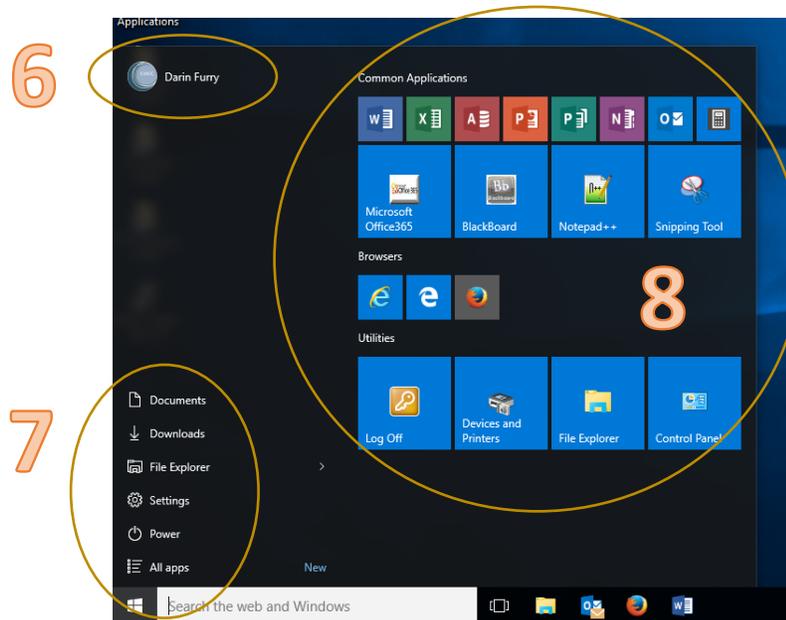# Navigating Windows 10

## What

A tour of the new Windows desktop

## Where





## Information

1. **Start button** – Does the same thing as in all versions of windows. Activates the menu listed under item 7.
2. **Desktop icons** – These can be shortcuts to locations on the network or your hard drive. Or, they can be files that you've saved. Note that these shortcuts are not backed up so if something should happen to your computer, they will be lost forever. Some important shortcuts:
   - **A folder with your name on it** – This is your personal folder. There are two important folders inside:
     - **Documents** - This is your personal storage up on the network. It's backed up every night and this data will follow you no matter what computer you use.

- **Downloads** – If you download something from the Internet, it usually goes here.
  - **This PC** – The main file browser for your computer. It used to be called "My Computer" in earlier operating systems (or "Finder" on an Apple).
  - **Network** – No need to use this.
  - **COCC Applications** – This has stuff such as Banner applications. It's different for every user, so you will only have applications that are needed for your job position.

3. **Cortana** – Sort of like Siri on an iphone or Google Talk on an Android phone. There is a help document that explains how to use this. Since you don't have a microphone on your computer, you can type in questions.

4. **Taskbar** – This has two functions:
   - **Shortcuts –** You can pin shortcuts here.
   - **Active programs –** When you open a program, an icon will appear here. You can switch between programs by clicking on their icons.

5. **System Tray –** Obviously, the clock and date are here. But to the left of these are small icons that represent system level software running in the background. These are things such as video drivers, sound cards, etc. The only one that probably matters for you is the volume control (speaker icon).

6. **User indicator –** Shows who is currently logged on. If you click on this icon, you can lock your computer (for example, when you leave your desk) or log out (so someone else can log in).

7. **Start Menu –** Lots of good stuff here:
   - **Documents** – Shortcut to your documents folder on the network.
   - **Downloads** – Shortcut to your downloads folder.
   - **File Explorer** – Same as "This PC" icon on your desktop.
   - **Settings** – One of two control panels used in Windows 10. (see the "Control Panel" help document).
   - **Power** – Has the shutdown and restart commands.
   - **All Apps** – This is like the "All Programs" list on older versions of Windows. But it has a new twist; it lists all the programs in alphabetical order and leaves out unnecessary files. Some programs will have a little down arrow to the right. If you click on it, a list of additional programs will appear (but only programs related to the "parent" program).

8. **Start Menu Icons –** A new feature from Windows 8, this is nothing more than a bunch of shortcuts. But they look pretty, don't they? COCC uses this area to put shortcuts to common programs. You can add your own shortcuts. (See the "Adding Stuff to the Start Menu" help document.)