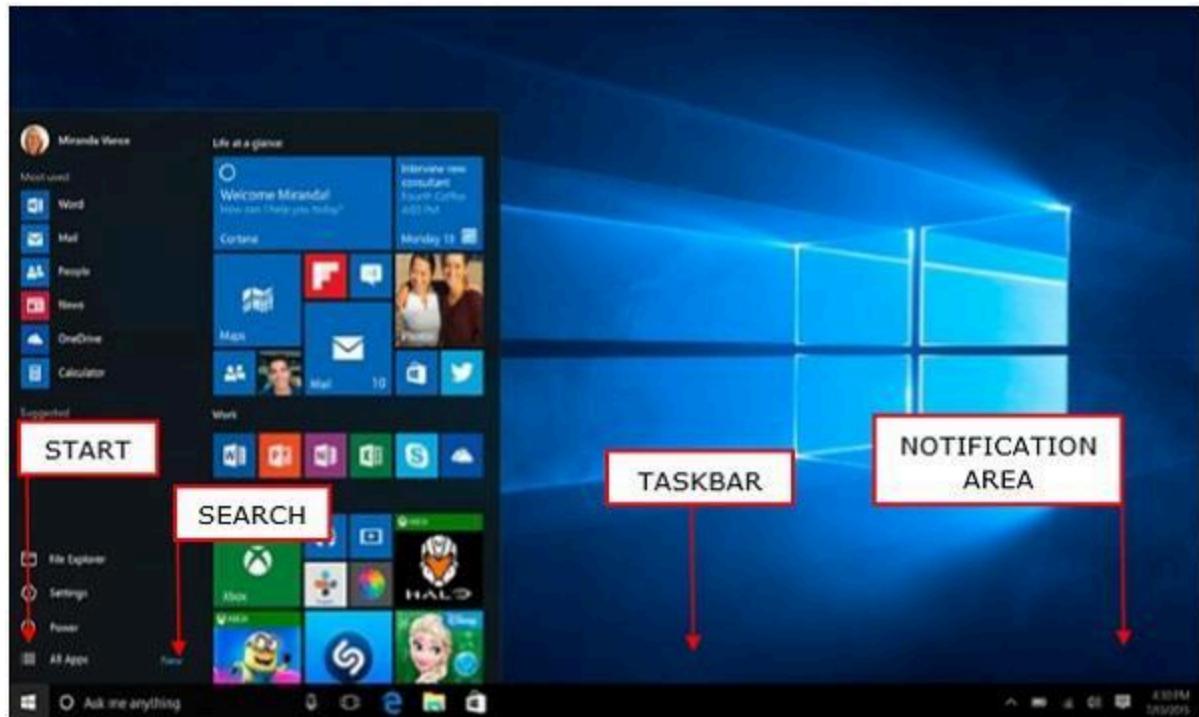


Introduction: After you have installed or upgraded your Windows, you will get a Welcome Screen with the time and date. Just click anywhere to go to the User Accounts Screen.

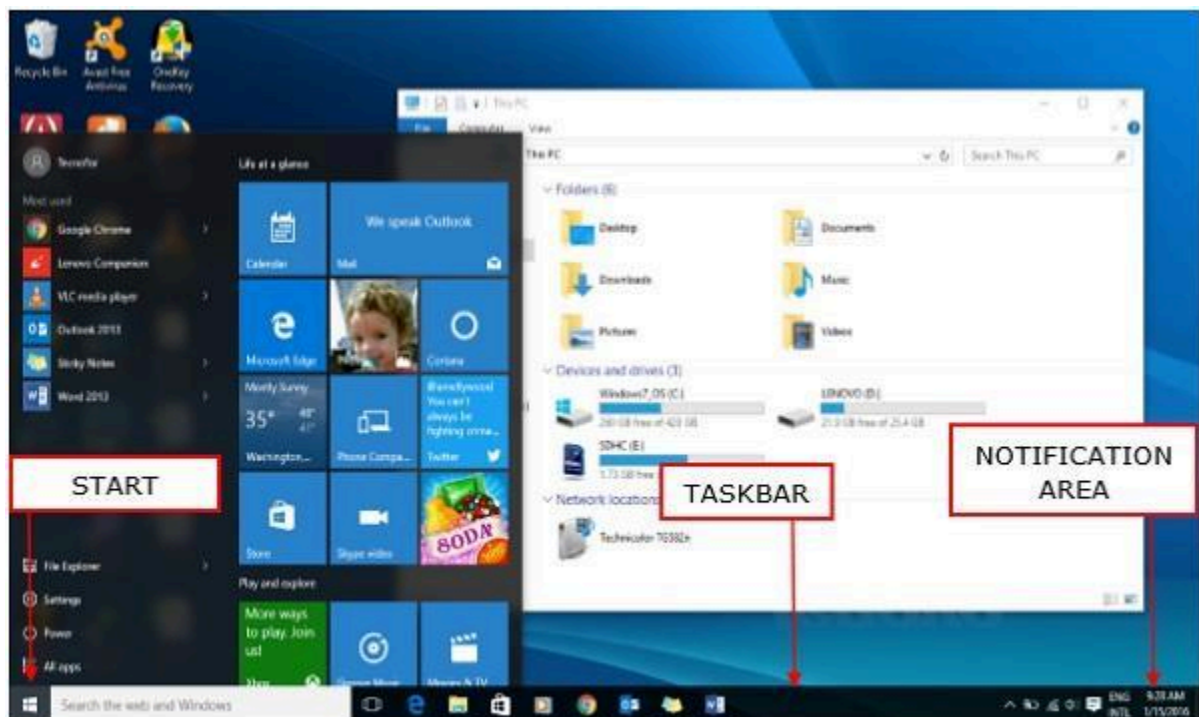


This screen lets you choose which user you want to log in to from the lower-left corner. After choosing the right user, and entering a password if necessary, you will see the Windows Desktop.



The Windows Desktop is simply your operating system main screen. Here you have access to an array of tools like the Start Menu, Taskbar, and other icons. Windows 10 also introduces a search box in the Taskbar, which facilitates browsing both your computer and the Web.

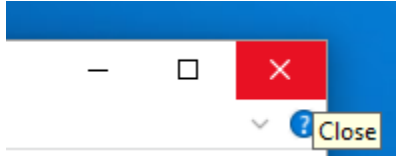
Once you get to the Windows Desktop screen, here are some basic features you will see.



One of the most important parts of your Desktop is the Taskbar. By default, it sits at the bottom of your screen giving you access to the Start Menu, several application icons, and the Notification Area.

Windows

In Windows 10, if an application is active or opened, you will see a green line below its icon. Clicking the icon will bring the application window up.



Every open window features three buttons in the upper-right corner. These are used to minimize, maximize, or close the window –

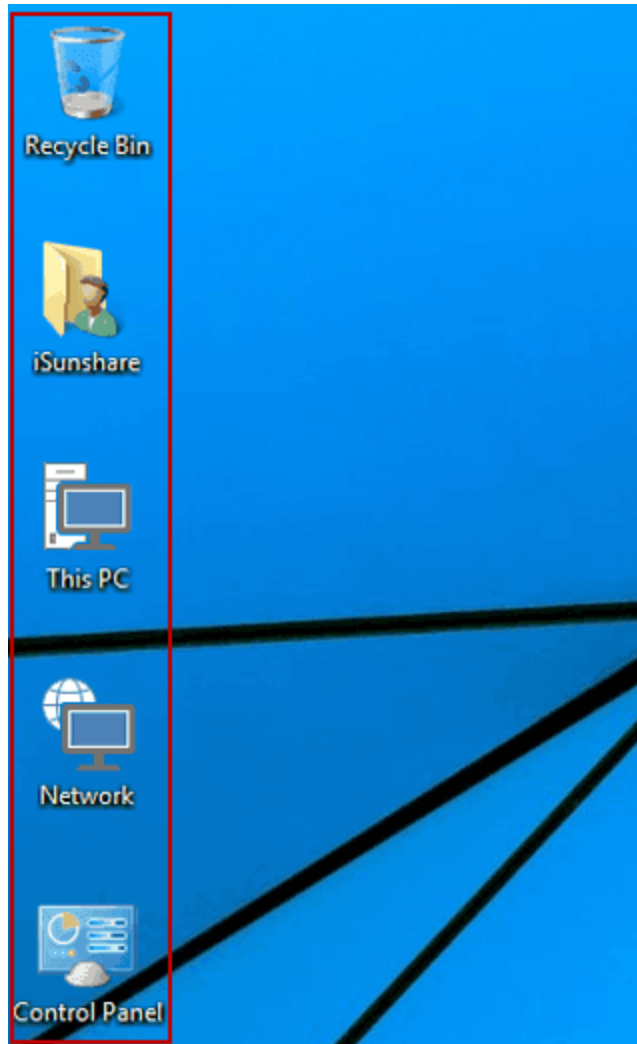
- Minimizing means that the window will hide in the Taskbar.
- Maximizing will bring the window to a full-screen size.

Windows can be moved around or resized as you please –

- To move a window, just click on its Title Bar on the upper side of the window and drag it.
- To resize a window, move your mouse to any corner until you see a double-sided arrow. Then click and drag until you reach the desired size.

Icons

Most Windows versions will feature different icons on the background. An icon is simply a graphic representation of an application or a file. To open or access an icon, just double click on it.



Although the amount and type of icons will vary, depending on the computer, you can add more icons by following these steps –

Step 1 – Right-click on the Desktop Background.

Step 2 – Choose “New” and “Shortcut”.

Step 3 – Browse for the application or file you want to create a shortcut to.

Step 4 – Assign a name to the shortcut and click “Finish”.

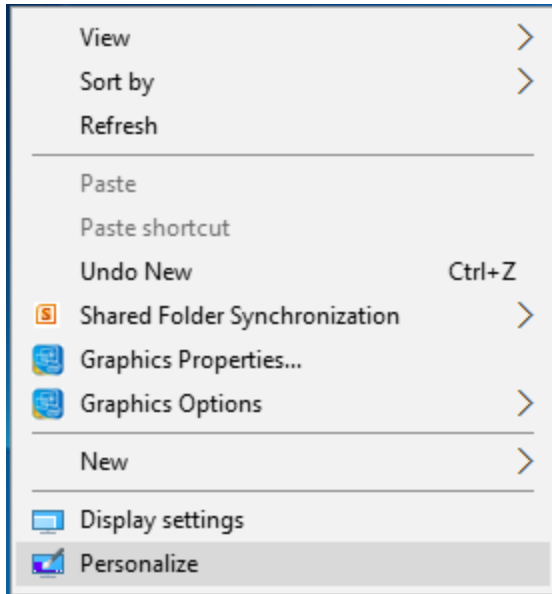
Icons can also be moved around by clicking on them and dragging them to another place in the screen.

Desktop Background

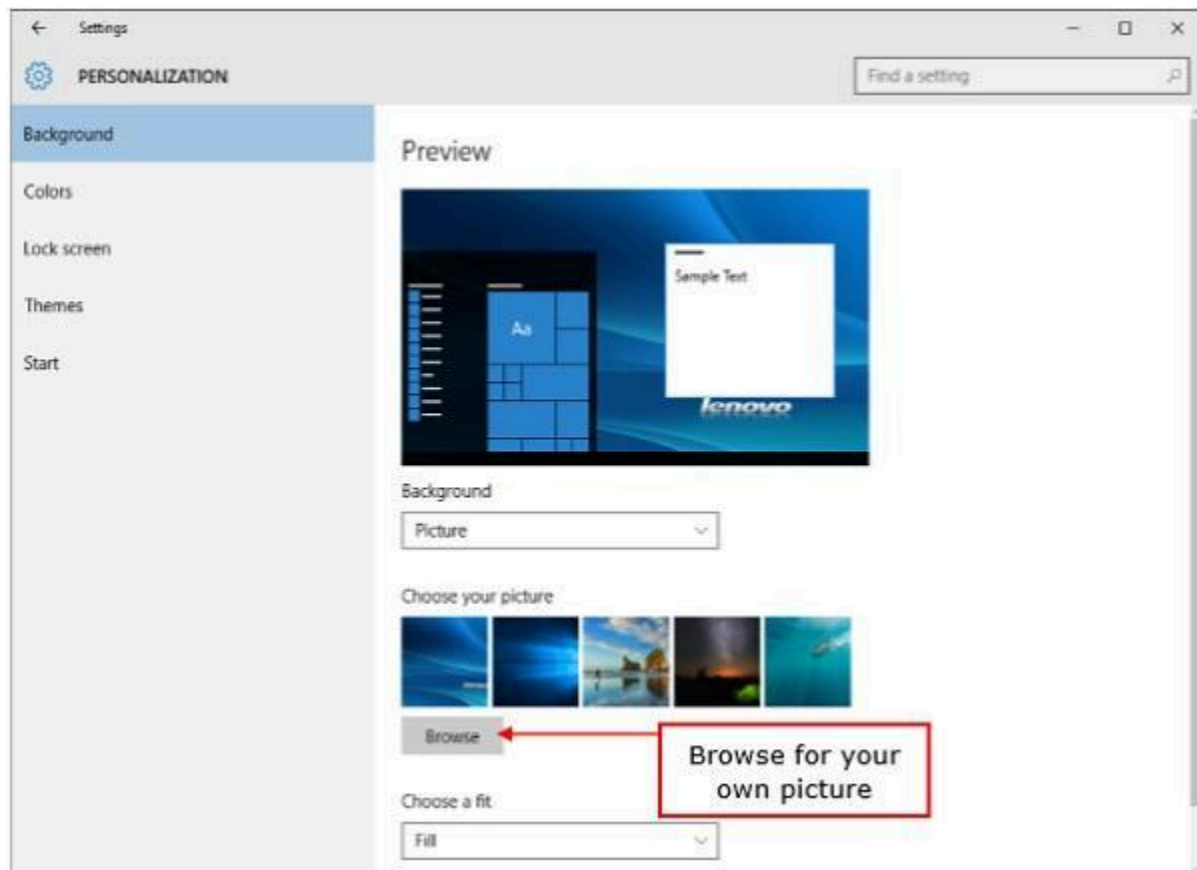
Another component of your Desktop is the Background. This is simply an image that appears at the back of your screen. Most computers come with a pre-selected background, but you can change it to any image you want.

To change the background, follow these steps –

Step 1 – Right-click on the background and choose “Personalize”.



Step 2 – From the Personalization window, choose from a series of pre-selected pictures or browse for your own.



After choosing a picture, the Background will change automatically.

To navigate your Windows, you can simply type what you are looking for on the Taskbar search. It can be the name of a document or application, or just any information you are looking for.

Start Menu

If you are looking for a specific application, you can also open the Start Menu and click “All Applications”. This will open an alphabetical list of all the applications installed on your computer.

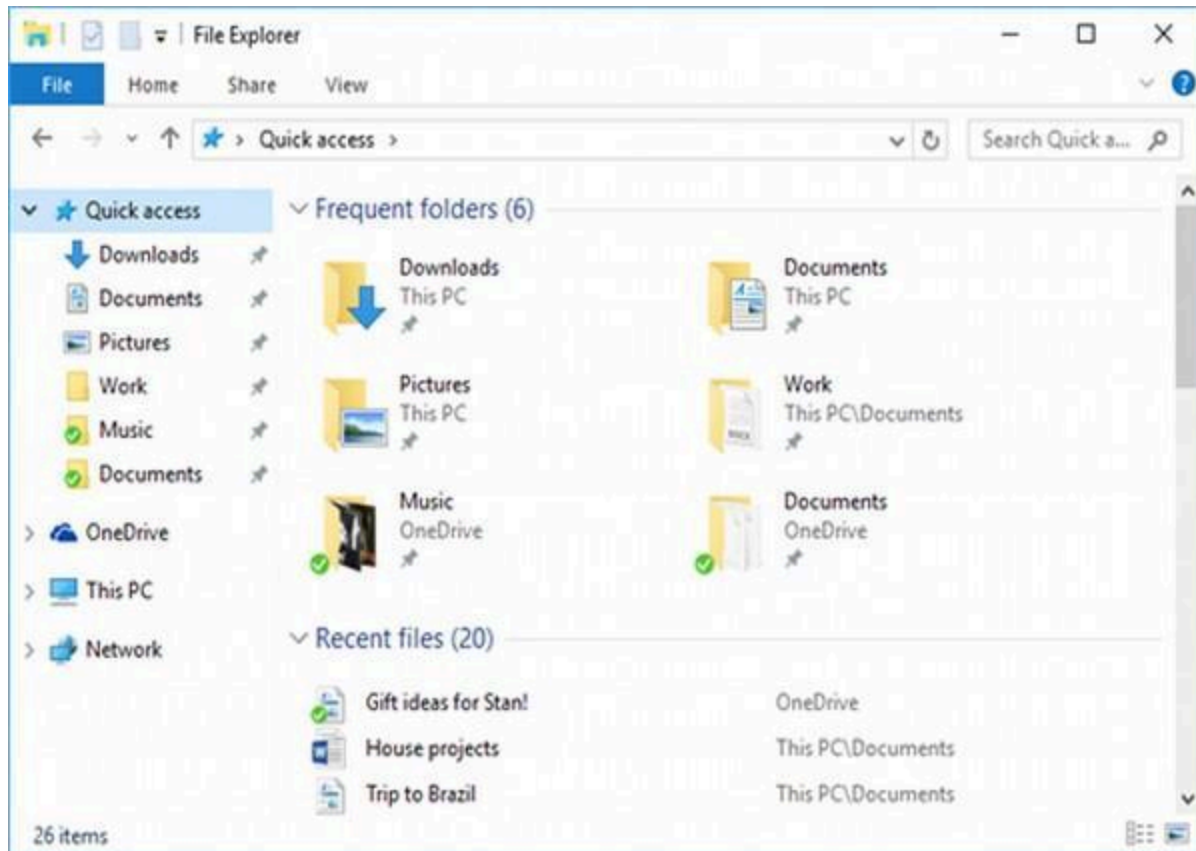


File Explorer

If you are looking for a specific document, another alternative is to use the File Explorer by clicking on the Folder icon on the Taskbar.

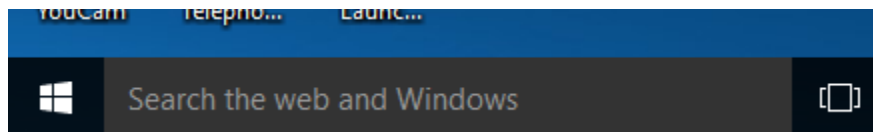


In the File Explorer window, you can browse all your folders and documents.



The Start Menu is the main point of access to your applications. There are two main ways to open it –

Step 1 – Use your mouse to click Windows icon in the lower-left corner of the taskbar.



Step 2 – Press the Windows key on your keyboard.



The Windows 10 Start Menu features two panes.

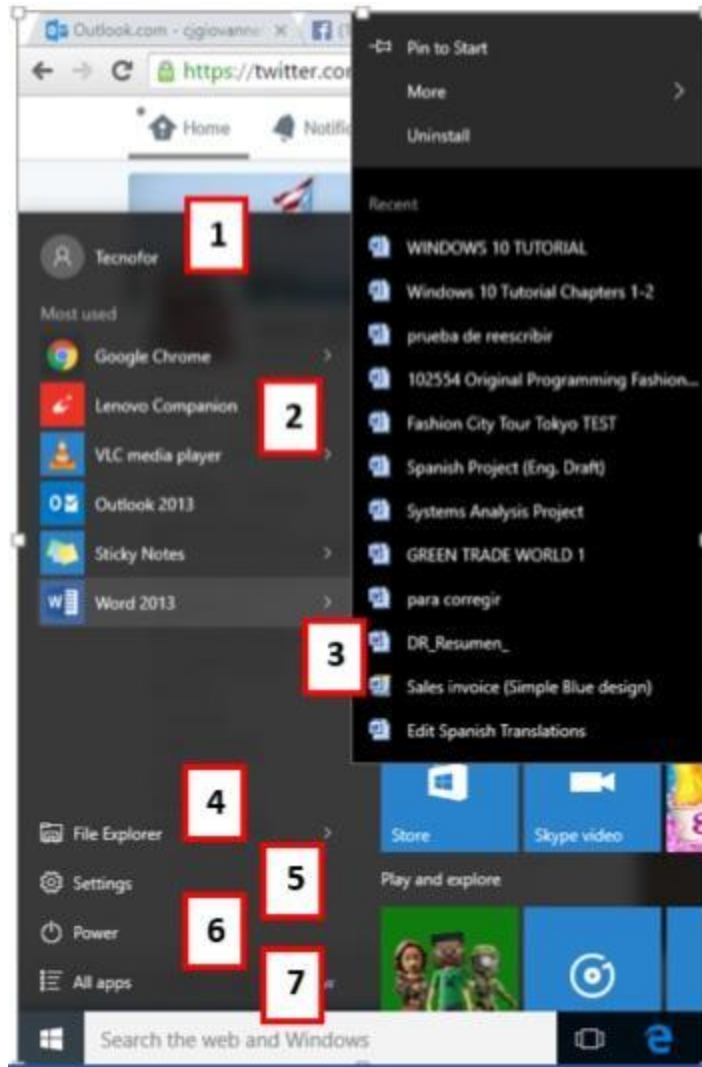


The left pane resembles the traditional Start Menu from Windows 7 and earlier, while the right pane features live tiles that were used in Windows 8.

Left Pane

Among the things you can do in the left pane are –

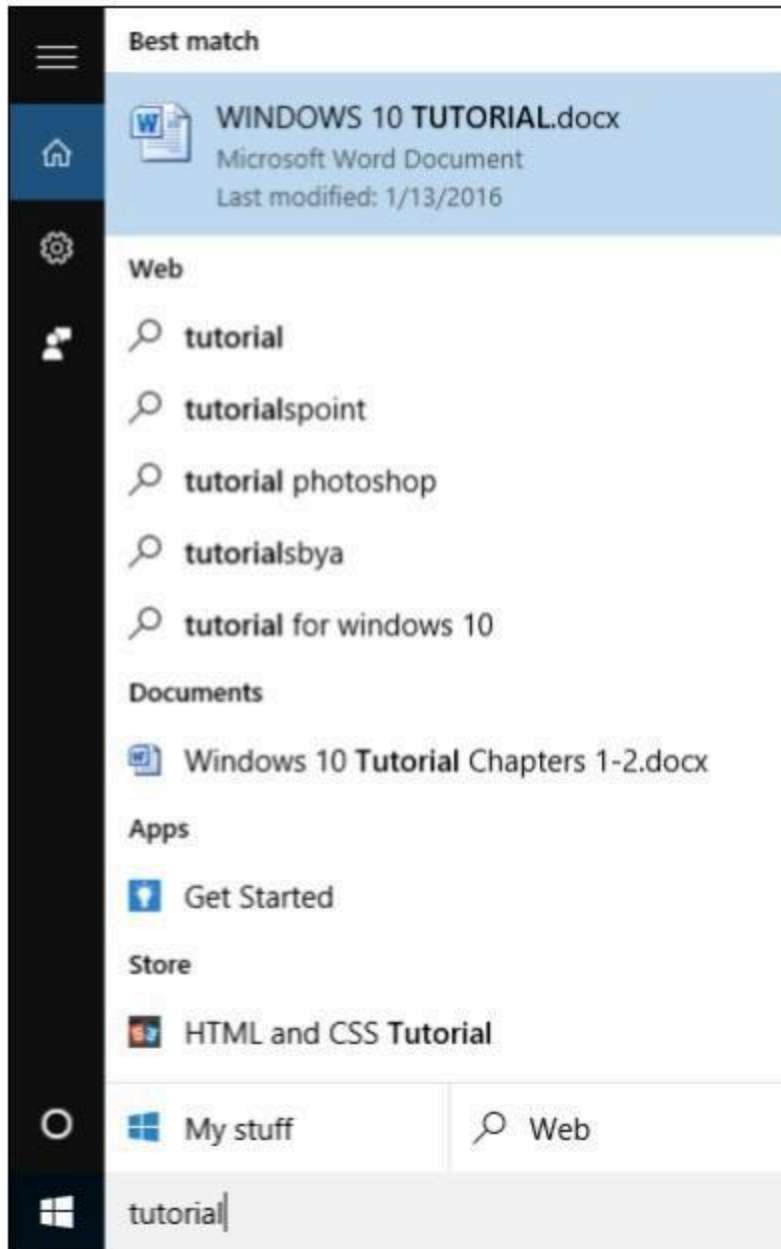
- Click the username at the top of the menu to change account settings or log in with another user.
- Access the applications you use more frequently.
- A small arrow next to an application will open a sub-menu with a list of recent documents opened with that application.
- Open the “File Explorer” to navigate your folders and files.
- Change the settings of your computer like your Internet connection or changing your background.
- See different options to shut down your computer.
- See a list of all the applications installed in your computer.



Search Box

The “Search box” on the Taskbar will allow you to search within your documents and files or on the Web for anything you write. The initial results will appear within the Start Menu itself.

The results will be grouped according to the closest match (or matches) labeled “**Best match**” at the top of the list.



The remaining results will be grouped according to what they are or their location –

- Web results
- Documents or folders
- Apps
- System settings

The icons on the left side of the menu do the following –



The Gear icon will allow you to configure the settings of your Search.

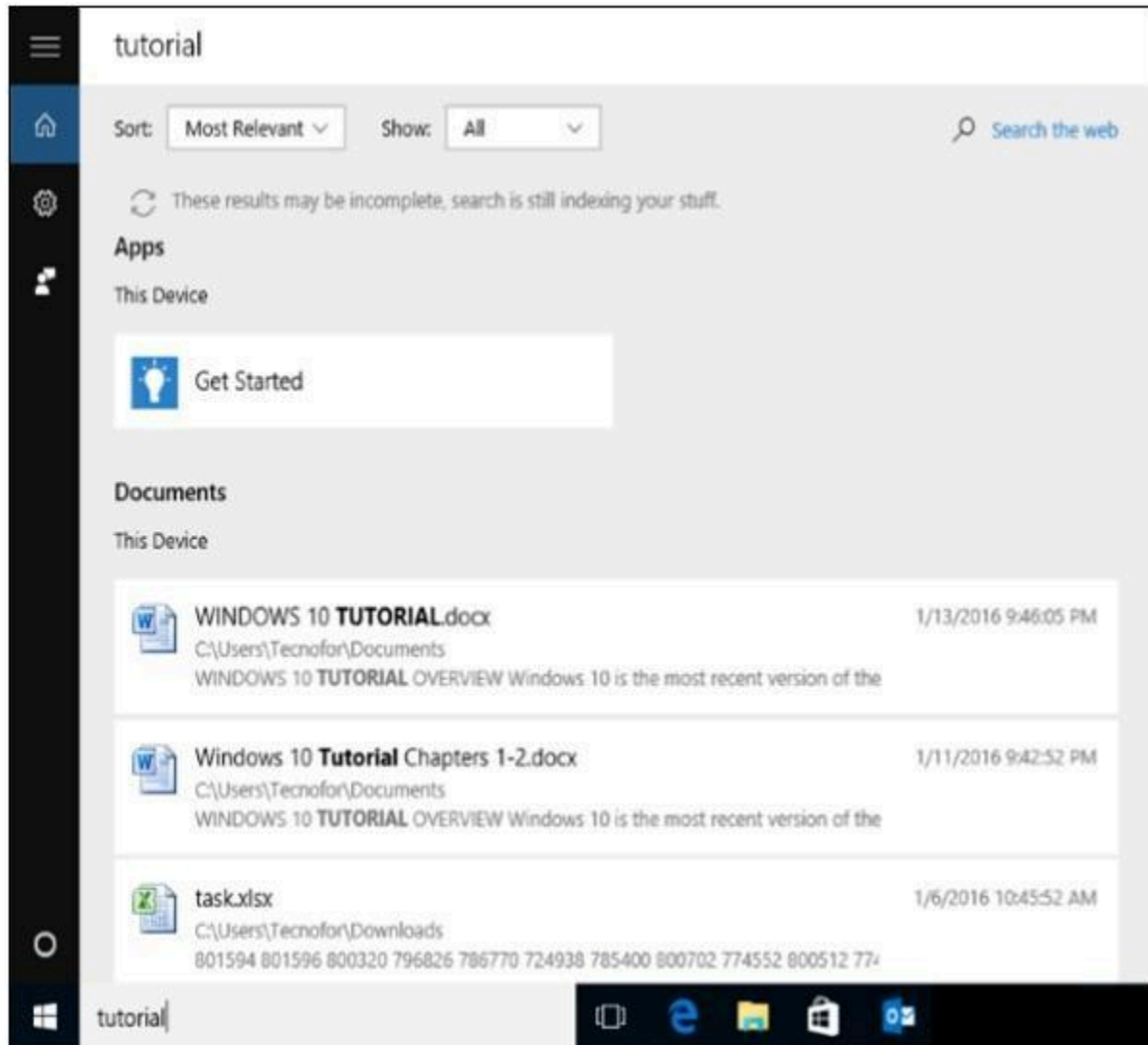


This icon will let you send Feedback to Microsoft on what you like or dislike about Windows.



The Cortana icon will activate Windows' new personal assistant.

Clicking "My stuff" or "Web" at the bottom will expand the Start Menu and limit your results to the location you choose, as well as streamlining the search.



Right Pane

The right pane features a varied array of tiles, similar to the ones that were seen on the Start Screen of Windows 8.

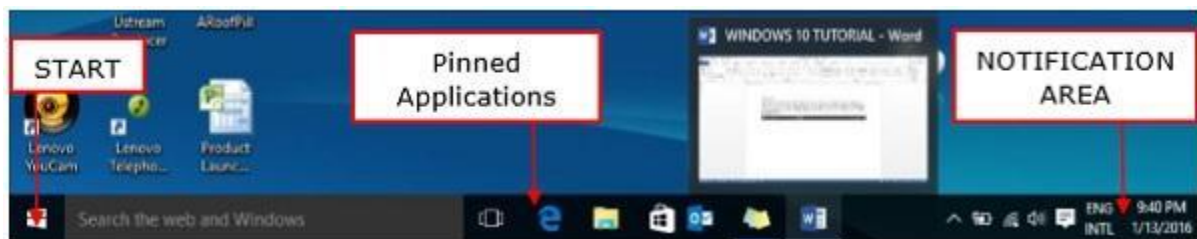
These tiles can be moved and dragged to different places by holding the mouse button.



You can also configure them by right-clicking on them to see options to resize them or “unpin” them (remove them) from the Menu.

The whole Start Menu can also be resized by dragging the borders with the mouse to the desired size.

The Windows 10 taskbar sits at the bottom of the screen giving the user access to the Start Menu, as well as the icons of frequently used applications. On the right-side, the Taskbar features the Notification Area which informs the user of different things like the state of the Internet connection or the charge of the laptop battery.



The icons in the middle of the Taskbar are “pinned” applications, which is a way to have a quick access to applications you use frequently. “Pinned” applications will stay in the Taskbar until you “unpin” them.

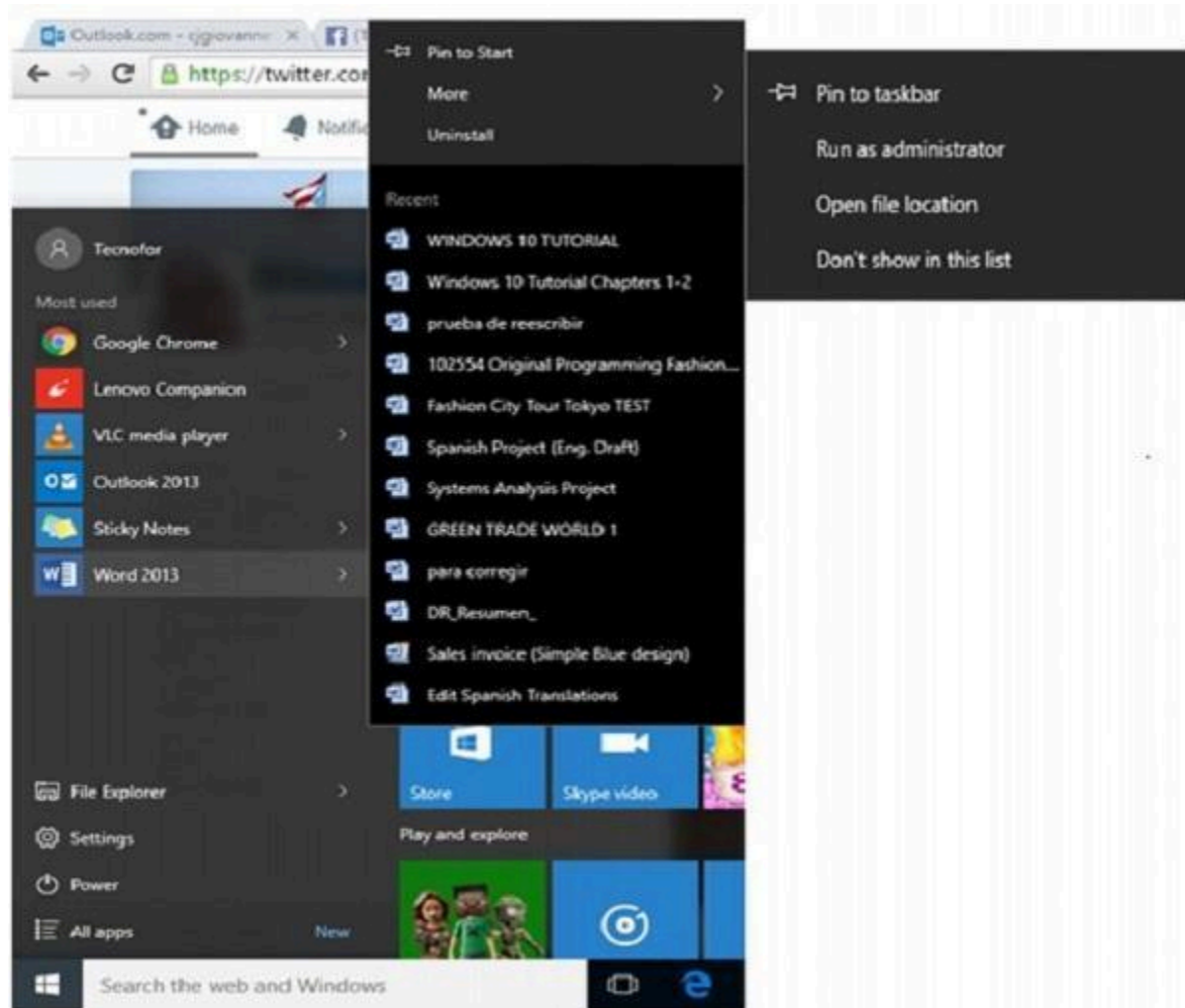
Pin an Application to the Taskbar

Step 1 – Search for the application you want to pin in the Start Menu.

Step 2 – Right-click on the application.

Step 3 – Select “More” option at the top of the menu.

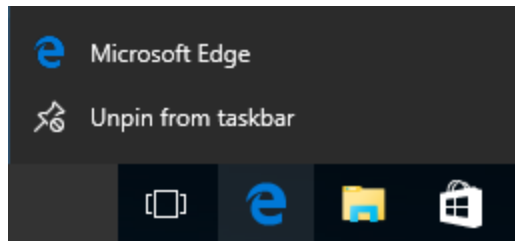
Step 4 – Select the “Pin to taskbar” option.



This will attach or “pin” the application icon to your Windows Taskbar.

Unpin an Application from the Taskbar

To “unpin” it, just right-click the icon in the Taskbar and select “Unpin from taskbar”. You can “pin” it back again any time you want.



Notification Area

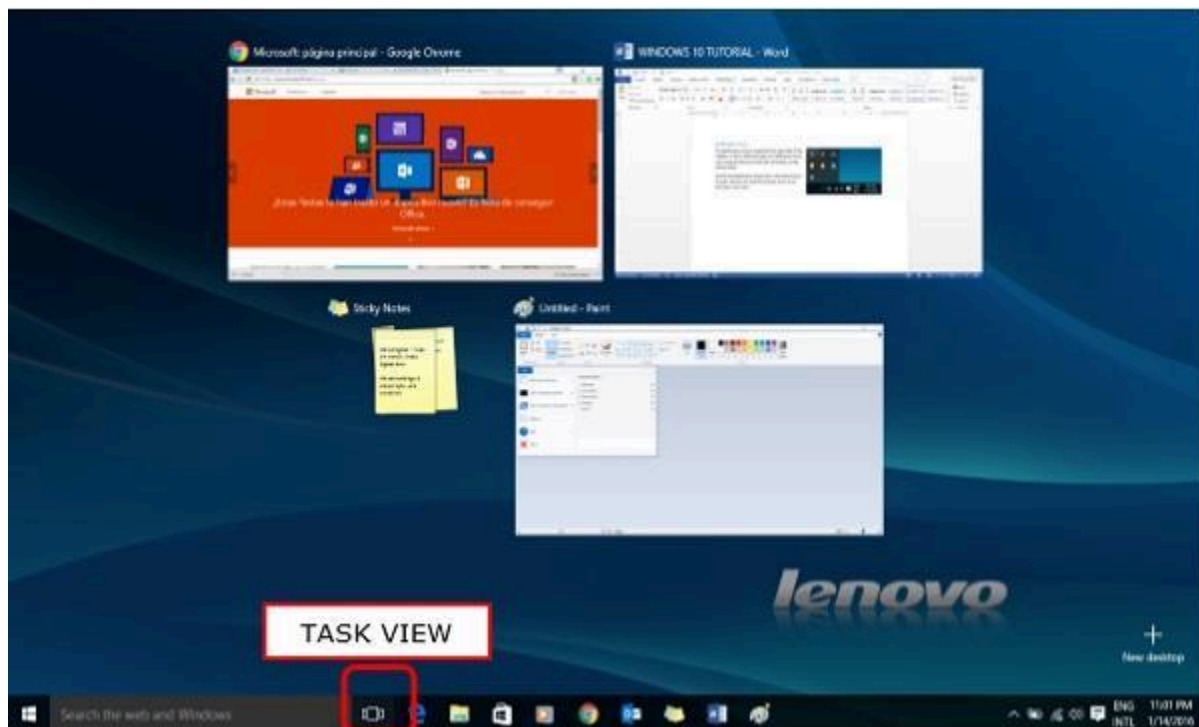
The Notification Area is located at the right side of the Taskbar. It shows different types of notifications from your computer like your Internet connection, or the volume level.

At first, the Notification Area shows a limited amount of icons. But you can click the upward arrow on its left-side to see other icons as well.



Task View

Task View allows you to quickly move within your open windows and applications. You can access it by clicking the "Task View" button from the Taskbar.



You can also press and hold the Windows key, and then press Tab to achieve the same result.

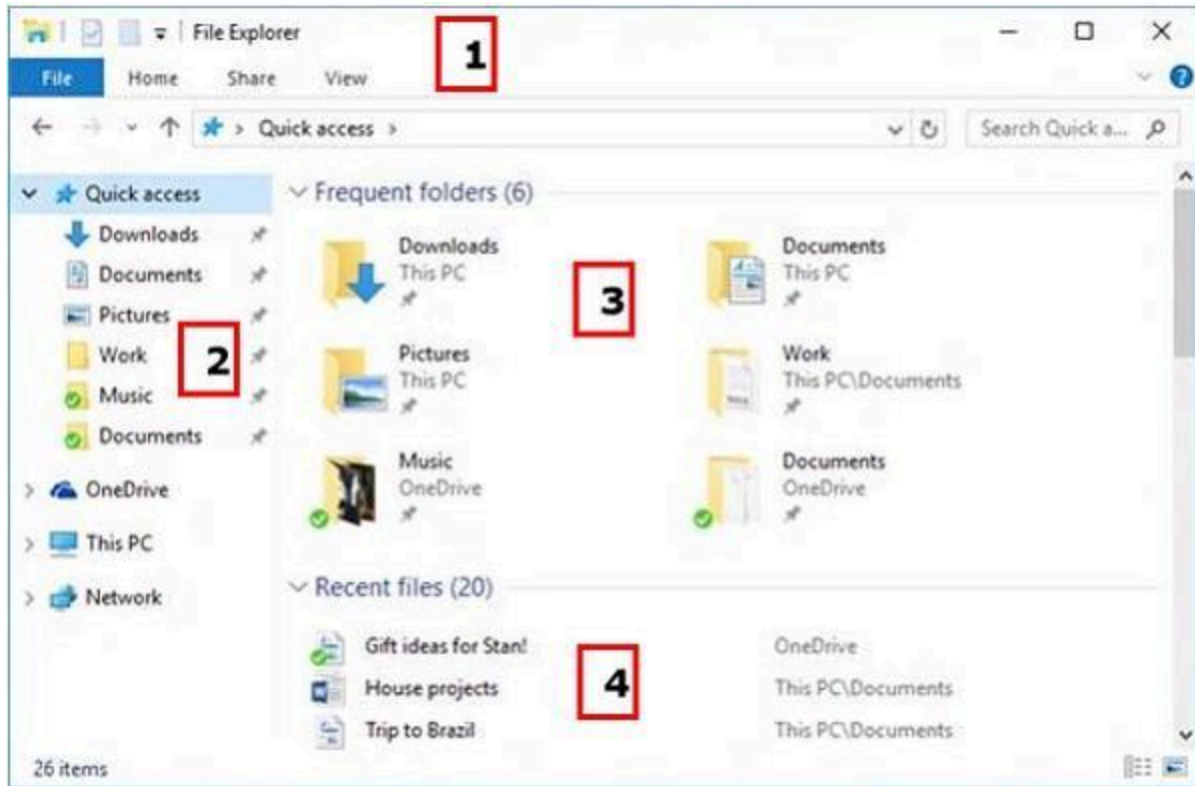
By pressing the Alt+Tab keyboard shortcut also serves a similar purpose.



File Explorer is the file management application used by Windows operating systems to browse folders and files. It provides a graphical interface for the user to navigate and access the files stored in the computer.



The main way to access the File Explorer is by clicking the folder icon in the Taskbar. After clicking the icon, the File Explorer window will open.

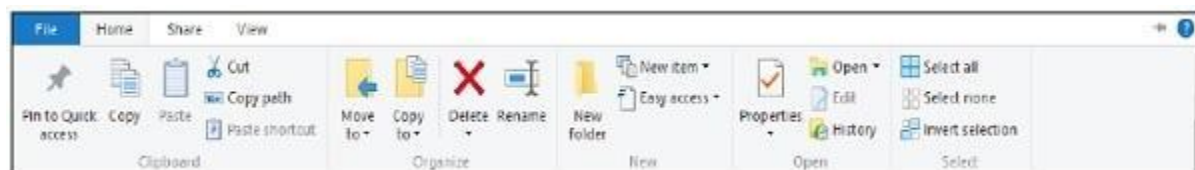


The initial File Explorer window is comprised of the following sections –

- The **File Explorer ribbon**, which resembles the ribbon featured in Microsoft Office. The ribbon contains buttons for common tasks to perform with your files and folders.
- The **Navigation Pane** gives you access to your libraries of documents and pictures, as well as your storage devices. It also features frequently used folders and network devices.
- The **Frequent folders** section on the right features the folders you've worked with recently to allow for quick access to them.
- The **Recent files** section in the lower part of the window features files and documents that you've opened recently.

The File Explorer Ribbon

In Windows 10, the File Explorer features a new ribbon toolbar, similar to the one featured in the recent versions of Microsoft Office. This ribbon contains buttons and commands for the most common tasks.



The Ribbon features four tabs, each with different commands. Among the tasks you can perform from the **Home** tab are –

- Copying and pasting files and folders from one place to another.
- Moving files and folders to another location.

- Copying files and folders to another location.
- Deleting a file or folder permanently or sending it to the Recycle Bin.
- Renaming a file or folder.
- Creating a new folder or other new items.
- Verifying or modifying the Properties of a document or folder.
- Opening a file or folder.
- Different options to select one or various files and folders.



The **Share** ribbon gives you different options to share your files and folders. For example –

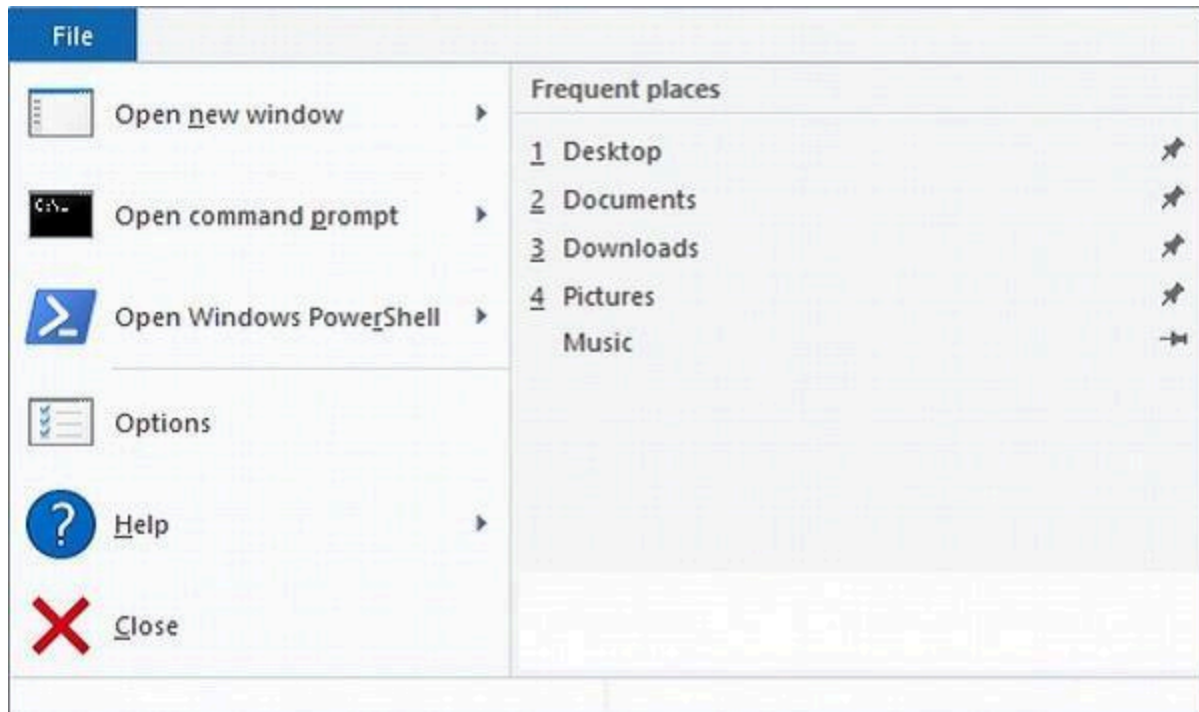
- E-mailing or messaging a file.
- Compressing (“Zip”) a folder to take less space.
- Printing or faxing documents.
- Sharing with other users or networks.



The **View** ribbon allows you to change the way Windows displays your files and folders. Some of the changes you can make here are –

- Adding additional panes to show a preview or details of your files.
- Changing the layout of the files and folders from icons to list, and others.
- Sorting and arranging the contents of your folder.
- Hiding selected folders or files.

The **File** tab opens a menu with different options like –



- Opening an additional File Explorer window.
- Opening command windows for advanced users.
- Changing or configuring options about how File Explorer behaves.

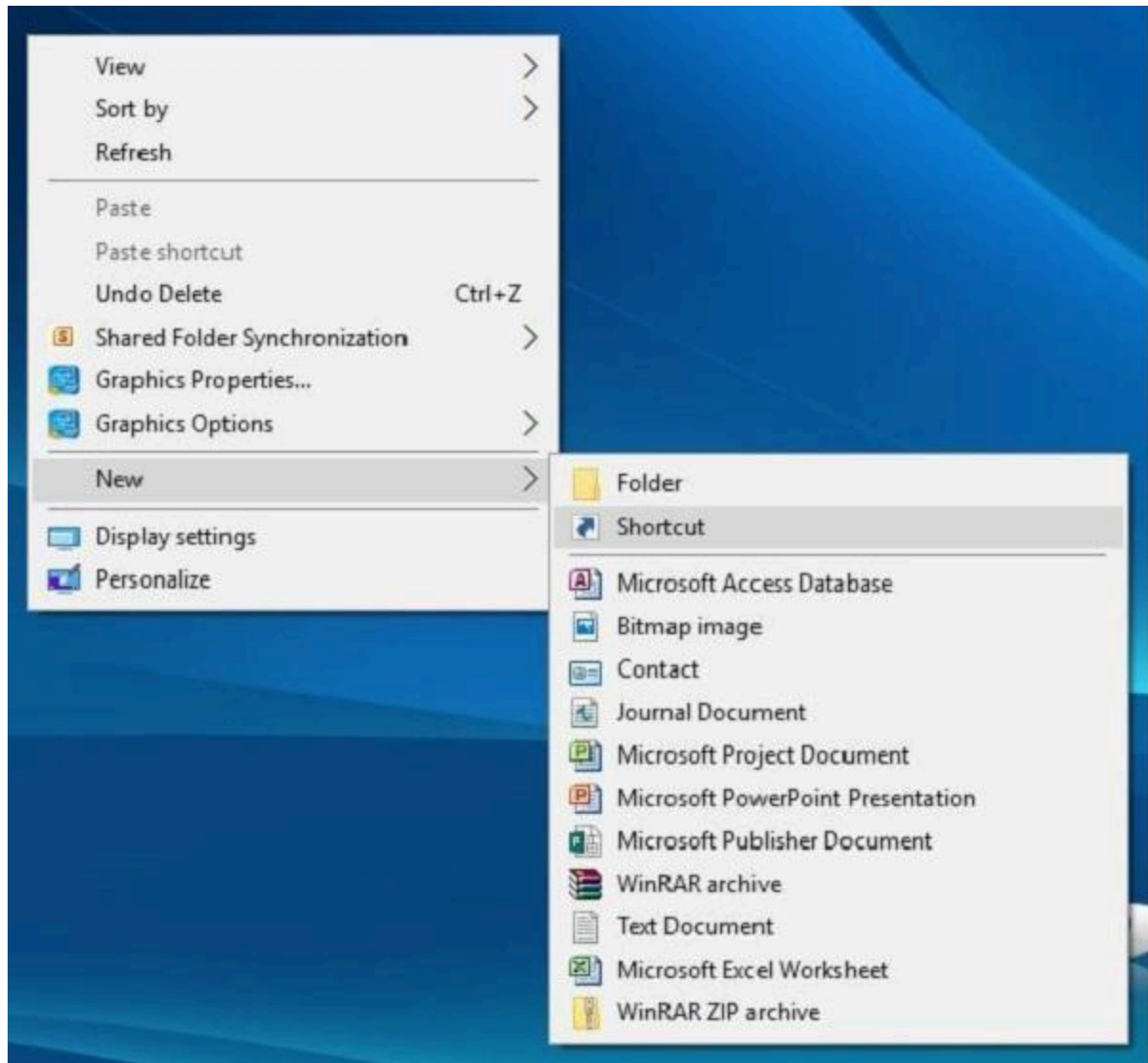
In Windows 10, a shortcut is simply an icon that directs you to an item (a document, application, or picture) that is located somewhere else in your computer. As the name implies, shortcuts make it easier for you to access that item by being more accessible (usually on the Desktop). Shortcuts are identified by a small arrow in the corner of the icon.

Creating a Shortcut

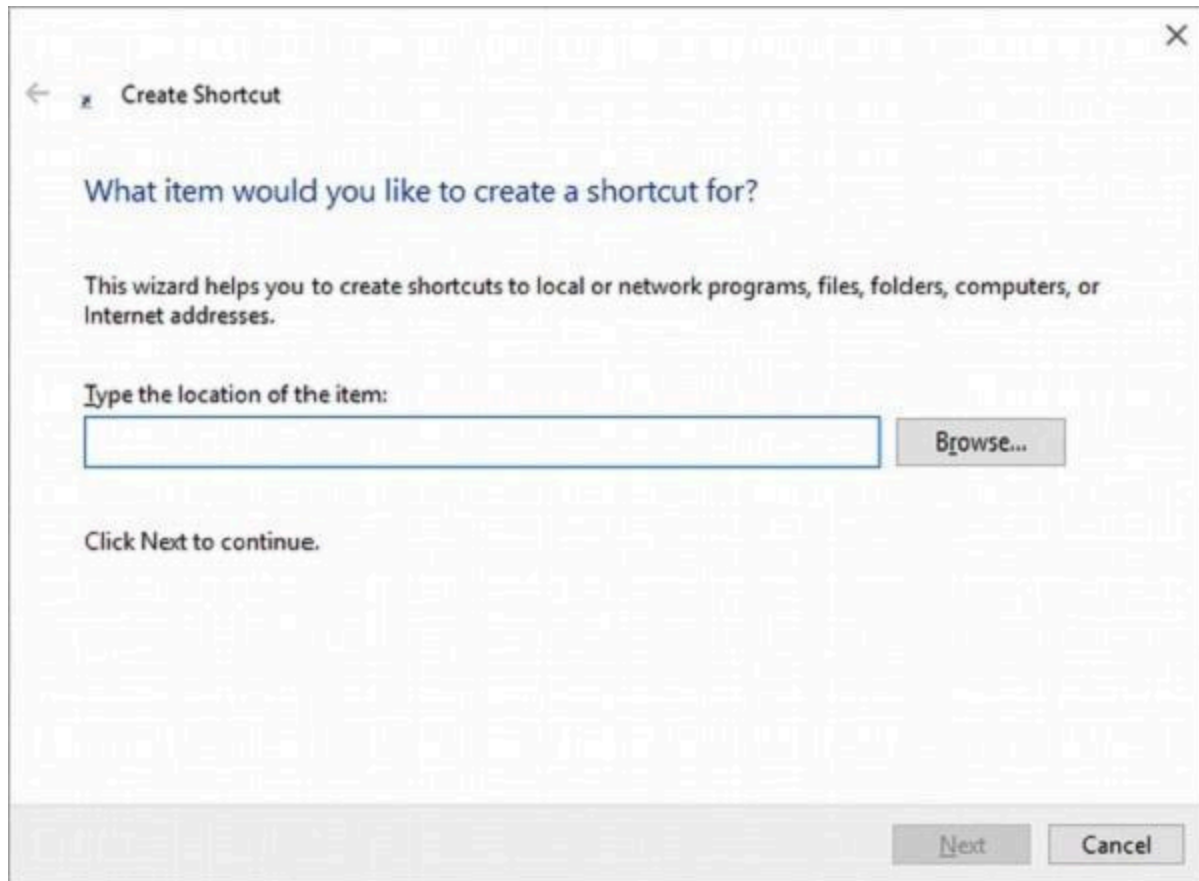
To create a shortcut in your Desktop, follow these steps –

Step 1 – Position your mouse pointer over an empty space and right-click.

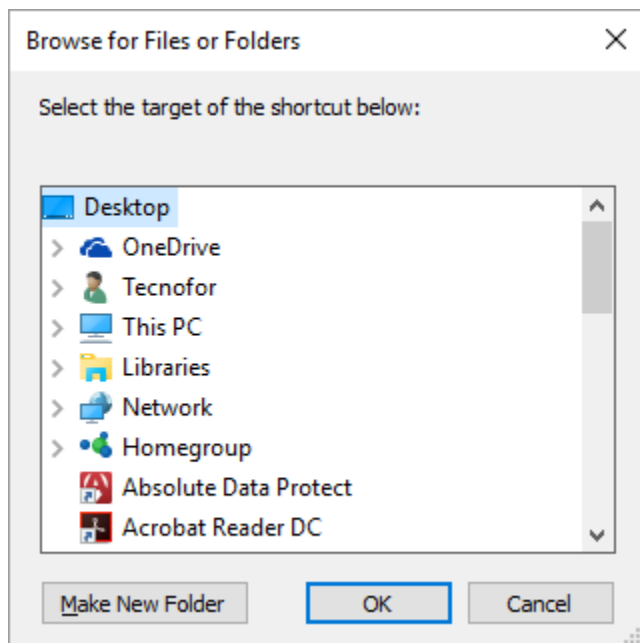
Step 2 – In the menu, select **New** and then **Shortcut**.



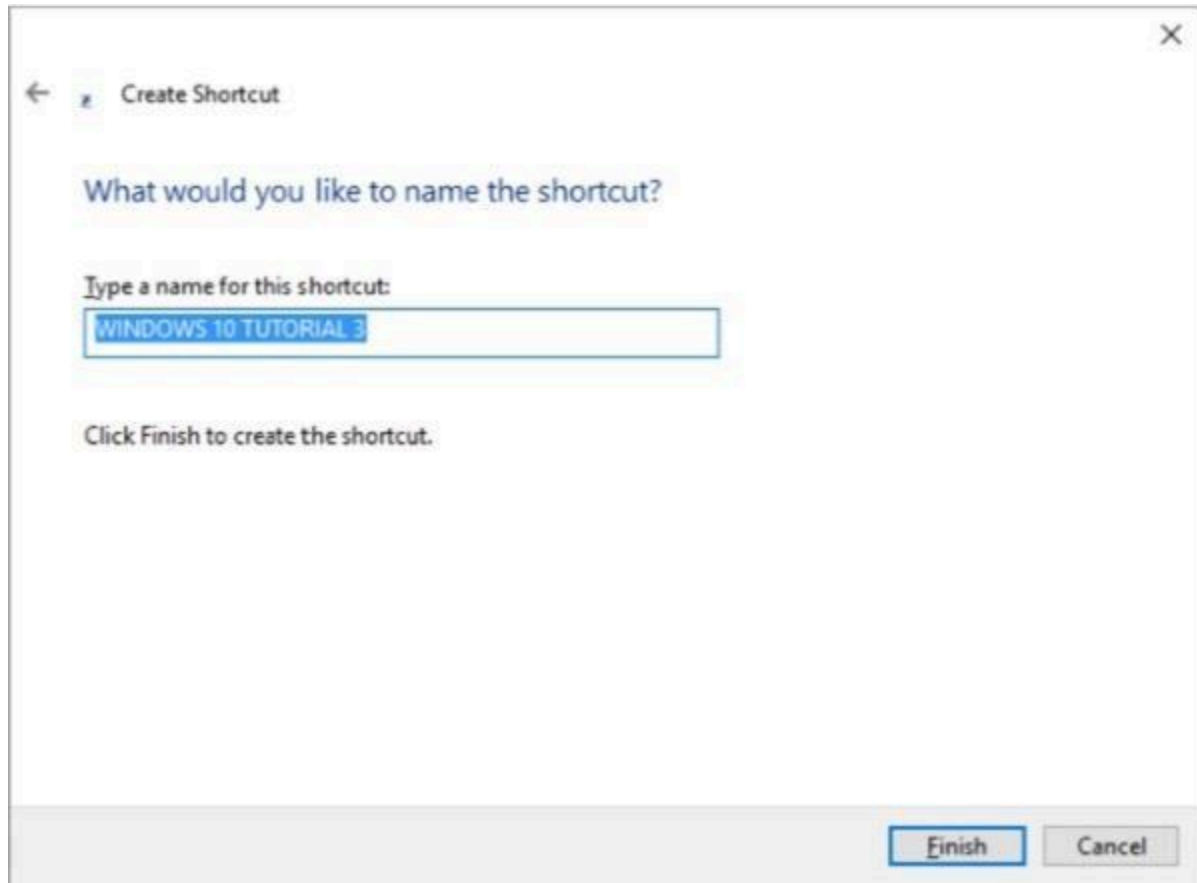
Step 3 – On the Create Shortcut window, you can either **Browse** or type the location of the item you want to access.



Choosing **Browse** will open another window, allowing you to search for the item in your computer.



Step 4 – After choosing the item and clicking **Next**, you can assign or change the name with which the shortcut will be identified.



Step 5 – After making any changes, click **Finish**. You will then see the shortcut in your Desktop.

Deleting the shortcut won't delete the file it accesses.

