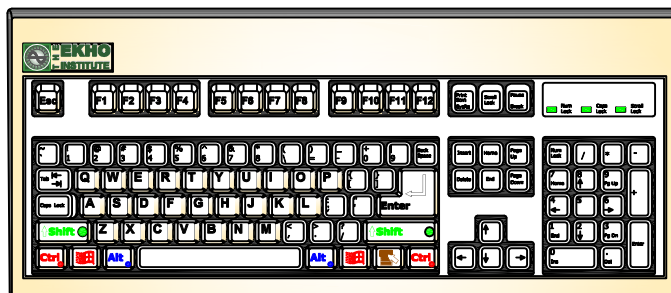


# Windows Time Saver Tips and Shortcuts

Vista / XP



Win an iPod Touch!  
See Page 8.



## Windows Vista & XP Keyboard Shortcuts

EKHO Menu Strip for Windows Vista/XP

Copyright 2007 Elton Keith Hammond P.Eng.

September 12, 2007

\$25.00

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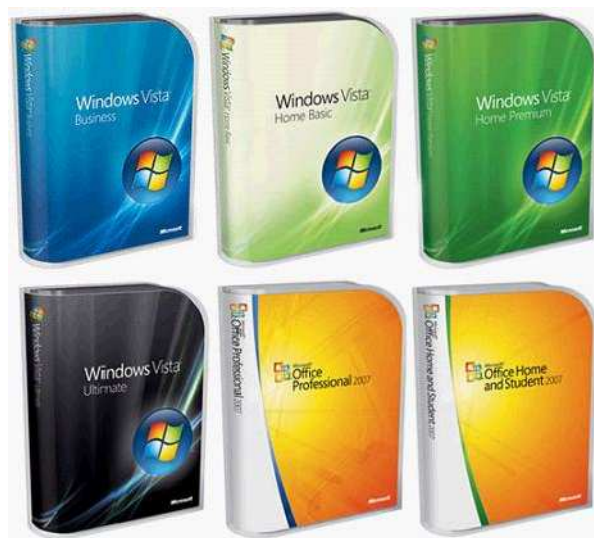
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4 versions of Windows Vista plus two Microsoft Office 2007 Package Covers.

### WHICH VERSIONS OF WINDOWS?

The vast majority of shortcuts and tips in this book apply to all versions of Microsoft Windows right back to version 3.1. We have noted the brief list of newer shortcuts that only apply to Windows Vista or XP for your convenience.

# Payback Time!

## EKHO STRIPS DON'T COST! THEY PAY BACK!

This book contains a very comprehensive summary of Windows Vista keyboard shortcuts as well as instructions on how to create your own keyboard shortcuts to start your favourite programs. However, looking them up constantly in a book during your early learning phase is time consuming and totally defeats the benefit of time saving shortcuts! So do yourself a huge favour and order some of EKHO's very low cost keyboard based memory strips to place the most important ones at your finger tips and within easy viewing range for instant recall and refreshing!

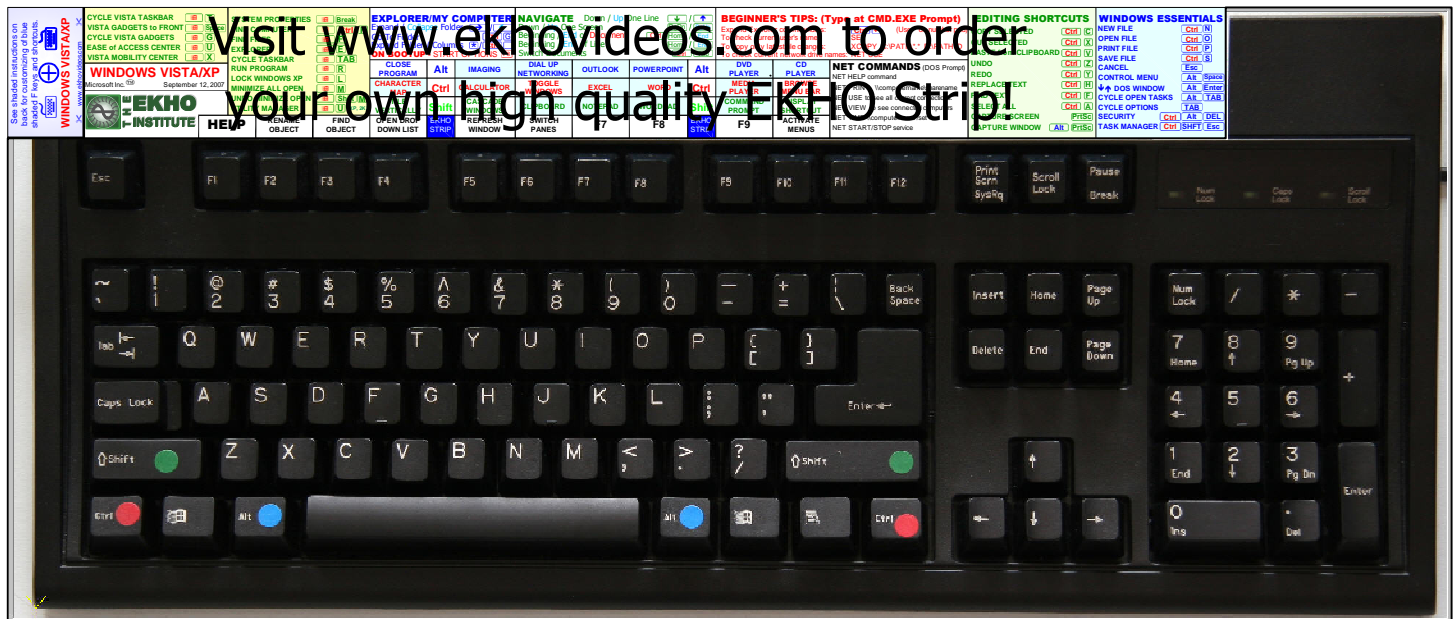
## SAVE TIME!

A simple analysis of the time required to perform the same Windows tasks thousands of times per year with a slow mouse versus a fast keyboard shortcut shows that hundreds of hours can be saved in a year for those of us who use a computer every day! Therefore the modest cost (\$10 retail) of a high quality plasticized EKHO Menu strip will pay for itself many times over in the first month you purchase it! Apply your new time saving short cut knowledge to dazzle yourself, your friends, colleagues, clients and boss!!

The keyboard shortcuts in this book can be verified at Microsoft's [Windows Vista web site](#) or much more quickly on your keyboard's top edge by buying a quick reference EKHO Strip for Windows.



**SAVE TIME and MONEY!  
REMEMBER with EKHO STRIPS!**



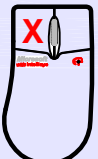



Visit **EKHO's** web site for information and ordering of **EKHO's** Windows Vista Strips and many other titles like Inventor, AutoCAD, Microsoft Word, Excel, Frontpage, etc.

# Unlocking Productivity



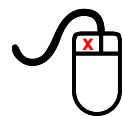
Learning to use your software's basic features and "secret" shortcuts can unlock mountains of productivity for ordinary users!

Unlock your software's full productivity by learning how to use time saving tips and "secret" shortcuts that are not well known or not remembered by most users. Almost all of today's complex software has so many hidden secrets to improve your productivity that nobody can remember them all. The first step is to become aware of what they are and then to remember them on an ongoing basis. EKHO Memory Strips and our free EKHO Screen Tips will provide you with an easy method of learning and remembering shortcuts and tips that are needed by most users throughout their typical day's activity with most popular software. The chart below is meant to highlight the dramatic time savings that we experience in using them. Not all users will be the same! There are hundreds of shortcuts for each application, some of which will be used 10 times per month and some thousands of times per month. The chart below is meant to illustrate how dramatic the payback can be if this knowledge is applied on a regular basis! EKHO Memory Strips will help you to remember these valuable shortcuts on an ongoing basis. Remember, in general, the mouse is the best tool ever designed for user input, but it is NOT the only one and not always the best for everything! **A correct mixture of efficient tools will truly make your work fly by!**

Some examples of the time savings possible. Time in seconds (hours in brackets)					
Plug in your own numbers with your own assumptions!				Time Saved by 1 person if performed 1000x per mo.	Time Saved by 1,000 people if performed 1000x per mo.
A. Open Windows Explorer	10 secs.	 + E	1	9,000	9,000,000
B. Close 10 Windows Programs	20 secs.	Alt + F4	5	5,000	15,000,000
C. Minimise 10 open Windows	20 secs.	 + M	1	19,000	19,000,000
Total monthly time savings based on assumptions ==>				43,000 (12 hrs.)	43,000,000 (12,000 hrs.)
Total money saved if labour is valued at \$25/hr. =====>				\$3,600/yr.	\$3,600,000/yr.
Estimated Annual return on Investment for 1 EKHO Strip/person at full price of \$10 each =====>				360x	360x

## MOUSE LEFT CLICK ACTION ASSUMPTIONS:

- A. **Open Windows Explorer:** Access through the Start, Programs menu or close all your open windows and access on the Windows Desktop.
- B. Use the File, Exit Menu or use the X in the top right corner for 10 separate programs.
- C. **Minimise 10 Open Windows:** Use the minimize button on the top right corner of each open window. Hand-eye coordination & mouse movement are slower than pressing 2 keys on a keyboard!

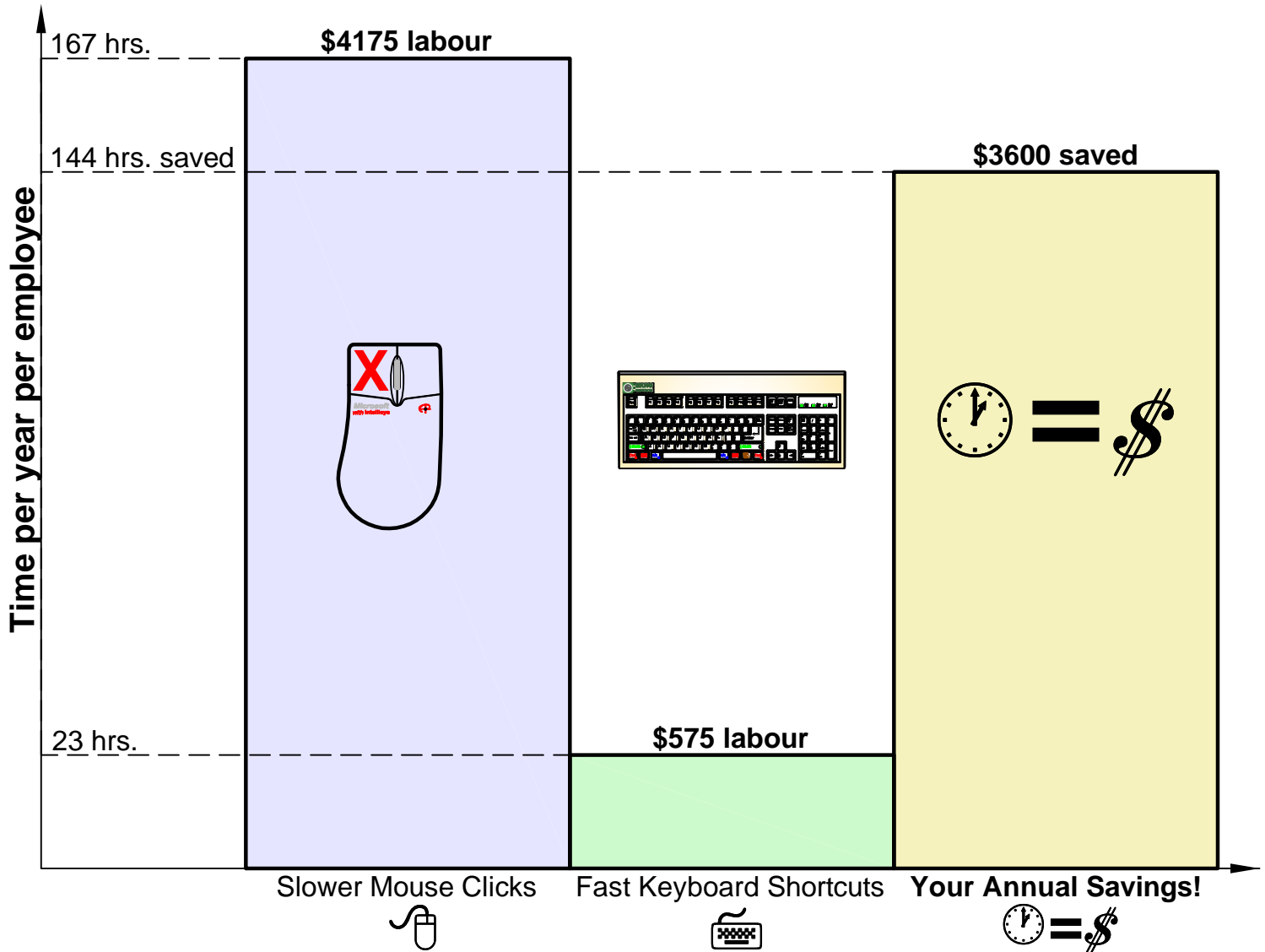


# Time on Your Side!

In today's fast paced world where nobody has enough time or money to get everything done in their day's allotted time it has become even more critical that we know every possible trick for reducing the time to complete tasks. Using much faster Windows and other software keyboard shortcuts can really make a big difference to a busy person! EKHO's Menu strips with quick shortcut reminders along with our books and training videos help to accelerate your results by unlocking the many shortcut secrets you need to know!



The following graph paints a quick and clear picture of the data on the preceding page showing how you can save time with keyboard shortcuts compared to much slower endless mouse clicks. The message should be that a well trained user can get a lot more work done with correctly applied skills and knowledge. In other words you will have a time advantage on your side by using the tools that are quickest for your tasks. So read through this book, peruse your EKHO Menu Strip and unlock many tips and keyboard shortcut secrets in Windows that you never knew existed. Profit with time and money by applying your exciting new knowledge found unlocked in this book and you too can have much more time on your side!



# EKHO Strips Description and Titles

## EKHO STRIPS DESCRIPTION!

- Sits on your keyboard for instant recall and reference to save you lots of time!!
- Crisp, high quality printing for easy reading with standard red, green, blue color coding.
- Time Saving tips on the back as well as front!
- Plastic laminated surface to resist spills, stains, water, fading, dirt and twisting or curling.
- Printed on heavy Card Stock for durability.
- Scored for easy non-destructive folding, compact storing and shipping.
- Sizing and spacing for standard keyboard function keys.
- Optional Tip Sheets, Books, Training Videos on DVD and classroom training.

## EKHO STRIP CURRENT TITLES!

- Windows Vista, XP, 2000
- Office 2007, Word 2003, Excel 2003, Powerpoint 2003
- AutoCAD 14 to 2008
- Inventor 9 to 11
- Your own custom titles with your company logo or personal photo! **Great Promotional item!**

Lots of tips on back along with space for your custom copy with company logo or personal photo!

**EKHO INSTITUTE**  
Authorized Training Center  
TCPIP COMMANDS (DOS Box)  
IPCONFIG to confirm TCPIP address.  
IPCONFIG /ALL to confirm ALL address data.  
NETSTAT to list active connections.  
PING to confirm connectivity.  
ROUTE PRINT to see active routes.

**EKHO MEMORY STRIPS™ AVAILABLE TITLES:**

- Windows Vista/XP • ACAD 14 - 2008 • Word/Excel/FP, Inventor
- Inquire about having a custom menu strip prepared by EKHO.
- Contact EKHO at 613-822-6935 for volume discounts.
- Your company name and logo can be printed here. Ask for a quote.
- Terrific training and memory aids to really boost your productivity!!

**EKHO TRAINING VIDEOS:**

- Interactive flash based video tutorials with clear instructions!!
- Matched exercise drawings to follow the videos exact procedures!!
- Automatically scored quizzes with instant **personal progress feedback** !!

**CUSTOM KEYS (Blue Shaded)**  
Shaded labels on front are customized by enabling through the icon's Properties. Right click on the icon, select "Shortcut Key", "Shortcut" tab, Select "Shortcut Key" box, press 1 pair of the keys listed below to create hotkey for the Windows shortcut icon.  
Alt F5, F6, F7(Outlook), F8(Powerpt), F9, F10  
Ctrl F4, F5, F7(Excel), F8 (Word), F9  
Shift F6, F7(Notepad), F8(Wordpad), F9  
Do not customize these function keys if you plan to use them in Word, Excel, etc.

**DURABLE PLASTIC Keyboard menu strips** : \$9.95 ea. (1.4% tax to Canadian residents only.)  
Send paymt. & \$7.00 postage/handling & your printed name, address, phone #, e-mail to:  
The EKHO Institute 6302 Emerald Links Drive  
Ottawa, Ontario, Canada K4P 1M4  
Tel. (613) 822-6935 Fax (866) 429-4008  
Web Site: [www.ekhovideos.com](http://www.ekhovideos.com) E-mail: [sales@ekho.com](mailto:sales@ekho.com)

**INTERNET EXPLORER TIPS:**

- ALT D - Select text in address box (CTRL C to copy it).
- F4 - Display Address bar's recent history list.
- CTRL D - Add the current page to your favorites list.

**WINDOWS VISTA/XP**

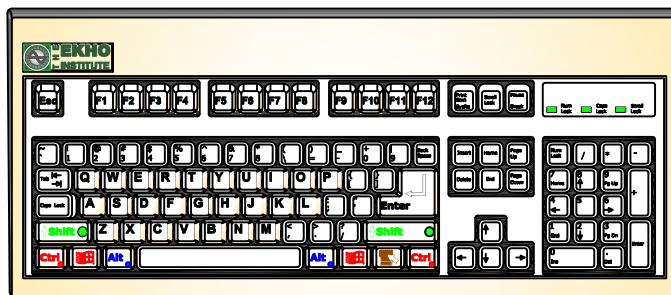
Fits easily on standard keyboards for instant recall and reference!



To be more productive with your Windows operating system, visit [www.ekhovideos.com](http://www.ekhovideos.com) for information and ordering of **EKHO's** Windows Vista/XP Strips and many other titles like Inventor, AutoCAD, Microsoft Word, Excel, Frontpage, etc.

# Shortcuts by Category

## Vista / XP



## Windows Vista & XP Keyboard Shortcuts

EKHO Menu Strip for Windows Vista/XP

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September 12, 2007

# Win an iPod Touch!

Apple's revolutionary new iPod Touch follows hot on the heels of their highly successful iPhone and utilises a state of the art touch screen interface for very efficient interaction with your finger tip! No stylus or keyboard required! The ultimate example of shortcuts gone wild! Some day our whole computer may work like this exciting new touch screen and gesture based interface! However, in the meantime to make your learning process fun with highly productive Windows keyboard shortcuts listed in this book we have decided to add to the fun factor with a monthly contest to win an Apple iPod Touch.



**Win your own iPod Touch** with a winning story about your productivity gains using keyboard shortcuts learned from this book!

1. Order your own high quality color hard copy of [EKHO's Windows Timesaver Tips and Shortcuts](http://www.ekhovideos.com) book at [www.ekhovideos.com](http://www.ekhovideos.com).
2. Answer EKHO's [Windows Shortcuts Quiz](http://www.ekhovideos.com) and achieve a score of 90% or better! Even if you don't win the iPod you and your organization win big with productivity!
3. [Submit one keyboard shortcut story](http://www.ekhovideos.com) to EKHO by e-mail (1/2 page or less preferred, learned from this book) about how it has saved you and/or your company valuable time over using a more traditional method. Don't forget your full contact info!
4. Tell EKHO how much time is saved in total for you or the company each month or year! Share with fellow employees and users!



Watch your favorite movies, or surf the web with the razor sharp 3.5" screen on the iPod Touch!

Each month EKHO will pick the best shortcut story from a writer with a 90% score on the automated quiz and send the winner their exciting new iPod Touch video and MP3 player with an amazing built in wireless Safari web browser! Imagine high quality web surfing anywhere you go with a pocket size device!

- Complete your automatically submitted Windows Shortcuts quiz at: <http://www.ekhovideos.com/EKHOSQUIZZTITLES.html> .
- Submit your shortcuts success story to: [shortcuts@ekho.com](mailto:shortcuts@ekho.com)



Listen to your favorite music with the iPod Touch!

**EKHO Online Quizzes**  
Instant Feedback Now!

Visit [www.ekhovideos.com](http://www.ekhovideos.com) to order your own high quality EKHO Strip!

See shaded instructions on back for customizing of blue shaded F key strip.	<b>WINDOWS VISTA/XP</b>	<b>CYCLE VISTA TASKBAR</b>	<b>SYSTEM PROPERTIES</b>	<b>EXPLORER/MY COMPUTER</b>	<b>NAVIGATE</b>	<b>BEGINNER'S TIPS: (Type at CMD.EXE Prompt)</b>	<b>EDITING SHORTCUTS</b>	<b>WINDOWS ESSENTIALS</b>
	WINDOWS VISTA/XP	VISTA GADGETS to FRONT	Folder Options	Close	Down / Up One Line	NET HELP command	NEW FILE	NEW FILE
	Microsoft Inc. © September 13, 2007	EASE OF ACCESS CENTER	Character Map	IMAGING	Down / Up One Line	USE / use all connected printers	OPEN FILE	OPEN FILE
	<b>EKHO INSTITUTE</b>	VISTA MOBILITY CENTER	Calculator	OUTLOOK	Down / Up One Line	VIEW / view all connected printers	PRINT FILE	PRINT FILE
	HELP	CYCLE TASKBAR	Windows	POWERPOINT	Down / Up One Line	VIEW / view all connected printers	SAVE FILE	SAVE FILE
	HELP	RUN PROGRAM	Windows	AIR	Down / Up One Line	VIEW / view all connected printers	CANCEL	CANCEL
	HELP	LOCK WINDOWS XP	Windows	PLAYER	Down / Up One Line	VIEW / view all connected printers	CONTROL MENU	CONTROL MENU
	HELP	MINIMIZE ALL OPEN	Windows	PLAYER	Down / Up One Line	VIEW / view all connected printers	◆ DOS WINDOW	◆ DOS WINDOW
	HELP	RENAME	Windows	PLAYER	Down / Up One Line	VIEW / view all connected printers	◆ CYCLE OPEN TASKS	◆ CYCLE OPEN TASKS
	HELP	OBJECT	Windows	PLAYER	Down / Up One Line	VIEW / view all connected printers	◆ SECURITY	◆ SECURITY
	HELP	OBJECT	Windows	PLAYER	Down / Up One Line	VIEW / view all connected printers	TASK MANAGER	TASK MANAGER

To be more productive with your Windows operating system, visit [www.ekhovideos.com](http://www.ekhovideos.com) for information and ordering of EKHO's Windows Vista Menu Strips, books, videos and other titles.