

Quick Start Guide to Windows 10

Making your move to Windows 10 quick and simple

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Take a tour of the Windows 10 desktop. Learn how to be more productive using the Windows Start menu, Taskbar and Action center.

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3 Apps and programs

Now that you've made yourself at home, it's time to take Windows 10 to the next level: adding apps. Whether you want to tackle more tasks around the house or at work, or have fun playing games, it's all here.

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Your security and privacy mean a lot to us. Windows 10 features a full security dashboard, with personal privacy settings and our most advanced safety measures yet.

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Windows 10 provides regular updates to keep your device secure and bring new features to you. Windows 7 users can find resources to transition to Windows 10.

Additional resources

We're here to help you make the most of Windows 10 from Day 1 to Day 101—and beyond! Get to know these resources. They'll help as you continue in your Windows journey.



Welcome to Windows 10!

Welcome to the Quick Start Guide to Windows 10. Whether you're picking up a Windows device for the first time or you're a long-time computer user transitioning from Windows 7, we cover the fundamental topics to help get you up and running on Windows 10 quick and easy.

We designed this e-book so you can walk through the very basics. From setting up your taskbar to organizing your start menu, to the more advanced topics such as securing your device and keeping it healthy, we've got you covered from start to finish. If you've been using Windows 10 for awhile now, you can jump around and find the topics most suitable to your needs.

Thank you for taking this journey with us. We'd love your feedback. Join us on [Windows Community](#) and let us know what topics you would like to know more about.

Happy learning!

— Julie and the entire Windows Community team

We are here to guide you

Welcome to Windows 10

The fastest, most secure version of Windows yet.

Let's get started.

Getting started with Windows 10

When you open your new computer, you might be surprised: Windows 10 may look a bit different. We listened to our users, and created a desktop for everyday home use, work and play, whether you're using a computer, laptop or tablet device.

If you are transitioning from Windows 7 or using a computer for the first time, there are three simple steps to get off to a quick start with Windows 10:

1. **Setup your taskbar for quick access:** Pin your most frequently used apps to the Windows taskbar.
2. **Organize your Start menu:** Pin the other apps which you use to the Start menu, unpin the apps you don't use, and arrange the tiles into groups to help you find them faster.
3. **Launch documents quickly:** Right-click on apps on the taskbar and Start menu to launch documents you worked on recently.

Watch the four videos on the right to learn more.



Pinning apps to the taskbar and Start menu

Find your favorite apps faster—just right-click and pin to Start.



Organize the Start menu

Resize, organize, and add Live Tiles to manage your day at a glance.



Customize the taskbar

It all starts here! Taskbar comes pre-set with programs, shortcuts, and files, and everything can be customized. Set up what you need, and navigate Windows 10 in just a few clicks.



Right click

Use your mouse's Right click to unlock hidden menus, quickly edit photos, display recent documents, and so much more.

Tip from Julie

Windows 7 users: If you don't like using the Start menu in Windows 10, you can unpin tiles and use the apps list just like in Windows 7.



1

Understanding
your desktop

The Windows Start menu

Welcome to the Windows 10 desktop! Get to know the Start menu: it's the gateway to your PC. Get online, find your favorite programs, check messages, and more—just press the Windows key or Start button to begin. You can customize the sizing and shortcuts just the way you like it.



A The Start button

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

B Power options

On, off and restart.

C Settings

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

D Find pictures

Quickly access all your saved pictures.

E Find files

Quickly access your Documents folder.

F Browse every app

Scroll up and down to view all your apps.

G 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 name or more personalized name.

H 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."

The Windows taskbar

Launch apps, search for important documents, and hop online—all with a quick click from the Windows taskbar. Jumpstart the day's tasks with Cortana, preview your inbox, and open key programs in a snap.



A The Start button

Far left, right where you expect it. It's how to get to all your apps, settings, and frequently used files.

B Search for everything

Find anything on your device, in the cloud, or on the web by entering your search here.

C Task View

Get back to something you were doing recently—like working on a document or browsing a website—by finding it in your activity history on your timeline.

D Microsoft Edge

Meet Microsoft Edge, the browser built for Windows 10.

E File Explorer

Get quick access to all your folders and files.

F Microsoft Store

Use your Microsoft account to get new apps or browse apps that you own—they'll help you do more, get your creative juices flowing, or just entertain yourself.

Tip from Julie

Opening a document can be just two clicks away. Pin your most frequently used apps to your taskbar. Right-click the app icon to open recently saved documents.



Windows Key

The Windows key is the most powerful key on your keyboard. Search for documents, launch apps, access your email, and search the web — without using your mouse.



Cortana

Cortana, your new digital assistant, is here to help you get things done and enjoy doing it. Get to know her!



Timeline

Take a quick glance at your open documents and see a history of documents you've worked on over the past few days with Timeline.



File Explorer

With File Explorer, you have the power to organize your documents and manage your folders exactly how you like.

The Windows taskbar – The right side



A People

All your contacts in one spot. Send emails, make a call, or pin a contact to the taskbar.

B Hidden icons

Click to see more apps that are hidden to save space.

C OneDrive

Get peace of mind knowing your files are backed up and protected in the cloud.

D Battery life

Click here to optimize power or performance.

E Network connection

Wi-Fi, airplane mode, wireless hotspot, and more.

F Audio

Pump up the volume or turn it down.

G What time is it?

What day is it? Calendar and clock where you expect them, keeping you organized and on time.

H Action Center

See notifications and messages you've missed, adjust night light, quickly turn off distractions so you can focus, and more.

Tip from Julie

Make your battery last longer by selecting Action center on the taskbar, then Battery saver.



Windows Clock

Stay in sync with Windows Clock! A handy alarm, agenda tracker, and quick-to-click calendar, this quiet little clock ticks along in the taskbar all day long.



OneDrive

Backup your photos and documents to OneDrive cloud storage so they are available across all of your devices.



People app

The People app adds special dates, recent conversations, and upcoming commitments to digital contact information to create your personal, interactive address book.

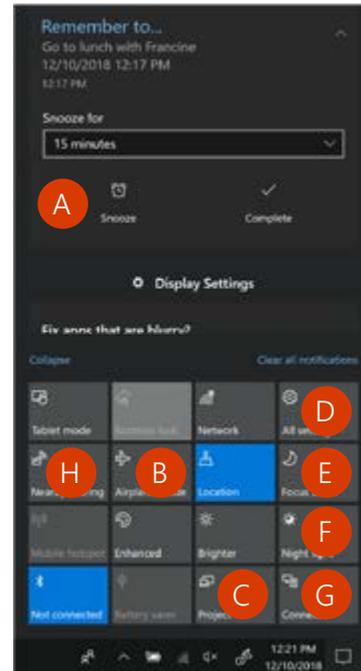


Battery life

Stay in charge! The last thing anyone needs is a dead battery. With Windows 10, keep track of your computer's usage and customize settings to control your power.

The Windows Action Center

Lights, camera, Action center! Find all of your notifications and alerts stored here safely, from emails to Windows Defender—even notes from Cortana, your new assistant. It's a great way to get more done.



A Actionable items

New mail, messages, and device alerts. An easy-to-scan list of action items appears here.

B Prepare for departure

Activate airplane mode with a single click.

C Share screens

Or manage multiple screens.

D Access to all the settings

With one click, access all your Windows settings in one place.

E Manage your notifications

Protect your productivity by eliminating distractions with Focus assist.

F Night light

Save your night vision by enabling Night light.

G One-click connections

Connect to Bluetooth devices and wireless displays.

H Nearby sharing

Share files between Windows devices with a single click.

Tip from Julie

Rest your eyes with Windows Night Light. Select Action Center, then night light to reduce your screen's blue light before bedtime.



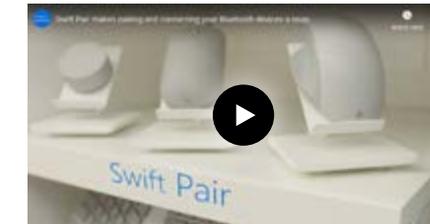
Notifications

Reminders, reminders, reminders. Skip silly interruptions, create quick responses, and manage notifications on your own time with the Windows 10 Action center.



Bluetooth

Goodbye, wires! Hook up your Bluetooth devices wirelessly with ease. The Virtual Agent can help with step-by-step set-up and troubleshoot Bluetooth issues.



Swift Pair

Wireless keyboards, mice, and headphones: it's a match made in heaven with Swift Pair. Connect in a snap with our latest Bluetooth technology.



Wi-Fi

Quickly connect your device to a Wi-Fi network and use these tips for troubleshooting connectivity issues.

The Windows Action Center



Airplane mode

Hit the road without worries! Windows 10 is made to travel, and you can activate Airplane mode with a single click in the Action center.



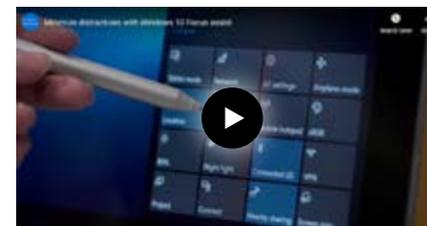
Nearby sharing

Welcome to seamless collaboration. Share files between Windows devices with a single click with Nearby sharing.



Wireless Display

Project your memories, work, or movies to the big screen. Just press Windows key + K to open the connect menu and find your wireless display.



Focus assist

Distractions are everywhere! Protect your productivity with Focus assist, and make the most of your working time.

Laptops and touchscreen devices

Windows 10 allows users to work seamlessly on touchscreen devices as they do with desktop computers. See how simple it is to navigate with touch and be more productive with a digital pen.



Windows 10 tablet mode

Enjoy full screen apps, a simple interface and more space to work on any device with tablet mode.



Pen and Ink

Draw, decorate, and doodle away on any photo with your digital pen and Windows Ink. Enhance images or create message cards with the power of the pen.



Microsoft Whiteboard

Plan, teach, create, or brainstorm by hand. Your ideas become instantly shareable, and safe—Whiteboard captures every bit and stores it in the cloud.



Handwriting reinvented

Not into typing? Not a problem! Windows 10 can read your handwriting and convert written words into text.

Tip from Julie

When using a laptop, you can scroll through a window by swiping two fingers up and down on the touchpad.



2

Setup and
personalization

Microsoft account and sign-in

A Microsoft account unlocks the full Microsoft universe of features. Get things done, have more fun, and stay in touch! Simple sign-in, social gaming, and OneDrive's cloud-based storage are all yours with just one username and password.



Setting up a Microsoft Account

A Microsoft account provides a full network of resources. Talk through Outlook and Skype, play games on Xbox Live, and backup your documents with OneDrive.



Setting up your device

A quick guide to setting up your computer's preferences when turning it on for the first time.



Password-free sign-in

An unsecure password can make your device vulnerable. With Windows Hello, you can securely unlock your computer with your face, fingerprint, or eyes, because it recognizes you.



Multiple accounts

Ah, the benefits of boundaries! Create individual user accounts for Windows 10, and your custom settings, email, and private storage stay secure—even on shared devices.



Family options

Keep your family safe online with Family options. Set limits on what kids can see, download or buy online. Limit screen time, too — after all, there's a whole world to see out there!



Device specifications

You'll get more from your tools if you understand how they work. Learn about your device specifications to get a better idea of what RAM, processors, and system settings really do.

Tip from Julie

Using a password on your device can make it vulnerable. Users often use weak passwords or use the same password across many accounts. Signing in through Windows Hello or using a PIN are two good password-free authentication options.



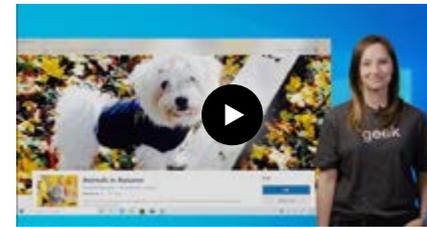
Device personalization

Make it yours! Windows 10 is all about you, from personalized backgrounds to custom language choices.



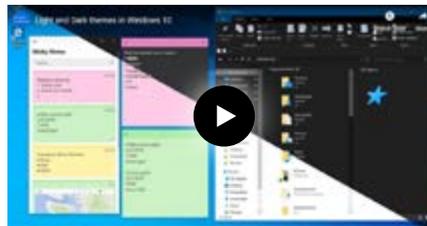
Personalize your PC background

Search for “background image settings” on Windows 10 to set a favorite photo, slideshow, or even a handy reference as your custom background.



Themes for your background

Tap the Windows key and type “Themes and related settings,” to find photos for your background. From landscapes to porcupines, you’re sure to find one you’ll like.



Light and dark themes

Get out of here, eye strain! Cut down on blue light, save energy, and give your eyes a break with custom light and dark themes.



Get Windows in your language

Local Experience Pack unlocks over 100 languages in Windows 10. Install your preferred language from the Microsoft Store.

Tip from Julie

Get your device to speak multiple languages. Download the Local Experience Pack of your choice to add to your computer’s languages.



The background features a dark purple gradient with several overlapping circles of varying sizes and shades of purple. On the left side, a large, bright magenta circle contains a white number '3'.

Apps and programs

Adding new apps to your device

Now that you've made yourself at home, it's time to take Windows 10 to the next level: adding apps and programs. Whether you want to customize built-in Windows apps, add programs to make you more productive, or play a game, it's all here.



Get the apps you need

Discover new apps in the Microsoft Store. We verify them all, so you don't need to worry about security or performance.



Set default applications

You can set which apps open by default for everyday tasks like web browsing, opening photos, and playing music in Windows 10.



Gaming with Windows

New players and seasoned gamers will love Windows 10's built-in gaming features.



Microsoft To Do

Combine shopping lists, checklists, and notes all in one place and get ready to power up your productivity! Track your task progress, have Cortana alert you to deadlines and share checklists with others.



Microsoft Font Maker app

Looking for just the "write" touch? The Microsoft Font Maker app creates custom fonts from your handwriting and Windows Ink.

Tip from Julie

Adding apps to your device can make it fun and productive. Browse the Microsoft Store in Windows 10 to find games, entertainment and productivity apps or use search to find a specific program.



Built-in Windows apps

We have pre-loaded some of our favorite apps to Windows 10 from Day 1. Capture custom screenshots, manage calculations, and make a little magic with these simple tools.



Snip & Sketch

Take a screenshot with Snip & Sketch and let the sharing begin! See how you can capture, customize, and share images from your screen.



Windows Calculator

The Windows Calculator does much more than addition and subtraction. It also allows you to do handy length conversions for your home projects and volume conversions when baking.



Microsoft Sticky Notes

Take digital notes on your device quick and easy. Add formatting, images, search terms, and color-coding to become a master of organization.



Video Editor

Make movies from still photos, or edit video clips in your personal studio. Add music, customize effects, and share with your friends and family. Quiet on the set!

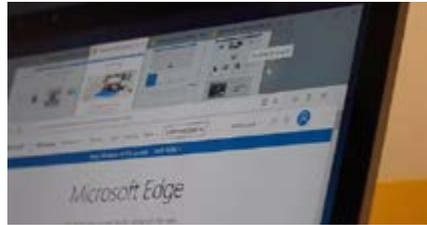
Tip from Julie

Take a screenshot by pressing Windows Key + Shift + S, select the area to copy and paste it into a document.



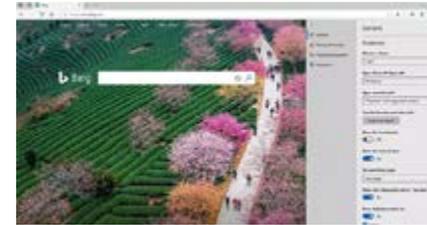
Web browsing

Whether you connect for work or play, Windows 10 gives you the ultimate online experience. Surf's up!



Microsoft Edge

Get online quickly with our top tips for using Microsoft Edge. We built Windows 10's custom web browser to help you navigate quickly, easily, and with tip-top security.



Customize Edge

Once you master Microsoft Edge, you won't want to surf the web with anything else. Add favorites, personalize your newsfeed, store passwords and browse better.



Pin popular sites

Looking for one-click access to your favorite online places? With Windows 10, pin settings, apps, files, programs, and popular websites right to your desktop, taskbar, or Start menu.



4

Tips and tricks

Tips and tricks

Do more with Windows 10!
These tips will get you off
and running in no time.



4 ways to switch between apps

Use Alt+Tab to make a quick switch between open apps, or create a custom taskbar shortcut.



Snap Assist

Make multitasking easy with Snap Assist! This handy shortcut helps you snap windows side-by-side on your screen so you can easily work between two apps.



Features to increase productivity

Get to know lesser known tools like shake to minimize, print to PDF, and notepad search with Bing to help you do more.



Emoji panel

Turn that frown upside down! Add emojis to any app with emoji panel. Just hold down the Windows key, press period, and prepare to express yourself.

Tip from Julie

Enlarge content in a window by pressing the Control key and scrolling your mouse wheel.



Tips and tricks: Keyboard shortcuts

These quick keystrokes save tons of time when you're getting around Windows 10.

Keyboard Shortcut	Description
Ctrl + X	Cut the selected item.
Ctrl + C (or Ctrl + Insert)	Copy the selected item
Ctrl + V (or Shift + Insert)	Paste the selected item.
Ctrl + Z	Undo an action.
Ctrl + Y	Re-do an action.
Ctrl + A	Select all items in a document or windows
Alt + Tab	Switch between open apps.
Alt + F4	Close the active item, or exit the active app.
Ctrl + Shift + Esc	Open Task Manager.
Esc	Stop or leave the current task.
PrtScn	Take a screenshot of your whole screen and copy it to the clipboard
Windows key	Open or close Start Menu. Initiate Window Search
Windows key + C	Open Cortana in listening mode.
Windows key + D	Display and hide the desktop.
Windows key + E	Open File Explorer.
Windows key + F	Open Feedback Hub.
Windows key + I	Open Windows Settings.
Windows key + L	Lock your PC or switch accounts.
Windows key + P	Choose a presentation display mode.
Windows key + Shift + S	Take a screenshot of part of your screen.
Windows key + V	Open clipboard.
Windows key + period	Open emoji and symbols panel.
Windows key + Tab	Open Task view.
Windows key + > or <	Arrange windows side-by-side with Snap Assist.

Tip from Julie

But wait, there's more! Check out [this comprehensive list of Windows 10 Keyboard shortcuts](#).





5

Security, privacy
and scam protection

Managing your device's security and privacy

Your security and privacy mean a lot to us. Windows 10 features a full security dashboard, with personal privacy settings and our most advanced safety measures yet.



Windows Security app

Manage your account, check firewall settings, and stay up-to-date on your computer's health.



Virus and threat protection

Windows Defender allows you to configure settings, check for updates, and manage your data recovery settings to ensure your system stays secure.



Firewall and network protections

No trespassing on this device! See how the Windows Security firewall settings and network protections keep unwanted traffic out.



Control your data and privacy

Windows 10 puts you in control of your privacy—and provides the opportunity to change it anytime.



Set camera privacy

Say cheese! Type "camera privacy" in Windows Search to manage which apps can have control of your device's camera.

Tip from Julie

Lock your PC in an instant. Press Windows key + L before walking away from your device.



Keeping your device healthy

Just as exercise and a healthy diet can keep your body fit, regular computer checkups and troubleshooting can help keep your Windows 10 device healthy – no fruits or veggies required.



Device performance and health

Type “device performance and health” in Windows search to get an instant update on how your system is doing.



Keep devices healthy

A regular check-up for your computer keeps systems running smoothly—just like you. Make sure you’re keeping your Windows device in great shape.



Troubleshooting

Conquer common problems with ease. Isolate and fix hang-ups with Wi-Fi, printing, audio, and more.



Backup your hard drive

Windows 10 will make a backup copy of all the pictures, documents, contacts, and calendars stored on your computer.



Using public Wi-Fi

Just because public Wi-Fi is free, it doesn’t mean it’s secure. Learn how to keep your computer and data safe at hotels, coffee shops, airports and other locations that provide this public service.

Tip from Julie

Your documents and data are important. Develop a regular hard drive backup routine to an external drive and to cloud storage such as OneDrive.



Preventing tech support scams

No scams; thank you, ma'am! Windows 10 is the most secure version of Windows to date, but scammers keep trying. Learn how to spot the bad guys and how to protect yourself from them.



Call scams

Learn how to identify, manage, and avoid phone scammers. Microsoft will never reach out to you with an unsolicited call.



Caller ID spoofing

Scammers may pose as Microsoft representatives or fake the Caller ID to say it's a bank, tech support, or even the government. Learn about spoofing red flags.



Email and chat scams

Fraudsters can find you online, too! Email and scam chats sneak into your online mailbox alongside real messages. Learn how to pick out scams like a pro.



Web browser scams

Windows Defender blocks over 155,000 tech support scam attempts online every day—pop ups, fake websites, trick errors, scam chats, and more. Here's how to avoid them.

Tip from Julie

Be wary of people claiming to be Microsoft Support. Microsoft will not contact users with unsolicited technical support unless you have initiated the call. Think you're being scammed? [Report it here.](#)





6

Accessibility

Make Windows accessible for you

Microsoft's accessibility features make tasks easier for users with a disability. Enlarge screen text to make it easier to read and change narration and dictation settings. Our features are all about optimal ease of use.



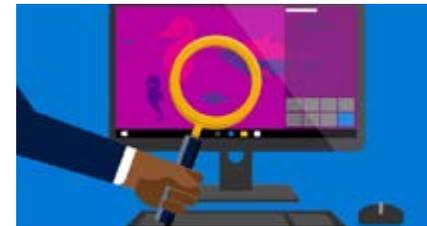
Make the text and mouse pointer easier to see

Customize the color and size of your mouse pointer in the display settings menu and adjust your text settings for easier reading.



Narrator

Narrator is your audio-based reading assistant. For verbal instructions and read-aloud descriptions of your screen and its text, engage Narrator for top-to-bottom help.



Magnifier

Adjust the size of words and images by pressing Windows key + Plus (+) to make them larger or Windows key + Minus (-) to make them smaller.



Ease of access dictation

Search without scrolling, capture key memos, and do more with your voice than ever before. All hands-free!

Tip from Julie

Talk instead of type with Dictate. On the touch keyboard, select microphone. On a physical keyboard, press Windows key + H to dictate what's on your mind.



A large, white, stylized number '7' is positioned on the left side of the slide. The background is a dark teal color with several overlapping, lighter teal circles of various sizes, creating a patterned effect. The number '7' is the central focus of the left half of the image.

7

Windows updates
and upgrades

Understanding Windows updates

Windows 10 provides regular updates to keep your device secure and to add new features.



Things to know about Windows 10 upgrade

More apps, better security, and smoother operations make Windows 10 an upgrade to more than just your computer.



Monthly updates

Here's what you need to know about Windows 10 monthly updates and how it's keeping your device healthy and protected.



Windows Update FAQs

Have more questions about Windows updates? Check out these frequently asked questions..

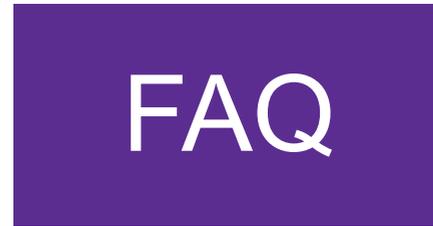
Tip from Julie

Windows updates are automatically downloaded to your device. Go to Windows Update settings to change your active hours or schedule when you would like the update to take place.



Windows 7 end of support

After January 14, 2020, Microsoft will no longer provide security updates or support for PCs with Windows 7. Whether you are looking to move to Windows 10 or stay with Windows 7, these resources will help you understand your options and make sure you are prepared.



What is Windows 7 end of support?

Frequently asked questions about Windows 7 end of support and what it means to you.



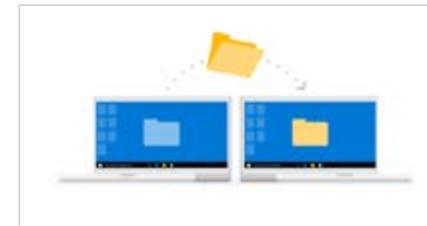
Step 1: System requirements for Windows 10

Even if your device meets the minimum requirements, consider purchasing a new Windows 10 device for optimal performance.



Step 2: Upgrade or buy a new computer?

Purchase a full Windows 10 license or find a Windows 10 device that's right for you.



Step 3: Moving to a Windows 10 PC

Learn how to transfer your files and apps to your new device so you can get up and running quickly.

Additional resources

Microsoft Support

Need help with a specific issue? Head to [Microsoft Support](#) where you can search for answers and filter your questions by Windows version and topic.

Windows Community

[Join the conversation!](#) Ask questions and discuss with fellow users how to best use Windows every day, whether you need to get work done or just want to have fun.

Do you have comments or feedback about this e-book? We'd love to hear from you. Share your feedback [here](#).

Get Social

Follow [Windows Community](#) on [Facebook](#), [Instagram](#) and [YouTube](#) to stay current on new features, discuss hot topics and chat with other Windows Community members.

Windows Community Newsletter

Sign up for [our newsletter](#) and get information on the latest Windows features, helpful tutorials, and more.

The Microsoft Retail Store

From personal training to 1-on-1 support with retail store employees, visit a [Microsoft Store](#) to get the most out of your Windows device and Microsoft products.

Feedback Hub

User feedback and suggestions help shape and improve Windows. Provide your feedback or suggestions by pressing Windows Key + F. It's your [direct line](#) to Windows engineers.



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