

Windows 10 Desktop



- 1 **Recycle Bin** – storage folder for files deleted from internal or locally attached hard drives. Does not preserve files from network drives.
- 2 **Icon** – essentially a link to an application, file, or folder, aka shortcut.
- 3 **Start Button/Start Menu** – click to reveal the Start menu. Start here to locate software you desire to run. Includes the “touch” inspired tiles first introduced in Windows 8 combined with the organized Start menu of previous releases of Windows.
- 4 **Taskbar** – area that organizes icons, running applications and notifications. Also holds the system time and date.
- 5 **Notification Area** – also referred to as the “system tray”, this area provides notifications of various events to the user for interaction.
- 6 **Task View** – handy utility that lets you quickly see all running applications, and also offers the *Virtual desktop* capability.

Working with Windows, Split Screen, Quad Split

- **ALT+Tab** switching still works as it has from the first days of Windows 3.0 and is used to quickly switch between running applications. Press and hold the **ALT** key (use left thumb on left Alt key) and then press and release the **TAB** key repeatedly with left middle finger. A display of all running applications will appear in the center of the screen, and one will be selected. As you press **TAB**, you will move to each successive thumbnail. Tab to the desired application, and release the **ALT** key to switch to that application.
- To move backwards with this technique, press and hold **ALT + Shift + Tab**.
- To split the screen, **drag** any window to the extreme left or right edge of your monitor. When the cursor reaches the edge, **release** the mouse button and the window will snap to ½ of the screen. The other half screen will show a “tiled” display of all other available windows. **Click** any tile and it will automatically fill the other half of the screen.
- Use the same technique, but **drag** to three of the four corners of your screen. After the third, **click** on one of the tiles in the remaining quadrant and you will have 4 windows on your screen.
- For dual monitors, when dragging to the inside edges of either

monitor, you have to be careful where you release the button or the window will snap to the opposite screen.

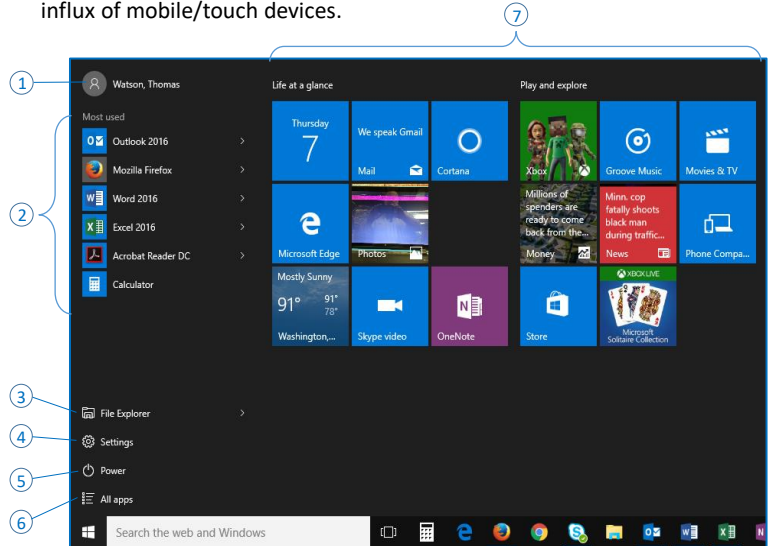
Using Jump Lists

Jump Lists are lists of most the recent items that you can access from any task bar shortcut, or from within the Start menu.

- **Right-click** an application shortcut in the *Taskbar* and **click** on any of the recently used files to open that file directly.
- In the *Start Menu*, look for any item that has a > symbol to the right of the item name. This indicates a jump list. **Click** to show the jump list.
- Many jump lists offer a “**Pin to**” choice. The first choice is “**Pin to Start**”; places a tile onto the Start Menu for that shortcut.
- If the jump menu offers a **More** choice, point to it and click “**Pin to Taskbar**” to place a copy of the icon on the task bar.

Using the Start Menu

The Start Menu is a combination of the tried and true approach of organized access to software via the **All apps** selection, and the new “tiled” approach to accessing software made popular by the great influx of mobile/touch devices.



- 1 **Login Name** – **click** to choose from options to logout, switch user, or lock the screen.
- 2 **Most Used/Recently Added** – shortcuts to software will appear here as you begin working with your computer based on how often they are used and for software recently added.
- 3 **File Explorer** – latest name for the program which organizes and manages files/folders; aka *Windows Explorer*, *My Computer*, *Computer*.
- 4 **Settings** – quick access to various system settings formerly found in the *Control Panel*. Hint: the Control Panel is still available; in the “Search the web and Windows” text box located in the Task Bar, type **control panel** and press **Enter**.
- 5 **Power** – **click** this to *Sleep*, *Shutdown*, or *Restart* your computer.
- 6 **All apps** – **click** this to access a complete list of all software installed on your computer, organized alphabetically.
- 7 **Tiles** – tiles are identical to application icons in that they launch applications. Some are “live” in that they show refreshing content. To turn content off, **right-click** a tile, **click More**, **click Turn live tile off**.

- To change the size of *Start Menu*, **touch** the top or right edges and **drag** as desired.
- To change the name that appears over a group of tiles, **click** the area just above the group, edit and press **Enter**.
- To rearrange tiles, **drag and drop** as desired. To resize tiles, **right-click** tile, **click** *Resize*, **click** desired size.

Using the Taskbar

- **Right-click** the *Start* button to access a variety of Windows features.
- **Right-click** any application icon in the task bar to access its *Jump List*.
- **Right-click** an empty spot on the *Taskbar* to toggle the display of *Toolbars* and other taskbar elements, adjust how you *Show windows*, *Show the Desktop*, launch *Task Manager* (useful to close an application that won't respond), *Lock or Unlock* the taskbar, or access the *Taskbar Properties* dialog for further customization of the **Taskbar**.
- **Right-click** any of the icons in the *Notification Area* for "context sensitive" options that pertain to each respective icon.


File Explorer

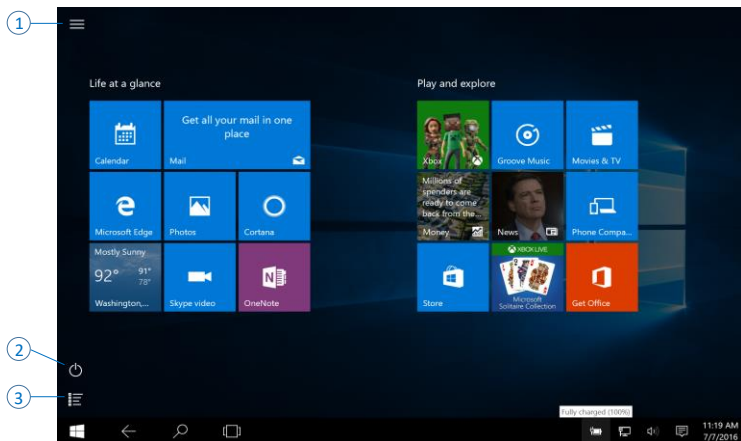
The latest incarnation of Windows' file management program, *File Explorer* has been updated to incorporate the ribbon interface, and has a few additional changes from *Windows Explorer*.

- *OneDrive for Business* is now integrated into *File Explorer*.
- The Favorites folder is now called *Quick Access*. To add frequently accessed locations to this list, locate the folder you want to add and **click** on it. In the ribbon, click the **Pin to Quick access** button.
- My Computer or Computer (*Windows 7 and prior*) now appears as **This PC**.

Tablet Mode

Windows 10 offers a mode considered more flexible for touch screen devices, known as "Tablet" mode.

- To change to tablet mode, from the *Notification Area*, **click** the *Action Center* icon: .
- In the *Action Center* panel, **click** the *Tablet mode* button. (Not available with a dual monitor configuration). Notice how the screen displays the tiles as the primary interface to the computer. Repeat steps above to return to non-tablet mode.



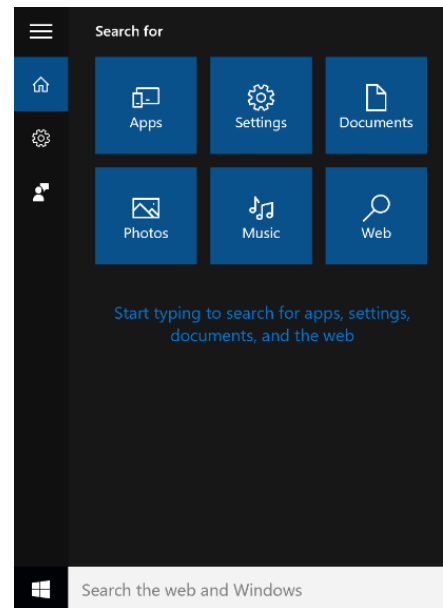
- 1 **Click** to access the *Start Menu*.
- 2 **Click** this to *Sleep*, *Shutdown*, or *Restart* your computer.
- 3 **Click** to access just the *All apps* menu.

Personalizing

- To change settings such as the desktop background, window colors, screen saver, etc., **right-click** an empty spot on your desktop, and **click** *Personalize*.
- The **Personalization** window will appear. Choose from 5 options of *Background*, *Colors*, *Lock Screen*, *Themes*, and *Start*.
- If using a campus computer one or more of the options may be disabled from change.
- To change *Screen Resolution*, **right-click** the desktop and click **Display settings**. In the **System** window, *Display* will be selected. Adjust the *Change the size of text, apps, and other items*: slider as desired.

Searching

The search box is quite useful to find anything on your computer or the web.



- **Click** in the *Search the web and Windows* text box and the **Search for** panel will appear. Type in the name of what you are searching for, or **click** one of the buttons to filter out only items of that type that match your search criteria.
- Alternatively, from the keyboard, press the **WinLogo** key and begin typing. Windows will immediately produce a list of items it believes matches what you have typed up to that point.


Accessories

Windows 10 retains many of the applications found in the *Accessories* folder of the *Start* menu. The list below contains some of the more familiar apps:

- *Character Map*

- Internet Explorer (Useful for web sites that may not function well with the newest browser, Microsoft Edge).
- Notepad.
- Paint.
- Snipping Tool.
- Sticky Notes.
- Windows Media Player.
- WordPad.
- To access any of these applications, **click Start, All apps**, scroll down to *Windows Accessories* and **click**. Then **click** from the list of applications shown.

Calculator

- To access the **Calculator** program, **click Start, All apps, Calculator**. The calculator offers a 4 different type of calculators; *Standard, Scientific, Programmer, Date calculation*.
- To access these options, **click** the *Menu* icon in the Calculator window, . The menu will appear with all of these choices.
- To copy the result of any calculation, with the answer displayed, press **CTRL+C**. Paste as desired.

Working with Sticky Notes

- Click **Start, All apps**, scroll down to **Windows Accessories** and click **Sticky Notes**. A yellow sticky note will appear on your desktop.
- **Click** the + sign to add a new note, or click the x to delete a note.
- Simply type in the note window to use a note. **Right-click** on the note window to choose a different color for your note.
- To close your notes, right click the Sticky Notes icon on the taskbar and click **Close**.
- Information you enter into Sticky Notes is stored on the local computer.

Screen Capture or Screen Shot

Making a screen capture, or screen shot, can be very helpful in a variety of situations. For example, if you need computer support, capture the error message or condition in a screen shot, paste it into an email, web form, or document and you can send the file to your tech support.

Quick Screen Capture

- With the error message or condition on the screen, press the **PRNTSCN** key. An image of the screen is now in the clipboard. Go to wherever you want to place the image and paste.
- To capture just the active window, or dialog box, press **ALT+PRNTSCN**.

Using the Snipping Tool for Screen Capture

The Snipping Tool is a more refined method for screen capture in that it enables a more specific area of the screen to be captured.

- **Click Start, All apps, Windows Accessories, Snipping Tool**.
- **Click** the *New Menu* drop-down, choose the shape of what you want to capture. *Free-form* and *Rectangular* require you to drag around the desired area. *Window* requires you to click on the desired window and *Full* auto-captures the entire screen.

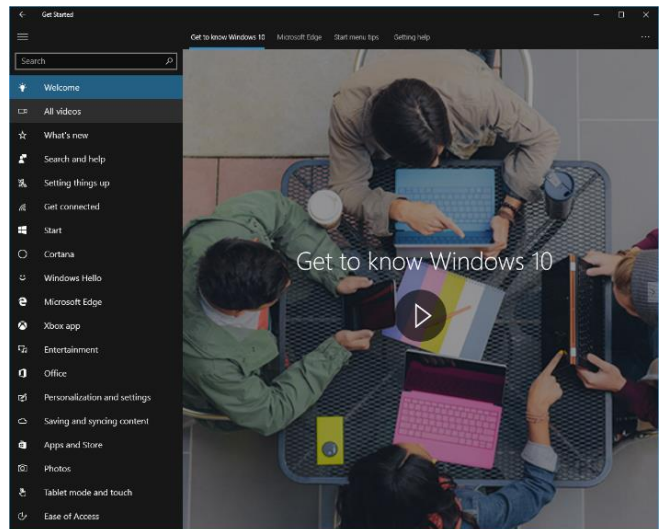
- Release the mouse button and the window shows the capture. Now save, copy, email it, and/or annotate it directly in the application.
- The *Delay* option lets you capture something else that you must click to show first. For example, if you wanted to display a drop-down list with a window capture, set the delay, start a *Window* snip, display the drop-down, wait for the timer then click on the window when you see a red border around the window. The drop-down will be included.

Getting Help

There are three ways in Windows to get help. First is the **Get Started** application, second is the Search box located in the Task bar, and third involves **F1** or **Tell me what you want to do**.

Get Started Application

- **Click Start, All apps, Get Started**. The following window will appear:



- Use the topic list to find Help, or you can search this list with the Search box at the top.


Search the web and Windows

- In the Taskbar, **click** in the *Search the web and Windows* text box and type in your Help topic.
- Windows will produce a varied list of results that match as best as possible what you typed. Results are grouped by Best Match, Settings, Applications Folders, Store, Recent, etc. Results come from your computer and/or the Internet.

F1 or Tell me what you want to do



- Within most applications, press **F1** to launch the *Help* window for that given application.
- Microsoft Office apps offer a *Tell me what you want to do* text box in the ribbon bar. Enter your help topic and a dual list will appear; the top listing out actual commands that will perform the task immediately, and the lower portion containing the *"Get Help on topic"* icon and the *"Smart Lookup on topic"*.

Windows 10 Shortcuts

In addition to normal shortcut keystrokes, there are quite a few shortcuts that rely on the Windows Logo key . This key falls into the category of “chord” keys as it is usually pressed and held in conjunction with one or more keys, much like a musical chord is played on a piano. This technique of pressing multiple keys is also known as a combination keystroke. CTRL, ALT, SHIFT are all chord keys.

Start Menu, Task Bar, Window Mgmt.	Description
WinLogo + A	Opens <i>Action Center</i> .
WinLogo + D	Displays the desktop by minimizing all windows. Repeat to reverse action.
WinLogo + M/WinLogo + Shift + M	Minimizes all open windows/Restores all open windows.
WinLogo, Arrow Keys, Tab, Enter key	Displays the <i>Start Menu</i> . Use arrows to move around within a section, Tab/Shift + Tab to move between sections, and Enter to select.
WinLogo + Q	Searches the web and Windows with <i>Cortana</i> (speech).
WinLogo + S	Searches the web and Windows with <i>Cortana</i> (keyboard input).
WinLogo + T/WinLogo + Shift + T	Cycles forward/reverse through <i>Task Bar</i> apps.
WinLogo + [1][2][3][...]	Opens programs that are pinned to task bar. For example, if the first pinned program on your task bar is <i>File Explorer</i> (from left to right), the shortcut Windows + 1 opens <i>File Explorer</i> for you.
WinLogo + Comma	Temporarily displays desktop until you release the WinLogo key.
WinLogo + Ctrl + D	Creates new virtual desktop.
WinLogo + Ctrl + [Left][Right]	Switches between virtual desktops.
WinLogo + Ctrl + F4	Closes current virtual desktop.
WinLogo + Home	Minimizes all but the current window. Repeat to reverse.
WinLogo + [Left][Right][Up][Down]	Docks windows in different positions on your screen. WinLogo + [Left/Right] docks the current window to the left/right half of your screen. WinLogo + [Up] afterwards docks the current window in the upper left/right quarter of your screen. WinLogo + Up maximizes the window. WinLogo + Down restores the window and a second time minimizes the window. Except when maximizing, if you release the Windows key after positioning a window, <i>Task View</i> shows up on the opposite side of the positioned window to select and position another app.
WinLogo + Shift + [Left][Right]	Moves current window from one monitor to another (when using a multiple monitor setup).
WinLogo, Space	Displays <i>Start Menu</i> , locates cursor in <i>Search the web and Windows</i> text box for immediate entry.
WinLogo + Tab	Launches <i>Task View</i> .
Esc	Closes the <i>Start Menu</i> if displayed or cancels the current task.
F6	Cycles through screen elements in a window or on the desktop.
Alt + Esc	Cycles through items in the order in which they were opened.
Alt + Space	Displays a windows' <i>Control Menu Box</i> , offering to restore, move, size, minimize, maximize or close current window.
Alt + Tab/Alt + Shift + Tab	Used to switch to other open windows, moving through them left to right, top to bottom/Used to switch to other open windows moving backwards through the list.
Alt + F4	a) Closes current window, or current application. b) From desktop, this opens the Shut Down Windows dialog box offering options of <i>Switch user, Sign out, Sleep, Shut down, Restart</i> .
Ctrl + Esc	Alternate method to display <i>Start Menu</i> .
Ctrl + F4	Closes the active document.
Ctrl + Shift + Click taskbar item	Opens app as an administrator.
Ctrl + Click grouped taskbar item	Cycles through the windows of a given group.
Shift + Click taskbar item	Opens new window/instance of the same application item.
Shift + Right Click taskbar item	Shows window menu for the app.
Shift + Right Click grouped taskbar item	Shows window menu for the group.

Windows Features	Description
Alt	Activates ribbon bar, or menu bar for selection via keyboard; select desired letter to choose; alternately arrow left/right, up/down to search for option desire, press Enter to choose.
Shift while inserting optical media	Prevents media from <i>AutoPlay</i> .
WinLogo + F1	From anywhere, launches <i>Windows Help</i> .
WinLogo + K	Opens <i>Connect</i> action to connect to wireless displays and audio devices.
WinLogo + X	Opens <i>Start Menu</i> context menu.
WinLogo + B	Sets focus in <i>Notification Area</i> .
WinLogo + I	Opens <i>Settings</i> .
WinLogo + E	Opens <i>File Explorer</i> .
WinLogo + L	Locks your Windows device.
WinLogo + R	Opens <i>Run</i> dialog box.
WinLogo + O	Locks device orientation
WinLogo + P	Projects a screen.
WinLogo + T, WinLogo + Shift + T	Cycles forward/reverse through applications live previews on taskbar.
WinLogo + U	Opens <i>Ease of Access</i> .
WinLogo + V/WinLogo + Shift + V	Cycles forward/reverse through notifications
WinLogo + Pause/Break	Opens <i>System Properties</i> .
WinLogo + X, U	Displays shutdown options. Press U to continue with shutdown.
WinLogo + X, P	Opens <i>Control Panel</i> .
WinLogo + X, W	Opens <i>Network Settings</i> .
WinLogo + X, T	Opens <i>Task Manager</i> .
WinLogo + X, F	Opens <i>Program and Features</i> .
WinLogo + X, A	Runs elevated <i>Command Prompt</i> .
WinLogo + X, M	Opens <i>Device Manager</i> .
WinLogo + X, G	Opens <i>Computer Management</i> .
WinLogo + X, O	Opens <i>Power Options</i> .
WinLogo + X, B	Opens <i>Mobility Center</i> .
WinLogo + X, K	Opens <i>Disk Management</i> .
WinLogo + X, C WinLogo + R, type CMD, press Enter	Opens <i>Command Prompt</i> .

File Explorer	Description
Alt + Enter	Displays properties for the selected item, as in File Explorer.
Context Menu Key	 <p>This key, , is located to the right of the space bar, and will display the context (right-click) menu for the selected item.</p>
Ctrl + A	Selects all items.
Ctrl + C	Copies the selected item to the clipboard. Used in File Explorer to COPY files, via Copy/Paste.
Ctrl + E	Searches for a file/folder in File Explorer.
F3	
Ctrl + N	Opens a new Explorer window.
Ctrl + W	Closes the current window.
Ctrl + X	Cuts the selected item, place a copy in the clipboard. Used in File Explorer to MOVE files, via Cut/Paste.
Ctrl + Shift + N	Creates a new Folder in the currently selected folder.
Ctrl + V	Pastes the clipboard contents to the active location.
Ctrl + Z	Undo an action.
Ctrl + Y;	Redo an action; i.e. cancel what was just undone.
Ctrl + mouse scroll wheel up/down	Zooms in/out the size and appearance of file and folder icons.
Delete	Deletes the selected item and places into the Recycle Bin.
Shift + Delete	Deletes the selected item permanently.
Left/Right Arrow	Opens, collapses selected folder in Navigation Pane.
Home/End	Selects top/bottom of the active window.
F1	Displays Help.
F2	Renames the selected item in File Explorer.

File Explorer	Description
F5	Refresh the active window.
F11	Display window in Full Screen, or Restore from Full Screen.
Shift + Up/Down	This technique highlights files/folders continuously in the chosen direction.
Ctrl + Up/Down + Space	This technique lets you highlight multiple non-adjacent files/folders; Ctrl + Up/Down to move to particular item, then press and release Space to select. Repeat the Space on a selected item to deselect.
Ctrl + Shift + Up/Down + Space	Add Shift if you need to add a select group of continuous files/folders to the overall non-continuous selection. Add and remove the Shift key as needed.
Ctrl + A	Selects all contents of a given folder.
A....Z and 1.....9	Jumps to the first item that matches what you've typed up to that point. Keep typing to narrow down the selection.

Navigation	Description
Home/End	Move to the beginning or end of a line of text. In <i>File Explorer</i> moves to the beginning or end of a file list.
Ctrl + Left/Right Arrow	Moves by words in the given direction when working with text. In <i>File Explorer</i> , maintains selected item(s) while moving to select another item; press Space to select.
Ctrl + Up/Down Arrow	Moves by paragraphs in the given direction when working with text. In <i>File Explorer</i> , maintains selected item(s) while moving to select another item; press Space to select.
Ctrl + Home/End	Move to extreme beginning/end of a section of text. In <i>File Explorer</i> moves to the beginning/end of a file list, but must use Space to select and does not lose what's already selected.
Shift + Home/End	Highlights to the beginning or end of a given line of text. In <i>File Explorer</i> selects everything from starting point to beginning or end. Now works at a command prompt as well.
Shift + Left/Right Arrow	Highlights in the given direction a character at a time. In <i>File Explorer</i> selects in the given direction. Now works at a command prompt as well.
Shift + Up/Down	Highlights in the given direction a line of text at a time. In <i>File Explorer</i> selects in the given direction. Now works at a command prompt as well.
Ctrl + Shift + Left/Right Arrow	Highlights by words in the given direction. In <i>File Explorer</i> adds to selection without losing what's already selected. Now works at a command prompt as well.
Ctrl + Shift + Up/Down Arrow	Highlights by paragraphs in the given direction. In <i>File Explorer</i> adds to selection without losing what's already selected. Now works at a command prompt as well.
Ctrl + Shift + Home/End	Highlights to the extreme beginning or end of a given section of text. In <i>File Explorer</i> , selects to the beginning/end of a file list without losing what's already selected. Now works at a command prompt as well.
Ctrl + Tab/Ctrl + Shift + Tab	Move forward/backwards through Dialog Box tabs.
Tab/Shift + Tab	Move forward/backwards through Dialog Box options.
Alt + underlined letter	Chooses the corresponding option.
Spacebar	Clear or select checkbox.
Arrow Keys	Selects a radio button from within a grouping.

Screenshots	Description
Print Screen (PrtScn)	Takes a screenshot of the entire screen and places it into the clipboard. To access, open a blank document and paste.
Alt + PrtScn	Takes a screenshot of the active window and places it into the clipboard. To access, open a blank document and paste.
WinLogo + PrtScn	Takes a screenshot of the virtual desktop.
WinLogo + H	Share a screenshot of current screen.

Ease of Access	Description
WinLogo + Plus Sign; WinLogo + Minus Sign	Displays <i>Magnifier</i> ; repeated WinLogo + Plus Sign zooms in to a higher level, WinLogo + Minus Sign, zooms out by same increments.
WinLogo + Esc	Exit <i>Magnifier</i> .
Alt (left) + Shift (left) + PrtScn	Displays <i>High Contrast</i> . Repeat to disable.
Alt (left) + Shift (left) + NumLock	Turn <i>Mouse Keys</i> on/off. (Permits use of numeric keypad to control mouse cursor.)
Shift (right) (hold for 8 seconds)	Turn <i>Filter Keys</i> on/off. (Ignores or slows down repeated keystrokes.)
Shift pressed 5 times	Turn <i>Sticky Keys</i> on/off. (Permits combination keystrokes to be executed one key at a time.)
NumLock (hold for 5 seconds)	Turn <i>Toggle Keys</i> on/off. (Emits sound when pressing either CAPS LOCK, NUM LOCK or SCROLL LOCK.)
WinLogo + Enter	Opens <i>Narrator</i> .