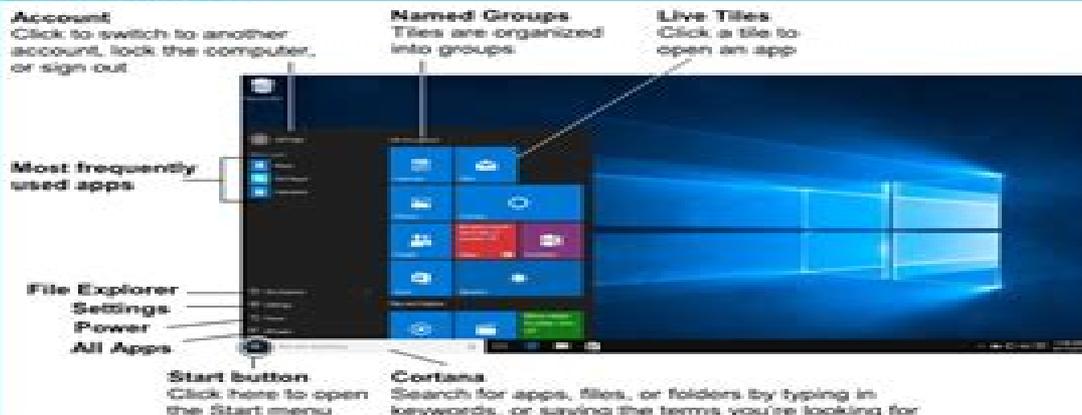


# Microsoft® Windows 10 Quick Reference Guide

## Start Menu



## Keyboard shortcuts

### Basic Commands

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

## 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	<b>Win + I</b>
Devices pane	<b>Win + K</b>
Sharing pane	<b>Win + H</b>
Display options for second screen	<b>Win + P</b>
Quick Link menu	<b>Win + X</b>

## Desktop shortcuts

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

# Windows Nt 4o Quick Reference

**G Psacharopoulos**



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