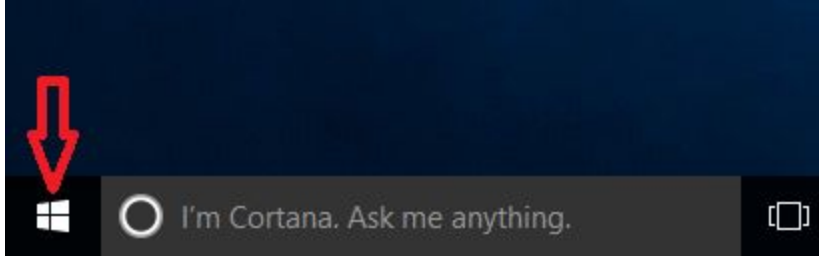


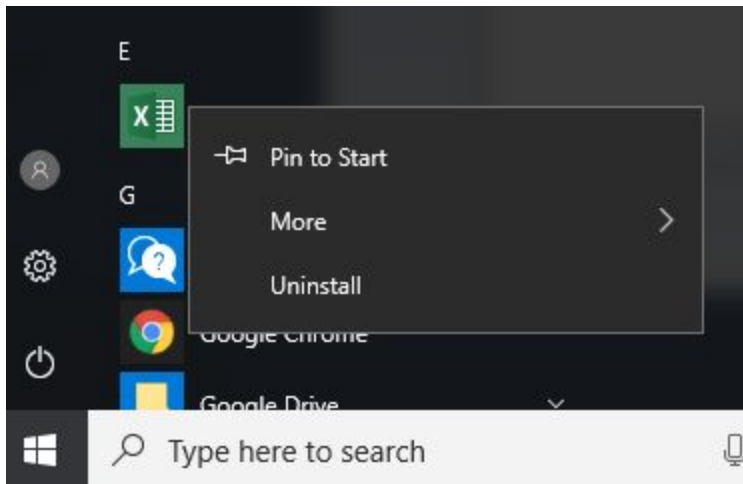
How to Pin a Program to Taskbar (Win. 10)

The Windows 10 taskbar is a handy way to easily access commonly used programs. Here's how you can do this on your Windows 10 computer. (Instructions are very similar for Win. 7 and 8 as well.)

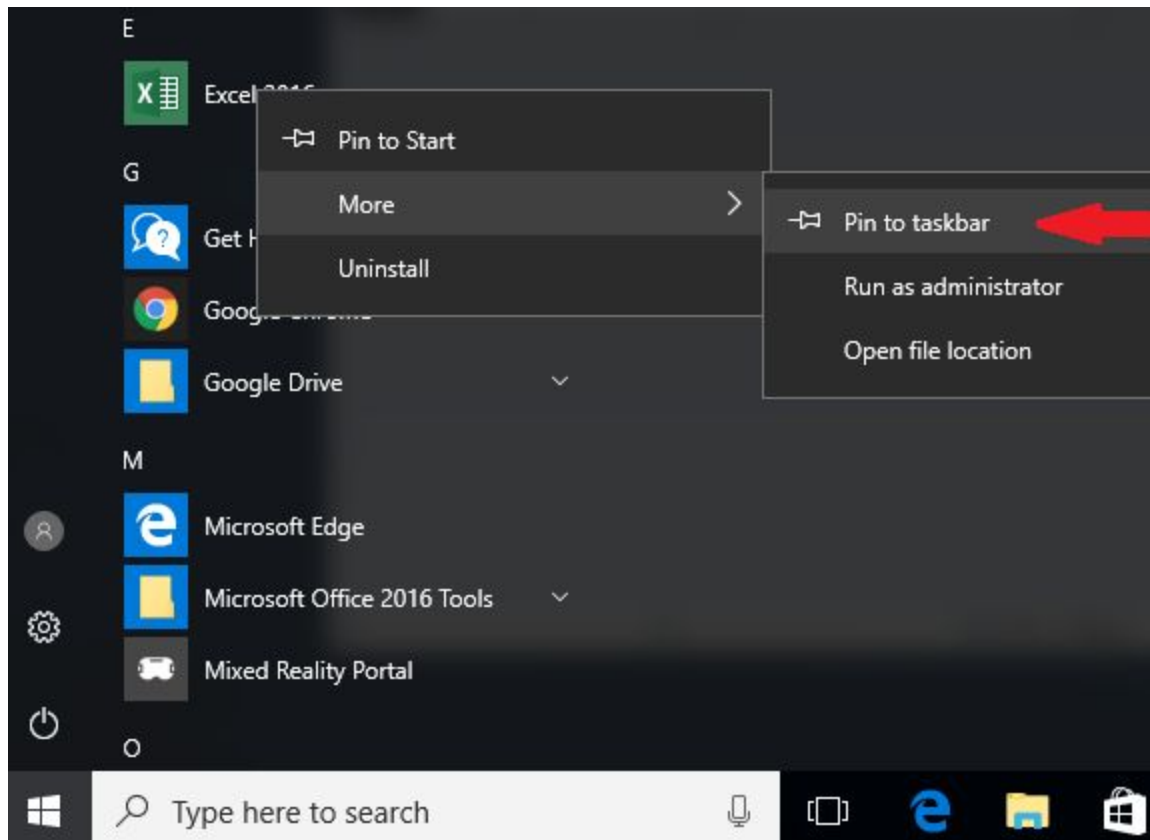
1. Left-click once on the "Start" button.



2. Navigate and right-click once on the program (like Excel, for example) you want to pin.



4. Highlight “More” and then float over and left-click once on “Pin to taskbar.”



5. You will now see the program pinned to the taskbar.



Note: You can also right-click on these items in the taskbar and “Unpin from taskbar” if you no longer want them there. Additionally, you can click and drag the icons in the taskbar to put in them in the order you desire.