

- 1. 2. 3. Productivity and communication tools -

The list of tools included with Windows grows longer with each iteration, largely because every new version, in addition to introducing new items, must continue to support the work habits developed by users of its predecessors.

If you have routinely covered your Windows 7 desktop with color-coded sticky notes, for example, you'll be pleased to know that Sticky Notes—now a modern app—is still with us.

In addition to the obligatory legacy applications, Windows 10 offers a whole set of modern productivity and communication apps, all designed for touch and stylus as well as more traditional input methods.

Mail, Calendar, and People

Although they are tightly linked, Mail, Calendar, and People have separate entries in Start.

Mail and Calendar, in fact, are two faces of the same unified app package.

And the People app, populated by the accounts you set up in Mail or Calendar, provides a directory of potential addressees when you create Mail messages or invite associates to a meeting.

Type the beginning of a contact's name or email address on the To line of a message, and if that name or address is among your contacts in People, the To line will be completed for you.

Setting up and using Mail

The first time you open the Mail app, you'll be asked to set up accounts.

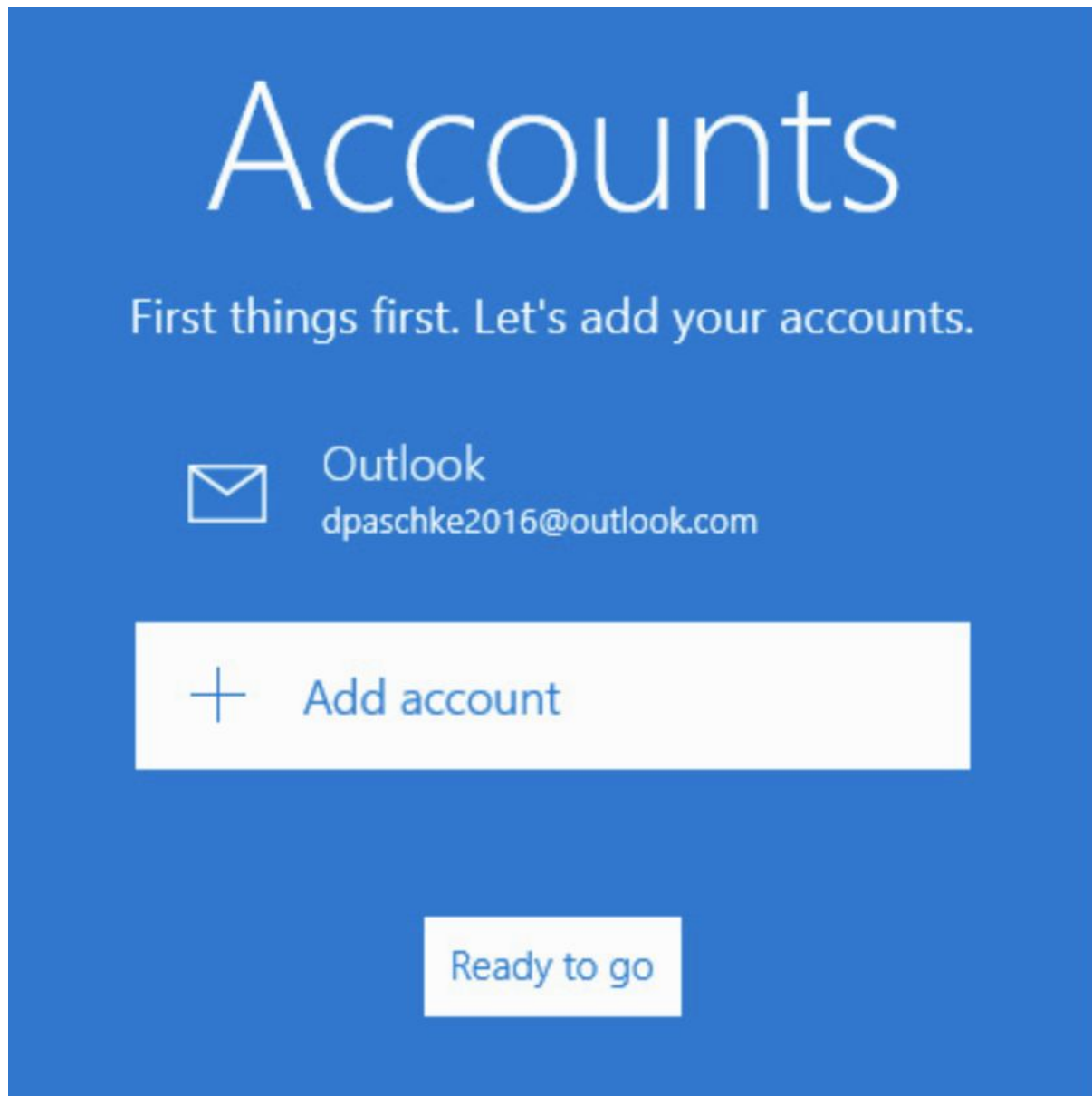
If you sign on to Windows using a Microsoft account, the email address associated with that account appears at the top of this setup page.

If that's the only email account you use, you can move on by clicking Ready To Go.

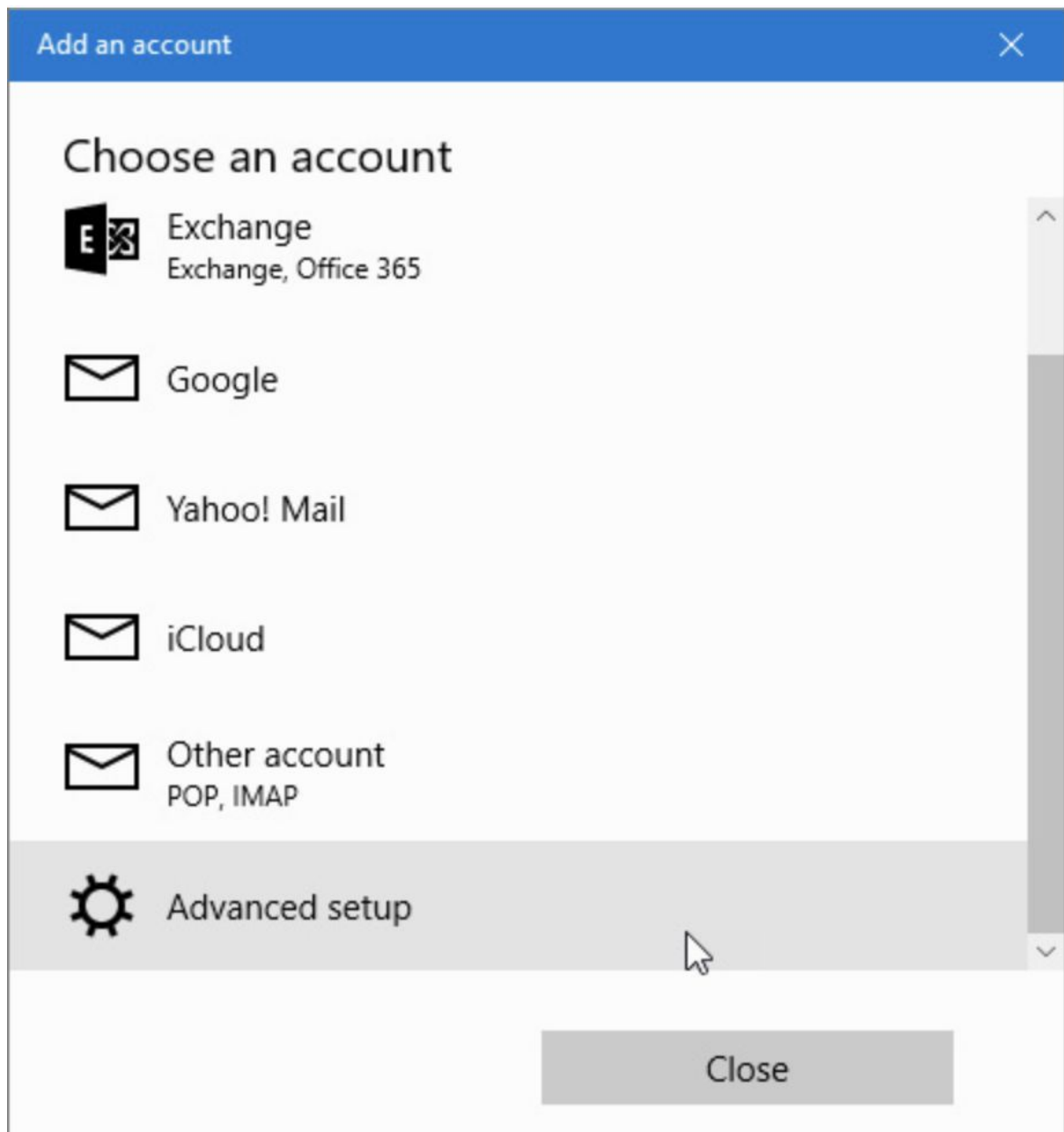
If you log on locally or if you have other accounts, click Add Account.

Mail supports Exchange, Outlook.com, Google accounts (Gmail and Google Apps), Yahoo! Mail, and iCloud, as well as generic accounts based on the POP and IMAP standards.

The setup process is straightforward, prompting you for your email address and password, as shown next:



If your account requires you to enter additional settings, such as the names of your incoming and outgoing servers, scroll to the bottom of the Add An Account list and then click Advanced Setup:



Adding and deleting accounts

To add email accounts subsequently, open Settings by clicking the gear icon in the lower left corner of the Mail window.

Click Manage Accounts > Add Account.

To delete an existing account, select it in Settings.

Note that you cannot delete the address associated with your Microsoft account.

Setting up and using Calendar

In both Mail and Calendar, you can use the two icons at the lower left corner to switch from one app to the other.

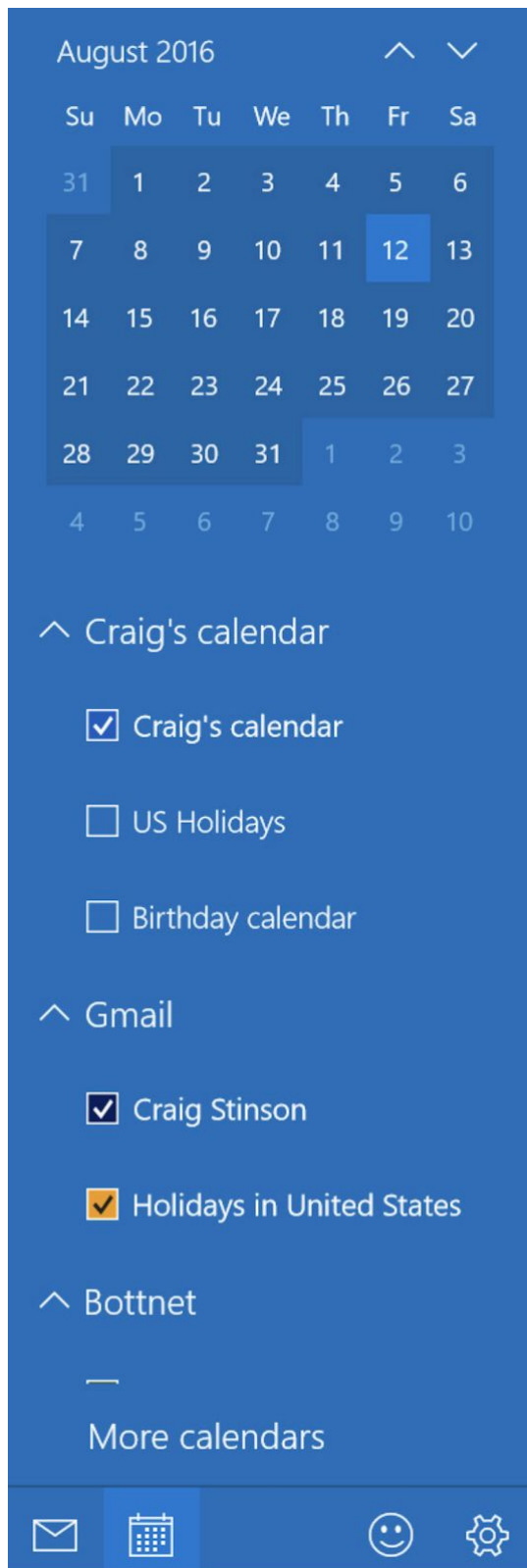
If you're already running Mail, a quick tap takes you straight to Calendar.

Alternatively, you can launch Calendar from Start.

Accounts set up in Mail are used in Calendar and vice versa.

You can add or modify accounts in Calendar as you would in Mail; click Settings > Accounts.

If you're using multiple accounts, your Calendar events will be distinguished by color, and if the display gets noisy, you can use the check boxes in the left pane, below the thumbnail calendar, to filter particular components of your composite calendar:



If you don't see this pane at the left of your screen, click or tap the hamburger icon in the upper left corner.

Adding an event

To add an event to your calendar, either click or tap New Event, or click the calendar itself.

If you click New Event, you get the full Details window for the event.

If you click a day or an hour on the calendar, you get a smaller version of this window, and you can move to the full view by clicking More Details.

In either case, if you have Calendar configured to use more than one account, you'll want to specify which account the new event should belong to.

In the Details view, you can use the Reminder list to specify your preferences regarding alerts.

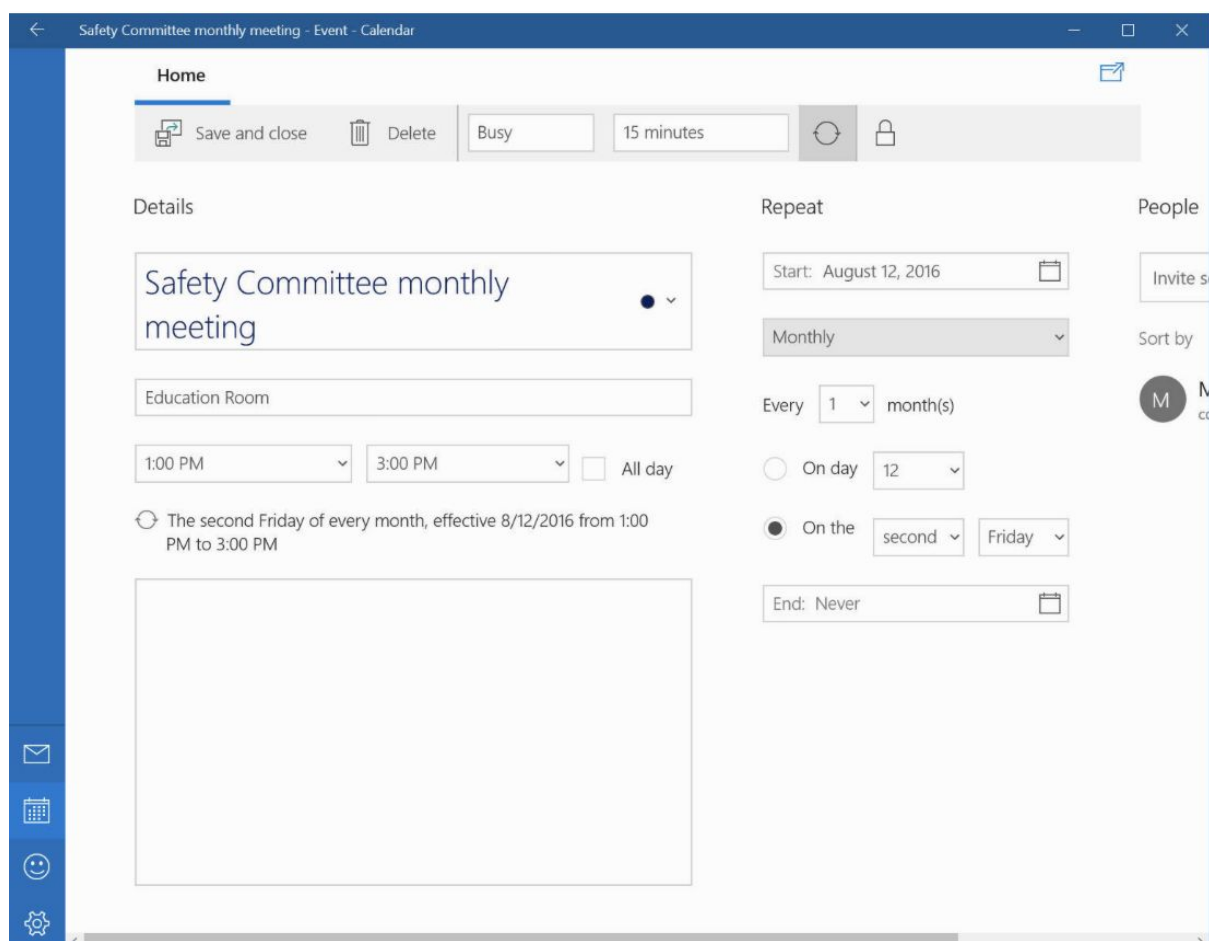
Calendar defaults to a 15-minute heads-up, but you have lots of alternatives, including None.

Note that Calendar's live tile (if you have the app pinned to Start) will also alert you to upcoming events.

Set the size to wide if you want to see multiple events on the live tile.

Depending on your settings, Cortana can offer reminders as well.

The next figure shows the details of a recurring event:



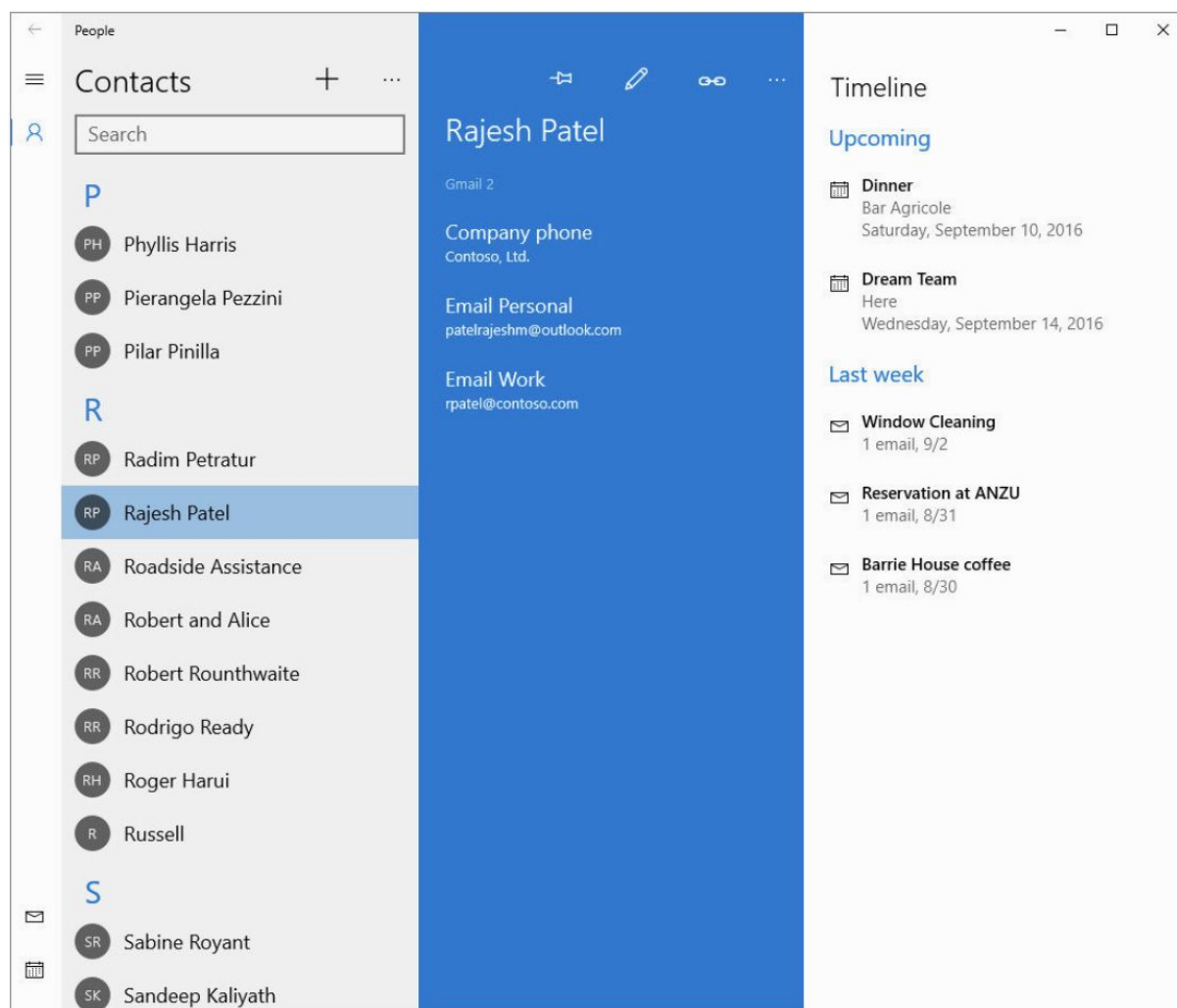
To create such an item, click the circular Repeat icon and specify your parameters. Calendar offers daily, weekly, monthly, and yearly options.

Adding or editing contacts with People

People acts as a repository for contacts derived from the accounts you set up in Mail or Calendar.

As the following illustration shows, People lists your contacts, summarizing recent communications and calendar entries for the selected contact in a Timeline pane.

In the Timeline pane, you can click an entry to open a message in Mail or Calendar:



You can edit a contact's information by selecting the contact in the left pane and clicking the Edit icon (shaped like a pencil) in the center pane.

If you have more than one entry for a contact, you can use the Link icon (to the right of the Edit icon) to consolidate them.

Note that a great many fields become available when you click Other on the edit screen:

The screenshot shows a web form titled "Edit Gmail 2 C". On the left, there is a circular placeholder for a photo with the text "Add photo". Below this, the "Name" field contains "Dorena Paschke". There are buttons to add "Phone", "Email" (with a dropdown arrow), "Address", and "Other". The "Email" field contains "paschkedorena@gmail.". A dropdown menu is open, listing the following fields: "Add a field", "Website", "Company", "Job title", "Office location", "Significant other", "Partner", "Children", "Sibling", "Other relationship", "Birthday", "Other date", and "Notes". The "Significant other" and "Other relationship" fields have text input boxes and edit icons. The "Other" button at the bottom left has a mouse cursor hovering over it.

Using Skype

Skype, Microsoft's internet video telephony and messaging tool, appears in various guises.

One is the legacy Skype desktop application, which has been available for years in Windows 7.

Given that Windows 7 will be supported until January 2020, you can expect that Microsoft will maintain this desktop app over the next several years.

Windows 10 users will also find Skype in a universal app.

In addition to the desktop and modern apps, Skype is available at <https://web.skype.com>.

These three faces of Skype are functionally equivalent and use the same accounts and contact lists.

You can log in and use whichever seems most convenient and comfortable on the device you're using.

Getting started with Skype

When you first run Skype, the program prompts you to create an account or sign in to an existing one.

You can use your Microsoft account if you don't already have a Skype account.

Before you start making calls, you might want to check your video, microphone, and speaker settings.

You can do this by clicking Echo/Sound Test Service in the Contacts pane.

Alternatively, open the Tools menu, choose Options, and then click either Audio Settings or Video Settings.

To add contacts, click Search.

Type your contact's Skype account name, if you know it, or an email address.

You can also type the contact's name, but this approach might produce a long list of Skype users with identical first and last names.

When you find the person you want to add, select the name and click Add To Contacts.

Your contact will then receive a request message.

Note that if you receive an unwanted contact solicitation and choose to decline, the Decline button provides additional options to block the request or report it as spam.

With your equipment checked out and your contacts list populated, you might then want to flesh out your own profile—the information your contacts will see about you.

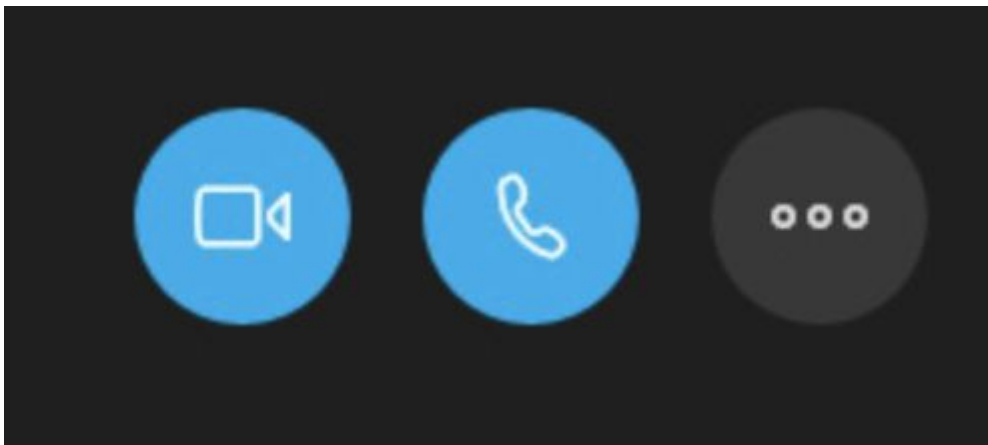
The profile screen appears when you click your own name in the upper left corner of the window, and here you can add phone information and many other details.

Click Show Full Profile to see the complete list of fields you can change.

If you shot your profile photo with the rear-facing camera by mistake or simply want to transmit a different image, click Change Picture.

Placing or answering an audio or video call with Skype

To initiate an internet call, click your contact's name and then choose one of the options that appear on the right side of the screen:



Click More (the ellipsis icon) to add one or more people to the call.

The phone icon in the center makes the call audio only.

Choose the camera icon on the left to send video as well.

You can also switch in and out of video during the call if the need arises—for example, if your internet connection is not strong enough to support video transmission.

Similar buttons appear if someone places a call to you.

Before you answer, you'll also get an audio signal to alert you to the call.

Using OneNote

The full-featured desktop version of OneNote is also available to all Windows 10 users.

With both OneNote 2016 and the universal OneNote app, which should you use?

There's no compelling reason to choose one over the other.

You can use both, and unless you have turned off the option to sync notebooks automatically, your notebooks will be accessible from either version.

The universal app might be ideal when you're on the go or when you're concerned with reading your notes (and those that others have shared with you) and making simple annotations.

For more extensive editing and note taking, and for such things as inserting recorded audio or video notes, you'll probably want the much larger feature set provided by OneNote 2016.

A click or a tap on the Note button in Action Center opens your current notebook in the modern app.

You can use this whenever a thought or event occurs that you want to record.

If you're new to OneNote, you need to learn these core principles to get started:

- Like the other Office mobile apps (Excel, Word, and PowerPoint), OneNote saves everything you enter immediately and instantly. If your notebook is stored on OneDrive, you have access to it from anywhere.
- Notes are stored in notebooks, which are subdivided into sections. Each section consists of one or more pages. OneNote gives you a notebook to start with, and that notebook contains a single section (called New Section 1) consisting of a single page (called Untitled Page). Sections are identified by tabs arrayed across the top, and pages are listed vertically, on the left (in the mobile version) or the right (in the desktop version). Click the plus signs to add sections or pages.
- OneNote is a free-form editor. You can type or jot anywhere on the page. With drawing tools, you can annotate your annotations.

Using Maps

Microsoft's modern Maps app should serve you well, whether you want to explore a new city, plot a road trip, find a restaurant or a bank, print a set of turn-by-turn directions to take with you on the road, or just enjoy aerial views of the world or your neighborhood.

On first run, Maps asks for permission to track your location information.

If you consent, Maps will plant a marker at your current location.

When you start Maps, it always opens to whatever map or view you were using last, but pressing Ctrl+Home displays your current location, assuming the program knows what that is.

Searching for places and services with Maps

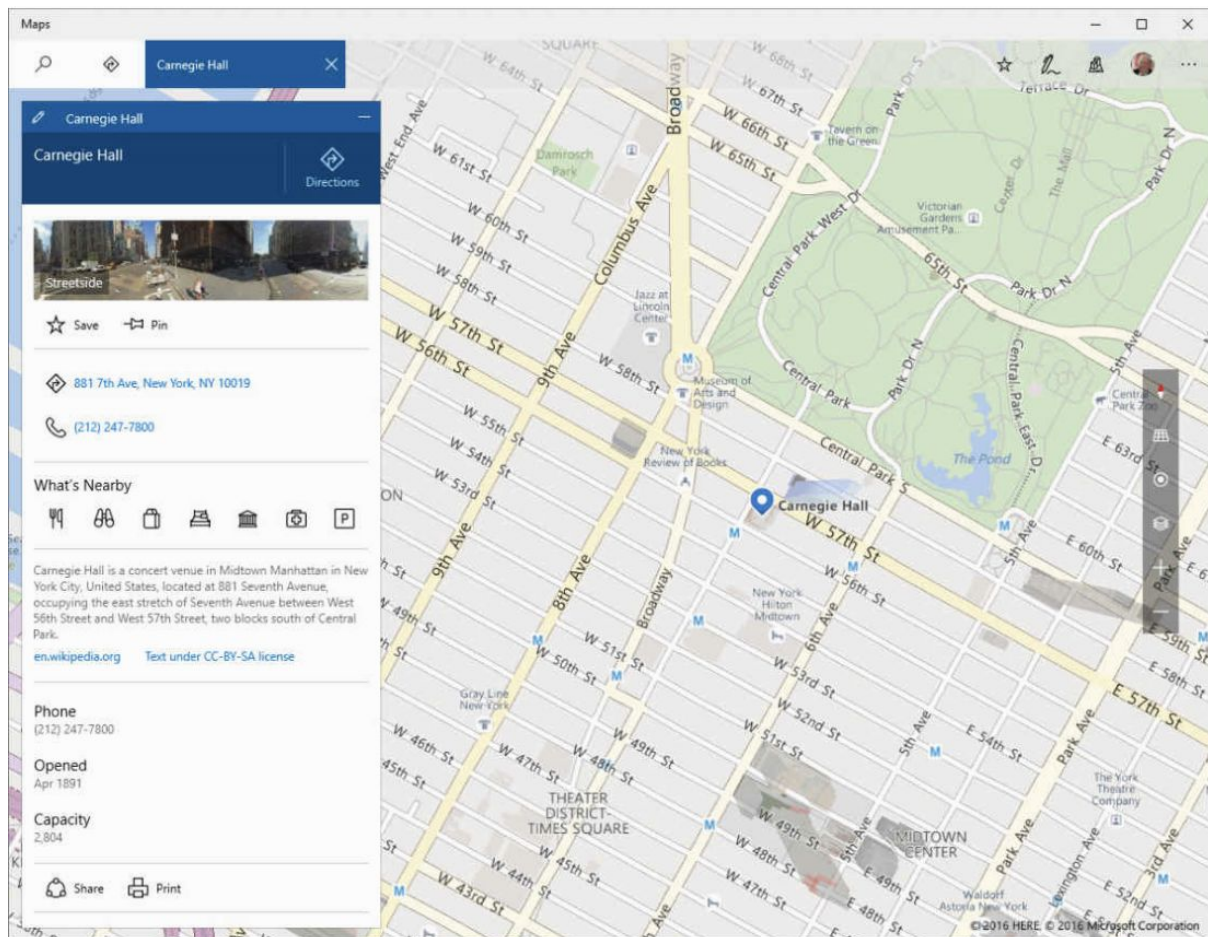
To find a location, click the Search tool on the left or press Ctrl+F.

You can type an address or the name of a place known to Maps—an institution or a restaurant, for example.

As shown in the next figure, Maps displays the location on the map, one or more street-side pictures, and other interesting information—including, in this example, a link to a Wikipedia article.

If you search for a restaurant known to Maps, you'll also be rewarded with reviews, hours, and website information.

The panel of icons in the What's Nearby section of this information pane offers single-click searches for nearby restaurants, attractions, malls, hotels, banks, hospitals, and parking facilities.



Using Alarms & Clock

As the name implies, Alarms & Clock will give you a nudge at a prescribed time.

You can configure an alarm to sound once only or to repeat on particular days.

For example, if you use an alarm to rouse you from sleep, you can have one alarm for workdays and another for weekends.

You can also attach a text message to an alarm—to let you know why you're being roused.

Alarms will also wake your computer from sleep—provided your hardware supports InstantGo.

If Alarms & Clock displays the message "Notifications will only show if the PC is awake," your device does not support InstantGo.

To set a new alarm, click the plus sign on the Alarm page.

Be sure to click the Save icon on the New Alarm page when you have things set up as you want them.

To remove an item from your collection of alarms, right-click it and click Delete.

On the World Clock page, you can check out the time in any part of the world and compare it with your local time.

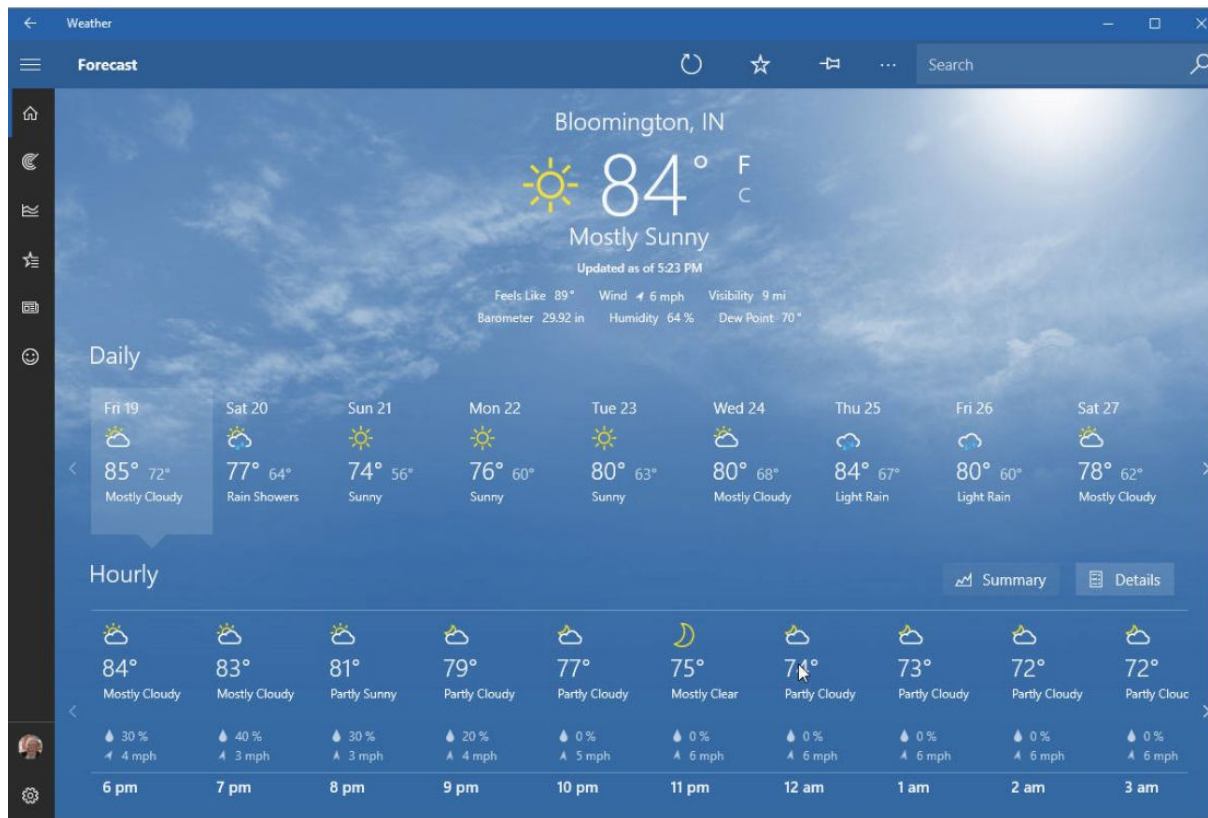
Click the plus sign to add a city.

The display uses shading to show where the sun is up and where it's not:



Using Weather

The Weather app offers a wealth of forecasted and historical information about virtually any city in the world, including your own:



Scroll down the Forecast page to see more details about the day—sunrise, sunset, moonrise, moonset, and more.

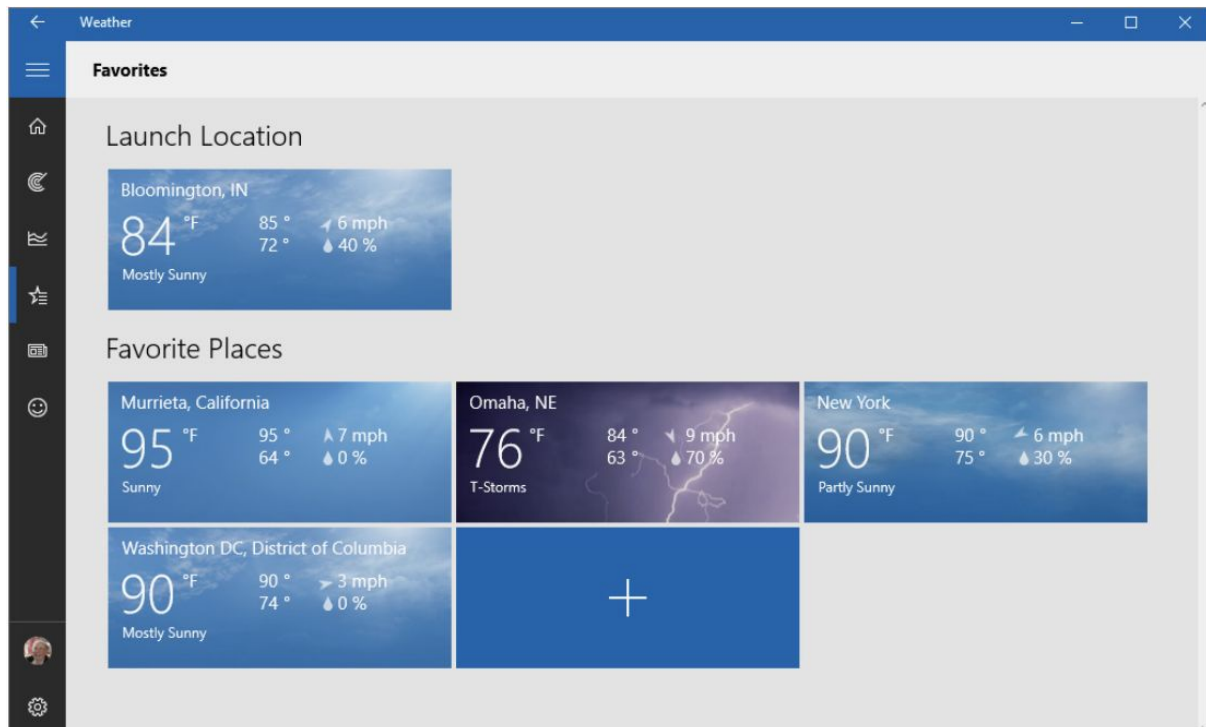
Below that, you'll find record highs, lows, and rainfall.

You might also see such tidbits as the number of times thunderstorms have occurred on this day over the past 30 years.

More interesting details await you on the Maps, Historical Weather, and News pages.

Click icons in the panel on the left to display these.

If there are cities you regularly track, visit the Favorites page:



Click the plus sign to add a city.

Right-click a city to remove it.

Performing screen captures with Snipping Tool and shortcut keys

Pictures speak louder than words, and sometimes an image capture of the current window or screen can be the ideal way to enhance a PowerPoint presentation, explain a procedure, or remind yourself at some future time of what you were doing and how.

All Windows versions, from the very first to the present, have offered several keyboard shortcuts for capturing screens:

- PrtScr captures an image of the entire primary screen.
- Alt+PrtScr captures an image of the current window.
- Windows + Shift + S: copy the selected area to the clipboard, so later you can paste that copied image into another program (like Paint, Google Docs...).

Both of these capture methods post bitmaps to the Clipboard, and you can paste the results into any program that accepts graphics.

Recent Windows versions offer a third built-in shortcut:

- Windows key + PrtScr captures an image of all current screens (including secondary screens) and saves that image as a PNG file in the Screenshots subfolder of your Pictures folder.

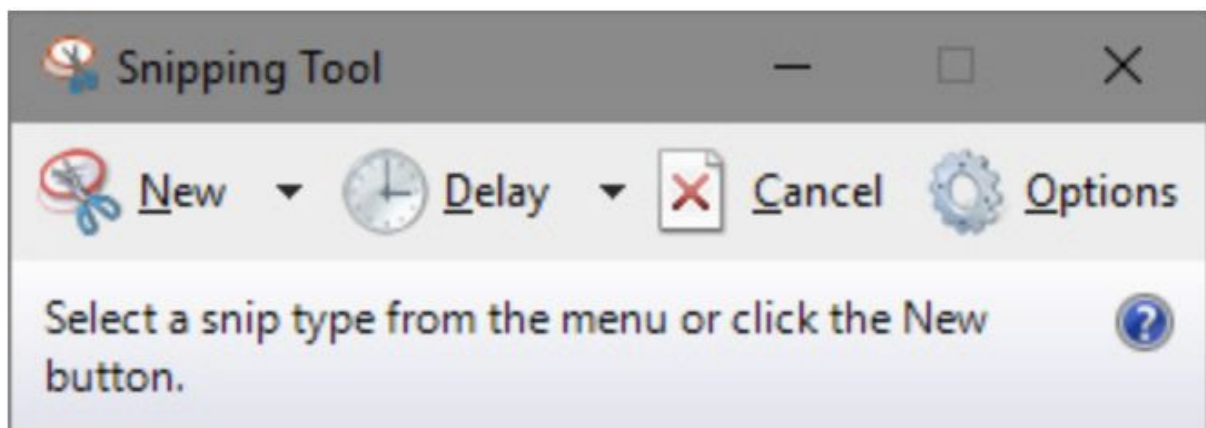
Of course, there are many situations in which what you want is not a full window or screen capture, but a rectangular or freeform capture of a portion of a window.

Many third parties offer richly featured tools for these purposes.

Windows, however, includes a lightweight utility called Snipping Tool that serves most basic screen-capture needs.

To run Snipping Tool, type snip in the Search box; the program should appear at the top of your search results.

Snipping Tool looks like this:

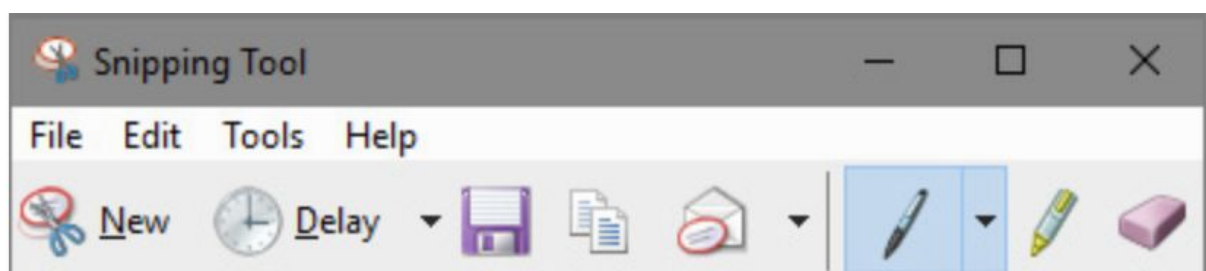


To see your snipping options, click the arrow next to New.

The program offers four choices: Free-Form Snip, Rectangular Snip, Window Snip, and Full-Screen Snip.

Pick one, click New, and then draw a rectangle or free form or click in the window or screen you want to capture.

After capturing the image, Snipping Tool adds editing and file-handling tools to the menu bar:



These tools are straightforward.

You can save, copy, or email the current snip.

And you can make freehand annotations, apply a highlighter, or erase the edits you already made.

Voice Recorder

The Sound Recorder application that was included with Windows versions dating back to the Middle Ages (well, perhaps not quite that long ago) has been replaced by a shiny new modern app called Voice Recorder.

The Voice Recorder app, which creates files in the .m4a format, is great for recording speeches, lectures, and interviews.

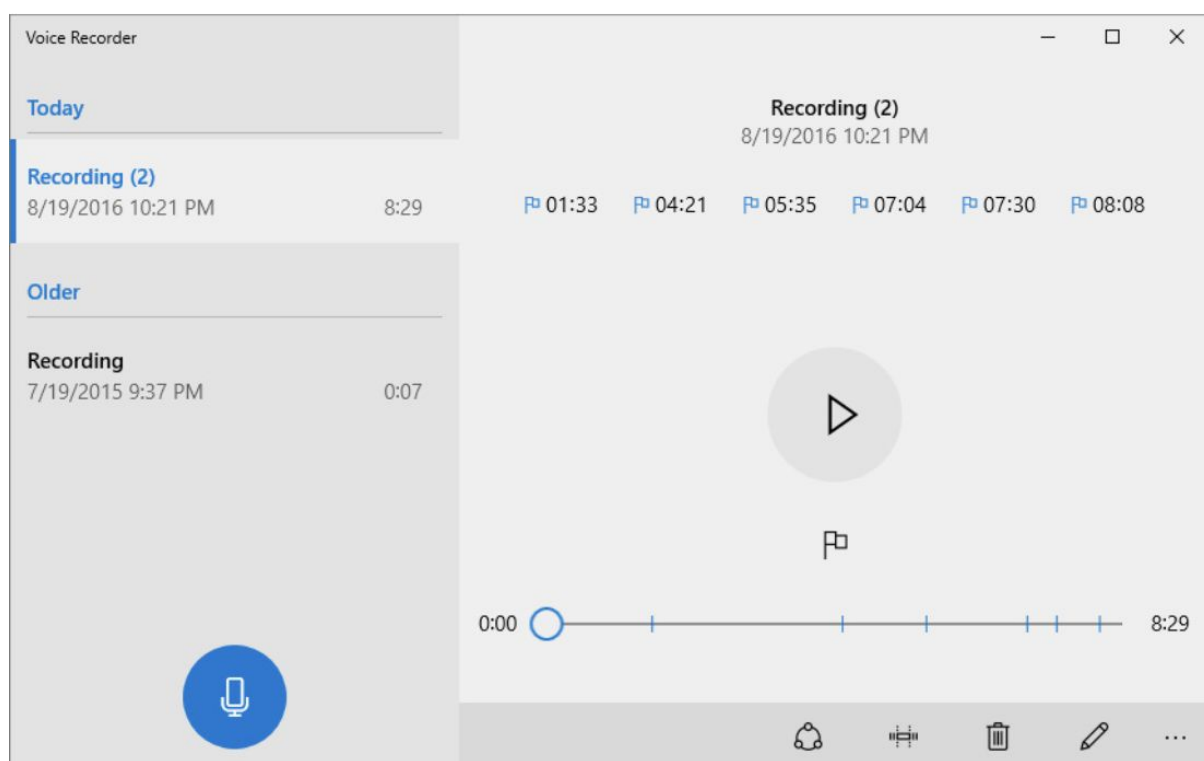
There's no maximum time for a recording, and you can mark the recording at interesting junctures while the speaker is talking.

During subsequent playback, a simple click on the marked timeline will bring you back to a place you found noteworthy.

To start recording, click the microphone icon in the left pane.

While recording is in progress, Voice Recorder presents a flag icon you can use to mark points of interest.

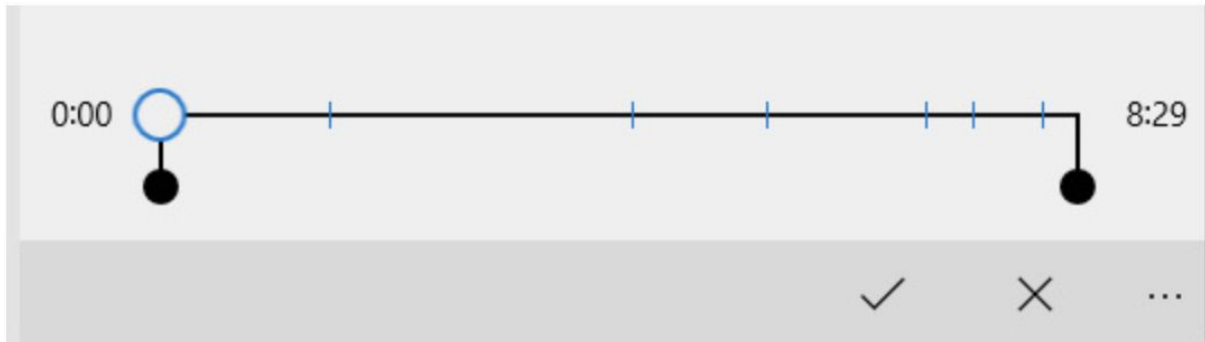
When you have finished recording, Voice Recorder displays the time position you flagged and adds the new recording to the list of those you've already made:



To change a recording's name to something descriptive, click the pencil icon on the toolbar in the right pane.

Voice Recorder includes a Trim command, which you can use to shorten a recording.

When you click the second icon on the toolbar, black handles appear at the beginning and end of the timeline:



Drag the handles forward or backward and click the check mark to trim your recording.

- Exercises - 1. 2. 3. Productivity and communication tools -

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. Open the Mail app and add a Google ("@gmail.com") account, but not your "IES Doctor Balmis" account.
2. Open the Calendar app and create a new event.
3. Open the People (Contacts) app and add a new contact.
4. Open the Skype app and sign in to check this app.
5. Open the OneNote 2016 desktop app and create a notebook, a section and a page. Test the app using that new page.
6. Open the Maps app, search for "IES Doctor Balmis" and watch it in Streetside mode.
7. Open the Alarms & Clock app and set up a new alarm.
8. Open the Weather app, add your location and check it out.
9. Perform a screen capture with the Snipping Tool app.
10. Open the Voice Recorder app and record your voice.