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| Working with ApplicationsSearching for an Application  * Searching for Apps * To quickly navigate the all the apps * Click Start * Click on A, all letters in white have applications starting with that letter * Click on the letter that starts the name of the application you are searching for. You will be taken to the list of all applications starting with that letter  Pinning Apps to the Start Menu Right click over the app name   * Click Pin to Start  Pinning Apps to the Task Bar  * cid:image001.png@01D3B49B.3E9D1990Right click over the app name > Click More * Click Pin to Task Bar  Software Centre The software centre holds any additional applications that you are approved to use.  In the Cortana Search bar > Type Software Centre  cid:image001.png@01D3B55D.AB67D110If additional packages are required, these should be requested via the Service Desk | Working with FilesWhere not to store files? Saving files to the Desktop is **NOT** recommended for several reasons  Files on the desktop are not backed up  The more files stored on the desktop the slower the laptop will be to boot up Where should files be saved? Files should be saved in OneDrive which has replaced the H Drive. Any files stored here are backed up automatically and can be accessed remotely via the 365 portal. The document area is linked automatically to OneDrive.  cid:image001.png@01D3B539.ACA4C840Click File  Click This PC to store files/create folders within the Documents Folder  Click OneDrive to see all the file options available to you including the Documents folder  Clicking Browse will open a normal Save As dialog box. The files will still be saved within OneDrive Autosave Option Once a file has been saved Excel, Word and PowerPoint all have an AutoSave option so periodically the file will save meaning you should no longer lose work if you forget to save.  **Important: Do remember to rename immediately if you are using an existing document as the basis for a new document otherwise you will overwrite the original**  To switch off for a document > Click the AutoSave icon on the Quick Access Toolbar |
| Pinning Files for quick Retrieval There are many ways to quickly retrieve files File Explorer Click the windows icon + E to quickly open File Explorer  Navigate to any folders you frequently access  Right click and select Pin to Quick Access cid:image001.png@01D3B53C.A48FA960  The folder always remains accessible  Right click over a folder and select unpin to remove from the list cid:image001.png@01D3B53D.EC42CE30Task Bar Icon Right click over the Taskbar icon  A list of recently accessed files is shown  Click on the pin symbol which appears when you hover over a file  The file is locked permanently to the list  Any file can quickly be opened by clicking on it | Start Screen within the Application cid:image001.png@01D3B53D.135F6DD0When opening an application, the start screen showing recently accessed files, but any file will be shown here if it is pinned. Pinning Files or Folders within the Open Screen Click File > Open within the application and on the right-hand side you can see recently accessed files or folders  Clicking on any file or folder will open either a file or a folder showing all the files within that folder  cid:image001.png@01D3B53D.5610CB10Hover over the right-hand side to view the pin to lock any files or folders that you frequently access that you always want visible on the screen  cid:image001.png@01D3B53D.7AB151B0 |
| Cortana Cortana acts as a personal assistant – it is the equivalent of Siri – it can be voice activated or commands can be typed in to the search bar Showing or hiding the search bar Right click over the Taskbar  Select Cortana from the list Specifying the Cortana Search Cortana can be used to search for files, applications, help or web-based information, to narrow down the search to just the type of information you required  Type the search information into the Search bar  Click either Apps, Documents or Web Customising Cortana  * In the Cortana search bar * Type Cortana and select Cortana & Search Settings | Windows Hello Click Start  Click Settings  Click Accounts  Sign-in options  There are many options for setting user specific sign-in options such as face, fingerprint, or iris if your PC has a fingerprint reader or a camera that supports it. Once you’re set up, you’ll be able to sign in with a quick swipe or glance. Change BitLocker Pin cid:image001.png@01D3B55D.120FD5D0Click in the Cortana Search bar  Type BitLocker  Select Manage BitLocker  Click Change Pin |