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Windows 10 Tutorial
Start Menu is back!
Windows 10 start menu is a combination of the start menu in Windows 7 and the start screen in Windows 8.

1. The left side of the menu includes options similar to the start menu in Windows 7.
2. The right side of the menu displays app tiles similar to the start screen in Windows 8.

Power Options:
- Click on Start menu.
- Click on your username located at the top left of the start menu.
- A drop down menu will appear with options such as sign out, lock, switch user etc.
- **Note:** You may also click on **Power** option to shut down or restart the computer.
Changing the Size of the Start Menu:
- Click on the start menu.
- Hover over the top of the menu. Your mouse pointer should now turn into a 2 headed arrow.
- Click and drag up to increase the length of the menu or down to decrease its length.
- You can adjust the width of the menu by hovering over the right side of the menu until your mouse pointer changes to a 2-headed arrow and then dragging to the left or right.

Adding/Removing App Tiles from the Start Menu:
- Move any of the app tiles to the desired location by clicking and dragging it.
- To remove a tile from the start menu, right click on it and select **Unpin from Start**.
- To resize a tile, right click on the tile and select **Resize**.

The Actions Panel:
Actions Panel is used for quickly accessing/modifying your system settings such as network connection, screen brightness, etc. It replaces the **Charms Bar** used in Windows 8. To display the panel, press the Window key + Letter A.
**Tablet Mode:**
If you would like to switch back to Windows 8 like start screen, simply click on **Tablet Mode** option on the Actions Panel.

![Tablet Mode](image)

**Microsoft Edge Browser**
Windows 10 includes a brand new Internet browser named Edge. Click on the **Edge** tile from the start menu or type “Edge” on the search box to open it.

**Annotating with Edge:**
You can highlight, draw lines, and even sketch notes on any website that you visit using the Edge browser and share it with others or save it on favorites for later reference.
Feedback App

The new Feedback app on Windows 10 is an open forum to post all your questions, issues and suggestions about Windows 10. To open the feedback app, type “Windows feedback” on the search box.

Virtual Desktops and Task View:

Windows 10 enables you to have multiple virtual desktops open at the same time. Virtual desktops allow you to run different applications on each desktop making it easier to stay organized and manage multiple open applications more effectively.

- Click on the Task View icon located on the taskbar.

- You should now see the following screen.
1. View open applications on the selected virtual desktop. You can drag and drop any open application to another virtual desktop from here.
2. Switch between your virtual desktops.
3. Create a new virtual desktop.

Cortana: The New Voice Recognition App
Similar to Apple’s Siri, the new Windows voice recognition app, Cortana, conducts voice searches. It searches both the computer and the web to find an answer to your question. If your computer is connected to a microphone, you can activate Cortana by saying “Hey Cortana” and then asking your question. If you do not have a microphone available, you can type your question in the search box located next to the start menu.

You may ask Cortana to show you today’s weather, remind you to do something at a specific time or place, display all Excel documents that you have been working on since last week, etc.

Deactivate Cortana:
You can turn Cortana off by clicking on the search menu and selecting the settings option located on the top right corner of the search box.
Screen Snapping:
Windows 10 allows you to snap up to 4 windows together. Following is an example of how to use the screen snapping feature in Windows 10:

- Let’s pretend we have MS Word, Excel, Google Chrome, and a file explorer open
- Click on the title bar of Google Chrome and drag it to the right side of the screen. You should see a transparent rectangular window appear. At this point, release your mouse to snap the application.

- You should now see the rest of the 3 applications appear on the left of the screen. Click on MS Word to snap it to the left side of the screen.
- Now, click on the title bar of Google Chrome and drag it to the top right corner of the screen to snap it.
- Click on file explorer to snap it to the bottom right side of the screen.
- Repeat the previous 2 steps to snap MS Excel to the bottom left area of the screen.
- Your screen should now look similar to the figure below:
Hello Screen:
You no longer need to go through the hassle of typing your password every time you login to your user account. Windows 10’s Hello Screen recognizes your face and unlocks your computer as soon as you sit in front of it. **Note:** Your computer needs to be equipped with the compatible hardware to be able to use this feature.

File Explorer:

Following are some new features of Windows 10 file explorer:

1. **Quick Access:** This option allows you to access your documents, downloads, pictures, and other frequently used libraries with one click.
2. **Frequent Folder:** Displays all frequently used folders for ease of access.
3. **Recent Files:** Displays a list of the files that you have recently accessed.