# Microsoft<sup>®</sup> ndows 7 QUICK REFERENCE CARD

# Windows Explorer



<b>Toolbar</b> Displays buttons	Address bar Displays the location of the folder that is currently open.			Title bar Click and drag to move the window.		
and menus for	rganize 👻 🔚 Previe	w 🔹 Share with 👻 Slid	le show Print E-mail	Burn New folder 🛋	• 🛯 0	Search box
common	Favorites	Pictures library Sample Pictures		Arrange b	y: Folder <del>*</del>	Enter KeyWOrdS to
commanus.	Downloads				11-0	search the lolder.
Navigation Pane	Cibraries					
Provides quick	Documents	Chrysanthemum	Desert Hydrangeas	Jellyfish	Koala	
navigation to	Pictures Videos					
folders and files.	🛤 Computer	Lighthouse Pe	enguins Tulips	-		
Browse to tavorite	Local Disk (C:)					
homegroups.	□ Local Disk (Q:)					
Computer, and the	StdcasS8 (\\WinFSHI					Details pane
network.	Network					Displays details
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	Chrysanthen JPEG image	num Date taken: 3/14/2008 1:59   Tags: Add a tag	PM Rating: 🙀 🙀 🕻 Dimensions: 1024 x 7	<b>≩ ☆</b> ☆ Size: 858 KB 68	-	liles

To Search for a File or Program on the Computer: Click the Start button, or press < >>, and type a keyword for the file or program. Search results are displayed in the menu

To Search for a File in a Folder or Library: Open the folder or library you want to search. Click the Search box in the upper right corner of the window and enter keyword(s) for the file you want to find.

To Add a Search Filter: After entering keywords in the Search box, select a filter from the list that appears.

To Add a Folder to a Library: Open the library and click the locations link. Click the Add button. Select the folder and click Include folder

To Create a New Library: Open Computer and select Libraries in the Navigation pane. Click the New Library button on the toolbar. Enter a name for the library press <Enter>. Double-click the library and select the folders you want to include

To Change How Items are Displayed: Click the E Change your view button list arrow on the toolbar and select a view.

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

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

To Use the Address Bar to Navigate: Click a location on the Address bar to go to view it in the window. Click a location's list arrow to view and open subfolders within the location

To Preview a File: Click the Preview Pane button on the toolbar or press <Alt> + <P>. Select the file you want to preview.

To View a File or Folder's Properties: Select the file or folder and view properties in the Details pane

## **Keystroke shortcuts**

#### General Start menu <#> <//> My Computer Create new folder <Ctrl> + <Shift> + <N> Zoom </> </> </> </> </> </> </> </> </> Connect to projector Flip 3D <🎜> + <Tab> Window management Peek at the desktop </2> + <D> Show/Hide desktop Minimize all windows <>> + <M> Minimize other < 2 > + < Home> windows Maximize <**\*\***> + <↑> Minimize/Restore <₽> + <↓> Dock to left <₩> + <←> <₽> + <→> Dock to right Jump to left monitor + <←> Jump to right monitor <+>+ <Shift> + <→> Show/Hide <Alt> + <P> **Preview Pane** <//> </> </> </> </> </> </> </> </> Bring all gadgets to the front Taskbar Cycle through icons <77> + <T>

Open new instance <Shift> + click <#>> + <1-9> Launch program (# corresponds to pin order)

# Windows Taskbar



Opens the Start menu.

Rearrange icons by clicking and dragging.

other system icons are located here.



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### Aero



Aero Peek makes open windows invisible so you can view the gadgets and icons on the desktop.

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- To See Through Windows with Aero Peek: Point to the Show Desktop button on the right edge of the taskbar or press <>>> + <Space>.
- To View Open Windows with Aero Peek: Point to the program icon on the taskbar that contains the file or window you want to view. Click the thumbnail preview to view the window.
- To Minimize Other Windows with Aero Shake: Click and drag a window's title bar quickly from side to side. Or, press <> + <Home>.
- To Compare Windows Side by Side with Aero Snap: Click and drag a window's title bar to the right side of the screen, and drag the other window to the left side of the screen. Or, press <>> + <->> and</><>>> + <->.
- To Maximize an Open Window with Aero Snap: Click and drag the window's title bar to the top of the screen or, drag the bottom border of the window down to the taskbar. Or, press
- To Flip through Windows with Flip 3D: Press <>> + <Tab>; continue to hold down the <>> key while pressing <Tab> to scroll through the open windows.

### Personalization

- To Personalize Windows 7 Appearance and Sounds: Right-click the desktop and select Personalize. The Personalization window appears. Click the appropriate links to personalize these settings:
- Themes Change menus, icons, backgrounds and sounds all at once.
- Desktop Background Choose built-in colors and pictures, or use your own. Select more than one picture to start a slide show.
- Window Color Change window color and transparency.
- Sounds Change which sounds play when you perform different tasks.
- Screen Savers Adjust what it displays and when it appears.
- Desktop Icons Add icons to the desktop, such as Computer and Network.
- Mouse Pointers Change how the pointer looks and acts, reverse buttons.

# **Organization with Sticky Notes**



Instead of using paper, use Windows 7 Sticky Notes

Enjoy the variety of seven fun Sticky Note colors by rightclicking the note

Click Start  $\rightarrow$  All Programs  $\rightarrow$  Accessories  $\rightarrow$  Sticky Notes

# **Jump Lists**



- Jump Lists are quick shortcuts to files and commands that a program uses frequently. The items that appear in a jump list change according to the program selected. For example, Internet Explorer displays frequently visited pages, Microsoft Word displays frequently opened documents. If you log in to different machines, this feature will not work!
- To View a Jump List: Right-click an icon on the Windows 7 taskbar. Or, click the list arrow next to a program icon in the Start menu.
- To Pin a Program to the Taskbar: Open the program you want to pin, right-click the program icon on the taskbar and select Pin this program to taskbar from the jump list.
- To Pin an Item to the Jump List: View the program jump list. Rightclick the item you want to pin and select Pin to this list. Or, point to an item on the jump list and click the program of this list button.
- To Remove an Item from the Jump List: View the program jump list. Right-click an item that appears in the jump list and select Remove from this list from the contextual menu.

### Gadgets

- To Add Gadgets to the Desktop: Right-click the desktop and select Gadgets from the contextual menu. Double-click the gadget you want to add to the desktop.
- To View Gadgets: Press < > + < G>. The gadgets on your desktop appear on top of the windows that are open.
- To Remove a Gadget from the Desktop: Point to a gadget and click the Close button that appears.
- To Download New Gadgets: Right-click the desktop and select Gadgets from the contextual menu. Click the Get more gadgets online link at the bottom of the window, click the Desktop gadgets tab, and click the Download button for the gadget you want to add.
- To View a Gadget's Options: Point at the gadget, then click the Options button to view and change settings for that gadget.

## **New Calculator**

0					Select unit type to convert		
					Power		
MC	MR	MS	M+	M-	From		
+	CE	c	2	4	Enter Value		
7	8	9	1	%	BTU/minute		
4	5	6		1/x	То		
1	2	3	-		Fact Deve delands		
0			+	=	Poot-Pound/minute		

The new Windows 7 calculator is a number cruncher's dream.

- Standard
- Scientific
- Programmer
- Statistics

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