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Microsoft Windows XP Introduction Quick Reference Guide (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)

Windows® XP Introduction

Starting a Program

The Start menu provides access to installed programs, recently used programs, and all programs.

- Click the Start button.
- In the menu that appears, choose:
 - **Programs** (installed programs)
 - **Recently used programs**
 - **Programs From All Users** (if available).
 If necessary, choose a sub-menu, and then the program name.



Making a Window as Large as Possible

Click the Maximize button of the window.

When a window is maximized, the Maximize button changes into a Restore Down button.

Restoring a Window to its Previous Size

Click the Restore Down button.

Double-click the title bar.

Making a Window its Minimum Size

Click the Maximize button of the window.

The window will appear as its Minimum Size. At the bottom of the window.

Restoring the window's Titlebar menu

Click the window's Titlebar menu.

Restoring a Minimized Window/ Switching Among Open Items

Click the icon in the Taskbar.

or press <Alt> + <Tab> to cycle through desktops. Hold down <Alt> while pressing <Tab> repeatedly to show among several open programs.

Using Grouped Taskbar Buttons

If the Taskbar becomes too cluttered with buttons, Windows will group similar buttons together. Eg. all open Word documents will be grouped under one button. To ungroup, click the button, then select <Show All>.

Resizing a Window

- Point to the edge or corner of the window. The mouse pointer changes to a double-headed arrow.
- Drag the edge of the window toward the center of the window to make it smaller, or away from the center to make it larger.

Showing the Desktop

- Right-click on an empty area of the Taskbar.
- Choose **Show the Desktop** to minimize all windows and show the desktop.

or, press <Win> + <D>

To show all open windows again, Right-click on an empty area of the Taskbar, and choose **Show Open Windows**, or press <Win> + <W> again.

Displaying the Shortcut Menu

Right-click on an icon. A menu displays showing relevant to the icon. Press any menu pointing to it.

Getting Help or Support

- Click the Start button.
- Click **Help & Support**, and follow the instructions.

Saving Documents; Save as... Save As

Choose **File, Save As** when saving a document. For the first time, or when creating a new version of the file, specify a name and a location for the file in the dialog box that appears. If documents are up to 255 characters in length and use certain codes. Do not use: \ / * * " < > | .

Choose **File, Save as** to save a file that has been saved previously. This replaces the earlier version of the file without any modification.

Saving a Document for the First Time

- Choose **File, Save As...**
- Enter a name for the file in the FILE NAME box.
- Choose a location from the DRIVE list at the top of the dialog box. If necessary, choose a folder, then the contents window below the FILE NAME field.
- Click **Save** to save the document. If necessary, choose a folder, then the contents window below the FILE NAME field.
- Click **Save** to save the document. If necessary, choose a folder, then the contents window below the FILE NAME field.

Viewing the Status of Print Jobs

Any printer with print jobs waiting to be delivered from Windows to the printer or network print server will appear in the Windows Area of the Taskbar (near to the system tray). Double-click the printer icon to view the print job.

If a printer is named against job, select the print job and press or <Click> **Document** then **Cancel**.

Creating a Shortcut to a Document, Folder, or Other Item

- Point to the item for which you need a shortcut, then Right-click.
- Choose **Create Shortcut**. Then the icon will appear. The new shortcut icon can be dragged to a new location.
- or:
 - Right-click the item's new location, and choose **Create Shortcut**.
 - To move items from the Start menu to the Desktop, Right-click the item, <Click> **Copy**.
 - To quickly create a shortcut on the Desktop, Right-click the item and choose **Send to Desktop** (or **Desktop Shortcut**).

Customize the Start Menu and Taskbar

To change the settings of the Start menu or Taskbar, Right-click the icon or the Start button or a task icon of the Taskbar and choose **Customize**.

Moving Icons on the Start Menu

- Click the Start button, and locate the item you wish to move.
- Drag the item to the new position in the menu.
- Click **Taskbar and Start Menu** to show the Taskbar icon.

What to Try if a Program Freezes

- Press <Ctrl> + <Alt> + <Delete> to access the Windows Task Manager.
- If necessary, Right-click the APPLICATION tab.
- Click the program that is frozen or displayed. If Windows displays a Status bar, click the "not responding" button in the program area. Select the menu **Program** and click **End Task**.

Showing the Properties or Attributes of an Item

Right-click on the item and choose **Properties**. For example, show properties to:

- change options for the Taskbar;
- change options for the recycle bin;
- find out the size of a document or folder;
- change display background, screen colors, or window appearance (and so on);
- view available space on a disk.

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Synopsis

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Windows XP. The following topics are covered: Starting a Program Pinning a Program to the Start Menu Unpinning a Program Removing a Recently Used Program Using Accessories (e.g. Calculator, Note Pad) Exiting a Program Closing a Window Manipulating Windows: Moving, Enlarging, Restoring, Minimizing Restoring a Minimized Window/Switching among Open Items Using Grouped Taskbar Buttons Showing the Desktop Displaying the Shortcut Menu Getting Help or Support Saving Documents: Save vs. Save As Viewing the Status of Print Jobs Creating a Shortcut to a Document Folder or Other Item Customizing the Start Menu & Taskbar Moving Items on the Start Menu What to Try if a Program Freezes Showing the Properties or Attributes of an Item File Management Using Explorer Submenus: Rename, Delete, Move or Copy Files, Opening Windows Show Files in Groups Selecting Items Moving or Copying Files and Folders Renaming Folders or Files Creating a Folder Viewing the Folder List Moving or Copying Files using the Folder List Searching for a File or Folder Deleting Folders or Files Recycle Bin: Retrieving Items and Emptying Using the Control Panel Logging off or Switching Users Shut Down/Restart the Computer Changing Login Password. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

Book Information

Pamphlet: 2 pages

Publisher: Beezix Inc. (October 1, 2003)

Language: English

ISBN-10: 1934433012

ISBN-13: 978-1934433010

Product Dimensions: 11 x 8.5 x 0.5 inches

Shipping Weight: 0.8 ounces (View shipping rates and policies)

Average Customer Review: 4.7 out of 5 stars [See all reviews](#) (3 customer reviews)

Best Sellers Rank: #2,096,299 in Books (See Top 100 in Books) #28 in [Books > Computers & Technology > Operating Systems > Windows > Windows Desktop > Windows XP](#) #4567 in [Books > Computers & Technology > Software > Microsoft](#) #449851 in [Books > Reference](#)

Customer Reviews

GREAT SERVICE; PLEASURE TO DEAL WITH SELLER. IF YOU ARE INTERESTED IN THIS SUBJECT, THIS IS A GOOD STARTING PLACE. THE GUIDE DOES THE JOB IT WAS

INTENDED TO DO.

For a computer challenged person like me it is a time saver. Very easy reference which works for me most of the time.

It is exactly what I wanted. Thank you!

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