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# Windows 10

## Quick Reference Guide

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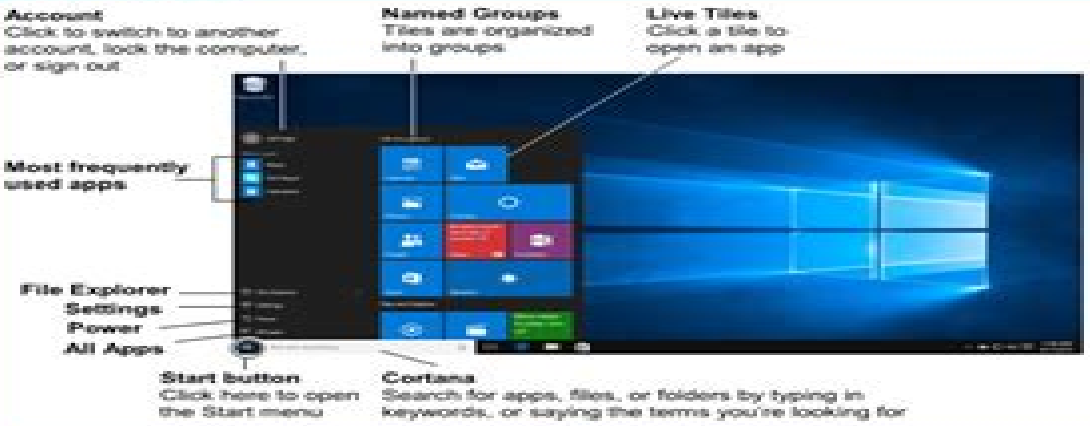
## Start Menu




### Start Menu

- **To Open the Start Menu:** Click the **Start** button. Or, press ⊞.
- **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 ⊞ + **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.

## Keyboard shortcuts

### Basic Commands

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

### Settings Shortcuts

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

### Desktop shortcuts

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

# Windows Nt 4o Quick Reference

SA Dillow

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- Interactive and Gamified eBooks

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