

Windows 10



Many people find the upgrade to Windows 10 to be a difficult transition from Windows 7 or 8. Windows introduced an entirely different looking interface which can be confusing at first. Below we will go over some of the basic need-to-know features of Windows 10.

The Home button

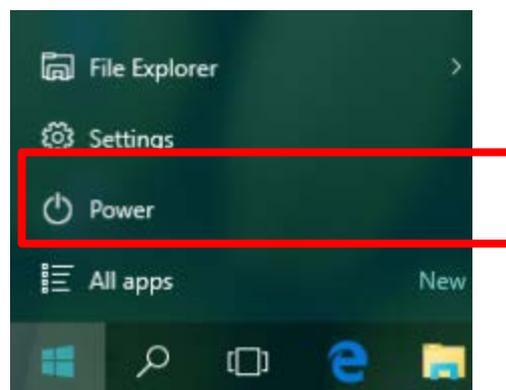
The home button is responsible for taking you almost everywhere you need to go. It is located in the bottom left corner of your screen. It looks like this:



When you click on this button it opens a menu with various different applications (apps) and programmes. Some of these programmes include: Microsoft Edge (the Internet browser), calendar, mail, the control panel, and the app store. We will go over some of these in more detail later.

Powering off

You are also able to access the power controls from the home button. Once you have clicked the home button and the menu has opened you will see a menu like the one below.



From this menu, select the option that reads "Power". Selecting this button will give you the options to either *shut down* or *restart*. "Shut down" turns your computer off completely. Pressing "Restart" will make your computer turn off and then back on automatically.

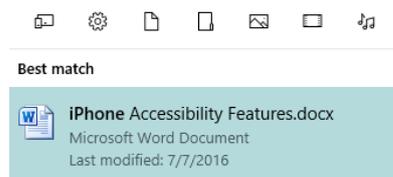
The Search Bar

The search bar is a really helpful feature of Windows 10. It allows you to search for apps, programmes, files, events and settings that you might not be able to find or remember how to get to.

The search bar is located in the menu on the bottom of your screen. It looks like this:



When you select this icon, it opens a menu and a search bar. The search bar is where you will type what you are looking for. For example, you could type the name of a document you can't find. As long as you recall the name of the document correctly it will find the document for you and all you need to do is click on it.



The document.
Click on it to
open.

Internet Connection

When you first use your computer in a new place, if you are not directly plugged in to a modem via your phone line, it will ask you to choose a WiFi network that you can connect to. Just click on the network that applies to you (the name of the network can be found on the back of the modem) and enter the password (which can also be found on the back of the modem).

If you are travelling and want to connect your device to a public WiFi network, there is a symbol in the bottom right hand corner that looks like this:



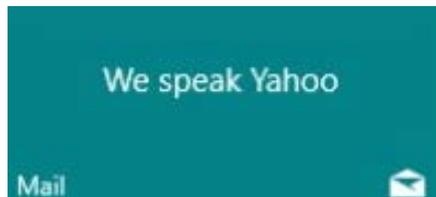
Click on this symbol and a range of different networks will show up. Again, just click on the network that applies to you. Keep in mind you may need to ask for the WiFi password.

Point to remember:

If you are ever on an open WiFi network never do anything that requires giving personal information as these networks are easily hacked (i.e. your information may be compromised)

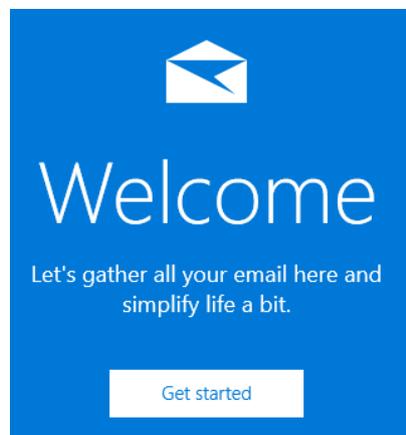
Mail

The Mail app makes accessing your email very easy. When you first get your device it will be necessary to set up your email account in the app. The Mail app can look like either of these:



The Mail app can either be accessed from the home button or by using the search function.

In order to set up your email on the app you must first open the app and select the button that reads “Get started”



You will be asked to add your account. It is safe to go ahead and do this. Once you press “add account” you will be asked to choose what kind of email address you have (Google is the same as Gmail). . Continue to follow the prompts until completion. Once the setup is complete you will be able to easily access your email by simply opening the Mail app.

Apps-The Store

One of the new features of Windows 10 is that it allows you to download apps. Just like you are able to download apps on your smartphone or tablet, you are now able to download them onto your laptop, Mac or PC.

All apps can be downloaded from the Store. The Store is one of the many programmes that can be accessed from the Home button. The icon for the Store can vary in appearance but most likely will look like the icon below.



Once you select this icon it will open the Store for you. It is here that you can download apps like Facebook, Netflix, Irish Times, etc. Essentially, to **download** an app means to make it easier to access. For example, if you were to download the Facebook app it would create a Facebook icon in your home screen. This would mean you would no longer need to open your Internet browser and type in the Facebook web address. Instead, you would open your home screen and click the Facebook app.

There are millions of apps available for download. If you have one in particular you are looking for you can search for it in the search bar in the top right corner of the screen. While many apps are free of charge, some do incur a cost.

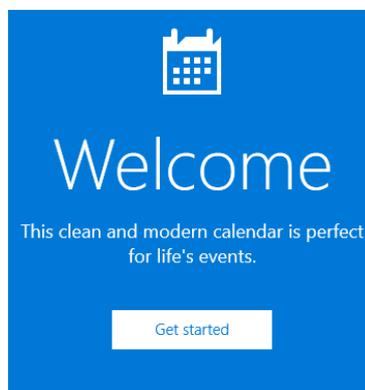


Calendar

The Calendar app allows you to keep track of important events and set reminders. The Calendar can be accessed from the home button and looks like this:



Once again, you will be asked to set up an account. When you open the app you will need to select the “Get started” button.

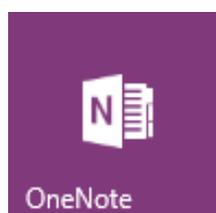


It will ask you what type of email account you have. This is so that any calendars you may have in your email will become synched (synchronised) with this calendar. It will continue to ask you a series of questions. Once complete, your calendars will sync and you will be able to easily access them from the Calendar app.

One Note

One Note is a Microsoft application that comes as standard on every Windows 10 device. One Note is a programme where you can make lists, notes, and type letters. Everything in the programme is saved automatically and is Internet-based. This means you can access documents in your One Note account from devices other than your own.

One Note can be accessed from the home button and looks like this:

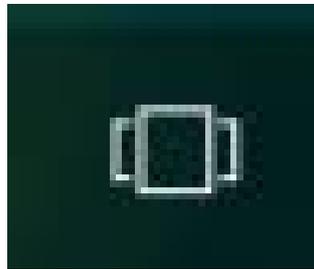


One Note will ask you to log in with your Microsoft username and password, so make sure you have this information available.

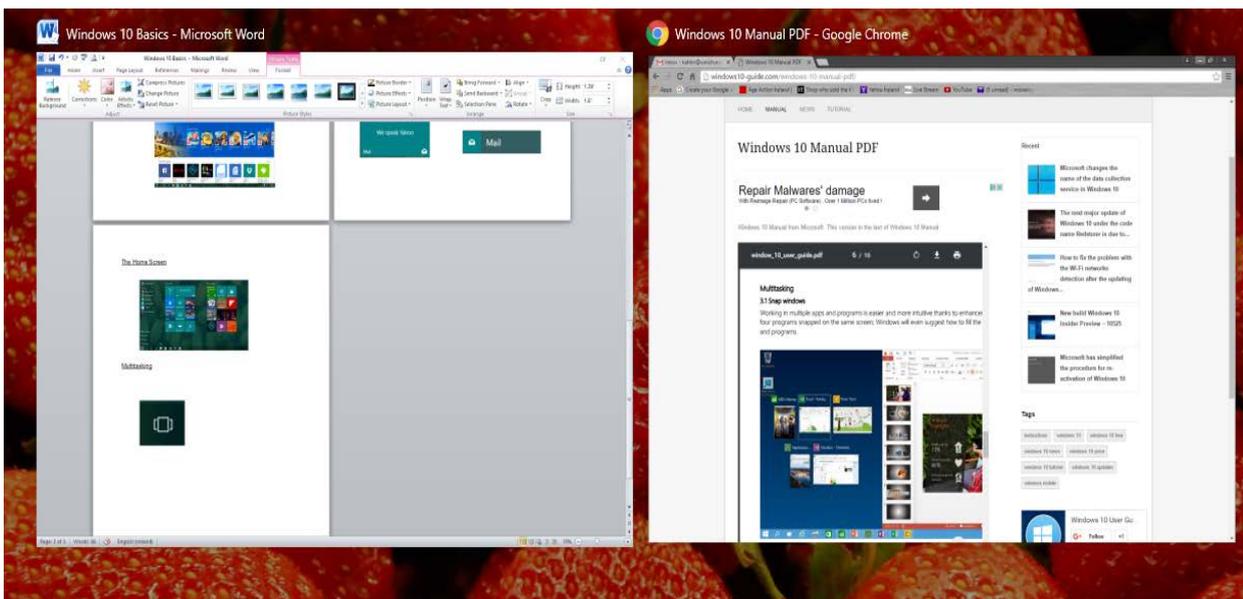
Multi-tasking

Multi-tasking makes it possible to have multiple **apps** running and multiple **screens** open at one time. It can be helpful when you need to switch between two screens. For example, if you were typing a research document, it would be possible to have Microsoft Word and the Internet open at the same time and to easily switch between them.

The multitasking screen can be accessed from the bottom of your screen. It looks like this:



Once you select it, it will take you to a screen that displays all the various windows and apps you have open. In the example below you can see that Microsoft Word and Google Chrome are both running.



Microsoft Edge vs. Google Chrome

Microsoft Edge is the name of the Internet browser that comes with Windows 10. This has replaced Internet Explorer. The Microsoft Edge icon can be found at the bottom of your screen and in the Home menu. It looks like this:

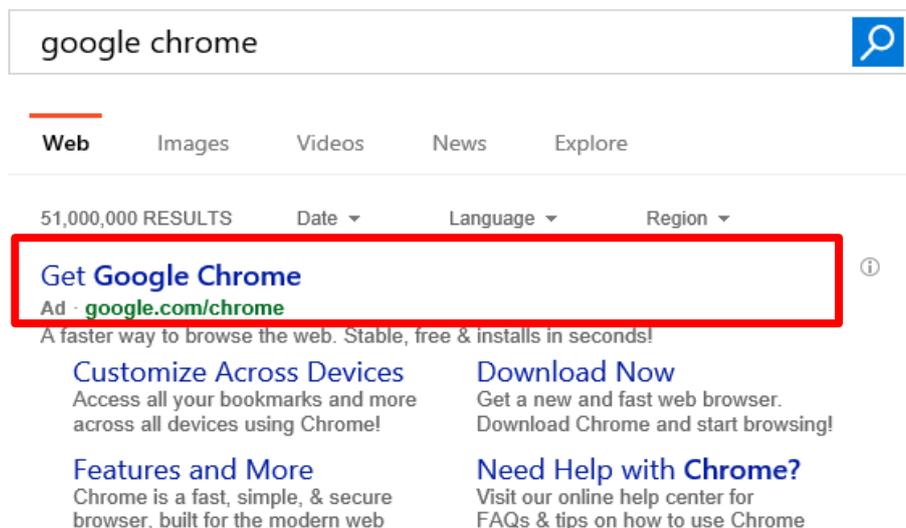


When you click on this icon it will open the Internet. It might look a little different than what you are used to. However, it works in a very similar way to Google. Some people prefer not to use Microsoft Edge and to download Google Chrome instead. The Google Chrome icon looks like this:



To download Google Chrome

To download Google Chrome you will need to open Microsoft Edge and search for “Google Chrome” in the search bar at the top of the screen. This will bring up multiple results.

A screenshot of a search engine results page for the query 'google chrome'. The search bar at the top contains the text 'google chrome' and a magnifying glass icon. Below the search bar, there are tabs for 'Web', 'Images', 'Videos', 'News', and 'Explore'. The 'Web' tab is selected. Below the tabs, it shows '51,000,000 RESULTS' and filters for 'Date', 'Language', and 'Region'. A red box highlights the first result, which is an advertisement for Google Chrome. The ad text includes 'Get Google Chrome', 'Ad - google.com/chrome', and 'A faster way to browse the web. Stable, free & installs in seconds!'. Below the ad, there are four links: 'Customize Across Devices', 'Download Now', 'Features and More', and 'Need Help with Chrome?'.

google chrome

Web Images Videos News Explore

51,000,000 RESULTS Date Language Region

Get Google Chrome ⓘ
Ad - google.com/chrome
A faster way to browse the web. Stable, free & installs in seconds!

[Customize Across Devices](#)
Access all your bookmarks and more across all devices using Chrome!

[Download Now](#)
Get a new and fast web browser. Download Chrome and start browsing!

[Features and More](#)
Chrome is a fast, simple, & secure browser, built for the modern web

[Need Help with Chrome?](#)
Visit our online help center for FAQs & tips on how to use Chrome

You should select the first one that reads “Get Google Chrome”. A new webpage will then open. On the webpage there will be an option that reads “Download Chrome”. Downloading Chrome is free. Once you select the blue Download button there will be a series of prompts. Follow the prompts until completion.

Get a fast, free web browser

One browser for your computer, phone and tablet

[Download Chrome](#)

For Windows 10/8.1/8/7 32-bit

[Download Chrome for another platform](#)

Once the download is complete, a Google Chrome icon should appear on the bottom of your screen and on your home screen.

Important Notes

Many times Microsoft products such as Word, PowerPoint, Excel, and Publisher don't automatically come as standard on a device. If you would like to have these programmes you will have to buy them.

If you are still having trouble with Windows 10 there are plenty of resources available online. Here are a few:

<https://www.youtube.com/watch?v=kGw9k-lmkG4>

<http://www.gcflearnfree.org/windows10/>

<https://support.microsoft.com/en-us/products/windows?os=windows-10>