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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 see [Ctrl]+[key] or [Ctrl]+[key], you can use the touch equivalent of [key], [Fn]+[key], and/or modified [touch] gesture to perform the action. For the full list, see [Windows 10 Keyboard Shortcuts](#).

Starting Windows

1. Press the power button to start the PC.
2. If necessary, [Ctrl]+[Shift]+[F11] and select an available sign-in method.
3. If you have Windows Hello configured, you can use your face, fingerprint, or PIN to sign in.
4. If you have a Windows Hello configured, you can use your face, fingerprint, or PIN to sign in.

Ending Windows

- To lock your screen, [Win]+[L].
- To search your PC, [Win]+[S].
- To sign out, [Win]+[I].
- To shut down, [Win]+[X], then [U].

Accessing Apps and Content (Start Menu)

The Start menu is available in two modes: desktop and tablet. The desktop mode is the default. The tablet mode is available on devices that support touch.

Configuring the Start Menu

1. [Win]+[I], [Settings], [Personalization], [Start].
2. Turn on/off the Start menu.
3. Turn on/off the ability to display jump lists from the Start menu.
4. [Win]+[I], [Settings], [Personalization], [Start].

Resizing the Start Menu

1. [Win]+[I], [Settings], [Personalization], [Start].
2. [Win]+[I], [Settings], [Personalization], [Start].

Pinning an App to Start

1. Right-click any app on the Desktop, Taskbar, or within the Start menu, and select Pin to Start.
2. Select Pin to Start.

Rearranging and Resizing App Tiles

1. [Win]+[I], [Settings], [Personalization], [Start].
2. [Win]+[I], [Settings], [Personalization], [Start].

Managing Tile Groups

Create a new group by [dragging] a tile below existing tiles. A new group title bar appears.

Accessing Apps and Messages (Taskbar)

1. System tray, Cortana, Search, Task View.
2. System tray, Cortana, Search, Task View.
3. System tray, Cortana, Search, Task View.
4. System tray, Cortana, Search, Task View.

Configuring the Taskbar

1. [Win]+[I], [Settings], [Taskbar and Navigation].
2. [Win]+[I], [Settings], [Taskbar and Navigation].
3. [Win]+[I], [Settings], [Taskbar and Navigation].
4. [Win]+[I], [Settings], [Taskbar and Navigation].

Pinning an App to the Taskbar

1. Right-click any app on the Desktop, Taskbar, or within the Start menu, and select Pin to Taskbar.
2. Select Pin to Taskbar.

Using Taskbar Jump Lists

[Right-click] a taskbar icon to display a jump list.

Using the Action Center

1. [Win]+[A].
2. [Win]+[A].
3. [Win]+[A].
4. [Win]+[A].

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'll need to use a single app on all your devices. See [Working with Multiple Devices](#).
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 environment—the Desktop and Windows App. The new Start menu is the most visible indicator of this new UI. See [Pinning Apps and Content](#).
4. Multiple monitors are becoming more common as a result of virtual desktops. 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 Edge browser is the new default browser. This can be adjusted if necessary. See [Managing Content with the Desktop](#).
6. Access your documents through an appropriate app. [Win]+[I], [Settings], [Personalization], [Start].
7. [Win]+[I], [Settings], [Personalization], [Start].
8. [Win]+[I], [Settings], [Personalization], [Start].
9. [Win]+[I], [Settings], [Personalization], [Start].
10. [Win]+[I], [Settings], [Personalization], [Start].

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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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