

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

## Windows 8.1 Introduction

For recent users and those who blog.sawtooth.com/windows8.1/

### Getting Started

Press the Windows key or press (Shift), Right (Ctrl), and Esc to lock, press any touch screen or (F10), (F11), or (F12) to lock, and (F10) to lock, respectively.

### Starting Windows

Log on to Windows with your name and password (name), a Windows Live ID, or sign in as a child, but do not log on as a user who is not a member of the Windows Live network.

Log on to your account, or at the login options:

1. (F) to log on
2. Type or tap name, or (F) to select a link, or (F)
3. Press (F) or (F)

### The Start Screen

Use the Start screen to open apps, pinned tiles, and live tiles. Some live tiles can have apps, updates, or news.

To return to the Start screen:

- Press (F) or (F) to return to the Start screen.
- Tap or touch the Start screen icon on the taskbar.
- Tap or touch the Start screen icon on the taskbar.
- Tap or touch the Start screen icon on the taskbar.

### Desktop Apps and Windows Store Apps

Windows 8.1 features two app types: Desktop apps (such as Word) and Windows Store apps (such as Photos). Desktop apps are designed to run on any version of Windows, but Windows Store apps are designed to run on Windows 8.1 and Windows RT. Desktop apps are installed on the hard drive, while Windows Store apps are installed on the Windows Store.

### Accessing the Desktop

The Desktop can be accessed from the Desktop app and the Desktop icon on the taskbar. The Desktop app is available on the Start screen, the Desktop icon on the taskbar, and the Desktop icon on the taskbar.

- Tap or touch the Desktop icon on the taskbar.
- Press (F) to return to the Desktop.

### Starting a Desktop or Windows Store App

- Tap or touch the Desktop icon on the taskbar.
- Tap or touch the Desktop icon on the taskbar.
- Tap or touch the Desktop icon on the taskbar.
- Tap or touch the Desktop icon on the taskbar.

### Switching Between Apps and Desktop Windows

- Tap or touch the Desktop icon on the taskbar.
- Tap or touch the Desktop icon on the taskbar.
- Tap or touch the Desktop icon on the taskbar.
- Tap or touch the Desktop icon on the taskbar.

### Closing a Windows Store App

Windows Store apps are in the background until you close them. To close a Windows Store app:

- Tap or touch the Desktop icon on the taskbar.
- Tap or touch the Desktop icon on the taskbar.

### Closing a Desktop Window or App

To close a Desktop app or window:

- Tap or touch the Desktop icon on the taskbar.
- Tap or touch the Desktop icon on the taskbar.

### Windows Charms

Charms allow you to access system features such as printing, sharing, and settings. To open Charms:

- Tap or touch the Desktop icon on the taskbar.
- Tap or touch the Desktop icon on the taskbar.

### Searching

1. Tap or touch the Desktop icon on the taskbar.
2. Tap or touch the Desktop icon on the taskbar.
3. Tap or touch the Desktop icon on the taskbar.
4. Tap or touch the Desktop icon on the taskbar.

### Top 8 Things You Need to Know

1. Use the Desktop icon on the taskbar to return to the Desktop.
2. Use the Desktop icon on the taskbar to return to the Desktop.
3. Use the Desktop icon on the taskbar to return to the Desktop.
4. Use the Desktop icon on the taskbar to return to the Desktop.
5. Use the Desktop icon on the taskbar to return to the Desktop.
6. Use the Desktop icon on the taskbar to return to the Desktop.
7. Use the Desktop icon on the taskbar to return to the Desktop.
8. Use the Desktop icon on the taskbar to return to the Desktop.

### Mouse/Touch Equivalents

Mouse	Touch
Click	Tap
Double-click	Double-tap
Right-click	Press and hold, then tap (or press and hold on a touch screen)
Drag	Drag

### Other Touch Actions

- Press and hold (press and hold) over each tile on the Start screen.
- Press and hold (press and hold) over your Start screen tile to open the Start screen.
- Press and hold (press and hold) over your Start screen tile to open the Start screen.

### Using the Touch Keyboard

Use the touch keyboard to type text on the Start screen, Desktop, and Windows Store apps. To use the touch keyboard:

- Tap or touch the Desktop icon on the taskbar.
- Tap or touch the Desktop icon on the taskbar.



## 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.

## Book Information

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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 changed 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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