General Tips & Tricks for Windows 7

1) General Tips:

   a. Calculator – go through **_all_** the tabs;

   b. Right Click Everything – use Desktop as the example;

   c. Put Shortcuts on the Desktop – use Win Key.

   d. Desktop Slideshow – also change Mouse properties

   e. Auto Arrange – F5;

   f. Browse Taskbar – Win Key + T then use arrow keys to scroll through open programs;

   g. Magnifier – access via start button and search; look for magnifying glass;

   h. Aero Peek – far right of taskbar;

   i. Sticky Notes: Stikynot.exe

   j. WordPad – go through all the features; can even open Word 2007 .docx.

   k. _Snap_ and _Shake;_

   l. Rearrange system tray & taskbar buttons; To launch programs from taskbar Win Key + 1 or 2, etc.

   m. Snip;

   n. Gadgets.

2) Keyboard Shortcuts:

   a. Win + h = Move current window to full screen;

   b. Win + I = Restore current full screen window to normal size or minimize current window if not full screen;

   c. Win + Shift + arrow = Move current window to alternate screen;

d. Win + D = Minimize all windows and show the desktop;

e. Win + E = Launch Explorer with Computer as the focus;

f. Win + F = Launch a search window;

g. Win + G = Cycle through gadgets;

h. Win + L = Lock the desktop;

i. Win + M = Minimizes everything;

j. Win + R = Open the Run window;

k. Win + T = Cycle through task bar opening Aero Peek for each running item;

l. Win + U = Open the Ease of Use centre;

m. Win + Space = Aero Peek the desktop;

n. Ctrl + Win + Tab = Open persistent task selection window, roll mouse over each icon to preview item and minimize others;

o. Win + Left Arrow (or Win + Right Arrow) = dock the window to left or right side of screen;

p. Win + Up Arrow (or Win + Down Arrow) = maximize and restore/minimize;

q. Win + Home = minimizes/restores all open windows except the active window;

r. Alt + Win + # = accesses the Jump List of program number '#' on the taskbar;

s. Open Task Manager = Ctrl + Shift +Esc;

t. Open a new instance of a running program (e.g. another Word) =   Shift + Click a taskbar icon;

u. Help = F1

v. To cut = Ctrl X

w. To Paste = Ctrl V

x. Switch MouseKeys on and off = Left Alt + left Shift + NumLock

y. Prevent the CD from automatically playing = Shift when you insert a CD into the CD-ROM.