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

Windows® XP Introduction

Starting a Program

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

- Click the **Start** button.
- In the menu that appears, click
 - **Programs** (installed programs)
 - **Recently used programs**
 - **All Programs** (all programs)
 If necessary, choose a sub-menu, and then the program name.

Making a Window as Large as Possible

Click the **Maximize** button of the window.

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.

Double-click the title bar.

Making a Window its Minimum Size

Click the **Maximize** button of the window.

The window will appear as its minimum size on the Taskbar at the bottom of the screen.

Click the window's **Taskbar** icon.

Restoring a Minimized Window/ Switching Among Open Items

Click the icon in the Taskbar.

or press **Alt+Tab** to cycle through desktops. Hold down **Alt** while pressing **Tab** repeatedly to show among several open programs.

Using Grouped Taskbar Buttons

If the Taskbar becomes too cluttered with buttons, Windows will group similar buttons together. Eg. all open Word documents will be grouped under one button. To turn (Click) on the button, then select it on the task bar.

Resizing a Window

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

Showing the Desktop

- Right-click on an empty area of the Taskbar.
- Choose **Show the Desktop** to minimize all windows and show the desktop.

or, press **Ctrl+Esc** to show all open windows. (Right-click) on an empty area of the Taskbar, and choose **Show Open Windows**, or press **Alt+Esc** to show all open windows.

Displaying the Shortcut Menu

Right-click on an icon. A menu displays showing relevant to the icon. Press any menu pointing to.

Getting Help or Support

- Click the **Start** button.
- Click **Help & Support**, and follow the instructions.

Saving Documents; Save as, Save As

Choose **File, Save As** when saving a document. For the first time, or when creating a new version of the file, specify a name and a location for the file in the **Save As** dialog that appears. If necessary, make up to 255 characters in length and use certain codes. Do not use **File Name**.

Choose **File, Save As** to save a file that has been saved previously. This replaces the earlier version of the file without any modification.

Saving a Document for the First Time

- Choose **File, Save As**.
- Enter a name for the file in the **File Name** box.
- Choose a location from the **Location** list at the top of the dialog box. If necessary, choose a folder, then the contents window below the **Location** list.
- Click **Save** and confirm that you have saved the document. (Click) **Save**.

Viewing the Status of Print Jobs

Any printer with print jobs waiting to be delivered from Windows to the printer or network print server will appear in the **Windows Area** of the **Taskbar** (near to the system tray). Double-click the printer icon to view the print job.

Click on a named agent job, select the print job and press **Ctrl+Q** (Click) **Document** then **Cancel**.

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

- Point to the item for which you need a shortcut, then (Right-click).
- Choose **Create Shortcut** from the menu that appears. The new shortcut icon can be dragged to a new location.

or:

- Right-click the mouse in a new location, and choose **Create Shortcut** from the menu that appears.
- To save items from the Start menu to the Desktop, (Drag) them. (Click) **Drag** to copy.
- To quickly create a shortcut on the Desktop, (Right-click) the item and choose **Send to Desktop** (Click) **Desktop**.

Customize the Start Menu and Taskbar

To change the settings of the Start menu or Taskbar, (Right-click) the Start button or a taskbar icon of the Taskbar and choose **Customize**.

Moving Icons on the Start Menu

- Click the Start button, and locate the item you wish to move.
- Drag the item to the new position in the menu.

Moving Icons on the Taskbar

- Click the Taskbar icon, and locate the item you wish to move.
- Drag the icon to the new position on the Taskbar.

What to Try if a Program Freezes

- Press **Ctrl+Alt+Delete** to access the Windows Task Manager.
- If necessary (Click) the **Applications** tab.
- Click the program that is frozen or displayed. If Windows displays a **Close** prompt, click **Yes** to "quitting quickly" inside the program window. Select the other program and (Click) **End Task**.

Showing the Properties or Attributes of an Item

(Right-click) on the item and choose **Properties**. For example, show properties to:

- change options for the Taskbar;
- change options for the recycle bin;
- find out the size of a document or folder;
- change display background, screen colors, or window appearance (and so on);
- view available space on a disk.

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Synopsis

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Windows XP. 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 Customizing the Start Menu & Taskbar Moving Items on the Start Menu What to Try if a Program Freezes Showing the Properties or Attributes of an Item File Management Using Explorer Submenus: Rename, Delete, Move or Copy Files, Opening Windows Show Files in Groups Selecting Items Moving or Copying Files and Folders Renaming Folders or Files Creating a Folder Viewing the Folder List Moving or Copying Files using the Folder List Searching for a File or Folder Deleting Folders or Files Recycle Bin: Retrieving Items and Emptying Using the Control Panel Logging off or Switching Users Shut Down/Restart the Computer 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

GREAT SERVICE; PLEASURE TO DEAL WITH SELLER. IF YOU ARE INTERESTED IN THIS SUBJECT, THIS IS A GOOD STARTING PLACE. THE GUIDE DOES THE JOB IT WAS

INTENDED TO DO.

For a computer challenged person like me it is a time saver. Very easy reference which works for me most of the time.

It is exactly what I wanted. Thank you!

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