

Windows 10 Tips and Tricks

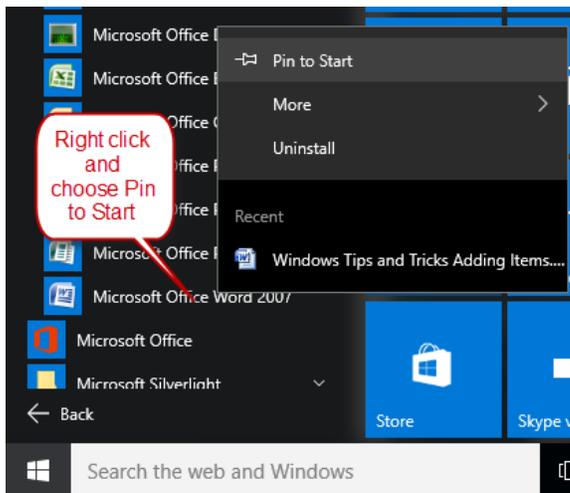
Adding Items to Start, Task Bar & Desktop



The Tile Menu: Use this for frequently used programs. For example, if you use Word then pin it to the Tiles area.

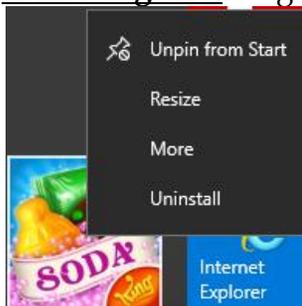
Adding Tiles

1. Click on the Start icon 
2. Browse to the Application you wish to "tile", right click and choose Pin to Start



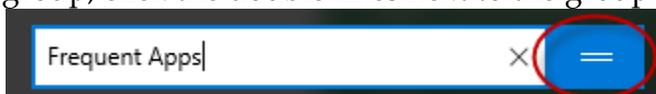
Moving tiles: Click and drag to the location you wish

Removing tiles: Right click and choose Unpin from Start



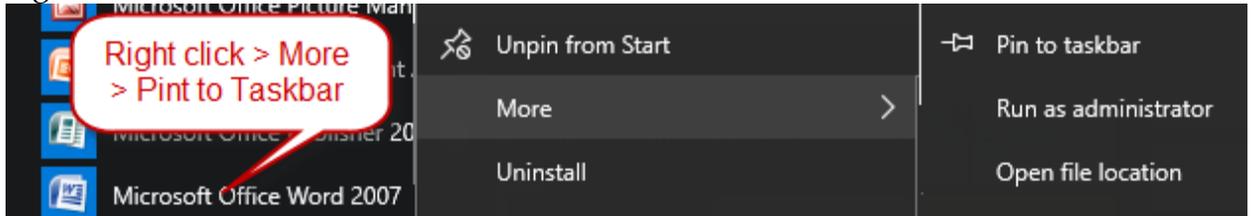
Resizing tiles: Right click and choose Resize

Edit the tile group: If you'd like to group certain tiles together into a special group, click the double lines next to the group and enter text into the box:



The Task Bar: If you're looking for a one-click way to start programs, add them to the Task Bar.

1. Click the Start button
2. Click All Apps and scroll down to the program you wish to pin
3. Right click, click More, click Pin to Taskbar



4. Consequently, if you wish to remove a pinned item, simply right-click on the icon and choose Unpin from Taskbar

If you want to change the location of the taskbar from the bottom of the screen to either the top or sides of the screen, unlock the taskbar by right-clicking on a blank part of the bar, click on Lock the taskbar. Now click on a blank part and drag it to the top or sides of the screen. Once you've moved the toolbar you should lock it again by right clicking on a blank part and choose Lock the toolbar.

The Desktop: Adding shortcuts to your desktop is a convenient way to get to your favorite programs quickly.

1. Click the Start button
2. Find the app or program you want to create a shortcut of
3. Click and drag it to your desktop or right click and select send to > Desktop

Pinning a website link to the Desktop takes a couple of steps:

1. Using Edge, go to the website you'd like to create a shortcut to
2. Click the three dots in the upper right of the screen and click on Pin this page to Start
3. Click on the Start button, find the new tile that was just made and drag it to your desktop
4. However, if you're using Firefox, Chrome or Internet Explorer, just click to the left of the address and drag to Desktop

