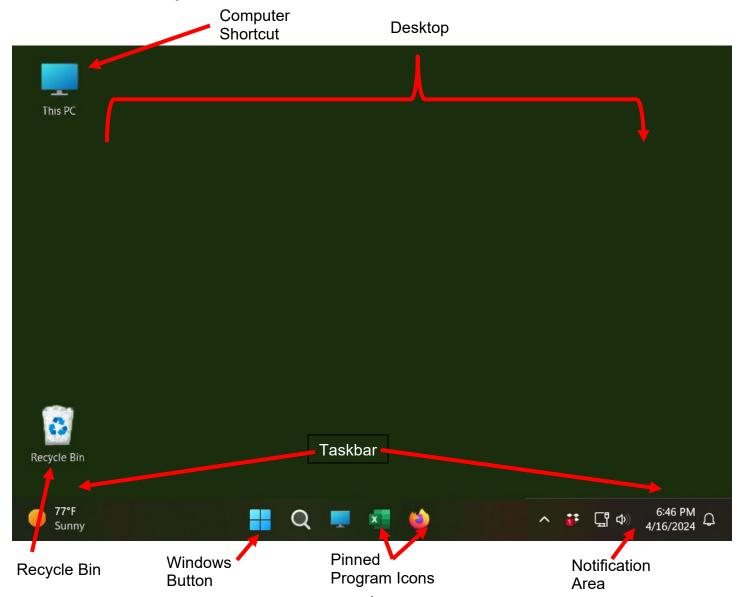
Windows 11 Quick Reference

Windows 10 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**.

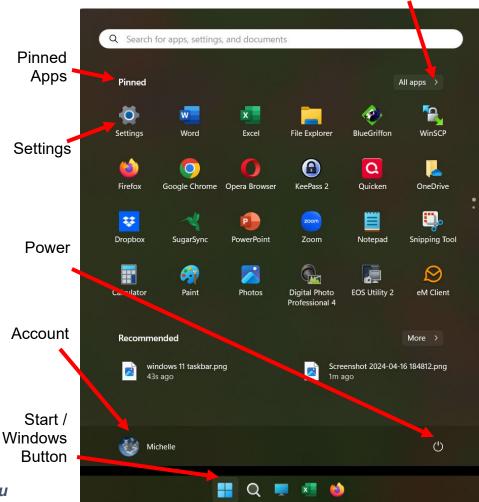
Access Wireless Settings

- 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 All Apps

Keyboard Commands

+ D Show Desktop → + E Open File Explorer → + M Minimize Windows → + L Lock Computer → + S Search / Find Alt + Cycle Tab through open windows Ctrl + Task Alt + Manager Del menu F3 Find Ctrl + P Print Ctrl + X Cut Ctrl + C Copy Ctrl + V Pasto		
Desktop Open File Explorer HM Minimize Windows HL Lock Computer Search / Find Alt + Cycle Tab through open windows Ctrl + Task Alt + Manager Del menu F3 Find Ctrl + P Print Ctrl + X Cut Ctrl + C Copy	🤧 + D	Show
Explorer Windows + L Lock Computer Search / Find Alt + Cycle Tab through open windows Ctrl + Alt + Manager Del menu F3 Find Ctrl + P Print Ctrl + X Cut Ctrl + C Copy		Desktop
Explorer Windows + L Lock Computer Search / Find Alt + Cycle Tab through open windows Ctrl + Alt + Manager Del menu F3 Find Ctrl + P Print Ctrl + X Cut Ctrl + C Copy	<i>≱</i> + E	Open File
Windows H + L Computer Search / Find Alt + Cycle Tab through open windows Ctrl + Alt + Manager Del menu F3 Find Ctrl + P Print Ctrl + X Cut Ctrl + C Copy		Explorer
# + L Lock Computer Find Alt + Cycle Tab through open windows Ctrl + Task Alt + Manager menu F3 Find Ctrl + P Print Ctrl + X Cut Ctrl + C Copy	+ M	Minimize
Computer Search / Find Alt + Cycle Tab through open windows Ctrl + Task Alt + Manager Del menu F3 Find Ctrl + P Print Ctrl + X Cut Ctrl + C Copy		Windows
+ S Search / Find Alt + Cycle Tab through open windows Ctrl + Task Alt + Manager menu F3 Find Ctrl + P Print Ctrl + X Cut Ctrl + C Copy	<i>‰</i> +L	Lock
Find Alt + Cycle Tab through open windows Ctrl + Task Alt + Manager Del menu F3 Find Ctrl + P Print Ctrl + X Cut Ctrl + C Copy		Computer
Find Alt + Cycle Tab through open windows Ctrl + Task Alt + Manager Del menu F3 Find Ctrl + P Print Ctrl + X Cut Ctrl + C Copy	# + S	т
Tab through open windows Ctrl + Task Alt + Manager menu F3 Find Ctrl + P Print Ctrl + X Cut Ctrl + C Copy		Find
open windows Ctrl + Task Alt + Manager menu F3 Find Ctrl + P Print Ctrl + X Cut Ctrl + C Copy	Alt +	Cycle
windows Ctrl + Task Alt + Manager Del menu F3 Find Ctrl + P Print Ctrl + X Cut Ctrl + C Copy	Tab	through
Ctrl + Task Alt + Manager Del menu F3 Find Ctrl + P Print Ctrl + X Cut Ctrl + C Copy		open
Alt + Manager menu F3 Find Ctrl + P Print Ctrl + X Cut Ctrl + C Copy		windows
Del menu F3 Find Ctrl + P Print Ctrl + X Cut Ctrl + C Copy	Ctrl +	Task
F3 Find Ctrl + P Print Ctrl + X Cut Ctrl + C Copy	Alt +	Manager
Ctrl + P Print Ctrl + X Cut Ctrl + C Copy	Del	
Ctrl + X Cut Ctrl + C Copy	ļ	
Ctrl + C Copy	Ctrl + P	Print
}		Cut
Ctrl V Docto	Ctrl + C	Copy
CHIT V Taste	Ctrl + V	Paste
Ctrl + A Select All	Ctrl + A	Select All



Pin a Program to the Start Menu

- 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.
- 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**.

