

2016-17 Professional Staff Development

“Technology Resources @ VRAE” ESL AM - Session II

Thursday, October 6, 2016

9:30 a.m. – 12:30 p.m.



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- **Updates**

- Open Lab Update
- Tech Center LOG BOOK
- a4esl – website
- Word of the Week – Vocabulary Project

- **Wireless laptops (new signs)**

- **Fn key – Function Key**

- Used to combine functions on a key due to smaller keyboard
- Each computer/laptop functions key can be unique to that machine. There are a few standard Fn Keys.

- **Google Chrome**

- ZOOM feature

- **Windows 10 (see next page)**

- **Discussion**

- Replacement for Mavis Beacon - ?? (not keyboarding)
- OPDI - ?? (newer products)

- **11:30 – ESL staff meeting**

Next PD Meeting – Friday, ~~November 18th~~ December 2nd

Windows 10 - Things You Should Know About After Upgrading to Windows 10

Windows 10 = the best of Windows 7 + the best of Windows 8

Start Menu

1. APPS (blocks on the right)
 - Unpin apps (Pin vs Unpin), Resize the App Menu, Organize the Apps
2. ALL APPS
 - Find SETTINGS app and pin to Start Menu
 - Any other apps (Maps) - pin to Start Menu
3. Personalization
 - Setting app – Personalization
 - Background – Colors – Lock Screen - Themes
 - Folders – Start – Choose which folders to appear on Start
 - The 1st four should be turned on (most common)

Action Center

4. Settings app – Notifications & actions
5. Select which icons appear on the Taskbar
 - Symantec, Network, Volume

Edge

6. New Microsoft Browser, made to replace Internet Explorer, VRAE uses Chrome (google product)

Use Apps

7. Like a tablet or phone – Apps are small programs used for quick access
8. Try maps – Find it in ALL APPS, pin to Start Menu – click on it
9. More Apps available in STORE – Find it in ALL APPS, pin to Start Menu - click on it
 - Remember you must have a Microsoft account to download apps

SNAP

10. View multiple screens at once
11. Move one screen over to the edge and SNAP
12. Move one screen over to a corner and SNAP
13. Click on the Task View icon on the quick access bar

Default programs

14. When Windows 10 was installed, Microsoft did not save the default program selection from your previous system.
15. Settings – System – Default Apps