

Windows 10 Basics For Windows 7 and 8 users

Introduction

Windows 7/Vista/XP users first need to read “Windows 10 Primer”, particularly to understand *Apps*, *User Accounts & One Drive*. See also the *Hints & Tips* section on the Windows 10 page of our web site

Lock Screen

When you first start up a Windows 10 device you will see the *Lock screen*. To raise this screen and see the *Sign in screen*, tap a key on the keyboard or lift the screen up with the mouse or touch gesture (this is the same as Windows 8).

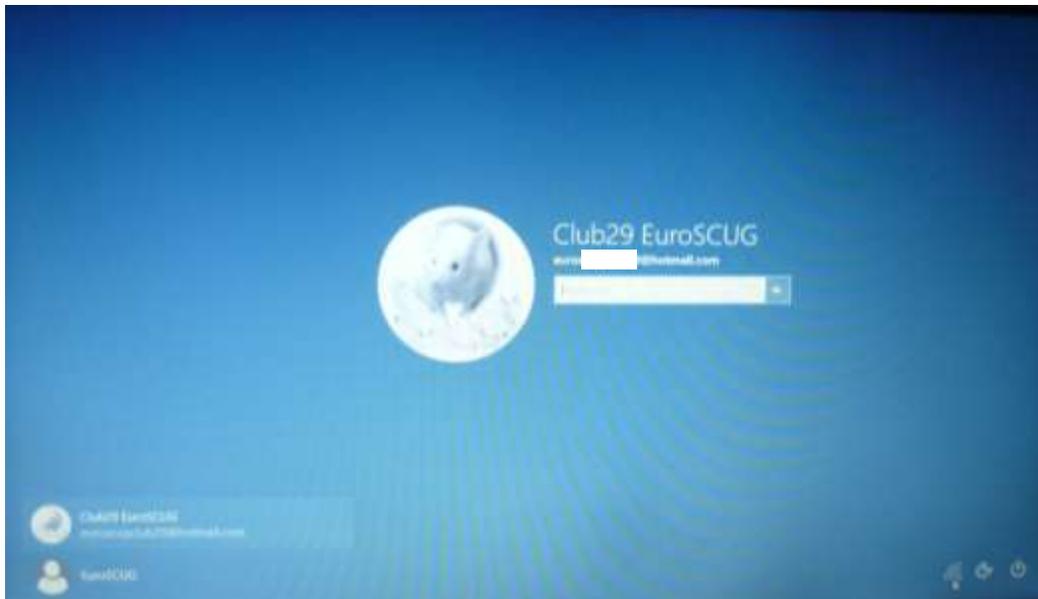
You can change the Lock screen settings:
Start > Settings > Personalisation > Lock screen



Sign-in Screen

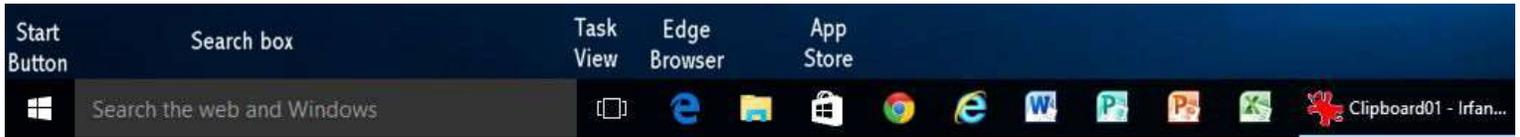
Here is where you sign in to Windows. The last user signed in appears in the middle of the screen and other available users are shown on the lower left (different to Windows 8). You also see some basic functions on lower right – Internet, Mobility options and Power options (shut down, restart).

Note in this example there are two user accounts – *Club29EuroSCUG* is a Microsoft account, *EuroSCUG* is a local account.



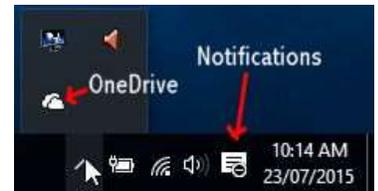
Taskbar

The taskbar is similar to other Windows systems but there are some new icons that you will see there:

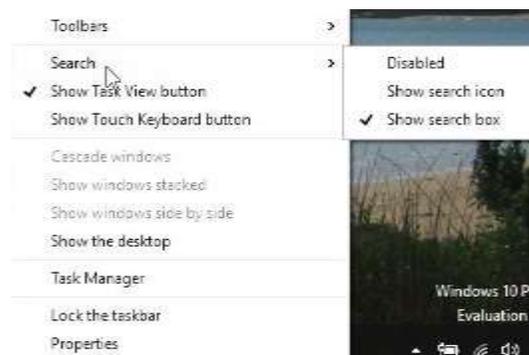


Search box

The search box (called Cortana) will be used to search for installed apps, files and the web (using Bing search engine). The search box can be changed to an icon, or disabled. If disabled, you can still use it – just start typing with the Start Menu open.



To change the search box settings, right click on a blank area of the Task bar > click Search



Cortana

Cortana is the name for the intelligent personal assistant and knowledge navigator. She is similar in nature to Siri on iOS, or Alice on Android. You can ask her questions, converse with her, give instructions like “remind me to wake up at 7am”
Cortana “learns” about you over time.



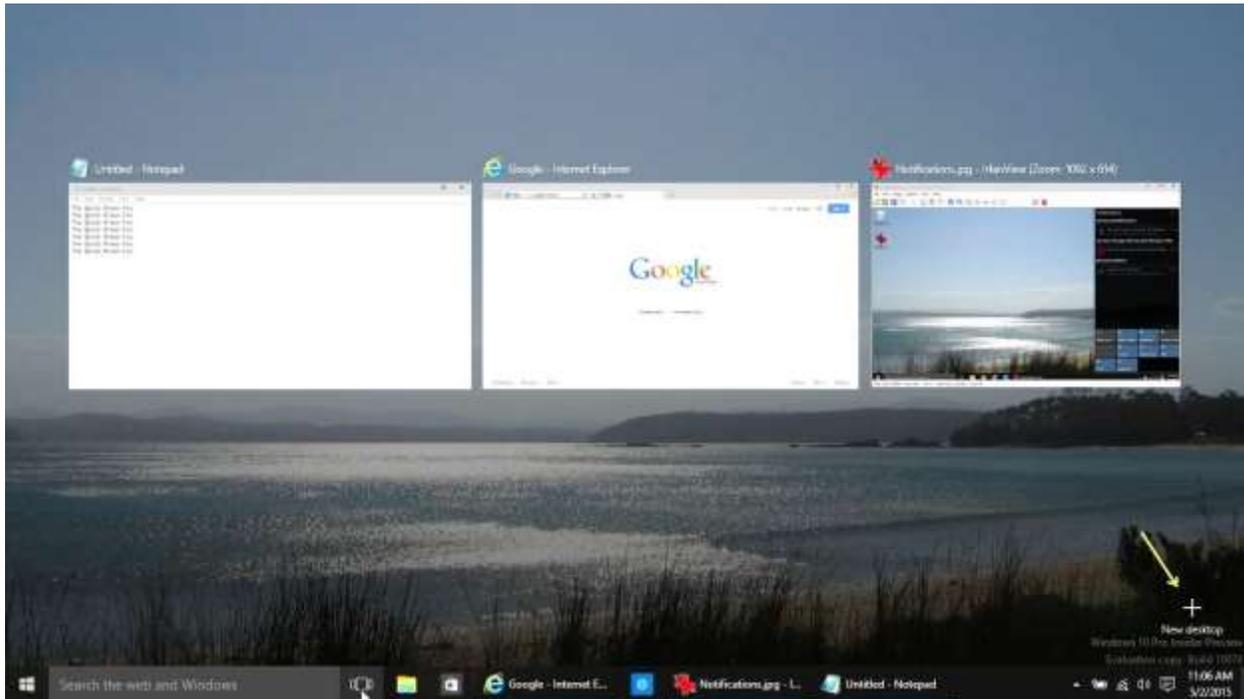
You can also customise privacy and other search settings. See the article [Change the Search and Cortana settings](#) in the Hints & Tips section on the Windows 10 page.

Task view button



This button gives quick access to a view of all open apps and multiple Desktops. It is a quick and convenient way of switching between open apps. Click on this button to view all open apps and select which one to view.

You can also create temporary multiple desktops where each Desktop contains different open apps. To create a new desktop, click the *Add desktop* button at the bottom right of the Task view. For example, you could have one Desktop with home stuff on it, another with work, then easily switch between the two. This feature would really only be useful if you were running lots of apps at the same time. You can create new desktops and switch between them using the Task View button. Additional desktops last for the duration of a login session – you can't save them.



Notifications and Action Centre button (in the System Tray on the right hand end of the Taskbar)



This notification centre gives system notifications and other notifications from Skype, Mail, Calendar, etc.

The Notifications window also has a number of quick options and settings at the bottom.

Be aware that switching on Tablet mode will make your start menu and all apps run only in full screen



Start Menu

Start Menu Left click

Windows 10 has a Start Menu more like Windows 7, but it also incorporates the Windows 8 Start screen. The Start button looks like this .

Left clicking on the Start button will show the Start menu. All the Desktop apps and Store apps that you have installed are shown in the apps list. You can easily pin apps (as live tiles) to the right hand side of the Start menu, or the Taskbar.

To unpin an app from the Start menu, right click on it then *Unpin from Start*.

To pin an app to Start or Taskbar, find the app, right click on it and *Pin to Start* or *More > Pin to Taskbar*

You can organise your tiles into groups, name the groups and move the tiles or groups around.

To pin a tile to the Desktop, drag it to the desktop (doesn't work for all apps)

To change the content of the Start menu, go Start > Settings > Personalization > Start Menu >

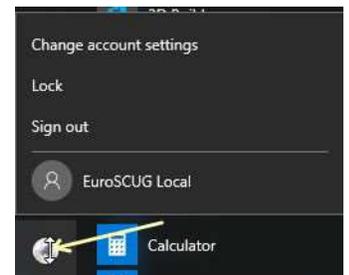
You use the handles to change the Start Menu size.

You can also make the Start menu full screen – go Start > Settings > Personalization > Start Menu > Start behaviours > Turn on “Use full screen Start when in the Desktop”. Note that this is different to selecting Tablet Mode (see *Notifications and Action Centre button* above)



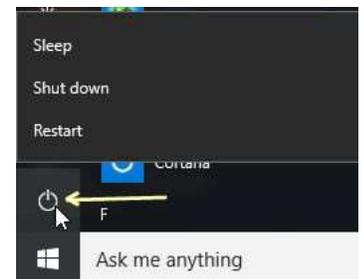
User name options

Clicking on the user name you get these options and other user accounts are listed so you can switch to another account. Locking the screen requires a password to sign in again.



Power options

Click on this to see the options Sleep, Shut down and Restart



Start Menu Right click

Right clicking on the Start button gives quick access to System controls such as Programs & Features, Device manager, and quick shutdown, as in Windows 8.



Store apps and Desktop apps

All apps run in moveable, sizeable windows on the Desktop, and behave similarly. Store apps look a bit different – they can be resized, maximised, minimised just like desktop apps

What does a Store app look like?

Store apps look a bit different to Desktop apps – they can be resized, maximised, minimised just like desktop apps.

When a Store app runs, it appears in a Window like a Desktop app, but is easily identifiable. Here is the Weather app, for example

We will now look at the various components of a Store app Window.



System buttons

These are similar to Desktop apps—Minimise, Maximise and Close



Menu

Clicking on the three bars shown activates the Menu where you have access to App settings, Sharing, Devices such as printers (if applicable). *For Windows 8 users, the Charms bar no longer exists in Windows 10, it is replaced by this menu on each app.*



App Back button

The left pointing arrow in a circle will take to back to the previous screen in an app.



App Search button

Clicking on the little magnifier will show a search box. For example, in a Weather app you could search for a city; in a Recipe app, a recipe.



Other App functions

Depending on the App, you may also have access other options by right clicking on it, or other on-screen buttons.

System Setting apps replacing many Control Panel functions

Windows 10 uses more “Store” apps to perform various system settings, moving away from the traditional Control Panel. To access the Settings apps, click *Start > Settings*. Alternatively click *Notifications > Settings*. You can still access the some of the old Control Panel settings by right clicking the Start button and selecting Control Panel.

Also, in the list of apps on the Start menu you will find a folder called *Windows Administrative Tools*, which contains many of the frequently used admin tools.

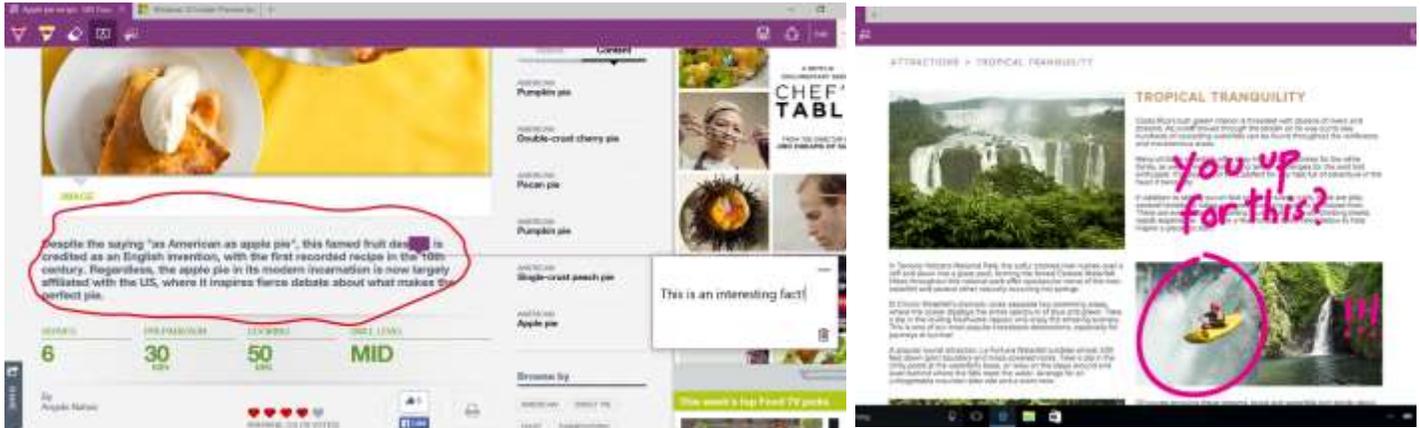
New Browser – “Microsoft Edge”

Internet Explorer 11 will still be available in most PC versions of Windows 10. But a new fast, modern and more secure browser called *Microsoft Edge* is the default browser.

Edge has the following additional features:

Cortana is built-in and ready to assist: She is a personal assistant that helps make Web browsing easier for you. Cortana offers help based on what she knows about the Web, about you and what you might be trying to do. She remains in the background but provides additional information when you need it, making browsing easier and more efficient.

Inking and sharing so you can capture and communicate your thoughts: Everyone uses the Web routinely to share questions, thoughts, info and comments with friends and colleagues. Now with new inking capabilities, *Edge* enables you to write or type directly on the page, comment on what’s interesting, or clip what you want – then easily share this “Web Note” via mail, or a social network. Researching and collecting information from the Web is just as easy, as you can save your notes directly to OneNote.



Distraction-free reading with Reading List and Reading View: Keeping up with information overload on the Web is one of the challenges that we all have to manage. *Edge* helps with a beautiful new Reading List to collect everything you want to read, including the ability to save any webpage or PDF for convenient access later, and an integrated, distraction-free Reading View that keeps you focused on the content.

A new engine for the modern Web: *Edge*'s new rendering engine is fast, more secure and more reliable.

Sandboxed

Edge is safer to use because it is “sandboxed” from the rest of the operating system.

Changing the default browser: see the following on the Windows 10 page on the EuroSCUG web site: Hints & Tips: *Where is Internet Explorer??* and *Choose a different default web browser.* Article *Windows 10 - Setting default apps during the upgrade*

OneDrive operation simplified

If you use OneDrive Cloud storage for all or some of your files, OneDrive in Windows 10 operates as an App, like it did in Windows 8.0 or Windows 7. The “Smart file” concept introduced in 8.1 has been dropped. Also the system will not force One Drive to be the default storage location for documents.

New keyboard Shortcuts

- Snapping window: Windows key + Left or Right. Can be used with UP or DOWN to get into quadrants (new Snap view mode that pins apps to the four quarters of the screen).
- Switch to recent window: Alt + Tab Hold shows new Task View window view, let go and switches to app.
- Task view: Windows + Tab - New Task view opens up and stays open.
- Create new virtual desktop: Windows key + Ctrl + D
- Close current virtual desktop: Windows key + Ctrl + F4
- Switch virtual desktop : Windows key + Ctrl + Left or Right
- Charms Win/C

Three finger gestures on Touchpads

Three-finger gestures are available on most touch pads. Using three fingers:

- Swipe up will take you to the Task View
- Swipe down will show the desktop
- Swipe left or right will switch to the previous app
- Move left or right is equivalent to using Alt-Tab (removing fingers will select the app)
- Tap will start up Windows Search

Do I need a third party Start menu?

If you currently use a 3rd party Start menu on Windows 7 or 8 such as *Classic Shell* or *Start 8*, you should not need these with Windows 10, but you can still use them if you don't like the Windows 10 Start menu AND if there is a Windows 10 compatible version of the software available.

Playing DVDs

Neither Windows 8 nor Windows 10 will play DVDs. With Windows 8 you could purchase Windows Media Centre (WMC) add-on, or perhaps your computer had some other third party media player pre-installed such as PowerDVD.

WMC will not be available for Windows 10. Windows 8 users who have purchased WMC and who upgrade to Windows 10 should receive a free DVD player replacement from Microsoft

Windows 7 users who normally use Windows Media Player (different to WMC) to play DVDs need to install a third party application after the upgrade to Windows 10. A good free DVD player is [VLC, which can be downloaded here](#).

For Windows 7 or 8 users who have a third party DVD player such as PowerDVD installed, this player should still be available after you upgrade to Windows 10, but it would be worth checking with the software manufacturer to see if there is an updated version for Windows 10.

Windows 10 More secure

There are some security enhancements that make Windows 10 more secure, including:

Operating system

There are changes “under the hood” that better protect the operating system from malware damage. Suffice to say that it utilises “containers” (like sandboxes) to isolate various operating system components, and “Virtual Secure mode” which shields sign-in credentials.

Secure Boot

Already available in Windows 8. This helps prevent *Bootkits*, the most dangerous type of malware, but it requires a fairly modern computer with “UEFI” and Secure Boot options available in the motherboard. Older computers may not have this necessary hardware, so Secure Boot wouldn’t be active.

Windows Defender

Defender is the built in antivirus integrated with Windows. There is no need to use a third party antivirus, in fact third party antivirus applications can cause problems with Windows 10 operations.

Windows Hello

Windows 10 will include advanced biometric authentication, using your face, iris, or fingerprint to unlock your devices – with technology that is safer than traditional passwords. You plus your device are the keys to your Windows experience, apps, data and even websites and services on new devices running Windows 10 without a password being stored on your device.

Hello requires a special camera called “Realsense 3D camera”, which will be appearing on new computers. For older computers that upgrade to Windows 10, you can buy a USB Realsense 3D camera.

As at July 2015, according to [TechRadar](#), there are a few devices that already have this type of camera: Dell Inspiron 15 5548, Acer Aspire V7 Nitro, Lenovo ThinkPad Yoga 15, Asus N551Q, Asus ROG G771JM, Asus X751LD, HP Envy 15t Touch, Lenovo B5030, Dell Inspiron 23 7000, HP Sprout.

[Read more here....](#) .

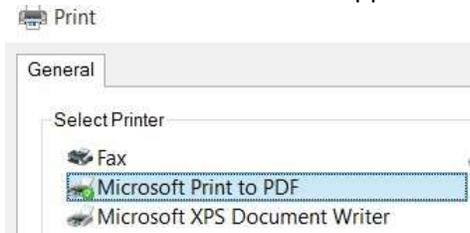
Microsoft Print to PDF

You may be familiar with feature in recent versions of Microsoft Office to *Save As* a file type PDF. Windows 10 installs a new “printer” for you called *Microsoft Print to PDF*. You can produce a PDF file from ANY application by selecting this printer and printing the document to it (it will ask for a file name and where to put it). Note that it actually produces a PDF file, not paper.

You can view the printer in Control Panel > Devices and Printers



To create a PDF file from an application, choose Print, then select the Microsoft PDF Printer



Windows Update

Windows 10 will be the last edition of Windows. New features will be added via Windows Update as they become available. In Windows 10 Home edition, Windows Update will install all security updates, new features, fixes and driver updates automatically - there is no option available to delay or customize these updates. If you want control over which updates are installed and when, you need to upgrade to Windows 10 Pro or Windows 10 Enterprise.

Backup & Recovery

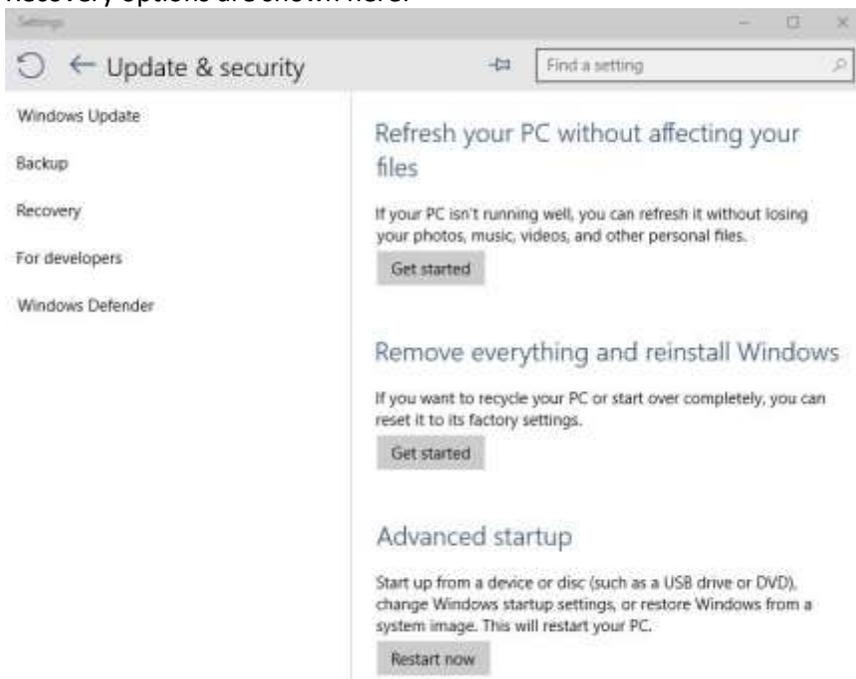
You should create a Recovery drive on either a USB stick or CD/DVD so that you can access your system in the event of a major failure. *Open Control Panel > Recovery > Create a recovery drive*

Access Backup & Recovery via Settings > Update & Security > then choose Backup or Recovery.

Alternatively – to get the *Advanced startup* screen immediately, hold the Shift key down while clicking on Start > Power > Restart

Backup allows you to set up a USB drive that will hold backup copies of your documents. If you choose to use this method, this drive should be permanently plugged in.

Recovery options are shown here:



Advanced Startup – this will immediately restart your computer and present you with a number of recovery options. Click *Troubleshoot*, then *Advanced* to get access to Safe mode, System Restore, etc.

Refresh your PC – reinstalls Windows but leaves your data files untouched. Note that this will REMOVE all your installed apps and programs so after a Refresh you will need access to install disks or files to reinstall all your apps.

Remove everything and reinstall Windows – this will destroy your installed programs AND your data.