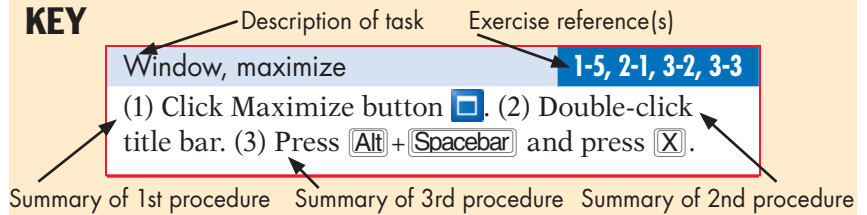


Windows XP Task Reference List

KEY



Accessories menu, open	1-9	Cursor, change blink rate	8-5, 9-8
Click Start button  , choose All Programs, choose Accessories.		(1) Open Control Panel, double-click Keyboard icon  , click Speed tab, drag Cursor blink rate slider, click OK. (2) Open Control Panel, double-click Accessibility Options icon  , click Display tab, drag Blink Rate slider to desired speed, click OK.	
Address Book, open	10-6	Cursor, change width	9-8
Click Start button  , choose All Programs, choose Accessories, choose Address Book.		Open Control Panel, double-click Accessibility Options icon  , click Display tab, drag Width slider to desired width, click OK.	
All Programs menu, open	1-9	Date, change	8-6
Click Start button  , choose All Programs.		Double-click time in taskbar, change calendar date, click OK.	
Analyze disk for fragmentation	11-6	Date, change format	8-7
See Disk Defragmenter, run.		Display Control Panel, click Regional and Language Options icon  , click down arrow next to Standards and formats, select country, click OK.	
Backup, run	11-2	Desktop Cleanup Wizard, run	7-13
Display Tools tab of a hard disk's Properties window (see Hard Disk Drive Tools, access). Click Backup Now to launch Backup or Restore Wizard.		Right-click on desktop, choose Properties, click Desktop tab, click Clean Desktop Now.	
Calculator, open	1-11, 10-7	Desktop, change background	7-12
Click Start button  , choose All Programs, choose Accessories, choose Calculator.		Right-click on desktop, choose Properties, click Desktop tab, select Background, click OK.	
Color quality, set	7-15	Desktop, color scheme and effects	7-14
Right-click on desktop, choose Properties, click Settings tab, make selections, click Apply, click Yes, click OK.		Right-click on desktop, choose Properties, click Appearance tab, make selections, click OK.	
Compatibility mode and display settings, set	10-2	Desktop, customize	7-13
Click Start button  , choose All Programs, choose Accessories, choose Program Compatibility Wizard. Follow wizard's instructions, selecting compatibility mode to test.		Right-click on desktop, choose Properties, click Desktop tab, click Customize Desktop, select options, click OK. Click Apply and click OK.	
Control menu, display	3-1	Desktop, hide icons	7-2
Press [Alt] + [Spacebar] .		Right-click anywhere on desktop, choose Arrange Icons By, choose Show Desktop Icons to remove check mark.	
Control Panel, Category view	1-8, 8-2	Desktop, move icons	7-1
Open Control Panel, click Switch to Category View.		Select icon and drag to new location on desktop.	
Control Panel, change view	8-1	Desktop, open properties	7-12
Open Control Panel, choose View, select view.		Right-click on desktop and choose Properties.	
Control Panel, classic view	1-8		
Open Control Panel. In left pane, under Control Panel, click Switch to Classic View.			
Control Panel, open	1-8, 8-1		
Click Start button  and choose Control Panel.			

Desktop, rearrange icons	7-1	Disk, format	4-11
Right-click anywhere on desktop, choose A rrange I cons B y, choose arrangement options.		Insert floppy disk in drive A, open My Computer, select 3½ Floppy (A:), choose F ile. Choose F ormat, click S tart, click O K to begin formatting. Click O K when formatting is complete.	
Desktop, show	3-10	Disk, view floppy disk properties	4-10
With at least one open window, right-click any open area of taskbar to display shortcut menu and choose S how the D esktop.		Insert floppy disk in drive A, open My Computer, right-click 3½ Floppy (A:) icon, choose P roperties.	
Desktop, show icons	7-2	Display the time settings	1-13
Right-click anywhere on desktop, choose A rrange I cons B y, choose S how D esktop I cons to remove check mark.		Double-click Time shortcut in Notification Area.	
Device Manager, enable or disable device	13-8	Document, open	2-12
Open Control Panel, double-click System icon  , click H ardware tab, click D evice M anager, click plus sign (+) for device category, click device, click E nable button  or D isable button  .		Click O pen button  .	
Device Manager, open	13-4	Document, print	2-11
Open Control Panel, double-click System icon  , click H ardware tab, click D evice M anager.		Click P rint button  .	
Device Manager, update device driver	13-6	Document, save	2-10
Open Device Manager, click plus sign (+) for device category, click device, click P roperties button  , click D river tab, click U ppdate D river.		Click S ave button  .	
Device Manager, view resources by type	13-7	Dr. Watson, open	12-5
Open Device Manager and choose V iew, R esources by t ype.		Open System Information, choose T ools, choose D r W atson from menu.	
Disk Cleanup, run	11-4	Dr. Watson, view application error log	12-6
Click S tart button  , choose A ll P rograms, choose A ccessories, choose S ystem T ools, choose D isk C leanup. Choose categories of files you want to remove. Click O K and click Y es to confirm.		Open Dr. Watson, select item under A pplication E rrors, click V iew.	
Disk Defragmenter, run	11-6	Error Checking tool, run	11-5
Display T ools tab of a hard disk's P roperties window (see H ard D isk D rive T ools, access). Click D efragment N ow. Click A nalyze. After analyzing, click D efragment if needed.		Display T ools tab of hard disk's P roperties window (see H ard D isk D rive T ools, access). Click C heck N ow. Choose options from dialog box and click S tart.	
Disk, copy	4-9	FilterKeys, use	9-5
Open My Computer, insert disk to copy in floppy drive, select 3½ Floppy (A:), choose F ile. Choose C opy D isk, click S tart, click O K. Remove disk when prompted and insert destination disk. Click O K. When copy is complete, click C lose and remove disk.		Open Control Panel, double-click Accessibility Options icon  , select U se F ilter K eys, click O K.	
		Folder, change view	4-6
		Open My Computer, navigate to folder, choose V iew, select desired view.	
		Folder, open	4-4, 4-5
		Open My Computer, navigate to folder, double-click its icon.	
		Folder, open shared	15-5
		Open Windows Explorer, open My Network Places, click C omputers N ear M e, locate and select desired folder.	

Folder, share	15-4	Open Windows Explorer, locate folder in left pane, select folder, choose F ile, choose S haring and S ecurity from the menu. Select S hare this folder on the network, change S hare name if desired, click O K.	Hidden icons, show	1-14	Click and hold Show Hidden Icons button  .
Folder, sort by details	4-7	Open My Computer, navigate to folder, choose V iew, D etails, click desired column heading to sort.	Hidden icons, hide	1-14	Release Show Hidden Icons button  .
Folders, group	4-8	Open My Computer, navigate to folder, choose V iew, choose A rrange I cons by, choose S how in G roups.	High Contrast, use	9-8	Open Control Panel, double-click Accessibility Options icon  , click D isplay tab, select U se High Contrast, click S ettings. Click down arrow under High contrast appearance scheme box, select option, click O K twice.
Hard Disk Drive Tools, access	11-1	Open My Computer, select disk drive. Click F ile, choose P roperties, click T ools tab.	Insertion point, move down one line	2-15	Press  .
Hard disk, open	4-3	Open My Computer and double-click Local Disk (C:) icon.	Insertion point, move down one screen	2-15	Press  .
Hard disk, view details	4-2	Open My Computer, right-click Local Disk (C:), choose P roperties.	Insertion point, move left one character	2-15	Press  .
Hardware profile, create	13-12	Open Control Panel, double-click System icon  , click H ardware tab, click H ardware P rofiles, select current profile. Click C opy, key profile name, click O K, double-click new profile name, click A lways include this profile when Windows starts, click O K.	Insertion point, move right one character	2-15	Press  .
Hardware profile, delete	13-15	Open Control Panel, double-click System icon  , click H ardware tab, click H ardware P rofiles, select profile to delete, click D elete.	Insertion point, move to beginning of document	2-15	Press  +  .
Hardware profile, use	13-12	Restart computer. When hardware profile screen appears, use up or down arrow key to select desired profile. Press  , log on to computer.	Insertion point, move to beginning of line	2-15	Press  .
Hibernate, set options	8-14	Display Control Panel, click Power Options icon  , click H ibernate tab, select E nable h ibernate, click P ower S chemes tab, click down arrow next to S ystem h ibernates, select time, click O K.	Insertion point, move to end of document	2-15	Press  +  .
			Insertion point, move to end of line	2-15	Press  .
			Insertion point, move up one line	2-15	Press  .
			Insertion point, move up one screen	2-15	Press  .
			Internet Explorer, open	1-12	Click Start button  and choose I nternet Explorer.
			Keyboard, change speed settings	8-5	Open Control Panel, double-click Keyboard icon  , click S peed tab, select options, click O K.
			Magnifier, start	9-2	Press  +  , close Narrator, select Magnifier is not running, click S tart.

Menu command, select	2-3, 2-6	My Computer, copy folder	5-7, 5-8
(1) Click menu name in Menu bar and click command name. If command is followed by ellipses (...), a new dialog box opens for further user input. (2) Press Alt + F , use arrow keys to select desired menu or menu command, press Enter to activate command. (3) For commands with Ctrl key combinations, press Ctrl + other key (for example, Ctrl + N to O pen a new file).		Open My Computer and open My Documents. (1) Click folder to select it and press Ctrl + C to copy. Go to location for copy and press Ctrl + V . (2) Right-click folder to be copied and choose C opy from shortcut menu, go to location for new folder, right-click any clear region in right pane, choose P aste from shortcut menu.	
Menu, close	2-2	My Computer, create folder	5-1, 5-2
Click anywhere in text area of window or click menu name again.		Open My Computer and open My Documents. (1) Click task link Make a new folder in left pane, key new folder name, press Enter . (2) Right-click any clear region of right pane, choose N ew, choose F older, key new folder name, press Enter .	
Menu, open	2-2, 2-4	My Computer, delete file	5-15
(1) Click menu item in Menu bar. (2) Press Alt and press appropriate combination key (F for F ile, E for E dit, and so on).		Open My Computer and open My Documents. In right pane, locate file you want to delete and click it to select it. In left pane, click task link Delete this file . Confirm File Delete dialog box appears. Click Yes .	
Menus, navigate	2-5	My Computer, delete a folder	5-16, 5-17
Press Alt + F . Use arrow keys to select desired menu or menu command.		Open My Computer and open My Documents. (1) In right pane, locate folder you want to delete and click it to select it. In Menu bar, choose F ile and choose D elete. The Confirm Folder Delete dialog box appears. Click Yes . (2) Click folder you want to delete, press Delete . Confirm Folder Delete dialog box appears. Click Yes .	
Mouse, change primary button	8-3	My Computer, empty Recycle Bin	5-20
Open Control Panel, double-click Mouse icon  , select S witch primary and secondary buttons, click OK .		Open Recycle Bin and click task link Empty the Recycle Bin in left pane.	
MouseKeys, use	9-9	My Computer, move file	5-9
Open Control Panel, double-click Accessibility Options icon  , click M ouse tab, select U se M ouseKeys, OK . Press NumLock to activate and deactivate.		Open My Computer and open My Documents. (1) In right pane, locate file you want to move and click it to select it. In left pane, click task link Move this file . Move Items dialog box appears. In Move Items dialog box, navigate to target folder in folder hierarchy and click that folder to select it. Click M ove. (2) Click file you want to move, choose E dit in the Menu bar, choose C ut. Open target folder and choose E dit, P aste.	
My Computer, copy file	5-3, 5-4, 5-5, 5-6		
(1) Open My Computer and open My Documents. In right pane, navigate to document you want to copy, click document to select it. In left pane, click task link Copy this file , select new location, click C opy. (2) Select file you want to copy, press Ctrl + C to copy it, go to location for new file, press Ctrl + V . (3) Select file you want to copy, choose E dit from Menu bar, choose C opy. Go to location for new file, choose E dit, choose P aste. (4) Right-click file you want to copy, choose C opy from shortcut menu, go to location for new file, right-click any clear region in right pane, choose P aste from shortcut menu.			



My Computer, open	4-2	Network Diagnostics, view saved file	12-4
Click Start button  and choose My Computer.		Open Network Diagnostics, click Scan your system , click Show saved files , double-click saved file in right pane of Windows Explorer.	
My Computer, open Recycle Bin	5-18	Network drive, disconnect from mapped	15-7
Open My Computer and open My Documents. Click task link Desktop in the left pane. Double-click Recycle Bin icon.		Open My Network Places, choose T ools from menu, choose D isconnect from Drive, select drive, click OK.	
My Computer, recover file	5-19	Network drive, map	15-6
Open Recycle Bin, select file to restore, click Restore this item .		Open My Network Places, choose T ools from menu, choose M ap N etwork Drive, click B rowse, locate and select drive, click OK, click Finish.	
My Computer, rename file	5-11, 5-12, 5-13, 5-14	Network folder, disconnect from mapped	15-7
Open My Computer and open My Documents. (1) Locate file you want to rename and click it to select it. Click file a second time to rename it. Key new filename. Press Enter to finish renaming. (2) Locate file you want to rename and click it to select it. Click task link Rename this file in the left pane. Key new filename and press Enter to finish renaming. (3) Right-click file you want to rename and choose R ename from its shortcut menu. Key new filename and press Enter to finish renaming. (4) Click file you want to rename to select it and press F2 . Key new filename and press Enter to finish renaming.		Open My Network Places, choose T ools from menu, choose D isconnect from Drive, select folder, click OK.	
My Computer, search for files	5-21, 5-22, 5-23	Network folder, map	15-6
Open My Computer. Click Search button  in Standard Buttons toolbar. Search Companion replaces task links in left pane. Choose search type, select appropriate search options or text or filenames, click Search.		Open My Network Places, choose T ools from menu, choose M ap N etwork Drive, click B rowse, locate and select folder, click OK, click Finish.	
My Documents, open	1-7	Network Places, open	15-1
Choose item on Start menu.		Click Start button  and choose My Network Places.	
Narrator, start	9-1	Network, search for computer on network	15-3
Press Ctrl + U .		Open My Network Places and click View workgroup computers .	
Network Connection Wizard, run	15-12	Network, view connection properties	15-11
Open My Network Places, click Set up a home or small office network .		Open My Network Places, click View network connections , right-click connection, choose Properties.	
Network Diagnostics, open	12-4	Network, view connection status	15-10
Open System Information, choose T ools from menu, choose Net Diagnostics.		Open My Network Places, click View network connections , select connection, click View status of this connection .	
Network Diagnostics, save files	12-4	Network, view connections	15-2
Open Network Diagnostics, click S et scanning options, select options, click S can your system, click S ave to file, click OK.		Open My Network Places and click View network connections .	
		Notepad, open	3-1
		Click Start button  , choose All Programs, choose Accessories, choose Notepad.	



Object, drag-and-drop	1-3	Object, drag-and-drop	8-13
Click object, hold down mouse button and move pointer to desired drop location. Release mouse button.		Display Control Panel, click Power Options icon  , click down arrow next to P ower schemes, select power scheme, click OK.	
Object, open	1-4	Print dialog box, open	2-7
Double-click its icon.		Press Ctrl + P . Press Tab to navigate between options or click them with mouse.	
Object, select	1-2	Printer page orientation, set	2-8
Point to object and click.		Press Ctrl + P to open Print dialog box. Click Preferences. Under heading Orientation, click Portrait or Landscape.	
On-Screen Keyboard	9-3	Printer, add	8-10
Press Fn + U , close Narrator, select On-Screen Keyboard is not running, click Start.		Display Control Panel, click Printers and Faxes icon  , click Add a printer, use Add Printer Wizard to determine manufacturer and model.	
Paint, open	1-12, 10-8	Printer, change properties	8-12
Click Start button  , choose All Programs, choose Accessories, choose Paint.		Display Control Panel, click Printers and Faxes icon  , select printer, choose F ile from menu, choose P roperties, change properties, click OK.	
Password Reset Disk, create	14-5	Printer, delete	8-12
Log in account, open Control Panel, double-click User Accounts icon  , click Prevent a forgotten password. Insert blank disk in disk drive, click Next, key password, click Next twice, click Finish.		Display Control Panel, click Printers and Faxes icon  , select printer, click Delete this printer, click Y es.	
Password, create or change	14-4	Printer, select preferences	8-11
Open Control Panel, double-click User Accounts icon  , click account to change, click Change the password, key password and hint, click Create Password.		Display Control Panel, click Printers and Faxes icon  , select printer, click Select printing preferences, select preferences to change, click OK.	
Paste, undo	2-14	Printer, set default	8-12
Press Ctrl + Z .		Display Control Panel, click Printers and Faxes icon  , select printer, choose F ile, choose Set as Default Printer.	
Performance console, open	13-16	Printer, share	15-8
Open Control Panel, double-click Administrative Tools icon  , double-click Performance icon  .		Click Start button  , choose Printers and Faxes, right-click printer icon, choose P roperties, click Sharing tab, click S hare this printer, click A pply, click OK.	
Performance Options, change	13-19	Printer, view network	15-9
Open Control Panel, double-click System icon  , click Advanced tab. Under Performance, click S ettings, choose options to change, click OK.		Click Start button  , choose Printers and Faxes, click Add a printer, click N ext. Click A network printer or a printer attached to another computer, click N ext. Click N ext again, locate and select printer under S hared printers, click N ext. Choose option for default printer, click N ext, click Finish.	
Pointer, change appearance	8-4		
Open Control Panel, double-click Mouse icon  , click Pointers tab, click down arrow next to S cheme box, select scheme, click OK.			
Pointer, change motion	8-4		
Open Control Panel, double-click Mouse icon  , click Pointer Options tab, select options, click OK.			

Program, install	10-1	Scheduled task, modify	11-9
Insert program's CD or floppy disk. Open Control Panel, choose Add or Remove Programs , choose Add New Programs , click CD or Floppy . Follow onscreen directions. If Windows cannot find setup program, click Browse , navigate to install or setup program's location on CD, floppy, or hard drive.		Open Scheduled Tasks window (see Scheduled task, schedule). Right-click task you want to change and choose Properties from shortcut menu. Modify options and click OK .	
Program, open	2-1	Scheduled task, remove	11-10
Click Start button  , select All Programs , choose program from menu or choose program group folder, choose program name.		Open Scheduled Tasks window (see Scheduled task, schedule). Right-click task you want to delete and choose Delete from shortcut menu. Click Yes to confirm your action.	
Program, remove	10-3	Scheduled task, run	11-8
Open Control Panel, choose Add or Remove Programs , select Change or Remove Programs . From list, select program you want to remove, click Remove , click Yes .		Open Scheduled Tasks window (see Scheduled task, schedule). Right-click task you want to run and choose Run from shortcut menu.	
Quick Launch toolbar, add shortcuts	7-10	Scheduled task, schedule	11-7
Select desktop icon or menu item and drag to Quick Launch toolbar.		Click Start button  , choose All Programs , choose Accessories , choose System Tools , choose Scheduled Tasks . Double-click Add Scheduled Task icon and follow Scheduled Task Wizard's directions.	
Quick Launch toolbar, move shortcuts	7-9	Screen resolution, set	7-15
Place pointer over shortcut to move and drag left or right.		Right-click on desktop, choose Properties , click Settings tab, make selections, click Apply , click Yes , click OK .	
Quick Launch toolbar, remove shortcuts	7-11	Screen saver, change	7-16, 7-17
Right-click shortcut on Quick Launch toolbar, choose Delete , click Yes .		Right-click on desktop, choose Properties , click Screen Saver tab, make selections, click OK .	
Restore point, create	4-1	Scroll down	2-14
Click Start button  , choose All Programs , choose Accessories , choose System Tools , choose System Restore , select Create a restore point , click Next . Key name of restore point, click Create , click Close .		Click down arrow on scroll bar.	
Restore point, use	4-1, 4-12	Scroll up	2-14
Click Start button  , choose All Programs , choose Accessories , choose System Tools , choose System Restore , select Restore my computer to an earlier time . Click Next , select desired restore point, click Next twice. Click OK when restoration is complete.		Click up arrow on scroll bar.	
Restore, run	11-3	Selection, cancel	1-2
Display Tools tab of Properties window for disk where backup files are located (see Hard Disk Drive Tools , access). Click Backup Now to launch Backup or Restore Wizard .		Click selected object (a second time).	
		Shortcut menu, display	1-6
		Right-click object.	
		Sounds, change sound	8-9
		Display Control Panel, double-click Sounds and Audio Devices icon  , click Sounds tab. Select sound to change under Program events , click Browse , select sound, click OK twice.	
		Sounds, change sound scheme	8-9
		Display Control Panel, double-click Sounds and Audio Devices icon  , click Sounds tab. Click down arrow next to Sound scheme box, select scheme, click OK .	

SoundSentry, use 9-7	System Configuration Utility, modify startup 12-8
Open Control Panel, double-click Accessibility Options icon  , click Sound tab, select Use SoundSentry. Click down arrow next to Choose visual warning box, select option, click OK.	Open System Configuration Utility, click Startup tab, select or deselect items under Startup Item, click OK, click <u>R</u> estart.
Speaker Volume, change 8-8	System Configuration Utility, open 12-7
From Start menu, choose All Programs, choose Accessories, choose Entertainment and Volume Control. Drag Volume Control slider to desired volume. Close Volume Control dialog box.	Click Start button  , choose Run, key msconfig , click OK.
Start menu, add item to pinned list 7-3	System History, view 12-3
Click Start button  ; right-click menu item; choose Pin to Start menu.	Open System Information, choose <u>V</u> iew from menu, choose System <u>H</u> istory.
Start menu, customize 7-5	System Information, open 12-1
Right-click Start button  ; choose Properties; click <u>C</u> ustomize; make selections, click OK twice.	Click Start button  , choose Run, key msinfo32 , click OK.
Start menu, move items 7-3	System Information, view components 12-2
Click Start button  , choose menu item to move, drag to desired new location.	Open System Information and click Components in the left pane.
Start menu, open 1-7	System Monitor, add counter 13-17
Click Start button  .	Display System Monitor, click Add Counter button  , choose Performance object, click Select counters from list, choose counter, click Add.
Start menu, open properties 7-5	System Monitor, display 13-16
Right-click Start button  and choose Properties.	Open Control Panel, double-click Administrative Tools icon  , double-click Performance icon  , click System Monitor in left pane.
Start menu, sort by name 7-4	System Properties, open 13-2
Click Start button  , display menu to sort, right-click anywhere in menu, choose Sort by Name.	Open Control Panel and double-click System icon  .
StickyKeys, use 9-4	Taskbar, add toolbar 7-6
Open Control Panel, double-click Accessibility Options icon  , select Use StickyKeys, click OK.	Right-click taskbar, choose <u>T</u> oolbars, select toolbar to add.
Switch User, enable 14-9	Taskbar, customize 7-8
Open Control Panel, double-click User Accounts icon  , click account to change, click Change the way users log on and off , click Use Fast User Switching, click <u>A</u> pply Options.	Right-click taskbar, choose Properties, make selections or click <u>C</u> ustomize to change Notification Area, click OK.
System Configuration Utility, change startup mode 12-9	Taskbar, move 7-7
Open the System Configuration Utility, click General tab, select option under Startup Selection, click OK, click <u>R</u> estart.	Right-click taskbar, choose <u>L</u> ock the Taskbar to unlock (if selected), drag taskbar to new location.
	Taskbar, open properties 7-8
	Right-click taskbar and choose Properties.
	Taskbar, remove toolbar 7-6
	Right-click taskbar, choose <u>T</u> oolbars, select toolbar to remove.

Text, copy selected Press Ctrl + C .	2-14	User Account, change picture Open Control Panel, double-click User Accounts icon  , click account to change, click Change the picture , select picture, click Change Picture .	14-6
Text, format Select text and click Bold button B , Italic button  , or Underline button U .	2-13	User Account, change type Open Control Panel, double-click User Accounts icon  , click account to change, click Change the account type , click account type, click Change Account Type .	14-7
Text, paste copied Press Ctrl + V .	2-14	User Account, create Open Control Panel, double-click User Accounts icon  , click Create a new account , key account name, click N ext, click account type, click Create Account .	14-2
Text, select Place insertion point at beginning of text to be selected and drag mouse to end of text to be selected.	2-13	User Account, delete Open Control Panel, double-click User Accounts icon  , click account to change, click Delete the account , select option to keep or delete files, click Delete Account .	14-13
Text, select all Press Ctrl + A .	2-14	Utility Manager, open Press Alt + U .	9-1
Text, select from insertion point to beginning of line Press Shift + Home .	2-15	Window, close (1) Click Close button  . (2) Right-click any clear area of window's title bar to display Control menu and choose Close . (3) Press Alt + Spacebar to display window's Control Menu, press ↓ until Close command is highlighted, press Enter . (4) Press Alt + F and press X . (5) Press Alt + F4 .	1-5, 3-12, 3-13, 3-14
Text, select from insertion point to end of line Press Shift + End .	2-15	Window, maximize (1) Click Maximize button  . (2) Double-click title bar. (3) Press Alt + Spacebar and press X .	1-5, 2-1, 3-2, 3-3
Theme, select Right-click on desktop, choose P roperties, make selections, click O K.	7-18	Window, minimize (1) Click Minimize button  . (2) Press Alt + Spacebar to display Control menu, press ↓ to select Minimize command, press Enter .	1-5, 3-1
Time, change Double-click time in taskbar, click portion of time to change, adjust time with up or down arrows next to T ime box, click O K.	8-6	Window, move (1) Point to title bar, click and drag window to a new location. (2) Press Alt + Spacebar to display Control menu, press M to choose Move command. Pointer becomes four-pointed arrow  , indicating you can move window. Press ← , → , ↑ , or ↓ to move window in a particular direction. Press Enter to finish moving window.	3-6, 3-7
Time, set zone Double-click time in taskbar, click T ime Zone tab, click down arrow next to time zone box, select time zone, click O K.	8-6	User Account, change logon/log-off Open Control Panel, double-click User Accounts icon  , click account to change, click Change the way users log on and off , select options, click Apply Options .	14-8
ToggleKeys, use Open Control Panel, double-click Accessibility Options icon  , select U se T oggleKeys, click O K.	9-6	User Account, change name Open Control Panel, double-click User Accounts icon  , click account to change, click Change the name , key new name, click Change Name .	14-3

Window, resize 3-4, 3-5	Windows Explorer, copy files to different drive 6-14, 6-15
(1) Click and drag any window edge or corner to increase or decrease window size. (2) Press [Alt] + [Spacebar] to access Control menu and press [S] to activate Size command. Pointer becomes four-pointed arrow  , indicating you can resize window. Press [←] , [→] , [↑] , or [↓] to resize window in a particular direction. Press [Enter] to finish resizing window.	(1) Open Windows Explorer, open desired folder or drive, select file(s) in right pane, drag selection to desired drive in left pane. (2) Right-click file(s), drag to a new location, choose Copy Here from shortcut menu.
Window, restore 1-5, 3-2, 3-3	Windows Explorer, create folder 6-5
(1) Click Restore Down button  . (2) Double-click title bar. (3) Press [Alt] + [Spacebar] and press [R] .	Open Windows Explorer, select desired location for folder in left pane, right-click in right pane. Choose N ew, choose F older, key new folder name, press [Enter] .
Window, restore from taskbar button 3-1	Windows Explorer, display Details view 6-4
Click window's taskbar button.	Open Windows Explorer, and choose V iew from menu, choose D etails.
Windows component, add 10-5	Windows Explorer, folder hierarchy, collapse 6-2
Open Control Panel, choose Add or Remove Programs , select Add/Remove Windows Components option. Select category containing the component, click D etails to select an individual component, then click to add check mark to the component you want to add.	In Windows Explorer and click minus sign (-) next to folder or drive to collapse folder branch.
Windows component, remove 10-4	Windows Explorer, folder hierarchy, expand 6-2
Open Control Panel, choose Add or Remove Programs , select Add/Remove Windows Components option. Select category containing the component, click D etails to select an individual component, then click to uncheck the component you want to remove.	Open Windows Explorer and click plus sign (+) next to folder or drive to expand folder branch.
Windows Explorer, add details to Details view 6-6	Windows Explorer, move files on same drive 6-12, 6-13, 6-15
Open Windows Explorer, choose V iew from menu, choose D etails, choose V iew, choose C hoose Details, select details to view, click O K.	(1) Open Windows Explorer, open desired folder or drive, select file(s) in right pane, press [Ctrl] + [X] , select target folder in left pane, press [Ctrl] + [V] . (2) Select file(s), choose E dit from menu, choose C ut, select target folder, choose E dit, choose P aste. (3) Drag selected file(s) from right pane to new location in a left pane folder. (4) Right-click file(s), drag to new location, choose M ove Here from shortcut menu.
Windows Explorer, change order of Details view 6-7	Windows Explorer, move files to different drive 6-14
Open Windows Explorer, choose V iew, choose D etails to change to Details view, drag column headings to new location.	(1) Open Windows Explorer, open desired folder or drive, select file(s) in the right pane, press [Shift] , drag the selection to the desired drive in the left pane. (2) Right-click file(s), drag to new location, choose M ove Here from shortcut menu.
Windows Explorer, copy files on same drive 6-10, 6-11, 6-15	Windows Explorer, open 6-1
(1) Open Windows Explorer, open desired folder or drive, select file(s) in right pane, press [Ctrl] + [C] , select target folder in left pane, press [Ctrl] + [V] . (2) Select file(s) in right pane, press [Ctrl] , drag file(s) to target folder in left pane. (3) Right-click file(s), drag to new location, choose C opy Here from shortcut menu.	Press [Win] + [E] .
	Windows Explorer, select adjacent files 6-8
	Open Windows Explorer, open desired folder or drive, select first file in range in right pane, press [Shift] , select the last file in range.

Windows Explorer, select nonadjacent files	6-9	Windows, display cascading	3-8
Open Windows Explorer, open desired folder or drive, select first file in right pane, press Ctrl and select next file. Repeat until all desired files are selected.		With more than one open window, right-click any open area of taskbar to display shortcut menu and choose Cascade Windows .	
Windows Explorer, view drives and folders	6-3	Windows, display horizontally tiled	3-9
Open Windows Explorer and click desired folder or drive in left pane.		With more than one open window, right-click any open area of taskbar to display shortcut menu and choose Tile Windows Horizontally .	
Windows Task Manager, close application	12-12	Windows, display vertically tiled	3-9
Open Windows Task Manager, click Applications tab, select application to close, click End Task .		With more than one open window, right-click any open area of taskbar to display shortcut menu and choose Tile Windows Vertically .	
Windows Task Manager, launch application	12-12	Windows, show open	3-11
Open Windows Task Manager, click Applications tab, click New Task , key application command in Open text box, click OK .		With at least one open window minimized, right-click any open area of taskbar to display shortcut menu and choose Show Open Windows .	
Windows Task Manager, open	12-10	Windows, switch between open	3-8
Press Ctrl + Alt + Delete .		Press Alt + Tab and hold down Alt to display menu of open windows. Press Tab to select window. Release Alt to activate selected window.	
Windows Update, run	10-9	WordPad, open	1-11
Make Internet connection, click Start button  , choose All Programs , choose Windows Update . On Windows Update Web page, click Scan for updates , click Review and install updates .		Click Start button  , choose All Programs , choose Accessories , choose WordPad .	