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| **Windows10 Desktop** | | **Short Cuts** |
| assign2.png | | **Keyboard short cuts**   * **Window Key**: It will open the main menu. * **Window Key+A**: It will open the Action center. The Action center gives you quick Access to computer settings. * **Window Key+D:** It will minimize all the open windows immediately and you will see a desktop. * **Window Key+Q:** It will open search all installed apps. * **Window Key+R:** It will open the Run dialogue box. * **Ctrl+A:** It will select all the contents of the page. * **Ctrl+B:** It will bold highlighted selection. * **Ctrl+C:** Copy selected text. * **Ctrl+X:** Cut selected text. * **Ctrl+P:** Paste selected text.   **Setting short cuts**   * **Windows Key+I**: Shortcut key to open the setting. * **Windows Key+P or F4:** Shortcut key for sharing display for second screen. * **F1:** Shortcut key to access Help.   **Desktop short cuts**   * **Windows Key+S**: It will show the desktop icon. * **Windows Key+Left**: Swipe   Window to the left side of the screen.   * **Windows Key+Right:** Swipe   Window to the right side of the screen.   * **Windows Key+UP:** Swipe   Window to the top of the screen.   * **Windows Key+Down:** Swipe   Window to the left side of the screen.   * **Alt+Tab:** To switch between the application. * **Windows Key+Tab:** It will open the new desktop.   C:\Users\hp\Pictures\cortana-microsoft-logo-brand-3b5a3c8ed11334a6-256x256.png**Cortana**   * Cortana is developed by Microsoft for windows 10 * It is like virtual assistant * It recognizes natural voices, and searches for the answer * Bing search engine is used to search information * It gives output through Microsoft edge. |
| **File Explorer**  File image (3).png | |
| **Application** | **Item of start menu** | |
| * **Launch*:***   Open Start Menu and click on the App which you want to open   * **Jump:**   Shortcut Key for jump Alt + TAB   * **Search:**   Open Start Menu and search files or folder.   * **View All:**   To View all App go to start menu and you see the All App icons.   * **Close*:***   For close the application, Alt + F4   * **Install*:***   For install application, You have to go in Microsoft store and install application that you want.   * **Uninstall*:***   **S**tart Menu 🡪Setting 🡪Systems 🡪program and Features , Click on app which you want to uninstall and select Uninstall | * **Open Start Menu:**   Two Ways: Click on Windows icon or Press Windows key on keyboard.   * **Resize App tiles:**   Open Start menu right click on app and resize App tiles.   * **Add Tiles*:***   Open Start menu ,Select app Which you want to add and click “Pin to Start”   * **Search for files and apps:**   Press Windows key, After open start menu you can search app or file that you want.   * **Lock Computer:**   Open Start menu, click on user and select Lock.   * **Sign Out*:***   Open Start menu, click on user and select “Sign out” or Press Alt + F4 and select “Sign out”.   * **Switch User*:***   1.Open Start Menu, Click on User and select Another User. Another Way, Press Ctrl + Alt + Delete, and Select “Switch User”. Or Press Alt + F4, It will open Shutdown dialog and select “Switch User”   * **Change Account Settings:**   Open Start Menu🡪Click on Setting 🡪 Accounts🡪Family and Other People 🡪User Account 🡪Change Account Type | |