

Navigating Windows 10 is intuitive and familiar.

Turn on a live tile

1. From the desktop, select **Start** to open the Start menu.
2. Press and hold the **Weather** app until two circles appear at the corners of the tile.
 - Right-click the **Weather** app to reveal the right-click menu.
3. Select the **ellipsis** icon, then select **Turn live tile on**.
4. The tile face changes to show information.
5. Select an empty space on the menu to deselect the tile.

Add a virtual desktop

1. Select the **Task view** icon on the taskbar.
2. Select **New desktop** in the bottom right corner of your screen.
3. Two miniature images of your desktops appear above the taskbar labelled **Desktop 1** and **Desktop 2**. Select the one you want to use.

Use multiple apps

1. Select an icon from the taskbar, or select a tile from the Start menu to open an app.
2. Drag the app to the right until it snaps into place, filling the right half of the screen.
3. Select a second taskbar icon or Start menu tile to open a second app.
4. Drag the app to the upper left corner of the screen until it snaps into place.
5. Open a third app from the taskbar or Start menu and drag it to the left side of the screen until it snaps into place on the screen.

Note: You can snap up to four apps on your screen. However, be aware that your device's resolution capabilities may not be able to support more than two.

Switch apps

1. Select several apps to open them.
2. Swipe from the left edge, or select the **Task view** icon at the bottom of the screen to view all open apps.
3. Choose the app you want from the windows shown.

Keyboard shortcuts

| | | | |
|--|---------------------------------------|------------------|--|
| Windows logo Key + Left or right arrow | Snap a window into place | Ctrl + A | Select everything |
| Windows logo Key + D | Display and hide the desktop | Ctrl + C | Copy a selected item |
| Windows logo Key + Ctrl + D | Create another virtual desktop | Ctrl + D | Delete a selected item and move to the recycle bin |
| Windows logo Key + Ctrl + F4 | Close a current virtual desktop | Ctrl + P | Print |
| Windows logo Key + Ctrl + left arrow or right arrow | Switch to a different virtual desktop | Ctrl + V | Paste a selected item |
| Windows logo Key + + (Plus sign) | Zoom In | Ctrl + X | Cut a selected item |
| Windows logo Key + - (Minus sign) | Zoom out | Ctrl + Y | Redo the last thing you did |
| Windows logo Key + L | Lock your device or switch people | Ctrl + Z | Undo the last thing you did |
| Windows logo Key + O | Lock or unlock the screen orientation | Alt + Tab | Switch to another open window |

Additional resources

- Check out microsoftstore.com to find information about new devices and software, and to find your nearest neighborhood Microsoft Store.
- Check out windows.com to learn more about Windows 10.
- Sign up for a Microsoft account today to get connected to the things you care about at windows.com/microsoftaccount.
- Choose the right device for you at windows.com/newpc. Answer a few quick questions and find a device that best suits your needs.
- Learn more about security in Windows 10 at windows.com/security.
- Discover the Windows 10 Compatibility Center. Get device drivers, software downloads, and updates from windows.com/compatibility.
- Visit the Holland America Line blog for news and updates about Holland America. hollandamericablog.com.
- Visit support.microsoft.com for help with Windows 10 or other Microsoft products.