

WINDOWS 10 GUIDE

Contents

Glossary:.....	2
Navigation:.....	3
Using your laptop touchpad	3
Taskbar	4
System Tray.....	5
Start Menu	6
Applications.....	7
Using a dual screen set-up.....	8
Clipboard 'Pin' function	9
Accessibility tools.....	10
Convert PDF to Word.....	11
Multi-tasking	12
Working with multiple windows	12
Task View.....	13
Multiple Desktops	14
Setting up multiple desktops	14
Using multiple desktops.....	15
Calculator functions	17
Date Calculation	17
Snip and Sketch.....	18
Quick snip	18
Snip and Sketch	19
Video Editor	20
Background Apps	20
Aero Shake	20
Microsoft Viva.....	21
Windows Shortcut Keys	23

Glossary:

Windows 10 is the operating system for your computer. The operating system is what allows you to use a computer. Windows comes preloaded on your laptops and desktops.

Web browser: this is just what you use to get onto the internet/web, such as Google Chrome, Internet Explorer or Microsoft Edge.

Device: whatever you are using to access your work – desktop PC, laptop or smartphone.

Cloud: in simple terms, the cloud is the internet. It's all of the things you can access remotely over the Internet, such as data and programs. When something is in the cloud, it means it's stored on special internet computers (called 'servers') instead of solely on your device.

Online/offline: whether you are connected to the internet or not.

Application: the different programs within O365 are called applications, e.g. Outlook, Word, PowerPoint, Excel.

Icon: these are the 'logos' of the different applications (e.g. Word is a blue W, Excel is a green E, OneDrive is a blue cloud) or web browsers (e.g. Chrome is a multi-coloured circle)

Window: in computer terms, a window is an area on the screen that displays information about a program. You can have multiple windows open, displaying different websites, documents and applications.

File Explorer: the 'folder' icon that displays along your bottom taskbar, the one you have been using to find your documents, downloads, pictures and desktop.

Ellipsis: the 3 dots you will find next to various names and commands. An ellipsis tends to be used when there is not enough room to display all choices and gives you a drop-down list of more options.

Taskbar: this is your group of application icons that runs along the bottom of your screen.

System Tray: this is the group of functions of the bottom right of your screen, e.g. battery power, Wi-Fi, volume, date and time, action centre.

Navigation:

If you want to quickly move through your open windows, use **Alt +Tab** to go through windows. Press Alt and press the Tab key each time you want to move onto the next window.

Or you can use the touchpad function of swiping three fingers left /right.

If you want to move quickly through your open tabs in a web browser, use **Ctrl + PgeUp** or **PgeDn** keys.

Using your laptop touchpad

- **Select an item:** Tap on the touchpad. Double click to select a word, triple click to select a sentence.
- **Scroll:** Place two fingers on the touchpad and slide horizontally or vertically.
- **Zoom in or out:** Place two fingers on the touchpad and pinch in or stretch out.
- **Show more commands (like right-clicking with a mouse):** Press in the lower-right corner.
- **Move the cursor on the screen:** Place one finger on the touchpad and move it across the touchpad.
- **'Grab' a window or folder to drag:** Press bottom-left corner.
- **See all your open windows:** Place three fingers on the touchpad and swipe them away from you.
- **Show the desktop:** Place three fingers on the touchpad and swipe them towards yourself.
- **Switch between open windows:** Place three fingers on the touchpad and swipe right or left.

Popular Shortcuts:

Windows Key = to access the start menu

Windows + I = to access Settings without going through Start menu

Windows + U = to reach the Ease of Access site without going through Settings

Windows + D = to reach your desktop when you have apps and documents open

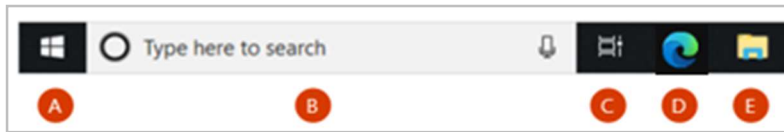
Windows + Shift + S = to snip an image or text to paste elsewhere

Windows + P = to choose display options for dual screen set-up

See page 23 for a full list.

Taskbar

Your taskbar runs along the bottom of your screen. It has some set icons but also will display the icon of any applications you have open (Teams, Word, etc).



A = Start button is bottom left of your screen. It's how you get all your apps, settings and frequently used files.

B = Search field is where you can find anything on your device, in the cloud or the web.

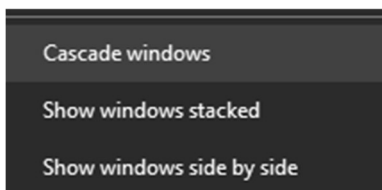
C = Task View. Use this to get back to something you were doing recently, such as working on a document or browsing a website. Using Task View you can find it in your activity history in the timeline.

D = Microsoft Edge, the built-in web browser for Windows 10.

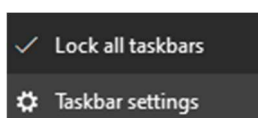
E = File Explorer is where you get quick access to all your folders and files.

If you right click onto a space in your taskbar along the bottom of your screen, you can choose some settings:

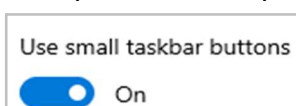
- Search – hide the Search box, show just the Search icon, or hide Search completely.
- You can choose how multiple windows display. Choose your preferred display method from cascade, stacked or side by side.



- If you choose 'taskbar settings' you will get taken to the Personalisation site in Settings.



Here you can make your taskbar icons smaller using the toggle switch.

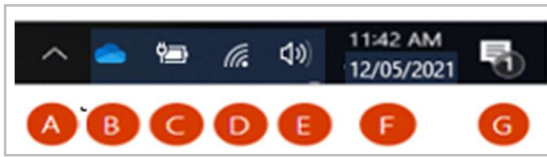


If you don't like your taskbar being along the bottom of your screen, you can move it by clicking onto the dropdown arrows and choosing left, right, top or bottom.



System Tray

This is the set of icons in the bottom right of your screen, including the time, date and volume setting.



A = Hidden icons. Click to see more apps that are hidden to save space.

B = OneDrive. You can access your OneDrive for syncing, settings, etc.

C = Battery life indicator. Click to optimise power or performance.

D = Network connection which indicates your WiFi setting.

E = Audio icon where you can increase or decrease your volume.

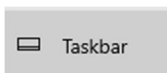
F = Calendar and clock displays

G = Action centre where you can see notifications and messages you've missed, set a night light, turn off distractions and more.

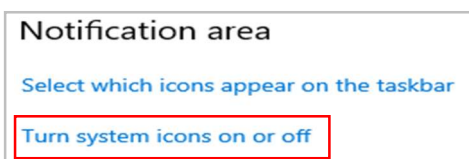
You can choose what displays or doesn't display in your system tray.

Go into Settings (use Start menu or Windows key + I), then choose Personalisation area.

Select the Taskbar section from the list on the left.

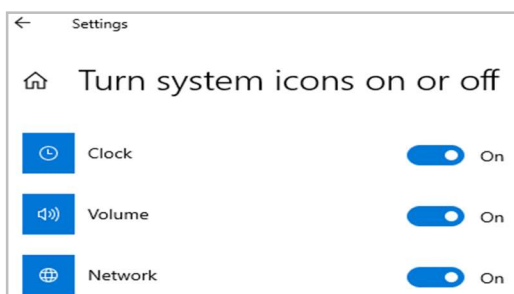


Scroll down to Notification area.

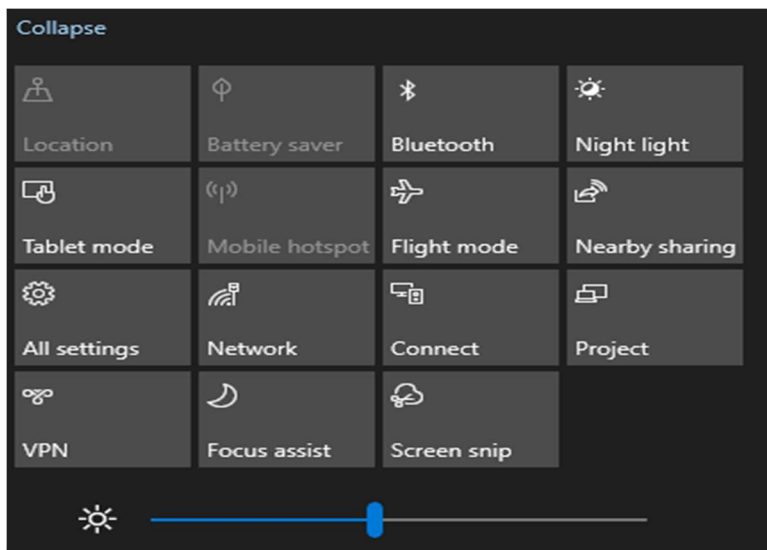


Click onto 'Turn system icons on or off' and use the toggle buttons for the list presented:

- Clock, volume, network, power, input indicator, action centre, location, touch keyboard, touchpad and microphone.



You can also go into the Notifications area in the bottom right corner of your screen to see some options such as Focus Assist, Screen Snip, Settings, Night Light to give a warm glow to your screen, Bluetooth, and Project (which is for when you have dual screen set-up).

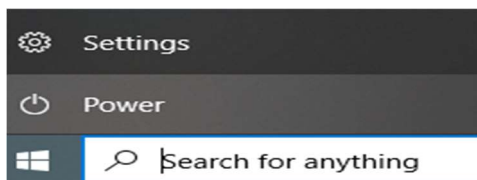


Start Menu

Any time you wish to access the Start menu, you can press the **Windows** key on your keyboard, or click onto the Windows 10 icon in the bottom left of your screen.



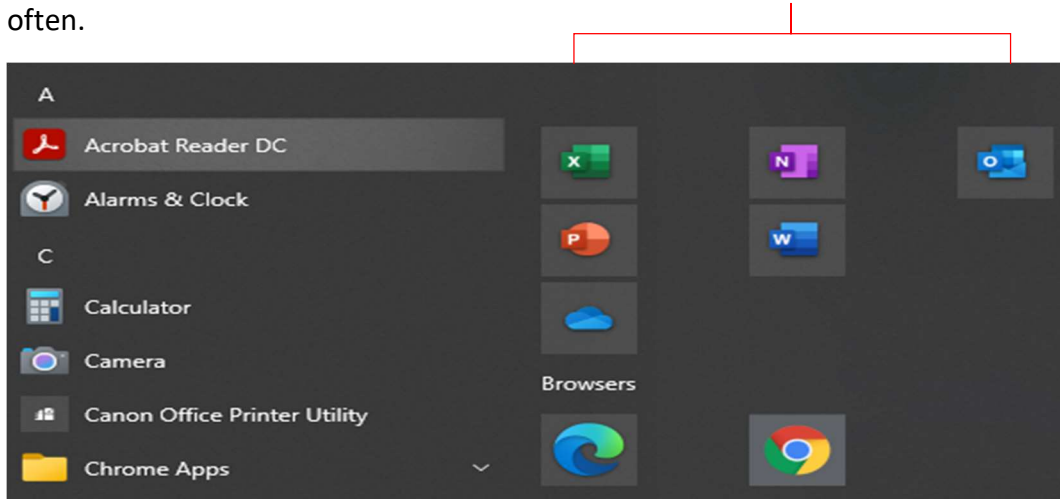
Clicking on this is what gets you to your Start menu and the settings and power controls for your device.



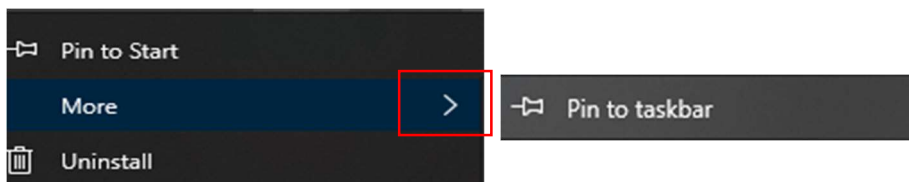
Applications

Start menu is also where you will find your applications list, which is all of the things available on your computer, from Adobe to Zoom.

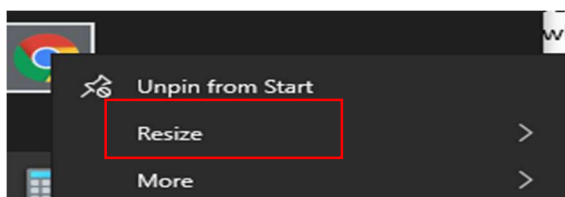
It also has a space where you can pin application 'tiles' for easy access if you use them often.



If you right click on the app you want in the list on the left, you can pin it to Start menu as a tile (as above) or choose More and pin to taskbar so it is along the bottom of your screen.

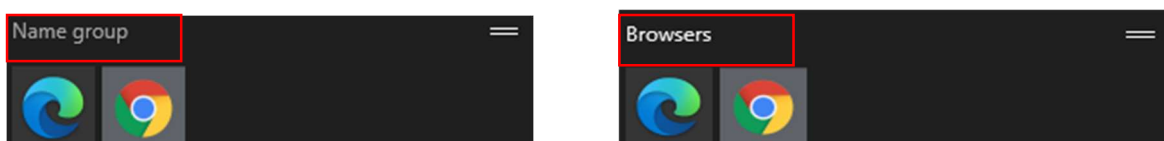


Once pinned to Start menu, you can right click to choose what size they are via Resize option.



Click and hold to move any tile around and rearrange the order.

You can name group by typing into the space to the left of the two bars.

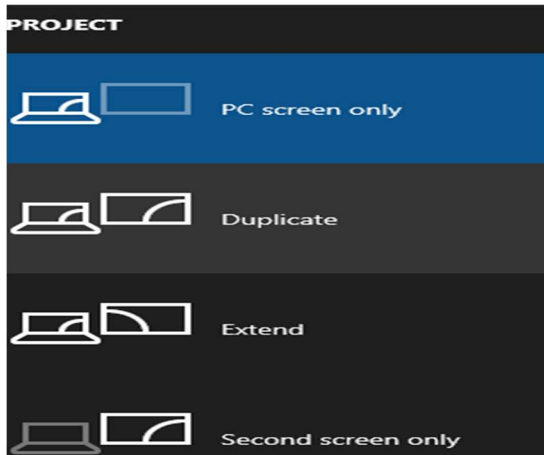


You can move whole group up or down the space by clicking on the group name and dragging it – the tiles under it will move too.

Using a dual screen set-up

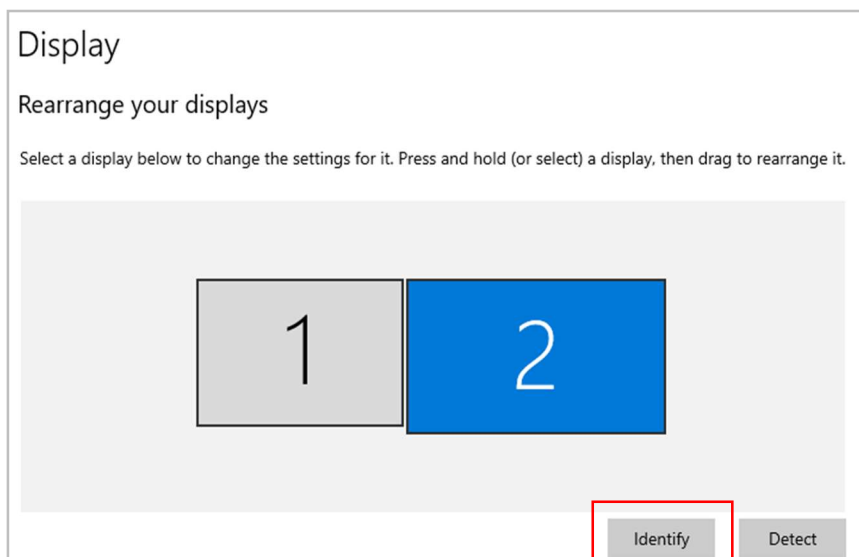
For setting up dual screens, you can click on Project within Action Centre in bottom right of screen or use the shortcut of Windows + P.

- **Duplicate** will present the same view on both screens
- **Extend** is the one to use if you want a different view on each of your two screens to work on one window and view another.

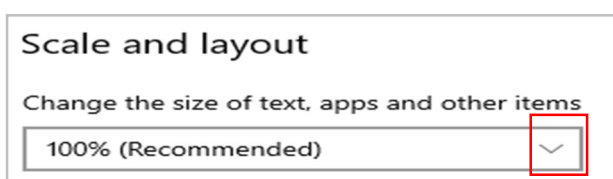


You can choose which is your 'primary' screen by going into Settings and choosing System.

Select Display from the left-hand list. If you click onto 'identify' it will confirm which is screen 1 and which screen 2.



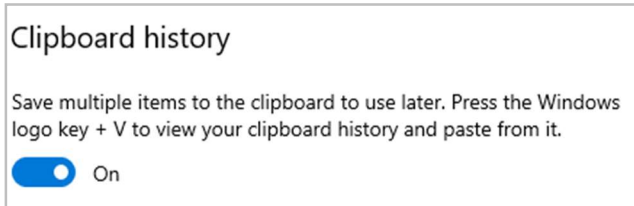
You can change the layout and scale of just one of your screens by clicking onto screen 1 or 2 as above and changing the 100% to 125%, 150 % or 200%.



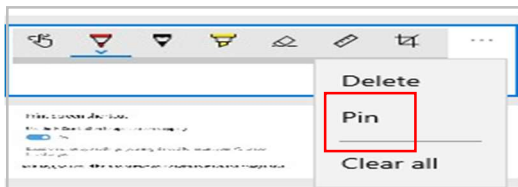
Clipboard 'Pin' function

As most of us know, to use clipboard you can use Ctrl + C to copy text, Ctrl + X to cut text and Ctrl + V to paste text. Or right click and choose copy/cut/paste. We don't pay much attention to where it is stored during that process.

However, you can find your actual clipboard by pressing Windows key + V. This will show your clipboard history, both from the copy/cut feature and from any Snips you have taken. To activate this Windows + V shortcut, go to Settings > System > Clipboard, and turn on the toggle under Clipboard history.



If you repeat a certain text or image often in your work, a very useful function is to **pin** it to your clipboard. On Clipboard, click into the ellipsis on the text/image you want to keep and choose 'Pin'.



Now, that image/text is attached to your clipboard. To access it you can just use the Windows +V shortcut and click into the one you want. It will then be inserted into your document like any other copied and pasted item.

To unpin something, just click the ellipsis and choose Unpin.

Accessibility tools

Please note that there is a separate comprehensive guide for the accessibility tools found within Windows 10 and Microsoft 365, but this section is a heads-up on a few available.

There are several accessibility settings and tools on Windows 10. Most are found in the following Settings sections:

Ease of Access

(shortcut is Windows + U)

- Display (make text bigger, display brighter)
- Mouse pointer (change colour or size)
- Text cursor (choose colour and thickness)
- Magnifier (activate, choose zoom level, choose how and what to magnify)
- Colour filters (activate and choose which colour filter)
- High contrast (activate and set preferred colour themes)
- Narrator (activate, personalise voice and choose various settings)
- Audio and closed captions (change volume, set visual alerts, settings for captions)
- Speech (turn on speech recognition)
- Keyboard (activate on-screen keyboard, Toggle Keys, Sticky Keys)

System

- Display changes (brightness, scale of text)
- Sound (choose your output or input device)
- Focus Assist (choose which notifications you see and when)

Personalisation

- Colours (set different colours and contrasts for your displays)
- Taskbar (relocate the taskbar to top, right or left of screen)

Time and Language

- Speech (set your mic up for speech recognition)
- Language (set your preferred language for Windows, Apps, Keyboard and Speech)

For full guidance on accessibility tools , please see this link to Inside Barnardos

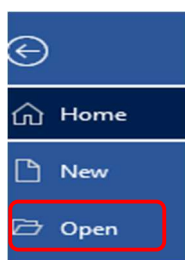
<https://inside.barnardos.org.uk/microsoft-accessibility>

Convert PDF to Word

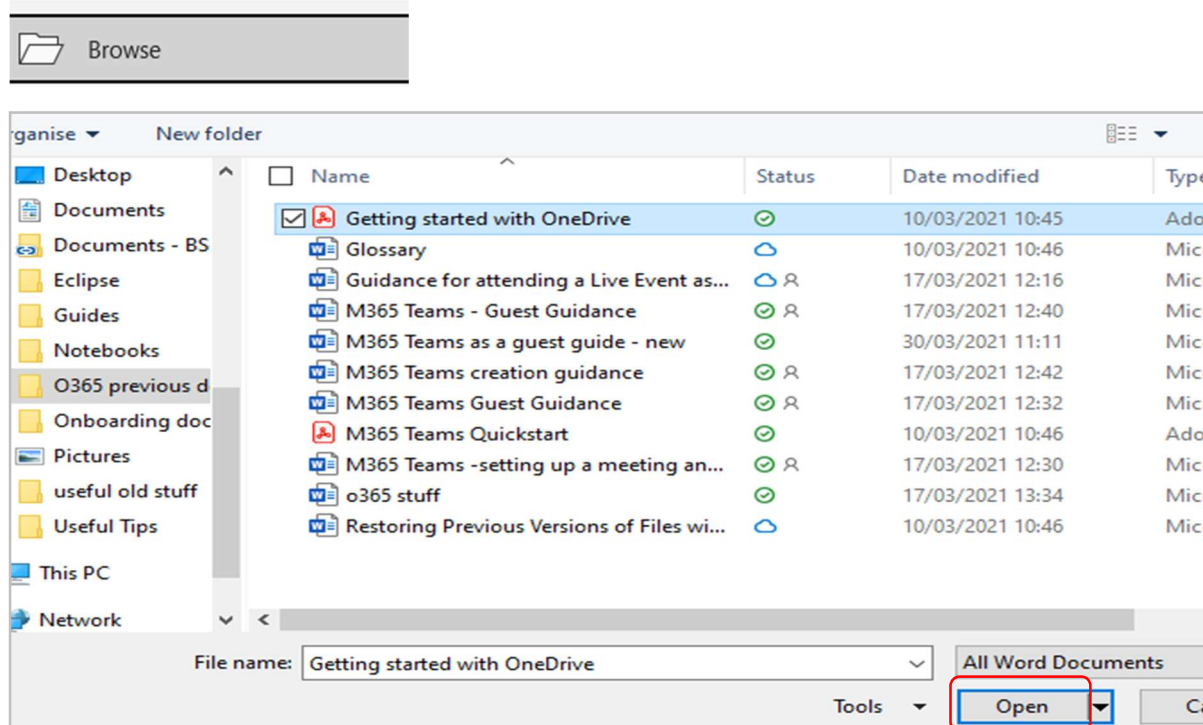
Windows enables you to convert a PDF document into Word should you need it. Note that some graphics and pictures do not always convert properly, but for most documents this works well enough to give you a Word document to make amendments on.

Open a blank Word document and click into File in top left.

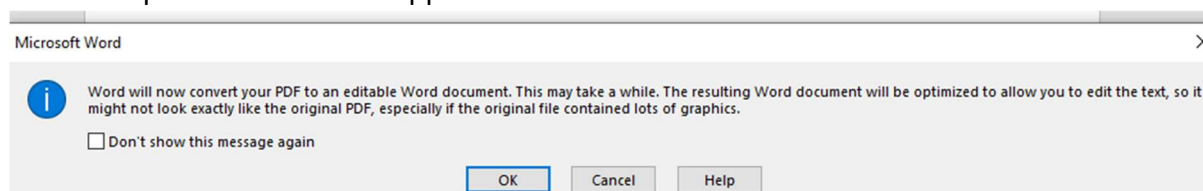
Choose 'Open' from the list on the left.



Select 'Browse' and click on your PDF document wherever it is stored.



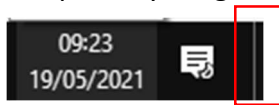
Choose 'Open' and a box will appear.



Click OK and the document will convert and populate your open blank Word document.

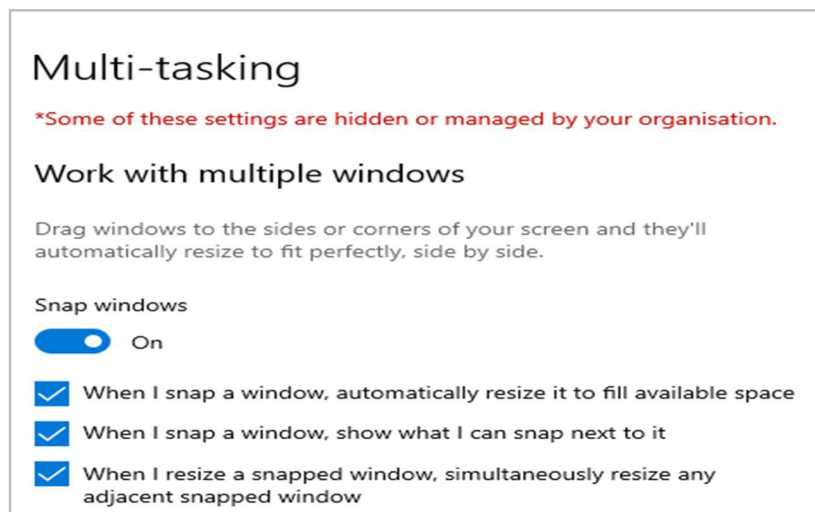
Multi-tasking

In the far-right corner of your screen, there is a small line – right click it and you can choose 'peek at desktop'. Or you can just click within this space to get back to your desktop quickly to open anything on it. Note – it is a very small space so may take practice to use.

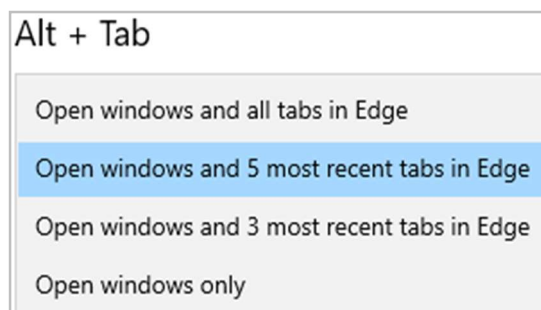


Working with multiple windows

Within Settings > System, on the left you can choose Multi-tasking and find some settings for multiple windows. You can switch on 'snap windows' to allow for split screen working, and also tell it to resize snapped windows, show what you can snap next to it, and simultaneously resize adjacent snapped windows.



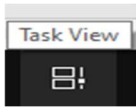
If you often use the Alt + Tab function to navigate your open windows, you can set how many windows it shows. Options are all tabs, 5 most recent tabs, 3 most recent tabs and windows only.



You can snap windows into corners to look at more than one window at the same time – click on window's header bar and drag to the side, snap and it will re-position into a corner. You can have up to four, one in each corner of your screen.

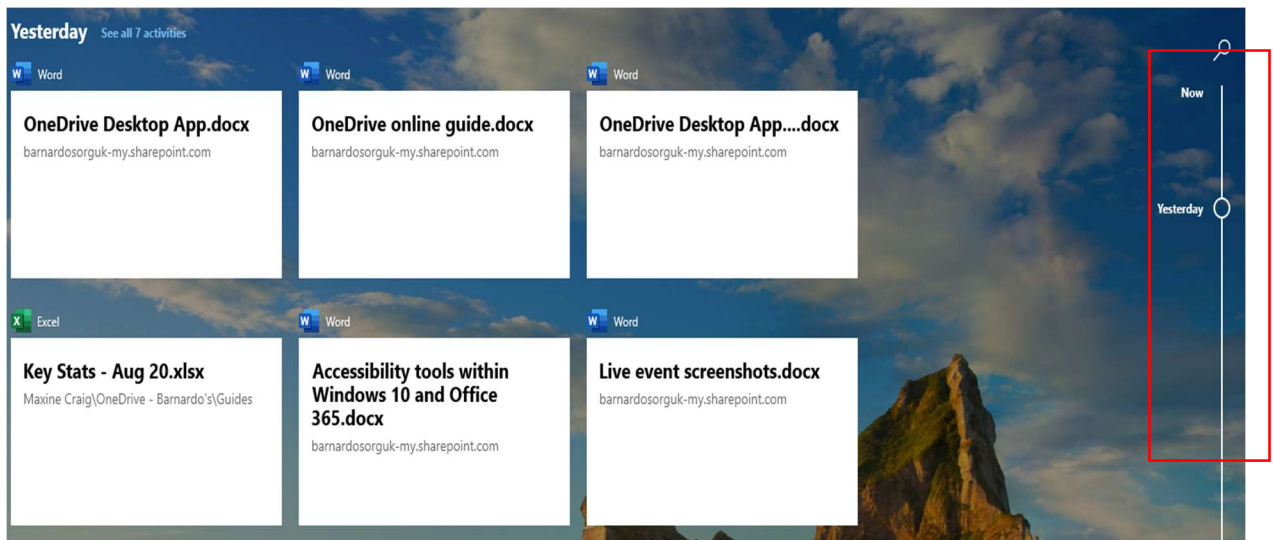
Task View

The Task View icon is in your taskbar along the bottom of your screen and shows all your open windows.

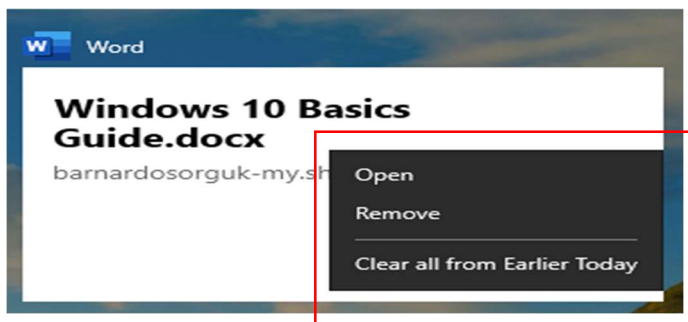


Windows Timeline

Click on Task View and you will get a view of your open windows, but also you can scroll through previous activities. Use the slider on the right to easily access previously opened documents in date order.



Note: if you click onto a document, it will download rather than open. To **open**, right click and choose Open, or you can choose Remove to take it off this task view list. You can also use 'clear' for any day if you feel they are not required in your task view.



Multiple Desktops

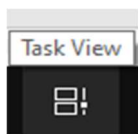
A new feature for Windows 10 is the ability to have multiple desktops, often called 'virtual desktops'. This allows you to have several full-screen desktops with different apps and windows open on each and allows you to switch quickly between them. It's like having multiple computers!

This could be useful if you have two different roles at Barnardo's or are working on two separate projects, or even if you want to keep work separate from any personal stuff on your work laptop.

Your multiple desktops will all have any pre-loaded shortcuts to systems - e.g. Teams, Outlook, Chrome and Edge.

Setting up multiple desktops

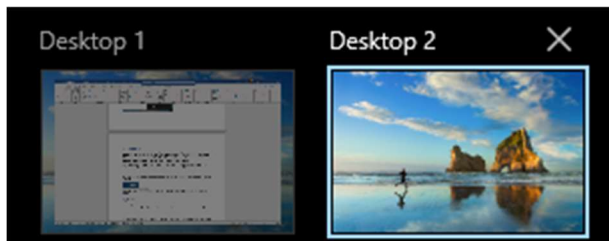
Choose Task View



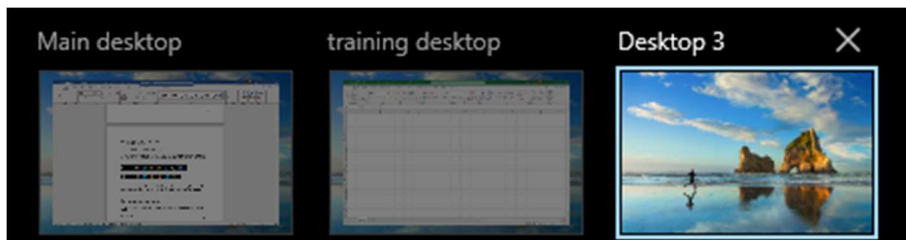
It will open and in top left you will see **+ new desktop**.



Click onto the plus sign and a new 'Desktop 2' will open. You can have unlimited virtual desktops.



Alternatively, you can also create a new desktop by using the shortcut Windows + Ctrl + D.



It's probably an idea to name your multiple desktops to identify them more easily. Right click and 'rename' will appear for you to click on and type a new name into the name box.

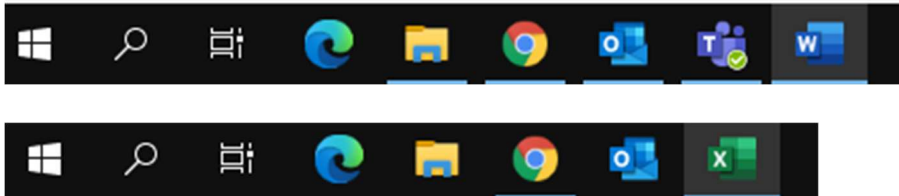


Using multiple desktops

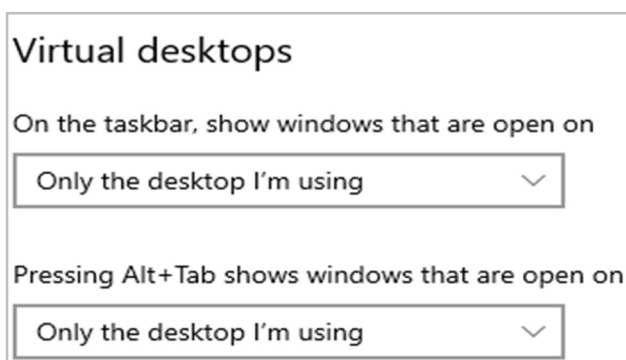
To switch between two (or more) virtual desktops you can:

- use Task View icon and then select the one you want along the top
- swipe using trackpad
- use the shortcut: Windows+ Ctrl + side arrows (right or left)

Notice that the taskbar changes slightly between your desktops according to what you have open on each. For example, from the taskbars below you can see that desktop 1 has Teams and Word open; desktop 2 has Excel open but no Teams or Word.



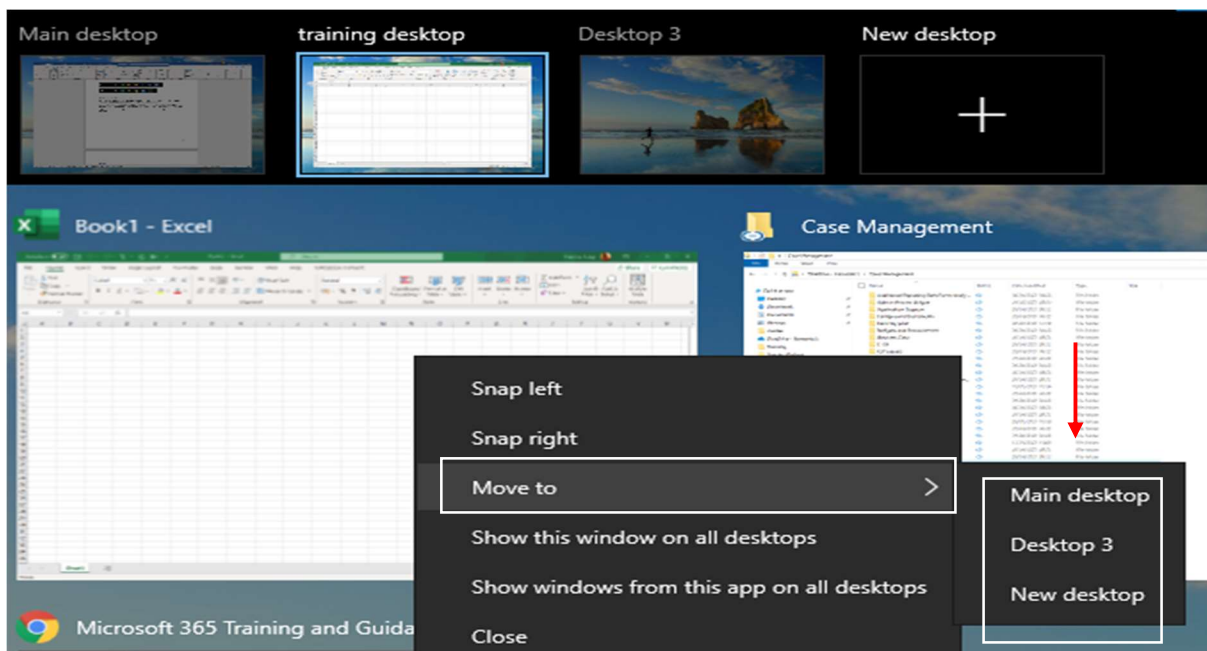
You can set a couple of options for virtual desktops by accessing Settings > System > Multi-tasking. Both of these below have an option for either 'only the desktop I am using' or 'All desktops'.



Moving a window between virtual desktops

To move a window from one desktop to another, open up the Task View pane and then hover over the desktop containing the window you want to move.

The windows on that desktop will pop up.



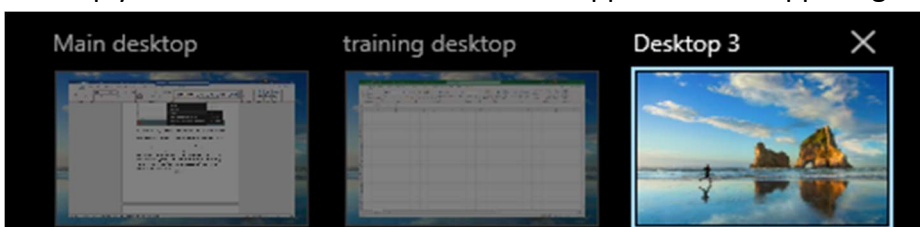
Find the window you want to move, right-click it, and go to Move to and choose the desktop you want to move the window to.

You can also drag and drop windows -- grab the window you want to move and drag it into the desired desktop.

As you can see, you can also choose to show a window on all desktops.

Removing a virtual desktop

To close a virtual desktop and remove it, open up the Task View pane and hover over the desktop you want to remove until a small X appears in the upper right corner.



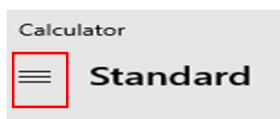
Click the **X** to remove the desktop.

You can also close desktops without going into the Task View pane by using the keyboard shortcut Windows + Ctrl + F4 (be careful - this will close the desktop you're currently on!).

Calculator functions

You may have noticed a Calculator app in your Start menu; you may use it already. But did you notice that you can change the function of your calculator? And that you can even use it for converting things like currency, temperature and volume from one unit type into another?

Click onto the 3 lines in top left of the open calculator app and you can choose all sorts of functions which then change the calculator's layout and keys.



Have a look and see if any of these can help you:

Calculator: Scientific, Graphing, Programmer, Date Calculation

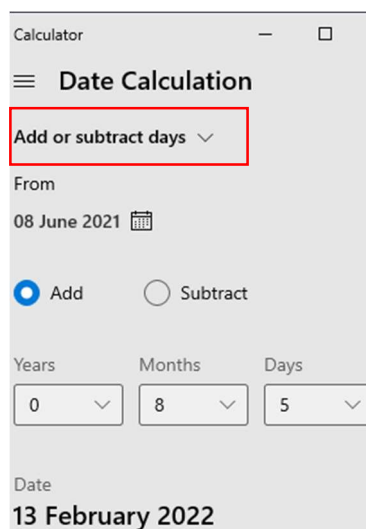
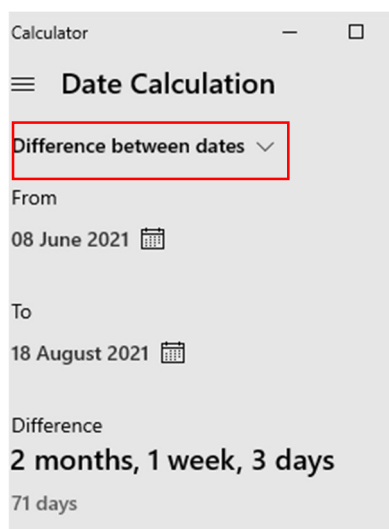
Convertor: Currency, Volume, Length, Weight and Mass, Temperature, Energy, Area, Speed, Time, Power, Data, Pressure, Angle.

Currency: you have drop-down boxes to choose any currency to convert from and to, and it even gives you the current exchange rate. For example, using the number pad tell it how many pounds you want to convert into Euros and it gives you the total you will get.

As with Currency, all Convertor options offer drop-down boxes where you choose your 'to and from', then input your number to be converted.

Date Calculation

The Date Calculation is very helpful if you need to know how many days are in a certain period between two given dates. You can also use the 'add or subtract days' feature – tell it the date you want to work back or forward from and select how many days +/- you need to work out.



Snip and Sketch

Windows 10 Snip and Sketch is a really useful tool. You just drag your cursor over the area you want to copy, then use Ctrl+ V to paste it.

There are different ways to access it, depending on the type of snip you need – is it just a straightforward snip and paste ‘as is’ or do you want to make amendments and draw on it?

Quick snip

For quick snipping and pasting, these three methods provide the same result.

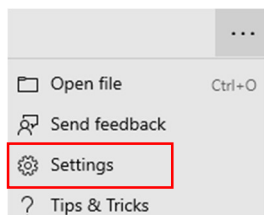
- Use Windows key + Shift + S to capture your snip area (choose from the box which type: rectangle, freeform, window or full screen)
- Open the Action Centre in bottom right corner of your screen and choose ‘screen snip’



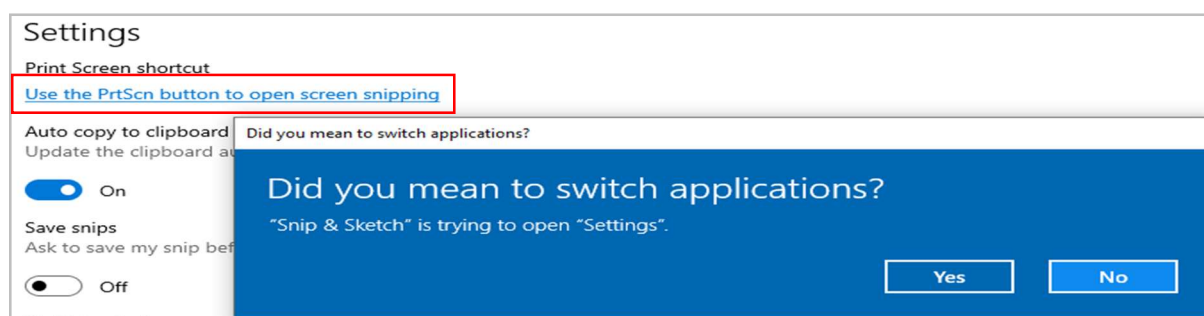
- Pressing the **PrtScn** key on top row of keyboard (you need to set up a shortcut)

If you want to use the PrtScn shortcut, these are the instructions to set it up:

1. Open Snip and Sketch app. Go into the ellipsis and choose Settings

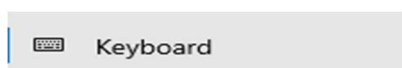


2. Click onto the ‘use PrtScn button to open screen snipping’ link

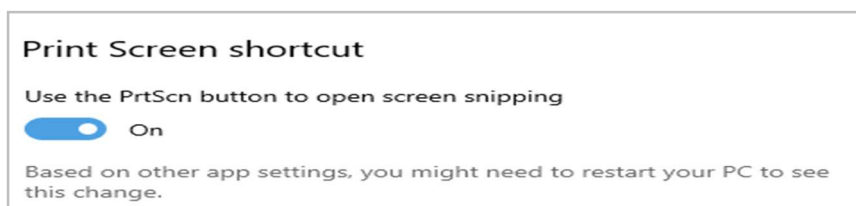


3. Click Yes and it takes you into the Keyboard section of Ease of Access site within Settings.

(Alternatively you could press Windows + U to shortcut to the Ease of Access site and scroll down to Keyboard on the left)



4. Scroll down to 'Print Screen shortcut' and toggle the button across to On.

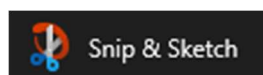


As it says, you could have to restart your device to make this change happen.

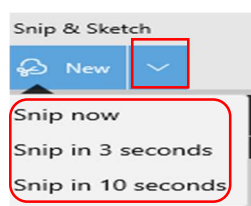
Snip and Sketch

For more interactive snipping to allow you to draw, colour and crop, or if you want a 'delay' on your snip, there is another method:

Open Start menu and select the Snip and Sketch app. Or you can use your Search field to find it.



It will open the snip and sketch app in a new window. Click onto New and you get a choice of snip now, snip in 3 seconds and snip in 10 seconds.



Note: for 'snip now' option, make sure the thing you want to grab is on your open window because when you choose this the tool will automatically bring up the window you were in before you opened Snip. If you need to snip another window, choose an option with a delay to give you time to click on that window.

The '**snip in 3 or 10 seconds**' is also handy if you are trying to snip a drop-down box or some 'hover' info that disappears when you try to snip it. It delays the action to give you time to get back to the information and perform the action that gives you the display you want.

Once you have captured your 'snip' image, using this 'full' snip and sketch method gives you access to some tools to 'sketch'.



In order above: touch writing, ballpoint pen, pencil, highlighter, eraser, ruler, image crop.

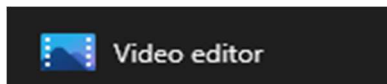
- Ballpoint pen, Pencil and Highlighter give you drop-down arrows to choose your preferred colour and width of lines drawn.

- Ruler lets you draw straight and/or measured lines, It also gives you a 'protractor' option to measure angles.
- Image crop lets you focus on an area of your image and change the boundaries within the snipped image.

Video Editor

Use the video editor in the Photos app to create video slideshows that combine your photos and videos with music, motion, text, and more. You can even add animated 3D effects, like sparkles or fireworks.

You can find Video Editor in your Start menu.



For instructions on Video Editor use, please go to the dedicated Microsoft support page –

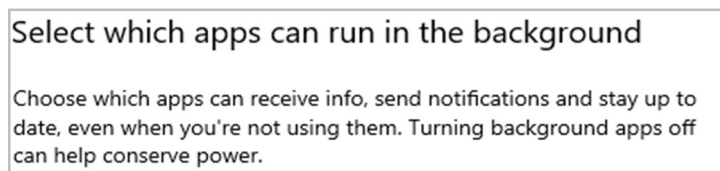
<https://support.microsoft.com/en-us/windows/create-films-with-a-video-editor-94e651f8-a5be-ae03-3c50-e49f013d47f6>

Background Apps

If you are without your power source and worried about battery usage, you can turn off some 'background apps' to save some power.

Go into Settings and choose the Privacy site.

Scroll down on the left to select Background Apps



There is a list of apps for which you can turn off notifications and updating– choose to turn off those you can do whilst you are short of power.

Aero Shake

Aero Shake minimizes all open windows on your desktop except one. As the feature's name implies, the one you want to remain visible is the window you "shake".

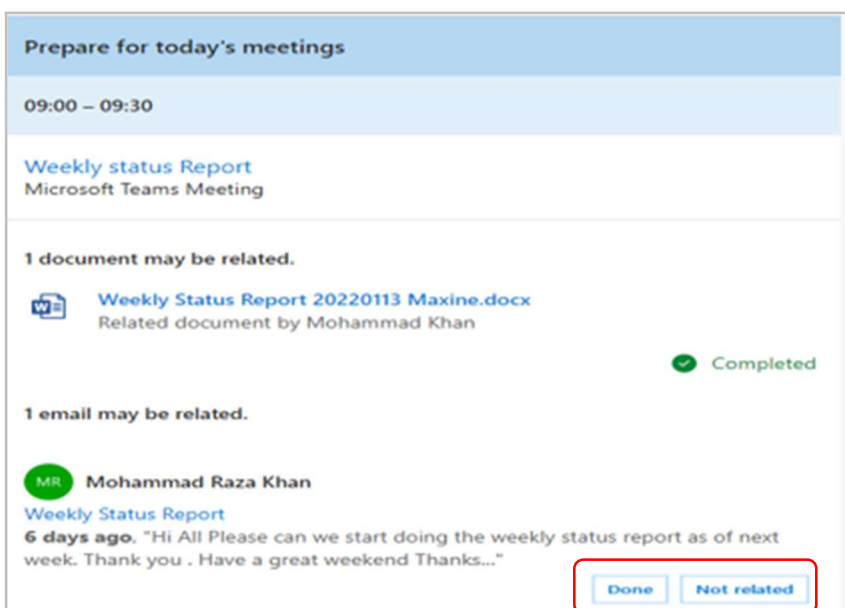
Left click in a space on the title bar of the window you want to keep open, keep the left click on and shake your mouse (or move your finger quickly across and back on touchpad). It does take a little practice!

To get all other windows back, just shake again.

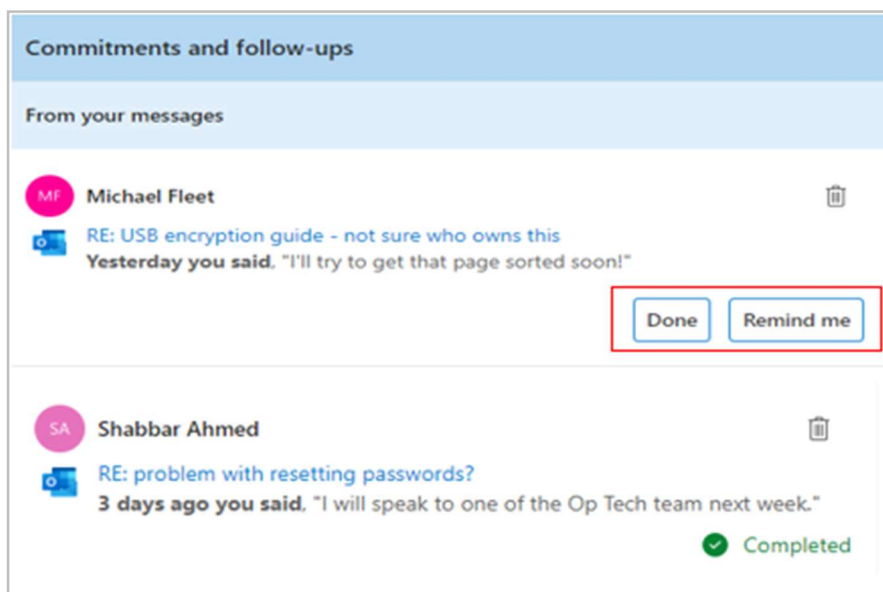
Microsoft Viva

Formerly known as Cortana, Microsoft Viva tries to help you by analysing your day and suggesting documents or help you may need for them. It also reminds you of any commitments it has picked up on from your emails.

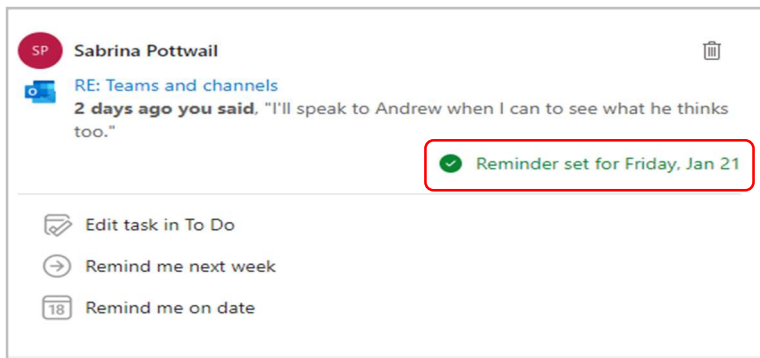
If Viva is switched on, you will get a daily email telling you what meetings you have and suggesting any documents that may be linked to a meeting. You can press 'Done' so it will show as 'Completed' or you can click that the document is not related to the meeting.



Viva lets you know of any follow-up actions you may have by analysing certain words in your replies to colleagues. Again, you can press 'Done' to let Viva know these are completed, click 'Remind me' or click onto the Bin icon and delete it.



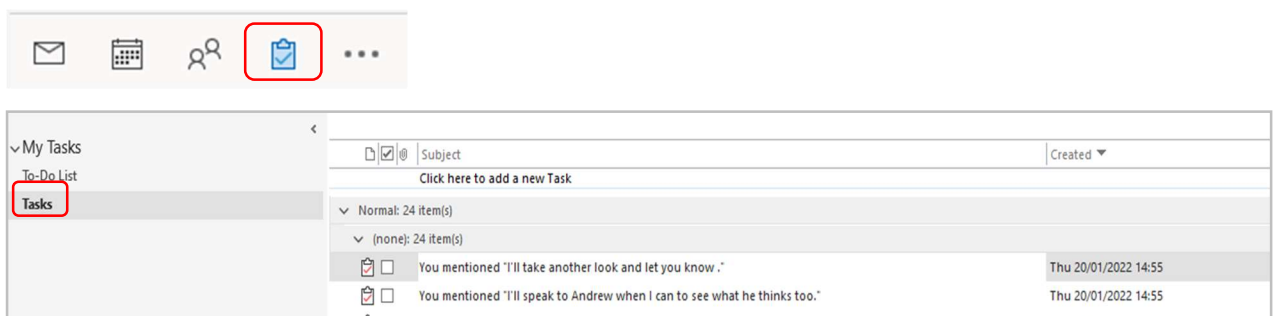
If you click on 'Remind me', a reminder will be set for the next day as the default.



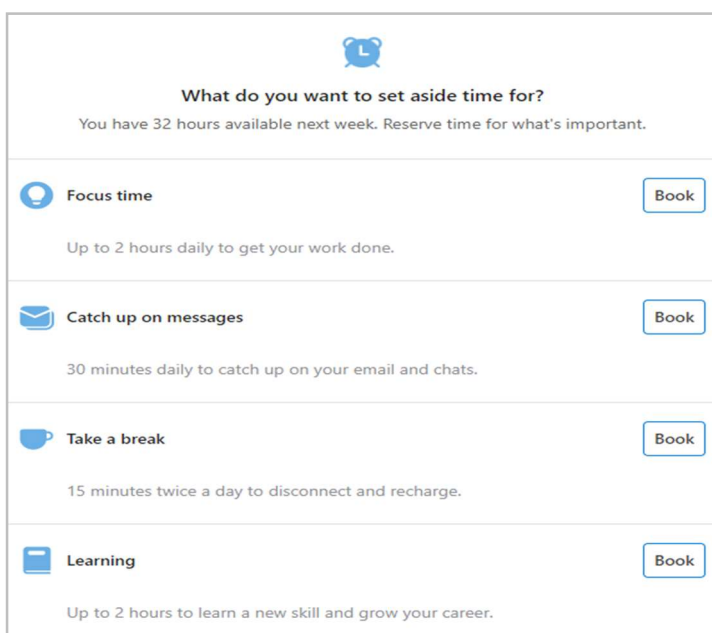
However, you can then set your own reminder date by either clicking onto 'Remind me next week' which set it in seven days' time, or 'Remind me on date', which lets you choose when.



You will then find your task in your Outlook 'To Do' list which is via the tick icon.



On a Friday, Viva will look at your coming week's calendar and ask if you want to book any time for focus, breaks, catching up on messages or learning.



Windows Shortcut Keys

Select everything in an open window or document	Ctrl + A
Copy text	Ctrl + C
Cut text	Ctrl + X
Paste text	Ctrl + V
Redo an action	Ctrl + Y
Undo an action	Ctrl + Z
Open a new window of whatever application you are in (e.g. a new browser window, a new Word document, a blank email)	Ctrl + N
Open a new tab in your browser	Ctrl + T
Close the current tab	Ctrl + W
Re-open whatever tab you just closed	Ctrl + Shift + T
Move cursor to beginning of next word	Ctrl + Right arrow
Move cursor to beginning of previous word	Ctrl + Left arrow
move cursor to beginning of next paragraph	Ctrl + Down arrow
Move the cursor to beginning of previous paragraph.	Ctrl and up arrow
Select a block of text	Ctrl + Shift + an arrow key
Open Start menu	Ctrl + Esc
Select multiple individual items in a window or on the desktop.	Ctrl + arrow key (to move to an item) + Spacebar
Switching windows	Alt + Tab
Cycle through items in the order they were opened	Alt + Esc
Select more than one item in a window or on the desktop or select text in a document.	Shift with any arrow key
Move the cursor word-by-word	Hold Ctrl and press the left or right arrows
Highlight entire words	Hold Shift and press left or right arrow
Highlight full paragraph	Hold Shift and Ctrl while pressing down arrow (if cursor at beginning of paragraph)
Delete the full word to the right of your cursor	Hold Ctrl with Del
Changes case between upper, lower and capitals on each word	Windows + Shift + F3 (on new laptops you have to press Fn key first)
Open or close Start menu	Windows key
Open Action Centre (bottom right of screen)	Windows + A
Hide or display desktop	Windows + D
Open File Explorer	Windows + E

Start dictation (when speech recognition is set as on)	Windows + H
Open Settings	Windows + I
Lock your computer	Windows + L
Minimise all windows	Windows + M
Extending or duplicating with dual screens	Windows + P
Open Search box	Windows + S
Cycle through apps on the taskbar.	Windows + T
Open Ease of Access site within Settings	Windows + U
Open Clipboard (must have clipboard history toggled as On in Settings>Systems>Clipboard)	Windows + V
Take a screenshot	Windows + Shift + S
Snap windows left or right	Windows key + Left or Right
New Task view opens up and stays open	Windows + Tab
Create virtual desktop	Windows key + Ctrl + D
Close current virtual desktop	Windows key + Ctrl + F4
Switch virtual desktop	Windows key + Ctrl + Left or Right