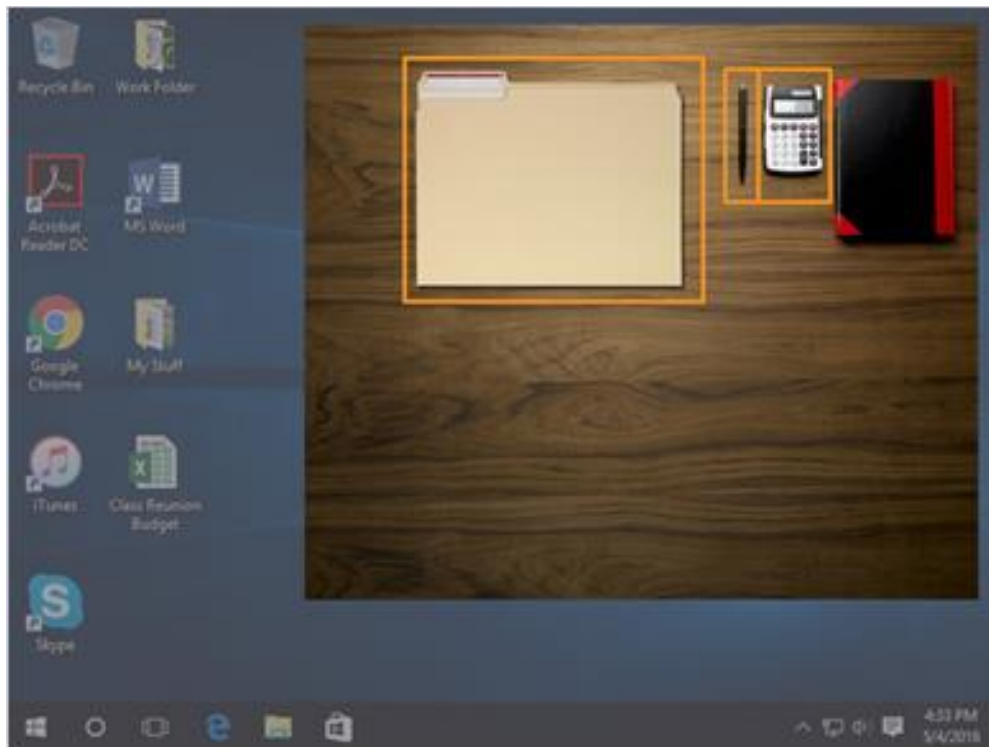


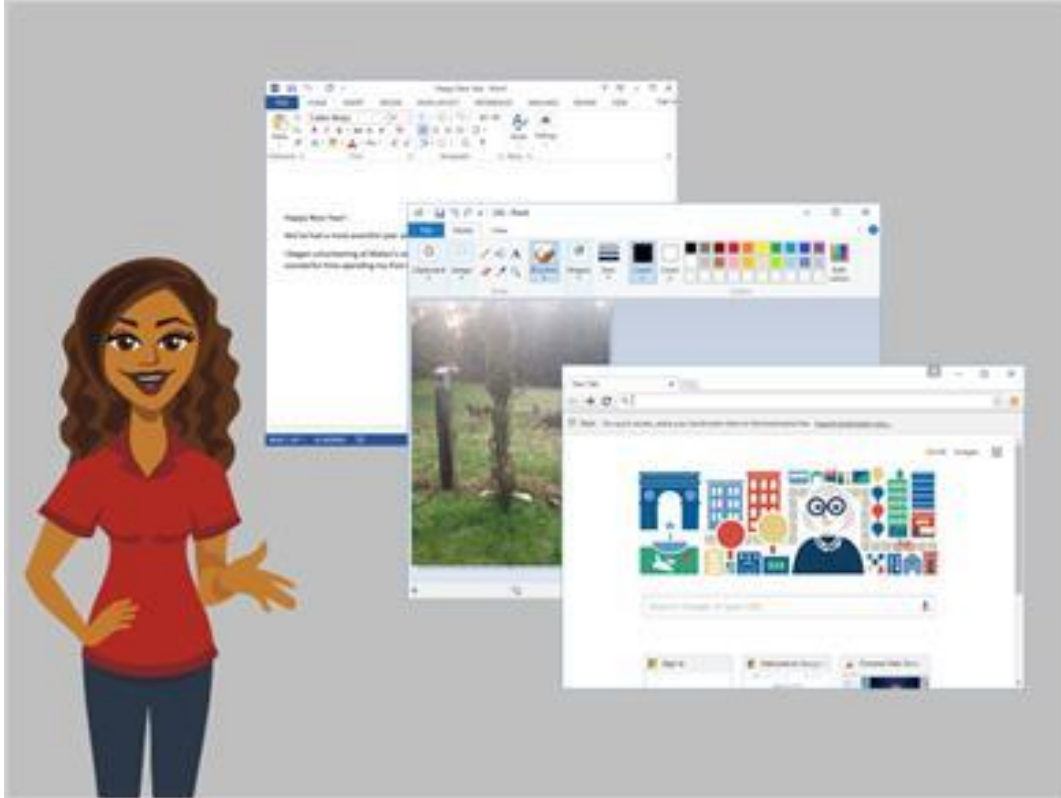
Working from the Desktop



The Windows desktop is similar to the top of a desk you would find in an office or home. For example, **on Celine's desk at work she keeps folders with papers** in them, and other items that she needs to get things done such as a calculator for math and a pen for writing.



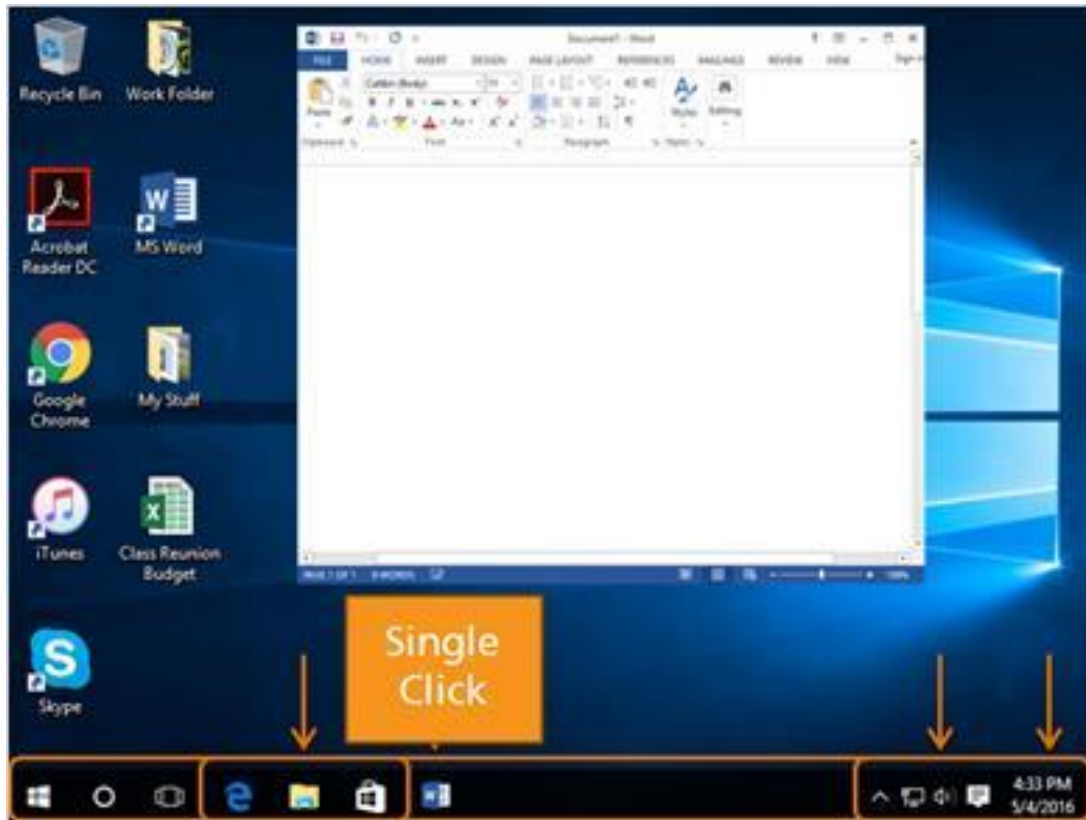
Just as Celine has folders and tools on her wooden desk at work, she also has tools **and folders on the computer's desktop**. **These are short cut icons**. **Double-clicking** on them will open an application right from the desktop.



Applications are software or tools that allow you to do things on the computer. Some applications allow you to work on text documents, like Microsoft Word, and others allow you to do things like edit pictures or access the Internet.



Instead of handwriting a letter with pen and paper, Celine will type the letter on the computer. To do this, she will double-click on the shortcut icon to open Microsoft Word.



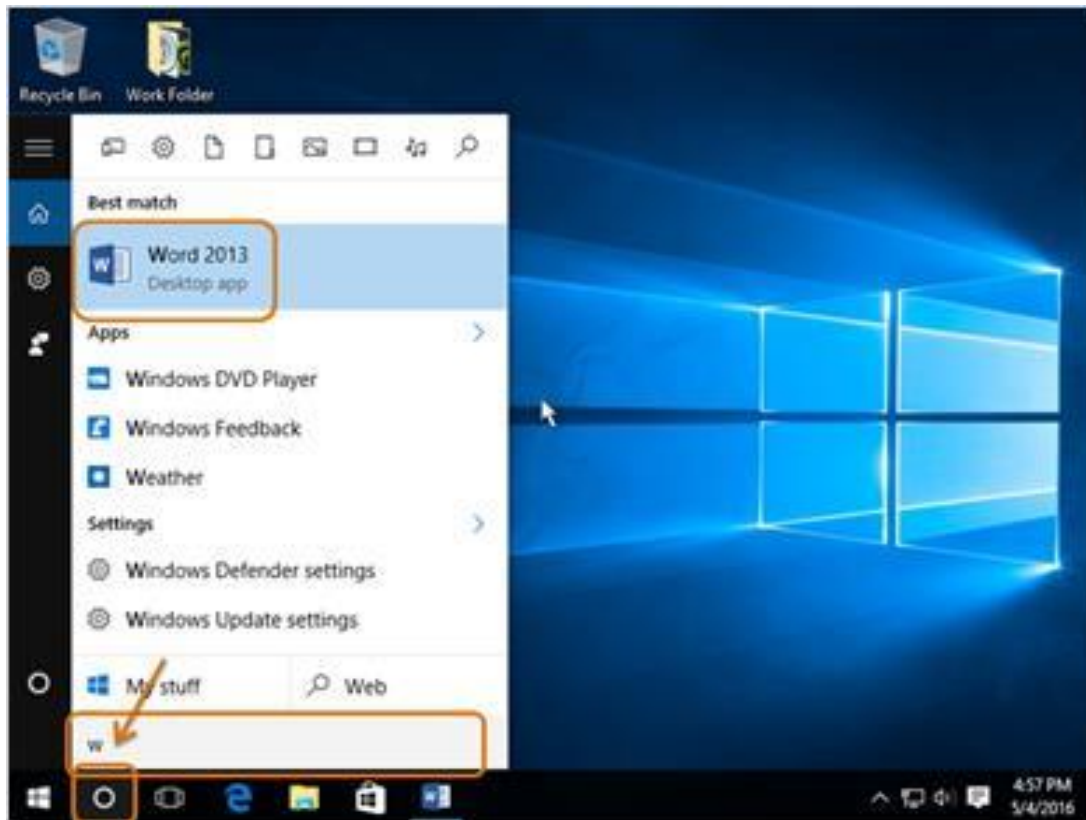
The task bar is located at the bottom of the screen. It can also show shortcut icons for commonly used applications much like the icons on the desktop. Just a single click on a taskbar icon will open the application. The task bar also shows an icon for any task or program that is currently open. You can use these buttons on the taskbar to switch between the different windows you have open. Information like the date, time, and volume control are also found on the right edge of the taskbar.



The taskbar also includes the Windows icon. Clicking on this opens the Start Menu. The Start Menu provides access to all the programs on the computer even if there is no shortcut on the desktop. Clicking once on any of these applications will open them. This is another way Celine can open Microsoft Word.



Celine can do more than just programs from the start menu. Click on the highlighted areas to learn more, then click the green button when you're ready to continue.



This icon opens up Cortana, a new feature in Windows 10. Cortana is a virtual assistant. **Sometimes, this can be the fastest way to find the program you'd like to open.** When you type in this box, Cortana begins to display some possible matches. Clicking on the icon from here is another way to open the application.



Different ways to open an application

1. Double click on the Desktop icon
2. Single click on the Taskbar icon
3. Select your option from the Start menu
4. Search and select your option from Cortana

Continue →

Celine is happy to learn that there is more than one way to open an application on the computer. She is sure she'll remember at least one of them the next time she borrows her son's computer.