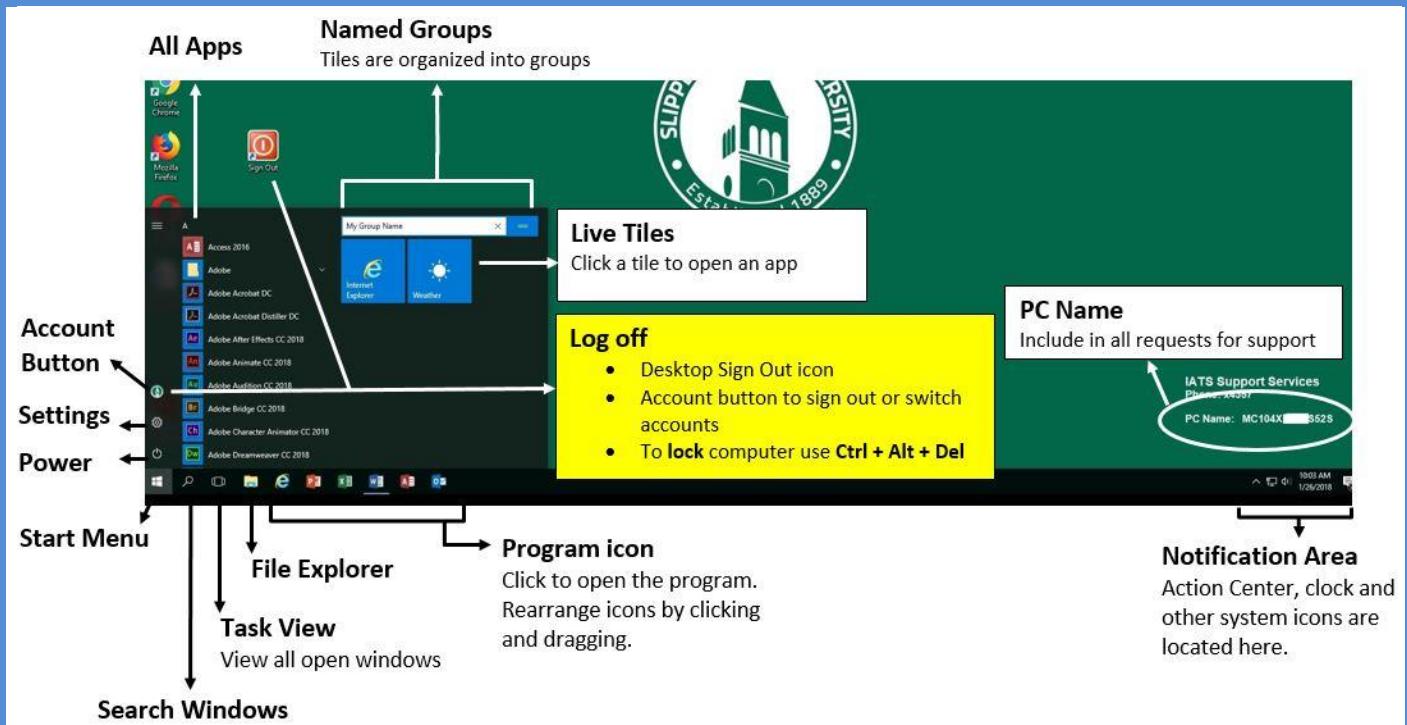


# Windows 10

## Quick Reference Card

### Start Menu and Desktop



### Start Menu

**To Rearrange Tiles:** Tiles are organized into groups of related apps. Drag a tile to a new location in a group or drag it between groups to start a new group.

**To Remove a Tile from the Start Menu:** Right-click the tile and click **Unpin from Start**.

**To Sign Out of Windows:** Click the Account button and select **Sign Out**.

### Keyboard Shortcuts: Basic Commands

Copy a Folder/File	<b>Ctrl + C</b>	Display options for second screen	<b>Win + P</b>
Cut a Folder/File	<b>Ctrl + X</b>	<b>Action Center</b>	
Paste a Folder/File	<b>Ctrl + V</b>	<b>To Display Notifications:</b> Click the <b>Notifications</b> icon on the taskbar, or swipe in from the right side of the screen on a touchscreen, to open the Notification Center.	
Print	<b>Ctrl + P</b>		

### Desktop

**To Access Settings:** Click the **Start** button and select **Settings** from the Start menu.

**To Pin a Program to the Taskbar:** Pin your favorite desktop apps to the taskbar so you can open them from within the desktop. Open the program you want to pin, right-click the program icon on the taskbar and select **Pin this program to taskbar**.

### Settings Shortcuts

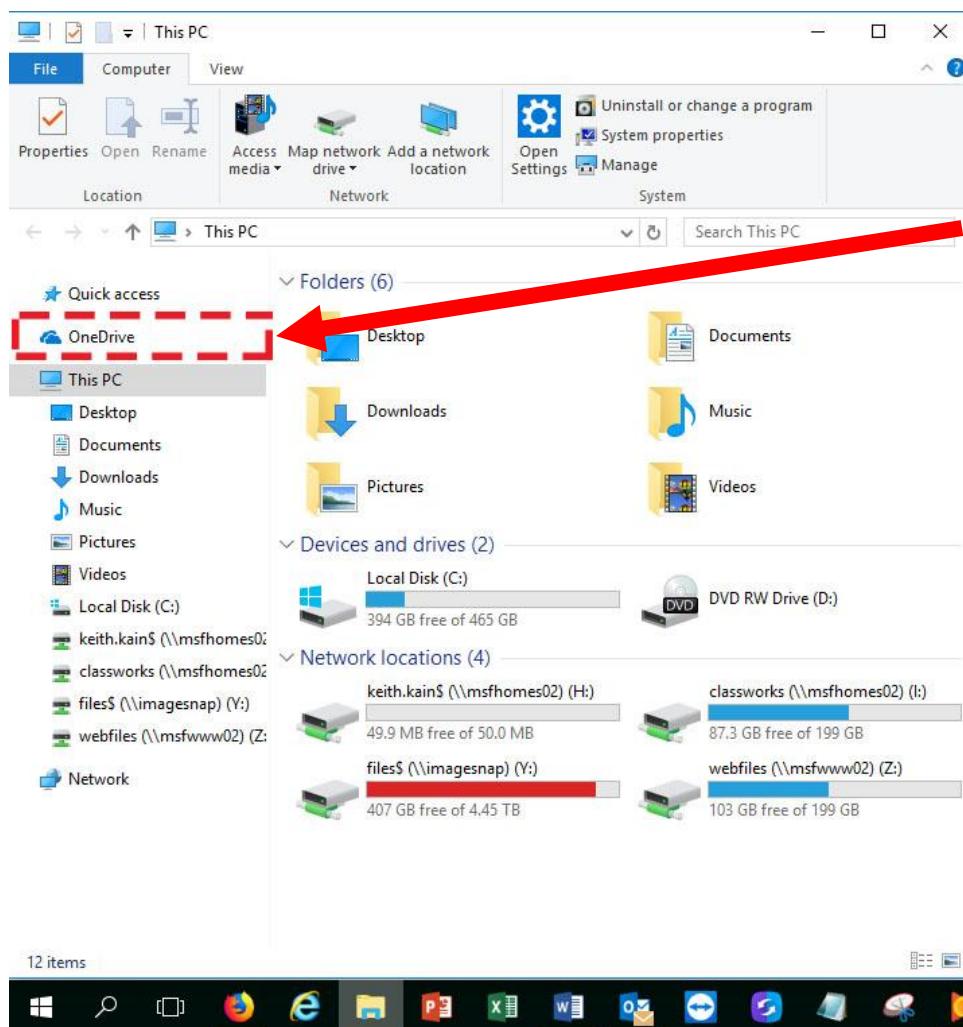
# OneDrive

## Cloud Storage Accessible from Any Device

OneDrive acts as a cloud replacement to your H Drive, offering 1TB (1000GB) of storage, which can be accessed anywhere.

- Save files at work and access them at home or during class via [portal.office.com](http://portal.office.com)
- View files on the go via the **OneDrive App** for iOS and Android
- Backup important files from your computer to prevent data loss in case of a PC failure
- Better file sharing options and collaborative Office documents

You are already enrolled, just sign in with your SRU email/password!



Click the “OneDrive” link on the left side of the File Explorer to get started. A popup will appear asking you to sign in, use your SRU email address and password, and follow the steps until your OneDrive folder appears.

Any file or folder you place in this OneDrive folder will stay in your OneDrive storage. Go to [portal.office.com](http://portal.office.com), sign in with your email address, and click the **OneDrive** tile to access these files from any device with a web browser.