

Windows 8

Quick Reference Card

New
8.1

CustomGuide

Interactive Learning

The Start Screen

Navigate Between Apps

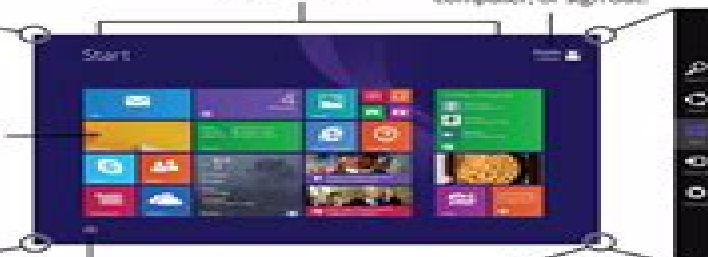
Point here and then click the thumbnail () to quickly jump to another app. Or, point here, then move the cursor down the left side of the screen to view all open apps.

Desktop Tile: Click to return to traditional desktop view.

Start button: Point here and then click the Start button () to return to the Start screen from within an app or switch to the Desktop view.

Tile: Click a tile to open an app.

Account: Click to switch to another account, lock the computer, or sign out.



View Apps: Click to view a list of all installed apps.

Summary View button: Click to zoom out the Start screen, making it easier to arrange.

Charms bar: Point to either corner on the right side of the screen to open the Charms bar, as shown here. Click a charm button to begin working with common items and tasks.

Keyboard Shortcuts

StartScreen & Charms

Start screen or jump to previous app from Start screen	Win
Charms bar	Win + C
Sharing pane	Win + B
Settings pane	Win + I
Device pane	Win + K
Search pane	Win + S
Search within app	Win + Q
Search files	Win + F
Search settings and control panels	Win + W
Jump to last app	Win + Tab

Basic Commands

Lock computer	Win + L
Print	Ctrl + P
File Explorer	Win + E
Recycle bin	Win + R
Move screen display to the left	Win + Pa or Win + Left
Move screen display to the right	Win + Pa or Win + Right
Snap app left	Win + Left
Snap app right	Win + Right
Quick Link menu	Win + X
Run dialog box	Win + R
Close app	Alt + F4
Stop or Close current task	Esc

Desktop shortcuts

Desktop	Win + D
Shade/Unshade	Win + ↑
Minimize/Maximize	Win + ↓
Switch between apps	Win + Tab
Maximize all	Win + M
Show/Hide Previous pane	Alt + P

Start Screen

- To Open the Start Screen: Press your device's **lower left corner** of the screen and click the **Start screen icon** on the **Charms bar** and click **Start**.
- To View the Charms bar: Place your cursor in the **upper right** or **lower right corner** of the screen. Move the cursor to the edge of the screen to make the Charms bar appear.
- To Zoom Out from the Start Screen: Click the **Summary View button** in the bottom right corner of the screen.
- To Resize App Tiles on Start Screen: Press and hold a tile and click the **Resize button** that appears on the bottom bar. Use **Large**, **Medium**, **Wide**, or **Small**.
- To Rearrange Tiles: Tiles are organized into columns of related apps. Drag a tile to a new location in a column or drag it between columns to start a new column.
- To Remove a Tile from the Start Screen: Right-click the app and click the **Unpin from Start button** on the bottom bar.
- To Add a Tile to the Start Screen: Right-click the app and click the **Pin to Start button** on the bottom bar.
- To Stop Updating an App's Live Tile: Right-click an app's tile and click the **Turn live tile off button** on the bottom bar.
- To Search for Files or Settings: Point to the **top right corner** of the screen, click the **Search button** on the Charms bar, and search with **Files** or **Settings**. Or, just start typing within the Start screen.

Apps

- To Launch an App: Click the app tile on the Start screen or search for the app.
- To Search for an App: On the Start screen, start typing the app's name. Or, point to the **top right corner** of the screen and click **Search** on the Charms bar.
- To View All Installed Apps: Click the **View Apps button** in the bottom right corner of the screen.
- To Close an App: Point to the **top of the screen** to make the band on the app's task bar appear. Click and drag the app off the bottom of the screen.
- To Jump to an Open App: Place your cursor in the **upper left corner** of the screen and click the **thumbnail** that appears. To view all open apps, move your cursor from the thumbnail to the left edge.
- To View App Command: Right-click while inside the app. A bar at the bottom will appear for the app's command.
- To Install an App: Install apps from the Windows Store, from media such as DVD, or download them from the Internet.
- To Uninstall an App: Right-click the app and click **Uninstall** on the bottom bar.
- To View Multiple Apps at Once: Open all desktop apps. Press **Win** and **Tab**. Move your cursor to the **upper left corner** of the screen. Click the **thumbnail** of the app and drag it down to the **left** or **right edge** of the screen. Now that only one resolution display is shown, you can drag two apps at once.

Windows 8 Customguide

Andre Persidsky



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Table of Contents Windows 8 Customguide

1. Understanding the eBook Windows 8 Customguide
 - The Rise of Digital Reading Windows 8 Customguide
 - Advantages of eBooks Over Traditional Books
2. Identifying Windows 8 Customguide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Windows 8 Customguide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Windows 8 Customguide
 - Personalized Recommendations
 - Windows 8 Customguide User Reviews and Ratings
 - Windows 8 Customguide and Bestseller Lists
5. Accessing Windows 8 Customguide Free and Paid eBooks

- Windows 8 Customguide Public Domain eBooks
 - Windows 8 Customguide eBook Subscription Services
 - Windows 8 Customguide Budget-Friendly Options
6. Navigating Windows 8 Customguide eBook Formats
 - ePub, PDF, MOBI, and More
 - Windows 8 Customguide Compatibility with Devices
 - Windows 8 Customguide Enhanced eBook Features
 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Windows 8 Customguide
 - Highlighting and Note-Taking Windows 8 Customguide
 - Interactive Elements Windows 8 Customguide
 8. Staying Engaged with Windows 8 Customguide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Windows 8 Customguide
 9. Balancing eBooks and Physical Books Windows 8 Customguide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Windows 8 Customguide
 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
 11. Cultivating a Reading Routine Windows 8 Customguide
 - Setting Reading Goals Windows 8 Customguide
 - Carving Out Dedicated Reading Time
 12. Sourcing Reliable Information of Windows 8 Customguide
 - Fact-Checking eBook Content of Windows 8 Customguide
 - Distinguishing Credible Sources
 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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