

Windows® 10 Introduction 2017 Creators Update

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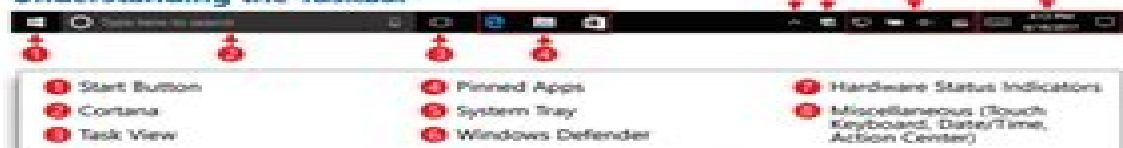
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Quick Reference Guide

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Windows Basics

Understanding the Taskbar



The Start Button

The "Start Button" is located in the lower-left corner of the Windows screen. When activated, it opens the "Start Menu," providing access to apps, files, and folders. In this guide, we will refer to this button as "Start." In Tablet mode, the button changes to:

Starting Windows

1. Click or Swipe Up on the starting picture.
2. Select a user, if necessary.
3. Sign-in with the method last used. Or, click the "Sign-In Options" link to select a different method.
4. Sign-in methods:

- Picture:** Replicate stored gestures made on a picture.
- Typed Password:** Type your stored password and press the "Enter" key.
- PIN:** Type your stored PIN password.
- Face:** Look in camera for Windows 10 to recognize your face or iris.
- Fingerprint:** Place finger into installed fingerprint reader to sign in.

Signing Out and Shutting Down

1. To **lock the screen**, click "Start," your account picture, and then "Lock." Or, press the "Windows" and "L" keys.
2. To **unlock the screen**, swipe up or click anywhere on the screen, and sign in.
3. To **sign out**, click "Start," your account picture, and then "Sign Out."
4. To **sleep, shut down, or restart**, click "Start," then the "Power" button, then an option.

The Start Menu & The Taskbar

Understanding the Start Menu

The Start Menu provides access to apps, files, and folders. To access the **Start Menu**, click "Start." Or, press the "Windows" key on your keyboard. Once activated, the Start Menu displays common commands on the left, an alphabetical list of apps in the middle, and a pane of app tiles to the right. By default, the commands on the left include:

- The Menu Expander:** Enlarges menu and displays menu item names.
- Your account:** Adjust settings, lock the device, sign out, switch users.
- File Explorer:** Access files, folders, and documents.
- Settings:** Access and adjust settings for Windows.
- Power:** Sleep, shut down, or restart.

Accessing Power User Tools

To access advanced tools for Power Users (Disk Management, Device Manager, etc.), right-click "Start." Or, press the "Windows" and "X" keys together.

Arranging and Resizing App Tiles

1. To **move a tile to a new location**, click and drag it, then release in its new location.
2. To **move a tile group**, click and drag the group's title bar, then release it in its new location.
3. To **resize a tile**, right-click it, choose "Resize" from the menu, and select the new size.

Renaming and Creating Tile Groups

1. To **rename an existing tile group**, click into the group's title bar, type a new name, and press the "Enter" key.
2. To **create a new tile group**, click and drag a tile below the existing tile groups until a new group title bar appears. Click into the new group's title bar, type a name, and press the "Enter" key.

Pinning App Tiles to the Start Menu

1. To **pin an app tile to the Start Menu**, right-click on an app on the Desktop, within the Start Menu app list, or when viewing in File Explorer, and select "Pin to Start" from the menu.
2. To **remove an app tile from the Start Menu**, right-click the tile and select "Unpin from Start."

Resizing the Start Menu

1. Hover over the top or right edge of the Start Menu until the cursor turns into a double-pointed arrow.
2. Click, drag, and release the edge.

Customizing the Start Menu

Adjust settings to change what is displayed in the Start Menu (Show/Hide "Most Used" or "Recently Added" apps, etc.).

1. Click "Start."
2. Click "Settings" in the commands list at the left.
3. Click "Personalization" in the window, then "Start" in the menu that appears on the left.
4. Use sliders to turn settings "On" or "Off."

Pinning Apps to the Taskbar

1. Right-click on an unpinned app in the Taskbar, on the Desktop, within the Start Menu app list, or when viewing in File Explorer, and select "Pin to Taskbar" from the menu.
2. To **rearrange a pinned app**, click and drag it within the Taskbar.

Using Jump Lists in the Taskbar

Jump Lists display an app's pinned files, recently used files, and related tasks from the Taskbar. To **display the Jump List for a Taskbar button**, right-click it (or swipe up).

Customizing the Taskbar

Adjust settings to change what is displayed in the Taskbar (which icons appear, icon sizing, etc.).

1. Right-click on a blank spot in the Taskbar.
2. Make a selection from the menu that appears. Or, click the "Taskbar Settings" command, make any desired changes from the list of commands, and click the "Close" button in the upper-right corner of the window when finished.

Using the Action Center

The Action Center provides a unified place on the Taskbar for all system notifications and quick access to various settings via "Quick Action Buttons."

1. To **open the Action Center**, click the "Action Center" button at the far-right of the Taskbar, which changes when there are new messages. Or, swipe in from the right screen edge.
2. To **view the details of a message**, click it.
3. To **dismiss a message**, hover over it and click the "Close" button.
4. To **remove all messages**, click the "Clear All" link.
5. To **view more messages and collapse the Quick Action button grid to a single row**, click the "Collapse" link.

Customizing the Action Center

Quick Action buttons can be re-arranged, removed, and added. In collapsed mode, only the top row of buttons are displayed. To **customize the buttons**:

1. Click "Start."
2. Click "Settings" in the Start Menu.
3. Click "System" in the "Windows Settings" window.
4. Click "Notifications & actions" in the menu.
5. To **re-arrange buttons**, click, drag & release them.
6. To **add or remove buttons**, click the "Add or remove quick actions" link and use the sliders to turn settings "On" or "Off."
7. Click the "Close" button in the upper-right corner.

Working in Tablet Mode

Tablet mode makes Windows 10 easier and more intuitive to use with touch-friendly devices. It includes a full-screen Start menu, full-screen apps, and a streamlined Taskbar.

Turning Tablet Mode On and Off

1. Click the "Action Center" icon at the far-right of the Taskbar. Or, swipe in from the right screen edge.
2. To **toggle Tablet Mode "On" or "Off"**, click the "Tablet Mode" Quick Action button.

Using Tablet Mode

1. To **view the Start Screen and system apps** (Account, File Explorer, Settings, Power), tap the "Windows" key on your keyboard.
2. To **start an app**, view the Start Screen and tap the desired app tile. Or, click the "All Apps" icon at the top-left of the screen and then select an app.
3. To **switch between apps**, swipe in from the left screen edge. Or, tap the "Task View" button in the Taskbar and then select an app.
4. To **close an app**, swipe completely from the top of the screen to the bottom.

Customizing Tablet Mode

1. Click "Start."
2. Click "Settings" in the Start Menu.
3. Click "System" in the "Windows Settings" window.
4. Click "Tablet mode" in the menu.
5. Use the drop-downs and buttons to select the sign-in mode, how the device notifies you and switches modes, whether app icons display in the Taskbar, and whether to hide or display the Taskbar.
6. Click the "Close" button in the upper-right corner.

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Windows Quick Reference Guide

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Beezix,2012-11-19 4 page laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Windows 8 Includes touch interface The following topics are covered Getting Started Starting Windows Login The Start Screen Windows Store Apps and Desktop Apps Accessing the Desktop Starting a Desktop or Windows Store App Accessories Calculator Notepad etc Switching Between Apps and Desktop Windows Using the Switch List Closing a Windows Store App Closing a Desktop Window or App Windows Charms Using the Share Charm Searching Working with Multiple Monitors Opening Files Folders and Libraries Saving a Document Using the Shortcut Menu Showing Windows Store App Commands and Navigation Organizing Tiles Naming a Tile Group Rearranging Start Screen Tiles Adding an App Tile to the Start Screen Creating Secondary Tiles Always Show a Windows Store App Snapping Working on the Desktop Pinning a Desktop App to the Taskbar Using Taskbar Jump Lists Recently Used Files Pinned Files Common Tasks Pinning Files to Taskbar Jump Lists Switching Between Windows Using the Taskbar Resizing a Desktop Window Moving a Desktop Window Making a Desktop Window Large Maximize Hiding a Desktop Window Minimize Using the Notification Area Printing Security Sound etc File Management Folders Libraries Working with the Ribbon Navigation Pane Preview Pane Changing How Items are Displayed Changing Views Grouping Navigating Folders in File Explorer Opening a Second Explorer Window Creating a Folder Renaming Files or Folders Working with Libraries Selecting Multiple Items Selecting with Checkboxes Moving and Copying Files and Folders Moving and Copying with Cut Copy Creating a Shortcut to a Document Folder or Other Item Zipping Files or Folders Deleting Files or Folders Pinning to Start Adding a Folder or Library to Favorites Searching in File Explorer Burning to a CD DVD Settings Using the Control Panel Setting up WiFi Using Airplane Mode What to Try if an App Freezes Users Changing Users Ending your Windows Session Changing Login Password Creating a Picture Password Getting Help

Microsoft Windows 11 Introductory Quick Reference Guide Laminated Cheat Sheet

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Microsoft Windows 11 and 10 Keyboard Shortcuts Quick Reference Guide

TeachUcomp,2022-09-02 Designed with the busy professional in mind this 2 page quick reference guide provides 209 keyboard shortcuts for Windows 11 and 10 When you need to find a shortcut you will find it right at your fingertips with this Windows Keyboard Shortcuts Quick Reference Guide Clear and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials

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

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Microsoft Windows Vista Quick Reference Guide

Beezix,2007-03-09 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Windows Vista Covers the following topics Starting a Program Pinning a Program to the Start Menu Unpinning a Program Removing a Recently Used Program Using Accessories e g Calculator Note Pad Exiting a Program Closing a Window Manipulating Windows Moving Enlarging Restoring Minimizing Restoring a Minimized Window Switching among Open Items Using Grouped Taskbar Buttons Showing the Desktop Displaying the Shortcut Menu Getting Help or Support Saving Documents Save vs Save As Viewing the Status of Print Jobs Creating a Shortcut to a Document Folder or Other Item Customize the Start Menu Taskbar Moving Items in the Start Menu What to Try if a Program Freezes Showing the Properties or Attributes of an Item File Management Changing Views Show Hide Menu Bar Show Files in Groups Show Hide the Folders List Selecting Items Moving or Copying Files and Folders Renaming Folders or Files Creating a Folder Deleting Folders or Files Retrieving Items from the Recycle Bin

Emptying the Recycle Bin Searching for a File Folder Program or Web Page Burning to a CD DVD Zipping files folders Using the Control Panel Ending your Windows Sessions and Changing Login Password This guide is suitable as a training handout or simply an easy to use reference guide for any type of user

What's New in Windows 7 (from Windows XP) Quick Reference Guide (Cheat Sheet of New Features and Instructions - Laminated Card) Beezix, Inc Staff,2012-04-24

Laminated quick reference card showing instructions for the new and changed features of Windows 7 for users upgrading from Windows XP Also includes a command reference showing Windows XP commands and their Windows 7 equivalents The following topics are covered Working with User Account Control UAC Starting a Program Adding a Program to the Taskbar Opening Files and Folders Using Jump Lists Recently Used Files Pinned Files Common Tasks Pinning Files to Jump Lists Switching Among Open Windows Moving Windows to Other Screens Using the Desktop Snap Features Closing Windows Programs Using the Taskbar Showing the Desktop Using Presentation Options Increasing Screen Readability Adding Gadgets to the Desktop Using the Notification Area File Management with Windows Explorer Changing Views Show Hide the Menu Bar Show Hide the Navigation Pane Arrange Group or Sort Files and Folders Navigating Folders in Explorer Working with Libraries Using the Default Save Location Searching for a File Folder or Program Ending your Windows Session Changing Login Password Also includes Command reference showing the Windows 7 equivalent of Windows XP commands that have changed a list of Keyboard shortcuts and a list of Windows Commands This guide is suitable as a training handout or simply an easy to use reference guide for any type of user

Microsoft Windows Quick Reference Guide Microsoft,1987

OneNote 2016 Introduction Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Car Beezix Software Services,2016-01-20 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft OneNote 2016 Written with Beezix s trademark focus on clarity accuracy and the user s perspective this guide will be a valuable resource to improve your proficiency in using OneNote 2016 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered About OneNote Navigating Notebooks Saving in OneNote Sections and Pages Adding a Section Adding a Page Deleting a Section or Page Moving or Copying a Section or Page Renaming a Section Renaming a Page Selecting Multiple Containers or Objects Creating Text Notes Moving Text Notes on a Page Merging Text Notes Unfiled Quick Notes Creating Tables Working With Image Based Notes Creating an Audio or Video Note Emailing a New Note to OneNote Creating a Handwritten Note or Sketch Deleting a Hand Drawn Character or Shape Inserting Images Screen Clips Sizing Images Creating Hyperlinks Attaching a File Sending to OneNote Adding Tags Adding Tasks to Outlook Searching in OneNote Searching for Text Searching for Tags Searching for Audio and Video Notes The Search Results Pane Creating a Shared Notebook Turning Synchronization Off Turning Synchronization On Manual Synchronization Editing and Reading Shared Notebooks Also includes a list of keyboard shortcuts

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Summarizing by Group Printing Options Page Breaks Columns Publish to Word Merging Data with a Word Document

Cadkey 97 Quick Reference Guide Claudia Craven, 1999 This alphabetical listing of every CADKEY 97 for Windows command and operation puts the most practical useful hands on information right at users fingertips Richly illustrated with screen shots drawings and icons this reference manual will prove to be one of the easiest and best ways to navigate easily through even the most complex or confusing CADKEY menu options and dialog boxes All relevant information for each command is together on one page including where and how to set parameters tips and tricks for working smart cautions and even undocumented time and work saving techniques that can t be found anywhere else

This book delves into Windows Quick Reference Guide. Windows Quick Reference Guide is a vital topic that must be grasped by everyone, from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Windows Quick Reference Guide, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:
 - Chapter 1: Introduction to Windows Quick Reference Guide
 - Chapter 2: Essential Elements of Windows Quick Reference Guide
 - Chapter 3: Windows Quick Reference Guide in Everyday Life
 - Chapter 4: Windows Quick Reference Guide in Specific Contexts
 - Chapter 5: Conclusion
 2. In chapter 1, the author will provide an overview of Windows Quick Reference Guide. The first chapter will explore what Windows Quick Reference Guide is, why Windows Quick Reference Guide is vital, and how to effectively learn about Windows Quick Reference Guide.
 3. In chapter 2, this book will delve into the foundational concepts of Windows Quick Reference Guide. The second chapter will elucidate the essential principles that need to be understood to grasp Windows Quick Reference Guide in its entirety.
 4. In chapter 3, this book will examine the practical applications of Windows Quick Reference Guide in daily life. This chapter will showcase real-world examples of how Windows Quick Reference Guide can be effectively utilized in everyday scenarios.
 5. In chapter 4, this book will scrutinize the relevance of Windows Quick Reference Guide in specific contexts. The fourth chapter will explore how Windows Quick Reference Guide is applied in specialized fields, such as education, business, and technology.
 6. In chapter 5, this book will draw a conclusion about Windows Quick Reference Guide. The final chapter will summarize the key points that have been discussed throughout the book.
- The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Windows Quick Reference Guide.

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Table of Contents Windows Quick Reference Guide

1. Understanding the eBook Windows Quick Reference Guide
 - The Rise of Digital Reading Windows Quick Reference Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Windows Quick Reference Guide
 - 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 Quick Reference Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Windows Quick Reference Guide
 - Personalized Recommendations
 - Windows Quick Reference Guide User Reviews and Ratings
 - Windows Quick Reference Guide and Bestseller Lists
5. Accessing Windows Quick Reference Guide Free and Paid eBooks
 - Windows Quick Reference Guide Public Domain eBooks
 - Windows Quick Reference Guide eBook Subscription Services
 - Windows Quick Reference Guide Budget-Friendly Options
6. Navigating Windows Quick Reference Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Windows Quick Reference Guide Compatibility with Devices
 - Windows Quick Reference Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Windows Quick Reference Guide
 - Highlighting and Note-Taking Windows Quick Reference Guide
 - Interactive Elements Windows Quick Reference Guide
8. Staying Engaged with Windows Quick Reference Guide

- Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Windows Quick Reference Guide
9. Balancing eBooks and Physical Books Windows Quick Reference Guide
- Benefits of a Digital Library
 - Creating a Diverse Reading Collection Windows Quick Reference Guide
10. Overcoming Reading Challenges
- Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Windows Quick Reference Guide
- Setting Reading Goals Windows Quick Reference Guide
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Windows Quick Reference Guide
- Fact-Checking eBook Content of Windows Quick Reference Guide
 - 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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