

Windows 8 Common Short Cuts Handout

(brought to you by RMRoberts.com)

Logo + C display charms on right side of screen.

Logo + H Share .

Logo + K displays Devices charm.

Logo + I (letter I not L) displays Settings Charm.

Logo + Q displays all apps and a search apps dialog box as well as settings and files access.

Logo + W displays search settings.

Logo + F displays search files.

Logo + D open the desktop

Logo + +(plus)key zoom in.

Logo + - (minus) key zoom out.

Press the **Logo** to alternate between the Start Screen and the PC Screen desktop

Ctrl + Alt + Del—Produces the four options **Lock, Switch User, Sign out, Task Manager.**

Alt + F4 - from PC Desktop —Shut Down, Switch User, Sign out, Sleep, Restart.

F1 – Display Help

ESC —**Ctrl** Return to previous screen display.

To close an app – Move mouse to top of screen and a small hand appears. Drag the hand down to the bottom of the screen and it disappears.

Access drop down menu of common management tools. -Point mouse to bottom left corner until the desktop tile appears. Right-click on the Desktop tile and a drop down menu will appear with a variety of commonly requested choices such as Program and Features, Network Connections, Power Options, Event Viewer, System, Device Manager, Computer Management, Command Prompt, Command Prompt (Admin), Task Manager, Control Panel, Windows Explorer, Search, Run and finally Desktop.