

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.