

# Microsoft® Windows 7

## Cheat Sheet

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### Windows Explorer

**Toolbar**  
Displays buttons and menus for common commands.

**Navigation Pane**  
Provides quick navigation to folders and files. Browse to favorite locations, libraries, homegroups, Computer, and the network.

**Address bar**  
Displays the location of the folder that is currently open.

**Title bar**  
Click and drag to move the window.



**Search box**  
Enter keywords to search the folder.

**Details pane**  
Displays details about selected files.

- **To Search for a File or Program on the Computer:** Click the **Start** button, or press **Windows**, 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 **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**.

### Keyboard shortcuts

#### General

Start menu	<b>Windows</b>
My Computer	<b>Windows</b> + <b>E</b>
Create new folder	<b>Ctrl</b> + <b>Shift</b> + <b>N</b>
Zoom	<b>Windows</b> + <b>+</b>
Connect to projector	<b>Windows</b> + <b>P</b>
Flip 3D	<b>Windows</b> + <b>Tab</b>

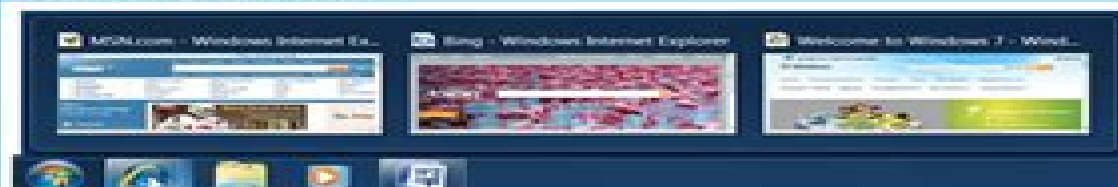
#### Window management

Peek at the desktop	<b>Windows</b> + <b>Space</b>
Show/Hide desktop	<b>Windows</b> + <b>D</b>
Minimize all windows	<b>Windows</b> + <b>M</b>
Minimize other windows	<b>Windows</b> + <b>Home</b>
Maximize	<b>Windows</b> + <b>↑</b>
Minimize/Restore	<b>Windows</b> + <b>↓</b>
Dock to left	<b>Windows</b> + <b>←</b>
Dock to right	<b>Windows</b> + <b>→</b>
Jump to left monitor	<b>Windows</b> + <b>Shift</b> + <b>←</b>
Jump to right monitor	<b>Windows</b> + <b>Shift</b> + <b>→</b>
Show/Hide Preview Pane	<b>Alt</b> + <b>P</b>
Bring all gadgets to the front	<b>Windows</b> + <b>G</b>

#### Taskbar

Cycle through icons	<b>Windows</b> + <b>T</b>
Open new instance	<b>Shift</b> + <b>click</b>
Launch program (if corresponds to pin order)	<b>Windows</b> + <b>1-9</b>

### Windows Taskbar



**Start button:**  
Opens the Start menu.

**Program icons:** Click to open the program. Rearrange icons by clicking and dragging.

**Window preview:**  
Point to the program icon on the taskbar. Click a preview thumbnail to view the window.

**Show Desktop button:**  
Point or click here to make open windows invisible.

**Notification area:** The Action Center, clock, and other system icons are located here.

# Windows 7 Cheat Sheet

**Beezix Software Services**



## **Windows 7 Cheat Sheet:**

### **Windows 8 Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Guide)**

Beezix,2012-11-19 4 page laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Windows 8 Includes touch interface The following topics are covered Getting Started Starting Windows Login The Start Screen Windows Store Apps and Desktop Apps Accessing the Desktop Starting a Desktop or Windows Store App Accessories Calculator Notepad etc Switching Between Apps and Desktop Windows Using the Switch List Closing a Windows Store App Closing a Desktop Window or App Windows Charms Using the Share Charm Searching Working with Multiple Monitors Opening Files Folders and Libraries Saving a Document Using the Shortcut Menu Showing Windows Store App Commands and Navigation Organizing Tiles Naming a Tile Group Rearranging Start Screen Tiles Adding an App Tile to the Start Screen Creating Secondary Tiles Always Show a Windows Store App Snapping Working on the Desktop Pinning a Desktop App to the Taskbar Using Taskbar Jump Lists Recently Used Files Pinned Files Common Tasks Pinning Files to Taskbar Jump Lists Switching Between Windows Using the Taskbar Resizing a Desktop Window Moving a Desktop Window Making a Desktop Window Large Maximize Hiding a Desktop Window Minimize Using the Notification Area Printing Security Sound etc File Management Folders Libraries Working with the Ribbon Navigation Pane Preview Pane Changing How Items are Displayed Changing Views Grouping Navigating Folders in File Explorer Opening a Second Explorer Window Creating a Folder Renaming Files or Folders Working with Libraries Selecting Multiple Items Selecting with Checkboxes Moving and Copying Files and Folders Moving and Copying with Cut Copy Creating a Shortcut to a Document Folder or Other Item Zipping Files or Folders Deleting Files or Folders Pinning to Start Adding a Folder or Library to Favorites Searching in File Explorer Burning to a CD DVD Settings Using the Control Panel Setting up WiFi Using Airplane Mode What to Try if an App Freezes Users Changing Users Ending your Windows Session Changing Login Password Creating a Picture Password Getting Help

**Windows 7: The Missing Manual** David Pogue,2010-03-19 In early reviews geeks raved about Windows 7 But if you re an ordinary mortal learning what this new system is all about will be challenging Fear not David Pogue s Windows 7 The Missing Manual comes to the rescue Like its predecessors this book illuminates its subject with reader friendly insight plenty of wit and hardnosed objectivity for beginners as well as veteran PC users Windows 7 fixes many of Vista s most painful shortcomings It s speedier has fewer intrusive and nagging screens and is more compatible with peripherals Plus Windows 7 introduces a slew of new features including better organization tools easier WiFi connections and home networking setup and even touchscreen computing for those lucky enough to own the latest hardware With this book you ll learn how to Navigate the desktop including the fast and powerful search function Take advantage of Window s apps and gadgets and tap into 40 free programs Breeze the Web with Internet Explorer 8 and learn the email chat and videoconferencing programs Record TV and radio display photos play music and record any of these to DVD using the Media

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helps you streamline Windows and Windows Server management using the latest Group Policy tools and techniques This updated edition covers Windows 10 and Windows Server vNext bringing you up to speed on all the newest settings features and best practices Microsoft Group Policy MVP Jeremy Moskowitz teaches you the major categories of Group Policy essential troubleshooting techniques and how to manage your Windows desktops This is your complete guide to the latest Group Policy features and functions for all modern Windows clients and servers helping you manage more efficiently and effectively Perform true desktop and server management with the Group Policy Preferences ADMX files and additional add ons Use every feature of the GPMC and become a top notch administrator Troubleshoot Group Policy using tools enhanced logs Resource Kit utilities and third party tools Manage printers drive maps restrict hardware and configure Internet Explorer Deploy software to your desktops set up roaming profiles and configure Offline Files for all your Windows clients and manage it all with Group Policy settings Secure your desktops and servers with AppLocker Windows Firewall with Advanced Security and the Security Configuration Manager This is your comprehensive resource to staying current with expert tips techniques and insight

*Internet Explorer 10 Introduction for Windows 7 Quick Reference Guide* Beezix,2013-05-13 Laminated quick reference card showing step by step instructions and shortcuts for how to use Internet Explorer 10 running on Windows 7 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Understanding Internet Addresses Entering a Website Address Showing Using the Command Bar Menu Bar and Other Toolbars Monitoring Activity Includes Interrupting Loading and Reloading a Page Going Back and Forward Going to and Setting Your Home Page Adding a Site to the Start Menu Show Hide Favorites Feeds and History Saving Site Locations for Future Visits Favorites Visiting Favorite Sites Adding an RSS Feed Viewing Suggested Websites Favorites on the Windows Start Menu Organizing Favorites Zooming In Out Searching for a Site Adding a Search Provider Opening Multiple Pages at a Time Using a New Blank Tab Finding Words on a Page Sending a Link by Email Using the Status Bar Using the Information Bar Using the SmartScreen Filter InPrivate Browsing Using Web Accelerators Printing a Web Page Pinning Websites Downloading Files Includes a list of keyboard shortcuts

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much more Make your life easier the Dummies way with PCs For Dummies Windows 7 Edition DOS Cheat Sheet Jennifer Fulton,1995 Each section is broken into task based lessons which cover the basic steps first followed by more in depth information Essential steps are highlighted in a second color for ease of use and handwritten tips are in the margin The first page of each lesson is a cheat sheet of the basic steps covered in that lesson for a handy reference *What's New in Windows 8. 1 Update (from Windows 7) Quick Reference Guide (Cheat Sheet of New Features and Instructions - Laminated* Beezix Software Services,2014-04-21 Two page laminated quick reference guide showing instructions for the new and changed features of Windows 8 1 Update for users upgrading from Windows 7 Includes touch interface Written with Beezix s trademark focus on clarity accuracy and the user s perspective this guide will be a valuable resource to improve your proficiency in using the updated Windows 8 1 This guide incorporates changes brought by the Windows 8 1 Update released in early April Microsoft is urging all users of Windows 8 1 to ensure the update is installed by June 10 2014 or risk not receiving future patches Not sure if you have the Update If you have shut down and search buttons at the top right of your Start screen then you have the UpdateThe Following Topics are Covered Getting Started Starting Windows Desktop vs Start Screen Whether to Show Desktop or Start Screen after Sign In Switching between Desktop and Start Screen Desktop Apps and Windows Store Apps Starting an App Displaying Taskbar on the Start Screen or in a Windows Store App Switching between Apps and Desktop Using the Switch List Showing Apps Side by Side Snapping Adding a 3rd Window Moving an App Window Resizing an App Window Maximizing an App to Full Screen Installing New Windows Store Apps Windows Store App Command Bar Closing a Windows Store App Windows Charms Searching Using Multiple Monitors Setting Up Wifi Airplane Mode Getting Help Organizing Tiles and Apps Rearranging Start Screen Tiles Naming a Tile Group Zooming Out to See More Tiles Adding a Tile to the Start Screen Creating Secondary Tiles File Management Starting File Explorer Working with the Ribbon File History Other New or Changed Features Users Settings Viewing a Password While Typing Using Metering Ending Your Windows Session Changing Login Password or Creating a Picture or PIN Password Also includes a Top 8 Things you Need to Know list and a list of new Keyboard Shortcuts **Dummies 101?: The Internet for Windows? 98** Hy Bender,Margaret Levine Young,1998-06-16 Includes Step by Step Instructions on Using Internet Explorer and Outlook Express the Web and E Mail Software from Microsoft Designed for Windows 98 If you ve been itching to explore the Internet now is the time to start Dummies 101 The Internet For Windows 98 brings you easy step by step instructions to quickly connect you to the Net right from your desktop Research any topic get tons of free programs shop online and more Inside Get the Information You Need Now Click any of 200 hand picked Web sites on this book s CD ROM to cruise to the very best sites on the Internet Find virtually any person or fact you need on the Web Choose from thousands of fabulous free programs picture files and audio and video clips Send and receive e mail and use our software robot to test your e mail address Join online discussion groups participate in live chat groups and subscribe to electronic channels Create and publish your own

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introductions if anyone at the meeting is new to the group or if there is a guest speaker this is the time when introductions should be made the person in charge of the meeting can

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mar 31 2022 3 explain the purpose once the subject matter and duration has been established touch on the purpose of the

meeting the last thing you ll want is for attendees to be unsure

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helge lund chairman 12 may 2021 welcome in a few moments i will say something about the resolutions proposed but first i want to share some reflections on the past year a year