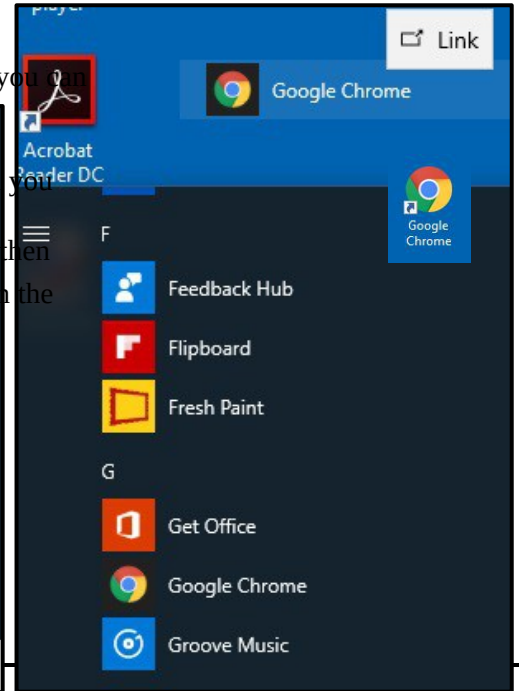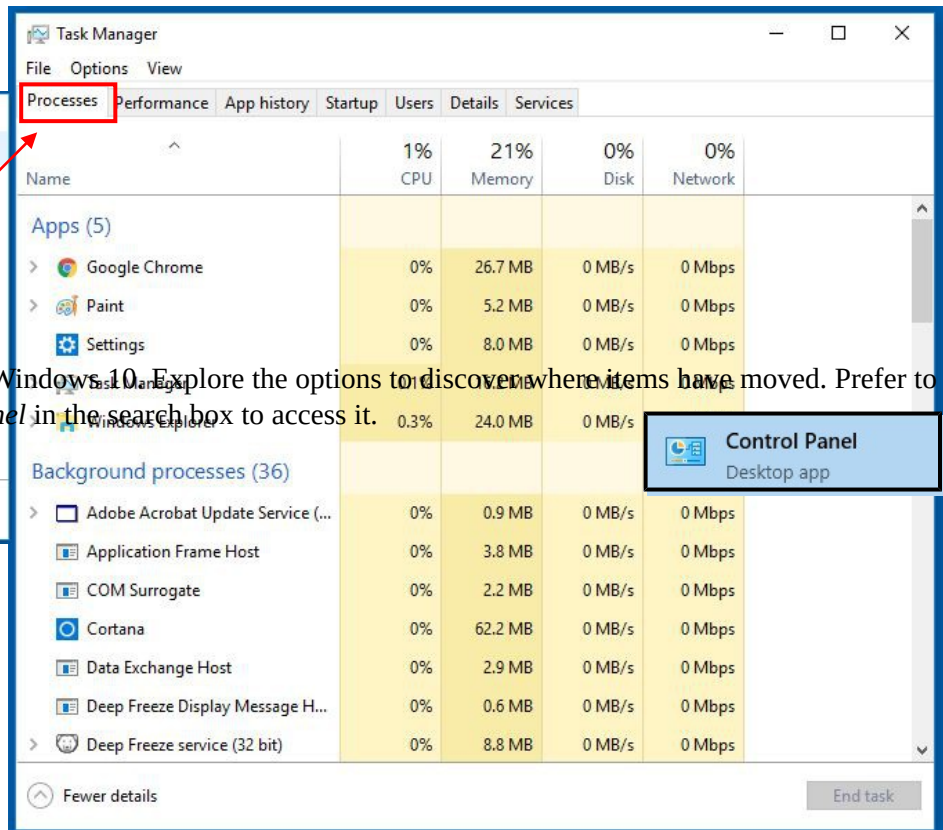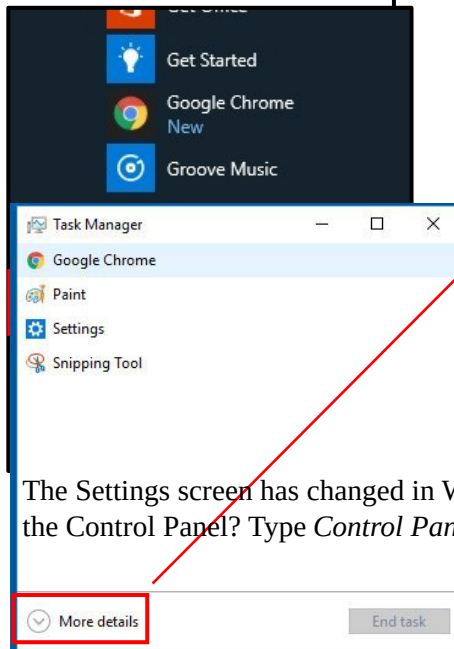**Tips for Installing Apps/Programs**

1. Only download/install programs from official company websites, CD-Roms or the Windows Store
2. Read through instillation agreements carefully to avoid installing unwanted add-ons
3. Some programs require your computer to restart prior to the first use

Creating Desktop Icons

1. Minimize or close all programs so you can see the desktop
2. Open the Start Menu
3. In the list of apps, find the program you want to create a shortcut for
4. Left-click and hold on the app tile, then drag it out to the desired location on the desktop

Accessing Settings

The Settings screen has changed in Windows 10. Explore the options to discover where items have moved. Prefer to use the Control Panel? Type *Control Panel* in the search box to access it.
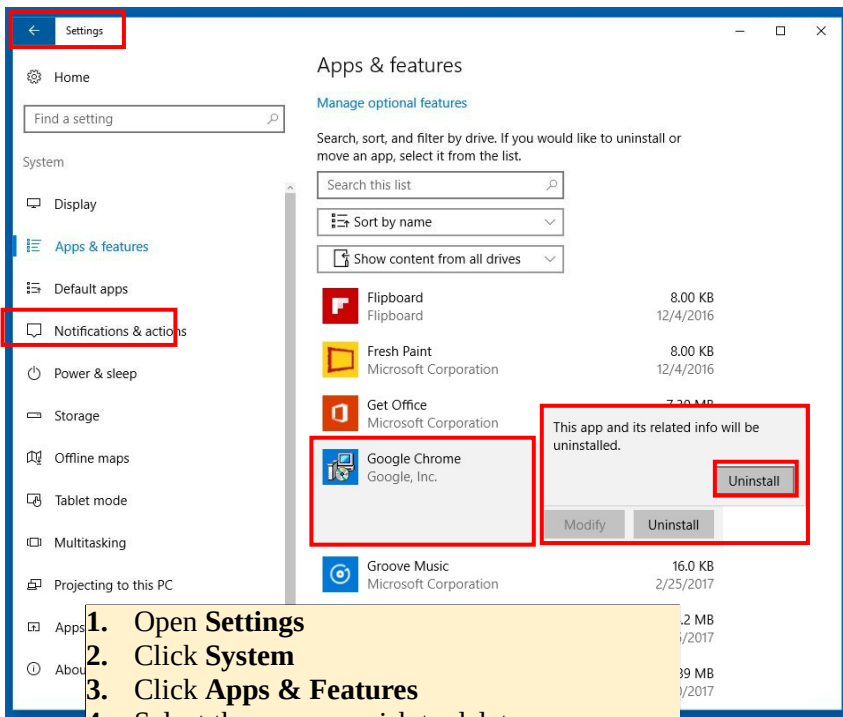
Task Manager

SI

Open Task Manager by pressing **Ctr + Alt +Del** on your keyboard at the same time, and then click **Task Manager**
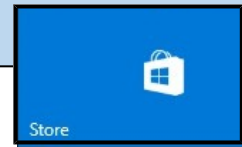
- Use the **Processes** tab to close unresponsive programs
- Use the **Startup** tab to adjust programs that open automatically upon booting Windows

Uninstalling Programs

The **Windows Store** allows you to purchase and download apps, music, Movies, TV shows, and Video games

Windows Defender is a free, built in antivirus program with Windows 10. Paid antivirus software will offer more robust options, but Defender provides basic coverage.

1. Open **Settings**
2. Click **System**
3. Click **Apps & Features**
4. Select the app you wish to delete
5. Click **Uninstall** and follow any prompts