

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

First, let's define the names of the different areas. The Figure 1 below shows a 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 white.

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 currently partially hidden by the Start menu.

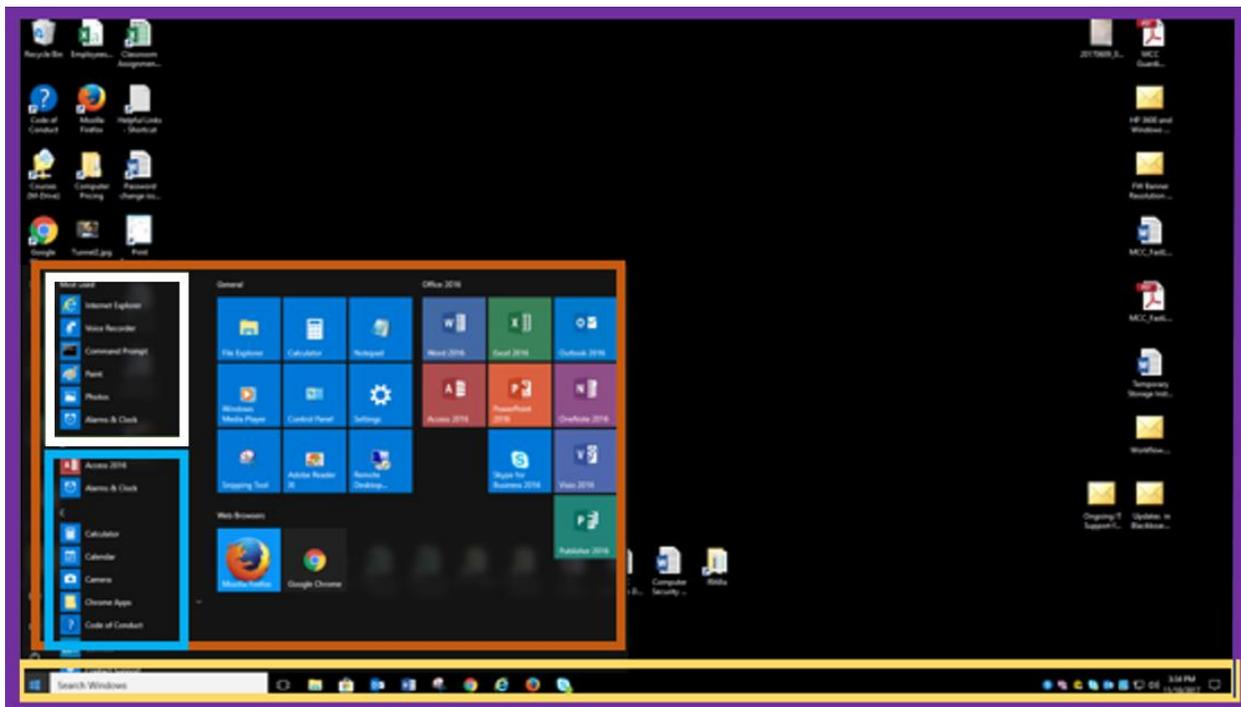


Figure 1

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.

Creating Program Shortcuts

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 Figure 2 the Weather app is outlined in yellow and has been dragged to the tiles, the desktop and the taskbar.

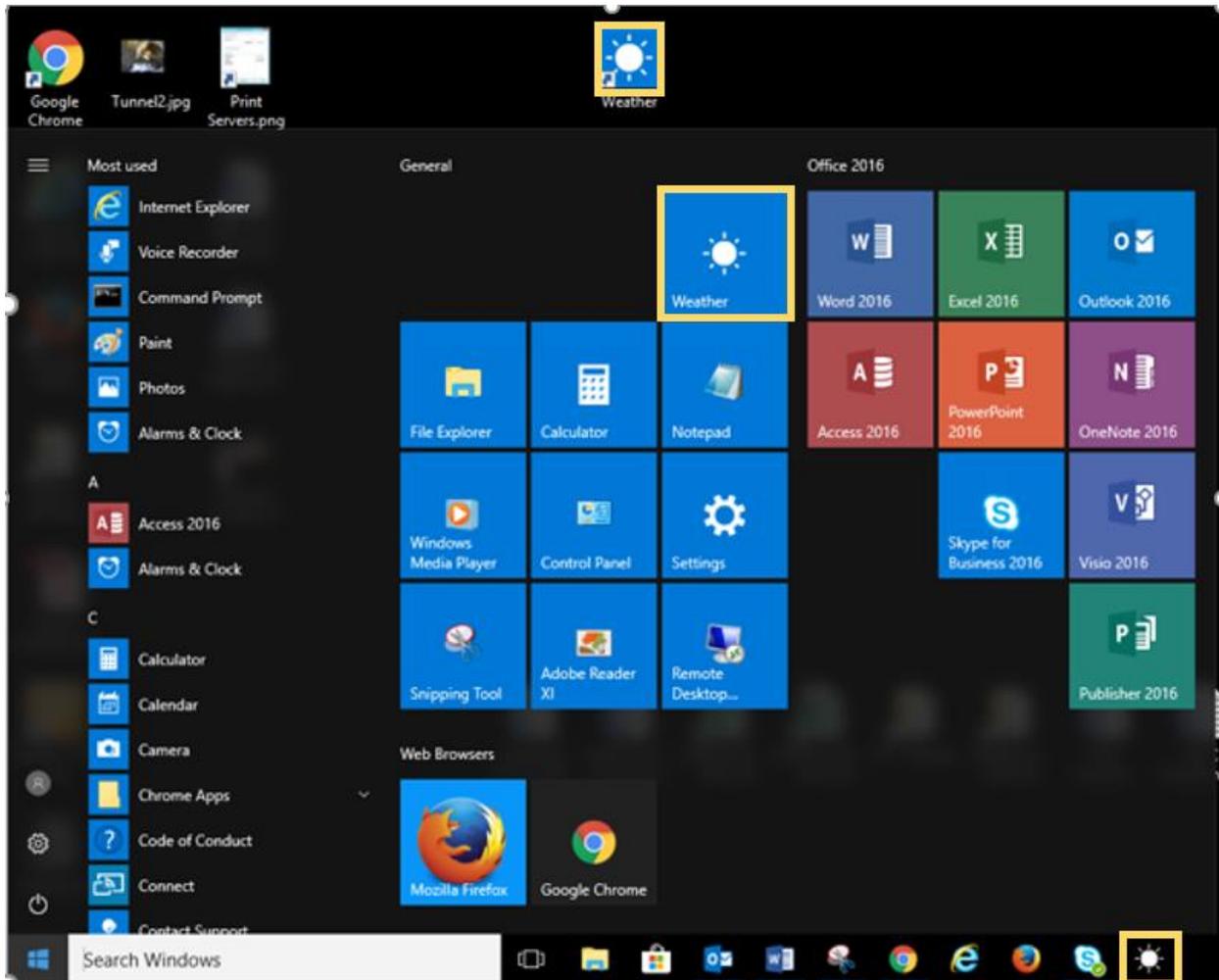


Figure 2

Removing Program Shortcuts

To remove a program from the tiles, right click on the tile and a menu will pop up (as seen in Figure 3). 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.

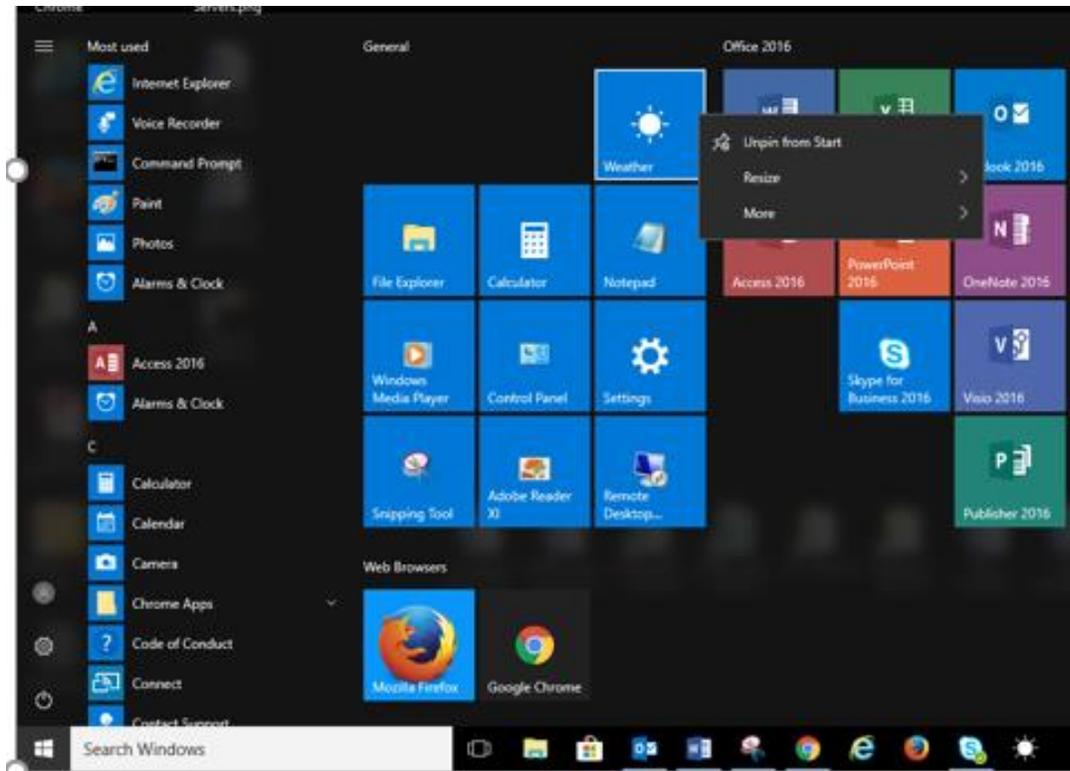


Figure 3

(Continued on next page...)

To remove a shortcut from the Desktop right click on the icon and choose “Delete” from the drop down menu (as shown in Figure 4).

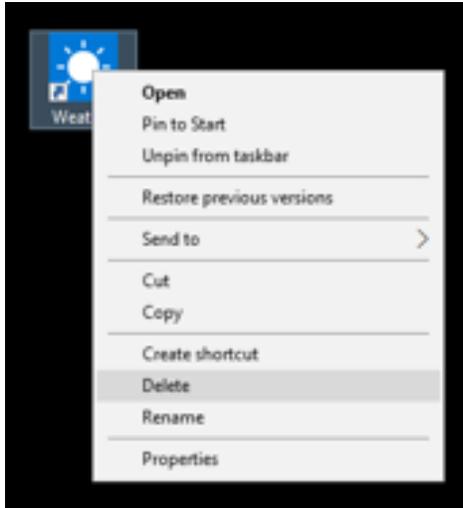


Figure 4

To remove an icon from the Taskbar, right click on the icon and from the pop up menu click **Unpin from taskbar** (as seen in Figure 5).

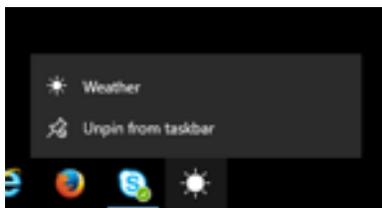


Figure 5

Now you know how to put programs where you can access them easily. If you need assistance on your work computer contact Technical Support at x8324, option 3.