



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 3 Quick Reference

Bill Dyszel



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

Quicken 5 for Windows for Dummies Quick Reference Steven L. Nelson,1995 The quick and friendly way to remember Quicken for Windows features and commands This reference shows that Quicken is more than just a computerized checkbook by explaining features like budget planning reconciling reports and much more It will help users take their overall financial picture and make the outlook the best it can be

PCs For Dummies Quick Reference Dan Gookin,2005-04-08 If you aren t a proficient PC pro and you want to get answers and get going this is your practical reference In a concise no frills style it gives you the vital information on Setting up and connecting your PC and peripherals including your keyboard digital camera joystick modem monitor printer scanner wireless gizmos and more Installing hardware and software Creating managing naming opening saving and finding files Organizing your stuff with info on folders Windows Explorer Compressed ZIP folders and more Networking including accessing another computer or a shared folder connecting to the network and workgroups Creating your own CDs including building and burning a playlist importing music and more The printer keyboard and the mouse With

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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 [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 **PC Mag** ,1990-11-13 PCMag com is a leading authority on technology delivering Labs based independent reviews of the latest products and services Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology

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Table of Contents Windows 3 Quick Reference

1. Understanding the eBook Windows 3 Quick Reference
 - The Rise of Digital Reading Windows 3 Quick Reference
 - Advantages of eBooks Over Traditional Books
2. Identifying Windows 3 Quick Reference
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Windows 3 Quick Reference
 - User-Friendly Interface
4. Exploring eBook Recommendations from Windows 3 Quick Reference
 - Personalized Recommendations
 - Windows 3 Quick Reference User Reviews and Ratings
 - Windows 3 Quick Reference and Bestseller Lists

5. Accessing Windows 3 Quick Reference Free and Paid eBooks
 - Windows 3 Quick Reference Public Domain eBooks
 - Windows 3 Quick Reference eBook Subscription Services
 - Windows 3 Quick Reference Budget-Friendly Options
6. Navigating Windows 3 Quick Reference eBook Formats
 - ePub, PDF, MOBI, and More
 - Windows 3 Quick Reference Compatibility with Devices
 - Windows 3 Quick Reference Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Windows 3 Quick Reference
 - Highlighting and Note-Taking Windows 3 Quick Reference
 - Interactive Elements Windows 3 Quick Reference
8. Staying Engaged with Windows 3 Quick Reference
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Windows 3 Quick Reference
9. Balancing eBooks and Physical Books Windows 3 Quick Reference
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Windows 3 Quick Reference
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Windows 3 Quick Reference
 - Setting Reading Goals Windows 3 Quick Reference
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Windows 3 Quick Reference
 - Fact-Checking eBook Content of Windows 3 Quick Reference
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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