

## - 1. 2. 2. Cortana and the web -

With a Windows 10 PC, you really can get the answer to just about any question.

You could ask the old-fashioned way, by opening a web browser and typing a query into your favorite search engine.

Or you could skip the browser and the typing and just say “Hey Cortana” to invoke Microsoft’s web-connected intelligent personal assistant.

In Windows 10, Cortana neatly ties together all the ways you might want to search for answers.

You can quickly open apps and jump to a system setting, find local files and folders, search through your music collection, and track down a picture.

You can also extend your search to the web and connect Cortana to cloud services to get personalized answers to questions like “What’s on my calendar next week?”.

There are many ways you can get your hands on useful information with the help of Windows 10.

That includes, naturally, the two web browsers included by default: Microsoft Edge and Internet Explorer.

But we begin with the unified search capability that sets Windows 10 apart from its predecessors.

### Using Cortana for search and more

Search, as a Windows 10 feature and as an online service, is evolving at breathtaking speed.

The results that show up in the search box are powered in large part by online services that are constantly improving, as are the Windows features you use to make those requests.

Cortana is neatly integrated with other search capabilities in Windows 10.

You still have full control over what personal information is available to Cortana, and you have extensive customization capabilities as well.

Search is built into Windows 10 as an integral feature that gets prime real estate, just to the right of the Start button.

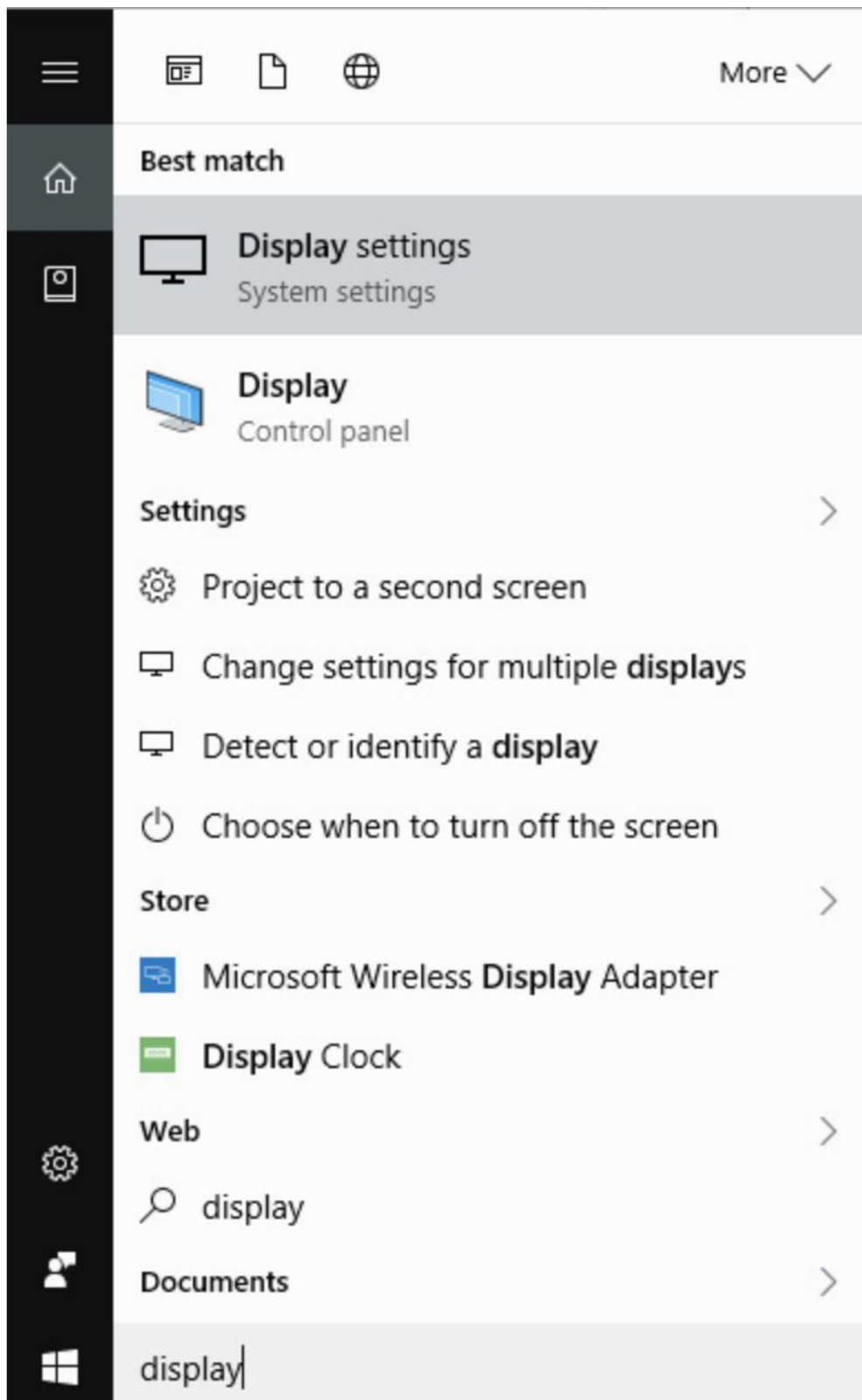
By default, on desktop and laptop PCs, you’ll find a search box here.

In Tablet Mode (or if you change the default setting), a search button appears, which expands to reveal a box when you tap or click it.

And if even that icon is too much, you can hide it completely.

For most simple tasks, such as searching for an app or a setting, using the search box is as simple as tapping the Windows key and typing a few characters.

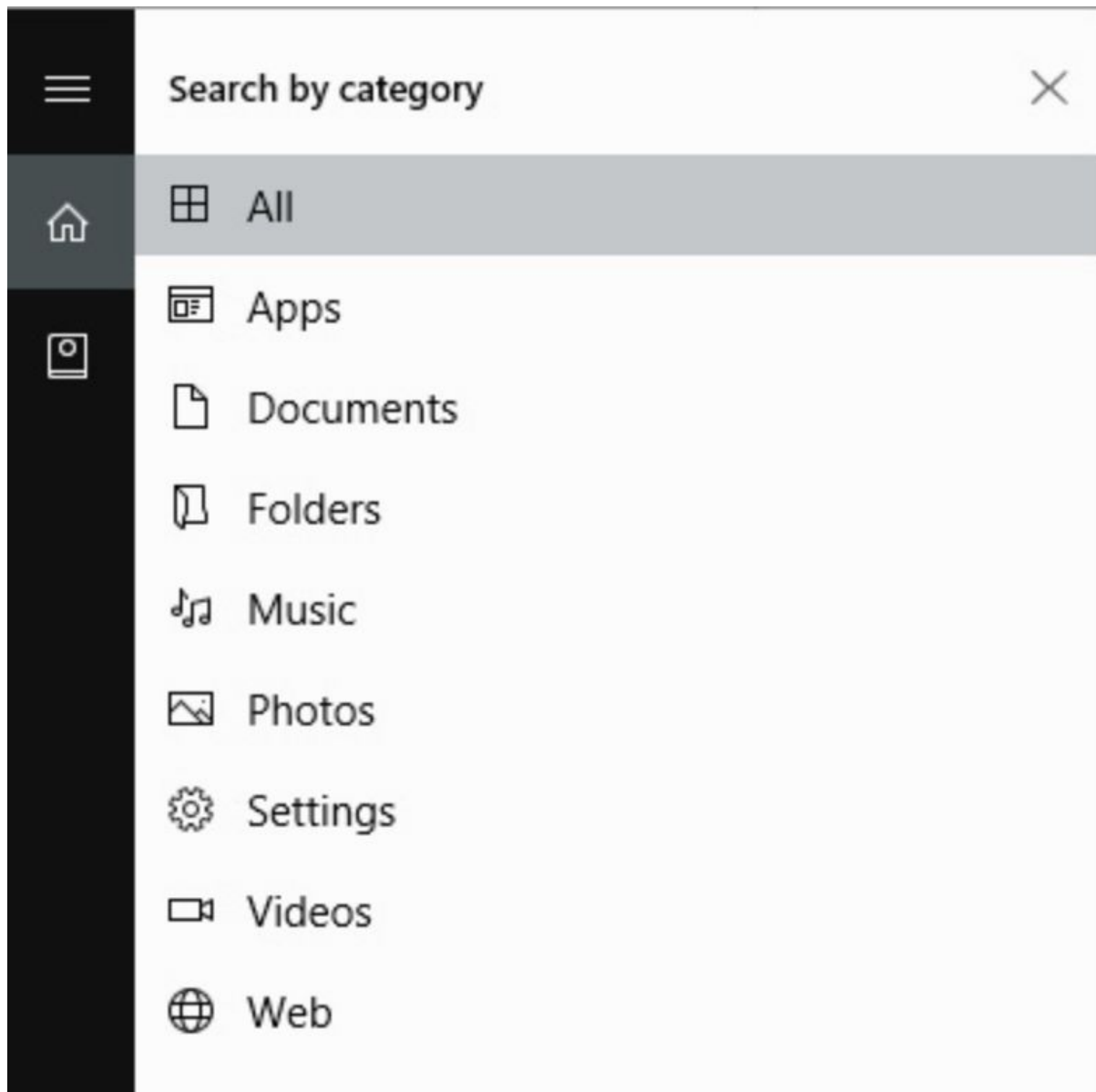
The results, as shown in the following figure, are businesslike and efficient, with no personality:



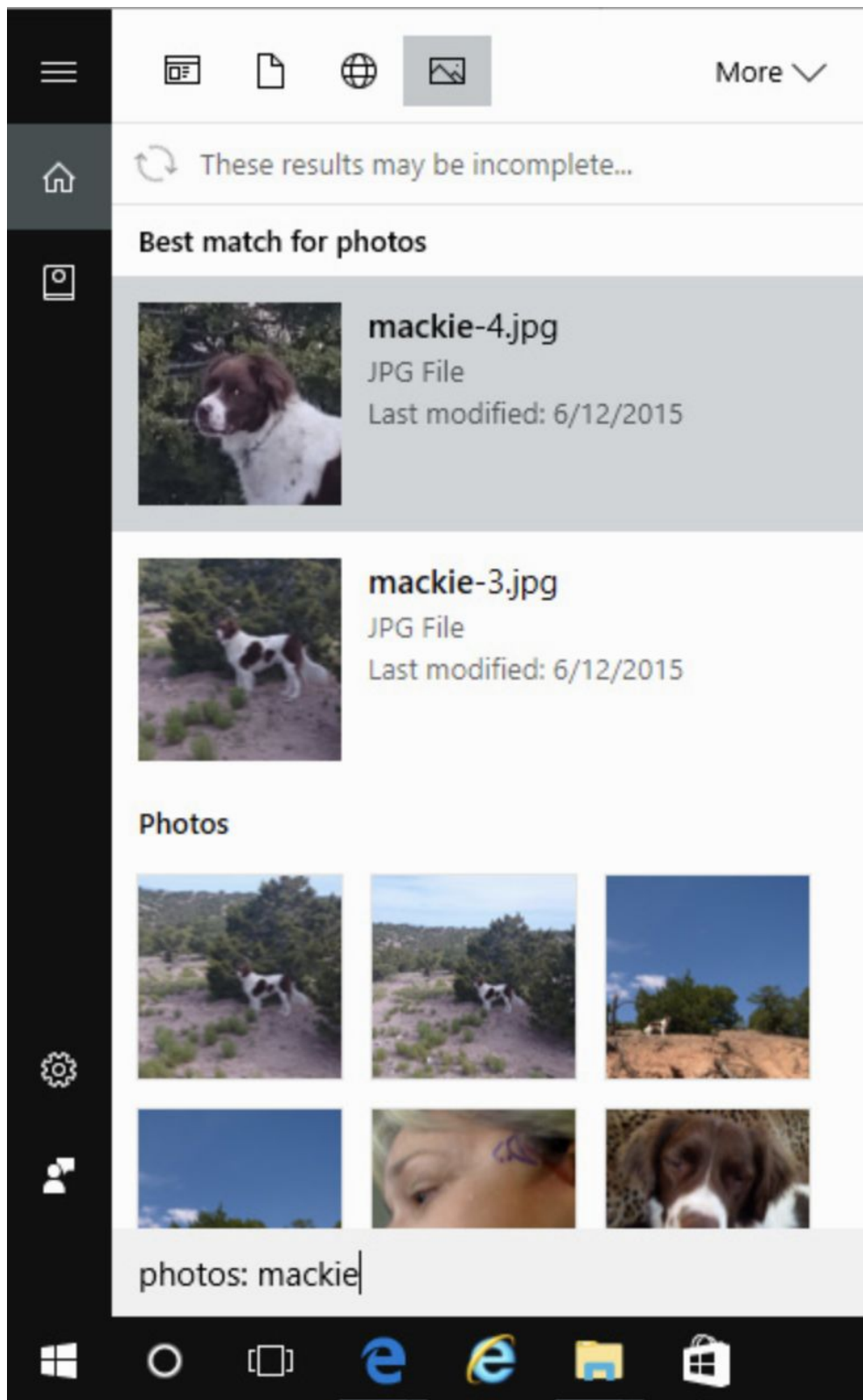
As this example demonstrates, Windows Search is great at finding settings and apps.

If your search goal is finding a photo, you can narrow the scope of the search to just that category.

After entering your search term, click or tap More to refine the results using any of the categories shown here:



Choosing one of those categories immediately changes the search results list to show only the category you selected. Choosing Photos, for example, results in a display like the one shown in the next figure:



What you can do with Cortana

Cortana, the intelligent search assistant built into Windows 10, adds an adult's voice and a (programmed) sense of humor to the core search experience.

With your permission, Cortana also has the capability to perform additional tasks, such as adding items to a to-do list and delivering regular updates that match your interests and your schedule, as defined in a notebook full of settings.

In many ways, Cortana today is still like a child prodigy.

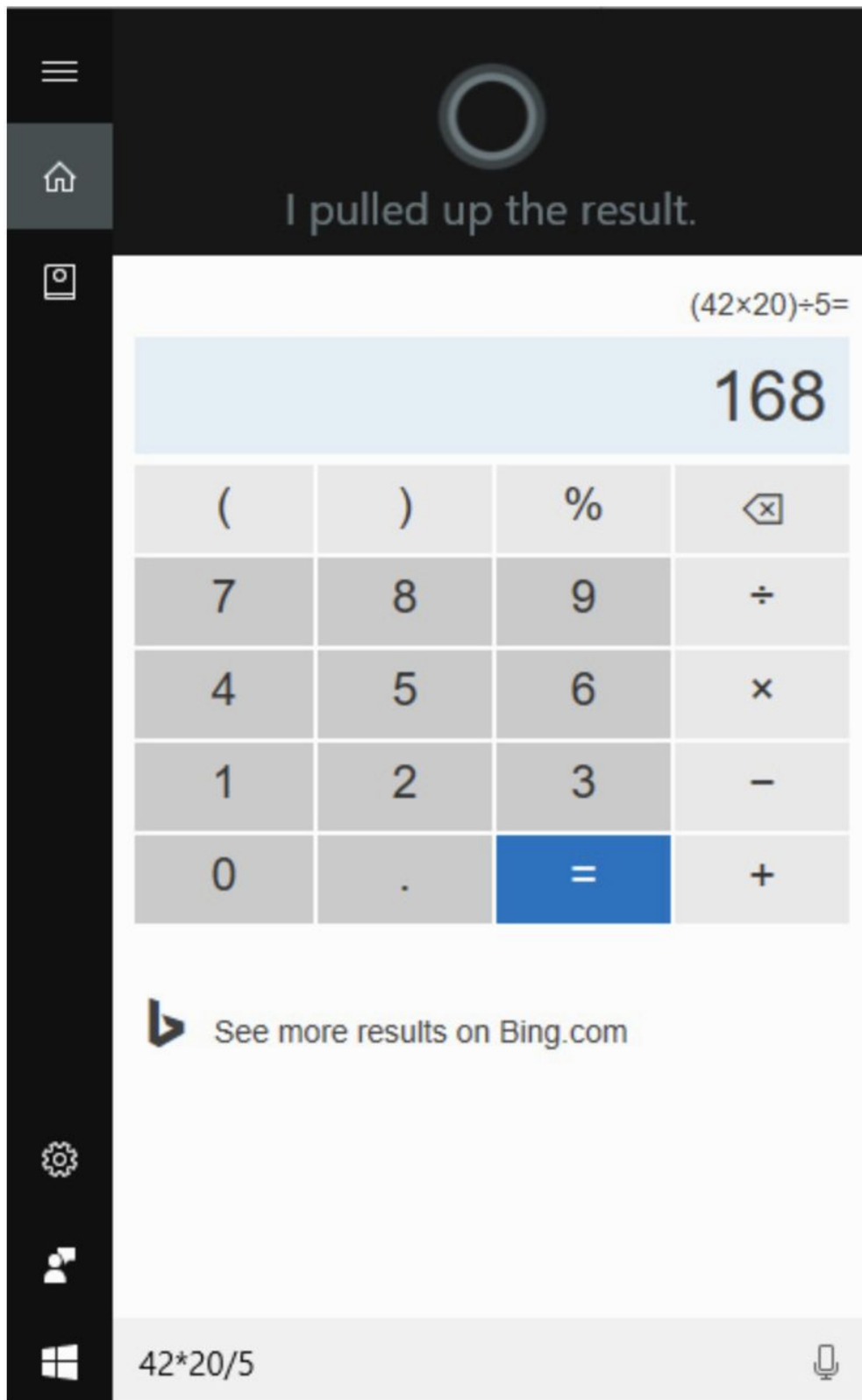
Despite the pleasant female voice (no additional voice options are available) and the mostly natural intonations, "she" is really a web service, which is constantly learning and adding capabilities.

For a lengthy (but still not exhaustive) list of things Cortana can do for you, click the microphone button and just ask: "What can you do?"

If your system doesn't support input via a microphone, click in the search box and type the question.

The resulting list includes the following, which all appear in the Cortana window:

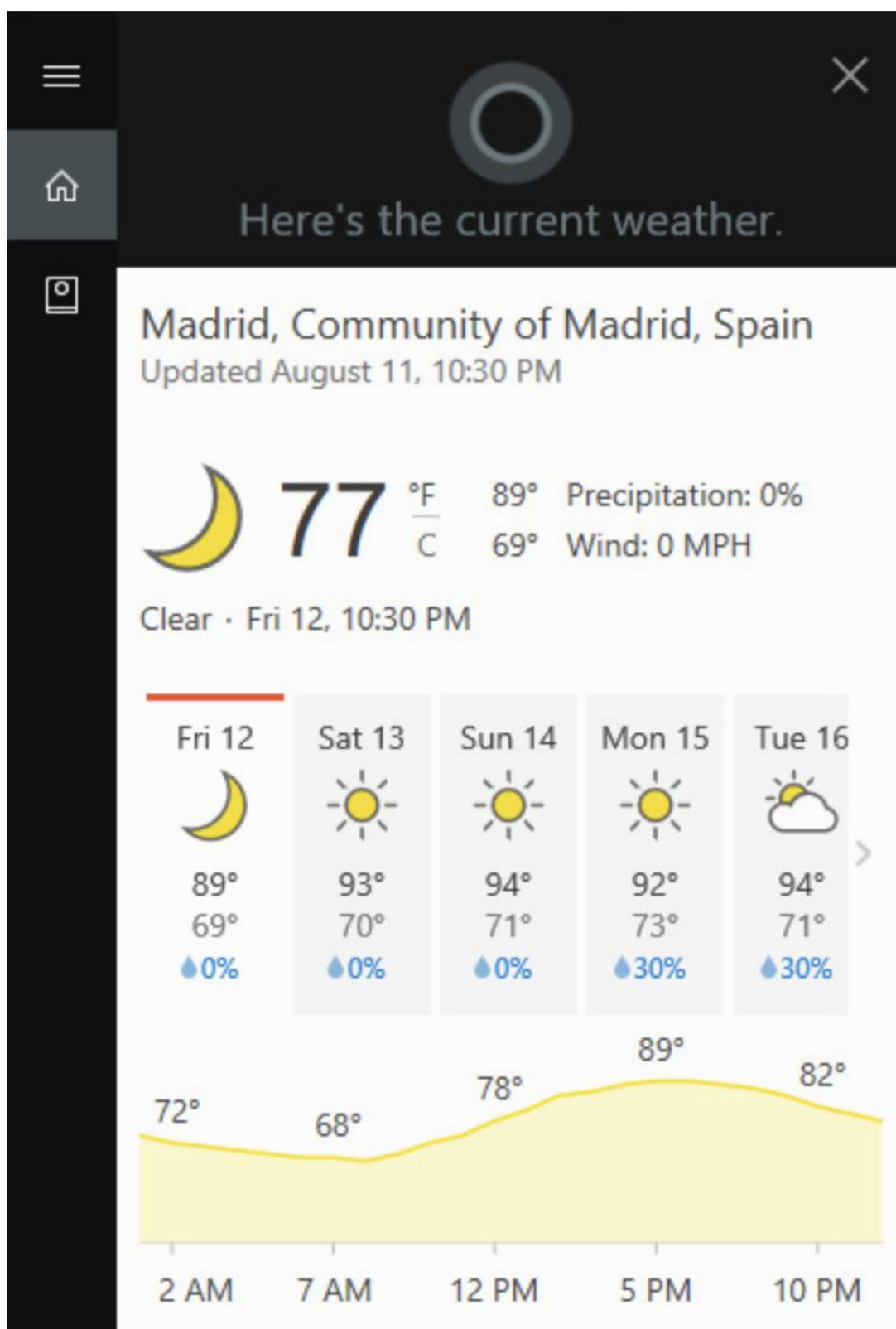
- Basic facts. Cortana knows the dates of upcoming holidays ("When is Thanksgiving this year?") and biographic details of famous people ("How old is Bill Gates?").
- Basic math. Enter any valid mathematical format—addition, subtraction, multiplication, division, exponentiation, and more, with support for using parentheses to group operations—and see the answer directly in the results pane. Press Enter or click the result to see a full calculator like the one shown here:



- Conversions. How many liters in a gallon? How many hectares in 40 acres? How many teaspoons in a tablespoon? Cortana knows.
- Exchange rates. Look up today's rates and convert any amount in one currency to its equivalent in another.

- Translation. Using the microphone, say “How do you say good afternoon in French?” and Cortana responds by both showing the translation and pronouncing it for you. Using the keyboard, try typing translate good afternoon into French .
- Definitions. Ask Cortana to define an unfamiliar word and you can view a short definition in the results pane. Click that result to see an expanded definition with an option to hear the word’s pronunciation or jump to an online dictionary.
- Reminders, alarms, and timers Cortana. can keep track of time and pop up an alert when the chosen time arrives. Try saying “Set a timer for 30 minutes.”
- Tracking flights and packages. Say or type status british 75 to get routes, departure and arrival times, and gate information for British Airways flight 75. Cortana can also track a package by spotting a confirmation number in an incoming email message, or you can enter it manually.
- Sports scores. You can see scores and standings for your favorite team, even for games that are in progress.
- Stock prices. If you enter ticker symbols in Cortana’s notebook for stocks you’re following, just say “show me my stocks” to get the latest prices.
- Weather. Say “Show me the weather” to get the forecast for your location. Add a city name to see a five-day forecast that can help you decide whether to pack an umbrella or sunscreen for an upcoming trip, as shown here:





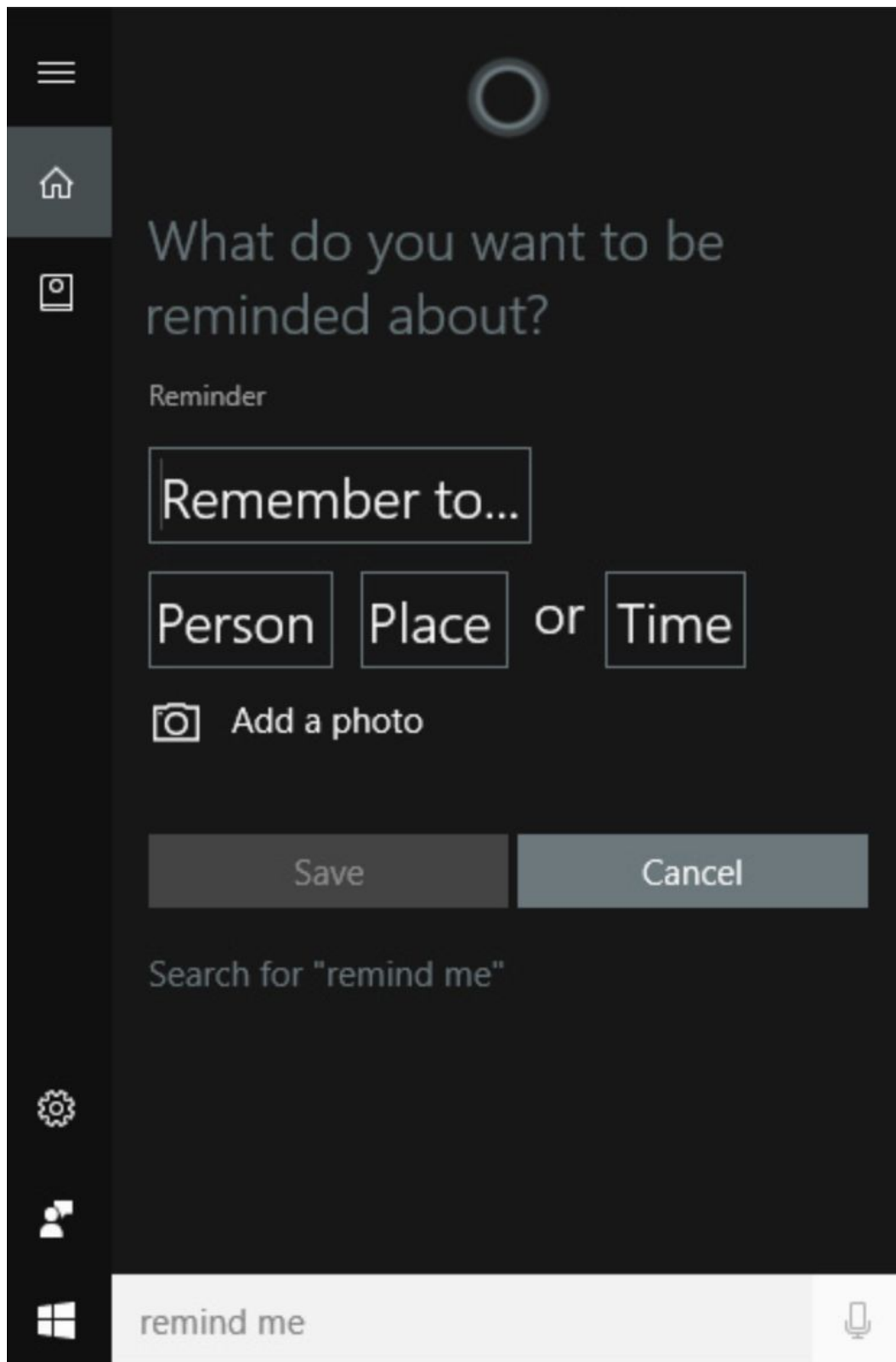
And that only scratches the surface.

In addition to taking over search duties for files, folders, settings, music, and so on, Cortana can return results based on information you've given permission to search.

Just clicking in the search box opens Cortana's summary of the things you're interested in, a scrolling list of useful information that can include news headlines, stock prices from your watch list, results from your favorite team's latest game, weather forecasts, and reminders on when you need to leave to arrive on time for an appointment.

Other tasks Cortana can complete on your behalf include adding appointments and reminders, creating notes and to-do lists, and checking your calendar for upcoming events.

The following figure, for example, shows the response when you ask Cortana to set a reminder:



Reminders don't have to be triggered by a time.

They can also be attached to a location or to a person.

Your timers and alarms appear as notifications, and you can ask Cortana to show you your reminders any time.

## Using Cortana in Microsoft Edge

Cortana has a special relationship with Microsoft Edge, the new default browser in Windows 10.

A search result might pop up in your browser immediately if you type something about which Cortana is particularly knowledgeable.

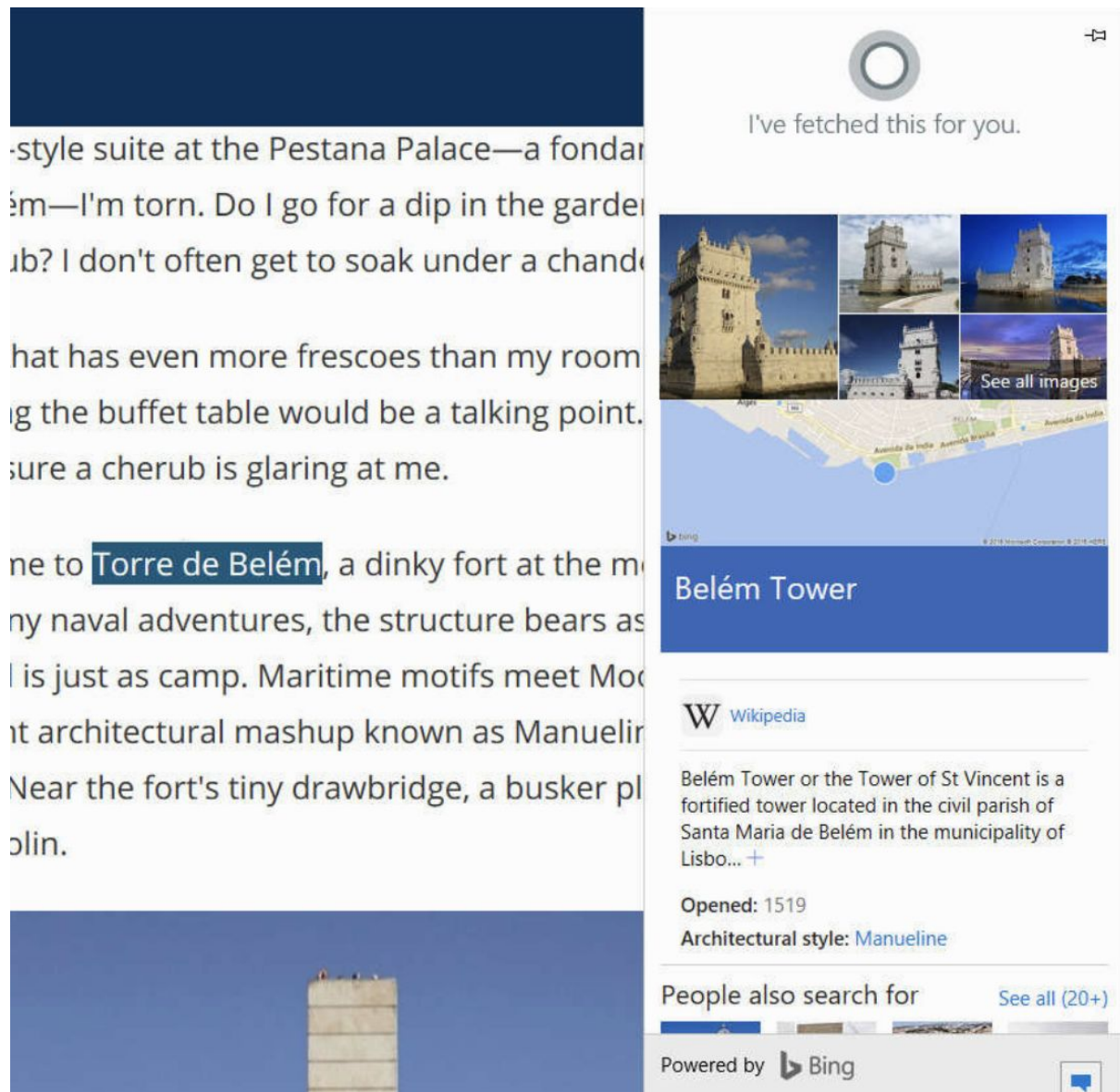
Enter a flight number or the name of a currency, for example, and you'll get status or rate information, exactly as it would appear in the search results pane from Start.

Cortana also has a fairly broad knowledge of restaurants.

If Cortana doesn't volunteer the information you need, take matters into your own hands.

If you run across an interesting term while viewing a webpage in Microsoft Edge, right-click the word, name, or phrase and then click Ask Cortana.

That opens a sidebar like the one shown in the next figure, with additional information drawn from online sources.



The screenshot shows a web browser window with a search for "Torre de Belém". The search results are displayed on the right side of the screen, featuring a grid of images of the tower, a map of its location in Lisbon, and a Wikipedia entry. The Wikipedia entry states: "Belém Tower or the Tower of St Vincent is a fortified tower located in the civil parish of Santa Maria de Belém in the municipality of Lisboa...". Below the Wikipedia entry, it says "Opened: 1519" and "Architectural style: Manueline". The search is powered by Bing.

On the left side of the screen, there is a text snippet from a website, partially obscured by a dark blue bar at the top. The visible text includes: "style suite at the Pestana Palace—a fondar", "ém—I'm torn. Do I go for a dip in the garden", "ub? I don't often get to soak under a chande", "hat has even more frescoes than my room", "g the buffet table would be a talking point.", "sure a cherub is glaring at me.", "ne to **Torre de Belém**, a dinky fort at the m", "ny naval adventures, the structure bears as", "is just as camp. Maritime motifs meet Moc", "t architectural mashup known as Manuelir", "Near the fort's tiny drawbridge, a busker pl", "olin."

Cortana already knows a great many useful facts, and as time goes on, you can expect the breadth of that expertise to expand.

## Microsoft Edge: Why the new browser?

Windows 10 includes not one but two web browsers.

Microsoft Edge, the new kid on the block, is the default, but the venerable Internet Explorer remains as an alternative.

Microsoft Edge is a modern browser built to support modern standards and to work well with the web as it exists today.

Internet Explorer is, by the standards of the World Wide Web, downright ancient and encumbered by the need to maintain compatibility with obsolete web-design practices.

The history of Internet Explorer, from its inception in 1995 to the present, can be viewed as a struggle to maintain compatibility with the past while trying to adapt to an ever-faster pace of change in web development standards.

Worthy competing browsers, such as Mozilla Firefox and Google Chrome, didn't have those compatibility burdens, allowing them to progress much more quickly and outperform Internet Explorer.

With Microsoft Edge, Microsoft has set out to create a clean-slate, modern browser, free of compatibility freight and free of the most egregious security hazards.

The focus is on support for current and forthcoming web standards and interoperability, so that sites developed for other modern browsers will run with minimal or no modifications on Microsoft Edge.

## Using Microsoft Edge

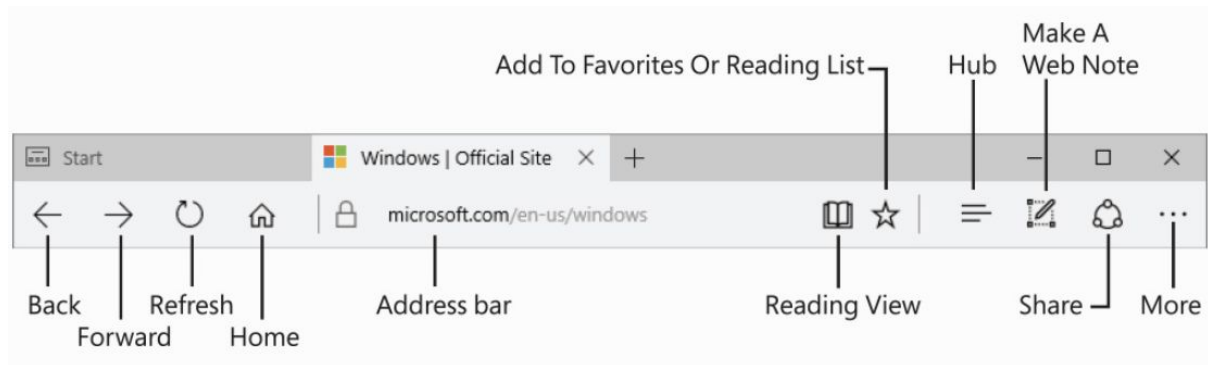
Microsoft Edge continues the trend toward visual simplicity (the minimization of “chrome”) that has been characteristic of all modern browsers.

Unlike Internet Explorer, Microsoft Edge has no menu bar.

The stripped-down interface you see is exactly what you get—with the exception of three possible customizations:

- You can add the Home button to your toolbar by clicking More (the ellipsis icon) > Settings > View Advanced Settings, and then turning on the Show The Home Button switch. From that same location, you can also specify the address of a home page you want to use. On narrow screens, the Home button might push other controls too close together for finger navigation, but otherwise it's a handy item to have on board.
- To display the Favorites bar, click More > Settings > View Favorites Settings > Show The Favorites Bar.
- Make the icon for an extension easier to use by adding it to the toolbar. Click More > Extensions, select an installed extension, and then click Show Button Next To The Address Bar.

The following figure shows the landmarks in Microsoft Edge, with the Home button displayed. Note that controls in Microsoft Edge are spaced to ease use on touchscreens:



Many navigation conventions in Microsoft Edge will look familiar from your experience with other browsers.

One addition worth pointing out is the Hub, which offers access to favorites, history, and downloads.

The reading list feature, also available from the Hub in Microsoft Edge, is a handy alternative to favorites.

## Changing your default search provider

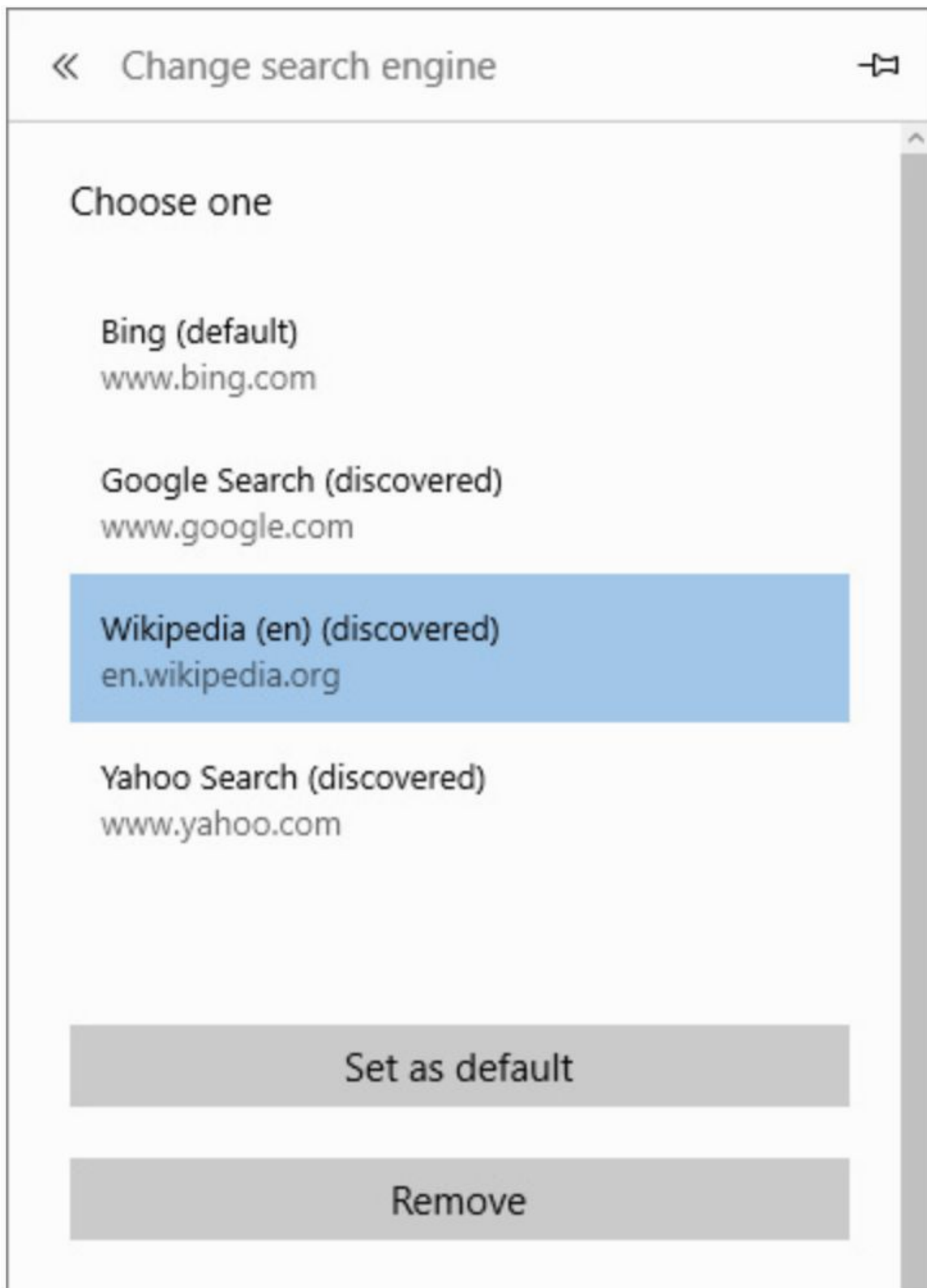
On a clean installation of Windows 10, Microsoft Bing, unsurprisingly, is the default search provider for both of Microsoft's browsers.

With a few simple steps, you can change the default in either browser.

The one gotcha is that to change the search provider in Microsoft Edge, you must first have visited the search provider's website.

You don't have to do anything there; if the site you have visited supports the OpenSearch standard, you just have to browse to that page once for the provider to show up on the list of available search engines.

With that excursion completed, open Microsoft Edge and go to More > Settings > View Advanced Settings > Change Search Engine. To make a change, select any entry from the list of search providers:



After making a selection, click Set As Default to make that site your new default for searches from the address bar, or click Remove to clear that site from the list of available search providers.

To change providers in Internet Explorer, start by clicking Tools > Manage Add-Ons.



The Search Providers section of the Manage Add-Ons dialog box displays a list of available search providers.

Not satisfied with the available choices in Internet Explorer?

Near the lower left corner of the dialog box, click Find More Search Providers.

That takes you to the Internet Explorer Gallery, where you can find a provider and click Add.

You can now return to the Manage Add-Ons dialog box and choose the just-added alternative from the Search Providers link.

If you choose not to make the added provider the new default, you can still use the new search engine as an occasional alternative to the current default.

When you search in the address bar in Internet Explorer, below the list of suggested sites, you'll find small icons for all your listed search providers.

Click one of those icons to perform an ad hoc search with a nondefault provider.

## Customizing your start and home pages

Microsoft Edge distinguishes between a home page and startup pages.

Startup pages, of which you can have one or more, appear at the beginning of each new session.

The home page, of which you can have but one, arrives only when you click the Home button—which is not displayed by default but can easily be added to your toolbar.

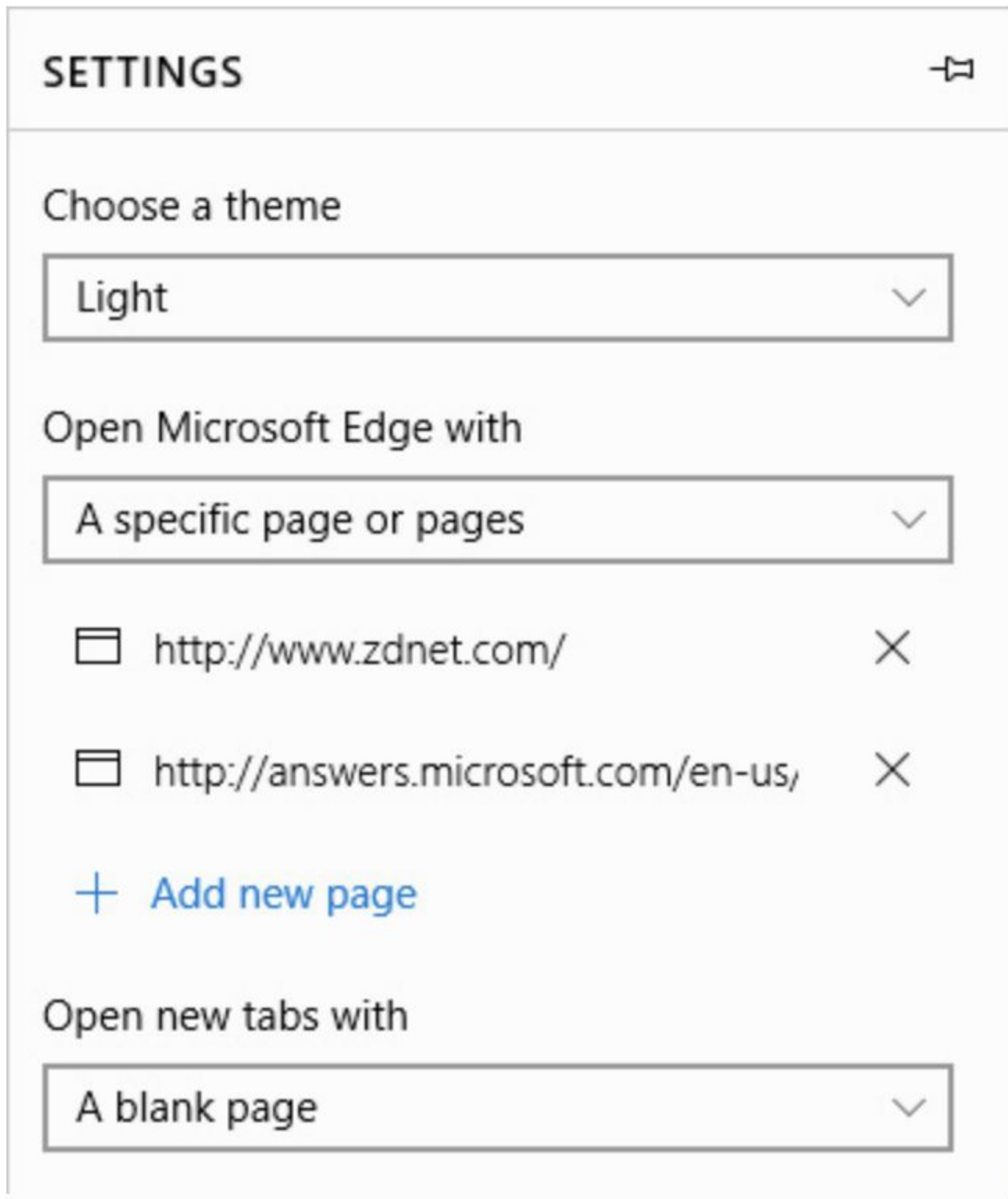
To configure startup pages, click More > Settings > Open Microsoft Edge With.

Your options are to open with the default Start page (about:start), the new tab page, all pages that were open when you last closed the browser, or one or more pages of your own choosing.

If you select A Specific Page Or Pages, we recommend that you first open the page and then click in the address bar and press Ctrl+C to copy its URL.

Paste that address in the box and save it.

Repeat the process, using the Add New Page option, as shown in the next figure:



To use a home page in Microsoft Edge, click More > Settings > View Advanced Settings, and then turn on the Show The Home Button switch.

With that option turned on, you can choose where you go when you click the Home button: the Start page, the New Tab page, or a specific page of your choosing—sort of a favorite-favorite shortcut.

## Browsing with favorites

Like every other browser, Microsoft Edge lets you build a repository of favorite sites—sites that you know or suspect you'll want to return to now and then.

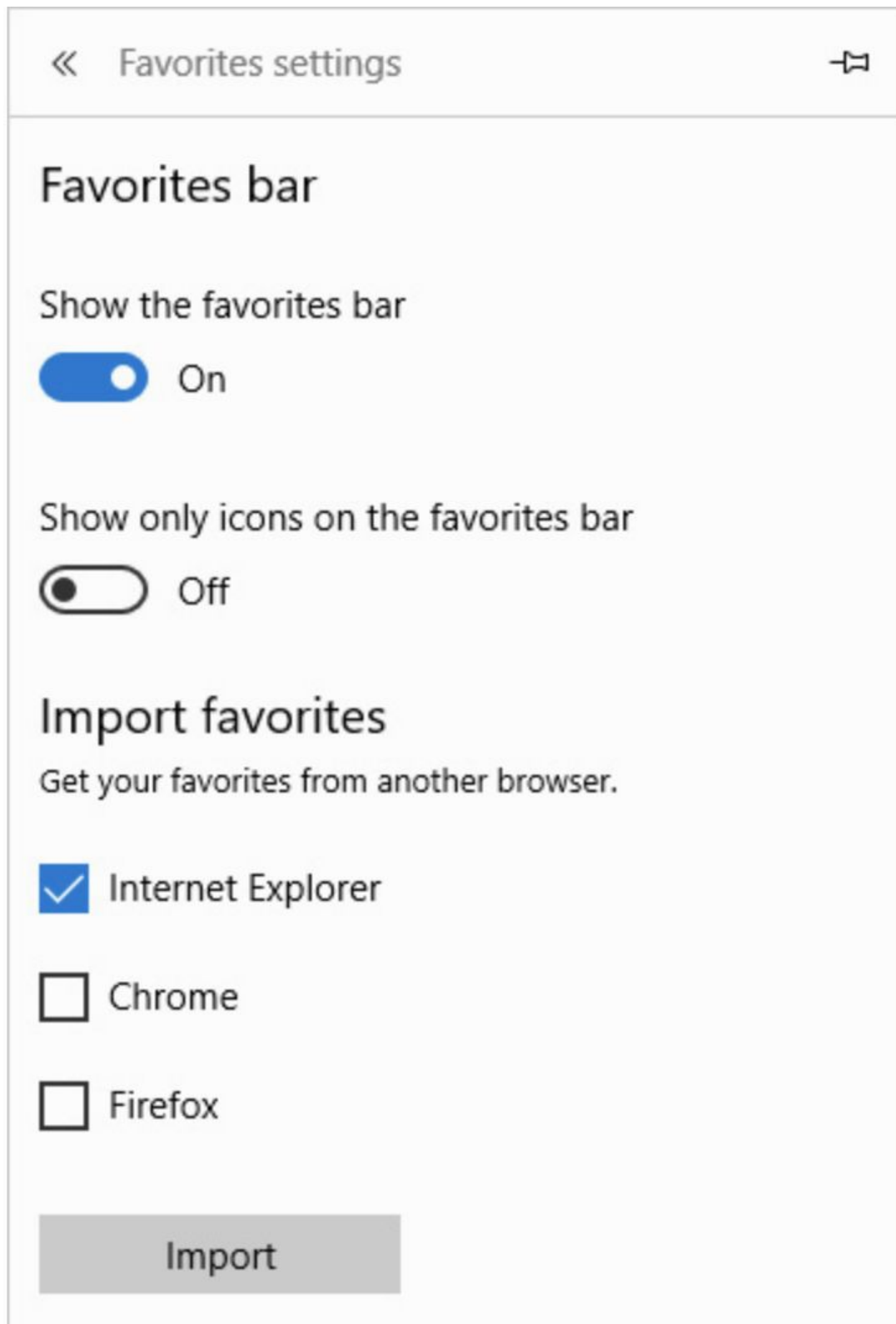
Once a site has been designated a favorite, you can reopen it with only a few clicks, instead of having to search for it again or pull it up from your browsing history.

Your browsing history is available for reuse as well, of course, but for sites you visit regularly, a well-placed favorite can be more convenient.

The Favorites Bar is a special folder whose contents can be displayed below the address bar in Microsoft Edge.

By default, it's hidden.

To make it visible, click More > Settings > View Favorites Settings and turn on Show The Favorites Bar, as shown in the next figure:



Although Internet Explorer and Microsoft Edge both allow you to save favorites, the two lists are saved in different places and are not shared.

When you switch to Microsoft Edge, you can import favorites you created in Internet Explorer or another browser, using the option at the bottom of the Favorites Settings pane.

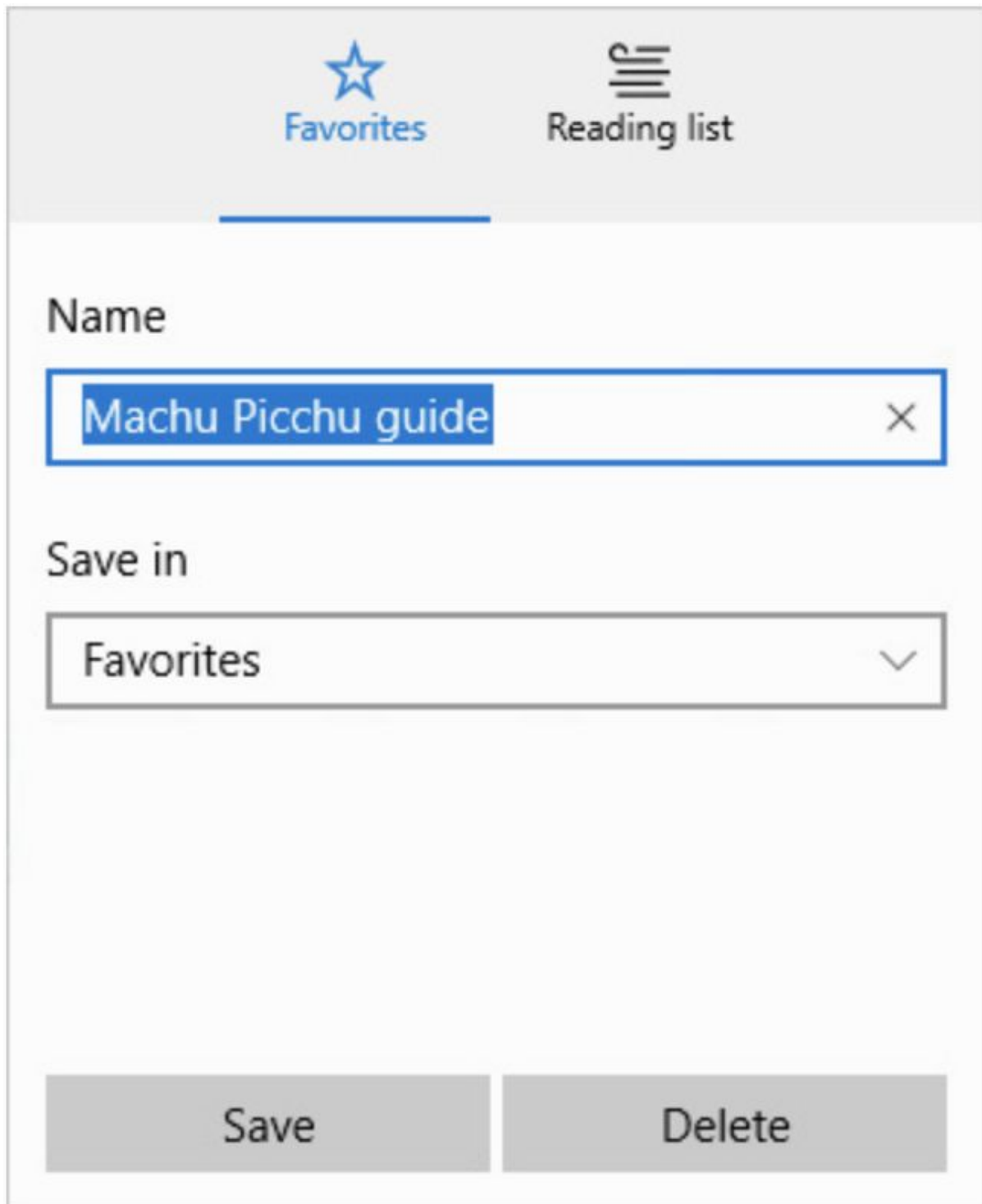
Select the check boxes for the browsers from which you want to import favorites and then click Import.

The newly added favorites appear in Microsoft Edge in a folder called Imported From Browser, where Browser is the name of the app from which you imported favorites.

To add a shortcut for the current page to Favorites or to the Favorites Bar, click the star at the right side of the address bar in Microsoft Edge.

As the next figure shows, that action opens the Add To Favorites Or Reading List dialog box, where you can choose to add the link to your favorites or your reading list.

Click Favorites if that's not already selected (as indicated by the underscore and the accent color), edit the name of the saved shortcut if you'd like, choose a location, and click Add:

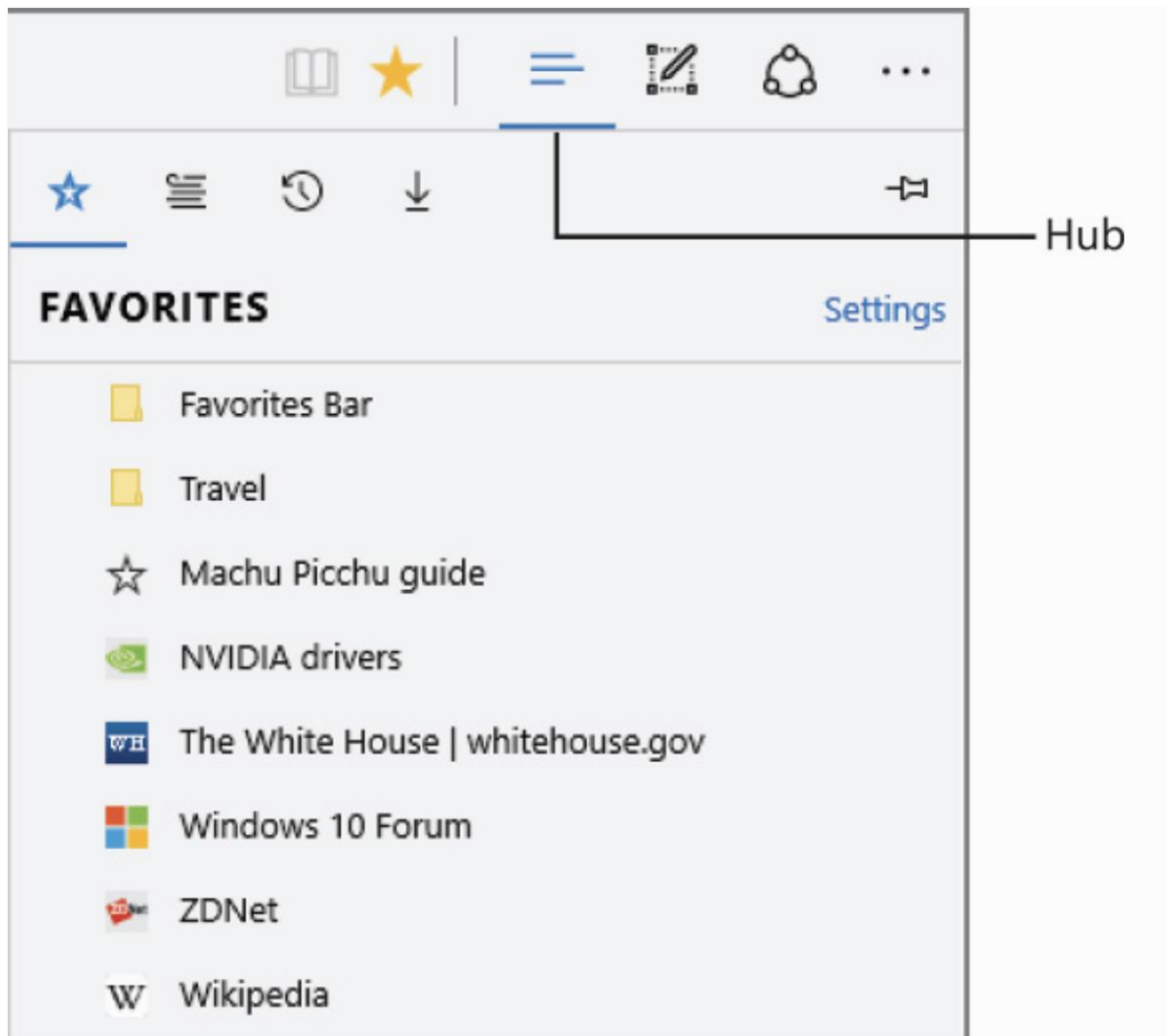


The image shows a 'Favorites' dialog box. At the top, there are two tabs: 'Favorites' (with a star icon) and 'Reading list' (with a list icon). The 'Favorites' tab is selected. Below the tabs, there is a 'Name' label followed by a text input field containing 'Machu Picchu guide'. To the right of the input field is a clear button (X). Below the input field is a 'Save in' label followed by a dropdown menu showing 'Favorites'. At the bottom of the dialog are two buttons: 'Save' and 'Delete'.

To use your favorites, once you have created them, click the Hub icon, just to the right of the separator line next to the Add To Favorites button in the address bar.

You can also get to the Hub by pressing Ctrl+I.

As the following figure shows, the Hub is a multipurpose destination:



The four icons at the top take you, from left to right, to Favorites, Reading List, History, and Downloads.

Click a favorite to launch it in the current tab.

To launch it in a new tab, right-click it and then click Open In New Tab.

The menu that appears when you right-click also gives you the means to rename or remove a shortcut.

Right-click any empty space in the Favorites list to create a new folder on the fly or sort the list by name.

## - Exercises - 1. 2. 2. Cortana and the web -

Open the following Google Document that you have created in a previous sub-unit:

**"1. 2. Working and playing with Windows 10 - Apellidos, Nombre"**

being "Apellidos, Nombre" your Last Name and Name.

Inside this Google Document you are going to copy and answer all the "Exercises" of this sub-unit:

1. What can you do with Cortana?
2. Search for the weather in your city using Cortana.
3. Open Microsoft Edge and change your default search provider into Google.es.
4. Customize your start and home pages in Microsoft Edge.
5. Import your Google Chrome bookmarks into Microsoft Edge favorites.
6. Add some favorites to your Microsoft Edge.