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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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.

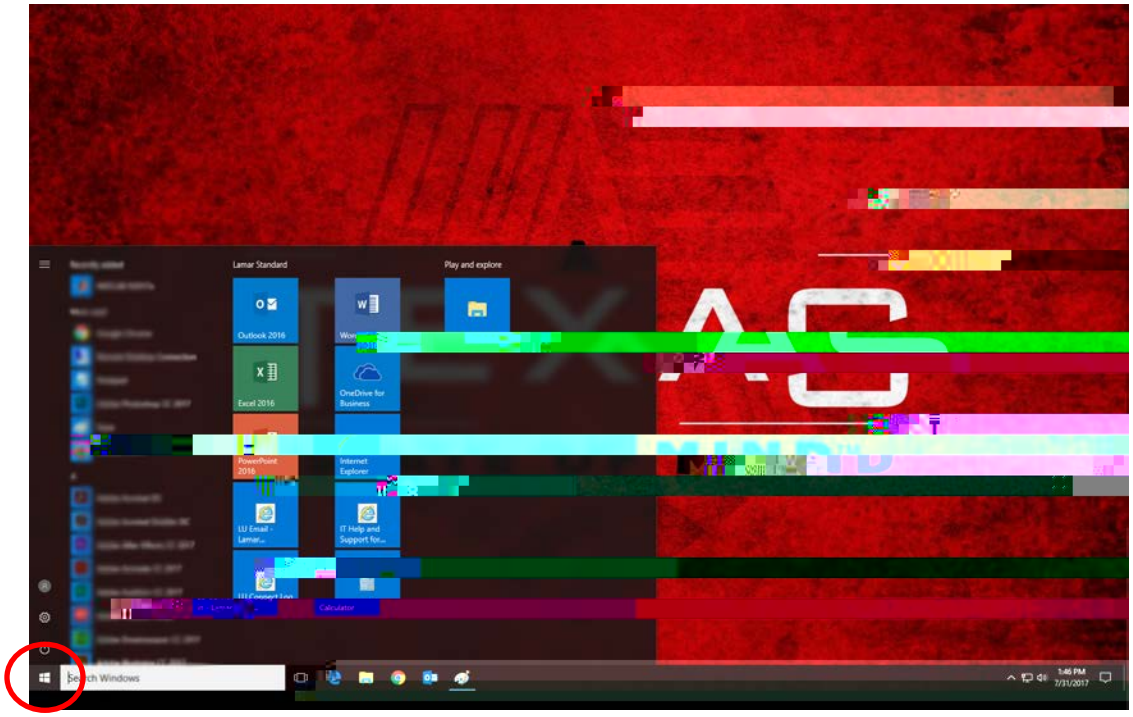
Display the Start menu

To display the Start menu:

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

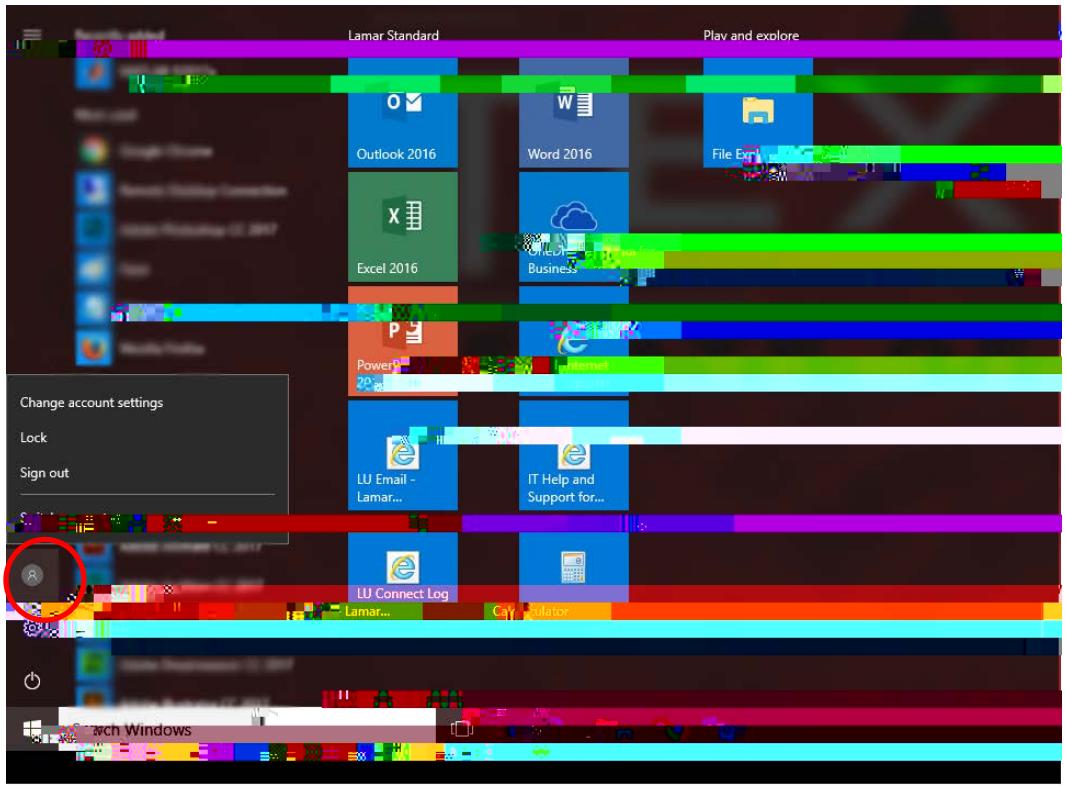
– OR –

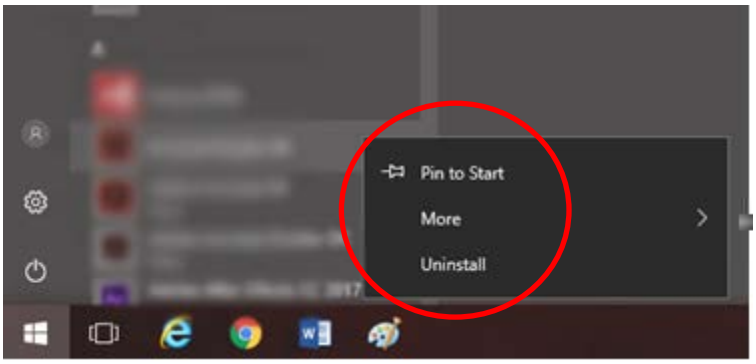
- Press Windows logo key on the keyboard.



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 .





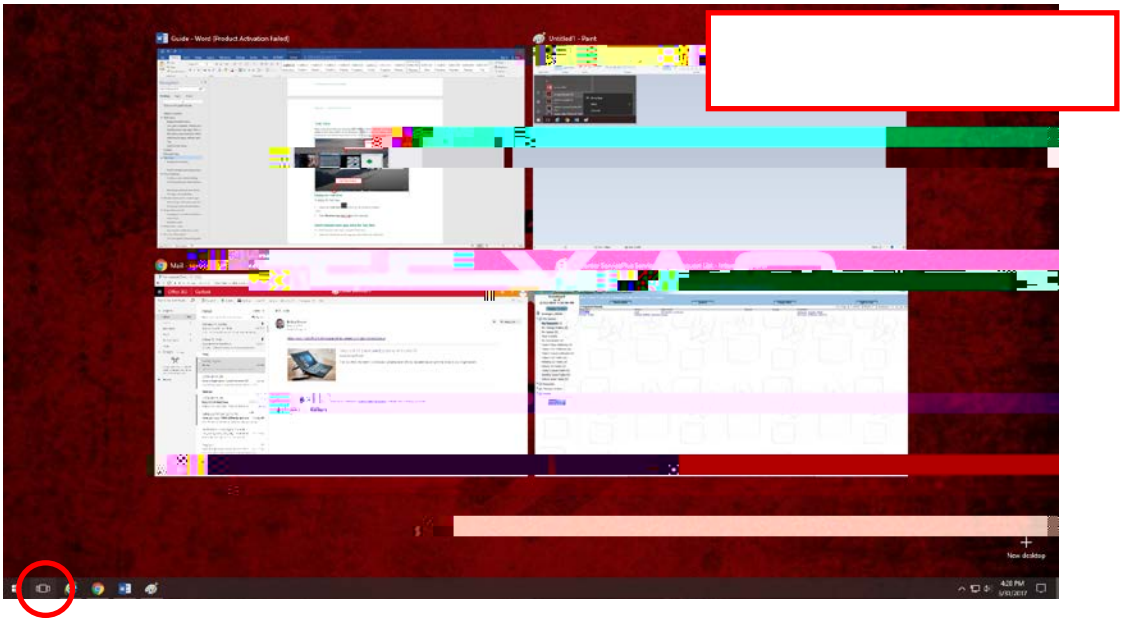
Searching for apps, settings, and files

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 d Tc 0 Tw 3.56 0 Td ( )-2.64MC /LBody <</MCID>BDC /CS0 5 1 Tf -5-2(f.7 78>Tj /TT4Body <1EMC

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.