
Computer Sciences

LECTURE

Introduction To Windows 10

BY

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WHY WINDOWS 10?

- Windows 10 is the Microsoft Operating System.
 - Is replacing Windows 7 on campus
 - Much more friendly than Windows 8
 - More Secure
 - Runs better (uses fewer resources)

WHAT'S NEW IN WINDOWS 10?

- *A few feature highlights*

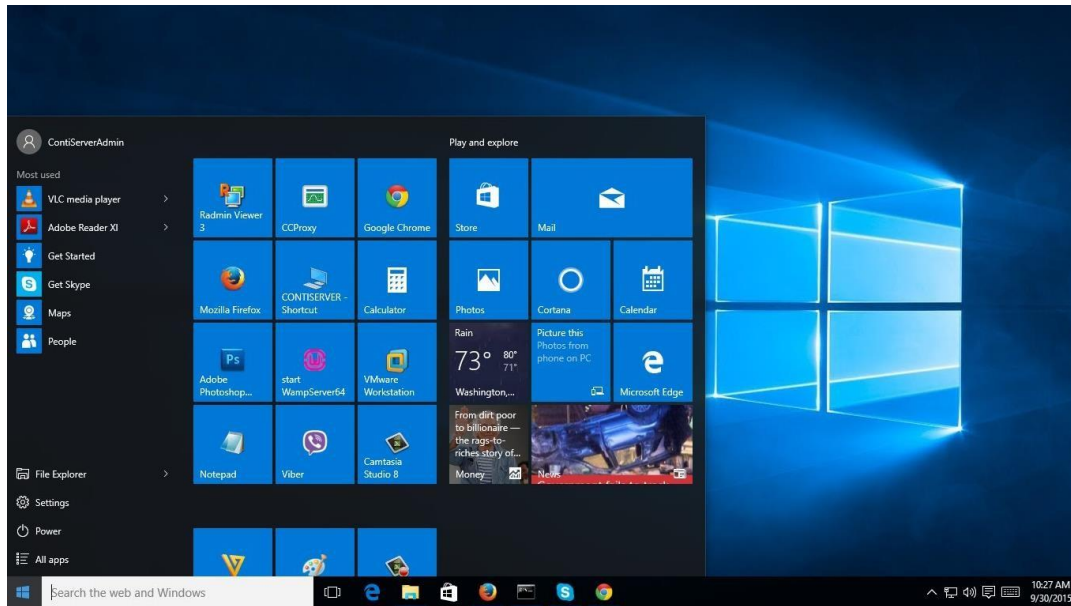
- • Start menu
- • Using tiles
- • How to search
- • Task view
- • Virtual desktops
- • Snap enhancements
- • Quick access tools

- *Personalization and Settings*

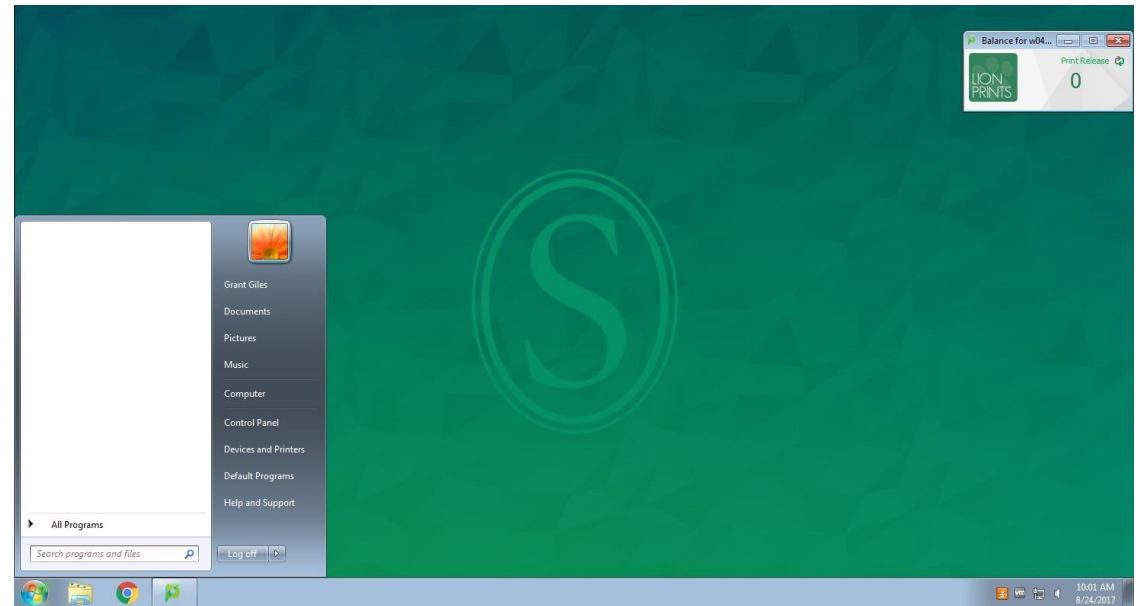
- • A new look
- • Personalize your lock screen
- • Themes
- • Desktop and Colors

START MENU

Windows 10:




Windows 7:



HOW TO USE THE START MENU:

To display the Start menu:

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

—OR—

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

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

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



START MENU: USING TILES

- In the right pane of the Start menu, you'll find tiles for some common apps.
- To move a tile, just drag it to another position. You can rearrange them within the pane. You can also drag apps between the tile view and the app list view.

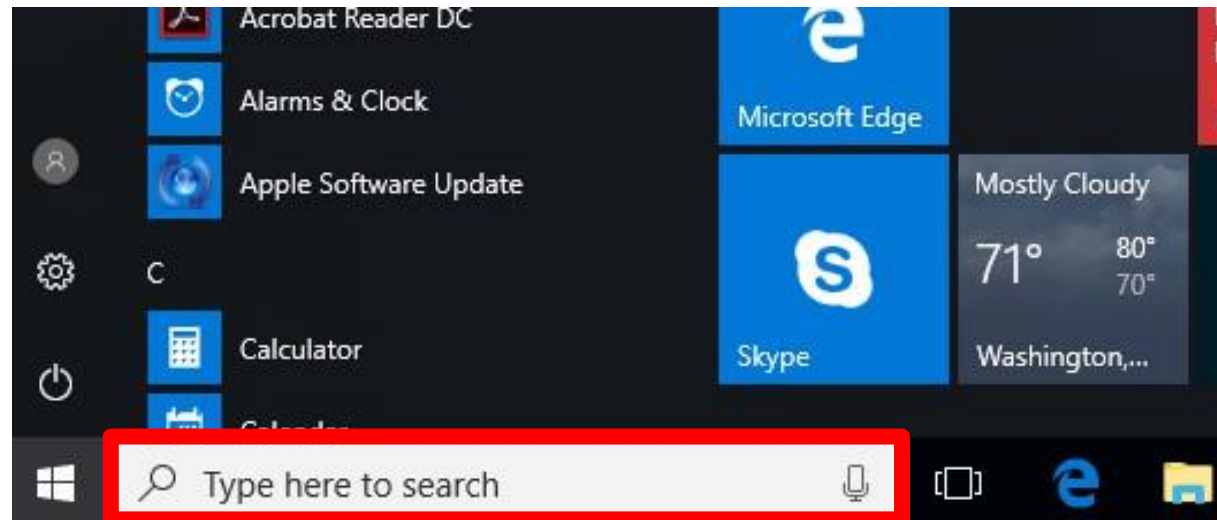
Right-click a tile to display a menu for performing other actions with that tile, which may include:

- Unpin from Start
- Resize
- Uninstall
 - More
 - Open recent files with the app



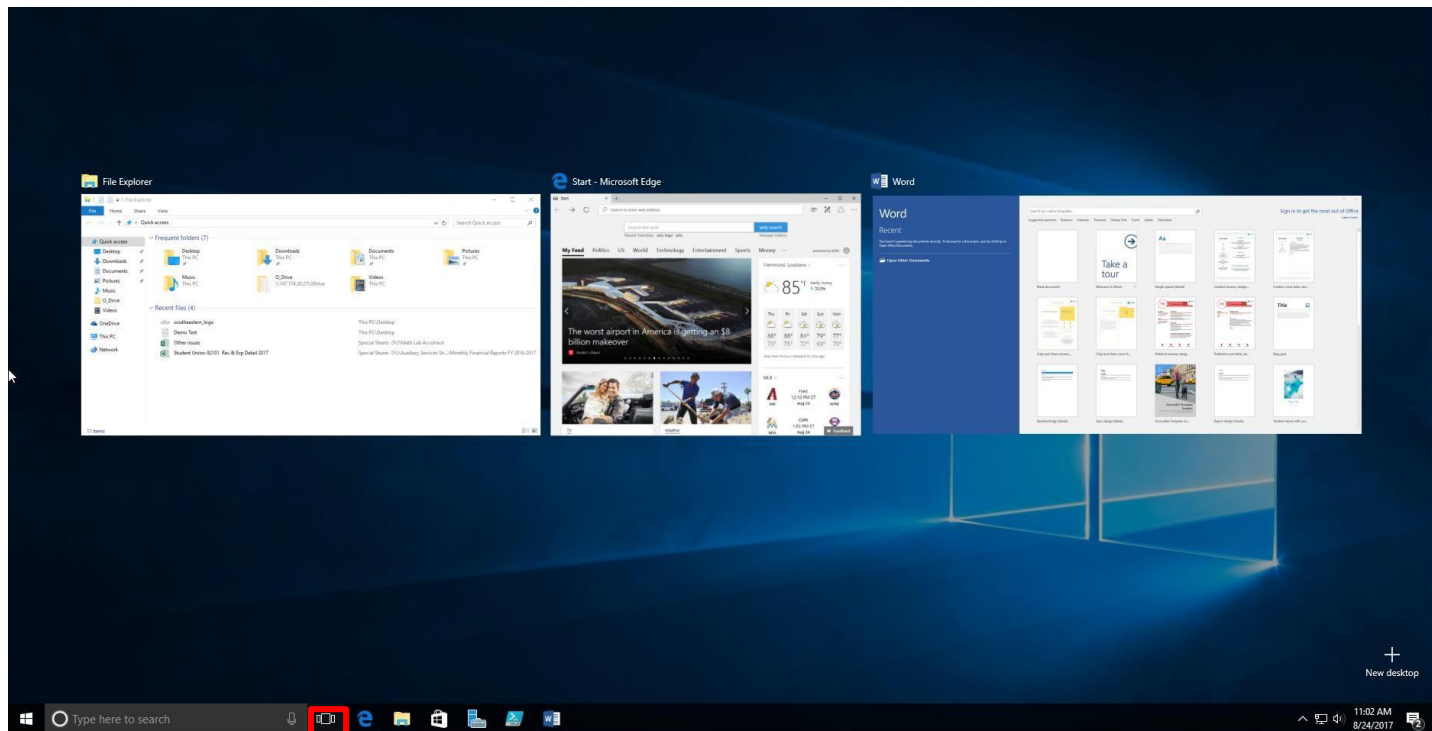
HOW-TO SEARCH

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



TASK VIEW



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

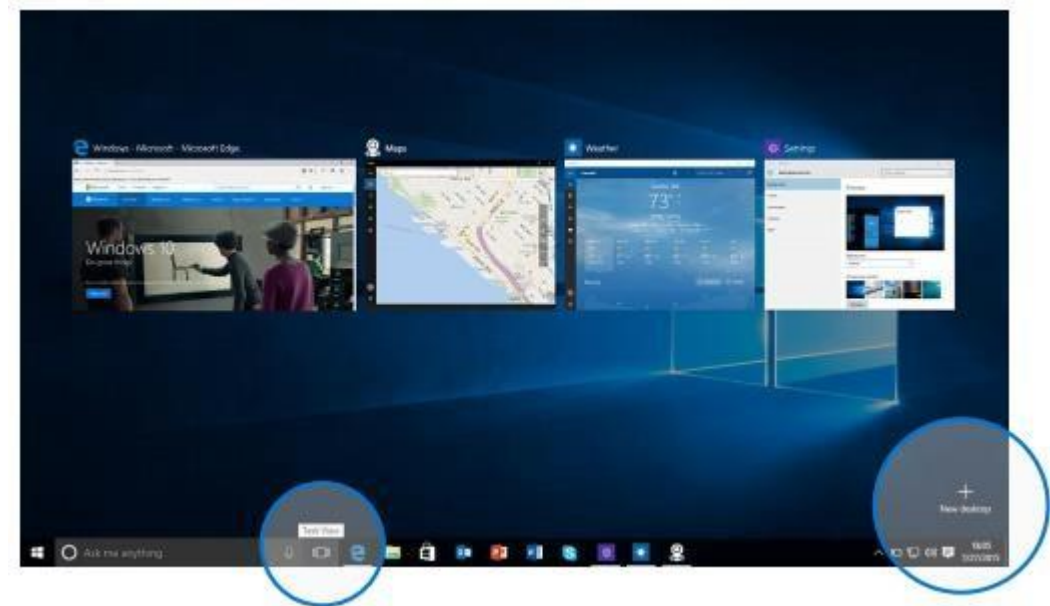


VIRTUAL DESKTOPS

- Windows 10 adds support for virtual desktops, so you can keep your open apps better organized.
- For example, if you need to work with spreadsheets, you could create a second virtual desktop that contains the apps/data you're using.
- Also can use “CTRL + Windows + arrow keys” to move between them.

To create a new virtual desktop:

1. Select the **Task View** button on the taskbar. 
2. Select **New Desktop** near the lower-right corner of the screen. 

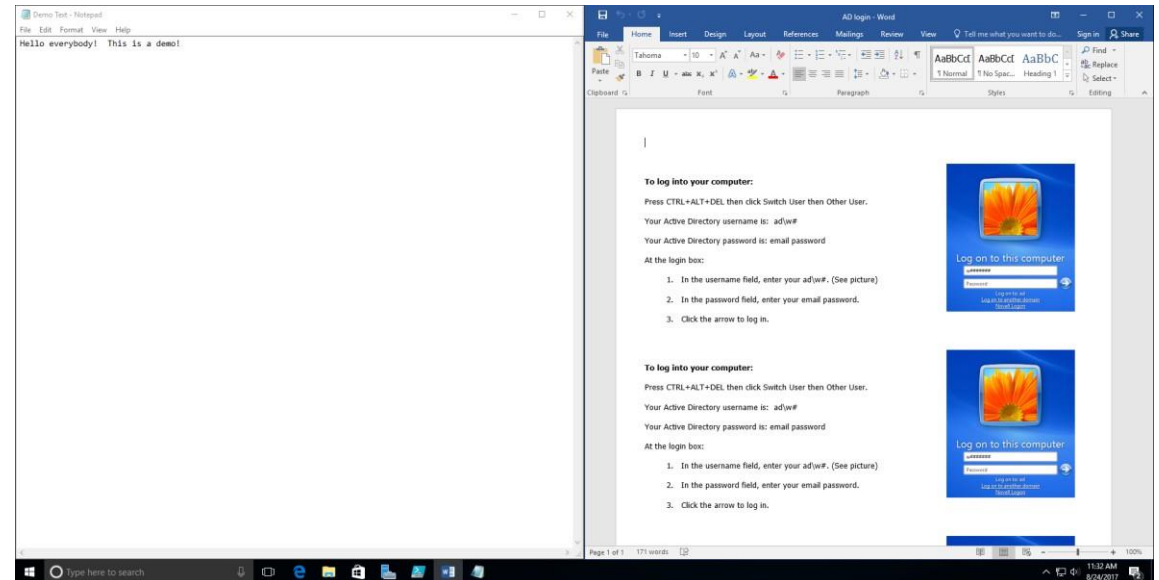


SNAP ENHANCEMENTS

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

To snap two windows side by side:


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



QUICK ACCESS TOOLS

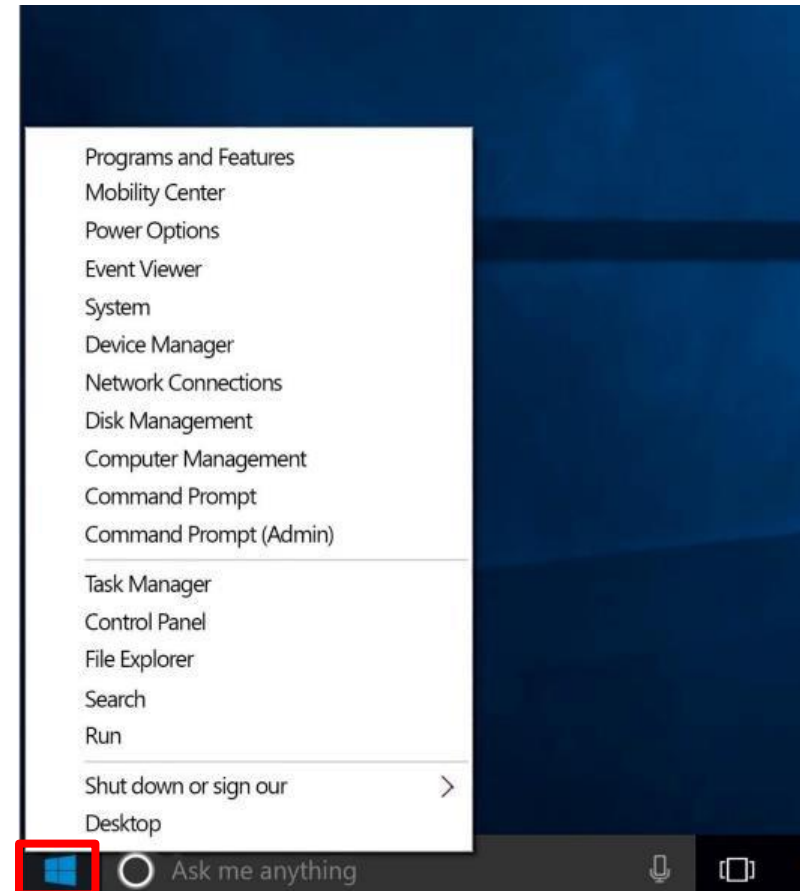
- The Quick Access menu provides access to advanced system tools such as Power Options, Task Manager, and Control Panel.

To display the Quick Access menu:

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

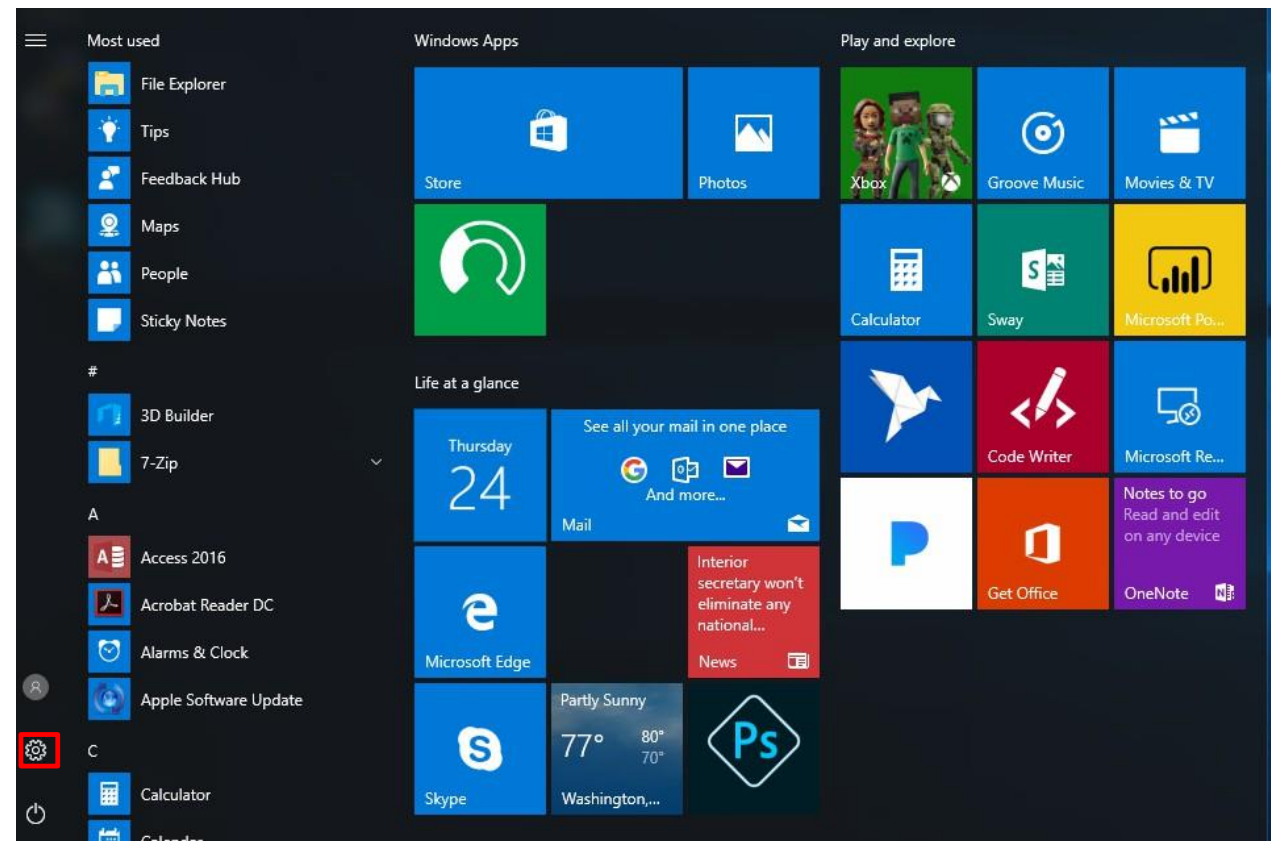
— OR —

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



PERSONALIZATION AND SETTINGS:

- Settings gets a new “modern” look.
- Basically, a condensed “control panel”
 - FYI, control panel is still available.



SETTINGS IN WINDOWS 7 VS WINDOWS 10

■ Windows 10:

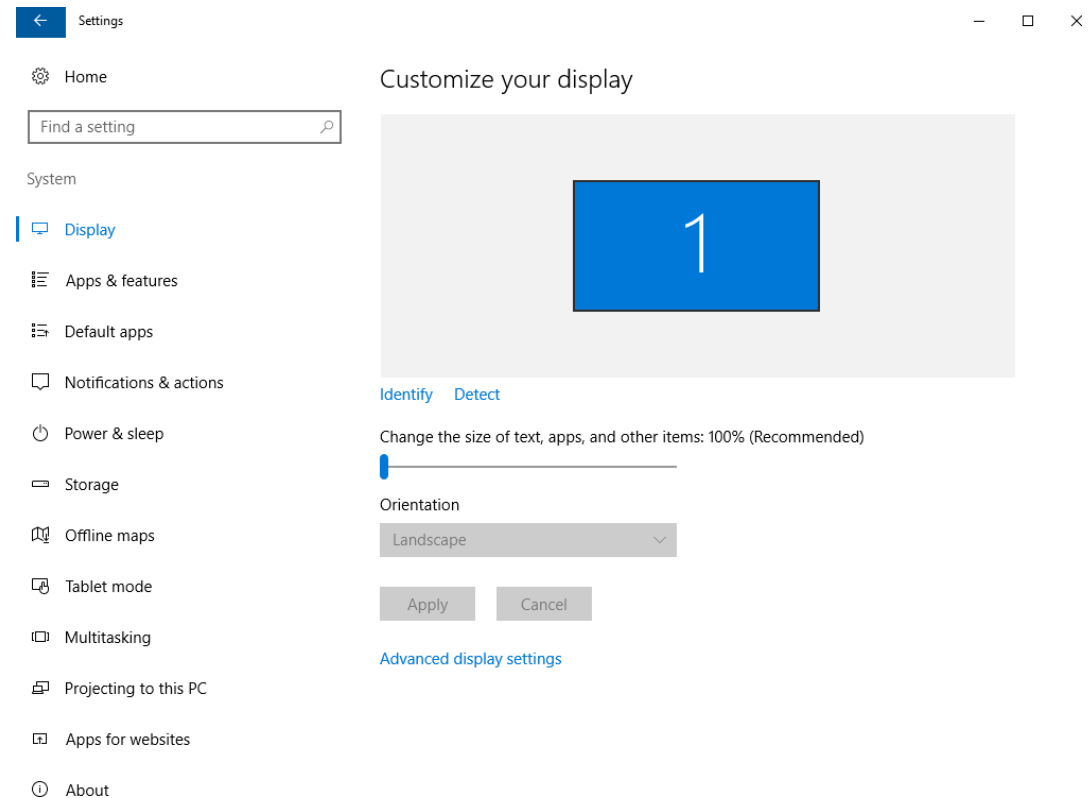


■ Windows 7:



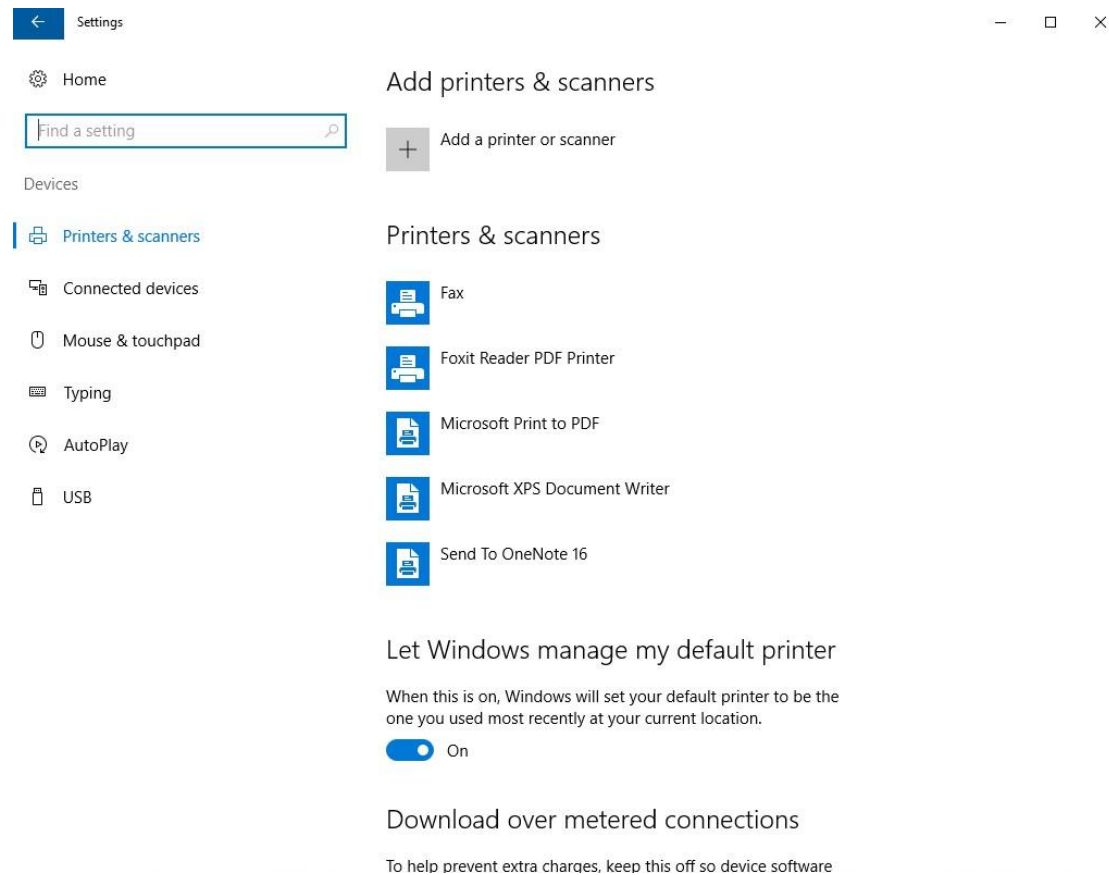
SETTINGS FOR SYSTEM

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

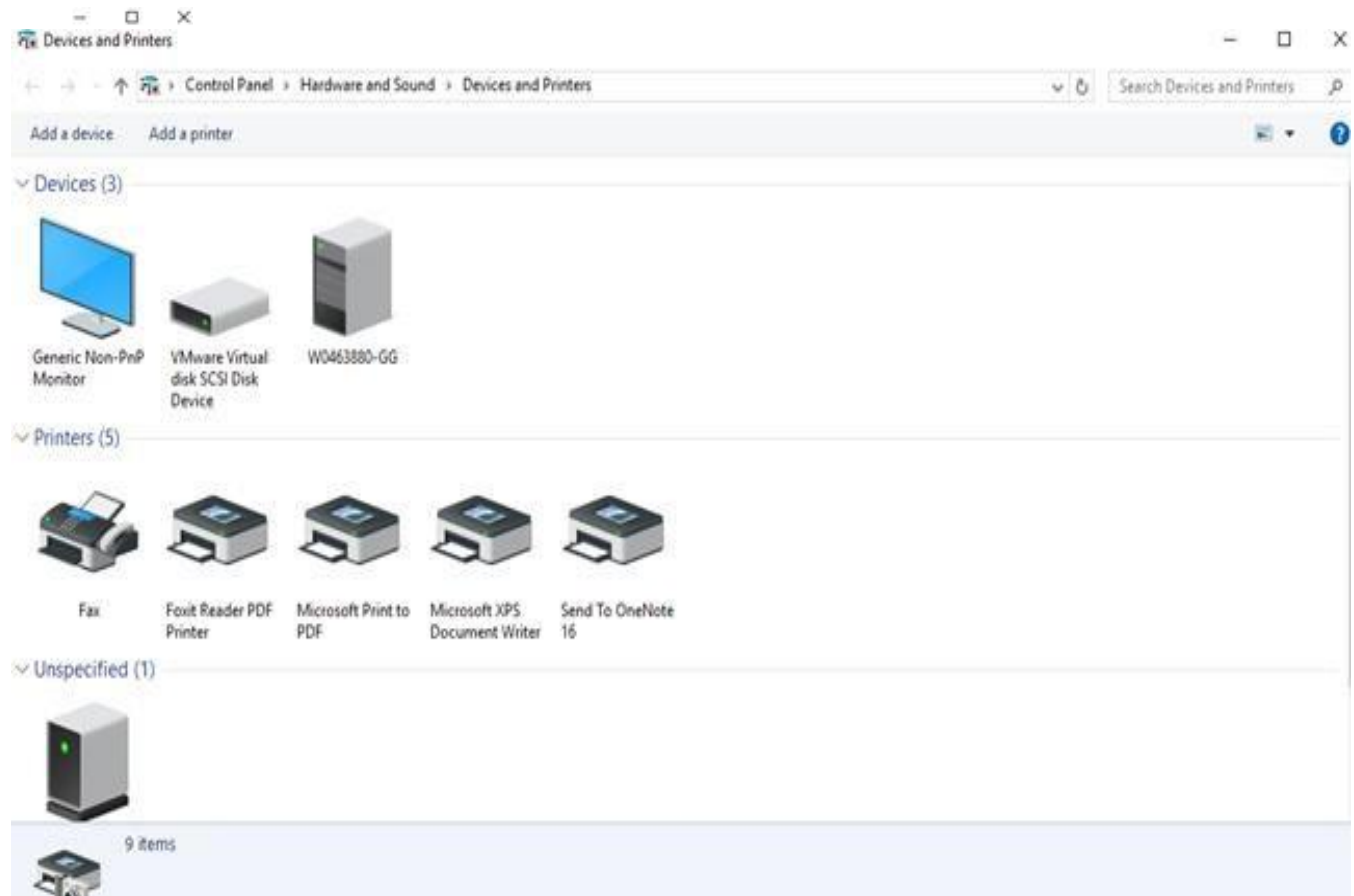
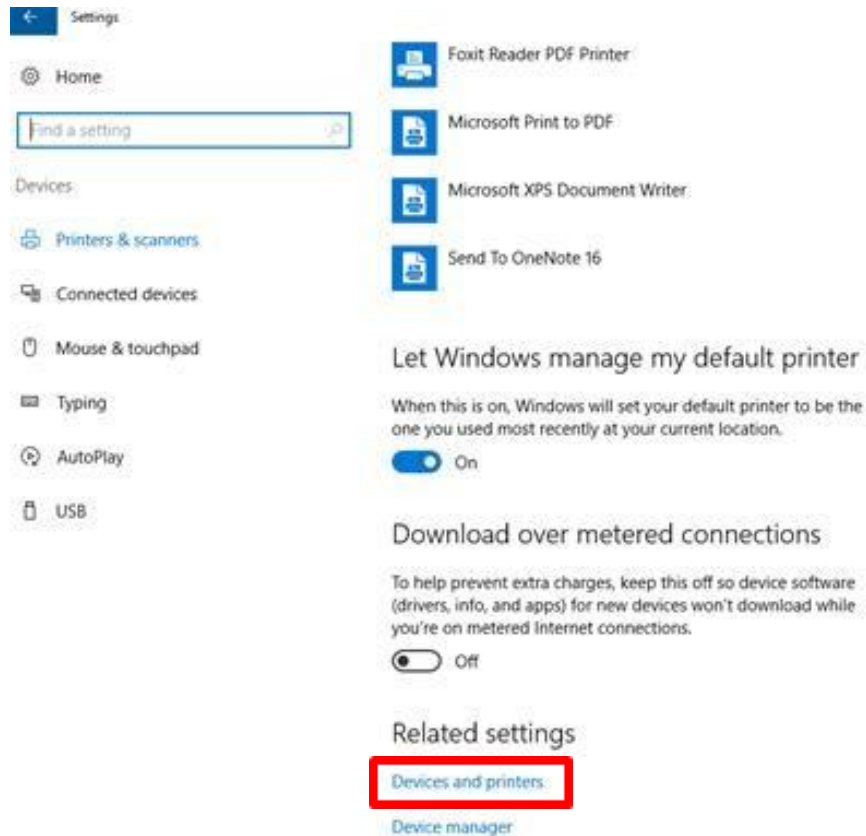


SETTINGS FOR DEVICES

- Manage settings for external devices (printers, mice, scanners)
 - 95% of time it's printers
 - 95% of time, use old view.



SETTINGS FOR DEVICES (CONT.)

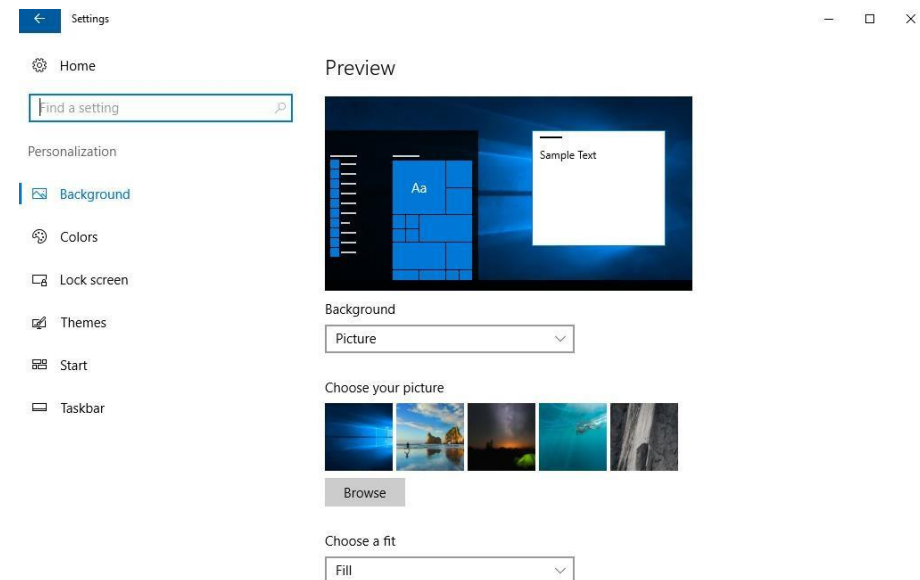


PERSONALIZATION SETTINGS

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

To customize your lock screen:

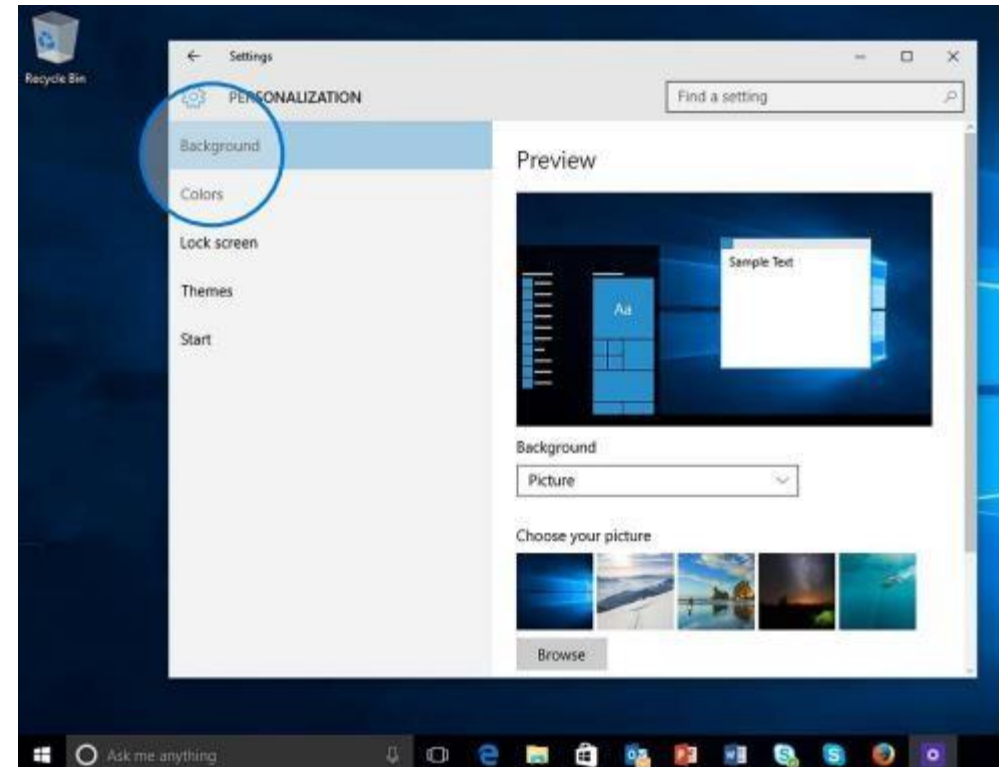
1. Go to Start, and then select **Settings** > **Personalization** > **Lock screen**.
2. Change your device background and choose any combination of detailed and quick status notifications.



PERSONALIZATION SETTINGS (CONT.)

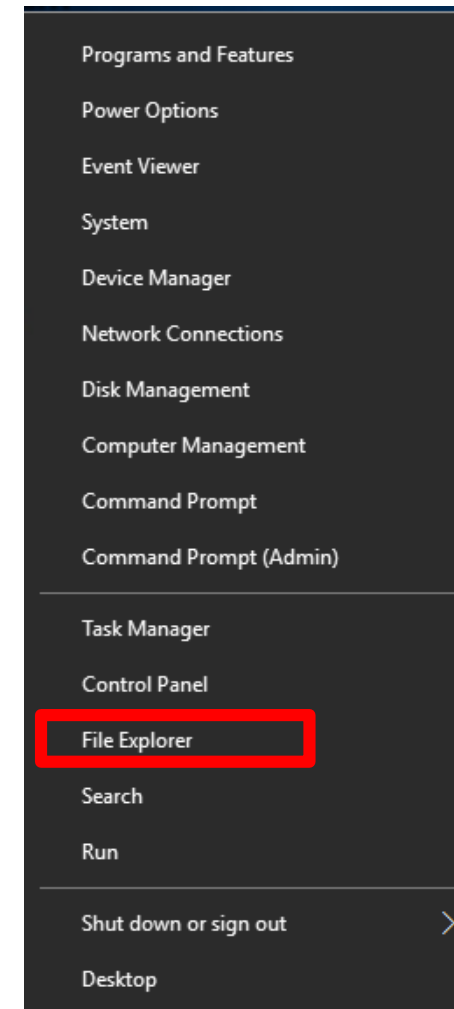
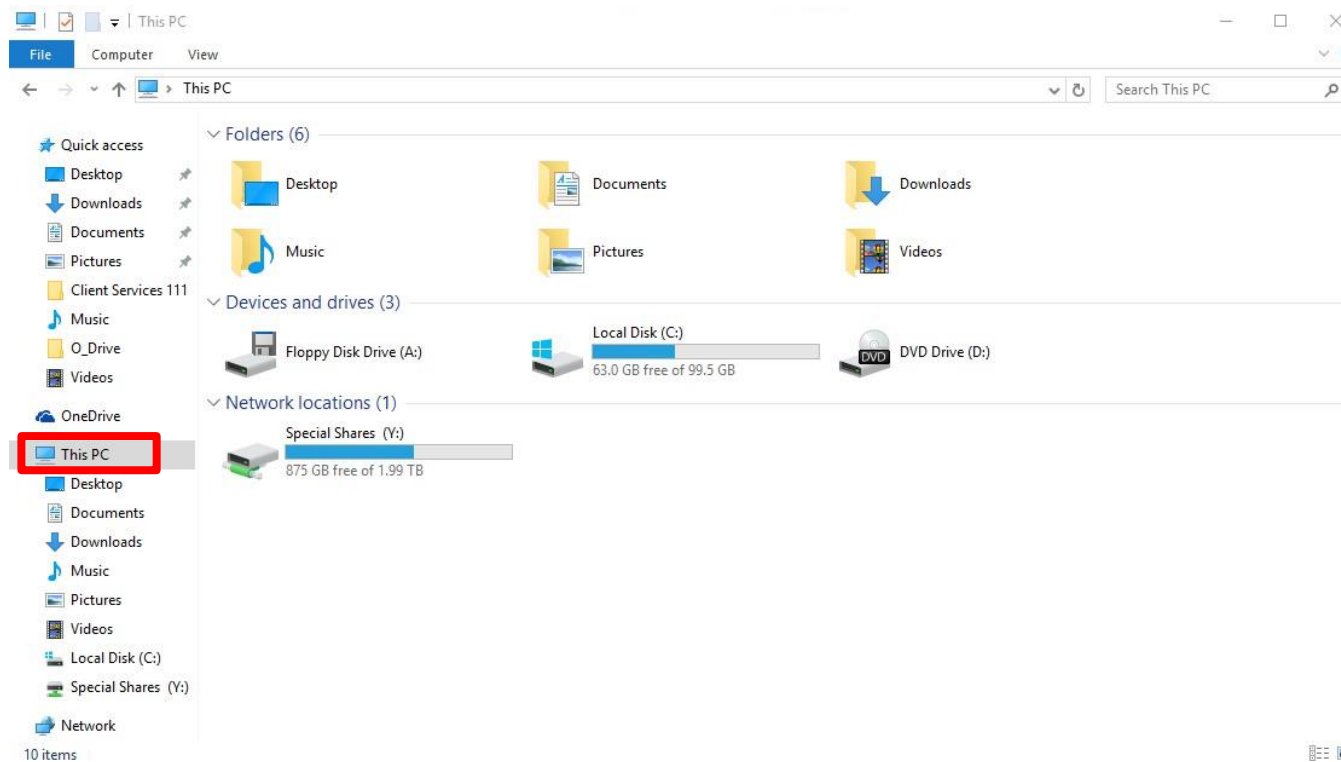
- Choose a picture worthy of gracing your desktop background, and to change the accent color for Start, the taskbar, and other items. The preview window gives you a sneak peek of your changes as you make them.

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



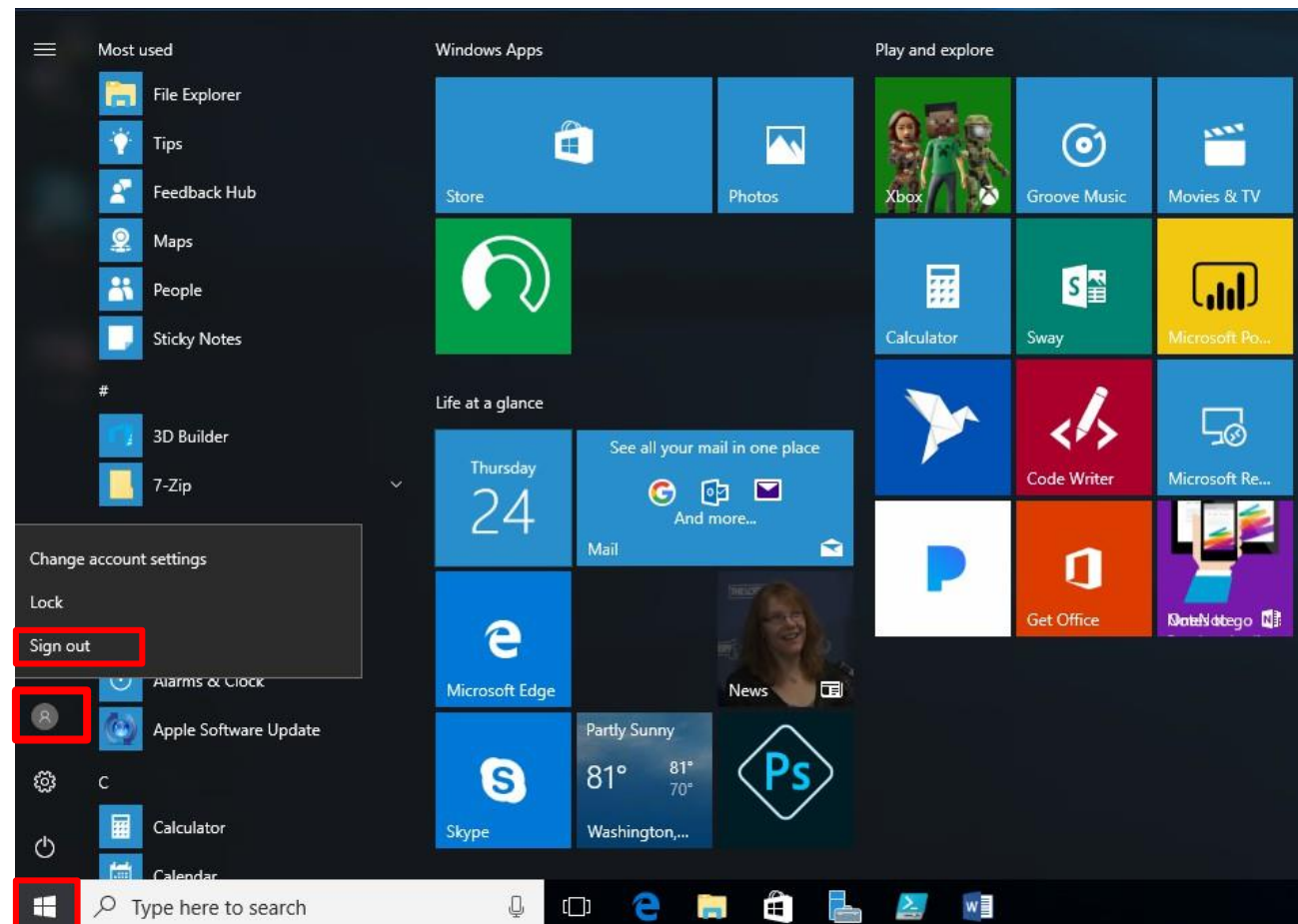
WHERE IS “MY COMPUTER”?

- Right-click the start button > Select File Explorer
 - Click “This PC” to get to your drives.



HOW DO I “LOGOUT”?

- Click the start button
 - Click the user icon
 - Select sign out.



HOW DO I “SWITCH USERS”?

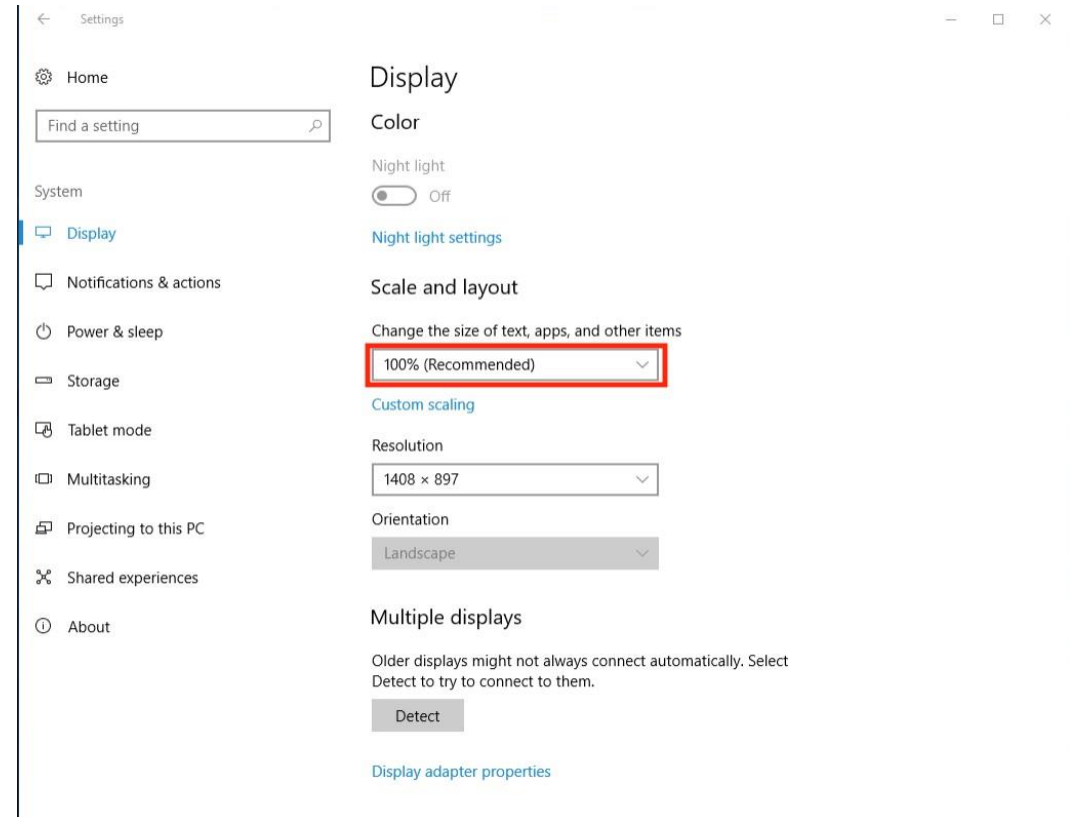
- Common when you need to login on someone else's PC.
- Select “other user” on login screen.
- Sign in with AD information.

ADDING SHORTCUTS TO DESKTOP

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

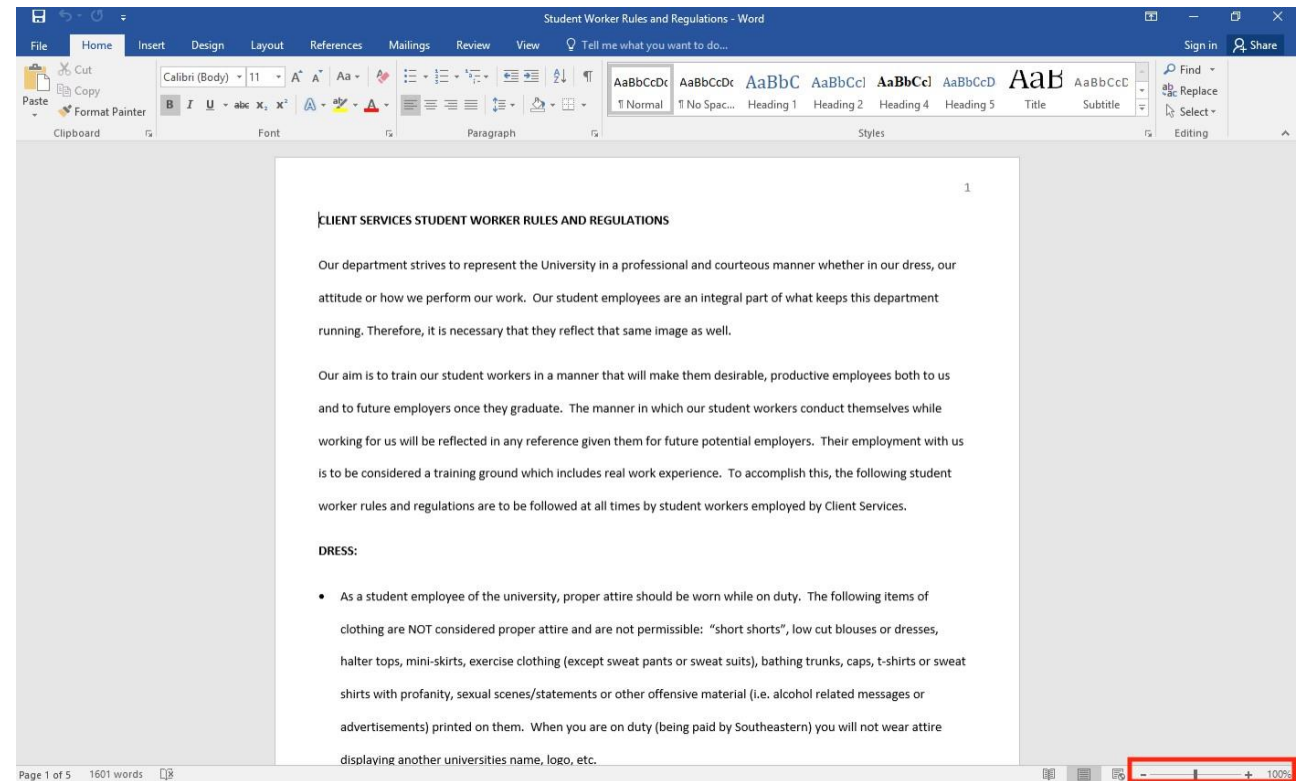
WHY IS EVERYTHING HARD TO SEE?

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



WHY IS EVERYTHING HARD TO SEE? (PT. 2)

- In common apps such as Microsoft Word, there is a way to increase the size of the document, without formatting the document itself.
- The “View Slider” in the bottom right-hand corner allows a user to increase/decrease the magnification of a document.



QUESTIONS??

- Thank you for lessening ..

Any questions?

