

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

For additional support, please contact the KSU Service Desk

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KSU Service Desk for Faculty & Staff

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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).

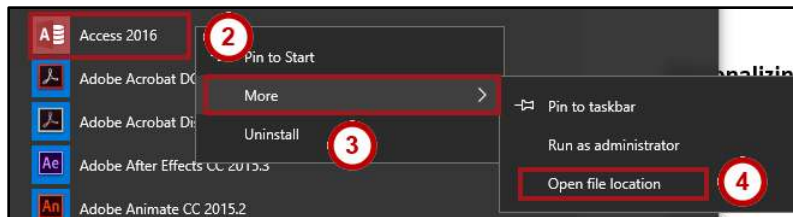


Figure 2 - Opening File Location

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

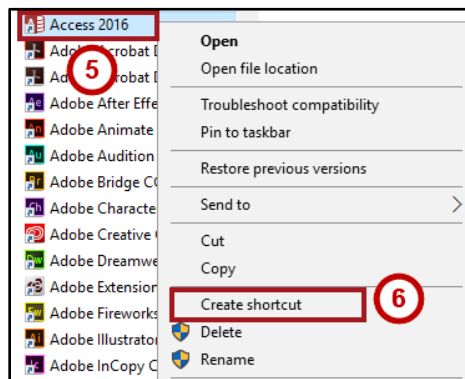


Figure 3 - Creating Shortcuts

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

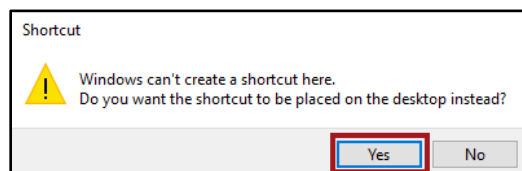


Figure 4 - Click Yes

8. Your shortcut will be added to the desktop.

Opening Programs

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

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

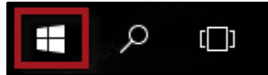


Figure 5 - The Start Button

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

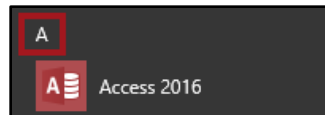


Figure 6 - Click the letter A

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



Figure 7 - Click 'W'

4. Click **Word 2016**.

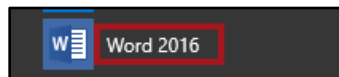


Figure 8 - Click Word 2016

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.
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

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*.



Figure 10 - Windows Explorer

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

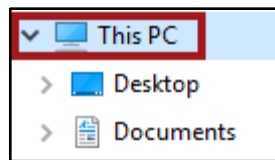


Figure 11 - This PC

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

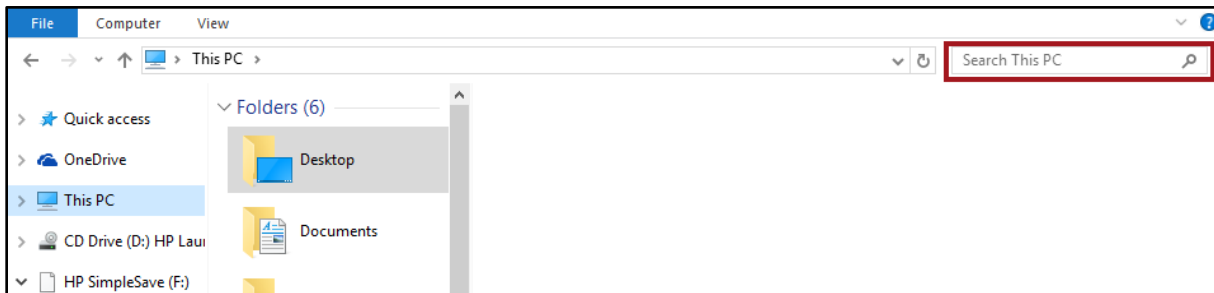


Figure 12 - Search This PC

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.

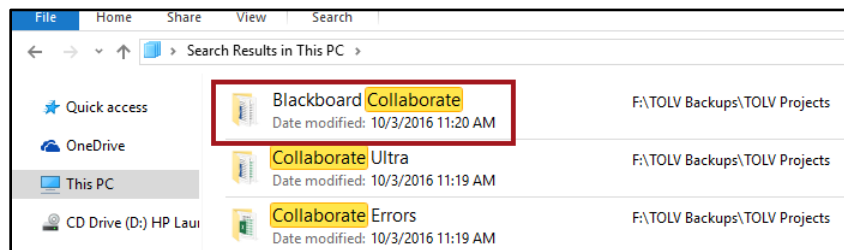


Figure 13 - Double-click the file or folder

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) .

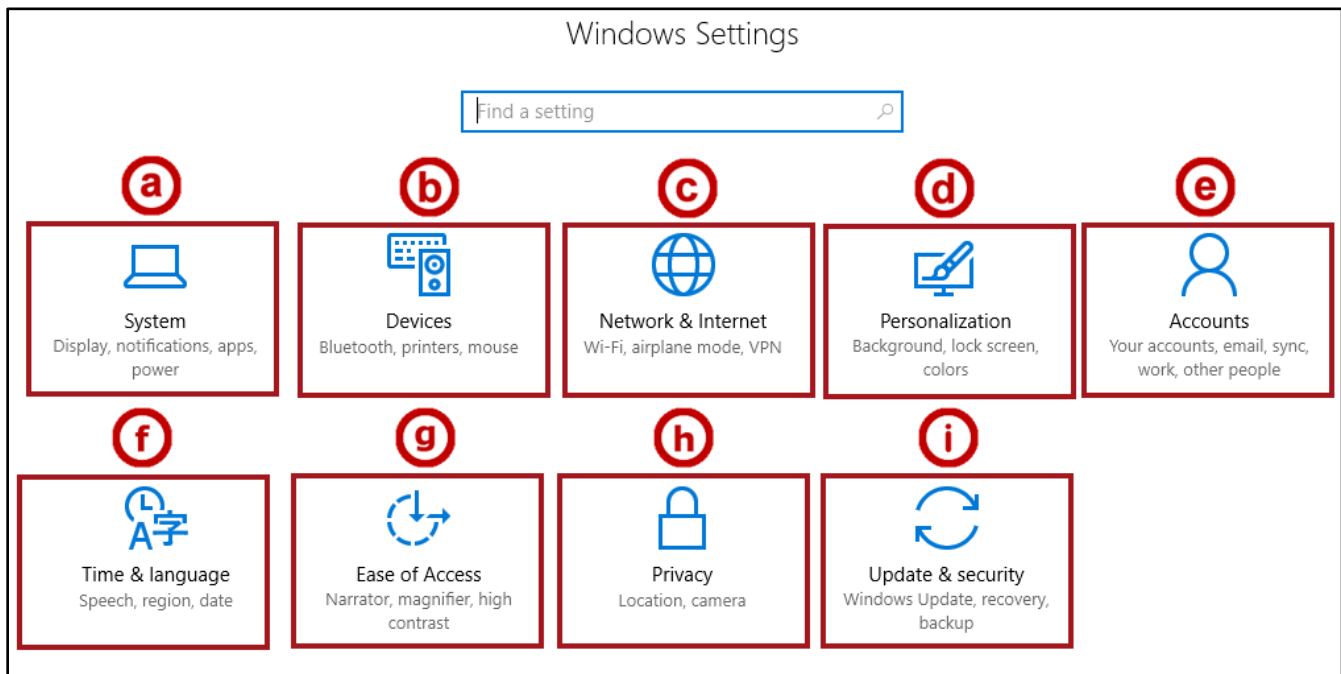


Figure 14 - Windows Settings

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