WHAT IS THE ACTION CENTER
AND HOW CAN YOU USE IT?

Action Center (Windows + A) appears as a vertical panel on the right side of the screen when you tap the icon button of the Notification tray that appears immediately to the right of the Taskbar's clock.

The icon lights up white when you have a new notification waiting. The Panel is by default black, and active tiles on it take their color from your system color choices. Another twist is that the whole panel can now be transparent, showing whatever lies behind it. (Windows + I, Personalization, Colors)

You can clear notifications and tell your computer not to include notifications of specific types. (Windows + I, Settings, Notification and Action)

If you want a break from being pestered by notifications, use the Focus Assist button. You can silence Action Center by right-clicking on its toolbar icon and choosing Go to Settings, then Off.

Quick Actions
In addition to notifications, the Action Center sidebar gives access to frequently used settings called Quick Actions and there's even an All Settings button that takes you to the Settings app.

You can easily collapse the settings tiles down to one row of four tiles using the Collapse caret. To change which four Quick Actions appear when you do this, you can head to Settings (Windows + I)/System/Notifications & actions. Move your choice of four tiles to the top row of the 15-tile set by executing the familiar "drag and drop" procedure.

Once you are on the Notifications & actions page, you can click on the Add or Remove Quick Actions button to modify the number of Quick Actions, up or down.