

DESKTOP TIPS

Tips from the following Source (PDF Download):

[Windows 7 Tips and Tricks](#)

Shake things up. Windows 7 Aero® Shake clears the inactive windows from your desktop. Rest your mouse pointer over the window title bar, click, and shake the window from side to side. Repeat the procedure to shake everything back into view.

Windows 7 Aero Peek. Click the small rectangle in the lower-right corner (or Windows logo key + SPACEBAR) to peek at the icons and gadgets on your desktop.

Get a grip on your gadgets: With Windows 7, gadgets are easier to manage and use. Position them anywhere on the desktop, and resize them to your heart's content. They'll snap in place at the edge of the screen. To change gadget options, right-click on the desktop and select **Gadgets**. (*EXPLAIN/SHOW Gadgets*)

Favorite pin-ups. Pin the folders you use most onto your taskbar. Simply hold your mouse over the folder, right-click, and drag the folder onto the taskbar for easy access.

Clean up your taskbar. Just right-click any icon on the taskbar, and click Unpin this program from the taskbar.

Access icons from the taskbar. Drag your icons to the taskbar in the order you desire. Open the first five icons by pressing the Windows logo key + 1, + 2, and so on.

Dock those windows. To dock your window on half the screen, drag the window to the left or right. When the cursor reaches the edge of the screen, the window will snap to half the size of the screen. Or, press Windows logo key + LEFT ARROW or Windows logo key + RIGHT ARROW.

Using more than one monitor? When you work with more than one monitor, use the keyboard shortcuts, Windows logo key + SHIFT + LEFT ARROW, or Windows logo key + SHIFT + RIGHT ARROW to move windows from one monitor to another.

Come to order. To auto-arrange your desktop icons according to your default settings, press and hold the F5 key. Windows 7 immediately restores order.

It's a stick-up. Put your sticky notes right on your Windows 7 desktop. On the **Start** menu, click **All Programs > Accessories > Sticky Notes**. Right-click the note to change its color, or click the PLUS SIGN to create another note. Add shortcut to Startup to open at Boot

Kill the clutter. Press Windows logo key + HOME to minimize all inactive windows. Press Windows logo key + HOME again to restore the windows when you want them.

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Crunch numbers any way you want. Use Windows 7 Calculator to calculate in Standard, Scientific, Programmer, and Statistics modes. You can even convert temperature, weight, area, time, and more.

Open a window. To open another window of the same program (if more than one instance of the program can be run), hold SHIFT and click the taskbar icon, or click the middle button on your mouse.

Get a sneak peek. Rest your mouse pointer on a taskbar program icon to peek at documents. For a large-scale view of a document, rest the pointer over the file's thumbnail preview.

Take a closer look. The Windows 7 magnifier lets you zoom in on any area of your desktop and define a scale factor of magnification. On the **Start** menu, type **Magnifier** in the search box, click **Magnifier** under **Programs**, and dock the magnifying glass to a particular area of your screen. Move your mouse to magnify different sections of the screen.

SEARCH TIPS

Search results as you type. The Instant Search box in Windows® Internet Explorer® 8 returns search results in real time as you type. And the search results can include pictures and rich text, so it's even easier to find what you're looking for.

Find anything. Finding anything on your PC and external hard disk drives is easy—from programs and documents to songs. Simply open the **Start** menu and type in the search box. Select what you want from the list of instant search results.

Instant recall. Quickly find that file you worked on last week. Rest your mouse pointer over a program name, or right-click an icon on the taskbar—a Windows 7 Jump List appears, displaying the documents you used most recently and most often.

Highlight search queries. Windows 7 Search results highlight words from your query within snippets of file content or the file path so you can find the best results more easily.

DESKTOP TIPS

More Tips from the following source:

[7 Windows 7 Tips and Tricks](#)

Open Windows Explorer faster

Are you still mousing over to a Windows Explorer icon or double-clicking on My Computer to browse your files? Try pressing **Windows Logo+E** instead, to instantly launch Windows Explorer.

Enable underlining of keyboard shortcuts

Windows has many menu shortcut keys, but they're hidden by default. To enable the underlining of the shortcuts, go to Control Panel > Ease of Access Center > Change how your keyboard works. Click on the box next to "Underline keyboard shortcuts and access keys," then hit the OK or Apply button to save

Lock Windows quickly

Whether you're at the office, library, or cafe, it's always a good idea to lock Windows before you step away. To lock Windows quickly, press **Windows Logo+L**.

Show hidden files, folders, and drives

To view files, folders, and drives that Windows hides, open the Windows search box (Windows Logo) and type **folder**. Next, select Folder Options from the search list and navigate to the View tab. Under Hidden files and folders, check the box next to "Show hidden files, folders, and drives."

Also used for Show File Extension

More Tips

Source: <http://www.howtogeek.com/howto/5391/175-windows-7-tweaks-tips-and-how-to-articles/>

Right Click on Item to Send To

Hold down the Shift key while right-clicking on the icon, and then try the Send To menu... all sorts of extra options!

Source: <http://blogs.msdn.com/b/tims/archive/2009/01/12/the-bumper-list-of-windows-7-secrets.aspx>

Display Projection. Had enough of messing around with weird and wonderful OEM display driver utilities to get your notebook display onto an external projector? In that case, you'll be pleased to know that projection is really quick and simple with Windows 7. Just hit **Win+P**, and you'll be rewarded by the following pop-up window:



DESKTOP TIPS

Themes

Right click on the desktop and left click on Personalize

Select your new theme by clicking on it

Get more themes online

Show how

Hidden Themes

For other countries located in: <C:\Windows\Globalization\MCT>

GodMode

Create a new folder

Rename the folder by right clicking on it and select Rename

Rename the folder to this: GodMode.{ED7BA470-8E54-465E-825C-99712043E01C}

Used to access all of the operating system's control panels from within a single folder

Source: <http://lifehacker.com/5543354/the-cleverest-geeky-windows-tricks-everyone-should-know>

Undo an Accidental File Move or Deletion with the Keyboard

Have you ever tried to select a bunch of files while holding the Ctrl key, and then accidentally copied all of them because you slightly moved your mouse? Maybe you just deleted a file and don't feel like hunting it down in the Recycle bin. In either case, you can use the Ctrl+Z shortcut key to immediately reverse whatever you didn't mean to do.

Click on the Internet Explorer icon on the taskbar, keep holding, and move your cursor up. A menu with options will pop-up. (it works with all the icons on the taskbar)

Built in File Backup

Click Start and search for Backup

Select Backup and Restore

Click Setup Backup

Choose where to save the backup and which files and folders to backup (or let Windows choose)

Adjust the schedule or leave at the default which is every Sunday at 7pm

Antivirus and Antimalware

Symantec Endpoint Pro \$12.99 new or \$6.99 renewal

or

Microsoft Security Essentials (free)

AND

Malwarebytes AntiMalware (Free light version for malware removal)

DESKTOP TIPS

Dropbox, Microsoft Sync and Google Drive

Free Cloud Storage

Web access and sync from work to home/desktop to laptop etc

Yet More Tips

Source:

<http://windowsvj.com/wpblog/downloads/Windows%207%20%20Tips%20&%20Trics%20%5bVasu%20Jain%5d.pdf>

ON Screen Keyboard

Windows Key + R then type OSK

Useful for entering passwords for banking etc (avoids malware and keyloggers)

Twenty Windows 7 Keyboard Shortcuts

From Desktop

- · Windows Key + Tab = Aero [press Tab to cycle between Windows]
- · Windows Key + E = Windows Explorer is launched.
- · Windows Key + R = Run Command is launched.
- · Windows Key + F = Search (which is there in previous Windows versions too)
- · Windows Key + X = Mobility Center
- · Windows Key + L = Lock Computer (It is there from the earlier versions as well)
- · Windows Key + U = Ease of Access
- · Windows Key + P = Projector
- · Windows Key + T = Cycle Super Taskbar Items
- · Windows Key + S = OneNote Screen Clipping Tool [requires OneNote]
- · Windows Key + M = Minimize All Windows
- · Windows Key + D = Show/Hide Desktop
- · Windows Key + Up = Maximize Current Window
- · Windows Key + Down = Restore Down / Minimize Current Windows
- · Windows Key + Left = Tile Current Window to the Left
- · Windows Key + Right = Tile Current Windows to the Right [Continue pressing the Left and Right keys to rotate the window as well]
- · Windows Key + # = Quicklaunch
- · Windows Key + = = Magnifier

From Windows Explorer

- · Alt + Up = Go up one level
- · Alt + Left/ Right = Back/ Forward