

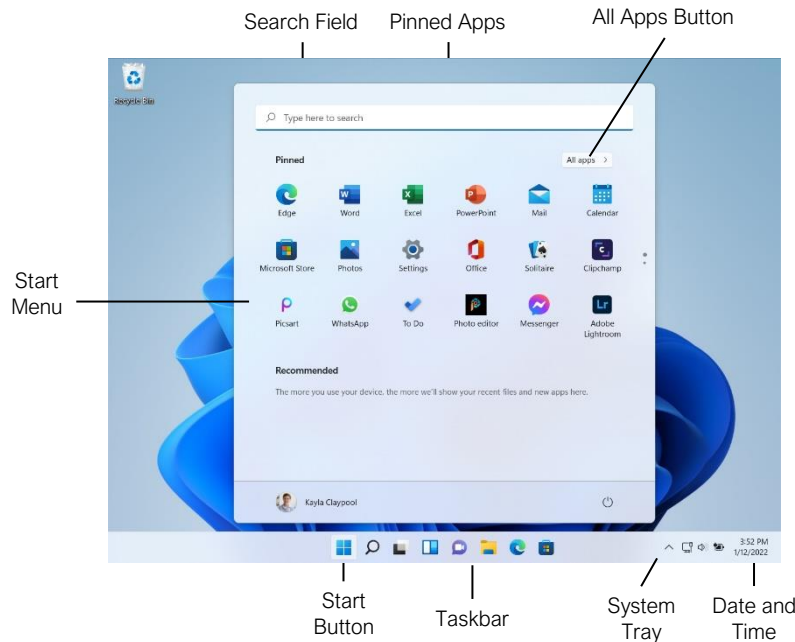


Microsoft®

# Windows 11

## Quick Reference Guide

## Windows Desktop and Start Menu



## Keyboard Shortcuts

### General

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

### Settings Shortcuts

System settings .....	<b>Windows Key + I</b>
Accessibility Settings. ....	<b>Windows Key + U</b>
Voice Typing.....	<b>Windows Key + H</b>
Cast pane .....	<b>Windows Key + K</b>
Display options for second screen.....	<b>Windows Key + P</b>
Quick Link menu.....	<b>Windows Key + X</b>

### Desktop Shortcuts

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

### 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.