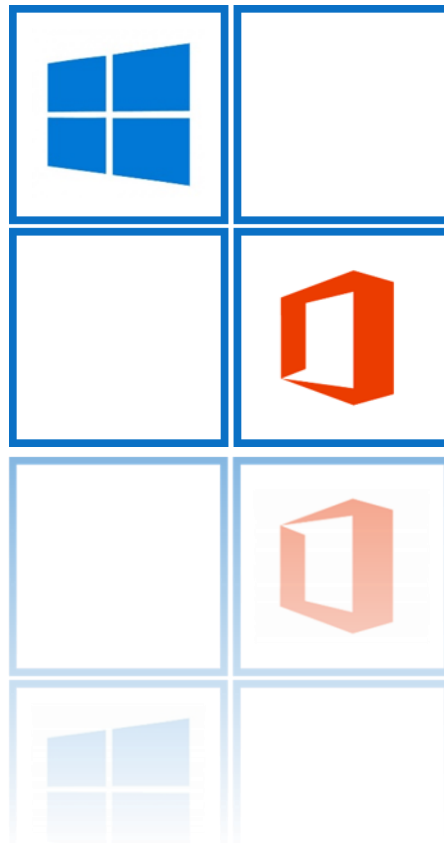


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# Hands-On Lab Activity Book



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Presented by



for the  
Supreme Court of the United States  
Windows 10 Deployment Project

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## Introduction

### What is the Hands-On Lab?

The purpose of the Hands-On Lab is to provide you with an opportunity to experience Windows 10 and Office 2016 in a relaxed, exploratory environment.

It's a first-look at the new system; a place where you can proceed at your own pace, without pressure or observation.

### What am I expected to do?

You are encouraged to perform your daily tasks using the new operating system and applications suite, and, during this process, discover some of the new and enhanced features of the software.

Should you desire a more structured approach to using the Hands-On Lab, the exercises found in this book will provide that guidance.

### How do I access the Hands-On Lab?

A Windows 10 shortcut will be placed on your virtual-machine desktop. Simply double-click this icon, and then log in using your credentials – just as you would do in the current production environment.

### Will I have access to the files on my SCINet Z drive?

Yes, you will have access to the folders and files stored on your Z drive.

### Will I have access to my SCINet email?

Yes, you will have access to your SCINet Outlook mailbox, which includes email, calendar and people.



## Whom do I contact if I have questions?

If you have questions about how to do something in Windows 10, the new Edge web browser, or the core Office 2016 applications, such as Outlook or Word, you can send an email to **Windows 10 Support**. Someone from the Windows 10 training team will follow up with you.

## How is progress measured?

You're the best judge of your progress!

We encourage you to "kick the tires." Use the functions that are within your comfort level, or push the envelope and try something new.

## How is feedback collected?

You will receive a Hands-On Lab survey prior to the Court-wide deployment of the new system. This short survey will allow the Office of Information Technology to measure satisfaction, address and avoid any potential problems, and identify areas of improvement.

There's no need to wait for the survey, however, as we encourage your feedback at any time.

Thank you for your participation.





# Windows 10 Activities

Windows 10 has evolved to be a safer, more efficient operating system. Its updated design helps to minimize distractions and save you time.

## 1. Explore the Start Menu

The Start menu is better than ever and full of new features. Click it to see the full list of applications, from A-Z. Pin favorite apps and arrange them into groups. It also provides quick access to Documents, Pictures and Settings.

### Objectives

Find and open applications, folders and settings.

- Use # to collapse the list of applications
- Use Search to find an application
- Use the File Explorer quick access
- Use the Settings quick access

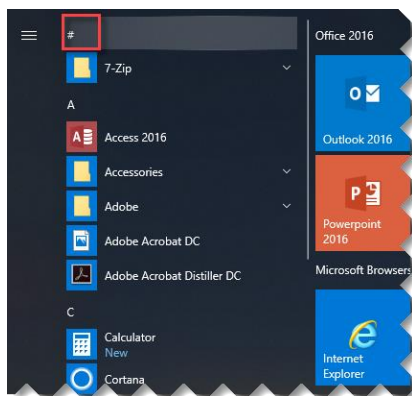
### Activity 1-1

1. Click the **Start** button.



The Start menu appears.

2. Click the # button located at the top of the applications list.



The applications list collapses to an alphabetical grid.



3. Click the letter **P**.



A list of applications beginning with the letter P appears.

4. Click **Photos**. The Photos application appears.
5. Close the application.

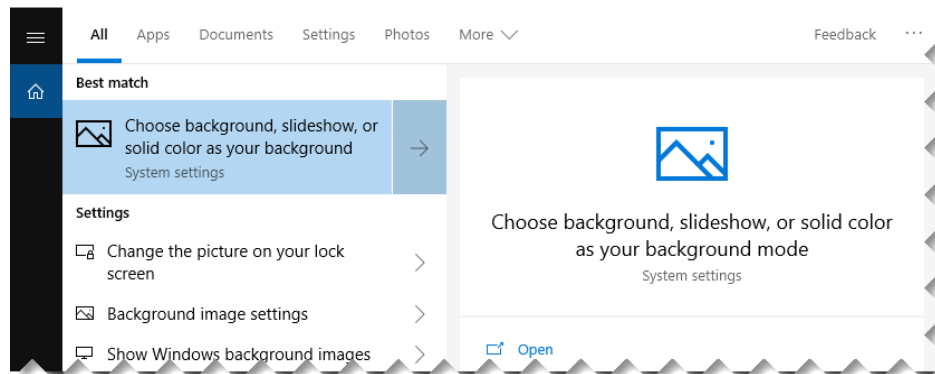
## Activity 1-2

1. Click the **Search** button.



The Search windows appears with the cursor in the Type here to search box.

2. Type **Wallpaper**. All options matching the search criteria appear.



3. Click **Background image settings**. The Settings window appears with Background selected.
4. Choose a picture, and then close the window.



### Activity 1-3

1. Click the **Start** button. The Start menu appears.
2. Click the **Documents** button.

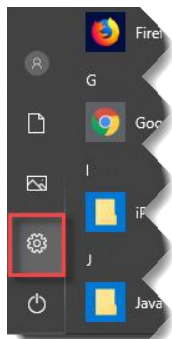


The File Explorer window appears with Documents selected.

3. Close File Explorer.

### Activity 1-4

1. Click the **Start** button. The Start menu appears.
2. Click the **Settings** button.



The Settings window appears with the cursor in the Find a setting box.

3. Type **printer**. A list of options matching the search criteria appears.
4. Select **Change default printer**. The Settings window appears with Printers and Scanners selected.
5. Close the window.



## 2. Customize the Start Menu

### Objectives

Pin favorite apps, remove unwanted ones, and then group and resize tiles.

- Pin favorite applications
- Remove unwanted applications
- Place applications in groups with a custom name
- Resize tiles for a custom layout

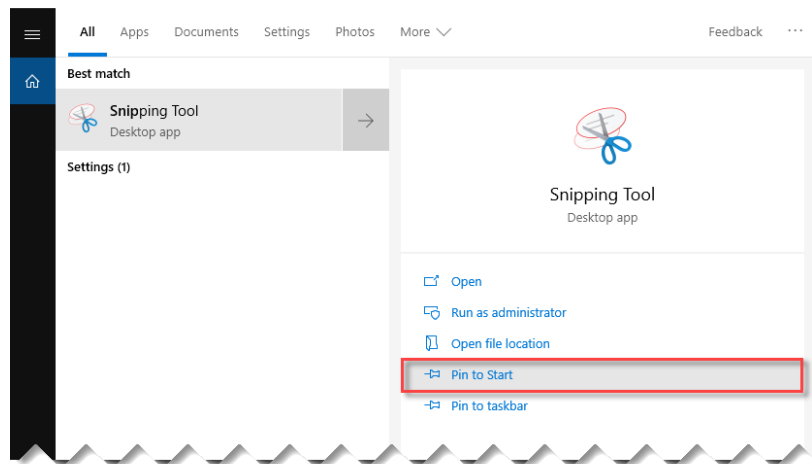
### Activity 2-1

1. Click the **Search** button.



The Search windows appears with the cursor in the Type here to search box.

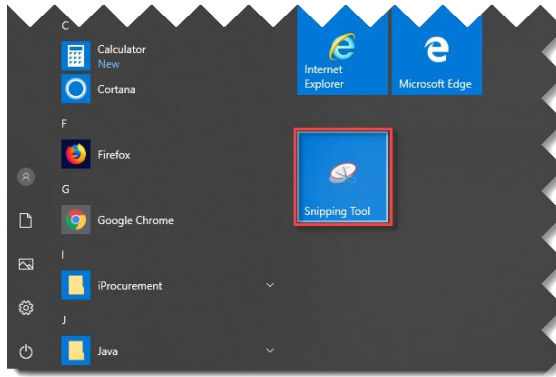
2. Type **snip**. Snipping Tool appears in the Best match list.
3. Click **Pin to Start** in the command list on the right.



Snipping Tool is pinned to the Start menu.

4. Click the **Start** button, and then click the **Snipping Tool** tile.





The application opens.

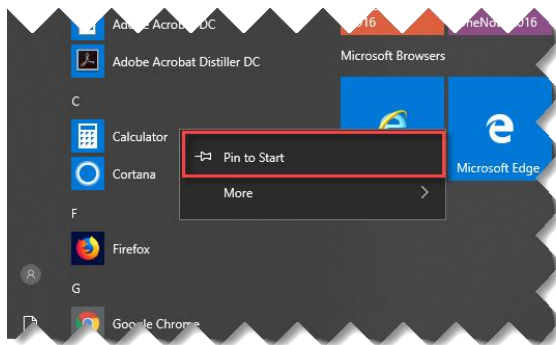
5. Close the Snipping Tool.

## Activity 2-2

1. Click the **Start** button. The Start menu appears.
2. Right-click the **Snipping Tool** tile, and then select **Unpin from Start** from the shortcut menu. The application is unpinned.

## Activity 2-3

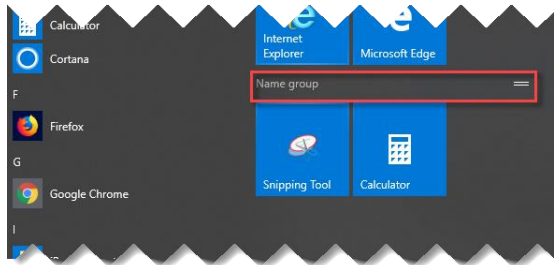
1. Pin the **Snipping Tool** to the Start menu by following the steps in Activity 2-1 above. Snipping Tool is pinned to the Start menu.
2. Click the **Start** button. The Start menu appears.
3. Right-click **Calculator** in the applications list, and then select **Pin to Start** from the shortcut menu.



Calculator is pinned to the Start menu.



4. Mouse hover over the area above the **Snipping Tool** tile, and then click the **Name group** box.



5. Type **My Favorites**, and then press the **Enter** key. The group is named.

## Activity 2-4

1. Click the **Start** button. The Start menu appears.
2. Right-click the **Calculator** tile, click **Resize**, and then select **Wide**. The Calculator tile is resized.



## 3. Use the Calculator

The Calculator has been enhanced. Like Windows 7, you can open multiple calculators at once, but now you can also resize as well as switch to a greater number of calculation modes.

### Objectives

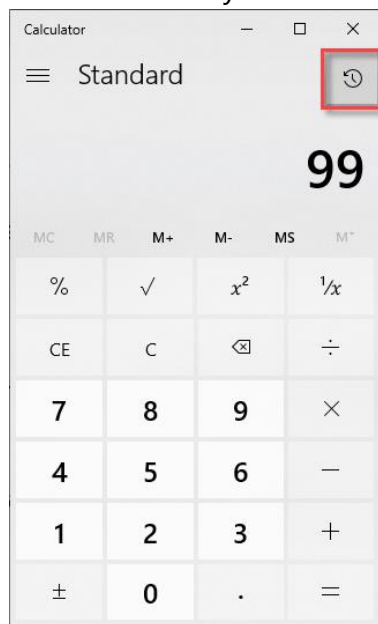
Track calculation history as well as explore a variety of conversion options.

- View history and switch between previous calculations
- Use the Currency Converter



## Activity 3-1

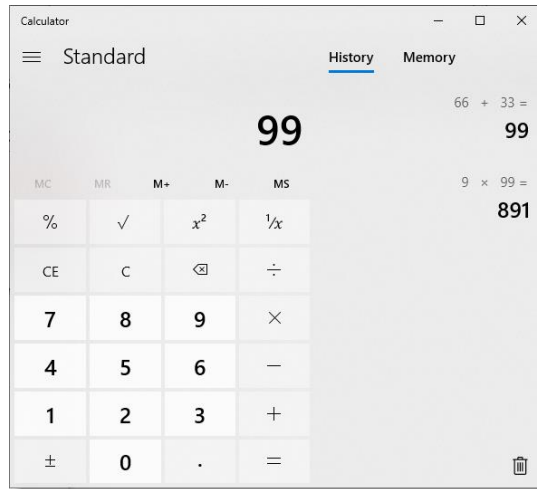
1. Click the **Start** button, and then click **Calculator** from the Start menu. The Calculator application opens.
2. Perform the following basic calculations:  
**9 x 99 =**  
**66 + 33 =**
3. Click the History button.



The calculation history appears.

4. Click the **History** button to return to the Calculator.
5. Mouse hover over the right edge of the Calculator, and then click-and-drag to the right about two inches. The History and Memory pane appears side by

side with the Calculator.

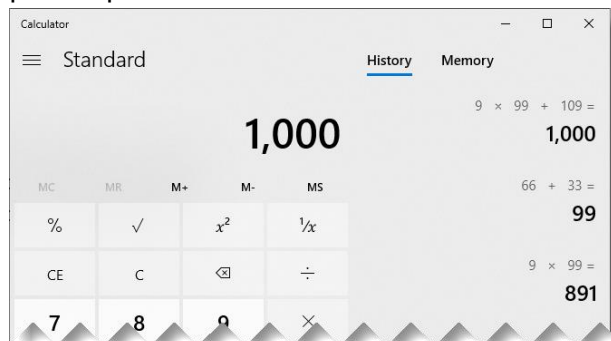


Note: All calculations are listed in the History pane, most recent first. You can select a previous calculation, and, based on that calculation, begin a new one. The new calculation appears at the top of the list. History is automatically cleared when the Calculator is closed.

6. Select **9 x 99 =** in the History pane. It appears in the Total area.



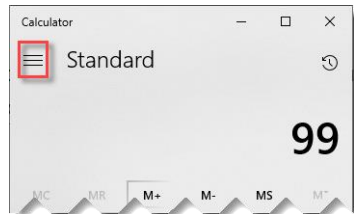
7. Begin the following new calculation: **+ 109 =**  
109 is added to the previous calculation, and the total is 1,000. The History pane updates.



8. Mouse hover over the right edge of the Calculator, and then click-and-drag to the left about two inches. The History and Memory pane is hidden.

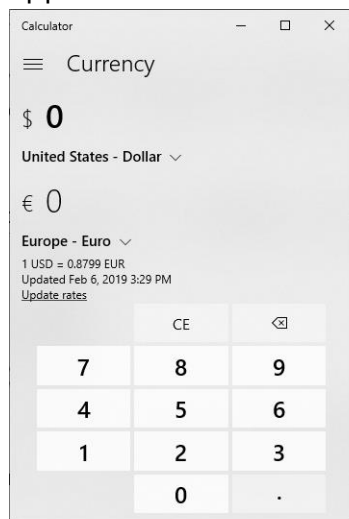
### Activity 3-2

1. With the Calculator still open, click the **Menu** button.



A list of alternate calculators and converters appears.

2. Select **Currency** under the Converter heading. The Currency Converter appears.



3. Click the **Europe-Euro** down-arrow, and then select **United Kingdom-Pound**.

Tip: Press the **U** key to jump to currencies in the list beginning with the letter U.

4. Enter an amount using the keypad. The conversion is displayed.
5. Click the **Menu** button, and then select **Standard**. The Calculator is returned to Standard mode.
6. Close the Calculator.



## 4. Use the Snipping Tool

Snipping Tool allows you to capture a copy of anything on your screen with improved snipping-mode and time-delay options.

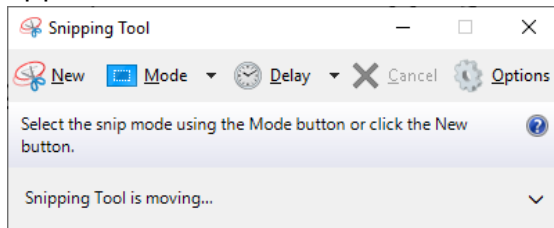
### Objectives

Use the delay option to capture menus and other screen elements.

- Use the Delay option to capture the Start menu

### Activity 4-1

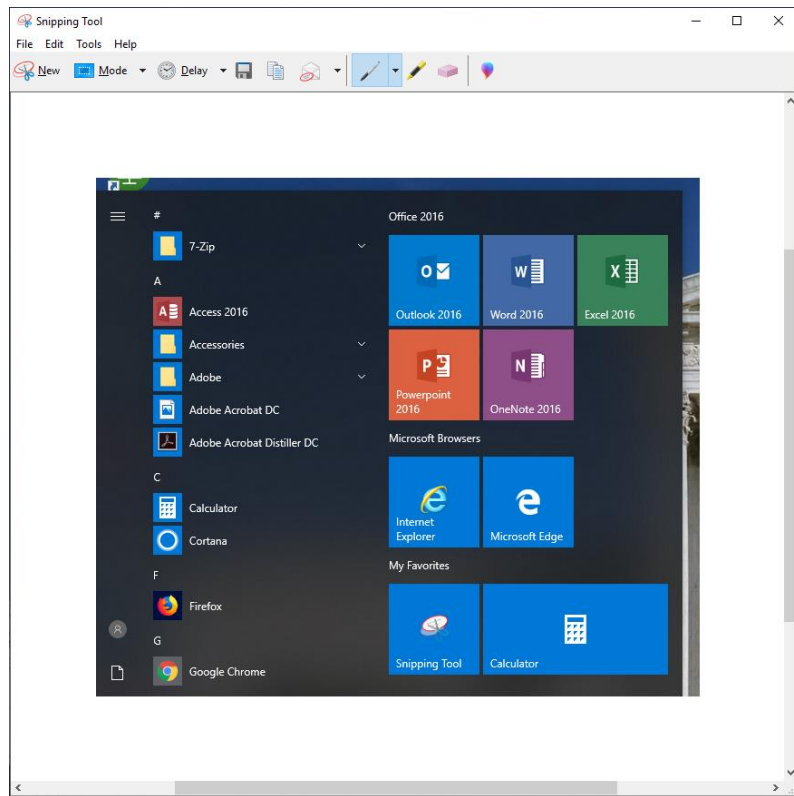
1. Click the **Start** button, and then select **Snipping Tool**. The Snipping Tool appears.



Note: If Snipping Tool is not found on the Start menu or applications list, follow the steps in Activity 1-2 above to find it.

2. Click the **Delay** button, and then select **5 Seconds**. This delay will provide enough time to prepare the screen for capture.
3. Click the **New** button. The Snipping Tool application minimizes.
4. Prepare the screen for capture:
  - (a) Click the **Start** button. The Start menu appears.
  - (b) Wait a few seconds until the Snipping Tool activates.
5. Click and drag the cursor around the outside edge of the Start menu. The image is captured.





6. Close the Snipping Tool.







## Edge Web Browser Activities

Yes, Internet Explorer 11 is alive and well on your computer now and will continue to be so! Good news for those who've come to know and love IE11. Equally good news is the new Microsoft browser: It's called Edge!

### 1. Pin to Start

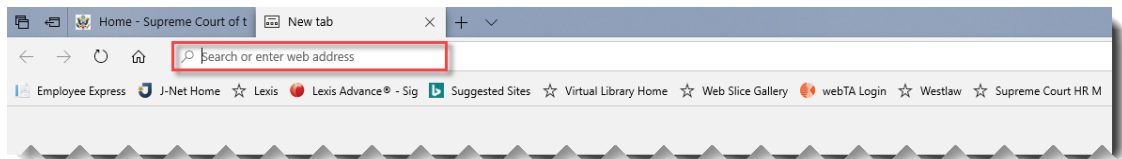
Easily pin web pages to the Start menu providing quick access to sites frequently visited.


#### Objectives

- Pin a web page to the Start menu
- Access web page from Start menu
- Remove web page from Start menu.

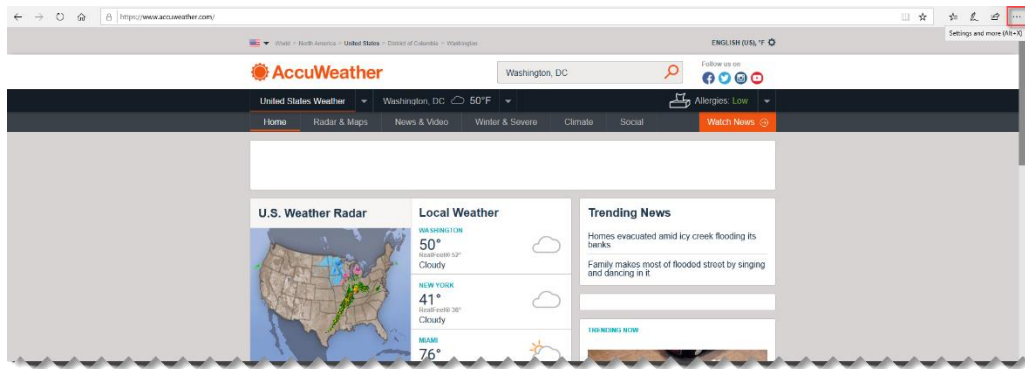
#### Activity 1-1

1. Click the **Start** button, and then click **Microsoft Edge**. The Edge web browser opens.
2. Press **Ctrl + T**. A new tab appears with the cursor in the Search or enter web address box.



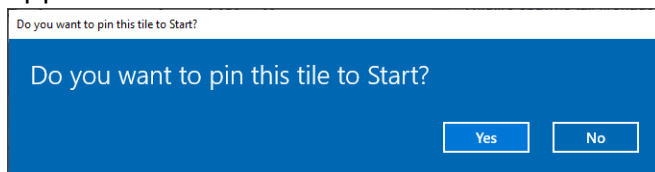
3. Type **accuweather.com** and then press **Enter**. The AccuWeather web page appears.
4. Click the **Settings and More** button , located at the top-right corner of the browser window.





A menu appears.

5. Click **More tools**, and then select **Pin this page to Start**. A dialog box appears.



6. Click the **Yes** button. The web page is pinned to the Start menu.
7. Close the Edge web browser, and then click the **Close all** button, if prompted.

## Activity 1-2

1. Click the **Start** button, and then click the AccuWeather **Local Weather** tile.



The Edge web browser opens and the AccuWeather web page appears.

2. Close the Edge web browser, and then click the **Close all** button, if prompted.



## Activity 1-3

1. Click the **Start** button, and then right-click the AccuWeather **Local Weather** tile. A shortcut menu appears.



2. Select **Unpin from Start**. The AccuWeather Local Weather tile is removed.

## 2. Pin to Taskbar

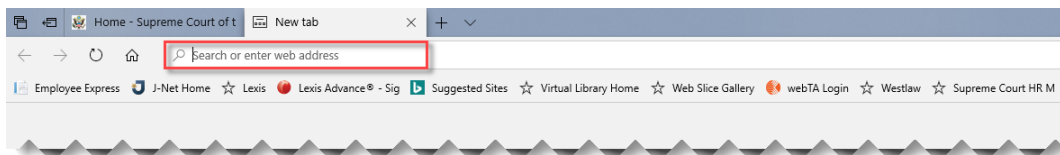
Get to websites you use most often directly from the Taskbar with one click.

### Objectives

- Pin a web page to the Taskbar
- Access web page from Taskbar
- Remove web page from Taskbar

## Activity 2-1

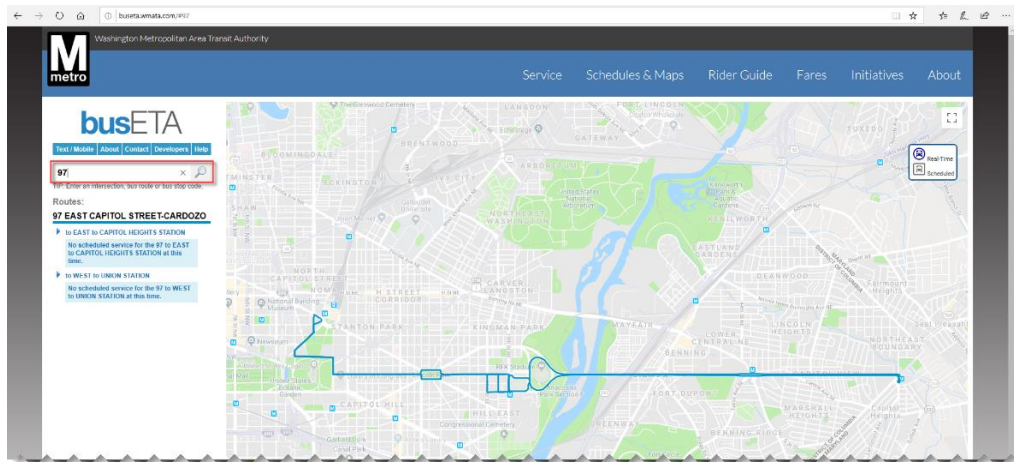
1. Click the **Start** button, and then click **Microsoft Edge**. The Edge web browser opens.
2. Press **Ctrl + T**. A new tab appears with the cursor in the Search or enter web address box.




3. Type **buseta.wmata.com**, and then press **Enter**. The Metro busETA web page appears.



4. Type **97** in the search box, and then press **Enter**.



The 97 bus route is displayed.

5. Click the **Settings and More** button , located at the top-right corner of the browser window. A menu appears.
6. Click **Pin this page to the taskbar**. The web page is pinned to the Taskbar.



7. Close the Edge web browser, and then click the **Close all** button, if prompted.

## Activity 2-2

1. Click the **busETA** button on the Taskbar.



The Edge web browser opens and the Metro busETA web page appears showing the 97 bus route.

2. Close the Edge web browser, and then click the **Close all** button, if prompted.

## Activity 2-3

1. Right-click the **busETA** button on the Taskbar. A shortcut menu appears.
2. Select **Unpin from taskbar**. The busETA button is removed.



### 3. Use Reading View

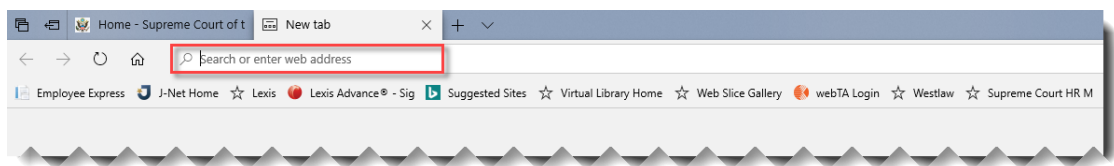
Eliminate flashing ads, sidebar widgets, and other annoying distractions so you can immerse yourself in the article or story. Also use handy grammar tools to help improve reading and writing skills.

#### Objectives

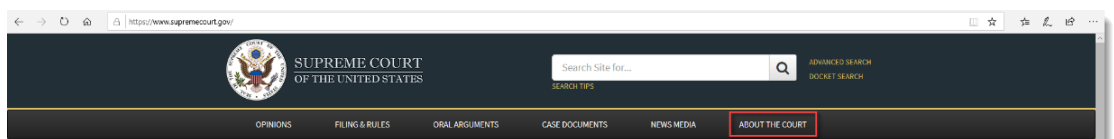
- Eliminate distractions

#### Activity 3-1

1. Click the **Start** button, and then click **Microsoft Edge**. The Edge web browser opens.
2. Press **Ctrl + T**. A new tab appears with the cursor in the Search or enter web address box.



3. Type **supremecourt.gov**, and then press **Enter**. The Supreme Court of the United States web page appears.
4. Click the **ABOUT THE COURT** link.



The About the Court page appears.



5. Click the **Reading view** button, located on the right side of the Address Bar.



Reading view is enabled, and the About the Court page displays without pictures, menus and other screen elements.

6. Click the **Reading view** button to switch back to the normal view.
7. Close the Edge web browser, and then click the **Close all** button, if prompted.

## 4. Mute a Tab

The desperate hunt to mute auto-play videos on a page has ended.

### Objectives

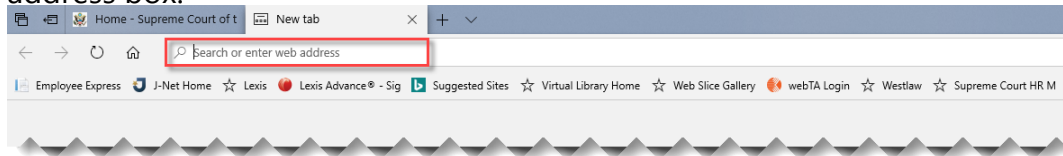
- Mute the tab
- Unmute to continue


### Activity 4-1

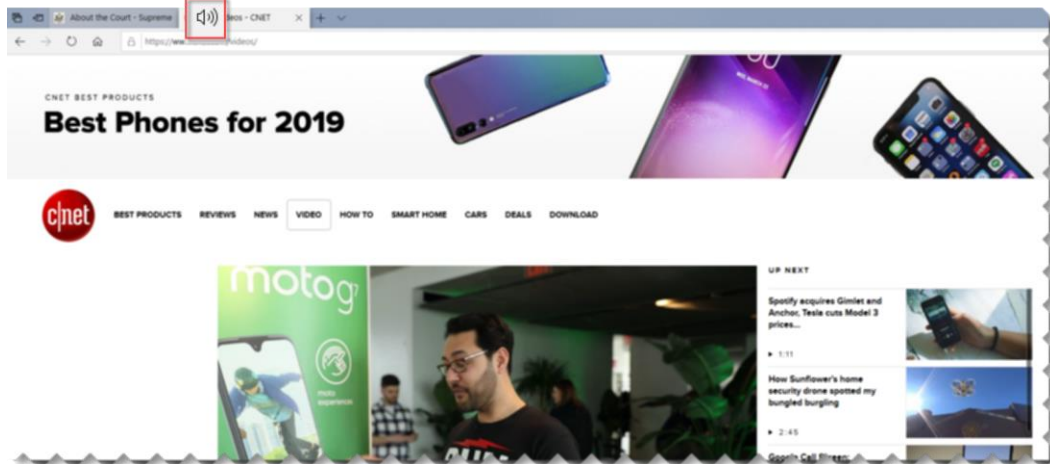
1. Click the **Start** button, and then click **Microsoft Edge**. The Edge web browser opens.




2. Press **Ctrl + T**. A new tab appears with the cursor in the Search or enter web address box.



3. Type **cnet.com/videos**, and then press **Enter**. The CNET Videos web page appears.
4. Wait a moment until a video which includes audio begins to automatically play. This behavior is common with the website.
5. Click the  button, located on the tab at the top of the browser window.



The audio is muted.

6. Click the  button to unmute. The audio is heard.
7. Close the Edge web browser, and then click the **Close all** button, if prompted.

## 5. Print What Matters

Save paper and toner by only printing the content you want – without ads and clutter.

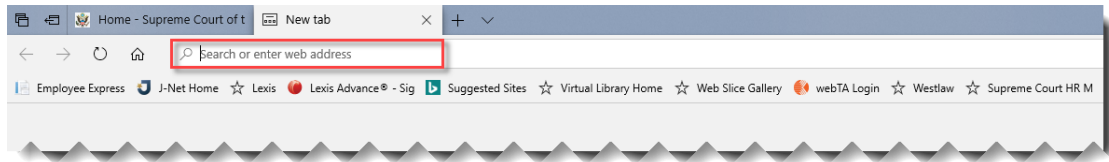
### Objectives


- Print pages without ads or unwanted content



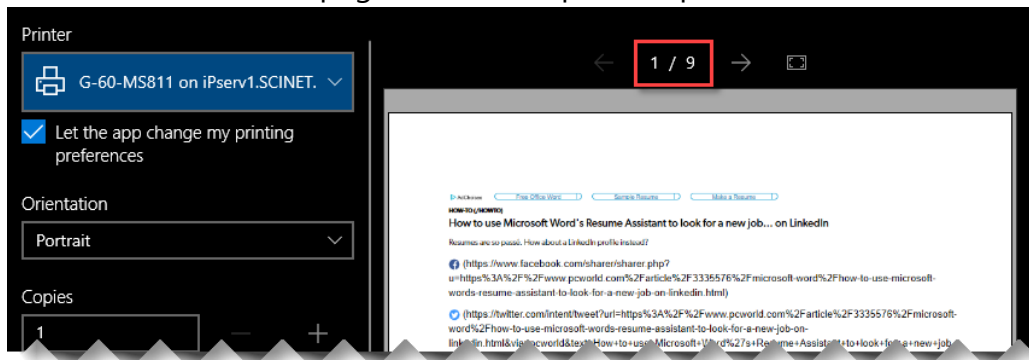
## Activity 5-1

1. Click the **Start** button, and then click **Microsoft Edge**. The Edge web browser opens.
2. Press **Ctrl + T**. A new tab appears with the cursor in the Search or enter web address box.

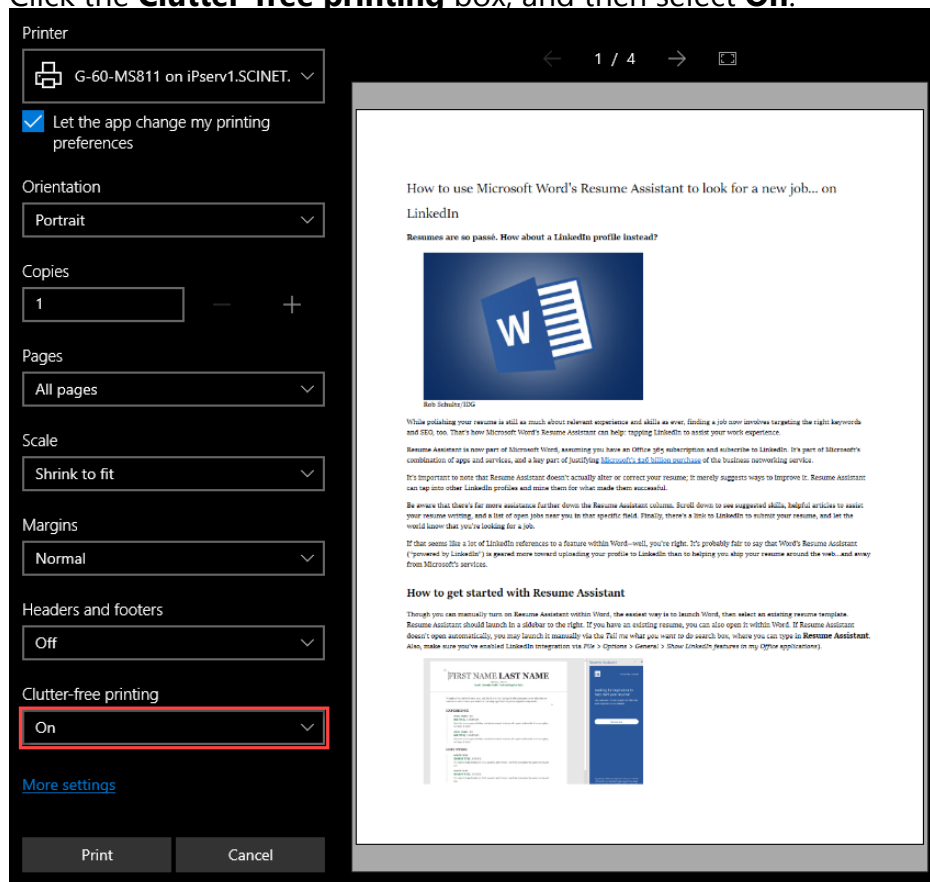


3. Type **pcworld.com/howto**, and then press **Enter**. The PCWorld How To web page appears.
4. Click any how-to article, and then scroll down to preview the article.
5. Click the **Settings and More** button , located at the top-right corner of the browser window, and then select **Print**. The Print dialog box appears.

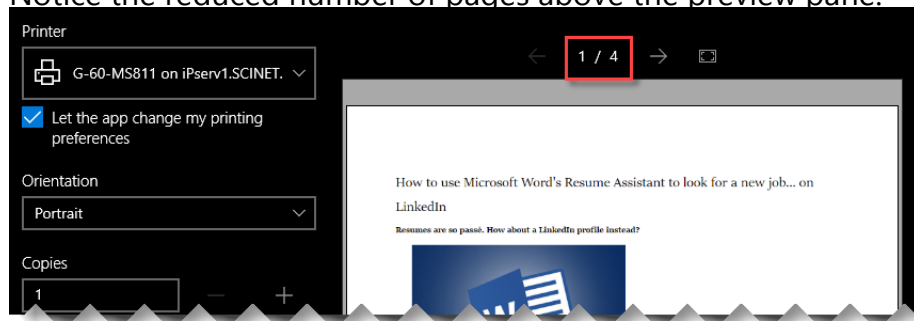
Notice the number of pages above the preview pane.



6. Click the **Clutter-free printing** box, and then select **On**.



Notice the reduced number of pages above the preview pane.



7. Click the **Cancel** button. The Print dialog box closes.
8. Close the Edge web browser, and then click the **Close all** button, if prompted.







# Outlook 2016 Activities

A number of enhancements have been made to Outlook to make it easier to view and read email.

## 1. Attachment Reminder

Outlook now warns you when it appears you've forgotten to include an attachment that is referenced in the subject or the body of your message.

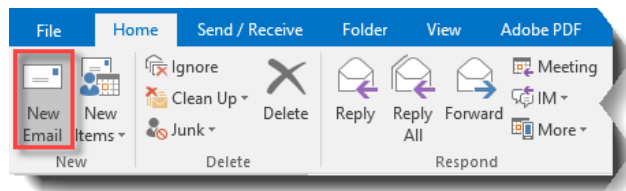
### Objectives

Deliberately forget to attach a file to a message to find out what happens when the Send button is clicked.

- Create a new message without attaching a document

### Activity 1-1

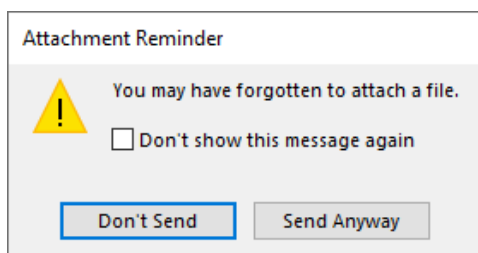
1. Click the **Start** button, and then click **Outlook 2016**. Outlook 2016 opens.
2. Click the New Email button



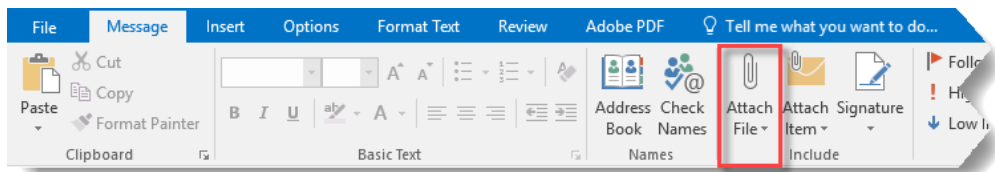
3. A new Untitled Message window appears with the cursor in the To field.
3. Type your name.
4. Click the **Subject** box, and then type **Revised Report**, and then press the **Tab** key or click inside the body of the message.
5. Type **Please see the attached.** .



6. Click the **Send** button. The Attachment Reminder dialog box appears, warning that you may have forgotten to attach a file.



7. Click the **Don't Send** button. The dialog box closes.
8. Click the **Attach File** button, and then select any file from the Recent Items list or click **Browse This PC...** to insert a file.



9. Click the **Send** button. The message is sent.

## 2. Peek

Want to see what appointments are upcoming, or search for a contact without opening the Calendar or Contacts list? Then take a Peek for quick access.

### Objectives

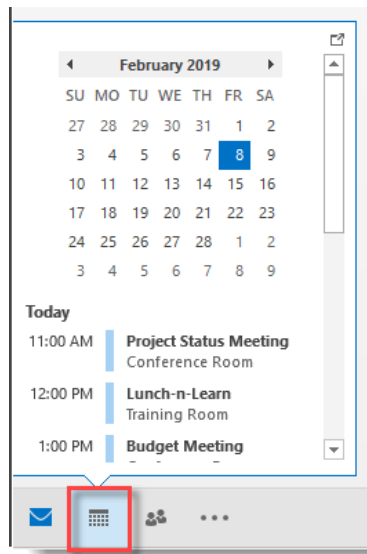
- View the Calendar without opening
- Locate a contact by name without displaying contacts

### Activity 2-1

1. Click the **Start** button, and then click **Outlook 2016** if the application is not open.
2. Mouse hover over the **Calendar** button, located at the bottom of the Navigation Pane. The Calendar peek appears showing a preview of the



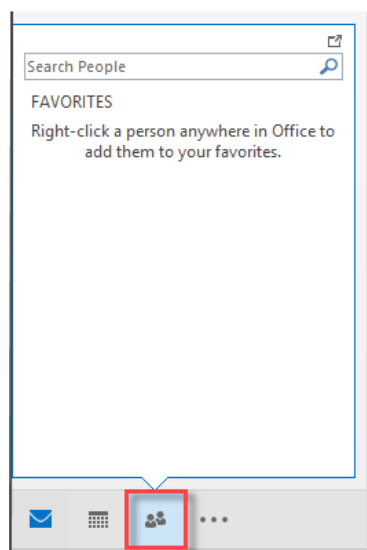
Calendar and upcoming events and/or appointments.



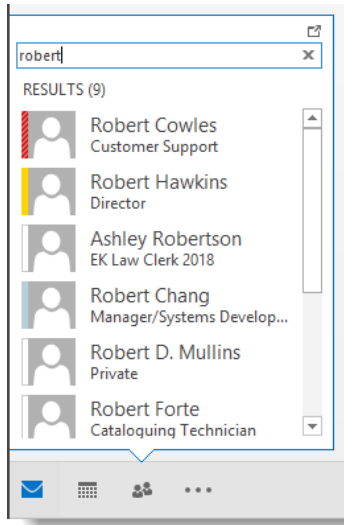
3. Move the mouse down and away. The Calendar peek disappears.

## Activity 2-2

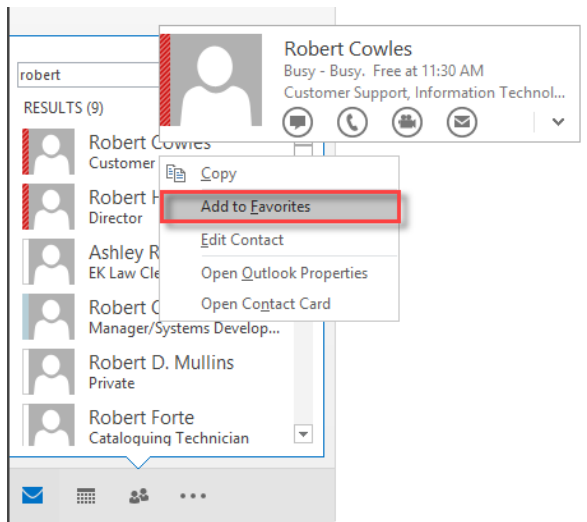
1. Mouse hover over the **People** button, located at the bottom of the Navigation Pane. The People peek appears showing the Search People box and the Favorites list.



2. Click the **Search People** box, and then type **Robert**. A list of people with names including “Robert” appears.



3. Mouse hover over **Robert Cowles**. A preview appears showing his availability, as well as buttons to Send an IM, Call, Start video call, and Send email message to... .
4. Continuing to mouse hover, right-click **Robert Cowles**, and then select **Add to Favorites**.



He is added to the Favorites list.

5. Move the mouse down and away. The People peek disappears.



### 3. Filter Messages

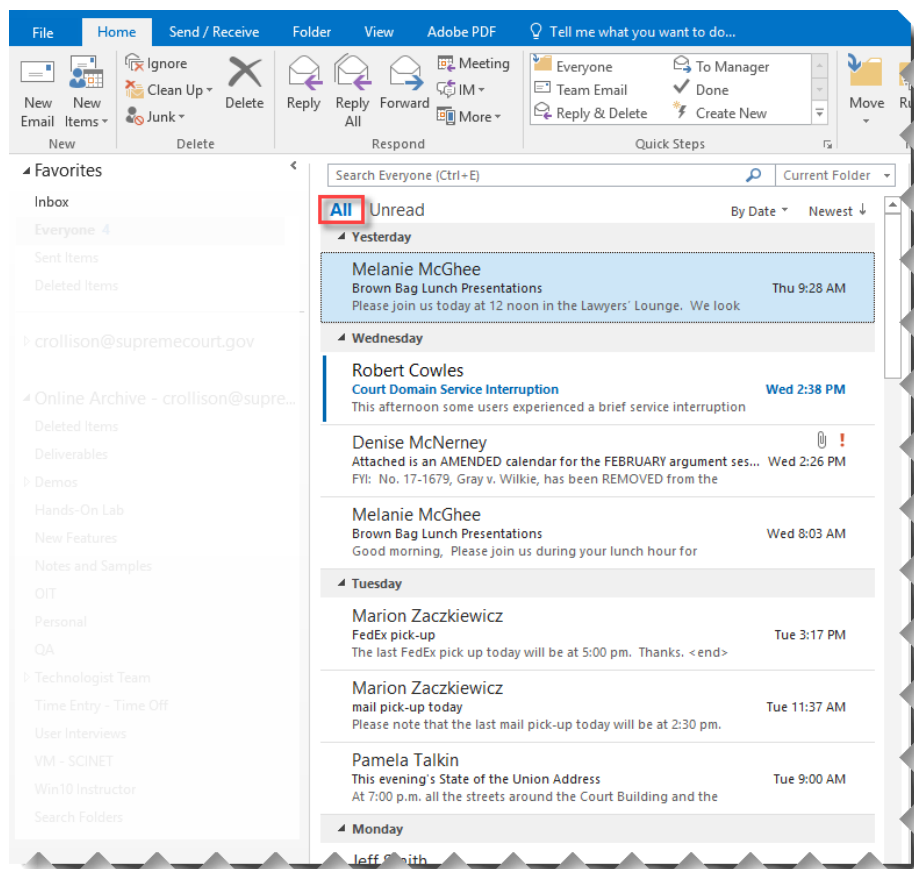
#### Objectives

View only messages marked as unread.

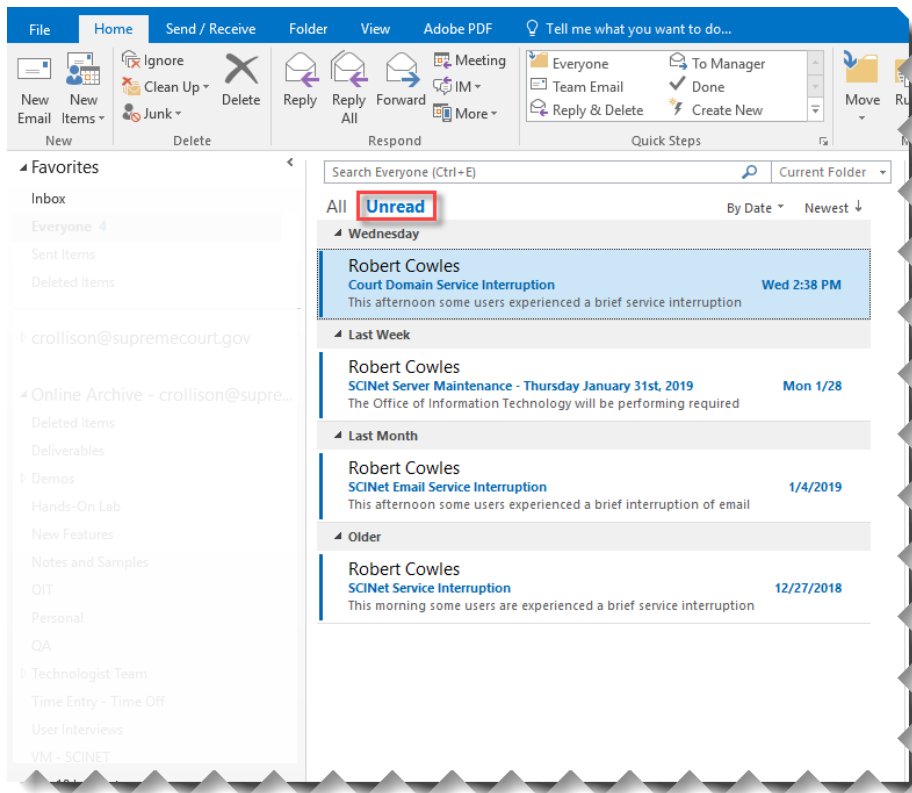
- Show Unread messages and All messages

#### Activity 3-1

1. Click the **Start** button, and then click **Outlook 2016** if the application is not open.
2. The Message Pane, by default, shows all messages in a particular folder. Notice the **All** button is enabled.



3. Click the **Unread** button. The Message Pane shows only unread messages.



4. Click the **All** button. The Message Pane shows all messages.

## 4. Use Tell Me

Remember Help? Remember the frustration? Now you have Tell me. "Tell me what you want to do" allows you to go straight to the command or tool you're looking for.

### Objectives

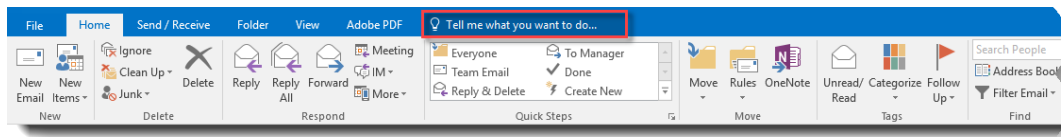
- Quick access to settings and tools to accomplish a task

### Activity 4-1

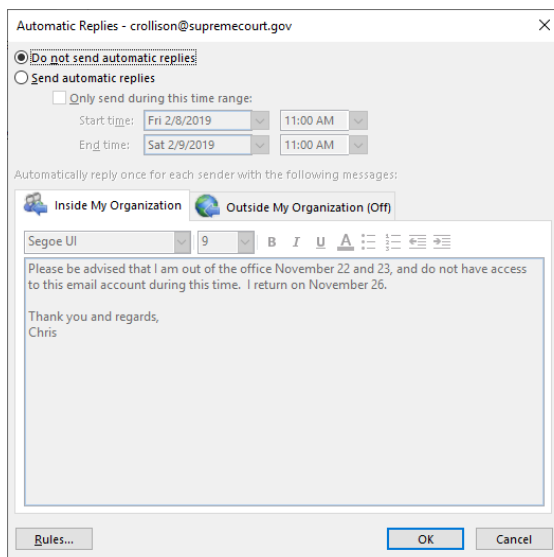
1. Click the **Start** button, and then click **Outlook 2016** if the application is not open.



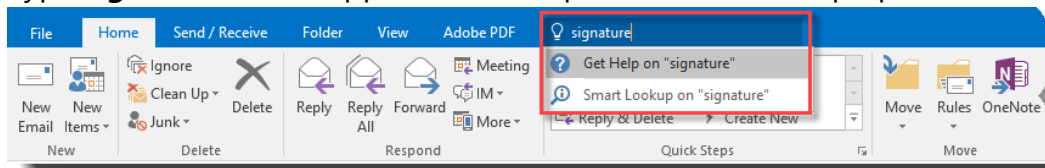
- Click the **Tell me what you want to do...** box, located above the Ribbon.



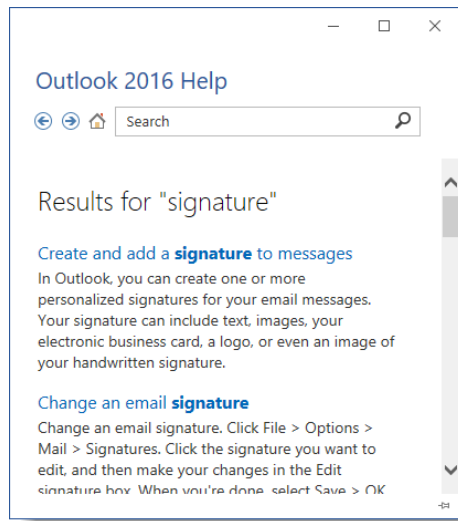
- Type **out of office**, and then press **Enter**. The Automatic Replies dialog box appears. Notice how the options and settings within this dialog box allow you to set an automatic "out of office" reply. The Tell Me feature took you directly here.



- Click the **Cancel** button.
- Click the **Tell me what you want to do...** box, located above the Ribbon.
- Type **signature**. A list appears with Help and Smart Lookup options.



7. Click **Get Help on "signature."** An Outlook 2016 Help window appears.



8. Close the window.





# Word 2016 Activities

The latest release of Microsoft Word is packed full of features that make it easier to use. It's no wonder why this is such a favorite word-processing application.

## 1. Use Smart Lookup

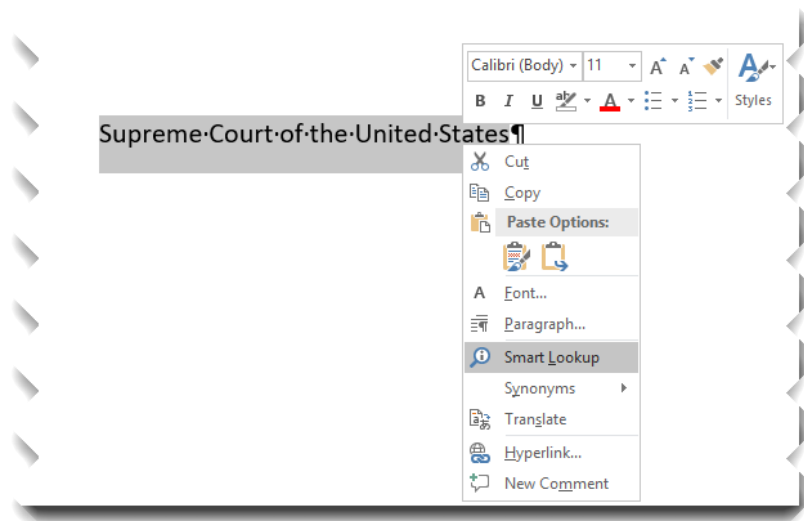
Smart Lookup finds info on the web – without leaving Word! Think of it as your personal research assistant.

### Objectives

- Access information sources without leaving Word

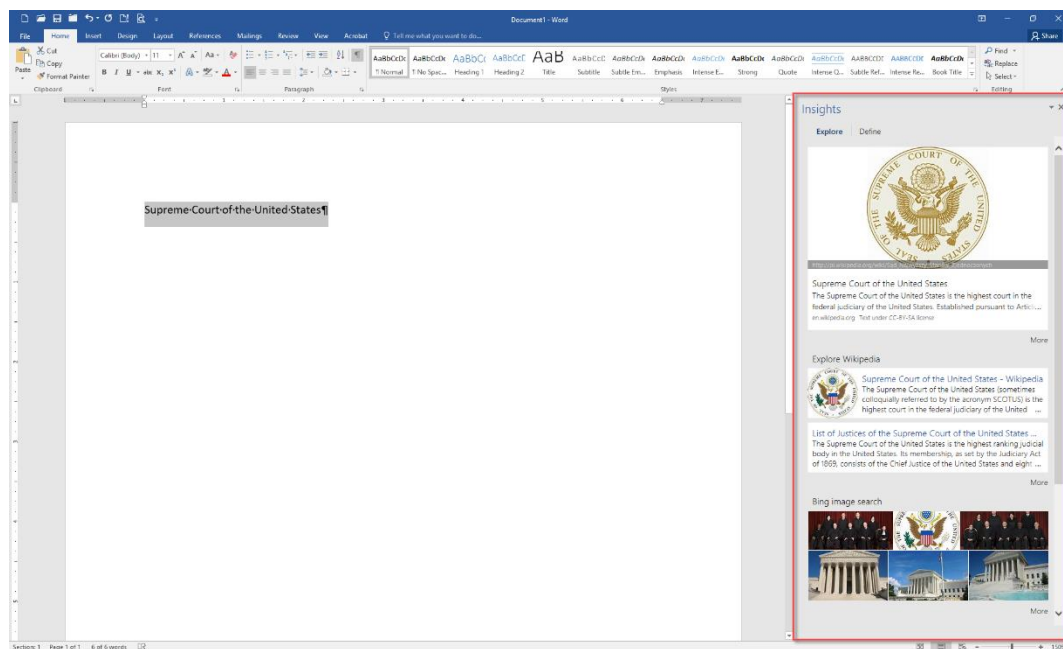
### Activity 1-1

1. Click the **Start** button, and then click **Word 2016**. Word 2016 opens, with the cursor at the top of new, blank Document1.
2. Type **Supreme Court of the United States**.
3. Select the text, and then right-click. A shortcut menu appears.



4. Select **Smart Lookup**. The Insights pane appears on the right side of the Word 2016 window.





Note: The Insights pane has two options: Explore and Define. The former contains basic search results, while the latter provides a word definition if Bing has one.

5. Click any article under the **Explore Wikipedia** heading. The web browser opens to the Wikipedia page.
6. Close the web browser.
7. Close the Insights pane.

## 2. Insert Online Picture

Easily search the web and insert pictures directly into a document.

### Objectives

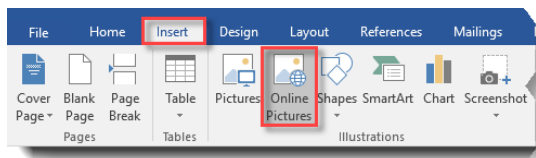
- Find and insert a picture from the Internet

### Activity 2-1

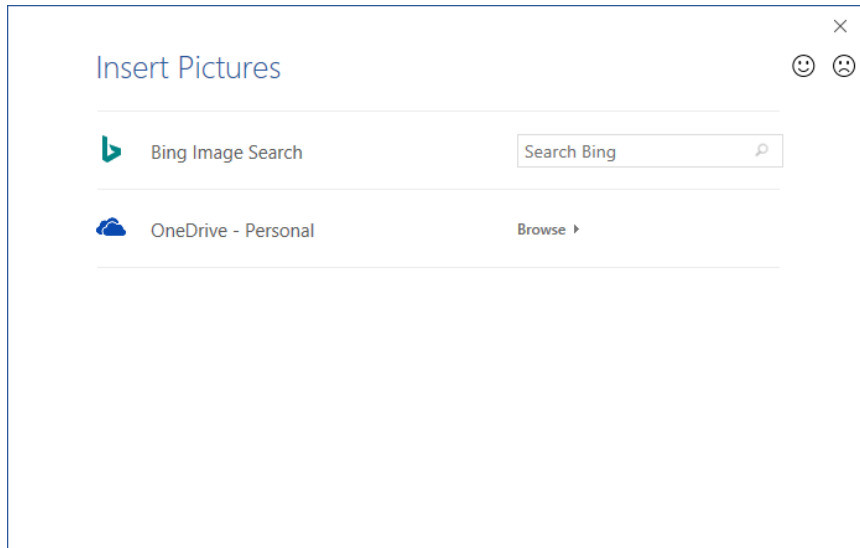
1. With Document1 used in Activity 1-1 above still open, select the text **Supreme Court of the United States**.



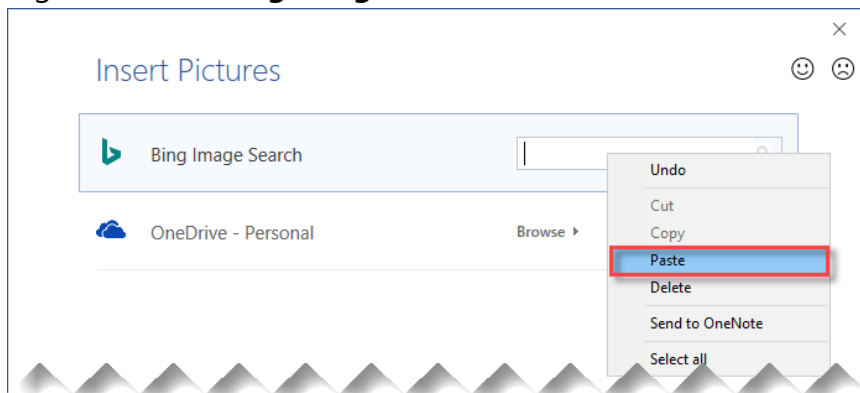
2. Click the **Copy** button on the Ribbon. The text is copied to the Clipboard.
3. Click the **Insert** tab on the Ribbon, and then click **Online Pictures**.



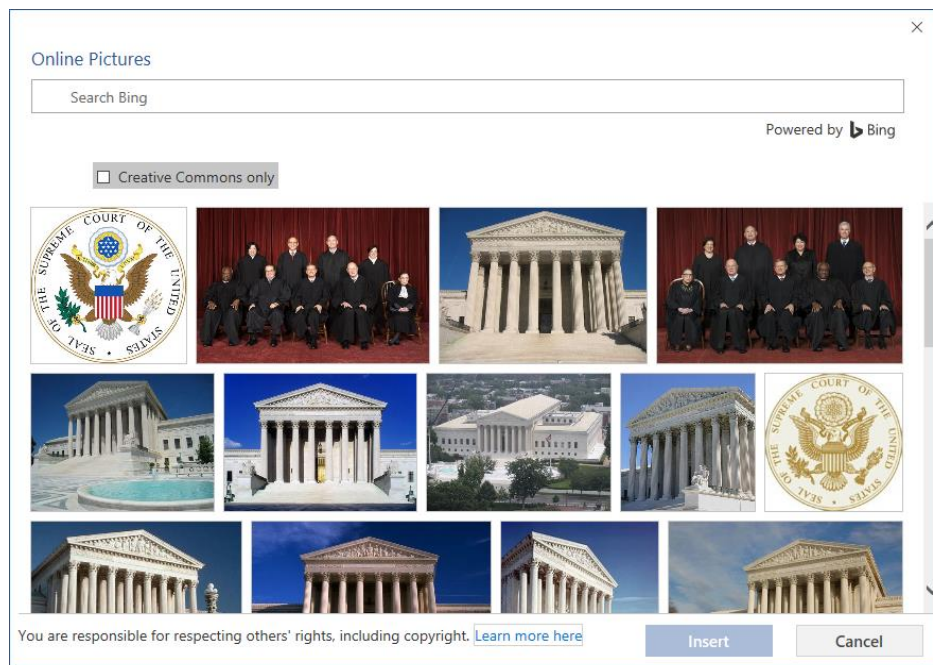
The Online Pictures dialog box appears.



4. Right-click the **Bing Image Search** box, and then select **Paste**.



5. Press **Enter**. The Online Pictures dialog box appears.



6. Select any two pictures, and then click the **Insert (2)** button. The Online Pictures dialog box closes, and the pictures are inserted into the document, next to the cursor.
7. Close the document, and then click the **Don't Save** button.
8. Close Word 2016.







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