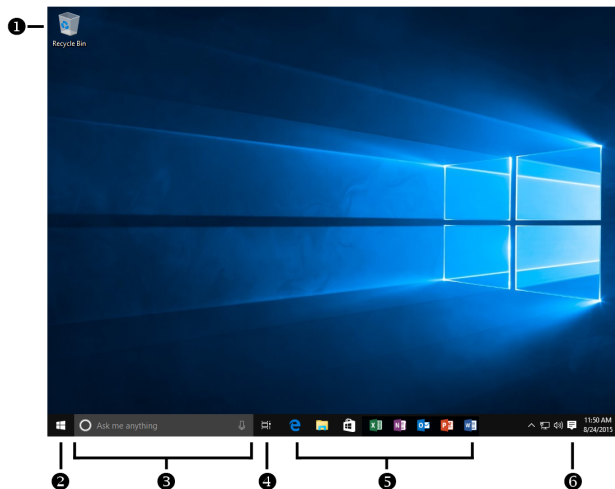


## Getting Started




### Windows 10 Desktop





- ❶ **Recycle Bin** – contains deleted files.
- ❷ **Start Menu Button** – stores all Windows Store apps, functions, and personal settings in a central hub.
- ❸ **Cortana** – the Microsoft virtual assistant and search feature.
- ❹ **Task View Button** – displays active apps or additional desktops.
- ❺ **Taskbar** – displays shortcuts for **File Explorer** and **Edge** as well as Office programs and other apps that you pin for easy access.
- ❻ **Notification Button** – displays the **Action Center** for your notifications and settings.

### Unlocking the Lock Screen

The **Lock** screen contains the time, date, sign-in access, user accounts and notifications.

1. Press any key to view the **Login** screen.
2. Log in with your account password.
3. *Optional:* To switch between multiple users, select the account you would like to log into.
4. *Optional:* To put your computer to sleep, click the **Power**  button and select **Sleep**.
5. *Optional:* To restart your computer, click the **Power**  button and select **Restart**.
6. *Optional:* To turn off your computer, click the **Power**  button and select **Shut down**.

### Changing Your Lock Screen Picture

1. Click the **Desktop Start Menu**  button.
2. Click the **Settings**  button.
3. Click **Personalization**.
4. Click **Lock screen** in the left pane.
5. Click the arrow on the **Background** box and select an option from the resulting menu. You may have to select a picture depending on the option you select.

## Desktop Features

### Using the Start Menu

The **Start Menu** screen replaces the **Start Screen** from Windows 8. It is a navigation hub for everything you use in Windows 10, similar to the **Start** button in Windows 7. It contains frequently used apps, shortcuts to File Explorer and important hubs, as well as live tiles that flash to display real time updates. To open the Start menu, click the **Desktop Start Menu**  button or press the **Windows**  key on your keyboard.

### Start Menu Shortcuts

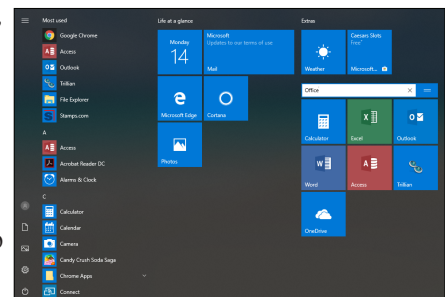
You can access important controls from your **Start Menu**.

- **Documents:** a shortcut to the **Documents** folder on your PC.
- **Pictures:** a shortcut to the **Pictures** folder on your PC.
- **Settings:** your control panel for managing how Windows 10 looks and behaves, including **System, Devices, Phone, Network & Internet, Personalization, Apps, Accounts, Time & Language, Gaming, Ease of Access, Cortana, Privacy, and Update and Security** options.
- **Power:** shut down, restart, or put your PC to sleep.




### Customizing the Start Menu

- To *open an app*, click the tile.
- To *view all apps in alphabetical order*, use the scroll bar to move through the apps.
- To *turn off live updates*, right-click the tile you wish to adjust. Select **More**, and select **Turn Live Tile off** from the resulting menu.
- To *rearrange the app tiles*, click and hold the tile you wish to move. When the screen dims, drag the tile to the desired location.
- To *create groups*, click and drag desired apps into proximity. To name the group, click in the **Name group** space or click on an existing group name. Enter the name for the group in the editing bar that appears. Click outside the bar to save the name and return to the **Start Menu**.
- To *resize a tile*, right click on the app you wish to adjust. Select **Resize**, and select a size from the resulting menu.
- To *resize the Start Menu*, click and drag the corners.
- To *remove a tile*, right click on the app you want to remove. Select **Unpin from Start** from the resulting menu.
- To *pin an app to the Start Menu*, right-click on the app you want to pin. Select **Pin to Start** from the resulting menu.






## Using Task View

You can view and switch between open apps by entering the Task View. You can also create additional desktops to better organize your workspace. Click the **Task View**  button on your **Taskbar** to access your **Task View** or press **Alt + Tab** on your keyboard to scroll through your open apps.

## Creating a Second Desktop in Task View


If you are working on multiple projects, you can easily keep yourself organized by creating an additional desktop. For example, you may want to create a desktop with apps for a work project and create a separate desktop for your personal email.

1. Click the **Task View**  button on your **Taskbar** to access your **Task View**.
2. Click the **New desktop**  button.
3. Click in the newly created desktop window and open the apps you would like to work with from the **Start Menu**. (You can also drag apps from the **Task View** into your new desktop.)
4. *Optional:* To return to your previous desktop, click the **Task View**  button again and select your desktop.
5. *Optional:* To close a desktop you are finished using, click the **Task View**  button. Hover your mouse cursor over the desktop and click the **Close** button that appears.



*Note: To switch between different active desktops, press the **Windows**  key + **Tab** on your keyboard.*

## Pinning an Item to the Taskbar

You can “pin” an app to your Taskbar for easy access.


1. Click the **Desktop Start Menu**  button to locate the app you want to pin.
2. Right-click the app you want to pin.
3. Select **More** and select **Pin to taskbar** from the resulting menu.
4. *Optional:* To open the item, touch or click its button on the **Taskbar**.
5. *Optional:* To rearrange how an item appears on the **Taskbar**, touch or click and drag the button to the position you desire.
6. *Optional:* To delete an item from the **Taskbar**, right-click the button for the app and select **Unpin from taskbar** from the resulting menu.

## Working with the Action Center

The Action Center replaces the Charms bar as a hub for notifications and important settings. To show the Action Center, click the **Notifications**  button on the bottom right corner of your screen or press the **Windows**  key + **A** on your keyboard. From here, click news or notifications to view their content. You can also use the Quick Actions to perform basic tasks.

## Using Quick Actions




You can use Quick Actions to perform certain frequent tasks.

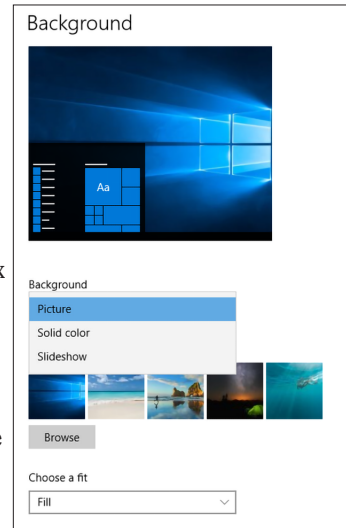
1. Click the **Notification**  button to open the **Action Center**. From here you can do one of the following:
  - To access your settings, click the **All settings** button.
  - To connect a new device, click the **Connect** button.
  - To enable your location for apps, click the **Location** button.
  - To turn on Tablet mode and enable touchscreen options, click the **Tablet mode** button. Apps will appear on a large, easy to touch **Start Screen**.
  - To turn on night time lighting, click the **Night light** button..

*Note: When certain **Quick Action** modes are enabled, their buttons will turn blue. Click the button again to disable the feature.*

# Personalizing




## Changing Your Desktop Background

1. Click the **Desktop Start Menu**  button.
2. Click the **Settings**  button.
3. Click the **Personalization**  shortcut.
4. Select a background from the **Choose your picture** options or click the **Browse** button to use one of your personal pictures.
5. *Optional:* To change the fit of the image you have chosen, click the arrow on the **Fill** box in the **Choose a fit** section and select an option from the resulting menu.
6. *Optional:* To change your background to a solid color, click the arrow on the **Picture** box in the **Background** section. Select **Solid color**.






*Note: You can change your background to a slideshow of your images by clicking the arrow on the **Picture** box in the **Background** section. Select **Slideshow** from the resulting menu.*




## Changing the Color Scheme

1. Click the **Desktop Start Menu**  button.
2. Click the **Settings**  button.
3. Click the **Personalization**  shortcut.
4. Select **Colors** in the left pane.
5. Choose a color from the palette.
6. *Optional:* To automatically match your **Start Menu** color to your background, check the **Automatically pick an accent color from my background** box.

## Applying a Screen Saver


1. Click the **Desktop Start Menu**  button.
2. Click the **Settings**  button.
3. Click the **Personalization**  shortcut.
4. Select **Lock screen** in the left pane.
5. Scroll down and click the **Screen saver settings** shortcut.
6. Click the arrow on the box under **Screen saver** and select a screen saver from the resulting menu.
7. Select the amount of time for the computer to be idle before the screen saver will start in the **Wait** box.
8. *Optional:* To customize screen saver settings, click the **Settings** button.
9. *Optional:* Check the **On resume, display logon screen** box.
10. Click the **OK** button.

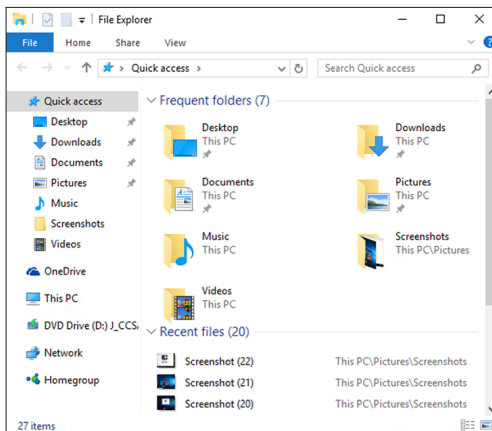
## Applying a Theme

1. Click the **Desktop Start Menu**  button.
2. Click the **Settings**  button.
3. Click the **Personalization**  shortcut.
4. Select **Themes** in the left pane.
5. Select a theme in the **Apply a theme** section.
6. *Optional:* You can also click the **Get more themes in Microsoft Store** shortcut to choose an additional theme.




## File Explorer

File Explorer is your hub for all files, folders, and libraries on your PC. To open File Explorer, click the **File Explorer**  button on the **Taskbar**.







### Pinning a Folder to Quick Access

File Explorer in Windows 10 opens by default to the new Quick access shortcuts on the Navigation pane. You can pin shortcuts to frequently used folders so they are easy to immediately access.

1. From the **Desktop**, click the **File Explorer**  button to open the **File Explorer**.
2. Navigate to the folder you wish to pin to the **Quick access** section.
3. Right-click on the folder and select **Pin to Quick access** from the resulting menu.
4. The folder will appear under the **Quick access** section of the **Navigation** pane.
5. *Optional:* To unpin a folder from **Quick access**, right-click on the folder and select **Unpin from Quick access**.


### Navigating in File Explorer

In File Explorer, you can access almost any item on your computer by clicking on a shortcut in the left pane. You can also access your OneDrive, This PC hub (which contains Folders and Devices and drives), as well as Drives and Network locations.


- To navigate to a previously opened folder, click the **Back**  or **Forward**  buttons.
- To expand a folder and view the contents, click the **Expand**  button beside the folder name.
- To minimize an expanded folder, click the **Minimize**  button beside the folder name.
- To access tools for common tasks, click the tabs to open the **Ribbon**.

### Changing Your Default Opening Folder


You can go back to opening to My PC as the default hub that File Explorer opens to instead of using the Quick access view.

1. In **File Explorer**, click the **View** tab to open the **Ribbon**.
2. Click the bottom of the **Options**  button in the **Show/Hide** group.
3. Select **Change folder and search options** from the resulting menu.
4. In the **Open File Explorer to** space, click the arrow and select **This PC** from the resulting menu.
5. Click the **OK** button when you are finished.


### Creating a New Folder

1. Open the folder or library where you want to create the new folder.
2. Click on the **Home** tab.
3. Click the **New folder**  button in the **New** group.
4. Enter a name for the folder and press the **Enter** key.


### Renaming a File or Folder

1. Select the file or folder you want to rename.
2. Click on the **Home** tab.
3. Click the **Rename**  button in the **Organize** group.
4. Enter a new name for the folder and press the **Enter** key.



### Deleting a File or Folder

1. Select the file or folder you want to delete.
2. Click on the **Home** tab.
3. Click the **Delete**  button in the **Organize** group.
4. Click the **Yes** button to confirm deletion.

### Hiding a File or Folder


1. Select the file or folder you want to hide.
2. Click on the **Home** tab.
3. Click the **Properties**  button in the **Open** group.
4. Check the **Hidden** box.
5. Click the **OK** button. (If a dialog box appears, select whether you want to apply the change to the folder only or to all files and subfolders and click the **OK** button.)

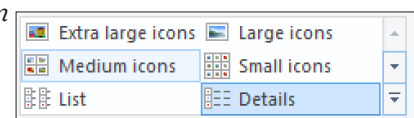
### Sharing a File or Folder

1. Select the file or folder you want to share.
2. Click on the **Share** tab.
3. Click the **Share**  button in the **Send** group and do one of the following:
  - To share with a specific person, click the account name.
  - To share using a specific service, select the service and follow the on-screen instructions.
4. *Optional:* To cease sharing an item you have previously shared, click the **Remove access**  button in the **Share with** group. Click **Stop sharing** to remove permissions from the file or folder. You can also click **Change sharing permissions** to remove or add an individual's access to the item.

### Changing Your File Explorer View

File Explorer can display your files and folders in several layouts.

1. Open the file, folder or library you want to change the view for.
2. Click on the **View** tab.
3. From here, you can choose one of the following views in the **Layout** group:
  - To view your items in a simple list format, select **List**.
  - To view your items in a list format with details such as type and size, select **Details**.
  - To view your items as button images, select one of the **(Size) icon** options.
4. *Optional:* To sort the items you are viewing by a particular grouping or order, click the **Sort by**  button in the **Current view** group. Select a grouping from the resulting menu.







## Cortana

Cortana is Microsoft's new digital personal assistant and searching function. With Cortana, you can perform actions in Windows 10 by voice command. You can tell Cortana important people, places, and interests to streamline your commands and get the information that is most pertinent to you.

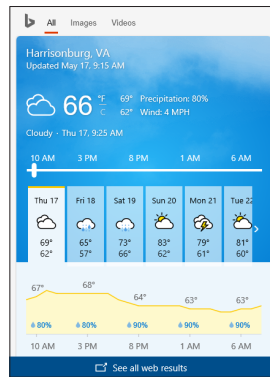
### Activating Cortana's Voice Commands

1. On the **Desktop**, click the **Cortana**  button in the **Type here to search** bar.
2. Click the **Settings**  button.
3. In the **Hey Cortana** section, click the slider to **On**.
4. If a Cortana window appears, click the **Sure** button.
5. *Optional:* To only allow Cortana to respond to your voice, select **Try to respond only to me**.

### Giving Cortana a Command






Cortana can perform almost any function in Windows 10. Some common tasks are to search the Internet, create a reminder, take a note, ask what music is playing, check the news, or even tell you a joke.

1. On the **Desktop**, click in the **Type here to search** bar, or say "Hey Cortana" (*Unlike other virtual assistants, Cortana does not need to indicate that she is listening for you to speak.*)
2. Type your question or command in the **Type here to search** bar, or speak your prompt to Cortana by voice. For example: "Hey Cortana, what's the weather this weekend?"
3. Your results will display in the Cortana window.





### Using the Cortana Organizer

Cortana can help you keep track of your to-do list, send your reminders, and even suggest tasks based on things you have mentioned.

1. On the **Desktop**, click the **Cortana**  button in the **Type here to search** bar.
2. Click the **Notebook**  button.
3. On the **Organizer** tab, you can do any of the following:
  - To view your lists, click the **Lists**  button. You can also click the **Add to your To Do list** shortcut to add to a list.
  - To view your reminders, click the **Reminders**  button. You can also click the *Create a reminder* shortcut to create a new reminder.
  - To view tasks that Cortana suggests for you, click the **Suggested tasks**  button.

### Managing Skills with Cortana




Cortana can do a variety of things for you such as play music, keep track of your fitness, order food and so much more.

1. On the **Desktop**, click the **Cortana**  button in the **Type here to search** box.
2. Click the **Notebook**  button.
3. Click on the **Manage Skills** tab.
4. Click a button that you want to customize and make selections.

## OneDrive



OneDrive is Microsoft's online cloud storage system connected to your Microsoft account. You can save different types of files and folders in OneDrive and access them from any computer or device.

### Navigating in OneDrive

1. From the **Desktop**, click the **File Explorer**  button to open **File Explorer**.
2. On the left pane, click the **OneDrive**  shortcut to open your **OneDrive** folder.
3. From here, you can select one of the following default folders:
  - **Documents**
  - **Pictures**
4. *Optional:* To create your own custom folder, click on the **Home** tab. Click the **New folder**  button in the **New** group.



### Adding a File to OneDrive

To make the most of OneDrive, you will need to add your files. You can populate your OneDrive through one of the following options:

- In the program in which you have created the file, such as Word, select **OneDrive** as the location to save to.
- Click the **File Explorer**  button on your **Taskbar** or press the **Windows**  key + **E** to open **File Explorer** with your keyboard. Drag and drop files or folders into **OneDrive** in the **Navigation** pane.
- Right-click the file or folder you wish to add and select **Copy**. Open your **OneDrive**, right-click again and select **Paste**.

### Using OneDrive Files On-Demand

Files On-Demand allows you to access all of your files in the cloud without downloading them and storing them on your device. All of your files can be seen in File Explorer and you can open online-only files from your Desktop or using Windows Store apps.

1. From the **Desktop**, click the **File Explorer**  button to open **File Explorer**.
2. On the left pane, click the **OneDrive**  shortcut to open your **OneDrive** folder.
3. Right-click the file or folder that you want to work with and select one of the following options:
  - **View online** - This will open the file in OneDrive online.
  - **Always keep on this device** - This will download the file to your device so that it can be accessed even when you're offline.
  - **Free up space** - This will change the file on an online-only file and you will not be able to open this file unless you have an internet connection.



To order call toll-free: 1-800-296-5750

Microsoft® Windows 10™ Quick Source Guide copyright © 2019 by Quick Source Learning. All rights reserved. No portion of this material may be saved in any retrieval system without the express written permission of the copyright owner. Quick Source Learning is not responsible for errors or omissions in this guide or damages resulting from the use of this material.

Windows 10™ is a registered trademark of Microsoft, Inc.®  
Printed in USA.

Visit our website: [www.quicksourselearning.com](http://www.quicksourselearning.com)



## Microsoft Edge

Microsoft Edge replaces Internet Explorer as the new Microsoft web browser.



### Customizing the Start Page

Microsoft Edge opens to the Start page by default to display a newsfeed of recent news, your weather, and other updates. You can choose what information is relevant to you.

1. From the **Desktop**, click the **Edge** button on the **Taskbar**.
2. On the **Start** page, click the **Customize** button in the upper-right corner of the page.
3. Make selection on the **Customize** page.
4. Click the **Save** button.

*Note: To open to a different page than the **Start** page, click the **More** button and select **Settings**. Select an option in the **Open Microsoft Edge with** section.*

### Browsing in Edge

1. From the **Desktop**, click the **Edge** button on the **Taskbar**.
2. Click in the **Address** bar.
3. Do one of the following:
  - To *navigate to a web page*, enter the Internet address for the page and press the **Enter** key.
  - To *open a new browsing tab*, click the **New tab** button to open another tab in your browser window. You can also right-click on a link in a current window and select **Open in new tab**. (To pull a tab off into a new window, simply click and drag the tab away from the tab row.)
  - To *add a current site to your list of Favorites or your Reading list*, click the **Favorites** button.
  - To *return to your last page*, click the **Back** button.
  - To *skip forward again*, click the **Forward** button.
  - To *refresh your current page*, click the **Refresh** button.

### Making a Web Note on a Page

You can make a note or draw something on a web page and then share it with a contact.

1. From the **Desktop**, click the **Edge** button on the **Taskbar**.
2. Navigate to the web page you want to make a note on.
3. Click the **Add notes** button.
4. From here you can do one of the following actions in the **Editing** bar that appears:
  - To *use the pen tool*, click the **Pen** button. Right-click to select a color or size. Click and drag on the web page to draw.
  - To *use the highlighter tool*, click the **Highlighter** button. Right-click to select a color or size. Click and drag on the web page to draw.
  - To *erase a mark*, click the **Eraser** button. Click on the edit you would like to erase.
  - To *add a comment on the page*, click the **Add a note** button.
  - To *copy a part of the page to the Clipboard*, click the **Clip** button. Click and drag on the page to make a selection.
  - To *remove a note*, click the **Delete** button.
  - To *save your notes*, click the **Save Web Note** button. Select a location to save the note, and click the **Save** button.
  - To *share your notes*, click the **Share Web Note** button.
5. To return to normal browsing, click the **Exit** button.

### Using InPrivate Browsing

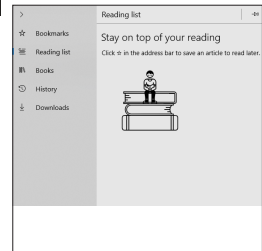
The InPrivate Browsing feature allows you to browse the Internet without the web history, cookies, or temporary files being saved.

1. From the **Desktop**, click the **Edge** button on the **Taskbar**.
2. Click the **More** button.
3. Select **New InPrivate window**.
4. Your new window will open. Click the **Close** button when you are finished or would like to return to normal browsing.

### Using the Hub

The Hub is a center for all your stored links.

1. From the **Desktop**, click the **Edge** button on the **Taskbar**.
2. Click the **Hub** button.
  - **Favorites**: a hub for links you want to return to often.
  - **Reading List**: a hub for links you want to read later.
  - **Books**: a hub for books you have purchased from the Windows store.
  - **History**: a hub for sites you have previously visited.
  - **Downloads**: a hub for your downloads.
3. When you are finished, click the **Hub** button again to close the **Hub**.



### Using Internet Explorer

You can still access Internet Explorer if you need to open something with an alternate browser.

1. From the **Desktop**, click the **Edge** button on the **Taskbar**.
2. Click the **More** button and select **More tools**.
3. Select **Open with Internet Explorer**.
4. Your new Internet Explorer window will open. Click the **Close** button when you are finished or would like to return to normal browsing.

### Switching the Color Theme

You can change the theme of your browser for easier viewing.

1. From the **Desktop**, click the **Edge** button on the **Taskbar**.
2. Click the **More** button.
3. Select **Settings**.
4. Click the arrow on the **Choose a theme** box and select a theme from the resulting menu.

### Finding on a Page

You can search on a page for a keyword or phrase.

1. From the **Desktop**, click the **Edge** button on the **Taskbar**.
2. Click the **More** button.
3. Select **Find on page**.
4. Enter the search phrase in the box and press the **Enter** key.

### Using Reading Mode

Reading Mode provides a stripped down, easy-to-read version of long articles on the web, free of advertisements or additional links.

1. From the **Desktop**, click the **Edge** button on the **Taskbar**.
2. Click the **Reading Mode** button.
3. *Optional: To turn off Reading Mode*, click the **Reading Mode** button again.

*Note: If **Reading Mode** is not available on a particular web page, the **Reading Mode** button will be grayed out.*




## Miscellaneous

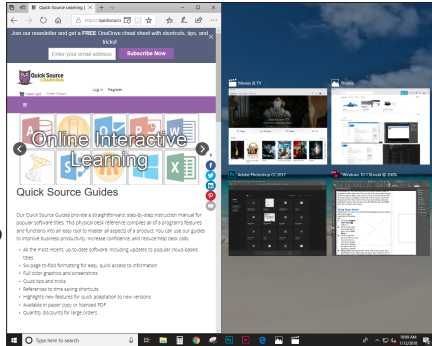
### Multitasking in Windows 10

In Windows 10, you can multitask with several different apps or programs at the same time. You can use all of your screen or simply snap two apps to either side of your screen and work side by side. To snap an app or program to the side of your screen, click and drag an app into the corner of the screen and release when the guidelines appear. You can also press the Window key and Right, Left, Up, or Down arrow keys.

### Using Snap Assist





Snap Assist is an easy way to fill up the quadrants of your window with open apps to multitask in Windows 10.

1. Click the **Desktop Start Menu**  button.
2. Click on the apps you would like to open in the **Start Menu**.
3. Click on the first app you wish to snap to a side of your screen and drag it into place. Release the click when the guidelines appear.
4. **Snap Assist** will populate the other side of the screen with thumbnails of the other apps you have open. Click on one of these apps to fill another portion of the screen with that app.





### Scheduling Your Updates

In Windows 10, updates occur automatically, but you can choose when they occur.

1. Click the **Desktop Start Menu**  button.
2. Click the **Settings**  button.
3. Select **Update & Security**.
4. Click the **Advanced options** shortcut.
5. Select options in the **Chose when updates are installed** section.
6. Click the **Back**  button or the **Close**  button.

### Setting Your Privacy Level

You can choose which personal information Windows 10 has access to.

1. Click the **Desktop Start Menu**  button.
2. Click the **Settings**  button.
3. Select **Privacy**.
4. Click the sliders to turn off options under **Change privacy options**.

### Hiding Cortana



You can remove the Cortana search bar.

1. Right-click the **Taskbar**.
2. Select **Cortana** from the resulting menu.
3. Check **Hidden**.





*Note: To restore the search bar, right-click the **Taskbar**, select **Cortana**, and select **Show search box** from the resulting menu.*

## Functions

### Restarting or Shutting Down

1. Click the **Desktop Start Menu**  button.
2. Click the **Power**  button.
3. *Optional:* Select **Restart**.
4. *Optional:* Select **Shut down**.

### Emptying the Recycle Bin



1. From your **Desktop**, double-click the **Recycle Bin**  icon.
2. Click on the **Recycle Bin Tools** tab.
3. Click the **Empty Recycle Bin**  button in the **Manage** group.
4. Click the **Yes** button to confirm deletion.
5. *Optional:* To restore your items from the **Recycle Bin** and back to your folders, click the **Restore all items**  button.
6. *Optional:* To delete items immediately instead of storing them in your **Recycle Bin**, click the **Recycle Bin properties**  button. Select **Don't move files to the Recycle Bin**. **Remove files immediately when deleted**. Click the **OK** button.

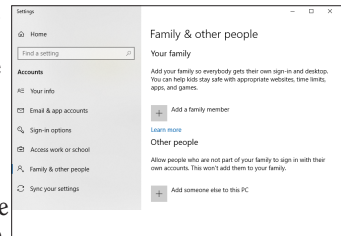
### Signing Out

1. Click the **Desktop Start Menu**  button.
2. Click the **User**  button.
3. Select **Sign out** from the resulting menu.

### Working with the User Portal

Your user portal is the hub for your account, where you can control sign-in options and user settings.

1. Click the **Desktop Start Menu**  button.
2. Click the **User**  button.
3. Select **Change account settings**.
  - *To add an account picture*, in the **Create your picture** space click **Browse for one** to select a picture from your files or click **Camera** to take a picture.
  - *To change your password*, click **Sign-in options** in the left pane. Click the **Change** button in the **Password** section. Follow the instructions to verify your new password.
  - *To add another user sign-in*, click **Family & other users** in the left pane. Click **Add a family member** or **Add someone else to this PC** and follow the instructions to add a user.



## Windows 10 Shortcuts

- Go to Task view ..... **Windows + Tab**
- Go to recent window ..... **Alt + Tab**
- New desktop ..... **Windows + Ctrl + D**
- Switch between desktops ..... **Windows + Ctrl + Arrows**
- Close desktop ..... **Windows + Ctrl + F4**
- Give Cortana a command ..... **Windows + C**
- Bring up news alerts ..... **Windows + S**

