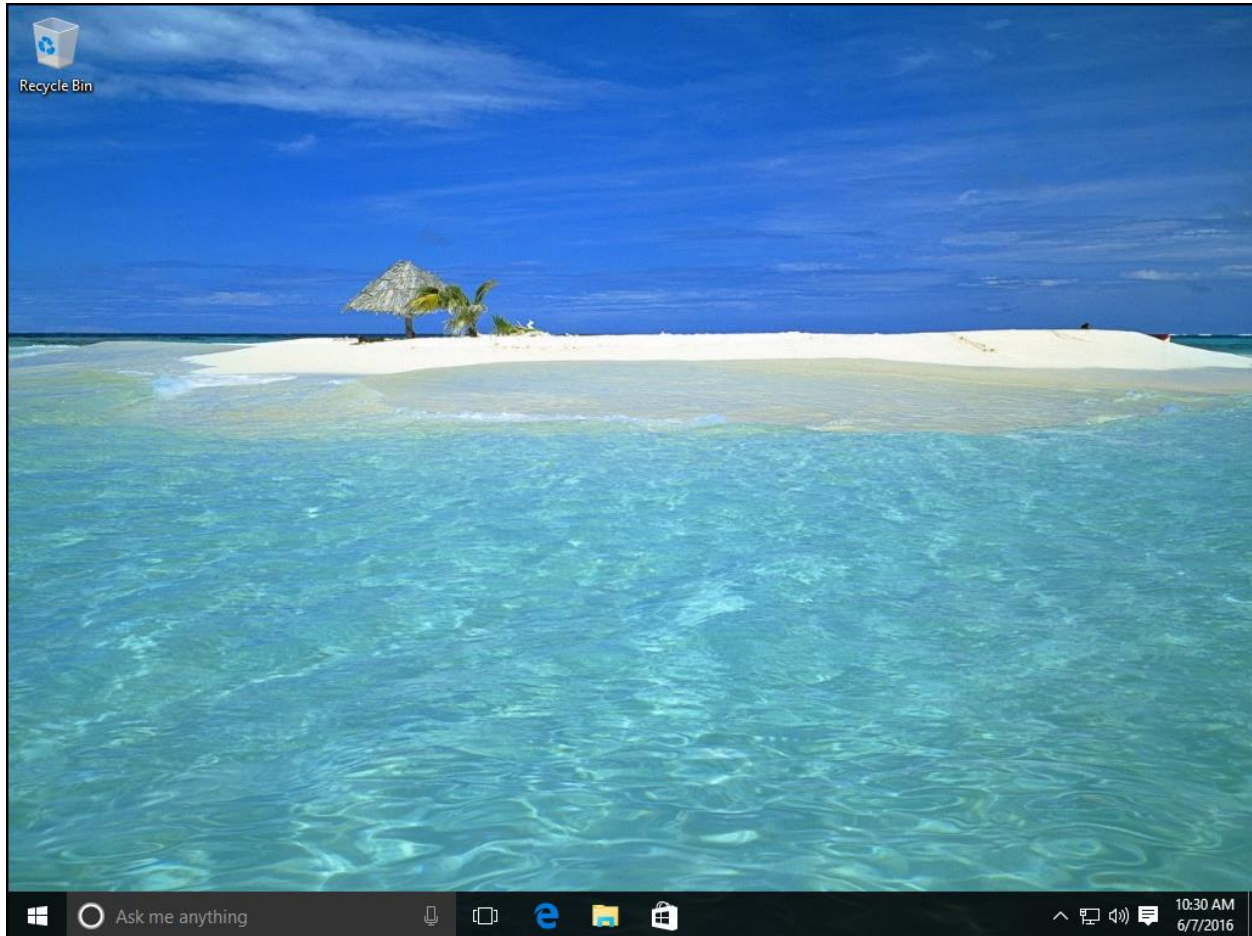


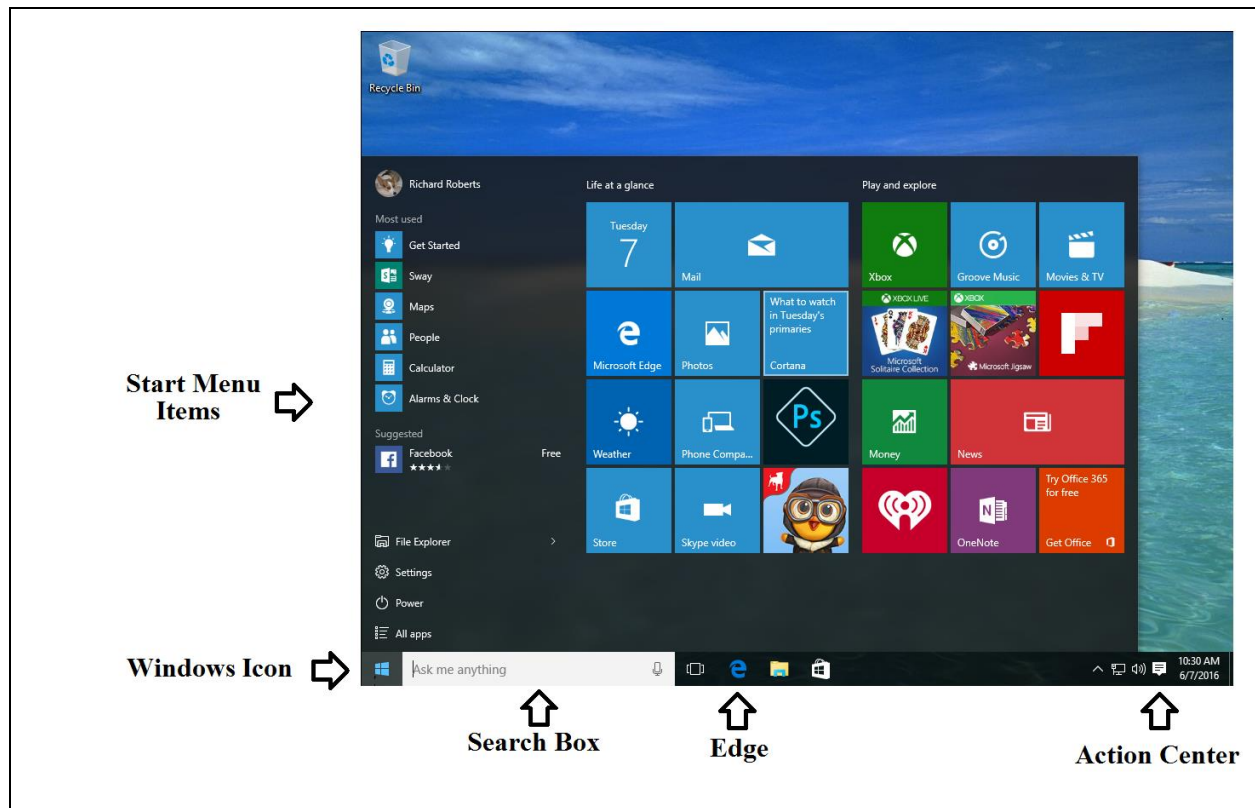
Introduction to Windows 10

Windows 10 was introduced in 2014. The very first beta version was introduced in October 2014 but the actual finished consumer version was not released until July 29, 2015. There was no Windows 9 operating system. Microsoft went from Windows 8.1 directly to Windows 10 operating system.



Windows 10 Desktop

Selecting the Windows icon in the lower left corner of the desktop will provide the Start Menu as well as an array of program application tiles or simple apps.



Windows Home Screen Labeled

There are not a lot of significant changes in Windows 10 when compared to Windows 8 or 8.1. Many of the previous features introduced in earlier Windows editions were carried over and will not be covered in this article.

Start Menu

The first thing you will notice is the new look of the Start Menu. The start menu is a combination of Most Used on the left as well as options of File Explorer, Settings, Power, and All Aps. You also notice how an assortment of application tiles appears on the right such as Mail, Photos, Microsoft Edge and more.



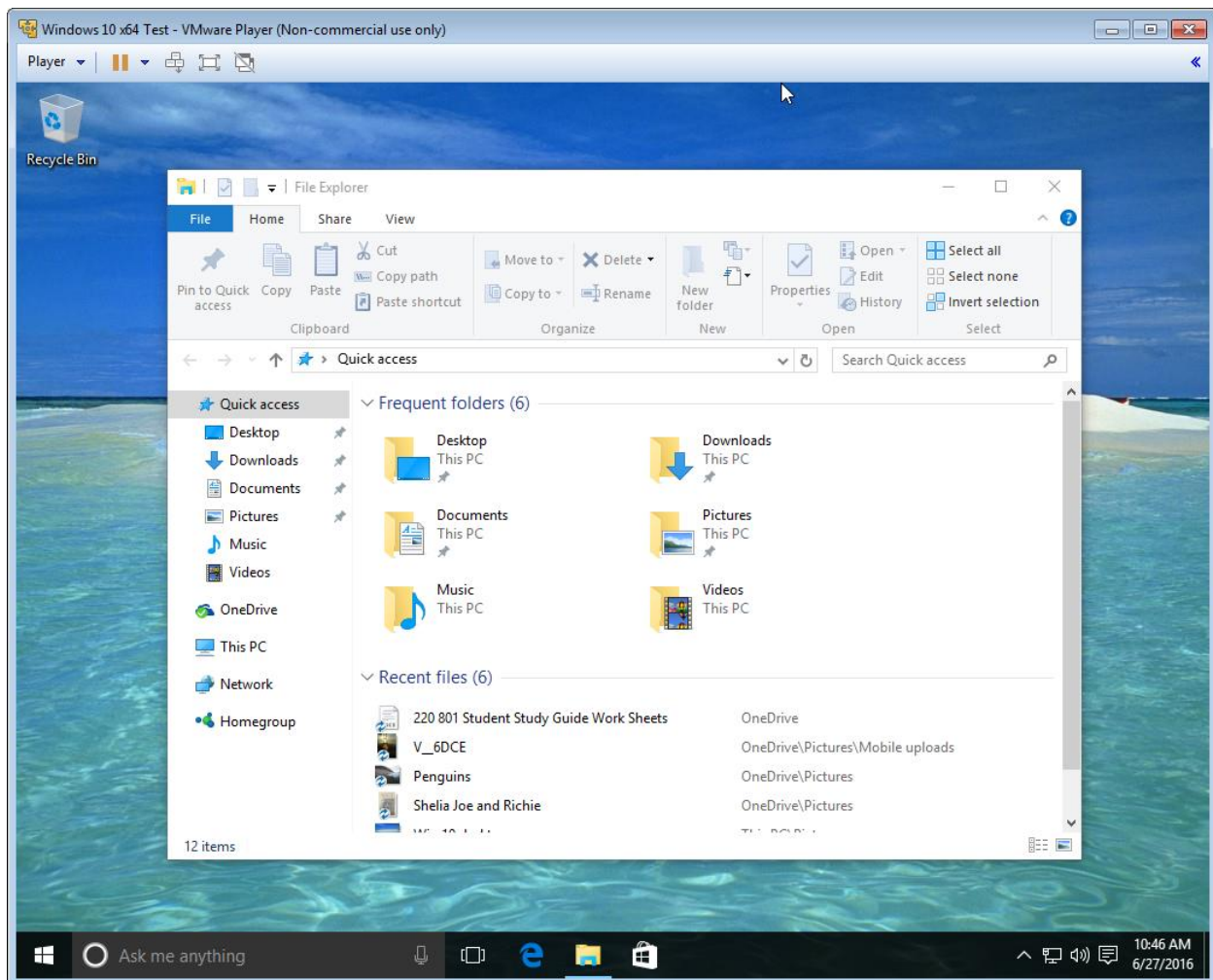
Windows 10 Start Menu C

The Windows 10 Start Menu provides instant access to applications and features such as Get Started, Maps, People, Calculator and more listed under the “Most used” area. Most used items are based upon which applications and features are most commonly used by the user.

There is a **Suggested** option that is used to suggest applications or features based on the user profile. Microsoft tracks the user interest and will suggest applications or features that Microsoft feels the user will benefit from such as a direct link to Facebook.

Some other familiar links are **File Explorer, Settings, Power and All apps**.

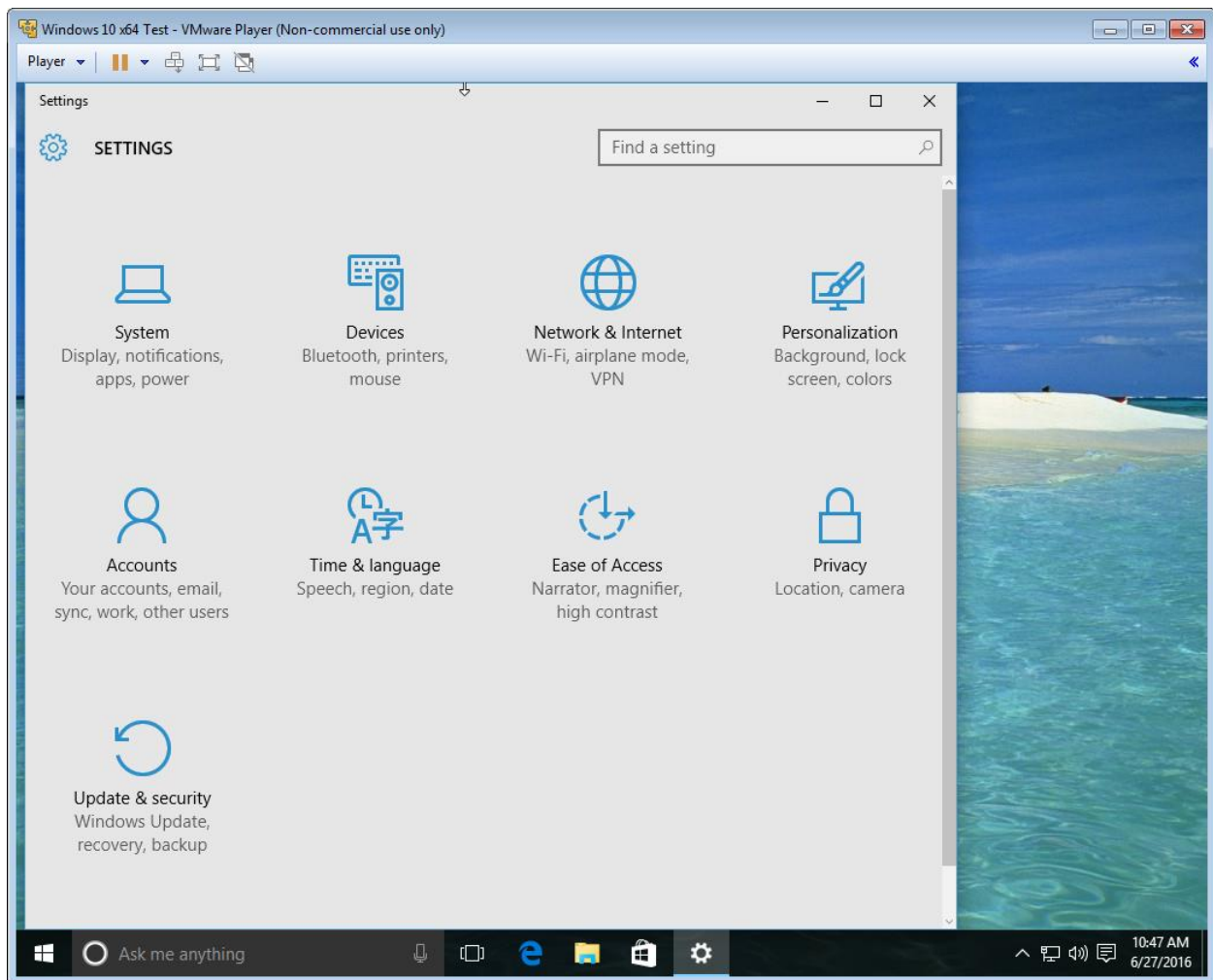
File Explore is similar to previous Windows editions. You will have a view of the directory structure and assorted files. In the screen capture you see that the assortment of files is identified as “Frequent folders”. Selecting a folder from the directory on the left will reveal the content of the selected folder.



Win10 File Explorer

Settings

Windows 10 Settings provides access to the most common configurations generally modified by users. Look at the screen capture of the Settings and you will see the major items such as System, Devices, Network & Internet and more.



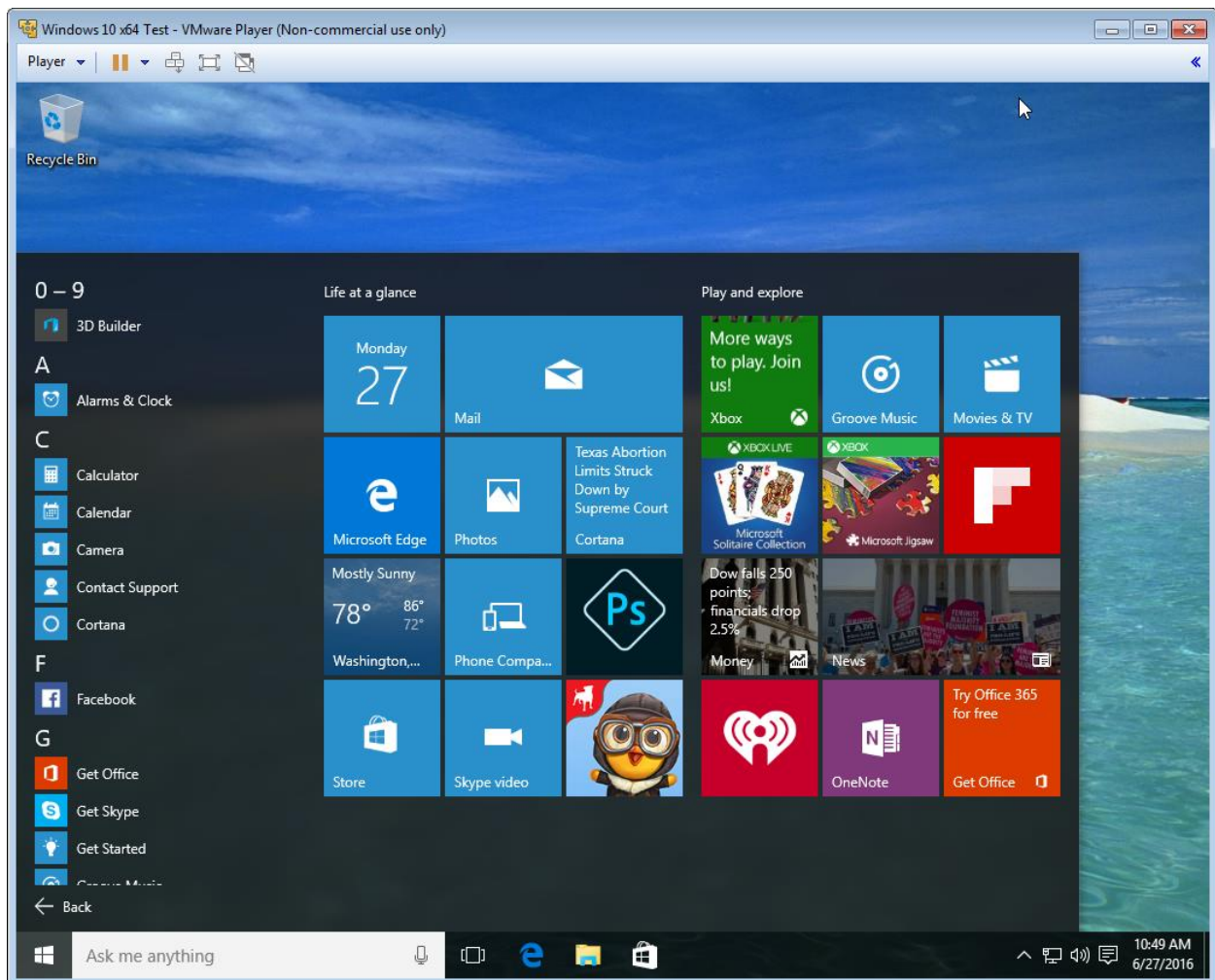
Win10 Settings

Power

The Power option simply provides a way to **power down**, **restart** or put the computer in **sleep** mode. The sleep mode does not appear as an on all computers. The computer BIOS must support the sleep option.

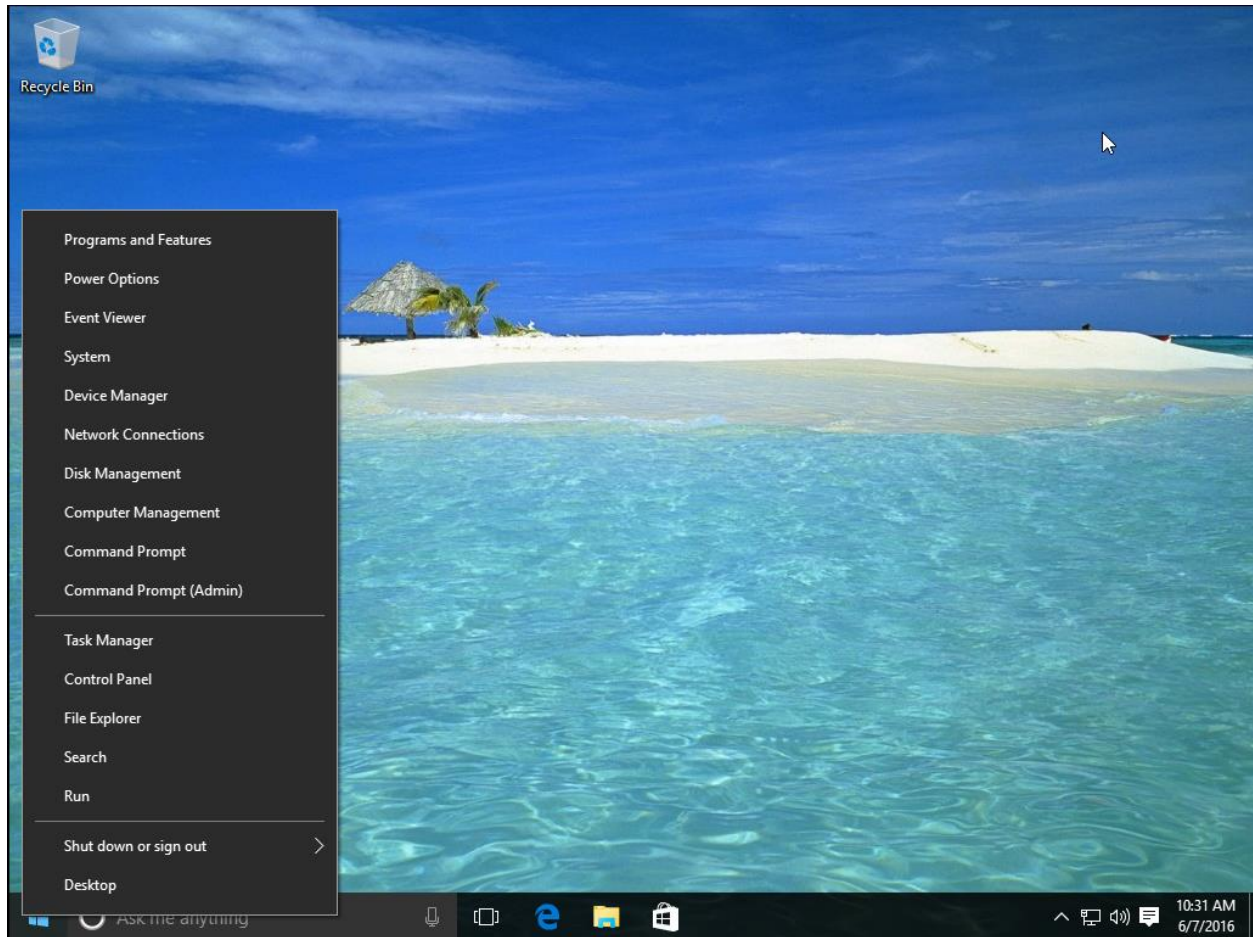
All apps

All apps is as the name implies. A quick way to view a list of all applications presently installed on the computer. The All apps listing also includes link to download and install other Microsoft apps and features such as Skype, and Office.



Win10 All apps

Right-click on the Start Menu Windows icon will reveal a menu similar to the one below.



Windows 10 Right Click C

The most commonly accessed technician programs and applications are listed after a right-click of the Start Menu Windows icon. Items such as System, Device Manager, Network Connections, Device Manager, Command Prompt and Task Manager. These options are seldom used by the average user. Most average users never right-click the Start Menu and are not aware of this option to access these features.

Cortana

Cortana is referred to by Microsoft as a personal assistant. Cortana is designed to help you manage your calendar, track package deliveries, locate files, chat, set reminders, and more. Cortana is designed with voice recognition. If the computer you are using has a microphone built in or installed, you will be able to use voice commands. You can enter your current address for home or work and Cortana will remember it. Later Cortana will use the address for weather reports and traffic updates.

Microsoft Edge

Microsoft Edge is the new browser introduced in Windows 10 designed with some enhanced features. Edge is also designed to work with Cortana when applicable. For example after locating and purchasing an item from the Web, Cortana will track the delivery of the item.

Another nice feature of Microsoft Edge is the fact that you can locate an article on the Web, start reading it, stop and perform another task or leave the computer and return later and then continue reading the article where you left off.

Web Notes

The web notes feature allows a user to write notes on a web page or to highlight an area of the web page. Web Notes is linked to other applications such as Cortana. Make a relevant note and Cortana will automatically open and suggest links.

Microsoft Passport

Microsoft Passport is designed to replace the traditional password with strong two-factor authentication (2FA). The two factor authentication requires two separate items for authentication of a user. For example 2FA may require a user to enter a password as well as use a user biometric such as a fingerprint or facial recognition system. The Microsoft Passport works in conjunction with Microsoft Hello.

Microsoft Hello

Microsoft **Hello** is a new biometric sign-in system introduced in Windows 10. Windows Hello uses a person's face or fingerprint (biometric) to unlock the person's device such as a computer, a tablet, or a Windows phone.

There are three types of sign-in associated with Hello: Facial recognition, finger print, and PIN. The first time you logon you must set a PIN configuration before you can configure biometric sign-on.

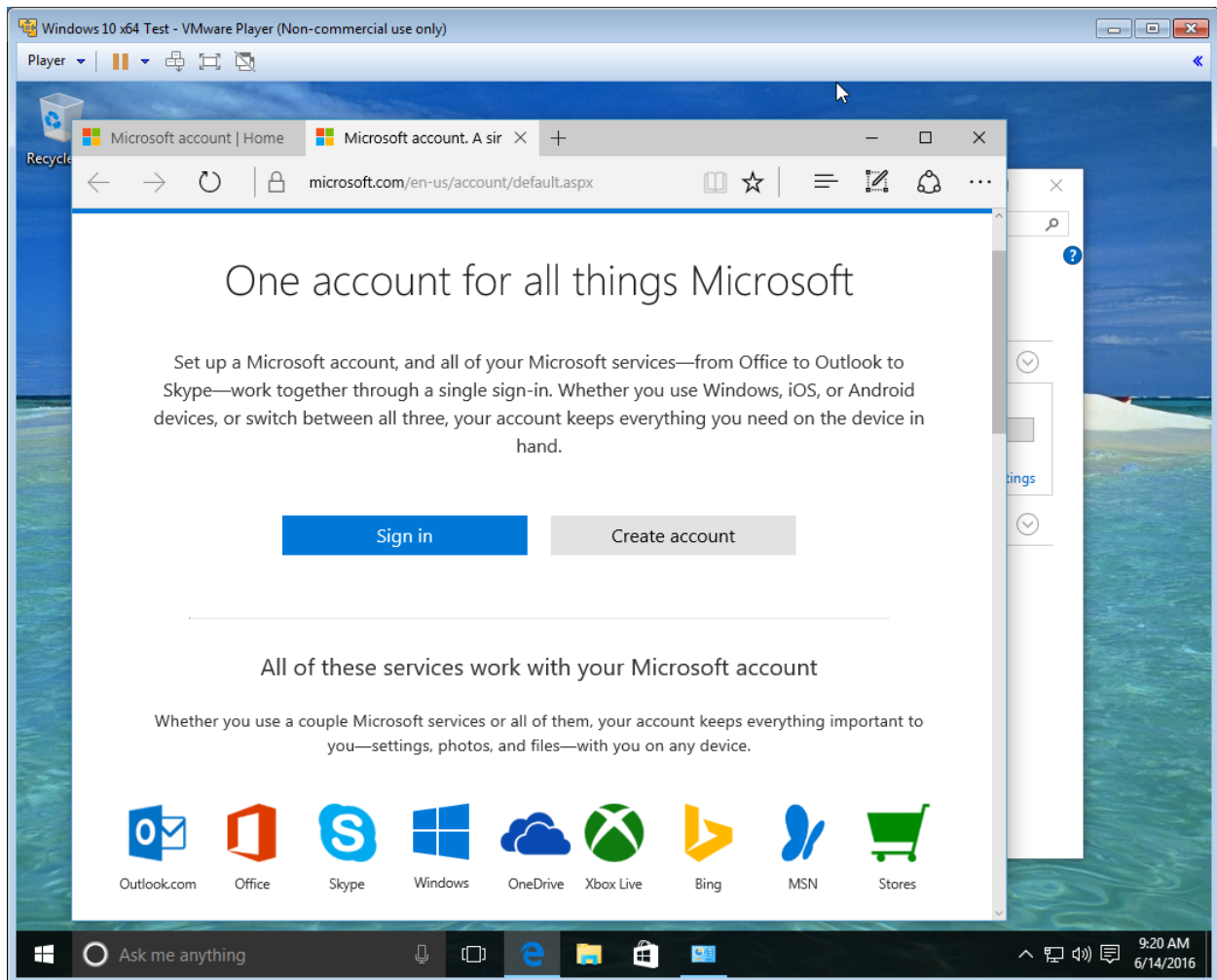
Facial recognition requires a camera that can detect a face in the dark. It uses the heat signature created by the person's face. The use of a heat signature will eliminate cracking the facial recognition system using a picture of the account user.

To register a Microsoft Password you would follow these steps.

1. The user must configure a user account on the device. The user account can be either a local user account limited to that specific device or a domain account used for network or domain secure access.

Note: When using a Windows 10 operating system the device will automatically setup a Microsoft Passport on that device the first time the user logs on.

2. The user must provide a second authentication method such as a PIN number, facial recognition or finger print.

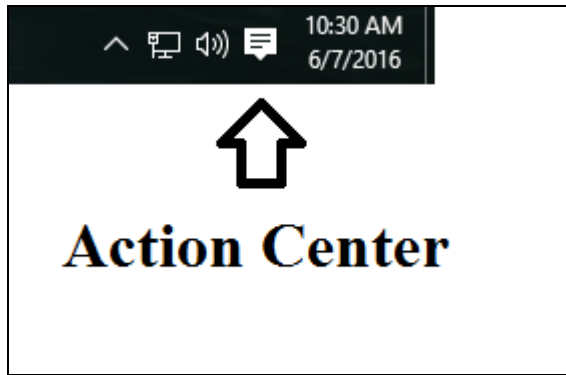


Win 10 Microsoft Account

Windows Hello requires that you configure a PIN before you can add a biometric option.

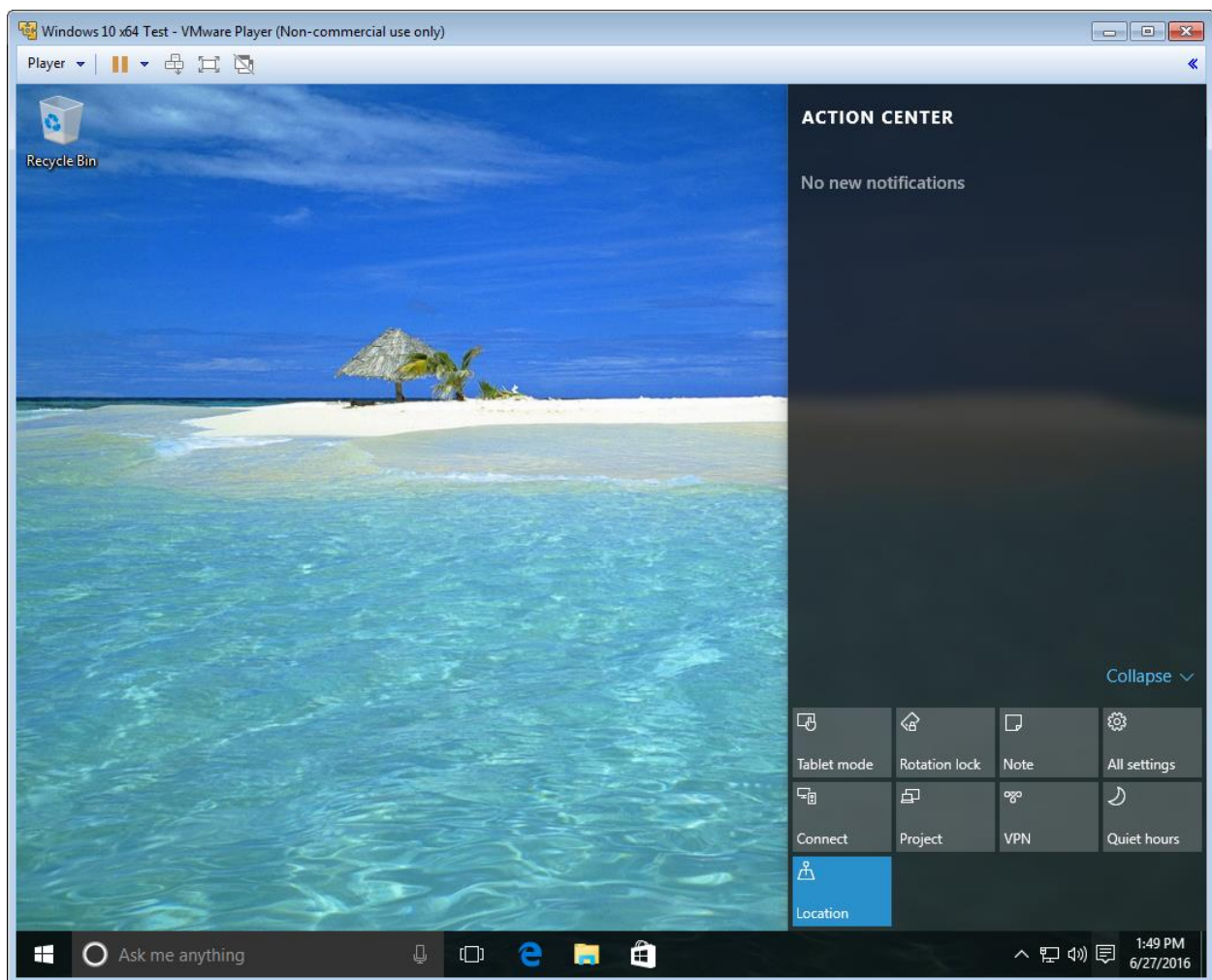
Windows 10 Action Center

Windows 10 Action Center is another new Windows 10 feature which allows accessible through the Action Center icon located in the right side of the Task bar. The Action Center access icon looks like the following.



Action Center Icon

Selecting the Action Center icon produces a window similar to the one below.



Action Center Opened

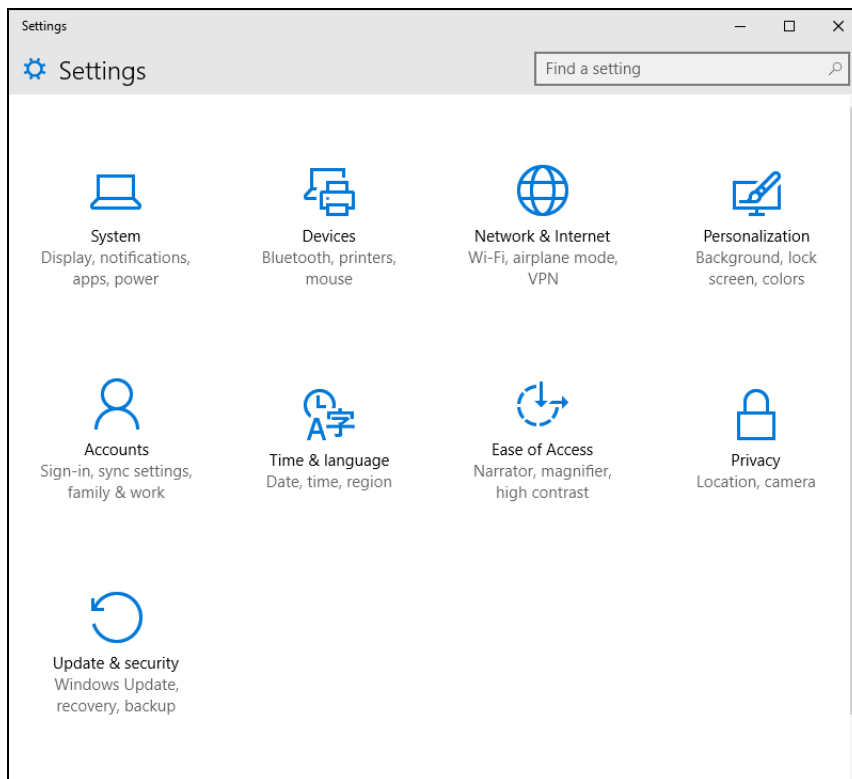
Action Center provides rapid access to **Tablet mode**, **Rotation lock**, **Note**, **All settings**, **Connect**, **Project**, **VPN** and **Quiet hours**.

Tablet mode allows you to choose between tablet or PC configuration of the Windows operating system.

Connect allows you to manually configure a wireless or Bluetooth connection to devices such as printers, scanners, speakers, and external storage.

Quiet Hours is a feature that allows you to configure the computer so that it will not receive notifications between the hours of 12:00 and 6:00 AM. The hours limitations is not adjustable in the original Windows 10 but I suspect it may be adjustable in the future.

All settings provide quick access to the most common configuration settings.



Windows 10 Settings

Location provides a quick way to enable or disable the Windows 10 location feature. The location feature is used to support other applications that utilize the user's physical location in the world to enhance the application. Some such applications are Facebook, Windows Maps, Windows Camera, MSN Weather, and Search. For example when the Location option is enabled

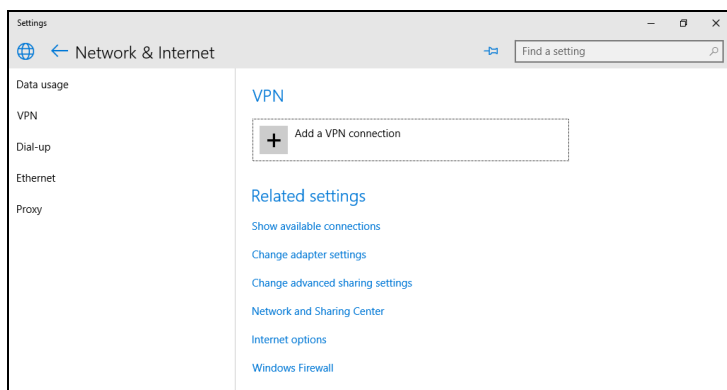
an application such as MSN Weather will provide weather information based on the geographic location of the computer.

Both Location and Quiet hours simply turn on and off by a touch or selection with a mouse. A blue appearance means the feature is enabled and a dark gray means the feature is disabled.

Rotation Lock is self-explanatory. When enabled, the rotation lock prevents a tablet from rotating the screen when tablet physical movement is detected.

Project allows the user to project the desktop display to another device such as another computer or a projector.

VPN represents the acronym Virtual Private Network which provides a secure private connection through the unsecure Internet system. The VPN option provides access to the configuration options to create a VPN connection or connect to an existing VPN as well as provide access to related VPN configuration option such as change adapter settings; change advanced sharing settings, Network and Sharing Center, Internet options, and firewall settings.



Windows 10 VPN

The Notification area also provides information about the most recent changes affecting the computer system.

There will be new features added to the Action Center after this writing.

Note: What has been removed?

Windows 10 removed some of the previous Windows versions features such as Charms, Microsoft Media Center, and Games.

To learn more about previous versions features check the following links to earlier articles.

Introduction to Windows 7

http://www.rmroberts.com/FTP_files/CSR2012/IntroductiontoWindows7forWebsite.pdf

Windows 7 features practice test.

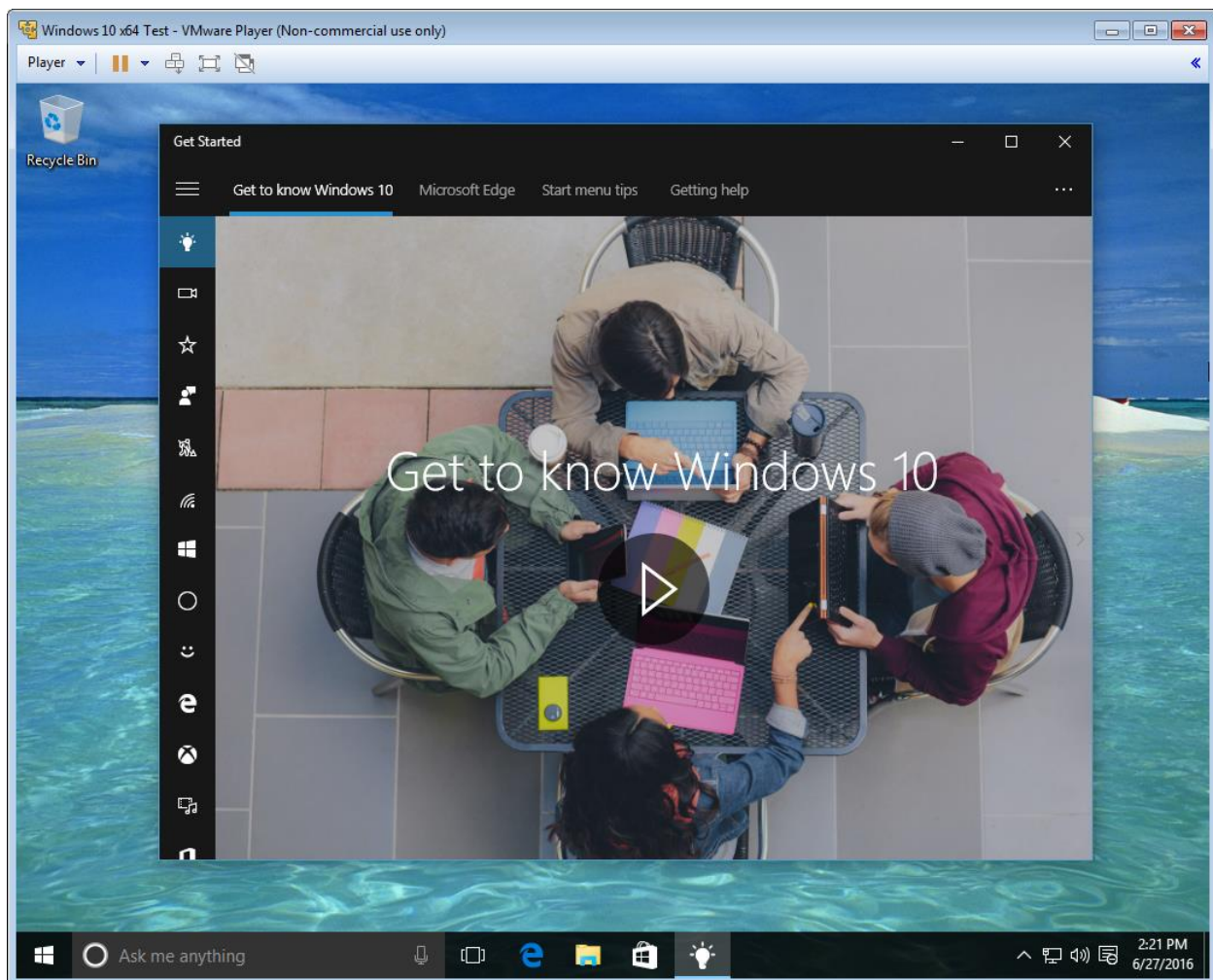
http://www.rmroberts.com/FTP_files/CSR2012/IntroductiontoWindows7PracticeExamination.pdf

Introduction to Windows 8

http://www.rmroberts.com/FTP_files/CSR2012/Windows8IntroductionArticle.pdf

Suggested lab activity.

If you have never used Windows 10 nor have very little experience with the operating system you should perform the following activity. Select the **Get Started** option from the Windows 10 Start Menu. Review all the material presented.



Windows 10 Getting Started

The Getting Started feature will introduce many topics using video as well as written text. There are many critical and basic features such as adding an application to the Start Menu, Choosing how updates are added, how to create a wireless connection and much more.

Microsoft Website has a lot of information covering Windows 10. Look at the Windows links below with a list of relevant information topics.

Windows 10 help website

<http://windows.microsoft.com/en-us/windows/support#1TC=windows-7>

Install, upgrade, & activate
Security, privacy, & accounts
Web & networking
Email & communication
Repair and Recovery
And much more.

<http://windows.microsoft.com/en-us/windows-10/getstarted-microsoft-account>

Setting up your accounts
Cortana
Windows Hello
Microsoft Edge
Saving and Syncing content
OneDrive
Continuum and touch

<http://windows.microsoft.com/en-us/windows-10/windows-10-recovery-options>

Recovery Options
Reset your PC
Go back to previous version of Windows
Create a Recovery Drive
Create a system restore point
Backup and restore your files
Use installation media to troubleshoot or reinstall Windows

Review Questions

1. What is the name of the new browser introduced in Windows 10?
2. What does the acronym VPN represent?
3. What is the purpose of VPN?
3. What is the name of Windows 10 personal assistant introduced in Windows 10?
4. What is Microsoft Windows Hello?

5. What is Microsoft Passport?
6. What is two factor authentication?
7. What is the Windows 10 Quiet Hours feature?
8. How is Location and Quiet hours enabled and disabled in the Action Center?
9. What is the purpose of the Windows 10 Action Center Connect option?
10. What happens when you right-click on the Windows icon at the Start Menu?

Review Questions

1. What is the name of the new browser introduced in Windows 10? **Microsoft Edge.**
2. What does the acronym VPN represent? **Virtual Private Network.**
3. What is the purpose of VPN? **Provides a secure private connection through the unsecure Internet system.**
3. What is the name of Windows 10 personal assistant introduced in Windows 10? **Cortana**
4. What is Microsoft Windows Hello? **Microsoft Windows Hello is a new biometric sign-in system.**
5. What is Microsoft Passport? **Microsoft Passport is designed to replace the traditional password with strong two-factor authentication (2FA).**
6. What is two factor authentication? **Two factor authentication requires two separate items for authentication of a user. For example 2FA may require a user to enter a password as well as use a user biometric such as a fingerprint or facial recognition system.**

7. What is the Windows 10 Quiet Hours feature? Quiet Hours is a feature that allows you to configure the computer so that it will not receive notifications between the hours of 12:00 and 6:00 AM.

8. How is Location and Quiet hours enabled and disabled in the Action Center? Both Location and Quiet hours simply turn on and off by a touch or selection with a mouse. A blue appearance means the feature is enabled and a dark gray means the feature is disabled.

9. What is the purpose of the Windows 10 Action Center Connect option? Connect allows you to manually configure a wireless or Bluetooth connection to devices such as printers, scanners, speakers, and external storage.

10. What happens when you right-click on the Windows icon at the Start Menu? The most commonly accessed technician programs and applications are listed.