



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

Beezix Inc.

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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.

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