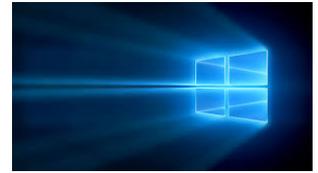


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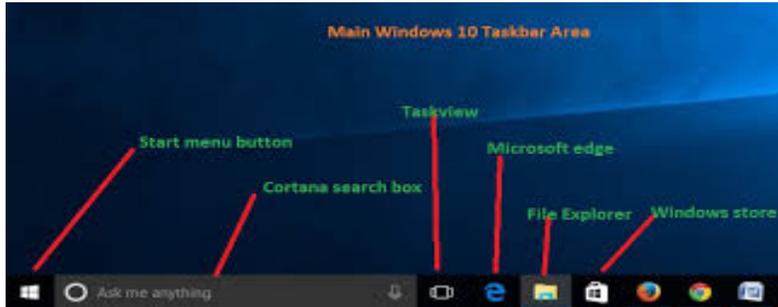
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## I. Windows 10 Interface

The current operating system we are using is Windows 10. Previously, we used Windows 7 in the district.



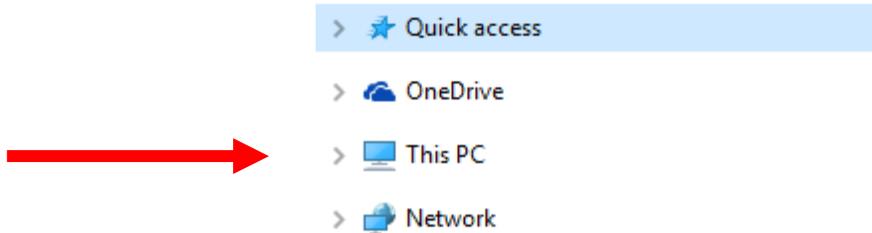
### A. What's New in Windows 10 Taskbar?



1. **Start Menu Button:** The Start Menu looks drastically different from Windows 7. (Click on the start menu now and look the options. Then, click off of it and right click on the start menu and look at the options).
  - To log off Windows 10, you need to **right** click on the start menu and choose "Shut down or sign out" – left clicking does not allow you to log off (although, it does let you shut down/restart).
2. **Cortana:** It is supposed to be similar to Siri, where you can talk to this "virtual assistant" with your computer's microphone. (Although, I was unable to use the microphone function because there is a bug in the software. If you want to fix the bug, go to <http://www.pcadvisor.co.uk/how-to/windows/how-fix-windows-10-start-menu-3623893/>).
  - Cortana can also be used as a search bar without a microphone. 😊
3. **Task View:** This feature makes it easy to manage all of your open windows. (Click on it now).
4. **Microsoft Edge:** It is the new browser software, replacing Internet Explorer. It is faster, more secure, and includes new features.
  - Microsoft Edge has some helpful new features, to learn about them go to (<http://www.howtogeek.com/222214/11-tips-and-tricks-for-microsoft-edge-on-windows-10/>)
    - *My favorite* is the "Reading View" feature, it strips the clutter from articles on the web and makes them more easily readable. To activate this feature, click the "reading view" icon in the address bar – on the right side. The icon looks like a book.



5. **File Explorer:** Previously known as Microsoft Windows Explorer, allows you to view your files, folders, storage locations, etc. (Click on it now to locate your network drive).
  - If you do not see your network drive, click on "This PC"

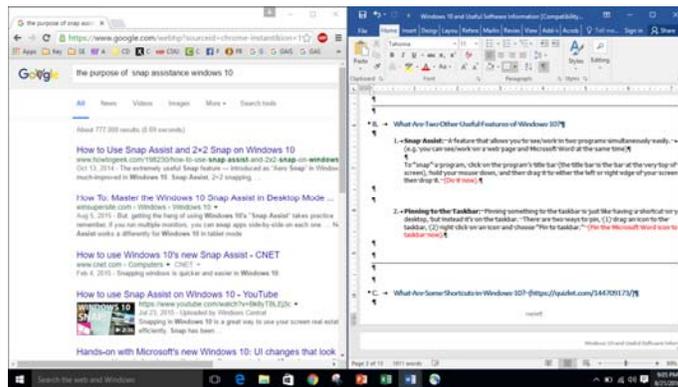


- "This PC" will expand and you should be able to locate your network drive

6. **Windows store:** This will allow you to download both free and paid apps/games/music/movies, etc. (Right click on it now to unpin it from the taskbar, if you don't want it on your taskbar).

## B. What Are Two Useful Features of Windows 10?

1. **Snap Assist:** This feature allows you to see/work in two (or four) programs simultaneously easily. (e.g. you can see/work on a web page and Microsoft Word at the same time)



To "snap" a program, click on the program's title bar (the title bar is the bar at the very top of the screen), hold your mouse down, and then drag it to either the left or right edge of your screen – then drop it. (Do it now).

2. **Pinning to the Taskbar:** Pinning something to the taskbar is just like having a shortcut on your desktop, but instead it's on the taskbar. There are two ways to pin, (1) drag an icon to the taskbar, (2) right click on an icon and choose "Pin to taskbar." (Pin the Microsoft Word icon to the taskbar now, it is located in the Common Programs folder in the Microsoft Office folder on the desktop).

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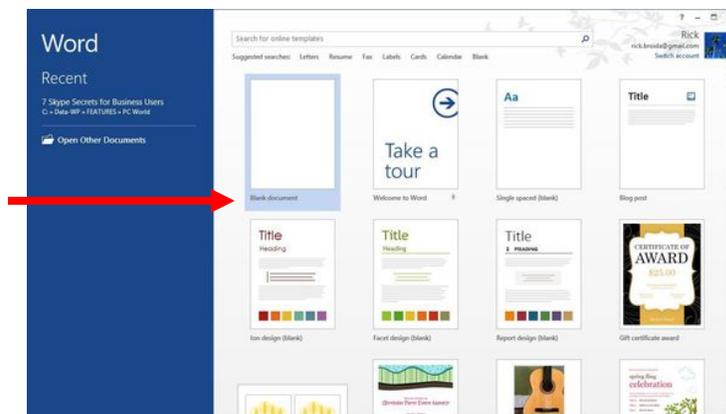
### C. What Are Some Helpful Shortcuts in Windows 10? (<https://quizlet.com/144709173/>)

1. **Windows Key+D** — minimize apps to go straight to the desktop.
2. **Windows Key+L** — locks your PC, you will need to key your password to unlock your PC (great feature to use when you walk away from your computer).
3. **Windows Key+E** — launch File Explorer (aka Microsoft Windows Explorer).
4. **Alt+Tab** — switch between windows. (Hold down Alt while tapping Tab to pick visually).
5. **Ctrl+Alt+Tab** — displays all windows.
6. **Alt+F4** — close the current window.
7. **Ctrl+Alt+Delete** — brings up the task manager (warm boot) which allows you to close programs that are not responding.

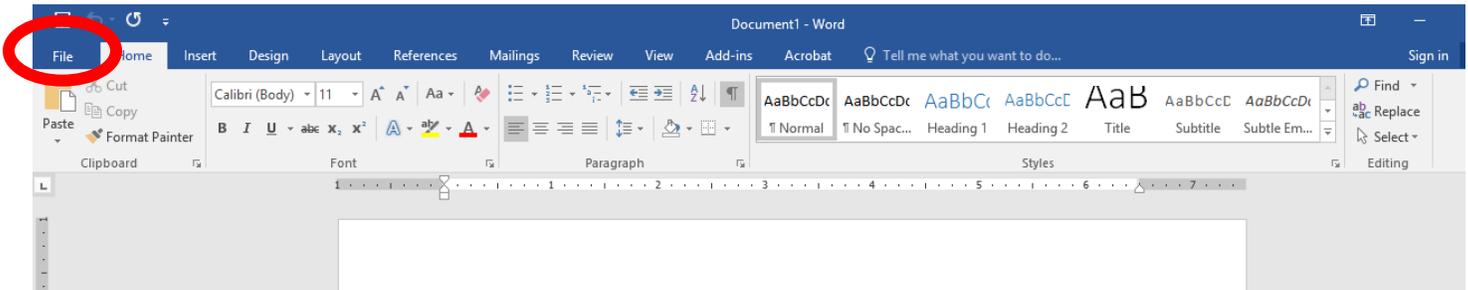
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## II. How to Disable the Start Screen (which appears when loading Word, Excel and PowerPoint)

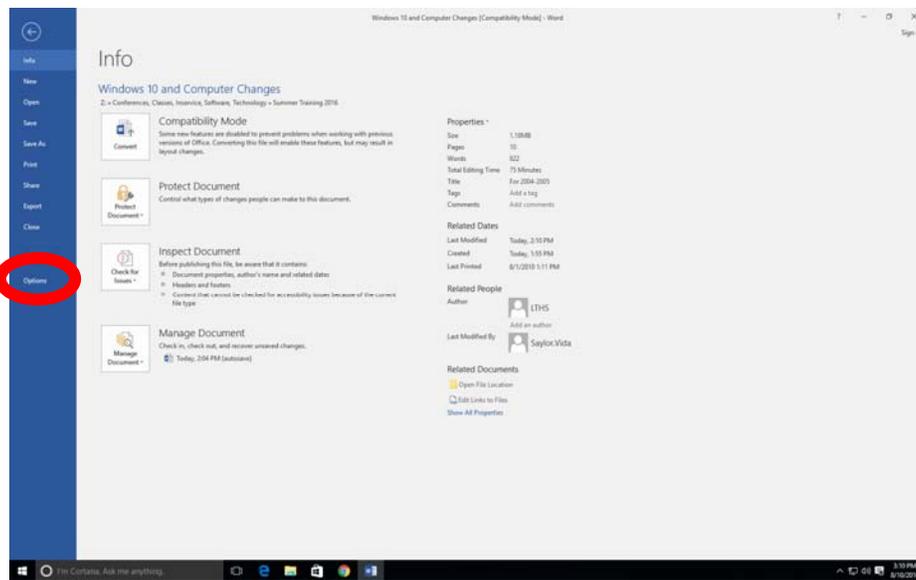
1. Load the software. Click on Blank document. (the screen captures below are using Microsoft Word)



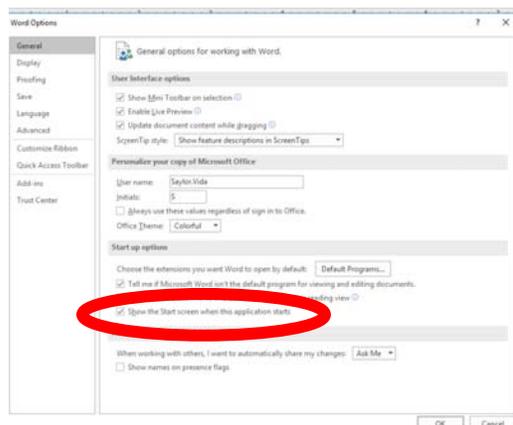
2. Click on File (top left).



3. Click on Options.



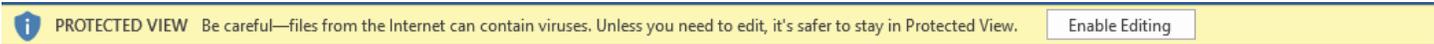
3. In the next window, in the "Start up options" section, uncheck the box marked Show the Start screen when this application starts.



4. Click OK.

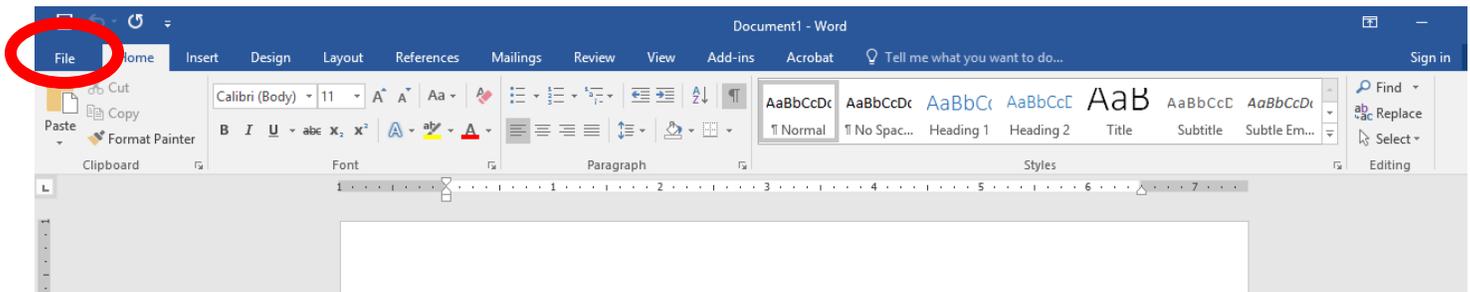
That's all there is to it. Now you can repeat the process in Excel and PowerPoint. The next time you start each of these programs, you will go straight to a blank document.

### III. How to Turn off “Enable Editing”

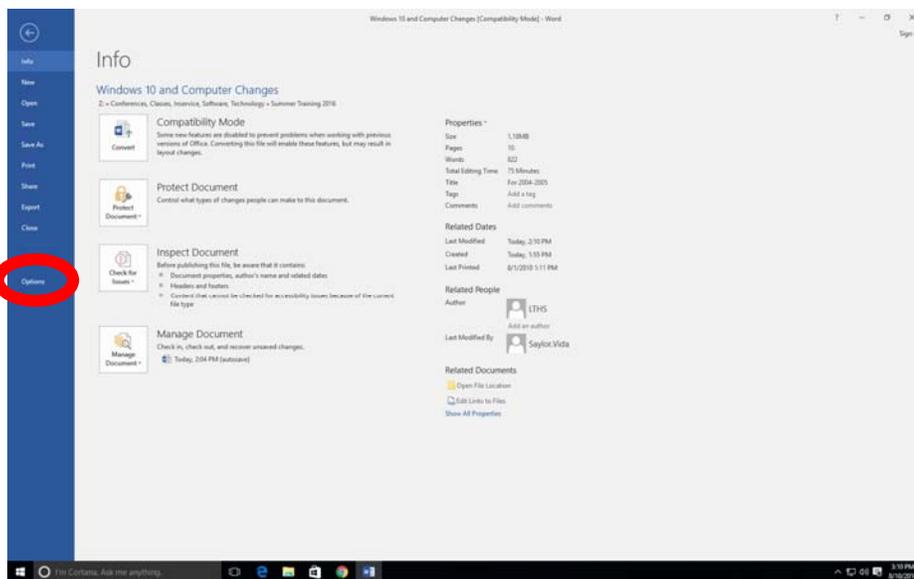


#### In Microsoft Word

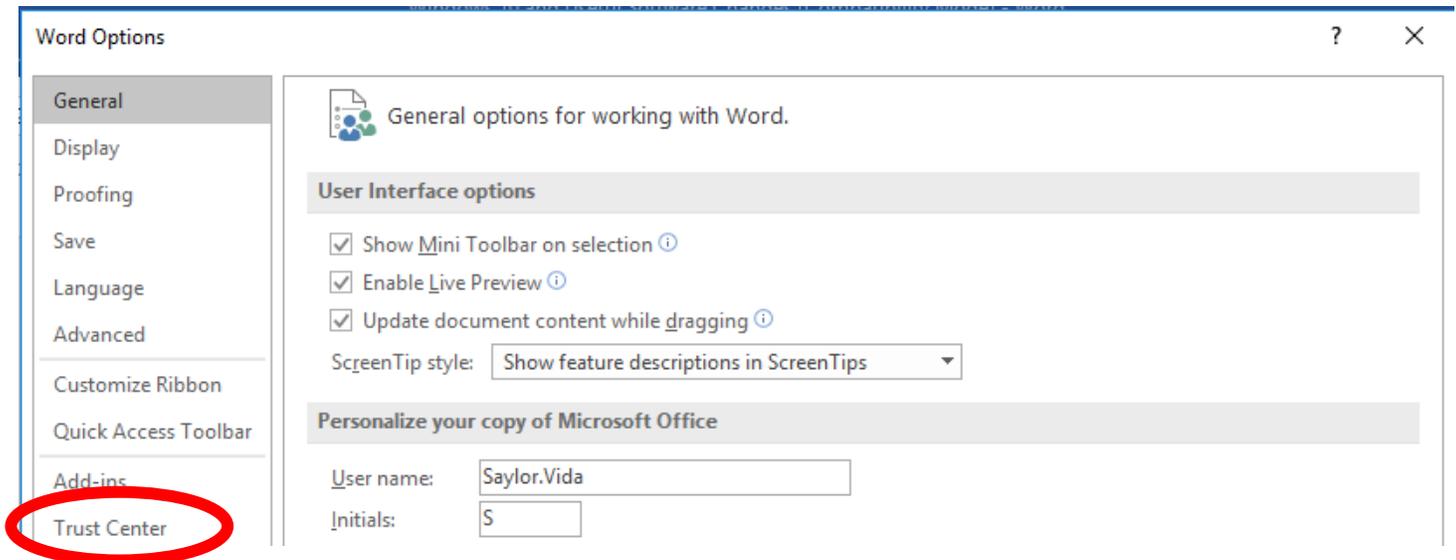
1. Click on File (top left).



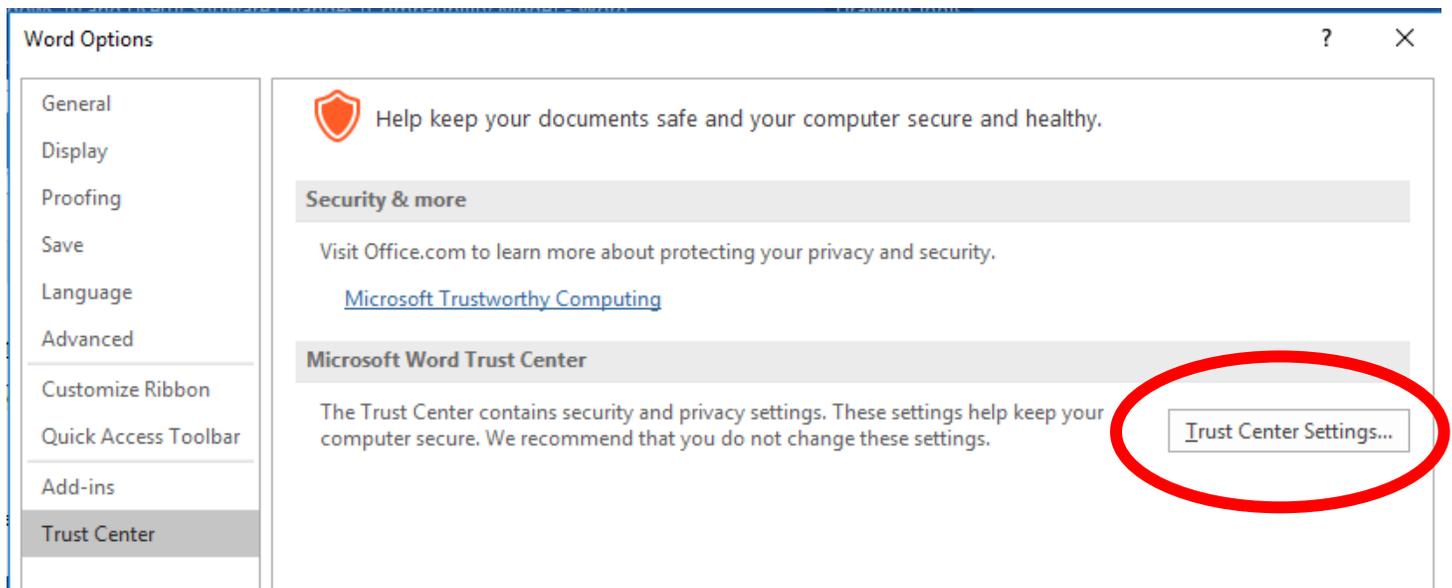
2. Click on Options.



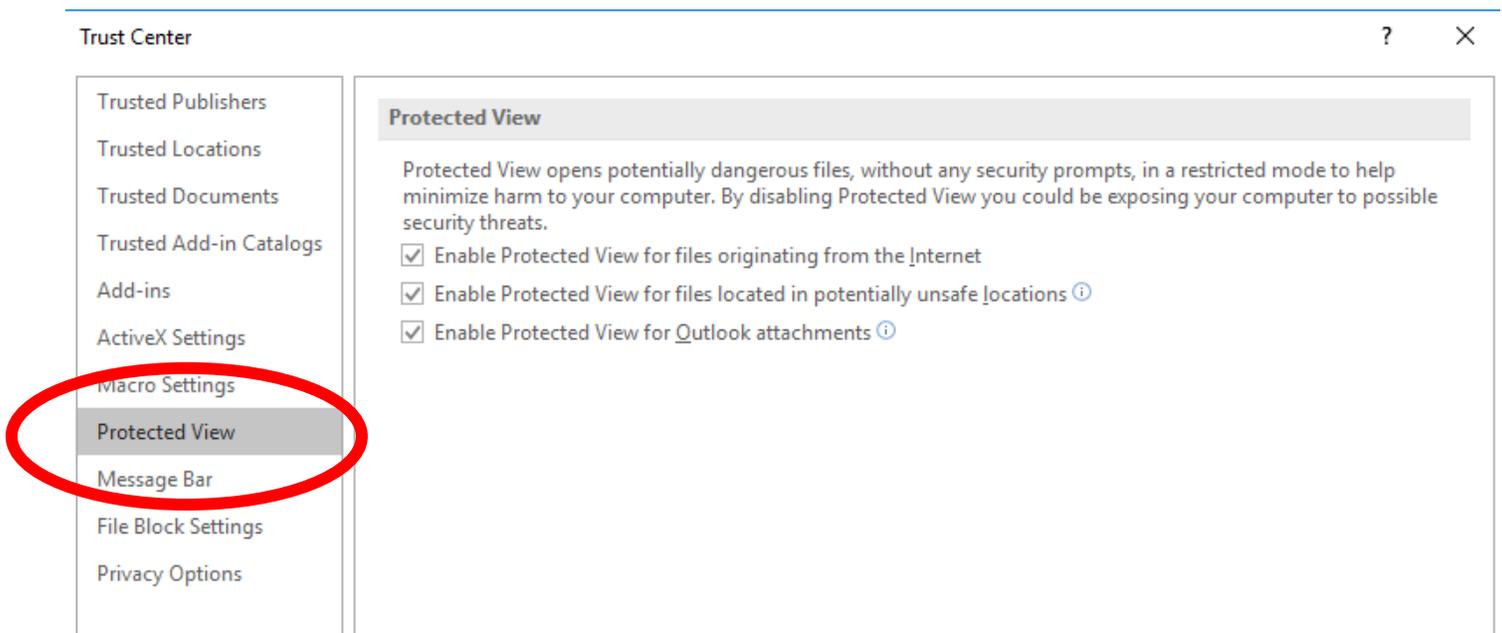
3. Click on Trust Center.



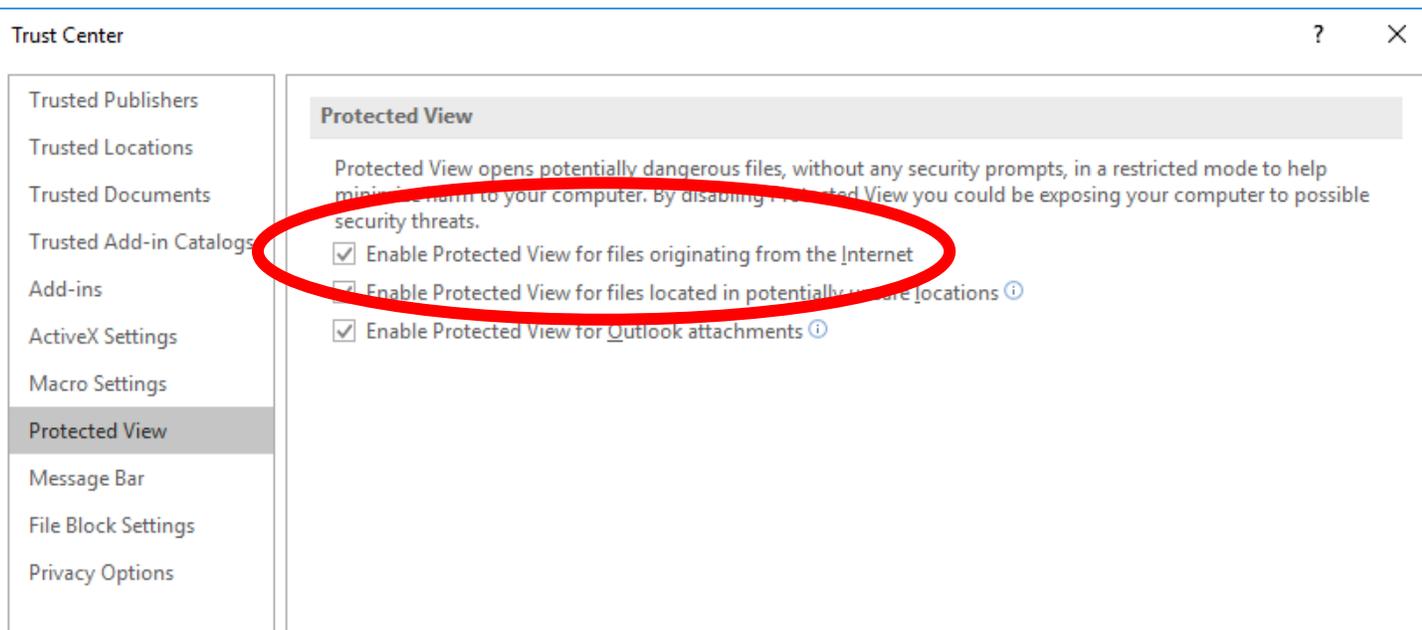
4. Click on Trust Center Settings.



5. Click on Protected View.



6. Uncheck the box marked Enable Protected View for files originating from the Internet.



7. Click OK and click OK again.

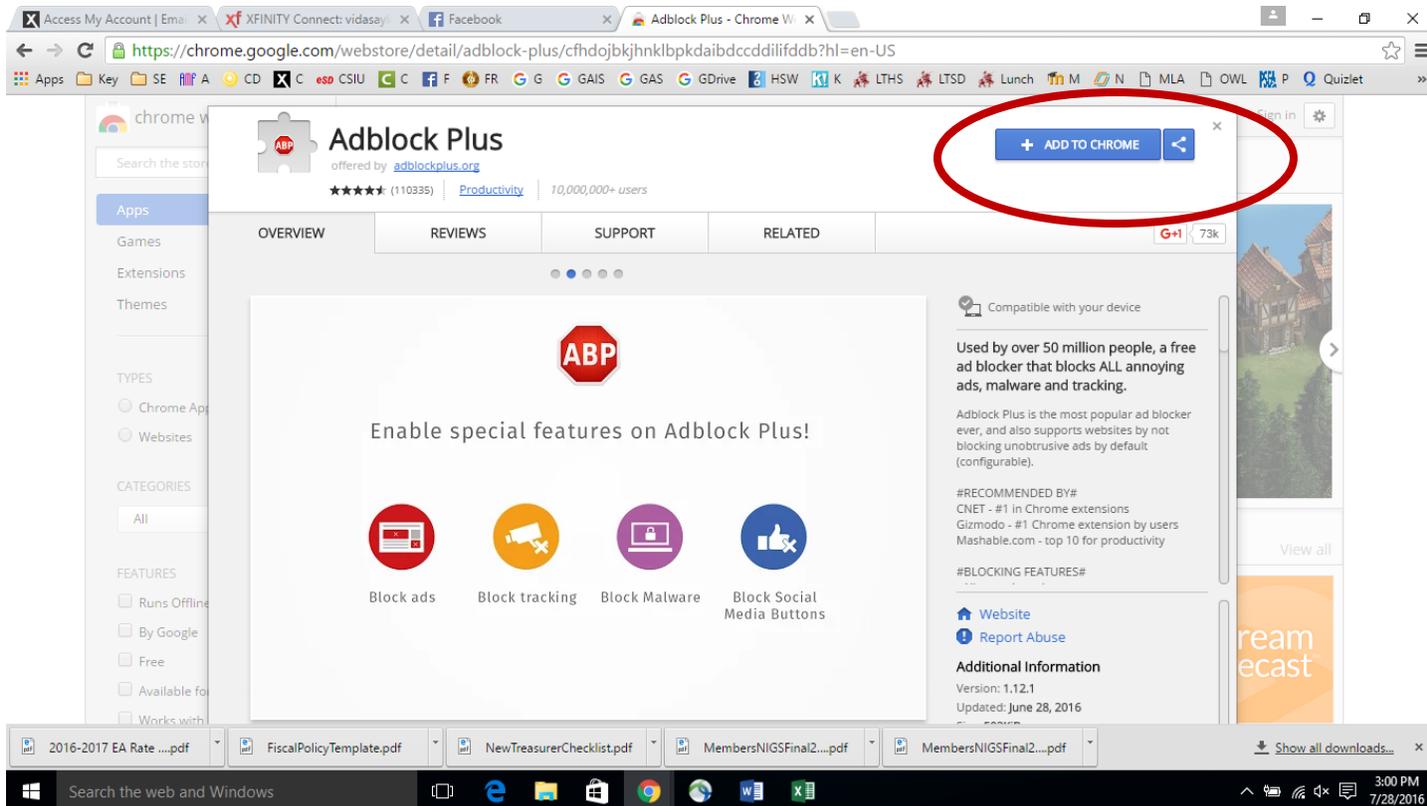
Now you can repeat the process in Excel and PowerPoint to turn off enable editing in those programs.

## IV. How to Remove Advertisements When Using YouTube

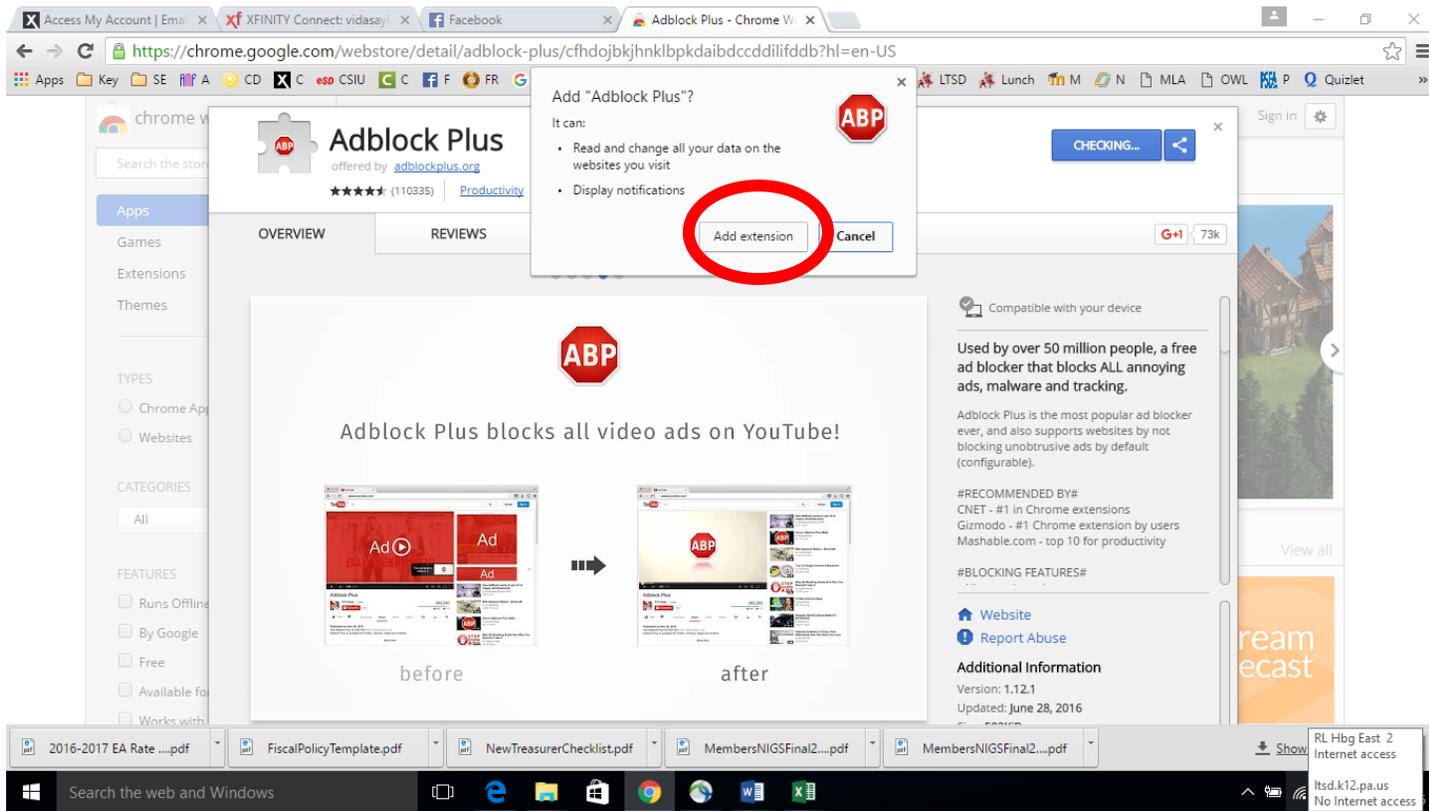
1. Go to Google and search for Adblock Plus Chrome.
2. Locate this link.

**Adblock Plus - Chrome Web Store - Google**  
<https://chrome.google.com/.../adblock-plus/cfhdojbkjhnlbpkdaibdcccddilifddb?hl=en-US> Google Chrome ▾  
★★★★★ Rating: 4.5 - 111,820 votes - Free - Chrome  
Jun 28, 2016 - Adblock Plus is the most popular ad blocker ever, and also supports websites by not blocking unobtrusive ads by default (configurable).

3. Click on Add to Chrome.

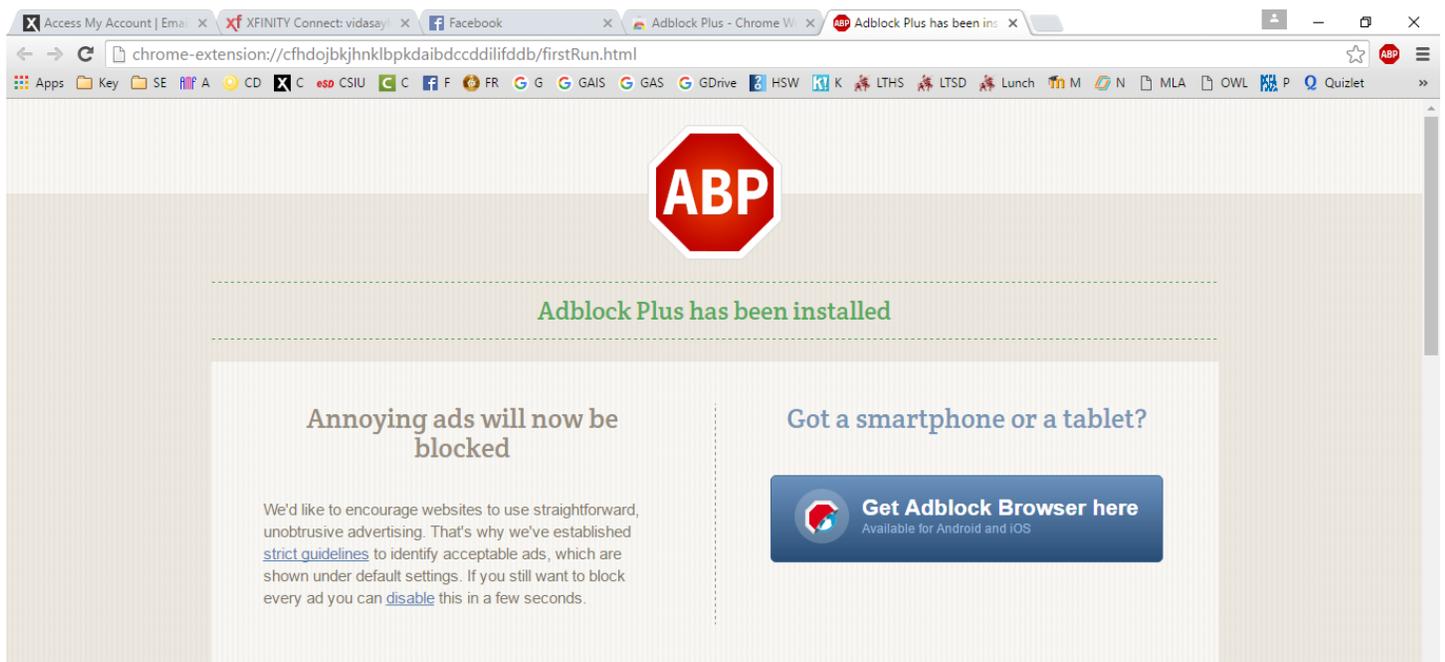


4. Click on Add extension.



5. You will see one of the following two screens. Regardless of which screen appears, Adblock Plus has been installed.

Screen #1



Or ....

## Screen #2

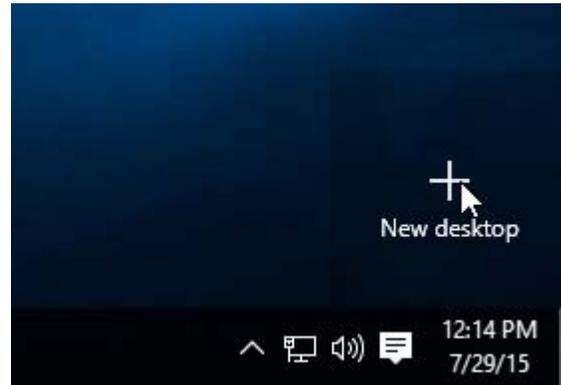
If you see this screen you can make a donation or just close the screen.

The screenshot shows a web browser window displaying the AdBlock 'The honor system' page. The browser's address bar shows the URL <https://getadblock.com/installed/?u=42q1v7au80025376>. The page content includes:

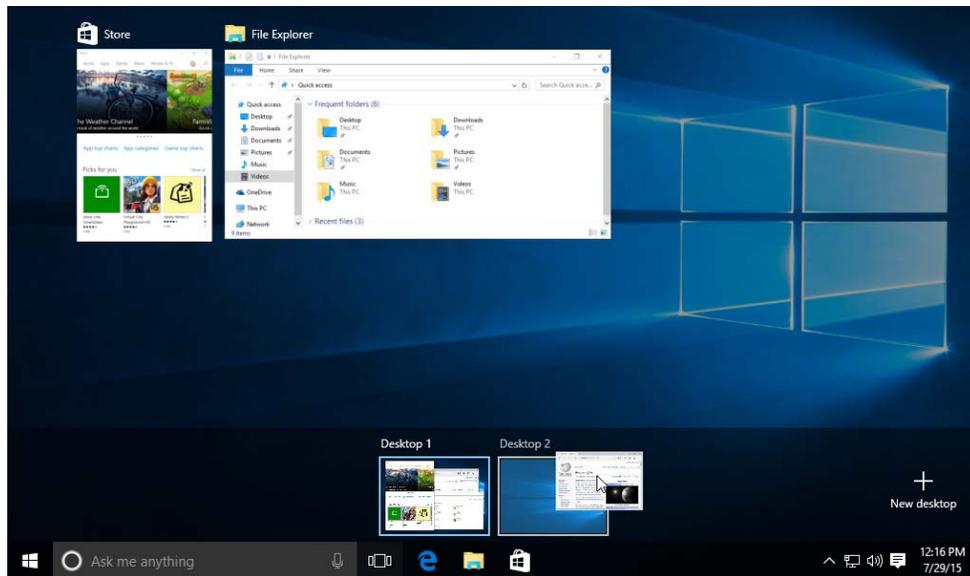
- The honor system**: A red octagonal icon with a white hand.
- Greeting: "Hi from the AdBlock Team. Thank you for installing AdBlock!"
- Concept: "AdBlock is honor-ware, which means that we **trust each other** to be nice:"
- List of points:
  - You **pay what you can afford** for AdBlock. We let **you** choose the price.
  - We'll send you a **thank you note** for paying.
  - You get a **refund** - and you can **keep AdBlock** - if you don't *love* it.
- Trust: "AdBlock has **five full time developers** that depend on your contributions and support. We're trusting you a *lot*, but we think it's the decent thing to do."
- Refund policy: "Please pay as much as you can, since if you change your mind you have **60 days** to get a refund! Are we naive for trusting you to pay? I guess we'll find out :)"
- Payment options: "Name a fair price (in USD):" with radio buttons for \$5, \$10, \$20, \$35, \$50, and \$100. Below are buttons for "Credit card" and "PayPal".
- Ads that don't stink**: "AdBlock now participates in the [Acceptable Ads Program](#) and has [partnered with the EFF](#) in support of the new 'Do Not Track' standard. These are both great starts towards compensating great websites for producing quality content in ways that don't degrade your web browsing experience or violate your privacy."
- Want to block all ads?**: "You can easily [disable Acceptable Ads](#) and see no ads whatsoever, regardless of whether you donate to support AdBlock."
- Feedback: "We also welcome your feedback about how we can do the best job making your web experience enjoyable and secure, without punishing good websites for their hard work."
- Annoying ads will now be blocked**: "We'd like to encourage websites to use straightforward, unobtrusive advertising. That's why we've established [strict guidelines](#) to identify acceptable ads, which are shown under default settings. If you still want to block every ad you can disable this in a few seconds."
- Footer: "Now also available on your iPhone or iPad!" with a "Download on the App Store" button.

## V. Advanced Windows 10 -- Virtual Desktops

Instead of keeping everything open on the same desktop, you can move some of your windows to a virtual desktop to get them out of the way. This feature wasn't available in previous versions of Windows, and it is especially helpful for managing a lot of windows at the same time. To create a new desktop, open Task view (see page 2 to locate the Task view), then select New desktop near the bottom-right corner.



Once you have created multiple desktops, you can use Task view to switch between them. You can also move windows between desktops. To do this, open Task view, then click and drag a window to the desired desktop.



To close a virtual desktop, open Task view and click the X in the upper-right corner of the desktop you want to close.

