

Top ten Windows 10 tricks

1. **AREO SHAKE**

If your screen becomes cluttered with too many open windows, there is a way to minimize all of them at once instead of individually closing each window. Simply click and hold the left mouse button on the title bar and move the cursor from left to right. Repeat the process to bring all the windows back up again.

(The title bar is usually where you will find the application, document or folder title. This is the blank area to the left of the minimize, maximize and close options).

2. **ALTERNATE START MENU**

In Windows 10, when you left click on the start button this will bring up a tile view with all of your applications and tiles in a list. There is an alternate option for using the START button with the right mouse button. Right clicking on the start menu will produce additional options such as PowerShell, Device Manager, Network Connections and Disk Management. This is essentially an administrative menu allowing you to access many of the control panel options for the one menu.

3. **SNIP & SKETCH**

Windows + SHIFT + S will get you access to the built-in windows screen capture tool. This tool allows you to capture a section of the screen and has options for square, freeform, window or full screen. Once the tool is open, simply select what type of snip you would like, left click and drag and then unclick. This saves the image to your clipboard where you can then save or edit your image.

4. **BACKGROUND APPS**

Background apps can sometimes slow your system down. To turn these off click on **START**, then **Settings**, click on **Privacy**, then go to **Background Apps**. Here you can turn off all apps or select the apps individually.

5. **OPEN TASKBAR ITEMS WITH YOUR KEYBOARD**

You can open items you have pinned to your taskbar with a keyboard shortcut. All you need to do is press **Windows key + [Number key]**, the number will correspond to the programs position on the taskbar. Example, if you have outlook pinned as the first item on your taskbar then pressing Windows key + 1 will open outlook.

6. REMOVE START MENU ADDS

You might notice “suggestions” appear in your Windows Start menu, these are actually advertisements for items selling in the Microsoft store. These adds can actually be removed by going to **Settings -> Personalization -> Start**. Click the setting called **Show suggestions occasionally in Start** to the off position to remove.

7. DISPLAY FILE EXTENSIONS

By default, file extensions are hidden in Windows 10. This is to prevent accidental renaming which can cause you to lose access to your files. If you are comfortable with renaming files then this option can be enabled. Go to the **Search bar** at the bottom of the screen, and type in **File Explorer Options -> Click File Explorer Options -> Click in the View tab -> Uncheck** the box that says **Hide extensions for known file types -> Click Apply**, then **OK**. File extensions will now be displayed on all files in Windows.

8. CUT DOWN ON FOCUS ASSIST NOTIFICATIONS

Windows 10 contains a built-in feature for displaying all notifications as a pop up in the corner of your screen. This can interrupt you from your work or studies. Luckily this setting can be adjusted by clicking **START -> Settings -> System -> Focus Assist**. There are 3 options to choose from. Off, Priority and Alarms. You can even set this feature to be off at certain times of the day.

9. APPS STORAGE AND SPACE

Your computer may be running a little low on space, causing it to run a little slower. Luckily you can check how much space your apps are taking up. To check this, go to the **Search bar** at the bottom of the screen, and type in **Storage Settings**, then click on it. Then click on **Apps & Features** to see all the apps installed on your computer. If you would like to remove any of your apps, simply click and then select remove. Please keep in mind that once you remove an app, it will be gone from your system.

10. SYSTEM RESTORE

System Restore is a Windows feature, not only available to Windows 10 but other versions also. Nonetheless we thought we should add it to the list as this is still a valuable feature. To start a System Restore in Windows 10, go to the **Search bar** at the bottom of the screen, and type in **Recovery**, and click on it. In the next Window click on **Open System Restore**, then run through the Wizard, selecting your restore point. Your computer will run through the motions before finally restarting to the restore point you selected. This may take some time, so please do not turn off your computer and this may cause issues with your Windows operating system.