

THE TASKBAR

The Windows 10 taskbar runs the full length of the screen and contains several separate areas as shown below. You can customize almost all these areas on the taskbar.



1	2	3	4	5	6
START MENU	CORTANA/SEARCH BOX	TASK VIEW	PINNING APPS	SYSTEM ICONS	NOTIFICATIONS
<p>The Start menu opens and lists all the apps and software on your computer, along with Live Tiles and system folders. Right-clicking on the Start menu button opens a different menu, with links to system tools e.g. Task Manager</p>	<p>The Cortana/Search box is completely integrated into the taskbar. It is always visible and available. Click anywhere in the search box to begin using it. If Cortana is not set up, you will be prompted to do so the first time you click in the box.</p>	<p>The simple white outline icon next to the search bar is Task View. This allows you to switch between open apps. Click to open, or open by using the shortcut Windows Key + Tab. You can also set up virtual desktops from here.</p>	<p>You can pin apps to the taskbar as and when you choose. To pin apps, right-click on the app icon anywhere you see it e.g. Start menu, click More and then Pin to Taskbar. Shortcuts can also be pinned.</p>	<p>The exact icons that appear here will vary depending on your system set up and apps installed e.g. if you are using a laptop, the battery icon would appear.</p>	<p>The Action Center gathers all your pop-up notifications from the email app or Windows update. It features Quick Settings buttons for things like Wi-Fi. There are notification badges telling you how many unread notifications you have.</p>

TASKBAR TOOLS

The taskbar contains several unique tools. These can be shown or hidden as you prefer. They include the People app, Task View, the Windows Ink workspace and the Touch keyboard button. Right-click anywhere on the Taskbar and you can show or hide these tools in the menu that appears.

PEEK

Hovering over any open app icon in the taskbar brings up a Peek preview of the window. If a movie is playing, you will see it playing here too. If you mouse over the preview, the X icon appears so you can close the window down directly from the taskbar should you wish to do so.

JUMP LISTS

Right-clicking anything on the taskbar brings up a context menu. Apps such as Word and Excel feature jump lists, showing you recent files that you can pin to the list using the drawing pin icon. What appears in the jump list varies between apps e.g. Edge will show recent websites visited.