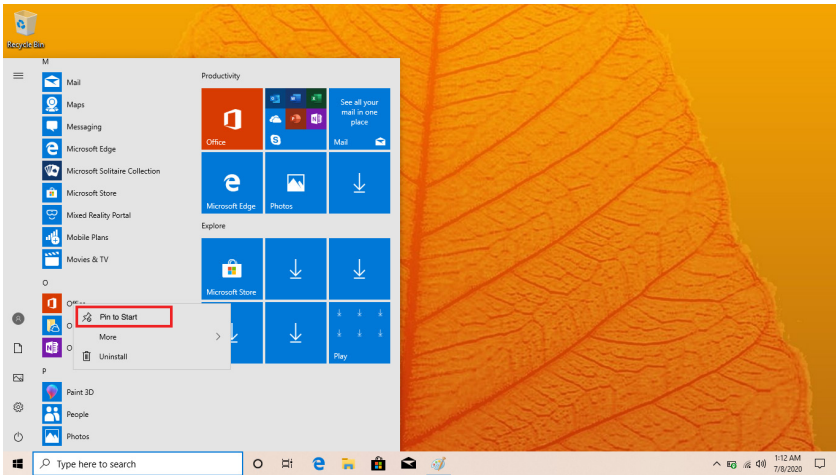## Applications Introduction

In addition to the applications already fixed on the Start Menu, all other apps can be accessed from your laptop's homepage. To add multiple apps to the Start Menu:

1. Right click on the app icon you wish to pin to the Start Menu
2. Select **Pin to Start**

Conversely, if you want to remove an app from the Start Menu:

1. Right click on the app icon
2. Select **Unpin from Start**
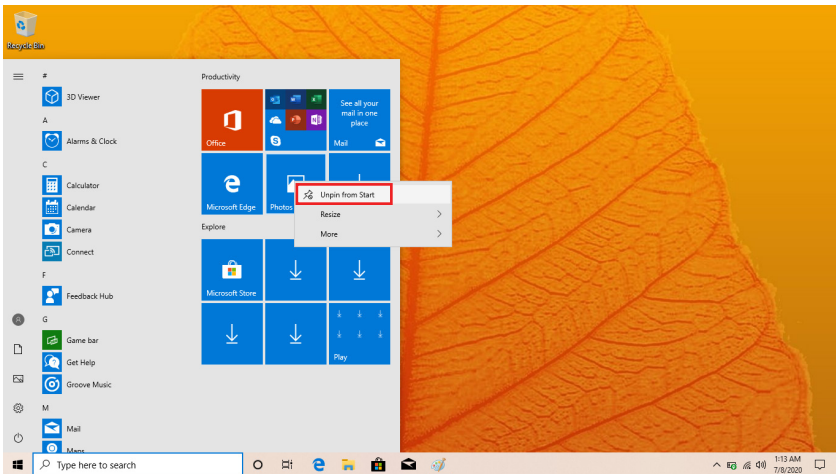
Downloading Apps

You can download more apps from the Microsoft™ Store found on the Windows™ Start Menu.

Note: You need a Microsoft™ account to be able to download apps. You can create an account by logging on to https://account.microsoft.com/account

Once you've created an account, go to the Microsoft™ Store app on your laptop and sign in by clicking the icon.

Menu Bar

The Menu bar is located within your Windows™ Start Menu, found at the bottom of your screen.
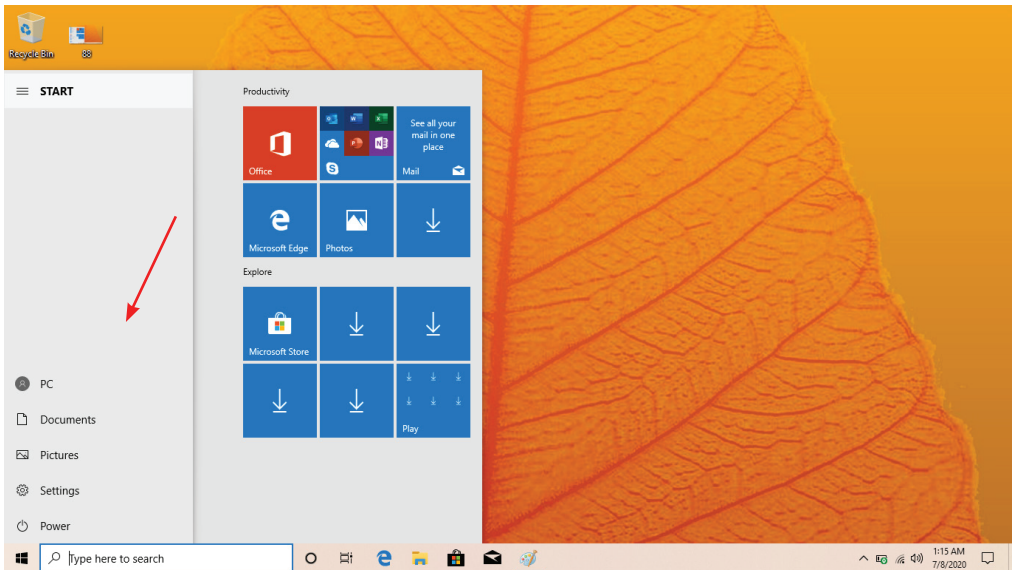
PC: Allows you to set up, lock and sign out

Documents: Opens the Documents folder in your laptop

Pictures: Opens the Pictures folder in your laptop
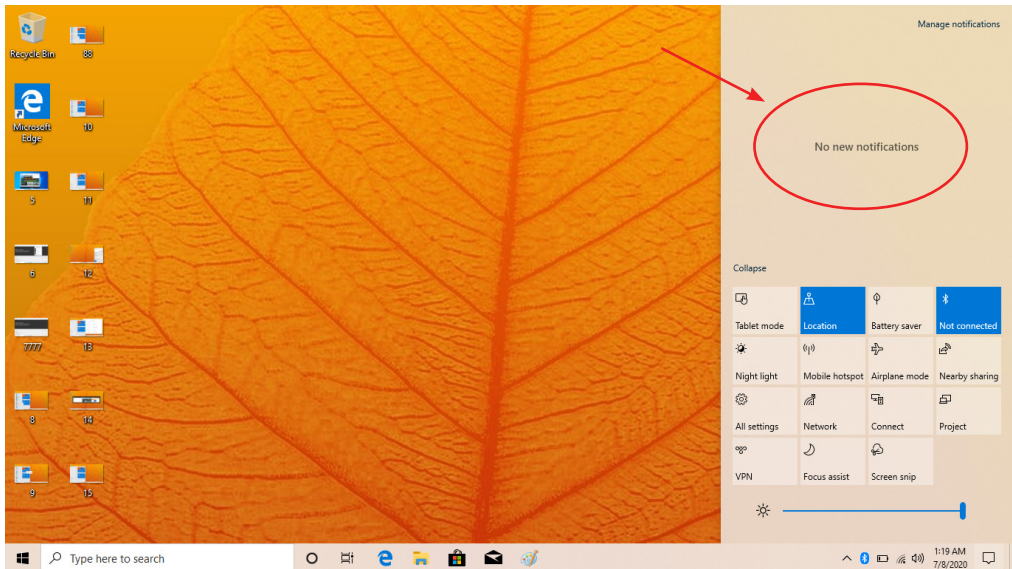
Settings: Setup and customize your device

Power: Sleep, shutdown or restart your device

Search

The Search Bar can be found in your Start Menu. Use it to find documents or files stored in your device. You can also use the Search Bar to search for anything on the Web when an Internet connection has been setup.
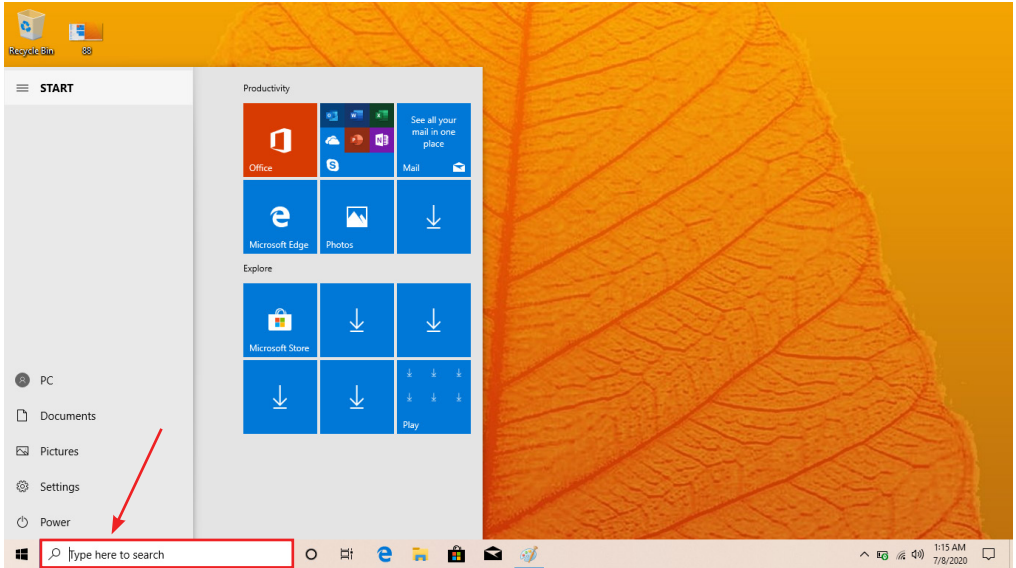
You can see notifications on the Action Center.

Cortana™

What is Cortana™?

Cortana™ is your virtual assistant. She'll help you get things done. The more you use Cortana™, the more personalized your experience will be.

To get started, type a question in the search box, or select the microphone and talk to Cortana™. (If you would like to talk to Cortana™, make sure your mic is enabled.)

You can also set Cortana™ to respond to "Hey Cortana™" from the Settings Menu by clicking on Start > Cortana™ > Settings > Cortana™ & Search Settings.
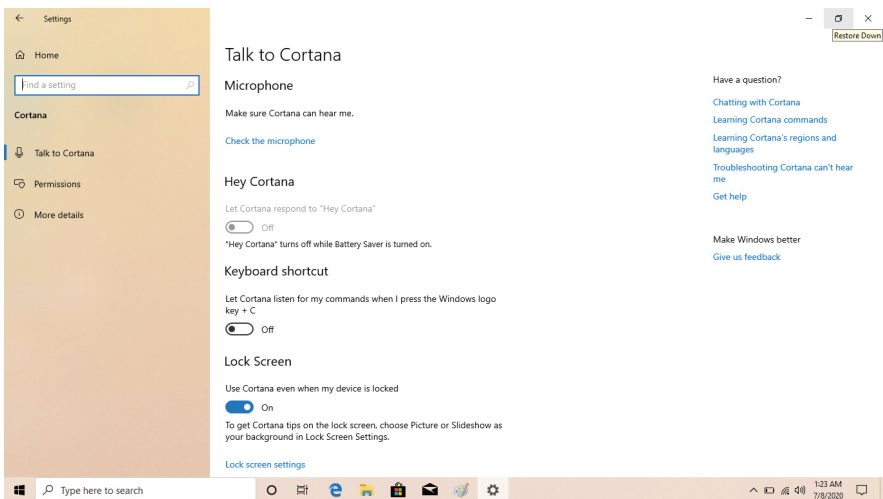

Here are some things Cortana™ can do for you:

- Give you reminders based on time, places, or people.
- Track packages, teams, interests, and flights.
- Send emails and texts.
- Manage your calendar and keep you up to date.
- Create and manage lists.
- Find facts, files, places, and info.
- Open any app on your system.

Note: Cortana™ is only available in certain countries/regions, and some Cortana™ features might not be available everywhere.

Multitasking
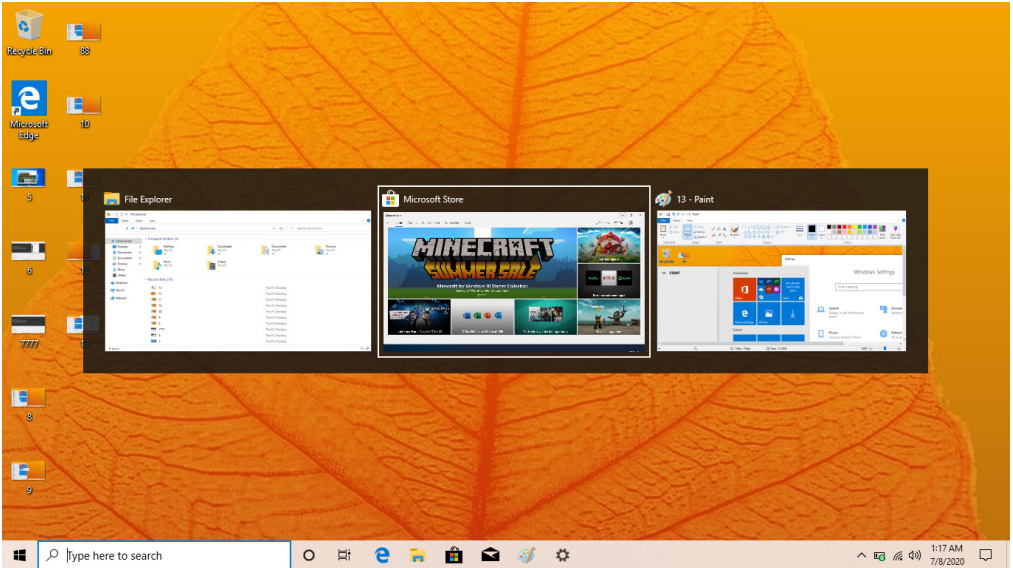
Multitasking allows you to use multiple desktops to organize your files and documents more efficiently.

1. Click the Task View button next to the search bar, or press Alt+Tab on your keyboard to switch between or view apps.
2. To use two or more apps at a time, grab the top of an app window and drag it to the side. Then choose another app and it'll automatically snap into place.
3. Create different desktops for home and work by selecting Task View > New Desktop, and then opening the apps you want to use.

Basic Operations
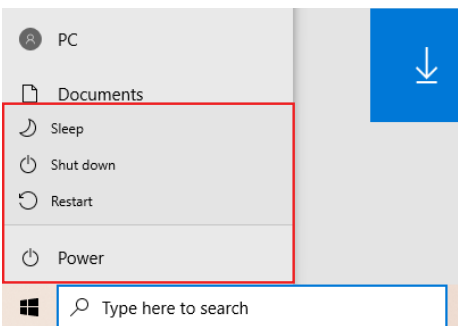
Clicking on the Power Button gives you access to the Sleep, Restart, and Shutdown operations. Briefly press the Power Button on your keyboard to enter Sleep Mode.

Action Center

The Action Center allows you to view and manage your accumulated notifications. It also gives you quick access to commonly customized settings.

To open the Action Center, click on the Windows™ Key (⊞) on your keyboard while pressing the letter A.
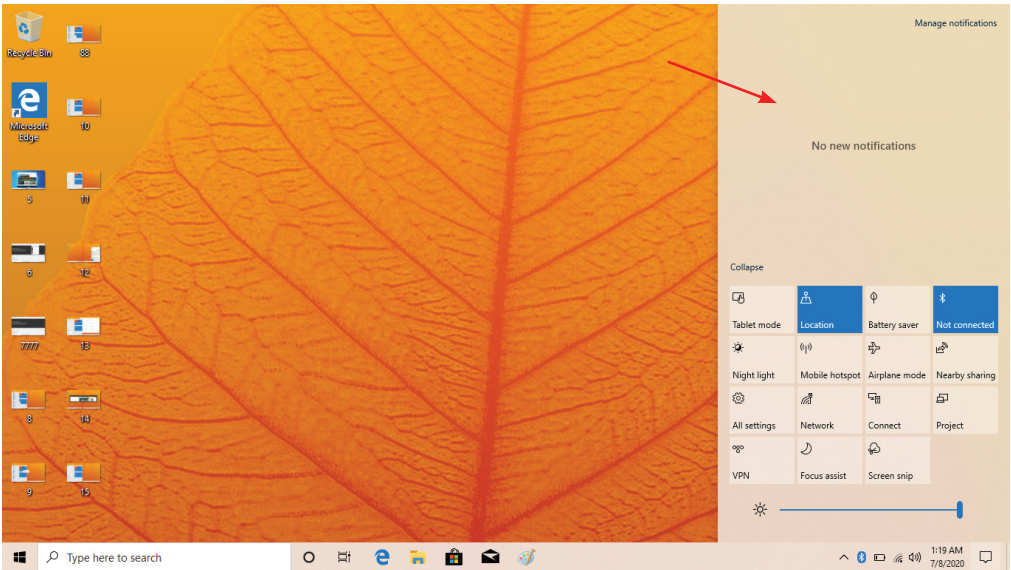
Bluetooth®: Turn Bluetooth® on or off.

Network: Connect to a Wi-Fi® network.

Location: Enable or disable location settings.

Nightlight: Shift your display to reduce blue light and emit warmer colors to help you get a better night's sleep.

Settings: Access all device settings.

Connect: Connect to a wireless display or audio device.

Battery Saver: Activate to save battery.

Airplane Mode: Select to activate airplane mode.