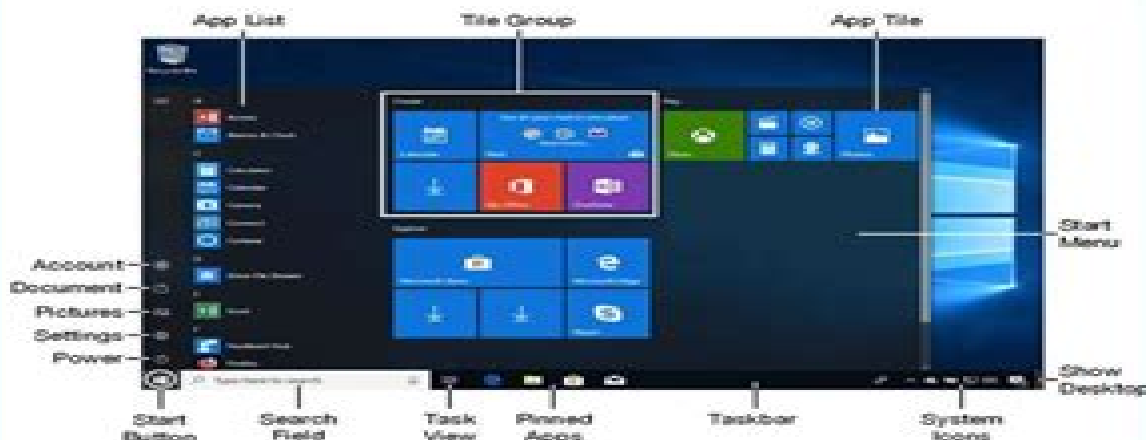


# Microsoft® Windows 10 Quick Reference Card

## Windows Desktop and Start Menu



## Keyboard Shortcuts

### General

|                        |                                                                                              |
|------------------------|----------------------------------------------------------------------------------------------|
| Start menu             |           |
| Copy a file or folder  | Ctrl + C                                                                                     |
| Cut a file or folder   | Ctrl + X                                                                                     |
| Paste a file or folder | Ctrl + V                                                                                     |
| Action Center          |  + A      |
| Task view              |  + Tab    |
| Close an app           | Alt + F4                                                                                     |
| Lock computer          |  + L      |
| Print                  | Ctrl + P                                                                                     |
| File Explorer          |  + E      |
| Run dialog box         |  + R      |
| Ease of Access Center  |  + U      |
| Task Manager           | Ctrl + Shift<br>Esc                                                                          |
| Capture screenshot     |  + PrtScn |
| Open Search            |  + S      |
| Open Narrator          |  + Enter  |

### Settings Shortcuts

|                                      |                                                                                         |
|--------------------------------------|-----------------------------------------------------------------------------------------|
| Windows settings                     |  + I |
| Connect pane                         |  + K |
| Sharing pane                         |  + H |
| Display options for<br>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                  |  + →               |
| View open apps                        | Ctrl + Alt +<br>Tab                                                                                     |
| Switch between apps                   | Alt + Tab                                                                                               |
| New desktop                           |  + Ctrl + D        |
| Switch desktops                       |  + Ctrl +<br>← / → |
| Close active desktop                  |  + Ctrl + F4       |
| Peek at desktop                       |  + ,               |
| Minimize all but the<br>active window |  + Home            |
| Refresh active window                 | F5                                                                                                      |

### Start Menu

**Open the Start Menu:** Click the **Start**  button on the taskbar, or, press the  key.

**Resize an App Tile in the Start Menu:** Right-click a tile, select **Resize**, and select a size.

**Rearrange Tiles:** Click and drag a tile to a new location in a group. Or, drag a tile between groups to start a new group.

**Remove a Tile from the Start Menu:** Right-click a tile and select **Unpin from Start**.

**Add a Tile to the Start Menu:** Right-click an app and select **Pin to Start**.

**Turn off an App's Live Tile:** Right-click a tile, select **More**, and select **Turn Live Tile off**.

**Rename Tile Groups:** Click a tile group's name, type a new name, and click outside the name field to save the changes.

**Lock Your Computer:** Click the **Account**  button and select **Lock**.

**Sign Out of Windows:** Click the **Account**  button and select **Sign Out**.

**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 tile in the Start menu. Or, scroll through the list of apps at the left of the Start Menu and select the app you want to open.

**Search for an App:** Click within the **Search** field and type a keyword for 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 **See more** ... button at the top-right of the window. Select **Downloads and updates** and click the **Get updates** button at the top of the window.

**Uninstall an App:** Click the **Start**  button and click the **Settings**  button at the left of the Start menu. Click the **Apps** category and select **Apps & features** at the left. Select the app you want to remove and click the **Uninstall** button.

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**Huangqi Zhang**



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