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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 pinned programs, recently used programs, and all programs.

 - [Click] the Start button.
 - In the area that opens, click:
 - a pinned program
 - a recently used program
 - a program from the Start menu.If necessary, click an album, and then the program name.
- Pinning a Program to the Start Menu**

Pinned programs have been selected by Windows as you use them. Always check on the Start menu.

 - [Click] the Start button.
 - [Right Click] a recently used program's program icon. All Programs.
 - Select Pin to Start menu.
- Unpinning a Program**
 - [Click] the Start button.
 - [Right Click] a pinned program.
 - Select Unpin from Start menu on the All Programs menu, or select REMOVE FROM THIS LIST.
- Removing a Recently Used Program**
 - [Click] the Start button.
 - [Right Click] a recently used program.
 - Select REMOVE FROM THIS LIST.
- Using Accessories (e.g. Calculator, Note Pad, Games)**
 - [Click] the Start button.
 - Choose ALL PROGRAMS > ACCESSORIES.
 - Choose the accessory from the menu.
- Exiting a Program**
 - Choose FILE, EXIT, or
 - Close the application window.
- Closing a Window**
 - [Click] the Close button.
 - Press <Alt> F4 to close the active window.
- Moving a Window**

[Drag] the window by its title bar (including the buttons at either end).
- 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 or [Double Click] the title bar.
- Making a Window its Minimum Size**

[Click] the Maximize button of the window.

The window collapses into an icon in the Taskbar at the bottom of the screen.
- Restoring a Minimized Window/ Switching Among Open Items**

[Click] the icon in the Taskbar.

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[Click] the icon in the Taskbar.
- Using Grouped Taskbar Buttons**

If the taskbar becomes too cluttered with buttons, Windows will group similar buttons together. For all open Word documents will be grouped under one button. To see [Click] on the button, then select from the list.
- Resizing a Window**
 - [Press] 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 desktop to make it smaller, or away from the center to make it larger.
- Showing the Desktop**
 - [Right Click] in an empty area of the Taskbar.
 - Choose Show your Desktop to minimize all windows and show the desktop, or press <F10>.

To show all open windows again, [Right Click] in an empty area of the Taskbar, and choose SHOW OPEN WINDOWS, or press <Alt> F5.
- Displaying the Shortcut Menu**

[Right Click] on an item. A menu displays choices relevant to the item you were pointing to.
- Getting Help or Support**
 - [Click] the Start button.
 - Choose Help & Support, and follow the instructions.
- Saving Documents: Save or Save As**
 - Choose FILE, SAVE AS when saving a document for the first time, or when saving a new version of the file. Specify a name and a location for the file in the dialog box that appears. Press once more up to 255 characters in length and use various spaces. Do not use \ / * : < > | < > .
 - Choose FILE, SAVE to update 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.
 - Save a name for the file in the FILE NAME box.
 - Choose a location from the SAVE IN list at the top of the dialog box. Alternatively, choose a folder from the content window below the SAVE IN list.
 - Once both the name and location have been specified, [Click] SAVE.
- Viewing the Status of Print Jobs**

Any printers with print jobs waiting to be delivered to the printer or network print server will appear in the Print Status Area of the Taskbar (near to the right). [Double Click] the printer icon to view the print job.

 - To delete or cancel a print job, select the print job and press or [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. It puts the shortcut that appears. The new shortcut icon can be dragged to a new location.
 - [Right Drag] the shortcut to a new location, and choose Create Shortcut from the menu.
 - To move items from the Start menu to the Desktop, [Drag] them, or [Ctrl] [Drag] to copy.
 - To quickly create a shortcut on the Desktop, [Right Click] the icon and choose Send to DESKTOP (CREATE SHORTCUT).
- Customize the Start Menu and Taskbar**

To change the settings of the Start menu or Taskbar, [Right Click] on the Start button or a blank area of the Taskbar and choose Personalize.
- Moving Items on the Start Menu**
 - [Click] the Start button, and locate the item you wish to reposition.
 - [Drag] the item to the new position in the menu.
 - [Click] the item to save the new location.
- What to Try if a Program Freezes**
 - Press <Ctrl> <Alt> to access the Windows Task Manager.
 - If necessary, [Click] the APPLICATIONS tab.
 - A list of programs that are running is displayed. If Windows shows a frozen program, it will say "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, show properties to:
 - change options for the Taskbar.
 - change options for the Recycle Bin.
 - find out the size of a document or folder.
 - change desktop background, screen saver, or window appearance (color scheme).
 - view available space in 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 Customize 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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