

## TIMELINE

With Windows 10's Timeline, you can quickly go back in time to access files and media you previously worked on. Whether you started writing a document yesterday or you want to call up a video from up to 30 days ago, Timeline makes it easier to find what you're looking for.

1. Click the Task view icon in the task bar at the bottom of your screen, to the right of the search window, to see all your recent activities. Or open Task view by pressing the Windows logo key and Tab.
2. See snapshots of the most relevant activities as small windows you can tap or click on in the default view. Plus you can slide the scrollbar on the right to get back to past activities. You also can pick up what you were doing in Microsoft Edge or Office 365 on your iOS or Android device.
3. Can't find the exact activity you're looking for in the default view? Search using relevant keywords in the upper right corner.

To close the feature, tap the Escape (esc) key at the upper left on your keyboard until you've backed out and have returned to your previous screen.

