

# Windows 10 Quick Reference Guide

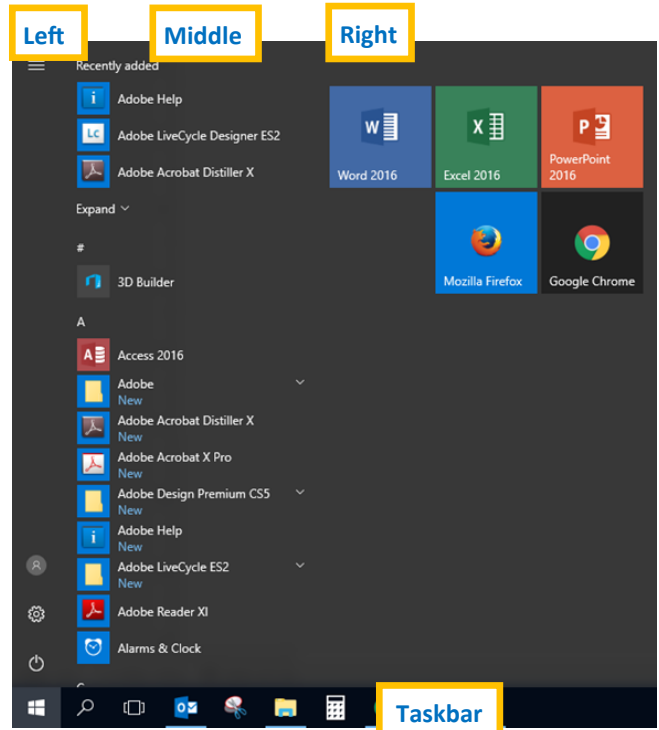
## Start Menu

The Windows 10 Start Menu is the gateway to access your apps, documents, and settings. It contains three sections:

**Left:** Important items such as Account, Settings, and Power options.

**Middle:** List of all apps in alphabetical order.

**Right:** App tiles that are pinned such as Word, etc. Staff can pin tiles to their Start menu; students cannot.



### Start

Open the Start menu by clicking the button on the far left of the Windows Taskbar or press the Windows logo key



### User Account

Use the icon to Sign Out or Lock the computer.



### Power

Use the icon to restart, shutdown, or put the computer to sleep. Do not shutdown computers at the end of the day because updates need to run overnight.

Please sign out before restarting or shutting down.



### Settings

This is the equivalent to the Control Panel in Windows 7, but with a new and friendlier user interface.



### File Explorer

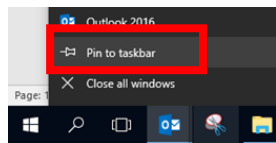
Access the files on your computer and network drives. It's a shortcut on your Desktop. You can also pin it to your Taskbar by following the steps below.

## Taskbar



### Pin to Taskbar

Users can pin commonly used apps on the Taskbar. Open the application that you'd like to pin, right-click the icon on the Taskbar and choose "Pin to Taskbar".



### Search Windows

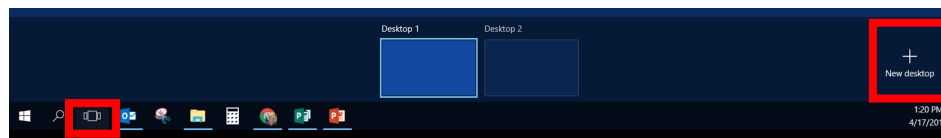
Click the magnifying glass to search files, apps, and settings.



### Task View:

Click to switch between open apps on the desktop, or press Alt+Tab on the keyboard.

You can create Virtual Desktops to organize apps and tasks. The "+ New Desktop" button is located at the bottom right of the desktop.



## FAQs

### How do I install Outlook?

Open the Outlook 2016 shortcut from your Desktop. Follow instructions on <http://hotspot.pisd.edu> Tech User Guides page under "Outlook - Install for Windows 10".

### How do I add a printer?

Open Internet Explorer and go to <http://printing.pisd.edu>. Follow instructions on [www.hotspot.pisd.edu](http://www.hotspot.pisd.edu) Tech User Guides page under "Printer - Install for Windows 10".

### How do I make Google Chrome my default browser?

Click the Start Menu → Settings → System → Default Apps → Web browser → select Google Chrome

### How do I extend my screen?

Hold down the Windows key and press P on your keyboard. Choose the option that best fits your purpose.

### How can I learn more?

Visit <http://hotspot.pisd.edu> and click the Windows 10 link for more information, including [YouTube Playlist](#) of how-to videos.

## Windows 10 Facts & Tips

The Desktop wallpaper is set by the district and is not customizable at this time.

To access the App Depot Application Catalog, you must continue to use Internet Explorer.

Right-click the Start Menu to see frequently accessed programs.