

# Section 3 – Windows 10 Desktop Basics

In this section we'll dive right into using the part of Windows 10 you'll probably see the most of, namely, the **Desktop**!

**Learning the Desktop features** is one of the best ways to really take control of Windows 10, and gets you up and running quickly so that you can access and use all your important apps (programs).

What I'm going to do is take you through the Desktop **in Steps**, starting with what you first see when you turn on your computer.

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## **Step One – The Lock Screen and Login**

The first thing you'll see after your Windows 10 computer starts is the "**Lock Screen**", which displays the time and date.

Here you can see my Lock Screen, and the picture I've chosen for the "background" (which you'll learn to change in a later section).

- **CLICK** the mouse or **PRESS ANY KEY** to switch from the Lock Screen to the Login Screen.



Next, you'll see the "**Login Screen**".

- If you are using a Microsoft Account (discussed in Section 2), you'll see your name and your email displayed, with a box to type in your Password (or PIN).
  - If you have setup a PIN number to use for logging in in addition to your Password (as discussed in Section 2), below the box you'll see **SIGN-IN OPTIONS**. Click this to choose either **PASSWORD** or **PIN** for your sign-in.



- At the **lower right corner** of the Login Screen you'll see buttons that you can click to access certain important features that may be needed before you even log in. Although these can be customized, you should see (from left to right)...
  - Connect to Internet
  - Ease of Access
  - Shut Down



## Step Two – Overview the New Desktop

The next step is to become familiar with the **main features** you'll see on the new Windows 10 **Desktop**. Later in the guidebook, I'll show you the details of using all these features, but to get started, I just want to give you an **overview**.

*Here's a shot of my own Windows 10 Desktop with the features all labeled...*



Here's a description of those labeled features:

- **Start Button** – Click this button and the **Start Menu** is displayed, where you can find and start all the **apps** on your computer.
- **Search (Cortana)** – Type everything from the name of an App or a file, to what you want to find on the Internet in this box, and a search will be performed. And if you activate it, this is also where you communicate with Cortana, your digital personal assistant.
- **Task View Button** – Displays a pop-up view show all your open windows and allows you to switch between them. Also includes the ability to create Virtual Desktops.
- **Edge Browser Button** – Windows 10 includes a completely redesigned browser called Edge.
- **Action Center** – includes:
  - **Network icon** – Click to attach to a WiFi network.
  - **Notifications icon** - Click the Notification icon and a panel of app notifications and quick access Setting buttons appears.
- **Desktop Shortcuts** – The traditional icons you double-click to start your Apps.
- **Shortcuts Pinned to Taskbar** – Shortcuts appearing on the taskbar that you click once to start an App.
- **Taskbar** – The bar across the bottom of the Desktop that holds the Start Button, Search Box, Pinned Shortcuts, Network icon, Notification icon, and Time/Date. However, it also holds a “lit-up App icon” for App window you open.

**Tip** – Remember that Microsoft now calls all the programs/software on your computer, **Apps**.

**Tip** – If you would prefer to see the **Tile Screen** instead of the Desktop, click the **Notifications icon** and then the **Tablet Mode button**.

Again, we'll get into the details of using each of these features as we continue...

## Step Three - Connecting to the Internet

The next step in learning the basics of the Windows 10 Desktop is making sure you're connected to the Internet.

### A Wired Connection

If you connect to the Internet using a wired-connection, then you've probably already plugged the wire into your computer, and you're already connected.

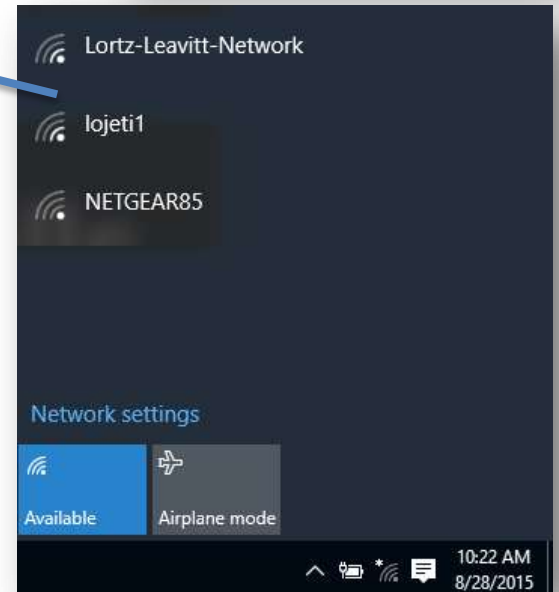
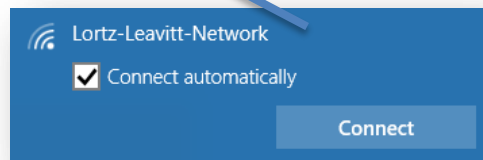
For the most part, Windows 10 automatically detects and sets up connections to the Internet that are wired, so there's not much else you have to do.



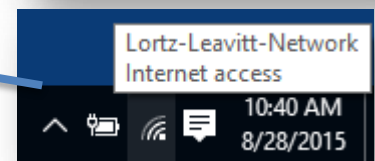
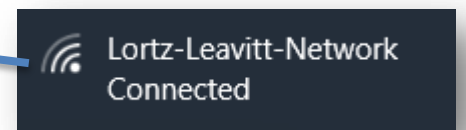
## A WiFi Connection

If you have **WiFi** (a wireless network) in your home, or if you have a laptop and you're visiting a place that has **Public WiFi**, the first time your computer is in range of the network, you'll need to follow these steps to make the connection...

- On the lower right corner of the Desktop, to the left of the Time/Date on the Taskbar, you'll see a **WiFi icon**. CLICK the icon to display the WiFi Panel.
  - The **WiFi panel** lists all the WiFi networks detected by your computer (i.e. that you are close enough to).
  - Besides your own WiFi, you may see your neighbors WiFi network appear on this list.
- CLICK on your WiFi and it will expand showing you a Connect box.



- To connect to your network, click the **CONNECT** button. Also click the *Connect Automatically* checkbox if you want to have your computer connect automatically in the future.
- Your home WiFi is probably "Private" which means that when you click **CONNECT**, you'll also be prompted to enter your WiFi networks Password.
- Once connected, you'll see the name of your WiFi network with the word "Connected" beneath it.
- You'll also see that the WiFi icon on the taskbar has now lit-up, and if you mouse-over it, the name of the network you're connected to is displayed.



To learn more about WiFi networks, turn to **Appendix A** of this guidebook where I've included "**A WiFi (Wireless Networking) Primer**".

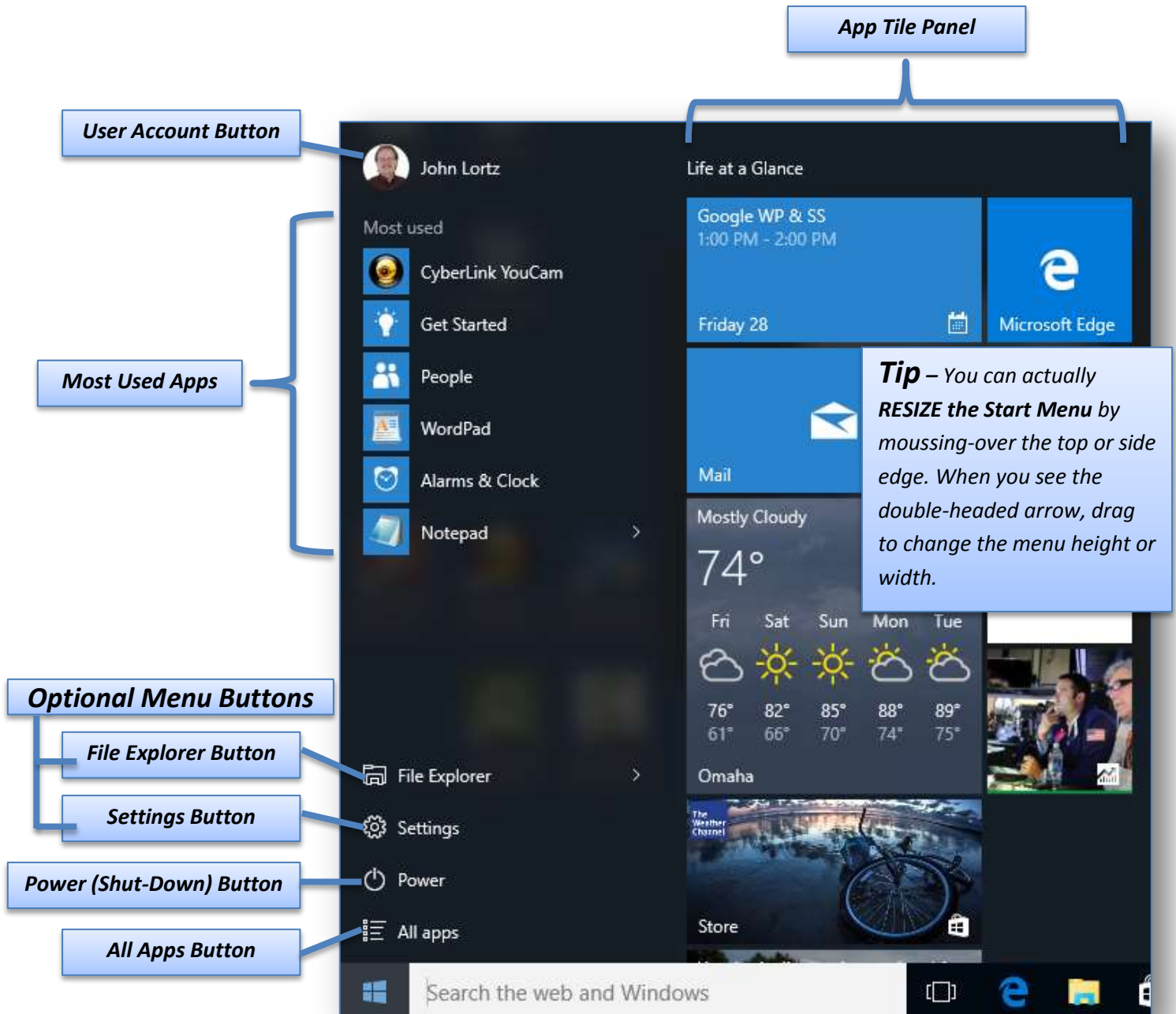
## Step Four - Using the Start Menu

Now that you've overviewed what you'll see on the Desktop, and your computer is connected to the Internet, it's time to get into some important Desktop features. And of those features, none is more important than the **Start Menu**.

- To see the Start Menu, click the **Start Menu Button** at the left side of the taskbar.



Here's a labeled shot of my Start Menu which should look similar to yours...



Let's continue by looking at the details of all these Start Menu features.