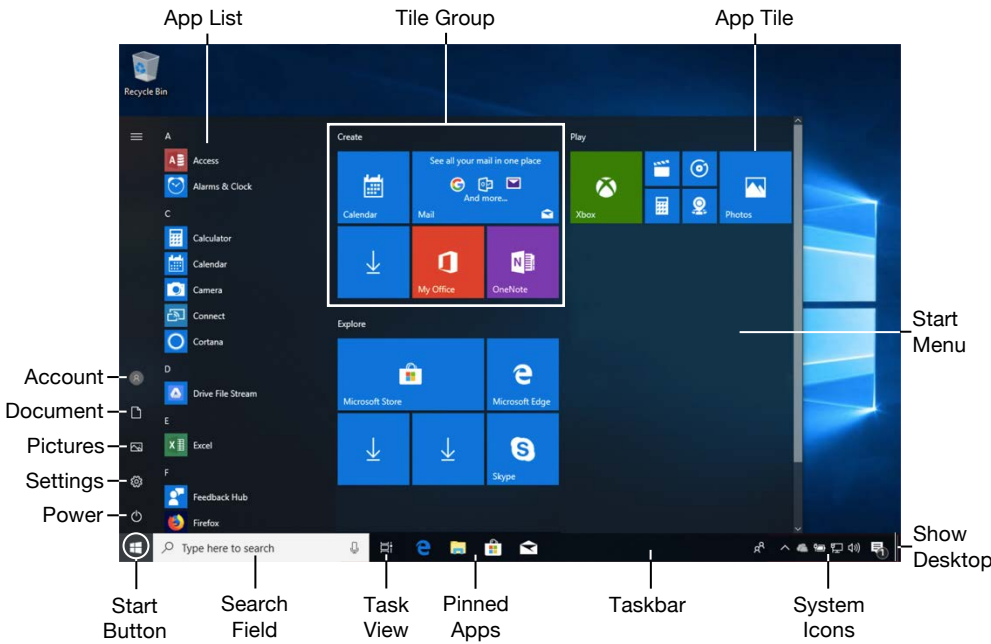




Microsoft®  
**Windows 10**  
 Quick Reference Card

## Windows Desktop and Start Menu



## Keyboard Shortcuts

### General

Start menu .....	
Copy a file or folder .....	<b>Ctrl + C</b>
Cut a file or folder .....	<b>Ctrl + X</b>
Paste a file or folder .....	<b>Ctrl + V</b>
Action Center .....	+ <b>A</b>
Task view .....	+ <b>Tab</b>
Close an app .....	<b>Alt + F4</b>
Lock computer .....	+ <b>L</b>
Print .....	<b>Ctrl + P</b>
File Explorer .....	+ <b>E</b>
Run dialog box .....	+ <b>R</b>
Ease of Access Center .....	+ <b>U</b>
Task Manager .....	<b>Ctrl + Shift Esc</b>
Capture screenshot .....	+ <b>PrtScn</b>
Open Search .....	+ <b>S</b>
Open Narrator .....	+ <b>Enter</b>

### Settings Shortcuts

Windows settings .....	+ <b>I</b>
Connect pane .....	+ <b>K</b>
Sharing pane .....	+ <b>H</b>
Display options for second screen .....	+ <b>P</b>
Quick Link menu .....	+ <b>X</b>

### Desktop Shortcuts

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

### Start Menu

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

**Resize an App Tile in the Start Menu:** Right-click a tile, select **Resize**, and select a size.

**Rearrange Tiles:** Click and drag a tile to a new location in a group. Or, drag a tile between groups to start a new group.

**Remove a Tile from the Start Menu:** Right-click a tile and select **Unpin from Start**.

**Add a Tile to the Start Menu:** Right-click an app and select **Pin to Start**.

**Turn off an App's Live Tile:** Right-click a tile, select **More**, and select **Turn Live Tile off**.

**Rename Tile Groups:** Click a tile group's name, type a new name, and click outside the name field to save the changes.

**Lock Your Computer:** Click the **Account** button and select **Lock**.

**Sign Out of Windows:** Click the **Account** button and select **Sign Out**.

**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 tile in the Start menu. Or, scroll through the list of apps at the left of the Start Menu and select the app you want to open.

**Search for an App:** Click within the **Search** field and type a keyword for 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.

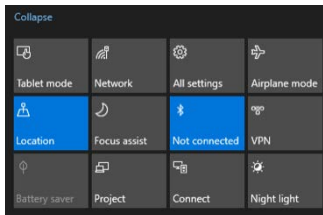
**Install an App:** Click the **Microsoft Store** icon on the taskbar. Browse or search for the app you want and click it. Click **Get** to install a free app or **Buy** to install a paid app.

**Update an App:** Click the **Microsoft Store** icon on the taskbar and click the **See more ...** button at the top-right of the window. Select **Downloads and updates** and click the **Get updates** button at the top of the window.

**Uninstall an App:** Click the **Start** button and click the **Settings** button at the left of the Start menu. Click the **Apps** category and select **Apps & features** at the left. Select the app you want to remove and click the **Uninstall** button.

## New Features

**The Action Center:** Gathers recent notifications. Click the **Action Center** button on the taskbar, or slide your finger in from the right side of the screen on a touchscreen device to view it. It also includes some helpful quick commands:



**Edge:** Microsoft's faster, more secure web browser. While Internet Explorer is still available in Windows 10, Edge is the preferred browser. Click the **Edge** icon on the taskbar to start browsing.

**Task View:** Allows you to add and switch between multiple desktops. Click the **Task View** button on the taskbar, then click the **New Desktop** button for each additional desktop you'd like to add. Click a desktop's thumbnail in Task view to switch to it.



**Tablet Mode:** A new mode in Windows, optimized for touch, that automatically engages when a touchscreen device or hybrid computer is in use. Manually turn Tablet mode on or off in the Action Center.

**The Settings App:** An application that includes a number of new options to control how your Windows 10 operating system behaves. Click the **Start** button, then click the **Settings** icon to open and modify the system settings.

**Quick Access:** A new, customizable view in File Explorer that includes a few pinned folders, as well as some other folders and files that you've used the most. Click the **File Explorer** icon on the taskbar to see the Quick Access screen.

**Windows Ink:** Used for touch screen devices with a stylus, Windows Ink allows you to write on your screen or create sticky notes and drawings. Click the **Windows Ink Workspace** icon on the taskbar to enable drawing with a stylus.

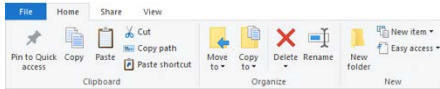


**Windows Hello:** A new, secure sign in feature that allows you to sign into Windows 10 using facial recognition or a fingerprint. Click the **Start** button and click the **Settings** icon. Then click **Accounts**, and select **Sign-in options** at the left. Under Windows Hello, select **Set up**. **Note:** Windows Hello is not available for use on every device.

## Folders and Files

**Open File Explorer:** Click the **File Explorer** icon on the taskbar. Double-click a file or folder to open it.

**The File Explorer Ribbon:** Contains options you'll need to work with your files. Click a ribbon tab (i.e. Home, Share, View) to see related commands.



**Move or Copy Files and Folders:** Select the file or folder you want to move, then click the **Home** tab on the ribbon. Click the **Move To** or the **Copy To** button and select the destination folder.

**Rename Files and Folders:** Select the file or folder you want to rename in File Explorer and click the **Home** tab on the ribbon. Click **Rename** in the Organize group. Type a new name for the file or folder, then press **Enter**.

**Delete Files or Folders:** Select a file or folder to delete in File Explorer. Click the **Home** tab on the ribbon and click the **Delete** button list arrow. Select **Recycle** to move it to the recycle bin or **Permanently Delete** to completely remove the file or folder from your computer.

**Search File Explorer:** Click in the **Search** field in the upper-right corner of the File Explorer window. Type your search term(s). Use the options in the Location group of the Search tab to change the search location.

**File Explorer Views:** Click the **View** tab in the File Explorer window. Use the options here to change how your files are viewed and organized.

**Compress Files or Folders:** Select the files or folders you want to compress and click the **Share** tab on the ribbon. Click the **Zip** button and type a name for the compressed folder, then press **Enter**.

**Create a Desktop Shortcut:** Right-click a file, folder, or program, then select **Send To**. Select **Desktop (Create Shortcut)** in the menu.

**Sort Desktop Icons:** Right-click the desktop and select **Sort By** in the menu. Select a sort option.

## Personalize Windows

**Change the Desktop Background:** Click the **Start** button and click the **Settings** icon. Click **Personalization** and then use the options in the Background category to select a new background color or image.

**Pin a Program to the Taskbar:** With the program running, right-click its icon on the taskbar and select **Pin to taskbar**.

## Personalize Windows

**Customize System Icons:** Click the **Start** button and click the **Settings** icon. Click **Personalization** and then click **Taskbar** at the left. If needed, scroll down and click **Turn system icons on or off**. Toggle a system icon on or off.

**Move the Taskbar:** Right-click the taskbar, if Lock the taskbar has a check mark next to it, click it to unlock the taskbar. Click and drag the taskbar to the top, bottom, or side of the screen.

**Customize the Lock Screen:** Click the **Start** button and click the **Settings** icon. Click **Personalization** and then click **Lock screen** at the left. Here, select the desired background, app status icons, and settings.

**Customize Account Settings:** Click the **Start** button and click the **Settings** icon. Click **Accounts** and then click **Sign-in options** at the left. Modify your account settings here.

## Maintain Your Computer

**Check for Windows Updates:** Click the **Start** button and click the **Settings** icon. Click **Update & Security** and then click the **Check for updates** button.

**Open the Task Manager:** Right-click the **Start** button and select **Task Manager**. Or, press **Ctrl + Shift + Esc**. If an open task is no longer responding, select it here and click the **End task** button.

**Improve Battery Life:** Click the **Battery status** icon in the system tray and click **Battery settings**. Adjust the settings here to improve the battery life of your computer.

**Secure Windows:** Click the **Security Center** icon in the system tray. A few options for ensuring Windows is secure include:

- **Virus & threat protection** periodically checks your computer for viruses and other malicious files.
- **Account protection** provides security for your account and sign-in.
- **Firewall & network protection** configures network firewalls for private and public networks, to keep your computer safe from network attacks.
- **App & browser control** is where you configure warnings for suspicious files, applications, and websites that you download and visit.
- **Device performance & health** keeps track of system, software, and driver updates, while monitoring storage space and battery life.
- **Family options** lets you set up parental controls for this computer, as well as connected devices.

# Interactive Training for 300+ Skills

Start your free trial today: [www.customguide.com](http://www.customguide.com)

## Office for Windows

Access  
Excel  
Office 365  
OneNote  
Outlook  
PowerPoint  
Word

## Productivity

OneDrive  
Project  
Salesforce  
SharePoint  
Skype for Business  
Windows 10  
...and more!

## Google Suite

Google Docs  
Google Drive  
Google Sheets  
Google Slides

## Office for Mac

Excel  
PowerPoint  
Word

## Also Available

Spanish Editions

## Courses Include:

- ✔ Interactive Tutorials
- ✔ Skill Assessments
- ✔ Customizable Courseware
- ✔ Quick References

Trusted Partner of 3,000+ Organizations

