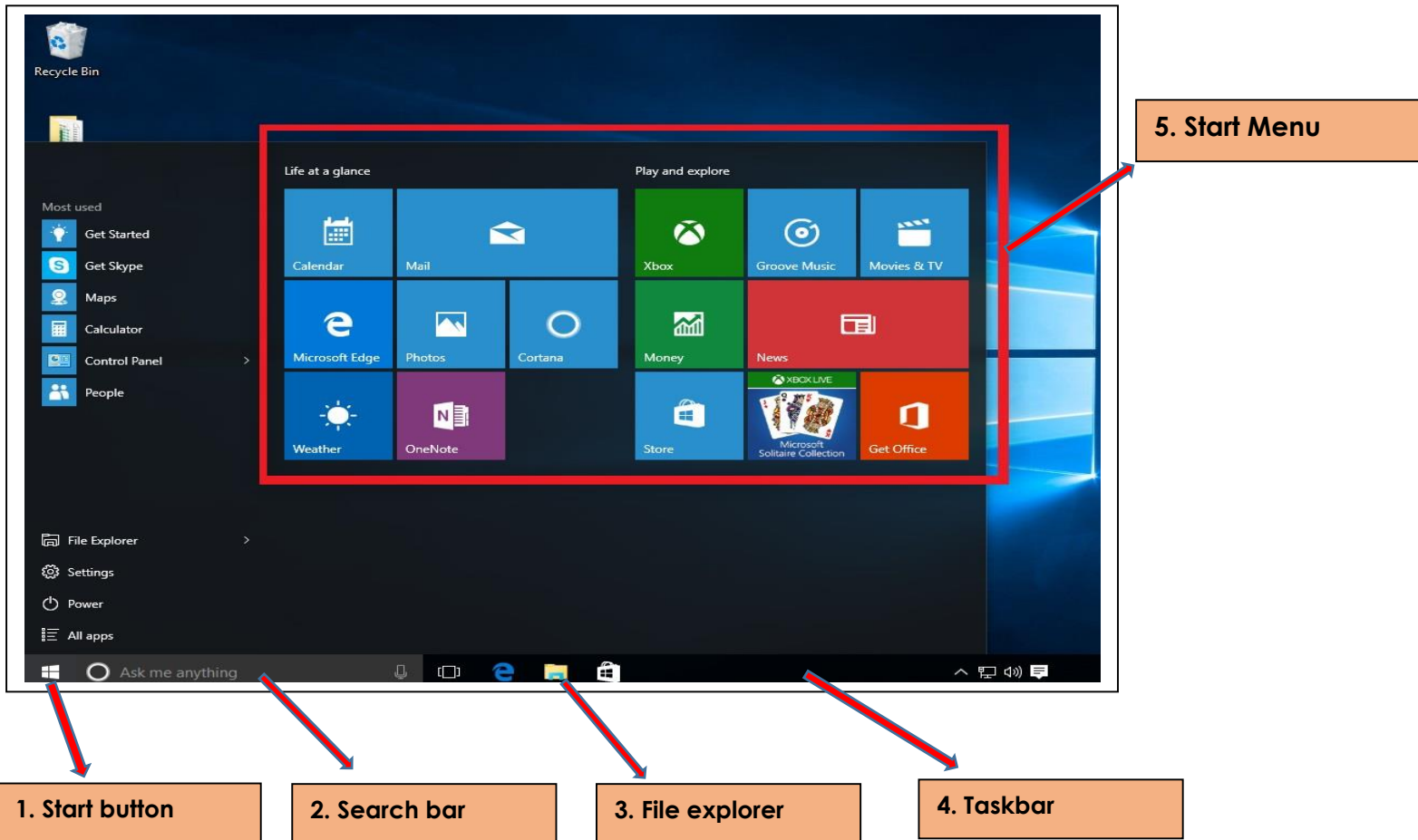


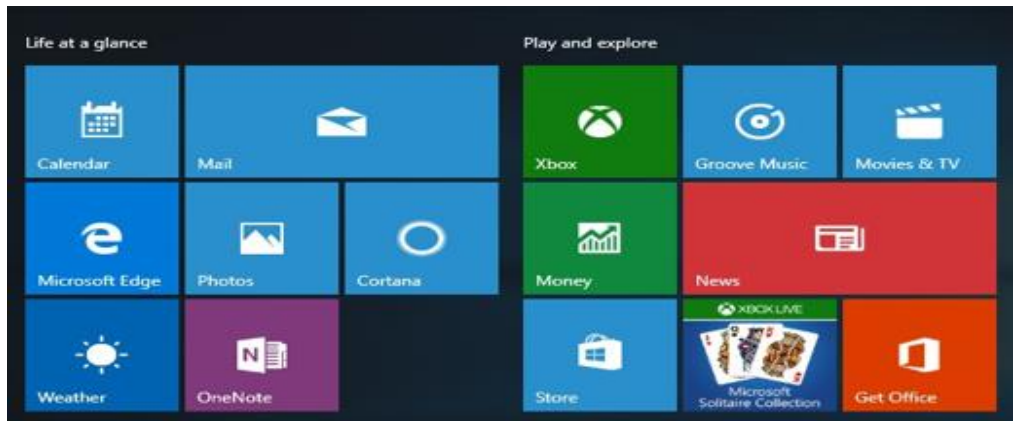
## WINDOWS 10 QUICK GUIDE

This quick guide is designed for users that are not familiar with windows 10, it is a step by step guidance on how to access your documents and how to customize your start menu and taskbar by arranging your frequently used apps or programs.



**Start menu**

Right click on each app and click **Unpin from Start**. This will remove Apps from start menu and **NOT uninstall** them. Only leave apps you find useful for your daily use



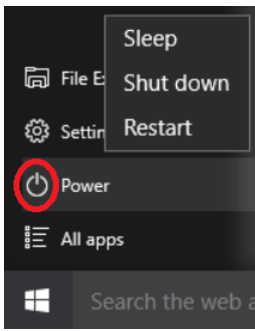
**Taskbar**

Pinned to taskbar apps or programs will appear at the bottom of your screen for quick access.



**Sleep  
Shutdown  
Restart**

Click start and power button for sleep, shutdown and restart options

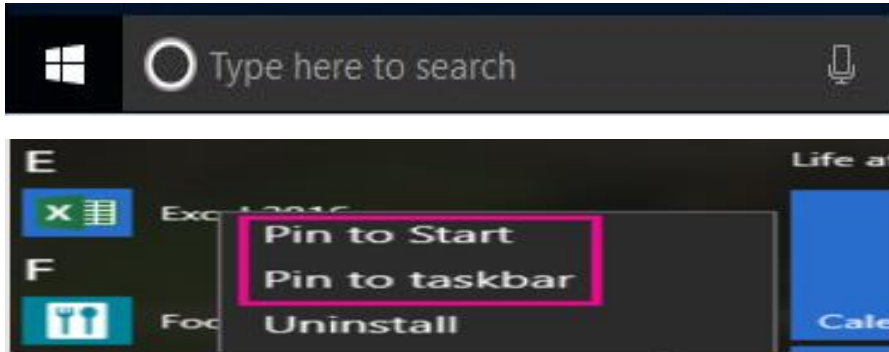


**Search bar**

Type your frequent used apps or programs you want to put on your **Start Menu** or **taskbar**, once it appears in the search pane, right click on it and select **Pin to Start** or **Pin to Taskbar**

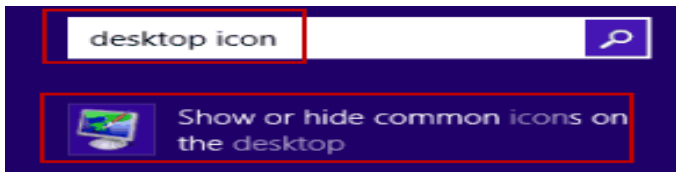
**Recommended Apps to Pin**

File explorer, internet explorer, outlook, word, excel, chrome, edge, skype, OneDrive, Software Centre



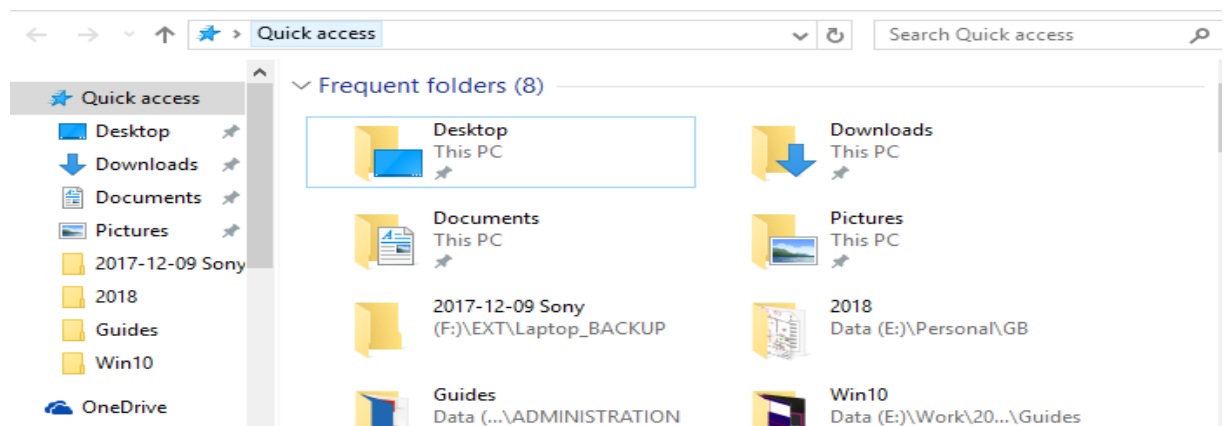
**Show icons on the Desktop**

On the search bar type desktop icons and click on show or hide common icons then select icons you want to see on your Desktop



**File explorer**

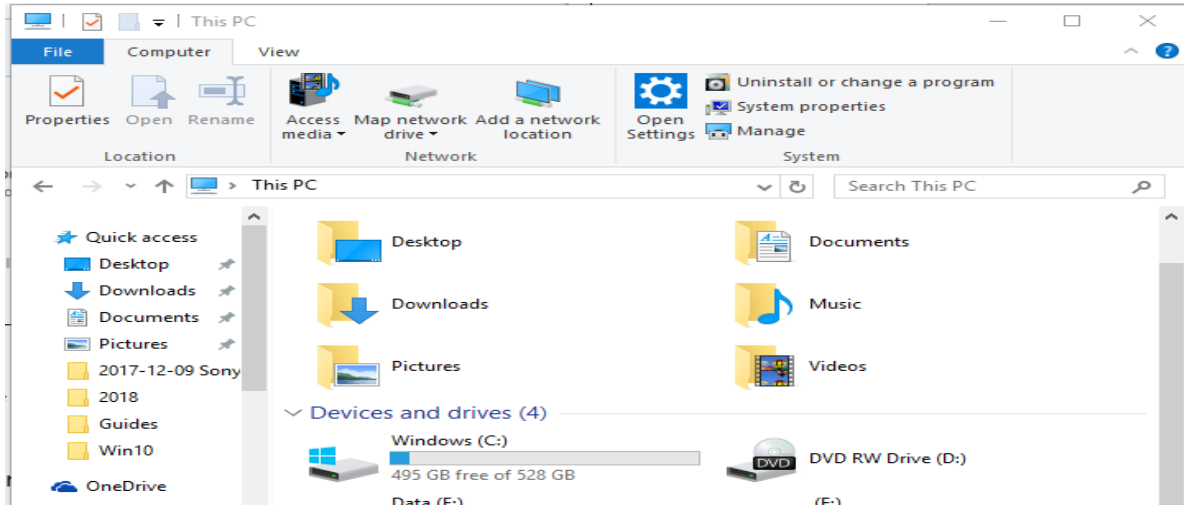
My Documents, Desktop, Pictures, Downloads and frequently access folders



**This PC**

To access USB, External hard drive or any plugged-in portable devices.

On the search box type **This PC** and open it  
**(Recommendation: Pin it to Start or taskbar for quick access)** your devices will appear in this window.



Glossary

<b>Start button</b>	Opens your start menu and shutdown, restart and sleep options
<b>Start menu</b>	Consists of your day to day apps or programs
<b>Search box</b>	Type any app that you want to pin to your start menu or task bar
<b>Taskbar</b>	Quick access to your pinned apps or programs (outlook, Ms word, Excel, Internet explorer)
<b>File explorer</b>	Quick access to My Documents, Desktop, Pictures, Downloads
<b>This PC</b>	Quick access to all plugin portable devices (USB, External Hard Drive, Mobile Phone)