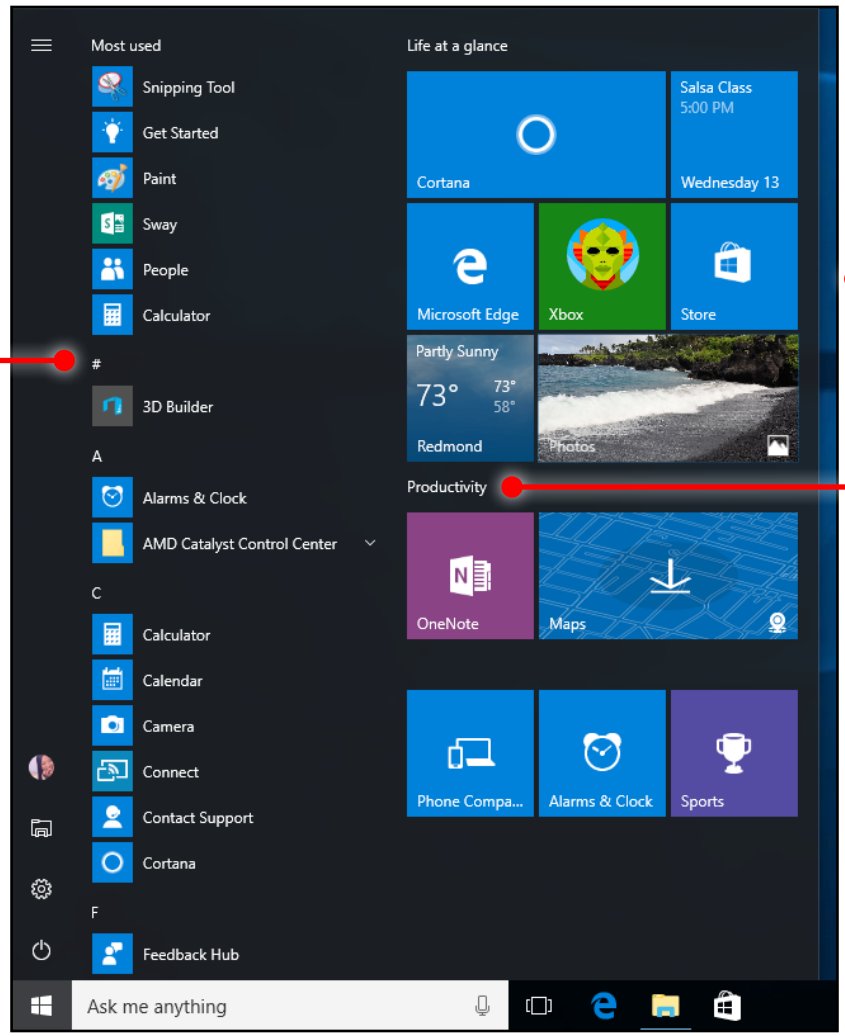
Quick Start: Desktop at work

Windows 10

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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Meet new friends and reconnect with old ones on the taskbar. Let's start with the left side.

Start button
On the far left, right where you expect it. It's how to get to all your apps, settings, and frequently used files.

Search for everything
Find anything on your PC, in the cloud, or on the web by entering your search here.

Stop printing
If you've been printing webpages to mark them up with a pen, check out the Microsoft Edge browser. Editing web text has never been simpler (or better for the environment).

Expand your desktop real estate
Create virtual desktops to group apps and quickly switch between them. Keep your work and personal stuff separate.

Apps for your org
Get new apps from your organization's page in the Windows Store. Or browse apps on your own to do more, be more creative, or have fun on a break.

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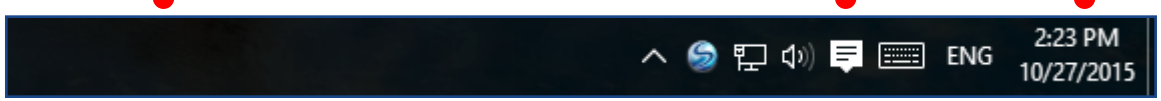
And here's the far right side...

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.



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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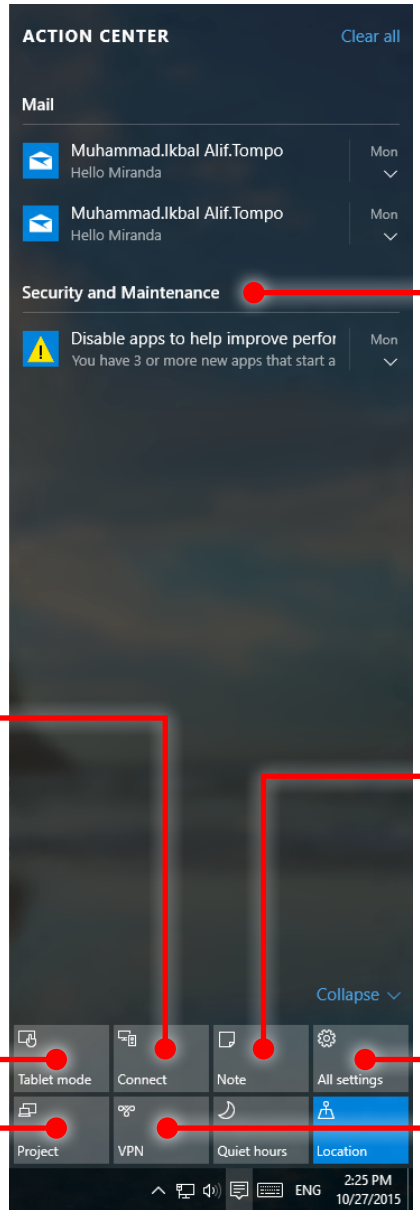
Action center



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

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

See if your PC needs attention

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

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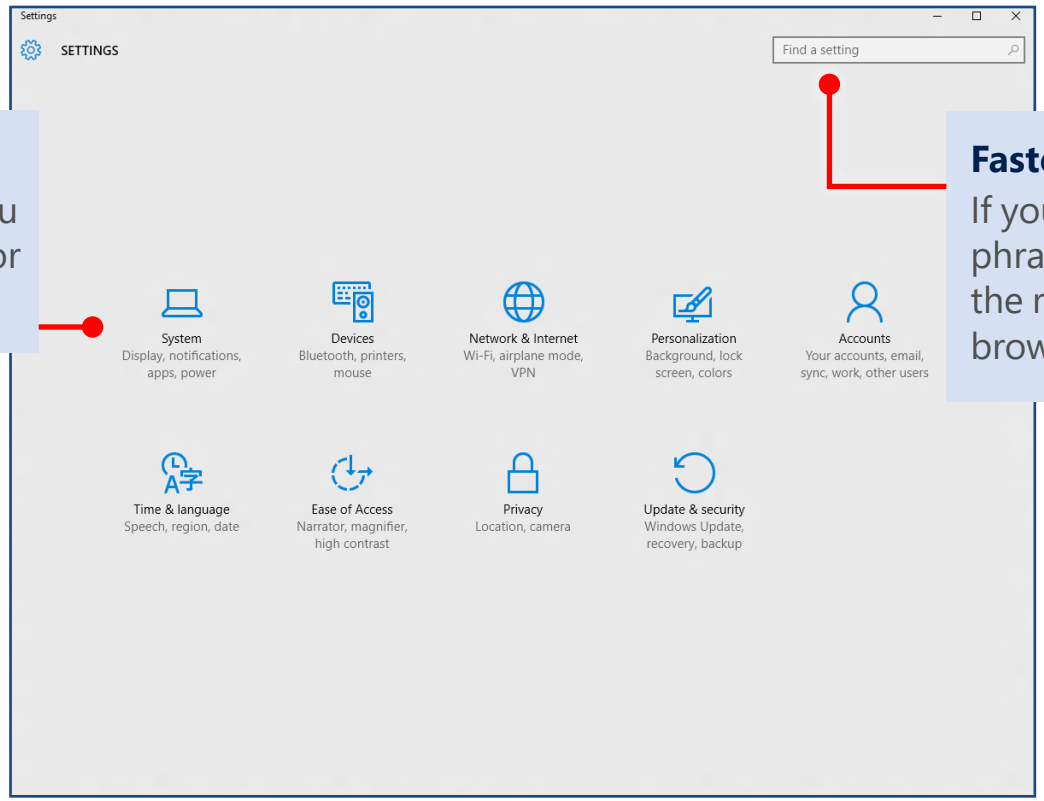
Settings up close

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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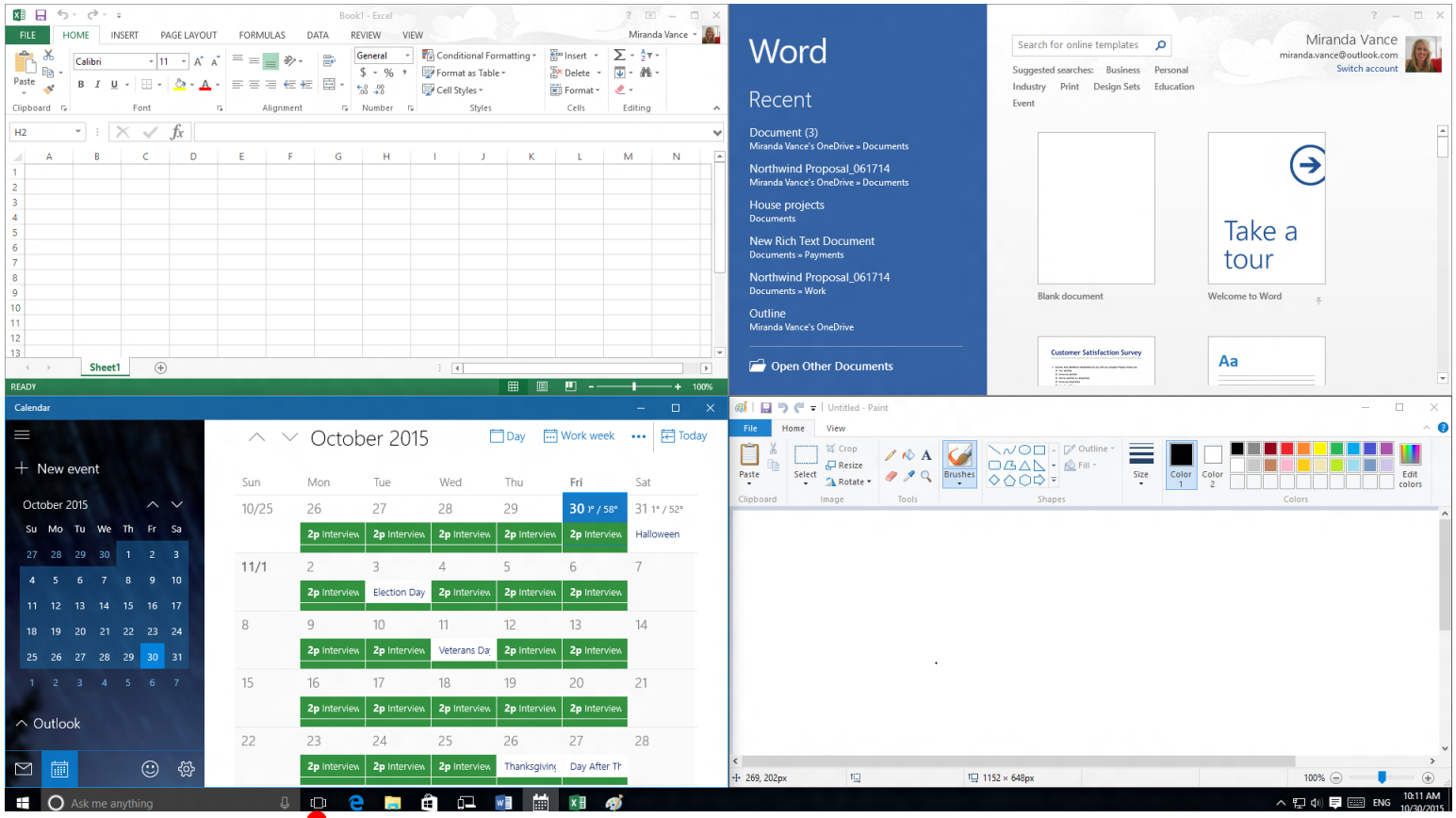
See more of your work at once

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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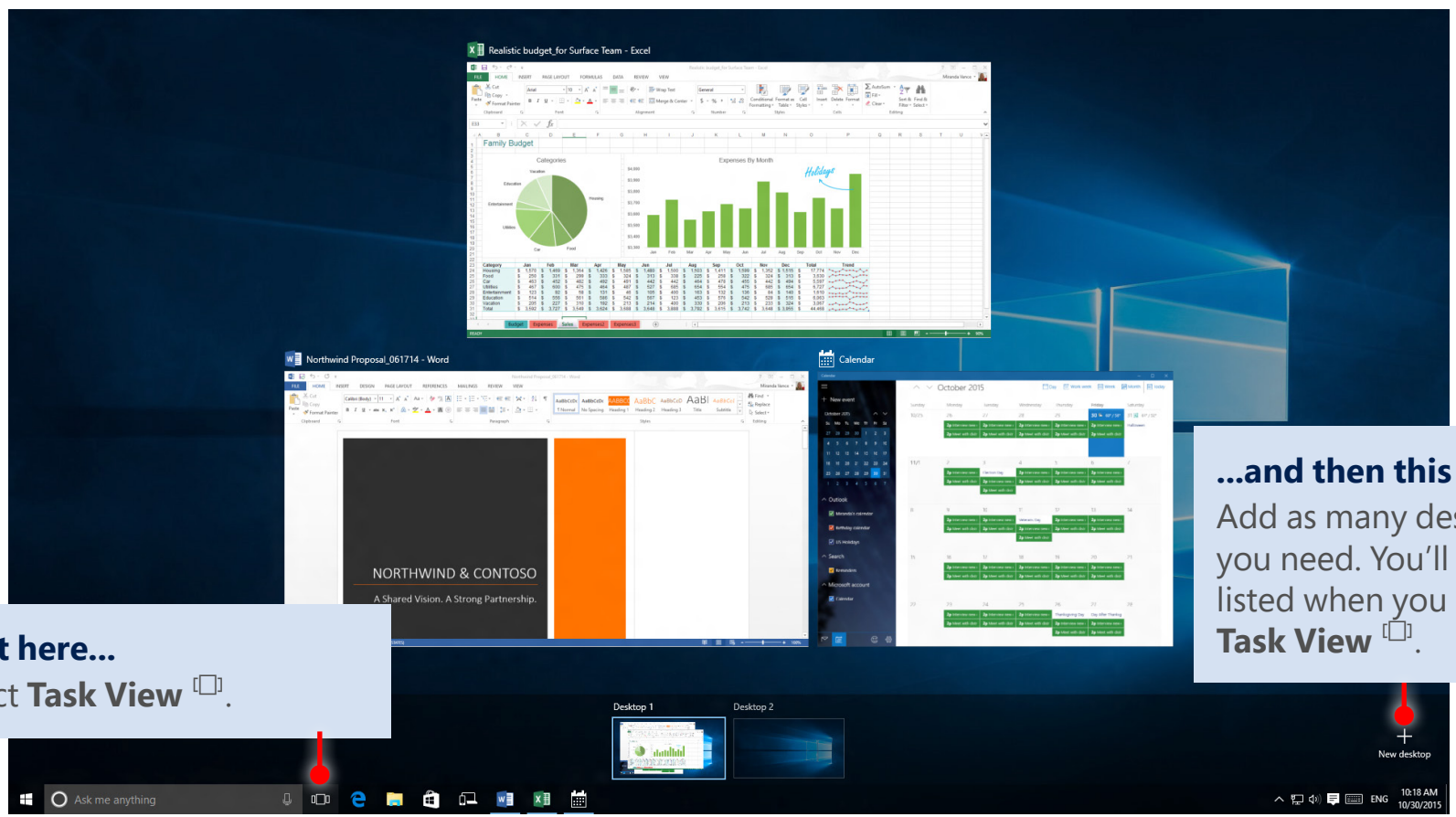
Get organized

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.



Start here...
Select **Task View**.

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

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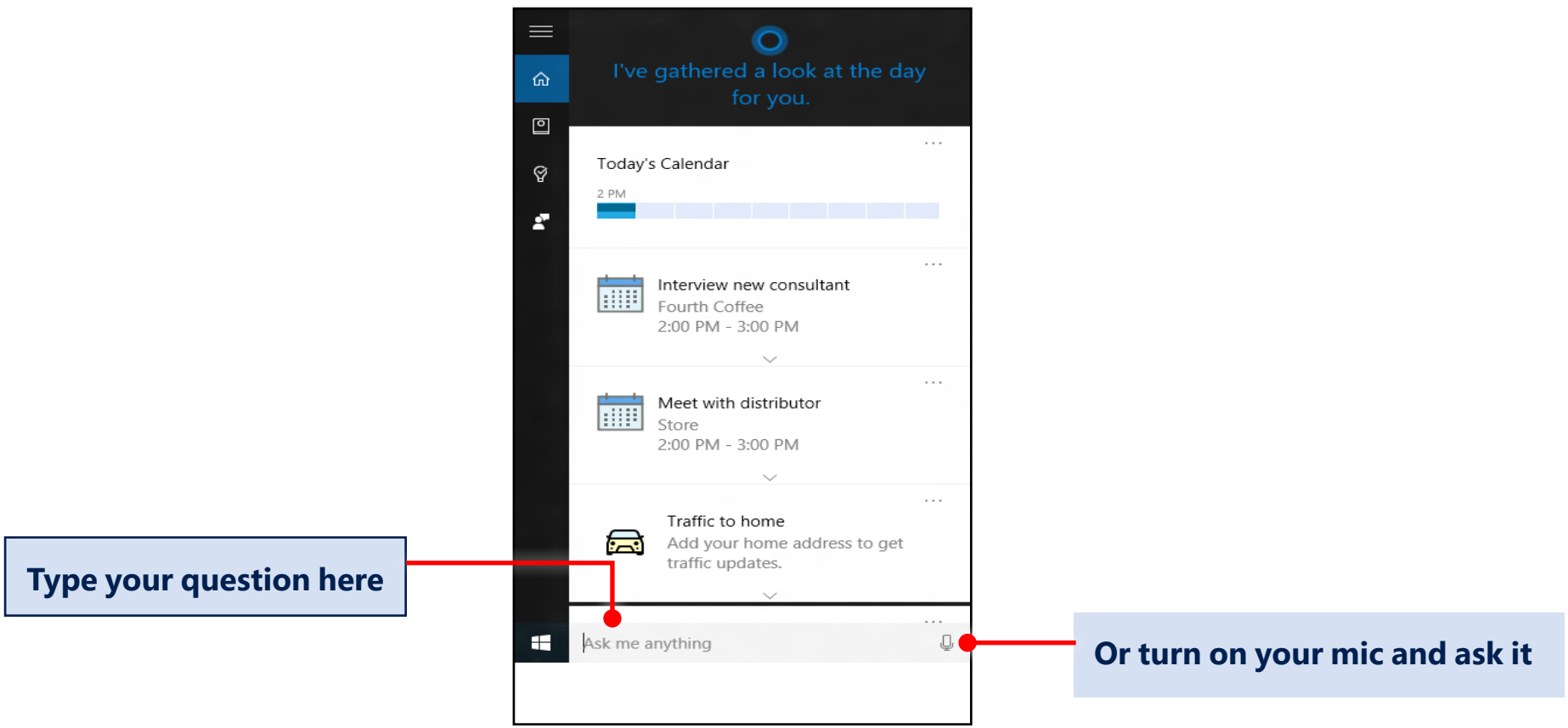
Cortana goes to work

Cortana helps you find things on your PC, manages your calendar, tracks packages, and can tell you a joke on a rough Monday. The more you use Cortana, the more personalized your experience will be.