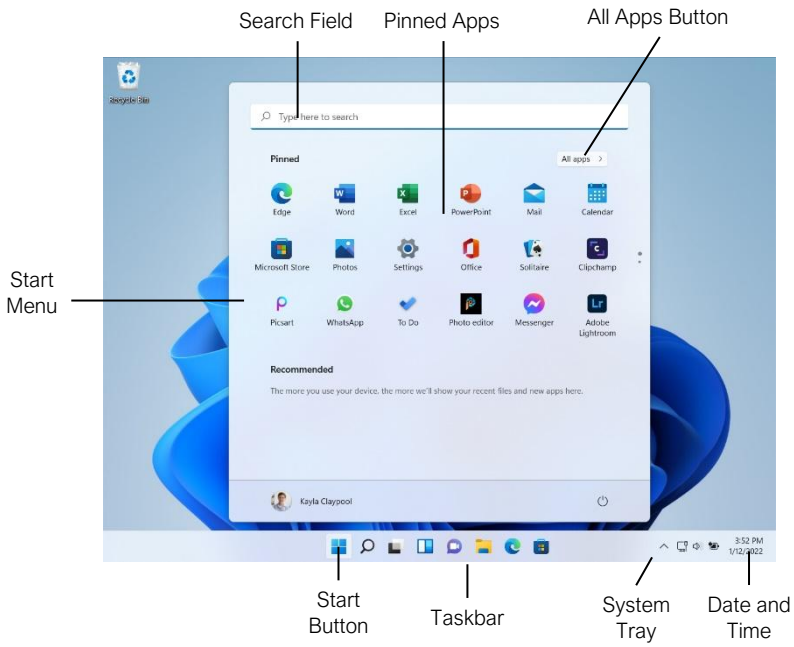
Windows 11
Cheat Sheet

Vuthy Vann

Windows Desktop and Start Menu



Start Menu

Open the Start Menu: Click the **Start** button on the taskbar; or, press the ⊞ key.

View All Apps: Click the **All Apps** button in the Start menu.

Pin an App to the Start Menu: Right-click an app in the All Apps list and select **Pin to Start**.

Pin an App to the Taskbar: Right-click an app in the All Apps list and select **Pin to Taskbar**.

Unpin an App from the Start Menu: Right-click an app in the Pinned group and select **Unpin from Start**.

Lock Your Computer: Click your **User Icon** button and select **Lock**.

Sign Out of Windows: Click your **User Icon** button and select **Sign Out**.

Switch Users: Click your **User Icon** button and select another user.

Put Your PC to Sleep: Click the **Power** button and select **Sleep**.

Shut Down or Restart Your PC: Click the **Power** button and select either **Shut down** or **Restart**.

Apps

Launch an App: Click the app's icon in the Pinned group in the Start menu; or, click the All Apps button in the Start menu, scroll through the list of apps, and select the app you want to open.

Search for an App: Click the **Search** button on the taskbar and type the name of the app you want to open.

Jump to an Open App: Click the **Task View** button on the taskbar and select an open app; or, press ⊞ + **Tab**.
Note: You can also right-click an app in Task view to see additional options for viewing and closing the app.

Install an App: Click the **Microsoft Store** icon on the taskbar. Browse or search for the app you want and click it. Click **Get** to install a free app or **Buy** to install a paid app.

Update an App: Click the **Microsoft Store** icon on the taskbar and click the **Library** tab in the bottom-left corner of the window. Click the **Get updates** button at the top of the window.

Uninstall an App: Right-click an app's icon in the Pinned group in the Start menu or in the All Apps list, then select **Uninstall**.

Keyboard Shortcuts

General

Open the Start Menu	⊞
Copy a file or folder	**Ctrl** + **C**
Cut a file or folder	**Ctrl** + **X**
Paste a file or folder	**Ctrl** + **V**
Quick Settings Menu	⊞ + **A**
Task view	⊞ + **Tab**
Close an app	**Alt** + **F4**
Lock computer	⊞ + **L**
Print	**Ctrl** + **P**
Open File Explorer	⊞ + **E**
Open the Run dialog box	⊞ + **R**
Open the Task Manager	**Ctrl** + **Shift** **Esc**
Capture screenshot	⊞ + **PrtScn**
Open Search	⊞ + **S**
Open Narrator	⊞ + **Ctrl** + **Enter**

Settings Shortcuts

System settings	⊞ + **I**
Accessibility Settings.	⊞ + **U**
Voice Typing	⊞ + **H**
Cast pane	⊞ + **K**
Display options for second screen	⊞ + **P**
Quick Link menu	⊞ + **X**

Desktop Shortcuts

Show/hide desktop	⊞ + **D**
Maximize window	⊞ + ↑
Minimize/Restore window	⊞ + ↓
Minimize all windows	⊞ + **M**
Snap window to left	⊞ + ←
Snap window to right	⊞ + →
Snap Layouts Menu	⊞ + **Z**
View open apps	**Ctrl** + **Alt** + **Tab**
Switch between apps	**Alt** + **Tab**
New desktop	⊞ + **Ctrl** + **D**
Switch desktops	⊞ + **Ctrl** + ← / →
Close active desktop	⊞ + **Ctrl** + **F4**
Peek at the desktop	⊞ + **,**
Minimize all but the active window	⊞ + **Home**
Refresh active window	**F5**

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The Fundamentals

View the Notification Center: Click the **Date and Time** on the right end of the taskbar. Notifications are grouped by the app that triggered them.

- Click a notification to open it in the associated app.
- Click a notification's ✕ **Clear** button to clear the notification.
- Click an app's ✕ **Clear** button to clear all that app's notifications.
- Click the **Clear All** button to clear all notifications at once.

View the Quick Settings Menu: Click the **Network, Volume, and Battery** icons in the system tray.

- Click a feature's button to toggle that feature on or off.
- Click and drag the ☼ **Brightness** slider to adjust screen brightness.
- Click and drag the 🔊 **Volume** slider to adjust system audio volume.

Connect to a Wireless Network: Click the **Network, Volume, and Battery** icons in the system tray to open the Quick Settings menu, click the › **Manage Wi-Fi Connections** button (next to the **Wi-Fi** toggle button), select a network from the list, click **Connect**, enter the network's password, then click **Next**.

Add a Virtual Desktop: Click the **Task View** button on the taskbar, then click the **New Desktop** button.

Switch Between Virtual Desktops: Click the **Task View** button on the taskbar, then select another virtual desktop from the row of desktops along the bottom of the screen; or, press ⊞ + **Ctrl** + ← or → to cycle through virtual desktops.

Rename a Virtual Desktop: Click the **Task View** button on the taskbar, right-click a desktop thumbnail, select **Rename**, enter a new name, then press **Enter**.

Folders and Files

Open File Explorer: Click the **File Explorer** icon on the taskbar. Double-click a file or folder to open it.

Move or Copy Files and Folders: Select the file or folder you want to move, then click the **Cut** button (to move) or the **Copy** button (to copy) on the toolbar. Navigate to the folder you want to move or copy the file or folder to, then click the **Paste** button.

Rename Files and Folders: Select the file or folder you want to rename in File Explorer and click the **Rename** button on the toolbar. Type a new name for the file or folder, then press **Enter**.

Folders and Files

Delete Files or Folders: Select the file or folder you want to rename in File Explorer and click the **Delete** button on the toolbar.

Search in a Folder: Click in the **Search** field in the upper-right corner of the File Explorer window. Type a search term, then press **Enter**.

Sort Icons: Click the **Sort** button on the toolbar, then select a sorting method (name, type, date modified, etc.). Click the **Sort** button again and select a sort order (ascending or descending).

File Explorer Views: Click the **View** button on the toolbar. Use the options here to change how your files are viewed—as a grid of icons, simple or detailed lists, or tiles that display a file's contents.

Compress Files or Folders: Select the files or folders you want to compress, then click the ••• **See More** button on the toolbar. Select **Compress to ZIP file**, type a name for the compressed folder, then press **Enter**.

Create a Shortcut: Right-click the file or folder you want to create a shortcut to, select **Show More Options**, then select **Create Shortcut**. Move the shortcut to the desktop, or another folder.

Restore a Deleted File or Folder: Double-click the **Recycle Bin** icon on the desktop. Select the file(s) or folder(s) you want to restore, then click the **Restore the Selected Items** button on the toolbar.

Restore All Deleted Files and Folders: Double-click the **Recycle Bin** icon on the desktop, then click the **Restore All Items** button on the toolbar.

Empty the Recycle Bin: Double-click the **Recycle Bin** icon the desktop and click the **Empty Recycle Bin** button on the toolbar; or, right-click the **Recycle Bin** icon and select **Empty Recycle Bin**.

Connect to a Network Computer: Click the **Network** category in the File Explorer Navigation Pane to expand it, then double-click the computer you want to connect to. Enter a user name and password for a user on that computer, then click **OK**.

Personalize Windows

Change the Desktop Background: Click the ⊞ **Start** button and open the **Settings** app. Click **Personalization**, then click **Background**. Use the options here to select a new background color or image.

Customize the Lock Screen: Click the ⊞ **Start** button and open the **Settings** app. Click **Personalization** and then click **Lock Screen**. Use the options here to select a new background image and status information.

Maintain Your Computer

Pair a Bluetooth Device: Click the ⊞ **Start** button and open the **Settings** app. Click **Bluetooth & Devices**, click the **Add Device** button, click **Bluetooth**, select a device, then click **Done**.

Connect a Paired Bluetooth Device: Click the ⊞ **Start** button and open the **Settings** app. Click **Bluetooth & Devices**, click the ⋮ **More Options** button for a paired device, then select **Connect**.

Disconnect a Paired Bluetooth Device: Click the ⊞ **Start** button and open the **Settings** app. Click **Bluetooth & Devices**, click the ⋮ **More Options** button for a connected device, then select **Disconnect**. You can also select **Remove Device**, then click **Yes** to unpair the device.

Check for Windows Updates: Click the ⊞ **Start** button and open the **Settings** app. Click **Windows Update** and then click the **Check for updates** button.

Open the Task Manager: Right-click the ⊞ **Start** button and select **Task Manager**; or, press **Ctrl** + **Shift** + **Esc**. If a task is no longer responding, select it and click **End task**.

View Power and Battery Settings: Click the **Network, Volume, and Battery** icons in the system tray to open the Quick Settings menu, then click the **Battery** icon. Adjust the time needed for your display and computer to sleep, adjust power modes, and configure Battery Saver mode here.

Adjust App Privacy Permissions: Click the ⊞ **Start** button, open the **Settings** app, and click **Privacy & Security**. Click a specific permission category (location, camera, microphone, etc.) to choose which apps can and cannot access that data.

Keep Windows Secure: Click ^ **Show Hidden Icons** in the system tray (if necessary), then click the **Windows Security** icon; or, in the Settings app, click **Privacy & Security**, click **Windows Security**, then click the **Open Windows Security** button.

Some of the categories available that will help ensure Windows is secure include:

- **Virus & threat protection** checks your computer for viruses and other malicious files.
- **Firewall & network protection** configures network firewalls for both private and public networks to keep your computer safe from network attacks.
- **App & browser control** configures warnings for suspicious files, applications, and websites that you download and visit.
- **Device performance & health** keeps track of system, software, and driver updates, while monitoring storage space and battery life.

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