

Windows® 10 Introduction 2017 Creators Update

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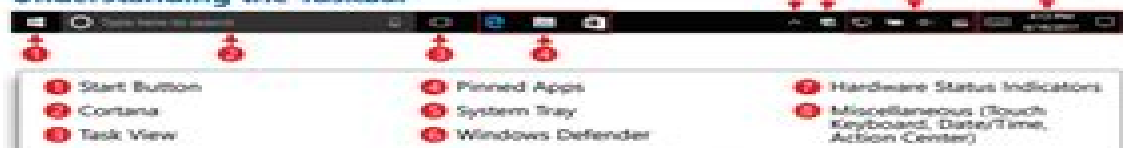
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Quick Reference Guide

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Windows Basics

Understanding the Taskbar



The Start Button

The "Start Button" is located in the lower-left corner of the Windows screen. When activated, it opens the "Start Menu," providing access to apps, files, and folders. In this guide, we will refer to this button as "Start." In Tablet mode, the button changes to:

Starting Windows

1. Click or Swipe Up on the starting picture.
2. Select a user, if necessary.
3. Sign-in with the method last used. Or, click the "Sign-In Options" link to select a different method.
4. Sign-in methods:

- Picture:** Replicate stored gestures made on a picture.
- Typed Password:** Type your stored password and press the "Enter" key.
- PIN:** Type your stored PIN password.
- Face:** Look in camera for Windows 10 to recognize your face or iris.
- Fingerprint:** Place finger into installed fingerprint reader to sign in.

Signing Out and Shutting Down

1. To **lock the screen**, click "Start," your account picture, and then "Lock." Or, press the "Windows" and "L" keys.
2. To **unlock the screen**, swipe up or click anywhere on the screen, and sign in.
3. To **sign out**, click "Start," your account picture, and then "Sign Out."
4. To **sleep, shut down, or restart**, click "Start," then the "Power" button, then an option.

The Start Menu & The Taskbar

Understanding the Start Menu

The Start Menu provides access to apps, files, and folders. To access the **Start Menu**, click "Start." Or, press the "Windows" key on your keyboard. Once activated, the Start Menu displays common commands on the left, an alphabetical list of apps in the middle, and a pane of app tiles to the right. By default, the commands on the left include:

- The Menu Expander:** Enlarges menu and displays menu item names.
- Your account:** Adjust settings, lock the device, sign out, switch users.
- File Explorer:** Access files, folders, and documents.
- Settings:** Access and adjust settings for Windows.
- Power:** Sleep, shut down, or restart.

Accessing Power User Tools

To access advanced tools for Power Users (Disk Management, Device Manager, etc.), right-click "Start." Or, press the "Windows" and "X" keys together.

Arranging and Resizing App Tiles

1. To **move a tile to a new location**, click and drag it, then release in its new location.
2. To **move a tile group**, click and drag the group's title bar, then release it in its new location.
3. To **resize a tile**, right-click it, choose "Resize" from the menu, and select the new size.

Renaming and Creating Tile Groups

1. To **rename an existing tile group**, click into the group's title bar, type a new name, and press the "Enter" key.
2. To **create a new tile group**, click and drag a tile below the existing tile groups until a new group title bar appears. Click into the new group's title bar, type a name, and press the "Enter" key.

Pinning App Tiles to the Start Menu

1. To **pin an app tile to the Start Menu**, right-click on an app on the Desktop, within the Start Menu app list, or when viewing in File Explorer, and select "Pin to Start" from the menu.
2. To **remove an app tile from the Start Menu**, right-click the tile and select "Unpin from Start."

Resizing the Start Menu

1. Hover over the top or right edge of the Start Menu until the cursor turns into a double-pointed arrow.
2. Click, drag, and release the edge.

Customizing the Start Menu

Adjust settings to change what is displayed in the Start Menu (Show/Hide "Most Used" or "Recently Added" apps, etc.).

1. Click "Start."
2. Click "Settings" in the commands list at the left.
3. Click "Personalization" in the window, then "Start" in the menu that appears on the left.
4. Use sliders to turn settings "On" or "Off."

Pinning Apps to the Taskbar

1. Right-click on an unpinned app in the Taskbar, on the Desktop, within the Start Menu app list, or when viewing in File Explorer, and select "Pin to Taskbar" from the menu.
2. To **rearrange a pinned app**, click and drag it within the Taskbar.

Using Jump Lists in the Taskbar

Jump Lists display an app's pinned files, recently used files, and related tasks from the Taskbar. To display the **Jump List for a Taskbar button**, right-click it (or swipe up).

Customizing the Taskbar

Adjust settings to change what is displayed in the Taskbar (which icons appear, icon sizing, etc.).

1. Right-click on a blank spot in the Taskbar.
2. Make a selection from the menu that appears. Or, click the "Taskbar Settings" command, make any desired changes from the list of commands, and click the "Close" button in the upper-right corner of the window when finished.

Using the Action Center

The Action Center provides a unified place on the Taskbar for all system notifications and quick access to various settings via "Quick Action Buttons."

1. To **open the Action Center**, click the "Action Center" button at the far-right of the Taskbar, which changes when there are new messages. Or, swipe in from the right screen edge.
2. To **view the details of a message**, click it.
3. To **dismiss a message**, hover over it and click the "Close" button.
4. To **remove all messages**, click the "Clear All" link.
5. To **view more messages and collapse the Quick Action button grid to a single row**, click the "Collapse" link.

Customizing the Action Center

Quick Action buttons can be re-arranged, removed, and added. In collapsed mode, only the top row of buttons are displayed. To **customize the buttons**:

1. Click "Start."
2. Click "Settings" in the Start Menu.
3. Click "System" in the "Windows Settings" window.
4. Click "Notifications & actions" in the menu.
5. To **re-arrange buttons**, click, drag & release them.
6. To **add or remove buttons**, click the "Add or remove quick actions" link and use the sliders to turn settings "On" or "Off."
7. Click the "Close" button in the upper-right corner.

Working in Tablet Mode

Tablet mode makes Windows 10 easier and more intuitive to use with touch-friendly devices. It includes a full-screen Start menu, full-screen apps, and a streamlined Taskbar.

Turning Tablet Mode On and Off

1. Click the "Action Center" icon at the far-right of the Taskbar. Or, swipe in from the right screen edge.
2. To **toggle Tablet Mode "On" or "Off"**, click the "Tablet Mode" Quick Action button.

Using Tablet Mode

1. To **view the Start Screen and system apps** (Account, File Explorer, Settings, Power), tap the "Windows" key on your keyboard.
2. To **start an app**, view the Start Screen and tap the desired app tile. Or, click the "All Apps" icon at the top-left of the screen and then select an app.
3. To **switch between apps**, swipe in from the left screen edge. Or, tap the "Task View" button in the Taskbar and then select an app.
4. To **close an app**, swipe completely from the top of the screen to the bottom.

Customizing Tablet Mode

1. Click "Start."
2. Click "Settings" in the Start Menu.
3. Click "System" in the "Windows Settings" window.
4. Click "Tablet mode" in the menu.
5. Use the drop-downs and buttons to select the sign-in mode, how the device notifies you and switches modes, whether app icons display in the Taskbar, and whether to hide or display the Taskbar.
6. Click the "Close" button in the upper-right corner.

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Windows Reference Guide

Christopher Brewer



Windows Reference Guide:

Windows 8 Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Guide)

Beezix,2012-11-19 4 page laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Windows 8 Includes touch interface The following topics are covered Getting Started Starting Windows Login The Start Screen Windows Store Apps and Desktop Apps Accessing the Desktop Starting a Desktop or Windows Store App Accessories Calculator Notepad etc Switching Between Apps and Desktop Windows Using the Switch List Closing a Windows Store App Closing a Desktop Window or App Windows Charms Using the Share Charm Searching Working with Multiple Monitors Opening Files Folders and Libraries Saving a Document Using the Shortcut Menu Showing Windows Store App Commands and Navigation Organizing Tiles Naming a Tile Group Rearranging Start Screen Tiles Adding an App Tile to the Start Screen Creating Secondary Tiles Always Show a Windows Store App Snapping Working on the Desktop Pinning a Desktop App to the Taskbar Using Taskbar Jump Lists Recently Used Files Pinned Files Common Tasks Pinning Files to Taskbar Jump Lists Switching Between Windows Using the Taskbar Resizing a Desktop Window Moving a Desktop Window Making a Desktop Window Large Maximize Hiding a Desktop Window Minimize Using the Notification Area Printing Security Sound etc File Management Folders Libraries Working with the Ribbon Navigation Pane Preview Pane Changing How Items are Displayed Changing Views Grouping Navigating Folders in File Explorer Opening a Second Explorer Window Creating a Folder Renaming Files or Folders Working with Libraries Selecting Multiple Items Selecting with Checkboxes Moving and Copying Files and Folders Moving and Copying with Cut Copy Creating a Shortcut to a Document Folder or Other Item Zipping Files or Folders Deleting Files or Folders Pinning to Start Adding a Folder or Library to Favorites Searching in File Explorer Burning to a CD DVD Settings Using the Control Panel Setting up WiFi Using Airplane Mode What to Try if an App Freezes Users Changing Users Ending your Windows Session Changing Login Password Creating a Picture Password Getting Help *Microsoft Windows 11 Introductory Quick Reference Guide Laminated Cheat Sheet TeachUcomp,2022-05-23*

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Microsoft Windows 3 Karl Schwartz,1991-03 Part of a series designed to save computer users valuable time this book

deals with Windows 3 The guides are designed to provide fast aid and users can quickly locate step by step instructions for all the major functions they will need to perform

Microsoft Publisher 2016 Quick Reference Guide Introduction - Windows Version (Cheat Sheet of Instructions, Tips and Shortcuts - L, 2016-07-05 This two page laminated quick reference card shows step by step instructions and shortcuts for creating publications such as brochures and newsletters for business or home Written with Beezix s trademark focus on clarity accuracy and the user s perspective this guide will be a valuable resource to improve your proficiency in using Microsoft Publisher 2016 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 Creating a New Publication Changing Page Size Changing a Publication s Color Scheme Creating a Custom Color Scheme Creating a Custom Font Scheme Changing a Publication s Font Scheme Changing a Publication s Template Creating New Pages Moving a Page Deleting a Page Change Page Background Using a Master Page Suppressing a Master Page Creating a Business Information Set Edit or Delete a Business Information Set Switching Business Information Sets Inserting Business Information Creating a Logo from Publisher Objects Adding Page Numbers Changing Starting Page Number or Page Number Formatting Adding a Header or Footer Inserting an Item Inserting a Table Resizing Table Rows and Columns Turn On Off Growing Table to Fit Text Inserting a Picture Adding Shapes Inserting a Text Box Setting Columns in a Text Box Fitting Text into an Object Flowing Text From Box to Box Moving Between Linked Text Boxes Unlinking Text Boxes Fancy Text WordArt Dropping the First Capital Letter Grouping and Ungrouping Adding Objects from the Design Gallery Rotating or Flipping an Object Changing the Object Order Wrapping Text around an Object Saving as PDF Also includes a list of Keyboard Shortcuts and Page Commands

Windows 10 at the Command-line Riccardo Ruggiu, 2021-06-07 When Microsoft introduced Windows the command line gradually fell into oblivion So why use an anachronistic system when everything you need is available in a graphical environment The problem is that the graphical interface does not provide all the features available on the system This book guides you to rediscover that world you access through a black window well hidden but always present in all versions of Windows Some say that the command line is the fastest operating system on earth and actually when you run a command execution times are really fast

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"Strangers" by Morrison (online) TONI MORRISON. STRANGERS. 161 signal line of "No Exit," "L'enfer, c'est les ... Do you agree that it may be ethically wrong to create stories about the strangers ... TONI MORRISON (p. 129) "STRANGERS" — essay written to accompany a collection of photographs. ○. Toni Morrison discusses a strange incident she had once with a quirky old ... Toni Morrison - Strangers analysis - Annie's English Journal Mar 5, 2015 — Morrison's short essay, Strangers, explores the preconceived notions that people make of others, and questions why this is. The narrator meets ... In a strangers hand - summary about the norton reader This essay is in some way saying that we are all the same. Toni Morrison wrote about strangers' identities and how they fit into this world. I see that many ... Toni Morrison | "Strangers" (1998) Toni Morrison has been awarded both the Nobel Prize for Literature and the Pulitzer Prize in Fiction, the latter for her novel Beloved (1987). Reflection on Strangers by Toni Morrison [1] - Personal Site Dec 23, 2013 — The writer Toni Morrison tells a

story between a fisherwoman and her. Toni met this strange fisherwoman at the fence set between her house ... Strangers, By Toni Morrison - 245 Words In the story "Strangers," Toni Morrison writes about how we judge the people for how they look or what they wearing. She tries to explain how we immediately ... Stranger By Toni Morrison - 488 Words The world that has become apocalyptic, where only a few people are left alive. A father and a son struggling to survive, while other people commit inhuman ... Strangers by Toni Morrison Jan 1, 1998 — Her novels are known for their epic themes, vivid dialogue, and richly detailed African American characters; among the best known are her novels ... Toni Morrison on Creating the Connections We Long For Mar 10, 2016 — Several years ago, Morrison met a stranger--a woman--who was fishing near her property. They had a wonderful, 15-minute conversation about fish ... Longman Student Grammar of Spoken and Written English Longman Student Grammar of Spoken and Written English [Douglas Biber, Susan Conrad, Geoffrey Leech] on Amazon.com. *FREE* shipping on qualifying offers. Longman Student Grammar of Spoken and Written English Book overview ... Based on the acclaimed Longman Grammar of Spoken and Written English, this corpus-based text provides advanced students with a detailed look at ... Longman Grammar of Spoken and Written English - Wikipedia Longman Grammar of Spoken and Written English (LGSWE) is a descriptive grammar of English written by Douglas Biber, Stig Johansson, Geoffrey Leech, ... Longman's Student Grammar of Spoken and Written English ... Longman's Student Grammar of Spoken and Written English Paper, 1st edition. Douglas Biber; Susan Conrad; Geoffrey Leech. Enlarge cover for Longman's Student ... Longman-Student-grammar-Workbook.pdf Longman Student Grammar of Spoken and Written English. Register identification for text examples. ACAD academic prose. COW conversation. FICT fiction writing. Longman Student Grammar of Spoken and Written English ... Examines patterns of use in the news, fiction and academic English Takes grammar and vocabulary together and looks at how they interact. Longman Student Grammar Of Spoken And Written English Longman Student Grammar Of Spoken And Written English by Douglas Biber, Geoffrey Leech, Susan Conrad - ISBN 10: 8131733394 - ISBN 13: 9788131733394 ... Longman Student Grammar of Spoken and Written English Read 21 reviews from the world's largest community for readers. This is an advanced grammar reference. It combines explanations of English grammar with inf... 9780582237261 | Longman's Student Grammar of - Knetbooks Rent textbook Longman's Student Grammar of Spoken and Written English Paper by Biber, Douglas - 9780582237261. Price: \$29.27. Longman Student Grammar of Spoken and Written English PDF Apr 8, 2022 — Longman Student Grammar of Spoken and Written English (Douglas Biber, Susan Conrad, Geoffrey Leech etc.) PDF Free Download. THE GLASS MENAGERIE, [MUSIC: 'THE GLASS MENAGERIE' UNDER FAINTLY. Lightly.] Not one gentleman ... [MUSIC: ' THE GLASS MENAGERIE'. He stretches out his hand.] Oh, be careful - if ... The Glass Menagerie book script of the play. [SCREEN LEGEND: 'OÙ SONT LES NEIGES."] There was young Champ Laughlin who later became vice-president of the Delta Planters. Bank. The Glass Menagerie - Tennessee Williams (AMANDA exits through living-room curtains. TOM is left with LAURA. He stares at her stupidly for a

moment. Then he crosses to shelf holding glass menagerie. The Glass Menagerie Amanda Wingfield is a faded, tragic remnant of Southern gentility who lives in poverty in a dingy St. Louis apartment with her son, Tom, and her daughter, ... The Glass Menagerie When Amanda convinces Tom to bring home from his workplace a "gentleman caller" for Laura, the illusions that Tom, Amanda, and Laura have each created in order ... The Glass Menagerie Text Scene 1: The Wingfield apartment is in the rear of the building, one of those vast hive-like conglomerations of cellular living-units that flower as. Tennessee Williams - The Glass Menagerie (Scene 3) LEGEND ON SCREEN: 'AFTER THE FIASCO' [TOM speaks from the fire-escape landing.] TOM: After the fiasco at Rubicam's Business College, the idea of getting a ... "The Glass Menagerie," Scene One and Scene Two, by ... 41 Scene 1. 352 The Wingfield apartment is in the rear of the building, one of those vast hive-like conglomerations of cellular living-units that flower as ... Tennessee Williams - The Glass Menagerie (Scene 7) A moment after the curtain rises, the lights in both rooms flicker and go out.] JIM: Hey, there, Mr Light Bulb ! [AMANDA laughs nervously. LEGEND: 'SUSPENSION ... The Glass Menagerie: Acting Edition: Tennessee Williams A new introduction by the editor of The Tennessee Williams Annual Review, Robert Bray, reappraises the play more than half a century after it won the New York ...