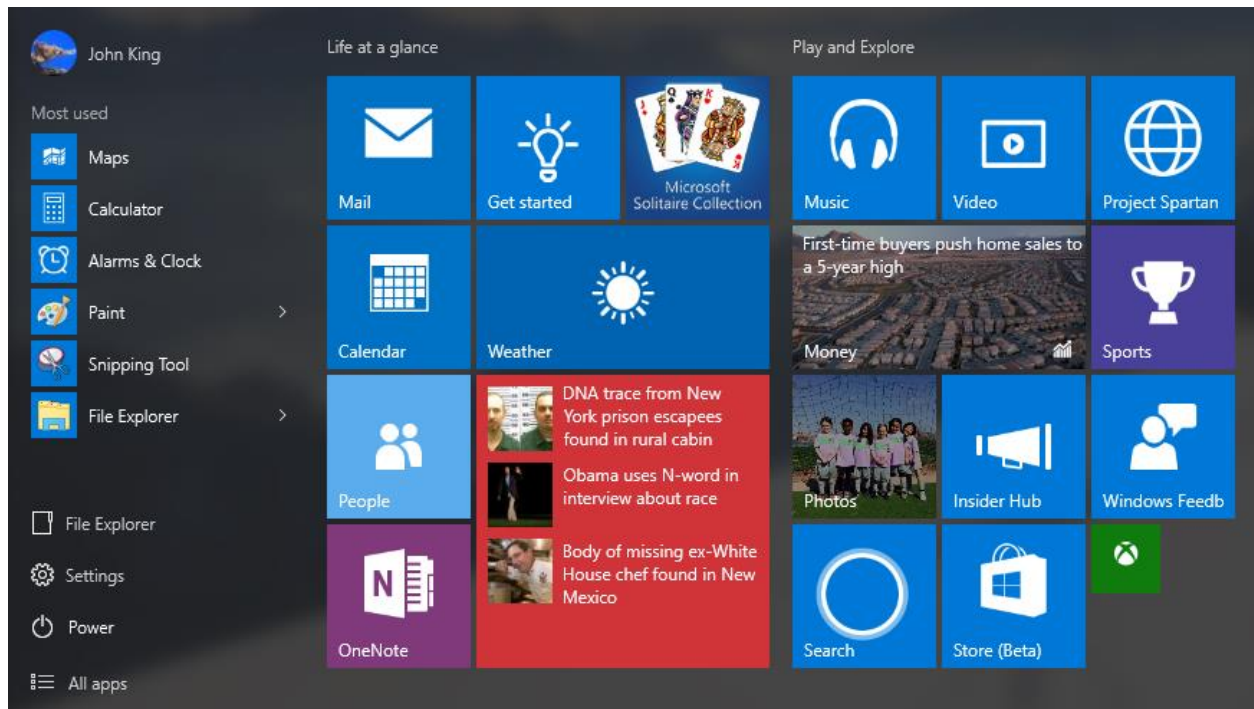# Introduction to Windows 10, Part 1

- **The Start Menu**
  1. Click the square Windows icon at the far left of the Taskbar to open the Start menu.


  2. On the left side of the menu, there are icons. Starting from the top of the column:
     a. Click your **user name** to change your account settings, lock the computer or sign out.
     b. **Most used** is a list of programs and apps you use frequently.
        i. Click an icon to start that program or app.
        ii. Right-click an icon to pin the icon to the Taskbar, add it to the group of Start menu tiles at the right or remove it from the list.
        iii. Click the greater than (>) symbol to the right of a program such as Paint to open a jump list of places or files recently accessed with the program.
     c. Click **File Explorer** to start the file manager (Windows Explorer). A shortcut with the same function is on the Taskbar. Right-click File Explorer to pin/unpin it on the Start menu or Taskbar, map a network drive or go to System (Properties) or Computer Management (Manage) in the Control panel.
     d. **Settings** is the new location for many options previously found in the Control panel. The Control panel still exists, and there is some duplication between two.
     e. Click **Power** to choose Shut down, Restart or Sleep.
     f. Click **All apps** to open an alphabetical list of all the installed programs and apps.
        i. The scroll bar for the list will appear just to the left of the Mail, Calendar, People and OneNote tiles in the above screen shot. It's thin, hard to see and disappears when not being used. Move the mouse up or down the list to make the scroll bar reappear.
        ii. Some items on the list have a yellow folder icon and a drop down arrow (∨) just to the right of the folder's name. Click anywhere on that line to display the folder's contents. Windows Accessories is an example and contains Internet Explorer, Paint, Snipping Tool and WordPad among others.
        iii. Click the icon for a program or app to start it.
        iv. Right-click an icon to pin/unpin it on the Start menu or Taskbar or to uninstall the program or app.
  3. On the right side of the Start menu are groups of tiles.
     a. A tile is a shortcut for a program or app. Click a tile to start that program or app.
     b. Right-click a tile to remove it or modify its appearance with the following choices.
        i. Unpin the tile from the Start menu. The program or app will still be available on the All apps list and can be re-pinned to the Start menu at any time.
   ii. Uninstall the program or app. It will be necessary to reinstall program or app to use it again.

iii.   For most tiles, there will be the option to pin the tile to the Taskbar.
iv.   Resize the tile. Chooses from Small (small tab in the lower right corner of the Start menu screen shot), Medium (Mail or Calendar), Wide (Weather or Money) or Large (the largest tile, News).
v.   Turn the "live" tile feature on or off. Money and News are live tiles that show changing content.
c.   You can move tiles around by clicking and dragging them. You can move them between groups.
d.   You can create a new group by dragging a tile far enough below the tile above it that a blue bar appears and then dropping it.
e.   Above each group of tiles is a title bar. Click the title bar to open the editing box and change the title to one you prefer.

- **The Right-Click Start Menu**
  1. Right-click the square Windows icon (visible at the bottom left corner of the screen shot) at the far left of the Taskbar to open the Right-click Start menu.
  2. Pressing the Windows key and X opens the same menu.
  3. The commands:
     a.   Programs and Features, Mobility Center, Power Options, System and Device Manager are Control panel items.
     b.   Event Viewer and Computer Management are part of the Administrative Tools Control panel item, and Disk Management is part of Computer Management.
     c.   Command prompt opens a window for DOS type commands. The Admin Command has more privileges.
     d.   Control Panel, Search and Run were available on the Start menu in Windows XP through Windows 7.
     e.   Task Manager is also available via the Ctrl-Alt-Delete keystroke combination.
     f.   Shut down or sign out duplicates the Start menu item.
     g.   Clicking Desktop minimizes all open programs or apps so you can see the Desktop.
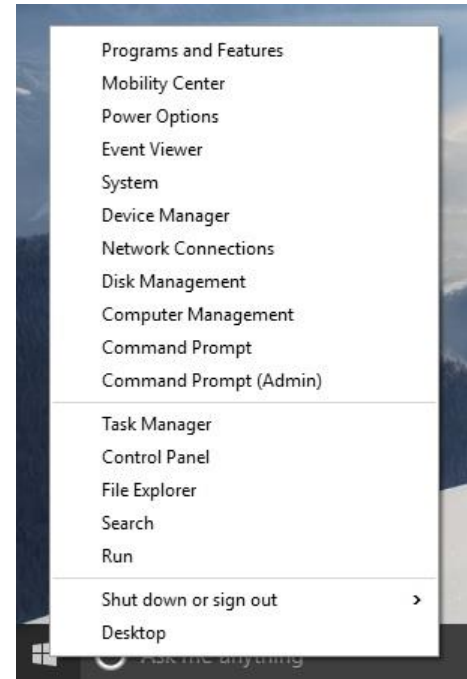
- **The Taskbar**
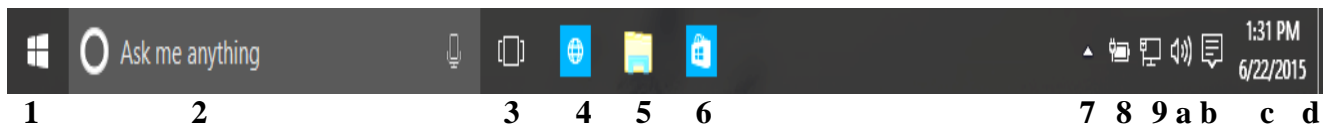
Key to Icons: (Hover the mouse pointer over an icon to display its name.)
  1. Start button – click to open the Start menu.
  2. Search bar with microphone icon – type in a search topic or click the microphone to ask Cortana.
  3. Task view – create multiple Desktops for different jobs.
  4. Edge browser – this is Microsoft's replacement for Internet Explorer. Internet Explorer 11 is available in All apps under Windows Accessories. You can pin it to the Start menu or Taskbar for easy access.
  5. File Explorer – A convenient shortcut to start File Explorer, the file manager.
  6. Microsoft store – check out the store for free and paid for apps.
  7. Show hidden icons – some icons are put here to make more room on the Taskbar.
  8. Battery level – on notebooks and pads, you can check your battery charge level here.
  9. Network connection – this shows the current network connection for wired and WiFi networks.
  a. Speaker level – set the volume of the speakers.
  b. Notifications – various messages come in here. When there's a new message, the icon is white.
  c. Clock and Calendar – click here to show the full calendar and clock.
  d. Peek button – click and hold to momentarily minimize all windows and show the Desktop.

Reference Material
For more information about upgrading to Windows 10 and reservations, check out his article.
http://windowssecrets.com/top-story/what-you-should-know-about-the-win10-launch/