Getting to Know Windows 10
Session Overview

We’re excited to share the exciting new features of Windows 10 and look forward to answering any questions in real time as we learn more about this updated platform together.

Microsoft has striven to combine the Windows you already know and the Windows you truly need. With a personal and natural experience that works seamlessly across all your devices, you have even more opportunities to be more productive, effortlessly.

In this workshop, we’ll discuss how Windows 10 integrates with your various devices and how Windows 10 can help make them better. Then we'll get our hands on Windows 10, so you can learn how to explore and modify features that will help you get more done and have fun on your device.

Let’s begin our journey with your Windows 10 device!

Learning Objectives

By the end of this workshop, you will be able to:

• Identify and understand Windows 10 features on various PC types
• Explore Windows 10 features based on your device
• Use key Windows 10 features to maximize your work and entertainment experiences

Microsoft Technology

During this workshop, you will use the following technology:

• Device: Your device
• Software/Apps: Windows 10

Feels familiar

Windows 10 feels familiar and it’s packed with amazing new features like Continuum, Microsoft Edge and the customizable Cortana assistant.
Start menu

The Start menu’s app list is available on the left side of the screen.

1. Click the Start button and select the menu button. When in tablet mode, the Start screen is always visible with an expandable app list.
2. Click the Start button to view the app list.
3. Click on the Action center button on the taskbar, then click the tablet mode button to switch to tablet mode.
4. View full screen Start menu, then tap the menu button to expand the app list.
5. Switch back to desktop mode.

Taskbar

If you’re used to pinning your favorite stuff to the taskbar, the experience is familiar in Windows 10.

1. Right-click on an app from the Start menu and select pin to taskbar.
2. Right-click on a pinned app on the taskbar and select Unpin this program from the taskbar.

Live tiles

Live tiles give you an at-a-glance view of the information that’s important to you.

1. Live tiles on the desktop include Photos, Mail, and Music.
2. Move a live tile to a different place on the Start menu.
3. Right-click a live tile to discover options for resizing, pinning, and more.

Snap

Snap knows you are probably trying to see two or more apps side-by-side and helps you split your screen evenly.
1. Open **four** apps and snap one to the left or right by **dragging** the window to the edge of the screen.
2. Select a **second** app to fill the other half of the screen.
3. **Drag** each open app to a corner to snap up to four apps at once!

**Task view**

Task view provides an easy way to view all the apps you have open and select the ones you want to interact with.

1. Ensure **four** apps are open, then hold the **Windows key** down while pressing **Tab**.
2. Click the **task view** button on the taskbar.
3. Click on an app to bring it to the foreground.

**Action center**

The Action center is where you can quickly get things done without losing your place. Feel free to dismiss or act on a notification from the Action center.

Tasks such as answering an email just got easier! Now you don’t need to pause your movie to answer a quick email. The Action center will also give you one-touch access to your most frequent system settings.

1. View the **Action center** button in the notifications area of the taskbar.
2. Click the **Action center** button to open the **notifications menu**, then view notifications.
3. If all settings are not visible, click **expand** and **view more settings** buttons.

**Power off**

When you’re done with your PC for the day, you can choose to put it to sleep or turn it off.

1. Click the **Start menu**, then tap or click the **menu** button.
2. Click the **Power** button and show options to sleep, shutdown or restart.

**Tip:** PCs can also be powered down by pressing the power button on the lock screen.

**Windows 10 offers personal and natural experiences**

Windows 10 provides the most personal and natural experiences, meaning you’ll be able to interact with Windows 10 in the way that feels right for you, whether you’re watching a film, answering email or just surfing the net.

With Windows 10 you’ll be able to log onto your device with a fingerprint or facial recognition, then use voice, touch, gestures, a pen, or traditional devices like a mouse and keyboard as input devices.

In addition, new features like Cortana will help change the way you search for information on your device and the web.
Pen and touch

Navigating Windows 10 is easy using touch, and note taking feels natural when using a Stylus pen.

1. Using touch, tap the **OneNote** tile on the **Start menu**.
2. From the Home tab, **add a page** to the OneNote notebook by tapping the **plus sign** in the left notes pane.
3. Use a pen to **draw** on the OneNote page.
4. Take additional notes using the keyboard.
5. Use the mouse to switch between pages by clicking on the pages in the left navigation pane.

Gestures

Gestures are alternate ways to perform tasks you might typically associate with a keyboard and mouse. Gestures are performed by swiping and tapping the trackpad or touch screen of your device.

1. **Task view** – Swipe in from the left edge of the screen or swipe three fingers up on the trackpad simultaneously.
2. **Action Center** – Swipe in from the right edge of the screen.
3. **Close an app** – Swipe in from the top of the screen to reveal the app’s close button.
4. **Show desktop** – Swipe three fingers down on the track pad to show desktop. Swipe three fingers up to show open apps.
5. **Right click** – Tap the track pad with two fingers to right click.
Cortana

Cortana makes personal computing even more customized as it learns your preferences and delivers results that are directly relevant to you. Control the information Cortana stores by accessing her Notebook.

1. There are three ways to open Cortana:
   - Say "Hey Cortana"
   - Place the mouse cursor in the Cortana text box area
   - Tap three fingers on the trackpad simultaneously
2. Ask a question such as "Should I wear a jacket tomorrow?", then listen to Cortana’s response.
3. Say "Hey Cortana, add a reminder."
4. Say "Pick up clothes at the dry cleaner at 6 pm tomorrow."
5. When prompted, respond to when you would like to be reminded. Say “Tomorrow morning at 8 am.”
6. Confirm reminder.
7. Type Halo in Cortana’s search field, then view results showing Store and web results.
8. Place the mouse in Cortana’s search field then speak to each of Cortana’s notebook features by clicking on Cortana’s menu button:
   - Home – Personalized content and search
   - Notebook – Shows the information Cortana is gathering
   - Reminders – Shows all active reminders
   - Places – Create a home and work location for weather and directions
   - Music – Identify songs
   - Help – Provides suggestions or how to use Cortana
   - Settings – Turn Cortana features on/off and change search preferences

Windows 10 works across all your devices

Windows 10 introduces a new era of consistent, connected and familiar experiences across all the devices you use at work and play.
Continuum

Continuum is a new feature found exclusively on Windows that ensures the best screen is always the one you’re on!

1. Open a built in app such as Music, Mail or Maps.
2. Open the same app on a device with a different screen size.
   **Tip:** Resize the app to scale if second screen size is not available.
3. In desktop mode select tablet mode from the Action center.
4. View the full screen Start menu.
5. Tap desktop mode from the Action center to return to desktop mode.
6. Remove the keyboard from the device and note that Windows prompts you to switch to tablet mode.
7. Switch to tablet mode and use touch to open any app.
8. Switch back to desktop mode.

Gaming and Xbox

The gaming experience of Xbox has come to Windows 10 with amazing graphics powered by the latest PC hardware. Now you can stream games from your Xbox One to your Windows 10 device. You can even record and share your best game moments using the Game DVR feature.

1. Open the Xbox app from the desktop.
   **Tip:** Ensure you are signed in to view friends, track achievements and gain easy access to your game collection.
2. Review the avatar and select achievements.
3. Click Game DVR to start recording games.
4. Click **Community** to show game clips.
5. Click **Connect** to view where to enter your Xbox One console’s IP address.

**Photos**

The Photos app puts all your pictures in one convenient place. You can view them or make them look even better with a single click by using the auto-enhance feature. The app even helps you organize your photos by creating albums so you can spend less time sorting through pictures and more time sharing them.

1. Open the **Photos** app, then select a photo.
2. Click the **Auto enhance wand** in the upper menu, then click the **back** button to return to the photo collection.
3. Click **Albums**, then view albums that are created by grouping similarly dated photos.
4. Click **settings** and see that Photos can automatically enhance all photos viewed in the app.

**Music**

The Music app is simple and fast. You can easily import your music collection from your current device, including music from an iTunes playlist. In the Music app, you can also discover and download new music which, when owned, can be played back on all your devices including Windows, Xbox, the web, iOS, and Android – using OneDrive.

1. Open the **Music** app and view the music library.
2. View your music by clicking on **Albums**, **Artists** and **Songs**.
3. Click the **Shop** button or search for songs to download new music.
4. Select a song to view the **listen** or **download** options.

**Videos**

The Videos app stores all your videos in one place. You can playback the videos you’ve got or search and download the latest movies and TV shows in HD.

1. Open the **Videos** app and view your video collection.
2. View content by clicking on **Videos**, **Movies** and **TV**.
3. Click on the **Shop** button or search for Movies and TV to download new content.

**Maps**

Windows 10 includes a built in map app that feels familiar and is similar to a smartphone experience. Now you can view maps, get directions and view cities in 3D using a mouse and keyboard or touch, if your device is touch-enabled.

1. Open the **Maps** app and view the current map.
2. Use a finger to **swipe**, **pinch**, **zoom** and **rotate** the map.
3. View the menu options including **Search**, **Direction**, **Favorites** and **3D cities**.
4. Tap on **3D cities**, then choose a city to view.
5. Navigate the 3D view with **swipe**, **pinch** and **zoom**.

**OneDrive**

OneDrive, Microsoft’s online storage solution is integrated into Windows 10, making it easy to connect save, access, and share anything you want. Windows comes with 15 GB of free OneDrive cloud storage so you can save, organize, and access all of your stuff in one place.

Your photos, music, and docs are in the same spot, so you can get to them from anywhere on any device. You can easily share and collaborate with others, even if they don’t have OneDrive.

1. Open **File Explorer** from the taskbar, then view **OneDrive** in the file menu.
2. Open the **Music app**, then click on **Settings**.
3. Click on the **Choose where we look for Music on this PC** link.
4. Click the **plus sign**, then show the **OneDrive** folder in the Windows Explorer view.

**Windows 10 productivity**

Windows 10 provides many features that help you stay more productive. A new groundbreaking web browser, Mail and Calendar apps, and the ability to group open apps together in virtual desktops are sure to help you get more done.

**Microsoft Edge**

Microsoft Edge is an all-new browser, built to give you a better web experience—one that’s made for easy sharing, reading, discovery, and getting things done online.

1. Click the **Microsoft Edge** button on the taskbar, then navigate to [www.nyt.com](http://www.nyt.com).
2. Click on the **reading view** button to the right of the address bar to switch to reading mode for a distraction-free reading experience.
3. Switch out of reading mode, then click the **Web Note** button to start marking up the page.
4. Show **Web Note** markup tools, then select a **pen** or **highlighter**.
Mark up the web page using a pen or finger.

Use the Save and Share buttons in the Web Note toolbar to Save or Share a Web Note.

Windows Store

The Windows Store helps you get the latest apps on all of your Windows devices. You’ll get the same experience across your tablet, phone, or Xbox. Visit the store to download your favorite apps and discover new ones!

1. Open the Windows Store, then select the Apps category.
2. Scroll through and select a free app.
3. View the app’s information and determine if you would like to download or purchase a paid version of the app.

Mail

The Mail app included in Windows 10 makes it easy to create an email just like you do using Microsoft Word. Mail uses Word as its editor and features a familiar features ribbon that is quick and convenient. The ribbon also makes it easy to move smoothly between Mail and Calendar, when working with both apps.

1. Open the Mail app, then draft a new email.
2. View the editing features on the ribbon.
3. Use the navigation bar to move to the Calendar app.

Calendar

The Calendar app in Windows 10 will help schedule meetings and appointments. It’s also cloud connected so once you create an appointment, it will show up on all your devices. This means you won’t have to forward appointments or manually re-enter information on multiple devices!

1. Open the Calendar app, then click the plus sign to create a new event.
2. Fill in the event details, then click invite someone to see how to share the event with others.

Virtual desktops

Virtual desktops can help keep your work and home life separate, or help you better organize your PC by designating different desktops by project. Open as many desktops as you need and move between them quickly and easily.

1. Click the task view button, then select the plus sign to create another desktop.
2. Open two or three apps on the new desktop.
3. Create a third desktop and open additional apps.
4. Switch to the first desktop by swiping in from the left edge of the screen and selecting Desktop 1.
Office Mobile apps
Windows 10 devices with screens 10.1 inches and smaller come with:

- Word Mobile app
- Excel Mobile app
- PowerPoint Mobile app

Office Mobile apps have only basic feature functionality. You can get even more done when you unlock the full Office experience with an Office 365 subscription.

Additional Information
Gather more information about Windows 10 by visiting: www.windows.com

Thanks again for stopping by the Microsoft store! For additional, customized service, sign up for a 1:1 Personal Training session. Ask any store associate for details or sign up online at: http://www.microsoft.com/en-us/store/locations/.