

Chapter 1 : In Easy Steps Microsoft Windows - In Easy Steps

This is a great book for Vista users. My laptop's performance is greatly improved after using just a few of the suggestions. The book is written clearly and the stepwise instructions are easily followed and also make it easy to undo anything that does not work for you.

Select and Focus Taskbar Applications To select and focus applications in the taskbar, hold down the Windows key, press T, and use the arrow keys or type T repeatedly. This lets you scroll through the pinned applications without ever touching your mouse. **Tile Windows** With Windows 7 came Aero Snap, or the ability to maximize a window by dragging it to the side of the screen. But what if you want to easily tile your windows? **Manage Your Applications** To open a new window of the same application for example, to open a new Chrome window or a second Desktop folder, hold the Shift key, the Window key and then a number from one to nine. If you want to page through the open windows, press Control, Window, and a number, from one to nine. But if you want to pin a different item like a file or folder, follow these easy steps. **Open a Command Prompt** To access the open a command option, hold down the Shift key and right-click a folder. This tip only works for Windows 7 or Vista. To do this on Windows XP, you must use a registry hack. Hold down Shift, right-click the folder and select the "Send To" menu. This lets you access a whole new set of file locations, so you can quickly re-locate a folder without the hassle. You can then drag and drop new folder locations to the Send To folder. From here, type in the name of any application and hit Enter. You can also enter a URL directly into this field to open up any webpage. **Create a Zip Folder** A zip folder is the quickest way to transport a large selection of files. To create a zip folder, right click a regular file folder and select the "Send To" option. The "Compressed zipped Folder" option will compress your folder and make it easier to upload the files in one fell swoop. **Windows** Have you ever wondered how to pin a file folder to your Windows taskbar? Or, how to access the secret "Send To" menu? There are a few hidden Windows tips, tricks and keyboard shortcuts that will make your workflow smoother and quicker, without a whole lot of effort on your part. The majority of the tricks apply to Windows 7, with the few exceptions noted on specific slides. Let us know in the comments section below.

Windows Vista Tips & Tricks: In Easy Steps by Stuart Yarnold Windows Vista can be extremely frustrating at times. Often, it will simply refuse to do simple tasks, or do things that it wasn't asked to do.

From the return of the Start menu to the new Edge browser , Windows 10 can take some getting used to. Customize the Start Menu The return of the Start menu has to be the most anticipated addition to Windows 10, at least for those of you using Windows 8. Resize the Start Menu You can resize the Start menu, making it so that it only takes up a small corner of your screen, or as large as your entire desktop. Just drag from the corners. To move a Tile, simply click, hold, and drag it. To resize a Tile, right-click on it, then choose a size from the "Resize" option. Simply click on the "Power" entry in the Start menu to access these options. Access All Your Apps in the Start Menu Possibly the best thing about having the Start menu back is the ability to access all your apps from it—just click the "All apps" option to see them in an alphabetical list. Pin Items to the Start Menu While having a full app list is great, it can be a pain to scroll through if you find yourself constantly opening the same few apps over and over. To make them easier to access, simply right-click on them, then choose the "Pin to Start" option to have placed as a Tile. This can also be done with folders and documents from File Explorer. From there, select the Colors option to change the background color of your Start menu. Head to the Start tab to adjust even more options, like hiding most used and recently added apps, as well as the folders that appear and more. Quick Actions Toggles There are a handful of toggles for common functions that are easily accessible without having to delve into the Control panel or Settings. Access the Quick Actions Menu To access the quick actions menu, simply click the Action Center icon in your notification area, which looks a lot like a chat bubble icon. From there, just click any icon to quickly adjust any of its settings. Now scroll down to the Hey Cortana option, enable it, and click the "Learn my voice" button to begin setup. Save Locations for Cortana Like other voice assistants, Cortana works best when she has some information about you. A good place to start would be to set up common locations so that you get better directions and traffic info. To add addresses such as home, work, and your other favorite places, head to the Notebook menu and click "About Me" again. Get Directions with Cortana This is where having set locations will come into play. You can ask conversational questions like "Get me to the nearest coffee shop," or "How far is it to Chicago," so location-based searching is rather easy. Have Fun with Voice Commands Being a voice assistant means you can literally talk to Cortana, and ask her some funny and useful things. Have her set reminders, control music, open an app, or tell you a joke. We have a great list of commands to get you going right here. Desktop Control Windows 10 handles multiple desktops beautifully, once you know how to set them up and switch between them. Switch Between Desktops Just click the task view button, then click any of the thumbnails at the bottom of the screen to switch to an open desktop. Closing your desktops out is equally simple—just click the task view button, then hover your mouse pointer over one of the desktop thumbnails and click the "X" button. Window Control The window "Snap" feature was introduced in Windows 7, but now has a few new tricks up its sleeve with the ability to easily maximize windows, snap windows into corners, and a new "Snap Assist" feature. Maximize Any Window First, if you want to quickly maximize any window, just click and hold the title bar, then drag it all the way to the top edge of your screen. As soon as you let go of your mouse, the window will be maximized. Use Snap Assist for Split-Screen View To open two windows in a perfect split-screen view, start by dragging the first window to either the left or right edge of your screen. When you release your mouse button, the window will automatically be sized to fit exactly one half of your screen, then Snap Assist will populate the opposite half of your display with thumbnails of any other windows you currently have open. Start using it by typing something you would typically ask Cortana into the search bar at the top of Edge. After your request is completely typed in, a Cortana window with your results will appear underneath it in blue. You can quickly take notes, write, highlight, and even type directly on a website. When you click on the Edit icon at the top right, a purple bar will appear, with tools to draw, highlight, erase, make notes, take screenshots, and share. Use Reader Mode in Edge Seeing a page littered with ads, related stories and pictures, and videos can be a big distraction. Luckily,

Edge comes with a Reading view that strips all that crap away, leaving behind a clean page with just the important stuff. Share Links Easier in Edge As long as you have the corresponding apps installed, you can easily share links to them using the Share button located to the right of the address bar. Once enabled, you can control the flashing text cursor or caret and copy and paste text, as well as open links, without having to use your mouse or trackpad. Disable caret browsing by hitting F7 again. Easy Tab Management in Edge Right-click on any tab to see options to open recently closed tabs, close tabs to the right of the tab you selected, refresh all tabs, duplicate the tab you selected, and move the selected tab to a new window. When you click one of the menu options near the top of the screen File, Home, Share, or View , this new menu will appear. Once search results have populated, click the Search tab near the top of the screen to expose more options in a ribbon menu. Simply go to the View ribbon menu, then click the Navigation Pane option. Get Back Precious Hard Drive Space When you upgrade from an older version of Windows to Windows 10, a good chunk of your disk space is used to keep old system information on-hand, in case you decide to revert back. But, if you value disk space over easy rollbacks, you can claim around 20 GB back simply by removing these old files. Change the Login Screen Background Windows 10 sports a spiffy new Login screen with its "Hero" background, but annoyingly, without a way to change the background. But with the help of a third-party app, you can very easily change the background to a color or picture of your choosing and remove your account picture for a sleeker look. Use the Hidden Screen Recorder App Windows 10 comes with the Xbox app, and within that is a screen recorder function that you can use in other apps. As long as you have the OneDrive app, all connected devices can share data. Check out our followup guide with 15 more tips and tricks you need to know to master Windows Got any tips not covered?

Chapter 3 : TechNet Windows 10 New Clicks

Issuu is a digital publishing platform that makes it simple to publish magazines, catalogs, newspapers, books, and more online. Easily share your publications and get them in front of Issuu's.

Check new design of our homepage! The entire look of the OS has changed from Windows XP, as a result there are some things that are available, but might seem difficult for you to find. In this article, we give you some tips on getting the most out of Vista. Techspirited Staff Microsoft took five long years to release a new operating system after XP. Thankfully, in those 5 years, a lot of changes were made to XP, and Vista came with a new look, and many new features, including a newly designed GUI and animations, a new search option, an option to write to DVDs without the need for specialized software, and much more. As things were changed around, many people found it difficult to locate things that they had been using for years. In the following points, we give you tips that will help you get accustomed to this new OS relatively quickly. For any activations after that, you need to contact customer service. Click on the spherical orb to access the Start Menu. You can use the Search Box to search for documents and programs. Hot keys, however, no longer function with the Start Menu. If you want to increase text size to make viewing easier, go to Control Panel. You will see a Search Box at the top right. If you work across different time zones, you will find this feature helpful. Now, configure clocks from the time zones you want. You can configure clocks for two time zones. To see them, mouse-over on the Taskbar clock. Share files and collaborate on work with your colleagues with Windows Meeting Space. Up to eight people can participate in a session. Click on the right-pointing green arrow to start the meeting. Windows Vista has a pretty good Speech Recognition application. Now you are all set to give your computer instructions vocally. There is also a handwriting recognition tool that has a higher level of accuracy than previous versions and which you can use if you have a Tablet PC or use a drawing tablet. Windows Vista will index, sort, and search your handwritten text. Flick your pen up to scroll up, and flick it down to scroll down. Vista has a Virtual Folder search feature. Create a Virtual Folder of any term you search most often and the Virtual Folder will automatically save all the information pertaining to this term that is added to the system. This is of immense help in organizing and accessing important data. You can automate the process with the Backup Wizard and even program it to carry out future backups. Keep in mind though that you can only back up your files and folders; for restoring system files, you have to reinstall. Vista allows you to take not just a screenshot but a snipshot of the screen as well. Access the Snipping Tool by using the Start Search box. With the Snipping Tool, you can select any part of the screen you want, capture it and either save it or forward it to someone as an email. Windows Vista comes with an Anytime Upgrade feature so you can, obviously, upgrade your software anytime you like. Windows Vista is certainly a huge improvement over XP. With the amount of new features added, one can just wonder what is in store for us when Microsoft decides to go one ahead of Vista.

Chapter 4 : In Easy Steps Operating Systems - In Easy Steps

With a little hand holding, we can make your Vista experience smoother (and more beguiling) than ever. Here are tips and tricks to get the most out of Windows Vista. â€” Next: Start-up & Security.

Chapter 5 : Vista Articles - How-To Geek

^ The expected delivery time period after the order has been dispatched via your chosen delivery method. + All our estimates are based on business days and assume that shipping and delivery don't occur on holidays and weekends. # Express is not available on all items. ~ Please note this service does.

Chapter 6 : Windows Vista Tips and Tricks in Easy Steps (In Easy Steps Series) by Eduardo V Boyd - Issuu

Windows 10 for Seniors in easy steps, 2nd Edition, and Windows 10 Tips, Tricks & Shortcuts in easy steps, 2nd Edition - SPECIAL OFFER Price: £ More Details.

Chapter 7 : Windows Tips :: Gadget Hacks » Tips, tricks, shortcuts, & hacks for Microsoft Windows

Windows Vista Tips and Tricks in Easy Steps (In Easy Steps) You will also familiarize yourself with Windows Vista most important tips and calendrierdelascience.com to read as well.

Chapter 8 : calendrierdelascience.com: Windows 10 Tutorials

Windows Vista can be extremely frustrating at times. Often, it will simply refuse to do simple tasks, or do things that it wasn't asked to do. "Windows Vista Tips and Tricks in Easy Steps" takes all the most common problems that users experience and addresses them in one easy-to-understand reference source.

Chapter 9 : Windows Vista Tips, Tricks and Tweaks

Windows Vista Tips and Tricks in Easy Steps takes all the most common problems that users experience and addresses them in one easy-to-understand reference source. Want to get rid of those irritating Balloon Tips?