



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

John Walkenbach, Colin Banfield



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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

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