

### Parts of a Program Window

**Menu bar**  
Click these words to display command menus

**Title bar**  
Click and drag to move the window

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

**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

**Restore button**  
Click to move up the page

**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.

Click to move down the page

Click and drag to change the window's size

### Keystroke 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 contextual menu for selected	<Shift> + <F10>
Minimize all open windows	<Win> + <M>
Flip 3D	<Win> + <Tab>

#### 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> + <↑>, <↓>

### Start Menu

Your Web browser and e-mail programs appear here

Your frequently used programs appear here

Menu of every program installed on your computer

Search for programs and files on your computer

Start button

- Internet Explorer
- Microsoft Office Outlook
- Welcome Center
- HyperSnap 6
- WordPad
- Microsoft Office Excel 2007
- Windows Media Player
- Windows Ultimate Extras
- Windows Photo Gallery
- Windows Media Center

- user — Open the current user's folder
- Documents — Store and access your files
- Pictures — Store and view photos and images
- Music — Store and play music files
- Games — Manage and play your games
- Search — Open the Search folder
- Recent Items — See files you recently worked on
- Computer — Access disk drives and other devices connected to the computer
- Network — Access computers on your network
- Connect To — Connect to a network
- Control Panel — Open the Windows Control Panel
- Default Programs — Select which programs Windows uses by default
- Help and Support — Get help on how to use Windows
- Shut down or restart the computer
- Lock the computer
- Put computer in low-power state

### Task Bar



**Start button:** Opens the Start menu.

**Quick Launch bar:** Lets you start programs with one click. Buttons for managing windows also appear here, such as Show desktop and Switch between windows.

**Middle section:** All open windows are shown as buttons in this area. Quickly switch between windows by clicking these buttons or point at one to see a thumbnail preview.

**Notification area:** The system clock and icons that communicate the status of certain programs and settings—such as your network connection—are located here.

## Windows Sidebar

Open the Gadget Gallery to add gadgets



The **Sidebar** appears on the desktop by default and contains small programs called *gadgets* that make information and tools easily accessible.

- Close button
- Options button

- **To Close a Gadget:** Point at the gadget, then click the gadget's **Close** button to remove it from the Sidebar. The gadget is still saved on the computer for future use.
- **To Display a Gadget's Options:** Point at the gadget, then click the **Options** button to display/change settings for that gadget.
- **To Move a Gadget:** Click and drag the gadget to a new location on the Sidebar or desktop.
- **To Close the Sidebar:** Right-click the Sidebar and select **Close Sidebar**.
- **To Open the Sidebar:** Right-click the Sidebar icon in the taskbar and select **Open**.
- **To Add a Gadget to the Sidebar:** Click the **plus sign** at the top of the Sidebar to open the Gadget Gallery. Double-click a gadget to add it to the Sidebar or click **Get more gadgets online** to see more gadgets.
- **To Uninstall a Gadget:** Click the **plus sign** at the top of the Sidebar. Right-click the gadget in the Gadget Gallery and click **Uninstall**.

## Maintenance

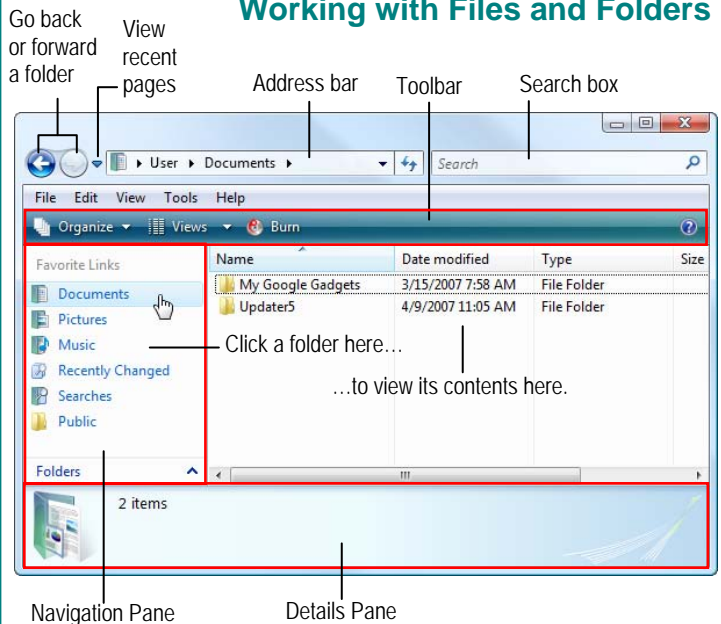
- **To Check a Disk for Errors:** Open the Computer window (click the **Start** button, then click **Computer**), right-click the disk you want to scan, select **Properties** from the contextual menu, and click the **Tools** tab. Click the **Check Now** button.
- **To Defragment your Hard Disk:** Open the Computer window (click the **Start** button, then click **Computer**), right-click the disk you want to defragment, select **Properties** from the contextual menu, and click the **Tools** tab. Click the **Defragment Now** button.
- **To Use Disk Cleanup to Free Space on Your Hard Drive:** Open the Computer window (click the **Start** button, then click **Computer**), right-click the hard disk, select **Properties** from the contextual menu and click the **Disk Cleanup** button.
- **To Uninstall a Program:** Click the **Start** button and select **Control Panel**. Select **Control Panel Home** in the Navigation pane. Click the **Uninstall a program** link under Programs. Select the program you want to uninstall from your computer, and click the **Uninstall/Change** button.

## Personalization

- **To Personalize Windows Vista's Appearance and Sounds:** Right-click the desktop and select **Personalize**. Here you can personalize:
  - **Window Color and Appearance** – Change window color and style.
  - **Desktop Backgrounds** – choose built-in colors and pictures or your own.
  - **Screen Savers** – adjust what the screen saver displays and when.
  - **Sounds** – change which sounds play when you perform different tasks.
  - **Mouse Pointers** – Change how the pointer looks, as well as how it acts.
  - **Themes** – Change menus, icons, backgrounds and sounds all at once.
  - **Display Settings** – Adjust monitor resolution or control a second monitor.

## File Management

### Working with Files and Folders



- **To Open a File or Folder:** Double-click the file or folder icon.
- **To Create a Folder:** Click the **Organize** button on the toolbar and select **New Folder**. Type a name for the folder and press **<Enter>**.
- **To Rename a File or Folder:** Select the file or folder, then click the **Organize** button on the toolbar and select **Rename**. Type a new name for the file or folder and press **<Enter>**.
- **To Delete a File or Folder:** Select the file or folder and press the **<Delete>** key. Click **Yes**.
- **To Restore a Deleted File:** Double-click the **Recycle Bin** to open it. Select the file and click the **Restore this item** button on the toolbar.
- **To Empty the Recycle Bin:** Right-click the **Recycle Bin** and select **Empty Recycle Bin** from the contextual 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, then click the **Organize** button on the toolbar and select **Cut** or **Copy**. Open the location where you want to move or copy the file or folder, then click the **Organize** button and select **Paste**.
- **To Copy a File or Folder to a Disc:** Select the file or folder and click the **Burn** button on the toolbar.
- **To Change How Items are Displayed:** Click the **Views** button list arrow on the toolbar and select one of the view modes.
- **To Change Window Layout:** Click the **Organize** button on the toolbar, point to **Layout**, and select a layout option.
- **To Select Multiple Files or Folders:** Hold down the **<Ctrl>** key while you click the files or folders you want to select.
- **To Find a File:** Enter search keywords in the Search box of the window.
- **To Display the Folders List:** Click **Folders** at the bottom of the Navigation pane.
- **To View a File or Folder's Properties:** Right-click the file or folder and select **Properties** from the contextual menu. Or, just select the file or folder and some properties appear in the Details pane in the window.