



Windows 10 Quick Start Guide

Start Menu

The Windows 10 Start Menu is the gateway to access your apps, documents, and settings. It contains three sections:

Left: Important items such as Account, Settings, and Power options.

Middle: List of all apps in alphabetical order.

Right: App tiles that are pinned such as Word, Powerpoint, Excel etc.



Start - Open the Start menu by clicking the button on the far left of the Windows Taskbar or press the Windows logo key on your keyboard.



User Account - Use the icon to Sign Out or Lock the computer.



Power - Use the icon to restart, shutdown, or put the computer to sleep. Always sign out before restarting or shutting down.



Settings - This is the equivalent to the Control Panel in Windows 7, but with a new and friendlier user interface.



File Explorer - Access the files on your computer and network drives.

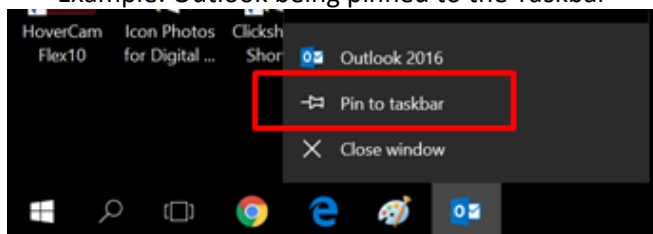
Taskbar



Pin to Taskbar

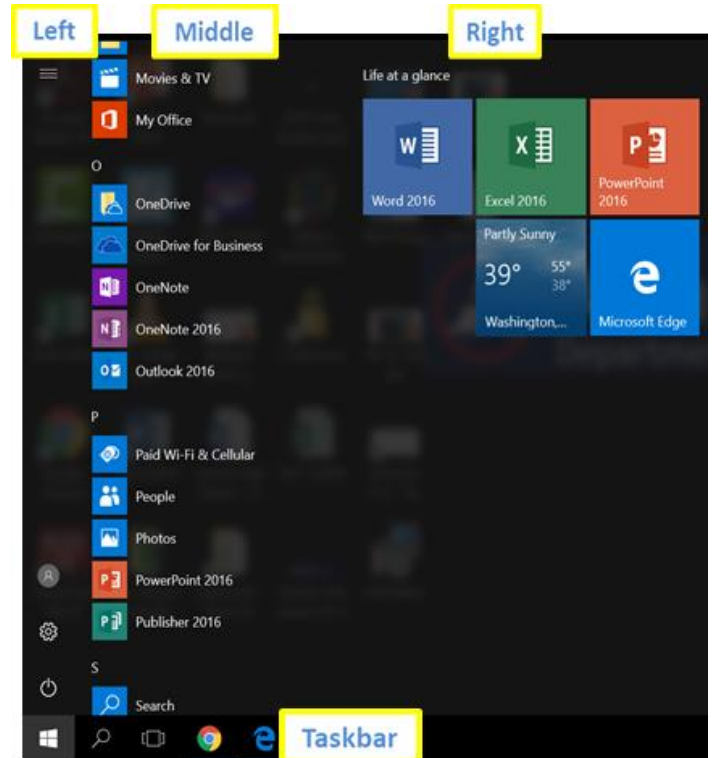
Users can pin commonly used apps on the Taskbar. Open the application that you'd like to pin, right-click the icon on the Taskbar and choose "Pin to Taskbar".

Example: Outlook being pinned to the Taskbar



Questions or need assistance?

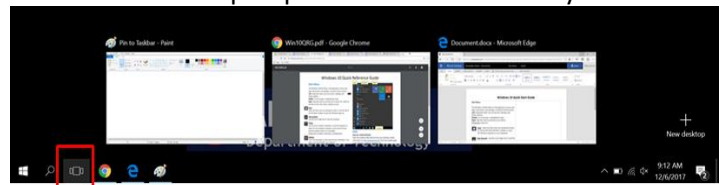
The [Help Desk](#) will guide your request.



Search Windows - Click the magnifying glass to search files, apps and settings.



Task View - Click to switch between open apps on the desktop or press Alt+Tab on the keyboard.



Windows 10 Tip – Right click the Start Menu to see frequently accessed programs.

