

How to Do Everything in Windows XP, Vista and 7

1. Right Click (Alternate Shortcut Menu)

When you **right-click** on a selection a “context sensitive” menu give you all of the allowed menu choices.

2. *Cut/Copy & Paste*

Use cut to move a file or folder or copy to copy and file or folder. The item will always remain on the clipboard even after you close the windows.

3. File Menu Bar (XP style)

This is the old XP style menu bar. In Vista/7, this default is turned off. You can turn it back on in **Organize>Layout** or press **Alt** to turn it on temporarily. The **Edit** or **File** menu selection allows you to do most file management function. Use **Edit>Move to Folder** or **Edit>Copy to Folder**.

4. *Tool Bar (Vista/7 New Organize Menu)*

In Vista/7 the new Organize Menu shows the most common file management functions. The XP task pane and tool bar is gone.

5. Drag & Drop

When dragging files within the same drive letter (C:) the default is moving the file. When dragging to a different drive letter (H:) like a flash drive, the default is a Copy rather than a Move. The original is always preserved.

Hint:

Open new window for the destination and drag and drop to an open white area. Use the right-click to open a new window.

6. *Right Click Drag & Drop*

This allows you to override the above **Drag & Drop defaults**. After you drag an item using the right mouse button, and optional menu let you choose your selection.

7. *Control Key and Keyboard Shortcuts*

Ctrl + X – delete selection to the clipboard

F2 – Delete Object

Ctrl + C – copy selection to the clipboard

Ctrl + Z– Undo–

Paste selection from clipboard

Ctrl + S – save current document

Ctrl + A – select all documents

Shift key – Contiguous selection or overrides the Copy default.

Ctrl key – Non contiguous selection or overrides the Move default.

Heman's Computer Axiom

- You can do just about everything with Copy/Cut and Paste.
- Drag and Drop is one method to perform Copy/Cut and Paste.
- Therefore, you can do just about everything with “Drag and Drop”.
- Right-click is another method to perform Copy/Cut and Paste plus everything you cannot do with “Drag and Drop”.
- Therefore, you can do everything with a “Right-click” of the mouse.

Right-Button is a Context Sensitive Menu.

What is “Context Sensitive”?

In Windows, the Menu Button is a shortcut method for performing the most often used task. A “context-sensitive menu” means that the menu is relevant to the object you click.

Note: The default is the one that is usually performed when you use the double-click. Choices that are not in the “context” are grayed out.

For example:

