



**Dacorum U3A**

**Computer Support Group**

**25<sup>th</sup> February 2017**

# Agenda



Open forum

Identify subjects for breakout groups  
and later meetings

Main presentation '**Living with Windows 10**'

Tea and coffee break (3.30pm)

Breakout into smaller groups

# Contents



- The Task Bar
- Starting and stopping Windows
- Logging on and off
- Cortana
- Programs and Apps
- File Manager
- Task Manager
- OneDrive

# Introduction



The information is a personal view, gleaned over a year's use

Although the principles apply to devices without a keyboard (phones, tablets, etc) some of the detail does not

There are a multitude of different ways of accessing the facilities within Windows 10. Many of them are not well documented and I have found many by accident.

# Task Bar



The task bar shows what is running.

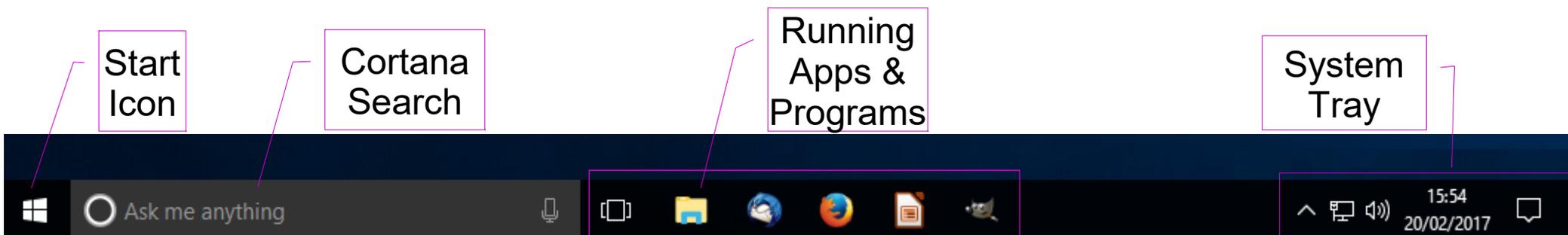
Clicking on the start icon is the same as pressing the Windows key and shows the start menu.

Right click on the Start Icon is a short way to shut down

Cortana is way to search but you don't need this on the Task bar

Running apps allow a short way to change the active program/app

Some of these will be covered later



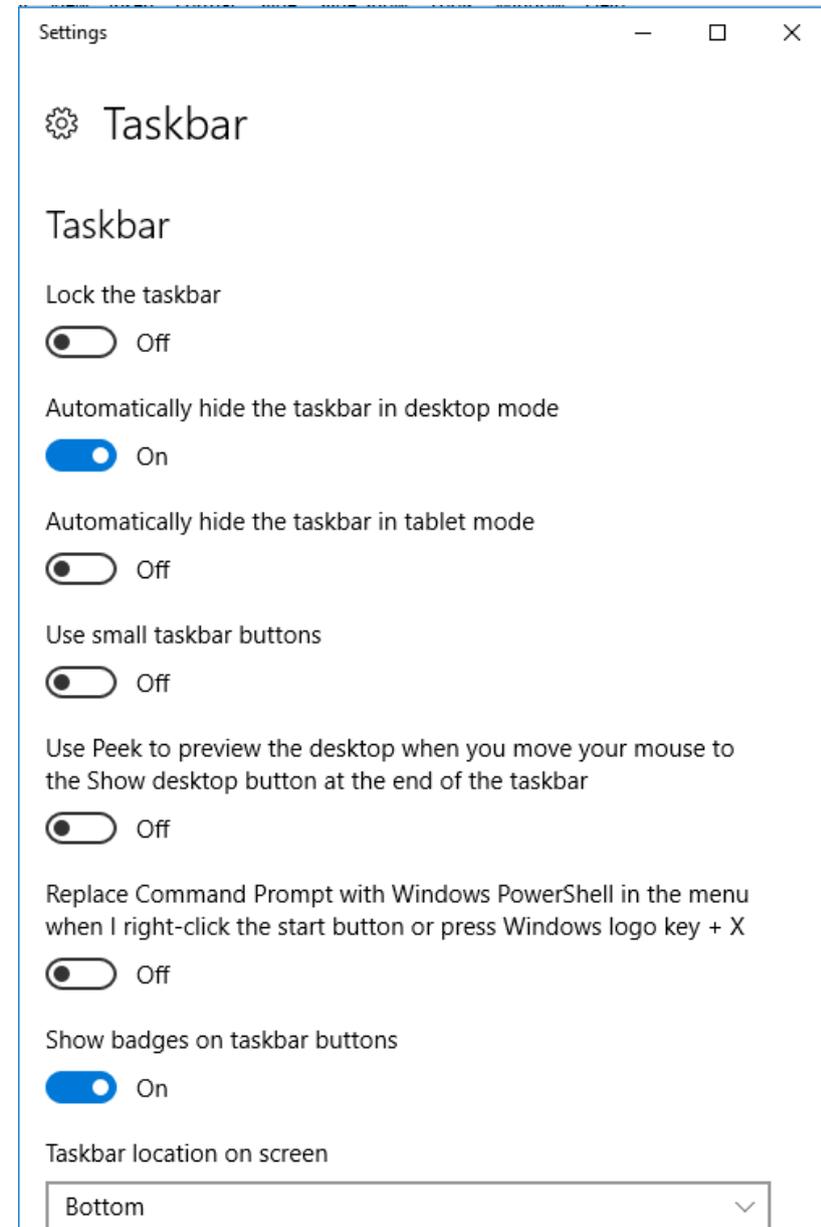
# Task Bar 2



Task Bar setting may be changed by right click on task bar and selecting settings

Autohide is useful to make the largest screen area. The task bar will only appear if the cursor is moved near the bottom of the screen.

However some full screen applications do not redisplay but the windows key will force it to show



# System Tray

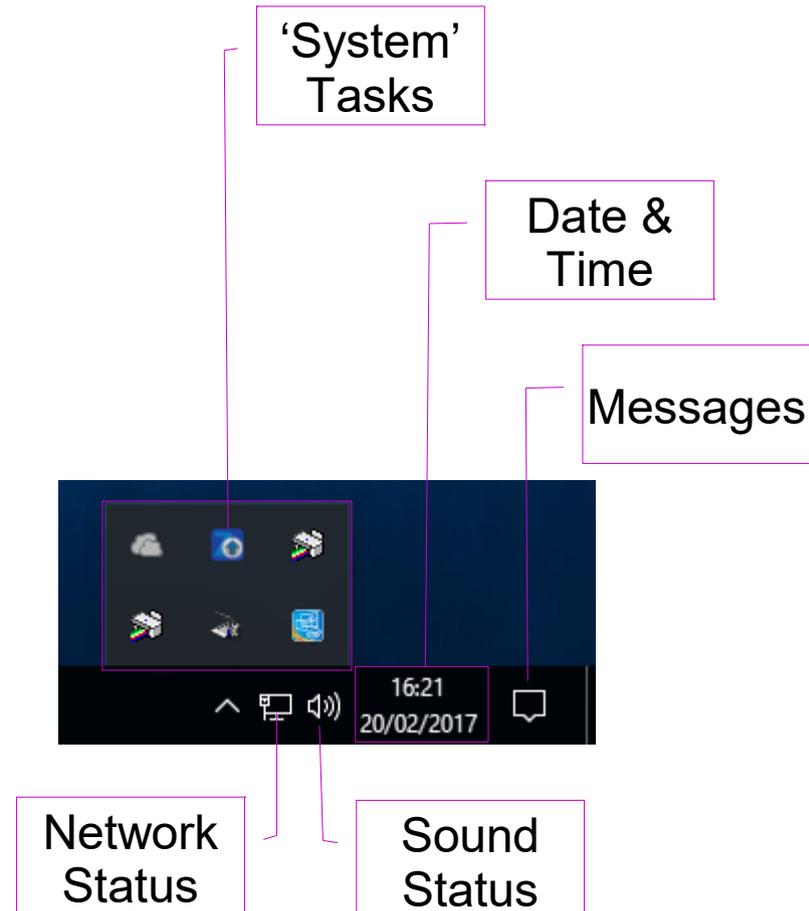


The contents of the system tray will change automatically.

In this particular case my virus checker in the middle of an update, normally it is a blue 'Z'

Onedrive may start itself, even if configured not to!

Messages allow redisplay of 'important' messages in this session



# Start up



There is a background picture associated with each user. That associated with the last user is displayed after starting or restarting the computer.

If the default picture is used, it will change from time to time.

Click or enter will display the signon screen. The Tab key or mouse click will allow a different user to be selected

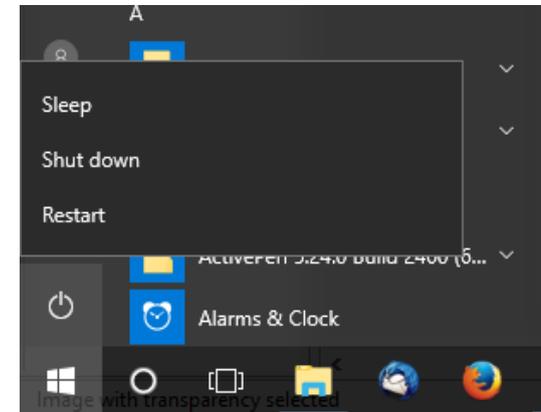
The signon screen allows control of 'Ease of Access'

# Shut Down 1

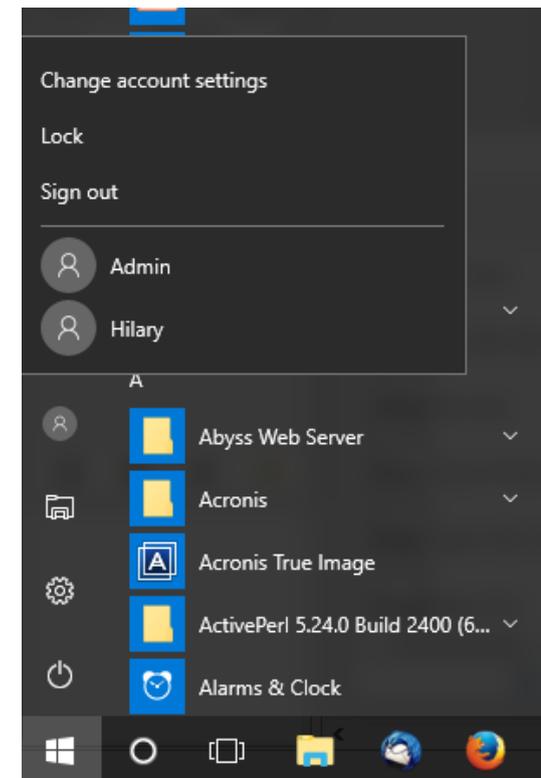


## Method 1

Left Click on 'Windows' Icon or press  
'Windows' key  
Select Power icon -   
Select shut down option



Or User icon -   
Select option to Sign out or sign in as  
another user from the list



Advantages:  
All user options available

Disadvantages:  
No need to be accurate with mouse

# Shut Down 2



## Method 2

Right Click on 'Windows' Icon  
Move mouse and click to select  
option

Advantages:

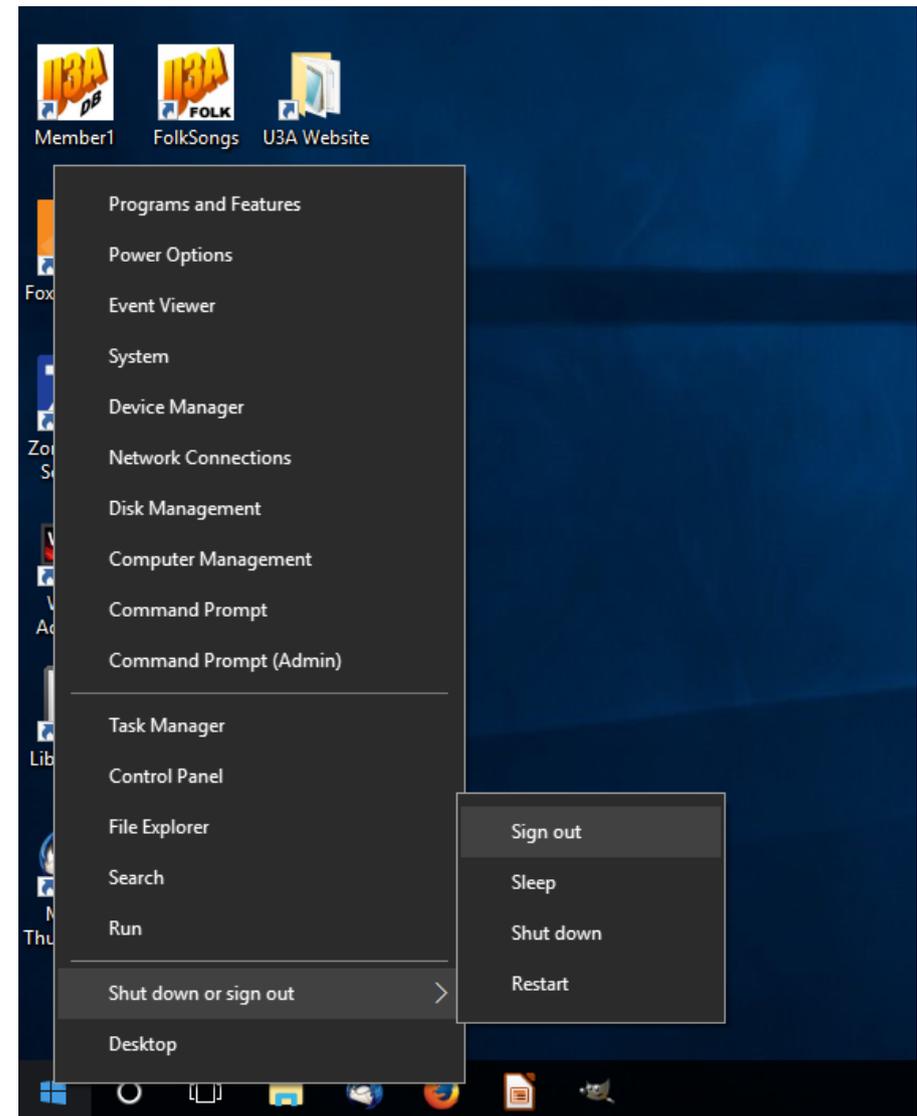
Less mouse clicks

Easier to sign out as well as shut  
down etc

Disadvantages:

Must be accurate with mouse as  
secondary menu may disappear

Can't change user without signing out



# Shut Down 3



## Method 3 (keyboard only)

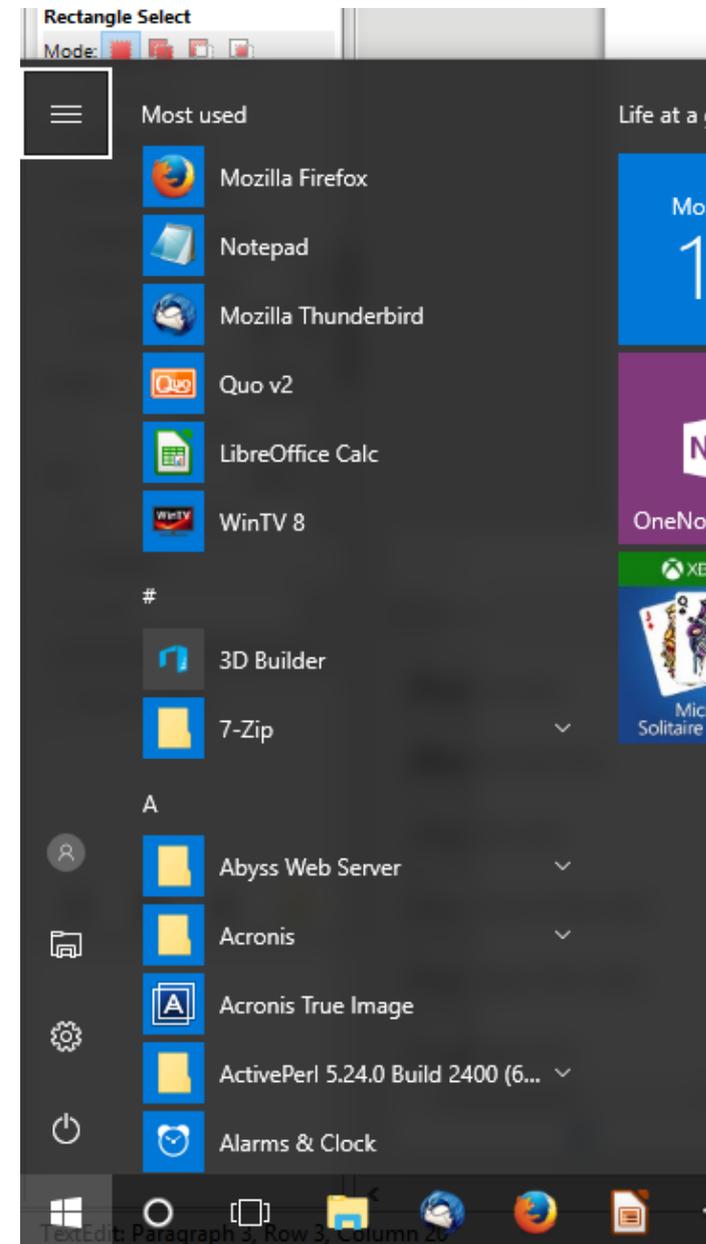
Press 'Windows' key  
Press Tab to highlight left column

Press arrow down to highlight Power icon -   
Press enter to show list as in method 1  
Use arrow key and enter to select option

Or press arrow down to highlight User icon -   
Press enter to show list as in method 1  
Use arrow key and enter to select option

Advantages:  
No mouse required

Disadvantages:  
More complex



# Shut Down 4



## Method 4 (not signed on)

Get to signon screen (enter or click)

Click on the Power icon - 

Click on the required option

Or tab to the Power icon - 

Press enter to show option list

Use arrow key and enter to select option

Advantages:

No need to sign on

# Shut Down 5



If more than one user is signed on when shut down is started, a message will be displayed. If there is no response to the message, a shut down will **not** be performed.

If there are any running programs/apps they will be shut down but there may be a delay.

If the system is put to **sleep**, no shut down is performed and the any open work will be retained until the user signs in again

# Windows Update



When an update to windows is waiting (has been downloaded), the 'shut down' options will change to 'update & shut down' and 'update & restart'

With the home version you cannot bypass this

If you are working on battery I suggest selecting sleep until you have mains power

Some updates have been known to fail. If it does you may have to reload Windows. If possible ensure you have a very recent backup

It is possible not continue the shutdown and perhaps do a backup

# Signon



The ways to sign on are shown above.

Note that the system is not fully started at signon so that performance may be degraded for a while.

# Sign off



The current user can be signed off using the 'sign out' options shown above.

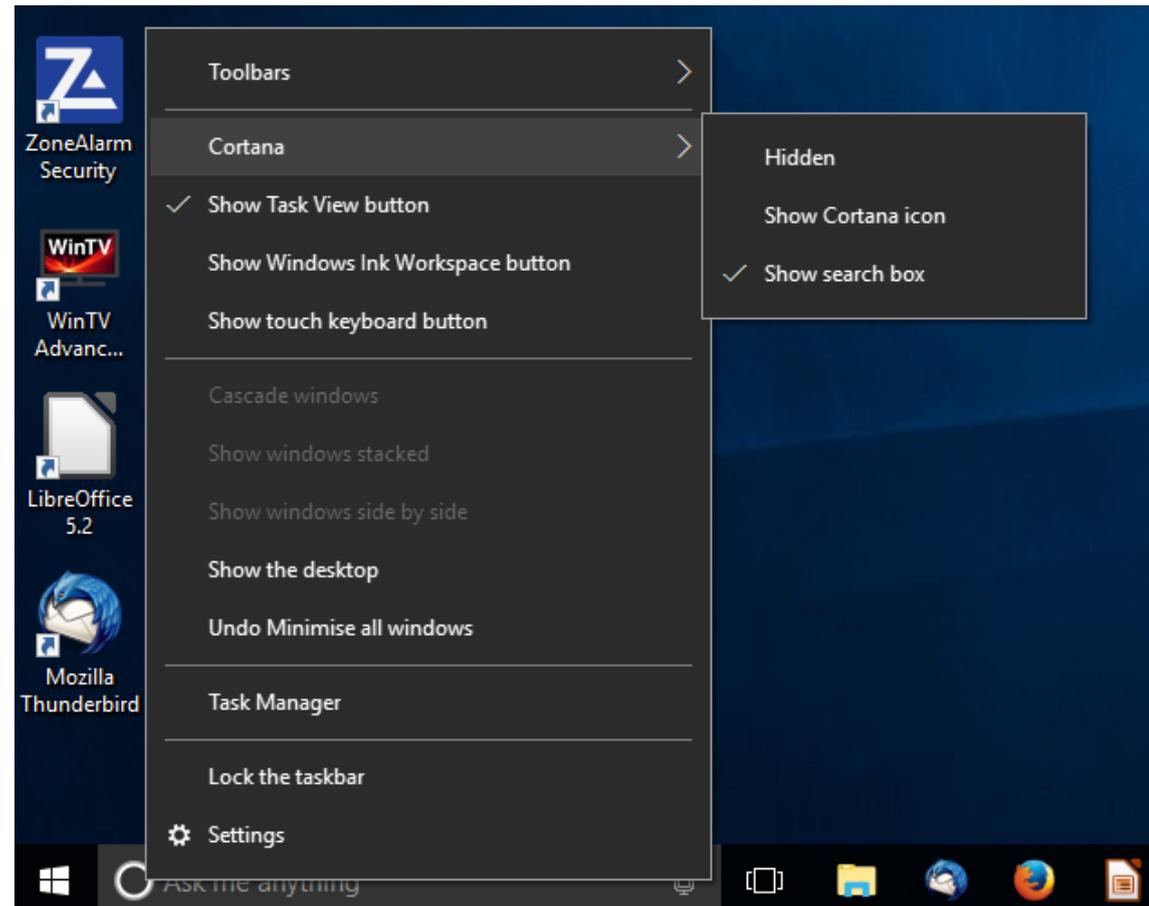
Alternatively a different user can be signed on by selecting a different user using Method 1 or 4 above. The current user's work will be saved until that user signs on again or the system is shut down. If the 'previous' user has not signed in again, the system can still be shut down and the work will be lost. However there will be message displayed and this must be responded to

# Cortana



The Cortana search box can be reduced to an icon by selecting Cortana in the Task Bar settings menu, select Show Cortana icon.

It can also be hidden completely, this does not prevent searching. Press Windows key or or click on start icon and start entering search text.



# Programs and Apps



There is little difference between a Program and an App.

A Program - the system does not necessarily know where it is on the disk but it can have parameters

An App – the system knows where it is but it can't have parameters

Many of these can be found in the start menu or through Cortana. It can be useful to have a shortcut on the desktop by right click dragging them and selecting 'Create shortcut here'. The name can be changed.

# Programs and Apps 2



These can be '**Pinned**' to the Task bar. This means that they will be partially started with the user signs on. This can be useful for commonly used facilities.

To add one, drag it to the task bar from the start menu or desktop.

Alternatively when it is running, right click on it in the task bar and select 'Pin to task bar'

To remove it right click it in the task bar and select 'Unpin from task bar'

# Programs and Apps 3



When starting a program from the Task Bar or Cortana, a single click is sufficient

When starting a program from the Desktop or File Manager a double click is required

# Program switching



A program already in the task bar can be activated by clicking on it. However, if there is more than one 'copy' running, miniature versions of the display will be shown and one must be selected. This affects mainly 'documents' (word, notepad, etc) and file explorer.

Alternatively alt+tab will cycle between the running displays with a small version of the display. It is easy to miss the correct one and have to cycle through again!

Windows key (⊞)+x will minimise all running programs

# Program closing



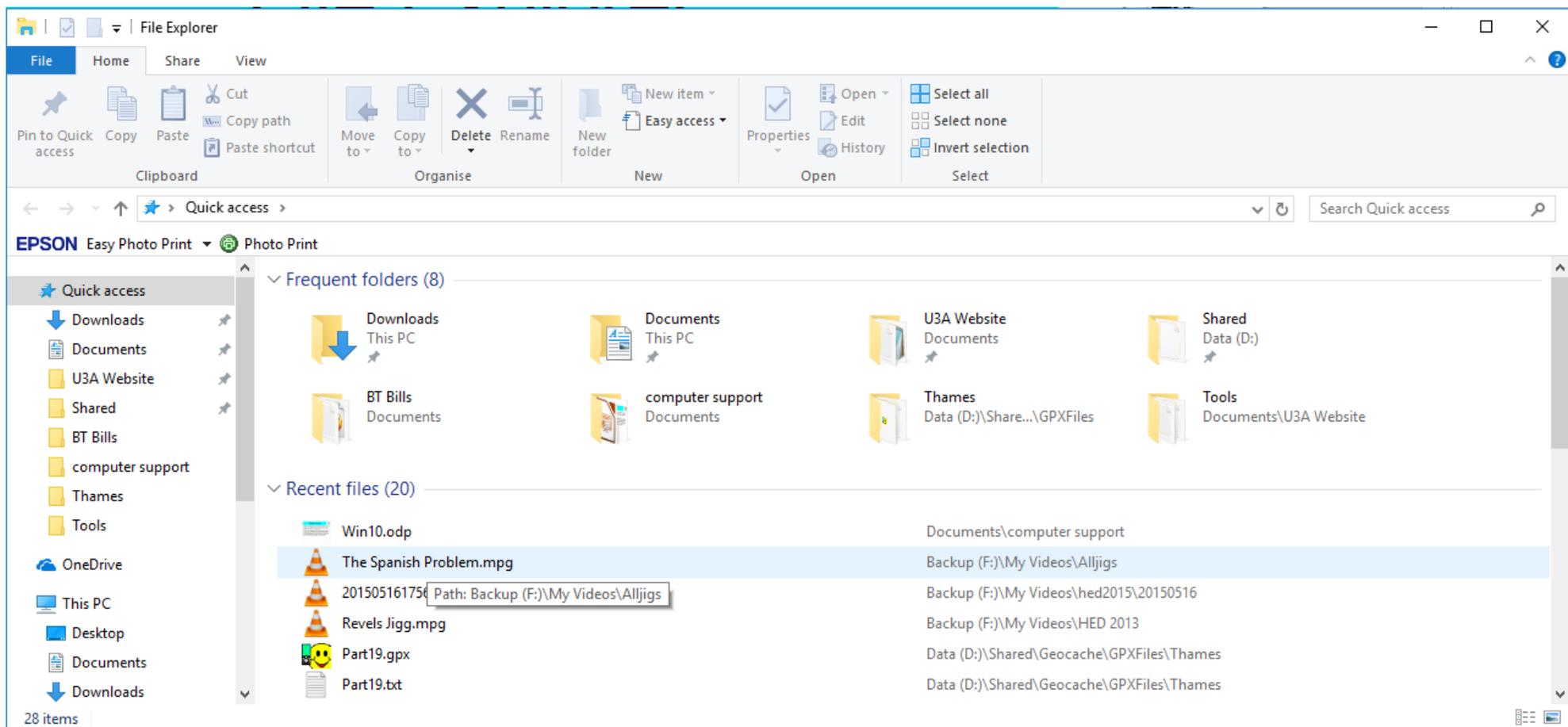
To stop the current program use the exit facility or the 'x' in the top right hand corner. Alternatively use alt+F4 or the task bar as described above

If there are multiple versions running they can all be closed by a right click on the icon in the task bar and selecting 'close all windows'; if there is only one running it would be 'close window'

# File Explorer



When starting File explorer 'normally' it will show files. However, the same format is used for many special displays



# File Explorer 2



The initial display has 4 sections:

- The menu strip (top)
- The disk/folder list (left)
- A list of frequently accessed folders (right middle)
- A list of the most recently accessed files (right bottom) this is very useful

# Menu Strip



Top line changes with what is being displayed

Select View to change how things are displayed

The Search box allows searching, it will add another search menu item controlling search parameters.

The left of the Search box shows what is being displayed (file name etc). The progress of a search will be shown here by the box being filled by a green background

To the left of this are arrows allowing

- ← Display 'previous' information
- → Redisplay 'next' information
- ↑ Go 'up' one level

# Disk/Folder list



The quick access part allows selection of the folders displayed there. These folders cannot be 'expanded'. Folders can be 'pinned' or 'unpinned' in this list. Also shows 'recent' folders.

The main folder list allows expansion of a folder by clicking the '>' to the left. Or contracted by clicking 'v'.

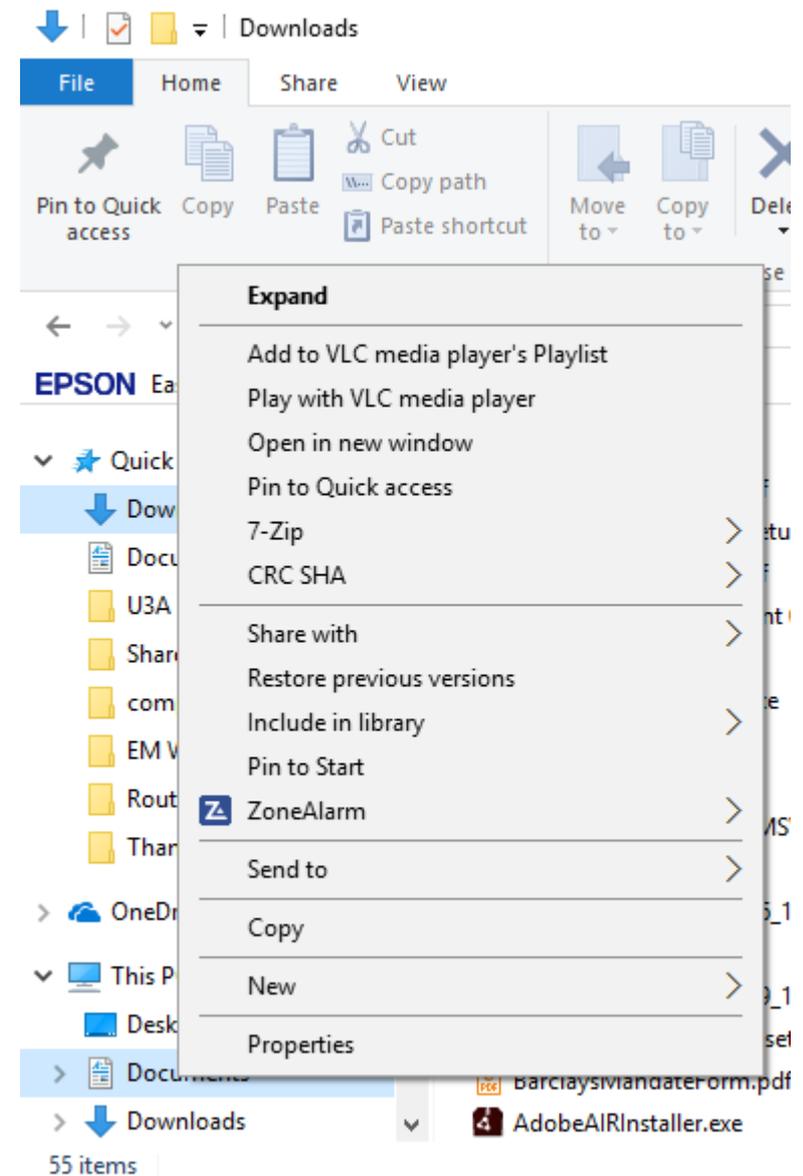
Also in the list are pseudo folders like disks and other computers on the network

# Folder List 2



Right Click on a folder to display another menu. This menu includes 'Open in a new Window' which will show another File Explorer centred on this folder

There are a number of other options. Eg Properties gives access to the folder security





# Frequently Accessed Folders

This is actually a copy of the entries in the Quick Access area

The whole of this section will be removed if a folder is 'opened'

# Recently Accessed Files



This is a list of files that have been read or written in reverse order of access

When a folder is opened (by a double click) this area and the Frequently Accessed Folders area are combined to give the file list

# File List



Name	Date modified	Type	Size
trymenu.html	28/12/2011 11:44	Firefox HTML Doc...	13 KB
newsltr1x.php	31/07/2011 17:10	PHP File	3 KB
celebration.html	26/07/2011 19:11	Firefox HTML Doc...	4 KB
quiz12.php	04/06/2011 10:06	PHP File	9 KB
quiz11.php	04/06/2011 10:03	PHP File	6 KB
test.php	03/06/2011 19:59	PHP File	1 KB
quiz1.php	03/06/2011 17:09	PHP File	2 KB
digest0211.php	30/03/2011 18:10	PHP File	9 KB
default.html	14/02/2011 16:04	Firefox HTML Doc...	4 KB
Tools	20/02/2017 14:17	File folder	
forms	02/12/2016 14:13	File folder	
support	02/12/2016 14:12	File folder	
css	30/07/2016 14:12	File folder	
Previous	12/04/2016 10:02	File folder	
VB	07/03/2016 14:37	File folder	
raw photos	07/03/2016 14:36	File folder	

# File List 2



The File List shows the contents of a folder (both files and folders)

Files can be opened (if there is no application defined for this type of file, one can be selected from a list)

Files and whole folders can be renamed, copied (ctrl+c) and pasted (ctrl+v) in another folder, the same folder (with an automatic new name) or the desktop

Files can be deleted (Delete). Note that, on this computer, they will not be deleted but will be moved to the recycle bin. There is no message.

What is displayed about a file can be set in the 'View' tab. The list can be sorted by date, name, etc by clicking at the head of that column

# File List 3



Various options for a file can be shown by right clicking on it.

In particular 'Properties' will display more information. Within this a 'Security' tab shows allows control of access to this file. The security settings are quite complex and not will be discussed today.

# Task Manager



The Task Manager can be started in the normal way through Cortana. Alternatively, it can be started by Ctrl+Alt+Delete and selecting 'Task Manager (this is useful if the system is not responding)

By default just the a list of the current running programs is displayed. If 'More Detail' is selected you must choose Processes and click on Name to get the programs at the top. Click on a program and then End Task to cancel it if you want to force it to stop. This **doesn't** give an 'are you sure' message

# OneDrive



Designed to provide a simple way to share files between devices (computers, laptops, phones, tablets) provided they have Windows on and access to the Internet.

In Windows 10 it is part of the system and cannot be removed. It **is possible** to stop it from starting on signon and to hide it in File Explorer. However, at present it will start itself again if you open or save a file using the standard file facilities in an application like Word.

# Not covered today



I will not be covering some of the more complex but useful parts of Windows 10. Maybe they can be covered in a future meeting:

- Task Manager
- In depth File explorer
- File security
- Microsoft Id or not?
- OneDrive more detail