UC San Diego Health Information Services

Knowledge Base: Microsoft Windows 10 – Featured Tips

Return to past activities in your timeline



To open your timeline, select **Task View** on the taskbar, or press **Windows logo key** + **Tab**. Scroll down until you find the thing you want to return to, and then click it to pick up right where you left off. Learn more \geq

Take a snip of what's on your screen



Press **Windows logo key** + **Shift** + **S** to open the snipping bar, then drag the cursor over the area you want to capture. The area you snipped will be saved to your clipboard. Learn more >

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Find a photo fast



Search your photos for a person, place, thing, and text. You can also find favorites, and specific files, or folders. Photos adds tags for you, so you can find what you want without endless scrolling. Learn more \geq

Snap apps side by side



Select any open window, then drag and bounce it against the side of your screen. All other windows you have open will appear on the opposite side. Select a window to have it fill the open space. Learn more \geq

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Talk instead of type



On the touch keyboard, select **microphone**. On a physical keyboard, press **Windows logo** key + H to dictate what's on your mind. Learn more \geq

Create beautiful presentations



Enter your content in PowerPoint and get suggestions for your presentation. Want to change the design? Select **Design** > **Design** Ideas to see other options. Learn more \geq