



### 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

### Keyboard Shortcuts

#### General

Open Menu	<Alt> + <u>Letter</u>
Help	<F1>
Undo	<Ctrl> + <Z>
Switch Between Applications	<Alt> + <Tab>
Close a Window	<Ctrl> + <F4>
Display the Start Menu	<Alt> + <Esc>
Display a Shortcut Menu for the selected item	<Shift> + <F10>

#### Dialog Box Commands

Confirm and close a dialog box (OK)	<Enter>
Cancel and close a dialog box (Cancel)	<Esc>
Move to the next field	<Tab>
Move to the previous field	<Shift> + <Tab>

### Items on the Desktop and Start Menu

#### Desktop Icons

- My Documents**  
Provides a convenient location to save your files
- My Computer**  
Use to browse the contents of your computer and manage files & folders
- My Network Places**  
Use to browse the contents of your computer and manage files & folders
- Recycle Bin**  
Contains deleted items you can restore or permanently erase
- Internet Explorer**  
Use to browse the Internet

#### The Start Menu

Windows Update	Get Windows file and program updates over the Internet
Programs	Menu of installed programs
Favorites	Your favorite Web site & folders
Documents	Files you recently worked on
Settings	Change Windows settings
Search	Find a file on your computer
Help	Get help on how to use Windows
Run...	Run a program
Shut Down...	Shut down the computer or log off
Start	The Start Button

#### Editing

Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Delete	<Delete>

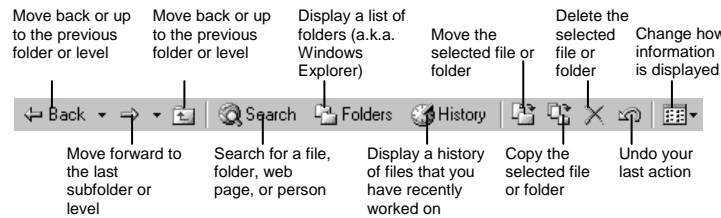
#### Navigation

Up One Screen	<Page Up>
Down One Screen	<Page Down>
Beginning of a Line	<Home>
End of a Line	<End>

### Helpful Tips

- Not sure what a toolbar button does?** Place the mouse pointer over the button for a few seconds; a box with the button's description will usually pop up.
- Need help?** Press the <F1>. A help window will appear with information about the program.
- 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.
- 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 mouse pointer.
- Not sure what programs are running?** Look at the names on the taskbar along the screen's bottom.
- Can't Find a Program on the Start Menu?** To display any hidden programs, click the at the bottom of any program menu or open a program window and wait 2 seconds.

## The Windows Toolbar



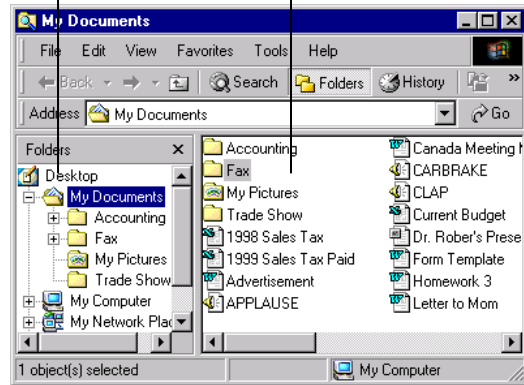
- **To Add an Item to the Start Menu:** Right-click the taskbar and select **Properties** from the shortcut menu. Click the **Advanced tab** and click **Add**. Click the **Browse** button, open the program's folder, and double-click the program name. Click **Next** button, open the program's folder, and double-click the program name.
- **To Remove a Program from the Start Menu:** Right-click the taskbar and select **Properties** from the shortcut menu. Click the **Advanced tab** and click **Remove**. Open the program's folder, select the program, and click **Remove**. Click **Close** and then click **OK**.
- **To Organize the Start Menu:** Right-click the taskbar, select **Properties** from the shortcut menu, and click the **Advanced tab**. Click the **Advanced tab** button, use basic file management techniques to add new folders to the Programs Menu as needed, and move folders and files around using drag and drop.
- **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, and 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 **Settings** → **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**.



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- This folder contains hidden sub folders. Click to display those hidden folders.
- This folder's subfolders are displayed. Click to hide subfolders.

- **To Open a File or Folder:** Double-click the file or folder.
- **To Create a Folder:** Right-click any empty area in the window and select **New** → **Folder** from the shortcut menu, or select **File** → **New** → **Folder** from the menu.
- **To Rename a File or Folder:** Right-click the file or folder, select **Rename** from the shortcut menu, 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. Find and right-click the deleted file and select **Restore**.
- **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, click the **Move to** button or **Copy to** button on the toolbar, 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** → **3½ 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 **Find** → **Files or Folders** from the Start menu. Enter the search conditions and where to look on the appropriate tabs: Name & Location, Date, and Advanced. Click **Find Now** to start searching for the file(s).
- **To Open Windows Explorer:** From any folder, click the **Folders** **Folders** button on the toolbar.
- **To View a File or Folder's Properties:** Right-click the file or folder and select **Properties** from the shortcut menu.

