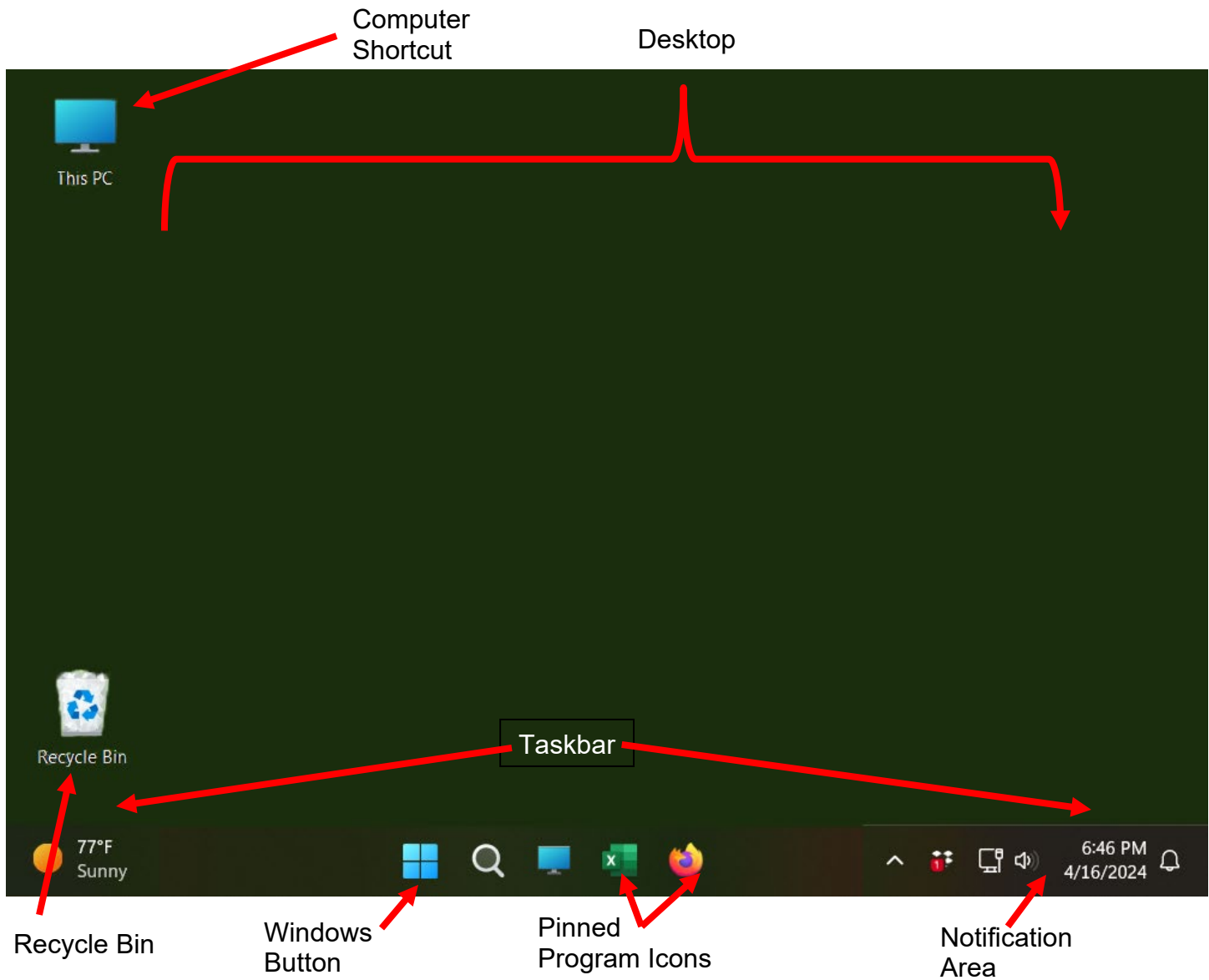


# Windows 11 Quick Reference

## Windows 10 Desktop



### *Pin a Program to the Taskbar*

1. Open the program.
2. On the task bar, right click on the program icon.
3. From the menu select **Pin to Taskbar**.

### *Jump Lists*

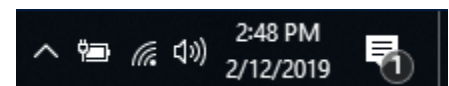
1. Right click on any program icon open or pinned to the task bar.
2. A list of recently opened files is displayed. Select the desired file.

### *Add a Location to the Quick Access List*

1. Open File Explorer.
2. Browse to folder you frequently use.
3. Right click on the folder and select **Pin to Quick Access**.






### *Access Wireless Settings*

1. In the Notification Area, click the Wireless Icon.
2. From the menu, select the network you want to use.
3. If required, enter the passcode you have been given.



# Start Menu

## Keyboard Commands

 + D	Show Desktop
 + E	Open File Explorer
 + M	Minimize Windows
 + L	Lock Computer
 + S	Search / Find
<b>Alt + Tab</b>	Cycle through open windows
<b>Ctrl + Alt + Del</b>	Task Manager menu
<b>F3</b>	Find
<b>Ctrl + P</b>	Print
<b>Ctrl + X</b>	Cut
<b>Ctrl + C</b>	Copy
<b>Ctrl + V</b>	Paste
<b>Ctrl + A</b>	Select All

All Apps

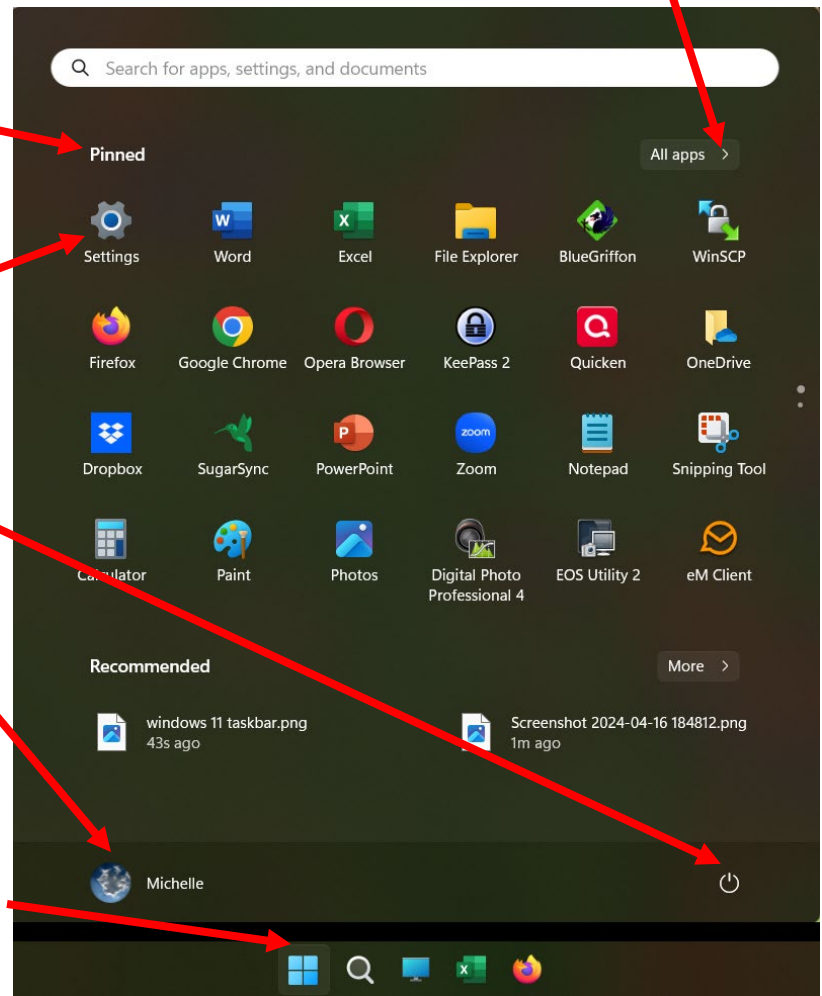
Pinned Apps

Settings

Power

Account

Start / Windows Button



## Pin a Program to the Start Menu

1. Click on the **Windows** button.
2. Scroll through the list of programs.
3. **Right click** on the desired program.
4. From the menu select **Pin to Start**.

## View Documents

1. Click on the **Windows** button or key.
2. Along the left side of the start menu, click the icon. 

## Search the Computer

1. Click on the **Windows** button or key.
2. With the keyboard, start to type the name of the program / setting you want.
3. Select the desired program from the list.

## Shut Down / Restart Computer

1. Click the **Windows** button or key.
2. Click the **Power** button.
3. Select **Restart** or **Shut Down**.


## Hide / Display the Ribbon

1. Double click on a ribbon tab.


## Resize the Start Menu

1. Click the **Windows** button or key.
2. Place your cursor at the right edge of the start menu. The cursor changes to a double headed arrow.
3. Click and drag to the left to make the menu smaller, drag to the right to make it larger.

## Change Settings

1. Click the **Windows** button or key.
2. Along the left side of the start menu, click the **gear** button to open settings. 
3. In the box at the top, type in the setting you want to change.

## Uninstall a Program

1. Open **Settings**.
2. Click on **Apps**. 
3. Scroll through the list to find the program and click to select it.
4. Click **Uninstall**.