Microsoft®

Windows Vista
Quick Reference Card

CustomGuide
Your Organization's Personal Trainer

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Parts of a Program Window

Menu bar
Click these words to display command menus

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

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

Click to move up the page

Click to move down the page

Click and drag to change the window's size

Document - WordPad
File Edit View Insert Format Help

Arial   10   Western   **B** *I*

Move the pointer on your computer's screen by pushing the mouse across your desk.

Click: Press the left mouse button once. Click to use a program's menus and toolbars and to select items.

Double-click: Press the mouse button twice in rapid succession. Double-click to open items.

Right-click: Press the right mouse button. Right-click an item to display a list of commands that you can do to the item.

For Help, press F1

Start Menu

Your Web browser and e-mail programs appear here

Your frequently used programs appear here

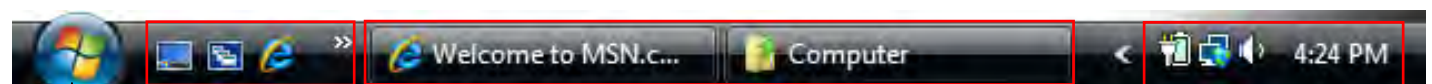Menu of every program installed on your computer

Search for programs and files on your computer

Start button

Internet
Internet Explorer

E-mail
Microsoft Office Outlook

Welcome Center

HyperSnap 6

WordPad

Microsoft Office Excel 2007

Windows Media Player

Windows Ultimate Extras

Windows Photo Gallery

Windows Media Center

All Programs

Start Search

user — Open the current user's folder

Documents — Store and access your files

Pictures — Store and view photos and images

Music — Store and play music files

Games — Manage and play your games

Search — Open the Search folder

Recent Items — See files you recently worked on

Computer — Access disk drives and other devices connected to the computer

Network — Access computers on your network

Connect To — Connect to a network

Control Panel — Open the Windows Control Panel

Default Programs — Select which programs Windows uses by default

Help and Support — Get help on how to use Windows

Shut down or restart the computer

Lock the computer

Put computer in low-power state

Keystroke 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 contextual menu for selected	**<Shift> + <F10>**
Minimize all open windows	**<⊞> + <M>**
Flip 3D	**<⊞> + <Tab>**

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>**

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> + ↑, ↓**

Task Bar

Welcome to MSN.c...   Computer   4:24 PM

Start button: Opens the Start menu.

Quick Launch bar: Lets you start programs with one click. Buttons for managing windows also appear here, such as Show desktop and Switch between windows.

Middle section: All open windows are shown as buttons in this area. Quickly switch between windows by clicking these buttons or point at one to see a thumbnail preview.

Notification area: The system clock and icons that communicate the status of certain programs and settings—such as your network connection—are located here.

CustomGuide
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Customizable Business Training
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Windows Sidebar

Open the Gadget Gallery to add gadgets

The **Sidebar** appears on the desktop by default and contains small programs called *gadgets* that make information and tools easily accessible.

- Close button
- Options button

- **To Close a Gadget:** Point at the gadget, then click the gadget's **Close** button to remove it from the Sidebar. The gadget is still saved on the computer for future use.

- **To Display a Gadget's Options:** Point at the gadget, then click the **Options** button to display/change settings for that gadget.

- **To Move a Gadget:** Click and drag the gadget to a new location on the Sidebar or desktop.

- **To Close the Sidebar:** Right-click the Sidebar and select **Close Sidebar**.

- **To Open the Sidebar:** Right-click the Sidebar icon in the taskbar and select **Open**.

- **To Add a Gadget to the Sidebar:** Click the **plus sign** at the top of the Sidebar to open the Gadget Gallery. Double-click a gadget to add it to the Sidebar or click **Get more gadgets online** to see more gadgets.

- **To Uninstall a Gadget:** Click the **plus sign** at the top of the Sidebar. Right-click the gadget in the Gadget Gallery and click **Uninstall**.
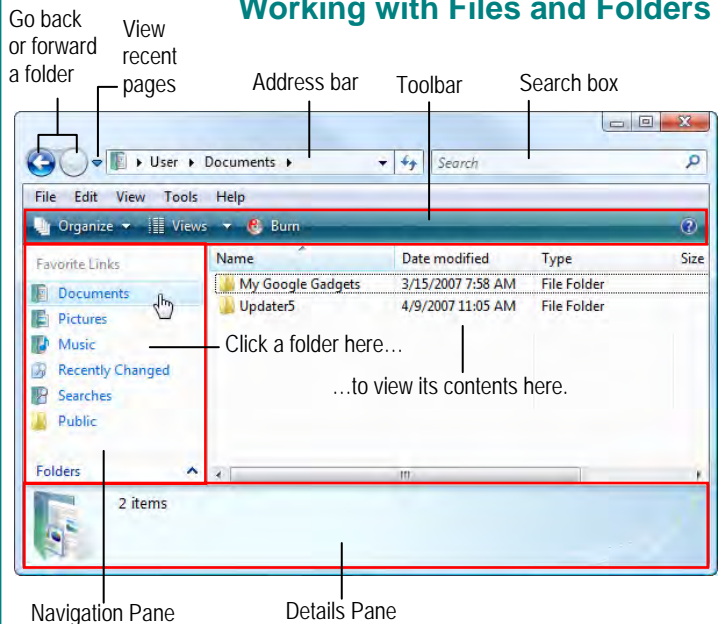
Maintenance

- **To Check a Disk for Errors:** Open the Computer window (click the **Start** button, then click **Computer**), right-click the disk you want to scan, select **Properties** from the contextual menu, and click the **Tools** tab. Click the **Check Now** button.

- **To Defragment your Hard Disk:** Open the Computer window (click the **Start** button, then click **Computer**), right-click the disk you want to defragment, select **Properties** from the contextual menu, and click the **Tools** tab. Click the **Defragment Now** button.

- **To Use Disk Cleanup to Free Space on Your Hard Drive:** Open the Computer window (click the **Start** button, then click **Computer**), right-click the hard disk, select **Properties** from the contextual menu and click the **Disk Cleanup** button.

- **To Uninstall a Program:** Click the **Start** button and select **Control Panel**. Select **Control Panel Home** in the Navigation pane. Click the **Uninstall a program** link under Programs. Select the program you want to uninstall from your computer, and click the **Uninstall/Change** button.

Personalization

- **To Personalize Windows Vista's Appearance and Sounds:** Right-click the desktop and select **Personalize**. The Personalization window appears. Here you can personalize:

  - **Window Color and Appearance** – Change window color and style.
  - **Desktop Backgrounds** – choose built-in colors and pictures or your own.
  - **Screen Savers** – adjust what the screen saver displays and when.
  - **Sounds** – change which sounds play when you perform different tasks.
  - **Mouse Pointers** – Change how the pointer looks, as well as how it acts.
  - **Themes** – Change menus, icons, backgrounds and sounds all at once.
  - **Display Settings** – Adjust monitor resolution or control a second monitor.

File Management

Working with Files and Folders

Go back or forward a folder

View recent pages

Address bar

Toolbar

Search box

Click a folder here…

…to view its contents here.

Navigation Pane

Details Pane

- **To Open a File or Folder:** Double-click the file or folder icon.

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

- **To Rename a File or Folder:** Select the file or folder, then click the **Organize** button on the toolbar and select **Rename**. Type a new name for the file or folder and press **<Enter>**.

- **To Delete a File or Folder:** Select the file or folder and press the **<Delete>** key. Click **Yes**.

- **To Restore a Deleted File:** Double-click the **Recycle Bin** to open it. Select the file and click the **Restore this item** button on the toolbar.

- **To Empty the Recycle Bin:** Right-click the **Recycle Bin** and select **Empty Recycle Bin** from the contextual 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, then click the **Organize** button on the toolbar and select **Cut** or **Copy**. Open the location where you want to move or copy the file or folder, then click the **Organize** button and select **Paste**.

- **To Copy a File or Folder to a Disc:** Select the file or folder and click the **Burn** button on the toolbar.

- **To Change How Items are Displayed:** Click the **Views** button list arrow on the toolbar and select one of the view modes.

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

- **To Select Multiple Files or Folders:** Hold down the **<Ctrl>** key while you click the files or folders you want to select.

- **To Find a File:** Enter search keywords in the Search box of the window.

- **To Display the Folders List:** Click **Folders** at the bottom of the Navigation pane.

- **To View a File or Folder's Properties:** Right-click the file or folder and select **Properties** from the contextual menu. Or, just select the file or folder and some properties appear in the Details pane in the window.