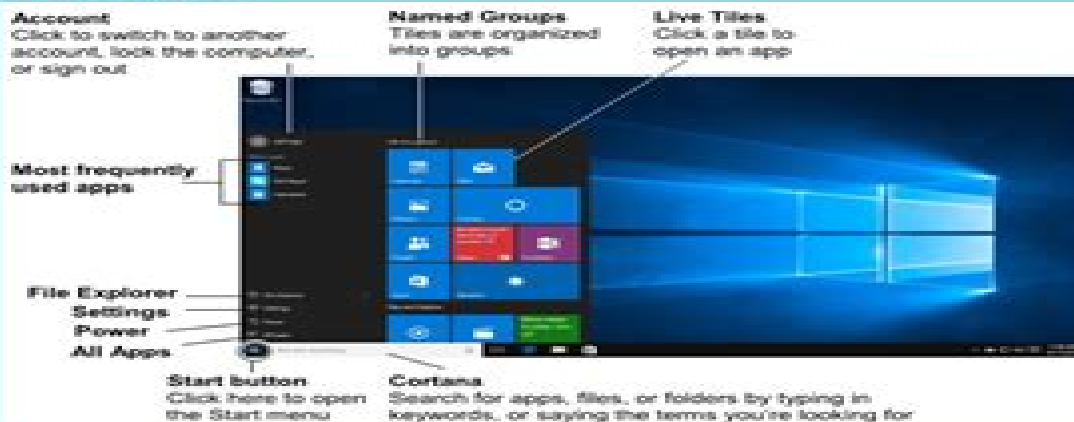


Microsoft® Windows 10

Quick Reference Guide

Start Menu



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

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 downloaded 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.

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 + ←/→

Quick Guide To Windows 7

JG Myers



Quick Guide To Windows 7:

Enjoying the Tune of Term: An Emotional Symphony within **Quick Guide To Windows 7**

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