



Microsoft Windows Vista Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)

Beezix Inc, Inc

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Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Windows Vista.

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, Customize the Start Menu & Taskbar, Moving Items in the Start Menu, What to Try if a Program Freezes, Showing the Properties or Attributes of an Item, File Management, Changing Views, Show/Hide Menu Bar, Show Files in Groups, Show/Hide the Folders List, Selecting Items, Moving or Copying Files and Folders, Renaming Folders or Files, Creating a Folder, Deleting Folders or Files, Retrieving Items from the Recycle Bin, Emptying the Recycle Bin, Searching for a File, Folder, Program, or Web Page, Burning to a CD/DVD, Zipping files/folders, Using the Control Panel, Ending your Windows Sessions, and Changing Login Password.

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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