



# TECH SNIPPETS

Information, Communication & Technology

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## Reminders

- At the end of each school day, isolate all your classroom equipment at the wall switch after you have shut it down in the correct manner.
- Pressing the **Windows + P** keys brings up the options for connecting to your data projector. **Duplicate** is the most popular option but **Extend** allows you to work on something different to what you are projecting for your students.
- Never leave students unsupervised in your classroom. Damage to equipment caused by clumsiness, horseplay, fiddling or vandalism can be costly to repair and may result in you having to go without the use of the equipment for several days or weeks.

## Office 365 default save location

To make it easier for users to take advantage of the rich cloud collaboration capabilities in Office 365, Microsoft is simplifying the first save experience and making it easier for users to save to **OneDrive** and **SharePoint**. Once they're in the cloud, users can easily rename files and move them between folders from within the apps.

This new experience will allow users signed into **Office 365** to easily save their **Word**, **Excel** and **PowerPoint** files to a default cloud location. For organisational accounts, this will be **OneDrive for Business**.

This change will be fully implemented by January 2020, so you will be at an advantage if you start making more use of your **OneDrive** and **SharePoint** storage locations now. The key benefit of these is that your data will be available from anywhere you have an internet connection and not just from within the school as it is now when you save to your **S:** drive. **OneDrive** and **SharePoint** will also greatly improve your ability to collaborate with your colleagues (e.g. moderation and proofing of exam papers).

After January 2020 we will start reducing teachers' **S:** drive storage quotas and eventually eliminate these altogether.

## Did you know?

Pressing the **Windows** key brings up your **Start** menu, but it can also be pressed in combination with the following keys:

- A** opens your **Action Centre**
- D** toggles between your current app and your desktop
- E** opens **File Explorer**
- I** brings up **Windows Settings**
- K** brings up your **Connect** options
- L** locks your computer
- M** minimises all open apps
- P** brings up the **Project** options for your data projector
- Q** or **S** brings up all **Search** options
- R** opens a **Run** window
- U** opens **Ease of Access**
- W** opens **Microsoft Whiteboard**
- V** shows **Clipboard history**
- X** brings up a **Start** menu
- Pause/Break** opens **System Properties**
- ↑ maximises current window
- ↓ normalises current window

## Windows 10 version 1903

Microsoft releases a new version of Windows 10 approximately every six months which they refer to as their spring and autumn editions (in the northern hemisphere). Version "1903" refers to the year 2019 and the month of March, although this particular version was only released near the end of June, three months later than anticipated. Rather than introducing an operating system with a totally new name (cf. Windows 3.11, Windows 98, Windows 7, etc.) Microsoft intends keeping the name Windows 10 for the time being and instead offering these releases to upgrade existing installations. You can easily check what Windows 10 version your PC or laptop is running by pressing the **Windows + R** keys, then typing *winver* and pressing the **Enter** key.

Each release is made available automatically in our school environment but it may take your PC or laptop several days to download each one, and a few hours to completely install them once you have approved this. You cannot use your PC during the installation or turn it off, which is why you need to decide for yourself when to do the update. You can check for the availability of a new version by pressing the **Windows + I** keys and then clicking on **Update & Security**. If a new version is available, you will see an option to download and install it here.

So, what is new in version 1903? Some of the more obvious changes are just cosmetic. For instance, before you log on you will notice that your screen background is blurred. After logging on, if you use the default Windows desktop background, you will notice that although it looks similar to the old one, it is now composed of lighter hues. Here are some other interesting changes:

- **Windows Search** (right-click the Windows icon and then click on **Search**, or press the **Windows + S** keys) has gained an "Enhanced" mode. This mode is not enabled by default, but if you choose to turn it on, it will search across all folders and connected drives. You can exclude searching in specific locations if you want to.
- The default **Start** menu (accessed by pressing the **Windows + X** keys) has been simplified to a single column.
- You can completely uninstall more of the built-in apps if you don't use them.
- **Focus Assist** can now hide notifications while you're using any app, whether that's a video player, full-screen spreadsheet, or web browser. All you need to do to use this feature is to toggle the **F11** key while you are in the app.
- Microsoft has added new emoji (or emojis) to Windows 10. To open the emoji panel anywhere in Windows 10, press the **Windows + .** (period) keys together. You can now also move the emoji panel around your screen.
- There is a new, globe-shaped icon that appears in your system tray when your PC doesn't have an Internet connection. This replaces the previous individual icons for Ethernet, WiFi and cellular data connections.