

Windows 8

Quick Reference Card

New
8.1

CustomGuide

Interactive Learning

The Start Screen

Navigate Between Apps

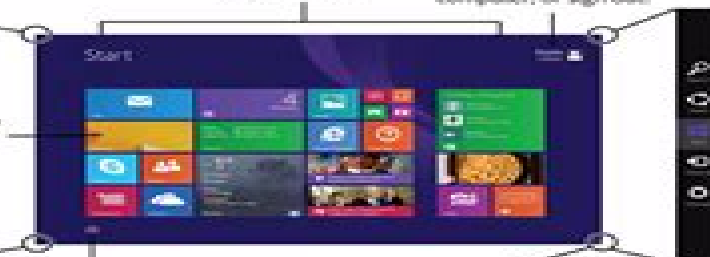
Point here and then click the thumbnail () to quickly jump to another app. Or, point here, then move the cursor down the left side of the screen to view all open apps.

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
Presentation mode	Win + P
Move app(s) display to the left	Win + PaL
Move app(s) display to the right	Win + PaR
Snap app left	Win + ←
Snap app right	Win + →
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
Show/Hide Windows Taskbar	Win + ↑
Show/Hide Windows Taskbar	Win + ↓
Switch between apps	Win + Tab
Minimize all	Win + M
Show/Hide Windows pane	Alt + P

Start Screen

- To Open the Start Screen: Push your cursor to the **lower left corner** of the screen and click the **Start screen icon** on the Windows **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 which 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 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. From within one app, move your cursor to the **upper left corner** of the screen. Click the **thumbnail** of another app and drag it down into the **left or right edge** of the screen. Now that only one resolution display is shown, move down two apps at once.

Windows 8 Cheat Sheet

JR Anderson

A red circular graphic with a gradient, appearing as a partial circle or a stylized arrow pointing to the right, located on the right side of the light blue bar.

Windows 8 Cheat Sheet:

Embark on a transformative journey with is captivating work, Discover the Magic in **Windows 8 Cheat Sheet** . This enlightening ebook, available for download in a convenient PDF format , invites you to explore a world of boundless knowledge. Unleash your intellectual curiosity and discover the power of words as you dive into this riveting creation. Download now and elevate your reading experience to new heights .

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