

Discover new features and navigate Windows 10.

Windows 10 navigation overview

1. Select the **Start** button.
2. Select the **Search** text box.
3. Select the **menu** icon at the upper left corner of the pane.
4. Select **Settings** from the options.
5. Explain that Cortana's preferences are managed here.
6. Select the **menu** icon at the upper left corner of the pane.
7. Select **Cortana Home**.
8. Select the **Search** text box on the taskbar.
9. Type **weather** in the text box.
10. Press and hold the **Weather** icon from the results.
 - Right-click the **Weather** icon from the results.
11. Select **Pin to Start**.
12. Select an area outside the Cortana pane.
13. Notice that the Weather tile is pinned to the Start menu.
14. Select the **Maps** tile to open the app.
15. Note that the Maps app recognizes your location.

Working with Cortana

Cortana can help you with your calendar.

1. Select the **Microphone** icon next to the search box.
2. Say **Hey, Cortana**.
3. Say **Tell me a joke**.
4. Practice asking Cortana other things, like to schedule something in your calendar.

Microsoft Edge navigation overview

Browse the web with Microsoft Edge.

1. Select the **Start** button.
2. Select the **Microsoft Edge** tile.
3. Type www.msn.com in the address bar or search box.
4. Notice the **Reading View** and **Make a Web Note** icons at the upper right corner of the window.
5. Select a story to open it, and then select the **Reading View** icon.
6. Scroll down the page, and notice the cleaner view for reading.
7. Press and hold a word on the page that you want to know something about.
 - Right-click a word on the page that you want to know something about.
8. Select **Ask Cortana** from the options and see what Cortana has to say.
9. Select the **Reading View** icon to close the view.

10. Select the **Make a Web Note** icon.
11. Notice that the editing toolbar appears.
12. Select the **Share** icon.
13. Note that you can send this page, with your mark-up, to a OneNote notebook, a reading list, or in an email.

Additional resources

- Check out microsoftstore.com to find information about new devices and software.
- Check out windows.com to learn more about Windows 10.
- Sign up for a Microsoft account today to get connected to the things you care about at windows.com/microsoftaccount.
- Choose the right device for you at windows.com/newpc. Answer a few quick questions and find a device that best fits your needs.
- Learn more about security in Windows 10 at windows.com/security.
- Discover the Windows 10 Compatibility Center. Get device drivers, software downloads, and updates from windows.com/compatibility.
- Visit the Microsoft Store online at microsoftstore.com to check out the latest products or find your nearest neighborhood Microsoft Store.
- Use the Help+Tips app in the Windows Store to learn the basics of Windows 10.
- Visit support.microsoft.com for help with Windows 10 or other Microsoft products.
- Visit the Holland America Line blog for news and updates about Holland America. hollandamericablog.com
- Remember, you can use the handout at home to remind you of what you've learned.