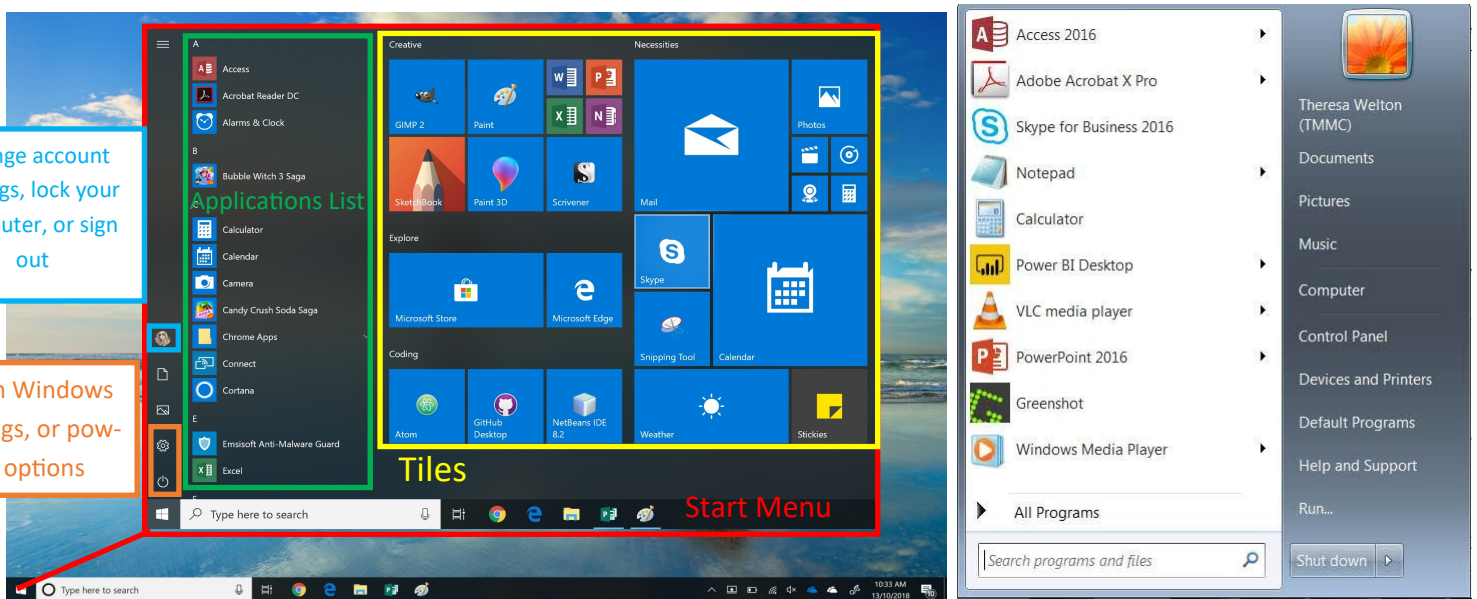


# Windows 10 Quick Start Guide

## The Start menu



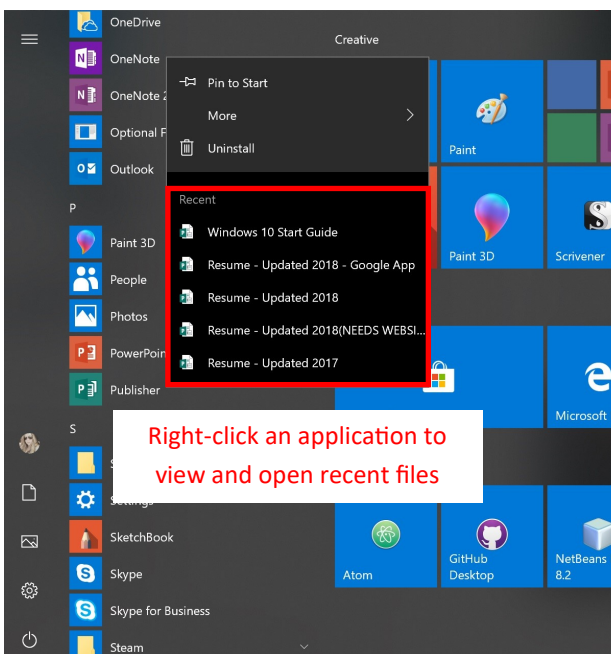
You can see a visual comparison of the Windows 10 and Windows 7 Start menu above.

In Windows 10, in the bottom-left corner of your screen, click the Windows icon to open the Start menu.

All of the applications installed on your computer, organized alphabetically by name, are displayed in a list to the left.

Unlike other versions of Windows, there are a few new ways to open items and applications from the Start menu in Windows 10:

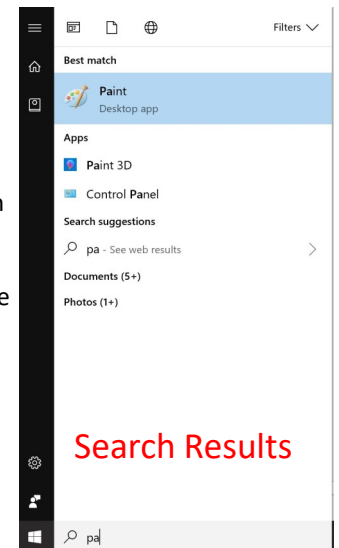
A) Scroll through your applications list until you find your desired application, and click its name in the list to open it.



B) With the Start menu open, start typing the name of an application, and Windows will perform a search for all applications, documents, and folders that match your search. Select an item from the listed search results to open it.

To expand a folder in the applications list and view its contents, click on the folder name.

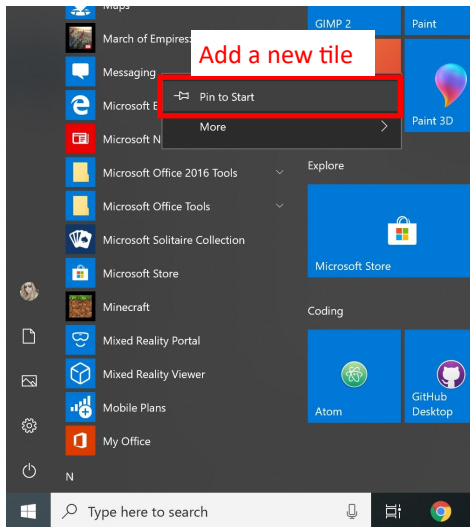
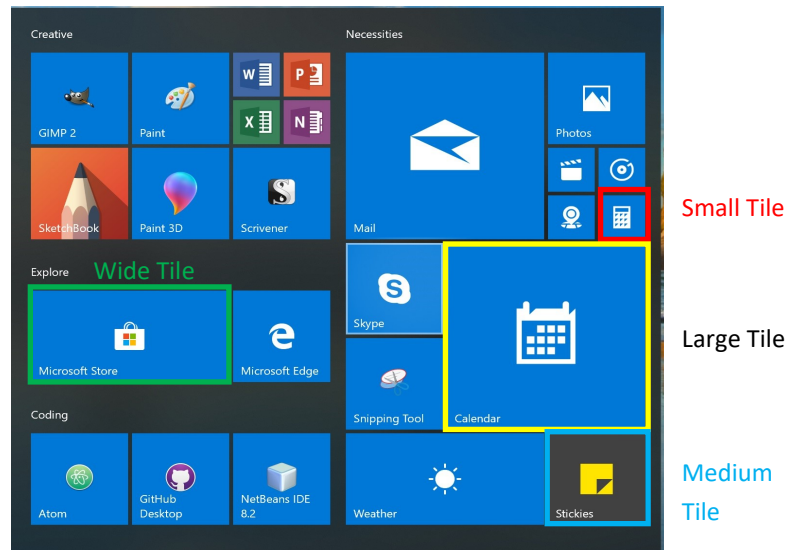
To view recently opened items, such as documents, image files, or other file types for a specific application, right-click on the application. In the **Recent** list, click on any item to open it.



# Working with Tiles

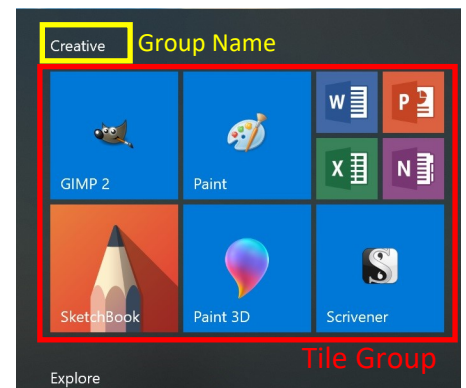
The right side of the Start menu displays your pinned applications, represented by small, medium or large-sized tiles organized into different named groups.

- To pin an application to your Start menu, locate the application using one of the methods described previously. Right-click on the application name, and click **Pin to Start**.
- To unpin an application from your Start menu, right-click a tile and click **Unpin from Start**.
- To move a tile to a new location, click and drag the tile. Tiles will “snap” to locations on the Start menu.



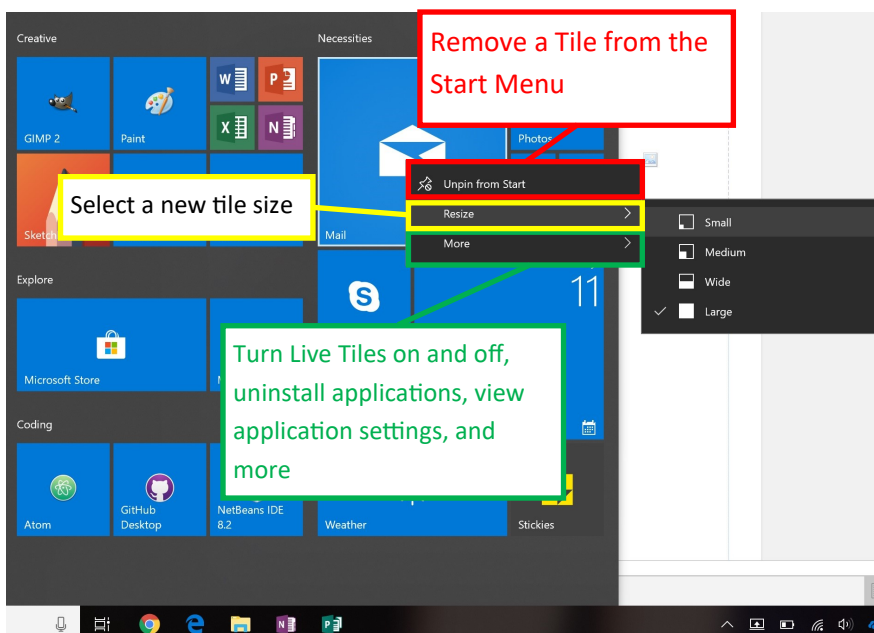
- To change the size of an application tile, right-click on the tile. Point to **Resize**, then select a new size for the tile (Small, Medium, Wide, Large).
- To create a new Start menu group, click and drag a tile until a new coloured box appears, then release.
- To rename a Start menu group, click its name. then type a new name. Press Enter to accept the new name.

Some tiles can display relevant information in real-time, such as the Calendar tile displaying events from your Calendar, the Weather app displaying the current weather conditions, or the Photos tile displaying images from your photo collection. These are known as **Live**



## Tiles.

You can turn off this effect and have static tiles by right-clicking the tile, pointing to More and selecting **Turn Live Tile off**.



**Note:** A tile can only be changed to a size that will fit in its current location. If you don't see your desired size in the list, move the tile to an empty space on the Start menu, then try to resize it again.

# The Action Center

Windows 10 also has a new feature known as the Action Center.

To open it, click the icon in the lower right corner of the screen.

The number on the icon represents how many unread notifications you currently have.

Notifications are grouped in the Action Center according to the application they came from.

You can click a notification to open it and view more information.

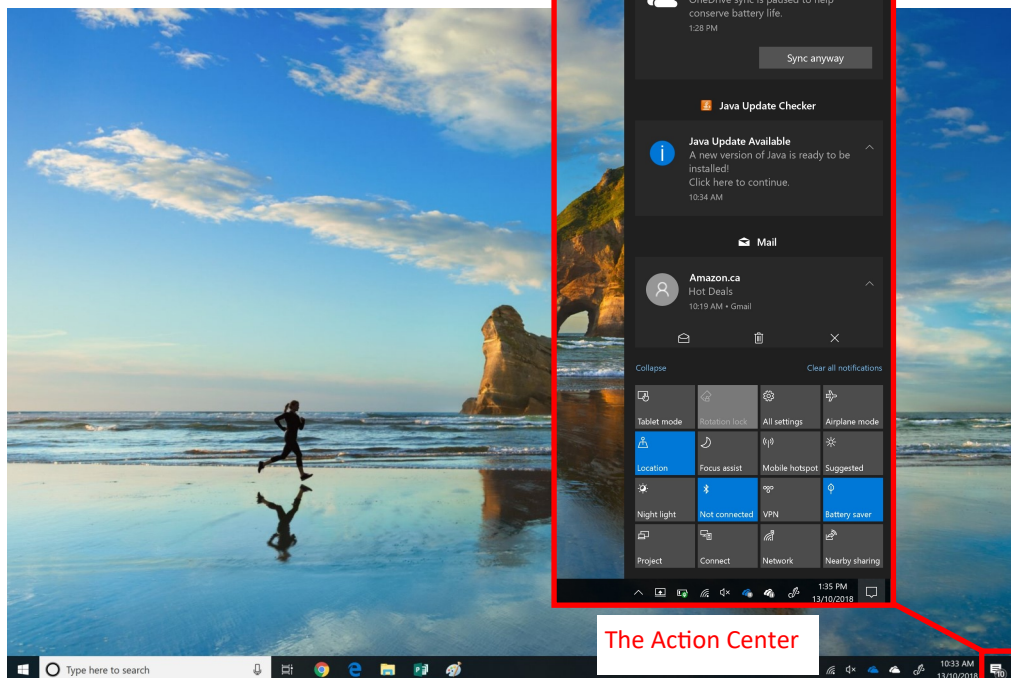
To dismiss a notification, point to it, and click the “x” that appears in the upper-right corner.

To dismiss all notifications for an application, point to the application name, and click the “x” that appears in the upper-right corner.

To dismiss all notifications in the Action Center, click **Clear all notifications**.

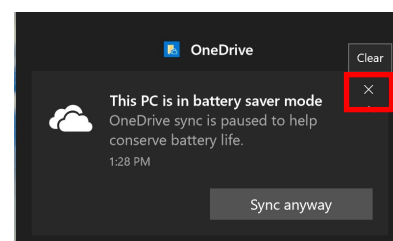
The lower half of the Action Center will display some common settings. Keep in mind that the settings that display on your system may be different from the ones displayed in the screenshots in this document.

You can click on a setting to toggle it on or off. You can access all settings for your computer by clicking the **All settings** button.

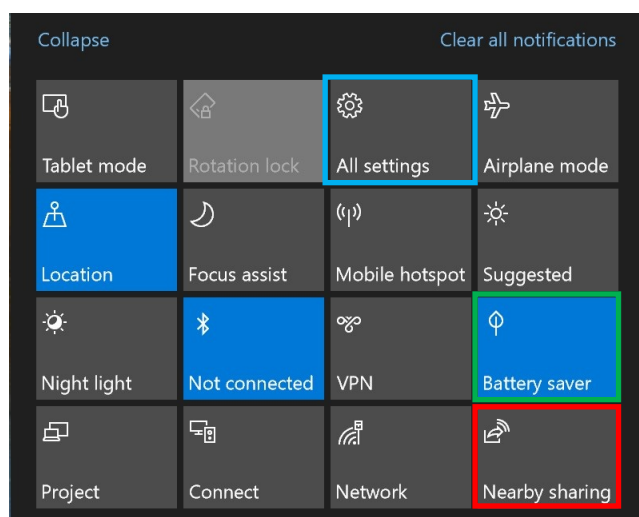
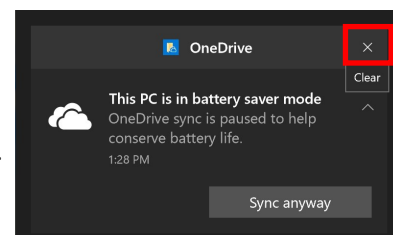


The Action Center

Dismiss a single notification



Dismiss all notifications for an application



To hide the settings at the bottom of the Action Center, click **Collapse**.

Click to open all of your computer's settings.

This setting is currently on.

This setting is currently off.