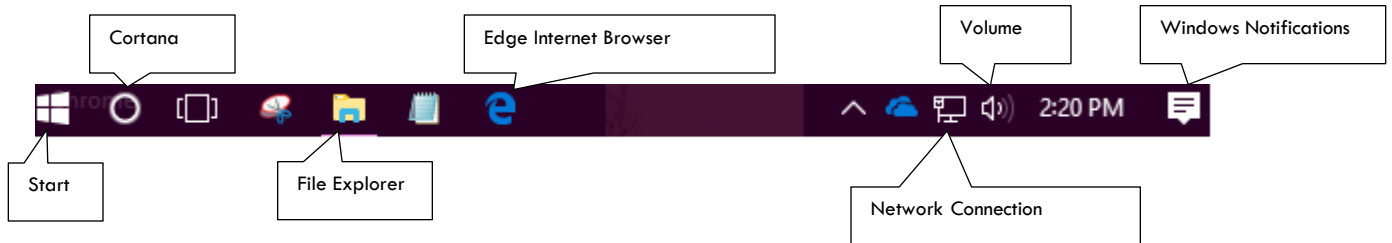


Windows 10

Navigation Introduction

Task Bar

The task bar is located at the bottom of the desktop. The icons located on there will vary depending on the software you have opened on your computer. Common icons are highlighted below



Start – How to get to software installed on your computer.

Cortana – Microsoft’s virtual assistant. Can speak to or type in requests.

File Explorer – How to navigate to folders and network locations.

Edge Internet Browser – Microsoft’s product to replace Internet Explorer. All UCO machines also come with Chrome installed.

Network Connection – Icon will indicate if machine has an active connection to the UCO network.

Volume – Click to control volume of sound from machine.

Windows Notifications – Way for operating system to make you aware of any updates to your system.

Desktop



The desktop to Windows 10 operates in a similar way to previous versions of Windows.

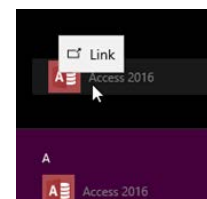
Frequently used software can have Desktop icons added for easy access.

To open software; or navigate a folder linked from the Desktop; double left mouse click the icon.

Click the icon with the person next to the folder to locate your documents and files.

To add a Desktop shortcut to a piece of software or file location:

- Left click on the icon;
- With button clicked drag icon to desktop
- Icon link will be created



Start Menu

The Windows 10 Start Menu is larger than Windows 7.

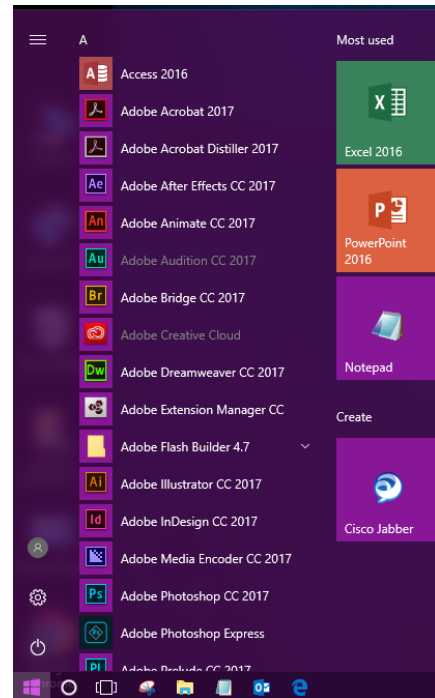
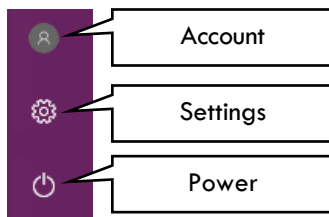
Links to folders and software are listed alphabetically.

Windows 10 will automatically include links to the most used software. This is listed under a Grouped section called **Most Used**.

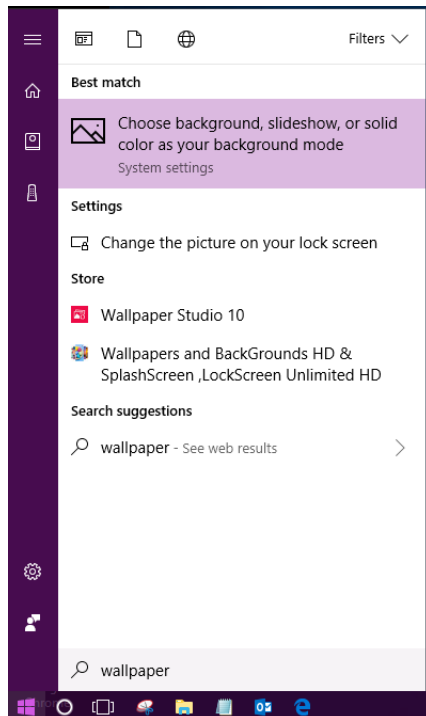
Quick links can also be created to by “dragging and dropping” the icon from the alphabetical side of the Start Menu to the Grouped section of the Start Menu.

If something is not able to be located through the start menu, the start menu can be brought up, then use the keyboard to type wanted software, setting, document, etc.

The three icons located directly above the Start Menu icon are:



Changing Background



To change the background image on the Desktop.

Open the Start Menu.

With the keyboard type *wallpaper*

Select Choose Background, slideshow, or solid color as your background mode.

Then customize the look of the Desktop as desired.

