Microsoft Windows 10: New Features
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**Start Menu**

Windows 10 introduces a new Start menu. The Start menu contains links to all applications and programs. Select the Start button in the bottom left corner or press the Windows key on your keyboard to access the Start menu.

The Start menu has two sections. The left side of the Start menu has options for computer settings and power, and navigation for the apps installed on the device or computer. The right side of the Start menu contains tiles.

**Resize**

Click the top or right border of the Start menu and drag to increase or decrease the size.

**Account Settings**

Click on the **account name and picture** at the top of the Start menu to display a menu with options to change account settings, lock the computer, and log out of the computer.
Most Used

Most used displays a list of the most frequently used apps. Windows updates this section automatically. This section is not customizable. Click an option to launch it.

Apps Menu

The bottom left section of the Start menu contains links for File Explorer, Settings, Power (Sleep, Shut Down, and Restart), and All Apps. Click an option to launch it.

The All Apps menu provides an alphabetical list of every app installed on the device or computer.
Tiles
The right side of the Start menu contains tiles. Tiles represent installed applications. Click a tile to launch the corresponding app.

Live Tiles
Live Tiles automatically update using the Internet and can display news, weather, and other information. To turn a Live Tile off and on, right-click the tile and select More | Turn live tile off/on.

Pin Tiles
To pin a tile, right-click on an app from the All apps menu and select Pin to Start.

Remove Tiles
To remove a tile, right-click the tile and select Unpin from Start.

Resize Tiles
To resize a tile, right-click a tile and select Resize.

Drag Tiles
To rearrange the order of tiles, drag and drop a tile to the desired location.

Tile Groups
Tiles are arranged into groups with a heading. To rename the group, click in the tile heading.
Cortana
Cortana is Microsoft’s voice-controlled digital assistant which first premiered on Windows Phone 8.1. Cortana is located on the taskbar to the right of the Start menu and is the main search feature of the operating system.

Cortana can search for apps or files on the computer, set timers and reminders, and search the internet. Click Ask me anything to type your search, or click the microphone icon to speak your query to Cortana. Cortana uses Bing to search the Internet.

In the example below, Cortana searched for “Word”. The Results show links to open Word 2016, documents that were recently used in Word 2016, and other apps that have Word in their name.
Task View
Task View is a virtual desktop feature in Windows 10. Use Task View to group related windows and apps into separate virtual desktops. The Task View button is on the Taskbar, to the right of Cortana.

To add a virtual desktop, click Task View. Task View will display thumbnails of any open app and a New desktop icon in the bottom right hand corner. To create a virtual desktop, click New desktop.
Desktop 1 and Desktop 2 display in the bottom middle of the screen. All open apps are assigned to Desktop 1. Hover the mouse over Desktop 1 to see thumbnails for the open apps. **Click and drag** any app onto the Desktop 2 thumbnail to assign an app to Desktop 2.

Click on a desktop thumbnail in Task View to access that desktop, or use the hotkeys Windows+CTRL+LEFT and Windows+CTRL+RIGHT to switch to the previous or next desktop.

To close a virtual desktop, hover the mouse over the desktop and click the X in the top right corner. Closing a desktop does not close the apps in that desktop. Any apps open in the closed desktop move to another open desktop. For example, closing Desktop 3 will move open apps from Desktop 3 to Desktop 2.
Snap Assist

The Windows 10 newly improved Snap feature allows multiple windows on a single screen. To snap a window, click the title bar and drag it to the side of the screen. To snap a window using the keyboard, click in the window you want to snap and press Windows+Left Arrow to snap it to the left, or Windows+Right Arrow to snap it to the right. Once a window has been snapped to the left or right, you can use Windows+Up Arrow to snap it to a top quadrant, or Windows+Down Arrow to snap it to a bottom quadrant.

The Snap Assist feature displays when a window is snapped, leaving a partially empty screen. Open applications will display as thumbnails, and clicking on a thumbnail will automatically snap that window to fill the empty part of the screen.
Window 1
Windows Settings
To access the computer settings, click **Start | Settings**.

Settings are grouped by category. Click a category to display the settings for that category, or use the **Find a setting** search box in the top right corner.

Control Panel is not included in Settings. To access Control Panel, right click **Start** and select **Control Panel**.
File Explorer
To access File Explorer, 1) click Start | File Explorer, 2) click on the File Explorer folder icon in the taskbar, or 3) press Windows+E.

The left side of File Explorer contains a list of folders and drives on the device or computer, and a Quick access section to pin folders for easy access. When Quick access is selected, the right side of File Explorer contains a list of Frequent folders. The list is automatically populated based on the folders that are most often used. A list of the most recently used files displays below Frequent folders.

Double-click a file or folder to access it. To pin a folder, right-click on the folder and select Pin to Quick Access.

Ribbon Interface
File Explorer has a ribbon interface. Click a tab in the Ribbon to see the commands for that tab.

Copy Path
Copy Path will copy the full path of a selected file or folder and place the path on the Clipboard. To use, select a file or folder. On the Home tab in the Clipboard group, click Copy Path. Paste the path in a document or email.
Invert Selection

Invert Selection will automatically deselect any files or folders that are currently selected, and select the files or folders that were not selected. To use, select files or folders. On the Home tab in the Select group, click **Invert Selection**.

Email

Windows 10 has improved file sharing abilities from File Explorer. The Email command allows users to share files via email without leaving File Explorer. To use, select files. On the Share tab in the Send group, click **Email**.

Zip

Zipping files can aid in sharing by compressing the files so they take up less space. Windows 10 makes it easy to zip files and/or folders directly from File Explorer. To use, select files and/or folders. On the Share tab in the Send group, click **Zip**.

View Tab

The **Show/hide** group in the View tab contains options to show or hide file name extensions and hidden items.