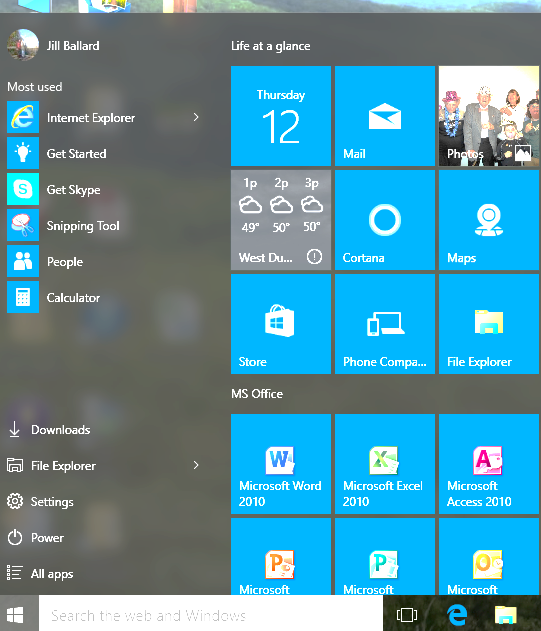
Windows 10 Basics



App

Tiles

Search Web & Windows

All Apps

Sign Out

Power Button

**Logging Off/ Restarting/ Shutting Down**

To **Log off**, click your name at the top left of the menu, then click **Sign Out**

To **Restart** or **Shut Down** the computer, click the **Power** button then select the desired option



**Windows 10 Start Menu**

Use the Start Menu to access programs (also called Apps) and controls via these options:

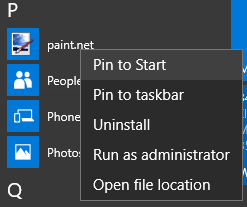
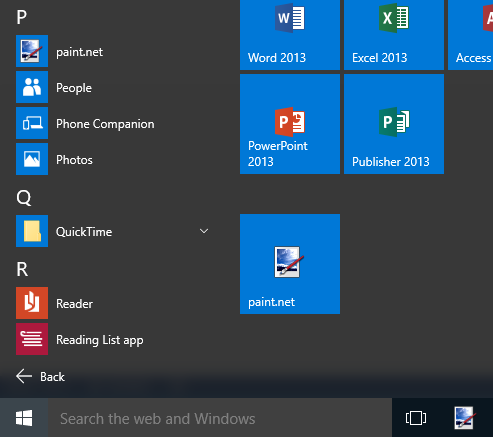
* Click the **App** **Tiles** on the right-hand side. Scroll to view more.
* Click **All Apps** to scroll through an alphabetical list of programs.
* Begin typing a program name in the **Search the Web & Windows** box to search.



## **Customizing the Start Menu**

*Pin apps you use often*

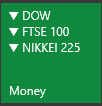
1. Find an App you use frequently
2. Right-click on the app’s icon
3. Click **Pin to Start** and/or **Pin to Taskbar**



Start

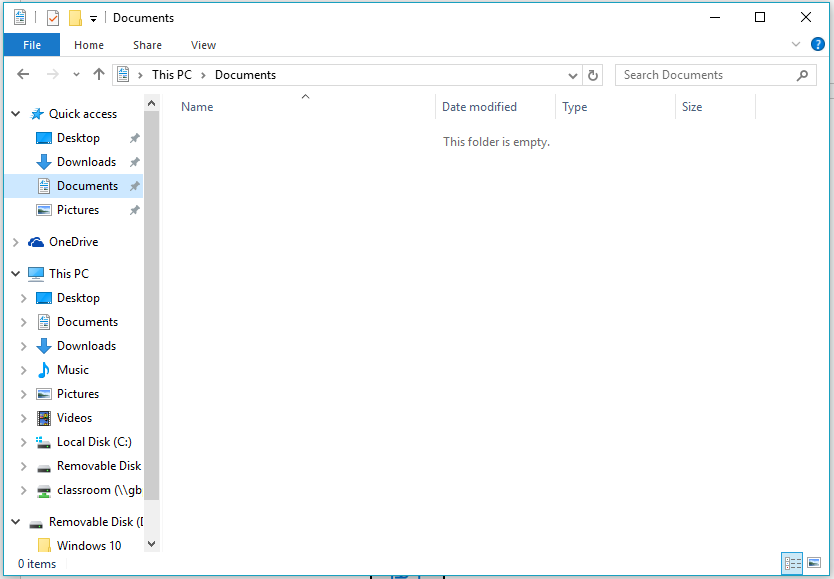
Taskbar

**Live tile** apps display up-to-date information. By default, they are on but can be turned off by right-clicking on the tile and selecting **Turn live tile off**.



## **Using File Explorer**

1. Click the **File Explorer** icon on the Taskbar
   1. Single-click a folder in the **Navigation Pane** to see its contents
   2. Double-click a file or folder in the **Content area** to open it
2. To return to a previous screen, click the **Back** button



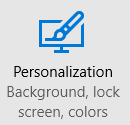
Navigation Pane

Content Area

**Windows 10 Settings**

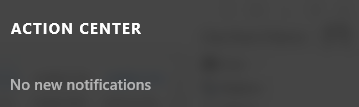
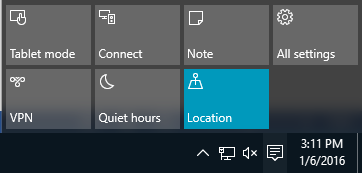
*Personalizing your Desktop Background/Lock Screen*

1. Access **Settings** using the **Start Menu**
2. Select **Personalization**
3. Choose between a single Photo, Solid Color, or Slideshow
4. To change the accent color, click **Color** on the left



The **Notifications/Action Center** posts updates about ongoing tasks or issues encountered. Access it by clicking on the **Notification** button on the Taskbar. When a notification pops up, click on it to view details.

Within the Notification/Action Center, you can access other options and settings.



**Microsoft Edge** – A new browser option for Windows 10. Access it by clicking



Navigation Buttons

Reading View

Add to Favorites

Actions/Settings

The Hub

