

# Navigating and Using VMware Workstation

**TRAINSIGNAL**  
THE GLOBAL LEADER IN PROFESSIONAL COMPUTER TRAINING



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# How to Create a Virtual Machine Library

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### How to Create a Virtual Machine Library

- Allows You to Create New Virtual Machines Super-Fast
- Clone Virtual Machines and/or Download from the Virtual Appliance Marketplace (VSX)
- Organize Using Folders and Sub-Folders
- Share Virtual Machines with vSphere and/or Other Workstation Users



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## Navigating VMware Workstation

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### Navigating VMware Workstation

- Thumbnail Bar
- Status Bar
- Workstation Tabs
- Finding Virtual Machines



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### Default Hot Key Combinations

- **Ctrl+G** = Grab Input from the Keyboard and Mouse
- **Ctrl+Alt** = Release the Mouse Cursor
- **Ctrl+Alt+Insert** = Shut Down or, Depending on the Guest OS, Log out of the Guest Operating System — This Command is Received Solely by the Virtual Machine.
- **Ctrl+Alt+Enter** = Enter Full Screen Mode
- **Ctrl+Alt+Spacebar** = Send Any Command to the Virtual Machine So That Workstation Does Not Process It. Hold Down **Ctrl+Alt** as You Press and Release the Spacebar, and Continue to Hold the Spacebar

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### Default Hot Key Combinations

- **Ctrl+Tab and Ctrl+Shift+Tab** = (Windows Hosts Only) Switch among Tabs
- **Ctrl+Alt+Right Arrow** = In Full Screen Mode, Switch to the Next Powered-On Virtual Machine
- **Ctrl+Alt+Left Arrow** = In Full Screen Mode, Switch to the Previous Powered-On Virtual Machine

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## How to Snapshot and Clone Virtual Machines

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Thanks for Watching!

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