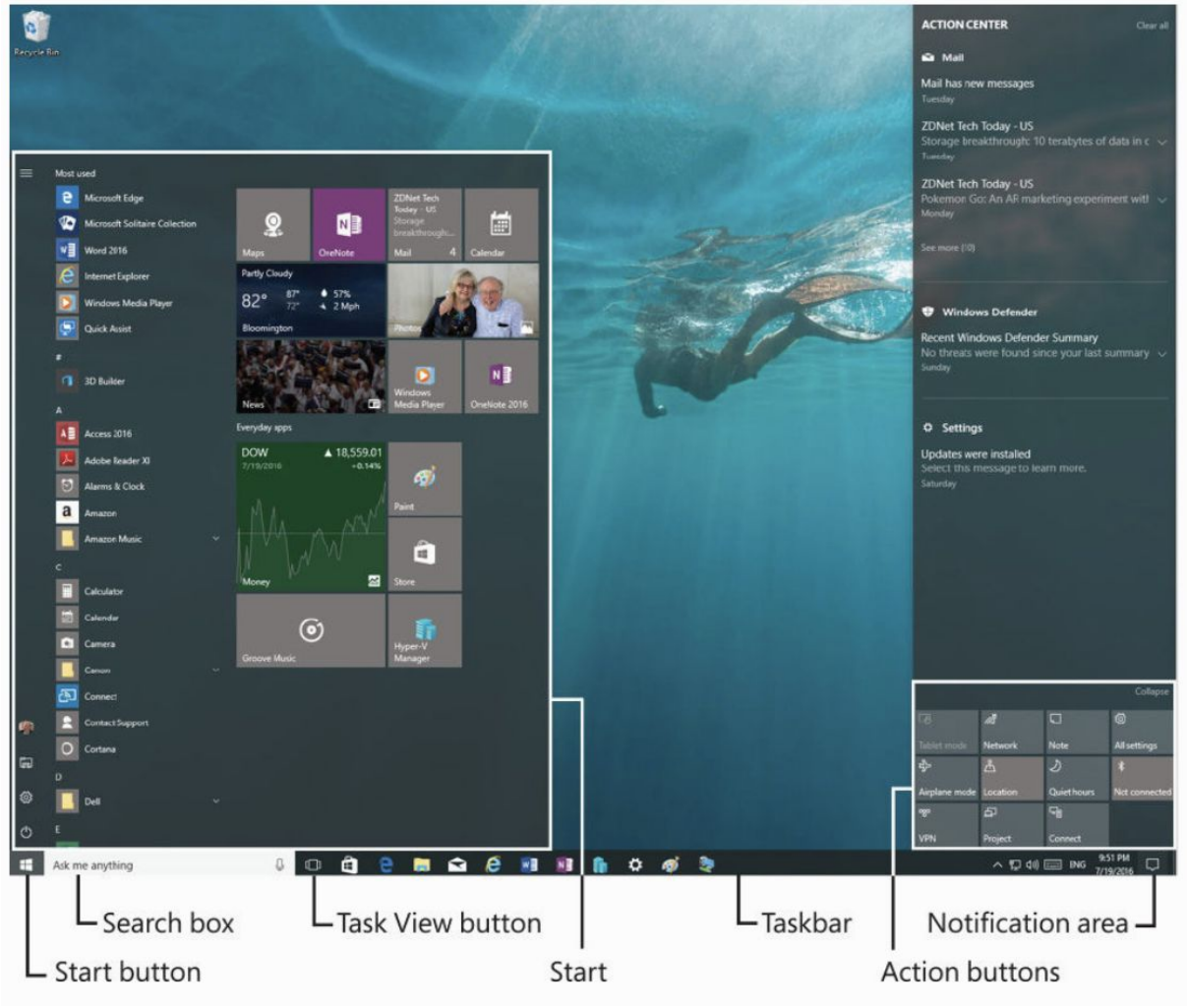
- 1. 1. 2. Using Windows 10 -

An overview of the Windows 10 user experience

The next figure shows the basic building blocks of Windows 10 and offers a hint of its signature visual style:



When you first start up a conventional PC running Windows 10, you see the familiar Windows 7–style desktop and taskbar.

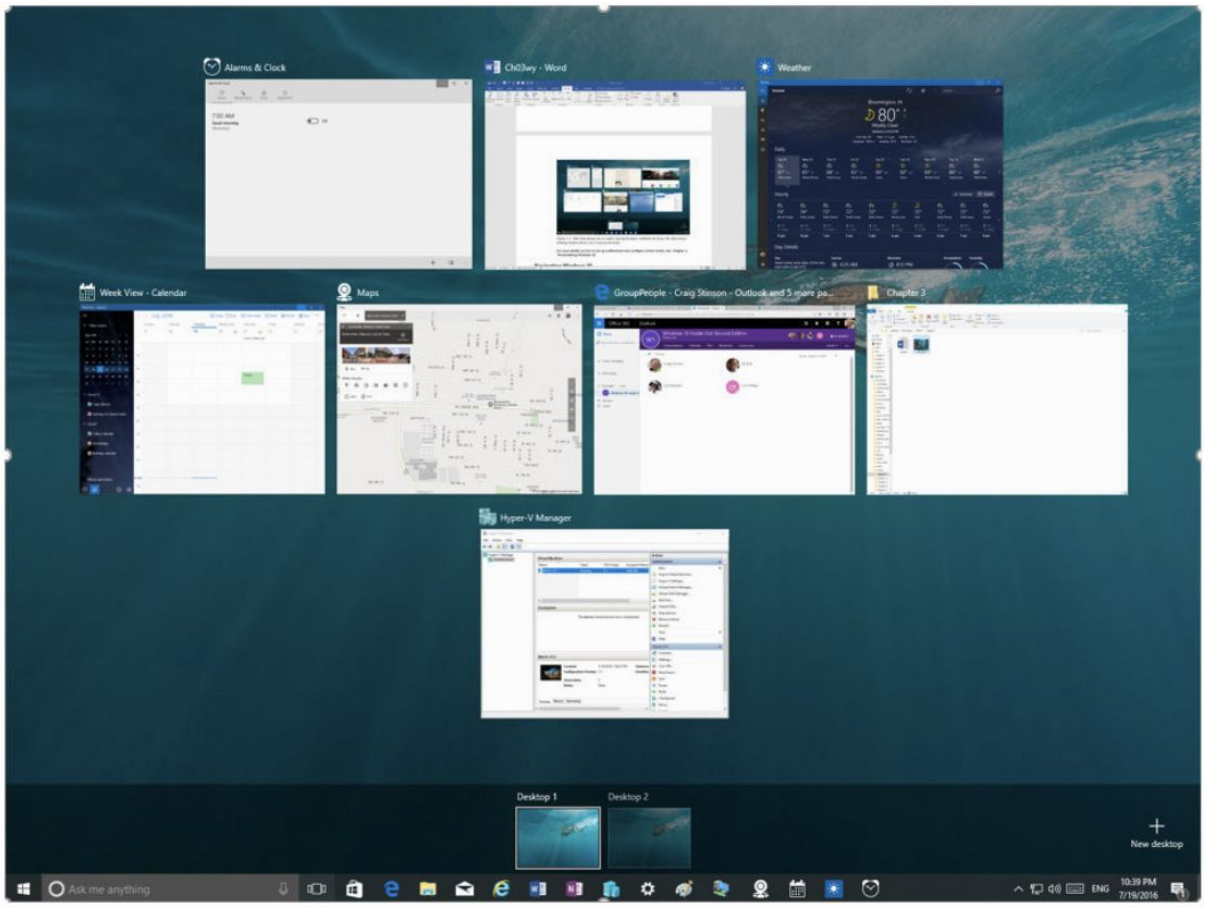
Clicking the Start button (the Windows logo in the lower left corner) opens Start, which is conceptually similar to its predecessor but differs dramatically in the details.

A click on the right side of the taskbar opens Action Center, which is also shown in the previous figure.

This pane, which uses the full height of your display, contains notifications from apps and services as well as action buttons that allow quick access to settings.

As with previous versions, Windows 10 offers multiple ways to switch between tasks.

The Task View button, a new addition to the Windows 10 taskbar, produces the view shown in the following figure, which also illustrates another new feature: virtual desktops.



How the cloud changes your experience

One noteworthy difference between the initial Windows 10 experience and the traditional Windows experience that reached its zenith with Windows 7 is the amount of personalization you see when you sign in on a new PC or device.

If you use a Microsoft account you've already used on a different device, the customized settings saved with your account appear automatically on the new device, making it feel familiar right away.

On a clean install or a refresh, you can create a local account, which gives you the standard default layout and themes, as defined by Microsoft.

If you sign in to a corporate network, your personalized settings roam according to policies defined by your network administrator.

When you allow your Microsoft account to sync settings between devices, you don't have to go through a tedious process of tweaking the default settings to match those preferences; instead, your visual themes, browser settings, and saved Wi-Fi passwords appear exactly as you expect.

If your Microsoft account is connected to OneDrive, your online files, photos, and music collection will be available too.

Using and customizing Start

What in earlier versions was called the Start menu is now known simply as Start.

Start is divided into three segments.

At the very left is a thin column, near the bottom of which appear the current user's name and picture and icons for File Explorer, Settings, and Power.

You can display descriptive labels alongside each of those icons by clicking the hamburger menu at the top.

Next to this thin column is a wider column that includes a list of your most used apps at the top and a scrolling list of all your apps below.

Here in this All Apps list, you'll find the names and launch icons for your programs, listed in alphabetical order.

Obviously, you can launch any item in the All Apps list by tapping or clicking it.

Alternatively, if you're comfortable typing, you can skip all the scrolling and simply type the beginning characters of an item you want in the Search box, directly to the right of the Start button.

What you're looking for will soon appear at the top of the Search results.

This approach is especially handy when you're not sure exactly where in the All Apps list the item you desire is located.

Where's Notepad, for example? Its default location is within the Windows Accessories folder, several clicks or taps away from the top of the list. You'll get to it quicker by typing.

The remainder of Start consists of tiles.

This is the remnant of the Start screen that filled the desktop in Windows 8.

As in Windows 8, tiles can be live or not.

The live ones update their appearance periodically with relevant content.

Windows gives you some tiles to get you going, but, of course, this part of Start is completely customizable.

You can change the size and shape of Start by dragging it up (to a maximum height that is 100 pixels below the top of the display), to the right, or both ways.

Resizing Start doesn't change the width of the left columns, and making it wider can be done only in increments corresponding to the width of two Wide tiles.

Using and customizing the taskbar

The taskbar is that strip of real estate along one screen edge (bottom by default) that contains, from left to right, the Start button, the search box, the Task View button, program buttons, notification icons, and a clock.

The taskbar made its first appearance in Windows 95.

In the years since, it has slowly evolved without changing its basic shape.

The Windows 10 taskbar continues to serve the same basic functions as its progenitors (launching programs, switching between programs, and providing notifications) with only subtle changes in functionality.

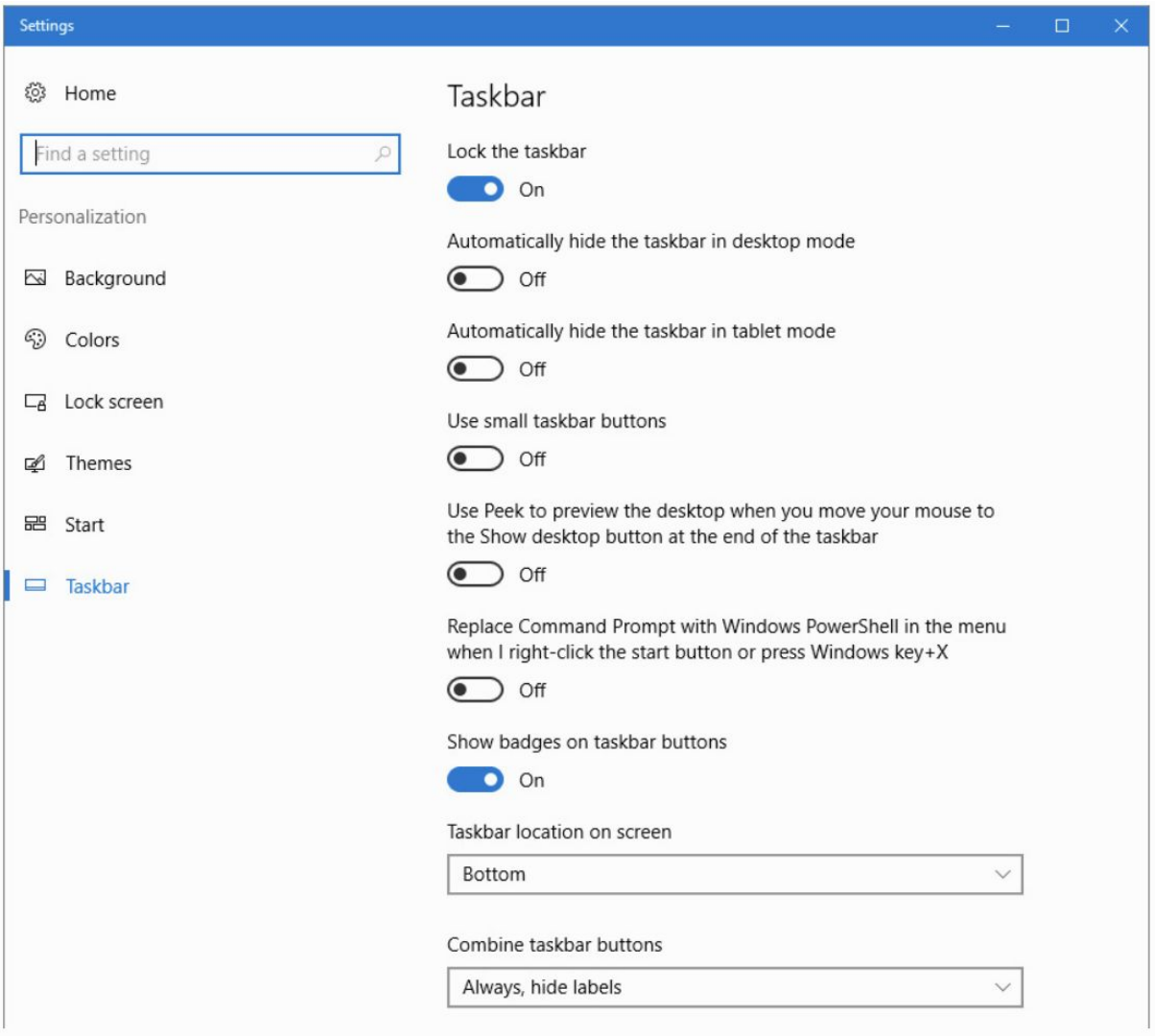
Every running program with a user interface has a corresponding taskbar button.

When you close that program, the button vanishes as well, unless you pinned it to the taskbar.

A faint line appears underneath the icon for a running program, and the program with the current focus has a subtle but noticeable transparent shadow to identify it.

The Windows 10 taskbar offers a limited selection of customization options, most of which are available through Settings > Personalization > Taskbar (or right-clicking an empty space on the taskbar or the Task View button and clicking Settings).

The next figure shows the first group of options on that Settings page:



For most people, the default options here will be acceptable, especially Lock The Taskbar, which prevents you from accidentally dragging the taskbar to the side of the monitor.

Pinning programs to the taskbar

Pinning a taskbar button makes it easy to find and run favorite programs without the need to open Start or use the search box to find the program's shortcut.

To pin a program to the taskbar, simply drag its icon or a shortcut (from Start, from the desktop, or from any other folder) to the taskbar.

Alternatively, right-click a program icon wherever you find it and then click Pin To Taskbar.

To remove a pinned program from the taskbar, right-click the pinned icon and then click Unpin This Program From Taskbar.

This command also appears on other shortcuts to the program, including those on the desktop and on Start.

You can use taskbar buttons to launch a program that's not currently running or to switch from one running program to another.

You can also click a taskbar button to minimize an open window or to restore a minimized window.

Changing the taskbar's size and appearance

The default height of the taskbar is enough to display one button.

If you switch to small buttons, the taskbar automatically shrinks its height to fit.

You can enlarge it—and given the typical size and resolution of computer displays these days, enlarging it is often a great idea.

Before you can change the taskbar's dimensions, you need to unlock it.

Right-click an unoccupied area of the taskbar; if a check mark appears next to the Lock The Taskbar command, click the command to clear the check mark.

Then position the mouse along the border of the taskbar farthest from the edge of the screen.

When the mouse pointer becomes a two-headed arrow, drag toward the center of the screen to expand the taskbar.

Drag the same border in the opposite direction to restore the original size.

Moving the taskbar

The taskbar docks by default at the bottom of the screen, but you can move it to any other edge.

You do this by selecting the Taskbar Location On Screen option in Settings > Personalization > Taskbar.

As an alternative, you can manipulate the taskbar directly.

Unlock it, and then drag any unoccupied part of the taskbar in the direction you want to go.

Don't drag the edge of the taskbar closest to the center of the screen; doing that changes the taskbar's size, not its position.

Switching tasks

As in previous Windows versions, you can switch to a different program by clicking its taskbar button.

And if you're not sure which icon your document is hidden under, hover the mouse pointer over a taskbar button to display a thumbnail image of the window above the button.

If a taskbar button combines more than one window (representing multiple Microsoft Excel spreadsheets, for example), hovering the mouse pointer over the taskbar button displays a preview of each window.

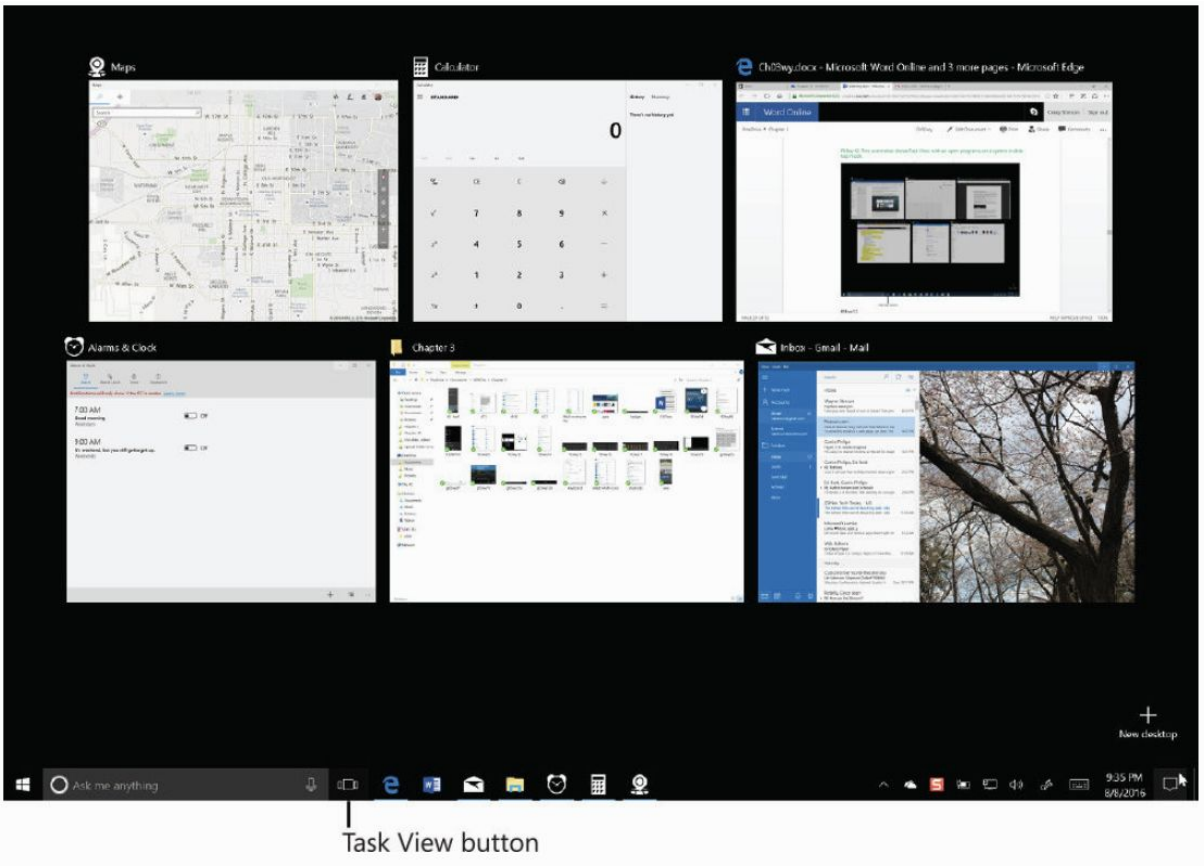
If the live thumbnail isn't enough to help you select the correct window, hover the mouse pointer over one of the preview images.

Windows brings that window to the forefront, temporarily masking out the contents of all other open windows.

The alternative to this manual hunt-and-click technique is a new feature in Windows 10 called Task View, which displays large, live thumbnails of running programs on the screen so that you can switch with confidence.

To begin, click the Task View button or use the Windows key+Tab shortcut.

The following figure shows the results on a system with six running programs.



The old-fashioned Alt+Tab task switcher, familiar to every Windows user of a certain age, is still available as well.

The concept is similar, but the thumbnails appear only as long as you continue to hold down the Alt key.

Hold down Alt and tap the Tab key to cycle (left to right, top to bottom) through all open windows.

When you've highlighted the window you want to bring to the fore, release the Alt and Tab keys.

When using Task View, you also have the option of closing a window by clicking the red X in the upper right corner of the preview or, if your mouse scroll wheel supports clicking, by middle-clicking anywhere in the preview image.

Other basic window tasks are available on the shortcut menu that appears when you right-click the preview image.

Switching between virtual desktops

Virtual desktops have been reserved exclusively for power users in previous Windows versions, with the feature requiring the use of third-party utilities.

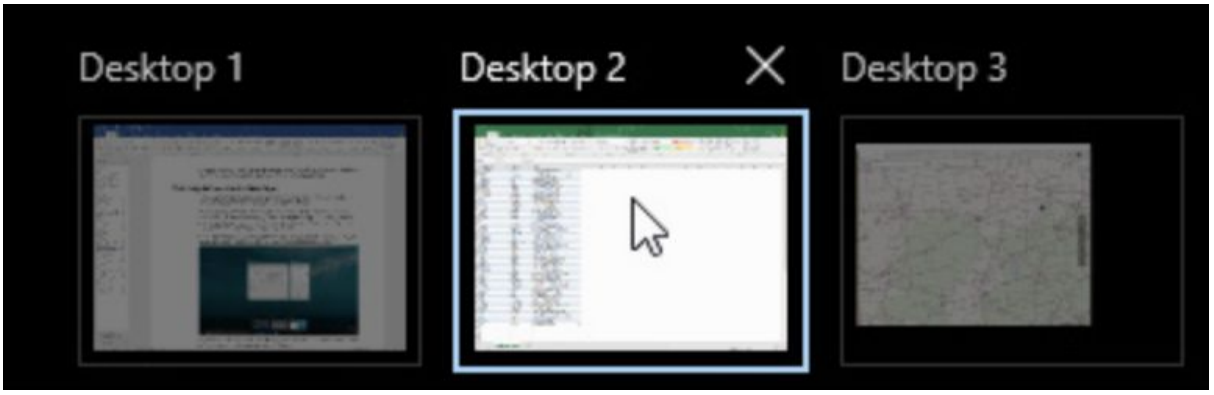
The idea is straightforward: Instead of just a single desktop, you create a second, third, fourth, and so on.

On each desktop, you arrange individual programs or combinations of apps you want to use for a specific task.

Then, when it's time to tackle one of those tasks, you switch to the virtual desktop and get right to work.

To create a desktop, click New Desktop in the lower right corner of the Task View window.

Virtual desktops show up as a row of thumbnails along the bottom of the Task View window, like this:



The system depicted here has three virtual desktops, of which the second is currently active.

You can switch from one virtual desktop to another by clicking its thumbnail. You'll notice that your taskbar changes to reflect the makeup of the current desktop.

Managing and arranging windows

Windows 10 includes a host of keyboard shortcuts and mouse gestures that greatly simplify the everyday tasks of resizing, moving, minimizing, arranging, and otherwise managing windows.

The most useful trick is a collection of "snap" techniques.

These have been around for several Windows versions, but Windows 10 adds some extremely useful new tricks to the old familiar methods.

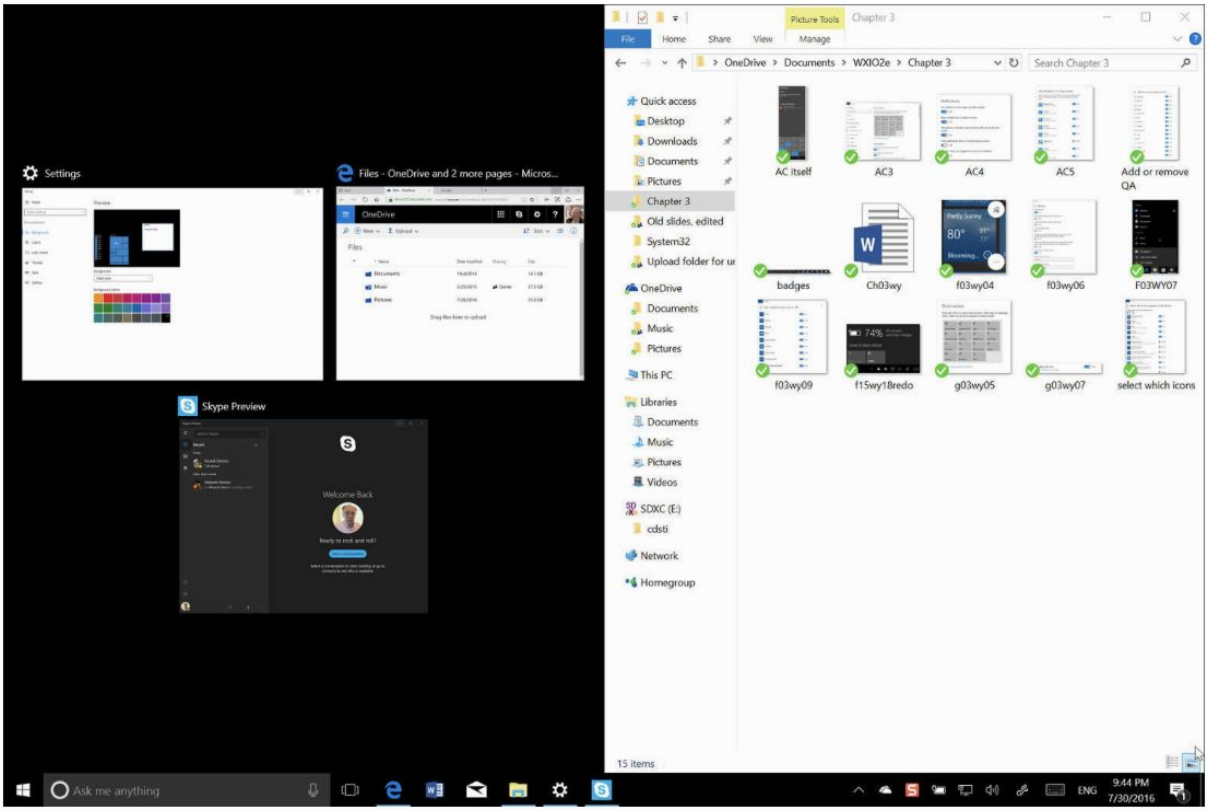
The simplest window-snapping scenario is a PC with a single display, where you want to arrange two windows side by side.

You might want to compare two Word documents, move files between the Documents folder and an archive, or do financial research in a web browser and plug the numbers into an Excel spreadsheet.

Drag a window title bar to the left or right edge of the screen, and it snaps to fill that half of the display.

As soon as you let go of the title bar, the window snaps into its position and Windows helpfully offers thumbnails for all other open windows to help you choose what to run alongside your first snapped window.

In the next figure, for example, I have just snapped a File Explorer window to the right side of the screen and now have a choice of three other running windows to snap opposite it. If you don't feel like snapping a second window, just press Esc or click anywhere except on one of those thumbnails. They vanish immediately.



Note that the window resizes when the mouse pointer hits the edge of the screen.

To use this feature with minimal mouse movement, start your drag action by pointing at the title bar near the edge you're going to snap to.

As soon as you begin dragging a snapped window away from the edge of the screen, it returns to its previous size and position.

Here are a few ways you can snap windows in Windows 10 by using a mouse or by dragging directly on a touchscreen:

- Drag the title bar to the top of the screen to maximize the window, or drag the title bar away from the top edge to restore it to its previous window size.
- Drag a window title bar to any corner of the screen, and it snaps to fill that quadrant of the display. This capability is new in Windows 10 and is most useful on large, high-resolution desktop displays.
- Drag the top window border (not the title bar) to the top edge of the screen, or drag the bottom border to the bottom edge of the screen. With either action, when you reach the edge, the window snaps to full height without changing its width. When you drag the border away from the window edge, the opposite border snaps to its previous position.

Although Windows automatically arranges side-by-side windows at equal widths, you don't have to settle for symmetry.

On a large desktop monitor, for example, you might want to arrange a news feed or Twitter stream along the right side of your display, using a third or less of the total display width and leaving room for Word or Excel to have a much larger share of the screen real estate.

The secret is to snap the first window and immediately drag its inside edge to adjust the window to your preferred width.

Now grab the title bar of the window you want to see alongside it, and snap it to the opposite edge of the display.

The newly snapped window expands to fill the space remaining after you adjusted the width of the first window.

Shake to minimize distractions

An ancient Windows feature called Aero Shake, first introduced with Windows Vista, survives into Windows 10.

Grab the window's title bar with the mouse or a finger and quickly move it back and forth a few times.

Suddenly, all windows retreat to the taskbar except the one whose title bar you just shook.

This move takes a bit of practice, but it's worth mastering.

It requires only three smooth "shakes"—a left, right, left motion is best—not maniacal shaking.

Keyboard shortcuts and gestures for resizing and moving windows

Windows 10 includes keyboard shortcuts that correspond with the preceding mouse gestures. These (and a few extras) are shown in the following figure:

Task	Keyboard shortcut	Gesture
Maximize window	Windows key+ Up Arrow	Drag title bar to top of screen
Resize window to full screen height without changing its width	Shift+Windows key+ Up Arrow	Drag top or bottom border to edge of screen
Restore a maximized or full-height window	Windows key+ Down Arrow	Drag title bar or border away from screen edge
Minimize a restored window	Windows key+ Down Arrow	Click the Minimize button
Snap to the left half of the screen	Windows key+ Left Arrow*	Drag title bar to left edge
Snap to the right half of the screen	Windows key+ Right Arrow*	Drag title bar to right edge
Move to the next virtual desktop	Ctrl+Windows key+ Left/Right Arrow	Three-finger swipe on precision touchpad; none for mouse
Move to the next monitor	Shift+Windows key+ Left/Right Arrow	Drag title bar
Minimize all windows except the active window (press again to restore windows previously minimized with this shortcut)	Windows key+ Home	"Shake" the title bar
Minimize all windows	Windows key+M	
Restore windows after minimizing	Shift+Windows key+M	

* Pressing this key repeatedly cycles through the left, right, and restored positions. If you have more than one monitor, it cycles these positions on each monitor in turn.

The Windows 10 taskbar also exposes some traditional window-management menus.

The secret? Hold the Shift key as you right-click a taskbar button.

For a button that represents a single window, the menu includes commands to Restore, Move, Size, Minimize, Maximize, and Close the window.

For a grouped taskbar button, Shift+right-click displays commands to arrange, restore, minimize, or close all windows in the group.

Mastering keyboard shortcuts

Windows 10 offers so many keyboard shortcuts that mastering them all would be a remarkable feat, a bit like memorizing 80 digits of pi.

Learning a handful or several handfuls, on the other hand, can definitely improve your productivity.

The previous figure offered a list of keyboard shortcuts having to do with window management.

The next figure presents an idiosyncratic selection of everyday shortcuts—the ones that we use most often and would have trouble living without:

Shortcut	Effect
Ctrl+C	Copy selection
Ctrl+X	Cut selection
Ctrl+V	Paste Clipboard contents
Ctrl+Z	Undo
Ctrl+Y	Redo
Ctrl+N	Open new window (in many apps)
Ctrl+S	Save
Ctrl+W	Close current window (in many apps)
Ctrl+P	Print (in many apps)
Ctrl+A	Select all
Ctrl+Shift+Esc	Open Task Manager
F2	Rename (in File Explorer)
F3	Search (File Explorer and many browsers)
F5	Refresh (File Explorer and many browsers)
Alt+F4	Close current window
Alt+Enter	Display properties dialog box
Windows key	Display Start
Windows key+E	Open new File Explorer window
Windows key+I	Open Settings
Windows key+R	Open the Run command
Windows key+X	Open the Quick Link menu

- Vocabulary -

- Worthy: digno / que merece la pena.

- Exercises - 1. 1. 2. Using Windows 10 -

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

"1. 1. Getting started 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. How is the cloud used in Windows 10 to improve your Windows experience?
2. Which are the most important parts of the Windows UI (User Interface)?
3. Which are the 3 segments of the “Start” menu?
4. Change the settings of your Taskbar and see the effects of those changes.
5. Switch between programs using the Task View.
6. What are virtual desktops? Create 3 virtual desktops and use some programs on them.