

Use your systems Health Report

One smart thing that Vista and Windows 7 does is pack in a lot of diagnostic tools. Most people won't need to use all of them, but one such tool that is extremely useful is the **System Health Report**. The System Health monitor provides you with an informative and organized report that can help you pinpoint potential problems. To use this, go to **Start, Control Panel, System and Maintenance, Performance Information and Tools**. You will see a task list on the left. Click on **Advanced Tools**. The last item on the list is **Generate a system health report**.



The report takes roughly 60 seconds to run, which makes it easy to run many of them whenever you need to.

5. Finally, I will leave you with some Vista Windows Explorer and dialogue box shortcuts. Remember, using the keyboard not only saves you valuable time while you work, but it's also good to impress that boss of yours who may think you don't know your way around a keyboard!

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