

## **WHAT YOU WILL WANT TO KNOW ABOUT THE TABLET MODE.**

Activating Tablet Mode, which you can do in the Action Center (Windows + A) by clicking Tablet Mode, expands the view of all the tiles that you have assigned to the Start Screen, and strips the taskbar of most icons except for the Start Menu, the Search Bar, and the Systray. Even open and pinned apps disappear from the taskbar to reduce clutter. However, if you want to see all the apps on the Taskbar, go to Settings (Windows + I), select System, find Tablet Mode in the left column, then toggle “Hide app icons on the taskbar when in Tablet Mode” to off.

That same Tablet Mode settings screen also contains an option to boot directly into Tablet Mode, rather than the desktop (though the latter is still the default). You can select your default interface from the “When I sign in” drop-down menu.

In tablet mode, Start and any application (including older programs) open full screen, giving you more space to work in. To use two applications side-by-side, drag an app to one side. You'll see where it'll snap, along with any open application that can snap right next to it. When you're done with an app, drag it to the bottom of the screen to close it.

If you want to view all your apps as large tiles on your full display screen, access your Tablet Mode and press your Windows key. Click on the third button (All apps) down from the top along the upper left corner of the window.

## **TOUCH GESTURES FOR TOUCHSCREENS**

If you have a tablet with Windows 10, a 2-in-1 device such as Microsoft Surface, or simply a laptop with touch, you can use all kinds of touch gestures to interact with the operating system and the apps that you're using. Here is a list of the touch gestures

- Tap: Tap once on an item to open, select, or activate it. This gesture is similar to a left-click with a mouse.
- Press and hold: When you press and hold your finger on an item, Windows shows information about the item or opens a menu that is specific to what you're doing. For example, if you press and hold on a tile on the Start menu, options to rearrange and resize it appear. In File Explorer, if you press and hold on a file, the right-click menu pops up.
- Pinch or stretch: Touch the screen or an item with two or more fingers, then either move the fingers toward each other (pinch) to zoom in or away from

each other (stretch) to zoom out This is especially useful when you work with pictures in the Photos app or in similar apps.

- Slide: Drag your finger on the screen to the left, right, top, and bottom to scroll and move through what is on the screen. The slide gesture is similar to scrolling with the mouse. It's especially useful when working with documents in such apps as Excel and Word.
- Drag: To move an item, press and briefly drag it opposite the way the page scrolls and then move it wherever you want (this is similar to the way you drag with the mouse). For example, if the page scrolls left or right, drag the item up or down. After you move the item to the new location, release it.
- Swipe: When you swipe an item with a short, quick movement opposite the direction the page scrolls, you select that item. Depending on the app you're using, the app's commands appear. For example, if the page scrolls left or right, swipe the item up or down to select it. If the page scrolls up or down, swipe the item left or right to select it.
- Swipe from edge: When you swipe your finger quickly, without lifting it, from the right side of the screen to the left, the Action Center appears. If you swipe your finger quickly, without lifting it, from the left side of the screen to the right, a list of all the open apps appears. You can then switch between apps by tapping the app that you want. This action is somewhat like pressing Alt+Tab on your keyboard.
- Rotate: When you put two or more fingers on an item and turn your hand, you rotate the item in the direction that your hand turns. This gesture works only in a few apps, and mostly with images.