Microsoft Windows
Quick Reference Guide

Microsoft

About This Guide

This guide is designed for you to use as a quick reference after you have learned to use Microsoft® Windows. If you are a new user of Windows, read through the beginning chapters of the *Microsoft Windows User's Guide*. Once you are familiar with the basic procedures for using Windows, use this guide to refresh your memory about how to do particular tasks.

This guide is divided into two parts: "Using the Keyboard with Windows" and "Using the Mouse with Windows." Each part lists procedures for starting Windows, running applications, selecting menus, choosing commands, working with dialog boxes, moving and sizing windows and icons, quitting an application, and ending your Windows session using either the keyboard or the mouse.

Using the Keyboard with Windows

Starting Windows

To start Microsoft® Windows on a system with two floppy-disk drives, follow these steps:

1. Put the Windows startup disk in drive A.
2. Put the Windows system disk in drive B.
3. Turn on your computer (or reboot it).
4. Type the date and time if you are prompted.
5. Type *win*.
6. Press the ENTER key.

To start Windows from a hard disk, follow these steps:

1. Turn on your computer.
2. Type the date and time if you are prompted. Change to the directory containing Windows files. (If this directory is in your PATH variable, you can start Windows from any directory.)
3. Type *win*.
4. Press the ENTER key.

Ending Your Windows Session

To end your Windows session, follow these steps:

1. Press ALT+ESCAPE or ALT+TAB to move to the MS-DOS® Executive window.
2. Press ALT, then S to select the Special menu.
3. Press E or the ENTER key to choose the End Session command.
4. Press the ENTER key to choose the OK button.

Starting Applications

You start applications from the MS-DOS Executive window.

To start an application on a two-drive system, follow these steps:

1. Put the disk containing the application into drive A.
2. Press CONTROL+A to display the directory of the disk in drive A.
3. Use the DIRECTION keys to select the application you want.
4. Press the ENTER key to start the application. Or, press SHIFT+ENTER to start the application as an icon.

To start an application from a hard disk, follow these steps:

1. Change to the directory containing the application.
2. Use the DIRECTION keys to select the application you want.
3. Press the ENTER key to start the application. Or, press SHIFT+ENTER to start the application as an icon.

Quitting Applications

To quit a Windows application, do the following:

■ Use the application's exit or quit command.

If the application does not have an exit or quit command, use the Control menu's Close command:

1. Press ALT, SPACEBAR to select the application's Control menu.
2. Press C to choose the Close command.

To quit a standard application, use whatever command the application uses to exit.

Selecting Windows or Icons

To select a window or icon, follow this step:

■ Press ALT + ESCAPE or ALT + TAB.
Selecting an icon with ALT + TAB restores it to its former size.

Choosing Commands

You can use the basic keyboard method to choose commands in any Windows application:

1 Press ALT, RIGHT (or LEFT) to select a menu name.
2 Press the ENTER key to display the menu.
3 Press the DOWN or UP keys to move to the command you want.
4 Press the ENTER key to choose the command.

If the application shows underlined letters in the menu names, use the direct-access method to choose commands:

1 Press the ALT key and then the underlined letter in the menu name to select the menu.
2 Press the underlined letter in the command name to choose the command.

To choose a command from the Control menu, do the following:

1 Press ALT, SPACEBAR to select the Control menu.
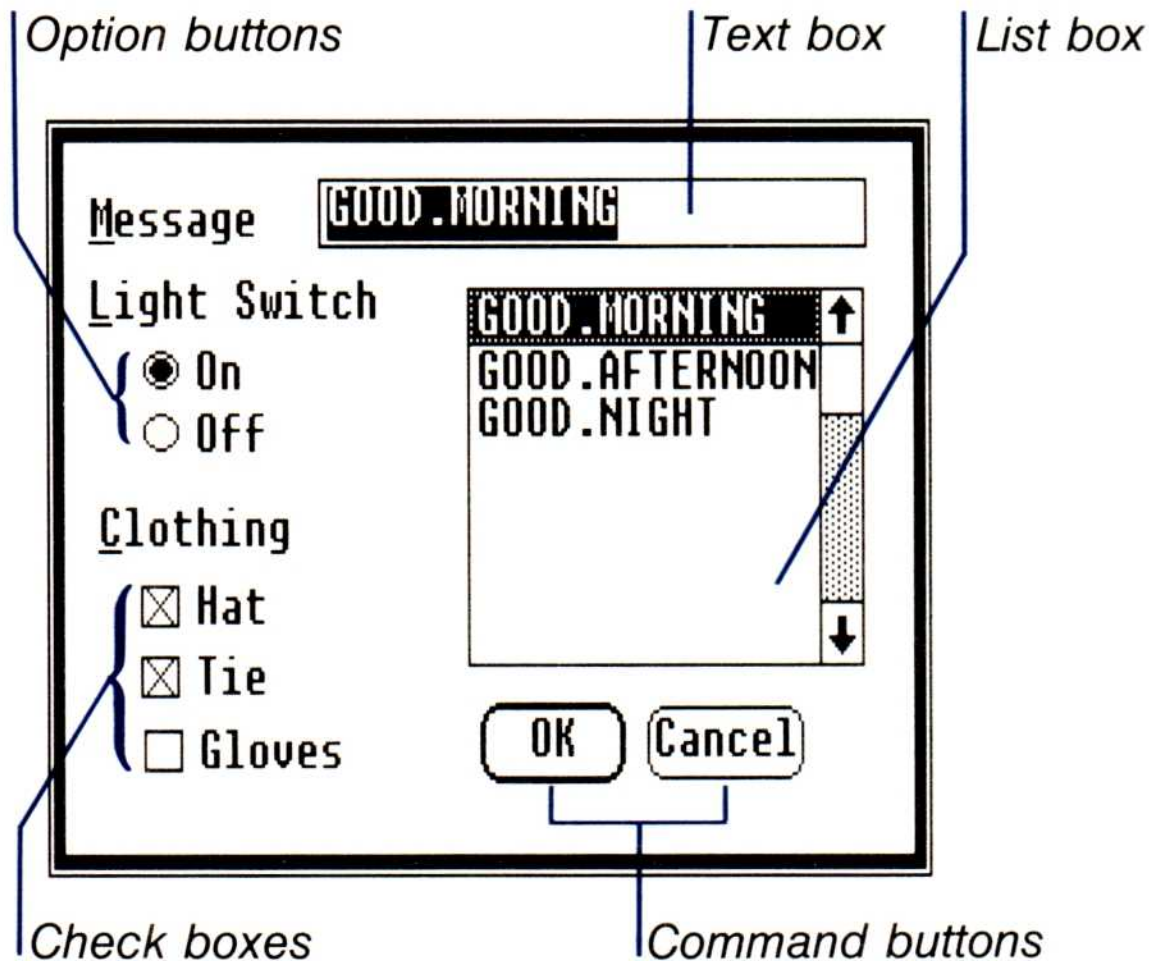2 Press the underlined letter in the command you want to choose.

Canceling Menus

To cancel a menu, do the following:

■ Press the ESCAPE key.

Using Dialog Boxes

A dialog box appears when an application needs information from you to carry out a command.

| Option buttons | Text box | List box |

```
  Message  [GOOD.MORNING]

  Light Switch   ┌─GOOD.MORNING──┐ ↑
    ◉ On         │ GOOD.AFTERNOON│
    ○ Off        │ GOOD.NIGHT    │
                 │               │ ▓
  Clothing       │               │
    ⊠ Hat        │               │
    ⊠ Tie        └───────────────┘ ↓
    □ Gloves      ( OK )  (Cancel)
```

Check boxes   Command buttons

Dialog boxes contain different kinds of items, depending on what kind of information is needed:

- You type text in a **text box**.
- You select one item from a **list box**.
- You can choose more than one box from a group of **check boxes**.
- You choose only one button from a group of **option buttons**.
- **Command buttons** carry out commands.

To select an item, you first need to move to the group containing it. You can use the basic keyboard method to move within any Windows dialog box:

1 Press the TAB key to move to the item.

2 If you need to move within a group of options, use the DIRECTION keys.

3 Moving to an item usually selects it. If not, press the SPACEBAR.

If your application shows underlined letters in dialog-box names, you can use the direct-access method:

1 To move to an item, press and hold down the ALT key, then press the underlined letter in the item name and release the ALT key.

2 Moving to an item usually selects it. If not, press the SPACEBAR.

Sizing Windows

To use the Size command to adjust a window's size, follow these steps:

1 Press ALT + ESCAPE or ALT + TAB to select a window.

2 Press ALT, SPACEBAR to display the Control menu.

3 Press S to choose the Size command.

4 Use the DIRECTION keys to select the border you want to move. Pressing the next DIRECTION key moves that border in that direction.

5 Press the ENTER key to size the window.

Moving Windows and Icons

To move a window or an icon, follow these steps:

1 Press ALT + ESCAPE or ALT + TAB to select a window or icon.

2 Press ALT, SPACEBAR to select the Control menu.

3 Press M to select the Move command.

4 Use the DIRECTION keys to move the four-headed arrow to where you want to move the window or icon.

5 Press the ENTER key to move the window or icon.

Shrinking Windows to Icons

Follow these steps to shrink a window to an icon:

1 Press ALT + ESCAPE or ALT + TAB to select a window.

2 Press ALT, SPACEBAR to select the Control menu.

3 Press N to choose the Minimize command.

Enlarging Windows to Maximum Size

To enlarge a window to its maximum size, follow these steps:

1. Press ALT + ESCAPE or ALT + TAB to select a window.
2. Press ALT, SPACEBAR to select the Control menu.
3. Press X to choose the Maximize command.

Restoring Icons or Windows

To restore a window or icon, follow these steps:

1. Press ALT + ESCAPE or ALT + TAB to select an icon or a window. Selecting an icon with ALT + TAB automatically restores it.
2. Press ALT, SPACEBAR to select the Control menu.
3. Press R to choose the Restore command.

Note   For essential information on running standard applications not written especially for Microsoft Windows, see the *Microsoft Windows User's Guide.*

Using the Mouse with Windows

Starting Windows

To start Microsoft Windows on a system with two floppy-disk drives, follow these steps:

1. Put the Windows startup disk in drive A.
2. Put the Windows system disk in drive B.
3. Turn on your computer (or reboot it).
4. Type the date and time if you are prompted.
5. Type *win*.
6. Press the ENTER key.

To start Windows from a hard disk, follow these steps:

1. Turn on your computer.
2. Type the date and time if you are prompted. Change to the directory containing Windows files. (If this directory is in your PATH variable, you can start Windows from any directory.)
3. Type *win*.
4. Press the ENTER key.

Ending Your Windows Session

To end your Windows session, follow these steps:

1. Select the Special menu in the MS-DOS Executive window.
2. Choose the End Session command.
3. Click the OK button in the dialog box.

Starting an Application

To start an application on a two-drive system, follow these steps:

1. Put the disk containing the application into drive A.
2. Click the drive A icon to display the directory of the disk in drive A.
3. Double-click the application to start it. Or, press and hold down the SHIFT key and double-click the application to start it as an icon. Release the SHIFT key.

To start an application from a hard disk, follow these steps:

1. Change to the directory containing the application.
2. Double-click the application to start it. Or, press and hold down the SHIFT key and double-click the application to start it as an icon. Release the SHIFT key.

Quitting an Application

To quit a Windows application, do the following:

- Use the application's exit or quit command.

If the application does not have an exit or quit command, do the following:

- Double-click the application's Control-menu box.

To quit a standard application, use whatever command the application uses to exit.

Choosing Commands

To choose a command from a menu, do the following:

1. Click the menu you want to select.
2. Click the command you want to choose.

To choose a command from the Control menu, follow these steps:

☑ Click the Control-menu box.

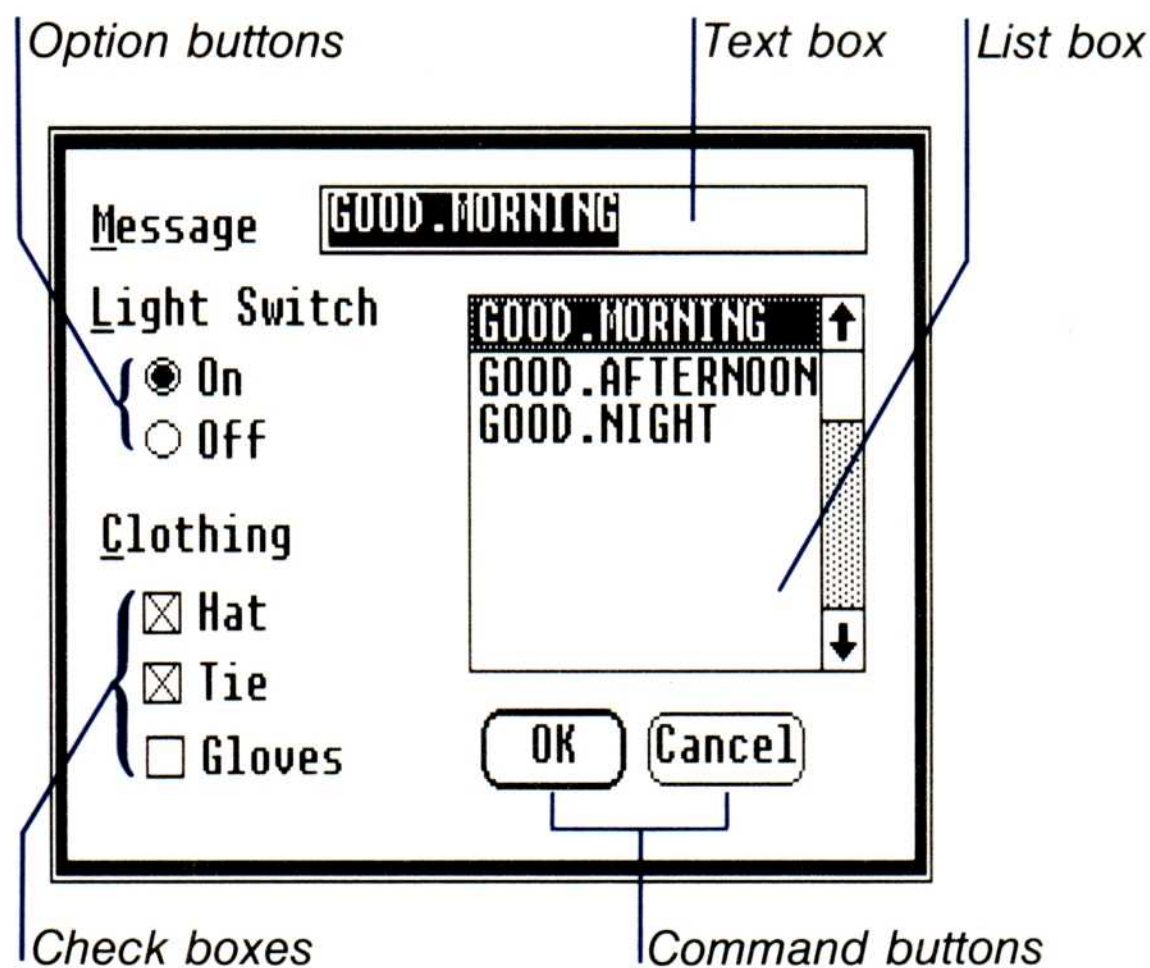☑ Click the command you want to choose.

Canceling Menus

To cancel a menu, do the following:

◾ Click a blank area outside the menu.

Using Dialog Boxes

A dialog box appears when an application needs information from you to carry out a command.

Option buttons   Text box   List box

```
Message    GOOD.MORNING

Light Switch    GOOD.MORNING    ↑
 ◉ On           GOOD.AFTERNOON
 ○ Off          GOOD.NIGHT

Clothing
 ⊠ Hat
 ⊠ Tie                          ↓
 ☐ Gloves    ( OK ) (Cancel)
```

Check boxes   Command buttons

Dialog boxes contain different kinds of items, depending on what kind of information is needed:

◾ You type text in a **text box**.

◾ You select one item from a **list box**.

◾ You can choose more than one box from a group of **check boxes**.

◾ You only choose one button from a group of **option buttons**.

◾ **Command buttons** carry out commands.

To select an item in a dialog box, do the following:

▪ Click the item.

Sizing Windows

To change a window's size, follow these steps:

1 Point to a window border — either an edge or a corner.
2 Drag the border to a new location.
3 Release the mouse button.

Moving Windows

To move a window, follow these steps:

1 Point to the window's title bar.
2 Drag the window to the new location.
3 Release the mouse button.

Moving Icons

To move an icon, follow these steps:

1 Point to the icon.
2 Drag the icon to the new location.
3 Release the mouse button.

Shrinking Windows to Icons

To shrink a window to an icon, do the following:

▪ Click the Minimize box in the upper-right corner of the screen.

Enlarging Windows to Maximum Size

To enlarge a window to its maximum size, do the following:

■ Click the Maximize box in the upper-right corner of the window.

Restoring Windows

To restore a window to its previous size, do the following:

■ Click the Restore box in the upper-right corner of the window.

Restoring Icons

To restore an icon, do the following:

■ Double-click the icon.

Note For essential information on running standard applications not written especially for Microsoft Windows, see the *Microsoft Windows User's Guide.*

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