



# Windows 10

Reference Sheet



## The Desktop



## Keyboard Shortcuts

Start Screen	< Win >
Settings	< Win > + I
Show Devices	< Win > + K
Show Task View	< Win > + <Tab>
Search Apps	< Win > + Q
Launch Cortana	< Win > + Q
Lock Computer	< Win > + L
Print	< Win > + P
Open File Explorer	< Win > + E
Snap App to Left	< Win > + <←>
Snap App to Right	< Win > + <→>
Minimize all Apps and programs	< Win > + D < Win > + M
Maximize Window	< Win > + <↑>
Minimize Window	< Win > + <↓>
Switch Apps	< Alt > + <Tab>
Create new virtual desktop	< Win > + <Ctrl> + D
Switch virtual desktop	< Win > + <Ctrl> + <←> or <→>
Close current virtual desktop	< Win > + <Ctrl> + <F4>
Open Action Center	< Win > + A
Open Search	< Win > + S

## The Fundamentals

**To Open Start Screen:** Place cursor in lower left corner and click Start icon.

**To Resize and App Tile:** Right-click a tile and click Resize, then Small, Medium, Wide or Large

**To Rearrange Tiles:** Click and hold tile, then drag a tile to a new location in a column, or drag it between

**To Remove a Tile from the Start Screen:** Right-click the app and select Unpin from Start

**To Add a Tile to the Start Screen:** Right-click the app and select Pin to Start in the bottom bar

**To Stop Updating a Live Tile:** Right-click on the app and select Turn Live Title Off

**To Close an App:** Click the Task View icon and then X in upper right hand corner of App.

