



# Windows 8

Reference Sheet

## The Desktop



## The Fundamentals

**To Open Start Screen:** Place cursor in lower left corner and click Start icon, or view Charms bar and press Start

**To View Charms Bar:** Place cursor in either upper or lower right hand corner of the window

**To Zoom Out From the Start Screen:** Point to the bottom right corner and click Summary View Button

**To Resize and App Tile:** Right-click a tile and click smaller or larger

**To Rearrange Tiles:** 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:** Place mouse at the of the app, click and drag all the way down the screen

## Keyboard Shortcuts

Start Screen	<Win>
Charms Bar	<Win> + C
Sharing Charm	<Win> + H
Settings	<Win> + I
Show Devices	<Win> + K
Jump to Last App	<Win> + <Tab>
Search Apps	<Win> + Q
Search Files	<Win> + F
Search Settings	<Win> + W
Lock Computer	<Win> + L
Print	<Win> + P
Open File Explorer	<Win> + E
Snap App to Left	<Win> + <Left>
Snap App to Right	<Win> + <Right>
Go to Classic Desktop	<Win> + D
Maximize Window	<Win> + <Up>
Minimize Window	<Win> + <Down>
Switch Apps	<Alt> + <Tab>
Minimize all Windows	<Win> + M
Zoom Out From Screen	<Ctrl> + <->