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, incorporating the "best of both worlds" to enhance your experience and help you be more productive.

Start Menu

Windows 10 has been customized in our environment to bring back the familiar Windows desktop and Start menu from Windows 7.
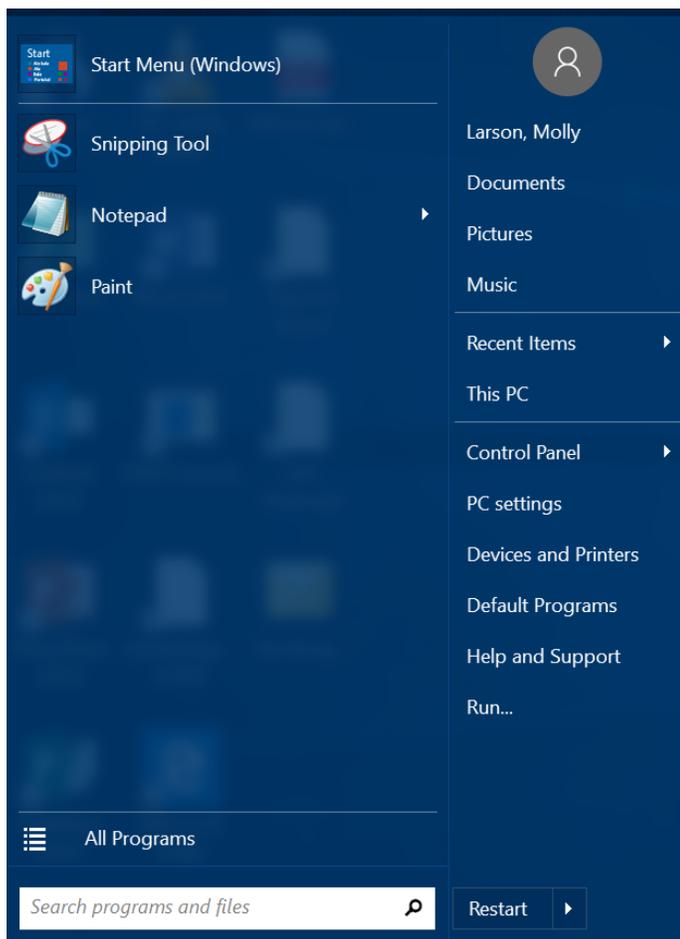
From the Start menu, you can:

- Restart, Log off, Lock, or Shut Down your computer.
- Quickly access your apps.
- Search for apps, settings, and files.
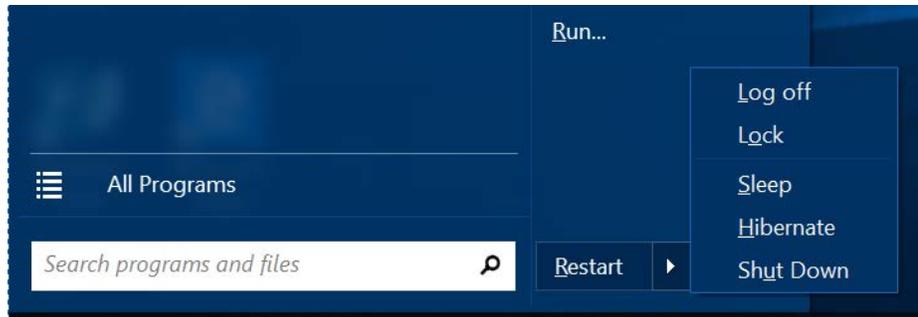
Display the Start Menu

To display the Start menu:

- Select the **Start** button on the far left of the Windows Taskbar.
  --OR--
- Press the **Windows logo key** on the keyboard.

Start Menu Properties

1. On the **Start** menu, hover your mouse over the right arrow button next to "Restart".

2. Choose the option you want: **Log off, Lock**, **Sleep**, **Hibernate**, or **Shut Down.**


Access your apps, files, and settings quickly

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

- Links to your most-used applications
- Links to your pinned applications

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

- Open
- Open File Location
- Pin to Start menu
- Run as administrator
- Pin to taskbar
- Remove from this list
- Explore
- Properties
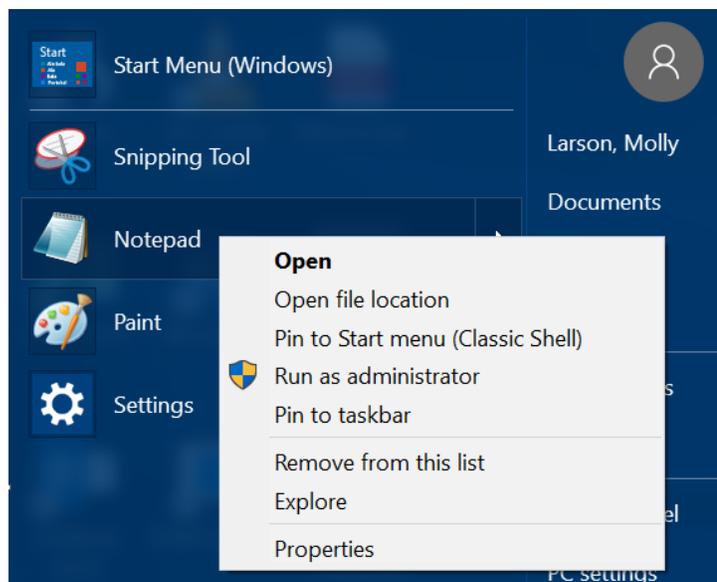
Search for apps, settings, and files

In the Start menu, type in the search box that says "Search programs and files" to search for the following:

- Apps on your PC—including both traditional Win32 and modern
- Settings
- Local Files—including your documents, pictures, music, and videos
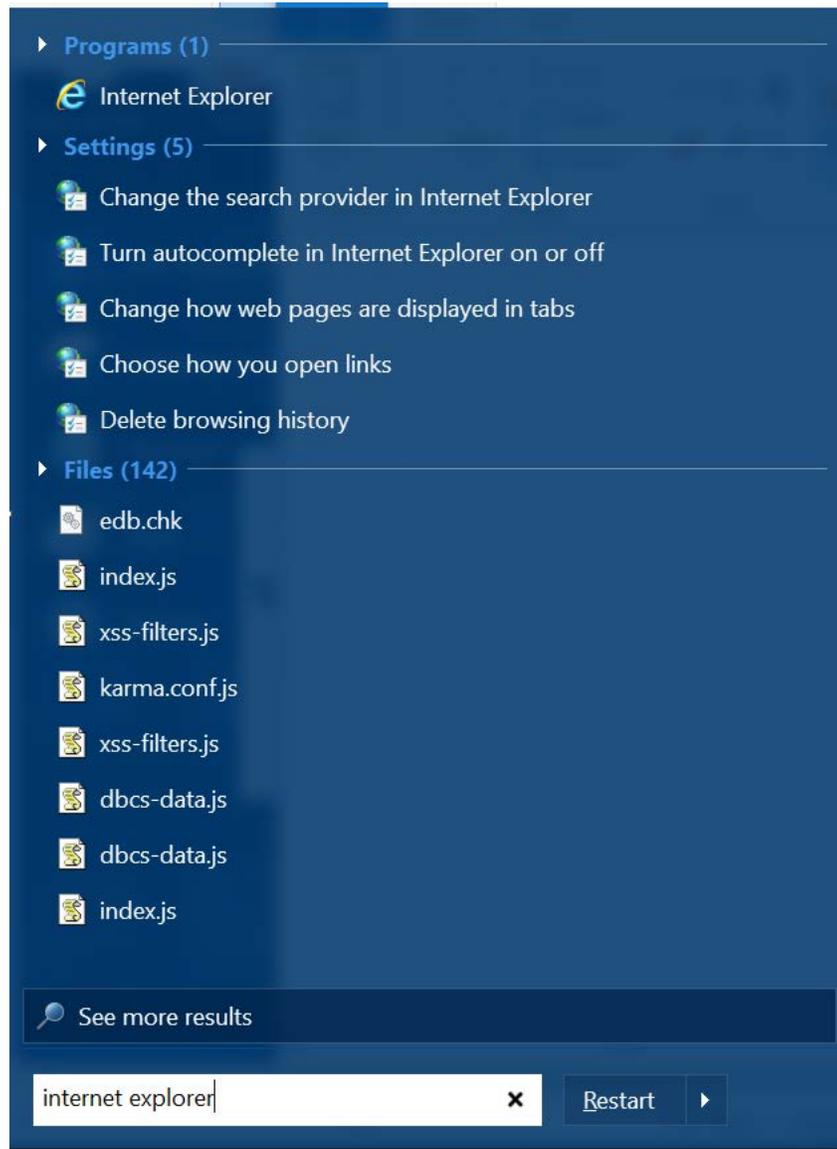
Task View

Many users know that you can press **ALT+TAB** to switch between running apps. In Windows 10, Microsoft added a Task View button to the Windows Taskbar to make this feature more discoverable.
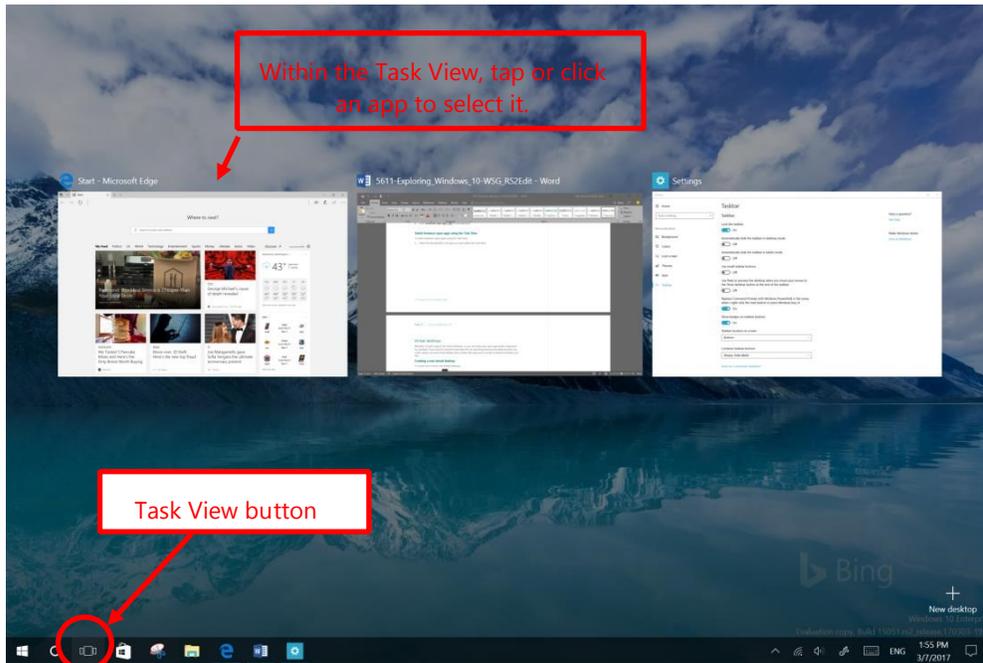
Display the Task View

To display the Task View:

- Select the **Task View** ![button] 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.

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.
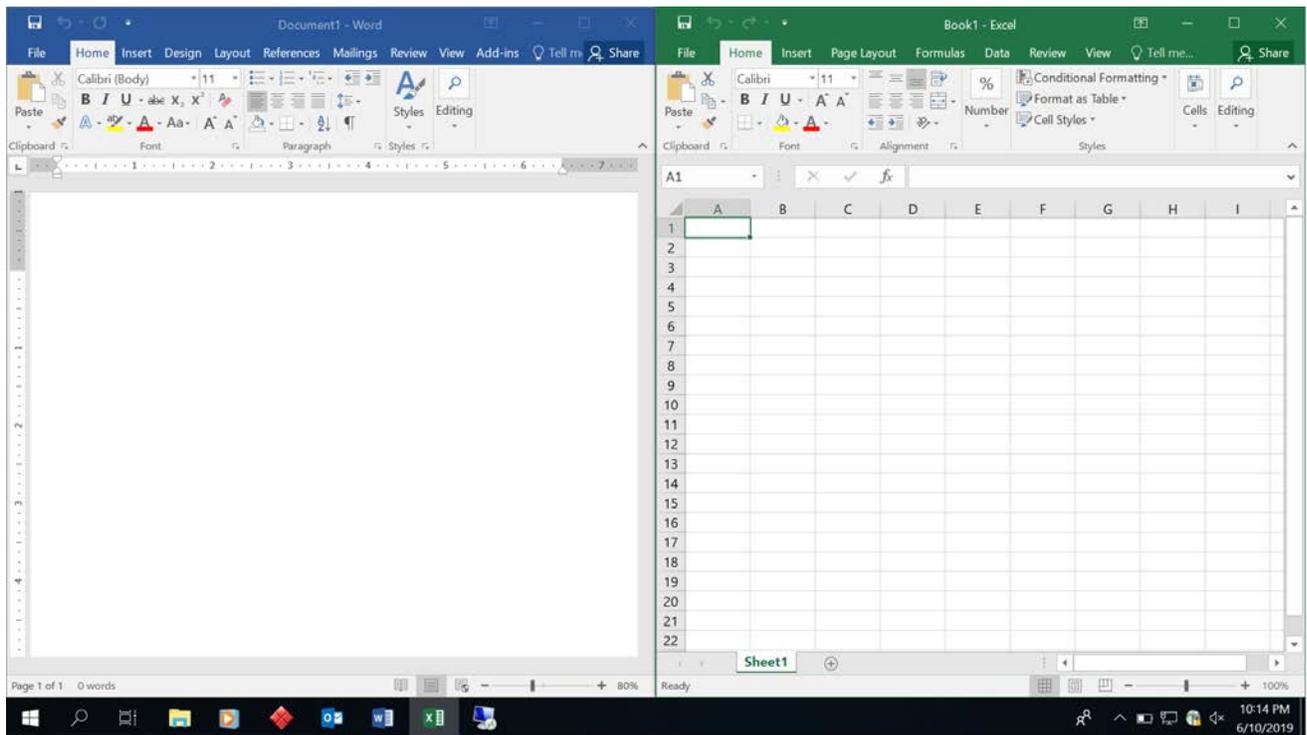
Snap Assist

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.
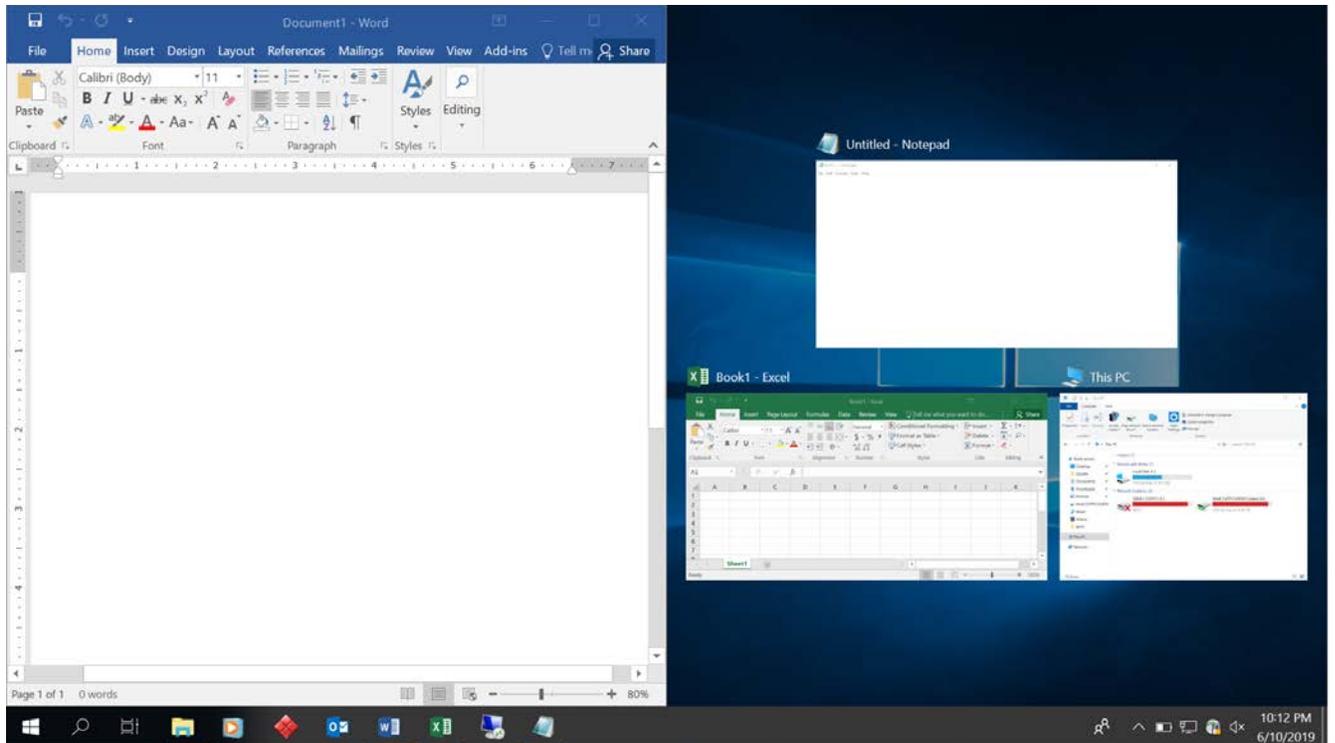
Snap four windows into a two-by-two configuration (Quadrant snap)

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.