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# Windows 8 Quick Reference Guide (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated)



## Synopsis

Four page laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Windows 8. Includes touch interface. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. NOTE: If you have Windows 8.1, you should order this guide: ISBN 978-1-939791-22-1 (Windows 8.1 Update Introduction). The following topics are covered: Getting Started: Starting Windows/Login; The Start Screen; Windows Store Apps and Desktop Apps; Accessing the Desktop; Starting a Desktop or Windows Store App; Accessories (Calculator, Notepad, etc.); Switching Between Apps and Desktop Windows - Using the Switch List; Closing a Windows Store App; Closing a Desktop Window or App; Windows Charms, Using the Share Charm; Searching; Working with Multiple Monitors; Opening Files, Folders and Libraries; Saving a Document; Using the Shortcut Menu; Showing Windows Store App Commands and Navigation. Organizing Tiles & Apps: Creating a Tile Group; Naming a Tile Group; Rearranging Start Screen Tiles; Adding an App Tile to the Start Screen; Creating Secondary Tiles; Always Show a Windows Store App (Snapping). Working on the Desktop: Pinning a Desktop App to the Taskbar; Using Taskbar Jump Lists (Recently Used Files, Pinned Files, Common Tasks); Pinning Files to Taskbar Jump Lists; Switching Between Windows Using the Taskbar; Resizing a Desktop Window; Moving a Desktop Window; Making a Desktop Window Large (Maximize); Hiding a Desktop Window (Minimize); Using the Notification Area (Printing, Security, Sound, etc.). 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; Working with Libraries; Selecting Multiple Items, Selecting with Checkboxes; Moving and Copying Files and Folders, Moving and Copying with Cut, Copy & Paste; Creating a Shortcut to a Document, Folder, or Other Item; Zipping Files or Folders; Deleting Files or Folders; Pinning to Start; Adding a Folder or Library to Favorites; Searching in File Explorer; Burning to a CD/DVD. Settings & Troubleshooting: Using the Settings Charm; Using the Control Panel; Setting up WiFi; Using Airplane Mode; What to Try if an App Freezes. Users & Security: Viewing a Password While Typing; Changing Users; Ending your Windows Session; Changing Login Password; Creating a Picture Password; Getting Help. Also includes a 'Top 8 Things you Need to Know' list, a list of Keyboard Shortcuts, and a list of Mouse/Touch Equivalents.

## Book Information

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## Customer Reviews

Understand, I hate Windows 8. So it's a relief to know that this four-sided, 8"x 11" laminated card simplifies the basics, better than I've ever read anywhere else. Focus is on the desktop, and it will be familiar to Win7 users. However, enough is said about the Modern/Metro/whatever-they-call-it-now functions, to make one acclimate. Microsoft should just buy a bizillion of these and ship one out per OS. They'd hear fewer complaints, if they did!

I bought this reference sheet along with "Windows for Dummies". We use the later rather than this sheet. The basic problem with the sheet is that the type is just too small and it is hard to find information. I would suggest that you skip buying it and just buy one of the reference books available for Windows 8. My recommendation is "Windows for Dummies".

I ordered a Windows 8 reference card for a family member , a new computer user, who has a newer computer than I do. When I ordered the reference sheet for that person, I decided it would be interesting to order one for myself. I have used windows xp and all earlier versions, and consider myself a very experienced computer user. I did find a couple things on the reference sheet that I did not know. For a new user, this would be a very handy reference sheet covering all the basics.

Four pages of all the information to organize, manage files, create folders, creating shortcuts, troubleshooting and lots more at a great price. Laminated, waterproof and easy to read. You can't beat this with a stick.

This isn't very much like other cheat sheets I've purchased. The text is very tiny so it isn't really suitable for the older relative that I bought it for. It covers too many obscure items and doesn't cover the most necessary ones well enough for my taste. Your mileage may vary.

this is a major help in keeping up with technology. by having it at my fingertips, I don't have to worry about trying to remember what's the shortcut for the next step.

This is a handy tool to use with Windows 8. It is brief, but gets you started, and a nice reminder when you want to repeat the task.

Very good. Keep it on my desk all the time. OK. What else do you want me to say anyway.

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