**How to Use Win 10 Pro – A Quick Sheet**

We have upgraded from Windows 7 Pro to Windows 10 Pro – this means your desktop is going to look different, especially the Taskbar at the bottom of the screen.



You will notice your Start Button is no longer round () – but no fear, all will be well if you follow these simple instructions:

 The Win 10 Pro Start Button/Menu

It now looks like this:

And when you click on it, it looks like this:

**If you RIGHT CLICK the Start Button, you see a list of all the old Windows 7 features you are used to:**



Just click on them and their window will open!

File Explorer….ahhh, there’s my stuff…

This is your new best friend - it’s the File Explorer and it sits in your Taskbar at the bottom of your screen

When you click on it, it looks like this: 

This is where you will find all your documents, pictures, network drives, downloads and music, etc.

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**If you right click the File Explorer icon, you can quickly get too your recently used folders, or you documents, pictures and downloads.**

**The Search Bar – Find anything you need…**

This is your second best friend -

It is the Search Bar and it connects to your Start Button

You will use the Search Bar to locate anything in your computer. **Can’t find the Control Panel?**

Just type ‘Control Panel’ into the Search Bar and you’ll see a link to the Control Panel and when you click it…Voila:

**Wanna quickly get to a web site?** Just type it into the search Bar and it will open. Not sure of the address? Type in a key word and let Win 10 find a best match.

**Can’t find that document you created yesterday**…you know you created it! Just type a key word relating to the document in the search bar and Win 10 will try to match it to a document and show you a list of best matches!

**Looking for your printer?** Type Printer into the Search bar and the Printer window will open

From the Start Menu, you can quickly get to your Calendar, Mail, favorite Websites and latest news, etc.

**Wanna personalize your computer**? Click on the Start Button and then click ‘Settings” then click on Personalize:



The Personalization Window will open and you can change to your heart’s desire:



The items outlined above are the biggest differences between Windows 7 Pro and Windows 10 Pro

Enjoy your Windows 10 Pro and let your campus tech person know if you have any questions – we’re here to help.