Windows Shortcuts
Work Faster and Smarter
The /root/ of the problem

C:\

- Windows
- Program Files
- Documents and Setting
Explore!
Windows Folder
(important for fonts)
Program Files Folder
(applications)

Internet Explorer
Microsoft Office
iTunes
Docs and Settings
(home)

Documents and Settings

User Name

Desktop
My Documents
Favorites
The Big Picture

C:\

Docs and Settings
  - Desktop
  - My Documents
  - Favorites

Program Files
  - Office
  - Internet Explorer
  - iTunes

WIndows
  - Fonts
  - System
  - Tasks
Manage Shortcuts

Alt + Click and Drag
Right Click and Drag
Quicklaunch

Rt-click start button>properties>taskbar
Taskbar
Taskmanager/Lock and Unlock
Your Screen

- **Resolution** – Measurement of screen real estate
  - 640 x 480
  - 800 x 600
  - 1024 x 768

- **Color Depth**
  - 256 colors
  - 16 bit color
  - 24 bit color
The other mouse button

- Desktop
  - Tidy-up your icons (arrange by > )
  - Check Screen Settings (properties)
    - Screensaver, Desktop Picture
  - Redraw Screen (refresh)
  - Organize ( new > folder)

- A folder
  - Cut, copy, paste
  - Rt-Click + Drag (Move, Copy, Make Shortcut)
The Views

- Thumbnail
- Can see preview
The Views

- Thumbnail
- Can see preview
The Views

- Icons
- Less clutter
The Views

- Tiles
- Icons beefed up
The Views

- Lists
- Less room needed
The Views

- List
- Can sort
The Views

- A keeper
- Tools > folder options > view
Custom desktop

- Personalized menus (Yuck!)
- Custom start items
- Classic versus XP Start Menu
  - My Computer Desktop or Start Menu
- Hide Inactive Icons
- Start up Items
  - Start>run>msconfig