Exploring Windows 10

Windows 10 is designed to please both touch and mouse users. It's also designed to be intuitive for users of both Windows 7 and Windows 8.1, incorporating the "best of both worlds" to enhance your experience and help you be more productive.

Start menu

Windows 10 brings back the familiar Windows desktop and Start menu from Windows 7. The Start menu is enhanced with resizable tiles and other new capabilities to help you be more productive.

From the Start menu, you can:

- Lock your computer, change your account settings, or sign out.
- Quickly access your apps, documents, pictures, and settings.
- Shut down your computer, restart it, or put it to sleep.
- Search for apps, settings, and files, and search across the web.
- Immediately launch advanced system tools such as Power Options and Disk Management.

Display the Start menu

To display the Start menu:

- Select the **Start** ⊞ button on the far left of the Windows Taskbar.

– OR –

- Press **Windows logo key** on the keyboard.
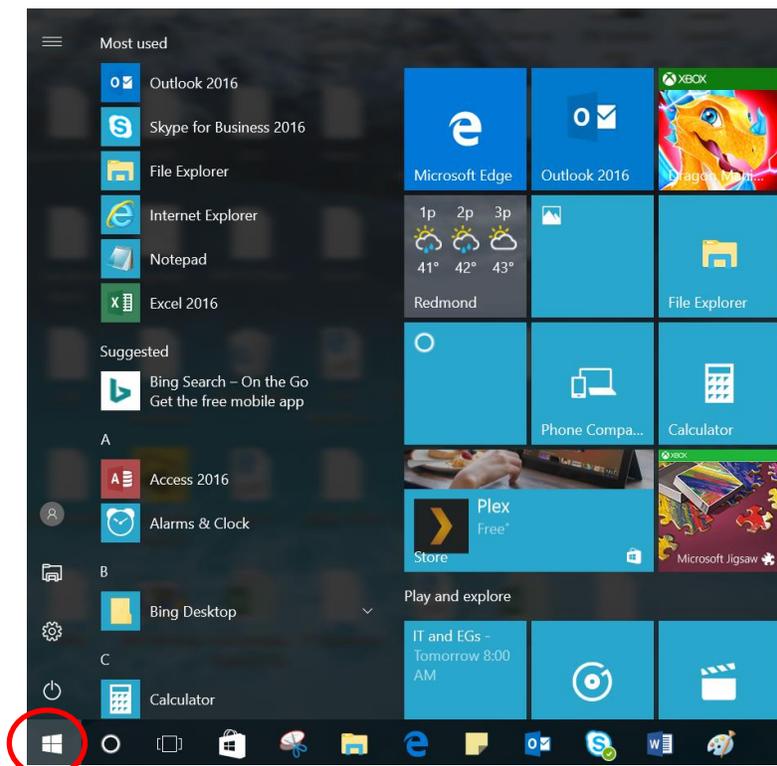
Lock your computer, change your account picture, or sign out

1. On the **Start** menu, select your user name in the upper left corner of the menu.

2. Choose the option you want: **Change account settings**, **Lock**, **Sign out,** or **Switch Account**.
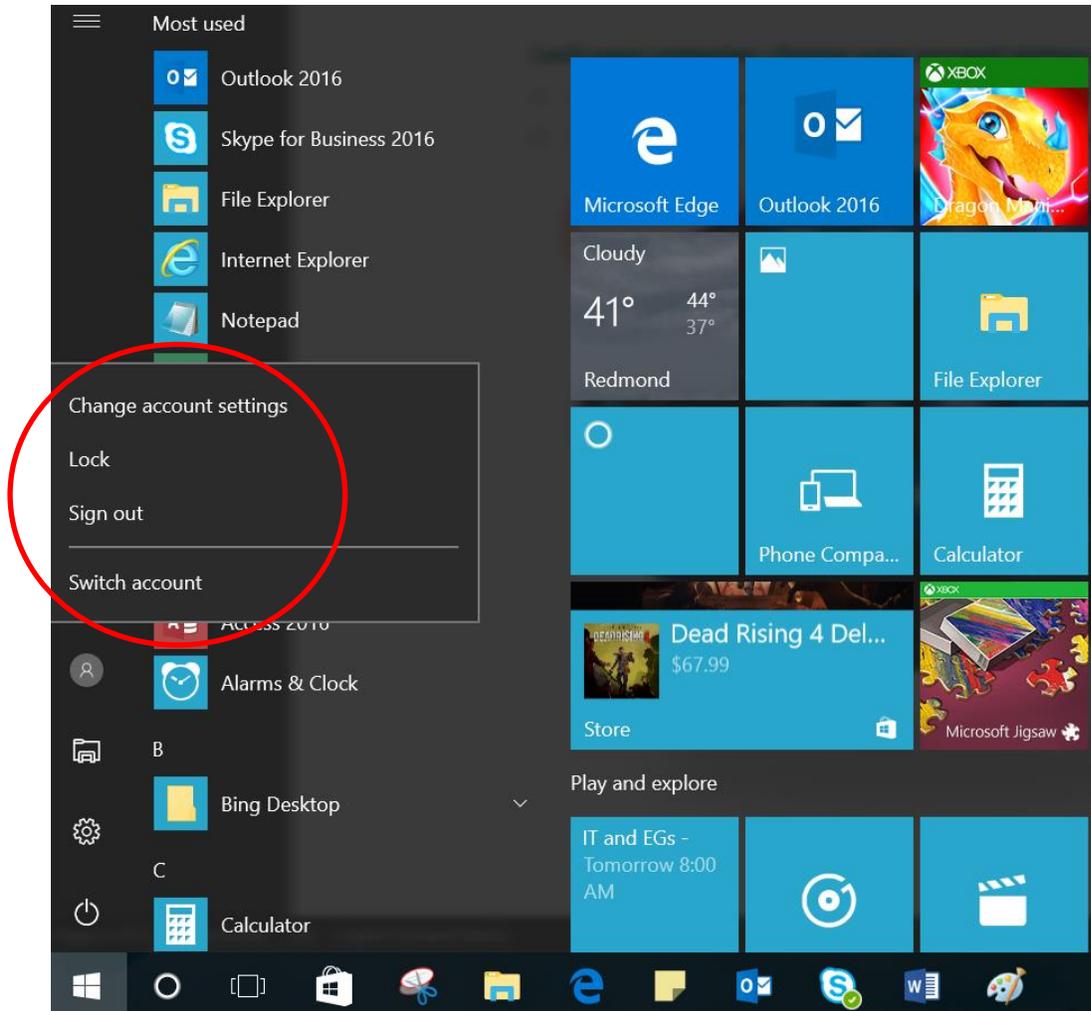
Access your apps, files, and settings quickly

In the left pane of the Start menu, immediately below your user name, you'll find the following:

• Links to your most-used applications

• Links to **File Explorer** and **Settings**

• A **Power** button

Select an app to launch it. Press and hold (or right-click) the app to choose from a broader range of options, which, depending on the app, may include the following:

• Pin to start

• Pin to taskbar

• Run as administrator

• Open file location

- Uninstall
- Rate and review
- Share
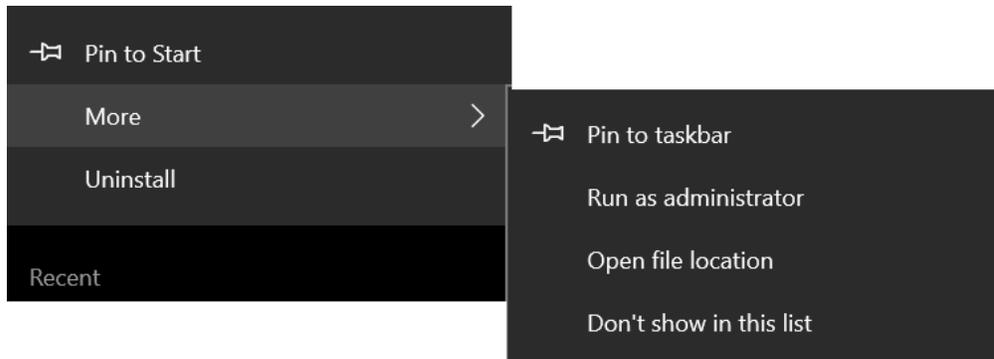
Shut down your computer, restart it, or put it to sleep

1. On the **Start** menu, select **Power**.
2. Select the option you want: **Sleep**, **Shut down**, or **Restart**.
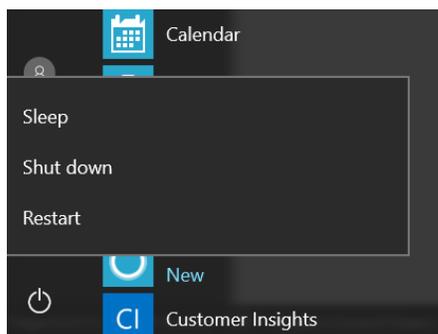
Search for apps, settings, and files, and search across the web

Start typing in the search box to the right of the **Start** button to search across the following locations:

- Apps on your PC—including both traditional Win32 and modern
- Settings
- Files—including your documents, pictures, music, and videos
- Apps in the Windows Store
- Popular Bing searches on the Web
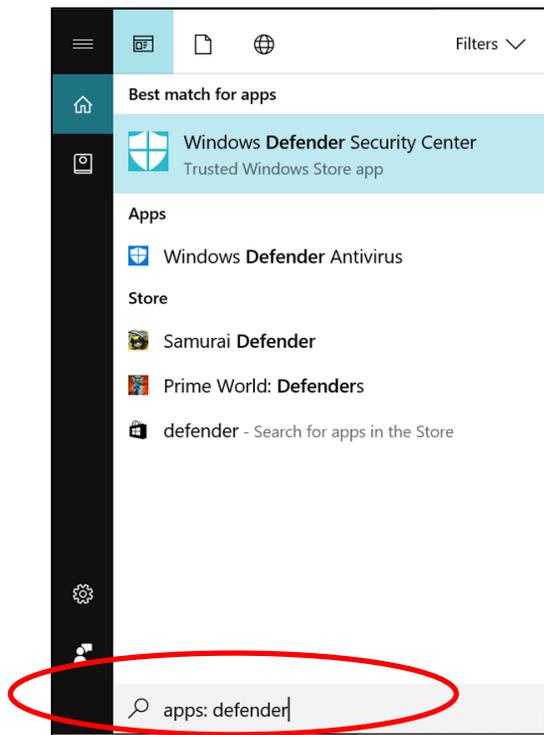
Tiles

In the right pane of the Start menu, you'll find tiles for some common apps.

To move a tile, just drag it to another position.

- You can drag tiles to rearrange them within the right pane of the Start menu.
- You can also drag apps between the tile view and the app list view.

Right-click a tile to display a menu for performing other actions with that tile. Depending on the app, these actions may include:

- Unpin from Start
- Pin to taskbar
- Uninstall
- Run as administrator
- Open file location
- Resize a tile
- Turn live tile off
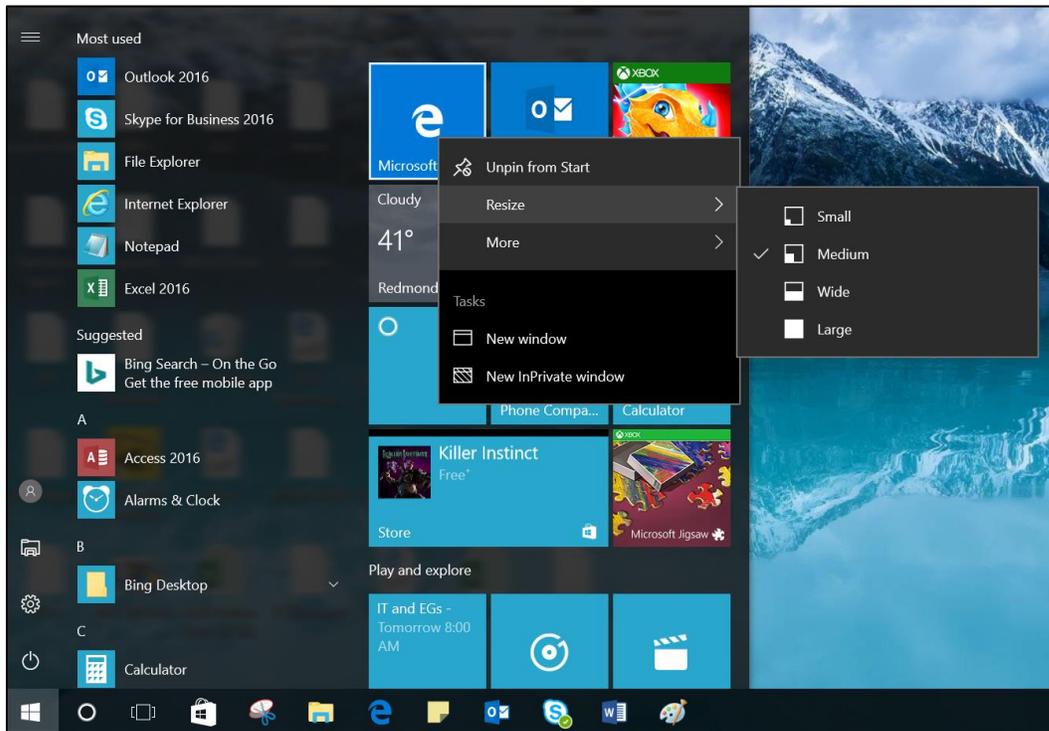
Tiles in the Start menu are divided by category. To rename a category divider, select it and enter the new name for that category.

Quick Access menu

The Quick Access menu provides access to advanced system tools such as Power Options, Device Management, Command Prompt, Task Manager, and Control Panel.

To display the Quick Access menu:

- Right-click the **Start** button.

– OR –

- Press **Windows logo key+X** on the keyboard.

Apps and Features

Mobility Center

Power Options

Event Viewer

System

Device Manager

Network Connections

Disk Management

Computer Management

Windows PowerShell

Windows PowerShell (Admin)

Task Manager

Settings

File Explorer

Search

Run

Shut down or sign out
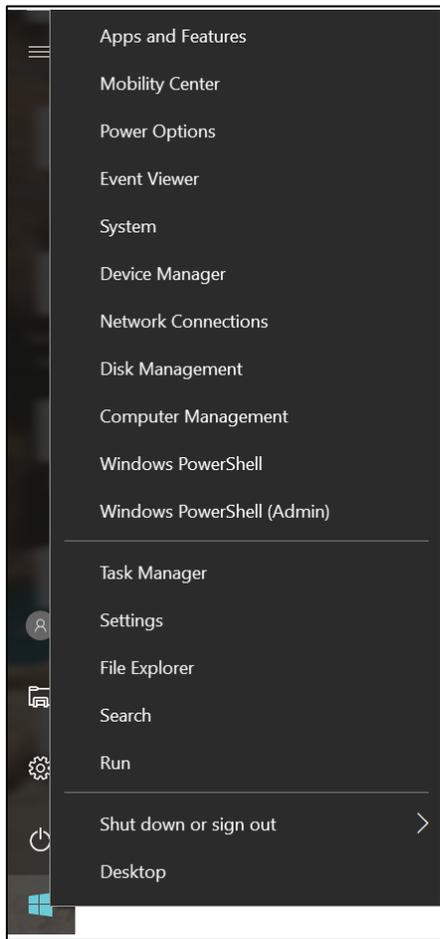
Desktop

Task View

Many users know that you can press **ALT+TAB** to switch between running apps. In Windows 10, we added a Task View button to the Windows Taskbar to make this feature more discoverable. Virtual desktops (a new feature described on the next page) are also managed through the Task View.
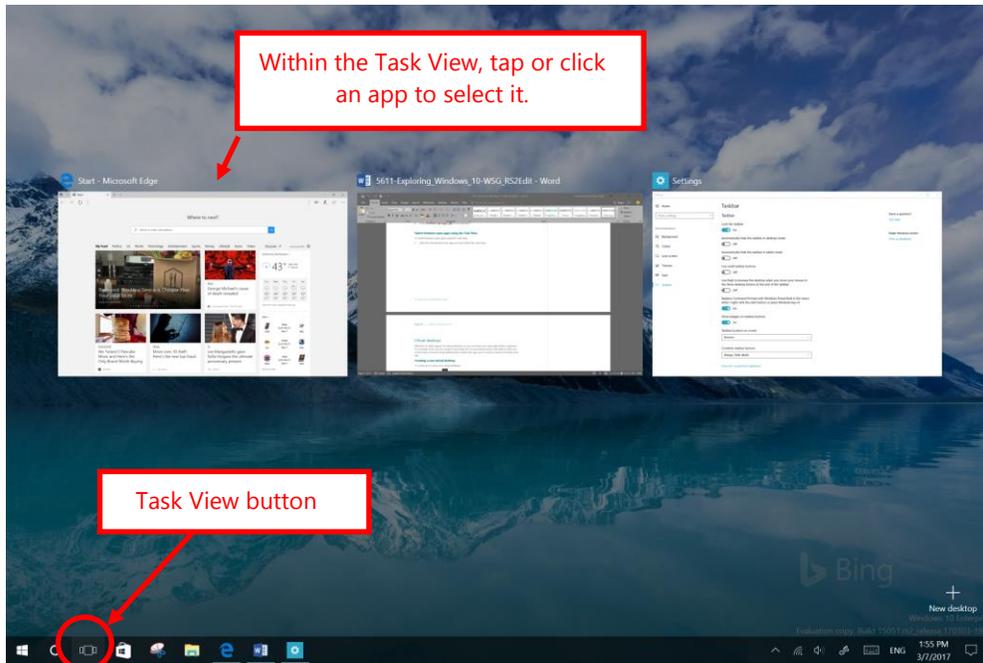
Display the Task View

To display the Task View:

- Select the **Task View** ⬚ button on the Windows Taskbar.

– OR –

- Press **Windows logo key+Tab** on the keyboard.

Switch between open apps using the Task View

To switch between open apps using the Task View:

- Select the thumbnail for the app you want within the Task View.

Virtual desktops

Windows 10 adds support for virtual desktops, so you can keep your open apps better organized. For example, if you need to research travel plans for an upcoming business trip while at work, you could create a second virtual desktop that contains the apps you're using to research and plan your trip.

Creating a new virtual desktop

To create one or more new virtual desktops:

1. Select the **Task View** ⬚ button on the Windows Taskbar.
2. Select **New desktop** near the lower-right corner of the screen.
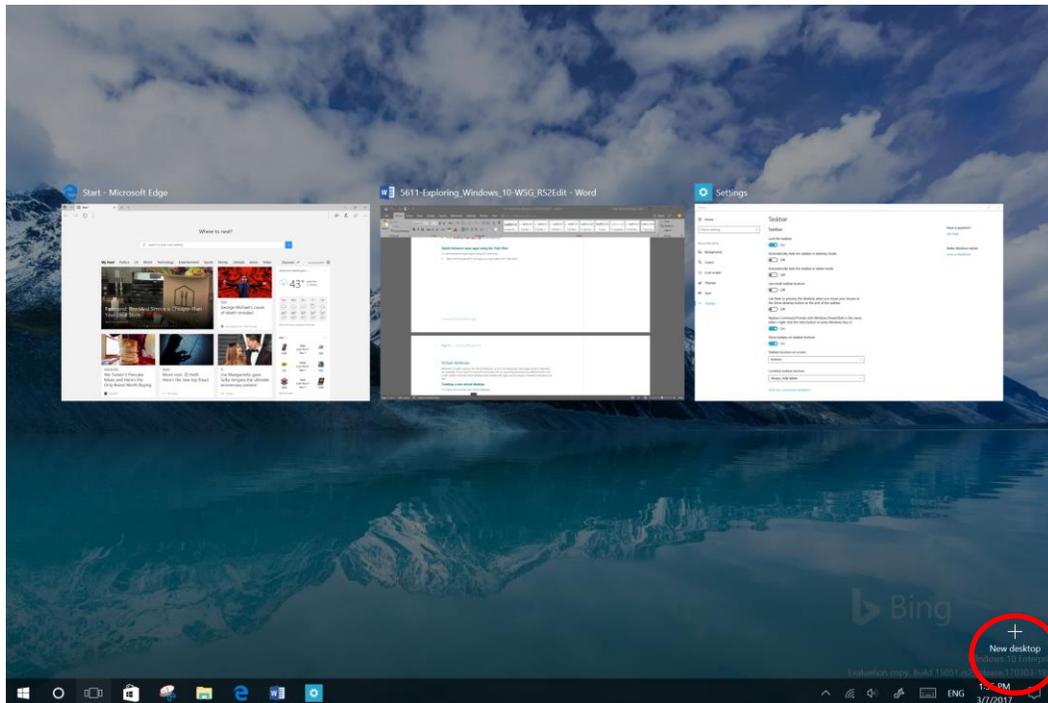
Switch between virtual desktops

1. Select the **Task View** button on the Windows Taskbar.

2. Select the thumbnail for the virtual desktop you want.
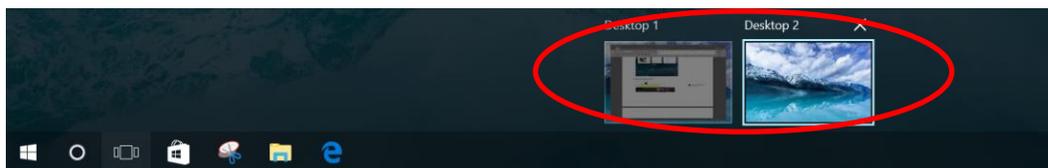
Move an app from one virtual desktop to another

1. Select the **Task View** button on the Windows Taskbar.

2. Point to the virtual desktop thumbnail containing the app you want to move. This action displays thumbnails for all open apps within that virtual desktop.

3. Right-click the thumbnail for the app you want to move.

4. Select **Move to**, and then select the virtual desktop into which you want to move the app.
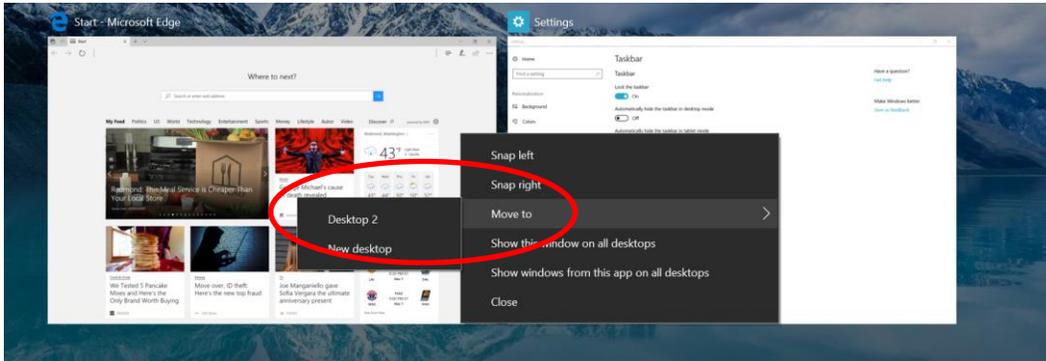
Close a virtual desktop

1. Select the **Task View** button on the Windows Taskbar.

2. Point to the thumbnail for the virtual desktop you want to close, and then select the **Close** button that appears in the upper-right corner of the thumbnail.
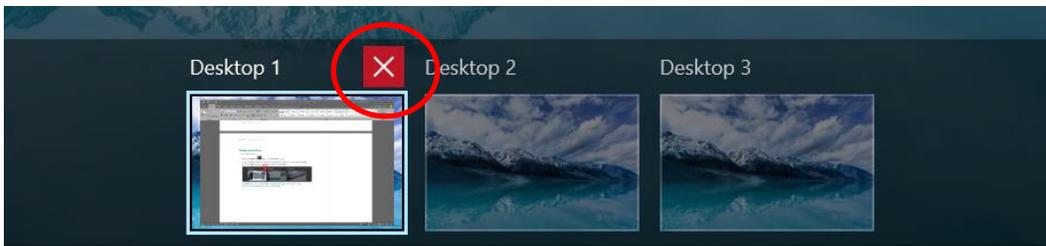
NOTE: When you close a virtual desktop containing open apps, those apps are moved into the virtual desktop that you created most recently.

Snap enhancements

Windows 10 includes several enhancements to Snap, making it easier to manipulate the layout of open windows on your desktop. These enhancements include:

*   Consistent Snap behavior across traditional Win32 and modern apps.
*   Snap Assist, which makes it easy to snap additional windows after the first one.
*   Four-quadrant Snap, which enables you to fill your screen with four apps in a two-by-two configuration.

Snap two windows side by side

1. Drag the title bar of a window to the left or right side of the screen, until a half-screen outline of the window appears.

2. Release the mouse (or lift your finger) to snap the window into position.

3. Repeat steps 1 and 2 for the other window, using the other side of the screen.
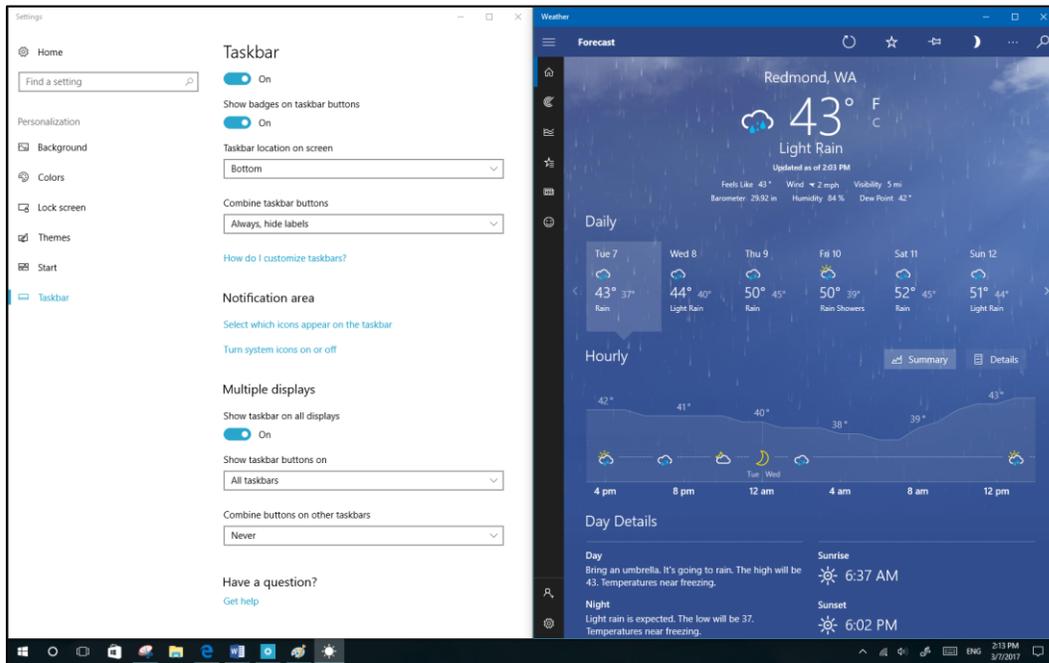
Snap Assist

When you snap an app to the left or right, Snap Assist displays thumbnails of your other open apps—just select one to snap it to the other half of your screen.
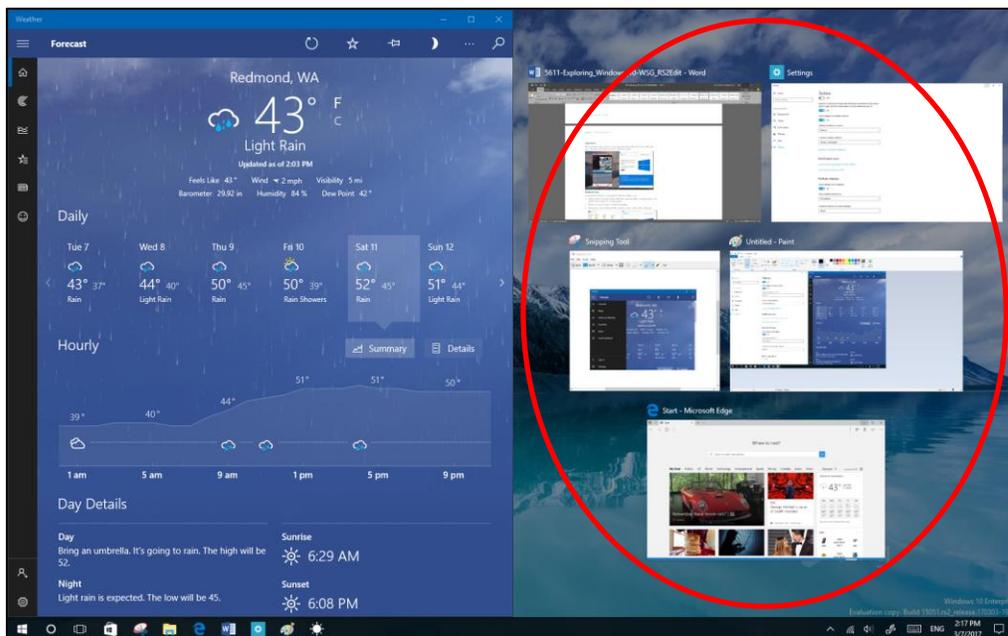
Snap four windows into a two-by-two configuration (Quadrant snap)

1. Drag the title bar of the first window to the left or right side of the screen *near a corner*, until a quarter-screen outline of the window appears.

2. Release the mouse to snap the window into position.

3. Repeat steps 1 and 2 for the other three windows, using the other corners of the screen.