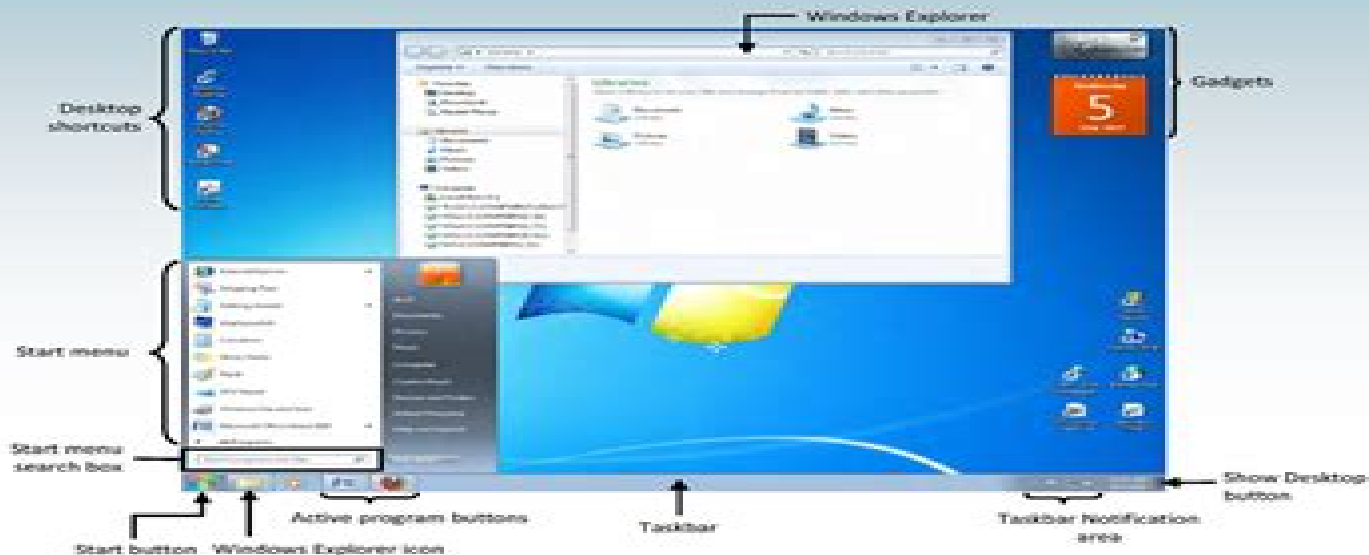


Windows 7 – Quick Reference Guide

AUROKRUPA COMPUTER,KOMNA



Starting Programs and Opening Files

To open the Start menu:

1. Click the Start button  or press CTRL + ESC.

To start a program from the Start menu:

1. Click the Start button .
2. Choose **All Programs**, and then select a program from the menu.

To open a file:

1. Click the Start button .
2. Click .
3. Browse to the file and double-click it.

Working with Active Programs

All open programs, folders, or documents appear on the Taskbar.

To view an active program:

1. Click the active program button on the Taskbar.
2. Or press ALT + TAB to cycle through all active windows.

To view notifications or monitor status:

1. Double-click the program or system icon.

Working with Windows Explorer

Windows Explorer is the primary tool used to browse, view, and organize files and folders in Windows 7.

To open Windows Explorer:

1. Click the Windows Explorer icon  in the Taskbar.
2. For a more detailed view of your computer's storage resources, click the Start button  and choose  from the menu.

To show/hide the traditional menu bar (File, Edit, etc.):

1. Press the ALT key.

To display sub-folders in the Navigation pane:

1. Click  or  beside the drive or folder you want to view subfolders for.
2. Click  or  to collapse sub-folders.

To sort folder contents by view:

1. In Windows Explorer, click  in the main menu bar
2. Choose a view from the menu.
3. You can also choose the size of display icons.

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H Kauffman



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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 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

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