Microsoft®
Windows XP
Quick Reference Card

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

Toolbar
Buttons for commonly used commands. Move the pointer over a button for a couple seconds to see what it does

Document - WordPad

File Edit View Insert Format Help

Arial   10   Western   **B** *I*

Move the pointer on your computer's screen by pushing the mouse across your desk.

Click: Press the left mouse button once. Click to use a program's menus and toolbars and to select items.

Double-click: Press the mouse button twice in rapid succession. Double-click to open items.

Right-click: Press the right mouse button. Right-click an item to display a list of commands that you can do to the item.

For Help, press F1

Click to move up the page

Click to move down the page

Click and drag to change the window's size

Items on the Start Menu

The current user name

Your Web browser and e-mail programs appear here

Your frequently used programs appear here

All Programs:
Menu of every program installed on your computer

Jon

Internet — Internet Explorer

E-mail — Microsoft Outlook

HyperSnap-DX 4

Adobe Acrobat 5.0

Palm Desktop

Microsoft Word 2002

Windows Update

All Programs ▶

My Documents

My Recent Documents

My Pictures

My Music

My Computer

Control Panel

Connect To

Printers and Faxes

Help and Support

Search

Run...

Log Off   Shut Down

start

My Documents: Provides a convenient location to save your files.

My Recent Documents: Files you recently worked on

My Pictures: Provides a convenient location to save your photos and pictures.

My Music: Provides a convenient location to save MP3 files.

My Computer: Access the drives, folders, and files on your computer.

Open the Windows Control Panel

Connect to the Internet or a network

Show installed printers or add a new one

Get help on how to use Windows

Find a file on your computer

Run a program

Log off or shut down the computer
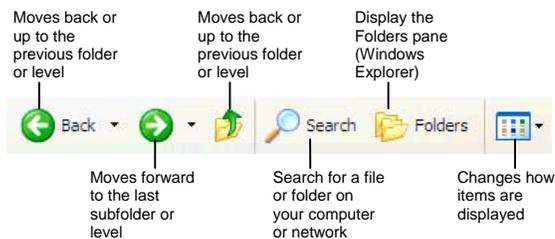
Keyboard Shortcuts

General

Open menu	**<Alt> + Letter**
Help	**<F1>**
Toggle between open applications	**<Alt> + <Tab>**
Switch between open applications	**<Alt> + <Esc>**
Display Start menu	**<Ctrl> + <Esc>**
Display shortcut menu for selected	**<Shift> + <F10>**
Minimize all open windows	**<⊞> + <M>**

Dialog Box Commands

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

Editing

Cut	**<Ctrl> + <X>**
Copy	**<Ctrl> + <C>**
Paste	**<Ctrl> + <V>**
Undo	**<Ctrl> + <Z>**
Delete	**<Delete>**

Navigation

Up one screen	**<Page Up>**
Down one screen	**<Page Down>**
Beginning of a line	**<Home>**
End of a line	**<End>**
Skip through words	**<Ctrl> + ←, →**
Skip through paragraphs	**<Ctrl> + ↑, ↓**

Helpful Tips

- The Windows XP Start menu displays your most frequently used programs. You can find your other programs under "All Programs".

- **Not sure what a toolbar button does?** Place the pointer over the button for a second; a helpful description will usually appear.

- **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.

- **Need help?** Press **<F1>**. A help window will appear with information about the program.

- **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 ⍰ pointer.

- **Not sure what programs are running?** Look at the names on the taskbar along the screen's bottom.

Customizing Windows

The Windows Toolbar

Moves back or up to the previous folder or level

Moves back or up to the previous folder or level

Display the Folders pane (Windows Explorer)

Moves forward to the last subfolder or level

Search for a file or folder on your computer or network

Changes how items are displayed

- **To Switch to the Classic Start Menu:** Right-click a blank area of the Windows taskbar and select **Properties** from the shortcut menu, click the **Start Menu tab** and select the Start menu style that you want to use.

- **To Switch to the Classic Look of Windows:** Right-click a blank area on the desktop, select **Properties** from the shortcut menu and click the **Appearance tab**. Select a style from the Windows and buttons list and click **OK**.

- **To Lock/Unlock the Start Menu:** Right-click the taskbar and select **Lock the taskbar** from the shortcut menu.

- **To Customize the Start Menu:** Right-click the taskbar and select **Properties** from the shortcut menu.

- **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
  - + Screen saver
  - + Basic windows colors
  - + Desktop icons
  - + Screen resolution & color depth
  - + 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, 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 **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**.

File Management

The Folder Pane

Click a folder in the left pane…

…to view its contents in the right pane.
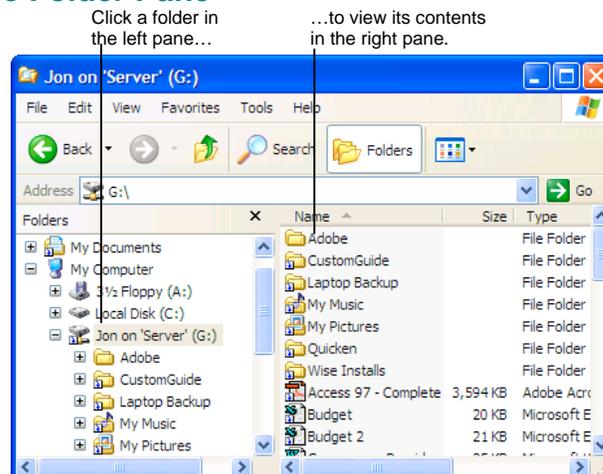
⊞ This folder contains hidden sub folders. Click to display those hidden folders.
⊟ This folder's subfolders are displayed. Click to hide subfolders.

- **To Open a File or Folder:** Double-click the file or folder.

- **To Create a Folder:** Select 📁 **Make a new folder** task from the File and Folder Tasks panel, or, right-click any empty area in the window and select **New → Folder** from the shortcut menu. Type a name for the folder and press **<Enter>**.

- **To Rename a File or Folder:** Click the folder to select it, select 📄 **Rename this folder** from the Files and Folders Tasks panel, 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. Select the file and click 📄 **Restore this file** from the Recycle Bin Tasks menu.

- **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, select 📄 **Move this file** or 📄 **Copy this file** from the File and Folder Tasks panel, 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 **Search** from the Start menu. Enter the search conditions and where to look. Click **Search** to start searching for the file(s).

- **To Display the Folders Pane:** Click the 📁 Folders **Folders button** on the toolbar from any folder.

- **To View a File or Folder's Properties:** Right-click the file or folder and select **Properties** from the shortcut menu.