Navigating Windows 10

Windows 10, 8 and 7 work in almost exactly the same way but they look a little different – especially Windows 8. Windows 10 is a hybrid between Windows 7 and 8 with some extra features. Here, we will be describing Windows 10 functions but most of these instructions will work on previous versions of Windows as well.

Start Menu

The Start Menu is the hub of Windows. Typically, you will navigate here to start most operations. To open the Start Menu, you can either,

1. Move your mouse to the bottom left corner of the screen, where the Windows logo is, and click on the Windows Logo. Or,
2. Press the Windows key on your keyboard (bottom-left of your keyboard between the Ctrl + Alt keys).
3. If you really want to or you have an old keyboard that doesn't have the Windows key, you can press Ctrl+Esc to get to the start menu

The resulting popup that occurs from any one of these actions is the Start Menu

Opening an App

If you want to start a program or App from the Start Menu, there are a number of different options available to us.

1. On the right, you will see an assortment of tiles that you can click on to open an app or program. If you see the program you want, click on it to open it. Or,
2. On the left, close to the top under your name, your most recently opened programs appear. You can select the program from here if you see the one you want. Or,
3. On the left, at the very bottom, is 'All Apps'. Click on this and you will see all the programs installed on this computer. You may have to scroll down and/or expand other folders to see some programs. Or,
4. If you know the name of the program you want to open, once you have opened the Start Menu, just start typing the name of the App you want. All Apps/Programs with similar names will start to appear and you can select the one you want

Looking for Files

Where are my files? To find documents, pictures, videos and other files you may have created, from the Start Menu, click on 'File Explorer' (Don't get this confused with Internet Explorer).

Shortcut key - Another way to open the File Explorer is to press 'Windows key' + 'E' on your keyboard.

- With the File Explorer open, on the left, you can navigate to your Documents, Pictures and other locations on your computer. It is best to store files in these folders when you have created them. When you find the file you want, double-click it to open it
- With File Explorer open, on the right at the top, you can see the most recent folders you have navigated to. If you want to go to one of these locations, you can double-click a folder to open it. Navigate through the folders until you find the file you want. Double-click the file to open it
- With File Explorer open, on the right on the bottom, you will see recent files you have opened. Simply Double-click a file to open it.

Shut down and Restart

From the Start Menu, you can Shut down or Restart your computer by clicking on the 'Power' button option. Choose the appropriate action for what you are trying to do

Changing settings on your computer

From the Start Menu, there are 2 places that you can change settings on your computer.

1. Click on your Name/Icon at the top left. From here you can,
   a. Change account settings
      i. Picture
      ii. Password
      iii. Sign-in options
- From this screen, you can add a 4-digit pin code to logon rather than type your password each time
   b. Lock the computer. This leaves the computer logged on and apps open but requires your password to access the computer again. You may do this if you need to walk away from the computer for a few minutes
   c. Sign out. This logs you off the computer to allow someone else to use the computer with their account
2. From the Start Menu, click on 'Settings'. This allows you to configure your computer to your liking – changing things like power options, Display, Language, Privacy and check for updates, configure hardware and generally personalize the computer. Once option people ask about is the screen timeout. They walk away from the computer and it goes to sleep far too quickly. Here's how to change this option.
      i. Start > Settings > System > Power & sleep

      ii.   Choose how soon the monitor turns black

     iii.   Choose how soon the computer goes to sleep

Viewing the app tiles

You can change the Start Menu so that the tiles are visible differently. You can put your mouse over the right edge of the Start Menu until it the mouse pointer turns to a 2-headed arrow. Click and drag the Start menu left and right to make it a different size. You will see the app icons move as well in to different configurations. The smaller you make the Start Menu, the more you have to scroll down to find your programs.

Depending on how many Apps you have, you may or may not need to scroll up and down to find them

Adding Apps to the Start Menu tiles

If you have an App/Program you use often and you want it easily accessible in the Start tiles,

1. Navigate to the App/Program
2. Right-click the App > Pin to Start

Removing Apps from the Start Menu tiles

If you have an App/Program you NEVER (or seldom) use and want to remove it from the Start tiles,

1. Open the Start Menu
2. Right-click an unwanted App/Program > Unpin from Start

Arranging Apps in the Start Menu

Once you have the apps and programs in the Start Menu that you want, let's arrange them to your liking. We can place the Apps in categories or groups of your choosing

1. Click on an App/Program and drag it to a spot either by itself of with other apps of similar function (or however you want to arrange them).
2. If you want to start a new group of icons, simply drag an icon until you see a thick, horizontal line (typically white but not necessarily). Let go of the icon and you have just created a new group
3. Move all your icons to the groups of your choosing. Feel free to arrange and rearrange until you are satisfied
4. Label each group (optional) by clicking just above a group of icons. Type in a name for your group