Inside Microsoft Office

▶ Session 01

Getting Started with Windows 10

Objectives

- Explain Windows 10 and its editions

- Describe the features of Windows 10 operating system

Introduction

➤ Windows 10 is Microsoft's personal computer Operating System (OS) released to consumers on 29 July 2015.

➤ This latest version of Windows OS system introduced 'universal apps', apps that are developed to work on smartphones, personal computers, video game consoles, and HoloLens.

Features in Windows 10

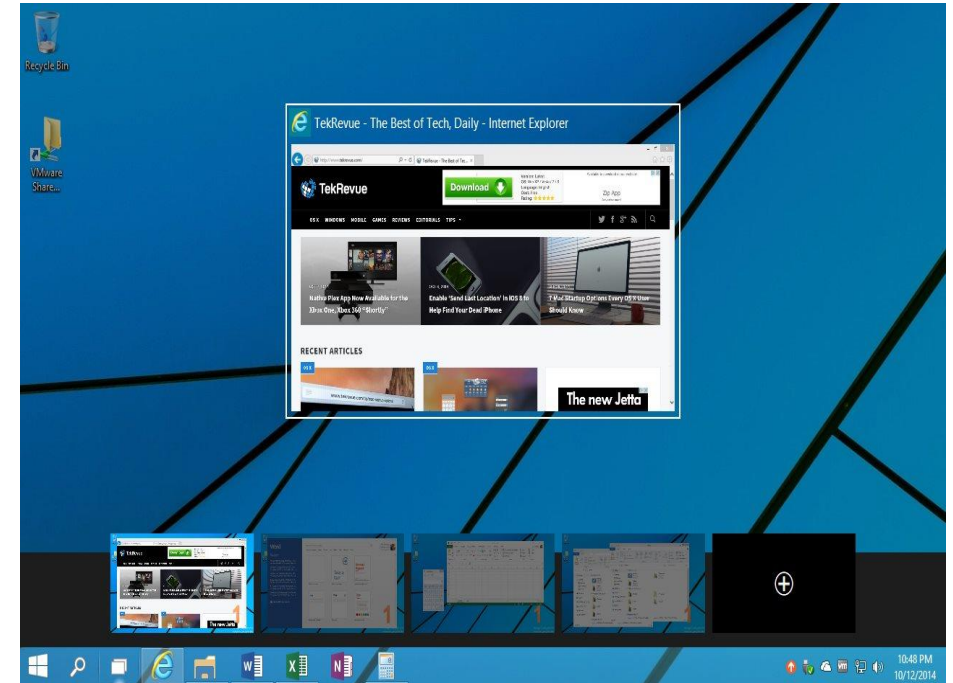▶ Windows 10 OS provides features that are useful in several ways:

- A touch–optimized interface Windows Assistant
- All notifications in one location
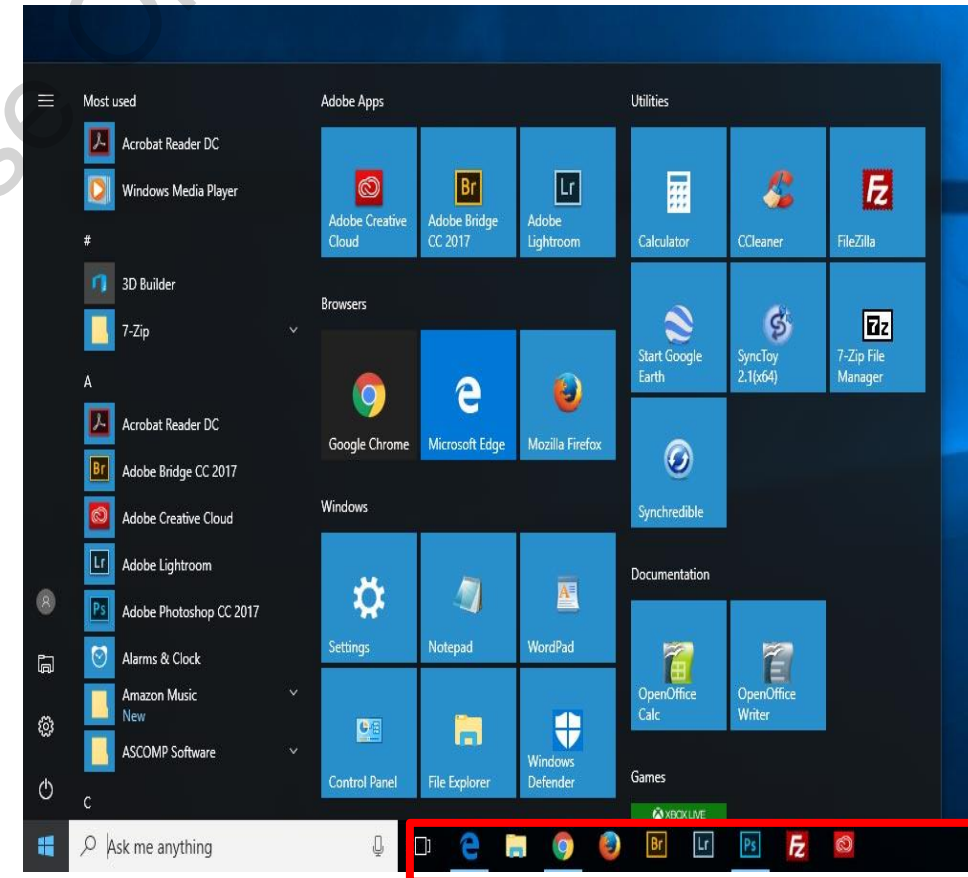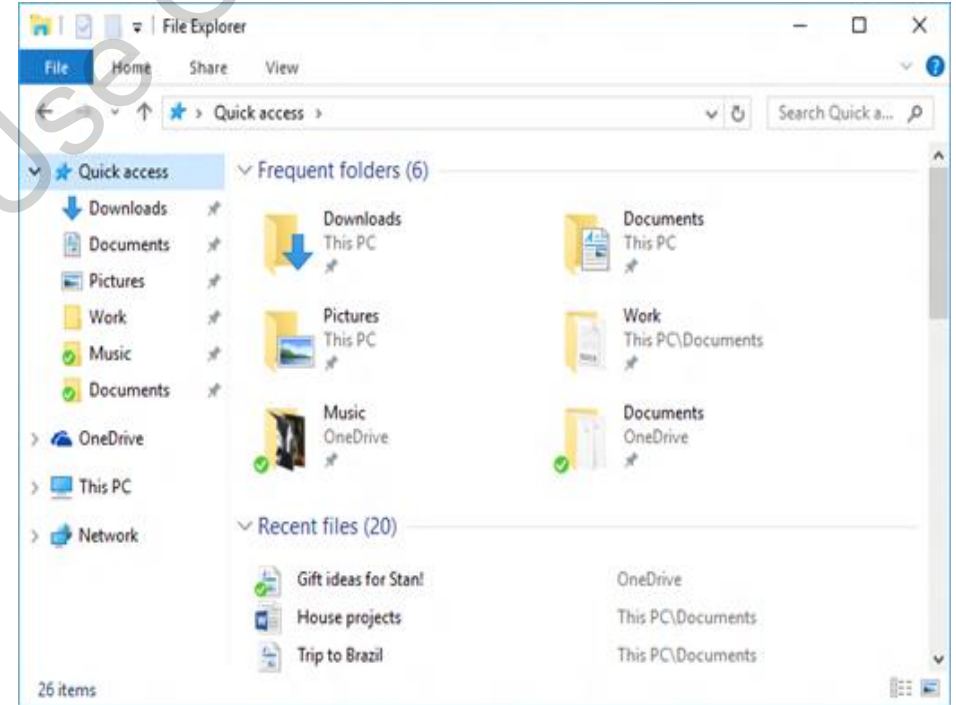- Improved Windows Explorer
- Phone Addition
- Multitasking and so on

Windows 10 - Taskbar

▶ Taskbar lists frequently accessed applications and notification area.

▶ Desktop displays icons of various applications, documents, and other programs.

▶ These icons allow quick access to the application they represent.
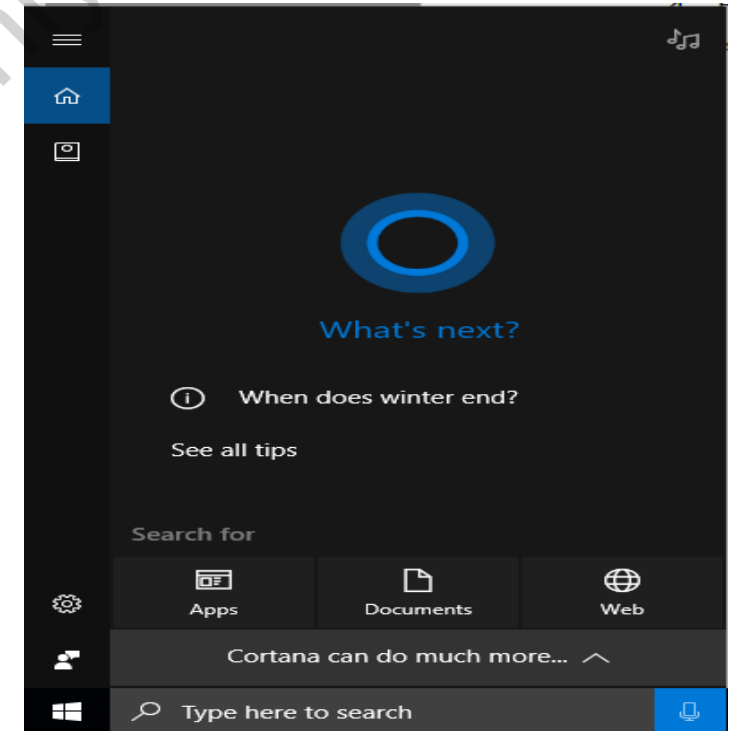
Taskbar

Windows 10 - File Explorer

▶ File Explorer is a file management application.

▶ It allows the user to navigate to all other folders and documents stored in the computer.

▶ File Explorer lists three menus, Home, Share, and View.

File Explorer

Windows 10 - Cortana

▶ Cortana is Microsoft's personal productivity assistant that helps you save time and improve focus.

▶ To use Cortana, either type a question in the search box in the Taskbar or click Microphone icon to provide sound input to Cortana.
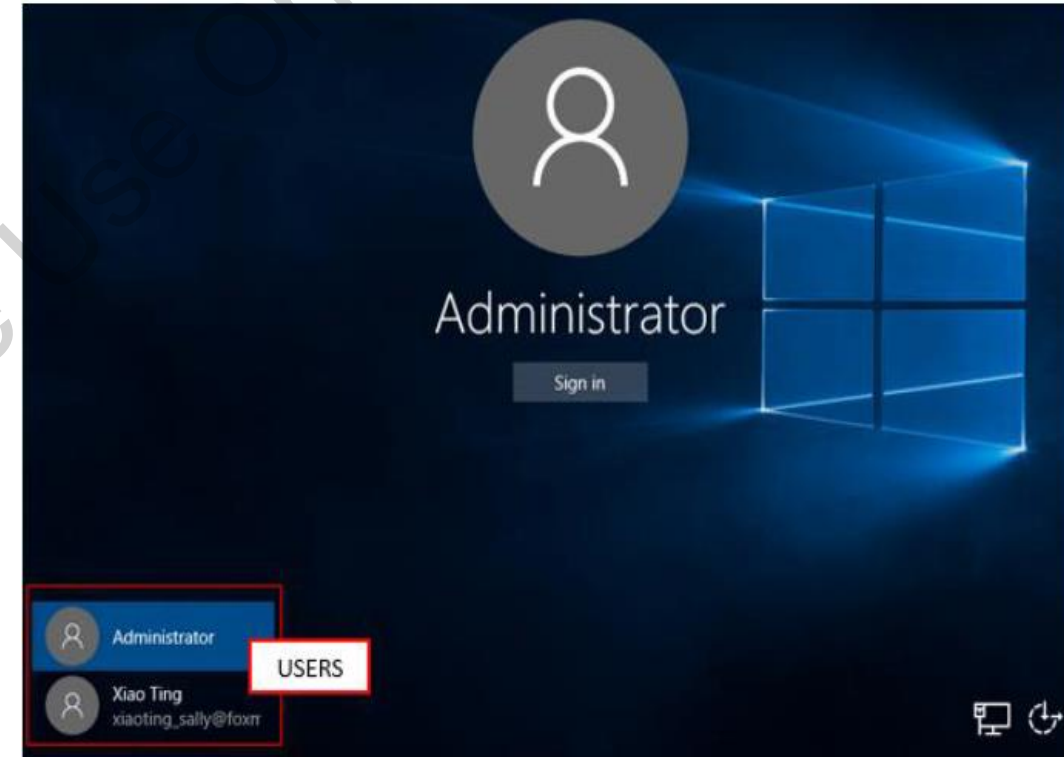

Cortana

User Management

User accounts are of two types:

Administrator account:

- Is specifically used in an organizational setup.
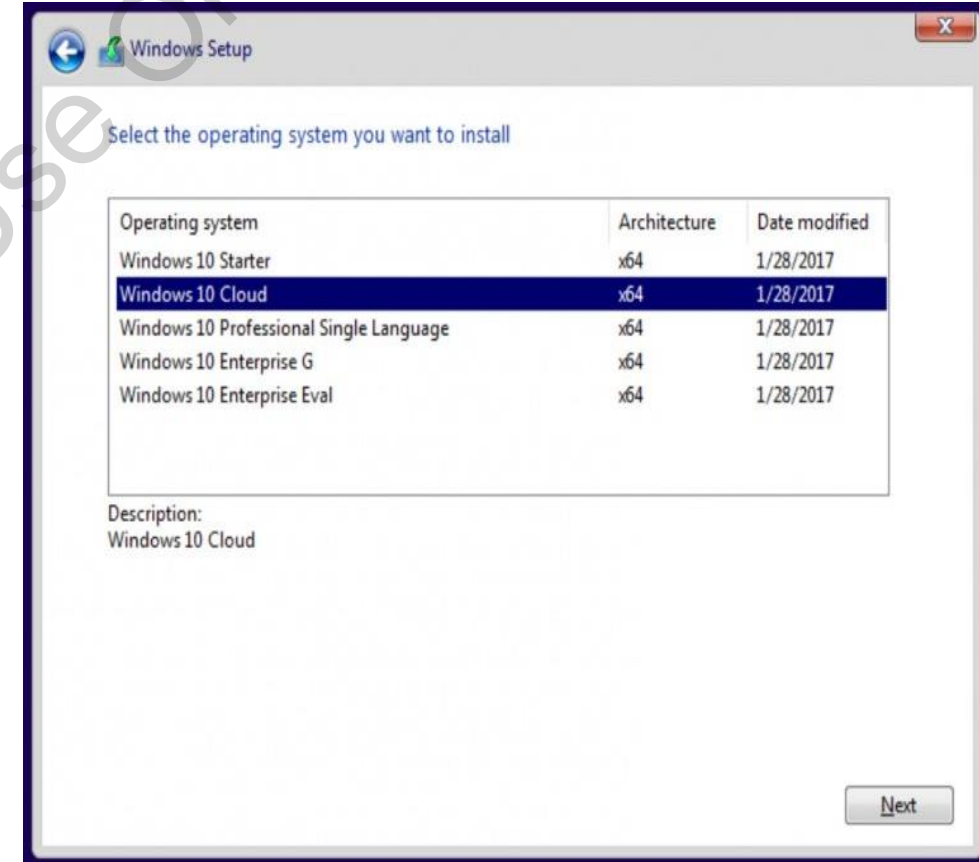
General user account:

- **R**efers to any user whose account is created by the system administrator to log in to the PC.

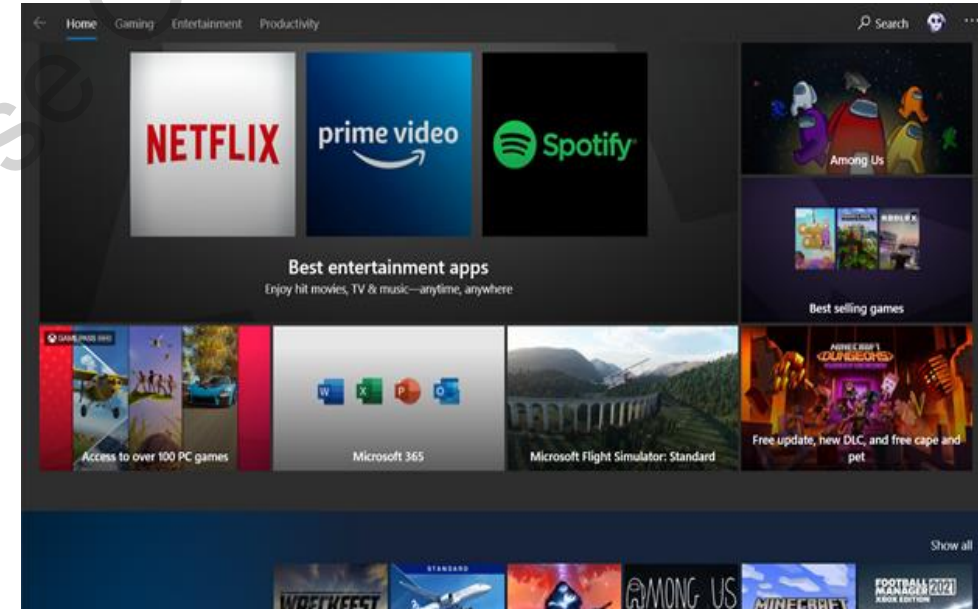**Windows 10 Desktop with Admin User Account**

Windows Cloud

▶ Allows only authenticated users to gain access and use resources provided by them.

▶ Provides total security of users details such as password, data/file sharing, or any kind of activity performed by the user. Integrity and reliability are also taken care of.

Windows 10 Cloud

Universal Apps

▶ Universal apps were made available and applicable across all Microsoft platforms.

▶ Users can access Windows or Microsoft store by clicking the Window Store icon on the Taskbar.

Universal Windows Apps

Web Browsing

▶ With Windows 10, Microsoft launched its new Web browser, called Edge.

▶ Users can access Microsoft Edge by clicking the **e** icon on the Taskbar or through the Start menu.
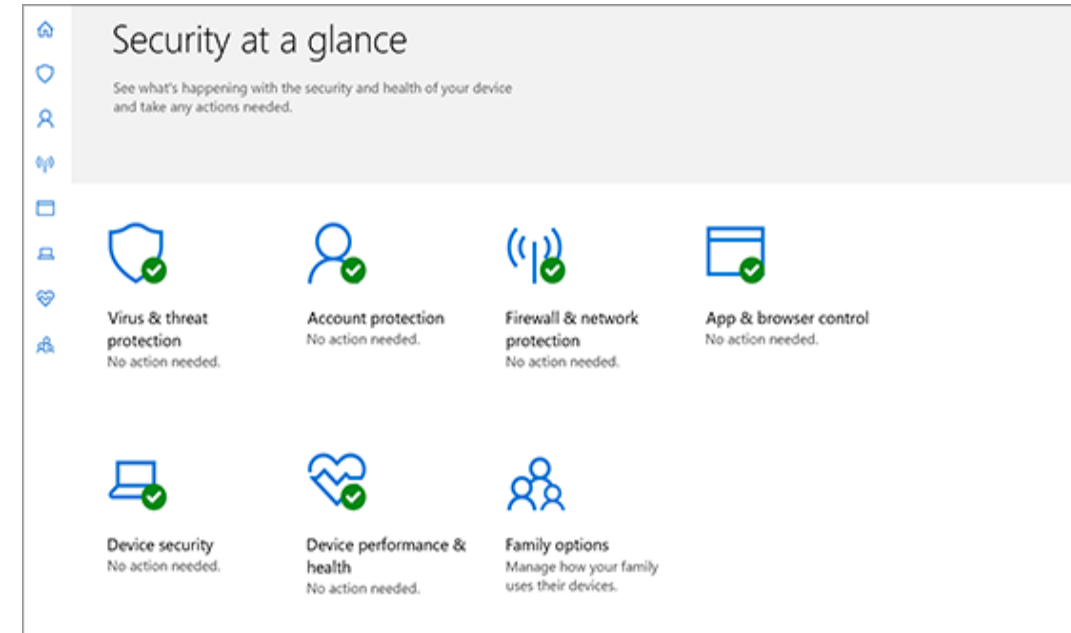

Microsoft Edge in Start menu

© Aptech Limited

Security

▶ Windows 10 uses following three security tools:

1. User account control

2. Windows firewall

3. Windows defender

Security for Windows 10

Summary   [1-2]

▶ Windows 10 is Microsoft's personal computer operating system and is a part of the Windows NT operating system family.

▶ Microsoft made Windows 10 available free-of-cost to registered users of Windows 7 and Windows 8.1 operating systems.

▶ Windows 10 operating system is available in 12 editions, with each edition has a specific set of features, and can be installed on a specific device.

▶ Editions of Windows 10 operating system are classified as Baseline edition, Organizational edition, and Device-specific edition

▶ The Start menu has two panes, left pane is the traditional menu from Windows 7 and the right pane is the tiled menu taken from Windows 8 operating system. The tiled menu of the right lists frequently used applications along with some live updates, such as location, weather, social media updates, day and date, to name a few.

▶ Prominent features of Windows 10 in addition to the all-encompassing Start menu are namely, Multi-tasking, Windows assistant (Cortana), ACTION CENTER, Improved Windows Explorer, and Phone set up with PC.

Summary [2-2]

▶ Cortana is Microsoft's intelligent personal assistant tool. This tool is available on the PC running Windows 10, Windows phone or Xbox.

▶ Microsoft allows its legitimate or registered users to access storage on cloud. If the Microsoft users have a Microsoft account, they can use it to access Microsoft Cloud storage called One Drive.

▶ To make the Microsoft apps universal, Microsoft launched the Universal Windows Platform (UWP) and modified the Windows app store to serve as a single store for all Microsoft apps.

▶ With Windows 10, Microsoft launched its new Web browser, called Edge. Users can access Edge by clicking the e icon on the Taskbar.