

Microsoft® Windows® 10 for PCs Quick Reference



Exploring Microsoft Windows 10 and its Interface

Microsoft Windows 10 is a computer operating system used with personal computing devices such as desktop computers (PCs), laptops, netbooks, tablets, and other mobile devices. Its purpose is to interface between the user and a computer's hardware, which is responsible for managing activities and system resources. A computer's operating system is critical because it cannot operate without one. That is why they are normally purchased with an operating system preloaded. A major enhancement from previous Windows versions is the ability to automatically display the appropriate interface mode based on the type of device being used, as well as the ability to switch from one mode to another on devices that support multiple modes.

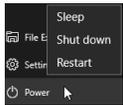
Desktop – Represents a general working area of the Windows 10 operating system (assuming Tablet mode is not enabled). The default Desktop includes the Desktop background, Recycle Bin, and the Taskbar (which by default contains several pinned app icons and the Notification area) shown at the bottom of this illustration.

Start menu – Provides central access to many aspects of the system such as launching Desktop apps and Windows 10 apps, configuring settings, and power options. Click the **Start** button to open the Start menu. Right-click the **Start** button to open a menu of commonly used operating system commands (not shown).

When being used on a PC, the Start menu replaces the Start screen that is available in Windows 8 and Windows 8.1. Note however that a type of Start screen does appear when Tablet mode is enabled. Other areas and commands within the Start menu are listed below.

- **Most used** – Displays Desktop apps and Windows 10 apps that are most often used (for quick access).
- **Power Options** – Allows you to shut down the computer, put it in sleep mode, or restart it as shown below.

- **All apps** – Allows you to browse an alphabetical listing of installed apps (where they may be launched).



Tiles – Represents Desktop apps or Windows 10 apps that have been pinned to the Start menu. Apps where no tile appears automatically can be pinned to the Start menu to create a tile, as well as unpinned if it is no longer required. Some tiles such as Weather and News contain a live update. The live update may also be turned off and on as desired.

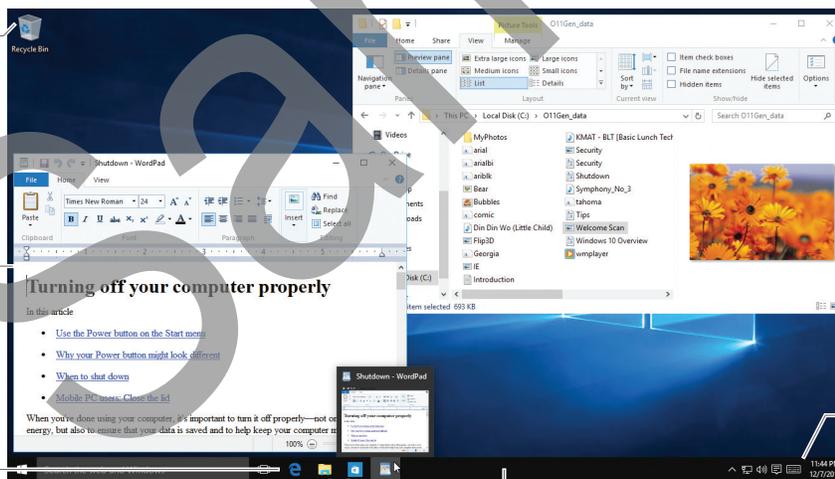
Action Center – Displays notifications as they relate to apps such as installed updates and calendar events, to name a few. Notifications that are no longer required may be cleared from the Action Center pane. It also provides quick access to commonly used settings and options.

Search box – Allows you to perform Windows searches to quickly locate apps, settings, and files that are stored locally, as well as perform web searches to locate web content and apps for purchase from the Microsoft Store. It integrates with "Cortana," a digital assistant that—when enabled (and configured)—allows you to ask a question, which Cortana will answer. Cortana can also provide reminders and alerts to events, etc.

Recycle Bin – Stores (temporary) files that are deleted from the hard disk (until you empty the Recycle Bin). You can recover accidentally deleted files by restoring them from the Recycle Bin. Note that files deleted from removable disks are permanently deleted, and not stored in the Recycle Bin.

Document window – Displays the contents of documents that are open in the apps currently running.

Pinned icons – Provides direct access to starting Desktop and Windows apps and/or opening documents. The example shown here launches the new Microsoft Edge browser.



Turning off your computer properly

- Use the Power button on the Start menu
- Why your Power button might look different
- When to shut down
- Mobile PC users: Choose the lid

When you're done using your computer, it's important to turn it off properly—not only to save energy, but also to ensure that your data is saved and to help keep your computer safe.

Ribbon – Contains commands used to perform various folder and file management tasks in File Explorer. It is organized by tabs along the top. Each tab contains groups, which contain commands used to perform tasks. Click the button to expand the Ribbon, or the button to minimize it.

File Explorer window – Displays the contents of drives and folders as icons, or lists of files and subfolders. You can use the Navigation pane or the Address bar to quickly navigate to other drives and folders and perform tasks.

Notification area – Displays status indicators for system and app-related features, as well as the date and time.

Taskbar buttons – Represents open windows and may be used to switch from one app or document to another. Pointing to a button displays a thumbnail image of the window.

Taskbar – Contains pinned icons, toolbars (optional and not shown), Taskbar buttons, and a Notification area.

Featured Objectives

PAGE 1

Exploring Microsoft Windows 10 and its Interface

- Learn about some of the enhancements to Microsoft Windows 10 and the updated user interface.

PAGE 2

Getting Started

- Learn how to start and end Windows 10 sessions, as well as start apps, manage apps windows, and access Help.

PAGE 4

Managing Files and Folders

- Learn how to navigate the File Explorer window and perform file management techniques.

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Finding Folders and Files

- Learn how to effectively locate folders and files.

Sharing Folders and Files

- Learn how to share local folders and files, as well as how to access network drives to share resources.

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Printing from Windows 10

- Learn how to print, as well as open and manage the print queue.

Customizing Windows 10

- Learn how to change settings such as creating a custom theme and customizing the Taskbar.