

Windows 10 Quick Reference Guide

Desktop icons:

Includes Recycle Bin (stores deleted documents etc), desktop folders & shortcuts to applications/documents

Desktop Mode/View:

Windows Taskbar:

Displays shortcuts to applications and open (running) applications with underscore

Notification Area (aka Systray or System Tray):

Shows date/time, volume adjust, %charge (laptops), etc. Click  (Action Centre) to view notifications, settings & switch between Tablet Mode & Desktop Mode

'Start' Button:

Click to show live tiles, All apps & settings

Or click right mouse button to Shut down

Cortana:

Click in box and type search text or click microphone symbol and use voice to search

Windows Key shortcut keys:

[press the Windows key plus indicated key on your keyboard]

-  Shows 'Start' menu
-  + **D** - shows Desktop (minimize any open windows)
-  + **Q** - opens Cortana in typing mode
-  + **C** - opens Cortana in listening mode
-  + **Tab** - Task view (shows all open applications as thumbnails)
-  + **I** - opens Windows settings
-  + **E** - opens Windows File Explorer
-  + **L** - locks your device
-  + **A** - opens Notifications (Action Centre)
-  + **,** (comma) - Desktop peek
-  + **+** (plus key) - Magnify in (opens Magnifier toolbar)
-  + **-** (minus key) - Magnify out
-  + **Home** - Windows Shake

Other shortcut keys:

- Ctrl C** – Copy
- Ctrl X** – Cut (Move)
- Ctrl V** – Paste
- Ctrl Z** - Undo
- Alt Tab** – cycle through all open apps
- Ctrl Alt Delete** – Lock screen menu
- Ctrl F4** – Close current window
- Ctrl F6** – switch windows in current application
- Ctrl S** – Save active document
- Ctrl P** – Print from an application
- Ctrl A** – Select All items in current window
- Del** – delete selected files/folders
- Shift Delete** – permanently deleted selected files/folders

• Start an App:

Click icon on taskbar or double-click icon on desktop. Otherwise click 'Start' button and select the tile in Start menu. Failing that, scroll through alphabetical 'Apps' in Start menu and select from list

• Searching for an App:

Click in Cortana search box and start typing name of app. When it appears (usually under 'Best match') – click on it

• Add (Pin) an App to Start Menu:

Click right mouse button in alphabetical Apps list in Start menu or in Cortana, & select 'Pin to Start'

• Resizing Tiles:

Tiles can dragged/moved around the Start menu, but you can also click your right mouse button on them & select 'Resize' (small, medium, large etc)

• Logging out/Shutting down Windows 10:

Click right mouse button on Start button, point to 'Shut

down or sign out' and then choose option (Shut down, Sign out etc)

• Arranging Multiple Windows:

Click right mouse button on taskbar & select 'Show windows stacked' or 'Show windows side by side'

• Show Desktop (Minimize all windows):

Click right mouse button on taskbar & 'Show the desktop' or (Windows key)  + **D**

• Task View (show thumbnails of all open apps):

Click  Task View button on taskbar or  + **Tab**

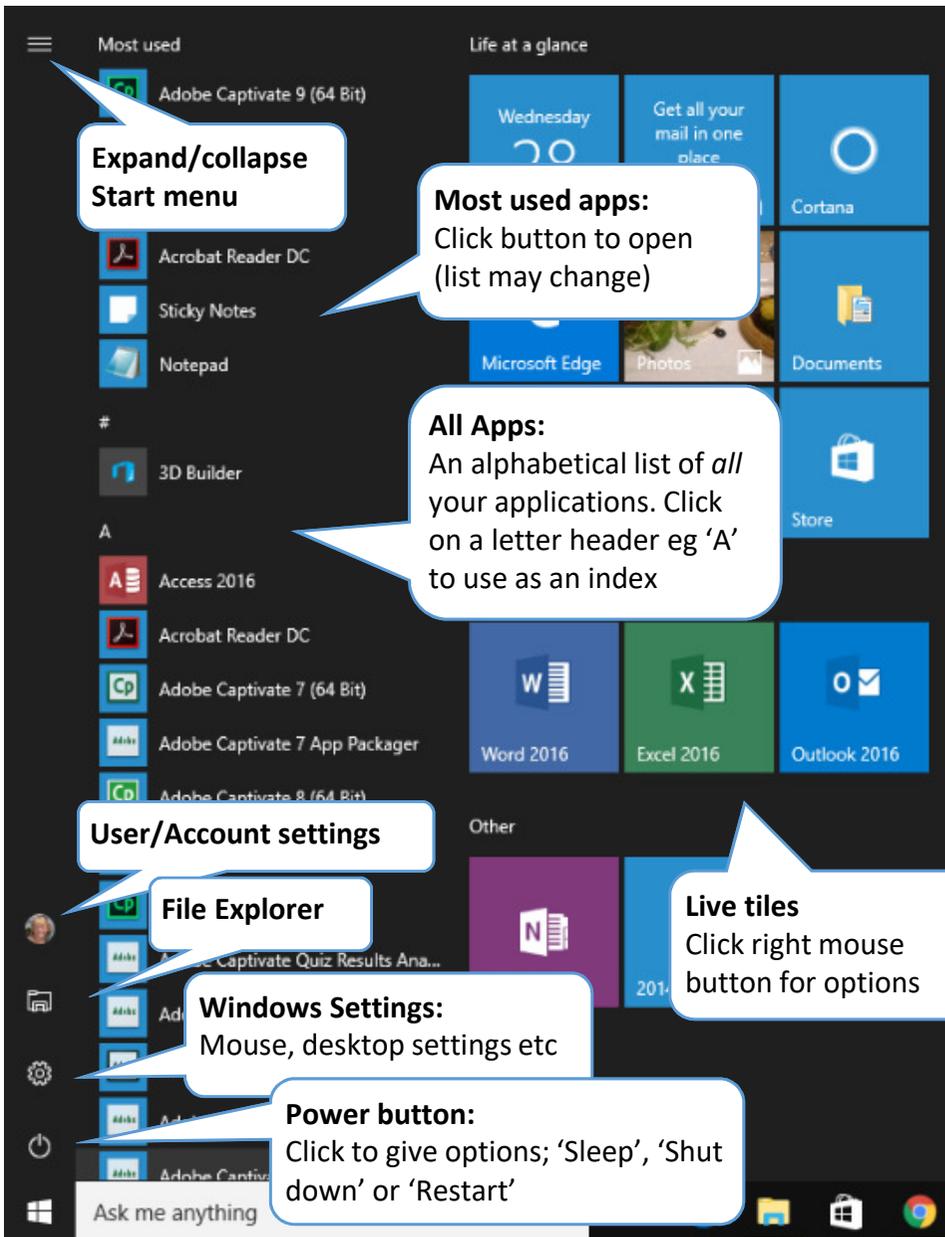
• Resizing Windows:

Use a combination of the  key and **↑ ↓ ← →** to maximize, minimize, restore (make smaller), move to left of desktop, move to right of desktop, move to centre of desktop.

• Customize Windows Settings:

Click 'Start' & then  **Settings** or  + **I**

Start Menu:

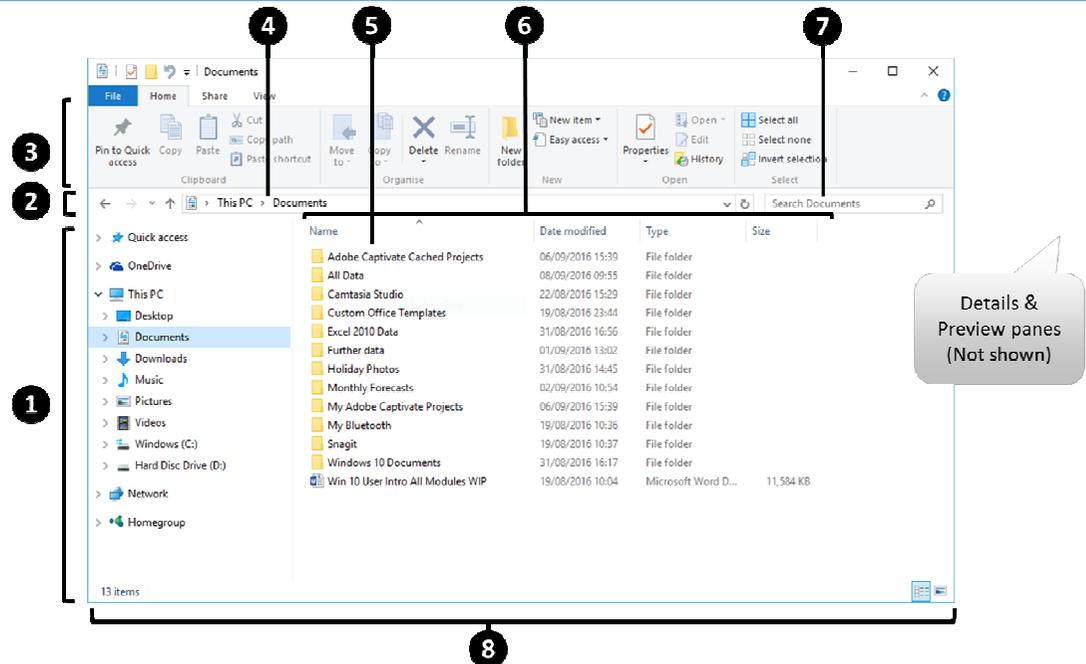


Desktop Mode vs Tablet Mode:

It is possible to switch from Desktop Mode (as shown) to Tablet Mode. Click the 'Notifications' icon on the far right of the taskbar to open the 'Action Centre', then click on 'Tablet Mode'. The desktop will be replaced with all your tiles. To switch back to Desktop Mode, click the same buttons again.

File Explorer:

- **Start File Explorer:** To start File Explorer, click the File Explorer button on the taskbar or press **Windows + E**
- **Switch Views in Explorer:** Click 'View' tab – select required view from 'Layout' group, eg 'Large Icons', 'Details' etc
- **Sorting files:** Open required folder, switch to 'Details' view – click column heading, eg 'Date modified' or 'Name' – click heading again to sort in reverse order
- **Selecting multiple files:** Use **Ctrl** key to select non-adjacent files in the Folder and Files list. To select a group – click on first file, hold down **Shift** key and click on last file in group. To select all files in a folder – press **Ctrl A** on keyboard.
- **Copying folders/files:** Select folder/files – click 'Copy' on 'Home' tab of ribbon. Select destination drive and/or folder and click 'Paste' on 'Home' tab of ribbon
- **Moving folders/files:** As above, but use 'Cut' instead of 'Copy'



1	Navigation pane: click on a location to view contents in Files & Folder list	6	Column headers: in Details view, click headers to sort data
2	Back, Forward and Up buttons: use to navigate through views and levels	7	Search box: type a word or phrase and Explorer searches for same filename or content
3	Ribbon: use to execute common tasks such as Copy, Cut, Paste and Delete	8	Status bar: displays information about selection, eg total number in selection/file size etc
4	Address bar: displays full path of selected file/folder – can be copied and pasted		Details pane: click 'View' tab and then select 'Details pane' to show properties of selected document
5	Folders and files list: shows contents of selected drive/folder on navigation bar		Preview pane: click 'View' tab & then 'Preview pane' - shows preview of contents of selected document