

## The Parts of a Typical Window

**Menu bar**  
Click these words to display command menus

**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

**Restore button**  
Click to move up the page

**Click to move down the page**

**Click and drag to change the window's size**

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

**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

## Keyboard 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 shortcut menu for selected | <Shift> + <F10> |
| Minimize all open windows          | <Win> + <M>     |

### 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> + <↑, ↓> |

## Items on the Start Menu

The current user name: **Jon**

Your Web browser and e-mail programs appear here: Internet Explorer, Microsoft Outlook

Your frequently used programs appear here: HyperSnap-DX 4, Adobe Acrobat 5.0, Palm Desktop, Microsoft Word 2002, Windows Update

All Programs: Menu of every program installed on your computer

**My Documents:** Provides a convenient location to save your files.

**My Recent Documents:** Files you recently worked on

**My Pictures:** Provides a convenient location to save your photos and pictures.

**My Music:** Provides a convenient location to save MP3 files.

**My Computer:** Access the drives, folders, and files on your computer.

**Control Panel:** Open the Windows Control Panel

**Connect To:** Connect to the Internet or a network

**Printers and Faxes:** Show installed printers or add a new one

**Help and Support:** Get help on how to use Windows

**Search:** Find a file on your computer

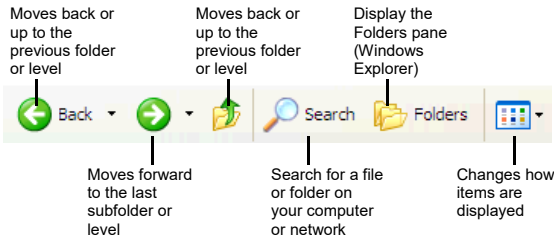
**Run...:** Run a program

**Log Off / Shut Down:** Log off or shut down the computer

## Helpful Tips

- The Windows XP Start menu displays your most frequently used programs. You can find your other programs under "All Programs".
- Not sure what a toolbar button does?** Place the pointer over the button for a second; a helpful description will usually appear.
- Want to do something to an object?** Try clicking the object with the right mouse button. A list of what you can do to the object will appear in a shortcut menu.
- Make a mistake?** Try using the undo command by selecting **Edit** → **Undo** from the menu, or by pressing **<Ctrl> + <Z>**.
- Need to use the menu without using the mouse?** Press **<Alt>** and the underlined letters of the menu item you want to open.
- In a dialog box you can press **<Enter>** instead of clicking OK, and press **<Esc>** instead of clicking cancel.
- Need help?** Press **<F1>**. A help window will appear with information about the program.
- Not sure what a control in a dialog box does?** Click the **What is this button** in the upper right corner of the window and then click the control with the **?** pointer.
- Not sure what programs are running?** Look at the names on the taskbar along the screen's bottom.

## The Windows Toolbar



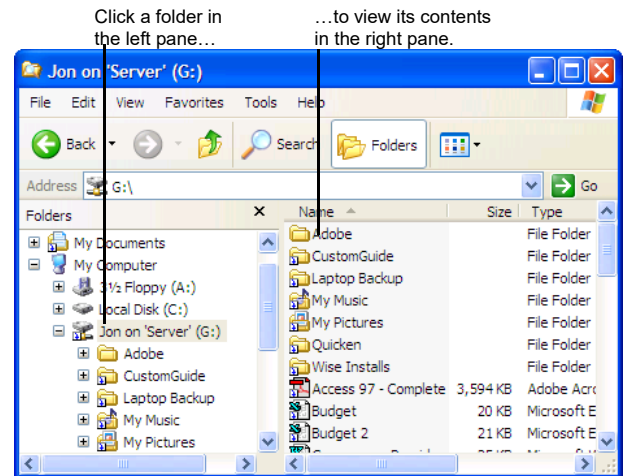
- **To Switch to the Classic Start Menu:** Right-click a blank area of the Windows taskbar and select **Properties** from the shortcut menu, click the **Start Menu tab** and select the Start menu style that you want to use.
- **To Switch to the Classic Look of Windows:** Right-click a blank area on the desktop, select **Properties** from the shortcut menu and click the **Appearance tab**. Select a style from the Windows and buttons list and click **OK**.
- **To Lock/Unlock the Start Menu:** Right-click the taskbar and select **Lock the taskbar** from the shortcut menu.
- **To Customize the Start Menu:** Right-click the taskbar and select **Properties** from the shortcut menu.
- **To Create a Shortcut to a File or Folder:** Drag the file or folder to a new location with the **right mouse button** and select **Create Shortcut Here** from the shortcut menu.
- **To Change Display Settings:** Right-click a blank area on the desktop and select **Properties** from the shortcut menu. You can change the following settings in the Display dialog box:
 

|                        |                                   |
|------------------------|-----------------------------------|
| + Wallpaper            | + Desktop icons                   |
| + Screen saver         | + Screen resolution & color depth |
| + Basic windows colors | + Display driver                  |

## Maintenance and Fixing Problems

- **To Format a Floppy Disk:** From My Computer or Windows Explorer, right-click the floppy drive and select **Format**. Select the formatting options you want to use and click **Start**.
- **To Copy a Floppy Disk:** Insert the disk you want to copy, open My Computer or Windows Explorer, right-click the floppy drive, select **Copy Disk**, and click **Start**.
- **To Use ScanDisk:** Open My Computer or Windows Explorer, right-click the disk you want to scan, select **Properties** from the shortcut menu, and click the **Tools tab**. Click the **Check Now** button, specify whether you want to do a Standard or Thorough scan and if you want any errors to be automatically fixed, and click **Start**.
- **To Defragment your Hard Disk:** Open My Computer or Windows Explorer, right-click the disk you want to defragment, select **Properties** from the shortcut menu, and click the **Tools tab**. Click the **Defragment Now** button and click **Start**.
- **To Use Disk Cleanup to Free Space on Your Hard Drive:** Open My Computer or Windows Explorer, right-click the hard disk and select **Properties** from the shortcut menu, click the **Disk Cleanup button**, and click **OK**.
- **To Remove a Program:** Click the **Start button** and select **Control Panel**, double-click the **Add/Remove Programs** icon, find and select the program you want to remove from your computer, and click the **Add/Remove button**.

## The Folder Pane



This folder contains hidden sub folders. Click to display those hidden folders.

- **To Open a File or Folder:** Double-click the file or folder.
- **To Create a Folder:** Select **Make a new folder** task from the File and Folder Tasks panel, or, right-click any empty area in the window and select **New** → **Folder** from the shortcut menu. Type a name for the folder and press **<Enter>**.
- **To Rename a File or Folder:** Click the folder to select it, select **Rename this folder** from the Files and Folders Tasks panel, type a name for the folder and press **<Enter>**.
- **To Delete a File or Folder:** Select the file or folder and press the **<Delete>** key.
- **To Restore a Deleted File:** Double-click the Recycle Bin to open it. Select the file and click **Restore this file** from the Recycle Bin Tasks menu.
- **To Empty the Recycle Bin:** Right-click the Recycle Bin and select **Empty Recycle Bin** from the shortcut 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, select **Move this file** or **Copy this file** from the File and Folder Tasks panel, and select a destination for the file or folder from the dialog box.
- **To Copy a File or Folder to a Floppy Disk:** Right-click the file or folder and select **Send To** → **3 1/2 Floppy (A:)** from the shortcut menu.
- **To Change How Items are Displayed:** Select **View** from the menu and select one of the four view modes, or select a view from the **View button list arrow** on the toolbar.
- **To Select Multiple Files:** Hold down the **<Ctrl>** key while you click the files you want to select.
- **To Find a File:** Click the **Start button** and select **Search** from the Start menu. Enter the search conditions and where to look. Click **Search** to start searching for the file(s).
- **To Display the Folders Pane:** Click the **Folders button** on the toolbar from any folder.
- **To View a File or Folder's Properties:** Right-click the file or folder and select **Properties** from the shortcut menu.

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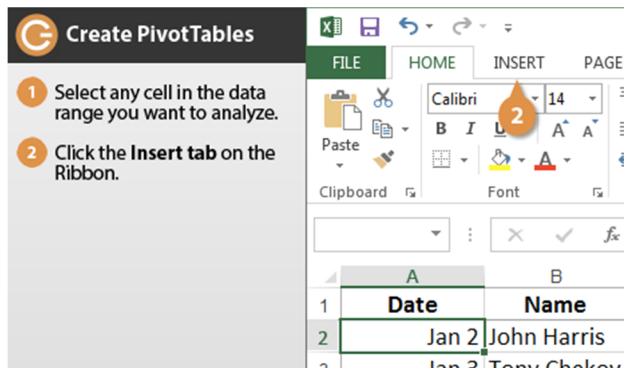
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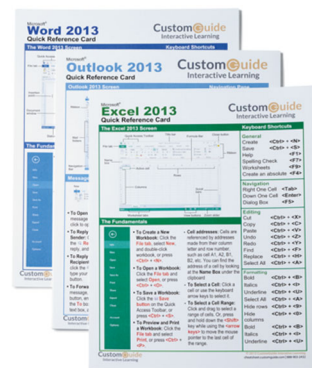
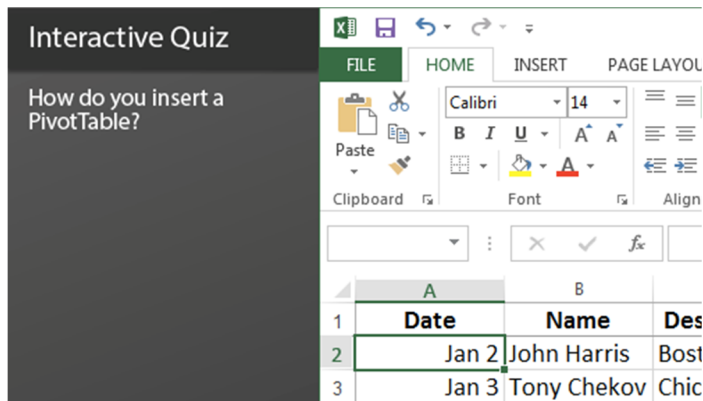
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