

Windows 10 At Work For Dummies Cheat Sheet

Windows 10 comes jam-packed with features. Here are shortcuts and tips for using the keyboard, mouse, and Ribbon to get fast access to the most commonly used commands. You'll be commanding Windows 10 in no time!

5 Big Changes in Windows 10

Windows 10 brings many changes to the Windows world. Basically, it takes the best parts of Windows 7 and Windows 8.1 and combines them into one operating system. And there are new features as well, which you'll want to find out how to use. Here are some of the biggest changes and improvements in Windows 10.

Feature	Description
Start Menu	The Start Menu is back in a form that mixes the Start Menu from Windows 7 with the Start screen from Windows 8.1. You can pin both shortcuts and live tiles to the Start Menu.

Cortana	Microsoft's digital assistant from Windows Phone makes the jump to PCs with Windows 10. Cortana can help you find all sorts of online information via natural language questions you ask using text or voice commands.
Notifications Center	Notifications with pop-ups reminding you of all sorts of things. They are centralized into a very useful Notifications Center.
Virtual desktops	In Windows 10 you can work with as many desktops as you wish, switch apps between them with ease, and so on.
Continuum	If you use a hybrid or 2-in-1 device like the Microsoft Surface Pro 3, you can dynamically switch the interface between the PC-friendly desktop environment and a full-screen tablet mode that's suited for touch.

Windows 10 Keyboard Shortcuts

Windows 10 provides hundreds of commands, but you'll likely use only a handful of those commands on a regular basis. To save time, use these Windows 10 keyboard shortcuts. With little effort, you can open files, find content, edit that content, and more!

Function	Keystroke
Start Menu	Windows
Search	Windows+S
Select All	Ctrl+A
Copy	Ctrl+C
Cut	Ctrl+X
Paste	Ctrl+V
Undo	Ctrl+Z
Redo	Ctrl+Y
Help	F1
Open	Ctrl+O
Print	Ctrl+P
Save	Ctrl+S
Delete	Del
Start File Explorer	Windows+E

Open Run	Windows+R
Open the WinX menu	Windows+X
Project to another screen	Windows+P
Switch between opened apps	Alt+Tab

Windows 10 Mouse Button Functions

You can control Windows 10 with your mouse or your keyboard. It's the traditional tool for positioning and clicking the cursor on the screen without using touch-sensitive devices.

Mouse Button Used	Action	Purpose
Left mouse button	Click	Moves the cursor, selects an object, pulls down a menu, or chooses a menu command.
Left mouse button	Double-click	Runs or opens a file.
Left mouse button	Drag	Moves an object, resizes an object, highlights text, and highlights multiple objects.

Wheel mouse button	Roll	Scrolls up and down a window.
Right mouse button	Right-click	Displays a shortcut pop-up menu.

Windows 10 Touch Commands

On tablets and 2-in-1 devices with touchscreens, you have fingertip control of Windows 10 using touch gestures. The following actions control your device with touch commands.

Action	Purpose
Tap	Tap once on an item to open, select, or activate it. This is similar to left-clicking with a mouse.
Press and hold	Press and hold your finger on an item for a second, and Windows shows information to help you find out more about the item or opens a menu specific to what you're doing. This is similar to right-clicking with a mouse.

Pinch or stretch	Touch the screen or an item with two or more fingers and then move the fingers toward each other (pinch) or away from each other (stretch) to make Windows visually zoom in and out, respectively.
Slide	You can drag your finger on the screen to the left, right, top, or bottom to scroll and move through a screen.
Drag	To move an item, press and briefly drag it in the direction opposite the way the page scrolls; then move the item wherever you want. Release the item after you move it to the new location.
Swipe	When you swipe an item with a short, quick movement in the direction opposite the way the page scrolls, you select it, and depending on the app, app commands may appear.

Swipe from the edge	When you swipe your finger quickly, without lifting it, from the right side of the screen to the left, the Notifications Center opens. If you swipe your finger quickly, without lifting it, from the left side of the screen to the right, a list with all the desktops and apps that are open appear.
Rotate	When you put two or more fingers on an item and then turn your hand, you rotate the item in the direction you turn your hand.

PC Requirements for Windows 10

Windows 10 doesn't require powerful hardware from the PC it runs on. However, just like any other operating system, it does require a minimum of hardware to run well. Here's what a PC needs to run Windows 10 well.

Part	Requirements
Processor (CPU)	1 gigahertz (GHz) or faster processor

Memory (RAM)	1 gigabyte (GB) for the 32-bit version of Windows 10 and 2GB for the 64-bit version
Hard drive free space	16GB for the 32-bit version of Windows 10 and 20GB for the 64-bit version
Graphics card	With support for DirectX 9 or later

File Explorer Ribbon Tabs in Windows 10

File Explorer in Windows 10 displays commands in a series of icons stored on different tabs. This combination of icons and tabs is known as the Ribbon interface. The following table shows the commands grouped under each Ribbon tab for File Explorer.

These tabs are displayed based on context. For example, you always see the File tab on the Ribbon interface, but you see the Network tab only when you access other computers on the network.

Ribbon Tab Name	Command Groups
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File	Opens the File menu with options for opening a new window, opening the Command Prompt and PowerShell, changing folder and search options, accessing Help, and closing File Explorer.
Home	You find the Clipboard, Organize, New, Open, and Select lists.
Share	You find the Send and Share With list.
Computer	You find the Location, Network, and System lists.
Network	You find the Location, Network, Network and Sharing Center lists.
Homegroup	You find the Manage list.
View	You find the Panes, Layouts, Current View, Show/Hide, and Options lists.