



Windows 10

customizing the new operating system

Windows 10:

- An operating system is a program that runs a computer.
- Windows 10 is the newest operating system created by Microsoft.

Terminology:

- taskbar = the bar on the bottom of the screen (note: single click to open a program from the taskbar)
- start menu = the list of programs located at the bottom left of the screen, accessed by clicking on the windows icon
 - contains tiles
 - contains all programs in a list
 - The most often used programs are at the top of the list.
 - An alphabetical list of all programs follows the most used list.
- desktop = the main screen of the computer

Customizing the Start Menu:

- remove a program from the “most used” section
 - right-click on the program name
 - click on More
 - click on “don’t show in this list”
- add a program to tiles on start menu
 - right-click on program
 - click on “pin to start”
- remove a program from tiles on start menu
 - right-click on tile
 - click on “unpin from start”

Customizing the Taskbar:

- add a program to the taskbar
 - right-click on program in start menu
 - click on “More”
 - click on “pin to taskbar”
- move a program on taskbar
 - locate program icon on taskbar
 - drag and drop icon
- remove a program from the taskbar
 - method 1:
 - right-click on program in taskbar
 - click on “unpin from taskbar”
 - method 2:
 - right-click on program in start menu
 - click on More
 - click on “unpin from taskbar”

Customizing the Desktop:

- add a program shortcut to the desktop
 - locate program in start menu
 - drag and drop program onto desktop
- remove a program shortcut from the desktop
 - right-click on the program shortcut on the desktop
 - click on Delete

Tips:

- Customize the start menu, taskbar, and desktop.
- Do not be afraid to ask for help.