

Windows® 10 Introduction




Getting Started

Throughout this guide, where we use [Click], [Right Click], and [Double Click], you can use the touch equivalents of [Tap], [Press and Hold], and [Double Tap]. See [Master Touch Equivalents](#).

When in Tablet mode, [Click]  becomes [Click] .

Starting Windows

1. [Click] or [Swipe Up] the starting picture.
2. If necessary, select a user.
3. Sign in with your last-used method.
- Sign-in methods include typing a password then pressing <Enter> or [Clicking] ; typing a PIN; gesturing on a picture; or scanning a fingerprint, face, or iris.
- For password or PIN sign-in [Click]  to temporarily see what you're typed.
- If you have set up alternative sign-in methods (see [Configuring Sign-In](#)), switch among them by [Clicking] **SIGN-IN OPTIONS** and selecting:

-  — Picture password
-  — Typed password
-  — PIN password

- Sync settings across all your Windows 10 devices by using the same sign-in. See [Using the Settings App](#) to configure this behavior.








Ending Your Windows Session

End a computing session by locking your screen, signing out, or shutting the device down.



- To lock your screen: [Click]  your account picture , then choose **LOCK**. Or press <Ctrl>-<Win>-<L>.
- To unlock your screen: [Swipe up] or [Click] anywhere on the screen, then sign in.
- To sign out: [Click]  your account picture  and choose **SIGN OUT**.
- To sleep, shut down, or restart your device: [Click]  then , then select an option.

Accessing Apps and Content (Start Menu)

[Click]  in lower left, or press the Windows key <Win> to access the Start menu. On the left is an app list, and on the right, a pane of app tiles. The left side list includes:

-  — The menu expander at the top.
-  — Your account: Change account settings, lock your device, Sign-Out or switch to another user.
-  — Documents: Opens the Documents folder.
-  — Downloads: Opens the Downloads folder.
-  — File Explorer: To access your documents and files.
-  — Settings: To access most settings for Windows.
- There is an alphabetical list of installed apps, but searching may be easier (see [Searching For Apps](#)).
- [Right Click] the Start menu button  or press <Win>-<X> to access power user tools.

Configuring the Start Menu

- [Click] , then , **PERSONALIZATION**, **START**.
- Turn on/off **SHOW MORE TILES** to add/remove a fourth column of medium tiles.
 - Turn on/off **SHOW SUGGESTIONS OCCASIONALLY** in **START** to enable/disable display of Start menu ads.
 - Turn on/off the Most Used or Recently Added app lists.
 - Turn on/off the ability to display Jump Lists (Recently Used Files, Common Tasks) for pinned apps in both the Start menu and on the Taskbar.
 - [Click] **CHOOSE WHICH FOLDERS APPEAR ON START** to add or remove pinned folders (e.g., File Explorer, Settings).



Rearranging and Resizing App Tiles

- [Drag] a tile to a new position within the tile group or [Drag] the group title bar to rearrange the group.
- [Right Click] a tile, choose **RESIZE**, then select a size.

Resizing the Start Menu

1. [Hover] over the top or right edges of the Start menu. The mouse pointer changes to a double-headed arrow, .
2. [Drag] the edge.

Pinning an App Tile to Start

1. [Right Click] any app on the Desktop, or within the Start app list or with File Explorer, an app or folder.

2. Select **PIN TO START**.
To remove an app tile [Right Click] the tile and select **UNPIN FROM START**.

Managing Tile Groups

Create a new group by [Dragging] a tile below existing tile groups until a new group title bar appears.

Naming a Tile Group:

1. [Hover] over the tile group's title then [Click] its right side .
 2. Type a name, then press <Enter>.
- To remove a name, [Click]  in step 2.

Accessing Apps and Notifications (Taskbar)

Taskbar Icons (vary according to installed hardware):

- 1 **Start menu button:** Access apps and content
- 2 **System:** Cortana, Task View
- 3 **Pinned Apps:** Edge, File Explorer, Store
- 4 **System Tray:** Icons for apps running in the background
- 5 **Windows Defender:** Default anti-virus program
- 6 **Hardware Status Indicators:** Battery, Wi-Fi, Sound
- 7 **Miscellaneous:** Touch Keyboard, Date/Time, Action Center

Configuring the Taskbar

[Right Click] the Taskbar on a blank spot and select **CORTANA** or **SHOW TASK VIEW BUTTON** or **SHOW TOUCH KEYBOARD BUTTON** to change which buttons appear in **2** and **7**.

[Right Click] the Taskbar and select **TASKBAR SETTINGS** then:

- Turn the various configuration options on or off. For example, choosing **NEVER** from the **COMBINE TASKBAR BUTTONS** list displays open/Word files as separate Taskbar icons. This is a good choice if no more than 10 apps and files are open at any one time.
- [Click] **SELECT WHICH ICONS APPEAR ON THE TASKBAR** to modify the number of icons in **5** and **6**.

The Taskbar behaves differently in Tablet mode (see [Working in Tablet Mode](#)). To change this behavior [Click] , then , **SYSTEM**, **TABLET MODE**.

Pinning an App to the Taskbar

1. [Right Click] any app on the Desktop, Taskbar (unpinned), or within the Start menu or with File Explorer, an app or folder.
2. Select **PIN TO TASKBAR**.

To rearrange a pinned app, [Drag] it within the Taskbar.



Using Taskbar Jump Lists

[Swipe up] or [Right Click] a Taskbar button to display its Jump List.

Jump Lists show an app's recently used files, pinned files, and sometimes related tasks on the Taskbar.

Using the Action Center

1. [Click]  (switches to  if new messages are waiting) or [Swipe In] from the right screen edge to open the Action Center.
2. [Click] a message for details. To dismiss it, [Hover] and [Click] .
- [Click] **CLEAR ALL** to remove all messages.
- [Click] **COLLAPSE** to see more messages. The Quick Action button grid will collapse to a single row.

Power user tip: To configure the Quick Action buttons, [Click] , then , **SYSTEM**, **NOTIFICATIONS & ACTIONS**. Under **QUICK ACTIONS**, [Drag] each button image to the new position. Only the top row of buttons will display in Collapsed mode. [Click] **ADD OR REMOVE QUICK ACTIONS** to change which buttons are displayed.

Quick Actions include:



Tablet mode — see [Working in Tablet Mode](#)

Rotation lock — prevents screen rotation in Tablet mode

Note — Opens a new OneNote note.

All Settings — Opens the global settings app for Windows 10 (see [Settings & Troubleshooting](#)).

Top 10 Things You Need to Know

1. Sync all your computers, tablets, and smartphones so they look and act the same. You must use a single sign-in to sync your settings across all these devices. See [Starting Windows](#) as well as [Using the Settings App](#).
2. Get to know Tablet mode if you have a tablet or smartphone. It behaves differently than Desktop mode. See [Working in Tablet Mode](#) as well as [Using the Touch Keyboard](#).
3. The Start menu serves as the starting point for most of your device's activity. It is an essential element of Windows, functioning both as a list and launchpad for apps installed on your device. See [Accessing Apps and Content](#) to understand how it works.
4. All apps are windowed with a menu, title bar and close button. See how to manipulate them in [Working with Apps](#).
5. Multiple desktops are used to visually arrange many running apps into logical groups. See [Working with Multiple Desktops](#).
6. Access your documents through an appropriate app. Or use File Explorer by pressing <Ctrl>-<E> or [Clicking]  on the Taskbar.
7. File Explorer opens to the QuickAccess view. Learn how to adjust its behavior with [Managing Content with File Explorer](#).
8. Searching with Cortana, Microsoft's voice-activated virtual assistant, has been improved. Cortana can be used to search not only local files but the OneDrive cloud, Microsoft Store, and the web. It can also set reminders, dictate then send emails, and launch apps. See [Searching with Cortana](#).
9. All app, settings and system notifications appear in a single place — the Action Center. They appear in a vertical list on the right edge. See [Using the Action Center](#).
10. The default web browser is Microsoft Edge . See [Bosnia's Edge & Internet Explorer 11 guide](#) for details. You can find the Internet Explorer app via Search.

Windows 10 Cheat Sheet

SB Merriam



Windows 10 Cheat Sheet :

Windows 10 Cheat Sheet Booklet Steve Markelo,2015-09-11 Windows 10 Cheat Sheet Booklet is your training course on the basic knowledge that you need to acquire in order to use Windows 10 effectively This is a step by step guide to the tricks tips and a reference guide for all users [Microsoft Windows 10 Creators Update Introductory Quick Reference Guide Laminated Cheat Sheet](#) TeachUcomp,2017-08-24 Designed with the busy professional in mind this 4 page laminated quick reference guide provides step by step instructions in Windows 10 with Creators Update When you need an answer fast you will find it right at your fingertips Durable and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials With 66 topics covered this guide is perfect for someone new to Windows or upgrading from a previous version Topics Include Windows Basics The Start Menu and Taskbar Working in Tablet Mode File Explorer Folders and Files Apps Windows Settings Troubleshooting and Help Users and Sign In Options Touch Actions Keyboard Shortcuts **Windows 10 For Dummies** Andy Rathbone,2015-08-10 Illustrates the new features of Windows 10

Windows 10 At Work For Dummies Ciprian Adrian Rusen,2015-10-05 The fast and easy way to get up and running with Windows 10 at work If you want to spend less time figuring out Windows and more time getting things accomplished you've come to the right place Covering Windows 10 and packed with time saving tips to help you get the most out of the software Windows 10 At Work For Dummies offers everything you need to get back precious hours of your work day and make Windows work for you rather than against you This full color all encompassing guide breaks down the most common Windows tasks into easily digestible parts providing you with illustrated step by step instructions on everything you'll encounter in Windows 10 From setting up your desktop with your favorite apps to finding the files and applications you need and everything in between this hands on friendly guide takes the headache out of working with Windows Provides over 300 tasks broken into core steps Provides easy to follow answers to all of your Windows questions Illustrates the new features of Windows 10 If you're a time pressed professional looking to find answers to all of your Windows related questions this is the one stop resource you'll turn to again and again *Windows 10 for Beginners. the Premiere User Guide for Work, Home and Play* Ordinary Human,2015-08-27 Whether you are a beginner casual user or an IT professional you will learn everything you need to know about Windows 10 in this premiere user guide for work home and play This user guide written by a 20 year Microsoft Veteran is full of hacks tips shortcuts and tricks that will show you how to master Windows 10 in the shortest amount of time possible During the course of reading this book you will master a number of complex topics commands functions and techniques With the help of this informative training manual you will become familiar with many new ideas including customizing Start and the desktop using Cortana and mastering apps user accounts lock screens and more Master Windows 10 in the shortest amount of time possible After completing your Windows 10 journey with this user guide you will approach your computer with confidence and go from dummy to experienced in the shortest amount of time possible

Windows 10 is moving into all aspects of work home and life providing ease of use accessibility flexibility and technological advances As you will soon learn Windows 10 is versatile flexible and highly customizable allowing you to personalize the operating system to meet your needs Not only has the user experience become more refined but Windows 10 has evolved into the seamless centerpiece of modern technology delivering both value and performance in the process This Cheat Sheets Edition is full of hacks tips shortcuts and tricks Buy today to get the discounted price and start learning Windows 10 Table of Contents Introduction Flying Start Starting Windows Switching Users Working with Tablet Mode Performing Common Tasks Quickly Locking Your Screen Exiting Windows The Big Changes Apps and Start Personalizing Start Resizing Start Managing Tile Groups Resizing Tiles Moving Tiles Pinning Apps on Start Searching for Apps Settings and More Apps and the Taskbar Configuring the Taskbar Moving the Taskbar Pinning Apps to the Taskbar Using Taskbar Jump Lists Action Center and Notifications Using Action Center Using Quick Action Buttons Starting and Using Apps Opening App Files Copying and Pasting Text Saving New App Files Saving App Files in the Current Location Adding Files or Folders to the Desktop Adding System Icons to the Desktop Switching Between Apps or Windows Using Task View to Switch Apps Close Current App Close Other Apps Managing Apps Installing Apps Completing App Downloads Resizing App Windows Arranging Apps Side by Side Checking for App Updates Uninstalling Apps Using Cortana for Search Using the Onscreen Keyboard Adding a Keyboard Button to the Taskbar Moving the Onscreen Keyboard Creating and Managing Desktops Creating a New Desktop Opening an App on a Different Desktop Going to a Different Desktop Closing a Desktop Working with Files and Folders Creating a Folder Selecting Files and Folders Zipping Files and Folders Unzipping Extracting Files and Folders Copying Files and Folders Moving Files and Folders Copying and Pasting Files and Folders Cutting and Pasting Files and Folders Renaming a File or Folder Creating and Using Desktop Shortcuts Deleting a File or Folder Searching for Files and Folders Searching by Date Modified Searching by Kind of File Searching by File Size Working with Recycle Bin Restoring a Deleted Item Restoring Multiple Deleted Items Restoring All Deleted Items Emptying the Recycle Bin Protecting Your Files From Accidental Deletion Settings and Troubleshooting Getting Information About Your Device Quitting Nonresponsive Apps AND MUCH MUCH MORE

Windows 10 Introduction with 2016 Anniversary Update Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Lami ,2016-08-15 Four page laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Windows 10 Includes touch interface This guide is compatible with the Anniversary Update that came out in August 2016 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Getting Started Starting Windows Ending your Windows session Accessing Apps and Content Start Menu Configuring the Start Menu Resizing the Start Menu Pinning an App to Start Rearranging and Resizing App Tiles Managing Tile Groups Accessing Apps and Notifications Taskbar Configuring the Taskbar Pinning an App to the Taskbar Using Taskbar Jump Lists Using the Action Center Working with Apps Starting an App Opening an App File

Document Saving an App File Switching Between Apps Windows Switch Using Task View Snapping Multiple Apps to the Same Screen Resizing an App Moving an App Maximizing an App Restoring to Previous Size Hiding an App Closing an App Close an app window from the Taskbar Searching for Apps Searching with Cortana Working with Multiple Desktops Managing Content with File Explorer Managing Files and Folders with File Explorer Customizing the Quick Access Toolbar Navigating in File Explorer Customizing the Default Quick Access View Searching in File Explorer Refine Your Search Changing File Explorer's Display Grouping and Sorting Files and Folders Opening a Second Explorer Window Creating a Folder Renaming Files or Folders Selecting Multiple Items Selecting Items with Checkboxes Moving and Copying Files and Folders Using Cut Copy Deleting Files or Folders Restoring Deleted Items Deleting Permanently Linking to a Document Folder or App Sending Files and Folders Zip Unzipping Extracting Files Working with Libraries Working in Tablet Mode Configuring Tablet Mode Using Tablet Mode Settings Adding a Picture or Slide Show to Your Lock Screen Setting Up WiFi Using Airplane Mode

Windows 11 For Dummies Andy Rathbone, 2021-11-24 Need Windows help Find the latest tips and tricks in this perennial favorite on Windows Windows 11 promises to be the fastest most secure and most flexible version of the Microsoft operating system yet With a promise like that of course you want to start using it as quickly as possible Windows 11 For Dummies gives you that speed security and flexibility by getting you up to date with the latest in Windows Windows expert and bestselling author Andy Rathbone gives you a helping hand by showing you how to get around the newly updated Windows 11 interface how to use the new Windows tools like Teams and widgets and how to use Android apps Your tour of Windows 11 starts with the Start menu and ends with how to troubleshoot when things go wrong In between you find out how to find files on your hard drive connect with friends and colleagues on Microsoft Teams transfer photos from your phone to your hard drive or switch between your desktop and laptop Additional topics include Navigating the Start menu Finding where your files are hiding Adding separate user accounts to keep your kids out of your business Connecting to a WiFi network Customizing your widgets Switching to a laptop or tablet You know what you want to get done Keep Windows 11 For Dummies by your desktop laptop and tablet and you can open it at any time to find out how to get your Windows computer to do what you need

Microsoft Edge and Internet Explorer 11 for Windows 10 Anniversary Update Quick Reference Guide (Cheat Sheet of Instructions, Ti , 2016-08-22 Two page laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft's new Edge browser as well as Internet Explorer 11 for Windows 10 This guide is compatible with the Anniversary Update that came out in August 2016 Written with Beezix's trademark focus on clarity accuracy and the user's perspective this guide will be a valuable resource to improve your proficiency in using Internet Explorer 11 for Windows 10 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user Recommended companion title covering Windows 10 basics for Anniversary Edition Windows 10 Introduction with 2016 Anniversary Update Quick Reference Guide ISBN 1944684212 The following topics are

covered The following topics are covered Microsoft Edge and Internet Explorer 11 Understanding Internet Addresses Entering a Website Address Monitoring Activity Going Back and Forward Zooming In Out Going to Your Home Page Setting Browser Home or Start Pages Using the Information Bar Downloading Files Searching for a Site Changing the Default Search Provider Adding a Search Provider Opening Multiple Pages at a Time Saving Favorite Sites for Future Visits Show Using the Favorites Bar Visiting Favorite Sites Finding Words on a Page Using Jump Lists Pinning Websites to Start Taskbar Unpinning a Web Site Dealing with an Unsafe Site InPrivate Browsing Printing a Web Page Edge Only Web Notes Reading View and Lists Cortana Integration Using Extensions IE 11 Only Show Hide the Menu and Other Bars Show Hide Favorites Feeds History Organizing Favorites Includes a list of keyboard shortcuts

Internet Explorer 10 Introduction for Windows 8 Quick Reference Guide Beezix,2012-11-28 4 page laminated quick reference guide showing step by step instructions and shortcuts for how to use Internet Explorer 10 running on Windows 8 and Windows RT The following topics are covered The following topics are covered Windows Store App and Desktop App Understanding Internet Addresses Entering a Website Address Monitoring Activity Includes Interrupting Loading and Reloading a Page Going Back and Forward Going to Your Home Page Setting Browser Home Pages Zooming In Out Using the Information Bar Downloading Files Searching for a Site Changing the Default Search Provider Adding a Search Provider Opening Multiple Pages at a Time Saving Favorite Sites for Future Visits Visiting Favorite Sites Finding Words on a Page Printing a Web Page Pinning Websites to the Start Screen Pinning Websites to the Taskbar Using Jump Lists Unpinning a Web Site Dealing with an Unsafe Site InPrivate Browsing Windows Store App Only Opening the Command Bar Using Flip Ahead Visiting Pinned Frequent and Favorite Sites Desktop Only Show Hide the Menu Bar Show Hide Favorites Command and Status Bars Show Hide Favorites Feeds History Using the Favorites Bar Visiting Previously Viewed Pages Organizing Favorites Using Web Accelerators Includes a list of keyboard shortcuts

Microsoft Windows 11 Introductory Quick Reference Guide Laminated Cheat Sheet TeachUcomp,2022-05-23 Designed with the busy professional in mind this 4 page quick reference guide provides step by step instructions in Windows 11 When you need an answer fast you will find it right at your fingertips with this Microsoft Windows 11 Quick Reference Guide Clear and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials 64 individual topics Includes touch gestures and keyboard shortcuts

PCs For Dummies Dan Gookin,2013-02-05 The all time bestselling PC reference fully updated for the newest technologies Previous editions of this fun and friendly PC guide have sold more than three million copies making it the bestselling PC reference in the world Dan Gookin the author whose straightforward and entertaining style is the foundation of the For Dummies series gives you the same easy to follow guidance in this edition fully updated for Windows 8 using the cloud and all the newest PC bells and whistles It s perfect for the absolute beginner as well as for anyone switching to the latest hardware and software Updated with information on all the latest upgrades this edition of a worldwide bestseller covers all the essentials of using a PC and

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How the Internet Works Preston Gralla,1998 The mystery is revealed at last in detailed color diagrams and explanations graphically depicting the technologies that make the Internet work and how they fit together You ll be able to understand and even one up your computer geek friends after reading chapters on the Internet s underlying architecture communication on the Internet how the Web works multimedia and security and parental controls For anyone interested in the Internet Annotation copyrighted by Book News Inc Portland OR

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enjoying the fun parts of life PCs Cheat Sheet Shelley O'Hara, Galen Grimes, 1999 Que's Cheat Sheet Series offers the busy beginning PC user just the right amount of information to get started with his/her PC. Each chapter has a Basic Survival section that teaches the essentials of that chapter. The author then has highlighted important content for the reader in a different color to stand out. Finally, the author gives the reader additional notes, tips, and shortcuts in the handwritten margin notes. All combine to give the new PC user a quick, easy way to navigate and use his/her PC. *Internet Explorer 10 Introduction for Windows 7 Quick Reference Guide* Beezix, 2013-05-13 Laminated quick reference card showing step-by-step instructions and shortcuts for how to use Internet Explorer 10 running on Windows 7. This guide is suitable as a training handout or simply an easy-to-use reference guide for any type of user. The following topics are covered: Understanding Internet Addresses, Entering a Website Address, Showing/Using the Command Bar, Menu Bar, and Other Toolbars, Monitoring Activity, Interrupting Loading and Reloading a Page, Going Back and Forward, Going to and Setting Your Home Page, Adding a Site to the Start Menu, Show/Hide Favorites, Feeds, and History, Saving Site Locations for Future Visits, Favorites, Visiting Favorite Sites, Adding an RSS Feed, Viewing Suggested Websites, Favorites on the Windows Start Menu, Organizing Favorites, Zooming In/Out, Searching for a Site, Adding a Search Provider, Opening Multiple Pages at a Time, Using a New Blank Tab, Finding Words on a Page, Sending a Link by Email, Using the Status Bar, Using the Information Bar, Using the SmartScreen Filter, InPrivate Browsing, Using Web Accelerators, Printing a Web Page, Pinning Websites, Downloading Files. Includes a list of keyboard shortcuts. *Microsoft Teams For Dummies* Rosemarie Withee, 2020-04-14 Discover the power of Microsoft Teams. Millions of people access Microsoft Teams every day to assist with the collaboration it takes to get work done. That number continues to grow thanks to the countless communication tools for working with associates inside and outside your organization you can find in Microsoft Teams. If you're new to Microsoft Teams, start here. This book will give you must-have insight on chatting, file sharing, organizing teams, using video communication, and more. You'll also see just how you should be doing things with best practice recommendations and ideas for integrating Microsoft Teams into your existing workflows. Learn your way around Microsoft Teams and set up the interface. Communicate via chat and video chat inside and outside your org. Integrate Teams with other Office apps for seamless collaboration. Use Teams to optimize your meetings, build a knowledge wiki, and more. Microsoft's shared workspace can help you get collaborative and stay connected to the people and files you need, whether you're at your desk or on the go. Windows 10 for Beginners Ordinary Human, 2016-05-20 Revised and expanded. Whether you are a beginner, casual user, or an IT professional, you will learn everything you need to know about Windows 10 in this premiere user guide for work, home, and play. This user guide with ready answers and cheat sheets is full of hacks, tips, shortcuts, and tricks that will show you how to master Windows 10 in the shortest amount of time possible. During the course of reading this book, you will master a number of complex topics, commands, functions, and techniques. With the help of this informative training manual, you will become familiar with many

new ideas including customizing Start and the desktop using Cortana and mastering apps user accounts lock screens and more Master Windows 10 in the shortest amount of time possible After completing your Windows 10 journey with this user guide you will approach your computer with confidence and go from dummy to experienced in the shortest amount of time possible Windows 10 is moving into all aspects of work home and life providing ease of use accessibility flexibility and technological advances As you will soon learn Windows 10 is versatile flexible and highly customizable allowing you to personalize the operating system to meet your needs Not only has the user experience become more refined but Windows 10 has evolved into the seamless centerpiece of modern technology delivering both value and performance in the process This Cheat Sheets Edition is full of hacks tips shortcuts and tricks Buy today to get the discounted price and start learning Windows 10 About Ordinary Human Ordinary Human is a 20 year veteran of Microsoft who previously worked with various Microsoft teams to write documentation for Windows Windows Server and other Microsoft products If you have ever used any Microsoft product or operating system or had Microsoft training you ve probably seen Ordinary Human s work in action Table of Contents Chapter 1 Introduction Chapter 2 Flying Start Chapter 3 The Big Changes Chapter 4 Apps and Start Chapter 5 Apps and the Taskbar Chapter 6 Adjusting the Volume Chapter 7 Action Center and Notifications Chapter 8 Customizing Notifications Chapter 9 Starting and Using Apps Chapter 10 Managing Apps Chapter 11 Using Cortana for Search Chapter 12 Using the Onscreen Keyboard Chapter 13 Creating and Managing Desktops Chapter 14 Working with Files and Folders Chapter 15 Searching for Files and Folders Chapter 16 Working with Recycle Bin Chapter 17 Settings and Troubleshooting Chapter 18 Customizing Your Desktop and Lock Screen Chapter 19 Connecting to Wi Fi Chapter 20 User Accounts and Security Settings Chapter 21 Securing and Recovering Your Account Chapter 22 Enhancing Security Chapter 23 Maintaining Drives and Files Chapter 24 Keeping a File History Chapter 25 Maintaining Your Computer Chapter 26 Recovery and Reset Chapter 27 Commonly Used Windows Key Shortcuts Index **WordPerfect for Windows Cheat Sheet** Paul McFedries,1994-01-01 A tutorial that teaches the basic and intermediate features and functions of WordPerfect 6 for Windows The book is broken down into task based lessons which cover the basic steps first followed by more in depth information Within the lessons the most essential steps for each task are highlighted in a second color for ease of use

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