Quick Start: Desktop at work

Windows10

Flatten the learning curve

The Start button
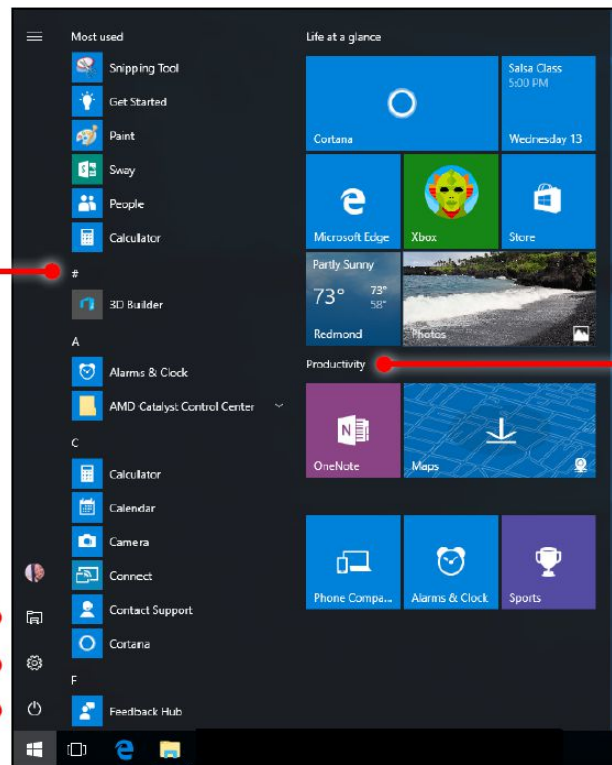In the lower-left corner, it puts what you need at your fingertips.

Browse every app

Find files

Personalize settings
Make the defaults even better. Monitors, networks, printers, and more.

Turn the PC off

Use an app all the time? Pin it
Press and hold (or right-click) an app, then select **Pin to Start**.

Group apps
Drag apps into groups, press and hold (or right-click) to resize, and select the title space to give the group a new or better name.

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And here's the far right side...

Another place to pin your apps
If you want even quicker access to frequently used apps than the Start menu, use the free space to pin them on the taskbar.

One-click access to the important stuff
The all-new action center 🗨 is where a single click can project your screen, connect to a device or VPN, switch to tablet mode, read your mail, and more.

What time is it?
What *day* is it? Restyled clock and calendar where you expect to find them, keeping you on time and organized.

2:23 PM
10/27/2015

A little-known time-saver
Click or tap this area at the far right of the taskbar to minimize all the open apps at once.

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Action center

ACTION CENTER Clear all

Mail

Muhammad.Ikbal Alif.Tompo — Mon
Hello Miranda

Muhammad.Ikbal Alif.Tompo — Mon
Hello Miranda

Security and Maintenance

⚠ Disable apps to help improve perfor — Mon
You have 3 or more new apps that start a

Collapse ∨

Tablet mode   Connect   Note   All settings

Project   VPN   Quiet hours   Location

2:25 PM
10/27/2015
∧ 💬 🔊 📧 🔲 ENG

Clear everything at once
Old news? Clean house with a single tap or click.

See if your PC needs attention

Check your mail
Scan your recent messages and reply right from here instead of opening your mail app.

One-click connections
Connect to a Bluetooth radio, Miracast TV, or WiGig dock.

Open OneNote on the double

One-tap switch to tablet mode

Get to all the settings

Project to a screen with a tap or click

Connect to your network

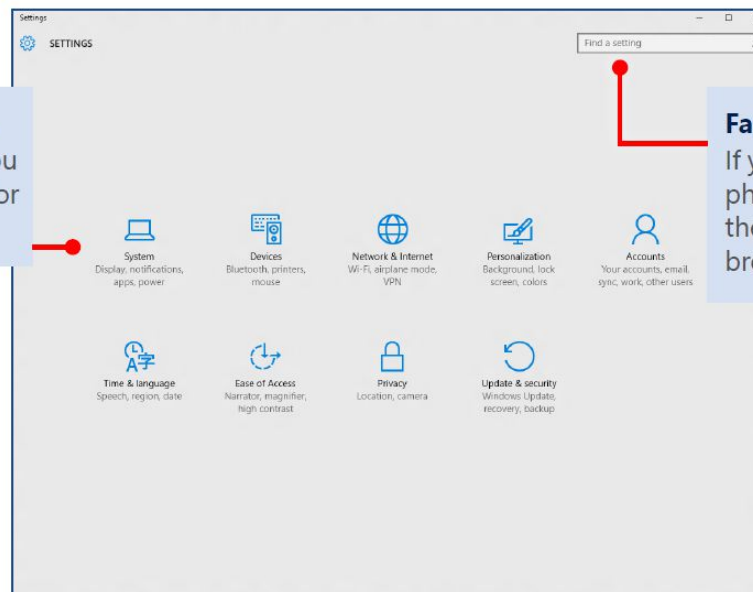# Quick Start: Desktop at work   Windows 10

Settings up close

Need to tweak the defaults? Not a problem. Use the **Settings app** to get to what matters to you, including the settings still in **Control Panel**.

The he best place to find an app's settings is in the app itself. Look for this icon: ⚙

When you're not sure...
But you'll know it when you see it, browse categories for what you want.
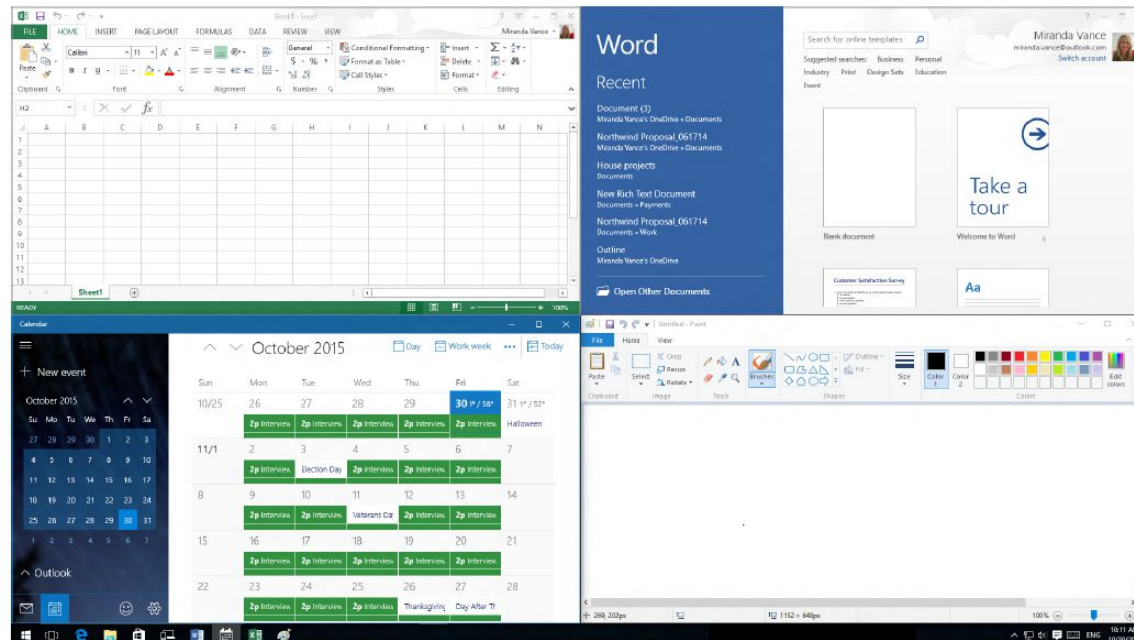
Faster results using search
If you know a key word or phrase, use search to get the right result quicker than browsing.

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See more of your work at once

Grab the top of a window and drag to a corner or side
Do it again with another app. Snap as many as four at one time.

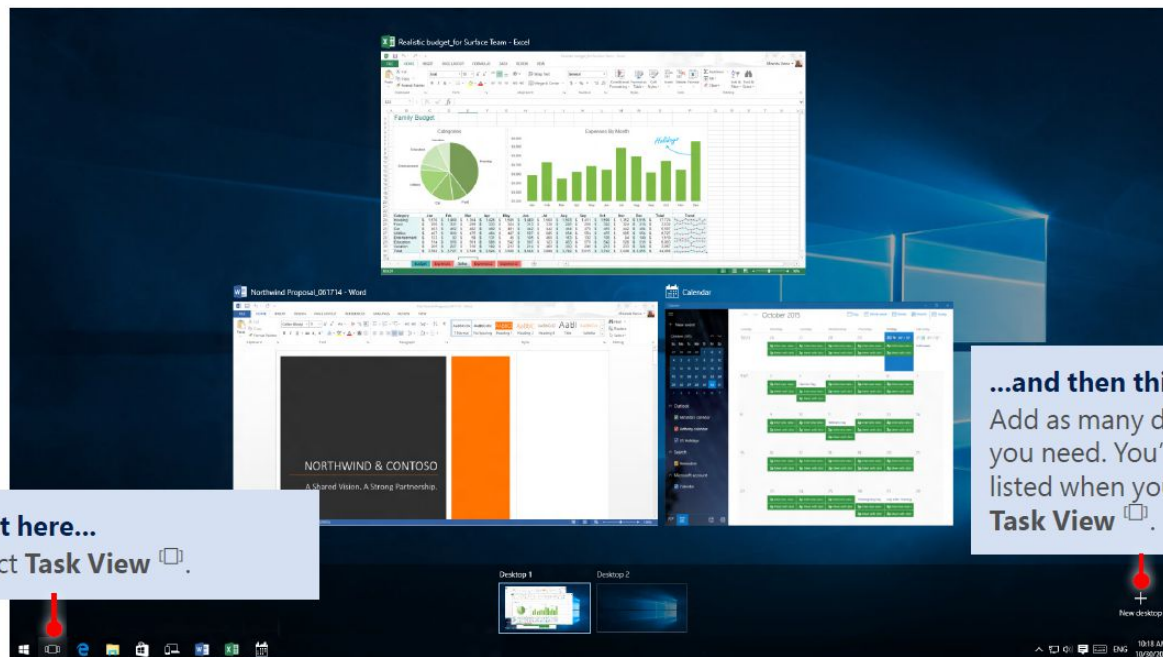

Tap or click Task view button to switch apps

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Get organized

Create virtual desktops to group apps together by project, type, or whim. Keep your work apps in one desktop and your personal apps in another, making it easy to switch between them.

To move apps between virtual desktops, select **Task view** ⬚ and drag an app from one desktop to another.

...and then this +
Add as many desktops as you need. You'll see them listed when you use the **Task View** ⬚.

Start here...
Select **Task View** ⬚.