



Microsoft®

Windows 11

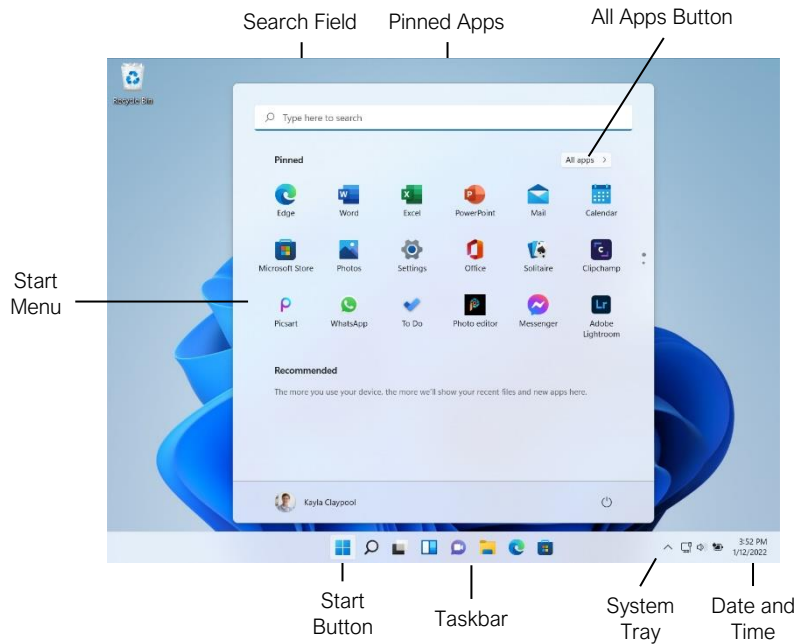
Quick Reference Guide



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Windows Desktop and Start Menu



Keyboard Shortcuts

General

- Open the Start Menu **Windows Key**
- Copy a file or folder **Ctrl + C**
- Cut a file or folder **Ctrl + X**
- Paste a file or folder **Ctrl + V**
- Quick Settings Menu **Windows Key + A**
- Task view **Windows Key + Tab**
- Close an app **Alt + F4**
- Lock computer **Windows Key + L**
- Print **Ctrl + P**
- Open File Explorer **Windows Key + E**
- Open the Run dialog box **Windows Key + R**
- Open the Task Manager **Ctrl + Shift + Esc**
- Capture screenshot **Windows Key + PrtScn**
- Open Search **Windows Key + S**
- Open Narrator **Windows Key + Ctrl + Enter**

Settings Shortcuts

- System settings **Windows Key + I**
- Accessibility Settings **Windows Key + U**
- Voice Typing **Windows Key + H**
- Cast pane **Windows Key + K**
- Display options for second screen **Windows Key + P**
- Quick Link menu **Windows Key + X**

Desktop Shortcuts

- Show/hide desktop **Windows Key + D**
- Maximize window **Windows Key + ↑**
- Minimize/Restore window **Windows Key + ↓**
- Minimize all windows **Windows Key + M**
- Snap window to left **Windows Key + ←**
- Snap window to right **Windows Key + →**
- Snap Layouts Menu **Windows Key + Z**
- View open apps **Ctrl + Alt + Tab**
- Switch between apps **Alt + Tab**
- New desktop **Windows Key + Ctrl + D**
- Switch desktops **Windows Key + Ctrl + ← / →**
- Close active desktop **Windows Key + Ctrl + F4**
- Peek at the desktop **Windows Key + ,**
- Minimize all but the active window **Windows Key + Home**
- Refresh active window **F5**

Start Menu

- Open the Start Menu:** Click the **Windows Key** **Start** button on the taskbar; or, press the **Windows Key**.
- View All Apps:** Click the **All Apps** button in the Start menu.
- Pin an App to the Start Menu:** Right-click an app in the All Apps list and select **Pin to Start**.
- Pin an App to the Taskbar:** Right-click an app in the All Apps list and select **Pin to Taskbar**.
- Unpin an App from the Start Menu:** Right-click an app in the Pinned group and select **Unpin from Start**.
- Lock Your Computer:** Click your **User Icon** button and select **Lock**.
- Sign Out of Windows:** Click your **User Icon** button and select **Sign Out**.
- Switch Users:** Click your **User Icon** button and select another user.
- Put Your PC to Sleep:** Click the **Power** button and select **Sleep**.
- Shut Down or Restart Your PC:** Click the **Power** button and select either **Shut down** or **Restart**.

Apps

- Launch an App:** Click the app's icon in the Pinned group in the Start menu; or, click the All Apps button in the Start menu, scroll through the list of apps, and select the app you want to open.
- Search for an App:** Click the **Search** button on the taskbar and type the name of the app you want to open.
- Jump to an Open App:** Click the **Task View** button on the taskbar and select an open app; or, press **Windows Key + Tab**.
Note: You can also right-click an app in Task view to see additional options for viewing and closing the app.
- Install an App:** Click the **Microsoft Store** icon on the taskbar. 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 click the **Library** tab in the bottom-left corner of the window. Click the **Get updates** button at the top of the window.
- Uninstall an App:** Right-click an app's icon in the Pinned group in the Start menu or in the All Apps list, then select **Uninstall**.

The Fundamentals

View the Notification Center: Click the **Date and Time** on the right end of the taskbar. Notifications are grouped by the app that triggered them.

- Click a notification to open it in the associated app.
- Click a notification's **×** **Clear** button to clear the notification.
- Click an app's **×** **Clear** button to clear all that app's notifications.
- Click the **Clear All** button to clear all notifications at once.

View the Quick Settings Menu: Click the **Network, Volume, and Battery** icons in the system tray.

- Click a feature's button to toggle that feature on or off.
- Click and drag the **Brightness** slider to adjust screen brightness.
- Click and drag the **Volume** slider to adjust system audio volume.

Connect to a Wireless Network: Click the **Network, Volume, and Battery** icons in the system tray to open the Quick Settings menu, click the **> Manage Wi-Fi Connections** button (next to the **Wi-Fi** toggle button), select a network from the list, click **Connect**, enter the network's password, then click **Next**.

Add a Virtual Desktop: Click the **Task View** button on the taskbar, then click the **New Desktop** button.

Switch Between Virtual Desktops: Click the **Task View** button on the taskbar, then select another virtual desktop from the row of desktops along the bottom of the screen; or, press **Win + Ctrl + ←** or **→** to cycle through virtual desktops.

Rename a Virtual Desktop: Click the **Task View** button on the taskbar, right-click a desktop thumbnail, select **Rename**, enter a new name, then press **Enter**.

Folders and Files

Open File Explorer: Click the **File Explorer** icon on the taskbar. Double-click a file or folder to open it.

Move or Copy Files and Folders: Select the file or folder you want to move, then click the **Cut** button (to move) or the **Copy** button (to copy) on the toolbar. Navigate to the folder you want to move or copy the file or folder to, then click the **Paste** button.

Rename Files and Folders: Select the file or folder you want to rename in File Explorer and click the **Rename** button on the toolbar. Type a new name for the file or folder, then press **Enter**.

Folders and Files

Delete Files or Folders: Select the file or folder you want to rename in File Explorer and click the **Delete** button on the toolbar.

Search in a Folder: Click in the **Search** field in the upper-right corner of the File Explorer window. Type a search term, then press **Enter**.

Sort Icons: Click the **Sort** button on the toolbar, then select a sorting method (name, type, date modified, etc.). Click the **Sort** button again and select a sort order (ascending or descending).

File Explorer Views: Click the **View** button on the toolbar. Use the options here to change how your files are viewed—as a grid of icons, simple or detailed lists, or tiles that display a file's contents.

Compress Files or Folders: Select the files or folders you want to compress, then click the **See More** button on the toolbar. Select **Compress to ZIP file**, type a name for the compressed folder, then press **Enter**.

Create a Shortcut: Right-click the file or folder you want to create a shortcut to, select **Show More Options**, then select **Create Shortcut**. Move the shortcut to the desktop, or another folder.

Restore a Deleted File or Folder: Double-click the **Recycle Bin** icon on the desktop. Select the file(s) or folder(s) you want to restore, then click the **Restore the Selected Items** button on the toolbar.

Restore All Deleted Files and Folders: Double-click the **Recycle Bin** icon on the desktop, then click the **Restore All Items** button on the toolbar.

Empty the Recycle Bin: Double-click the **Recycle Bin** icon on the desktop and click the **Empty Recycle Bin** button on the toolbar; or, right-click the **Recycle Bin** icon and select **Empty Recycle Bin**.

Connect to a Network Computer: Click the **Network** category in the File Explorer Navigation Pane to expand it, then double-click the computer you want to connect to. Enter a user name and password for a user on that computer, then click **OK**.

Personalize Windows

Change the Desktop Background: Click the **Start** button and open the **Settings** app. Click **Personalization**, then click **Background**. Use the options here to select a new background color or image.

Customize the Lock Screen: Click the **Start** button and open the **Settings** app. Click **Personalization** and then click **Lock Screen**. Use the options here to select a new background image and status information.

Maintain Your Computer

Pair a Bluetooth Device: Click the **Start** button and open the **Settings** app. Click **Bluetooth & Devices**, click the **Add Device** button, click **Bluetooth**, select a device, then click **Done**.

Connect a Paired Bluetooth Device: Click the **Start** button and open the **Settings** app. Click **Bluetooth & Devices**, click the **More Options** button for a paired device, then select **Connect**.

Disconnect a Paired Bluetooth Device: Click the **Start** button and open the **Settings** app. Click **Bluetooth & Devices**, click the **More Options** button for a connected device, then select **Disconnect**. You can also select **Remove Device**, then click **Yes** to unpair the device.

Check for Windows Updates: Click the **Start** button and open the **Settings** app. Click **Windows Update** and then click the **Check for updates** button.

Open the Task Manager: Right-click the **Start** button and select **Task Manager**; or, press **Ctrl + Shift + Esc**. If a task is no longer responding, select it and click **End task**.

View Power and Battery Settings: Click the **Network, Volume, and Battery** icons in the system tray to open the Quick Settings menu, then click the **Battery** icon. Adjust the time needed for your display and computer to sleep, adjust power modes, and configure Battery Saver mode here.

Adjust App Privacy Permissions: Click the **Start** button, open the **Settings** app, and click **Privacy & Security**. Click a specific permission category (location, camera, microphone, etc.) to choose which apps can and cannot access that data.

Keep Windows Secure: Click **Show Hidden Icons** in the system tray (if necessary), then click the **Windows Security** icon; or, in the Settings app, click **Privacy & Security**, click **Windows Security**, then click the **Open Windows Security** button.

Some of the categories available that will help ensure Windows is secure include:

- **Virus & threat protection** checks your computer for viruses and other malicious files.
- **Firewall & network protection** configures network firewalls for both private and public networks to keep your computer safe from network attacks.
- **App & browser control** configures warnings for suspicious files, applications, and websites that you download and visit.
- **Device performance & health** keeps track of system, software, and driver updates, while monitoring storage space and battery life.