


Login and Power Options

	
Power Button	Click the power button to put the computer to sleep. Restarting takes less time upon 'waking up.'
Lock (icon)	Locks the computer at the login screen. Only you can unlock it.
Switch User	Allows someone else to work in their own account while you are logged in.
Log Off	Saves all your work, closes programs, and returns to login screen.
Restart	Exits Windows, clears computer memory, then restarts Windows
Shut Down	Exits Windows and powers off computer.

Keyboard Shortcuts

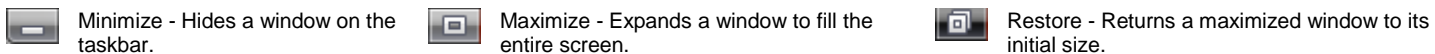
CTRL+ X	Cut the selected object/text.
CTRL+ C	Copy the selected object/text.
CTRL+ V	Paste the selected object/text.
CTRL+ A	Select all objects.
CTRL+ Z	Undo the last operation.
ALT+ TAB	Switch between opened windows.
Windows Key	Opens the Start Menu.
CTRL + P	Opens the Print dialogue box.
CTRL + B	Makes selected text Bold .
CTRL + I	<i>Italicizes</i> selected Text.
CTRL + U	<u>Underlines</u> selected text.
CTRL + H or F1	Opens the Help File.

Search Anytime, Anywhere

Every folder window contains a search bar that will search only the current folder for any object that matches your search criteria.



Minimize, Maximize, and Restore

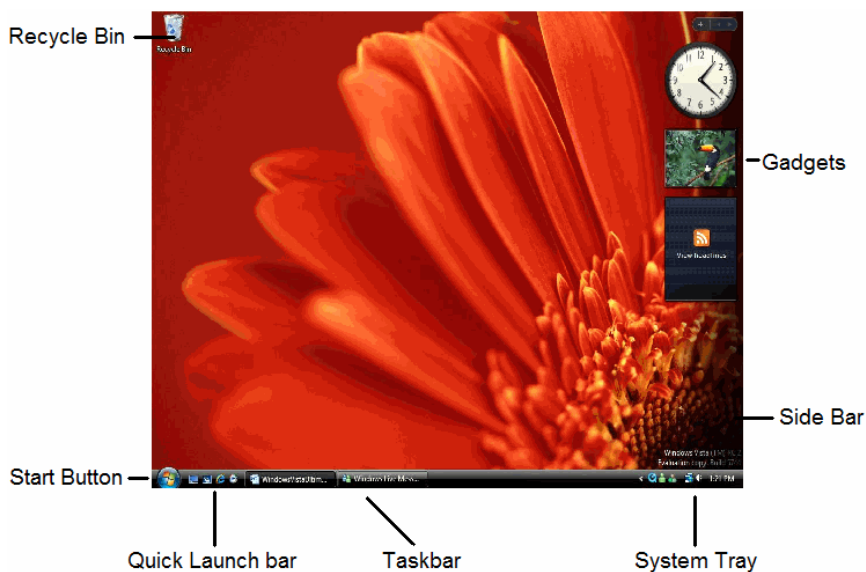


Minimize - Hides a window on the taskbar.

Maximize - Expands a window to fill the entire screen.

Restore - Returns a maximized window to its initial size.

The Windows Vista Desktop



Start Button

The blue button at the bottom left corner with the Windows Vista Logo. Click this to display the Start Menu.

Quick Launch bar

Beside the Start Button is a toolbar with program icons. Any icons placed here will start a program with a single click.

Task bar

Any programs with open windows are displayed here. Click a program button to view the program 'on top' of the other windows or restore a minimized window.

System Tray

In the lower-right corner is the System Tray. Any background services or program notifications are displayed as an icon in this location. Also visible is the clock.

Desktop

The main area in Windows Vista where icons, program windows and dialog boxes appear. Your desktop picture can be modified to display nearly any picture type.

Recycle Bin

A part of the Windows system that holds files that are marked for deletion, but which can be recovered if necessary. Once the Recycle Bin is emptied, the files can no longer be recovered by conventional means.

Side Bar

The Side bar is a special toolbar that is displayed on the right side of the Desktop. Small programs called 'Gadgets' are displayed here.

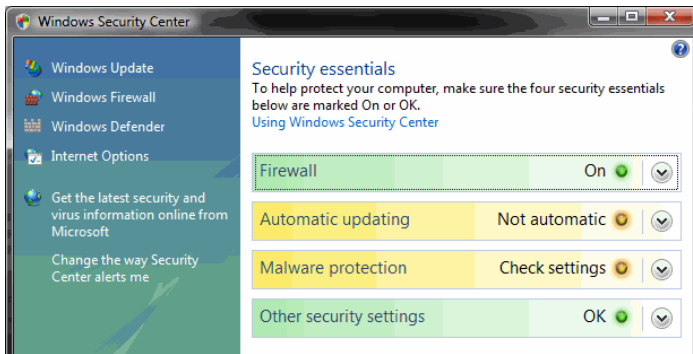
Gadgets

Gadgets are simple individual programs designed to provide quick information or perform a simple task. Gadgets range from a clock and picture viewer to RSS feed notification, system monitoring equipment, or a simple game.

Windows Security Center

Start → Control Panel → Security → Security Center
 The Windows Security Center is a critical tool to monitor the security of your computer. Use the tools here to modify:

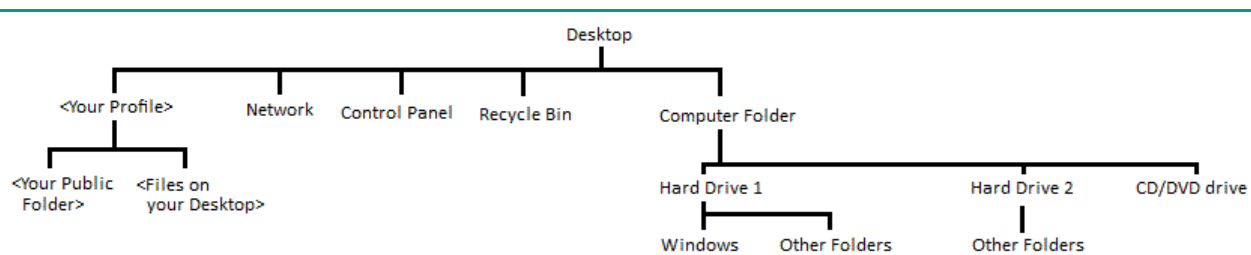
- When your computer will connect to the Internet and search for updates
- How Windows Firewall works to protect against intrusion
- How Windows Defender will protect you from spyware/malware
- The global settings for Internet Explorer 7



Sending an E-mail with Windows Mail

- Create Message** Click this command to open a new blank message. If desired, choose a stationary for the message.
- Recipient Address** Enter as many e-mail address as you like in the To line, separating each address with a comma or semicolon.
- Carbon Copy** If desired, enter as many e-mail addresses as you like in the Cc line, separating each address with a comma or semicolon.
- Attachment** If desired, click the paperclip icon at the top of the message window. Choose file to send with the e-mail and click Attach.. Repeat until all necessary files are attached to the message (they will be listed under the Cc line.)
- Subject** Enter a title for the e-mail. The Subject will become the title for the message window.
- Body** Type your message in the body of the e-mail, applying whatever formatting you like to the message.
- Send** Click the Send command in the message window. The email will be moved to the Outbox folder and then transmitted. Once transmitted, the message will move to the Sent Items folder.

Windows Vista File Structure



Use this diagram to help you navigate through the different folders of your computer. Your Profile Folder is the main folder that holds the majority of files.

Internet Explorer 7 Commands

Back and Forward 	Retrace your steps backwards (left-facing arrow) or forwards (right arrow).
Address Bar	Click and type a Web site address:
Refresh	Reloads the current Web site from the host server.
Stop	Stop loading the current Web site.
Search Bar	Click in the Search Bar, type a word or phrase, and press Enter to search.
Toolbar	 Standard tools include a button to return to home page, print, manage options, and more.

Vista Tips and Tricks

Right-click. Click your right mouse button on any object (including the desktop) to open a popup menu that it is **contextual** – meaning it changes based on whatever you have right-clicked on.

Open a file or folder. To open a file or folder, double-click on the icon.

Create a folder. To create a folder, right-click on the desktop and select **New → Folder** from the right-click menu.

Rename a file or folder. To rename a file or folder right-click on the file or folder icon and select **Rename** from the popup menu.

Delete a file or folder. To delete a folder or file, drag the folder or file you want to delete into the Recycle Bin or, right-click on the folder or file you want to delete and select Delete from the menu.



What's this? Hold your mouse pointer over a button or icon for a second and you will be given a description of what that button does.

Windows Welcome Center



Welcome Center

The Windows Welcome Center offers a gateway to all users of Windows Vista. Here you can view the specifications of your computer, connect o the Internet, read about new additions to Windows Vista, download different tools from Microsoft, and much more.