

Windows 10

Windows Desktop and Start Menu



Start Menu

Open the Start Menu: Click the **Start** button on the taskbar, or, press the **Windows** key.

Resize an App Tile in the Start Menu: Right-click a tile, select **Resize**, and select a size.

Rearrange Tiles: Click and drag a tile to a new location in a group. Or, drag a tile between groups to start a new group.

Remove a Tile from the Start Menu: Right-click a tile and select **Unpin from Start**.

Add a Tile to the Start Menu: Right-click an app and select **Pin to Start**.

Turn off an App's Live Tile: Right-click a tile, select **More**, and select **Turn Live Tile off**.

Rename Tile Groups: Click a tile group's name, type a new name, and click outside the name field to save the changes.

Lock Your Computer: Click the **Account** button and select **Lock**.

Sign Out of Windows: Click the **Account** button and select **Sign Out**.

Shut Down or Restart Your PC: Click the **Power** button and select either **Shut down** or **Restart**.

Apps & Taskbar

Launch an App: Click the app's tile in the Start menu. Or, scroll through the list of apps at the left of the Start menu and select the app you want to open.

Install an App: Click the **Microsoft Store** icon on the taskbar. Browse or search for the app you want and click it. Click **Get** to install a free app or **Buy** to install a paid app.

Update an App: Click the **Microsoft Store** icon on the taskbar and click the **See more** button at the top-right of the window. Select **Downloads and updates** and click the **Get updates** button at the top of the window.

Uninstall an App: Click the **Start** button and click the **Settings** button at the left of the Start menu. Click the **Apps** category and select **Apps & features** at the left. Select the app you want to remove and click the **Uninstall** button.

Hide the Taskbar: Right-click an empty space on the taskbar, choose **Taskbar settings**, then toggle **Automatically hide the taskbar** in desktop mode.

Windows 10 Tablet Mode: Swipe in from the right side of the screen and click the **Tablet Mode** button.

Keyboard Shortcuts

General

Start menu	Windows
Copy a file or folder	Ctrl + C
Cut a file or folder	Ctrl + X
Paste a file or folder	Ctrl + V
Action Center	Windows + A
Task view	Windows + Tab
Close an app	Alt + F4
Lock computer	Windows + L
Print	Ctrl + P
File Explorer	Windows + E
Run dialog box	Windows + R
Ease of Access Center	Windows + U
Task Manager	Ctrl + Shift + Esc
Capture screenshot	Windows + PrtScn
Open Search	Windows + S
Open Narrator	Windows + Enter

Settings Shortcuts

Windows settings	Windows + I
Connect pane	Windows + K
Sharing pane	Windows + H
Display options for second screen	Windows + P
Quick Link menu	Windows + X

Desktop Shortcuts

Show/hide desktop	Windows + D
Maximize window	Windows + ↑
Minimize/Restore window	Windows + ↓
Minimize all windows	Windows + M
Snap window to left	Windows + ←
Snap window to right	Windows + →
View open apps	Ctrl + Alt + Tab
Switch between apps	Alt + Tab
New desktop	Windows + Ctrl + D
Switch desktops	Windows + Ctrl + ← / →
Close active desktop	Windows + Ctrl + F4
Peek at desktop	Windows + ,
Minimize all but the active window	Windows + Home
Refresh active window	F5

Windows Reference Guide

Joe Goddard



Windows Reference Guide:

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Beezix,2012-11-19 4 page laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Windows 8 Includes touch interface The following topics are covered Getting Started Starting Windows Login The Start Screen Windows Store Apps and Desktop Apps Accessing the Desktop Starting a Desktop or Windows Store App Accessories Calculator Notepad etc Switching Between Apps and Desktop Windows Using the Switch List Closing a Windows Store App Closing a Desktop Window or App Windows Charms Using the Share Charm Searching Working with Multiple Monitors Opening Files Folders and Libraries Saving a Document Using the Shortcut Menu Showing Windows Store App Commands and Navigation Organizing Tiles Naming a Tile Group Rearranging Start Screen Tiles Adding an App Tile to the Start Screen Creating Secondary Tiles Always Show a Windows Store App Snapping Working on the Desktop Pinning a Desktop App to the Taskbar Using Taskbar Jump Lists Recently Used Files Pinned Files Common Tasks Pinning Files to Taskbar Jump Lists Switching Between Windows Using the Taskbar Resizing a Desktop Window Moving a Desktop Window Making a Desktop Window Large Maximize Hiding a Desktop Window Minimize Using the Notification Area Printing Security Sound etc File Management Folders Libraries Working with the Ribbon Navigation Pane Preview Pane Changing How Items are Displayed Changing Views Grouping Navigating Folders in File Explorer Opening a Second Explorer Window Creating a Folder Renaming Files or Folders Working with Libraries Selecting Multiple Items Selecting with Checkboxes Moving and Copying Files and Folders Moving and Copying with Cut Copy Creating a Shortcut to a Document Folder or Other Item Zipping Files or Folders Deleting Files or Folders Pinning to Start Adding a Folder or Library to Favorites Searching in File Explorer Burning to a CD DVD Settings Using the Control Panel Setting up WiFi Using Airplane Mode What to Try if an App Freezes Users Changing Users Ending your Windows Session Changing Login Password Creating a Picture Password Getting Help

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User's Guide ,1994

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