

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**