

## Windows Tips and Tricks

### The Action Center

In Windows 10 the action center is located at the bottom right of your screen. It is designed to give you important information about your computer. Along with the notifications it has buttons for what are called Quick Actions. These control various aspects of your hardware. Here are some of the quick actions:

**All settings** will take you to the settings app.

**Airplane Mode** will put your system into airplane mode with no radios working which is required on airplanes during takeoff and landing.

**Brightness Control** to make your screen brighter or dimmer.

**Location** allows websites and other apps to determine where you are.

**Night Light** changes the color of your screen at night to decrease the blue light and help you get to sleep easier if you use your computer just before bedtime.

**Network** takes you to your network settings.

**Focus Assist** allows you to set quiet hours when you don't want to receive notifications.

It has been reported that the next version of Windows 10 will include a control for your sound.

**To change what notifications you get** go to Settings → System → Notifications & Actions then scroll down through the list and move the slider to Off or On corresponding to your choice.

**To change what appears on the Quick Actions** part of the Action Center go to Settings → System → Notifications & Actions From there click on Add or remove quick actions and move the slider for each control to On or Off corresponding to your choice.

