

Microsoft®
Windows 10
Quick Reference Card

Start Menu

Account

Click to switch to another account, lock the computer, or sign out

Named Groups

Tiles are organized into groups

Live Tiles

Click a tile to open an app

Most frequently used apps

- File Explorer**
- Settings**
- Power**
- All Apps**

Start button

Click here to open the Start menu

Cortana

Search for apps, files, or folders by typing in keywords, or saying the terms you're looking for



Keyboard shortcuts

Basic Commands

- Start Menu **Win**
- Copy a Folder/File **Ctrl + C**
- Cut a Folder/File **Ctrl + X**
- Paste a Folder/File **Ctrl + V**
- Cortana (speech) **Win + C**
- Cortana (text) **Win + S**
- Actions Center **Win + A**
- Task View **Win + Tab**
- Close App **Alt + F4**
- Lock computer **Win + L**
- Print **Ctrl + P**
- File Explorer **Win + E**
- Run dialog box **Win + R**

Start Menu

- **To Open the Start Menu:** Click the **Start** button. Or, press **Win**.
- **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 **Win + 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.

Settings Shortcuts

- Open Settings **Win + I**
- Devices pane **Win + K**
- Sharing pane **Win + H**
- Display options for second screen **Win + P**
- Quick Link menu **Win + X**

Desktop shortcuts

- Desktop **Win + D**
- Maximize **Win + ↑**
- Minimize/Restore **Win + ↓**
- Switch between apps **Alt + Tab**
- Minimize all windows **Win + M**
- Snap app to left **Win + ←**
- Snap app to right **Win + →**
- New Desktop **Win + Ctrl + D**
- Close Current Desktop **Win + Ctrl + F4**
- Switch Desktops **Win + Ctrl + ←/→**

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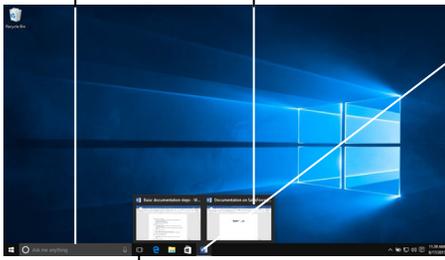
Desktop

Cortana:

Click to open Cortana to search for items.

Window preview:

Point to the program icon on the taskbar. Click a preview thumbnail to view the window.



Program icon: Click to open the program. Rearrange icons by clicking and dragging.

Show Desktop button: Point or click here to make open windows invisible.

Task View button: Click to view all of the open windows in Task View.

Notification area: The Action Center, clock, and other system icons are located here.

- **To Peek at Open Windows:** Point to a program icon on the taskbar. Point at the resulting thumbnail preview to peek at the window.
- **To Minimize Other Windows:** Press **Windows + Home**. Or, click and shake a window's title bar quickly from side to side.
- **To Compare Windows Side by Side:** Click and drag a window's title bar to the right side of the screen, and select a window thumbnail for the left side of the screen. Or, press **Windows + →** or **Windows + ←**.
- **To Maximize an Open Window:** Click the window's Maximize window. Or, press **Windows + ↑**.
- **To Switch Between Apps:** Press **Alt + Tab** to move quickly between open programs and windows on the desktop. Or, press **Windows + Tab** to open Task View, and select a window thumbnail.
- **To Access Settings:** Click the Start button and select Settings from the Start menu.
- **To Pin a Program to the Taskbar:** Pin your favorite desktop apps to the taskbar so you can open them from within the desktop. Open the program you want to pin, right-click the program icon on the taskbar and select **Pin this program to taskbar**.

Settings and Personalization

- **To Personalize your PC:** Click the Start button, select Settings from the Start menu, and click the Personalization category from the Settings app.
- **Change Background** – Choose built-in colors and pictures, or use your own. Select more than one picture to start a slide show.
- **Change Colors** – Change window color and transparency.
- **Change Lock screen:** Change the image that appears when the screen is locked.
- **Change Start:** Change what apps appear on the Start Menu.
- **Change Themes:** Change Windows's color scheme.

File Explorer

Address bar

Displays the location of the folder that is currently open

Title bar

Click and drag to move the window

Search box

Enter keywords to search the folder.

Ribbon

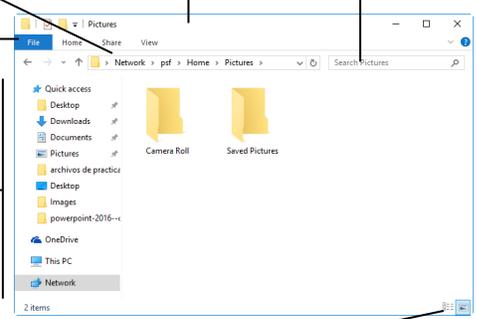
Displays buttons and menus for common commands

Navigation Pane

Provides quick navigation to folders and files. Browse to favorite locations, libraries, OneDrive, This PC, and the network

Display Settings

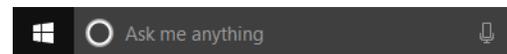
Choose how you want the content within the File Explorer to display



Action Center

- **To Display Notifications:** Click the Notifications icon on the taskbar, or swipe in from the right side of the screen on a touchscreen, to open the Notification Center.
- **Collapse Actions Center:** Click Collapse to collapse the actions down to only the top row. The top row can be customized in the Settings app, so you can control which four actions are available when the list is collapsed.
- Available actions include:
 - **All Settings:** Opens the Settings app.
 - **Airplane Mode:** Toggling on will turn off all radios.
 - **Battery Saver:** Toggles battery saver mode, dimming the screen and applying other settings to save power.
 - **Bluetooth:** Toggles Bluetooth radio on/off.
 - **Brightness:** Adjusts your screen's brightness between 100%, 75% 50%, and 25%.
 - **Connect:** Connects to wireless devices (ie. Bluetooth).
 - **Location:** Toggles location services on/off.
 - **Note:** Opens a new note in MS OneNote.
 - **Quiet Hours:** A Do Not Disturb mode which blocks notifications from appearing.
 - **Rotation Lock:** Locks portrait or landscape views in tablet computers.
 - **Tablet Mode:** Toggles tablet mode, which makes the computer act more like Windows 8 and includes full-screen apps, bigger touch targets, the Start Screen replaces the Start Menu, etc.
 - **VPN:** Displays VPN settings in the Settings app.
 - **WiFi:** Toggles wifi on/off (not used to find a network).

Cortana



- Cortana allows you to search for apps, files, or folders by typing in keywords, or saying the terms you're looking for.
- You can use Cortana's speech recognition by clicking the microphone button and saying the terms you're looking for.
- To open Cortana, click in the Cortana field to the right of the Start button.
- Cortana will display the results that she thinks are relevant.
- You can control your search results in Cortana's Notebook.

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Start screen



Keyboard shortcuts

Start Screen and Charms Bar

Start screen/jump to previous app from Start screen	+
Charms Bar	+ <C>
Sharing pane	+ <H>
Settings pane	+ <I>
Devices pane	+ <K>
Jump to last app	+ <Tab>

Basic Commands

Search apps	+ <Q>
Search files	+ <F>
Search settings and control panels	+ <W>
Lock computer	+ <L>
Print	+ <P>
File Explorer	+ <E>
Display options for second screen	+ <P>
Move app one display to the left	+ <PgUp>
Move app one display to the right	+ <PgDn>
Snap app to left	+ <←>
Snap app to right	+ <→>
Power user menu	+ <X>
Windows Run	+ <R>

Start Screen

- **To Open the Start Screen:** Place your cursor in the lower left corner of the screen and click the Start screen icon. Or, press . Or, view the Charms Bar and click **Start**.
- **To View the Charms Bar:** Place your cursor in the upper right or lower right corner of the window. Or, press + <C>.
- **To Zoom Out from the Start Screen:** Point to the bottom right corner, and click the Summary View button. Or, press <Ctrl> + <->. Tiles are now easy to arrange and group.
- **To Resize App Tile on the Start Screen:** Right-click a tile and click **Smaller** to make the tile smaller. Choose **Larger** to make the tile larger.
- **To Rearrange Tiles:** Tiles are organized into columns of related apps. Drag a tile to a new location in a column, or drag it between columns to start a new column.
- **To Remove a Tile from the Start Screen:** Right-click the app and click **Unpin from Start**.
- **To Add a Tile to the Start Screen:** Right-click the app and select **Pin to Start** in the bottom bar.
- **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 Settings:** Point to the top right corner of the screen, click **Search**, and click either **Files** or **Settings**. Or, press + <F> for files; press + <Q> for settings.

Apps

- **To Launch an App:** Find the app's tile on the Start screen, or search for the app, and click its icon.
- **To Search for an App:** On the Start screen, start typing the app's name. Or, point to the top right corner of the screen and click **Search**. Or, press + <Q> and click **Apps**.
- **To View All Installed Apps:** Right-click the Start screen and click **All apps** in the bottom bar. Or, press + <Q> and click **Apps**. Or, view the Charms bar, click **Search**, and click **Apps**.
- **To Close an App:** Point to the top of the screen to make the grabber handle appear. Click and drag all the way down the screen. Or, press <Alt> + <F4>.
- **To Jump to an Open App:** Place your cursor in the upper left corner of the screen and click the app icon that appears. Or, press + <Tab>. To view all open apps, move your cursor from the corner down the left edge, or press and hold down and press <Tab> to scroll through open apps. **Note:** Right-click an app and click **Close** to close it.
- **To View App Commands:** Right-click while inside the app. A horizontal bar with options for the app, such as tabs in Internet Explorer, appears.
- **To Install an App:** Install apps from the Windows Store, media such as DVDs, or download from the Internet.
- **To Uninstall an App:** Right-click the app and click **Uninstall** in the bottom bar.

Desktop shortcuts

Desktop	+ <D>
Maximize	+ <↑>
Minimize/Restore	+ <↓>
Switch between apps	<Alt> + <Tab>
Minimize all windows	+ <M>
Show/Hide Preview Pane	<Alt> + <P>

Desktop



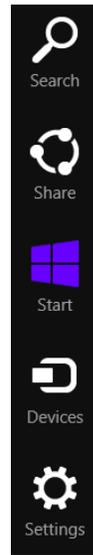
- **The Desktop** is familiar from previous versions of Windows. Desktop applications like Microsoft Office, File Explorer, and the Controls Panel run here. Use the same keystroke shortcuts, corner hotspots, and charms bar you use in Windows 8 to navigate the desktop.
- **To Use the Desktop:** From the Start screen, click the Desktop tile. Or, press **<Win> + <D>**.
- **To Peek at Open Windows:** Point to a program icon on the taskbar. Point at the resulting thumbnail preview to peek at the window.
- **To Minimize Other Windows:** Click and drag a window's title bar quickly from side to side. Or, press **<Win> + <Home>**.
- **To Compare Windows Side by Side:** Click and drag a window's title bar to the right side of the screen, and drag the other window to the left side of the screen. Or, press **<Win> + <←>** or **<Win> + <→>**.
- **To Maximize an Open Window:** Click and drag the window's title bar to the top of the screen or, drag the bottom border of the window down to the taskbar. Or, press **<Win> + <↑>**.
- **To Switch Between Apps:** Press **<Alt> + <Tab>** to move quickly between open programs and windows on the desktop.
- **To Access the Control Panel:** Open the Charms bar from the desktop. Click the **Settings charm** and click **Control Panel**.
- **To Pin a Program to the Taskbar:** Pin your favorite desktop apps to the taskbar so you can open them from within the desktop. Open the program you want to pin, right-click the program icon on the taskbar and select **Pin this program to taskbar**.

Settings and Personalization

- **To Personalize your PC:** Open the **Settings charm**. Click **PC Settings**, and click the **Personalize** category. There are three basic ways to personalize your account:
Lock screen: Change the image that appears when the screen is locked.
Start screen: Change the color scheme and graphics of the Start screen.
Account picture: Use a picture on file as your account picture.
- **To Change PC Settings:** Open the Computer window (click the **Start** button and select **Computer**). Right-click the disk you want to defragment and select **Properties** from the contextual menu. Click the **Tools** tab and click the **Defragment now** button.
- **To Change Settings of Apps that do not Run on the Desktop:** Open the app and open the **Settings charm**. App specific settings are displayed, such as changing preferences, finding help, and adding accounts.
- **To Sync your Settings:** When your settings are synced, you can log in to your account from another PC and have the same settings. Open the **Settings charm**. Click **PC Settings**, and click the **General** category. Scroll down to the "Refresh your PC without affecting your files" heading and click **Get started**.

Charms Bar

Charms help you do the things you do most often. What you can do with charms changes, depending on if you're on the Start screen or using an app.



Search: Use the search charm to search for anything on your computer. Search within a specific app, or search the entire computer. For example, if the Mail app is open, you can search for a specific message. Or, if you open the charm from the Start screen, search your entire PC.

Share: Use the Share charm to share things with other people—such as photos, documents, or links-- without leaving the app.

Start: Click to jump to the Start screen. If the Start screen is already displayed, return to the last app you were using.

Devices: Go here to use any device that's connected to your computer. For example, to print a file on a printer, to import images from a camera, and to manage a wireless device.

Settings: Change settings, find help, and get info for your PC and apps here. Also find the most common PC settings: volume, brightness, notifications, power, network connection, and keyboard. Access settings at a deeper level for your computer under Change PC Settings, such as personalization, users, notifications, ease of access, privacy, and much more.

Search

- Not sure where something is? Use the search charm. It can help you find the settings, files, and apps you want on your computer. It can also help you find specific settings and items within an app.
- **To Open Search:** Open the Charms bar and click **Search**. Enter the search term, and click Apps, Settings, or Files to view the search results for each category.
- **To Search Within an App:** Open the Charms bar and enter the search term in the Search box. Click an app in the Search pane to perform the search in an app, instead of in apps, settings, and files on the computer. For example, click the Bing app to perform the search in Bing.
- **To Open a Location in File Explorer:** Open the Search charm. With Apps selected, enter a drive in the search box (e.g. C: \ or \\server\share). A list of folders within that drive appears below the search box. Press the Down Arrow key to select a folder. Continue entering the file path, typing and selecting folders as needed. Press **<Enter>** to open the path in File Explorer.
- **To View Details for an Item in Search Results:** Point to the item. A screen tip with more details about the item is displayed.
- **To Get Help:** Getting help changes depending on where you are:
Desktop: Open the **Search charm**, type **Help**, and click **Help and Support**.
Start screen: Open the **Settings charm**, and click **Help**.
App: Open the **Settings charm**, and click **Help**.

Maintenance

- **To Refresh your PC:** Open the **Settings charm**. Click **PC Settings**, and click the **General** category. Scroll down to the "Refresh your PC without affecting your files" heading and click **Get started**.
- **To Shut Down your Computer:** By default, Windows 8 goes into sleep mode when a laptop is closed, or the power button is pressed on a tablet. To turn your PC completely off, close all desktop apps. Then open the **Settings charm**, click **Power** and select **Shut Down**.
- **Windows Defender** is included in Windows 8 by default. This free anti-virus program protects our computer from downloading viruses and other malware to your computer.

Windows Explorer

Keystroke shortcuts

Toolbar
 Displays buttons and menus for common commands.

Navigation Pane
 Provides quick navigation to folders and files. Browse to favorite locations, libraries, homegroups, Computer, and the network.

Address bar
 Displays the location of the folder that is currently open.

Title bar
 Click and drag to move the window.

Search box
 Enter keywords to search the folder.

Details pane
 Displays details about selected files.



- **To Search for a File or Program on the Computer:** Click the **Start** button, or press **<Windows>**, and type a keyword for the file or program. Search results are displayed in the menu.
- **To Search for a File in a Folder or Library:** Open the folder or library you want to search. Click the **Search box** in the upper right corner of the window and enter keyword(s) for the file you want to find.
- **To Add a Search Filter:** After entering keywords in the Search box, select a filter from the list that appears.
- **To Add a Folder to a Library:** Open the library and click the **locations** link. Click the **Add** button. Select the folder and click **Include folder**.
- **To Create a New Library:** Open Computer and select **Libraries** in the Navigation pane. Click the **New library** button on the toolbar. Enter a name for the library press **<Enter>**. Double-click the library and select the folders you want to include.

- **To Change How Items are Displayed:** Click the **View** button list arrow on the toolbar and select a view.
- **To Change Window Layout:** Click the **Organize** button on the toolbar, point to **Layout**, and select a layout option.
- **To Create a Folder:** Click the **New Folder** button on the toolbar. Type a name for the folder and press **<Enter>**.
- **To Use the Address Bar to Navigate:** Click a location on the Address bar to go to view it in the window. Click a location's list arrow to view and open subfolders within the location.
- **To Preview a File:** Click the **Preview Pane** button on the toolbar or press **<Alt> + <P>**. Select the file you want to preview.
- **To View a File or Folder's Properties:** Select the file or folder and view properties in the Details pane.

General

- Start menu **<Windows>**
- My Computer **<Windows> + <E>**
- Create new folder **<Ctrl> + <Shift> + <N>**
- Zoom **<Windows> + <+>**
- Connect to projector **<Windows> + <P>**
- Flip 3D **<Windows> + <Tab>**

Window management

- Peek at the desktop **<Windows> + <Space>**
- Show/Hide desktop **<Windows> + <D>**
- Minimize all windows **<Windows> + <M>**
- Minimize other windows **<Windows> + <Home>**
- Maximize **<Windows> + <↑>**
- Minimize/Restore **<Windows> + <↓>**
- Dock to left **<Windows> + <←>**
- Dock to right **<Windows> + <→>**
- Jump to left monitor **<Windows> + <Shift> + <←>**
- Jump to right monitor **<Windows> + <Shift> + <→>**
- Show/Hide Preview Pane **<Alt> + <P>**
- Bring all gadgets to the front **<Windows> + <G>**

Taskbar

- Cycle through icons **<Windows> + <T>**
- Open new instance **<Shift> + click**
- Launch program **<Windows> + <1-9>** (# corresponds to pin order)

Windows Taskbar



Window preview:
 Point to the program icon on the taskbar. Click a preview thumbnail to view the window.

Show Desktop button:
 Point or click here to make open windows invisible.

Start button:
 Opens the Start menu.

Program icon: Click to open the program. Rearrange icons by clicking and dragging.

Notification area: The Action Center, clock, and other system icons are located here.

Aero



Aero Peek makes open windows invisible so you can view the gadgets and icons on the desktop.

- **To See Through Windows with Aero Peek:** Point to the **Show Desktop** button on the right edge of the taskbar or press **<Win> + <Space>**.
- **To View Open Windows with Aero Peek:** Point to the program icon on the taskbar that contains the file or window you want to view. Click the thumbnail preview to view the window.
- **To Minimize Other Windows with Aero Shake:** Click and drag a window's title bar quickly from side to side. Or, press **<Win> + <Home>**.
- **To Compare Windows Side by Side with Aero Snap:** Click and drag a window's title bar to the right side of the screen, and drag the other window to the left side of the screen. Or, press **<Win> + <Left>** and **<Win> + <Right>**.
- **To Maximize an Open Window with Aero Snap:** Click and drag the window's title bar to the top of the screen or, drag the bottom border of the window down to the taskbar. Or, press **<Win> + <Up>**.
- **To Flip through Windows with Flip 3D:** Press **<Win> + <Tab>**; continue to hold down the **<Win>** key while pressing **<Tab>** to scroll through the open windows.

Personalization

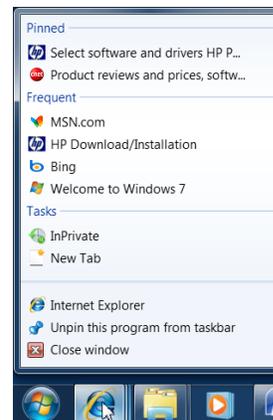
- **To Personalize Windows 7 Appearance and Sounds:** Right-click the desktop and select **Personalize**. The Personalization window appears. Click the appropriate links to personalize these settings:
 - **Themes** – Change menus, icons, backgrounds and sounds all at once.
 - **Desktop Background** – Choose built-in colors and pictures, or use your own. Select more than one picture to start a slide show.
 - **Window Color** – Change window color and transparency.
 - **Sounds** – Change which sounds play when you perform different tasks.
 - **Screen Savers** – Adjust what it displays and when it appears.
 - **Desktop Icons** – Add icons to the desktop, such as Computer and Network.
 - **Mouse Pointers** – Change how the pointer looks and acts, reverse buttons.

Maintenance

- **To Defragment your Hard Disk:** Open the Computer window (click the **Start** button and select **Computer**). Right-click the disk you want to defragment and select **Properties** from the contextual menu. Click the **Tools** tab and click the **Defragment now** button.
- **To Use Disk Cleanup to Free Space on Your Hard Drive:** Open the Computer window (click the **Start** button and select **Computer**), right-click the hard disk, select **Properties** from the contextual menu and click the **Disk Cleanup** button.
- **To Uninstall a Program:** Click the **Start** button and select **Control Panel**. Click the **Uninstall a program** link under Programs. Select the program you wish to uninstall from your computer, and click the **Uninstall** button on the toolbar.

Jump Lists

Items at the top of the list are pinned to the program's jump list.



The Frequent section displays files or pages that have been frequently used.

Right-click an icon on the taskbar...

...to view the jump list for the program.

- Jump Lists are quick shortcuts to files and commands that a program uses frequently. The items that appear in a jump list change according to the program selected. For example, Internet Explorer displays frequently visited pages, Microsoft Word displays frequently opened documents.
- **To View a Jump List:** Right-click an icon on the Windows 7 taskbar. Or, click the **list arrow** next to a program icon in the Start menu.
- **To Pin a Program to the Taskbar:** Open the program you want to pin, right-click the program icon on the taskbar and select **Pin this program to taskbar** from the jump list.
- **To Pin an Item to the Jump List:** View the program jump list. Right-click the item you want to pin and select **Pin to this list**. Or, point to an item on the jump list and click the **Pin to this list** button.
- **To Remove an Item from the Jump List:** View the program jump list. Right-click an item that appears in the jump list and select **Remove from this list** from the contextual menu.

Gadgets

- **To Add Gadgets to the Desktop:** Right-click the desktop and select **Gadgets** from the contextual menu. Double-click the gadget you want to add to the desktop.
- **To View Gadgets:** Press **<Win> + <G>**. The gadgets on your desktop appear on top of the windows that are open.
- **To Remove a Gadget from the Desktop:** Point to a gadget and click the **Close** button that appears.
- **To Download New Gadgets:** Right-click the desktop and select **Gadgets** from the contextual menu. Click the **Get more gadgets online** link at the bottom of the window, click the Desktop gadgets tab, and click the **Download** button for the gadget you want to add.
- **To View a Gadget's Options:** Point at the gadget, then click the **Options** button to view and change settings for that gadget.

HomeGroup

- **To Join a Homegroup:** Before you begin, make sure you have the homegroup password. Click the **Start** button and select **Control Panel**. Click the **Network and Internet** link. Click the **HomeGroup** link and click **Join Now**. Complete the wizard and enter the homegroup password as prompted.
- **To Create a Homegroup:** Click the **Start** button and select **Control Panel**. Click the **Network and Internet** link. Click the **HomeGroup** link and click **Create a homegroup**. Complete the wizard to create the homegroup.



The Parts of a Typical Window

Menu bar
 Click these words to display command menus

Title bar
 Click and drag to move the window

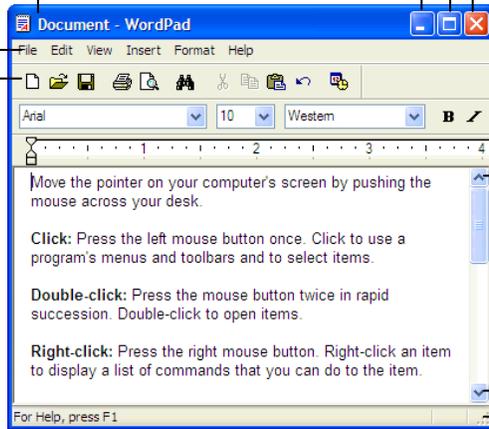
Minimize button
 Click to shrink or minimize the window

Close button
 Click to close the window

Maximize button
 Click to make the window fill the entire screen. If the window already fills the entire screen, click the

Restore button to restore the window to its original size

Toolbar
 Buttons for commonly used commands. Move the pointer over a button for a couple seconds to see what it does



Click to move up the page

Click to move down the page

Click and drag to change the window's size

Keyboard Shortcuts

General

Open menu	<Alt> + Letter
Help	<F1>
Toggle between open applications	<Alt> + <Tab>
Switch between open applications	<Alt> + <Esc>
Display Start menu	<Ctrl> + <Esc>
Display shortcut menu for selected	<Shift> + <F10>
Minimize all open windows	<Ctrl> + <M>

Dialog Box Commands

Confirm and close a dialog box (OK)	<Enter>
Cancel and close a dialog box (Cancel)	<Esc>
Move to next field	<Tab>
Move to the previous field	<Shift> + <Tab>

Editing

Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Undo	<Ctrl> + <Z>
Delete	<Delete>

Navigation

Up one screen	<Page Up>
Down one screen	<Page Down>
Beginning of a line	<Home>
End of a line	<End>
Skip through words	<Ctrl> + <←>, <→>
Skip through paragraphs	<Ctrl> + <↑>, <↓>

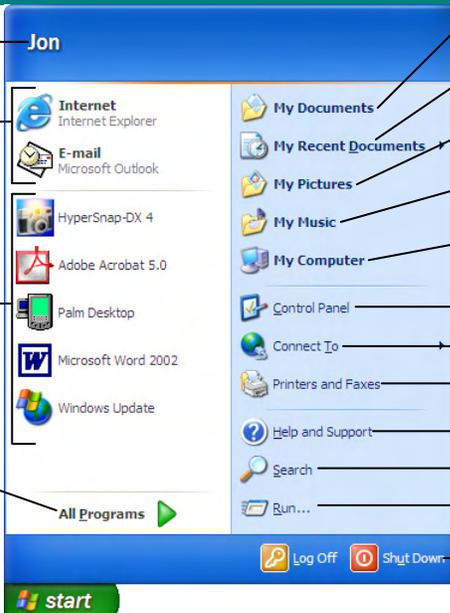
Items on the Start Menu

The current user name

Your Web browser and e-mail programs appear here

Your frequently used programs appear here

All Programs: Menu of every program installed on your computer



My Documents: Provides a convenient location to save your files.

My Recent Documents: Files you recently worked on

My Pictures: Provides a convenient location to save your photos and pictures.

My Music: Provides a convenient location to save MP3 files.

My Computer: Access the drives, folders, and files on your computer.

Open the Windows Control Panel

Connect to the Internet or a network

Show installed printers or add a new one

Get help on how to use Windows

Find a file on your computer

Run a program

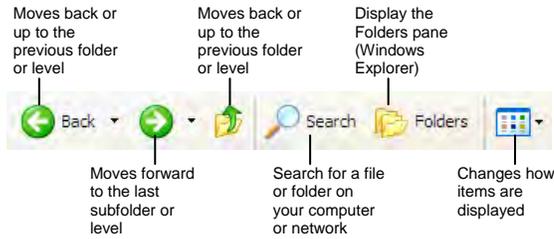
Log off or shut down the computer

Helpful Tips

- The Windows XP Start menu displays your most frequently used programs. You can find your other programs under "All Programs".
- **Not sure what a toolbar button does?** Place the pointer over the button for a second; a helpful description will usually appear.
- **Want to do something to an object?** Try clicking the object with the right mouse button. A list of what you can do to the object will appear in a shortcut menu.
- **Make a mistake?** Try using the undo command by selecting **Edit** → **Undo** from the menu, or by pressing <Ctrl> + <Z>.
- **Need to use the menu without using the mouse?** Press <Alt> and the underlined letters of the menu item you want to open.
- In a dialog box you can press <Enter> instead of clicking OK, and press <Esc> instead of clicking cancel.
- **Need help?** Press <F1>. A help window will appear with information about the program.
- **Not sure what a control in a dialog box does?** Click the **What is this button** in the upper right corner of the window and then click the control with the pointer.
- **Not sure what programs are running?** Look at the names on the taskbar along the screen's bottom.

Customizing Windows

The Windows Toolbar



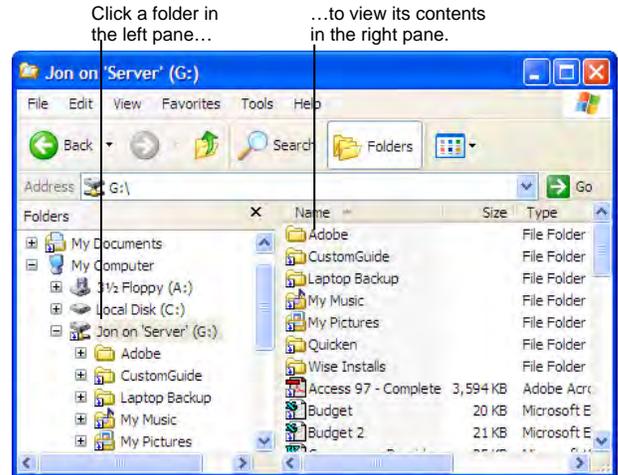
- **To Switch to the Classic Start Menu:** Right-click a blank area of the Windows taskbar and select **Properties** from the shortcut menu, click the **Start Menu tab** and select the Start menu style that you want to use.
- **To Switch to the Classic Look of Windows:** Right-click a blank area on the desktop, select **Properties** from the shortcut menu and click the **Appearance tab**. Select a style from the Windows and buttons list and click **OK**.
- **To Lock/Unlock the Start Menu:** Right-click the taskbar and select **Lock the taskbar** from the shortcut menu.
- **To Customize the Start Menu:** Right-click the taskbar and select **Properties** from the shortcut menu.
- **To Create a Shortcut to a File or Folder:** Drag the file or folder to a new location with the **right mouse button** and select **Create Shortcut Here** from the shortcut menu.
- **To Change Display Settings:** Right-click a blank area on the desktop and select **Properties** from the shortcut menu. You can change the following settings in the Display dialog box:
 - + Wallpaper
 - + Desktop icons
 - + Screen saver
 - + Screen resolution & color depth
 - + Basic windows colors
 - + Display driver

Maintenance and Fixing Problems

- **To Format a Floppy Disk:** From My Computer or Windows Explorer, right-click the floppy drive and select **Format**. Select the formatting options you want to use and click **Start**.
- **To Copy a Floppy Disk:** Insert the disk you want to copy, open My Computer or Windows Explorer, right-click the floppy drive, select **Copy Disk**, and click **Start**.
- **To Use ScanDisk:** Open My Computer or Windows Explorer, right-click the disk you want to scan, select **Properties** from the shortcut menu, and click the **Tools tab**. Click the **Check Now** button, specify whether you want to do a Standard or Thorough scan and if you want any errors to be automatically fixed, and click **Start**.
- **To Defragment your Hard Disk:** Open My Computer or Windows Explorer, right-click the disk you want to defragment, select **Properties** from the shortcut menu, and click the **Tools tab**. Click the **Defragment Now** button and click **Start**.
- **To Use Disk Cleanup to Free Space on Your Hard Drive:** Open My Computer or Windows Explorer, right-click the hard disk and select **Properties** from the shortcut menu, click the **Disk Cleanup button**, and click **OK**.
- **To Remove a Program:** Click the **Start button** and select **Control Panel**, double-click the **Add/Remove Programs** icon, find and select the program you want to remove from your computer, and click the **Add/Remove button**.

File Management

The Folder Pane



- + This folder contains hidden sub folders. Click to display those hidden folders.
- This folder's subfolders are displayed. Click to hide subfolders.

- **To Open a File or Folder:** Double-click the file or folder.
- **To Create a Folder:** Select **Make a new folder** task from the File and Folder Tasks panel, or, right-click any empty area in the window and select **New** → **Folder** from the shortcut menu. Type a name for the folder and press **<Enter>**.
- **To Rename a File or Folder:** Click the folder to select it, select **Rename this folder** from the Files and Folders Tasks panel, type a name for the folder and press **<Enter>**.
- **To Delete a File or Folder:** Select the file or folder and press the **<Delete>** key.
- **To Restore a Deleted File:** Double-click the Recycle Bin to open it. Select the file and click **Restore this file** from the Recycle Bin Tasks menu.
- **To Empty the Recycle Bin:** Right-click the Recycle Bin and select **Empty Recycle Bin** from the shortcut menu.
- **Move/Copy a File or Folder (Drag and Drop Method):** Move a file or folder by clicking it and dragging it to the desired location. Hold down the **<Ctrl>** key while you drag to copy the file or folder.
- **Move/Copy a File or Folder (Toolbar Method):** Select the file or folder, select **Move this file** or **Copy this file** from the File and Folder Tasks panel, and select a destination for the file or folder from the dialog box.
- **To Copy a File or Folder to a Floppy Disk:** Right-click the file or folder and select **Send To** → **3½ Floppy (A:)** from the shortcut menu.
- **To Change How Items are Displayed:** Select **View** from the menu and select one of the four view modes, or select a view from the **View button list arrow** on the toolbar.
- **To Select Multiple Files:** Hold down the **<Ctrl>** key while you click the files you want to select.
- **To Find a File:** Click the **Start button** and select **Search** from the Start menu. Enter the search conditions and where to look. Click **Search** to start searching for the file(s).
- **To Display the Folders Pane:** Click the **Folders button** on the toolbar from any folder.
- **To View a File or Folder's Properties:** Right-click the file or folder and select **Properties** from the shortcut menu.