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# Windows 8.1 Update Quick Reference Guide: Introduction (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated)



## Synopsis

Four page laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Windows 8.1 Update. Includes touch interface. Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource to improve your proficiency in using the updated Windows 8.1. The following topics are covered: Getting Started: Starting Windows; Desktop vs. Start Screen; Whether to Show Desktop or Start Screen after Sign In; Switching Between Desktop & Start; Desktop Apps & Windows Store Apps; Starting an App; Showing Commands and Navigation for a Windows Store App; Displaying the Taskbar; Switching Between Apps and Desktop Windows - Using the Switch List; Navigating the Start Screen; Closing Apps; Using the Shortcut Menu; Windows Charms; Searching; Working with Multiple Monitors; Showing Multiple Apps Side-by-Side; Resizing an App Window; Maximizing an App to Full Screen; Opening Files, Folders and Libraries; Saving a Document. Organizing Tiles & Apps: Creating a Tile Group; Naming a Tile Group; Rearranging Start Screen Tiles; Resizing Start Screen Tiles; Adding an App Tile to the Start Screen. Working with the Taskbar: Switching Among Apps/Windows; Pinning an App to the Taskbar; Using Taskbar Jump Lists; Pinning Files to Taskbar Jump Lists; Using the Notification Area. Working on the Desktop: Resizing a Desktop Window; Moving a Desktop Window; Maximizing a Desktop Window; Hiding a Desktop Window (Minimize). 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; Selecting Multiple Items, Selecting with Checkboxes; Moving and Copying Files and Folders: Moving and Copying with Cut, Copy & Paste; Deleting Files or Folders; Creating a Shortcut to a Document, Folder, or Other Item; Searching in File Explorer; Adding a Folder or Library to Favorites; Working with Libraries; Zipping Files or Folders; Burning to a CD/DVD; Pinning to Start. Settings & Troubleshooting: Using the Settings Charm; Using the Control Panel; Setting up WiFi; Using Airplane Mode; What to Try if an App Freezes; Getting Help. Users & Security: Viewing a Password While Typing; Changing Users; Ending your Windows Session; Changing Login Password or Creating a Picture or PIN Password. Also includes a "Top 8 Things you Need to Know" list, a list of Keyboard Shortcuts, and a list of Mouse/Touch Equivalents.

## Book Information

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## Customer Reviews

I finally got my first tablet and it has Windows 8.1 so this came at just the right time! This was my first foray into the world of Win 8.1, so I am a complete newbie. This little cheat sheet came in so handy! It is very well made. Sturdy paper that has been heavily laminated. That comes in handy when you are like me and you make a ton of notes in the margins. I just used a grease pencil to make notes, so I can erase them later. You could probably use a marker from a dry erase board and do the same thing. The guide is about the size of a magazine, so don't think you are getting a discreet little pamphlet. Every square inch is covered with information with print that you can actually read. The icons used in the guide look exactly like what you see on your computer screen so it makes it easy to follow along. It has a section regarding the Top 8 Things You Need to Know that is a lifesaver if you are a newbie like me. It also explains the differences between touchscreen and mouse. A lot of the info is pretty basic if you have any computer skills at all, such as working with files and folders, but then again this is the Introduction Cheat Sheet. If you want more in-depth instruction, you probably already know to go to the Microsoft website and take a few tutorials. This is well worth the price. You could get a larger book to cover every aspect of Win 8.1, but if you just want the basics then this is for you.

I am a firm believer that all the negative press about Windows 8.1 (not Windows 8.0 - which does have a lot of shortcomings) vs. Windows 7, is that people don't like change. If you'll spend a little time learning Windows 8.1 (and this Guide will help), you'll never look back. You'll learn that everything you do in Windows 7 can be done in Windows 8.1, but with a lot of extra features. And, no, you don't have to have a touch screen.

The print is very small, dense, and as other reviewers stated, not for beginners. I know something about computers and Windows, but I was hoping for a step-by-step to move me through 8.1. This is not it. It assumes you know a lot already and know how to get to the features it goes into detail about. That's not what I need from a cheat sheet. I needed something to walk me through this new system, to define its new terms, and to tell me how to get to where I need to go. Maybe they need two levels of instruction sheets, and maybe eventually this one will be helpful. But I'm not a computer idiot, and I felt like one working with this guide.

I was totally new to Windows 8 or 8.1 and thought this would help. Unfortunately it did not. I ended up taking my laptop into an actual Microsoft retail store where I had the most fantastic help ever! Maybe when I become more proficient with 8.1 this guide will become more helpful.

I recently purchased a new PC with Windows 8.1. I was sort of apprehensive, having been using Windows 7 and before that, XP, after reading all of the complaints about the new version and how some folks just hated it because it was so difficult to use. I decided it would be a good idea to have some sort of reference book to help me get adjusted to what sounded like a very different operating system. Initially I looked at the product pages for the Dummies book as well as other ones that came up when I did an search for "Windows 8.1" but after looking at lots of choices, I chose this quick reference guide. I like this guide because it is handy, sturdily laminated and to the point. Instead of all that fluff you get with books and the padding that is added to make people think they are getting their money's worth, this simple and compact reference guide has pretty much everything you need to know about Windows 8.1. Anything else I am sure you can find by searching for it on the Internet. However, for most everything it is all here, neatly categorized and summarized in easy to understand steps. That said, some have complained that this doesn't do a good enough job of introducing the software and getting you started. That's true. I'd say this is not for anyone who has no computer experience or has never used a Windows operating system before. It is not a complete "how to" book in the sense of starting you off like you're from another planet. It assumes you have a basic operating knowledge of a PC. Given that prerequisite, I'd say that this little guide does a great job and I much prefer this over having a thick book that practically speaking does no better job. By the way, after having used 8.1 for a little more than a week, I like it! I like it better than previous versions. I think a lot of people hate it just because they hate change of any kind.

Thanks for the convenient cheat sheet for Windows 8.1. After referring to Windows 8.1 for Dummies book and DVD as well as Missing Manual for 8.1, it helps to have a quick overlook to find the steps for what were simple steps in Windows XP. The sheet is convenient in size and format and looks sturdy enough to last as long as it is needed. Thanks, , for making available these much needed assists.

Keep it next to me avoids having to pull out Dummies book easy to find what you need

I bought a new computer that had Windows 8.1. I hate that operating system and even this quick reference couldn't help much to get me to use this new Windows to get me up and running windows to it's potential even with the help of this cheat sheet. Fortunately Windows 10 is available and does seem more intuitive than Windows 8.1. I recommend upgrading to Window 10. If you do you won't need a reference like this.

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