**CORTANA TIPS**

**Hey, Cortana**

There are a few ways to get Cortana's attention.

* Click or tap the Cortana button on the taskbar. If you do not see Cortana on your taskbar, right-click the taskbar and go to **Cortana > Show Cortana icon**.
* If you have 'Hey, Cortana' enabled, simply say "Hey, Cortana," followed by your question. [Here's how to enable 'Hey, Cortana.'](https://www.cnet.com/how-to/how-to-enable-hey-cortana-on-windows-10/)
* If you're using a Windows Phone, you can press and hold the search button to activate Cortana.

**Basics**

* Ask about the weather. Ex.: "What's the weather like?" or "What will the weather be like in two days?" or "Is it going to rain tomorrow?"
* Launch a program or open a website. Ex.: "Launch Mozilla Firefox" or "Open CNET.com."
* Make a phone call. Ex.: "Call Sarah," or "Call John on speakerphone."
* Hear Cortana read the top news headlines. Ex.: "Show me top headlines."
* Take a note in OneNote. Ex.: "Take a note" or "Note it down."
* Draft an email. Ex.: "Write an email to [contact] saying [message]."
* Draft a text message. Ex.: "Write a text to [contact] saying [message]."
* See texts or emails from a specific person. Ex.: "Show me emails from Timmy."
* Perform simple calculations. Ex.: "What's 35 times 16?" or "What's 23 minus two?"
* Perform conversions. Ex.: "What is five miles in kilometers" or "How many teaspoons in a cup?"
* Define a word. Ex.: "What's the definition of 'table'?" or "Do you know what 'gargantuan' means?"
* Track packages (needs email account configured in the Mail app). Ex.: "Where are my packages?"

**Settings**

* Turn on/off Wi-Fi.
* Turn on/off Bluetooth.
* Turn on/off Airplane Mode.

**Scheduling/Reminders**

* See your calendar events at a glance. Ex.: "How's my schedule looking?" or "What do I have next week?" or "When is my dentist appointment?"
* Add an appointment to your calendar. Ex.: "Add dentist appointment to Thursday at 3 p.m." or "Schedule phone call with Lisa tomorrow at 5 a.m."
* Move an appointment. Ex.: "Move my dentist appointment to Friday."
* Set up reminders based on time, person, or location. Ex.: "Remind me to call Timmy at 2 p.m." or "Remind me to ask about vacation time when I talk to Jenny" or "Remind me to take out the trash when I get home." Reminders can be one-offs or recurring (e.g., every Wednesday), and location-based reminders require a mobile device.
* Set an alarm. Ex.: "Set an alarm for 9 a.m." or "Wake me up in an hour."
* Show me my alarms.
* Ask about major holidays. Ex.: "What day is Christmas?" or "When is Labor Day?"

**Search**

* Find pictures, videos, documents, etc., on your device from a specific time frame. Ex.: "Find pictures from last week" or "Find documents from May 2015" or "Find videos from yesterday."
* Search files by name. Ex.: "Can you find a document called CNET?" or "Can you find a picture called 'cute dog'?"
* See basic search results, such as information about public figures, companies, places, and pop culture in Cortana's windows (without opening a browser window). Ex.: "How tall is Harrison Ford?" or "Who is the CEO of Google?" or "When was the Lincoln Memorial built?"

**Maps/Navigation**

* Where am I?
* Show me driving/public transit/walking directions to [location/landmark].
* How long will it take me to get to [location]?
* What is traffic like on the way to [location]?
* Show me a map of [location]. Ex.: "Show me a map of downtown Los Angeles," or "Show me a map of the area around Disneyland."

**Entertainment**

* Look up a sports score. Ex.: "What was the score of the last Detroit Tigers game?"
* Find the run time of a movie. Ex.: "How long is Star Wars: Episode I?"
* Control music in the Groove app. Ex.: "Play [artist/song/genre/playlist/album]," or "Shuffle the music."
* Limited control over music in other apps. Ex.: "Pause song" or "skip track."
* Identify the song that's playing. Ex.: "What is this song?"

**Travel**

* Track flight status (from your mail/messages). Ex.: "Is my flight on time?"
* Get a five-day forecast for any location. Ex.: "How's the weather in Tokyo?"
* Translate a word or phrase into a different language. Ex.: "How do you say 'dog' in French?" or "How do you say 'how are you' in Japanese?"
* Convert currency. Ex.: "What's 400 reais in Euros?" or "What's 1,000 yen in US dollars?"
* Find the current time in another city/country. Ex.: "What time is it in Los Angeles?" or "What time is it in Japan?"
* What are the seven wonders of the world?

**Random tips and tricks**

* Ask Cortana about her origins, aka Halo. Ex.: "Do you love Master Chief?" or "Tell me about Halo 5."
* What's up?
* What does the fox say?
* Tell me a joke.
* Where's Clippy?
* What do you think of Windows 10?
* What do you think of Google?
* Do you like Google Now?
* Who's better, you or Siri?
* Sing me a lullaby/Sing me a song.
* Rock, paper, scissors.
* Play the movie game.
* Heads or tails?
* Roll a die/dice (one die) or roll dice (two dice).
* Surprise me!