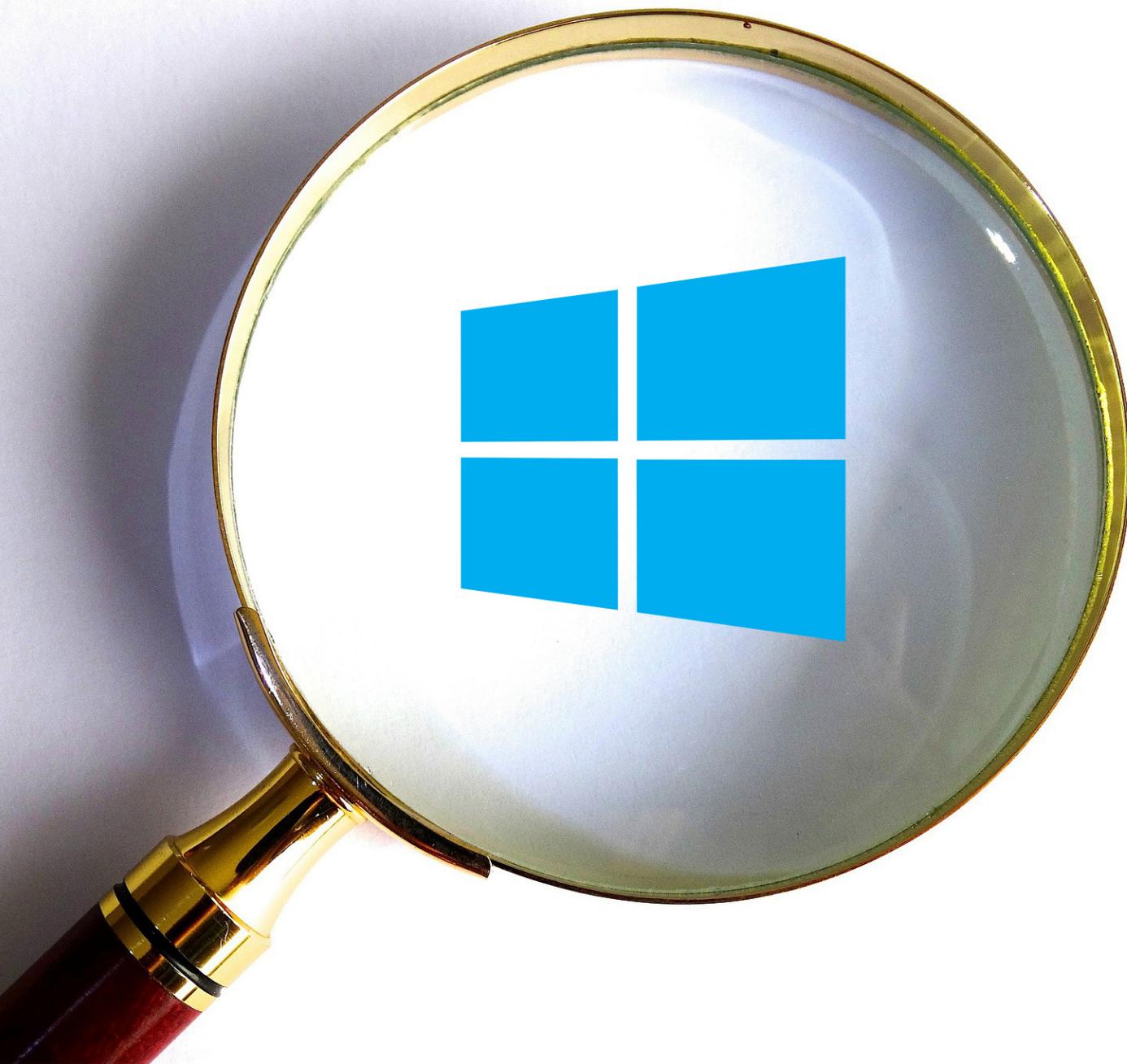


Road Map



Windows 10

Your Guide for getting to know
Windows 10

Author: Justin Stallings
Fall 2015
Vol. 1

Table of Contents

Introduction.....3
About this Guide.....3

Introduction & About this Guide.....3

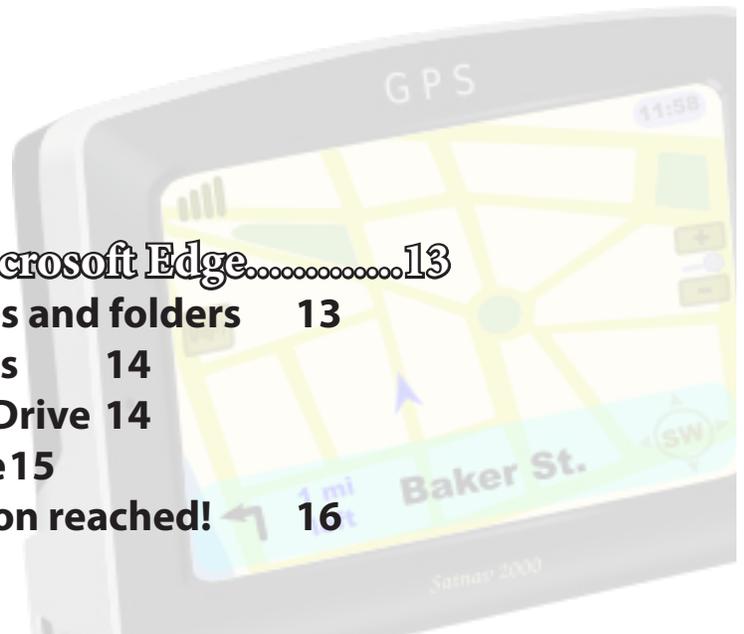
User Interface in brief.....4
Start Menu.....4
Cortana Search Box.....4
Taskbar.....5
Action Center.....5
Restarting and Shutting down your PC.....5
Connecting to Wired or Wireless Network (WiFi).....5
Apps.....6
Cortana.....6
Rest Stop # 1 reached!.....7

Customizing your PC.....8

Privacy Settings.....9
Windows Defender & Firewall.....10
 Windows Defender.....10
 Windows Firewall.....11
Rest Stop # 2 reached!.....12

File Explorer & Microsoft Edge.....13

Organizing files and folders 13
Backing up files 14
Microsoft OneDrive 14
Microsoft Edge 15
Final destination reached! 16



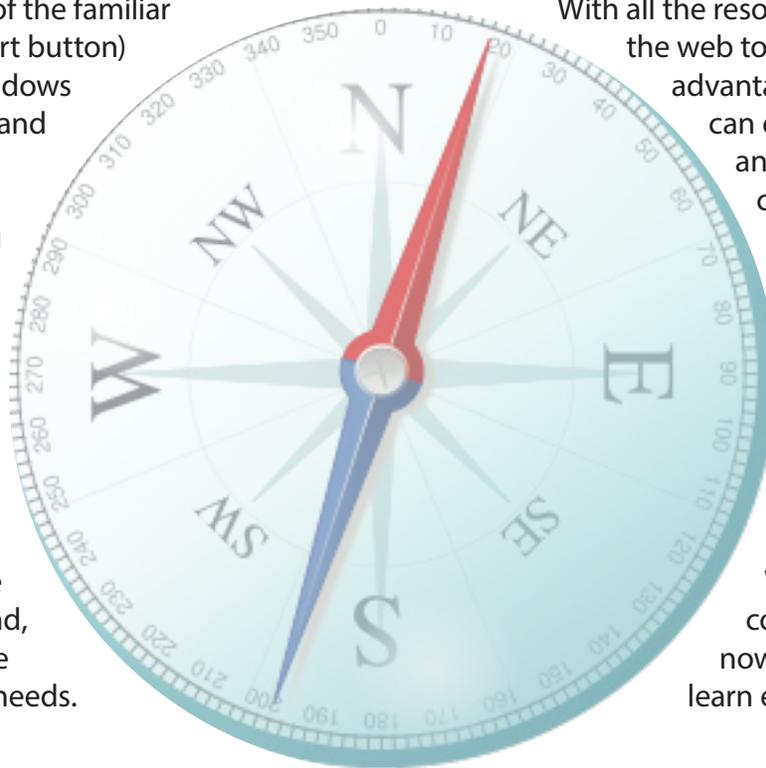
Introduction

Windows 10 is a personal computer operating system released by Microsoft. Released in the summer of 2015, it is the latest version of the Microsoft Operating System and is the successor of Windows 8. Users who already had Windows 7 or Windows 8 installed on their computer can upgrade to Windows 10 for free during the first year of the release.

Windows 10 offers a lot of the familiar interface (such as the start button) that can be found in Windows 7 but also provides new and innovative features such as the help assistant, Cortana. The start menu provides quick links to all of your applications, software, files, and the power button for easier access. It also has live tiles that provide a quick glance for things of your interest, such as the weather, sports, email and, finance. All of this can be customized to suit your needs.

About this Guide

This guide covers typical topics that a normal user may want additional information on or inquire about while they are in the progress of learning Windows 10. Part of the learning process is to dive into it and get a feel for whatever it is you are learning. You can gain all the knowledge you need from guides such as this but it is important that the skills you acquire from your learning process transfers into the final result.



With all the resources that are available on the web today, it is important to take advantage of everything that can enhance your learning and skills. This guide was created in order to kick off your learning and allow you to get into the rhythm of learning Windows 10. Learning everything from the interface to how to change privacy settings and working with documents and files. With the basics being covered in this guide, you now will have the tools to learn even more!

Destination 1: Getting Started

User Interface in brief

Windows 10 brought back some familiar features that some users missed from Windows 7, like the Start Menu, but also added some new functionality that makes the interface more user friendly.



Start Menu

Cortana Search Box

Taskbar

Action Center

Start Menu

The Start Menu now houses all of the quick links to your applications and live tiles for apps such as email, weather, sports, X-Box games and more. In the previous version, Windows 8, the Start Menu button would take you to a different screen that wasn't placed on top of the desktop. With Windows 10, the Start Menu brings both screens together and all can be accessed via the desktop. In order to access the Start Menu, select the Start  icon button on the taskbar. This is where you'll find the File Explorer shortcut and the Settings menu.

Cortana Search Box

Cortana (named after the character from the popular Halo video game, is a new addition into Windows 10. You can search for your files, folders, and even the web just by typing into this search box. We will explore this further later in this guide.

Taskbar

The Taskbar still has the familiar features of storing your quick links to your applications, WiFi button, Volume Control, and the date and time. The new button featured on the Taskbar for Windows 10 is the “Task View”. Selecting this will expand all of your active windows.

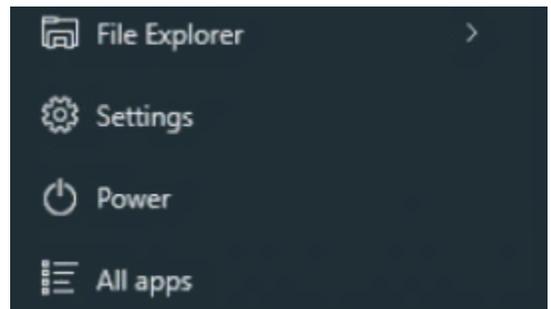
Action Center

The Action Center button accesses the new “Action Center” in Windows 10. The Action Center displays all of your notifications such as available updates for any software you may have installed. It also provides the controls needed for a second monitor such as extend and duplicate. If your PC has a touch screen, you can also switch to the “Tablet Mode” which will adjust to accommodate for a touch screen device. In order to access the Action Center, select the Action Center  icon.

Restarting and Shutting down your PC

In order to shut down or restart your PC, you’ll need to access the Power menu from the Start Menu. First, click on the Start Menu  icon and then select Power. From there, you’ll choose what option you would like to select (Sleep, Restart, Shutdown):

- **Sleep** is a power-saving state that allows a computer to quickly resume full-power operation (typically within several seconds) when you want to start working again.
- **Restart** (or reboot) a system means that the computer goes through a complete shutdown process, then starts back up again. This is frequently required after software installations or during troubleshooting.
- **Shut down** (or power down, or power off) a system means that, when the process of shutting down is complete, the machine is powered down, and it will not come back up again without a someone taking further action, e.g., powering it back on again.



Connecting to Wired or Wireless Network (WiFi)

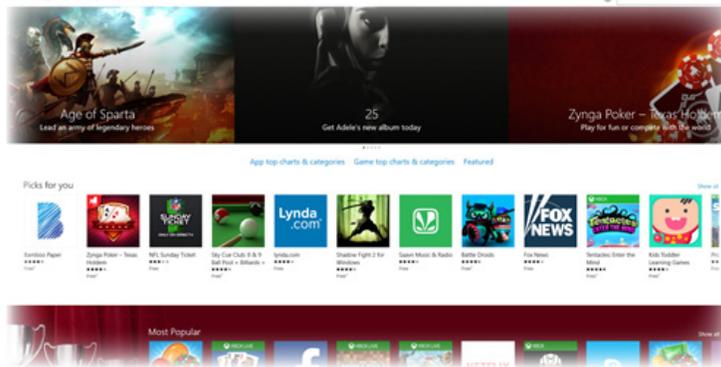
In order to connect to the Internet you’ll need to first tell your computer what network it should connect to.

To connect to a wired or wireless internet connection:

- First, select the WiFi  icon or Wired Network  icon.
- Select the Wi-Fi or wired network you want
- Click on “Connect” then type the password (if connection is password protected) and follow the instructions.
- Once a connection is established, it will show the name of the connection (such as the name of your router or the specified name you have designated for your router) and you should be able to use that connection.

Apps

Applications (also referred to as just “apps”) has also found it’s place in Windows 10. Just like downloading an app on your smartphone device, you can download a app to your PC. Categories from the Windows Store include photo apps, social media apps, sports apps, and many more. In order to browse and download apps from the Windows Store, first click on the Windows Store  Icon from the Taskbar or the Start Menu.



Once the Windows Store has opened, you can select Apps, Games, Music, and Movies & TV. If you are installing a app, click on the app you wish to download. If the app is free, click on the box that says “free”. If it has a price, click on the box with the price of the application, then go through the process of the payment information and confirm. Click on “Install” and the app will begin to download to your PC.

Cortana

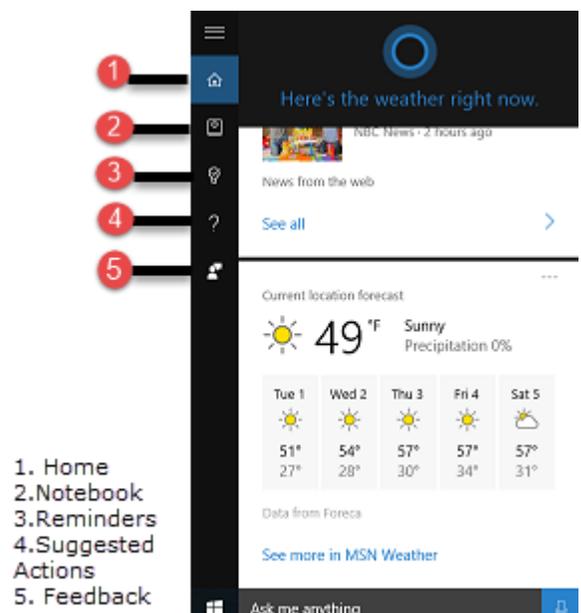
Cortana is the new help assistant introduced with Windows 10. You can search your files, folders and the web by simply typing in your search query into the search box located on the Taskbar. With your new personal assistant, you can create Notes in Microsoft OneNote, set Reminders, track packages, and provide feedback to Microsoft.

One of the handiest features, setting reminders, is a breeze to set with Cortana.

To set a reminder:

- Click on the light bulb icon on the left navigation bar (# 3)
- Select the add button at the bottom.
- From there, type in the reminder details including the time, place, and/or person then click on “Remind”.

At the date and time you put in, Cortana will alert you when the reminder is due. Cortana will also send this reminder to your Windows phone.



Rest Stop # 1 reached!



You've made it through your first destination! Windows 10 has created a user interface that is easy to get started with and provides assistance along the way if you need it.

With the ability to now add apps to your PC from the Windows Store, the possibilities of what you can do now with your computer has expanded to new and exciting areas.

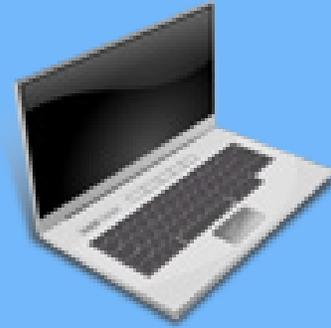
If you are looking for additional resources, you're in luck! Check out the side bar on the right side of this page for further resources including YouTube videos and ways to connect with Microsoft via Twitter and Facebook.

The journey into Windows 10 is only just begun! The next destination of your journey covers how to personalize your PC and how to setup security settings to keep your PC safer from online threats.

Be sure to have your seat belts on, our next destination, Personalizing and Security, is just up ahead!



WiFi signal detected! 



Further resources

Microsoft website:

www.windows.microsoft.com

YouTube Videos:

<https://www.youtube.com/user/WindowsVideos/featured> (Official Microsoft YouTube channel)

Social Media:

Twitter: @Windows

Facebook: facebook.com/Microsoft



Destination 2: Personalizing & Security

Customizing your PC

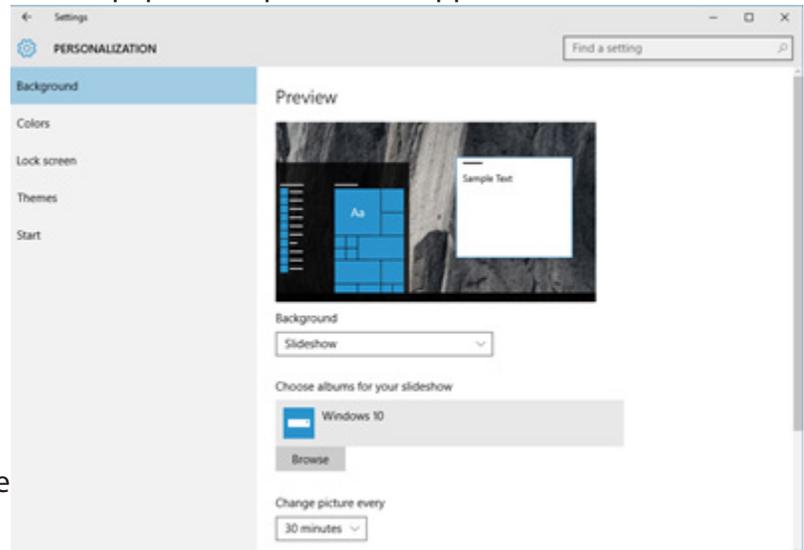
As with previous version of Windows, you can customize the look of your desktop and lock screen by changing the wallpaper that is shown on each one.

To access the personalization menu for Windows 10, click on the Start Menu  and select Settings.

From the Settings menu, select "Personalization". The Personalization menu lets you change the look of your desktop background, colors for the Start Menu, wallpaper and quick access applications on the lock screen, available themes from Windows, and customizing what appears on the Start Menu.

To change the background for your desktop: select "Background". From the Background drop-down menu, make your selection of your choice (picture, slide show, solid color). If you select "slide show" you can change how often the picture changes and from what album Windows should select the photos to show.

If you want to change the color theme of the Taskbar and the Start Menu, select "Colors". Here you can have Windows automatically select a color theme for you based on what desktop image you have or you can manually create one yourself.

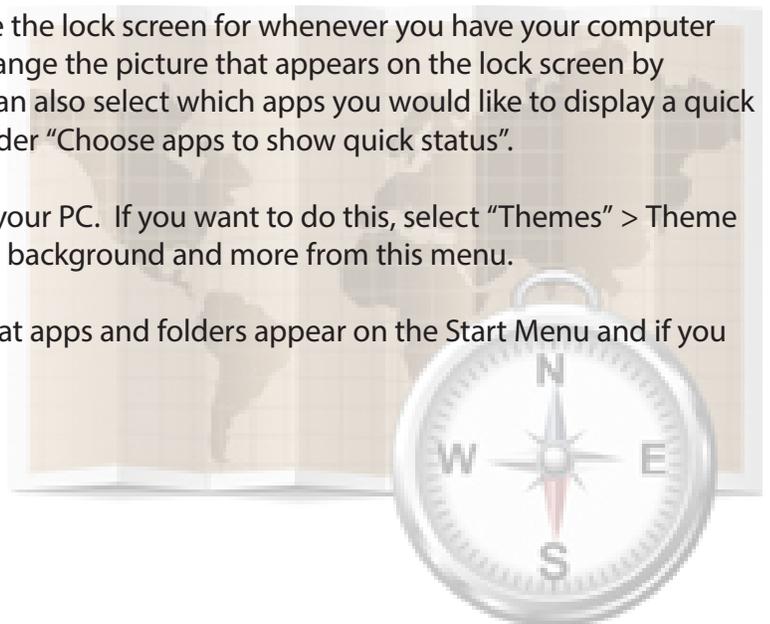


If you want Windows to pick a color accent for you, make sure you have the "Automatically pick a accent color from my background" turned on. You can also make the Taskbar transparent or to be shown with a solid color from this menu.

The Lock Screen menu also allows you to customize the lock screen for whenever you have your computer locked. Just like the Background menu, you can change the picture that appears on the lock screen by selecting the Background drop-down menu. You can also select which apps you would like to display a quick status on your lock screen by selecting the apps under "Choose apps to show quick status".

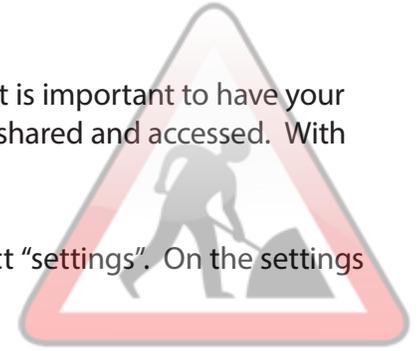
Themes allows you to select a theme to customize your PC. If you want to do this, select "Themes" > Theme Settings. You can change the screen saver, desktop background and more from this menu.

The Start personalization menu lets you choose what apps and folders appear on the Start Menu and if you want to have less or more live tiles showing.



Privacy Settings

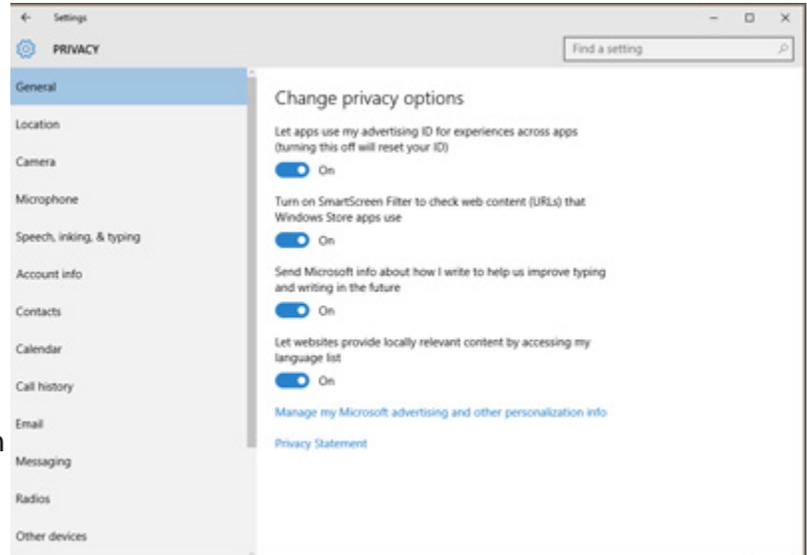
With computers connecting to different servers and places around the world, it is important to have your privacy settings set to where you are comfortable with the information that is shared and accessed. With Windows 10, that process is streamlined and easy to do.



To access the Privacy Settings menu, click on the Start Menu  icon and select "settings". On the settings menu, select "Privacy".

The Privacy Settings menu has several categories where you can control the settings, such as:

- **General** - this helps Microsoft present you with more personalized ads in apps. You can safely turn this off without it really affecting your user experience.
- **Location** - this option lets Microsoft detect your location and provide nearby locations such as restaurants and reports such as traffic.
- **Speech, inking, & typing** - this deals with speech recognition and typing patterns with Cortana.



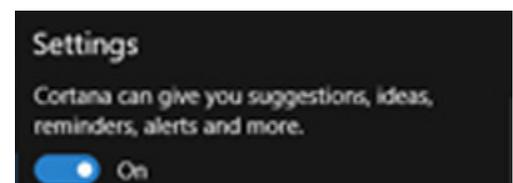
You can also change the privacy settings for Cortana as well.

To access privacy settings for Cortana:

- Click in the Cortana help box
- Click on the Notebook  icon (second icon on the left).
- Select "Settings".

The settings menu for Cortana allows you to change what Cortana remembers and what she suggests, such as:

- Tracking numbers for recent online orders
- Flight departures
- Weather updates
- Device search history and
- Web browsing history.



If you wish to turn Cortana off or change any of the privacy settings for Cortana, click the on and off toggle button (above image).

Caution! Road Work ahead!



The privacy settings can be changed at any time. Keep in mind that depending on what you change in the privacy settings, such as settings for your PC web cam and microphone, may affect those devices on certain applications.

Windows will typically give you a warning message if a change in these settings will affect any device or application. Be sure to read the message carefully and act accordingly if you want to proceed or cancel.

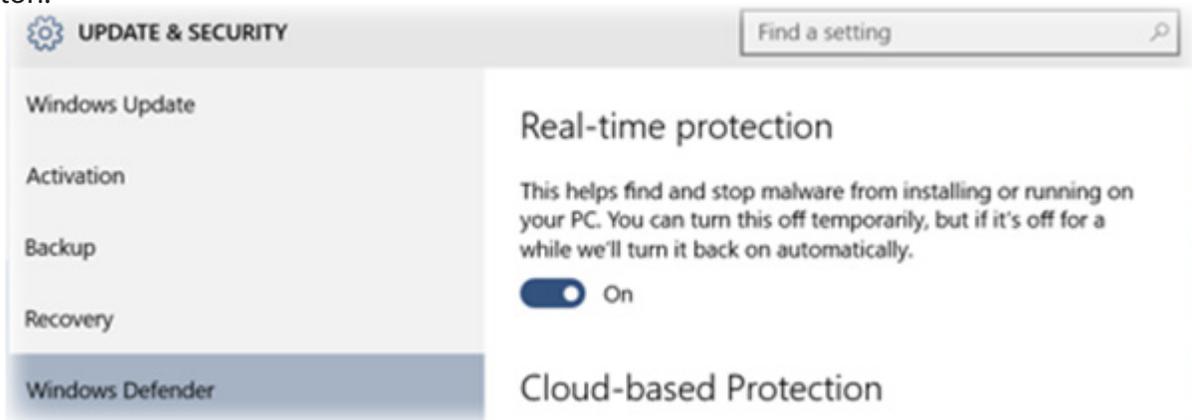
Windows Defender & Firewall

Windows Defender & Firewall is an important part of Internet security and is crucial in combating virus and other online threats. If you are going to be doing a lot of activity online and plan to be connected to a broadband connection all the time, it is important to have these settings configured properly and understand what they do.

Windows Defender

Windows defender is the standard anti-virus protection software that comes installed with Windows 10. You may prefer to use another anti-virus software tool (such as Webroot or Norton) but Windows Defender also works well in keeping your PC safe from viruses and other online dangers that can harm your PC.

To access Windows Defender, click on the Start Menu  icon and go to settings. From the Settings menu, choose "Update and Security" and then "Windows Defender". To turn off Windows Defender, click the on/off toggle button.



Scroll down to just below the version info section at the bottom of the Windows Defender pane in the Settings window and click "Open Windows Defender" to access the Windows Defender.

From this window, you can initiate a quick scan, full system scan, or a custom scan of specific folders. For example, you could connect an external hard drive to your computer and perform a Custom scan to scan that entire drive for malware. You should have to perform this on a regular basis on your PC because with Windows Defender it automatically scans your computer for threats and viruses. If action is needed on something that Windows Defender has found, it will send you a notification and direct you to address it when possible.

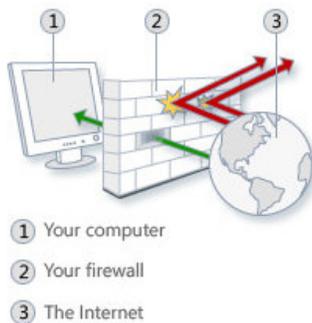
Common type of threats for computers	
Trojan	Trojans can infect computers and cause it to perform actions that can cause damage.
Malware	Malware, which stands for malicious software, can steal data and password information.
Virus	A computer virus is a type of malware that copies itself to the PC and spreads to other PCs. Damage can be minimal to severe causing damage to data or software.

Windows Firewall

Another tool to help prevent online threats is the Windows Firewall. You can have other firewalls installed on your computer, such as with Webroot or Norton, but the firewall that comes installed with Windows 10 is the standard for PCs whenever first purchased. If you are using the Windows Defender, you should be using the Windows Firewall as well.

To access the Windows Firewall, click inside the Cortana help box and type “firewall”. From the results that appear, click on “Windows Firewall”. This will open the Windows Firewall panel from the Control Panel.

Alternatively, you can search for “Control Panel” then select system and security > Windows Firewall. This is the longer method but both navigation methods will take to you the same spot.



(source: windows.microsoft.com)

To better understand what exactly a firewall is and does, see the image above and the information box on the right of this page. The Windows Firewall is something that you should leave at its default, which is set to “On”, unless you plan on activating another firewall prior to disabling this one.

Turn Windows Firewall on or off

From the Windows Firewall control panel:

- Click on “Turn Windows Firewall on or off”.
- Under “Private Networks”, click “Turn off Windows Firewall”
- Under “Public Networks”, click on “Turn off Windows Firewall”.

The setting to “Block all incoming connection” blocks all unsolicited attempts to connect to your PC. Use this setting when you need maximum protection for your PC, such as when you connect to a public network in a hotel or airport. When you block all incoming connections, you can still view most webpages, send and receive email, and send and receive instant messages.

4G LTE signal detected!

What is a Firewall?



“A firewall is software or hardware that helps prevent hackers and some types of malware from getting to your PC through a network or the Internet. It does this by checking the info that’s coming from the Internet or a network and then either blocking it or allowing it to pass through to your PC.”
(www.windows.microsoft.com)

Customize settings for each type of network

You can modify the firewall settings for each type of network that you use.

Private network settings

- Turn on Windows Firewall
 - Block all incoming connections, including those in the list of allowed apps
 - Notify me when Windows Firewall blocks a new app
- Turn off Windows Firewall (not recommended)

Public network settings

- Turn on Windows Firewall
 - Block all incoming connections, including those in the list of allowed apps
 - Notify me when Windows Firewall blocks a new app
- Turn off Windows Firewall (not recommended)

Rest Stop # 2 reached!



You've made it through your second destination! Windows 10 really gives you the tools to customize your computer as well as giving you the ability to provide security for your data.

Windows 10 comes with set themes and backgrounds but you don't have to use those if you don't want to. You have the ability to set any background you would like, really make your PC yours!

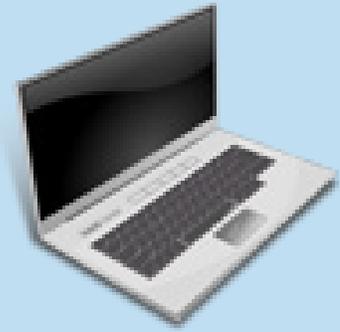
If you are looking for additional resources, there's additional resources at this rest stop as well! Check out the side bar on the right side of this page for further resources including YouTube videos and links to other websites.

Don't stop now, your journey is reaching the final destination! The next destination of your journey covers the File Explorer and the newest edition to Windows, Microsoft Edge.

Make sure to have the snacks and drinks handy, we are about to leave the rest stop and proceed to the final destination!



WiFi signal detected! 



Further resources

Microsoft website:

<http://windows.microsoft.com/en-us/windows-10/security-privacy>

YouTube Videos:

<https://youtu.be/zKclHHmdNl0>
(Windows 10 Security)

Other websites:

PC World: www.pcworld.com

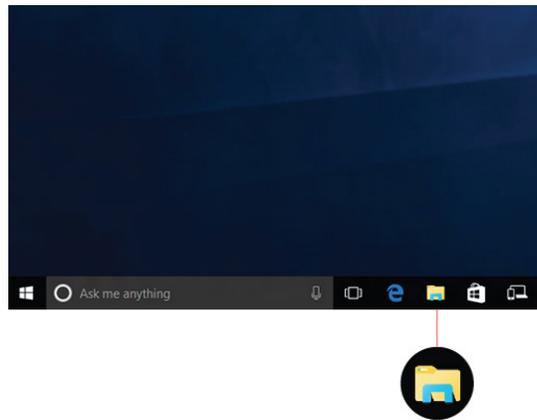
How to Geek: <http://www.howtogeek.com>



Organizing files and folders

File Explorer has made it's way back into Windows 10. As with previous editions of Windows, the File Explorer is the location where you can manage and organize your data and content.

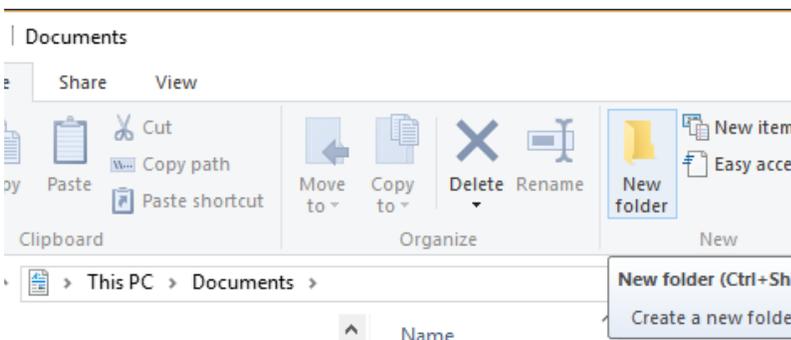
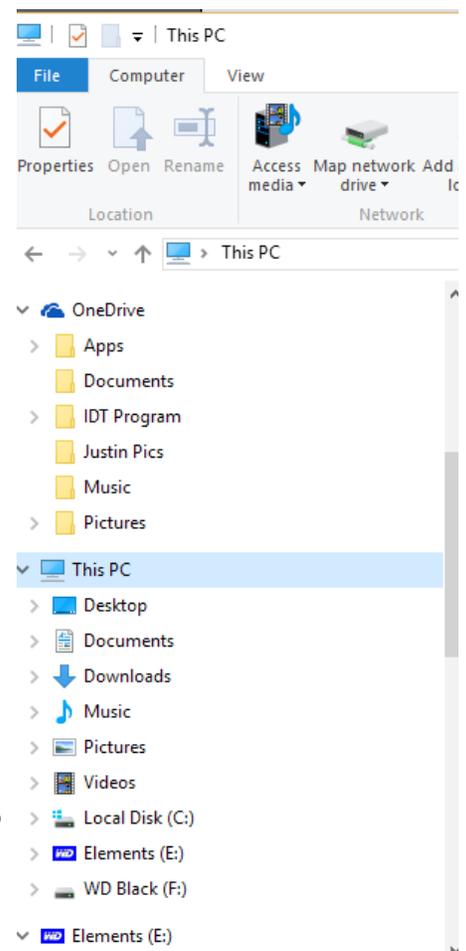
To access the File Explorer, click on the Start Menu  icon and select "File Explorer". Alternatively, you can access the File Explorer via the taskbar icon:



From the File Explorer dialog box, you can move and create new folders to organize your data. As you may find familiar with previous versions of Windows, there is still a navigation pane on the left side with all of the common folders (Documents, Videos, Pictures, and Music).

To create a new folder:

- Click on one of the navigation categories on the left (Desktop, Documents, Music, Pictures, and Videos)
- Select "New Folder" from the ribbon located at the top.
- From the new folder icon that populates, enter your desired name for the folder and press enter on your keyboard.



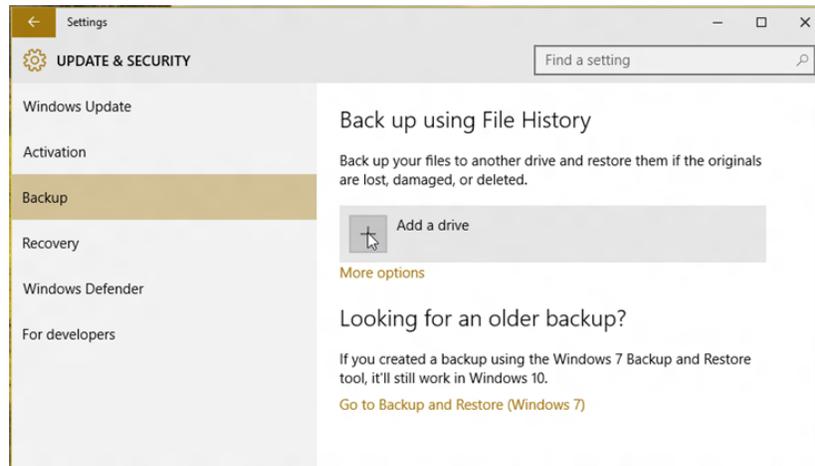
If you need to move that folder, simply left click and drag the folder over to the new destination you want it at. or click on the file or folder and move it using the "Organize" group located on the ribbon at the top of the screen.

Backing up files

An important part of owning a computer is knowing how to backup your data in case your computer is damaged. The best practice is to use an external hard-drive that you can connect to your computer and sync your files to it rather than on another hard-drive that is already located on your PC.

To get started backing up your files:

Select the Start Menu  icon button, then select Settings > Update & security > Backup. From here you can add a new drive for Windows to backup your data to:



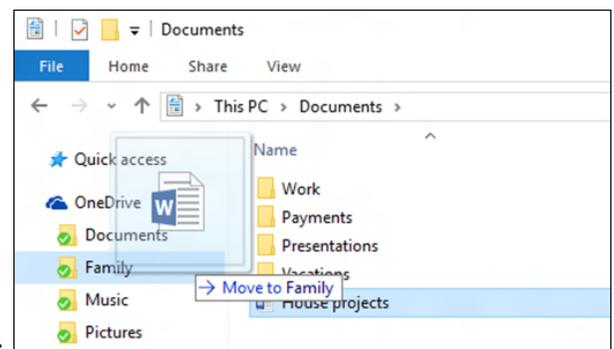
Once you have set your hard-drive, you can click on “More options” to designate how often Windows backs up your data and what folders to backup.

Microsoft OneDrive

If you have a Microsoft account, you get free limited storage from Microsoft from their cloud service called “OneDrive”. This is a handy feature to have if you want to be able to access your files and folders from any PC or mobile device you want. As long as you have the files in the OneDrive folder, it will upload to your Microsoft account for you to access from anywhere.

OneDrive can easily be accessed from File Explorer. On the navigation pane on the left, click on “OneDrive” and it will show all of the subfiles that have been setup. To put a file into your OneDrive account, simply drag the file or folder into the sub-folder you want it to be located in your OneDrive account.

Initially, as of December 2015, once you sign up for OneDrive, you are given a free 5 GB (Gigabyte) of storage. Microsoft may change this limit occasionally to meet customer demand. If you get something like Office 365, they will offer you a larger storage space for a certain length of time for no additional cost.



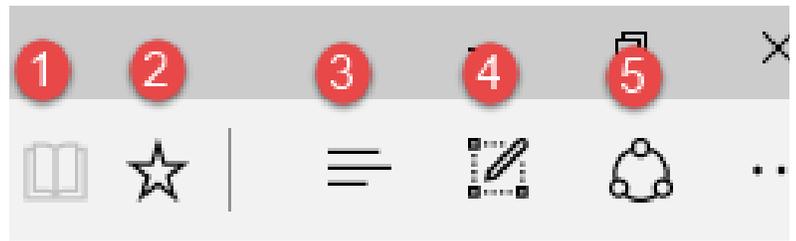
Even if you don't have a Windows phone or mobile device, you can still download your files from OneDrive via the OneDrive app for Android and IOS devices, or, from onedrive.com.

Microsoft Edge

Microsoft Edge is the newest edition to the Windows OS. Microsoft has used Internet Explorer as its flagship internet browser for several years until the release of Windows 10. Although Internet Explorer is still a part of Windows 10 and can still be used, Microsoft Edge is now the default browser for Windows PCs.

With a new browser comes new features and abilities that was not seen with Internet Explorer. To access Microsoft Edge, click on the Microsoft Edge  icon on the taskbar. If you have Cortana enabled, you can enter your search query or website there as well and Cortana will launch Microsoft Edge with that information and/or web address. New features include:

1. Review View (stripes websites down to just articles)
2. Favorites (add a website for easier access)
3. Hub (shows your favorites, reading history, and downloads)



4. Microsoft OneNote - this allows you to clip your web screen and highlight or mark on it as needed.
5. Share - this lets you share any web notes via email

The new feature that brings in OneNote can be very useful if you need to show something to someone that they may not be able to locate. Here's an example of the use of the yellow highlighter below:



School Zone ahead!



Does Microsoft Edge support Flash?

Yes, Microsoft Edge does support websites that have flash elements. In the settings for Microsoft Edge, you can choose to enable or disable the Adobe Flash player as well.

Many other browsers currently on the market, such as Google Chrome and Mozilla Firefox, are free to use.

As you will notice with Microsoft Edge, like the other browsers, you can search directly from the address bar instead of having to go directly to a search engine like google.com or yahoo.com. This makes the search process easier for whatever query you are performing.

Whenever you add a article or website to your favorites or reading list, that article will automatically be saved across all of your Windows 10 devices, as long as you are signed into your Microsoft account. Many other programs, like Evernote, has a webclipping tool that you can save articles and clippings to but with Microsoft Edge you can have it all done within the browser and your Microsoft account without having to use another program.

Final destination reached!



You've made it through your third and final destination! With Windows 10, it is easier than ever to backup your files and navigate the web with the new browser Microsoft Edge.

It is important to remember to regularly check that your PC is set to automatically backup. Unforeseen circumstances can arise, such as power flashes due to thunderstorms, can cause damage to your PC and it will save you a lot of time and hassle if your files were already backed up to another location. With the addition of Microsoft OneDrive you can easily have your files synced to the cloud storage as well.

Before you start your beach vacation, if you are still looking for additional resources, there's resources on the side bar on the right side of this page.

Hopefully you have enjoyed this journey through Windows 10. Don't forget to continually check the Microsoft website for any updates on Windows 10 and new future releases.

WiFi signal detected! 



Further resources

[Microsoft website:](#)

<https://www.microsoft.com/en-us/windows/microsoft-edge>

<http://windows.microsoft.com/en-us/windows-8/getting-started-onedrive-tutorial>

