# 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 that 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.

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# **Heman's Computer Axiom**

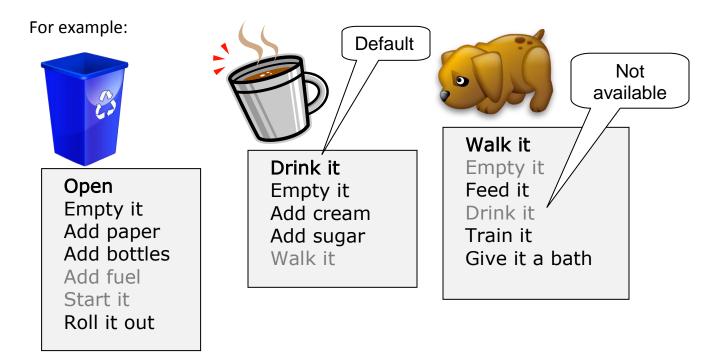
- You can do just about everything with Copy/Cut and Paste.
- Drag and Drop is one method to perform Copy/Cut and Paste.
- Therefore, you can do just about everything with "Drag and Drop".
- Right-click is another method to perform Copy/Cut and Paste plus everything you cannot do with "Drag and Drop".
- 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 our not in the "context" are grayed out.



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