

# Windows 10 TechSkills

HINTS, TIPS & SHORTCUTS

# Windows 10

## Essentials

- Remember to do these everyday essentials to keep your work safe..

## Shortcuts & Context Menus

- Check out these useful keyboard shortcuts that can be used every day..

## Task Manager

- See what's happening inside your PC if there appears to be a problem..

## File & Folder Management

- Learn how to effectively store your data and find it efficiently when needed..

## Accessibility Settings

- Make it easier to use your PC by changing personal accessibility settings..

## Task View & Snapping Windows

- View all your open windows at once and use multiple virtual desktops..

# Essentials

- **Lock your workstation Win + L**

Before leaving your workstation to collect a print, chat to friends or visit the toilet simply press the Windows key and L key on your keyboard together. This locks the workstation until you use your password to unlock it on your return. Leaving your workstation unlocked means *anyone* can access your account using your credentials while you are away.

- **Save your work regularly CTRL + S**

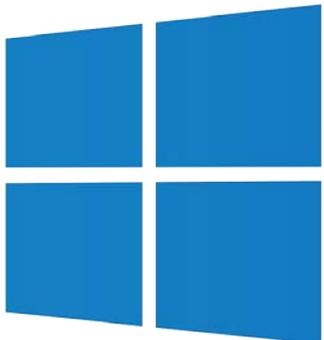
How important is your work to you? Suppose you've spend hours working on a project when the unexpected happens.. The computer freezes or refuses to accept your changes.. The last time you clicked save was over two hours ago..

- **Don't rely on portable mass storage devices**

By portable mass storage devices we mean USB memory sticks, SD cards, CDs, DVDs – even your own laptop or other mobile device, all these devices can fail either physically or electronically resulting in large amounts of lost data.

- **Save current work on your network drive (Z:)**

Network drives at Edge Hill University are backed up regularly and automatically. This means files you are working on should be safe and recoverable if you save them on your (Z:) drive. Data may be recoverable up to the last point it was saved for up to 10 days. Your (Z:) drive can store a maximum of 1Gb of data.



# Essentials

- **Backup and archive work to OneDrive**

One Drive is a secure cloud based file storage facility with up to 1TB (1000 GB) of personal space that can be accessed through any connected device with an internet browser; log in via the link on the Edge Hill website student portal page <https://www.edgehill.ac.uk/students> using *yourstudentnumber@edgehill.ac.uk* Upload files by dragging them onto the OneDrive window where a copy of your file is created automatically. You can also create and name folders on your OneDrive to keep your files organised.

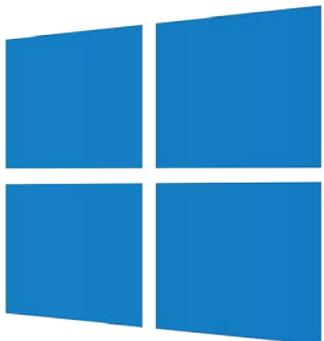
- **Don't unplug a USB mass storage device while transferring files**

If you need to use a USB memory stick or portable hard drive make sure your computer has finished transferring files to it before unplugging it; if the USB device light is flashing quickly it is likely files are still transferring. The same applies when transferring files from a USB device to your computer.

Note:

If your own computer is using an older Operating System such as **Windows 7 or 8** it is necessary to “eject” USB drives first before physically unplugging them. Click the small arrow in the task bar then click on the USB icon displayed.. Choose the correct device from the options shown and click it.. This will tell the computer to eject (disconnect) the device and help prevent any data loss or the possibility of your device not being recognised when used with another PC.

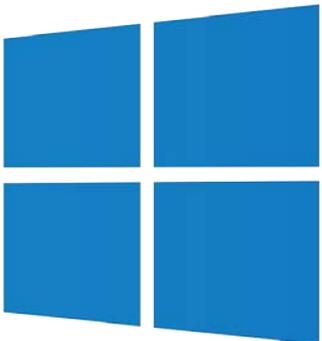
We recommend following the same procedure when using Windows 10 even though there is a lower risk of data loss.



# Shortcuts & Context Menus

- **Alt + Tab:** *Switch between open programs.*
- **Ctrl + Shift + Esc:** *Open Task Manager.*

Task manager displays information about your computer's performance & running applications.
- **Win + S:** *Open the search interface for files and folders.*
- **Win + D:** *Hide or display the desktop.*
- **Win:** *Open the Start menu – simply start typing an application's name to find it in the list.*
- **Win + Shift + S:** *Copy an area of the screen to the clipboard ready to be pasted into an application.*
- **Ctrl + Left or Right Arrow:** *Move the cursor forward or back one word.*
- **Ctrl + Up or Down Arrow:** *Move the cursor forward or back one paragraph.*
- **Win + Down/Up Arrow:** *Make the active window shrink then minimize/Make the active window grow then maximize.*



# Shortcuts & Context Menus

- **F1:** Open the *Help menu* for the active application.

The F1 key opens the Help section of almost every application.

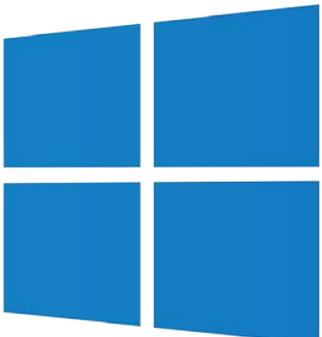
- **Win + F1:** Open *Windows 10 Help and Support*.

Pressing the Windows key together with the F1 key opens the Microsoft Windows 10 Help Pages.

- **Win + Tab:** Open *Task View*.

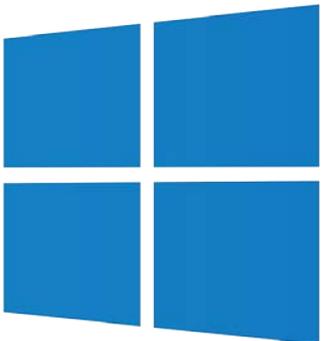
Task View makes it easy to quickly locate an open window and manage virtual desktops.

- **Contextual Menus** appear when the **right mouse button** is clicked offering a limited set of choices based on the application's current state. They are a useful way to quickly perform common actions.
- There many different options shown depending on the open application or where the cursor focus is – some of the most useful include *New, Send to, Open with, Add to Quick Access* and the usual *Cut, Copy & Paste*.
- Some other helpful right click actions include:
  - Refreshing the desktop if icons fail to appear after a network dropout
  - Starting a PowerPoint in presentation mode at the first slide
  - Moving a file directly to OneDrive



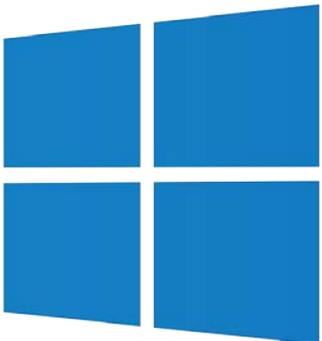
# Task Manager

- Task manager provides you with information about your computer's performance & running applications; it also provides you with the means to manually close an application that has stopped responding.
- The interface can be accessed by using the keyboard combination **Ctrl + Shift + Esc** or Ctrl + Alt + Delete then choosing Task Manager from the menu presented on screen.
- Task Manager is organised using a tabbed layout – by clicking on the different tabs at the top of the Task Manager window you can view useful information and take any required action.
- The Processes tab is usually already selected in Task Manager – this shows you performance information about individual applications and gives you the opportunity to end a non-responsive application by selecting it then clicking the *End Task* button at the bottom of the window or by simply pressing the Delete key.
- The Performance tab provides a useful overview of tasks the computer is engaged in including what percentage of the central processor is being utilised, how much memory is in use and how fast data is travelling backwards and forwards across the network connection.



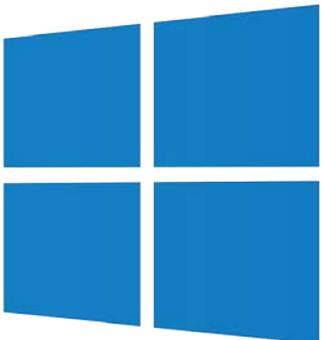
# File & Folder Management

- **View Tab** – after opening File Explorer (**Win + E**) there will be three tabs displayed in the top left hand corner of the window. Click the *View* tab to access all the different options available to view details of files. Click the drop down arrow on the far right to keep the options ribbon displayed or to hide it.
- **Preview Pane** – Clicking on this option displays a preview of file contents in a panel on the right hand side of the File Explorer window, this is a great way to quickly preview the content of files.
- **Details Pane** – Selecting this option displays the properties of each file as it is selected; useful information includes author, file size, last modified date etc. Office files also offer the option to add your own comments and specify tags to make searches more efficient.
- **View Properties** – another way to quickly view a file's properties is to select it then press **Alt+Enter**.
- **Renaming Files** – a quick way to rename a file is to select it, press the **F2** key then simply type in the new name.
- **Sort Options** – on the top ribbon of the File Explorer window there's an icon named *Sort by* - clicking the icon displays different ways of sorting the files and folder displayed. One of the options is *tags* as referred to in the previous section which makes it easy to sort files using key words.



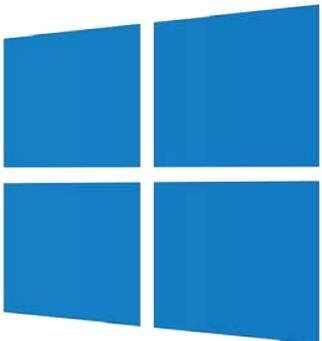
# File & Folder Management

- **Searching For Files** – Open File Explorer (**Win + E**) then do *one* of the following to select where to search:
  - click a folder displayed in *Quick Access*.. or..
  - double-click a folder displayed in *Frequent Folders*.. or..
  - click on *This PC* to display available drives, then double-click a drive.
- Once the relevant folder or drive name is displayed in the search box located at the top right of the window click to select it and enter the search term or a tag if you know one has been added to a file. A new ribbon will appear at the top of the window with multiple search options, make sure the *All Subfolders* icon under the *Search* tab has been selected so the search will include all folders that are contained within the folder you are searching. There are also other filters available such as *Date Modified*, *Kind* and *Size* that can make searching large drives much quicker.
- Adding files and folders to the **Quick Access** list - right click on a folder to add (pin) it to the Quick Access list in File Explorer.
- **Compressing** a file or folder – to quickly compress (**Zip**) a folder or to group files to send as one email attachment right click on the folder/files and select *Send to > Compressed (zipped) folder*.



# File & Folder Management

- **Recovering documents from the network**
  - In the rare a event a current document that you may be working on becomes damaged or unstable in some way and it has been saved on your Edge Hill network drive (Z:) a recent previous version may be recoverable in some circumstances.
  - There are two ways to check if a previous version of a document can be recovered.
    - Open the Word document and click the **File** tab, click on **Info** then the **Manage Document** icon. Unsaved document options will be displayed if available.
- or
- Open **File Explorer** and navigate to the file. **Right-click** on the file, choose **Properties** and then select the **Previous Versions** tab. Previous version options will be displayed if available.

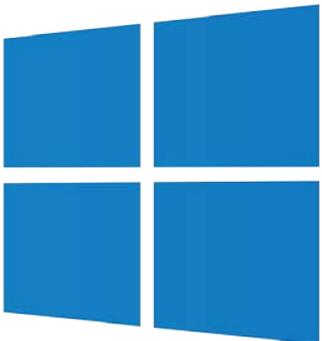


# Accessibility Settings

- **Start > Settings > Ease of Access** – Many useful accessibility tools are built into Windows 10 – they are all designed to make it easier to interact with your computer.

## VISION

- **Display** – You can make text display up to 200% bigger in all applications to make it easier to read.
- The Night Light option can remove blue light from the screen that may affect quality of sleep after using a computer in the evening.
- **Cursor & Pointer Size** – Making the mouse pointer larger and the cursor wider makes them easier to see.
- **Magnifier** – Press and hold the **Windows** key then press the **+** key to start the magnifier tool. Press the **Windows** key and **Esc** key to turn off the magnifier tool. There are many different options to choose from.
- **Colour Filters** – Colours can be inverted, changed to greyscale or altered to help with colour blindness.
- **High Contrast** – There are various colour themes to choose from or custom colours can be chosen.
- **Narrator** – Highlighted text is spoken by a synthesized voice if headphones or loudspeakers are connected.



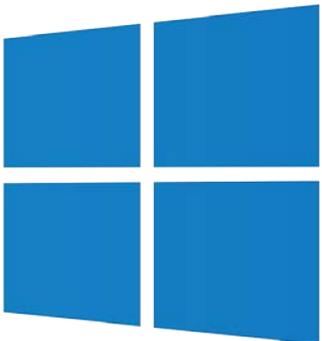
# Accessibility Settings

## HEARING

- **Audio** – A useful feature for people with challenges related to hearing is being able to set Visual Alerts so when an alert sound is played by the computer a chosen area of the screen will flash. Should you have trouble hearing sound in stereo, it might help to set Windows 10 to convert all stereo audio to mono audio automatically.
- **Closed Captions** – Allows control over the way some closed captions are displayed in Windows 10.

## INTERACTION

- **Speech** – Speech Recognition enables users to dictate text and control some functions of the computer.
- **Keyboard** – Use an On-Screen Keyboard on touch devices and enable Sticky, Toggle and Filter keys.
- **Mouse** – Mouse Keys allows control of the mouse pointer by using the arrows included on the numeric keypad.
- **Eye Control** – Facilitates the use of eye tracking technologies to control peripherals such as a mouse & keyboard.



# Task View & Snapping Windows

- **Task View** provides an easy way to see all your open windows on the screen at once and choose the one you want to work on. It is similar to using the Alt + Tab shortcut which allows you to cycle through open windows however Task View also displays a timeline of recently opened windows and allows the use of Virtual Desktops.
- Open Task View using **Win + Tab** or click on the Task View icon located at the far left of the taskbar.
- To create a new **Virtual Desktop** enter Task View and then click the text link *+ New Desktop* located in the top left-hand corner of the screen.
- To navigate between your original desktop and the newly added virtual desktop(s) click on *Desktop 1* or *Desktop 2* etc. to make them full-screen. In Task View, you can also drag-and-drop open application windows from one desktop to another which makes it easy to organize your workspaces.
- **Snapping** windows is a quick way to divide your screen efficiently when you need more than one window accessible at once – Windows 10 will neatly snap the selected window to the left or right with a shortcut.
- Select the window you want to position in half the screen by clicking on the window's title bar. Press the Windows key + Left Arrow key to snap the window to the left half of the screen or the Windows key + Right Arrow key to snap the window to the right half of the screen.

