


WINDOWS 10 GUIDE

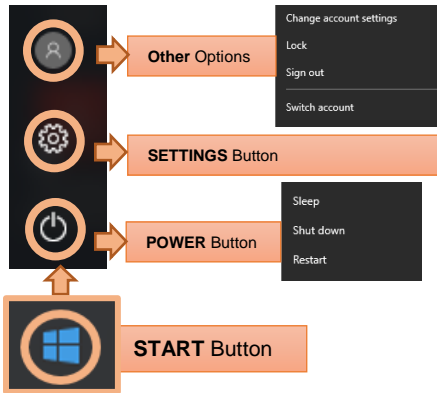
START MENU

To display the Start menu:


Select the **Start** button on the far left of the taskbar. 

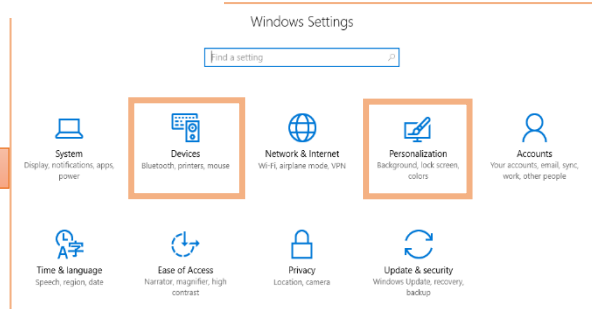
—OR—

Press the **Windows logo key** on the keyboard. 

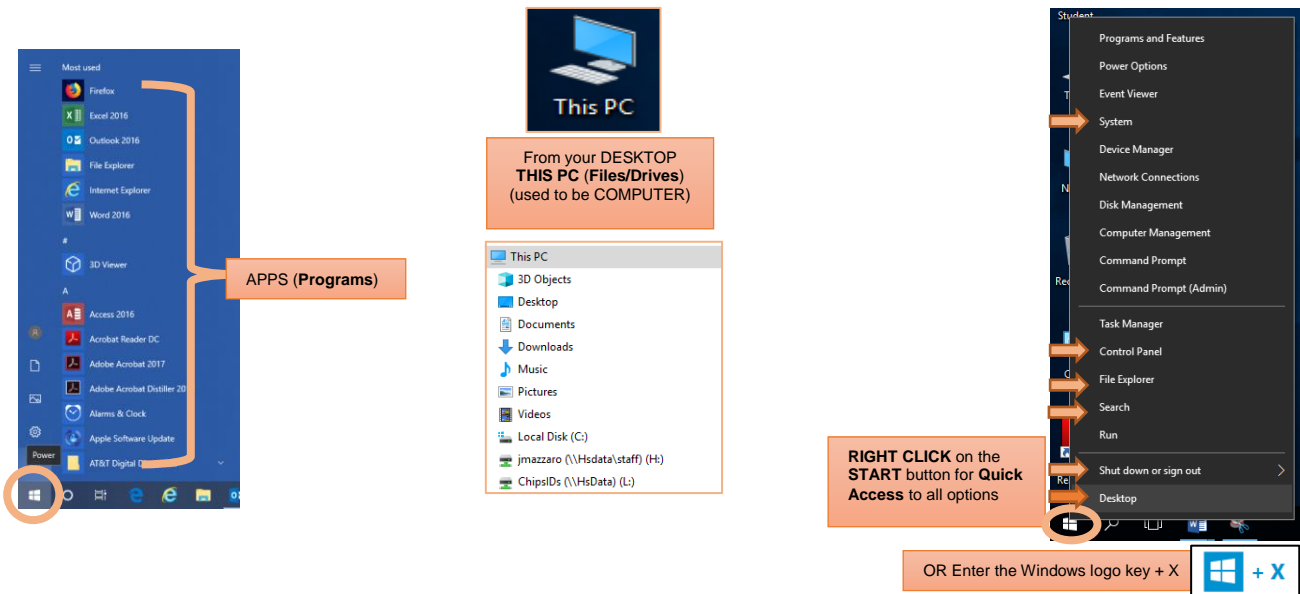


To shut down, restart, or put your computer to sleep:

1. On the **Start** menu, select **Power**. 
2. Select the option you want: **Sleep**, **Shut down**, or **Restart**.



SEARCH FOR APPS (Programs) / FILES / QUICK ACCESS



The diagram illustrates how to search for apps, files, and quick access. On the left, a screenshot of the Start menu shows a list of 'Most used' apps, including Firefox, Excel 2016, Outlook 2016, File Explorer, Internet Explorer, Word 2016, 3D Viewer, Access 2016, Acrobat Reader DC, Adobe Acrobat 2017, Alarms & Clock, and Apple Software Update. An arrow points from this list to a box labeled 'APPS (Programs)'. In the center, a 'This PC' icon is shown above a box labeled 'From your DESKTOP THIS PC (Files/Drives) (used to be COMPUTER)'. Below this, a screenshot of the 'This PC' window shows a list of folders and drives: 3D Objects, Desktop, Documents, Downloads, Music, Pictures, Videos, Local Disk (C:), jmazzaaro (\\HsdData\staff) (H:), and Chips1Ds (\\HsdData) (L:). On the right, a screenshot of the Start menu shows a list of options: Programs and Features, Power Options, Event Viewer, System, Device Manager, Network Connections, Disk Management, Computer Management, Command Prompt, Command Prompt (Admin), Task Manager, Control Panel, File Explorer, Search, Run, Shut down or sign out, and Desktop. An arrow points from this list to a box labeled 'RIGHT CLICK on the START button for Quick Access to all options'. Below this, a box labeled 'OR Enter the Windows logo key + X' is shown next to a Windows logo icon and a plus sign.

Personalize your PC

Click the **START** button > select **SETTINGS** > click **PERSONALIZATION**

- Change Background (Choose built-in colors/pictures, or use your own) Select more than one for a slide show
- Change Start (What APPS appear on the Start Menu)

Internet Browsers

Chrome and Internet Explorer are your options as Internet browsers



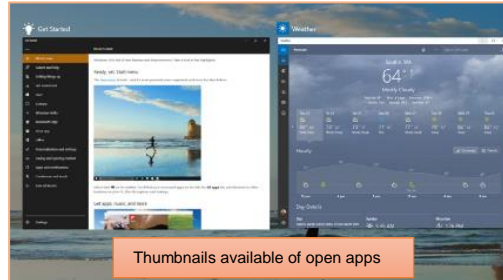
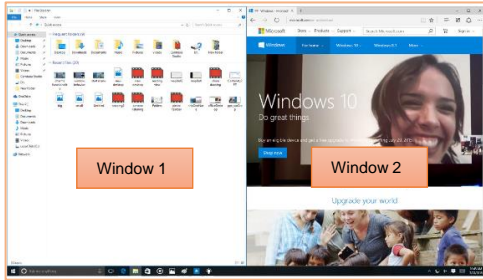
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Other Tips & Tricks

Snap enhancements

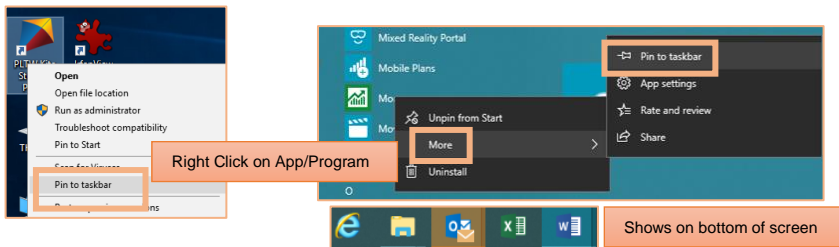
To snap two windows **side by side**:

1. Open document
2. Select **Windows key** on keyboard, and the **right or left arrow**
3. Repeat steps 1 and 2 for the other window, using the other side of the screen.
4. When you snap your program to the left or right and you have multiple screens open, you can select which thumbnail you would like to show on the other half of your screen (*others will stay open but now show on screen*).



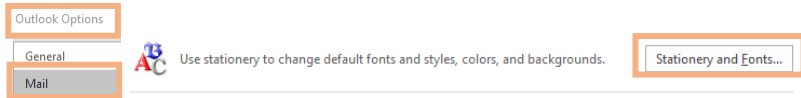
Switch between Screens: Press ALT + TAB

PIN a program to the Taskbar (bottom of your screen) > **Right Click** the program icon and select **PIN TO TASKBAR** (or you may need to click MORE to see this option)



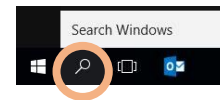
Your Outlook signature does not carry over, so you will need to re-create it:

- Open Outlook
- Click **FILE > OPTIONS > MAIL**
- Click **Stationery and Fonts**
- Click **E-mail Signature tab** and create your signatures for New / Replies / Forwards messages



SEARCH for Apps/Programs, Files & Settings

Click on magnifying glass icon next to START button. This opens up a **search box**. Type the program, file or setting you are looking for. *EX: search for SNIPPING*



SNIPPING TOOL - Capture screenshots by selecting a specific area.

Search for Snipping tool (or add this program to your Taskbar)

Click "New" (The screen will go 'hazy')

Choose the area to capture (*with mouse, click and drag to desired screenshot*)

Right click on the screenshot and save it or copy, then paste wherever needed.

