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.

**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**, or **Sign out**.

**Quickly access your apps, files, and settings**

In the left pane of the **Start menu**, immediately below your user name, select an app to launch it. To search, start typing and the **search box** to the right of the **Start button** will appear:

- Select **My stuff** to find results for apps, settings, photos, videos, and music across your PC and OneDrive.
- Select **Web** to be taken to a full list of Bing search results.
Shutting 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**.

**Tiles**

In the right pane of the Start menu, you will find tiles for some common apps. To move a tile, just drag it to another position.

**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.

**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.

**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.

**Note**: If you do not see the Task View button, right-click on the taskbar and select **Show task view** option.

**Window behavior for modern apps**

In **Windows 10**, we improved how windows works for modern apps. You can now minimize, maximize, resize, and position modern apps on your desktop, just as you can with traditional Win32 apps. We also eliminated the Charms bar that was in Windows 8.1, relocating functionality such as Search, Share, Print, and Settings for modern apps to their respective title bars instead.

**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.
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.

Notification center

Windows 8.1 enabled you to see notifications from apps, which appeared as “toasts” above the notification tray at the lower right of the screen. However, after a notification timed out, it was lost forever. Windows 10 remedies this with its new notification center, which is similar to the notification center that was introduced in Windows Phone 8.1.

Opening the notification center

To open the notification center, select the notification center icon at the far right of the Windows Taskbar.

Virtual desktops

Windows 10 adds virtual desktops, allowing you separate screens, so you can keep your open apps better organized.

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

Select the Task View button on the Windows Taskbar. 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.
For more information

OTS Training
Please visit our website at http://www.towson.edu/technology/training/resources/ and click on Windows Operating Systems. There you will find a link to an interactive guide provided by Microsoft. This website provides quick videos that will take you through the basics of Windows 10.

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