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Windows Desktop and Start Menu



Start Menu

Open the Start Menu: Click the Start # button on the taskbar, or, press the # key.

Resize on App Title in the Start Menu: Rightclick a file, select Resize, and select a size.

Rearrange Titles: Click and drag a tile to a new location in a group. Or, drag a tile between groups to start a new group.

Remove a Tile from the Start Menu: Rightclick a tile and select Unpin from Start.

Add a Tile to the Start Menu: Pight-click an app and select Pin to Start.

Turn off an App's Live Title: Right-click a tile, salect Mone, and select Turn Live Title off.

Rename Title Groups: Olick a tile group's name, type a new name, and click outside the name field to save the changes.

Lock Your Computer: Click the Account © button and select Lock.

Sign Out of Windows: Click the Account @ button and select Sign Out.

Shut Down or Restart Your PC: Click the Power © button and select either Shut down or Restart.

Apps

Leunch on App: Dick the app's tile in the Start menu. Or, scroll through the list of apps at the left of the Start Menu and select the app you want to men.

Search for an Appc Click within the Search field and type a keyword for the app you want to open.

Jump to an Open Appt Click the Task Wew Eff button on the taskbar and select an open app. Or, press 47 + Tab. Note: You can also right-click an app in Task view to see additional options for viewing and closing the app.

Install on App: Click the Microsoft Store icon on the teskbar. Browse or search for the app you want and click it. Click Get to install a free app or Buy to install a paid app.

Update an App: Click the Microsoft Store icon on the taskbar and dick the See more ... button at the top-right of the window. Select Downloads and updates and dick the Get updates button at the top of the window.

Uninstall on App; Click the Start ■ button and click the Settings © button at the left of the Start menu. Click the Apps category and select Apps & features at the left. Select the app you want to remove and click the Uninstall button.

Keyboard Shortcuts

General

Start menu	Ar .
Copy a file or tolder	O64 + C
Cut a file or folder	Ot+1 × X
Paste a file or folder	Ctrl + V
Action Center	AF - A
Tissis, view	_AF - Tab
Close an app	AR + F4
Look computer	At + L
Prot	Ctvl + P
File Explorer	Ar + s
Pun dialog box	AF + R
Ease of Access Center,	Ar - U
Task Manager	
	Esc
Capture screenshot	AT - PriSon
Open Search	_Ar + s
Open Narrator	AP - Enter

Settings Shortcuts

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Display options for	
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Desktop Shortcuts

Show/hide desidop	A . D
Maximize window	_Ar + +
Minimize/Restone window	At + 4
Minimize at windows	- AF - M
Snep window to left	All the
Snep window to right	_Ar
View open spps	_Ctrl + Alt + Tab
Bwitch between apps	_AR + Tab
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David Kirk

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