

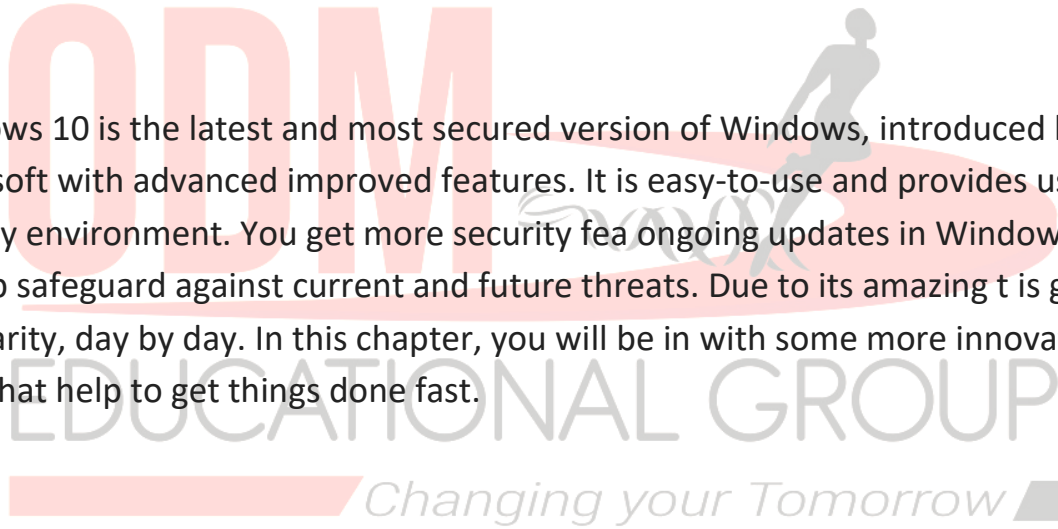
MORE ON WINDOWS 10

CHAPTER-02

LEARNING IN THIS CHAPTER

- *New features of Windows 10 Creating a new Desktop*
- *Utles of Windows 10 Working with the Control Panel*

Windows 10 is the latest and most secured version of Windows, introduced by Microsoft with advanced improved features. It is easy-to-use and provides user-friendly environment. You get more security fea ongoing updates in Windows 10, to help safeguard against current and future threats. Due to its amazing t is gaining popularity, day by day. In this chapter, you will be in with some more innovative tools that help to get things done fast.



NEW FEATURES OF WINDOWS 10

Windows 10 is loaded with multi-tasking tools: A custom start menu, live tiles, snap assist, task view, a desktops to keep you organised, focused, and ready for anything. A few distinctive features are as follows:

MORE PERSONAL

You can enjoy Windows 10 like a personal digital assistant. It is the best Windows as yet for gaming and providing features that enable your device and phone to remain in synchronisation.

CONTINUUM

The new feature Continuum in Windows 10 helps the operating system to work better with devices that support both mouse and keyboard, and touch input. For convertible devices, there are two modes: Tablet and desktop. When you wish to use Tablet mode:

- > Click on the Notification icon present on the Notification area of the taskbar.
- > This will open the 'Action Center Pane' on the right side of the desktop.

Click on the Tablet Mode button placed at the bottom of the Action Center Pane.

In Tablet mode, the Start menu opens in full screen along with the currently active window, if any. Apart from that, Tablet Mode maximises all the apps, removes your taskbar and leaves only essential notification tray items. The taskbar in 'Tablet Mode' displays only the Start button, Search icon, and the Task View button. Windows 10 automatically changes to this mode, if it de

another interesting feature Windows enables organise applications running on computer. create multiple desktops together clicking button located taskbar. desktops drag-and-drop desktop

another.

SEARCHING MADE EASIER

Windows enhanced powerful search 'Cortana', which answers questions either verbally need microphone certain things Cortana music, games, alarms reminders, notes, emails, create manage lists, files, places, open system, browse respond query.

Cortana

Search taskbar, followed another Gear on displayed menu. Settings menu appear right pane.

Cortana moving slider right in Settings menu. Cortana gathering information about

Once activated, becomes visible taskbar seen shown

You activate Cortana giving voice command 'Hey Cortana', have microphone attached your computer.

EDGE

- The Windows 10 browser, 'Edge', enables you to conduct a safe and quick search on the internet.
- It also provides a reading mode that opens a web page, displaying only the text and hiding all other distractions, such as graphics, Images, etc.
- You can also save your articles and annotate the web page directly through Edge.

- The New Notification Center of Windows 10, displays alerts for your device and the apps in a slide-out pane on the right side of the desktop.
- The upper part of the pane displays Tips and App notifications, whereas, the lower part displays a set of Quick Action buttons.
- These buttons enable you to perform actions, such as adjusting the screen brightness, turning bluetooth on or off, and switching to Tablet mode. Along with the notifications, security tips, alarms, reminders, etc. are also displayed in the Action Center.

Quick Actions are a set of tiles that gives access to frequently-used settings and tasks.

WINDOWS HELLO

- Windows Hello is Microsoft's new built-in biometric security system for Windows 10.
- It allows you to sign in to your system using data, like fingerprint, face, or iris recognition. Biometric logins are secure, fast, and easy to create.
- Windows Hello requires appropriate hardware devices to be connected to the system for its proper working.

CREATING A NEW DESKTOP

In Windows 10, you can create multiple desktops for organising different sets of applications. To create a new desktop, follow the given steps:

> Click on the Task View button located on the taskbar. The Task View Pane opens and displays the preview of all the open windows.

> Click on the New desktop button! It is placed at the bottom-right corner of the Task View Pane. A new desktop thumbnail named 'Desktop 2' appears.

> Click on the thumbnail to view the newly created desktop. It is a replica of Desktop 1 but doesn't display the applications opened in Desktop 1.

You can open the apps that you want to use on this desktop. You can group

the desktop windows by opening similar kind of apps in one desktop.

Click on the Task View button again to switch between desktops.

MOVING APPS BETWEEN DESKTOPS

Follow the given steps to move an app from one desktop to another. > Open the Task View pane by clicking on the Task View button

thumbnail.

> It will display the thumbnails of all the opened apps. Right-click on the app that is to be moved and select the Move to option.

> This will display the Desktop list that you have created. Choose the desktop to which you want

to move the app.

- You can also drag and drop an application window from one desktop to another.

CLOSING A DESKTOP

- To close a desktop, open the Task View
- pane and place the mouse pointer on the desktop you want to close the Close button Xpresent in the upper right corner of the desktop thumbnail to close the desktop.

UTILITIES OF WINDOWS 10

Windows 10 provides many utility programs for day-to-day applications and entertainment. For e Windows Media Player, Disk Cleanup, Steps Recorder, Character Map, Notepad, Shape Collector, control Panel, etc.

WINDOWS MEDIA PLAYER

Windows media player runs and organises the digital media files (both audio and video) available in the computer memory. You can listen to the radio stations from all over the world if the internet connection is available. This software allows you to play, copy and create CDs/DVDs, and copy music and video to portable devices.

RIP (Copy) CD to Your Computer

You can copy songs from your favourite music CDs/DVDs onto your computers with Windows Media Play you rip music, you are actually copying songs from a CD to computer.

After the songs have been copied c computer, you can use Windows Media Player to play and organise the songs, create play lists, and copyr portable device.

> Insert an audio CD/DVD in the CD/DVD drive. You will see a list of songs stored on the CD/DVD in the Wind

Media Player.

➤ Uncheck the check box next to any song that you do not want to rip. You can use the check box at the top of s list either to select or clear check boxes at once.

> When you are done with the selection process, co click on the Rip CD button.

>The ripping process will start and you can see the Rip status of individual songs. To stop the ripping process at any point, click on the Stop rip button.

> Click on the Rip settings button if you want to change the format, audio quality of ripped music files, or you can keep the default Windows Media format settings.

> The songs are ripped to the Music folder contained in This PC folder. > After the songs have been ripped, go to the Music Folder to play them.

➤ You can also burn a CD/DVD using software, like Nero, Express Burn, etc.

➤ Copying Data to CD/DVD (Burning a CD/DVD)

Saving Important information on a CD/DVD is as easy as saving on hard disk. You can create your own CD/DVD by selecting a folder of software or media files and dragging it to CD/DVD icon in This PC folder.

> Insert a blank CD/DVD in the CD/DVD drive of your computer.

The Burn a Disc dialog box appears. Mention the CD/DVD name in Disc title: text box, select the option With a CD/DVD Player and click on Next.

> An empty disk folder opens. Drag the files that you want to burn into this folder.

> Click on the Finish burning option under the Manage tab.

> Again, a Burn to disc dialog box appears. Click on the M
button.

> Windows Media Player will open. Click on the Start burn button placed under the Burn tab.

The songs will get burned to the disc.

PLAYING A MOVIE USING VLC MEDIA PLAYER

VLC Media Player is an easy-to-use application. It is used to play almost all types of audio and video files. To play music using VLC, follow the given steps:

> Click on Start > scroll down to VideoLAN > window appears. It displays various commands that control VLC.

VLC media player. The VLC media players Open Capture Device

> Select the Media tab and click on Open File. The Select one or more files to open dialog box appears. Select the audio/video file(s) that you want to play and click on the Open button.

> With VLC player, you can also create a playlist that is basically a list of all your favourite songs or videos. To do so, click on Tools > Playlist. The Playlist dialog box appears. Click on the Add to Playlist button followed by Add file option. The Open dialog box appears. Browse the files and click on the Enqueue option. In this way, you can add the desired files to the playlist.

> After arranging the list, close the Playlist dialog box and click on the Play button. You can also rearrange or repeat the songs in the playlist by clicking on the appropriate options.

> Simply right-click on the file and select Open With option and then selecting VLC media player from the sub-list.

DISK CLEANUP

if you want to remove some unnecessary files from your hard disk to free up the disk space and help your computer run faster, you can use Disk Cleanup feature: It empties the Recycle bin, removes the temporary internet downloaded program files, offline webpages, and other items that are not being used for a long time.

USING DISK CLEANUP

> Click on Start scroll down to Windows Administrative tools Disk Cleanup Or Type Disk cleanup in the Search box and press Enter

The Disk Cleanup: Drive Selection dialog box will open, asking you to select the drive. Now, click on the

drop-down arrow and select the drive that you want to cleanup

> This function will search and display the unnecessary files, which can be safely deleted

> Select the file (s) that you want to remove, and click OK

WORKING WITH THE CONTROL PANEL

Control Panel is a system folder, using which we can make changes in the appearance and current settings of the Windows. These may include:

> Appearance and Personalisation of the desktop,

> Hardware and Software Setup and Configuration

> System and Security > Networking and the internet

> User Accounts and Family Safety

> Setting Clock, Language, and Region

These settings control nearly everything regarding Windows appearance, internal settings, and personalisation. They allow you to customise Windows, the way you want.

Control Panel in the following way > Click on the Start > scroll down to Windows System. Select Control Panel from the displayed sub-list.

Type Control Panel in the Search box and press Enter
arrows increase decrease desired. Similarly, change minutes seconds. settings change accordingly.

FONTS

Different writing characters/text specific known popular Calibri, Verdana, Roman, settings change display screen, as paper, printing. Control delete existing

example

option Control window appears.

sample double-clickfont(s)double-clicking desktop.

ChangingYou can also delete the existing font. To do so:

> Select the font that you want to delete.

> Click on the Delete button present above the font thumbnails.

CHANGING THE MOUSE SETTINGS

You can customise the mouse settings in various ways,

such as changing the appearance of mouse pointer, changing the functions of the mouse buttons, or altering the scroll speed of the mouse wheel.

> Select the Mouse option in the Control Panel. The Mouse Properties dialog box will appear.

> The Buttons tab is selected by default. It provides options to change the settings of mouse buttons like swapping the functionality of the left and right button, increasing or decreasing the double click speed, etc.

> Under Button configuration section, select the checkbox to make use of the right button for primary functions, like selecting and dragging.

To change the double-click speed of your mouse, drag the slider towards left to make it slow and towards Power Optom right to make it fast under the Double-click speed section.

To test the speed, double-click the folder given on the right side. If the folder does not open or close, try using a slower setting.

o change the appearance of your mouse pointer, click on Pointers tab. Here you can change the size, colour, and shape of mouse pointers.

> To change the pointer Image, click the Scheme drop-down list choose any mouse pointer scheme. You can also change por images for particular functions like Normal Select, Busy, etc. so, click the pointer function in the Customize section and them on the Browse button. Double-click on any file name and obser change.


> Click on the Apply button to incorporate the change or click on Default button to return to the default setting. > You can also adjust the speed of your mouse pointer by clickim the Pointer Options tab and dragging the speed slider present

POWER SAVING MODE

Sleep is a powersaving state wherein a computer doesn't turn off completely. In this state monitor and hard disk are turned off, all the open documents and applications are put in RAM and system draws a small amount of power.

or a lot of PCs (especially laptops and tablets), your PC goes to sleep when you close your lid or press the power button.

To make your PC sleep:

1. Open power options:
 - For Windows 10, select **Start** , then select **Settings** > **System** > **Power & sleep** > **Additional power settings**.
 - For Windows 8.1 / Windows RT 8.1, swipe in from the edge of the screen, tap **Search** (or if you're using a mouse, point to the upper-right corner of the screen, move the mouse pointer down, and then click **Search**), enter **Power options** in the search box, and then tap or click **Power options**.
 - For Windows 7, click the Start button , click **Control Panel**, click **System and Security**, and then click **Power Options**.
2. Do one of the following:
 - If you're using a desktop, tablet, or laptop, select **Choose what the power buttons do**. Next to When I press the power button, select **Sleep**, and then select **Save changes**.
 - If you're using only a laptop, select **Choose what closing the lid does**. Next to When I close the lid, select **Sleep**, and then select **Save changes**.
3. When you're ready to make your PC sleep, just press the power button on your desktop, tablet, or laptop, or close your laptop's lid.


On most PCs, you can resume working by pressing your PC's power button. However, not all PCs are the same. You might be able to wake it by pressing any key on the keyboard, clicking a mouse button, or opening the lid on a laptop. Check the documentation that came with your computer or go to the manufacturer's website.

Hibernate

This option was designed for laptops and might not be available for all PCs. (For example, PCs with InstantGo don't have the hibernate option.) Hibernate uses less power than sleep and when you start up the PC again, you're back to where you left off (though not as fast as sleep).


Use hibernation when you know that you won't use your laptop or tablet for an extended period and won't have an opportunity to charge the battery during that time. First check to see if this option is available on your PC and if it is, turn it on.

To hibernate your PC:

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 - For Windows 7, click the Start button , click **Control Panel**, click **System and Security**, and then click **Power Options**.
2. Select **Choose what the power button does**, and then select **Change settings that are currently unavailable**. Under **Shutdown settings**, select the **Hibernate** checkbox (if it's available), and then select **Save changes**.

Now you'll be able to hibernate your PC in a few different ways:

- For Windows 10, select Start, and then select **Power** > **Hibernate**. You can also press the Windows logo key + X on your keyboard, and then select **Shut down or sign out** > **Hibernate**.
- For Windows 8.1 / Windows RT 8.1, move your mouse to the lower left-hand corner of the screen and right-click the Start button or press Windows logo key + X on your keyboard. Tap or click **Shut down or sign out** and choose **Hibernate**. Or, swipe in from the right edge of the screen and then tap **Settings**. (If you're using a mouse, point to the lower-right corner of the screen, move the mouse pointer up, and then click **Settings**.) Tap or click **Power** > **Hibernate**.

- For Windows 7, click the Start button , click the arrow next to the **Shut down** button, and then click **Hibernate**.

