

HOW DO I . . . IN WINDOWS 10?

Do just about anything
Use the Search Field!



Quickly reveal the desktop or minimize all open Windows/Apps

Left-click the bottom, right-hand rectangle

Right-click and check the box for Peek at desktop to
enable hovering over the rectangle



Show all open Windows/Apps

Click the Task View button
(right-click the Task Bar to show
the button if it is missing)

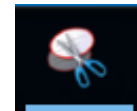


Take a screen-shot

Press the PrtScn button on the keyboard to capture entire screen

Hold down Alt, then press the PrtScn button to capture the active window

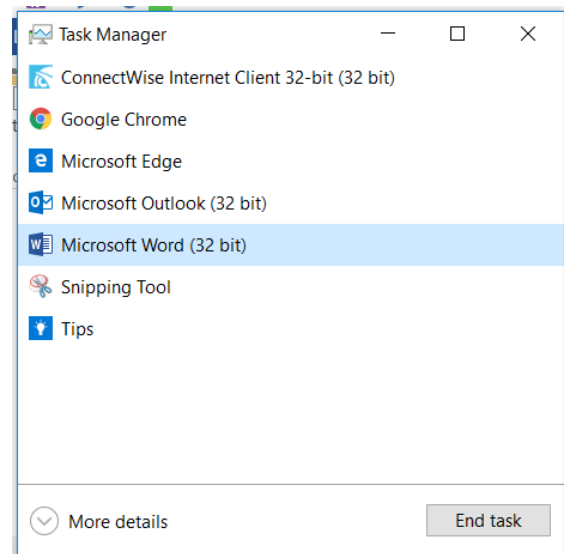
Use the Snipping Tool to capture a selection



End a Task a.k.a. "Force Quit" an App

Right-click the Task Bar and Select Task Manager

Select the App and click the End task button





TOUCHPAD GESTURES IN WINDOWS 10

Action	Gesture
Select an item	Tap on the touchpad
Scroll	Slide two fingers horizontally or vertically
Zoom in or out	Use two fingers to pinch or stretch
Show more commands (right-click)	Tap on the touchpad with two fingers OR Press the lower-right corner of the touchpad
See all open Windows	Swipe three fingers away from you
Show the desktop	Swipe three fingers toward yourself
Switch between open Windows	Swipe three fingers left or right



Mac / WINDOWS 10 Translations

<u>Mac</u>	<u>Windows 10</u>
System Preferences	Control Panel (or Settings)
Zoom	Maximize
Alias	Shortcut
Dock	Taskbar
Return	Enter
Trash	Recycle Bin
Force Quit	End Task

<u>Mac</u>	<u>Windows 10</u>
Keyboard key	Keyboard key
Control	Ctrl
Option	Alt
Command (⌘)	Windows (⊞)
Delete	Backspace
Return	Enter

	<u>Mac</u>	<u>Windows 10</u>
Action Description	Keyboard shortcut	Keyboard shortcut
Copy	Command + c	Ctrl + c
Paste	Command + v	Ctrl + v
Cut	Command + x	Ctrl + x
Undo	Command + z	Ctrl + z
Redo	Command + Shift + z	Ctrl + y
Find (in page)	Command + f	Ctrl + f
Select All	Command + a	Ctrl + a
New (open new doc/window)	Command + n	Ctrl + n
Force Quit / End Task	Option + Command + Esc	Ctrl + Alt + Delete
Switch between open Apps	Command + Tab	Alt + Tab