

# Performing Common Windows Tasks Using Windows 10

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This document provides instructions on how to complete common Windows tasks using Windows 10. Each Windows task listed below includes instructions for completing the task using Windows 10, as well as a Windows 10 screenshot when appropriate.

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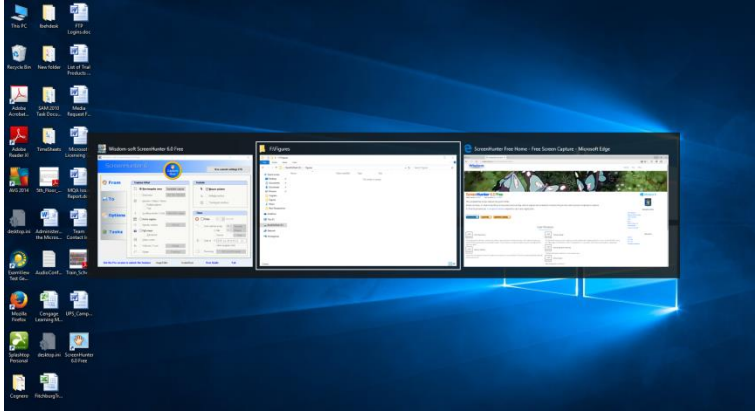
[Clear the lock screen](#)

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## Task Instructions

### Switch from one desktop app to another

Press Alt + Tab keys to move between desktop apps.



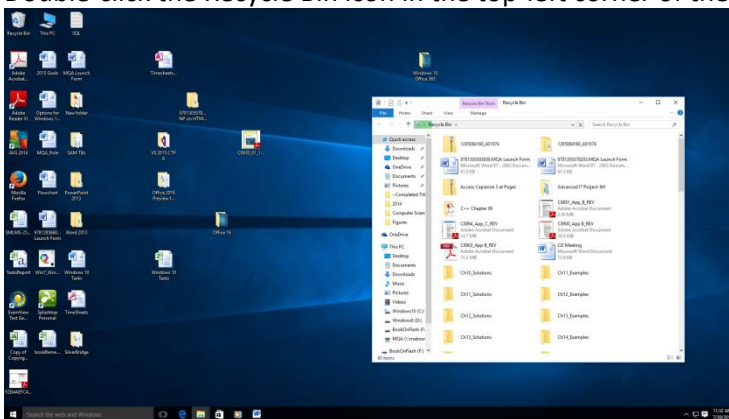
## Display the desktop

Move the mouse pointer to the lower-right corner of the desktop and click just to the right of the date and time.



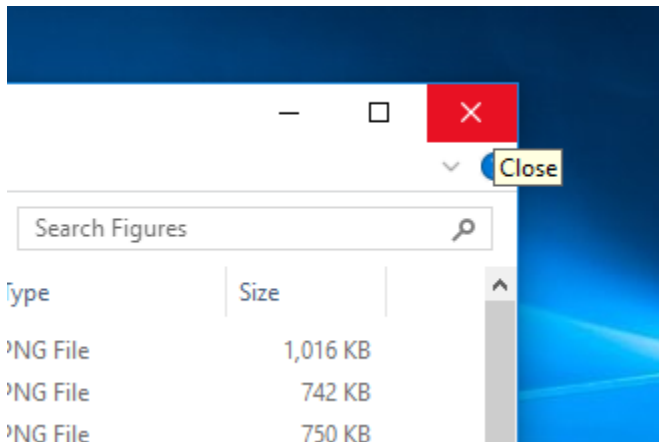
## View the contents of the Recycle Bin

Double-click the Recycle Bin icon in the top-left corner of the desktop.



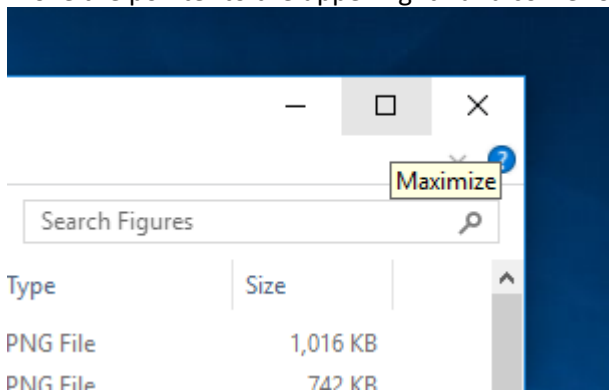
## Close a window

Move the pointer to the upper-right hand corner of the window and click the Close button -- 'X'.



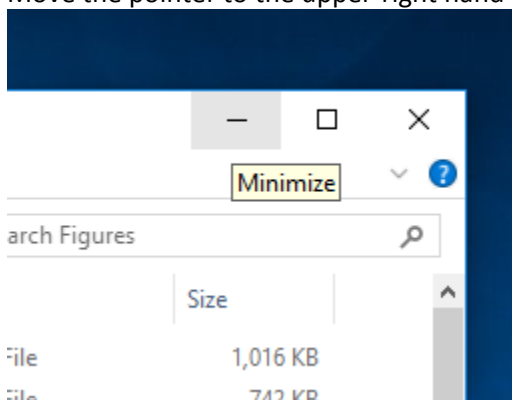
## Maximize a window

Move the pointer to the upper-right hand corner of the window and click the Maximize button.



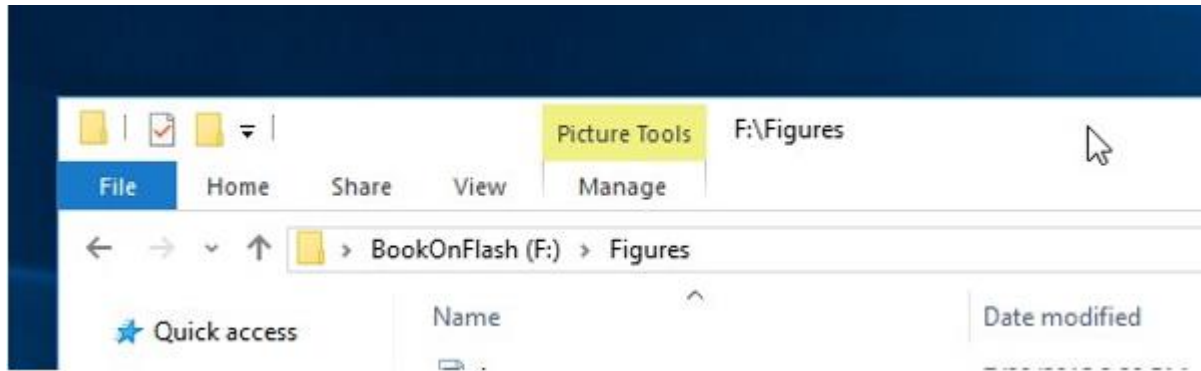
## Minimize a window

Move the pointer to the upper-right hand corner of the window and click the Minimize button.



## Move a window

Place the pointer in the title bar of the window, then click and hold the left mouse button and drag the window to the desired location.



### Redisplay a minimized window

Place the pointer on the program icon in the task bar and click the left mouse button to restore the window.



### Size a window

Place the pointer in the upper-left corner of the window until the pointer changes to a two headed arrow, then click and drag the corner of the window to the desired size.



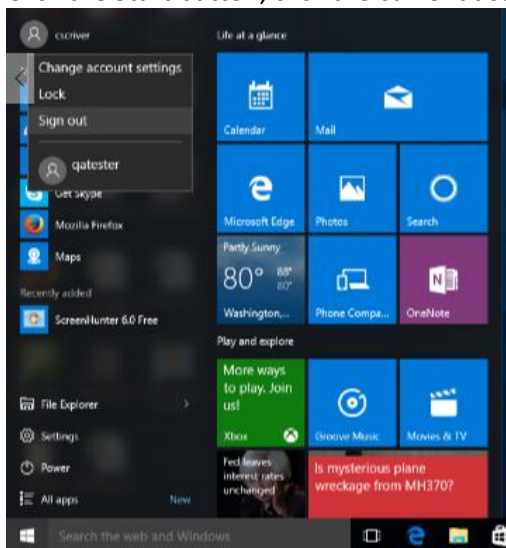
### Shut down Windows

Click the Start button, click Power, then click Shut down.



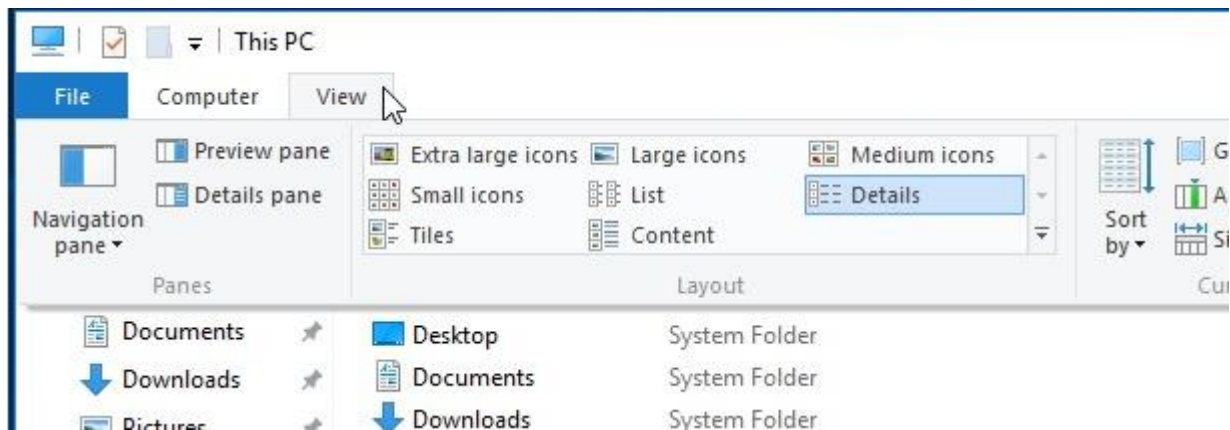
## Sign out of Windows

Click the Start button, click the current account in the upper-left corner, then click Sign out.



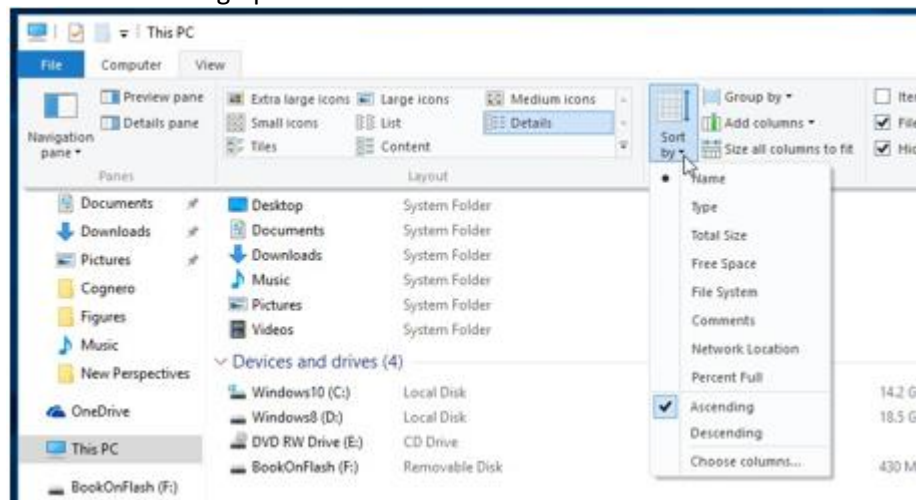
## Change the icon view

Click the View tab in File Explorer, then click the desired icon view from the Layout group.



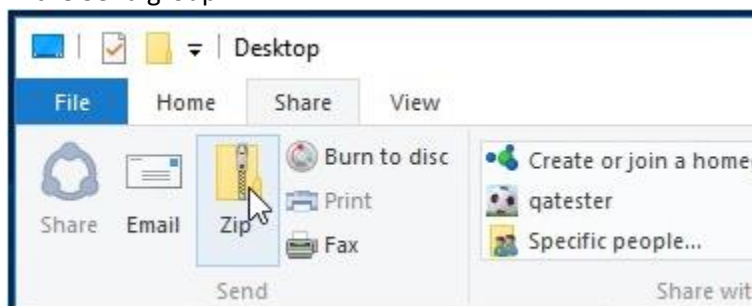
## Sort a list of files

Click the View tab in File Explorer, then click the Sort by button in the Current view group, then choose the desired sorting option.



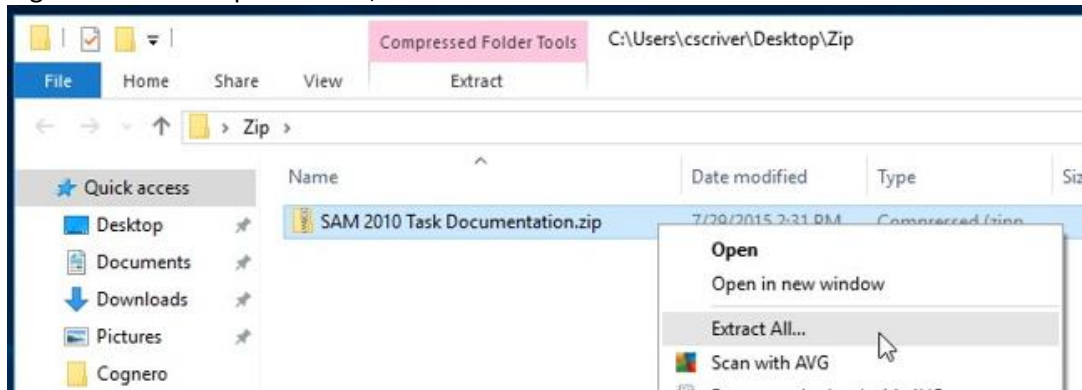
## Compress files

Choose a file or set of files to compress, then click the Share tab at the top of File Explorer, then click Zip in the Send group.



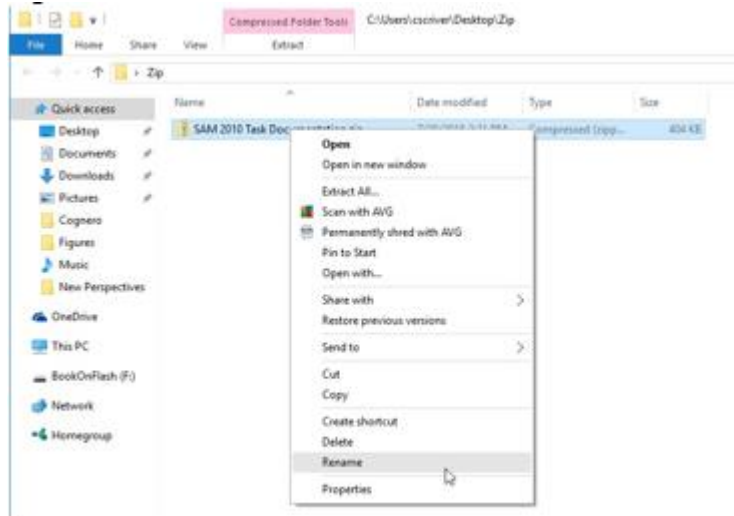
## Extract compressed files

Right-click the compressed file, then click Extract All on the submenu.



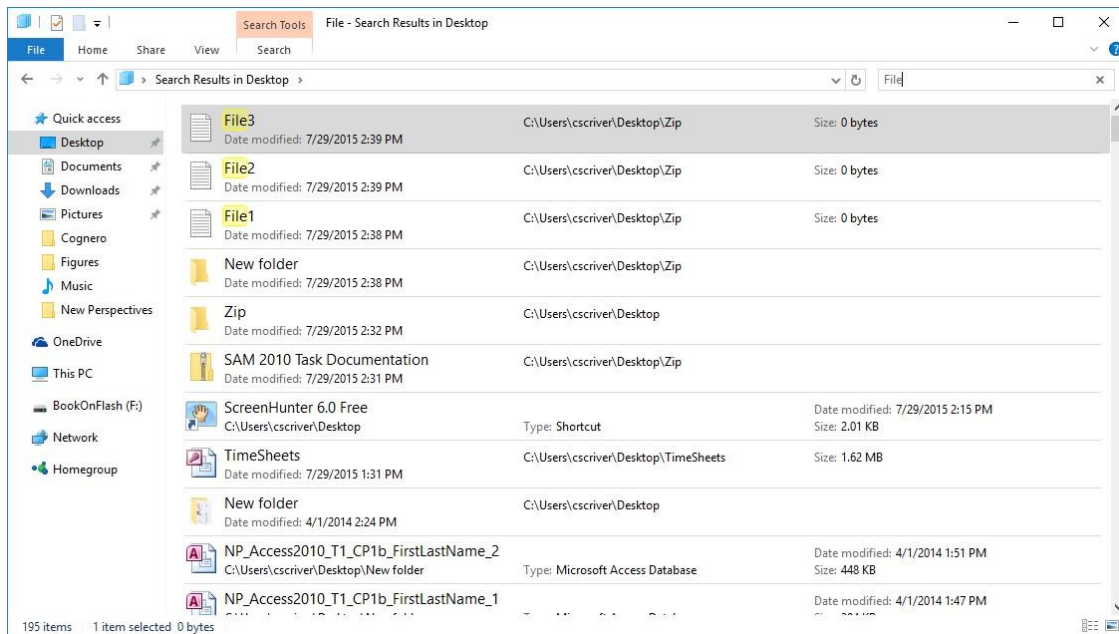
## Rename a file

Right-click the desired file, then click Rename on the submenu.



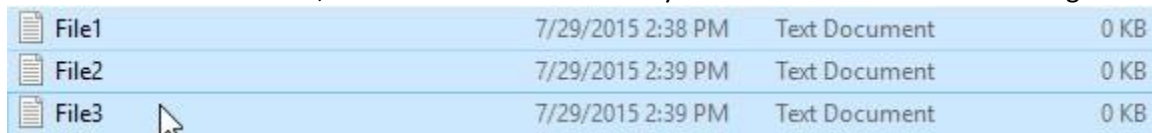
## Search for a file

Select the area you would like to search in the left-hand pane, then click in the Search box in the upper-right hand corner of the window and type the desired file name.



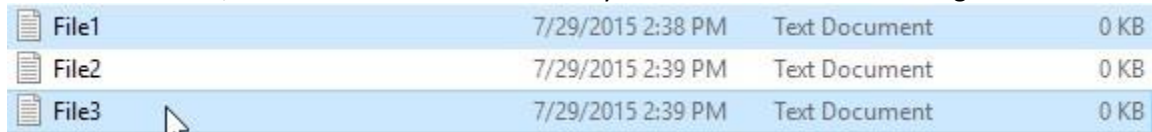
## Select multiple contiguous files

Select the first desired file, then hold down the Shift key and click the last file in the contiguous set.



## Select multiple non-contiguous files

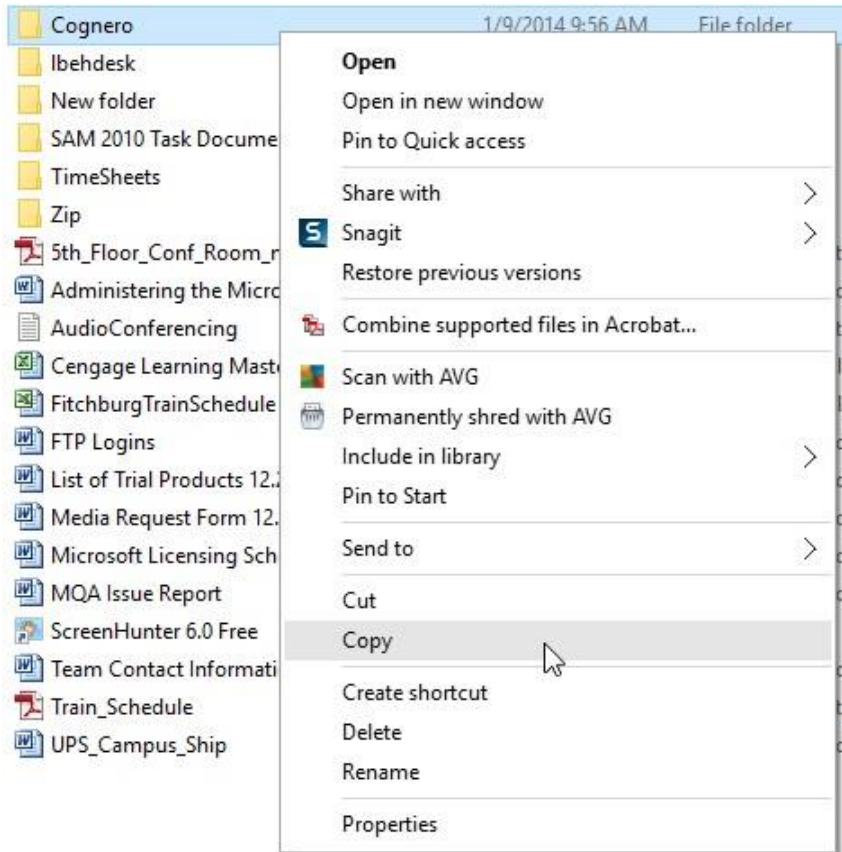
Select the first file, then hold down the Control key and click all other non-contiguous desired files.



## Copy a folder

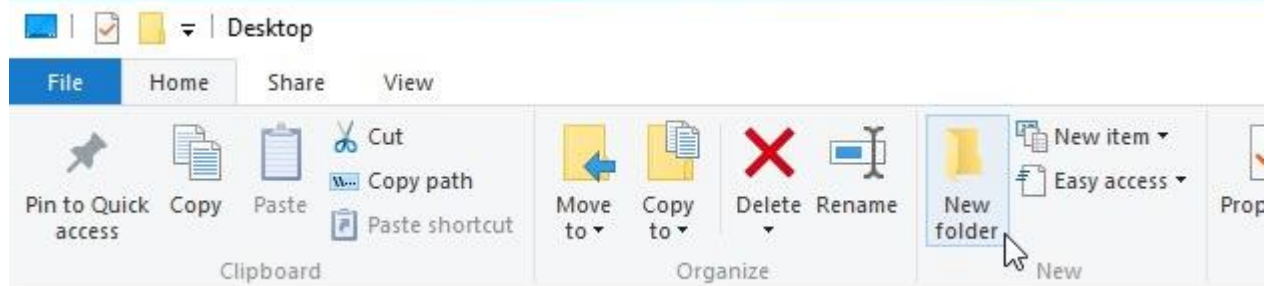
Right-click the desired folder, then click Copy from the submenu.





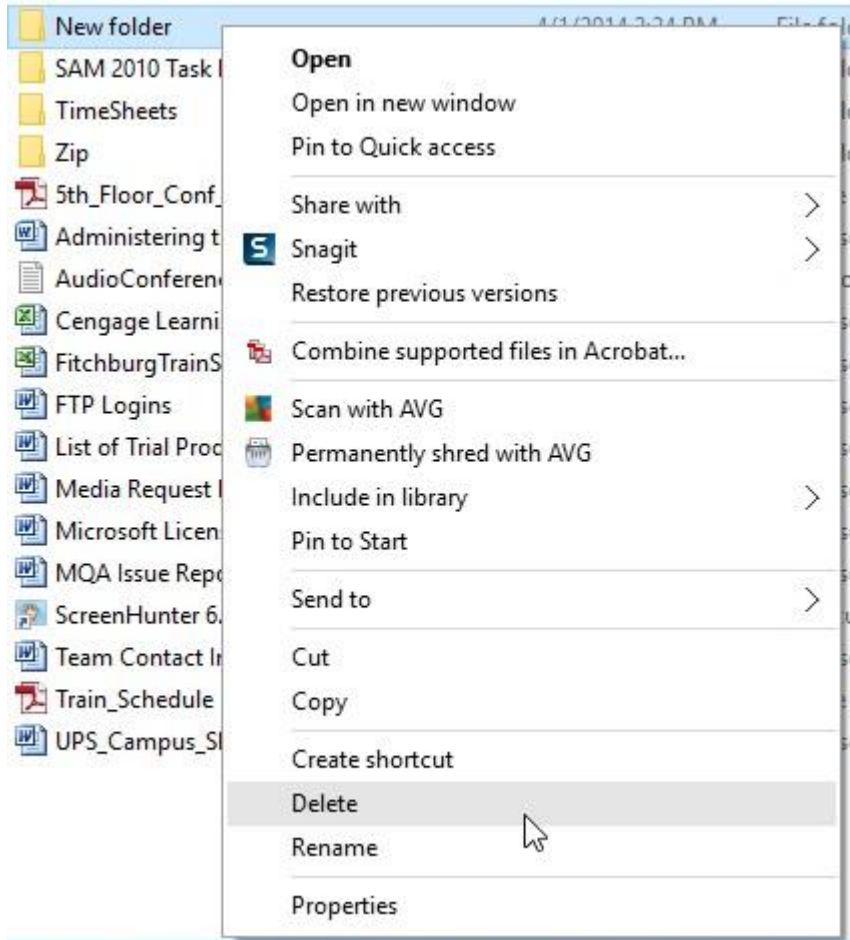
## Create a folder

Click New folder in the New group on the Home tab in File Explorer.



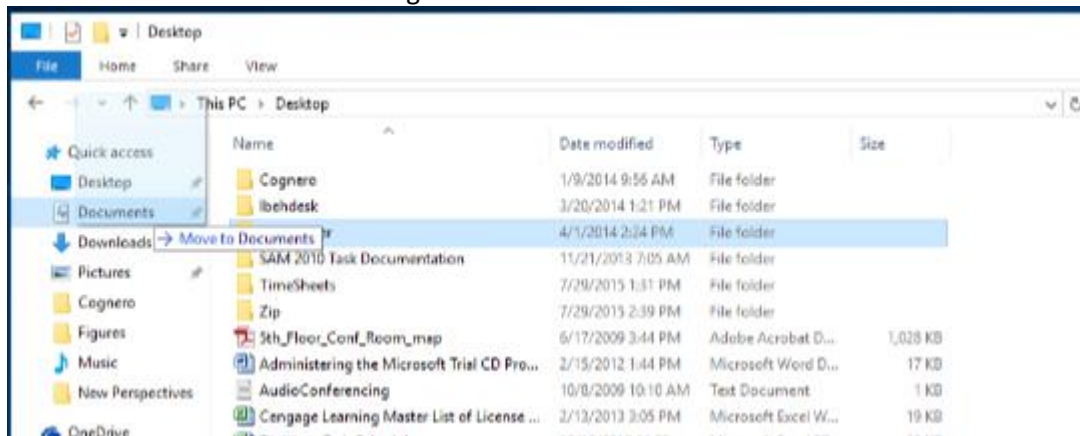
## Delete a folder

Right-click the desired folder, then click Delete.



## Move a folder

Select the folder to move and drag it to the desired location.



## Open a folder

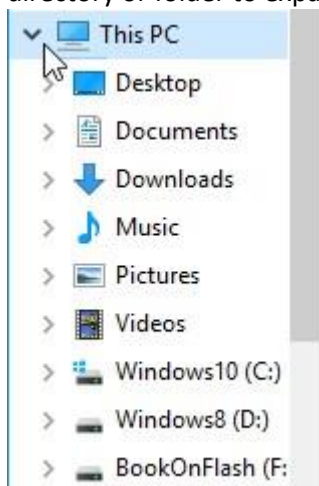
Double-click the desired folder or right-click the folder and click Open on the submenu.

Name	Date modified	Type	Size
Figures	7/29/2015 1:59 PM	File folder	
Office 2016 Preview for Business	4/14/2015 12:49 PM	File folder	
Updated Budgets	6/17/2015 9:22 AM	File folder	
August2014		Document	48 k
July2014		Document	73 k
July2014		Document	49 k
June2014		Document	74 k

- Open
- Open in new window
- Pin to Quick access
- Share with >

### Navigate the Windows hierarchy

Use the left pane in File Explorer to navigate the Windows hierarchy. Click the white arrow next to a directory or folder to expand its contents.



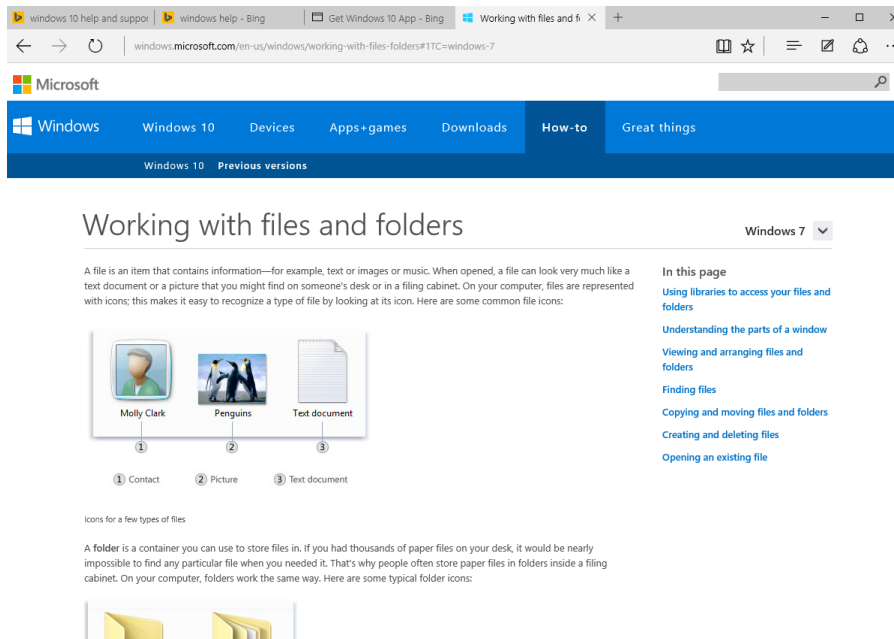
### Start File Explorer

Click the File Explorer icon on the task bar.



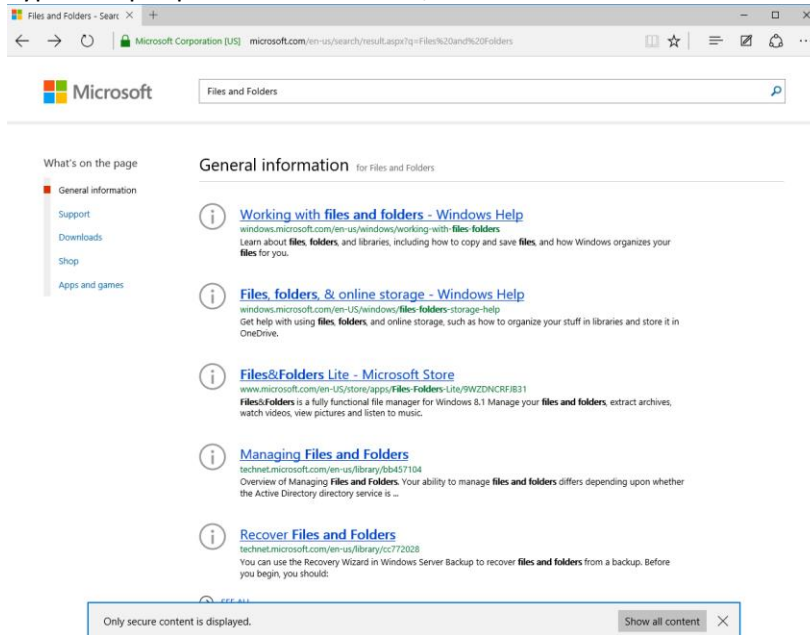
### Display a Help article

Type a help topic in the Search box, then click the Search button to display a list of articles. Then choose an article.



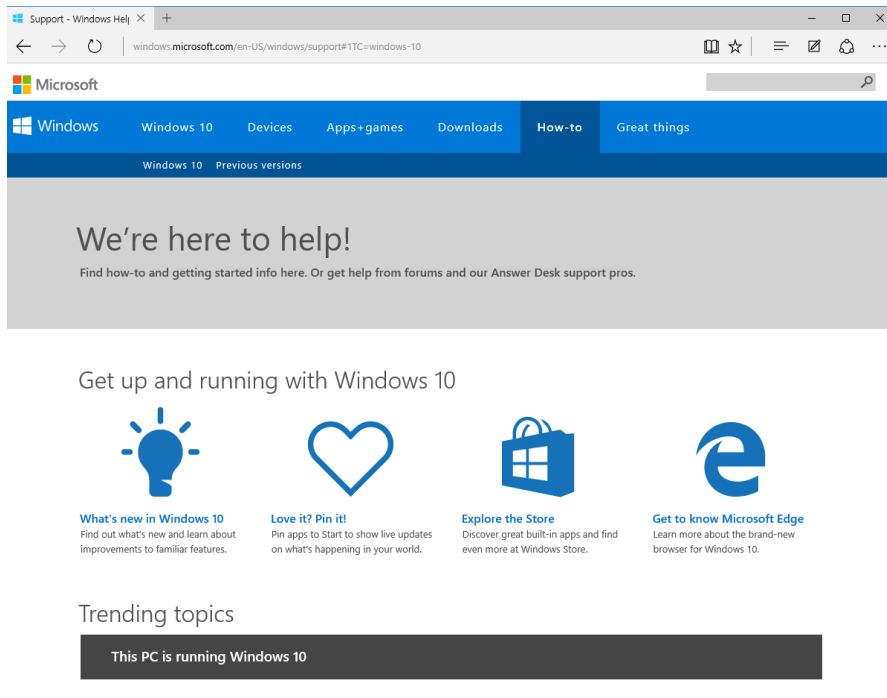
## Display the list of Help topics

Type a help topic in the Search box, then click the Search button to display a list of help topics.



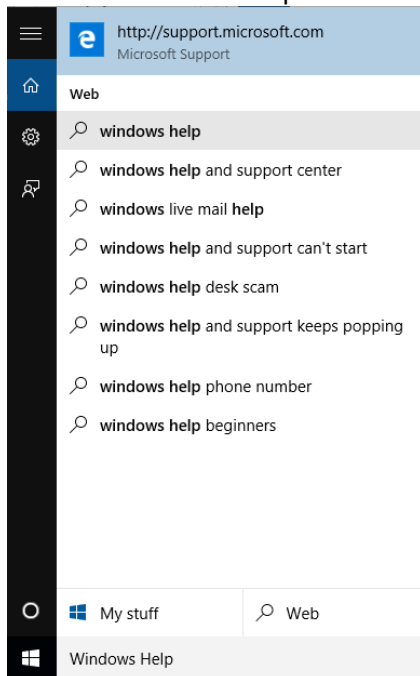
## Search Help topics

In the Help and Support window, type a topic in the Search box, then click Search.



## Start Windows 10 Help

Click in the Search the web and Windows box to the right of the Start button, type Windows Help, and then click Windows help on the menu.

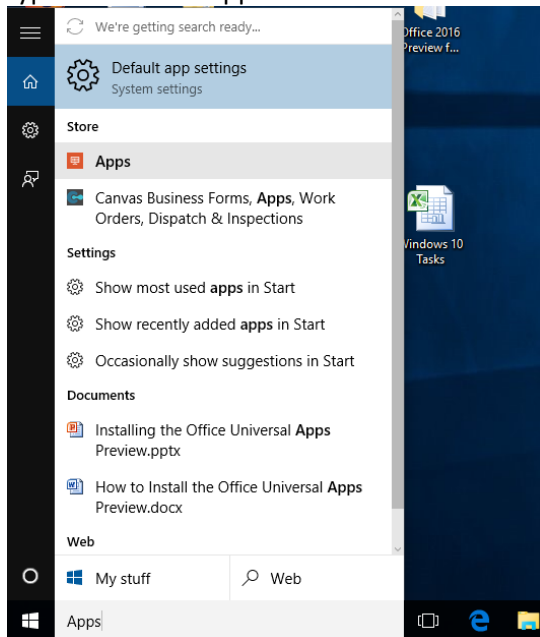


## Use keyboard shortcuts

There are many keyboard shortcuts. For example, use Ctrl+N to open a new window or F11 to maximize a window.

## Search for an app

To the right of the Start button, type Apps in the Search the web and Windows box. Click Apps, then type the desired app in the Search box in the upper right corner.



## Start a desktop app

Double-click the icon for the app that you want to start.



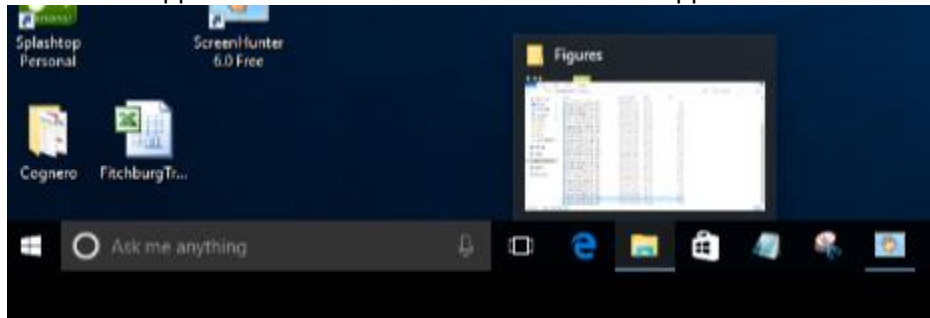
## Start a Windows 10 app

Click the Start button, then choose an app in the right pane.



## Switch from one Windows 10 app to another

Choose the app from the task bar to switch to another app.



## Clear the lock screen

Click anywhere.

## Sign in to Windows

Choose an account to sign in to, enter the password in the Password box, then click the Submit button.

