

What's New in Windows 10

Getting Started

When you log in to your Windows 10 machine, you will be taken to your desktop. Though similar to what you see in Windows 7, the interface has been updated with a new and fresh look.

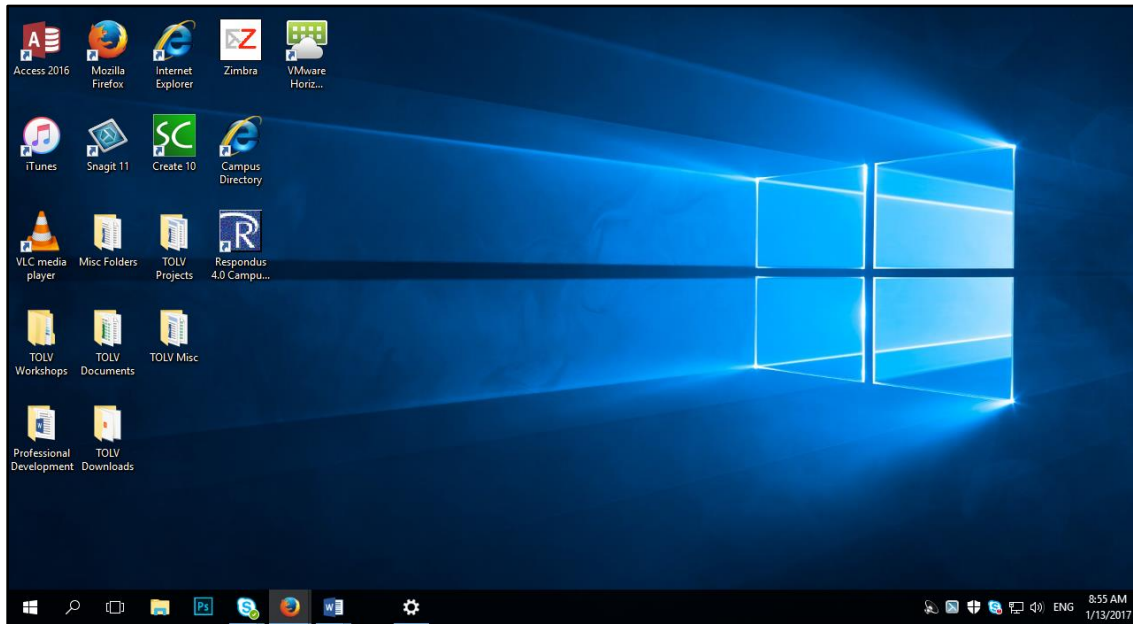


Figure 1 - New Windows 10 Layout

The Task Bar

A staple of the Windows operating system, the *Task Bar* has seen significant improvements. Key additions and improvements to the task bar include:



Figure 2 - The Task Bar

1. **The Start Button** – Updated with a new look, this tool opens the *Start Menu*, allowing you to open programs, adjust windows settings, and access user account as well as power options (See Figure 2).
2. **Windows Search** – A new feature on the task bar, allowing you to search for files and programs on your computer (See Figure 2).
3. **The Task View** – Also a new feature that provides access to all open programs, as well as the new *Virtual Desktop* feature (See Figure 2).
4. **File Explorer** – Formerly *Windows Explorer*, this tool is a file manager application that allows you to access files and folders on the computer (See Figure 2).
5. **Date/Time** – The *Date/Time* feature has been refreshed with added functionality. Additionally, you have the ability to add tasks and sync your Windows 10 calendar to your Zimbra account (See Figure 2).

The Start Menu

Clicking the **Start** button takes you to a redesigned *Start Menu*. The layout for the Start Menu is as follows:

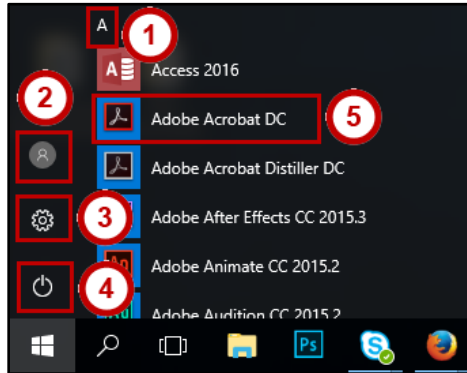


Figure 3 - Start Menu

1. **Alphabetical List** – Clicking on one of the letters above your programs brings you to an alphabetical list menu. This allows you to quickly access programs based on their first letter. For instance, clicking 'W' from the *Alphabetical list* takes you to the programs that begin with the letter 'W' (See Figure 3).
2. **User Account Options** – Takes you to the User Account Options (See Figure 3).
3. **Settings** – Opens the *Windows Settings* window where you can adjust a variety of computer settings (See Figure 3).
4. **Power Options** – Takes you to your computer's power options (See Figure 3).
5. **Program/App** – Opens your preferred program (See Figure 3).

Windows Settings

Clicking the **Settings** button from the *Start Menu* takes you to the new *Windows Settings*. This window provides access to a number of different settings that can improve the functionality and experience in Windows 10.

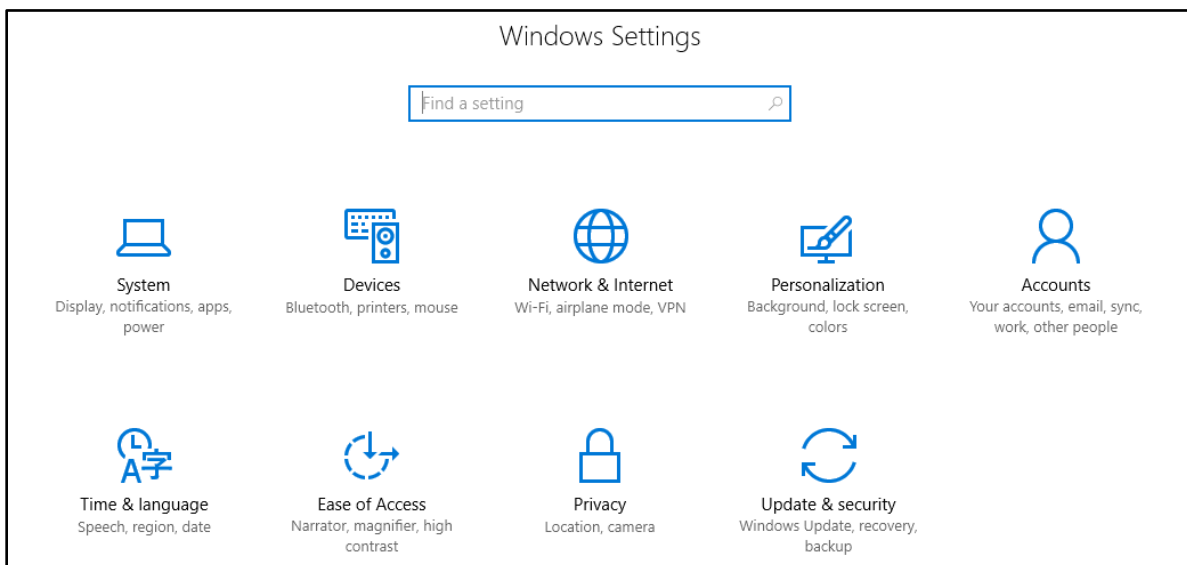


Figure 4 - Windows Settings

Windows Account Options

The *Windows Account Options*, located in the *Start Menu*, provides access to tools for your user account. For instance, you have the ability to edit user account settings, lock your computer, or sign out of your computer.

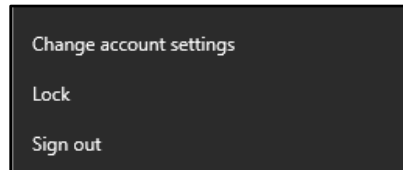


Figure 5 - Account Options

Power Options

Clicking the **Power Options** button, located in the *Start Menu*, takes you to the computer's power options. From here, you have the option to put your computer to sleep, shut down or restart your computer.

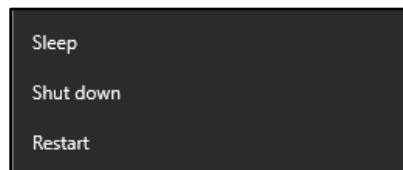


Figure 6 - Power Options

Windows Snapping

Windows Snapping has been improved. For instance, when dragging a window to one of the edges of your screen, that window will be resized to fit half of your display. By default, you will have the option of selecting an open task to fill the remaining half of the display. When dragging a window to the corner of your screen, that window will be resized to fill a fourth of the display.

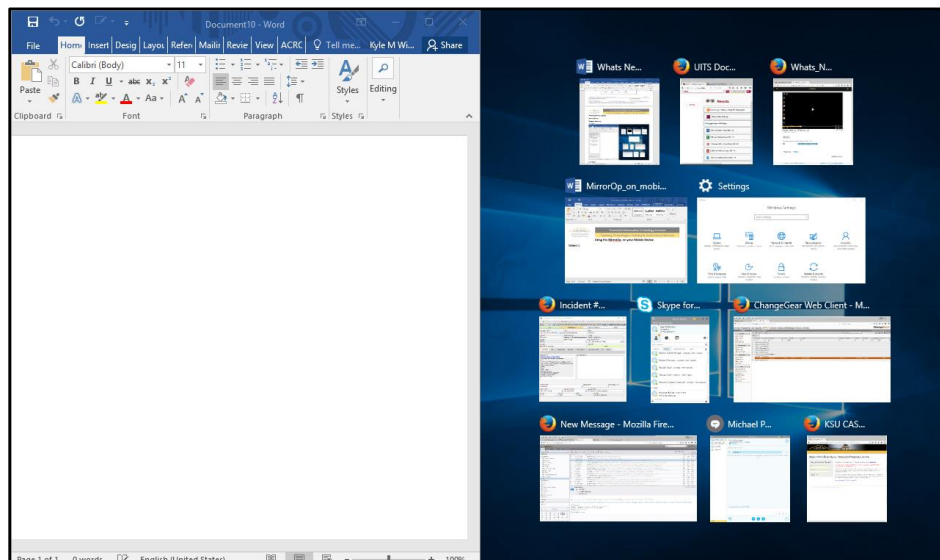


Figure 7 - Windows Snapping

Task View

The *Task View* button is found on the taskbar. This tool takes you to a screen that displays all of your open programs. Here, you can quickly switch between programs, thus aiding you in productivity. Though similar to using the **Alt+Tab** command on your keyboard, the *Task View* tool provides the added benefit of adding new desktops through the *Virtual Desktop* feature.

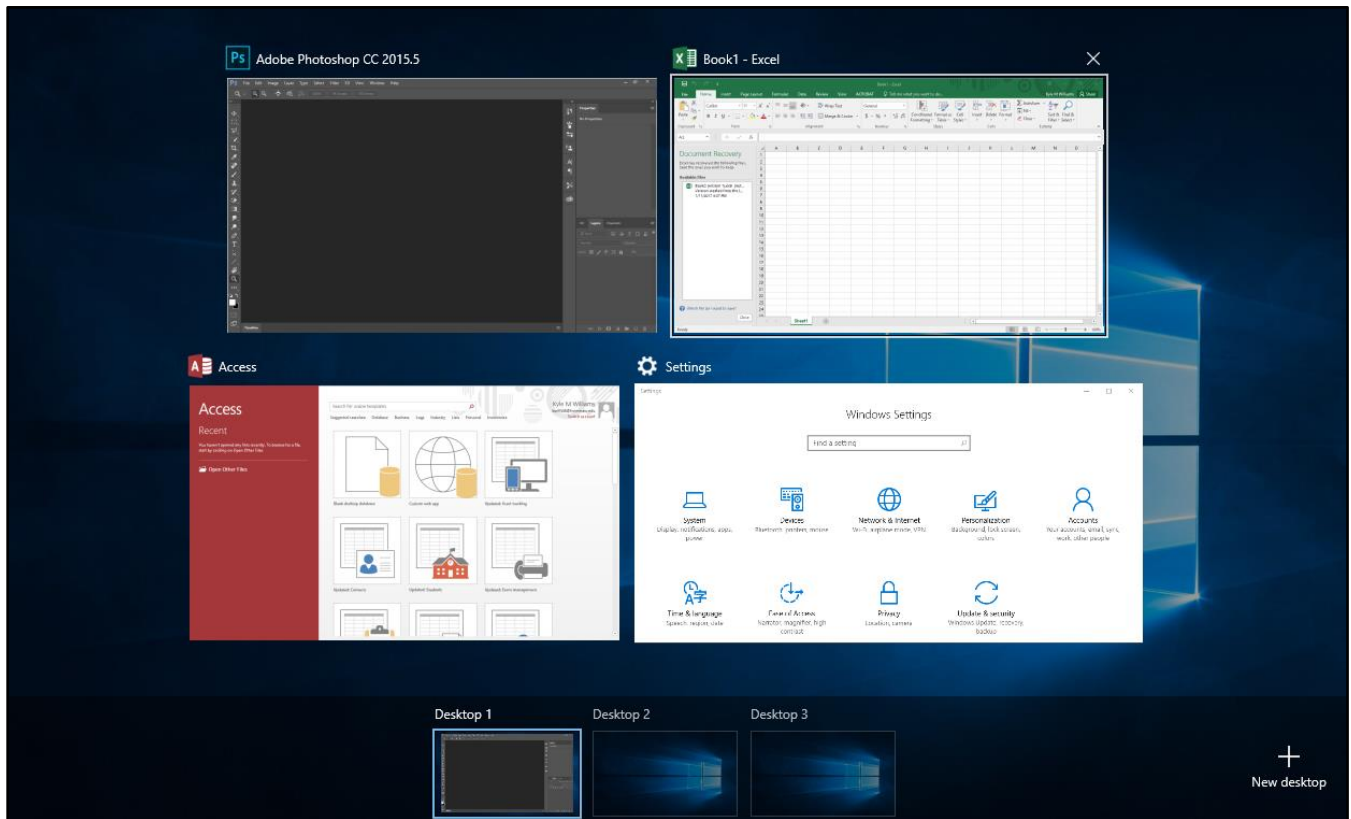


Figure 8 - Task View

Virtual Desktop

When in *Task View*, you have the option to open a Virtual Desktop. This allows you to have multiple tasks open across several desktops. This gives you more desktop space to group related windows and helps you to quickly locate and switch to any window or group of windows. You can open a new desktop by clicking **New Desktop** in the *Task View*.

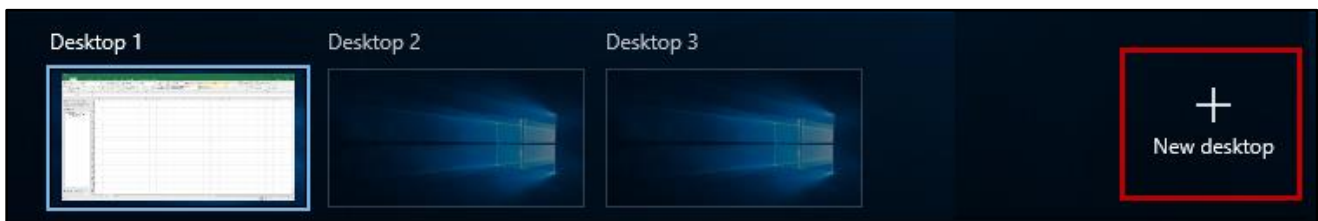


Figure 9 - Virtual Desktop

Windows Date/Time

When clicking **Date/Time** on the *Task Bar*, the newly designed calendar will appear. Here you can view calendar entries, create tasks, and even sync Windows 10 so that your Zimbra calendar events appear.

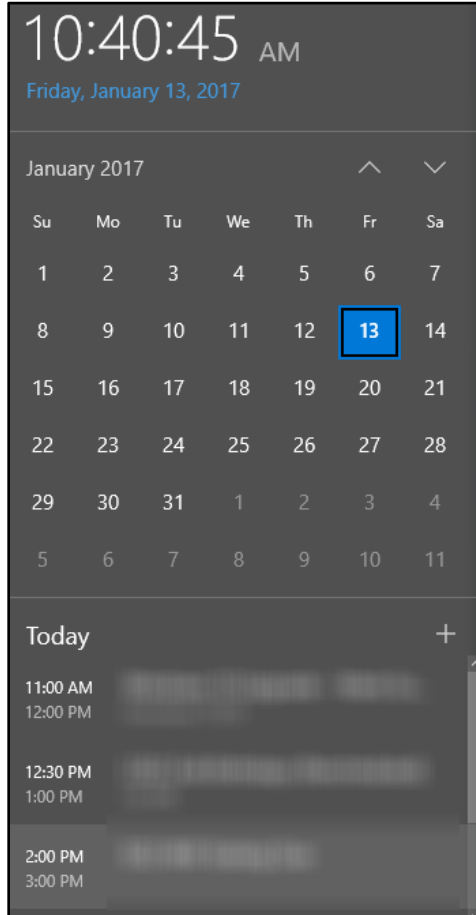


Figure 10 - Windows Date/Time