Microsoft®
Windows 11
Quick Reference Guide

Windows Desktop and Start Menu

Search Field   Pinned Apps   All Apps Button

Start Menu

Start Button   Taskbar   System Tray   Date and Time

Keyboard Shortcuts

General

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

Settings Shortcuts

System settings	⊞ + **I**
Accessibility Settings.	⊞ + **U**
Voice Typing.......................	⊞ + **H**
Cast pane	⊞ + **K**
Display options for second screen....................	⊞ + **P**
Quick Link menu..................	⊞ + **X**

Desktop Shortcuts

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

Start Menu

Open the Start Menu: Click the ⊞ **Start** button on the taskbar; or, press the ⊞ 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 ⊞ + **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 ⊞ + **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 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.

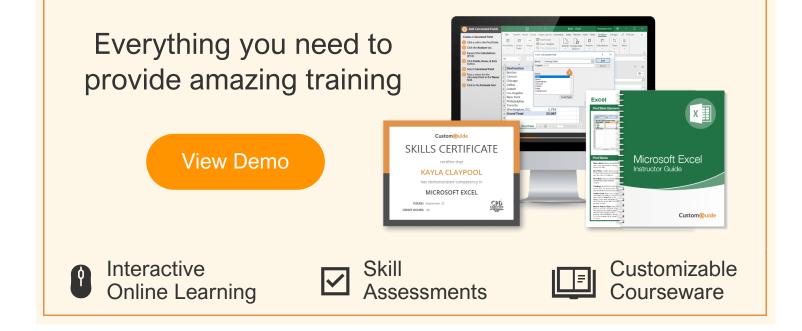Some of the categories available that will help ensure Windows is secure include:

- **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.

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