

Windows 10



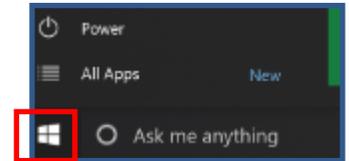
Operating System

Windows 10 is the operating system that replaces *Windows 8.1* as well as *Windows 7*. This operating system uses “Continuum” which switches between Tablet and Laptop modes automatically. If a keyboard is connected, the device will operate in Laptop mode. In this mode, the user will see a familiar “desktop” format with icons that are shortcuts to programs. When the keyboard is not connected, the device will go into Tablet mode and provide access to programs through larger, touch-friendly icons.

Start Menu

In both Laptop & Tablet mode, the **Windows** icon will appear in the lower left-hand corner of the screen.

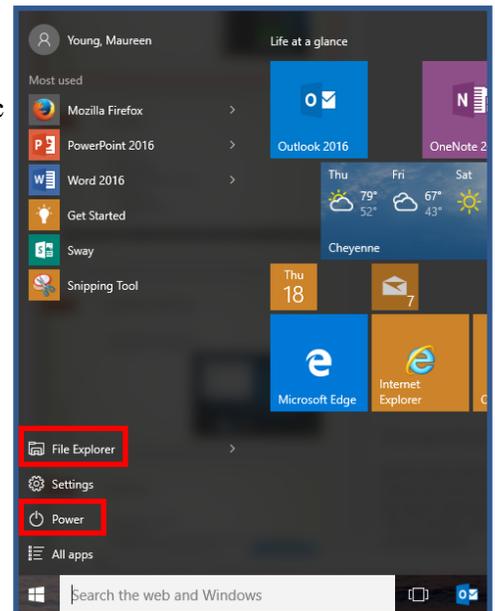
This is where the user is able to find programs and files. This menu is searchable. Once the Windows icon is selected, simply start typing the name of the program to populate a list of choices.



Most frequently used programs are listed on the left of this menu. Specific programs or apps can also be listed on the right in icon format. All of these are customized by right-clicking on the program or app. To find all the apps and programs, select **All Apps**.

Files from a server such as StaffShare can be found by clicking on **File Explorer**.

The **Power** icon is located in this menu to shut down the computer.



Taskbar



Multiple Desktops

Single click shortcuts and open programs. Hover to see live preview.

Notification area to see battery usage, wireless connectivity and sound.

Windows 10 (cont'd)



Edge

Windows 10 now uses **Edge** as the Internet browser. **Internet Explorer 11** and **Firefox** are also installed on District computers.

Edge allows the user to scribe directly on the interface of any website as well as share the content directly to **OneNote**.

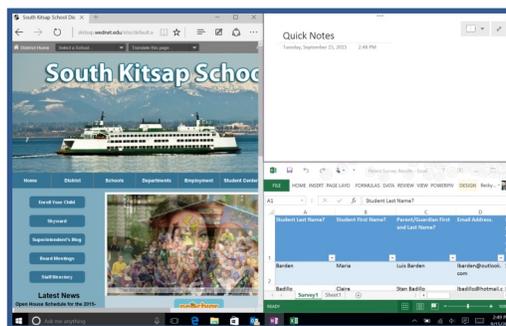


Snap Assist

Windows 10 allows the user to have multiple screens open at one time. To snap a desktop window, left-click its window title bar, hold the mouse down, and then drag it to either the left or right edges of the screen. A transparent overlay will appear, displaying where the window will be placed. Release the mouse button to snap the window there.

Once a window is snapped to the left or right side, the **Snap Assist** feature will pop up. Windows will display a thumbnail list of the open windows and let the user select one of them. Click one and it will be snapped to the opposite side of the screen.

There are 4 available quadrants. To snap a desktop window to the corner, left-click its window title bar, hold the mouse down, and then drag it to a corner. A transparent border will appear, displaying where the window will be placed. Release the mouse button to snap the window there. This process can be repeated for up to four quadrants, as shown in the picture below.



Cortana

Cortana is the optional digital personal assistant within **Windows 10**. It recognizes natural voice commands to search the computer, add items to calendar, and answer questions using Bing. To use, the feature must be set up with a personal **Microsoft** account.



When creating a personal **Microsoft** account, do not use District email as the username. Please use a personal email address for this purpose.

For assistance or problems, call the Service Desk at (307) 771-2242