Shortcuts to Programs in the Start menu Taskbar and Desktop in Windows 10

Let's make sure everyone knows the names of the different areas. The screen shot below shows my screen after clicking on the Window symbol ⊞ in the lower left hand corner known as the Start button.
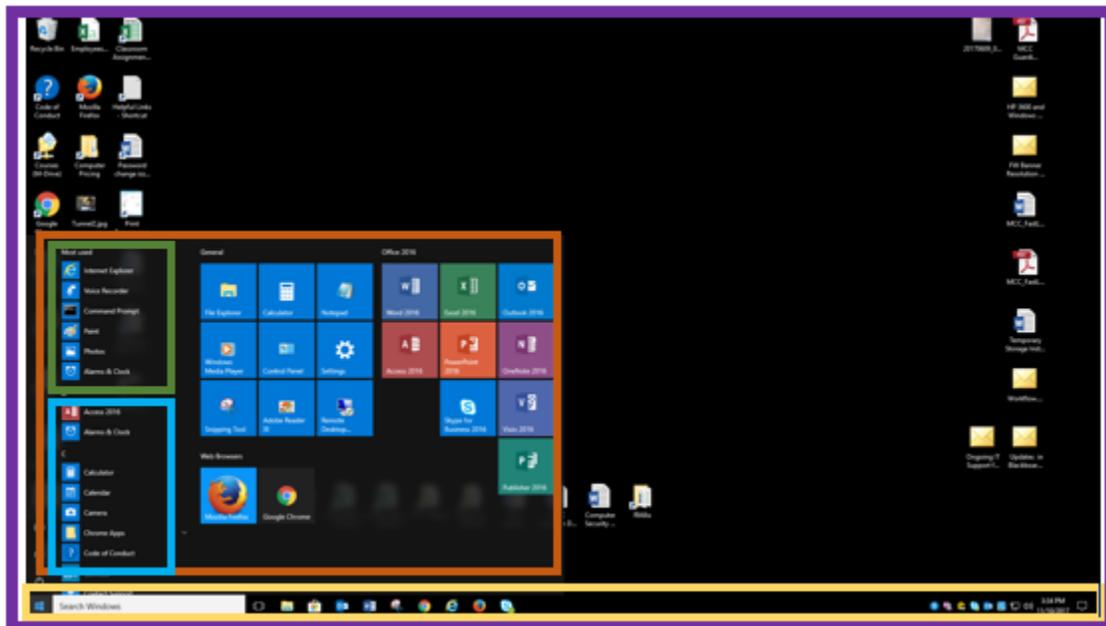
The Start menu is outlined in orange and contains Tiles on the right.

A list of the "Most Used" programs is outlined in green.

A list of all programs is outlined in blue and can be scrolled through.

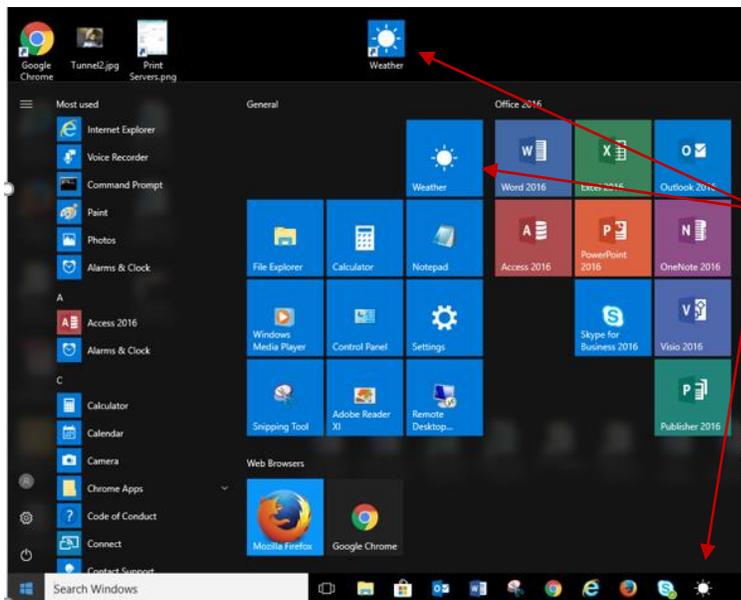The Taskbar is outlined in yellow.

The Desktop is outlined in purple and is partially hidden by the Start menu.

NOTE: If you scroll through the programs you will see Mail, Calendar and People. These are independent apps and are **NOT** Outlook. Please don't use them as they can conflict with Outlook and cause problems.
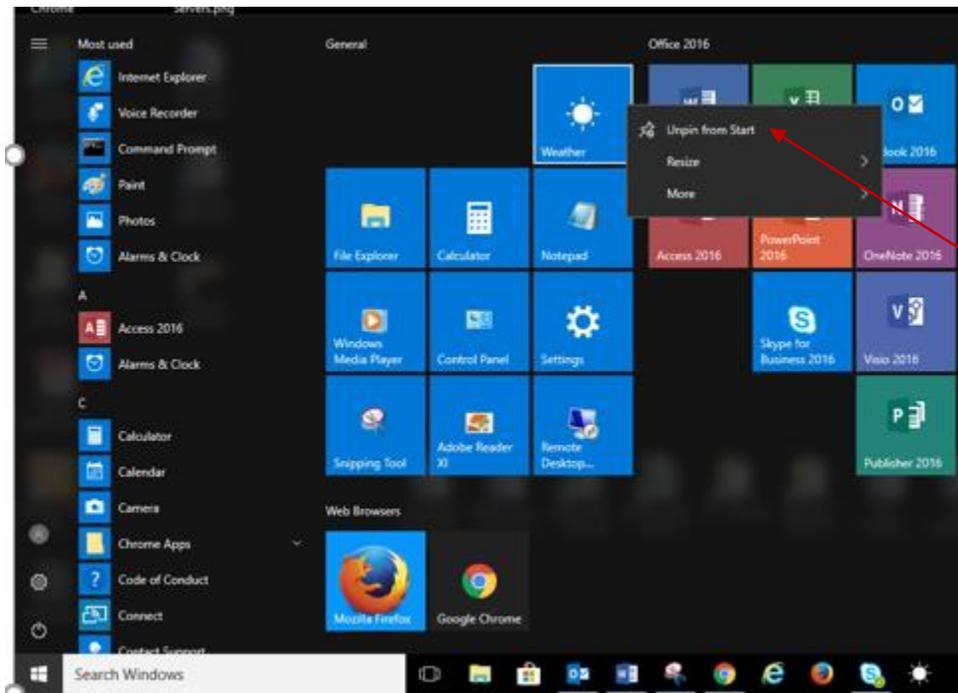
From the Start menu you can left click on any program in the program list and drag it over to the tiles, the desktop or the taskbar and the program will appear where you drag it to. Doing this creates a shortcut and the program will still be listed in the list of all programs.

Note: In Windows 7 do not drag programs from the program list to the desktop. This can cause problems. This guide is intended for Windows 10 only.
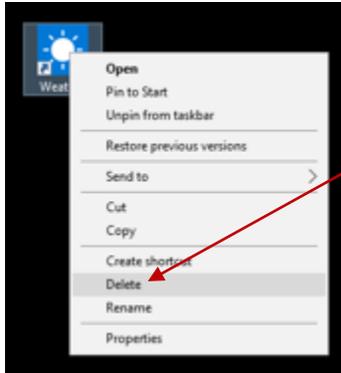

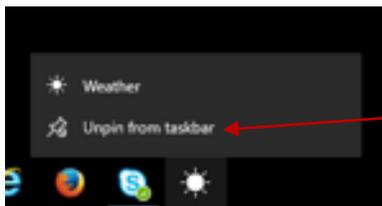In this screen shot I have dragged the Weather app to the tiles the desktop and the taskbar.

But what if I decide I don't want the app listed in these places. It is easy to remove them. Go to the next page.

In the tile area on the right click on the tile and a menu will pop up. Simply click "Unpin from Start" on the menu and the tile will be deleted. This **will not delete the program** as you are only deleting a shortcut.

To remove a shortcut from the Desktop right click on the icon and choose "Delete" from the drop down menu.

To remove an icon from the Taskbar, right click on the icon and from the pop up menu choose "Unpin from taskbar."

Now you know how to put programs where you can access them easily. As always, if you run into trouble on your work computer you can contact Technical Support at x8324, option 3.