

The aim of this guide is to highlight the key features of Windows 10 available to users of a WCC device. Some functionality (e.g. Cortana) had been de-activated and is therefore not referred to.

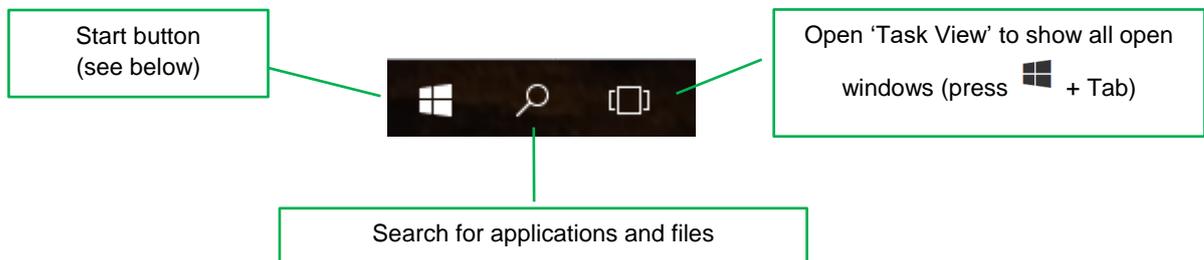
Windows Desktop Screen



This offers the same functionality as the Windows 7 desktop screen, you can add your own shortcuts to this screen and pin applications to the Start menu and taskbar.

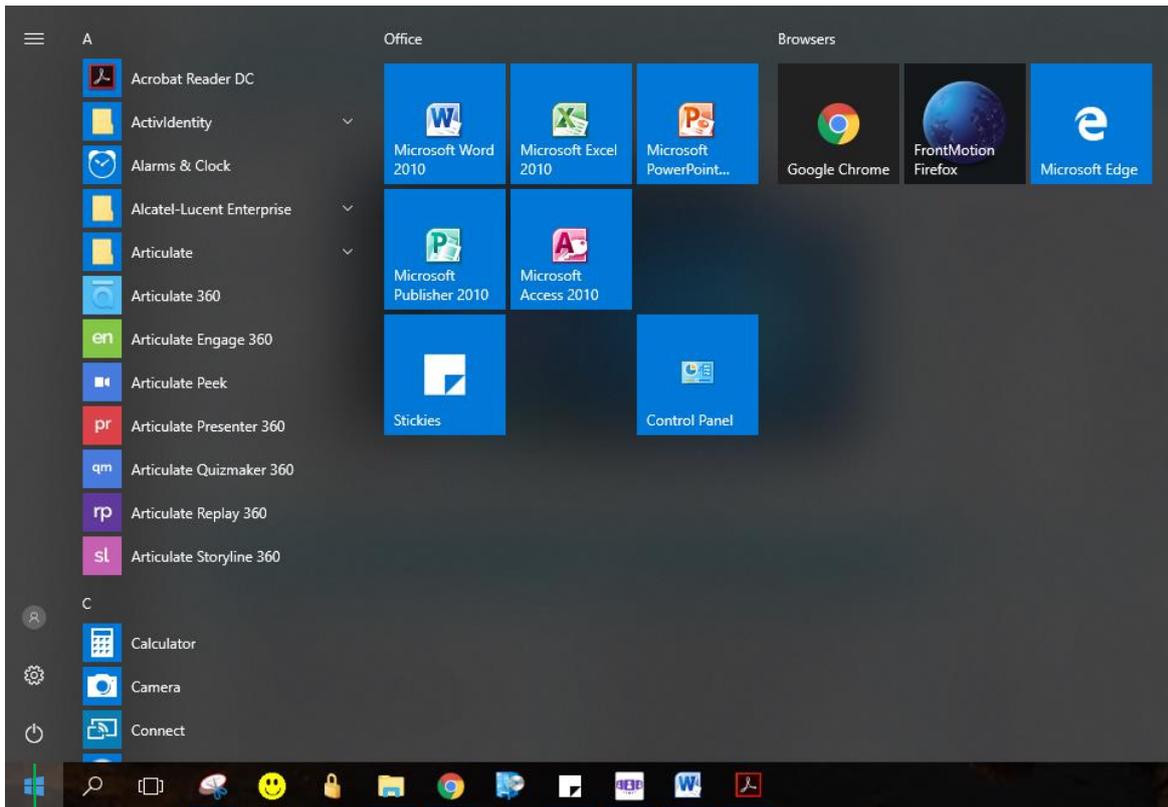
Task Bar

The key buttons are detailed below:



Start Menu (click the Start button or press  key)

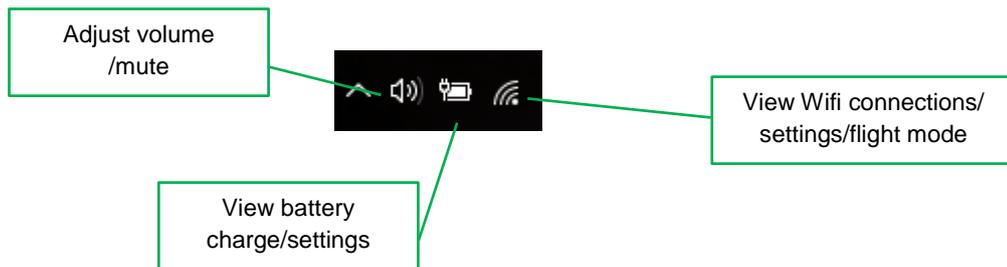
This displays all available applications (apps) in a list and also shows ‘tiles’ in named groups for ease of access. Apps can be pinned to this menu (right click on an app and click ‘Pin to Start’. Apps can be moved by clicking and dragging and groups can be created and renamed (click on group name to edit). To remove an entry from the Start Menu, right click the tile and select ‘Unpin from Start’



The buttons on the left of the Start Menu allow access to change Account settings, Windows settings and to ‘Shut down/restart’ the device. **NB** Some options may be disabled.

Task Tray

Available from the bottom right corner of the desktop these buttons can be used to



File Explorer (press  + E)

This replaces Windows Explorer and enables you to manage files in the same way.

Address bar

Displays the location of the folder that is currently open

Title bar

Click and drag to move the window

Search box

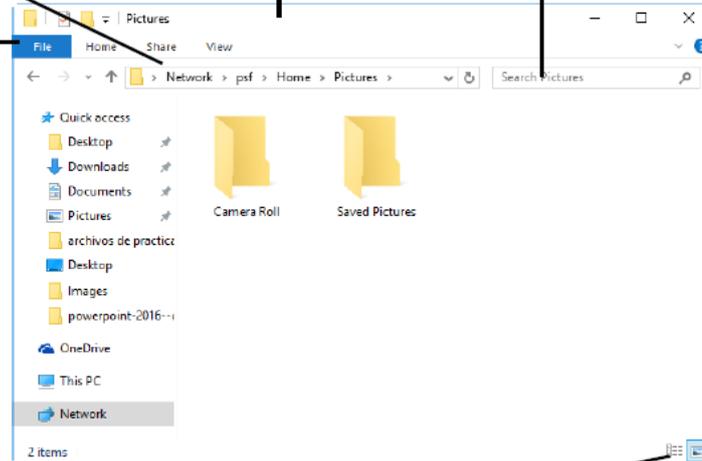
Enter keywords to search the folder.

Ribbon

Displays buttons and menus for common commands

Navigation Pane

Provides quick navigation to folders and files. Browse to favorite locations, libraries, OneDrive, This PC, and the network



Display Settings

Choose how you want the content within the File Explorer to display

Common Keyboard Shortcuts:

Press the  key and the key(s) shown below to activate the shortcut:

D	Display and hide the desktop
Alt + D	Display and hide the date and time on the desktop
E	Open File Explorer
I	Open Windows Settings
K	Open the Connect quick action
L	Lock your device
M	Minimize all windows
Shift + M	Restore minimized windows on the desktop
O	Lock device orientation
P	Choose a presentation display mode
R	Open the Run dialog box
S	Open search
T	Cycle through apps on the taskbar

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U	Open Ease of Access Center
comma (,)	Temporarily peek at the desktop
number	Open the desktop and start the app pinned to the taskbar in the position indicated by the number. If the app is already running, switch to that app.
Shift + number	Open the desktop and start a new instance of the app pinned to the taskbar in the position indicated by the number
Ctrl + number	Open the desktop and switch to the last active window of the app pinned to the taskbar in the position indicated by the number
Alt + number	Open the desktop and open the Jump List for the app pinned to the taskbar in the position indicated by the number
Tab	Open Task view
Up arrow	Maximize the window
Down arrow	Remove current app from screen or minimize the desktop window
Home	Minimize all except the active desktop window (restores all windows on second stroke)
Ctrl + Enter	Open Narrator
Plus (+)	Open Magnifier

Click the link to view a [full list](#) of shortcuts (please note some of these shortcuts may not work on WCC devices)