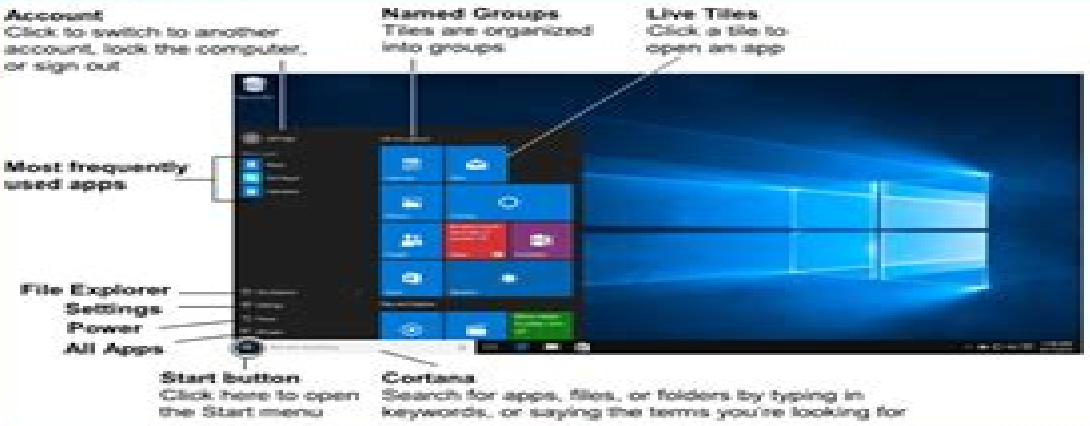
Microsoft®

Windows 10

Quick Reference Guide

TOWSON UNIVERSITY

Start Menu



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 download 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.

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

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 + ←/→

Windows Nt 4o Quick Reference

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Windows Nt 4o Quick Reference:

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Easy Windows NT Workstation 4.0 Nancy Price Warner,Nancy D. Lewis,Scott L. Warner,1997 One in a series of easy to use computer guides this edition shows readers how to operate the most commonly used features and functions of Windows NT 4 0 **New Perspectives on Microsoft Windows NT Workstation 4.0 -- Comprehensive** June J. Parsons,Dan Oja,Joan Carey,1997 As part of the New Perspectives series this text offers a case based problem solving approach and innovative technology for meaningful learning of Windows NT Workstation 4 0 Microsoft? Internet Information Server 4.0 Sourcebook Michele Petrovsky,1998 This book provides a complete plan for setting up an Internet and intranet server using Microsoft s Internet Information Server The bonus to ISS is that its free with Windows NT and has a lot of added features that Webmasters want **Inside the Windows 95 File System** Stan Mitchell,1997 Diskette includes software and sample programs from the book **The Cumulative Book Index** ,1999 *Peter Norton's Guide to Visual Basic 4 for Windows 95* Peter Norton,Harold Davis,Phyllis Davis,1995 This no nonsense approach to Visual Basic programming gives the reader what they need to begin programming immediately The book covers both the Standard and Professional editions of Visual Basic along with 32 bit programming which is now supported by version 4 0 Disk contains all the example programs listed in the book plus a valuable set of professional custom controls **Network World** ,1997-04-28 For more than 20 years Network World has been the premier provider of information intelligence and insight for network and IT executives responsible for the digital nervous systems of large organizations Readers are responsible for designing implementing and managing the voice data and video systems their companies use to support everything from business critical applications to employee collaboration and electronic commerce *A+ Complete Lab Manual* Donald R. Evans,2001 Perfect to use alongside the A Complete Study Guide Packed with exercises and real world labs to prepare you to take the CompTIA A Exam *Health Care Software Sourcebook & IT Buyer's Guide* ,1999 **Performance-oriented Application Development for Distributed Architectures** M. Gerndt,2002 Annotation This publication is devoted to programming models languages and tools for performance oriented program development in commercial and scientific environments The included papers have been written based on presentations given at the workshop PADDA 2001 The goal of the workshop was to identify common

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Table of Contents Windows Nt 4o Quick Reference

1. Understanding the eBook Windows Nt 4o Quick Reference
    - The Rise of Digital Reading Windows Nt 4o Quick Reference
    - Advantages of eBooks Over Traditional Books
2. Identifying Windows Nt 4o 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 Nt 4o Quick Reference
    - User-Friendly Interface
4. Exploring eBook Recommendations from Windows Nt 4o Quick Reference
    - Personalized Recommendations

- Windows Nt 4o Quick Reference User Reviews and Ratings
- Windows Nt 4o Quick Reference and Bestseller Lists

5. Accessing Windows Nt 4o Quick Reference Free and Paid eBooks
   - Windows Nt 4o Quick Reference Public Domain eBooks
   - Windows Nt 4o Quick Reference eBook Subscription Services
   - Windows Nt 4o Quick Reference Budget-Friendly Options
6. Navigating Windows Nt 4o Quick Reference eBook Formats
   - ePub, PDF, MOBI, and More
   - Windows Nt 4o Quick Reference Compatibility with Devices
   - Windows Nt 4o Quick Reference Enhanced eBook Features
7. Enhancing Your Reading Experience
   - Adjustable Fonts and Text Sizes of Windows Nt 4o Quick Reference
   - Highlighting and Note-Taking Windows Nt 4o Quick Reference
   - Interactive Elements Windows Nt 4o Quick Reference
8. Staying Engaged with Windows Nt 4o Quick Reference
   - Joining Online Reading Communities
   - Participating in Virtual Book Clubs
   - Following Authors and Publishers Windows Nt 4o Quick Reference
9. Balancing eBooks and Physical Books Windows Nt 4o Quick Reference
   - Benefits of a Digital Library
   - Creating a Diverse Reading Collection Windows Nt 4o Quick Reference
10. Overcoming Reading Challenges
    - Dealing with Digital Eye Strain
    - Minimizing Distractions
    - Managing Screen Time
11. Cultivating a Reading Routine Windows Nt 4o Quick Reference
    - Setting Reading Goals Windows Nt 4o Quick Reference
    - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Windows Nt 4o Quick Reference
    - Fact-Checking eBook Content of Windows Nt 4o 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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