



Windows 10 Apps

Four Apps You Can't Do Without

The Villages Computer Club
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Speakers Bureau

Four Apps You Can't Do Without

Windows 10 Your Phone

Access your Android smartphone's text messages, photos, calls, notifications, and more, directly from your PC?

Microsoft's Your Phone app brings integration between Android and Windows, enabling users to share data between their phone and PC with ease.

Windows 10 Voice Recognition

Talk to your PC to navigate, launch applications, dictate text, and perform a slew of other tasks?

We will show you how to set up voice recognition.

You don't need to 'train' your PC to recognize your voice, it works the first time you use it.

Four Apps You Can't Do Without

Windows 10 Add a Quick Event

Quickly add events to your Microsoft calendar directly from your Taskbar -- without having to open the calendar at all.

Windows 10 Quick Assist

Quick Assist allows you to get help from someone with a Windows 10 machine or give someone assistance with their Win 10 computer.

App No.1

Apps You
Can't Do
Without

Windows 10

Your Phone

How to set up Your Phone for Windows 10

Step 1. Download the *Your Phone Companion* app on your Android smartphone.

Note: *Some Samsung smartphones may already have the Your Phone Companion (branded Link To Windows) preinstalled.*

If so, to open the Your Phone Companion app, head to Settings > Advanced settings > Link to Windows and skip the next two steps.

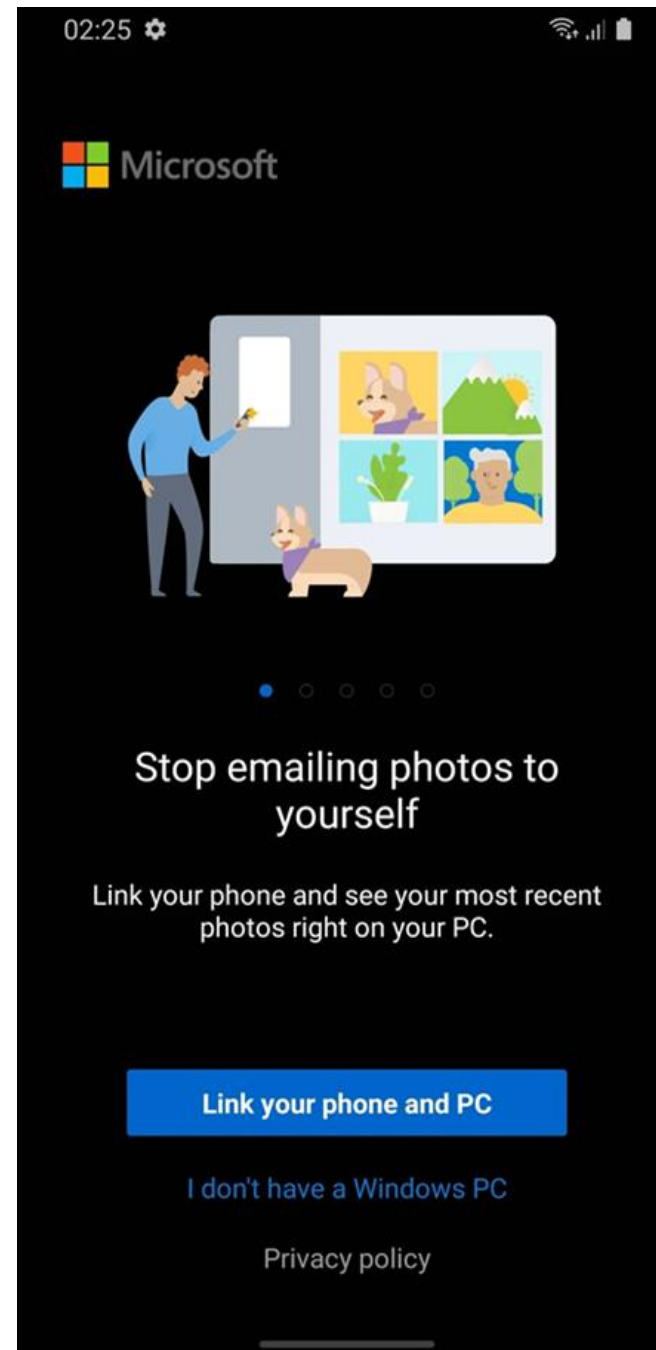
Step 2. Open the *Your Phone Companion* app on your Android smartphone.

Step 3. Tap *Link your phone and PC* to begin the setup process.

Setting Up Your Phone

Step 4.

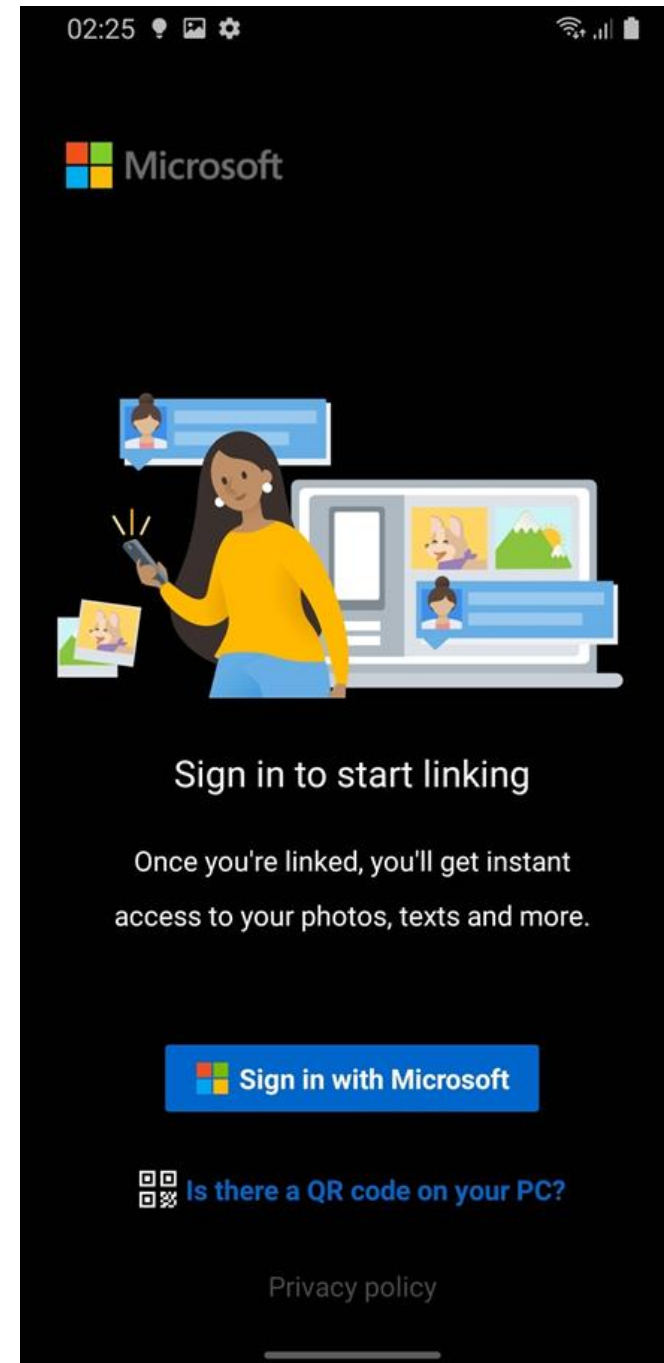
Click on *Link your phone and pc*



Setting Up Your Phone

Step 5:

Tap *Sign in with
Microsoft*

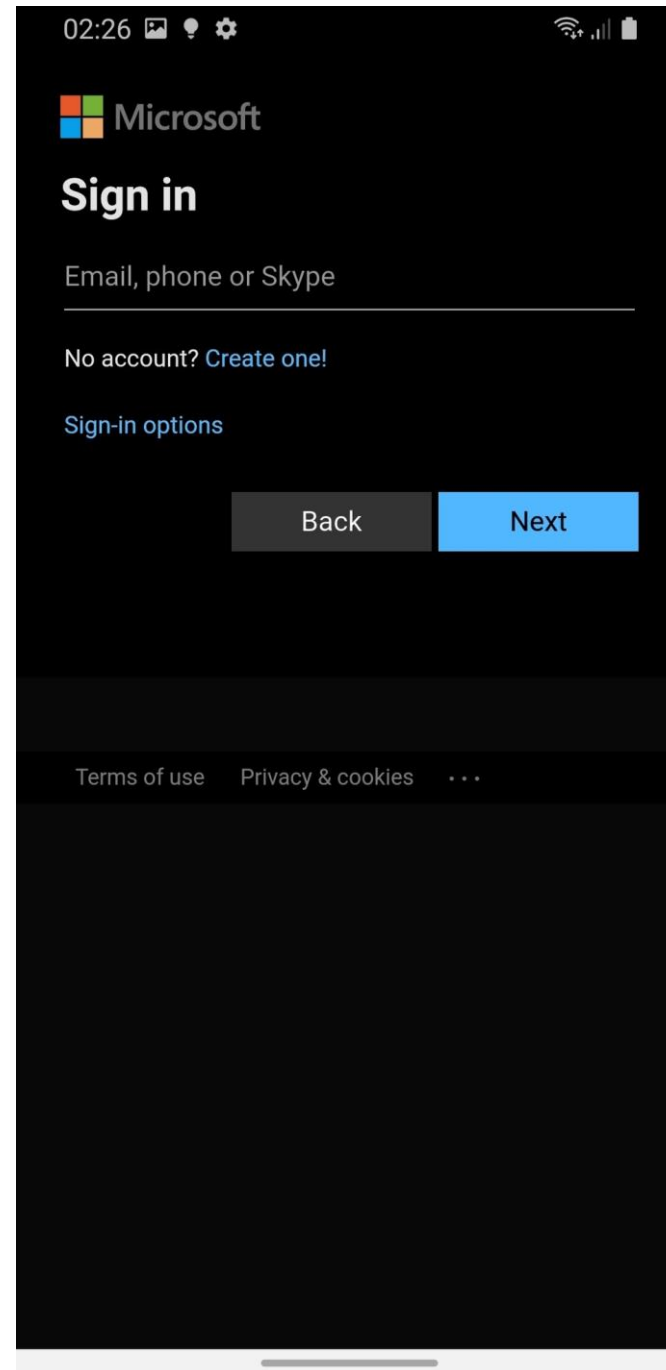


Setting Up Your Phone

Step 6:

Enter your Microsoft
account email and password

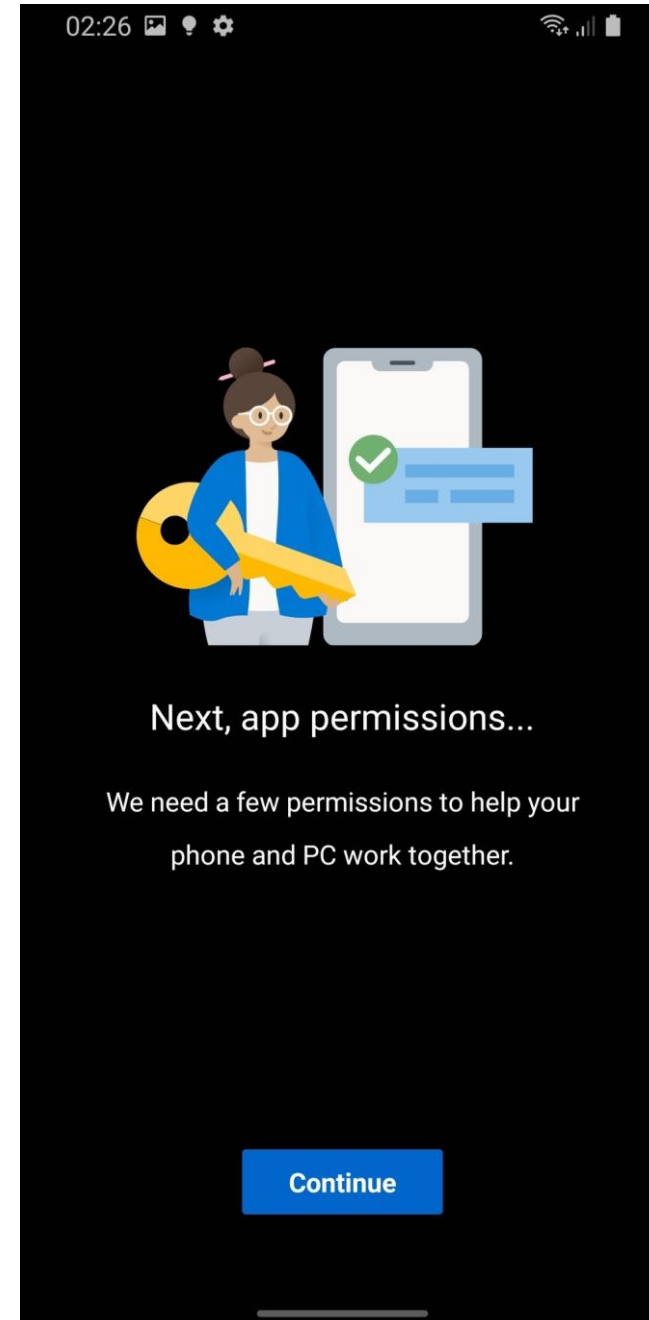
Tap next



Setting Up Your Phone

Step 7:

Tap *Continue*

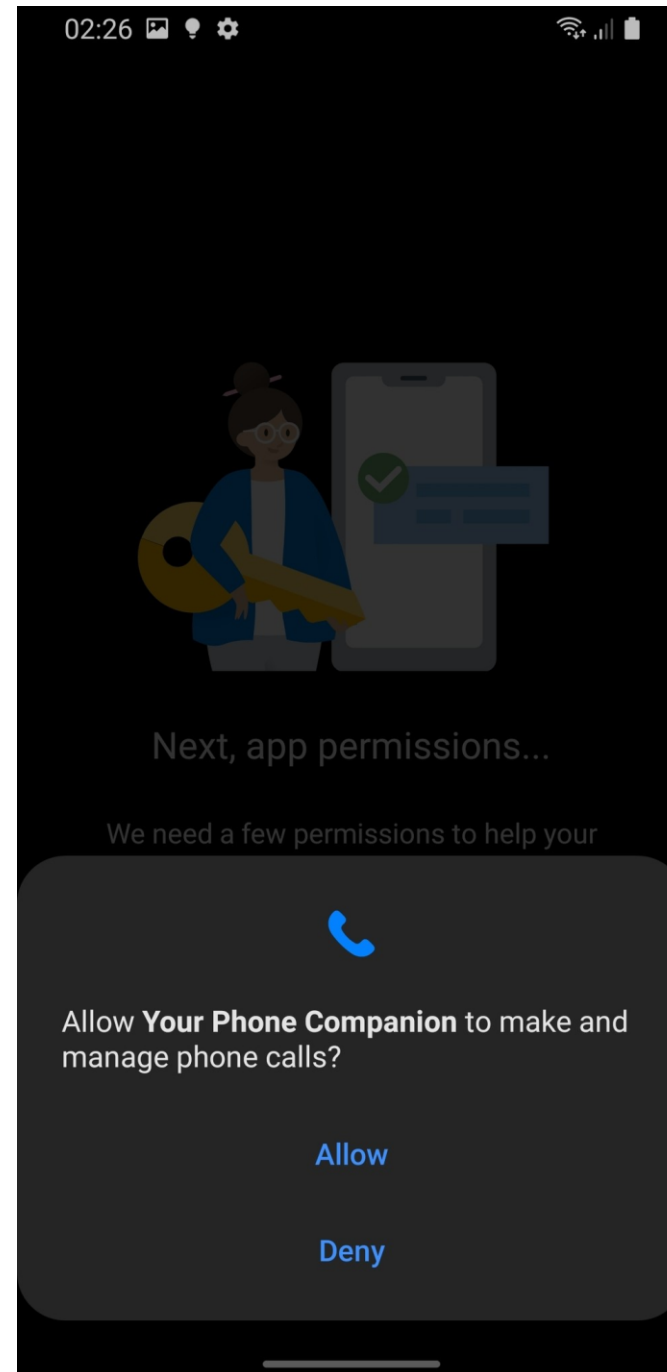


Setting Up Your Phone

Step 8:

You will now be prompted to allow multiple different permissions.

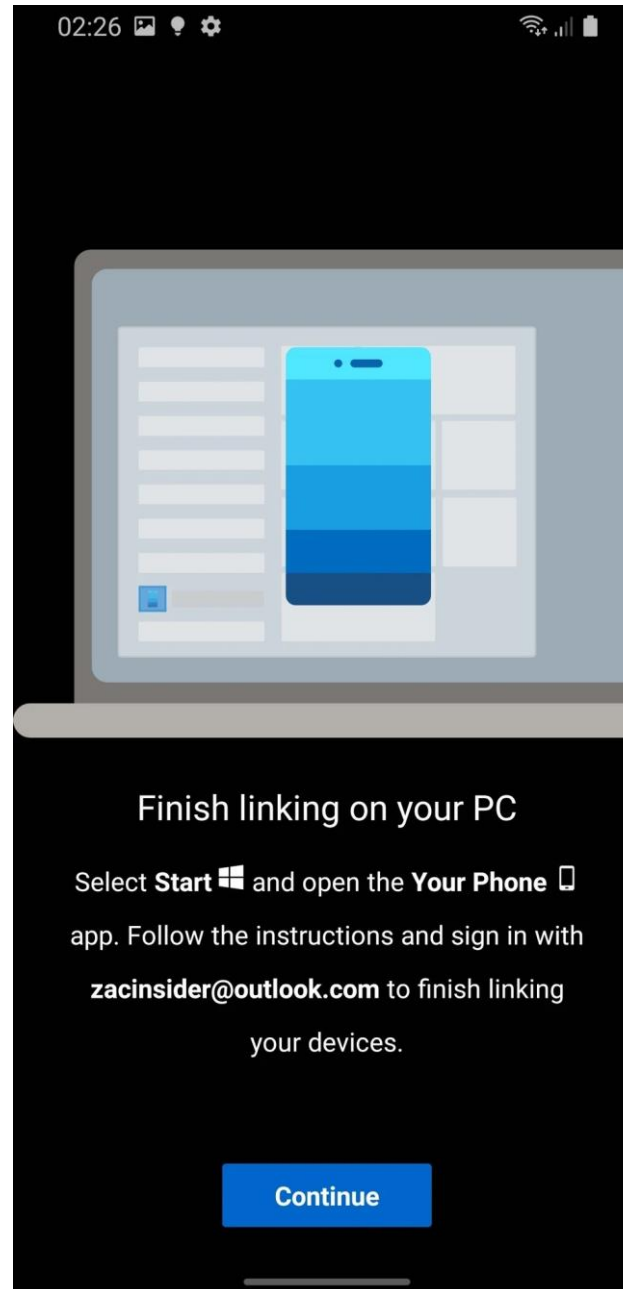
Tap allow for each popup that appears.



Setting Up Your Phone

Step 9:

Tap *Continue*



Setting Up Your Phone

Step 10:

On you PC, open the *Your Phone App*

The screenshot displays the Windows 10 'Your Phone' application interface. On the left, a vertical sidebar lists various sync categories: Notifications, Messages, Photos, Phone screen, Calls, and Settings. The main area shows a 'Your Phone' header with a 'Galaxy S9' device icon and a progress bar at 90%. Below the progress bar is an illustration of a woman holding a smartphone with a lock icon. The text reads: 'We're almost done' followed by 'You've successfully signed-in on your phone. Hang tight while we finish one last thing to get your devices linked.' At the bottom, there is a link: 'Stuck on this page? [Troubleshoot issues with Your Phone](#)'. The Windows taskbar at the bottom shows the search bar, task view, and several pinned application icons. The system tray on the right indicates the time as 6:26 PM on 4/23/2020.

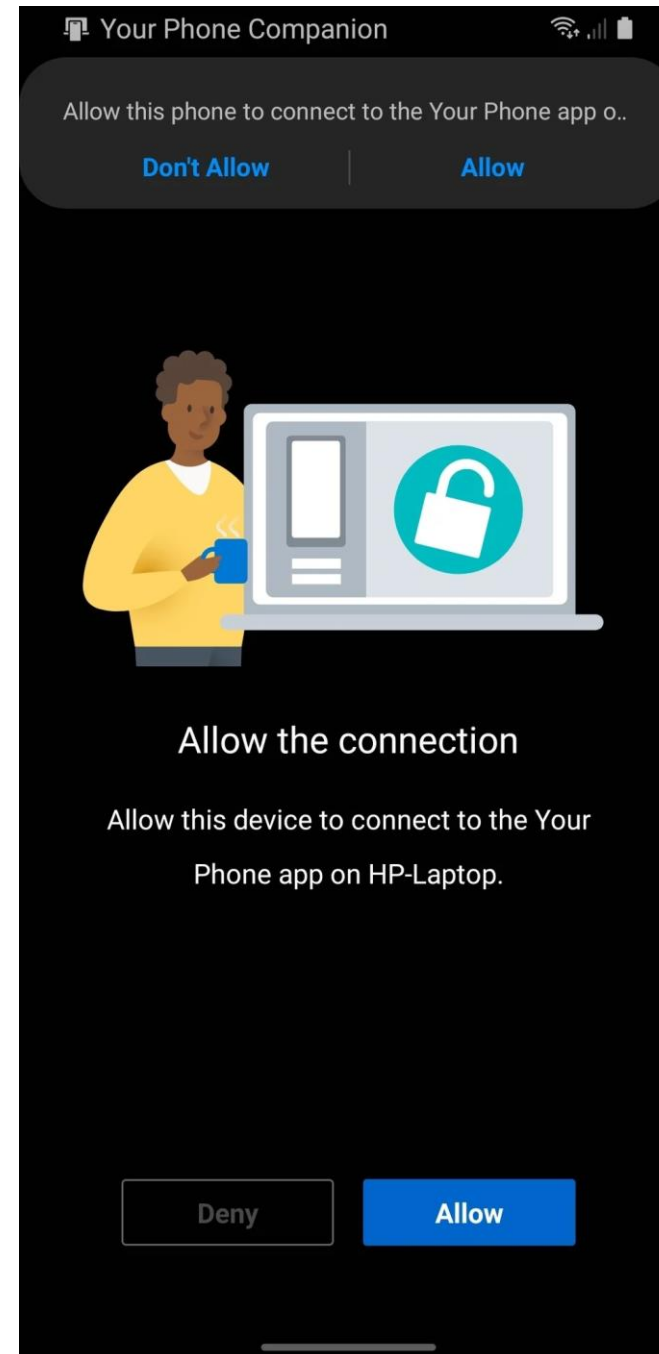
Setting Up Your Phone

Step 10:

On your Android smartphone, tap *Allow* to enable the connection between your PC and phone.

You can now begin enabling and configuring the different settings inside the Your Phone app on your PC and phone.

That's all there is to it!



App No.2

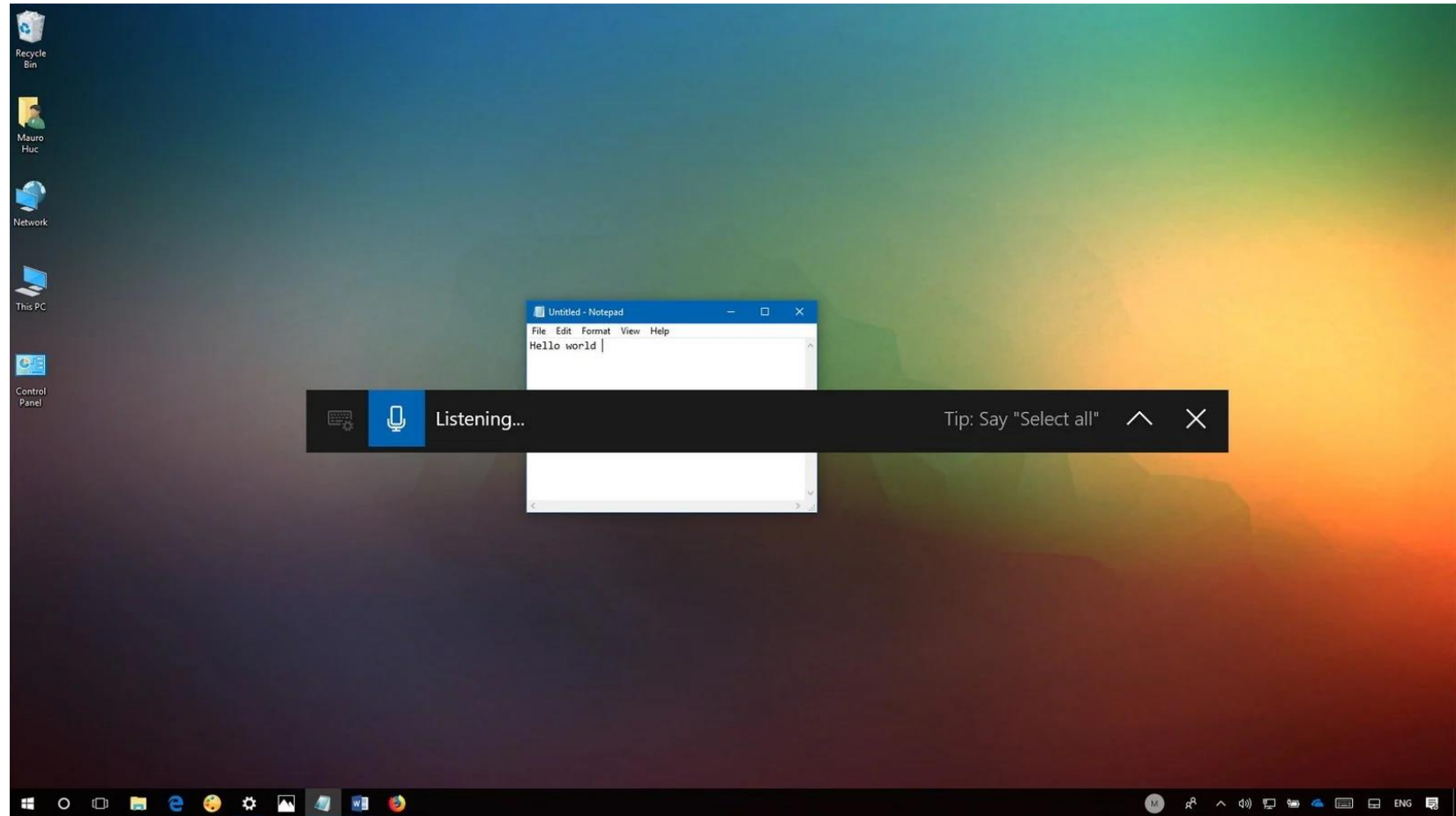
Apps You
Can't Do
Without

Windows 10
Voice Dictation

Setting Up Windows 10 Dictation

Windows 10 includes a new
voice-to-text feature.

Let's started with the
experience!

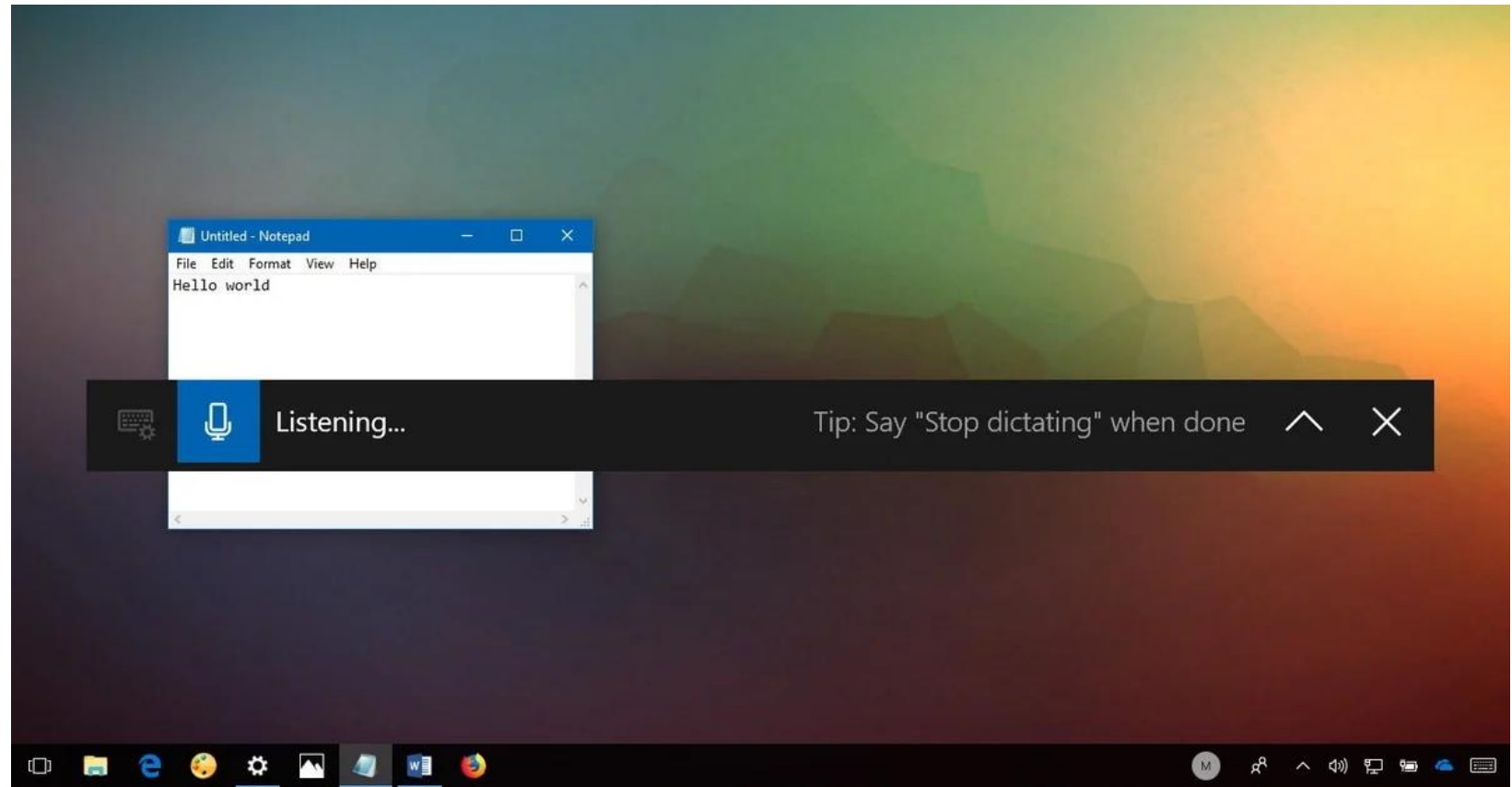


Setting Up Windows 10 Dictation

If you have a microphone connected to your device, dictation will be enabled by default.

Access it by using the *Windows key + H* keyboard shortcut or

Clicking the microphone button on your touch screen.

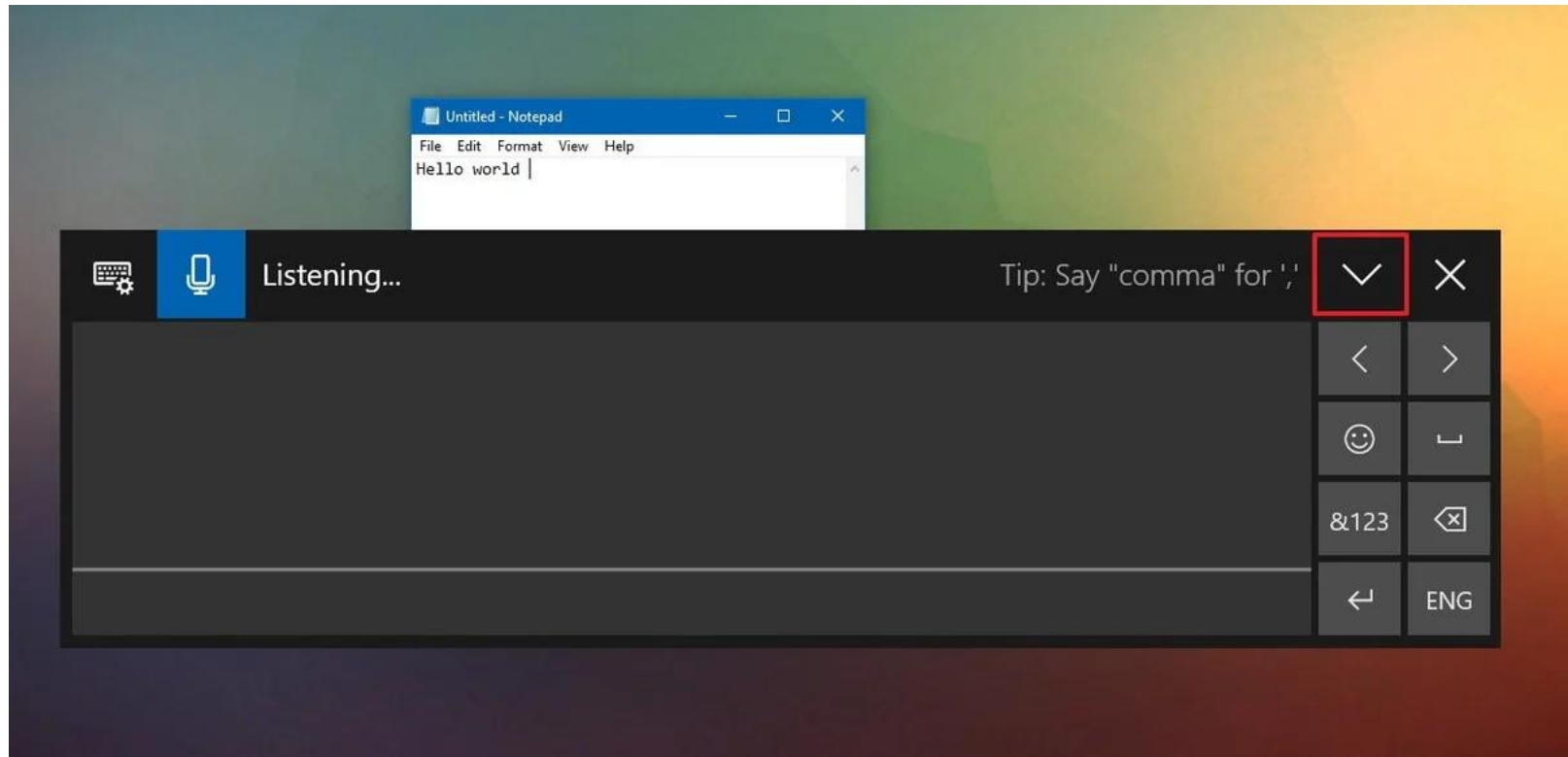


Setting Up Windows 10 Dictation

When the voice dictation panel appears, and you see the microphone icon in blue, you can immediately start dictating.

You will need to speak the punctuation.

To dictate a symbol or letter, you'll need to use the "start spelling" command, and then speak the symbol or letter.

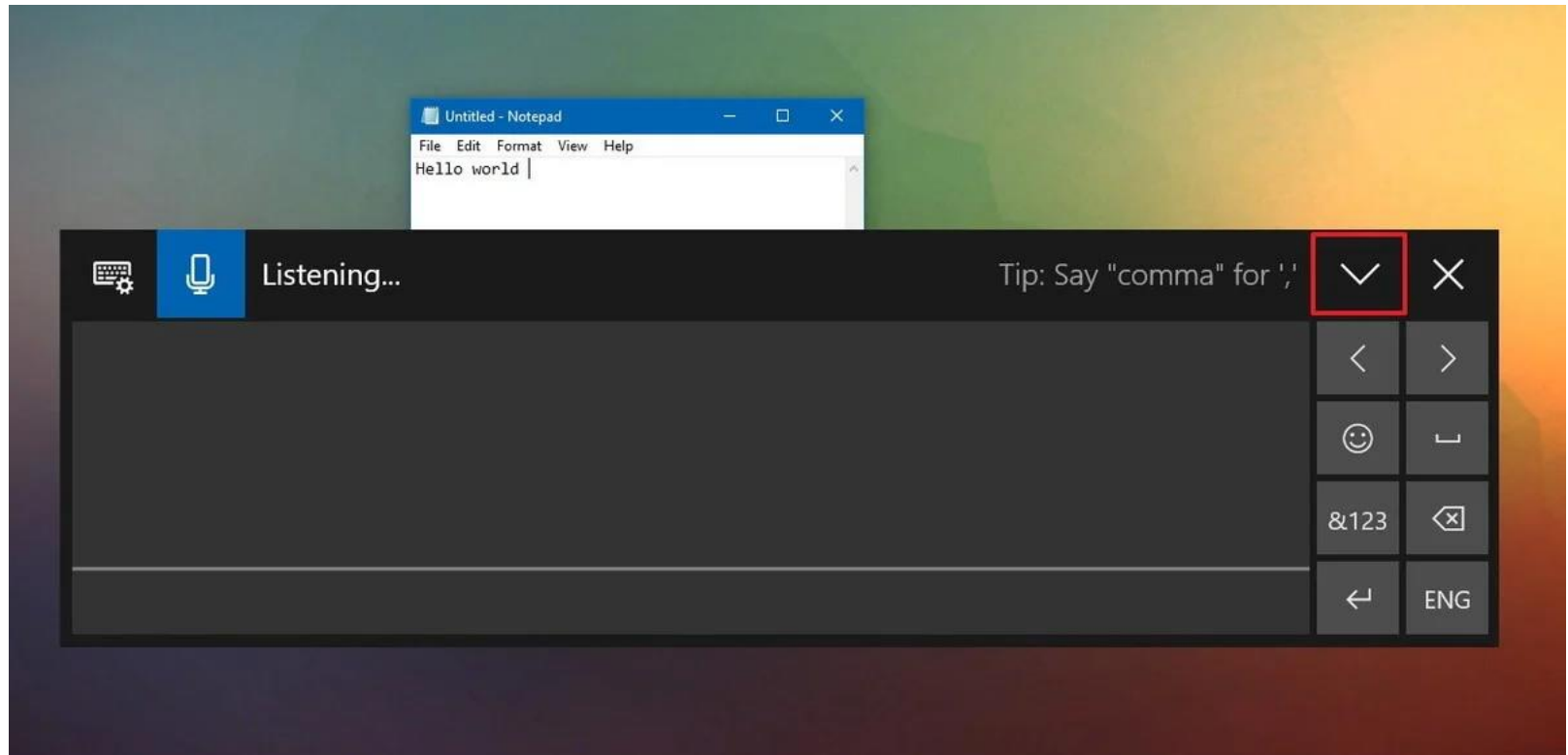


Setting Up Windows 10 Dictation

If you want to say
"Microsoft sells software,
hardware, and
accessories." with the
quotation marks

You'll need to say

Open quote microsoft sells
software comma hardware
comma and accessories
period close quote.



Setting Up Windows 10 Dictation

Voice Commands Actions

Learn more about the punctuation and symbol commands you can use at this Microsoft support page.

<https://bit.ly/3jOR92d>

Voice commands	Actions
Select "word"	Selects specific word or phrase
Select that	Selects recent dictation result
Select the "next three words" Select the "previous two paragraphs"	Selects multiple blocks of text
Start spelling Stop spelling	Enables and disables spelling mode
Clear selection Unselect that	Clear current selection
Delete that Strike that	Deletes recent dictation result or selected text
Delete "word"	Deletes current word
Go after that Move after "word" Go to the end of "paragraph" Move to the end of that	Moves cursor to the first character after specified word or phrase

Setting Up Windows 10 Dictation

Voice Commands Actions

Learn more about the punctuation and symbol commands you can use at this Microsoft support page.

<https://bit.ly/3jOR92d>

Go up to the previous "paragraph" Move back to the previous "word"	Moves cursor backwards to the beginning of the previous block of text
Go to the start of the "word"	Moves cursor to the first character before a specified word or phrase
Go before that Move to the start of that	Moves cursor to the start of a text block
Go down to the next "paragraph" Move forward to the next "word"	Moves cursor forward to the beginning of the next block of text
Go to the end of the "paragraph" Move to the end of the "word"	Moves cursor to the end of a text block
Press "key" Tap "key"	Supported keys: Tab, Enter, End, Home, Page up, Page down, Backspace, Delete

Setting Up Windows 10 Dictation

Wrapping things up

- Overall the experience using dictation on Windows 10 is good, but not perfect, as you may find it not very reliable all the time.
- For example, during my test, repeatedly saying "uppercase w" would keep on writing the words "uppercase" and "W."
- In addition, it's not capable of recognizing punctuations automatically.
- It's limited to users running the US English version of Windows 10.
- And despite the fact that you can use some of the Speech Recognition commands, you'll notice the absence of the commands to navigate the desktop or app using your voice.

App No. 3

Apps You
Can't Do
Without

Windows 10

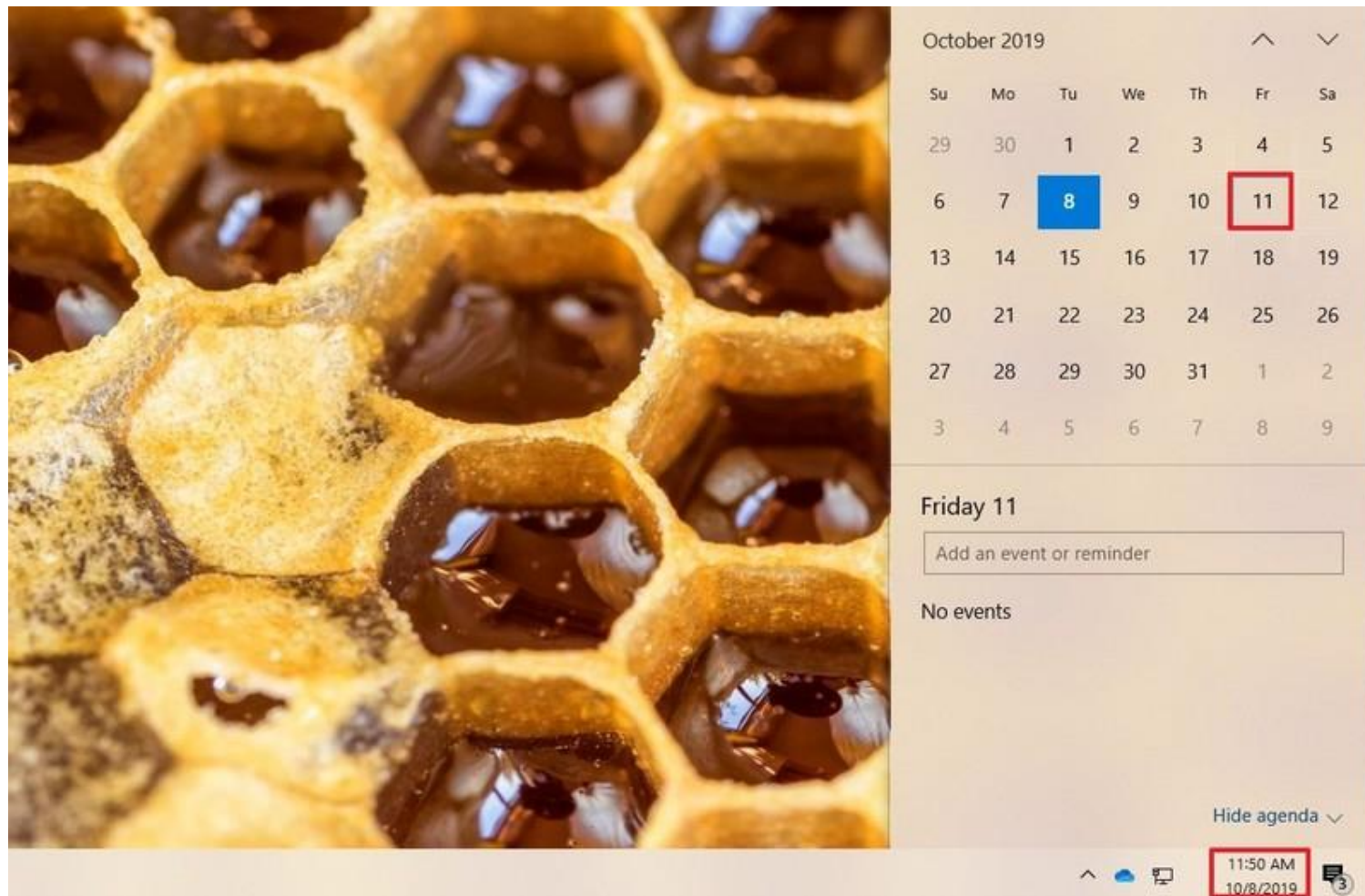
Add a Quick Event

How to create calendar events using the taskbar

To create a calendar event or reminder quickly on Windows 10 version 1909 (November 2019 Update), use these steps:

Click the *time and date* button in the taskbar.

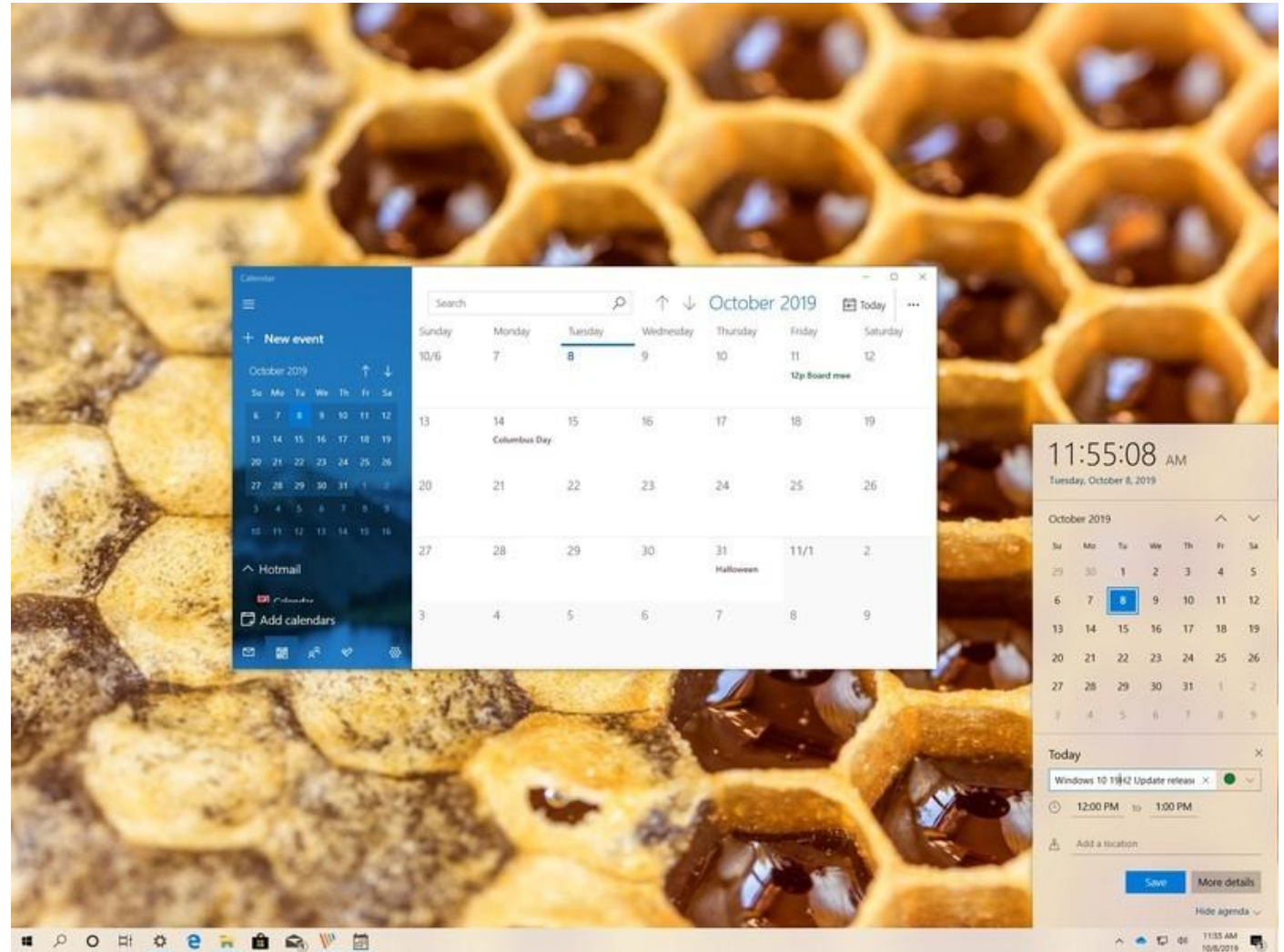
Select the date to schedule the new event from the calendar.



How to create calendar events using the taskbar

Click the Show agenda option in the bottom-right corner.

Under the *Today* section, start typing the event or reminder in the text box.

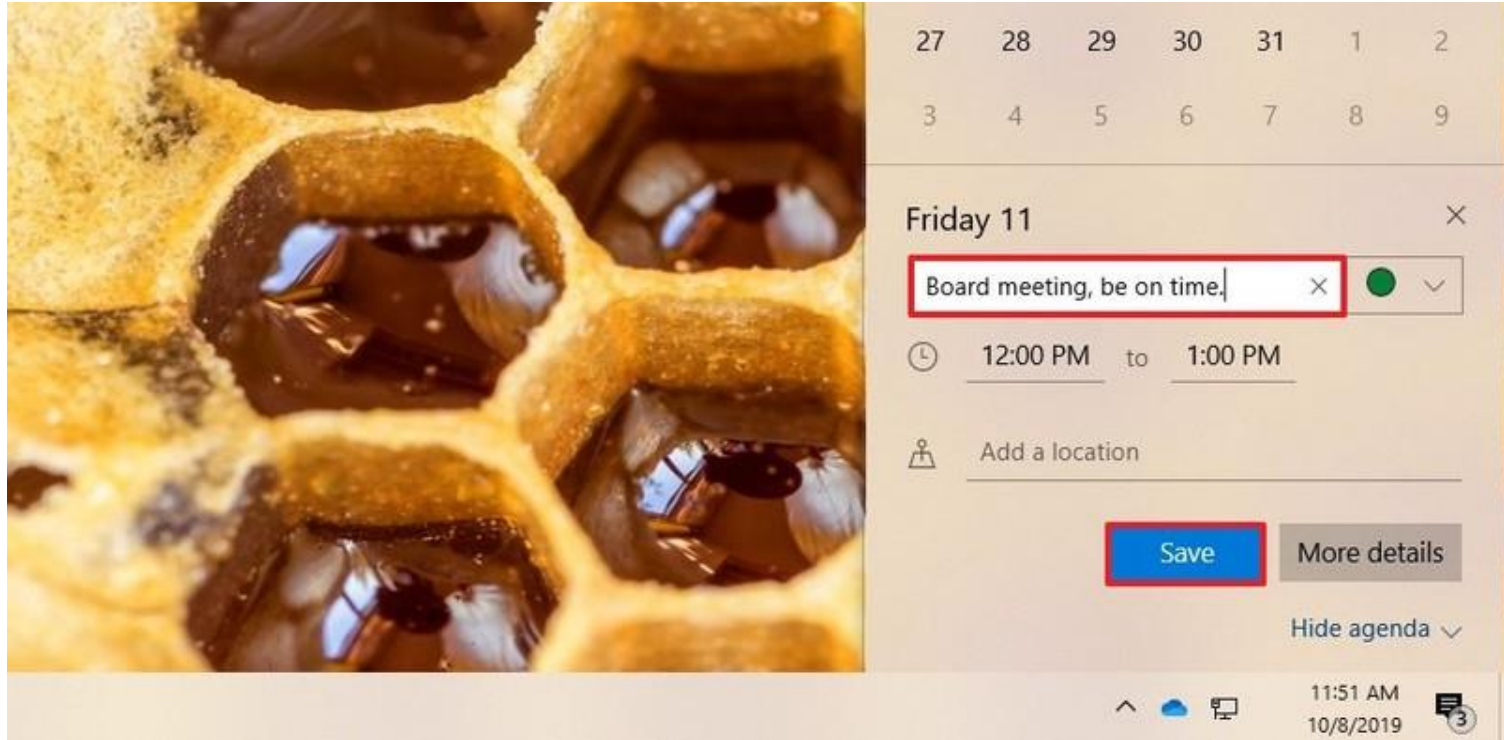


How to create calendar events using the taskbar

Click the drop-down menu on the right to select the calendar to save the new event.

Specify the start and end time of the event.

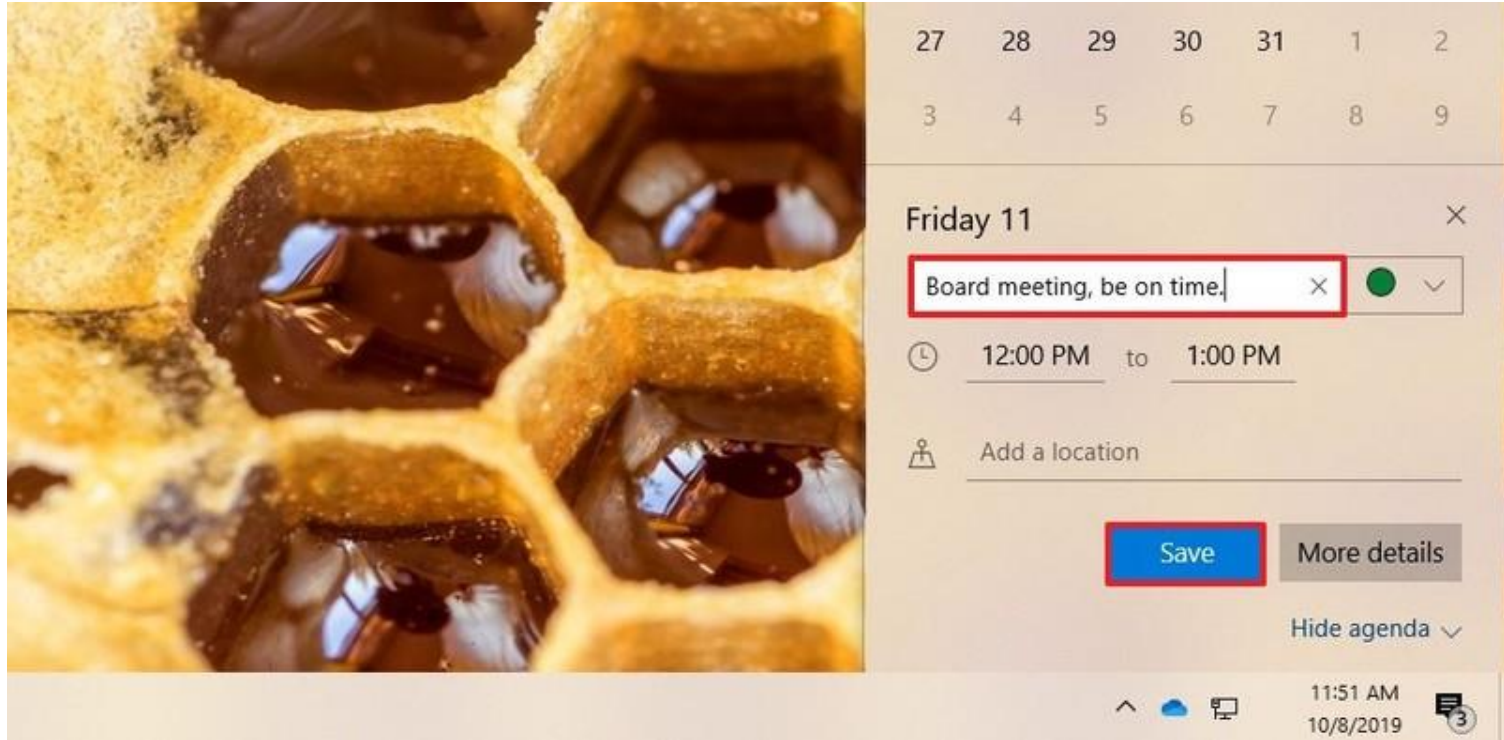
Specify the location (if applicable).



How to create calendar events using the taskbar

(Optional) Click the More details button to open the event using the Calendar app, which allows you to access more options and continue composing the event on a bigger canvas.

Click the Save button.



App No.4

Apps You
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Windows 10

Quick Assist

How to Set Up and use Windows 10 Quick Assist

Before allowing access ...

- Since this feature gives a person complete control over another's PC, you should only use it with someone you trust.
- If you are the person giving assistance, you need to use a Microsoft account.
- If you are receiving assistance, you don't have to be signed into a Microsoft account.
- As long as you're comfortable with allowing that person access to your Windows 10 PC, the following steps will get everything working.
- Quick Assist only works on Windows 10 Computers.

How to set up and use Windows 10 Quick Assist

It doesn't take long to get
Quick Assist set up.

This is what it looks like if you
are the one providing
assistance.

If you're helping out
Right-click the Start button,

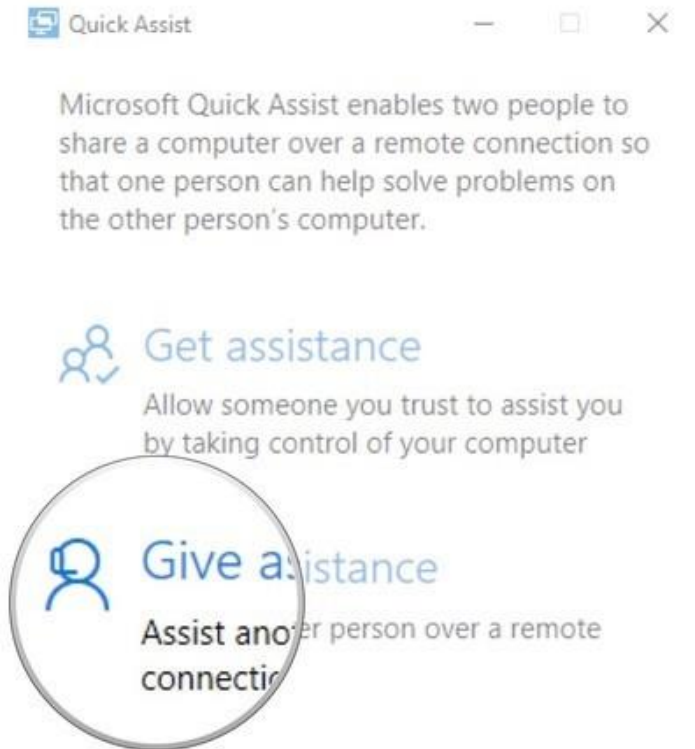
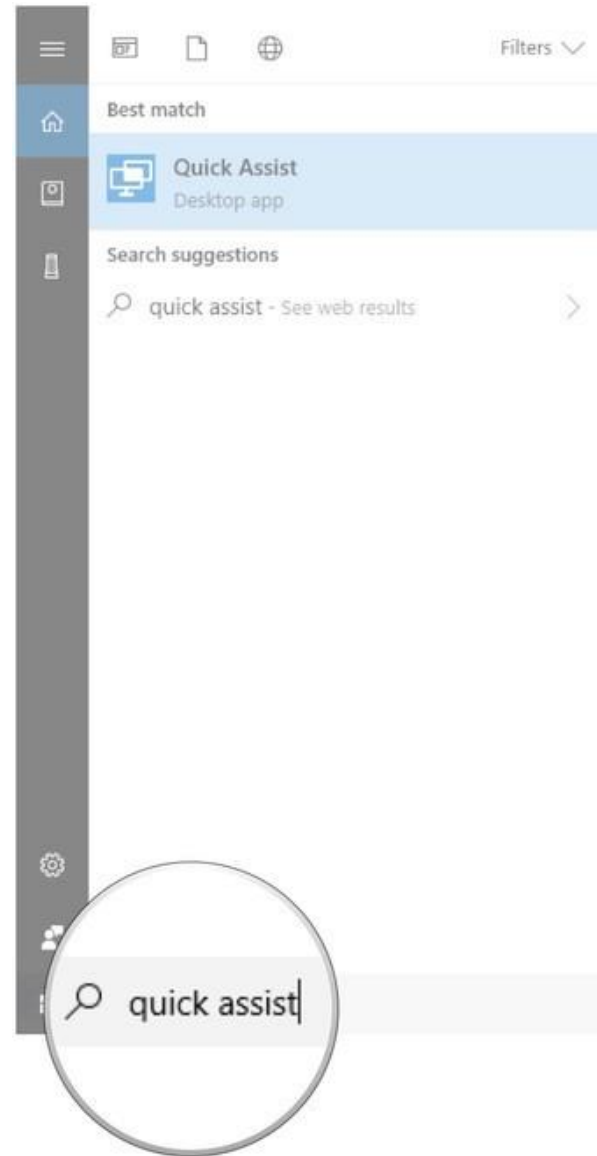
Click Search



How to set up and use Windows 10 Quick Assist

Type *Quick Assist* and press
Enter on your keyboard

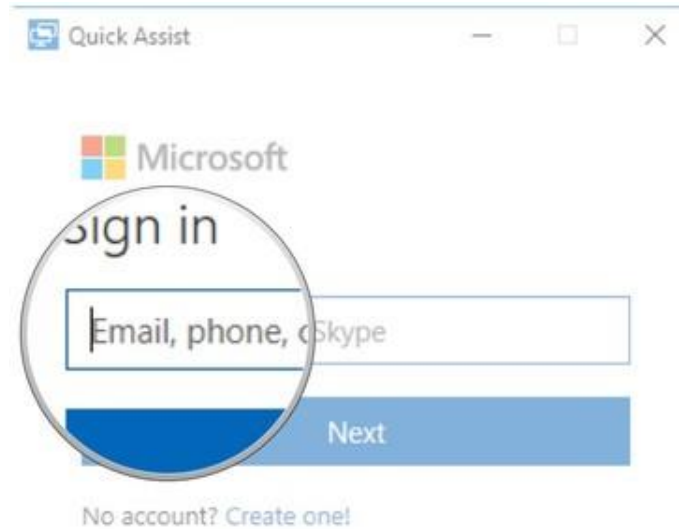
Click *Give assistance*



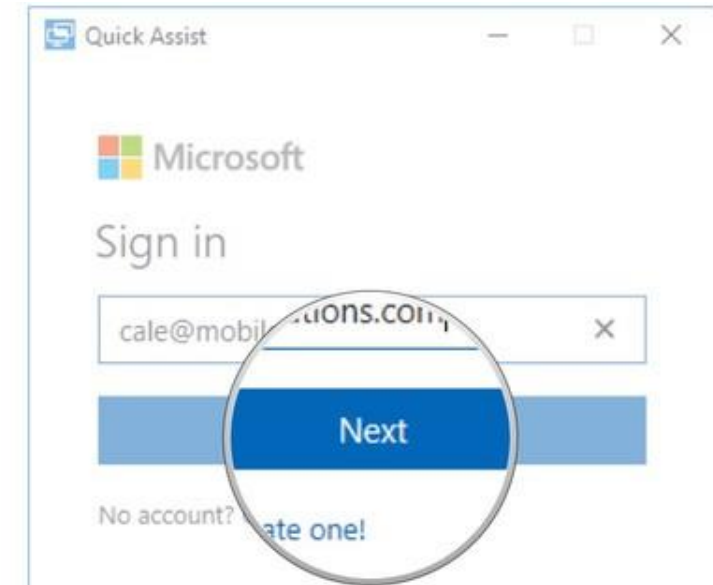
How to set up and use Windows 10 Quick Assist

Type your Microsoft account
username

Click *Next*



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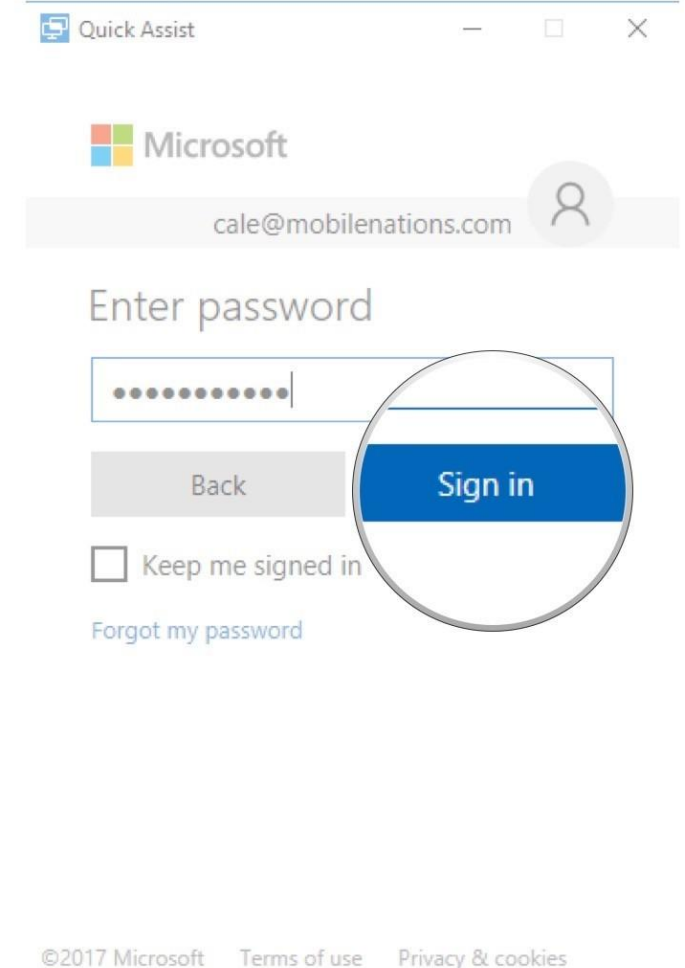
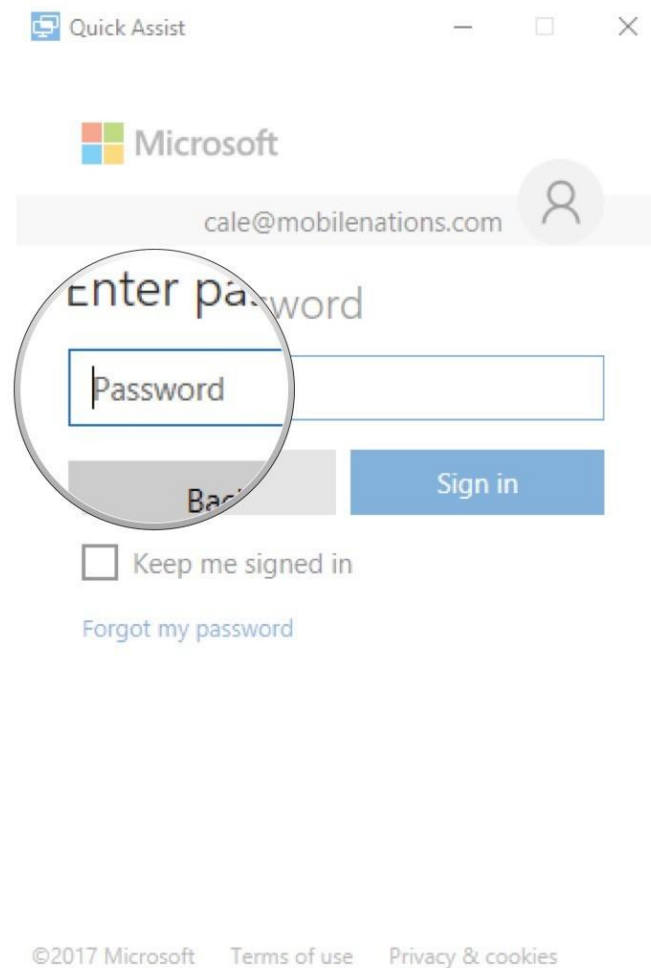
How to set up and use Windows 10 Quick Assist

Type in your *password*

Click *Sign in*

You're then shown a *six-digit code* that must be shared with the person receiving assistance.

There are a couple of options you can click right in the window (like email), but you can relay the code any way you want.



How to set up and use Windows 10 Quick Assist

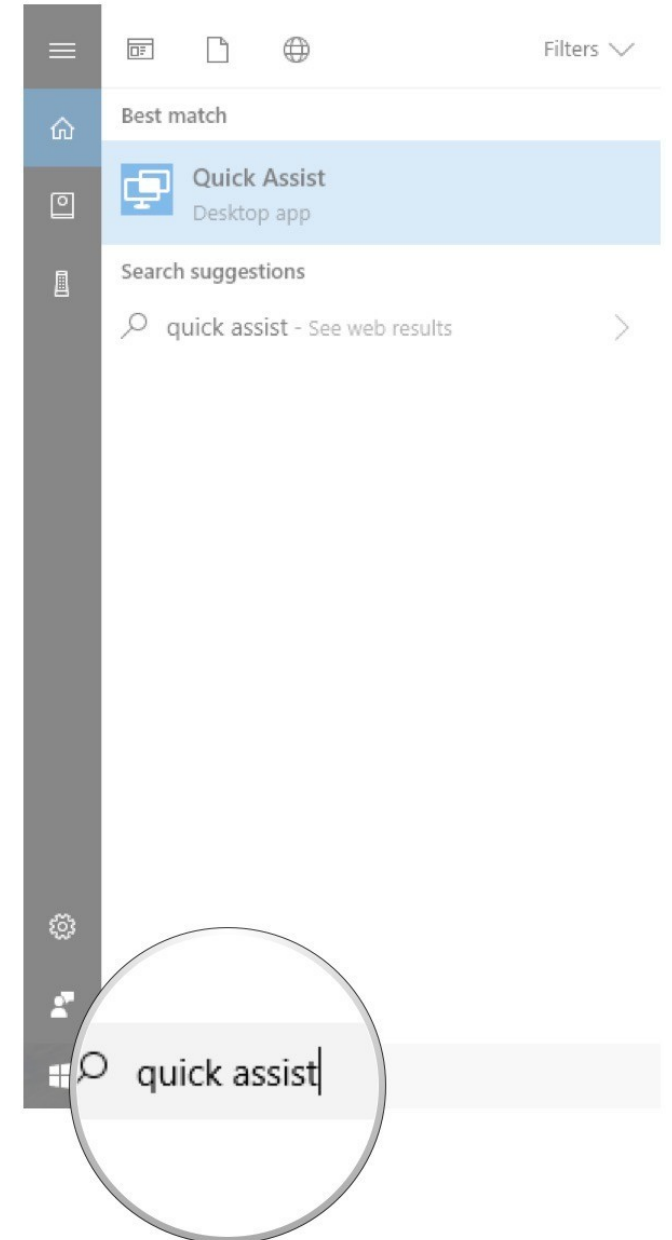
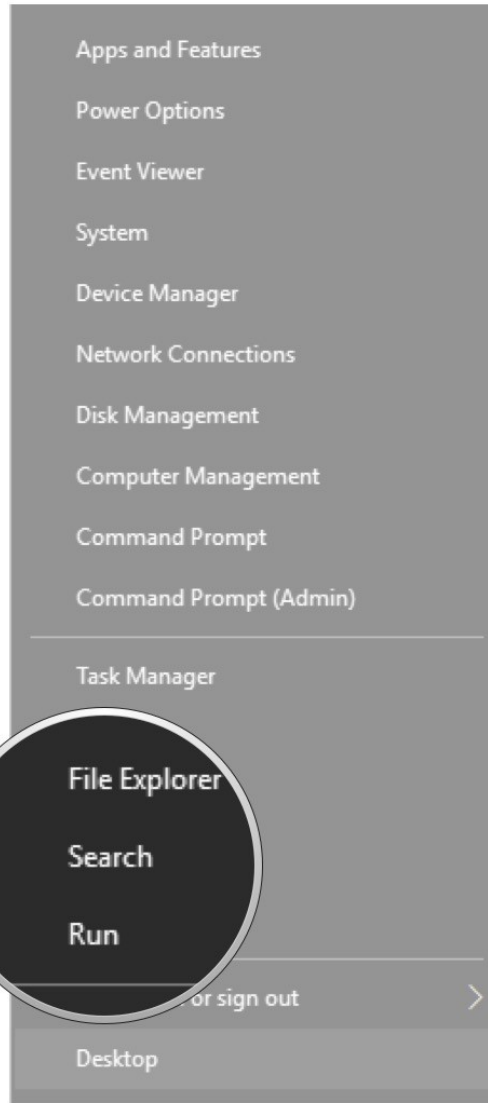
If you're getting help

Once the other person has received the code, here's how to get things set up for the person receiving assistance.

Right-click the Start button

Click *Search*

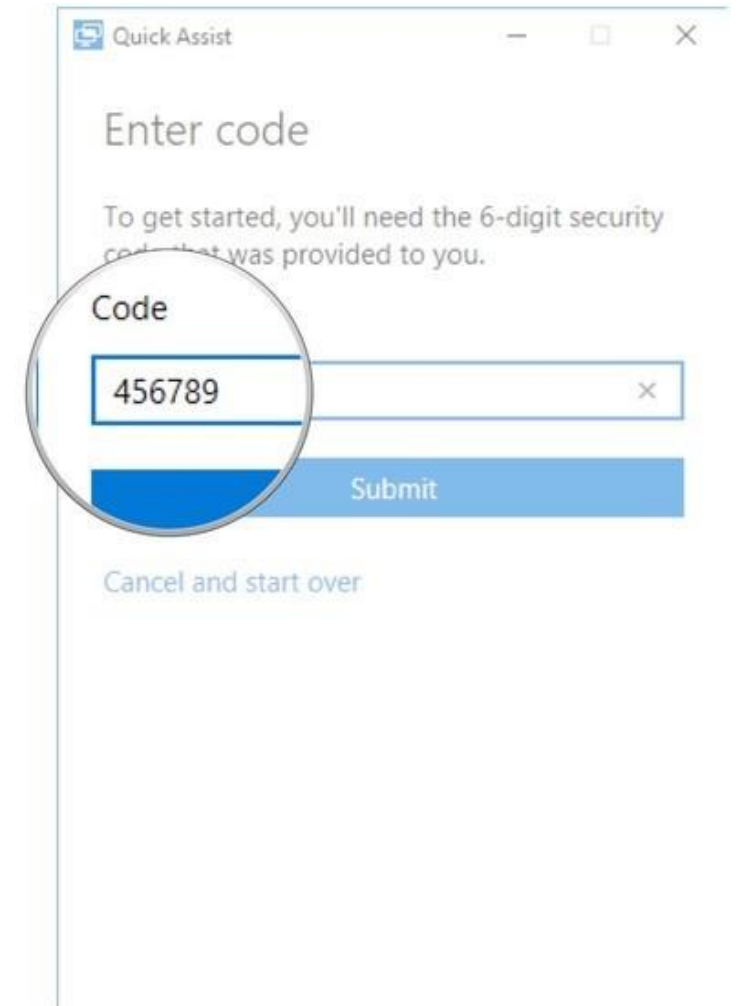
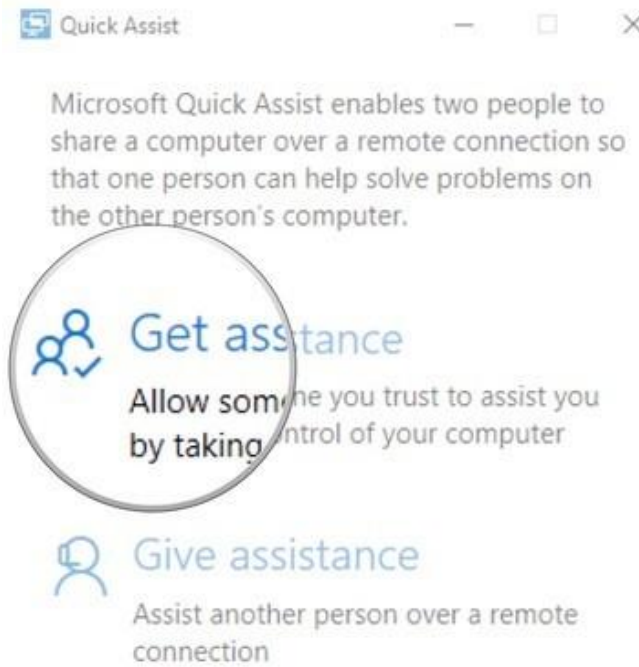
Type *Quick Assist* and press *Enter* on your keyboard



How to set up and use Windows 10 Quick Assist

Click *Get assistance*

Type the six-digit code you
received from the person
giving assistance

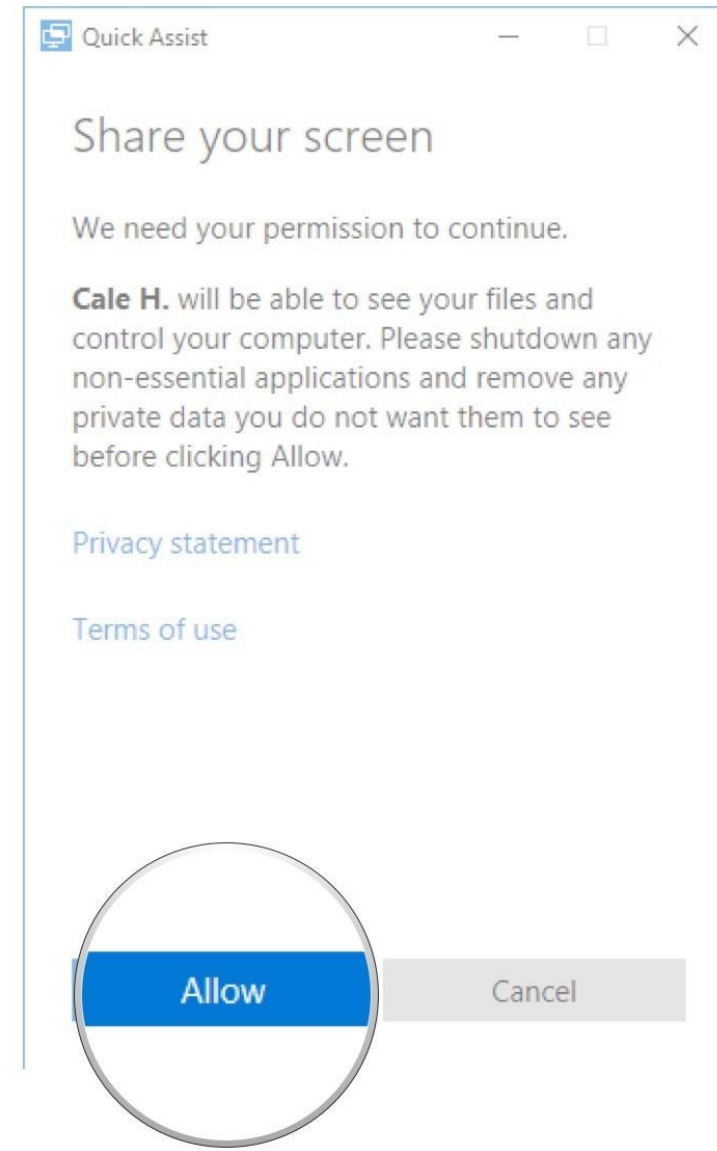
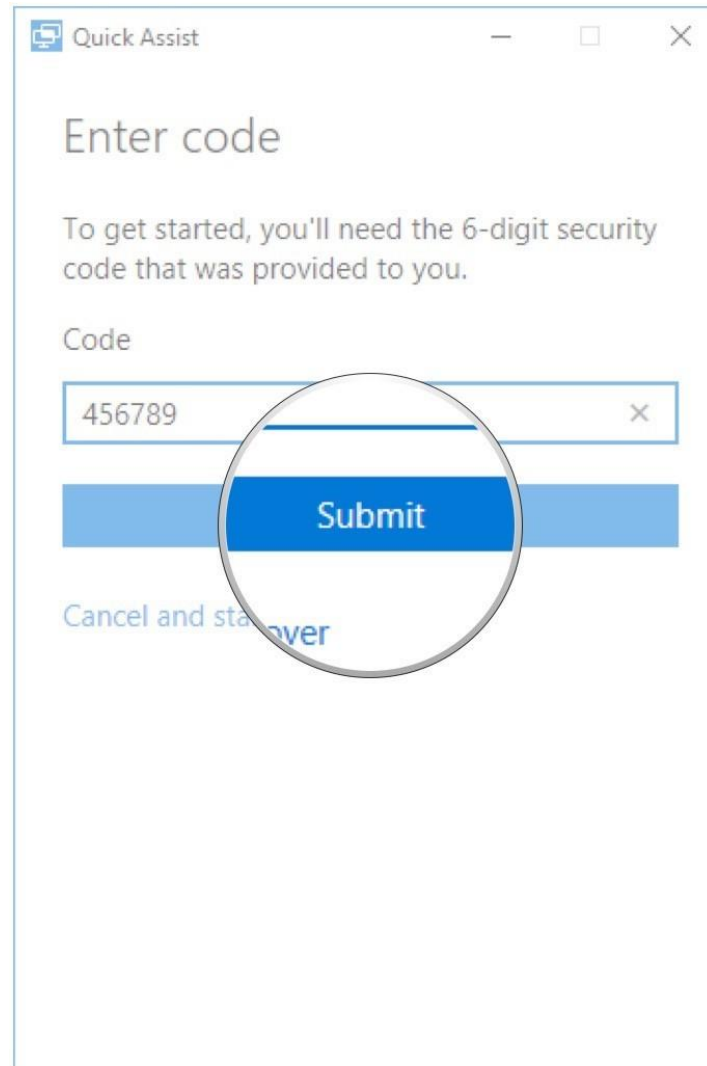


How to set up and use Windows 10 Quick Assist

Click *Submit*

Click *Allow* as long as the name matches the person giving assistance.

The person giving assistance will now have a window open that shows the other person's desktop.

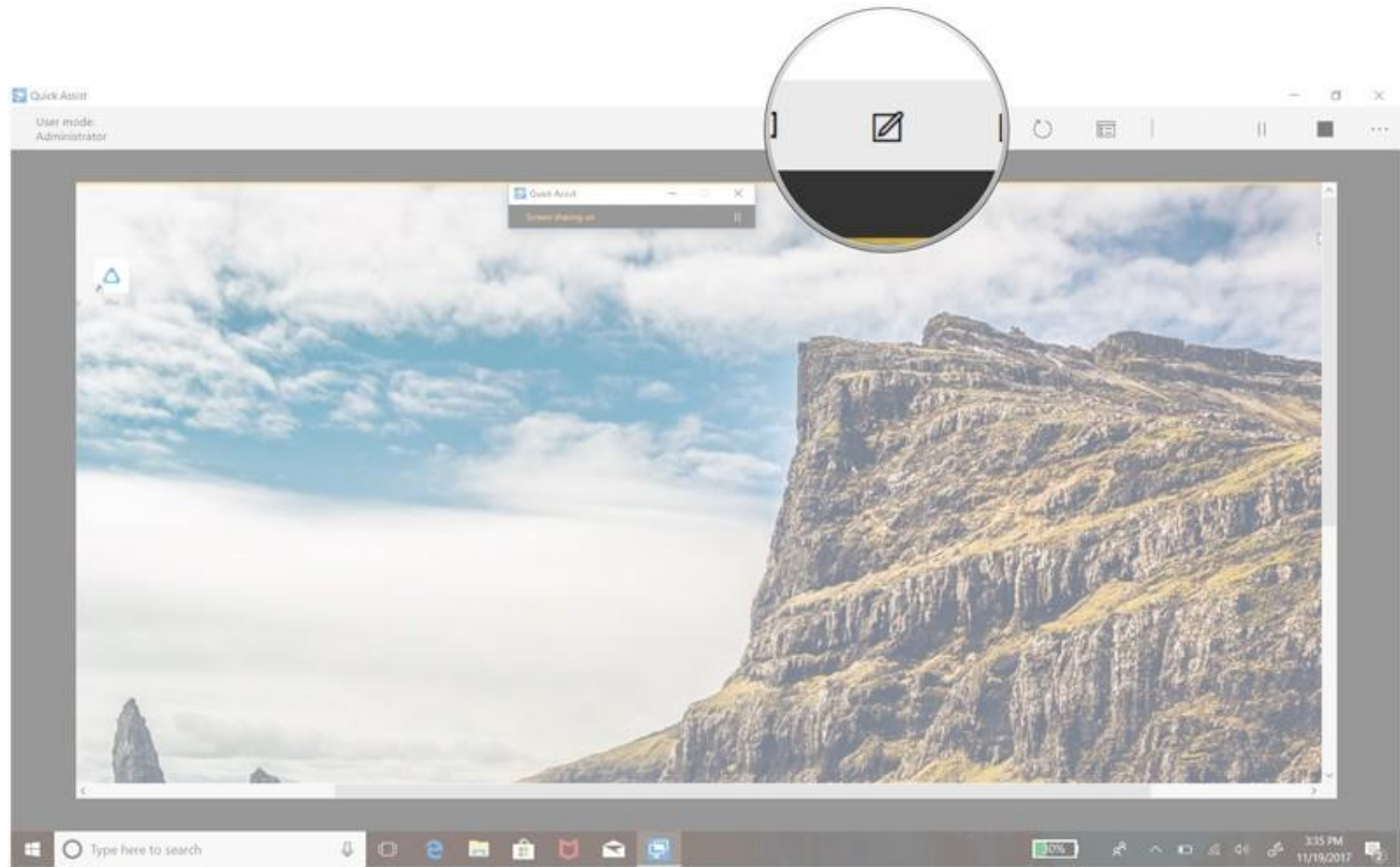


How to set up and use Windows 10 Quick Assist

Once you have a working connection, the person offering assistance has a number of tools at their disposal.

To annotate both screens, click the *Annotate* button.

This allows the person giving assistance to draw directly on both screens using their mouse cursor.

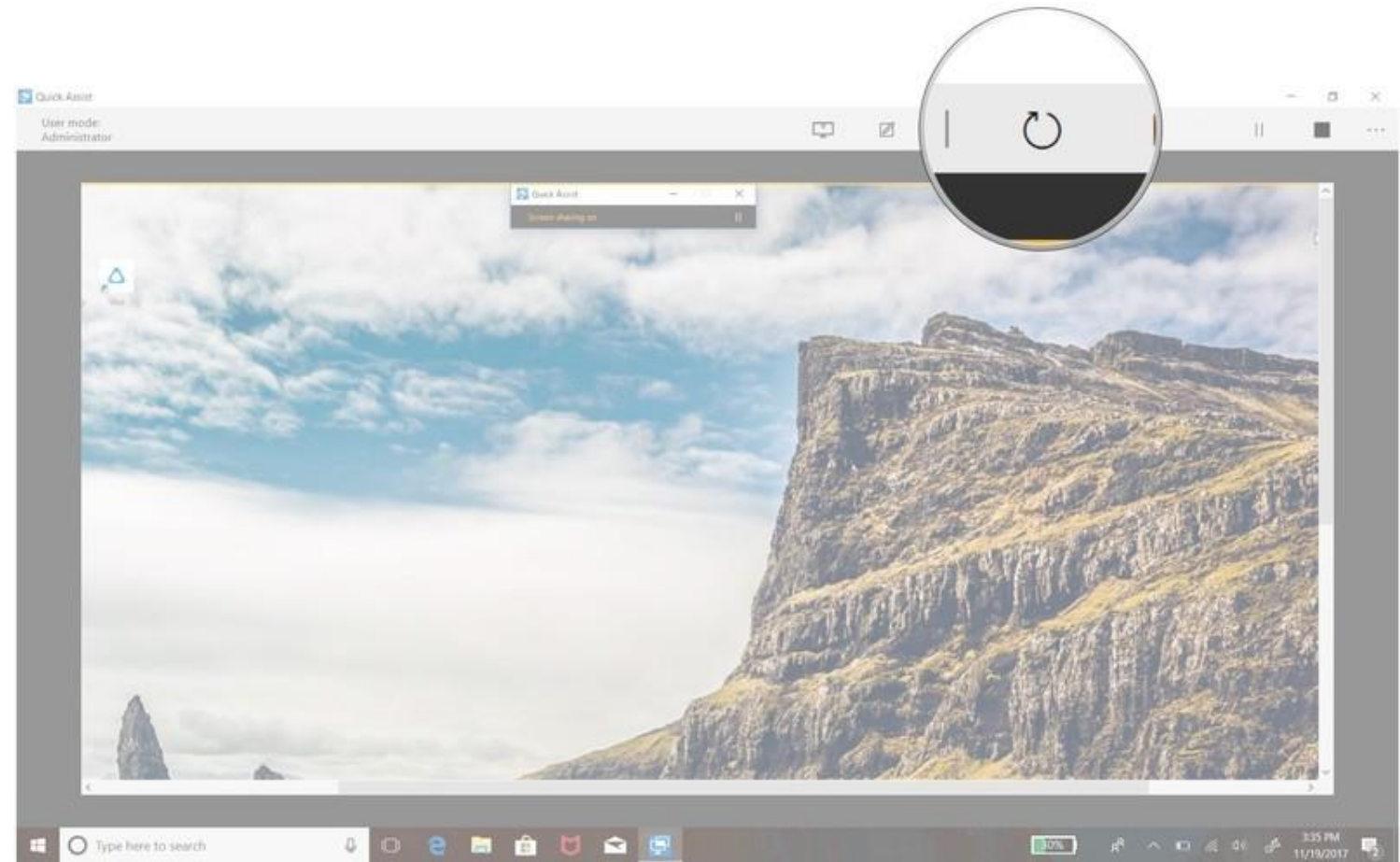


How to set up and use Windows 10 Quick Assist

To restart the other PC, click the *Restart* button.

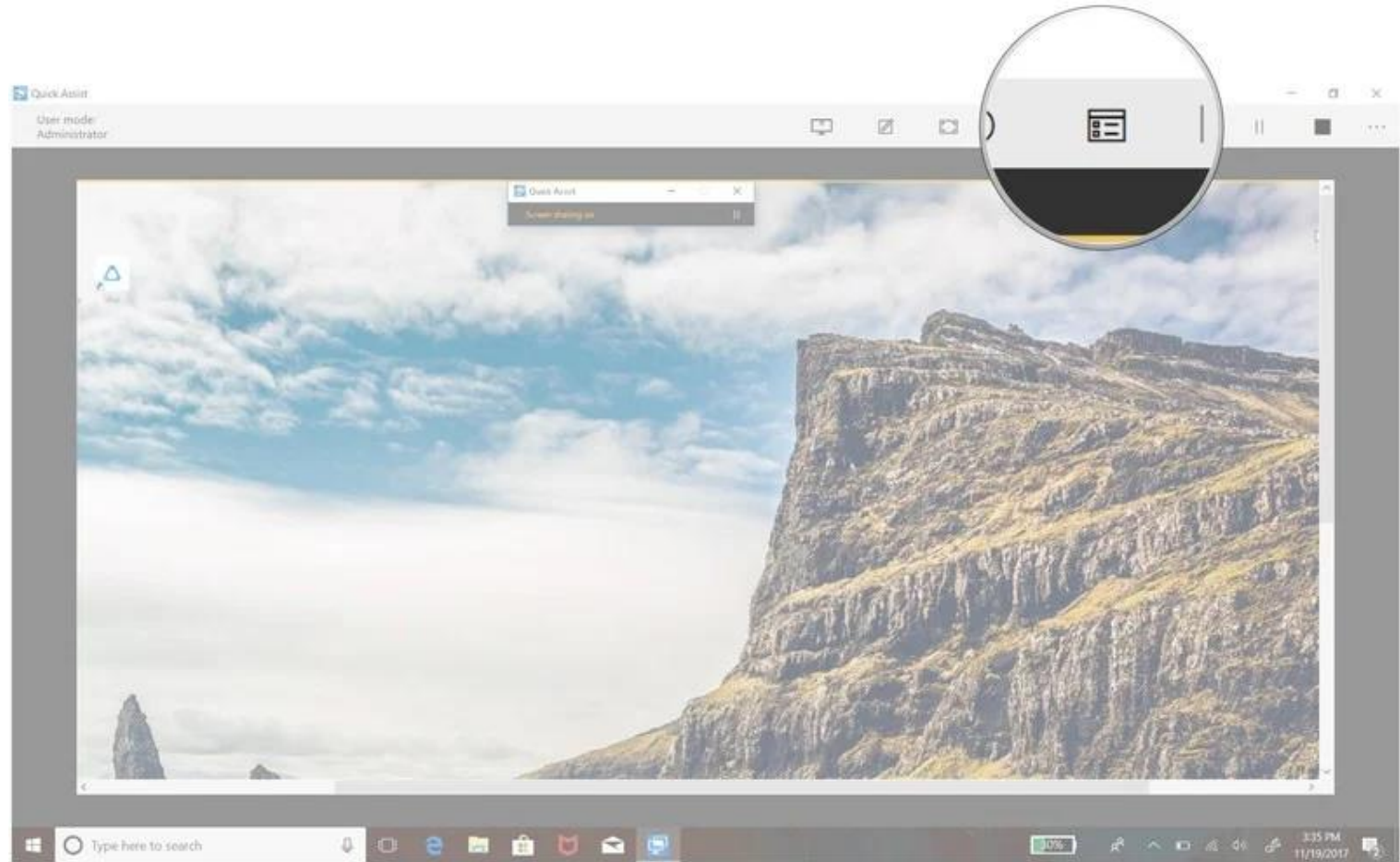
The *Quick Assist* connection will pause

It will automatically re-open when the PC restarts and boots Windows.



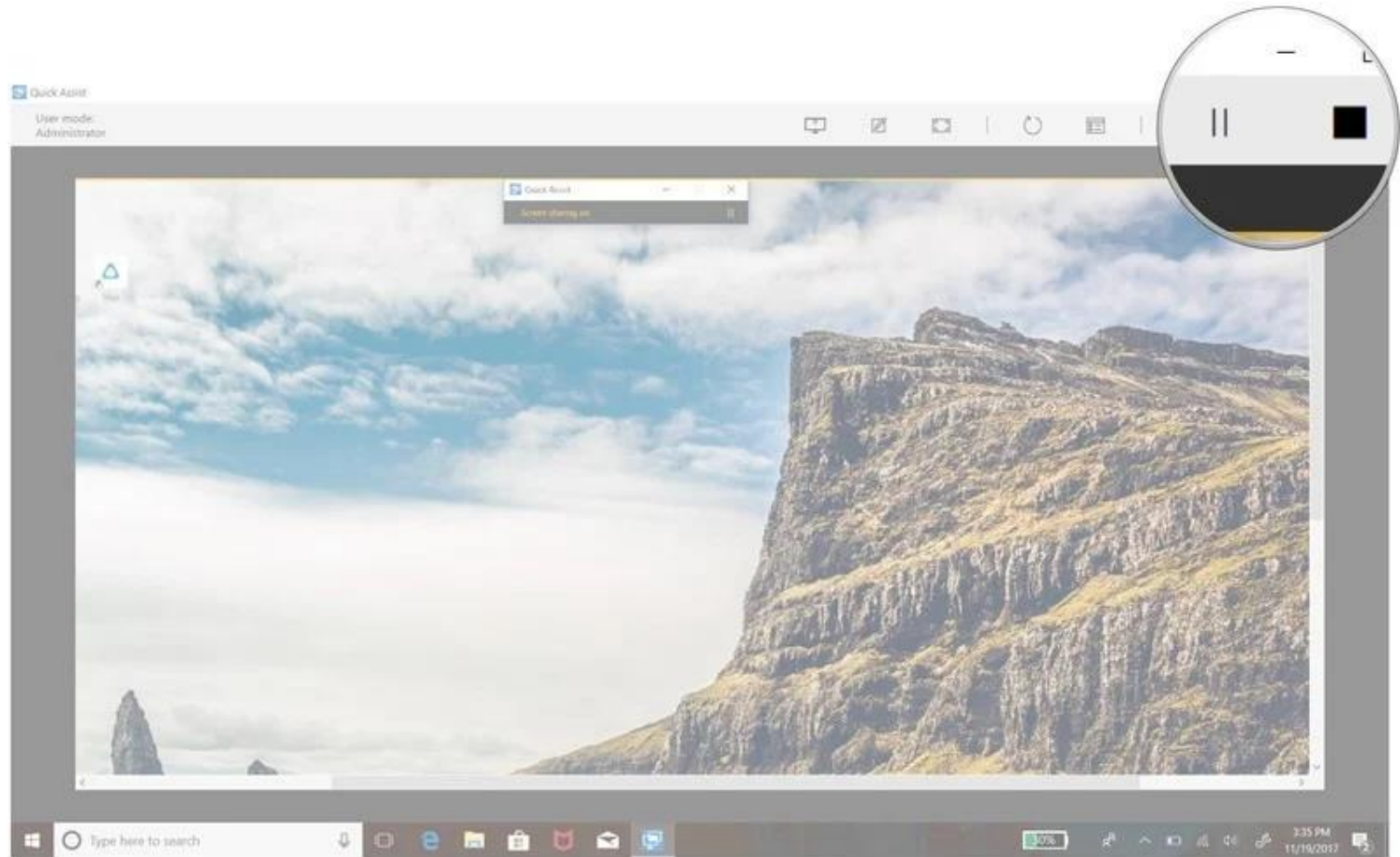
How to set up and use Windows 10 Quick Assist

To open the *Task Manager* on the other PC, *click the Task Manager* button.



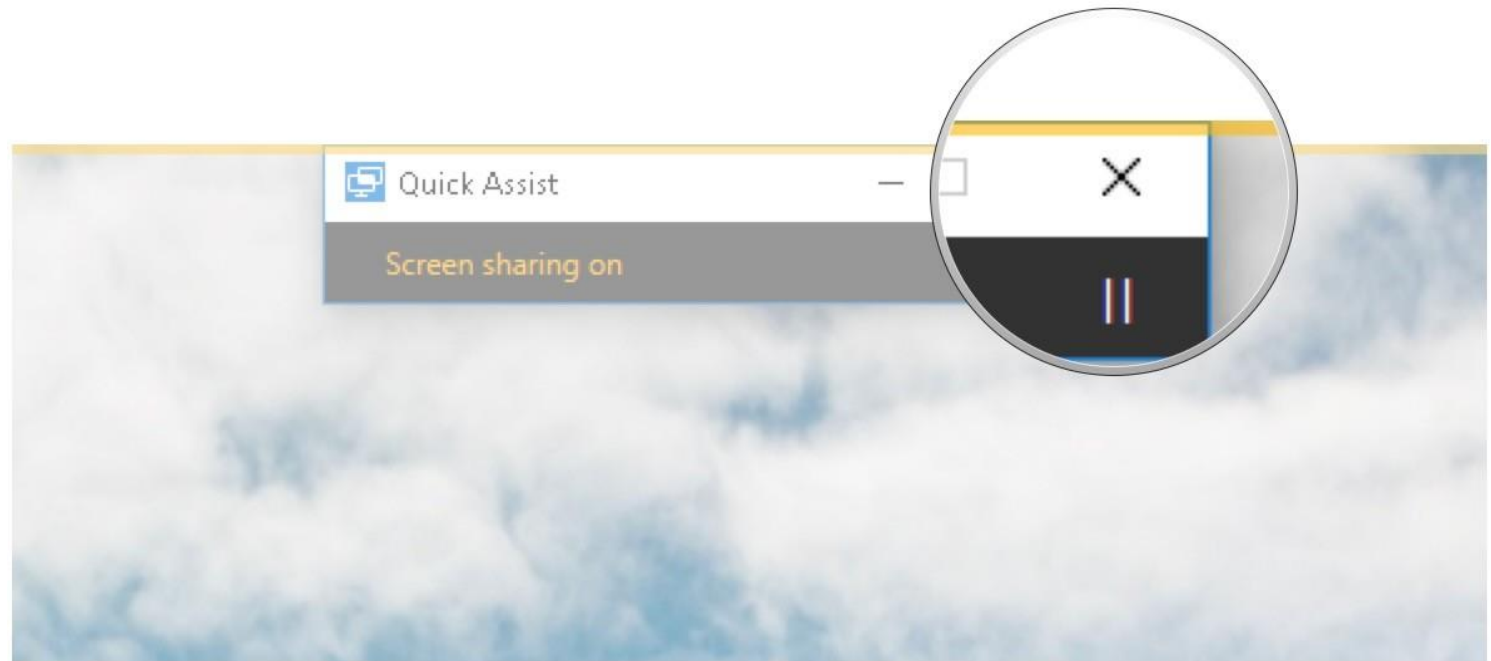
How to set up and use Windows 10 Quick Assist

To pause or stop the connection, click the *Pause* or *Stop* button. The connection can be resumed by hitting the *Play* button in the same spot.



How to set up and use Windows 10 Quick Assist

If the person receiving assistance would like to stop the *Quick Assist*, they can click the **X** in the top-right corner of the small window on their screen.



Questions?



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