

Windows 7 is Microsoft's newest operating system. An operating system is the platform that runs your software applications and hardware components. That is, software such as Microsoft Office or Adobe Photoshop are distinct from your operating system and do not have to change with an operating system upgrade.

What does change with Windows 7:

- The taskbar's appearance
- The look and feel of the windows that you open in Windows Explorer
- Your documents are now stored inside of libraries, which are folders with enhanced features (Page 2)
- **Extras:** most of this guide is devoted to new optional features that you can explore at your leisure (Pages 2, 3, 4)

## Navigating in Windows 7

### Opening Programs and Files

#### The New Start Menu:

The new start menu has the same location as Windows Vista and XP.

#### Starting a Program from the Start Menu:

Click the start menu  and select All Programs. Navigate to the application that you would like open and select it.

#### Starting a Program from the Taskbar:

Click on one of the icons  located to the right of the start menu.

### Working with Windows Explorer

*Windows Explorer (Not to be confused with Internet Explorer) is the application commonly used to navigate and view files and folders. (See Figure 1.)*

#### Open Windows Explorer:

One easy way is to click the folder icon  in the taskbar.

#### Show or Hide the Traditional Menu Bar:

Press the Alt key when inside of a Windows Explorer window in order to view the File, Edit, View, Tools and Help menus (appears underneath the Back button on top left)

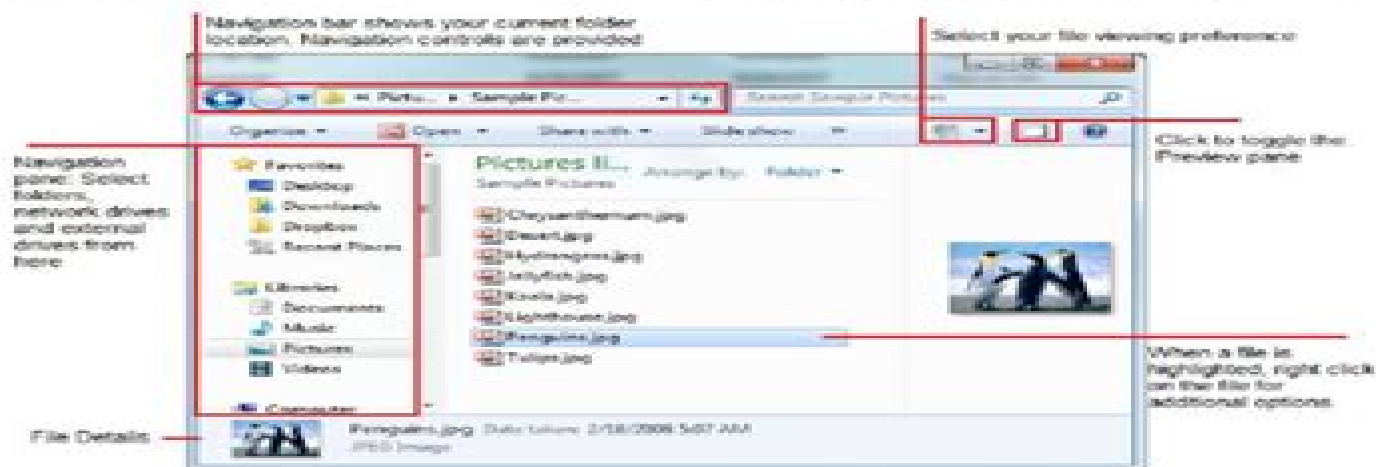


Figure 1: Anatomy of a Windows Explorer page

# Windows 7 Quick Reference Guide

**Beezix, Inc Staff**



## **Windows 7 Quick Reference Guide:**

### **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 What's New in Windows 7 (from Windows XP) Quick Reference Guide (Cheat Sheet of New Features and

Instructions - Laminated Card) Beezix, Inc Staff,2012-04-24 Laminated quick reference card showing instructions for the new and changed features of Windows 7 for users upgrading from Windows XP Also includes a command reference showing Windows XP commands and their Windows 7 equivalents The following topics are covered Working with User Account Control UAC Starting a Program Adding a Program to the Taskbar Opening Files and Folders Using Jump Lists Recently Used Files Pinned Files Common Tasks Pinning Files to Jump Lists Switching Among Open Windows Moving Windows to Other Screens Using the Desktop Snap Features Closing Windows Programs Using the Taskbar Showing the Desktop Using Presentation Options Increasing Screen Readability Adding Gadgets to the Desktop Using the Notification Area File Management with Windows Explorer Changing Views Show Hide the Menu Bar Show Hide the Navigation Pane Arrange Group or Sort Files and Folders Navigating Folders in Explorer Working with Libraries Using the Default Save Location

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