Lab – Explore the Windows Desktop

Introduction

In this lab, you will explore the Windows Desktop, Start Menu, and Taskbar.

Required Resources

- Windows PC

Instructions

Step 1: Explore the Windows Desktop.

After logging into Windows, you are presented with the Windows Desktop.

Questions:

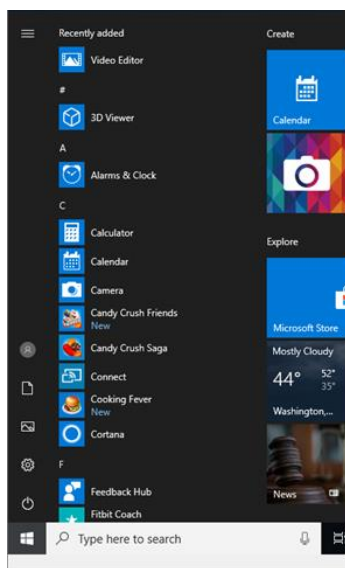List some of the icons that are on the Desktop.

Type your answers here.

What type of information is available on the Desktop and Taskbar?

Type your answers here.

Step 2: Explore the Start Menu.

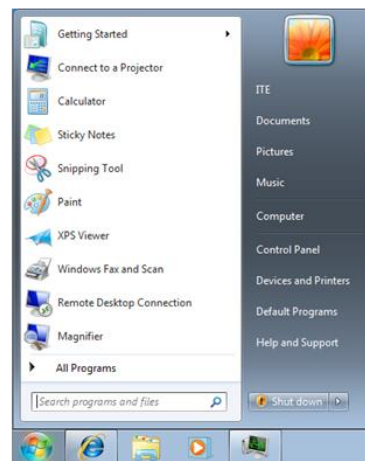The Start Menu is where you can locate your installed program and find files or folders.

a. Click **Start**. The images show the differences in the Windows Start Menu in the different Windows versions.

| Windows 10 | Windows 8.x | Windows 7 |

Question:

Name a few applications listed in the Start Menu.

Type your answers here.

b. Right-click an application or a Windows tile from within the Start Menu.

Question:

What are some of the available options?

Type your answers here.

Step 3: Explore the Taskbar.

a. To search for a program or file, enter the name in the Search bar to the right of the Start button. You could also use your voice to ask Cortana to search for the desired program or file.

For Windows 7, click **Start** > enter the name in the **Search programs and files** to search a program or file.

For Windows 8.1, click **Start** > click the Magnifying glass > enter the name of the desired program or file.

b. Right-click the Taskbar to select the **Taskbar settings**.

Windows 7: Right-click the Taskbar > click **Properties** to select Taskbar and Start menu Properties.

Windows 8.x: Right-click the Taskbar > click **Properties** to select Taskbar and Navigation properties.

Question:

What are the available options in the Taskbar settings?

Type your answers here.

c. Task View is the native virtual desktop feature for Windows 10. This allows you to view multiple desktops and used applications at the same time. Click **Task View**. (The icon is normally to the right of the Search bar.)

Question:

What are the available options in the Task View settings?

Type your answers here.

d. In the Task View, create a new desktop.

e. Navigate to Desktop 1 and open an application in Desktop 1.

f. Open the same application in Desktop 2 that was opened in Desktop 1.

Question:

What happened?

Type your answers here.

g. The Notification area on the right edge of the Taskbar provides system information.

List some examples of system information below.

Type your answers here.

h. In Windows 7 and 8.x, you can customize the Notification Area. Click the triangle > **Customize** or click **Start** > navigate to **Control Panel** > **Notification Area Icons**.

Questions:

What are the behavior options for the icons?

Type your answers here.

Click **Turn system icons on or off**. List the system icons that can be enabled.

Type your answers here.

In Windows 7, 8.x, and 10, click the triangle, try to rearrange the icons or add/remove icons from the notification area by dragging them from the expanded triangle to the taskbar. For example, you can move the battery icon from the expanded triangle to the Taskbar.

i. Action Center is a new feature in the notification center in Windows 10. Click the Notification icon in the Taskbar > select **All settings** or click **Start** > search for **Settings**. Then click **System** > click **Notifications & action**.

Question:

What can you do in the Notification & actions Settings window?

Type your answers here.