

GGCS INTRODUCTION TO COMPUTING

Introduction to Windows 10, Part 2

Class Philosophy:

Use your Computer to Do Work - like any other Appliance

- TV analogy: we can all use a TV, but who can explain in detail the broadcasting and receiving processes?
- No “Computer Literacy” unless you also subscribe to “Dishwasher Literacy”.

Ask how people feel about Windows 10 and the upgrade process.

- Who is using Windows 7? Windows 8.1? **Windows 10?**
- If you are using Windows 10 how did you get it?
 1. Reserve and auto upgrade?
 2. Windows 10 Media Creation Tool?
 3. New PC?
- How did your upgrade go?
 1. Problems?
 2. Worked out?
- Who is planning to upgrade to Windows 10 within 2 months or buy a new PC with Windows 10?

Handout Sections

Review Introduction to Windows 10, Part 1

- The Start Menu
- The Right-Click Start Menu
- The Taskbar

System Information

- Open the System Information Page in Windows 8.1 and Windows 10
- Open the System Information Page in Windows 7
- Checking System Restore status.

I hope you enjoy the electronic delivery of the Intro to Computing class handouts. It has allowed me to modify the handout to reflect what we actually covered Monday night as well as to add several screen shots of what I showed in class.

John King

Review Introduction to Windows 10, Part 1

Reference Material

For more information about upgrading to Windows 10 and making a reservations, check out his article.

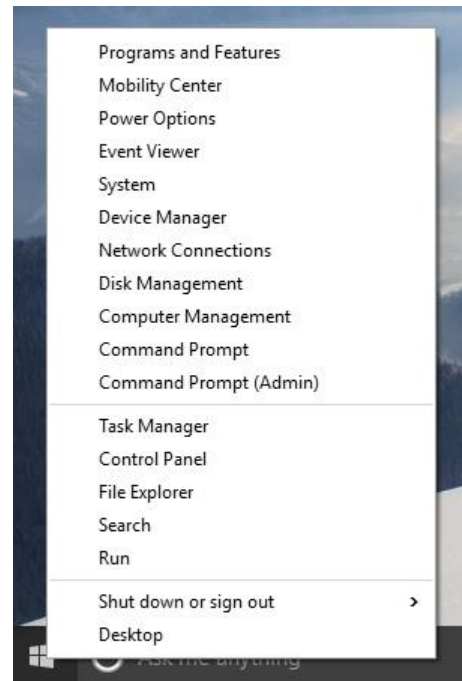
<http://windowssecrets.com/top-story/what-you-should-know-about-the-win10-launch/>

- **The Start Menu**

1. Click the Start button on the far left of the Taskbar to open the Start menu.
2. Rearrange tiles by dragging and dropping.
3. Widen the Start menu by dragging the right edge further right. Keep dragging to the right until the Start menu jumps to the wider setting and then drop (let go of the mouse button).
4. Change group names by clicking the wider space above a group of tiles. You can type in a name you prefer.
5. When searching the All apps list of all programs installed on your computer, you can click one of the letters heading a section and open an alphabet block. Click the letter you want to go to for your program. This can be faster than scrolling through the list.

- **The Right-Click Start Menu**

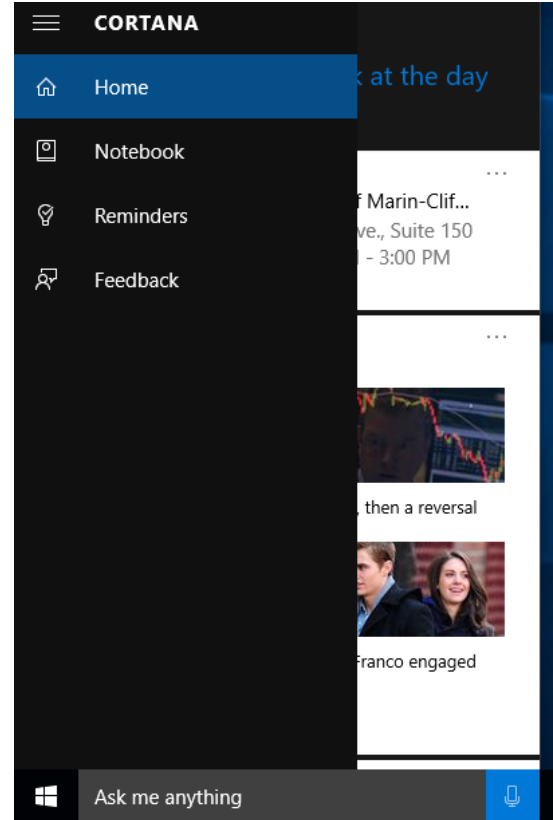
1. Right-click the Start button on the far left of the Taskbar to open the Right-click Start menu. Pressing the **Windows key + X** opens the same menu.
2. Very useful items on the menu
 - a. **Power Options**
 - i. Set shut off times for the display, hard drive, etc.
 - ii. Enable/disable Sleep, Hibernate and FastBoot.
 - b. **System**
 - i. Shows Windows 10 edition and 32/64-bit type See the next section for details.
 - ii. Check Activation here and in Systems/Update & Security/Activation. **Check after upgrading** that Windows 10 is activated!
 - iii. System Protection (on left) – turn ON for C:
 - c. **Device Manager**
 - i. Check that all devices are working.
 - ii. Uninstall the driver for a non-working device and reboot to install new drivers.
 - d. **Shut down or sign out** same as the Start menu.



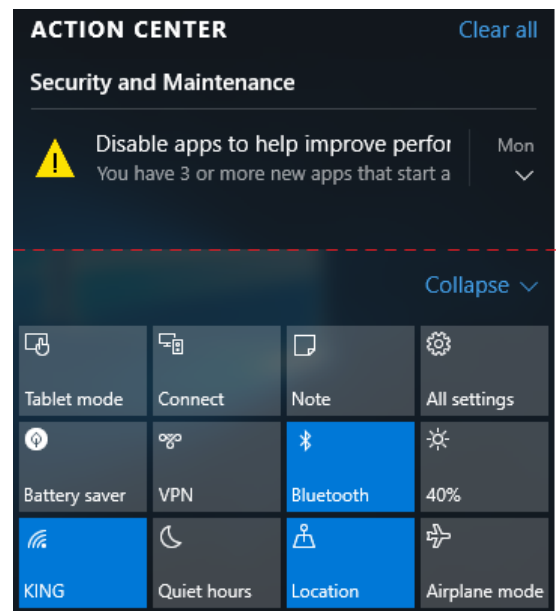
- **The Taskbar**



1. The Start button has the Windows logo.
2. “Ask me anything” is the search box and your helper, Cortana. Click in the search box to open Cortana. Click the 3-bars menu icon to see the names of the icons as shown. Cortana’s settings are in the Notebook. If your computer has a microphone, click the microphone icon to speak to Cortana. You can also type what you are searching for where “Ask me anything” is shown.
3. Click the WiFi icon (to the left of the speaker icon) to check for networks as shown below left. Click Connect and check the box for “Connect automatically” if you will use this connection again, then enter the network password. Airplane mode turns off the WiFi radio (icon is blue if WiFi is Off, grey when On).
4. Click the Notifications icon (to the right of the Speaker icon) to open the Action center to see your latest email and system messages as shown below right. The lower part of the screen has various settings. Click them to enable or disable.
5. Click the Caret icon to reveal the hidden System icons. Choose the hidden icons in Settings/System/Notifications & actions.
6. Search and Cortana will be covered in future parts of Intro to Windows 10.



The red dotted line in Action Center on the right is where I removed some empty space to fit the screen shot in here.



System Information

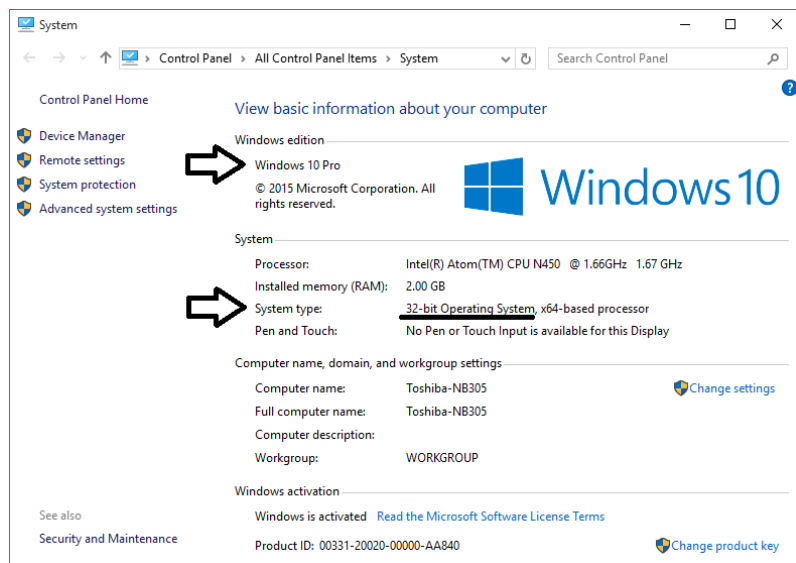
The System page of a Windows computer has the Windows edition and bit type information. It also shows the Windows Activation status. The System page is almost identical in Windows 10, 8.1 and 7. A Windows 10 System page is shown in the screen shot below.

If you do not see the Get Windows 10 icon on the right side of the Taskbar on your Windows 8 or 8.1 computer, check the System Information page. The Windows Editions section must show Windows 7 SP1 (Service Pack 1) or Window 8.1. Windows must also be Activated.

After you upgrade to Windows 10, check the System Information page again to be sure that Windows 10 is activated. You don't have your free copy of Windows 10 until the upgrade is successfully Activated.

- **Open the System Information Page in Windows 8.1 and Windows 10**

1. Right-click the square Windows Start button at the far left of the Taskbar to open the Right-click Start menu.
2. Click System to open System information.
3. The first arrow shows the edition of Windows.
4. The second arrow shows that the operating system is 32-bit on this system.
5. The bottom section of the System window, shows the Windows **activation status**.



Note: Activation status in Windows 10 is on in Systems/Update & Security/Activation.

- **Open the System Information Page in Windows 7**

1. Click the Start button at the far left of the Taskbar.
2. Click Control Panel on the Start menu.
3. In the Control Panel, click the System icon.
4. Proceed with step 3 in the previous list.

- **Check that System Restore is turned on for your boot drive.**

1. On the left side of the System window, click "System protection."
2. In System Properties on the System Protection tab, confirm the protection is On for your boot drive, C: (System). If it is, click the OK button to exit.
3. If protection is Off, click the Configure button.
4. In the System Protection of C: window, click the radio button next to "Turn on system protection."
5. Click the OK button and then click the OK button again to return to the System window.
6. Close the System information window by clicking the X in the upper right corner.