Windows 10
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Introduction

The Dell Laptop you have been provided with to use at school has been purchased by your parent/carer.

It is important that each student understands their responsibilities in how to care for their Dell Laptop and to avoid personal injury, property damage or accidental damage to your laptop. The following points must be read and understood:

• Ensure that you bring your Dell Laptop to school each day and that it is fully charged. The school is not responsible for providing students with charging facilities for laptops.

• When you are not using your Dell Laptop you must secure it in your locker. You must also ensure you padlock the locker appropriately.

• When you are transporting your Dell Laptop to school and between classes, please keep the laptop in its case to prevent damage.

• Do not drop, bend, puncture, insert foreign objects or place heavy items on your Dell Laptop as sensitive components inside might become damaged.

• The Dell Laptop screen is made of glass; therefore it might break if the laptop is dropped on a hard surface. In the event the glass chips or cracks do not touch the broken glass or attempt to remove it from the laptop. Stop using the laptop immediately and contact your school IT support service.

• Do not disassemble or modify your laptop, as it is a sealed unit. Attempting to open or modify your laptop will void the warranty.

• Do not immerse your laptop in water or leave it in a location where it can be saturated with water or other liquids.

• It is advisable to regularly clean your laptop, especially the touch screen to ensure a full life span.
# Touchscreen Gestures in Windows 10

If your Windows 10 laptop has a touch screen it allows you to use gestures (*motions that you make with one, two or three fingers*). You can use gestures to navigate and interact with your laptop using the touchscreen or the touchpad.

<table>
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<th>Touchscreen/Touchpad View</th>
<th>How to do it</th>
<th>What it does</th>
</tr>
</thead>
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<tr>
<td>1 Finger</td>
<td><img src="image" alt="Single Tap" /></td>
<td>Tap once on an item.</td>
<td>Single tap selects an item.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tap twice on an item.</td>
<td>Double tap opens an item.</td>
</tr>
<tr>
<td>1 Finger</td>
<td><img src="image" alt="Single Slide" /></td>
<td>Slide a single finger in a left/right or up/down direction</td>
<td>Moves the cursor in that direction.</td>
</tr>
<tr>
<td>1 Finger</td>
<td><img src="image" alt="Single Tap and Slide" /></td>
<td>Tap and Slide in a direction.</td>
<td>Moves the selected object in that direction.</td>
</tr>
<tr>
<td>2 Fingers</td>
<td><img src="image" alt="Two Finger Tap" /></td>
<td>Tap 2 fingers</td>
<td>Performs a right mouse click.</td>
</tr>
<tr>
<td>2 Fingers</td>
<td><img src="image" alt="Two Finger Slide" /></td>
<td>Slide 2 fingers in a left/right or up/down direction.</td>
<td>Scrolls or pans in that direction.</td>
</tr>
<tr>
<td>2 Fingers</td>
<td><img src="image" alt="Two Finger Pinch" /></td>
<td>Pinch fingers together or pull them apart.</td>
<td>Performs a zoom in or out.</td>
</tr>
<tr>
<td>3 Fingers</td>
<td><img src="image" alt="Three Finger Tap" /></td>
<td>Tap with 3 fingers.</td>
<td>Activates Cortana for searching.</td>
</tr>
<tr>
<td>3 Fingers</td>
<td><img src="image" alt="Three Finger Slide" /></td>
<td>Slide with 3 fingers in a left/right or up/down direction.</td>
<td>Activates multi-tasking options.</td>
</tr>
<tr>
<td>4 Fingers</td>
<td><img src="image" alt="Four Finger Tap" /></td>
<td>Tap with 4 fingers.</td>
<td>Activates the Action Centre.</td>
</tr>
</tbody>
</table>
Starting Up

When you turn on your Windows 10 laptop it will be ready to use when you see the Lock screen. You need to dismiss the Lock screen and log in.

After starting up and logging in successfully you will see the Desktop with a Taskbar across the bottom of the screen.

Exercise: Start up the laptop

1. Turn on your laptop by pressing the power button.
   The laptop will be ready to use when you see OK displayed.
2. Select OK, or press the [Enter] key.
3. At the Sign in screen enter your DBB username (usually, firstname.lastname).
4. Enter your password.
   NOTE: If the laptop has multiple users, you may need to select your account.
   The first thing that you will see after logging in is referred to as the Desktop.
Windows 10

*Microsoft* have released a few versions of the *Windows* operating system software, each with a slightly different name.

This guide uses the wording *Windows 10*, and is referring to the version of the software – *Windows 10*.

Some of the features unique to *Windows 10* and that will be covered throughout this guide include:

- Start menu
- Action Centre
- Tablet mode
- Microsoft Edge
- Cortana
- Task View
- Virtual Desktops
The Start Menu

The Start menu enables you to access applications and settings, and provides quick access to Power and Search functions.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Windows button</strong></td>
</tr>
</tbody>
</table>
| 2 | **Start menu left side** | The left side provides access to essential Windows tasks, including:  
  - **Power** – Sleep, Restart and Shut down  
  - **Account** – details about the user account associated with the device  
  - **Settings** – access to change Windows settings  
  - **Menu** – allows you to expand or collapse this area |
| 3 | **Start menu Apps List** | Provides shortcuts in alphabetical order to the installed apps and programs. The list also includes recently added and most used apps. |
| 4 | **Start menu right side** | The Start menu includes tiles to basic Windows apps including Microsoft Edge, Photos and the Microsoft Store. This area can be customised – pin apps, programs, files and folders, resize tiles, move tiles, create groups of tiles. |
| 5 | **Cortana** | A Windows 10 feature that will search both the device and the web for requested information. This feature can use your voice if turned on, or Cortana can be turned off completely. |
| 6 | **Taskbar** | Displays apps or programs that are running, as well as providing links or shortcuts to other features. Items can be pinned to the Taskbar. |
| 7 | **Notification area** | This area provides quick access to settings including date and time, network connectivity, sound and battery level indicators, and the Action Centre. |
Launching Apps from the Start Menu

Your laptop comes with Windows apps such as Calendar, Microsoft Edge, Weather and News, which have tiles on the right side of the Start menu.

To launch an app from the Start menu, use the tap gesture on the app’s tile.

Exercise: Launch the Weather app and use gestures

1. Tap the Windows icon to display the Start menu.
2. Tap the Weather tile.
3. Select Celsius and choose Detect my Location if prompted, and then tap Start.
4. Use the Slide gesture to move around Australia.
5. Tap the cross X to close the app.
Launching Apps from the Apps List

Microsoft provides access to all installed Apps through an Apps list. The Apps are displayed in alphabetical order for easy location.

**Exercise: Launch an app from the Apps list and use gestures**

1. Tap the *Start button*.
2. Use the *Slide* up gesture to scroll through the Apps list to locate Maps.
3. Tap Maps.

The first time that you access Maps, you may be prompted ‘*Allow Windows Maps to use your location*’; tap the desired option.

4. Use the *Pinch* gesture to zoom out.
5. Use the *Slide* gesture to scroll to locate New Zealand.
6. Use the *Stretch* gesture to zoom into New Zealand.
7. Double tap on Auckland to zoom in.

**TIP:** You can repeat this step to continue to zoom in.
8. Tap *Map views* on the right side toolbar to display further options.

9. Use the *Tap* gesture on *Aerial* to change to the *Aerial* view.

10. Use any of the gestures in locate **London, England**.

11. Tap the *cross* to close the app.
**Action Centre**

The *Action Centre* provides access to a variety of accessibility shortcuts and appears on the right side of the screen when activated. The *Action Centre* can be expanded and collapsed to show items such as *Tablet mode*, *Settings* and *Wi-Fi*.

**Exercise: Activating the Action Centre**

1. *Swipe* in from the right of the screen to activate the *Action Centre* (or use ).
2. Tap *Expand*.

![Image of the Action Centre with Expand button highlighted]

The *Action Centre* will display more *Settings*. 

![Image of the expanded Action Centre]

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**Tablet Mode**

*Windows 10* includes an option for *Tablet mode*, which allows you to *annotate* using a stylus on touch screen devices. It also displays many features in a full-screen mode and a variety of functions that are dependent on the program you are currently using.

### Exercise: Activating Tablet mode

1. Swipe from the right of the screen to activate the *Action Centre*.
2. Tap *Tablet mode*.

[Image of Tablet Mode activation]

Tablet mode will appear *blue* when activated.

3. Tap the *Start* button.
   
   **NOTE:** The *Start menu* takes up a full-screen mode, and the *Taskbar* appearance changes slightly to indicate *Tablet mode* is turned on.
Windows Apps in Tablet Mode

When the laptop is in Tablet mode, closing an app is quite different from closing when not in Tablet mode, (which is still done using the Close command). The cross in the top right corner will not appear.

Instead, when in Tablet mode use a Swipe gesture from top edge to bottom edge of the screen. The app will shrink as it nears the bottom of the screen, and then disappear off the edge of the screen to close the app.

Exercise: Close an app in Tablet mode

1. Ensure that the device is in Tablet mode.
2. Tap the Start button.
3. Tap the Calculator app.

The Calculator app will take the full screen view.

4. Use the Swipe gesture from the top edge of the screen down to the bottom edge.

As you drag the app down it will become smaller, and the app will close as you drag to the bottom edge.

TIP: You may need to be deliberate with this gesture. Practice doing it slowly at first, until you are successful.
Turning Tablet Mode off
When no longer required you can turn *Tablet mode* off.

**Exercise: Turn Tablet mode off**

1. Swipe from the right of the screen to activate the *Action Centre*.
2. Tap *Tablet mode*.
   The laptop will return to normal view.

Using Task View
When you have several apps running, you may want more control than just swiping to switch between them. *Task View* will display a list of running apps as *thumbnails*. You can then select an app by tapping on it. *Task View* is available on the *Taskbar* and can also be activated using the shortcut key *Windows Key + Tab*.

**Exercise: Use Task View**

1. Ensure three apps are running – *Maps, Weather* and *Calculator*.
2. Tap *Task View* on the Taskbar.

The open *Apps* will display as thumbnails.

3. Tap an *App* to open it.

   **TIP:** You can use the *Swipe* gesture from left edge of the screen to view multiple Apps.
**Virtual Desktops**

*Virtual Desktops* enable users to create different desktops. This is useful as you might use one for school work and one for personal use.

**Exercise: Create a new desktop**

1. Ensure that two Apps are running – Maps and Weather.
2. Tap Task View on the Taskbar.
   
   The Task View interface will open.
3. Tap *+ New desktop.* (or Ctrl + D) in the bottom right corner.

![New desktop button](image)

   The screen will update to indicate there are two Desktops.
4. Tap Desktop 2.
5. Open the Calculator App.
6. Use the Swipe from left edge of screen gesture to see the Calculator App appearing on Desktop 2.

![Desktops with applications](image)

7. Tap the *cross* on Desktop 2 to delete the Desktop.

![Delete desktop](image)
Using the System Tray

The System Tray provides various options to change settings on your device – Battery Level, Network, Volume, Windows Ink Workspace, Keyboard, Date, Time and Notifications.

Exercise: Use the System Tray

1. Ensure that you are displaying the Desktop.
2. Use the Tap gesture on the icons in the System Tray to display some of the Settings listed in the following table.

<table>
<thead>
<tr>
<th>Setting</th>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Battery Level</td>
<td>![Battery Icon]</td>
<td>Allows you to check the battery level.</td>
</tr>
<tr>
<td>Network/Wi-Fi</td>
<td>![Wi-Fi Icon]</td>
<td>Access the available Network and Wi-Fi connections.</td>
</tr>
<tr>
<td>Volume</td>
<td>![Volume Icon]</td>
<td>Allows you to adjust the volume and mute. Mute button is on the left.</td>
</tr>
<tr>
<td>Windows Ink Workspace</td>
<td>![Windows Ink Icon]</td>
<td>Available and enabled on touchpad devices. When selected, additional features will be available – Sticky Notes, Sketchpad and Screen Sketch.</td>
</tr>
<tr>
<td>Keyboard</td>
<td>![Keyboard Icon]</td>
<td>Allows you to access the in-built keyboard by selecting <em>Touch keyboard and handwriting panel</em>. Once the in-built keyboard is active, tap the keyboard icon (in the lower right) for three further keyboard options, including <em>handwriting mode</em>.</td>
</tr>
<tr>
<td>Notifications</td>
<td>![Notifications Icon]</td>
<td>Displays the Action Centre and allows you to control Microsoft notifications.</td>
</tr>
</tbody>
</table>
Lock or unlock your Laptop

When you are not using your laptop it is recommended that you **lock** it. Once you have locked your laptop, you need to dismiss the **Lock screen** to use it again.

**NOTE**: If you have not used your laptop for a while it will lock automatically.

<table>
<thead>
<tr>
<th>Exercise: Lock and unlock your laptop</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Ensure that you are logged in to your laptop.</td>
</tr>
<tr>
<td>2. Press the <strong>Power</strong> button of your laptop to lock it.</td>
</tr>
<tr>
<td>Your laptop will lock.</td>
</tr>
<tr>
<td>3. Wait ten seconds, then press the <strong>Power</strong> button again to display the <strong>Lock screen</strong>.</td>
</tr>
<tr>
<td>4. Use the <strong>Slide</strong> up gesture to dismiss the <strong>Lock screen</strong>.</td>
</tr>
<tr>
<td>You will then be able to log in.</td>
</tr>
</tbody>
</table>

**TIP**: Shortcut key combination **Windows** key + **L** also activates the **Lock screen**.
Power Options

In Windows 10 there are three **power options** available on the **Start menu**:

- **Sleep** puts the laptop into a low power state so that you can resume use quickly.
- **Shut down** turns the laptop off completely.
- **Restart** powers down the laptop and then restarts it automatically.

When you use the laptop throughout the day you might use **Sleep**. At the end of the day, you might use **Shut down**. Either way, **Windows 10** starts up more quickly than previous versions of Windows. **NOTE:** Power options are located on the **Start menu** and the **Lock screen**.

### Exercise: Use Power option for Sleep

1. Ensure that you are logged in to your laptop.
2. Launch the **Notepad app** (use the **Apps list** or search for **Notepad**).
3. Tap the **Keyboard** icon on the **Taskbar**.
4. Type a word in **Notepad**.
5. Close the onscreen keyboard. (You will leave Notepad open.)
6. Press the **Windows** key to display the **Start menu**.
7. Tap the **Power** icon (lower left of the **Start menu**).
8. Tap **Sleep**.
9. Press the **Power** button to display the **Lock screen**.
10. Use the **Slide** gesture to dismiss the **Lock screen**.
11. Log in to your laptop.

   The **Notepad app** will still be running.

Before you **shut down** your laptop, you should **save any open files**. If you try to shut down without saving, **Windows 10** will offer you the opportunity to save.

### Exercise: Use Power option for Shut down

1. Ensure that you have the **Notepad app** running with the word you typed.
2. Press the **Windows** key to display the **Start menu**.
3. Tap the **Power** icon (lower left of the **Start menu**).
4. Tap **Shut down**.

   **Windows 10** has detected that you have an unsaved **Notepad document**.
5. Tap **Cancel**.
6. Tap **Save**.
7. Tap the **Keyboard** icon on the **Taskbar**.
8. Type **Test file** in **Filename**, then use the Tap gesture to close the onscreen keyboard.
9. Tap **Save**.

   The **Notepad file** will close automatically and your laptop will shut down completely.
Storage – Locating your Files

You can access your Documents, Music, Pictures and Videos in addition to files on drives by tapping the File Explorer icon on the Taskbar. File Explorer navigation is arranged into sections, Quick Access, Frequent Folders, and Recent Files. Below Quick Access is the navigation area which displays the Drives and other locations you can access from your laptop.

<table>
<thead>
<tr>
<th>Navigation Pane</th>
<th>Provides access to all the installed applications and files saved on your laptop. It will show items in sections:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quick Access</td>
<td>- includes items that you use frequently, you can add folders to Quick Access, however you cannot remove any that have a pin beside them.</td>
</tr>
<tr>
<td>OneDrive</td>
<td>- access all files saved to OneDrive.</td>
</tr>
<tr>
<td>This PC</td>
<td>- displays all items stored on your laptop.</td>
</tr>
<tr>
<td>USB access</td>
<td>- will display if a USB is connected to your device.</td>
</tr>
<tr>
<td>Network</td>
<td>- will display all the available network connections.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Frequent Folders</th>
<th>Folders you frequently access will display in the top half of the view.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Recent Files</th>
<th>Quick access to the files you have recently opened.</th>
</tr>
</thead>
</table>

| Search           | Use Search to locate saved files. |
Understanding *File Explorer* is essential when saving and working with the files you create. In *File Explorer* you can move, copy and share files and folders with ease.

**Exercise: Access your Documents folder and O: Drive**

1. On the **Taskbar**, locate and tap the **File Explorer** icon.

2. Tap **Documents** *(in the Navigation pane on the left)* to access the contents of your **Documents** folder.

3. Tap **This PC** *(in the Navigation pane on the left)* to go up a level.

4. Double tap **Shared (O :)** to access **O Drive** *(in the right pane)*.

   To see all levels under **This PC** in the Navigation pane, tap the **arrow** beside **This PC** to expand this level. *(An arrow head will only be visible when you touch the Navigation pane.)*

5. Use **Steps 3 and 4** to access other locations for **drives, folders** and **files**.

   **NOTE**: To manage files and folders, tap and hold on the folder or file, then release to display a list of commands, for example **Cut, Copy, Paste, Rename, Delete**.

   **TIP**: If you tap and hold on a folder, one of the options is **Pin to Start**, which will place a **tile** on the **Start menu** so you can quickly access the folder in future.

   **For mouse users**:

   Instead of tap and hold, use a right mouse click on folders or files to display a context menu.
Creating Folders

1. Select the location for the new folder, in the Navigation pane (on the left).
2. Right click in the right pane.
   
   A New folder appears in the right pane, and in Edit mode waiting for a name.
4. Enter a name for the folder, and then press [Enter].

Using Steps 1 to 4 above, create Folders for the following subjects in Documents.

- English
- Religion
- Maths
- Science
- HSIE
- PDHPE
- TAS
- Music
- Visual Arts
- iLearn
Web Browsing in Windows 10

A Windows 10 laptop offers a new browser called Microsoft Edge. Using Microsoft Edge you can annotate web pages, use reading mode, access Favourites, Reading Lists, Downloads and History, all within the same pop-out panel.

Reading View

Microsoft Edge provides a Reading view which will remove clutter from a web page. This is beneficial when trying to read a web page with a large amount of written text.

Reading view is accessed by tapping the Reading view icon on the right of the Address bar. Tap the Reading view icon again to return to normal view.

NOTE: Not every web page offers Reading view.

Exercise: Use Reading view

1. Tap the Start button, and then use the Tap gesture on Microsoft Edge.
2. Use the **Address bar** to enter these keywords, **how stuff works cows and methane**.

3. Open the **Do Cows pollute as much as cars?** web page from the listed results.

4. Slide up to scroll through the web page.

5. Tap the **Reading view** icon at the right end of the **Address bar**.

The web page displayed in **Reading view**.

Agriculture is responsible for an estimated 14 percent of the world's **greenhouse** gases. A significant portion of these emissions come from methane, which, in terms of its contribution to global warming, is 23 times more powerful than carbon dioxide. The U.S. Food and Agriculture Organization says that agricultural methane output could increase by 60 percent by 2050 from its current levels. The world's 1.2 billion cows and billions of other grazing animals emit dozens of polluting gases, including lots of methane. Two-thirds of all methane comes from cows.

Cows emit a massive amount of methane through belching, with a lesser amount through flatulence. Statistics vary regarding how much methane the average dairy cow expels. Some experts say 200 liters to 250 liters a day (or about 10 gallons to about 13 gallons), while others say it’s up to 500 liters (about 130 gallons) a day. In any case, that’s a lot of methane, an amount comparable to the pollution produced by a car in a day.

To understand why cows produce methane, it’s important to know a bit more about how they work. Cows, goats, sheep, and several other animals belong to a class of animals called ruminants. Ruminants have four stomachs and digest their food in their stomachs instead of in their intestines, as humans do. Ruminants eat food, regurgitate it as cud and eat it again. The microbes are filled with bacteria that aid in digestion, but also produce methane.

With millions of ruminants in Texas, including 10 million cows, a strong push is underway to cut methane emissions there. Cows contribute 5 percent of Britain’s overall greenhouse gas emissions and 15 to 30 percent of its methane. In New Zealand, where cattle and sheep farming are major industries, 34 percent of greenhouse gases are generated by enteric fermentation and animal production. Methane can be reduced by about 30 percent by feeding cows a diet that’s low in carbohydrates and high in protein.
Inking in Microsoft Edge

Inking is a feature available in Microsoft Edge that allows you to annotate a web page and add comments.

**Exercise: Working with Inking features**

1. Ensure Microsoft Edge is open.
2. Navigate to smh.com.au
3. Tap the Make a web note icon.

A new toolbar will appear.

4. Tap the Ballpoint pen, then select a colour.
5. Draw a circle around a heading.

6. Tap the eraser icon.

7. Tap on the circle drawn in Step 5 to remove it.

8. Tap the Add a note icon.

9. Tap on the web page, type a comment in the textbox.
10. Tap the **Save web note** icon (*top right on the toolbar*).

![Save web note icon](image)

11. Rename if preferred, then tap **Save**.

![Rename web notes](image)

12. Tap **Exit X** to close the web notes toolbar.

![Exit toolbar](image)

**NOTE**: If you have added annotations to a web page, **Edge** will prompt you to save when you attempt to close the web page.
Accessing Web Notes from Microsoft Edge

Once you have saved web notes you can easily retrieve them from within the Reading list of Microsoft Edge.

Exercise: Retrieve a web note

1. Ensure Microsoft Edge is open.
2. Tap the Hub icon.

The Hub will display current Favourites, the Reading list, History and Download options.
3. Tap the Reading list if not already selected.

4. Tap the inking page saved in the previous exercise.

The toolbar will update providing options to Hide notes, or return to the original page (and current web page).
Pinning Apps from Microsoft Edge

When browsing the web it is possible to save web pages as **Favourites**; however, a web page can be **pinned** to the **Start menu**.

**Exercise: Pin a web page to Start menu**

1. Ensure *Microsoft Edge* is open.
2. Tap in the *Address bar*, then type *www.google.com.au*
3. Tap the *More icon*, then tap *Pin this page to Start*. 

---

[Image of More menu with Pin this page to Start highlighted]
Cortana

*Cortana* is a new feature created for *Windows 10*. Cortana is a voice-activated personal assistant. You can use it to search the web, find files, open apps, send email, set reminders and much more. With regular use, *Cortana* will become more personalised to your working habits. Cortana can be used with or without the voice feature.

### Exercise: Using Cortana

1. On the *Taskbar* tap *Ask me anything*. (or on 🎤)

![Ask me anything](image)

2. Type *news*.

   **NOTE:** A microphone appears in the *Cortana* search box. If you tap the microphone, Cortana will become voice-activated so you can speak to make your request.

   A search will be performed and anything related to ‘news’ will display.

![Cortana search results](image)
3. Tap a *News* link to open.

**TIP:** Tap the *Cortana* icon or *Ask me anything*, and then select the *Settings* option to see the options available with *Cortana.*
Office 2016

Office 2016 applications have a new look. The features that you have been used to are still there, plus a whole lot more.

Using Office apps on a touch screen laptop brings new challenges because of the smaller screen size combined with finger gestures. Office 2016 includes some handy options to assist with this.

**Exercise: Turn on Touch option in Office 2016 applications**

1. Ensure that the Start menu is displayed.
2. Tap the Word 2016 tile to open this app.
3. Tap Optimize spacing between commands (at the top left of the window).
4. Tap Touch to provide more space between commands when using finger gestures.

**Exercise: Change the Ribbon display in Office 2016 applications**

1. Ensure that Word 2016 is open.
2. Tap Ribbon Control (at the top right of the window).
3. Tap Auto-hide Ribbon.
4. Tap the Ribbon Control again.
5. Tap Show Tabs and Commands.
6. Tap the Ribbon Control again.
7. Tap Show Tabs.

These options provide you with different ways to display the Ribbon especially if using a device with a small screen.
Microsoft Word 2016

Possibly the most important application in Microsoft Office is Microsoft Word. Word has become a more versatile application than ever before, allowing you to drop in photos and online videos. One of its new features provides tools to edit and review PDF files.

Read Mode in Word 2016

The new Read Mode feature has been designed specifically for small screen devices, as it enables you to view documents in full page view without menus and other formatting tools cluttering the screen. This view displays documents in easy to read columns on the screen and you can scroll through the document as you would if you were turning pages of a book.

Exercise: Use Read Mode

1. Ensure that the Word 2016 application is open.
2. Open a document which has some content.
3. Tap the View tab on the Ribbon.
4. Tap Read Mode.
5. Tap Print Layout or Web Layout (located at the bottom right of the window) to look at the other views.
Printing

There are two different ways to print from a Windows 10 laptop:

- To print Windows apps a print button will usually be located within the app.
- To print Desktop applications use File tab > Print.

Exercise: Print from an Windows app

1. Tap the Start button.
2. Open the Photos app.
3. Tap Collection.
4. Tap a photo to open it.
5. Tap See more … to display a list of options.
6. Tap Print; a list of printers will appear.
7. Tap the required printer.

Exercise: Print from a Desktop application

1. Tap the Start button.
2. In the Apps list, locate and tap on Word 2016.
3. Tap Blank document and enter some text on the page.
4. Tap the File tab and then tap Print.
5. Use the settings available for printing, as required.
6. Tap Print to print the document.
Adding a Printer

If you do not see an available printer, then you may need to add a printer using the steps below.

**Exercise: Add a Printer**

1. Swipe in from the right edge to display the Action Centre.
2. Tap All Settings.
3. Tap Devices.
4. Tap Printers & scanners.
5. Tap *Add a printer or scanner*.

![Add printers & scanners](image)

6. Follow the onscreen instructions to locate your *printer* and complete the setup.
Using your Laptop at Home
In order to access the Internet on your device while at home you must connect to your home network wirelessly. You may also need to disable the Proxy Settings.

Connecting to a Wireless Network
*Windows 10* lists available networks that you can select from, in order to connect to.

**Exercise: Connect to a wireless network**

1. Swipe in from the right edge to display the *Action Centre*.
2. Locate and tap the **network name** that you want to connect to.
   
   It will be identified by the name associated with your modem; look for the tile with the **Wi-Fi symbol**.

   ![Image of Wi-Fi symbol](image)

   **NOTE:** Select **Connect automatically** if you use this network regularly and your *Windows 10* device will automatically connect to the network any time it is within range.

3. Tap **Connect**.

   *Windows 10* will scan for the security settings of the network and then prompt you for a security key or password (*if applicable*).

4. Enter the **key** or **password** carefully to ensure accuracy.

5. Tap **Next**.

   Once connected, you will be able to choose whether or not to enable sharing on the network.

6. If you are on a **private network**, such as one in your home, select **Yes**; if you are on a **public network**, select **No**.

   Once you are successfully connected, the **network icon** will change to indicate the strength of your connection.

   **NOTE:** You can disconnect using **Steps 1 to 2** above; and then tap **Disconnect**.
TIP: You can also locate the Wi-Fi settings by activating the Action Centre and then tap All Settings, then tap Network & Internet.

NOTE: If you swipe to activate the Action Centre you can also quickly turn the Wi-Fi setting on and off by locating the name and tapping on it once.
Disabling the Proxy Settings

As well as connecting to a network (other than the school network), you may need to prevent your laptop from trying to use the school Proxy server to browse the web.

NOTE: Depending on actions by ICLT Services, the Proxy Setting may disable automatically and therefore, you will not have to follow these steps.

Exercise: Disable Proxy Settings (if applicable)

1. Ensure that the Edge browser is displayed.
2. Tap Settings and more (top right corner).
3. Select Settings on the menu.
4. Scroll down and tap View advanced settings.

5. Scroll to and tap Open proxy settings.
6. Tap On under Use a proxy server to turn off the use of a proxy server.

7. Tap Save.

NOTE: When you return to school, this setting will turn back on automatically.
OneDrive

*OneDrive* is a file hosting service which allows you to upload and sync files to *Cloud* storage and then access them from a *web browser* or your laptop’s *File Explorer*.

It is part of the *Microsoft account* range of online services and allows you to keep the files private, share them with friends, or make them public. Publicly shared files do not require a Microsoft account to access.

Currently, the service offers 5 GB of free storage. Additional storage is available for purchase.

Once a Microsoft account is set up, *OneDrive* access is automatic on the laptop. Tapping on the *OneDrive* tile will connect to your *OneDrive* offering the following:

- Uploading files
- Creating folders
  NOTE: The *Shared with Everyone* folder can be accessed by anyone.
- Displaying files and folders that have been uploaded.

**IMPORTANT:** Within the Diocese of Broken Bay, users may see two (2) *OneDrive* links in *File Explorer* – *OneDrive* and *OneDrive - Catholic Diocese of Broken Bay*. Use the DBB OneDrive.

**Accessing OneDrive**

1. Tap *File Explorer* on the *Taskbar*.
2. Tap *OneDrive - Catholic Diocese of Broken Bay*, to access its contents.
   NOTE: The following image shows a personal *OneDrive*.

You can add *folders* to *OneDrive* in the same manner as you would create folders in *File Explorer*. 
Microsoft Accounts

When you sign in with a Microsoft account, your laptop is connected to the Cloud, and many of the settings, preferences, and apps associated with your account can move with you between different Windows 10 devices. For example:

- You can access and share your photos, documents, and other files from OneDrive.
- You can buy and download apps from the Windows Store, and use them on up to ten devices running Windows 10.
- Your personal settings are automatically synced online and between the Windows 10 devices you use. This includes themes, language preferences, browser favourites, browser history, and content for Microsoft apps and services.

How do I get a Microsoft account?

A Microsoft account is an email address and password that you use to sign in to Windows. It’s free and easy to set up, and you can do so with any email address you choose, or get a new email address. (For example, you can use an Outlook.com, Gmail, or Yahoo! address for your Microsoft account.)

If you use other Microsoft services like Messenger, Hotmail or Xbox LIVE, OneDrive, Skype or Windows Phone, the email address and password you use are a Microsoft account. If you have an existing Windows Live ID, that is also a Microsoft account.

IMPORTANT: Keep a record of the details that you provided to set up your account as you may need to use them occasionally.

Creating a new email address and Microsoft account

If you do not have a Microsoft account, you can create a new one.

NOTE: If you already have a Microsoft account, follow Steps 1 to 2, and then continue with Sign in to your Microsoft account.

1. Tap the Start button.
2. Tap the Accounts icon.
3. Tap *Add a Microsoft account*.
4. Tap *Next*.
5. Tap *Create one! (bottom left of the window)*

6. Enter the required details.
7. Tap *Next*.

**TIP:** The *email address* can be used as your login for the *Microsoft Account* on other *Windows 10* devices.

**NOTE:** If the email address you enter is already taken, you will be advised of this when you tap *Next*. Your password must be a combination of *letters*, *symbols*, and *numbers*. Your laptop will retain the password.
8. You will be prompted to select specific settings that will be stored with your Microsoft Account. These settings will transfer to other Windows 10 devices if you log in with your Microsoft Account. Enter all security info and then tap Next.

![Image of account creation page]

All security information may be used to verify the validity of the person using the account, and help to prevent the account being compromised.

9. Deselect any settings you do not want stored with your Microsoft Account, and then tap Next.

![Image of settings page]

10. Continue with the prompts to confirm your email address and to sign in to the store.

11. Tap Finish.

**Windows Store**

Discover a variety of apps for Windows 10 in the *Windows Store*. Access the *Windows Store* by tapping the *Store* tile on the *Start menu*. An options bar across the top offers you *Home, Apps, Games, Music, and Movies & TV*. Categories of apps appear on the *Home* page. You can also search for an app using the *Search box* in the upper right of the *Windows Store*.

**NOTE:** Any newly installed app’s tile will appear on the *Apps list*, and not as a tile on the Start menu. If preferred, you can pin the new app’s tile to your *Start menu*.

---

**Installing Apps from the Windows Store**

1. Tap the *Start* button.
2. Tap the *Store* tile on the *Start menu*.
3. Tap in the *Search* box.
   (Or you can select an app from *Apps, Games, Music, Movies & TV*.)
4. Enter an app name, for example, *Fresh Paint*.
5. Tap an app (if more than one is displayed) to select it.
6. Tap *Free*, *Buy*, *Try*, or *Install* as appropriate.
**Personalisation**

*Windows 10* has many options and features to *personalise* your laptop. You can change your desktop background, windows colours, lock screen background, and customise tiles on the Start menu and much more.

**Pin or Unpin Apps**

Not all installed apps are pinned to the *Start menu*. You can *pin* any apps to suit the way you use your laptop. Also, if there are apps that you do not use, you can *unpin* them from the Start menu.

---

**Exercise: Pin an App to the Start menu**

1. Tap the *Start* button.
2. Locate the *Word 2016* app in the *Apps list*.
3. Tap and hold on the app name.
   A menu will display with a list of options.
4. Tap *Pin to Start*.

*For mouse users:*

Instead of tap and hold, right mouse click to access options.
Exercise: Unpin an App from the Start menu

1. Tap the Windows button.
2. Tap and hold the Word 2016 tile (added in the previous exercise).

3. Tap Unpin from Start on the menu that appears.
   The Word 2016 tile is removed from the Start menu (The App is still on the Apps list).
   NOTE: You can change the name of the tile label if preferred.
Rearranging tiles on the Start menu

In Windows 10, there are several options to customise the Start menu to suit your needs. You can create *Groups*, show *updates* on tiles and *move* tiles to a new position, and more.

<table>
<thead>
<tr>
<th>What you can do</th>
<th>How to do it</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rearrange tiles</strong></td>
<td>1. Slide to move a tile to a new position.</td>
</tr>
<tr>
<td><strong>Group tiles together</strong></td>
<td>1. To start a new group, drag a tile to an open space. When a thick horizontal bar appears, release the tile.</td>
</tr>
<tr>
<td></td>
<td>2. Slide and drag more tiles so they are positioned next to the first tile in the same group.</td>
</tr>
<tr>
<td><strong>Name groups</strong></td>
<td>1. Hover the mouse pointer above the Word 2016 tile to display the <em>Name group</em> option.</td>
</tr>
<tr>
<td></td>
<td>2. Tap on <em>Name group</em> (or tap an existing group name).</td>
</tr>
<tr>
<td></td>
<td>3. Enter the new group name, then tap the background to deselect.</td>
</tr>
<tr>
<td><strong>Resize tiles</strong></td>
<td>(only available on some tiles; and sizes vary depending on the tile)</td>
</tr>
<tr>
<td></td>
<td>1. Tap and hold the tile you want to change, <em>such as Store</em>.</td>
</tr>
<tr>
<td></td>
<td>2. Choose <em>Resize</em> and select <em>Small, Medium, Wide or Large</em> to change its size.</td>
</tr>
<tr>
<td><strong>Turn tile updates on or off</strong></td>
<td>(only available on some tiles)</td>
</tr>
<tr>
<td></td>
<td>1. Tap and hold the tile you want to change such as <em>Photos</em>.</td>
</tr>
<tr>
<td></td>
<td>2. Choose <em>More</em>, tap <em>Turn Live Tile off</em> or <em>Turn live tile on</em> to change this setting.</td>
</tr>
</tbody>
</table>
Personalise the Desktop

Windows 10 provides several options to personalise your Desktop.

Exercise: Personalise the Desktop

1. Swipe from right edge to display the Action Centre.
2. If necessary, tap Expand.
3. Tap All Settings.

Settings will display.
4. Tap **Personalisation**.

   ![Personalisation settings](image)

   *Personalise* options will display.

5. Tap **Background** and select a picture of your choice.

   ![Background settings](image)
6. Tap **Colours** and select an **Accent colour** of your choice for Windows 10 features.
Password options

*Windows 10* provides a few methods for logging in and entering password credentials. These being:

- Log in using the usual method of *Username* and *Password*
- Log in using *Username* and a *6 digit PIN* number instead of a password
- Log in using *Username* and then enter a *gesture combination on a selected photograph* instead of a password (*Picture password*).

**Setting up a 6 digit PIN Password**

Changing to a *6 digit PIN* password will rapidly speed up the unlocking process and may help reduce the chance of someone obtaining your password.

**NOTE:** The PIN will only unlock the laptop you set this up with. Your PIN will **NOT** unlock other Windows 10 devices.

**Exercise: Set up a 6 digit PIN**

1. Ensure *Settings* are displayed (*Action Centre > All settings*).
2. Tap *Accounts*.
3. Tap *Sign-in options*.

![Sign-in options settings](image)
The **Sign-in options** will display.

4. Under **PIN** tap **Add**.

   ![PIN addition interface](image)

   In order to create a **PIN**, you will be asked first for your current password.

   ![Password entry interface](image)

5. Enter your **password**, and then tap **OK**.

   ![PIN setup interface](image)

6. Enter your new **6 digit PIN**.
7. Re-enter your new **6 digit PIN** to confirm.
8. Tap **OK**.
9. Close **Settings**.

   **NOTE:** You can change your **PIN** at any time by returning to this **Setting**.
Troubleshooting Tips and Tricks

There may be occasions when the Windows 10 laptop does not perform as expected. In order to continue using your laptop as quickly as possible, there are some actions you can do yourself that may fix minor problems.

Laptop not responding

If the laptop is not responding, often performing a restart can fix this.

1. Tap the Start button.
2. Tap the Power icon.
3. Tap Restart on the menu.

   The laptop will log you off and then automatically restart.

   (Alternatively, shut down completely, wait a minute or two, and then turn on again.)

App not responding (frozen)

If an app is not responding you may need to close it.


   Task Manager will display listing all running apps.

2. Tap the app that you want to close to select it.
3. Tap End task to close the non-responding app.
Wireless connectivity and Battery level

The Windows 10 Laptop uses wireless to connect to an available network. When moving the laptop around, the wireless signal may vary in strength. Ideally, the laptop should be charged each evening to ensure enough power for the next day.

Following is one way to determine wireless connectivity and battery level.

Notification Area

The Notification area (System Tray) at the right end of the Taskbar, displays the battery icon and Wi-Fi icon which indicate their status.

• The more lines in the Wi-Fi icon, the stronger the wireless signal.
• Hover over the battery icon to display the power status.

TIP: Each time you use your laptop, you should check the battery level and the Wi-Fi connection.
How to Disconnect or Connect to a Wireless Network

The steps below detail how to manually *disconnect* and then *reconnect* the laptop to a wireless *network*. This may resolve a wireless connection issue.

1. Swipe from the right edge of the screen to display the *Action Centre*.
2. Tap *All settings* and then tap the *Network* icon.

The *Network* icon will show that you are connected to a wireless network and will also indicate the signal strength by the number of radiating lines coming from the signal icon.

3. Tap the required *network* (*There may be more than one network listed*).
4. Tap *Disconnect* and then wait for ten seconds.

5. Tap the required *network* on the list of available networks again.
6. Tap *Connect*.

The *network* will display *Connected* and the *Network* icon should indicate a successful connection (with no symbols such as an *Exclamation* mark ! or an *Asterisk* *).
Appendix

Taskbar Settings

There are many options to adjust the Taskbar settings, for example you may like to hide the Taskbar to increase the viewable area.

1. Tap and hold (or right mouse click) on a blank area of the Taskbar. A context menu will display.
2. Tap (or click) on Taskbar settings (bottom of menu). Settings will display, showing the Taskbar settings.
3. Under Automatically hide the taskbar in desktop mode slide the toggle switch to On. Notice that the Taskbar is no longer visible on the Desktop.
4. Repeat Step 3 to toggle the same switch to Off.

5. Tap the close X button to close Settings.
Shortcut Keys for Windows 10

Windows 10
Win Activate the Start menu
Win + L Lock the device
Win + A Open Windows 10 notifications
Win + I Open Windows 10 settings
Win + Ctrl + D Create a new virtual desktop
Win + Ctrl + F4 Close current virtual desktop
Win + Ctrl + Left or Right Opens Edge and Searches (using Bing) Help with Windows 10
Win+ Print Screen Screenshot in the Photos app
Win+ Tab Launches Windows 10 Task view
Win + Enter Open Narrator. Narrator reads text and also displays tips.
Win + . Snap app to the left
Win + Shift + . Snap app to the right
Ctrl + Tab Cycle through app history
Alt + F4 Close an app

Cortana
Win + Q Open Cortana in Home view for searching
Win + C Open the Cortana speech prompt

Desktop
Win + D Open Desktop
Win + , Peek at desktop
Win + B Back to desktop

Search
Win + W Search settings
Win + F Search files

Sharing
Win + H Allow content to be shared (if the feature is available in the app)
Win + K Connect to wireless display and audio devices

General Windows
Win + E Opens Windows Explorer
Win + Shift + Left or Right Move Windows from one monitor to another (if available)
Win + 1, 2, 3, etc Open programs pinned to the Taskbar
Win + P Project the screen
Alt + Tab Switch to the previous window
Win + T Cycle through open Windows/Apps
Alt + F4 Close the active Window
NOTE: If this is done from the Desktop, the Power options will display.

Other
Win + X Open system utility settings menu
Win + PrintScrn Take screenshot and save to Pictures
Win + Tab Open switch list
Win + T Preview open windows in taskbar
Win + U Open Ease of Access Center
Ctrl + Esc Start menu
Win + Enter Open Windows Narrator
To Do List/Homework

Use this check list to ensure that you are using your Dell laptop to its full potential.

<table>
<thead>
<tr>
<th>Actioned</th>
<th>Task</th>
<th>Page in guide</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Read this guide.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Set your default printer.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Instructions:</strong> While on the Start menu, start typing <strong>default printer</strong>. In the search results, tap <strong>Change default printer</strong>. Tap <strong>Add a Printer or scanner</strong>, then follow the onscreen instructions for your home printer.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Test printing functionality by printing a Word document</td>
<td>35</td>
</tr>
<tr>
<td></td>
<td>Personalise your laptop (<strong>optional, this may include</strong>):</td>
<td>46</td>
</tr>
<tr>
<td></td>
<td>• Set up a PIN</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Pin an app tile to Start menu</td>
<td></td>
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<tr>
<td></td>
<td>• Pin a website to Start menu</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Pin an app to Taskbar</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Unpin a tile from Start menu</td>
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<td></td>
<td>• Resize a tile</td>
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<td></td>
<td>• Move a tile</td>
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<tr>
<td></td>
<td>• Remove a tile</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Take your laptop home and connect to your home network.</td>
<td>38</td>
</tr>
<tr>
<td></td>
<td><strong>(If applicable)</strong> Disable the <strong>Proxy settings</strong> to use Internet at home.</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>Set up a Microsoft account (<strong>optional</strong>).</td>
<td>42</td>
</tr>
</tbody>
</table>
NEED HELP?

School website
Technology page on the Libguides website -

On Laptop
Search for Help and Support

Online
Microsoft Windows training website