# Shortcuts and Msinfo

Time required: 30 minutes

**How to Create Screenshots:** Please use the Windows Snip and Sketch Tool or the Snipping Tool. Paste a screenshot of just the program you are working on. If you are snipping a virtual machine, make sure your focus is outside the virtual machine before you snip.

1. Press and hold down the **Windows key** & **Shift**, then type **S.** This brings up the on-screen snipping tool.
2. Click and Drag your mouse around whatever you want to snip.
3. Release the mouse button. This places the snip into the Windows Clipboard.
4. Go into Word or wherever you want to paste the snip. Hold down **CTRL**, then type **V** to paste the snip.

## Creating Shortcuts

Do the following to practice creating shortcuts on the Windows desktop:

1. Open Windows File Explorer and create a folder under the root directory of the hard drive called **Temp**.  
   **List the steps you took.**

Click or tap here to enter text.

1. Add a subfolder to \Temp called **MyFiles**.  
   **List the steps you took.**

Click or tap here to enter text.

1. Create a text file in the MyFiles folder named **Text1.txt**.  
   **List the steps you took.**

Click or tap here to enter text.

1. Create a shortcut to **Text1.txt** on the Windows desktop.  
   **List the steps you took.**

Click or tap here to enter text.

1. Paste a screenshot of the part of your desktop with the shortcut.
2. Rename the original file you created (not the shortcut) **Text2.txt**.
3. Double-click the shortcut on the desktop. Did it work? Why do you think it worked or didn’t work?

Click or tap here to enter text.

1. You can copy a Start menu shortcut to the desktop. Click Start, type **Word**. Right Click Word 🡪 choose Open file Location. Copy and paste the shortcut to your desktop.
2. The program file for Microsoft Paint is **mspaint.exe**. Use the Start Menu to find **mspaint.exe**.
3. Right Click on Paint 🡪 choose **Open file Location**.
4. Create a shortcut to **mspaint.exe** on the Windows desktop (Don’t copy the file). Launch Microsoft Paint using the shortcut.
5. Insert a screenshot showing the part of your desktop with the 3 shortcuts you created in this exercise.

Click or tap here to enter text.

1. To clean up after yourself, delete the \Temp folder and the shortcuts. Close the two Paint windows.

# System Information Utility

Do the following to run the System Information utility and gather information about your system:

1. Use the **msinfo32.exe** command to launch the System Information window. Insert a screenshot.

Click or tap here to enter text.

1. Browse through the different levels of information in System Information and answer the following questions:
2. What OS and OS version are you using?

Click or tap here to enter text.

1. What is your CPU speed?

Click or tap here to enter text.

1. What is your BIOS manufacturer and version?

Click or tap here to enter text.

1. How much video RAM is available to your video adapter (GPU)? Explain how you got this information.

Click or tap here to enter text.

1. What is the name of the driver file that manages your network adapter?

Click or tap here to enter text.

## Assignment Submission

Attach this completed document to the assignment in Blackboard.