

Getting to know Windows 10

VANDERBILT  UNIVERSITY
MEDICAL CENTER

Information Technology

Getting to know Windows 10

The Start button

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

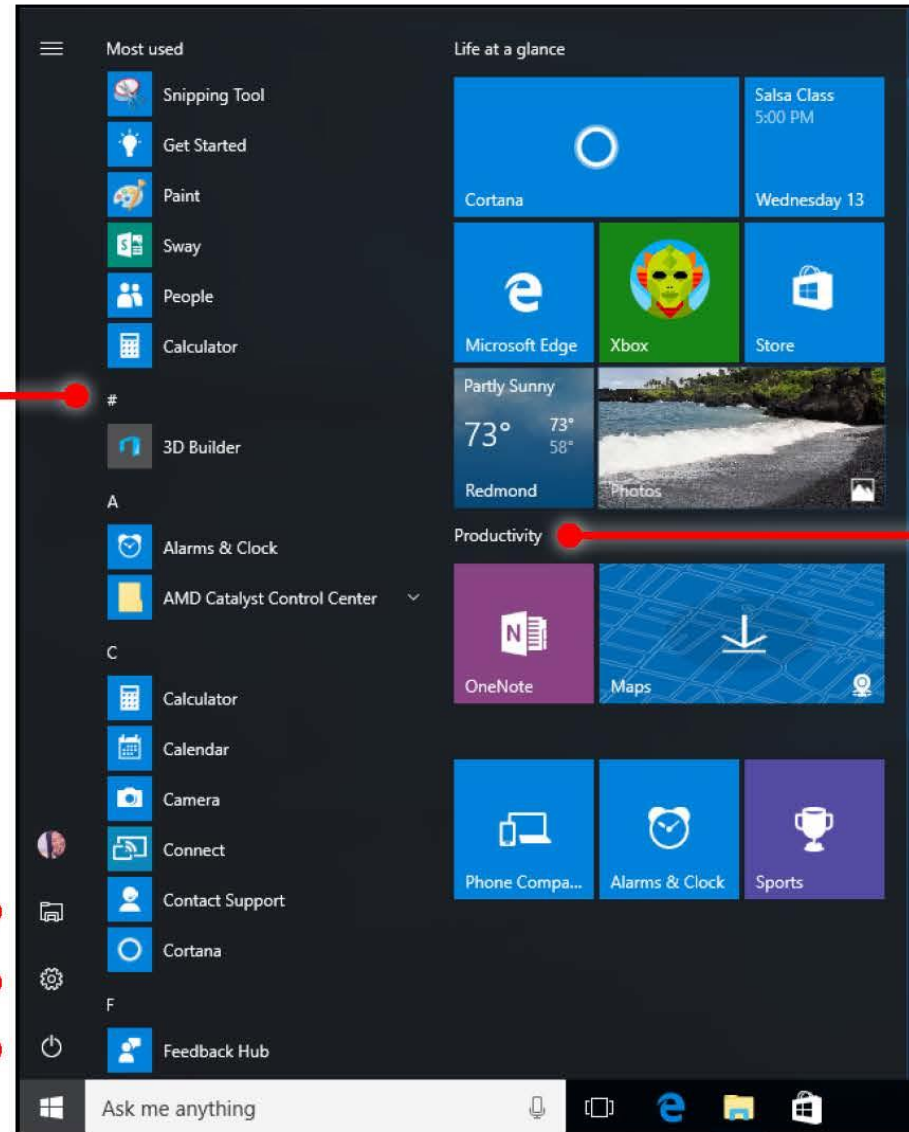
Browse every app

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

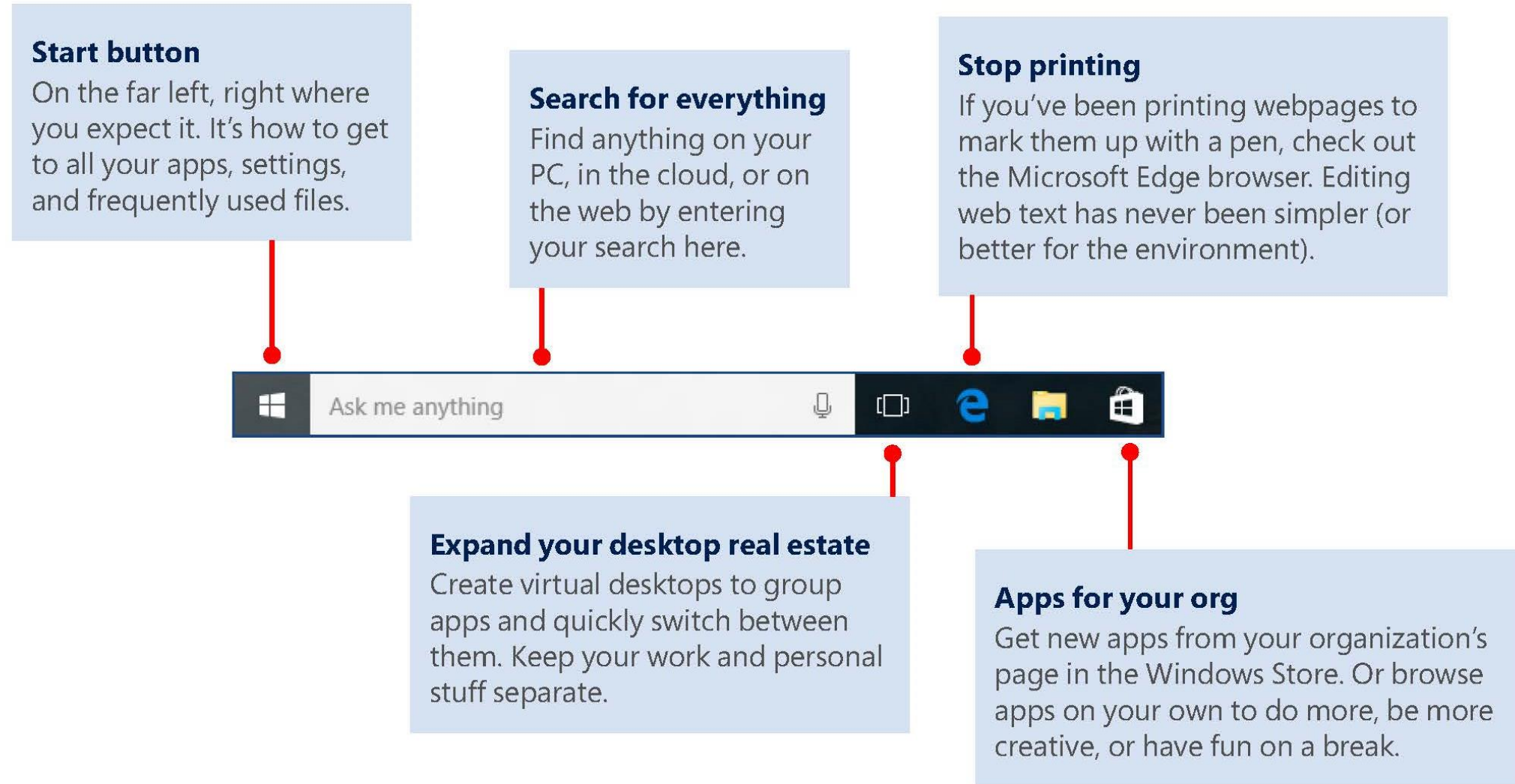
Press and hold (or right-click) an app, then select **Pin to Start**.

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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The left side of the task bar.....




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The right side of the task bar....

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.



A little-known time-saver

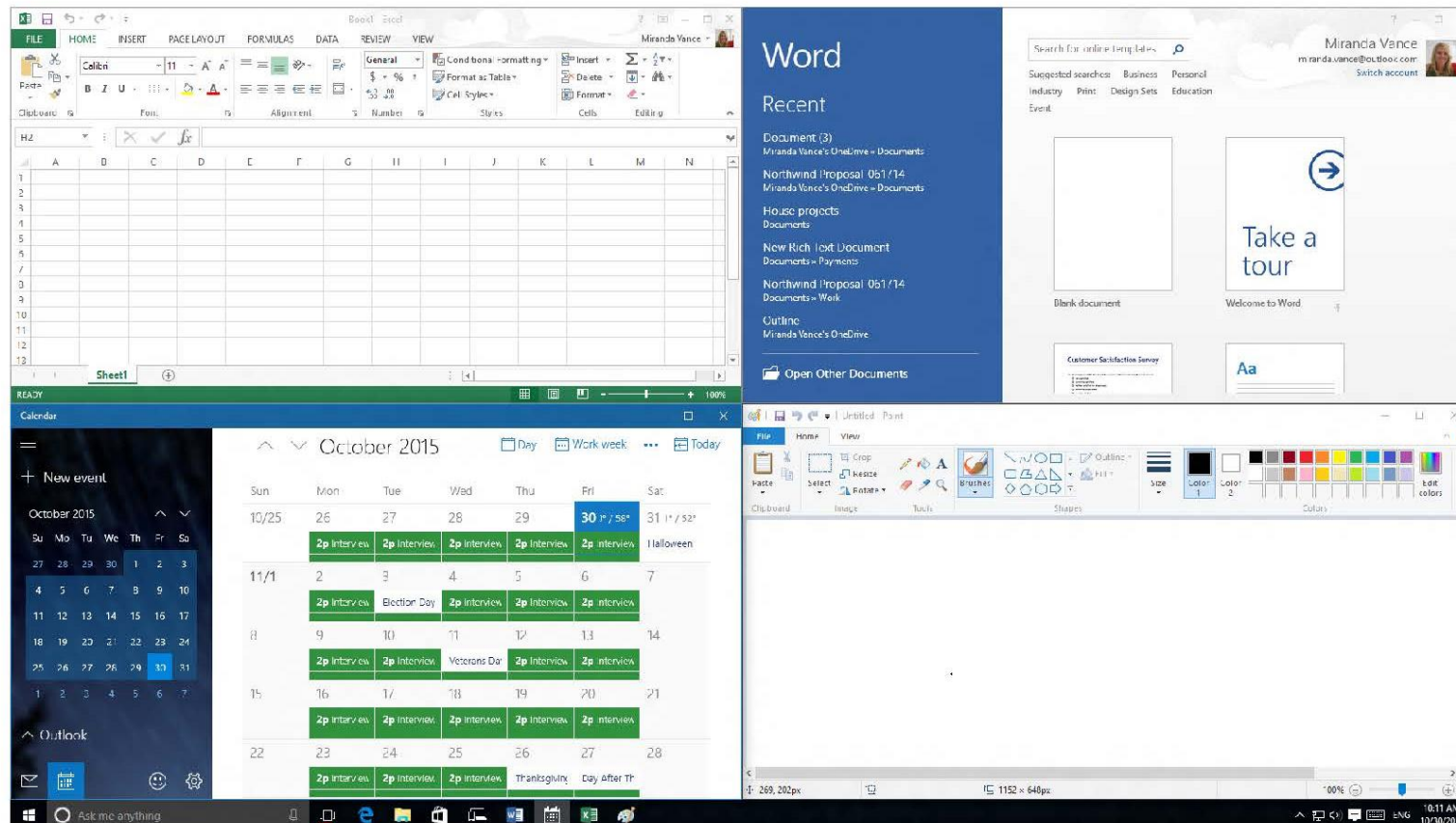
Click or tap this area at the far right of the taskbar to minimize all the open apps at once.

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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.

