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Windows 11
Quick Reference Guide

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Windows Desktop and Start Menu

Search Field   Pinned Apps   All Apps Button

Start Menu

Start Button   Taskbar   System Tray   Date and Time

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	Ctrl + 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**.

Ungin 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 3 Quick Reference](#)

Richard Bailey

Windows 3 Quick Reference:

Windows 3 Quick Reference Timothy S. Stanley,1990 An instant reference to all vital Windows fundamentals Alphabetical command listings make information easy to find *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 **Microsoft Windows 3** Karl Schwartz,1991-03 Part of a series designed to save computer users valuable time this book deals with Windows 3 The guides are designed to provide fast aid and users can quickly locate step by step instructions for all the major functions they will need to perform **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 Vista For Dummies Quick Reference** Greg Harvey,2007-01-29 Readers will save themselves time and energy by using this handy A to Z reference to quickly find answers regarding the exciting new release of Windows Vista Includes helpful information on the new features of Vista such as the task based interface sidebar gadgets new Aero interface 3D look option heightened security new search capabilities and much more Covers navigating the desktop launching programs adding programs removing programs creating files copying files and folders and deleting files and folders Accessible organization of topics also shows readers how to create shortcuts connect to the Internet search the Web add favorites use the new file management system and more Excel Version 5.0 for Windows Quick Reference Shelley O'Hara,Chris Van Buren,QUE Corporation,1993 Written for readers at all levels that want a reference guide that reminds them how to use the features and options of the program Features an easy to use format organized by task rather than command The book includes a menu command index that links commands and tasks **Que Windows 3 Quick Reference** Robert W. Harris,1999-09-01 **Excel 2003 For Dummies Quick Reference** John Walkenbach,Colin Banfield,2003-10-17 If you re using Excel 2003 and you d rather be working on your projects instead of plodding through everything you could ever need to know and may never need to know about Excel this is the reference for you In a compact info packed spiral bound book that puts the facts you need at your fingertips it covers the basics most Excel users need to know including Opening saving protecting and recovering workbook files and using workbook templates Adding copying and deleting worksheets e mailing worksheet data and publishing worksheet data to the Web Entering and editing data and text and working with cells and ranges Creating formulas and functions Creating and using names Auditing formatting and printing your work Charting your data Analyzing data with pivot tables Complete with concise step by step explanations most of which take less than one page and lots of screen shots and tables this no nonsense guide gets you working instead of searching or reading A detailed index makes it easy to find what you need to know fast Excel 2003 For Dummies is a practical at a glance reference for any Excel user PCs For Dummies Quick

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