The following tutorial is intended to show you some key features that will help you start using Windows 7 quickly and effectively.

**Windows Snap**

Drag the window either to the top of the screen to maximize, or to either side to align vertically. You will see an outline preview of the window.

**Peek at Desktop (Show Desktop)**

This is the button on the bottom right-hand side of your desktop. If you click on the button, it will minimize all of your windows (same as show desktop in Windows XP). If you just hold the mouse pointer over it, it will show you a preview of your desktop.
This is an example before peeking at the desktop.

This is after previewing the desktop.
**Windows Shake**

This will make the window that you shake your top window and minimize all windows beneath it. Simply grab the active window, rotate your mouse in a circle a few times, and the bottom windows will be minimized. Doing this again will bring back the windows.

**Floating Windows**

To cycle through windows as they float on the screen, hold down the Windows key and toggle the tab key.

This will look like the following; the window you let off on will become your active window.
The preview thumbnails feature allows you to quickly switch to or preview open windows by giving you a preview. This is useful for open Internet Explorer tabs—if you have several open. The idea is that you can quickly switch to a desired window without having to click and move items around. The picture below is an example of preview. Note, I haven't clicked on anything—just move the pointer over the desired thumbnail.
Desktop Gadgets

This is what replaced the sidebar from Windows Vista.

Right click on your desktop and choose “Gadgets”

This will open a window containing built-in gadgets. Double click the desired gadget to open it.
The gadgets will begin to appear on your desktop. You can drag them around to move them to different locations on your desktop.

To close or change a gadget, hold the mouse pointer over top. Click the icon to change the settings of the gadget. For example, you will want to change the weather gadget to reflect your location.
Sticky Notes

Type “Sticky” into the search programs and files box, and click it to open.

From here you can add more Sticky Notes and change the color as necessary.

You can type quick notes in here that will remain even after restarting your computer.

To permanently save a sticky note, copy it to Microsoft Word, and save it as a .docx (or similar file format).

Do not rely solely on these notes for important information. Save such information to a word document that you can backup.
Snipping Tool

Take a screenshot of something on your computer.

This is a quick method used to capture an image of something on your computer screen. For more settings and the ability to crop/edit the image, invest in third party programs such as SnagIt and Camtasia. This “Snipping Tool” is a feature built-in to Windows for simple screen captures.

After selecting what you want to capture on your screen; it will open a “snippet” in a separate window. From here, there are some basic editing options. You can also choose to save the picture to your computer.
Show Clock/Calendar

Click on the clock/date at the bottom right-hand side of your desktop. This is useful if you do not want to close/rearrange other windows just to view a simple calendar. Note, this calendar is separate from your Microsoft Exchange/Outlook Calendar.
List of useful keyboard shortcuts

Ctrl = 

Alt = 

Super/Windows Key = 

Note, adding the shift key will do the opposite action for some keyboard shortcuts.

- Copy: Hold Ctrl and press C (Ctrl + C)
- Paste: Hold Ctrl and press V (Ctrl + V)
- Undo: Hold Ctrl and press Z (Ctrl + Z)
- Windows Start Menu: Hit the Super/Windows key. (Win key)
- Aero – Floating Windows: Hold Super/Windows key and toggle the Tab key. (Win + Tab)
- Aero – Snap: Hold the Super/Windows key and use the directional arrows. (Win + left, or right, or up, or down arrow).
- Address Bar – Internet Explorer/Firefox: Hold Alt and hit the D key. (Alt + D)
- Lock Windows: Hold the Super/Windows key and hit the L key. (Win + L)
- Windows Security – Change password: (Ctrl + Alt + Del)
- Projector Settings: Hold the Super/Windows key and hit the P key. (Win + P)