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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 **Win**  
2. In the menu that appears choose:

- a favorite pinned program
- a recently used program
- a program from ALL PROGRAMS

If necessary, choose a category, and then the program name.



**Pinning a Program to the Start Menu**  
Pinned programs have been selected by Windows or by you to always show at the top of the Start menu.  
1. [Right Click] Start.  
2. [Right Click] a recently used program or a program from ALL PROGRAMS.  
3. Select PIN TO START MENU.

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

**Removing a Recently Used Program**  
1. [Right Click] Start.  
2. [Right Click] a recently used program.  
3. Select REMOVE FROM THIS LIST.

**Using Accessories (e.g. Calculator, Notepad, Games)**  
1. [Right Click] Start.  
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**  
• [Close] 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 the Close button . When a window is maximized, the Minimize 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 item in the Taskbar.

**Switching Among Open Windows with the Taskbar**  
For Aero enabled PCs, [Click]  on the Taskbar, then use the mouse or keyboard to cycle through choices or hold down **Alt** while pressing **Tab** repeatedly to change among open windows.

**Using Grouped Taskbar Buttons**  
If the Taskbar becomes too cluttered with buttons, Windows groups similar buttons together. E.g. if open Word 2007 documents will be grouped under one button. To use, [Click] on the button, then select from the list. You can use items on the list to move a document to another.

**Resizing a Window**  
1. [Point] to the edge or corner of the window. The mouse cursor changes to a double-headed arrow.  
2. [Drag] the mouse or trackball towards the center of the window to make it smaller, or away from the center to make it larger.

**Showing the Desktop**  
[Click]  in the Taskbar, or press **Win** + **D** or **Esc** 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] Start.  
2. Choose HELP AND SUPPORT, then follow the instructions.

**Saving Documents: Save vs. Save As**  
1. Choose FILE, SAVE AS when saving a document for the first time, or when creating a new version of the file. Supply a name and a location for the file in the Save As dialog box. If you are saving a file that already exists, Windows displays a warning dialog box asking if you want to replace the existing file. E.g. **c:\document and settings\user\desktop\file1.txt**.  
2. Choose FILE, SAVE 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 (top) or [Click]  to create a new folder.
- [Click]  to display the My Computer pane and choose the current folder.
- [Click] an icon in the BROWSE FOLDERS list.
- Double Click a folder in the content area.
- [Click]  to create a new folder.

4. Once both the name and location have been specified, [Click] YES to confirm.

**Viewing the Status of Print Jobs**  
Any printer with one or more 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 **Del**, 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 item can be dragged to a new location.

**Dr**  
• 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, Drag them —with Right Click— to copy.  
• To quickly create a shortcut on the Desktop, [Right Click] the item and choose SEND TO > CREATE SHORTCUT.

**Customize the Start Menu and Taskbar**  
To change the settings of the Start menu or Taskbar, Right Click on the Start menu or Taskbar and choose PROPERTIES. Select the appropriate tab.

**Moving Items in the Start Menu**  
1. [Right Click] Start, 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+Esc**.  
2. If necessary, [Click] the APPLICATIONS tab.  
3. A list of programs that are running is displayed. If Windows detects a frozen program, it will indicate that it is not responding beside 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, choose properties to:

- Change options for the Taskbar.
- Change options for the Desktop.
- Find out the size 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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