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# Windows 7 Quick Reference Guide (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)



## Synopsis

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Windows 7. Covers the following topics: Starting a Program, Accessories (Calculator, Note Pad), Using the Shortcut Menu, Properties, Pinning a Program to the Start Menu, Opening Files or Folders, Using Jump Lists (Recently Used Files, Pinned Files, Common Tasks), Pinning Files to Jump Lists, Switching Among Open Windows. Manipulating Windows: Moving, Enlarging, Restoring, Hiding or Minimizing, Restoring a Minimized Window, Showing the Desktop. Exiting a Program/Closing a Window, Adding Gadgets to the Desktop, Using the Notification Area (Printing, Security, Sound), What to Try if a Program Freezes, Using the Control Panel, Saving a Document, Getting Help. File Management with Windows Explorer: Changing Views, Show/Hide Menu Bar, Show/Hide Navigation Pane, Arrange Group or Sort Files and Folders, Navigating Folders in Explorer, Working with Libraries, Selecting Multiple Items, Moving or Copying Files or Folders, Creating a Folder, Creating a Shortcut to a Document Folder or Other Item, Renaming Files or Folders, Zipping Files or Folders, Deleting Files or Folders, Restoring Items from the Recycle Bin, Emptying the Recycle Bin, Burning to a CD/DVD, Searching for a File Folder or Program, Ending your Windows Sessions, and Changing Login Password. Also includes a list of keyboard shortcuts. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

## Book Information

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## Customer Reviews

You can make one of these of your own and laminate it but who has the time? This is a very useful,

handy thing to use while learning Windows 7. It is the nuts and bolts of what you need to do. It is a definite must for those who are using W7 for the first time. It has your basics as well as keyboard shortcuts, how to use the aero features, file management, zipping and compressing files, changing login and password. It is perfect for new computer users and helpful to those of us who use several operating systems and forget which is which.

Having just transferred from Windows XP to Windows 7, I knew most of what I needed to know. But within a few days I'd gotten stuck - and there was the remedy in this plasticized cheat sheet, much like the punctuation/grammar cheat sheets of yore. Thanks!

I purchased this item to help my husband learn how to use Windows 7. Frankly, it was a waste of money. While it may be helpful to someone who has never used any Windows product before it does not appear to be Windows 7 specific. Experienced users are familiar with how to move, copy and edits files and folders, how to change passwords and log off, how to delete files and restore items from the recycle bin. What would be more helpful is knowing where to go to manually create a restore point, changing user accounts, etc. While I wouldn't recommend this item to a knowledgeable user I do think it may be helpful to a beginning Windows user.

I just received my Windows 7 Introduction Cheat Sheet and I really love it next to my new laptop. It's quite easy to read and has a lot of useful topics that I can quickly locate to get through the new functions! This is a must along side your computer. I also purchased the Windows 7 Teach Yourself Visually, book. Great Buy!

The guide helped me to master the new program quickly. I would highly recommend it to anyone struggling to use the program or if you just need a handy reference guide.

When it comes to answering specific questions, I highly recommend David Pogue's book, "Windows 7: The Missing Manual." However, once you've used Windows 7 for a couple of weeks, you'll find it's not that difficult an OS to understand and get used to. AFTER two weeks, we started use this Quick Reference Guide as a kind of quick "cheat sheet" or refresher. After a month, we haven't had the need, but it's still worth having around.

A good item to have along with "Windows7 for Dummies" which, naturally, has much more

information ...but the "Cheat Sheet" gives you a good starting point.

This card is for someone who is new to computers otherwise is of little help.

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