

Windows 10 Start Menu

Start Menu



Lower left corner of taskbar – use in lieu of or in addition to icons on desktop and taskbar

Layout-Standard

- Left – quick access to designated folder, user functions, settings, power button, etc. add/remove access via settings
- Center -listing of all apps in alpha sort
 - Click on large letter to open alpha selection box for short cut to apps
- Right – listing of selected apps.
 - MS default selection, modifiable via settings
 - Can expand screen area for additional column or full screen display
 - Drag left, right, up, or down
 - Ctrl+ cursor key
 - Icon sizes changeable via right click
 - Can move via click and drag. Drag to open area form new group
 - Headings for grouped icons

Layout-Modified

- Settings>Personalization>Start
 - Change settings to customize start screen

Add/remove/change/ move/ more

- Add icon
 - Locate app to be displayed as icon
 - Right click on icon and select pin to start
 - Select more for additional options – pin taskbar, etc.
- Remove
 - Locate icon and right click
 - Click on unpin (uninstall removes app from PC)
- Change
 - Locate icon and right click
 - Click on size to change size of icon

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Start Menu (cont.)	<ul style="list-style-type: none">• Move<ul style="list-style-type: none">▪ Left click and hold on icon and drag to new location▪ Other icons will shift to accommodate move▪ Drag to bottom of icons or between icon groupings will create new icon grouping• More<ul style="list-style-type: none">▪ Right click on icon▪ Click more to open menu to<ul style="list-style-type: none">▪ Pin to task bar▪ Run as administrator▪ Open file location <p>Icon groupings</p> <ul style="list-style-type: none">• Icons can be arranged into various groupings on start screen<ul style="list-style-type: none">▪ Drag to bottom of icons or between icon groupings will create new icon grouping▪ Hover mouse above new group to display title bar<ul style="list-style-type: none">▪ Name group appears, type name for group or leave blank• To rearrange groups<ul style="list-style-type: none">▪ Click and hold on title bar▪ Move to new location <p>Combine icons into a folder</p> <ul style="list-style-type: none">• Click and hold on one icon to be included in folder• When icon greys, drag on top of second icon to be included• Repeat until all desired icons are in folder• Click folder to display included icons then click on icon for app wanted• To remove icon(s) click folder and click and drag icon to be removed to another location <p>Search function</p> <ul style="list-style-type: none">▪ Press windows key to open start menu▪ Type search criteria and start menu will display matches (files, web results)
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