Microsoft® Windows 11
Quick Reference Guide

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**.

Ungpin 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

Timothy S. Stanley

Windows 31 Quick Reference:

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