

Start Menu-Customize

The Start Menu is the central link to the computer's programs, management tools, and file storage structure. The Start Menu can be opened by clicking the **Start Button** (see illustration at right) on the far left end of the **Taskbar** or by pressing the **Windows** icon at the left of the spacebar.



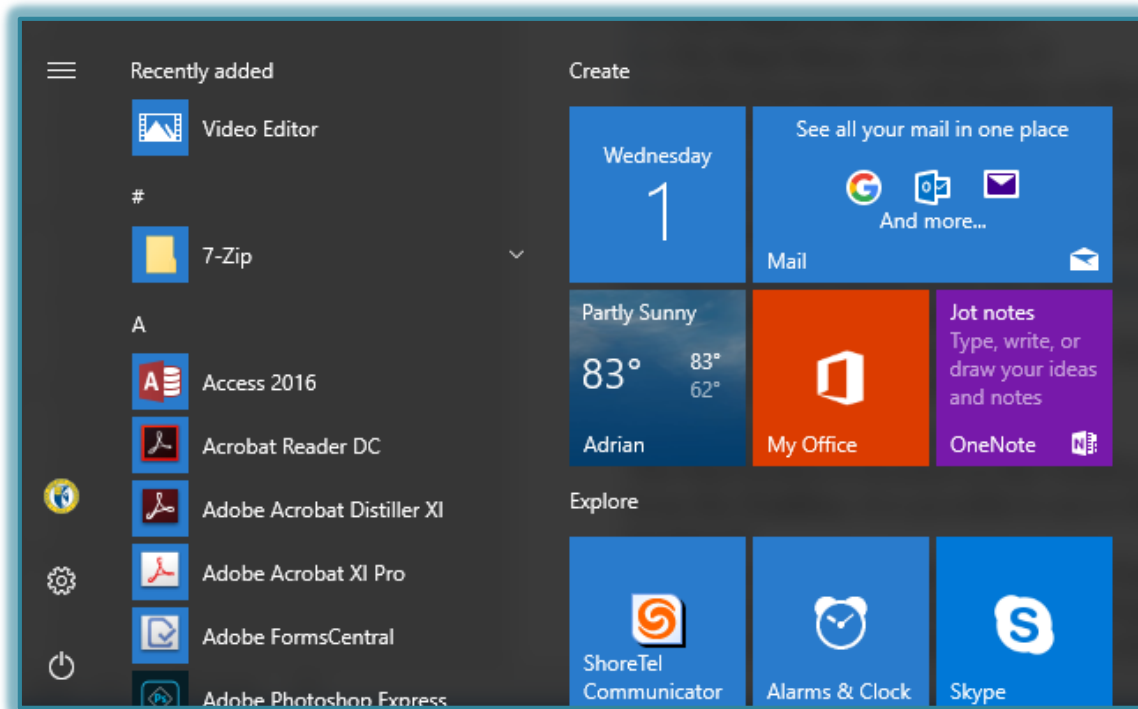
Customize the Start Menu

The tiles on the right side of the Start Menu can be customized to meet individual likes and needs. Items can be pinned to the Start Menu. The items can be arranged in any order and new categories can be added.

Pin Items to the Start Menu

One of the ways to create shortcuts to frequently used programs is to pin them to the Start menu. To do this:

- ✦ Click **Start** on the **Taskbar**.
- ✦ The **Start Menu** will display.



- ✦ A list of programs will display on the **left side** of the **Start Menu**.
- ✦ Scroll down the list to locate the program that is to be pinned to the **Start Menu**.
- ✦ Right-click on the program such as **Word** or **Excel**.
- ✦ Choose **Pin to Start Menu** from the shortcut menu list that appears.
- ✦ The item will appear in the group of tiles on the right side of the Start Menu.

Remove Pinned Items from the Start Menu

- ✦ Click **Start** on the **Taskbar**.
- ✦ Right-click on the program icon for the program that is to be removed.
- ✦ Choose **Unpin from Start Menu**.

Work with Tiles

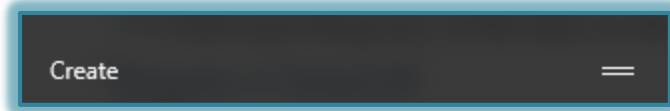
The tiles on the right side of the Start Menu can be arranged in different orders. It is also possible to arrange the tiles in categories or to move tiles from one category to another.

Rearrange Tiles

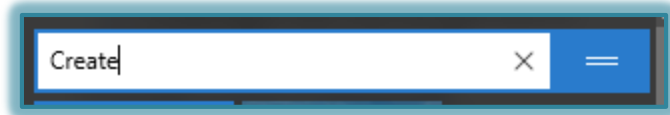
- ✦ Click the **Start Menu** button.
- ✦ Click and drag any of the tiles to the desired location.

Rename a Category

- ✦ Click on the **Category**.



- ✦ Highlight the text in the box.



- ✦ Input the **New Category Name**.

Create a new Category

- ✦ Add a new icon to the Start Menu.
- ✦ A new category will be added.
- ✦ Click on the **Category Name** box.
- ✦ Input a **New Category Name**.