Microsoft®

Windows Vista

Quick Reference Card

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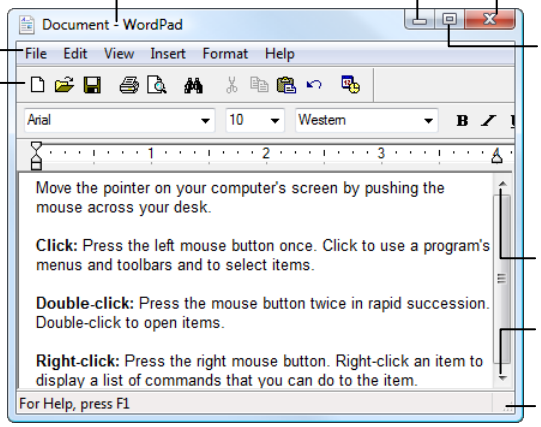
Parts of a Program Window



Menu bar Click these words to display command menus

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

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

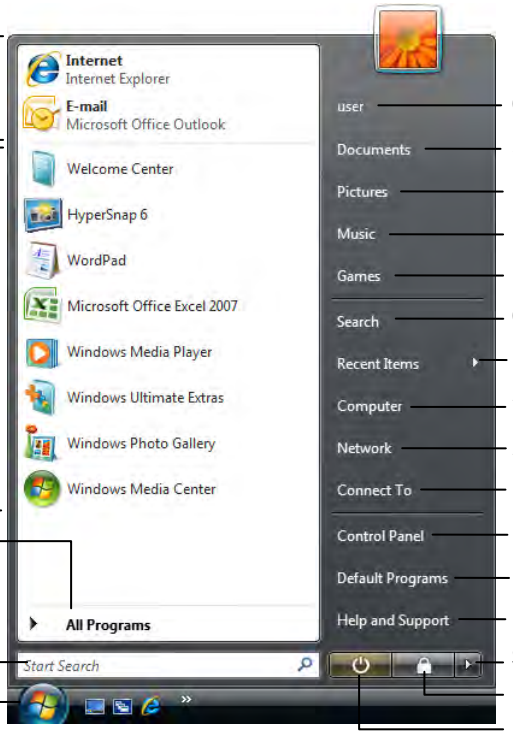
Maximize button Click to make the window fill the entire screen. If the window already fills the entire screen, click the **Restore button** to restore the window to its original size

Click to move up the page

Click to move down the page

Click and drag to change the window's size

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

Open the current user's folder

Store and access your files

Store and view photos and images

Store and play music files

Manage and play your games

Open the Search folder

See files you recently worked on

Access disk drives and other devices connected to the computer

Access computers on your network

Connect to a network

Open the Windows Control Panel

Select which programs Windows uses by default

Get help on how to use Windows

Shut down or restart the computer

Lock the computer

Put computer in low-power state

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	**<⊞> + <M>**
Flip 3D	**<⊞> + <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>**

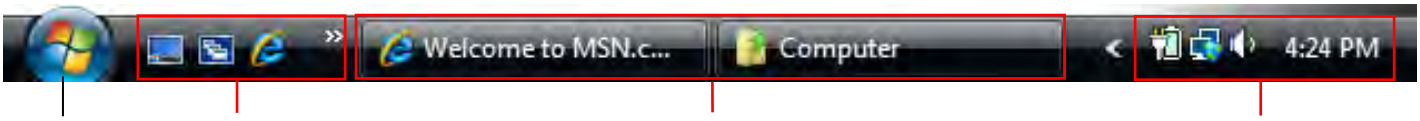
Editing

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> + ↑, ↓**

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.

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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.

- **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

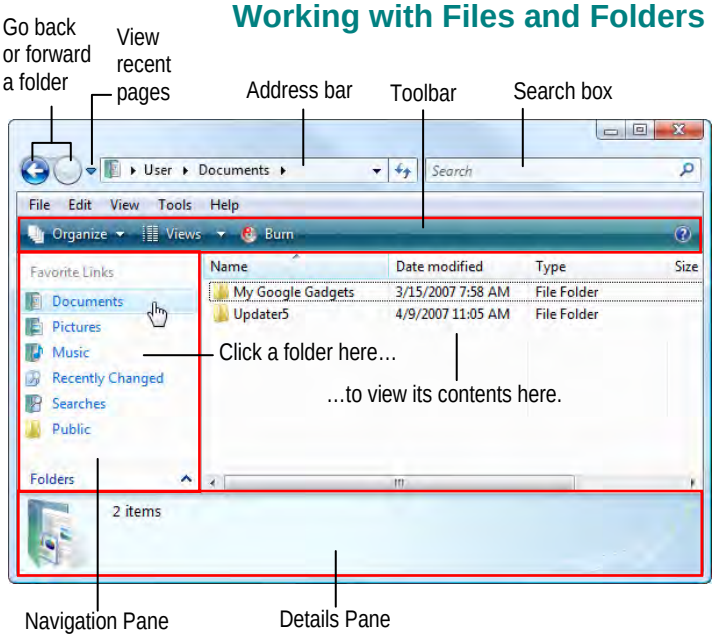
- **To Check a Disk for Errors:** Open the Computer window (click the Start button, then click Computer), right-click the disk you want to scan, select Properties from the contextual menu, and click the Tools tab. Click the Check Now button.
- **To Defragment your Hard Disk:** Open the Computer window (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. The Personalization window appears. 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.

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