Steps to open a program:

1. **Tap** Windows key on keyboard

2. **Click** on a tile if there is one

3. If not, **type** the first couple of letters of the program name in the Windows Search Box and **click** on a search result.

How to switch between open windows:

1. **Point** to the taskbar button for the program you want to switch to and then

2. **Point** to the preview window and **click** it

How to Copy and Paste:

1. **Select** (highlight) what you want to copy

2. **Use** Ctrl + C key combination to **copy**

3. **Insert** cursor where you want to paste

4. **Use** Ctrl + V key combination to **paste**