

**QUICK REFERENCE GUIDES
FOR
WINDOWS 7 AND OFFICE 2010**





Microsoft®

Windows 7

Quick Reference Guide

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 dialog box.
CTRL + B	Makes selected text bold.
CTRL + I	Italicizes selected Text.
CTRL + U	Underlines selected text.
CTRL + H or F1	Opens the Help File.

The Windows Desktop



- Start Button** The blue button at the bottom left corner with the Windows logo. Click this to display the Start menu.
- 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.

Programs that are open have a border around them, and multiple instances of the same program appear to have a stacked icon:

- 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 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 in is emptied, the files can no longer be recovered by conventional means.

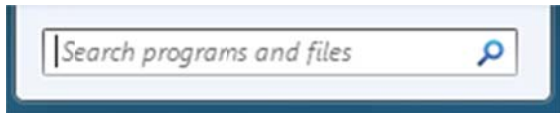
Search Anytime, Anywhere

The Start menu, every folder, and many programs contain a

Using Click and Drag

Position your mouse over the thing you are going to interact with, press and hold the left

search bar that lets you search the current folder for your criteria.



mouse button, and then move your mouse. You will drag the item along as you move your mouse pointer.

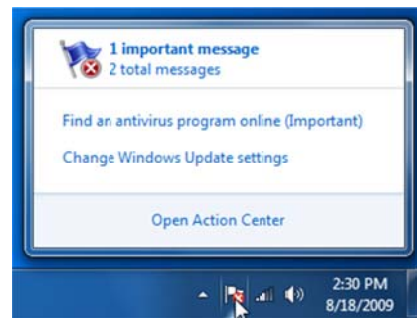


Windows Aero Desktop

Aero Snap	Click and drag a title bar to the top of the screen to maximize it. Click and drag to the left or right screen, then release the mouse button to make the window fill ½ of the screen.
Aero Peek	If many windows are open at once, move your mouse on top of the taskbar icon for the program you want to view. A pane of thumbnails will appear. Hover over a thumbnail and all other windows will become transparent, showing you that particular window.
Aero Shake	Click and shake a window title bar and all other windows will minimize to the taskbar. Shake the same title bar again and all other windows will be restored to their original size.
Jump Lists	Right-click an icon on the taskbar to see commonly-used files and program features. You can also start a new instance of a program and close multiple programs of the same kind at once. Jump Lists are also visible if you attempt to click and drag an icon up and off the taskbar.
Flip3D	Press Win + Tab to cycle through all open windows (including the desktop) in 3D. Release the Tab key at your destination.

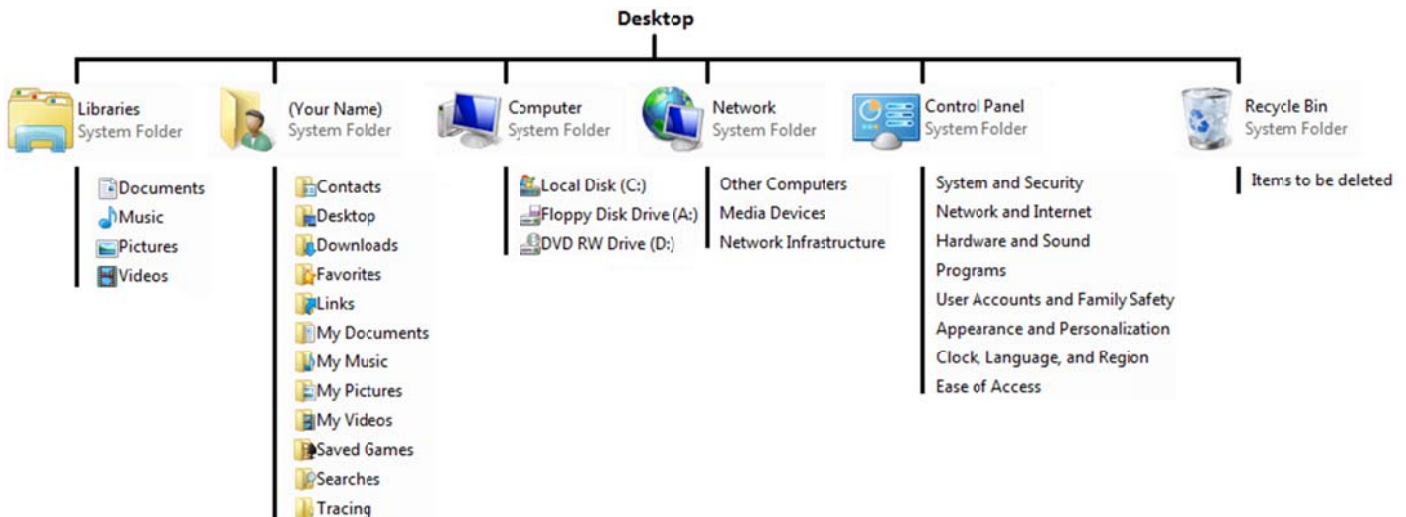
Using the Action Center

If you run into problems when using your computer, chances are the Action Center will help detect at least the cause of the problem. The Action Center can also highlight the important things you need to look after in order to keep your computer in good working order. Click the flag icon in the System Tray for an overview of computer issues:



Click Open Action Center to open and view the items that need your attention. Items in Red are serious issues that you should look into right away. Items in Yellow are important issues that are not critical but should be looked after.

Windows 7 File Structure



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.


Tips and Tricks


- Right-click:** Click your right mouse button on any object (including the desktop) to open a pop-up menu.
- Open a file or folder:** To open a file or folder, double-click on the icon.


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, etc.

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, 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.

Minimize, Maximize, and Restore

 **Minimize** - Hides a window on the taskbar.

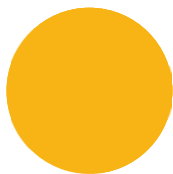
 **Maximize** - Expands a window to fill the entire screen.

 **Restore** - Returns a maximized window to its initial size.

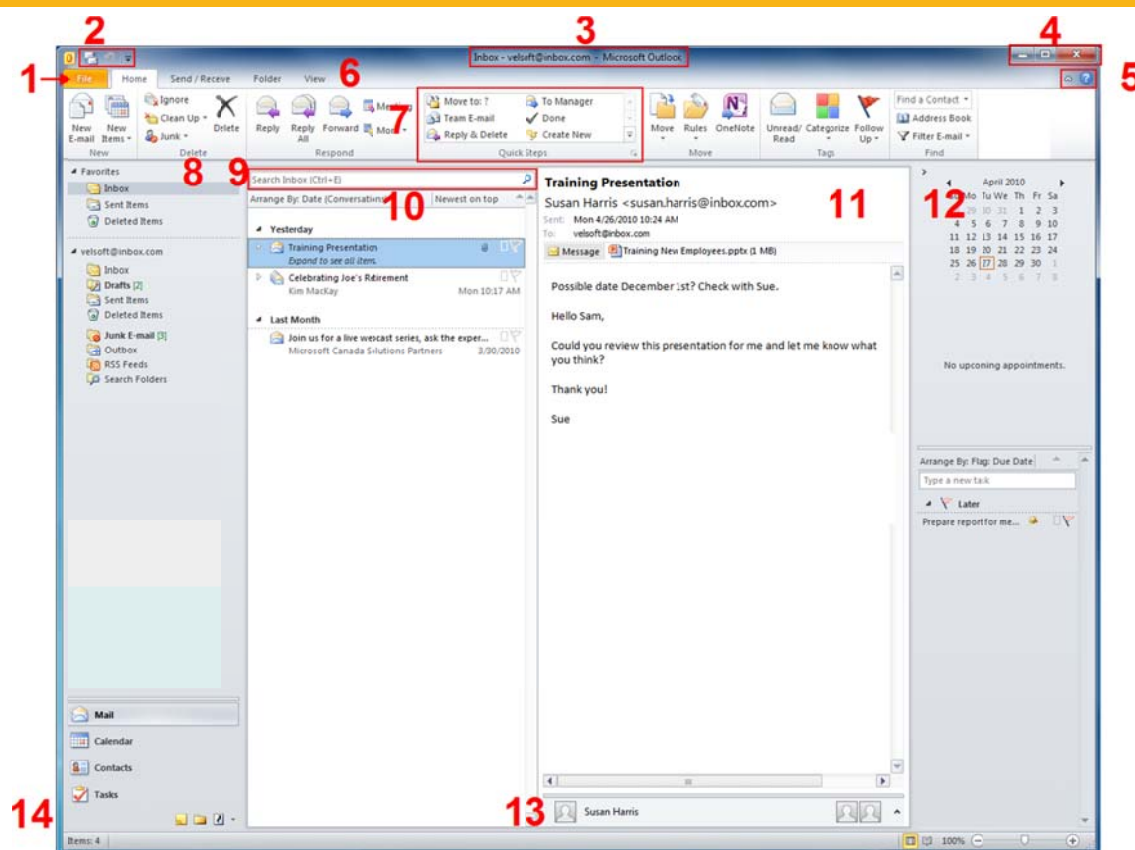
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Outlook

Foundation Quick Reference Guide



The Outlook Interface



**1: File Menu
(Backstage)**

Click the File button to view the Backstage menu.

**2: Quick Access
Toolbar**

This specialized toolbar provides quick access to the commands you use most often.

3: Title Bar

The name of the current folder, your mailbox, and the program name will appear here.

**4: Window
Controls**

From left to right, these are the Minimize, Maximize/Restore, and Close commands.

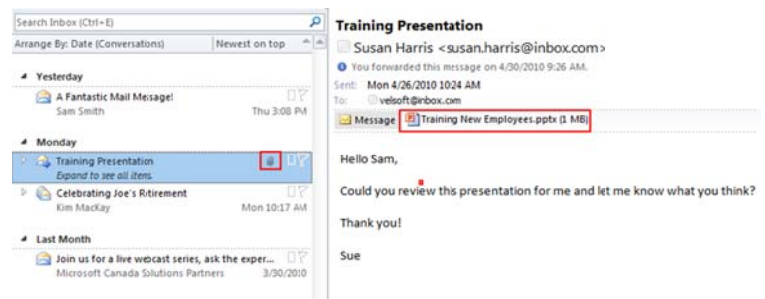
5: Minimize the Ribbon/Help Icons	Click the small up arrow on the right-hand side of the window to minimize or expand the ribbon. Click the blue question mark icon to open the Help dialog.
6: Tabs	Click a tab name to view commands specific to that name.
7: Groups	The commands on each tab are separated into groups. Sometimes, in the bottom right-hand corner of a group, you will see an option button. Click this button to see additional commands related to the group.
8: Navigation Pane	This pane is the easiest way to get around in Outlook. It contains links to various folders so that you can easily view your contacts, mail, calendar, and more.
9: Search Box	Use this area to search for items.
10: Working Area	Here is where you can see the contents of the selected folder. Here, we can see new mail because we're in the inbox.
11: Reading Pane	View the contents of the selected item here.
12: To-Do Bar	This bar is visible in all folders except the Calendar folder. It summarizes upcoming tasks and appointments.
13: People Pane	Summarizes Outlook information, RSS feeds, status updates, and other social networking information about the person referenced in the currently selected item.
14: Status Bar	Displays item count for the current folder as well as view controls.

Keyboard Shortcuts

Keyboard Combination	Action
Ctrl + N	Create a new item (relevant to folder you're in)
Alt + S	Send your e-mail or save and close your item
Ctrl + S	Save your e-mail/item
Ctrl + R	Reply to an e-mail
Ctrl + P	Open the Print area of the File menu
Ctrl + Shift + E	Create a folder
Ctrl + Shift + B	Use the Outlook Address Book

Understanding Attachments

Often, if someone is sending a long document or a file that can't be copied and pasted into an e-mail message, they will attach the file itself. You can tell if a file is attached by the paperclip icon in the message list. If you look at the message in the Reading Pane, you will see that a file is attached.

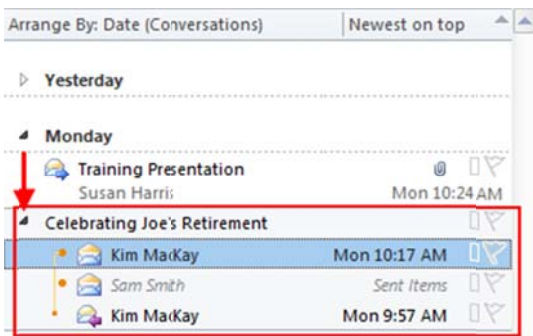


You can right-click the file to see options.

- Ctrl + Shift + C** Create a contact
- F1** Get Help
- F3 or Ctrl + E** Go to the search box
- F9** Send/receive e-mail
- F11** Find a contact
- Ctrl + 1** Go to Mail View
- Ctrl + 2** Go to Calendar View
- Ctrl + 3** Go to Contacts View
- Ctrl + 4** Go to Tasks View
- Ctrl + 5** Go to Notes View
- Ctrl + 6** Go to Folder List View
- Ctrl + 7** Go to Shortcuts View
- Ctrl + 8** Go to Journal View

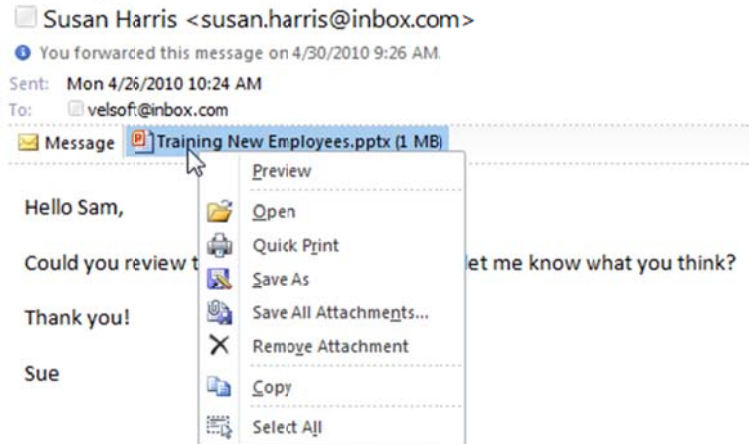
Understanding Conversations

Conversations are a new way of looking at messages in Outlook 2010. They group messages together by subject, even if different people are involved in the conversation. Conversations can be identified by the small triangle at their top level. You can use this triangle to expand or collapse the conversation:

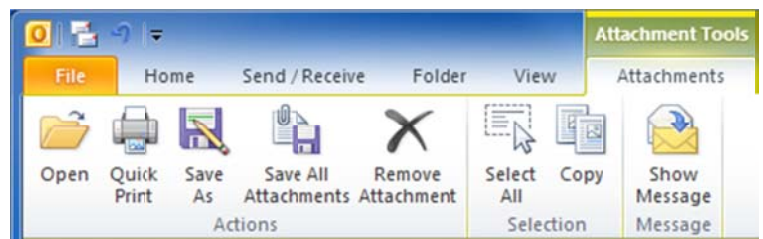


In this conversation, we can see that the first message was received by Kim. Then, we responded (the Sam Smith entry in italics). Kim replied back to us. (Conversation messages are always sorted by date and time, with the newest one on top.)

Training Presentation

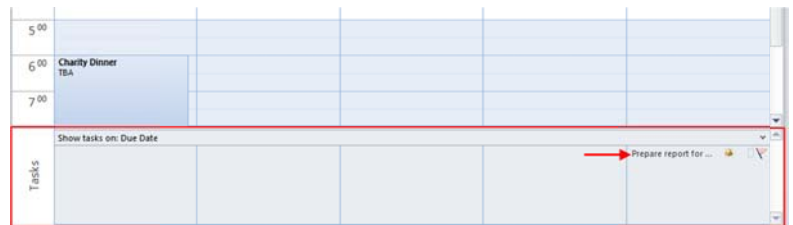


Or, if you click to select the attachment, you will see the Attachment Tools tab:



The Daily Task List

At the bottom of the calendar, you will see a pane listing tasks that are due on each day. (You set this due date when you create tasks.) This replaces the TaskPad feature available in previous versions of Outlook.



You can add, edit, and monitor tasks using this pane. There is also a contextual tab available when you are working with the Daily Tasks List.

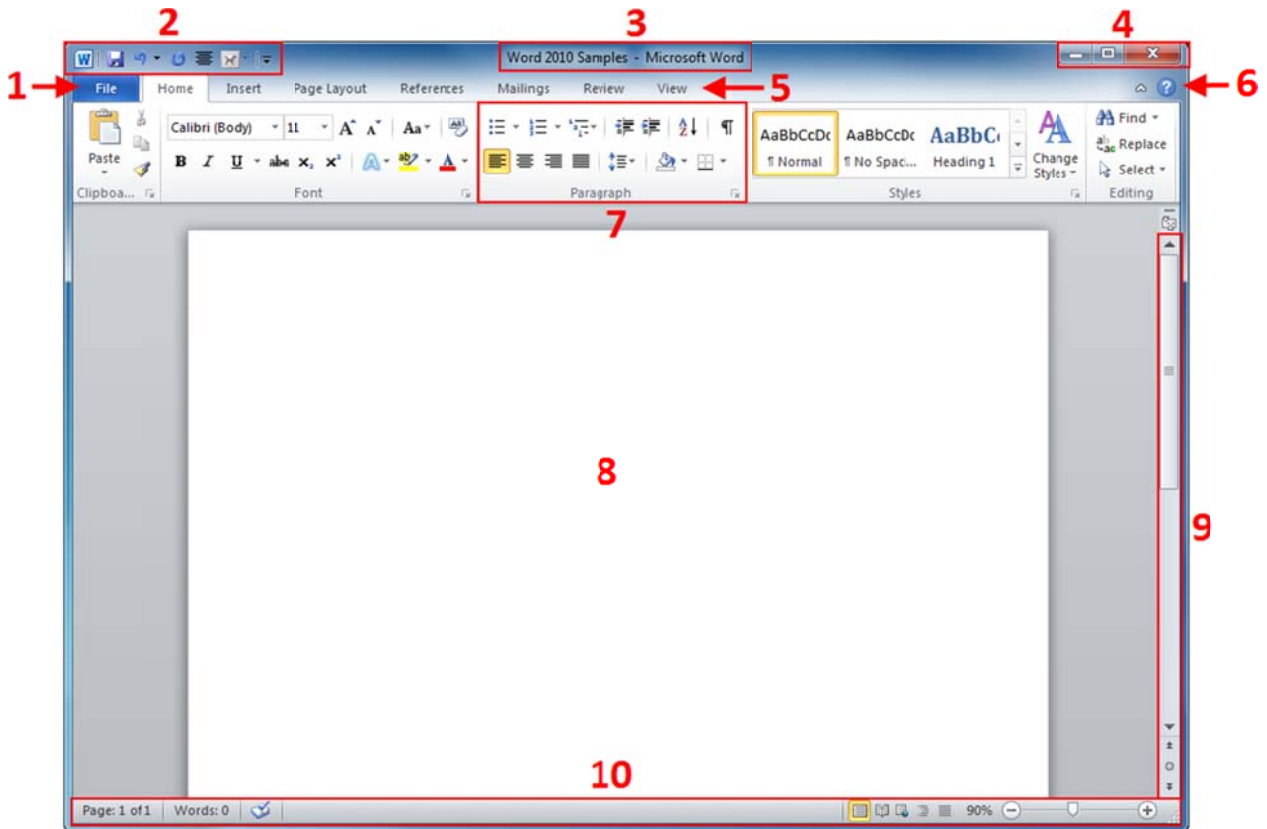
Conversations organize messages even if those messages are in different folders. (The message we sent, for example, is in the Sent Items folder.)

You can toggle conversation grouping on or off with the Conversations group on the View tab and the Arrange By menu. And, the Conversation Settings menu on the View tab allows you to customize how conversations are displayed.



Word 2010

Interface Overview



1: File Menu (Backstage)

Click the File button to view the Backstage menu.

2: Quick Access Toolbar

This specialized toolbar provides quick access to the commands you use most often.

3: Title Bar

The name of the document will appear here, as well as the program name.

4: Window Controls

From left to right, these are Minimize, Maximize/Restore, and Close.

5: Tabs

Click a tab name to view commands specific to the tab name. For example, the Page Layout tab lets you change the paper size, margins, paragraph settings, and more. The command area under the tabs is known as the ribbon.

6: Minimize the

Click the small up arrow on the right-hand side of the window to hide the ribbon. Click

Ribbon and Help Icons

the blue question mark icon to open the Help dialog window. We will explore the Help file later in this manual.

7: Groups

The commands on each tab are separated into groups.

8: Working Area

Here is where you will type the contents of the document.

9: Scroll Bar

The scroll bar lets you browse through your document. Click the up/down arrow at each end of the scroll bar to move in that direction, or click and drag the scroll marker to move quickly through the document. If your mouse is equipped with a wheel, rotate the wheel up or down to scroll. Also note that if you have zoomed into your document and the width of the page exceeds the width of the Word window, you will see a horizontal scroll bar appear just about the status bar. Use this to scroll from side to side.

10: Status Bar

The status bar provides information about the document. It shows which page or pages are visible, how many words the document has, what view is currently being used, and the current zoom level.

Customizing the Ribbon

One of the most exciting new features in Office 2010 is the ability to customize the ribbon.

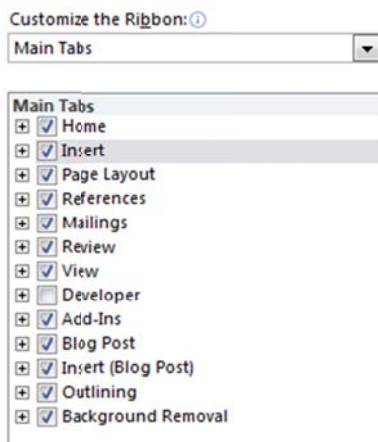
To Start: Click File → Options and then click Customize Ribbon.

To Show a Tab: Ensure that it has a checkmark in the list on the right. Note that some tabs will only be visible under certain conditions. (For example, Outlining will only be visible in Outline view.)

To Hide a Tab: Remove the checkmark from the list on the right.

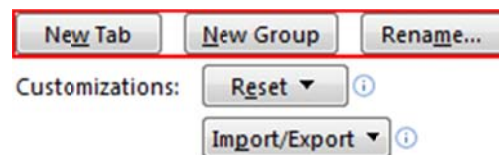
To Rearrange Items: Select an item and then click the up or down arrows.

To Reset All Tabs: Click Reset → Reset all customizations. This will remove all custom tabs and groups. Note that this will also reset the QAT as well.



To Create a Tab:

1. Click New Tab.
2. Click Rename.
3. Choose an icon, type a name, and press Enter.
4. Click New Group.
5. Rename the group using Steps 2 and 3.
6. Choose a command from the list on the left.
7. Click Add. Use the arrows to rearrange commands if desired.
8. Repeat Steps 4 to 7 until you have added all desired commands.



To Delete a Tab: Select the tab from the list on the right and click <<Remove to delete it permanently.

Tips and Tricks for Selecting Text

- ✓ If you have a block of text selected and you start typing, the selected text will be replaced by your new text.
- ✓ You can select a block of text and drag and drop it into anywhere in your document. You can also use the navigation pane to move large amounts of text.
- ✓ You can select any level of text (letter, word, phrase, paragraph, page, document, or parts thereof) and manipulate it. This means you can bold a single letter the same way you would an entire document.
- ✓ You can double-click a word to select it. Triple-click to select the whole paragraph.
- ✓ If you want to delete a portion of text, you can select it and hit either the Backspace or Delete keys on your keyboard rather than cutting it.
- ✓ You can select different parts of text by selecting the first part, holding the Ctrl key with your mouse, and selecting another part.
- ✓ You can select a large portion of text by selecting the first word, holding the Shift key, and selecting the last word.
- ✓ To deselect text, just click anywhere in your document.

Selecting Text with the Keyboard

Select a letter to the left of your cursor	Shift + Left Arrow
Select the letter to the right of your cursor	Shift + Right Arrow
Select text from your cursor to the beginning of a word	Ctrl + Shift + Right Arrow
Select text from your cursor to the end of a word	Ctrl + Shift + Left Arrow
Select from your cursor to one line above	Shift + Up Arrow
Select text from the position of your cursor to one line below	Shift + Down Arrow
Select text from your cursor to one page above	Shift + Page Up
Select text from your cursor to one page below	Shift + Page Down
Select text from your cursor to the beginning of the line	Shift + Home
Select text from your cursor to the end of the line	Shift + End
Select text from your cursor to the beginning of the paragraph	Ctrl + Shift + Up Arrow
Select text from your cursor to the end of the paragraph	Ctrl + Shift + Down Arrow
Select an entire document	Ctrl + A

New Features in Word 2010

Expanded SmartArt

SmartArt lets you create professional-looking diagrams very easily. There are many new types of SmartArt in Word 2010.

Navigation Pane

Word 2010 includes a new feature called the navigation pane. This is a special task pane that appears on the side of the screen. It lets you quickly navigate through your document, rearrange content by dragging and dropping, view each page of the document as a thumbnail (small image), and search the document.

Simultaneous Online Editing

Many programs in Office 2010, including Word, are capable of using an online collaboration tool called SharePoint. In a nutshell, SharePoint allows you to share documents and information with coworkers via a central server, usually set up by your IT department. Word

2010 uses this to allow many people to work on the same document at the same time.

Backstage

In the upper left-hand corner of the screen, you will see a tab marked File. Click this tab to view the Backstage menu. This menu gives you quick access to management commands for your document. You can save, print, share, and modify background properties of your document all in one place.

**Streamlined
Printing**

Printing in previous versions of Word required opening a separate dialog box in order to change features like paper size, collation, number of copies, etc. Now all print commands and a true-to-scale preview are accessible in the Backstage menu.

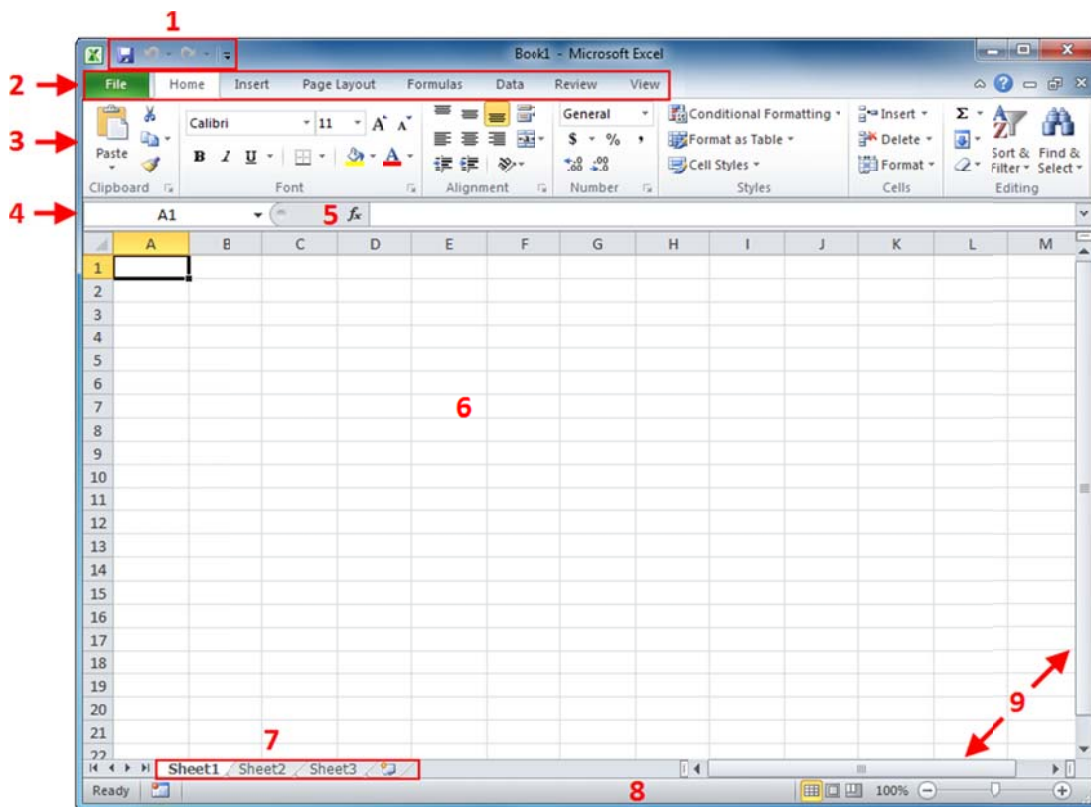
PDF Support

Word 2010 has native save support for PDF files without needing to download any additional software.

**Integrated
Screen
Capture**

Word 2010 gives you the option to insert an image of any open window or a rectangular screenshot that you define by clicking and dragging.

Interacting with Excel



1. Quick Access Toolbar

Customize this toolbar with commonly-used commands.

2. Tabs

Name for each category of commands in Excel.

3. Ribbon commands

Commands for each tab are displayed here.

4. Name Box

Shows name/cell reference of currently selected cell; active cell.

5. Formula Bar

Enter formulas or change cell content.

6. Working Area

The cells that make up the current worksheet.

7. Workbook Tabs

Name for each worksheet in a

workbook file.

8. Status Bar

Shows vital statistics about file or selected range of data.

9. Scroll Bars

Scroll horizontally or vertically through your data here.

Saving a Workbook

When working with files in Excel, you will either save a new file that was made from scratch or save changes to an existing file.

Save

New File

You will be prompted to give the file a name and choose a save location. You can also specify a file type.

Save As

You will be prompted to give the file a name and choose a save location. You can also specify a file type.

Existing File

Any changes you made will be applied to the existing file in its current location.

You have the option to give the file a new name and/or a new save location. You can also specify a new file type. If you do change something, the original existing file will not be changed.

Parts of a Workbook

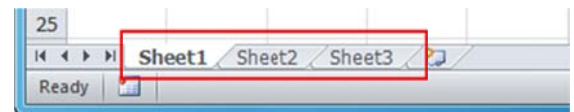
	A	B	C	D
1		Q1	Q2	Q3
2	Product1	5000	2000	3000
3	Product2	600	550	600
4	Product3	4000	2000	1000

Columns

Rows

Cells

Each workbook contains one or more worksheets. Switch between worksheets with these tabs:



Cut, Copy, Paste

Cut (Ctrl + X): Removes data and stores it on the clipboard.

Copy (Ctrl + C): Creates a copy of the source data and stores it on the clipboard. The source data remains untouched.

Paste (Ctrl + V): Places Cut/Copied information back into file at insertion point. Cut items usually paste once, Copied items

multiple times.

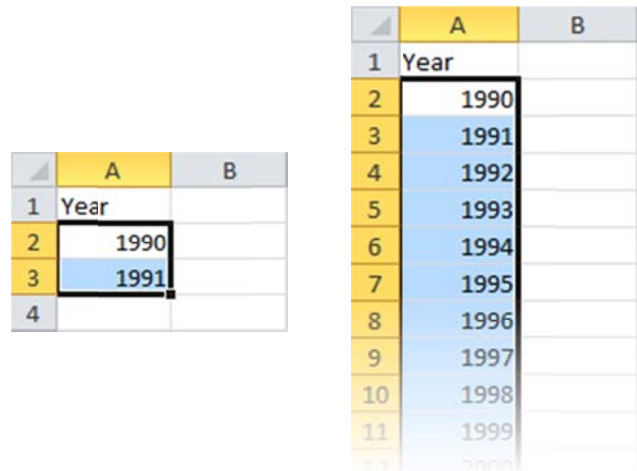
Printing

Click File → Print. All print options are available on the left, and a scaled version of your file, with the selected paper and layout settings, is shown on the right. Click the large Print button when ready:



AutoFill, AutoSum, AutoComplete

AutoFill will complete lists of repeating or incremental data. Enter two incremental numbers, select them, and then click and drag the small black square in the lower right-hand corner.



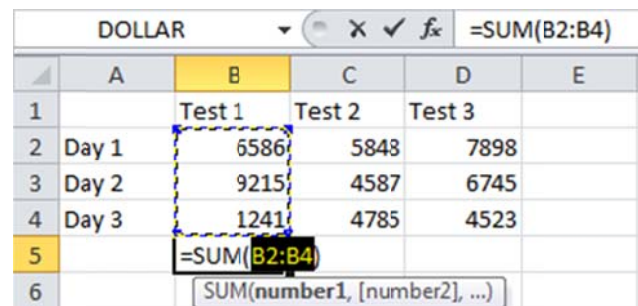
Creating/ Editing Charts

The better formatted your data, the easier it will be for Excel to create the chart for you. Select the source data as well as associated row/column headers:

	A	B	C
1		Sales	Profits
2	North	\$32,149.00	\$6,429.80
3	South	\$23,847.00	\$4,769.40
4	East	\$12,092.00	\$2,418.40
5	West	\$6,612.00	\$1,322.40

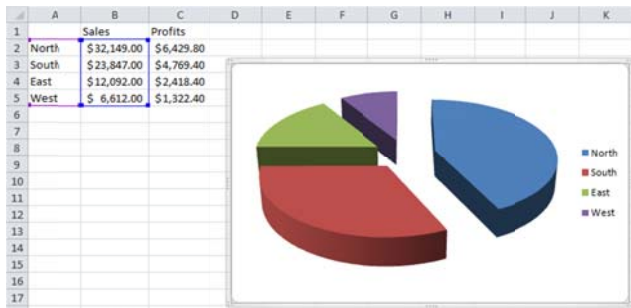
Click the Insert tab and choose the chart type. Excel will then insert the chart:

AutoSum can automatically generate the sum of all numerical data above or to the left of the current cell. Click Formulas → AutoSum:



AutoComplete examines the data that you have already typed in your worksheet and automatically fill in what it thinks you are typing, based on what you type. For example, If you enter the name Alice and then start to type Alice again, Excel will automatically complete the rest of the name for you:





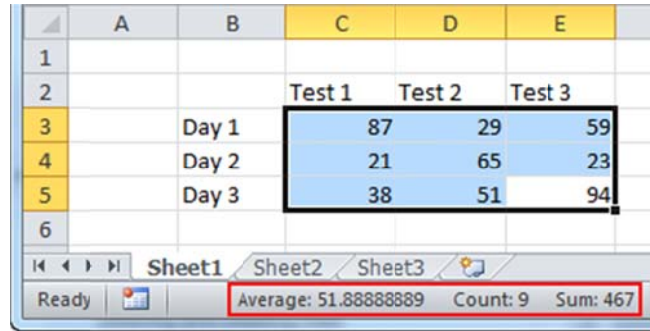
Excel will show three contextual tabs that give full control over different aspects of your chart:



Contextual tabs disappear when you deselect a chart, reappear when you reselect it.

Quick Calculations in Status Bar

If you select some data, Excel will automatically calculate the average, show how many items have been selected, and calculate the sum:



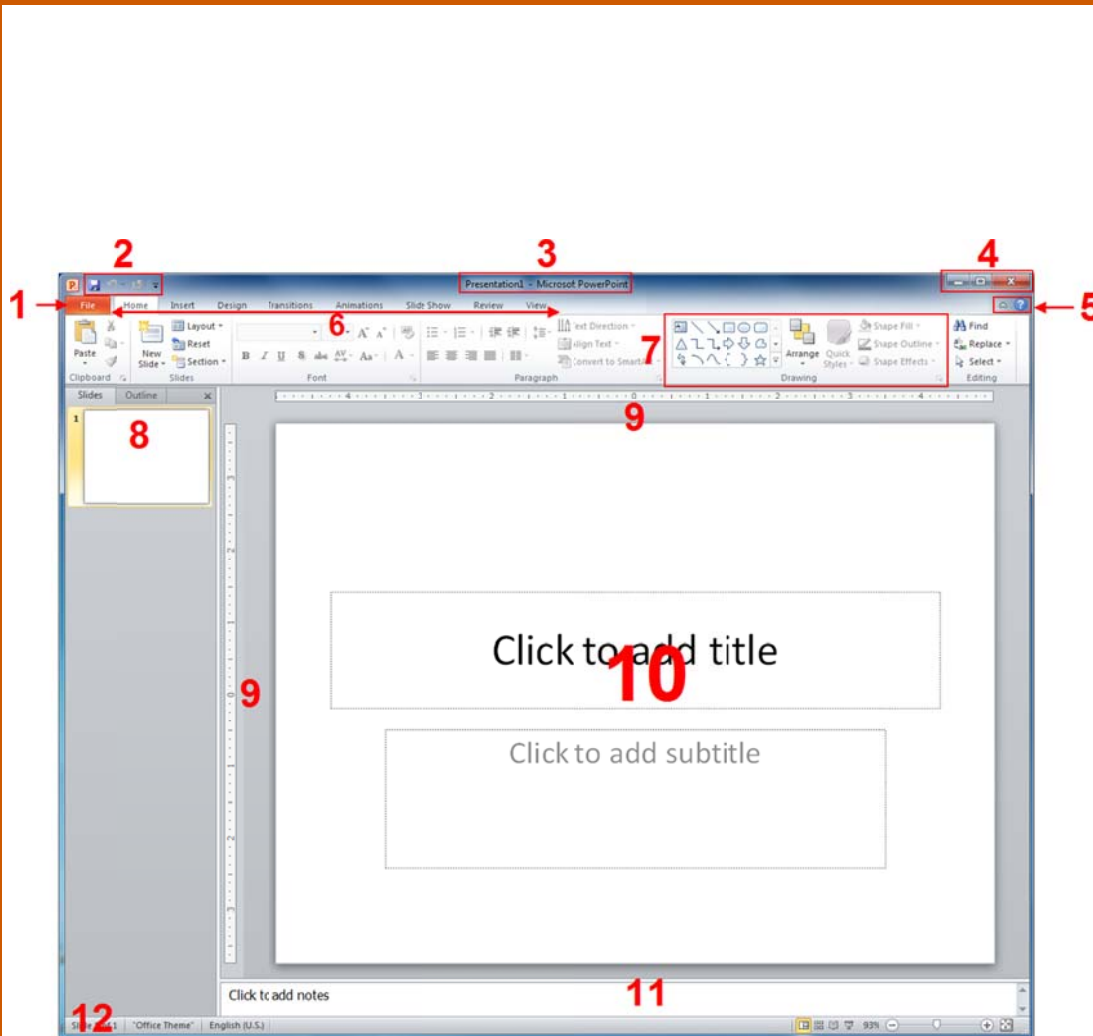
Note that this data might not make sense, depending on what you select!

PowerPoint

10

Foundation Quick Reference Guide

The PowerPoint Interface



1 - File Menu (Backstage View): Similar to the File menu in older versions.

2 - Quick Access Toolbar: Provides quick access to the commands you use most often.

3 - Title Bar

4 - Window Controls

5 - Minimize the Ribbon and Help Icons

6 - Tabs: Click a tab name to view commands specific to that name.

7 - Groups: The commands on each tab are separated into groups.

8 - Slides/Outline Pane: Shows either thumbnails or a text outline of your slides.

9 - Rulers

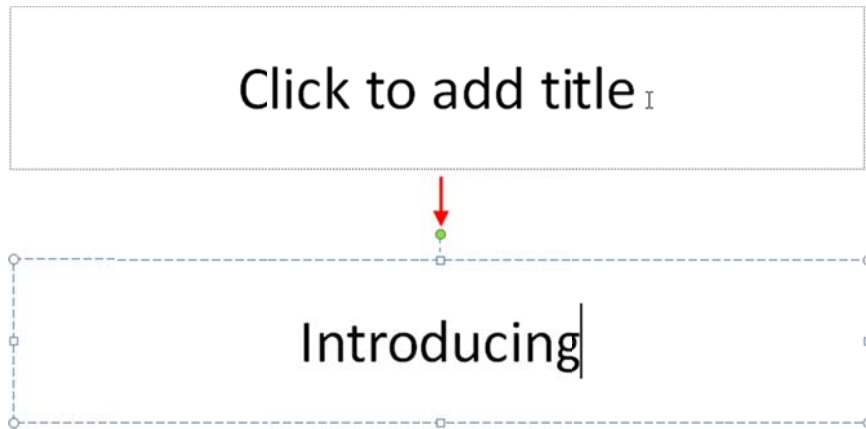
10 - Working Area: Here is where you will create your presentation.

11 - Notes Area: You can add notes to each slide in this area.







12 - Status Bar

Adding Content to Slides

To add text to a slide, simply click where indicated and type:



Click a placeholder icon to add that content type:

Icon	Content Type
	Table
	Chart
	SmartArt (diagrams)
	Picture from your computer
	ClipArt (pictures that come with Office)
	Audio or video clips

Changing the Theme

By default, all blank presentations use the Office theme. (Templates may use different themes, or even a custom theme.) To change the theme, click a thumbnail in the Themes gallery. Or, click the More arrow to view the entire collection of themes. Each theme is customizable with the drop-down menus to the right of the gallery. The Colors, Fonts, and Effects commands each open a drop-down menu, allowing you to choose a style for that element.

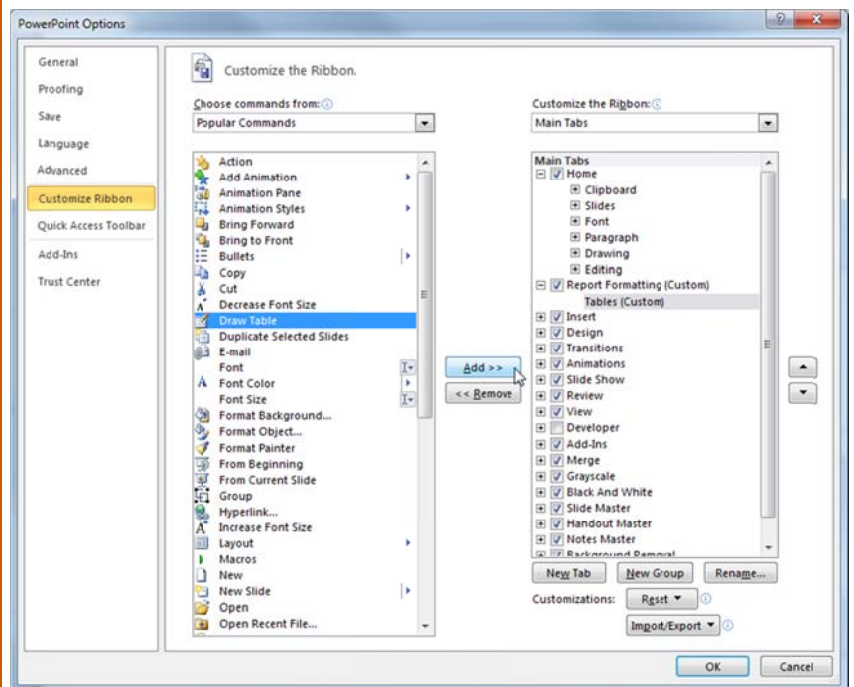
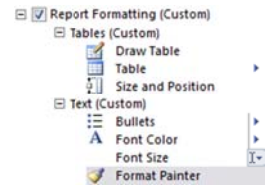


Keyboard Shortcuts

Open a new presentation	Ctrl + N
Save a file	Ctrl + S
Open a file	Ctrl + O
Print a presentation	Ctrl + P
Close PowerPoint	Alt + F4
Select all	Ctrl + A
Copy text	Ctrl + C
Cut text	Ctrl + X
Paste text	Ctrl + V
Find text	Ctrl + F
Align text to center	Ctrl + E
Align text to left	Ctrl + L
Align text to right	Ctrl + R
Justify text	Ctrl + J
Increase font size	Ctrl + Shift + .
Increase font size	Ctrl + Shift + ,
Undo last action	Ctrl + Z
Redo last action	Ctrl + Y
Check spelling or grammar	F7
Get help	F1
Start presentation from Slide 1	F5
Start presentation from current slide	Shift + F5
Next slide or animation	<ul style="list-style-type: none"> • N or Enter • Page Down • Right arrow • Down arrow • Spacebar
Previous slide or animation	<ul style="list-style-type: none"> • P • Page Up • Left arrow • Up arrow • Backspace
Go to a particular slide	<number> + Enter

Creating Your Own Tabs

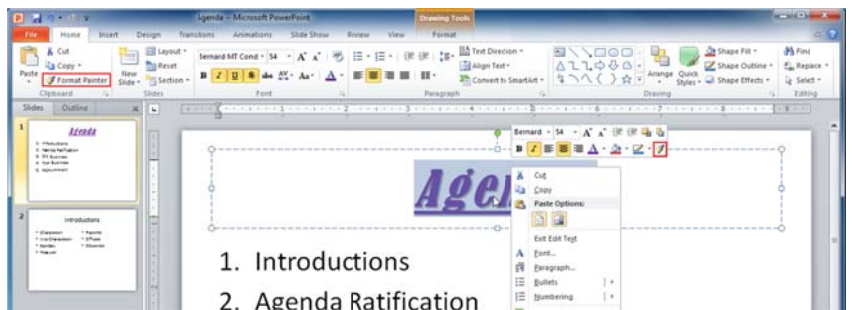
1. Click File – Options.
2. Click Customize Ribbon.
3. Click New Tab.
4. Click Rename.
5. Name the tab and click OK.
6. Click New Group.
7. Choose an icon, name the group, and click OK.
8. Add commands to the group.
9. Repeat steps 6 – 8 to add all desired commands.
10. Click OK in the PowerPoint Options dialog.



Using the Format Painter

The Format Painter allows you to copy formatting from one object and apply it to another object. To start, select the text with the formatting that you want to copy. Then, click the Format Painter icon on the Home tab or on the mini toolbar:

Go to first slide	Home
Go to last slide	End
End slide show	Esc
Display black screen	B
Display white screen	W



Now, select the text that you want to apply the formatting to:

Formatting Text Boxes

- When the text box is selected, you can use the **Drawing Tools – Format tab** to modify your text box.
- You can click a **pre-formatted style** in the Shape Styles group or click the More arrow and choose from the gallery:
- You can also use the **Fill, Outline, and Effects menus** to change those individual aspects of the text box.
- To apply special effects to the text in the box, use the pre-formatted styles or the individual menus in the **WordArt Styles group** of the Drawing Tools – Format tab.

