



University Information
Technology Services

Microsoft Windows 10

Getting Started Guide

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

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University Information Technology Services

Microsoft Windows 10 Getting Started Guide

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Introduction

This booklet is designed to give you a foundation and framework when using the Microsoft Windows 10 operating system. In this booklet, you will learn tips to get started with Windows 10, such as launching applications, managing files and windows. This guide also provides an overview of the new features found within the Windows 10 operating system.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Understand the Windows 10 interface
- Learn the new and improved features including the Task View and Virtual Desktop
- Open, Save and Delete files and folders
- Utilize Ease of Access features

The Windows 10 Interface

Upon logging into your computer, you will be taken to the computer's *Desktop*. The Desktop layout is as follows:

1. **Desktop Shortcuts** – Shortcuts to files, folders, and the Recycle Bin (See Figure 1).
2. **The Taskbar** – Like in previous versions of Windows, the *taskbar* provides access to the *Start Menu*, shortcuts to programs, as well as volume and date/time control (See Figure 1).
3. **The Start Button** – Found on the bottom left of your screen, the **Start** button allows you to access computer programs and configuration options such as *Windows Settings* (See Figure 1).
4. **Windows Search** – Allows you to search for programs, folders, and files (See Figure 1).
5. **Task View** – A new feature in Windows 10 that gives you access to a *task switcher* tool as well as a *Virtual Desktop* (See Figure 1).
6. **File Explorer** – Formerly known as *Windows Explorer*, File Explorer is a file manager application that allows you to access files and folders on the computer (See Figure 1).
7. **Taskbar Programs** – Provides quick access to open or pinned programs (See Figure 1).
8. **Volume Adjustment** – Allows you to adjust the computer's volume (See Figure 1).
9. **Date/Time** – Access the *Date/Time* options(See Figure 1).

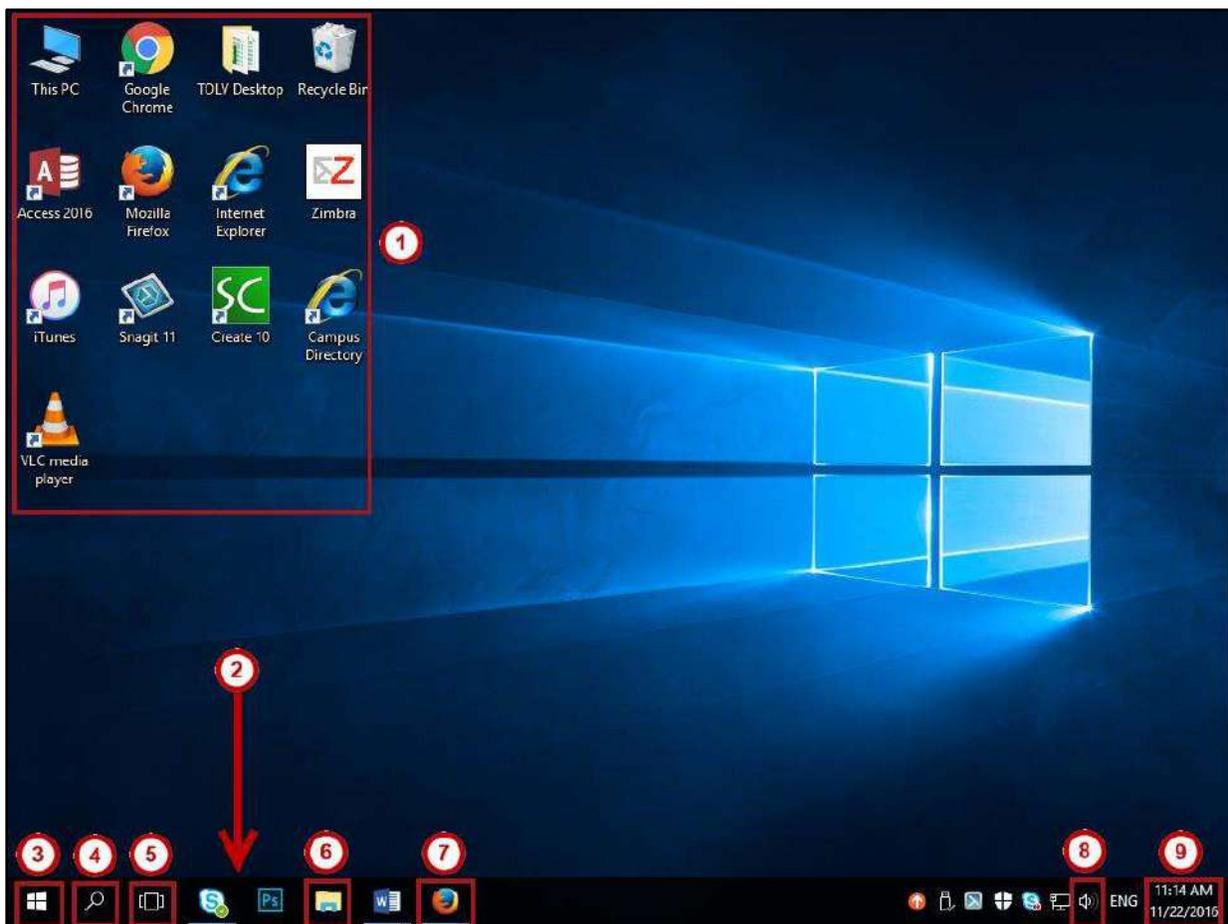


Figure 1 - Windows 10 Desktop

Opening Programs

The following explains how to open a program such as **Microsoft Word** in Windows 10:

1. Click the **Start** button.



Figure 2 - The Start Button

2. Click the letter **A**, located on the program list.

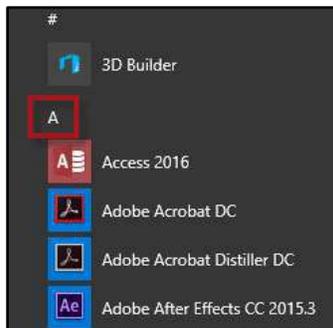


Figure 3 - Click the letter A

3. A list of letters will appear. Click **W** to be taken to those programs that begin with the letter 'W'.

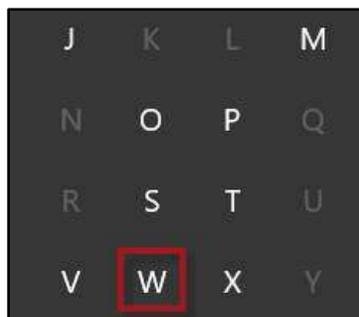


Figure 4 - Click 'W'

4. Click **Word 2016**.

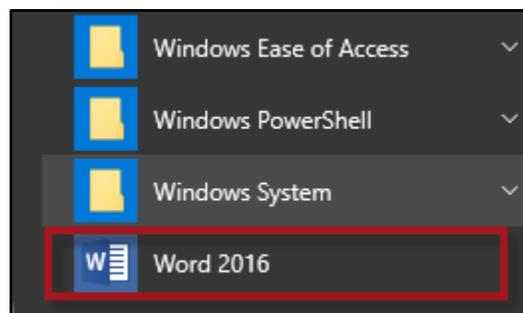


Figure 5 - Click Word 2016

Searching for Programs

Alternatively, you can search for a program by typing the program name after clicking the *Start* button. The following explains how to search for a program in Windows 10:

1. Click the **Start** button.



Figure 6 - Click the Start Button

2. Begin to type the name of the program that you wish to open. For example, "Word 2016."
3. A list of programs will appear. Click **Word 2016**.



Figure 7 - Click Word 2016

Saving Documents

When you are working with a document in a program, such as *Microsoft Word*, you should save frequently as to avoid losing data unexpectedly due to power failure or other problems. You can save your documents to either the computer's local hard drive or an external USB drive.

Saving to the Hard Drive

The following explains how to save to your hard drive:

1. In *Microsoft Word*, click the **File** tab.

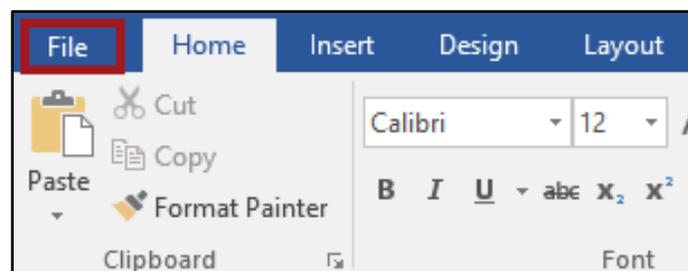


Figure 8 - Click the File Tab

2. Click **Save**.

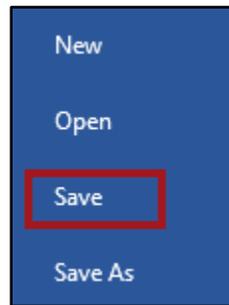


Figure 9 - Click Save

3. The *Save As* dialog box appears. Select the **location** to save the file to (See Figure 10).
4. In the *File Name* field, type the **name of your document** (See Figure 10).
5. Click **Save** (See Figure 10).

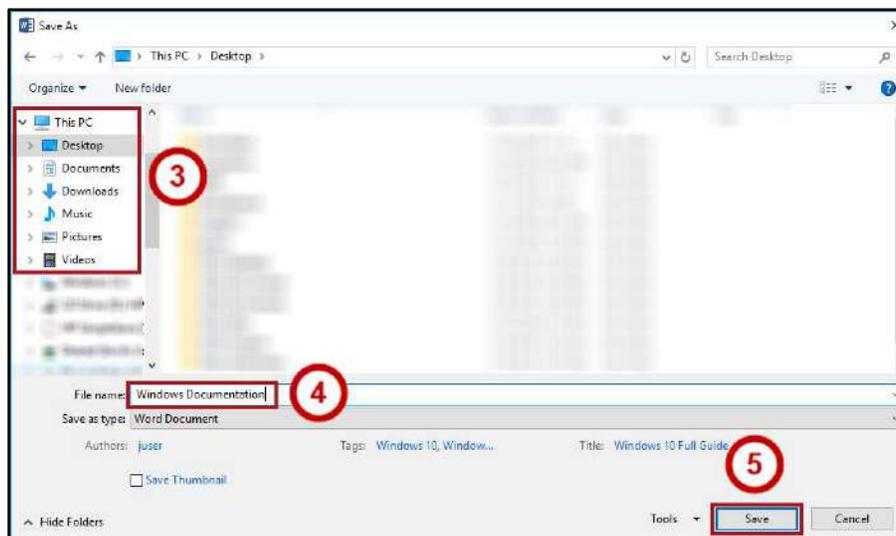


Figure 10 - Saving a File

Saving to an External Drive

The following explains how to save a document to an external drive:

1. Locate the *USB Port* on your computer and connect your **USB Storage Device**.
2. In *Microsoft Word*, click the **File** tab.

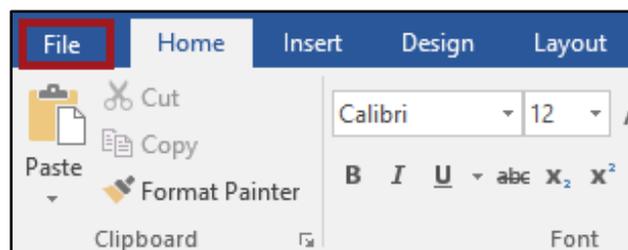


Figure 11 - Click File

3. Click **Save As**.

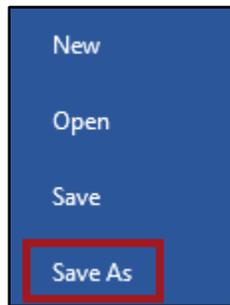


Figure 12 - Click Save As

4. The *Save As* screen appears. Click **Browse**.



Figure 13 - Click Browse

5. The *Save As* window appears. Click the **external drive** that you wish to save to (see Figure 14).
6. In the *file name* field, type the name of your document (see Figure 14).
7. Click **Save** (see Figure 14).

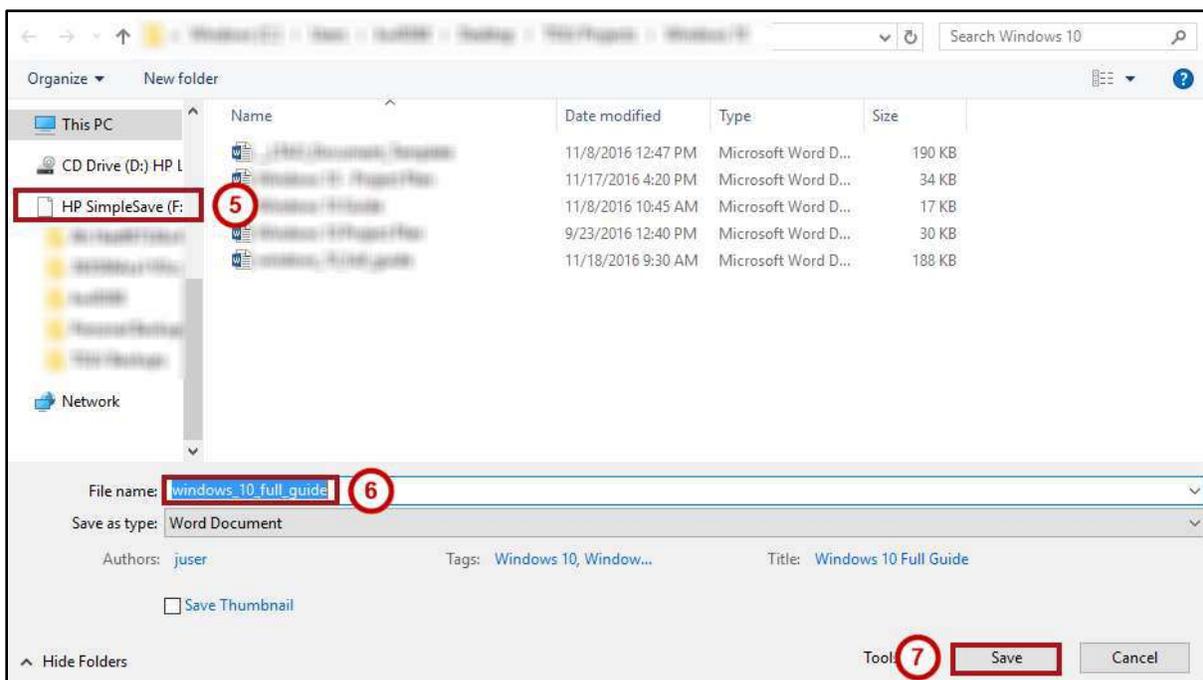


Figure 14 - Saving to an External Hard Drive

Removing External Drives

When using a USB device, it is important to disconnect the device properly to avoid the loss of data. Before unplugging a storage device, such as a USB flash drive or external hard drive, make sure that the computer has completed saving, any files saved on the device or closed, and if the device(s) has an activity light, wait a few seconds after the light has finished flashing before unplugging it.

1. Locate the **USB icon** located on the right side of the taskbar.



Figure 15 - USB Icon

2. Click the **USB icon**. The *Eject Device* window will be displayed.



Figure 16 - Eject Device

3. Click the **Eject** option located next to the USB device you wish to disconnect.

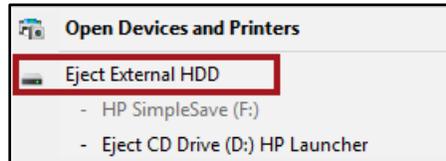


Figure 17 - Eject the device

4. Your device will be disconnected. Remove your USB device from the computer.

Printing

The following explains how to print a document from Microsoft Word:

1. Click the **File** tab.
2. Click **Print**.



Figure 18 - Click Print

3. The *Print Options* and *Print Preview* screen appears. In the *Copies* field, set the number of **copies** you wish to print (See Figure 19).
4. Select your **preferred printer** under the *Printer* field (See Figure 19).
5. To select a specific **page range** to print, use the *Pages* field (See Figure 19).
6. You may also set additional print options such as the number of sides, orientation, paper type, margins, etc. (See Figure 19).
7. Click **Print**. Your document will be printed (See Figure 19).

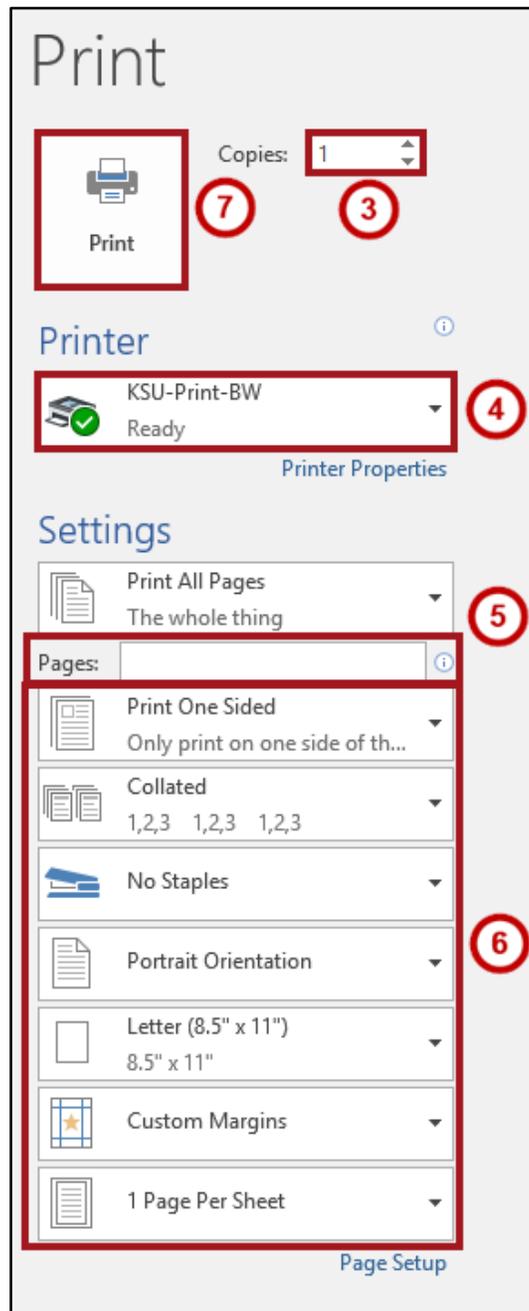


Figure 19 - Print Options

The Windows Taskbar

The Taskbar is located along the bottom frame of your monitor. With it, you can access the **Start** button, view running programs, and view the date/time and volume adjustment features.

Organizing the Taskbar

The following explains how to rearrange buttons on the taskbar:

1. Click and hold the **program** that you wish to move.



Figure 20 - Click the button

2. Drag the **program** to a different location on the taskbar.



Figure 21 - Drag the button

3. Drop the **program** by releasing the mouse.



Figure 22 - Dropping the program

Pinning a Program to the Taskbar

You may pin programs to the taskbar. In doing so, these programs will remain on the taskbar even when they are not open. The following explains how to pin programs to the taskbar:

1. Click the **Start** button (See Figure 23).
2. Navigate to the **program** that you wish to pin to the taskbar (See Figure 23).
3. Right-click the **program** that you wish to pin to the taskbar (See Figure 23).
4. Click the **More** button (See Figure 23).
5. Click **Pin to Taskbar** (See Figure 23).



Figure 23 - Pinning Programs

Removing a Program from the Taskbar

You may also remove programs from the taskbar if so desired. The following explains how to do so:

1. Click the **Start** button.
2. Right-click the **program** that you wish to remove from the taskbar (See Figure 24).
3. Click **Unpin from Taskbar** (See Figure 24).



Figure 24- Unpin from the Taskbar

Date Time

You may also access the Date/Time tool on the taskbar as you would in Windows 7. Here, you can quickly view a calendar as well as adjust the date/time.

Viewing the Date/Time

The following explains how to access Date/Time on the *Windows Taskbar*:

1. Click **Date/Time**, located on the bottom right corner of the taskbar.



Figure 25 - Click Date/Time

2. The **Date/Time** window will appear.

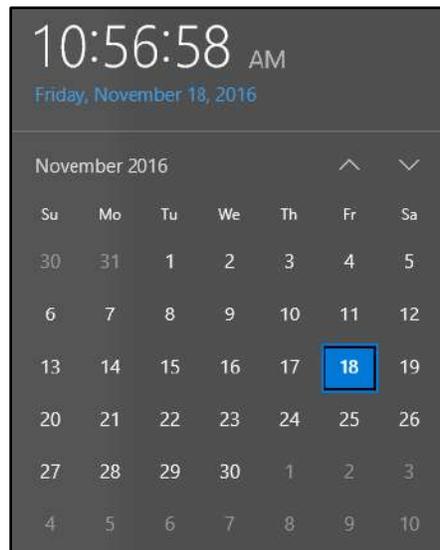


Figure 26 - Date/Time Window

Adjusting Date/Time

Though your computer should automatically be synced so that the date/time is accurate, you do have the ability to adjust certain date/time features. The following explains how adjust the date/time:

1. Right-click the **Date/Time**, located on the bottom right corner of the taskbar.
2. Click **Adjust Date/Time**.

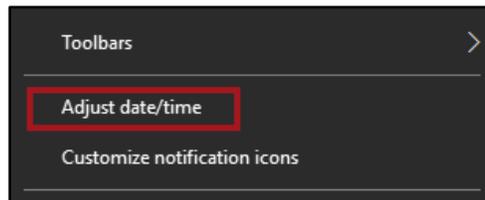


Figure 27 - Adjust date/time

3. The *Date/Time* window will open.

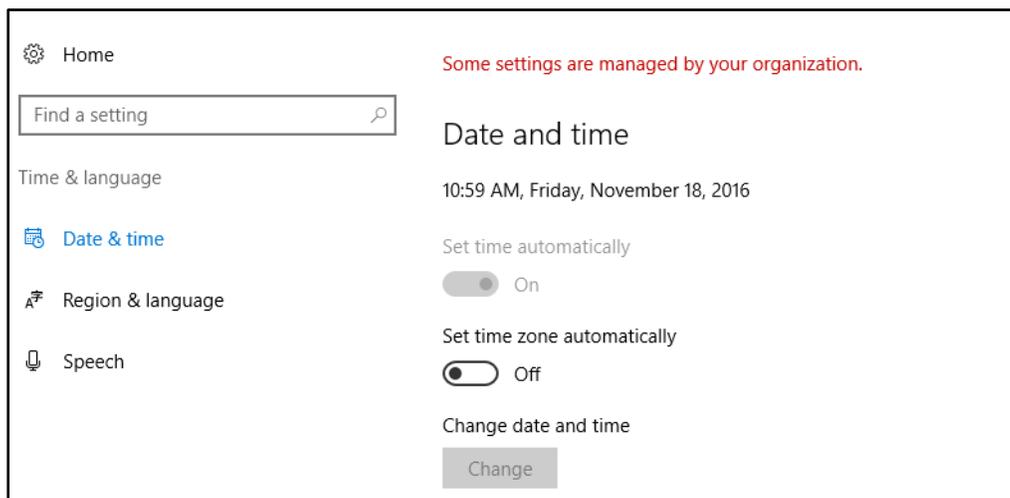


Figure 28 - Date/Time Window

Note: Some Date/Time settings are managed by the system administrator.

Adjusting Volume

The **Volume Adjustment** icon is located on the bottom right corner of the *taskbar*. By clicking on the icon, you will have the ability to adjust the computer's volume by dragging the lever to the left or right.



Figure 29 - Volume Adjustment

Personalizing the Desktop

Like in Windows 7, you have the ability to customize your desktop. For example, you can add shortcuts, create folders, change your desktop background, and change your screensaver if so desired.

Adding Shortcuts

The following explains how to create desktop shortcuts:

1. Click the **Start** button.
2. Navigate to and right-click the **program** that you wish to create a shortcut for (See Figure 30).
3. Click **More** (See Figure 30).
4. Click **Open File Location** (See Figure 30).



Figure 30 - Opening File Location

5. The *file location* window will appear. Right-click the **program icon** (See Figure 31).
6. Click **Create Shortcut** (See Figure 31).

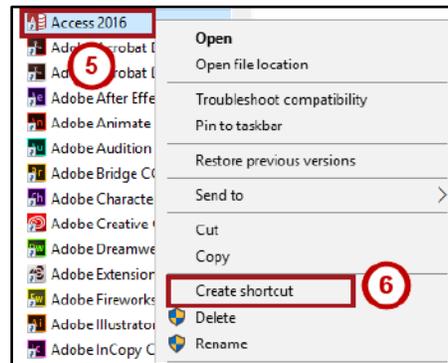


Figure 31 - Creating Shortcuts

7. The *Shortcut* pop-up will appear, asking if you wish to place the shortcut on the desktop. Click **Yes**.

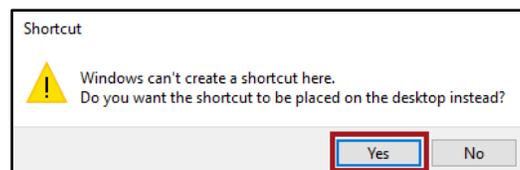


Figure 32 - Click Yes

8. Your shortcut will be added to the desktop.

Deleting Shortcuts

The following explains how to delete shortcuts from the desktop:

1. On the *desktop*, right-click the **shortcut** that you wish to remove.
2. Click **Delete**.

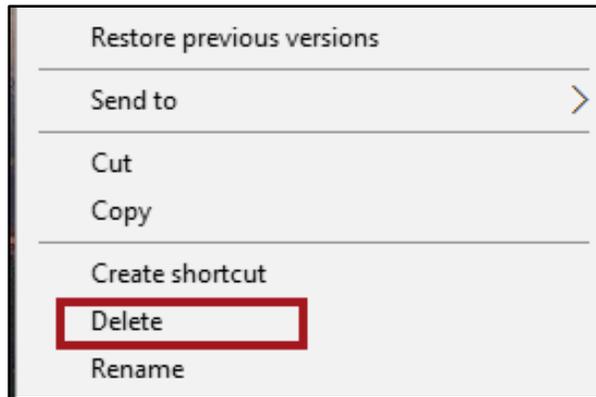


Figure 33 - Click Delete

3. If you are deleting a shortcut for a program that originally came on the desktop, you will be prompted to provide administrator permission to delete the file. Click **Continue**.



Figure 34 - Click Continue

4. The *Delete Shortcut* window will appear. Click **Yes** to confirm deletion of the shortcut.

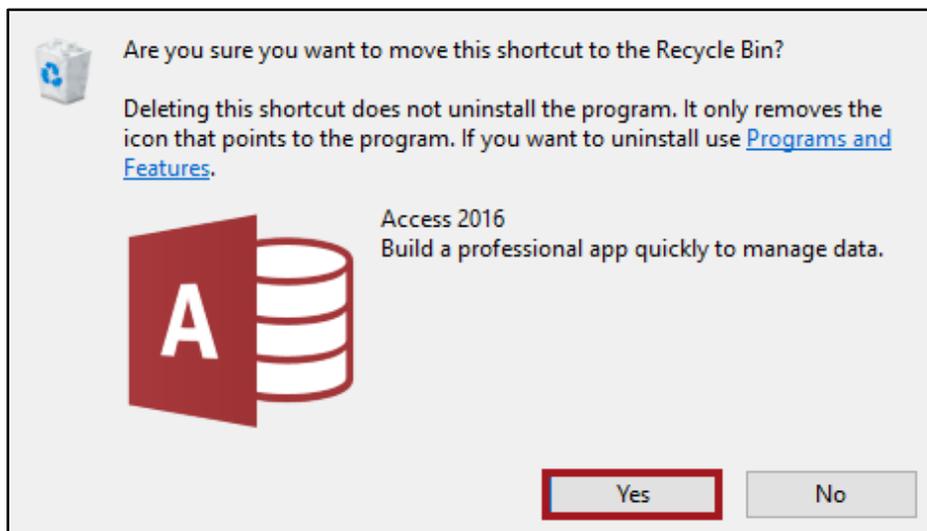


Figure 35 - Click Yes

5. Your shortcut will be removed.

Creating Folders on the Desktop

The following explains how to create folders on the desktop:

1. Right-click the **desktop**.
2. Select the **New** icon.

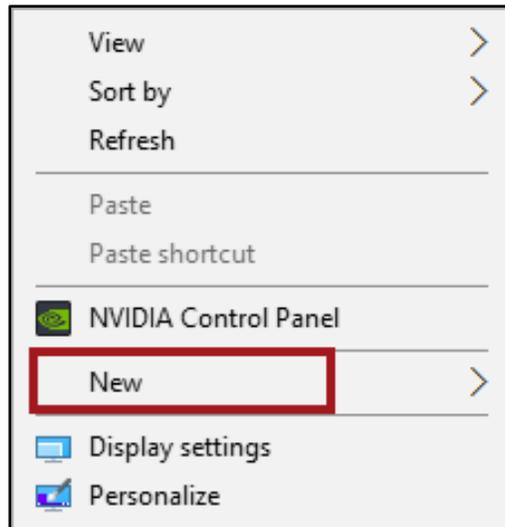


Figure 36 - Click New

3. Click **Folder**.

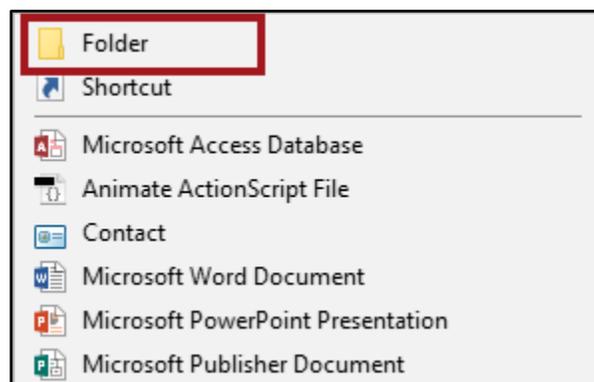


Figure 37 - Click Folder

4. A new folder will appear on the desktop. Enter your preferred name for the folder and press the **Enter** key.



Change the Desktop Background

The following explains how to change the desktop background (a.k.a wallpaper) in Windows 10:

1. Right-click the **desktop**.
2. Click **Personalize** in the window that appears.

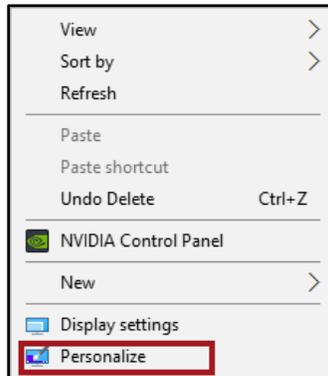


Figure 38 - Click Personalize

3. You will be taken to the *Personalize Desktop* window. Here, you may toggle the type of desktop background in the **Background** drop-down. If you wish to select a different picture, you can choose from the *Choose your picture* fields.

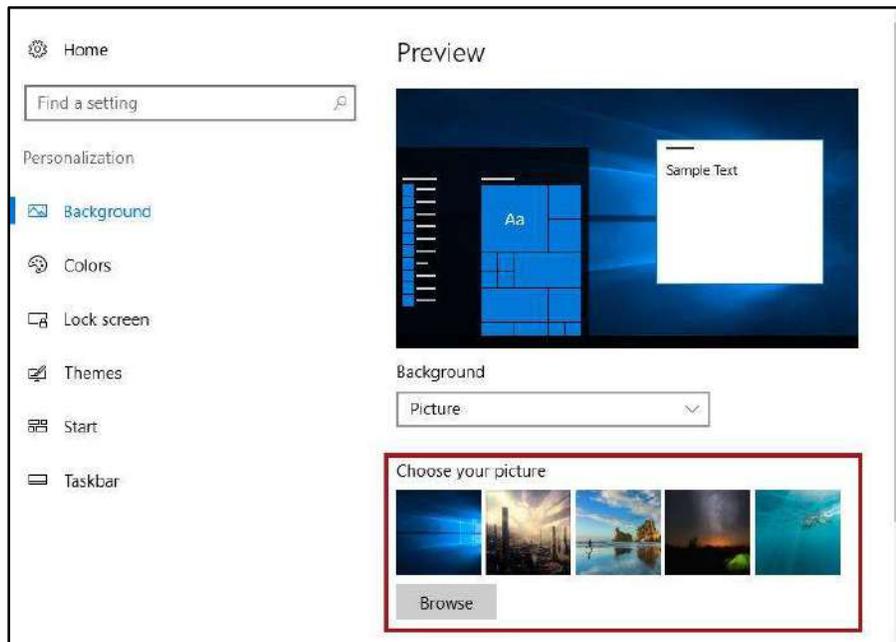


Figure 39 - Choose Your Picture

4. Your desktop background will be changed. Click **X** to close the window.



Figure 40 - Click Close

Changing Your Screen Saver

Windows comes with several screen savers. These screen savers may appear when your computer goes idle. The following explains how to change your screensaver in Windows 10:

1. Right-click the **desktop**.
2. Click **Personalize** in the window that appears.

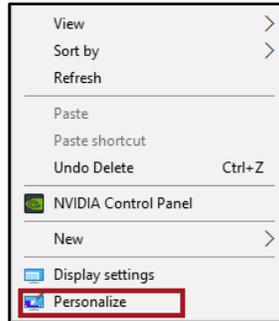


Figure 41 - Click Personalize

3. In the *Settings* window, click **Lock Screen**.

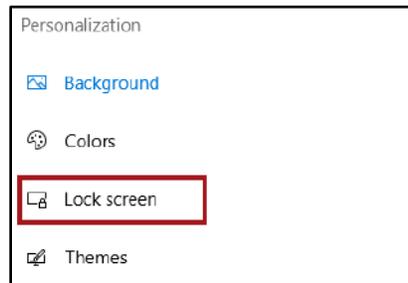


Figure 42 - Lock Screen

4. Click **Screen saver** settings, located at the bottom of the window.

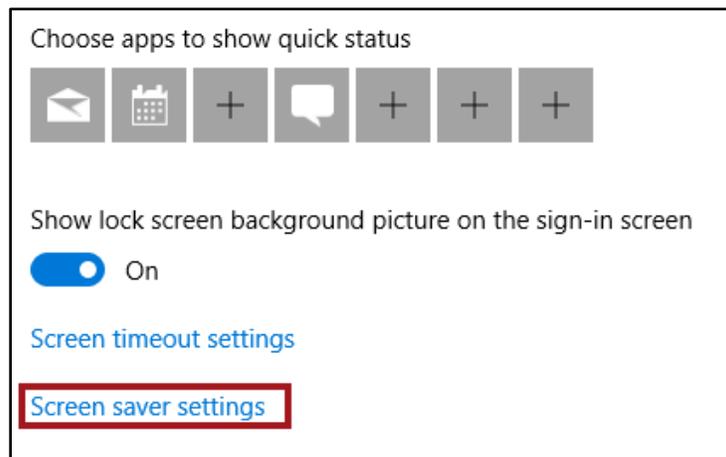


Figure 43 - Screen saver settings

5. The *Screen Saver Settings* window appears. From here, you may select your preferred screen saver and set the amount of time that your screen saver appears after being idle.



Figure 44 - Screen Saver Savings

6. Click **Apply** to apply your settings.

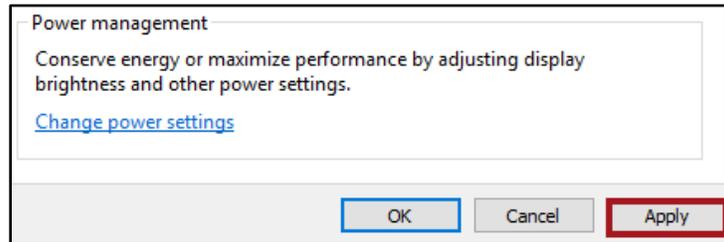


Figure 45 - Click Apply

7. Click **OK**.

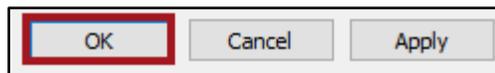


Figure 46 - Click OK

8. Click the **Close** button to close the window.

Changing Screen Resolution

Windows chooses the best display settings, including screen resolution, refresh rate, and color, based on your monitor. The following explains how to adjust the screen resolution in Windows 10:

1. Right-click the **desktop**.
2. Click **Display Settings**.

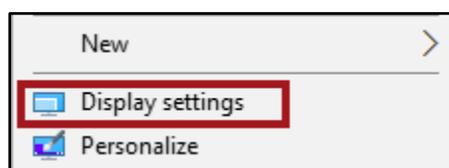


Figure 47 - Display Settings

- You will be taken to the *Customize your display* window. Click **Advanced display settings** for additional display settings.

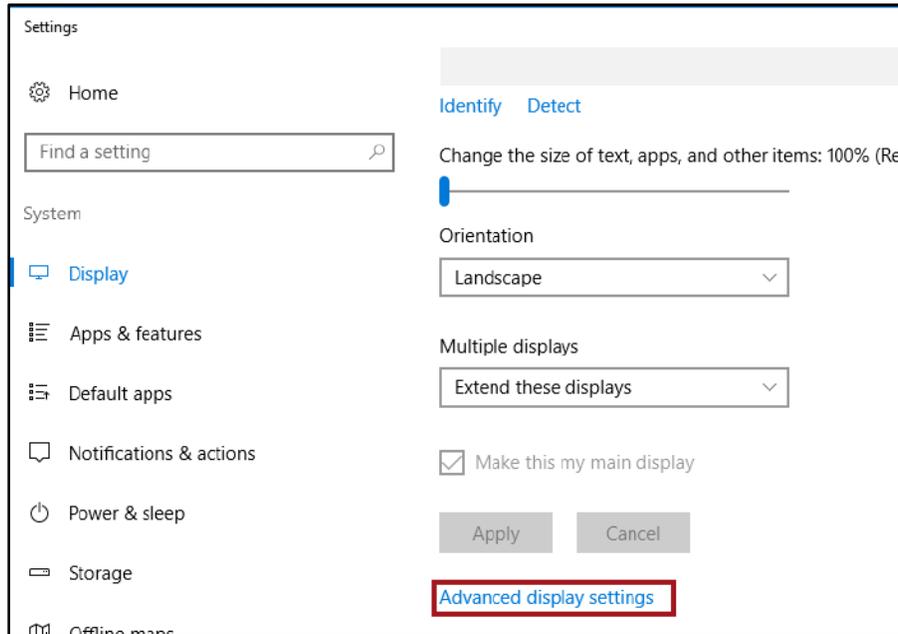


Figure 48 - Advanced display settings

- To adjust the screen resolution, select the **resolution** from the *Resolution* drop-down menu (See Figure 49).
- Click **Apply** (See Figure 49).

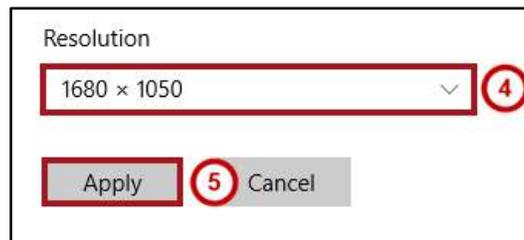


Figure 49 - Changing Screen Resolution

- To keep the changes, click **Keep Changes**.

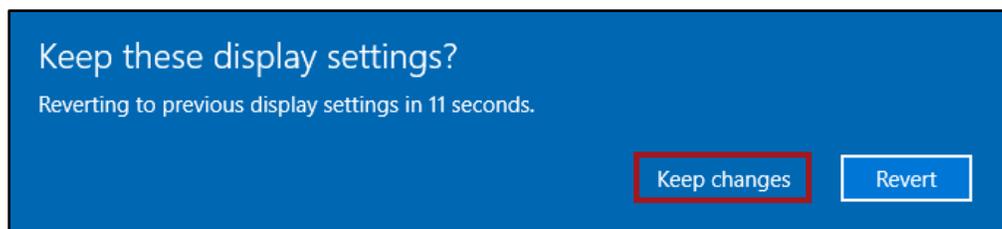


Figure 50 - Keep Changes

- Click **Close** to close the window.

Managing Files and Folders

Windows 10 provides a variety of options when working with files and folders. The following sections provides insight on working with and managing files and folders in Windows 10:

Searching for Programs and Files from the Start Menu

You may quickly access programs, files and/or folders from your *Start Menu*. The following explains how to do so:

1. Click the **Start** button.
2. Begin typing the **name of the program, file, or folder** that you wish to open.
3. Your search results will appear. Click the **program, file, or folder** that you wish to open.

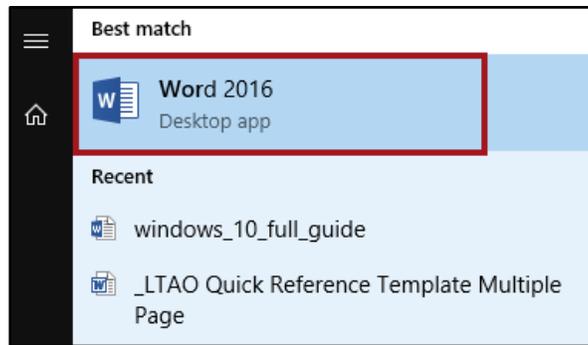


Figure 51 - Click the program, file or folder

Searching for files from Windows Explorer

You may also search for files and folders from Windows Explorer. The following explains how to do so:

1. Click the **Windows Explorer** icon, located on the *Windows Taskbar*.



Figure 52 - Windows Explorer

2. The *File Explorer* will appear. Click **This PC** to search for files located on your PC.

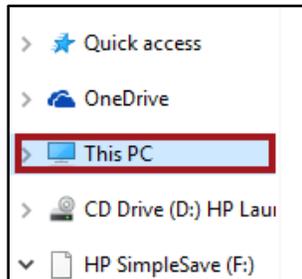


Figure 53 - This PC

3. In *Search This PC*, type the **name of the file or folder** that you wish to find.



Figure 54 - Search This PC

4. A list of files and folders matching your search terms will appear. Double-click the **file or folder** that you would like to open.

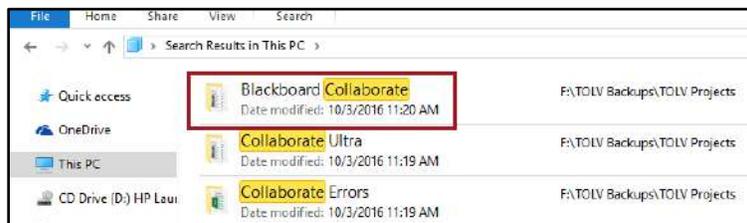


Figure 55 - Double-click the file or folder

Moving Files and Folders

Windows 10 allows you to move your files and folders from one location to another. The following explains how to do so:

1. Navigate to the **file or folder** that you wish to move.
2. Right-click the **file or folder** you wish to move.
3. Click **Cut**.

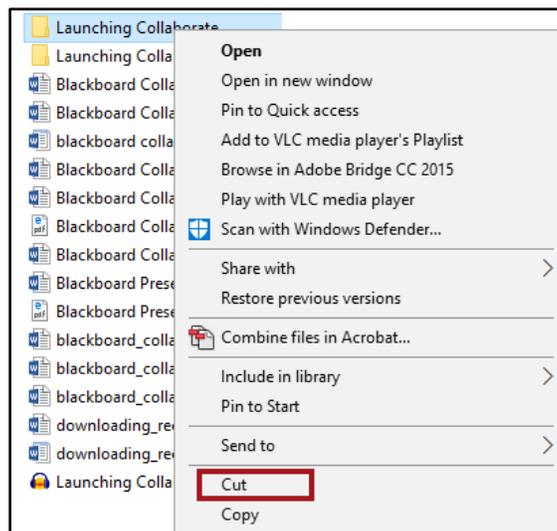


Figure 56 - Click Cut

4. Navigate to the **folder location** that you wish to move your file or folder to.
5. Right-click inside the folder and click **Paste**.

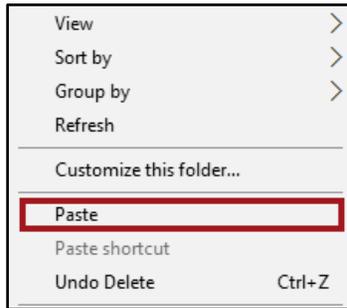


Figure 57 - Click Paste

Copying Files and Folders

Windows 10 allows you to copy your files and folders from one location to another. The following explains how to do so:

1. Navigate to the **file** or **folder** that you wish to move.
2. Right-click the **file** or **folder** you wish to move.
3. Click **Copy**.

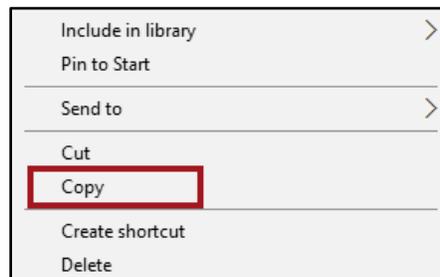


Figure 58 - Click Copy

4. Navigate to the folder location that you wish to move your file or folder to.
5. Right-click inside the folder and click **Paste**.

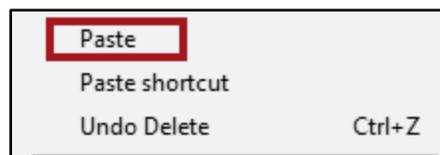


Figure 59 - Click Paste

Renaming Files and Folders

There may be times in which you will need to rename your files and folders. For example, you may require multiple versions of a file or folder and need to differentiate between the versions:

1. Navigate to the **file** or **folder** that you wish to rename.

2. Right-click the **file** or **folder** that you wish to rename.
3. Click **Rename**.

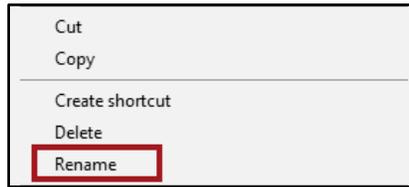


Figure 60 - Click Rename

4. Type the new name of the file or folder.
5. Press **Enter** on your keyboard when you are done.

Deleting Files or Folders

The following explains how to delete files or folders from your computer:

1. Navigate to and click the **file** or **folder** that you wish to delete.
2. Press the **Delete** key on your keyboard.
3. On your *Desktop*, double-click the **Recycle Bin**.



Figure 61 – Double Click the Recycle Bin

4. Right-click anywhere in the **Recycle Bin**.
5. Click **Empty Recycle Bin** to completely delete the file or folder from your computer.

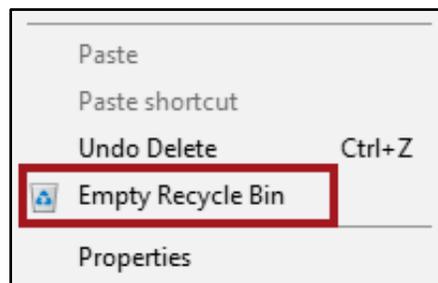


Figure 62 - Empty Recycle Bin

Restoring Deleted Files or Folders

If you have not emptied your Recycle Bin, you may restore your deleted files to their original file location. The following explains how to do so:

1. Double-click to open the **Recycle Bin**.



Figure 63 - Double Click the Recycle Bin

2. Right-click the **file** or **folder** that you wish to restore (see Figure 64).
3. Click **Restore**. Your file will be restored to its original location (see Figure 64).



Figure 64 - Restoring Deleted Files/Folders

Libraries

Libraries are user-defined collections of folders that are logical representations of user content. By including folders in Libraries, you are telling Windows where important data is located. Furthermore, these libraries provide a quick and easy way to organize your important data. To access libraries:

1. From the *Taskbar*, click the **Windows Explorer** button.



Figure 65 - Windows Explorer

2. The *File Explorer* window will appear. Your libraries will appear on the left-hand menu and include the *Desktop*, *Downloads*, *Documents*, and *Pictures*.

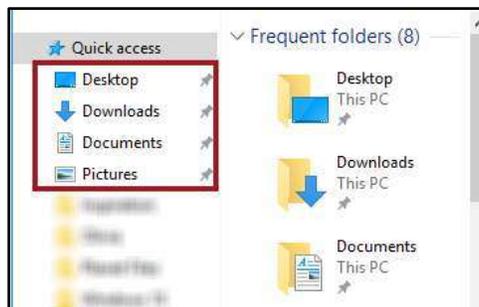


Figure 66 - Windows Libraries

Preview Pane

When viewing files in *File Explorer*, you now have the ability to preview a file before opening it. When you click on a file, a preview will appear on the right-hand side of the window.

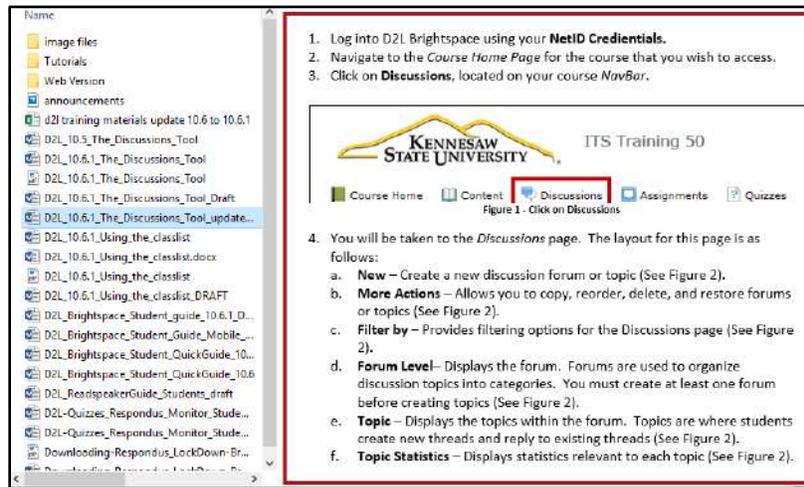


Figure 67 - Preview Pane

Changing Views

The *View* is useful when you need to see information such as size, format, and author quickly when browsing through files. These views include: *Content*, *Tiles*, *Details*, *List*, *Small Icons*, *Medium Icons*, *Large Icons*, *Extra Large Icons*. To change the view:

1. In *File Explorer*, click **View**, located on the top menu bar.

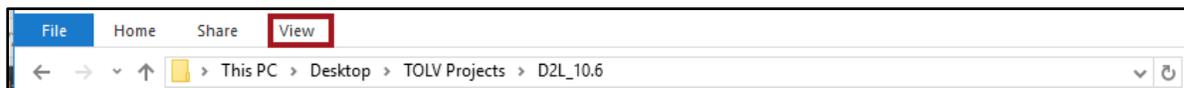


Figure 68 - Click View

2. The *View* toolbar appears. Here, you have the following views:
 - a. **Extra-large icons** – View extra-large icons for files and folders.
 - b. **Medium icons** – View medium size icons for files and folders.
 - c. **List** – View files and folders in list format.
 - d. **Large icons** – View files and folders as a large icon in *File Explorer*.
 - e. **Small icons** – View files and folders as a small icon in *File Explorer*.
 - f. **Details** – View files and folders as well as assorted details.

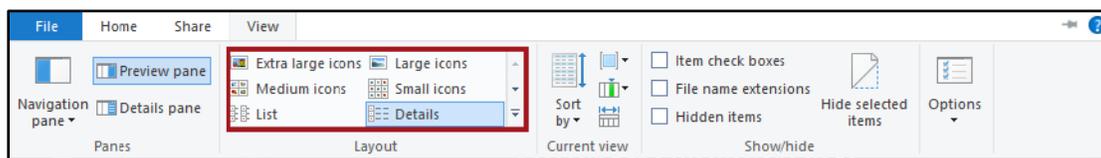


Figure 69 - View Types

Windows Settings

The Windows *Settings* application is a new feature that allows you to view and make changes to computer settings such as uninstalling applications, setting power options, viewing hard drive space, and accessing Ease of Access/Accessibility options. To access the *Windows Settings* page:

1. Click the **Start** button.
2. Click the **Settings** icon.



Figure 70 - Settings icon

3. You will be taken to the *Windows Settings* application. The layout for *Windows Settings* is as follows:
 - a. **System** – Access system settings (See Figure 71).
 - b. **Devices** – Add and manage external devices such as printers (See Figure 71).
 - c. **Network & Internet** – Manage network and internet settings (See Figure 71).
 - d. **Personalization** – Personalize your desktop by changing your desktop appearance, apply themes, change the lock screen, etc. (See Figure 71).
 - e. **Accounts** – View information about your user account on the computer (See Figure 71).
 - f. **Time & language** – View/manage your timezone and language options (See Figure 71).
 - g. **Ease of Access** – View and manage computer accessibility options (See Figure 71).
 - h. **Privacy** – View computer privacy options (See Figure 71).
 - i. **Update & security** – View windows update status and backup/recovery options. It is important to note that Windows Updates for University machines are managed by UITs (See Figure 71) .

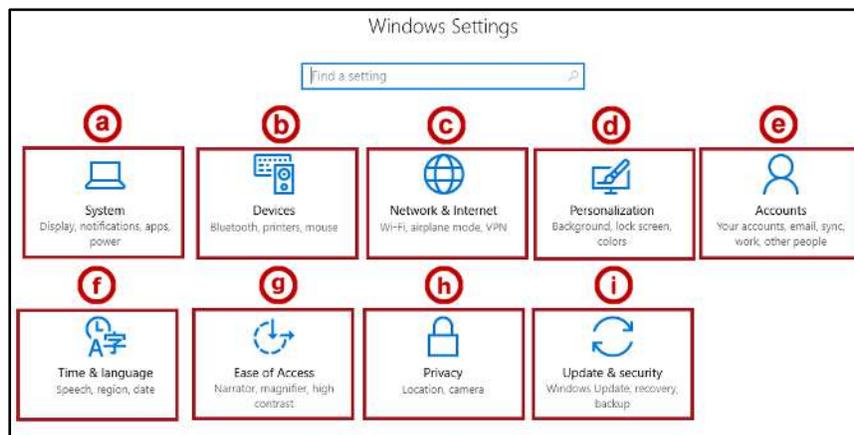


Figure 71 - Windows Settings

Uninstalling Applications

If you wish to uninstall an application, you can do so via the *Windows Settings* application.

1. Click the **Start** button.
2. Click the **Settings** icon.
3. In *Windows Settings*, click **System**.

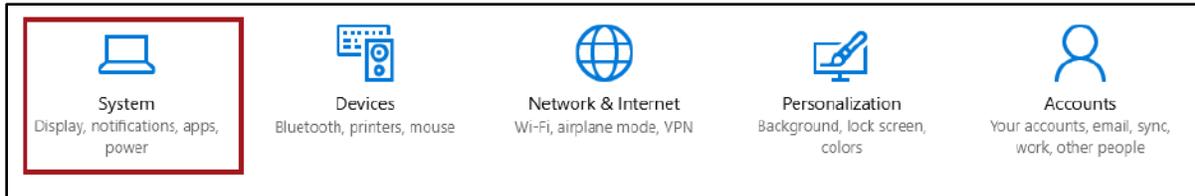


Figure 72 - Click System

4. You will be taken to *System Settings*. Click **Apps & features**.

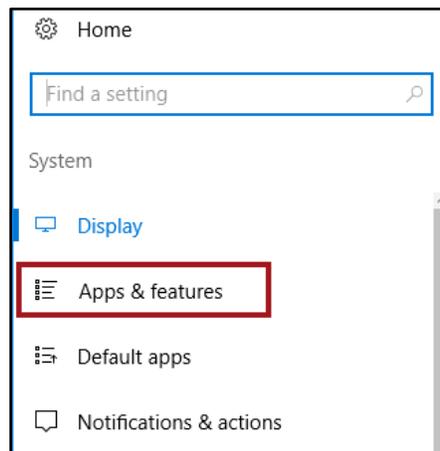


Figure 73 - Apps & features

5. A list of programs will appear. Click the program that you wish to remove.



Figure 74 - Click the program

6. Click **Uninstall**.



Figure 75 - Click Uninstall

7. Click **Uninstall** in the confirmation window that appears.

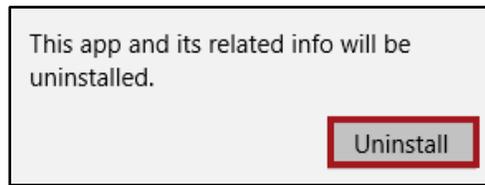


Figure 76 - Click Uninstall

8. The program will be removed from the computer. Click **Home** to return to the *Windows Settings* page.



Figure 77 - Click Home

Setting Default Applications

The *Windows Settings* application allows you to set default applications for photos, music, video, and the Internet. The following explains how to set a default application in Windows 10:

1. Click the **Start** button.
2. Click the **Settings** icon.
3. In *Windows Settings*, click **System**.



Figure 78 - Click System

4. You will be taken to *System Settings*. Click **Default apps**.

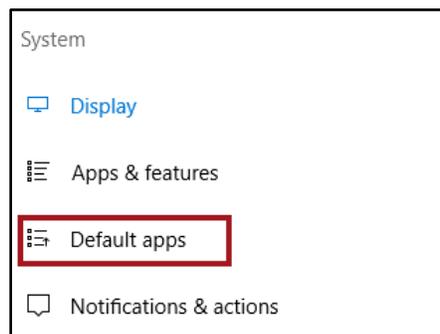


Figure 79 - Default apps

5. You will be taken to the *Default apps* window. Click on an **application** that you wish to set the default for.

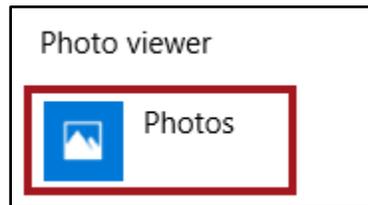


Figure 80 - Click the Application

6. The *Choose an app* window will appear. Select your preferred **default application**.



Figure 81 - Choose an app

7. If the *Before You Switch* window appears, click **Switch anyway**.

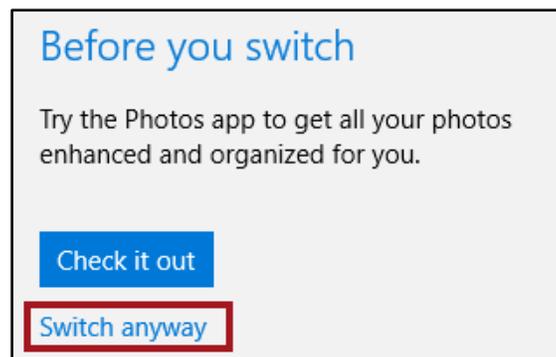


Figure 82 - Switch anyway

Viewing Hard Drive Space

If you wish to view the amount of space available on your hard drive, you may do so via the *Windows Setting* application:

1. Click the **Start** button.
2. Click the **Settings** icon.
3. In *Windows Settings*, click **System**.

4. You will be taken to *System Settings*. Click **Storage**.

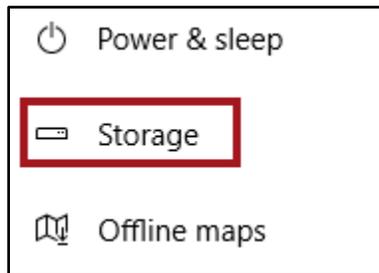


Figure 83 - Click Storage

5. You will be taken to the *Storage* window. Here you may view the available storage space on your hard drive. To view additional information about hard drive space allocation, click on the **drive** you wish to view more information about.

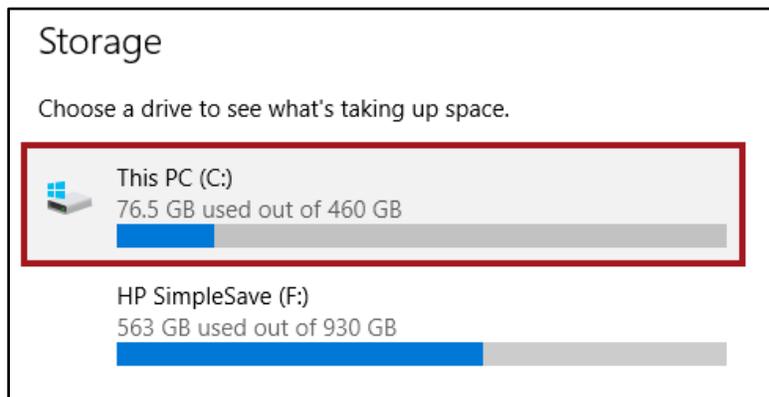


Figure 84 - Click the Drive

6. You will be taken to the *Storage usage* window. Here you can view a breakdown of hard drive allocation. Click the **Settings** icon to return to the *Windows Settings* page.

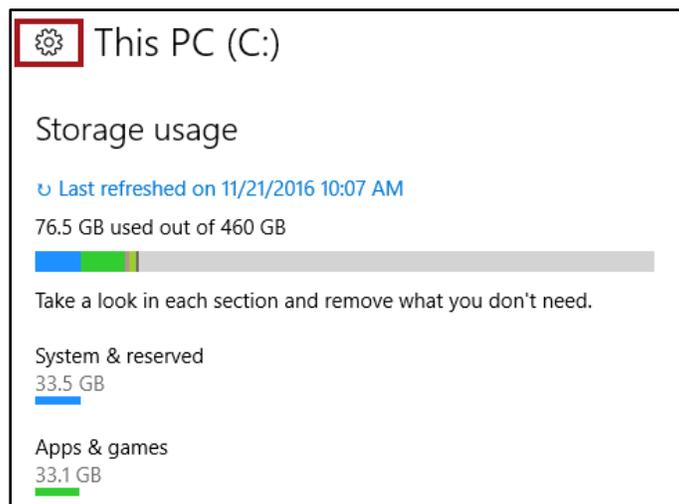


Figure 85 - Click Settings

Changing Default Save Locations

You have the ability to change the default save location on your machine. For example, if you wish to save to an external hard drive by default, you set Windows 10 to save to that location. The following explains how to do so:

1. Click the **Start** button.
2. Click **Settings**.
3. In *Windows Settings*, click **System**.
4. The *System Settings* window appears. Click **Storage**.

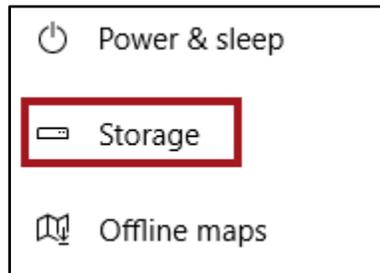


Figure 86 - Click Storage

5. You will be taken to the *Storage* window. Here you can view your *Hard Drive* storage space under the *Storage* section as well as change the save location under the *Save Locations* section. Set your preferred save locations under each **Save Location** drop-down.

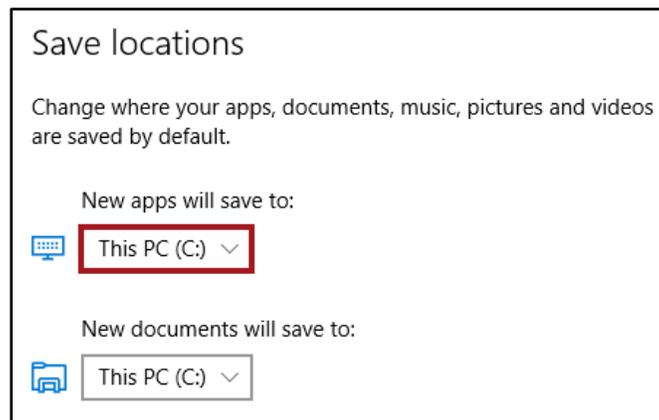


Figure 87 - Changing the default save location

6. Click **Home** to return to the *Windows Settings* screen.



Figure 88 - Click Home

Accessing the Control Panel

If you prefer to utilize the Windows 7 style *Control Panel*, you have the ability to do so. The following explains how to access the **Control Panel**:

1. Click the **Start** button.
2. Type **Control Panel** on your keyboard.
3. *Control Panel* will appear in the *search results*. Click **Control Panel**.

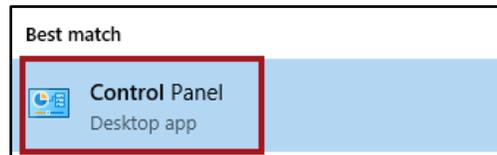


Figure 89 - Click Control Panel

4. The *Control Panel* will appear.



Figure 90 - Control Panel

Windows Snapping

Window-Snapping, which was introduced in Windows 7, is a very convenient feature allowing you to “snap” a window to one side of your screen by dragging it to one of the edges of the monitor. In Windows 10, this feature has been improved with more options. For instance, you can now snap windows so they take up a full half or just a quarter of the screen. Furthermore, you have the ability to select windows to add to your screen.

Snapping a Window to take up Half of the Screen

The following explains how to use Windows Snapping to take up half of your screen:

1. In the window that you wish to snap, click anywhere on the **window title bar**.

2. Drag your **window** to the left or right edge of your screen.



Figure 91 - Drag the Window to the Edge

3. When your mouse cursor reaches the edge of the screen, an overlay will appear, indicating where the window will be placed.

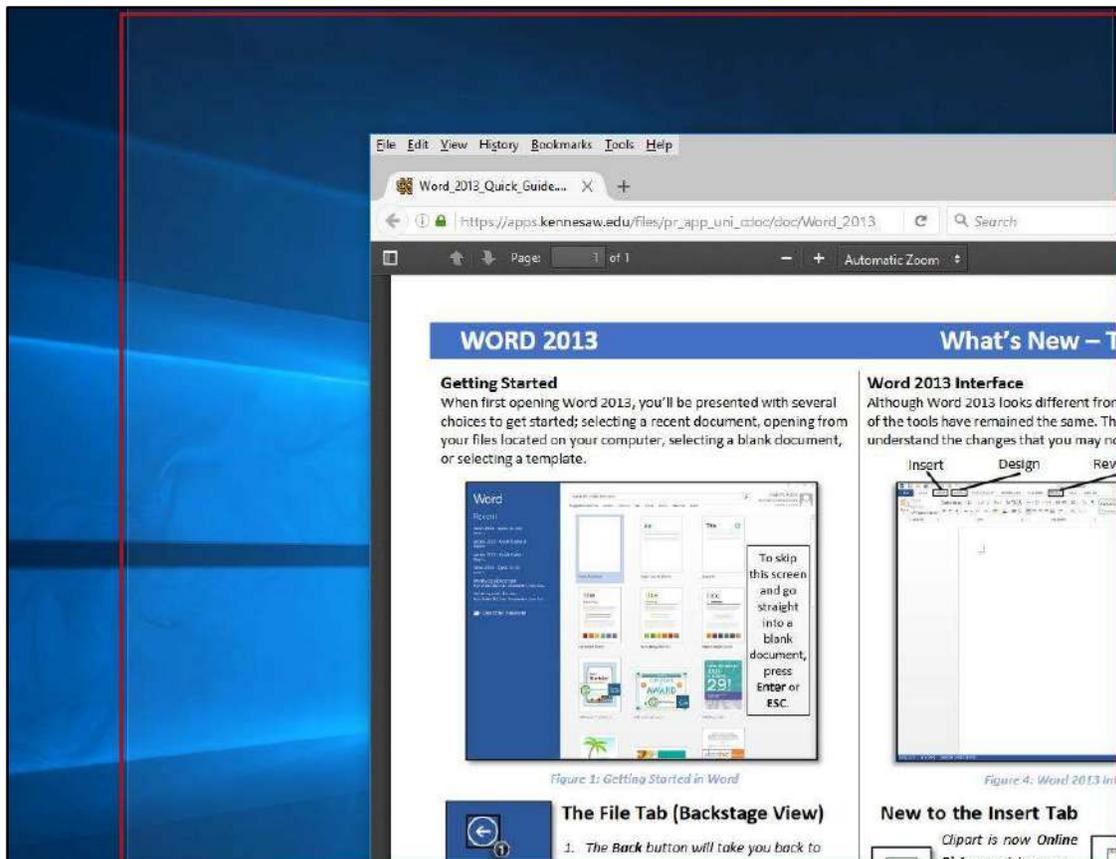


Figure 92 - Window Overlay

- The *Snap Assist* screen with available windows will appear, allowing you to select a window to place in the open portion of your screen. Click on a **window** to add it to the open portion of your screen.

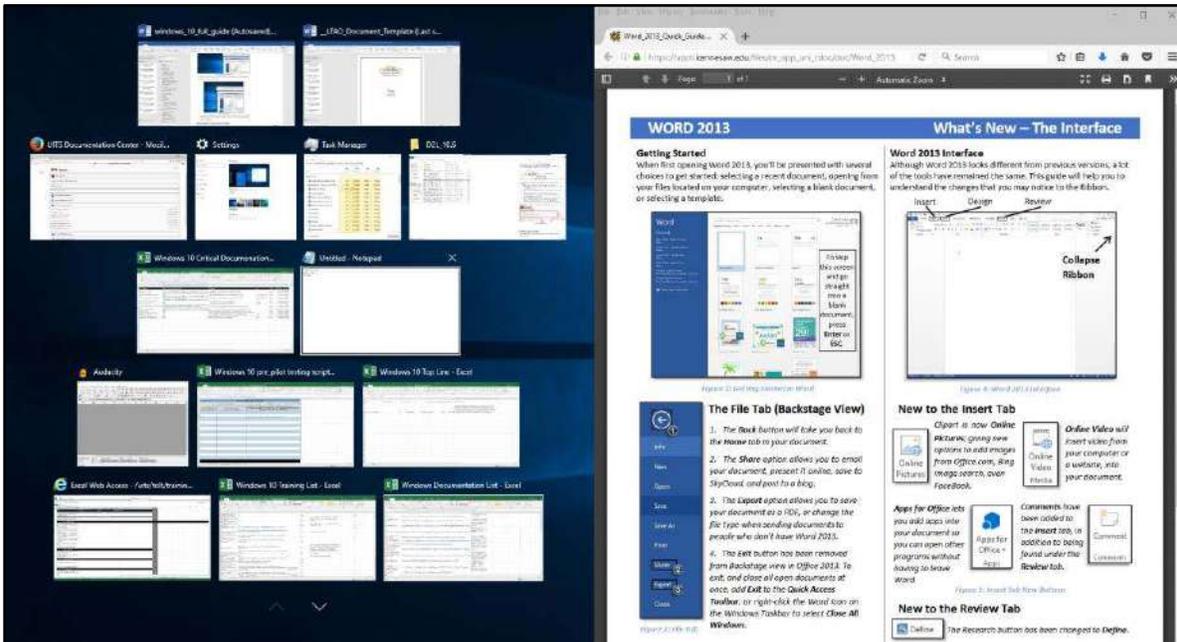


Figure 93 - Select a window

Snapping a Window to take up a Quarter of a Screen

You can also use the Windows Snapping feature to fill only a quarter of your screen. The following explains how to do so:

- In the window that you wish to snap, click anywhere on the **window title bar**.
- Drag your window to any of the corners of your screen.

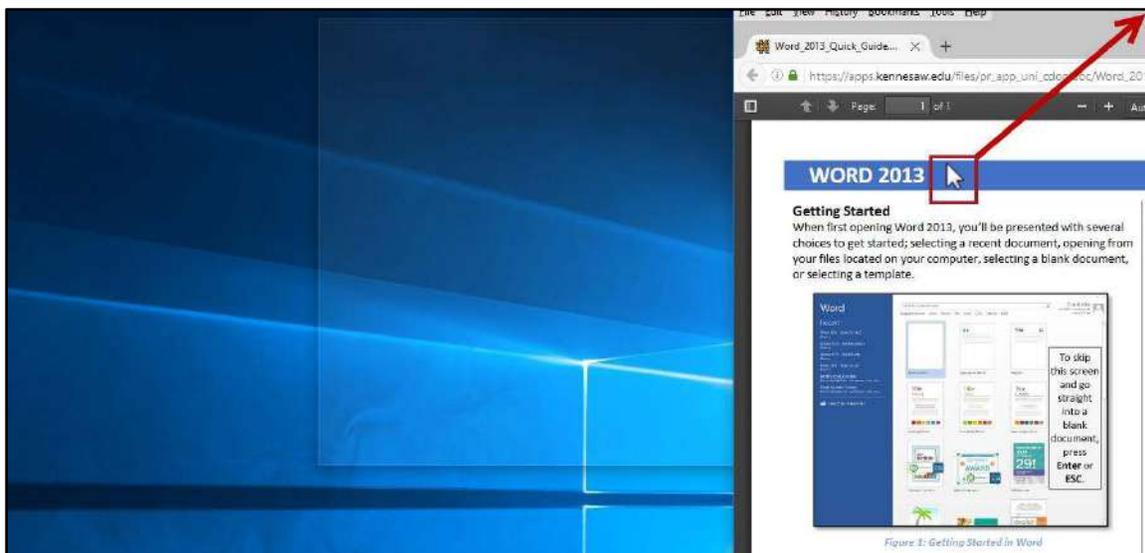


Figure 94 - Drag to a Corner

3. When your mouse cursor reaches the corner, an overlay will appear, indicating where the window will be placed.

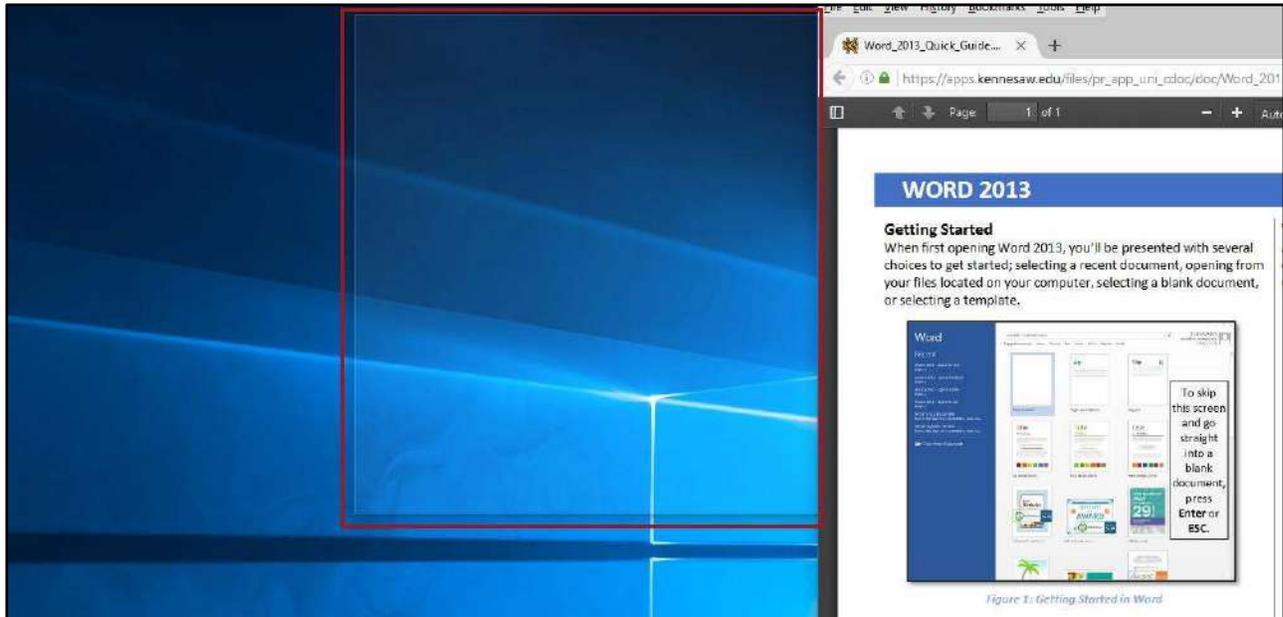


Figure 95 - Window Overlay

4. Repeat steps 1 - 3 for any additional open windows.

Disable Snap-Assist

The Snap-Assist feature allows you to select open windows to add to an unoccupied area of your screen when using Windows Snapping. However, you have the option of disabling this feature in the event that you do not wish to be prompted to select a window to add to the empty area of the screen. The following explains how to disable Snap-Assist:

1. Click the **Start** button.
2. Click the **Settings** icon.
3. The *Windows Settings* window will appear. Click **System**.

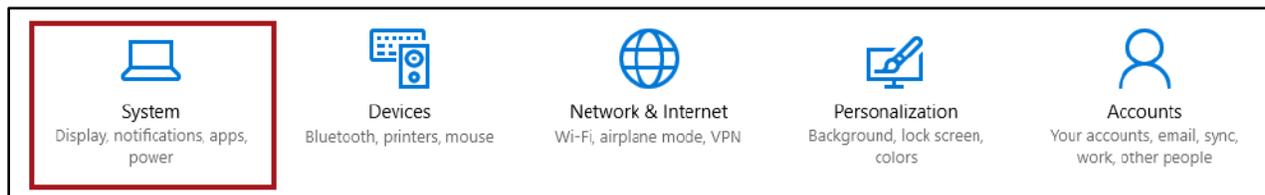


Figure 96 - Click System

4. You will be taken to the *System Settings* window. Click **Multitasking**.

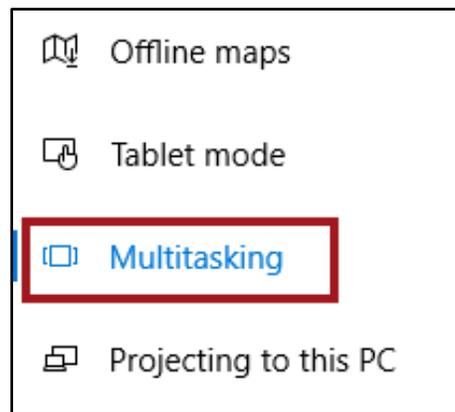


Figure 97 - Click Multitasking

5. The *Windows Snap* options will appear. Click **On**, located under the *When I snap a window, show what I can snap next to it* feature.

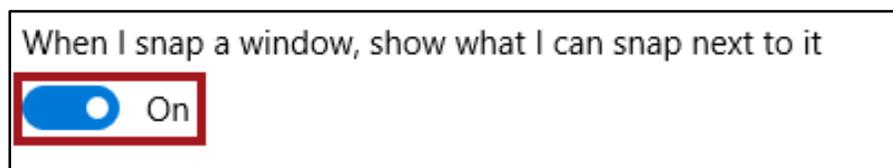


Figure 98 - Click On

6. The lever will be switched to *Off*.

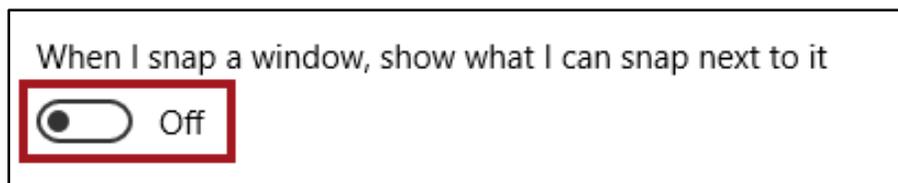


Figure 99 - Snap Assist Off

Task View and Virtual Desktop

Using the Task View

One new feature in Windows 10 is the *Task View*. When clicking the **Task View** button, located on the *Taskbar*, you will be taken to a screen showing all of your open windows. This provides a very quick way to switch between a specific program or document and is especially helpful when you have a number of windows open at once. To access the Task View:

1. On the *Taskbar*, click the **Task View** icon.



Figure 100 - Task View

2. A screen with all of your currently open windows will appear. Click the **window** that you wish to display on your screen.

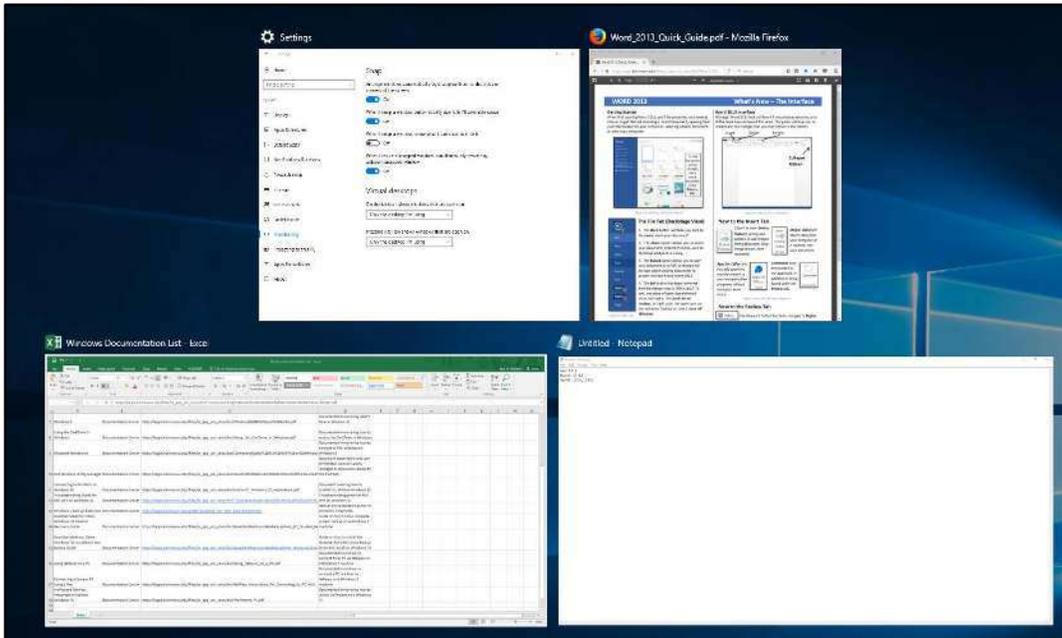


Figure 101 - Click the Window

Using Virtual Desktop

With the *Task View*, you also have access to a virtual desktop that allows you to spread out multiple projects and tasks across separate desktops. When you need to jump from one task to another, you can switch your desktops using the *Task View Virtual Desktop*.

1. To begin, click the **Task View** button, located on the *Taskbar*.



Figure 102 - Task View

2. You will be taken to a screen with all of the currently open programs. To start a Virtual Desktop, click **New Desktop**.

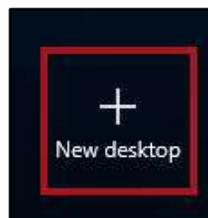


Figure 103 - Click New Desktop

3. Click **Desktop 2** to open the new desktop.

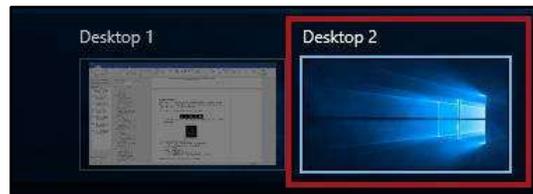


Figure 104 - New Desktop

4. You will be taken to the new desktop. To switch between desktops:
 - a. Click the **Task View** button, located on the *Taskbar*.



Figure 105 - Click Task View

- b. Click **Desktop 1**.



Figure 106 - Desktop 1

5. To close a Virtual Desktop:
 - a. Click the **Task View** button, located on the *Taskbar*.



Figure 107 - Click Task View

- b. Hover over the desktop you wish to close and click the **Close** button.



Figure 108 - Click Close

Note: Verify that you have saved all files prior to closing a desktop.

Ease of Access

Windows 10 provides a variety of accessibility tools that makes it easier to see, hear, and use your computer. With the *Ease of Access* center, you have a centralized place to locate accessibility settings. To access the *Ease of Access* center:

1. Click the **Start** button.
2. Click the **Settings** icon.
3. In the *Windows Settings* window, click **Ease of Access**.

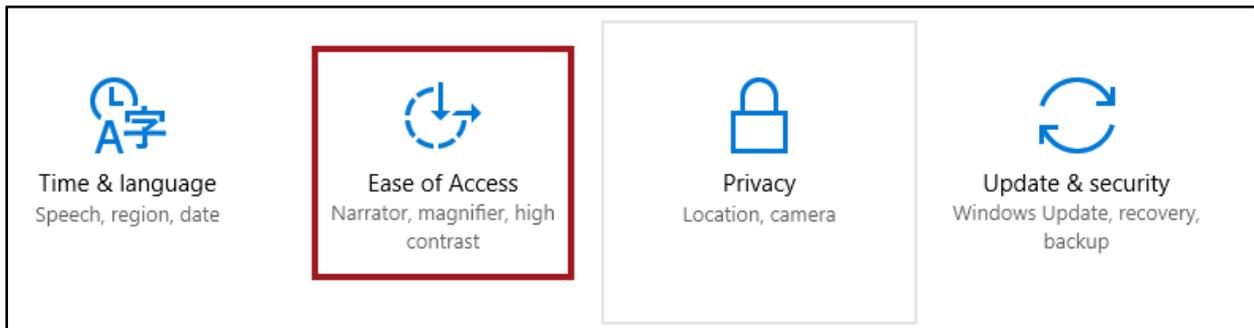


Figure 109 - Click Ease of Access

4. You will be taken to the *Ease of Access* center.

The Magnifier

The magnifier enlarges different parts of the screen. This is useful for viewing objects that are difficult to see, and for seeing the whole screen more easily. There are three modes when using the Magnifier.

- a. **Full-Screen mode** – In full-screen mode, your entire screen is magnified. You can then have the *Magnifier* follow the mouse pointer.
- b. **Lens mode** – In lens mode, the area around the mouse pointer is magnified. When you move the mouse pointer, the area of the screen that's magnified moves along with it.
- c. **Docked mode** – In docked mode, only a portion of the screen is magnified, leaving the rest of your desktop in a normal state. You can then control which area of the screen is magnified.

The following explains how to use the magnifier:

1. From the *Ease of Access* center, click **Magnifier**.



Figure 110 - Click Magnifier

2. You will be taken to the *Magnifier* window. Here, you may:
 - a. Turn on the **Magnifier** (See Figure 111).
 - b. **Invert the colors** of your screen when the *Magnifier* is enabled (See Figure 111).
 - c. Have the Magnifier **start automatically** (See Figure 111).
 - d. Enable the magnifier to follow the **mouse cursor** (See Figure 111).
 - e. Enable the magnifier to follow the **keyboard focus** (See Figure 111).
 - f. Have the Magnifier follow the **text insertion** point (See Figure 111).

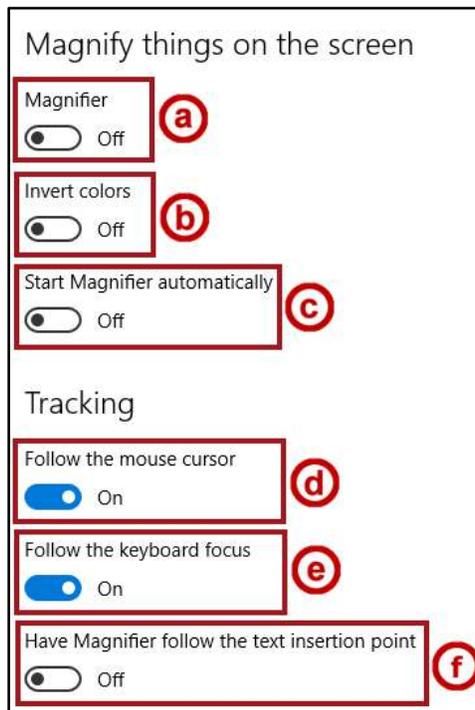


Figure 111 - Magnifier Options

3. To turn on the magnifier, click the **Magnifier** button.



Figure 112 - Click the Magnifier

4. Your screen will be magnified and the **Magnifier tool** bar will appear.



Figure 113 - Magnifier Tool

5. To adjust the zoom magnification, use the – or + buttons.



Figure 114 - Magnification Tool

6. Click the **Views** drop-down to see a list of available views.

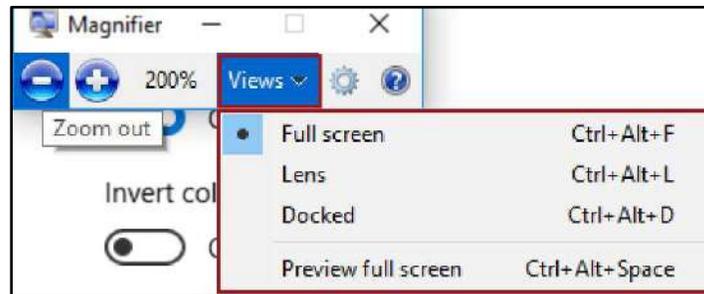


Figure 115 - Click Views

7. To turn off the magnifier, click the **Magnifier** button, located in the *Windows Settings* window.



Figure 116 - Magnifier button

Mouse Options

The *Ease of Access* center provides tools to make the mouse more accessible. Here, you can change your primary mouse button, the mouse pointer size and color, and change your scroll wheel settings.

Changing Your Primary Mouse Buttons

In Windows 10, you have the ability to change your primary mouse button. In other words, you may switch so that the right mouse button is your primary click. The following explains how to switch your primary mouse buttons:

1. Click the **Start** button.
2. Click **Settings**.
3. The *Windows Settings* window appears. Click **Devices**.



Figure 117 - Click Devices

4. In the *Devices* panel, click **Mouse & touchpad**.

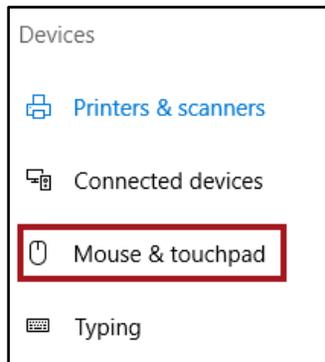


Figure 118 - Mouse & touchpad

5. The *Mouse* option appears. In the *Select your primary button* drop-down, select your preferred primary mouse button.

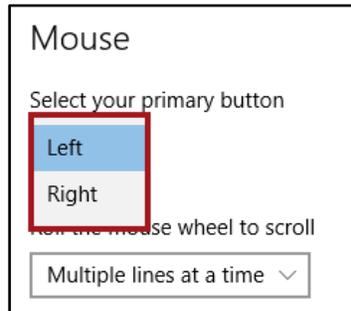


Figure 119 - Select your preferred primary mouse

6. Click **Close** to close your window.

Adjusting Mouse Pointer Size and Color

You may also adjust the size of the mouse pointer as well as its color. This allows you to make it easier to see your mouse pointer, thus improving the computer's accessibility. The following explains how to adjust the computer's mouse pointer size and color:

1. Click the **Start** button.
2. Click the **Settings** icon.
3. The *Windows Settings* window appears. Click **Ease of Access**.

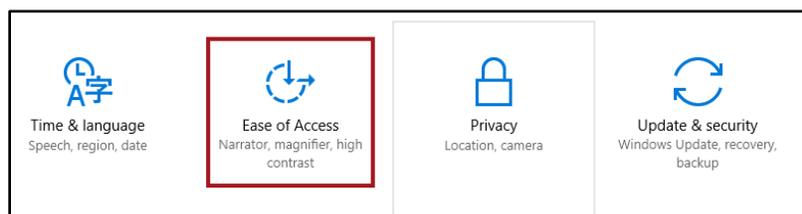


Figure 120 - Ease of Access

4. The *Ease of Access* window appears. Click **Mouse** in the *Ease of Access* side panel.

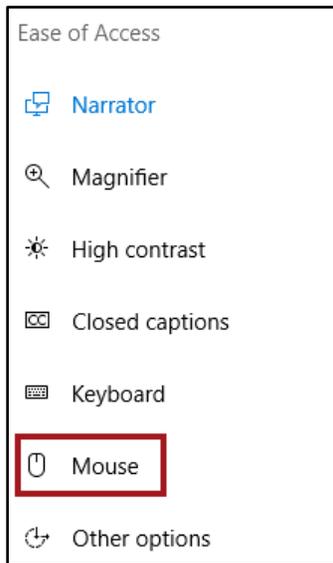


Figure 121 - Click Mouse

5. Select your preferred **mouse pointer size** and **mouse pointer color**.

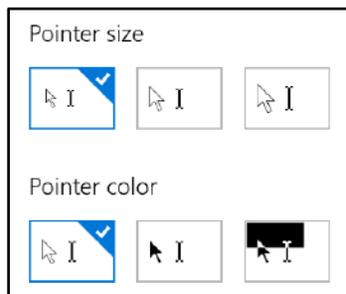


Figure 122 - Mouse Pointer Size and Color

6. Click **Close** to close your window.

Changing your Scroll Wheel Settings

Changing the *scroll wheel* settings allows you to adjust the amount that your screen scrolls when using the scroll wheel. The following explains how to access and adjust the scroll wheel settings:

1. Click the **Start** button.
2. Click the **Settings** icon.
3. The *Windows Settings* window appears. Click **Devices**.



Figure 123 - Click Devices

4. Click **Mouse & touchpad**.

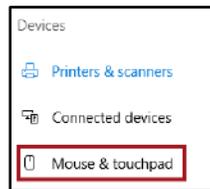


Figure 124 - Mouse & touchpad

5. The *Mouse* options will appear. Here, you may:

- a. Change your primary mouse button (See Figure 125).
- b. Indicate whether you wish to scroll multiple lines at a time (See Figure 125).
- c. Choose how many lines to scroll each time (See Figure 125).
- d. Enable scrolling of inactive windows when hovering over them (See Figure 125).
- e. View additional options such as ClickLock, Double-Click Speed, and advanced pointer options (See Figure 125).

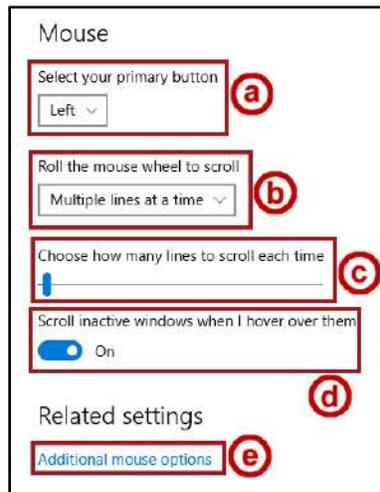


Figure 125 - Mouse Options

Keyboard Options

The *Ease of Access* center provides a variety of options that can make your keyboard much more accessible. The following explains how to access keyboard options in the *Ease of Access* center:

- 1. Click the **Start** button.
- 2. Click the **Settings** icon.
- 3. Click **Ease of Access**.

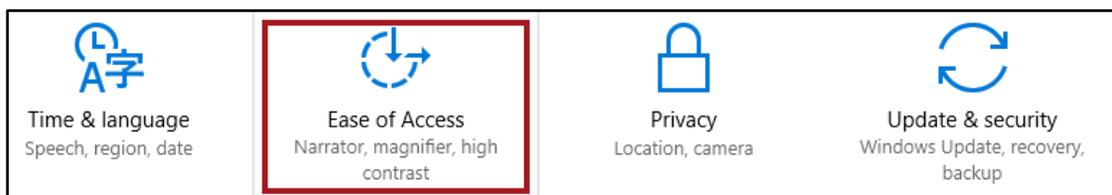


Figure 126 - Click Ease of Access

4. Click **Keyboard** to access the various *keyboard options*.

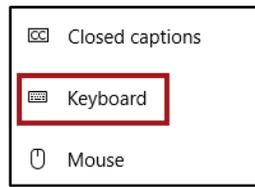


Figure 127 - Click Keyboard

5. You will be taken to your *keyboard options*.

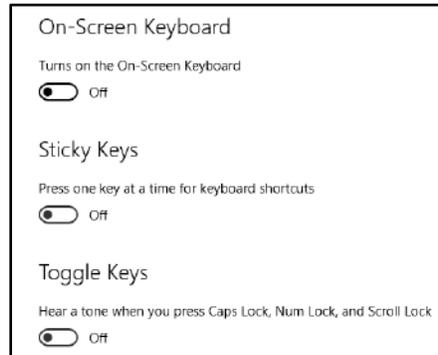


Figure 128 - Keyboard Options

Adding an International Keyboard

The following explains how to add an international keyboard:

1. Click the **Start** button.
2. Click the **Settings** icon.
3. Click **Time & language**.



Figure 129 - Click Time & language

4. Click **Region & Language**.

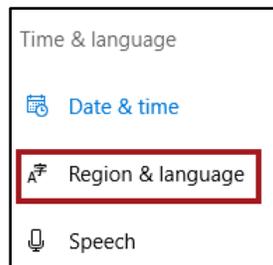


Figure 130 - Click Region & language

5. Click **Add a language**.

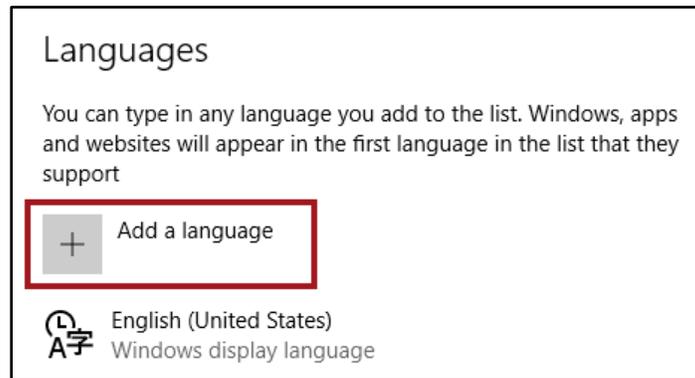


Figure 131 - Click Add a language

6. Click the **language** that you wish to add to the keyboard layout.

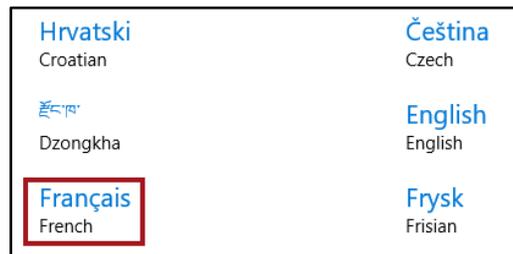


Figure 132 - Click the language

7. If prompted, click the most appropriate language to add to the keyboard layout.



Figure 133 - Click the appropriate language

8. You will be taken back to the *Languages* page. Click the **language** that you wish to add to the keyboard layout.



Figure 134 - Click the language

9. Click **Set as Default** if you wish to set the keyboard as the default keyboard.

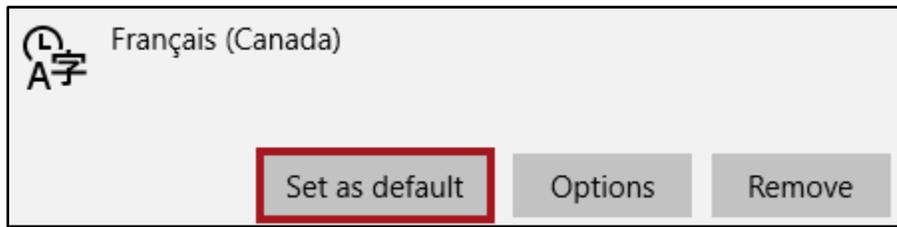


Figure 135 - Set as Default

10. Click **Close** to close the window.

The High Contrast Feature

High Contrast themes is a useful tool that allows you to heighten the color contrast of text, windows border, and images on the screen. This makes your computer more visible and easier to read and identify.

1. Click the **Start** button.
2. Click **Settings**.
3. The *Windows Settings* window appears. Click **Ease of Access**.



Figure 136 - Ease of Access

4. Click **High Contrast**, located in the *Ease of Access* panel.

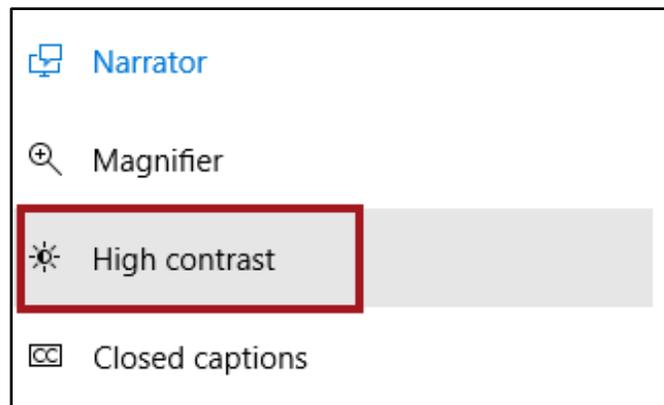


Figure 137 - Click High Contrast

5. Select your preferred high contrast theme from the **Choose a Theme** drop-down.

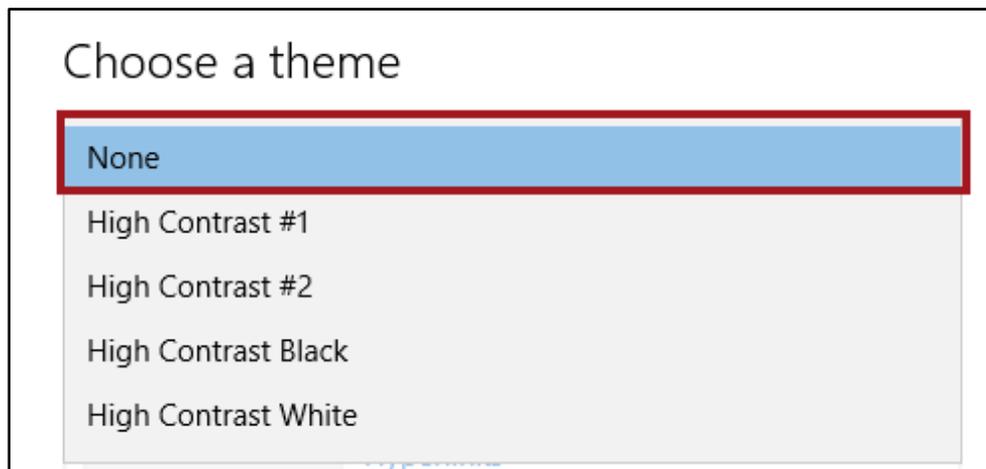


Figure 138 - Choose a Theme

6. Click **Apply**.

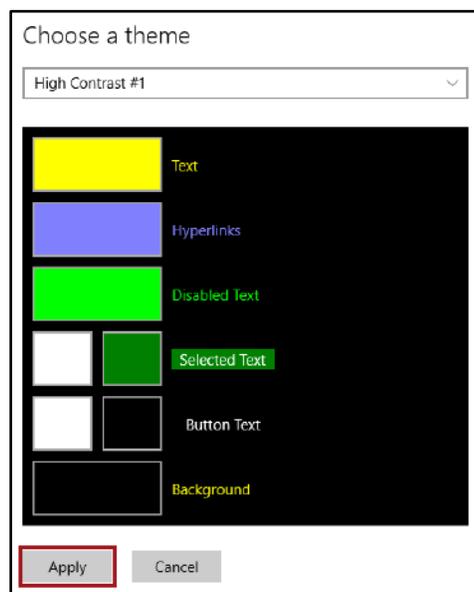


Figure 139 - Click Apply

7. Click **Close** to close the window.

Windows Narrator

The Narrator reads text on your PC screen aloud and describes events such as notifications or calendar appointments so you can use your PC without a display. The following explains how to enable the Narrator:

1. Navigate to the **Ease of Access** center in *Windows Settings*.
2. Click **Narrator**.

- To enable the Narrator, click **Narrator Off**. The Narrator will be turned on and will begin narrating on your computer.

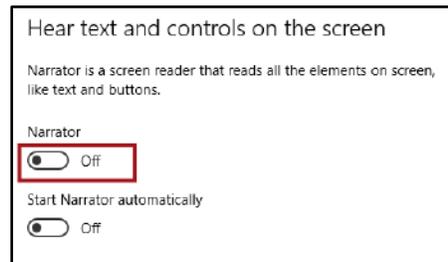


Figure 140 – Enable the Narrator

- Under the *Voice* section, you can:
 - Change the Narrator Voice (See Figure 141).
 - Adjust the narrator *Speed* (See Figure 141).
 - Adjust the narrator's *Pitch* (See Figure 141)

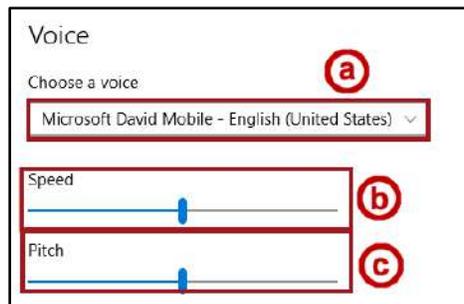


Figure 141 - The Voice Section

- The *Sounds you hear* section allows you:
 - Enable **Read hints for controls and buttons** (See Figure 142).
 - Enable sounds for **Characters** that you type (See Figure 142).
 - Enable sounds for the **Words** you type (See Figure 142).
 - Lower the **volume** of other apps when the *Narrator* is running (See Figure 142).
 - Enable **audio cues** (See Figure 142).

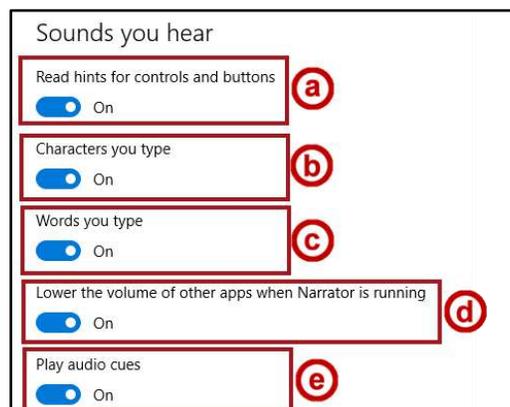


Figure 142 - Sounds you hear

6. The *Cursor and keys* section allows you to:
 - a. **Highlight** the cursor (See Figure 143).
 - b. Have the **insertion point** follow the Narrator (See Figure 143).
 - c. Activate keys on a touch keyboard when lifting fingers off the keyboard (See Figure 143).

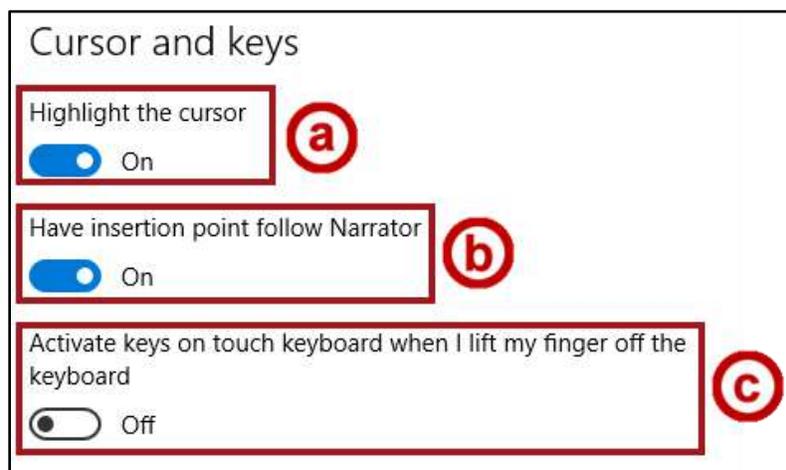


Figure 143 - Cursor and Keys

7. To disable the *Narrator*, click **Narrator On**. The Narrator will be turned off.

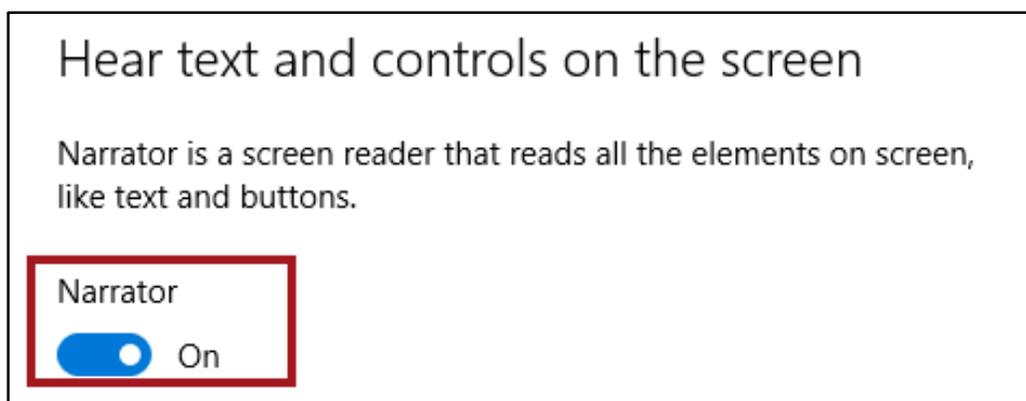


Figure 144 - Disable the Narrator

Windows Tools

The Snipping Tool

The Snipping Tool captures a screen shot of anything on your desktop, like a picture or a section of webpage. Snip a whole window, a rectangular section of the screen, or draw a freehand outline with your mouse or tablet pen (or your finger, if you are using a PC with a touchscreen). Then you can annotate, save, or e-mail the image using buttons right in the Snipping Tool window.

1. Click the **Start** button.

2. Type **Snipping Tool** in the keyboard.
3. From the search results, click **Snipping Tool**.



Figure 145 - Click Snipping Tool

4. From the *Snipping Tool* window, click the **New** drop-down arrow.

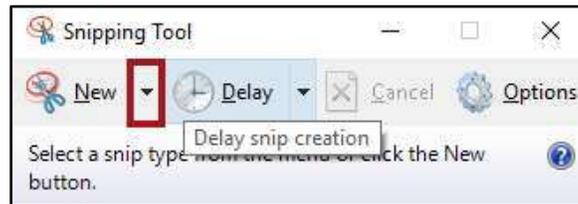


Figure 146 - New dropdown arrow

5. Select the option that you wish to use. These options include:
 - a. **Free-form Snip** – Draw a capture area on your screen (See Figure 147).
 - b. **Rectangular Snip** – Draw a rectangular capture area on your screen (See Figure 147).
 - c. **Window Snip** – Capture an open window on your screen (See Figure 147).
 - d. **Full-screen Snip** – Capture the entire screen (See Figure 147).

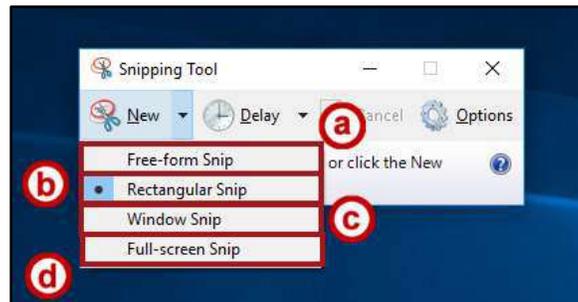


Figure 147 - Snipping Tool Options

Computer Security

Locking the Computer

When you step away from your computer, it is critical that you keep the machine secure by locking it. The following explains how to lock your computer:

1. Using your keyboard, press **Ctrl + Alt + Delete**.
2. Click **Lock**.
3. Your computer will be locked. To unlock your computer, press **Ctrl + Alt + Delete**.

4. Enter your **NetID password** and press **Enter** on your keyboard. Your computer will be unlocked.

Signing Out of the Computer

The following explains how to sign out of your computer:

1. Using your keyboard, press **Ctrl + Alt + Delete**.
2. Click **Lock**.
3. Click **Sign Out**. You will be signed out of the computer.

Shutting Down the Computer

To shut down the computer:

1. Click the **Start** button on the *Taskbar*.
2. Click the **Power** icon.

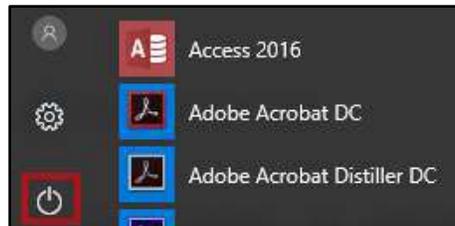


Figure 148 - Click the Power Icon

3. Click **Shut down**.

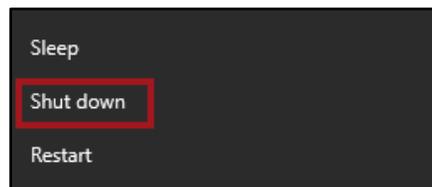


Figure 149 - Click Shut down

Placing Your Computer into Sleep Mode

If you are going home for the evening, you may place your computer to sleep as opposed to completely shutting it down. The following explains how to place your computer to sleep:

1. Click the **Start** button on the *Taskbar*.
2. Click the **Power** icon.

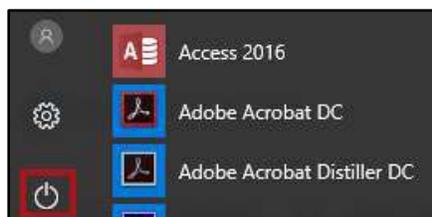


Figure 150 - Click the Power Icon

3. Click **Sleep**.



Figure 151 - Click Sleep

Additional Help

For additional support, please contact the KSU Service Desk:

KSU Service Desk for Faculty & Staff

- Phone: 470-578-6999
- Email: service@kennesaw.edu
- Website: <http://uits.kennesaw.edu>

KSU Student Helpdesk

- Phone: 470-578-3555
- Email: studenthelpdesk@kennesaw.edu
- Website: <http://uits.kennesaw.edu>