

# 8 features you may not know even though you have used Windows for many years

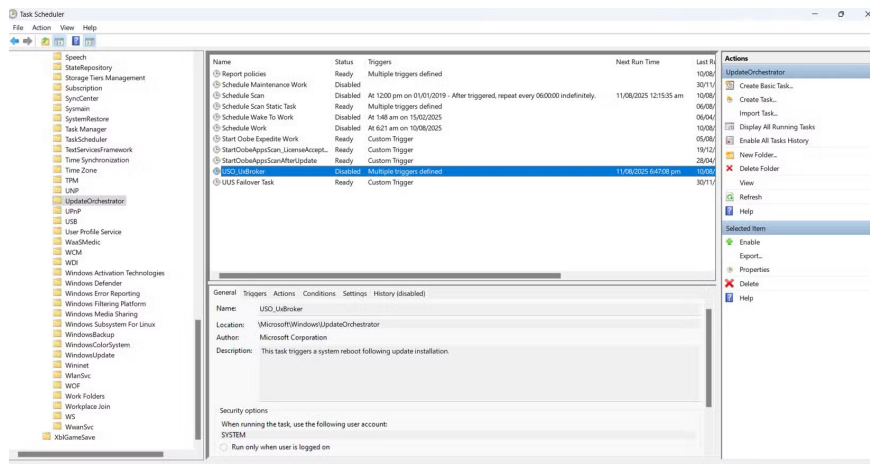
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## 8. Task Scheduler

As the name suggests, Task Scheduler lets you schedule specific actions to run at a future time, including recurring tasks. While it takes a while to get started, it offers a lot of possibilities. For example, you can schedule all your work apps to open when you log in or run a script to clean up junk files every week.

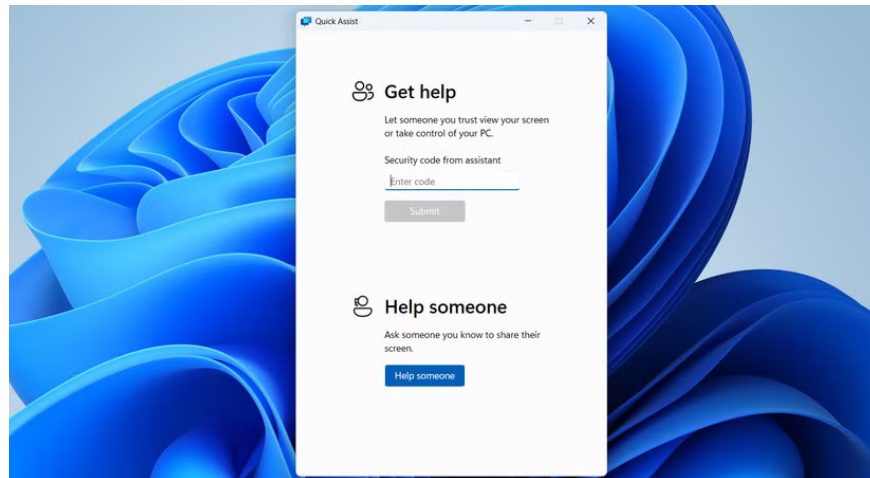
To get started, type **task scheduler** into the Start menu to search for it. Like other Windows tools, it uses a system of folders on the left, activities in the middle, and options on the right. You can see some of the scripts already present, created by various apps on your PC (plus many built-in to **Microsoft > Windows** ).



## 7. Quick Assist

People have been using TeamViewer to help friends and family with PC problems for years, but then they realized Windows has a built-in tool for this purpose. Quick Assist lets you connect to someone else's PC to see what's on their screen and remotely control it if needed.

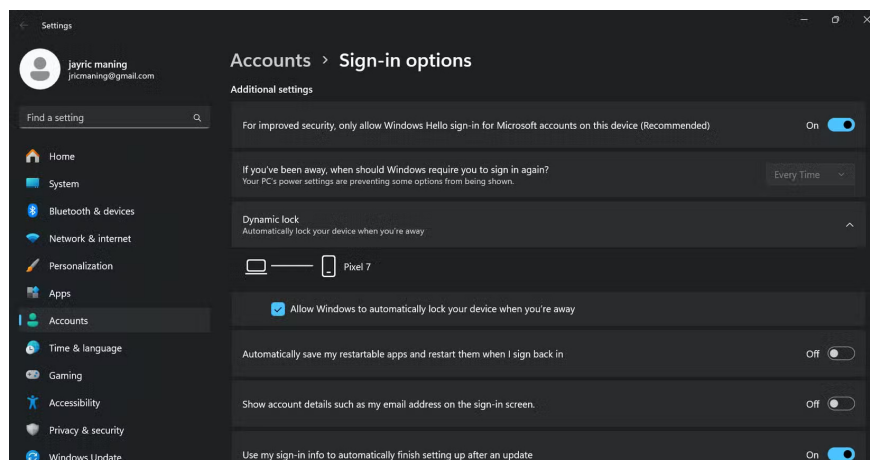
To try Quick Assist, search for it in the Start menu. In the resulting window, select **Help someone** if you're the helper and you'll get a code to share with them. There's an option to provide instructions that you can read to the other person, which is helpful because you can see their screen. Many people have had trouble talking loved ones through the steps to install TeamViewer over the phone, so this is appreciated.



## 6. Dynamic Lock

Windows has added more features with smartphones in mind, Dynamic Lock is a great example. With this tool, Windows will automatically lock your PC when the Bluetooth signal between your phone and your computer becomes weak. It reduces the chance of someone accessing your computer if you walk away and forget to lock it.

Go to **Settings > Accounts > Sign-in options** and under **Dynamic Lock**, check the box to let Windows automatically lock your device when you're away. If you've paired your phone with Windows, you'll need to go to **Bluetooth & devices** and do the same.

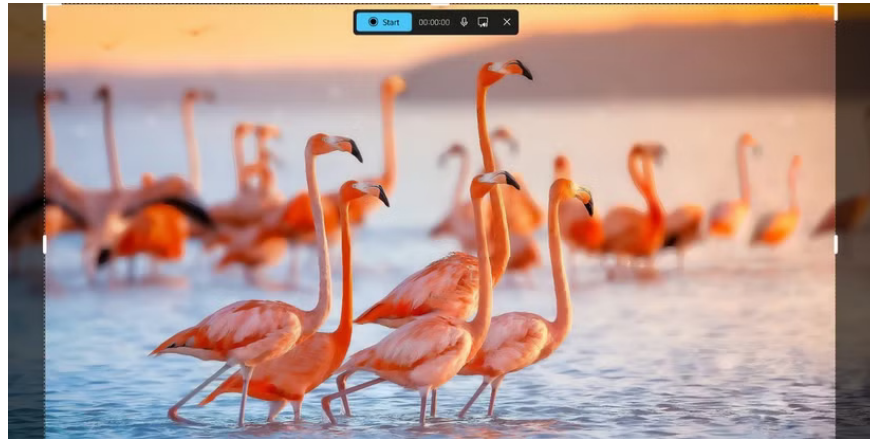


Phone linking has many benefits, so it's well worth setting up.

## 5. Built-in screen recording feature

There's no need to install complicated tools when you want to record your screen to illustrate a process or problem. Instead, press **Win + Shift + S** to open the built-in Snipping Tool. While you may already use this for screenshots, it also includes a simple screen recorder (and more).

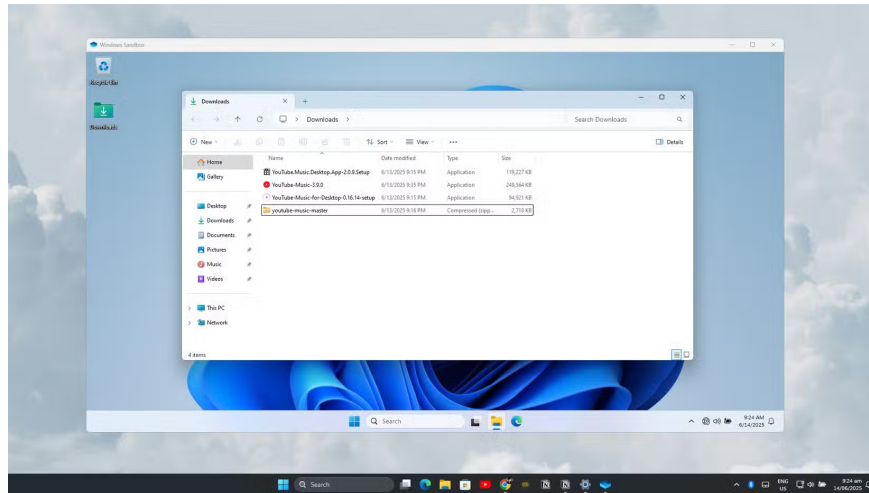
Click the video icon in the top bar, drag to select the area you want to record, then toggle the other two icons to toggle your microphone and system sounds as desired. When you're done, the video will open in a screenshot-like editor. You can trim the video, copy it, turn it into a GIF, or move it to Clipchamp for more in-depth editing.



You will find all recordings created with this tool under **[Your Username] > Videos > Screen Recordings** .

## 4. Windows Sandbox

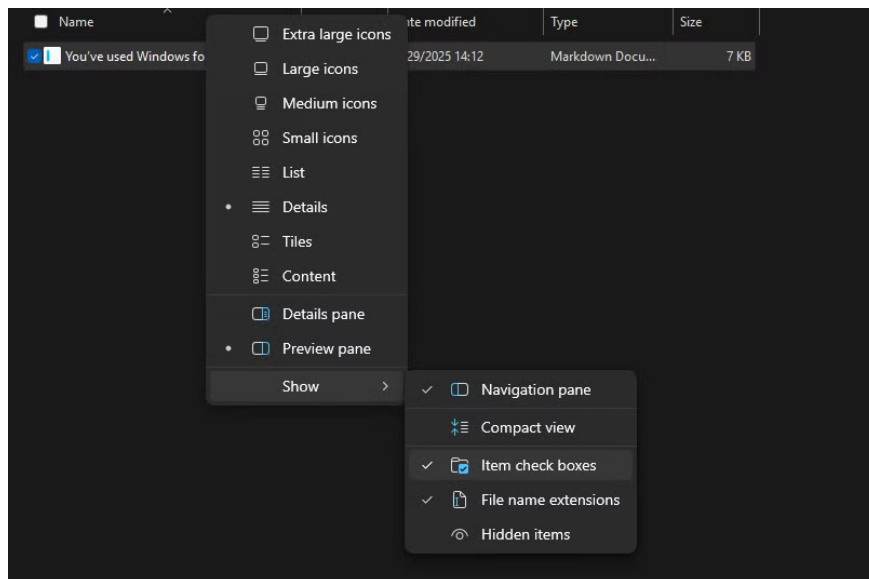
One of Windows' best-kept secrets is a virtual machine that lets you open anything in a safe environment. If you want to test changes without breaking your system or running a suspicious-looking file, Windows Sandbox lets you create a one-time virtual copy of Windows without affecting your actual PC.



A complete overview of Windows Sandbox will show you everything about this useful tool for repair and security.

### 3. File Explorer checkboxes

If you find yourself selecting multiple items in File Explorer and are tired of holding down the CTRL or Shift keys to facilitate this, Windows offers a useful trick. Open File Explorer , click **View** , then select **Show > Item check boxes** .

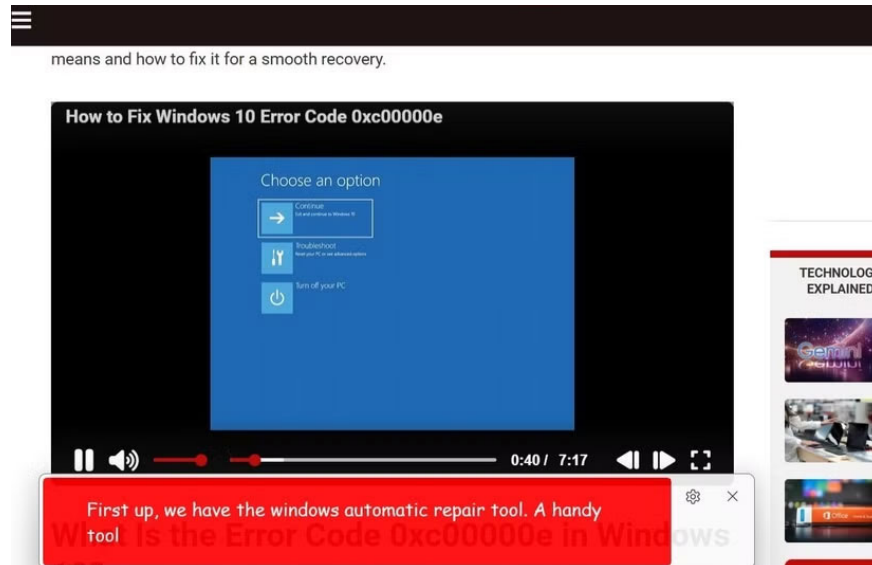


Then, every item in File Explorer will have checkboxes that you can use to easily select multiple items. The best Windows keyboard shortcuts , like **Ctrl + A** to select everything in a folder, are usually faster. But this gives you another option for selecting the files you need.

### 2. Live captioning

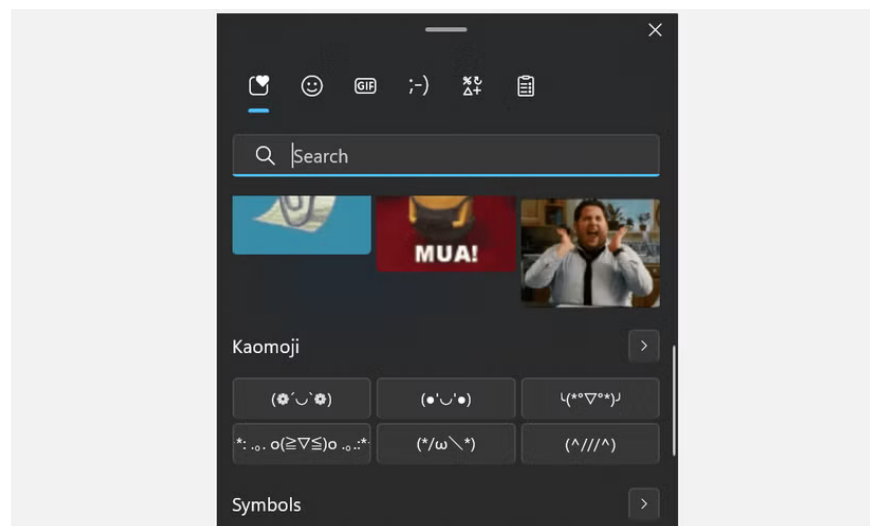
Many video platforms have built-in automatic captions, as do tools like Google Meet. But if you come across somewhere that doesn't offer them, or want a more consistent option, live captions in Windows are a great option.

Go to **Settings > Accessibility > Captions** , turn the feature on, then use **Win + Ctrl + L** to toggle captions whenever you want.



## 1. Emoji menu

If you're an emoji fan, Windows makes it easy to keep them at hand. Just hit **Win + period** to open a menu with emojis, GIFs, emoticons , and more. There's a search bar to find the perfect emoji at the moment, so you don't have to feel lost when you're not typing on your phone.



**Tip** : Make sure you don't use popular emojis the wrong way !

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