

TAMING THE TIGER

aka Windows 10

Presented by Bill Wilkinson

Most Windows 10 users are familiar and comfortable with two aspects of the operating system: sending and receiving emails, and surfing the Internet. However, Windows 10 can be a much more powerful instrument if easily implemented strategies are followed.

This six-hour hands-on class will explore forty-four of these strategies, one at a time.

1. Remove the Clutter from your computer automatically.

Windows can automatically free up space by getting rid of files you don't need, like temporary files and the content of the recycle bin that are over 30 days old.

- a) Go to **Settings** > (Windows + I)
- b) **System** >
- c) **Storage**.
- d) Under **Storage Sense**, click on *Change how we free up space*.
- e) Under **Temporary Files**, select the three boxes.
- f) Finally, click **Clean now** and close the window.

2. Access 20 special controls with just two keystrokes.

Right-click the Start button to produce an expanded and specialized set of 20 menu items. (Another way to access the same set of specialized options: press Windows + X.)

3. The hidden "Contact Support" app can place you in contact with a Microsoft Answer Tech.

You can open a text chat session with a Microsoft "Answer Tech" if you need help. There's also an option to supply your phone number and have a tech support person call you at a time you specify.

To open the app, type *Support* in the search box and click on the Get help result that appears at the top of the column. (You must be signed in to a Microsoft account.)

4. Choose which folders appear on the Start Menu.

The extreme left column of the Start menu (press Windows key) features the options that are available to you by default. Each can be turned on or off, depending upon which options you wish to use.

To control the options:

- a) Use **Windows key + I** to go to **Settings**.
- b) Then **Personalization**.
- c) Then **Start**.
- d) Generally, you will want to make sure six of the seven options listed are turned off. Confirm that the option *Show app list in Start menu* is **On**.
- e) Now click on *choose which folders appear on start* and select from the 10 folders listed.

5. There's a fast way to search for an app.

The main column of the Start menu (press Windows key to access) lists all the applications that are installed on the computer. A standard strategy for searching is to use the strolling bar to move up and down the list. A faster way to search is to click on any one of the alphabet boxes to bring up the entire alphabet. If a letter is gray, no apps are housed under that letter. Click on the alpha block that houses your target app.

6. A Different Way to view all the apps on your computer (Tablet Mode)

Although the special Tablet Mode menu was designed for use with a Windows Tablet, some Windows computer users (especially those who have touch screens) may like to have all their apps spread out on a matrix with rows and columns.

- a) Click on the **Action Center** icon (Windows + A) on the far right side of the Taskbar.
- b) Click on the **Tablet Mode** tile.
- c) Click on the **Windows** key in order to view the Tablet Mode screen.
- d) In the uppermost left corner of the screen, click on the third symbol down from the top.
- e) This view shows large tiles that can be accessed conventionally with a left-click or a right-click.

- f) Exit the Tablet Mode by returning to the Action Center icon and clicking the Tablet Mode tile.

7. Bump up the size of text, apps, and other items as viewed on your monitor.

- a) Go to **Settings** (Windows + I).
- b) Click on **System**.
- c) Click on **Display**.
- d) Under *Change the size of text, apps, and other items*, increase the scale to 125% or 150%.
- e) Click on *sign out now*.

8. Remove multiple shortcuts from the Desktop in one motion.

While on the Desktop (Windows key + D), click on each of the shortcut icons you wish to remove while holding down on the Control key. This action will highlight all that you have selected. Finally, press the Delete key on your keyboard. (Only the Recycle Bin cannot be deleted by using this method.) The deleted items will be sent to the Recycle Bin where they can be “restored” or dragged back to the Desktop.

Unfortunately, Microsoft has not provided a way to remove tiles from the Start Screen except one-at-a-time.

9. Add or remove the traditional “desktop icons”.

You can change the special icons shown on the desktop. For example, you can enable or disable any of the following icons: This PC, aka File Explorer, Recycle Bin, and Control Panel are notable.

To enable or disable a “desktop” icon on the desktop, follow these steps:

- a) Open **Settings** (Windows + I).
- b) Click **Personalization**.
- c) Click **Themes**.
- d) Click **Desktop Icon Settings**.
- e) Check the desktop icons that you want to enable.
- f) Uncheck the desktop icons that you want to disable.
- g) Click OK.
- h) Close Settings.

10. Reposition your favorite apps to the Start Screen, the Taskbar, or the Desktop.

When you open the Start menu, you'll see a small tile for every program on the computer, and you can *pin to start* or *pin to taskbar* any of them with a right-click option. The *pin to taskbar* option is partially hidden under the *More* option, however.

You can also pin any application to the Desktop where it will become a shortcut icon. It's as easy as a *left drag and drop* from its home location to the Desktop on the right.

11. Place GodMode on Your Desktop as a Super Control Panel.

GodMode provides a unified, categorized view of all of Windows' far flung features, commands, settings, and functions, all in one place that you can open with a single click.

To activate GodMode:

- a) Right-click on your Desktop.
- b) Select New > Folder to create a new empty folder on your desktop.
- c) Then copy this string of characters below to your clipboard:
GodMode.{ED7BA470-8E54-465E-825C-99712043E01C}
- d) Right-click on the new folder and select "Rename."
- e) Paste the string into the space for the folder's name and press Enter.
- f) Now, whenever you open that folder, up will pop the super menu of options that is GodMode.

12. To keep things tidy, uninstall apps that you don't use.

To uninstall a legacy program (an application that was developed pre-Windows 8):

- a) Right-click on the **Start** button.
- b) Click on **Apps and Features**.
- c) On the next screen, click on **Programs and Features**, located in the far right column.
- d) Find the list of installed programs and uninstall programs you don't use and don't need. This can help speed up your PC, as those programs might include background processes, autostart entries, system services, context

menu entries, and other things that can slow down your PC. It'll also save room on your hard drive and improve system security.

To uninstall a Modern App (designed for Windows 8/10), right-click on its Start Menu icon and select *Uninstall*. If the uninstall feature is not present, the app cannot be uninstalled by conventional means.

You can also remove the Store apps via **Settings** (Windows + I), then **Apps**, followed by **Apps and Features**.

The right panel will be populated with the list of preinstalled Windows 10 apps, some of which you can remove. Click on an app to see the options Move and Uninstall. Click on **Uninstall** to remove the application. (*The Uninstall feature is not available for many of the Windows 10 apps. Microsoft believes that some of them are essential to you, and hence the Uninstall button is greyed out*).

13. If you have a file folder that you go to frequently, you may wish to pin it to the Desktop for quick access.

You can right-click on any folder (generally accessed via File Explorer), and then *send to: desktop (shortcut)*. This action will place a shortcut to the target folder on your Desktop.

14. Pin a website to the Start (all apps) menu.

- a) Open Edge from the Taskbar.
- b) Click on the + tab at the top of the Edge window (or press CTRL + T).
- c) Access the target website.
- d) Click on the three horizontal dots in the upper right corner of the page.
- e) Click on **Open with Internet Explorer**.
- f) Click on the Cog Wheel in the upper right corner of the window.
- g) Click **Add site to apps**.
- h) Click **Add**.
- i) Click on Start button (lower left corner of Taskbar).
- j) The target website is now listed in alphabetical order on the All apps list.

15. Disable programs that run at startup.

Most of us are aware that Microsoft and third-party software companies try to install their products so that they will run at Startup. As long as your computer has

only one or two of these applications starting when you boot up, the boot time is indiscernible. However, over time, more and more of these programs are added to Startup without your knowledge, thus creating a noticeable slowdown at bootup. When this happens, we have learned to access the Taskbar, then the Startup tab, and then disable most of the listed programs.

- a) Right-click on the **Taskbar** and select **Task Manager**.
- b) Click on the **Startup** tab and disable startup applications you don't need. Windows will helpfully tell you which applications slow down your startup process the most.
- c) If you have a question about one of the entries, right-click on it and select *Search online*.

16. Stop background apps from running.

In Windows 10, you have access to another group of programs that are called Background apps. These apps, especially ones that you are not using, can be turned “off” in order to conserve power, especially important in a laptop running on battery.

To control these background apps:

- a) Select **Settings** (Windows + I)
- b) Click on **Privacy**.
- c) Click on **Background Apps** near the bottom of the list.
- d) Toggle the button to “off” for the apps that you don't use often.

Please note there is a reason for these background apps to run continuously on your system even when you don't use them. The apps listed in this page receive information, send notifications, and stay up-to-date.

17. Place a shortcut for shutdown on your desktop

To create a shortcut icon for Shutdown:

- a) Right-click on an open area of the Desktop.
- b) Go to New, then Shortcut.
- c) Enter **shutdown /p** as the location of the item and press Next. (Note the space between shutdown and /p.)
- d) Now name the shortcut *Shutdown* and press Finish.

- e) Right-click the shortcut that now appears on your Desktop and navigate to Properties.
- f) Choose Change Icon in the Shortcut tab and then OK to leave the warning box.
- g) Choose (click) an icon of your choice from the list.
- h) Finally, click OK.



18. Customize the taskbar.

Just as in older versions of Windows, you can customize the taskbar in Windows 10 in the following ways:

- Lock the taskbar so that other users can't change it.
- Set the taskbar to auto-hide.
- Set the taskbar to use small buttons.
- Change the taskbar's location on the screen from the bottom to the top, or to the left or right of the screen.
- Set how taskbar buttons appear (either always combined with the labels hidden, or combined only when the taskbar is full, or never combined).
- Set whether to use the Peek feature to preview the desktop when you move your mouse to the Show Desktop button at the extreme right end of the taskbar.

To customize the taskbar, follow these steps:

- a) Right-click on the Taskbar.
- b) Click on Taskbar settings.
- c) Set how you want the taskbar to behave by checking the available settings.
- d) Close the Taskbar dialogue screen.

19. Don't have the Taskbar's Search box add to the clutter.

The Search box that appears by default on the left side of the Taskbar consumes a large amount of territory, thus limiting the amount of room for important icons that you have selected for quick access. Follow these steps to replace the search box with a small icon:

- a) Right-click on the Search box.
- b) Move up to Cortana, then over and click on *Show Cortana icon*. This action will cause the search box to be replaced by a small circle.

- c) By clicking on the small circle, the search box will reappear, but will be repositioned on the line immediately above of Taskbar.
- d) Once you make this selection, the small circle will remain, even after future boots.

20. Disable the Task View: another way to reduce the clutter on the Taskbar.

There is a **Task View** button that provides an overview of all your open windows and virtual desktop features. When it is enabled, the Task View button will always appear to the immediate right of the search bar/icon.

This feature is enabled by default. If you'd like to disable it:

- a) Right-click on a blank area of the taskbar.
- b) Deselect the *Show Task View button*.

21. Change the desktop's background (wallpaper).

The default 3D desktop background or wallpaper in Windows 10 is impressive, but not all users want to keep the same desktop background forever, and many want to change the default desktop background to an image of their choice (including family photos).

When you right-click on the desktop and click the **Personalize** option, the *Background* link will open. From there, you can designate your desktop background as a single picture, solid color, or slideshow.

An alternative route: **Settings > Personalization > Desktop**.

If you choose a single picture, you will have access to the five most recently used photos that you have used.

If you want to choose a single picture from your pictures file, press **browse** and you will be taken to your pictures folder.

If you want to present a slideshow of a picture collection from an individual folder, press *slideshow*, then **browse**. If you want your slideshow presentation to include photos from more than one folder, you will need to create a new folder and paste your selected pictures into that folder.

22. Set which quick action icons appear on the Taskbar's far right side (previously known as the Systray).

You can customize the settings to show more or fewer icons on the right side of the taskbar. Here's how:

- a) Open **Settings**. (Windows + I)
- b) Click **System**.
- c) Click **Notifications & Actions**. The settings for notifications and quick actions are shown.
- d) In the Quick Actions section of the window, click *Add or remove quick actions*. A long list of icons is shown. Each has a switch to turn it On or Off.
- e) In the list of icons that appears, set the icons you want displayed to On and the icons you don't want displayed to Off. The icons that you set to On are immediately shown along the top of the window. The Quick Actions you choose will appear at the bottom of the Action Center button on the Taskbar.
- f) Each quick action will appear in the same order on both the Notifications and Actions page and the Notifications area of the Taskbar.
- g) Close the Settings window.

23. Show Important System Icons (Clock, Volume, Network, For Example) On the Taskbar's Systray

You can easily tweak which system icons appear in the Taskbar's systray.

- a) Right-click any open area on the Taskbar and then click **Taskbar Settings**.
- b) On the taskbar settings page, scroll down toward the bottom and click the *Turn system icons on or off* link.
- c) You'll see a list of system icons. Toggle each one on or off to suit your needs. As you toggle them, the representative icons will either appear or disappear from the system tray.

24. Notifications in the Action Center advise you of important issues at a glance. You decide which ones to allow.

When an important notification appears on your desktop (generally, in the lower right corner of the screen) or when you view it in the Action Center (**Windows key + A**), you can expand it to take action without having to open the related app. If you don't want to take any action, just clear the notification by pressing the X button that appears to the right of the notification.

The Action Center puts important notifications—from your applications and from Windows—right on the taskbar, along with new quick actions, which get you to your most-used settings and applications instantly.

- a) To display the Action Center, click on its taskbar icon or use Windows + A.
- b) The taskbar icon shows a white background when you have a new notification waiting. The icon is by default black when there are no new notifications waiting.
- c) In the *Notifications and Action* section (go to **Settings**, then **System**), you can choose which apps are allowed to provide notifications.

If you want a break from being pestered by notifications, the **Quiet Hours** tile in the Quick Actions area is available. You can also silence the Action Center by right-clicking on its taskbar icon and choosing "Turn on quiet hours." Note that this is an option that can be toggled on or off.

25. How to Enable Windows Defender's Limited Periodic Scanning.

(this is necessary only if you have installed another antivirus program)

This option is named "limited periodic scanning," to be activated after you have installed a third-party antivirus product. Enable it and Windows Defender will occasionally perform a scan to check for any malware that your primary antivirus product may have missed. However, it's not enabled by default. You will want to enable it.

To access it:

- a) Go to **Settings** (Windows key + I).
- b) Click on **Update & Security**, then **Windows Defender**.
- c) Click on the *Open Windows Defender Security Center* box. Also note that a white shield representing the Windows Defender Security Center is located on the Taskbar, just to the left of the time/calendar.
- d) This action will take you to the Security Center where your computer's protection is being monitored.

You can only enable this feature if you're using another antivirus program. If you haven't installed another antivirus program, Windows Defender is already enabled and helping protect your computer with both real-time and scheduled system scans.

Windows Defender will automatically be updated with the latest antivirus applications through regular Windows Update.

26. Don't go overboard with live tiles*. They consume system resources.

If an app has the option to be a live tile, it means that it can display pertinent information on the face of the tile rather than just a logo. For apps such as Weather or News, this could actually be useful and provide up-to-date information. Most apps, though, don't support any live tile function, and those that do provide very little useful information. (Note that the more live tiles you have running, the more system resources that are being consumed in accessing the Internet.

*a live tile is an application that has access to the Internet and provides up-to-date data on the face of the tile *as long as it is located in the Start Screen*. Examples of live tiles: weather, news, maps, messaging, and Movies & TV.

27. The best way to conduct a search of data files on your hard drive is via File Explorer, not the Taskbar's Search icon.

The File Explorer (Windows + E) search bar which is located in the upper-right corner of the File Explorer window, always starts with "Search," followed by your current location in File Explorer. This search bar functions differently from the search bar found on the taskbar. First, you can use File Explorer's search bar only to search for files and folders on your computer. Also, the search is performed only in your current location. For example, if you're in Documents and you type the name of a file, Windows 10 searches for it only in the locations found in Documents. Similarly, if you go to the Pictures folder and you type the name of a file, Windows 10 searches for it only in the Pictures folder.

28. Create quick access to the files that matter most.

The age-old shortcut for accessing File Explorer is Windows key + E. An alternative is to have a **This PC** shortcut posted on your Desktop. Double-click on the icon to open the Explorer.

The Quick access page is the shortest route to files you've been working on and folders you often use.

To make sure an important folder shows up in Quick access, right-click the target folder and then select **Pin to Quick access**. A pin icon shows you which folders you've pinned, so it's easy to tell them apart from the rest. They will be prominently clustered at the top of the navigation (left) column.

29. Enable and use the File Explorer's preview pane to preview individual documents, images, and videos.

In File Explorer, you can enable a Preview pane that is shown on the right side of the window. As the name implies, you can use it to preview the contents of certain types of files (text, images, and videos). For example, if you select an image file in File Explorer, you can see a preview of it; if you select a text file, you can preview its contents.

To enable the Preview pane, Open File Explorer (Windows +E) and follow these steps:

- a) In the File Explorer window, click the **View** tab.
- b) In the Panes section, click the **Preview Pane** button. The Preview pane is added to the right side of the File Explorer window.
- c) Select several files one by one. You can preview their contents in the Preview Pane if they are text, images, or videos.

To disable the Preview pane, just follow steps 1 and 2 above. The Preview Pane button is a toggle on/off switch.

30. Always show the menu bar in all your windows

A feature that Microsoft left out of Windows 7-10 that was in previous versions of Windows going way back to Windows 95 was the Menu Bar with “File, Edit, View, etc.” options that appeared at the top of each window. Apparently, the Microsoft engineers didn't think we would want to use it. They were wrong!

Fortunately, there are a couple ways to recover the Menu Bar in all your windows and make it stick.

Just click the Taskbar's Search Box and type **Folder Options** and then press <Enter>. Click on File Explorer options at the top of the column and then click on the **View** tab if it's not already selected. Now under the Advanced Settings area, check “**Always show Menus**”. Click **OK**.

You only have to make this adjustment once. From that point on, the change will “stick.”

31. It's easy to sort files and folders in File Explorer.

File Explorer offers the Sort tool for sorting the files and folders that you're viewing based on criteria such as their name, type, size, authors, and date. To sort the files within a folder, Open File Explorer (Windows +E) and follow these steps:

- a) Navigate to the folder that you want to sort and open it.
- b) Click the **View** tab on the Ribbon and select **Details**.
- c) Click on the column heading that you want to use as your sort routine.

32. Use check boxes to identify the files and folders that you have selected.

You can set File Explorer to display check boxes near the name of each file and folder. You can then use these check boxes to select files and folders. It is considerably more accurate than clicking directly on each file and risking making duplicate files with a slight mouse movement.

To enable check boxes in File Explorer, follow these steps:

- a) Open File Explorer (Windows +E).
- b) Click the **View** tab on the Ribbon.
- c) In the **Show/Hide** section, click **Item Check Boxes**. Check boxes are now shown each time you move your cursor on top of a file or folder. Click the check box to select that item.
- d) To disable the check boxes, retrace the preceding steps.
- e) The Item Check Boxes will be either On or Off, depending upon how you have set it.
- f) Close File Explorer.

33. Select multiple files or folders in File Explorer.

When you are working with files and folders in File Explorer, sometimes you may want to select more than one item. For example, you may want to select a group of files and delete them or select multiple folders and move them to another location. Here's the quickest way to select items in File Explorer:

- a) Click the first file or folder that you want to select.
- b) Press and hold the Ctrl key on your keyboard.
- c) With the Ctrl key still pressed, click each file or folder that you want to select.
- d) Release the Ctrl key after you have selected the items. Each of the selected items is highlighted with a blue bar in File Explorer. Now you can apply commands (via right-click on one of them) like Cut, Copy, or Delete to all selected items.

34. Check folder sizes at a glance.

When you view Windows Explorer (Windows key + E) in Details view, the Size column shows the space consumed by individual files but provides no information on the size of folders.

To find the total size of any folder (or nested folder) contents, right-click on the target folder, and then click on Properties. The total size of that folder's contents will appear.

This information is especially important if you are planning to copy the entire contents of a folder to another medium, e.g., a flash drive.

35. From within the Edge browser, pin a current web page to the Taskbar.

Edge allows you to open the menu (designated by ... three dots in the upper right corner) and select *Pin this Page to the Taskbar* as an icon that's quickly accessible.

36. Change your default search engine in Microsoft Edge.

To change your search provider:

- a) Open Microsoft Edge and click the menu button (that's the button with three horizontal dots at the top-right corner of the Edge window). Select "Settings" in the menu. It is located at the bottom of the list.
- b) Scroll down in the Settings panel and click the "View advanced settings" button near the bottom.
- c) Scroll down again in the Advanced settings list and you'll see the "Search in the address bar with" box. Click it and select "Add new."
- d) You'll see a list of available search providers. Select the search engine you want to use and click "Add as default."
- e) If the search engine you want to use doesn't appear here, *be sure you've visited the preferred search engine's homepage first*. If you have and it still doesn't appear, that search engine doesn't support OpenSearch yet.

37. Change Edge's homepage(s); you can have more than one.

The homepage in Windows Edge is the page that loads automatically each time you start this browser. You can easily change the homepage and make it anything you want. It can be any web page on the Internet. It can be the default page provided by Edge when you installed Windows 10, the current page that's loaded in the active tab, or a new, empty tab.

To change the Edge homepage, follow these steps:

- a) Open Edge.
- b) Click on the three horizontal dots that appear near the upper right corner.
- c) Move down to **Settings**.
- d) Click on Open with *a specific page or pages*.
- e) Select *Custom* from the list that appears immediately below.
- f) In the *Enter a Web Address box*, type the address of your target homepage.
- g) Finally, click the “save” sign to the right of the homepage you just selected.
- h) When you close and then reopen the Edge browser, you will be taken to your preferred homepage.

38. From within the Edge browser, turn on autocomplete.

From within your Edge browser, AutoComplete makes suggestions in a pull-down menu as you type information into your search bar. If this feature has been disabled in your Edge browser, you will certainly want to turn it back on. Follow these steps to do so:

- a) Open Microsoft Edge.
- b) Click on the Menu icon (three horizontal dots near the upper right corner).
- c) Click on **Settings**.
- d) Click on **View Advanced Settings**.
- e) Turn on the toggle switch to **Show search and site suggestions as I type**.

39. Add frequently used web pages to your Edge favorites.

When you find a Web page that you would like to add to your Favorites for quick access later on, follow these steps.

- a) Open the Edge browser.
- b) Display the page that you would like to store as a Favorite.
- c) Click on the **STAR** on the menu bar.
- d) Assign a name to the favorite.
- e) Click on either **Favorites** or **Favorites Bar**.
- f) Favorites that you pin to the Favorites Bar will appear on a bar near the top of the browser.
- g) Click on the Hub tab (three horizontal lines) on the browser’s menu bar to view all the webpages in the Favorites list.

40. Change or delete your password(s) for your accounts

NOTE: YOUR MICROSOFT ACCOUNT REQUIRES A PASSWORD; YOUR LOCAL ACCOUNTS DO NOT REQUIRE A PASSWORD.

- a) Go to **Settings** (Winkey + I).
- b) Click on **Accounts**.
- c) Click on **Your info** to verify your current active account.
- d) Click **Sign-in options** in the left column.
- e) If your Local account has a password, it can be removed here.

If your Local account has no password, it can be added here.

Your Microsoft account must have a password. However, it can be changed here; you can also add, change, or remove the four-digit pin here.

41. Install Apps from the Windows Store

Installing an app from the Windows Store involves just a few steps:

1. Open the Windows Store.
2. Browse the Windows Store until you find the app that you're looking for or search for that app, using the search box in the upper right corner.
3. Click the app that you want to install.
4. Read the app's description to confirm it's the one you want.
5. Click the Install button to install the app. A progress bar appears below the app's name and description.
6. When the app is installed, close the Windows Store. If an app is a paid app, you don't see an Install button. Instead, you see a button with the app's price on it. Click it to purchase and install that app. Some apps offer a free trial so you can test them before purchasing. If you want to try an app before buying it, click Free Trial to install it.

42. Scrub Your Prefetch Folder

One of Microsoft's big advances associated with the development of Windows 10 was that it loads applications much faster than its predecessors. To accomplish this feat, the operating system gathers information about each program that you launch and stores that information in the Prefetch folder. Then on subsequent restarts, Windows uses the information in the Prefetch folder to essentially preload (fetch) parts of those programs at boot time. Thus, when you launch your application, it appears to load really fast.

However, the Prefetch folder can accumulate too much information over time. This makes the operating system so busy loading bits and pieces of lots of applications

into memory that it ends up slowing down the boot process. Fortunately, you can clean out the Prefetch folder at any time. Follow these steps:

- a) Click on **Start** >>
- b) type **Run** >>
- c) type **Prefetch** in the Open text box and click **OK** >>
- d) click on any one of the files >>
- e) press [**Ctrl**] + **A** to select all files >>
- f) Press **Delete** >>
- g) close the folder.

As you use your system, Windows will rebuild the contents of the Prefetch folder. *You will want to empty the Prefetch folder periodically.*

43. Personalize your live tiles (examples: weather, news, photos, movies & tv)

Live Tiles can display information tailored to your own interests. For example, you can set up Live Tiles that show the latest breaking news, the current weather and forecasts for any spot in the world, plus cuttings from current movies and TV shows.

To find out whether or not an application is “live”, right-click on its icon in the Start Menu, then click *pin to start*. After the tile arrives on the Start Screen, right-click on it, then click on more. Finally, click *turn live tile on*. Be patient, for it may take several seconds for the live tile to receive information from the Internet.

44. Place an Internet Explorer icon on the taskbar

If you want Internet Explorer to be placed on the Taskbar:

- a) Click on the Start Menu.
- b) Click on the All Apps folder.
- c) Find and click on Windows Accessories.
- d) Right-click on Windows Explorer.
- e) Click on *More*, then on *Pin to Taskbar*.
- f) You may wish to reposition the Internet Explorer icon so that it is in close proximity to the Edge browser. (Any Taskbar icon can be dragged and dropped to another position on the Taskbar.)