Windows 10 Features & Annoyances
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TXPioneer@PioneerInfoServices.com
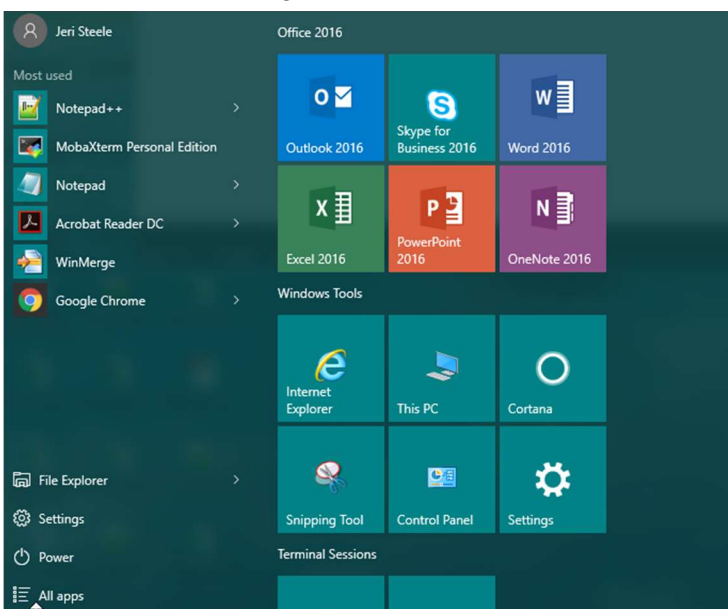
Features

1. Slide 5 -Windows 10 added back the Start menu (windows 8 had removed it)

   o Click Windows Logo bottom Right or Windows key
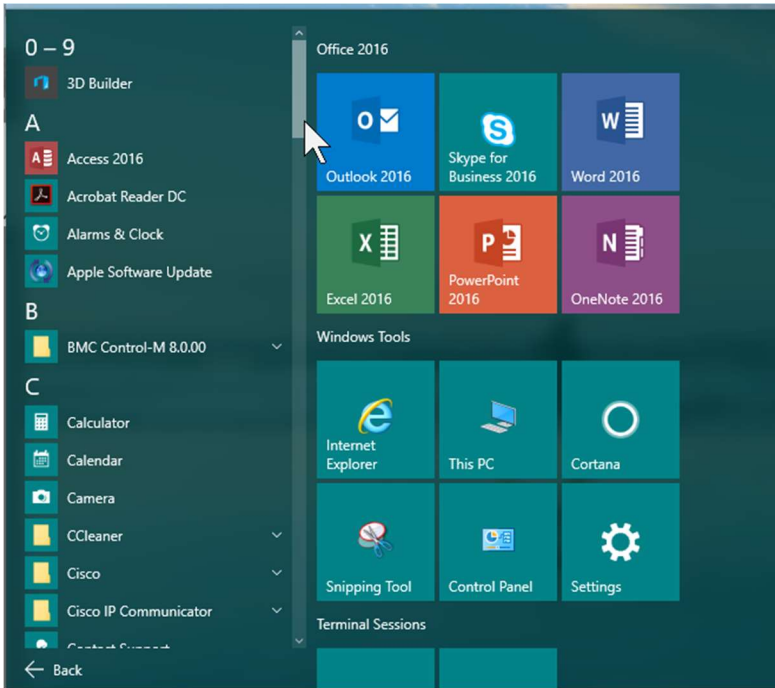   o When Logo clicked you see the tiles like Windows 8 and panel on the left.

2. Slide 6 – Touring the Start Menu on the Left Side – Note the new section: Most Used; At the bottom also contains

   • File Explorer
   • Settings
   • Power/Shutdown/Log off
   • All APPS

3. Slide 7 – Start Menu – Click 'All Apps' Bottom Left
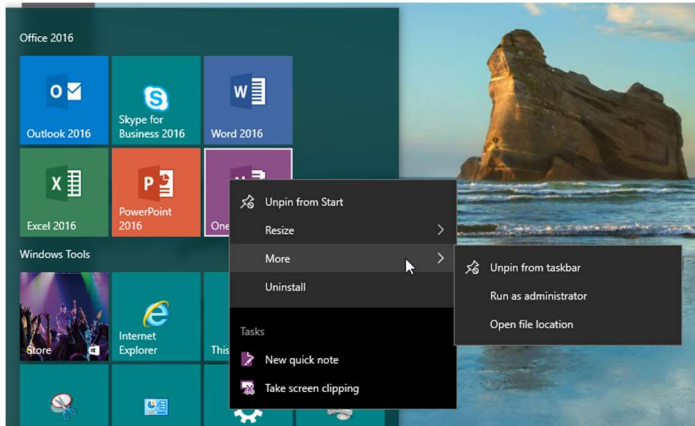   o There is now a scrollable bar with all applications installed (Long List)

4. Slide 8 - Start Menu – Apps that are 'pinned to start' show up as tiles (no longer on desktop like win 8.1)
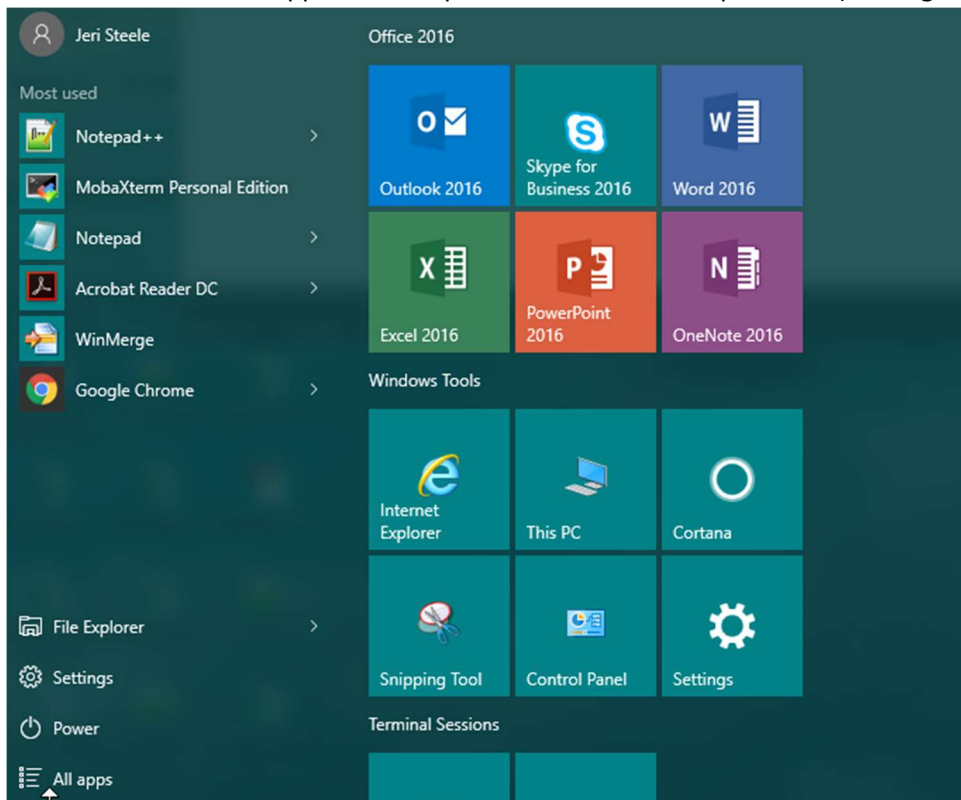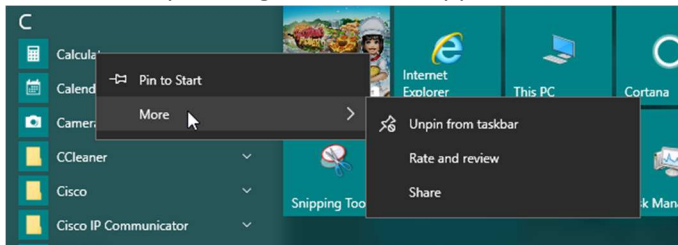
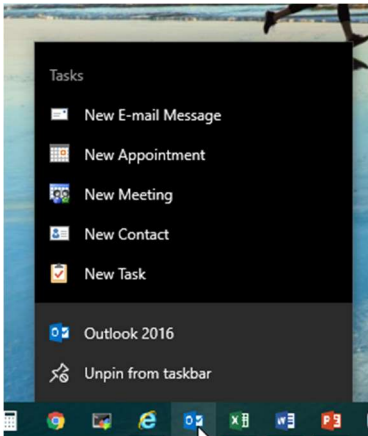5. Slide 9, 10 or 11 - Apps can be removed, added or pinned from a right click
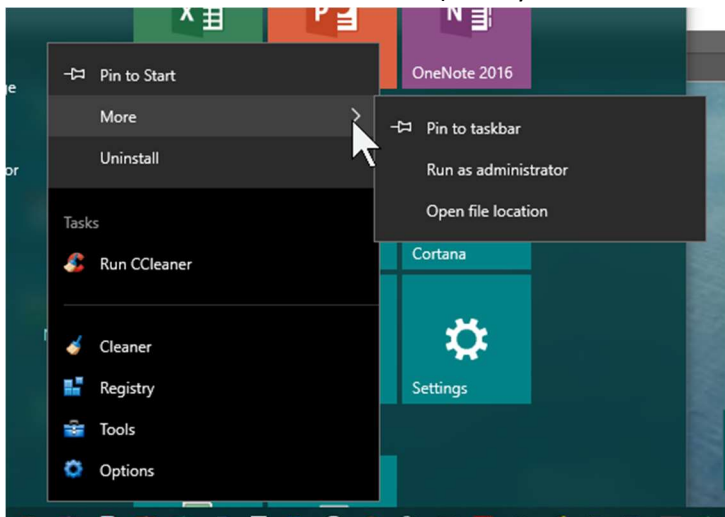   o Example of right click From Tile


   o Example of right click from App list

   o From application on the Task Bar (Contextual to program – Show is Outlook)

- Select 'Pin to Start' from right click make it a Tile
- 'Pin to Taskbar' adds at the task bar (usually the bottom of the screen but you can move to the side

- To move the Taskbar: Right click on Taskbar and choose Properties and in middle of panel change the Taskbar location.

-
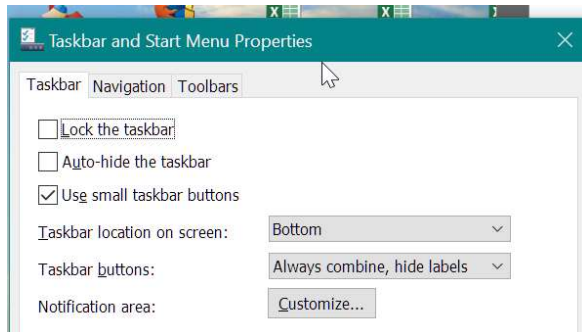
6. Slide 12 & 13 - Store still present
    o Apps designed especially for Windows 10
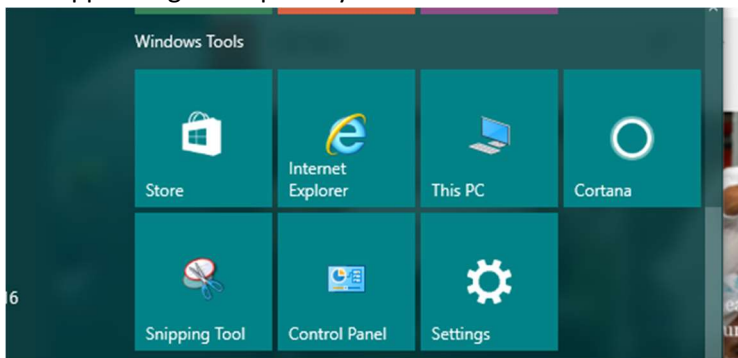
7. Slide 14 – New Browser – Edge

8. Action Center Bottom Right **– Expanded or Collapsed**
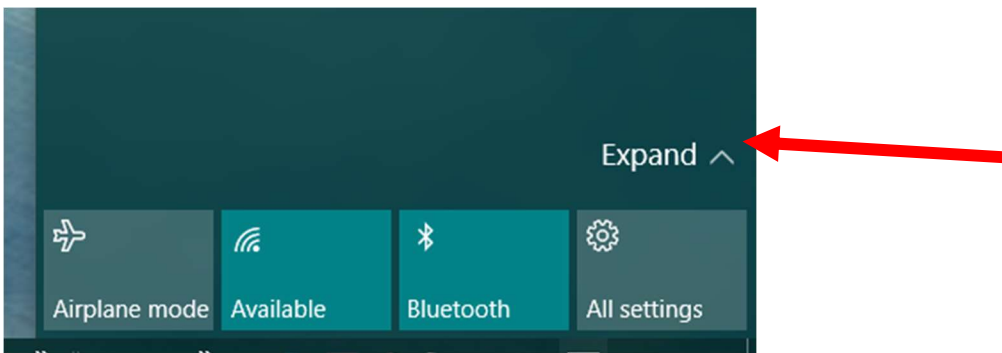
9. Slide 16 – Touch screen or tablet features – Airplane Mode, Blue Tooth, Tablet Mode, etc.

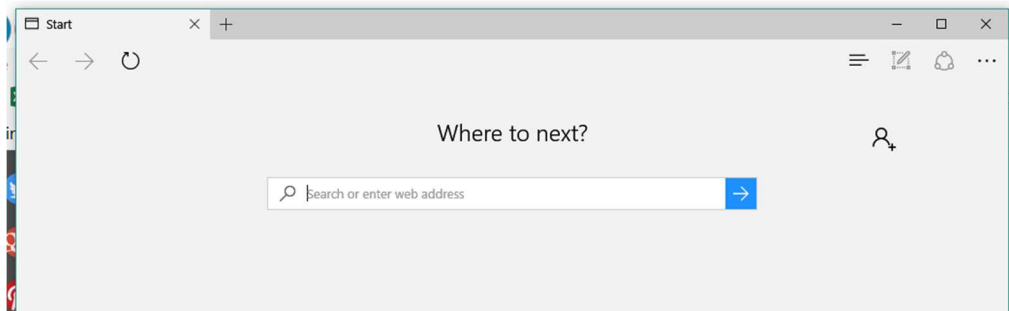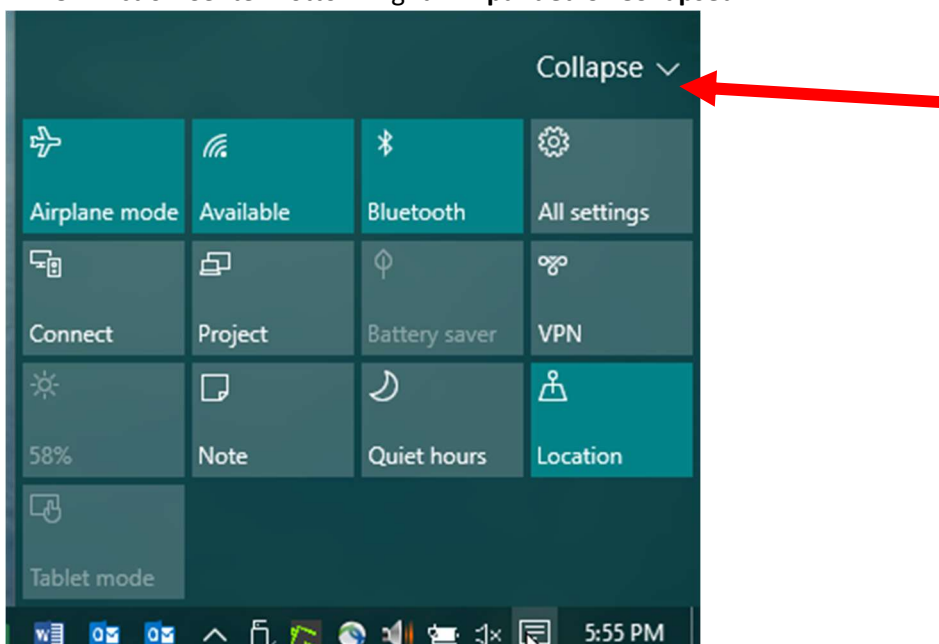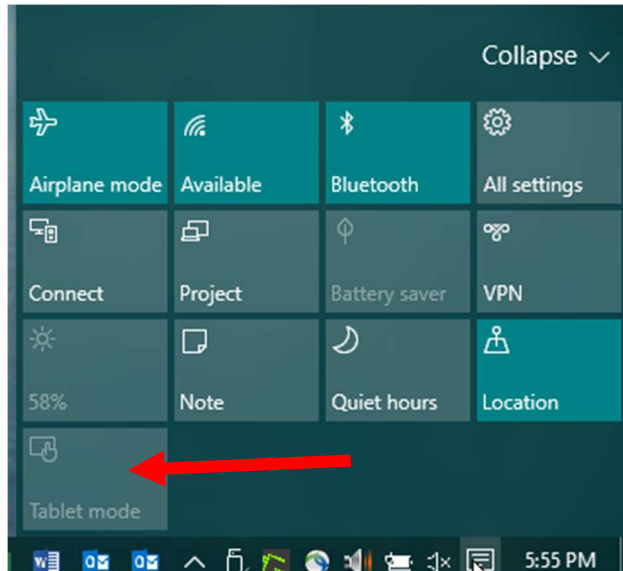10. Slide 17 – Start Menu – File Explorer has Quick Access on left that brings up Frequent Folder & Recent Files
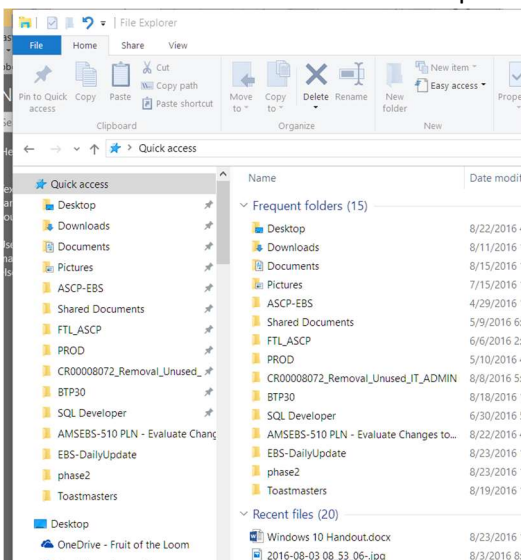
Click on 'Quick Access' on left to see the 'Frequent Folders' & 'Recent Files' on the right. Bottom left starts traditional File Explorer tree.

11. Slide 18 – File Explorer – Right Click on folder gives access to 'Pin current folder to Quick access' and Folder options. Folder options has 3 tabs: General, View, and Search, each with many options. **General** tab sets folder options, **View** tab changes the look, & **Search** tab allows you to pick which Directories to include on a search.
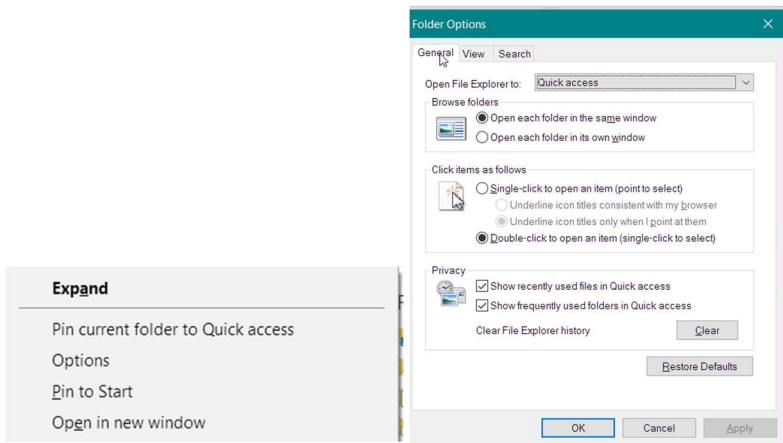
12. Slide 19 – Right Click on a file gives a contextual menu which can change depending on what you have installed.
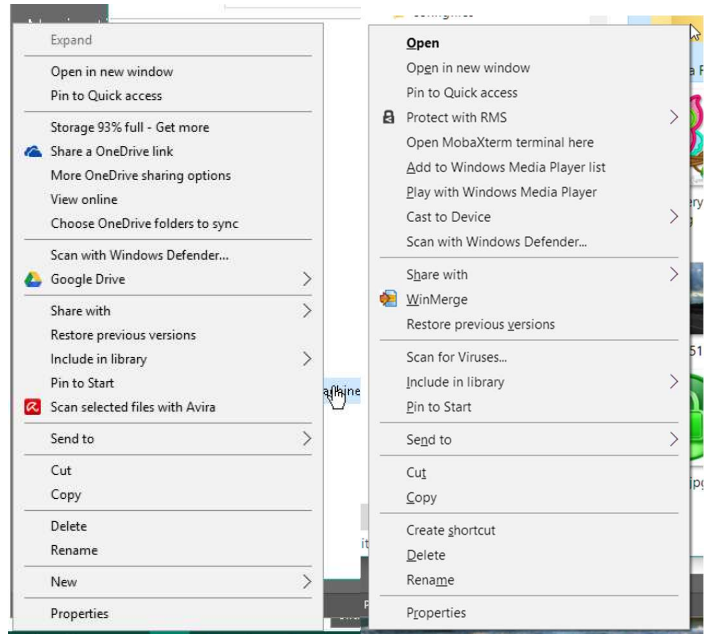
Examples shown are from two different computers.

13. Slide 20-22 To Uninstall a program: Settings > System > APPS & Features, click on the application, and select Uninstall. Note: If it says 'Unavailable' there is something wrong! Check it out. (Bad Drivers, incompatible apps)

14. Slide 23 – 25 To change notifications: Settings>System > Notification & Actions. Each Application has choices.
Right click on the application in Notifications & Actions to see the choices

Different applications have different settings

SKYPE FOR BUSINESS 2016

Notifications
On

Show notification banners
On

Keep notifications private on the lock screen
Off

Show in action center
On

Play a sound when a notification arrives
Off

MAIL

Notifications
On

Show notification banners
Off

Keep notifications private on the lock screen
Off

Show in action center
On

Play a sound when a notification arrives
Off

GREENSHOT

Notifications
Off

Show notification banners

Example Notification Window (Bottom Right)

Rajesh Nayak
Raw Material Compression Report
08/15/2016
Hi All, Please find attached compression report. Let me know if you have any ques

Links   Desktop   11:38 AM
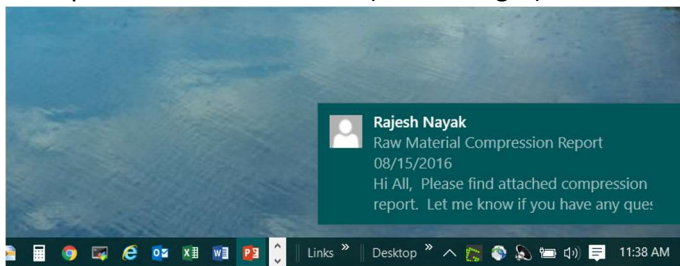
15. Slide 26 – How to change a default application: Settings> System >Default Apps (example changing to IE or Firefox instead of Edge) Pick the class of program such as mail, click on the current application and menu comes up.

SYSTEM

Find a setting

Display

Notifications & actions

Apps & features

Multitasking

Tablet mode

Battery saver

Power & sleep

Storage

Offline maps

Default apps

About

Choose default apps

Email
Outlook 2016

Maps
Maps

Choose an app

Microsoft Edge
Recommended for Windows 10

Firefox

Google Chrome

Internet Explorer

Look for an app in the Store

Internet Explorer
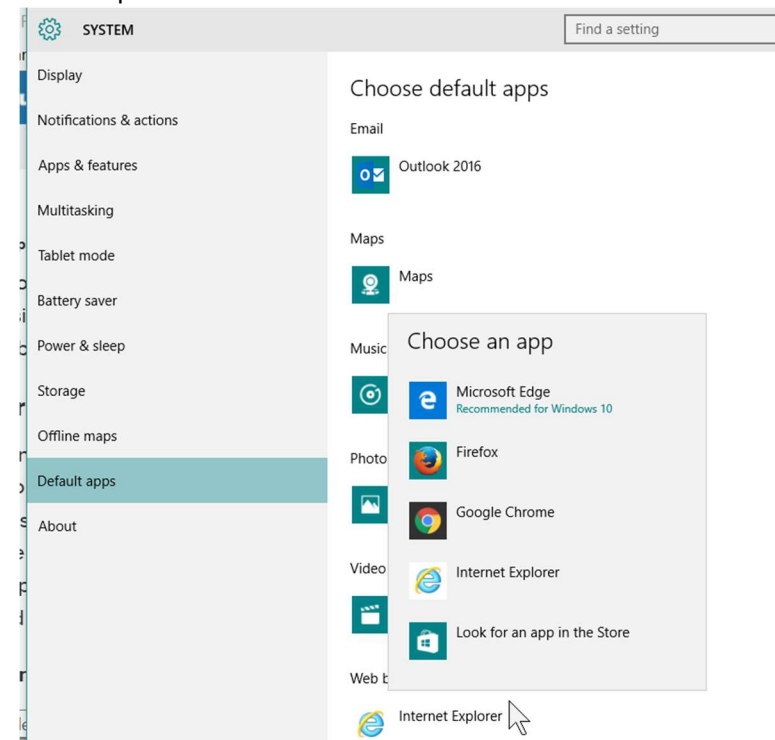
16. Slide 27 - Changing File Associations for all programs
Control Panel>Programs>Default Programs >Set Associations

Control Panel\Programs\Default Programs\Set Associations

← → ∨ ↑ 🗐 › Control Panel › Programs › Default Programs › Set Associations   ∨ 🖰 Search Control P... 🔎

Associate a file type or protocol with a specific program

Click on an extension to view the program that currently opens it by default. To change the default program, click Change program.

Notepad++ : a free (GNU) source code editor
Don HO don.h@free.fr   Change program...

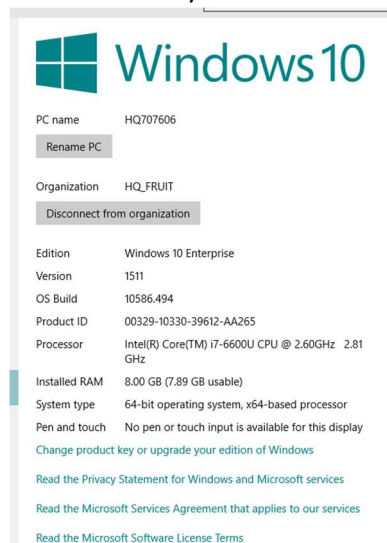| Name	Description	Current Default
.itpc	Podcast Subscription File	iTunes
.ivf	IVF File	Unknown application
.jar	Executable Jar File	Java(TM) Platform SE binary
.jav	JAV File	Unknown application
.java	JAVA File	Unknown application
.jbf	JBF File	Unknown application
.jfif	JFIF File	Photos
.jfr	Java Flight Recorder File	jmc.exe
.jnlp	JNLP File	Java(TM) Web Start Launcher
.jnt	Journal Document	Windows Journal
.job	Task Scheduler Task Object	Unknown application
.jod	Microsoft.Jet.OLEDB.4.0	Unknown application
.jpe	JPE File	Photos
.jpeg	JPEG File	Photos
.jpg	JPG File	Photos
.js	JavaScript File	Microsoft ® Windows Based Script Host
.jse	JScript Encoded Script File	Microsoft ® Windows Based Script Host

17. Slide 28 –System Information: Settings > System > About gives details on your computer.
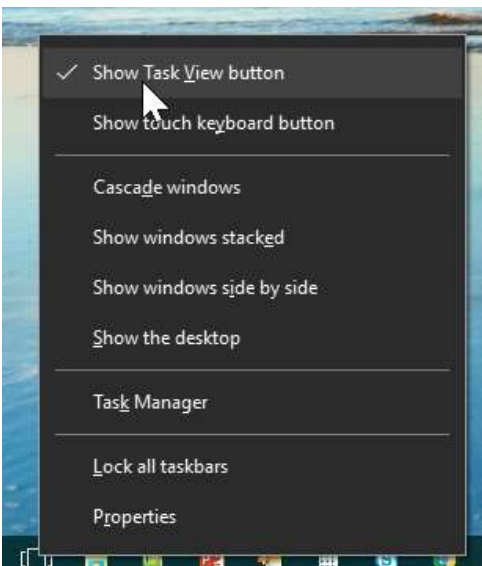

18. Slide 29 – Bottom Left, Task View shows all the windows. (icon looks like a tray)
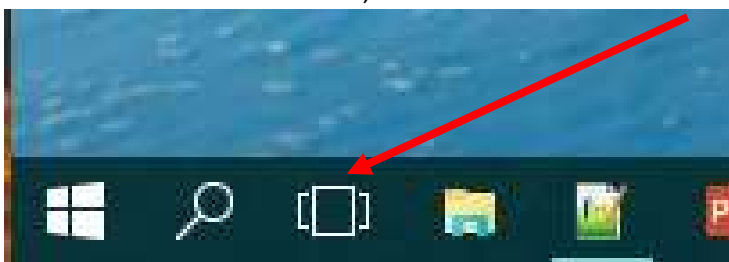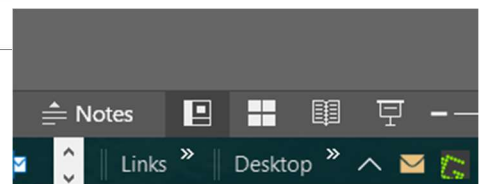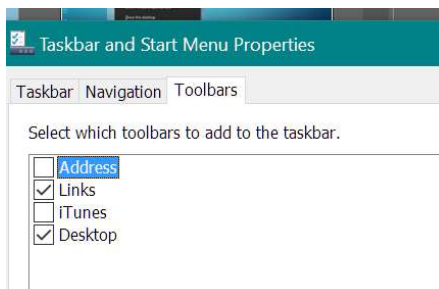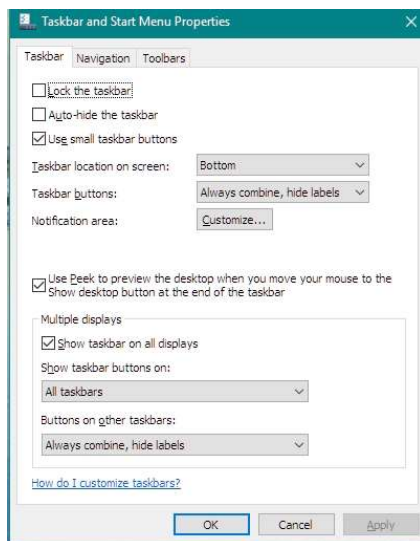
 Looks like this on screen:
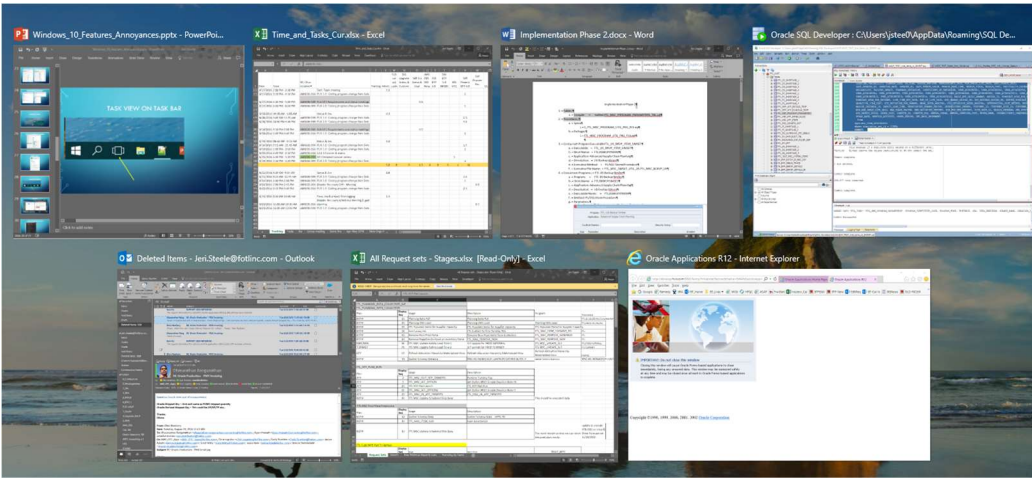
19. Slide 30 –If you don't see task bar (tray icon) then Right Click on Task Bar to get other task bar customizations and click '**Show Task View button'** (should show a check mark).


20. Slide 31-33 – Right Click on Task Bar and click on **Properties** shows three tabs: **Taskbar, Navigation, and Toolbars**. The third tab **'Toolbars'** is where you add other toolbars.


Annoyances

- Snapping - Windows that automatically become full size
- Hard to scroll through all the apps
- Turning off default Browser being Edge
- Portable Document Format (.PDF files) default application is edge

21. Slide 35 – Settings > System > Multitasking turns off the annoying Windows Snapping (Drag to side or corner of screen)
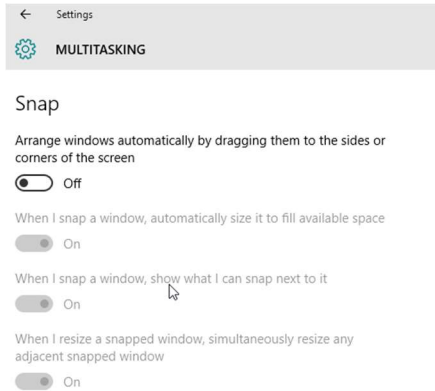

22. Slide 36 – Missing Computer & Trash Bin icons on the desktop
Settings>Personalization>Themes>Change Desktop Icons>Click on Trash bin & Computer icon
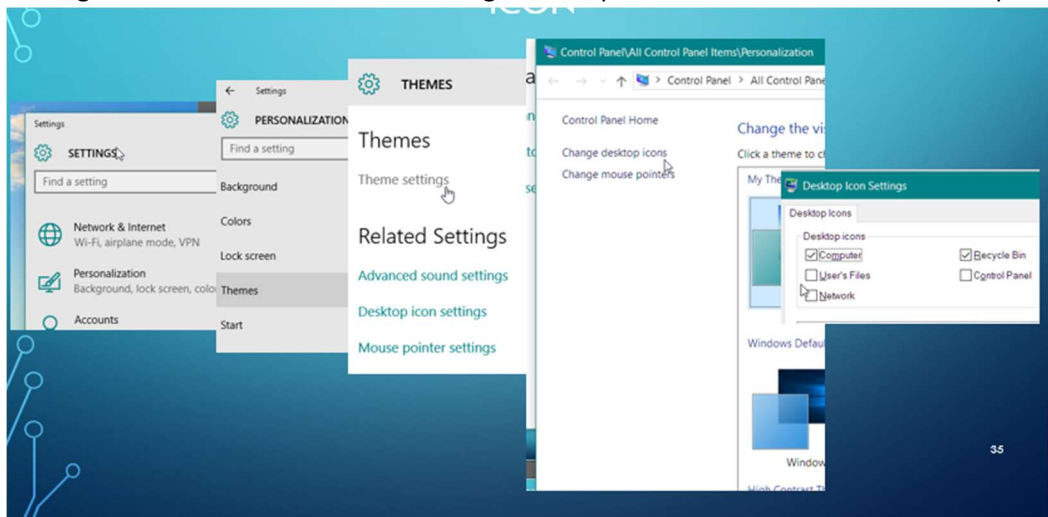
23. Slide 37 – Hard to Scroll through all the apps: Click on a letter and brings up Letter box.
Or start typing a letter or a word. Also without bringing up the App menu you can type into box after clicking on the magnifying glass.
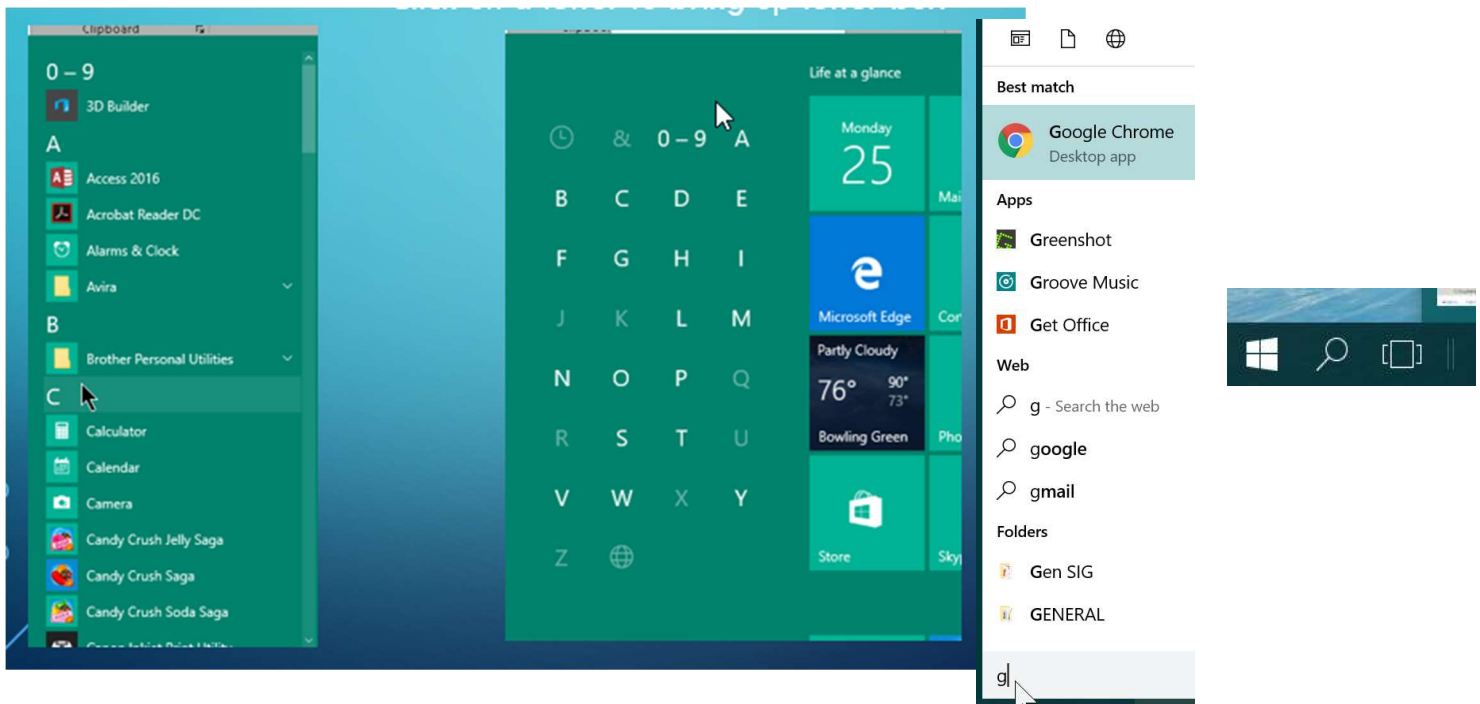
24. Slide 38 Change default Browser to Edge

Here's how to change your default browser in Windows 10.

1. Navigate to Settings. You can get there from the Start menu.
2. 2.Select System.
3. Click Default apps in the left pane.
4. Click Microsoft Edge under the "Web browser" heading. ...
5. Select the new browser (ex: Chrome) in the menu that pops up.

How to Make Chrome Your Default Browser in Windows 10
www.laptopmag.com/articles/make-chrome-f**refox-default-browser-windows-10**

25. Slide 39 – Default Application is Edge browser
    o 1. Click on Start Menu > Settings > System > Default Apps
    o 2. Scroll down and select '**Choose default Apps by file type**'
    o 3. Scroll down and look for *.pdf* on the left side, click on '**Microsoft Edge**' to select, once 'Choose an app' popup opens, select the application you want to set as default to open PDF file type, done.
26. Slide 40 – Stop Cortana from using Bing
    o What if you don't want Cortana indexing your personal information all the time
    o Click Cortana's icon on your taskbar, select the notebook icon in her left-hand options
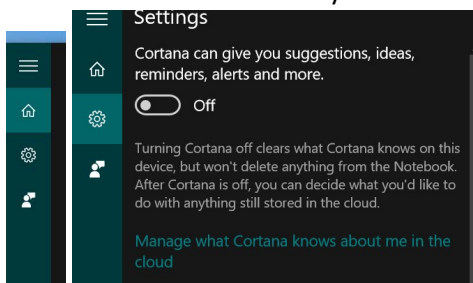
    o Click *Settings*. Top of next screen, simply set the slider "Cortana can give you suggestions, ideas, reminders, alerts and more" to *Off.* Cortana is gone.

27. Slide 41 & 42– Using local account vs Microsoft

    Settings > Accounts >Email and Accounts to change to use a local account. Warning switching to **local** will disrupt the synching of setting between 2 computers.

    - Add a second account in case there is a problem with the other one.
    - Close everything you have open because you will need to restart your system
    - Click Next and then click 'Sign out and finish'. When your system restarts, select the account you just created and enter the password you set for it. Inside, things will be exactly as they were before for your user profile.
    - Be warned that this change will impact certain features like OneDrive and syncing of apps and settings.
    - Your files and folders and system setup will not be impacted. However, accidentally logged into the wrong account and thought I had to reinstall all my applications again.

28. Slide 43 – Showing favorites in Edge
    - Click on Hub (looks like notebook papers – lines)
    - Click on Favorites settings to turn on favorites bar and import favorites.

29. Slide 44 – Learn more at: **http://www.bgamug.org/win10 (GCF Learn Free has tutorial on Windows 10)**