**Windows 8**

**Quick Reference Card**

**Training Sheet**

Microsoft Windows 8

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**Start Screen**

- **Tiles**: Click a tile to open an app.
- **Account**: Click to switch to another account, lock the computer, or sign out.

**Start screen**

Point here to go to the Start screen.

**Scroll bar**

Click and drag to view other columns on the Start screen.

**Summary View button**

Click to zoom out the Start screen, making it easier to arrange tiles.

**Navigate between apps**

Point here to jump to another app.

Move the cursor down the left side of the screen to see all open apps.

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**Start Screen and Charms Bar**

**Start screen/jump to previous app from Start screen**

- $< windows$ $< c$

**Charms Bar**

Point to corners on the right side of the screen to open the Charms bar, as shown here.

- Click a charm to begin working with common items and tasks.

**Start**

- $< windows$

**Sharing pane**

- $< windows$ $+ < h$

**Settings pane**

- $< windows$ $+ < i$

**Devices pane**

- $< windows$ $+ < k$

**Jump to last app**

- $< windows$ $+ < Tab$

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**Apps**

- **To Launch an App**: Find the app’s tile on the Start screen, or search for the app, and click its icon.

- **To Search for an App**: On the Start screen, start typing the app’s name. Or, point to the top right corner of the screen and click **Search**. Or, press $< windows$ $+ < q$ and click **Apps**.

- **To View All Installed Apps**: Right-click the Start screen and click **All apps** in the bottom bar. Or, press $< windows$ $+ < o$ and click **Apps**. Or, view the Charms bar, click **Search**, and click **Apps**.

- **To Close an App**: Point to the top of the screen to make the grabber handle appear. Click and drag all the way down the screen. Or, press $< alt$ + $< f 4$

- **To Jump to an Open App**: Place your cursor in the upper left corner of the screen and click the app icon that appears. Or, press $< windows$ $+ < Tab$. To view all open apps, move your cursor from the corner down the left edge, or press and hold down $< windows$ and press $< Tab$ to scroll through open apps.

- **To View App Commands**: Right-click while inside the app. A horizontal bar with options for the app, such as tabs in Internet Explorer, appears.

- **To Install an App**: Install apps from the Windows Store, media such as DVDs, or download from the internet.

- **To Uninstall an App**: Right-click the app and click **Uninstall** in the bottom bar.

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**Desktop**

- **The Desktop** is familiar from previous versions of Windows. Desktop applications like Microsoft Office, File Explorer, and the Control Panel are here. Use the same keyboard shortcuts, some hotkeys, and charms bar you use in Windows 8 to navigate the desktop.

- **To Use the Desktop**: From the Start screen, click the Desktop tile. Or, press $< windows$ $+ < d$

- **To View all Open Windows**: Point to a program icon on the taskbar. Point at the resulting thumbnail to preview or to switch to the window.

- **To Minimize Other Windows**: Right-click and drag a window’s title bar quickly from side to side. Or, press $< alt$ + $< delete$

- **To Compare Windows Side by Side**: Click and drag a window’s title bar to the right side of the screen, and drag the other window to the left side of the screen. Or, press $< windows$ $+ < o$ or $< windows$ $+ < s$

- **To Maximize an Open Window**: Click and drag the window’s title bar to the top of the screen or to the bottom corner of the window down to the taskbar. Or press $< windows$ $+ < max$

- **To Switch Between Apps**: Press $< alt$ + $< Tab$ to move quickly between open programs and windows on the desktop.

- **To Access the Control Panel**: Open the Charms bar from the desktop. Click the **Settings charms** and click **Control Panel**.

- **To Pin a Program to the Taskbar**: Pin your favorite desktop apps to the taskbar so you can open them from either the desktop. Open the program you want to pin, right-click the program icon on the taskbar, and select **Pin this program to taskbar**.