Lab – Explore the Windows Desktop (Instructor Version)

**Instructor Note**: Red font color or gray highlights indicate text that appears in the instructor copy only.

# Introduction

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

# Required Resources

* Windows PC

# Instructions

## 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.

Answers may vary. An example is the Recycle Bin.

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

Type your answers here.

Answers may vary. Example: shortcut to recycle bin, stored files on the desktop, icon of open application, date and time, network connection, and speaker volume.

## Explore the Start Menu.

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

* + - 1. Click **Start**.

#### Question:

Name a few applications listed in the Start Menu.

Type your answers here.

Answer may vary. Some of the examples: Calculator, Command Prompt, and Windows Media Player.

* + - 1. 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.

Answer may vary. Some options can be Uninstall, Resize, Unpin from Start and Pin to taskbar.

## Explore the Taskbar.

* + - 1. To search for a program or file, enter the name in the Search bar. You could also use your voice to ask Cortana to search for the desired program or file.

In Windows 11, click **Search** (magnifier) and enter the name in the Search bar.

* + - 1. Right-click the Taskbar to select the **Taskbar settings**.

#### Question:

What are the available options in the Taskbar settings?

Type your answers here.

Answer may vary. Depending on the Windows OS version: Lock the taskbar, Auto-hide the taskbar, and Use small icons or Use small taskbar buttons.

* + - 1. Task View is the native virtual desktop feature. 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 or magnifier.)

#### Question:

What are the available options in the Task View settings?

Type your answers here.

Answer may vary. Adding a desktop, moving applications to a different desktop

* + - 1. In the Task View, create a new desktop.
      2. Navigate to Desktop 1 and open an application in Desktop 1.
      3. Open the same application in Desktop 2 that was opened in Desktop 1.

#### Question:

What happened?

Type your answers here.

You are able to have the same application running on each Desktop Task Views.

* + - 1. The Notification area on the right edge of the Taskbar provides system information.

List some examples of system information below.

Type your answers here.

Answer may vary. System information such as battery levels, network information, and volume level.

* + - 1. Click the up arrow on the right side of the Taskbar, try to rearrange the icons or add/remove icons from the notification area by dragging them from the expanded up arrow to the Taskbar. For example, you can move the battery icon from the expanded up arrow to the Taskbar.
      2. 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.

Answer may vary. In this window, you can add or remove quick actions or even rearrange the quick action icons, show / hide notifications and choose which apps can display notifications in the notification area.

Action Center has been redesigned in Windows 11 and it is changed to Notification Center and Quick Settings.

To access Notification Center, click the date and time in Taskbar. Right-click the date and time to adjust date and time and notification settings.

To access the Quick Settings, click the status icons that could include network, volume, or battery in the lower right corner, next to the date and time in the Taskbar.

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