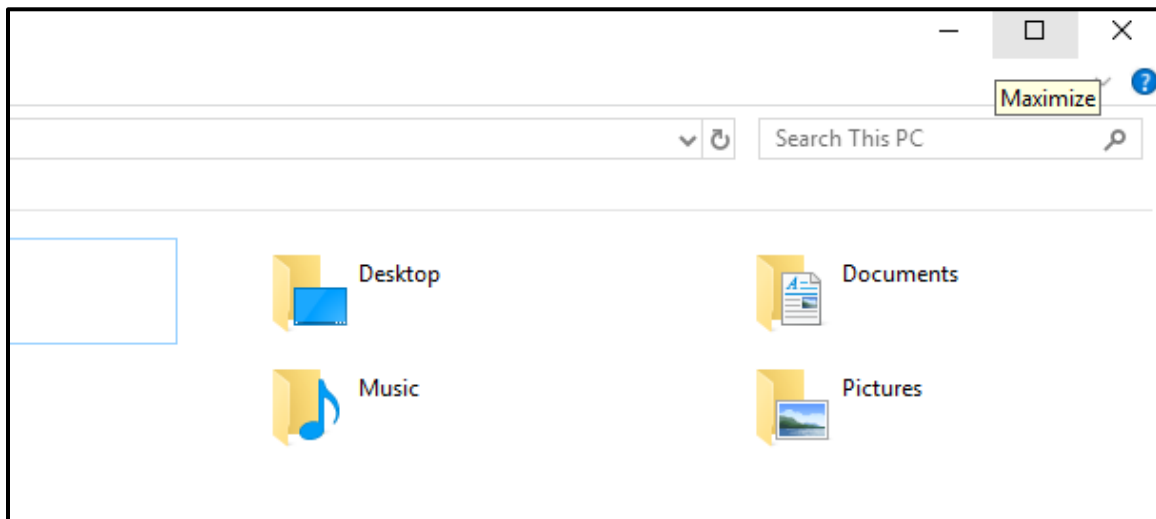


## Windows 10 – Working with Windows

**Before you start, this activity sheet can be done on your own, but we encourage you to seek out a Tech Coach at The Kansas City Public Library for more in-depth help. For more information go to:** <https://www.kclibrary.org/services/techlearn>

**Sometimes when you are working with a program, you want the program window to be larger. What you need to do is to **Maximize** the program window. Do this by following the steps below.**

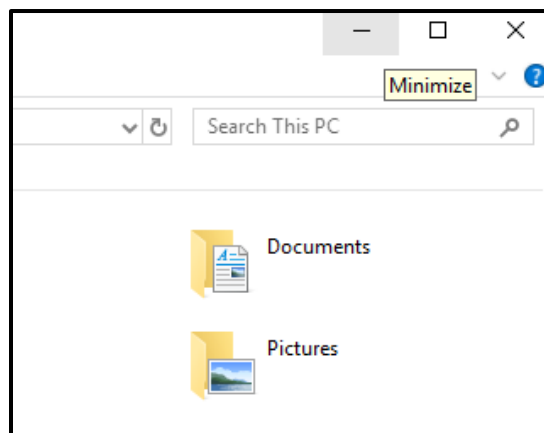
- Find the Taskbar.
- Left-click on the Windows File Explorer to open it.
- In the File Explorer window, locate the top right-hand side of the window.
- You'll see three icons, click on the middle box icon to Maximize your window. (See image below for an example)



- Click this box icon again to change it back to a smaller window.

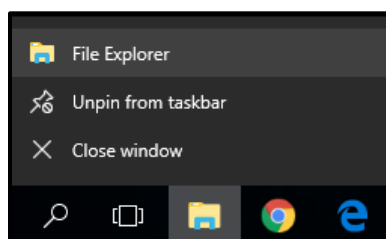
**Instead of maximizing your window, perhaps you'd like to temporarily hide it. This is called **Minimizing**. Do this by following the steps below.**

- Find the Taskbar.
- Left-click on the Windows File Explorer to open it.
- In the File Explorer window, locate the top right-hand side of the window.
- You'll see three icons, click on the icon that looks like a solid horizontal line to Minimize the window. (See image below for an example)

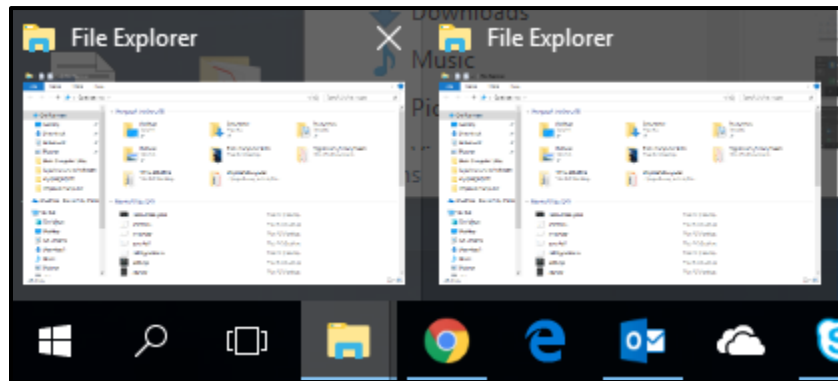


**Another interesting feature of Windows is the ability to switch quickly between a few open windows within the same program. Let's learn how to do this by following the steps below.**

- Find the Taskbar.
- Open the Windows File Explorer.
- Now that you have the File Explorer open, lets open a second File Explorer window.
- Right-click on the File Explorer icon on the taskbar, you'll see a list of options appear. Left-click the File Explorer option to open a second File Explorer window. (See below image for an example)



- You now have two File Explorer windows open at once. To quickly switch between the two windows, find the File Explorer icon on the Taskbar.
- Hover your mouse pointer over the File Explorer icon on the Taskbar. You'll see two small windows appear showing you both File Explorer windows. (See image below for an example)



- Simply select which window you'd like to view.