

Windows 7 Quick Reference Guide

<http://www.uncw.edu/itsd/services/hardware/Windows7.html>



Windows Explorer

Keyboard Shortcuts

Address Bar
Displays the location of the folder that is currently open

Title Bar
Click and drag to move the window

Search Box
Enter keywords to search the folder.

Toolbar
Displays buttons and menus for common commands

Navigation Pane
Provides quick navigation to folders and files. Browse to favorite locations, libraries, Computer, and the network.

Details Pane
Displays details about selected files.

General

Start Menu + <E>

My Computer + <E>

Create New Folder <Ctrl> + <Shift> + <N>

Zoom + <-> or + <+>

Connect to Projector + <P>

Flip 3D + <Tab>

Windows Management

Peek at the Desktop + <Space>

Show/Hide the Desktop + <D>

Minimize all Windows + <M>

Maximize + <↑>

Minimize/Restore + <↓>

Show/Hide Preview Pane <Alt> + <P>

Taskbar

Cycle through Icons + <T>

Open New Instance <Shift> + click

- **To Search for a File or Program:** Click the Start button and type a keyword for the file or program. Results are displayed immediately in the menu.
- **To Search for a File in a Folder:** Open the folder you want to search. Click the Search box in the upper right corner of the window and enter keyword(s) for the file you want to find.
- **To Add a Search Filter:** After entering keywords in the Search box, select a filter from the list that appears. Examples include *Type, Date Modified, Size, etc...*
- **To Change Window Layout:** Click the Organize button on the toolbar, point to Layout, and select a layout option.
- **To Create a Folder:** Click the New Folder button on the toolbar. Type a name for the folder and press <Enter>.
- **To Use the Address Bar to Navigate:** Click a location on the Address Bar to go to it in the window. Click a location's list arrow to view and open subfolders within the location.
- **To Preview a File:** Click the Preview Pane button on the toolbar or press <Alt> + <P>. Select the file you want to preview.

Windows Taskbar

Start Button
Opens the Start menu.

Program Icon
Click to open the program. Rearrange icons by clicking and dragging.

Notification Area
The Action Center and other system icons are located here.

Window Preview
Point to the program icon on the taskbar. Click a preview thumbnail to view the window.

Show Desktop Button
Point or click here to make open windows invisible.

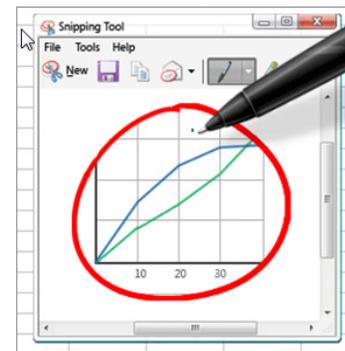
Aero

Snipping Tool



Aero Peek makes open windows invisible so you can view the gadgets and icons on the desktop.

- **To see Through Windows with Aero Peek:** Point to Show Desktop button on the bottom right edge of the taskbar or press  + <Space>.
- **To View Open Windows with Aero Peek:** Point to the program icon on the taskbar that contains the file or window you want to view. Click the thumbnail preview to view it.
- **To Minimize Other Windows with Aero Shake:** Click and drag a window's title bar quickly from side to side or press  + <Home>
- **To Compare Windows Side by Side with Aero Snap:** Click and drag a window's title bar to the right side of the screen, and drag the other window to the left side of the screen. Or press  + <←→> and  + <←→>.
- **To Maximize an Open Windows with Aero Snap:** Click and drag the window's title bar to the top of the screen or drag the bottom border of the window down to the taskbar. Or press  + <↑>.
- **To Flip Through Windows with Flip 3D:** Press  + <Tab>; continue to hold down the  key while pressing <Tab> to scroll through the open windows.



You can use Snipping Tool to capture a screen shot (or snip) of any object on your screen, and then annotate, save, or share the image. Simply use a mouse or tablet pen to capture any of the following types of snips:

- **Free-form Snip:** Draw an irregular line, such as a circle or a triangle, around an object.
- **Rectangular Snip:** Draw a precise line by dragging the cursor around an object to form a rectangle.
- **Window Snip:** Select a window, such as a browser window or dialog box, that you want to capture.
- **Full-screen Snip:** Capture the entire screen when you select this type of snip.

To Capture a Snip:

1. Open Snipping Tool by clicking the *Start* button , clicking *All Programs*, clicking *Accessories*, and then clicking *Snipping Tool*.
2. Click the arrow next to the *New* button, select a snip type from the menu, and then use your mouse or tablet pen to capture a snip.

Personalization

To Personalize Windows 7 Appearance and Sounds

Right-click the desktop and select Personalize. The Personalization window appears. Click the appropriate links to personalize these things:

- **Themes** - Change menus, icons, backgrounds and sounds all at once.
- **Desktop Background** - Choose Built-in colors and pictures, or use your own. Select more than one picture to start a slide show.
- **Window Color** - Change window color and transparency.
- **Sounds** - Change which sounds play when you perform different tasks.
- **Screen Savers** - Adjust what it displays and when it appears.
- **Desktop Icons** - Add icons to the desktop, such as Computer and Network.
- **Mouse Pointers** - Change how the pointer looks and acts, reverse buttons.

Problem Steps Recorder

You can use Problem Steps Recorder to automatically capture the steps you take on a computer, including a text description of where you clicked and a picture of the screen during each click (called a screen shot). Once you capture these steps, you can save them to a file that can be used by a support professional or someone helping you with a computer problem.

To Record and Save to your Computer

1. Open Problem Steps Recorder by clicking the *Start* button , and then typing *psr*. In the list of results, click *psr*.
2. Click *Start Record*. On your computer, go through the steps on your computer to reproduce the problem. You can pause the recording at any time, and then resume it later.
3. Click *Stop Record*.
4. In the *Save As* dialog box, type a name for the file, and then click *Save* (the file is saved with the .zip file name extension).