Windows 7
Reference Sheet

connect
powered by nemsys

The Desktop

Multiple Window Views

Windows 7 Guide - Microsoft W...

Google Chrome Guide - Micros...

Expands to show notification area

9:44 AM
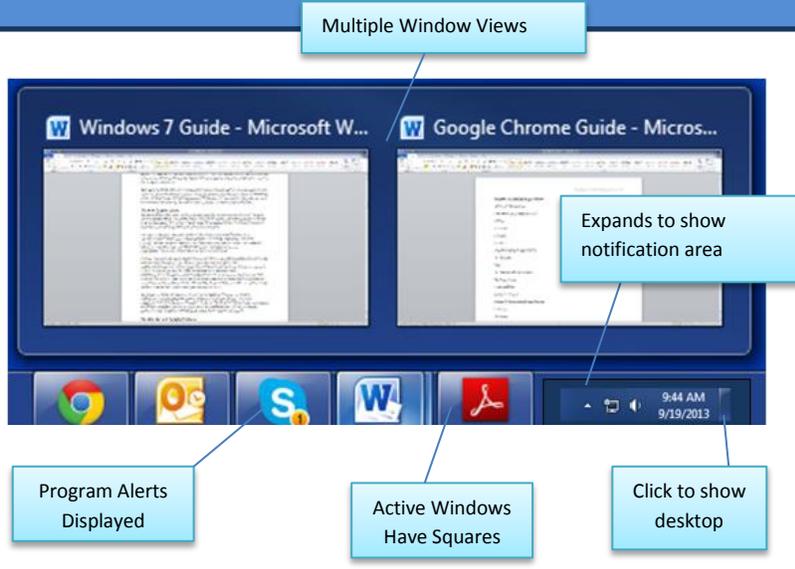9/19/2013

Program Alerts Displayed

Active Windows Have Squares

Click to show desktop

The Fundamentals

- **AeroShake**: Position mouse in title bar of the window you wish to keep open and shake it back and forth rapidly, this will minimize the rest of the windows in seconds.

- **Pin Programs to Taskbar**: Right-click on the program and choose Pin to Taskbar in the menu option

- **Pin Folder or Files to Taskbar**: Drag and drop into the Taskbar

- **To Remove an Item From the Taskbar**: Right-click on the program, folder or file and select Un-Pin This From Taskbar

- **Rename Multiple Files:** Highlight all files to rename and press F2, type new name and then all files will be renamed to this, followed by an unique number

- **Calculator:** Use the calculator for date calculations, unit conversion or under worksheets to calculate payments, determine cost or calculate fuel economy

- **Personalize Desktop:** Right-click on the desktop screen and select Personalize, you can change the Background, Screen Saver, Desktop Icons, Mouse Pointers and much more from here

Keyboard Shortcuts

Start Screen	**< ⊞ >**
My Computer	**< ⊞ > + E**
New Folder	**<Ctrl > + <Shift> + <N>**
Aero Shake	**< ⊞ > + <Home>**
Preview Desktop	**< ⊞ > + <Space>**
Aero Application Switch	**< ⊞ > + <Tab>**
Search all Files	**< ⊞ > + F**
Lock Computer	**< ⊞ > + L**
Show/Hide Preview Pan	**<Alt > + P**
My Computer	**< ⊞ > + E**
Snap Window to Left	**< ⊞ > + <←>**
Snap Window to Right	**< ⊞ > + <→>**
Show/Hide Desktop	**< ⊞ > + D**
Snap Window to the Top	**< ⊞ > + <↑>**
Minimize to Taskbar	**< ⊞ > + <↓>**
Minimize all windows	**< ⊞ > + M**
View all Windows Open	**<Alt> + <Tab>**

nemsys