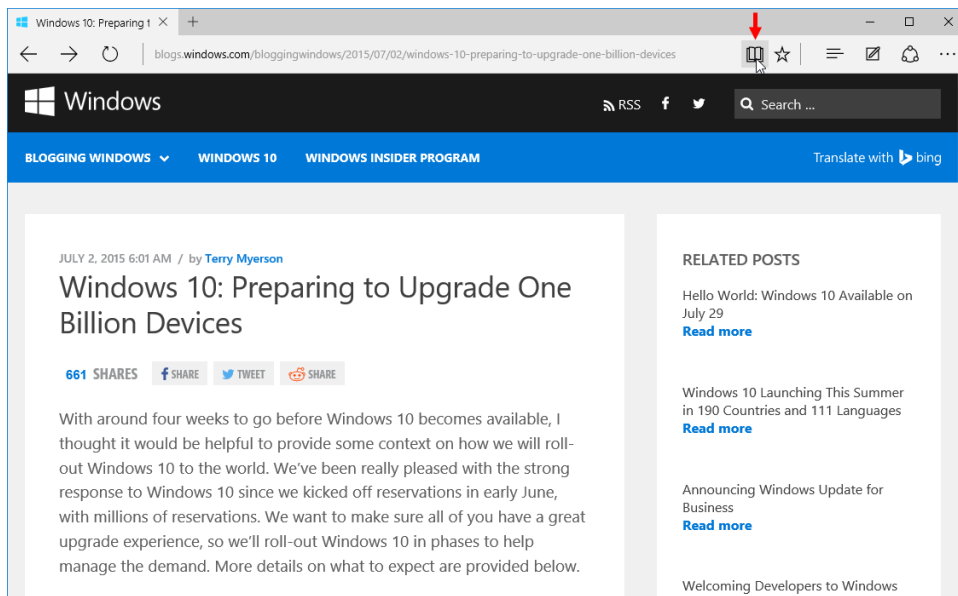
This action will cause a list of options to be displayed. Using these controls you can choose exactly what you would like to clear from your history (displayed on the right):

By default the “Browsing history,” “Cookies and saved website data,” and “Cached data and files” options will already be selected. Clicking the Clear button will complete the action.



## USING READING VIEW

**Reading view** is a feature that is now becoming more common in web browsers today. Its purpose is to strip an article or blog post from any distracting elements, such as advertisements and navigation tools, so that you can focus on the content. You can toggle this feature where applicable by clicking the book icon (📖) on the far right-hand side of the address bar:



Once this view is enabled, the page will feature a simple column of content:



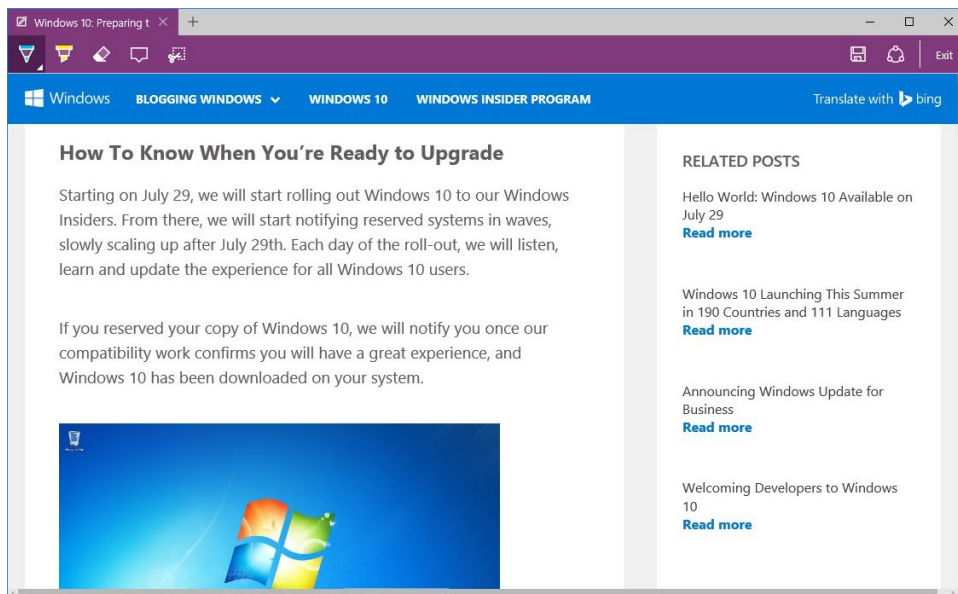
You can return to the standard web view by clicking the same icon.

## CREATING WEB NOTES




**Web notes** are annotations that you can add any web page that is displayed in Microsoft Edge. They allow you to add notes, highlight items, and even draw on the page. To start creating web notes on a currently displayed web page, click the “Make a Web Note” icon near the top right-hand corner of the Microsoft Edge window:





As web notes are powered in part by Microsoft OneNote, the Microsoft Edge window will now incorporate an OneNote-inspired purple toolbar:



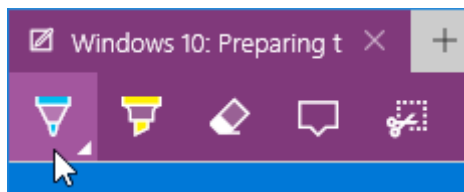
The far left of the toolbar includes the followings tools:

<b>Pen</b>		This tool allows you to draw freehand over the current web page. For example, you could use this tool to circle an object on the page. Double-clicking this tool allows you to choose the ink color and stroke width.
<b>Highlighter</b>		Just like a physical highlighter, you can use this tool to highlight interesting bits of text on a page. Double-clicking this tool allows you to choose the highlighter color and stroke width.
<b>Eraser</b>		This tool is used to remove individual ink or highlighter marks that have been added to the current page.

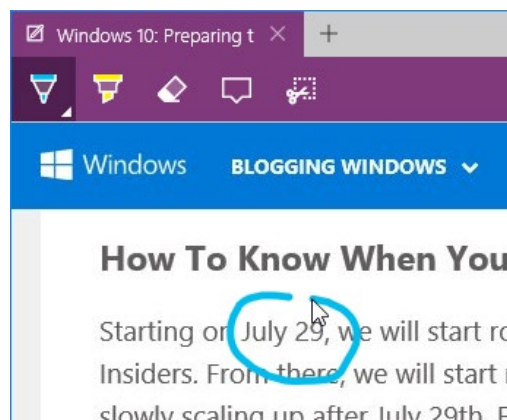


<p><b>Add a Typed Note</b></p>		<p>Using this tool you are able to add text notes to web pages. These notes appear in their own text area.</p>
<p><b>Clip</b></p>		<p>This tool allows you to take a screenshot of a specific portion of the current web page. When this tool is selected, a semi-transparent mask will appear. By clicking and dragging over this mask to create a rectangular shape, you can choose exactly what you would like to capture.</p>

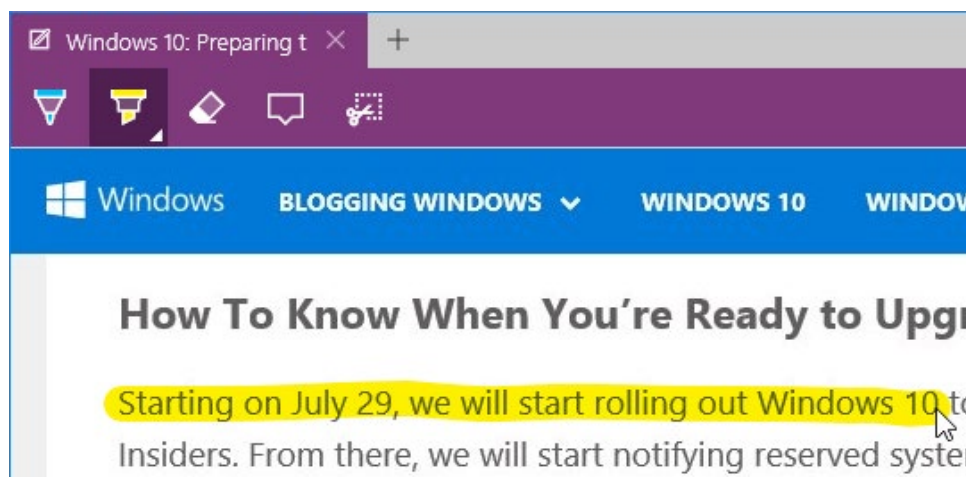
To start adding annotations to a page, first select a tool. For example, here the Pen tool has been selected:



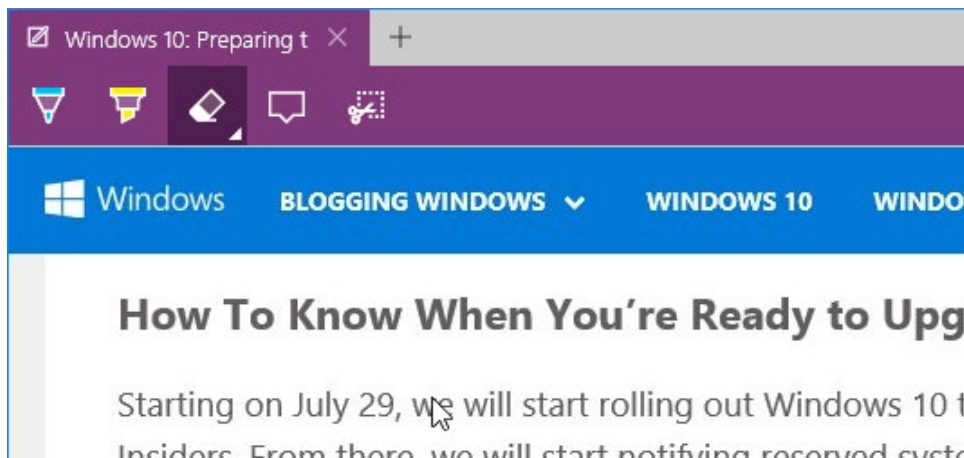
With the **Pen tool** selected, you can then click and drag on the page to add marks:



The **Highlighter tool** operates in a similar manner. Select this tool and then click and drag over the text that you would like to highlight:

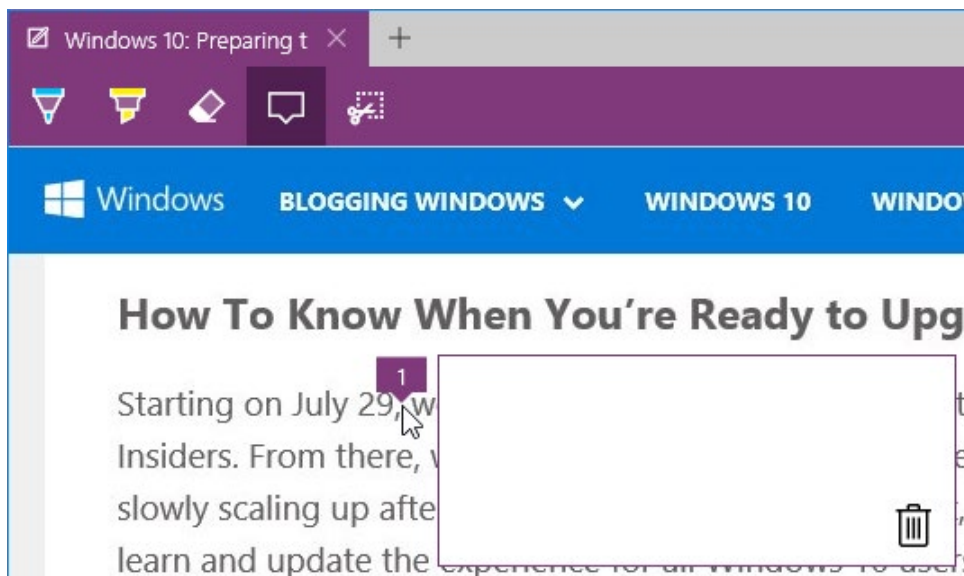


If you would like to remove highlighter or ink marks, you can use the **Eraser tool**. Once selected, it will remove continuous strokes with one click. For example, if you were to click on the highlighter marks that we just added, that entire mark will be removed:



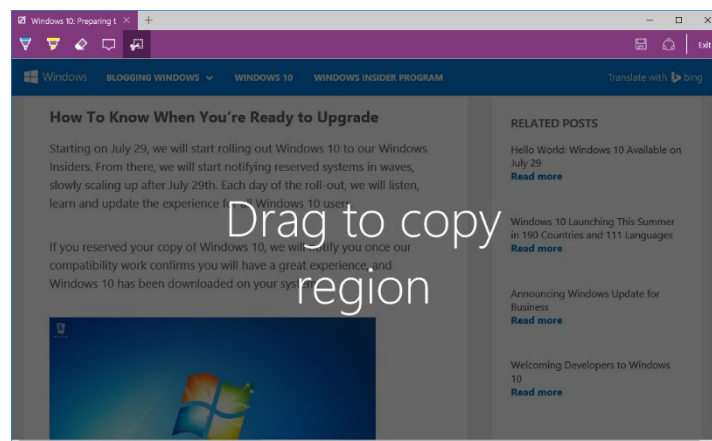
You can remove all highlighter and ink notes from the current page by double-clicking the Eraser tool and then clicking the “Clear all ink” option.

To add **typed notes**, first select that tool and then click the area where you would like the note to be added. This action will display a container in which you can type the note:



This container will always remain open to display the note. Clicking the garbage can icon in the lower right-hand corner of the container will delete it. Note that you can only click this icon while the Typed Note tool is selected.

Finally, clicking the **Clip tool** will place a semi-transparent mask over the current web page:



Click and drag over the region that you would like to capture a screenshot of:



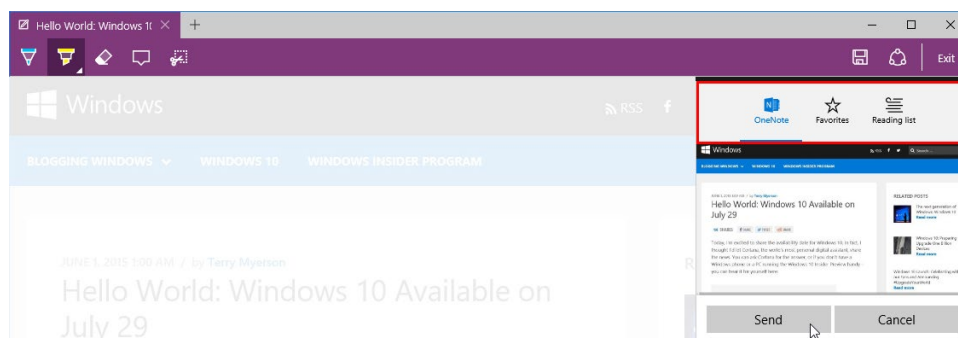
A small notification will appear next to the selection to let you know that the image has been copied to your computer's clipboard. You can then paste this image into another application.

### Saving Web Notes

To save notes that you have added to a web page, click the Save button on the right side of the purple toolbar:



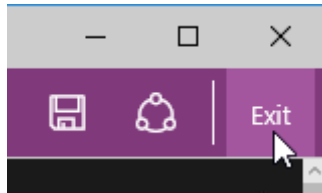
This will provide you with a menu that you can use to save the current web notes to Microsoft OneNote, your favorites, or your Reading List:



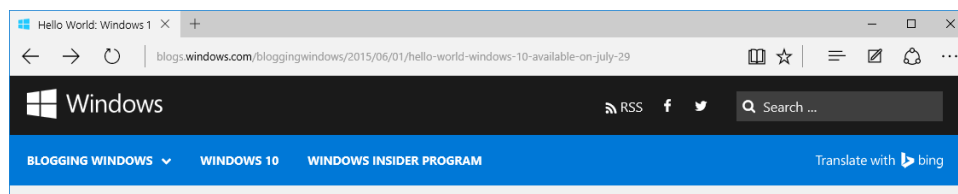
If you choose to save the web notes that you made to either your favorites or Reading List, you will be able to open those notes and the accompanying web page at any time. If you choose the OneNote option, you will send those notes to an OneNote notebook.

### Stop Taking Web Notes

Once you have finished recording web notes, click the Exit button at the far-right side of the purple toolbar:



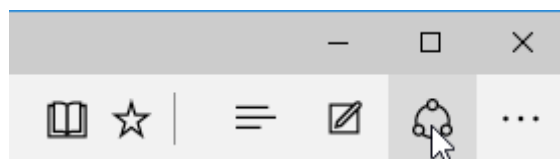
The Microsoft Edge window will then return back to its default appearance:



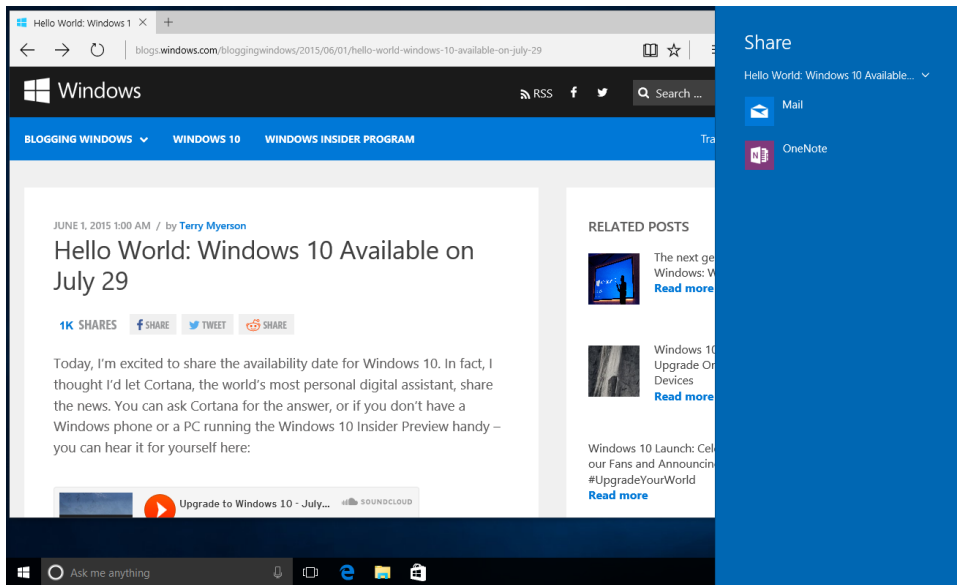
## SHARING WITH MICROSOFT EDGE

Microsoft Edge incorporates a sharing feature that you can use to share web pages with other people using a variety of different methods. For example, if you found an interesting website, you could use the share feature to send that website's URL to someone using e-mail or even Facebook or Twitter (if you have those apps installed).

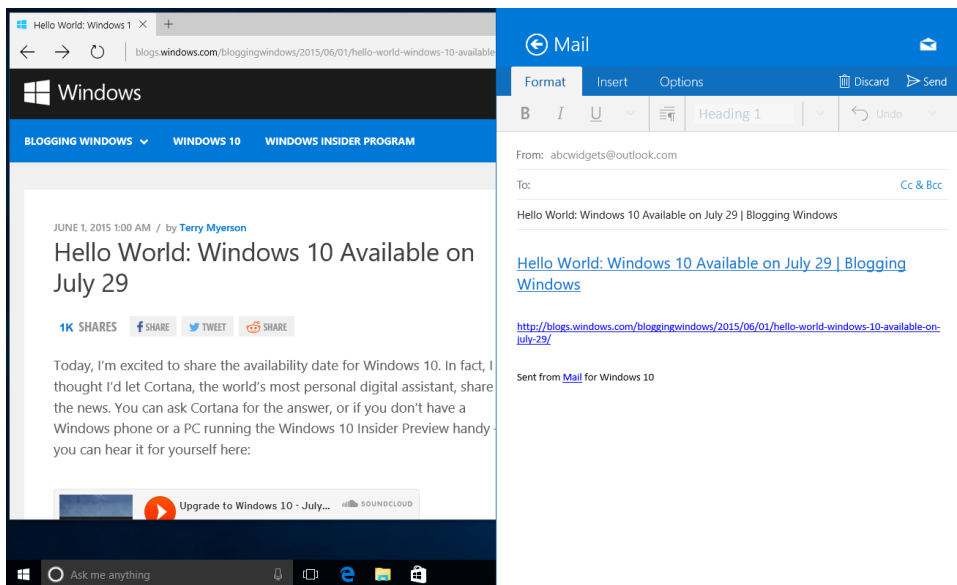
To begin, first display the web page that you would like to share. Next, click the Share icon near the upper right-hand corner of the Microsoft Edge window:



This action will display the **Share task pane** on the right hand-side of your screen. This is a Windows pane, so it will list all the apps that you can use to share the current web page. By default you will see the Mail and OneNote apps, but if you have Facebook, Twitter, or other social media apps, you may see those listed as well:

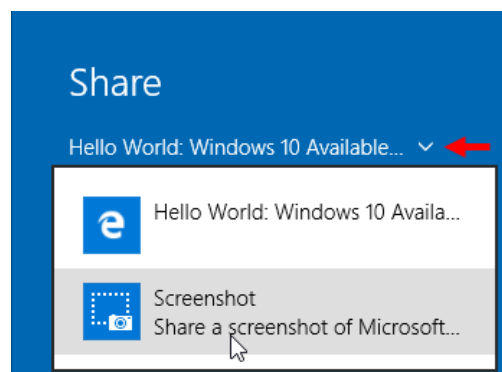


Clicking on any of the options listed here will launch the associated app in a separate window. For example, if you were to click the Mail option, the Mail app will open with a new blank message. The URL to the web page in question will be listed in the message body and the page name will be in the subject line:



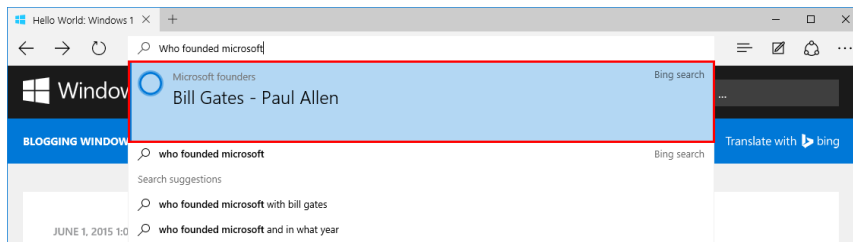
(Likewise, clicking the OneNote option will give you the option to send a quick note to your OneNote notebook.)

If you would rather share just a screenshot of the web page, click the title of the page in the Share pane and click Screenshot:

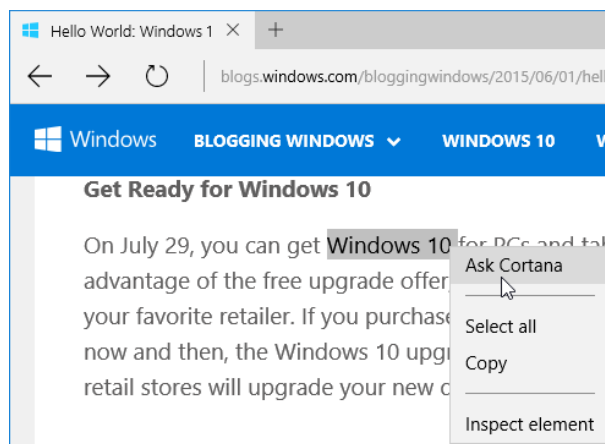


## USING CORTANA IN MICROSOFT EDGE

**Cortana** is fully integrated into Microsoft Edge. If you have enabled Cortana, you will be able to use this feature by typing a simple question into the address bar. For example, if you type in “Who founded Microsoft,” Cortana will provide you with an answer directly in the search suggestion drop-down menu. This allows you to get quick answers to questions without leaving the page that you are on:

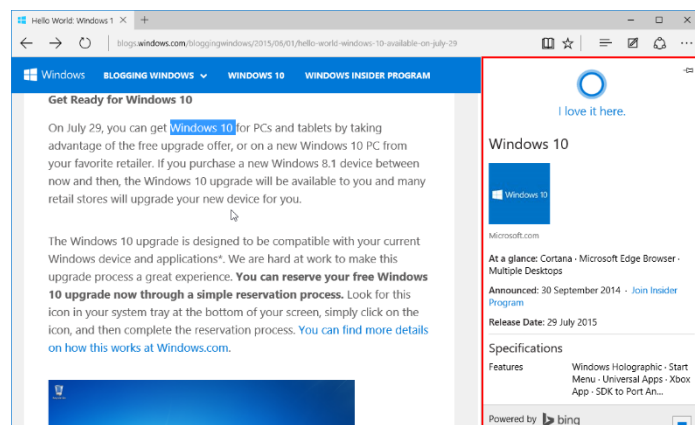


You can also ask Cortana about the content of a page without having to leave the page or make a new tab. After selecting a word or phrase that you would like to know more about, right-click the selection and click Ask Cortana:

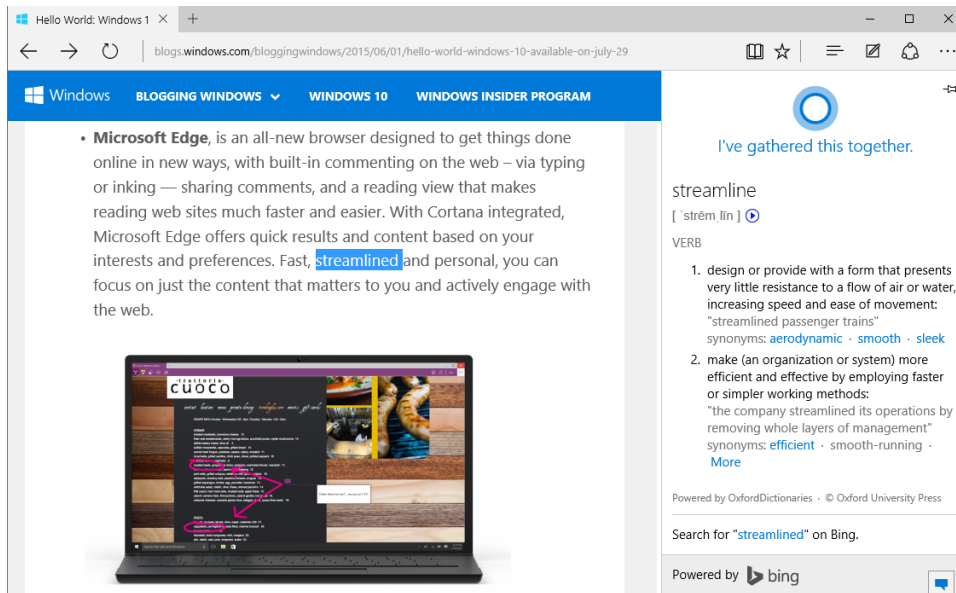


Cortana will then open in a pane on the right side of the Microsoft Edge window and display information about the selected item. In this case, Cortana responds with the seemingly self-aware statement “I love it here” and then provides you with some information about Windows 10.

Now, suppose that you want to know what day of the week July 29<sup>th</sup> falls on. Again, select the text in question, right-click it, and then click Ask Cortana. She will then return with an answer as well as other information about the date in question:



As a final example, Cortana can also look up the definition of words for you. Suppose you are reading an article. You come across the word “streamlined” but you do not know what that word means. You could select that word, right-click it, and choose Ask Cortana to display a definition:



## ACTIVITY 4-2

### Using Microsoft Edge

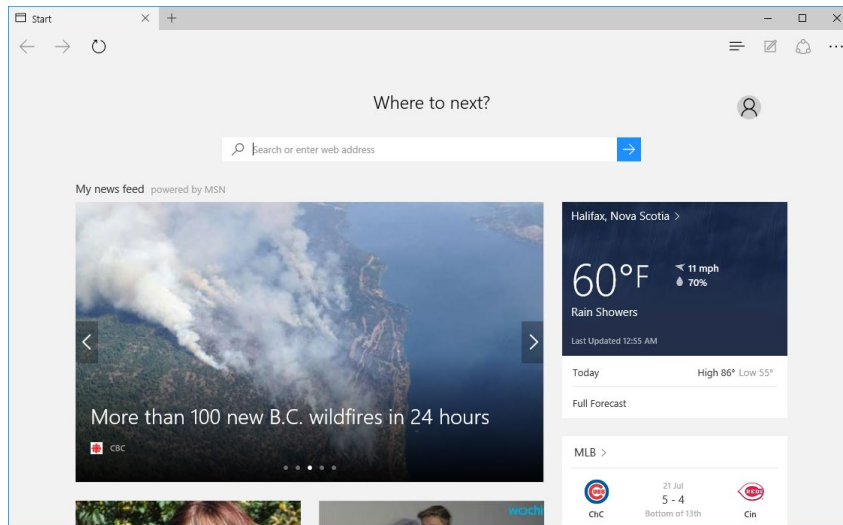
In order to take advantage of everything that Microsoft Edge has to offer, you would like to practice using some of its features. Note that you will need to have previously configured Cortana in order to complete some portions of this activity.

1. To begin, sign into your Windows 10 account.
  
2. On the taskbar, click the Microsoft Edge button:

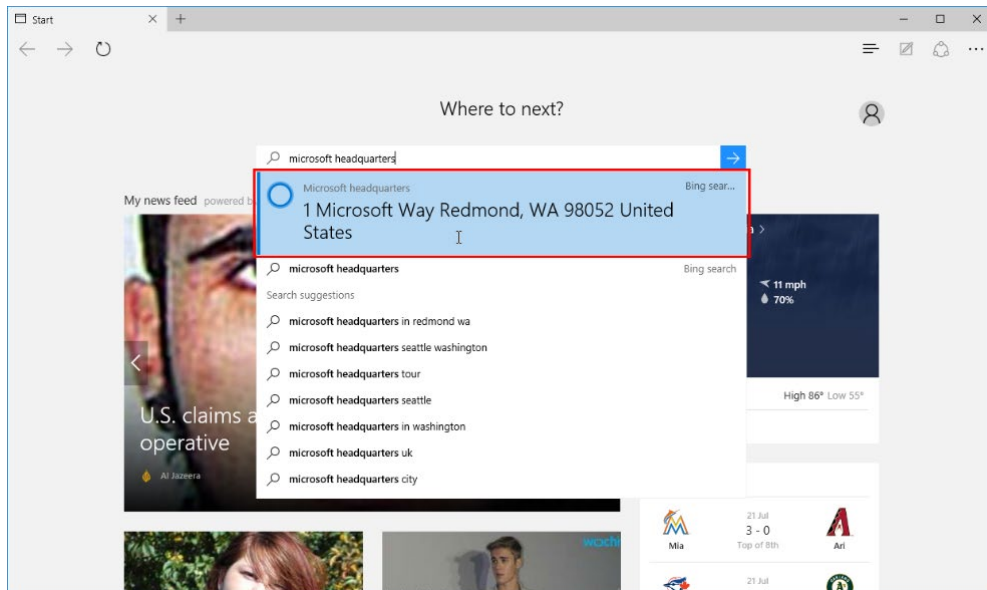




3. Microsoft Edge will open:

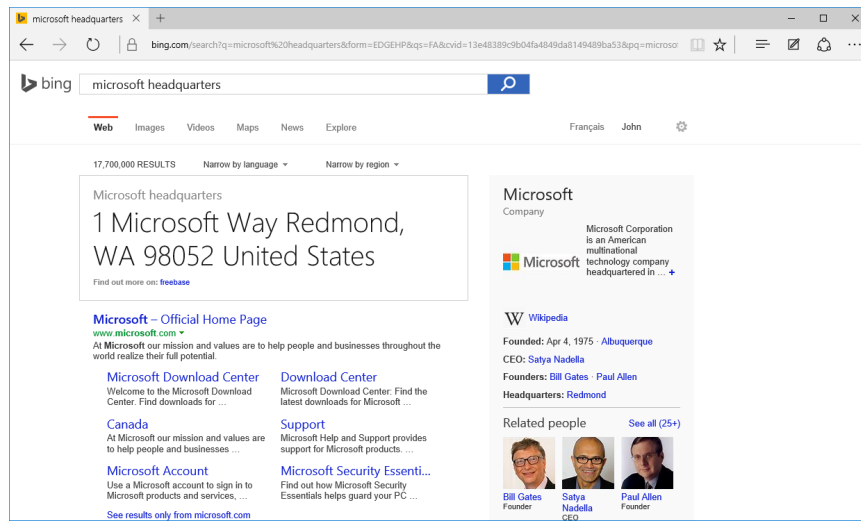


4. First, you would like to find out where the Microsoft headquarters is located. Type "Microsoft headquarters" into the address bar. You will see that Cortana has provided an answer in the search suggestions drop-down menu. Click it:





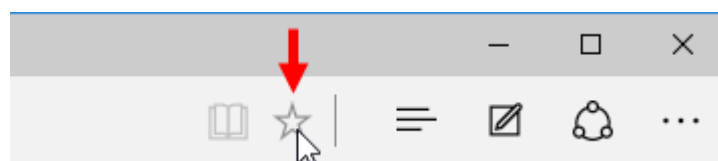
- 5. A Bing search page will be displayed with the summary answer that Cortana told you, as well as lots of other information about the subject:



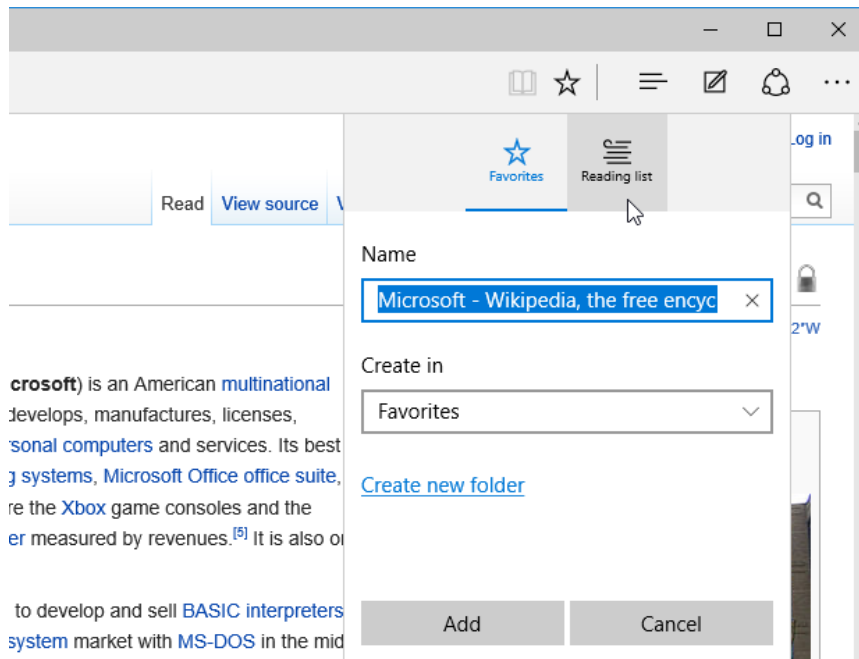
- 6. On the right side of the Bing search results page, you will see some summary information about Microsoft. Click the Wikipedia link:



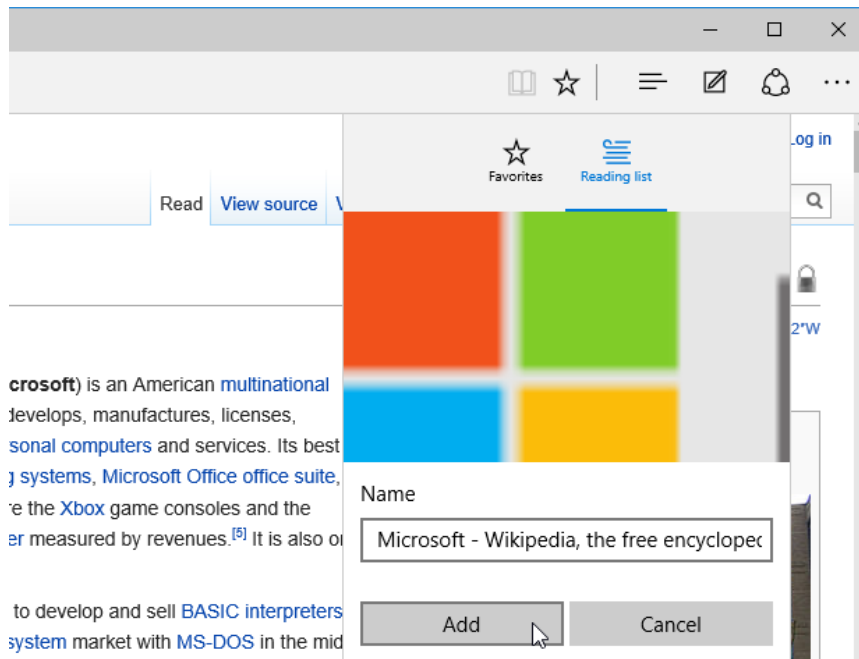
- 7. The Wikipedia entry for Microsoft will now be displayed. Add it to your Reading List by clicking the star icon on the far right side of the address bar:



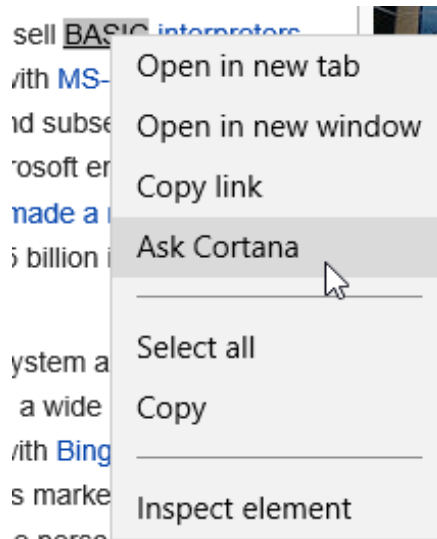
8. On the drop-down menu that appears, click the “Reading list” heading if it isn’t selected already:



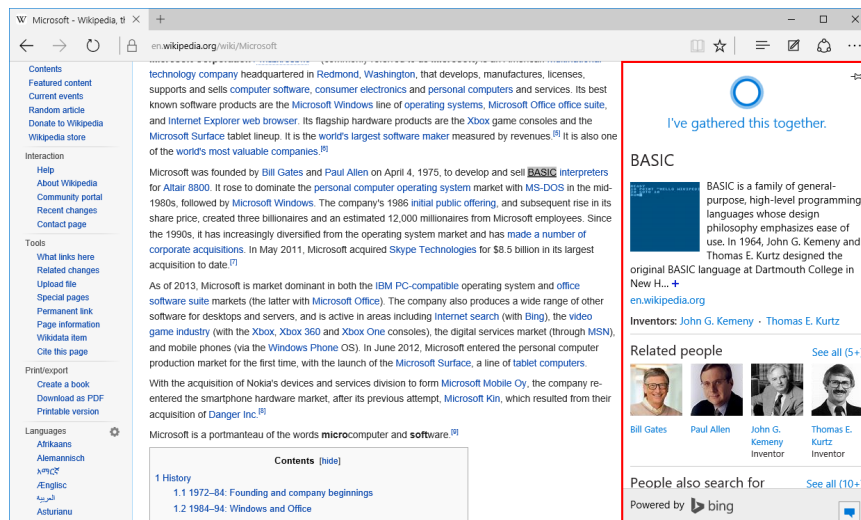
9. With the “Reading list” header chosen, you will see that you have the option to change the name of the entry. For this example, click the Add button without making any changes:



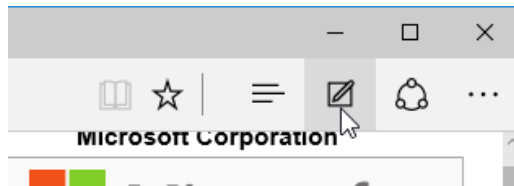
- The current page will now be entered into the reading list. Review the first few paragraphs of the Wikipedia page. When you run across the term “BASIC,” use your cursor to select it. Right-click on this selection and click Ask Cortana:



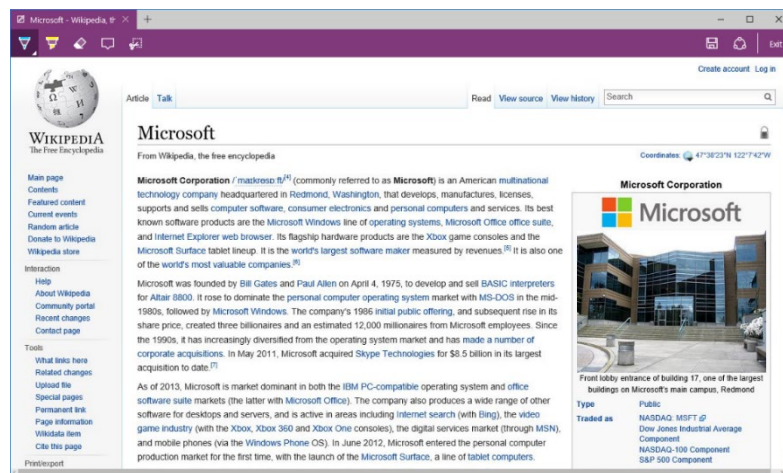
- Cortana will then provide information about this subject, including important dates and the people related to it:



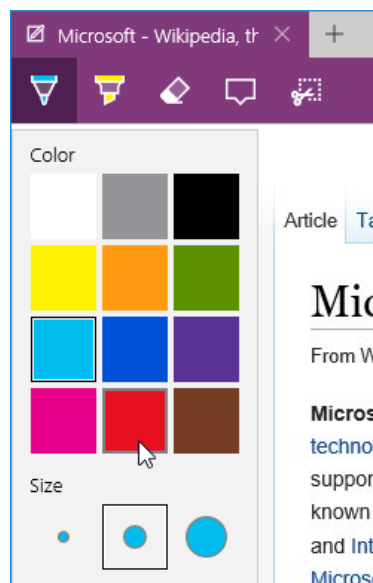
- 12. Click anywhere outside of the Cortana pane to close it. Now, let's start taking some web notes. To begin, click the "Make a Web Note" icon near the upper right-hand corner of the Microsoft Edge window:



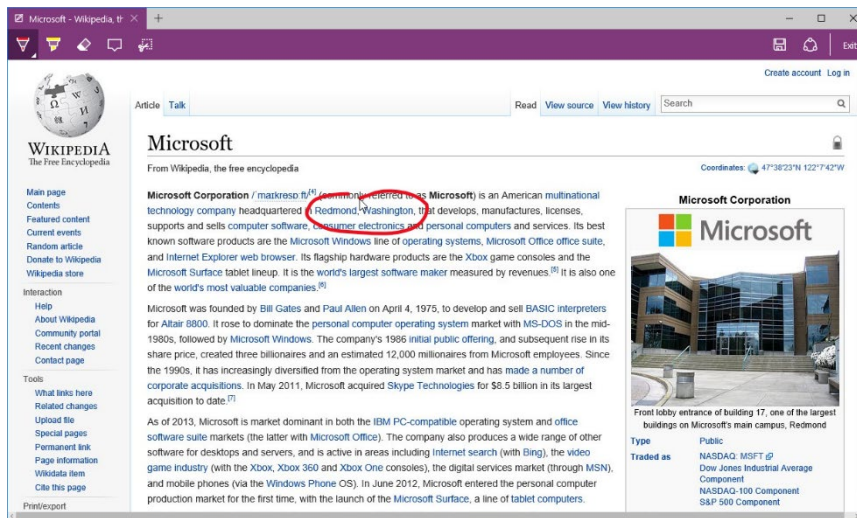
- 13. You will now see the purple Web Notes toolbar. The Pen tool will be selected by default:



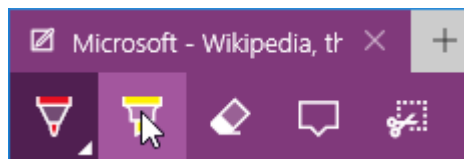
- 14. On the Web Notes toolbar, click the Pen tool button. A menu will be provided that allows you to choose between colors and stroke size. Click the Red color swatch:



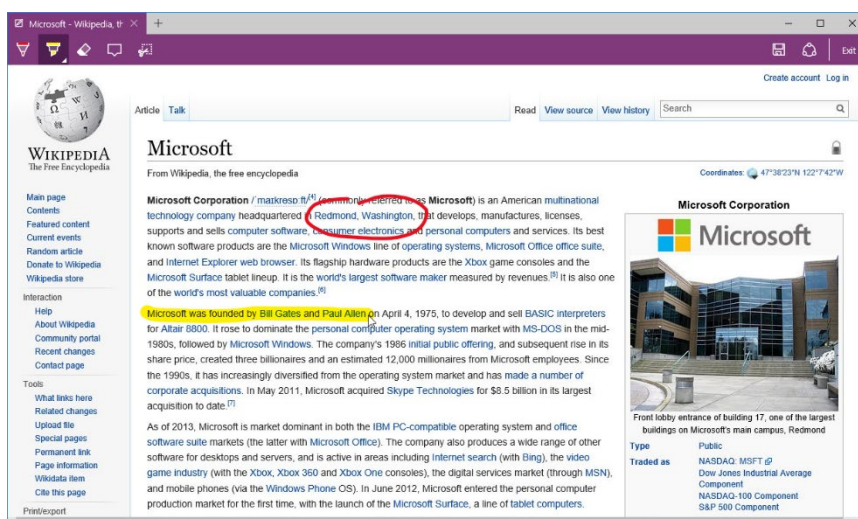
15. Your pen stroke color is now red. In the text of the page, find a mention of the city in which Microsoft is headquartered. Click and drag to draw a circle around it:



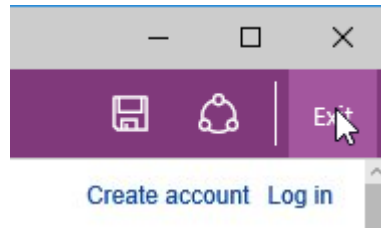
16. Now click the Highlighter tool on the Web Notes toolbar:



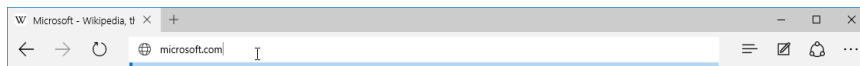
17. Click and drag along the line of text that mentions who the founders of Microsoft are:



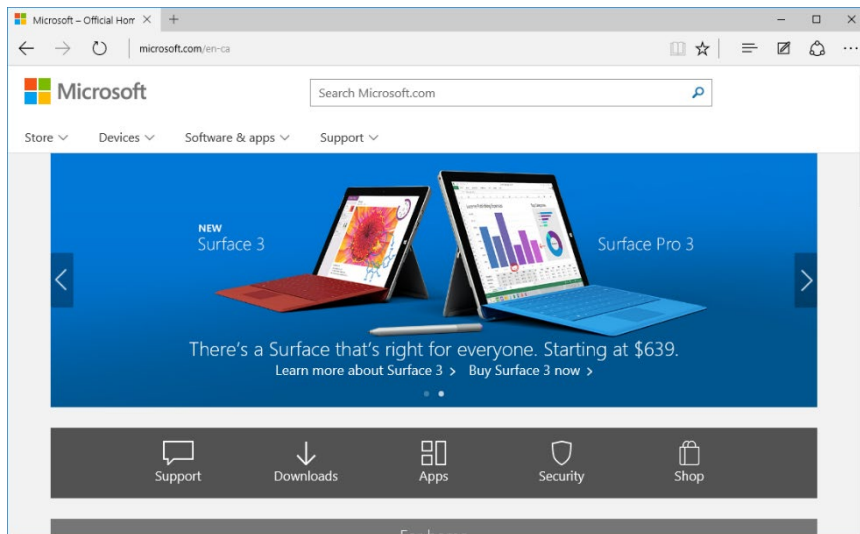
18. Now that you know some basic information about Microsoft, you don't need to save these notes. On the Web Notes toolbar, click the Exit button:



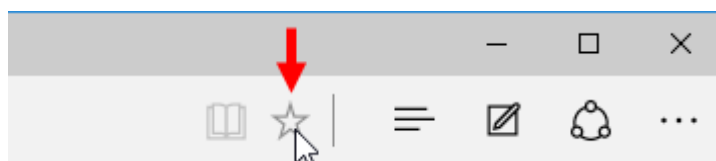
19. The Web Notes toolbar will now disappear and you will see the default Microsoft Edge interface. Type "microsoft.com" into the address bar:



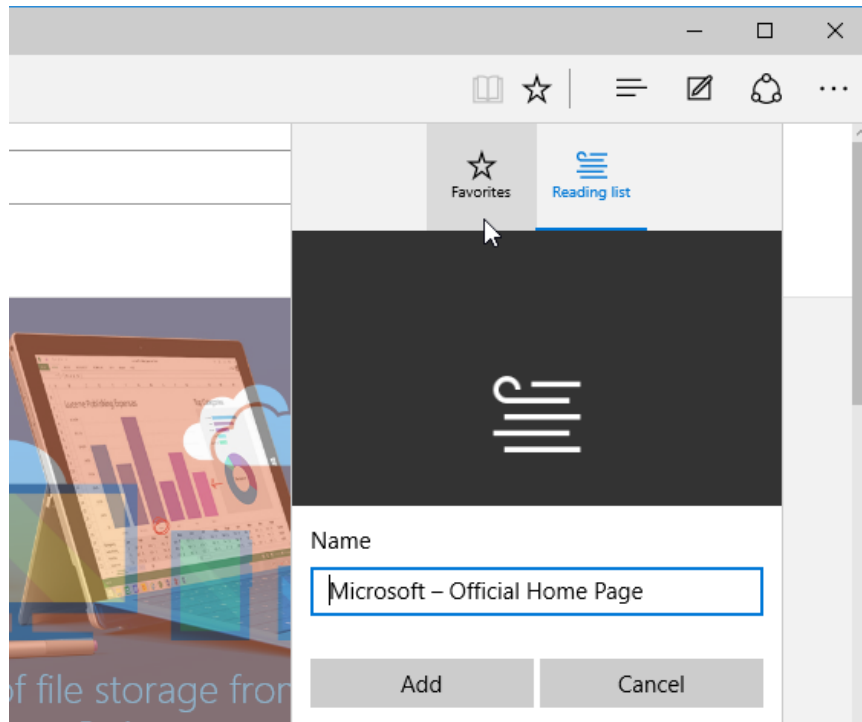
20. Press the Enter key on your keyboard. The Microsoft.com website will now be displayed:



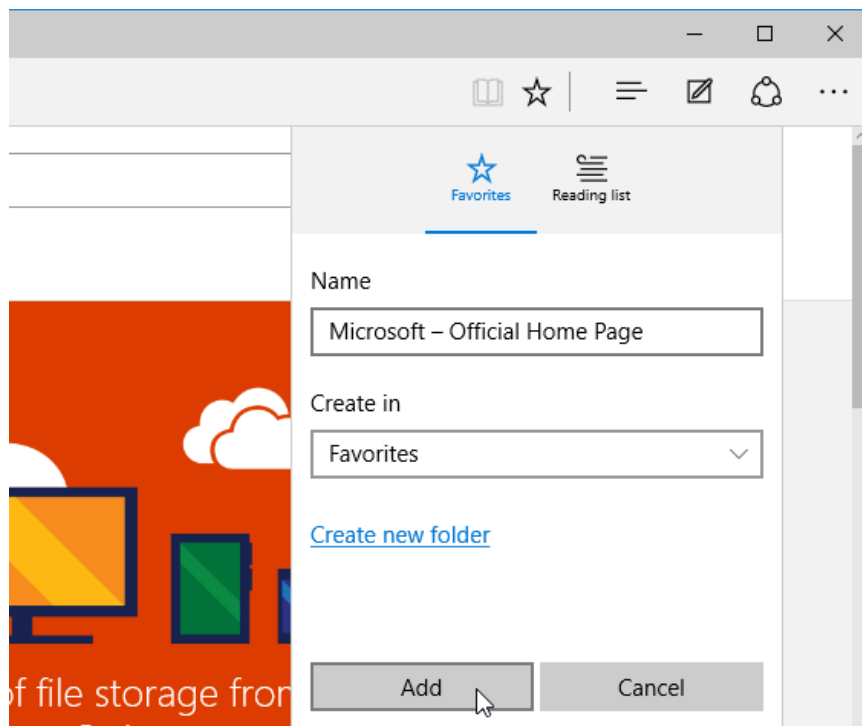
21. Add this page to your Favorites by clicking the star icon on the far right side of the address bar:



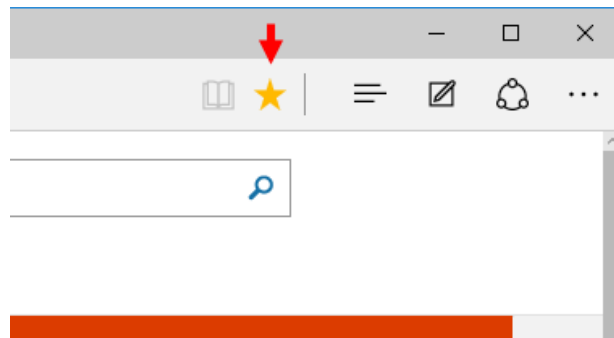
22. On the drop-down that appears, click the Favorites header:



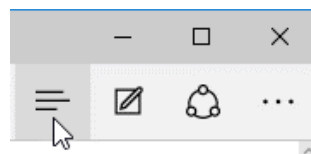
23. The menu will now provide you with options to change the name for this new favorite, as well as the folder that you will save it to. For this example, leave these settings unchanged and click the Add button:



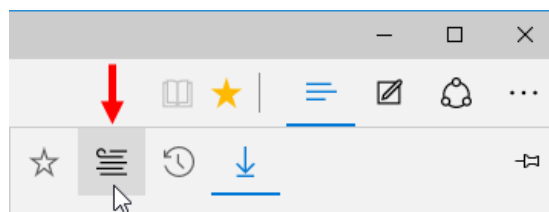
24. As the current page that you are viewing is a favorite, you will see that the star icon is now yellow:



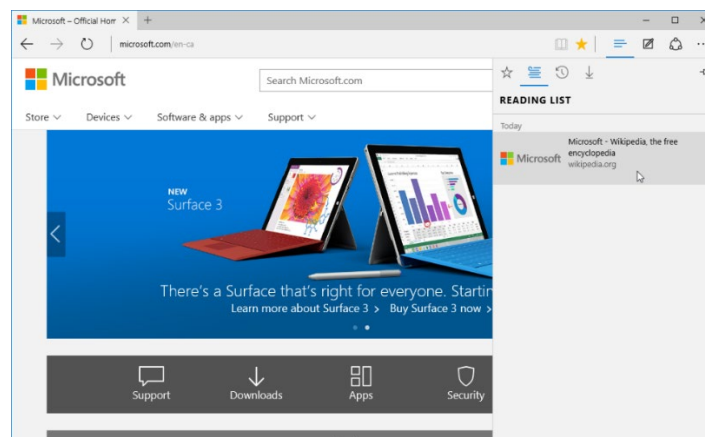
25. Click the Hub icon near the upper right-hand corner of the Microsoft Edge window:



26. On the menu that appears, click the Reading List icon:



27. The Wikipedia page that you added to your Reading List earlier will now be displayed. Click this entry:





28. You will now see the Wikipedia page:



29. Close Microsoft Edge to complete this exercise.

# TOPIC C: Manage Tabs

Tabbed browsing allows you to have multiple web pages open at the same time within the same window. This is an excellent system that keeps your browsing session better organized and is more efficient for your computer. Over the course of this topic, you will learn how to manage tabs in Microsoft Edge.

## **Topic Objectives**

In this topic, you will learn:

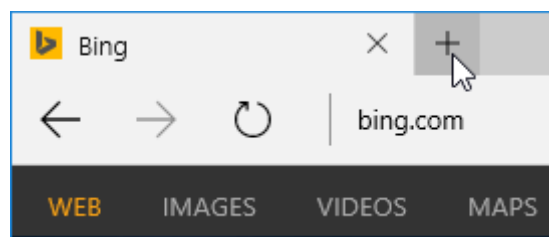
- About tabs
- How to create new tabs
- How to switch between tabs
- How to manage tabs
- How to close a tab

## **ABOUT TABS**

**Tabbed browsing** allows you to have several web pages open at once without having to have multiple browser windows open. This system is far easier to use and manage, and it has become standard amongst all of the major browsers today – including Microsoft Edge.

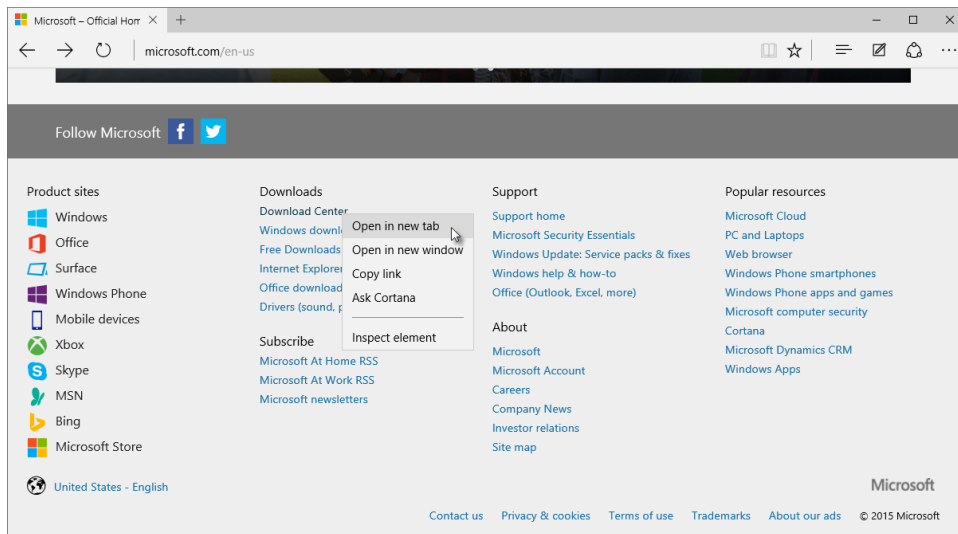
## **CREATING NEW TABS**

You can open a new blank tab using two primary methods. The first is to click the New Tab button beside the currently opened tab:

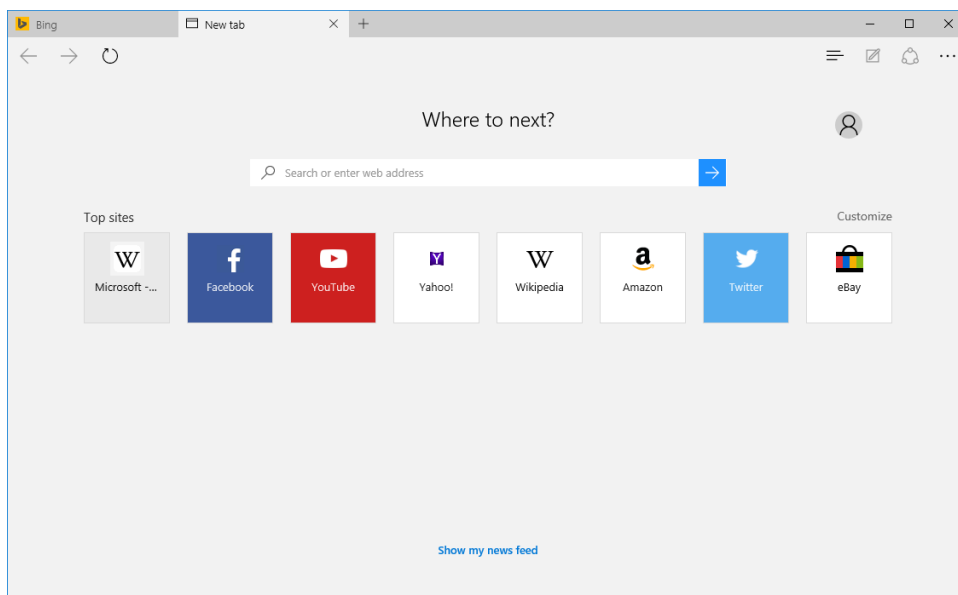


The other is to simply press Ctrl + T on your keyboard.

Hyperlinks can also be used to open new tabs. This is done by right-clicking a hyperlink and clicking “Open in new tab:”



When you choose to create a **new blank tab**, it will automatically be displayed and show your frequently visited websites as well as popular sites:



You may click on one of the links that are provided, enter a URL into the provided address bar, or type keywords into the address bar and execute a search using Bing.

## SWITCHING BETWEEN TABS

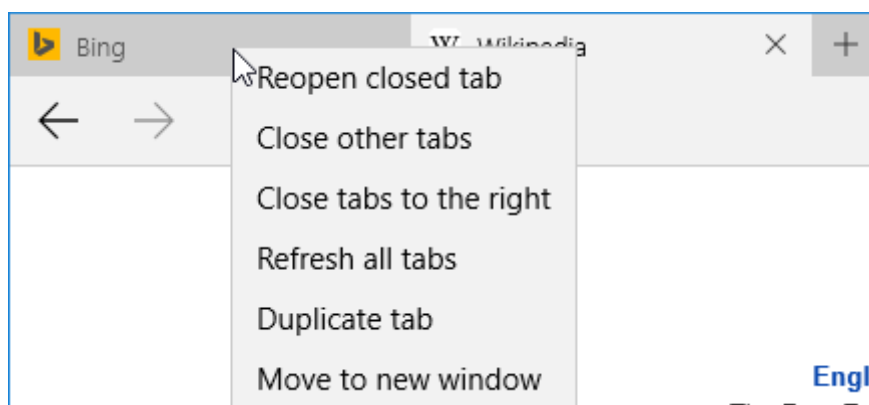
The most straightforward method to switch between open tabs is to click on the tab that you would like to view. The tab that is currently active will be identified by a lighter background color. For example, here you can see that the Wikipedia tab is currently active while the Bing tab is not:



An even quicker method to switch between tabs is to press **Ctrl + Tab** on your keyboard. This keyboard shortcut will cycle through all the open tabs one at a time. You may need to use it multiple times to switch to the tab that you want.

## MANAGING TABS

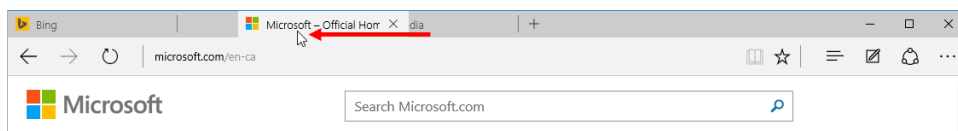
As the number of tabs that you are using grows, the ability to manage them is important. Microsoft Edge offers you a number of different solutions to help keep your tabs under control. You can find most of them by right-clicking on an existing tab:



Let's break down these options:

- **Reopen closed tab:** This option is useful if you accidentally closed a tab that you previously had displayed. Clicking it will immediately restore that tab and its history.
- **Close other tabs:** Clicking this option will close all of the tabs that currently exist, with the exception of the one that you right-clicked on.
- **Close tabs to the right:** This option will close all tabs to the right of the tab that you right-clicked on.
- **Refresh all tabs:** This option will refresh all the tabs that are currently open. This is a great way to ensure that all of the pages that are currently displayed in different tabs are up to date.
- **Duplicate tab:** Clicking this option will create a duplicate of the tab that you right-clicked on.
- **Move to a new window:** This option will take the tab that you right-clicked on and move it to its own separate Microsoft Edge window.

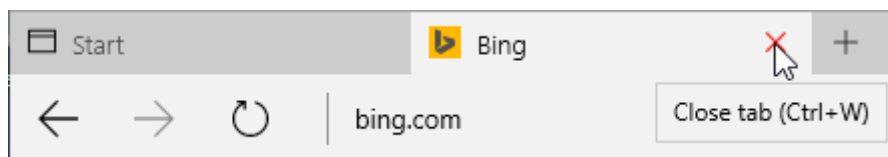
Aside from the right-click options, you can also reorganize the order of open tabs by clicking and dragging them into place:



If you click and drag a tab outside of the current Microsoft Edge window, it will be given its own separate window.

## CLOSING A TAB

You may close a tab by clicking the small X on the right-hand side of each tab:



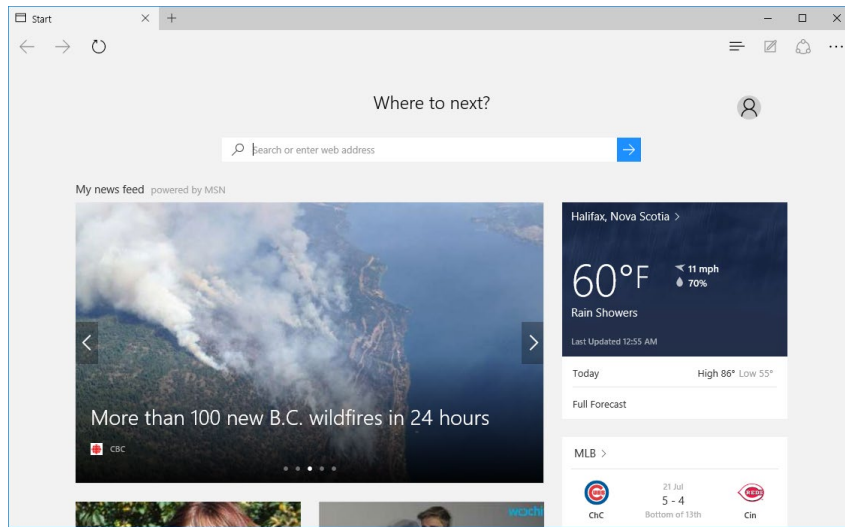
Alternatively, you can also use the Ctrl + W keyboard shortcut to close the currently active tab.

# ACTIVITY 4-3

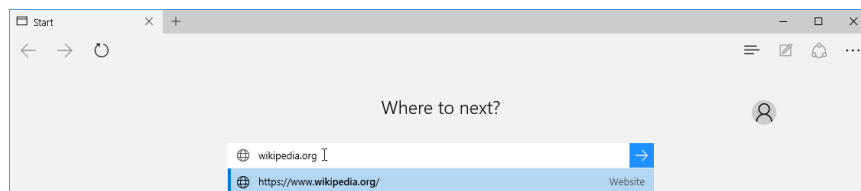
## Working with Tabs

As tabs are a very important feature in any web browser, you would like to learn how to use them effectively in Microsoft Edge.

1. To begin, sign into your Windows 10 account and open Microsoft Edge:



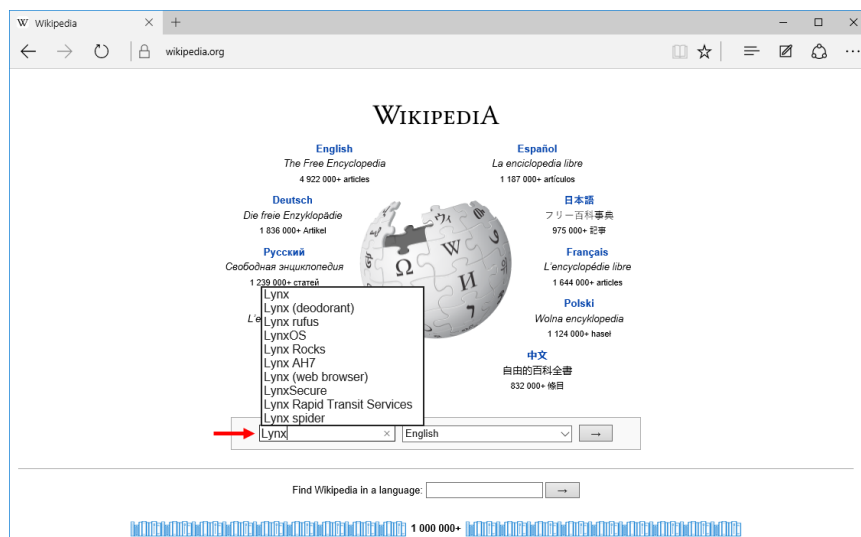
2. Inside the address bar, type "wikipedia.org" and press Enter:



3. The Wikipedia home page will now be displayed in the current tab:

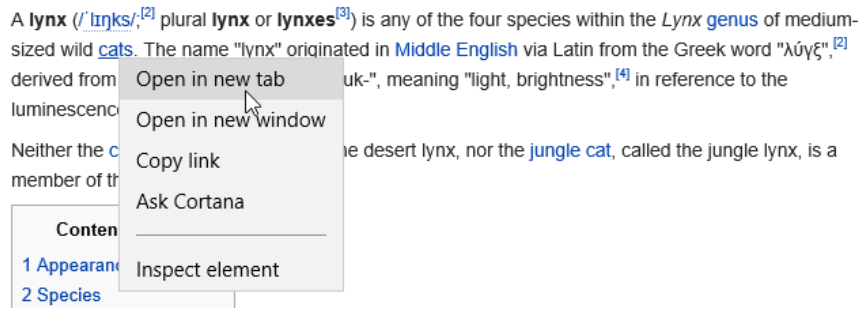


4. Type “Lynx” into the search text box on this page and press the Enter key on your keyboard:



(Note the suggestions that this search box shows you.)

- 5. The Wikipedia entry for Lynx will now be shown. Scan through the first paragraph of this entry and find the hyperlink for “cats.” Right-click this hyperlink and click “Open in new tab:”



- 6. A new tab will be created and open to the link that you interacted with; however, the Lynx page will still be displayed. Press Ctrl + Tab to switch to the new tab:

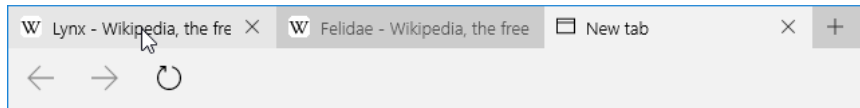


- 7. Create a new blank tab by clicking the “New tab” button:

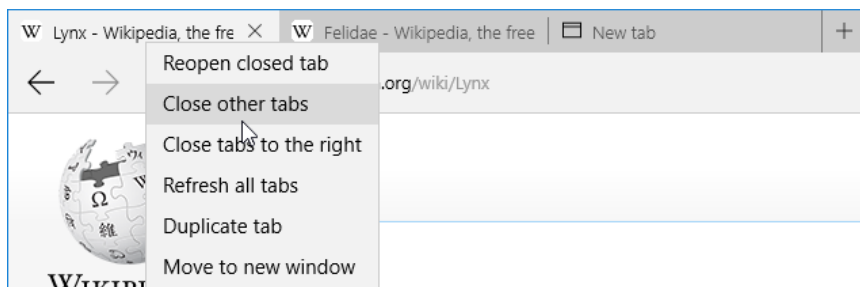




- 8. A new tab will be displayed with your frequently visited and featured websites. Switch back to the Lynx tab by clicking on it:



- 9. The Lynx Wikipedia page will be displayed once again. Right-click on the current tab and click “Close other tabs:”



- 10. Now only the current tab will be displayed:



- 11. Close Microsoft Edge to complete this exercise.

# TOPIC D: Modify Microsoft Edge Options

Microsoft Edge includes many different options and settings that you can use to tailor your experience with it. Over the course of this topic, you will learn about many of these settings and how to change them to suit your needs.

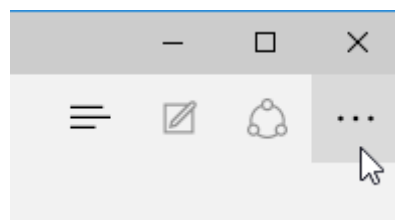
## Topic Objectives

In this topic, you will learn:

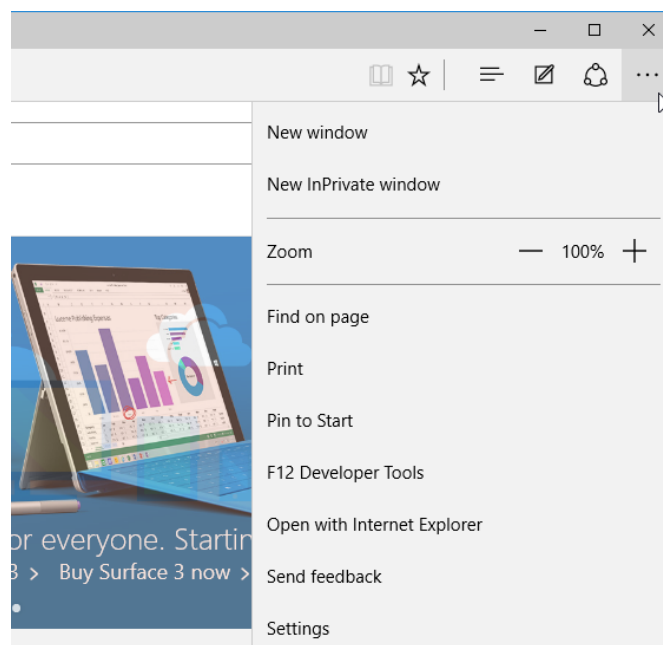
- About the More Actions menu
- How to customize basic and advanced browser settings

## ABOUT THE MORE ACTIONS MENU

To display the More Actions menu, click the **More Actions** icon in the top right-hand corner of the Microsoft Edge window:

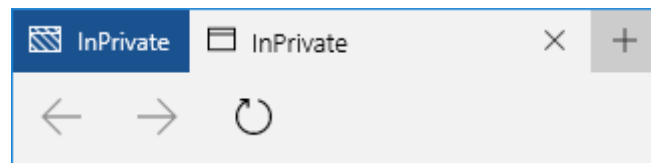


This menu provides access to a variety of different features and settings that you can use to change how you experience Microsoft Edge:



The top section of this menu is comprised of two options:

- **New window:** Clicking this option will create a new separate Microsoft Edge window. You can also complete this action by pressing Ctrl + N on your keyboard.
- **New InPrivate window:** When clicked, this option will also create a new separate Microsoft Edge window; however, it will use the InPrivate setting. This means that your browsing data (like page history, cookies, and temporary files) are not saved at the end of a browsing session and are instead discarded. Such windows are identified by a blue icon:



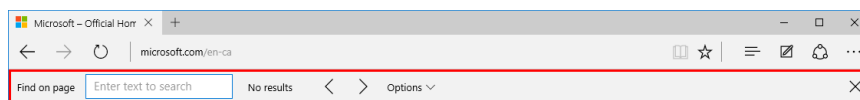
The next section in this menu includes only one option:

- **Zoom:** Consisting of two commands (+ and -), this feature is able to adjust the magnification level that Microsoft Edge uses. By default this is set to 100%, but you can increase it to make elements on a page bigger by clicking the + button. Or, decrease the zoom level and make items smaller by clicking the – button:



The lower section of the More Actions menu provides access to several different settings and features:

- **Find on page:** Clicking this option toggles the Find bar, which appears just below the address bar in Microsoft Edge:

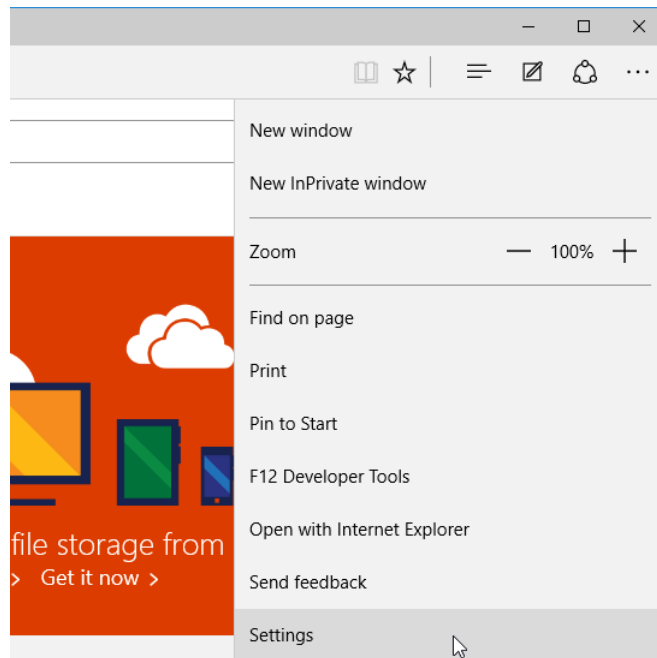


Using this bar, you are able to search the current web page for particular keywords.

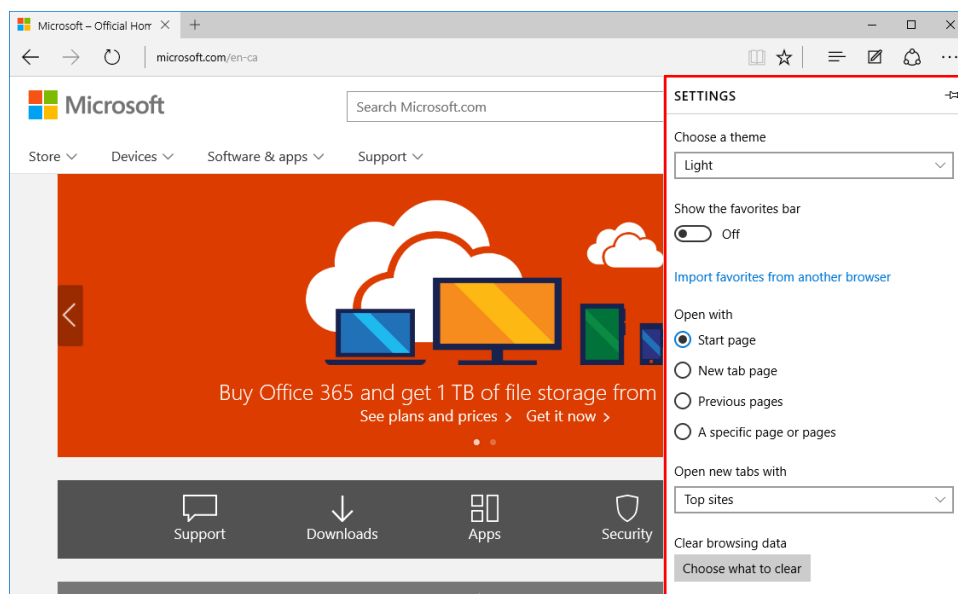
- **Print:** This will display the Print dialog box, which you can then use to preview and print the currently displayed web page.
- **Pin to Start:** If you click this option, a tile will be added to the Start menu that will automatically open the current page in Microsoft Edge.
- **F12 Developer Tools:** Display the F12 Developer Tools app, which is used to examine and work with the underlying code that powers each website.
- **Open with Internet Explorer:** This option will open the current page in Internet Explorer. This is useful if the page that you are using incorporates a web application that can only be operated when opened with Internet Explorer.
- **Send feedback:** With this command, you are able to submit feedback to Microsoft about Microsoft Edge, including any trouble that you may encounter.
- **Settings:** Displays the Settings pane.

## CUSTOMIZING BROWSER SETTINGS

The Settings pane includes all sorts of different controls that you can use to customize different aspects of the Microsoft Edge experience. To access this pane, click More Actions → Settings:

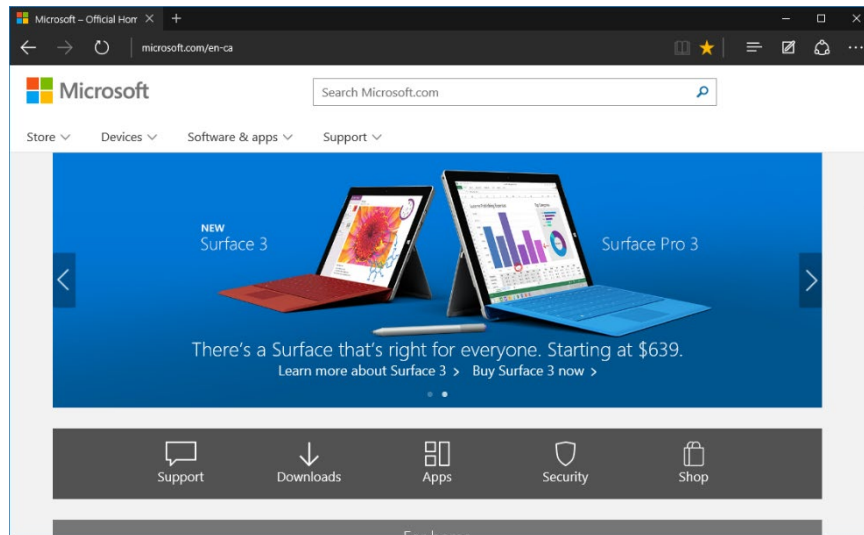


When open, the Settings pane is displayed along the right side of the Microsoft Edge window:



From top to bottom, let's take a look at these settings:

- **Choose a theme:** You can use the first drop-down menu to choose between the default Light theme and the Dark theme as seen here:



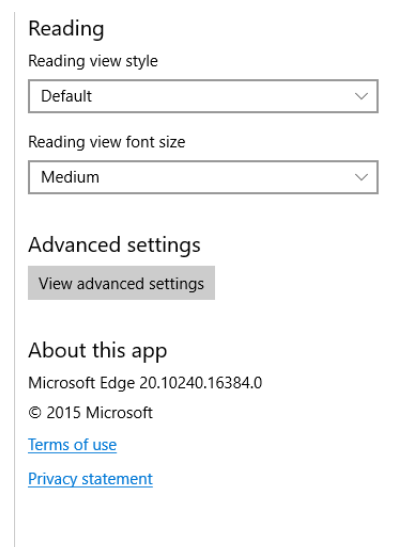
- **Show the Favorites bar:** Below the theme settings, you will see the toggle to turn the Favorites bar on or off. (This bar will display quick links to any favorites stored in the Favorites Bar folder.) Here you can see it turned on:



- **Open with:** This section has several radio buttons that are used to choose which page is displayed when Microsoft Edge is first opened. By default this will be the Start page; however, you can change this to the new tab page, previous pages, or a specific web page.
- **Open new tabs with:** Using this drop-down menu you can choose what is displayed on a new tab. By default your top sites will be displayed, but you have the option to change this to your top sites and suggested content or simply a blank page.
- **Clear browsing data:** Clicking the button in this section gives you the option to choose what kind of data you would like to remove. For example, you can choose to delete your history, cookies, cached data, and much more.

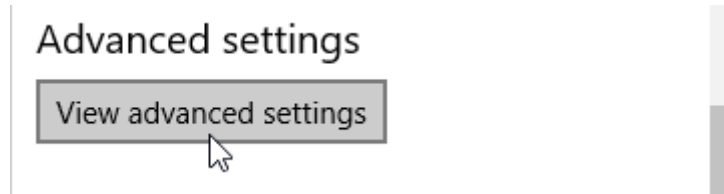
If you scroll down a little more in the pane, you will see the following options:

- **Reading:** This section includes two drop-down menus. The first allows you to choose between the default reading style and the light, medium, and dark background settings. The second allows you to control the font size that Reading view uses.
- **Advanced settings:** Clicking the button in this section will display the Advanced Settings pane.

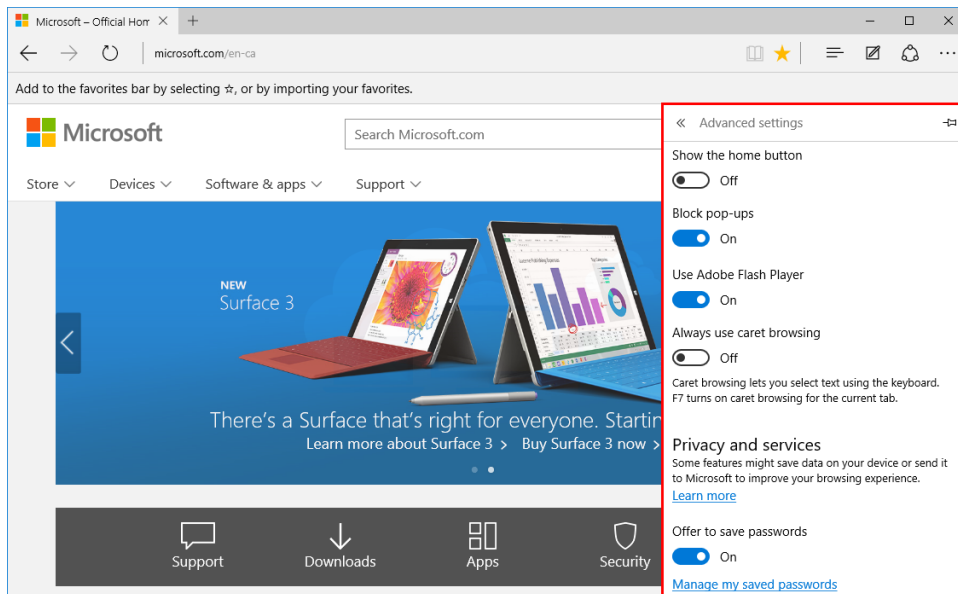


## CUSTOMIZING ADVANCED SETTINGS

To modify some of the more technical settings that Microsoft Edge has to offer, you need to open the Advanced Settings pane. To do this, click More Actions → Settings. Then, scroll to the bottom of the Settings pane and click the “View advanced settings” button:

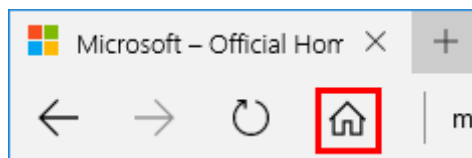


When open, the Advanced Settings pane will be displayed along the right-hand side of the Microsoft Edge window:



From top to bottom, let’s look at these settings:

- **Show the home button:** This option is toggled off by default. When this option is toggled on, the Home button will be displayed on the toolbar:

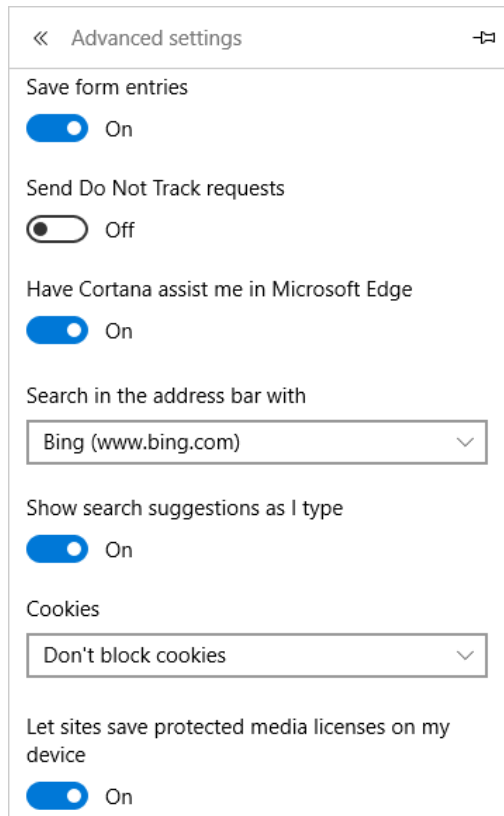


If this option is toggled on, a drop-down menu will be provided directly under this toggle, which you can use to set a new home page.

- **Block pop-ups:** This option is toggled on by default and will block pop-ups from being displayed.
- **Use Adobe Flash Player:** Also toggled on by default, this option enables and disables Adobe Flash Player.

- **Always use caret browsing:** Caret browsing is disabled by default, but you can enable it using this switch. This feature allows a user to move around a web page and highlight selections with the keyboard rather than a mouse.
- **Offer to save passwords:** By default, Microsoft Edge will ask you if you would like to save your password each time you enter it into a website login page. This switch will disable this feature. Also note the “Manage my saved passwords” link, which allows you to manage any passwords that you previously saved.

If you scroll down a little more in the pane you will see the following options:

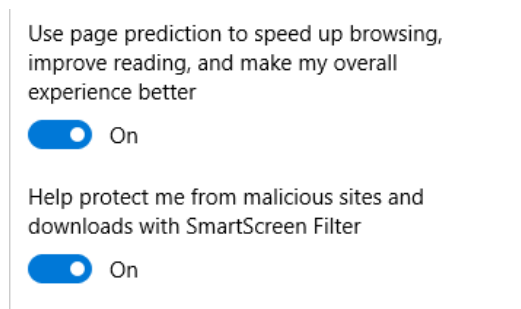


Let's review each option.

- **Save form entries:** When signing up with websites or purchasing items over the web, you will often be asked to fill out forms that include your basic information. This feature allows you to save this information so that the next time you need to fill out a form, Edge will automatically do it for you. By default this feature is enabled.
- **Send Do Not Track requests:** Disabled by default, this feature will tell websites that you do not wish to be tracked by their advertising networks.
- **Have Cortana assist me in Microsoft Edge:** If you are having trouble getting Cortana to work with Microsoft Edge, this toggle is the first thing that you should check. It will enable or disable Cortana integration.
- **Search in the address bar with:** By default, any search terms that you enter into the address bar will be sent to the Bing search engine. Using this drop-down menu, you can add another search provider to use instead.

- **Show search suggestions as I type:** This toggle controls whether you see search suggestions as you type within the address bar or a search text box. It is enabled by default.
- **Cookies:** This drop-down menu gives you control over how Microsoft Edge collects cookies. By default no cookies are blocked, but you have the option to disable cookies sent by third parties or disable them entirely. Note that if you disable cookies, you may lose some functionality on some websites.
- **Let sites save protected media licenses on my device:** If you purchase a license to view a movie or other media from an online provider, this toggle allows those providers to save this license to Microsoft Edge. This option is enabled by default.

Finally, at the bottom of the Advanced Settings pane, you will find the following options:



These settings are as follows:

- **Use page prediction to speed up browsing, improve reading, and make my overall experience better:** Microsoft Edge uses page prediction to predict the pages that you will go to next and load them ahead of time in the background. This can potentially make moving to the next page in a website almost instantaneous. Keep in mind that when this feature is enabled, your browsing data is sent anonymously to Microsoft to facilitate this process. This feature is enabled by default.
- **Help protect me from malicious sites and downloads with SmartScreen Filter:** The SmartScreen Filter is a feature that will detect phishing websites (fake websites that attempt to steal your credentials) and other harmful items, such as malware. By default this feature is enabled and generally should not be modified.

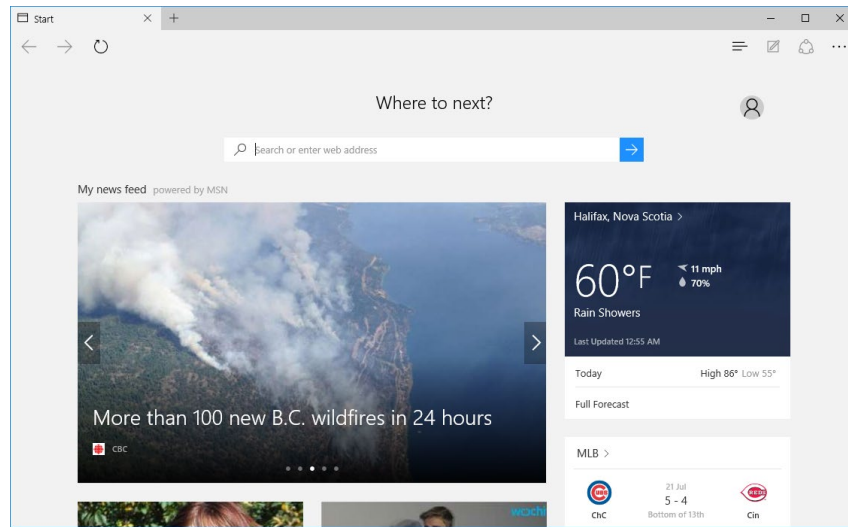


# ACTIVITY 4-4

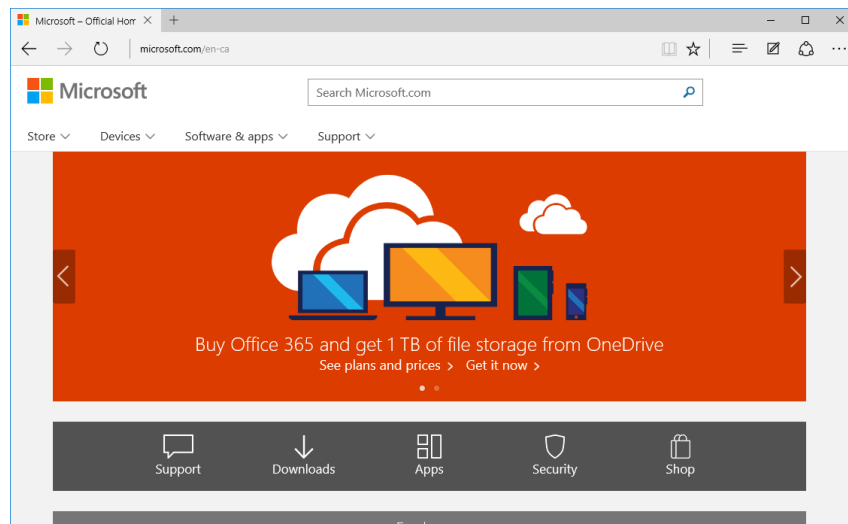
## Modifying Microsoft Edge Settings

You would like to customize Microsoft Edge in different ways. To do this, you will need to navigate through its different settings.

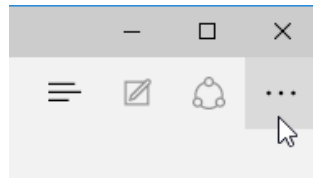
1. To begin, sign into your Windows 10 account and open Microsoft Edge:



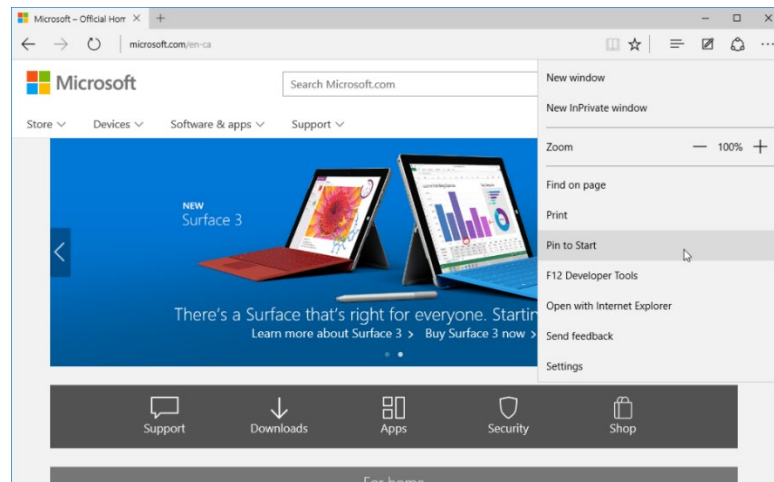
2. Inside the address bar, type "microsoft.com." Press Enter to navigate to that website:



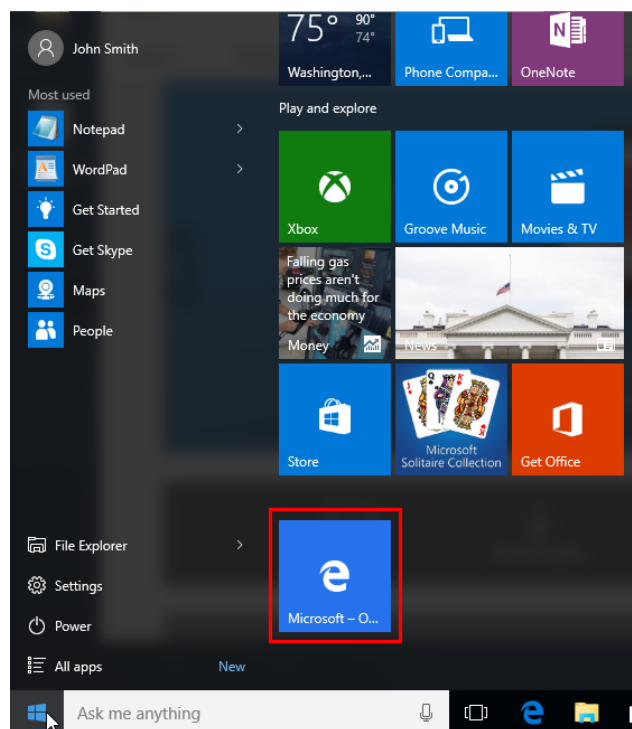
3. Near the upper right-hand corner of the Microsoft Edge window, click the “More actions” button:



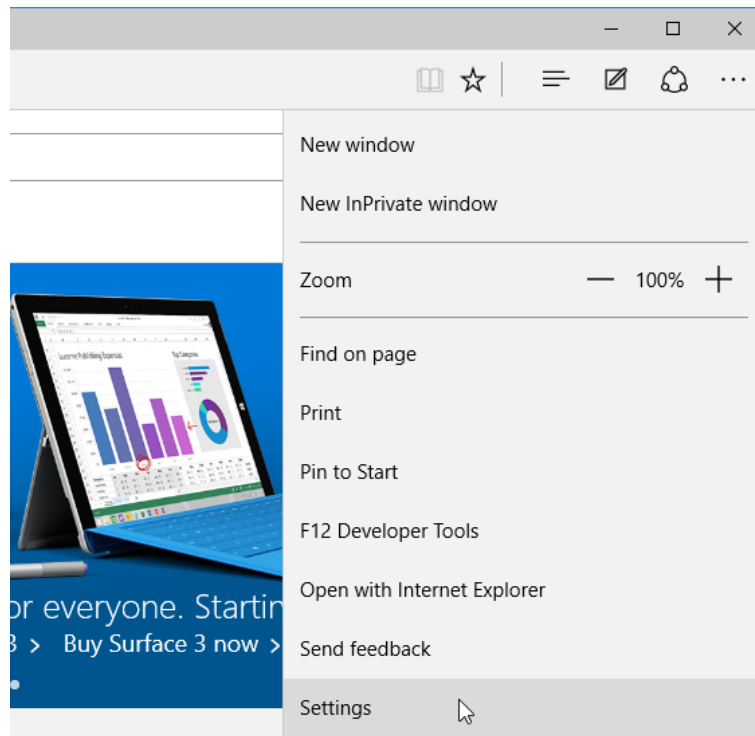
4. On the menu that appears, click “Pin to Start:”



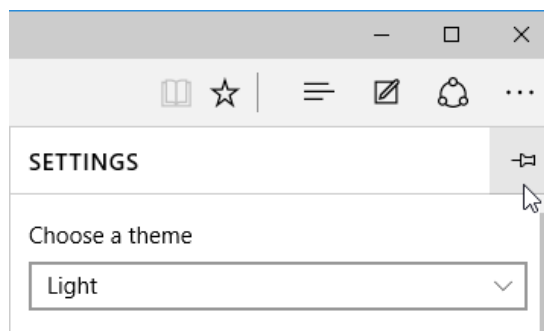
5. Click the Start button on the taskbar and scroll to the bottom of the Start menu. There you will see a tile representing the current page (Microsoft.com in this case):



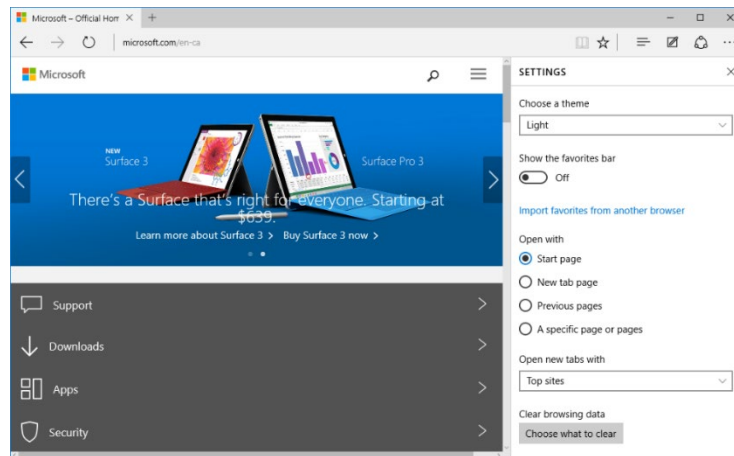
- Return to the Microsoft Edge window and click the “More actions” button once again. Click Settings:



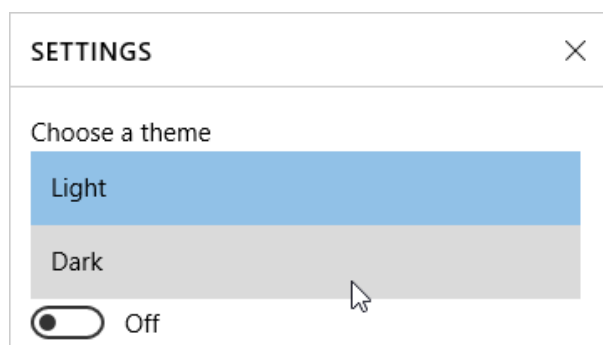
- So that this pane won't hide itself automatically, click the pushpin icon in its upper right-hand corner to pin it:



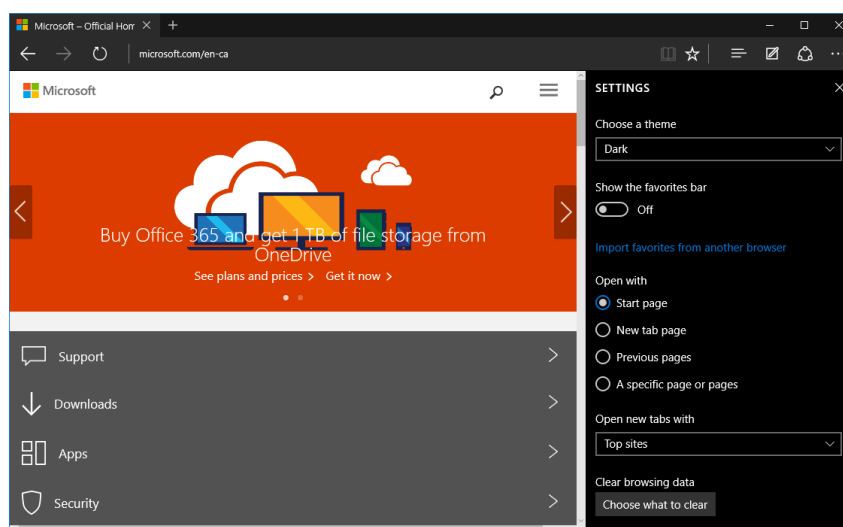
- 8. With the Settings pane now pinned, the content area of Microsoft Edge will automatically resize:



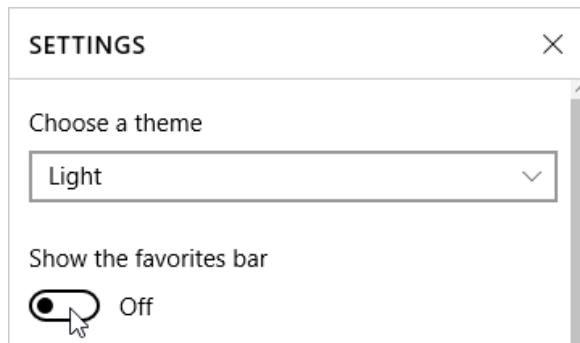
- 9. Try out the dark theme by clicking Choose a theme → Dark:



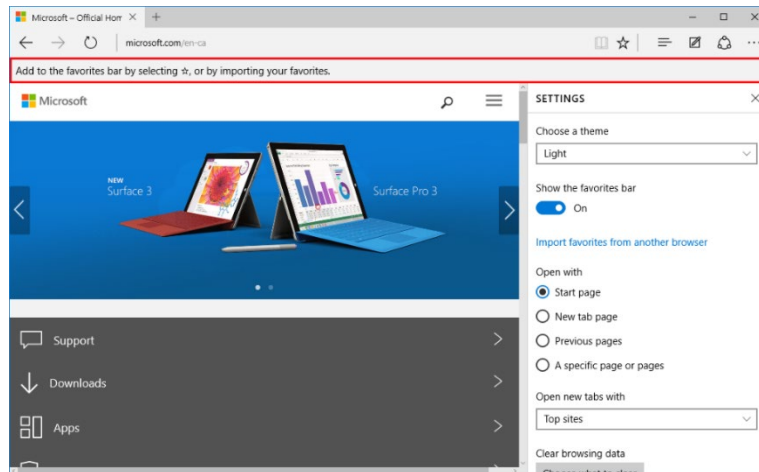
- 10. The Microsoft Edge window will now appear black with white text and section lines:



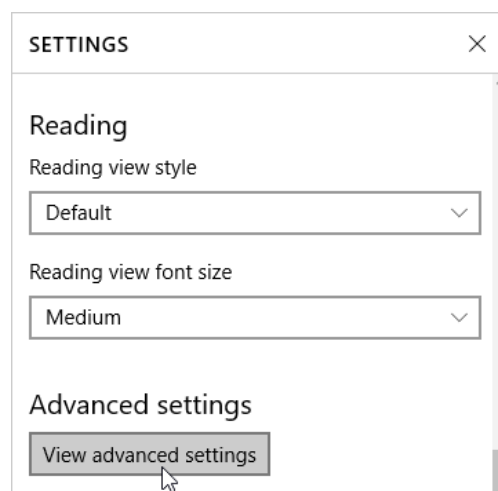
11. Use the same drop-down menu to change the theme back to Light. Next, click the “Show the favorites bar” toggle:



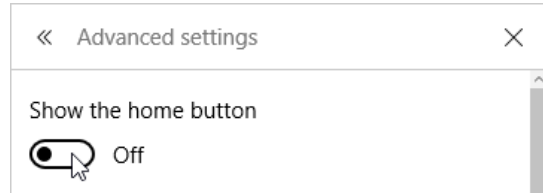
12. Below the address bar, you will now see the Favorites bar and any favorites that are stored within it:



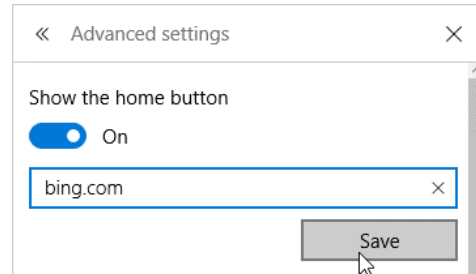
13. Scroll down in the Settings pane and click the “View advanced settings” button:



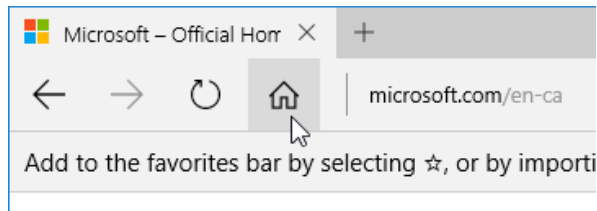
- 14. Now the advanced settings for Microsoft Edge will be displayed. Click the “Show the home button” toggle:



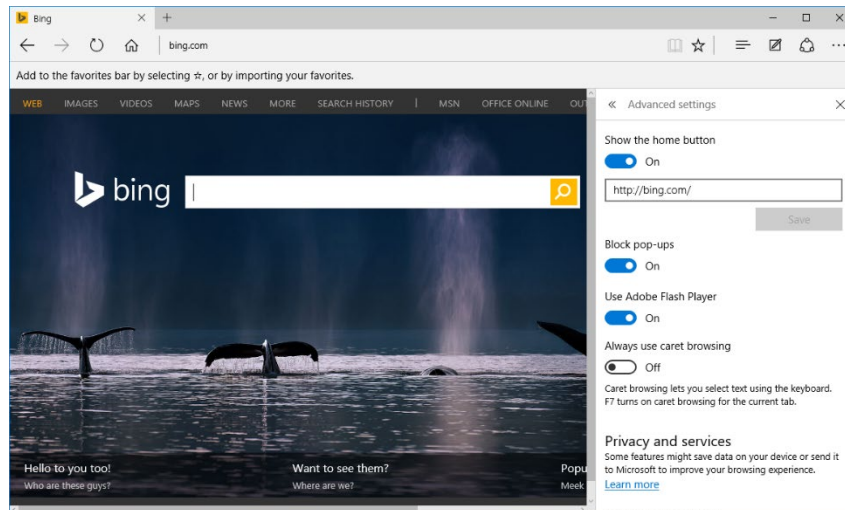
- 15. A text box is now displayed below the toggle in which you can enter a URL for your home page. Replace the existing text with “bing.com” and then click Save:



- 16. Beside the Refresh button, click the now visible Home button:



- 17. The URL that you just entered will now be displayed:



- 18. Close Microsoft Edge to complete this exercise.

## Summary

Over the course of this lesson you learned all about Microsoft Edge, the new default browser for Windows 10. You should now feel comfortable navigating the Microsoft Edge interface, as well as using it and its many features to browse the web. Additionally, you should now be able to work with tabs, as well as modify Microsoft Edge to your liking.

# LESSON 5: CUSTOMIZING THE WINDOWS 10 ENVIRONMENT

## Lesson Objectives

In this lesson you will learn how to:

- Change basic Windows settings
- Customize the Lock screen
- Customize the desktop

# TOPIC A: Change Basic Windows Settings

Windows 10 includes many different settings that you can customize to make Windows act and appear exactly the way that you want it to. Over the course of this topic, you will learn about the two primary locations in Windows 10 where you can find most of these settings: the Settings window and the Control Panel.

## Topic Objectives

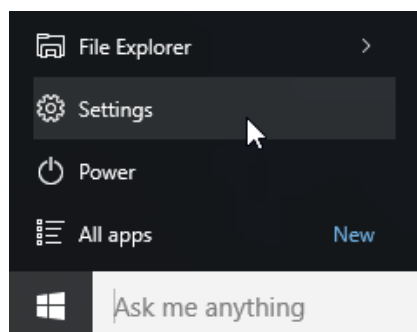
In this topic, you will learn:

- How to open and use the Settings window
- How to access the Control Panel
- About the categories in the Control Panel
- How to change the display of the Control Panel

## ACCESSING THE SETTINGS WINDOW

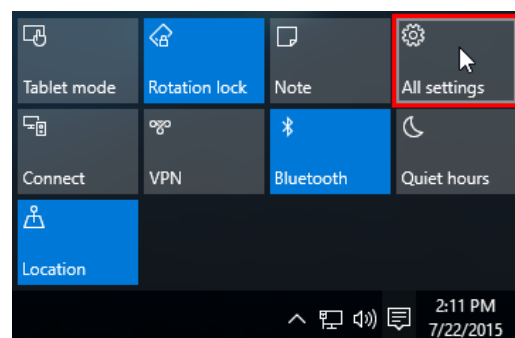
The **Settings window** serves as a central hub for most of your computer’s basic settings. For example, this window will provide you with access to settings to modify your account, but it won’t overwhelm you with lots of technical options.

To open the Settings window, click the Settings option within the Start menu:

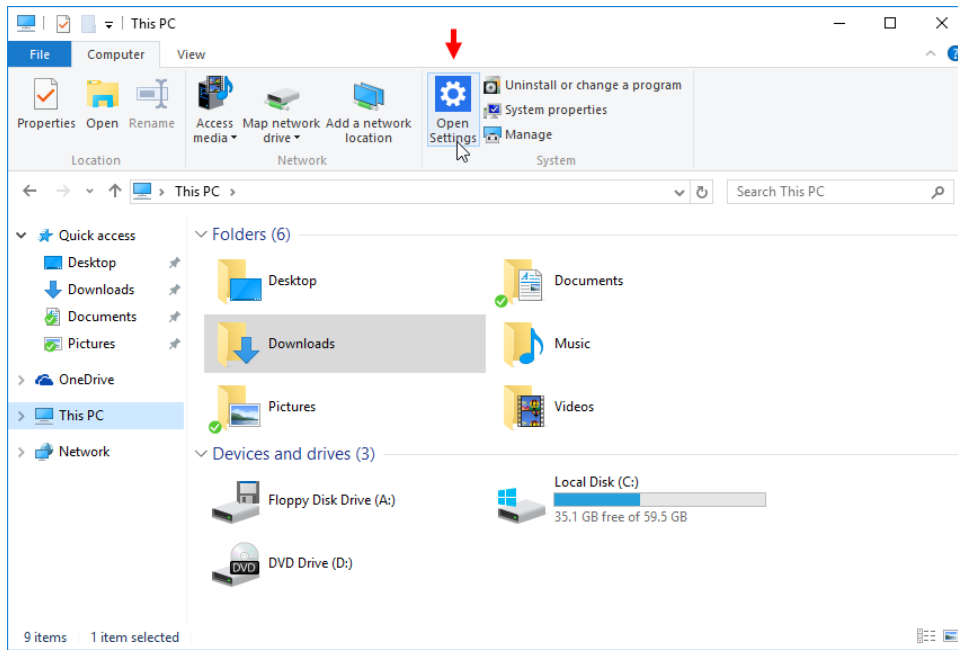


You can also access this window by clicking the “All settings” button at the bottom of the Action Center as shown on the right:

You could also click the Open Settings button on the Computer tab of File Explorer when This PC is selected:

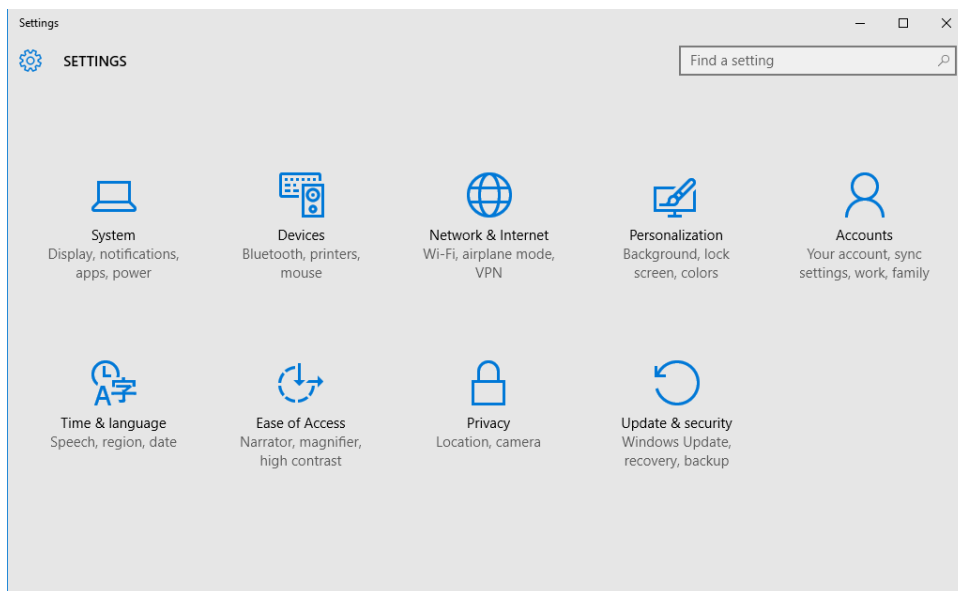






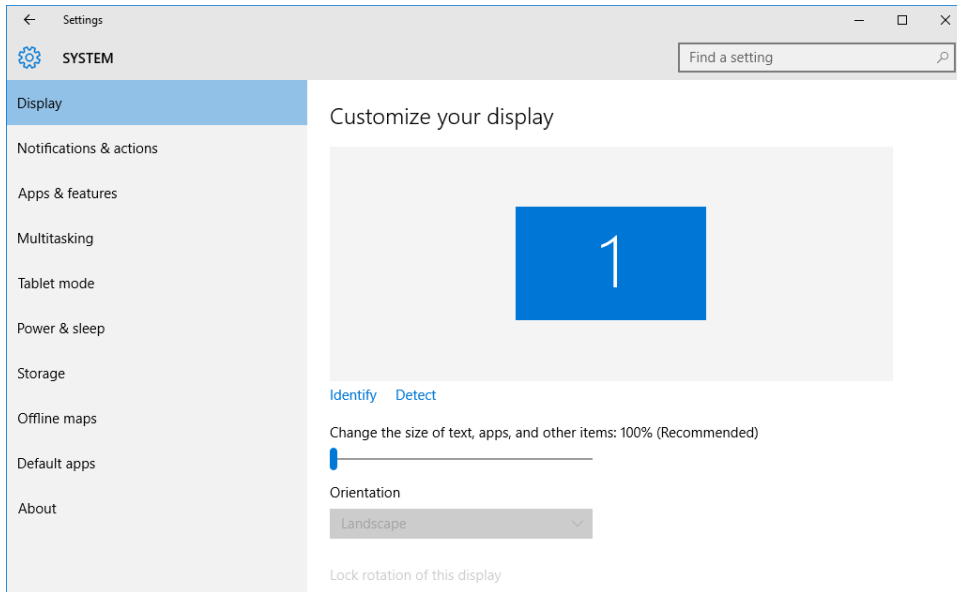
## OVERVIEW OF THE SETTINGS WINDOW

When it opens, you will see that the Settings window is divided into **nine categories**. Clicking on any of these categories will display settings that relate to that category. If you wish to find a particular setting, but do not know what category it falls under, you can type search terms into the provided search field:

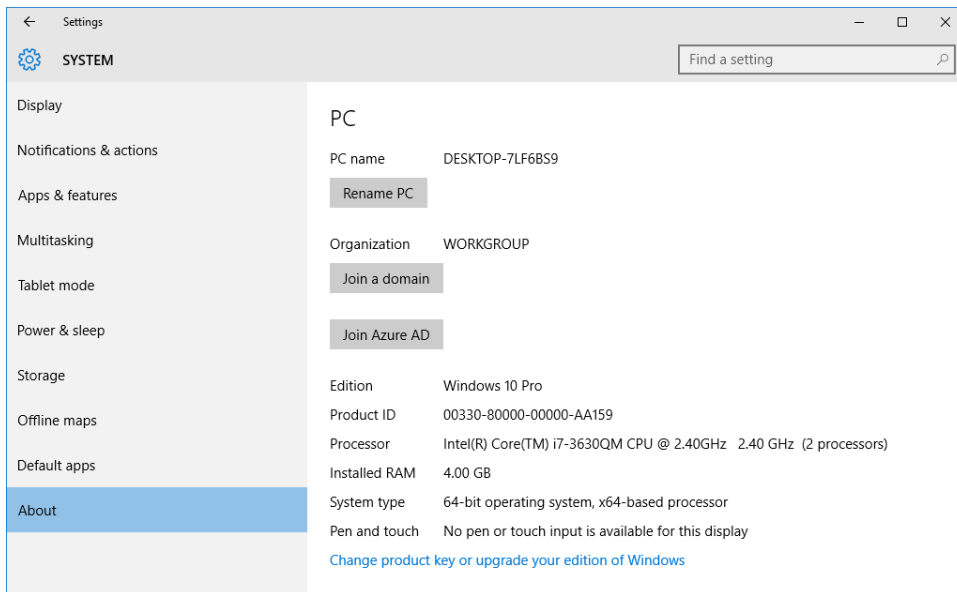


Let's examine the types of settings that can be found in each category.

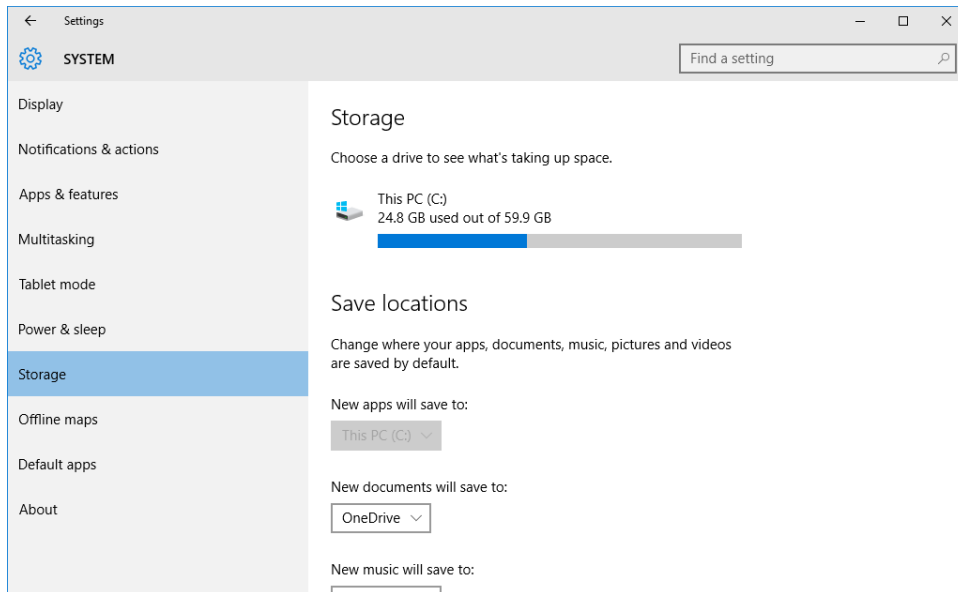
## System



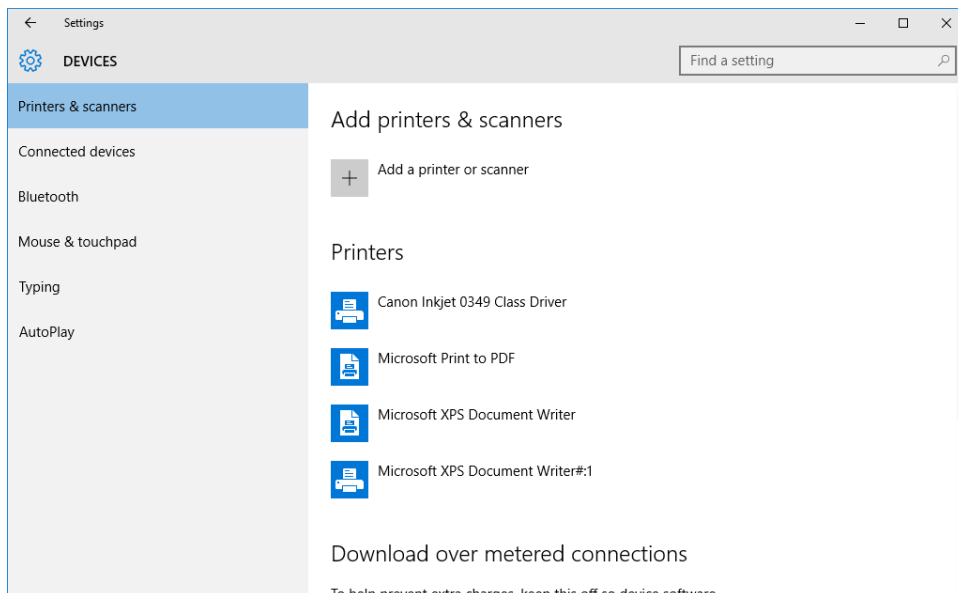
The System category includes many different settings that allow you to control the basic underlying operation of Windows 10. This includes things like display settings, notification settings, multitasking functions, power and sleep settings, and more. Additionally, you can find some basic information about your computer in the About sub-category:



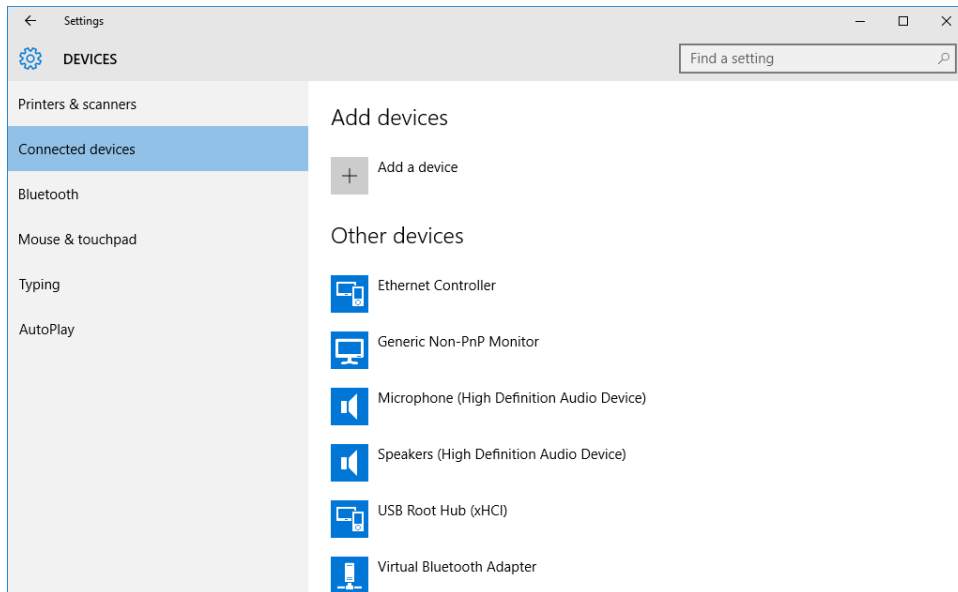
You can also view how much storage space is being used and how much space is available by clicking the Storage sub-category:



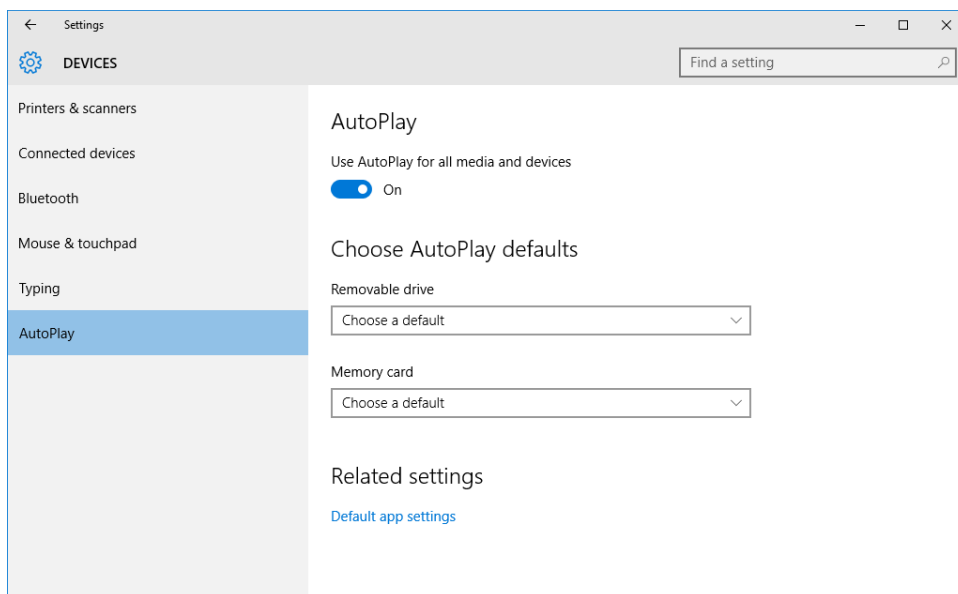
## Devices



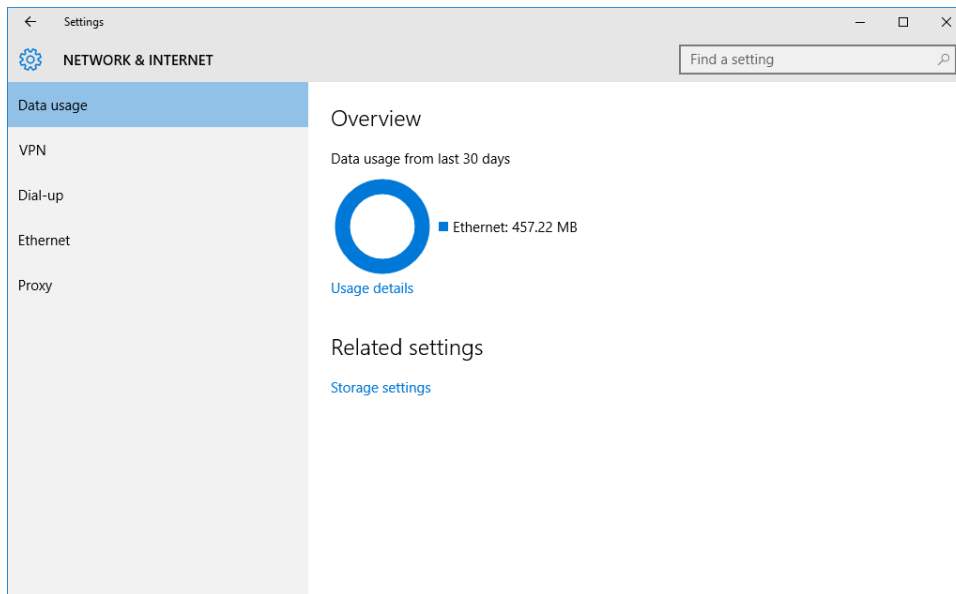
The Devices category is used to manage any external devices that are connected to your computer. For example, you can add and configure printers and scanners, as well as modify mouse and keyboard settings. To view a list of devices that are connected to your computer, click the “Connected devices” sub-category:



The AutoPlay sub-category includes options that let you configure what happens when a removable drive or memory card is connected to your computer. For example, you can have AutoPlay play media automatically, view the files on the device, take no action, or prompt you to choose an action each time:



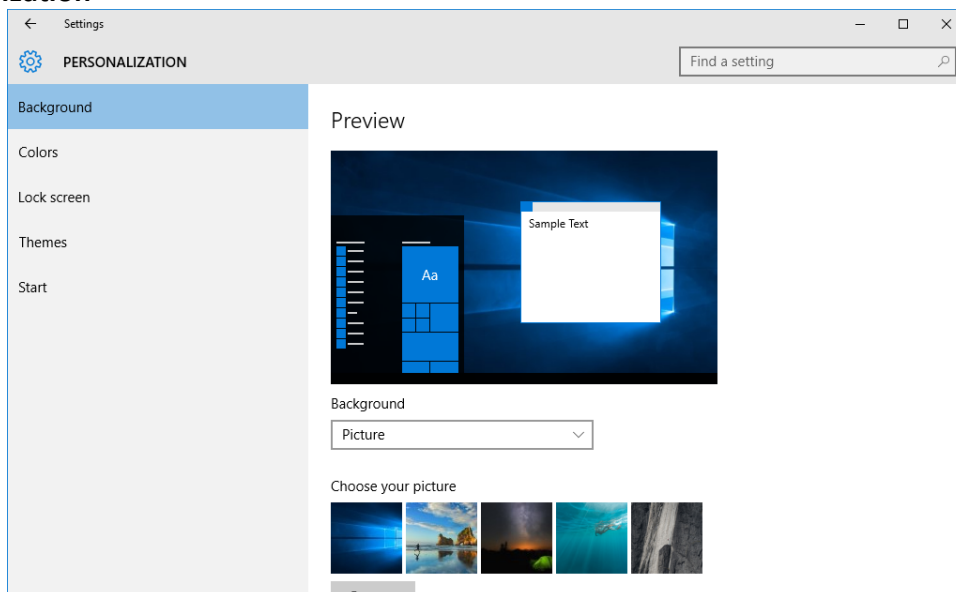
## Network & Internet



The Network & Internet category is used to configure and manage any network or Internet connections that your computer may support. It includes different subcategories based on the type of hardware that your PC uses. For example, in this example the computer being used does not have a wireless card, so the Wi-Fi sub-category is missing.

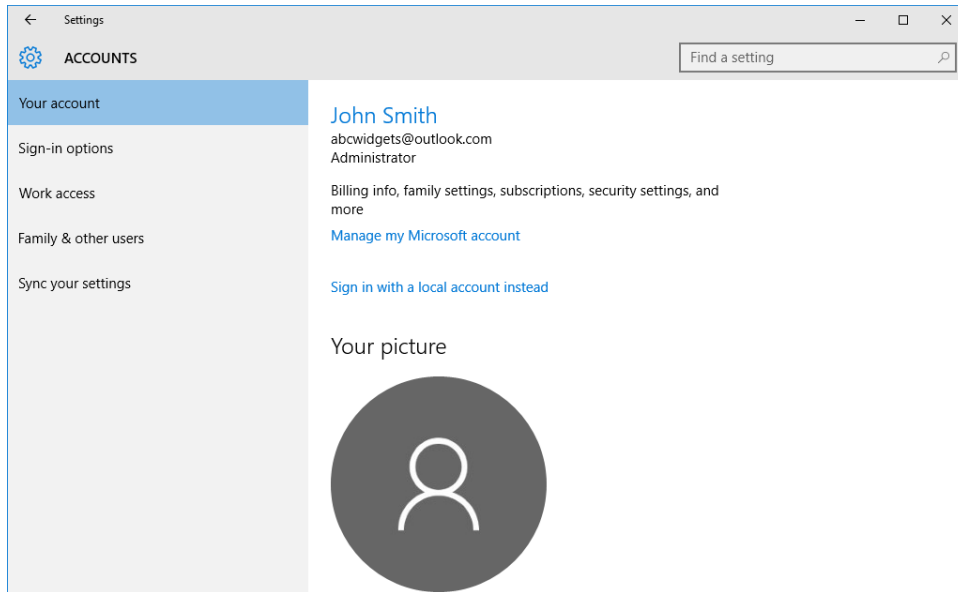
The available subcategories allow you to view your Internet data usage from the past 30 days, configure a VPN (Virtual Private Network), configure a dial-up connection, set up and manage Wi-Fi connections, set up and manage Ethernet (wired) connections, and configure a proxy.

## Personalization



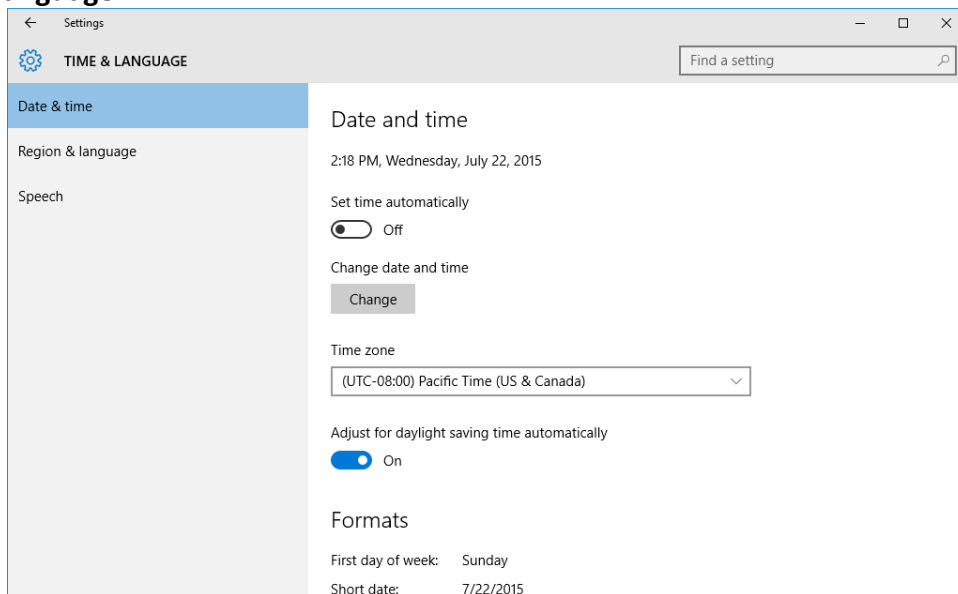
In the Personalization category you will find subcategories that allow you to modify the background for your desktop, change the accent colors, modify the Lock screen, view the settings for themes, and modify some basic Start menu settings.

## Accounts



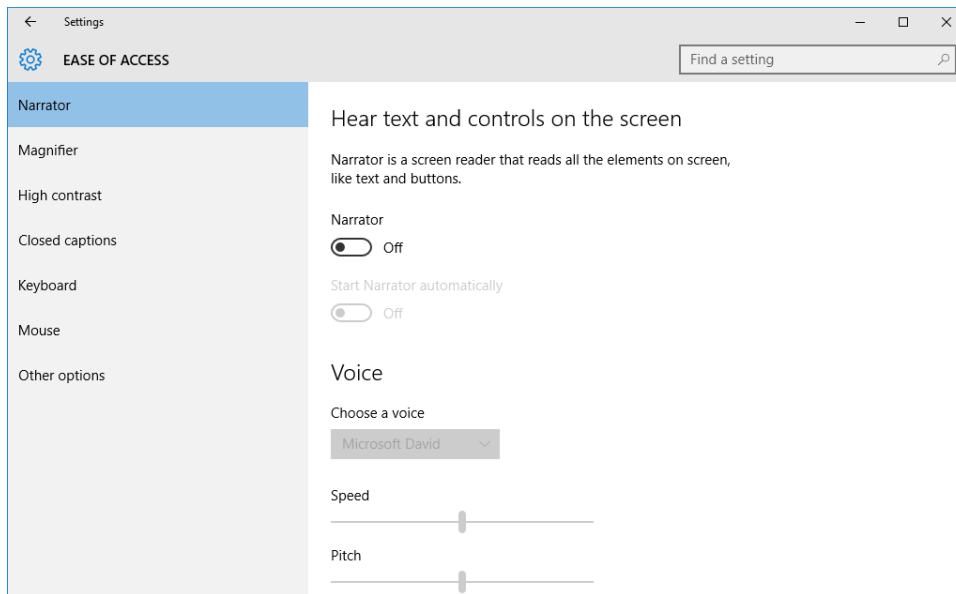
The Accounts category includes options to configure your user account (and the accounts of others). Here, you can view your account settings, apply a profile picture, modify sign-in options, configure access to organizational resources (such as networks and e-mail), add new users, and configure how your Windows settings sync with other Windows 10 computers you may have access to.

## Time & Language



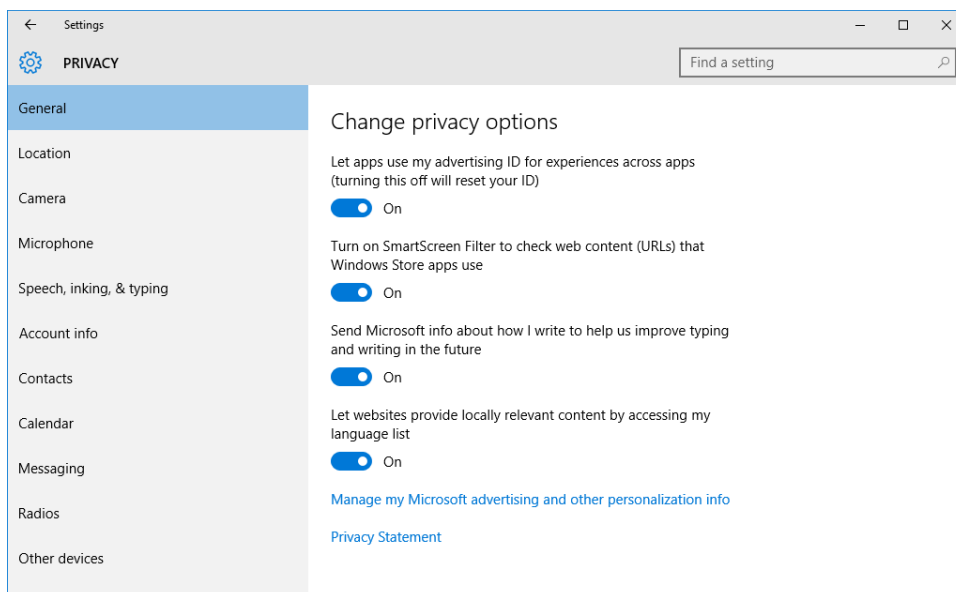
In this category you will find settings to change the date and time, the time zone, formats, country and language settings, as well as speech options that control text-to-speech and microphone functions.

## Ease of Access



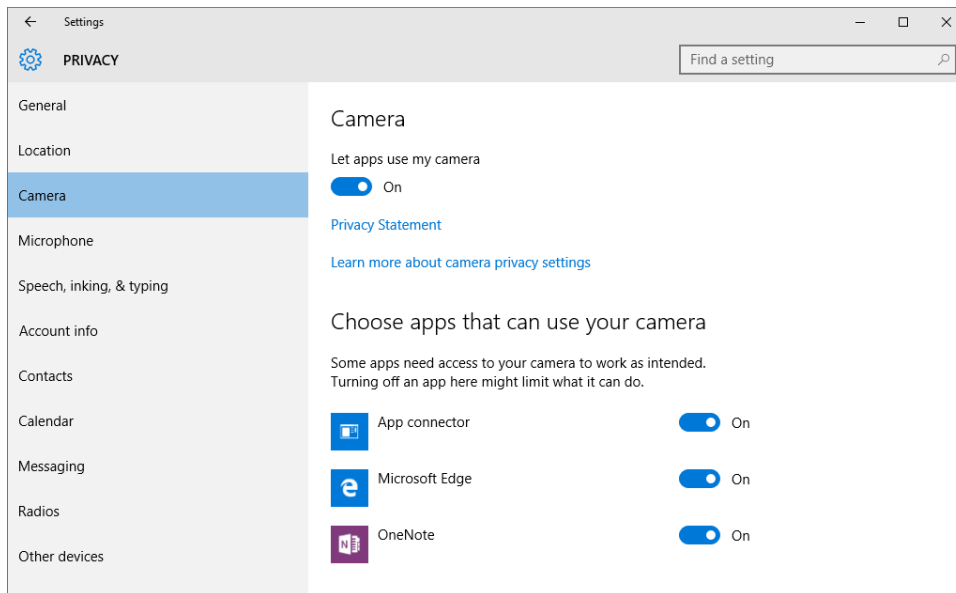
Most of the controls in this category are used to control accessibility options. For example, you can enable the Narrator to read what’s on the screen, configure magnifier settings, enable high contrast, configure the caption controls for videos, as well as change the keyboard and mouse settings (like cursor size and enabling the onscreen keyboard).

## Privacy

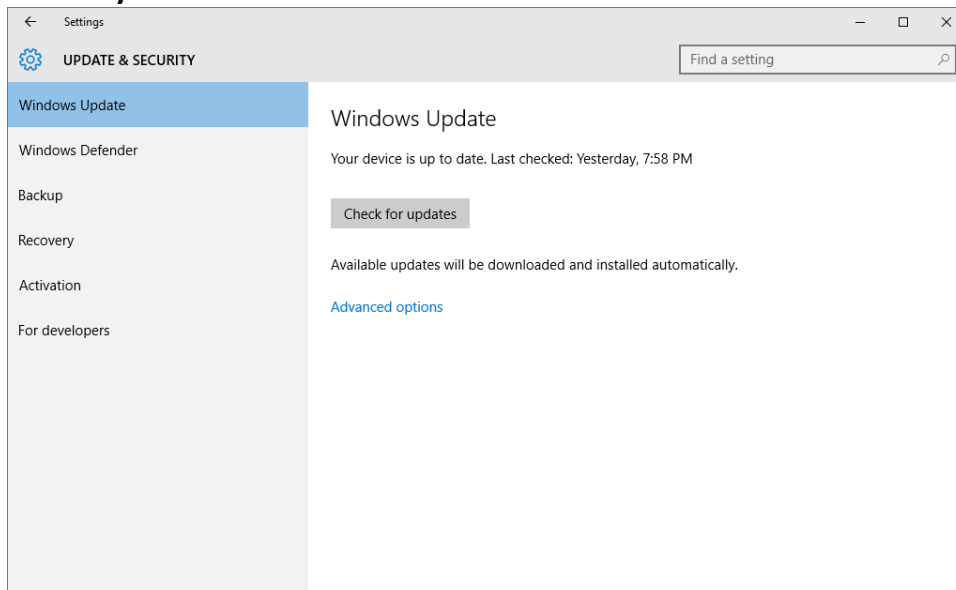


The Privacy category includes many different subcategories that can be used to configure privacy settings for different components of your computer.

For example, the Camera sub-category includes toggles to control what apps can access your computer’s camera:



## Update & Security



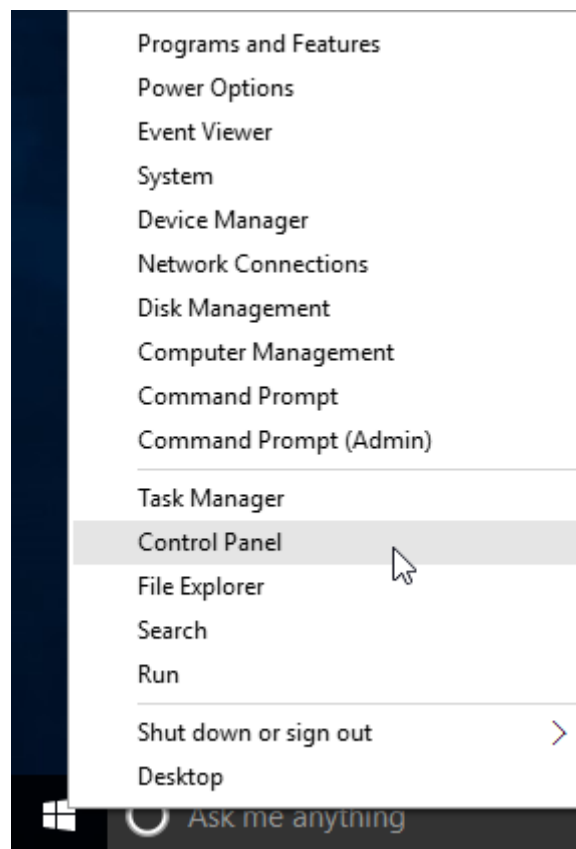
Finally, the Update & Security category includes many of the controls that you need to configure various security settings around Windows 10. For example, the Windows Update sub-category lets you check for new updates and security patches. Using the other subcategories you can configure Windows Defender, backup settings, Windows 10 recovery settings, and view activation information.



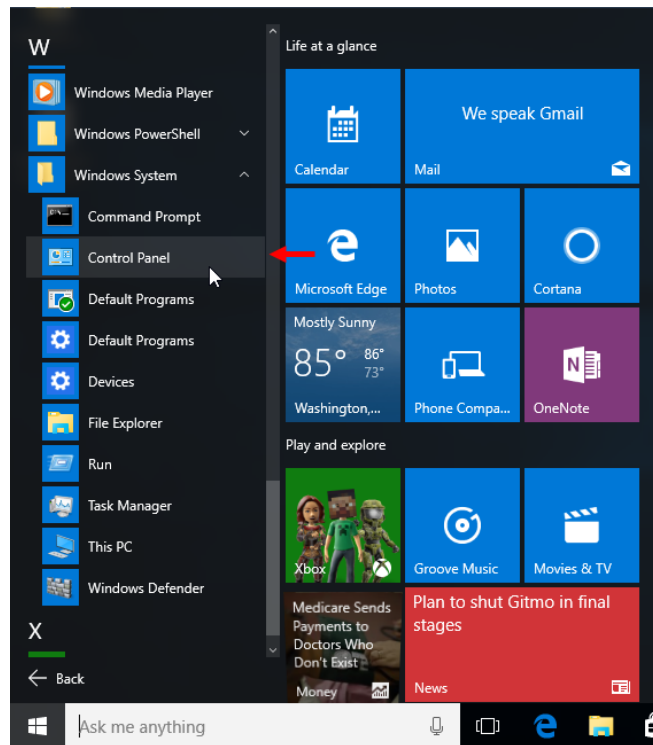
## ACCESSING THE CONTROL PANEL

While the Settings window includes many different settings to configure your computer, there are some settings that can only be found in the **Control Panel**. The Control Panel has long been a part of Windows and acts as a central hub to modify a huge number of settings. While future versions of Windows may eventually eliminate the Control Panel in favor of the Settings window, you can still access it in Windows 10.

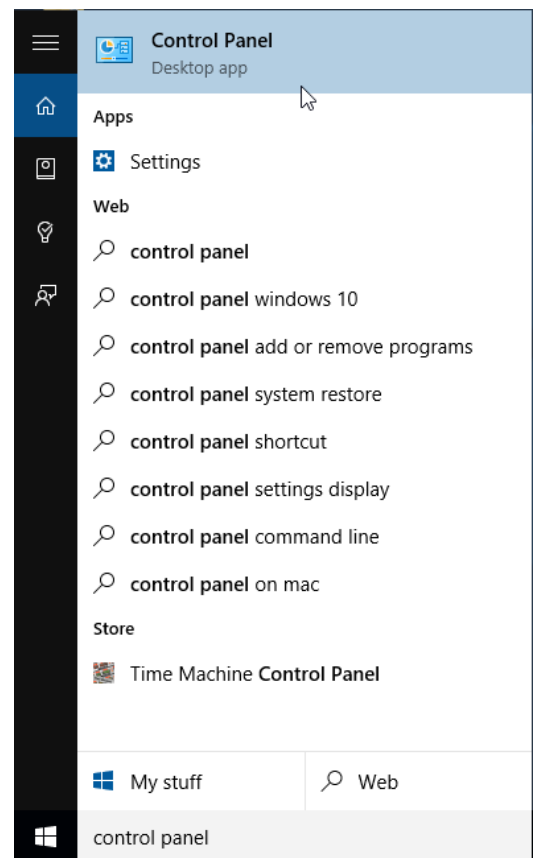
To open the Control Panel in Windows 10, there are few different methods that you can use. The quickest method is to right-click the Start button and click Control Panel:



You can also click the Control Panel listing within the Windows System folder in the All Apps view of the Start menu:

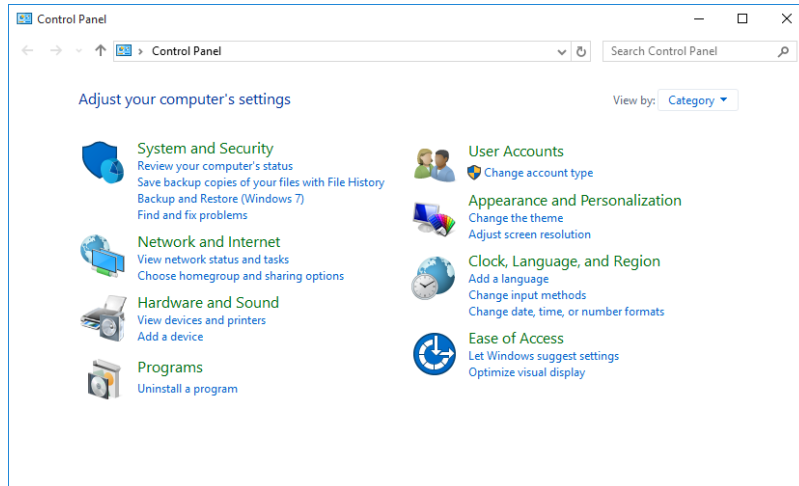


You could also simply type “Control Panel” into the search box on the taskbar and click on the top result:



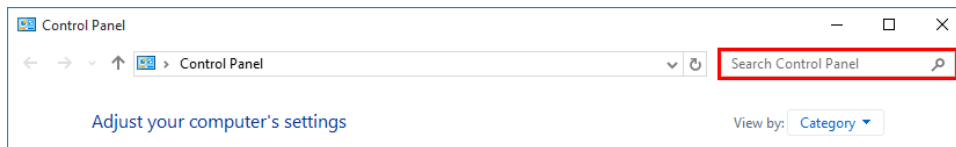
## OVERVIEW OF THE CONTROL PANEL

When the Control Panel is displayed, you will notice that it contains many of the same options that are found in the Settings window:



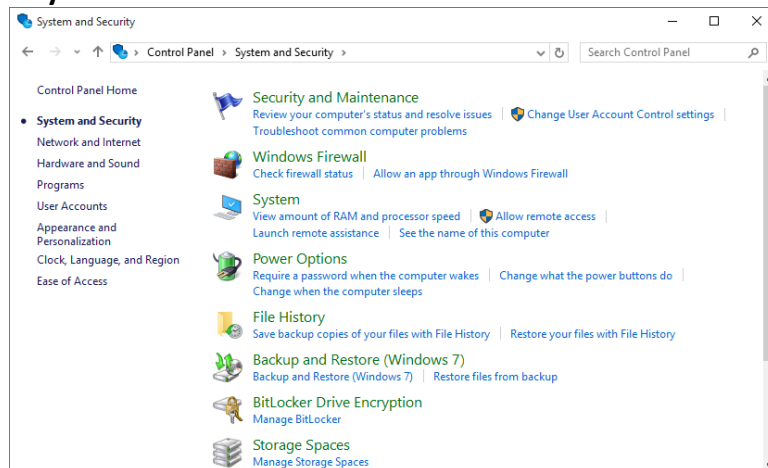
Also like the Settings window, you will see that it organizes settings into categories; however, under each category name you will also see some of its more commonly used settings. Clicking one of these options will open that setting or applet directly.

If you are unsure what category contains a specific setting, you can use the provided search box to find what you are looking for:



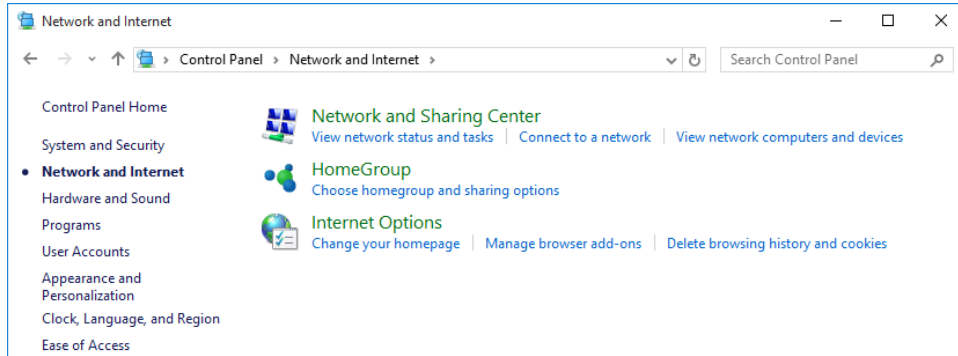
Let's examine what types of settings you can find in each category:

### System and Security



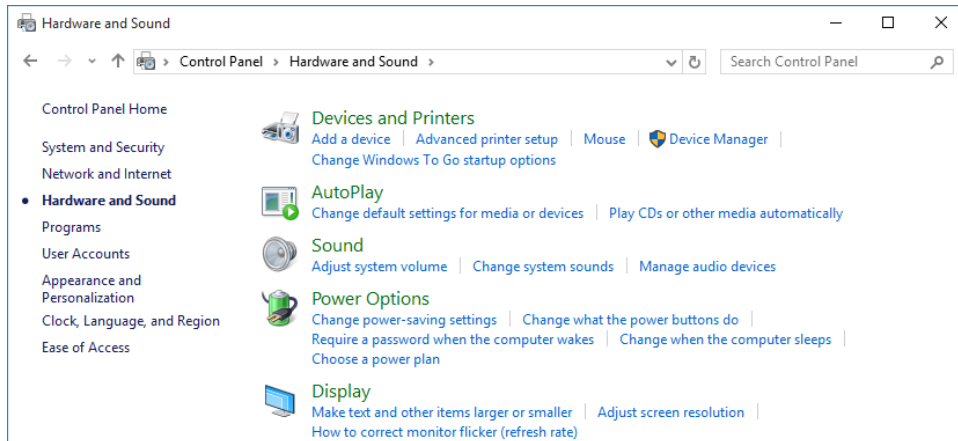
This category gives you access to settings that affect the general operation and security of your computer. You will find links to Security and Maintenance, Windows Firewall, System, Power Options, File History, Backup and Restore, BitLocker, Storage Spaces, Work Folders, Administrative Tools, and Flash Player settings.

### Network and Internet



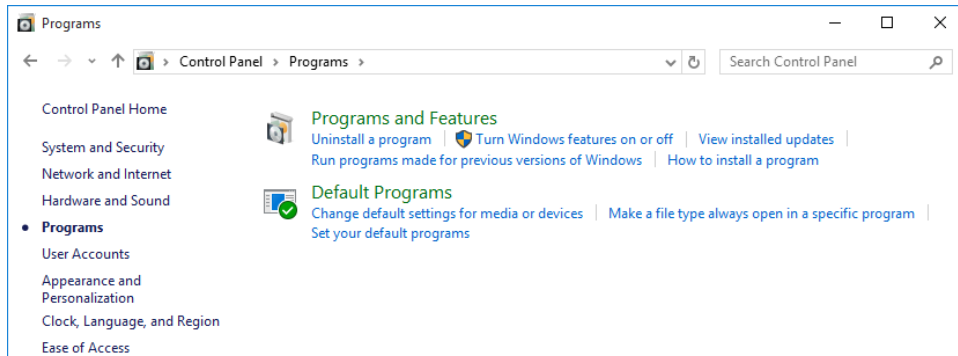
This category includes access to all of the settings that you need to set up, configure, and manage connections between your computer and a network or the Internet. It includes links to the Network and Sharing Center, HomeGroup, and Internet Options.

### Hardware and Sound



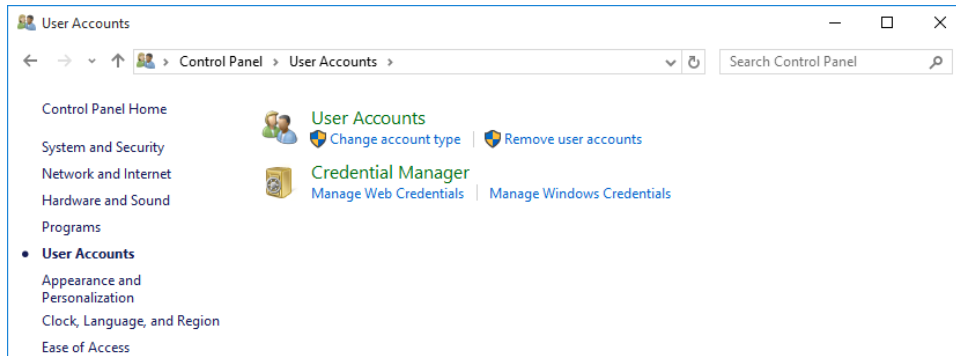
This category gives you access to settings that are used to manage how your computer's hardware operates, as well as configure its sound options. Included are links to Devices and Printers, AutoPlay, Sound, Power Options, and Display.

### Programs



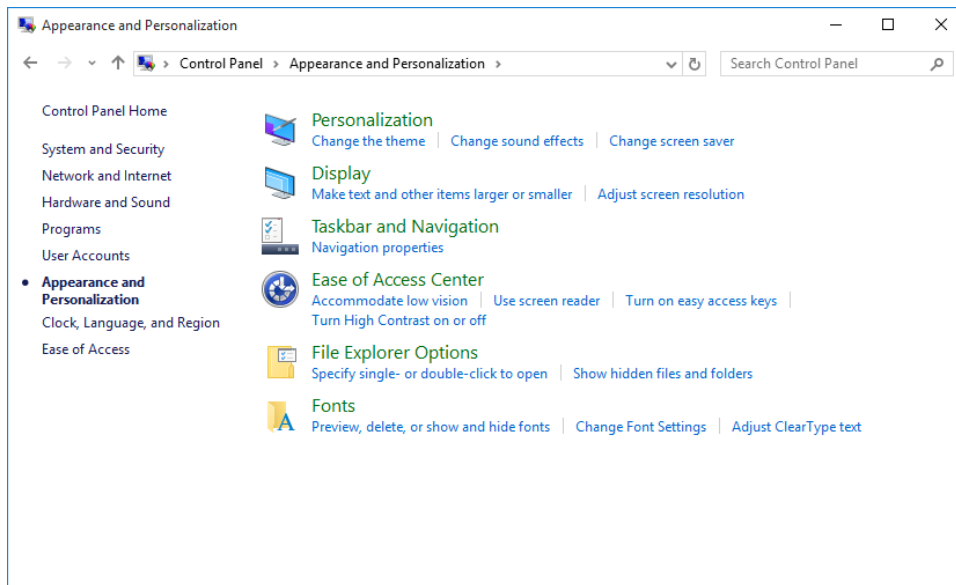
This category will allow you to manage any programs that you have installed on your computer. For example, if you wanted to remove a program, this is the category you would choose. This includes accessing Programs and Features, as well as Default Programs.

### User Accounts



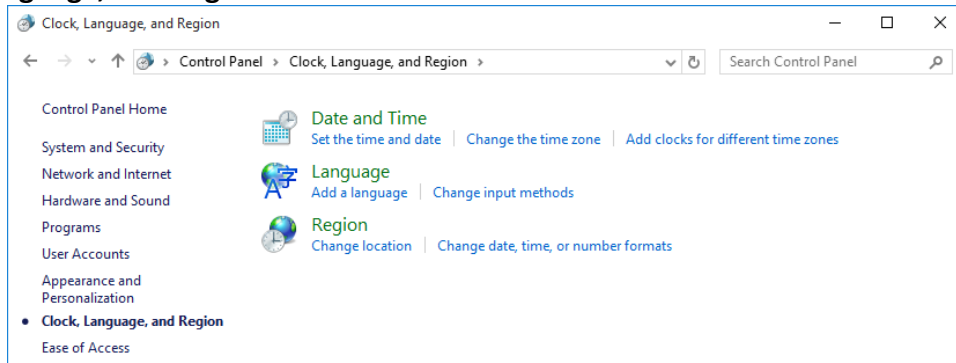
This category is used to create, manage, and modify user accounts in Windows 10. Included in this category are links to User Accounts and the Credential Manager. If you have an e-mail program like Microsoft Outlook installed, you may also see a Mail icon which will allow you to configure that application.

### Appearance and Personalization



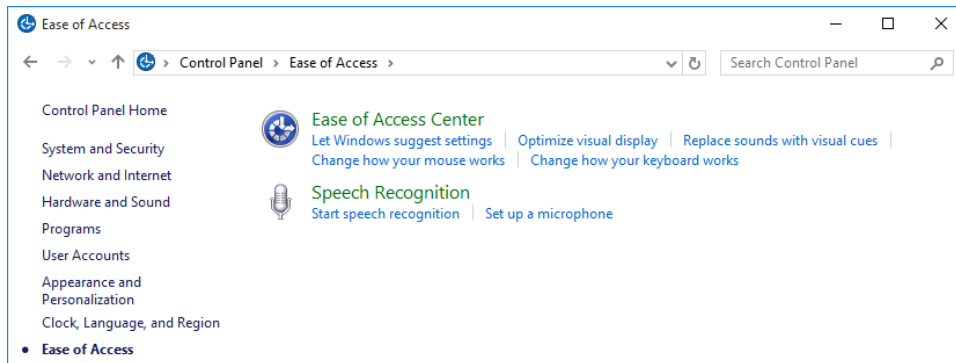
This is the category that you need to access if you would like to modify the appearance of Windows 10. Included are links to Personalization, Display, Taskbar and Navigation, the Ease of Access Center, File Explorer Options, and Fonts.

## Clock, Language, and Region



In this category you will find links to change your system’s clock, language, and region settings. Included are links to Date and Time, Language, and Region. As these settings are important to the operation of many apps, it is a good idea to make sure that they are correct.

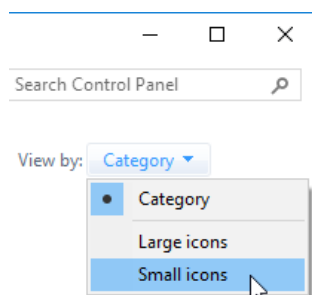
## Ease of Access



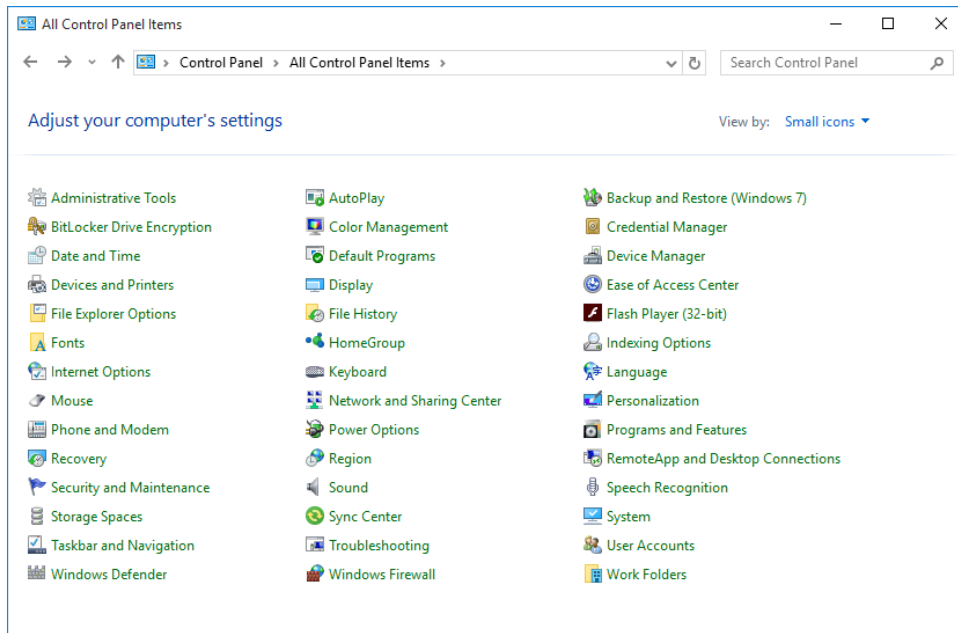
Finally, this category provides you with access to settings that provide accessibility enhancements to your computer. For example, using this category you can turn on speech narration. Included in this category are links to the Ease of Access Center and Speech Recognition.

## CHANGING THE CONTROL PANEL VIEW

While the Control Panel is organized into categories by default, you can also view an alphabetical list of the primary settings that are available. To do this, click the “View by” drop-down menu near the top right-hand corner of the Control Panel window and click either the “Large icons” or “Small icons” options:



For example, here you can see the Control Panel viewed using the Small Icons setting:

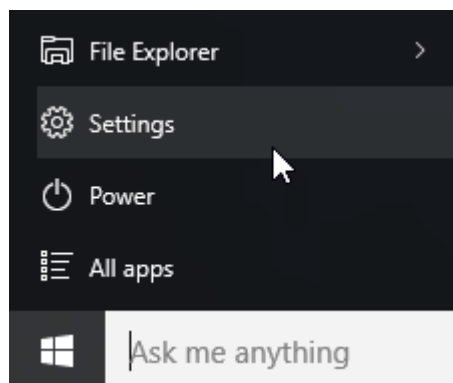


## ACTIVITY 5-1

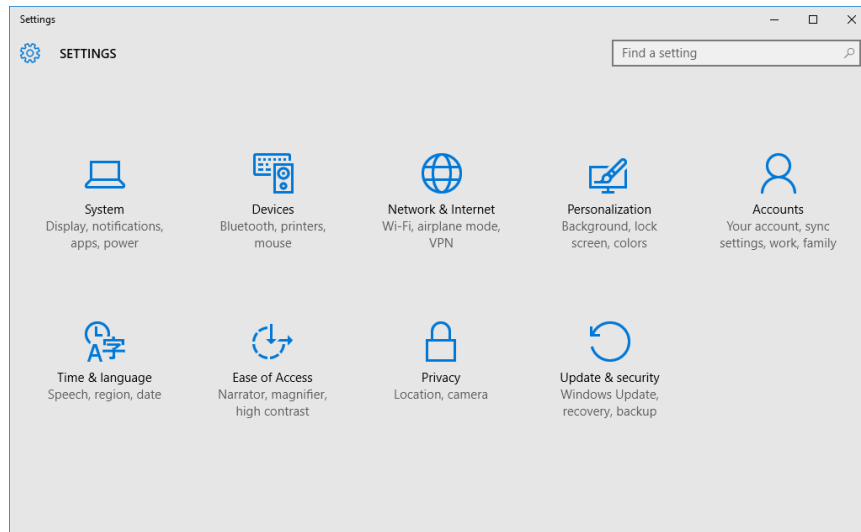
### Customizing Your Computer's Settings

You would like to become familiar with the different ways that you can view and work with many of your computer's different settings.

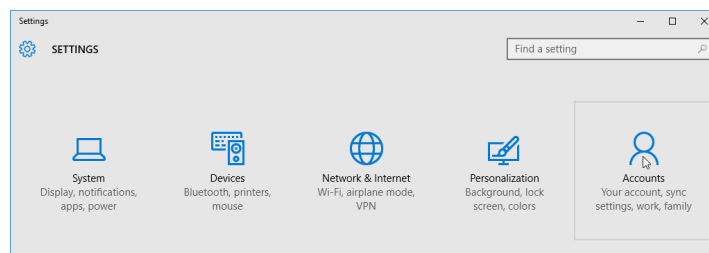
1. To begin, sign into Windows 10.
2. Open the Settings window by clicking the Start button and then clicking the Settings option:



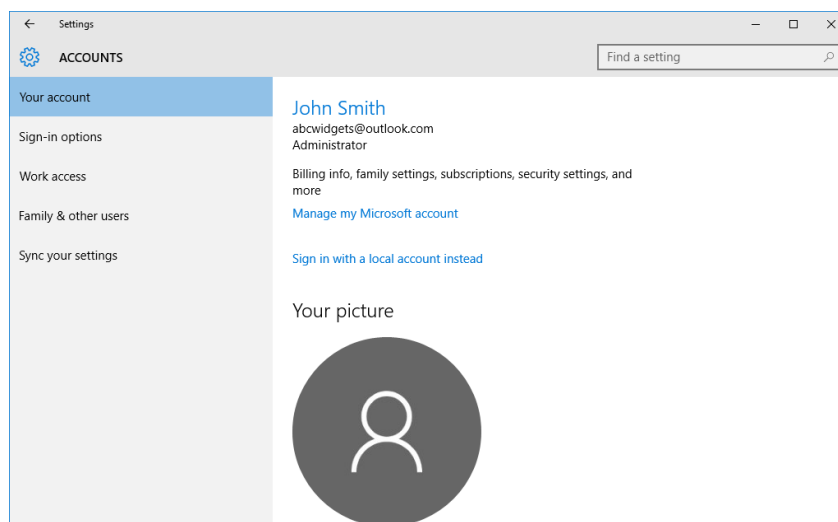
3. The Settings window will now be open on your desktop:



4. Click the Accounts category:

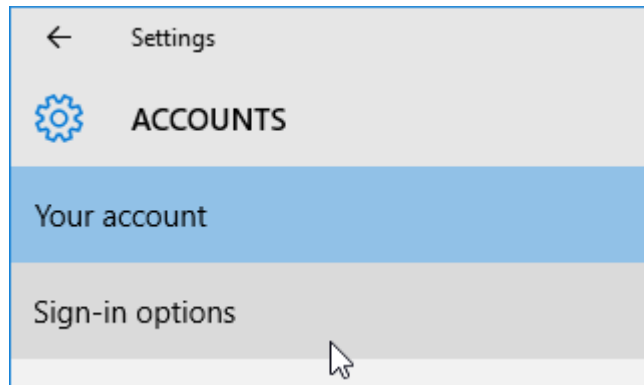


5. With the Accounts category now displayed, you will see information about your current Windows 10 accounts. Additionally, you will see a variety of different settings that can be used to modify or manage your account:

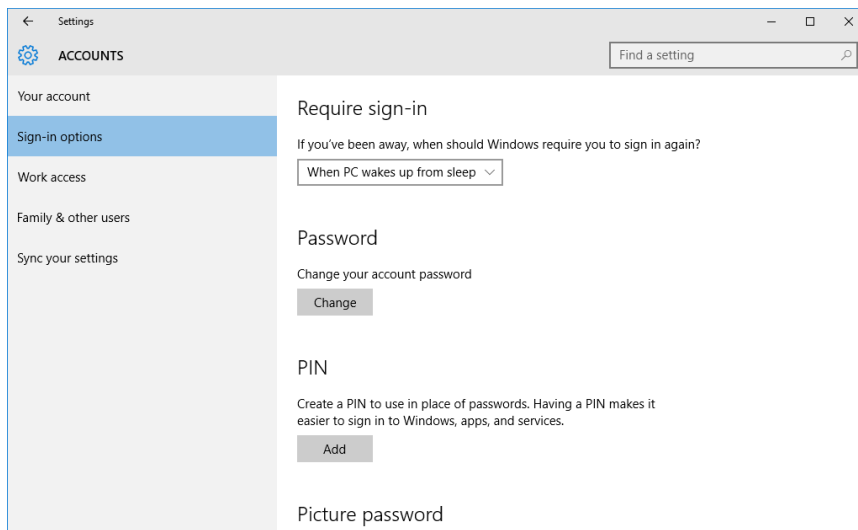




6. Click the “Sign-in options” sub-category:

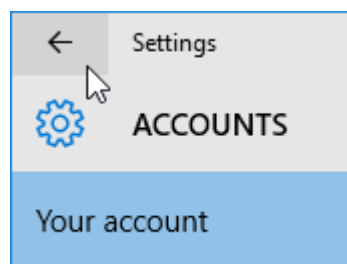


7. You will now see settings for the various sign-in options that are available to you:

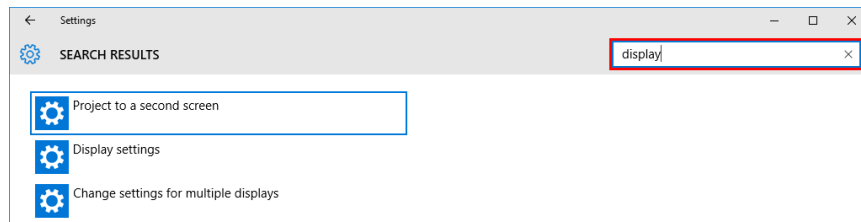


(Your settings may be different depending on what type of account you are using.)

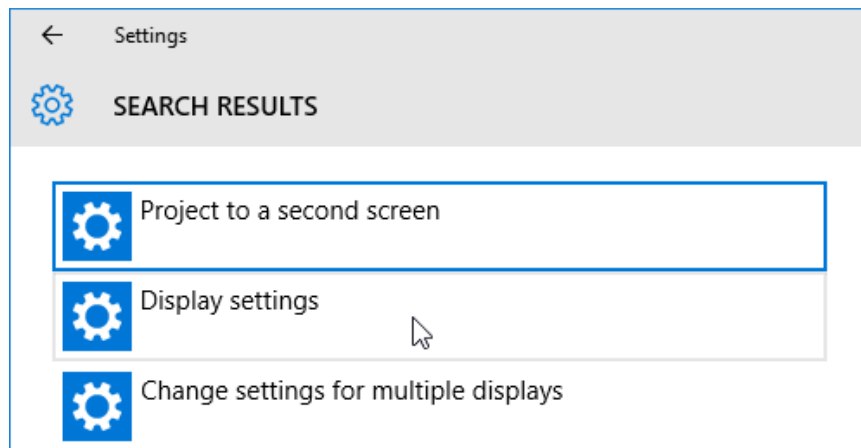
8. Return to the Settings home screen by clicking the Back button in the upper left-hand corner of the window:



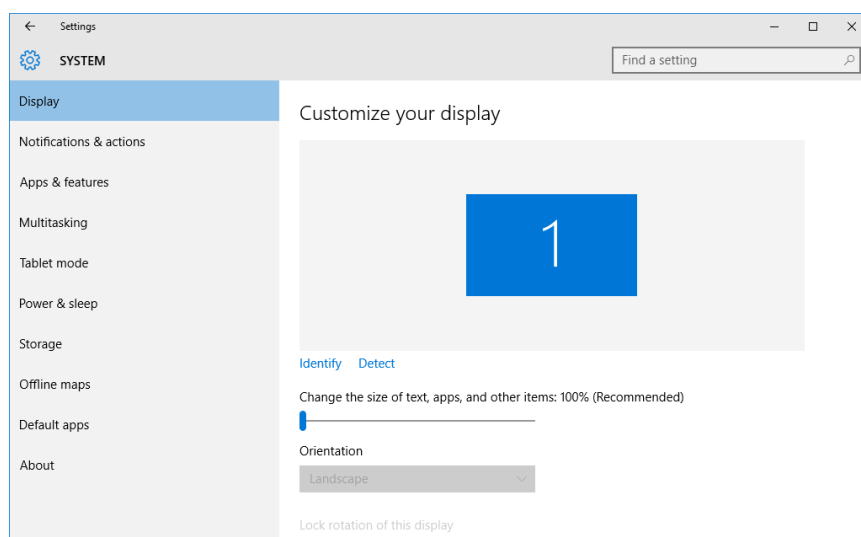
9. The Settings window will once again list its categories. Inside the search field, type “display:”



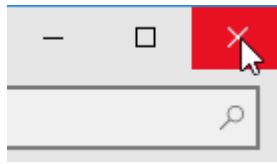
10. A list of settings that include “display” in the name will now be listed. Click the “Display settings” option:



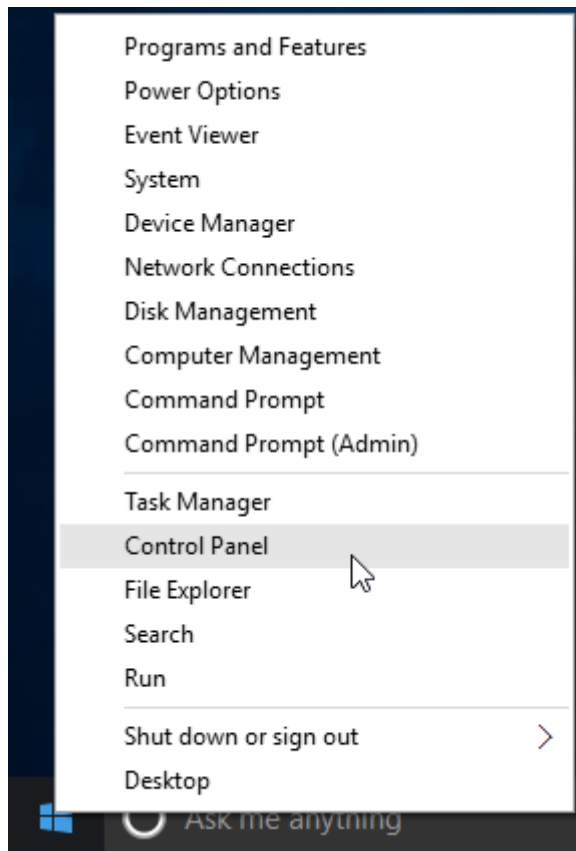
11. The System category will now be open to the Display sub-category:



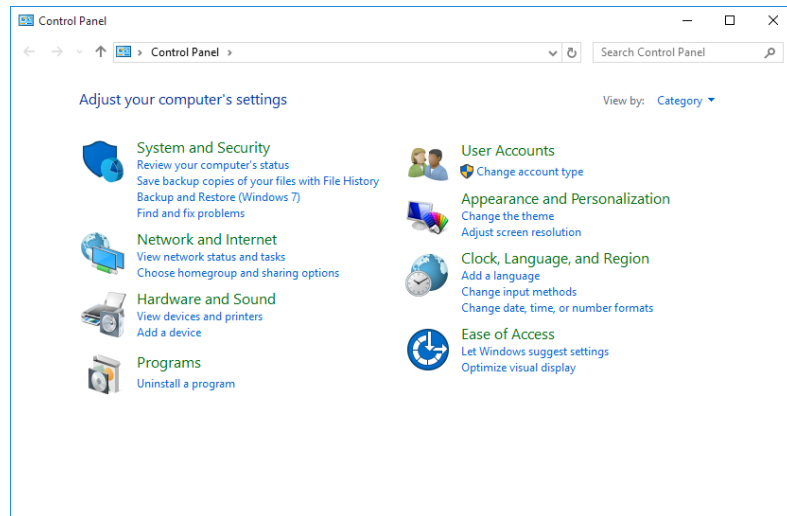
12. Close the Settings window by clicking the Close button in its upper right-hand corner:



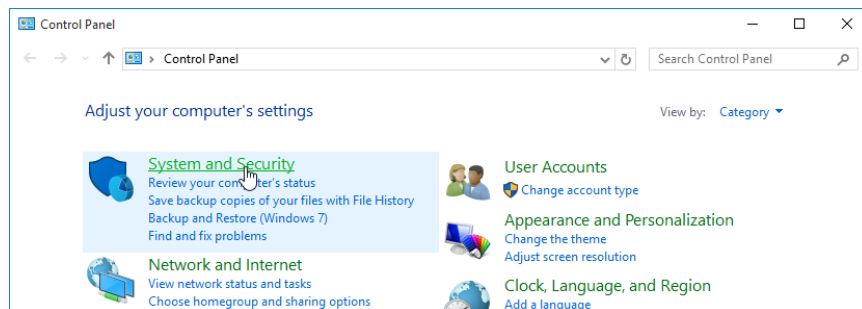
13. Open the Control Panel by right-clicking the Start button and clicking Control Panel on the context menu:



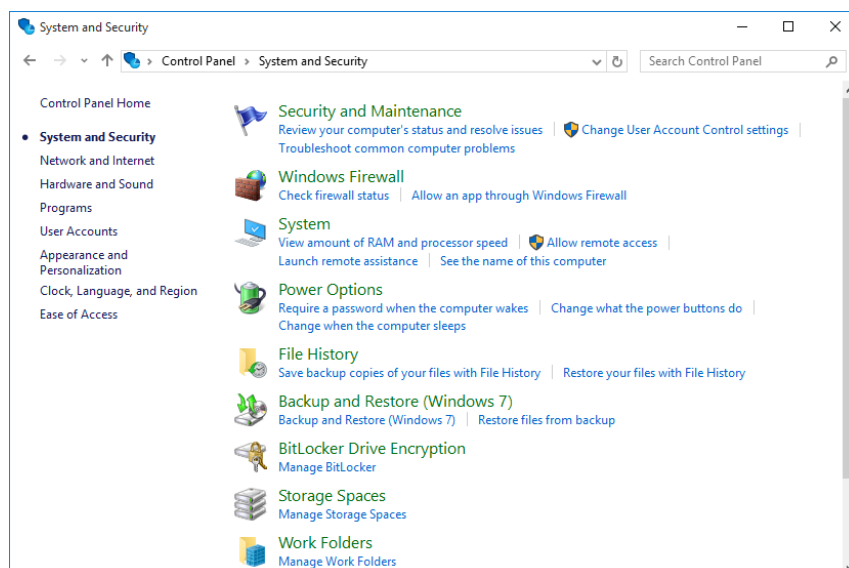
14. The Control Panel window will now be displayed on your desktop:



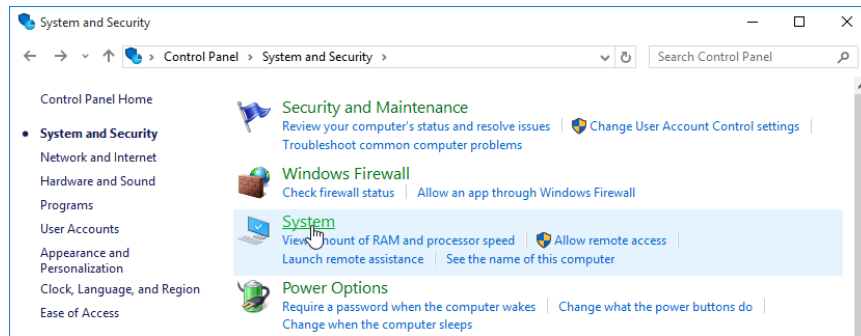
15. Click the "System and Security" category header:



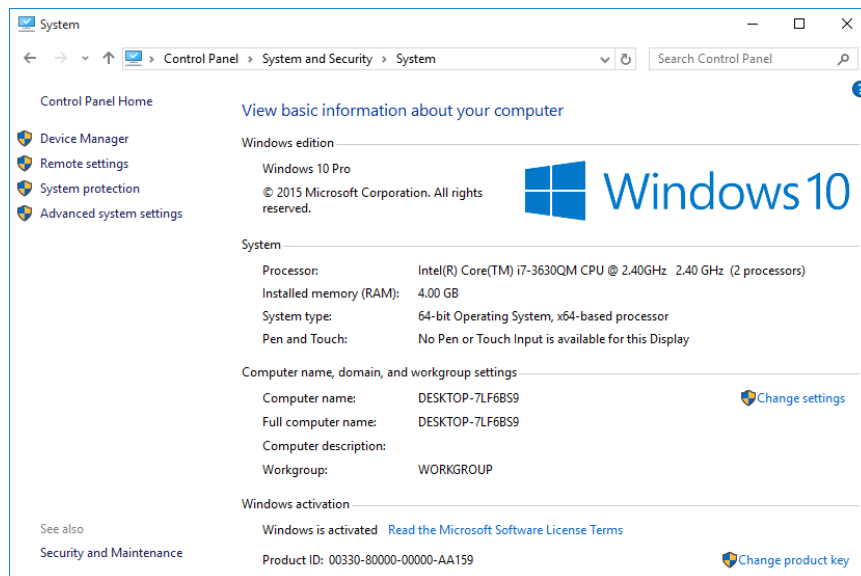
16. The "System and Security" category will now be open and list many different links:



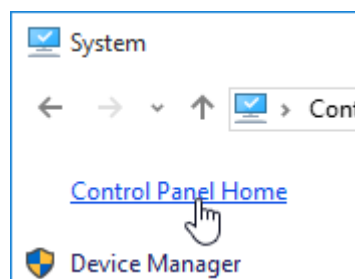
17. Click the System link header:



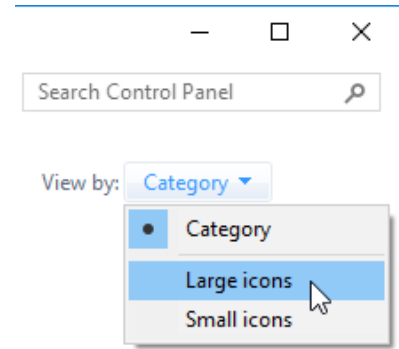
18. Information about your computer will now be displayed:



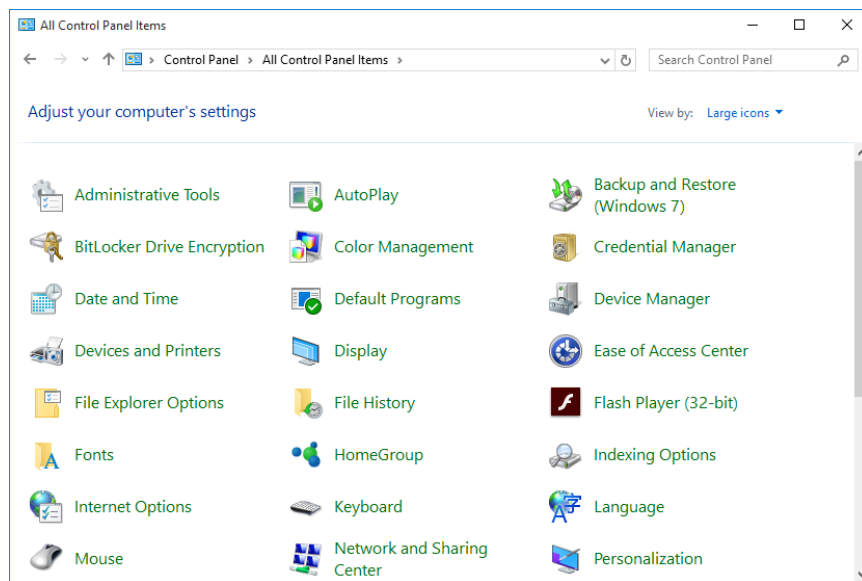
19. Return to the Control Panel home by clicking the Control Panel Home link near the upper left-hand corner of this window:



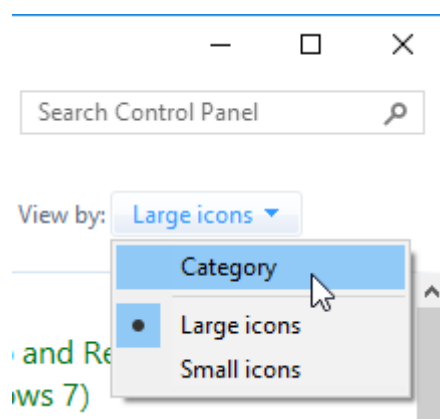
- 20. The main screen of the Control Panel will now be displayed. Change the view by clicking the “View by” drop-down menu and then clicking the “Large icons” option:



- 21. An alphabetized list of primary settings will now be shown:



- 22. Apply the category view by clicking the “View by” drop-down menu once again and clicking the Category option:



- 23. Click the Close button in the upper right-hand corner of the Control Panel to complete this exercise.

# TOPIC B: Customize the Lock Screen

## Screen

As you now know, the Lock screen is the first screen that is displayed when your computer starts or when you wake it up. In addition to a background image and the current date and time, you will also see glyphs that depict network status, power levels, and other information. Over the course of this topic, you will learn how to customize this screen.

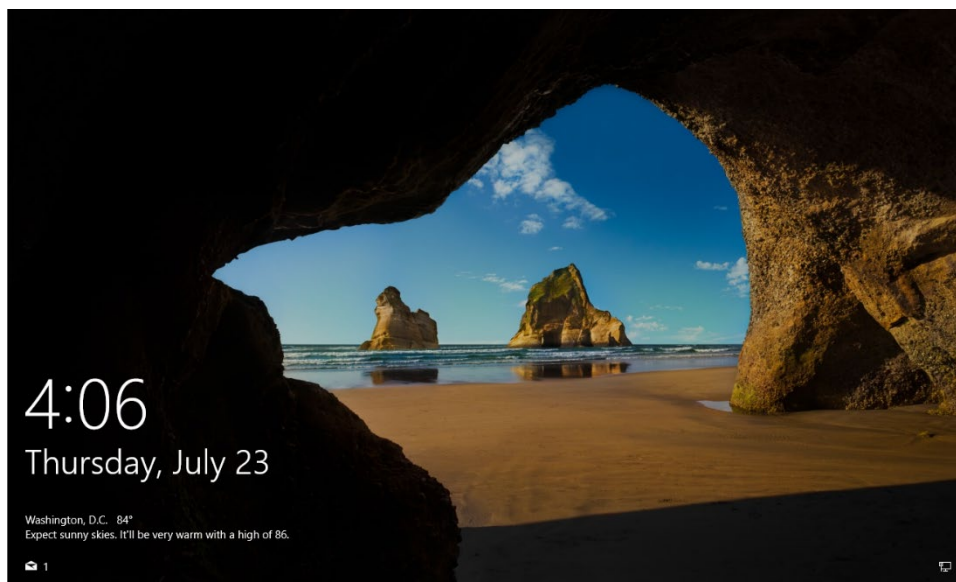
### **Topic Objectives**

In this topic, you will learn:

- How to use the Lock screen
- How to change the Lock screen background
- How to change what apps appear on the Lock screen
- How to change the screen saver

## USING THE LOCK SCREEN

The **Lock screen** has been designed to display the current date and time, as well as a background picture of your choosing. Additionally, you can choose to include basic information from specified apps. For example, here you can see some detailed weather information and that there is one unread e-mail message:



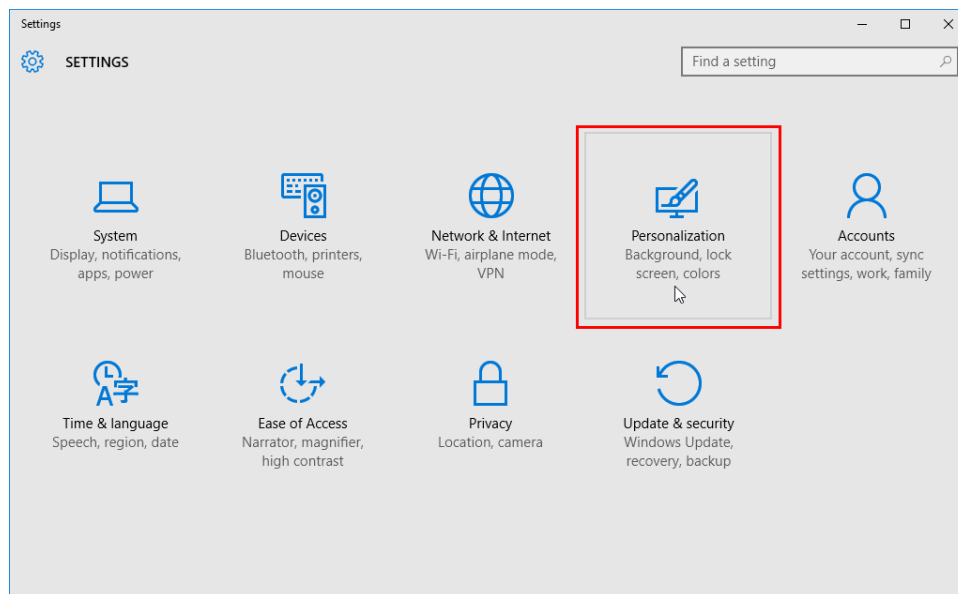
Aside from information gathered from a selection of apps, you will also see glyphs that convey information about various aspects of your PC. For example, you will see network connectivity information in the lower right-hand corner of the Lock screen. In this example, the computer is connected to a network using a cable (icon shown on the right).



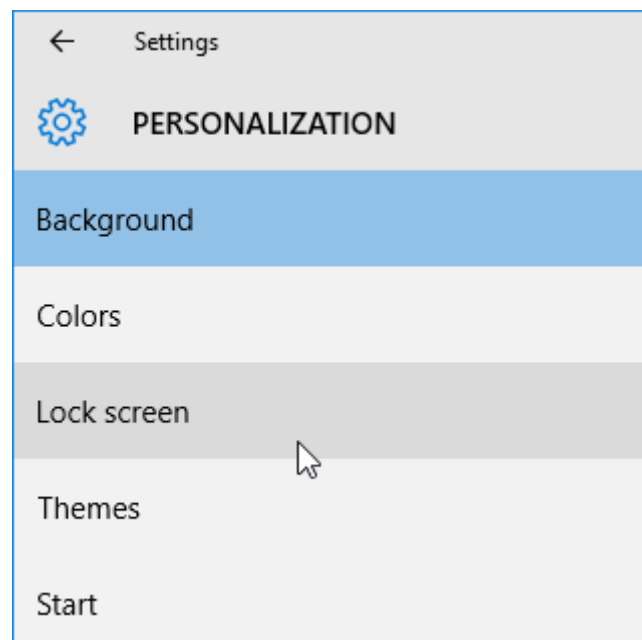
If it were connected to a wireless connection, you would instead see the Wi-Fi symbol. If you are using a notebook computer, you will also see information about your PC's battery.

## CHANGING THE BACKGROUND

To change the background of the Lock screen, first open the Settings window (Start → Settings), and then click the Personalization category:

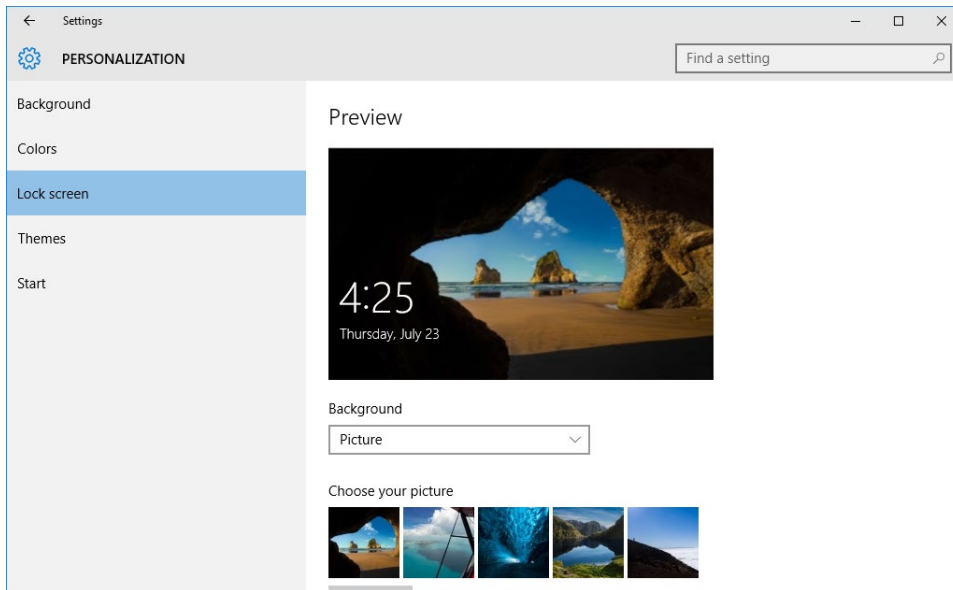


Click the “Lock screen” sub-category:

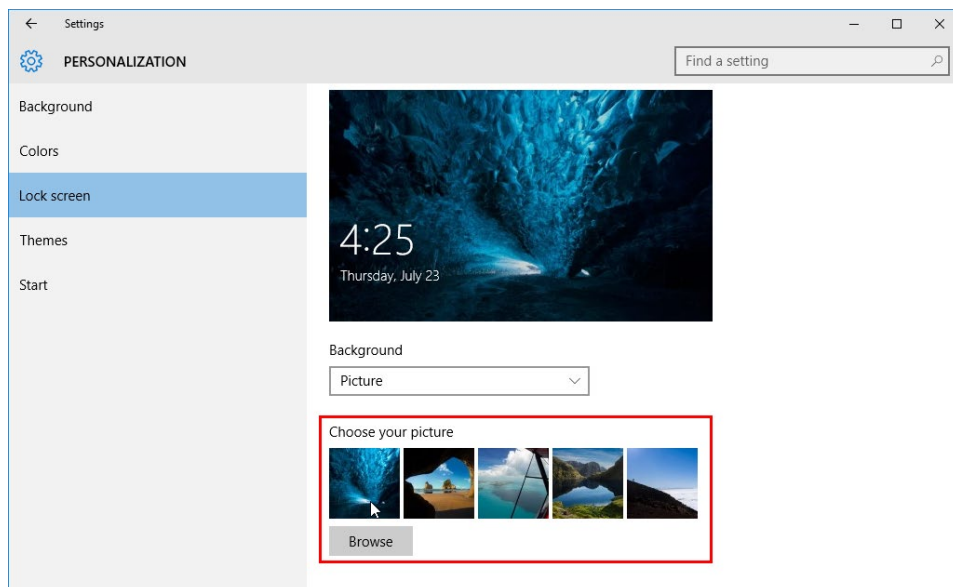


All the settings that control the Lock screen will now be displayed:

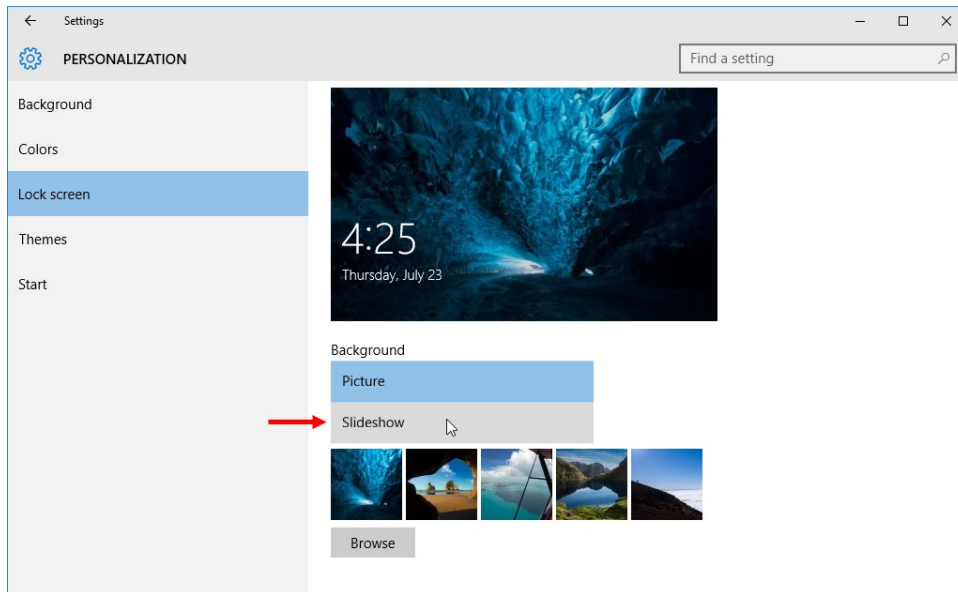




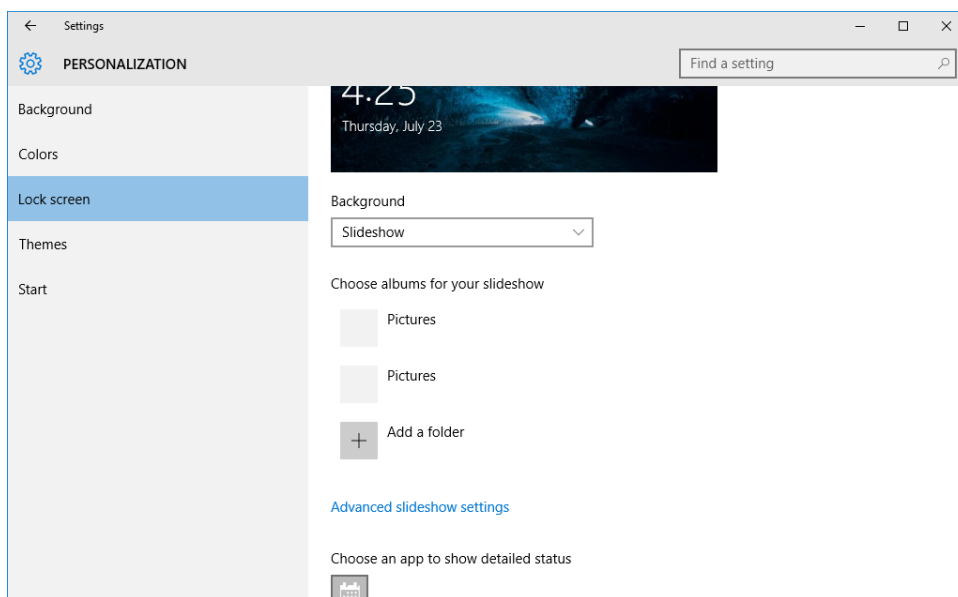
A preview of the current Lock screen will be displayed with a series of thumbnail images below it. Click on any of these thumbnails to apply them or click the Browse button to find an image on your computer. After you choose a new background image, it will be reflected in the preview:



If you wish to have a rotation of pictures on your Lock screen, you can click the Background drop-down menu and click Slideshow:



When the Slideshow option is selected, you will then need to select the folder in which the slideshow pictures are stored:



You will also be given access to some advanced slideshow settings that allow you to control how the slideshow behaves in conjunction with power settings, as well as other options.

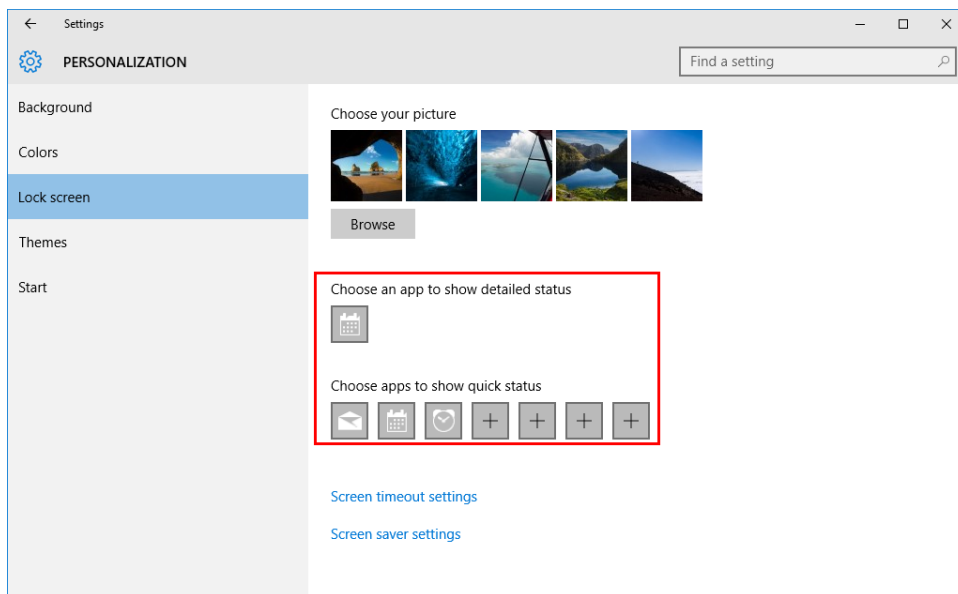
## CHANGING APPS

Status information from some of the apps that you have installed on your computer can be shown on the Lock screen in two different levels of detail: **detailed** and **quick status**.

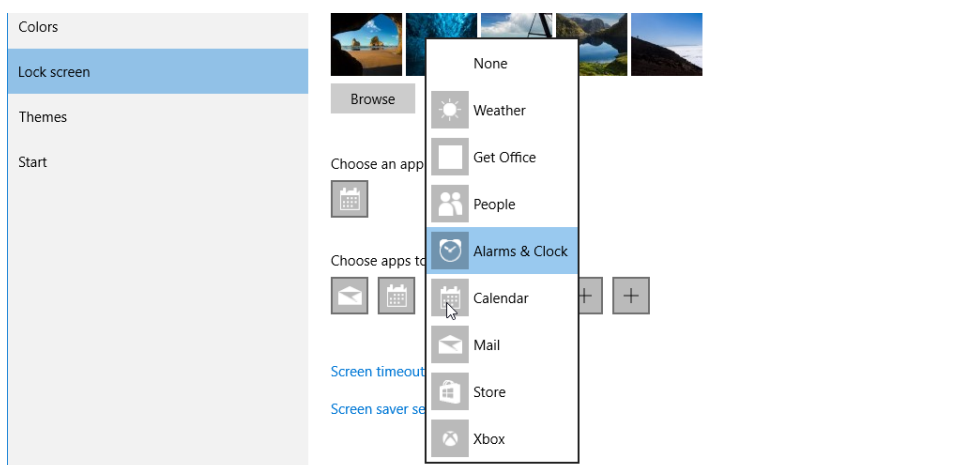
As the name implies, the **detailed status** level will show a line or two of information from a single app. (By default the Calendar app is selected, but you can change it whichever compatible app you would like.)

The **quick status** level will only give you the very basic status information about an app, like the number of unread e-mails in the Mail app. You may have up to seven apps showing a quick status on the Lock screen.

To change what apps appear on the Lock screen, first open the “Lock screen” sub-category of the Personalization category in the Settings window. Scroll to the bottom of this sub-category. Here, you will see a series of icons. The single icon on its own line is used to choose which app shows the detailed status, while the line of icons below it is used to choose which apps show quick statuses:



Clicking on a thumbnail allows you to choose from a list of compatible apps that you can add to the Lock screen:

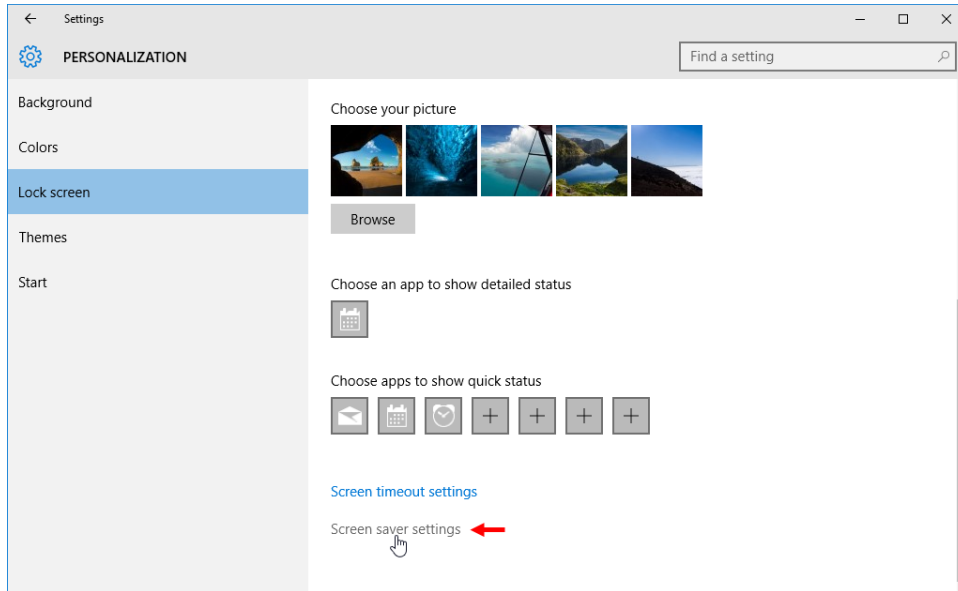


## CHANGING THE SCREEN SAVER

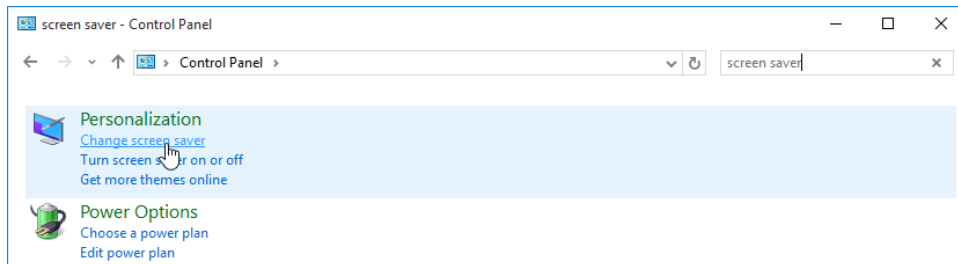
While **screen savers** have been around for a long time, their original purpose (to prevent static images from burning into the screen of a monitor) is rarely a problem anymore.

However, they are still available with Windows 10 to add a little visual flair to your computer when you are not using it.

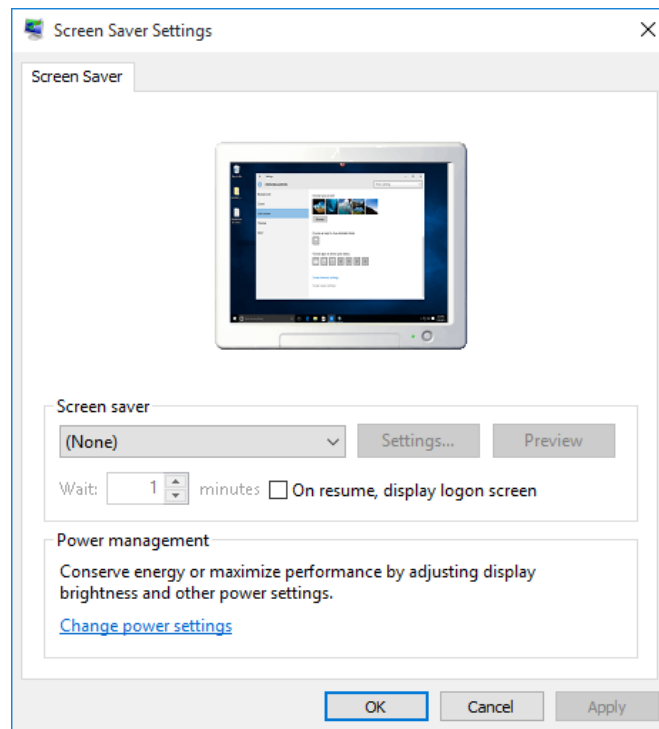
By default, Windows 10 does not use a screen saver at all. To change this (or change the screen saver that has been previously applied), click the “Screen saver settings” link at the bottom of the “Lock screen” sub-category of the Personalization category in the Settings window:



Alternatively, you can also access the same settings by opening the Control Panel, searching for “screen saver,” and clicking the “Change screen saver” link:



In either case, the Screen Saver Settings dialog will be displayed:



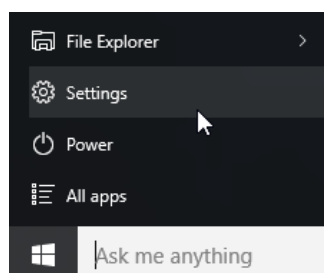
Clicking the “Screen saver” drop-down menu allows you to choose from a small selection of screen savers that are included with Windows 10. Once a screen saver has been selected, you can use the Wait increment box to choose when the screen saver is shown, and if you want to ask for user credentials when it is interrupted.

## ACTIVITY 5-2

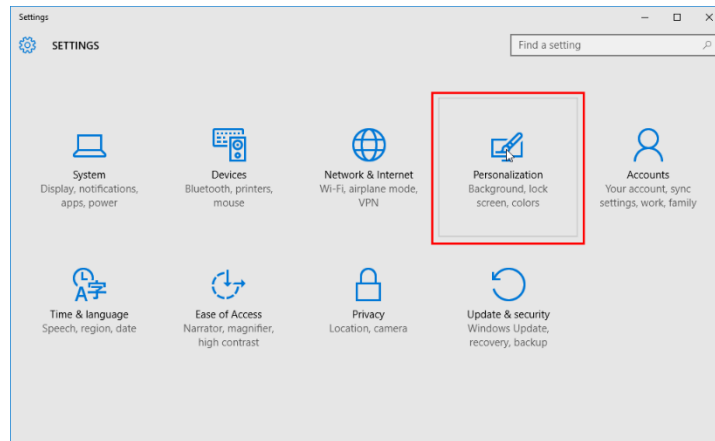
### Customizing the Lock Screen

Now that you are growing more comfortable with Windows 10, you would like to learn how to make it more your own by choosing a new Lock screen background and customizing which apps are displayed.

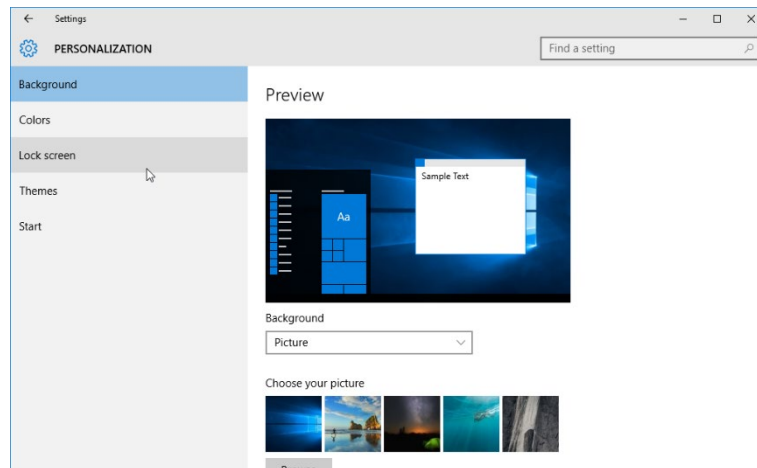
1. To begin, log into your Windows 10 account.
2. Open the Settings window by clicking Start → Settings:



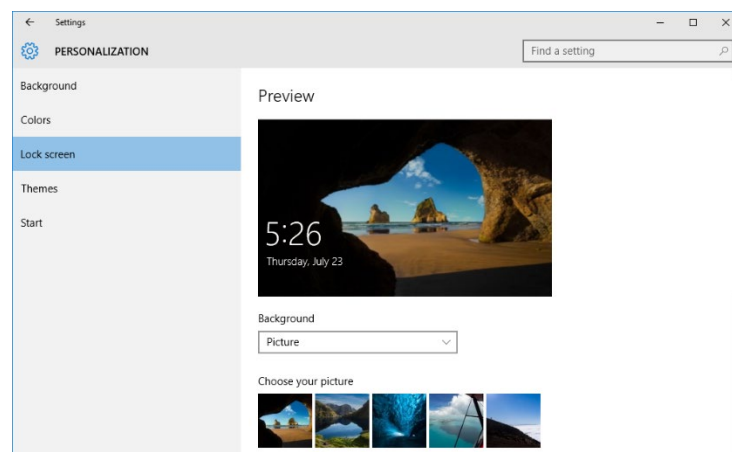
3. With the Settings window now open, click the Personalization category:



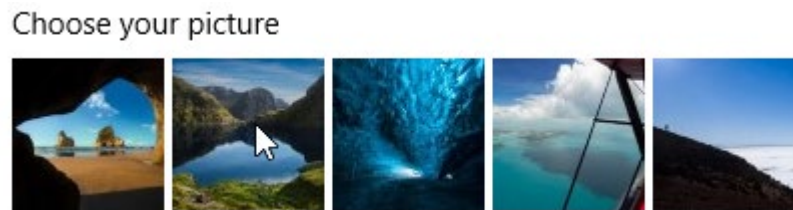
4. Now that the Personalization category is displayed, click the "Lock screen" sub-category:



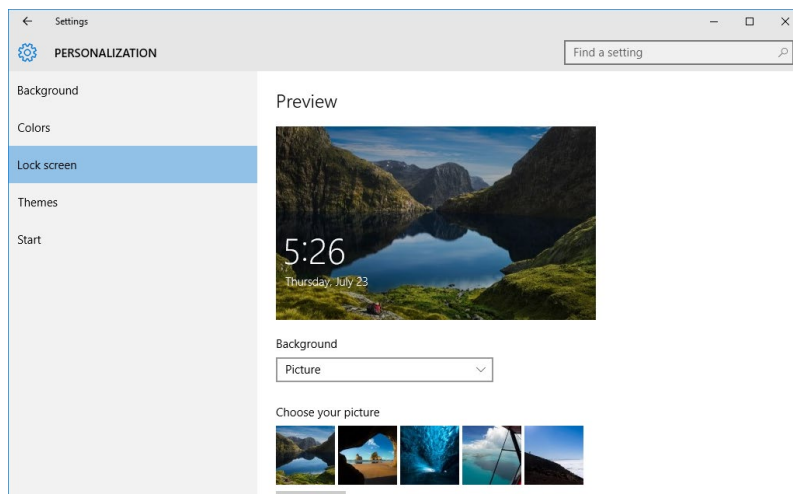
5. You will now see a preview of the current Lock screen, followed by a number of different settings:



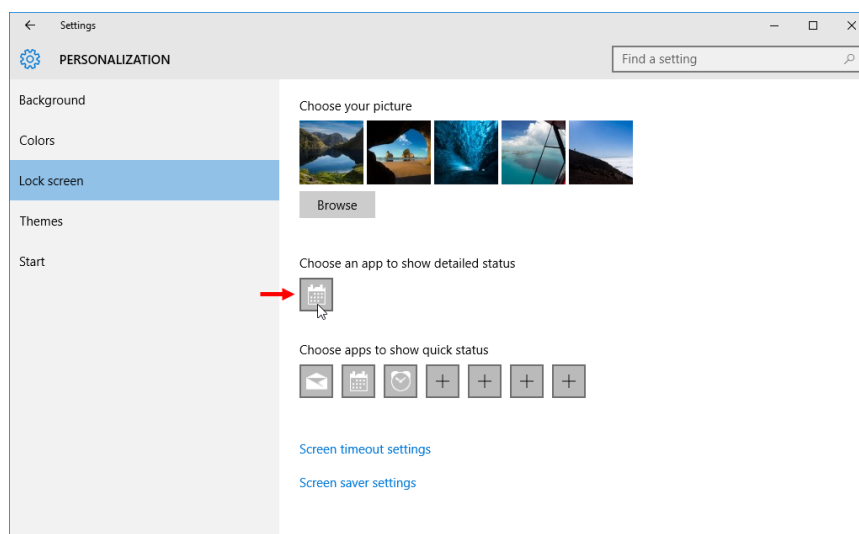
6. In the “Choose your picture” section, click a different thumbnail to apply it as a background picture:



7. The preview will update and show you how the Lock screen will look with the new background picture:

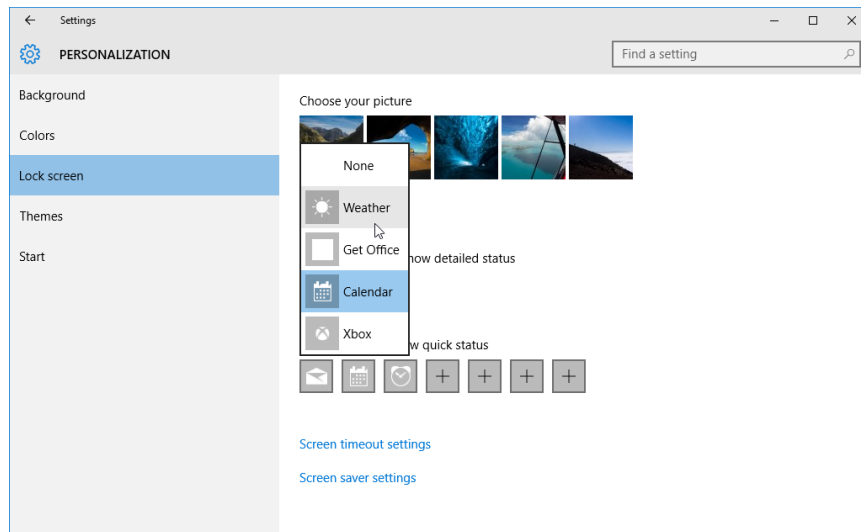


8. Scroll down in the window. You will see a series of icons that are used to choose which apps appear on the Lock screen. Under the “Choose an app to show detailed status” header, you will see the Calendar icon by default. Click it:

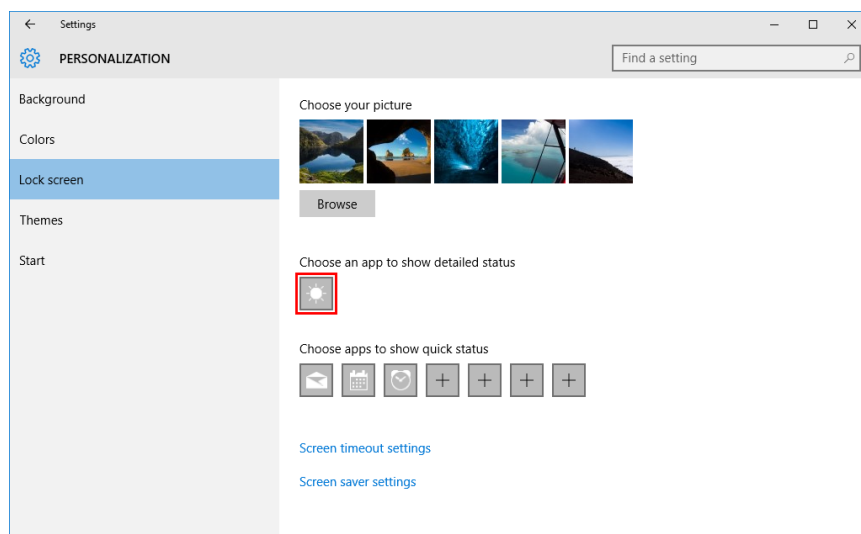


(If you see a different icon, you can still click it to display the same menu shown in the next step.)

9. A list of apps that are compatible with this feature will be shown. Click the Weather option:

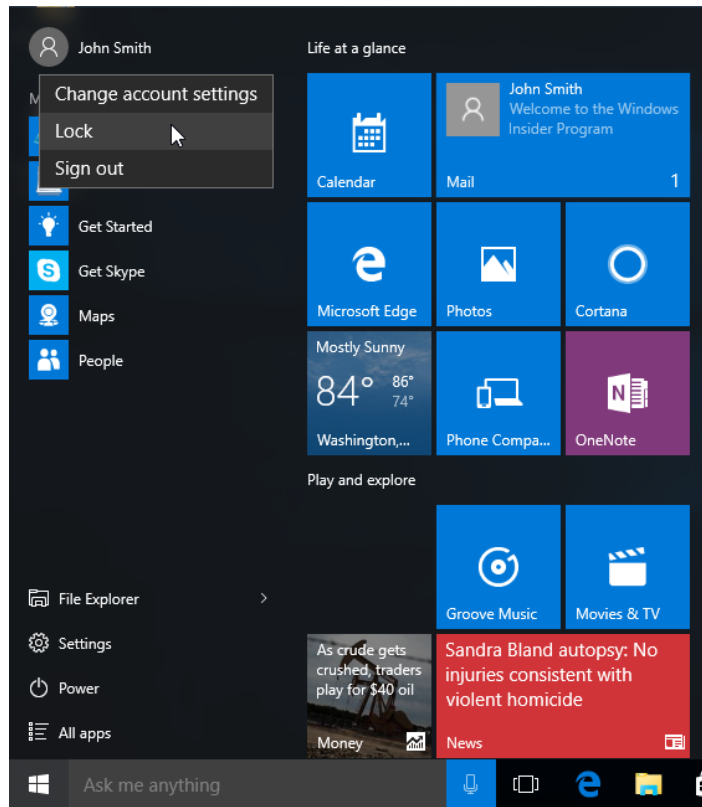


10. The Weather icon will now be shown under this header:

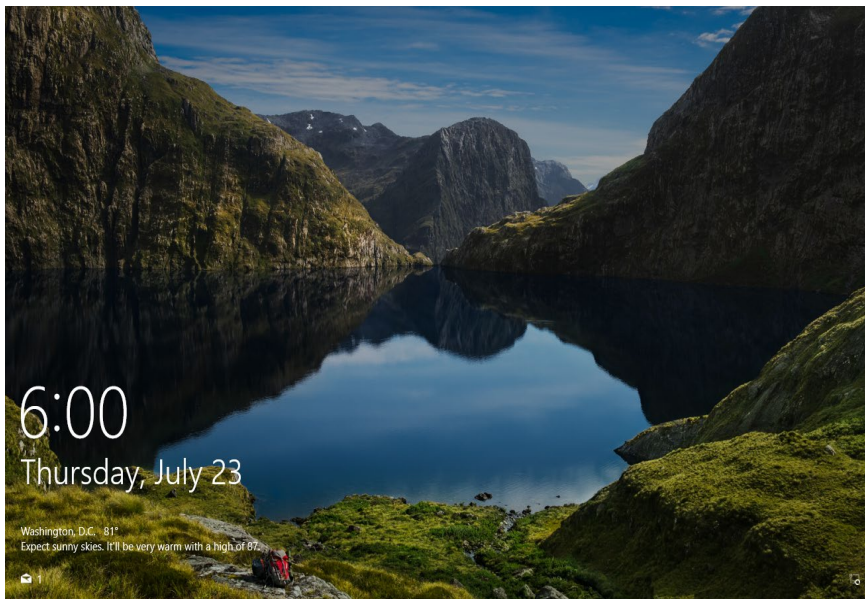




11. Close the Settings window and click Start → [Your Username] → Lock:



12. You will now see your newly customized Lock screen that includes a new background picture and weather details for your area:



This exercise is now complete.

# TOPIC C: Customize the Desktop

Just like with previous versions, Windows 10 allows you to customize the desktop by changing the background, color scheme, and theme. In this topic, you will learn how to customize the desktop.

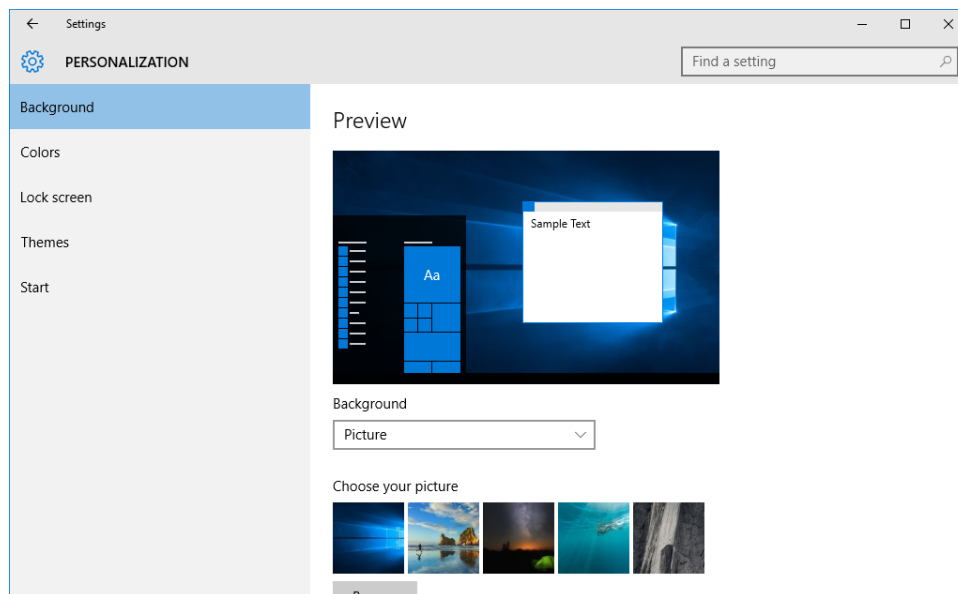
## Topic Objectives

In this topic, you will learn:

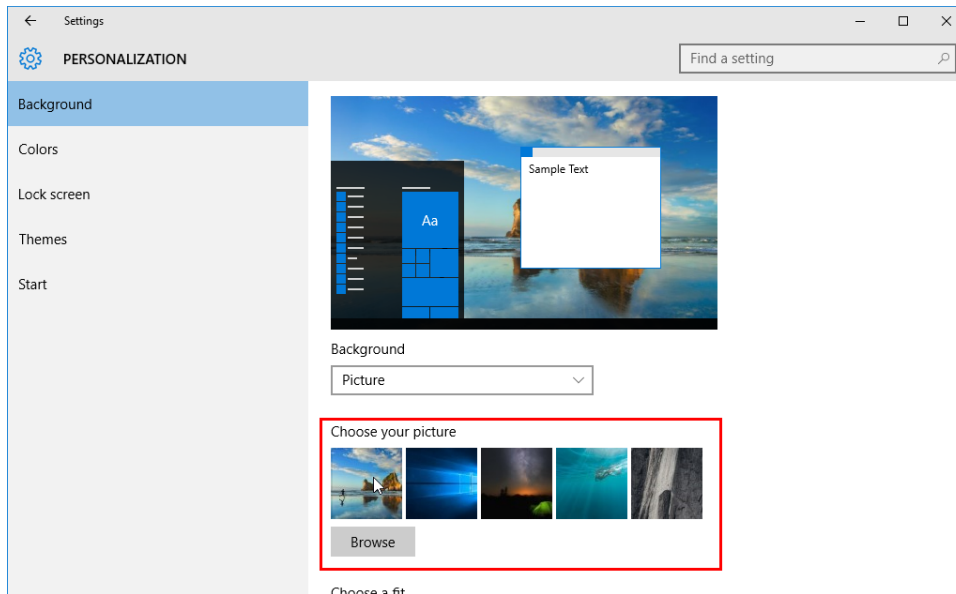
- How to change the desktop background
- How to change the accent color
- How to apply a theme

## CHANGING THE DESKTOP BACKGROUND

Just like you can change the background picture of the Lock screen, you can also change the background picture that appears on the desktop. To do this, open the Personalization category of the Settings window and ensure that the Background sub-category is displayed:



A preview of the current desktop will be displayed with a series of thumbnails listed below it. Click on any of these thumbnails to apply the related image or click the Browse button to find an image on your computer. Once you choose a new background image, this change will be reflected in the preview:



Once a picture has been applied, you can use the “Choose a fit” drop-down menu to choose how the image is positioned on your screen:

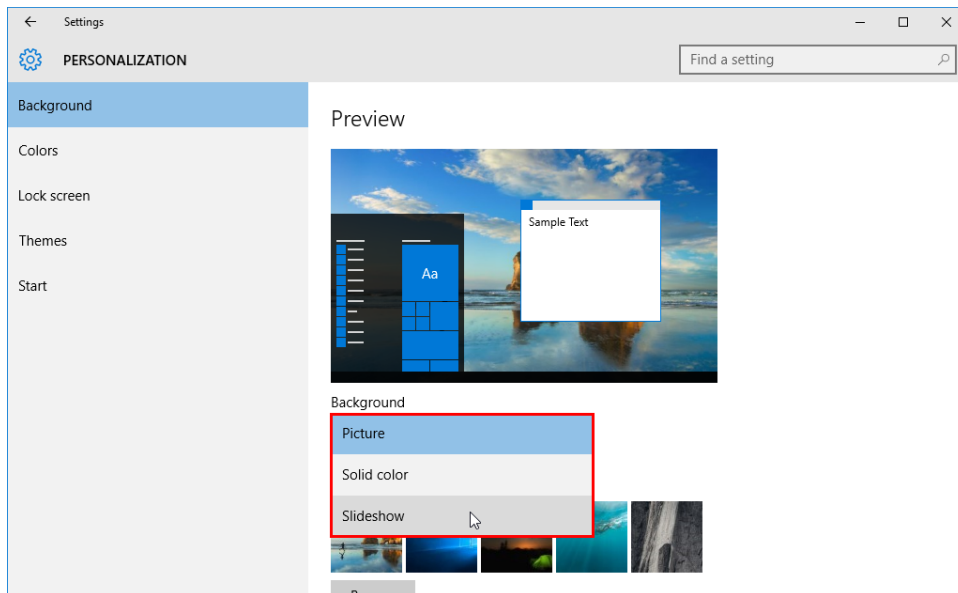
Choose a fit



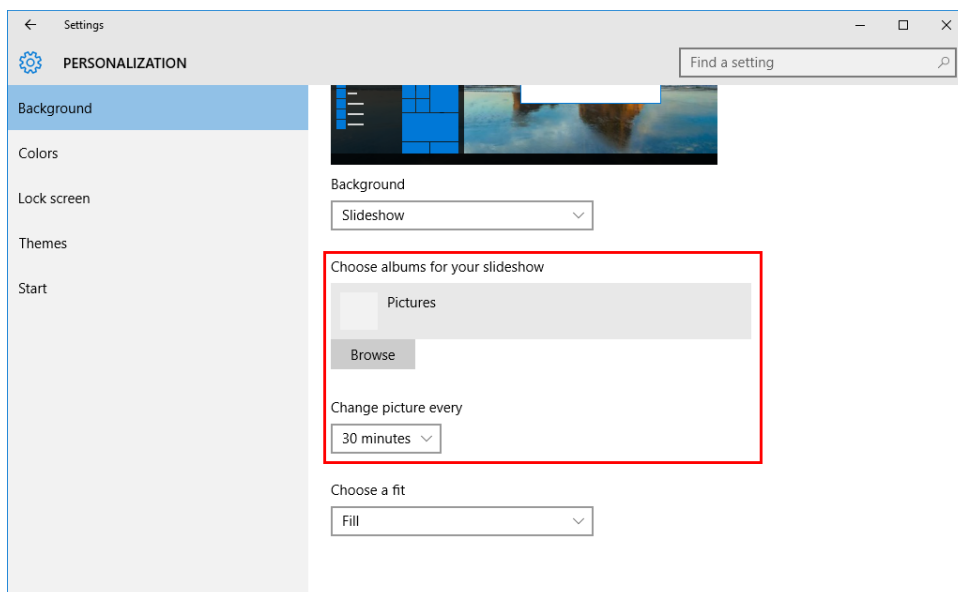
The options include:

- **Fill:** The selected picture will fill up your entire screen, but some of it may be cropped.
- **Fit:** The selected picture will re-sized to fit your screen horizontally, but blank areas may appear above or below it.
- **Stretch:** The selected picture will be stretched to fit your screen from top to bottom, but it may appear distorted.
- **Tile:** The selected picture will be tiled across your screen evenly using its default size.
- **Center:** The selected picture will be centered using its default size, but blank areas may appear around it.
- **Span:** The selected picture will be stretched to fit two or more monitors that are connected to your computer. Ensure that the selected picture is wide enough for this purpose.

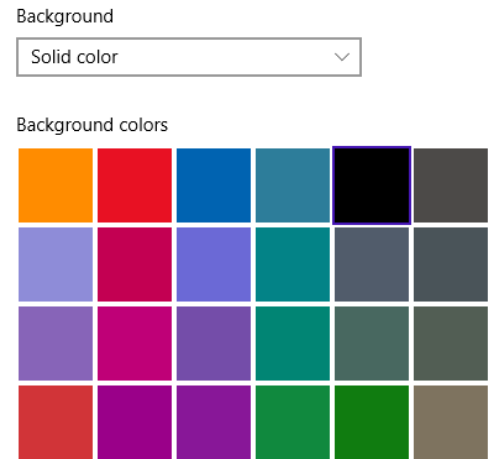
If you wish to have a steady rotation of desktop backgrounds so that the same image is not always displayed, you can click the Background drop-down menu and click Slideshow:



When the Slideshow option is selected, you will then need to select the folder in which the pictures to include in the slideshow are stored. Additionally, you can choose how often the picture is changed:

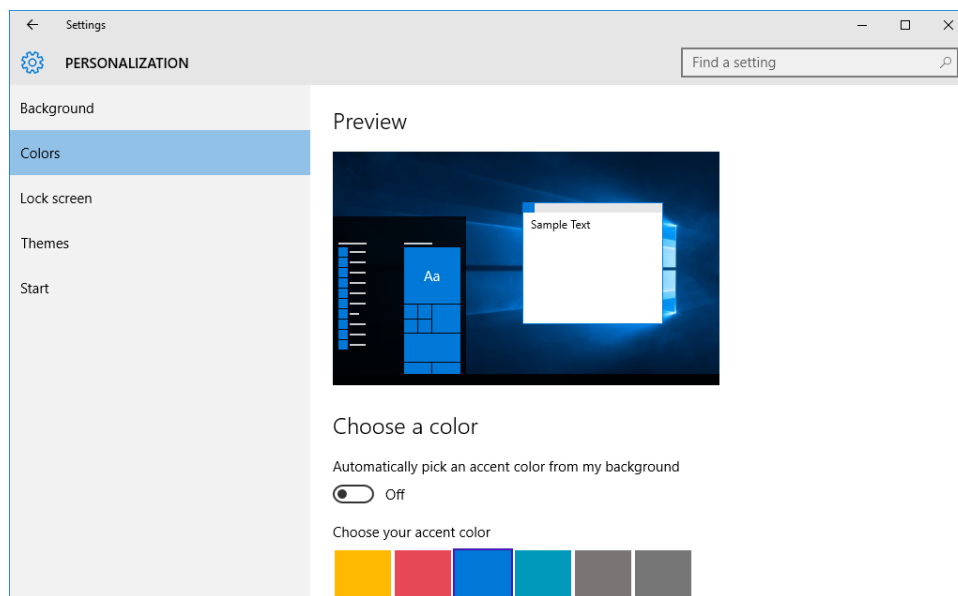


Alternatively, you can click the “Solid color” option under the Background drop-down menu. This option will allow you to choose from a variety of solid colors that you can use as a background:



## CHANGING THE ACCENT COLOR

To change the accent colors that Windows 10 uses for borders, tiles, icons, and tabs, first open the Colors subcategory of the Personalization category of the Settings window:

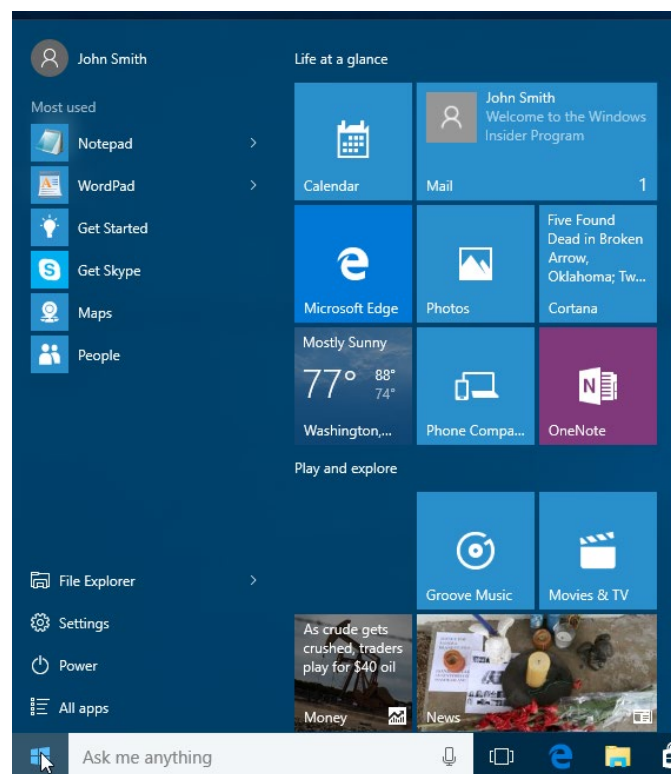


Like the other subcategories, you will see a preview of how the desktop looks with the current settings.

Below the preview you will see a toggle that can be used to source the accent colors from background picture. (For example, if your background includes lots of red, a shade of red will be used for accents.) Below this, you will see a grid of color swatches that you can use to manually pick an accent color:



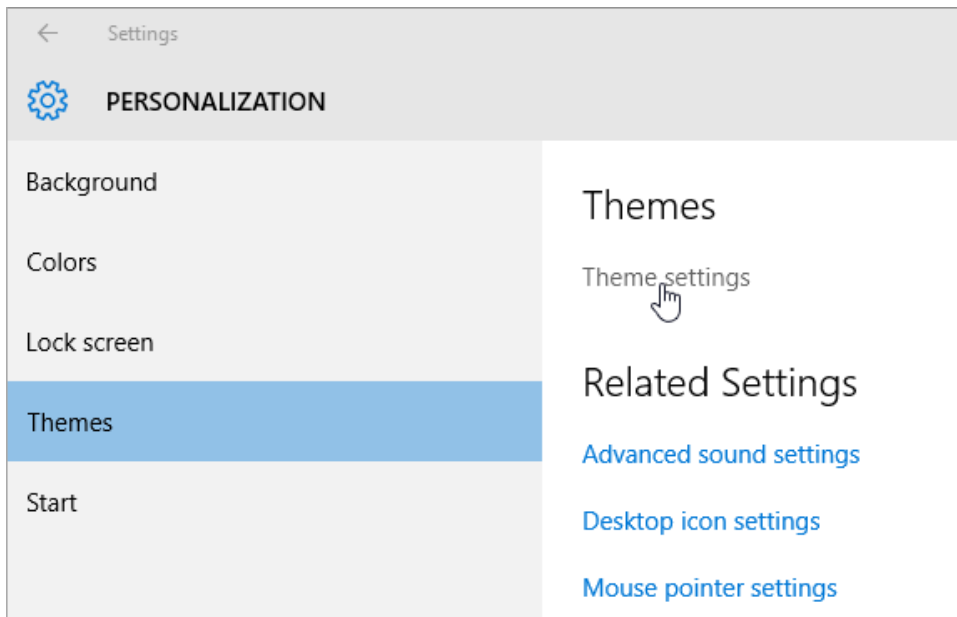
Below the color selection options, you will see a switch that is disabled by default. When enabled, it will show color on the Start menu, taskbar, and Action Center. For example, here you can see how the Start menu looks with this option enabled while a shade of blue is the accent color:



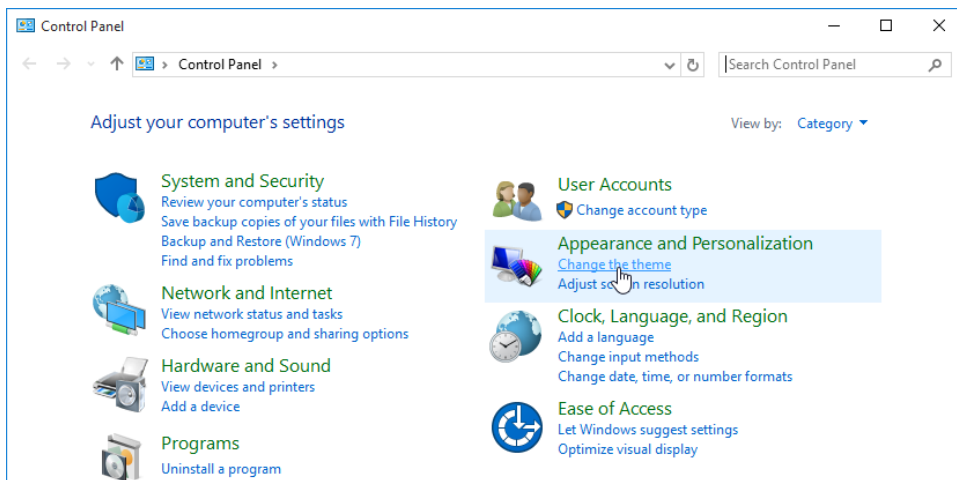
Below this toggle you will see another option that you can use to make the Start menu, taskbar, and Action Center transparent. Finally, the “High contrast settings” link will display the “High contrast” sub-category of the Ease of Access category in the Settings window.

## APPLYING A THEME

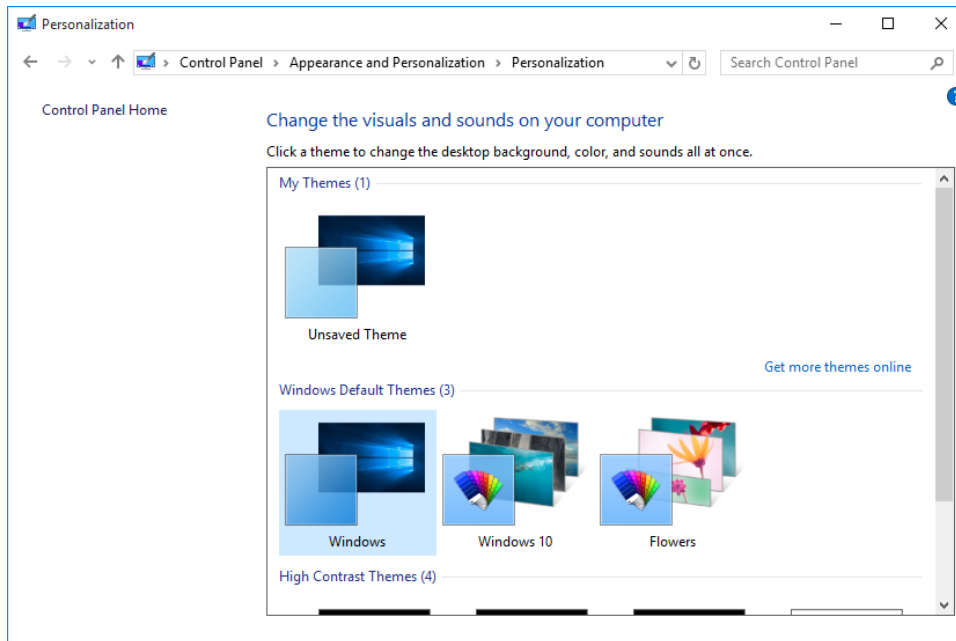
**Themes** are used to apply a consistent look and feel throughout the Windows environment. For example, a theme can change the background picture, accent color, and taskbar transparency settings all at one time. To apply a new theme, first open the Personalization category in the Control Panel. This can be done by clicking the “Theme settings” link within the Themes sub-category of the Personalization category in the Settings window:



Or, simply go through the Control Panel directly:



When open, you will see that the Personalization window includes a gallery of default themes that you can choose from:



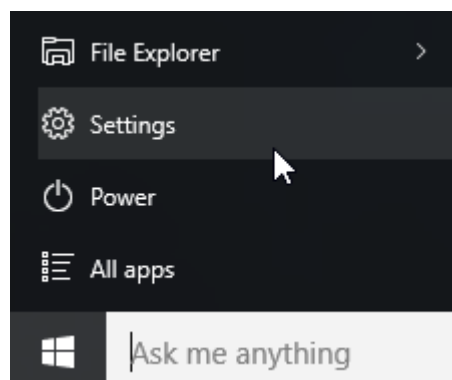
To apply a new theme, click on the theme in question. It will immediately be applied.

## ACTIVITY 5-3

### Customizing the Desktop

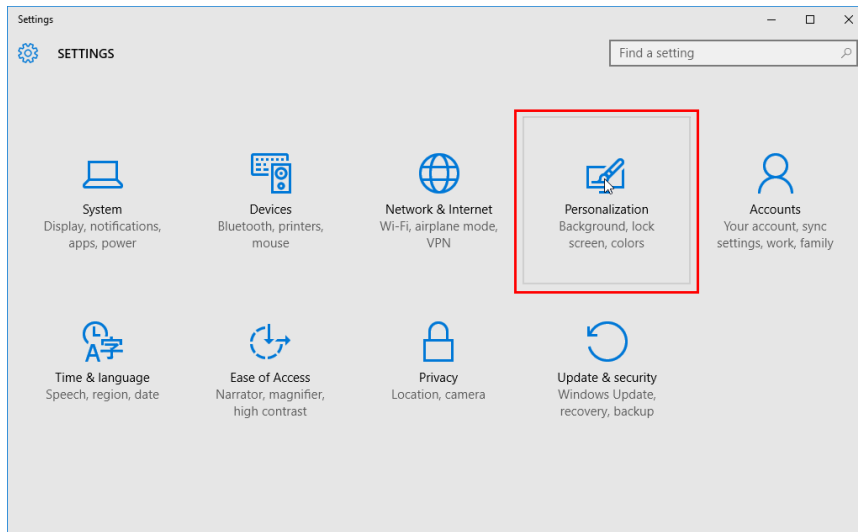
You would like to see the various different ways that you can customize the desktop and make it your own.

1. To begin, log into your Windows 10 account.
2. Open the Settings window by clicking Start → Settings:

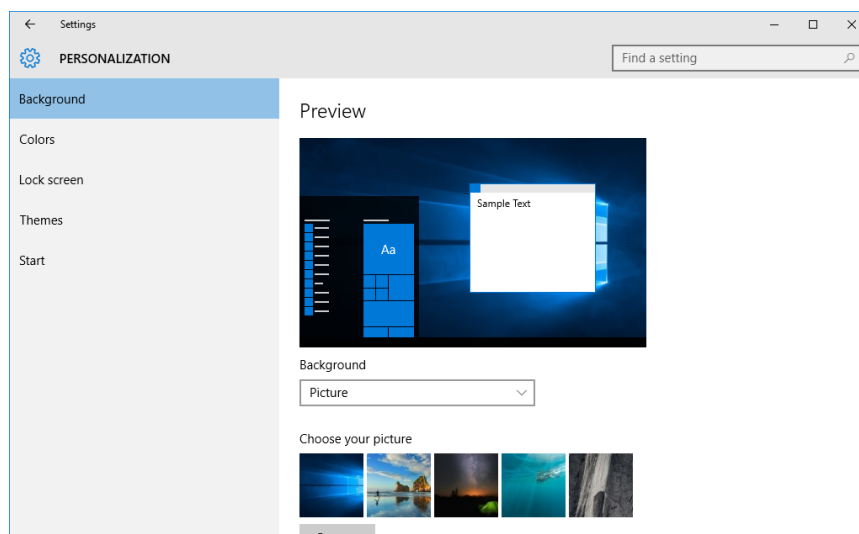




3. With the Settings window now open, click the Personalization category:



4. With the Personalization category now open, you should see the Background sub-category displayed. If not, select it:

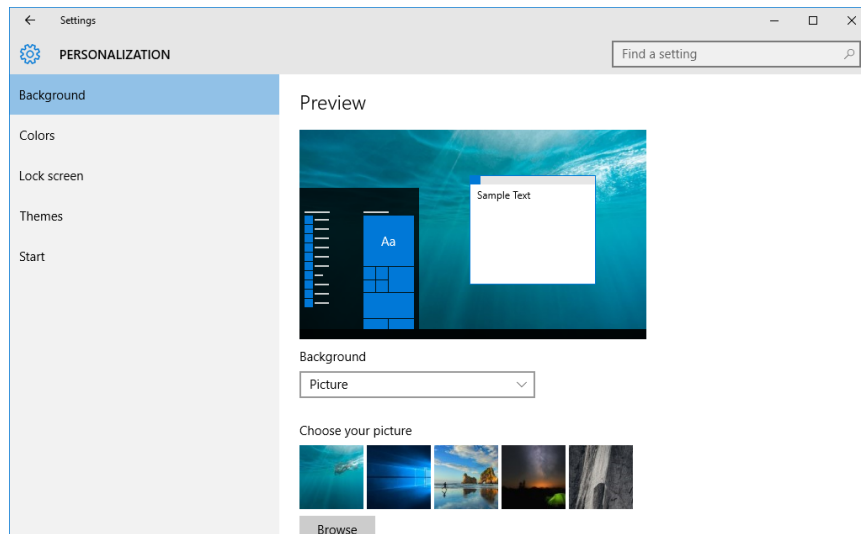


5. Apply a different background picture for your desktop by clicking one of the thumbnails that are presented:

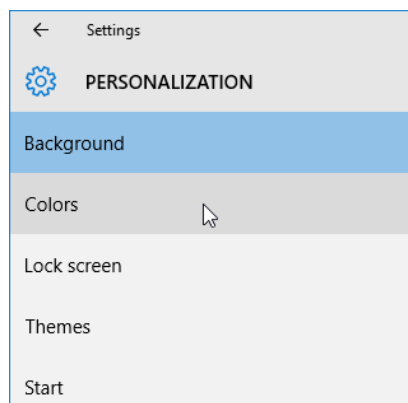
Choose your picture



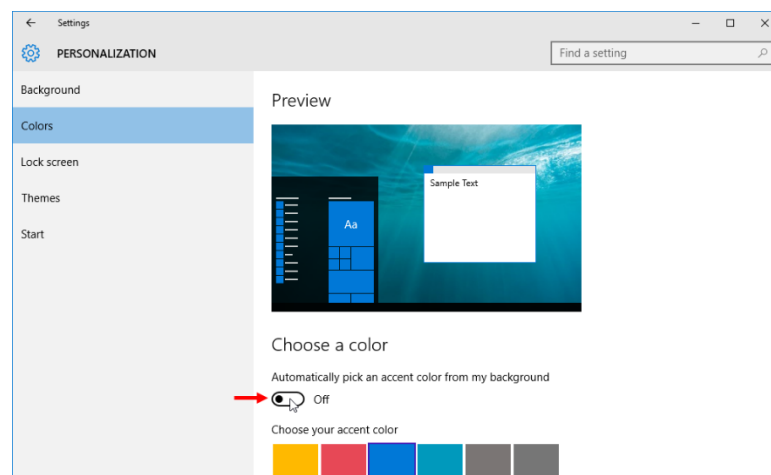
6. The preview of your desktop will change to incorporate the new background picture:



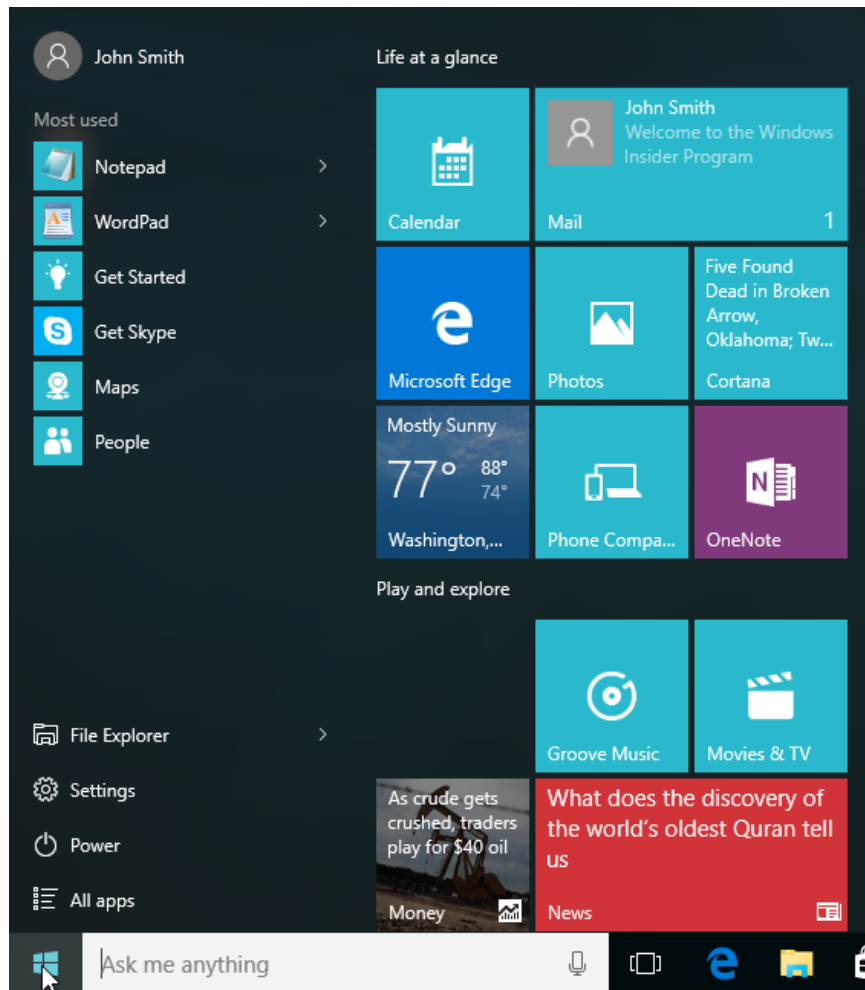
7. Click the Colors sub-category:



8. You would like the accent color to match the new picture that you selected. Click the “Automatically pick an accent color from my background” switch so it is in the On position:



9. All of the accent colors in Windows 10 will now match the new background. In this example you can see that the accent color is now a light blue:



10. Close the Settings window to complete this exercise.

## Summary

Over the course of this lesson you learned about the various ways that you can customize Windows 10. You should now know where you can access Windows settings, and you should be familiar with what settings are available. Additionally, you should now know how to customize both your Lock screen and your desktop in a number of different ways.



# **LESSON 6: USING WINDOWS 10 SECURITY FEATURES**

## **Lesson Objectives**

In this lesson you will learn how to:

- Configure passwords
- Use Windows Defender
- Store and share files with OneDrive

# TOPIC A: Configure Passwords

The password to your Windows 10 account is an important thing to consider. While it should be memorable, it should not be easy for others to guess. Aside from the standard alphanumeric password, you also have the option to add PIN and/or picture passwords so that you don't always have to type out a complicated password. Over the course of this topic, you will learn about the different types of passwords that Windows 10 has to offer you.

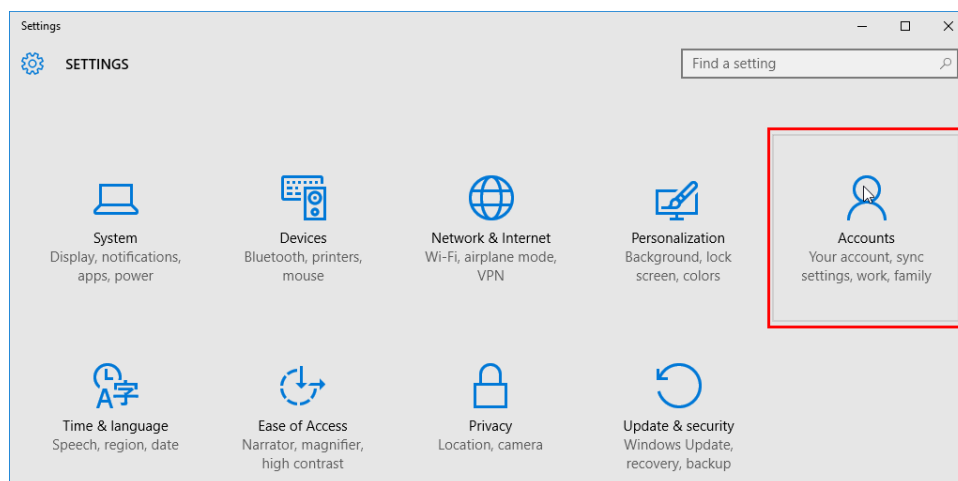
## Topic Objectives

In this topic, you will learn:

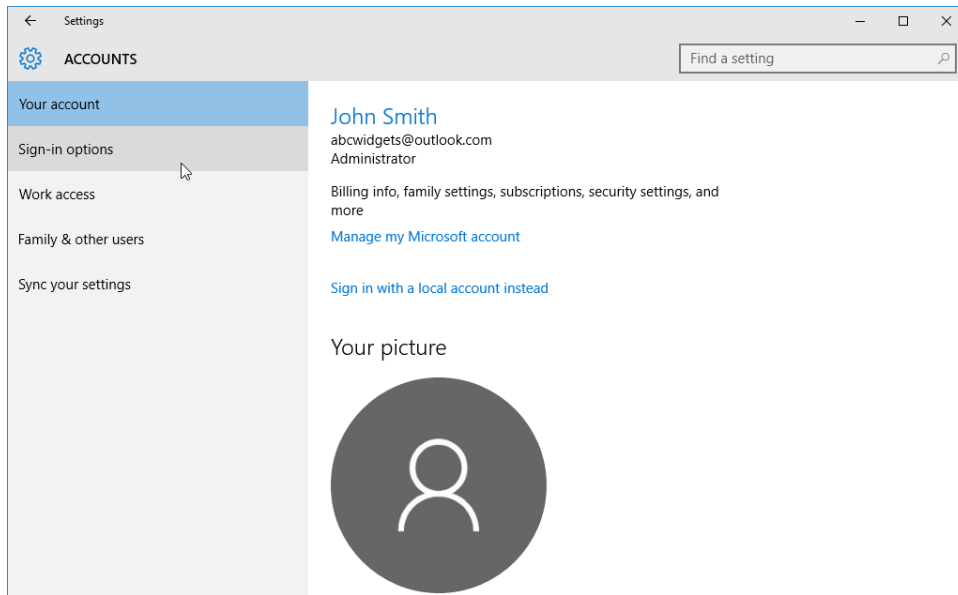
- About passwords
- How to add a PIN password
- How to add a picture password

## MANAGING PASSWORDS

Your Windows 10 account password is used for everything from logging into your account to buying apps and completing certain operations. You can change this password at any time by first opening the Settings window (Start → Settings), and then clicking the Accounts category:

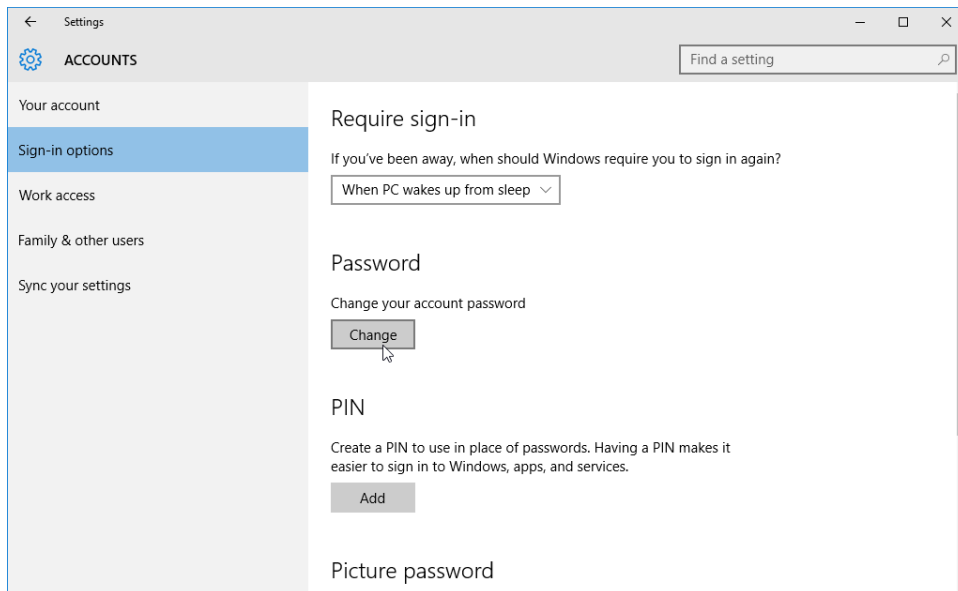


With the Accounts category displayed, click the “Sign-in options” sub-category:

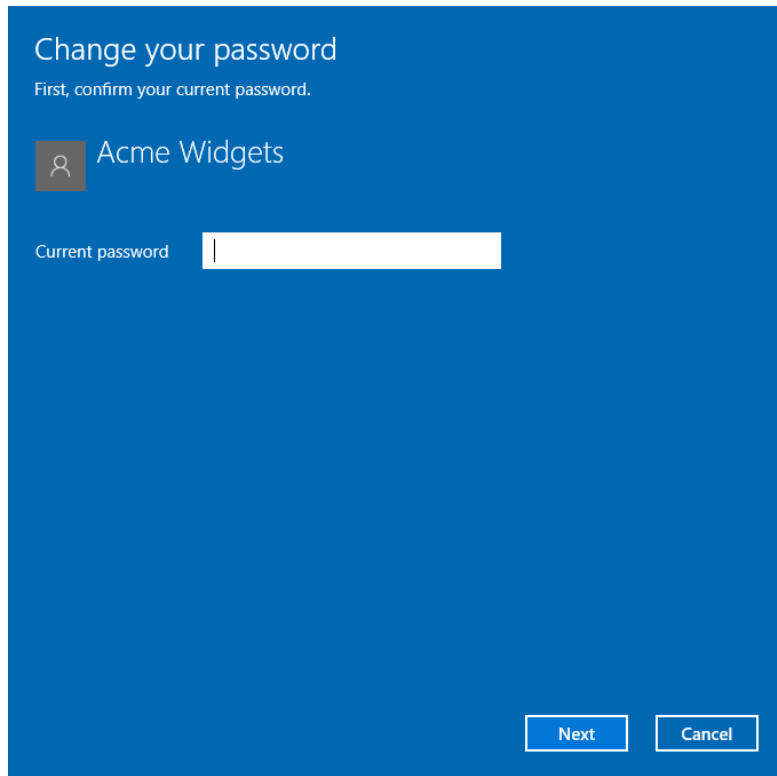


This sub-category includes several different settings that relate to your password. (You may see different options depending on what type of account you are using.)

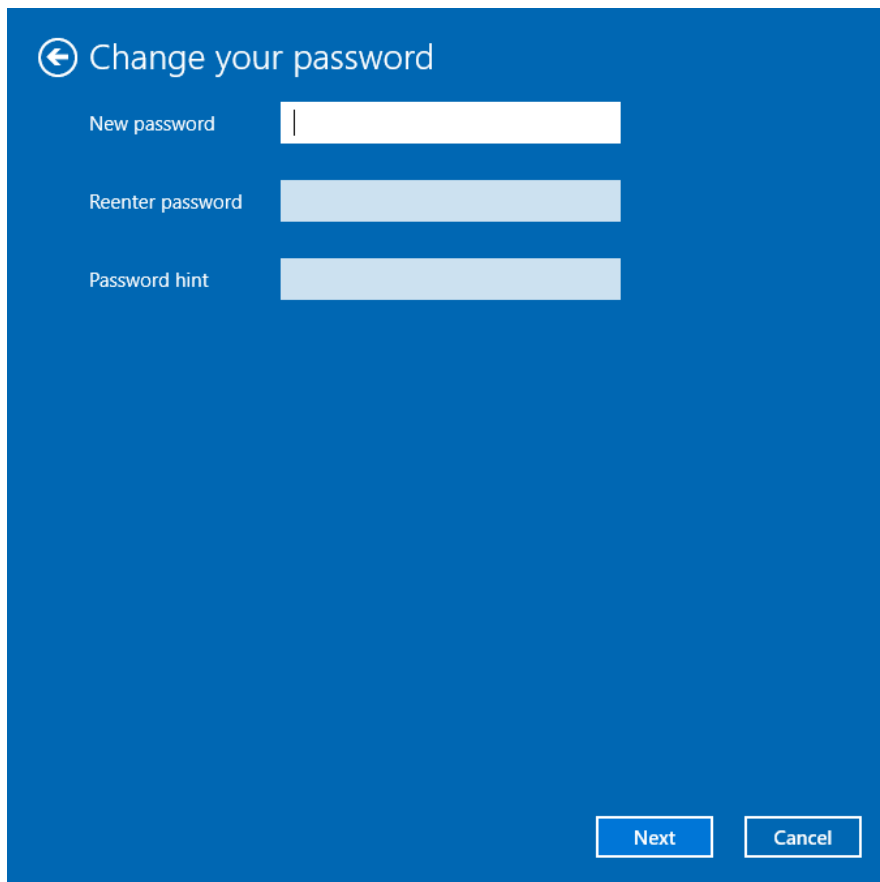
At the top, you will see the “Require sign-in” drop-down menu. This allows you to choose if you would like to have Windows require your password if your PC is woken up or remove that requirement entirely. To change your password, click the Change button under the Password category:



A pop-up dialog box will appear in which you need to enter your password to proceed:



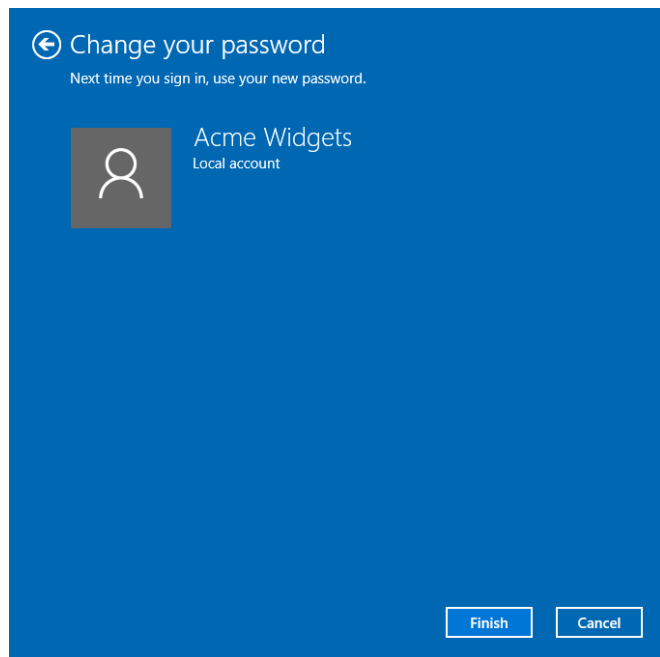
Once you enter your password and click Next, you will be prompted to enter your new password twice, as well as a hint:





Click the Next button once you have filled in the information. You will see a confirmation dialog box:

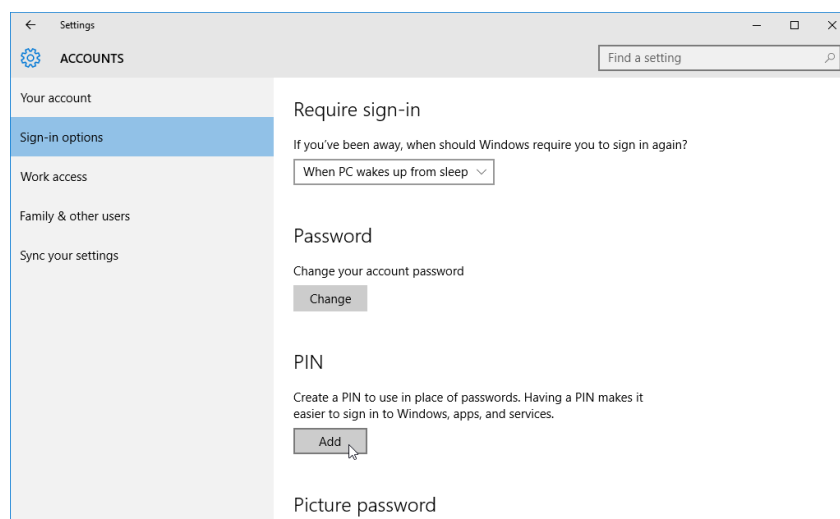
Click Finish to complete the process.



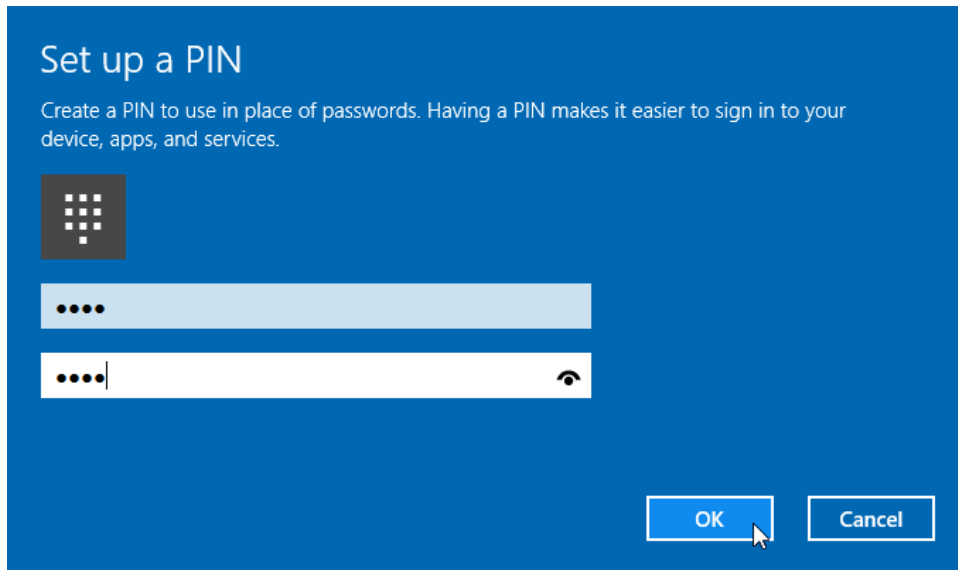
## ADDING A PIN PASSWORD

**PIN passwords** are simple numeric passwords that can be used in place of a regular password. The idea behind this is that you can much more easily log into your Windows device without having to type in a long password string.

To create a PIN password, first open the “Sign-in options” sub-category of the Accounts category of the Settings window. Next, click the Add button under the PIN header:



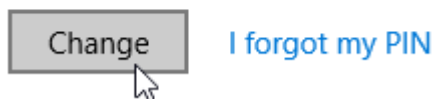
A pop-up will then ask you to enter your current password. Do so, and then you will be asked to enter and re-enter a PIN that you can use to access your account:



Once a PIN has been added, you can change it by clicking the appropriate Change button in the “Sign-in options” sub-category:

## PIN

You can use this PIN to sign in to Windows, apps, and services.



## ADDING A PICTURE PASSWORD

**Picture passwords** are similar to a PIN in that they offer you a simplified way to log into your account. Instead of having to type in your password, you recreate mouse gestures on a picture that you previously set up.

To add a picture password, click the Add button under the “Picture password” header:

## Picture password

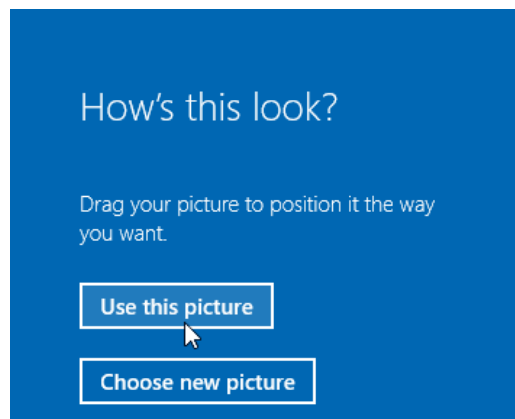
Sign in to Windows using a favorite photo



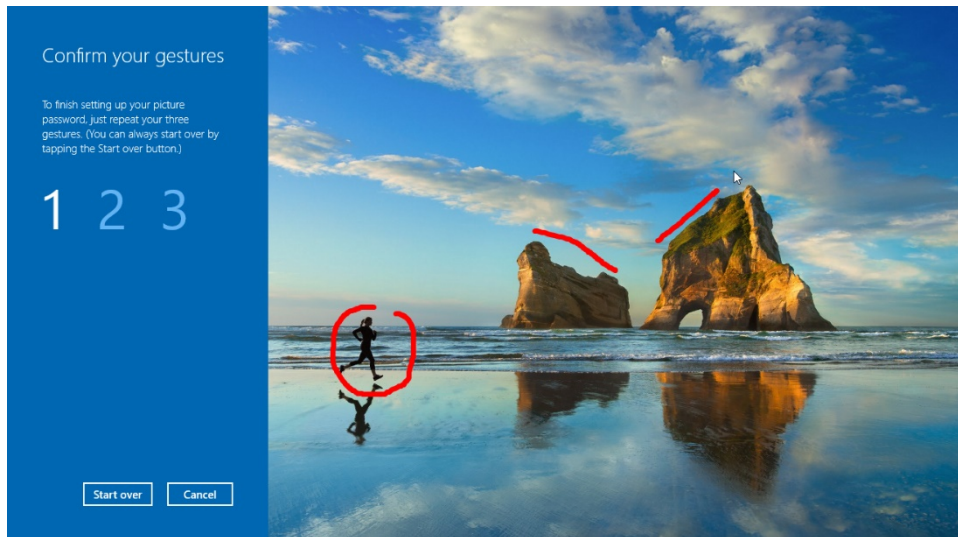
First you will need to enter your current account’s password. Once that is done, you will be presented with the Picture Password screen:



This screen allows you to choose between using the default picture or a picture of your own. In either case, you can position this picture within the frame however you like by clicking and dragging. When you are ready to create the picture password, click the “Use this picture” button:

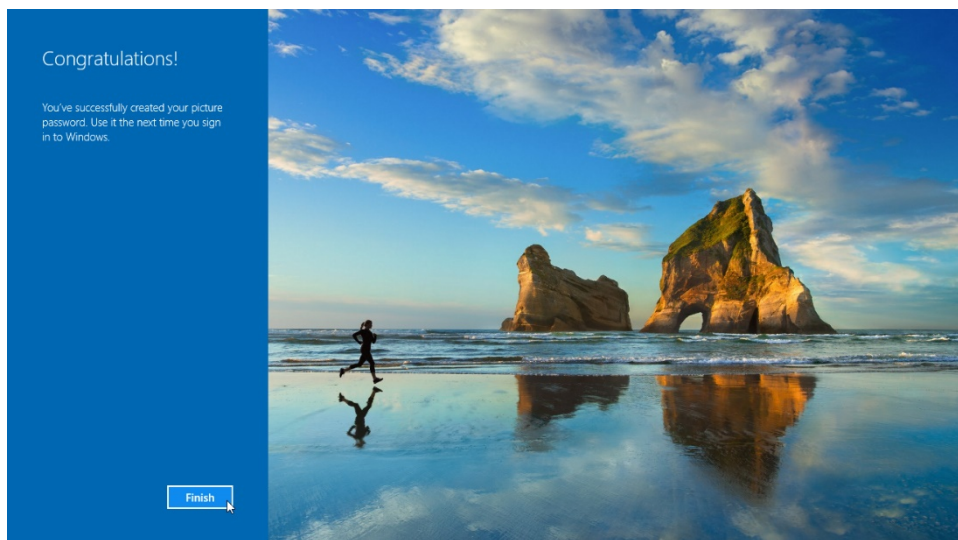


The first stage of the process is to use your mouse to draw (click and drag) three separate mouse gestures over the picture. For example, you could circle the runner and draw lines that follow the top of the rock formations:



(Remember that the direction in which you draw your gestures does matter.)

You will then be asked to repeat those same gestures. As you complete each gesture, the number of the gesture that you need to draw is shown. When you've successfully repeated the gestures, you will receive a confirmation:



After a picture password has been applied, you will see buttons to change it or remove it under the "Picture password" header:

## Picture password

Sign in to Windows using a favorite photo

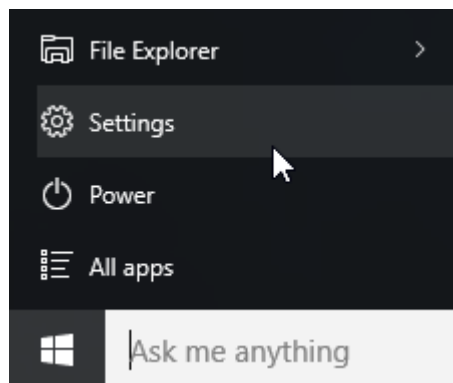


# ACTIVITY 6-1

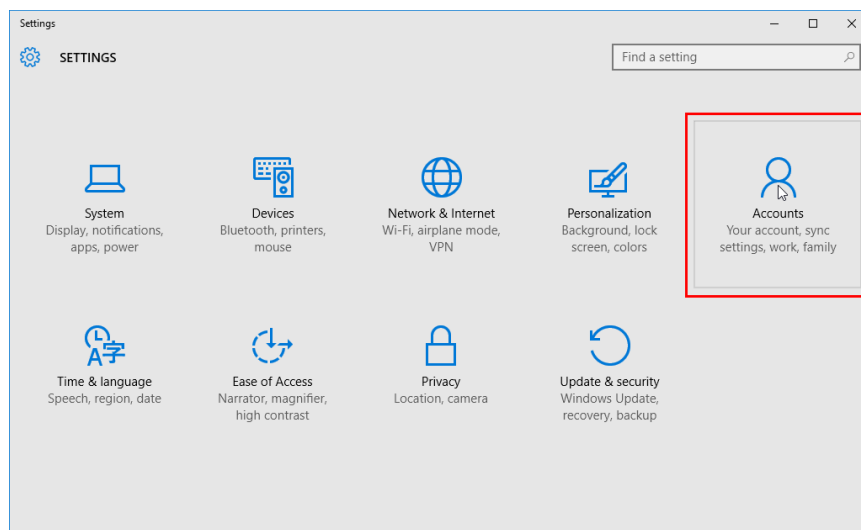
## Creating a PIN Password

To help save time when logging into your Windows 10 account, you are going to create a simple PIN password.

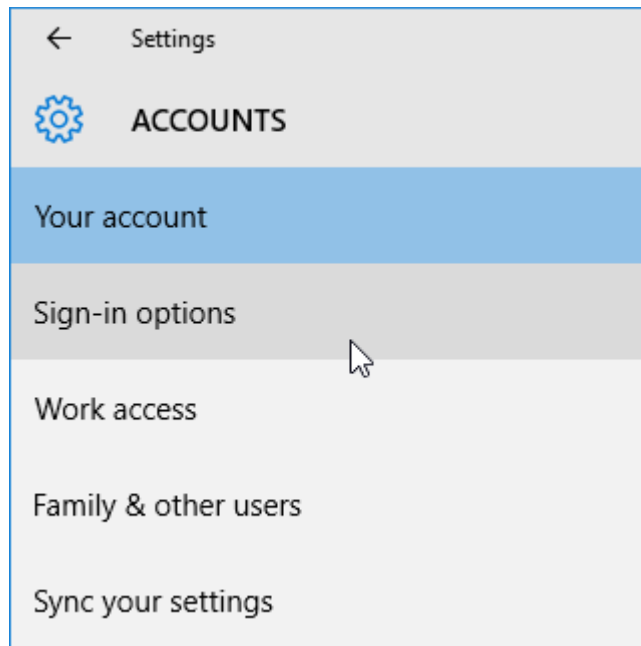
1. To begin, log into your Windows 10 account.
2. Open the Settings window by clicking Start → Settings:



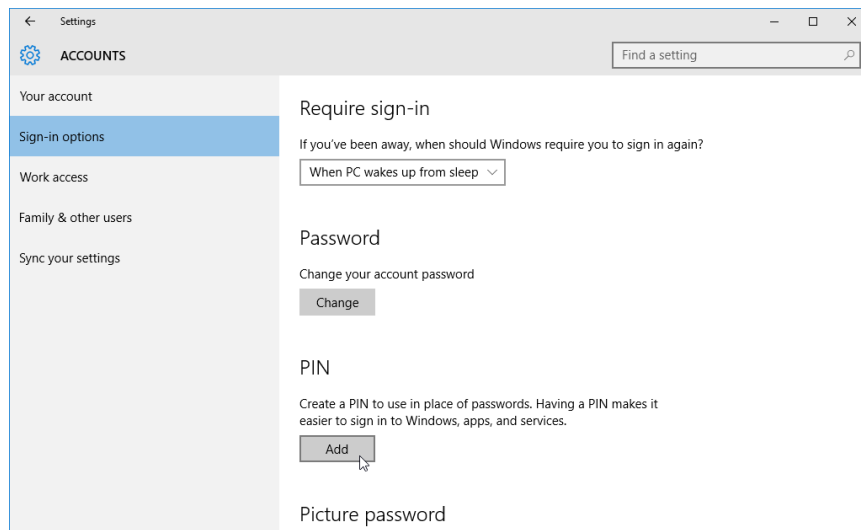
3. With the Settings window now open, click the Accounts category:



4. With the Accounts category now displayed, click the “Sign-in options” sub-category:

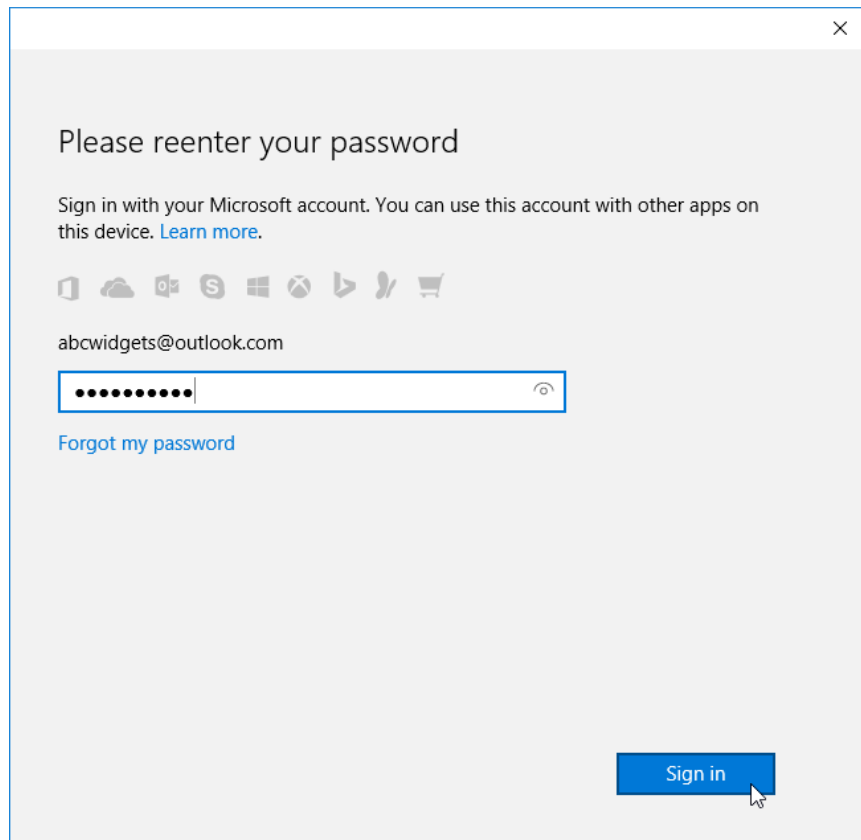


5. Under the PIN header, click the Add button:

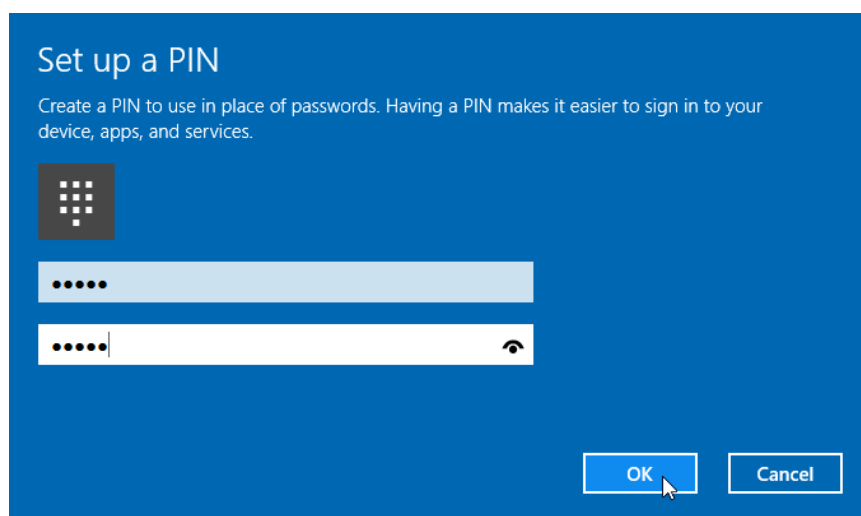


If this setting is not available, click through each of the sub-categories on the left-hand side of the Accounts category of the Settings window to complete the exercise.

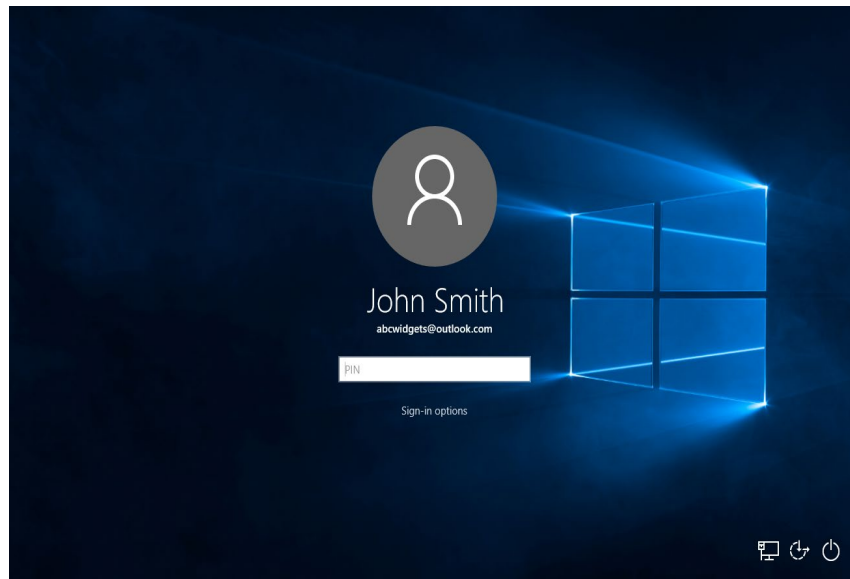
6. A pop-up dialog box will appear in which you need to enter your current password. Do so and click “Sign in:”



7. The “Set up a PIN” pop-up will now be displayed. Enter the PIN that you would like to use into both of the fields. Click OK:



8. With the new PIN now applied, close the Settings window. Press Win + L on your keyboard to lock your computer. Move past the Lock screen and you will see a text box in which you can enter your PIN:



9. Enter your PIN. You will automatically be logged into your Windows 10 account. This completes the exercise.



# TOPIC B: Use Windows Defender

While the Internet is an excellent resource and a major component of communication in today's world, it can also be a dangerous place for your computer. Over the course of this topic, we will learn about one of the key features that helps protect your computer from viruses and malware: Windows Defender.

## *Topic Objectives*

In this topic, you will learn:

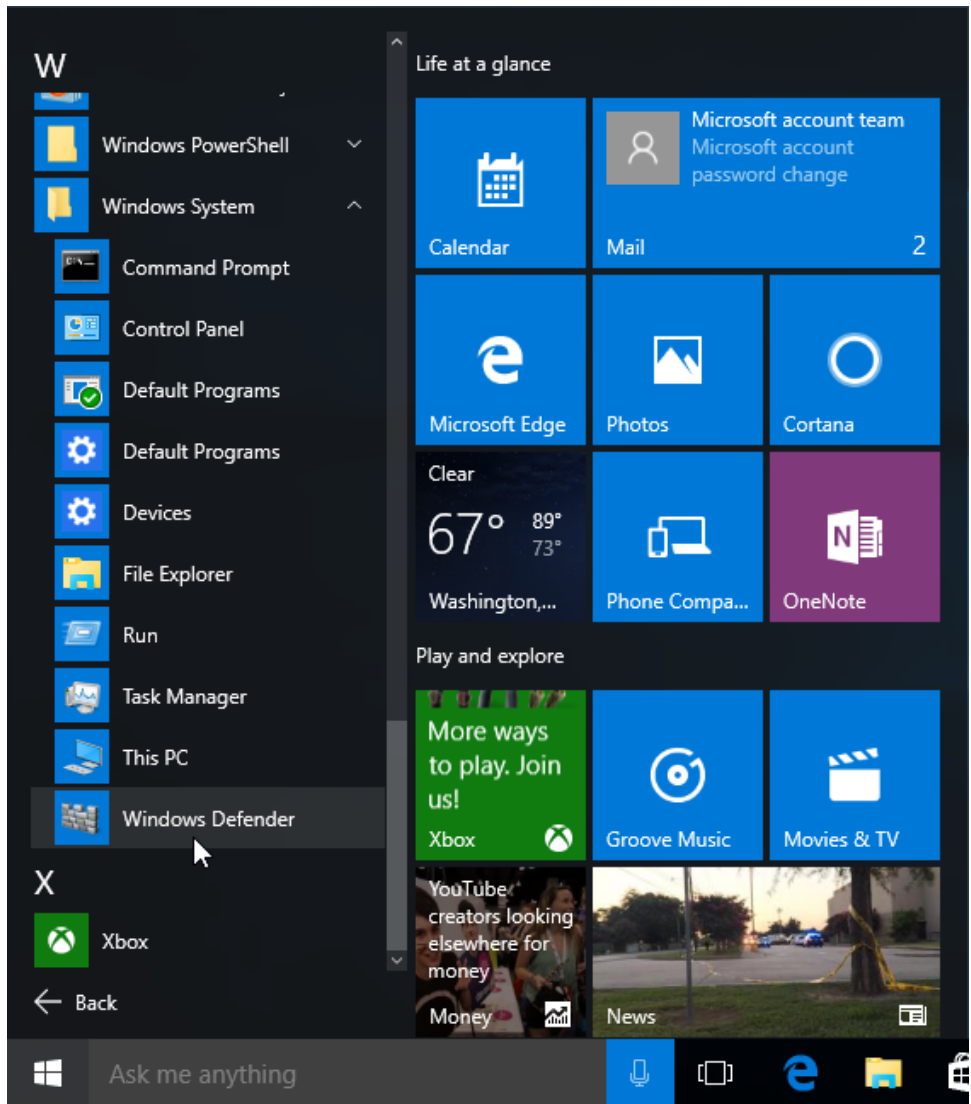
- About Windows Defender
- How to open Windows Defender
- About the Windows Defender interface
- How to modify Windows Defender settings

## **WHAT IS WINDOWS DEFENDER?**

Windows 10 includes a built-in antivirus package that is active as soon as you turn on your computer called **Windows Defender**. It is designed to protect your computer from a variety of threats found on the Internet. It will scan any files that are downloaded to your computer for malicious code. As this app is automated to ensure that it scans for threats on a regular basis and will update itself, you typically will not need to interact with it often. However, it is important to know how to work with it should the need arise.

## OPENING WINDOWS DEFENDER

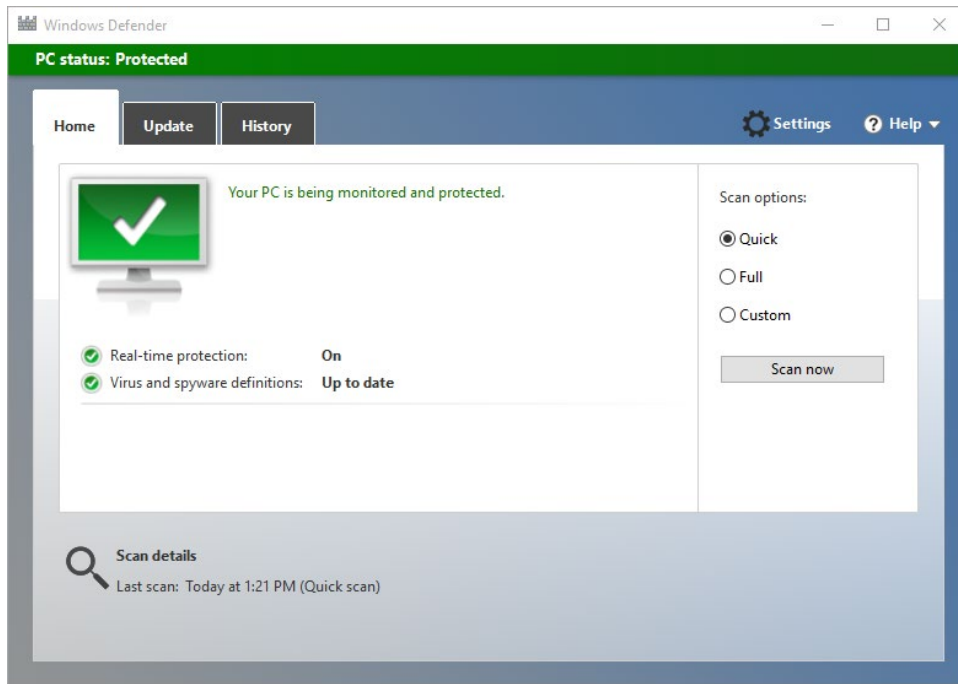
Windows Defender, unlike other third-party security products, is integrated right into the Windows 10 operating system. However, it does have an interface you may use to interact with it and its settings. To open Windows Defender using the Start menu, display the “All apps” list and click the Windows Defender listing within the Windows System folder:



(Alternatively, you can type “Windows Defender” into the search field and click on the most relevant result.)

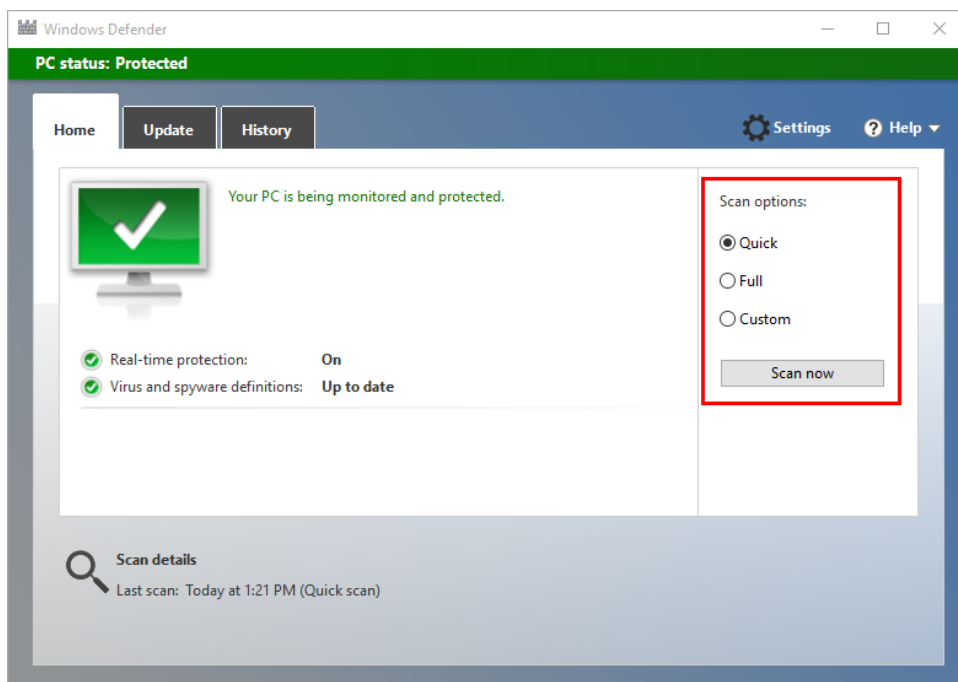
## OVERVIEW OF WINDOWS DEFENDER

When Windows Defender is opened, the following interface will be displayed:

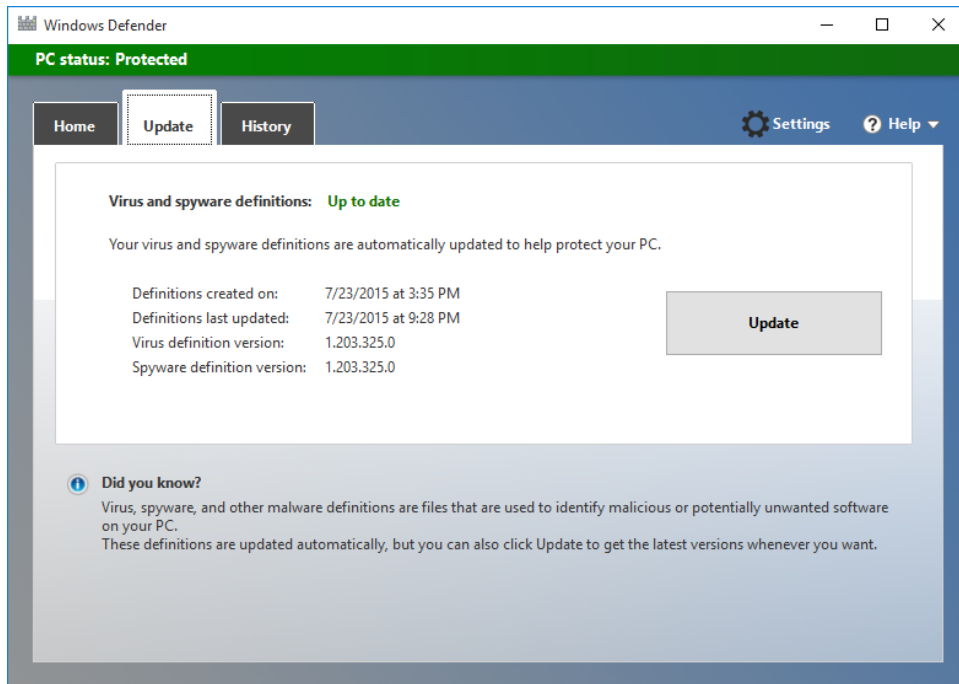


At the top of this window, you will see a color-coded bar that will indicate the current status of your antivirus protection. This bar will be green if no problem has been identified, yellow if there is a moderate problem, or red if there is a critical issue.

The main portion of the interface is divided into three tabs: Home, Update, and History. The **Home tab** will be displayed by default. It includes basic information about the current status of Windows Defender, including when it was last updated and when it last scanned your PC. You will also see controls on this tab to manually start a scan:

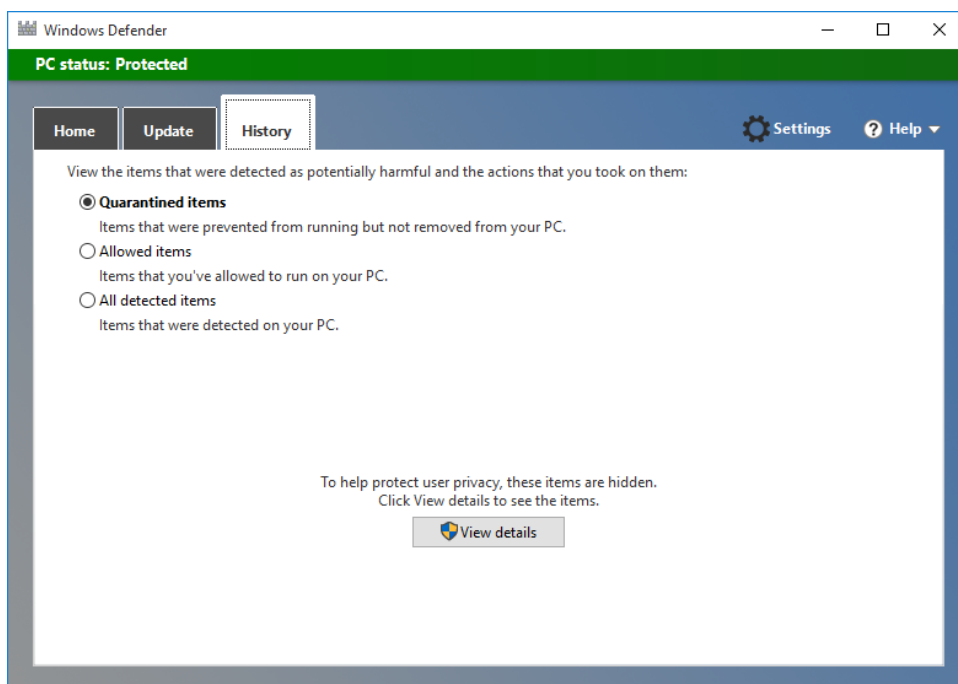


The **Update tab** displays detailed information about your virus and spyware definitions:



Definitions are used to identify threats, so they need to be updated constantly to keep your computer protected. This process is automatic by default, but you can start a manual update by clicking the Update button. The lower portion of this window will display helpful information about Windows Defender and the update process.

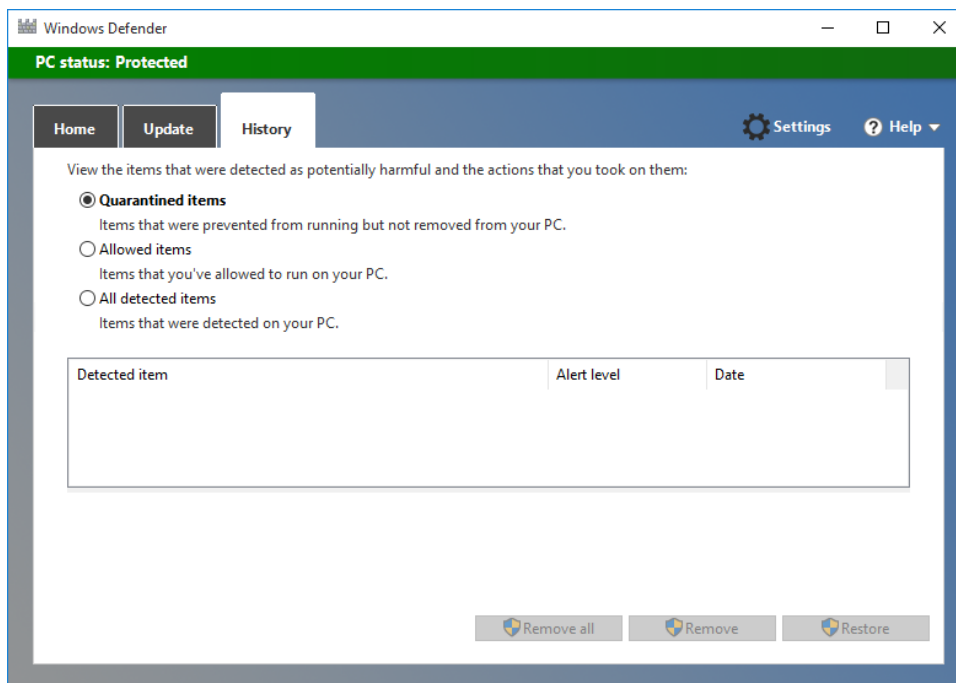
The **History tab** contains links to display items that Windows Defender has previously flagged as being potentially harmful for your computer, as well as the action you took:



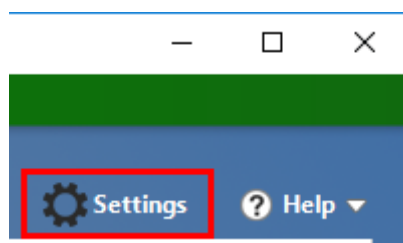
To view the history, you first need to select the “Quarantined items,” “Allowed items,” or “All detected items” radio button.

- **Quarantined items** will display any items that were prevented from being executed but are stored in a secure location.
- **Allowed items** will list any items that you’ve chosen to run despite being flagged as a possible issue.
- **All detected items** will show all items that have been detected.

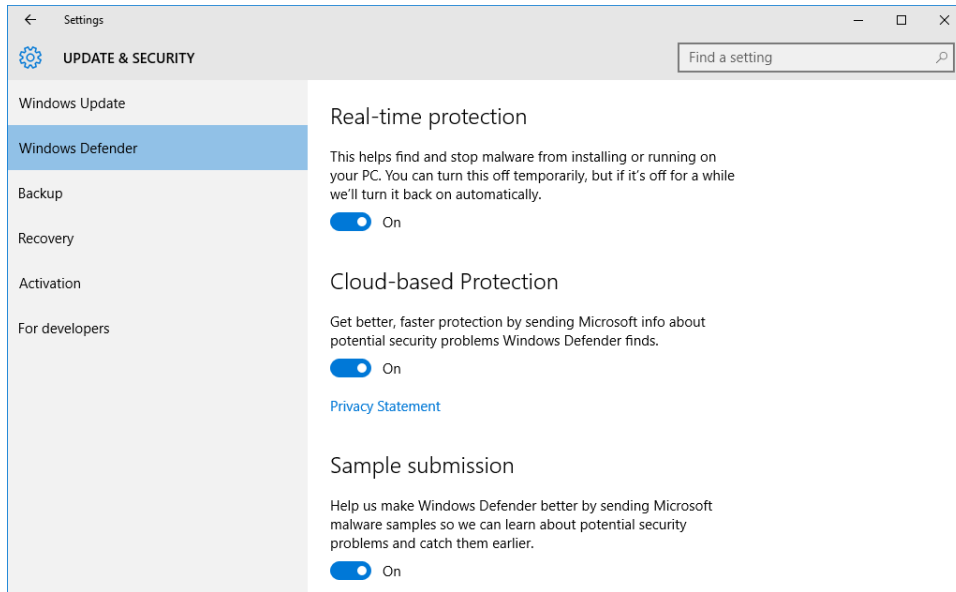
Once you’ve selected either of these options, click the “View details” button. A box will be displayed showing the item types you selected:



Near the upper right-hand corner of the Windows Defender window, you will also see the **Settings button**:



Clicking this button will open the Update & Security category of the Settings window to the Windows Defender sub-category. Here, you can find options to control how Windows Defender operates:



## CHANGING WINDOWS DEFENDER SETTINGS

In the Windows Defender sub-category of the Update & Security category on the Settings window, you will find all sorts of settings to control how the program works.

Let's break down each section in this sub-category:

<p><b>Real-time protection</b></p>	<p>This section contains only one setting, which is used to toggle Windows Defender's real-time protection on and off. Real-time protection alerts you immediately when malicious files are detected on your computer and should generally be left on.</p>
<p><b>Cloud-based protection</b></p>	<p>This section contains one setting and a link to Microsoft's privacy statement. This setting is used to control if you want to send information to Microsoft about a potential security problem or not.</p>
<p><b>Sample submission</b></p>	<p>The setting in this section allows you to toggle the ability for Windows Defender to send samples of any malicious items it detects to Microsoft to help them learn about it.</p>
<p><b>Exclusions</b></p>	<p>This section is used to add files, folders, file types, and file processes to the exclusion list. Any items on the exclusion list are not scanned by Windows Defender. You would typically add an item to this list if it is falsely detected as a threat.</p>

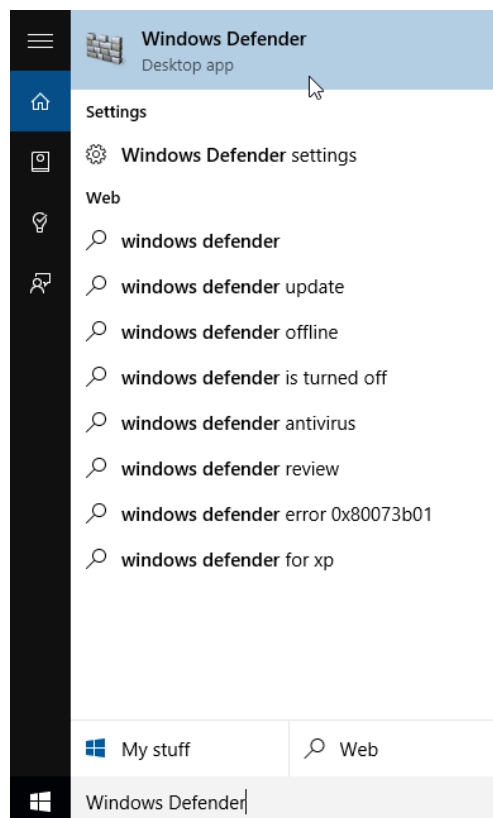
<b>Version info</b>	In this section you will see a list of version numbers that indicate what version each part of Windows Defender has last been updated to. Below this information you will see a link to open Windows Defender directly.
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## ACTIVITY 6-2

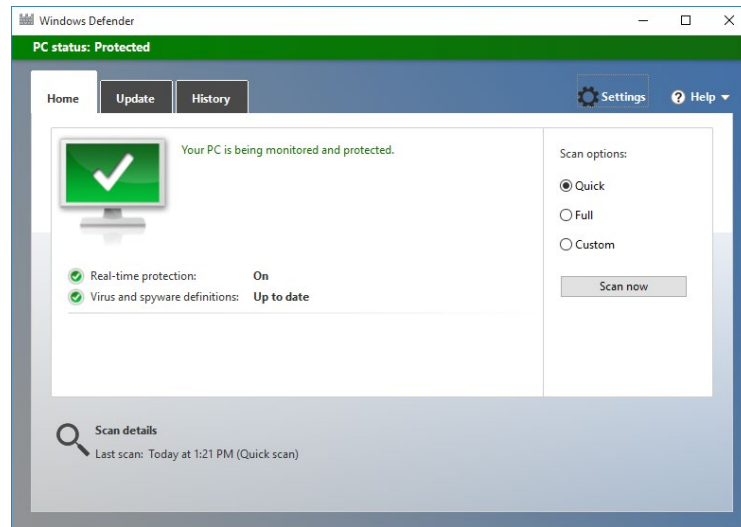
### Using Windows Defender

In order to ensure that your PC is protected, you would like to update Windows Defender and run a quick scan.

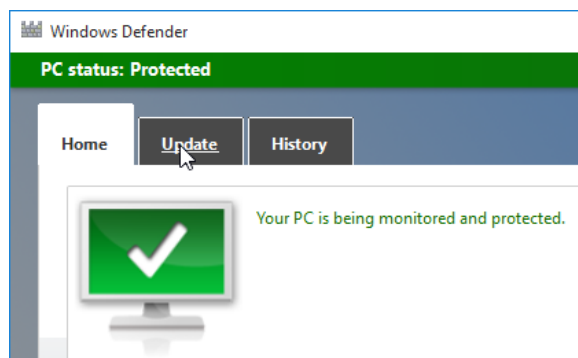
1. To begin, log into your Windows 10 account.
2. Inside the search box on the taskbar, type “Windows Defender” and click the top search result:



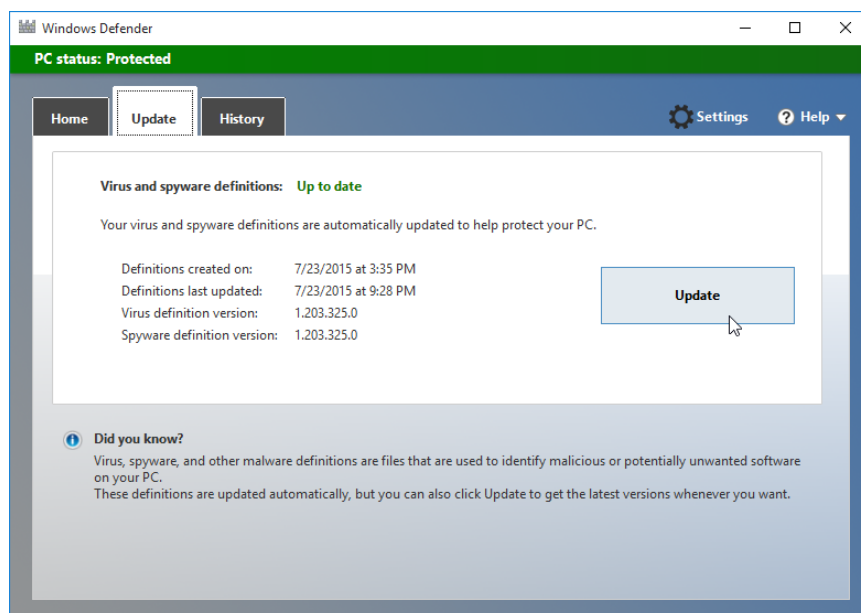
3. Windows Defender will now be open on your desktop:



4. Click the Update tab:

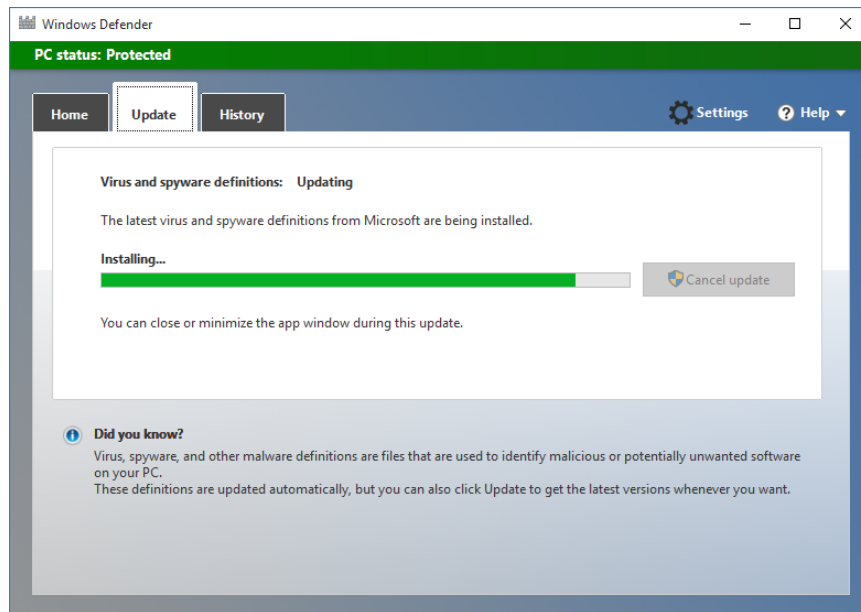


5. To ensure that Windows Defender is completely up to date, click the Update button:

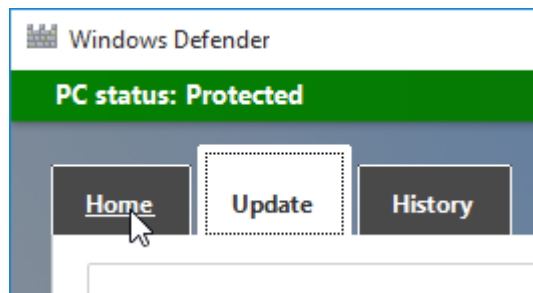




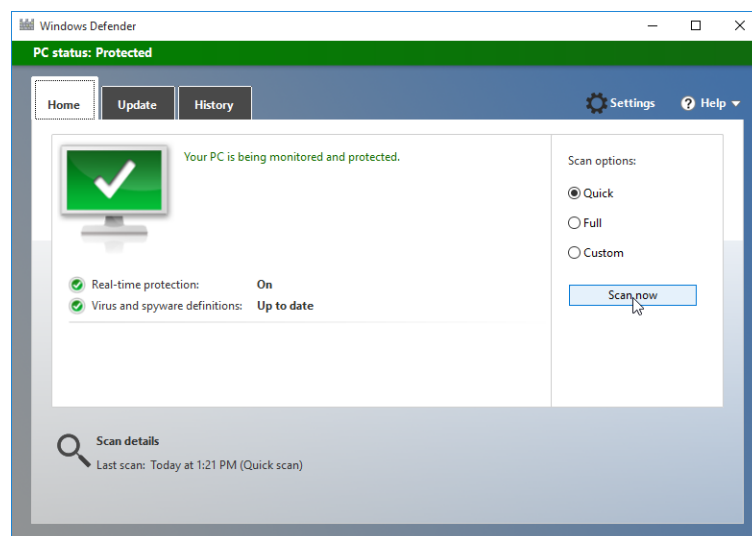
6. Windows Defender will then continue to download and install any updates that it might find:



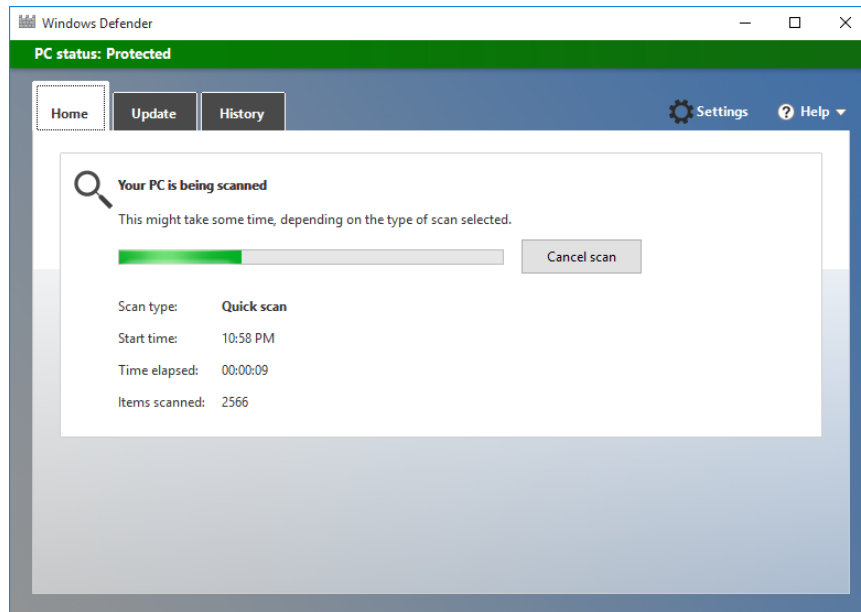
7. When the update process is complete, click the Home tab:



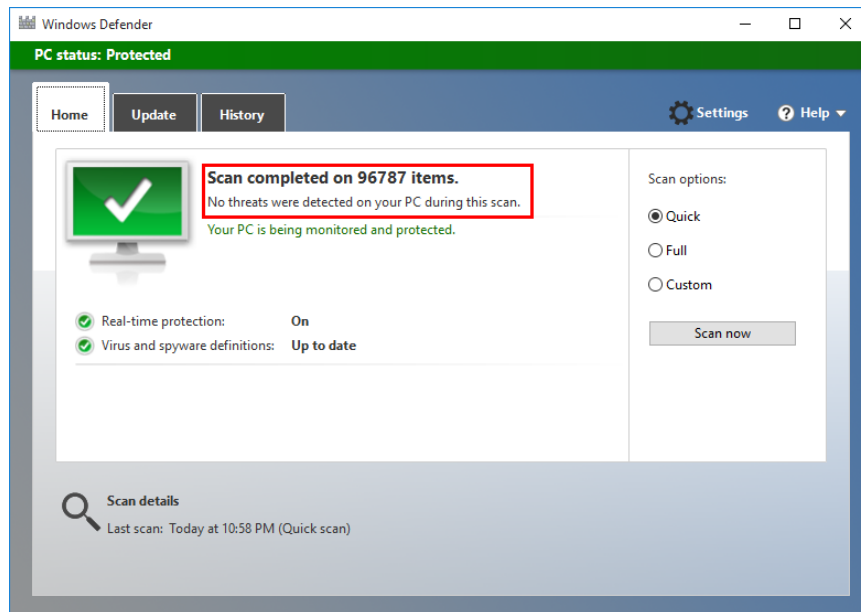
8. Ensure that the Quick radio button is selected and then click the "Scan now" button:



9. Windows Defender will now start to scan your PC for any malicious items:



10. When the scan is complete, you will see the results:



11. Close Windows Defender to complete this exercise.

# TOPIC C: Store and Share Files with OneDrive

Microsoft OneDrive continues to be an important feature in Windows that you can use to save, back up, and share files. Over the course of this topic, you will learn about OneDrive and how it works in Windows 10.

## **Topic Objectives**

In this topic, you will learn:

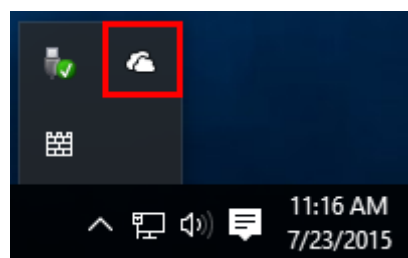
- About Microsoft OneDrive
- About the OneDrive notification icon
- How to view your local OneDrive folder
- How to view your online OneDrive folder
- How to upload files and folders to your OneDrive account
- How to change OneDrive settings

## **WHAT IS ONEDRIVE?**

**Microsoft OneDrive** (formerly known as SkyDrive) is an online storage service that can sync changes to files between devices and keep them safe while still allowing you to access them from anywhere. A OneDrive account is included with every Microsoft account (Outlook, Hotmail, Live, etc.) and will automatically be configured if you are using such an account to log into Windows.

## **USING THE ONEDRIVE NOTIFICATION ICON**

As OneDrive has been completely integrated into Windows 10, you will see its components scattered throughout it. In particular, if you examine the notification area, you will see a OneDrive notification icon:

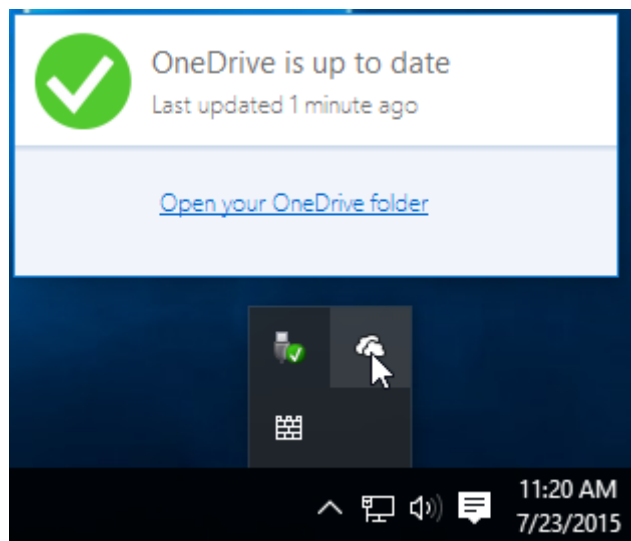


(You may need to click the “Show hidden icons” arrow to see it.)

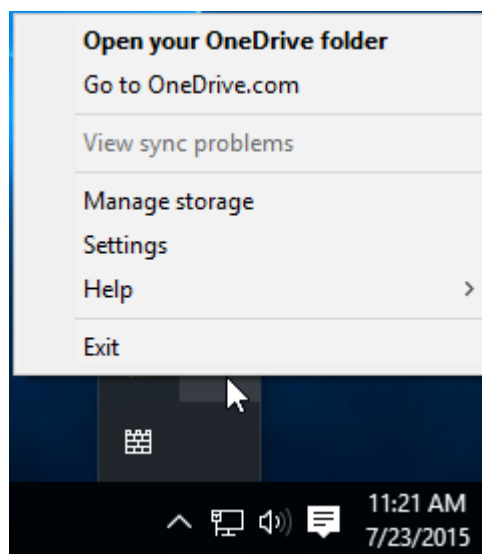
This icon will change to indicate any activity that is happening in your OneDrive account. For example, if you added an item to your OneDrive folder, it will change to show a blue circular arrow icon in the middle of it as it syncs that change with the online folder:



Clicking on this icon will show you when your OneDrive account was last synced, as well as provide a link to your local OneDrive folder:

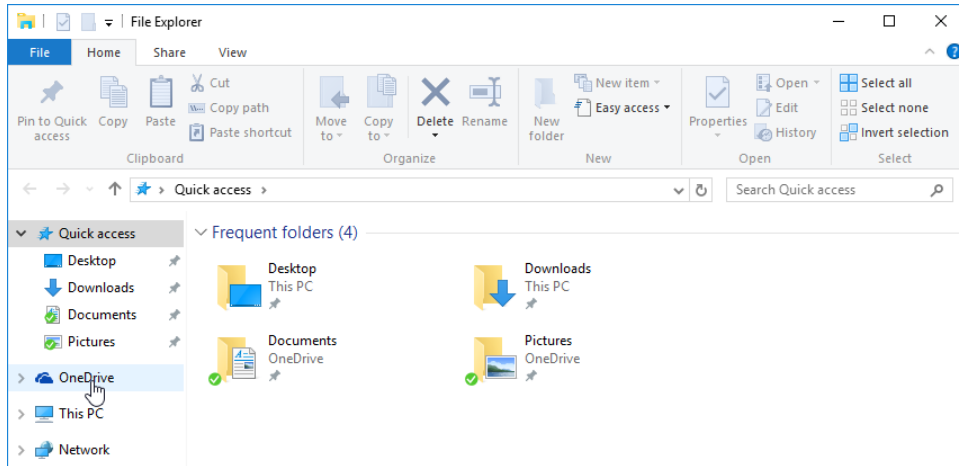


Right-clicking this icon will open a contextual menu that also includes an option to open your OneDrive folder, as well as open your browser to OneDrive.com. You will also be able to view the details of any sync problems that you might be having, view how much storage space is available to you, access OneDrive settings, find help, and exit OneDrive entirely:



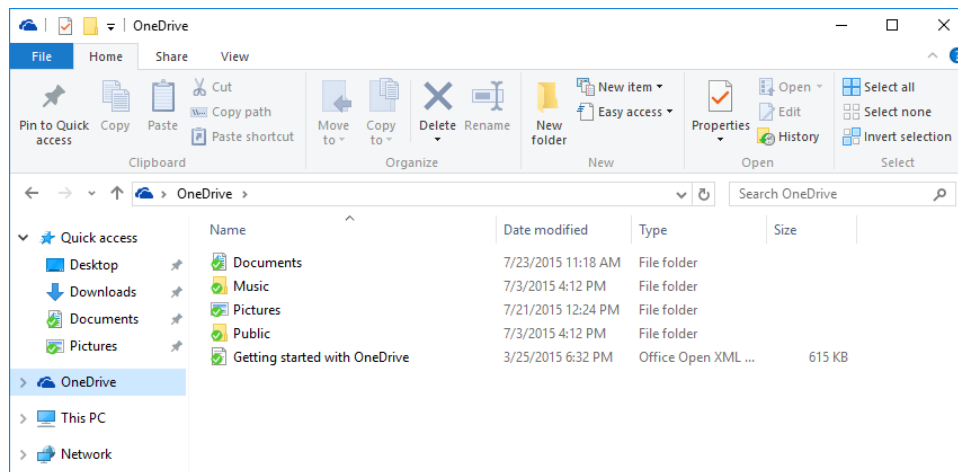
## VIEWING YOUR LOCAL ONEDRIVE FOLDER

To view your local OneDrive folder, click the OneDrive listing within the Navigation pane in File Explorer:



(Note that some of the folders in this example are actually folders that exist within the OneDrive account. These folders can be identified by the status icon in their lower left-hand corners.)

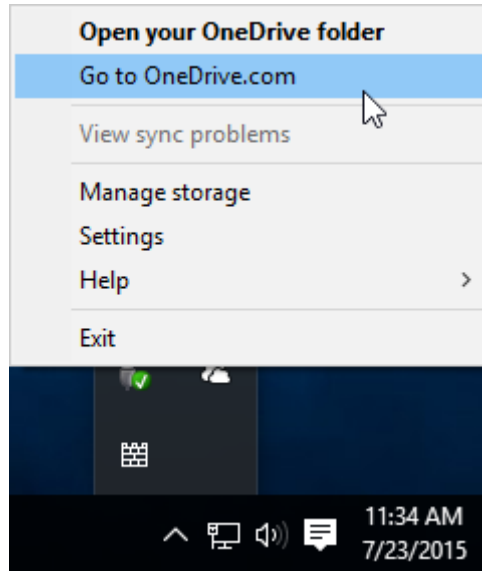
You will then see your OneDrive’s contents just like any folder or drive:



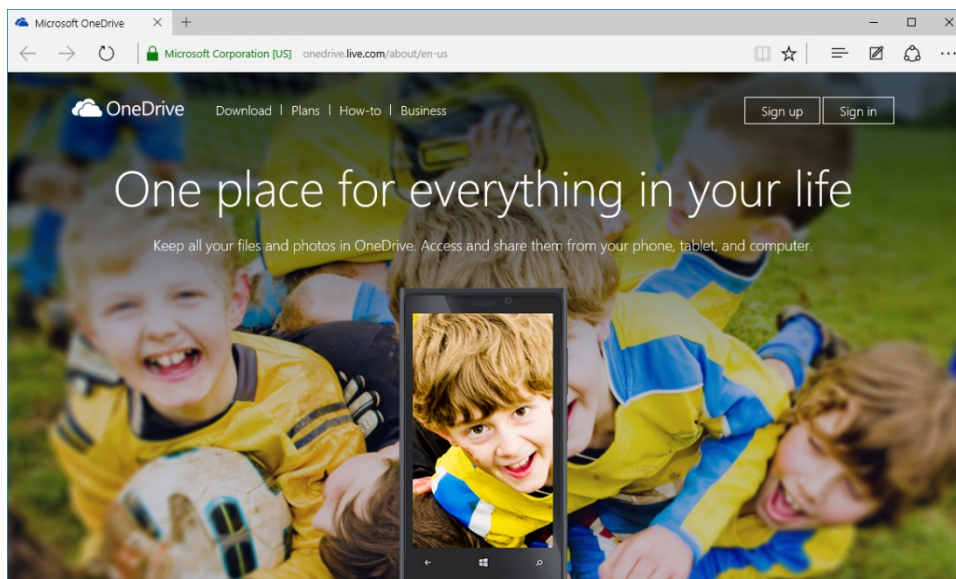
(You can also expand the OneDrive listing within the Navigation pane so that you can see the subfolders there.)

## VIEWING YOUR ONLINE ONEDRIVE FOLDER

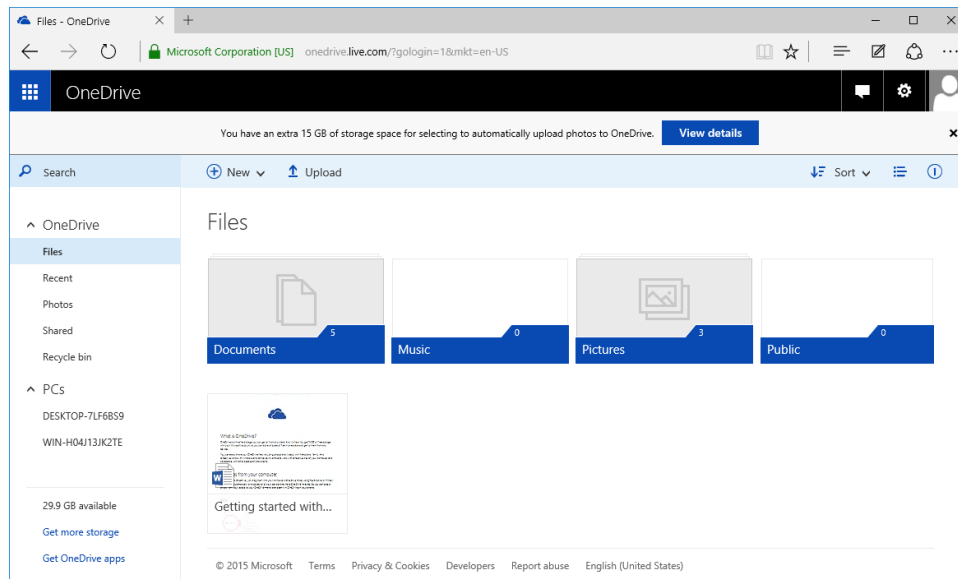
To view your online OneDrive folder, right-click the OneDrive notification icon and click “Go to OneDrive.com:”



This action will open your default web browser to the OneDrive.com website:



Click the “Sign in” button and enter your Microsoft account credentials. You will then be presented with a view of your online OneDrive folder:



Your online OneDrive folder will contain everything that your offline one does; however, that might not always be the case the other way around. For example, you can choose to have OneDrive sync only specific folders so that it will download some files from your account, but not others.

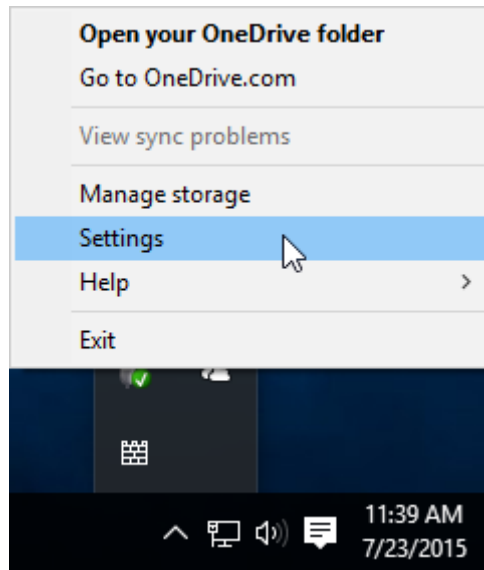
## UPLOADING FILES AND FOLDERS

Anything that you place into your local OneDrive folder (or any of its subfolders) will be uploaded to your online OneDrive account automatically. This is a great way to back up files to a secure location to ensure that they will not be lost due to a software or hardware crash. Additionally, any changes that you make to a file or folder that resides here will automatically be synced with any other copies of that item.

For example, suppose that you are working on a presentation stored in your OneDrive account using your PC at the office, but you use your laptop to add some finishing touches later. If you update that presentation file directly within OneDrive (or copy it over after the fact) using your laptop, the newly updated file will be sent to your OneDrive account and then propagate to any other computers that you use with OneDrive – including, in this case, the PC at your office. This saves you from e-mailing yourself files or copying them using USB drives.

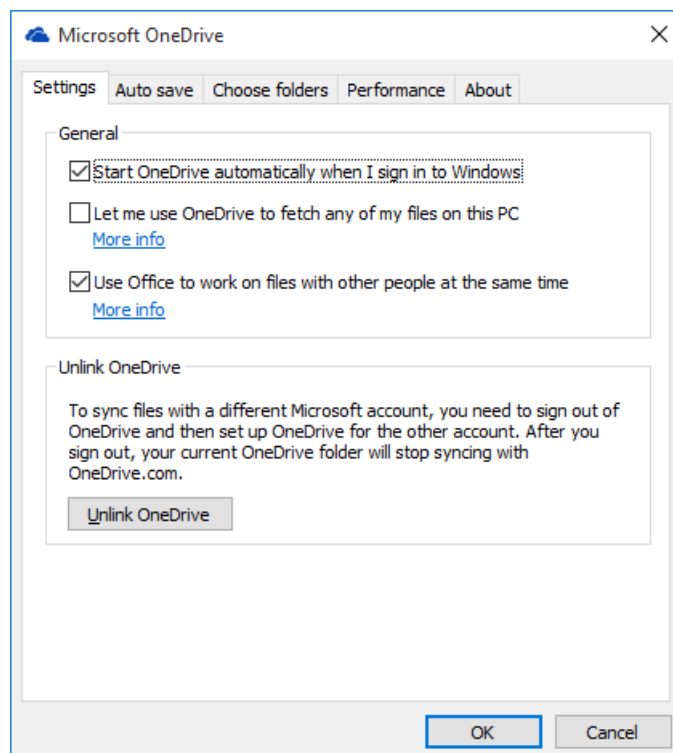
## CHANGING ONEDRIVE SETTINGS

To view and change your OneDrive settings, right-click the OneDrive notification icon and then click Settings:



The Microsoft OneDrive dialog box will then be displayed on your desktop. It is divided into five tabs: Settings, Auto Save, Choose Folders, Performance, and About.

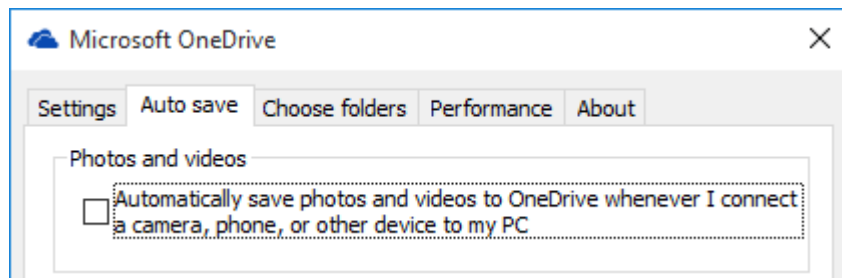
The **Settings tab** will be displayed by default. It includes general settings, like controlling when OneDrive starts with Windows 10 and enabling the “Fetch files” feature. If enabled, this feature allows you to access all files on your PC from another computer from the OneDrive website:



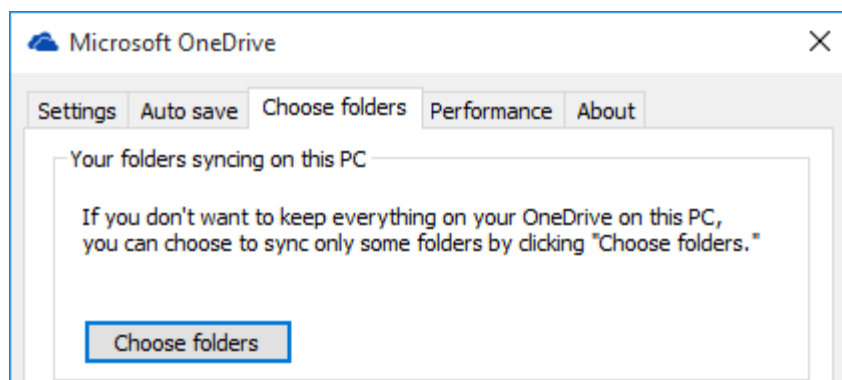
Also on the Settings tab is the Unlink OneDrive button. Clicking this button will unlink your PC from whichever OneDrive account it is currently linked to. You would use this button if you wanted to configure your PC with a different OneDrive account.



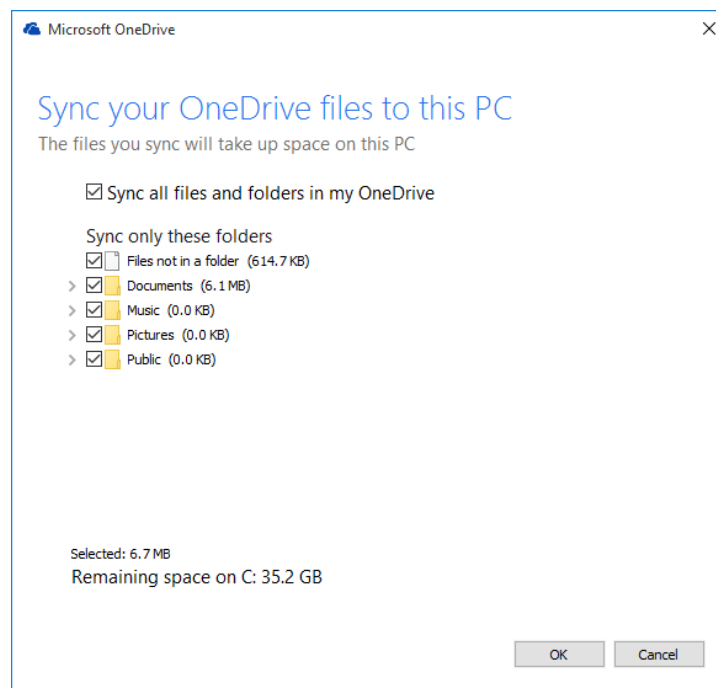
The **“Auto save”** tab allows you to automatically save data from devices to OneDrive:



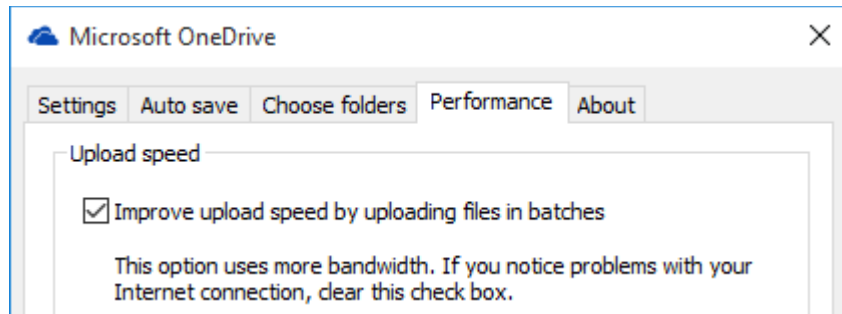
The **“Choose folders”** tab only contains the **“Choose folders”** button. If you would like to only download and sync specific folders on your OneDrive account with your PC, you would click this option:



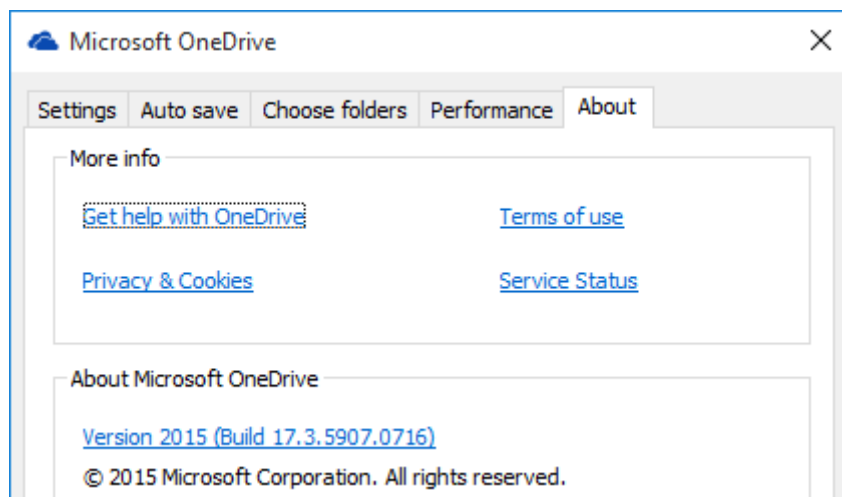
When the **“Choose folders”** button is clicked, you will see a list of the folders in your OneDrive account. The folders with a checkmark placed next to them are being synced with the current PC. Remove this checkmark to remove the associated folder from your computer (but not remove it from OneDrive):



The **Performance tab** includes only the “Improve upload speed by uploading files in batches” checkbox. This is checked automatically and will generally help your files upload faster. However, it is more bandwidth-intensive, so you may want to consider deselecting this option if you have limited bandwidth or are using other bandwidth-intensive services:



Finally, the **About tab** includes a series of links to general information about Microsoft OneDrive, its current service status, terms of use, and privacy statement. You will also see the current version of OneDrive that is installed on your computer:



## ACTIVITY 6-3

### Using OneDrive

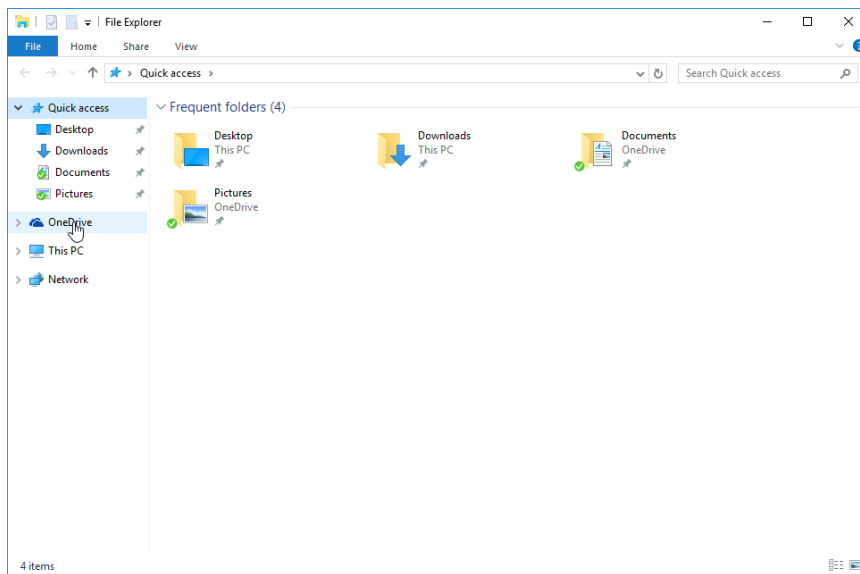
You would like to explore the various ways that you can interact with OneDrive on your desktop.

1. To begin, sign into your Windows 10 account.

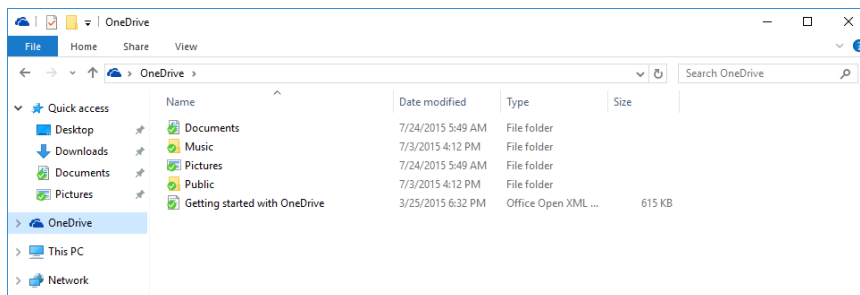
2. On the taskbar, click the File Explorer icon:



3. With the File Explorer window open, click the OneDrive entry in the Navigation pane:



4. The contents of your local OneDrive folder will now be listed. Note the small sync status icon that appears next to each item:

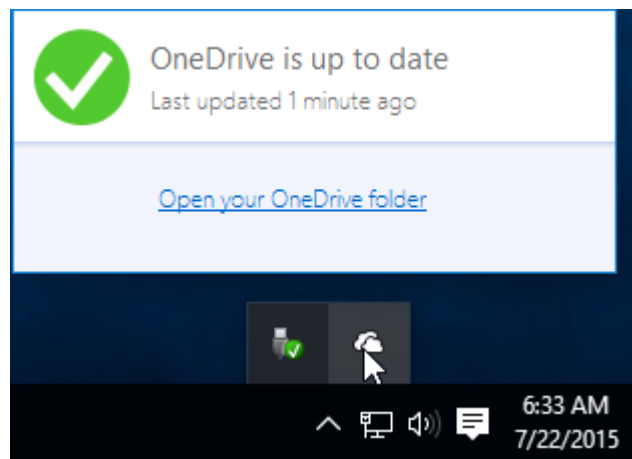


5. Close File Explorer and examine the notification area. If you do not see the OneDrive notification icon, expand the notification area by clicking the upward-pointing arrow:

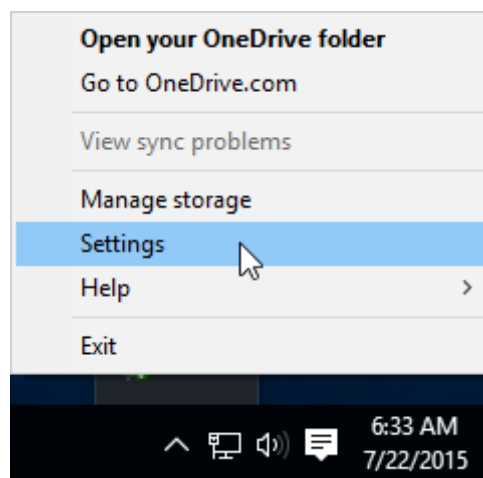


(If the OneDrive icon is visible, skip to the next step.)

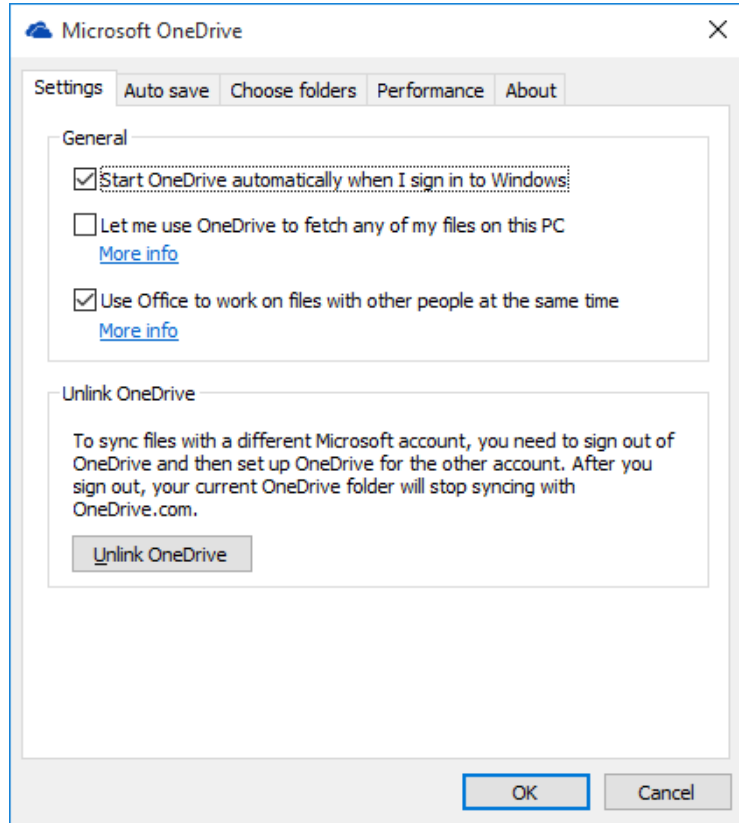
6. Click the OneDrive icon to see when it was last updated (synced):



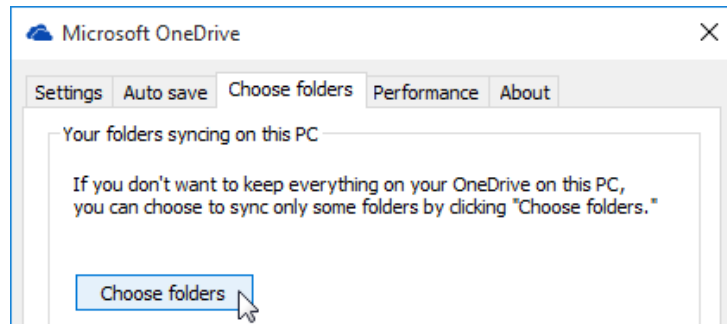
7. Now right-click this icon and click Settings:



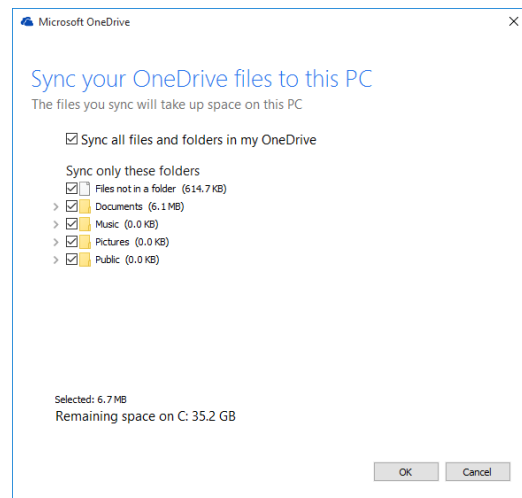
- 8. The Microsoft OneDrive dialog will now be shown on your desktop. Examine the Settings tab of this dialog box. You will see that OneDrive has been set to start automatically when Windows 10 starts:



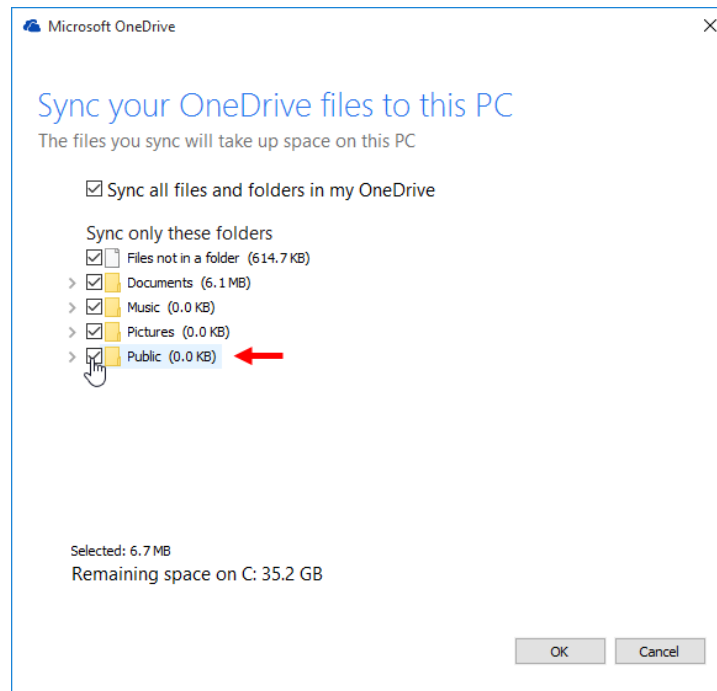
- 9. Click the “Choose folders” tab and then click the “Choose folders” button:



- 10. A pop-up will display all of the folders that exist in your OneDrive account, as well as information on how much storage space is available to you:

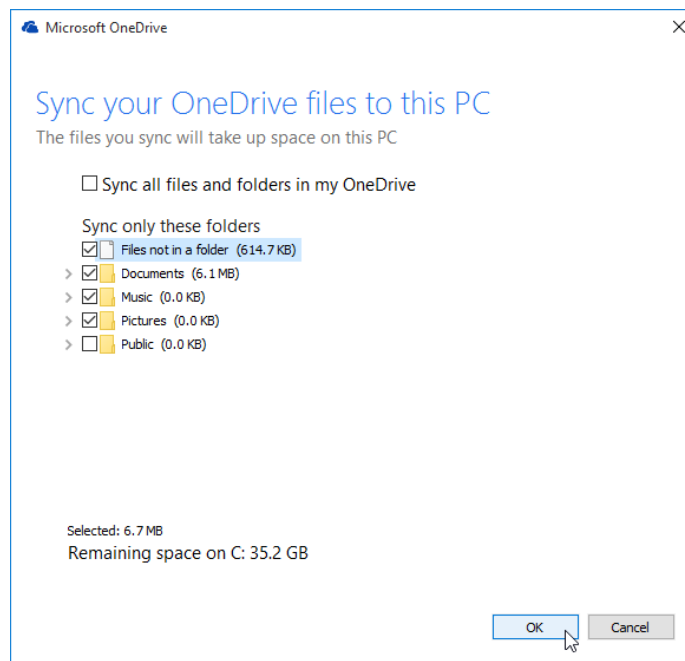


11. Deselect the checkbox that is associated with any folder that you do not need to or want to sync with your PC:

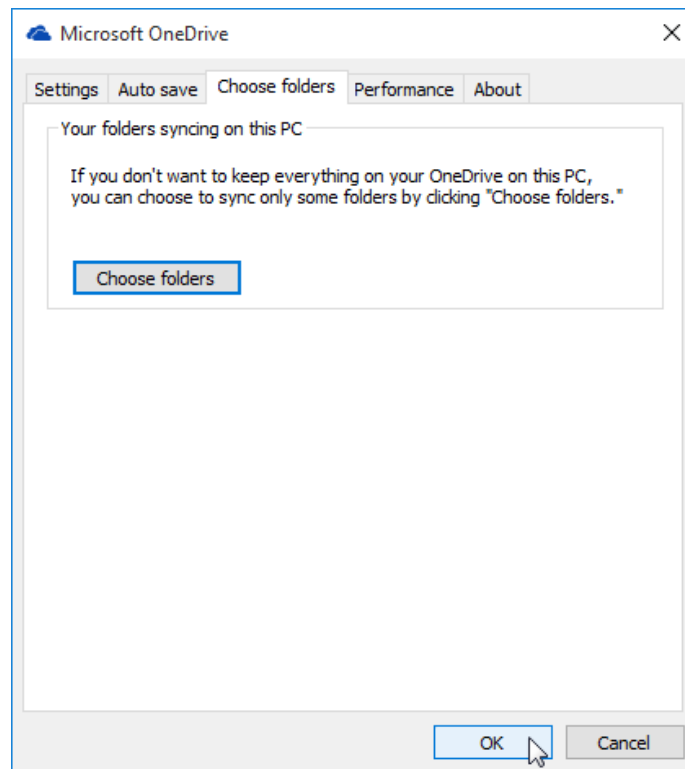


(If you are doing this for the first time, a warning dialog may be displayed. Review this information and continue.)

12. Click OK to apply the new settings:



13. Back at the Microsoft OneDrive dialog box, click OK:



14. Your changes will now be applied. Sign out of your Windows 10 account to complete this exercise.

## Summary

During this lesson you learned about some of the security features that are available to you in Windows 10. You should now feel comfortable changing your password, adding a PIN password, and creating a picture password. As well, you now know about Windows Defender and how to use it to check your computer for malicious items. Finally, you should now know about OneDrive, how it works, and how to change its settings.

## APPENDICES

### Keyboard Shortcut Quick Reference Sheet

<b>Window Management</b>	<b>Minimize the window</b>	Win + Down Arrow
	<b>Maximize the window</b>	Win + Up Arrow
	<b>Switch to the previous window</b>	Alt + Tab
	<b>Snap to the right</b>	Win + Right Arrow
	<b>Snap to the left</b>	Win + Left Arrow
	<b>Open Task View</b>	Win + Tab
	<b>Close the current window</b>	Alt + F4
<b>Navigate the Interface</b>	<b>Display the Start menu</b>	Win
	<b>Display the desktop</b>	Win + D
	<b>Open the Start button's context menu</b>	Win + X
	<b>Toggle Cortana (speech)</b>	Win + Q
	<b>Search Windows and the web</b>	Win + S
	<b>Open Windows settings</b>	Win + I
	<b>Open the Action Center</b>	Win + A
	<b>Peek at the desktop</b>	Win + ,
<b>Manage Files</b>	<b>Open File Explorer</b>	Win + E
	<b>Select all items</b>	Ctrl + A
	<b>Copy selected object</b>	Ctrl + C
	<b>Cut selected object</b>	Ctrl + X
	<b>Paste clipboard contents</b>	Ctrl + V



<b>Virtual Desktops</b>	<b>Open Task View</b>	Win + Tab
	<b>Create new virtual desktop</b>	Win + Ctrl + D
	<b>Close current virtual desktop</b>	Win + Ctrl + F4
	<b>Switch between virtual desktops</b>	Win + Ctrl + Left Arrow/Right Arrow
<b>General</b>	<b>Apply bold formatting</b>	Ctrl + B
	<b>Apply underlining</b>	Ctrl + U
	<b>Apply italic formatting</b>	Ctrl + I
	<b>Align text to center</b>	Ctrl + E
	<b>Align text to left</b>	Ctrl + L
	<b>Align text to right</b>	Ctrl + R
	<b>Print</b>	Ctrl + P
	<b>Undo last action</b>	Ctrl + Z
	<b>Redo last action</b>	Ctrl + Y

## Glossary

### app

Software that is installed on your computer to complete a specific task.

### boot

The process that a computer goes through when it is first turned on.

### clipboard

Where copied or cut items are temporarily stored before they are pasted elsewhere.

### context menu

The menu that appears when an item is right-clicked.

### contextual tab

Extra tabs that appear on the ribbon of an application when a specific object is selected.

### desktop

The primary working area in Windows where you run applications.

### desktop application

An application that is designed to operate on the desktop that is typically more complex than an app.

### File Explorer

A built-in application that is used to view and manage files and folders on a computer.

### folder

An object that is used to store files.

### hardware

The physical components that make up a PC.

### jump list

A menu that appears when you click and drag an icon off the taskbar.

### library

A special type of folder that lists related files and folders from various locations in a single area.

### Microsoft Edge

The new default web browser that is included in Windows 10.

### notification area

An area designed to show icons for running applications that you can view and interact with.

### OneDrive

An online storage solution that allows users to store, access, and distribute files.

### Recycle Bin

A directory that is used to temporarily store deleted objects. Can be used to restore or permanently delete items.

### ribbon

An interface component that organizes commands into tabs and groups.

### search engine

An online service that searches the web for terms that are entered.

### Snap

A feature that is used to keep open windows locked to either side, or in a corner, of the computer screen.

### Start button

Located on the far left-hand side of the taskbar. Used to display the Start menu.

### **Start menu**

Used to find applications and settings, as well as view information via tiles.

### **taskbar**

An interface element that appears along the bottom of the screen by default. Will display icons for open or pinned apps.

### **URL**

Stands for Uniform Resource Locator. A unique address that you can follow to a resource on the Internet.

### **web browser**

An application that is used to display information from the web.

### **Windows Defender**

A built-in virus scanner that protects your computer from malicious items.

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