Design Document: Windows 10 Basics

Class Description

Learn how to navigate, use the task manager, manage your files, and more with Microsoft's latest operating system, Windows 10.

**Curriculum Track**

Basics

**Audience**

Adults who have some experience with computers, but are new to Windows 10

**Course Length**

90 minutes

**Training Method**

Demonstration, Guided Exploration, Independent Exploration

**Purpose**

The purpose of this session is to help participants feel comfortable and confident with Windows 10

Equipment Requirements

Projection screen, laptop with internet connection, laser pointer,

Software Requirements

Windows 10 Operating System

Material Requirements

Pens or pencils, Activity Sheet, Handout, participant surveys

**Learning Objectives**

At the end of the session, learners will be able to:

* Understand Windows 10 terminology and use the new interface
* Locate, open and navigate between programs
* Customize the start menu
* Customize the task bar
* Use Windows Edge to browse the web

**Assessment Technique(s)**

Successful completion of activities

Content Outline

* **At the beginning of the class**
* Remind students that this class has activities where they can try every concept you learn about in the lecture portions. Encourage them not to follow along because they will not be able to keep up. Instead encourage them to ask questions and take notes until we get to the activity.
* Outline the following topics that will be covered in class:
  + Terminology and Descriptions
  + Accessing Apps
  + Customizing the Start Menu
  + System and Desktop Settings
  + File Explorer
  + Microsoft Edge
* **Terminology and Descriptions**
* Discuss goals of class – Terminology, finding and using programs/apps, customizing, and using Microsoft Edge
* Briefly discuss previous versions of Windows (7, 8.1) leading up to the current Windows 10
* Define and demonstrate the following terminology using a Windows 10 operating system:
  + **Start Menu** – The Start Menu, located in the lower left-hand corner of the screen and represented by the Windows logo, is the central access point for accessing programs and system operations.
  + **Tiles** – Stylistic square/rectangular holding places for launching programs from the Start Menu. In Windows 10, certain tiles are “live,” meaning that they display current information, such as weather.
  + **Apps/Programs** – Refers to all of the software programs available on the computer, such Microsoft Word, that are used to perform tasks.
  + **Desktop** – The customizable, primary display area of the screen.
  + **Taskbar** - A stationary strip of icons used to access frequently-used programs such as Internet Browsers or Microsoft products.
  + **Cortana** – A voice activated assistant for performing tasks and discovering information, similar to Siri on Apple products.
* Shutting down or logging off
  + Demonstrate how to Log/Sign Off
  + Demonstrate how to Restart/Turn Off the computer
* **Accessing Apps**
  + Explain that in Window 10, the words **Programs** and **Apps** are used interchangeably to correspond with the changing way other devices, such as tablets, access them. We used to think of programs as computer-based productivity tools, like Microsoft Word, while Apps were the fun games or tools available on Smartphones or iPads. In Windows 10, all programs are referred to as **Apps** (short for Application Program). On the computer, programs still open and have the same look as they have on previous versions of Windows versus tablet/iPad versions of a product.
  + Discuss the three major ways for locating and opening Apps:
  + Demonstrate the use of Tiles on **Start Menu**
  1. Click on the Start Menu
  2. If necessary, use the scroll bar on the far right-hand side of the menu to move down to where the Microsoft Word category is listed
  3. Click on the Microsoft Word icon to open the program
  4. Close the program
  + Demonstrate the use of the **All apps** list
  1. Click on the Start Menu
  2. Click on All Apps
  3. Scroll down the alphabetical listing of programs to locate Microsoft Word
  4. Click on the icon to open the program
  5. Close the program
  + Demonstrate the use of the **Search the web and Windows** box
  1. Click on the Start Menu
  2. Click in the white box at the bottom of the menu and begin typing Microsoft Word until the program appears
  3. Click on the icon to open the program
  4. Close the program
  + Preview some of the new apps provided with Windows 10 such as **Weather** and **Maps**
* How to Switch Between Open Programs
  + Demonstrate by clicking the **Task View** shortcut on the Taskbar
  + Demonstrate the use of hitting **Alt+Tab** on the keyboard
* Using the **Task Manger** – A program that allows you to see what is running and gives you the option to end “Hung-up” programs.
  + Demonstrate how to open Task Manager by **Ctrl+Alt+Delete** on the keyboard
  + Demonstrate the alternate option of right-clicking on the Start menu

**Activity:** Have participants complete complete **Activity #1** on the *Activity Sheet*

* **Customizing the Start Menu**
  + Pinning/unpinning tiles – In Windows 10, the Start Menu provides you the option of “pinning” tiles to the right-hand side of the menu for easy access. There are also some pre-made categories (such as Most Used) and the option to create your own.
    1. Locate a program from the **All Apps** listing you would like to pin
    2. Right-click on the program
    3. Select **Pin to Start**
  + Moving a tile
    - Click and hold a tile to drag it elsewhere on the Start Menu, such as into a new category
  + Resizing a tile
    1. Right-click on a tile in the Start Menu
    2. Under the **Resize** option, select between **Small** or **Medium**
  + Live Tiles – Windows 10 provides Live Tiles which display up to date information such as Weather. By default, they are on but can be turned off.
    1. Right-click on the **Weather** tile
    2. Select **Turn Live Tile Off**

**Activity:** Have participants complete **Activity #2** on the *Activity Sheet*

* **System Settings in Windows 10**
  + Explain and Demonstrate how to modify basic system settings for your computer
    - Some settings can be accessed by clicking on the Notification button  in the lower right of the screen
    - Show how the **Location** button is in blue, meaning that “Location” is on – some apps can use your location
    - Click on **All Settings** to view all other options (you can also access Settings via the Start Menu) and explain how they are divided into categories like previous versions of windows
* Customizing the Desktop
  + Demonstrate how to change the Desktop background
    1. On an empty area of the Desktop, right-click and choose the **Personalize** option
    2. Select an image for the background
    3. In the box under Background, click the down arrow and select Solid Color
    4. Close the Personalization window
       - Personalization settings can also be accessed through the Start Menu
  + Demonstrate how the Pin a Program to the Taskbar
    1. Right-click on a program from the Start Menu
    2. Select **Pin to Taskbar**

**Activity:** Have participants complete **Activity #3** on the *Activity Sheet*

* **File Explorer** 
  + Explain and demonstrate how to access files on your computer via File Explorer by clicking on the icon in the Task Bar
  + While in File Explorer, point out:
    - **Navigation Pane**: The side bar located in the File Explorer window that allows you to access folders on your computer
    - **Quick Access** feature – Folders that you use frequently can be pinned to the Quick Access menu in the Navigation pane so that you don’t have to search for them. Alternatively, you can hide the Quick Access menu if you do not like this feature by clicking the small drop-down arrow on the left side of the navigation pane.
    - **Common Folders** – Just like previous versions of Windows, there are premade common folders, such as Documents, Pictures, Downloads and Desktop that are pre-pinned to the Quick Access menu (you can unpin these folders if you’d like by right-clicking)
    - **Icon views and layout** – You have the option to change how your file icons appear in folders by clicking the **View** tab in the File Explorer window and selecting one of the **Layout** options, such as Large icons or Details
  + Explain and demonstrate how to find a picture and use it for the desktop background

**Activity:** Have participants complete **Activity #4** on the *Activity Sheet*

* **Microsoft Edge**
  + Explain and demonstrate how to use the new Internet browser that pairs with Windows 10
  + Use the Start Menu or icon on your Task Bar to open Edge and point out the following features:
    - **Tabs** – Tabs allow you to have multiple websites or pages open in one window, allowing you to quickly switch back and forth rather than taking up space with multiple windows
    - **Address/Search Bar** – The combined address/search bar allows you to enter a specific website address to visit or keywords that will produce Bing search engine results
    - The “**Hub**” – Click on the Hub to access your **Favorites** (Bookmarks), a **Reading List**, **History**, and **Downloads.** Click on the Hub button again to close the side pane.
    - **Reading View** – Clicking on the Reading View icon (when available), will simplify the webpage and remove any adds to make viewing easier. This works well on webpages with news articles.
    - **Settings** – Clicking on the three horizontal dots (AKA: **More Actions**) on the far right side of the browser window will drop-down a menu of features, including Settings. In Settings, you can set a Homepage, Customize the look of your browser window, clear browser data, and more
    - **Markups** (if time permits) – Markups or web notes, allows you to take notes, highlight or take a screen shot then save the page or send it to others

**Activity:** Have participants complete **Activity #5** on the *Activity Sheet*

**Wrap Up/Closing**

* Review activities & Point out reference on last page
* Answer questions from participants
* Thank participants for coming and ask them to complete the class survey before leaving