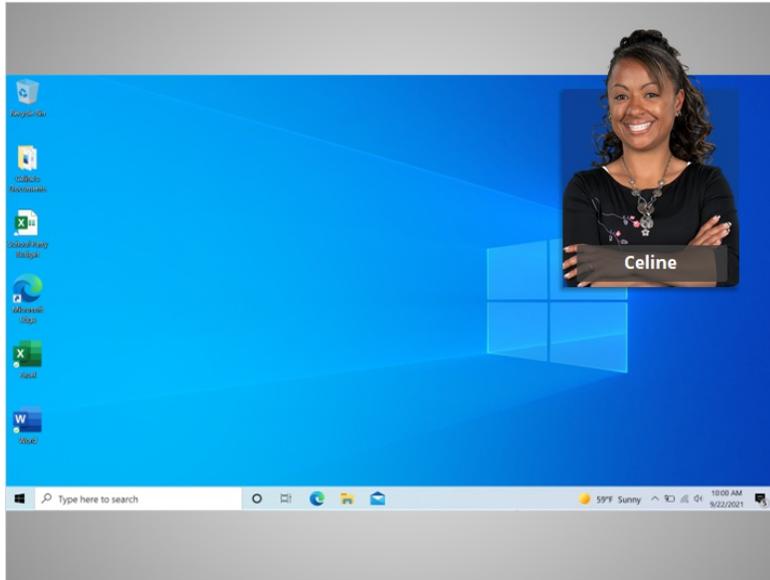


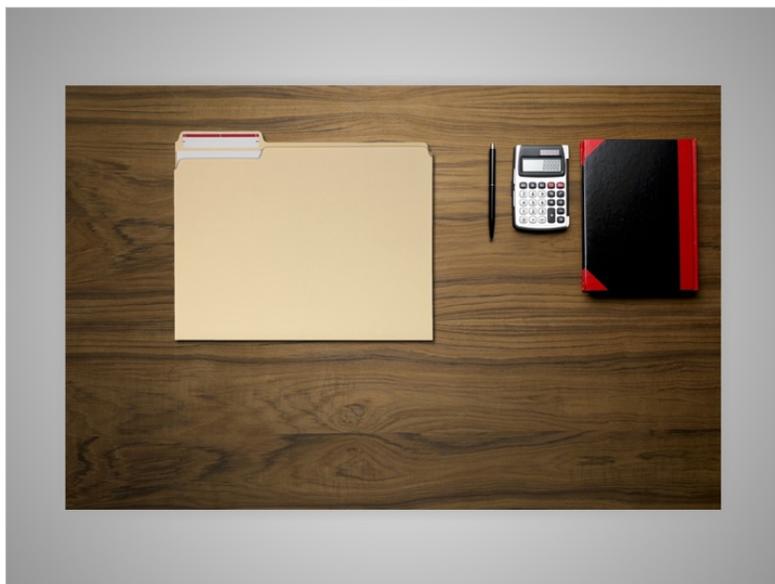
Using a PC Windows 10

Working from the Desktop

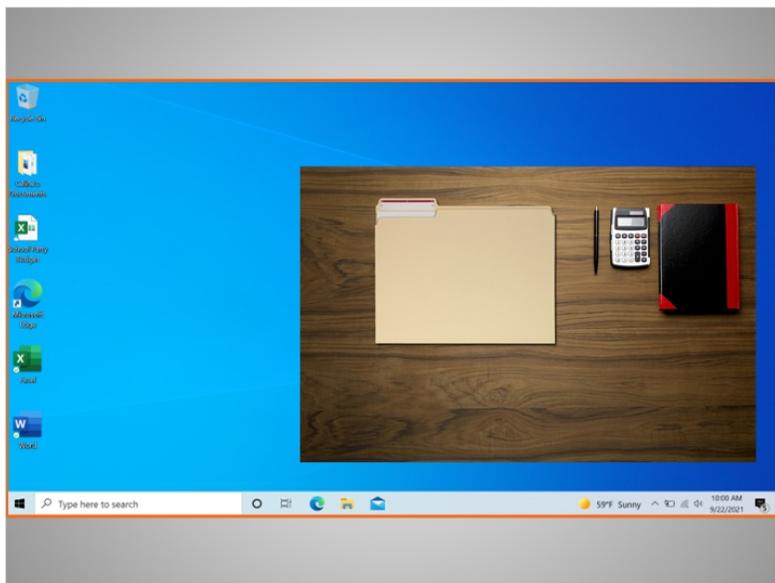


In today's example Celine is learning about how to open applications in the Windows 10 operating system. In this lesson Celine is going to learn about the different sections of the computer's desktop including the task bar, start menu and more.

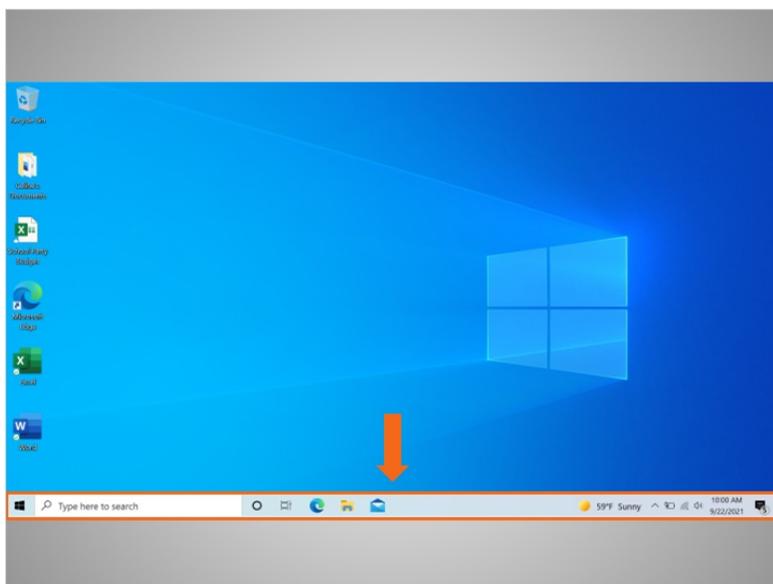
When the computer is turned on, Celine sees what's known as the desktop in the monitor. If you're using a Windows computer that has a different version of the operating system running, the desktop may look different.



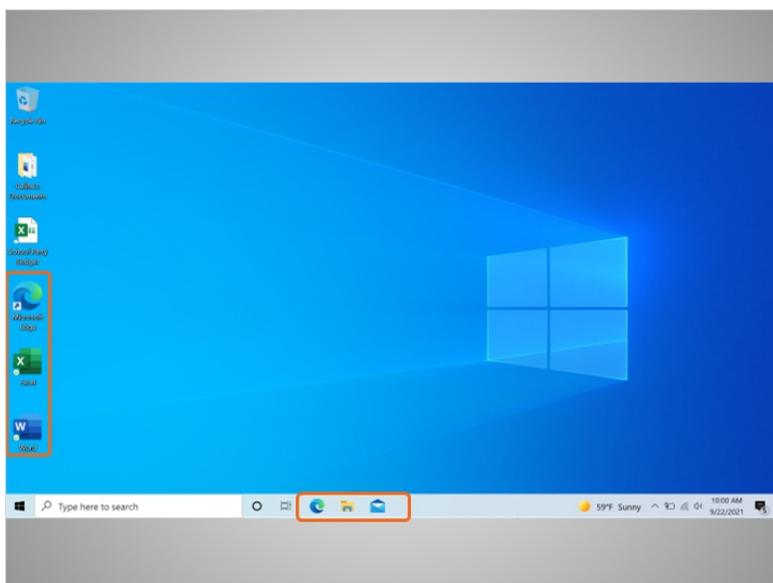
The Windows 10 desktop is just like the top of Celine’s desk at home or at work, where she keeps different folders with papers in them, and other tools she needs to get things done, such as a calculator for math, a pen for writing, or a book for looking things up.



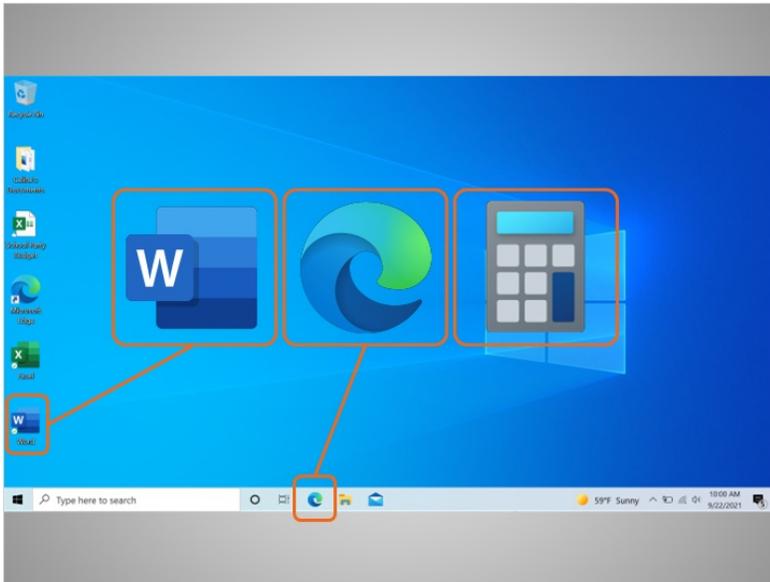
Just as Celine has folders and tools on her physical desk, she also has those tools and folders on the computer, which she can access through the desktop.



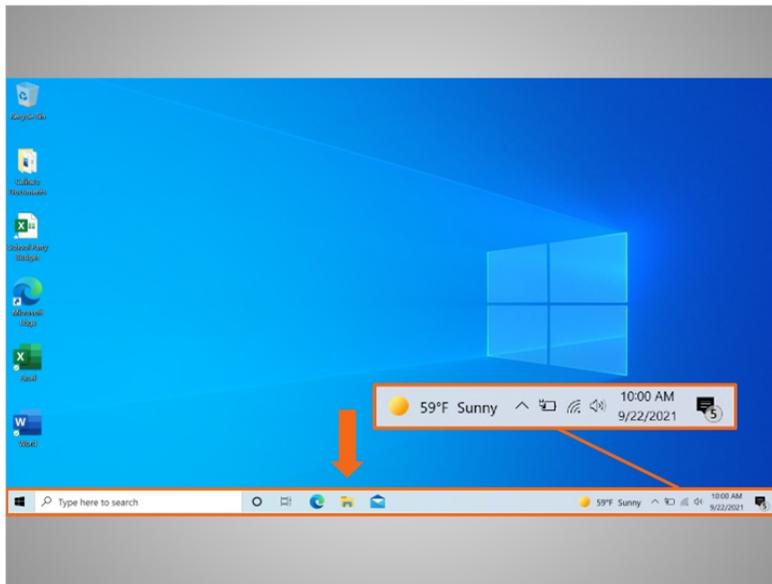
The taskbar is located at the bottom of the screen. It can also show shortcut icons for commonly used applications much like the icons on the desktop.



To open an application, Celine can click on these icons, also known as shortcuts, right from the taskbar.

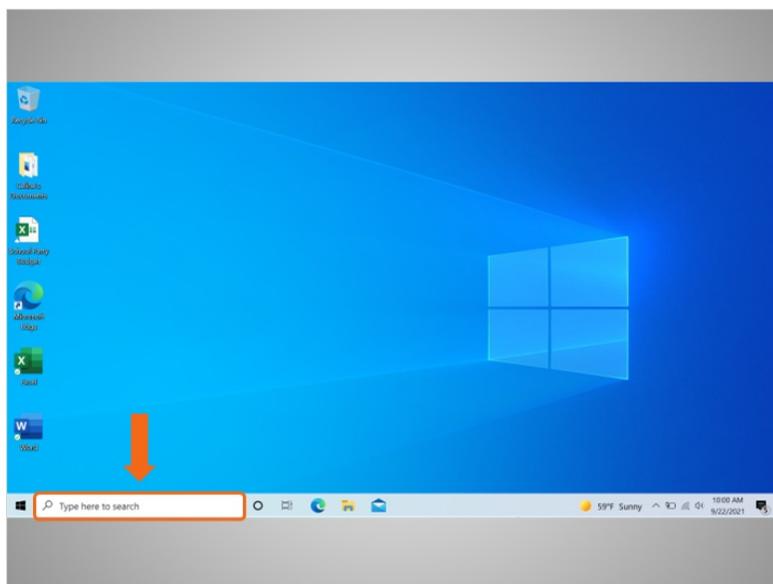


Applications are tools that allow you to do things on a computer. In today's example Celine sees an icon for Microsoft Word that will allow her to open a document, the Edge browser which allows her to search the web, and a calculator which allows her to do math.

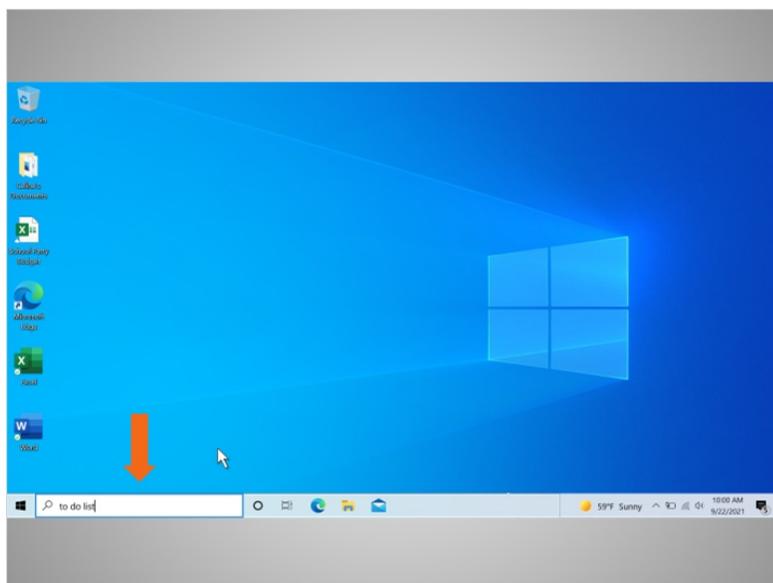


The taskbar also shows an icon for any task or program that is currently open. You can use these buttons on the taskbar to switch between the different windows you have open.

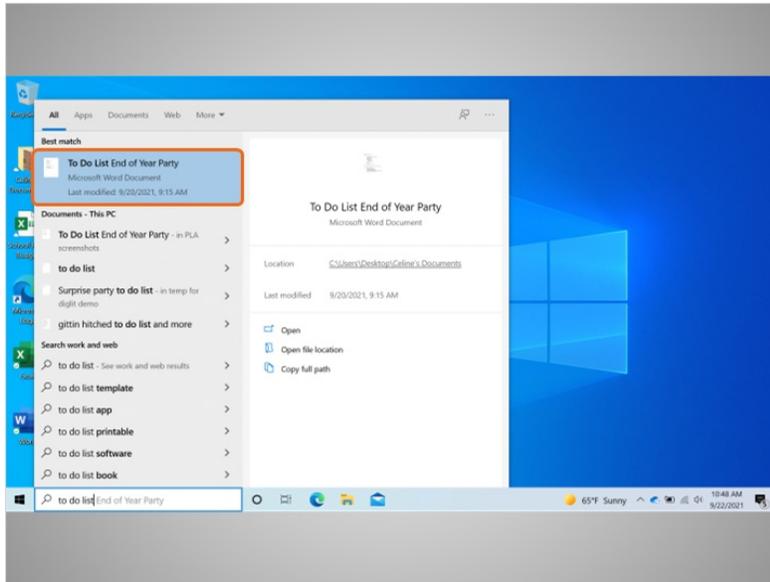
Information like the date, time and volume control are also found on the right edge of the taskbar.



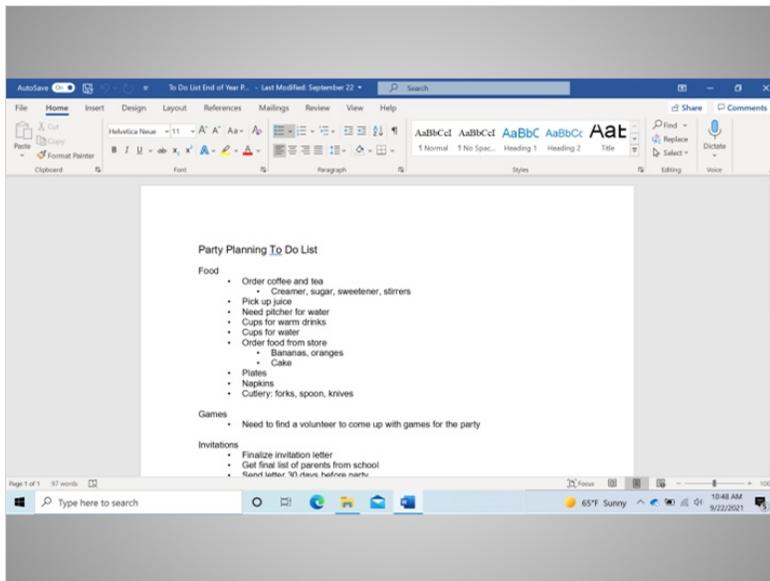
If you can't find what you are looking for on your computer, like a specific file, specific computer setting, or an application, you can use the search box located in the taskbar. The search box will also search for things on the web. The search box is located at the bottom left-hand side of the screen.



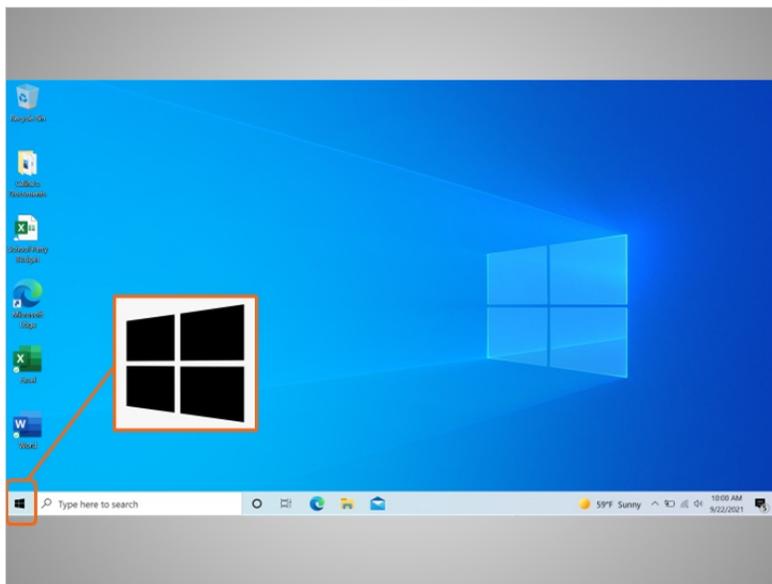
Celine created a to do list in Word, but she can't remember where she saved it. She decides to search for the document, so she types "to do list" into the search box.



A results list appears. The first result is the document she's looking for, so she clicks once ...

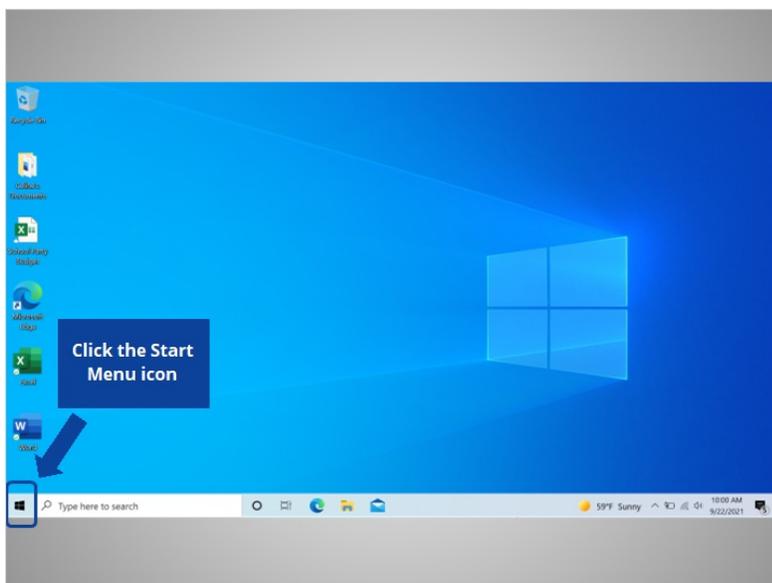


... to open the document.

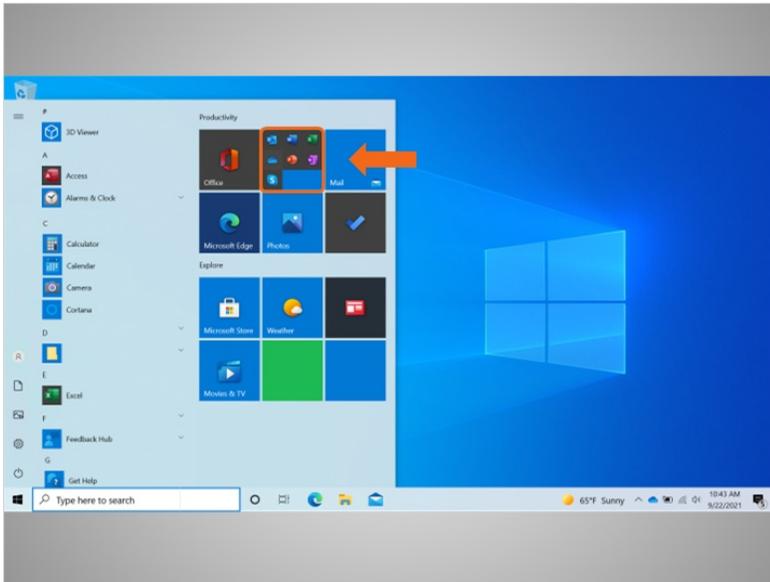


Back on the desktop, we can see that the taskbar also includes the Windows icon.

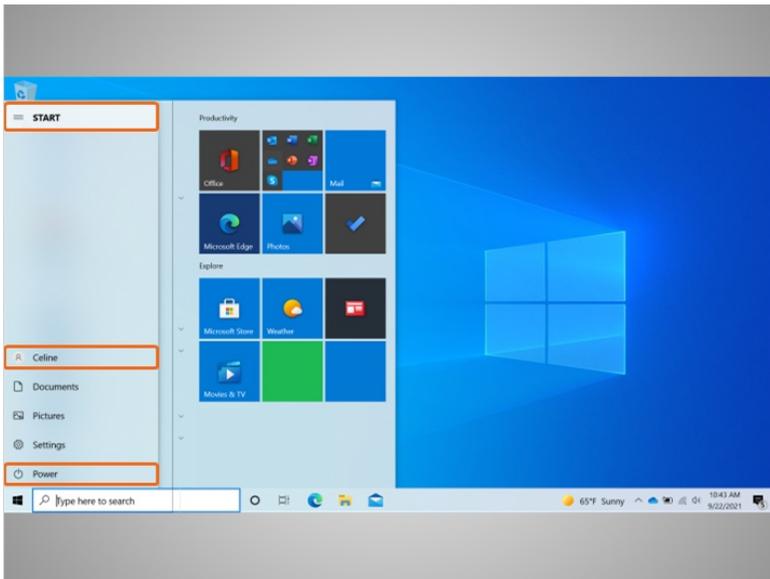
While the taskbar has the most commonly used applications on it, it may not have all of applications available on the computer.



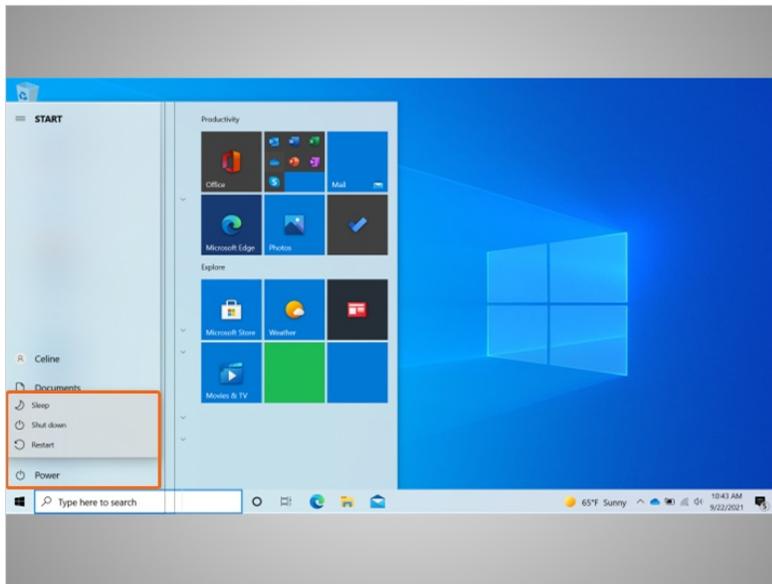
If Celine clicks on the Windows icon, it will launch the start menu, which will allow her to see all of the computer's applications. Would you help Celine and click the Windows icon to open the Start menu?



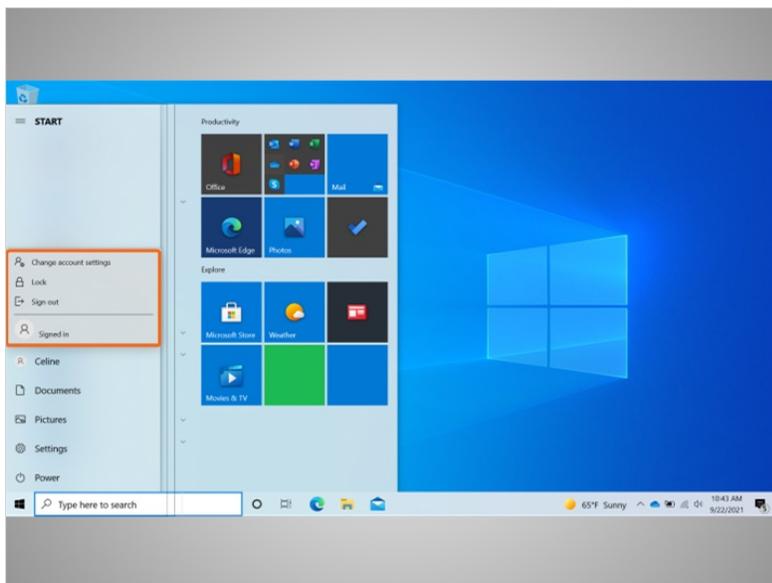
Great job! The start menu is another way Celine can open Microsoft Word.



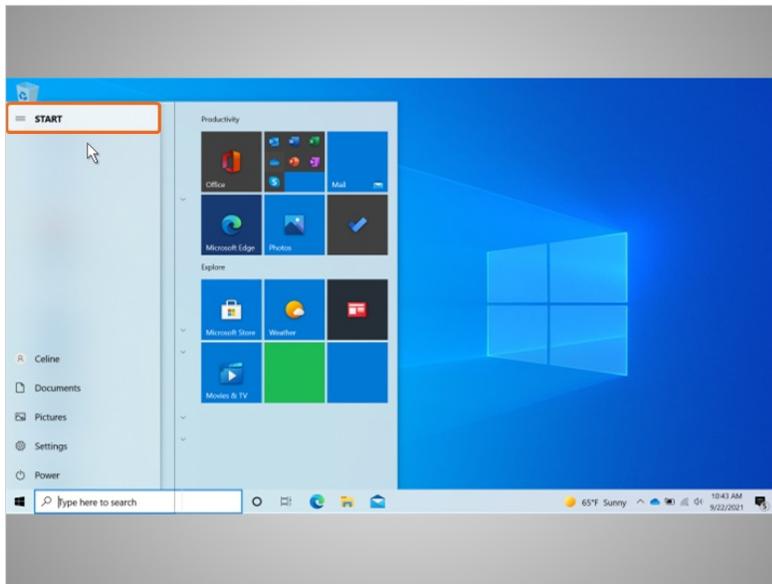
Celine can do more than just access applications from the start menu. She clicks on the menu on the top left to see more menu items. Let's look more closely at the other menu items that Celine will want to know about: Power, Account and Start Menu.



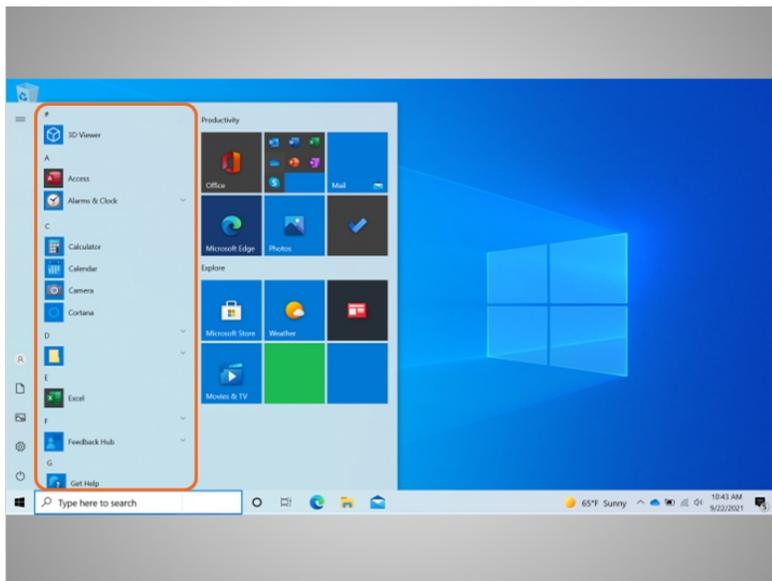
When Celine clicks on the power button it opens a menu where she can choose to restart, shut down, or put the computer to sleep.



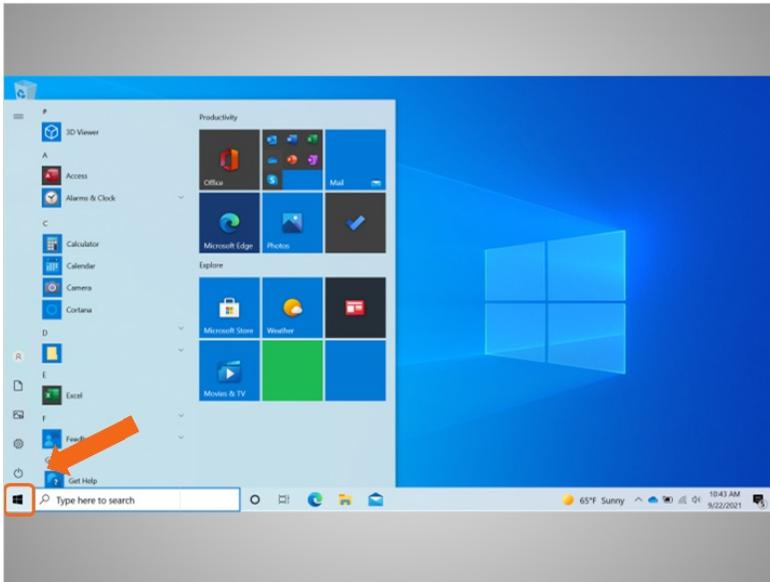
When Celine clicks on her name in the start menu, the account menu appears. In this menu Celine can sign out of her account, lock her account, or change settings that are unique to her account on the computer.



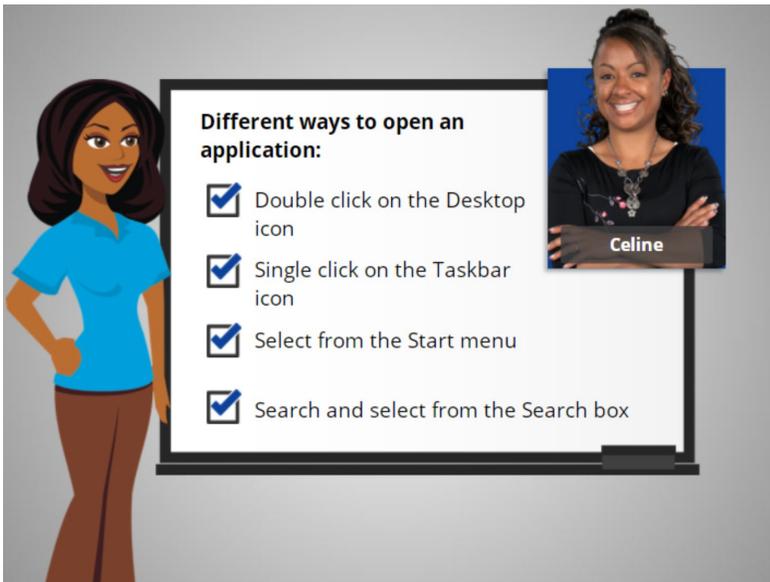
When Celine clicks on Start ...



... the left menu collapses so that Celine can see a list of all the applications available on the computer in alphabetical order.



To close the menu Celine clicks on the Windows icon.



Celine is happy to learn that there is more than one way to open an application on the computer. She can double click on the Desktop icon, click on the taskbar icon, select it from the start menu, and search for it using the search box.

In the next lesson Celine will learn how to find files and folders on the computer.