



Windows 10

CORTANA INFORMATION



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Yes, I speak to you, tell jokes, and have many other roles.



All Cortana “How To Procedures” are found in Chapter 13 of the Windows 10 Manual.

Cortana is Microsoft’s “Digital Voice” search helper having wide-ranging features. “Cortana Provides Information.”



Cortana will search and access your computer, find folders and files, open and use your calendar, utilize the internet for searches and, of course, communicate with you. Microsoft future updates for Windows 10 increases Cortana’s importance, gaining more access to Calendars Microsoft Office and Outlook. There will be a day, in the not too distant future, speaking to Cortana will type a letter.



With Microsoft's Cortana App installed on your Apple or Android phones, syncing calendars, contacts, reminders, etc. becomes commonplace. Texts and driving directions can be exchanged between PC and phone.

Contact will go both ways, as you'll be able to respond to texts via Cortana or pull up driving or map directions on your PC and move them to your phone.

These are some of the things Cortana can do:

1. **Some Settings Can Be Changed:** To turn Wi-Fi on or off or Airplane mode on, ask Cortana and it will be done.
2. **File Search:** Say the name of the document, Cortana will show a list for you to click to open.
3. **Web Searches:** Say the search parameters and a list will appear.
4. **Launch Apps:** Say the name of the App to open.
5. **Reminders:** Say what and when to be reminded and Cortana will let you know at the appropriate time.
6. **Driving Directions:** Where am I or I want driving directions, ask Cortana.
7. **Calendar:** Want to know what's on your calendar, just ask. You can even ask Cortana to schedule an appointment or meeting. Just ask.
8. **Weather:** Ask about the weather, your location or another location.
9. **Alarms:** Set a wake up time or set a time you have to leave for an appointment. Just ask, and it will be done.
10. **Math calculations:** Ask to add, subtract, divide, multiply a series of numbers and the answer will appear.
11. **Convert units:** Foreign currency conversion to dollars. Just ask for the answer. Ounces to gallons or any metric conversion. Again, just ask.
12. **News:** Ask for the latest headlines and news anywhere in the world.