

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



Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Windows XP. 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, Customizing the Start Menu and Taskbar, Moving Items on the Start Menu, What to Try if a Program Freezes, Showing the Properties or Attributes of an Item, File Management Using Explorer Submenus: Rename, Delete, Move or Copy Files, Opening Windows, Show Files in Groups, Selecting Items, Moving or Copying Files and Folders, Renaming Folders or Files, Creating a Folder, Viewing the Folder List, Moving or Copying Files using the Folder List, Searching for a File or Folder, Deleting Folders or Files, Recycle Bin: Retrieving Items and Emptying, Using the Control Panel, Logging off or Switching Users, Shut Down/Restart the Computer, 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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