What's new in Windows 10

These activities will teach you to interact with Cortana, use Microsoft Edge to mark up a webpage, and work with multiple apps at once.

Ask Cortana

Get to know Cortana, your truly personal digital assistant.

1. Select the **Search** box in the lower left corner of the screen.
2. Select **Allow** to access Cortana settings.
3. Select **Allow** to let Cortana show reminders.
4. Cortana asks you what you'd like to be called. Type in your name, and select **Enter**.
5. Select **Hear how I'll say it** to hear Cortana say your name, and then select **Sounds good**.
6. Select **Done**.
7. With Cortana turned on, a circle icon appears in the **Search** window.
8. Select the **Search** window, and select the drop down-menu at the upper left corner.
9. Select **Settings**.
10. Select **Let Cortana respond when you say "Hey Cortana."**
11. Say, **Hey Cortana, what's the weather forecast?**

Mark up a webpage

Use Microsoft Edge to leave your mark on the web.

1. Select the **Microsoft Edge** icon from the taskbar or Start menu.
2. Navigate to a webpage that is familiar to you—for example, a page where you like to access news or shop.
3. Select the **Make a web note** icon (pencil and paper) in the upper right corner of the window.
4. Select the blue **Pen** from the window in the upper left corner of the window.
5. Press, hold, and move your finger to circle a paragraph or photo.
   ➢ Click, hold, and move the mouse to circle a paragraph or photo.
6. Select the yellow **Highlighter** in the upper left corner of the window.
7. Press, hold, and move your finger to highlight a line of text on the page.
   ➢ Click, hold, and move the mouse to highlight a line of text on the page.
8. Select the **Add a typed note** icon in the upper left corner of the window.
9. Select a place on the page where you'd like to type a note.
10. In the text box, type **Come back to this later.**
11. Select the purple comment box to minimize the textbox.
12. Your annotation is saved on the page and appears as a purple comment box.
13. Select the purple comment box to view your annotation.

Microsoft

Use multiple apps

Multitask like a master, and spend less time moving things around.

1. Select the **ACTION CENTER** icon or swipe from the right edge to open the **ACTION CENTER.**
2. Select **All settings**, select **SYSTEM,** then select **Multitasking**.
3. Slide all of the Snap options from **Off** to **On** to enable using multiple apps. Then select **close**.
4. Now that Snap is turned on, repeat the following steps to snap multiple apps to the screen.
5. Open **Microsoft Edge**.
6. Press and hold the title bar and drag the window to the right edge of the screen. The window snaps to the right half of the screen.
    ➢ Click and hold the title bar and drag the window to the right edge of the screen. The window snaps to the right half of the screen.
7. Open the **OneNote** app.
8. Press and hold the title bar and drag the window to the left edge of the screen. The window snaps to the left half of the screen.
    ➢ Click and hold the title bar and drag the window to the left edge of the screen. The window snaps to the left half of the screen.

Additional resources

- Check out microsoftstore.com to find information about new devices and software, and to find your nearest neighborhood Microsoft Store.
- 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 suits 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 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.

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