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Windows 10 Introduction Quick Reference Guide (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated)

Windows 10 Introduction

Getting Started

Throughout this guide, when we see **[Ctrl]+[Key]** or **[Ctrl]+[Key]**, you can use the touch equivalent of [Tap], [Press and hold], and [Double-tap]. Touchscreen locations that are above the indicated line without a dot are **[Touch START]**. Anything indicated with **[Touch]** is an in-lens mode.

Starting Windows

1. **[Ctrl]+F** or **F1** Open the Start menu.
2. **[Windows]** Select a user.
3. If necessary, **[Ctrl]+[Win]+[D]** and select an available sign-in method.
 - [Win]+[I]** Phone (Requires Bluetooth) gestures in the right order.
 - [Win]+[I]** Recovery (Requires the associated gestures in the right order).
 - [Win]+[I]** PIN (Type the PIN).
 - [Win]+[I]** Face (Requires hardware installed; additional options include scanning your fingerprint, face or iris).
 - For password or PIN sign-in, **[Ctrl]+[I]** temporarily use a Windows account.
4. Check settings associated with Windows Hello device by using the camera sign-in. See **Using the Settings App** to configure this behavior.

Ending Windows

End a computing session by locking your screen, signing out, or shutting the device down.

- To lock your screen: **[Ctrl]+[Shift]+[Esc]** then choose **LOCK**, **OK**, or **press a key**.
- To search your device: **[Win]+[Q]** or **[Win]+[S]** or press on the screen, or use your password then a new selection.
- To sign out: **[Ctrl]+[Alt]+[Del]** or **[Win]+[I]** then choose **LOCK**, **OK**, or **press a key**.
- To always shut down, or to shut your device: **[Win]+[I]** then select an option.

Accessing Apps and Content (Start Menu)

The Start menu is available within an app, but on the left and a pane of app tiles on the right. The left side bar includes:

- **[Win]** - Change Account Settings, lock your device, Sign Out, or switch to another user.
- **[Win]+[I]** - Shut Down, Restart, or put your device to Sleep.
- **[Win]+[S]** - A list of all installed apps, from top to bottom, and an app with Search (see **Searching for Apps**).

Power user key **[Win]+[X]** to access computer settings and apps.

Configuring the Start Menu

1. **[Win]+[I]** **START**, **SETTINGS**, **PERSONALIZATION**, **START**.
2. Turn on/off the Start menu or Recently-added apps tile.
3. Turn on/off the ability to display Jump Lists (Items by Date, Files, Common links) for general apps on both the Start menu and on the Taskbar.
4. **[Win]+[I]** **START**, **SETTINGS**, **PERSONALIZATION**, **START** to add or remove personal tiles (Tap the **Options** button).

Change the Start menu content:


[Win]+[I] **START**, **SETTINGS**, **PERSONALIZATION**, **CUSTOMIZE** then tap an **OPTION** (GROUP OR SHOW TASKBAR BUTTON ACTION CENTER).

Rearranging the Start Menu

1. **[Win]** Use the top-left corner of the Start menu. The mouse pointer changes to a double-headed arrow.
2. **[Drag]** the edge.

Power user key: Make the tiles visible on the Start menu display full screen: **[Win]+[I]** **START**, **SETTINGS**, **PERSONALIZATION**, **START** then tap on **USE START FULL SCREEN**.

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Pinning an App to Start

1. **[Right-Click]** any app on the Desktop Taskbar or within the Start menu or with the Explorer, an app or folder.
2. **[Select]** **PIN TO START**.

To remove an app tile or listing **[Right-Click]** the app and select either **UNPIN FROM START** or **DON'T SHOW IN THIS LIST**.

Rearranging and Resizing App Tiles

- **[Drag]** a tile to a new position within the tile group or **[Drag]** the title bar of a tile group to rearrange the group.
- **[Right-Click]** a tile, choose **RESIZE**, then select a size.

Managing Tile Groups

Create a new group by **[Dragging]** a tile below existing tile groups until a new group title bar appears.

Naming a Tile Group

1. **[Click]** on the tile group's title bar **[Click]** to right-click.
2. Type a name, then press **Enter**.
3. Remove a name: **[Click]** on the tile.

Accessing Apps and Messages (Taskbar)

Taskbar icons vary according to installed hardware:

1. **System Tray**, **ContainerSearch**, **Task View**.
2. **Pin-and-Unpin Apps**, **File Explorer**, **Store**.
3. **System Tray Icons** for apps running in the background.
4. **Hardware**: **Battery**, **WiFi**, **Sound**.
5. **Mouse/Buttons**: **Action Center**, **TouchKeyboard**, **DataSync**.

Configuring the Taskbar

[Right-Click] the Taskbar on a blank spot and select **SEARCH** or **SHOW TASKBAR BUTTON** or **SHOW TOUCH KEYBOARD** (BUTTON to change which buttons appear).

1. **[Click]** the Taskbar and select **PROPERTIES** then **[Click]** the **TASKBAR** button bar to manage the Taskbar completely.
2. For example, **NEVER** **CUSTOMIZE** or select **Open third level** or **Open** Taskbar icons. This is a good choice if you more than 18 apps and files are open at any one time.
3. **[Click]** **CUSTOMIZE** in the Notification Area then **SELECT WHICH ICONS APPEAR ON THE TASKBAR** to modify the number of icons.

The Taskbar behaves differently in Tablet mode (see **Working with Tablet Mode**). To change this behavior: **[Win]+[I]** **START**, **SETTINGS**, **SYSTEM**, **TABLET MODE** or **[Win]+[I]** **START**, **SETTINGS**, **SYSTEM**, **TABLET MODE**.

Pinning an App to the Taskbar

1. **[Right-Click]** any app on the Desktop Taskbar or within the Start menu or with the Explorer, an app or folder.
2. **[Select]** **PIN TO TASKBAR**.

To rearrange a pinned app, **[Drag]** it to a new Taskbar location.

Using Taskbar Jump Lists

[Right-Click] a Taskbar button to display **RECENT**.

Any task shown in an app's recently used files, pinned files, and sometimes related tasks on the Taskbar.

Using the Action Center

1. **[Click]** **[Action Center]** to view messages and settings in the bottom-right corner of the Start menu.
2. **[Tap]** on each message in the Action Center.
3. **[Click]** **[Action Center]** to view messages.
4. **[Click]** **[Action Center]** to view messages. The **Quick Actions** button and will collapse to a single row.
5. **[Click]** **[Action Center]** to view messages. The **Quick Actions** button and will collapse to a single row.
6. **[Click]** **[Action Center]** to view messages. The **Quick Actions** button and will collapse to a single row.

Power user key: **[Win]+[I]** **START**, **SETTINGS**, **SYSTEM**, **NOTIFICATION & ACTION CENTER** to configure the notification area of the Quick Action buttons: **[Click]** each button image to select an action.

Software Quick Action Buttons:

- **Tablet mode**: **[Win]+[I]** **START**, **SETTINGS**, **SYSTEM**, **TABLET MODE**.
- **RemoteApp**: **[Win]+[I]** **START**, **SETTINGS**, **SYSTEM**, **TABLET MODE**.
- **Connect to wireless display and audio**: **[Win]+[I]** **START**, **SETTINGS**, **SYSTEM**, **TABLET MODE**.
- **Battery center**: **[Win]+[I]** **START**, **SETTINGS**, **SYSTEM**, **TABLET MODE**.
- **System settings**: **[Win]+[I]** **START**, **SETTINGS**, **SYSTEM**, **TABLET MODE**.
- **Wi-Fi**: **[Win]+[I]** **START**, **SETTINGS**, **SYSTEM**, **TABLET MODE**.
- **Connect to wireless display and audio**: **[Win]+[I]** **START**, **SETTINGS**, **SYSTEM**, **TABLET MODE**.
- **Quick Actions**: **[Win]+[I]** **START**, **SETTINGS**, **SYSTEM**, **TABLET MODE**.

Quick Facts:

- Eliminates all messages for a set time period.

Top 10 Things You Need to Know

1. The biggest change with Windows 10 is that all your computers, tablets and smartphones look and act the same way. For this to work, you'll need to use a single app and use your settings across all your devices. See **Working with Multiple Windows** as well as **Using the Settings App**.
2. Get to know Tablet mode if you have a tablet or smartphone. It behaves differently than desktop mode. See **Working with Tablet Mode** as well as **Using the Touch Keyboard**.
3. Windows 10 integrates the Windows 8 environment—the Desktop and Windows App. The new Start menu is the most visible indicator of this system-wide change. See **Managing Apps and Content**.
4. Multiple monitors are becoming more common as a result of newly grouping tasks among apps. See **Working with Multiple Windows**. Windows 10 offers multiple desktops as a useful alternative for single-monitor users. See **Working with Multiple Desktops**.
5. The Edge browser now opens in the new Quick Actions pane instead of Internet Explorer. This can be adjusted if necessary. See **Managing Content** with the Explorer.
6. Access your documents through an appropriate app. Use the **File Explorer** to preview files and folders in the Start bar.
7. Searching the Start menu intelligently rearranged with the introduction of Cortana. Microsoft's voice-activated virtual assistant. Cortana can be used to search not only your files but also the Web.
8. Always, setting and system control buttons are now shown in a single place—the Action Center.
9. Lower screen density screens, smartphones, and tablets are supported. Windows 10 offers multiple desktops as a useful alternative for single-monitor users. See **Working with Multiple Desktops**.
10. Windows 10 offers multiple desktops as a useful alternative for single-monitor users. See **Working with Multiple Desktops**.

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Synopsis

Four page laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Windows 10. Includes touch interface. This guide is compatible with the TH2 (1511) update that came out in November 2015. For the updated guide that addresses the changes in the 2016 Anniversary Update released in August 2016, please see our guide Windows 10 Introduction with 2016 Anniversary Update (ISBN: 9781944684211). 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:

Getting Started: Starting Windows; Ending your Windows session.

Accessing Apps and Content (Start Menu): Configuring the Start Menu; Resizing the Start Menu; Pinning an App to Start; Rearranging and Resizing App Tiles; Managing Tile Groups.

Accessing Apps and Notifications (Taskbar): Configuring the Taskbar; Pinning an App to the Taskbar; Using Taskbar Jump Lists; Using the Action Center.

Working with Apps: Starting an App; Opening an App File (Document); Saving an App File; Switching Between Apps/Windows; Switch Using Task View; Snapping Multiple Apps to the Same Screen; Resizing an App; Moving an App; Maximizing an App; Restoring to Previous Size; Hiding an App; Closing an App; Close an app window from the Taskbar; Searching for Apps; Searching with Cortana; Working with Multiple Desktops.

Managing Content with File Explorer: Managing Files and Folders with File Explorer; Customizing the Quick Access Toolbar; Navigating in File Explorer; Customizing the Default Quick Access View; Searching in File Explorer; Refine Your Search; Changing File Explorer's Display; Grouping and Sorting Files and Folders; Opening a Second Explorer Window; Creating a Folder; Renaming Files or Folders; Selecting Multiple Items; Selecting Items with Checkboxes; Moving and Copying Files and Folders; Using Cut, Copy & Paste for files; Deleting Files or Folders; Restoring Deleted Items; Deleting Permanently; Linking to a Document, Folder, or App; Sending Files and Folders (Zip); Unzipping (Extracting) Files; Working with Libraries.

Working in Tablet Mode: Configuring Tablet Mode; Using Tablet Mode.

Settings & Troubleshooting: Using the Settings App; Adding a Picture or Slide Show to Your Lock Screen; Setting Up WiFi; Using Airplane Mode; Using the Control Panel App; What to Try if an App Freezes; Getting Help.

Users & Security: Changing Users; Adding User Logins; Creating a New Email Address Login; Creating a New Local Account Login; Modify Family Safety Settings; Configuring Sign-In. Also includes a "Top 10 Things You Need to Know" list, a list of Keyboard Shortcuts, and a list of Mouse/Touch Equivalents. Other related titles are: Microsoft Edge and Internet Explorer 11 for Windows 10 (ISBN 1939791669).

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Customer Reviews

I have used cheat sheets before. However, on this one I have to use a magnifying glass.

OK, the font is way too small, but given the amount of information included in this effort, and the utility of having a one page guide to the new OS, I have to give it a pass. As a "Quick Reference Guide" it does the job, ordering just the essential information in an orderly fashion and in the sequence in which it is needed. Would it have been too much to ask to give us two pages? I think not, but I found this useful as long as I have my trusty magnifying glass by my side. The irony is that this would have been great for seniors if it were in large print. If a senior, try *Windows 10 For Seniors For Dummies*.

I expected more pages, but I guess it's four. Front and back, open for two more. There is print on front and back. I would prefer larger print and more pages. I am confused. It looks like a good quick reference if I squint at it and figure out jaegon

I found it complicated if you are a senior and new to windows 10. Sure it would be of great help for someone who only needs some assistance with Windows 10.

Difficult to follow unless you know what you are doing.

Good for beginners. I bought this for my mother. This gives the user a quick guide with simple pictures and symbols. I have used several of these items and find them very useful. This product for Windows 10 is for a beginner. An experienced user will not gain much knowledge with this item.

A concise and helpful cheat sheet for the subtle changes made in Windows 10.

Very concise but thorough ... also very handy ... a good buy

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