

Microsoft®  
**Windows 8**  
**Quick Reference Card**

**Start screen**



**Keyboard shortcuts**

**Start Screen and Charms Bar**

Start screen/jump to previous app from Start screen	+
Charms Bar	+ <C>
Sharing pane	+ <H>
Settings pane	+ <I>
Devices pane	+ <K>
Jump to last app	+ <Tab>

**Basic Commands**

Search apps	+ <Q>
Search files	+ <F>
Search settings and control panels	+ <W>
Lock computer	+ <L>
Print	+ <P>
File Explorer	+ <E>
Display options for second screen	+ <P>
Move app one display to the left	+ <PgUp>
Move app one display to the right	+ <PgDn>
Snap app to left	+ <←>
Snap app to right	+ <→>
Power user menu	+ <X>
Windows Run	+ <R>

**Start Screen**

- **To Open the Start Screen:** Place your cursor in the lower left corner of the screen and click the Start screen icon. Or, press . Or, view the Charms Bar and click **Start**.
- **To View the Charms Bar:** Place your cursor in the upper right or lower right corner of the window. Or, press + <C>.
- **To Zoom Out from the Start Screen:** Point to the bottom right corner, and click the Summary View button. Or, press <Ctrl> + <-> . Tiles are now easy to arrange and group.
- **To Resize App Tile on the Start Screen:** Right-click a tile and click **Smaller** to make the tile smaller. Choose **Larger** to make the tile larger.
- **To Rearrange Tiles:** Tiles are organized into columns of related apps. Drag a tile to a new location in a column, or drag it between columns to start a new column.
- **To Remove a Tile from the Start Screen:** Right-click the app and click **Unpin from Start**.
- **To Add a Tile to the Start Screen:** Right-click the app and select **Pin to Start** in the bottom bar.
- **To Stop Updating an App's Live Tile:** Right-click an app's tile and click **Turn live tile off**.
- **To Search for Files or Settings:** Point to the top right corner of the screen, click **Search**, and click either **Files** or **Settings**. Or, press + <F> for files; press + <W> for settings.

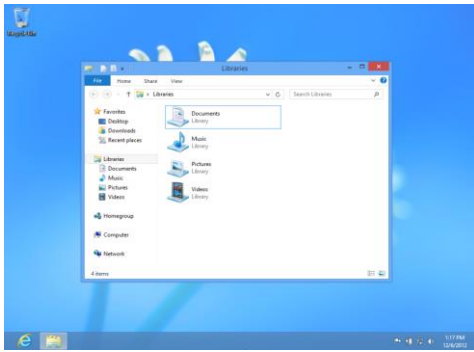
**Apps**

- **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 + <Q> and click **Apps**.
- **To View All Installed Apps:** Right-click the Start screen and click **All apps** in the bottom bar. Or, press + <Q> 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> + <F4>.
- **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 + <Tab>. To view all open apps, move your cursor from the corner down the left edge, or press and hold down and press <Tab> to scroll through open apps.  
**Note:** Right-click an app and click **Close** to close it.
- **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.

**Desktop shortcuts**

Desktop	+ <D>
Maximize	+ <↑>
Minimize/Restore	+ <↓>
Switch between apps	<Alt> + <Tab>
Minimize all windows	+ <M>
Show/Hide Preview Pane	<Alt> + <P>

## Desktop



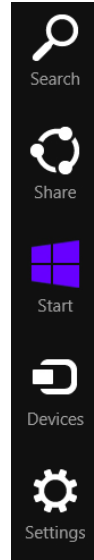
- **The Desktop** is familiar from previous versions of Windows. Desktop applications like Microsoft Office, File Explorer, and the Controls Panel run here. Use the same keystroke shortcuts, corner hotspots, and charms bar you use in Windows 8 to navigate the desktop.
- **To Use the Desktop:** From the Start screen, click the Desktop tile. Or, press **<Win> + <D>**.
- **To Peek at Open Windows:** Point to a program icon on the taskbar. Point at the resulting thumbnail preview to peek at the window.
- **To Minimize Other Windows:** Click and drag a window's title bar quickly from side to side. Or, press **<Win> + <Home>**.
- **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 **<Win> + <Left>** or **<Win> + <Right>**.
- **To Maximize an Open Window:** Click and drag the window's title bar to the top of the screen or, drag the bottom border of the window down to the taskbar. Or, press **<Win> + <Up>**.
- **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 charm** 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 within the desktop. Open the program you want to pin, right-click the program icon on the taskbar and select **Pin this program to taskbar**.

## Settings and Personalization

- **To Personalize your PC:** Open the **Settings charm**. Click **PC Settings**, and click the **Personalize** category. There are three basic ways to personalize your account:
  - Lock screen:** Change the image that appears when the screen is locked.
  - Start screen:** Change the color scheme and graphics of the Start screen.
  - Account picture:** Use a picture on file as your account picture.
- **To Change PC Settings:** Open the Computer window (click the **Start** button and select **Computer**). Right-click the disk you want to defragment and select **Properties** from the contextual menu. Click the **Tools** tab and click the **Defragment now** button.
- **To Change Settings of Apps that do not Run on the Desktop:** Open the app and open the **Settings charm**. App specific settings are displayed, such as changing preferences, finding help, and adding accounts.
- **To Sync your Settings:** When your settings are synced, you can log in to your account from another PC and have the same settings. Open the **Settings charm**. Click **PC Settings**, and click the **General** category. Scroll down to the "Refresh your PC without affecting your files" heading and click **Get started**.

## Charms Bar

**Charms** help you do the things you do most often. What you can do with charms changes, depending on if you're on the Start screen or using an app.



**Search:** Use the search charm to search for anything on your computer. Search within a specific app, or search the entire computer. For example, if the Mail app is open, you can search for a specific message. Or, if you open the charm from the Start screen, search your entire PC.

**Share:** Use the Share charm to share things with other people—such as photos, documents, or links—without leaving the app.

**Start:** Click to jump to the Start screen. If the Start screen is already displayed, return to the last app you were using.

**Devices:** Go here to use any device that's connected to your computer. For example, to print a file on a printer, to import images from a camera, and to manage a wireless device.

**Settings:** Change settings, find help, and get info for your PC and apps here. Also find the most common PC settings: volume, brightness, notifications, power, network connection, and keyboard. Access settings at a deeper level for your computer under Change PC Settings, such as personalization, users, notifications, ease of access, privacy, and much more.

## Search

- Not sure where something is? Use the search charm. It can help you find the settings, files, and apps you want on your computer. It can also help you find specific settings and items within an app.
- **To Open Search:** Open the Charms bar and click **Search**. Enter the search term, and click Apps, Settings, or Files to view the search results for each category.
- **To Search Within an App:** Open the Charms bar and enter the search term in the Search box. Click an app in the Search pane to perform the search in an app, instead of in apps, settings, and files on the computer. For example, click the Bing app to perform the search in Bing.
- **To Open a Location in File Explorer:** Open the Search charm. With Apps selected, enter a drive in the search box (e.g. **C:\** or **\\server\share**). A list of folders within that drive appears below the search box. Press the Down Arrow key to select a folder. Continue entering the file path, typing and selecting folders as needed. Press **<Enter>** to open the path in File Explorer.
- **To View Details for an Item in Search Results:** Point to the item. A screen tip with more details about the item is displayed.
- **To Get Help:** Getting help changes depending on where you are:
  - Desktop:** Open the **Search charm**, type **Help**, and click **Help and Support**.
  - Start screen:** Open the **Settings charm**, and click **Help**.
  - App:** Open the **Settings charm**, and click **Help**.

## Maintenance

- **To Refresh your PC:** Open the **Settings charm**. Click **PC Settings**, and click the **General** category. Scroll down to the "Refresh your PC without affecting your files" heading and click **Get started**.
- **To Shut Down your Computer:** By default, Windows 8 goes into sleep mode when a laptop is closed, or the power button is pressed on a tablet. To turn your PC completely off, close all desktop apps. Then open the **Settings charm**, click **Power** and select **Shut Down**.
- **Windows Defender** is included in Windows 8 by default. This free anti-virus program protects our computer from downloading viruses and other malware to your computer.