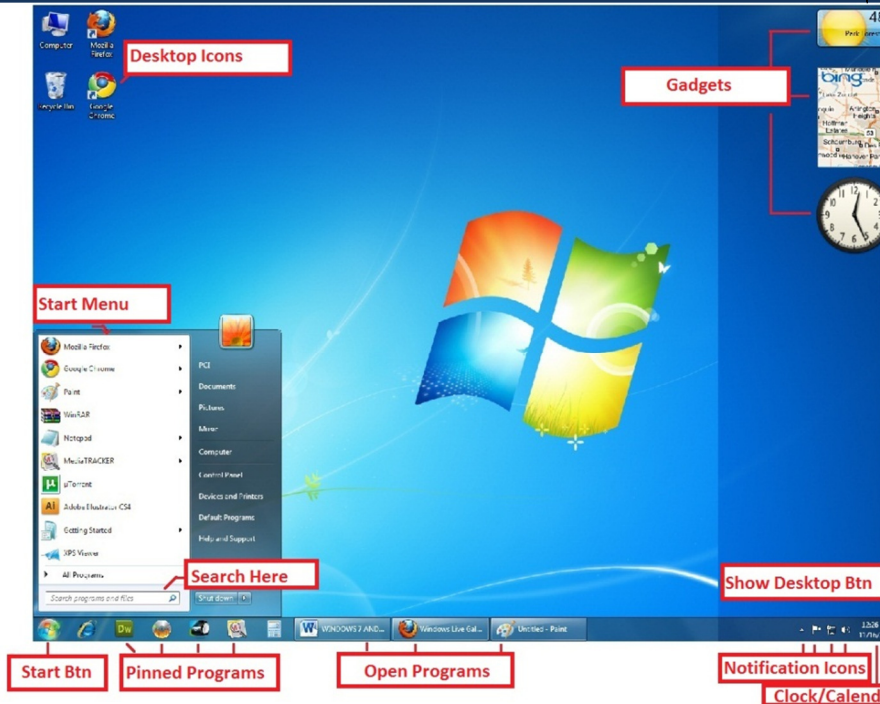


# Windows 7

## Quick Reference

### WINDOWS 7 SCREEN TIPS



### KEYBOARD SHORTCUTS

#### GENERAL

- ⌨ - Is a Key on Keypad
- Start Menu
- Minimize all Windows + M
- Maximize + <Up Arrow >
- Minimize/Restore + <Down Arrow >
- Search for file or folder - + F or F3
- Lock computer / switch user - + L
- Run Dialog Box - + R
- Cycle through program on task bar + T Stop on program you want.
- Cycle through open programs in 3-D - + Tab

#### Windows Management

- Send current Window Left or Right: + <Left or Right Arrow >
- Preview Open Apps – Rest on App On taskbar.
- Print Screen - CNTL + P
- NOTE: Click Start>All Programs> Accessories>Paint. Click CNTL + V When it opens and save files as.

#### Taskbar

- Cycle through Icons + <T>
- Open New Instance + <D> + <M>
- <Alt> + <P>
- <Shift> + click

#### EDITING

- Cut <Ctrl> + <X>
- Copy <Ctrl> + <C>
- Paste <Ctrl> + <V>
- Undo <Ctrl> + <Z>
- Redo or Repeat <Ctrl> + <Y>
- Find or Replace <Ctrl> + <F>

### WINDOWS EXPLORER

**To Search for a File or Program:** Click the Start button and type a keyword for the file or program. Results are displayed immediately in the menu.

**To Search for a File in a Folder:** Open the folder you want to search. Click the Search box in the upper right corner of the window and enter keyword(s) for the file you want to find.

**To Add a Search Filter:** After entering keywords in the Search box, select a filter from the list that appears. Examples include *Type*, *Date Modified*, *Size*, etc...

**To Change Window Layout:** Click the Organize button on the toolbar, point to Layout, and select a layout option.

**To Create a Folder:** Click the New Folder button on the toolbar. Type a name for the folder and press <Enter>.

**To Use the Address Bar to Navigate:** Click a location on the Address Bar to go to it in the window. Click a location's list arrow to view and open subfolders within the location.

**To Preview a File:** Click the Preview Pane button on the toolbar or press <Alt> + <P>. Select the file you want to preview.

### ADMINISTRATOR TIPS

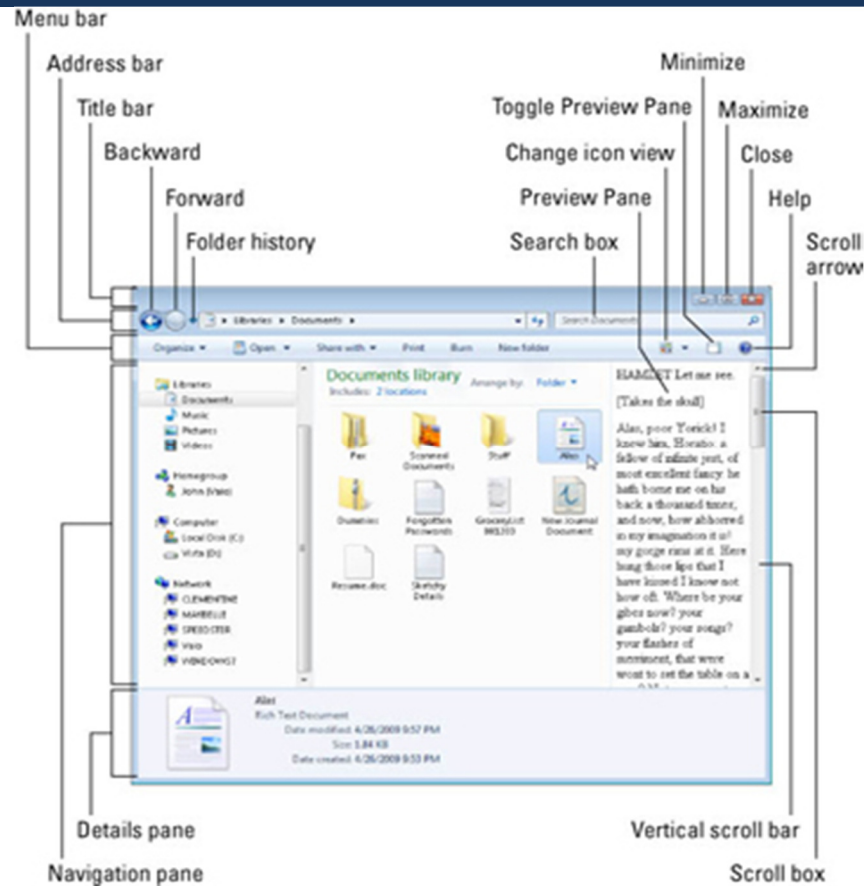
**How to run as admin:** Right click a program and choose RUN AS ADMIN.

**How to log in as Admin / How to Switch User:** If your name does not appear on the desktop for you TO enter your password, just click SWITCH USER. Then type in your user name. Example **Tom Thumb:** company\tthumb and password. **For administrator:** company\administrator and password.

### Cascading Windows

To Cascade 2 Windows side by side, open each window, grab the right hand corner of the window you want on the right and slap it on the right side of the screen. Repeat for left.

## WINDOWS EXPLORER SCREEN TIPS



### PERSONALIZATION

#### To Personalize Windows 7 Appearance and Sounds

Right-click the desktop and select Personalize. The Personalization window appears. Click the appropriate links to personalize these things:

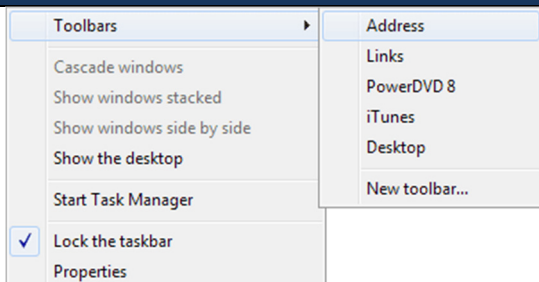
- **Themes** - Change menus, icons, backgrounds and sounds all at once.
- **Desktop Background** - Choose Built-in colors and pictures, or use your own. Select more than one picture to start a slide show.
- **Window Color** - Change window color and transparency.
- **Sounds** - Change which sounds play when you perform different tasks.
- **Screen Savers** - Adjust what it displays and when it appears.
- **Desktop Icons** - Add icons to the desktop, such as Computer and Network.
  - **Mouse Pointers** - Change how the pointer looks and acts, reverse buttons.

### PROBLEMS STEP RECORDER

You can use Problem Steps Recorder to automatically capture the steps you take on a computer, including a text description of where you clicked and a picture of the screen during each click (called a screen shot). Once you capture these steps, you can save them to a file that can be used by a support professional or someone helping you with a computer problem.

#### To Record and Save to your Computer

1. Open Problem Steps Recorder by clicking the *Start* button , and then typing *psr*. In the list of results, click *psr*.
2. Click *Start Record*. On your computer, go through the steps on your computer to reproduce the problem. You can pause the recording at any time, and then resume it later.
3. Click *Stop Record*.
4. In the *Save As* dialog box, type a name for the file, and then click *Save* (the file is saved with the .zip file name extension).



You can add Toolbars to your taskbar area. A toolbar is a list of shortcuts to favorite areas of your computers. Right click the Taskbar to see the menu. Select Toolbars to add a internet address bar to your taskbar or select Link to add your favorites.

