

## CHAPTER 1

## InFocus

# STARTING WITH WINDOWS 10

An **operating system** provides a range of tools, programs and resources that help you and your computer to work together. It provides the **interface** between what your computer can do and your data.

Microsoft worked with customer feedback regarding previous operating systems to develop **Windows 10**, which was released in July 2015. **Windows 10** can be used across a range of devices, including desktop and laptop computers, tablets, and smartphones.

**In this session you will:**

- ✓ gain an understanding of some of the new features in **Windows 10**
- ✓ learn how to turn on the computer
- ✓ learn how to sign in to **Windows**
- ✓ gain an understanding of the desktop in **Windows**
- ✓ gain an understanding of the **Start** menu
- ✓ gain an understanding of the taskbar
- ✓ gain an understanding of the **Windows Search** function
- ✓ learn how to initiate the **Search** feature
- ✓ learn how to change search settings
- ✓ gain an understanding of **Windows Store Apps**
- ✓ learn how to put your computer to sleep
- ✓ learn how to shut down your computer.

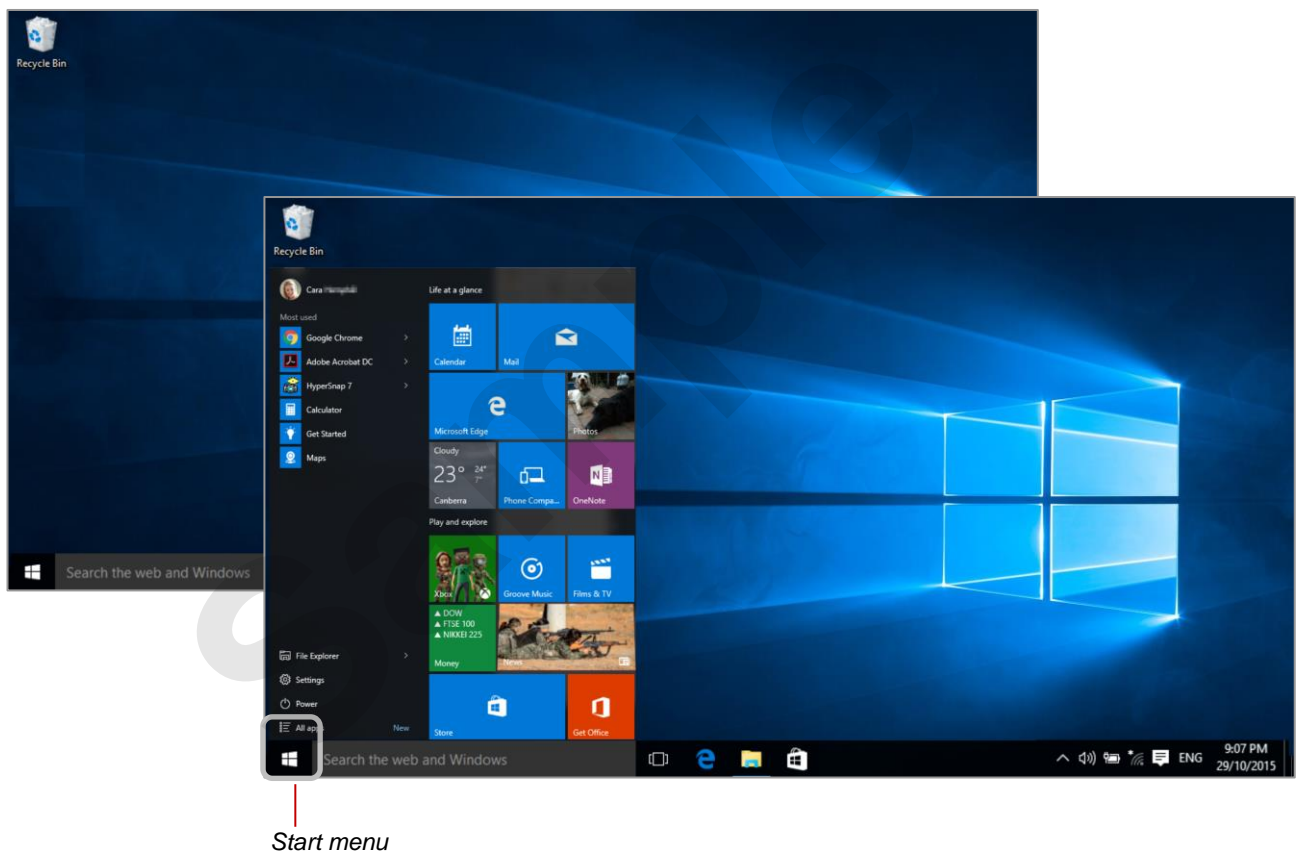
# WHAT IS WINDOWS?

Windows is an **operating system** that provides an intuitive, secure interface for you and your computer. If you purchase a new PC, it will have Windows 10 installed. Compared to earlier

versions, Windows 10 provides not only new tools to help you easily manage your files, devices and information sharing, but it also updated versions of tools you may have used before.

## The User Interface

Rather than the **Start** screen that was introduced with Windows 8, Windows 10 features a more traditional **Desktop** user interface for desktop and laptop computers (i.e. those with which you use a mouse and a keyboard) and reserves the touchscreen-friendly interface for touch devices such as tablets and smartphones. The **Desktop** will display as soon as you log in to your computer. As with versions of Windows preceding Windows 8, you can access your applications and tools using the **Start** menu in the bottom left corner of the screen.



## Microsoft Edge

Windows 10 includes a new default internet browser application called **Microsoft Edge** to replace **Internet Explorer**. Microsoft Edge includes a built-in **Adobe Flash** player and a PDF reader, and is integrated with services such as Cortana and OneDrive to help you quickly and easily find the information you are looking for and save it if required. Microsoft Edge is only available to Windows 10 devices, with Internet Explorer 11 still being available for devices running older versions of Windows.

## Cortana

**Cortana** is a personal assistant application. You can use Cortana to set reminders and search for information. Cortana can also recognise your voice; if your computer has a microphone, you can ask Cortana a question directly (for example, "What is the weather forecast") and it will respond accordingly. It can also provide information that it thinks is relevant – for example, if you search the internet for information regarding your favourite bands, Cortana remembers this information and provides you with details such as concert dates or new albums later on.

# TURNING ON THE COMPUTER

Computers are useful tools that enable you to perform a wide range of tasks at work and at home. The computer only starts working for you when the power is switched on – and this, if it

hasn't already been done, is the first thing you need to do.


## Try This Yourself:

*Before starting this exercise ensure you have access to a computer...*

- 1 Check whether the power to the computer is already switched on – if there is nothing presently on the screen, move the mouse or press a key on the keyboard

*Sometimes computers are placed in sleep or hibernation mode, where they remain switched on but many of their components are shut down to save power. When you move the mouse or press a keyboard key, a computer in sleep or hibernation mode often resumes normal operation in a matter of seconds...*

- 2 If the computer does not respond, look for the **power switch**

*The power switch could be anywhere – on the top, at the front, on the side. It could be square, round or oval in shape. But all power switches today have the power icon  either on or near them...*

- 3 Press the power switch and wait while the computer turns on and begins its warm-up routines

*The lock screen will display*

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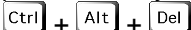


*The power on icon displayed here is an ANSI or ISO worldwide standard. The straight line indicates that power is on, while the circle indicates that power is off.*

*The circle is broken to indicate that the device can also be in standby mode – such as hibernation for computers and for use with remotes in other devices such as television sets and stereo systems. A closed circle (which is very rare) indicates that the power will go completely off.*

3

*When you switch the power on, the computer will:*

- *perform a self-diagnostic routine known as the power-on self test (POST)*
- *look for the operating system on one of the drives (beginning with drive A: and progressing through until it locates it, usually on drive C:)*
- *start the operating system*
- *possibly display a prompt requiring you to press three keys simultaneously – usually*  

- *possibly display the sign-in screen so that you can sign in to Windows and commence to use the computer.*

## For Your Reference...

To **turn a computer on**:

- If the screen is blank, press a key to ensure it is not just in sleep or hibernation mode, or  
Locate and press the power button

## Handy to Know...

- If nothing happens when the power button is pressed, chances are the computer is not plugged into an electrical power point or the power point is switched off. Check these before calling for further help.

# SIGNING IN TO WINDOWS

Once the computer has completed its **power-on self test (POST)** it will pause, waiting for you to press a key or a sequence of keys. Once you have done this you will be required to sign in to

Windows by specifying a **user name** or **email address** and a **password**. The sign-in process identifies you as a valid user and also, if connected, provides you with access to the computer network.

## Try This Yourself:

*Before starting this exercise ensure that the computer is switched on and the lock or sign-in screen is displayed...*

- 1 If the prompt **Press Ctrl + Alt + Delete to sign in** appears on the lock screen, press **Ctrl** + **Alt** + **Del**; otherwise, press any key

*One or more users will display on the screen...*

- 2 If only one user displays on the screen, go to step 3. Otherwise, click on the desired **user name** or click on **Other user**

*If you have clicked on your user name you will be prompted for the password that provides access to your computer. If you have clicked on Other user, you will be prompted for a valid user name or email address and password...*

- 3 Type a valid **user name** or **email address** (if required) and the valid **password** associated with it and press **Enter** to sign in

*If you are using a traditional PC designed for use with a mouse and keyboard, the desktop will be displayed by default. However, if you're using a touch device or you've changed the default settings, the Start screen will be displayed by default*

- 1 The **Ctrl + Alt + Delete** operation to progress to the sign-in screen has been in operation virtually since the first days of personal computing. It is a rather bizarre combination of keystrokes but has now become an accepted part of the start-up routine.

*This combination of keys can also be used after the computer has started to access a special program known as the **Task Manager** which can help you to recover from computer problems.*

- 2 The **user name** or **email address** is used to identify you on your computer.

*Multiple people can securely share a single computer as long as each person is given a user name. In this situation, the computer will store each user's computing preferences such as the colour of the screen, their favourite programs, and other special configurations.*

*If the computer is connected to a network the user name, in addition to recognising you on the computer, also identifies you to the network. Here the user name becomes part of your profile and is used to provide you with access to the parts of the network that you are permitted to use.*

*It may also be used to provide you with access to key company resources such as the email system and the internet.*

## For Your Reference...

To **sign into Windows**:

1. After switching on your computer, press any key or press **Ctrl** + **Alt** + **Del** if prompted
2. If necessary, click on your user name or **Other user**
3. Type your **user name** or **email address** (if required) and the **password**

## Handy to Know...

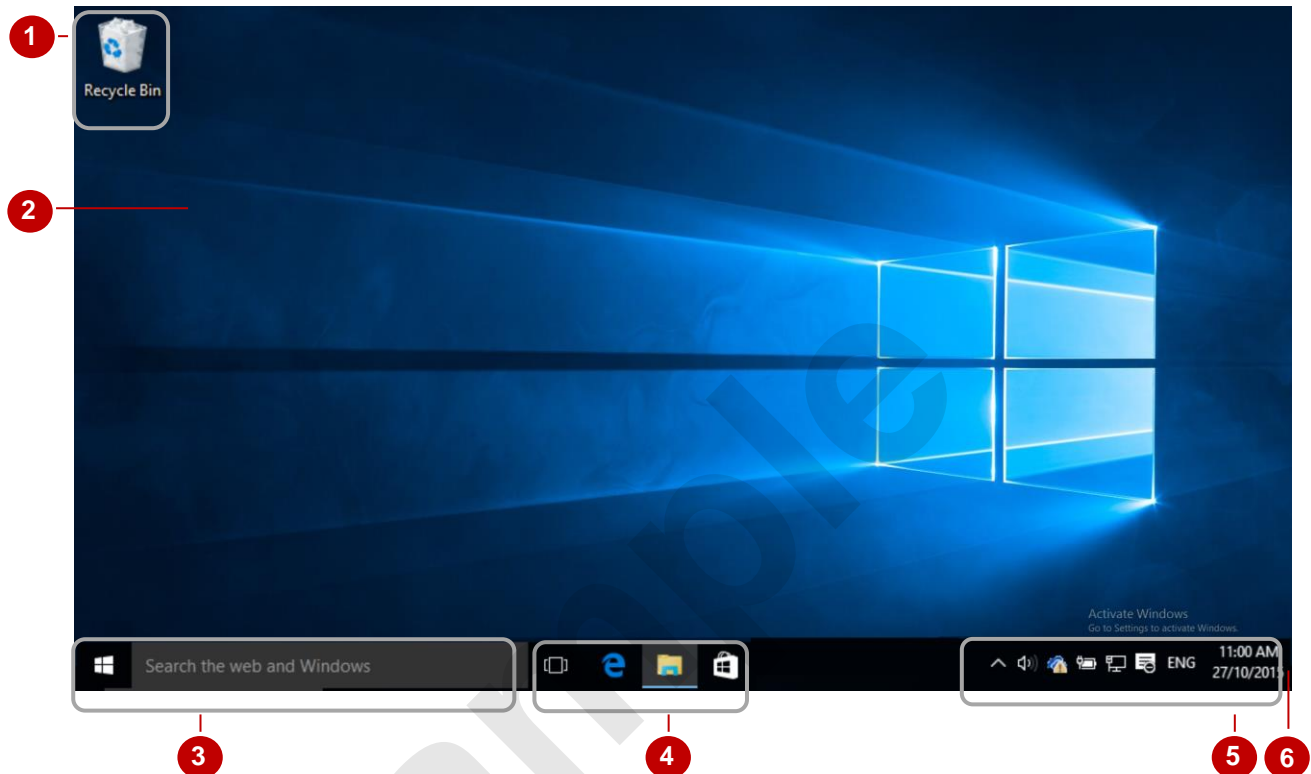
- User names and passwords are usually set up by the system administrator in your company. Rather than having a **local account** which requires you to sign in using a user name, you might have a **Microsoft account** that lets you sign in to Windows using an email address and password.



# THE DESKTOP

The Windows 10 user interface consists of a **desktop** with a **Start** menu. While this is very different to the previous Windows 8 **Start screen** interface, it is similar to previous versions of

Windows such as XP, Vista and Windows 7. You can modify the desktop to display **shortcut icons** to files or applications, or **pin** applications to the taskbar across the bottom of the screen.

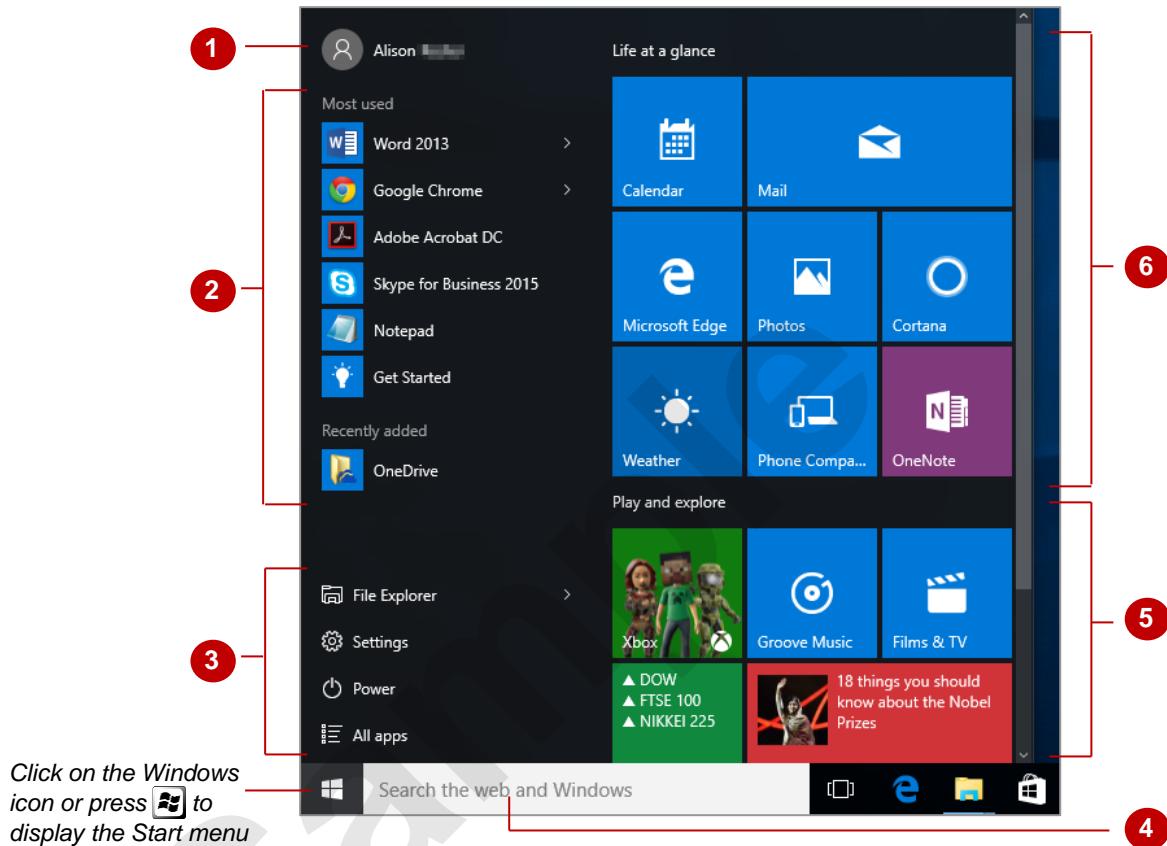


- 1 **Icons** appear on the desktop. Icons provide shortcut access to programs and documents on your computer. Shortcuts to programs installed on your computer include a launch icon . Our example above shows only the default **Recycle Bin** icon.
- 2 The **desktop** is the background upon which shortcuts to start desktop programs and open specific documents can be placed. The desktop can be customised to appear in different colours, with different images and even with pictures from your digital camera.
- 3 Click on the Windows icon to access the **Start** menu, where you can access your applications as well as the tools and settings for your computer. Click in the search bar and type the name of an application to find it quickly and easily, or type a search term to browse the web.
- 4 By default, the **taskbar** includes shortcuts to **Microsoft Edge**, **File Explorer**, and the **Windows Store**. You can **pin** (add) program and Windows Store app icons to the taskbar, enabling quick access to frequently used programs and apps. Additional icons will display for all open (running) programs and apps. If you have several files open in a specific program, clicking on its taskbar program icon will display a **jump list** (a thumbnail list of files open in that program) allowing you to click on and display a specific file in the list. Click on **Task View** to display thumbnails of all open applications.
- 5 The **notification** area displays icons that provide information about your computer and programs that are running in the background (such as anti-virus software). The notification area will also notify you when changes have occurred to your computer (such as new hardware installed).
- 6 If you click on the very right end of the taskbar (the blank area to the right of the system time and date), all open windows (or Windows Store app if one is currently open) will minimise allowing you to see the desktop. When you click on this blank area again, all windows will be restored to their original size and locations. This area of the taskbar is known as the **Show Desktop** button.

# THE START MENU

The **Start** menu is an essential feature of Windows 10. It enables you to access applications and settings, and provides quick access to **Power** and **Search** functions. The

Windows 10 **Start** menu is similar to that of previous versions of Windows, however it includes some new features that make working with your computer an easy, streamlined process.

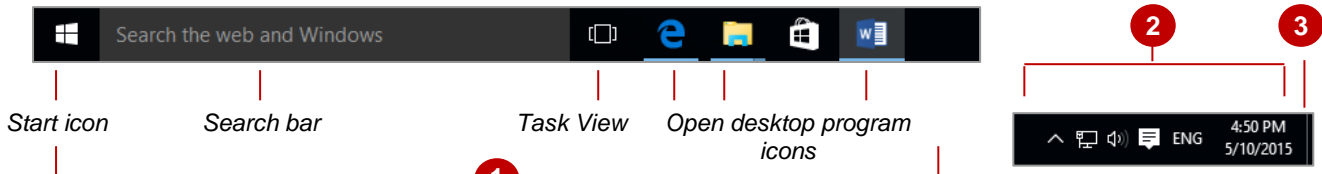


- 1 Click on your name to access your account settings, sign out, lock your computer, or switch to another account.
- 2 Under **Most used** you can view and access a list of applications that you use most often. This can be very useful if there are applications that you use every day, such as **Microsoft Word** or an internet browser. **Recently added** lists applications and services that you recently added to your computer.
- 3 Click on **File Explorer** to open File Explorer, where you can access the files saved on your computer, or click on **Show jump list** (the arrow to the right) to display a list of the file locations you have pinned for easy access.  
Click on **Settings** to display the **Settings** window, where you can view and modify your computer's settings. You can make your computer **Sleep**, **Shut down** or **Restart** by clicking on **Power** and selecting the relevant option. Click on **All apps** to display a list of all of the applications on your computer.
- 4 Click in **Search...** and type the name of an application to open it quickly and easily, or type a search term to search the internet.
- 5 The **Play and explore** tile group allows you to access music, films and television shows you purchase or rent from the app store and link your Xbox account to your computer, as well as displaying information and news articles you may find interesting.
- 6 The **Life at a glance** tile group contains applications and services that are likely to be useful in day-to-day life, including your calendar, email, **Microsoft Edge**, **Cortana** and the weather.

# THE TASKBAR

The **taskbar** is the bar that appears at the bottom of the screen. It is almost always visible when desktop programs are displayed; if a program is displayed in full-screen view and you cannot see

the taskbar, it will appear if you point to the bottom of the screen. The taskbar has several functions but its main one is to let you switch to any open desktop program or Store app.



- 1 Taskbar**

While all three areas make up the **taskbar**, the left-hand end is most often referred to as the 'taskbar' as this is where all your **tasks** (open programs/apps and files) are displayed. Each open program/app is represented by an **icon** in the taskbar with a blue line below it (such as the **Microsoft Edge** icon above). When you are working with an application, its taskbar will appear highlighted (i.e. the **Microsoft Word** icon above). Other icons may appear in this area of the taskbar that are unhighlighted and don't have blue lines – these show the desktop programs and apps (such as the Windows **Store** app) that have been pinned to the taskbar. This means that these icons appear permanently on the taskbar (whether or not they are open) until you unpin them. The **Task View** icon immediately to the left of the program icons allows you to display all open windows as thumbnails on the desktop so that you can quickly and easily find a window that you are looking for. The **Start** icon to the left of the taskbar provides access to the **Start** menu, and the **Search...** bar enables you to search your computer for apps, tools and settings as well as search the internet for information.
- 2 Notification area**

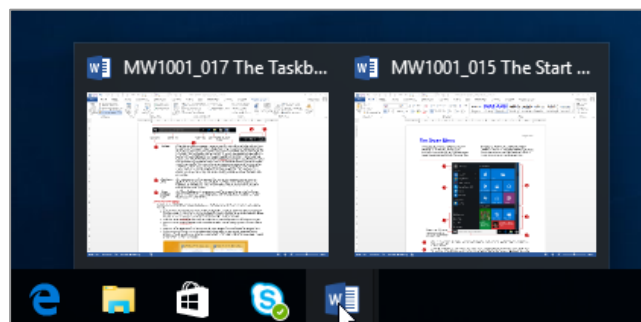
The **notification** area displays icons that represent programs or services that are installed on your computer. You can point your mouse to any of the icons to see a description of what they do. Click on any of them to open a panel that displays their settings or a menu of options.
- 3 Show Desktop tool**

The **Show Desktop** tool comprises the small, blank area at the very right end of the taskbar. Clicking on this area of the taskbar will minimise all open windows and apps, allowing you to see the desktop.

## About Taskbar Icons

Taskbar icons will do different things depending on whether you point to the icon, or left- or right-click on the icon.

- Point to the icon to reveal a pane that displays thumbnails of currently open files within that program (as shown below), or the name of a program/app if it is closed. Pointing to the built-in **Music** or **Video** app will allow you to pause or play the file without having to switch to the app.
- Left-click on an unhighlighted icon without a blue line to open that program or Windows Store app.
- Left-click on an unhighlighted icon with a blue line to switch to that open program or Windows Store app.
- Left-click on the highlighted icon for the currently open program/app to minimise the program/app.
- Right-click on an icon to reveal a list (also called a **jump list**) of most recently-used files in that program. This list also lets you either pin or unpin icons in the taskbar, close the window/app, or open a new window for that window/app.



# THE SEARCH THE WEB AND WINDOWS BAR

The **Search the web and Windows** bar provides a front-end for the powerful search function that enables you to search your PC, the web and OneDrive, plus some apps and the Windows

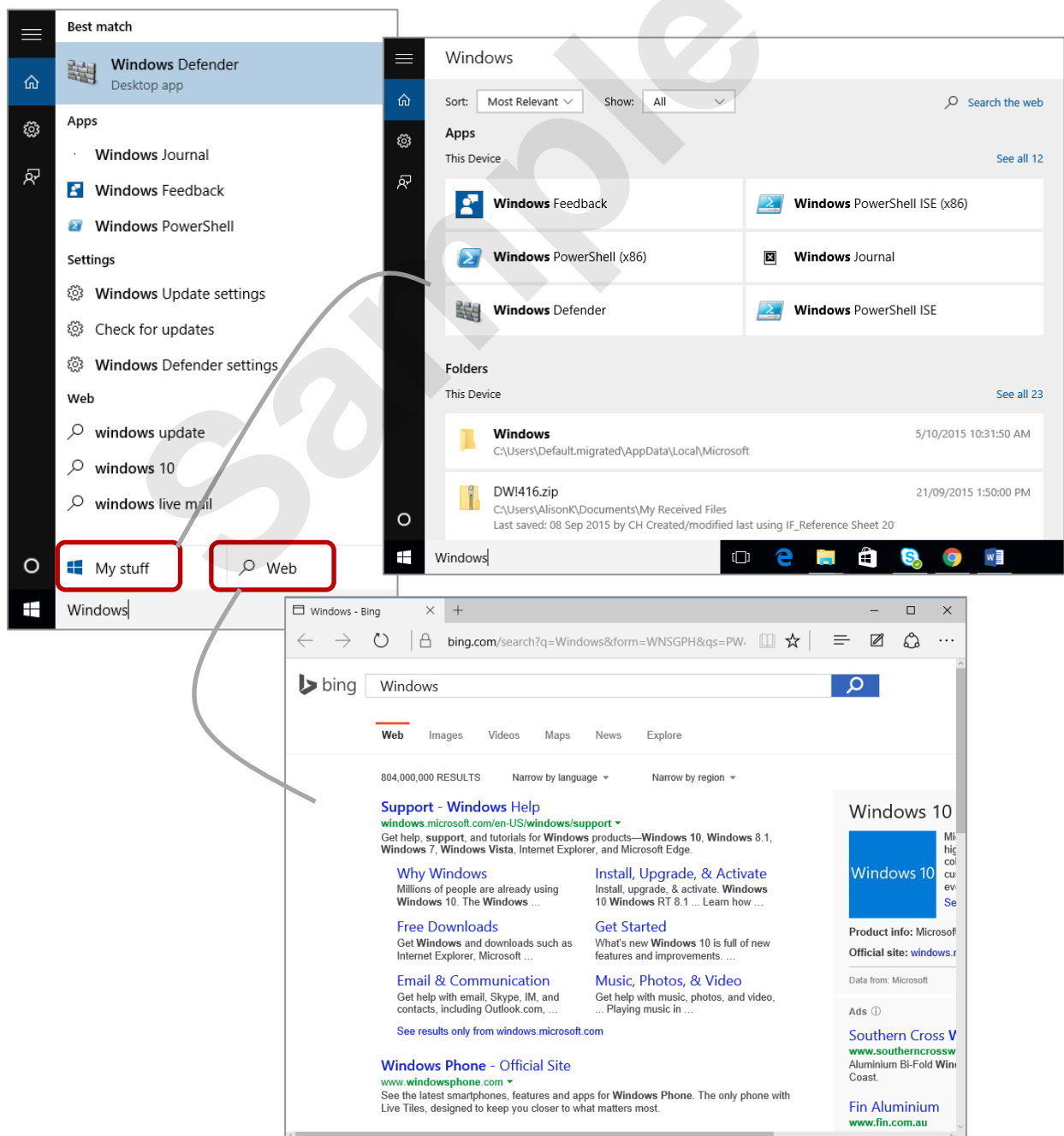
Store. The **Search...** bar is located in the taskbar. You can either click on an item in the list of search results and suggestions or click on a **Search** option to narrow down your search.

## Using Search

Click in the **Search...** bar, then type the search term. As you type, a list of search results and suggestions will display, as shown below in the sample to the left. If the desired app, file or setting is listed, click on it to open it.

## Narrowing The Search Scope

By default, the **Search** panel searches *everywhere* (that is, your PC, the web, OneDrive, Windows Store and some apps). You can narrow down the search by clicking on either **My stuff** or **Web**. Clicking on **My stuff** will display search results from your computer only, such as applications and files. You can sort and filter these results as needed in order to narrow down your search. If you click on **Web**, a new Microsoft Edge window will display with results for your search from the internet.



# USING WINDOWS SEARCH

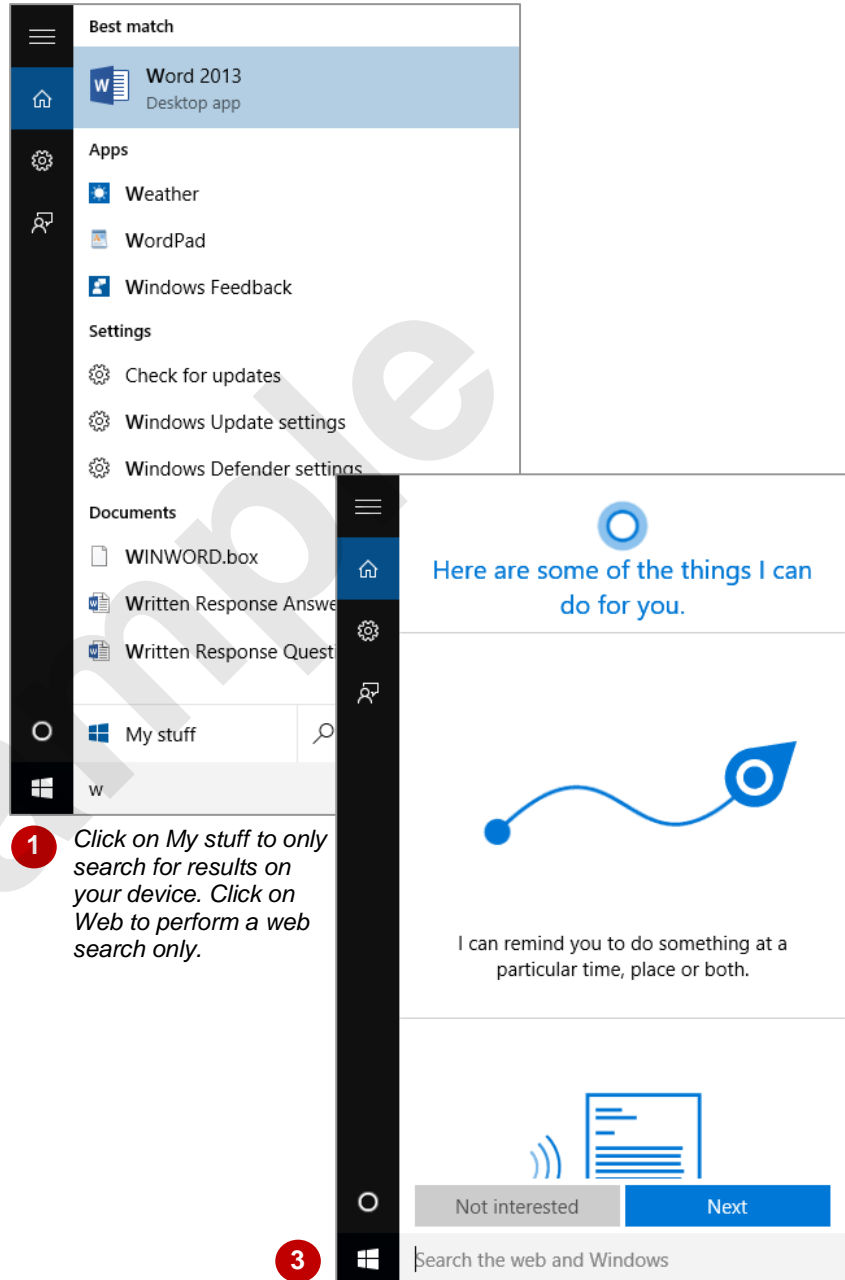
In Windows 10 the **Search...** feature is based in the taskbar, between the Windows icon and the application icons. You can use this search bar to search your computer for applications, files or

settings, as well as search the web for information using the Bing search engine.

## Try This Yourself:

*Before starting ensure that the desktop is displayed...*

- 1 Click in the **Search...** bar, then type **w**  
*The Search panel will open to the right of the screen looking for items beginning with 'w'...*
- 2 Press **Esc** twice to close the **Search** panel  
*Let's try keyboard shortcuts...*
- 3 Press **Win** + **S** to open the **Search** panel with **Cortana** displayed
- 4 Close the panel



## For Your Reference...

To **initiate** the **Windows Search** feature:

- Click in the **Search...** bar, or
- Press **Win** + **S**

## Handy to Know...

- You can display the search panel by right-clicking on the Windows icon in the taskbar and selecting **Search**.



# CHANGING THE WINDOWS SEARCH SETTINGS

Using the **Search** pane, you can change various search settings. For instance, you can clear your local search history and some of the Bing search history which is used to personalise your

searches. Additionally, you can change the **SafeSearch** options that filter adult content – adult text, images and videos – from your search results. You can even turn off web search if needed.

## Try This Yourself:

*Before starting this exercise ensure that the Start screen is displayed...*

- 1 Click in the **Search...** bar, then click on the menu icon in the top left corner of the **Search** pane to expand the options

- 2 Click on **Settings** to display search settings in the **Search** pane

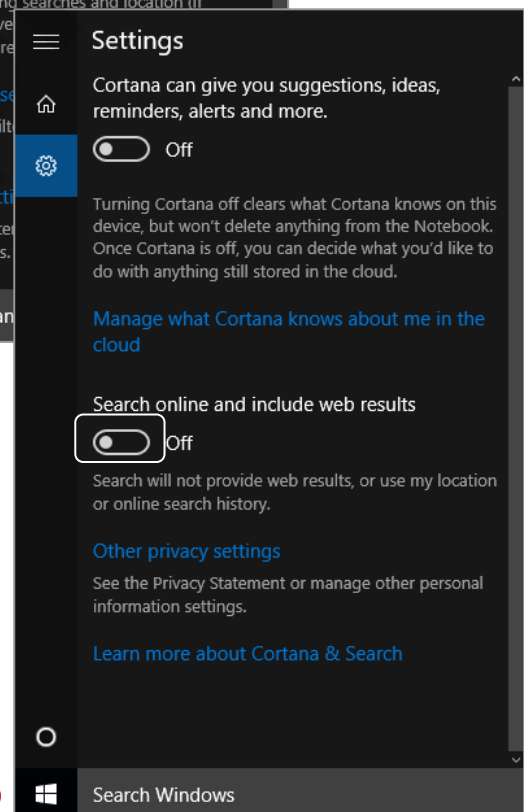
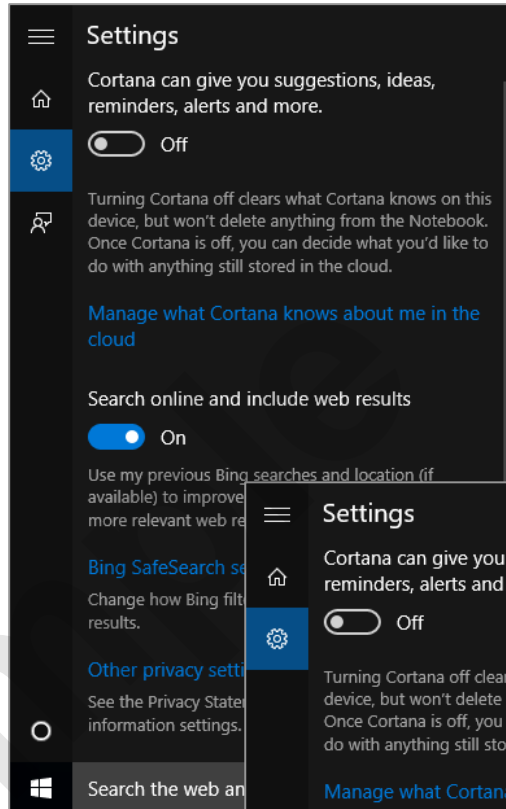
*Here you can modify Search settings as well as turn Cortana on or off...*

- 3 Under **Search online and include web results**, click on the blue bar to the left of **On** to prevent searches from using Bing for web results  
*Only files, settings and applications on your computer will be included in search results. Let's turn web results back on...*

- 4 Repeat step 4 to turn on online searching again, then spend a few moments reading the other options that you can change for your searches

*You can click on the blue text to view more settings...*

- 5 Click away from the **Search** pane to close it



## For Your Reference...

To **change** the **Windows search settings**:

1. Click in the **Search** bar, then click on **Settings**
2. Change the settings as desired

## Handy to Know...

- By default, Microsoft display personalised ads in your browser. You can turn this off and manage other personalised ad preferences by clicking on **Privacy** in the **PC settings** screen, then modifying settings in the **General** section.

# WINDOWS STORE APPS

The default installation of Windows 10 includes various built-in apps, some of which appear as tiles in the **Start** menu. However, by opening the Windows **Store** via the **Start** menu or taskbar,

you can download thousands of additional apps including media and entertainment apps, games, business and finance apps, and much more.

## Built-in Apps

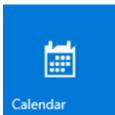
The default **Start** menu includes numerous tiles. Many of these tiles are brightly coloured or include live content (such as **Photos**, **News** or **Weather**) if their **Live Tile** feature has been turned on, and may be small, medium, wide or large (as you can see in the table below). These tiles link to Windows Store apps. Other tiles link to desktop programs, such as Microsoft OneNote, which have been pinned on the **Start** menu.

Here's a quick overview of some of the preinstalled Windows Store apps.



### Mail

You can get email from your accounts including Outlook, Gmail and Yahoo!



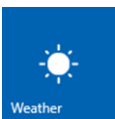
### Calendar

Aggregates calendar feeds from multiple accounts such as Hotmail, Outlook and Google.



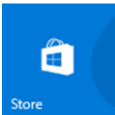
### News

You can customise your news and even pick individual topics.



### Weather

You can see daily and hourly weather forecasts for any location you choose.



### Store

The Windows **Store** has thousands of apps, both free and pay-for that you can download once you have logged in with your Microsoft account.



### Photos

This tile shuffles through your images whether they're on Facebook, OneDrive or another PC.



### Microsoft Edge

You can launch **Microsoft Edge** by clicking on its tile.



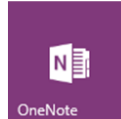
### Cortana

Click on this tile to start the **Cortana** personal assistant.



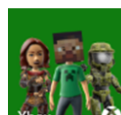
### Phone Companion

Guides you through the process of linking your smartphone to your computer so that information is synced across your devices. Windows, Android and Apple devices are all compatible with this process.



### OneNote

Click on the tile for a desktop program to start the program.



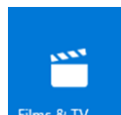
### Xbox

If you have an Xbox Live account, you can link it to Windows 10 to connect with other players and stream your gameplay online.



### Groove Music

Lets you download and listen to free streaming music (as well as play your own) and share your playlists. You can also purchase music.



### Films & TV

You can buy or rent films and television shows from the Windows **Store** and watch them on your computer.

# PUTTING YOUR COMPUTER TO SLEEP

When you stop using your computer for a time, such as while you're taking a lunch break, it's not always convenient to turn the computer off and then turn it on again and reopen the apps that

you were using. Rather than turning off your computer, you can use the **sleep** option to save power when the computer is not in use and then rapidly get on with your work with a press of a key.

## Try This Yourself:

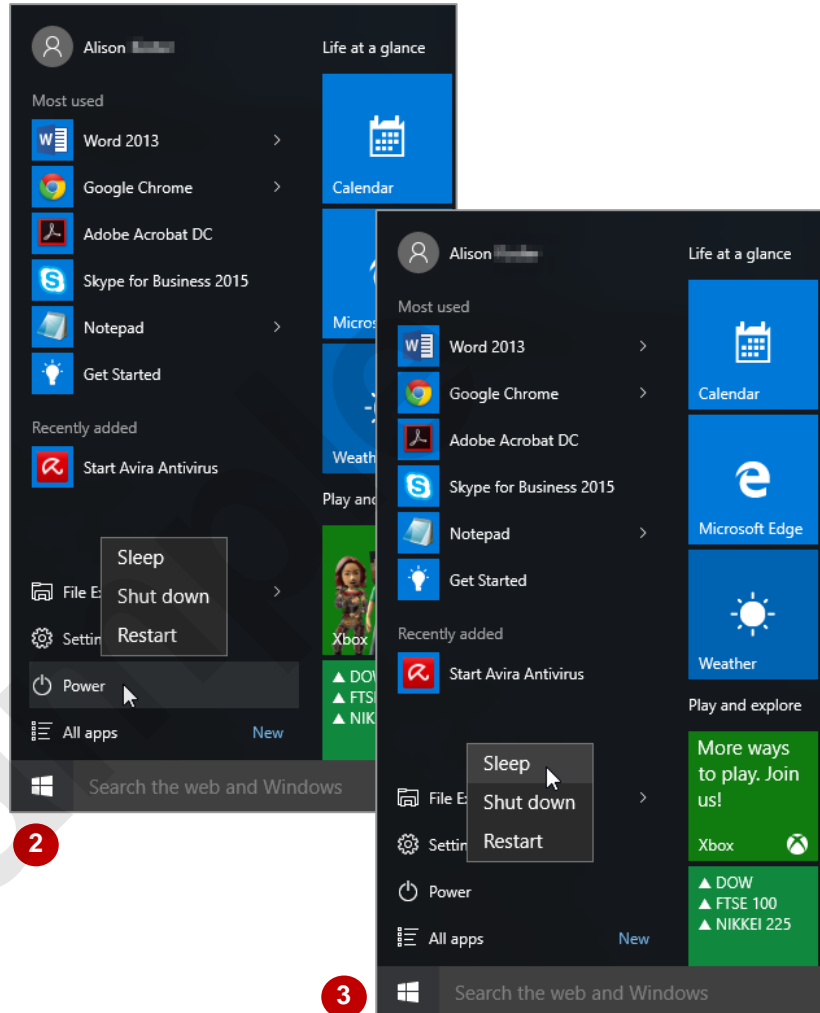
*Before starting this exercise ensure that the desktop is displayed...*

- 1 Click on the Windows icon in the taskbar or press **Win** to display the **Start** menu
- 2 Click on **Power** in the bottom left section of the menu to display a menu of options
- 3 Select **Sleep**  
*The computer display disappears and it seems as though the computer is switched off...*
- 4 Wait a few moments, then click the mouse button or press **Enter** to activate the computer, or you may need to press the computer's **On** button

*The Lock screen may display...*

- 5 Press any key to display the logon screen
- 6 If required, select your user name and type your password
- 7 Press **Enter**

*Your desktop is displayed again exactly as you left it*



## For Your Reference...

To **put** your **computer** to **sleep**:

1. Click on the Windows icon in the taskbar or press **Win** to display the **Start** menu
2. Click on **Power**
3. Select **Sleep**

## Handy to Know...

- When your computer is in **Sleep** mode it uses only a very small amount of power to maintain your work in its memory. If you're using a laptop on a battery and your computer is left sleeping for hours, after a while it will automatically save your work to the hard drive and shut down completely.