



# Windows 10 Features

## Start Menu

- Access
  - To access the Start menu select  **Start** in the lower left corner of the taskbar or press the **Start** button on your keyboard.
- Account Options
  - Click on your Account info to add your account picture, lock your device, or sign out of your account.
- Power
  - Click Power to sleep, shut down, or restart your device.
- Quick Links/Frequently Added/ Most Used Apps
  - These appear on the left side of the Start menu
- All Apps
  - All apps and programs are in alphabetical order under the Quick Links.
  - You can also type the name of an app in the search box to access an app.

## Arranging Apps

- Pin Apps
  - You can pin your favorite apps to the taskbar or you can add them to the Start Menu so that they show up as tiles to the right of the navigation pane.
    - Click  **Start**, navigate to the *All Apps* section, right click on the app you want to pin and then select **Pin to Start**.
    - Once pinned, your app will show up as a tile on the right. You can right click on the tile to change its size, pin (or unpin) it to the taskbar. Other options may be available depending on the app or program.
- Arrange Apps
  - You can also drag and drop each tile to move it around and group with other tiles.
    - As you create groups, you will notice that a slightly lighter space bar appears above the grouped tiles. Click in that space to give your group a name. Some groups will already be done for you. You can click on the group name to rename the group.
    - The Start menu will automatically resize to hold apps as you add them and rearrange.

# Multitasking

- Task View
  - If you have several apps and programs open, click on the Task View button on the taskbar to quickly switch between them. Select any item to open it to full screen. Task view shows you all of the windows you have open.
  - You can also select the keyboard shortcut  + **Tab** to get to Task view.
- Multiple Desktops
  - You can create more than one desktop to work on if you have multiple apps and programs running as you work on multiple projects.
  - Select Task View from the taskbar and then click **Add a Desktop**. A thumbnail will show up at the bottom of the Task view page. Click the blank thumbnail to open up a clean desktop.
  - To switch between desktops, click Task view and then choose a desktop from the bottom of the page.
- Snap Windows
  - With Windows 10 you have the option of placing up to four windows on a single screen. To snap your windows into place, click and hold the top of the window and drag it to either the side or the corner of the screen. You will see a shadow of where the window will snap into place. Some apps can only be snapped to half a screen so at times, depending on the apps you select, you will not be able to have four screens depending on the app.
  - If you are running multiple monitors, you can snap up to four apps on each display.