

Windows 8

Quick Reference Card

New
8.1

CustomGuide

Interactive Learning

The Start Screen

Navigate Between Apps

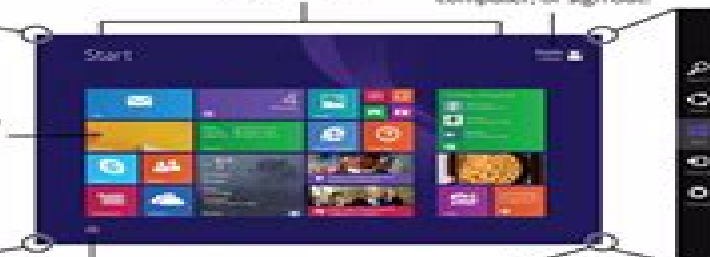
Point here and then click the thumbnail () to quickly jump to another app. Or, point here, then move the cursor down the left side of the screen to view all open apps.

Desktop Tile: Click to return to traditional desktop view.

Start button: Point here and then click the Start button () to return to the Start screen from within an app or switch to the Desktop view.

Tile: Click a tile to open an app.

Account: Click to switch to another account, lock the computer, or sign out.



View Apps: Click to view a list of all installed apps.

Summary View buttons: Click to zoom out the Start screen, making it easier to arrange.

Charms bar: Point to either corner on the right side of the screen to open the Charms bar, as shown here. Click a charm button to begin working with common items and tasks.

Keyboard Shortcuts

StartScreen & Charms

Start screen or jump to previous app from Start screen	Win
Charms bar	Win + C
Sharing pane	Win + B
Settings pane	Win + I
Device pane	Win + K
Search pane	Win + S
Search within app	Win + Q
Search files	Win + F
Search settings and control panels	Win + W
Jump to last app	Win + Tab

Basic Commands

Lock computer	Win + L
Print	Ctrl + P
File Explorer	Win + E
Recycle bin	Win + R
Move screen display to the left	Win + Pa or Win + Left
Move screen display to the right	Win + Pa or Win + Right
Snap app left	Win + Left
Snap app right	Win + Right
Quick Link menu	Win + X
Run dialog box	Win + R
Close app	Alt + F4
Stop or Close current task	Esc

Desktop shortcuts

Desktop	Win + D
Shade/Unshade	Win + Up / Down
Minimize/Maximize	Win + Up / Down
Switch between apps	Win + Tab
Maximize all	Win + M
Show/Hide Previous pane	Alt + P

Start Screen

- To Open the Start Screen: Press your device's **lower left corner** of the screen and click the **Start screen icon** on the **Charms bar** and click **Start**.
- To View the Charms bar: Place your cursor in the **upper right** or **lower right corner** of the screen. Move the cursor to the icons to make the buttons fully appear.
- To Zoom Out from the Start Screen: Click the **Summary View button** in the bottom right corner of the screen.
- To Resize App Tiles on Start Screen: Press and hold a tile and click the **Resize button** that appears on the bottom bar. Use **Large**, **Medium**, **Wide**, or **Small**.
- To Rearrange Tiles: Tiles are organized into columns of related apps. Drag a tile to a new location in a column or drag it between columns to start a new column.
- To Remove a Tile from the Start Screen: Right-click the app and click the **Unpin from Start button** on the bottom bar.
- To Add a Tile to the Start Screen: Right-click the app and click the **Pin to Start button** on the bottom bar.
- To Stop Updating an App's Live Tile: Right-click an app's tile and click the **Turn live tile off button** on the bottom bar.
- To Search for Files or Settings: Point to the **top right corner** of the screen, click the **Search button** on the Charms bar, and search with **Files** or **Settings**. Or, just start typing within the Start screen.

Apps

- To Launch an App: Click the app tile on the Start screen or search for the app.
- To Search for an App: On the Start screen, start typing the app's name. Or, point to the **top right corner** of the screen and click **Search** on the Charms bar.
- To View All Installed Apps: Click the **View Apps button** in the bottom right corner of the screen.
- To Close an App: Point to the **top of the screen** to make the band on the app click and drag the app off the bottom of the screen.
- To Jump to an Open App: Place your cursor in the **upper left corner** of the screen and click the **thumbnail** that appears. To view all open apps, move your cursor from the thumbnail to the left edge.
- To View App Command: Right-click while inside the app. A bar at the bottom will appear for the app's command.
- To Install an App: Install apps from the Windows Store, from media such as DVD, or download them from the Internet.
- To Uninstall an App: Right-click the app and click **Uninstall** on the bottom bar.
- To View Multiple Apps at Once: Open all desktop apps. From within one app, place your cursor in the **upper left corner** of the screen. Click the **thumbnail** of another app and drag it down into the **left or right edge** of the screen. Now that only one resolution display is shown, move your cursor to the app's tile.

Windows 8 Cheat Sheet

Jeremy Moskowitz

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the author's name.

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Windows 7 Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, Inc Staff, 2009-11-09 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Windows 7 Covers the following topics Starting a Program Accessories Calculator Note Pad Using the Shortcut Menu Properties Pinning a Program to the Start Menu Opening Files or Folders Using Jump Lists Recently Used Files Pinned Files Common Tasks Pinning Files to Jump Lists Switching Among Open Windows Manipulating Windows Moving Enlarging Restoring Hiding or Minimizing Restoring a Minimized Window Showing the Desktop Exiting a Program Closing a Window Adding Gadgets to the Desktop Using the Notification Area Printing Security Sound What to Try if a Program Freezes Using the Control Panel Saving a Document Getting Help File Management with Windows Explorer Changing Views Show Hide Menu Bar Show Hide Navigation Pane Arrange Group or Sort Files and Folders Navigating Folders in Explorer Working with Libraries Selecting Multiple Items Moving or Copying Files or Folders Creating a Folder Creating a Shortcut to a Document Folder or Other Item Renaming Files or Folders Zipping Files or Folders Deleting Files or Folders Restoring Items from the Recycle Bin Emptying the Recycle Bin Burning to a CD DVD Searching for a File Folder or Program Ending your Windows Sessions and Changing Login Password Also includes a list of keyboard shortcuts This guide is suitable as a training handout or simply an easy to use reference guide for any type of user

What's New in Windows 8 (from Windows 7) Quick Reference Guide (Cheat Sheet of New Features and Instructions - Laminated Card) Beezix, 2012-12-07 Laminated quick reference guide showing instructions for the new and changed features of Windows 8 for users upgrading from

Windows 7 Topics Include Getting Started Starting Windows Using the Start Screen Windows Store and Desktop Apps Accessing the Desktop Starting a Windows Store or Desktop App Closing a Windows Store App Switching between Apps and Desktop Windows Using the Switch List Installing New Windows Store Apps Windows Store App Commands and Navigation Windows Charms Using the Share Charm Searching Organizing Tiles and Apps Creating a Tile Group Naming a Tile Group Rearranging Start Screen Tiles Adding an App Tile to the Start Screen Creating Secondary Tiles File Management Starting File Explorer File History Settings Users Security Settings Charm Control Panel Setting Up Wifi Airplane Mode Using Metering Viewing a Password While Typing Changing Users Ending Your Windows Session Changing Login Password Changing a Picture or PIN Password Getting Help Also includes a Top 8 Things you Need to Know list a list of new Keyboard Shortcuts and a list of Mouse Touch Equivalents This guide is suitable as a training handout or simply an easy to use reference guide for any type of user

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Koordinatnye detektory, 1988 **Internet Explorer 10 Introduction for Windows 8 Quick Reference Guide** Beezix, 2012-11-28 4 page laminated quick reference guide showing step by step instructions and shortcuts for how to use Internet Explorer 10 running on Windows 8 and Windows RT The following topics are covered The following topics are covered Windows Store App and Desktop App Understanding Internet Addresses Entering a Website Address Monitoring Activity Includes Interrupting Loading and Reloading a Page Going Back and Forward Going to Your Home Page Setting Browser Home Pages Zooming In Out Using the Information Bar Downloading Files Searching for a Site Changing the Default Search Provider Adding a Search Provider Opening Multiple Pages at a Time Saving Favorite Sites for Future Visits Visiting Favorite Sites Finding Words on a Page Printing a Web Page Pinning Websites to the Start Screen Pinning Websites to the Taskbar Using Jump Lists Unpinning a Web Site Dealing with an Unsafe Site InPrivate Browsing Windows Store App

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






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