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Using Windows 10 by Ron Mettler

Navigation

1. Left Click on Start to see alpha display of all programs and tiles for shortcuts on Start. Note that the menu system has changed in recent builds of Windows 10. Note the four Icons on the left, User, File Explorer, Settings, and Power (Sleep, Shut Down, Restart).
 2. Right Click on Start to see system related settings. Note that Control Panel can be accessed at that point.
 3. Active Taskbar- Click ^ to display the other active Apps. Drag down an App or action to the Active taskbar.
 4. Notifications Icon to the right of the active taskbar display active notifications. Some can be turned off by using Right Click.
- A. Tiles
1. Click Start to display tiles. Right Click any tile to turn it off, resize it and unpin it.
 2. To add a tile for an App, go to the alpha list, find the desired App, Right Click and select Pin to Start or More, Pin to Taskbar.
 3. To delete a tile, or a shortcut on the taskbar, Right Click and Unpin from Start or unpin from Taskbar.
- B. Search using Cortana or Search box.
1. Find shortcuts by describing the action desired, ie, system information, or Disk Cleanup.
 2. Press Windows key plus r for search box. Search for commands such as winver, cmd.
- C. Settings
1. Access settings from Start Icon and selecting the Icon on the left or scroll down the alpha list. From Settings, select System.
 2. Apps and features displays programs that have been installed. Click on one and select Uninstall. Like in Windows 7 you can also use Programs and Features from the Control Panel. Programs and Features is also at the top of the list when you Right Click the Start Icon.
 3. Power and sleep settings are in the Apps and features list.
- D. Install new programs.
1. To install Chrome or Firefox, Start Edge, then search for chrome or firefox. Be sure to only download from the manufacturer sites.
 2. Install Apps from the Store. Select Store Icon, the the Apps Tab. Scroll down for Extensions
- E. Set Files Explorer options.
1. Go to File Explorer, File Tab, then Change folder and search options.
 2. I like to check Single-click to open an item. In the View tab , uncheck Hide extensions for known file types.
- F. Set Mouse options as in Windows 7. Go to Control Panel, Mouse, Pointers. For my laptop I use Windows Black (extra large) (system scheme).
- G. Add Slide to Shutdown Icon to the desktop. Using File Explorer, navigate to C:, Windows, System32, and scroll down to SlideToShutDown.exe. Right click on the file and select Create shortcut. That will put a shortcut on the desktop. Go to the desktop, right click on it and rename. Call it whatever you like such as "Shutdown", then right click again and select properties, Change Icon, and select a desired Icon.