


Start Menu

Open the Start Menu

- Press Start button or the  icon

Resize App Tile on the Start Menu

- Right click the Tile, Click size, Choose preference

Rearrange Tiles

- Click and drag tile to preferred spot

Remove a Tile from the Start Menu

- Right click the file, select  Unpin from Start

Add a Tile to the Start Menu


- Right click the app, Click  Pin to Start

Stop Updating on Apps Live Tile

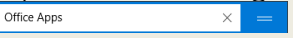
- Right click the live Tile, Click More, Click Turn live tile off



Search for Files or Apps

- Click Cortana  Type here to search and type the File or Applications Name

Rename Live Tile Groups

- Click the Name you want to change. Adjust the text 

Lock your Computer

- Click , click , Account, Click  Lock



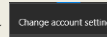
Sign Out of Windows

- Click , click , Account, Click  Sign Out

Switch Users

- Click , click , Account, Click  Switch User

Change Account Settings

- Click , click , Account, Click  Change Account Settings

Windows 10

This Pamphlet Online

<https://its.niagaracollege.ca/>

How to Guides on the following topics

Blackboard

Windows 10

Office 365

OneDrive

Skype for Business

<https://its.niagaracollege.ca/>

Install OneDrive Mobile and Desktop App

Visit <https://onedrive.live.com/> click the download tab on your mobile device or desktop

Niagara College Help Desk

Monday-Thursday 8:30am to 10:00pm
Friday 8:30am to 4:30pm
Phone: 905-735-2211 ext. 7642
<https://its.niagaracollege.ca/>

Windows 10

Contents

- Start Menu
- Apps
- Desktop
- Settings and personalization
- File Explorer
- Action Center
- Cortana
- Keyboard Shortcuts



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Apps


Open an App

- Click on its tile or search all the apps in the menu or search

Jump to Different Apps

- Click Start then Click , Select a letter

Search for an App

- Click  Type here to search **Cortana** and type

View All Installed Apps

- Click  **Start**, Scroll down the options






Close an App

- Click  **Close** or (Alt + F4)

Jump to an Open App



- Click  **Task View** or ( + Tab)

Uninstall an App


- Click  **Start**,  **Settings**,  **System**,
 Apps & features **Apps & features**, Select the App and Click  **Uninstall**

Settings and personalization

Personalize your PC

- Click  **Start**, Click  **Settings**,
Click  **Personalization**

Change Background

- Unavailable with school issued computers
- Click  Background **Background**


Change Colors

- Click  Colors **Colors**

Change Lock Screen

- Click  Lock screen **Lock Screen**

Change Start

- Click  **Start** **Start**
- Show/hide tiles, choose Folders to show

Change Themes


- Click  Themes **Themes**

Desktop




Glance at Open Windows

- Move your mouse over an icon, a thumbnail will show you a preview



Minimize Other Windows

- Click the top bar and shake
- Or Click  + **Home**


Compare Windows Side by Side

- Click  +  or , Click the other App



Maximize an Open Window

- Click  +  or double click top bar

Switch between Apps

- **Alt + Tab** or  + **Tab** and click App

Access Settings


- Click  **Start**, Click  **Settings**

Pin a Program to the Taskbar

- Right click the icon, select **Pin to Taskbar**

Action Center

Display Notifications

- Search **Notifications**
- Or with a personal computer:
 - o Click  **Notifications**

Available actions include:































Some settings are managed by your organization.

- o **All Settings:** Open Settings
- o **Airplane Mode:** Turn off all radios
- o **Battery Saver:** Settings to save battery
- o **Bluetooth:** Turn on/off
- o **Brightness:** Screen brightness
- o **Connect:** Connects wireless devices
- o **Location:** Services on/off
- o **Note:** Open a new note
- o **Quiet Hours:** Do not Disturb Mode
- o **Rotation Lock:** Lock for tablet mode
- o **Tablet mode:** Act like Windows 8
- o **VPN:** VPN settings
- o **Wi-Fi:** Turn Wi-Fi on/off

Cortana

- Allows you to search for applications, files and folders
- Can search with voice
- Click Type here to search to activate
- Only what is relevant will appear

Keyboard Shortcuts

Keys	Task
	Start Menu
Ctrl + C	Copy a Folder/File
Ctrl + X	Cut a Folder/File
Ctrl + V	Paste a Folder/File
 + C	Use Cortana Speech
 + S	Cortana Text
 + A	Actions Center
 + Tab	Task View
Alt + F4	Close App
 + L	Lock the screen
Ctrl + P	Print
 + E	File Explorer
 + R	Run dialog box
 + I	Settings
 + K	Devices Pane
 + H	Sharing Pane
 + P	Display Options screens
 + X	Quick Link menu
 + D	Show the Desktop
 +  or 	 Maximize the window  Minimize the window
 + M	Minimize all windows
 +  or 	Snap app to  -left /  -right
 + Ctrl + D	New Desktop
 + Ctrl + F4	Close Current Desktop
 + Ctrl +  or 	Switch Desktops