



Exploring Windows 10

Windows 10 aims to be a fast, intuitive, and more user friendly upgrade to the industry standard Windows 7 that we're all used to. This guide will help explain the features and layout changes that come with Windows 10 in order to help make your transition to this new system convenient and comprehensible.

With Windows 10 it's easier to find and switch between open apps, keep them organized, resize and reposition them, and access frequently used apps and programs.

Topics Included in this Guide:

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- ❖ SNAPPING TWO WINDOWS SIDE BY SIDE

Start Menu


Windows 10 has a Start menu, just like Windows 7, but the layout has been changed a bit to promote productivity and ease of use.

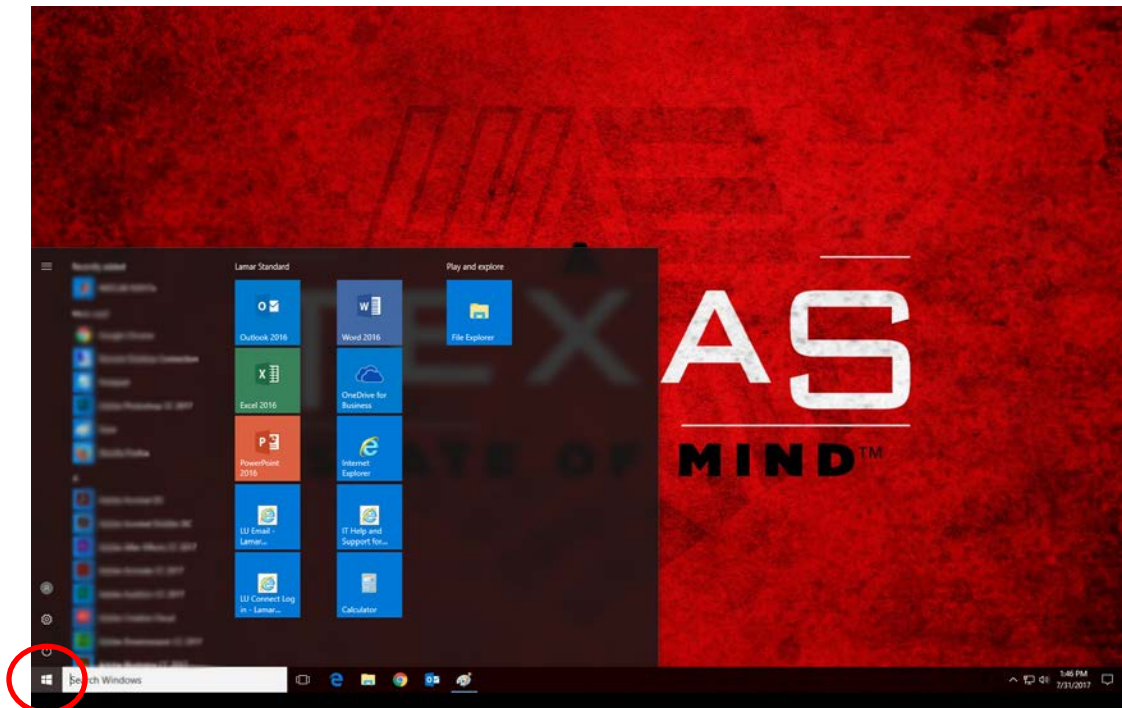
From the Start menu, you can:

- 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.

Display the Start menu

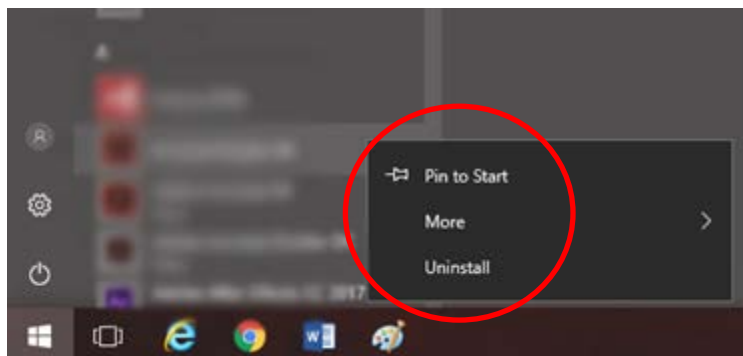
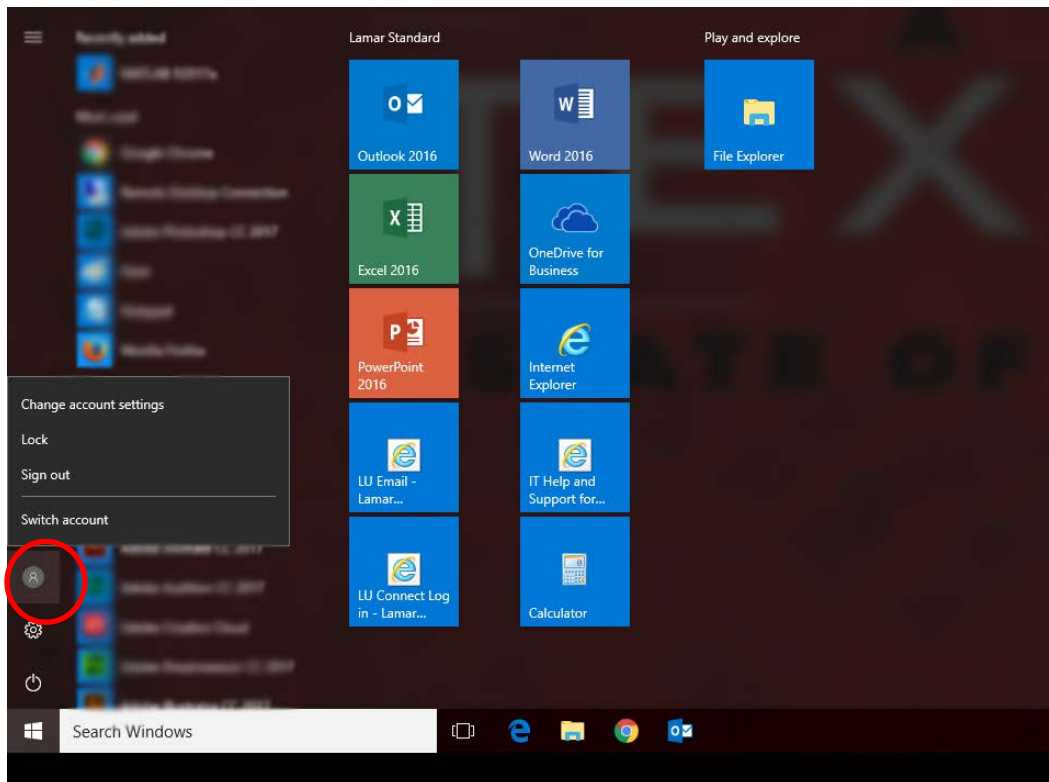
To display the Start menu:

- 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 icon in the bottom left corner of the menu.
2. From here, the basic options are available: **Change account settings**, **Lock**, and **Sign out**.



Quickly access your apps, files, and settings

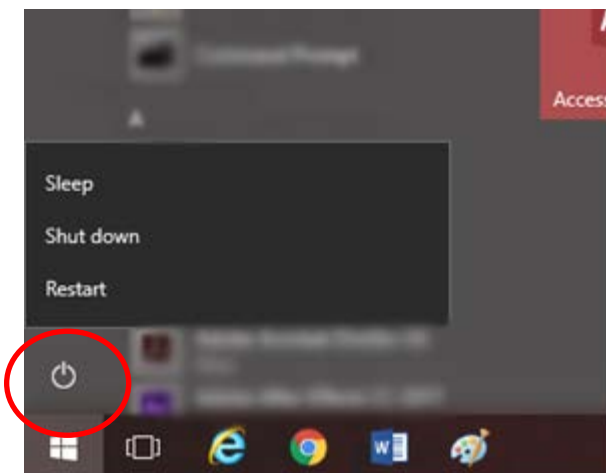
In the left pane of the Start menu, you will find the following:

- Links to your most-used and recently added apps
- Links to **File Explorer** and **Settings**

Select an app to launch it. Right click an app to choose from a broader range of options, which, depending on the app, may include the following:

- Open
- Pin to Start
- Pin to taskbar
- Remove from this list

Shut down your computer, restart it, or put it to sleep

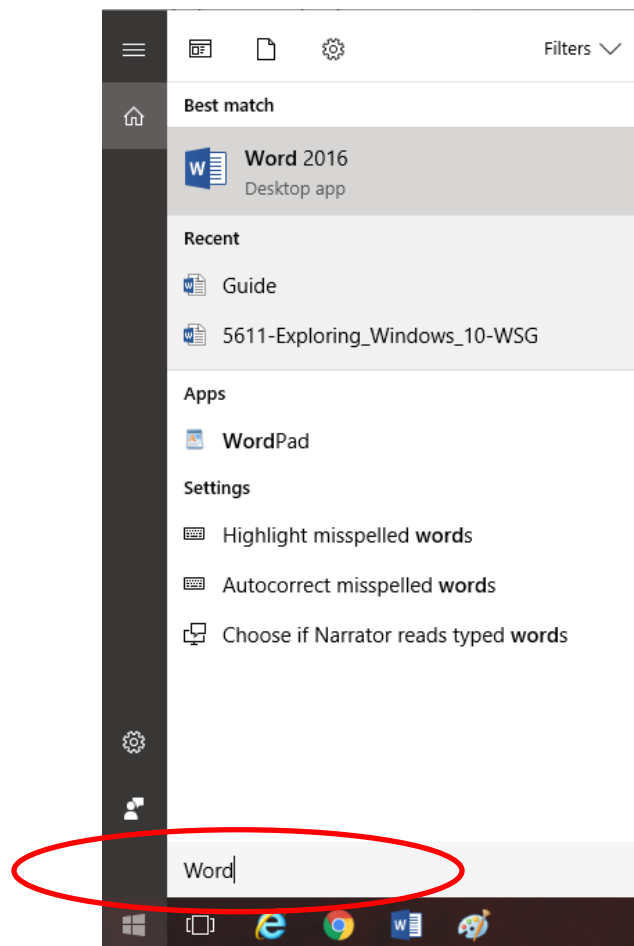


3. On the **Start** menu, select **Power**.
4. Select the option you want: **Sleep**, **Shut down**, or **Restart**.

Searching for apps, settings, and files

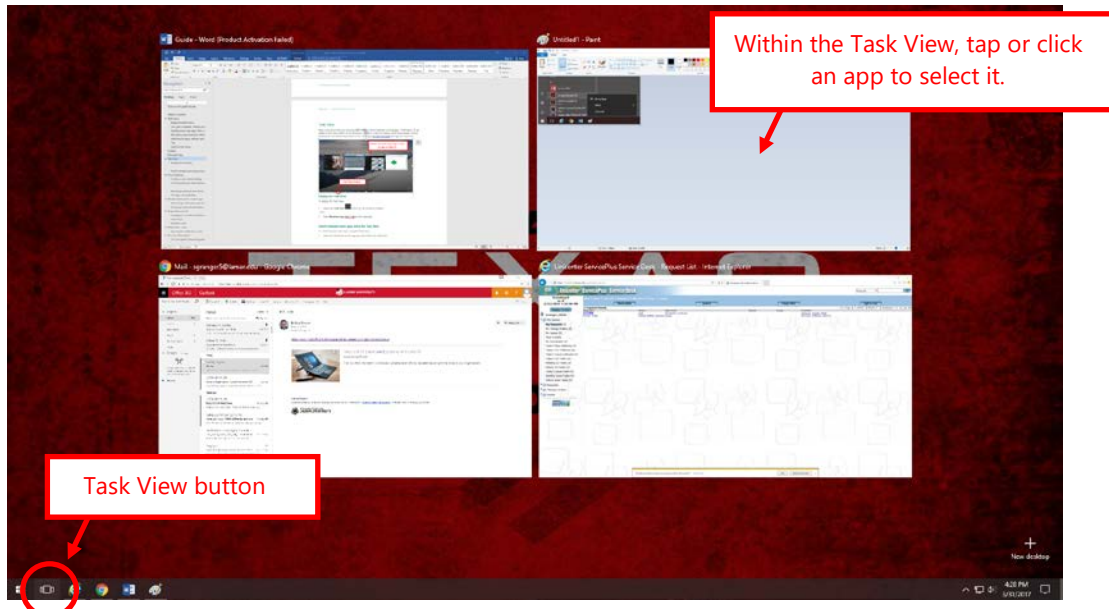
Start typing in the search box to the right of the Start button to search across the following locations:

- Apps on your PC
- Settings
- Files—including your documents, pictures, music, and videos




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.

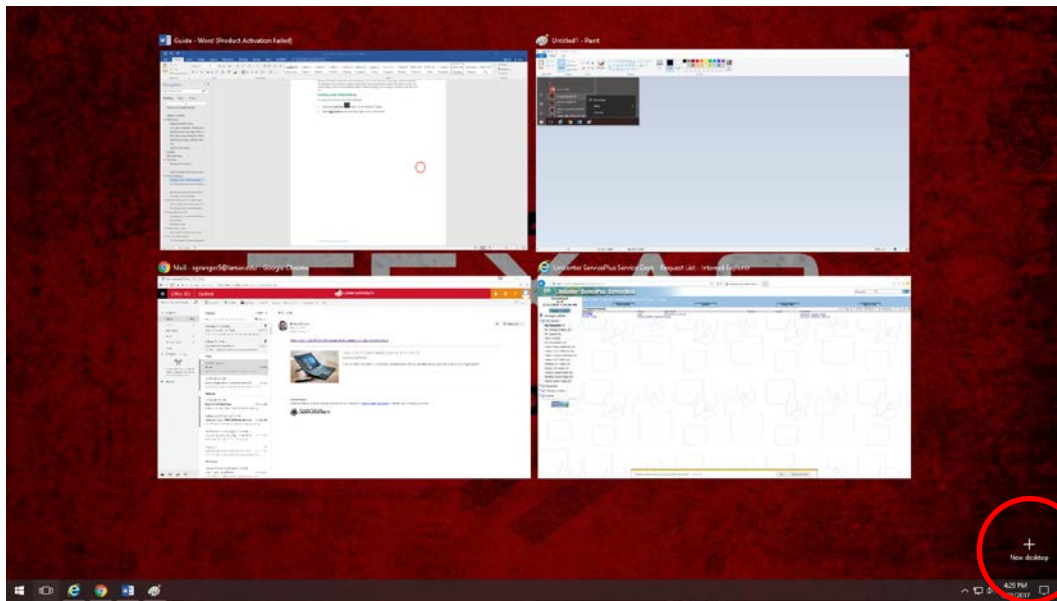
Virtual desktops

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.



Switching between virtual desktops


To switch between virtual desktops:

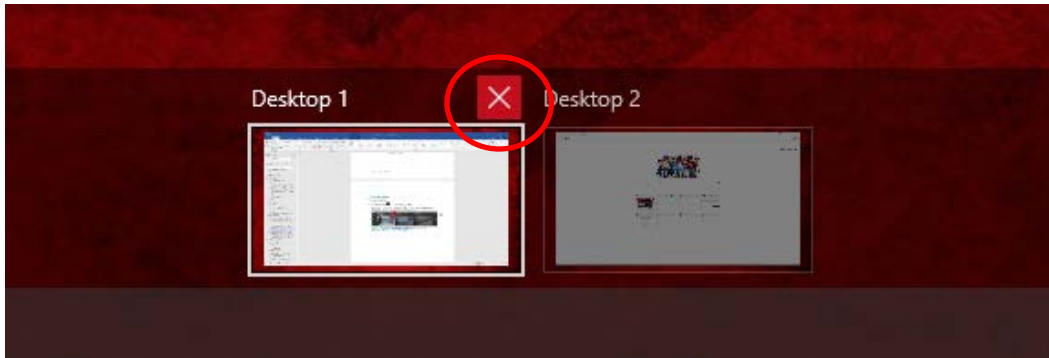
1. Select the **Task View**  button on the Windows Taskbar.
2. Select the thumbnail for the virtual desktop you want.



Closing a virtual desktop

To 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.



Snapping two windows side by side

To arrange two windows side by side on the screen:

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.

