

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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KSU Student Help Desk

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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).

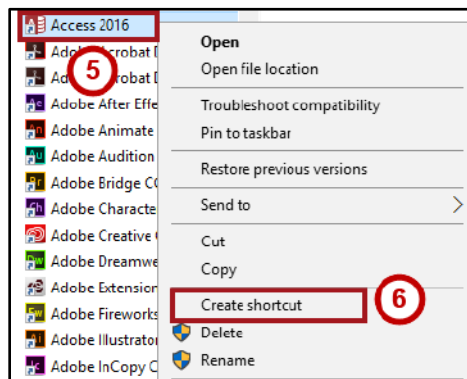


Figure 3 - Creating Shortcuts

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

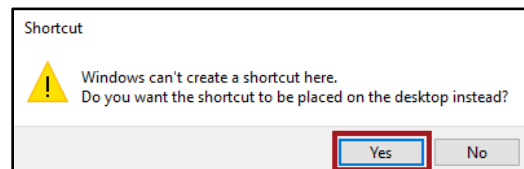


Figure 4 - Click Yes

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.

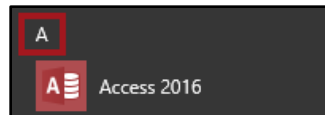


Figure 6 - Click the letter A

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**.

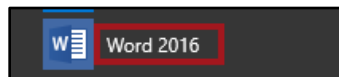


Figure 8 - Click Word 2016

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.

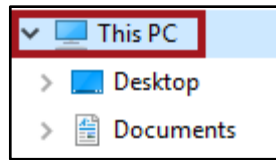


Figure 11 - This PC

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.

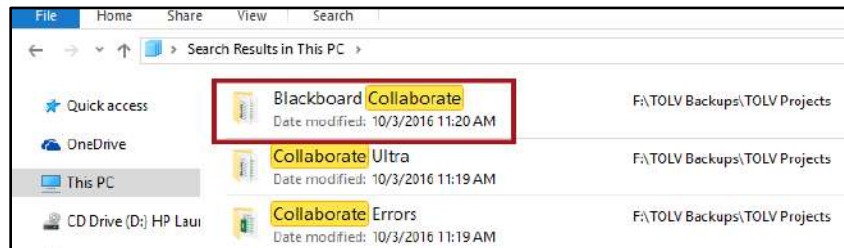


Figure 13 - Double-click the file or folder

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) .

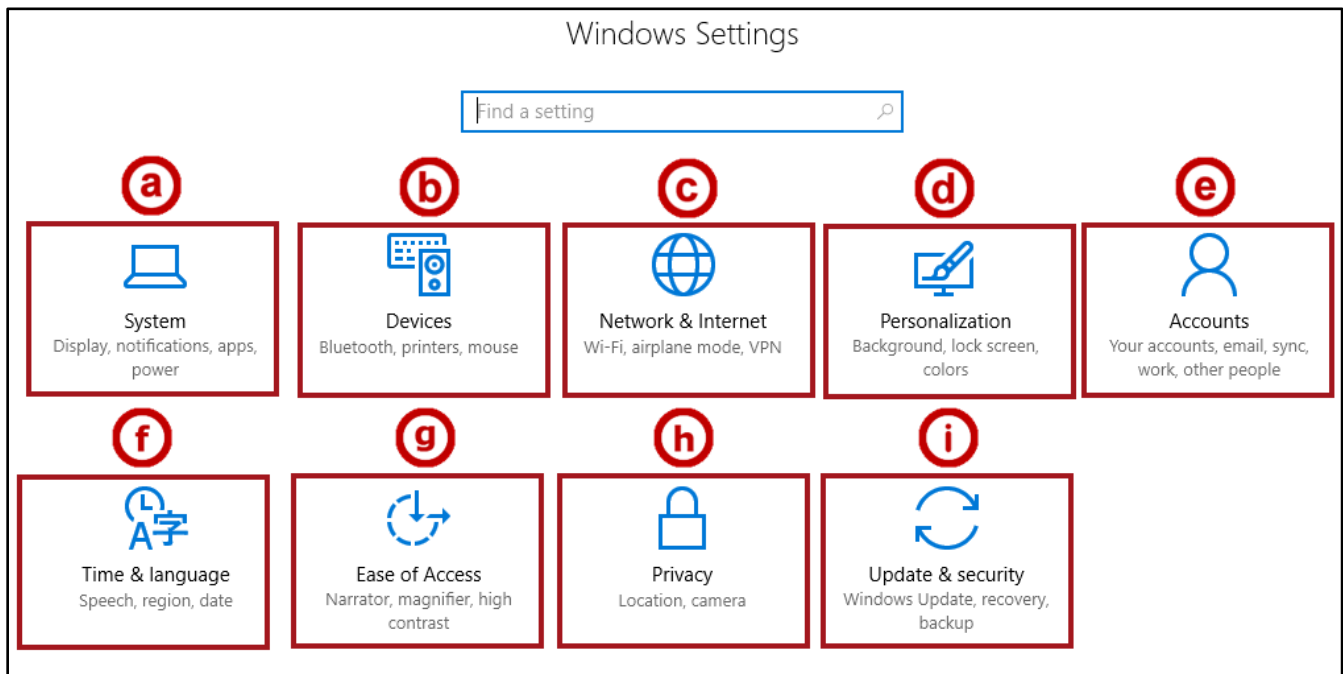


Figure 14 - Windows Settings

Uninstalling Programs

You may uninstall programs in Windows 10 via the *Windows Settings*. The following explains how to do so:

1. Click the **Start** button.
2. Click the **Settings** icon.
3. Click **System**.

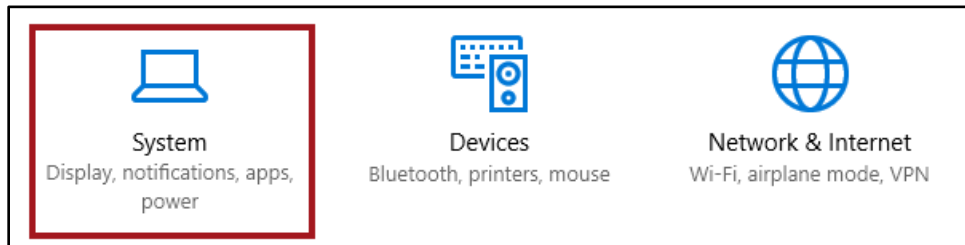


Figure 15 - Click System

4. Click **Apps & Features**.



Figure 16 - Click Apps & Features

5. Navigate and click the program that you wish to uninstall.
6. Click **Uninstall**.

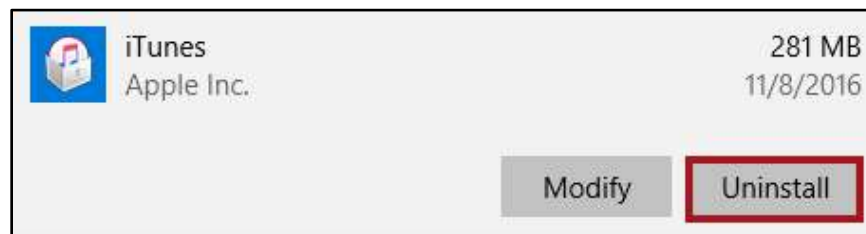


Figure 17 - Click Uninstall

7. Click **Uninstall** in the confirmation window that appears.

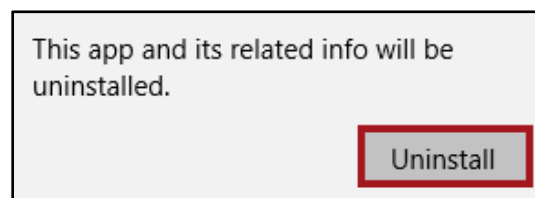


Figure 18 - Click Uninstall

Computer Security

When you leave your computer, it is recommended that you take steps to protect your data. Whether it is locking the workstation, signing out of the computer, or shutting the computer down, it is recommended that you take steps to prevent others from accessing your data while you are away.

Locking the Computer

1. Click the **Start** button on the *Taskbar*.
2. Click the **User Account** button.



Figure 19 - User Account

3. Click **Lock**.

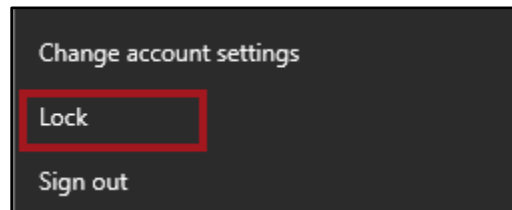


Figure 20 - Click Lock

4. Your computer will be locked. To unlock your computer, press **Ctrl + Alt + Delete**.
5. Enter your **NetID password** and press **Enter** on your keyboard. Your computer will be unlocked.

Signing Out of the Computer

1. Click the **Start** button on the *Taskbar*.
2. Click the **User Account** button.
3. Click **Sign Out**. You will be signed out of the computer.

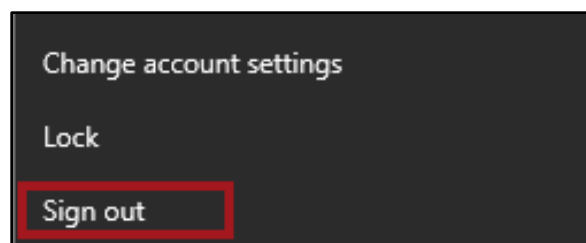


Figure 21 - Sign Out

Shutting Down the Computer

To shut down the computer:

1. Click the **Start** button on the *Taskbar*.
2. Click the **Power** icon.

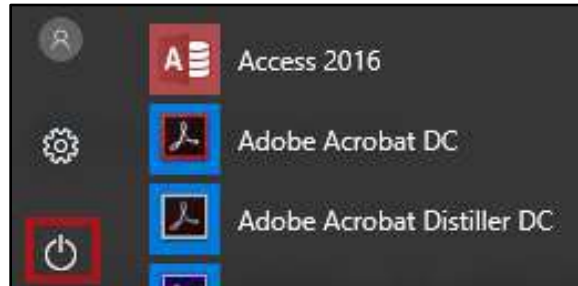


Figure 22 - Click the Power Icon

3. Click **Shut down**.



Figure 23 - Click Shut down

Placing Your Computer into Sleep Mode

If you are going home for the evening, you may place your computer to sleep as opposed to completely shutting it down. The following explains how to place your computer to sleep:

1. Click the **Start** button on the *Taskbar*.
2. Click the **Power** icon.
3. Click **Sleep**.



Figure 24 - Click Sleep