

Windows® 10 Introduction 2017 Creators Update

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:
 - **Biometric:** 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 plane of applications to the right. By default, the commands on the left include:

- **The Menu Expander:** Enlarges menu and displays menu item names.
- **Your accounts:** 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.

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 on 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

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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 10 Creators

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Menu and Taskbar Working in Tablet Mode File Explorer Folders and Files Apps Windows Settings Troubleshooting and Help
Users and Sign In Options Touch Actions Keyboard Shortcuts *Microsoft Windows 3.1* Karl Schwartz,1992-07 With DOS 6 Quick Reference Guide you'll find the information you need faster because you read less The guide provides easy to follow step by step instructions [Windows 11 Users Guide](#) Christopher Brewer,2021-07-26 Need information on the New Windows 11 Operating System from Microsoft Then read on Microsoft has released the future of the Windows operating system with a user interface completely different from the last Windows 10 There are new settings and designs intended to improve the fluidity of Windows and give users a new look This book has been written to give you a first taste at what Windows 11 looks like especially for those who have updated to the beta version The book talks about what has changed in Windows and how you can find your ways around the new operating system Use this guide for Windows 11 only as most of the settings are not applicable for Windows 10 Click on the BUY NOW WITH 1 CLICK to get started **Windows 10** Joe Goddard,2016-06-11 Windows 10 Sale price You will save 66% with this offer Please hurry up The Ultimate User Guide for Advanced Users to Operate Microsoft Windows 10 tips and tricks user manual user guide Windows 10 As an advanced user you will have already become acquainted with all the new features that Windows 10 puts forward From the new Windows 10 hybrid start menu to the conveniently located settings app the action center and the new web browser You'll have experienced it all already We'll cover a range of topics that fall under the umbrella Errors and with our step by step guides we will explain how you can correct these problems and get back to a seamless windows experience Navigating some of the advanced features that Windows 10 boasts about we explain the benefits processes and give you the all the tools you need to turn these features on or off Here is a preview of what you'll learn Blue screen errors Starting your PC in safe mode Creating installation media Everything you need to know about Windows Update Delivery Optimization What is Wi Fi Sense Connecting to suggested open hotspots Customizing Cortana Giving Microsoft Windows 10 Feedback Task View and Multiple Desktops Pinning and Unpinning Apps and Files across Windows 10 Download your copy of Windows 10 by scrolling up and clicking Buy Now With 1 Click button Tags Windows 10 user guide programming operating system Microsoft updated and edited upgrade the ultimate guide beginner's guide how to upgrade to windows 10 new Windows 10 Windows 10 features how to operate start menu task view file explorer windows Microsoft upgrade computers database programming Windows 10 for advanced users user manual new updates new features [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 *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

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

Microsoft Word 2016 Advanced Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Beezix Inc,2016-05-22 Laminated quick reference card showing step by step instructions and shortcuts for how to use styles and other features useful for long documents in Microsoft Office Word 2016 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 Word 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 Using Styles Character Paragraph Linked Styles Applying Character and Paragraph Styles Creating a Style Displaying the Styles Pane Changing Styles Deleting a Style Selecting All Text with Same Style Adding Styles to the Default Style List Showing Formatting as Styles to Clean Up a Document Importing Styles Using Numbered Lists with Styles Applying Table Styles Jumping to a Specific Element Page Section Comment etc Creating Multilevel Numbered Lists Expand Collapse In Print Layout View Viewing Updating a Table of Contents Creating an Index Generating an Index Updating an Index Creating a Bookmark Going to Selecting Bookmarked Text Using Bookmarks to Refer to Pages Section Breaks Inserting a Section Break Changing Page Numbering Mid Document Changing Headers and Footers Changing Page Setup in

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Microsoft Visio 2016 Introduction Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips and Shortcuts - Lamin Beezix Inc,2016-05-23 Microsoft Visio 2016 Introduction Quick Reference Guide Windows Version Cheat Sheet of Instructions Tips Shortcuts Laminated Card [Microsoft Word 2016 Introduction Quick Reference Guide - Windows Version \(Cheat Sheet of Instructions, Tips and Shortcuts - Lamin](#) Beezix Software Services,2015-11-04 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Word 2016 Windows Version 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 Word 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 Margins Orientation and Paper SizeMoving and Copying TextFormatting Text with the Mini Toolbar Suppress Change Header or Footer on the First PageInserting a Page NumberInserting a Text Box Drawing a Text Box Moving Resizing Formatting and Deleting a Text BoxInserting a Page BreakChecking Spelling Grammar AutoCorrectPreviewing and Printing DocumentsPrinting Envelopes and Labels Also includes Lists of Touch Actions Selection and Movement Shortcuts Editing and Formatting Shortcuts **User's Guide** ,1994

What's New in Windows 7 (from Windows XP) Quick Reference Guide (Cheat Sheet of New Features and Instructions - Laminated Card) Beezix, Inc Staff,2012-04-24 Laminated quick reference card showing instructions for the new and changed features of Windows 7 for users upgrading from Windows XP Also includes a command reference showing Windows XP commands and their Windows 7 equivalents The following topics are covered Working with User Account Control UAC Starting a Program Adding a Program to the Taskbar Opening Files and Folders Using Jump Lists Recently Used Files Pinned Files Common Tasks Pinning Files to Jump Lists Switching Among Open Windows Moving Windows to Other Screens Using the Desktop Snap Features Closing Windows Programs Using the Taskbar Showing the Desktop Using Presentation Options Increasing Screen Readability Adding Gadgets to the Desktop Using the Notification Area File Management with Windows Explorer Changing Views Show Hide the Menu Bar Show Hide the Navigation Pane Arrange Group or Sort Files and Folders Navigating Folders in Explorer Working with Libraries Using the Default Save Location Searching for a File Folder or Program Ending your Windows Session Changing Login Password Also includes Command reference showing the Windows 7 equivalent of Windows XP commands that have changed a list of Keyboard shortcuts and a list of Windows Commands This guide is suitable as a training handout or simply an easy to use reference guide for any type of user **Microsoft Windows Vista Quick Reference Guide** Beezix,2007-03-09 Laminated quick reference guide

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Windows Reference Guide Book Review: Unveiling the Magic of Language

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