

Windows 10 Reference Guide



Start Menu:

To Open the Start Menu: Click the Start button

To Turn Off Your Computer: Click the Power button then Shut Down

To Put Your Computer to Sleep (turn off screen only): Click the Power button then Sleep

To Restart Your Computer: Click the Power button then Restart

To Change Settings: Click the Settings/gear icon

File Explorer:

Browse files stored on your computer such as pictures, videos, music, and downloads (guide on reverse)

Apps:

To Start an App: Double left click on the app's icon



To Install an App: Download apps from the Windows Store or from the internet

To Uninstall an App: Click the Start button, then Settings, then Apps. Click the app, then select Uninstall

Taskbar:

To Connect to the Internet: Click the Internet status icon and select a network. Enter password if needed.

To Adjust Volume: Click the Volume control icon and move the scale

To Check Battery %: Click the Battery power icon

Keyboard & Mouse Shortcuts:

Copy: Ctrl + C

Paste: Ctrl + V

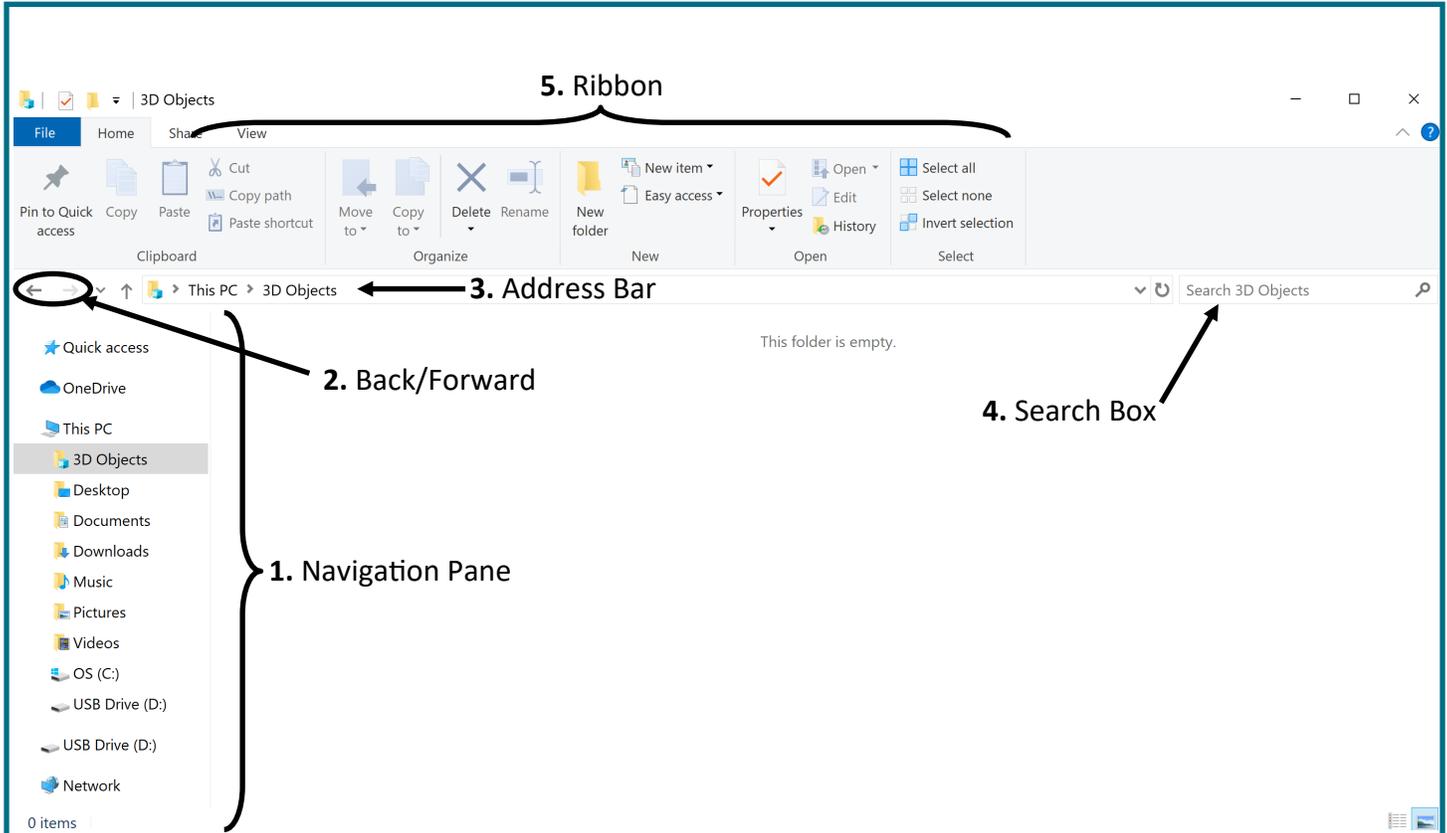
Delete a file: Right click on the file then select Delete



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Using File Explorer



How to open File Explorer:

Click on this icon  in the taskbar. Alternatively, search “File Explorer” in the search box on the left side of the taskbar.

Parts Description:

- 1. Navigation Pane:** Your computer’s files are divided into different folders such as Desktop, Documents, Downloads, etc. Click on a folder in the navigation pane to view the files contained within it. Flash/USB drives will show up near the bottom of the pane as shown above.
- 2. Back/Forward:** Click the back button to go to the previous folder you were viewing.
- 3. Address Bar:** This shows you your current location within File Explorer. In the example above, we are looking at the 3D Objects folder within the This PC folder.
- 4. Search Box:** Search for a file. It will only search the current folder you are accessing. To search your entire computer, click This PC first and then search in the Search Box.
- 5. Ribbon:** Here you can perform a variety of actions. You can copy, paste, delete, or rename a file. You can also create a new folder.