

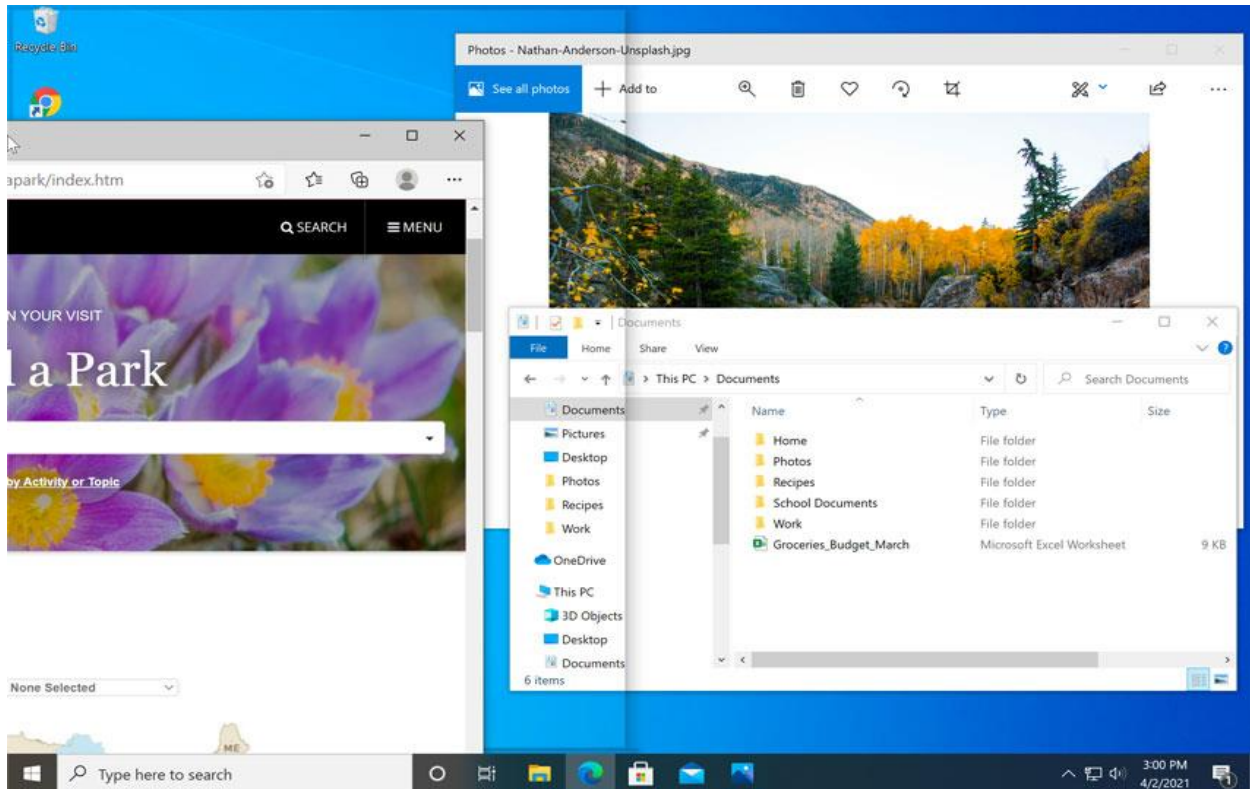
Microsoft Windows 10

The Desktop

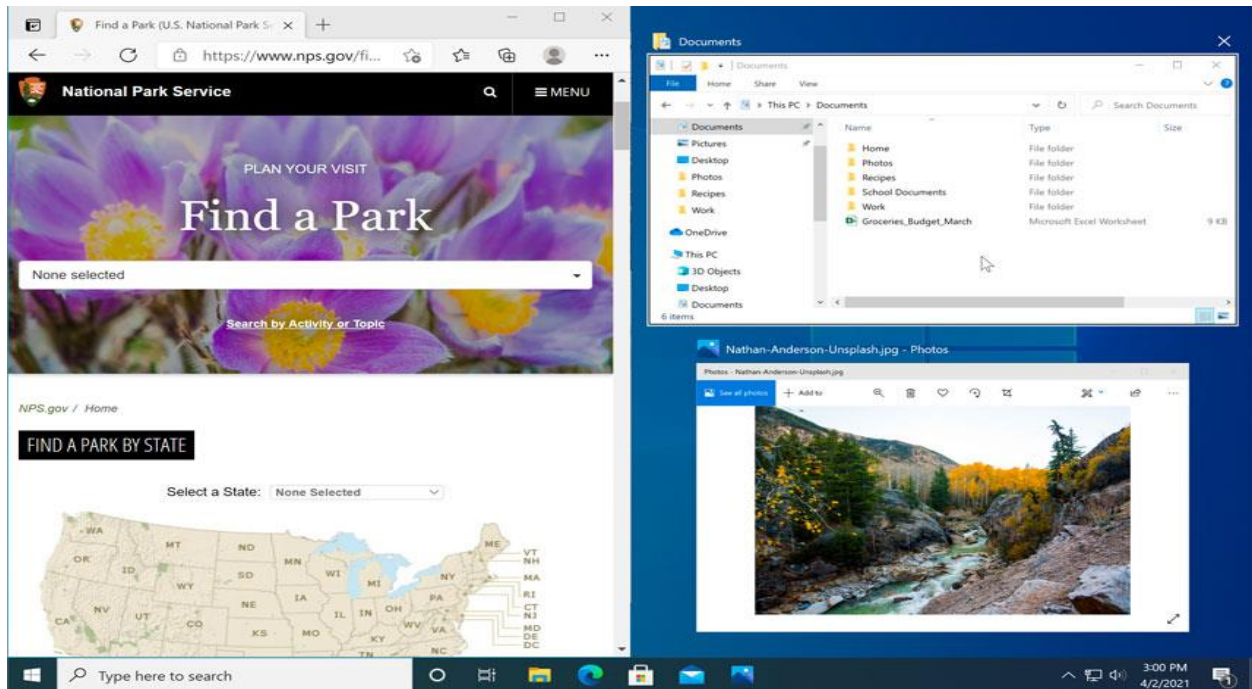
Windows 10 has several features that make it easier to multi-task and work with multiple windows at the same time.

Snap

Snap allows you to resize windows quickly, which is especially convenient when you want to see two windows side by side. To do this, click and drag the desired window to the left or right until the cursor reaches the edge of the screen, then release the mouse. The window will snap into place. To unsnap a window, simply click and drag the window down.

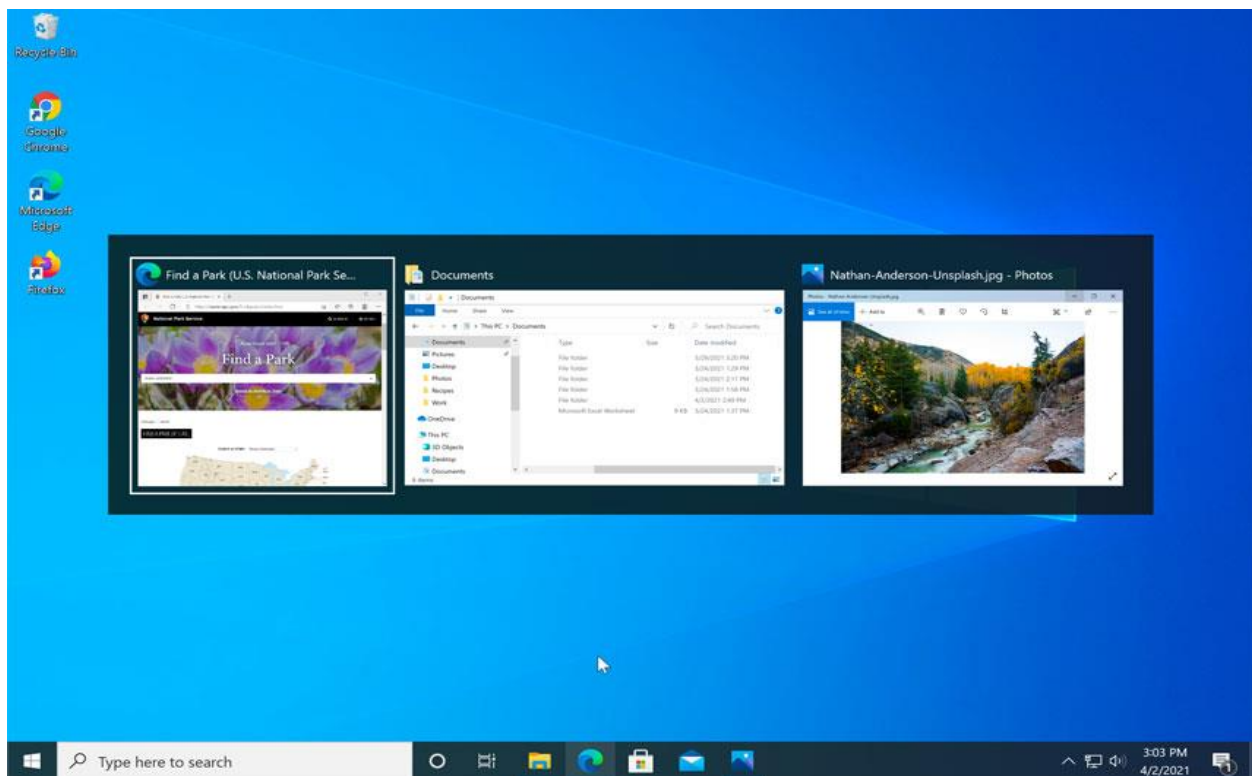


Note: If you have more than one window open when snapping, you'll be able to choose a window to snap to the other side of the screen automatically.



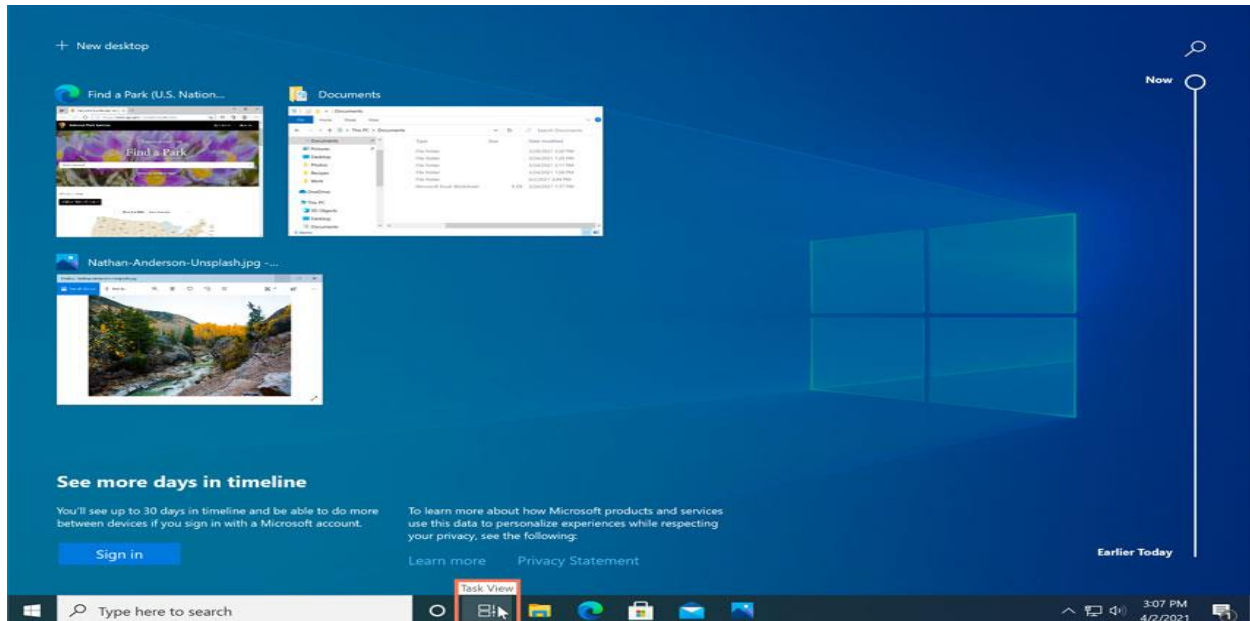
Flip

You can use Flip to switch between open windows. To do this, press and hold the Alt key on your keyboard, then press the Tab key. Continue pressing the Tab key until the desired window is selected.



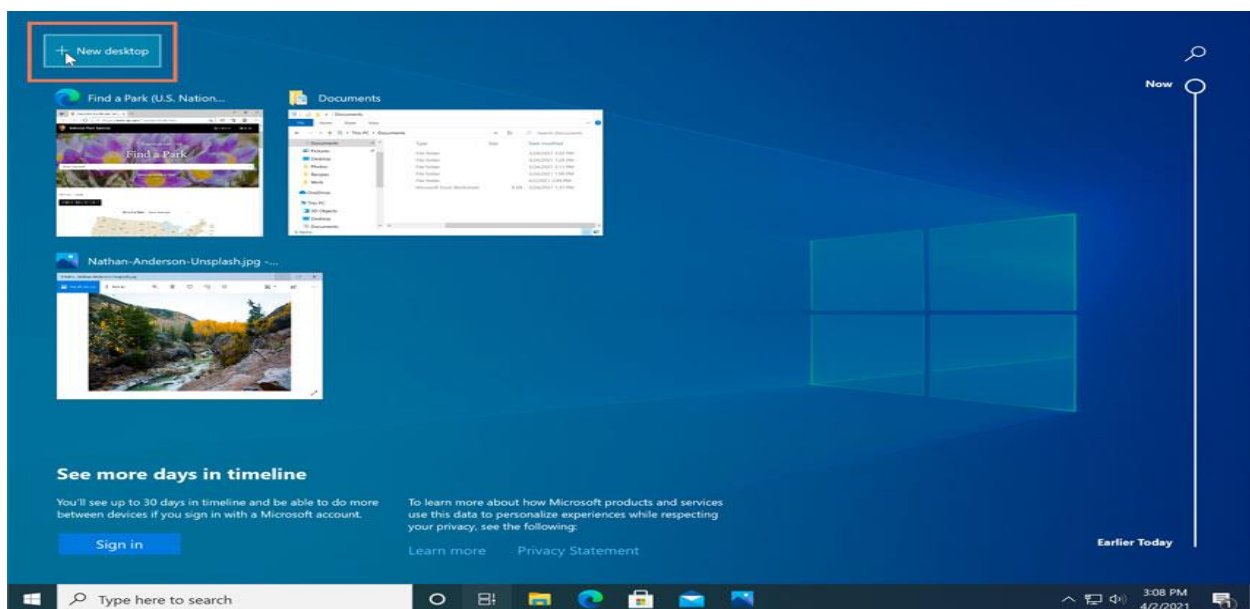
Task view

The Task view feature is similar to Flip, but it works a bit differently. To open Task view, click the Task view button near the bottom-left corner of the taskbar. Alternative, you can press **Windows key+Tab** on your keyboard. All of your open windows will appear, and you can click to choose any window you want.

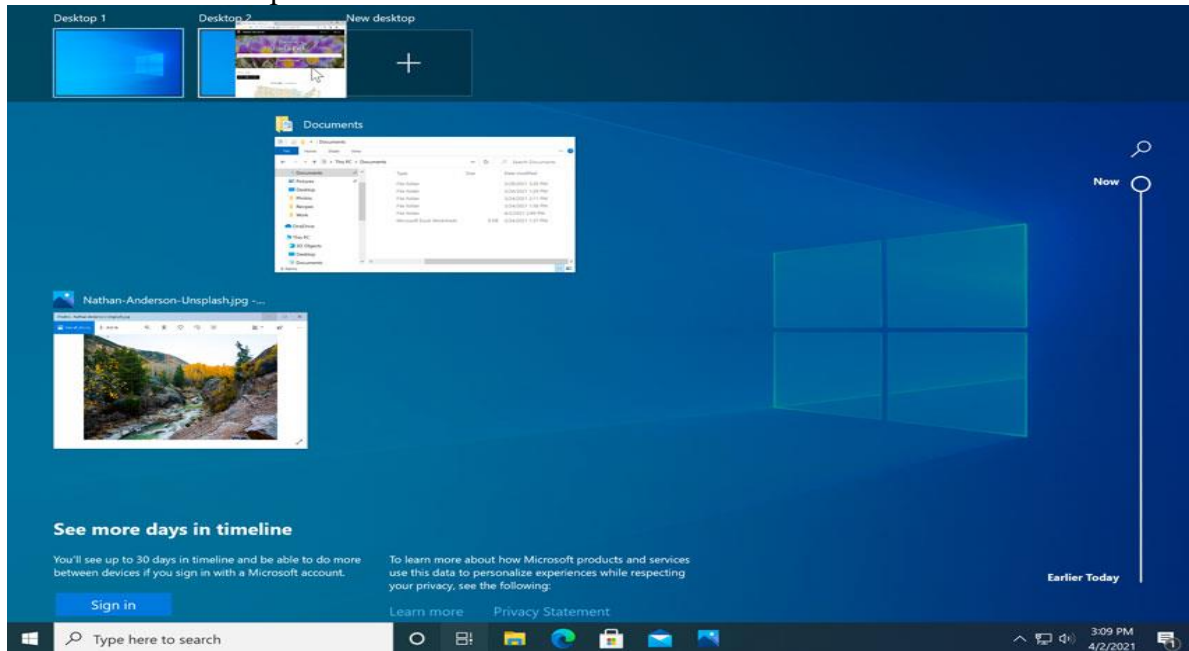


Virtual desktops

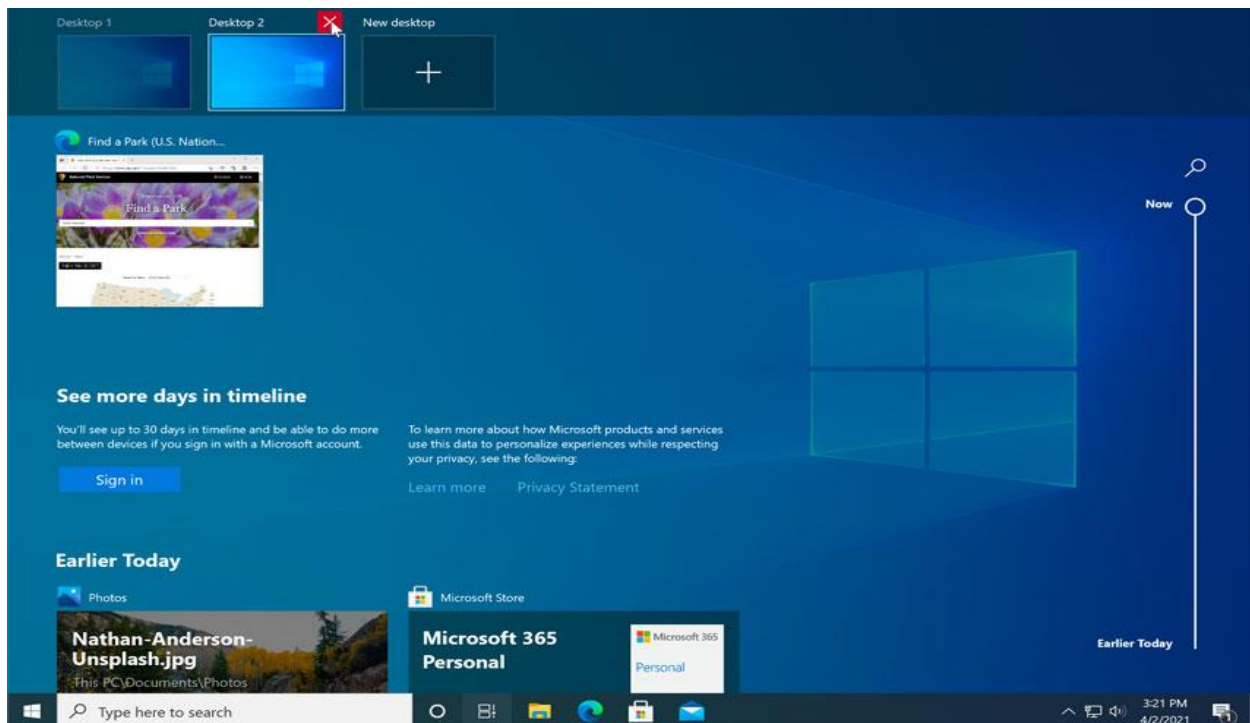
Instead of keeping everything open on the same desktop, you can move some of your windows to a **virtual desktop** to get them out of the way. This feature wasn't available in previous versions of Windows, and it's especially helpful for managing a lot of windows at the same time. To create a new desktop, open **Task view**, then select **New desktop** near the bottom-right corner.



Once you've created multiple desktops, you can use Task view to switch between them. You can also move windows between desktops. To do this, open Task view, then click and drag a window to the desired desktop.

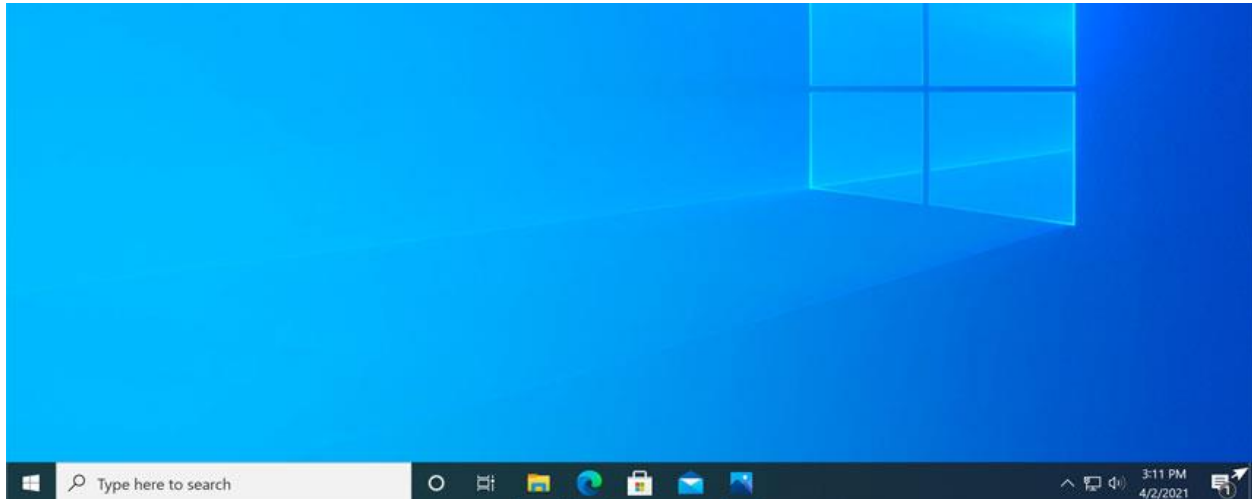


To close a virtual desktop, open Task view and click the X in the upper-right corner of any desktop you want to close.



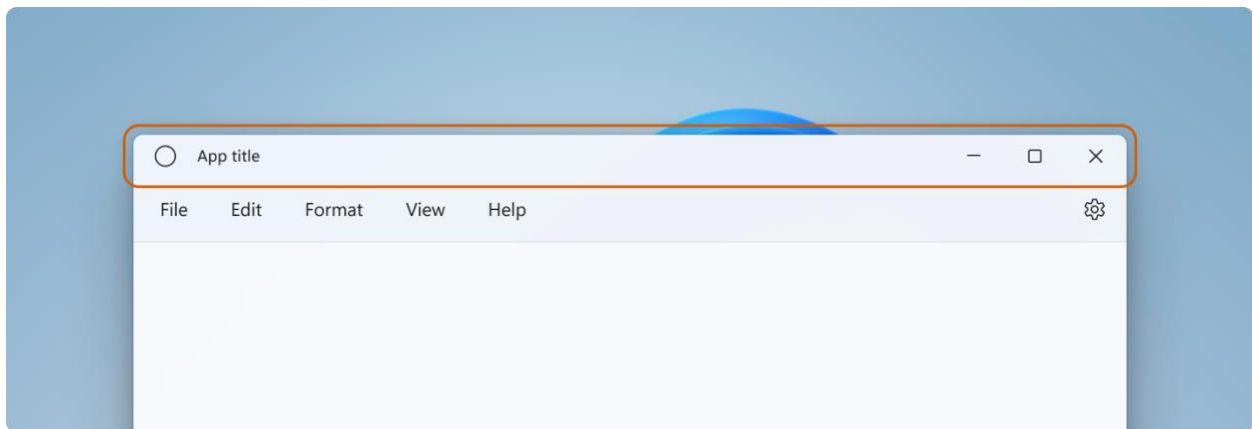
Showing the desktop

If you have a lot of windows open at the same time, it can be difficult to see the desktop. When this happens, you can click the bottom-right corner of the taskbar to minimize all open windows. Just click it again to restore the minimized windows.



Title bar

The title bar sits at the top of an app on the base layer. Its main purpose is to allow users to be able to identify the app via its title, move the app window, and minimize, maximize, or close the app.

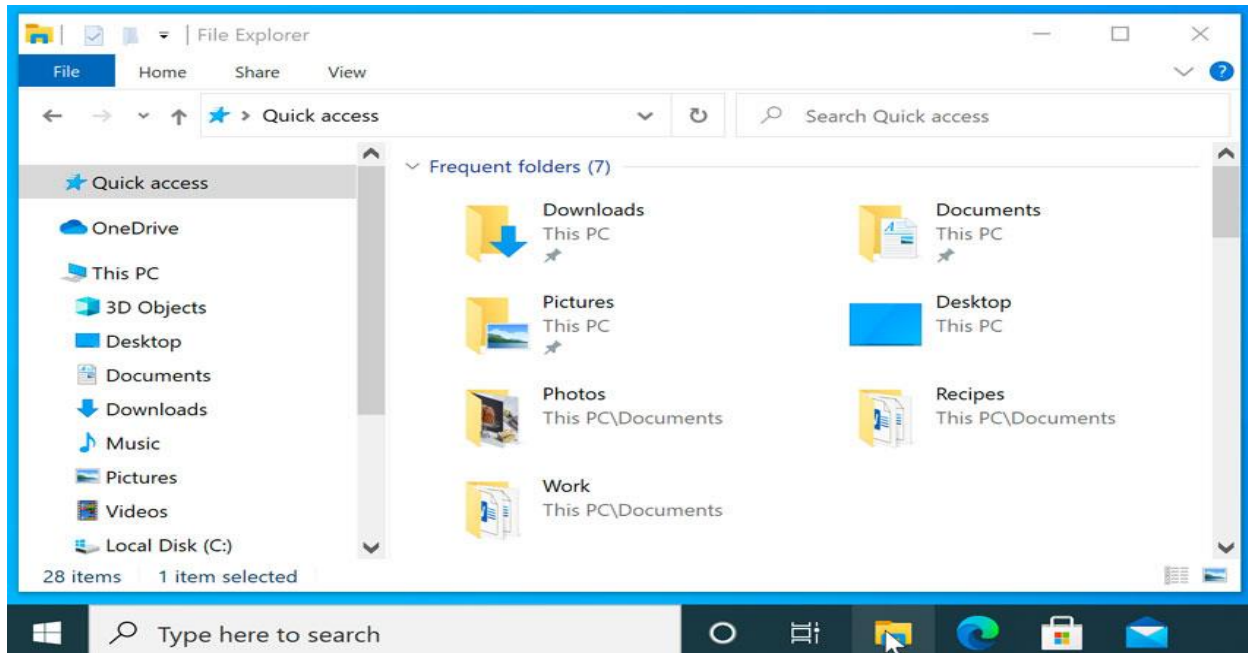


Opening applications

You'll use the Start menu to open programs on your computer, just like with previous versions of Windows. To do this, click the Start button in the bottom-left corner, then choose the desired application. If you don't see the one you want, you can scroll to see a full list of applications. In the example below, we're opening OneNote.

Working with files

You'll use the File Explorer to manage your files and folders. To open File Explorer, click the File Explorer icon on the taskbar or double-click any folder on your desktop.

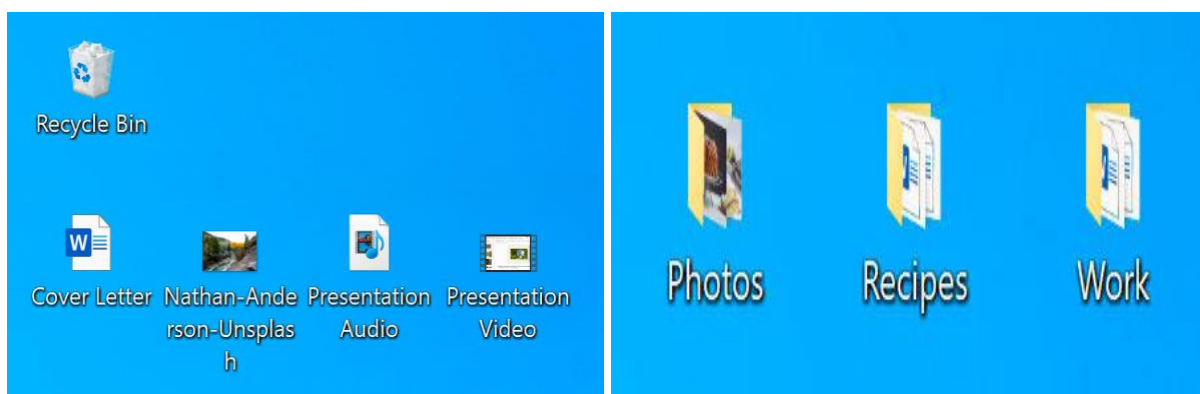


Files and Folders

There are many different types of files you can use. For example, Microsoft Word documents, digital photos, digital music, and digital videos are all types of files. You might even think of a file as a digital version of a real-world thing you can interact with on your computer. When you use different applications, you'll often be viewing, creating, or editing files.

Files are usually represented by an icon. In the image below, you can see a few different types of files below the Recycle Bin on the desktop.

Windows uses folders to help you organize files. You can put files inside a folder, just like you would put documents inside a real folder. In the image below, you can see some folders on the desktop.



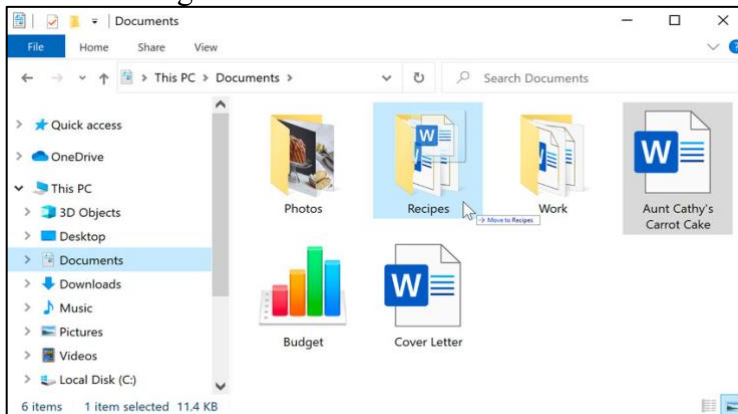
Moving and deleting files

As you begin using your computer, you will start to collect more and more files, which can make it more difficult to find the files you need. Fortunately, Windows allows you to move files to different folders and delete files you no longer use.

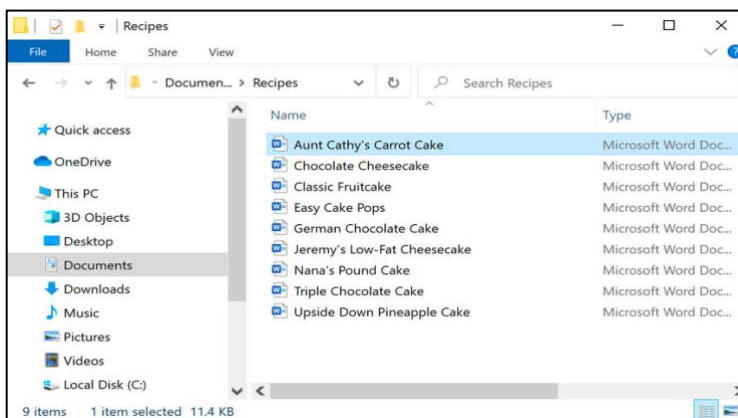
To move a file:

It's easy to move a file from one location to another. For example, you might have a file on the desktop that you want to move to your Documents folder.

1. Click and drag the file to the desired location.



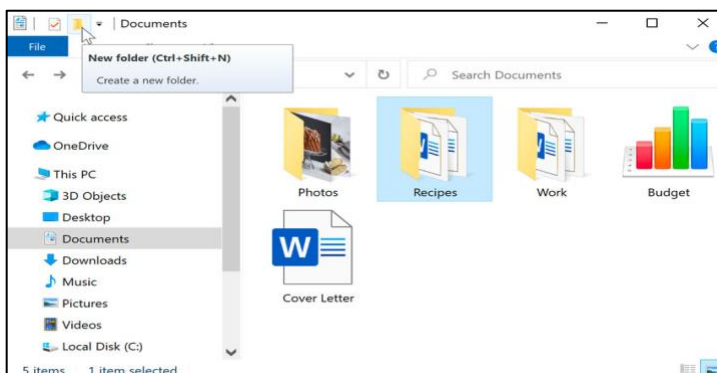
2. Release the mouse. The file will appear in the new location. In this example, we have opened the folder to see the file in its new location.



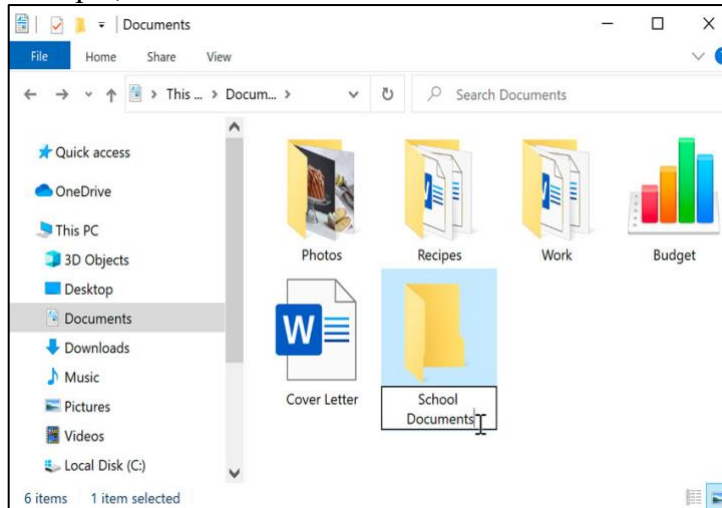
- You can use this same technique to **move an entire folder**. Note that moving a folder will also move all of the files within that folder.

To create a new folder:

1. Within File Explorer, locate and select the New folder button. You can also right-click where you want the folder to appear, then select New > Folder.



- The new folder will appear. Type the desired name for the folder and press Enter. In our example, we'll call it School Documents.

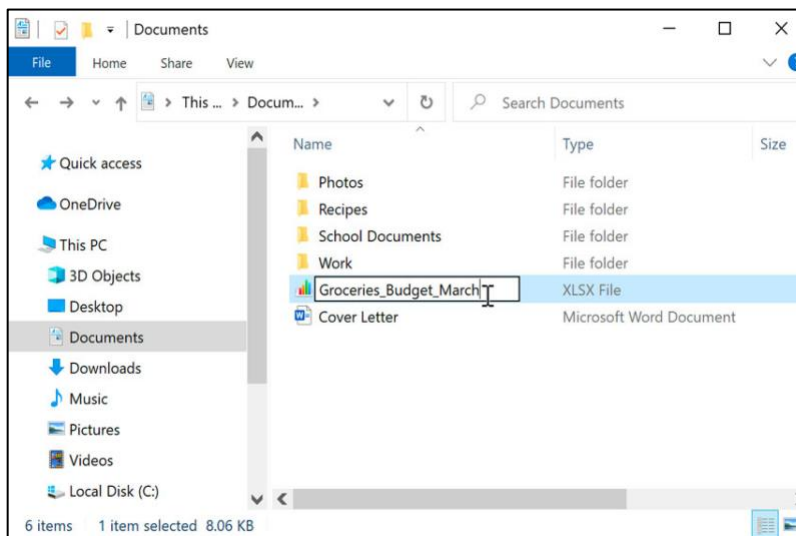


- The new folder will be created. You can now move files into this folder.

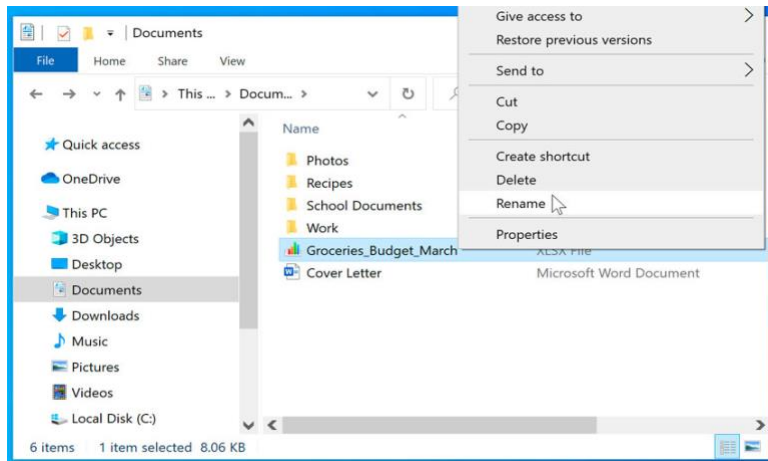
To rename a file or folder:

You can change the name of any file or folder. A unique name will make it easier to remember what type of information is saved in the file or folder.

- Click the file or folder, wait about one second, and click again. An editable text field will appear.
- Type the desired name on your keyboard and press Enter. The name will be changed.



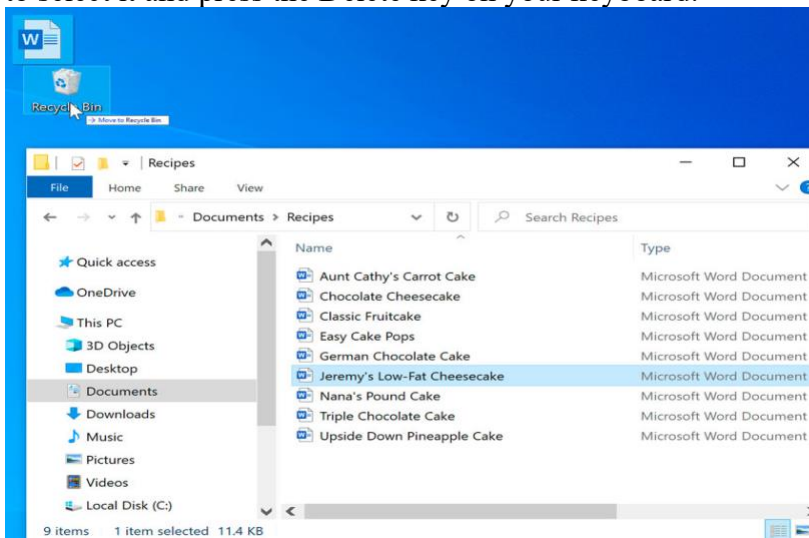
- You can also right-click the folder and select Rename from the menu that appears.



To delete a file or folder:

If you no longer need to use a file, you can delete it. When you delete a file, it is moved to the Recycle Bin. If you change your mind, you can move the file from the Recycle Bin back to its original location. If you're sure you want to permanently delete the file, you will need to empty the Recycle Bin.

1. Click and drag the file to the Recycle Bin icon on the desktop. You can also click the file to select it and press the Delete key on your keyboard.



2. To permanently delete the file, right-click the Recycle Bin icon and select Empty Recycle Bin. All files in the Recycle Bin will be permanently deleted.



- Note that deleting a folder will also delete all of the files within that folder.