Sneak Peak

The purpose of this presentation is to introduce you to the key features in Windows 10, and give you tips and tricks on how to get started using those features. You’ll find information on the following topics:

A few feature highlights
• Start Menu
• Sign-Out
• Locking Your Computer
• Settings
• Control Panel
• Tiles

Additional highlights
• Task View
• Virtual Desktops
• Charms
• Quick Access Tools
• Taskbar

Using Microsoft Office 365 with Windows 10
• OneDrive
In the left pane of the Start menu, you’ll find:

- The **Power** button.
- Links to Settings.
- Select an app to launch it.
- Right-click the app to choose from a broader range of options, such as:
  - Pin to Start
  - More
  - Uninstall
The Start menu: Account and Power Button

To see who is logged in, sign out or switch your account:

1. On the **Start** menu, select the Clock Tower icon.
2. Choose the option you want: **Sign out** or **Switch account**.

To sleep, shut down or restart your computer:

1. On the **Start** menu, select the Power button.
2. Choose the option you want: **Sleep, Shut down** or **Restart**.
Sign Out: Icon is located on your desktop

Sign Out is used to immediately logout of a system:

1. Icon is located on the desktop
2. Double click on the icon
3. You will be immediately signed out of the system
4. PLEASE NOTE: You will NOT be asked to save open documents/applications, therefore you will lose unsaved items

This option was originally created to assist users with finding the “LogOut” in a lab setting.
**Locking your computer**

To keep all your applications open and secure, while you step away from your computer:

Ctrl + Alt + Del
**Settings vs. Control Panel**

**Settings**: Personalization, monitors, printers and more

**Control Panel**: In search bar type Control Panel. Traditional Windows 7 menu options.
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
  - Small or Medium
- More
  - Unpin from Taskbar, Run as Administrator or Open File Location
- Uninstall
Using Tiles: Groups

To help keep tiles organized, you can group them and assign a group name.

Click on the Menu button to enter the title space and create a name for the group:

- Drag apps into groups
- Right-click to resize the tiles
- Tiles can be moved between groups
Task View

Many users know that you can press **Windows + Tab** to switch among running apps.

In Windows 10 you can also use the **Task View** button in the taskbar. Virtual desktops (a new feature to be discussed next) are also managed through Task View.

**To select an app:**

1. Select **Task View** on the taskbar.
2. Select the app.
Virtual Desktops

Expand your desktop real estate with virtual desktops.

Virtual Desktops help keep your apps organized. For example, if you coordinate both faculty and student needs, but would like to keep them separate, you could create a second virtual desktop containing the apps you are using for each.

To create a new Virtual Desktop:

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

To switch among virtual desktop:

1. Select **Task View** on the taskbar.
2. Select the thumbnail for the virtual desktop you want.

To close a virtual desktop:

1. Select the **Task View** on the taskbar.
2. Click the **Close** in the thumbnail for the virtual desktop you want to close.
Virtual Desktops

To move an app from one virtual desktop to another:

1. Select the **Task View** button on the taskbar.

2. Point to the virtual desktop thumbnail that contains the app you want to move. This action displays thumbnails for all open apps within that virtual desktop.

3. Right-click the thumbnail for the app you want to move.

4. Select **Move to**, and then select the virtual desktop where you want to move the app.
Functionality in modern apps

You can select the **Menu** button on the upper left to do things like search, print, or change settings.

The options you see will vary by application.
Quick Access Tools

The Quick Access menu provides access to advanced system tools such as Power Options, Task Manager, and Sign Out.

To display the Quick Access menu:

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

-OR-

Enter the Windows + X on the keyboard.
Taskbar Tips

Another place to pin your apps: If you want even quicker access to frequently used apps than the Start Menu, use the free space to pin them on the taskbar.

File Explore: Quickly find folders, documents, devices and drivers, and network locations.

A little-known time-saver: Click or tap this area at the far right of the taskbar to minimize all the open apps at once.

One-click access to the important stuff: The all-new Action Center for new notifications, network, settings and more.
OneDrive

Cloud Storage Accessible from Any Device, and you are already enrolled!
Sign in with your SRU email/password.

• OneDrive acts as a cloud replacement to your H Drive, offering 1TB (1000GB) of storage, which can be accessed anywhere.
• Save files at work and access them at home or during class via portal.office.com
• View files on the go via the OneDrive App for iOS and Android
• Backup important files from your computer to prevent data loss in case of a PC failure
• Better file sharing options and collaborative Office documents
Click the “OneDrive” link on the left side of the File Explorer to get started. A popup will appear asking you to sign in, use your SRU email address and password, and follow the steps until your OneDrive folder appears.

Any file or folder you place in this OneDrive folder will stay in your OneDrive storage. Go to portal.office.com, sign in with your email address, and click the OneDrive tile to access these files from any device with a web browser.
THANK YOU FOR ATTENDING!