

Using the Taskbar is the most efficient way to access the apps that you use most often.

Once apps are pinned to the taskbar:

1. Customize the order of your apps simply by clicking on an icon - **hold and drag to a new location** based on your preference.



2. To open app hold **Windows Key + corresponding number**.



e.g. Winkey + 2: opens Word

Here are a few more important Winkey shortcuts you can use every day!

Winkey + D: Shows desktop

Winkey + L: Locks desktop