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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			
٨	Adobe Acrobat DC	More	>		haalizin
1	Adobe Acrobat Di			-C≓ Pin to taskbar Run as administrator	
Ae	Adobe After Effects O			Open file location	
An	Adobe Animate CC 20	015.2		open me location	$\mathbf{\nabla}$

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 Stobat [		Open file location	
Adobe After Effe		Troubleshoot compatibility	
🔒 Adobe Animate		Pin to taskbar	
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🕵 Adobe Extension		Create shortcut 6	
🚰 Adobe Fireworks			
📶 Adobe Illustrator	Ŷ	Delete	
📕 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	Yes No

Figure 4 - Click Yes

8. Your shortcut will be added to the desktop.

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# Technology Services 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*.



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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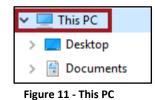
#### Searching for files from File Explorer

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.

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← → × ↑ 💻 > Thi	sPC >	5 ~	Search This PC	م
> 📌 Quick access	V Folders (6)		20 2	
🗸 OneDrive	Desktop			
This PC				
🖉 CD Drive (D:) HP Laui	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	
← → × ↑ 🗐 > Sear	ch Results in This PC $ ightarrow$	
🖈 Quick access	Blackboard Collaborate Date modified: 10/3/2016 11:20 AM	F:\TOLV Backups\TOLV Projects
OneDrive 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).

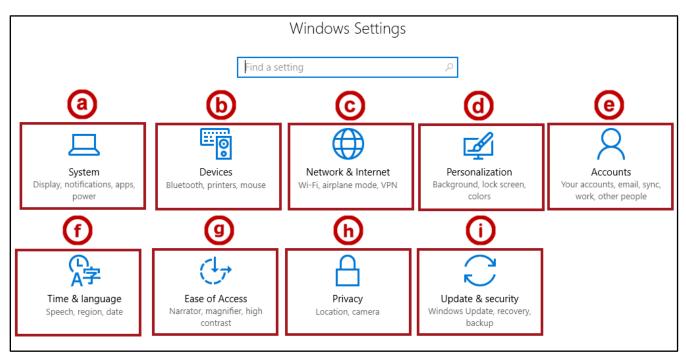


Figure 14 - Windows Settings

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#### **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.

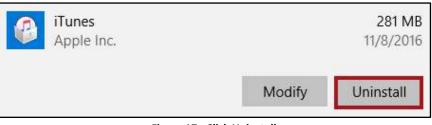


Figure 17 - Click Uninstall

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



Figure 18 - Click Uninstall

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#### **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.

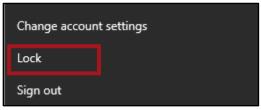


Figure 20 - Click Lock

- 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.

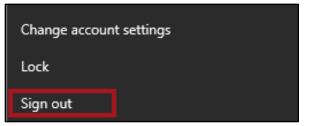


Figure 21 - Sign Out

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#### **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.

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	Slee	p
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