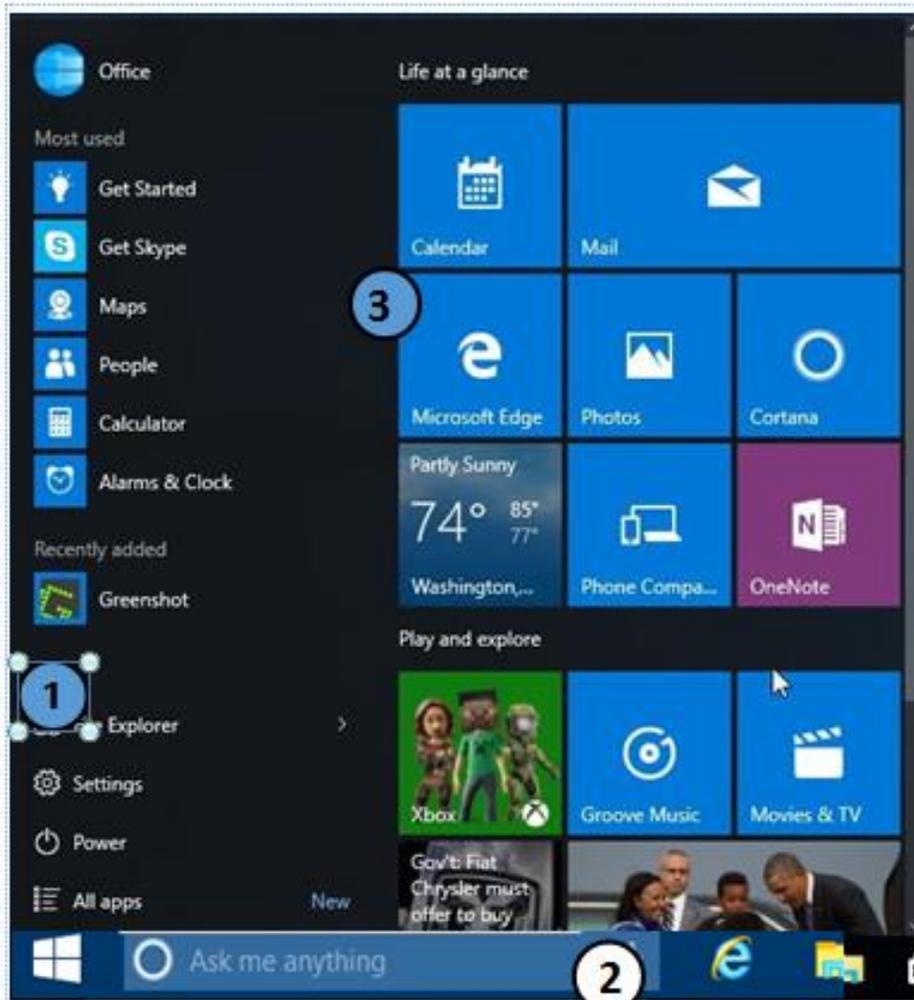# The Start Menu

1. **Access programs and apps through the menu.**

2. **Search the computer for any file or program. Use the commands "search" to search the internet or "open" to open a program or file. This activates the voice-assistant when enabled.**

3. **Access programs and apps through the tiles. Click and drag on a tile to move it.**

4. **Right-click on a tile or program in the Start Menu to access options that include uninstall, resize, pin to taskbar, and more.**

<u>Cortana: Windows Voice-Activated Assistant</u>
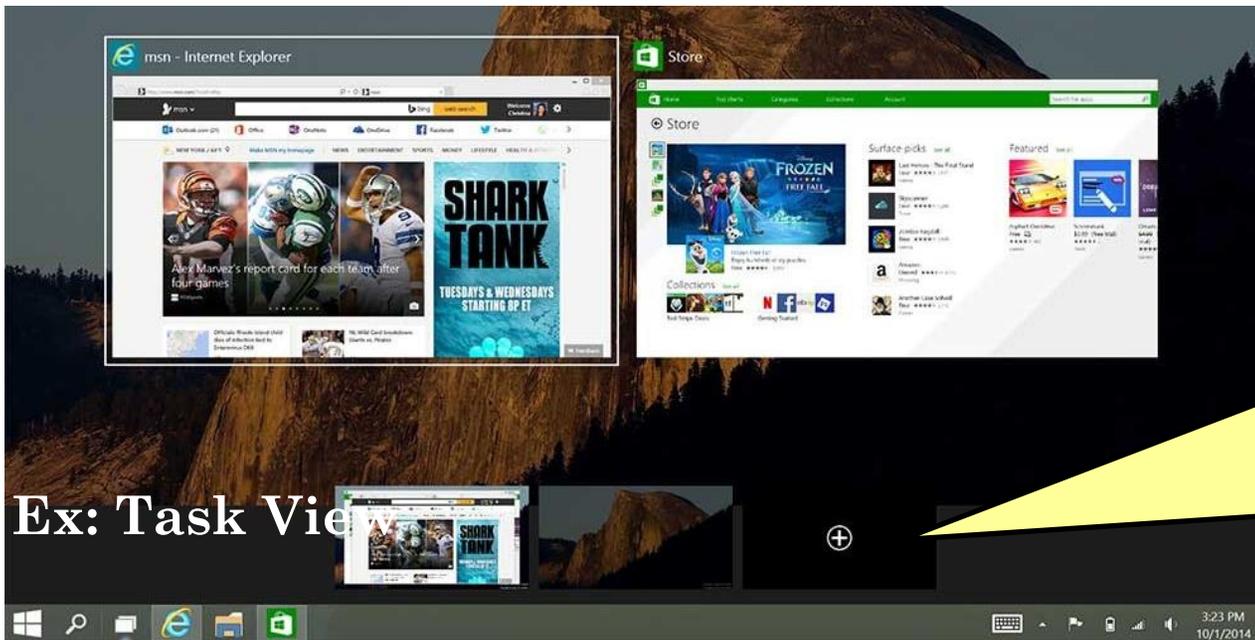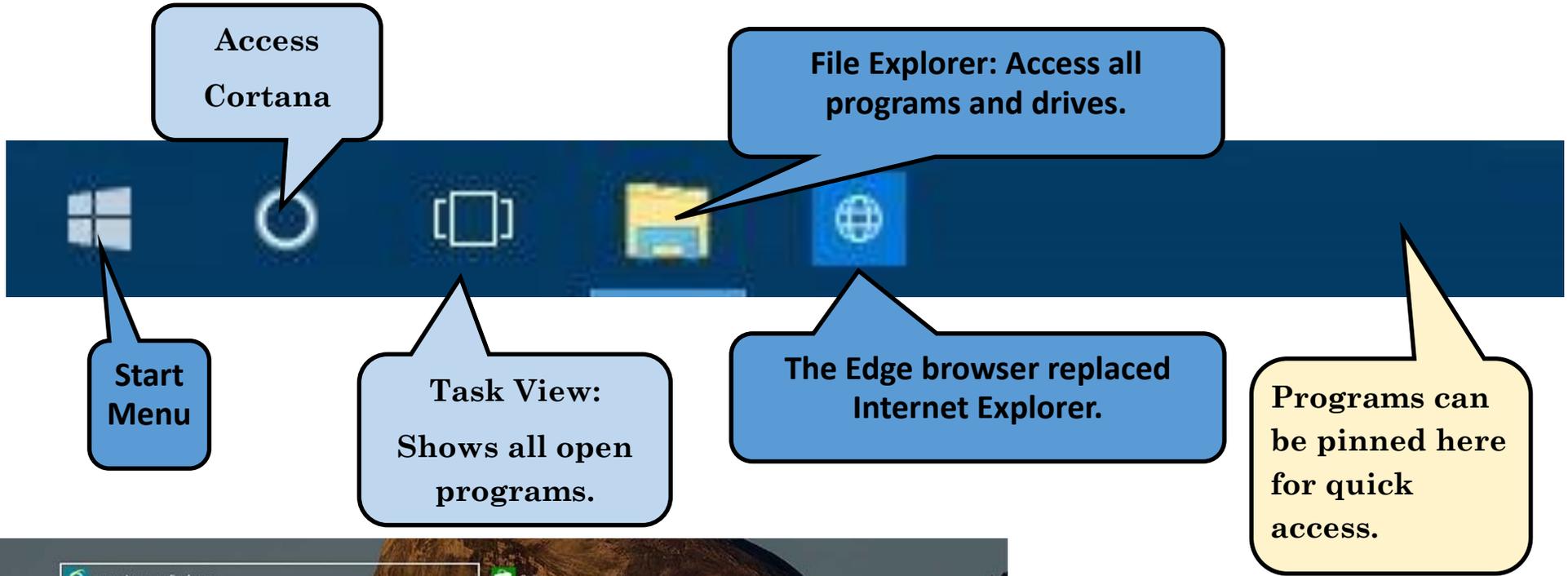
An Example of Things You Can Ask Cortana

Via David Neville on FieldGuide.com

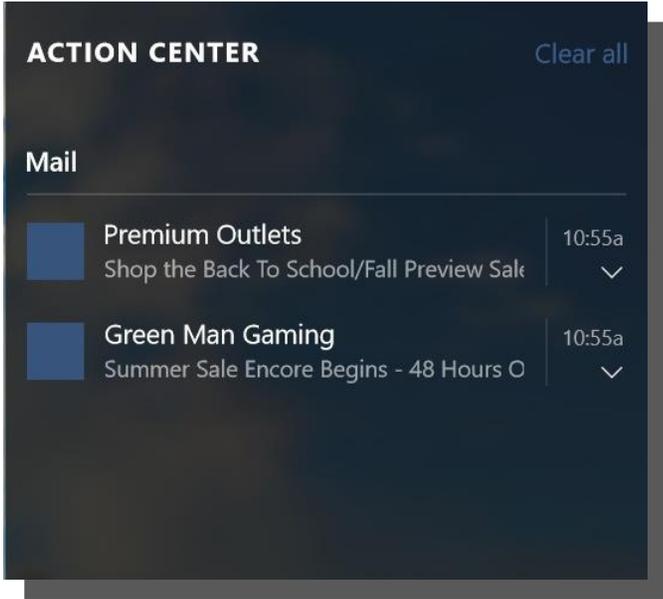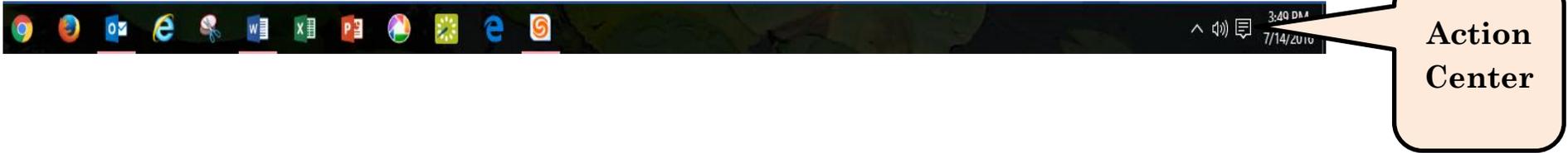Find it at http://goo.gl/29mSjB

1. "What's the weather in...?"

2. "How's my schedule looking?"

3. "Show me messages from..."

4. "Remind me at 2 pm to..."

5. "Wake me up in half an hour."

6. "Get driving directions to..."

7. "What's the best... near here?"

8. "Show me the headlines."

9. "What song is this?"

10. "What is three kilometers in miles?"

11. "Play music."

12. "Text..."

13. "Who will win?" (Game predictions)

14. "Take a note."

15. "Turn off Wi-Fi."

16. "Show me a picture of..."

17. "What's the status of British Airways flight 1386?"

18. "Where am I?"

The Task Bar

Access Cortana

File Explorer: Access all programs and drives.

Start Menu

Task View: Shows all open programs.

The Edge browser replaced Internet Explorer.

Programs can be pinned here for quick access.

Virtual Desktops

1. **Open a new desktop by clicking on the task view and clicking the '+' sign.**
2. **Switch between them by clicking the task view**

Ex: Task View

Action Center

ACTION CENTER   Clear all

Mail

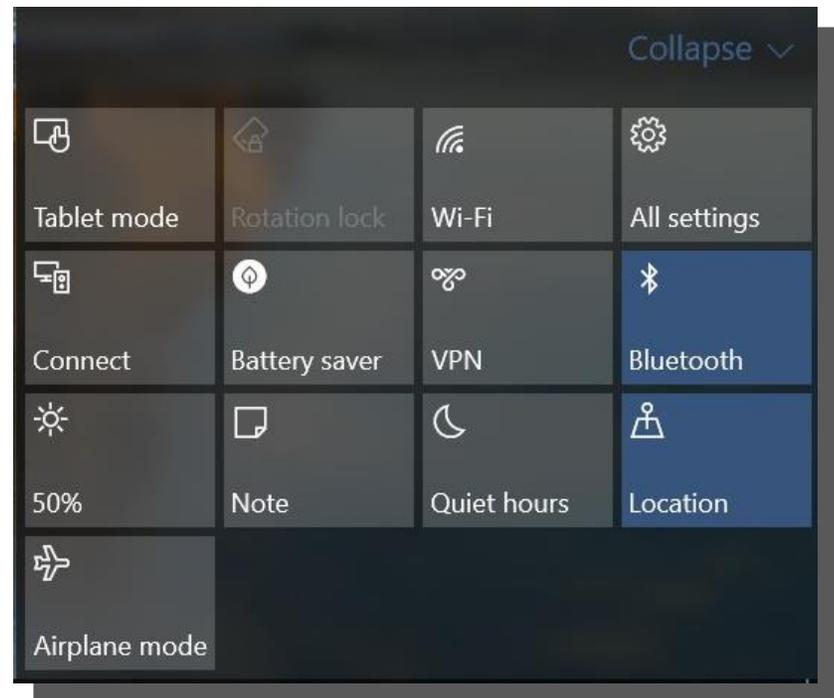|		
Premium Outlets	10:55a	∨
Shop the Back To School/Fall Preview Sale		
Green Man Gaming	10:55a	∨
Summer Sale Encore Begins - 48 Hours O		

Action Center

Notification Bar

Displays notifications from the PC, programs, and apps. This includes system updates, email, Facebook updates, and

Settings Access

Access common systems settings from the Action Center. Click the tiles to turn functions on/off or to access that function's settings.

Collapse ∨

|			
Tablet mode	Rotation lock	Wi-Fi	All settings
Connect	Battery saver	VPN	Bluetooth
50%	Note	Quiet hours	Location
Airplane mode			

<u>Snap Assist for Multitasking</u>

Click on the title bar of an open program and drag it to the left or right-most of the screen. It will 'snap' into place and show you all open programs. Click on another program, and it will fill the space on the other side. You can 'snap' up to four programs on the screen. Make any program prominent again by clicking on the <u>box</u> in the upper right corner of that program window.
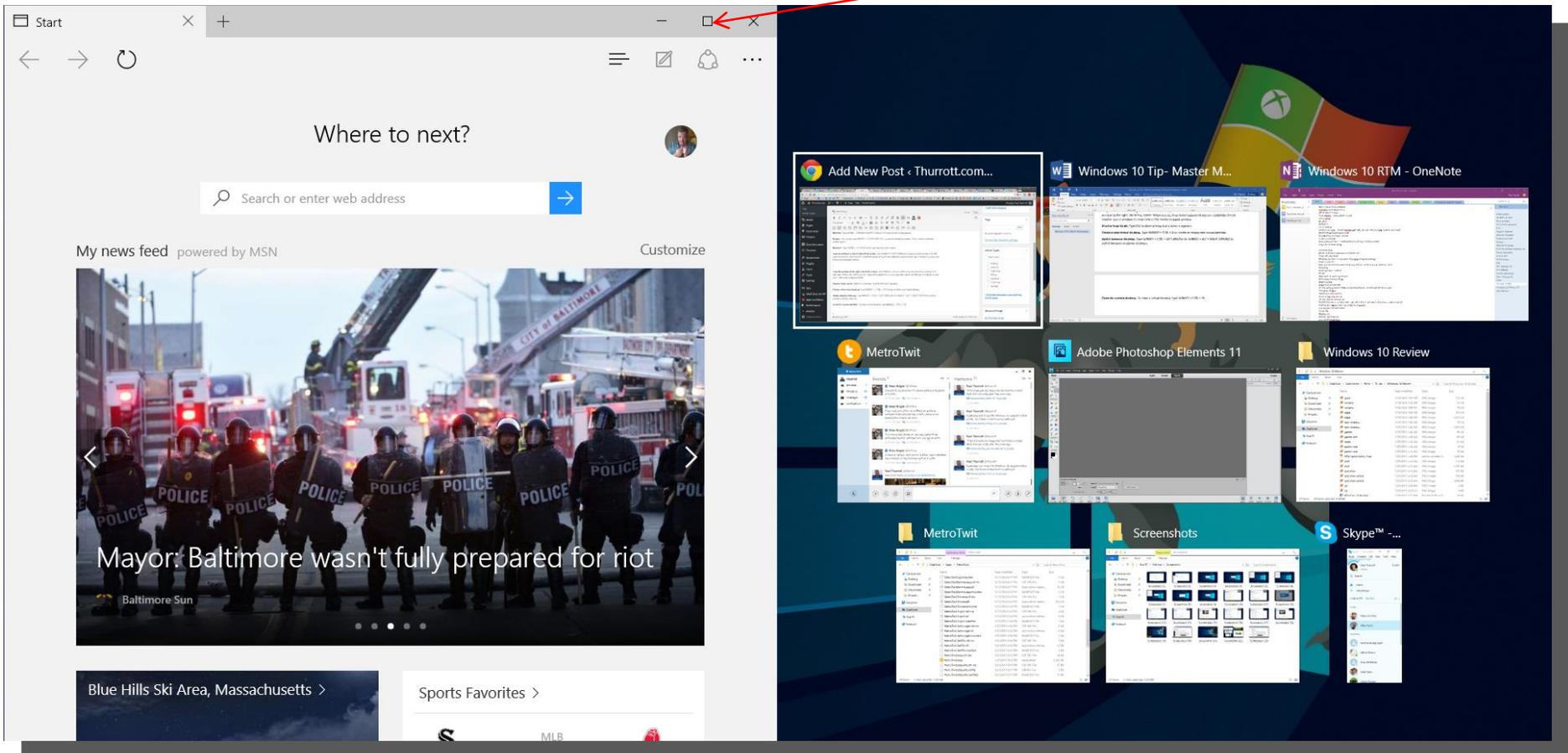
Microsoft Edge: the New Browser

Internet Explorer has been replaced with the Edge Browser. Edge has several new features along with all the ones you already know and love.
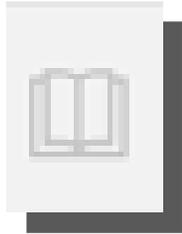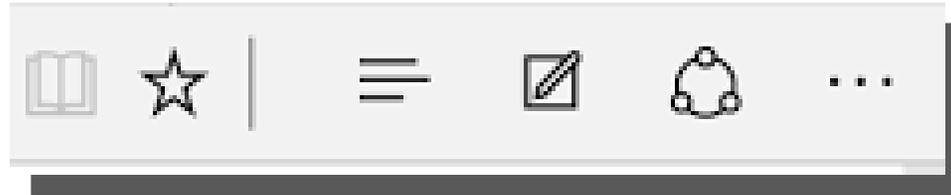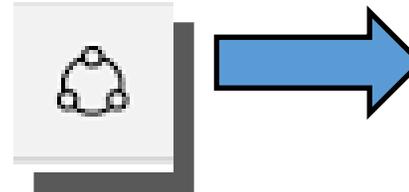
Reading view: View just the text on a webpage.

Favorites: Click this once you're on a site that you want to save to favorites. You'll then be asked what to name it and which folder or where to put it.
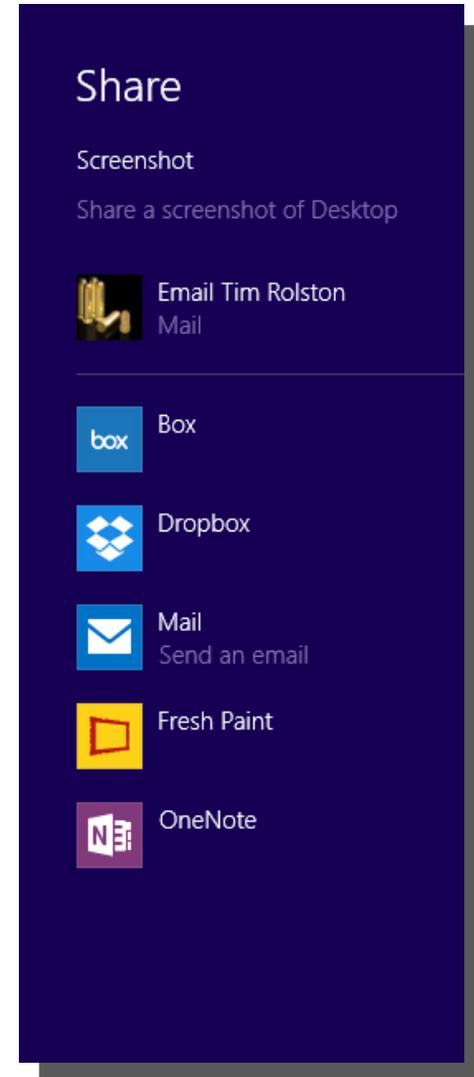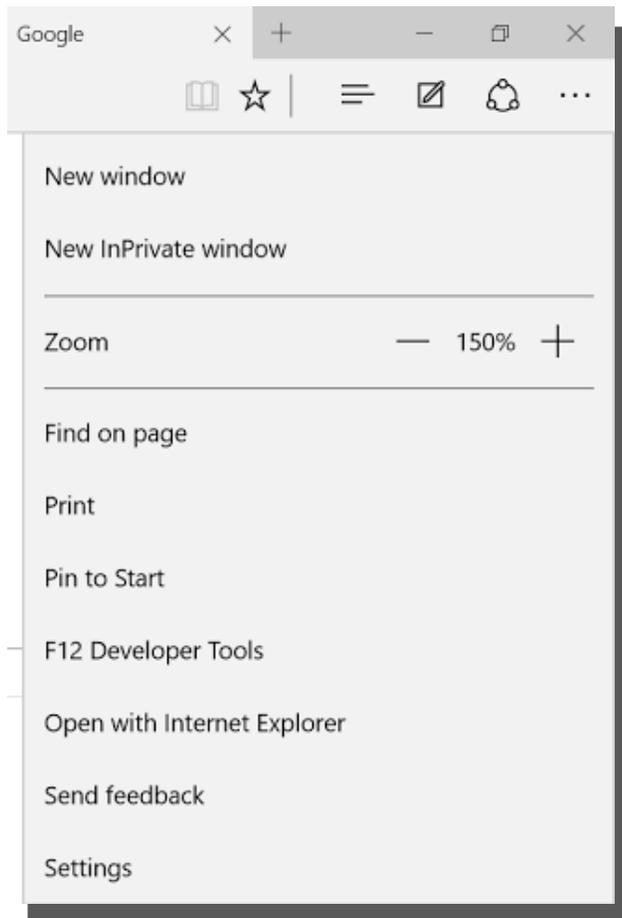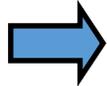
Access Favorites, History, and Downloads.

Share:
Share a webpage in multiple ways (including email and posting to Facebook)

Note: The list will be based on the apps and programs you have installed.

Share

Screenshot
Share a screenshot of Desktop

Email Tim Rolston
Mail

box Box

Dropbox

Mail
Send an email

Fresh Paint

OneNote

Microsoft Edge: the New Browser

Write; take notes, write, draw, and highlight directly on webpages.

More Actions:

Access additional settings and tools including the all-important 'print'.

New window

New InPrivate window

Zoom — 150% +

Find on page

Print

Pin to Start

F12 Developer Tools

Open with Internet Explorer

Send feedback

Settings
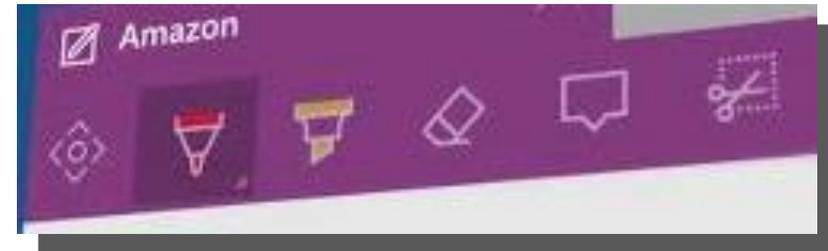
The Windows Store

To find the Store, select the Start ⊞ button, then select Store 🛍, or select it from the taskbar. You'll need an Internet connection and a Microsoft account. Use Search to quickly find what you're looking for, or to browse top charts, categories, and custom collections.

When you find something you want, choose it and then select Free if it's free, the price or Try, if it's a paid app. Buy once, enjoy on any compatible device—phone, laptop, desktop, or Xbox.

Check the company or name of app creator, permission(s) of an app, and number of reviews when considering adding an app. Put Google to work for you by searching for articles from sources like *PC Magazine* with phrases such as these: 'Top windows 10 apps' or 'Windows 10 games for the whole family.'

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