# **Quick start: Your Desktop**



## Flatten the learning curve

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

Find files

Quickly access your

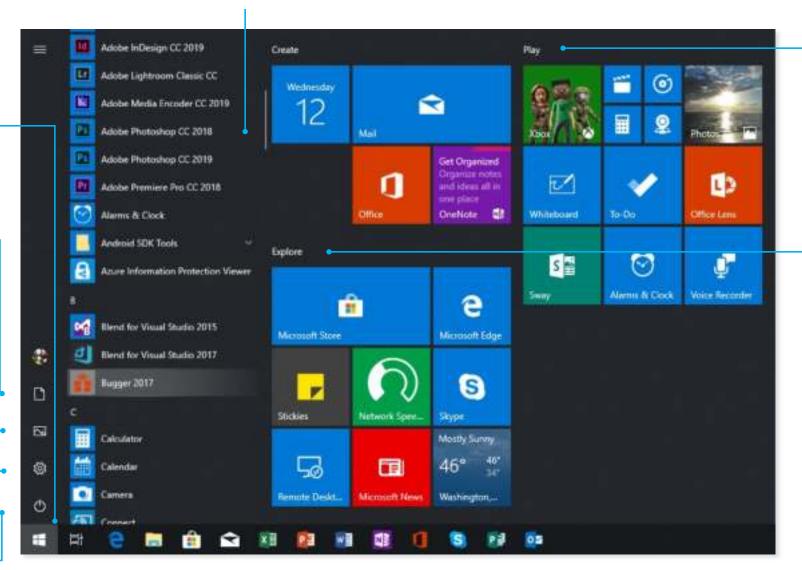
Documents folder

Find Pictures

Settings
Personalize the
defaults. Monitors,
networks, printers,
and more.

On, off, and restart.

#### Browse every app



Most used apps Use an app all the

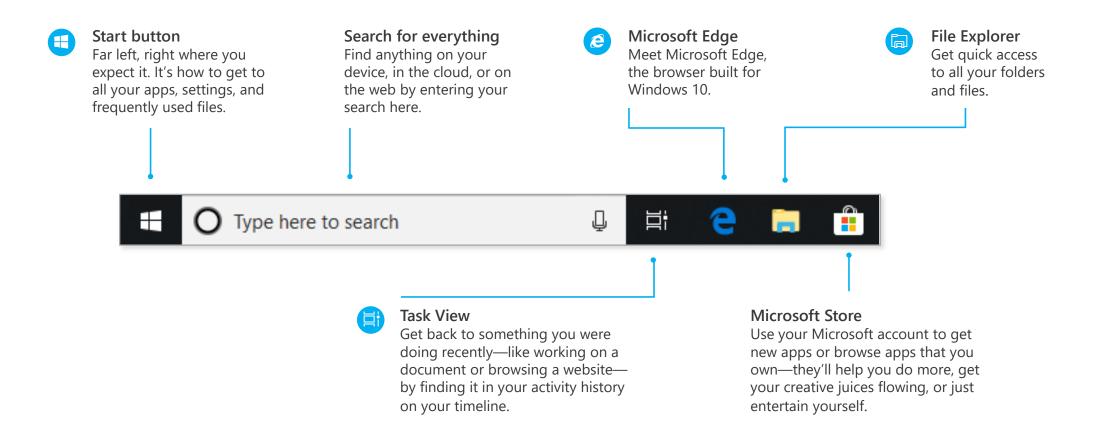
time? Pin it by pressing and holding (or right-clicking on it) and select
Pin to Start.

#### 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 more personalized name.

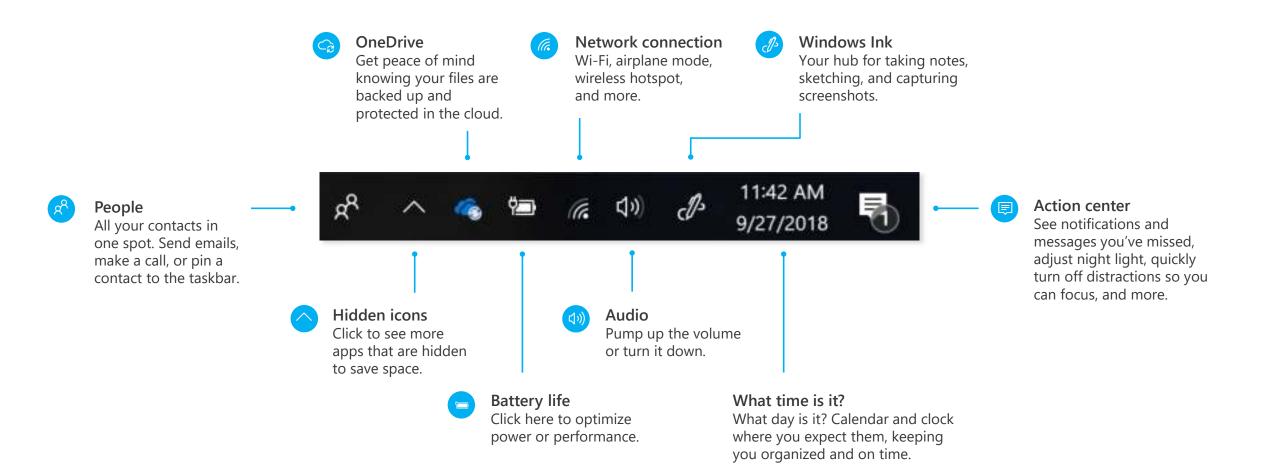


#### The taskbar





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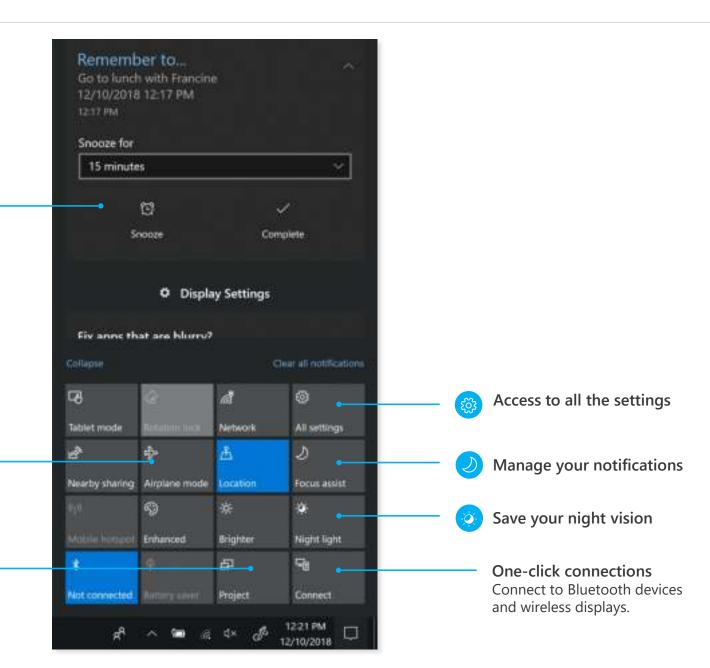


### Action center

1 Actionable items
New mail, messages, and
device alerts. An easy-toscan list of action items
appears here.

Prepare for departure

Share screens
Or manage multiple screens.

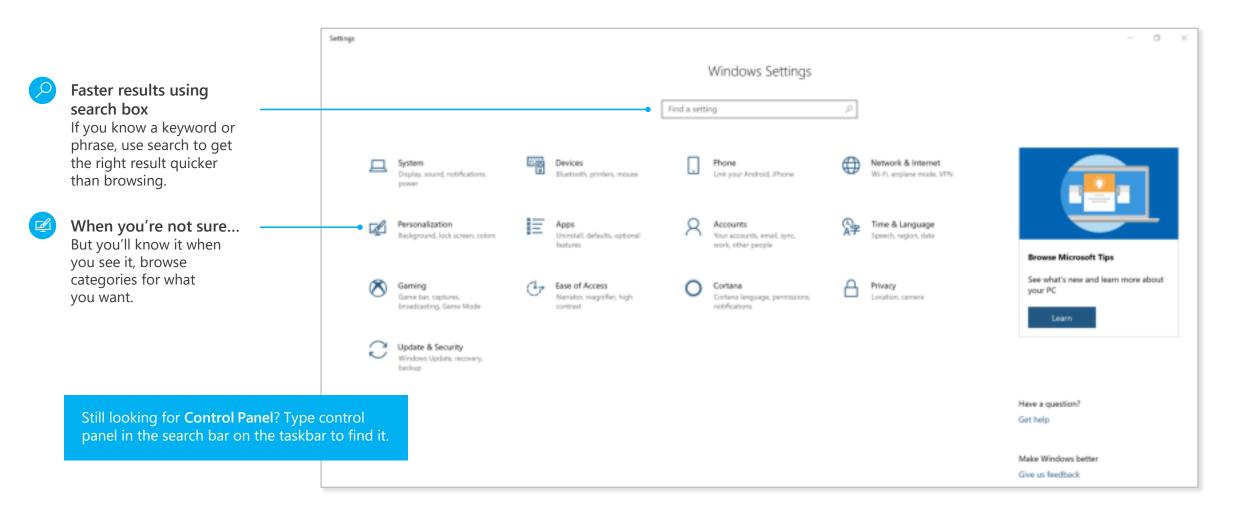


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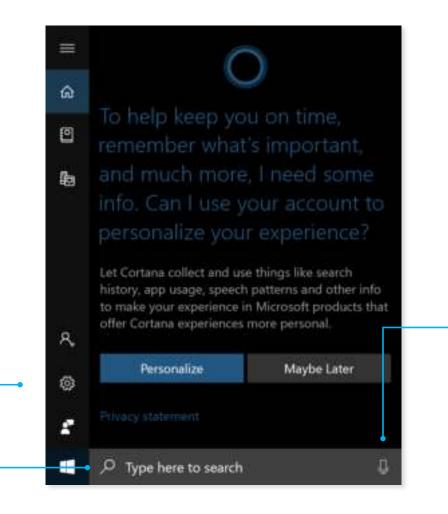
## Settings up close

Set up Windows so it's just right for you. Most of your settings are now available in the **Settings app**, including ones still in **Control Panel**.



### Meet Cortana, your digital assistant

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



Turn on your microphone and ask your question.

Type your question here.

Talk or type, the

Control settings for

Cortana in the **Settings** app.

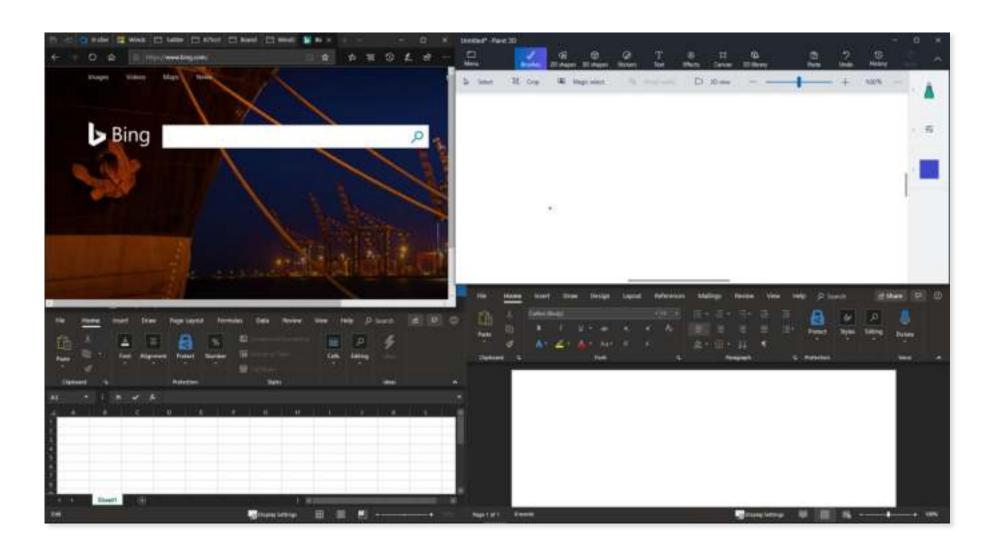
choice is yours



See more of your projects at once

Move a window to the side or top of your display

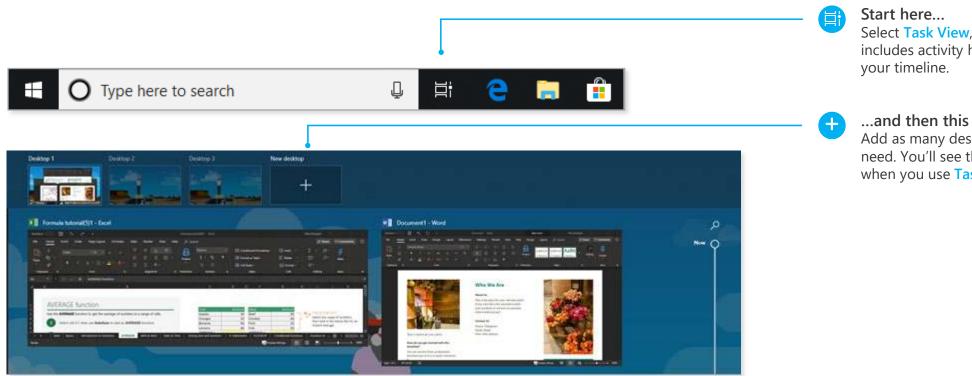
Do it again with another app. Snap as many as four at one time.



## 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. You can also find activities across multiple devices by using the activity history on your timeline.



Select Task View, which includes activity history on

Add as many desktops as you need. You'll see them listed when you use Task View.