

Microsoft® Windows® 7

Cheat Sheet

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 **Alt**, 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** 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.

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Keyboard shortcuts

General

Start menu	Alt
My Computer	Alt + E
Create new folder	Ctrl + Shift + N
Zoom	Alt + +
Connect to projector	Alt + P
Flip 3D	Alt + Tab

Window management

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

Taskbar

Cycle through icons	Alt + T
Open new instance	Shift + click
Launch program	Alt + 1-9 (# corresponds to pin order)

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 Windows' 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

Center Use your printer fax laptop tablet PC or smartphone with Windows 7 Beef up your system and back up your files Collaborate and share documents and other files by setting up a workgroup network *What's New in Windows 8 (from Windows 7) Quick Reference Guide (Cheat Sheet of New Features and Instructions - Laminated Card)* Beezix,2012-12-07 Laminated quick reference guide showing instructions for the new and changed features of Windows 8 for users upgrading from Windows 7 Topics Include Getting Started Starting Windows Using the Start Screen Windows Store and Desktop Apps Accessing the Desktop Starting a Windows Store or Desktop App Closing a Windows Store App Switching between Apps and Desktop Windows Using the Switch List Installing New Windows Store Apps Windows Store App Commands and Navigation Windows Charms Using the Share Charm Searching Organizing Tiles and Apps Creating a Tile Group Naming a Tile Group Rearranging Start Screen Tiles Adding an App Tile to the Start Screen Creating Secondary Tiles File Management Starting File Explorer File History Settings Users Security Settings Charm Control Panel Setting Up Wifi Airplane Mode Using Metering Viewing a Password While Typing Changing Users Ending Your Windows Session Changing Login Password Changing a Picture or PIN Password Getting Help Also includes a Top 8 Things you Need to Know list a list of new Keyboard Shortcuts and a list of Mouse Touch Equivalents This guide is suitable as a training handout or simply an easy to use reference guide for any type of user [Internet Explorer 11 for Windows 7 Quick Reference Guide \(Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card\)](#) Beezix Software Services,2014-02-28 Laminated quick reference card showing step by step instructions and shortcuts for how to use Internet Explorer 11 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 Navigating Understanding Internet Addresses Entering a Website Address Showing 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 Organizing 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 Information Bar Using the SmartScreen Filter InPrivate Browsing Using Web Accelerators Printing a Web Page Pinning Websites Using Thumbnail Controls Downloading Files **PCs Cheat Sheet** Shelley O'Hara,Galen Grimes,1999 Que's Cheat Sheet Series offers the busy beginning PC user just the right amount of information to get started with his/her PC Each chapter has a Basic Survival section that teaches the essentials of that chapter The author then has highlighted important content for the reader in a different color to stand out Finally the author gives the reader additional notes tips and shortcuts in the handwritten margin notes All combine to give the new PC user a quick easy way to navigate and use his/her PC **Group Policy** Jeremy Moskowitz,2015-08-31 Get up to speed on the latest Group Policy tools features and best practices Group Policy Fundamentals Security and the Managed Desktop 3rd Edition

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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Table of Contents Windows 7 Cheat Sheet

1. Understanding the eBook Windows 7 Cheat Sheet
 - The Rise of Digital Reading Windows 7 Cheat Sheet
 - Advantages of eBooks Over Traditional Books
2. Identifying Windows 7 Cheat Sheet
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Windows 7 Cheat Sheet
 - User-Friendly Interface
4. Exploring eBook Recommendations from Windows 7 Cheat Sheet
 - Personalized Recommendations
 - Windows 7 Cheat Sheet User Reviews and Ratings
 - Windows 7 Cheat Sheet and Bestseller Lists
5. Accessing Windows 7 Cheat Sheet Free and Paid eBooks
 - Windows 7 Cheat Sheet Public Domain eBooks
 - Windows 7 Cheat Sheet eBook Subscription Services
 - Windows 7 Cheat Sheet Budget-Friendly Options
6. Navigating Windows 7 Cheat Sheet eBook Formats

- ePUB, PDF, MOBI, and More
- Windows 7 Cheat Sheet Compatibility with Devices
- Windows 7 Cheat Sheet Enhanced eBook Features

7. Enhancing Your Reading Experience

- Adjustable Fonts and Text Sizes of Windows 7 Cheat Sheet
- Highlighting and Note-Taking Windows 7 Cheat Sheet
- Interactive Elements Windows 7 Cheat Sheet

8. Staying Engaged with Windows 7 Cheat Sheet

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Windows 7 Cheat Sheet

9. Balancing eBooks and Physical Books Windows 7 Cheat Sheet

- Benefits of a Digital Library
- Creating a Diverse Reading Collection Windows 7 Cheat Sheet

10. Overcoming Reading Challenges

- Dealing with Digital Eye Strain
- Minimizing Distractions
- Managing Screen Time

11. Cultivating a Reading Routine Windows 7 Cheat Sheet

- Setting Reading Goals Windows 7 Cheat Sheet
- Carving Out Dedicated Reading Time

12. Sourcing Reliable Information of Windows 7 Cheat Sheet

- Fact-Checking eBook Content of Windows 7 Cheat Sheet
- Distinguishing Credible Sources

13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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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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