

Brighton and Hove U3A: Computer Beginners

De-clutter your Computer Screen

The Start Screen

Your computer has a **Start Menu** which has two columns as shown on the right. Perhaps you would prefer to have fewer items to choose from?



Exercise 1 - Tidy up the Start Menu

You can tidy up the start menu by removing any items you don't need. It is safe to do this as all the Apps are still available if you choose **All Apps**.

1. Type the Windows key or tap it on the screen
2. Identify something on the menu that you wish was gone, for example Twitter
3. Make the *options menu* appear using one of these techniques:
 - a) *Using a touch-screen?* Tap and hold on the tile you want to hide, or
 - b) *Using a mouse?* **Right-click** the tile you want to hide, or
 - c) *Using a touchpad?* Move the pointer to the tile, then tap gently but quickly in the lower right-hand corner,
or
Move the pointer to the tile and tap gently but quickly tap the touch-pad with two fingers at once
4. Then tap or click **Unpin from Start**.



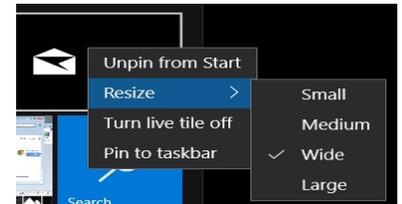
Exercise 2 – More changes to the Start menu

To make tiles smaller - begin as above and choose **Resize**, as shown , then choose small, medium, wide or large.

To make a tile stop changing - choose **Turn Live Tile off**.

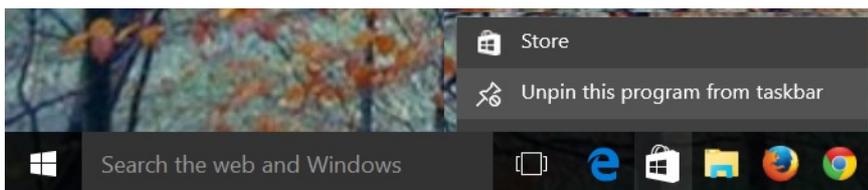
To move tiles around - use the **drag** technique: point at a tile and

- a) drag the tile with your finger, or
 - b) hold down the left-hand mouse or touchpad button and move the pointer with another finger.
- Let go** when it is the right place - or gain thinking time by moving it back to where it started.



Exercise 3 – Tidy up the Taskbar

You can remove things from your **Desktop** and **Taskbar** too. Here is how it looks when you right-click on the **Taskbar** on the Store symbol.



To add an App to the Taskbar - Right-click on the App in the Start menu as above, then choose **Pin to taskbar**.