

## What is Windows 10?

Windows 10 is an operating system (OS) for Microsoft PC's – a simplistic visual interface that lets the user (you) manage your computer. Other OS systems you may know are Android (Google) and IOS (Apple). Before the OS users needed to learn lists of commands in order to instruct the computer.

```
Welcome to FreeDOS

CuteMouse v1.9.1 alpha 1 [FreeDOS]
Installed at PS/2 port
C:\>ver

FreeCom version 0.82 pl 3 XMS_Swap [Dec 18 2003 06:49:21]

C:\>dir
Volume in drive C is FREEDOS_C95
Volume Serial Number is 0E4F-19EB
Directory of C:\

FDOS                <DIR>    08-26-84   6:23p
AUTOEXEC.BAT        435     08-26-84   6:24p
BOOTSECT.BIN        512     08-26-84   6:23p
COMMAND.COM         93,963  08-26-84   6:24p
CONFIG.SYS          881     08-26-84   6:24p
FDOSBOOT.BIN        512     08-26-84   6:24p
KERNEL.SYS          45,815  04-17-84   9:19p
6 file(s)           142,838 bytes
1 dir(s)            1,864,517,632 bytes free

C:\>_
```

The first Windows version was launched in 1985.

All Windows OS employ 4 main parts:

The **Desktop** – this takes up most of the screen and is an image which you can replace with any picture/photo you like. Upon it is the recycle Bin, which holds all your deleted files. It can be left bare or filled with files, folders and shortcuts to your favourite files, webpages, games and videos.

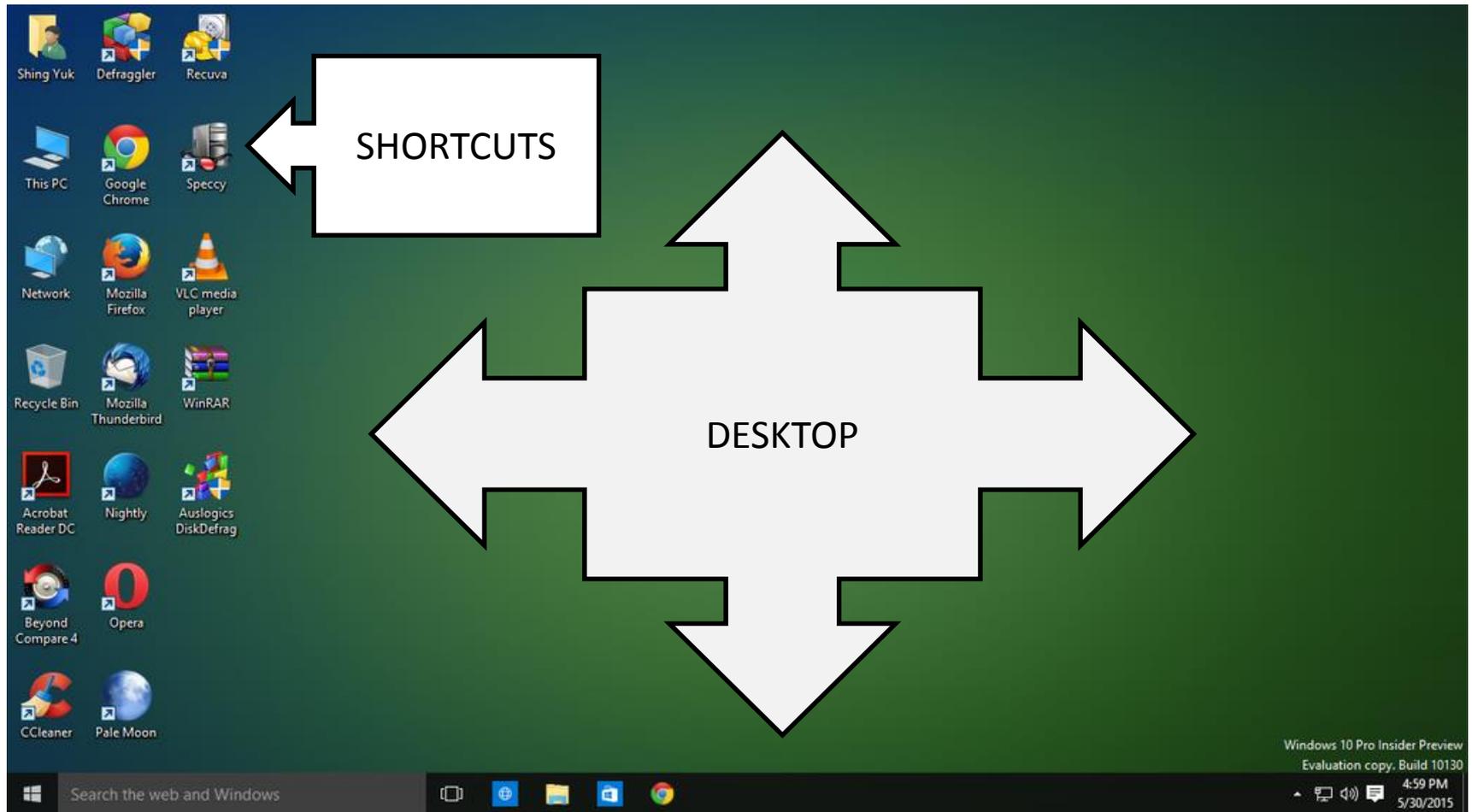
The **Start Menu** – down in the left hand corner is this symbol  
Clicking on it will bring up a menu featuring settings, apps,  
files and folders. The power settings are here too.



The **Taskbar** – this runs along the bottom of your screen and displays programs that are currently running. Moving the cursor over a task will show a thumbnail image of the task being performed. Programs and apps can be pinned to the taskbar, making them easy to find even if they aren't on.

The **Action Centre/Notification Tray** – this is at the bottom right hand corner. It shows a range of little images that display things like your internet access, battery strength, date and time and volume level.

# The Desktop



START MENU

CORTANA

TASK BAR

NOTIFICATION AREA/ACTION CENTRE

# The Start Menu

USER  
NAME



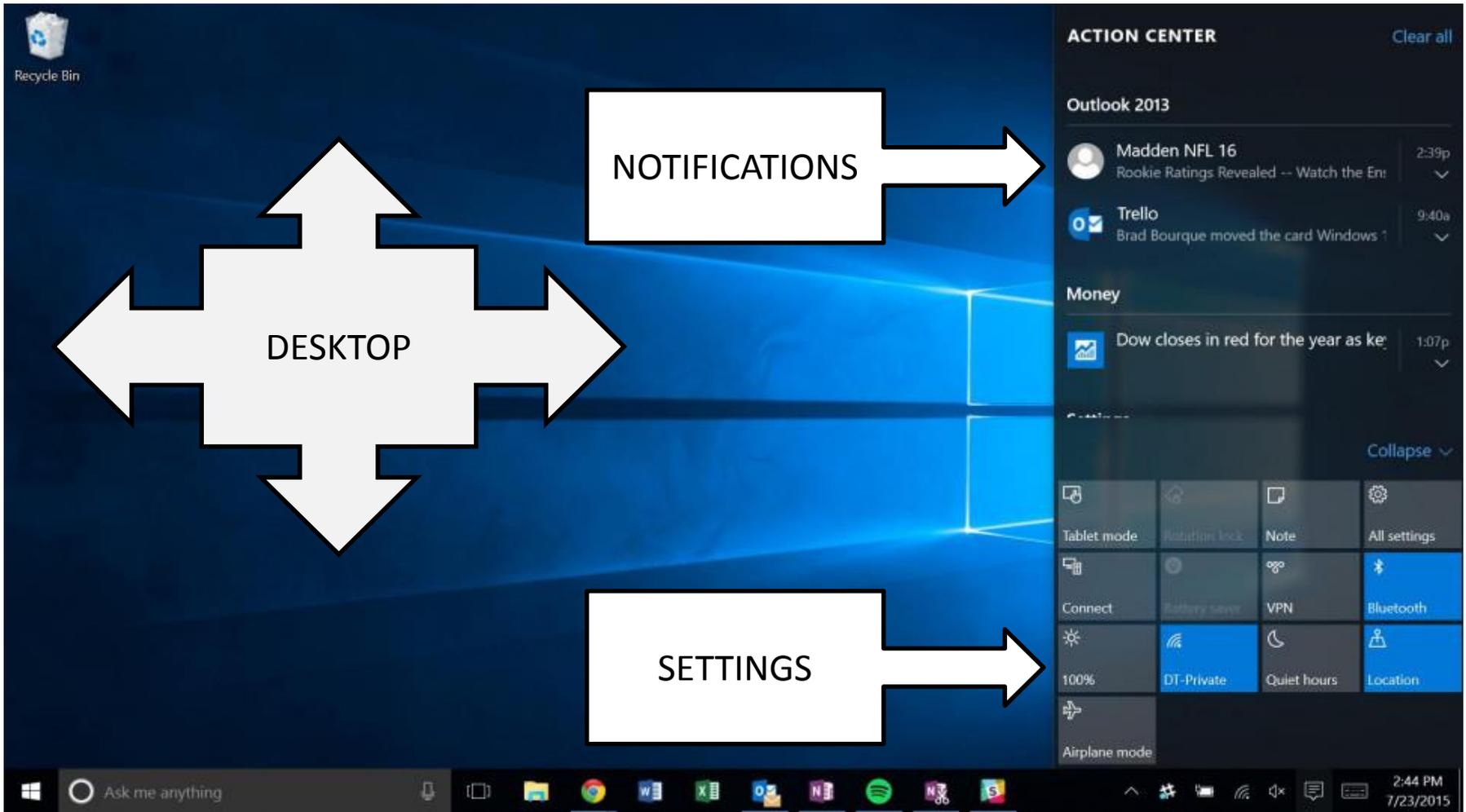
PINNED  
APPS

YOUR  
FOLDERS

APP  
MENU

START  
MENU





NOTIFICATIONS

DESKTOP

SETTINGS

START  
MENU

NETWORK  
STATUS

Windows 10 is the second Windows OS after Windows 8 to use apps (applications) that are also used on smartphones and tablets.

Apps are programs that can be downloaded from the Live Store – this is a virtual supermarket from where Microsoft members can access music, apps, books, films and games to download onto their computer. Click on the shopping bag symbol to access it.

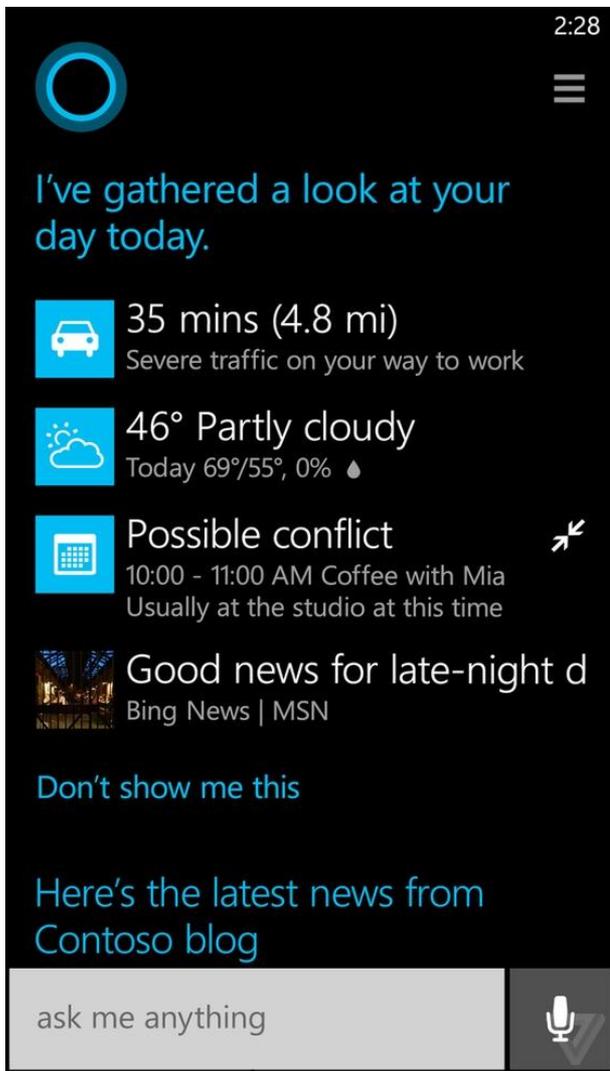


Apps can perform a variety of tasks – providing additional services for your other apps, gathering news from multiple websites, playing games, provide TV services, editing photos. Many websites such as Facebook and Twitter now have dedicated apps.

Many new appliances now depend on apps to function even kettles, fridges, heaters and cars – for this reason Microsoft decided to introduce Windows 8 and 10. Windows 7 is expected to retire in 2020 at the grand old age of 11.

Windows 10 is designed to be universal i.e. all Microsoft phones, tablets, PC's and the Xbox and virtual reality systems will look the same on it.

There are over 110 million people using it today.



Another new feature is Cortana – a digital personal assistant. Depending on how good your microphone is she can recognise your voice and switch on devices, play music, dictate emails, set alarms, search the internet for information, check the news and weather, plan your diary, tell the time or a joke and look for files folders or settings.

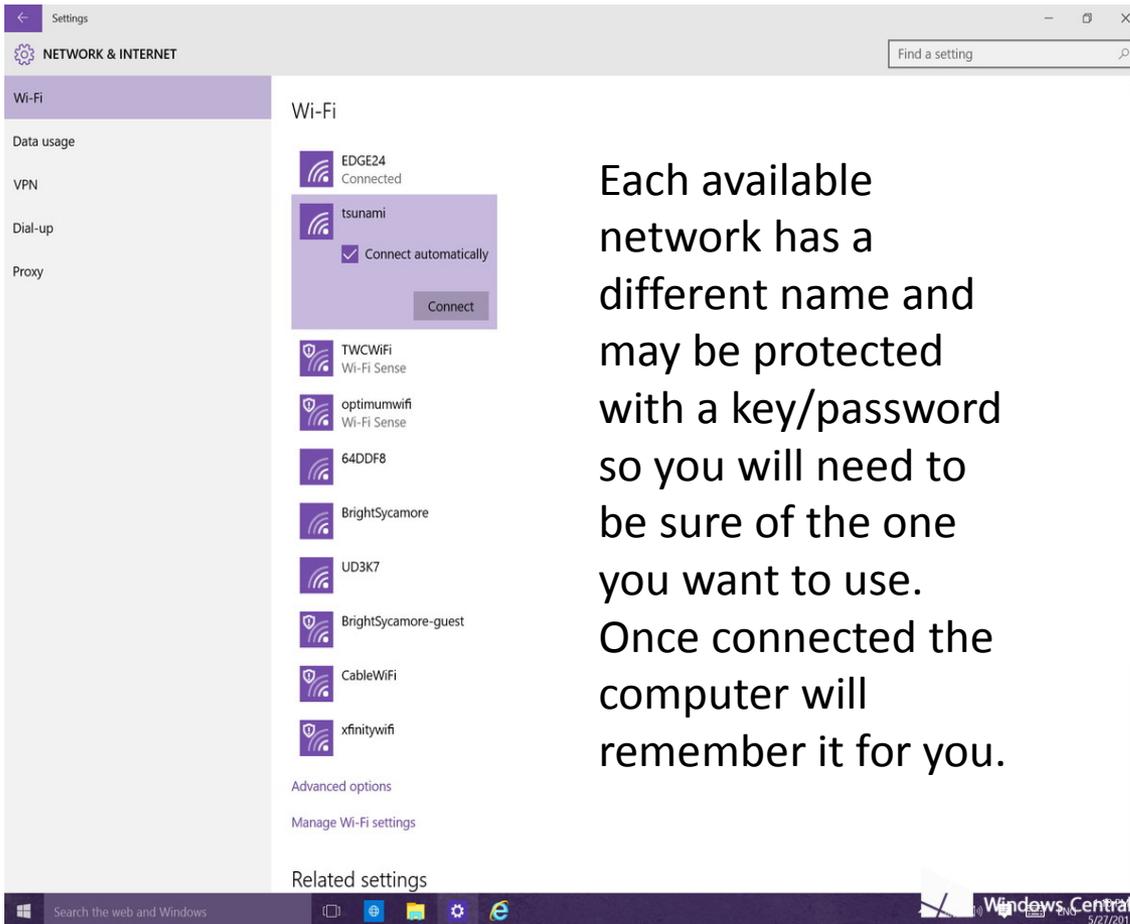
Cortana is located just to the right of the Start Menu icon and appears as a grey box or white circle.

Or tap the Microphone to ask Cortana a question

Type your question in here

## Getting Started : Connecting to the Internet using a network

You can connect to networks either using a cable straight from your Router or look for a nearby Wi-Fi signal. Your network status is displayed like this :



Each available network has a different name and may be protected with a key/password so you will need to be sure of the one you want to use. Once connected the computer will remember it for you.

This symbol is in in your Notification area in the right hand corner of the screen.

Or you can click the Settings link in the Start Menu or use Cortana by typing the word Network.

This will bring up a list of nearby Wi-Fi networks and show if you are connected (see left).

Wi-Fi networks are short range transmissions broadcast by a router and picked up by a wireless adapter built into your PC which you can shut off manually in the settings menu or click on Aeroplane Mode.

They are either Open or Secured with a password/key to stop unauthorised access

If you have a router at home the name of the network and the key will be printed somewhere on it.

Most businesses offer free Wi-Fi via third party providers – you don't need a password but do have to register first before you can use it.

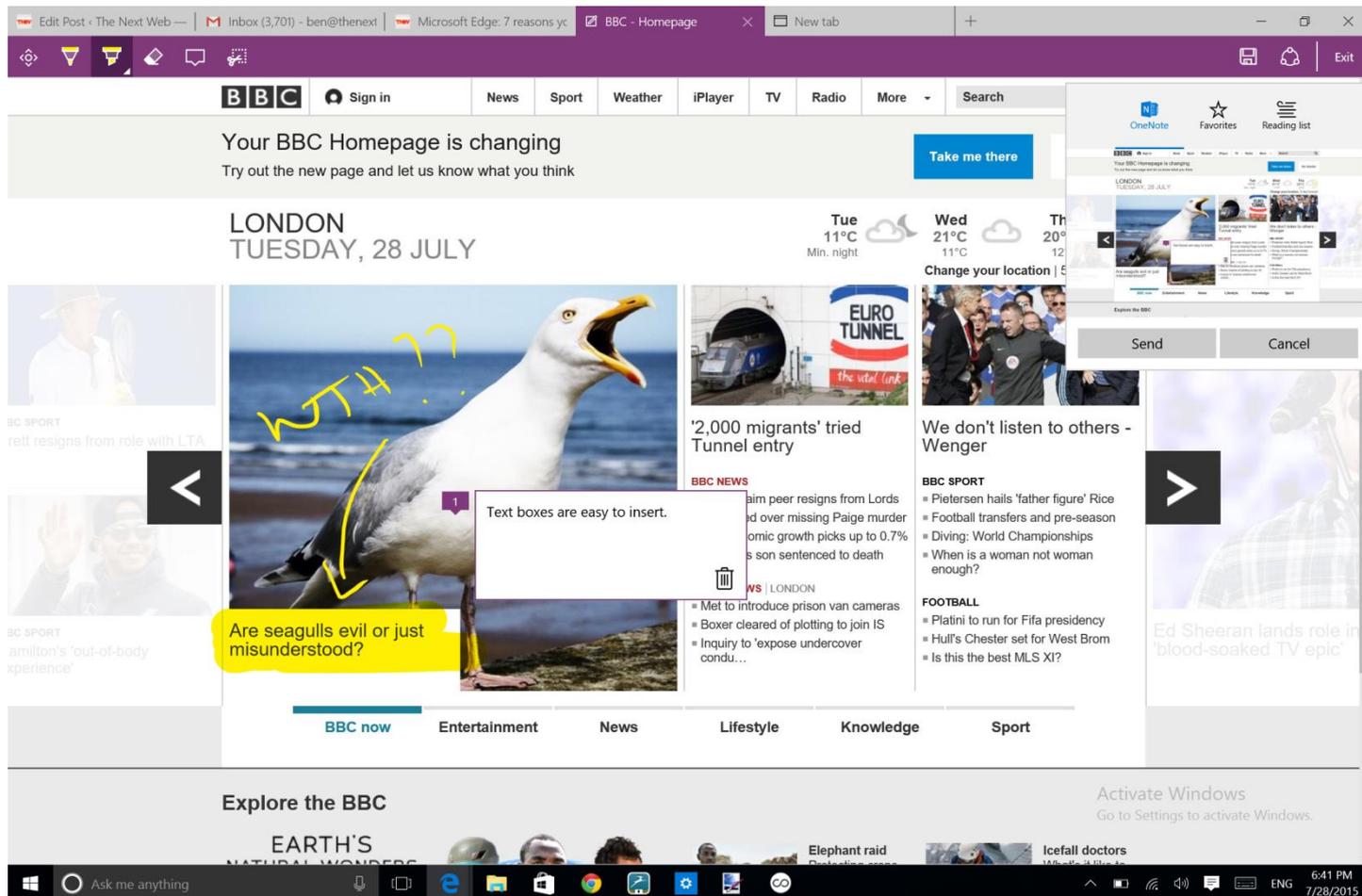
Once you enter a key to join a network your PC will remember it and join it automatically when you are in range

Common problems when connecting to the internet :

1. The Wi-Fi adapter on the PC is switched off or is on Flight/Aeroplane Mode
2. The Wi-Fi signal is weak or out of range (move closer to the router)
3. The Router is not working (switching it off at the wall for a minute can help)
4. The Router is not receiving a signal from your provider (contact your provider)

Windows 10 has also replaced its old browser program Internet Explorer with a new one – Microsoft Edge 

Edge allows you to annotate and clip parts of webpages or if you only want to see or print text, its Reading View will show only text.



Page/Tab Title

Favourites

Bing

Google

google.com/?gws\_rd=ssl

Address/Search Bar

Home/Navigation  
Buttons

Fahad Gmail Images

4

Google

Web Page

Google Search

I'm Feeling Lucky

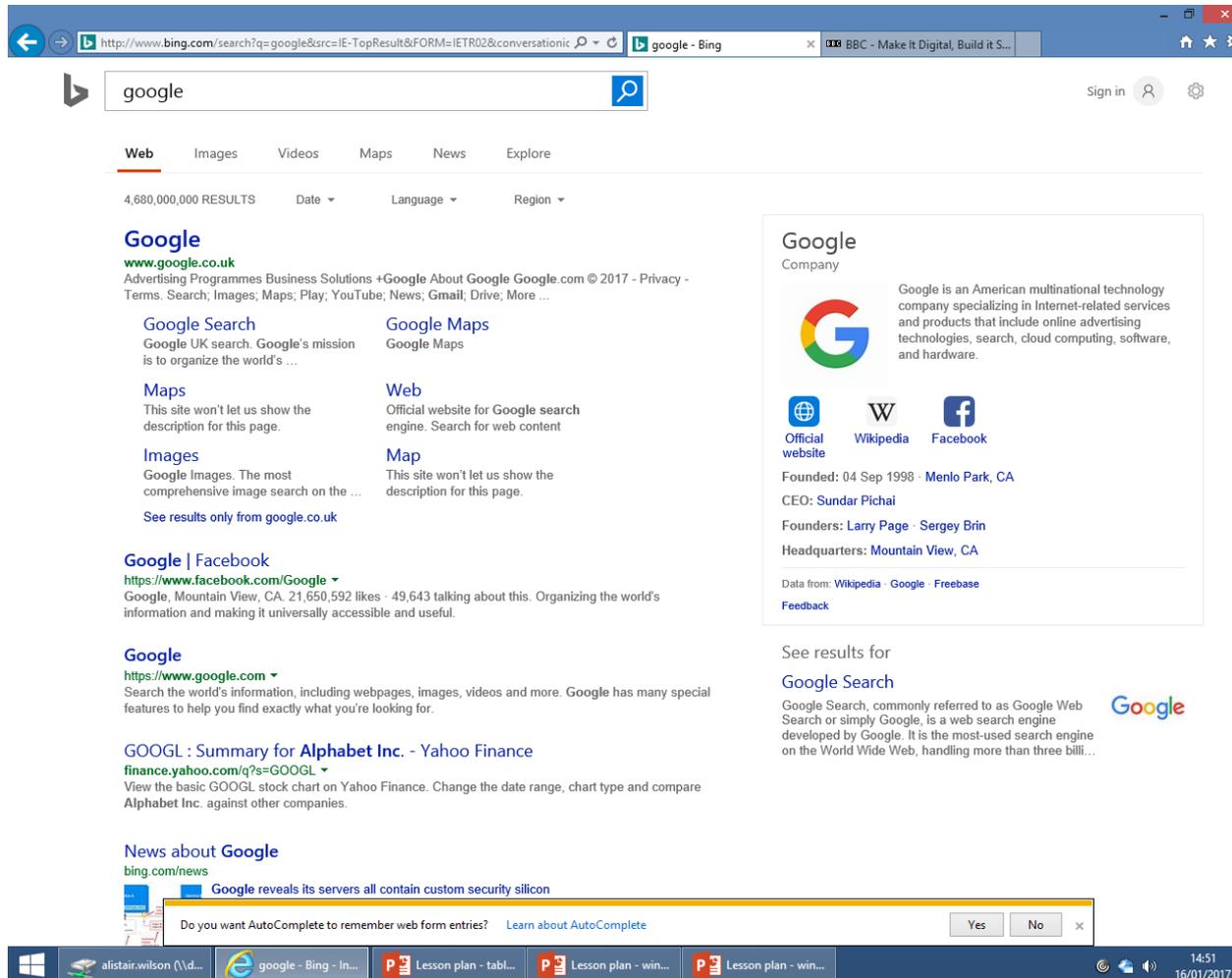
Advertising Business About

Privacy Terms Settings Use Google.com.om

10:03 PM  
21/07/2015

To start surfing simply type the name of the website you want to look such as [www.bbc.co.uk](http://www.bbc.co.uk) or [www.leisureandculturedundee.co.uk](http://www.leisureandculturedundee.co.uk)

If you do not know any links just type in what you want and the app will use a search engine like Google to find it for you. The results are displayed like this:



The blue text is a hyperlink.

Clicking on it will take you to the page highlighted underneath in green.

You can also search for images or videos related to your search by clicking on the words below the search bar

## Getting started – Email

What is email? Email is an electronic mail service provided either for free from a Provider or a private organisation. You must register with them before you can use the service. Phone companies like Virgin and BT will usually do this for you but there isn't any obligation to use these accounts.

The three main free providers are Google, Outlook and Yahoo and you can have accounts with all three. **It's recommended that you have at least two accounts by different providers.** Outlook is Microsoft's email and offers wider access to a range of online services. Windows 10 will prompt you to sign in with your Microsoft account.

You create an email by either using an app or visiting the provider's webpage. Don't know it? Just search for it using a search engine.

Registering involves creating a unique username followed by a password – the more complicated the better. **The email address is made up of this username followed by the name of the provider** e.g. [Joebloggs@gmail.com](mailto:Joebloggs@gmail.com).

You may also be asked to provide a telephone number and back up email – these are essential should you forget your password or get locked out of your account.



Search bar with magnifying glass icon



Gmail

Refresh and More buttons

1-50 of 90 | Navigation arrows | Settings gear

COMPOSE

Primary | Social 21 new Facebook | Promotions 50+ new Pocket Hits, Apple, SketchUpdate, A...

Inbox (60)

- Starred
- Important
- Sent Mail
- Drafts
- Circles
- personal stuff (1)
- More

Alistair profile icon and name

Sender	Subject of Email	Attachments	Date
Apple	Your recent download with your Apple ID - Dear Alistair Wilson, Your Apple ID, dundeelibraries@gmail.com, has		Jan 11
Apple	Find My iPhone has been disabled on iPad 35 - Find My iPhone has been disabled on iPad 35 With Find My iPho		Jan 10
Microsoft Edge	New sign-in from Microsoft Edge on Windows - Hi Alistair Wilson, You have just signed in on a new computer! M		12/22/16
Google Play	Movie rental on Google Play - Make it a movie night Google Play Movies I		12/15/16
Dropbox	Privacy Policy - Hi Alistair, We're always looking for new ways to improve h		12/14/16
Google	New sign-in from Xiaomi Redmi 3S - New sign-in from Xiaomi Redmi 3S Hi Alistair, Your Google Account dundeel		12/14/16
Google Play	Redeem now: 99p for any one movie rental on Google Play - Make it a movie night Google Play Movies Planning		12/12/16
alistair.wilson	Fw: 3D Medal - Alistair Wilson Library and Information Work	📎	12/12/16
Google	New sign-in from Chrome on Windows - New sign-in from Chrome on windows Hi Alistair, Your Google Account		12/12/16
Autodesk Project Ignite	Important Changes to Project Ignite - Important Changes to Project Ignite Over the past two years we have enjoy		12/10/16
Google	New sign-in from Internet Explorer on Windows - New sign-in from Internet Explorer on Windows Hi Alistair, You		12/8/16
Apple	Your Apple ID was used to sign in to FaceTime and iMessage on an iPod - Dear Alistair Wilson, Your Apple ID		12/1/16
Apple	was used to sign in to iCloud on an iPod - Dear Alistair Wilson, Your Apple ID (dundeelibraries@e		12/1/16
Google	from Chrome on Windows - New sign-in from Chrome on Windows Hi Alistair, Your Google Account		11/28/16
Google	from Chrome on Windows - New sign-in from Chrome on Windows Hi Alistair, Your Google Account		11/24/16
alistair.wilson	Fw: 3D Models Build It - Alistair Wilson Library and Information Worker Central Library The Wellgate Dundee DD1 11	📎	11/14/16
alistair.wilson	Fw: Save the Date: Monday 5th December - Alistair Wilson Library and Information Worker Central Library The Well		11/10/16
alistair.wilson	Fw: BBC Build It Scotland - Sketchup advice? - Alistair Wilson Library and Information Worker Central Library The V	📎	11/10/16
alistair.wilson	Fw: BBC Build It - Sketchup advice - Alistair Wilson Library and Information Worker Central Library The Wellgate Du	📎	11/10/16

Folders

Subject of Email

Attachments

Sender

No recent chats  
Start a new one

Your email page typically displays two columns.

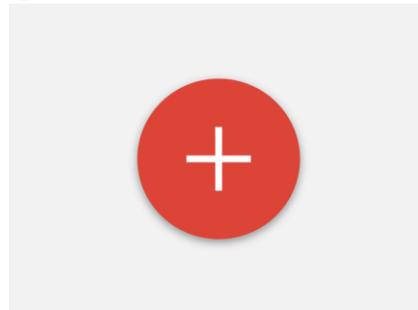
On the left are your folders with names like Inbox, Sent, Trash, Junk, Spam, Deleted and Outbox. On the right are the messages.

- Inbox** - This contains all your new email
- Drafts - Any message you start but do not send will be saved here
- Sent - All sent mail is cached here
- Junk/Spam** - Any mail you don't want to receive arrives here
- Deleted/Trash - You can retrieve deleted messages from here

There is also a search box which will locate text and names for you

Tapping on any email will open it up and allow you to reply, forward it onto another friend, print or delete it. You can also create new folders and move messages to them.

If you want to create a new message look for the word **compose** or an image like these:



When composing a new mail it's important that you type in the right email address.

[joebloggs@gmail.com](mailto:joebloggs@gmail.com) and [Joebloggs@gmail.com](mailto:Joebloggs@gmail.com) may look the same address but they aren't. Also there are never spaces in the user name like Joe [Bloggs@gmail.com](mailto:Bloggs@gmail.com)

Many emails end up getting sent to the wrong person this way. If this happens you will not be told so be careful!

Once you successfully send an email you can then save the name in your Contacts. This will save you time typing out the name and possibly mistyping it.

**Junk mail** is unsolicited mail or mail you may have wanted in the past but no longer want to receive. Junk mail is stored in your folder for a set time before eventually being deleted. Moving it from the Junk folder to your Inbox means mail from that source will always arrive there.

Check your **drafts** and junk folders if you are expecting emails and don't see them in your inbox – often people forget to click send which leaves the mail in the Drafts folder and important mail from an unexpected source might end up in the Junk folder.

- COMPOSE
- Inbox (4)
- Starred
- Important
- Chats
- Sent Mail
- Drafts
- All Mail
- Spam (2)
- Bin
- Circles
- tagtool (13)
- More

Sign in

Signing in will sign you in to Hangouts across Google  
[Learn more](#)

8.23 GB (54%) of 15 GB used  
[Manage](#)

Terms - Privacy  
Last account activity: 0 minutes ago  
[Details](#)

Revert to the old chat

Alexa

James Outterson <jamesoutterson@gmail.com> 9 Jan (7 days ago) ☆

to Morgan, me

I love this story!

Controls like Delete, Reply and Forward are usually above the email

makes you want to get one?

"OK, Siri, order me an Amazon Echo."

James Outterson <jamesoutterson@gmail.com> 9 Jan (7 days ago) ☆

to Morgan, me

Alexa, buy me a cute puppy.

Click here to [Reply](#), [Reply to all](#) or [Forward](#)

Messages are often displayed as conversations, showing replies and answers between you and your friend

To save time you can download dedicated apps for providers like Gmail. Outlook or Yahoo:



Windows has a System App that will read emails from all your accounts, saving you time. You simply open the app, add each account by typing in your email address and the corresponding password. The app will then display all your accounts in different folders. Deleting an account from the app doesn't delete the actual account - it merely tells the app to forget those details.

Caution – email apps have to be told when to look for new email. **This is called synchronisation.** If the app doesn't do this new emails may not appear until you refresh the folders.

Whether you use a browser or an app email is essential to create all kinds of accounts for things like shopping online, accessing private wi-fi, setting up social media, registering for services. It is as important now as having a bank account.

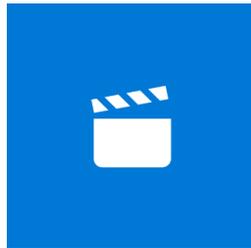
## Getting started – Buying and installing apps

All apps are found by clicking on the Windows Live Store Icon



To use the store you will need to register an account with Microsoft – if you sign into your computer using this then you should be signed into the store automatically

The Live Store also offers music, games, films and TV programmes to rent or buy. Once downloaded these can be viewed using other apps like:



Films



Music



Games

When you see an app you like click on the Icon - this will show a screen with detailed information on the app – how much it costs, who made it, what it does, which version you are buying and what other buyers thought of it.

Check the ratings and downloads. Apps with high ratings and downloads are usually good, however those with high ratings but few downloads may be poor. You can leave a rating if you wish.

Many webpages have dedicated apps – making it easier for you to access the service. These include email providers like Yahoo mail, the BBC, Facebook, Twitter, Youtube, Amazon, Ryanair and Megabus. These apps may require you to have an account with those services before you can use them.

Also some apps may contain in-app purchases – this means that although the app itself is free, the content it displays isn't and you will need to pay when you try to view it.

Apps once bought, can be deleted from you PC and reinstalled at no extra charge. They will periodically be updated when new versions become available.

You can also check your account and send gift cards using the Live store app

## Getting Started - File management

On your PC all the files and programs are organised into a folder system controlled by a program called **Windows Explorer**.

Everything on your PC is stored on a disc – the C Drive. You can transfer files etc from this drive to external drives like USB sticks, Memory cards and CD's and DVDS.

You can also upload and download files from Cloud Storage drives like Dropbox, Google Drive and Onedrive if you are connected to the internet and have accounts with these services.

Your PC will also create Libraries for things like Music, Pictures, Videos and Documents and Downloads. These are folders that in turn contain links to other certain folders that match the criteria.

When you sign into a PC you will see only your own files and not that of other users – unless you are the administrator for the PC.

