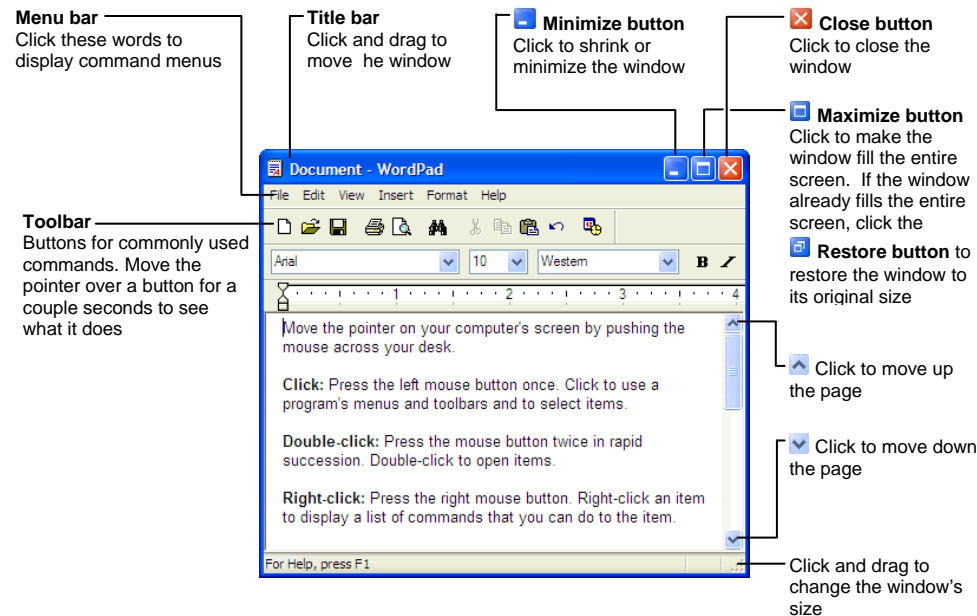


# Windows XP Training

## Windows Quick Reference Card

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### Parts of a Typical Window



### Keyboard Shortcuts

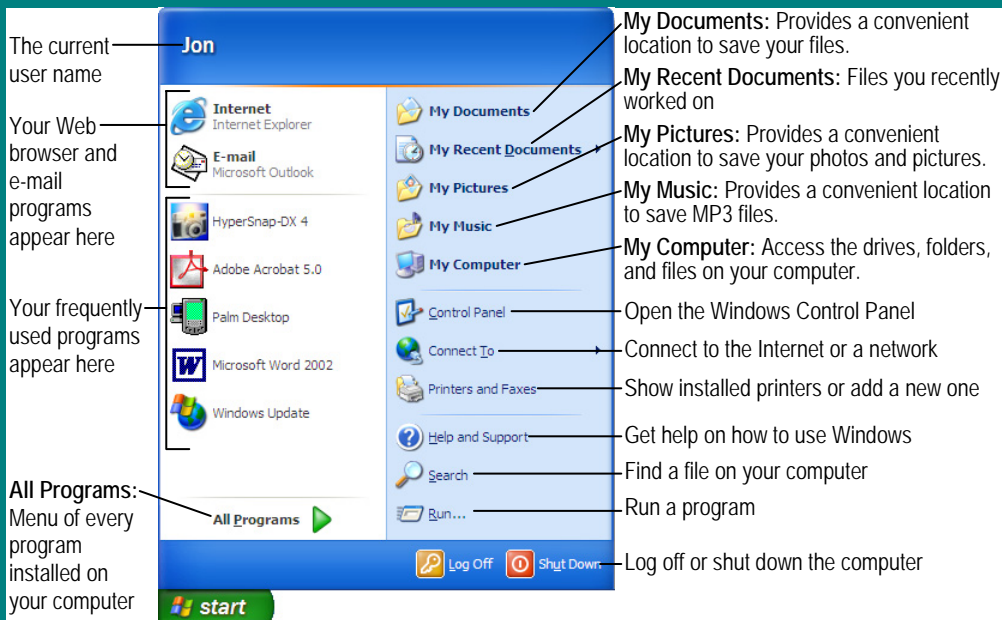
#### General

Open menu	<Alt> + Letter
Help	<F1>
Toggle between open applications	<Alt> + <Tab>
Switch between open applications	<Alt> + <Esc>
Display Start menu	<Ctrl> + <Esc>
Display shortcut menu for selected	<Shift> + <F10>
Minimize all open windows	<Ctrl> + <M>

#### Dialog Box Commands

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

### Items on the Start Menu



#### Editing

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

#### Navigation

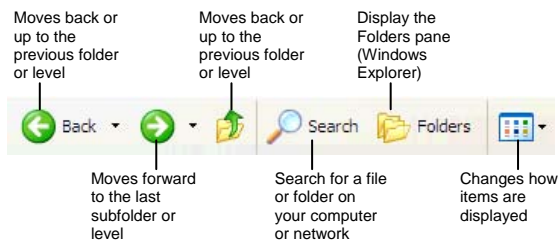
Up one screen	<Page Up>
Down one screen	<Page Down>
Beginning of a line	<Home>
End of a line	<End>
Skip through words	<Ctrl> + <←>, <→>
Skip through paragraphs	<Ctrl> + <↑>, <↓>

### Helpful Tips

- The Windows XP Start menu displays your most frequently used programs. You can find your other programs under "All Programs".
- Not sure what a toolbar button does?** Place the pointer over the button for a second; a helpful description will usually appear.
- 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.
- Need help?** Press <F1>. A help window will appear with information about the program.
- 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 pointer.
- Not sure what programs are running?** Look at the names on the taskbar along the screen's bottom.

## Customizing Windows

### The Windows Toolbar



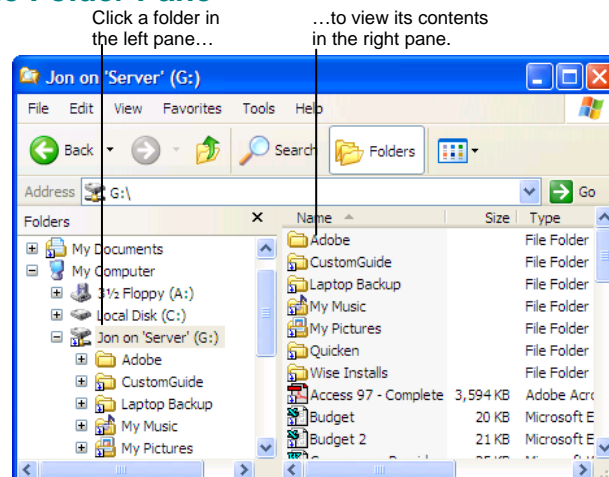
- **To Switch to the Classic Start Menu:** Right-click a blank area of the Windows taskbar and select **Properties** from the shortcut menu, click the **Start Menu tab** and select the Start menu style that you want to use.
- **To Switch to the Classic Look of Windows:** Right-click a blank area on the desktop, select **Properties** from the shortcut menu and click the **Appearance tab**. Select a style from the Windows and buttons list and click **OK**.
- **To Lock/Unlock the Start Menu:** Right-click the taskbar and select **Lock the taskbar** from the shortcut menu.
- **To Customize the Start Menu:** Right-click the taskbar and select **Properties** from the shortcut menu.
- **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, 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 **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

### The Folder Pane



- + 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:** Select **Make a new folder** task from the File and Folder Tasks panel, or, right-click any empty area in the window and select **New** → **Folder** from the shortcut menu. Type a name for the folder and press **<Enter>**.
- **To Rename a File or Folder:** Click the folder to select it, select **Rename this folder** from the Files and Folders Tasks panel, 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. Select the file and click **Restore this file** from the Recycle Bin Tasks menu.
- **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, select **Move this file** or **Copy this file** from the File and Folder Tasks panel, 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 **Search** from the Start menu. Enter the search conditions and where to look. Click **Search** to start searching for the file(s).
- **To Display the Folders Pane:** Click the **Folders button** on the toolbar from any folder.
- **To View a File or Folder's Properties:** Right-click the file or folder and select **Properties** from the shortcut menu.