Microsoft Windows Vista Quick Reference Guide (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)

Synopsis

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Windows Vista. 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 in the Start Menu, What to Try if a Program Freezes, Showing the Properties or Attributes of an Item, File Management, Changing Views, Show/Hide Menu Bar, Show Files in Groups, Show/Hide the Folders List, Selecting Items, Moving or Copying Files and Folders, Renaming Folders or Files, Creating a Folder, Deleting Folders or Files, Retrieving Items from the Recycle Bin, Emptying the Recycle Bin, Searching for a File, Folder, Program, or Web Page, Burning to a CD/DVD, Zipping files/folders, Using the Control Panel, Ending your Windows Sessions, and 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

This two page information guide, laminated professionally, has approximately 40 short recaps of entries that sooner or later you maybe looking for. Saves you the time of trying to look for an entry in

a large,cumbersome manual. Handy to have right next to your computer.

Concise and of substantial quality that doesn't get lost in piles of to-do's. Great partner to Windows Vista for Dummies.

fast service, great price, excellent condition, thank you.

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