Welcome to the Windows 10 Getting Started video (College Of Business edition). This video is produced by the College Of Business technical support team.

You may have noticed that our college continued using Microsoft Windows version 7, skipping version 8 entirely. Microsoft promised improvements in version 10, and sure enough, version 10 combines traditional features like the Start button, with new functions like a powerful new Search utility. We really like Windows 10 and we think you will too. With that in mind we have installed Windows 10 in our labs and classrooms, and prepared a customized installation for all office computers, to be completed during the Fall Semester.

When you sit down at your Windows 10 computer, touch the space bar to bring up the login screen. Notice that the login screen has changed; if you have logged in previously, your name will be in the center of the screen and you can simply enter your password and go. If someone else used the computer last time, or if you have not logged into that computer before, the account controls are in the lower-left hand corner.

Now you are logged in and you can see your desktop. Notice the Search bar has been integrated into the Task Bar. This new search bar is a much more important part of Windows than in previous versions. For example, suppose you want to start Microsoft Word; Just click on

the search bar and type Word... or Notepad... or Excel... or Control Panel. Want to open your H: drive? Just type h colon, and press enter. The same trick works for your G: drive or departmental R: drive.

You don't even have to click ON the Search Bar to use it! Just tap the Windows key and start typing.

Windows Explorer is now called File Explorer, and it's mostly the same as it was in Windows 7. To use it, click on the icon, or tap the Windows Key and type, for example, h colon and press Enter, or tap the Windows Key and the letter E at the same time.

The Start button is right where you left it in Windows 7, though it is styled a little differently. You can still click on it to see a list of all programs. There's also a list of your most-frequently used programs too. But the handiest new feature is this right-hand panel, where you can add your favorite programs. This Personal Start Menu is a huge time-saver because you can group the icons any way you like.

To add an icon to your Personal Start Menu, right-click on it and choose 'Pin To Start'. Then drag it to wherever you want it, and right-click to re-size it as needed.

To bring up your Custom Start Menu anytime, simply tap the Windows key.

Another way to arrange quick access to the programs you use most, is to pin the icons to the task bar. This works exactly the way it did in Windows 7: right-click on the icon and choose 'Pin to Task Bar'. Then drag them into the order you want for handy access.

Windows 10 has a bunch of security enhancements behind-the-scenes, that you won't need to worry about. But using programs like Word and Excel is just like it was in Windows 7. We have tested all the software in use throughout the college and found compatibility is as good as ever.

One feature we have had for about a year now, is Self-Service Software Installation. To use the Software Center, tap the Windows key and type Software. Several options will show up; click on Software center. You'll see a menu of items you can choose, then click 'Install'. You can install any program for which we have a license on file for you.

When you leave your computer for lunch or any other brief period, you may prefer to lock the screen instead of signing out. To lock the screen, press the Window key and the L key, at the same time. This is easy to do one-handed, as you get out of your chair. When you return to your computer, tap the space bar to log in.

One change in procedure, is how you sign out of your Windows session. In the past, you could click on Start, then the Power icon, then Sign Out. In Windows 10, you still click on Start, but then click on your Name to sign out.

We hope you enjoy using Microsoft Windows 10. For more detailed information on specific topics, please visit the Microsoft Windows 10 Help page linked at the end of this video.

Thanks for listening! I'm George Wiman, from the College Of Business Faculty Resource Center.