

Parts of a Typical Window

Menu bar
Click these words to display command menus

Title bar
Click and drag to move the window

Minimize button
Click to shrink or minimize the window

Close button
Click to close the window

Maximize button
Click to make the window fill the entire screen. If the window already fills the entire screen, click the

Restore button
to restore the window to its original size

Toolbar
Buttons for commonly used commands. Move the pointer over a button for a couple seconds to see what it does

Click to move up the page

Click to move down the page

Click and drag to change the window's size

Keyboard Shortcuts

General

Open Menu	<Alt> + <u>Letter</u>
Help	<F1>
Undo	<Ctrl> + <Z>
Switch Between Applications	<Alt> + <Tab>
Close a Window	<Ctrl> + <F4>
Display the Start Menu	<Alt> + <Esc>
Display a Shortcut Menu for the selected item	<Shift> + <F10>

Dialog Box Commands

Confirm and close a dialog box (OK)	<Enter>
Cancel and close a dialog box (Cancel)	<Esc>
Move to the next field	<Tab>
Move to the previous field	<Shift> + <Tab>

Items on the Desktop and Start Menu

Desktop Icons

- My Documents**
Provides a convenient location to save your files
- My Computer**
Use to browse the contents of your computer and manage files & folders
- My Network Places**
Use to browse the contents of your computer and manage files & folders
- Recycle Bin**
Contains deleted items you can restore or permanently erase
- Internet Explorer**
Use to browse the Internet

The Start Menu

Windows Update: Get Windows file and program updates over the Internet

Programs: Menu of installed programs

Favorites: Your favorite Web site & folders

Documents: Files you recently worked on

Settings: Change Windows settings

Search: Find a file on your computer

Help: Get help on how to use Windows

Run...: Run a program

Shut Down...: Shut down the computer or log off

Start: The Start Button

Editing

Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Delete	<Delete>

Navigation

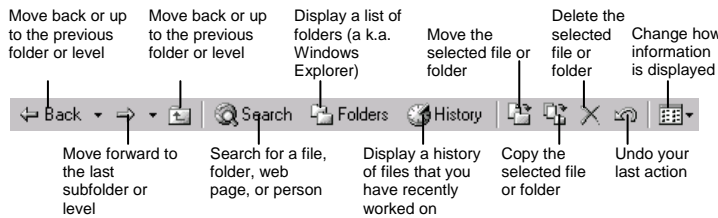
Up One Screen	<Page Up>
Down One Screen	<Page Down>
Beginning of a Line	<Home>
End of a Line	<End>

Helpful Tips

- **Not sure what a toolbar button does?** Place the mouse pointer over the button for a few seconds; a box with the button's description will usually pop up.
- **Need help?** Press the <F1>. A help window will appear with information about the program.
- **Want to do something to an object?** Try clicking the object with the right mouse button. A list of what you can do to the object will appear in a shortcut menu.
- **Make a mistake?** Try using the undo command by selecting **Edit** → **Undo** from the menu, or by pressing <Ctrl> + <Z>.
- **Need to use the menu without using the mouse?** Press <Alt> and the underlined letters of the menu item you want to open.
- In a dialog box you can press <Enter> instead of clicking OK, and press <Esc> instead of clicking cancel.
- **Not sure what a control in a dialog box does?** Click the **?** **What is this button** in the upper right corner of the window and then click the control with the mouse pointer.
- **Not sure what programs are running?** Look at the names on the taskbar along the screen's bottom.
- **Can't Find a Program on the Start Menu?** To display any hidden programs, click the at the bottom of any program menu or open a program window and wait 2 seconds.

Customizing Windows

The Windows Toolbar



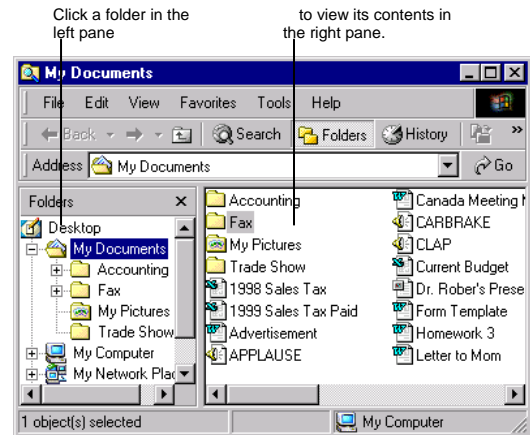
- **To Add an Item to the Start Menu:** Right-click the taskbar and select **Properties** from the shortcut menu. Click the **Advanced tab** and click **Add**. Click the **Browse** button, open the program's folder, and double-click the program name. Click **Next** button, open the program's folder, and double-click the program name.
- **To Remove a Program from the Start Menu:** Right-click the taskbar and select **Properties** from the shortcut menu. Click the **Advanced tab** and click **Remove**. Open the program's folder, select the program, and click **Remove**. Click **Close** and then click **OK**.
- **To Organize the Start Menu:** Right-click the taskbar, select **Properties** from the shortcut menu, and click the **Advanced tab**. Click the **Advanced tab** button, use basic file management techniques to add new folders to the Programs Menu as needed, and move folders and files around using drag and drop.
- **To Create a Shortcut to a File or Folder:** Drag the file or folder to a new location with the **right mouse button** and select **Create Shortcut Here** from the shortcut menu.
- **To Change Display Settings:** Right-click a blank area on the desktop and select **Properties** from the shortcut menu. You can change the following settings in the Display dialog box:
 - + Wallpaper
 - + Desktop icons
 - + Screen saver
 - + Screen resolution & color depth
 - + Basic windows colors
 - + Display driver

Maintenance and Fixing Problems

- **To Format a Floppy Disk:** From My Computer or Windows Explorer, right-click the floppy drive and select **Format**. Select the formatting options you want to use and click **Start**.
- **To Copy a Floppy Disk:** Insert the disk you want to copy, open My Computer or Windows Explorer, right-click the floppy drive, and select **Copy Disk** and click **Start**.
- **To Use ScanDisk:** Open My Computer or Windows Explorer, right-click the disk you want to scan, select **Properties** from the shortcut menu, and click the **Tools** tab. Click the **Check Now** button, specify whether you want to do a Standard or Thorough scan and if you want any errors to be automatically fixed, and click **Start**.
- **To Defragment your Hard Disk:** Open My Computer or Windows Explorer, right-click the disk you want to defragment, select **Properties** from the shortcut menu, and click the **Tools** tab. Click the **Defragment Now** button and click **Start**.
- **To Use Disk Cleanup to Free Space on Your Hard Drive:** Open My Computer or Windows Explorer, right-click the hard disk and select **Properties** from the shortcut menu, click the **Disk Cleanup** button, and click **OK**.
- **To Remove a Program:** Click the **Start** button and select **Settings** → **Control Panel** double-click the **Add/Remove Programs** icon, find and select the program you want to remove from your computer, and click the **Add/Remove...** button.

File Management

Windows Explorer



- ☑ This folder contains hidden sub folders. Click to display those hidden folders.
- ☐ This folder's subfolders are displayed. Click to hide subfolders.

- **To Open a File or Folder:** Double-click the file or folder.
- **To Create a Folder:** Right-click any empty area in the window and select **New** → **Folder** from the shortcut menu, or select **File** → **New** → **Folder** from the menu.
- **To Rename a File or Folder:** Right-click the file or folder, select **Rename** from the shortcut menu, type a name for the folder, and press **<Enter>**.
- **To Delete a File or Folder:** Select the file or folder and press the **<Delete>** key.
- **To Restore a Deleted File:** Double-click the Recycle Bin to open it. Find and right-click the deleted file and select **Restore**.
- **To Empty the Recycle Bin:** Right-click the Recycle Bin and select **Empty Recycle Bin** from the shortcut menu.
- **Move/Copy a File or Folder (Drag and Drop Method):** Move a file or folder by clicking it and dragging it to the desired location. Hold down the **<Ctrl>** key while you drag to copy the file or folder.
- **Move/Copy a File or Folder (Toolbar Method):** Select the file or folder, click the **Move to** button or **Copy to** button on the toolbar, and select a destination for the file or folder from the dialog box.
- **To Copy a File or Folder to a Floppy Disk:** Right-click the file or folder and select **Send To** → **3½ Floppy (A:)** from the shortcut menu.
- **To Change How Items are Displayed:** Select **View** from the menu and select one of the four view modes, or select a view from the **View** button list arrow on the toolbar.
- **To Select Multiple Files:** Hold down the **<Ctrl>** key while you click the files you want to select.
- **To Find a File:** Click the **Start** button and select **Find** → **Files or Folders** from the Start menu. Enter the search conditions and where to look on the appropriate tabs: Name & Location, Date, and Advanced. Click **Find Now** to start searching for the file(s).
- **To Open Windows Explorer:** From any folder, click the **Folders** button on the toolbar.
- **To View a File or Folder's Properties:** Right-click the file or folder and select **Properties** from the shortcut menu.