Windows® 10 Introduction 2017 Creators Update

Quick Reference Guide
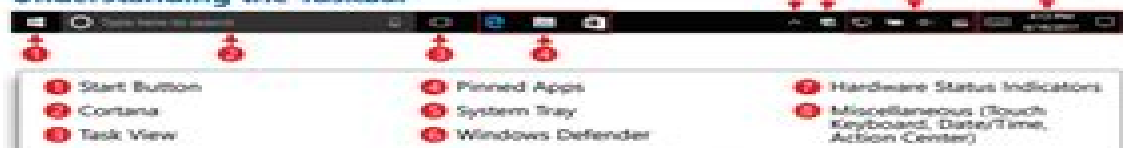Comprehensive video training & instruction manuals available at www.teachucomp.com

Windows Basics

Understanding the Taskbar

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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.

Windows Reference Guide

Beezix, Inc Staff

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 Designed with the busy professional in mind this 4 page quick reference guide provides step by step instructions in Windows 11 When you need an answer fast you will find it right at your fingertips with this Microsoft Windows 11 Quick Reference Guide Clear and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials 64 individual topics Includes touch gestures and keyboard shortcuts **Microsoft Windows 10 Creators Update Introductory Quick Reference Guide Laminated Cheat Sheet** TeachUcomp,2017-08-24 Designed with the busy professional in mind this 4 page laminated quick reference guide provides step by step instructions in Windows 10 with Creators Update When you need an answer fast you will find it right at your fingertips Durable and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials With 66 topics covered this guide is perfect for someone new to Windows or upgrading from a previous version Topics Include Windows Basics The Start

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