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

## Windows® XP Introduction

- Starting a Program**

The Start menu provides access to pinned programs, recently used programs, and all programs.

  - [Click] the Start button.
  - In the search that appears, click:
    - a favorite pinned program.
    - a recently used program.
    - a program that has a thumbnail.If necessary, click an address, and then the program name.
- Pinning a Program to the Start Menu**

Favored programs have been selected by Windows as you use them. Always check on the Start menu.

  - [Click] the Start button.
  - [Right Click] a recently used program's program icon. All thumbnails.
  - Select Pin to Start menu.
- Unpinning a Program**
  - [Click] the Start button.
  - [Right Click] a pinned program.
  - Select Unpin from Start menu on the thumbnail. REMOVE FROM THIS LIST.
- Removing a Recently Used Program**
  - [Click] the Start button.
  - [Right Click] a recently used program.
  - Select REMOVE FROM THIS LIST.
- Using Accessories (e.g. Calculator, Note Pad, Games)**
  - [Click] the Start button.
  - Choose ALL PROGRAMS > ACCESSORIES.
  - Choose the accessory from the menu.
- Exiting a Program**
  - Choose FILE, EXIT, or
  - Close the application window.
- Closing a Window**
  - [Click] the Close button.
  - Press <Alt> F4 to close the active window.
- Moving a Window**

[Drag] the window by its title bar (including the buttons at either end).
- Making a Window as Large as Possible**

[Click] the Maximize button of the window. When a window is maximized, the Maximize button changes into a Restore Down button.
- Restoring a Window to its Previous Size**

[Click] the Restore Down button or [Double Click] the title bar.
- Making a Window its Minimum Size**

[Click] the Maximize button of the window. The window collapses into an icon in the Taskbar at the bottom of the screen.
- Restoring a Minimized Window/ Switching Among Open Items**

[Click] the icon in the Taskbar.
- Using Grouped Taskbar Buttons**

If the taskbar becomes too cluttered with buttons, Windows will group similar buttons together. For all open Word documents will be grouped under one button. To see [Click] on the button, then select from the list.
- Resizing a Window**
  - [Press] the edge or corner of the window. The mouse pointer changes to a double-headed arrow.
  - [Drag] the edge of the window toward the center of the desktop to make it smaller, or away from the center to make it larger.
- Showing the Desktop**
  - [Right Click] in an empty area of the Taskbar.
  - Choose Show your Desktop to minimize all windows and show the desktop, or press <F10>.To show all open windows again, [Right Click] in an empty area of the Taskbar, and choose SHOW OPEN WINDOWS, or press <Alt> F5.
- Displaying the Shortcut Menu**

[Right Click] on an item. A menu displays choices relevant to the item you were pointing to.
- Getting Help or Support**
  - [Click] the Start button.
  - Choose Help & Support, and follow the instructions.
- Saving Documents: Save or Save As**
  - Choose FILE, SAVE AS when saving a document for the first time, or when saving a new version of the file. Specify a name and a location for the file in the dialog box that appears. Press once more up to 255 characters in length and any spaces open. Do not use \ / : \* " < > | .
  - Choose FILE, SAVE to update a file that has been saved previously. This replaces the earlier version of the file without any modification.
- Saving a Document for the First Time**
  - Choose FILE, SAVE AS.
  - Save a name for the file in the FILE NAME box.
  - Choose a location from the SAVE IN list at the top of the dialog box. Alternatively, choose a folder from the content window below the SAVE IN list.
  - Once both the name and location have been specified, [Click] SAVE.
- Viewing the Status of Print Jobs**

Any printers with print jobs waiting to be delivered to them Windows (to the printer or network print server) will appear in the Print Status Area of the Taskbar (near to the time). [Double Click] the printer icon to view the print job.

  - To delete or cancel a print job, select the print job and press <Del> or [Click] DOCUMENT then CANCEL.
- Creating a Shortcut to a Document, Folder, or Other Item**
  - Point to the item for which you need a shortcut, then [Right Click].
  - Choose Create Shortcut. It puts the shortcut that appears. The new shortcut icon can be dragged to a new location.
  - [Right Drag] the shortcut to a new location, and choose Create Shortcut from the menu for access.
  - To move items from the Start menu to the Desktop, [Drag] them. <Ctrl> [Drag] to copy.
  - To quickly create a shortcut on the Desktop, [Right Click] the icon and choose Send to DESKTOP (CREATE SHORTCUT).
- Customize the Start Menu and Taskbar**

To change the settings of the Start menu or Taskbar, [Right Click] on the Start button or a blank area of the Taskbar and choose Personalize.
- Moving Items on the Start Menu**
  - [Click] the Start button, and locate the item you wish to reposition.
  - [Drag] the item to the new position in the menu.
  - [Click] the item's name to lock the menu.
- What to Try if a Program Freezes**
  - Press <Ctrl> <Alt> <Del> to access the Windows Task Manager.
  - If necessary, [Click] the APPLICATIONS tab.
  - A list of programs that are running is displayed. If Windows shows a frozen program, it will say "not responding" beside the program name. Select the frozen program and [Click] END TASK.
- Showing the Properties or Attributes of an Item**

[Right Click] on the item and choose PROPERTIES. For example, show properties to:
  - change options for the Taskbar.
  - change options for the Recycle Bin.
  - find out the size of a document or folder.
  - change desktop background, screen saver, or window appearance (color scheme).
  - view available space in a disk.

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## Synopsis

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Windows XP. 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 on the Start Menu What to Try if a Program Freezes Showing the Properties or Attributes of an Item File Management Using Explorer Submenus: Rename, Delete, Move or Copy Files, Opening Windows Show Files in Groups Selecting Items Moving or Copying Files and Folders Renaming Folders or Files Creating a Folder Viewing the Folder List Moving or Copying Files using the Folder List Searching for a File or Folder Deleting Folders or Files Recycle Bin: Retrieving Items and Emptying Using the Control Panel Logging off or Switching Users Shut Down/Restart the Computer 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

GREAT SERVICE; PLEASURE TO DEAL WITH SELLER. IF YOU ARE INTERESTED IN THIS SUBJECT, THIS IS A GOOD STARTING PLACE. THE GUIDE DOES THE JOB IT WAS

INTENDED TO DO.

For a computer challenged person like me it is a time saver. Very easy reference which works for me most of the time.

It is exactly what I wanted. Thank you!

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