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Microsoft Windows 10 – Quick Guide

The Windows 10 Layout

Upon logging into your computer, you will be taken to the computer's *Desktop*. The Desktop layout is as follows:

- 1. Desktop Shortcuts Shortcuts to files, folders, and the Recycle Bin (See Figure 1).
- 2. **The Taskbar** Like in previous versions of Windows, the *taskbar* provides access to the *Start Menu*, shortcuts to programs, as well as volume and date/time control (See Figure 1).
- 3. **The Start Button** Found on the bottom left of your screen, the **Start** button allows you to access computer programs and configuration options such as *Windows Settings* (See Figure 1).
- 4. Windows Search Allows you to search for programs, folders, and files (See Figure 1).
- 5. Task View Provides you access to a *task switcher* tool as well as a *Virtual Desktop* (See Figure 1).
- 6. **File Explorer** Formerly known as *Windows Explorer*, File Explorer is a file manager application that allows you to access files and folders on the computer (See Figure 1).
- 7. Taskbar Programs Provides quick access to open or pinned programs (See Figure 1).
- 8. Volume Adjustment Allows you to adjust the computer's volume (See Figure 1).
- 9. Date/Time Access the Date/Time options(See Figure 1).



Figure 1 - Windows 10 Desktop

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Adding Shortcuts to the Desktop

Like in Windows 7, you have the ability to customize your desktop. For example, you can add shortcuts, if so desired.

- 1. Click the Start button.
- 2. Navigate to and right-click the **program** that you wish to create a shortcut for (See Figure 2).
- 3. Click More (See Figure 2).
- 4. Click Open File Location (See Figure 2).

AB	Access 2016	2 Pin to Start			
۶.	Adobe Acrobat D(More	X		nalizin
2	Adobe Acrobat Di	Uninstall		- Pin to taskbar	
Ae	Adobe After Effects C	C2013.3		Open file location	4
An	Adobe Animate CC 20	015.2			

Figure 2 - Opening File Location

- 5. The *file location* window will appear. Right-click the **program icon** (See Figure 3).
- 6. Click Create Shortcut (See Figure 3).

Access 2016	Open
Ad Orobat I	Troubleshoot compatibility
Adobe Animate	Pin to taskbar
Adobe Bridge C(Restore previous versions
Adobe Creative	Cut
🚰 Adobe Dreamwe 😰 Adobe Extensior	Copy
Adobe Fireworks	Create shortcut
Adobe InCopy C	👂 Rename

Figure 3 - Creating Shortcuts

7. The Shortcut pop-up will appear, asking if you wish to place the shortcut on the desktop. Click Yes.

Windows can't create a shortcut here. Do you want the shortcut to be placed on the desktop instead?
Yes No

Figure 4 - Click Yes

8. Your shortcut will be added to the desktop.

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The following explains how to open a program such as **Microsoft Word** in Windows 10:

1. Click the **Start** button on the *Task Bar*.



2. Click the letter **A**, located on the program list.



3. A list of letters will appear. Click **W** to be taken to those programs that begin with the letter 'W'.



Figure 8 - Click Word 2016

Searching for Programs and Files from the Start Menu

You may quickly access programs, files and/or folders from your *Start Menu*. The following explains how to do so:

1. Click the **Start** button.

4. Click Word 2016.

- 2. Begin typing the name of the program, file, or folder that you wish to open.
- 3. Your search results will appear. Click the program, file, or folder that you wish to open.



Figure 9 - Click the program, file or folder

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Searching for files from File Explorer

You may also search for files and folders from File Explorer. The following explains how to do so:

1. Click the File Explorer icon, located on the Windows Taskbar.



2. The *File Explorer* will appear. Click **This PC** to search for files located on your PC.



3. In Search This PC, type the name of the file or folder that you wish to find.

File Computer Vi	ew	\sim
← → ~ ↑ 💻 > Th	s PC >	✓ O Search This PC の
> 📌 Quick access	~ Folders (6)	
> 🍊 OneDrive	Desktop	
> 💻 This PC	-	
> 🔐 CD Drive (D:) HP Lau	Documents	
✓ ☐ HP SimpleSave (F:)		

Figure 12 - Search This PC

4. A list of files and folders matching your search terms will appear. Double-click the **file** or **folder** that you would like to open.

File Home Share View Search ← → ▲ ▲ ▲ ▲			
🖈 Quick access	Blackboard Collaborate Date modified: 10/3/2016 11:20 AM	F:\TOLV Backups\TOLV Projects	
ConeDrive This PC	Collaborate Ultra Date modified: 10/3/2016 11:19 AM	F:\TOLV Backups\TOLV Projects	
🔐 CD Drive (D:) HP Laui	Collaborate Errors Date modified: 10/3/2016 11:19 AM	F:\TOLV Backups\TOLV Projects	

Figure 13 - Double-click the file or folder

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Accessing Windows Settings

The *Windows Settings* application allows you to view and make changes to computer settings and provides access to tools such as uninstalling applications, power setting options, viewing hard drive space, and accessing the *Ease of Access Center*.

- 1. Click the **Start** button.
- 2. Click the Settings icon.
- 3. You will be taken to the Windows Settings application. The layout for Windows Settings is as follows:
 - a. System Access system settings (See Figure 14).
 - b. Devices Add and manage external devices such as printers (See Figure 14).
 - c. Network & Internet Manage network and internet settings (See Figure 14).
 - d. **Personalization** Personalize your desktop by changing your desktop appearance, apply themes, change the lock screen, etc. (See Figure 14).
 - e. Accounts View information about your user account on the computer (See Figure 14).
 - f. **Time & language** View/manage your time zone and language options (See Figure 14).
 - g. Ease of Access View and manage computer accessibility options (See Figure 14).
 - h. **Privacy** View computer privacy options (See Figure 14).
 - i. **Update & security** View windows update status and backup/recovery options. It is important to note that Windows Updates for University machines are managed by UITS (See Figure 14).



Figure 14 - Windows Settings

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