

Windows 7 – Quick Reference Guide



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 **Computer**.
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 **Computer** 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 sub-folders 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.

Windows 7 Quick Reference Guide

John Kaufeld



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

Searching for a File Folder or Program Ending your Windows Session Changing Login Password Also includes Command reference showing the Windows 7 equivalent of Windows XP commands that have changed a list of Keyboard shortcuts and a list of Windows Commands This guide is suitable as a training handout or simply an easy to use reference guide for any type of user

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Internet Explorer 10 Introduction for Windows 7 Quick Reference Guide Beezix,2013-05-13 Laminated quick reference card showing step by step instructions and shortcuts for how to use Internet Explorer 10 running on Windows 7 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Understanding Internet Addresses Entering a Website Address Showing Using the Command Bar Menu Bar and Other Toolbars Monitoring Activity Includes Interrupting Loading and Reloading a Page Going Back and Forward Going to and Setting Your Home Page Adding a Site to the Start Menu Show Hide Favorites Feeds and History Saving Site Locations for Future Visits Favorites Visiting Favorite Sites Adding an RSS Feed Viewing Suggested Websites Favorites on the Windows Start Menu Organizing Favorites Zooming In Out Searching for a Site Adding a Search Provider Opening Multiple Pages at a Time Using a New Blank Tab Finding Words on a Page Sending a Link by Email Using the Status Bar Using the Information Bar Using the SmartScreen Filter InPrivate Browsing Using Web Accelerators Printing a Web Page Pinning Websites Downloading Files Includes a list of keyboard shortcuts

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Table of Contents Windows 7 Quick Reference Guide

1. Understanding the eBook Windows 7 Quick Reference Guide
 - The Rise of Digital Reading Windows 7 Quick Reference Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Windows 7 Quick Reference Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Windows 7 Quick Reference Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Windows 7 Quick Reference Guide
 - Personalized Recommendations
 - Windows 7 Quick Reference Guide User Reviews and Ratings
 - Windows 7 Quick Reference Guide and Bestseller Lists

5. Accessing Windows 7 Quick Reference Guide Free and Paid eBooks
 - Windows 7 Quick Reference Guide Public Domain eBooks
 - Windows 7 Quick Reference Guide eBook Subscription Services
 - Windows 7 Quick Reference Guide Budget-Friendly Options
6. Navigating Windows 7 Quick Reference Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Windows 7 Quick Reference Guide Compatibility with Devices
 - Windows 7 Quick Reference Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Windows 7 Quick Reference Guide
 - Highlighting and Note-Taking Windows 7 Quick Reference Guide
 - Interactive Elements Windows 7 Quick Reference Guide
8. Staying Engaged with Windows 7 Quick Reference Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Windows 7 Quick Reference Guide
9. Balancing eBooks and Physical Books Windows 7 Quick Reference Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Windows 7 Quick Reference Guide
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Windows 7 Quick Reference Guide
 - Setting Reading Goals Windows 7 Quick Reference Guide
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Windows 7 Quick Reference Guide
 - Fact-Checking eBook Content of Windows 7 Quick Reference Guide
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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