

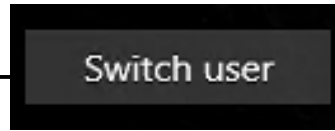
# Windows 10 Quick Start Guide

## Switch User if Computer Locked

Press CTRL + ATL + DEL to unlock the screen

Click **Switch User** in bottom left corner

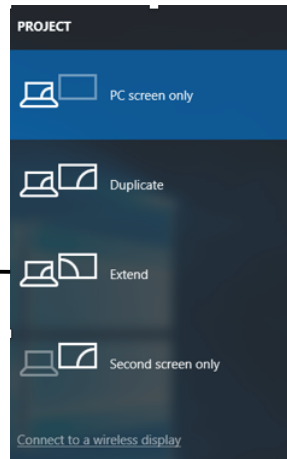
Log in with your own credentials



## Change Display Options

Press **Windows + P** on the keyboard

From the **PROJECT** menu (pictured) select the correct display preference



## Keyboard Shortcuts

Windows + E	Launch File Explorer
Windows + I	Windows Settings
Windows + L	Lock Computer
Windows + M	Minimize all windows
Windows + P	Display Options
Windows + T	Cycle through Apps on taskbar
Windows + ←	Position Application to Left
Windows + →	Position Application to Right
Windows + ↓	Minimize/Restore Application
Windows + ↑	Maximize
Windows + Ctrl+ D	New Desktop
Windows + Ctrl + F4	Close Current Desktop
F5	Refresh Window
Ctrl + P	Print

## Start Menu

**To Open and Close the Start Menu:** Click the **Windows** icon

**To Open a Program:** Click the **Windows** then click the Icon of the Program you want to open or type the letters for faster searching

**To Search:** Click the **Windows** then begin typing what you are looking for

**Access Shared Drives:** Click **Windows + E** to open the File Explorer

**For classroom  
technology assistance,  
please call x2255.**

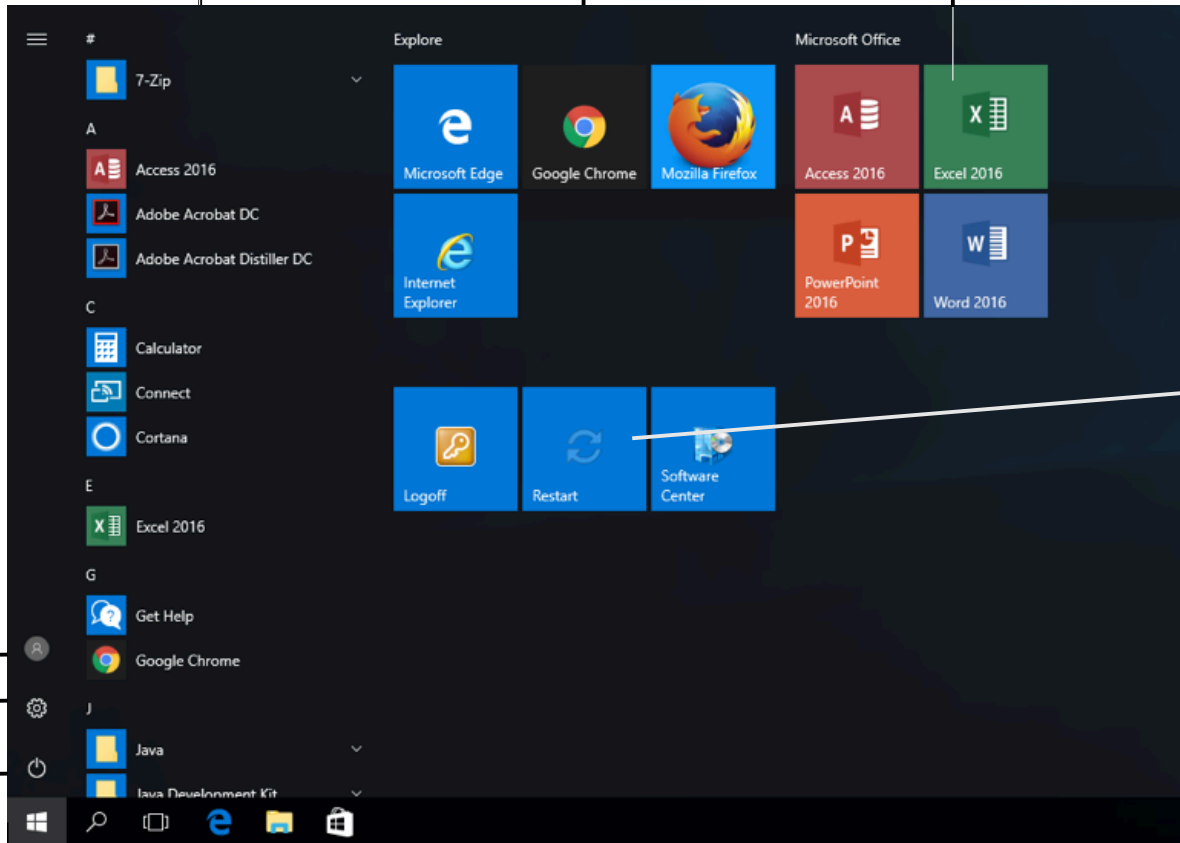
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**Applications List**  
List of all installed applications

**Explore**  
Available Internet browsers

**Microsoft Office**  
Access to office applications

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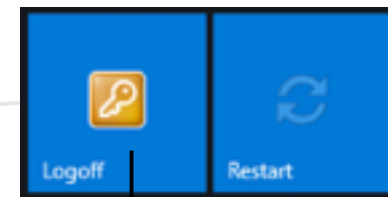
**Profile**

**Settings**

**Shut Down/  
Restart**

**Start Menu**  
This icon opens the Start Menu

**Taskbar**  
Icons of all open applications



**Logoff/ Restart**  
Please remember to log off when you are done