Tips and Tricks for Windows 7 and Office 2013

The Internet is full of tips and tricks so feel free to explore your new operating system and use the web as a resource. We have included useful information below including videos, PDFs, and web links to assist in your exploration and research.

Shake Clutter Away – Sometimes you have a lot of windows open, you just want to minimize them as quick as possible. Instead of minimizing each window which will take time, there is an easy trick you can do with your mouse. Hold on to the title bar of the window you are currently using, give your mouse a little shake and all the other windows will minimize. To clear your desktop, simply click on the bottom right hand area beside the clock.

Easy Favorites Access – You can put a "favorites" folder on Windows Explorer by simply dragging the folder and dropping it on your favorites menu. It will stay there unless you remove it.

Quick Display Change – Let's say you are doing a presentation and need to change your display from your laptop to a projector screen. You can do this by simply pressing the Windows key and letter P at the same time. You will be able to choose settings you want.

Adjust Screen Settings – Go to the Start Search, type DCCW and hit enter. This opens the Display Color Calibration Wizard where you can adjust brightness, contrast and color settings.

Don't Get Lost in Time – this is useful if you are working with people from different time zones, double click on your clock to launch the Date and Time Settings. Go to Additional Clocks to set up clocks for other time zones. The additional clocks will be added to your taskbar time.

Searching Windows 7 – Using Windows 7 to search for files and folders can save you a huge amount of time. All you need to do is click the Start button and type the name of the file or folder you are searching for into the Start Search box.

Please use these useful links to explore further.

Official Windows 7 User Guide from Microsoft

http://www.microsoft.com/en-us/download/details.aspx?id=4984

Official Microsoft Videos Series on Windows 7

http://windows.microsoft.com/en-US/windows7/help/getting-started#T1=tab01

Official Microsoft Accessibility Site

http://www.microsoft.com/enable/products/windows7/default.aspx

Unofficial Tutorial Sites

http://thinktutorial.com/category/os/windows-7/

http://www.sevenforums.com/tutorials/257-windows-7-tutorial-index.html

Official Microsoft Office 2013 videos

http://office.microsoft.com/en-us/support/training-FX101782702.aspx