Activity Sheet: Windows 10 Basics

**Activity #1**

*Finding and Opening Programs/Apps via Tiles*

1. Click the **Start Menu** icon
2. Use the scroll bar by the program tiles to find **Word 2013**
3. Open **Word 2013** by clicking on the appropriate tile
4. Close the program

*Finding and opening programs/apps via All Apps*

1. Click the **Start Menu** icon
2. Click the **All Apps** option
3. Click on the **Calculator** to open the program
4. Close the program

*Finding and opening programs/apps through the search box*

1. Click in the **Search the Web and Windows** box
2. Type **Notepad**
3. Click on the program to open it once it appears in the results
4. Close the program

**Activity #2**

*Customizing the Start Menu*

1. Locate the **Calculator** and right-click on the program
2. Click the **Pin to Start** option
3. Click and drag the newly created Calculator tile into the **Play and Explore** group
4. Right-click on the **Calculator** tile and under **Resize**, select the **Small** option. Resize the tile again to return to Medium.
5. Repeat this process with the **Paint** program
6. Find the **Weather** tile and right-click to access options
7. Practice turning the “live” Weather tile on and off.

**Activity #3**

*Customizing the Desktop background*

1. On an empty area of the **Desktop**, right-click and choose the **Personalize** option
2. Choose one of the photos shown and notice how the background changes
3. In the box under **Background**, click the down arrow and select **Solid Color**
4. Select a new color and close the Personalization window

*Pinning programs to the Task Bar*

1. Click the **Start Menu** icon and scroll down to the **Word 2013** tile
2. Right-click on the **Word 2013** tile for options
3. Click the **Pin to Taskbar** option
4. Click on the new **Word 2013** icon on the Taskbar to open the program
5. Close the program

**Activity #4**

*Using File Explorer*

1. From the **Taskbar**, click on the **File Explorer** icon
2. In the **Navigation** sidebar, click on **This PC**, then double-click on **Classroom**
3. Open the folder matching your Computer Number (ex: Class-06)
4. Open the **Flickr Images** folder
5. Change the view from **Details** to **Large Icons**
6. Right-click on one of the photos and select **Set as desktop background**
7. Close File Explorer

**Activity #5**

*Using Reading View in Microsoft Edge*

1. From the Taskbar, click on the **Microsoft Edge** icon to open the Internet browser
2. Open a new tab and in the Search or enter web address box, type [www.cnn.com](http://www.cnn.com) and hit Enter
3. Select one of the Top Stories
4. Switch to **Reading View** and scroll the page to see the change in style
5. Click the **More Actions** icon on the toolbar and select **Settings**
6. Under **Reading**, practice changing the reading view font size and select one you like
7. Click the More Actions icon again to hide the options

*Saving favorite pages in Microsoft Edge*

1. Open a new tab and in the Search or enter web address box, type [www.google.com](http://www.google.com) and hit Enter
2. Click the **Star** icon on the toolbar
3. Click **Add**
4. Click the **Hub** icon on the toolbar to see that Google is now listed as a favorite
5. Click each of the on the top of the Hub to access your Reading list, History and Downloads
6. Click the Hub icon again to close the feature
7. Close Edge