WINDOWS 10:

TIPS AND TRICKS

Information Technology Services (ITS)

July 15, 2019

OLD DOMINION
U N I V E R S I T Y

From the perspective of your managed ODU computer but can apply to home computers as well.

WINDOWS 10

BENEFITS

- IMPROVED SECURITY

- CONTINUAL UPDATES

- IMPROVED PERFORMANCE

- OFFICE INTEGRATION

IMPROVED SECURITY

Windows 10 changes the game for security in organizations by protecting user identities, devices and information with a comprehensive solution driven by intelligence that only Microsoft has to offer.

https://www.microsoft.com/en   -us/windowsforbusiness/intelligent   -security

CONTINUAL UPDATES

Upgrading Windows
14%

Microsoft plans to release major updates twice a year with minor feature updates in between.

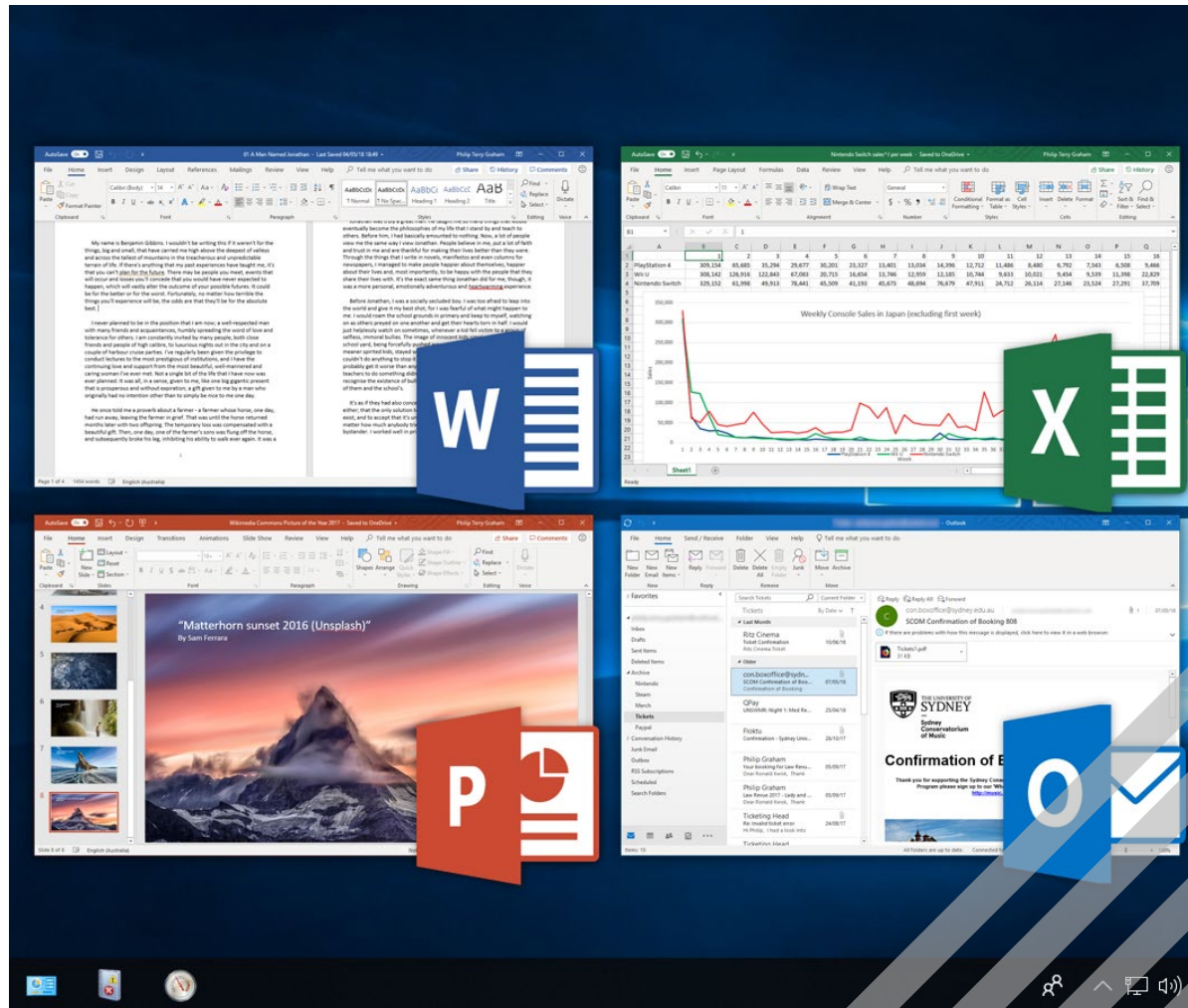https://www.digitaltrends.com/computing/windows-10-vs-windows-7

IMPROVED PERFORMANCE

Performance tests have shown that Windows 10 is faster across the board than earlier versions of Windows. Windows 10 boots, goes to sleep & wakes from sleep marginally faster.

OFFICE INTEGRATION

The latest Office software, Office 2019, is only compatible with Windows 10.

Easy integration with Office online for use from any internet -connected device.

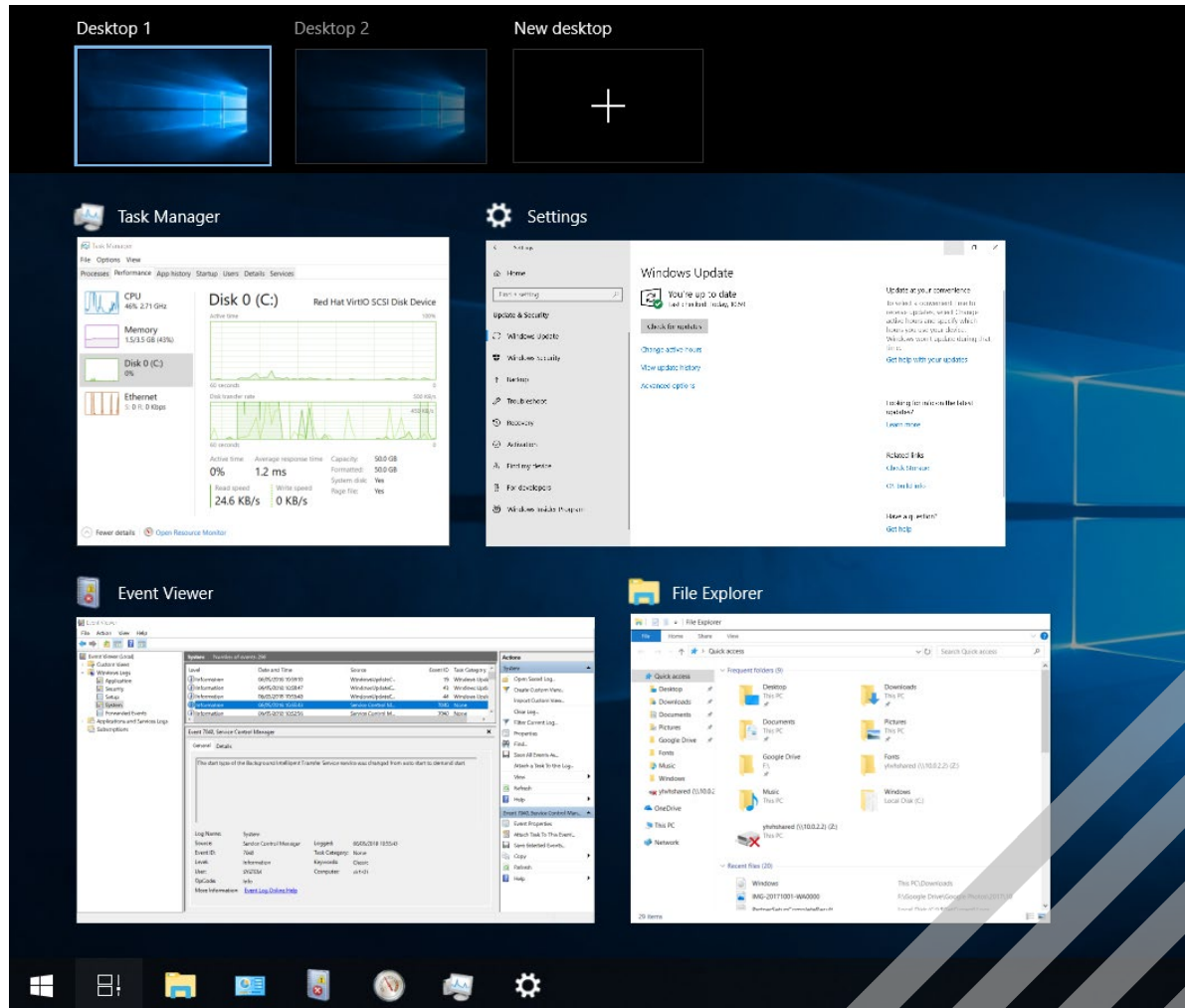Collaboration tools such as Microsoft Teams & Planner.

WINDOWS 10

TIPS AND TRICKS

- DESKTOP

- LIGHT/DARK MODE

- SIGN OUT & POWER OFF

- THIS PC
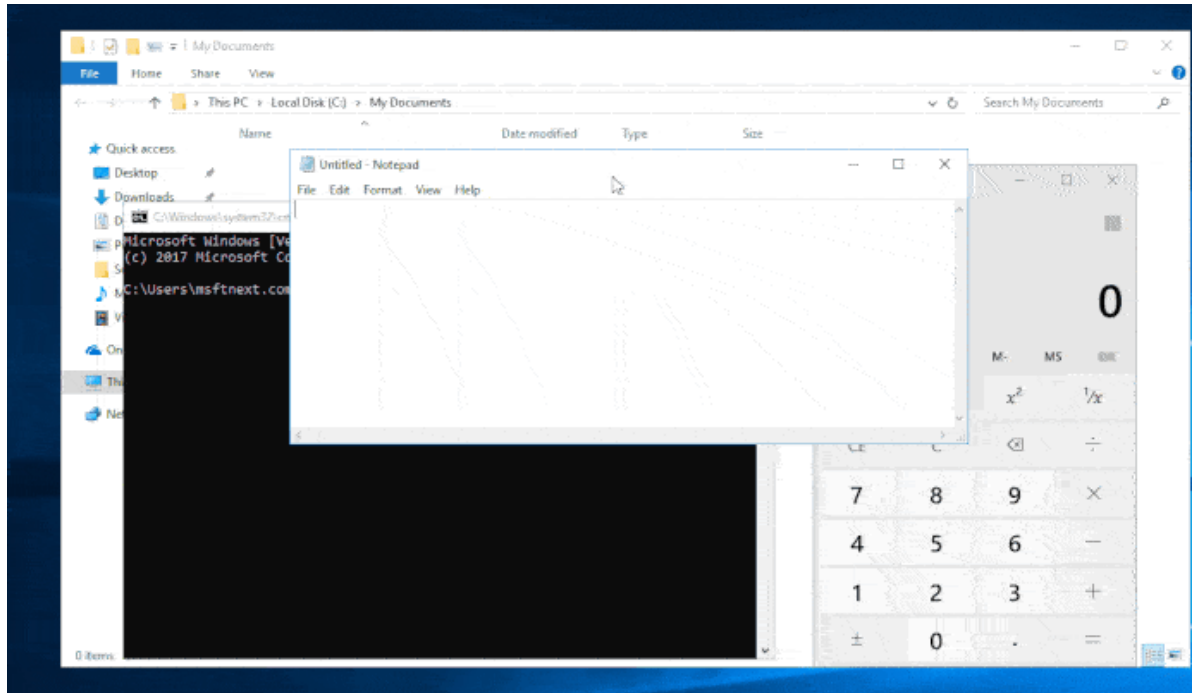
- SEARCH

- NOTIFICATIONS

- BROWSERS

MULTIPLE DESKTOPS

Multiple desktops are great for keeping unrelated, ongoing projects organized, or for quickly switching desktops before a meeting .

How to:

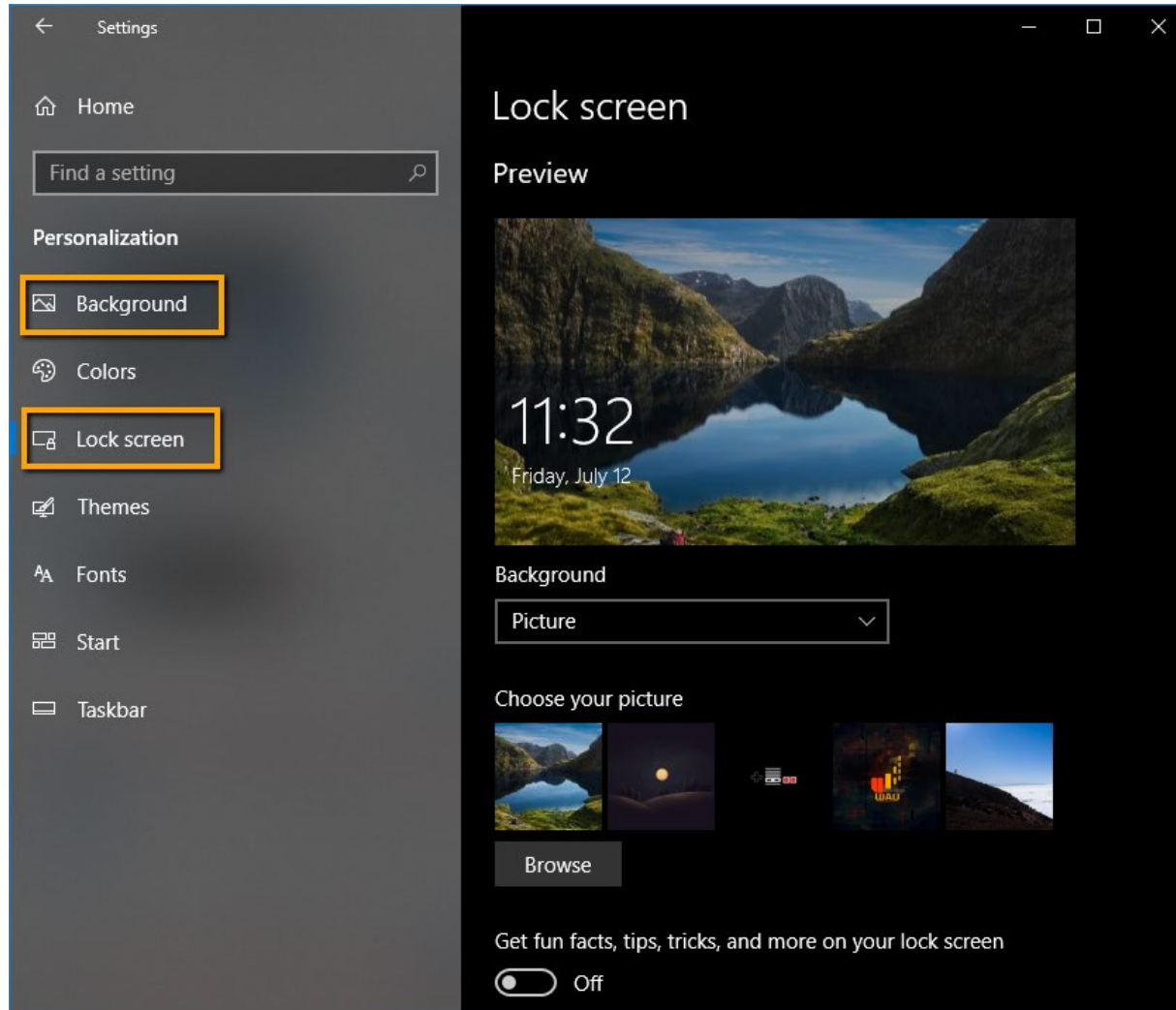https ://support.microsoft.com/en - us/help/4028538/windows -10-multiple - desktops

MINIMIZE CLUTTER

Click the small rectangle on the far right side of the taskbar to **Show Desktop** . Click it again to bring all the windows back.

If you have multiple windows open, grab the top of the window you want and **Shake** it to minimize all the other windows. Shake again and the windows will come back.

DESKTOP & LOCK SCREEN

Customize both your Desktop background as well as your lock screen wallpaper.

Desktop:
https://support.microsoft.com/en-us/help/17144/ windows -10-change-desktop -background

Lock screen:

https://support.microsoft.com/en-us/help/17185/windows -10-lock-screen

START MENU
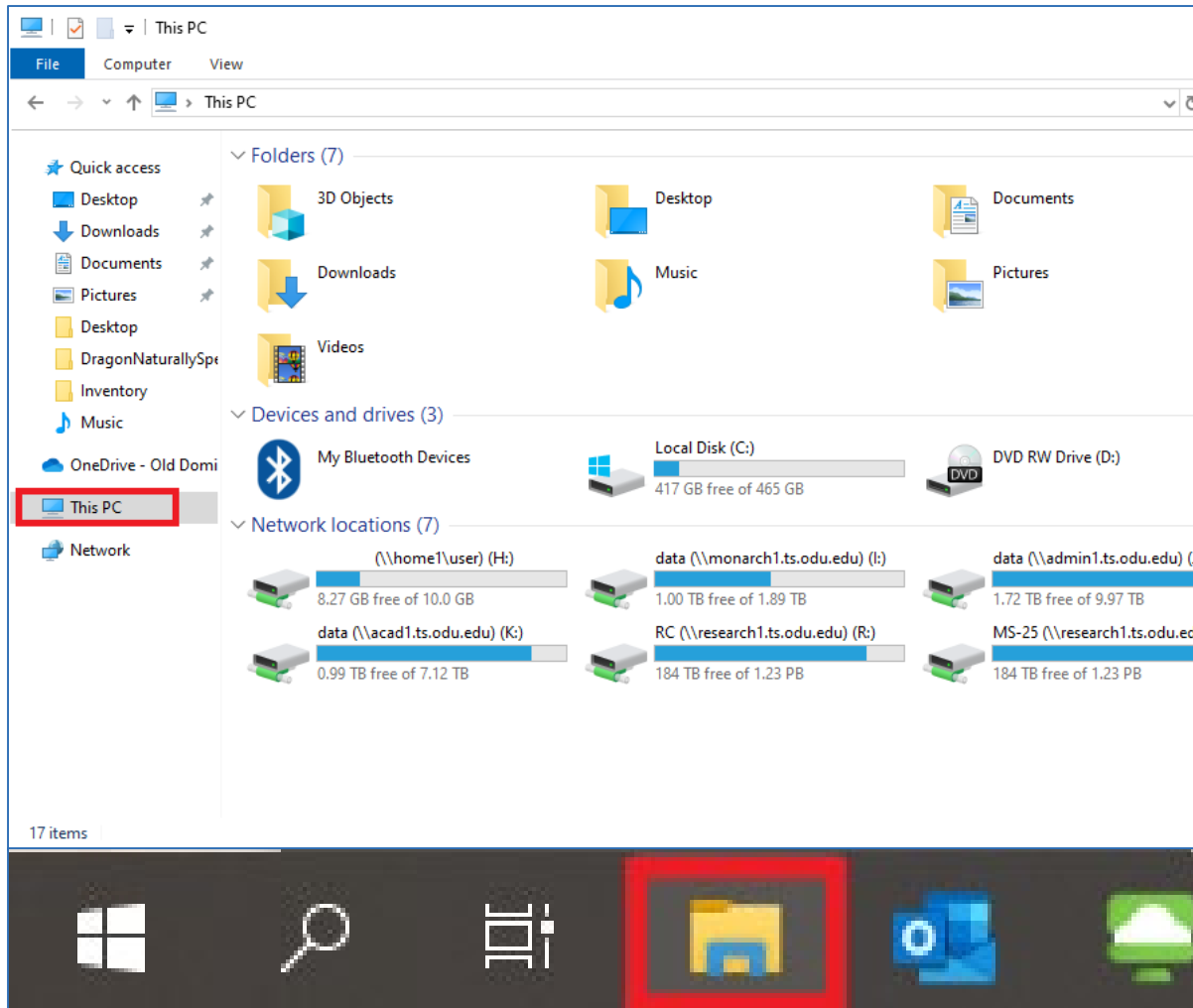

The Start Menu is newly designed for Windows 10.

Pin frequently used apps as **Tiles** .

https://support.microsoft.com/en-us/help/4026621/windows-10-pin-unpin-apps-to-start

Customize what shows in the Personalization Settings.

https://support.microsoft.com/en-us/help/17195/windows-10-see-whats-on-the-menu
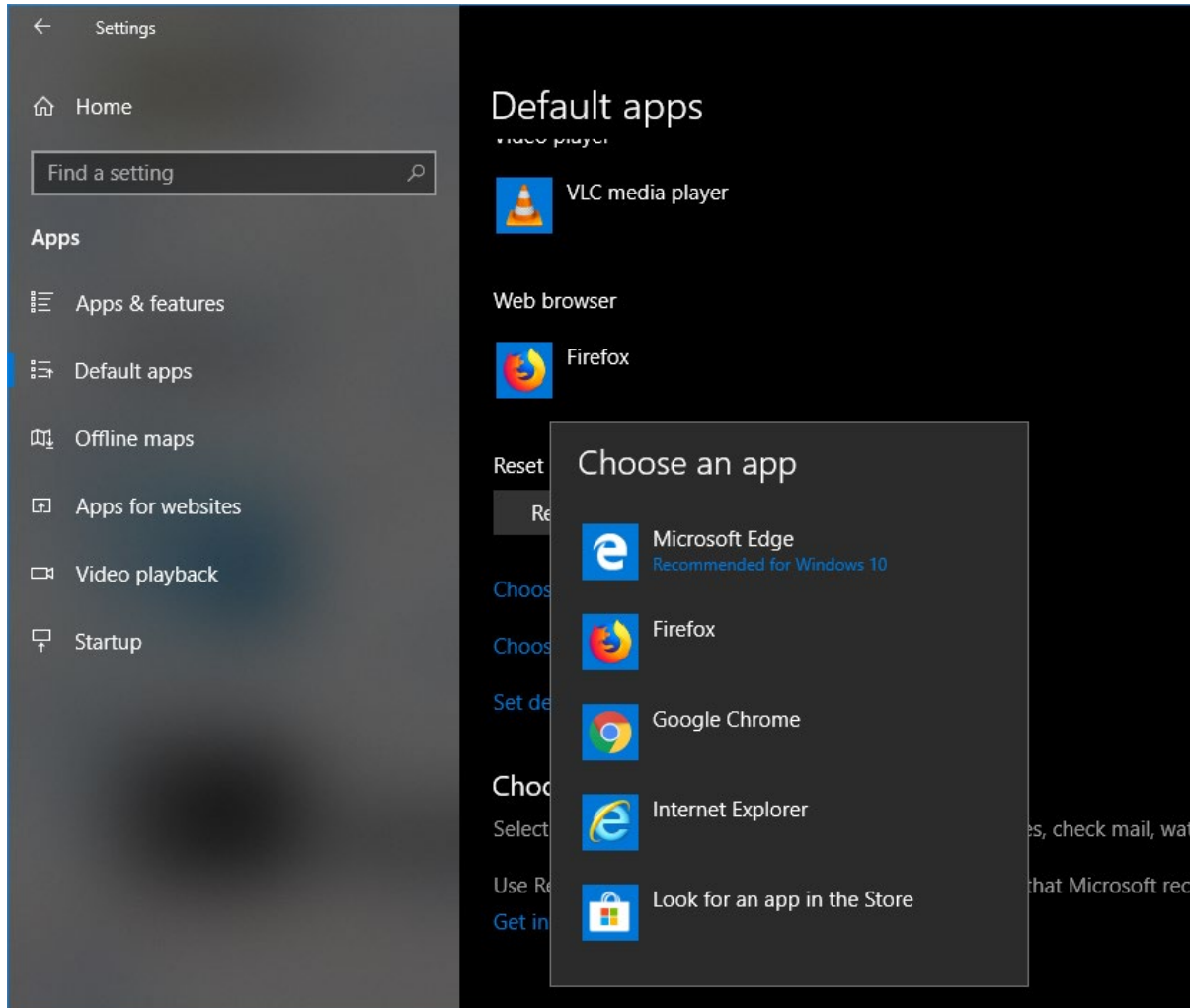
THIS PC

Your computer is now called **This PC**, rather than **My Computer** .

To access your files, click on Folder icon in task bar (File Explorer).

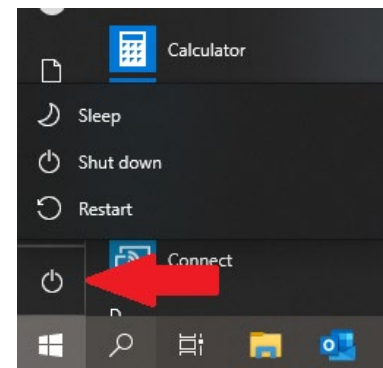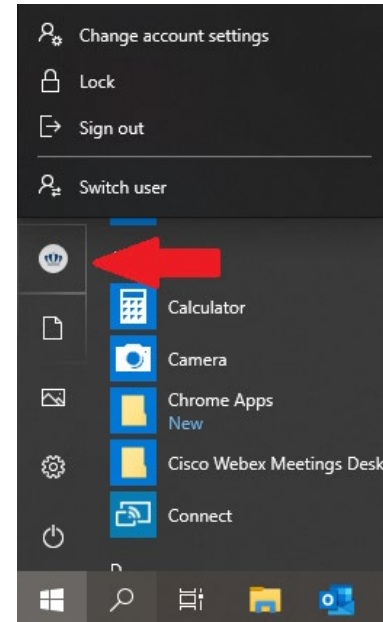Select **This PC** to view your shared drives.

BROWSERS

Edge is the new default browser.

Internet Explorer is still there but not recommended unless needed.

Use Google **Chrome** or Mozilla **Firefox** .

https://support.microsoft.com/en-us/help/4028606/windows-10-change-your-default-browser

SIGN OUT & POWER OFF

For **Sign out** options, click the Windows button (Start), then the ODU logo.

- Ctrl + Alt + Del
still works the same way

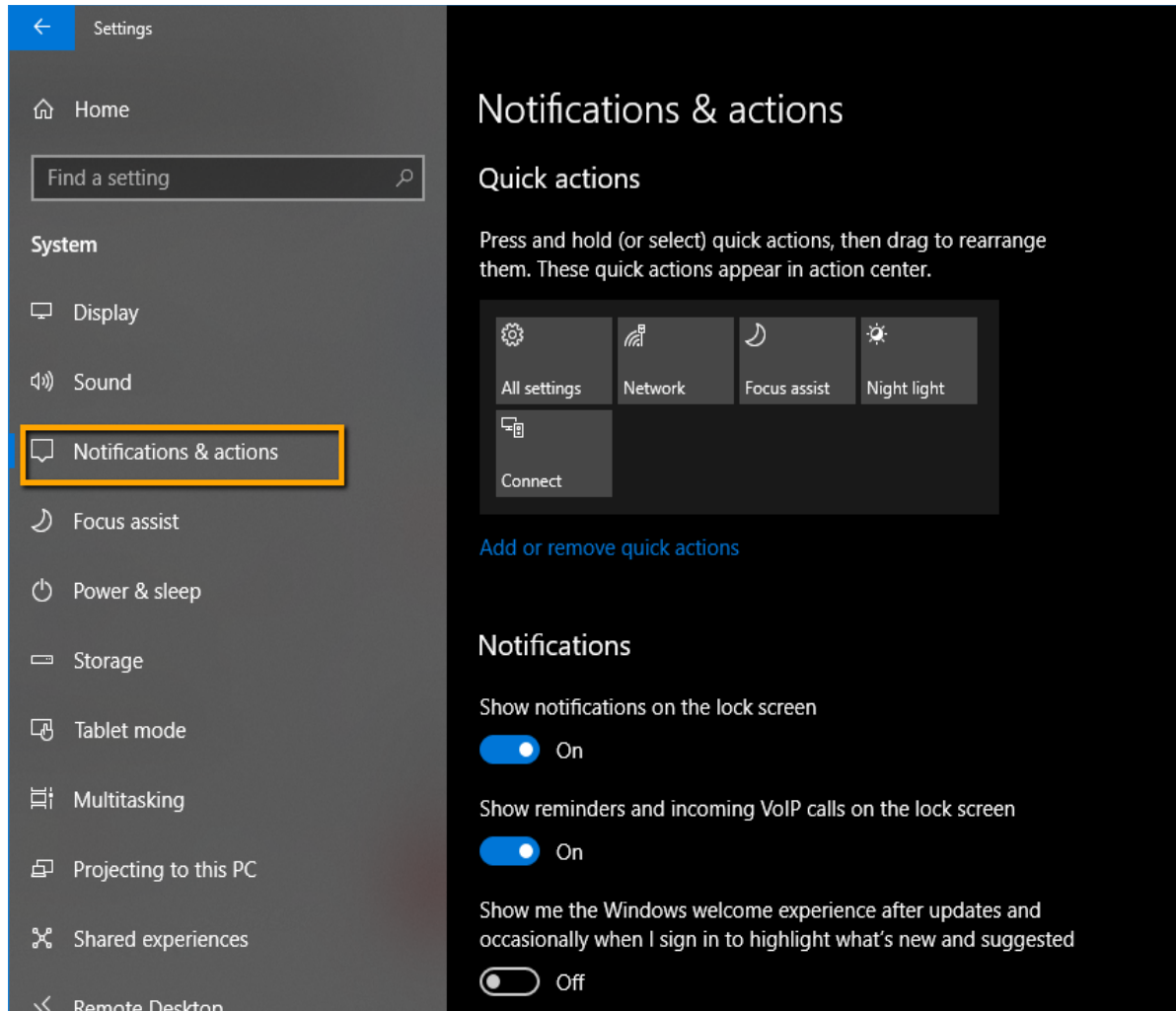For **Power** options, click the Windows button (Start), then the Power button.

https://support.microsoft.com/en-us/help/17195/windows-10-see-whats-on-the-menu

SEARCH

Find anything – files, apps, settings – from the **Search** button in the lower left corner of the screen.

https://support.microsoft.com/en-us/help/17190/windows-10-search-for-anything
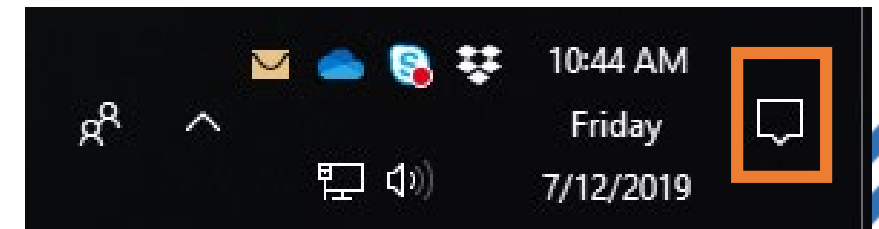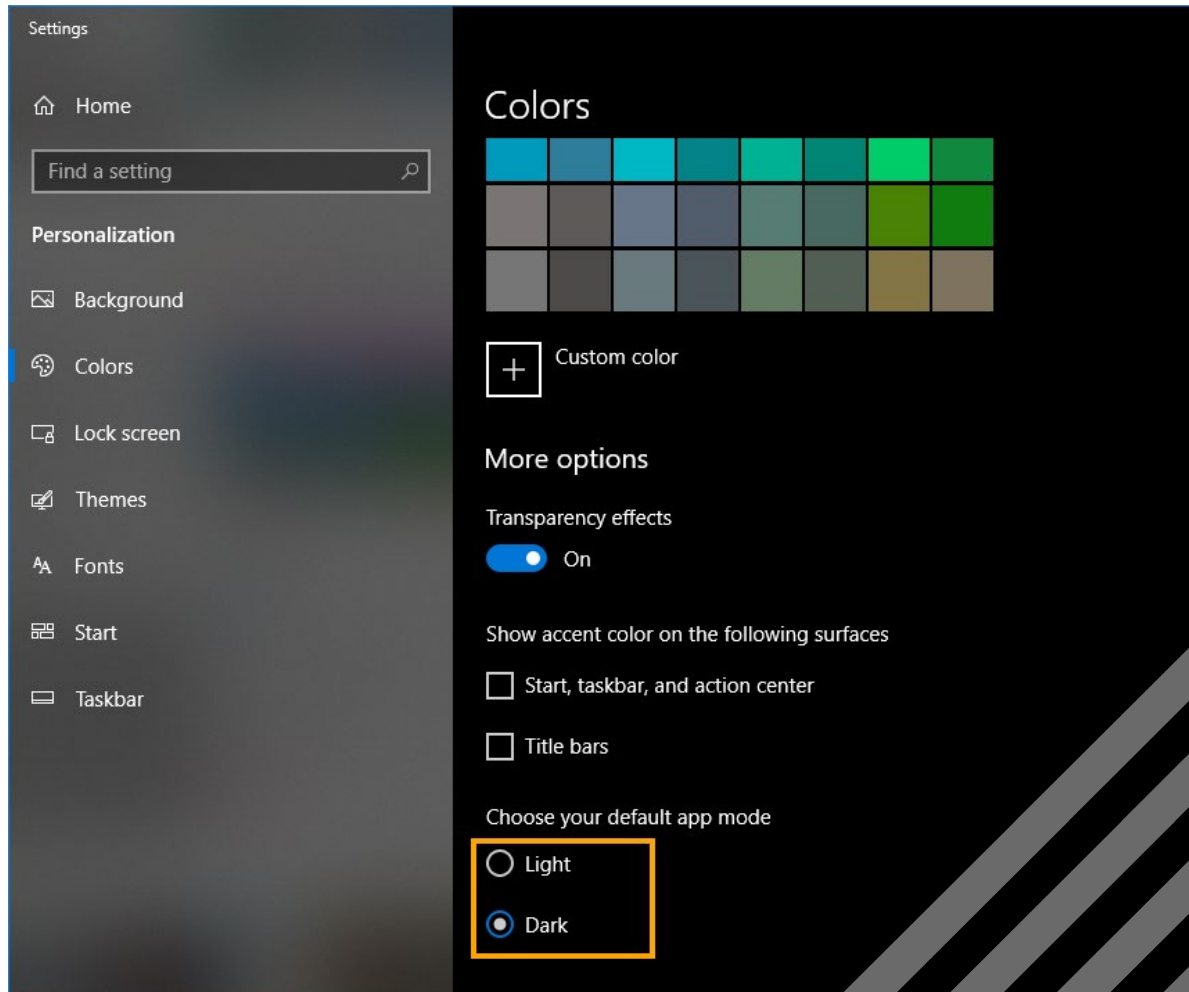
NOTIFICATIONS

Interact with **Notifications** in the system tray.

Change how notifications act and which apps show notifications in the **Notifications and Actions** Settings.

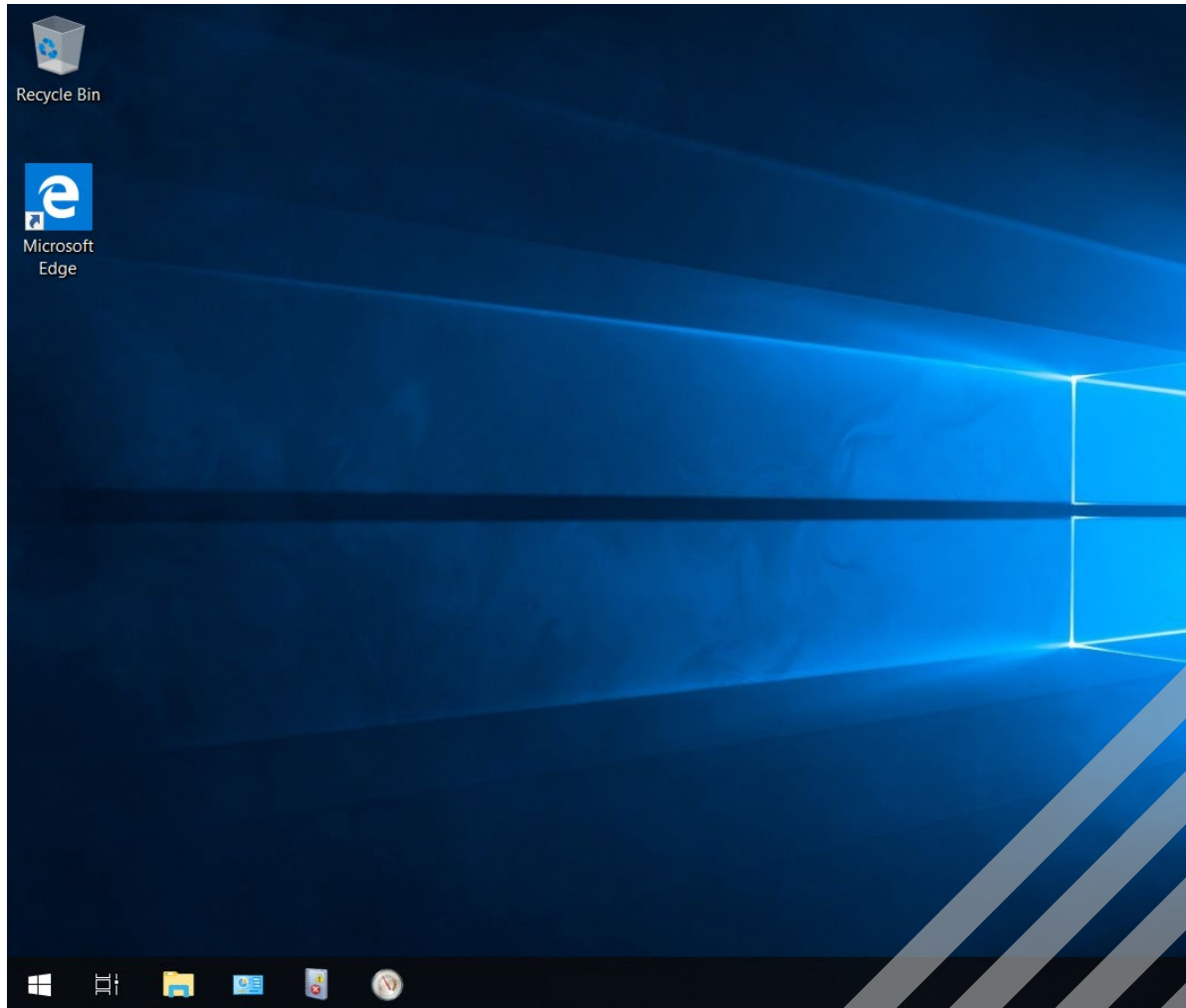https://support.microsoft.com/en-us/help/4028678/windows-10-change-notification-settings

LIGHT/DARK MODE

You can personalize how Windows 10 displays by choosing **Light or Dark** mode in *Settings> Personalization > Colors.*
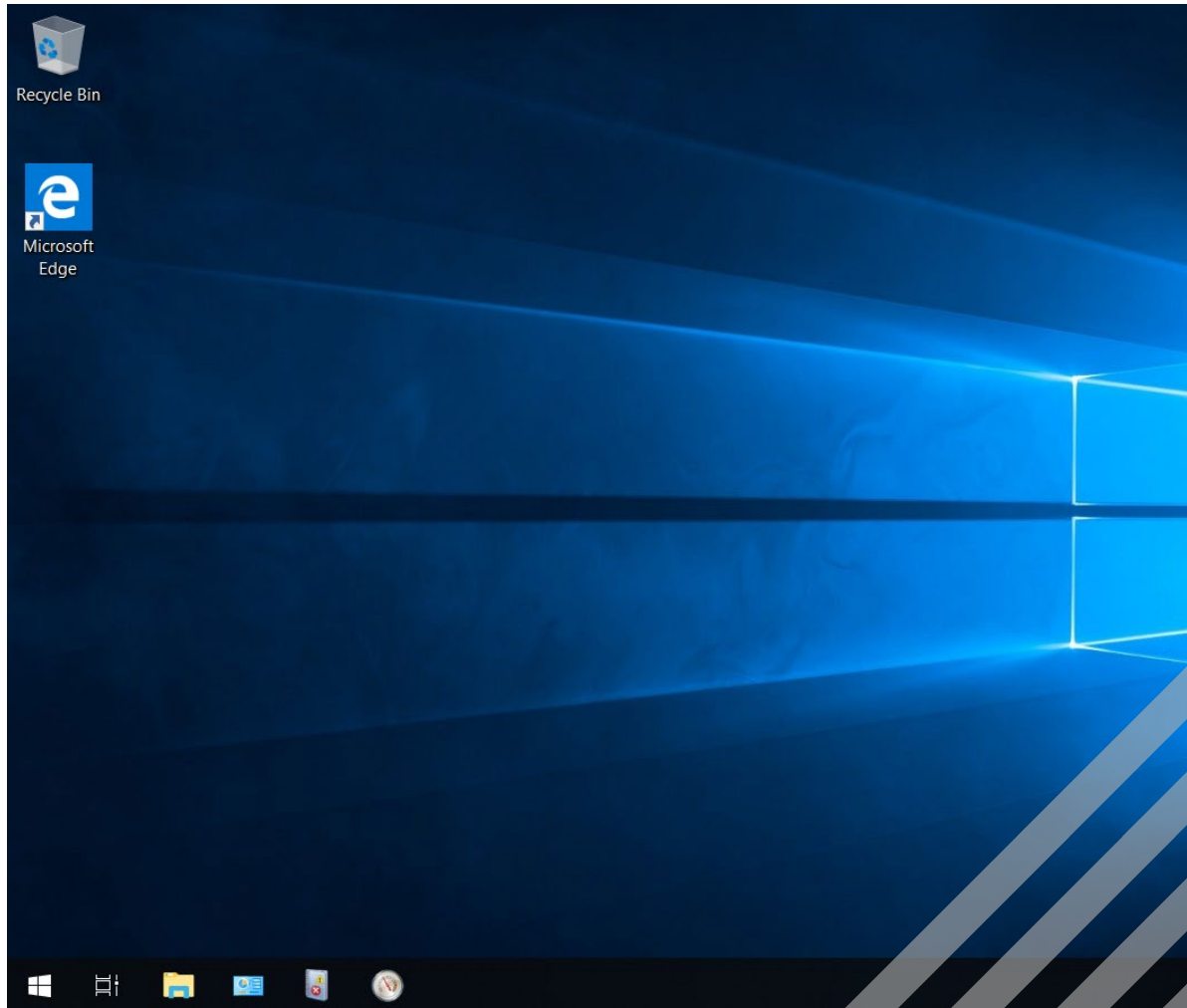
QUICK ACCESS

- In File Explorer, **Quick Access** lists the most commonly-visited folders.

  https://support.microsoft.com/en-us/help/4027032/windows-pin-remove-and-customize-in-quick-access
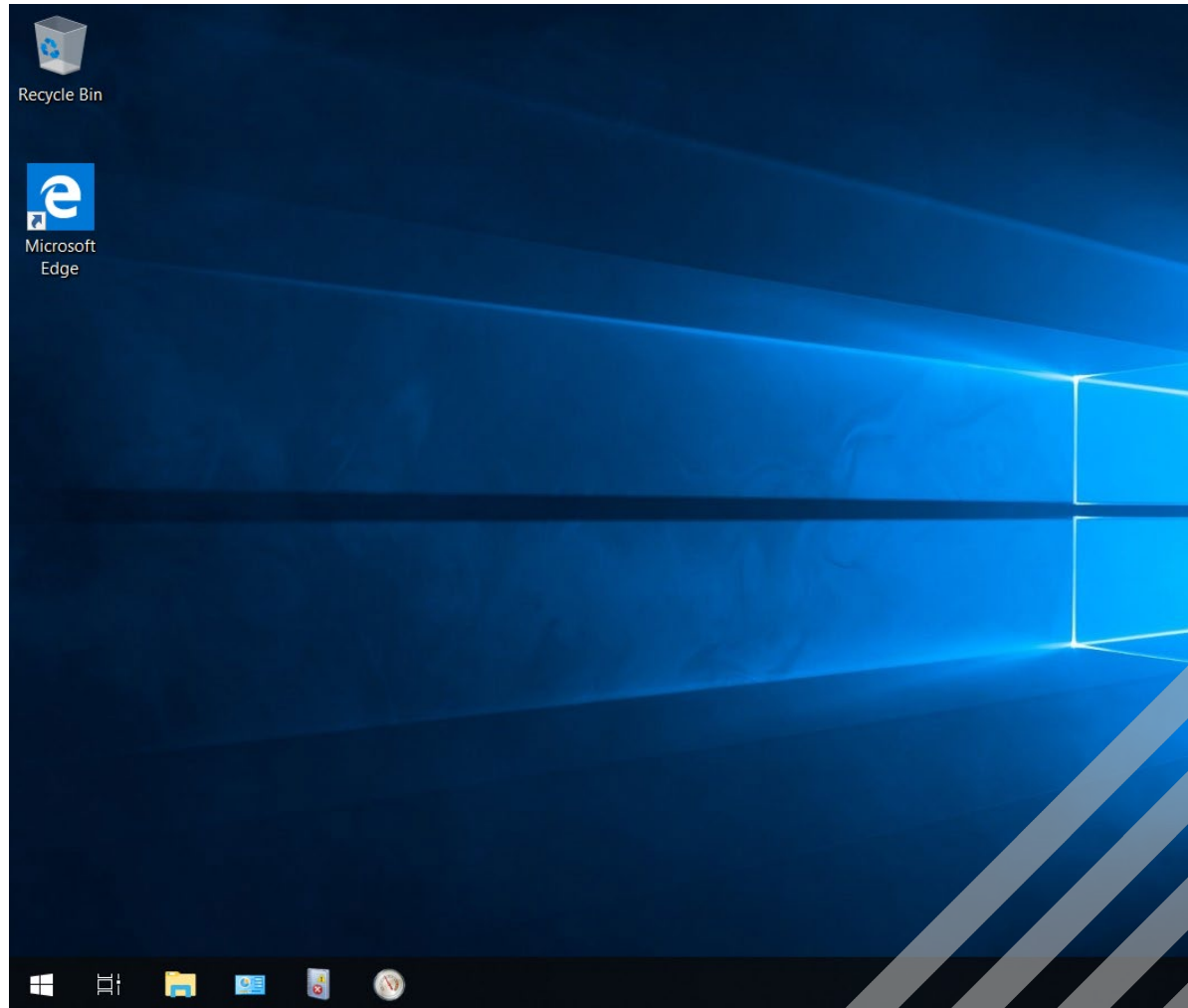
PRINTSCREEN

Easy screenshots and screen capture with **PrtScn** .

- To Take a Screenshot Without Saving – Press the "PrtScn". The screenshot of your display is now copied to the clipboard. Open your favorite image editor, word processor, or other program you want to use the image in.

- To Save Your Screenshot as a File – Press "Windows key + PrtScn".

- To Take a Screenshot of Part of Your Screen -Press "Windows key + Shift + S".

- To Take a Screenshot of Only One Window – Click on the title bar of the window that you want to capture and press "Alt + PrtScn".

KEYBOARD   SHORTCUTS

Become more productive with new Windows 10 **Keyboard Shortcuts** .

https://support.microsoft.com/en-us/help/12445

ITS SUPPORT

If you have any questions about any technology service you encounter at ODU, ITS is here to help.

1100 Monarch Hall
Monday - Friday: 7 a.m. to 7 p.m.
Saturday: 8 a.m. to 4 p.m.

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