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Microsoft Windows Vista Quick Reference Guide (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)

Windows® Vista Introduction

Starting a Program

The Start menu provides access to pinned programs, recently used programs, and all programs.

1. [Click] the Start button  or press **[Windows Key]**.
2. In the menu that appears, choose:
 - a recently pinned program.
 - a recently used program.
 - a program from ALL PROGRAMS.If necessary, choose a sub-menu, and then the program name.



Pinning a Program to the Start Menu

Pinned programs have been selected by Windows so that you always have them at the top of the Start menu.

1. [Click] the Start button.
2. [Right Click] a recently used program or a program from ALL PROGRAMS.
3. Select **PIN TO START MENU**.

Unpinning a Program

1. [Click] the Start button.
2. [Right Click] a pinned program.
3. Select **UNPIN FROM START MENU** or for the designated icon and web browser, select **REMOVE FROM THIS LIST**.

Removing a Recently Used Program

1. [Click] the Start button.
2. [Right Click] a recently used program.
3. Select **REMOVE FROM THIS LIST**.

Using Accessories (e.g. Calculator, Notepad, Games)

1. [Click] the Start button.
2. Choose **ALL PROGRAMS** > **ACCESSORIES**.
3. Choose the accessory from the menu.

Exiting a Program

- Choose **FILE, EXIT**, or
- Close the application window.

Closing a Window

- [Click] the Close button .
- Press **<Alt>+F4** to close the active window.

Moving a Window

[Drag] the window by its title bar (avoiding the buttons at either end).

Making a Window as Large as Possible

[Click] the Maximize button of the window  or [Double Click] the title bar. When a window is maximized, the Maximize button changes into a Restore Down button.

Restoring a Window to Its Previous Size

[Click] the Restore Down button  or [Double Click] the title bar.

Making a Window Its Minimum Size

- [Click] the Minimize button of the window .

The window collapses into an item in the Taskbar at the bottom of the screen.

- [Click] the window's Taskbar item.

Restoring a Minimized Window/ Switching Among Open Windows

[Click] the icon in the Taskbar.



- To see a thumbnail of the window, hover over the Taskbar button.
- Press **<Alt>+Tab** to cycle through choices.
- Hold down **<Alt>** while pressing **<Tab>** repeatedly to choose among several open programs.

Switching Among Open Windows with Flip 3D

For Aero-enabled PCs, [Click]  on the Taskbar, then use the mouse scroll button to cycle through choices or hold down  while pressing **<Tab>** repeatedly.

Using Grouped Taskbar Buttons

If the Taskbar becomes too cluttered with buttons, Windows groups similar buttons together. E.g. all open Word documents will be grouped under one button. To see [Click] on the button, then select from the list. Hover over items on the list to see a thumbnail of the window.

Resizing a Window

1. [Point] to the edge or corner of the window. The mouse pointer changes to a double-headed arrow.
2. [Drag] the edge of the window toward the corner of the window to make it smaller, or away from the corner to make it larger.

Showing the Desktop

[Click]  in the Taskbar, or press **<F10>** or **<Ctrl>+D** again.

To show all open windows again, [Click]  or press **<F10>** or **<Ctrl>+D** again.

Displaying the Shortcut Menu

[Right Click] on an item. A menu displays choices relevant to the item you have selected.

Getting Help or Support

1. [Click] the Start button.
2. Choose **HELP AND SUPPORT**, then follow the instructions.

Saving Documents: Save vs. Save As

- Choose **FILE, SAVE** when saving a document for the first time, or after creating a new version of the file. Specify a name and a location for the file in the dialog box that appears. File names can be up to 260 characters in length (including the location information for the file. E.g. **C:\documents**) and can contain spaces. Do not use **/ \ * ? " < > |**.
- Choose **FILE, SAVE AS** to update a file that has been saved previously. This replaces the earlier version of the file without any confirmation.

Saving a Document for the First Time

1. Choose **FILE, SAVE AS**.
2. Enter a name for the file in the FILE NAME box.
3. To choose a location for the file:
 - [Click] a folder in the Address Bar (e.g., **[C:]**) to select a subfolder.
 - Or, [Click] **[C:] > [Documents]** to display the Navigation Pane and contents of the current folder.
 - [Click] on an item in the **NAVIGATION PANE**.
 - [Double Click] on a folder in the contents area.
 - [Click]  to create a new folder.
4. Once both the name and location have been specified, [Click] **SAVE**.

Viewing the Status of Print Jobs

Any printers with print jobs waiting to be delivered from Windows (to the printer or network print server) will appear in the Notification Area of the Taskbar (next to the clock). [Double Click] the printer icon to view the print jobs.

- To delete or cancel a print job, select the print job and press **** or [Click] **DOCUMENT** then **CANCEL**, then [Click] **YES** to confirm.

Creating a Shortcut to a Document, Folder, or Other Item

1. Point to the item for which you need a shortcut, then [Right Click].
2. Choose **CREATE SHORTCUT** from the menu that appears. The new shortcut can be [Dragged] to a new location.

Or

- [Right Drag] the item to a new location, and choose **CREATE SHORTCUT HERE** from the menu.
- To move items from the Start menu to the Desktop, [Right Click] on the item, then **<Ctrl>+Drag** to copy.
- To quickly create a shortcut on the Desktop, [Right Click] the icon and choose **SEND TO > DESKTOP (CREATE SHORTCUT)**.

Customize the Start Menu and Taskbar

To change the settings of the Start menu or Taskbar, [Right Click] on the Start button and choose **PERSONALIZE**, select the appropriate tab.

Moving Items in the Start Menu

1. [Click] the Start button, and locate the item you wish to reposition.
2. [Drag] the item to the new position in the menu.
3. If asked to provide administrator permission, [Click] **CONTINUE**, then **CONTINUE** again.

What to Try if a Program Freezes

1. Press **<Ctrl>+Shift**.
2. If necessary, [Click] the **APPLICATIONS** tab.
 - a. A list of programs that are running is displayed. If Windows detects a frozen program, it will indicate that it is not responding inside the program name. Select the frozen program and [Click] **END TASK**.

Showing the Properties or Attributes of an Item

[Right Click] on the item and choose **PROPERTIES**. For example, click properties to:

- Change options for the Taskbar.
- Change options for the Navigation Pane.
- Find out the location of a document or folder.

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Synopsis

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Windows Vista. The following topics are covered: Starting a Program, Pinning a Program to the Start Menu, Unpinning a Program, Removing a Recently Used Program, Using Accessories (e.g. Calculator, Note Pad), Exiting a Program, Closing a Window, Manipulating Windows: Moving, Enlarging, Restoring, Minimizing, Restoring a Minimized Window/Switching among Open Items, Using Grouped Taskbar Buttons, Showing the Desktop, Displaying the Shortcut Menu, Getting Help or Support Saving Documents: Save vs. Save As, Viewing the Status of Print Jobs, Creating a Shortcut to a Document, Folder, or Other Item, Customize the Start Menu & Taskbar, Moving Items in the Start Menu, What to Try if a Program Freezes, Showing the Properties or Attributes of an Item, File Management, Changing Views, Show/Hide Menu Bar, Show Files in Groups, Show/Hide the Folders List, Selecting Items, Moving or Copying Files and Folders, Renaming Folders or Files, Creating a Folder, Deleting Folders or Files, Retrieving Items from the Recycle Bin, Emptying the Recycle Bin, Searching for a File, Folder, Program, or Web Page, Burning to a CD/DVD, Zipping files/folders, Using the Control Panel, Ending your Windows Sessions, and Changing Login Password. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

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Customer Reviews

This two page information guide, laminated professionally, has approximately 40 short recaps of entries that sooner or later you maybe looking for. Saves you the time of trying to look for an entry in

a large, cumbersome manual. Handy to have right next to your computer.

Concise and of substantial quality that doesn't get lost in piles of to-do's. Great partner to Windows Vista for Dummies.

fast service, great price, excellent condition, thank you.

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