


Two Taskbar Features:

Task View and the Search Box

The very first time you start Windows 10 you will notice two additions to the Taskbar.

Task View

The first is an odd-looking icon (the Task View) . Click the Task View icon on your Taskbar or use the shortcut alternative, Windows key + Tab). Also, if the Task View has disappeared, get it back by right-clicking on a blank area of the Taskbar, then clicking on *Show Task View button*. You'll get a quick view of all your open tasks. You can switch tasks by simply clicking on the one you want to view in a maximized window. When you're in Task View, you'll notice a + icon with New desktop underneath it in the lower-right corner of the page. This is where you can take advantage of another feature of Windows 10 – adding virtual desktops. (Virtual desktops will be covered in a separate presentation.)

Search Box

By default, the Search Box is located immediately to the right of the Start button on the extreme left side of the Taskbar. It is similar in size and shape to the search box that appeared in Windows 7 and Windows 8.1. If it's missing, right-click on the two vertical lines that appear to the right of the Start button, move up to Search and then click on *Show search box*. If you want to reduce the amount of real estate assigned to the search box, choose *Show search icon* instead. A magnifier glass will appear as a substitute.