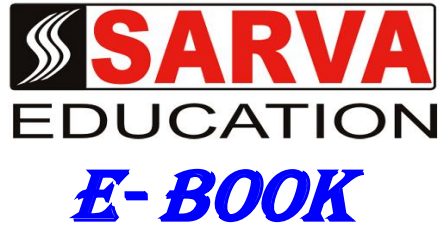


Simplified



Window 10

SARVA EDUCATIONSM - An I.T & Skill Advancement Training Programme, Initiated by **SITED[®]-India**

An ISO 9001:2015 Certified Organization

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Windows 10

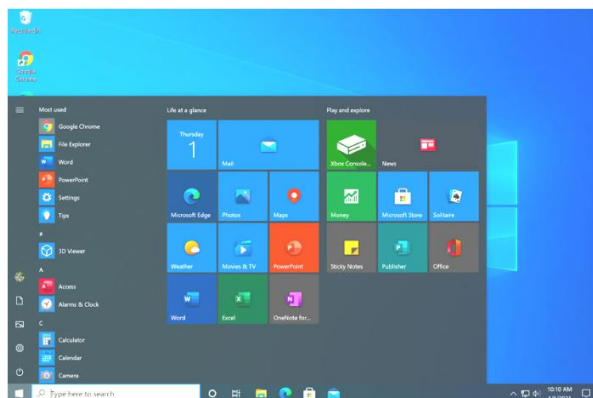
Introduction

Windows 10 is the most recent version of the Microsoft Windows operating system. There have been many different versions of Windows over the years, including **Windows 8** (released in 2012), **Windows 7** (2009), **Windows Vista** (2006), and **Windows XP** (2001). While older versions of Windows mainly run on desktop and laptop computers, Windows 10 is also designed to run equally well on **tablets**.

An **operating system** manages all of the hardware and software on a computer. Without it, the computer would be useless.

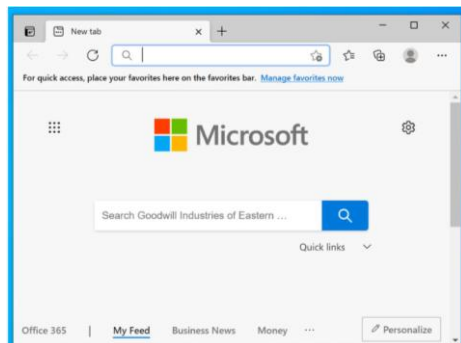
Start menu

Whereas Windows 8 uses the Start screen to launch applications, Windows 10 has reintroduced a more traditional **Start menu**. It's also been expanded to make it easier to find important apps.



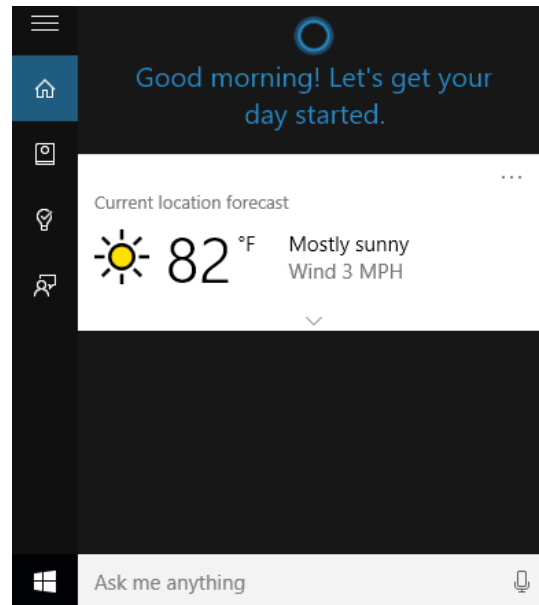
Microsoft Edge

This new browser is designed to give Windows users a better experience on the Web. It's faster, more secure, and includes a lot of **new features**. Microsoft Edge is meant to replace Internet Explorer as your default web browser, but you'll still be able to use another browser if you prefer.



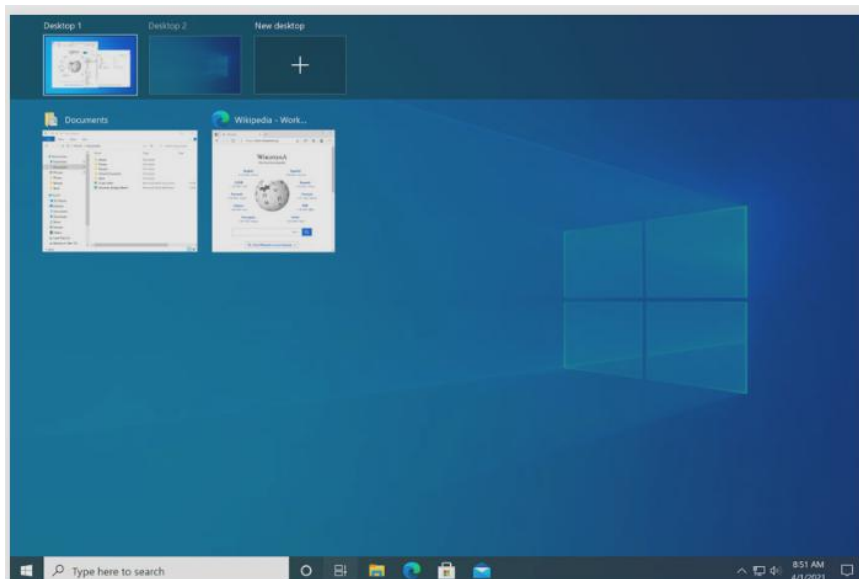
Cortana

Similar to Siri and Google Now, you can talk to this **virtual assistant** with your computer's microphone. Cortana can answer questions like **What's the weather like today?** Perform simple tasks like **remind you to take out the trash**, and much more.



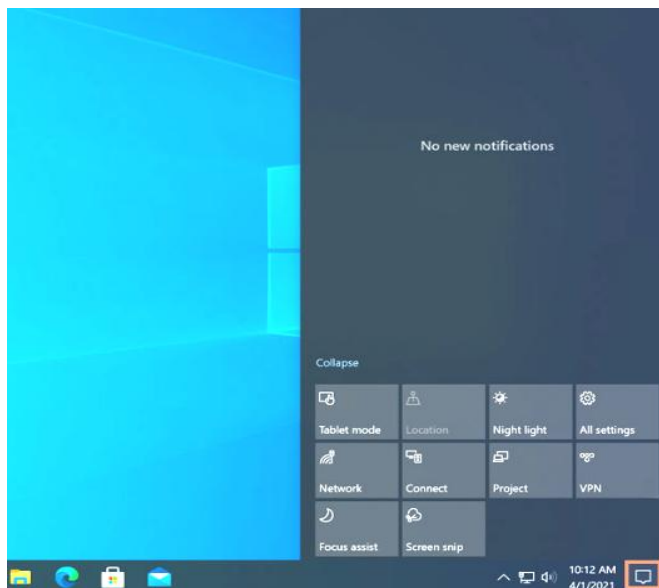
Multiple desktops and Task view

Instead of keeping everything open on the same desktop, you can move some of your windows to a **virtual desktop** to get them out of the way. And the new **Task view** feature makes it easy to manage all of your open windows.



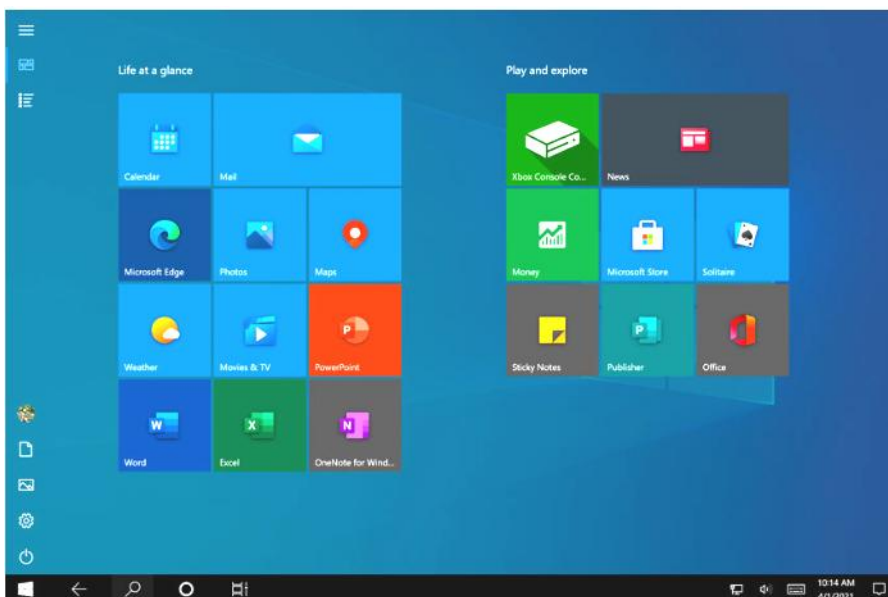
Action Center

The new Action Center is pretty different from previous versions of Windows. For example, it's been expanded to let you access frequently used settings, such as Wi-Fi connectivity and tablet mode. It's also where you'll see important **notifications**, so if your computer receives an update you'll get a notification about it here.



Tablet mode

Unlike Windows 8, Windows 10 makes a clear distinction between desktops and tablets. If you're using a keyboard and mouse with Windows 10, you'll be in desktop mode by default. If your computer also has a touch screen, you can go into tablet mode at any time. Tablet users can also switch back to desktop mode if they prefer.



Chapter-2

Upgrading to Windows 10

If you're using an older version, such as Windows XP or Vista, your computer probably won't meet the hardware requirements to upgrade to Windows 10. If you're thinking about upgrading an older computer, we'd recommend purchasing a new computer that already has Windows 10 installed.

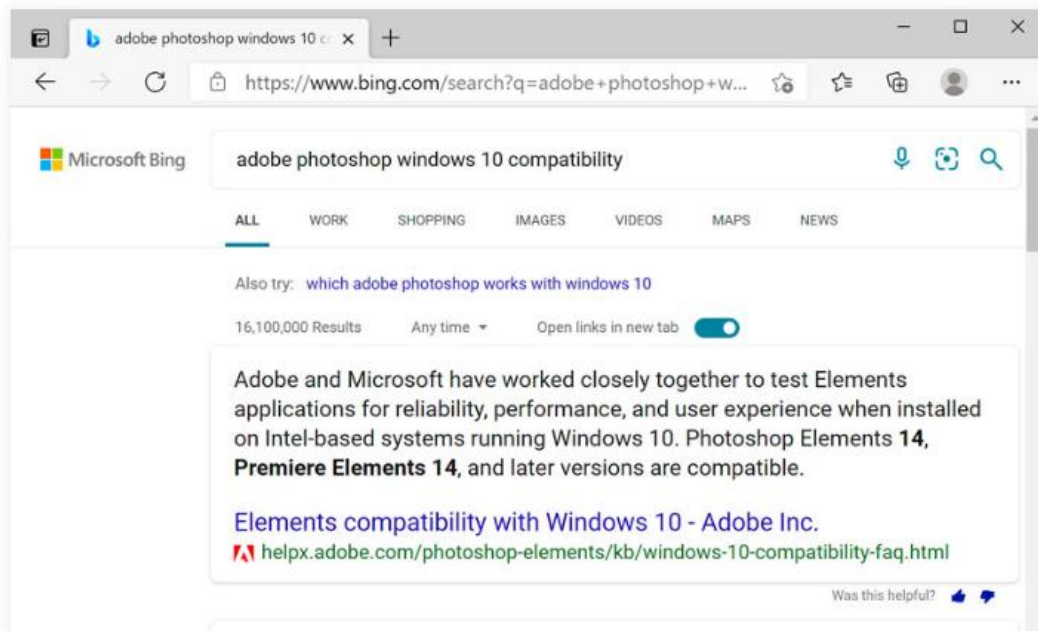
System Requirements

In order to upgrade your Windows 7 or 8.1 machine to Windows 10, you'll need to meet the system hardware requirements. Note that these are just the **minimum requirements**, so if you plan to use your computer for gaming or other demanding apps you may need a faster processor, more memory, or a more powerful graphics card to upgrade.

Software Compatibility

In order for software to work, it has to be **compatible** with the operating system. Therefore, you may not be able to use all of your existing software if you switch to a different operating system. Before upgrading to Windows 10, ask yourself if there is any software on your computer you can't do without—and then do some research to **find out if it is compatible**.

If you are upgrading from Windows 8 or Windows 7, most of your apps should still work. However, if you're using an older version like Windows XP, there's a good chance some of your apps will not be compatible with Windows 10. A simple **web search** will often be enough to tell if an app will be compatible.



Chapter-3

Getting Started with Windows 10

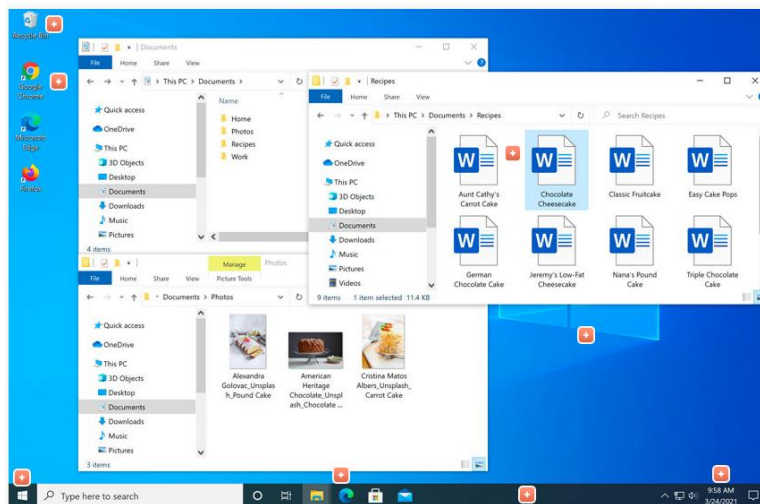
Signing in to Windows 10

You'll probably be asked to **create a Microsoft account** the very time you use Windows 10 (if you don't have one already). From this point on, whenever you turn on the computer you'll need to **sign in** to that account. To do this, **type your password** into the box and press **Enter**.



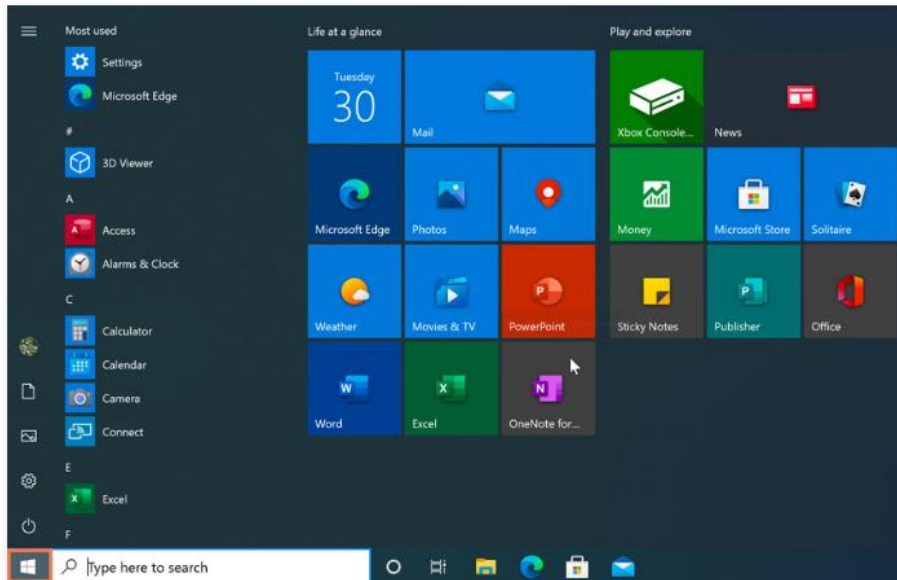
Navigating the desktop

Once you've signed in, the first thing you'll see is the **desktop**. You can think of the desktop as the main workspace for your computer. From here, you can view and manage your files, open applications, access the Internet, and much more.



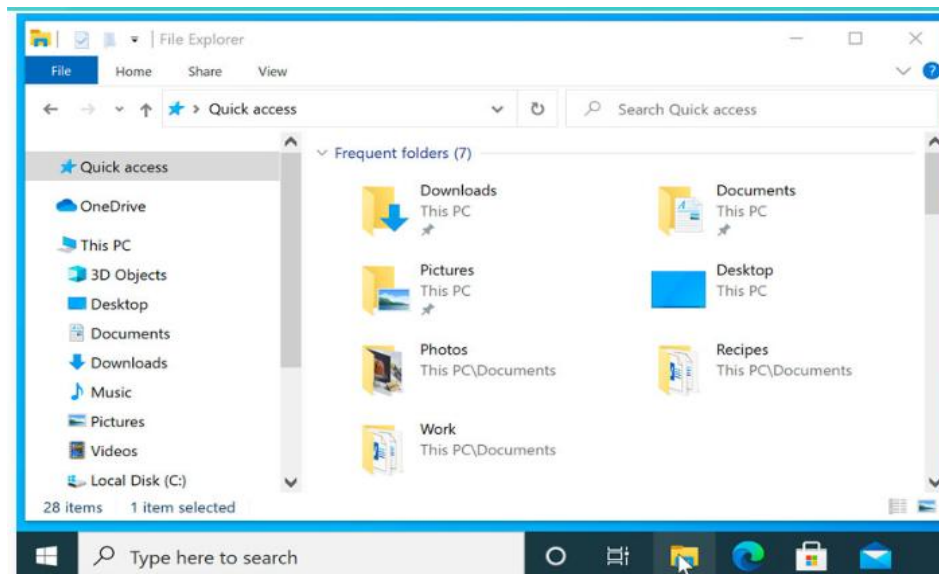
Opening applications

You'll use the **Start menu** to open programs on your computer, just like with previous versions of Windows. To do this, click the **Start** button in the bottom-left corner, then choose the desired application. If you don't see the one you want, you can scroll to see a full list of applications. In the example below, we're opening **OneNote**.



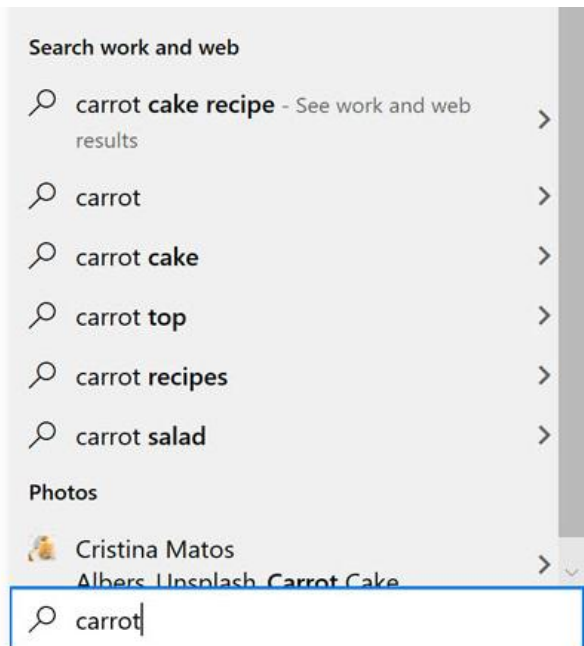
Working with files

You'll use the **File Explorer** to manage your files and folders. To open File Explorer, click the File Explorer icon on the taskbar or double-click any folder on your desktop.



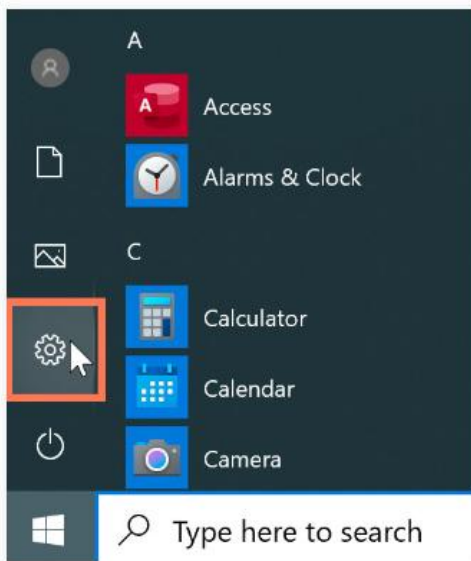
Searching for files and apps

To search for something on your computer—like a specific file or application—click the **Search Box**, then start typing. In the example below, we're searching for a Microsoft Word document.

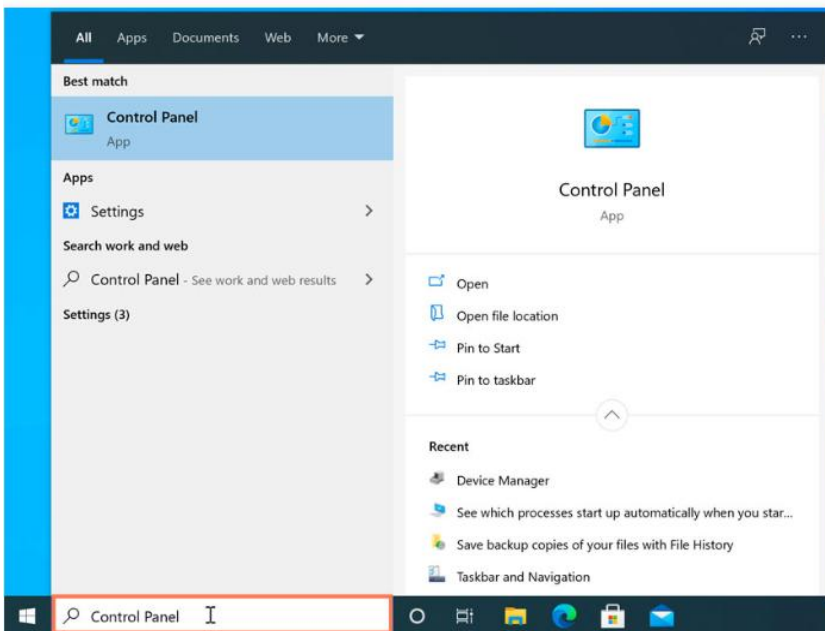


Adjusting your settings

You'll use the Settings app to change the most important settings on your computer, like your network and display options. To open the app, click the Start menu, and then select **Settings**.

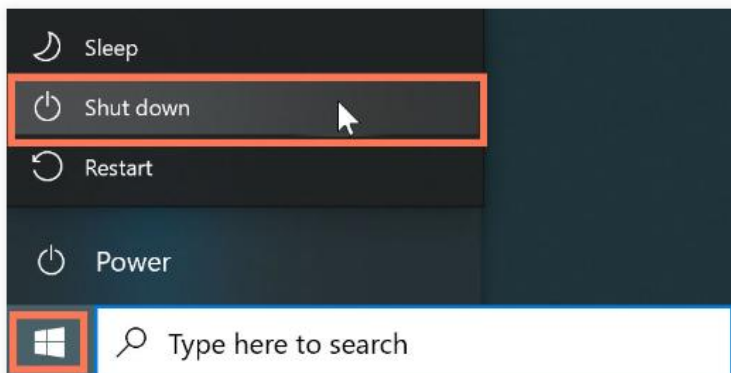


You can also use the **Control Panel** to adjust your settings, just like in earlier versions of Windows. However, there are some options that can only be accessed from the Settings app, like adding a new user. Because of this, you'll probably use the Settings app more often.



Shutting down your computer

When you're done using your computer, it's important to **shut it down properly**. To do this, click the **Start** button, then choose **Power > Shut Down**.



Chapter-4

Managing Multiple Windows

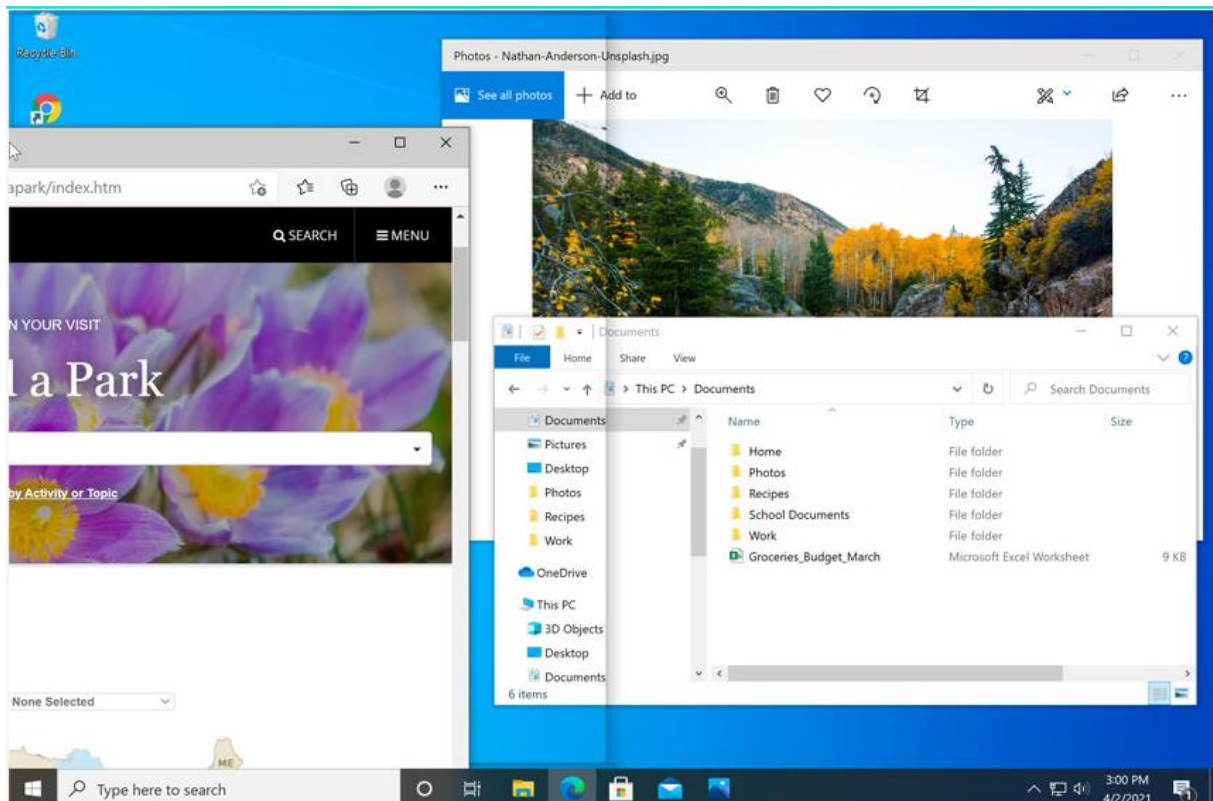
Windows 10 has several features that make it easier to **multi-task** and work with **multiple windows** at the same time.

Snap

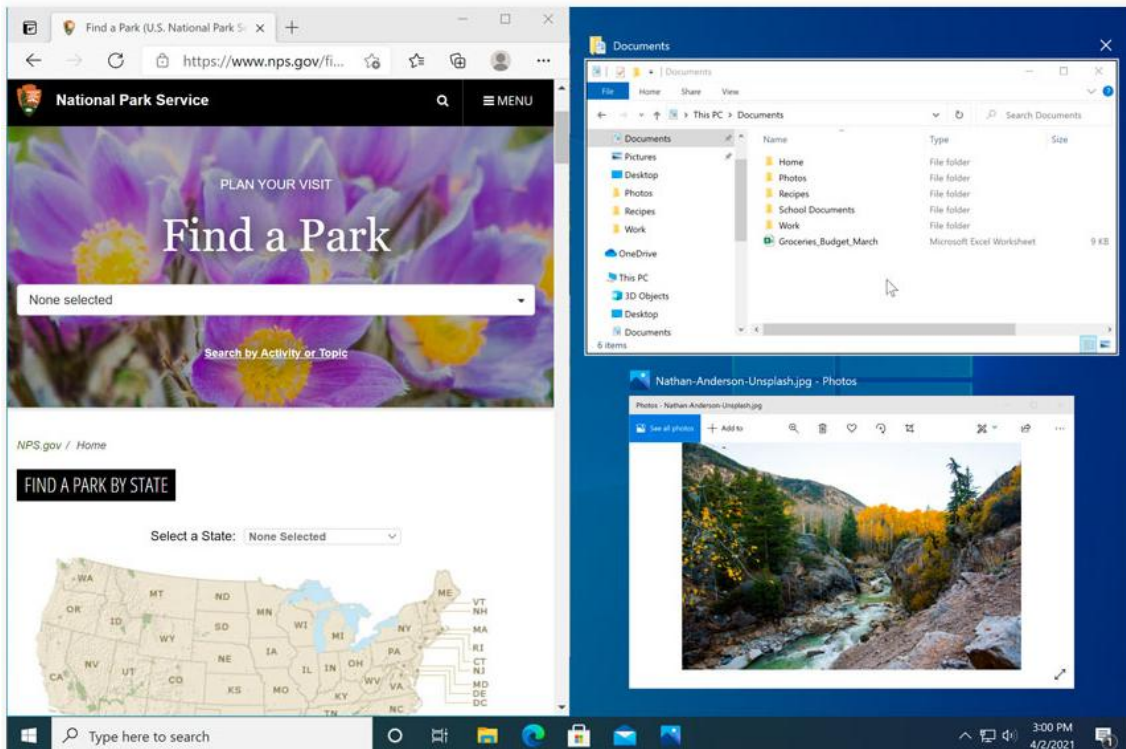
Snap allows you to resize windows quickly, which is especially convenient when you want to see two windows side by side.

To do this, click and drag the **desired window** to the left or right until the cursor reaches the edge of the screen, then release the mouse.

The window will **snap** into place. To **unsnap** a window, simply click and drag the window down.

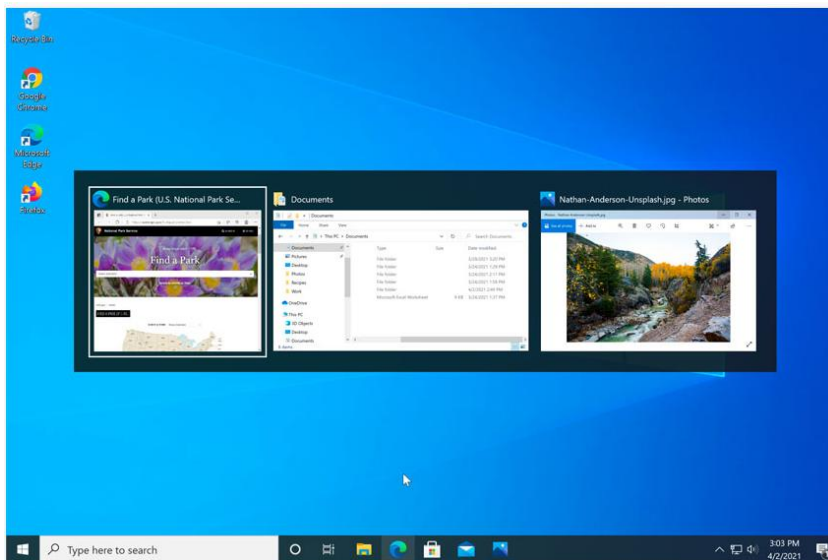


Note: If you have more than one window open when snapping, you'll be able to choose a window to snap to the other side of the screen automatically.



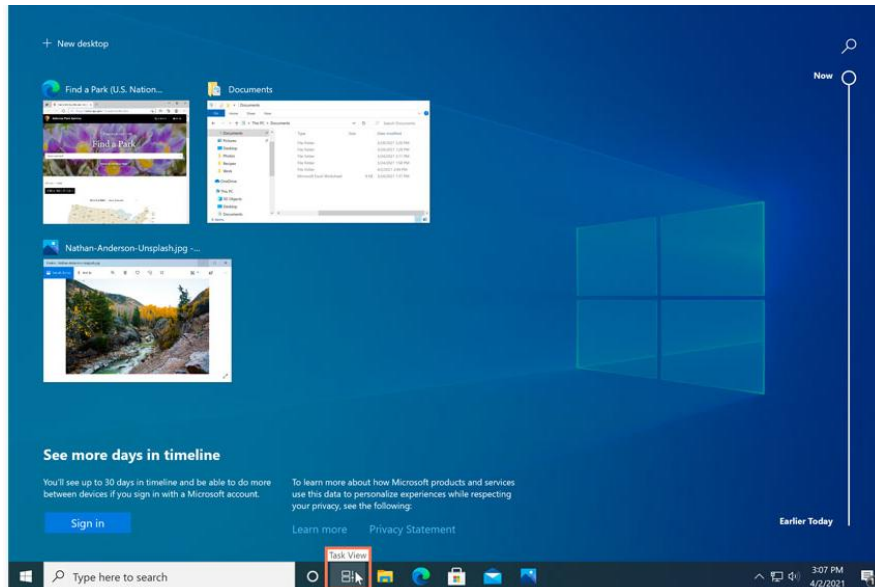
Flip

You can use **Flip** to switch between open windows. To do this, press and hold the **Alt** key on your keyboard, then press the **Tab** key. Continue pressing the **Tab** key until the desired window is selected.



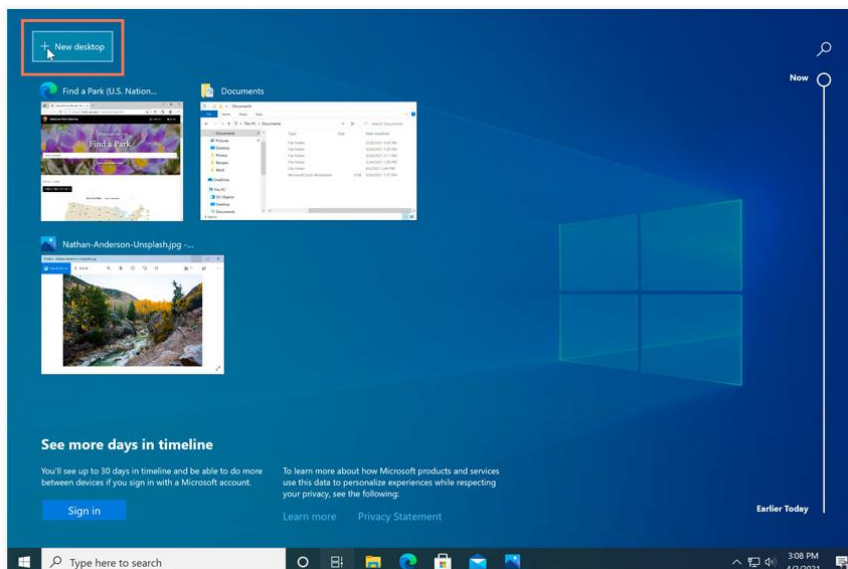
Task view

The **Task view** feature is similar to Flip, but it works a bit differently. To open Task view, click the Task view button near the bottom-left corner of the taskbar. Alternative, you can press **Windows key+Tab** on your keyboard. All of your open windows will appear, and you can click to choose any window you want.

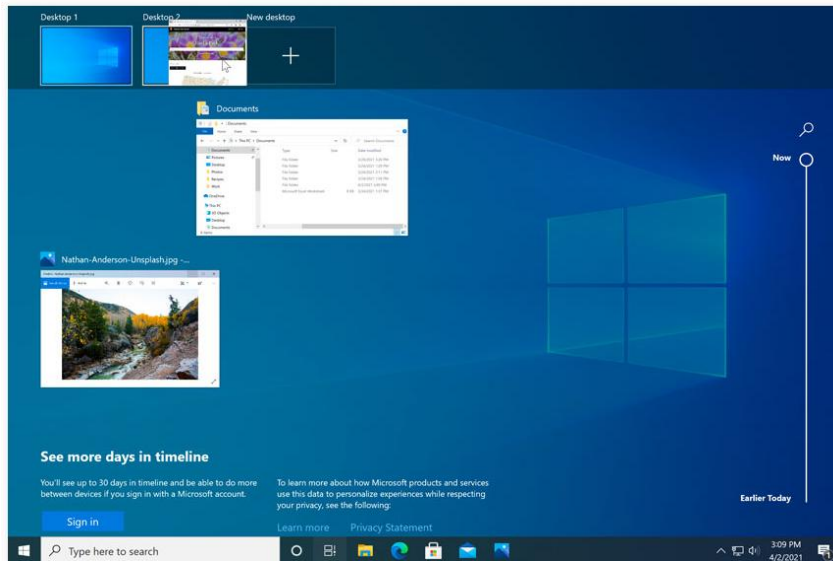


Virtual desktops

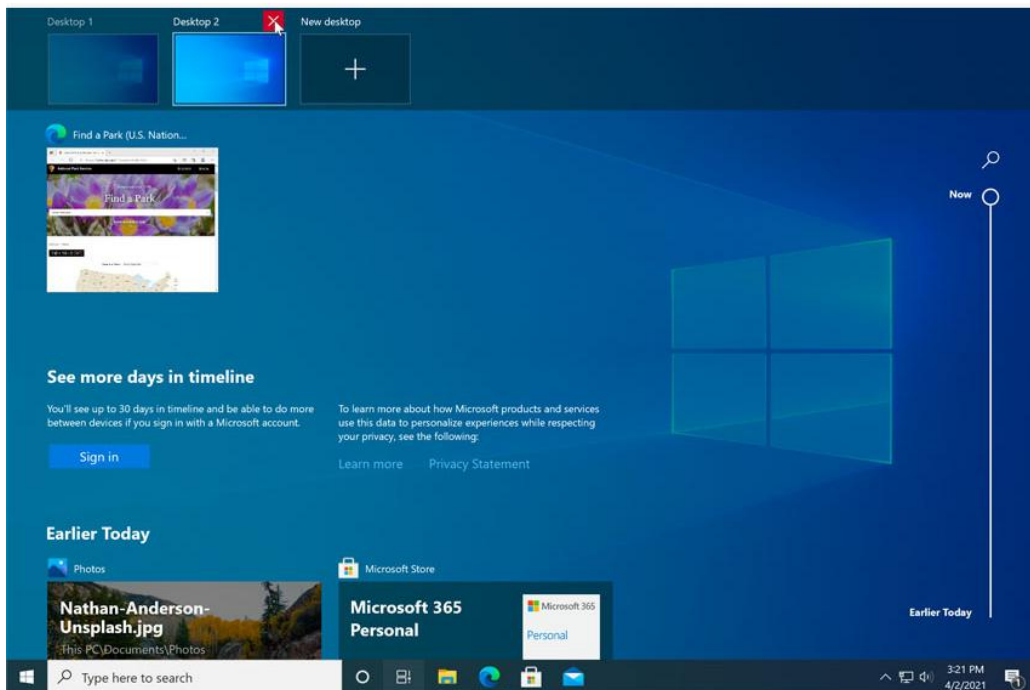
Instead of keeping everything open on the same desktop, you can move some of your windows to a **virtual desktop** to get them out of the way. This feature wasn't available in previous versions of Windows, and it's especially helpful for managing a lot of windows at the same time. To create a new desktop, open **Task view**, then select **New desktop** near the bottom-right corner.



Once you've created multiple desktops, you can use Task view to switch between them. You can also move windows between desktops. To do this, open Task view, then click and drag a window to the desired desktop.

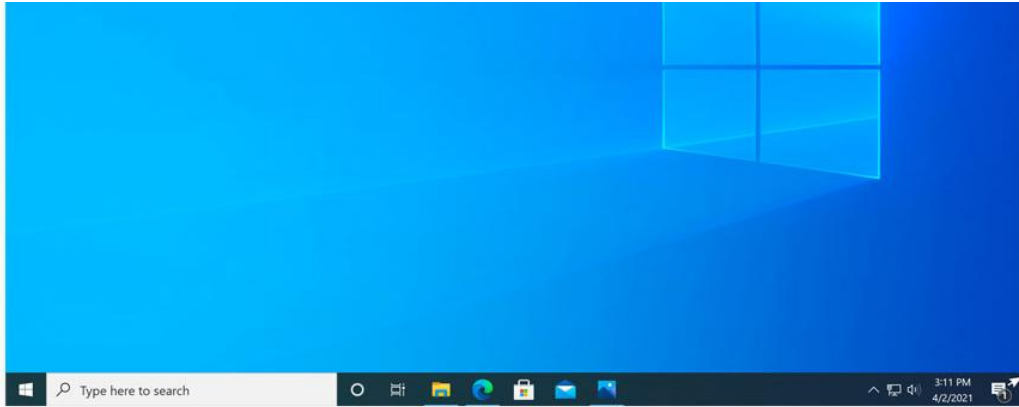


To close a virtual desktop, open Task view and click the X in the upper-right corner of any desktop you want to close



Showing the desktop

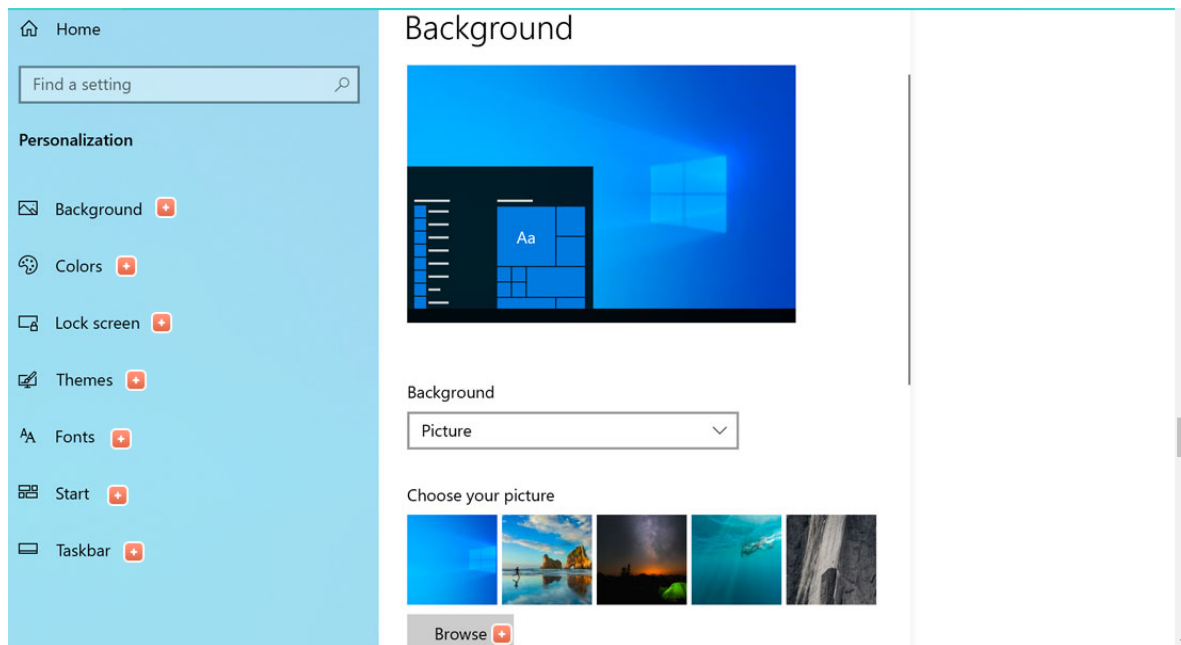
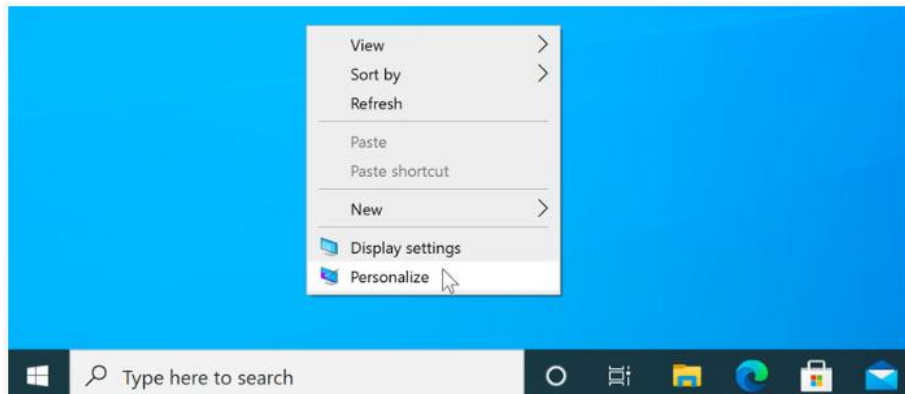
If you have a lot of windows open at the same time, it can be difficult to see the desktop. When this happens, you can **click the bottom-right corner** of the taskbar to minimize all open windows. Just click it again to restore the minimized windows.



Chapter-5

Personalizing Your Desktop

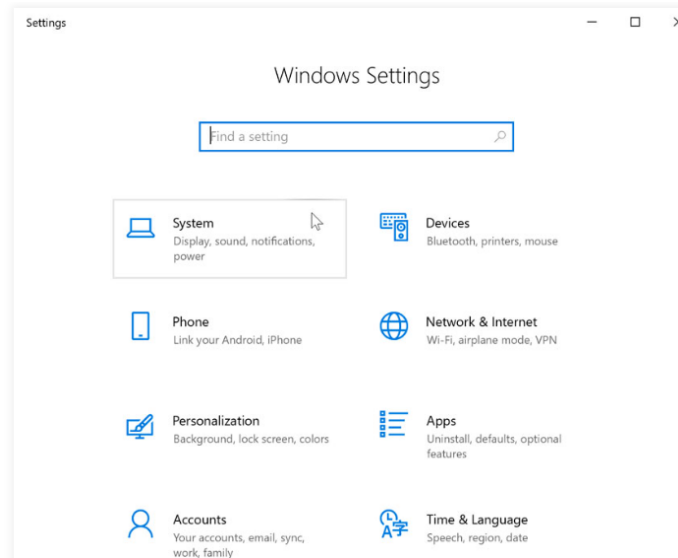
Windows 10 makes it easy to customize the look and feel of your desktop. To access the Personalization settings, right-click anywhere on the desktop, then select Personalize from the drop-down menu. The Personalization settings will appear.



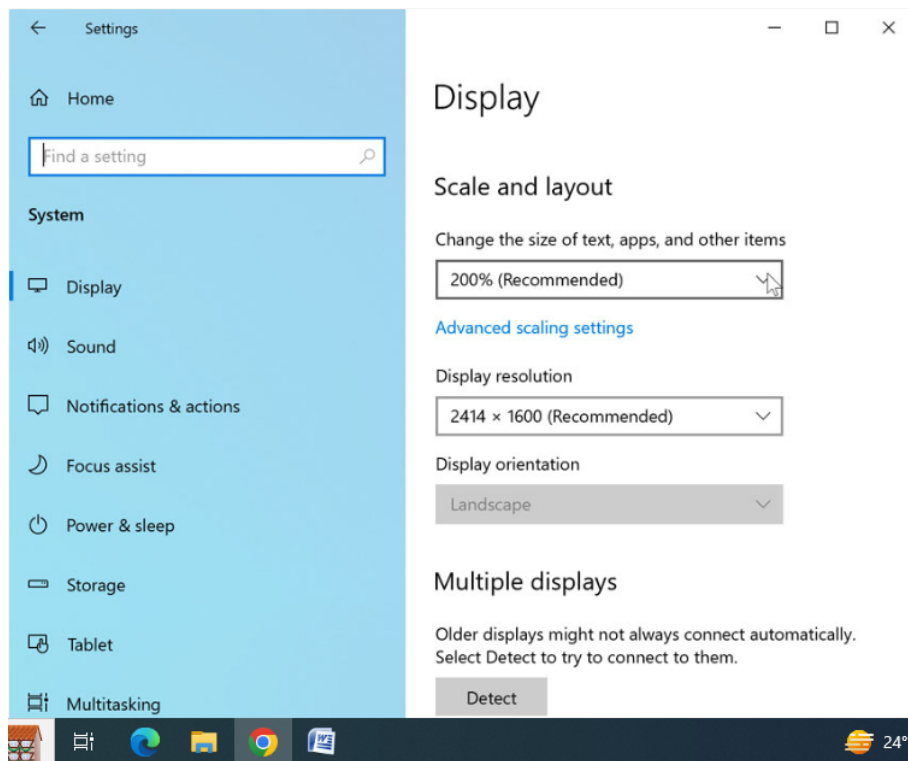
To change the font size:

If you have difficulty seeing the text on your computer, you can increase the **font size**. Increasing the font size will also increase the size of icons and other items on your desktop.

1. Open the **Settings** app, then select **System**.



2. The Display options will appear. Use the drop-down arrow to scale up or down the size. Note that a larger size may interfere with the way some items appear on the screen.

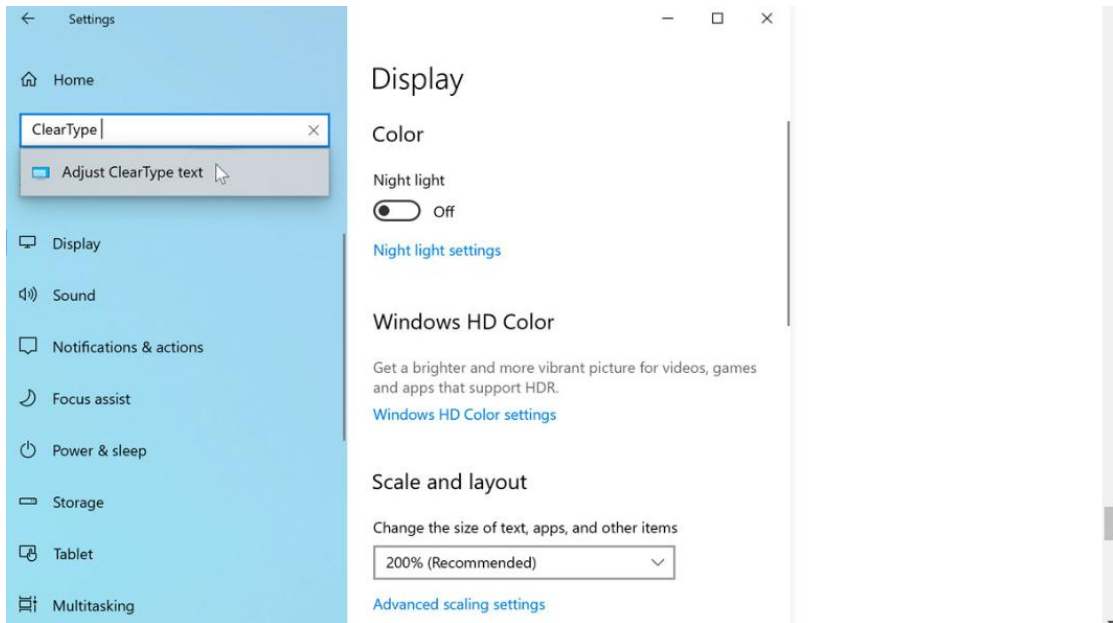


3. Once you've made your selection, the changes will take effect.

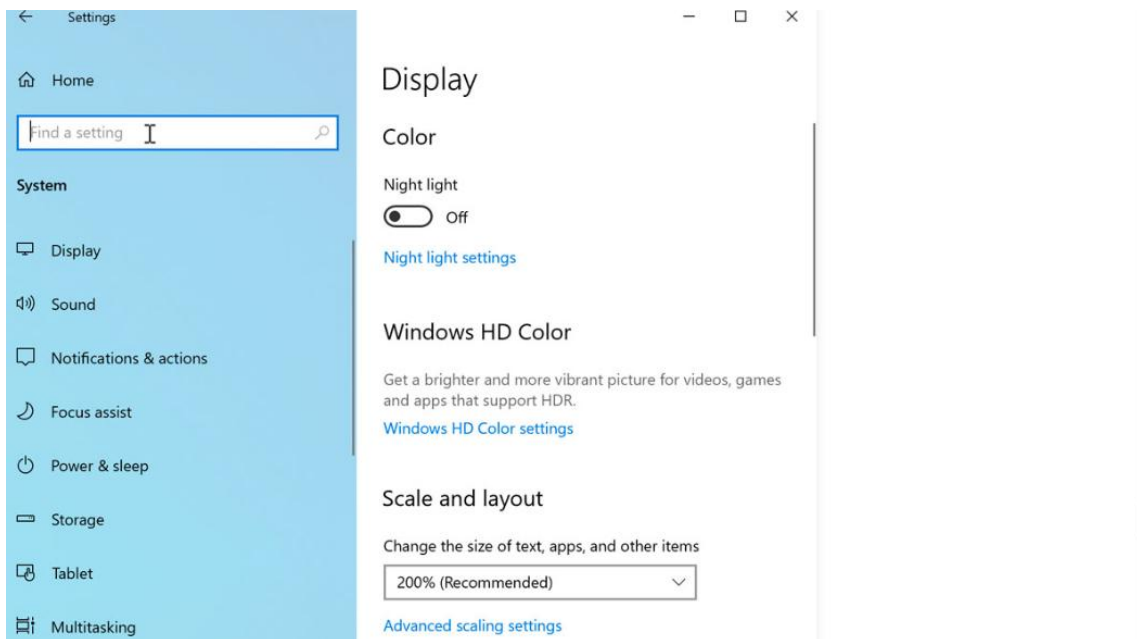
To adjust Clear Type settings:

ClearType allows you to fine tune how the text on your computer looks, which helps improve readability.

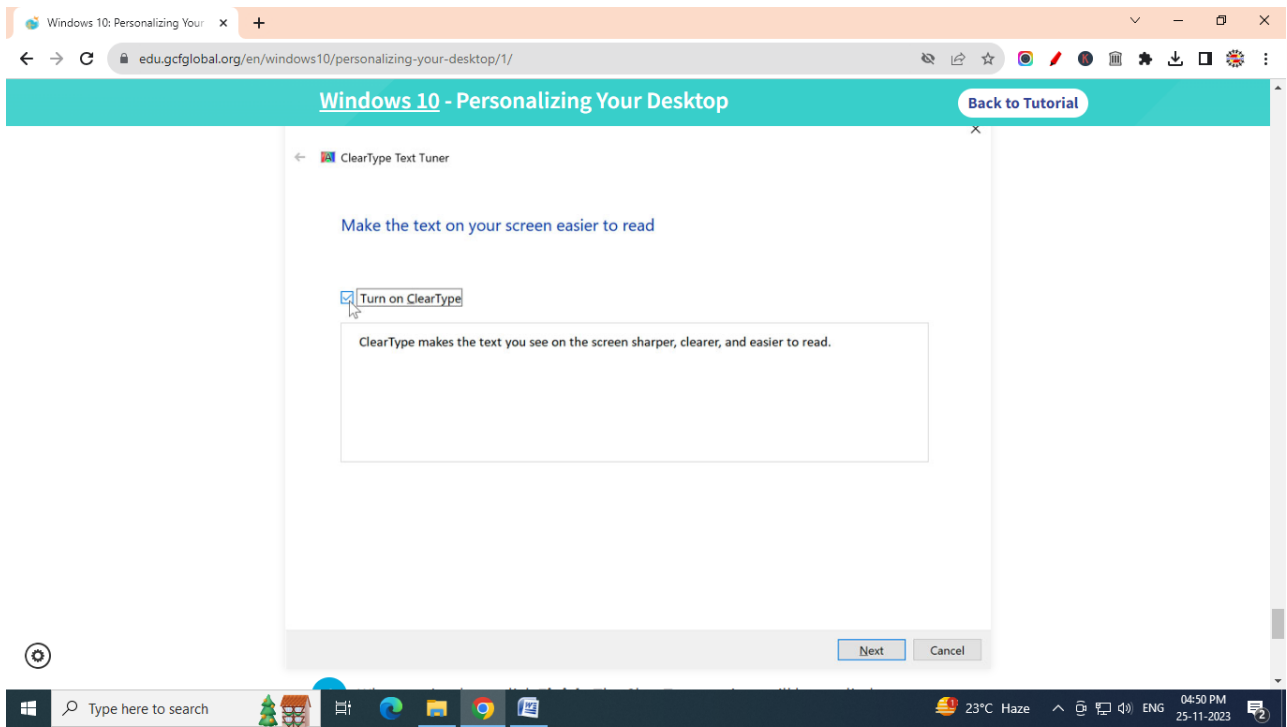
1. From the settings pane, click the **Find a setting** search box.



2. Choose **Adjust ClearType text**.



3. The **ClearType** dialog box will appear. Follow the instructions, choosing the text that appears best to you.



4. When you're done, click **Finish**. The ClearType settings will be applied.

Chapter-6

Customizing the Start Menu

One of the most important features in Windows 10 is the Start menu. You'll use the Start menu to open apps, access commonly used folders, and a whole lot more.

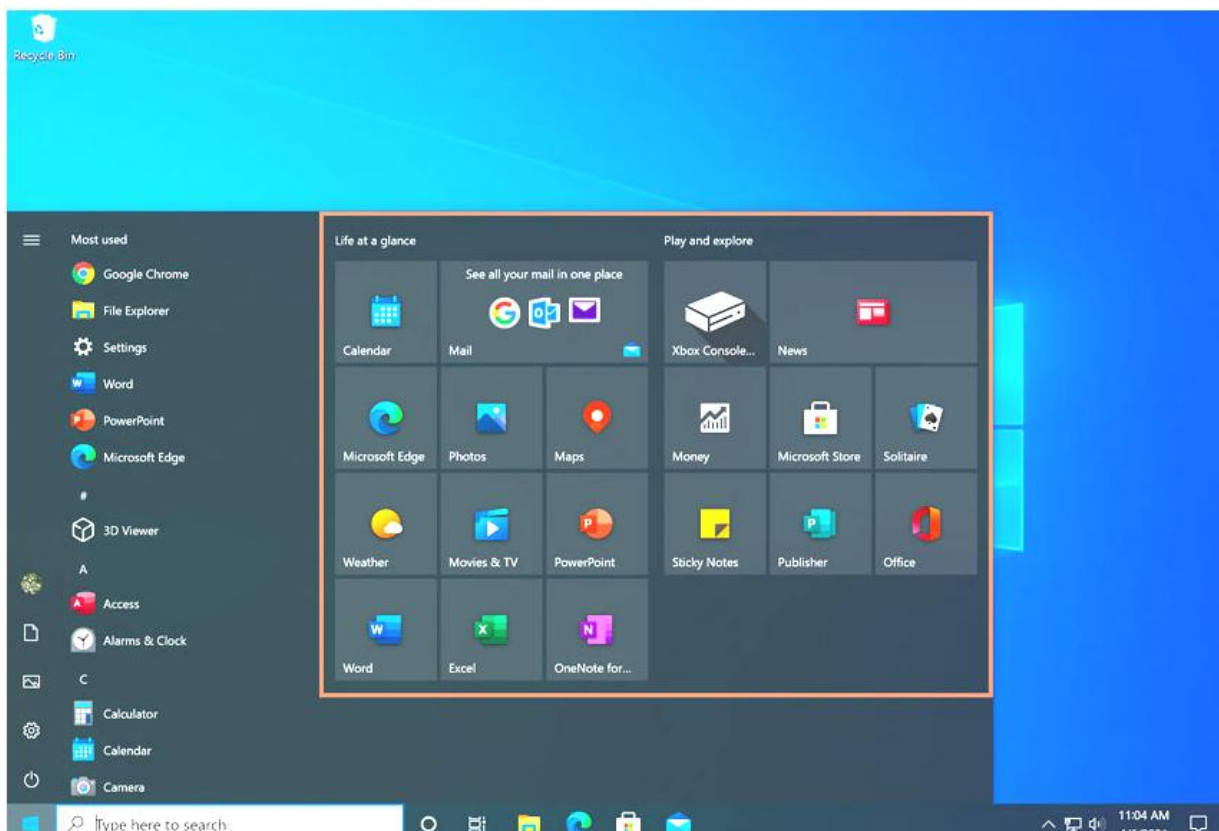
Because it's such a commonly used feature, you may want to customize the Start menu to suit your needs.

A brief history of the Start menu

In earlier versions of Windows, such as Windows 7, the **Start menu** was confined to a narrow column. In Windows 8, the Start menu was replaced with the **Start screen**, a large, full-screen menu.

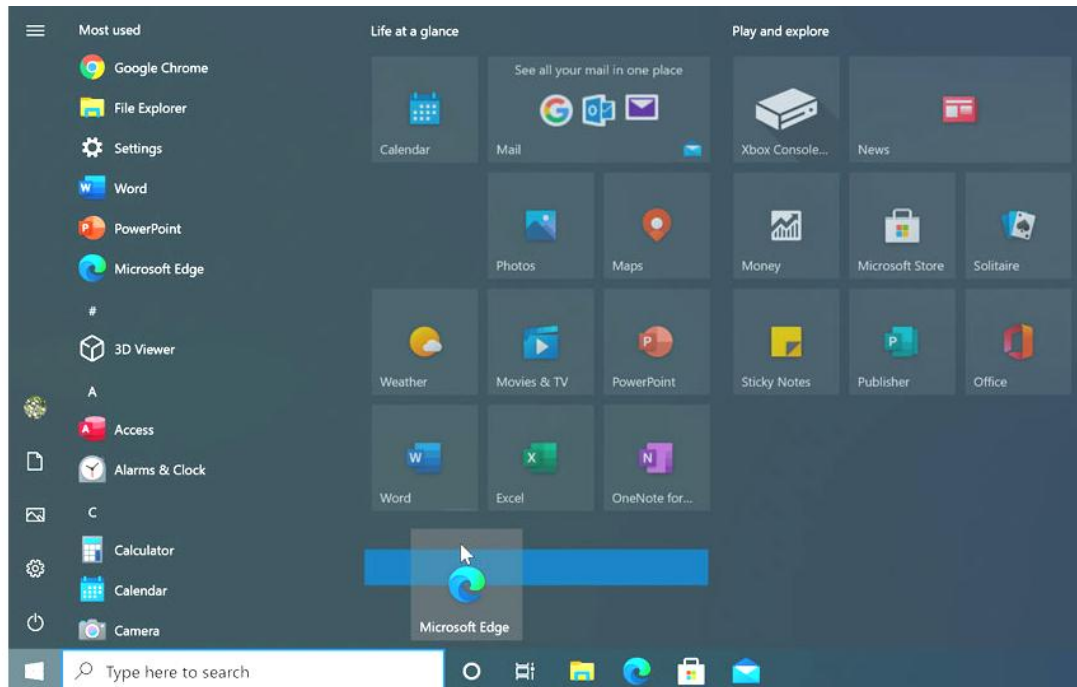
However, many users complained that the Start screen was confusing and difficult to use. As a result, the Start menu was added back to Windows 10.

And while it's similar to the Start menu found in earlier versions, it's also been expanded to include **tiles**, which were originally introduced in Windows 8.

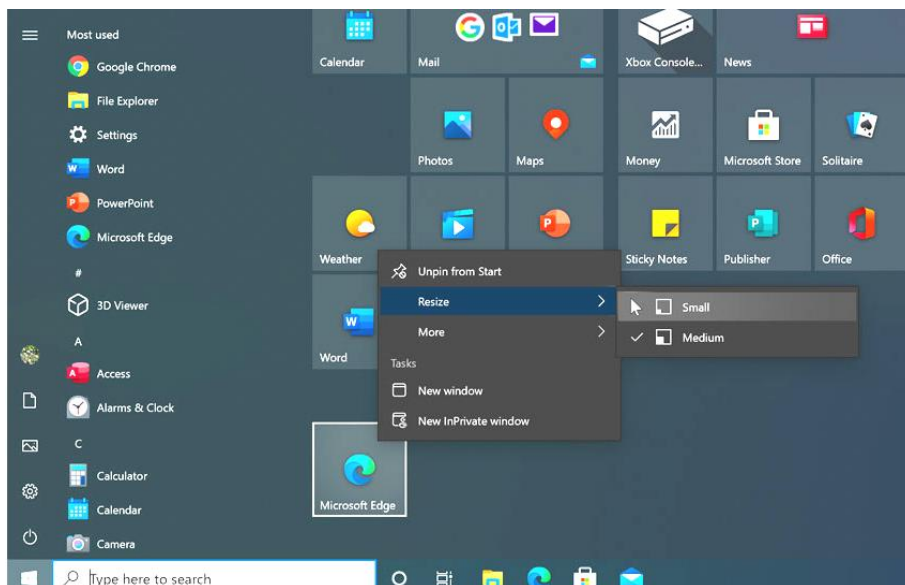


To Rearrange tiles

If you don't like the way your tiles are arranged on the Start menu, you can rearrange them. To move a tile, simply click and drag it to the desired location. In this example, we'll move the Microsoft Edge tile.



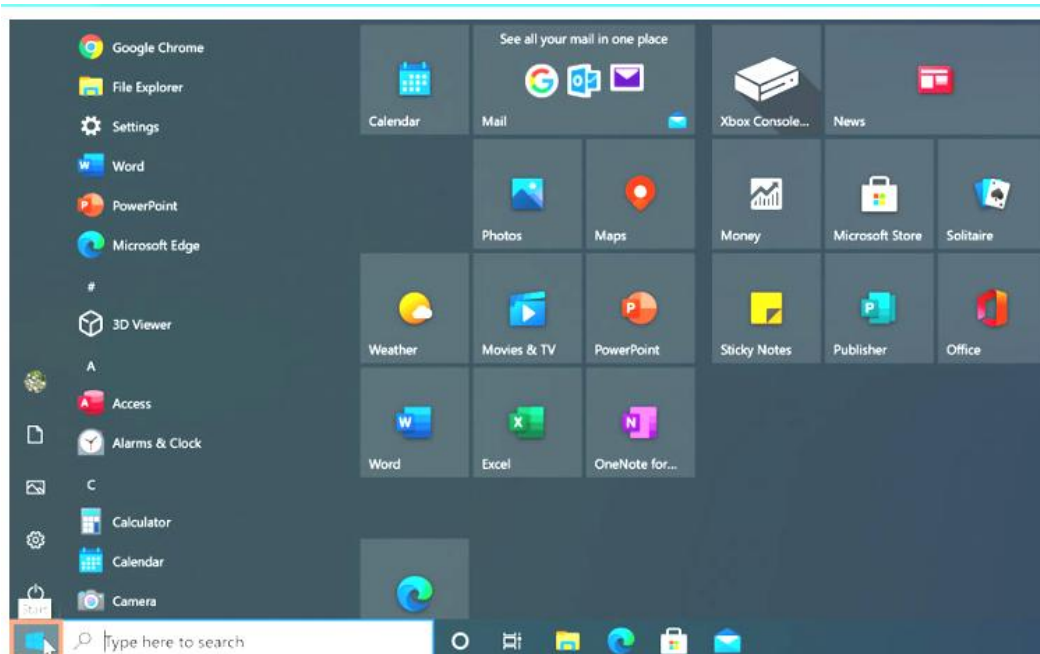
To make a tile bigger or smaller, right-click the tile, select **Resize**, then choose the desired size.



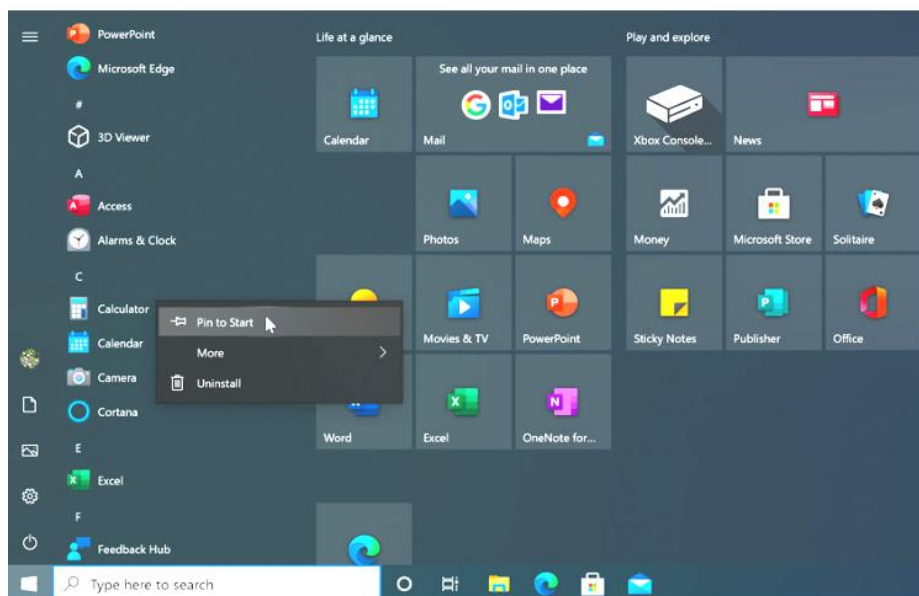
Pinning and unpinning tiles

If you want to add a tile to the Start menu, you can pin it. You can also unpin tiles you don't use very often.

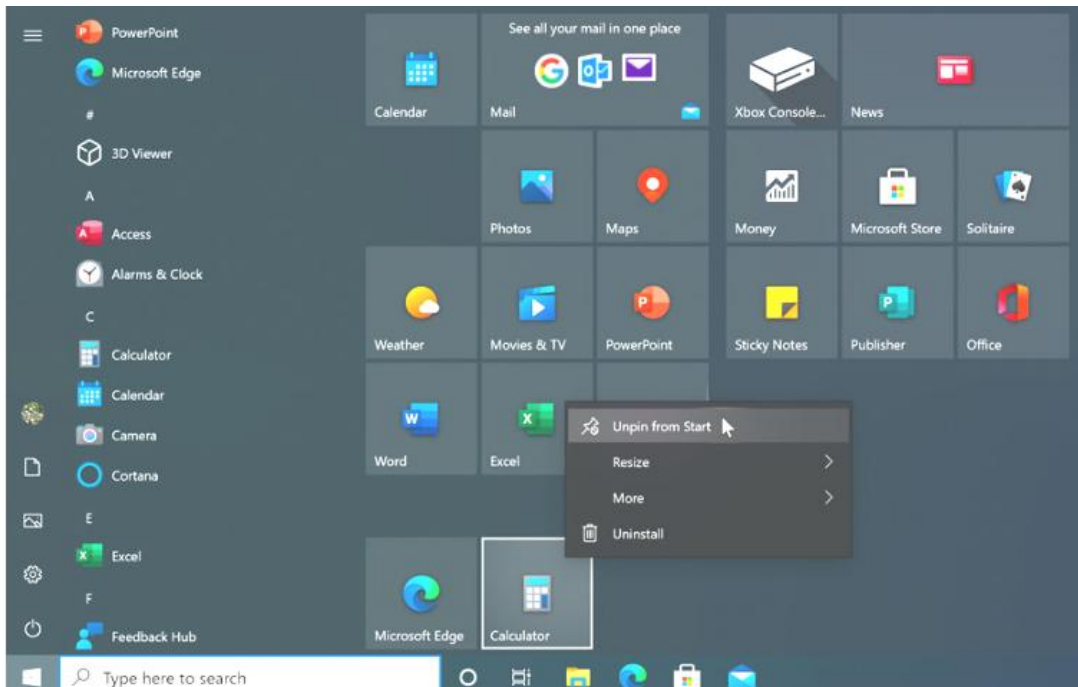
1. Click the Start button, then find the desired app from the list.



2. Right-click the app, then select Pin to Start. In this example, we'll pin the **Calculator** app.

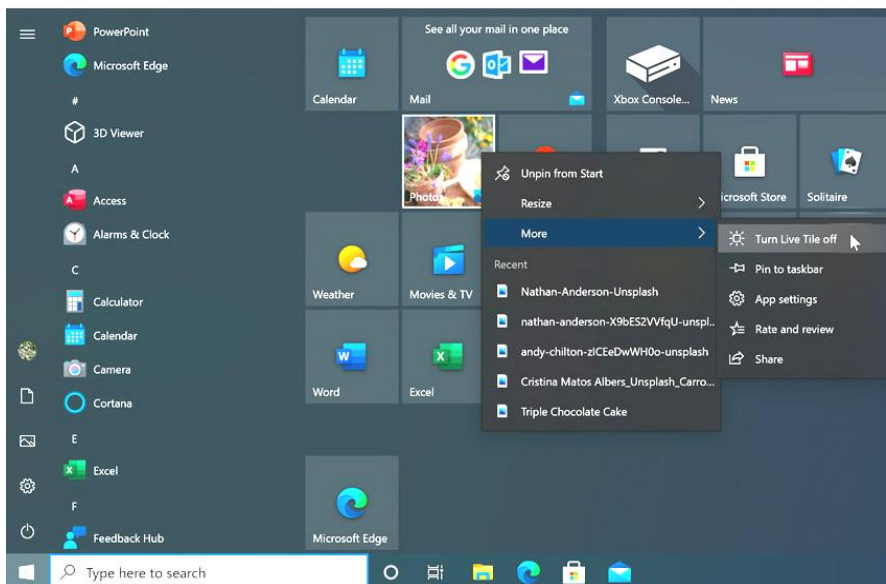


3. The app will be pinned to the Start menu. You can remove any tile by right-clicking, then selecting **Unpin from Start**.



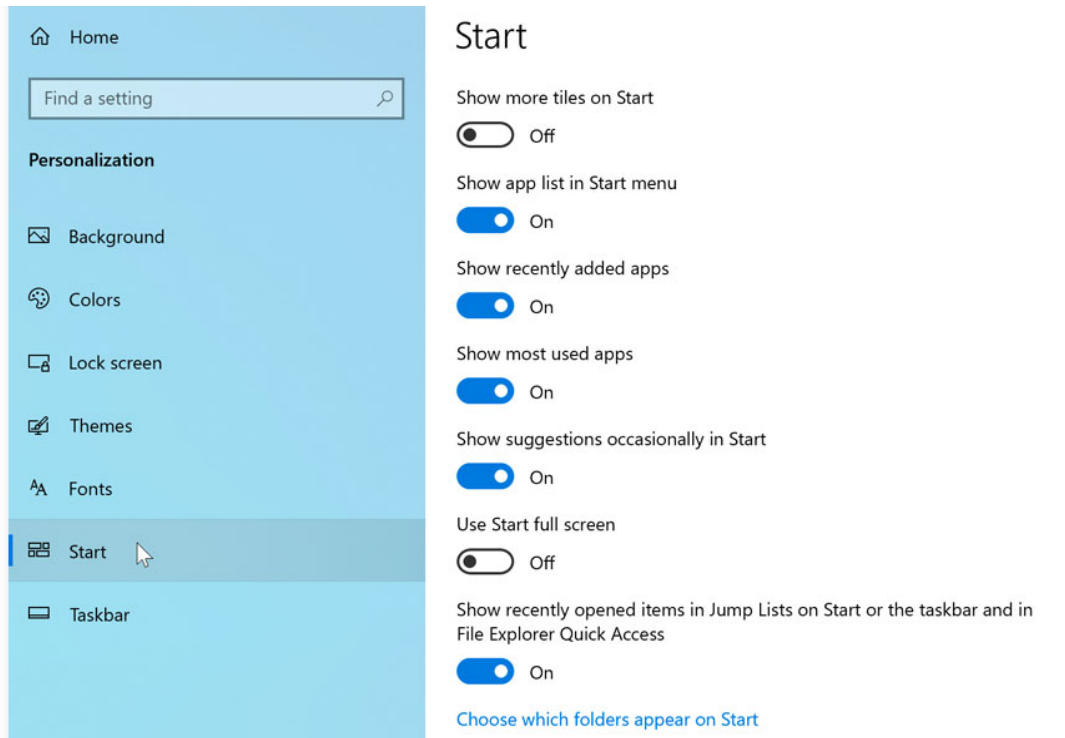
To turn off live tiles

You may notice that certain tiles, such as those for the News and Weather apps, are animated. These are called **live tiles**. However, if you find that these are too distracting, you can turn them off. To do this, right-click the desired tile, then select **Turn live tile off**. In this example, we'll turn off the live tile for the **Photos** app.



Other Start menu options

There are a few other settings you can change for the Start menu, including viewing the Start menu in full-screen mode. To access these options, right-click the desktop, select **Personalize**, then choose **Start**. From here, you can choose to turn these options on or off.



Chapter-7

Making Windows 10 Feel More Familiar

When Windows 8 was released in 2012, many users complained that it was confusing and difficult to use.

As a result, Windows 10 looks and feels more similar to older versions. Still, there are some changes you might find confusing or just plain annoying.

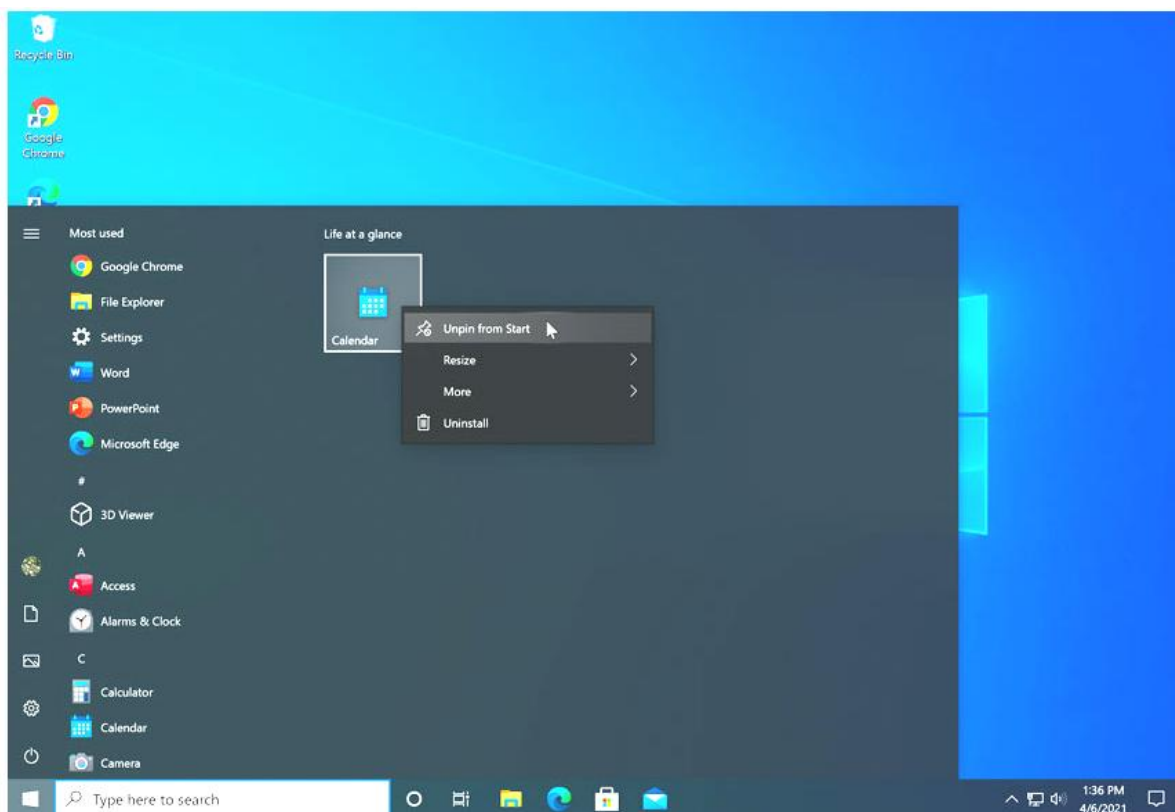
If you want Windows 10 to feel even more like Windows 7 or Windows XP, here are some tips and suggestion.

Simplify the Start menu

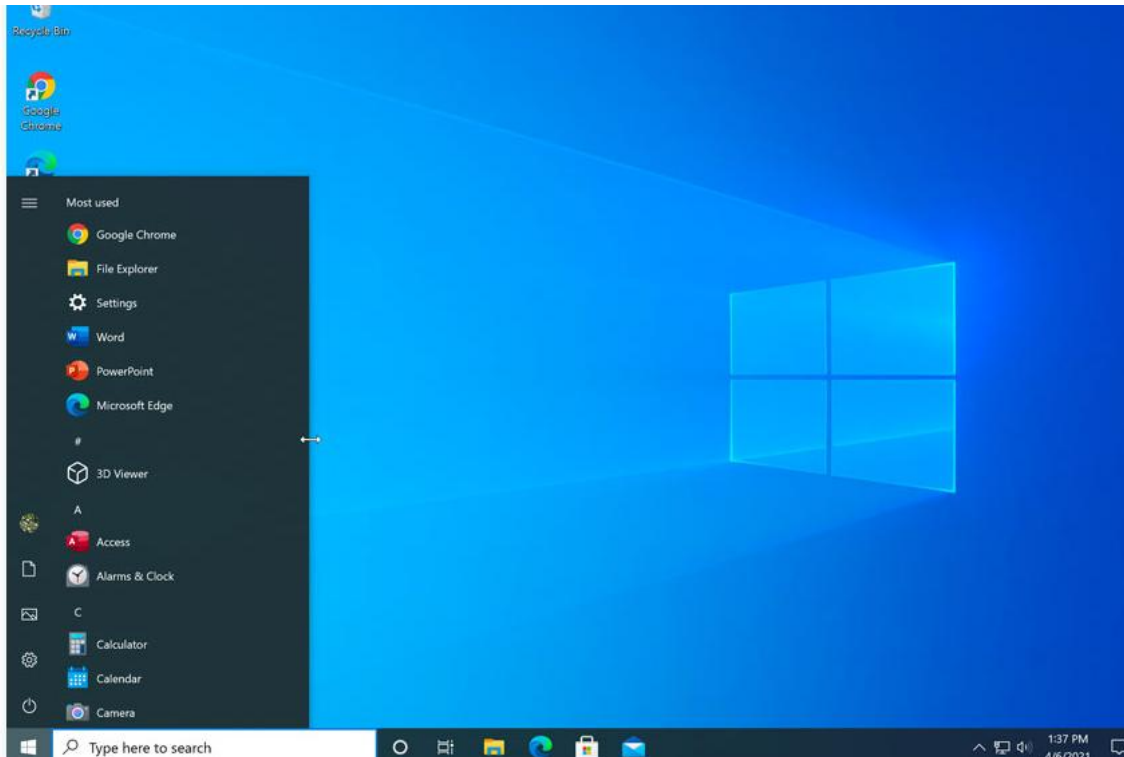
Windows 10 uses an expanded Start menu, which is considerably larger than previous versions.

However, if you'd prefer to use the traditional, narrower Start menu, there is a solution. First, you'll need to **unpin all of the apps in the Start menu**.

To do this, just right-click a tile, then select **Unpin from Start**. In this example, we've already unpinned everything except the Calendar app.

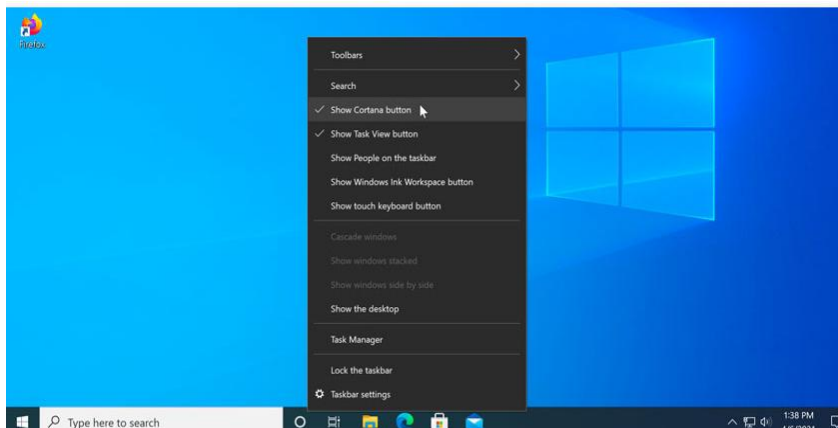


Once you've unpinned all of the tiles, hover your mouse over the right border of the Start menu, then click and drag it to the left.



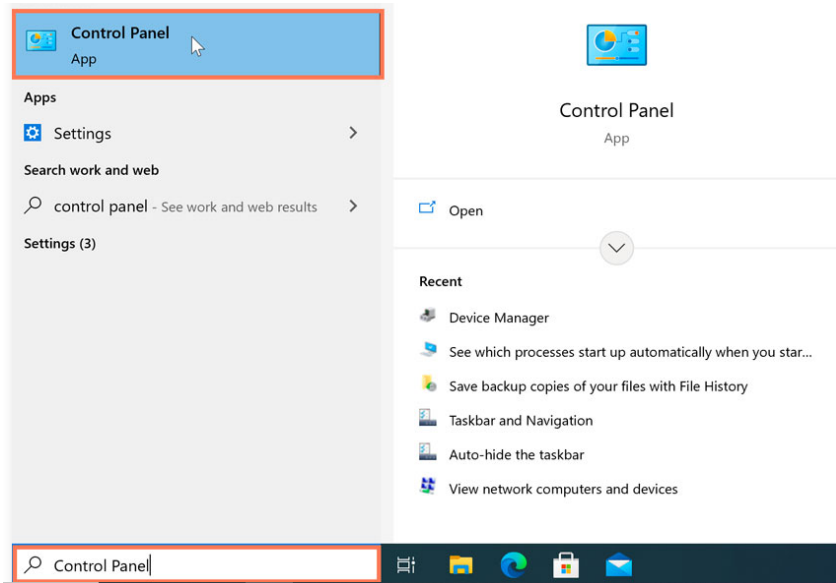
Hide Cortana

One feature not available in previous versions of Windows is Cortana, a virtual assistant that can help you create reminders, find files, and more. But if you'd prefer not to use Cortana—or if you just don't want to see the icon on your taskbar—you can hide this feature. To do this, right-click the taskbar, then uncheck the **Show Cortana button** option.



Use the Control Panel instead of the Settings app

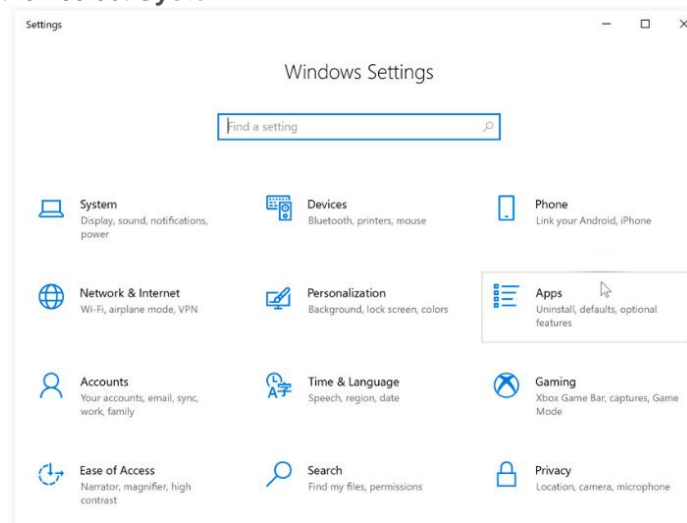
Unlike previous versions of Windows, most of your basic settings will be changed through the new **Settings** app rather than the **Control Panel**. Still, there are many settings you can change from the Control Panel (and those that can't will redirect you to the Settings app when necessary). To open the Control Panel, press the **Windows key** on your keyboard, type **Control Panel**, then press Enter.



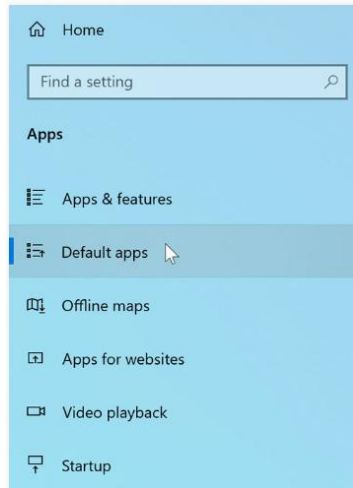
Use Microsoft Edge

Another big change in Windows 10 is **Microsoft Edge**, the new default web browser. Generally speaking, Microsoft Edge is more secure than Internet Explorer, and it should also be faster and more compatible with the modern Web.

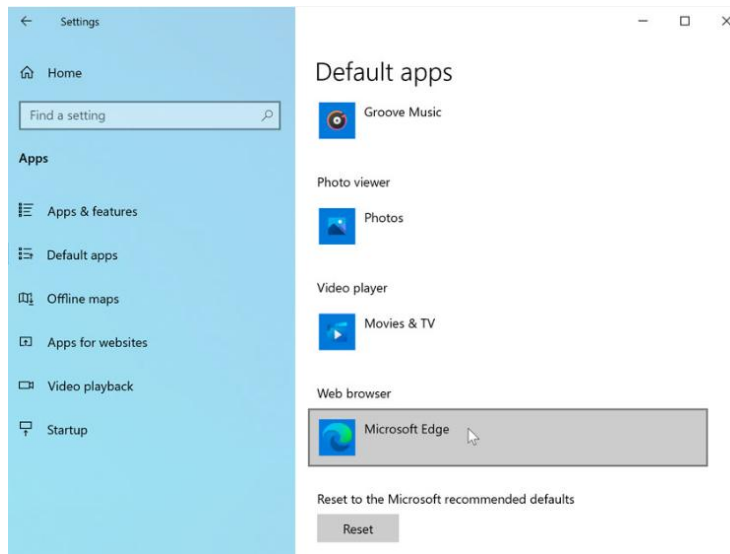
1. Open the **Settings** app, then select **System**.



2. Navigate to the Default apps options



3. Select Web browser, then choose Microsoft Edge to set it as your default browser.



Chapter-8

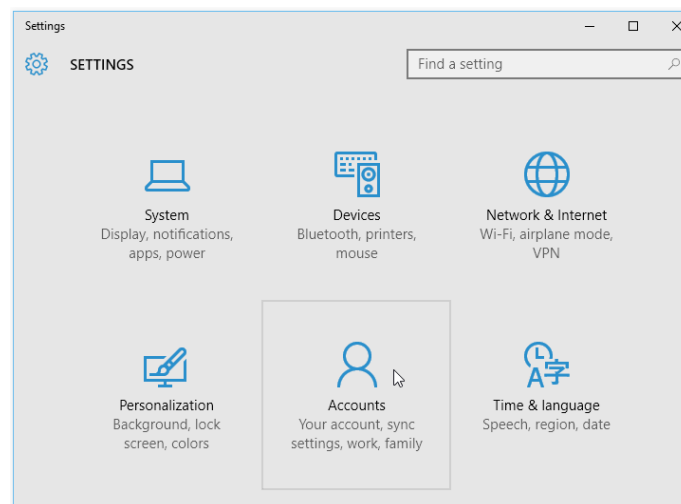
Managing User Accounts and Parental Controls

A **user account** allows you to **sign in** to Windows 10. By default, your computer already has one user account, which you were required to create when setting up Windows for the first time. But if you plan to share your computer, you can create a **separate user account** for each member of your home or office.

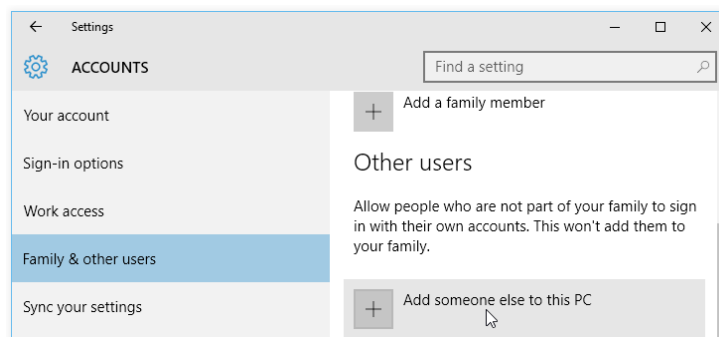
Connecting users to a **Microsoft account** will help them get the most out of Windows. But if a user prefers not to create a Microsoft account, you can also add a **local user account** that exists only on your computer.

To add a new user (with a Microsoft account):

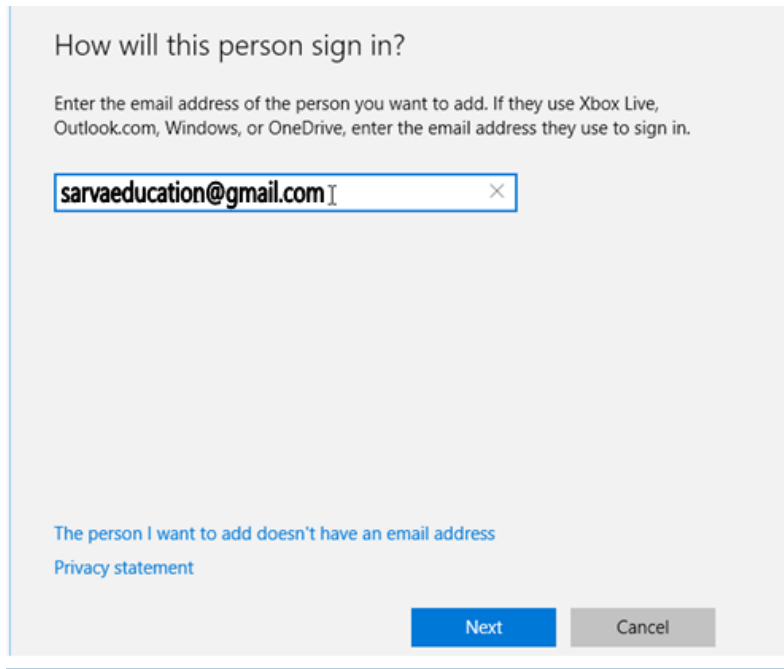
1. Open the **Settings** app, then select **Accounts**.



2. Select **Family & other users**. Scroll down to the **Other Users** section, then choose **Add someone else to this PC**.



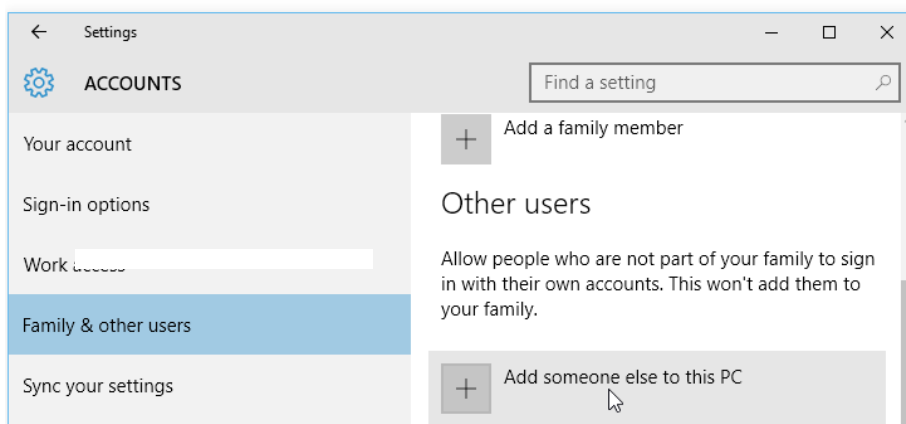
3. If the new user already has a Microsoft account, enter the associated email address, then click **Next**.



4. The user can then sign in to the computer with his or her Microsoft account information. Note that it may take several minutes to configure a user's settings when logging in with a Microsoft account for the first time.

To add a new local user (without a Microsoft account):

1. From the Account settings, click **Add someone else to this PC**.



2. Select **The person I want to add doesn't have an email address**.

How will this person sign in?

Enter the email address of the person you want to add. If they use Xbox Live, Outlook.com, Windows, or OneDrive, enter the email address they use to sign in.

The person I want to add doesn't have an email address

[Privacy statement](#)

3. The account creation screen will appear. Select **Add a user without a Microsoft account**.

Let's create your account

Windows, Office, Outlook.com, OneDrive, Skype, Xbox. They're all better and more personal when you sign in with your Microsoft account.* [Learn more](#)

[Get a new email address](#)

*If you already use a Microsoft service, go [Back](#) to sign in with that account.

4. Enter an account name, then type the desired password. It's important to choose a strong password—in other words, one that is easy to remember but difficult for others to guess. When you're finished, click Next.

Create an account for this PC

If you want to use a password, choose something that will be easy for you to remember but hard for others to guess.

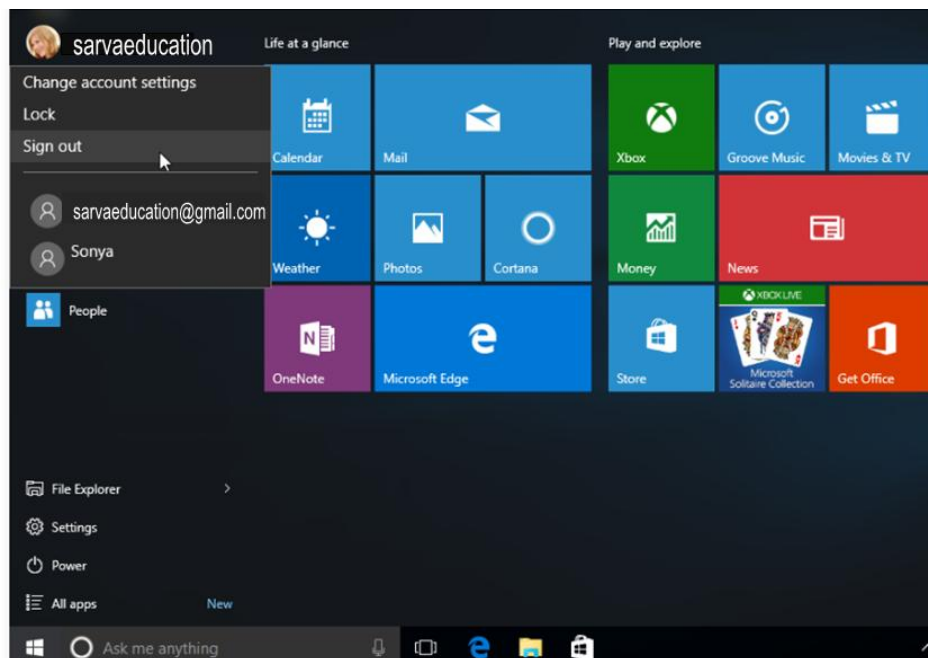
Who's going to use this PC?

Make it secure.

5. The local user can then sign in to the computer with this account information.

Signing out and switching users

If you're finished using your account, you can **sign out**. To do this, click the **Start** button, select the current account in the top-left corner, then choose **Sign out**. Other users will then be able to sign in from the lock screen.



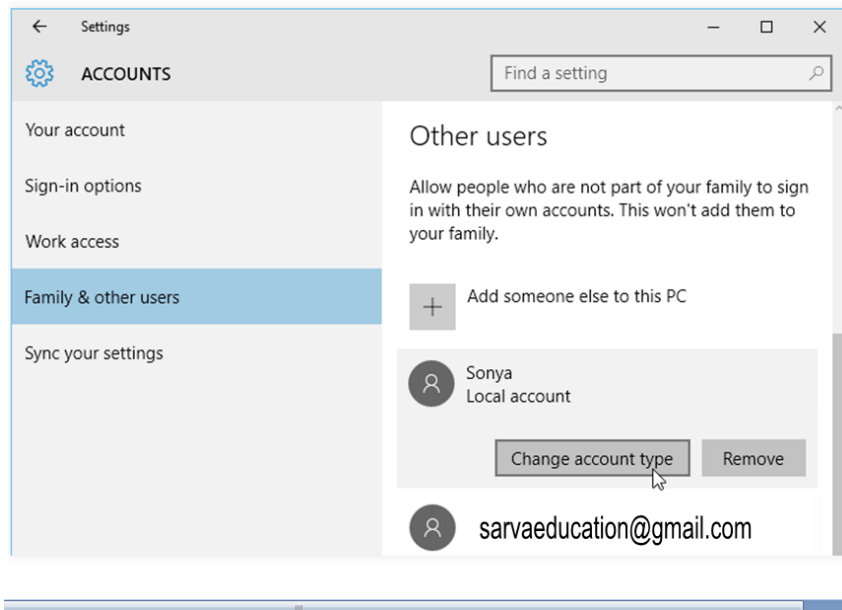
It's also easy to switch between users without signing out or closing your current apps. Switching users will lock the current user, so you won't need to worry about someone else accessing your account. To do this,

select the current account, then choose the desired user from the drop-down menu. You can use this same method to switch back to the other user.

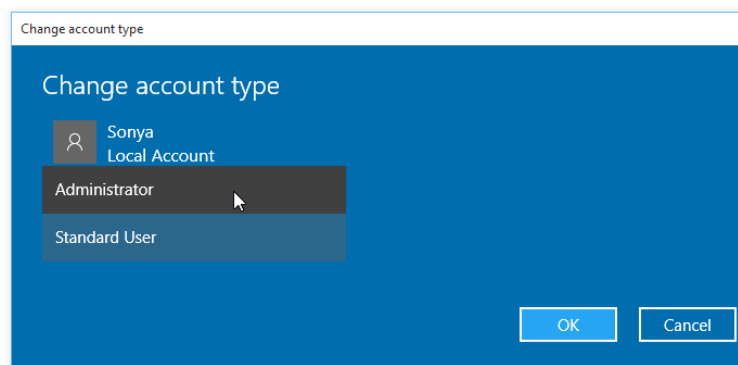
Managing user accounts

By default, the user account you created when setting up your computer is an **Administrator account**. An Administrator account allows you to make **top-level** changes to the computer, like adding new users or modifying specific settings. Any users you add are automatically assigned to a **Standard user account**, which should meet the everyday needs of most users. You will probably only need one Administrator account on a shared computer, but you have the option to **promote** any user to an Administrator account if you want.

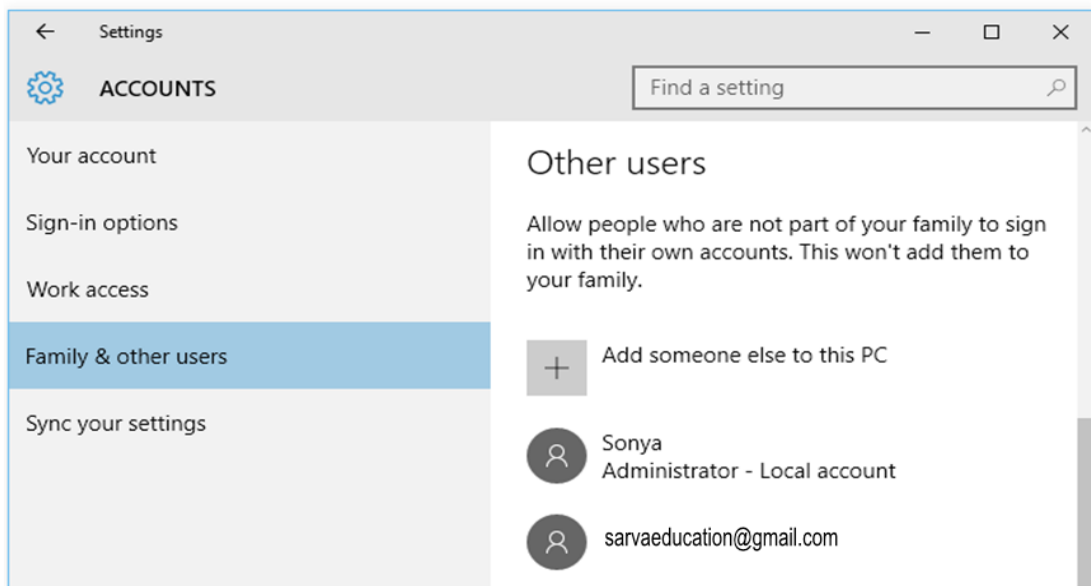
1. From the **Family & other users** options, select the desired user, then click **Change account type**.



2. Select the desired option from the drop-down list, then click OK. In this example, we'll choose Administrator.



The user will now have administrative privileges.



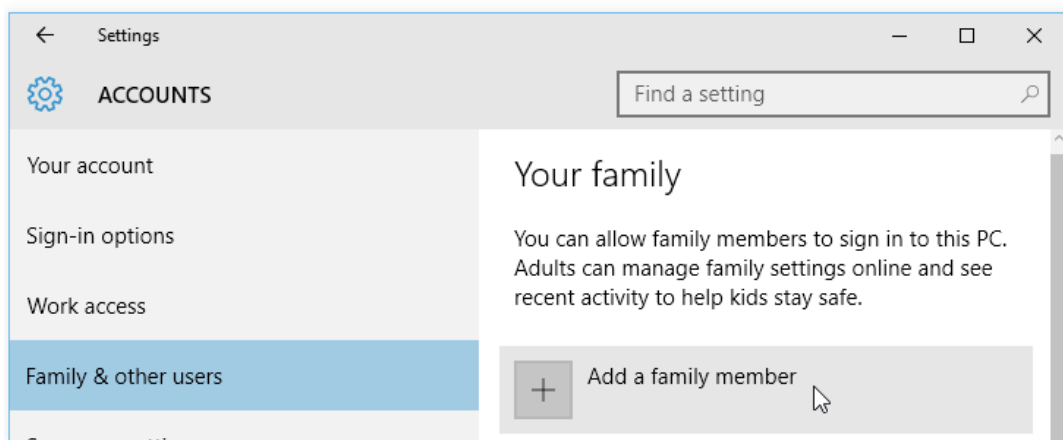
Setting parental controls

Windows offers a variety of **parental controls** that can help you monitor your children's activity and protect them from inappropriate content. For example, you can **restrict certain apps and websites** or **limit the amount of time** a user can spend on the computer.

You'll need to add a **family account** for each user you want to monitor.

Each user will also need to have a Microsoft account; you cannot enable parental controls on a local account.

1. From the Family & other *users* options, select Add a family member.



2. Select Add a child, enter the new user's email address, then click Next.

Add a child or an adult?

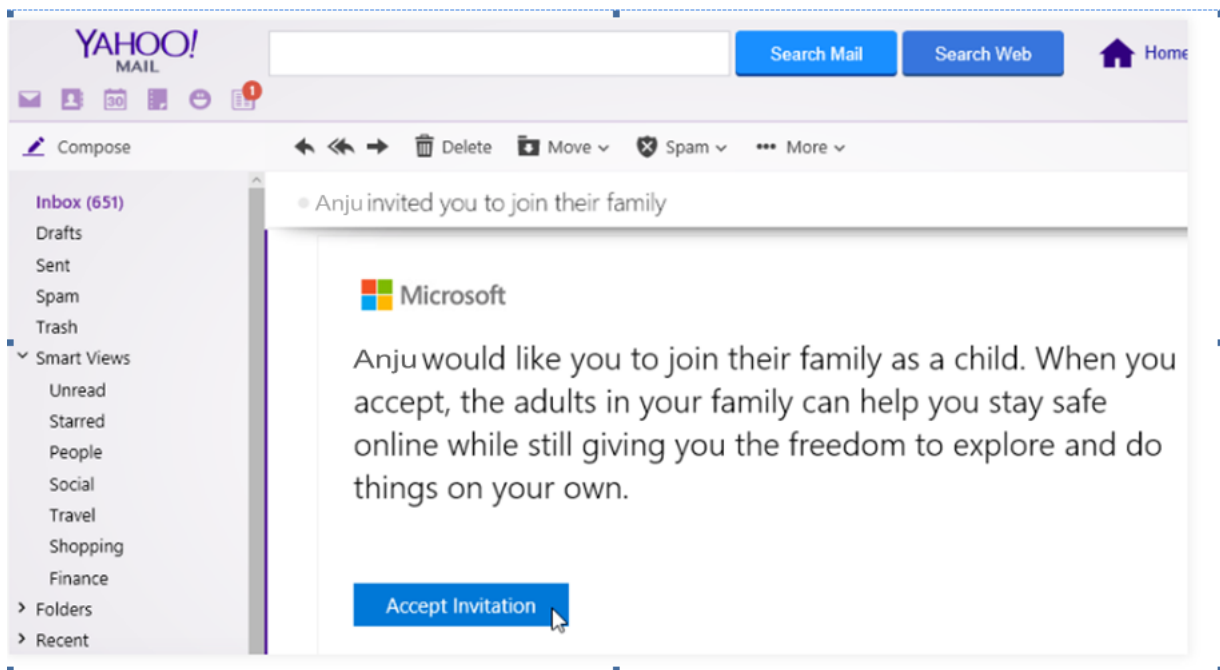
Enter the email address of the person you want to add. If they use Windows, Office, Outlook.com, OneDrive, Skype, or Xbox, enter the email address they use to sign in.

Add a child
Kids are safer online when they have their own account

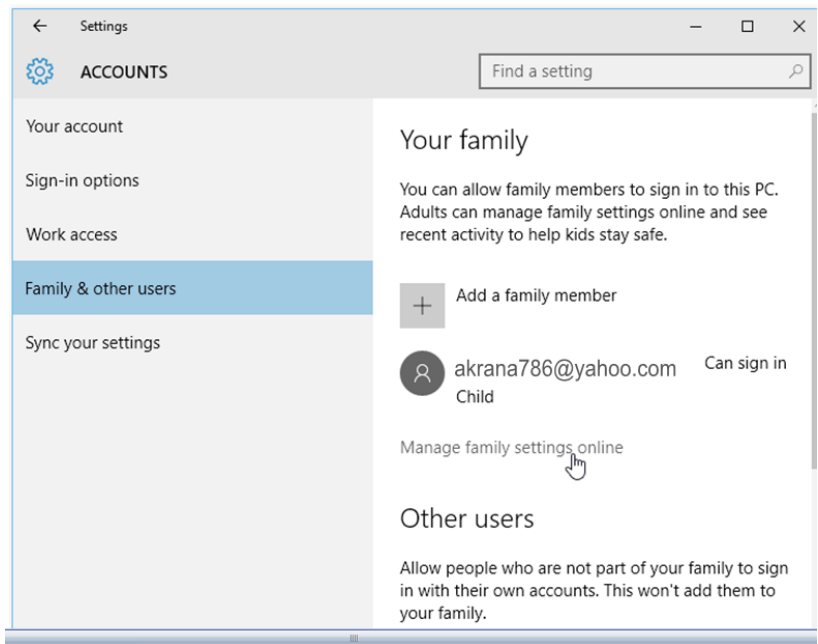
Add an adult

The person I want to add doesn't have an email address

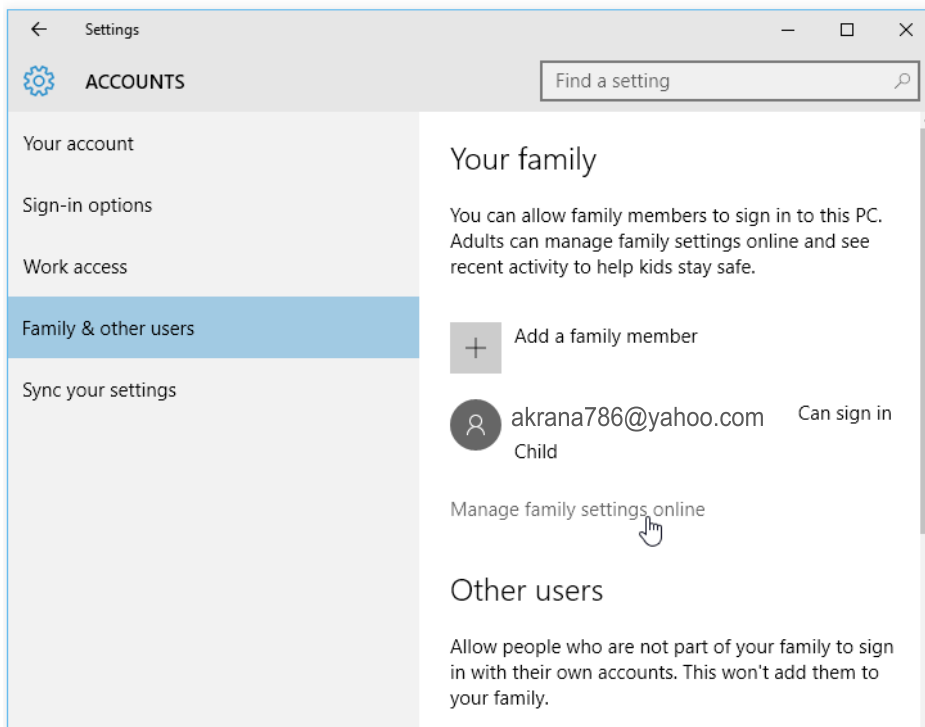
3. The new member will then need to confirm the addition to your family group from his or her inbox.



4. Once this is done, select Manage family settings online.



5. A page will open in a new browser window. From here, select the desired user to set parental controls.





Anju

akrana786@yahoo.com

Recent activity

Web browsing

Apps & games

Screen time

Recent activity

July 25 through today

Activity reporting

On

Email weekly reports to me

On

Web browsing

[Settings](#)

When your child browses websites they'll appear here.

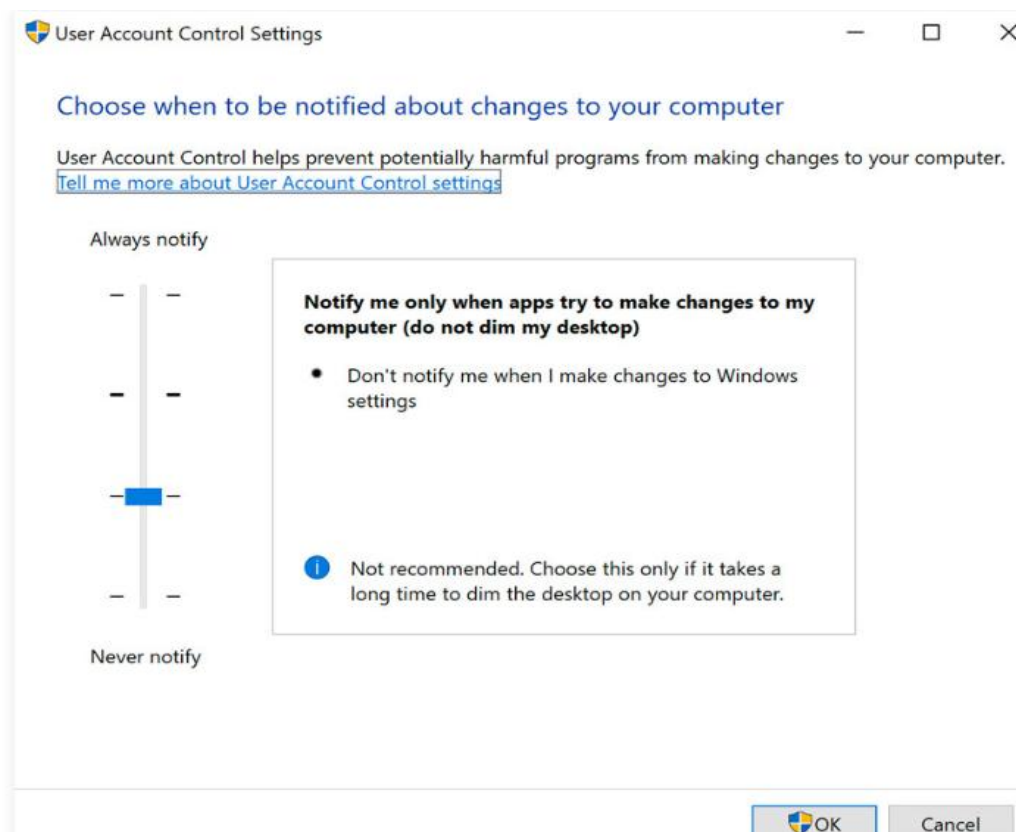
Chapter-9

Security and Maintenance

Windows 10 includes a number of built-in features to keep your computer safe from viruses, malware, and more. You can learn more about some of the most important features below.

User Account Control

User Account Control warns you when a program or user attempts to **change your computer's settings**. Your screen will be **temporarily locked** until an Administrator can confirm the changes. This helps to protect your computer against **malicious software** and **accidental changes**. User Account Control also allows you to decide **how often** you'll receive these warnings.



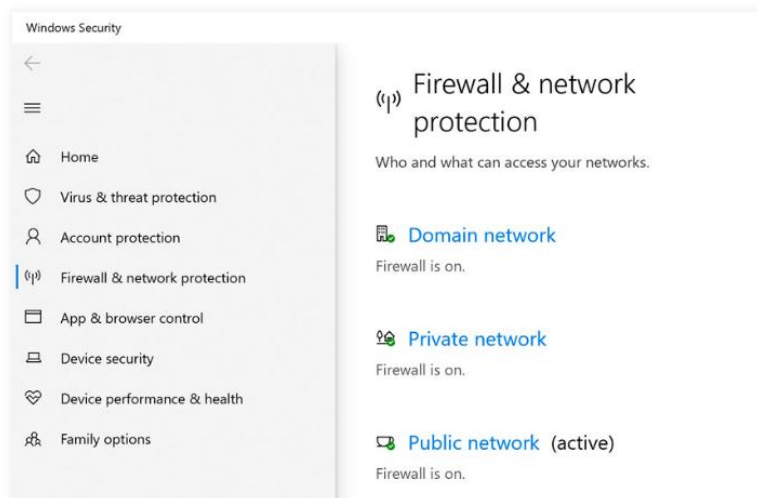
Windows Security

Windows Security, formerly known as Windows Defender, provides **antivirus and malware protection** for your computer. In addition to scanning your computer for potentially harmful applications, Windows Security provides **real-time protection**, double-checking each file or application you open without slowing down your computer.



Windows Firewall

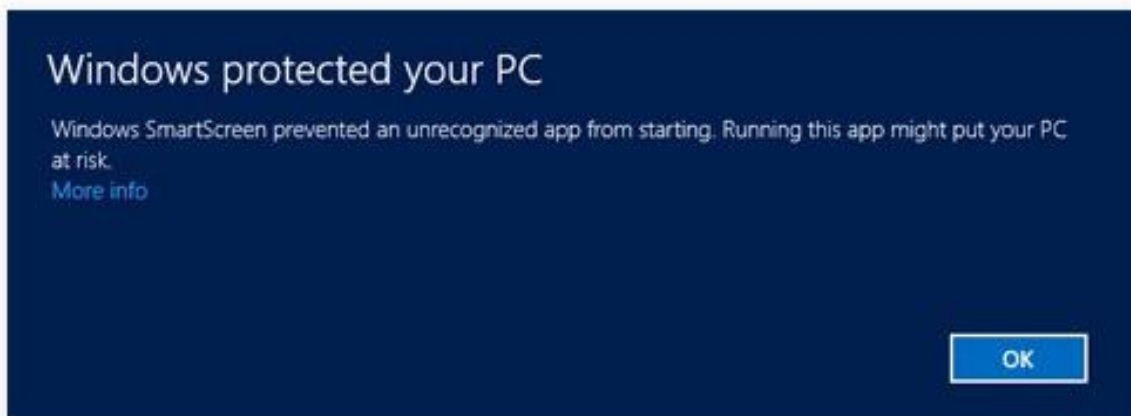
By default, Windows will protect your **Internet connection** with Windows Firewall. A **firewall** prevents unauthorized access from external connections and helps protect your network from threats that could harm your computer.



Windows SmartScreen

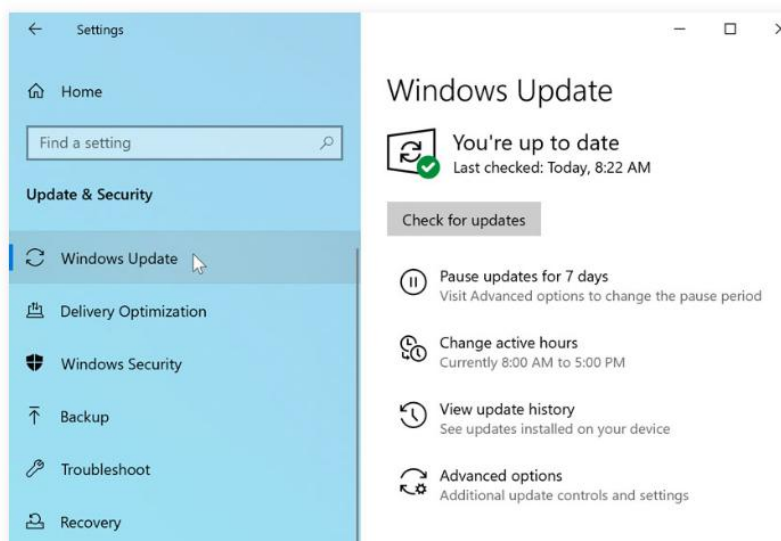
Whenever your computer detects a security threat from a file or application, Windows SmartScreen will notify you with a **full-screen warning**.

Whenever you see this warning screen, you should choose **not to open** the file or application unless you can verify that it will not damage your computer.



Updating Windows

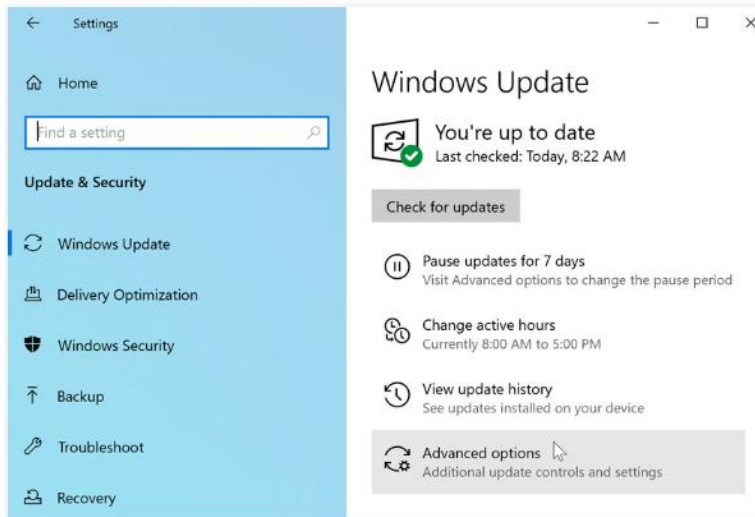
In order to keep your computer secure, Microsoft will automatically provide **regular updates** to your computer. These include important security updates, as well as new features. You can also check for updates manually and choose when they'll be installed. To do this, open the **Settings** app, then choose **Updates & security**. Then, click **Check for updates**.



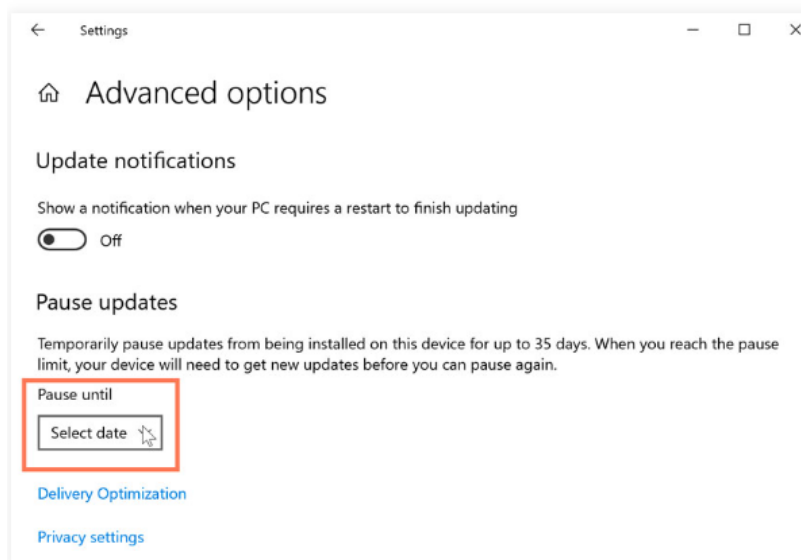
To pause updates:

In some cases, the new features introduced in an update won't work correctly. If you'd prefer not to receive these features right away, you can **pause them**. This won't prevent updates from being installed eventually, but it does mean you won't receive them immediately upon release. This way, if there are any problems with a future update your computer is less likely to be affected.

1. From the **Update & Security** settings, select **Advanced options**.



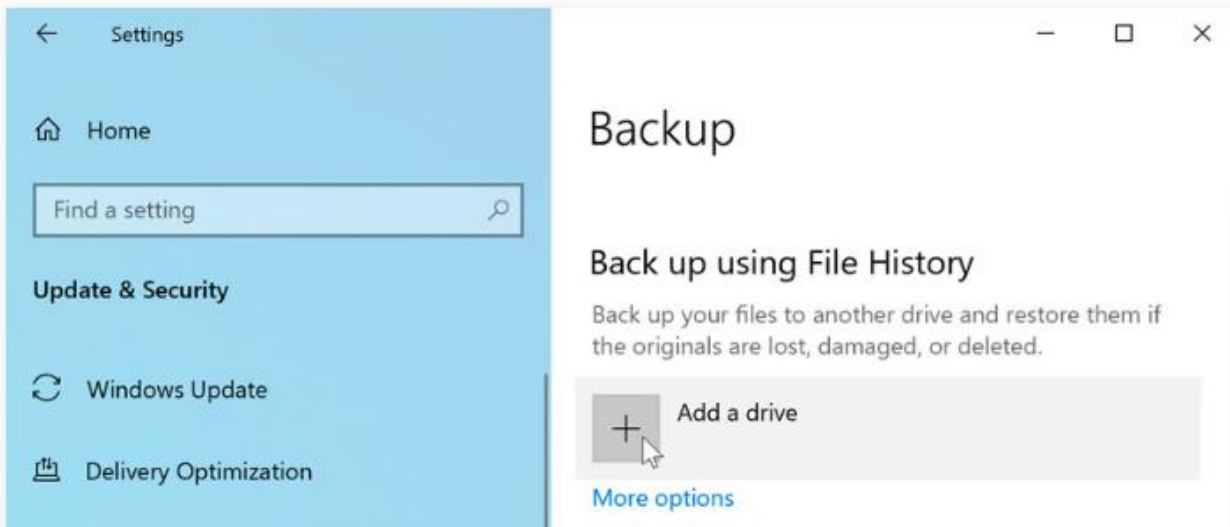
2. Click the drop-down menu to select a date.



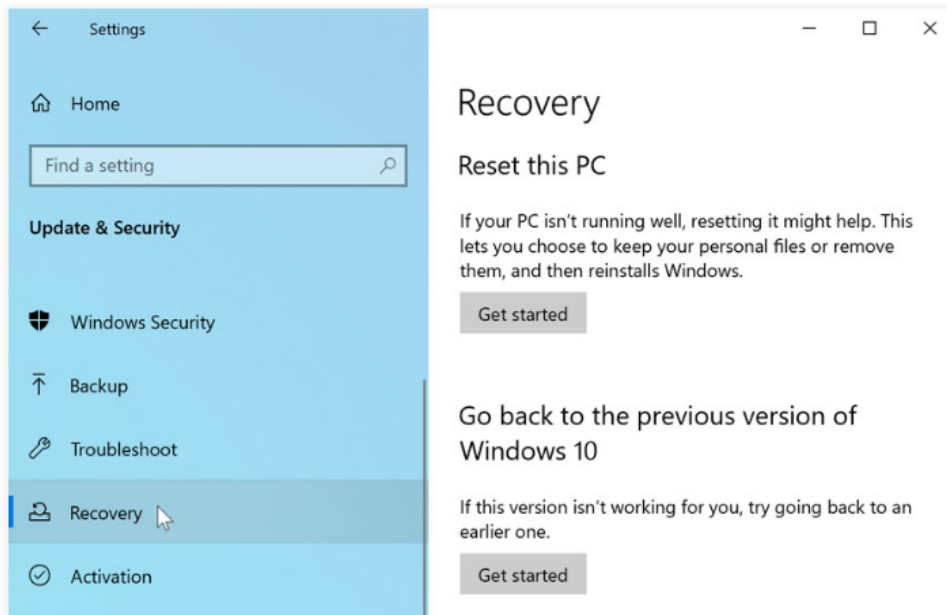
3. Your Windows updates will be paused until the selected date. Note that you'll continue to receive important **security updates** from Microsoft automatically.

Backup and recovery

Windows 10 can help protect your files from accidental loss by **creating a backup** on an **external hard drive**. Should anything happen to your computer, you can rest easy knowing your files are still safe and secure. To do this, go to **Update & Security** in the Settings app, then select **Backup**. From here, you can assign an external hard drive as your backup disc—just select **Add a drive** to get started.



If you ever need to recover lost files or reset your copy of Windows, you'll use the options in the Recovery settings.



Chapter-10

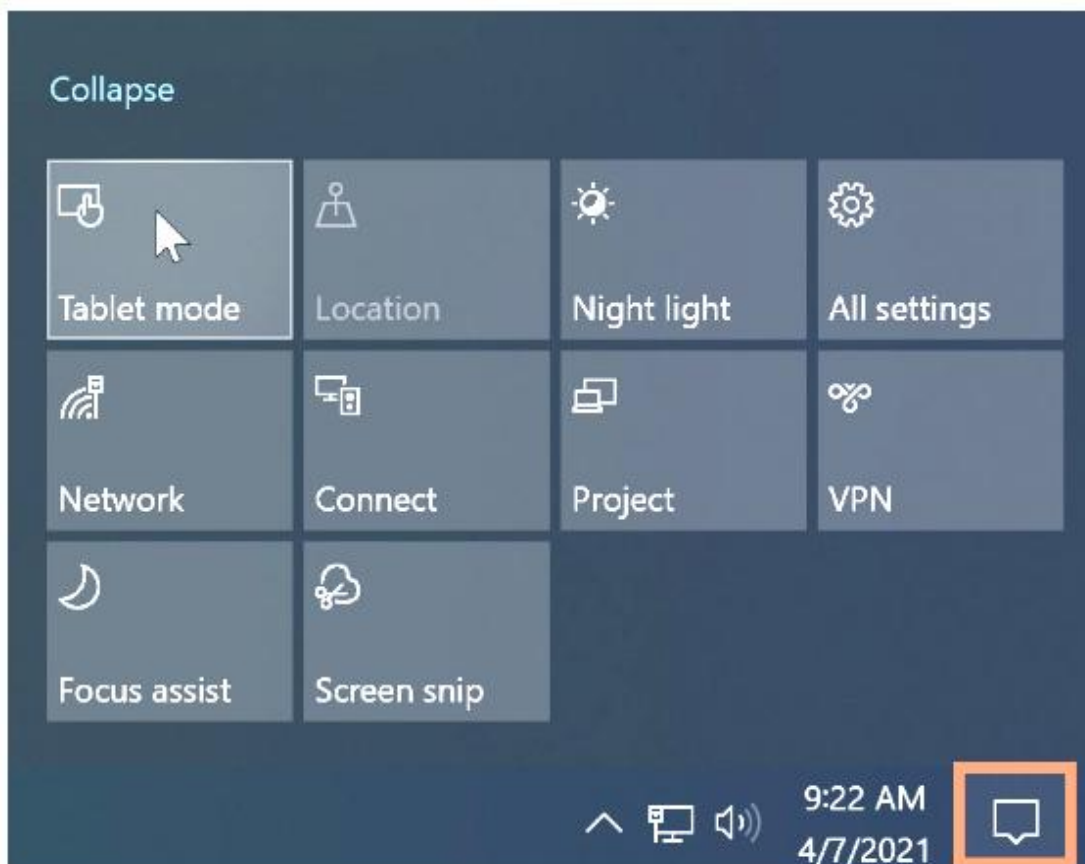
Using Windows 10 on a Tablet

Windows 10 is designed to work on desktops, laptops, and tablets.

By default, if you're using a touchscreen device without a keyboard and mouse, your computer will switch to **tablet mode**.

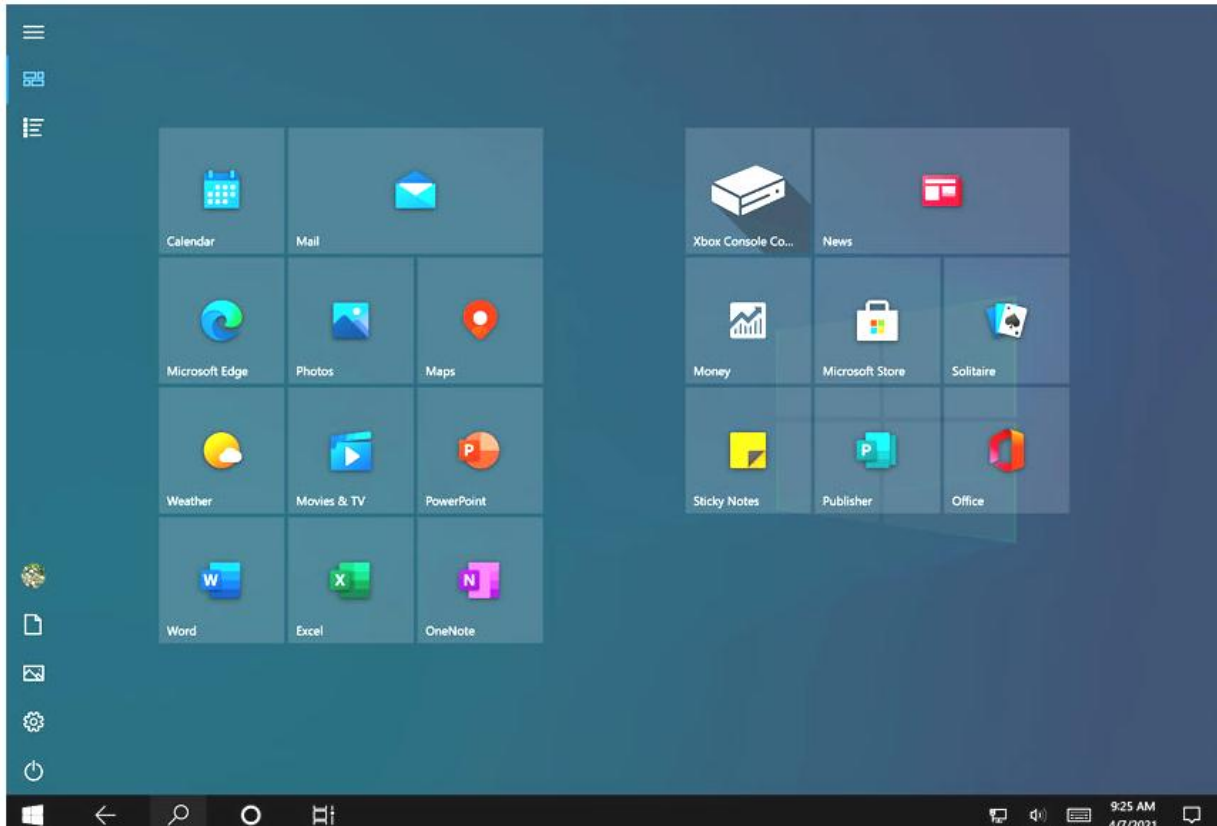
You can also switch between desktop and tablet mode at any time.

To do this, select the **Action Center** near the bottom-right corner of the taskbar, then choose **Tablet mode**.



When you're in tablet mode, you won't be able to use the desktop. Instead, you'll navigate from the **full-screen Start menu**.

And while it looks pretty different from desktop mode, there are still familiar features like the taskbar at the bottom of the screen, which includes the **Start button** and the **All apps** list.

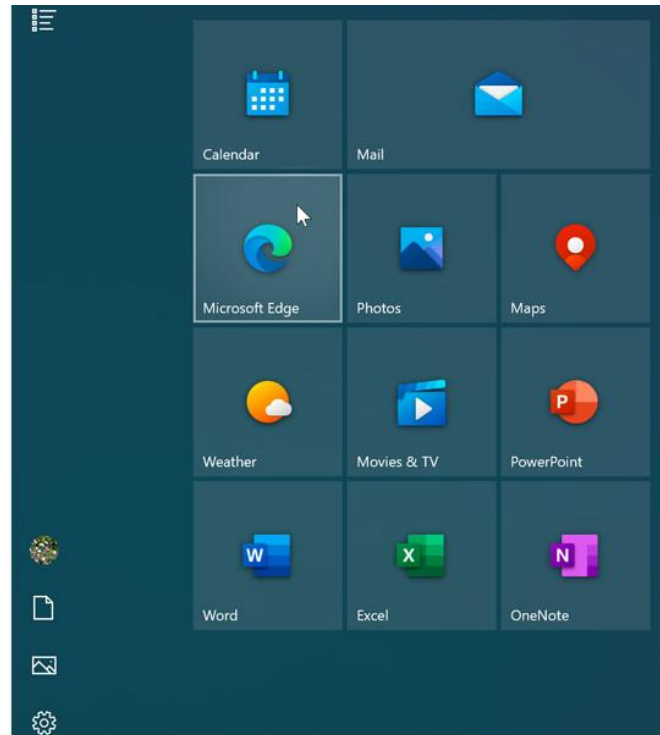


To see the full list of Start menu options, swipe in from the left or tap the icon in the top-left corner.



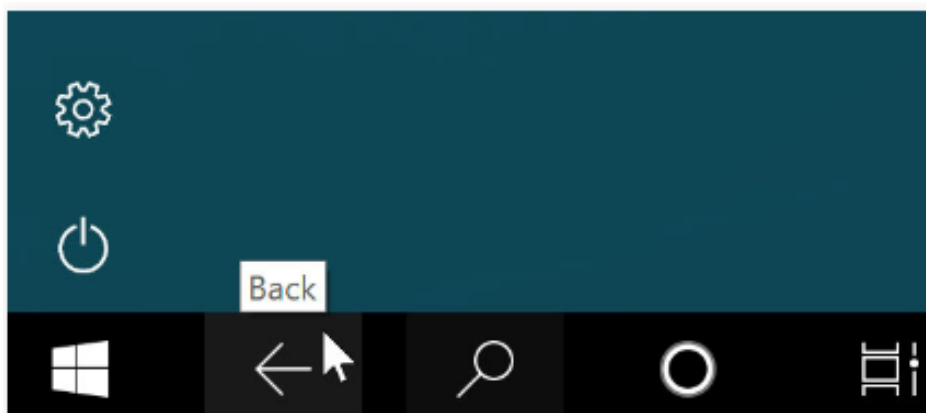
Opening applications

You'll open applications in tablet mode like you would from the desktop—just click or tap the desired app to open it. If you don't see the one you want, select **All apps** to see a full list of applications. In this example, we'll open **Microsoft Edge**.

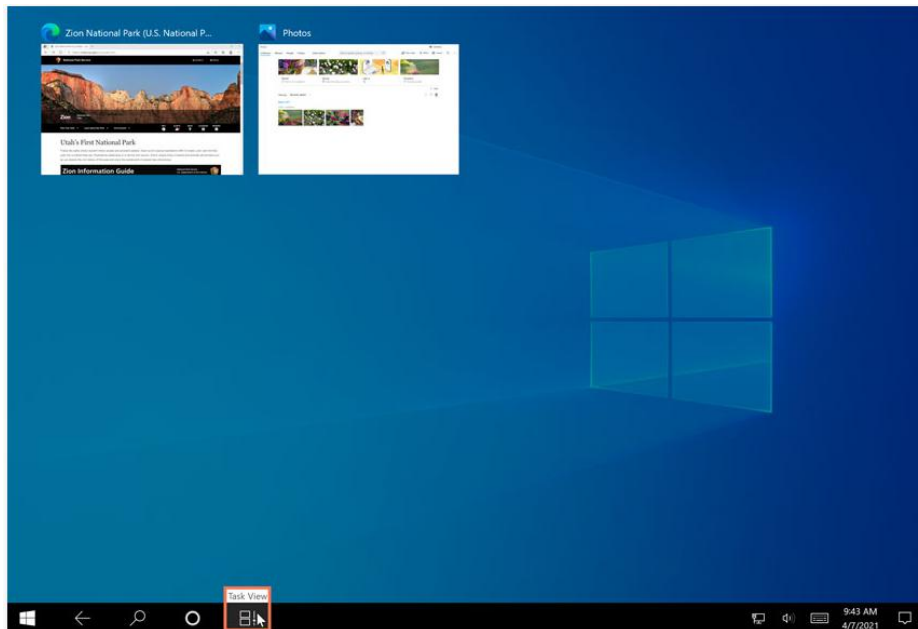


Working with multiple apps

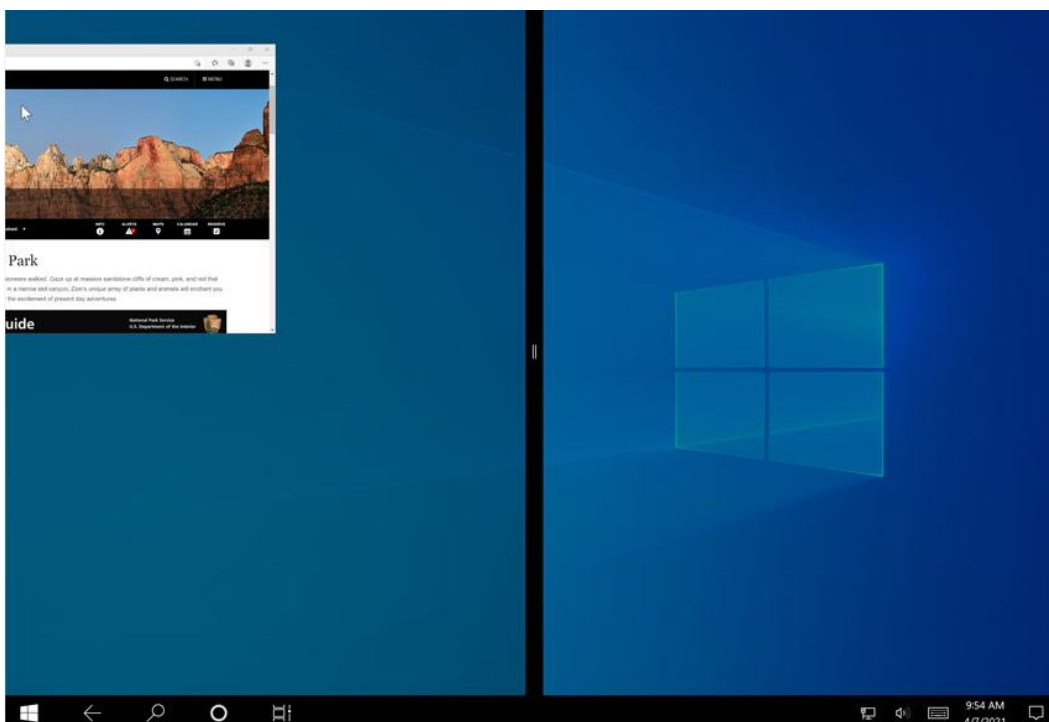
When you open an app in tablet mode, it will take up the entire screen. If you want to open another app, select the **Back** or **Start** button near the lower-left corner.



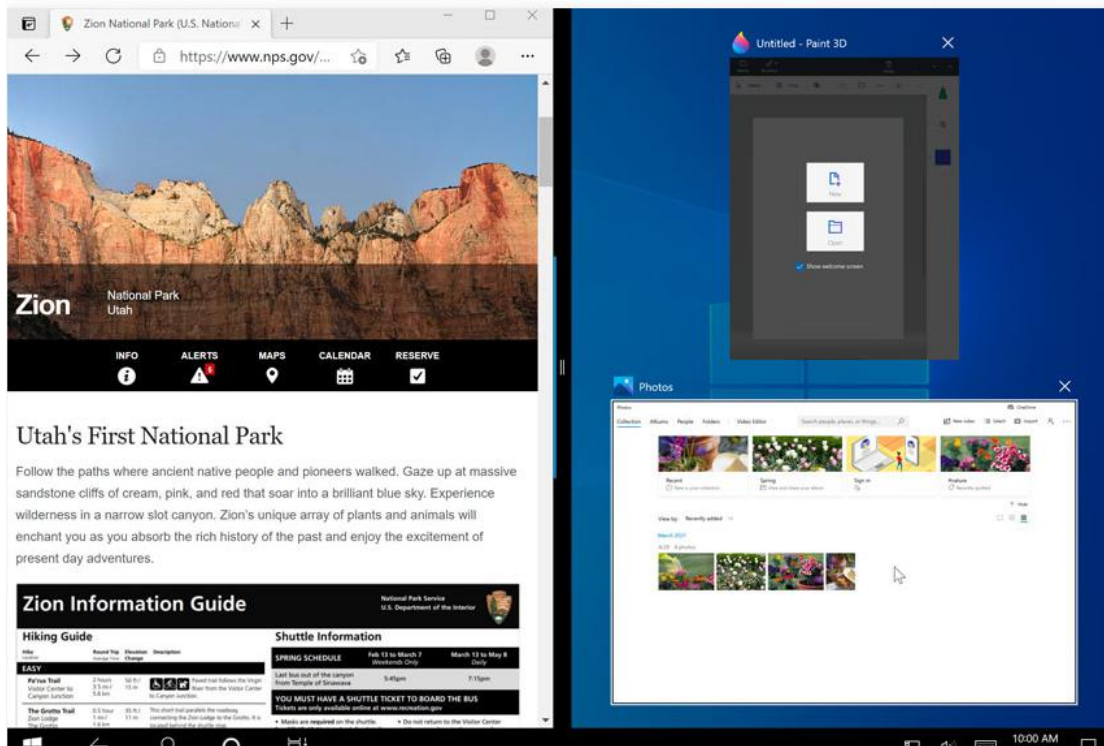
This will take you back to the full-screen Start menu so you can open another application. If you want to see all of your open apps, press the Task view button near the lower-left corner, then choose the app you want.



If you want to use more than one app at the same time, you can use the **Snap** feature. To do this, drag the top of an app all the way to the **right or left** side of the screen.

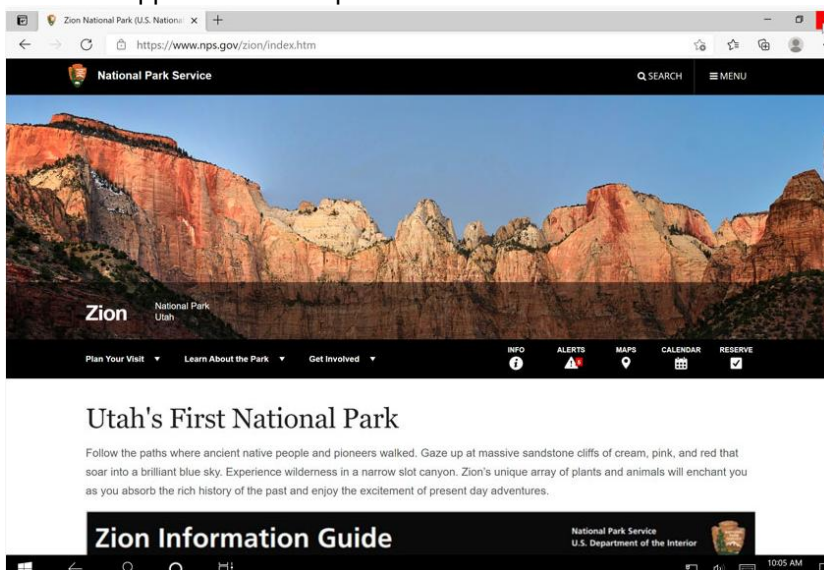


The app will snap into place. You can then choose another open app to fill up the other side of the screen.

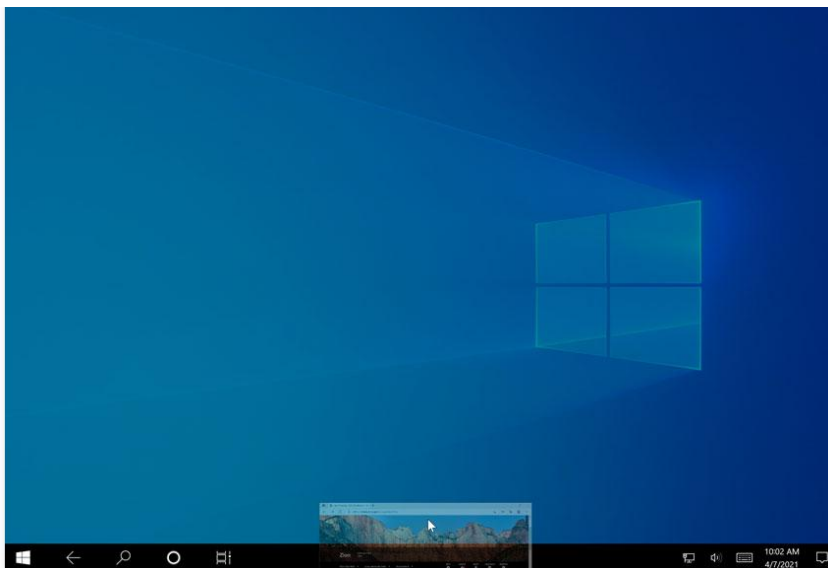


Closing apps

There are two ways to close an app in tablet mode. The first option is to use the X in the upper-right corner, which is the same way you'd close an app on the desktop.



The other method is to press and hold the top of the app, then drag it all the way to the bottom of the screen to close it.



Tablet Mode

If you don't like tablet mode, you don't have to use it. To return to desktop mode, open the Action Center, then choose **Tablet mode** to deselect it. Keep in mind, though, that some things may be more difficult to select in desktop mode if you don't have a keyboard or mouse to use with your device.

