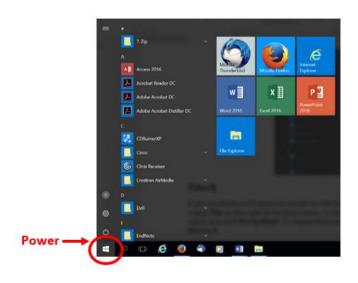# Navigating in Windows 10

Desktop

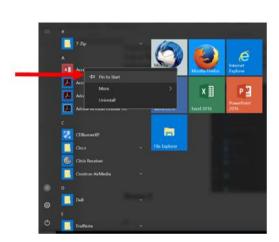The **Desktop** contains shortcuts to Programs which can be customized.
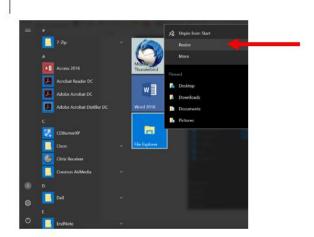
Start Button:

The **Start** menu has been expanded in Windows 10 to include **Tiles**. Programs are listed in alphabetical order on the left and **Tiles** are displayed on the right. **Tiles** provide quick access to the programs you use the most.
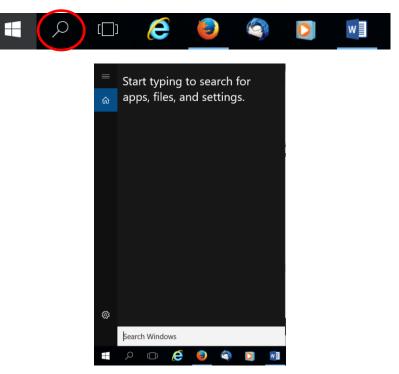
Tiles

If you would like a Program to remain on the Start menu you can **Pin It**. Pinning a program adds it as a **Tile** on the right of the Start menu. To pin a program, right-click on a Program in the Start menu and click **Pin to Start.** To resize these pinned items, right click on a tile and chose **Resize**.

Search

To search for something on your computer, click the **Search Windows** button and begin typing.
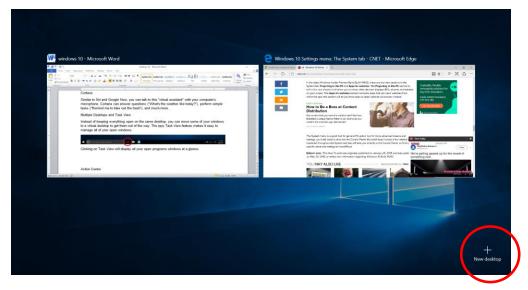
Multiple Desktops and Task View

Instead of keeping everything open on the same desktop, you can move some of your windows to a virtual desktop to get them out of the way. The new **Task View** feature makes it easy to manage all of your open windows.

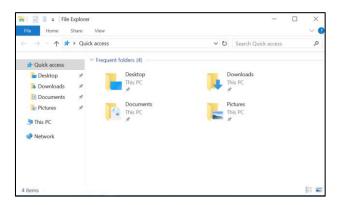Clicking on **Task View** will display all your open programs windows at a glance.

The bottom on the desktop will display the option for **New Desktop**. Clicking on **New Desktop** will display Desktop 1 and Desktop 2. Clicking on Desktop 2 will bring you to a clean desktop with no programs running. Your open programs will be on Desktop 1. Using multiple desktops helps moving between your programs easier. An example of multiple desktops: Desktop 1 will have all your productivity programs while Desktop 2 will have all your entertainment programs.

The **Task View** will allow you to switch between Desktops.

File Explorer

Use **File Explorer** to manage your files and folders. **File Explorer** can also be accessed through the Start menu.
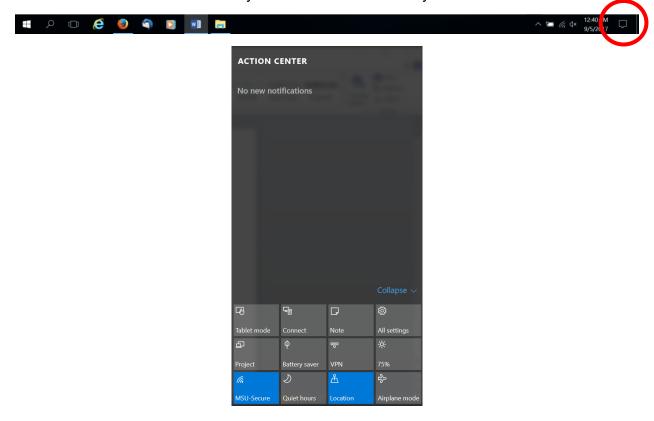
Settings

Settings is used to change the most important settings on your computer (similar to Control Panel). You can access **Settings** via the Start menu.

You can still access the **Control Panel** by typing **Control Panel** in Search.

Action Center

The new Action Center is where you can check on security and maintenance issues.

Lock Screen

After 15 minutes of inactivity, your screen will be locked and the following image will appear:

To unlock your screen, press the **Ctrl + Alt + Delete** keys and enter your NetID and password.
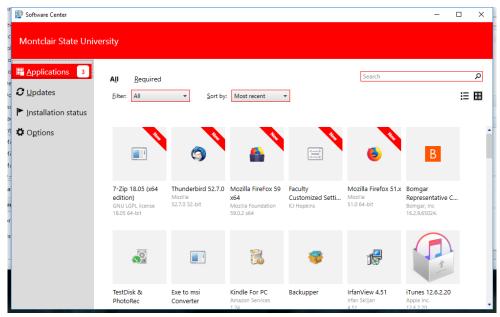
Software Center User Guide

Your organization's IT admin uses **Software Center** to install applications, software updates, and upgrade Windows. This user guide explains the functionality of **Software Center** for users of the computer.

How to open Software Center

For the simplest method to start Software Center on a Windows 10 computer, press **Start** and type **Software Center**.

If you navigate the Start menu, look under the Microsoft System Center group for the Software Center icon.

Applications

Click the **Applications** tab to find and install applications that your IT admin deploys to you or this computer.

- **All**: Shows all applications that you can install
- **Required**: Your IT admin enforces these applications. If you uninstall one of these applications, Software Center reinstalls it.
- **Filters**: Your IT admin may create categories of applications. If available, click the drop-down list to filter the view to only those applications in a specific category. **Select All** to show all applications.
- **Sort by**: Rearrange the list of applications. By default, this list sorts by Most recent.
- **Search**: Still can't find what you're looking for? Enter keywords in the Search box to find it!
- **Switch the view**: Click the icons to switch the view between list view and tile view. By default, the applications list shows as graphic tiles.
  - **Tile view**: Your IT admin can customize the icons. Below each tile displays the application name, publisher, and version.
  - **List view**: This view displays the application icon, name, publisher, version, and status.

Install multiple applications

Install more than one application at a time instead of waiting for one to finish before starting the next. Not all applications qualify:
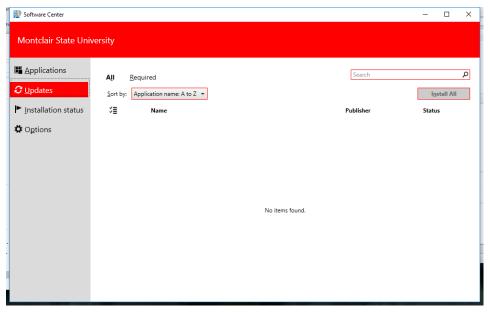
- The app is visible to you
- The app isn't already downloading or installed
- Your IT admin doesn't require approval to install the app

To install more than one application at a time:

1. To enter multi-select mode in the list view, click the multi-select icon in the upper right corner.
2. Select two or more apps to install by clicking the checkbox to the left of the apps in the list.
3. Click the Install Selected button.

The apps install as normal, only now in succession.
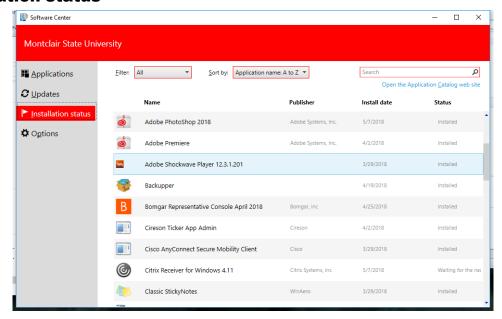
Updates

Click the **Updates** tab to view and install software updates that your IT admin deploys to this computer.

- **All**: Shows all updates that you can install
- **Required**: Your IT admin enforces these updates.
- **Sort by**: Rearrange the list of updates. By default, this list sorts by Application name: A to Z.

To install updates, click **Install All**.

To only install specific updates, click the icon to enter multi-select mode. Check the updates to install, and then click **Install Selected**.
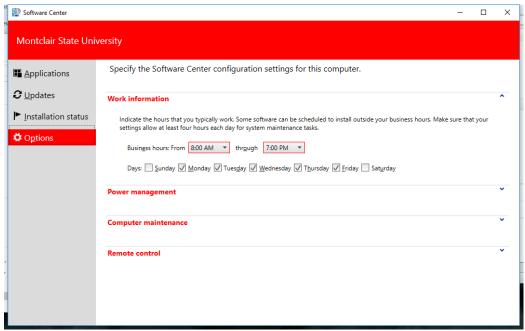
Installation status

Click the **Installation status** tab to view the status of applications. You may see the following states:

- **Installed**: Software Center already installed this application on this computer.
- **Downloading**: Software Center is downloading the software to install on this computer.
- **Failed**: Software Center encountered an error in trying to install the software.

Options

Click the **Options** tab to view additional settings for this computer.

Work information

Indicate the hours that you typically work. Your IT admin may schedule software installations outside your business hours. Allow at least four hours each day for system maintenance tasks. Your IT admin can still install critical applications and software updates during business hours.

- Click the drop-down lists to select the earliest and latest hours that you use this computer. By default, these values are from 5 AM through 10 PM
- Select the checkbox next to the days of the week that you typically use this computer. Software Center only selects the weekdays by default.

Power management

Your IT admin may set power management policies. These policies help your organization conserve electricity when this computer isn't in use.

To make this computer exempt from these policies, select the checkbox **Do not apply power settings from my IT department to this computer**. This setting is disabled by default; the computer applies power settings.

Computer maintenance

Specify how Software Center applies changes to software before the deadline.

- **Automatically install or uninstall required software and restart the computer only outside of the specified business hours**: This setting is disabled by default.
- **Suspend Software Center activities when my computer is in presentation mode**: This setting is enabled by default.
- **Sync Policy**: Click this button when instructed by your IT admin. This computer checks with the servers for anything new, such as applications, software updates, or operating systems.