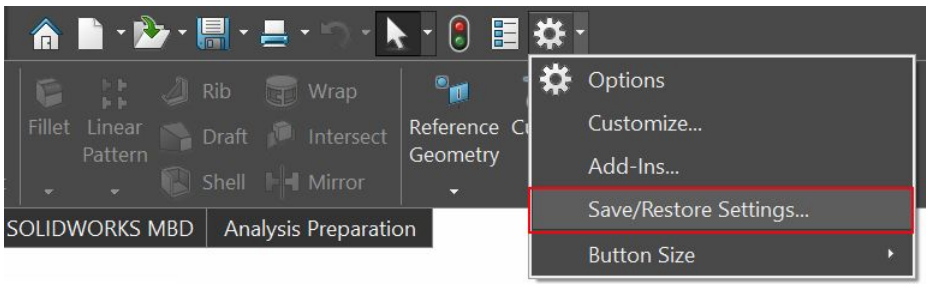
Getting Started:

Open a new part, this will be needed for the settings to appear later.

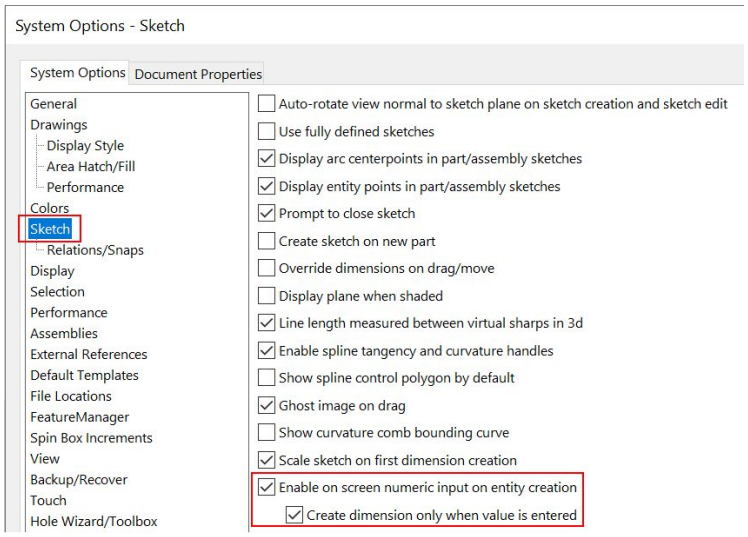
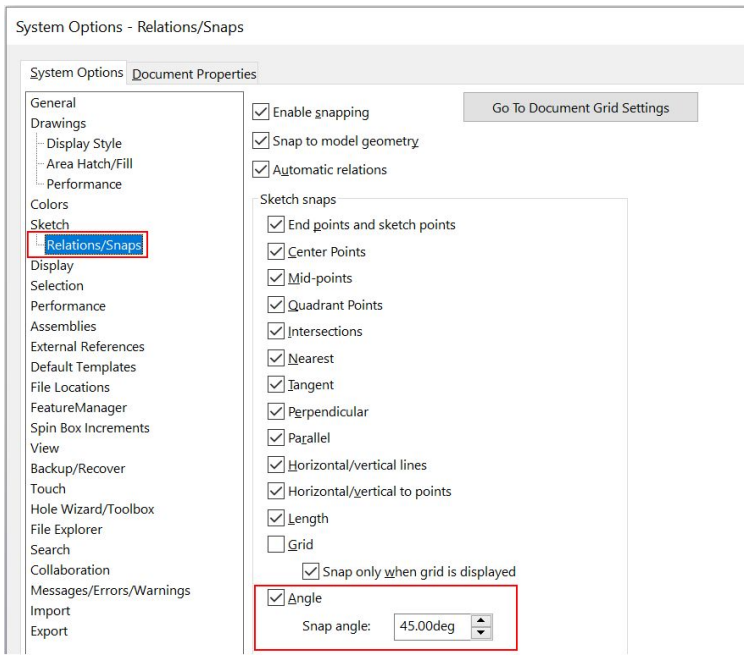
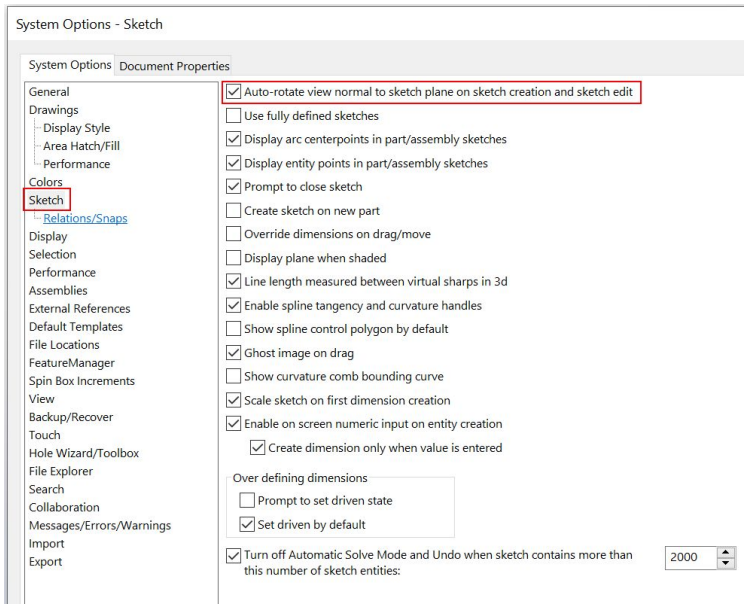
Go to the options gear and start by making a backup of the default settings so that you can bulk restore the default settings if need be in the future.

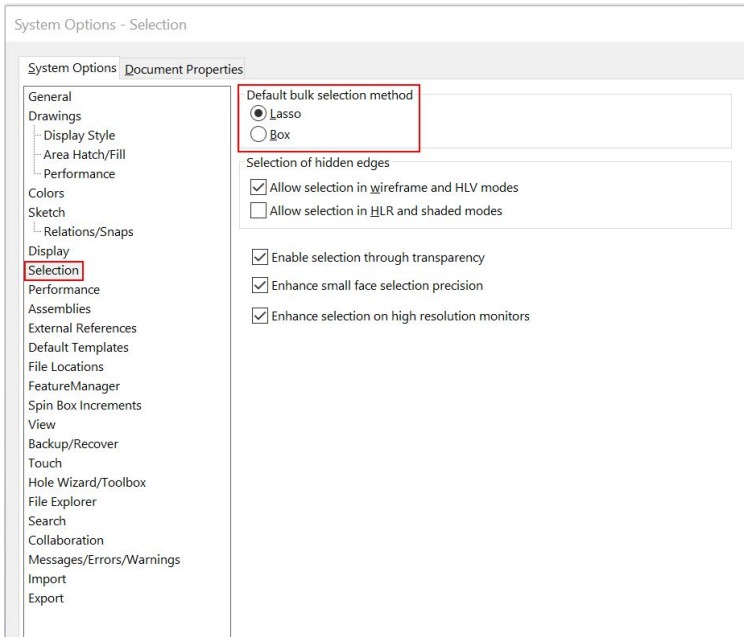
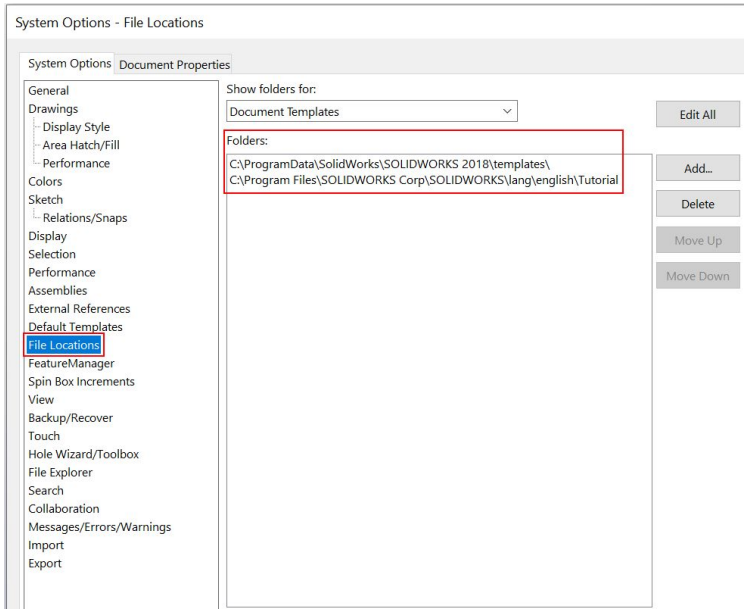
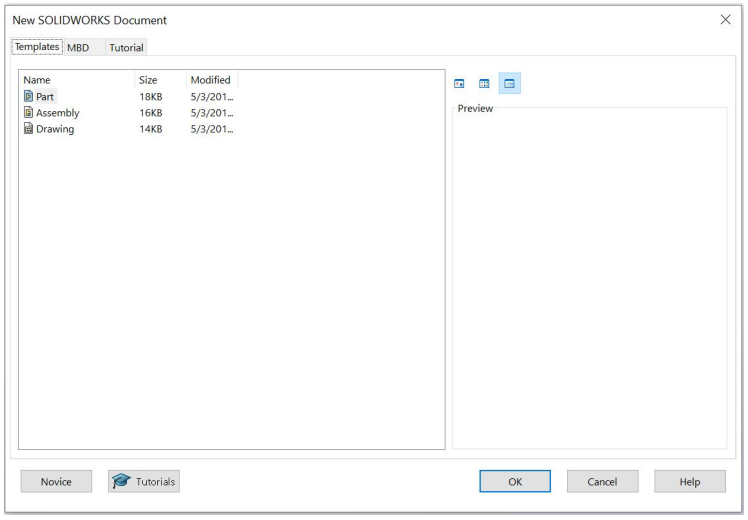


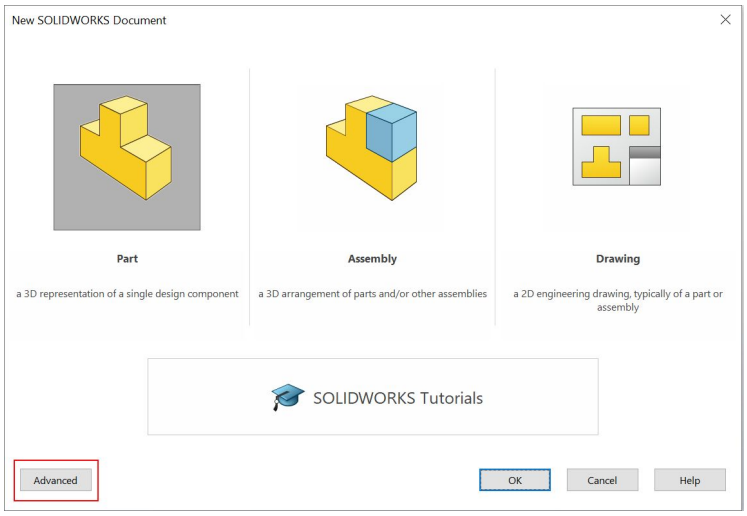
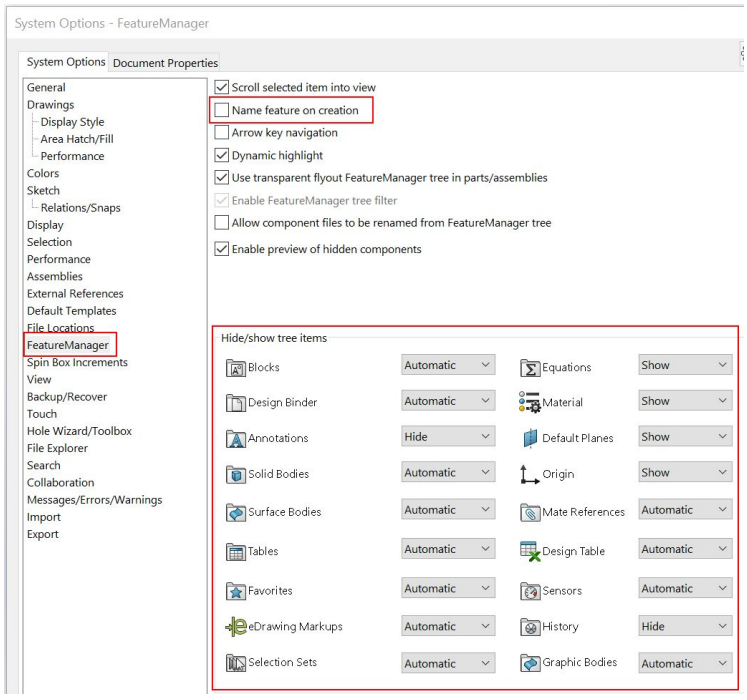
When to use each feature

- Constant repetitive use:
  - Keyboard shortcut
  - Mouse Gesture
- Moderate use:
  - Shortcut bar
  - Custom Ribbon
- Seldom use:
  - Command Search (default: W)

System Options

Enabling sketch numeric input allows you to place dimension as you make features.	
Changing the snap angle from within the system options allows you to more rapidly input angles without needing to eyeball it, making dimensioning more swift later. Since Solidworks currently lacks the ability to input angles numerically this is the closest to being able to do just that.	
Auto-Rotate normal to sketch is a simple feature that makes it so that when you start a sketch you always made normal to it, similar to other modeling softwares. Depending on what you're working on this feature can be a decent time saver.	

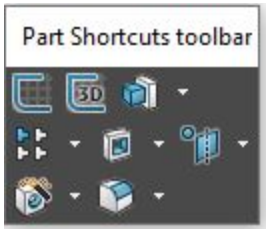
Lasso selection allows you to be more specific with what you select within a complex sketch or assembly.	
The file locations allow to control where solidworks looks for the templates for you parts, drawings and assemblies. In conjunction with using the advanced tab on part creation you can have file defaults set up for parts, drawings and assemblies, such as the unit system drafting standard and precision. Naming the files is important so that you can tell them apart at a glance.	
Using the advanced solidworks new document option allows you to easily leverage custom templates for drawings, and different unit systems.	

You can access the advanced menu by clicking the Advanced button on the bottom of the novice version.	
Feature Manager Options allows you to change what appears on the left hand feature tree, allowing you to show/hide or make appear only when used (Automatic) various features. In addition you have the option to enable name feature on creation which prompts you to give features a name after you press the green checkmark.	

Shortcut bar

A mode specific toolbar that will appear at the location of the cursor when the hotkey is pressed.
While flyout bars can save space they are slower to use than adding a dedicated button.
Any tool is fair game for this bar, you need only find it within the list on the customize tab.
Sketch, and 3D sketch do however share the same shortcut bar.

Example Part Shortcut Bar:



Example Sketch Shortcut Bar:

Keyboard shortcuts

Allows use of any command within solidworks that can normally be used, but needing only a single keystroke, or combination of keys pressed to be performed.
Works well in conjunction with tools normally meant for gaming, such as MMO mice or Macro Keyboards.
Helps reduce time spent clicking up and down through menus or ribbons to get a specific tool used frequently.
The defaults are a good starting point, moving them such that they make sense to you is better overall.

Defaults (Windows basic Omitted)

R: Recent documents GUI
Ctrl+Q: Force Rebuild
W: Search Commands
F5: Show/Hide Selection Filter Toolbar
F6: Toggle Selection Filter
Ctrl+1~7: Standard Views
Ctrl+8: Normal To
Shift+C: Collapse Tree
S: Shortcuts Bar
L: Line
Enter: Repeat Last Command
F: Fit model on screen
Tab: Hide Hovered-over Component/Body
Shift+Tab: Show Hovered-over Component/Body
Ctrl+Shift+Tab: Show Hovered-over Component/Body* does not remove the hide tag

Non-Editable

Shift+MouseWheel: Zoom in and out* Much quicker than scrolling
Ctrl+MouseWheel: Pan

Suggested

M: Measure
D: Dimension
X: Trim

Mouse Gestures

In the same way as everything else discussed in this document through the use of mouse gestures you can add up to 12 more commands on quick access.
Using more than 8 however will take a decent amount of practice due to the density.

Ribbon Bars

In addition to all the above options, you can also customize the ribbon bars within your solidworks custom file.
You can add any features to any ribbon, or preferably build a custom ribbon that allows for improved workflow.

Useful Toolbars

Unique layouts are made for each of the 3 modes (Part/Assembly/Drawing) allowing for mode specific customization. The bars are not bound and will remember their position between instances even if that means being in the middle of the screen.

General

-Selection filter
-Configuration

Assembly

-

Parts

-

Drawing

-