WHAT YOU WILL WANT TO KNOW ABOUT THE DESKTOP AND TASKBAR

When you boot your computer you are taken to the Desktop, just like you were in Windows 7 or Windows 8.1. (However, if you are accessing your Microsoft account, you will be slowed down by a Lock Screen and the need to enter a password or pin before proceeding.)

The Windows 10 Desktop is where you can place shortcuts to both legacy programs and modern programs. Earlier editions of Windows did not allow the placement of modern programs on the Desktop. (Windows 8.1 modern app shortcuts could be placed on the Desktop only via a third-party commercial product called Modern Mix.)

Many other desktop improvements from Windows 8 are still here, but you won't have seen them if you've been using Windows 7. The Task Manager (Windows + X, then T) was given an upgrade, so it's easier to see what's using your system resources and managing startup programs.

NAVIGATING THE DESKTOP (WINDOWS KEY + D)

Just like in earlier versions of Windows, you can drag individual icons to any location using the familiar "drag and drop" routine of your left mouse button.

CHANGE THE ICONS DISPLAYED ON THE DESKTOP

You can change the icons shown on the desktop. For example, you can enable or disable any of the following icons: This PC, Users' Files, Network, Recycle Bin, and Control Panel. You can also create your own shortcuts on the desktop, just like in previous versions of Windows.

To enable or disable a standard icon on the desktop, follow these steps:
1. Open **Settings** (Windows + I).
2. Click **Personalization**.
3. Click **Themes**.
4. Click **Desktop Icon Settings**.
5. Check the desktop icons that you want to enable.
6. Uncheck the desktop icons that you want to disable.
7. Click OK.
8. Close Settings.

PIN ANY FILE OR FOLDER TO THE DESKTOP VIA FILE EXPLORER

Just like in previous versions of Windows, it is easy to *send to: desktop (create shortcut)* any folder or file that you will find in File Explorer (**Windows key + E**). Just right-click on the target folder or file.

PIN ANY APPLICATION TO THE DESKTOP

While in Apps from the Start Menu, you can select and *left-drag and drop* any application (legacy or modern) to the Desktop screen where it will automatically become a shortcut icon. Legacy applications are those that were available for Windows 7 and earlier. Modern applications are those that were developed for Windows 8.1 or Windows 10 and are available only through the Microsoft Store. (Many of the apps that come pre-installed on Windows 10 are Modern apps.)

CREATE A DESKTOP SHORTCUT FOR A FAVORITE WEB PAGE

Windows provides a variety of ways to let you work more efficiently. One way is through shortcuts. You can create shortcuts to run programs, open files, go to Web pages, etc. In addition, you can place these shortcuts on the desktop or the Taskbar so that they're easily accessible whenever you need them.

As an example, let's say that you frequent a certain Website, such as **http://www.scsccbkk.org**. Instead of having to launch your browser, type the address in its locator bar, and tell it to go, you'd rather have a desktop shortcut that you can simply double-click and be taken directly to the Saturday Seminar page with its hundreds of Windows 10 documents.

To do this, right-click on an empty space on your desktop and choose **New | Shortcut** from the pop-up Context menu.

When you click **Shortcut**, you'll be led through a two-step wizard that allows you to create a shortcut for your target Website. You are first asked for the location of the item. This is where you type the URL of your Website. Make sure you include the full URL, such as this: **http://www.scsccbkk.org**

Clicking **Next** takes you to the second (and last) step of the wizard, where you are prompted to enter a name for the shortcut. You might want to call it something descriptive, such as "Saturday Seminar". When you click **Finish**, your new shortcut appears on the desktop. Right-click on the shortcut, then Open and you'll be immediately taken to the target Website. As an alternative, you can double-left click.

PIN WEB PAGES TO THE START MENU USING INTERNET EXPLORER

Open Internet Explorer from the **Taskbar**. Type the address of the target Website in the address bar (Ctrl + L) at the top of the screen. When the Website has been fully accessed, click on the cog wheel located near the upper right corner of the Internet Explorer window. Now click on *Add site to Apps*.

After closing the browser window, go to the Apps menu where you will find a tile that represents your favorite site. Right-click on it and then *Pin to Start* or *Pin to Taskbar* You can also left-drag the App to the Desktop.

CHANGE THE NAME OF A LEGACY (PRE-WINDOWS 8 OR 10) TILE
1. Right-click on the target tile. An "open file location" button will appear in the dropdown menu. (If the "open file location" button is absent, the tile name cannot be changed.)
2. Click on the "open file location" button. A shortcut for the target application will appear.
3. Right-click on the shortcut and then click on rename. Modify or change the name of the shortcut and then close the window.
4. The tile name change will now appear on the Start Screen or Taskbar.

Please note that the names of dedicated Windows 10 Apps cannot be changed. However, if a Windows 10 App has been dragged from the Start Menu to the Desktop, it will automatically appear as a shortcut icon. Therefore, its name can generally be changed by right-clicking on the shortcut icon and then clicking on *rename.*

WHAT TO DO WHEN A PROGRAM LOCKS UP
1. Press **Windows + X.**
2. Then press **T**. (Note that <u>T</u>ask Manager has the T underlined.)
3. When the Task Manager appears, click on the application causing the trouble and then click **End task.**

HOW TO REMOVE MULTIPLE SHORTCUTS FROM THE DESKTOP IN ONE MOTION.
Click on each of the shortcut icons you wish to remove while holding down on the Control key. This action will highlight all that you have selected. Finally, press the Delete key on your keyboard. The deleted items will be sent to the Recycle Bin. Unfortunately, Microsoft has not provided a way to remove tiles from the Start Screen except one-at-a-time.

HOW TO CHANGE THE DESKTOP'S BACKGROUND
The default desktop background or wallpaper in Windows 10 is impressive, but not all users want to keep the same desktop background forever, and many want to change the default desktop background to an image of their choice (including family photos).

When you right-click on the desktop and click the **Personalize** option, the *Background* link will open. From there, you can designate your desktop background as a single picture, solid color, or slideshow.

To set up a desktop slideshow or change the desktop background, follow the instructions below:

> **Tip:** By default, Windows 10 syncs your current desktop background across all your PCs if you're using the same Microsoft account on all PCs. You can turn off this feature under Settings app to avoid having the same desktop background on all your PCs. (**Windows + I > Accounts > Synch your settings.**

Method 1 Change Windows 10's desktop background

Windows 10 allows you to change the desktop background to another picture that's bundled with the operating system or with a picture of your own. To change the desktop background, follow these steps:

1. Open Settings (Windows + I).
2. Click **Personalization**.
3. In the **Background** section, choose a picture from those included in Windows 10 by clicking on it.
4. Click the down-pointing arrow in the Choose a Fit dropdown list. A list is shown with such choices as Fill, Fit, Stretch, Tile, Center, and Span.
5. From the drop-down list, choose how you want the picture to fit your desktop.
6. Close the Settings window. If you want to use your own picture, at Step 3 click Browse, navigate to the picture that you want to use, and click Choose Picture; continue with Steps 4, 5 and 6.

Method 2: Another easy method to change wallpaper

1. Open File Explorer (Windows +E) and then navigate to the folder containing the picture that you want to set as your desktop background.
2. Right-click on the target picture and then click **Set as desktop background**.

Method 3: Set up a desktop slideshow

You can use your Pictures folder (or any other folder with pictures) to create a "slide show" background on your desktop. When you do that, at regular intervals, Windows 10 automatically shows a rotating series of the pictures in your Pictures folder. In order to create a slideshow with your own pictures as the desktop background, follow these steps:

1. Open Settings (Windows + I).
2. Click **Personalization**.

3. Click the down-pointing arrow in the **Background** dropdown list. A list is shown with such choices as Picture, Solid color, and Slideshow.
4. In the drop-down list that appears, select **Slideshow**. By default, the Pictures folder is used as the source for the slideshow.
5. To choose another folder, click Browse. The Select Folder window appears.
6. Browse through the folders on your computer and select the one that you want to use; then click *Choose This Folder.* The selected folder is used for the slide show.
7. Click the down-pointing arrow in the *Change Picture Every* drop-down list. A list is shown with several choices for the time interval at which the pictures should change.
8. In the drop-down list that appears, select the time interval at which you want the pictures to change.
9. Click the down-pointing arrow in the *Choose a Fit* drop-down list. A list is shown with such choices as Fill, Fit, Stretch, Tile, Center, and Span.
10. From the drop-down list, choose how you want the picture to fit your desktop.
11. Close the Settings window.

CHANGE THE WINDOWS THEME

A Windows theme includes the wallpaper used on the desktop as well as settings such as the standard desktop icons (for example, Computer, Network, and Recycle Bin), the visual styles applied to Windows and apps, the mouse cursors, the screensaver that runs when the computer isn't in use, and the sound scheme applied to the operating system. If you get bored with any of the items that are included in the theme, you can change the theme and freshen things up a bit.

To change the Windows theme, follow these steps:
1. Open Settings (Windows + I.
2. Click **Personalization**.
3. Click **Themes**. The themes-related settings are shown.
4. Click Theme Settings. The Personalization window opens.
5. In the Personalization window, click the new theme that you want to apply.
6. If you want more choices, click *Get more choices online.*
7. Close the Personalization window.
8. Close Settings.
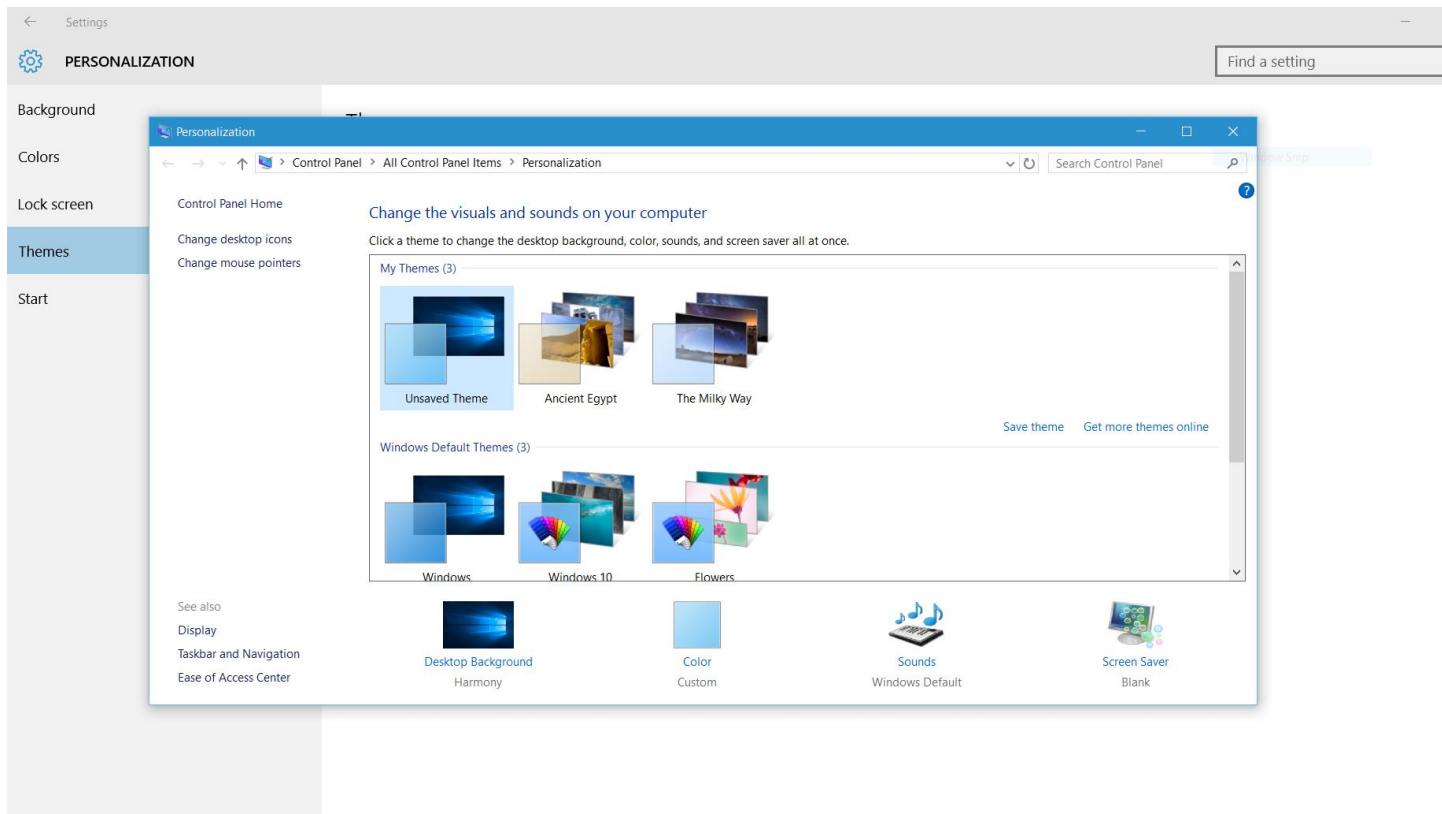
SET THE COLORS USED BY WINDOWS 10

Windows 10 allows you to change the main color that's used throughout the operating system. By default, this color is chosen from the desktop background. Windows 10 simply picks the desktop's accent color and uses it automatically.

You can override this setting and choose your own accent color. Black is the default color for the Start Menu, the taskbar, and the Action Center. You can change this setting and have these elements use the accent color that you set. You can also make the Start Menu, the taskbar, and the Action Center transparent, so that you can see through them.

Here's how to change the color-related settings in Windows 10:

1. Open Settings (Windows + I).
2. Click **Personalization**.
3. Click **Colors**. The color-related settings are shown.
4. To pick a custom accent color, set the *Automatically Pick an Accent Color from My Background* switch to Off; then choose your accent color from the list of options.
5. Set the *Show Color on Start, Taskbar, and Action Center* switch to On or Off, depending on what you want.
6. Set the *Make Start, Taskbar, and Action Center Transparent* switch to On or Off, depending on what you want.

7.   Close the Settings window.

HOW TO USE A DARK THEME: IT'S EASIER ON YOUR EYES
With Windows 10's Anniversary Update, Microsoft now offers a dark theme–known as "dark mode". This option was previously hidden and could only be enabled with a registry hack. Now, it's a simple toggle.

Here's how to get your whole desktop (or as much as possible) looking dark.

To enable the new dark theme, go to **Settings** > **Personalization** > **Colors**. Scroll down and select **Dark** under *Choose your app mode*.
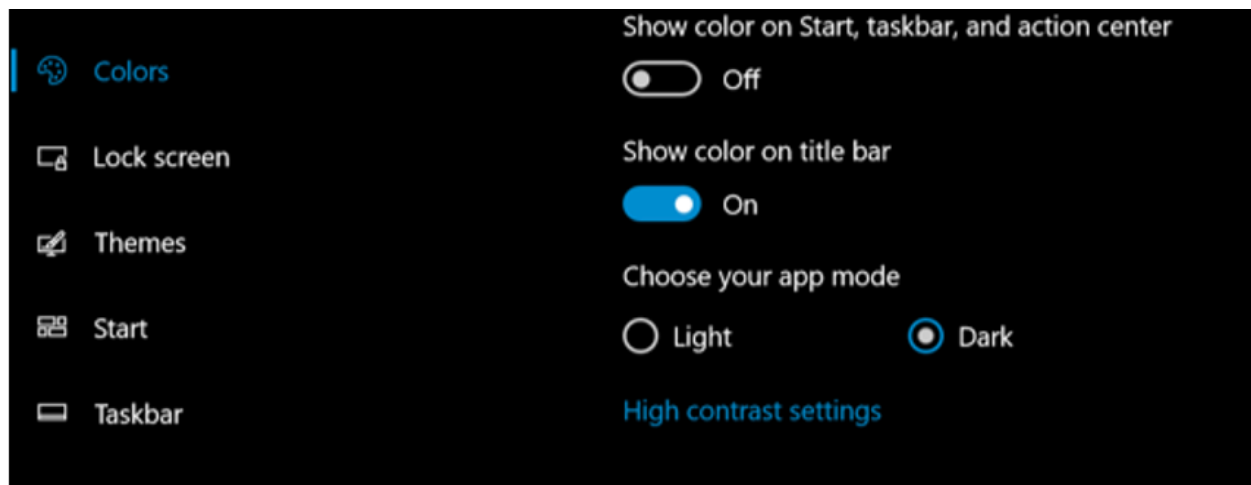
The Settings application itself will immediately turn dark, as will many other "Universal Windows Platform" applications. However, it's up to each software developer to support the dark theme, and some applications will continue using their normal colors.

This option also doesn't affect desktop (legacy) applications, including Windows 10's File Explorer, which will remain white.

Enable the Dark Theme in Microsoft Edge

The Edge web browser included with Windows 10 also has a dark theme. However, its dark theme option is entirely separate from the main option in Settings.

To activate a dark theme in Edge, open the Microsoft Edge web browser, open the menu (three dots near the upper right corner), and select "Settings". Select "Dark" under "Choose a theme".

ADJUSTING THE SOUNDS LINK

Go to **Settings** (Windows + I), then **Personalization**, then **Themes**. Clicking the *Advanced Sounds Settings* link in the Themes dialog box takes you to a dialog box where you can modify what sounds Windows plays for different events. When you are satisfied with your settings (you can hear the selected sound by clicking the **Test** button), clicking **Save As** saves the settings as a new sound scheme and **OK** closes the dialog box.

SETTING THE SCREEN SAVER

Go to **Settings** (Windows + I), then **Personalization**, then **Themes**, finally **Theme Settings**. Clicking the "Screen Saver" link in the Themes dialog box takes you to a dialog box that allows you to modify the screen saver used by the theme. Here, you can select what screen saver you want to be displayed upon a given number of minutes of inactivity. If you want to see what the screen saver will look like, click the **Preview** button.

Some screen savers have additional settings you can access by clicking the **Settings** button. For example, a Photos screen saver may have additional settings to allow you to specify what folder contains the pictures to be used and also control a possible slide show of the pictures. The Screen Saver Settings dialog box also lets you indicate whether the system will prompt the user with login information, thus applying password protection to an idle system. Clicking **OK** saves your settings and dismisses the dialog box.


Desktop Background	Color	Sounds
Harmony	Custom	Windows Default
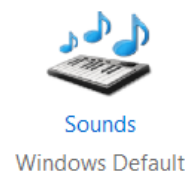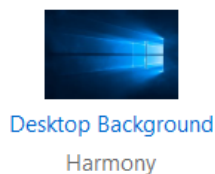
CHANGE THE RESOLUTION OF THE SCREEN

Windows 10 can detect the default screen resolution for your monitor and graphics card and adjust accordingly. This doesn't mean that what Windows chooses is always the best option, but now it works better than it did. You can change the resolution manually. When you do that, you get a preview of what it looks like; you can decide whether you want to keep the new screen resolution. (see snip below)
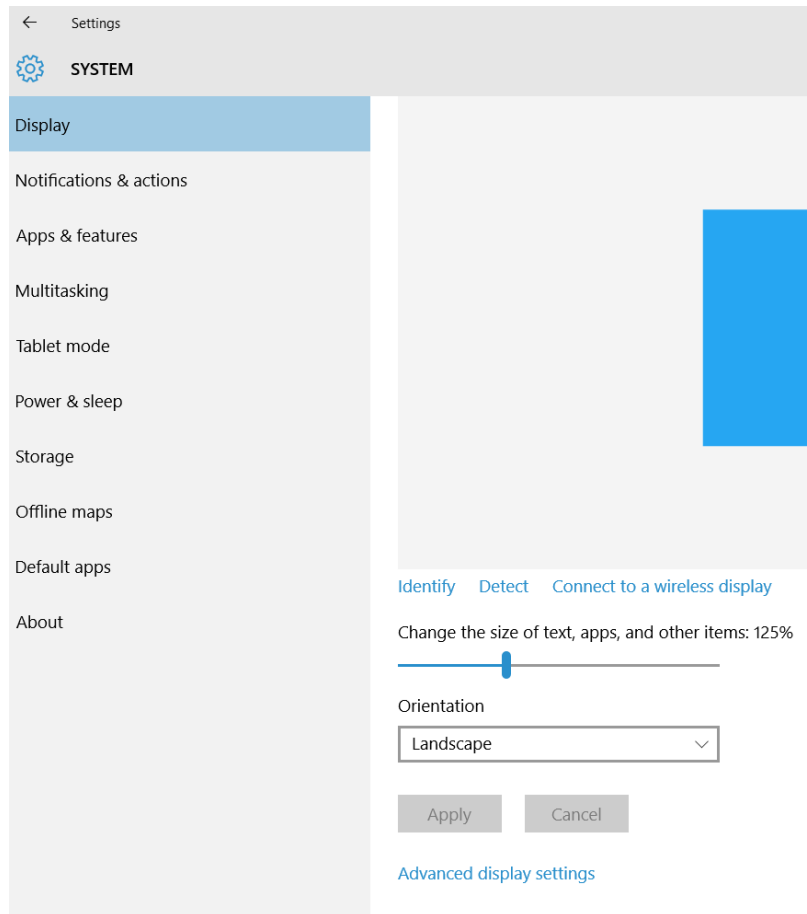
Here's how to change the resolution of your screen:

1. Open **Settings** (Windows + I).
2. Click **System**. The list of available system settings appears.
3. In the **Display** section, click *Advanced Display Settings*. The Advanced Display Settings window appears.
4. Click the down-pointing arrow in the Resolution dropdown list. A list appears with multiple resolutions from which to choose. Your options vary according to your display's size and specifications.
5. In the list of available options, select the resolution that you want to use by clicking on it.
6. Click Apply. You're asked whether you want to keep these displayed settings.
7. Click Keep Changes.
8. Close the Advanced Display Settings window.

CHANGE THE MOUSE POINTER SIZE AND COLOR
If you want, you can make the mouse pointer bigger and also change its color from white to black. Here's how:

1.   Open **Settings**.
2.   Click **Ease of Access**.
3.   Click **Mouse**. The available mouse-related settings appear.
4.   In the *Pointer Size* section, click the size that you want to use.
5.   In the *Pointer Color* section, click the color that you want to use.
6.   Close Settings.

PLACE SHORTCUTS FOR SHUTDOWN, RESTART, AND SLEEP ON YOUR DESKTOP
Thanks to a series of shortcut tricks, you can affix Shutdown, Restart, and Sleep buttons to your Desktop for easy access. Just follow these steps.

To create a shortcut icon for Shutdown:
1.   Right-click on an open area of the Desktop.
2.   Go to New, then Shortcut.
3.   Enter **shutdown /p** as the location of the item and press Next. (Note the space between shutdown and /p.)
4.   Now name the shortcut *Shutdown* and press Finish.
5.   Right-click the shortcut that now appears on your Desktop and navigate to Properties.
6.   Choose Change Icon in the Shortcut tab and then OK to leave the warning box.
7.   Choose (click) an icon of your choice from the list.
8.   Finally, click OK.
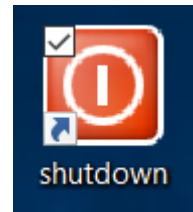
To create a shortcut icon for Restart:
Follow the instructions in the section immediately above, except have the script read **shutdown /r /t 0**. Now name the shortcut *Restart* and press Finish.

To create a shortcut icon for Sleep:
Follow the instructions above, except have the script read:
Rundll32.exe Powrprof.dll,SetSuspendState Sleep. (Here is where Copy and Paste would come in handy!) Now name the shortcut *Sleep* and press Finish.

CUSTOMIZE THE TASKBAR
Just as in older versions of Windows, you can customize the taskbar in Windows 10 in the following ways:
•   Lock the taskbar so that other users can't change it.
•   Set the taskbar to auto-hide.
•   Set the taskbar to use small buttons.

- Change the taskbar's location on the screen from the bottom to the top, or to the left or right of the screen.
- Set how taskbar buttons appear (either always combined with the labels hidden, or combined only when the taskbar is full, or never combined).
- Set whether to use the Peek feature to preview the desktop when you move your mouse to the Show Desktop button at the extreme right end of the taskbar.

To customize the taskbar, follow these steps:
1. Right-click the taskbar.
2. Click Settings. The Taskbar on/off settings appear.
3. Set how you want the taskbar to behave by checking the available settings.
4. Close the Taskbar dialogue screen.

SET WHICH ICONS APPEAR ON THE TASKBAR'S FAR RIGHT SIDE
You can customize the settings to show more or fewer icons on the right side of the taskbar. (This area is called the System Try or Systray.) Here's how:
1. Open **Settings**.
2. Click **System**. The list of available system settings appears.
3. Click **Notifications & Actions**. The settings for notifications and quick actions are shown.
4. In the Quick Actions section on the Taskbar, click *Select Which Icons Appear*. A long list of icons is shown. Each has a switch to turn it On or Off.
5. In the list of icons that appears, set the icons you want displayed to On and the icons you don't want displayed to Off. The icons that you set to On are immediately shown in the Taskbar.
6. Click the left-pointing arrow (the Back arrow) to go back. The settings for notifications and quick actions are shown.
7. Click Turn System Icons On or Off in the Quick Actions section. A list of system icons is shown.
8. In the list of icons that appears, set the icons you want displayed to On and the icons you don't want displayed to Off. The icons that you set to On are immediately shown in the Taskbar.
9. Close the Settings window.

CHANGE THE SOUND VOLUME
If you want to change the volume of the speakers to be louder or softer, follow these steps:
1. Click the Volume icon at the right side of the taskbar. A volume slider appears above the taskbar.

2. With the mouse, set the slider to the desired sound level.
3. Click anywhere outside the slider to hide it. If you want to mute the sound, click the Volume icon shown to the left of the slider. An X will appear, indicating that the sound is mute.
4. An alternative approach: Type **volume** in the search box near the lower left corner and then click *Adjust system volume*. You will be taken to this setting.

SET THE DATE AND TIME MANUALLY
Windows 10 automatically sets the date and time with servers on the Internet. However, you can also manually change the date and time, like this:
1. Open **Settings**.
2. Click **Time & Language**. The list of time- and language-related settings appears.
3. In the Date & Time section, set the Set Time Automatically switch to Off and click Change. The Change Date and Time window appears.
4. Set the date and time you want to use; then click Change.
5. Close the Settings window.

SET THE TIME ZONE
If you travel with a laptop or tablet, you can change the time zone when you arrive in a new country or in an area with a different time zone than your usual one. To change the time zone, follow these steps:
1. Open **Settings**.
2. Click **Time & Language**. The list of time and language related settings appears.
3. In the Date & Time section, click the down-pointing arrow in Time Zone drop-down list. A list appears with all the time zones of the world.
4. Click the time zone that you want to use. The time zone is now changed.
5. Close the Settings window. When you get back home, change the time zone again so that Windows and its apps use and display the correct time.

TIME, DATE, AND CALENDAR
We are all familiar with time and date button that appears in the right side of the Desktop's Taskbar. By right-clicking on the button, you will be able to change the date and time settings.

You will also see a calendar for the current month with the current date highlighted. If you want to see a monthly calendar for a future month, simply click on the right arrow at the top of the calendar to move forward to the future, month by month.

Here's another trick: click on the current month and you will able to scan through entire years, one at a time, through the next one hundred years.