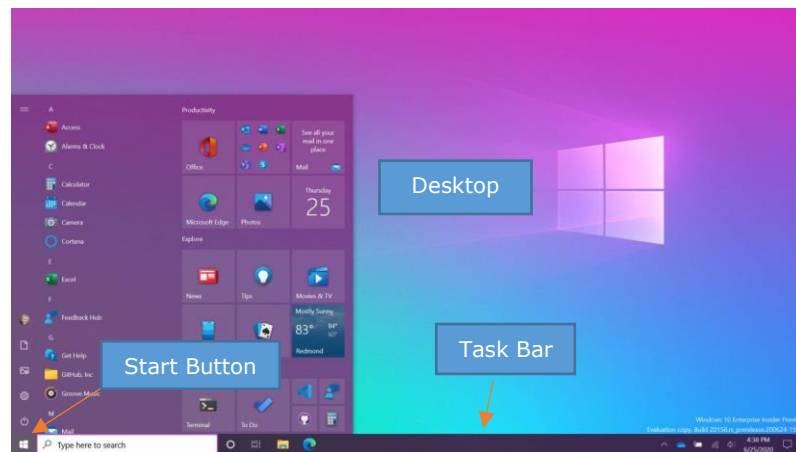




## Tech Topics: Windows 10 Basics

### Interface



**Desktop** – A storage location for files and the main background of your computer

**Task Bar** – Pin your most frequently used applications to bottom of screen for quick access

**Start Menu** – Where you configure the settings of your computer

- Shutdown, restart, sign out options
- Manage and customize layout of applications
- Search for applications
- Access settings to customize various features of the computer
  - Display, printer, WiFi, run updates, uninstall apps, individual user accounts

**File Explorer** – Where all of your files live

- Storage locations such as desktop, documents, downloads, and pictures are separated into folders
- Several different view options for document icons and information
- You can move files between folders by clicking and dragging
- Create a new folder by right clicking and choosing new>folder

**Extra Features**

- Microsoft Edge – native Windows web browser
- Cortana – use speech to search your computer and do internet searches
- Recycling bin – delete files off of your computer
- Task View – See all of the apps currently open in one view
- Photos app – Do basic editing on your pictures

**Additional Resources**

- Visit LinkedIn Learning for video tutorials on Windows 10
- Various Windows 10 magazines available through OverDrive & PressReader
- Email [digitalservices@balibrary.org](mailto:digitalservices@balibrary.org) with specific questions