

## Start Menu Items At A Glance

**Current Computer User:** AlanS

**Pinned Item List:** Shortcuts for programs remain here permanently (internet and email by default)

**Frequently Used Programs:** Here's where you'll find your most frequently used programs – these items change upon frequency of use

**All Programs:** All installed programs are here

**Help:** Get help from Windows

**Search:** Find a file

**Run:** Run a program

**Log Off / Turn Off Computer:** Log off or shut down here

**Start Button:** Here's where you'll find all programs and options for your computer

**My Documents:** Where the current user's documents are stored

**My Recent Documents:** Documents: Files recently used

**My Pictures/Music:** Shortcut to stored picture and music files

**My Computer:** Accesses all drives, folders and files

**My Network Places:** Access to other computers on your network

**Control Panel:** Options for the look of your computer and to Add or Delete programs

**Connect To:** Shows available network connections

**Taskbar:** Log Off Turn Off Computer

## DeskCardHints

### Windows Appearance

Adding My Computer and My Documents back onto the desktop: Press Start, then click on Control Panel. Click on Display Properties and choose the Desktop tab. Click on the Customize Desktop button to add the icons you want.

Add Quick Launch Icons back onto the taskbar: Right click on a blank area of your taskbar, click Properties, click the Taskbar tab and check Show Quick Launch.

Change Start Menu back to classic view: Right click on a blank area of the taskbar, click Properties, click the Start menu tab and choose Classic View.

Empty the Recent Documents folder: Right click on a blank area of the taskbar, click Properties, and click on the Start menu tab Click the Customize button. Under the Advanced tab press the Clear List button.

### Windows Performance

Add Address Toolbar to the Taskbar: Right click on a blank area of the taskbar, click "Toolbars" at the top of the dialog box and click on Address. Use the Address bar for quicker navigation.

Use Remote Desktop Connection to access your computer from the road. Click on Start, then All Programs, then Accessories, then Communications. Click on "Remote Desktop Connection" and enter the computer name. Laptop must be connected to the same network as the desktop.

Error-Check and Disk Defragmenter: Click on My Computer and right-click on the disk you want to scan. Click Properties, click the Tools tab and choose either Error-Checking or Defragmentation.

Free Up Room on the Hard Drive: Click on My Computer and right-click on the disk you want to clean. Click Properties, click the General tab and choose Disk Cleanup.

Add or Remove a Program: Press Start and click on Control Panel. Choose Add or Remove Programs icon and select the program to be removed. To add a program click Add Program.

Update Windows: Connect to the Internet and press Start, All Programs and Click on Windows Update towards the top of the menu.

Add Desktop Shortcut: Press Start and All Programs. Go to the program you want to have the shortcut for, right-click your mouse and click Send To. Choose Desktop (create shortcut).

System Restore: Use System Restore to undo harmful changes and Restore System Settings. Press Start, All Programs, Accessories, System Tools and click on System Restore. You can create a restore point or roll back system changes.

## Parts of a Window

**Title Bar:** Tells which program and document are active

**Menu Bar:** Click on any item to open command menus

**Toolbars:** Buttons for commonly used commands

**Minimize Button:** Click to shrink the window

**Maximize Button:** Click and the window will fill the entire screen and the Restore Button appears. Click the Restore Button to return the window to original size

**Close Button:** Click to close the window

**Scroll Bar:** Click the up or down arrow to scroll or click and drag the shaded box

**Window Border:** Click and drag to change window size

**Document - WordPad**

File Edit View Insert Format Help

Arial 12 Western B U

**Keyboard Shortcuts**

Windows has numerous keyboard shortcuts which mirror clicks and double clicks with the mouse and are often much quicker to use.

When using keyboard shortcuts, the user will be prompted to press a key on the keyboard with the key in <brackets>, such as to press the "Ctrl" key, the command will show up visually as <Ctrl>.

Often shortcuts require more than one key to be pressed, either at the same time or in sequence. If the command needs keys pressed at the **same time**, a plus symbol "+" is used and then the next key listed, as in the keyboard shortcut for **Copy**, which is <Ctrl> + <C> which indicates the user must press the "Ctrl" key at the **same time** as the "C" letter key. If the keys are to be used in sequence, a comma "," is used, as in the keyboard shortcut for opening the edit menu, which is <Alt>, <E> which indicates the user must press the "Alt" key and **release the key and then** press the "E" letter key.

For Help, press F1

## Keyboard Shortcuts

### The Windows Key

The Windows Key (Winkey) provides the following functions when pressed at the same time:

- <Winkey> + <D> Shows the Desktop
- <Winkey> + <E> Opens Windows Explorer
- <Winkey> + <F> Opens Search Panel
- <Winkey> + <Ctrl> + <F> Other Computer Search
- <Winkey> + <F1> Opens Help
- <Winkey> + <M> Minimize All Applications
- <Winkey> + <Shift> + <M> Undo Minimize
- <Winkey> + <R> Opens Run Dialogue Box
- <Winkey> + <U> Opens Utility Manager
- <Winkey> + <L> Locks the Computer
- <Winkey> + <Break> Displays System Properties
- <Winkey> + <Tab> Moves Focus to next Application
- <Winkey> + <Shift> + <Tab> Previous App. Focus
- <Winkey> Opens the Start Menu

### General Shortcuts

- |                          |                             |
|--------------------------|-----------------------------|
| Help                     | <F1>                        |
| Refresh View             | <F5>                        |
| Move to Next Field       | <Tab>                       |
| Move to Previous Field   | <Shift> + <Tab>             |
| Open Properties Dialogue | <Alt> + <Enter>             |
| Rename Selected Item     | <F2>                        |
| Cancel Current Task      | <Esc>                       |
| Display Start Menu       | <Ctrl> + <Esc> or <Start>   |
| Select More Items        | Hold <Ctrl> and Click Mouse |
| Display Task Manager     | <Shift> + <Ctrl> + <Esc>    |

### Editing Shortcuts

- |                       |                                 |
|-----------------------|---------------------------------|
| Select All            | <Ctrl> + <A>                    |
| Cut                   | <Ctrl> + <X>                    |
| Copy                  | <Ctrl> + <C>                    |
| Paste                 | <Ctrl> + <V>                    |
| Delete to Recycle Bin | <Delete>                        |
| Permanently Delete    | <Shift> + <Delete>              |
| Bold                  | <Ctrl> + <B>                    |
| Italics               | <Ctrl> + <I>                    |
| Underline             | <Ctrl> + <U>                    |
| Undo                  | <Ctrl> + <Z>                    |
| Close Active Document | <Ctrl> + <F4>                   |
| Next Paragraph        | <Ctrl> + <_>                    |
| Previous Paragraph    | <Ctrl> + <_>                    |
| Create Shortcut       | <Ctrl> + <Shift> while dragging |
| Copy selected item    | <Ctrl> while dragging           |

### Navigational Shortcuts

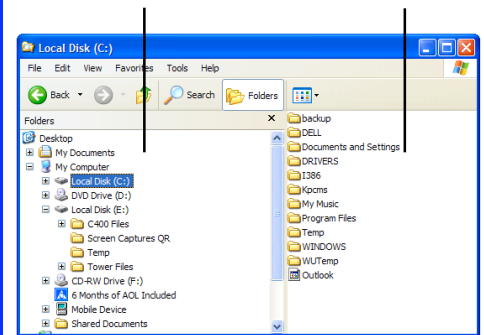
- |                       |               |
|-----------------------|---------------|
| Open an Item          | <Ctrl> + <O>  |
| Close Active Document | <Ctrl> + <F4> |
| Search                | <F3>          |
| Cycle Open Items      | <Alt> + <Esc> |
| Switch Open Items     | <Alt> + <Tab> |
| Up One Screen         | <Page Up>     |
| Down One Screen       | <Page Down>   |
| Start of Line         | <Home>        |
| End of Line           | <End>         |

## Managing Files


### The Windows Explorer Screen

Windows Explorer View includes the Folder Pane and the File Pane:

Click on a drive or folder in the Folder Pane and see details in the File Pane



To Open a File or Folder: Double click the file or folder.

Create a Folder: Click on the  Make New Folder icon to create a new folder, or right-click on any empty area in the window and click New, then choose Folder.

Rename a File or Folder: Right-click on the folder or file name and choose Rename.

Restore a Deleted File: Open the Recycle Bin and highlight the file you wish to restore. Choose Restore File on the menu.

Empty the Recycle Bin: Right click on the Recycle Bin and choose Empty Recycle Bin. Choose "Yes" at the prompt. Files will be permanently lost.

See File Details: Open Windows Explorer and click View. Choose Details in the menu.

Make Desktop Items Open With Single-Click: Click Start then Control Panel. Choose Folder Options and under the General tab, check the button for Single-click to open an item (point to select).

## TheHelpDesk

Change the Clock or Time Zone: Double click the time shown on your Taskbar.

Lock the Taskbar: Right-click in a blank area of the Taskbar and choose Lock the Taskbar from the menu.

Remove Items from Startup: Click Start then All Programs. Click on Startup and Right-Click the Program to be removed. Click Delete.

Consolidate Desktop Items: Right-click on the Desktop and choose Create New Folder. Create the folder and then Click and Drag the items to store in the new Folder.

Change the Desktop Wallpaper: Right-Click on the Desktop and choose Properties. At the Desktop Tab choose available Wallpaper or Browse.

Auto-Arrange the Icons on the Desktop: Right-Click on the Desktop and choose Arrange Icons By. Under the menu choose Auto-Arrange.

Auto-hide the Taskbar: Right-Click on a blank area of the Taskbar and choose Properties. Under the taskbar tab, choose Auto-hide the taskbar.

Change the Password: Press Start, Control Panel and choose User Accounts. Click the Account to Change and Choose Change Password.

Search For a File: Click Start then Search.

Transfer Files and Settings: To transfer files from one computer to another: Press Start, All Programs, Accessories, System Tools and click on Files and Settings Transfer Wizard.

Change Default Printer: Click Start then click Control Panel. Choose Printers and Faxes and Right-Click the new Default Printer. Choose Set as Default Printer. A checkmark will appear.

Stop Printing: Right-Click on the printer icon on the taskbar. Choose Open Active Printers. Right-Click the document and choose Cancel.

