Microsoft®
Windows 10
Quick Reference Card

BMCC
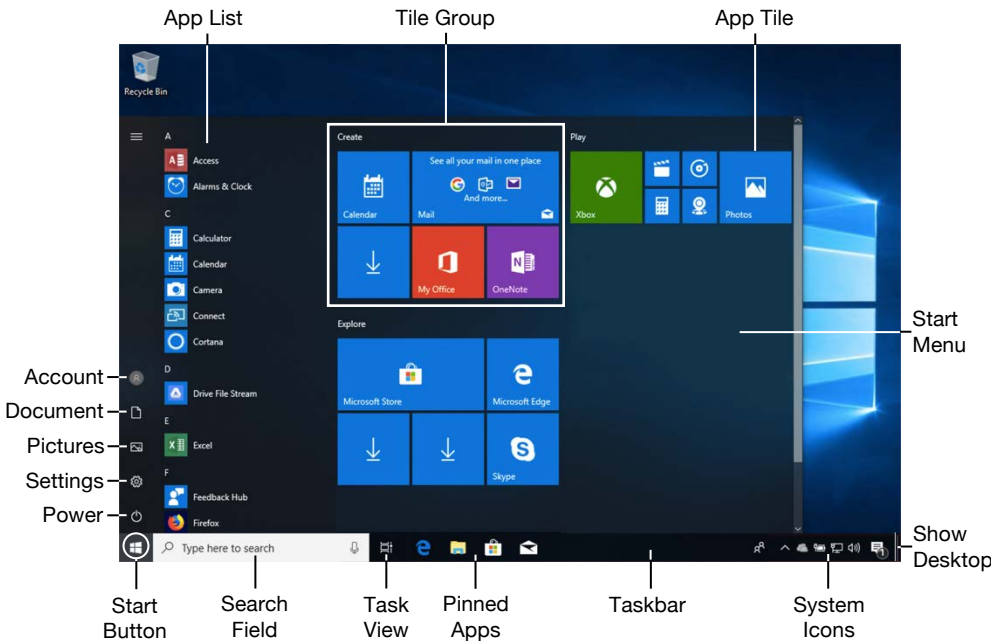Learning Resource Center
199 Chambers Street   (212) 220-1383
New York, NY 10007   www.bmcc.cuny.edu/lrc

Windows Desktop and Start Menu

Labels: App List, Tile Group, App Tile, Start Menu, Show Desktop, Account, Document, Pictures, Settings, Power, Start Button, Search Field, Task View, Pinned Apps, Taskbar, System Icons

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** + **Esc**
Capture screenshot	⊞ + **PrtScn**
Open Search	⊞ + **S**
Open Narrator	⊞ + **Enter**

Settings Shortcuts

Windows settings	⊞ + **I**
Connect pane	⊞ + **K**
Sharing pane	⊞ + **H**
Display options for 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** + **Tab**
Switch between apps	**Alt** + **Tab**
New desktop	⊞ + **Ctrl** + **D**
Switch desktops	⊞ + **Ctrl** + **← / →**
Close active desktop	⊞ + **Ctrl** + **F4**
Peek at desktop	⊞ + **,**
Minimize all but the 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.

New Features

The Action Center: Gathers recent notifications. Click the **Action Center** 🗔 button on the taskbar, or slide your finger in from the right side of the screen on a touchscreen device to view it. It also includes some helpful quick commands:
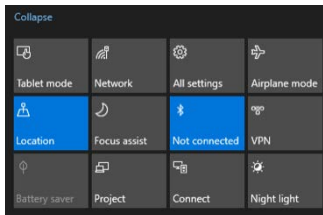
Edge: Microsoft's faster, more secure web browser. While Internet Explorer is still available in Windows 10, Edge is the preferred browser. Click the **Edge** 🅔 icon on the taskbar to start browsing.

Task View: Allows you to add and switch between multiple desktops. Click the **Task View** ⊟¡ button on the taskbar, then click the **New Desktop** ＋ button for each additional desktop you'd like to add. Click a desktop's thumbnail in Task view to switch to it.

Tablet Mode: A new mode in Windows, optimized for touch, that automatically engages when a touchscreen device or hybrid computer is in use. Manually turn Tablet mode on or off in the Action Center.

The Settings App: An application that includes a number of new options to control how your Windows 10 operating system behaves. Click the **Start** ⊞ button, then click the **Settings** ⚙ icon to open and modify the system settings.

Quick Access: A new, customizable view in File Explorer that includes a few pinned folders, as well as some other folders and files that you've used the most. Click the **File Explorer** 📁 icon on the taskbar to see the Quick Access screen.

Windows Ink: Used for touch screen devices with a stylus, Windows Ink allows you to write on your screen or create sticky notes and drawings. Click the **Windows Ink Workspace** 🖊 icon on the taskbar to enable drawing with a stylus.


Windows Hello: A new, secure sign in feature that allows you to sign into Windows 10 using facial recognition or a fingerprint. Click the **Start** ⊞ button and click the **Settings** ⚙ icon. Then click **Accounts**, and select **Sign-in options** at the left. Under Windows Hello, select **Set up**. **Note:** Windows Hello is not available for use on every device.

Folders and Files

Open File Explorer: Click the **File Explorer** 📁 icon on the taskbar. Double-click a file or folder to open it.

The File Explorer Ribbon: Contains options you'll need to work with your files. Click a ribbon tab (i.e. Home, Share, View) to see related commands.
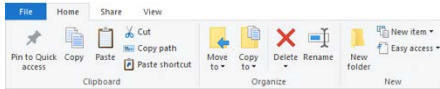
Move or Copy Files and Folders: Select the file or folder you want to move, then click the **Home** tab on the ribbon. Click the **Move To** or the **Copy To** button and select the destination folder.

Rename Files and Folders: Select the file or folder you want to rename in File Explorer and click the **Home** tab on the ribbon. Click **Rename** in the Organize group. Type a new name for the file or folder, then press **Enter**.

Delete Files or Folders: Select a file or folder to delete in File Explorer. Click the **Home** tab on the ribbon and click the **Delete** ✕ button list arrow. Select **Recycle** to move it to the recycle bin or **Permanently Delete** to completely remove the file or folder from your computer.

Search File Explorer: Click in the **Search** field in the upper-right corner of the File Explorer window. Type your search term(s). Use the options in the Location group of the Search tab to change the search location.

File Explorer Views: Click the **View** tab in the File Explorer window. Use the options here to change how your files are viewed and organized.

Compress Files or Folders: Select the files or folders you want to compress and click the **Share** tab on the ribbon. Click the **Zip** button and type a name for the compressed folder, then press **Enter**.

Create a Desktop Shortcut: Right-click a file, folder, or program, then select **Send To**. Select **Desktop (Create Shortcut)** in the menu.

Sort Desktop Icons: Right-click the desktop and select **Sort By** in the menu. Select a sort option.

Personalize Windows

Change the Desktop Background: Click the **Start** ⊞ button and click the **Settings** ⚙ icon. Click **Personalization** and then use the options in the Background category to select a new background color or image.

Pin a Program to the Taskbar: With the program running, right-click it's icon on the taskbar and select **Pin to taskbar**.

Personalize Windows

Customize System Icons: Click the **Start** ⊞ button and click the **Settings** ⚙ icon. Click **Personalization** and then click **Taskbar** at the left. If needed, scroll down and click **Turn system icons on or off**. Toggle a system icon on or off.

Move the Taskbar: Right-click the taskbar, if Lock the taskbar has a check mark next to it, click it to unlock the taskbar. Click and drag the taskbar to the top, bottom, or side of the screen.

Customize the Lock Screen: Click the **Start** ⊞ button and click the **Settings** ⚙ icon. Click **Personalization** and then click **Lock screen** at the left. Here, select the desired background, app status icons, and settings.

Customize Account Settings: Click the **Start** ⊞ button and click the **Settings** ⚙ icon. Click **Accounts** and then click **Sign-in options** at the left. Modify your account settings here.

Maintain Your Computer

Check for Windows Updates: Click the **Start** ⊞ button and click the **Settings** ⚙ icon. Click **Update & Security** and then click the **Check for updates** button.

Open the Task Manager: Right-click the **Start** ⊞ button and select **Task Manager**. Or, press **Ctrl** + **Shift** + **Esc**. If an open task is no longer responding, select it here and click the **End task** button.

Improve Battery Life: Click the **Battery status** icon in the system tray and click **Battery settings**. Adjust the settings here to improve the battery life of your computer.

Secure Windows: Click the **Security Center** 🛡 icon in the system tray. A few options for ensuring Windows is secure include:

- **Virus & threat protection** periodically checks your computer for viruses and other malicious files.
- **Account protection** provides security for your account and sign-in.
- **Firewall & network protection** configures network firewalls for private and public networks, to keep your computer safe from network attacks.
- **App & browser control** is where you configure warnings for suspicious files, applications, and websites that you download and visit.
- **Device performance & health** keeps track of system, software, and driver updates, while monitoring storage space and battery life.
- **Family options** lets you set up parental controls for this computer, as well as connected devices.