



## 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.

## Book Information

Pamphlet: 2 pages

Publisher: Beezix Inc. (March 9, 2007)

Language: English

ISBN-10: 1934433004

ISBN-13: 978-1934433003

Product Dimensions: 11.2 x 8.5 x 0.1 inches

Shipping Weight: 1.6 ounces (View shipping rates and policies)

Average Customer Review: 4.5 out of 5 stars Â Â See all reviewsÂ (6 customer reviews)

Best Sellers Rank: #1,459,489 in Books (See Top 100 in Books) #14 inÂ Books > Computers & Technology > Operating Systems > Windows > Windows Desktop > Windows Vista #3400 inÂ Books > Computers & Technology > Software > Microsoft #331637 inÂ Books > Reference

## 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.

[Download to continue reading...](#)

Microsoft Windows Vista Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Edge and Internet Explorer 11 for Windows 10 Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Windows XP Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Project 2016 Quick Reference Guide Managing Complexity - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Excel 2016 Introduction Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Project 2016 Quick Reference Guide Creating a Basic Project - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Windows 7 Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Outlook 2016 Mail, Calendar, People, Tasks, Notes Quick Reference - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Guide) Microsoft SharePoint 2010 Quick Reference Guide: Introduction (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft PowerPoint 2013 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Excel 2013 Data Analysis with Tables Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Outlook 2010 Mail Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Outlook 2007 Calendar, Contacts, Tasks Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Project 2013 Quick Reference Guide: Managing Complexity (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Project 2010 Quick Reference Guide: Managing Complexity (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2010 Formatting Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Project 2013 Quick Reference Guide: Creating a Basic Project (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Project 2010 Quick Reference Guide: Creating a Basic Project (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft SharePoint 2010 Web Apps Quick Reference Guide (Cheat

Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2013 Intermediate Quick Reference: Paragraphs, Tabs, Columns, Tables & Pictures (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)

[Dmca](#)