# COMPUTERWORLD

## Windows 10 cheat sheet



Get to know the new interface, features and shortcuts in Microsoft's latest operating system.

**Preston Gralla | December 15, 2015**

Windows 10 is the best operating system that's come along from Microsoft in a long time. It's a shape-shifter that changes its interface depending upon whether you're using a traditional computer or a touch-based one. It undoes the damage wrought by Windows 8, including eliminating the awkward Charms bar and bringing back the long-mourned Start menu. A lot more has changed as well, with a new default browser called Edge, the integration of the Cortana digital assistant and plenty more.

Whether you've upgraded to Windows 10 from Windows 8 or an earlier version of Windows, or if you've got it on a new PC, this cheat sheet will get you up to speed on it. I'll cover everything you need to know, and I've also provided quick-reference charts listing useful keyboard shortcuts, touchscreen gestures and touchpad gestures.

Note: If you want to get the most out of Windows 10, you'll have to use a Microsoft ID as your user account. Without a Microsoft ID, you won't be able to use a number of Windows 10 apps or sync settings among multiple devices. So when you set up Windows 10 for the first time, sign in with an existing Microsoft ID or create a new one. (You can also switch to a Microsoft ID account later. I'll show you how.)

Before we get started, a few words about some terminology you'll need to know. Microsoft has sowed enormous confusion with a set of lightweight apps that were originally designed for the Windows 8 touch-oriented Start screen interface. It first called them Metro apps, and then through the years changed their names to Modern apps, Windows Store apps, and then Universal Windows apps. Now it's settled simply on Windows apps, although at times the company also calls them Universal Windows apps, to get across the point that they will run on all versions of Windows 10, including for mobile phones. In this article, we'll refer to them as Windows apps.

What about apps designed for the desktop? Microsoft now calls them Windows desktop applications. In this article we'll call them desktop applications, for simplicity's sake.

## Get to know the new Start menu

The loudest complaint that desktop users had about Windows 8 was the death of the Start menu. In Windows 10 it's back with a vengeance. When you use Windows 10 on a desktop or laptop, you boot directly into the desktop. Click the Start button at the lower left of the desktop to bring up the Start menu -- command central for traditional PC users. (Those who use Windows 10 on a tablet will instead see a Start screen; more on that later.)

The Start menu is command central for Windows 10.

The menu is divided into two sections. Down its left side you'll find the following:

**Account:** Up at the top left you'll see an icon representing your user account. Click it to switch to another account, lock your PC, sign out of Windows or change your account settings. When you choose to change your account settings, you'll be sent to a screen that lets you change your account picture, your password, and a variety of other settings.

**Most used:** This is a list of the Windows apps and desktop applications you use most frequently. Click any to run it. Next to many of them you'll see a right-arrow. Click the arrow to see a jump list -- a list of the documents you've recently opened in the app or application, such as websites in Chrome or documents in Word. Click any document or site to open it in the app or application.
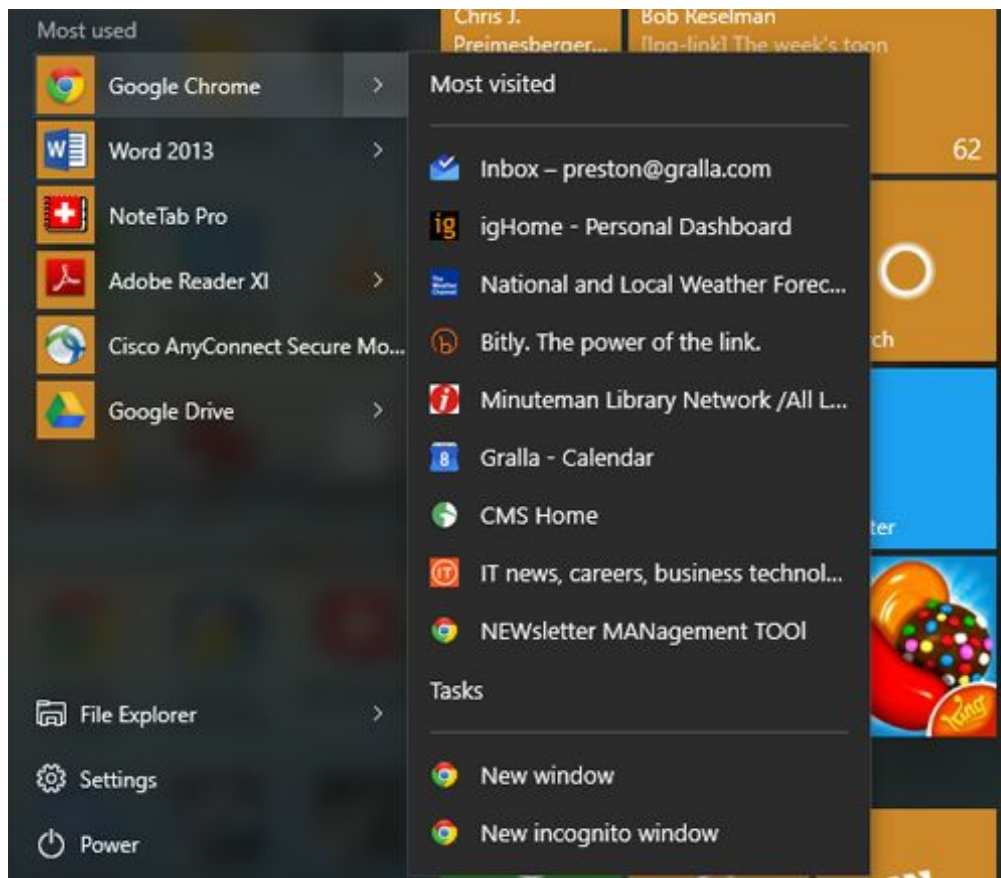
The jump list for Google Chrome shows most visited Web pages.

**File Explorer, Settings, Power, All apps:** These links at the bottom-left of the Start menu are no mystery: File Explorer launches the file-browsing app once called Windows Explorer; Settings brings you to the Windows Settings app (more on that later); Power lets you put your PC to sleep, shut it down or restart it; and All apps brings up an alphabetical list of all of the Windows apps and desktop applications on your system. Click any to run it.

The right side of the Start menu has tiles for Windows apps and desktop applications. They're grouped into two Microsoft-created categories -- "Life at a glance" and "Play and explore" -- and then, if you have more apps than fit in those two, grouped into unnamed categories below that. New tiles will be added to the unnamed groups as you install new apps and desktop applications. Click any tile to run the app associated with it.

Some tiles are "live" -- that is, real-time information gets piped into them. So the Mail tile, for example, shows your latest email, the Weather shows the weather and so on. Only Windows apps have live tiles. Desktop applications, such as Microsoft Office, don't. Each group of tiles is three columns wide, with most tiles taking up one column by default.

The Start menu is highly customizable. To change its height, hover your cursor over its top edge until a two-headed arrow appears, then drag it up or down to expand or shrink it. On some Windows 10 installations you can do the same thing at the right edge of the menu to expand it to the right or shrink it back again, although this doesn't work for everybody.

To rename a group of tiles, click the group name and type in a new name for it. You can also move tiles around the Start menu by dragging them from one group to another, or, to create a new group, drag tiles to a blank area on the menu. You can name any unnamed group by clicking on the blank area above it and typing in a name.

You can also widen the groups in the Start menu so that tiles take up four columns rather than three. To do it, from the Start menu select Settings --> Personalization --> Start and in the "Show more tiles" setting, move the slider to On. The tiles will now take up four columns, but to take advantage of the extra space you'll have to manually drag tiles to the fourth column.

When you right-click a tile, a menu pops up. Here's where things get a bit confusing, because not every Windows app and desktop application has the same pop-up menu, and depending on your installation you might have to click "More" to see some of these options. Most have some combination of these choices:

- **Unpin from Start:** Select this and the tile vanishes from the Start menu.
- **Resize:** As you would expect, this lets you resize the tile. You can choose Small, Medium or Large, and some tiles also have a Wide choice that makes it span two columns in its group.
- **Turn live tile off:** This stops real-time information from streaming into the tile. If it's already off, you'll get a **Turn live tile on** choice.
- **Pin to taskbar:** As it says, this pins the app to the taskbar. If it's already pinned, you'll get an **Unpin from taskbar** choice.
- **Uninstall:** This uninstalls the app. Some Windows apps created by Microsoft, such as Weather and Mail, can't be uninstalled.

Some Windows apps have other choices as well, depending on their purposes. For example, right-click the This PC app and you get choices such as mapping or unmapping a network drive.

You can also right-click the icons for the "Most used" apps on the left side of the menu as well as the File Explorer, Settings and Power icons underneath them. (If you right-click All Apps, no menu appears.) Windows apps and desktop applications on the "Most used" app menu typically have these choices (with some hidden under the "More" submenu):

- **Pin to Start:** This moves the app from the "Most used" list to the right side of the Start menu.
- **Pin to taskbar** (or **Unpin from taskbar** if it's already pinned)
- **Uninstall**

- **Run as a different user:** This lets you run the app as someone other than the person currently logged in.
- **Run as an administrator:** This lets you run the app or application as an administrator.
- **Open file location:** Opens File Explorer to the folder where the application lives.
- **Don't show in this list:** Takes the app off the "Most used" list.

## Say "Hey, Cortana"

Windows 10 introduces Microsoft's Siri-like digital assistant Cortana to computers. (It was first introduced on Windows Phones in 2014.) Cortana is a kind of Jane-of-all-Trades and does everything from searching your computer and the Internet for files and information to keeping track of your schedule, alerting you to upcoming events, tracking news and more.

By default, Cortana might not be turned on in Windows 10. So if you want to use it, click in the search box on the lower left of the taskbar. A Search window appears with a menu running down the left side -- four icons underneath a "hamburger" menu (three stacked horizontal lines). The top icon, Home, navigates you to Cortana's main interface -- what you see if you put your cursor in the search box. Beneath that icon, click the Notebook icon, then click Settings. Move the slider to On in the Cortana setting at the top of the screen. If you want Cortana to respond to spoken commands, also switch the slider to On in the Hey Cortana section.

From now on, to use Cortana, either say "Hey Cortana" and tell it what you want to do, or else put your cursor in the search box and type in your request.

The most basic thing you'll probably do is search. Cortana uses the Bing search engine to look through your files, your Microsoft OneDrive cloud, your videos and music, the apps on your PC, your settings, your email and the Web. The results vary according to what you've asked. So if you've asked "Show me photos from Italy," for example, you'll see a choice at the bottom of the screen for either "My stuff" or "Web." Click either to see results -- photos of Italy on your PC or on the Web. Search for weather, and it displays the local forecast, any local files related to the weather, and Web search results.

Cortana becomes more useful as it learns more about you. To tell it your interests, do the same thing you did to turn Cortana on: Click in the Search box, then click the Notebook icon. Here you can enter your home, work and other favorite locations; set preferences such as whether you want to get recommendations about places to eat or events to attend; change the name Cortana uses for you; and so on.
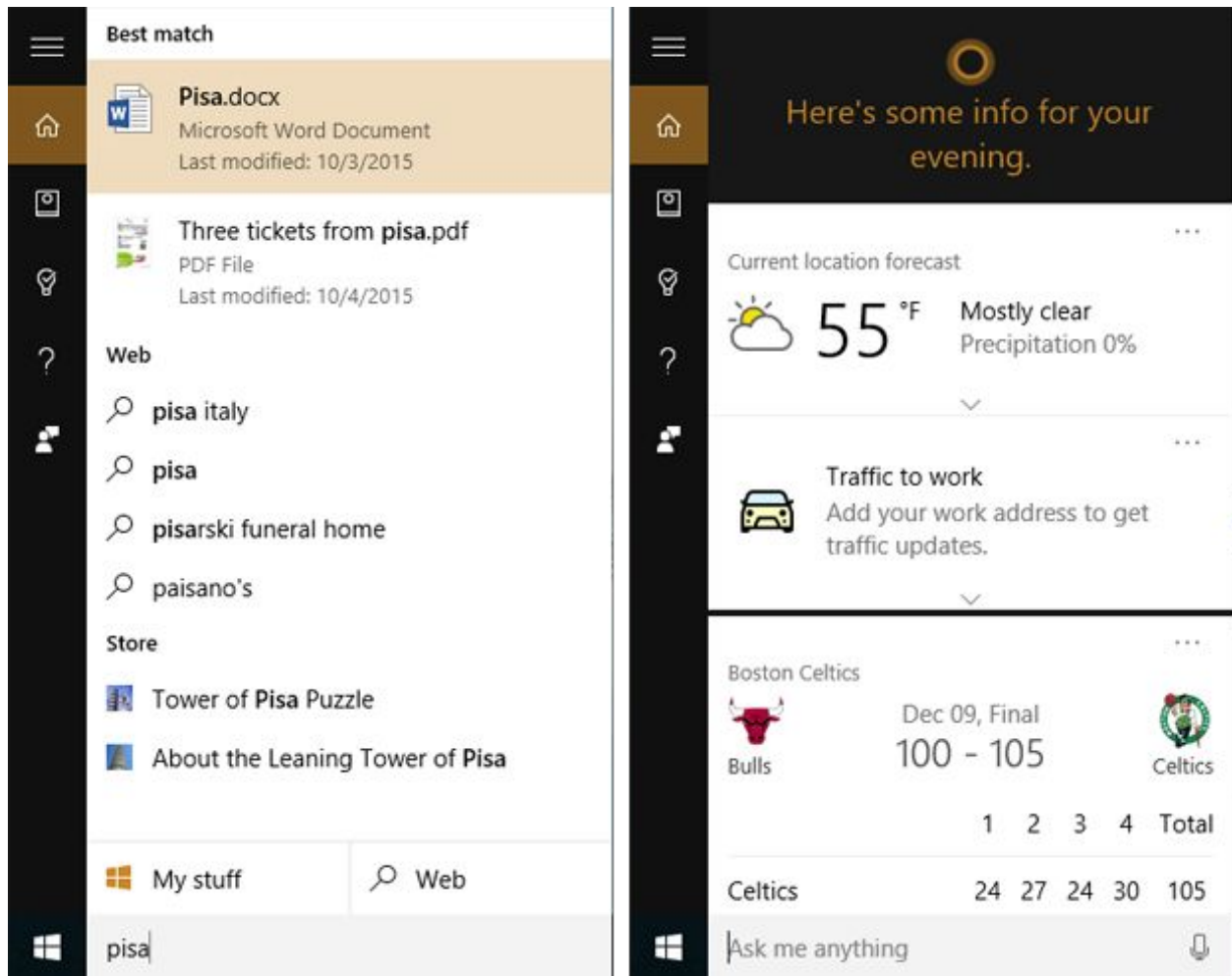
Left: Cortana searches your PC and the Web simultaneously. Right: Cortana shows you information based on your location, interests, calendar events and more.

Underneath it, the Reminders icon lets you set reminders, which can be triggered by a time or a location you visit. Below that is a Help icon, and the bottommost icon, Feedback, lets you provide feedback about Cortana.

It's worth going through these settings to get the most out of Cortana, because part of it usefulness is not just answering your questions -- it's sending you news, weather and alerts. After you customize the settings, when you click the Search box or say "Hey Cortana," it can show you the current weather, news you're interested in, daily events from your calendar and more, depending on what you've told it about your interests.

Cortana is tied to your Microsoft ID, so it has the same information about you on all the Windows devices you use, including smartphones. The more you use it on all your devices, the more it learns about you, and the more useful it'll be. But that means that Microsoft

knows more about you as well. So when deciding what to tell it about yourself, you'll need to find the right balance between Cortana's usefulness and your privacy.

You can also tweak how Cortana appears on-screen. Right-click any empty portion of the taskbar and choose Cortana from the menu that appears. Select "Hidden" to hide the search box, "Show Cortana icon" to show an icon instead of a search box, or "Show search box" to show the search box. If you choose to show the icon, when you click it, the search box and the Cortana window both appear.
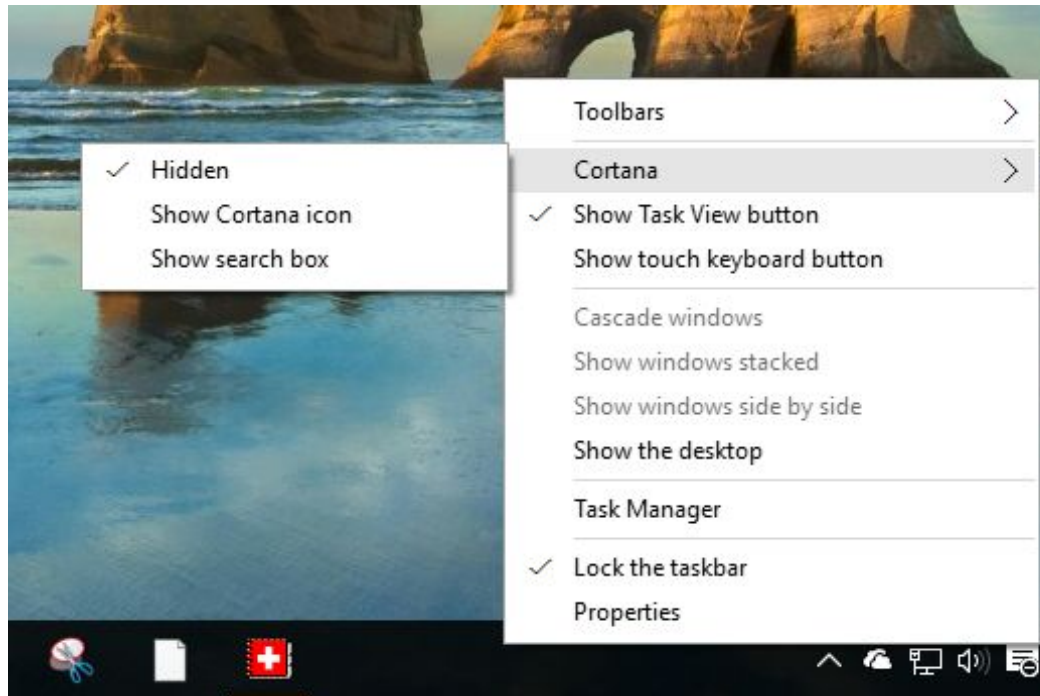


Customizing how Cortana appears in Windows 10.

## What's new with Windows apps

In Windows 8, Windows apps and the desktop didn't get along. Windows apps could only be run from the Start screen, not from the desktop. What's more, they didn't appear in traditional application windows; you could only run them full-screen or side by side with another Windows app (but not a desktop application) so the two apps filled the full screen. That meant you couldn't have multiple Windows apps running in separate windows on the desktop alongside desktop applications. It was just one more way in which Windows 8 felt like two separate operating systems.

That's no longer the case in Windows 10. You can resize, minimize and close Windows apps in the same familiar way as desktop applications. Drag the edges of a Windows app to resize

it. Use the familiar icons on the upper right of the app window for minimizing, maximizing and closing the app.



In Windows 10, Windows apps can be resized, minimized and closed in the same way as desktop apps.

Windows apps also get a better way to access all of their features. On the left side of the app window you'll see a series of icons for the different features in the app. The icons change depending on the app. For example, the Weather app has icons for news, maps, historical weather in your location and so on. And the Money app has icons for markets, currencies, a mortgage calculator, and a watchlist where you can track specific stocks, funds or indexes.

Most of the apps show useful information by default, but it's worth investigating the customization options for each app. To customize the News app so it shows exactly the kind of news you're interested in, for instance, click the icon that looks like a star with a row of lines next to it -- it's just below the home icon. Once you do that, you'll be able to tell the app your news preferences -- Top Stories, US, World, Crime, Technology, Entertainment and so on.

You can set up the Mail app not only to work with Microsoft's Web-based mail service (currently called Outlook.com) but with other Web-based services including Gmail. To add an account after you launch Mail, click Add Account, select the kind of mail account you want to add (Outlook.com, Google, Exchange, Yahoo, Outlook.com, POP and IMAP mail, and so on) and follow the prompts. For Web-based accounts, it's straightforward. For POP and IMAP accounts, you'll need your account information ready, including POP and SMTP server names and passwords.

The Calendar app will connect to your mail accounts automatically and display their calendars. For example, if you've got both an Outlook.com account and a Gmail account, when you set up those accounts in Mail, the calendars associated with them automatically appear in the Calendar app.

## Using Windows 10 on a tablet or 2-in-1

One of Windows 8's biggest drawbacks was that it forced people with desktop computers to use an interface designed for tablets. In Windows 10, Microsoft changes that with a feature called Continuum that automatically senses the device you're using and switches Windows 10's interface to match it -- the Windows 8-like Start screen for tablets, and the desktop and Start menu for laptops and desktops.

Continuum works dynamically. If you're using a tablet with a keyboard attached, such as a Microsoft Surface, it displays the desktop interface, but if you detach the keyboard, it asks if you want to switch to tablet mode, which uses the Start screen interface. Tap "Yes" to switch to tablet mode. Similarly, if you're using a tablet and attach a keyboard to it, a notification appears asking if you want to switch out of tablet mode.



Windows 10 senses when you detach a keyboard from a 2-in-1 device, and asks if you want to switch to tablet mode.

If you don't want to be bothered by the notification again, select "Remember my response and don't ask again." From then on, you'll switch automatically from desktop to tablet mode and back again depending on whether you have a keyboard attached to your device. No

notification will appear. If for some reason you like those notifications, instead select "Always ask me before switching."

You can also manually switch in and out of tablet mode via an icon in the Action Center, which I'll cover later in the story.

Tablet mode in Windows 10 works much like Windows 8 used to work, with the usual touch and swiping gestures. As with Windows 8, there's no desktop but instead the Start screen with groups of tiles that represent your apps -- the same tiles grouped in the same way as they are on the desktop's Start menu, except here they take up the full screen. Tap any tile to launch it. You can scroll through the tiles, but note that they scroll vertically rather than horizontally as they did in Windows 8.
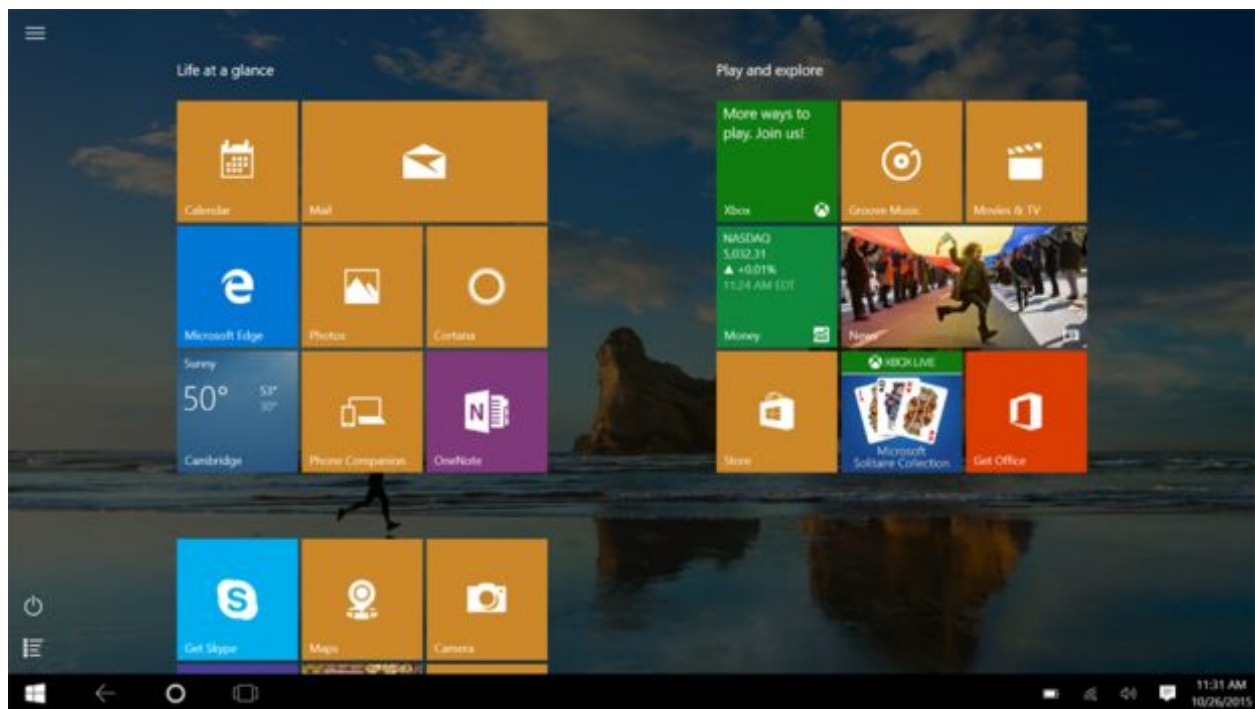


Tablet mode in Windows 10 features the Start screen, which will be familiar to Windows 8 users.

There are some other differences between the Start screen in Windows 10's tablet mode and the old Windows 8 Start screen. On the upper-left side of the Windows 10 Start screen you'll see a hamburger menu. Tap it and a series of icons appears vertically below it.

The top one beneath the hamburger icon is your user account. Tap it to change your account settings, switch to another account, go to the Lock screen or sign out. Below that are icons for your most used apps -- tap any to run it. At the bottom of the screen are icons for running

File Explorer; changing your settings; putting the tablet to sleep, shutting it down or restarting it; and for displaying all of your apps in a long, vertical scrolling list.
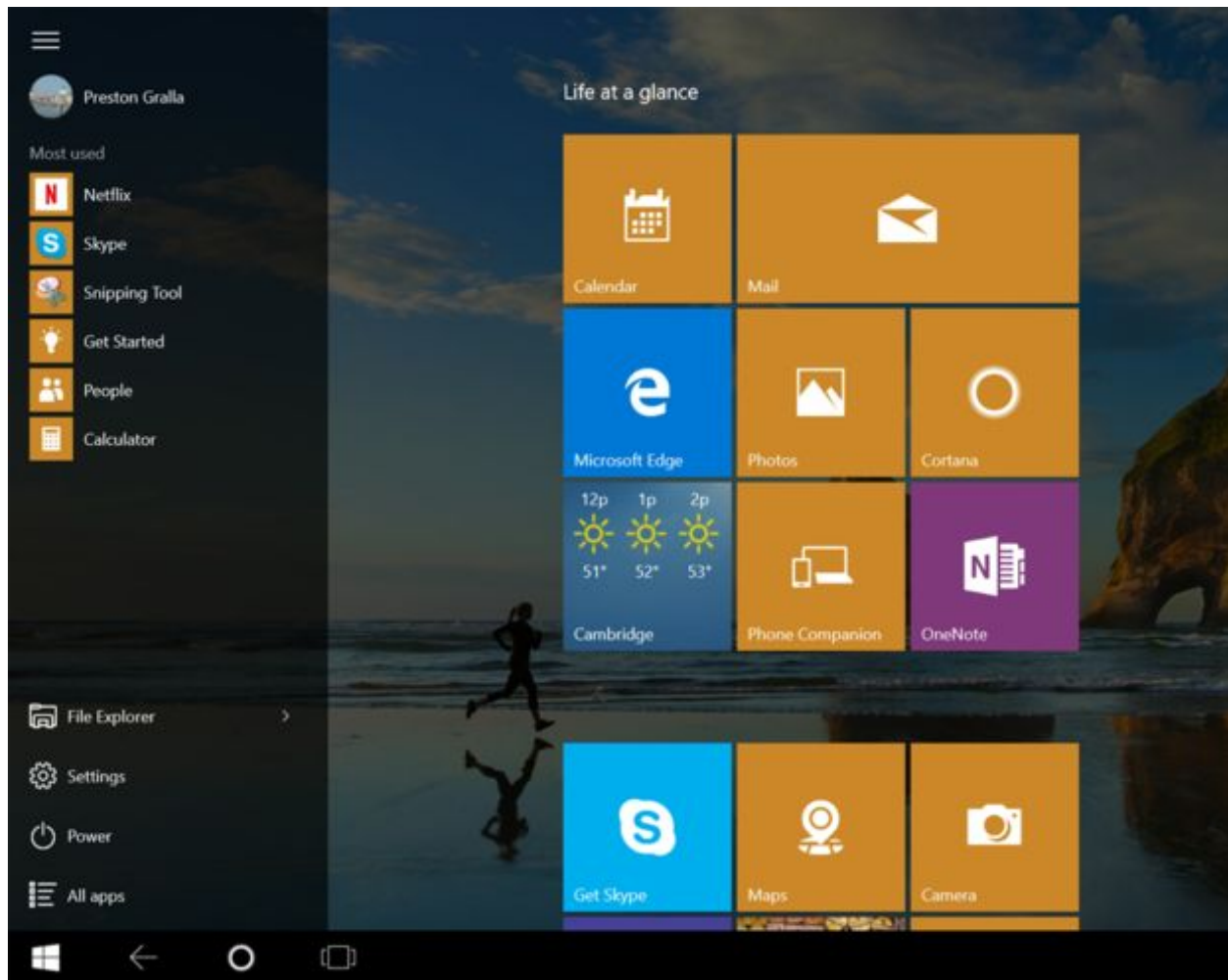


Tap the hamburger menu at the top left of the Start screen in tablet mode to see the menu on the left.

## Meet the new Action Center

In Windows 8, you got to system settings and other behind-the-scenes tools via an awkward interface called the Charms bar. In Windows 10 it's been replaced by the Action Center, which you may or may not find useful. But you should at least know what it is and how it works so you can make your own decision. There are three ways to launch it: Swipe from the right on a touch-based device, click its icon on the far right in the taskbar (it looks like a rectangular word balloon), or press the Windows key + A.
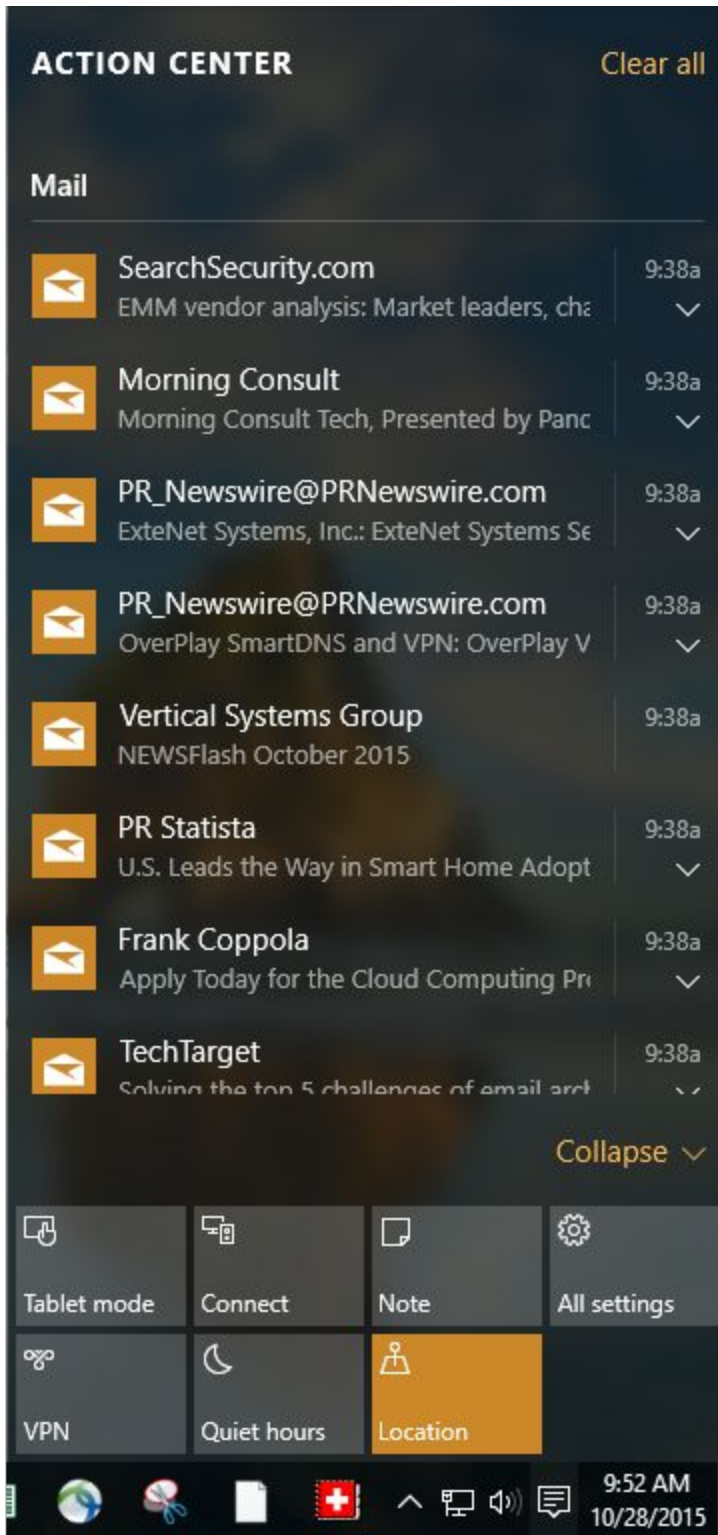
The Action Center springs up with a swipe, a click or a keyboard combo.

The Action Center is designed for double duty: It displays notifications for such things as new emails and security and maintenance messages, and it lets you change a handful of common settings for such tasks as connecting to Wi-Fi networks, switching to and from tablet mode, and changing brightness settings.

Notifications first appear on their own on the lower right of the desktop and disappear after a few seconds. You may or may not want to click them right away, which is where the Action Center comes in. After they fade away on the desktop, they live on in the Action Center.

Security and system notifications are generally well worth heeding. For example, you may be told that you can speed up your PC by stopping unnecessary programs from launching at startup. Tap the notification and you'll be sent to the Task Manager, which lets you stop them from running. The alerts also tell you when you've got printer woes, issues with Microsoft's OneDrive cloud-based storage or similar problems. So overall, you'll probably find it worth your time to regularly check the Action Center.

As for email, you might find those notifications less than useful, because the Action Center doesn't always play well with your mail provider. If you've set up the Windows 10 Mail app to hook into your Gmail account, you will see a notification in the Action Center when that account gets new email. When you click the notification, the Mail app launches and you can read the message there. But the Action Center doesn't take into account whether you've already checked your Gmail account in a browser, so you'll continue to see notifications for messages you've received, even if you've already read them in Gmail and deleted them.

That said, there is a way to suppress Mail notifications from the Action Center, which I'll cover below.

More useful are the icons for quick actions at the bottom of the Action Center. Just click the icon of the action you want to perform. Most are self-explanatory, such as starting a new note or turning Bluetooth on or off.

By default, four icons appear in the top row of the quick actions area. (The top row is the only one you'll see when this section is collapsed.) To change which ones appear in this row, click the "All settings" icon, then go to the System group, click "Notifications & actions" and find the area labeled "Choose your quick actions" with the four icons from the action center showing. To make a different icon appear in any of the four spots, just click the icon and select a different one from the list that appears. The old icon goes away from the Action Center and a new one appears.

To show icons for all the quick actions available to you in the Action Center, click "Expand" just above the row of quick action icons. All of the remaining quick action icons that aren't displayed in that row of four icons will appear. The exact icons that appear depend upon the capabilities of the computer that you're using. On a desktop PC, for example, you might only

have eight or so quick action icons, but on a laptop or tablet there will likely be more icons available for options like battery saver, Bluetooth, Airplane mode and so on.

You can also change which notifications show up in the Action Center. Back on the "Notifications & actions" screen, scroll down and select the kinds of notifications you want to see and turn off the ones you don't want to see. You'll be able to choose or hide general types, such as Windows tips or app notifications, or turn off and on notifications from individual apps, including Mail. To do the latter, scroll to the "Show notifications from these apps" section and toggle them On or Off.

## Task View and multiple desktops

Some people might find one more Windows 10 addition useful -- Task View and its ability to create multiple desktops. To activate Task View, click its icon (a large rectangle with two smaller rectangles flanking it) in the taskbar just to the right of the search bar or press Windows key-Tab. When you do so, Task View shows thumbnails of all of your currently running apps and applications arrayed against the desktop so you can quickly see what you've got running. Click any to switch to it or press the Esc key to leave Task View and return to where you were.

For those used to using the old Alt-Tab key combination to cycle through open apps and applications, you can still do that as well, but Task View adds a couple extra twists. If you hover your mouse over any thumbnail, a small X appears in its upper right corner. Click the X to close that app or application.

Task View also lets you create multiple virtual desktops, each with different Windows apps and desktop applications running on them. To create a new desktop, activate Task View and click "New desktop" at the lower right of the screen. You can run a different set of Windows apps and desktop applications inside the new desktop -- for instance, you could dedicate one desktop to work-related apps and applications, and another desktop to entertainment-related apps and applications.

To switch between desktops, click the Task View icon and click the desktop to which you want to switch. You can keep creating new desktops this way and switch among them.

One odd thing to keep in mind about virtual desktops is that you can't run a Windows app in multiple desktops simultaneously. If it's running in one desktop and you try to launch it in another, you'll immediately zoom to the desktop in which you originally launched it. You can, however, run desktop applications in multiple desktops.
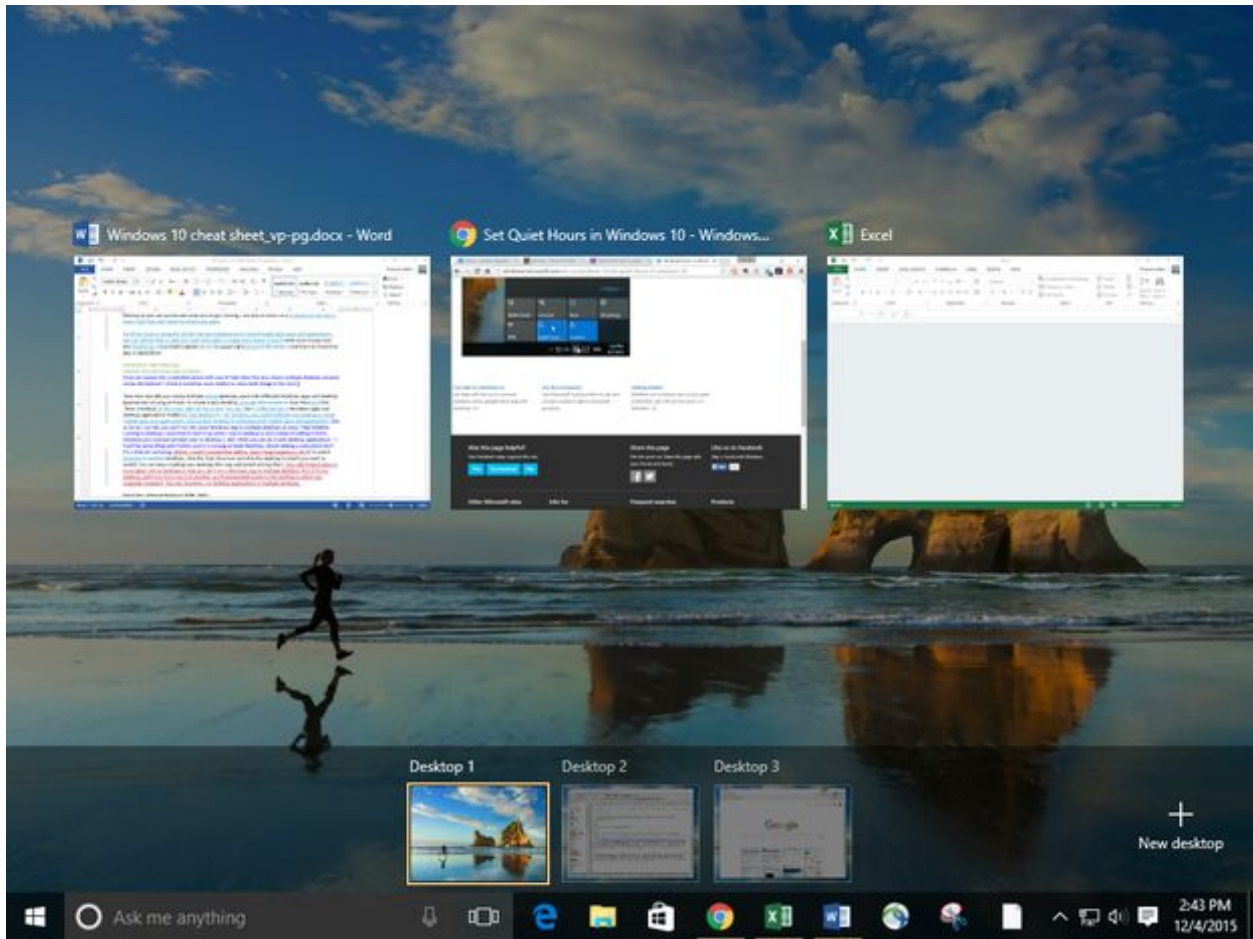
The new Task View in action: Virtual desktops are shown across the bottom, and the apps running in the current desktop appear up top.

## Good-bye, Internet Explorer; hello, Edge

With Windows 10, Microsoft finally bids good-bye to Internet Explorer -- almost, that is. You'll still find it, but it's no longer the default browser, and development work has essentially stopped on it. The browser of today and tomorrow is Edge.

Edge is a considerable improvement over Internet Explorer. It's faster, cleaner-looking and downright Chrome-like in its stripped-down design. It's generally intuitive to use. The upper left has arrows for going forward, back and reloading a page. Type URLs in the address bar or use the address bar as a search box by typing in search terms.

Directly to the right of the address bar you'll find an icon of a book, which launches one of Edge's most useful features -- Reading View. Like similar features in Safari and Firefox, it strips out everything extraneous to a page's content, including ads, navigation, sidebars and anything else that diverts attention from the content. Text and graphics appear in a

scrollable window. Its icon will be grayed out if you're on a page that Reading View can't handle, such as a page that is primarily used for navigation.
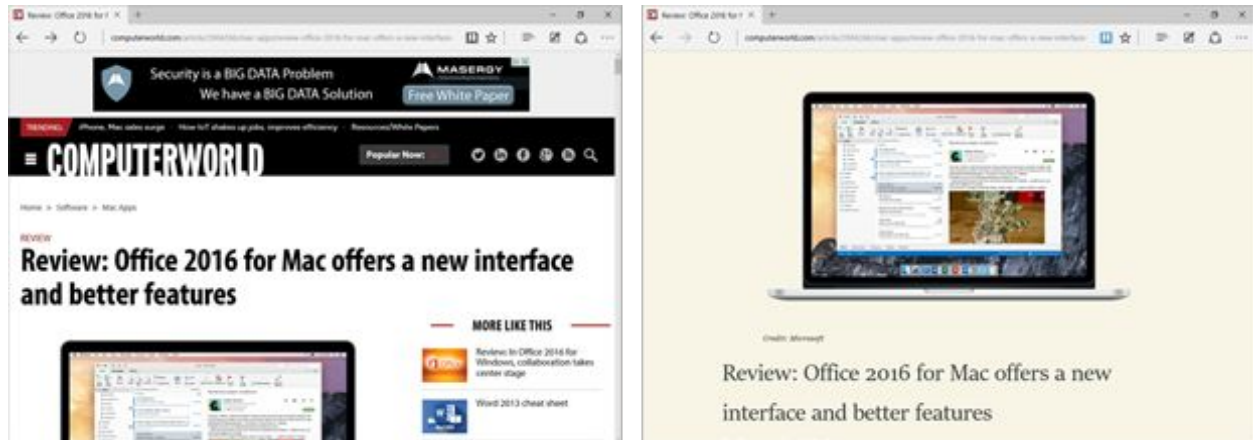


Left: Here's how an article looks in Edge normally. Right: Here's how it looks in Reading View.

Edge has another new feature that you may or may not find as helpful as Reading View -- the ability to annotate and share Web pages. With it, you can mark up a page using highlighters and note-creation tools, save the annotated page and share it as a JPG graphics file via email, OneNote or Twitter.

Click the annotation icon to the right of the menu icon -- it looks like a pencil and paper -- and the annotation tools appear. When you're done annotating, click the Share icon, just to the left of the Exit button on the top right of the screen. Then select how you want to share the annotation, and follow the instructions. When you want to exit annotation, press the Esc key or click Exit.

One of Edge's more useful features is its behind-the-scenes integration with Cortana. When you browse to a page for which Cortana can offer help, a Cortana icon appears at the top of the page, along with a note, such as "I've got directions, hours, and more" if you're on a restaurant page. Click the icon and a sidebar appears on the right side of the page with additional information -- for example, a map, address, phone number and reviews for a restaurant, in addition to links for getting directions, viewing the menu and calling the restaurant.

Microsoft hasn't completely given up on Internet Explorer, because some enterprises have standardized on it, and some enterprise apps require that browser to work properly. So there's a way to launch Internet Explorer when you're visiting a Web page. Click the icon with three dots on the upper right of the screen, and from the menu that appears, select "Open with Internet Explorer." Internet Explorer will launch with the current page in it.

As for the rest of Edge, it's straightforward to use. To get to your history, favorites and downloads, click the icon with three horizontal lines just to the left of the annotation icon. To share the current page's URL, click the circular icon just to the right of the annotation icon. And for more menu choices, including zooming in and out, finding text on a page, changing settings, and more, click the three-dot icon.
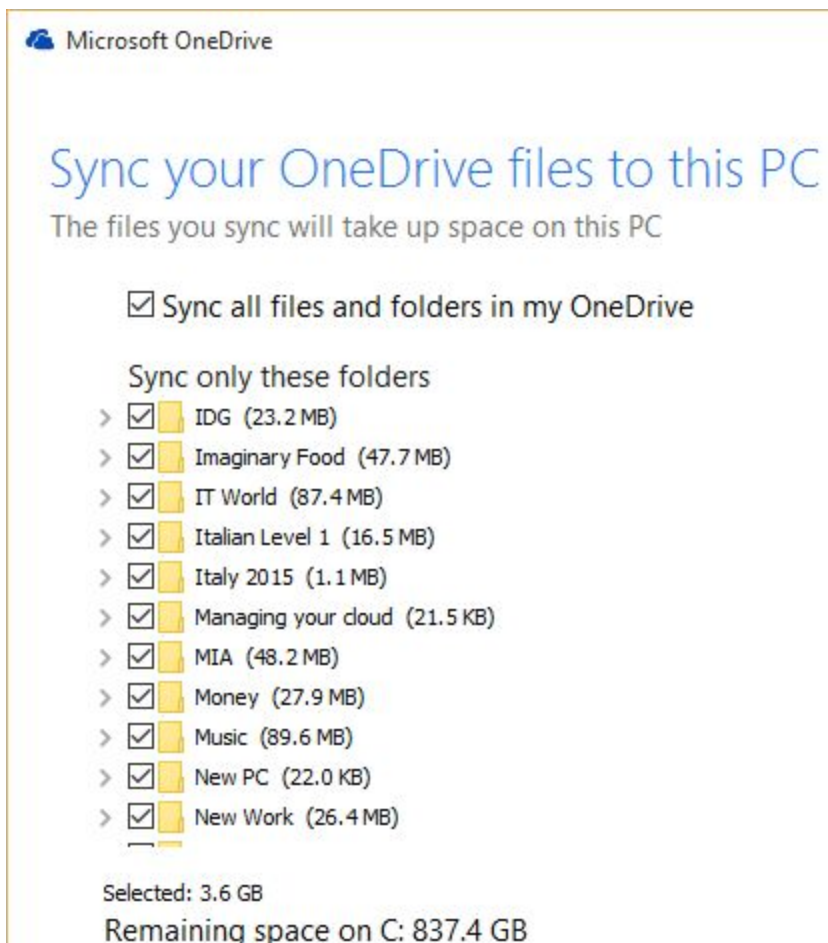
## OneDrive in Windows 10

Microsoft includes its OneDrive cloud-storage service along with Windows 10. After you upgrade to Windows 10 or run it for the first time on a new machine, you'll get a notification that it's available. Click the notification to begin the setup process. If you don't want to use OneDrive, dismiss the notification. If you later want to set it up, look for the OneDrive icon on the taskbar and click it. If you don't see the icon, type "OneDrive" into Cortana's search box and you'll be able to set it up.
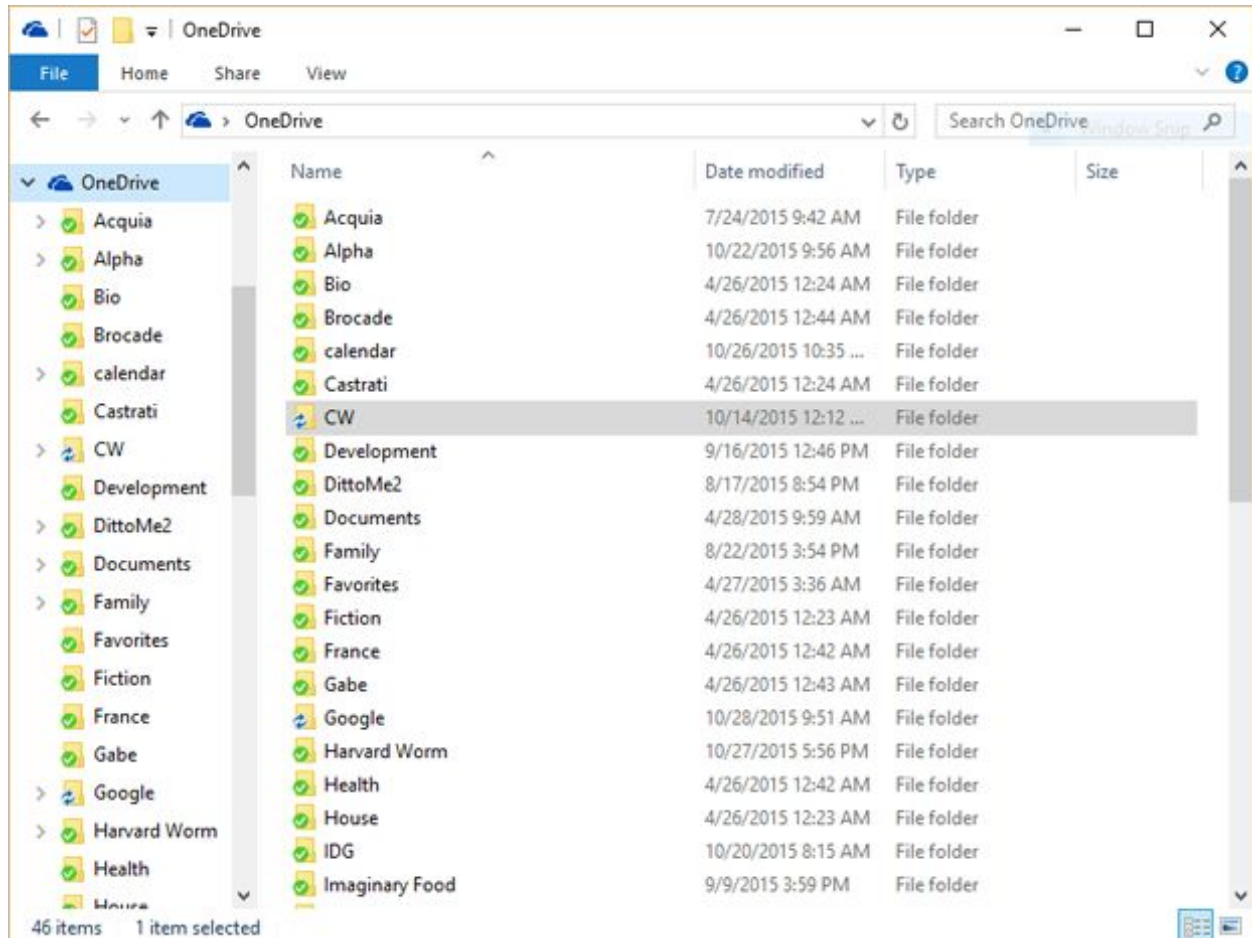


Here's how OneDrive looks in Windows 10.

Before using OneDrive, you should know the lay of the land. OneDrive lives in the cloud, but you can choose to sync its files and folders to your local PC. So you'll have a choice to sync all of your existing OneDrive files and folders to your Windows 10 PC, or just some of them. Syncing happens automatically, without you having to do anything. In Windows 10, you get to your OneDrive via File Explorer. That shows you OneDrive files and folders that live on your PC -- those that you've chosen to sync. If you instead want to see OneDrive in the cloud, go to www.onedrive.com.

With that in mind, let's go back to setup. When you first set up OneDrive, you'll be asked whether you want to sync your entire cloud-based OneDrive to your local PC, or only individual folders. If you choose individual folders, you'll be able to pick and choose which to sync. You're not stuck with that decision forever, though.



You can choose which folders to sync in OneDrive.

Let's say that you've chosen only to sync some folders, and later on you decide you want to change them -- add some folders to sync and remove others. You can get to this setting in a couple different ways:

- Launch OneDrive by clicking its icon in the taskbar, or else by opening File Explorer and navigating to it. Right-click a file or folder and select "Choose OneDrive folders to sync."
- Right-click the OneDrive icon in the taskbar, select Settings, go to the "Choose folders" tab, and click "Choose folders."

Either way, a screen appears. If you want to sync all folders, check the box next to "Sync all files and folders in my OneDrive." If you instead want to sync only some of them, uncheck that box, then check the boxes of those folders you want to sync and uncheck the boxes of those you don't want to sync.

A word of advice about using OneDrive: I suggest that if you're going to use it as your primary local and cloud storage that you rethink your folder structure. Over the years, Microsoft has nudged or pushed you into using various folder structures, such as organizing everything in Documents, or in Libraries. That's problematic with OneDrive, because if you do that, you won't be easily sync them with OneDrive.

So if you become serious about OneDrive, I recommend organizing everything under your OneDrive folder. That way, when you create new files and folders on your PC, they'll automatically sync up to the cloud.

## Changing your settings and preferences

In Windows 8, when you wanted to change your settings, you had to look in multiple places and hope you found what you wanted. Windows 10 makes your life easier. Most settings, and particularly the most important ones, are found in the Settings app.

Get to it by clicking the Start button, then clicking Settings. You can also get to it from the Action Center by clicking the "All settings" quick-action icon.

The Settings app has nine sections: System, Devices, Network & Internet, Personalization, Accounts, Time & language, Ease of Access, Privacy and Update & security. It's straightforward to use: Click on an icon and navigate to what you need. If you want to get to a specific setting fast, type into the app's search bar, then click a setting that matches your search -- for instance, to turn autocorrect off or on, you can type "autocorrect" in the search bar, select "Autocorrect misspelled words" and drag the toggle switch to the setting you want.
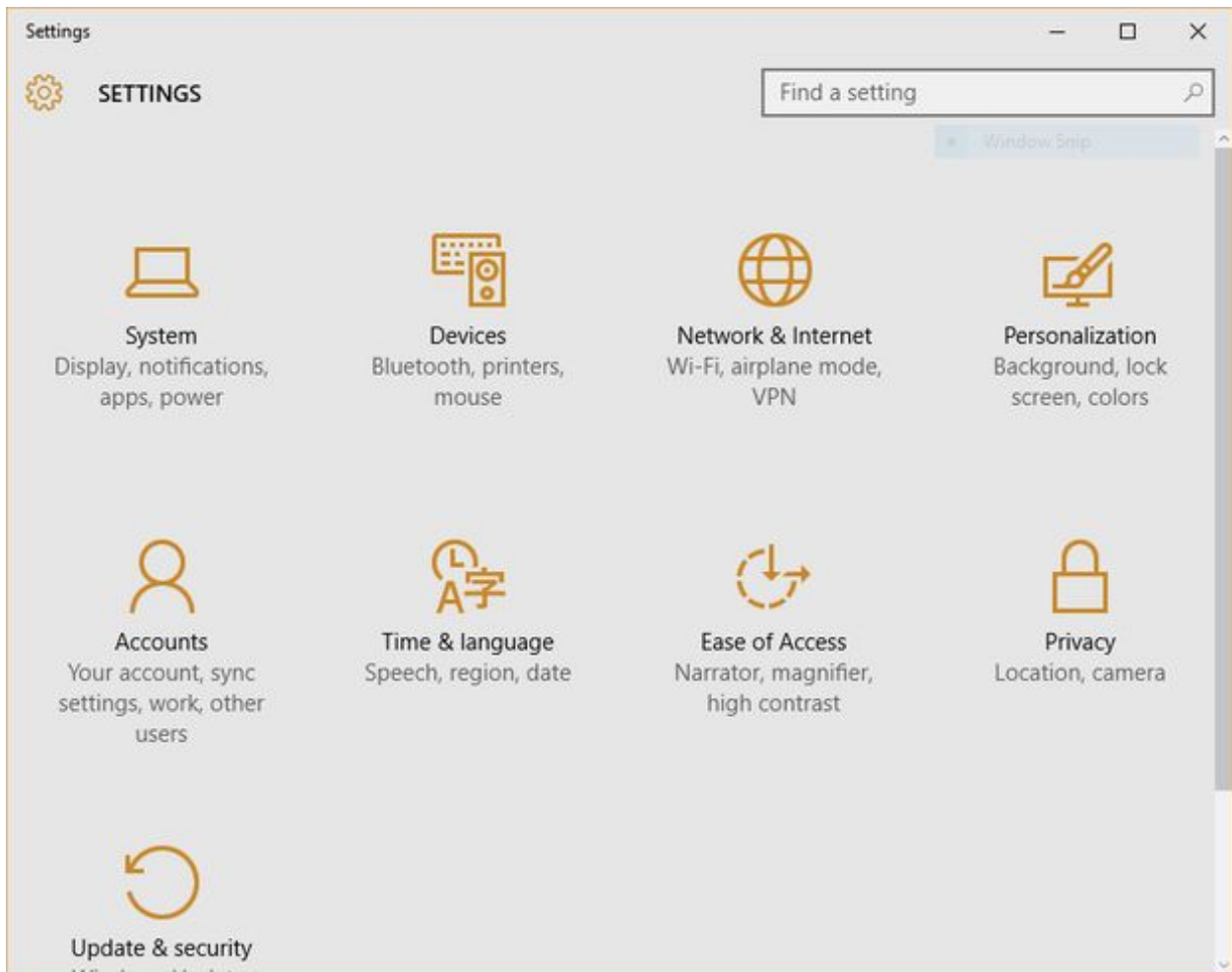
The Settings app is command central for changing your settings.

That's not to say that you'll find everything in the Settings app. If you're looking for something that only a tinkerer might want to change, you might find it instead in Control Panel. So, for example, if you want to assign your PC a static IP address, have your system display files that are normally hidden or access similar techie settings, Control Panel is the place to go.

You can get there by typing "control panel" in the Settings app's search bar and selecting Control Panel. Here you can navigate through the groups or search for your task; for instance, typing "hidden" in the Control Panel's search bar turns up "File Explorer Options: Show hidden files and folders."

## Handy touchpad gestures, keyboard shortcuts and touchscreen gestures

Windows 10 supports a variety of keyboard shortcuts as well as gestures for touch-based devices. Try them out a few times, and before long they'll become second nature.

First, let's look at touchpad gestures. Touchpads are standard equipment on laptops these days, and for everyday computing a modern touchpad can do everything a mouse can, and more. (Note, however, that if you have an older machine, some or all of these gestures might not work.)

| Windows 10 touchpad gestures | |
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| **Gesture** | **What it does** |
| Tap | Open or select an item |
| Place two fingers on the touchpad and slide vertically or horizontally | Scroll |
| Place two fingers on the touchpad and pinch | Zoom out |
| Place two fingers on the touchpad and spread them apart | Zoom out |
| Tap the touchpad with two fingers | Show more commands (like right-clicking) |
| Swipe three fingers up | Show thumbnails of your currently running apps in Task View |
| Swipe three fingers down | Show the desktop |
| Swipe three fingers either left or right | Switch between your open apps |

Next up are the most useful keyboard shortcuts -- get to know these and you'll save oodles of time as you zip around Windows 10 without taking your hands off the keys.

| Windows 10 keyboard shortcuts | |
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| **Key combination** | **What it does** |
| Windows key | Show/hide  the Start menu (toggle) |
| Windows-A | Show/hide the Action Center (toggle) |
| Windows-C | Open Cortana in listening mode |

| Windows-D | Show the desktop or go to your previous location |
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| Windows-E | Open File Explorer |
| Windows-H | Take a screenshot of your current app and share it |
| Windows-I | Open the Settings app |
| Windows-K | Connect to a wireless display or audio device |
| Windows-L | Lock the device or switch accounts |
| Windows-M | Minimize all windows |
| Windows-O | Lock the screen orientation |
| Windows-R | Open the Run box |
| Windows-S | Open the Search box (or Cortana, if you've enabled it) |
| Windows-T | Put the focus on the taskbar and cycle through your running desktop apps |
| Windows-X | Open a menu of tools for power users |
| Windows-Tab | Open Task View |
| Windows-Pause* | Display System Properties screen |
| Windows-1 through 9 | Go to the app in the corresponding position on the taskbar |
| Windows-, (comma) | Peek at the desktop (requires holding the Windows key down) |
| Windows-Home | Minimize/restore non-active desktop apps (toggle) |
| Windows-up arrow | Maximize a desktop app (or restore it if it's minimized) |
| Windows-down arrow | Minimize a desktop app (or restore it if it's maximized) |
| Windows-F1 | Get Windows help |
| Windows-Ctrl-D | Add a virtual desktop |
| Windows-Ctrl-F4 | Close the virtual desktop you're working in |
| Alt-Tab | Cycle through thumbnails of open apps |

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| Alt-F4 | Exit the current Windows app or desktop application |
| Ctrl-A | Select all |
| Ctrl-C | Copy |
| Ctrl-E | Select the address bar in Edge |
| Ctrl-N | Open a new window in Edge |
| Ctrl-R | Refresh |
| Ctrl-V | Paste |
| Ctrl-X | Cut |
| Ctrl-W | Close the current window in Edge |
| Ctrl-Y | Redo |
| Ctrl-Z | Undo |
| Ctrl-F4 | Close the active document in desktop apps |
| Ctrl-mouse click | Select multiple items in File Explorer |
| Ctrl-Shift | Select a group of contiguous items in File Explorer |
| Ctrl-Shift-Esc | Run the Task Manager |
| Ctrl-Shift-N | Create a new folder in File Explorer |
| PrtScrn | Take a screenshot and place it on the Clipboard |
| F3 | Search for a file or folder in File Explorer |

*\* The Pause key is located to the upper right of most keyboards; some portable and laptop keyboards don't have a Pause key.*

Finally, if you're working on a tablet or a touchscreen PC, here's how to get around.

| Windows 10 touchscreen gestures | |
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| **Gesture** | **What it does** |
| Tap | Open or select an item |

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| Tap the Windows button | Switch between the Start screen and the currently running app |
| Press and hold | Pop up a menu to display more information about the item |
| Press and hold, slide and release | Move an item to a new location (the equivalent of dragging an item with a mouse) |
| Pinch with two fingers | Zoom out (used in apps such as Maps where you commonly zoom in and out) |
| Spread two fingers apart | Zoom in (used in apps such as Maps where you commonly zoom in and out) |
| Rotate with two fingers | Rotate the display in the direction you move your fingers |
| Swipe horizontally | Scroll sideways through a screen |
| Swipe vertically | Scroll up or down |
| On the lock screen, swipe up from the bottom edge of the screen | Display the login screen |
| Swipe in from the left edge of the screen to the center | Show thumbnails of your currently running apps in Task View |
| Swipe in from the right edge of the screen to the center | Display the Action Center |
| Pull down from the top of the screen to the bottom | Close an app |
| Swipe down from the top of an app | Bring up the app's title bar |
| Slowly pull down from the top of an app | Snap the app to take up one half of the screen |