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Windows 8.1 Quick Reference Guide: Introduction (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated)

Windows® 8.1 Introduction

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Getting Started

Once you've got your new device (page 10), and loaded up your chosen Windows 8.1 edition (page 11), there's nothing to stop you getting started.

Starting Windows

Log on to your Windows 8.1 device. If you've never used the operating system before, the first time you log on you'll be presented with a series of setup steps designed to get you up and running.

To log into your account, at the logging screen:

1. Click the **Log On** link.
2. Enter your **user name** and **password**.
3. Tap or click **Next >** [right] to either a **Windows** or **Start** screen.
4. Press **Start** or **Home**.

The Start Screen

Like the Start menu, the Start screen is a launching pad, packed full of tiles that let you access apps, files, and system settings.

To return to the desktop:

- Press **Windows** + **S** to view tiles.
- Click the **Start** button in the bottom-left corner of the screen.
- Press the **Windows** key, then click the **Start** button.
- Open the **Start** screen, available by pressing **Windows** + **S**, then click the **Start** button.
- Click the **Start** button.

Resolving conflicts:

- Right-click the right-hand corner edge to choose.
- Press **Windows** + **S** to view tiles.
- Press the **Windows** key.
- Press the **Windows** key and click the **Start** button.
- Press **Windows** + **S**.
- Press **Windows** + **S** (Windows 8.1) or **Windows** + **S** (Windows 8) on the keyboard to open the Start screen.
- Right-click the Start screen.

Desktop Apps and Windows Store Apps

What's the difference between Desktop apps (such as Word) and Windows Store apps (such as Solitaire)? Desktop apps are installed on your system, while Windows Store apps are downloaded from the Microsoft Store. To install a desktop app, you need to download it from the Microsoft website or a third-party vendor. To install a Windows Store app, download it from the Microsoft Store, then drag and drop it into the Start screen or desktop, or double-click it to launch it. You can also download them from the Microsoft Store.

Accessing the Desktop

The Desktop is the default view of Windows 8.1, and it's the only view that's available for users who haven't activated the Start screen. The Desktop appears when you log on to the operating system, or when you click the **Start** button.

Or it's available:

• Press **Windows** + **D**.

Starting a Desktop or Windows Store App

- Open the Start screen, click **Windows**.
- Click the **Windows** icon in the bottom-left corner of the screen.
- To locate other apps such as Microsoft Word, click the **Start** button.
- To locate all apps, including Microsoft Word, click the **Start** button.
- To return to the Start screen:

 - Press **Windows** + **S** (Windows 8.1) or **Windows** + **S** (Windows 8).
 - To return to the desktop:

 - Press **Windows** + **D** (Windows 8.1) or **Windows** + **D** (Windows 8).
 - Open the Charms bar, and click **Start**.

Switching Between Apps and Desktop Windows

1. **Task View** [Windows] Windows 8.1 app and desktop tiles are now, well, well and truly separate.

2. **Task View** [Windows] Windows 8 app and the desktop are now separate, and the desktop is the default.

Using the Task View

Double-click the **Task View** icon in the bottom-left corner of the desktop to open the Task View.

• Single-click the **Task View** icon.

• Double-click the **Task View** icon to cycle through the apps.

To switch without displaying it:

1. Click the **Task View** icon.
2. Click the **Top Left** icon.
3. Click the **Bottom Left** icon to switch to Start.

Closing a Windows Store App

Windows Store apps are like desktop apps, but they're designed to be closed. To close a Windows Store app:

- To manually close a Windows Store app:

 - Drag or **Swipe** from the top or bottom of the screen to the charms bar.
 - Press **Windows** + **S** + **W**.

Closing a Desktop Window or App

To close a desktop icon or window:

1. Right-click the icon.
2. Click **Close**.
3. Right-click the window or icon of the desktop icon.
4. Click **Close**.
5. Close the window or icon of the desktop icon.

Windows Charms

Windows 8.1 includes a set of charms, such as pinning, Share, and settings, to open a Charms bar:

- Single- or double-click the **Charms** icon.
- Swipe from your right hand or the top or bottom of the screen and move up or down.
- Press **Windows** + **C**.

Search [Windows] Search for files, apps, or settings:

- Share Between Windows 8.1 apps:

 - Open the Start screen, click the **Search** icon, and type the name of the app you want to share.
 - Press **Windows** + **S** to open the Start screen, and type the name of the app you want to share.

Task View

Windows 8.1 includes a Task View icon in the bottom-left corner of the desktop.

• Double-click the **Task View** icon to open the Task View.

• To close a task, click the **Close** icon.

• To close all tasks, click the **Close All** icon.

• To close all tasks except the current task, click the **Close Task** icon.

• To close all tasks, click the **Close All Task** icon.

• To close all tasks, click the **Close All Task** icon.

• To close all tasks, click the **Close All Task** icon.

• To close all tasks, click the **Close All Task** icon.

Top 10 Things You Need to Know

1. **Windows 8.1** [Windows] If you've never used Windows 8.1, the charms, which include the Desktop icon, the Start icon, and the Windows Store icon, are the new.

2. **Task View** [Windows] Apps open in the desktop can be pinned to the Start screen, and the Windows Store icon.

3. **Windows 8.1** [Windows] Windows 8.1 apps open in the desktop can be pinned to the Start screen, and the Windows Store icon.

4. **Windows 8.1** [Windows] Windows 8.1 apps open in the desktop can be pinned to the Start screen, and the Windows Store icon.

5. **Windows 8.1** [Windows] The Start screen, the Start Screen icon, is the Start screen.

6. **Windows 8.1** [Windows] Icons on the desktop are pinned to the desktop, and the desktop icon.

7. **Windows 8.1** [Windows] In Start screen, the Start icon, you can open the Start screen, and the Windows Store icon.

8. **Windows 8.1** [Windows] To open a desktop icon, click the desktop icon.

9. **Windows 8.1** [Windows] To open a desktop icon, click the desktop icon.

10. **Windows 8.1** [Windows] To open a desktop icon, click the desktop icon.

11. **Windows 8.1** [Windows] To open a desktop icon, click the desktop icon.

12. **Windows 8.1** [Windows] To open a desktop icon, click the desktop icon.

Mouse/Touch Equivalents

Mouse **Touch**

Double-click **Double-tap**

Right-click **Long-press**

Left-click **Tap**

Drag **Swipe**

Other Touch Actions **Windows 8.1** [Windows] Touch screen users can touch each other's screens, and touch each other's screens.

• **Pinch-to-Zoom** [Windows] Turn your hand.

• **Swipe** [Windows] Tap and hold, then move your finger across the screen.

• **Long-press** [Windows] Tap and hold, then move your finger across the screen.

• **Double-tap** [Windows] Tap twice in quick succession.

• **Swipe** [Windows] Tap and hold, then move your finger across the screen.

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• **Swipe** [



Synopsis

Four page laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Windows 8.1. Includes touch interface. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. **WARNING:** This product has been discontinued. It has been replaced by Windows 8.1 Update Introduction (978-1939791221). This is the equivalent card to the one on this page, but written for the substantial Update that was released in early April. Microsoft is urging all users of Windows 8.1 to ensure this update is installed by June 10, 2014, or risk not receiving future patches. (If you have shut down and search buttons at the top right of your Start screen, then you have the Update.) Topics include:

Getting Started: Starting Windows & Login; The Start Screen; Desktop Apps & Windows Store Apps; Accessing the Desktop; Starting a Desktop or Windows Store App; 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; Showing Multiple Apps Side-by-Side (Snapping); Resizing an App Window; Maximizing an App to Full Screen; Opening Files, Folders and Libraries; Saving a Document; Using the Shortcut Menu; Showing Windows Store App Commands and Navigation.

Organizing Tiles & Apps: Creating a Tile Group; Naming a Tile Group; Rearranging Start Screen Tiles; Resizing Start Screen Tiles; Adding an App Tile to the Start Screen.

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; Maximizing a Desktop Window; Hiding a Desktop Window (Minimize); Using the Notification Area (Printing, Security, Sound, etc.).

File Management: Folders, Libraries & Favorites: Starting File Explorer; Working with the Ribbon; Navigation Pane, Preview Pane & Details Pane; Changing How Items are Displayed: Changing Views, Grouping & Sorting; Navigating Folders in File Explorer; Creating a Folder; Renaming Files or Folders; Opening a Second Explorer Window; Working with Libraries; Selecting Multiple Items, Selecting with Checkboxes; Deleting Files or Folders; Moving and Copying Files and Folders, Moving and Copying with Cut, Copy & Paste; Adding a Folder or Library to Favorites; Creating a Shortcut to a Document, Folder, or Other Item; Searching in File Explorer; Burning to a CD/DVD; Pinning to Start; Zipping Files or Folders.

Settings & Troubleshooting: Using the Settings Charm; Using the Control Panel; Setting up WiFi; Using Airplane Mode; What to Try if an App Freezes.

Users & Security: Viewing a Password While Typing; Changing Users; Ending your Windows Session; Changing Login Password or Creating a Picture or PIN Password; Getting Help.

Also includes a "Top 8 Things you Need to Know" list, a list of

Keyboard Shortcuts, and a list of Mouse/Touch Equivalents.

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Customer Reviews

Not worth the money. You can find more info on Ask.Com. I read the whole chart front and back and it repeated itself many times.

Made too many assumptions that a person had some frame of reference on a totally different kind of program. I had Windows 8.1 for dummies but thought this would be a quick reference as well- but it isn't.

It's 80% touchscreen related. Needs more basic features such as getting back your screen after spending 10 minutes getting it. Changing Font size, etc.

Since I am NOT a fan of Win 8.1 (or 8), I needed some guidance when my new computer came with Win 8. This card covers things pretty well, and it was not expensive. I don't need the huge books for real "pros" -- just something I can refer to now and again, and this filled the bill fairly well.

Windows 8.1 is a different animal. Many of us hate this new animal with a passion. The supposed "Quick Reference Guide" is OK, but you will still need a manual, e.g. the ubiquitous "For Dummies" series, for example. There is simply too many changes in 8.0 and 8.1 to put on a "cheat sheet". Regardless of what you are looking for, you probably won't find it on the "cheat sheet". If you have

gotten into 8.0 or 8.1 to any degree, you already know what the "cheat sheet" could teach you. A book, e.g. "For Dummies" series, for example, is the way to go. (Find a book which has color photos - much easier to visualize, apply, and use.) I use my book now vice the "cheat sheet". The explanations are stronger, clearer, and more detailed in the book. The "cheat sheet" is like trying to explain an elephant to a blind man.

I previously had the windows 8.0 version. There are several changes I have noticed. It is certainly much better than searching the commands.

The resources provides just enough information to get you started. Would recommend it, especially if you like to know keyboard shortcuts.

Worked real well as a quick refrence when using Windows 8 for the fist time. Is handy to have next to the lap top for quick use since it is in the kitchen area and could be touched by wet fingers

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