

## Windows 10 – Working from the Desktop

**Before you start, this activity sheet can be done on your own, but we encourage you to seek out a Tech Coach at The Kansas City Public Library for more in-depth help. For more information go to:** <https://www.kclibrary.org/services/techlearn>

**Which image below shows the Windows 10 desktop? Please place a checkmark under the image you think is the Windows 10 desktop.**



\_\_\_\_\_

\_\_\_\_\_

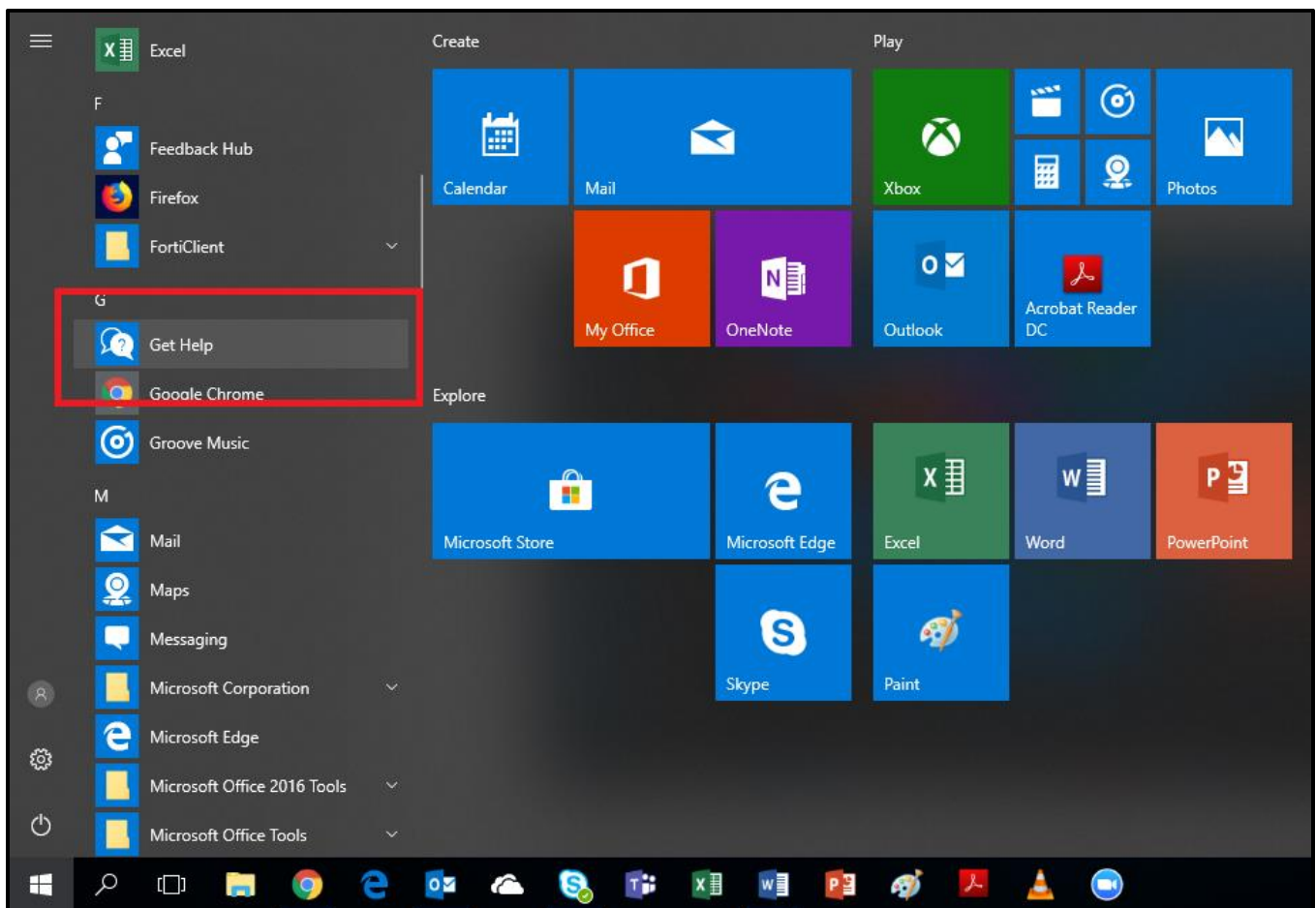
**Windows 10 can be a bit daunting to start using if you are unfamiliar with it. Luckily Windows has a helpful [Get Help](#) application for when you are stuck and need more info. Before we access the Get Help application you will first need to know where to find the [Windows Start Menu](#) and [Taskbar](#). Let's learn about these two important Windows features now, please follow the steps below.**

- On the Windows 10 desktop, locate the black bar along the bottom of the screen. This is called the **Taskbar**. (See image below for an example)



- The Taskbar hosts useful information such as icons for different programs, the date/time and more.
- Now that you have found the Taskbar, it's time to locate and identify the Windows Start Menu.

- On the far-left side of the Taskbar you'll notice a white Windows 10 icon. This is the Windows Start Menu icon. Click on it.
- The Start Menu is useful for finding all sorts of information and applications inside the Windows 10 operating system.
- Now that you can find the Taskbar and the Windows Start Menu, it's time to locate and use the Get Help application.
- Left-click once on the Windows Start Menu to open.
- When you open the Windows Start Menu, you'll see a set of colorful tiles. To the left of these tiles is a list of suggested applications in alphabetized order. (See example image below)

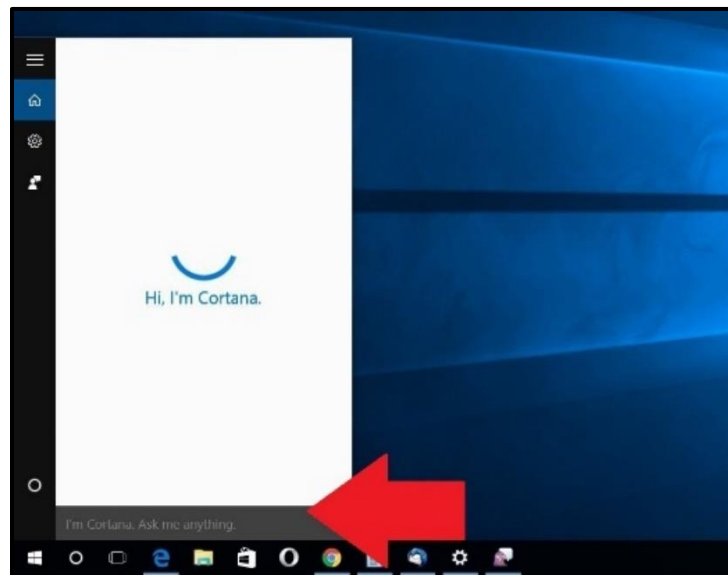


- Scroll down until you find G.
- Now select and left-click on the Get Help application.

If you want to speed up the process of finding an application, using the Windows search function will make your life so much easier. In Windows 10, the search function is called **Cortana**. Cortana is a helpful assistant who will help you find whatever it is you need to find inside Windows 10.

Let's learn how to identify and use Cortana now, please follow the steps below.

- Find the Taskbar again.
- Now, find the Windows Start Menu icon.
- To the right of the Windows Start Menu icon there is a white circle icon.
- This white circle icon is Cortana, left-click once on Cortana to open.
- Now that you have opened Cortana, you'll notice a grey text box at the bottom of Cortana's window with the phrase, "I'm Cortana. Ask me anything." (See photo below for an example)



- Click on the grey text box.
- You'll notice that you can now type in the grey box.
- Search for the Get Help application, type **Get Help** in the grey box.
- You'll notice the Get Help application will appear after you are done typing.

Now that you've successfully learned the basic functions of Windows 10 there are a few Windows 10 programs that you should know how to identify. These programs are a crucial part of Windows 10 and will help you use the internet, write documents, format spreadsheets and craft inspiring presentations.

To search the internet and find websites you'll need to use a web browser. The default web browser in Windows 10 is the **Edge browser**. Do you know how to identify it? Circle the correct Edge browser logo below.



Now let's identify some of the important programs included in **Microsoft Office**. Microsoft Office is a group of helpful programs within Windows 10 that allow you to be productive. There are three core programs inside Microsoft Office. The first program is called **Microsoft Word**, Word allows for you to write documents. The second program is called **Microsoft PowerPoint**, PowerPoint allows you to create interesting slide presentations. The third program is called **Microsoft Excel**, Excel allows you to use spreadsheets.

Look at the images below, circle the program you would use to create a spreadsheet for a budget.



Look at the images below, circle the program you would use to write a document.



Look at the images below, circle the program you would use to create a slide presentation.

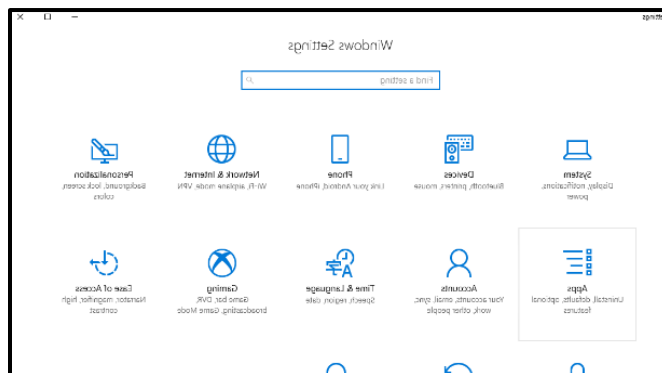


Let's say you installed a program on your computer and you would like to uninstall the program. Follow the steps below to learn how to do this.

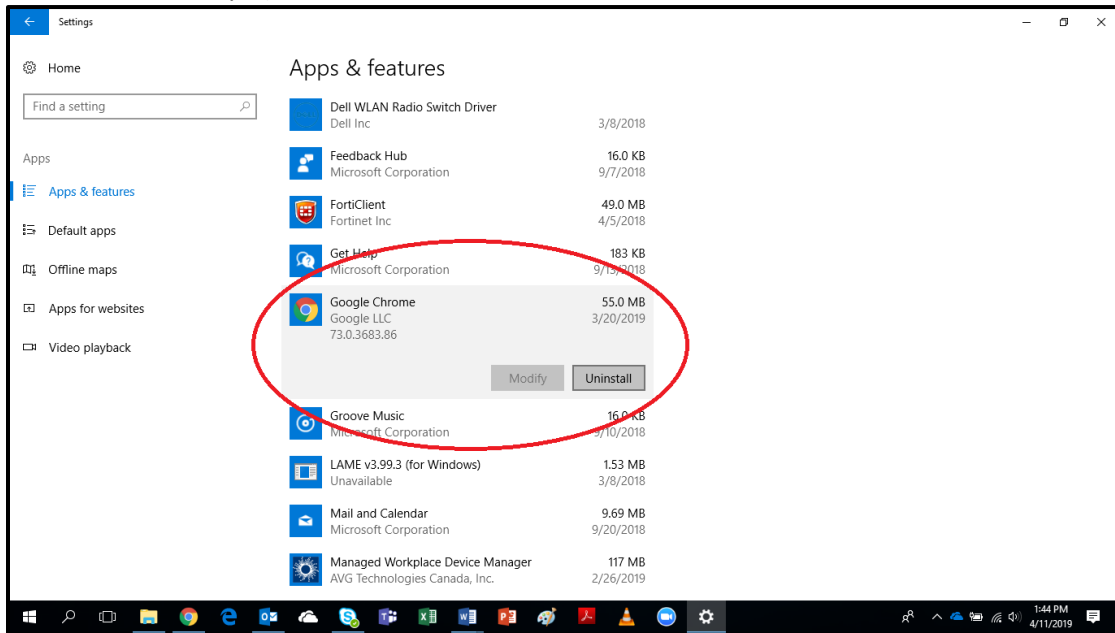
- Locate the Taskbar.
- Left-click on the Windows Start Menu.
- Directly above the Windows Start Menu are three icons. Click on the middle icon that looks like a gear – this is how you access Windows 10 **Settings**. (See image below for an example)



- You will see a new window appear. Find the **Apps** category and click on it. (See image below for an example)

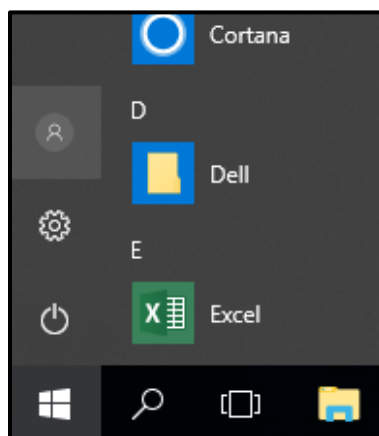


- Inside the Apps category you'll see a list of apps currently installed on your computer appear.
- Find the app you would like to uninstall and click on it, then select the uninstall button. (See image below for an example)

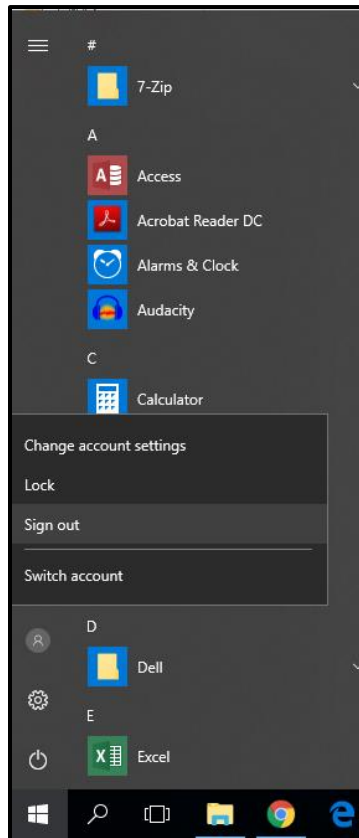


**At the end of your computer session, it's important to remember to [sign out](#) of your Windows 10 user account so that anyone else who uses your computer can't access your files and personal information. Let's learn how to sign out of your Windows 10 account, please follow the steps below.**

- Locate the Taskbar.
- Left-click on the Windows Start Menu.
- Directly above the Windows Start Menu icon are three icons. Click on the top icon that resembles a person. This icon accesses your account settings. (See image below for an example)



- Once you've clicked on your account settings, you'll see a small window pop up. Select sign out. (See image below for an example)



**If you are on your own personal computer and you don't want to sign out but instead want to **shut down** your computer, follow the steps below.**

- Find the Taskbar.
- Locate and left-click on the Windows Start Menu
- You'll see the same three icons again, click on the icon directly above the Windows Start Menu icon.
- A small window will pop up, select the option, shut down.