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Windows 10 Introduction Quick Reference Guide (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated)

Windows 10 Introduction

Getting Started

Throughout this guide, where we use [Ctrl], [Right Click], you can use the touch equivalent of [Tap], [Press and hold], and [swipe/drag]. Some messages indicate that you can use the indicated key without using [Ctrl]. [Shift] should be explained with [Ctrl] when it is later needed.

Starting Windows

1. [Click] or [Touch] the starting screen.
2. If necessary, select a user.
3. If necessary, [Click] SIGN-IN OPTIONS and select an alternative sign-in method.
 - Choose FaceLock (if available) or pictures in the right corner.
 - Password: Tap the password then press <Enter> or [Ctrl] + [Enter].
 - PIN: Tap the PIN.

If you update hardware, installed additional options include connecting your fingerprint, face or iris.

- For password or PIN sign-in [Click] [Settings] to temporarily use when/where signed.
- Touch settings: access your Windows Hello device by using the camera sign-in. See [Using the Settings App](#) to configure the behavior.

Ending Windows

End a computing session by holding your screen, copying out or shutting the device down.

- To lock your screen: [Click] [Start] then choose LOCK, or press <Win> + [L].
- To wake your screen: [Click] or [Touch] anywhere on the screen, or for your password then press <Enter>.
- To sign out: [Click] [Start] then choose SIGN OUT.
- To sleep, shut down, or restart your device: [Click] [Start] then select an option.

Accessing Apps and Content (Start Menu)

The Start menu is available through an app list on the left and a pane of app tiles on the right. The left side bar includes:

- Change Account Settings: Link your device, Sign Out or switch to another user.
- Shut Down, Restart or put your device to Sleep: Applications that do not respond to touch may require you to shut an app with Search (see [Searching for Apps](#)).

Power user key [Right Click] the Start menu button or press <Win> + X to access computer settings and apps.

Configuring the Start Menu

1. [Click] [Start] SETTINGS PERSONALIZATION START.
2. Turn on/off the Most Used or Recently Added app lists.
3. Turn on/off the ability to display Jump Lists (Items by Used Files, Common tasks) for pinned apps in both the Start menu and on the Taskbar.
4. [Click] CHOOSE WHICH ICONS APPEAR ON START to add or remove pinned tiles (eg. File Explorer, Settings).

Change the Start menu content:
[Click] [Start] SETTINGS PERSONALIZATION CHOOSE WHICH ICONS APPEAR ON START. Taskbar and Action Center.

Rewiring the Start Menu

1. [Click] on the top, left or bottom edges of the Start menu. The mouse pointer changes to a double-headed arrow.
2. [Drag] the edge.

Power user key: Make the tile section of the Start menu display full screen [Click] [Start] SETTINGS PERSONALIZATION START. Then turn on USE START FULL SCREEN.

Pinning an App to Start

1. [Right Click] any app on the Desktop Taskbar or within the Start menu or with the Explorer, an app or folder.
2. Select PIN TO START.

To remove an app tile or folder [Right Click] the app and select either UNPIN FROM START or DON'T SHOW IN THIS LIST.

Rearranging and Resizing App Tiles

- [Drag] a tile to a new position within the tile group or [Drag] the title bar of a tile group to rearrange the group.
- [Right Click] a tile, choose RESIZE, then select a size.

Managing Tile Groups

Create a new group by [Dragging] a tile below existing tile groups until a new group title bar appears.

Naming a Tile Group

1. [Click] on the tile group's title bar [Click] to right click.
2. Type a name, then press <Enter> to remove a name, [Click] in Step 2.

Accessing Apps and Messages (Taskbar)

Taskbar icons (eg. according to installed hardware):

1. System Start, Cortana/Search, Task View
2. Pinned Apps: Edge, File Explorer, Store
3. System Tray Icons for apps running in the background
4. Notifications: Battery, Mail, Sound
5. Microsoft Edge, Action Center, Touch Keyboard, Data Sense

Configuring the Taskbar

[Right Click] the Taskbar on a blank spot and select SEARCH or SHOW TASK VIEW BUTTON or SHOW TOUCH KEYBOARD BUTTON to change which buttons appear.

[Click] [Taskbar] and select PROPERTIES then [Click] the TASKBAR BUTTONS bar to manage Taskbar completely in [Taskbar]. For example, NEVER COMBINE displays opens third files in separate Taskbar icons. This is a good choice if you more than 10 apps and files are open at any one time.

[Click] CUSTOMIZE in the Notification Area then SELECT WHICH ICONS APPEAR ON THE TASKBAR to modify the number of icons.

The Taskbar behaves differently in Tablet mode (see [Working with Tablet Mode](#)) To change this behavior [Click] [Start] SETTINGS SYSTEM, TABLET MODE or <Win> + [I], TABLET MODE.

Pinning an App to the Taskbar

1. [Right Click] any app on the Desktop Taskbar or within the Start menu or with the Explorer, an app or folder.
2. Select PIN TO TASKBAR.

To rearrange a pinned app [Drag] it to a new Taskbar location.

Using Taskbar Jump Lists

Double-click or [Right Click] a Taskbar button to display JUMP LISTS.

Jump Lists show an app's recently used files, pinned files, and sometimes related tasks on the Taskbar.

Using the Action Center

1. [Click] [Taskbar] to show a new messages and settings in [Taskbar] from the right screen edge to open the Action Center.
2. Respond to each message or notification with a [Click] [Tile] (swipe) action to cancel the tile.
- [Click] [CLEAR ALL] to remove all messages.
- [Click] [CONTRAST] to see more messages. The Quick Action button grid will collapse to a single row.

Power user key [Click] [Start] SETTINGS SYSTEM, NOTIFICATIONS & ACTIONS QUICK ACTIONS to configure the collapsed view of the Quick Action buttons. [Click] each button image to select an action.

Select Quick Action Buttons

Tablet mode: see [Working in Tablet Mode](#).
Resource lock: prevents screen rotation in Tablet mode.
Connect: Connect to wireless display and audio device using Bluetooth, Miracast, or Wi-Fi.
Battery center: Changes system settings to reduce power consumption. Modify these settings in [Start] SETTINGS SYSTEM BATTERY BATTERY SAVING SETTINGS.
Wi-Fi: Configure Wi-Fi. Turn on/off wireless connections (see [Settings & Troubleshooting](#)).
Quick links: Eliminate all messages for a set time period.

Top 10 Things You Need to Know

1. The biggest change with Windows 10 is that all your computers, tablets and smartphones look and act the same way. For this to work you must use a single system and use your settings across all your devices. See [Starting Windows](#) as well as [Using the Settings App](#).
2. Get to know Tablet mode if you have a tablet or smartphone. It behaves differently than desktop mode. See [Working in Tablet Mode](#) as well as [Using the Touch Keyboard](#).
3. Windows 10 integrates the Windows 8.1 environment - the Desktop and Windows App. The new Start menu is the most visible indication of this integration. See [Taskbar](#) and [Accessing Apps and Content](#).
4. Multiple monitors are becoming more common as a result of newly grouping many running apps. See [Working with Multiple Monitors](#). Windows 10 offers multiple desktops as a very useful alternative for single monitor users. See [Working with Multiple Desktops](#).
5. The Explorer now opens in the new Quick Access view instead of Libraries. This can be adjusted if necessary. See [Managing Content with File Explorer](#).
6. Access your documents through an appropriate app. Or use the Explorer by pressing <Win> + [E] and [Click] [Taskbar] on the Taskbar.
7. Searching for items is completely integrated with the introduction of Cortana. Microsoft's voice activated virtual assistant. Cortana can be used to search not only local files but also the Web. Always, settings and system notifications now appear in a single place - the Action Center.
8. Screen rotation, display, contrast, brightness, volume, and Wi-Fi control are now available within the Action Center.
9. Screen all-in-one view, split-screen, and multi-tasking are now available. See [Working with Multiple Desktops](#).
10. Screen all-in-one view, split-screen, and multi-tasking are now available. See [Working with Multiple Desktops](#).

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Synopsis

Four page laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Windows 10. Includes touch interface. This guide is compatible with the TH2 (1511) update that came out in November 2015. For the updated guide that addresses the changes in the 2016 Anniversary Update released in August 2016, please see our guide Windows 10 Introduction with 2016 Anniversary Update (ISBN: 9781944684211). 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: Getting Started: Starting Windows; Ending your Windows session. Accessing Apps and Content (Start Menu): Configuring the Start Menu; Resizing the Start Menu; Pinning an App to Start; Rearranging and Resizing App Tiles; Managing Tile Groups. Accessing Apps and Notifications (Taskbar): Configuring the Taskbar; Pinning an App to the Taskbar; Using Taskbar Jump Lists; Using the Action Center. Working with Apps: Starting an App; Opening an App File (Document); Saving an App File; Switching Between Apps/Windows; Switch Using Task View; Snapping Multiple Apps to the Same Screen; Resizing an App; Moving an App; Maximizing an App; Restoring to Previous Size; Hiding an App; Closing an App; Close an app window from the Taskbar; Searching for Apps; Searching with Cortana; Working with Multiple Desktops. Managing Content with File Explorer: Managing Files and Folders with File Explorer; Customizing the Quick Access Toolbar; Navigating in File Explorer; Customizing the Default Quick Access View; Searching in File Explorer; Refine Your Search; Changing File Explorer's Display; Grouping and Sorting Files and Folders; Opening a Second Explorer Window; Creating a Folder; Renaming Files or Folders; Selecting Multiple Items; Selecting Items with Checkboxes; Moving and Copying Files and Folders; Using Cut, Copy & Paste for files; Deleting Files or Folders; Restoring Deleted Items; Deleting Permanently; Linking to a Document, Folder, or App; Sending Files and Folders (Zip); Unzipping (Extracting) Files; Working with Libraries. Working in Tablet Mode: Configuring Tablet Mode; Using Tablet Mode. Settings & Troubleshooting: Using the Settings App; Adding a Picture or Slide Show to Your Lock Screen; Setting Up WiFi; Using Airplane Mode; Using the Control Panel App; What to Try if an App Freezes; Getting Help. Users & Security: Changing Users; Adding User Logins; Creating a New Email Address Login; Creating a New Local Account Login; Modify Family Safety Settings; Configuring Sign-In. Also includes a "Top 10 Things You Need to Know" list, a list of Keyboard Shortcuts, and a list of Mouse/Touch Equivalents. Other related titles are: Microsoft Edge and Internet Explorer 11 for Windows 10 (ISBN 1939791669).

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Customer Reviews

I have used cheat sheets before. However, on this one I have to use a magnifying glass.

OK, the font is way too small, but given the amount of information included in this effort, and the utility of having a one page guide to the new OS, I have to give it a pass. As a "Quick Reference Guide" it does the job, ordering just the essential information in an orderly fashion and in the sequence in which it is needed. Would it have been too much to ask to give us two pages? I think not, but I found this useful as long as I have my trusty magnifying glass by my side. The irony is that this would have been great for seniors if it were in large print. If a senior, try Windows 10 For Seniors For Dummies.

I expected more pages, but I guess it's four. Front and back, open for two more. There is print on front and back. I would prefer larger print and more pages. I am confused. It looks like a good quick reference if I squint at it and figure out jaegon

I found it complicated if you are a senior and new to windows 10. Sure it would be of great help for someone who only needs some assistance with Windows 10.

Difficult to follow unless you know what you are doing.

Good for beginners. I bought this for my mother. This gives the user a quick guide with simple pictures and symbols. I have used several of these items and find them very useful. This product for Windows 10 is for a beginner. An experienced user will not gain much knowledge with this item.

A concise and helpful cheat sheet for the subtle changes made in Windows 10.

Very concise but thorough ... also very handy ... a good buy

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