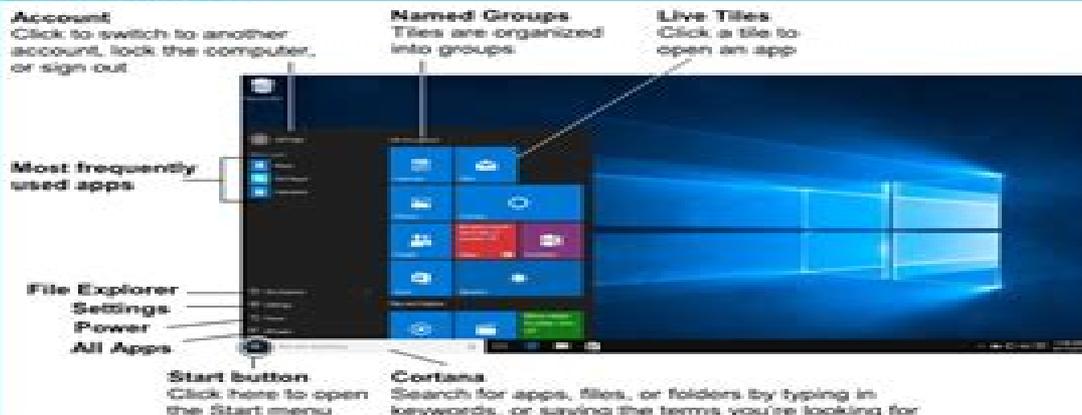


Microsoft® Windows 10 Quick Reference Guide

Start Menu



Keyboard shortcuts

Basic Commands

Start Menu	Win
Copy a Folder/File	Ctrl + C
Cut a Folder/File	Ctrl + X
Paste a Folder/File	Ctrl + V
Cortana (speech)	Win + C
Cortana (text)	Win + S
Actions Center	Win + A
Task View	Win + Tab
Close App	Alt + F4
Lock computer	Win + L
Print	Ctrl + P
File Explorer	Win + E
Run dialog box	Win + R

Start Menu

- **To Open the Start Menu:** Click the **Start** button. Or, press **Win**.
- **To Resize App Tile on the Start Menu:** Right-click a tile, click **Size** and select a size.
- **To Rearrange Tiles:** Tiles are organized into groups of related apps. Drag a tile to a new location in a group, or drag it between groups to start a new group.
- **To Remove a Tile from the Start Menu:** Right-click the tile and click **Unpin from Start**.
- **To Add a Tile to the Start Menu:** Right-click the app and select **Pin to Start**.
- **To Stop Updating an App's Live Tile:** Right-click an app's tile and click **Turn live tile off**.
- **To Search for Files or Apps:** Click within the Search field and type a keyword for the file or app. Search results are displayed in the menu.
- **To Rename Live Tile Groups:** Click the Live Tile group's name, and type in a new name.
- **To Lock Your Computer:** Click the **Account** button and select **Lock**.
- **To Sign Out of Windows:** Click the **Account** button and select **Sign Out**.
- **To Switch Users:** Click the **Account** button and select another user account.
- **To Change Account Settings:** Click the **Account** button and select **Change Account Settings**.

Apps

- **To Launch an App:** Find and click the app's tile on the Start menu. Or, select **All Apps** from the Start Menu and select the app you want to open.
- **Jump to Different Apps:** In the **All Apps** list click a letter header, then select another letter, to display all of the apps that begin with that letter.
- **To Search for an App:** Click within the Search field and type a keyword for the app.
- **To View All Installed Apps:** Select **All Apps** from the Start Menu.
- **To Close an App:** Click the **Close** button in the top-right corner of the app. Or, press **Alt + F4**.
- **To Jump to an Open App:** Click the **Task View** button. Or, press **Win + Tab**. Note: Right-click an app and click **Close** to close it.
- **To Install an App:** Install apps from the Windows Store, media such as DVDs, or download from the Internet.
- **To Uninstall an App:** Click the **Start** button and select **Settings** from the Start Menu. Click the **System** category and select **Apps & features**. Select the app that you want to install and click the **Uninstall** button.

Settings Shortcuts

Open Settings	Win + I
Devices pane	Win + K
Sharing pane	Win + H
Display options for second screen	Win + P
Quick Link menu	Win + X

Desktop shortcuts

Desktop	Win + D
Maximize	Win + ↑
Minimize/Restore	Win + ↓
Switch between apps	Alt + Tab
Minimize all windows	Win + M
Snap app to left	Win + ←
Snap app to right	Win + →
New Desktop	Win + Ctrl + D
Close Current Desktop	Win + Ctrl + F4
Switch Desktops	Win + Ctrl + ←/→

Windows Nt 4o Quick Reference

David Baud



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