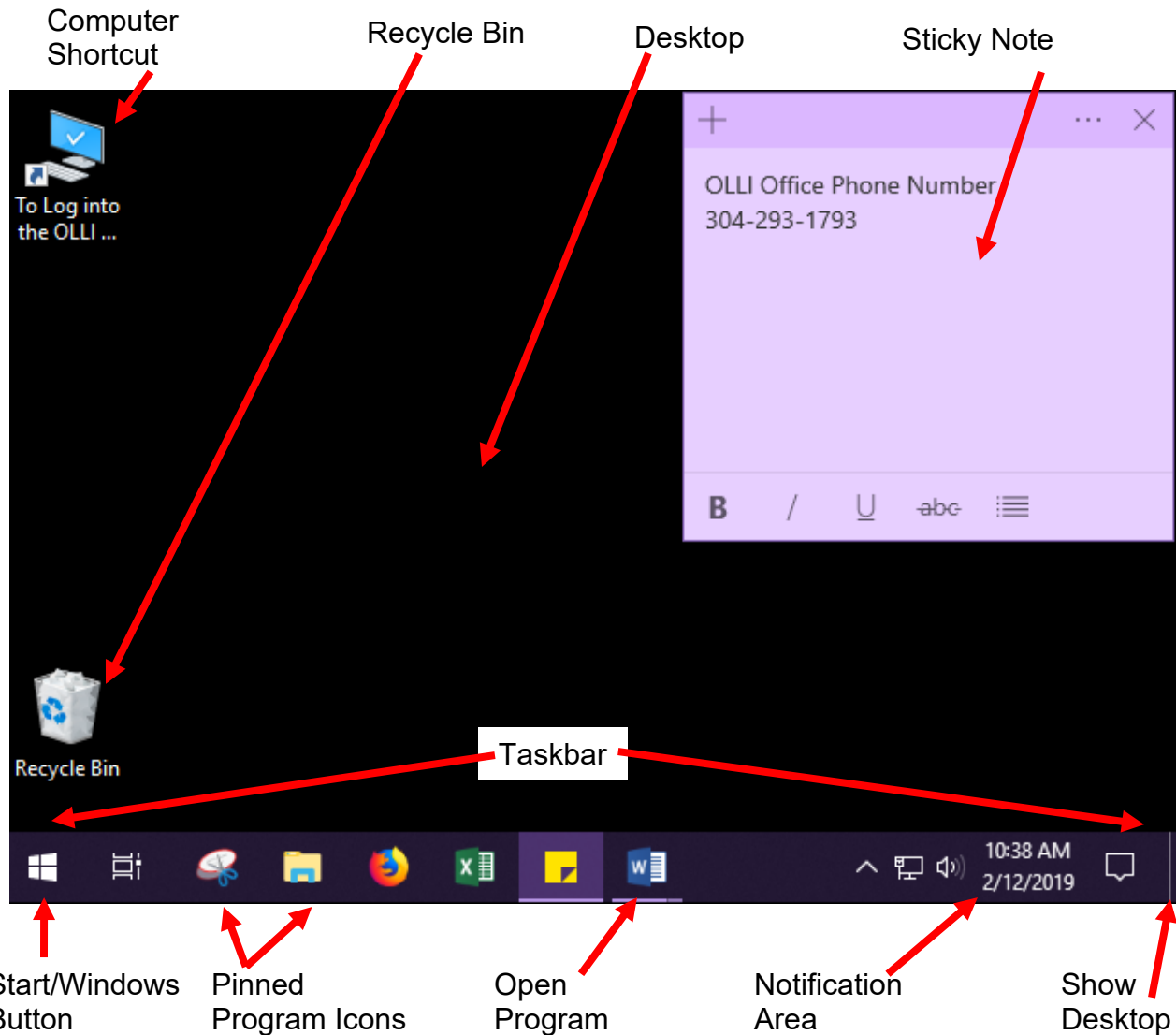


Windows 10 Quick Reference

Windows 10 Desktop



Minimize All Programs

1. In the bottom right corner of the main window, click the small rectangle (Show 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

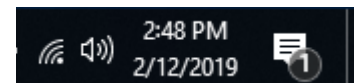
1. Right click on any program icon open or pinned to the task bar.
2. A list of recently opened files is displayed. Select the desired file.

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

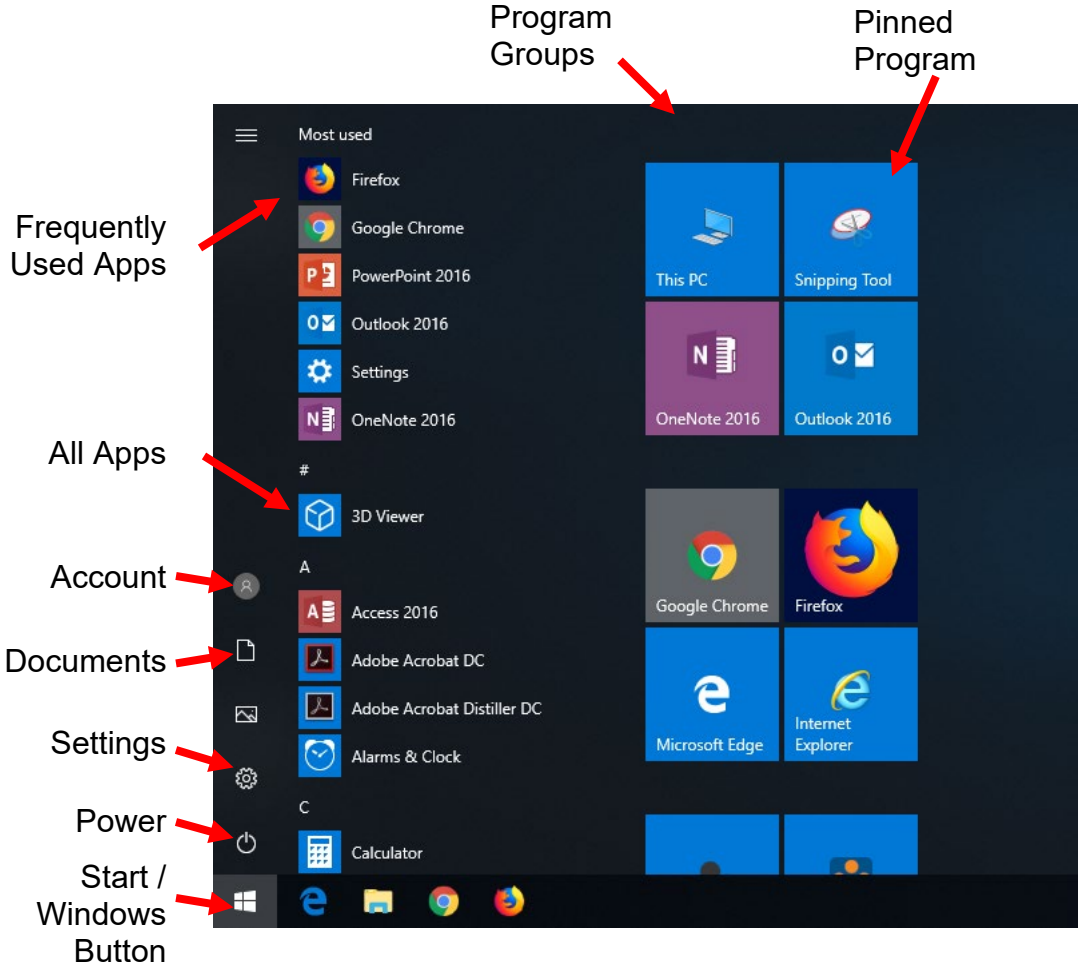
1. In the Notification Area, click the Wireless Icon.
2. From the menu, select the network you want to use.
3. If required, enter the passcode you have been given.



Start Menu

Keyboard Commands

 + D	Show Desktop
 + M	Minimize All
 + M	Restore Windows
 + F	Find / Search
 + L	Lock Computer
Alt + Tab	Cycle through open windows
Ctrl + Alt + Del	Task Manager menu
F1	Help
F3	Find
Ctrl + P	Print
Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + A	Select All



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**.