



- Settings Pane - Shows the Settings pane. You can change an app's settings or adjust the app's permissions on the Settings pane. You can also access Windows functions like Power, Notifications, adjust Brightness and Volume, and more. Give it a try. Press Windows Key + I (Windows Key + I) or swipe from the right and choose Settings (Gear) on a touch device. Do this from the Desktop or a Desktop Application to show system-wide settings options including control panel, personalization, and more.
- Charms Bar - Brings up the Charms bar. Charms include Settings, Start, Share, and Search. Choose Windows Key + C (Windows Key + C) or swipe from the right on a touch device.
- Power Menu - Displays a power user menu including many common tools like Run, Control Panel, Task Manager, Explorer, Command Prompt, and much more. When using the keyboard, hit Windows Key + X (Windows Key followed by X).
- Closing an App - You can let Windows handle when apps should be closed but, should you need to shut an app down, you can do it yourself. If using the mouse, move it to the top of the screen where you'll get a  icon. Click and drag the app all the way to the bottom of the screen. If you have touch, you can swipe from the top of the screen to grab the app and drag it all the way down to the bottom.
- Pin to Taskbar -You can pin a Program to your Desktop's taskbar. To do so, select the Program on the Start screen and choose Pin "Pin to taskbar" from the bottom bar. You can unpin it by following the same procedure.
- Keys on Touch- The on-screen keyboard can be configured to show most keys found on a standard keyboard. On the on-screen keyboard, select the  key to switch keyboard types. Select the icon for the full keyboard which appears to have many keys like this Full Keyboard. This variation includes a Windows Key (Windows Key) which can be used to make the key combinations you have been learning in Windows 8 Cheat Keys.
- Desktop Shortcut- Brings up your Desktop. Windows 8 can run all your familiar desktop applications. Windows Key + D takes you back there quickly. Hit it a second time to hide your running desktop applications and show you the actual desktop. Choose the Desktop tile from the Start screen when using touch.
- Hide Notifications - Need to snooze? Too busy? You can temporarily hide all app notifications. Go to the Settings pane (Windows Key + I or swipe from the right and choose Settings on a touch device). Choose the button labeled "notifications" to get choices on how long to hide notifications for.
- Snap Shot - You can take a snap shot of the screen at any time. Hit Windows Key + PrtScrn to store a picture in PNG format in a Screen Shots folder under your Pictures.
- Zoom In/Out - Hit the Windows Key and + repeatedly to zoom in. Similarly, you can use Windows Key and - to zoom out. Use this in combination with Windows Key + PrtScn to take a screen shot in the current zoomed state. To quickly exit this mode, hit Windows Key + Escape.
- Start Search- What are you looking for? Try just typing it from the Start screen. You can type the name of an app or a file path for Windows to find for you.
- Lock Device - You can lock your computer or tablet by hitting Windows Key + L. Handy for when you are quickly stepping away or want to show the Lock screen.
- Search Files - You can quickly search for files by typing Windows Key + F. If using touch, swipe in from the right, choose Search and then Files.

- Search Settings - Want to quickly find a familiar control panel or locate a hard to find setting? Hit Windows Key + W to search for settings and control panels. When using touch, swipe in from the right, choose Search and then Settings.
- Launch Explorer - To quickly launch Windows Explorer, hit Windows Key + E. Do this using the full version of the virtual keyboard if using a touch device.
- Run Window - Looking for that old Run window? Hit Windows Key + R to bring up the faithful Windows Run window. Do this from the full virtual keyboard when using touch.
- Desktop Snap - When using Desktop applications, you can quickly snap an app to the left or right by hitting Windows Key + left or right arrow. You can also do this with the up and down arrows to maximize, restore, or minimize an application. This only works with Desktop applications.
- Name Tile Group - Are you seriously organized? You can name your tile groups on the Start screen. Click the minus in the lower, right corner of the screen to get the zoomed out view of your tiles and then right click on a tile group. On the bottom bar, choose Pencil (Name group). When using touch, pinch zoom out and then swipe down on a tile group and choose the Pencil on the bottom app bar.
- Minimize Applications -You can quickly minimize all desktop application windows by pressing Windows Key + M.
- Toggle Snap - To quickly snap an app to the side of the screen, hit Windows Key + . (Period). Do this while holding Shift to do it in the opposite direction. If using touch, swipe in from the left and then drag to the right or left side of the screen.
- Show App Bar - To quickly bring up the App Bar(s), hit Windows Key + Z. The app bar allows access additional features in most apps. When using touch, swipe in from off the bottom of the screen.