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.

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