Windows: Tools for Productivity

This article covers different application which are pre-built into Windows to help you to be extra productive when you are working.

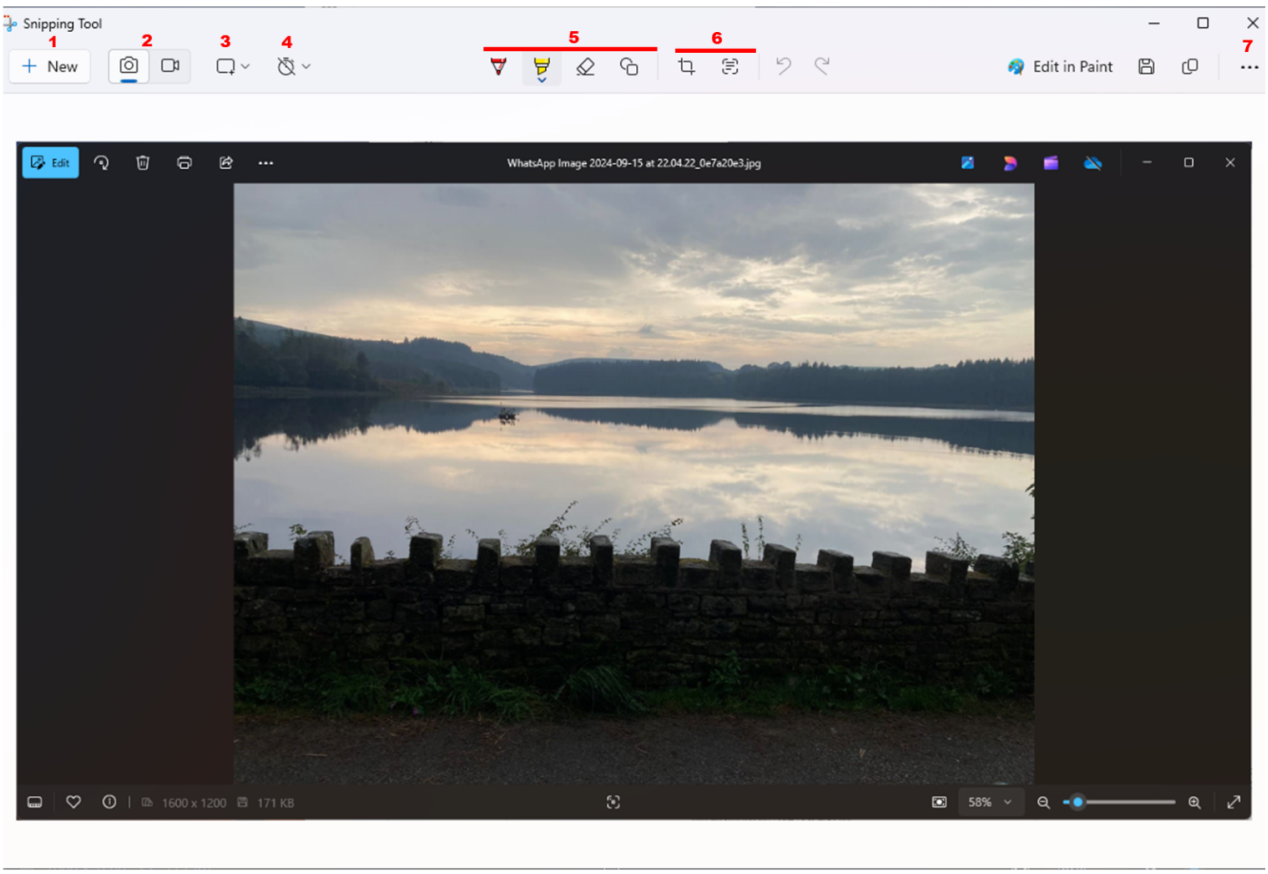
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1. Snipping Tool

Snipping tool is helpful in allowing you to take snippets of your screen. In Windows 11 it also provides a recording feature. After a snippet has been taken you will automatically have it saved on your clipboard. This allows you to quickly paste the snippet anywhere you'd like. You can use the **Windows key + Shift + S** to quickly open the snippet tool.

Where to find:

1. **Windows key** + **S** to open the windows search box
2. Type **Snipping Tool.**



How to use:

1. Begin a new snippet.
2. Toggle between Screenshot or Recording (Windows 10 only always for screenshot).
3. Toggle between how you would like to take a snippet. e.g Cutting with window toggled, will give you a screenshot of whatever window you selected.
4. Add Delay to give you enough time to take a screenshot.
5. Quickly Modify the screenshot.
6. Crop or Convert whatever text is seen in the screenshot into copiable text.
7. Other features

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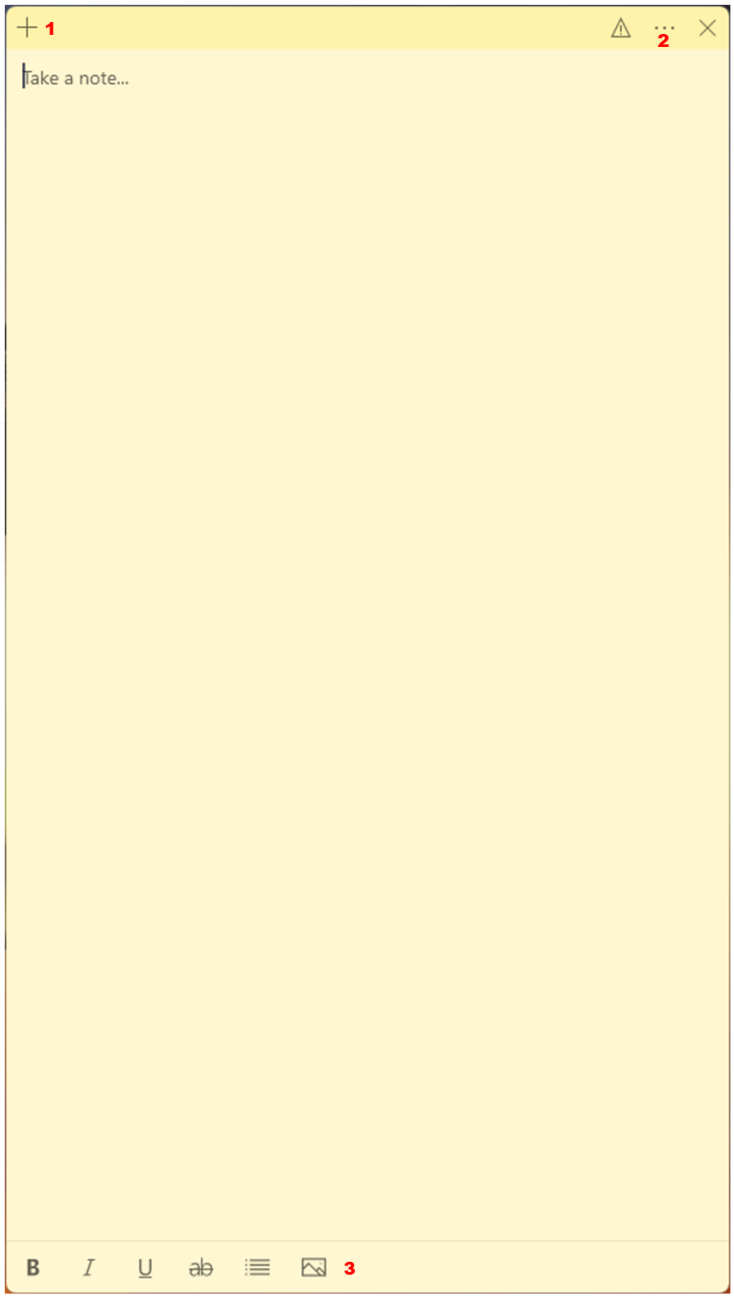
2. Sticky Notes

Sticky notes is a valuable tool which allows you to take notes on the fly. Notes are automatically saved and you can keep creating sticky notes as much as you want.

Where to find:

1. **Windows key** + **S** to open the windows search box
2. Type **Sticky Note.**

3. You might need to sign into a Microsoft account (in that case you can use your outlook email address).



How to use:

1. Add another sticky Note
2. Settings - Includes customizing background colour.
3. Tool bar - including adding an image and text customization.

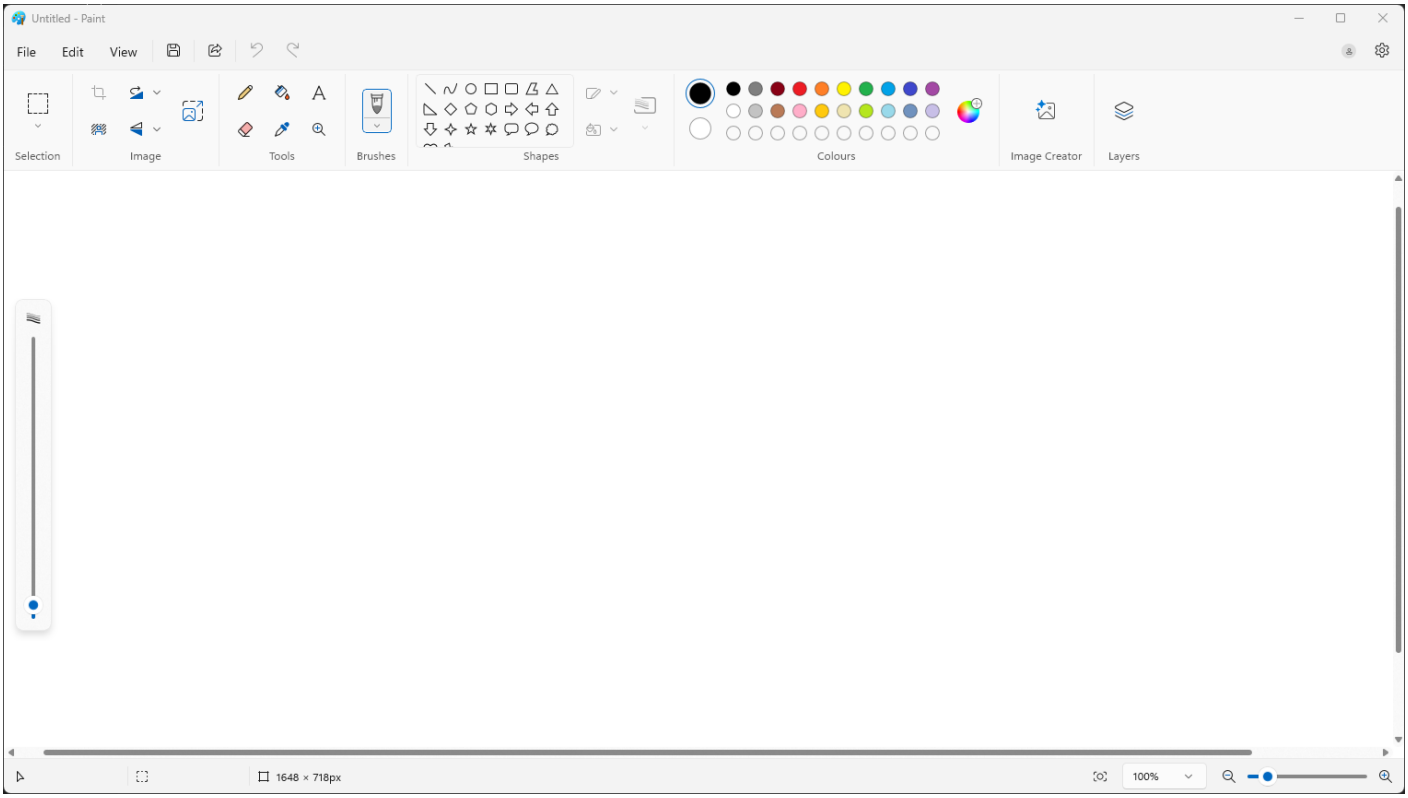
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3. Paint

Paint is a handy tool to quickly editing images. copy and paste images in the canvas and start using the tools at the top to edit the image.

Where to find:

1. **Windows key** + **S** to open the windows search box
2. Type **Paint.**



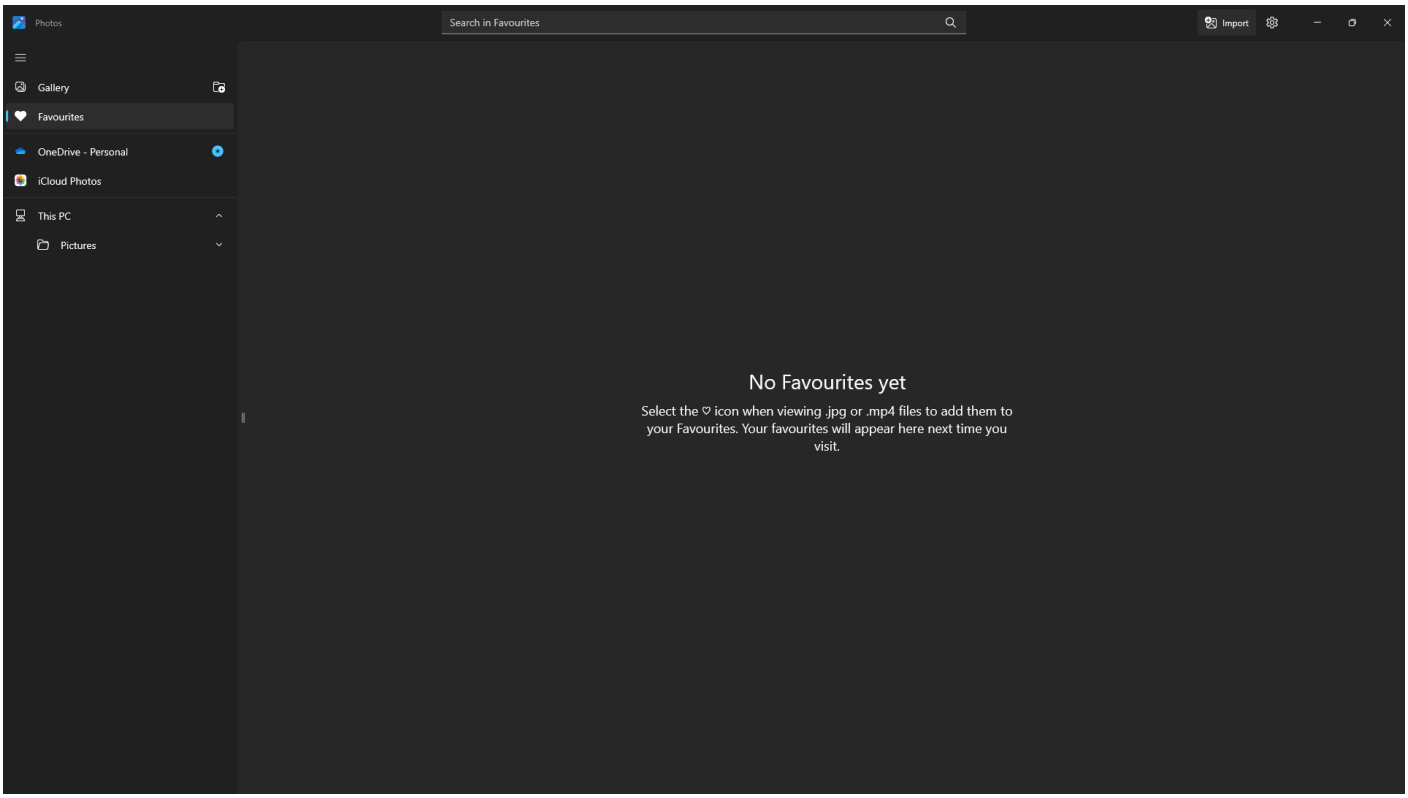
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4. Photos

An alternative way to browser your pictures saved on your machine. Photos also allows you to connect to OneDrive or iCloud photos.

Where to find:

1. **Windows key** + **S** to open the windows search box
2. Type **Photos.**

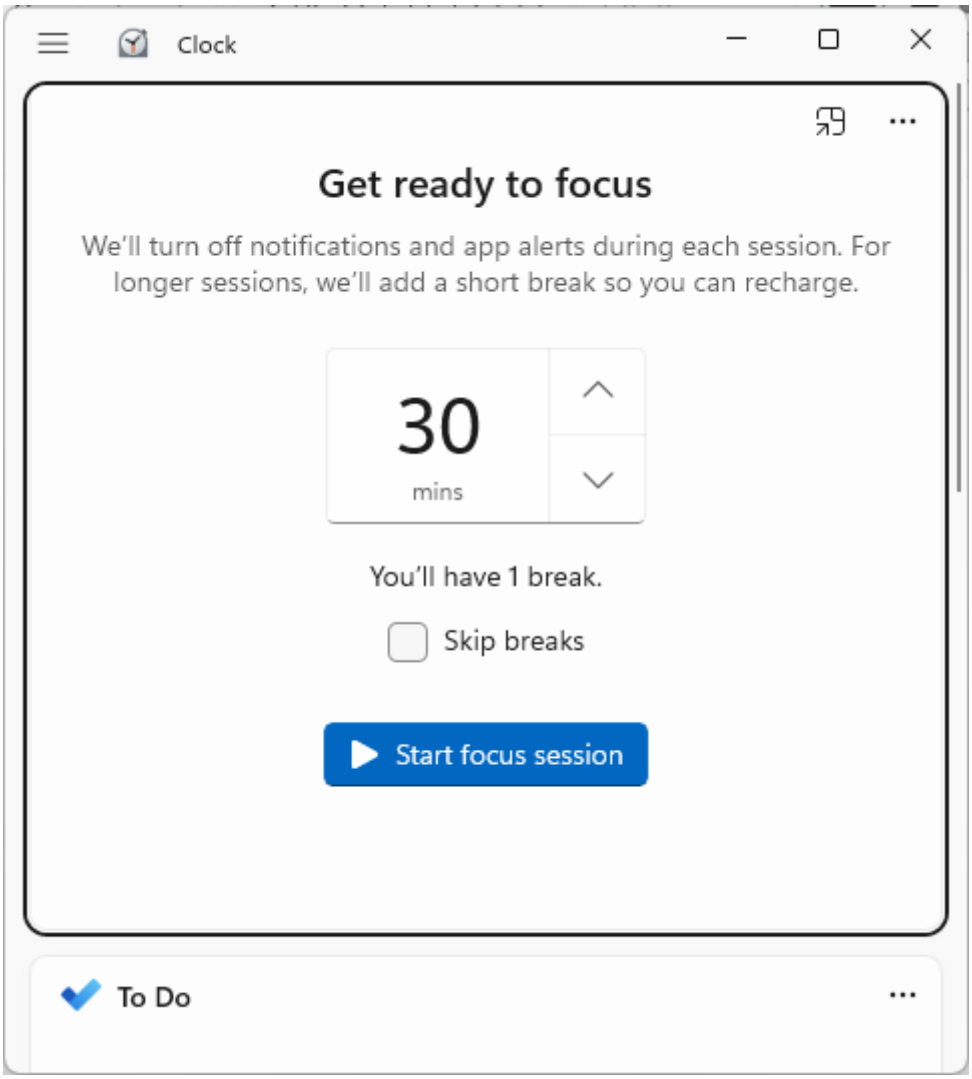


5. Clock

The clock application is great tool to keep focus. You can set a timer and a break time to ensure you are focused when you are using your machine.

Where to find:

1. **Windows key** + **S** to open the windows search box
2. Type **Clock.**



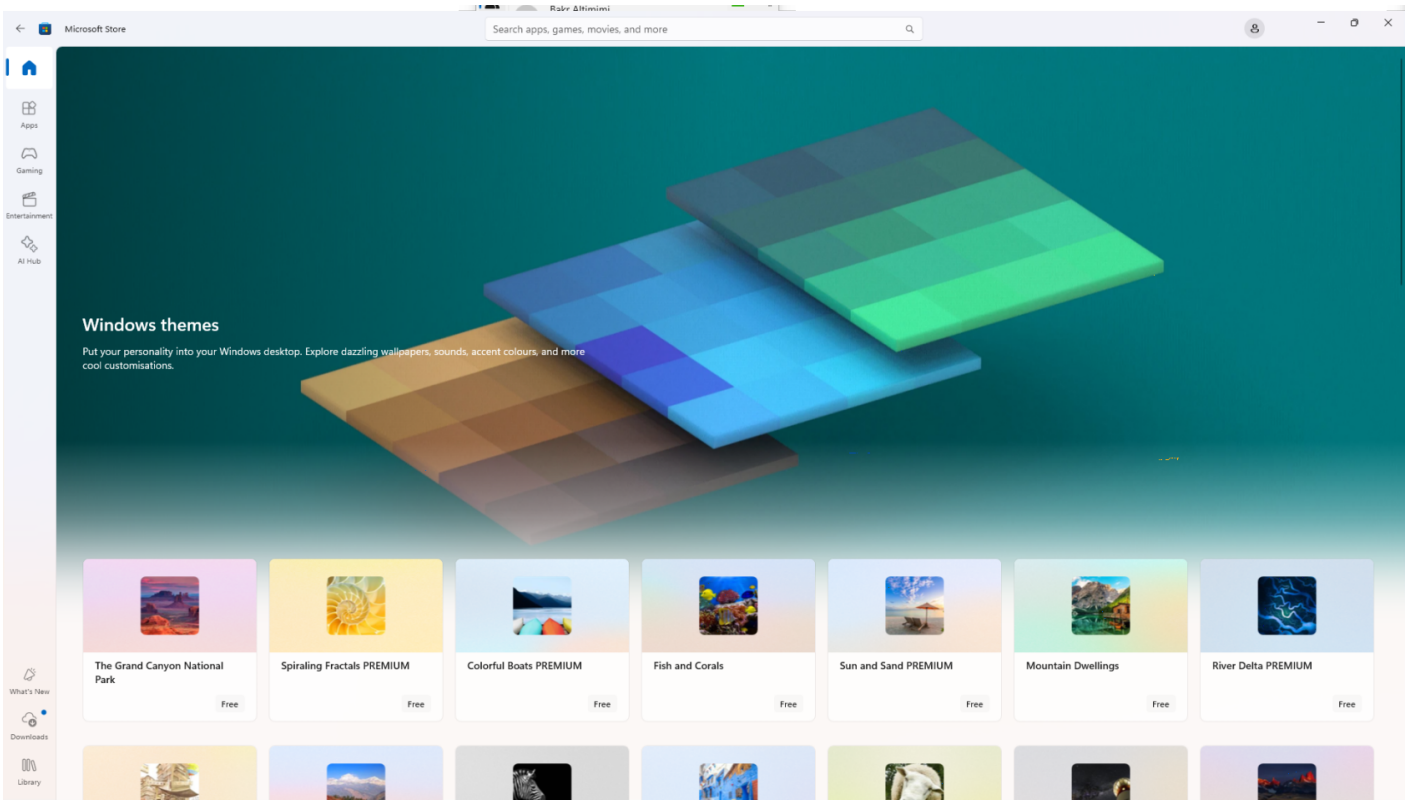
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6. Microsoft Store

Similar to the app store or apple store, Microsoft store is a safe way to install applications. You can install applications like Whatsapp, Facebook...etc.

Where to find:

1. **Windows key** + **S** to open the windows search box
2. Type **Microsoft Store.**



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