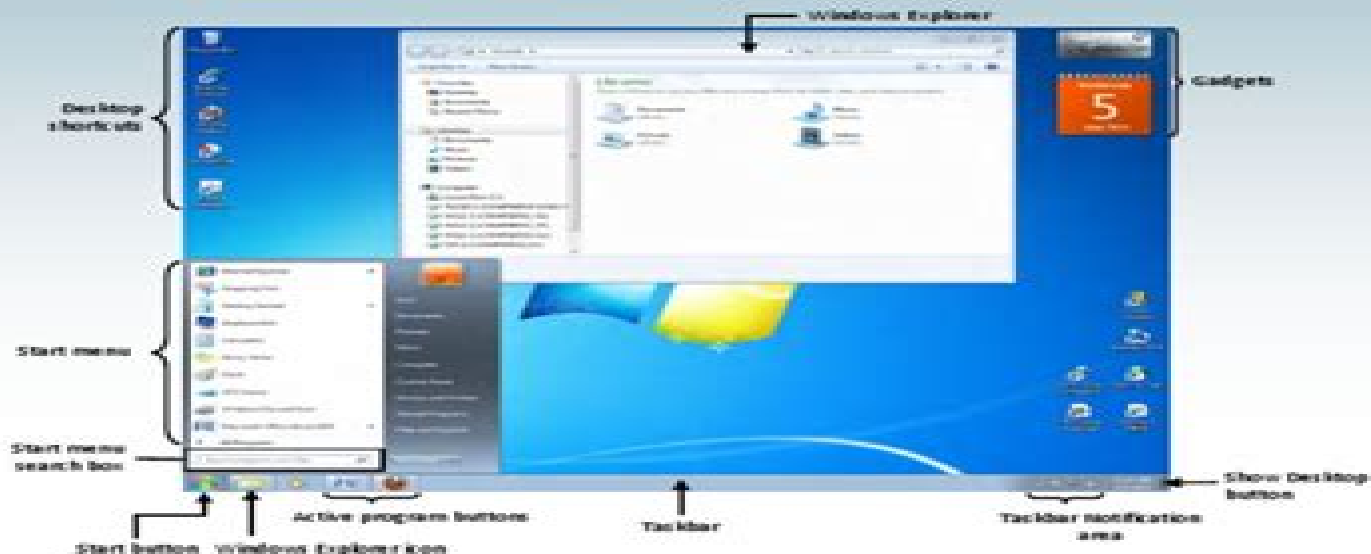


Windows 7 – Quick Reference Guide



Starting Programs and Opening Files

To open the Start menu:

1. Click the Start button  or press CTRL + ESC.

To start a program from the Start menu:

1. Click the Start button .
2. Choose **All Programs**, and then select a program from the menu.

To open a file:

1. Click the Start button .
2. Click **Computer**.
3. Browse to the file and double-click it.

Working with Active Programs

All open programs, folders, or documents appear on the Taskbar.

To view an active program:

1. Click the active program button on the Taskbar.
2. Or press ALT + TAB to cycle through all active windows.

To view notifications or monitor status:

1. Double-click the program or system icon.

Working with Windows Explorer

Windows Explorer is the primary tool used to browse, view, and organize files and folders in Windows 7.

To open Windows Explorer:

1. Click the Windows Explorer icon  in the Taskbar.
2. For a more detailed view of your computer's storage resources, click the Start button  and choose **Computer** from the menu.

To show/hide the traditional menu bar (File, Edit, etc.):

1. Press the ALT key.

To display sub-folders in the Navigation pane:

1. Click  or  beside the drive or folder you want to view sub-folders for.
2. Click  or  to collapse sub-folders.

To sort folder contents by view:

1. In Windows Explorer, click  in the main menu bar.
2. Choose a view from the menu.
3. You can also choose the size of display icons.

Windows 7 Quick Reference Guide

Tim Farrell, Runnoe Connally



Windows 7 Quick Reference Guide:

Windows 8 Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Guide)

Beezix,2012-11-19 4 page laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Windows 8 Includes touch interface The following topics are covered Getting Started Starting Windows Login The Start Screen Windows Store Apps and Desktop Apps Accessing the Desktop Starting a Desktop or Windows Store App Accessories Calculator Notepad etc Switching Between Apps and Desktop Windows Using the Switch List Closing a Windows Store App Closing a Desktop Window or App Windows Charms Using the Share Charm Searching Working with Multiple Monitors Opening Files Folders and Libraries Saving a Document Using the Shortcut Menu Showing Windows Store App Commands and Navigation Organizing Tiles Naming a Tile Group Rearranging Start Screen Tiles Adding an App Tile to the Start Screen Creating Secondary Tiles Always Show a Windows Store App Snapping Working on the Desktop Pinning a Desktop App to the Taskbar Using Taskbar Jump Lists Recently Used Files Pinned Files Common Tasks Pinning Files to Taskbar Jump Lists Switching Between Windows Using the Taskbar Resizing a Desktop Window Moving a Desktop Window Making a Desktop Window Large Maximize Hiding a Desktop Window Minimize Using the Notification Area Printing Security Sound etc File Management Folders Libraries Working with the Ribbon Navigation Pane Preview Pane Changing How Items are Displayed Changing Views Grouping Navigating Folders in File Explorer Opening a Second Explorer Window Creating a Folder Renaming Files or Folders Working with Libraries Selecting Multiple Items Selecting with Checkboxes Moving and Copying Files and Folders Moving and Copying with Cut Copy Creating a Shortcut to a Document Folder or Other Item Zipping Files or Folders Deleting Files or Folders Pinning to Start Adding a Folder or Library to Favorites Searching in File Explorer Burning to a CD DVD Settings Using the Control Panel Setting up WiFi Using Airplane Mode What to Try if an App Freezes Users Changing Users Ending your Windows Session Changing Login Password Creating a Picture Password Getting Help

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you Need to Know list a list of new Keyboard Shortcuts and a list of Mouse Touch Equivalents This guide is suitable as a training handout or simply an easy to use reference guide for any type of user *Internet Explorer 10 Introduction for Windows 7 Quick Reference Guide* Beezix,2013-05-13 Laminated quick reference card showing step by step instructions and shortcuts for how to use Internet Explorer 10 running on Windows 7 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Understanding Internet Addresses Entering a Website Address Showing Using the Command Bar Menu Bar and Other Toolbars Monitoring Activity Includes Interrupting Loading and Reloading a Page Going Back and Forward Going to and Setting Your Home Page Adding a Site to the Start Menu Show Hide Favorites Feeds and History Saving Site Locations for Future Visits Favorites Visiting Favorite Sites Adding an RSS Feed Viewing Suggested Websites Favorites on the Windows Start Menu Organizing Favorites Zooming In Out Searching for a Site Adding a Search Provider Opening Multiple Pages at a Time Using a New Blank Tab Finding Words on a Page Sending a Link by Email Using the Status Bar Using the Information Bar Using the SmartScreen Filter InPrivate Browsing Using Web Accelerators Printing a Web Page Pinning Websites Downloading Files Includes a list of keyboard shortcuts **Quick Reference Guide for World Wide Web** David Gosselin,1996 This unique spiral bound hardcover volume blends high quality with efficiency allowing pages to lie flat No narration or exposition just illustrated keystrokes and mouse commands that give you the answers you need in seconds instead of minutes Free color template on back cover

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development to avoid costly mistakes Meanwhile the need for front end engineers and Quality Assurance QA test analysts to learn WCAG best practices is immensely important for the growing need to incorporate accessibility focused inclusive design development and extensive accessibility testing which are essential for most of the customer facing websites In a fast paced world incorporating shift left accessibility within development and testing is the new normal The Web Accessibility Project Development and Testing Best Practices helps developers address right accessibility attributes to user interface UI components It also helps developers focus on developing manual and automation tests for QA professionals to inject accessibility audit accessibility functional tests and accessibility automation tests as part of their Continuous Integration and Continuous Development CI CD models The book is filled with readily usable best practices to adapt web accessibility early in application development By applying the accessibility best practices covered in this book developers can help their organizations rise to a whole new level of accessibility adherence innovation and inclusive design They will also see greater work satisfaction in their professional lives and a way to help improve digital accessibility for end users *Using Microsoft C/C++ 7* Lee Atkinson, Mark Atkinson, Ed Mitchell, 1992 The complete tutorial for beginning to advanced programmers Provides detailed information on all the features in the most recent version of Microsoft C Includes numerous programming examples and discusses techniques that will simplify debugging and code optimization **Six Sigma Workbook For Dummies** Craig Gygi, Bruce Williams, Terry Gustafson, 2006-10-02 Improve your efficiency and bring in big profits Need help implementing or understanding Six Sigma Want to take this powerful problem solving methodology and apply it to your business Six Sigma isn't just for Fortune 500 companies anymore it's for every business even yours no matter how big or small This hands on workbook provides the knowledge insight and practical exercises you need to master Six Sigma and put it to work in your business Perfect as a companion workbook for Six Sigma For Dummies or any other Six Sigma book Six Sigma Workbook For Dummies gives you a wealth of examples problems and other tools you need to turn Six Sigma theory into practice today Discover How to form and lead a Six Sigma initiative Project alignment with business objectives and strategy How to create process flow maps and models Chart and graph plotting for analysis and interpretation Methods for calculating Sigma scores How to quantify variable relationships *CD and DVD Recording For Dummies* Mark L. Chambers, 2004-03-05 Most new PCs and Macs today are equipped with the latest in recording and storage equipment CD RW and DVD R RW drives Even if your computer is a little older you can still join the revolution with add on hardware and software You can record music and movies store photos and data and organize things you want to preserve for posterity safely and easily CD and DVD Recording For Dummies Second Edition takes the frustration out of choosing and using these cool recording systems This easy to follow guide will help you find what you need and use it efficiently and it covers all the newest equipment You'll discover how to Choose and install a CD or DVD recorder Pick the best software for your needs Store large data files safely on CD Use EasyCD and DVD Creator and Toast Record mixed media disks Create electronic

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AutoCAD 2005 For Dummies Mark Middlebrook, 2004-05-14 Shows how to use the leading technical drawing software AutoCAD and its less expensive sister product AutoCAD LT in the friendly easy to understand For Dummies style Shows first time AutoCAD users how to create precise and efficient 2 D technical drawings and get started with 3 D technical drawings Topics covered include creating a basic layout drawing and editing writing text in drawings plotting creating and editing external reference files CAD standards and drawing on the Internet Explores new features in the latest version of AutoCAD including text improvements streamlined Plot and Page Setup dialogue boxes increased emphasis on tool palettes better tools for transmitting sets of electronic files and much more Includes a new chapter on sheet sets and a new collection of features for creating managing and publishing all of the drawings that make up a project

Woodworking For Dummies Jeff Strong, 2003-10-31 You ve seen a few shows on TV and working with wood looks like it could be quite entertaining and rewarding After all you get to create something that you can proudly display to your friends and family But where and how do you begin to move from expressed interest to hands on experience Woodworking For Dummies shows you how your raw building materials stack up with everything you wood need to know about hardwood softwood plywood veneer wood plain sawn wood rift cut wood quarter sawn wood solid wood man made wood and more This down to earth guide gives you the goods on how boards are made from trees and the characteristics of hardwood and softwood species plus all the buzz on Gearing up with the right tools Putting safety first in your workshop Using adhesives and glue Working with wood joints Smoothing it out by sanding and filling Adding color with stains and paints Protecting your work with topcoats Whether you want to put together a simple plywood bookcase or an incredible solid oak dining table Woodworking For Dummies can help you get organized as you craft your plans for a piece that ll reflect your personal touch You ll discover how to Measure and mark your wood Distinguish among saw designs Choose and use sharpening tools Hone in on hot melt glue Speed things up with modern frame joints Get down to the nitty gritty on nails Apply water based polyurethanes This handy reference packs in essential information for the novice woodworker and some advanced tips and tricks to jumpstart any woodworker s existing skills Includes detailed illustrations and how to photos

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