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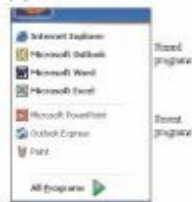
Microsoft Windows XP Introduction Quick Reference Guide (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)

Windows® XP Introduction

Starting a Program

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

1. [Click] the **Start** button.
2. In the menu that appears, choose:
 - a pinned program
 - a recently used program
 - a program (Start > All Programs)If necessary, choose a sub-menu, and then the program name.



Pinning a Program to the Start Menu

Pinned programs have been selected by Windows or you, and they always show on the Start menu.

1. [Click] the **Start** button.
2. [Right Click] a recently used program or a program from **All Programs**.
3. Select **Pin to Start**.

Unpinning a Program

1. [Click] the **Start** button.
2. [Right Click] a pinned program.
3. Select **Unpin from Start** or **Remove from Start**.

Removing a Recently Used Program

1. [Click] the **Start** button.
2. [Right Click] a recently used program.
3. Select **Remove from Start**.

Using Accessories (e.g., Calculator, Note Pad, Games)

1. [Click] the **Start** button.
2. Choose **All Programs > Accessories**.
3. Choose the accessory from the menu.

Exiting a Program

1. Choose **File, Exit**.
2. Close the application window.

Closing a Window

1. Press **Alt+F4** to close the active window.

Moving a Window

[Drag] the window by its title bar (resizing the buttons is not valid).

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 the last.

Resizing a Window

1. [Point] to the edge or corner of the window. The mouse pointer changes to a double-headed arrow.
2. [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

1. [Right Click] in an empty area of the **Taskbar**.
2. Choose **Show your Desktop** to maximize all windows and show the desktop, or press **Ctrl+D**.

To show all open windows again, [Right Click] in an empty area of the **Taskbar**, and choose **Show Open Workspaces**, or press **Alt+Z** again.

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

1. [Click] the **Support** button.
2. Choose **Help and Support**, and follow the instructions.

Saving Documents: Save or Save As

1. Choose **File, Save** 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 **Save** dialog box that appears. File names can be up to 255 characters in length and can contain spaces. Do not use **/* */ < > : ; " ' \ | & .**
2. 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

1. Choose **File, Save As**.
2. Save a name for the file in the **FILE NAME** box.
3. Choose a location from the **SAVED IN** list at the top of the **Save** dialog box. If necessary, choose a folder from the contents window below the **SAVED IN** list.
4. 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 from Windows to the printer or network print server will appear in the **Work Status Area** of the **Taskbar** (near to the screen).

[Double Click] the printer icon to view the print job.

To delete or cancel a print job, select the print job and press **Ctrl+U** [Click] **Document** then **Cancel**.

Creating a Shortcut to a Document, Folder, or Other Item

1. Point to the item for which you need a shortcut, then [Right Click].
2. Choose **Create Shortcut**. It puts the icon that appears. The new shortcut icon can be dragged to a new location.
3. [Right Click] the icon to see a menu, and choose **Create Shortcut**. It puts the icon that appears.
4. To move items from the Start menu to the Desktop, [Drag] items, or **Ctrl+D** [Drag] to copy.
5. To quickly create a shortcut on the Desktop, [Right Click] the icon and choose **Send to Desktop** (or **Desktop 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

1. [Click] the **Start** button, and locate the item you want to reposition.
2. [Drag] the item to the new position in the menu.
3. [Click] **Taskbar and Navigation** to modify the taskbar.

What to Try if a Program Freezes

1. Press **Ctrl+Alt+Delete** to access the Windows Task Manager.
2. If necessary, [Click] the **APPLICATIONS** tab.
3. A list of programs that are running is displayed. If Windows detects 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 (not at all times).
- 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 Customizing 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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