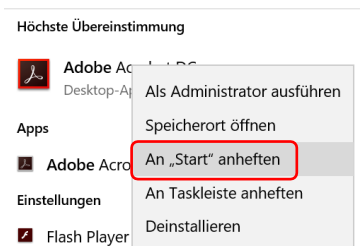


Windows 10 Training

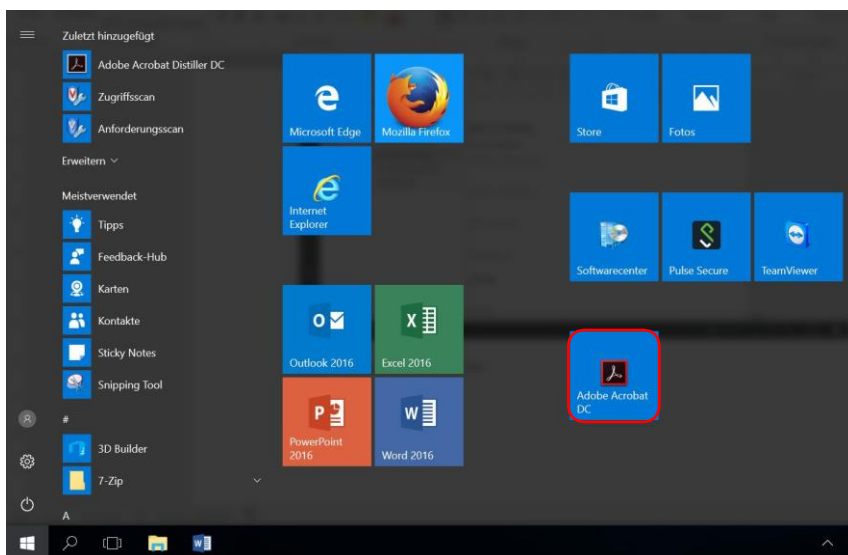
1. Personalize tiles

1.1 Adding software to the start

Search for the software to be pinned to the start and right-click on it. Select the option "Pin to Start".

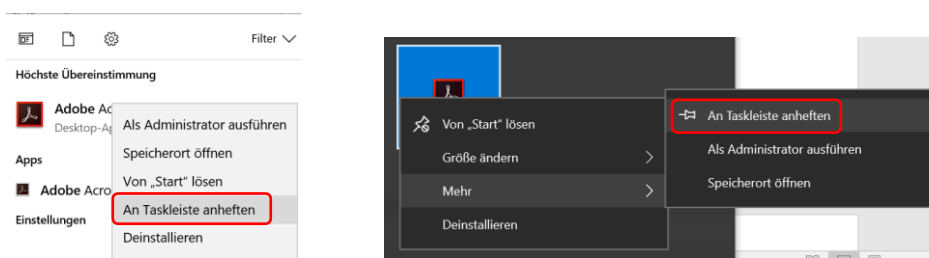


A new tile has been created for the software in the Start menu.



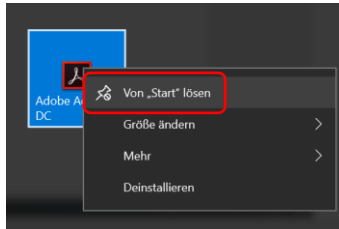
Tip: Search for the software to be pinned to the taskbar and right-click on it. Select the option "Pin to taskbar".

Right-click on the corresponding tile and select the "Pin to taskbar" option via "More".



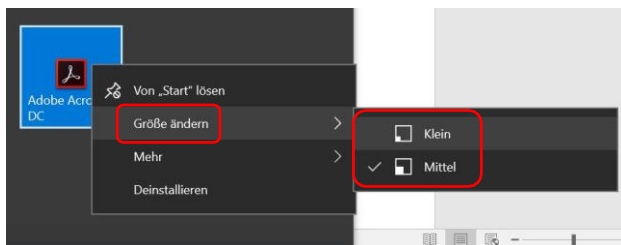
1.2 Delete software from Start

To delete a software from the start, right-click on the corresponding tile and select "Delete from Start".



1.3 Change tilesize

To change the size of the tiles, right-click on the corresponding tile and select the desired size via "Change size".

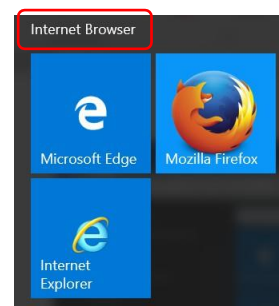
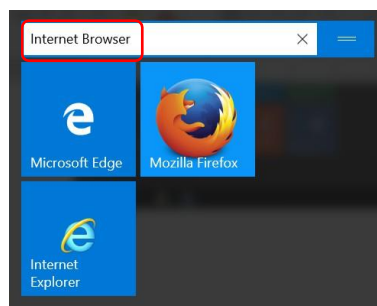
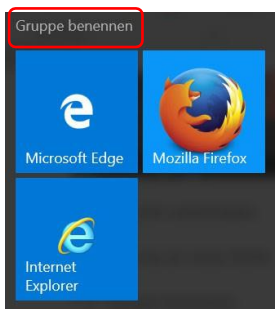


1.4 Moving tiles/groups

Individual tiles or groups can be moved. To do this, move the tile or group to the new location using drag & drop.

1.5 Naming a group

To name a group, click on "Name group" above a group, enter the desired name and confirm with Enter.



2. Windows-Ink

Windows Ink can be started via the icon to the left of the clock.



Two different programs can be opened via Windows Ink:



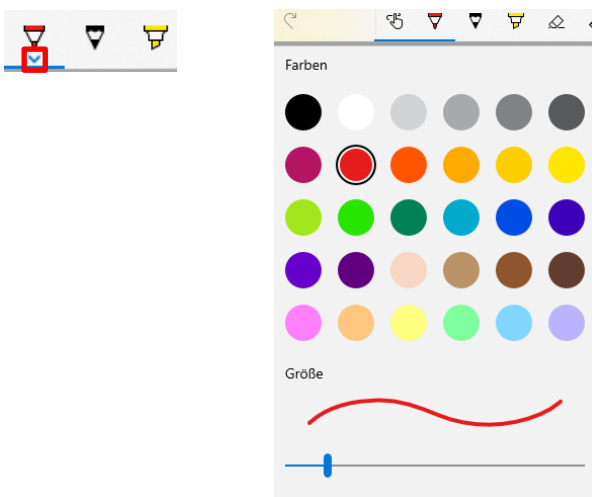
2.1 Cutting out and sketching

Click on "Full screen section" to create a screenshot of the entire screen. The image can then be edited.



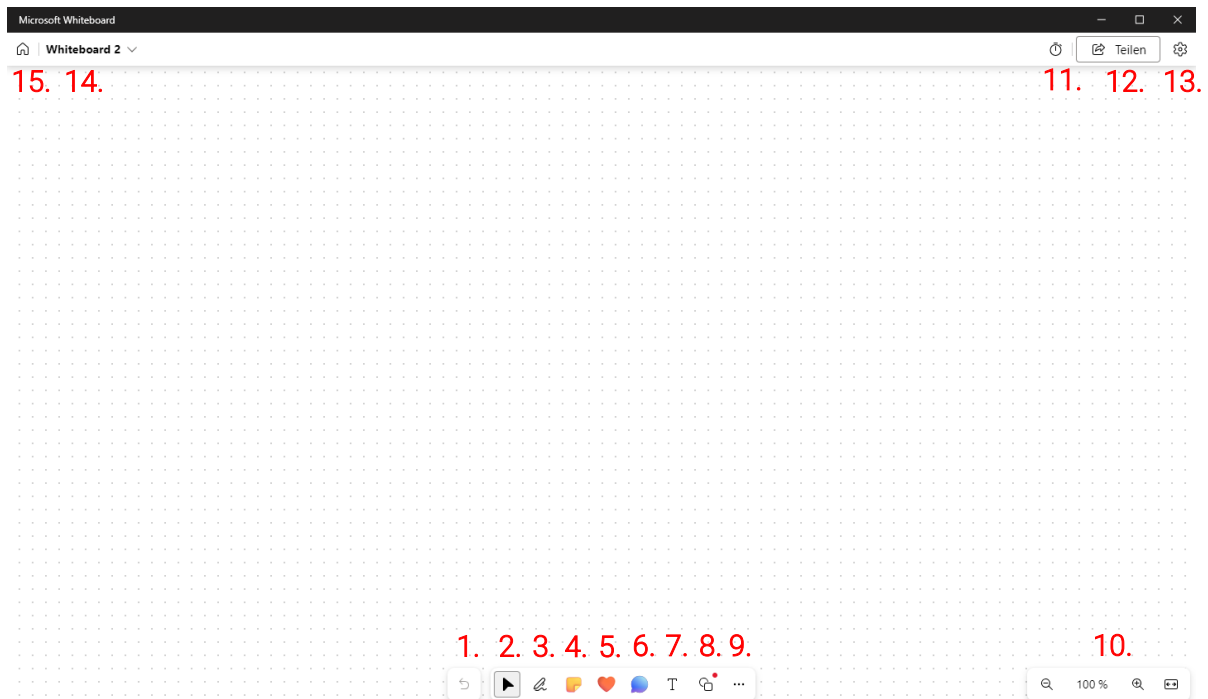
- | | | |
|---------------------|----------------|----------------------------------|
| 1. Cut out new | 6. Pencil | 11. Zoom |
| 2. Undo | 7. Highlighter | 12. Save |
| 3. Repeat | 8. Eraser | 13. Copy |
| 4. Writing by touch | 9. Ruler | 14. Share |
| 5. Ballpoint pen | 10. Trimming | 15. Open file / Print / Settings |

The color and size of the ballpoint pen, pencil and highlighter can be changed using the arrow:



2.2 Whiteboard

Click on "Whiteboard" to open the Microsoft Whiteboard.



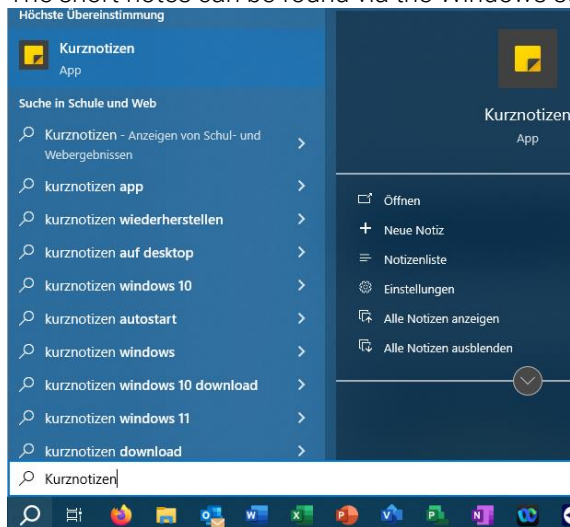
- 1. Undo / Redo
- 2. Select
- 3. Freehand input
- 4. Add note
- 5. Add reaction

- 6. New comment
- 7. Add text
- 8. Shape or line
- 9. Further options
- 10. Zoom

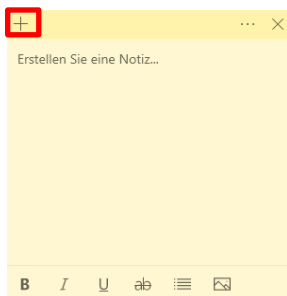
- 11. Stopwatch
- 12. Share
- 13. Settings
- 14. Board name
- 15. My Whiteboards

3. Short Notes

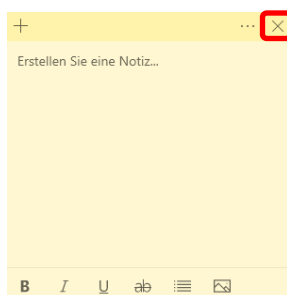
The short notes can be found via the Windows search.



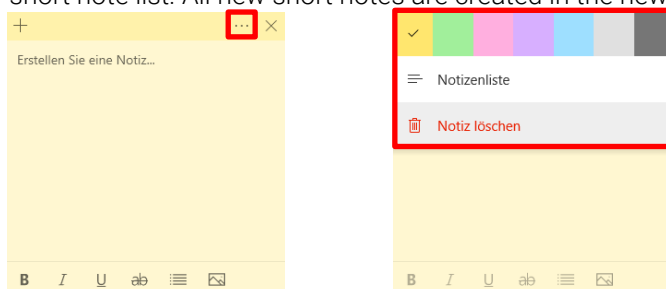
Additional short notes can be created using the "+".



The corresponding short note can be closed via the "X".



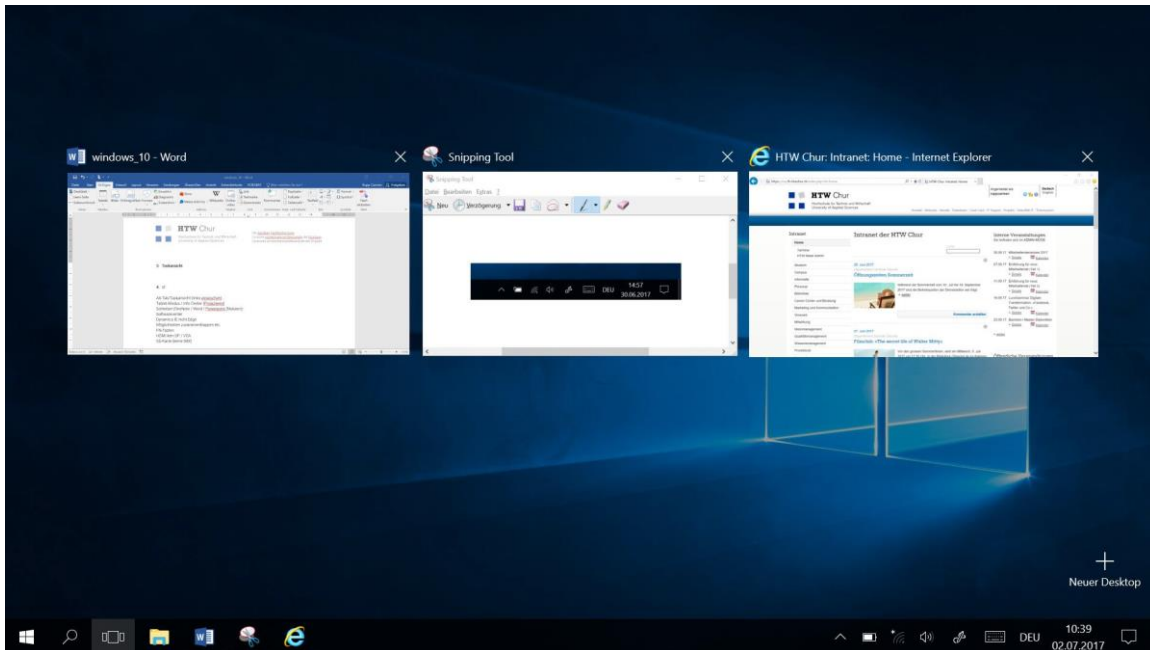
The "three dots" can be used to change the color of the short note, delete the short note or display the short note list. All new short notes are created in the new color.



4. Task View

4.1 Task View

All open programs and documents are displayed via the task view. This makes it easy to switch between the individual windows.

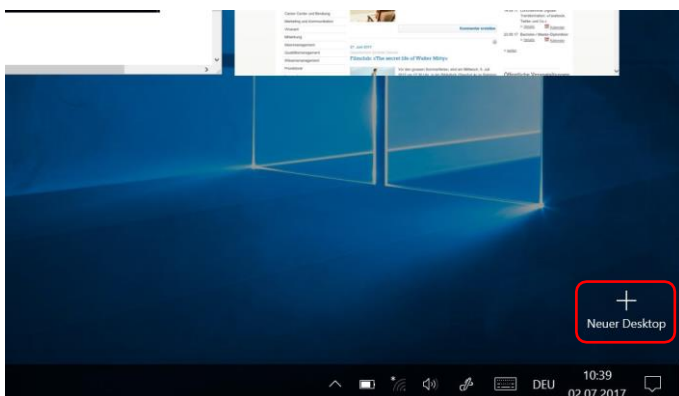


There are two ways to open the task view:

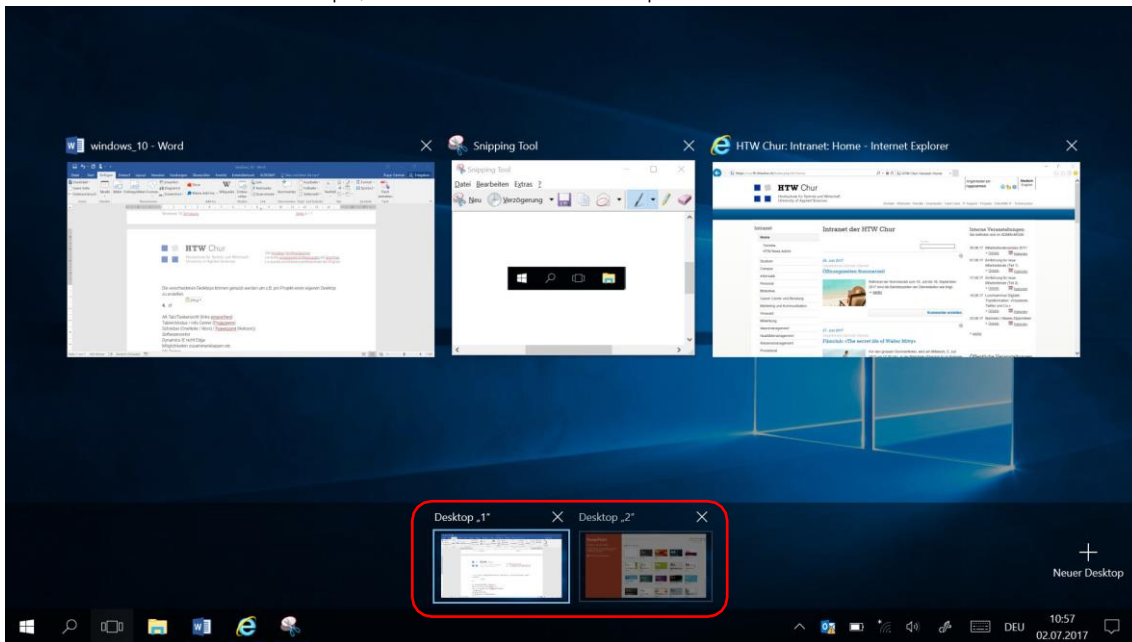
1. Via the taskbar 
2. Swipe from the left edge of the screen to the right.

4.2 Creating a new desktop

To create a new desktop, open the task view and click on "New desktop".



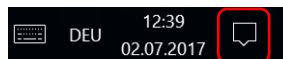
The different desktops can be used to create a separate desktop for each project, for example. To switch between the desktops, the task view must be opened:



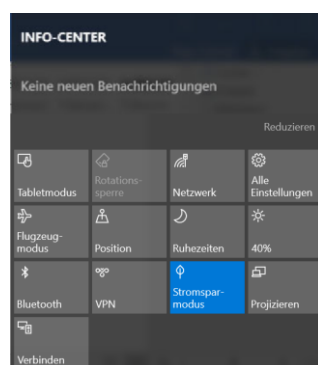
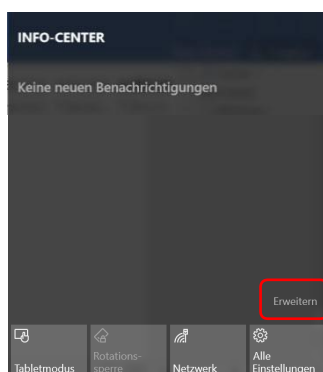
5. Info-Center

The Info Center can be opened in two ways:

1. Via the icon in the taskbar
2. Swipe from the left edge of the screen to the right.

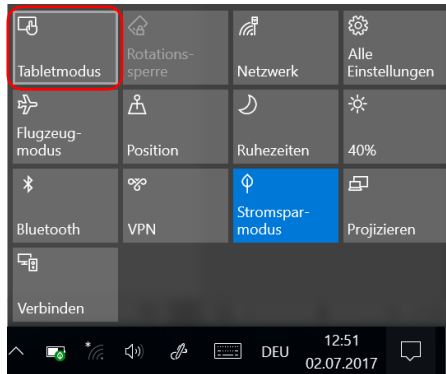


Click on "Advanced" to display further setting options:

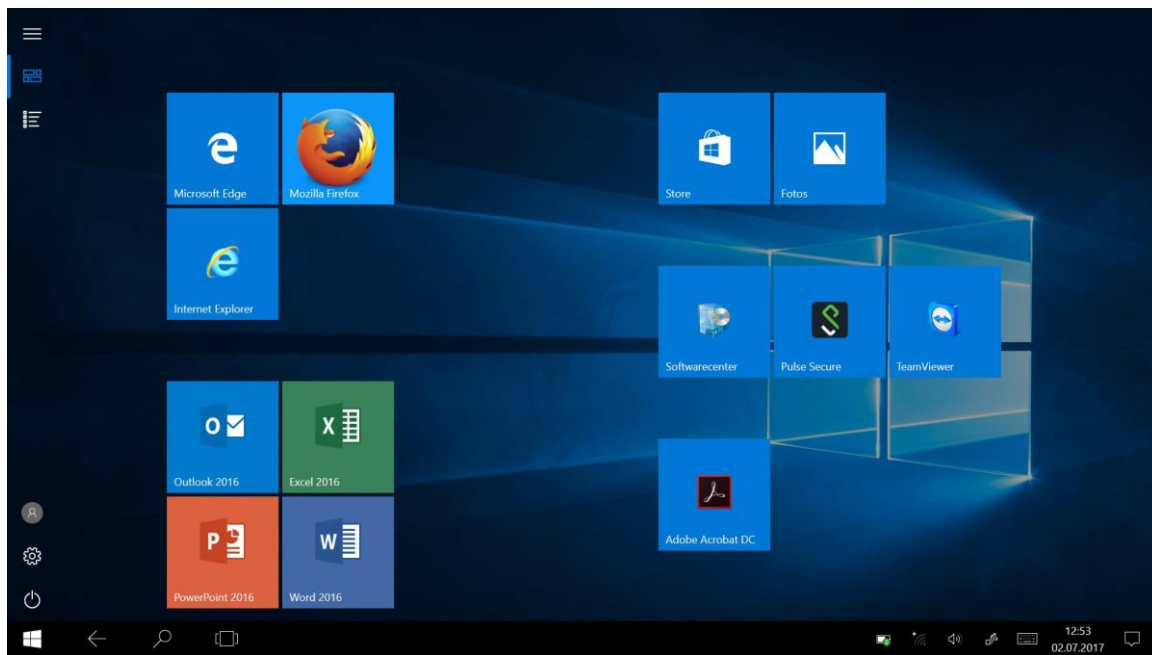


5.1 Tablet Mode

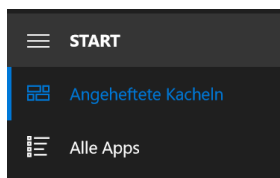
To switch to tablet mode, open the Info Center and click on "Tablet mode".



The desktop is now displayed in tablet mode.



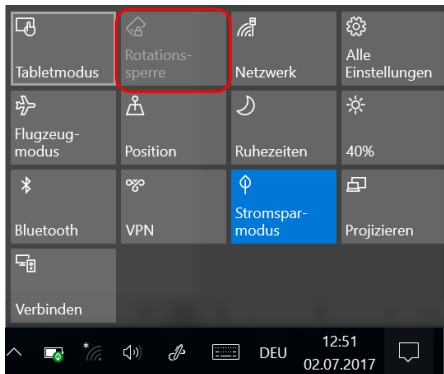
The menu is displayed via the three dashes at the top left. In the menu, you can select whether only the pinned tiles are displayed or all apps.



5.2 Rotation lock

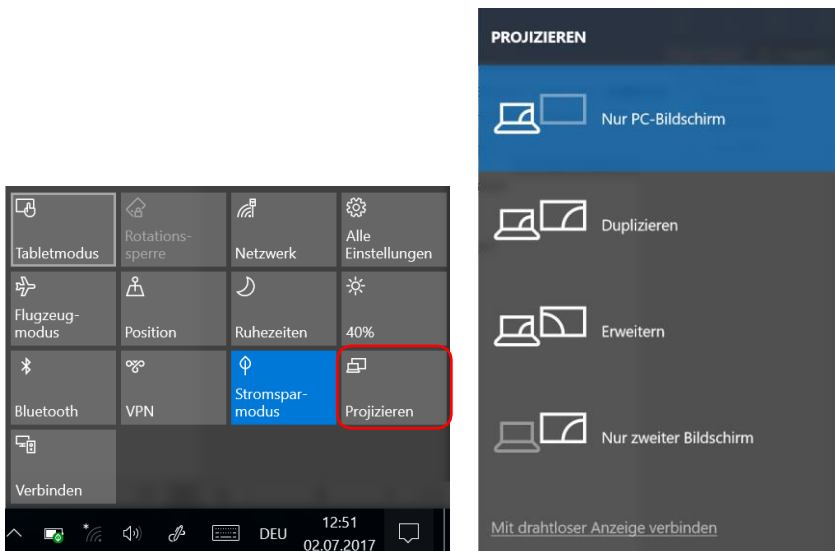
Attention: The rotation lock can only be activated when the notebook is folded up and used as a tablet.

To activate the rotation lock, start the Info Center and click on "Rotation lock". The screen will then no longer rotate when the notebook is turned.



5.3 Projecting

To start the menu for projecting, start the Info Center and click on "Project". The same menu can also be opened with the key combination Windows key + P.

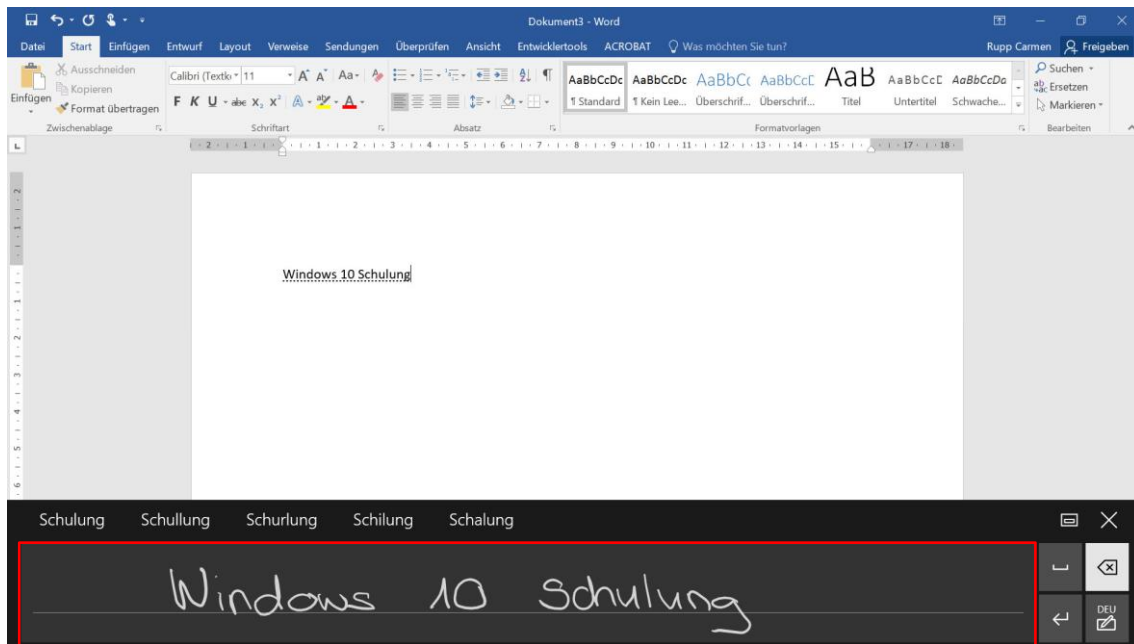


6. Use the pen

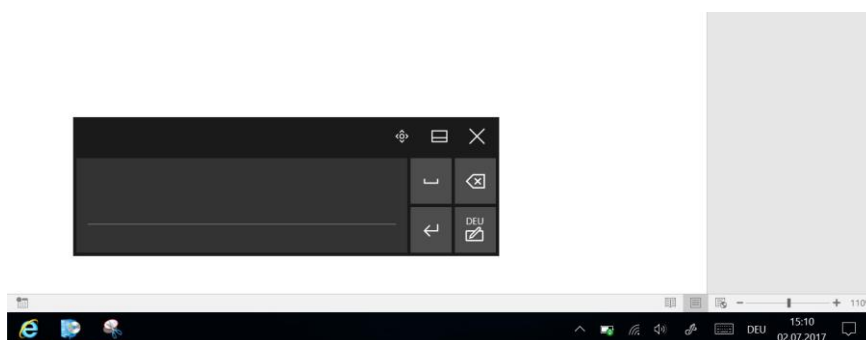
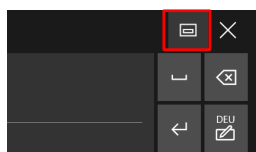
Like the two examples below, the pen can be used in all Office applications.

6.1 Word

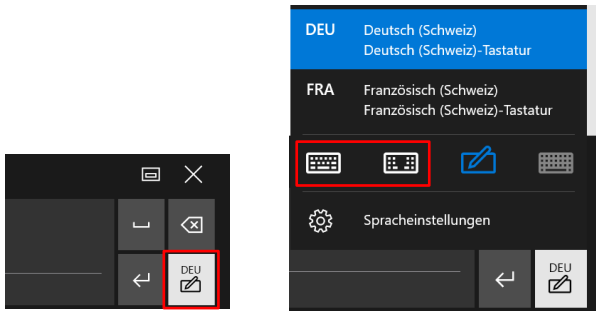
When the notebook is folded up and Word is opened and the keyboard is started, a writing area appears in which text can be entered with the pen.



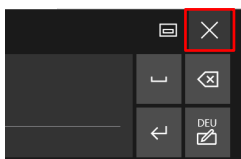
By default, the writing area or keyboard is fixed in the lower area. It can be undocked via the highlighted symbol and placed anywhere on the screen.



To switch from the writing area to the keyboard, click on the highlighted symbol and select the desired option.



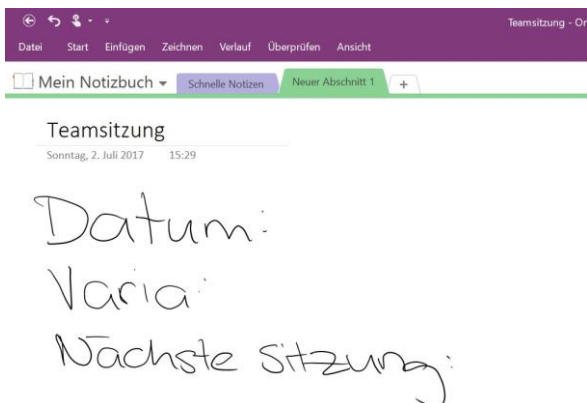
To close the keyboard/writing area, click on the "X" at the top right.



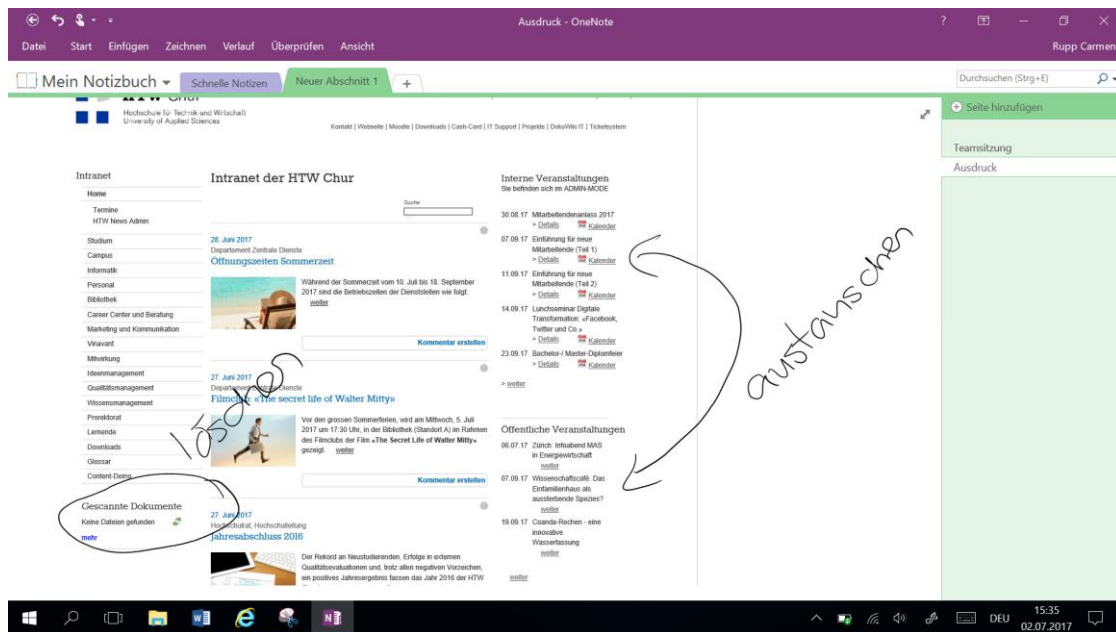
6.2 OneNote

In OneNote, text can also be entered using the keyboard as shown in chapter "5.1 Word".

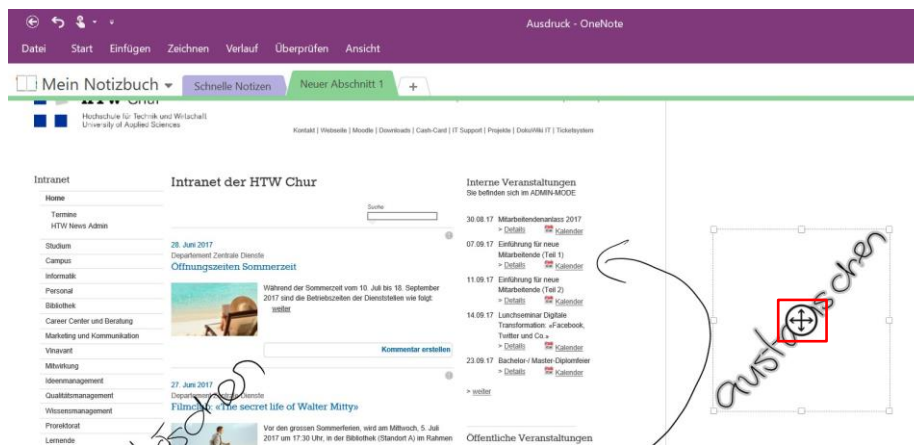
However, it is also possible to write directly into the document. In this case, however, the text is not converted, but the handwriting is retained.



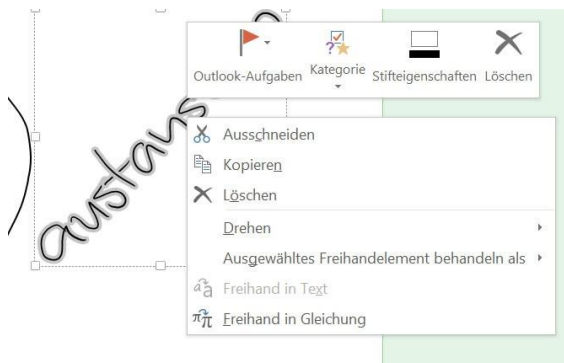
This means, for example, that handwritten notes can be made in a printout from another program.



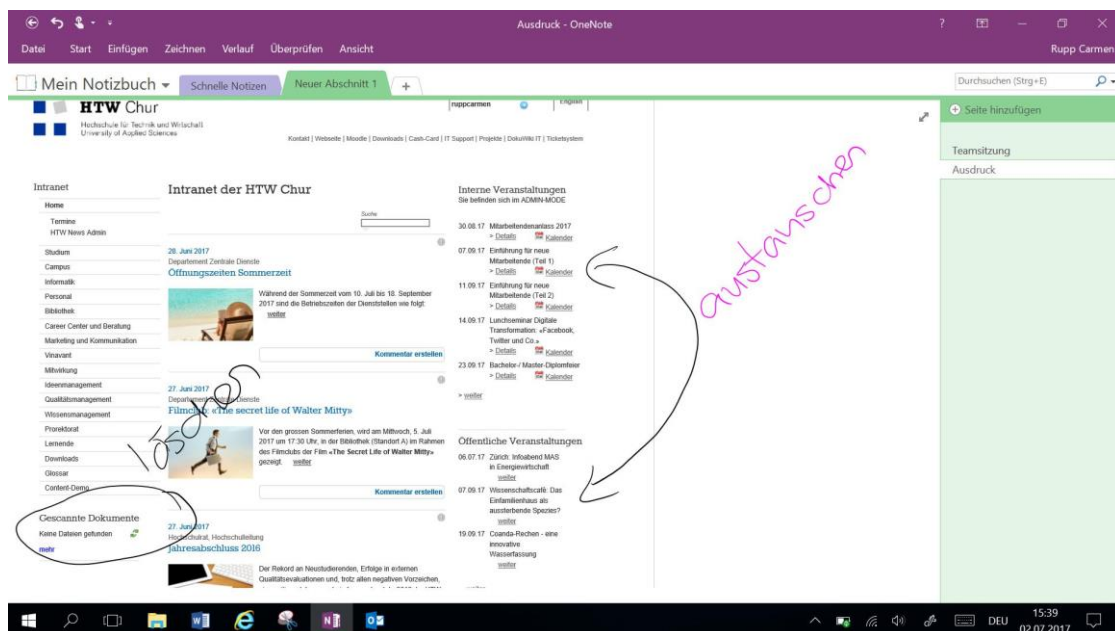
If the top button of the pen is held down, a text area can be selected. This section can be moved using the symbol in the middle of the selected area.



To display further options for the selected area, press the pen on the screen in the selected area for approx. 2 seconds.

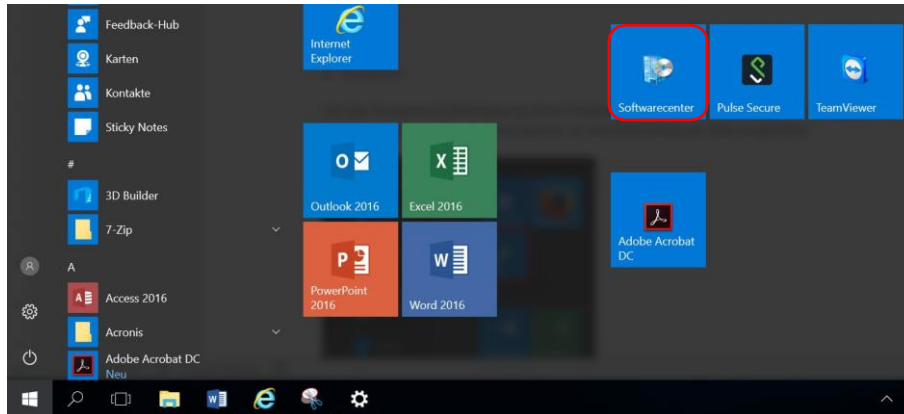


If the pen properties are changed, this change is only adjusted in the marked area.



7. Softwarecenter

The software center is attached to the start by default.

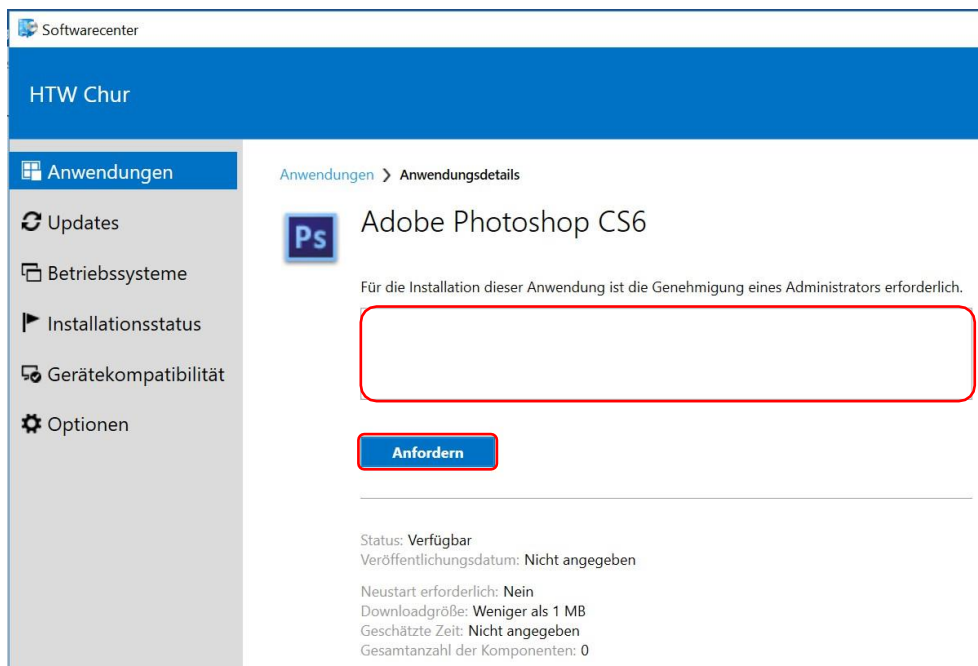


7.1 Install Software

The list of available software is displayed in the Software Center. A distinction is made between two groups:

1. Software with only a certain number of available licenses

Select the software, enter why the software is required and click on "Request". IT Support then needs the OK from your line manager. As soon as we have received this in writing, we will release the software for installation. The software will then be installed automatically.



2. Freeware or Software with Campus licenses

The software can be selected and installed via "Install".



The screenshot shows the FHGR SoftwareCenter interface. On the left is a navigation menu with options: Anwendungen, Updates, Betriebssysteme, Installationsstatus, Gerätekonformität, and Optionen. The main content area displays the details for 'MaxQDA 24', published by MaxQDA. A red 'INSTALLIEREN' button is visible. Below the button, a warning message states: 'Wichtig: Mit der Installation von MaxQDA 24 wird die alte Version 2022 nicht deinstalliert. Wir bitten dich nach der erfolgreichen Installation und der Datenübernahme, ältere Versionen zu deinstallieren.' Technical specifications listed include: Status: Verfügbar, Version: 24.0.0, Revision: 7, Veröffentlichungsdatum: Nicht angegeben, Neustart erforderlich: Möglicherweise erforderlich, Downloadgröße: 376 MB, Geschätzte Zeit: Nicht angegeben, Gesamtanzahl der Komponenten: 1, Änderungsdatum: 05.02.2024.

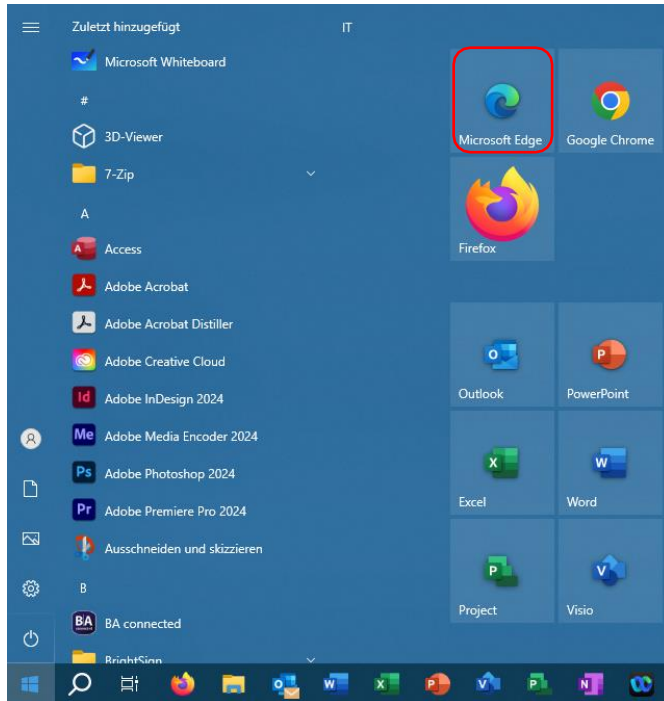
7.2 Updates

Windows updates and software updates are activated by the IT service once a month. The required updates can be installed independently within one week. After that, the updates are installed automatically via the Softwarecenter.

If a restart is necessary, a certain amount of time remains available to carry this out. A pop-up window from the Softwarecenter shows how many minutes it will take to restart automatically.

8. Dynamics

To be able to use Dynamics (time recording) without problems, we recommend using Edge Browser. Edge Browser is pinned to the start by default.



9. Notebook

9.1 Various possible uses





9.2 Action buttons / F buttons

The action buttons (symbols) are active by default.



To use the F keys, press Fn + function key. E.g. Fn + F5 to refresh.



It is possible to activate the F buttons by pressing Fn + Esc. The light on the Esc button now lights up green and the F buttons are active.



9.3 HDMI-Connection

The notebook now only has an HDMI connection.