

# Windows XP Quick Reference Guide

## MAINTENANCE & FIXING A PROBLEM

- **To Format a Floppy Disk:** From My Computer or Windows Explorer, right-click the floppy drive and select Format. Select the formatting options you want to use and click Start.
- **To Copy a Floppy Disk:** Insert the disk you want to copy, open My Computer or Windows Explorer, right-click the floppy drive, select Copy Disk, and click Start.
- **To Use ScanDisk:** Open My Computer or Windows Explorer, right-click the disk you want to scan, select Properties from the shortcut menu, and click the Tools tab. Click the Check Now button, specify whether you want to do a Standard or Thorough scan and if you want any errors to be automatically fixed, and click Start.
- **To Defragment your Hard Disk:** Open My Computer or Windows Explorer, right-click the disk you want to defragment, select Properties from the shortcut menu, and click the Tools tab. Click the Defragment Now button and click Start.
- **To Use Disk Cleanup to Free Space on Your Hard Drive:** Open My Computer or Windows Explorer, right-click the hard disk and select Properties from the shortcut menu, click the Disk Cleanup button, and click OK.
- **To Remove a Program:** Click the Start button and select Control Panel, double-click the Add/Remove Programs icon, find and select the program you want to remove from your computer, and click the Add/Remove button.

## BASIC WINDOWS COMMANDS

To **Close** a window, click on the **X** in the upper right corner of the window or choose **File** then **Exit** from the menu bar.

To **Minimize** a window, click on the button that resembles a minus sign in the upper right corner of the window. This minimizes the window off the screen but it can be reopened by clicking its button on the taskbar.

To **Maximize** a window, click the button that has a square inside, located in the upper right corner of the window. The window will now fill the entire screen.

To **Move** a window to another location on the screen, put your mouse pointer on the title bar at the top of the window. Then click and hold the left mouse button, and move the mouse. You should see the outline of the window move as you move the mouse. Release the mouse button where you want the window.

To **Resize** a window, place the mouse pointer in the lower right corner of a window. When the pointer become diagonal arrows, click and hold the mouse button. Drag the mouse to change the size of a window. When it is the right size, release the button.

## GENERAL

Open Menu <Alt> + Letter  
Help <F1>  
Undo <Ctrl> + <Z>  
Switch Between Applications <Alt> + <Tab>  
Close a Window <Ctrl> + <F4>  
Display the Start Menu <Alt> + <Esc>  
Display a Shortcut Menu for the selected item <Shift> + <F10>

## DIALOG BOX COMMANDS

Confirm and close a dialog box (OK) <Enter>  
Cancel and close a dialog box (Cancel) <Esc>  
Move to the next field <Tab>  
Move to the previous field <Shift> + <Tab>

## EDITING

Cut <Ctrl> + <X>  
Copy <Ctrl> + <C>  
Paste <Ctrl> + <V>  
Delete <Delete>

## NAVIGATION

Up One Screen <Page Up>  
Down One Screen <Page Down>  
Beginning of a Line <Home>  
End of a Line <End>

## ON-LINE HELP

Click **Help and Support** under the **Start** menu. Once you are in Help, there are many choices you can choose from or you can search for your help topic by clicking in the search box and typing what you want to search for and then clicking on the arrow to the right of the search box. To exit, click the "X" in the top right-hand corner

## START BUTTON

The Start button is displayed in the lower-left corner of the screen. With the mouse, left click the **Start** button to open the Start menu. You can also use the keyboard to open the Start Menu by pressing **Ctrl+Esc**. When you click on the Start Button the Start Menu will pop-up. From the Start menu, you can open programs, find files and folders and get help.

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## FILE MANAGEMENT

- **To Open a File or Folder:** Double-click the file or folder.
- **To Create a Folder:** Select **Make a new folder** task from the File and Folder Tasks panel, or, right-click any empty area in the window and select **New Folder** from the shortcut menu. Type a name for the folder and press <Enter>.
- **To Rename a File or Folder:** Click the folder to select it, select **Rename this folder** from the Files and Folders Tasks panel, type a name for the folder and press <Enter>.
- **To Delete a File or Folder:** Select the file or folder and press the <Delete> key.
- **To Restore a Deleted File:** Double-click the Recycle Bin to open it. Select the file and click **Restore this file** from the Recycle Bin Tasks menu.
- **To Empty the Recycle Bin:** Right-click the Recycle Bin and select **Empty Recycle Bin** from the shortcut 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, select **Move this file** or **Copy this file** from the File and Folder Tasks panel, and select a destination for the file or folder from the dialog box.
- **To Copy a File or Folder to a Floppy Disk:** Right-click the file or folder and select **Send To 3½ Floppy (A:)** from the shortcut menu.
- **To Change How Items are Displayed:** Select **View** from the menu and select one of the four view modes, or select a view from the **View** button list arrow on the toolbar.
- **To Select Multiple Files:** Hold down the <Ctrl> key while you click the files you want to select.
- **To Find a File:** Click the Start button and select **Search** from the Start menu. Enter the search conditions and where to look. Click **Search** to start searching for the file(s).
- **To Display the Folders Pane:** Click the **Folders** button on the toolbar from any folder.
- **To View a File or Folder's Properties:** Right-click the file or folder and select **Properties** from the shortcut menu.

## LOGGING OUT

Before exiting Windows XP, be sure that you have saved the data in the applications in which you are working. Next, exit any DOS applications that you are currently running. Then: Click on **Start** button. Then **Turn Off Computer**, then select **Turn Off**. Your computer should shutdown.

## CUSTOMIZING WINDOWS

- **To Switch to the Classic Start Menu:** Right-click a blank area of the Windows taskbar and select **Properties** from the shortcut menu, click the **Start Menu** tab and select the Start menu style that you want to use.
- **To Switch to the Classic Look of Windows:** Right-click a blank area on the desktop, select **Properties** from the shortcut menu and click the **Appearance** tab. Select a style from the **Windows and buttons** list and click **OK**.
- **To Lock/Unlock the Start Menu:** Right-click the taskbar and select **Lock the taskbar** from the shortcut menu.
- **To Customize the Start Menu:** Right-click the taskbar and select **Properties** from the shortcut menu.
- **To Create a Shortcut to a File or Folder:** Drag the file or folder to a new location with the right mouse button and select **Create Shortcut Here** from the shortcut menu.
- **To Change Display Settings:** Right-click a blank area on the desktop and select **Properties** from the shortcut menu. You can change the following settings in the **Display** dialog box:
  - Wallpaper
  - Desktop icons
  - Screen saver
  - Display driver
  - Basic windows colors
  - Screen resolution & color depth

## HELPFUL TIPS

- The Windows XP Start menu displays your most frequently used programs. You can find your other programs under **.All Programs**.
- Not sure what a toolbar button does? Place the pointer over the button for a second; a helpful description will usually appear.
- Want to do something to an object? Try clicking the object with the right mouse button. A list of what you can do to the object will appear in a shortcut menu.
- Make a mistake? Try using the undo command by selecting **Edit Undo** from the menu, or by pressing <Ctrl> + <Z>.
- Need to use the menu without using the mouse? Press <Alt> and the underlined letters of the menu item you want to open.
- In a dialog box you can press <Enter> instead of clicking **OK**, and press <Esc> instead of clicking **cancel**.
- Need help? Press the <F1>. A help window will appear with information about the program.
- Not sure what a control in a dialog box does? Click the **What is this button** in the upper right corner of the window and then click the control with the pointer.
- Not sure what programs are running? Look at the names on the taskbar along the screen's bottom.