PREVIEW

Desktop@UCL Service Improvement

Windows 10

Office 2016
These slides contain a brief overview of the Desktop@UCL Service Improvement Programme and a preview of Windows 10 and Office 2016 illustrating some of the new features available at UCL.
The upgrade to Windows 10 and Microsoft 2016 is designed to provide:

- A consistent operating system across all desktops for students and staff
- A faster, slicker user interface
- New features and functionality
- A robust, secure and sustainable technology platform
- Access to the latest Microsoft Office products
- All your usual applications will be available
Desktop@UCL Service Improvement Overview

The upgrade to Windows 10 and Microsoft 2016 will:

• Impact Desktop@UCL computers in all teaching and learning spaces over summer, commencing the beginning of July
• Impact all Desktop@UCL staff via a phased roll-out commencing the beginning of October
• Have no impact on Desktop@UCL Anywhere (this is coming later)
The Start Menu has a new look and feel.
The power, settings and account buttons are to the far left of the Start Menu.
Find all your programs and applications in the application list.

Double click a letter to quickly access another part of the list.
The tiles are fully customisable.

You can pin, resize, position and group tiles to suit the way you like to work.
Start typing to search for apps, files and settings.

Click the search box to see an example.
Matching results are returned.
Use the Action Centre to view system notifications and quickly access various settings.
Use Task View to work with multiple virtual desktops.
Arrange up to four windows on your screen at the same time using the Snap Assist feature.

Other windows shrink to a large thumbnail.
If using a touch screen, use your finger to touch to title bar and drag it onto an edge or corner of your screen.
There have been some cosmetic changes to Settings.
When you open File Explorer you will land in Quick Access.
Your frequently used folders and recently used files are listed and you can pin your favourite folders here.
My Computer is now called This PC.
Share files and photos directly from File Explorer.
View a Preview or Details pane for your files.
The new Calculator app can be used in different modes like Standard, Scientific, Programmer and Converter.
For touchscreen users...

You can also take a picture of your screen using Screen sketch and draw directly on the picture.

*Sketchpad is like having a whiteboard on your computer*

*Write on sticky notes freehand*
Office 2016 includes a colourful new theme for each of the applications.

File > Account > Office Theme
Alternatively, you can select the new Dark Grey Office Theme making the screen easier to read.

File > Account > Office Theme
Access File Explorer from directly within an application via the new Browse option.

File > Open > Browse
Start typing in the Tell Me assistant to get a working command.

This a quick way of doing things when you are not sure where to find a command.
Sharing files and collaborating on files is made easy with the new look Share tab.
Look up information online from within the application with Insights

Highlight > Right Click > Smart Lookup
There are a number of new charts available to choose from in Excel.
For more information access the online video tutorials at

https://www.ucl.ac.uk/lynda