



Windows Desktop and Start Menu



Keyboard Shortcuts

General

Open the Start Menu	⊞
Copy a file or folder	Ctrl + C
Cut a file or folder	Ctrl + X
Paste a file or folder	Ctrl + V
Quick Settings Menu	⊞ + A
Task view	⊞ + Tab
Close an app	Alt + F4
Lock computer	⊞ + L
Print	⊞ + P
Open File Explorer	⊞ + E
Open the Run dialog box	⊞ + R
Open the Task Manager	Ctrl + Shift + Esc
Capture screenshot	⊞ + PrtScn
Open Search	⊞ + S
Open Narrator	⊞ + Ctrl + Enter

Settings Shortcuts

System settings	⊞ + I
Accessibility Settings	⊞ + U
Voice Typing	⊞ + H
Cast pane	⊞ + K
Display options for second screen	⊞ + P
Quick Link menu	⊞ + X

Desktop Shortcuts

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

Start Menu

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

View All Apps: Click the **All Apps** button in the Start menu.

Pin an App to the Start Menu: Right-click an app in the All Apps list and select **Pin to Start**.

Pin an App to the Taskbar: Right-click an app in the All Apps list and select **Pin to Taskbar**.

Unpin an App from the Start Menu: Right-click an app in the Pinned group and select **Unpin from Start**.

Lock Your Computer: Click your **User icon** button and select **Lock**.

Sign Out of Windows: Click your **User icon** button and select **Sign Out**.

Switch Users: Click your **User icon** button and select another user.

Put Your PC to Sleep: Click the **Power** button and select **Sleep**.

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

Apps

Launch an App: Click the app's icon in the Pinned group in the Start menu; or, click the All Apps button in the Start menu, scroll through the list of apps, and select the app you want to open.

Search for an App: Click the **Search** button on the taskbar and type the name of the app you want to open.

Jump to an Open App: Click the **Task View** button on the taskbar and select an open app; or, press **⊞ + Tab**.

Note: You can also right-click an app in Task view to see additional options for viewing and closing the app.

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 **Library** tab in the bottom-left corner of the window. Click the **Get updates** button at the top of the window.

Uninstall an App: Right-click an app's icon in the Pinned group in the Start menu or in the All Apps list, then select **Uninstall**.

Windows 31 Quick Reference

Robert W. Harris



Windows 31 Quick Reference:

Windows 3.1 Quick Reference Guide Microref,1993-07 Windows commands are executed with ease when using this complete combination of step by step instructions illustrations and examples You can perform functions while reading with the convenient spiral binding

Windows 3.1 Quick Reference Timothy S. Stanley,1992 The quick and easy reference to all Windows commands Alphabetical listings are task oriented Includes tips and cautions and provides step by step procedures for major Windows features

Windows 3.1 Programmer's Reference James W. McCord,1992 Comprehensive reference for experienced Windows programmers Power techniques for developing Windows applications Maximizes the performance of C and Microsoft s SDK Includes full featured reference and documentation on Windows functions and messages

Windows 3.1 Quick Reference Robert W. Harris,1999-09-01

Programming in Windows 3.1 Tim Farrell,Runnoe Connally,1992 This effective learning tool and resource for all Windows programmers provides expert programming tips and techniques comprehensive coverage of Microsoft s Software Development Kit hands on samples and step by step instructions

Programming Windows 3.1 Charles Petzold,1992 This definitive guide has now been updated to cover the significant enhancements of Windows 3 1 including the new Dynamic Data Exchange DDE protocol the printing and TrueType font application programming interface API and more Packed with straightforward explanations keen insights tried and tested programming techniques and scores of sample programs written in C

Borland C++ 3.1 Programmer's Reference James W. McCord,1992 The clear concise guide to all functions of Borland C 3 1 Shows the syntax description code examples and cross platform compatibility for all the major library functions included with Borland C

Easy OS/2 Shelley O'Hara,1993 The book is divided into several parts Introduction Basics Task Review and Reference Includes many Oops notes that tell a reader how to undo any mistakes Also notes that define terms suggest tips and cover other options

VCRs & Camcorders for Dummies Gordon McComb,Andy Rathbone,1995 Up to date guide covering VCR basics and techniques

Easy Quicken Shelley O'Hara,1992 This how to text introduces absolute beginners to the fundamentals of personal financial software The Basic section introduces readers to general personal computing terminology the Task Review part covers specific tasks and reviews each illustrating a before and after approach Covers IBM Version 5 0

Discover Intranets Suzanne Van Cleve,Mike Britton,1997 The authors use case studies to show how some companies have met their internal information distribution needs by publishing on an intranet They then go on to show readers how to obtain and tailor the intranet best suited to their own company s needs

Excel 4 for Windows QuickStart Sharel McVey,1992 A step by step tutorial that helps beginning users of Excel learn the basics of the software quickly so that they can start to create and modify Excel worksheets

Easy Windows for Version 3.1 Shelley O'Hara,1993 Beginning users will find this easy to use book a great resource for learning the program By following the tasks they will learn the skills they need to use Windows The heart of the book is the Task Review which covers basic tasks from starting the Windows to copying files

Using

Microsoft C/C++ 7 Lee Atkinson, Mark Atkinson, Ed Mitchell, 1992 The complete tutorial for beginning to advanced programmers Provides detailed information on all the features in the most recent version of Microsoft C Includes numerous programming examples and discusses techniques that will simplify debugging and code optimization

Macworld Home Office Companion Kathi Vian, Howard Bornstein, 1996 Covers small business applications for Macintosh users

Windows 3.1 Quick and Easy Robert Cowart, 1993 COMPUTERS OPERATING SYSTEMS

Windows 3 Quick Reference Timothy S. Stanley, 1990 An instant reference to all vital Windows fundamentals Alphabetical command listings make information easy to find

InfoWorld ,1997-07-07 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects

InfoWorld ,1992-04-13 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects

Introduction to Hard Disk Management Jackie Fox, 1992 Designed to help users to better manage their hard disk This book will aid in the selection of a hard disk discussing the different types available The book also discusses how DOS interacts with a disk how graphical user interfaces are used to manage directions and files and how to manage a hard disk using different software programs

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