



Windows 8.1 Update Quick Reference Guide: Introduction (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated)

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Four page laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Windows 8.1 Update. Includes touch interface. Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource to improve your proficiency in using the updated Windows 8.1.

The following topics are covered:

Getting Started: Starting Windows; Desktop vs. Start Screen; Whether to Show Desktop or Start Screen after Sign In; Switching Between Desktop & Start; Desktop Apps & Windows Store Apps; Starting an App; Showing Commands and Navigation for a Windows Store App; Displaying the Taskbar; Switching Between Apps and Desktop Windows - Using the Switch List; Navigating the Start Screen; Closing Apps; Using the Shortcut Menu; Windows Charms; Searching; Working with Multiple Monitors; Showing Multiple Apps Side-by-Side; Resizing an App Window; Maximizing an App to Full Screen; Opening Files, Folders and Libraries; Saving a Document.

Organizing Tiles & Apps: Creating a Tile Group; Naming a Tile Group; Rearranging Start Screen Tiles; Resizing Start Screen Tiles; Adding an App Tile to the Start Screen.

Working with the Taskbar: Switching Among Apps/Windows; Pinning an App to the Taskbar; Using Taskbar Jump Lists; Pinning Files to Taskbar Jump Lists; Using the Notification Area.

Working on the Desktop: Resizing a Desktop Window; Moving a Desktop Window; Maximizing a Desktop Window; Hiding a Desktop Window (Minimize).

File Management: Folders, Libraries & Favorites: Starting File Explorer; Working with the Ribbon; Navigation Pane, Preview Pane & Details Pane; Changing How Items are Displayed: Changing Views, Grouping & Sorting; Navigating Folders in File Explorer; Opening a Second Explorer Window; Creating a Folder; Renaming Files or Folders; Selecting Multiple Items, Selecting with Checkboxes; Moving and Copying Files and Folders: Moving and Copying with Cut, Copy & Paste; Deleting Files or Folders; Creating a Shortcut to a Document, Folder, or Other Item; Searching in File Explorer; Adding a Folder or Library to Favorites; Working with Libraries; Zipping Files or Folders; Burning to a CD/DVD; Pinning to Start.

Settings & Troubleshooting: Using the Settings Charm; Using the Control Panel; Setting up WiFi; Using Airplane Mode; What to Try if an App Freezes; Getting Help.

Users & Security: Viewing a Password While Typing; Changing Users; Ending your Windows Session; Changing Login Password or Creating a Picture or PIN Password.

Also includes a "Top 8 Things you Need to Know" list, a list of Keyboard Shortcuts, and a list of Mouse/Touch Equivalentents.

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