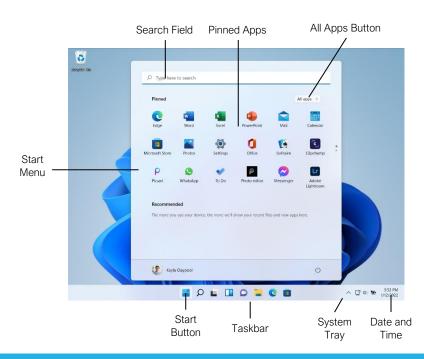




CLICK HERE to Add Your Logo

Windows Desktop and Start Menu



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 $\stackrel{\frown}{\sim}$ 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 $^{\circlearrowleft}$ Power button and select $^{\circlearrowleft}$ Sleep.

Shut Down or Restart Your PC: Click the \circlearrowleft Power button and select either \circlearrowleft Shut down or \circlearrowleft 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 \mathcal{P} 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 ¹ Uninstall.

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	Ctrl + 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 +

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	
	Tab
Switch between apps	Λl+ ⊥ Tab
Owiton between apps	AIL I ab
New desktop	
• • • • • • • • • • • • • • • • • • • •	## + Ctrl + D
New desktop	## + Ctrl + D
New desktop	
New desktop	
New desktop Switch desktops Close active desktop Peek at the desktop Minimize all but the	
New desktop Switch desktops Close active desktop Peek at the desktop	
New desktop Switch desktops Close active desktop Peek at the desktop Minimize all but the	



The Fundamentals

View the Notification Center: Click the **Date** and **Time** on the right end of the taskbar. Notifications are grouped by the app that triggered them.

- Click a notification to open it in the associated app.
- Click a notification's X Clear button to clear the notification.
- Click an app's × Clear button to clear all that app's notifications.
- Click the **Clear All** button to clear all notifications at once.

View the Quick Settings Menu: Click the **Network, Volume, and Battery** icons in the system tray.

- Click a feature's button to toggle that feature on or off.
- Click and drag the Arightness slider to adjust screen brightness.
- Click and drag the (1) **Volume** slider to adjust system audio volume.

Connect to a Wireless Network: Click the

Add a Virtual Desktop: Click the ☐ Task View button on the taskbar, then click the New Desktop button.

Switch Between Virtual Desktops: Click the ☐ Task View button on the taskbar, then select another virtual desktop from the row of desktops along the bottom of the screen; or, press # + Ctrl + ← or → to cycle through virtual desktops.

Rename a Virtual Desktop: Click the ☐ Task View button on the taskbar, right-click a desktop thumbnail, select Rename, enter a new name, then press Enter.

Folders and Files

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

Move or Copy Files and Folders: Select the file or folder you want to move, then click the & Cut button (to move) or the Copy button (to copy) on the toolbar. Navigate to the folder you want to move or copy the file or folder to, then click the Cap Paste button.

Rename Files and Folders: Select the file or folder you want to rename in File Explorer and click the TRename button on the toolbar. Type a new name for the file or folder, then press Enter.

Folders and Files

Delete Files or Folders: Select the file or folder you want to rename in File Explorer and click the Delete button on the toolbar.

Search in a Folder: Click in the Search field in the upper-right corner of the File Explorer window. Type a search term, then press Enter.

Sort Icons: Click the ↑ Sort button on the toolbar, then select a sorting method (name, type, date modified, etc.). Click the ↑ Sort button again and select a sort order (ascending or descending).

File Explorer Views: Click the View button on the toolbar. Use the options here to change how your files are viewed—as a grid of icons, simple or detailed lists, or tiles that display a file's contents.

Compress Files or Folders: Select the files or folders you want to compress, then click the ••• See More button on the toolbar. Select
Tompress to ZIP file, type a name for the compressed folder, then press Enter.

Create a Shortcut: Right-click the file or folder you want to create a shortcut to, select ☐ Show More Options, then select Create Shortcut. Move the shortcut to the desktop, or another folder.

Restore a Deleted File or Folder: Double-click the Recycle Bin icon on the desktop. Select the file(s) or folder(s) you want to restore, then click the Selected Items button on the toolbar.

Restore All Deleted Files and Folders: Doubleclick the Recycle Bin icon on the desktop, then click the Restore All Items button on the toolbar.

Empty the Recycle Bin: Double-click the Recycle Bin icon the desktop and click the

□ Empty Recycle Bin button on the toolbar; or, right-click the Recycle Bin icon and select Empty Recycle Bin.

Connect to a Network Computer: Click the **Network** category in the File Explorer Navigation Pane to expand it, then double-click the computer you want to connect to. Enter a user name and password for a user on that computer, then click **OK**.

Personalize Windows

Change the Desktop Background: Click the
Start button and open the Settings app. Click
Personalization, then click Background.
Use the options here to select a new
background color or image.

Customize the Lock Screen: Click the

■ Start button and open the Settings app.
Click Personalization and then click Lock
Screen. Use the options here to select a new background image and status information.

Maintain Your Computer

Pair a Bluetooth Device: Click the

■ Start button and open the Settings app. Click Bluetooth & Devices, click the Add Device button, click Bluetooth, select a device, then click Done.

Connect a Paired Bluetooth Device: Click the

■ Start button and open the Settings app.

Click Bluetooth & Devices, click the

□ More Options button for a paired device, then select Connect.

Disconnect a Paired Bluetooth Device: Click the **Start** button and open the **Settings** app. Click **Bluetooth & Devices**, click the **More Options** button for a connected device, then select **Disconnect**. You can also select **Remove Device**, then click **Yes** to unpair the device

Check for Windows Updates: Click the

Start button and open the Settings app.
Click Windows Update 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 a task is no longer
responding, select it and click End task.

View Power and Battery Settings: Click the Network, Volume, and Battery icons in the system tray to open the Quick Settings menu, then click the Battery icon. Adjust the time needed for your display and computer to sleep, adjust power modes, and configure Battery Saver mode here.

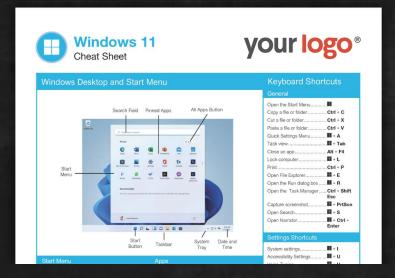
Adjust App Privacy Permissions: Click the **Start** button, open the **Settings** app, and click **Privacy & Security**. Click a specific permission category (location, camera, microphone, etc.) to choose which apps can and cannot access that data.

Keep Windows Secure: Click ^ Show Hidden Icons in the system tray (if necessary), then click the ♥ Windows Security icon; or, in the Settings app, click Privacy & Security, click Windows Security, then click the Open Windows Security button.

Some of the categories available that will help ensure Windows is secure include:

- Virus & threat protection checks your computer for viruses and other malicious files
- Firewall & network protection configures network firewalls for both private and public networks to keep your computer safe from network attacks.
- App & browser control configures 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







Add Your Logo For FREE

Make this cheat sheet yours with a <u>free account</u>.



300+ Customizable Courses & Cheat Sheets

Why write your own training, when we've done it for you?

Business Skills

Accounting

Communication

Customer Service

HR

Marketing

Professional Development

Sales

Training & Education

Career Development

Career

Higher Education

Job Hunting

▲ Compliance & Safety

Active Shooter

Discrimination

Harassment

Safety

Security

G Google

Calendar

Chrome

Classroom

Docs

Drive

Gmail

Sheets

Slides

Microsoft

Access

Copilot

Excel

OneDrive

Outlook

PowerPoint

Teams

Windows

Word

******* Leadership

Leadership

Management

Project Management

Technology

A.I.

Digital Literacy

Software Applications

Wellness

Mental Health

Personal Growth

Well-Being

Work/Life Balance

Diversity & Citizenship

Bias

Diversity

U.S. Citizenship

Fewer Tools. Lower Costs. Smarter Training.

		Paid Plans		
Includes	Free	Starter	Custom Plans	
Num Active Users	1	5	10+	Compare To
Branded Cheat Sheets	Your Logo	Your Logo	Your Logo	None
Customizable Courses		300+	300+	in LinkedIn Learning
Nourse Builder with Al				Articulate Rise
? Skill Assessments		•		Northstar
■ LMS				t Teachable
Annual Cost	Free Sign Up	\$495 Buy Now	Contact Us	



"Customizing the courses saved hours of work."



"So impressed with your features and ease of use!"

