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WINDOWS 10 TIPS AND HINTS

MEDFORD SCHOOL DISTRICT

HELPDESK



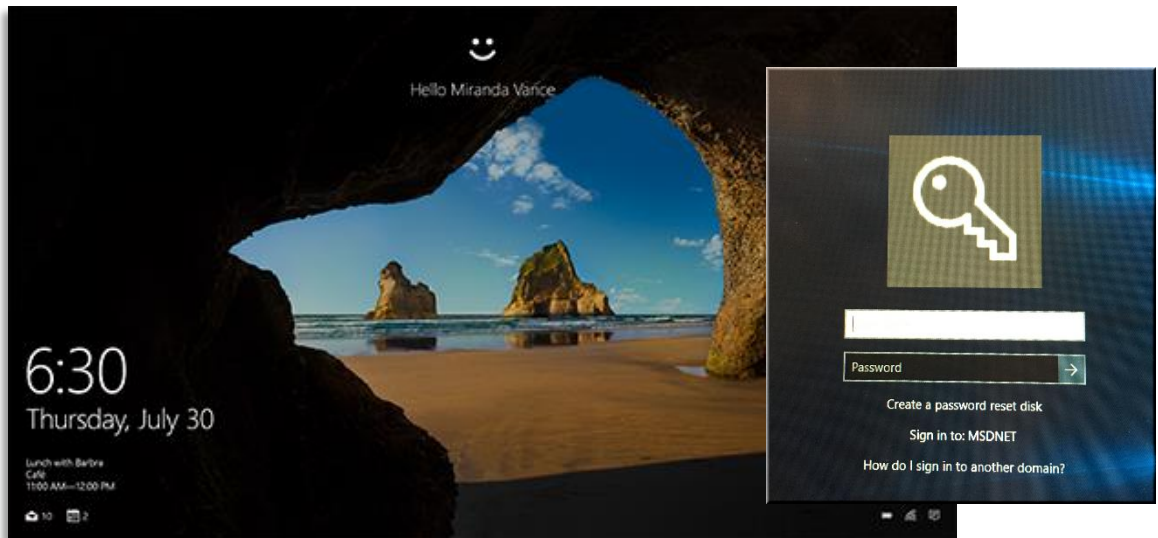
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Windows 10

Sign In

You will see the Lock Screen when you sit down at your computer to login. To get to the login screen, press any key on your keyboard or mouse. Your login screen will appear and you can enter your credentials.

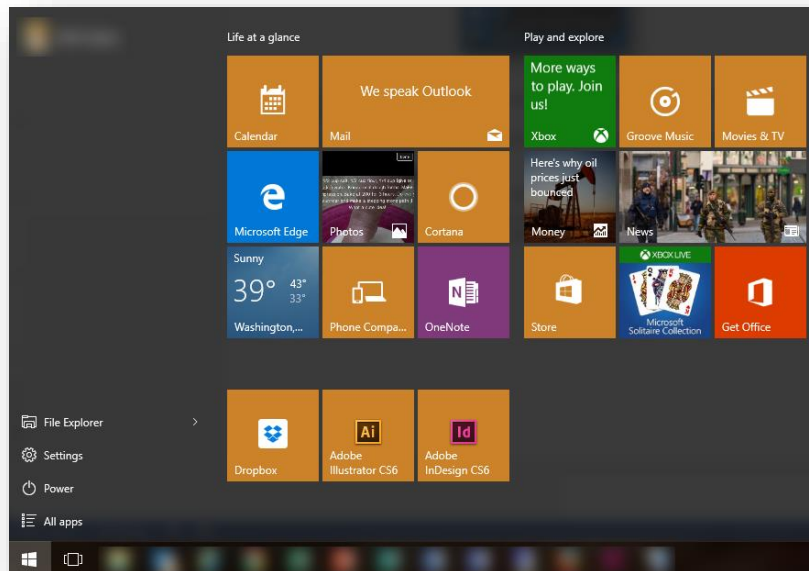


Start Menu

To see a list of all programs from the  'Start Menu' (as you could in previous versions of Windows), click on  'All apps'.

- Pin your favorite apps on the right of the Start Menu as it is very customizable.
- Get to Documents, Downloads, File Explorer, and Settings from the left side of the Start menu.


TIP: Seeing an arrow to the right of an app? Click on the arrow to see app-specific tasks or items.

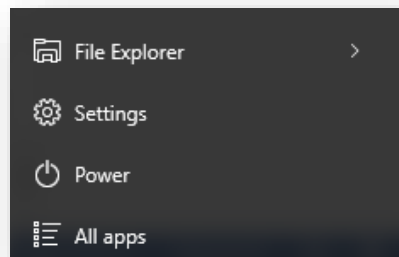
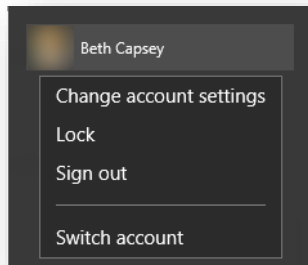





The Start Menu is also where you can sign out/switch users or restart/shut down your PC.

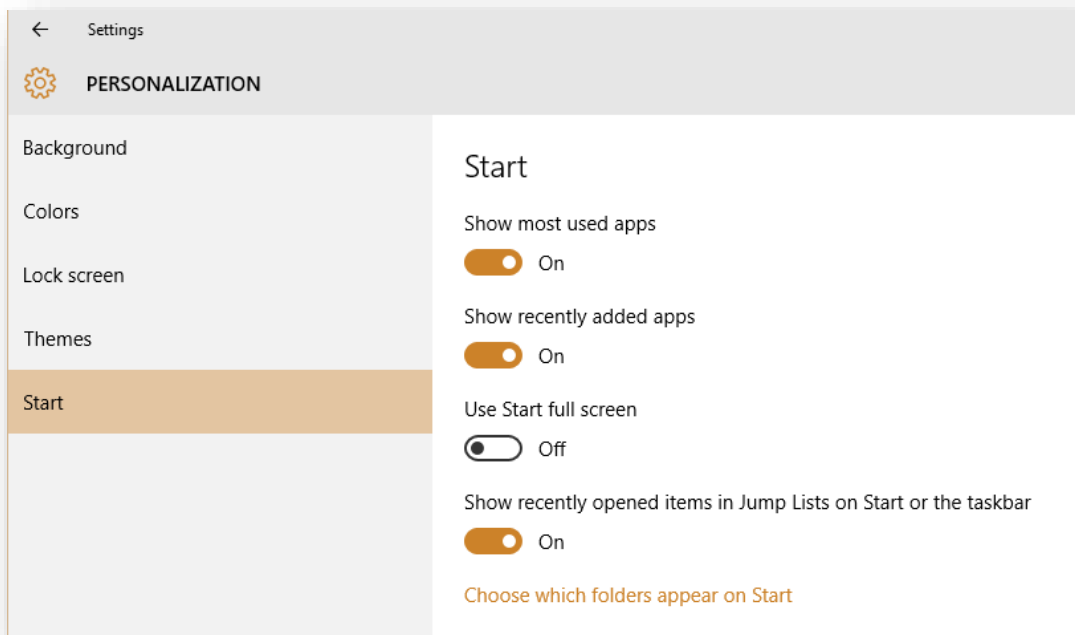
<http://reviews.gizmodo.com/the-ultimate-guide-to-windows-10-keyboard-shortcuts-1720656591>

<http://windows.microsoft.com/en-us/windows-10/getstarted-get-to-know-windows-10>




- Lock or sign out of your PC, switch to another account, or change your account picture by selecting your name at the top of the Start menu.
- Restart or shut down by selecting the  'Power button'.




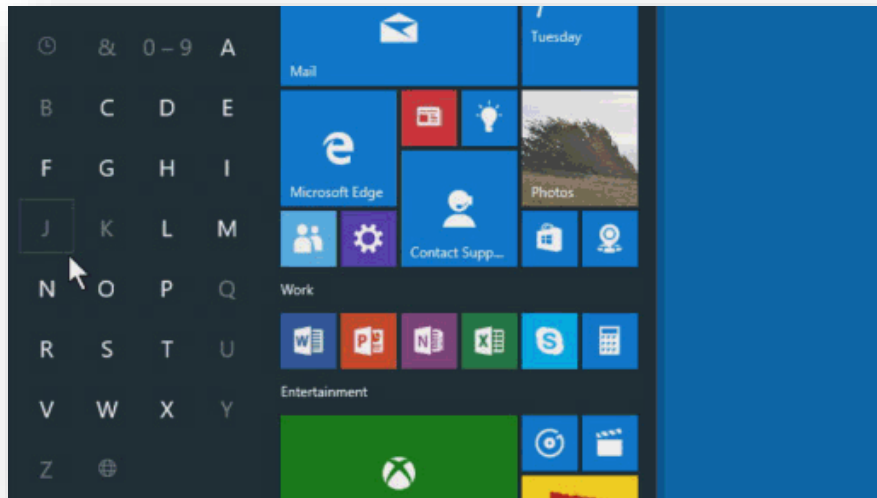
- If you want to make other changes to how the Start menu looks, you can do this in Settings.
 - Select the  'Start button', then select  'Settings' and  'Personalization' to change:
 - Desktop/Background settings
 - Color themes
 - Lock screen settings
 - Start menu apps and folders.



Apps




Looking for apps? The Start menu is the place to find a full list of all of them. Select the  'Start button' and then select  'All apps' in the lower-left corner OR simply press the  'Start button' and start typing.

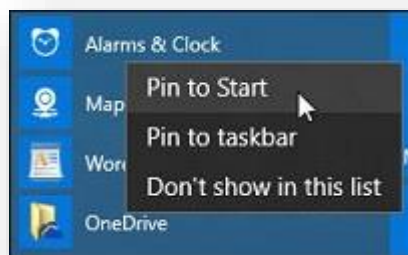
TIP: To keep scrolling to a minimum in  'All apps', you can jump to a specific part of the list. Select one of the section dividers, and then choose the letter that the name of your app begins with.



Pin It

You can pin often used apps or programs to both the Start menu and the taskbar.

1. Click the  'Start button', then select  'All apps' OR Click the  'Start button' and start typing to search for the app OR right-click on a currently opened app.
2. Right-click on the app you want to pin.
3. Select 'Pin to Start' OR 'Pin to taskbar'.



- Make the Start menu yours by pinning apps and programs and moving and regrouping those pinned tiles (see 'Group your Apps' below).
 - If you need more space, resize the Start menu to make it bigger by resting your cursor on the edge of the start menu until it looks like \leftrightarrow , then drag to the right.

TIP: Once you pin a new app to the start menu, resize it. Right-click the app tile, select Resize and then choose the tile size you want. Each app has its own range of size settings you can select from.

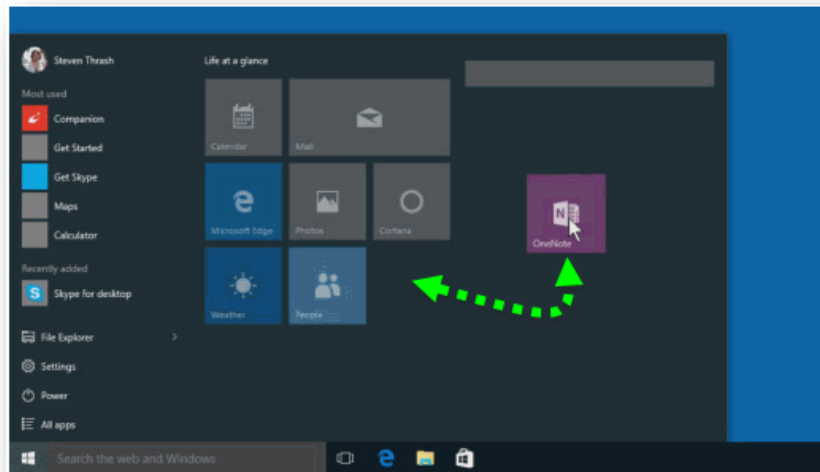
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Group your Apps


After you have pinned an app to the start menu, move it into a group.

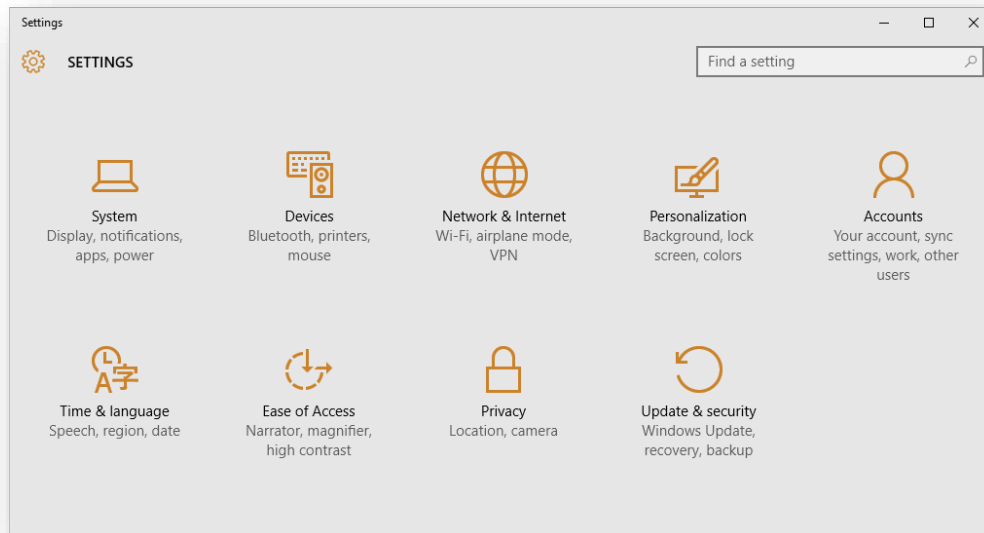
- To create a new group of tiles, move an app's tile up or down until a group divider appears, and then release the tile. Move apps in and out of the group as you want.




Personalization and Settings


Get to Settings by selecting the  'Start button', and then selecting Settings. From there, browse to the categories or use search to find what you are looking for.

Many apps have their own settings – look for this icon  in the app.

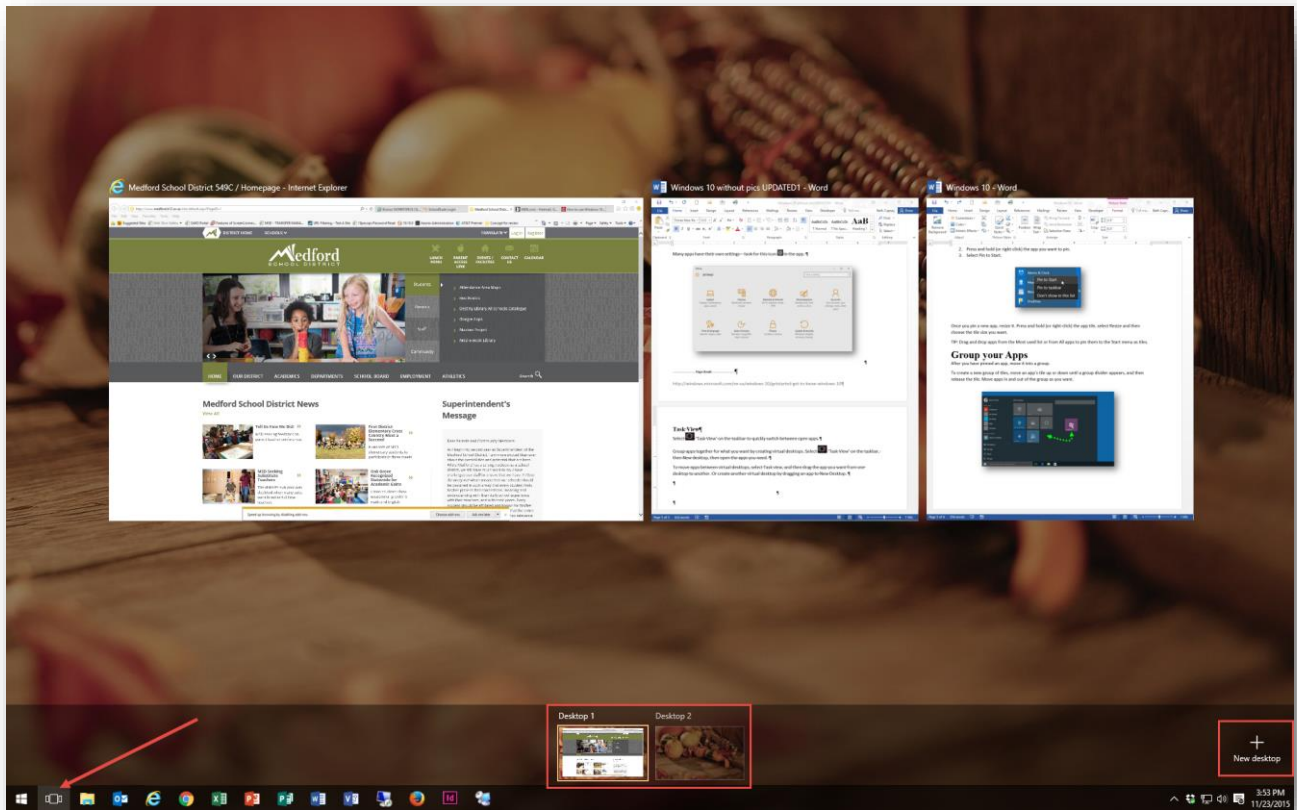


Task View

Select  'Task View' on the taskbar to quickly switch between open apps.

Group apps together for what you want by creating virtual desktops. Select  'Task View' on the taskbar, then New desktop, then open the apps you need.

To move apps between virtual desktops, select Task view, and then drag the app you want from one desktop to another. Or create another virtual desktop by dragging an app to New Desktop.

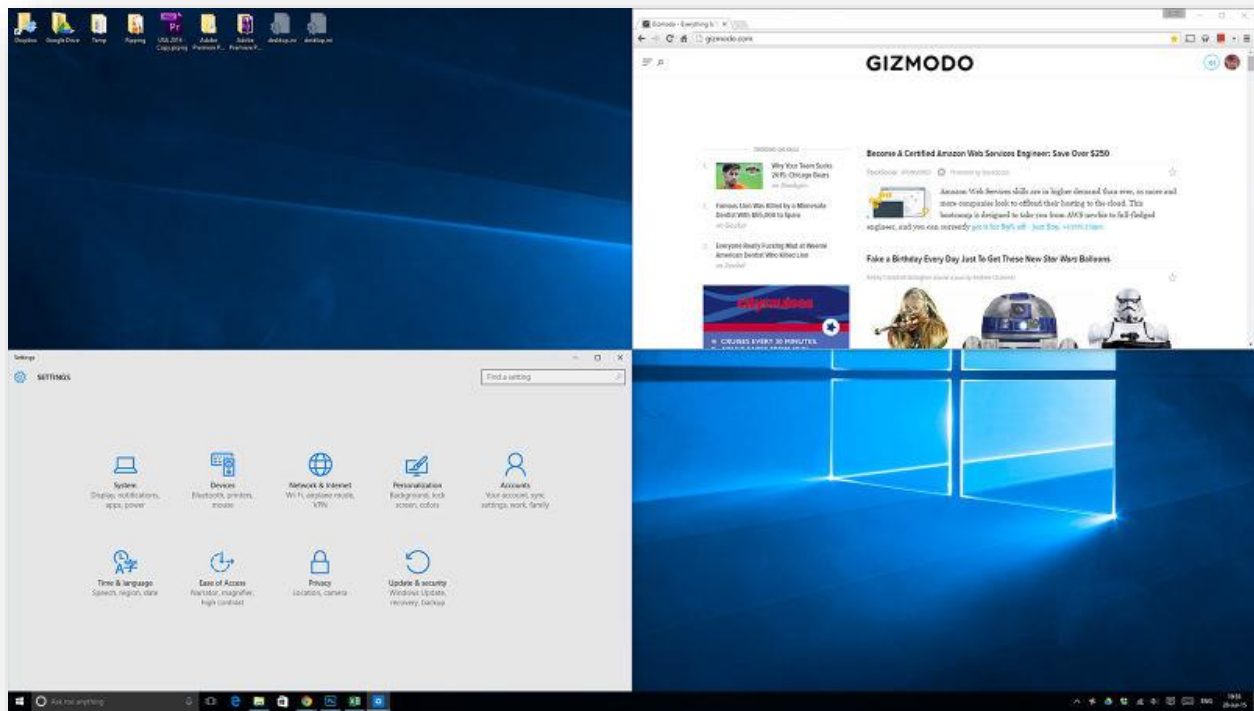


Window Snapping

Window snapping has changed slightly in Windows 10 and so have the shortcuts. App windows can be snapped to either side of the screen but you can also assign them to quadrants and get four windows open on screen simultaneously.


- ❑ **Windows Key + Left** → snap active window to the left.
- ❑ **Windows Key + Right** → snap active window to the right.
- ❑ **Windows Key + Up** → snap the active window to the top.
- ❑ **Windows Key + Down** → snap the active window to the bottom.

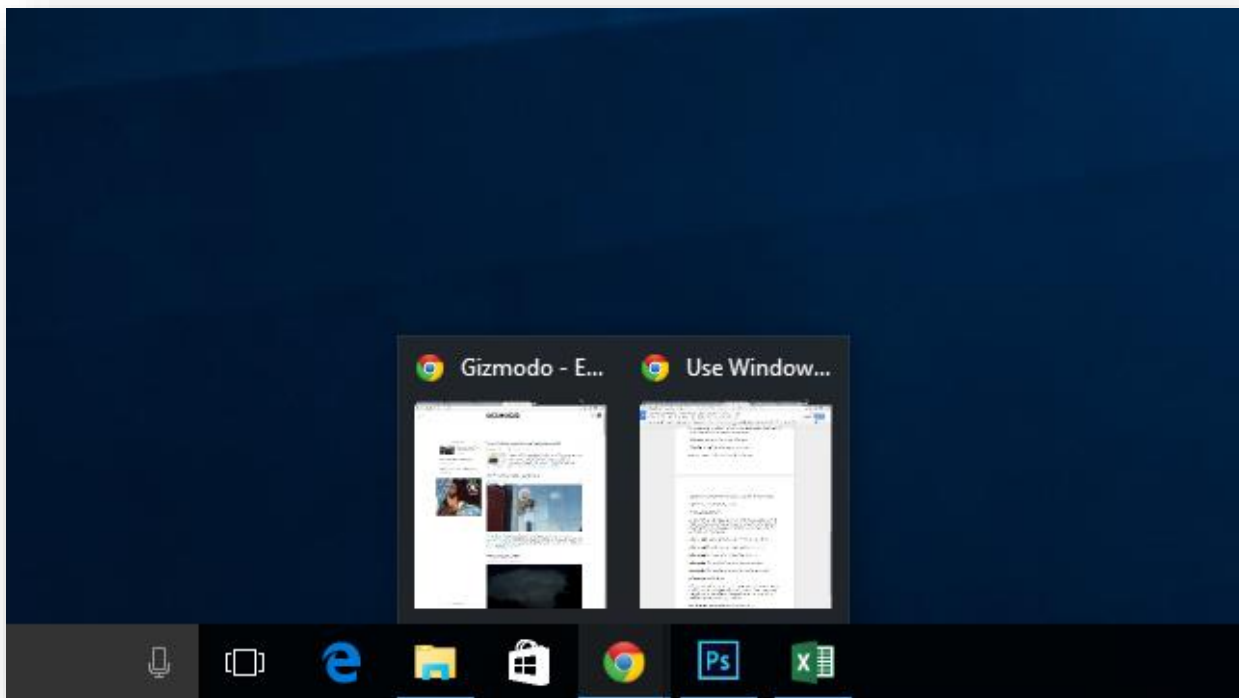
Bonus: Whenever you snap a window to a side or a quadrant, Windows will automatically suggest you pick one of your open apps to fill the remaining real estate on your desktop.



Finding your way around



Besides all the new Windows 10 keyboard shortcuts, there are plenty of old classics that have survived successive versions of the operating system and are still going strong. Here are the combinations you're going to need to navigate around the interface.

- ❏ **Windows Key + , ( ,)** → temporarily hide apps to briefly show the desktop.
- ❏ **Windows Key + D** → minimize apps to go straight to the desktop.
Ctrl + Shift + M → restore all minimized windows to full-size (useful after a **Windows Key + D**)
- ❏ **Windows Key + Home** → minimize all windows except the one you're actively using
- ❏ **Windows Key + L** → lock your PC and go to the lock screen.
- ❏ **Windows Key + E** → launch File Explorer (aka Windows Explorer).
Alt + Tab → switch between windows (hold Alt while tapping Tab to pick visually)
Alt + F4 → close the current window.
- ❏ **Windows Key + Shift + Left (or Right)** → move a window to your next monitor.
- ❏ **Windows Key + T** → cycle through taskbar items (hit Enter to launch).
- ❏ **Windows Key + Any Number Key** → open the app pinned to the taskbar in the numbered position (e.g. **Win+2** launches the app in your second taskbar slot)



Pictures, video and display

As you would expect, Windows 10 is a very visual OS and there are keyboard shortcuts to help you capture screenshots, record on-screen activity and zoom in and out.

- ❏ **Windows Key + Print Screen** → take a screenshot saved to your Pictures folder.
- ❏ **Windows Key + P** → switch between display modes (with a second display connected)
- ❏ **Windows Key + plus (+)** → zoom in using the Magnifier utility.
- ❏ **Windows Key + minus (-)** → zoom out using the Magnifier utility.

