

Windows 10 Quick Start Guide - Classrooms

Start Menu



1. Account Button	Click the account button name to change your settings, lock your computer, sign out/log out of your computer
2. Apps-Most Used	Displays a list of the applications you most frequently open.
3. File Explorer	Opens the File Explorer, which was called <i>Windows Explorer</i> in Windows 7. Click this option to display a "jump list" of folders you pinned to the Quick access section of File Explorer.
4. Settings	Click to open the Settings window, which contains options for adjusting your computer's settings.
5. Power	Options for shutting down your computer, restarting your computer, or putting your computer into Sleep mode.
6. Tiles	Displays tiles (colored boxes) that link to programs, Windows apps, and other information. Tiles enable you to quickly open applications. Although Windows displays some tiles by default, you can always customize the tile display by adding tiles, removing tiles, resizing tiles, and creating tile groups.

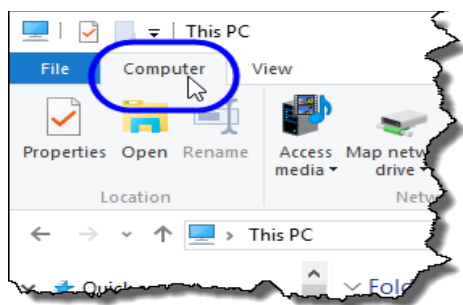
Taskbar



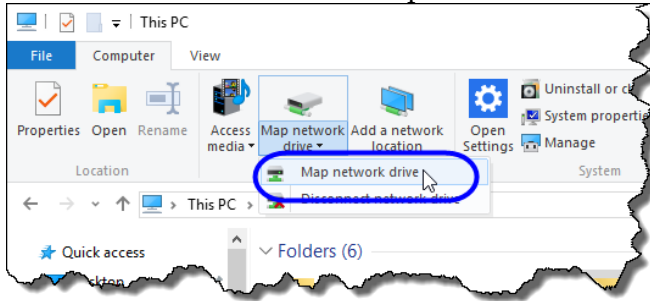
1. Start button	Click to display the Start menu, which displays your list of applications, access to File Explorer, Windows settings, etc..
2. Search	Enter search word(s) to search your computer or the Web.
3. Task View button	Click on the Task View button to open Task View, which enables you to view all your open windows on your computer screen. In Task View, you can create separate multiple "desktops". Within each desktop you create, you can open a different set of programs and documents that you can use for different purposes, such as for work projects or classes.
4. Unopened applications	These icons illustrate applications that are not currently open. Unopened applications on the task bar are distinguished by having no line under the app icon. Move your mouse over an icon of an unopened application to display a description of that application.
5. Open applications	These icons show applications that are currently open. Opened applications are show with a line underneath each icon. Move your mouse over an icon to view a thumbnail of each open window for that application. For example, you can view each open File Explorer window or Web browser window.

Mapping a Network Drive

1. Click on the This PC icon located on the desktop.
2. Click on the **Computer** tab.



3. In the **Computer** ribbon, click on the **Map network drive** button, and then select **Map network drive** from the drop-down list.



4. In the Map Network Drive window, select a drive letter from the **Drive** drop-down.
5. Enter the path of the folder Click **Finish**.

A new File Explorer window opens with your mapped drive. You'll also see the drive listed on the left side of the File Explorer window, under "This PC",

Quickly Displaying Your Desktop from Open Windows

To quickly display the Desktop without having to manually minimize all your open windows, and keep those windows (applications) open at the same time, just right-click on the Start button, then select Desktop from the drop-down menu.