

Windows 7

Foundation Level



Copyright Notice

© Copyright 2012. All rights reserved.

TEIA, PO Box 358, Charters Towers, Q 4820. Tele./Fax: 07-47871410

Email: admin@teia.edu.au Website: www.teia.edu.au

Elements of this document may be reproduced under licence. This publication, including the accompanying software and data files or any part thereof, may not be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, storage in an information retrieval system.

Disclaimer

While great care is taken to ensure the accuracy and quality of these materials, all material is provided without any warranty whatsoever, including not limited to, the implied warranties of merchantability or fitness for a particular purpose. Further, the right is reserved to revise this publication and to make changes in its content at any time, without obligation to notify any person or entity of such revisions or changes

Table of Contents

Chapter 1: Getting Started	1
<i>What's New in Windows 7?.....</i>	2
<i>Windows 7 Versions</i>	4
<i>Logging In</i>	5
<i>The Windows 7 Desktop.....</i>	6
<i>Pointing the Mouse.....</i>	8
<i>Using Click and Double-Click</i>	8
<i>Using Click and Drag</i>	8
<i>Using Right-Click</i>	9
<i>Using the Keyboard.....</i>	10
<i>Using the Getting Started Center</i>	12
<i>Using the Desktop.....</i>	14
<i>Using the Start Menu</i>	17
<i>Using the Taskbar.....</i>	23
<i>Using the System Tray</i>	24
<i>Shutdown Options.....</i>	26
<i>Logging Off the Computer.....</i>	27
<i>Restarting the Computer.....</i>	27
<i>Turning off the Computer.....</i>	28
Chapter 2: Working with Windows 7.....	29
<i>Starting a Program</i>	30
<i>Parts of the Application Window.....</i>	32
<i>Moving Around in a Program</i>	35
<i>Launching Help from Within an Application.....</i>	38
<i>Ending a Frozen Program.....</i>	38
<i>Exiting a Program</i>	40
<i>Using Minimize, Maximize, and Restore</i>	40
<i>Scrolling in a Window</i>	41
<i>Moving a Window.....</i>	42
<i>Switching Between Windows</i>	43
<i>Sizing Windows</i>	44
<i>Window Management</i>	44
<i>Windows Aero Desktop.....</i>	47
<i>Understanding Files.....</i>	51
<i>Understanding Folders.....</i>	51
<i>Understanding Libraries.....</i>	51
<i>Opening the Computer Folder.....</i>	52
<i>Overview of the Computer Folder.....</i>	53
<i>Navigating through Your Computer</i>	56
<i>Basics of Menus.....</i>	60
<i>Basics of Ribbons.....</i>	61
<i>Using Shortcut Menus.....</i>	63
<i>Using Shortcut Keys.....</i>	66
<i>Using Shortcut Keys and Menus Together</i>	67
Chapter 3: The Basic Windows 7 Applications.....	69
<i>Launching WordPad.....</i>	70
<i>Interface Overview.....</i>	71
<i>Entering Text</i>	75
<i>Closing WordPad.....</i>	76
<i>Editing Text</i>	77
<i>Formatting Text.....</i>	77
<i>Saving your File.....</i>	79
<i>Opening a File</i>	81
<i>Launching Calculator.....</i>	82
<i>Interface Overview.....</i>	83

<i>Using the Calculator</i>	86
<i>Advanced Calculator Tools</i>	87
<i>Closing Calculator</i>	91
<i>Launching Paint</i>	92
<i>Interface Overview</i>	92
<i>Drawing in Paint</i>	95
<i>Closing Paint</i>	96
<i>Notepad</i>	97
<i>Windows Media Player</i>	99
<i>Windows Media Center</i>	102
<i>Snipping Tool</i>	105
<i>Sticky Notes</i>	110
Chapter 4: Doing More with Windows 7	115
<i>Opening the Action Center</i>	116
<i>Action Center Overview</i>	118
<i>Security Essentials</i>	119
<i>Modifying Basic Security Settings</i>	120
<i>Launching Internet Explorer 8</i>	124
<i>Initial Setup</i>	125
<i>Other Setup Options</i>	127
<i>Interface Overview</i>	130
<i>Closing Internet Explorer</i>	133
<i>Using the Address Bar</i>	133
<i>Accessing a Web Site via a Hyperlink</i>	134
<i>Opening a New Window</i>	135
<i>Opening a New Tab</i>	137
<i>Using Tabs</i>	138
<i>Using Web Slices</i>	138
<i>What is Windows Live?</i>	140
<i>Downloading and Installing Windows Live Essentials</i>	142
<i>Windows Live Messenger</i>	147
<i>Using Windows Live Hotmail</i>	153
Chapter 5: Getting Help in Windows 7	160
<i>Launching Help from the Start Menu</i>	161
<i>Launching Help from within a Windows Application</i>	161
<i>Overview of the Help and Support Window</i>	162
<i>Searching for a Help Topic</i>	163
<i>Ask Someone</i>	165
<i>Choosing a Preset Topic</i>	167
<i>Choosing Subtopics</i>	167
<i>Moving Back and Forward</i>	168
<i>Printing a Topic</i>	169
<i>Opening the Table of Contents</i>	170
<i>Choosing a Topic</i>	170
<i>Choosing a Subtopic</i>	171
<i>Moving Back and Forward</i>	172
<i>Printing a Topic</i>	172
<i>Remote Assistance</i>	173
<i>Setting Help Options</i>	176
<i>Online vs. Offline Help</i>	178
Chapter 6: Customizing Your Desktop	179
<i>Locking and Unlocking the Taskbar</i>	180
<i>Moving the Taskbar</i>	180
<i>Resizing the Taskbar</i>	181
<i>Other Taskbar Options</i>	182
<i>Interacting with Inactive Icons</i>	184
<i>Customizing Icons in the System Tray</i>	185
<i>Adding Toolbars</i>	187
<i>Creating Custom Toolbars from a Folder</i>	189

<i>Removing Toolbars</i>	192
<i>Using the Start Menu</i>	192
<i>Customizing the Start Menu</i>	194
<i>Using the Pinned List</i>	196
<i>Other Start Menu Properties</i>	197
<i>Changing Your Wallpaper</i>	198
<i>Moving Icons</i>	201
<i>Sorting Icons</i>	202
<i>Setting View Options</i>	204
<i>Deleting Icons</i>	206
Chapter 7: Advanced File and Folder Tasks	207
<i>What is File Indexing?</i>	208
<i>Using a Search Box</i>	208
<i>Using Search in the Start Menu</i>	209
<i>Search Results Window</i>	209
<i>Searching Tips and Tricks</i>	211
<i>Setting Search Options</i>	213
<i>Launching Windows Explorer</i>	215
<i>Windows Explorer Overview</i>	216
<i>Choosing a Layout</i>	218
<i>View Options</i>	220
<i>Creating a New Library</i>	221
<i>Creating and Naming Folders</i>	224
<i>Renaming and Deleting Folders</i>	227
<i>Creating and Naming Files</i>	228
<i>Renaming and Deleting Files</i>	229
<i>Cutting, Copying, and Pasting Files and Folders</i>	230
<i>Viewing File Properties</i>	232
<i>Viewing Folder Properties</i>	233
<i>Sharing a File or Folder</i>	234
<i>Burning Files, Folders, and ISOs</i>	236
<i>Printing a File</i>	238
Index	240

Chapter 1: Getting Started

In this chapter you will learn how to:

- Recognize the difference between the Windows versions
- Log in
- Recognize parts of the desktop
- Use the mouse and keyboard
- Use the Getting Started Center
- Use the desktop, taskbar, Start menu, and System Tray
- Log off, restart, and shut down the computer

1.1 Basics of Windows 7

Windows 7 is the seventh major Windows release from Microsoft.

Windows 7 takes your personal safety to heart when it comes to working with online and third-party material. Internet Explorer 8, Windows Firewall, Windows Defender, and the core of Windows 7 itself all work together to block nearly all potentially dangerous content from harming your computer. In fact, it's almost *hard* to cause trouble!

Just keep this general rule about Windows 7 (and all computers) in mind: if something flashes on the screen and then goes away before you can read it, chances are you didn't need to see it. On the other hand, if something appears on the screen and won't let you work around it, then you need to pay attention.

What's New in Windows 7?

If you have used a previous version of Microsoft Windows, such as Windows ME, 2000, XP, or Vista, Windows 7 will contain some familiar features as well as a number of changes which are designed to help you enhance your working ability and productivity.

An operating system is a complex computer program that provides an interface between the user and the computer hardware.

If you have never used a computer before or only had very limited experience, Windows 7 is very graphically-oriented and boasts many intuitive controls/features described in plain English. Even if you are a new user, take some time to go over this list of features. You are not expected to understand everything out of the gate, but most of the basic Windows 7 programs and interface enhancements mentioned here will be discussed in detail later in this manual.

Searching & Organizing

Every folder in Windows 7 contains a search area that is used to find a particular file. Just type the name of the file you are looking for, or even type some information contained in the file. The background indexing of files is much less intrusive compared to Vista, and new organization folders called **libraries** help to organize your information. Enhanced biometrics support (fingerprint readers, etc.) and a central Credential Manager hold all of your personal identification information.

Security

Vista added many new security features to protect your data and your family from malicious content. Windows 7 expands on these security features while making them work more in the background.

(Vista users rejoice!) User Account Control (UAC) warnings are now easily customizable and *much* less intrusive. Windows Defender and Windows Firewall have also been

improved.

Internet Explorer 8 Windows 7 includes **Internet Explorer 8**, an enhanced version of Internet Explorer that includes tabbed browsing, Web Slices, Microsoft Silverlight, and more.

Ease of Access Center Windows 7 offers a helping hand to users who are hard of seeing, deaf, or have other physical disabilities. Speech recognition, an on-screen keyboard, enhanced contrast and colors, and other accessibility options allow virtually anyone to interact with a computer. (These options replace the Accessibility Options in previous versions of Windows.)

Parental Controls The computer is as common a tool in the classroom as a ruler or pencil, and most homes have at least one computer. Windows 7 includes enhanced and expanded parental controls to limit the time a child can spend on a computer, prevent games with offensive content, control Internet content and usage, and prevent children from running specific programs.

Back Up and Restore Windows 7 can back up settings, files, and programs to CD, DVD, USB flash drive, hard drive, or another computer on a network. Windows 7's backup utility is much more flexible than previous versions and gives you much finer control over what gets saved. You can perform these steps manually or use the automated scheduling option via the Action Center (described below).

Action Center The Action Center is an easily accessible feature that combines security issues, troubleshooting, and recovery options together in one location instead of three. Many more advanced options are also available here, so we will give you a brief overview of the Action Center later in this manual.

Windows Media Center Turn your computer into an easy-to-use platform for all your multimedia needs. Watch live or recorded TV, movies, music, and pictures all in one place. The Media Center version in Windows 7 has a few interface upgrades, but the majority of improvements have been made in the background, allowing more support for digital cable and channel guides, and an enhanced Personal Video Recorder (PVR) interface including a commercial-skip option.

Tablet PC Features & Touch Screen Capability A tablet PC works like a laptop, except that the screen can be written upon using a stylus or your finger. Improved handwriting recognition and navigation shortcuts allow tablet PC users to improve productivity while on the go. Windows 7 also features an equation converter; support for dual touch input, text tuning, and color calibration; and more.

Problem Steps Windows 7 lets you take support one step further with

Recorder	Problem Steps Recorder (PSR). This program is similar to screen-capture software that captures every user action (keystrokes, mouse movements, clicks, etc.) and saves them in a file you can view separately. No more trying to figure out what was clicked; now you will know precisely what happened!
ISO Burner	Windows 7 very handily adds ISO (CD/DVD image files) support to burn these files to CD or DVD. All you have to do is insert a blank CD or DVD, double-click the ISO file, and Windows will burn it for you. No third-party applications are required.
PowerShell V2	Windows PowerShell V2 lets computer administrators set up and run scripts in a UNIX-like environment. These scripts can be used to automate nearly every computer function.
Interface Enhancements	Windows 7 has a redesigned taskbar, window management controls, Jump Lists, and more. Even the old standbys of Paint, Calculator, and WordPad have been given a much-deserved facelift!
XP Mode	Windows XP was the most used version of Windows made. Using virtualization technology (creating a fully-operational computer containing its own memory and hard drive space within your computer), you can use XP Mode to install and run your programs in a Windows XP environment.
Enhanced Performance	Windows 7 is capable of running on a wide variety of computers (even most machines that came installed with XP) and takes advantage of fast hardware.

Windows 7 Versions

Windows 7 comes in two main flavors, but there are six versions. Here is the difference between the different versions:

Home Premium	The core elements of Windows 7 are included here, including Windows Media Center and all the standard programs. For the vast majority of people, this version offers everything they should need.
Professional	Home Premium features + XP Mode, business networking, and automatic backup capabilities.
Specialized	There are four versions in this category: <ul style="list-style-type: none">▪ Starter is the most basic version▪ Home Basic includes some specialty programs,

about 1/3 of what you would get with Home Premium

- **Enterprise** contains Professional elements + extra security and advanced networking
- **Ultimate** contains professional and Enterprise elements as well as other Windows and Microsoft-specific technology

Logging In

When you turn on your computer, you will see a login screen that contains a small picture with either your user name or the account named "Administrator."

In the bottom left-hand corner of the login screen you will see a blue link for the Ease of Access Center, a place where you can set accessibility options:

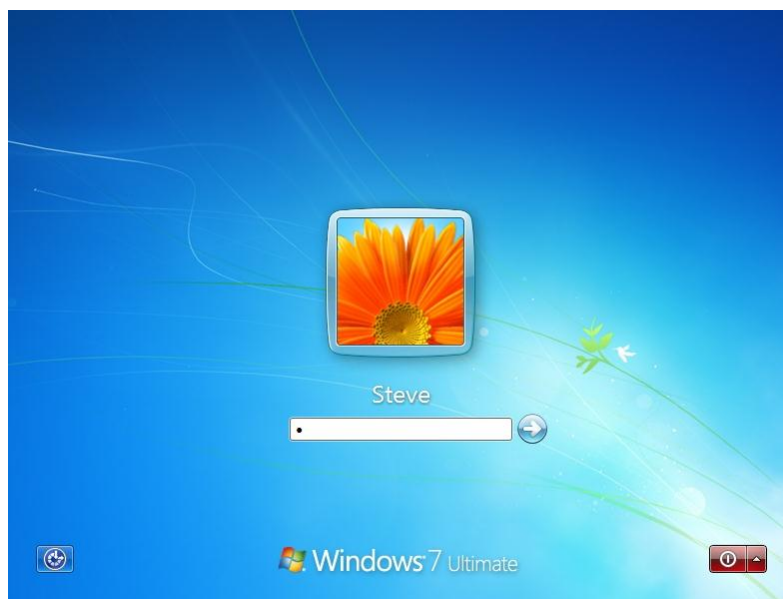


On the bottom right-hand side, there is a red power button symbol. Click the (^) button for options to shut down or restart the computer:



Move your mouse and point to your user name. Then press and release (click) the left mouse button somewhere inside the white text area under the picture.

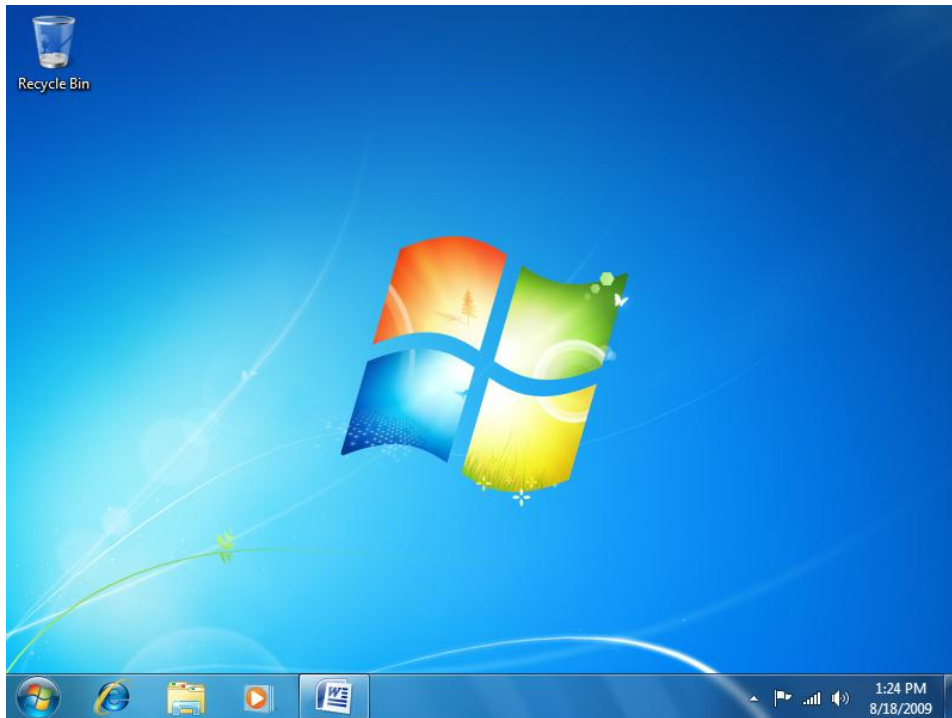
Enter your password on the keyboard and press the Enter key **or** left-click the blue arrow button:



(If you don't have a password on your account, the computer will simply log you in.) After a few moments, you will see the desktop appear.

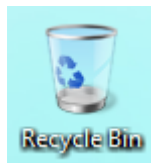
The Windows 7 Desktop

A few moments after logging in, you will see the desktop:

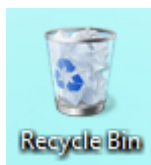


Let's quickly explore the different components of the screen in front of you.

The **Recycle Bin** icon is in the upper left-hand corner; any files that are going to be erased from your computer are stored here until the bin is emptied.



If there are deleted files in the Recycle Bin, the bin will appear full:



The bar along the bottom of the screen is collectively known as the **taskbar**. It contains four distinct objects/regions. On the far left is the **Start button** which allows you to access programs and regions of your computer:

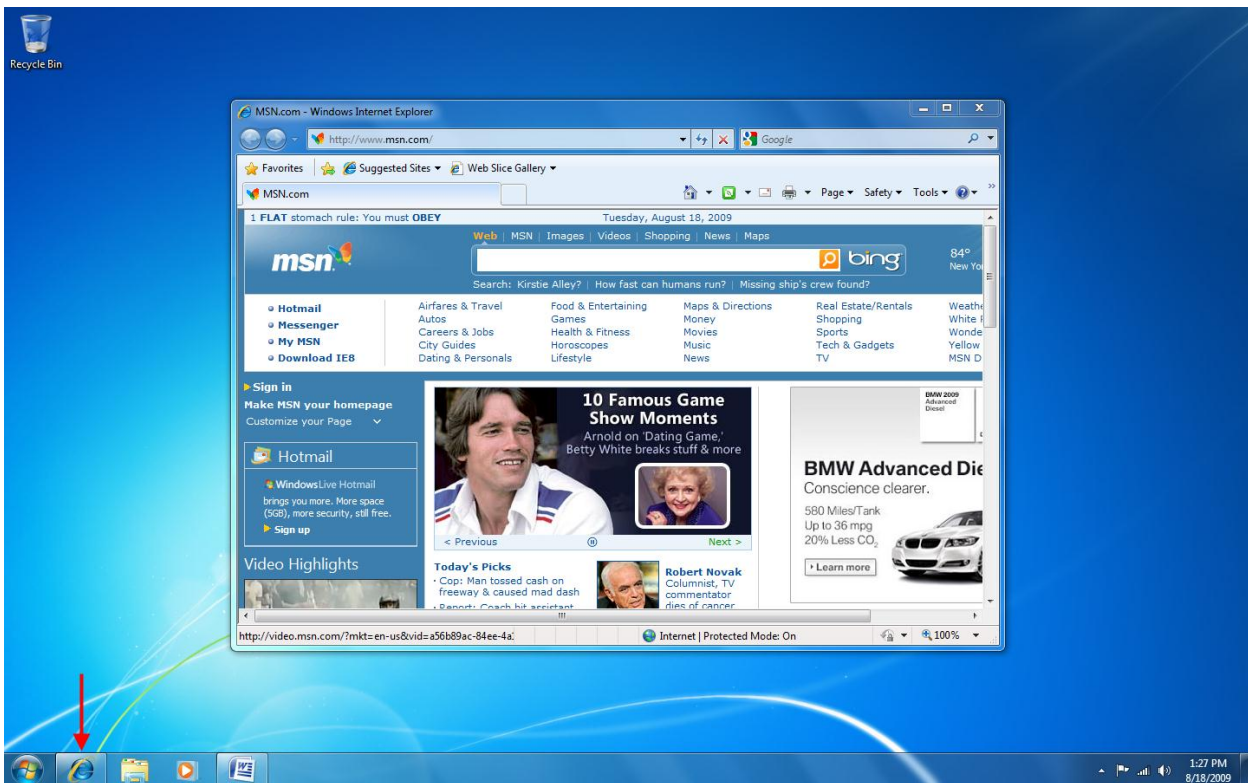


To the right of the Start button is the main area of the taskbar. By default, there are three icons here that are used to start and move between programs. From left to

right, they are **Internet Explorer 8**, **Windows Explorer**, and **Windows Media Player**:



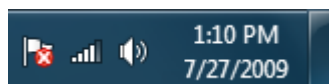
When you click any of these icons, a new window will appear and you can begin to use the program. Let's imagine you have clicked Internet Explorer. A window containing Internet Explorer will open, and the Internet Explorer icon in the taskbar will have a border around it (look at the red arrow below):



If you happen to have several windows from the same program open at once, the program icon becomes layered, like this:



Finally, in the bottom right-hand corner, there is a listing of active services that are running in the background on your PC. This area is called the **System Tray**:



The small icons on the left show the status of some computer function or program. In the middle you can see the date and time. And in the very bottom right-hand side of your screen is the **Show Desktop** button. You would click this button to minimize all open windows and view your desktop.

1.2 Interacting with the Computer

Windows 7 is an operating system designed around a **graphical user interface** (GUI) so the mouse plays an integral role. It is your virtual hand that moves, commands, and interacts with your computer.

Pointing the Mouse

You are likely a bit skilled with this by now, particularly with the previous lesson's exercises. As you move your mouse, the cursor on the screen will follow the movements. Sometimes your mouse might seem to be "getting away" from you; that is, you might have your arm stretched across the desk trying to move the cursor. This is not necessary; simply pick up your mouse and place it in a more comfortable spot, and then continue moving your mouse to the destination.

Using Click and Double-Click

The mouse is designed for use by right-handed people. Your mouse has two main buttons that are used by your index and middle fingers: your index finger presses the left button and your middle finger presses the right. (Windows includes an option to reverse this for left-handed people.)

In this manual (and just about in every other computer book or reference), when you are told to "click" something, this means moving your mouse pointer on top of the object and pressing then releasing the left mouse button. The majority of controls in Windows, and on a Web page when using the Internet, are "clickable."

When you are asked to "double-click" something, it means you need to press and release the left mouse button twice quickly. This operation is usually used to open a folder (double-click this folder to open it and view its contents) or start a program.

Using Click and Drag

Click and drag is an operation that is used to interact with different objects, such as an icon on your desktop or a program control such as a slider bar. The "click and drag" operation is performed with the left mouse button. Position your mouse over the thing you are going to interact with, press and hold the left mouse button, and then move your mouse. You will drag the item along as you move your mouse pointer.

The click and drag operation has a broad use in word processing programs (programs that let you type letters and documents on your computer). Consider the following sample text that was written using WordPad, a word processing program included with Windows 7:



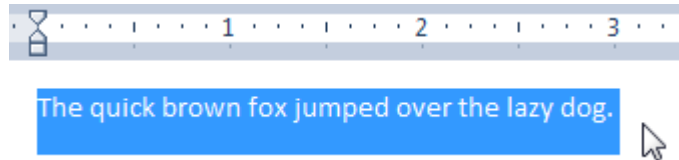
The quick brown fox jumped over the lazy dog.

You can "highlight" or "select" the text by placing your cursor in front of the sentence:



The quick brown fox jumped over the lazy dog.

Then press and hold the left mouse button down and drag across the text, releasing the button at the end of the sentence:

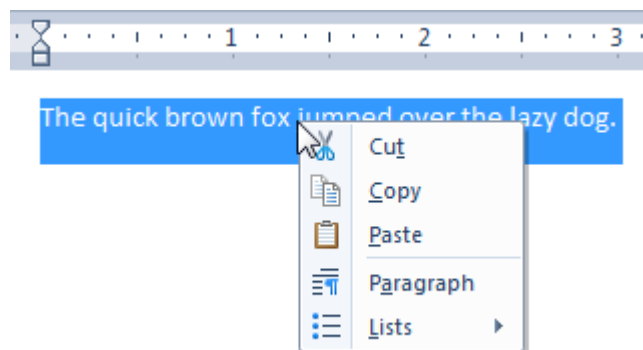


Now that the text is selected, it can be italicized, have a color added, made bigger or smaller, moved, and more.

Using Right-Click

You can right-click an object the same way that you left-click something: you hover your mouse over the object and then press and release the right mouse button. The act of right-clicking is a skill you should learn because many shortcuts to operations are contained in a right-click menu.

For example, if you right-click on some highlighted text in WordPad, you will see the following menu appear by the mouse pointer:



For the rest of this manual, assume that every time you see the word “click,” we mean you should left-click the object. Any right-click operations will be labeled just that!

Now that you know more about the mouse, let’s quickly review the click operations:



Left Click Button

- Used to select, highlight, or open an item.
- Has a single-click and double-click option. (The default Windows settings are single-click to select or highlight an item and double-click to open it.)
- The left mouse button can also be used to drag or highlight an item. This can be done by clicking and holding down the left button, dragging or highlighting your desired item(s), then

releasing the left button.



Right Click Button

- Often used to bring up a short-cut menu.
- This menu will change depending on what you are right-clicking, but it is there to help you access a feature faster.

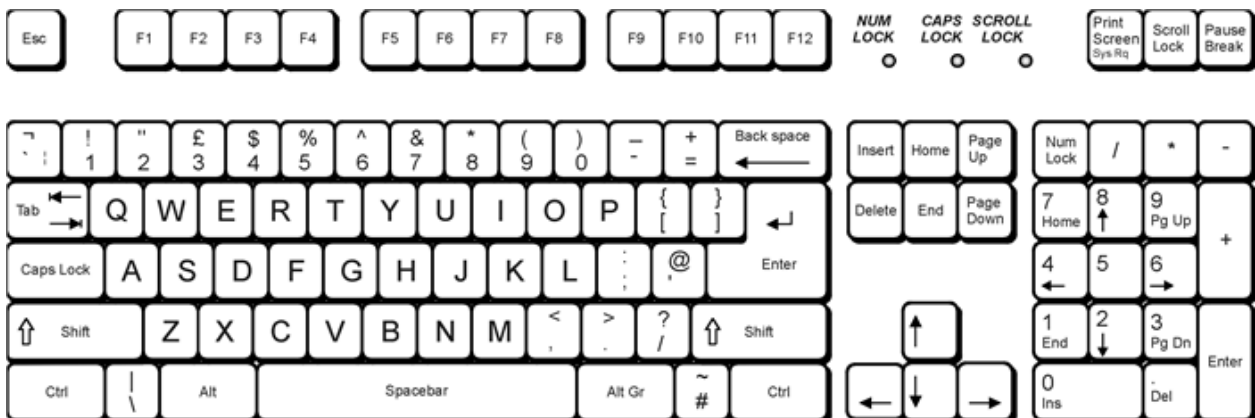
When doing things on a computer, you will often have to dig a little bit through a program sorting method to find what you want. For example, to open WordPad, a basic word processing program, you have to click the Start button, and then click All Programs, and then click Accessories, and finally click WordPad. Rather than writing all of that out, we'll denote that path of commands like this:

Click **Start** → **All Programs** → **Accessories** → **WordPad**

We will use this notation for the rest of this manual.

Using the Keyboard

A standard PC keyboard looks something like the one shown below. A laptop keyboard is a bit smaller and usually doesn't have the numeric keypad shown on the right:



A keyboard has a QWERTY layout, defined by the first six letters on the top row of keys. Many smart phones use this layout to make typing e-mail and text messages easier.

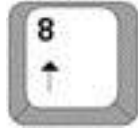
Main Keypad
(largest portion of the keyboard)

Consists of the alphabet keys with number keys above. You may also see one or two Windows keys, which have a picture of the Windows logo on them. The Windows key is used to show the Start menu. To the left of the right-hand Ctrl key is the short-cut key which brings up a shortcut menu (the same as the right-click of your mouse).

Function Keys
(F1-F12)

Used differently depending on the application being used. For example, in Internet Explorer, the F5 key is used to refresh that window (meaning it reloads the information on the Web page you are viewing). Almost every program uses the F1 key to display the Help file. You will become more experienced with the function keys as you use more programs on your computer.

Number Pad Also called the numeric keypad, these keys are located on the right-hand side of the keyboard. These keys serve a dual function. With the Num Lock key (located on the top left of the number pad) toggled to ON, the numbers are displayed. With the Num Lock key toggled to OFF, the secondary function of the key will work. Most keyboards will also have indicator lights for the Num Lock key (as well as Scroll Lock and Caps Lock).



This is the keypad number 8. With the Num Lock key turned ON it would type the number 8 in a document. With the Num Lock key turned OFF the up arrow would be used to move the cursor up.

Editing Pad This section of the keyboard is the column of keys between the main keypad and the numeric keypad. The top three keys are the Prt Scr/Sys Rq key (print screen and system request), the Scroll Lock (used to lock the scrolling function), and the Pause/Break key (used to pause the computer during certain functions).

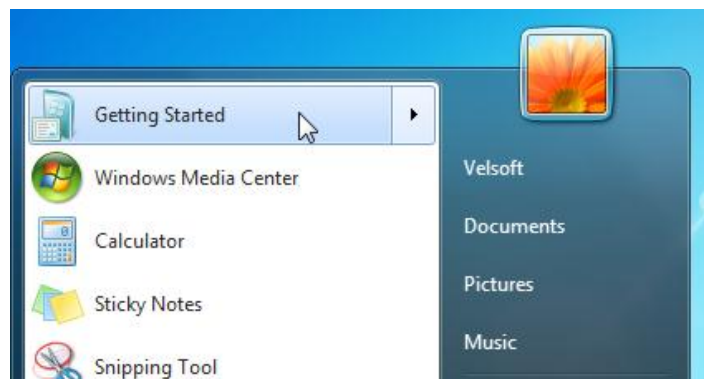
Below these keys are the Insert and Delete keys, the Home and End keys, and the Page Up and Page Down keys. These keys (in conjunction with the arrow keys below the Editing Pad) are mainly used in word processing and other applications to view/edit documents.

1.3 A Quick Look at Windows 7

In this session you will cover the Getting Started Center, discuss how to use items on your desktop, learn about the different sections of the Start Menu, and learn about the toolbars accessible from the desktop.

Using the Getting Started Center

To view the Getting Started Center, click the Start button. The Getting Started item should be near the top of the menu. Click this item to open the Getting Started Center:



If you don't see this item in your Start menu, click Start → Control Panel, found on the right-hand side of the Start Menu. When the Control Panel window appears, click the View by: Category command and then click either Large or Small icons. Find Getting Started in the list of items (they're in alphabetical order) and double-click it to open the Getting Started Center.

In order to get the most out of the Getting Started Center, you will need access to the Internet.

This program was designed to help novice computer users and people new to Windows 7 find their way around.



There are three basic parts to this window.

At the top are two text boxes. The left one tells you where in Windows you are; specifically we are viewing **Control Panel > All Control Panel Items > Getting Started**. On the right, there is a place for you to type a question or a term in order to search and find more information in the Windows 7 Help file. (We will explore the Help file later.)

The light blue area in the middle provides information about the specific item that has been selected. By default, the "Go online to find out what's new in Windows 7" link is shown here. On the right-hand side of this middle area is a green arrow with "Go online to learn more" written beside it. This text is actually a special item called a **hyperlink**.

You may have heard the term "hyperlink" or "link" before as it is used on the Internet. If you click that bit of text, Internet Explorer will open and direct you to a Microsoft Web page that details some of the new features of Windows 7.

The bottom part of this window, with the white background, lists all of the other links in the Getting Started Center. Here is a brief overview of the other options:

- | | |
|---|--|
| Personalize Windows | Modify the style of your desktop, screen saver, and theme. |
| Transfer files and settings from another computer | If you have purchased a new computer with Windows 7 and want to transfer all of your personal files and folders from another computer, this option will open Windows Easy Transfer and walk you through the process. |
| Use a Homegroup to share with other computers in your home | This option lets you create and use a simple network between two or more computers in a local area, like an office or your house. This network will let you share pictures, music, videos, documents, and printers with other members of the network. |
| Choose when to be notified about changes to your computer | Use this option to modify User Account Control settings, which warn you about changes that are about to be made to your computer. These settings are beyond the scope of this manual, so we recommend you leave these options alone. The default options will help keep you safe. |
| Go online to get Windows Live Essentials | This link will let you download Windows Live, a comprehensive program that lets you stay in touch with friends, write blog posts (a journal on the Internet anyone can read), and send/receive e-mail messages for free. We will cover the basics of Windows Live Essentials later in this manual. |
| Back up your files | You can have Windows 7 automatically back up your files and folders in case something should go wrong with your computer. |
| Add new users to your computer | Windows features the ability for several people to use the computer (though not necessarily at the same time!). If you have administrative rights, you can set up user accounts that let each person have their own personal files |

and settings.

Change the size of the text on your screen

If you are hard of seeing or just like to use a large font, use these settings. You can also change the screen resolution (how much information you can fit on the screen at once).

Using the Desktop

The Windows 7 desktop is designed to be used just as you would your desk or table at work. Items can be arranged in any order, folders and files can be saved on the desktop, and most programs run in separate windows on the desktop.

Earlier, we learned a little bit about the different components (Start menu, taskbar, Recycle Bin, etc.) on the screen. Now we will focus on working area of your screen. Let's examine a sample desktop with a few different items:



There are four icons on this desktop, with part of a picture (called the wallpaper) in the background. The Recycle Bin is a storage area for old files or folders that are ready to be deleted.

There is a folder called Exercise Files that contains data. Windows 7 changes the icon of a folder to reflect its content. If you look carefully at the Exercise Files Folder, you can see it is displaying a folder inside the main folder. If there was a folder on your desktop with some pictures inside, you would see small thumbnail images of some of those pictures poking out of the folder.

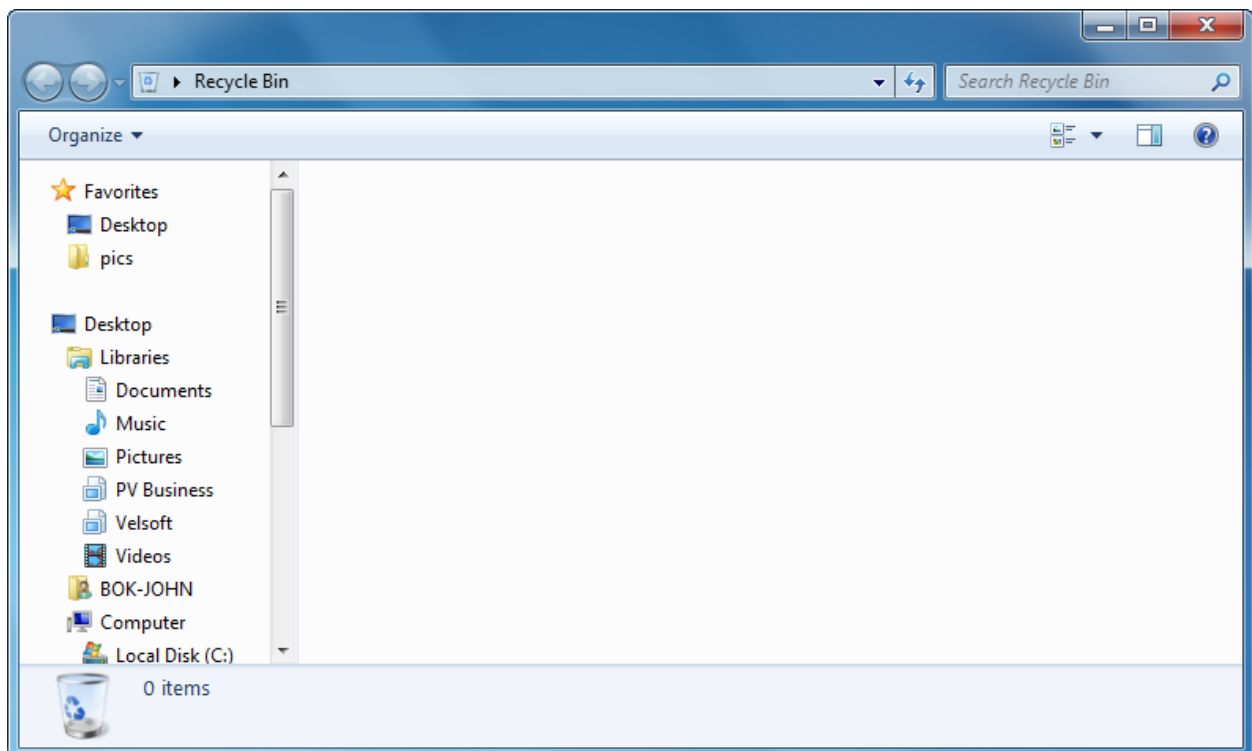
The "shopping list" file is a file that was created in Notepad (a very basic text editor) and saved on the desktop. This means that the file will always be there on the desktop until I move it or delete it.

Finally, the last icon is used to open the game Minesweeper. This is a special type of icon called a **shortcut**. Shortcuts are direct links to files, folders, or (most often) programs. They are identified by the small arrow in the corner of the icon.

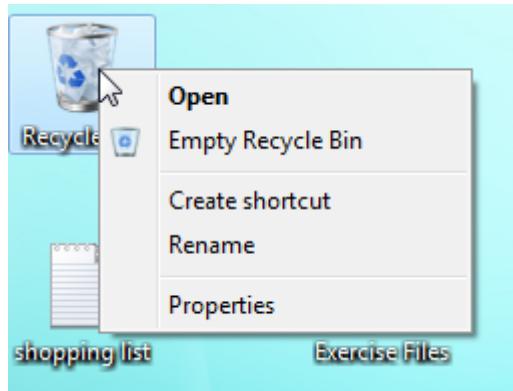
Clicking any of these icons will highlight the icon, such as the shopping list:



Double-clicking the icon will open the file/folder or launch the program. Here we can see an empty Recycle Bin:

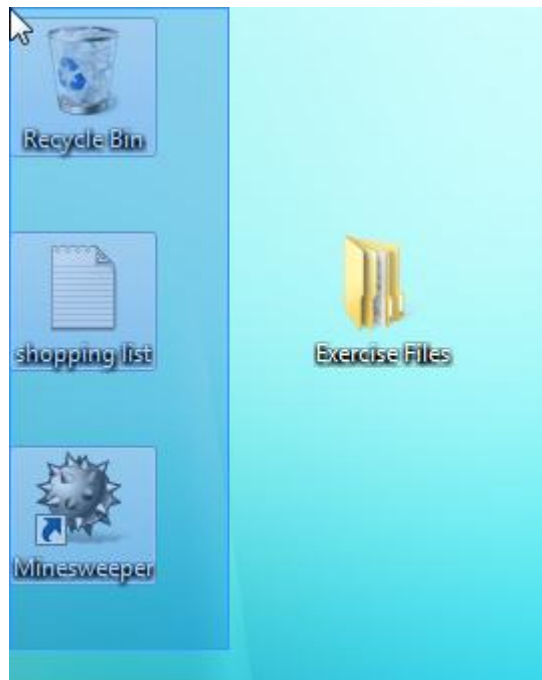


You can also right-click an icon to see some different options available for that particular item. This right-click menu varies from item to item:

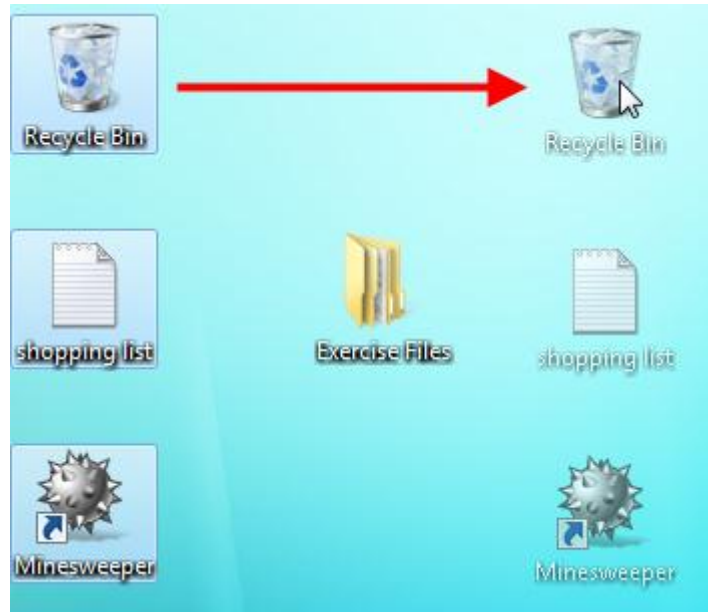


Icons can be moved one at a time around the desktop by clicking and dragging, and then releasing the icon at the desired location. You can actually move files in and out of folders using this method.

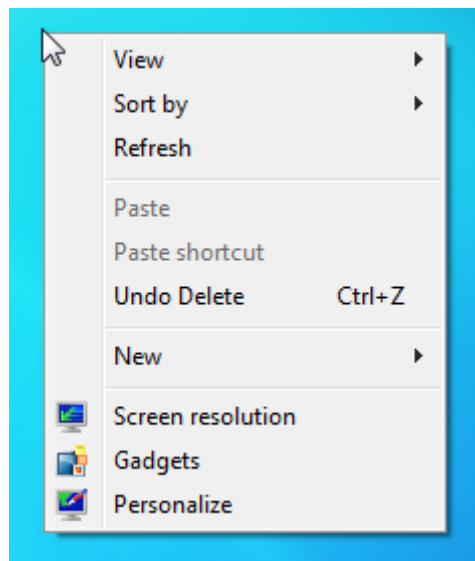
To move many icons at once, click and drag a box around the icons first. You will see a blue area outlining where you have dragged. This means that the items are selected. Below, we have selected three items:



Now if you click and drag any of the selected icons, you can move all of the selected icons as a group:



We have seen that you can access different properties and commands by right-clicking on an object. This is also true for the desktop. Right-click in any empty space that does not have an icon and make a selection:

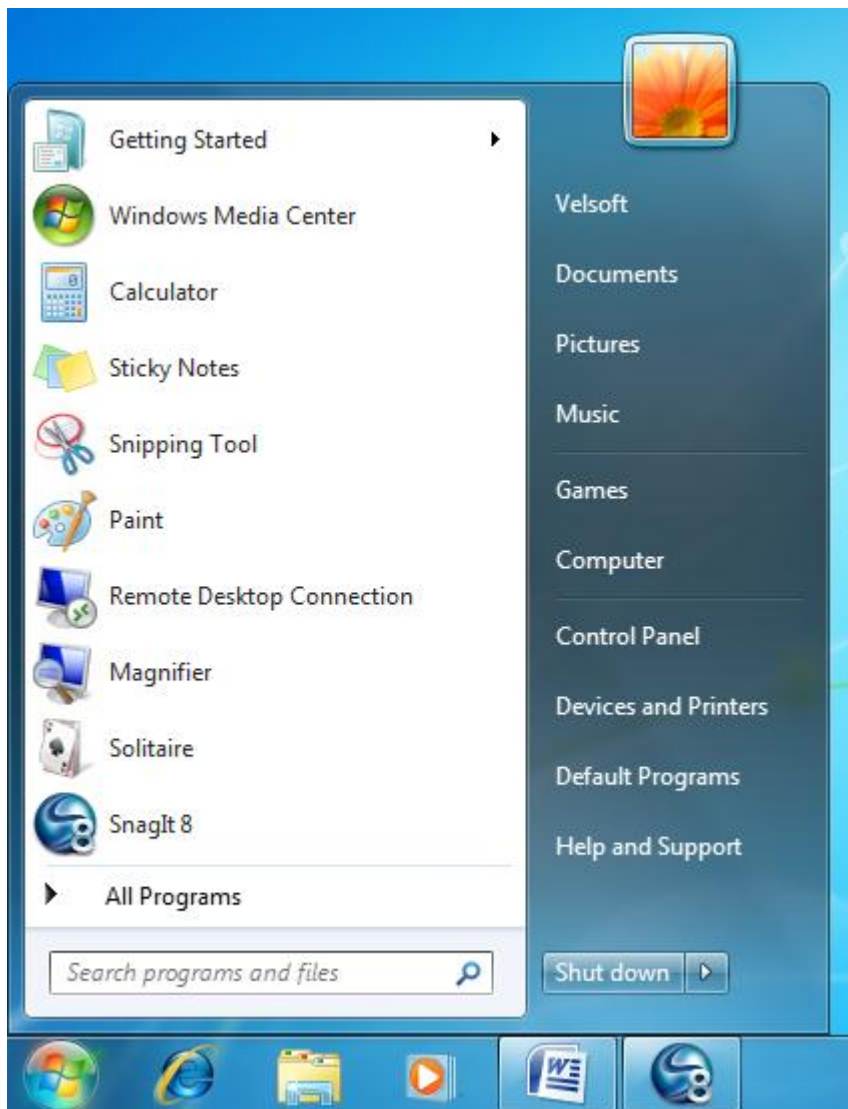


You can see from the picture that some items in the right-click menu have a small arrow on the right-hand side of the option. If you hover your mouse over this menu option, a submenu with more options related to the main option will appear. In the image above, you can see options to View and Sort icons on the desktop, create a new file or folder, and customize display options.

Using the Start Menu

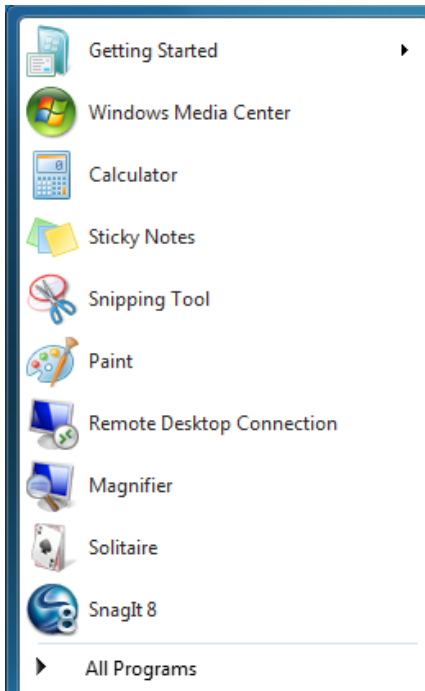
The Start menu is the primary gateway to everything your computer has to offer. All installed programs can be accessed here, you can view different locations on your computer, and you can use it to search for files.

Click the blue Start button in the lower left-hand corner of your screen to view the Start menu:



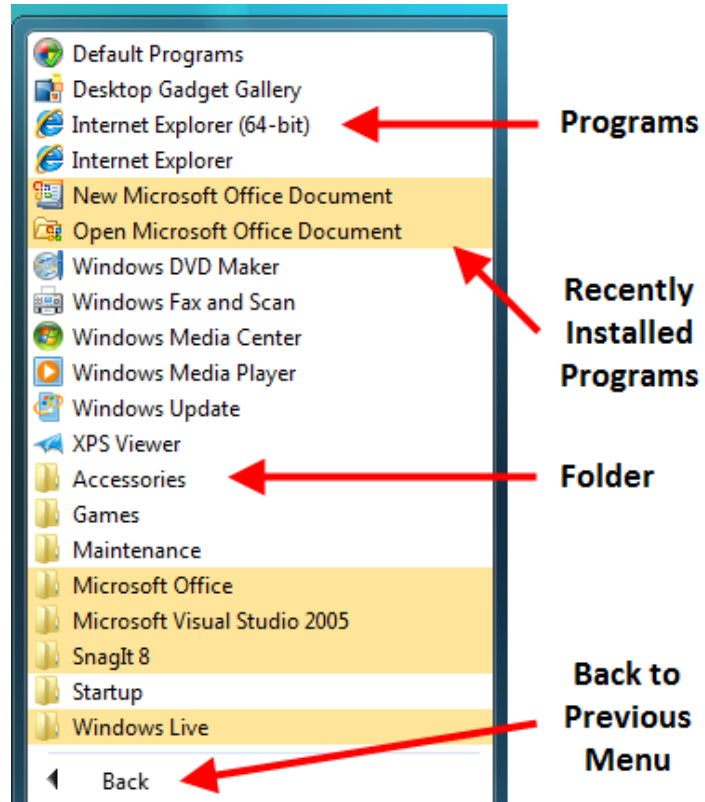
There are five different sections in the Start menu. Let's go over what each section does:

Program Listing

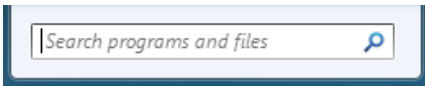


On the left is a list of programs that have been recently used on your computer.

At the bottom of the list is the All Programs Link. If you click this item, a list of all programs that are installed on your computer will appear. Click a program name to launch that program. Click any folder to view the contents of that folder.

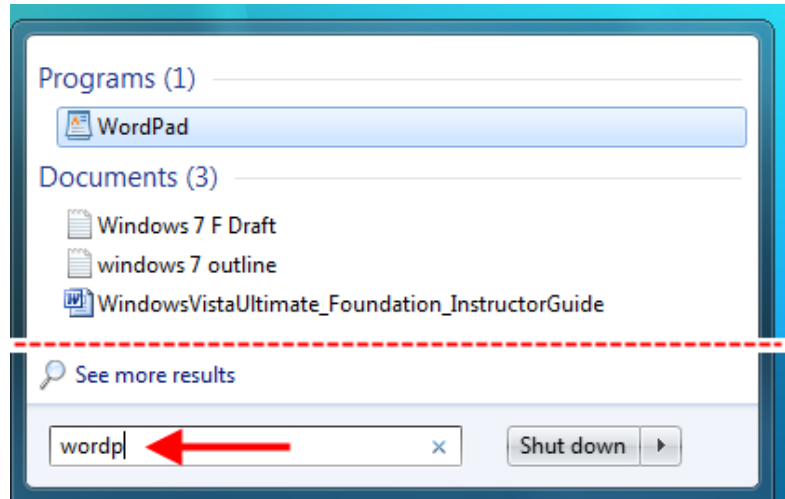


Search Bar

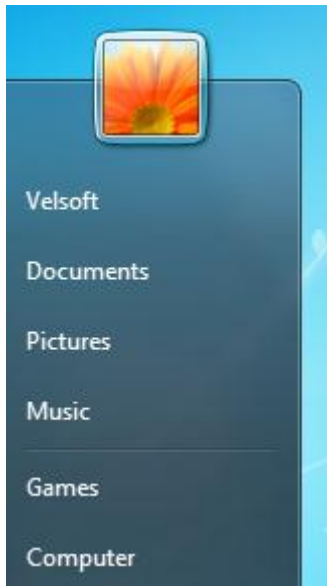


Located just above the Start Button is the Search Bar. If you type the name of a program or file, Windows will automatically look for the item based on the search criteria you entered. Any relevant results will be displayed at the top of the Start menu.

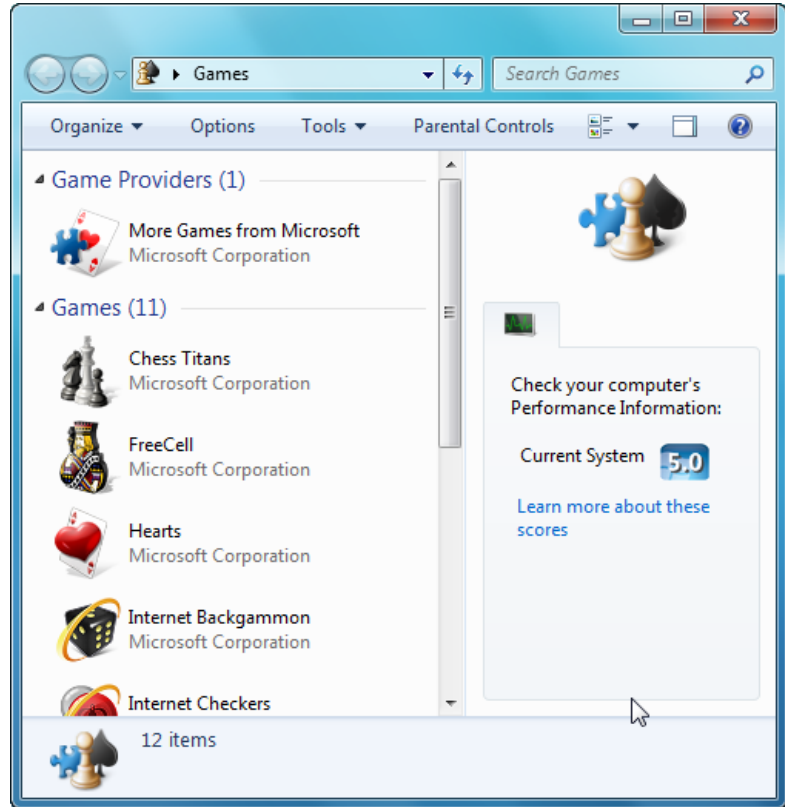
For example, here we have started to type "wordpad" into the Search Bar:



Quick Links



The Quick Links area displays your user name and picture, as well as links to your Documents, Pictures, Music, and Games. Clicking any of these links will open the associated folder on your desktop to show you the contents:



Computer Control



The Computer Control area lets you perform more advanced tasks related to your PC.

The **Control Panel** option lets you customize nearly every detail of Windows 7. **Devices and Printers** lets you view and modify properties of external devices connected to your computer. **Default Programs** assigns a certain program to open automatically when a certain action must be performed, and the **Help and Support** Center provides a full help manual for Windows 7.

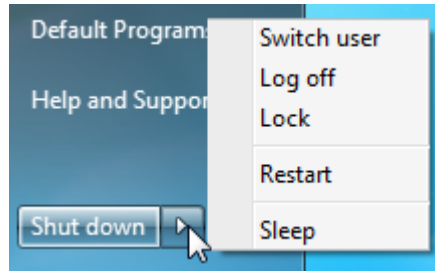
We will explore the Help and Support feature later in this manual.

Power Options



These controls are used to power down your computer or lock it so no one else can use it while you are away. By default, **Shut down** is displayed. Click this button and your computer will close any open programs, log you off of the computer, stop using Windows 7, and then power itself down.

If you click the arrow beside Shut down, you will see these options:



Switch user will not log you out of the computer; you will be returned to the login screen and your user account will be shown as currently signed in. You will need to enter your password to use the computer again. **Log off** will close any open programs and return you to the login screen. **Lock** will make the computer inactive so only you can use it. **Restart** is similar to Shut down, only the computer reboots (power cycles) itself and doesn't actually power off. Finally, **Sleep** will put the computer in a low-power usage state and act like it has been shut down.

We will explore these power options in more detail in the next lesson.

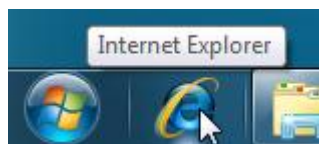
Using the Taskbar

The taskbar is located between the Start menu and the System Tray. This is where all open programs, files, and folders are displayed:

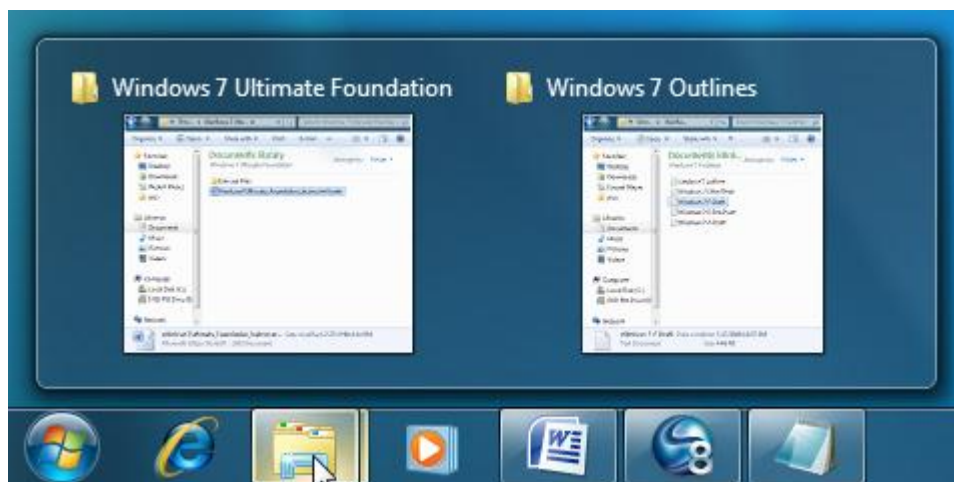


By default, the three icons on the left of the above image are displayed. They are, from left to right, Internet Explorer 8, Windows Explorer, and Windows Media Player. There are also three other program icons. Notice that Windows Explorer has two borders indicating that there are two open Windows Explorer windows.

If you hover your mouse over an icon for a program that is not currently running, you will see the program name appear:



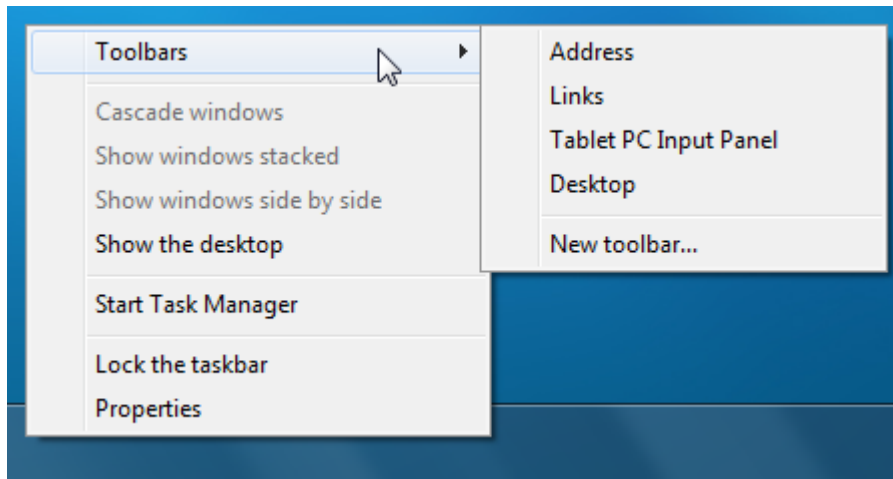
If you hover your mouse over a program icon that has one or more instances of the program open at once, you will see a thumbnail view of what the program looks like. For example, here are the two open Windows Explorer windows:



We will cover how to work with windows on the taskbar later in this manual.

As you open and use more programs at once, new program icons will be added to the right of the last taskbar item. You can click and drag these icons (including the three default ones) wherever you like. For example, if you wanted to put the Windows Explorer icon in the first (leftmost) position on the taskbar, just click and drag the Windows Explorer icon to the left of Internet Explorer.

Right-click the taskbar to display extra options:



The **Toolbars** option shows a list of all toolbars that can be shown on the desktop and taskbar. The other options in this menu allow you to organize the windows on your screen in a certain way. The **Task Manager** allows you to monitor all programs and processes that are currently running.

Using the System Tray

When you first log in to Windows 7, there are a few services and background programs that start in order to provide extra functionality for the computer. These programs usually have an icon in the system tray, located in the bottom right-hand corner of your screen by the date and time:



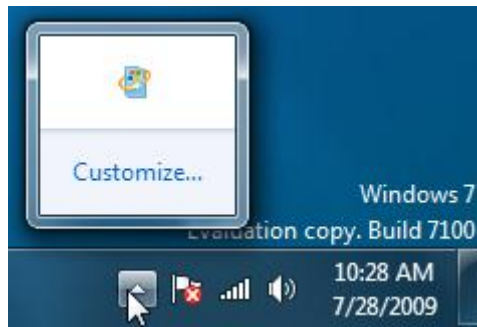
In the bottom-rightmost corner of your screen, there is a rectangle to the right of the date and time. This is the Show Desktop button. Click this to minimize (hide) all open windows. We will discuss how to manage windows later in this manual.

As you become more familiar with Windows and install more programs, more icons will be added to this area. Sometimes, certain icons that were visible in the system tray will hide themselves in order to make more room on the taskbar.

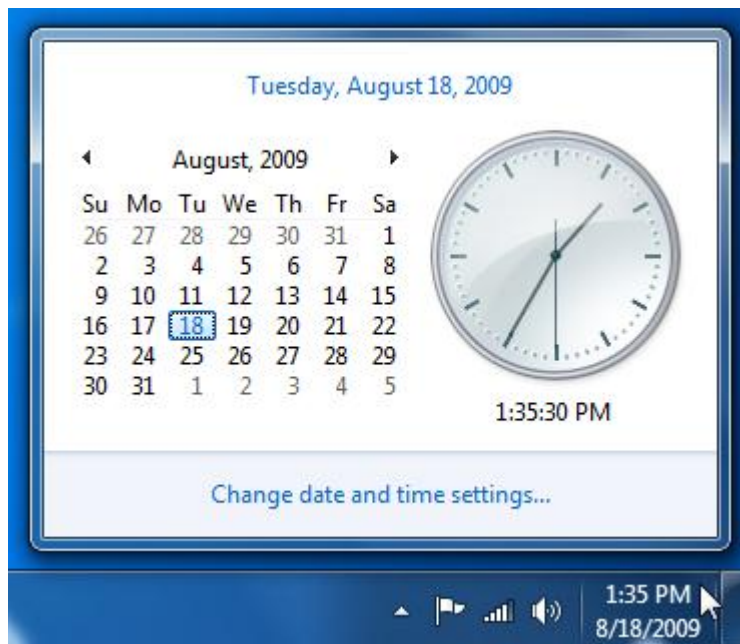
To see any hidden items, click the (^) icon in the system tray:



This will show all icons for the background programs or services that are currently running but are inactive:



Most icons can be interacted with by clicking, double-clicking, or right-clicking the icon. For example, the clock is displayed by default in the system tray. If you click the time, you are shown a basic calendar and you can modify the date and time shown by your computer:

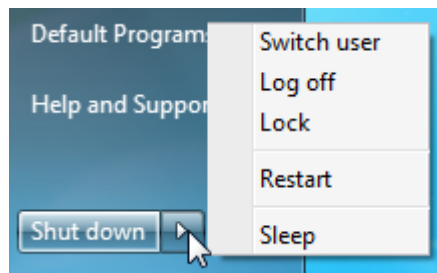


1.4: Exiting Windows 7

When you have finished your work for the day or have finished using your computer, it is a good idea to turn off your computer and save energy. Windows 7 offers a few options besides simply powering off your computer, which we will explore in this lesson.

Shutdown Options

There are two different shutdown options available in the Start Menu:



Sleep

Your computer uses RAM (Random Access Memory, or simply “memory”) to operate programs and processes on your computer. The Sleep function makes the computer save all the contents of the memory on the hard disk, closes all open programs, logs you off, and then physically cuts the power to your computer.

When you press the power button on your computer, move the mouse, or press a key on the keyboard after it has gone to sleep, Windows will automatically log you back in, re-open the programs you had open, and restore the memory. The advantage of using the Sleep function is that it usually takes less time to start your computer.

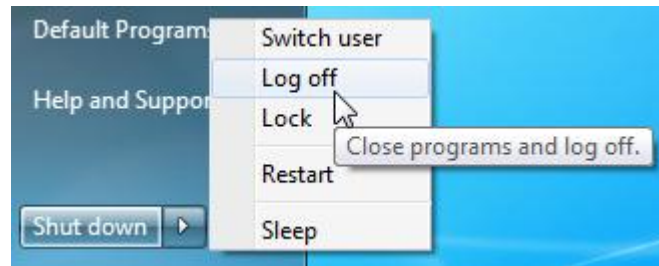
Shut Down

Shut Down requires you to save any work you may be doing, closes all programs, logs you off of the computer, and then turns off the power. The advantage of shutting down is that although it takes longer to start your computer than Sleep, it starts the computer with a clean slate. No programs other than the default startup programs will be operating yet, and the memory is operating at its most efficient level.

Logging Off the Computer

Logging off allows another user to operate the computer under their own account. We mentioned earlier that Windows has the capability to store the data and settings for many users so that one person can log on, do their work, log off, and then a different person can log onto a different account and do their own work.

To log off, click the Start button, point to the (>) icon beside Shut down, and then click Log Off:



You will be asked to save any open documents before Windows shuts down all programs and log you out of the computer. The next person can click their user account and enter their password to log into their own environment.

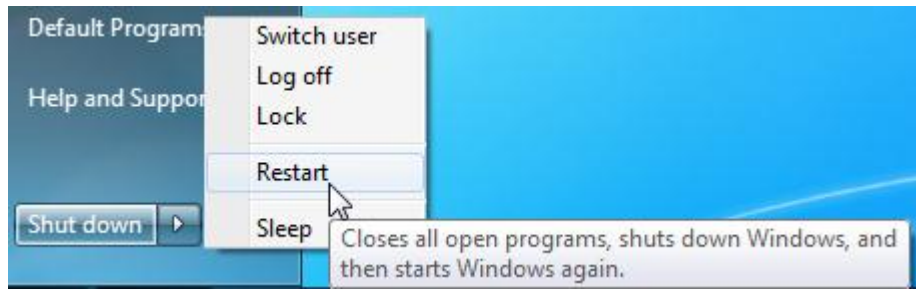
The Switch User options works similarly to Log Off; however, you do not have to close or save your programs. It is simply a way to get up and let someone else use the computer under their own account. When they have finished their work and log off, you will notice a small "Logged In" label under your profile name. Click your profile, enter your password, and keep working where you left off.

Restarting the Computer

Restarting the computer is just like shutting down the computer, except that the computer never actually powers off. All cooling fans and hard drives are still operating. The computer will then start to load Windows again, with clean memory. Once you begin to install your own programs onto Windows, you will become familiar with restarting your computer. Restarting ensures that any files used during installation are removed and the program listing inside the core of Windows is properly updated.

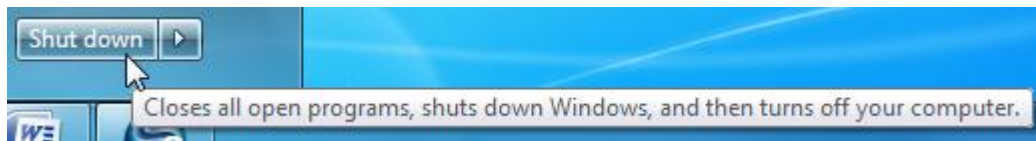
If you are going to do a performance-demanding task, such as run a large spreadsheet or play a 3D game, it is recommended you restart your computer first. This will ensure that no other programs are occupying memory unnecessarily, and also allows the central processing unit (CPU, the brain of your PC) to concentrate on your specific task.

Restart your computer by clicking the Start button, pointing to (>) beside Shut down, and clicking Restart:



Turning off the Computer

Turn off your computer by clicking the Start button and then clicking Shut Down:



You should always shut down the computer using this shortcut. However, this may not always be possible if a program has frozen, crashed, or become otherwise unresponsive. You should first try to manually stop the program using the Task Manager (more on this later) but if even that should fail, push and hold the power button on your PC for a few seconds. Once the computer has powered off, wait at least 30 seconds before powering it back on.

Chapter 2: Working with Windows 7

In this chapter you will learn how to:

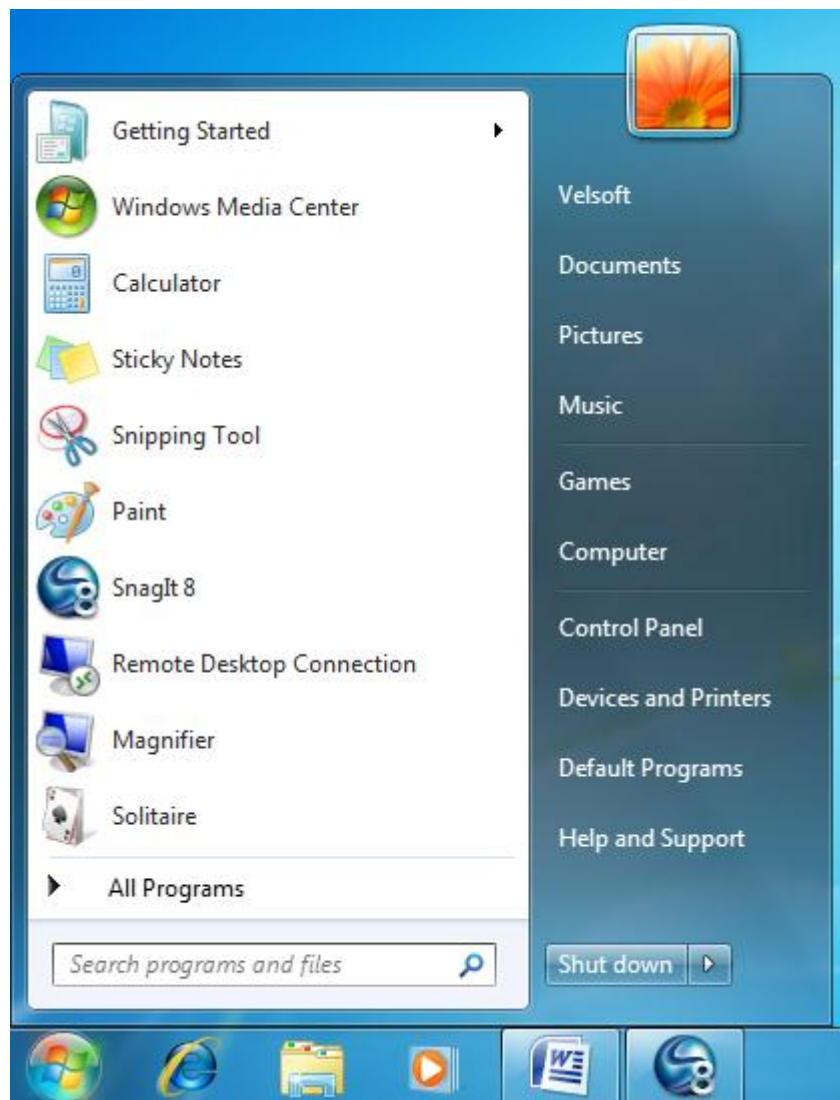
- Start a program
- Recognize the different parts of a program's interface
- Launch Help from within a program
- End a frozen program
- Exit or close a program
- Use Minimize, Maximize, and Restore
- Resize windows
- Manage windows
- Use different Aero Desktop features
- Use files, folders, and Libraries
- Navigate through your computer
- Use menus and the Ribbon interface
- Use shortcut keys and shortcut menus

2.1 Application Basics

Windows 7 is an operating system; a complex program that lets you interact with the computer hardware and run other programs. Windows manages the memory, hard drive, and CPU usage for all programs running to ensure that each program gets their share.

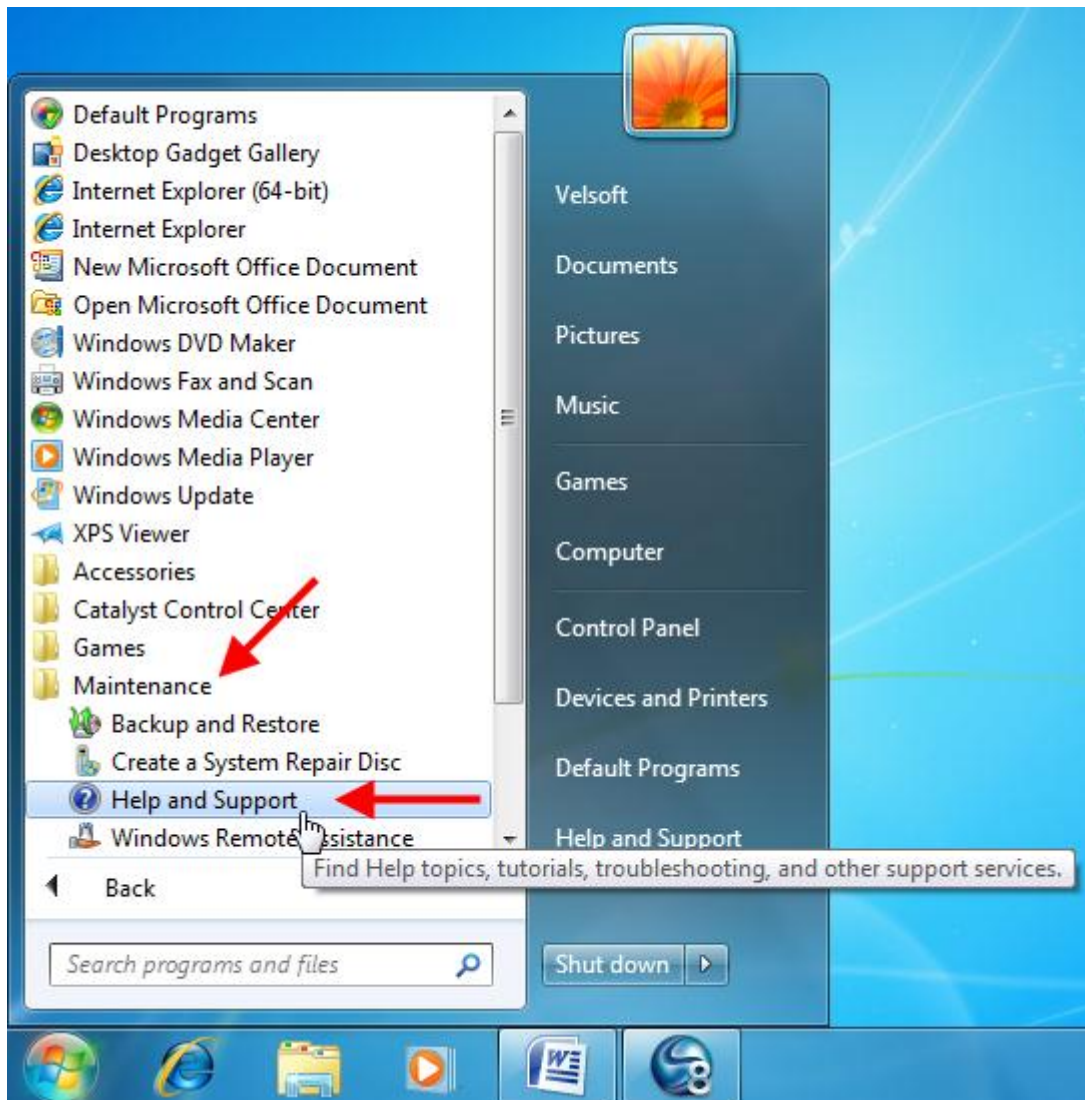
Starting a Program

There are three different ways to start a program in Windows 7, the most common being the Start menu:



Programs are accessible in the left-hand pane of the Start menu. The programs listed in the menu above are programs that have been recently used. The higher in the list, the more often it has been used.

All other programs are available by clicking All Programs (just above the Search bar) and then selecting a program, or clicking a folder to open it and then selecting a program:



The second way to launch a program is to click its icon in the taskbar, such as Windows Media Player:



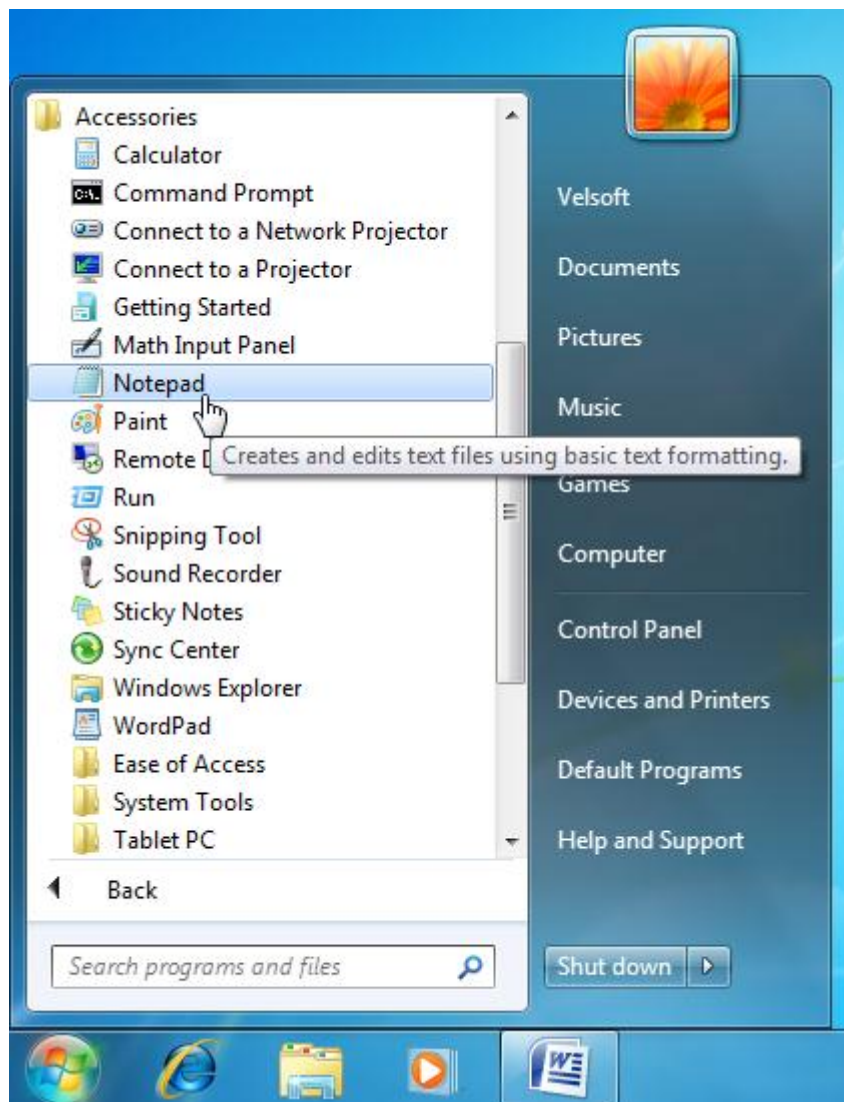
The final way to launch a program (if applicable) is to double-click a shortcut on the Desktop, such as this shortcut to Internet Explorer:



Shortcuts are denoted by a small arrow on top of their icon. When double-clicked, these shortcuts tell the computer to start the program.

Parts of the Application Window

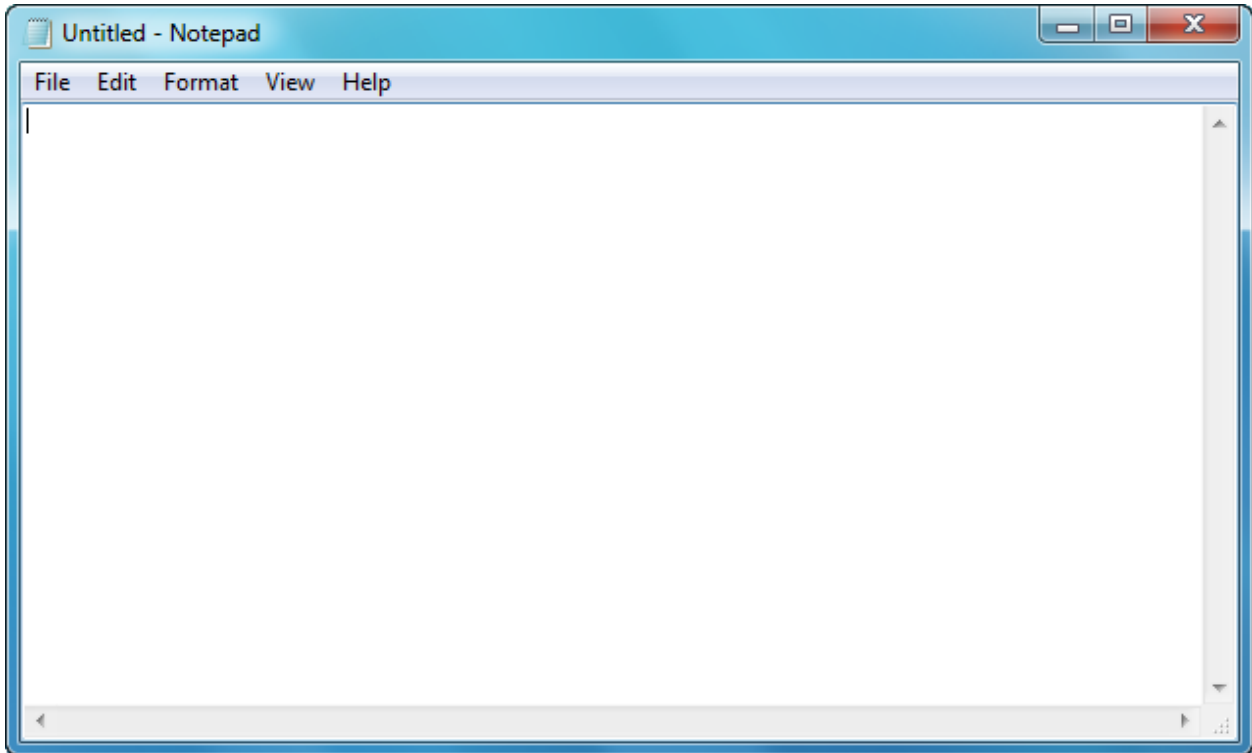
Though every program is different in its own way, most program user interfaces have similar features. For this example we will use Notepad, a very basic text editor that is included with Windows. Notepad can be found by clicking **Start** → **All Programs** → **Accessories** → **Notepad**.



Notepad

- Click Start → All Programs → Accessories → Notepad
- Notepad is a very basic text editor which is useful if you need to quickly jot something down and save it for later.

Notepad will launch in its own window on the desktop:

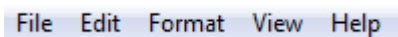


The interface of this program has the following three components. (In fact, just about every program has these items.)

Title Bar Every window has a title bar that consists of the document name and application name, as well as the Minimize, Maximize, and Close buttons, which we will explore in the next lesson:

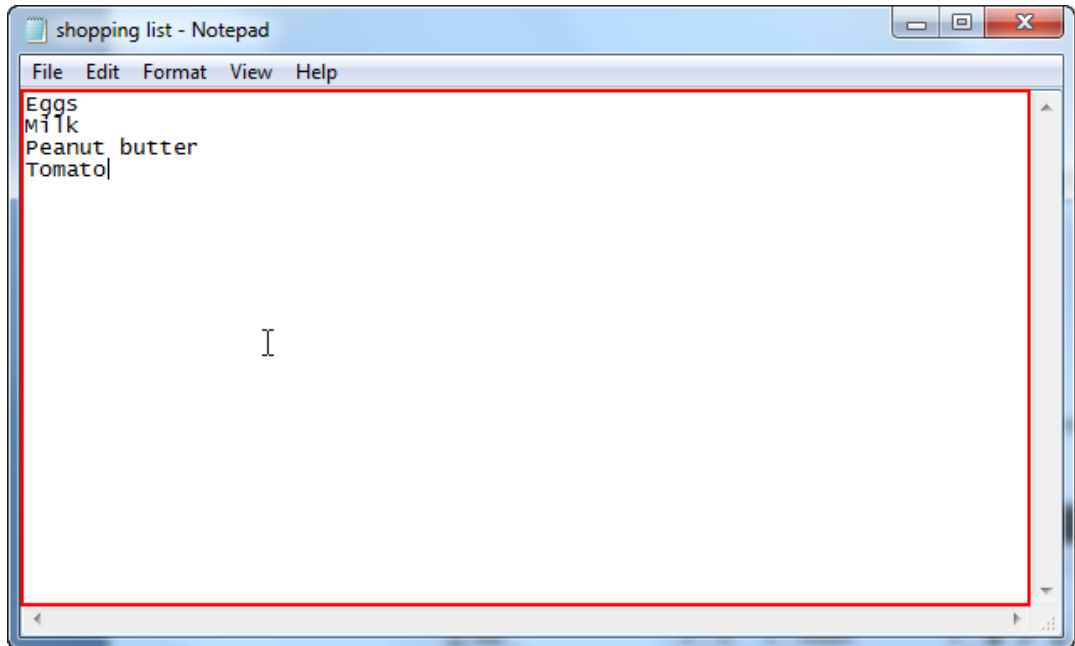


Menu Bar Menus provide a tree structure that allow you to use different features of a program:



Working Area

This is the largest section of the program in which you create, view, and modify files using the program:



Notepad is very basic so it doesn't have much to offer in the way of a fancy interface. There are some other important interface components that you should know about, so let's quickly go over some of them by looking at some different programs.

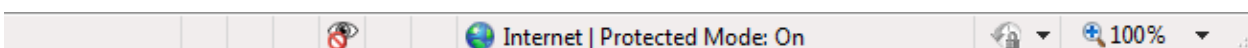
For example, many programs use **icons**; small pictures that denote a particular command or action. Look at the top of Internet Explorer 8:



As you can see, there is a lot happening here! But there is a place for everything, and everything is in its place. There is an Address bar that lets you type a web address, like www.teia.edu.au. To the right of that is the Search bar, a place to type a word or words and use a search engine on the Internet to track down relevant information.

Under the Address bar is a series of icons that let you flag certain Web sites as Favorites (sites you like and want to visit again), return to your home page (the page that loads when you first start Internet Explorer), send e-mail, print something, and more. This area can be referred to as the command area; a place where you interact with program functions.

At the bottom of Internet Explorer (and many other programs), there is a Status bar:



As the name implies, this area gives at-a-glance details about the program itself. We can see that we are browsing the general Internet (as opposed to an internal network

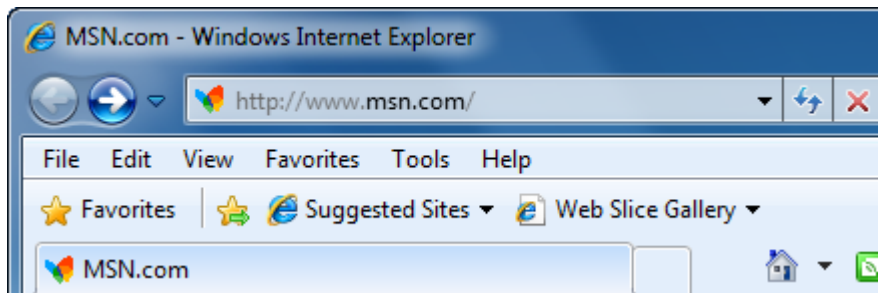
location), Protected Mode is on, and the page is currently being viewed at 100% zoom.


We will go over the details of Internet Explorer 8 later in this manual. We will also introduce the Ribbon-style interface later in this manual, used by Microsoft in the latest versions of WordPad and Paint, in most Microsoft Office 2007 programs, and in all Microsoft Office 2010 programs.

Moving Around in a Program

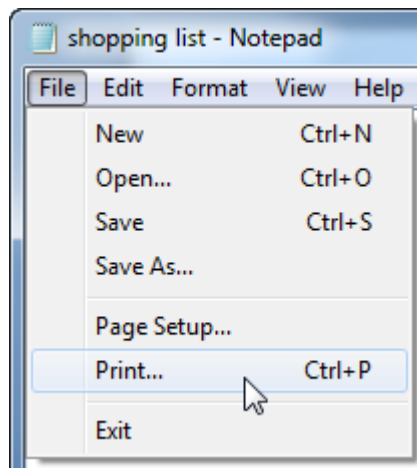
As we stated before, every program is different in its own way. However, like the general layout of the program, navigation through the program or content is very similar for most programs. Let's start with the menu bar.

Most programs have three or four menus in common, such as the menus for Internet Explorer: (Don't worry if you didn't see these before; the menu bar is hidden by default because the majority of program commands are already visible in the command area.)

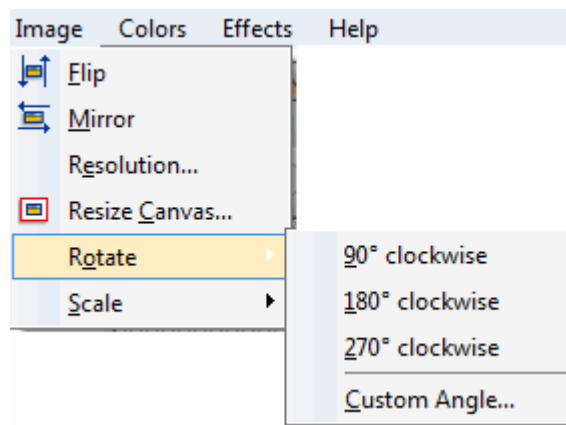


- The **File** menu lets you manage different aspects of a file. You can open, close, or save a file with the File menu. Most File menus include a Print command as well.
- The **Edit** menu deals with operations that can be performed on the data in a file. Common commands include Cut, Copy, Paste, as well as Find & Replace.
- The **View** menu is not as common as the previous two, but is used in most programs to display the data on your screen in different ways.
- Finally, almost every program has a **Help** menu. This menu contains a help file for the particular program as well as licensing information specific to the program or document. Many programs also have some sort of help icon, which usually looks like this: 

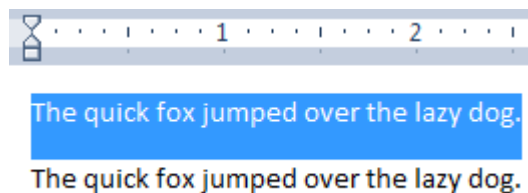
Interacting with a menu is easy; simply click a menu heading and then click a command:



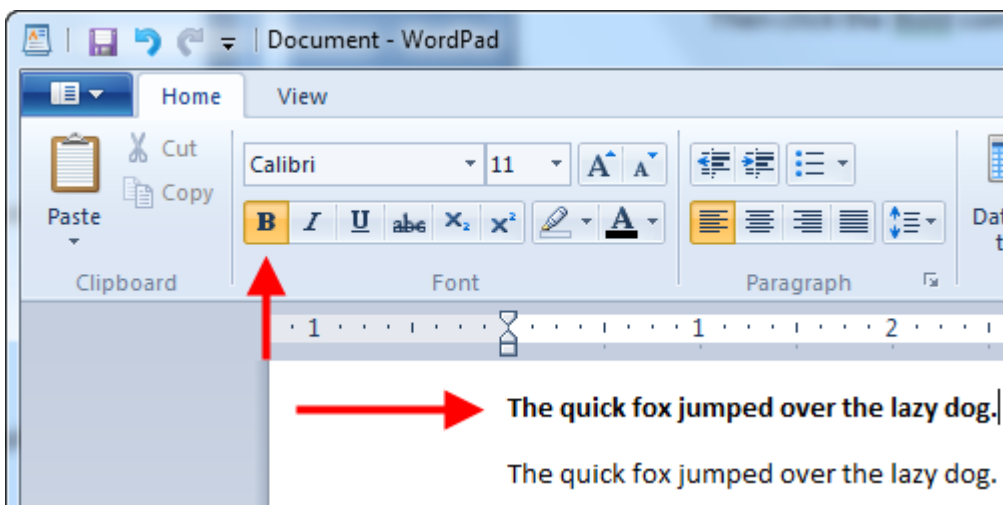
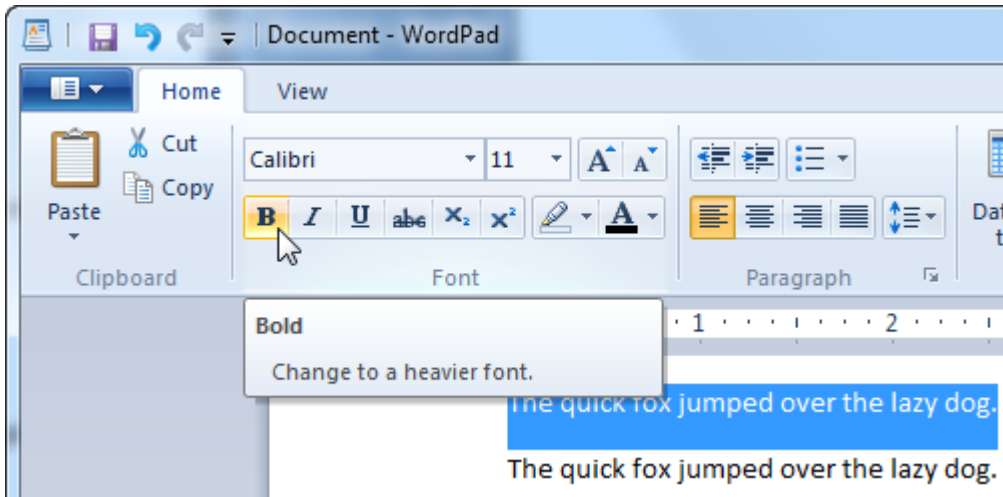
Quite often a menu will have a sub menu as well. Hover your mouse pointer over the (>) symbol (like the one next to the Rotate command) to show a sub menu with commands specific to a topic:



Commands that are shown as icons in the command area of a window occasionally require some data or object to be selected first. For example, if we want to make text bold in WordPad, first highlight the text you want to make bold by clicking and dragging:



Then click the Bold command in the Command area:



We know that the mouse is used for nearly everything on your computer. However, as you become more comfortable with different programs, you may find yourself using different keyboard shortcuts in order to navigate around a program. For example, you can switch from one text box to another by moving your mouse and then clicking in the next text box:

Sign in

Windows Live ID: (example555@hotmail.com)

Password:

[Forgot your password?](#)

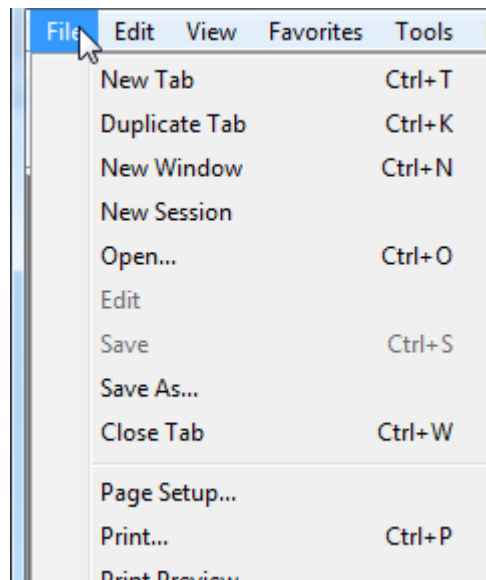
Remember me on this computer (?)

Remember my password (?)

Use enhanced security

You can also press the Tab key on your keyboard. This will automatically move the cursor from the Windows Live ID text box to the Password text box in the diagram above. Pressing the Tab key will advance through text fields or other commands in the program.

Keyboard shortcuts will become second nature to you as you become more familiar with computers. For example, if we look at the File menu of Internet Explorer, we can see that some commands have a keyboard shortcut beside them (Ctrl + a letter):



If you click **File** → **Print** or press and hold Ctrl and then press P (Ctrl + P), you will open the Print dialog, which you would use to print a Web page.

Launching Help from Within an Application

We know that nearly every program has a Help menu in the menu bar. Click Help → View Help or Help → Topics to see the help file. Some programs also have a small question mark icon which will launch the help file for that application:

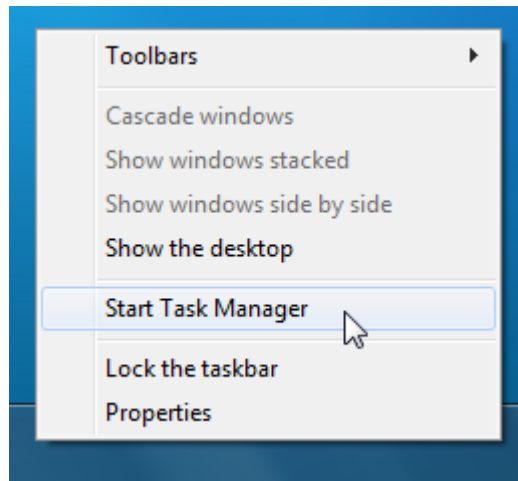


Most programs employ some form of keyboard shortcut as well. Pressing F1 or Ctrl + H will launch the help file in most applications.

Ending a Frozen Program

One of the primary jobs of an operating system is to make sure all the programs get the resources they need to perform their operations and keep everything moving along. Unfortunately, sometimes a program can suffer an error or conflict with another program, causing a program to become inoperable or unresponsive (AKA "frozen" or "crashed").

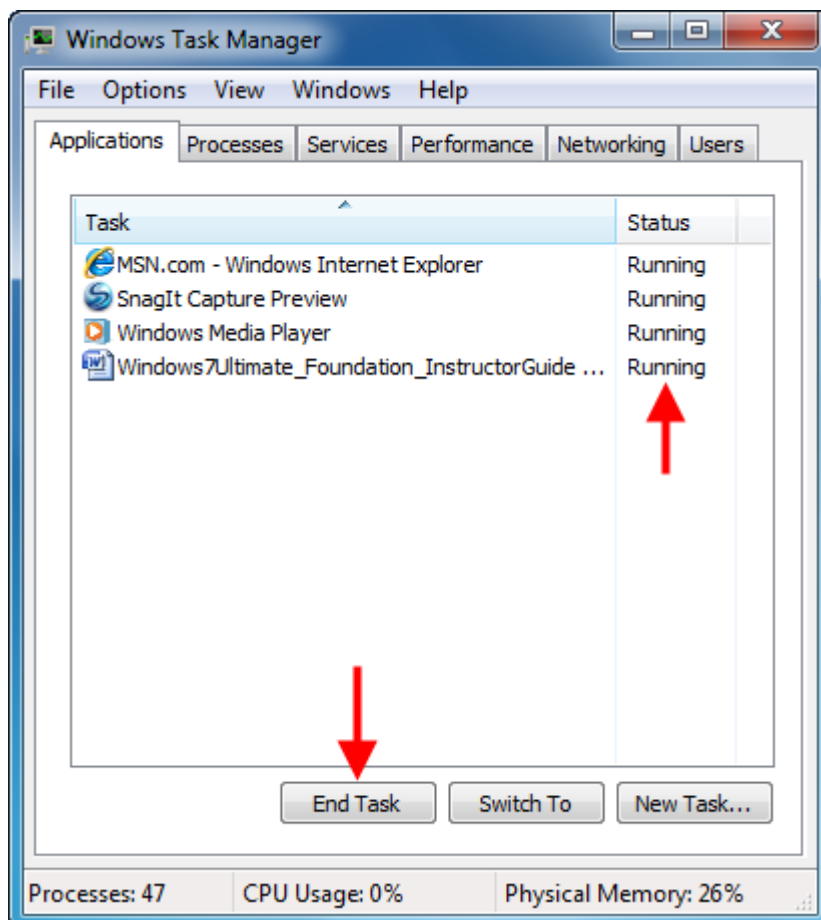
If this happens, press Ctrl + Alt + Delete and click Start Task Manager or right-click the Taskbar and click Start Task Manager:



Task Manager

- Press Ctrl + Alt + Delete on your keyboard
- Task Manager allows you to close most unresponsive (frozen) programs and restore normal operation of your computer

Task Manager is a special program that keeps watch over all other programs in the operating system. The Applications tab shows which main programs are currently running. As you can see in the picture below, there are four programs open and all of them are operating fine. (A frozen program will have a status of "Not responding.") Highlight the program in the list that is frozen, and then click End Task:



If the program still refuses to end, try to save whatever other work you may have been doing and attempt to shut down or restart the computer.

In some situations, your computer may become completely unresponsive. You may have no choice but to physically power down the computer by holding in the power button for a few seconds. You can avoid this by making sure you are aware of what programs are being installed on the computer and saving often to minimize data loss.

Exiting a Program

Exiting a program is easy – just click the Close button in the upper right-hand corner of the window:



The Close or Exit command will also usually be found in the File menu. Pressing Alt + F4 on your keyboard will also close a window.

2.2 Working with a Window

Every program was designed with a purpose in mind. From the simplest game to the most advanced physics simulation, if it runs in Windows 7, you can manipulate most windows very easily. In this lesson you will learn how to manipulate a window as well as learn some tips to keep your desktop neat and organized.

Using Minimize, Maximize, and Restore


You might already be fairly familiar with these buttons as we have seen them a few times before. These buttons are located in the upper right-hand corner of nearly every window:



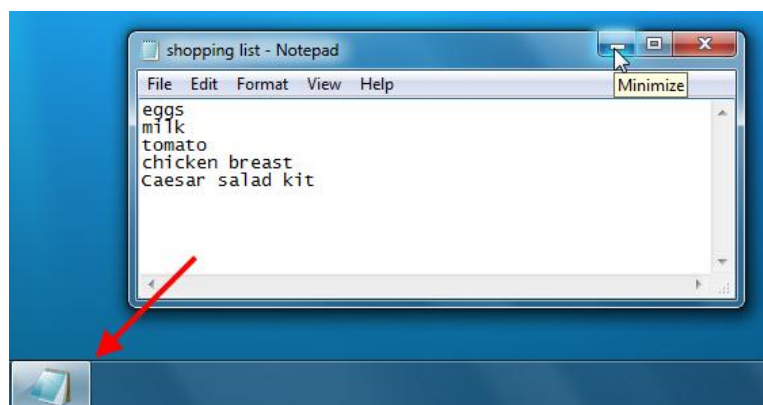
From left to right, these buttons are Minimize, Maximize/Restore, and Close.

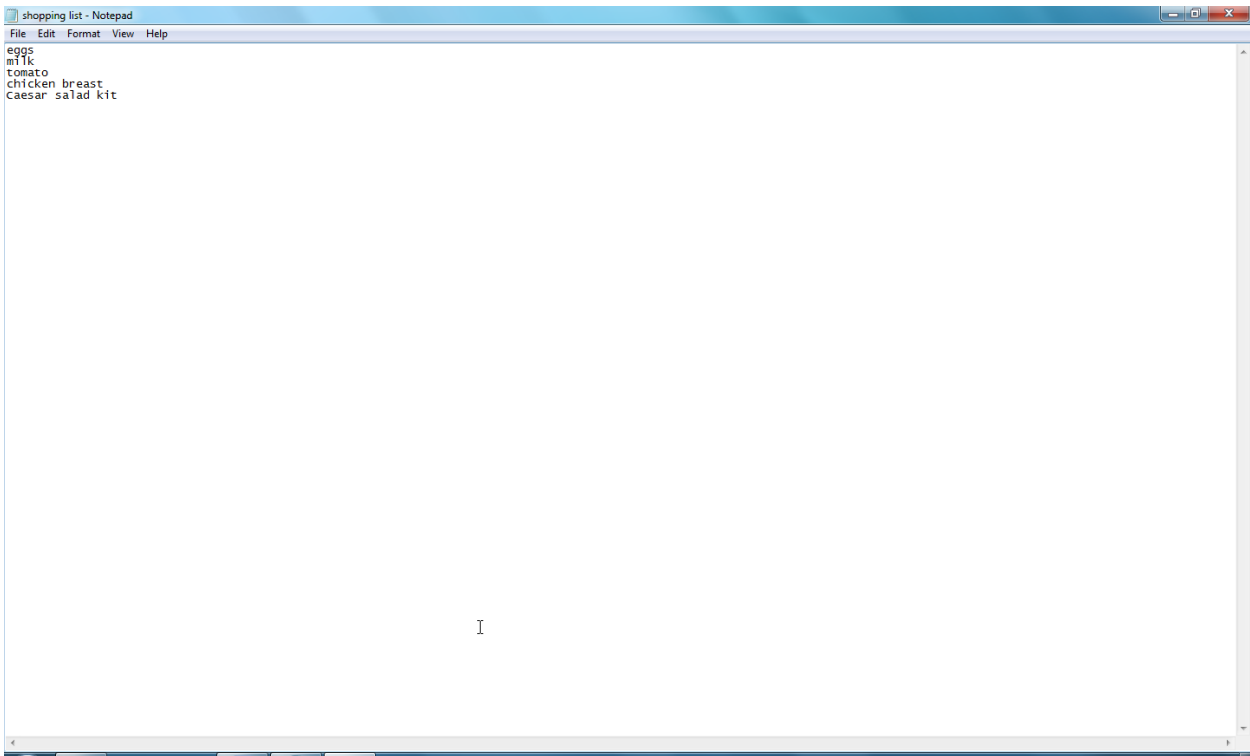
The red X button will close a window or a program.


The Minimize button (leftmost) is used to reduce the window to a single item on the taskbar:

The middle button is a dual-use button. The most common form it takes is Maximize: 

Click this to make the window fill your entire screen:



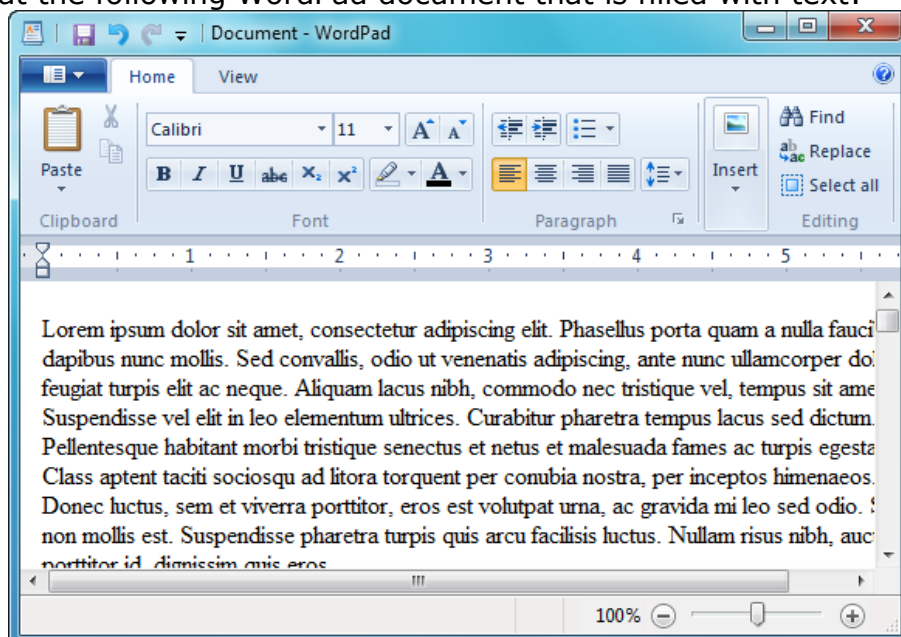


You can also maximize a window by double-clicking the title bar. Notice that the Maximize button has changed to this: . This icon symbolizes that if clicked, it will restore the window back to the size it was before it was maximized.

Scrolling in a Window

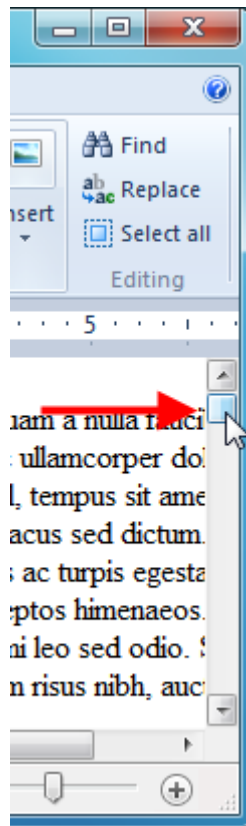
Some files, such as word processing documents or spreadsheets, are usually quite large in size. Even maximizing a window may not provide you with an entire view of the data in the file. Therefore, these types of programs have the ability to scroll up and down and/or side to side through the data.

Take a look at the following WordPad document that is filled with text:



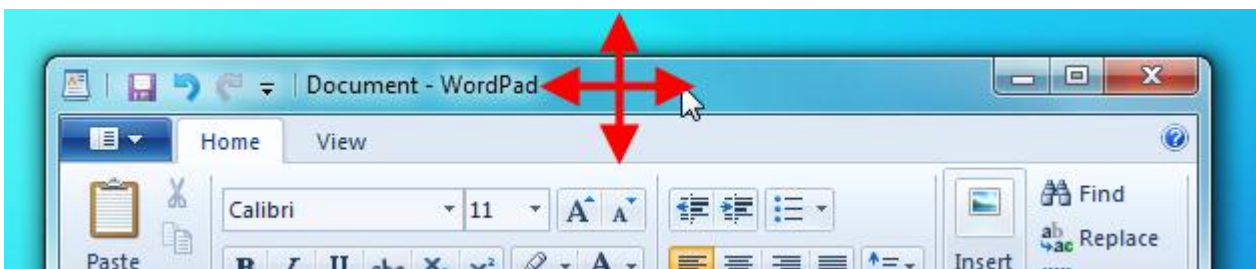
On the right and bottom of the window you can see two scroll bars. These scroll bars allow you to scroll up and down or side to side through the data. Click the arrow buttons that border the scroll bars to move through the data.

You can also click and drag the scroll bar indicator to move quickly through the data:



Moving a Window

You can move a non-maximized window by clicking and dragging the title bar of the window wherever you like on the desktop:



Windows 7 features a few new ways to interact with your windows versus previous versions. We will explore some of these new features at the end of this lesson.

Switching Between Windows

The Windows operating system is a graphical user interface, meaning that you can interact with different items as if you were moving objects around on a surface. Therefore, moving between different windows was always meant to be done as easily as moving papers on your desk with your hand. If you have two or more open windows on your screen, you can switch back and forth by clicking on some portion of the window.

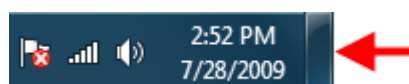
In the picture below, there are two open windows. Notice how the WordPad window has a slightly paler border than the Recycle Bin. Also, the Recycle Bin is on top of WordPad. This means that the Recycle Bin is the active window:



If you have several windows open at once, clicking between and moving windows becomes impractical. That's why every window that is currently open on your desktop is also displayed in the taskbar. The active window has an icon that looks brighter compared to the others:



If you want to easily view your desktop, click the Show Desktop button in the bottom right-hand side of the screen. This will minimize all windows to the taskbar:

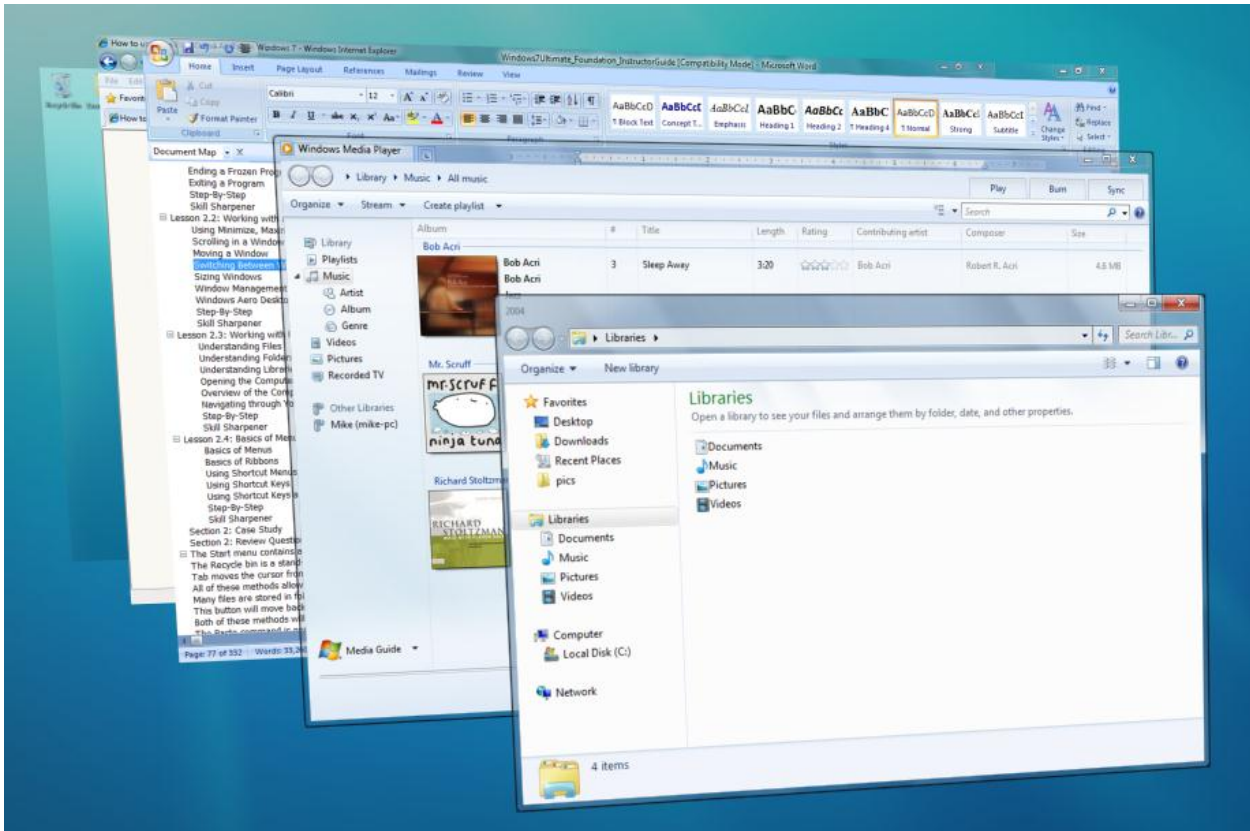


Finally, you can press and hold the Alt key and then press Tab (Alt + Tab) to cycle through open windows. As you press Tab to move to the next window, the highlighted window will appear. You can keep cycling through your windows as long as you hold down Alt, and then release Alt to make the last selection the active window. You can even cycle to the desktop (making all windows minimized).

You can also use Aero Flip 3D to browse through open windows as if you were flipping through a pile of paper. Press and hold the Windows key...






...and press Tab to cycle through open windows. Release the Windows key when you have flipped to the window you want:



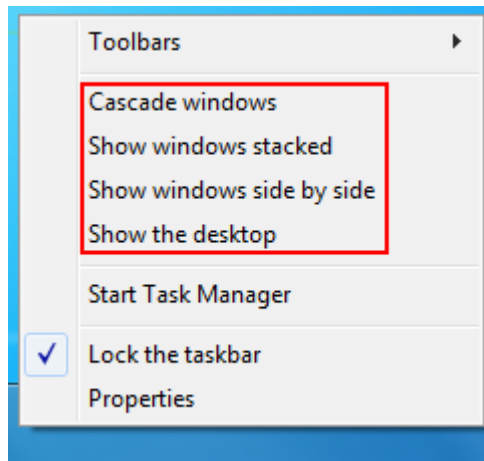
Sizing Windows

Any window that is not minimized or maximized can be manually resized.

Move your mouse pointer to the outside edge of an open window. When the mouse pointer changes to , , or , click and drag the border of the window as large or small as you like.

Window Management

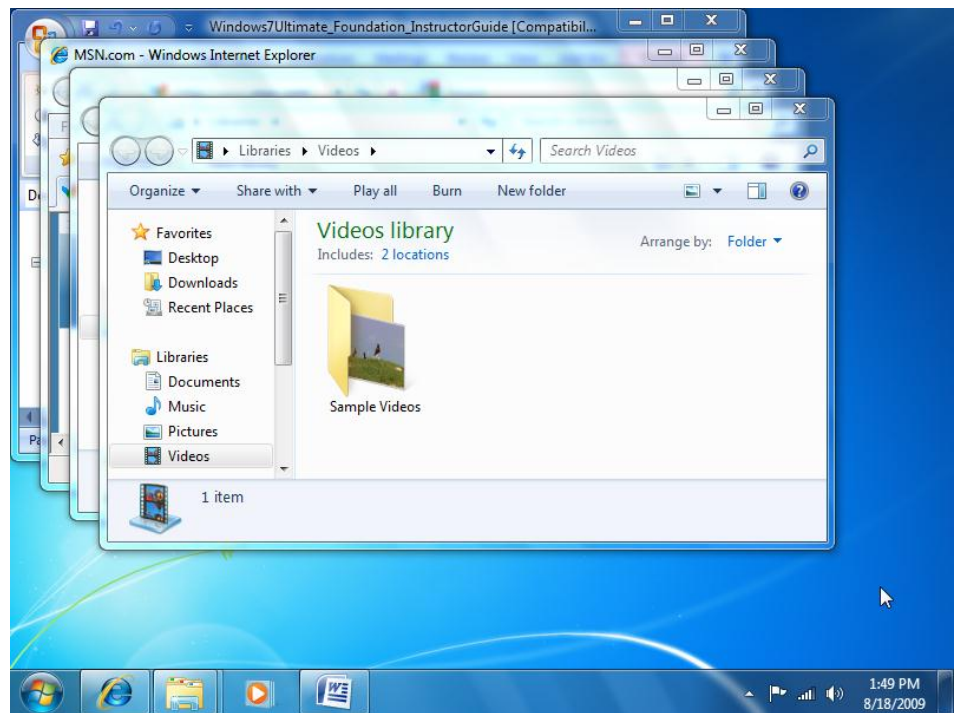
Manually resizing windows is easy with two or three windows, but quickly becomes impractical when dealing with many windows. Nonetheless, it is easy to arrange windows by using the Taskbar. Most of these options are available by right-clicking an empty area of the taskbar:



Windows 7 gives you four options to arrange the windows currently open on your desktop:

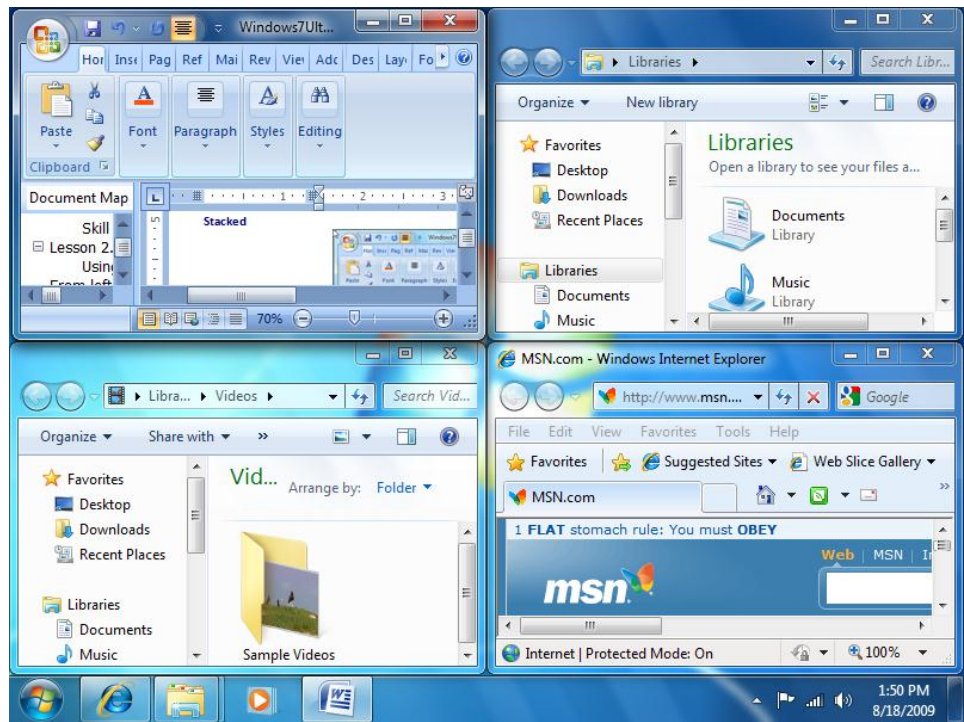
Cascade Windows

All windows are arranged horizontally like a waterfall:



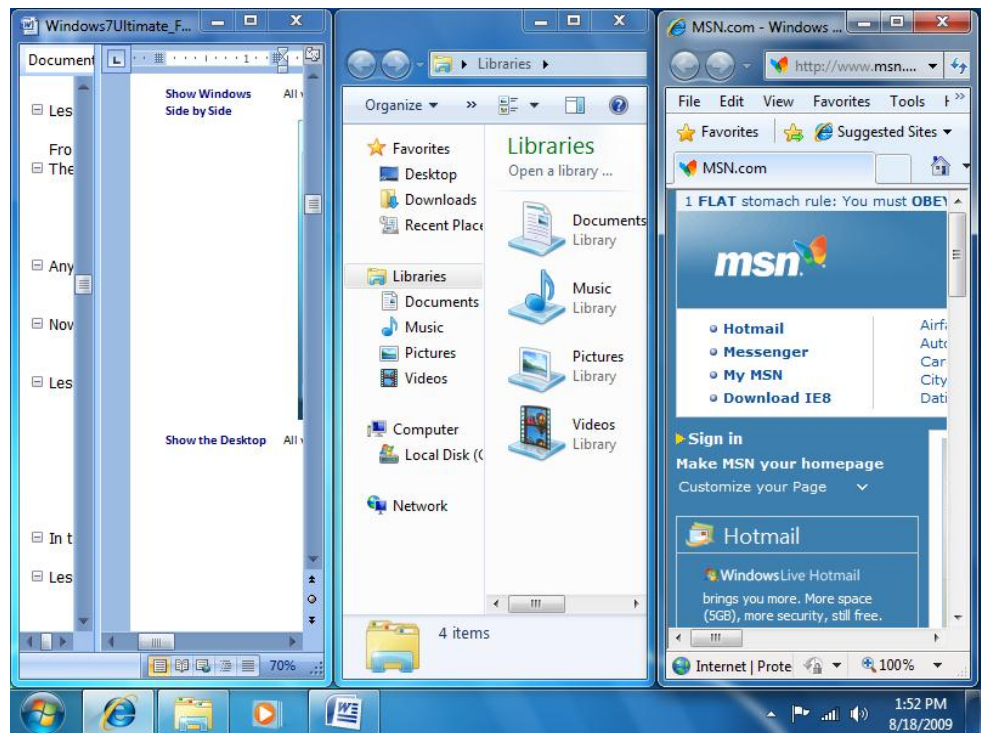
Show Windows Stacked

All windows are stacked together like a stack of boxes:



Show Windows Side by Side

All windows will be arranged into vertical columns:



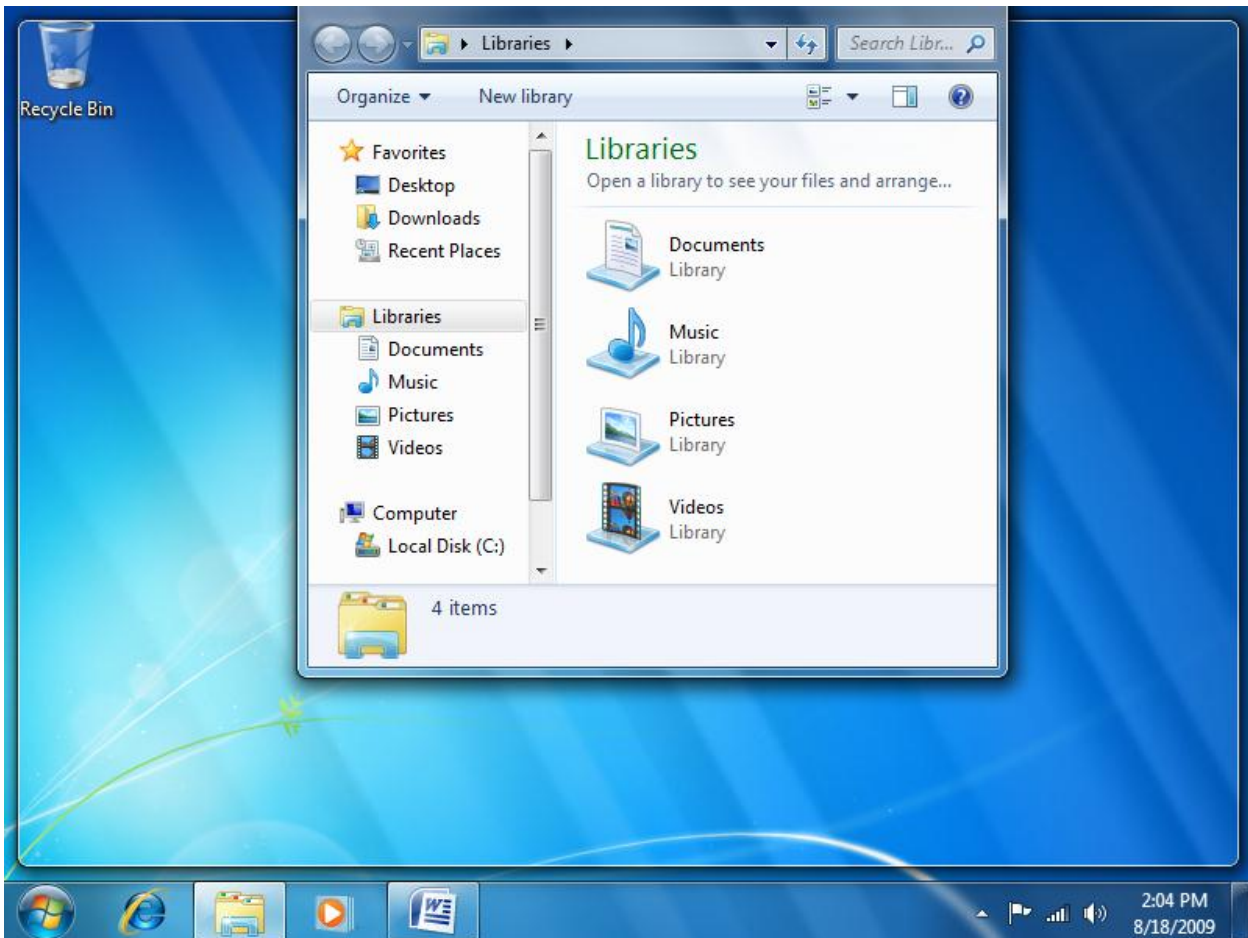
Show the Desktop

All windows are minimized, showing the desktop.

Windows Aero Desktop

Windows 7 features some window manipulation tools that are new to the Windows family. Once you start using these new features of Windows Aero desktop, you might find it hard to go back to anything else!

To maximize a window, you can click and drag the title bar of any window to the top of the screen. Windows will automatically create the outline of a window around the entire screen. Release the mouse button to maximize the window:

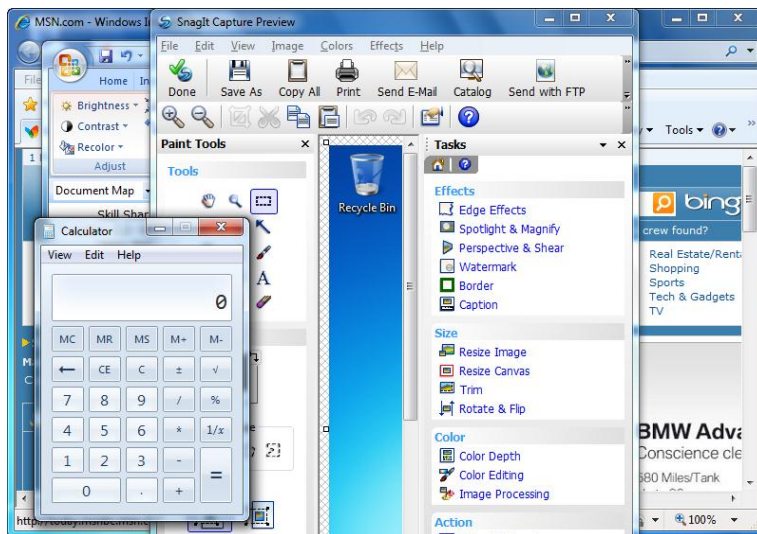


If you commonly use two windows at the same time, it used to take a little effort to manually resize the two windows to see both of them at once. Now it's much easier! Click and drag the title bar of one window to either the far left or far right-hand side of the screen. Windows will draw a border around 1/2 of your screen; release the mouse button to apply this change:

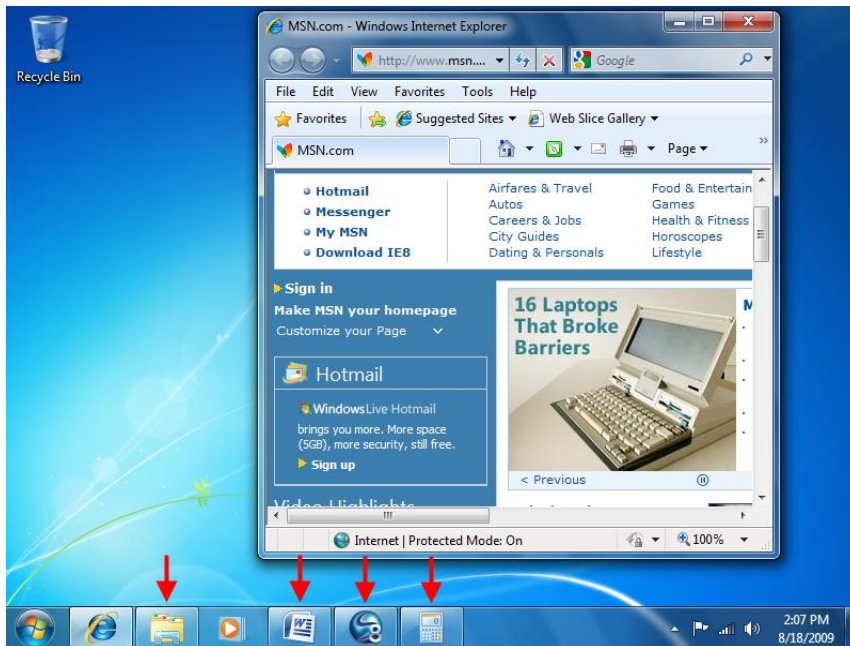


Click and drag the title bar of another window to the other side of the screen and Windows will automatically fill that side with the other window.

If you have several windows open at once and want to hide all but one of them, click and hold your mouse button on the title bar and shake your mouse back and forth. This is called Aero Shake. All of the other windows will minimize. For example, let's assume we wanted to view only the Internet Explorer window (on the right at the bottom of the pile):

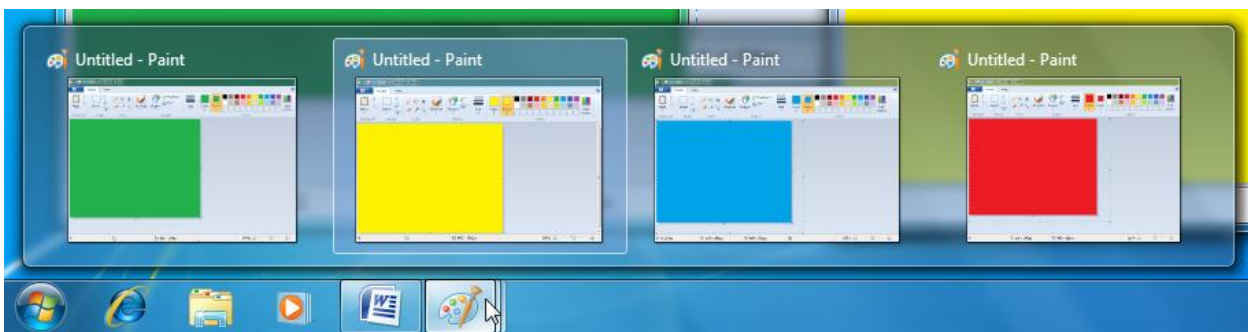


Click and shake its title bar. All other windows will minimize:

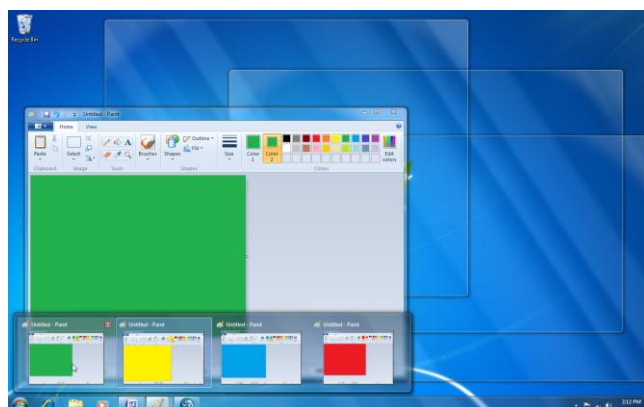


After using Aero Shake, you don't have to click each icon to bring the windows all back. You can shake the title bar of the program you used for Aero Shake in the first place and all other windows will come back.

If you have several windows of the same program or type open at once, the icon in the taskbar for that program will appear to be layered. Imagine you had four Paint windows open. (Paint is a basic drawing program which we will look at later on.) Hover your mouse over this "stacked" icon and you will see a thumbnail view of each window:



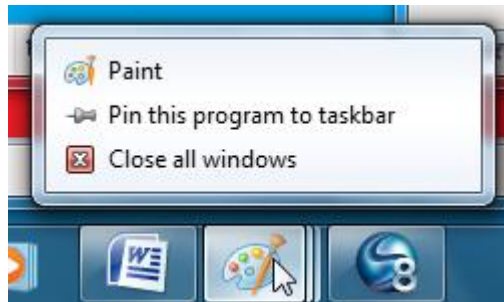
If you then hover your mouse over a particular window, all other windows will become transparent using Aero Peek. If we wanted to look at the green window, just point to it:



Now you can click the window to bring it to the front, or close it using the thumbnail's red X.

The last of Windows 7's new enhancements are Jump Lists, which enhance the functionality of the taskbar. A Jump List appears when you right-click a particular icon on the taskbar and is different for each program or group of programs. You can also see a Jump List if you click an icon and try to drag it up off the taskbar.

For example, if we were still using the four Paint windows, this is the corresponding Jump List:

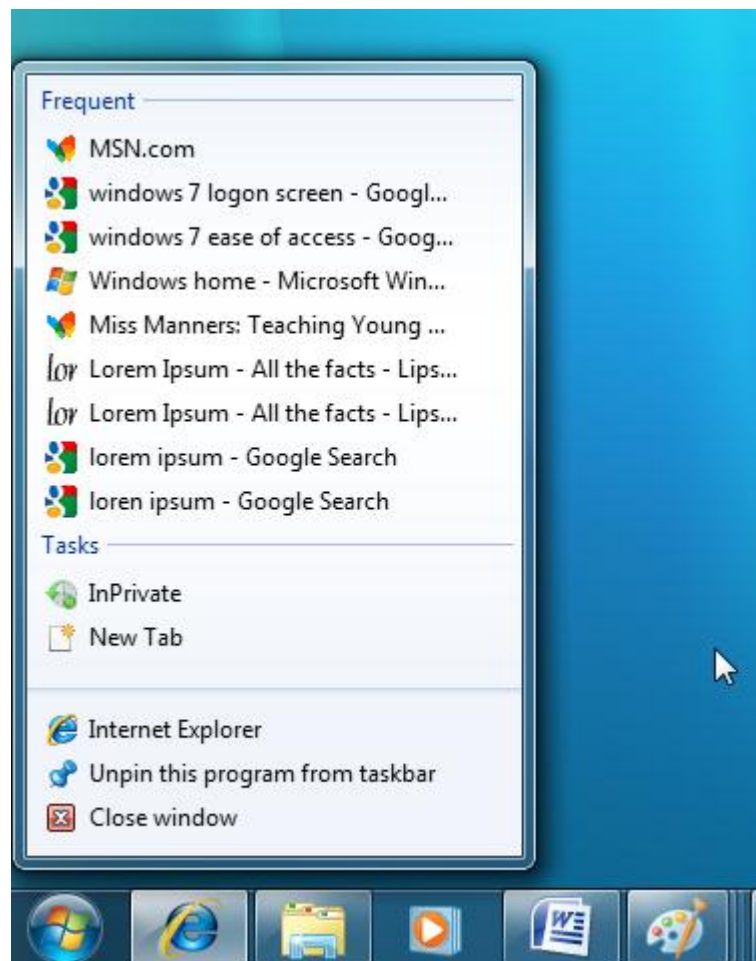


This list lets you open a new Paint window, pin the program to the taskbar, or close all of the open Paint windows.

“Pinning” the program to the taskbar means that Paint will become a semi-permanent fixture on the taskbar, just like Internet Explorer and Windows Explorer.

As another example, here is the Jump List for Internet Explorer after a bit of browsing was done:

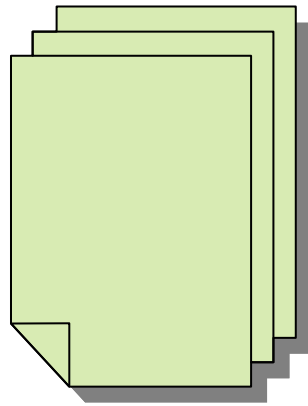
(Note the command to unpin Internet Explorer from the taskbar.)



2.3 Working with Files and Folders

Understanding Files

You can think of a computer in an abstract way by comparing it to a filing cabinet. At the lowest level, the smallest thing you would put in a filing cabinet is a single sheet of paper with some information on it. This piece of paper is analogous to a single file on your computer. Very large files may be several pieces of paper stapled together, but they would still be considered a single entity.



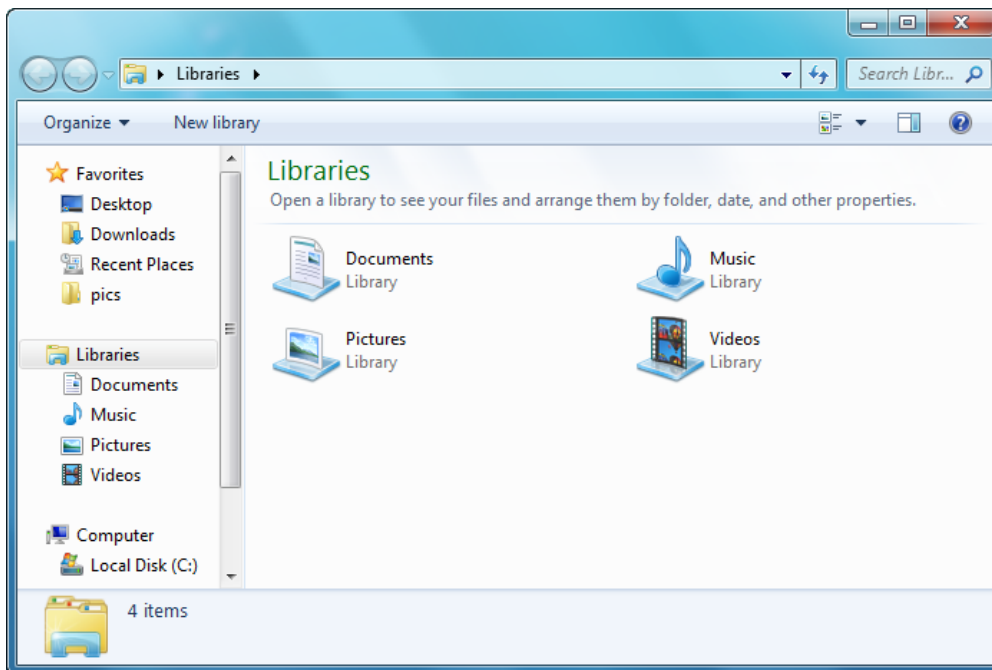
Understanding Folders

Continuing with our filing cabinet example, a folder in Windows is exactly like a folder that holds pieces of paper. Many files can fit inside a folder. A folder can be named anything at all, and a folder can contain other folders.



Understanding Libraries

Libraries are a new organizational component in Windows 7. There are four default libraries which you can view by opening Windows Explorer:

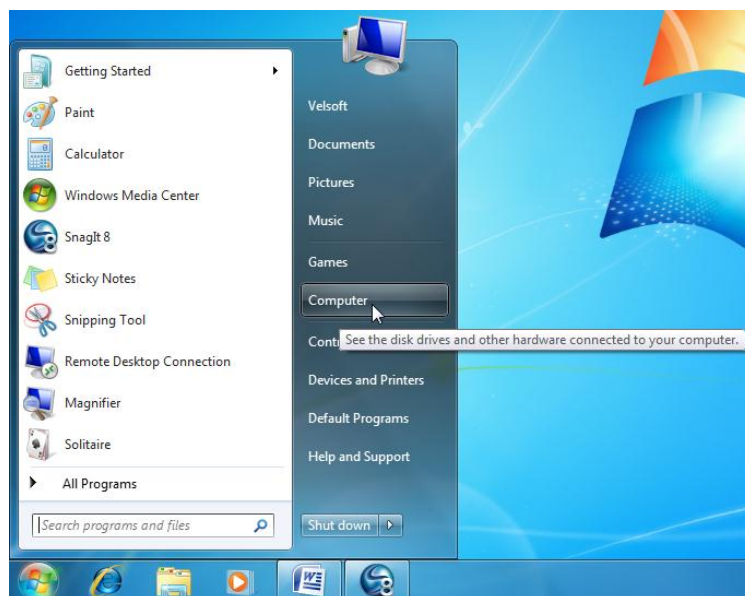


Libraries can contain files and folders that are scattered all over your computer. You can also define your own libraries by clicking the New library link near the top of the window.

Continuing with our filing cabinet example, a library can be thought of as a group of files and folders that are all related in some way, which would be separated by some sort of divider inside a drawer of the filing cabinet.

Opening the Computer Folder

Our examination of files, folders, and libraries starts to come together when we consider the Computer Folder. All files and folders on your entire computer are stored in the Computer Folder. Open this window by clicking **Start** → **Computer**:



Overview of the Computer Folder

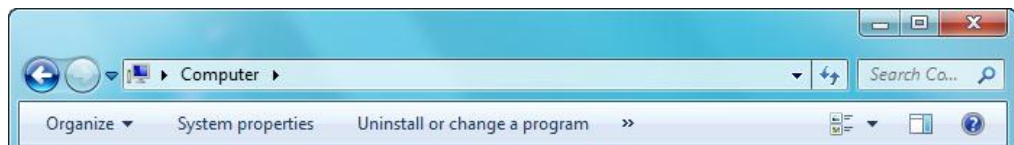
The Computer folder allows you to view all hard drives as well as USB flash drives, most scanners and printers, and digital cameras. There is also a list of locations along the left-hand side that allows for quick navigation around the different parts of your computer. Just click a location to go there.

The Computer folder can be thought of as a way to view the filing cabinet as a whole. Each of the items listed in the main part of the window (Floppy Disk Drive (A:), Local Disk (C:), DVD RW Drive (D:)) can all be considered as the different drawers of the filing cabinet. Inside the drawers you can store files and folders, and easily group files using libraries.

There are three main areas of the Computer folder:

Control Area

The top portion of the window allows you to navigate through your computer by selecting specific folders. The text box with the word "Computer" shows the current "address" of the items in the Viewing Area. You can also search using the Search bar, as well as use a number of management tools: organize folders and the information they contain, view system properties (properties of your computer), and uninstall or change a program on your computer.

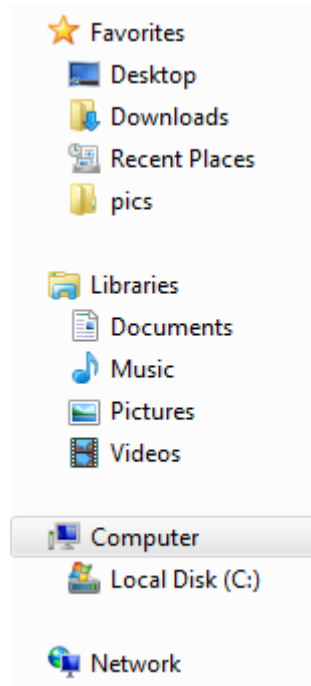


See the >> beside "Uninstall or change a program?" This shows two additional options: Map Network Drive and Open Control Panel. These options may or may not be visible, depending on if the Computer window is maximized.

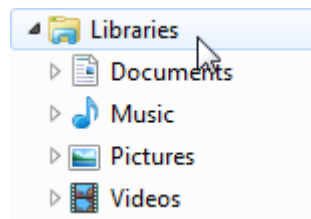
There are three additional icons on the right-hand side: Change view, hide or display elements of the window, and a link to the Help file.

Favorite Links

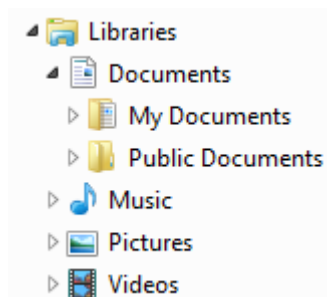
The left side of the Computer folder contains quick links to various locations on your computer. Click a name to view the contents of that location:



You may notice a small arrow beside some items if you move your mouse nearby:



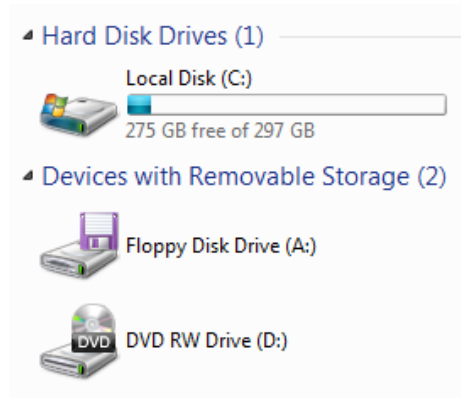
Windows uses a tree structure to save files. These triangles are a way to navigate through the tree. The black triangle beside Libraries indicates that this item is showing its major folders contained inside. The folder is "expanded." If we click the white triangle beside Documents, we will see any folders contained inside this library:



As you can see, the expanded Documents library contains yet more folders with subfolders. To close an expanded view, click the black triangle beside Documents. This will "collapse" that particular branch of the tree.

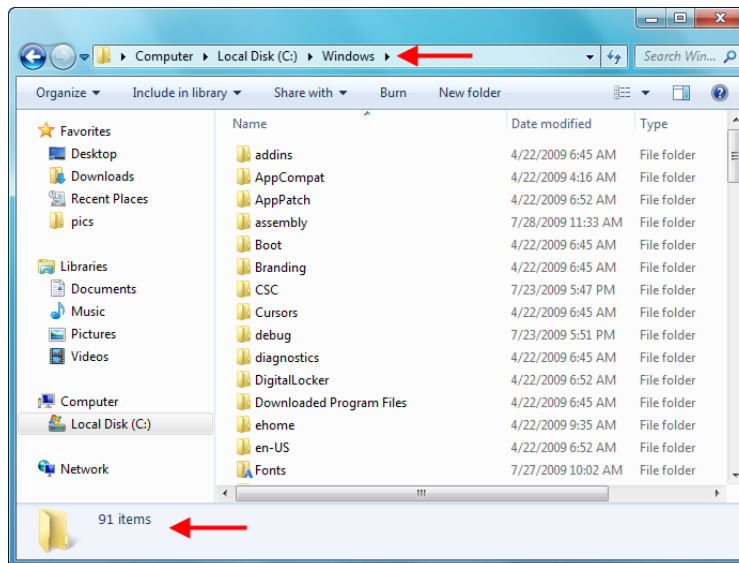
Viewing Area

The main portion of the window displays the content in the current folder. The default view of the Computer folder shows you the upper-most level of your computer; that is the hard drives and other peripheral devices:

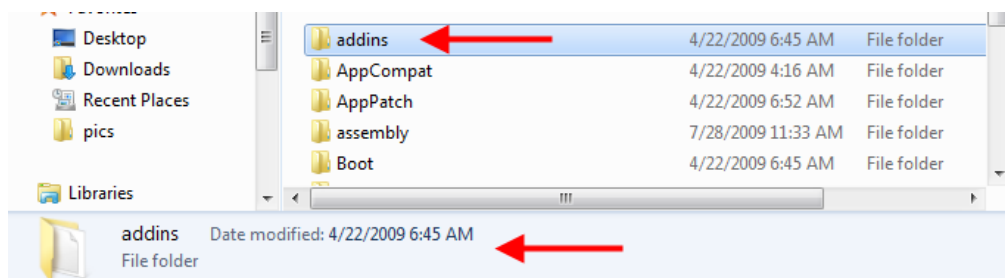


The blue bar under each hard drive represents how much space has been used.

If viewing files and folders, the folder location is listed at the top in the Control Area, and a short summary of the current folder's contents is shown at the bottom of the window in a large Status Bar:

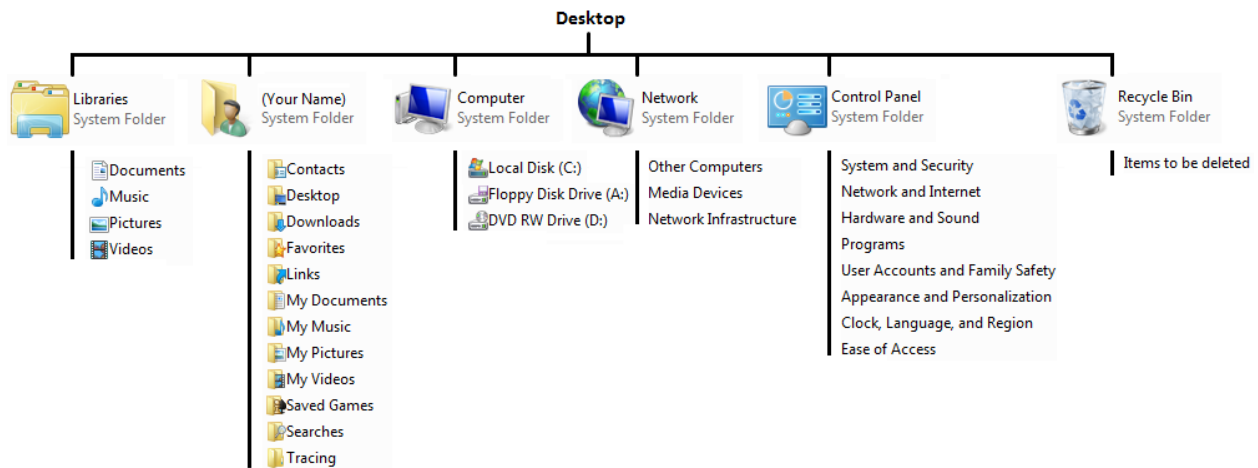


If you click a folder to select it, you will see some specific properties:

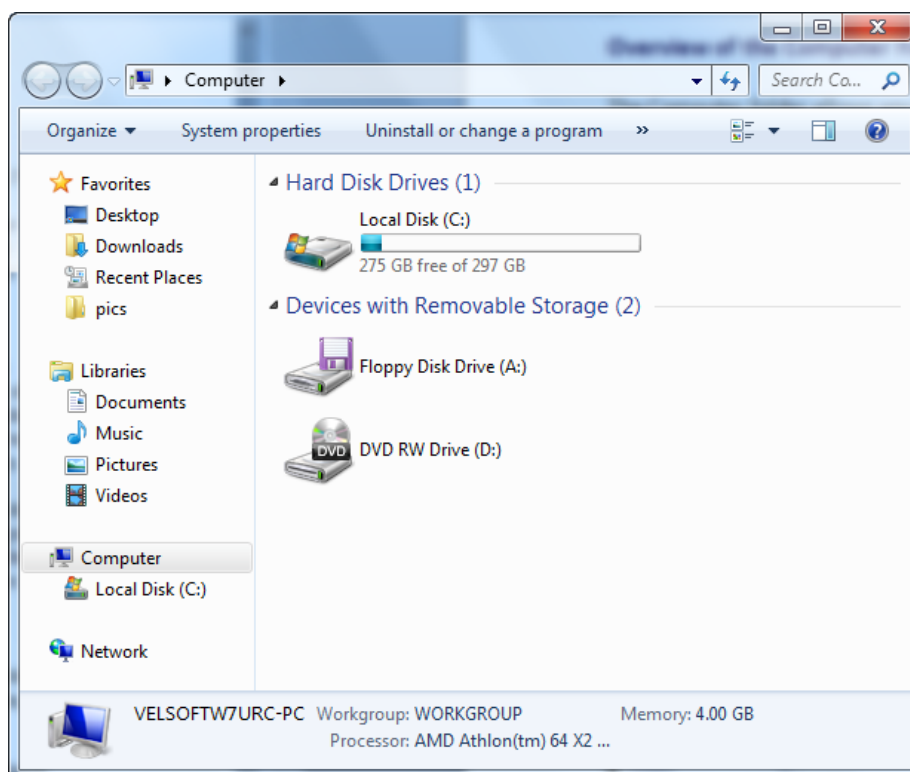


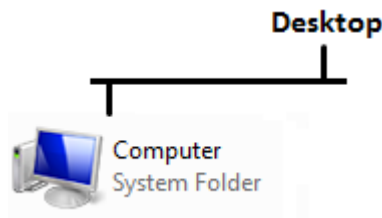
Navigating through Your Computer

All information on your computer is stored on a hard disk, with all files and folders expanding in a tree-like fashion from the disk. But Windows 7 uses a separate folder structure to categorize and display information. You can use this map to help navigate that structure.



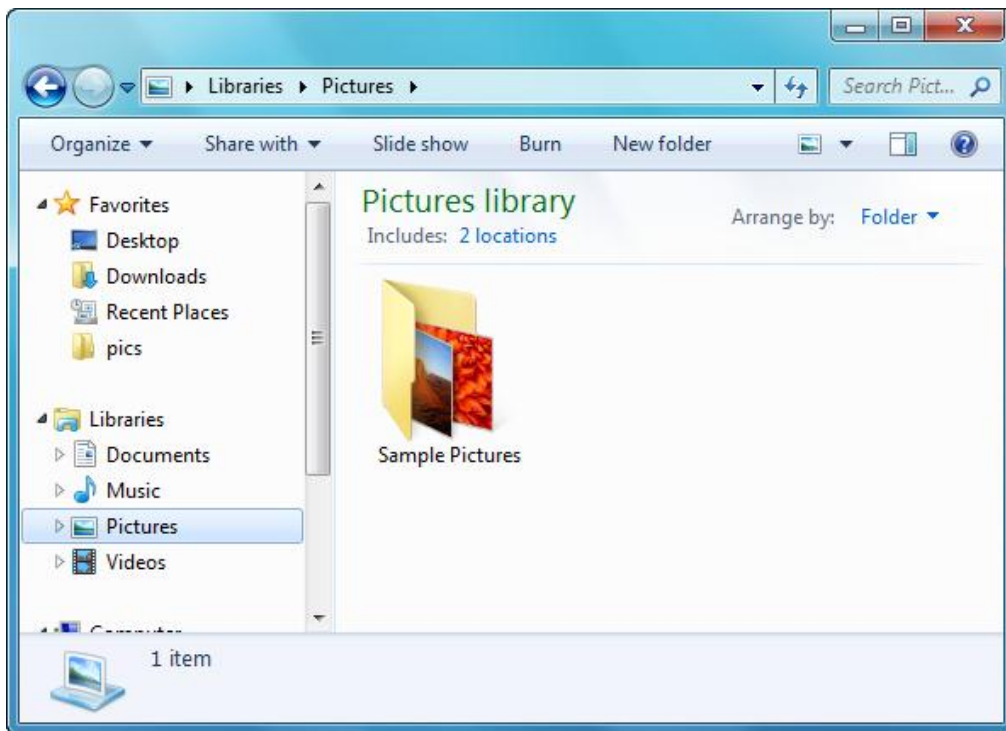
All dialog boxes that appear when you save a file or want to navigate through your computer use a similar style of layout to the Computer folder. The process of navigation is best shown by example. When you first open the Computer folder, you will see the default window appear:





For most beginner users, this view is suitable to help you find what you are looking for. In particular, the Favorite Links pane on the left contains links to some of the main areas of your computer.

For example, click the Pictures link:

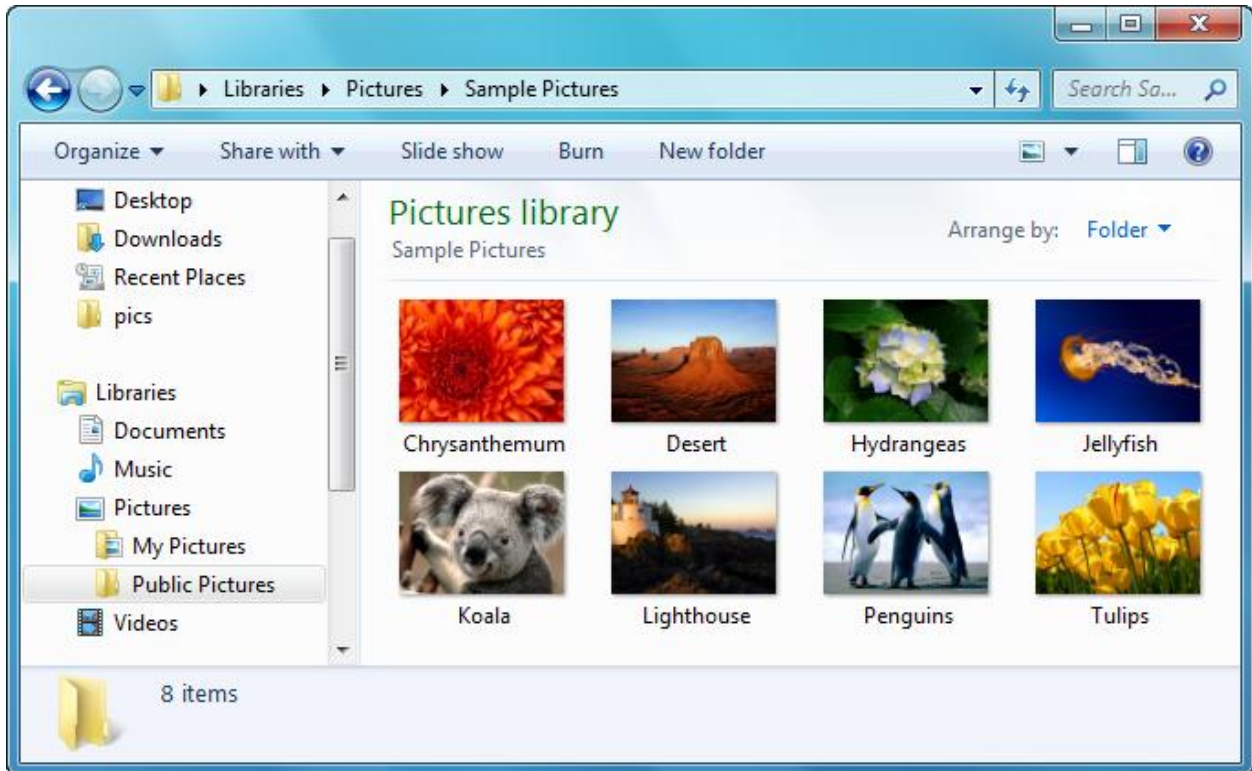


Notice that the address has changed to display Libraries > Pictures. Windows has included a few sample pictures to look at, contained in the Sample Pictures folder. Notice that under the "Pictures library" title you can see that there are two locations that are included in this library.

Click the "2 locations" link. A new dialog will appear and list the locations where pictures for this library are referenced:

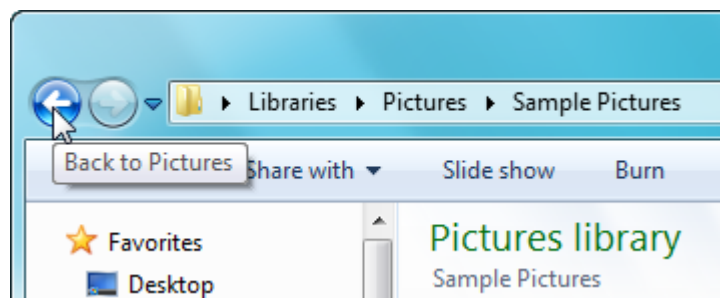
If you save pictures in other computer locations, you can add these locations using the Add button. Click OK to close this dialog. You will be returned to the Pictures library window.

Double-click the Sample Pictures folder to view its contents:

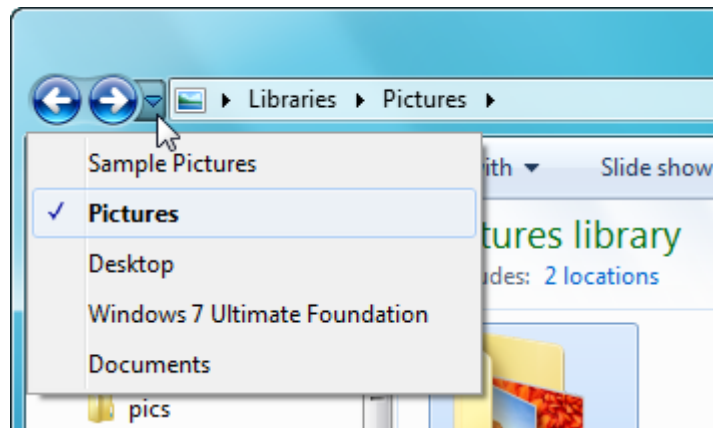


Notice that the address bar has changed to say we are now viewing Libraries > Pictures > Sample Pictures.

Windows 7 keeps a record of places you have visited. If you think you may have double-clicked one folder too far, use the **Back** button (←) located at the top of the screen to return to the previous folder:

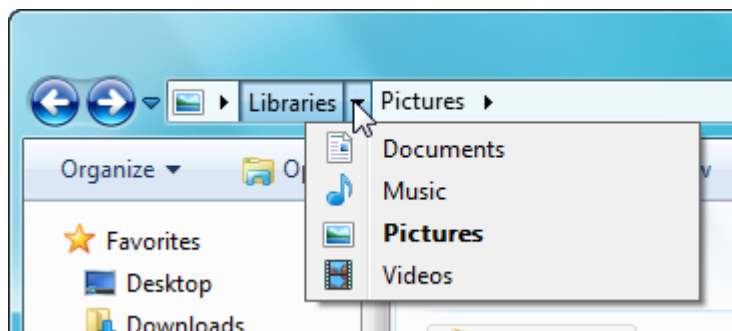


If you have clicked Back, the **Forward** button (→) is now active, enabling to follow your previous folder path. Beside the Forward button is a small blue pull-down arrow. Click this arrow to view an expanded history of where you have been:



The checkmark beside Pictures indicates our current location. Click any item in this drop-down list to visit that folder.

Remember the (>) icon beside each item in the address bar? This is actually a drop-down list that displays all folders “one level down” from the folder in the address bar. If we click (>) beside the Libraries item, we see the four default libraries, with Pictures displayed in bold to indicate our current location:

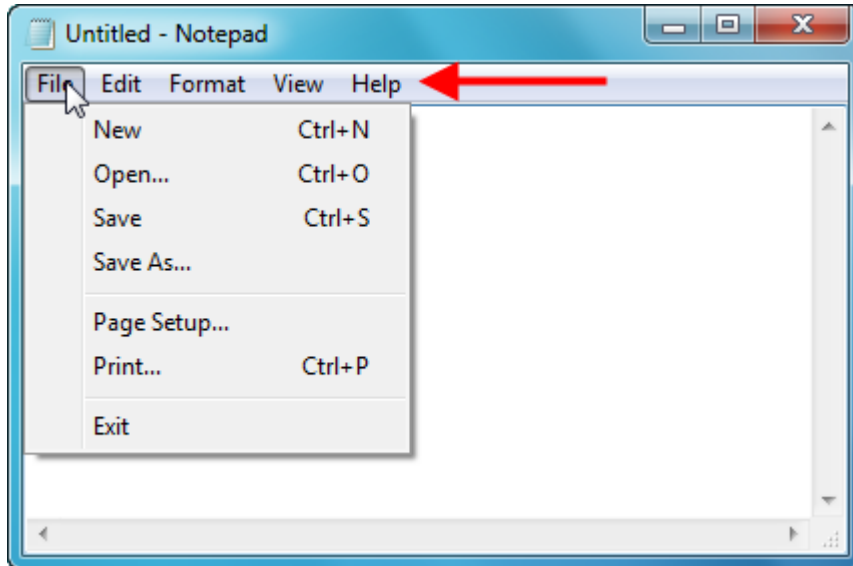


Even though we haven't gotten very far in this manual, you now have all the skills you need to access any file or folder on your computer! Just remember the Back button is always there if you need to retrace your steps, and keep an eye on the address bar to make note of where you've been.

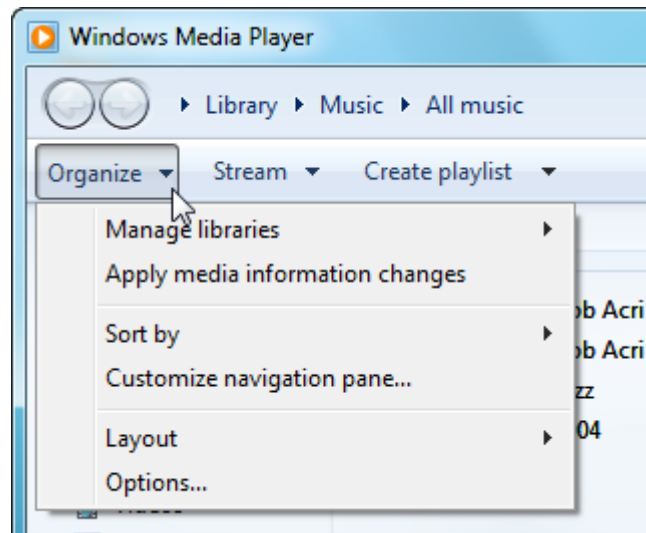
2.4 Basics of Menus and the Ribbon

Basics of Menus

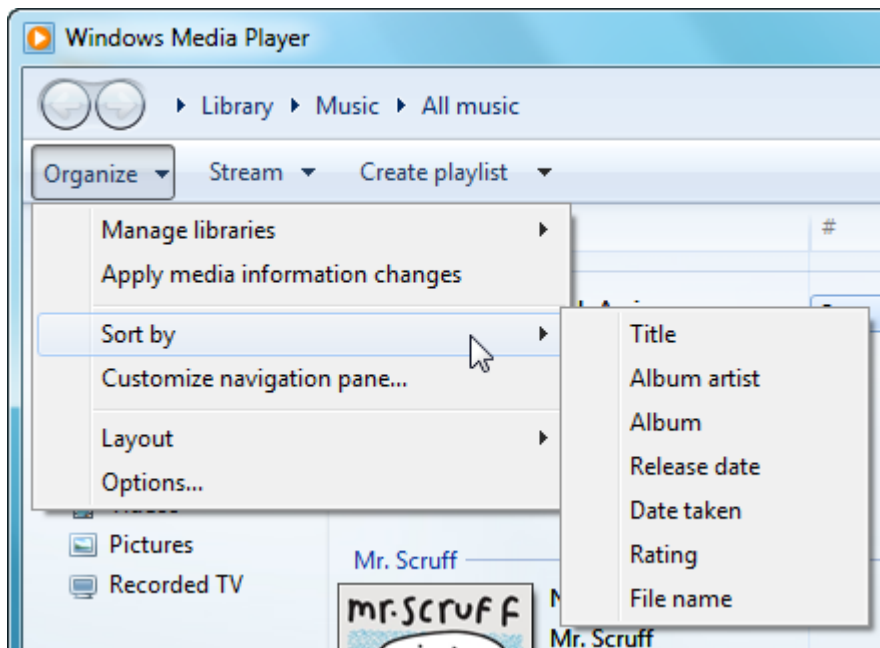
Menus are a standard part of nearly every program available for your computer. Menus are categorized and contain commands (or sub menus) inside. Menus are usually found at the top of a window:



Sometimes menus and their options are accessible by a pull-down menu, such as this menu in Windows Media Player:

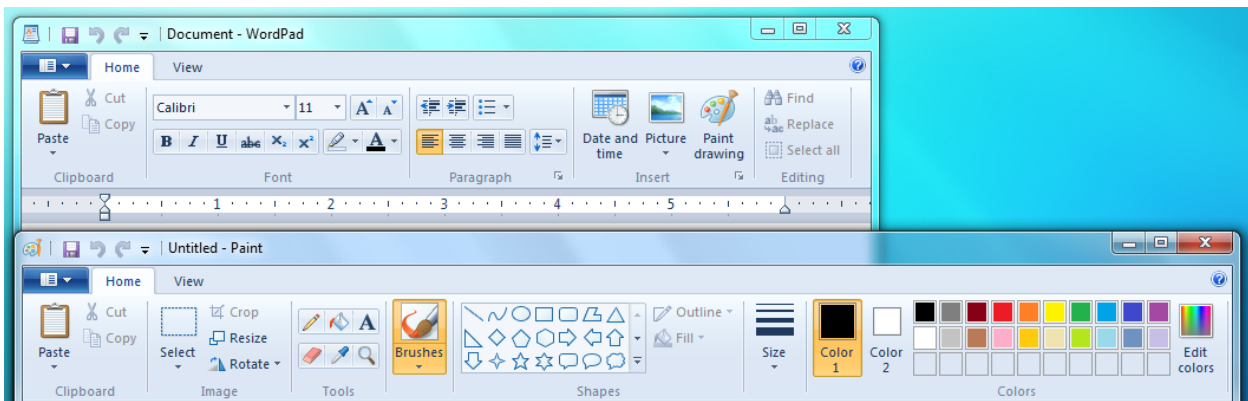


Click any menu heading to see the contents of the menu. If a menu item has a small (>) symbol beside it, this denotes a sub menu containing more specialized options:



Basics of Ribbons

The Ribbon is a new interface style that was first used by Microsoft in Office 2007. Instead of using traditional menus, a series of tabs with categorized commands are displayed. WordPad and Paint are two programs that have been around almost as long as Windows itself, and in Windows 7 these two programs received a well-deserved face lift, integrating this new Ribbon style of interface:

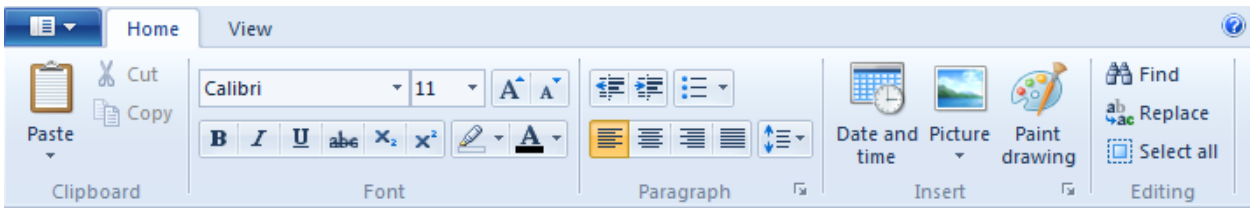


As you can see, there is a heavy emphasis on visual commands used in the Ribbon interface. The idea behind this is that most people would rather follow pictures and visual cues rather than read text all the time. Let's take a moment and focus on the Ribbon interface used by WordPad, a program that you should be relatively familiar with by now.

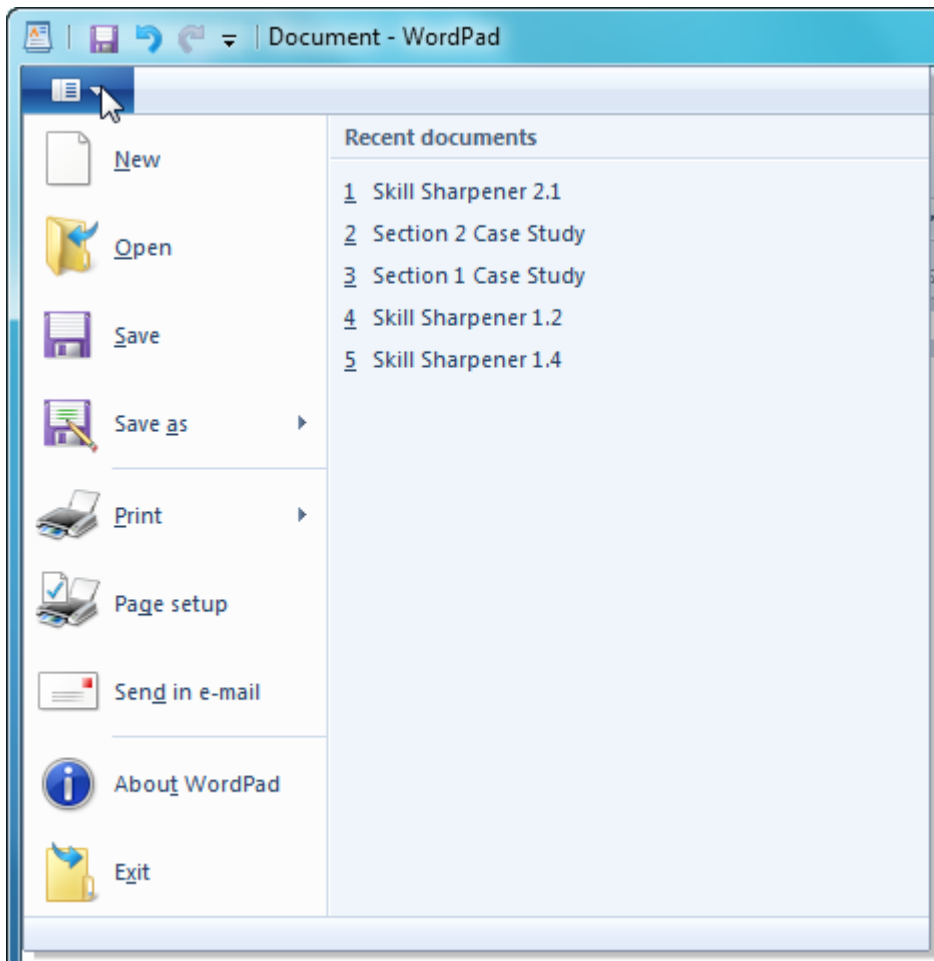
The title bar contains some familiar elements: the file/program name and the Minimize/ Maximize/Close buttons. The title bar also includes something called the Quick Access Toolbar (in the red box), a special customizable toolbar that can contain nearly any command in WordPad. We will explore this later:



The Ribbon contains two parts: tabs at the top and a command area underneath:

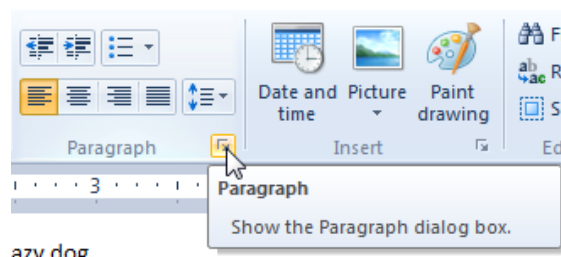


In the top left-hand corner are the tabs. The first dark blue tab is a control tab and is very similar to a standard File menu:



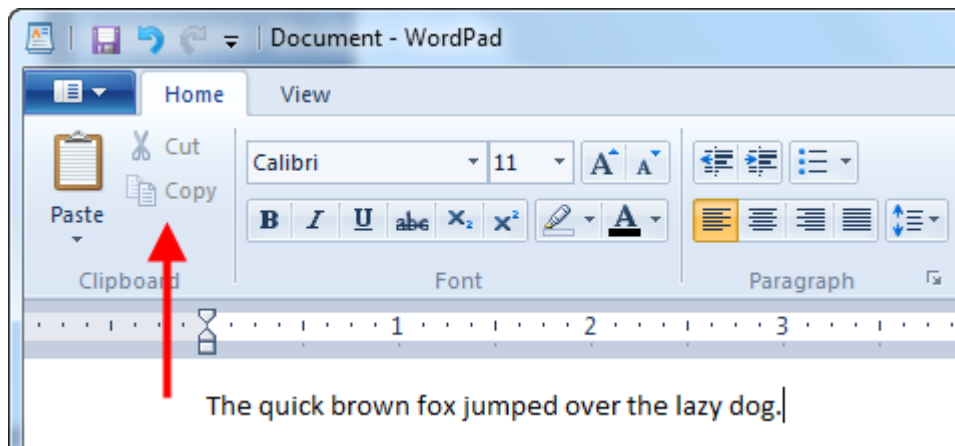
The other two tabs (Home and View) contain all of the commands used by WordPad. The commands on the tabs are ordered together into groups. (For example, you'll find Clipboard, Font, Paragraph, etc. groups on the Home tab.)

Some groups, such as the Paragraph group, have a small arrow in the bottom right-hand corner:

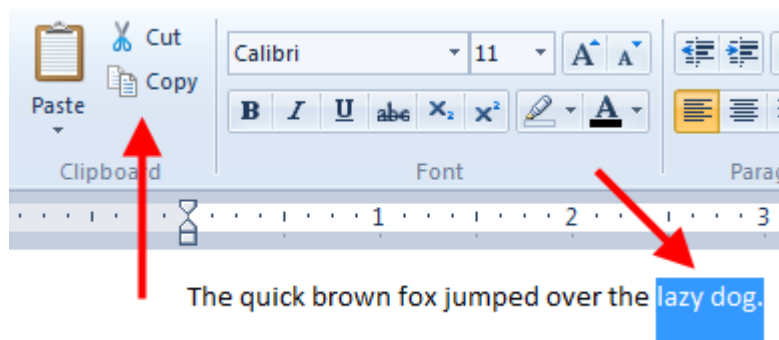


This button usually opens another dialog containing more specific commands related to the group that either don't fit in the Ribbon or are more complex than simply clicking a command.

Sometimes certain commands are grayed out in the Ribbon, indicating that they currently cannot be used. In the Clipboard group, the Cut and Copy commands are not available...



...until some text has been selected:

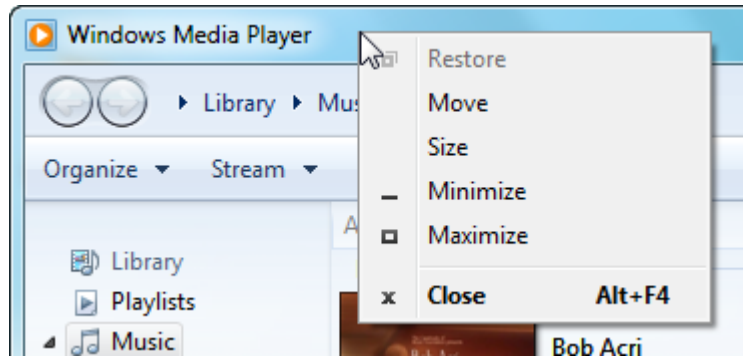


In the next section of this manual, we will explore WordPad, Calculator, Paint, and other programs included with Windows 7 in more detail.

Using Shortcut Menus

Shortcut menus are available for a range of different objects on your computer. The shortcut menu is activated by clicking the right mouse button on an icon, block of text, or selected item. Once the menu appears, pick any option from the menu and click it.

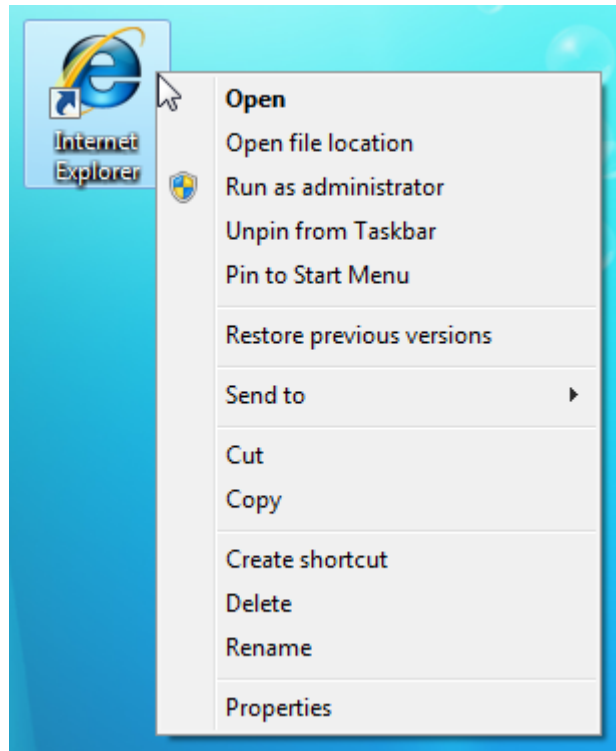
Right-clicking the title bar of a window gives you window management options:



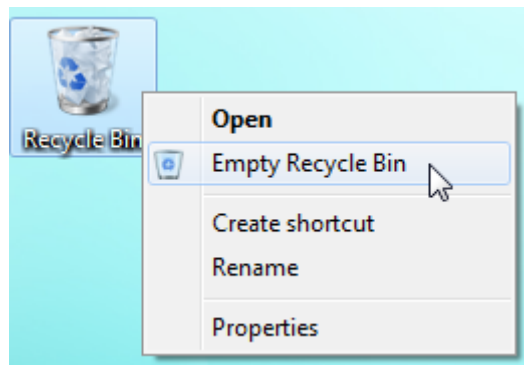
Right-click a program icon in the taskbar to view the Jump List:



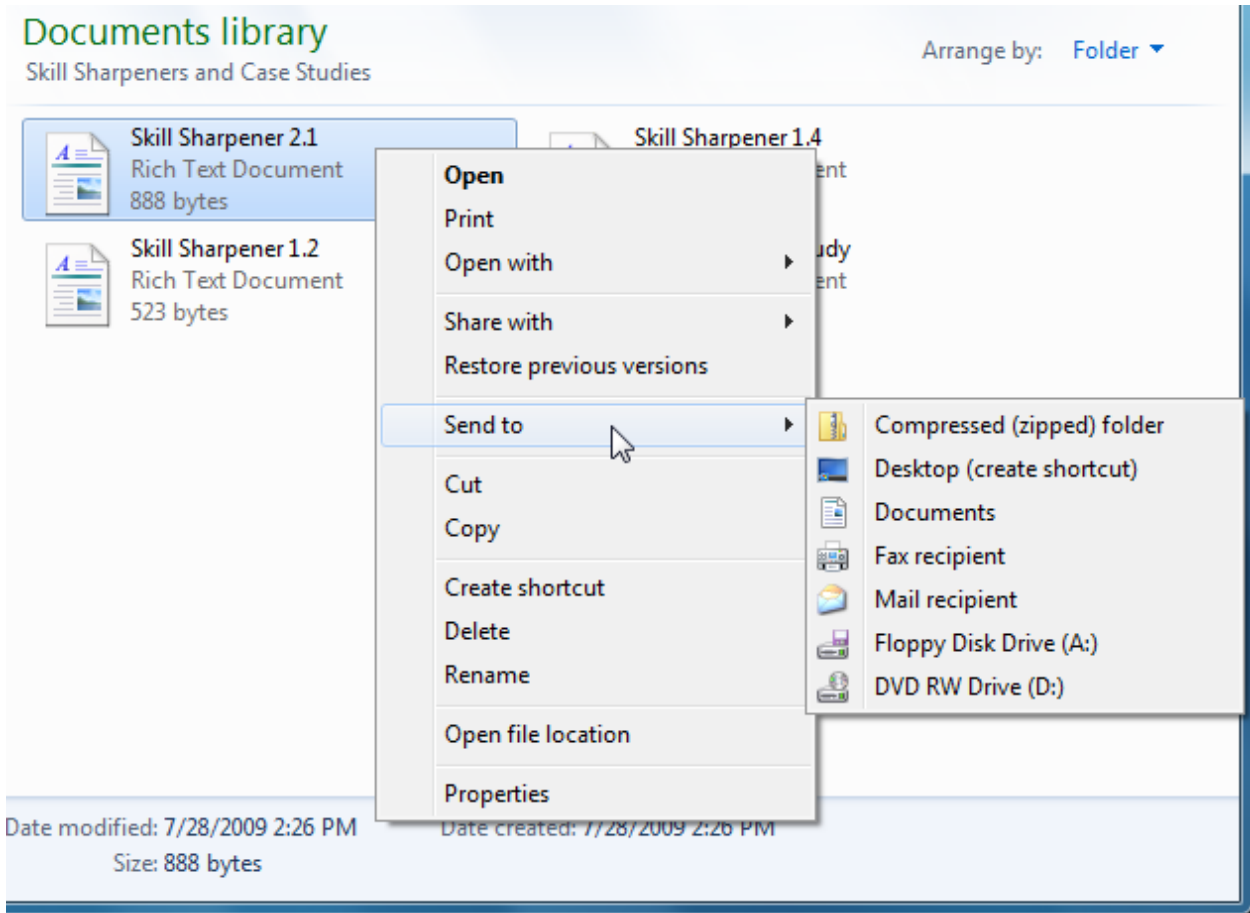
Right-click a program or shortcut to a program for the following options:



Right-clicking the Recycle Bin gives you the option to empty it without having to open it (but you will be asked to confirm the deletion):



Right-click a file in the Computer folder for even more options:

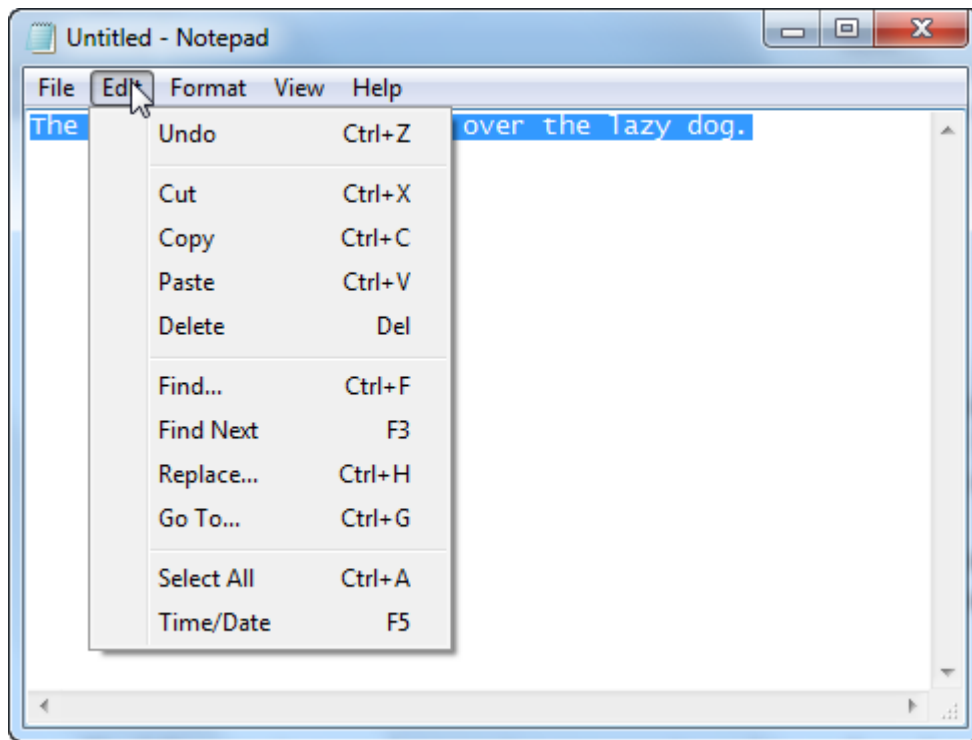


There is no shortage of shortcut options available to you through the right-click menu. Feel free to try right-clicking different options as you use your computer. With time, you will likely find yourself using shortcuts instead of choosing the options in the menu!

Using Shortcut Keys

Just like the right-click button on your mouse shows shortcut options, there are a number of different commands that can be used by way of keyboard shortcuts. For example, keyboard shortcuts can be seen by first clicking the menus and noting the key combinations.

Let's look at some very common keyboard shortcuts that work for many programs, including Notepad. We've typed some text, selected the text, and then clicked the Edit menu:



The Edit menu in a word processing program is used to perform Cut, Copy, and Paste operations. The actions performed by these operations are exactly like they sound: **Cut** (Ctrl + X) will remove a highlighted portion of text to be **Pasted** (Ctrl + V) elsewhere in the document once. **Copy** (Ctrl + C) will take a copy of the text which can then be pasted over and over again.

Sometimes keyboard shortcuts use three keys together, like Ctrl + Shift+ 9 or Ctrl + Alt + Delete. In the case of three or more key combinations, press and hold the first two keys, and then press the final key to perform the operation.

Using Shortcut Keys and Menus Together

Nearly everything you can do in a program can be performed by using a menu command. However, most of the common and repetitive tasks can be performed by using keyboard shortcuts, such as Ctrl + C and Ctrl + V.

But did you know you can also use a keyboard shortcut in place of the Start menu and right mouse button? Your keyboard features two special keys to do just that.

In the lower left-hand corner of your keyboard is a key with a Windows logo on it that looks like this:



The Windows key will automatically open the Start menu. You can then use your mouse and click an item or use the arrow keys on your keyboard to move up, down, left, or right in the menu.

On the other side of the keyboard, just to the left of the right-hand Ctrl key is the Context Menu key (AKA shortcut key, right-click key) that looks something like this:



This key, when pressed, has the same effect as pressing the right mouse button when your mouse is over an object. Use your mouse to click an item in the list or use the arrow keys to scroll up and down through the list.

Chapter 3: The Basic Windows 7 Applications

In this chapter you will learn how to:

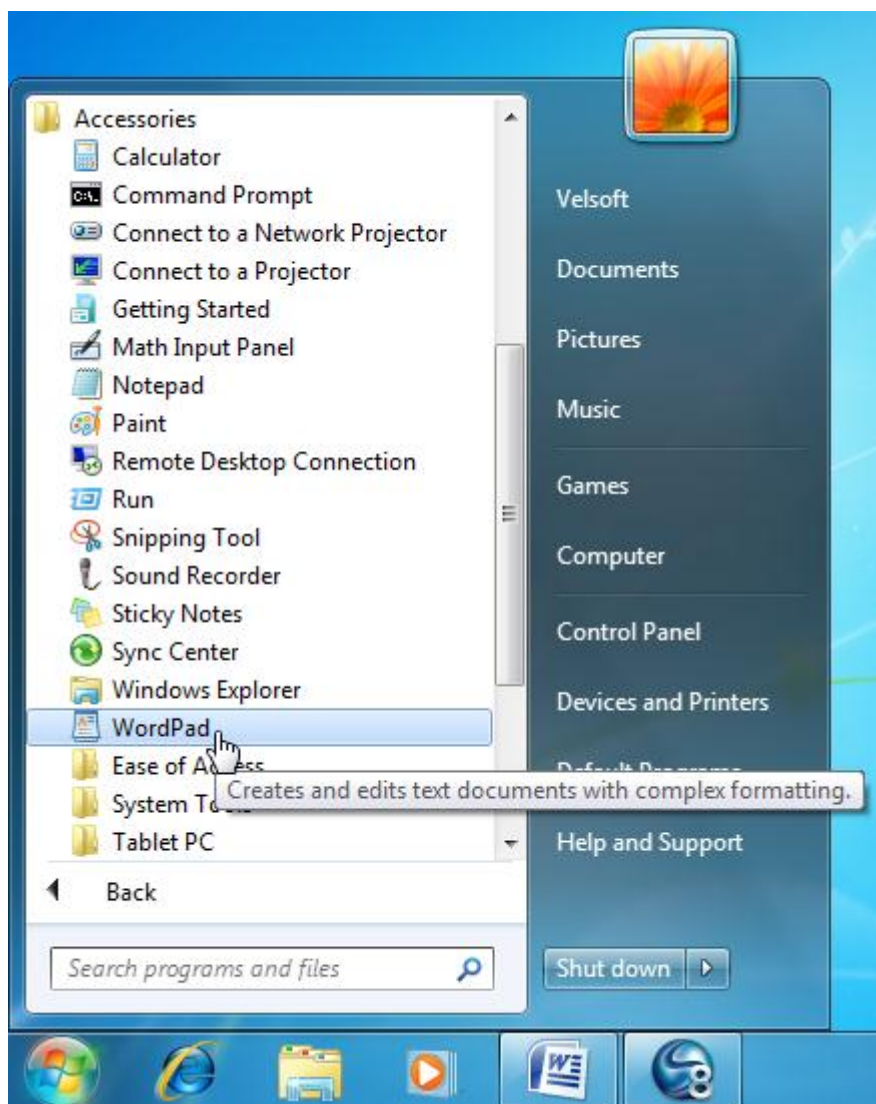
- Use WordPad to create documents
- Use Calculator to perform calculations, operations, and conversions
- Use Paint to draw a picture
- Use Notepad to jot down important information
- Use Windows Media Player to listen to music, view pictures, and play movies
- Use Windows Media Center with your television
- Use the Snipping Tool to capture screenshots
- Use Sticky Notes to leave yourself a reminder

3.1 WordPad Basics

We have used WordPad before to demonstrate different concepts and features in Windows 7. Now, we will examine WordPad as a program by itself. WordPad is a basic word processor that is designed for letters and simple documents. It has been with the Windows family of operating systems for a long time and is back again in Windows 7, only this time with a brand-new interface.

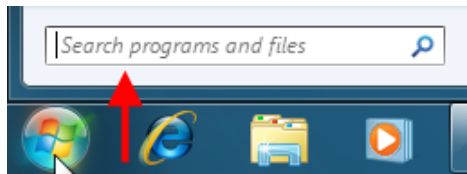
Launching WordPad

Launch WordPad by clicking Start → All Programs → Accessories → WordPad:

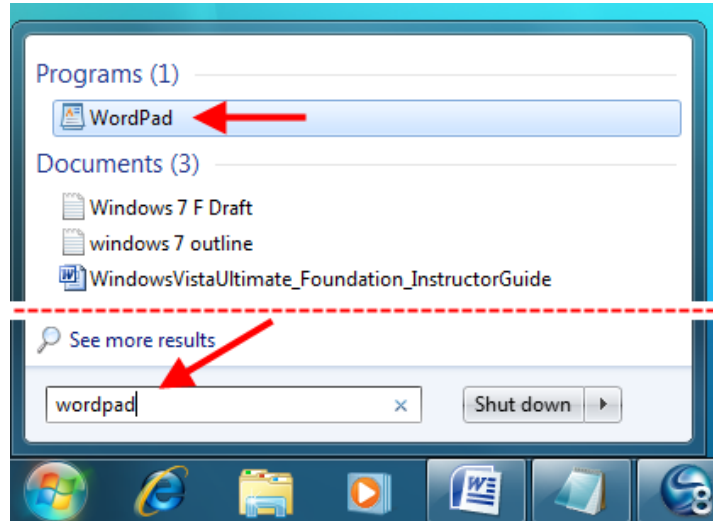


Alternatively, when you first click the Start button, you can use the Search bar to launch the program. Since the program is part of Windows itself, searching does not take long. (In fact, many programs can be found and run in this manner.)

Click Start. At the bottom of the Start menu is the Search Bar, with a flashing cursor already in place:



Type "wordpad" into the Search Bar:



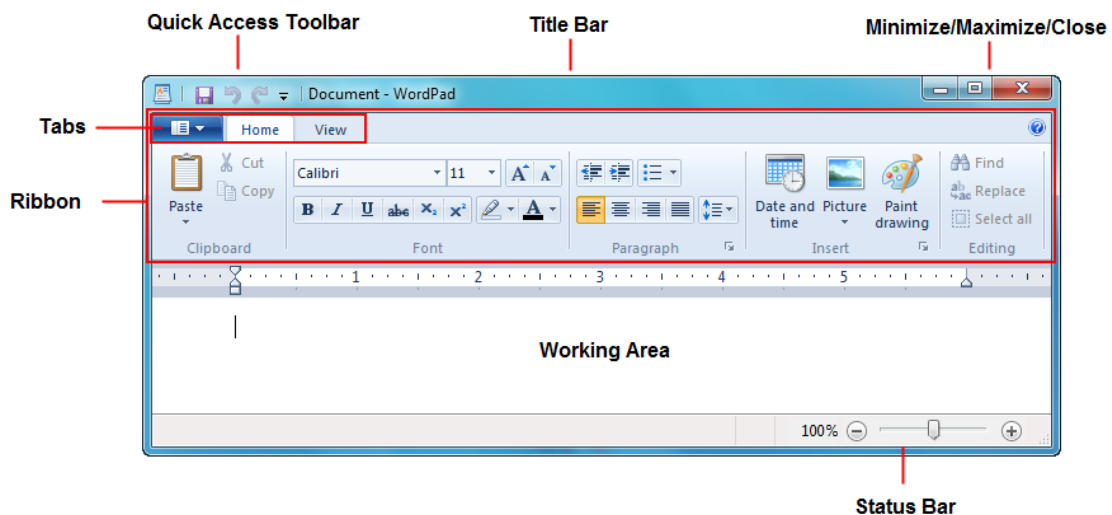
As you can see, the program WordPad has listed itself at the top of the Start Menu, along with any files with names that match the search criteria. Launch WordPad by double-clicking the program name in the Start menu or pressing Enter.

WordPad

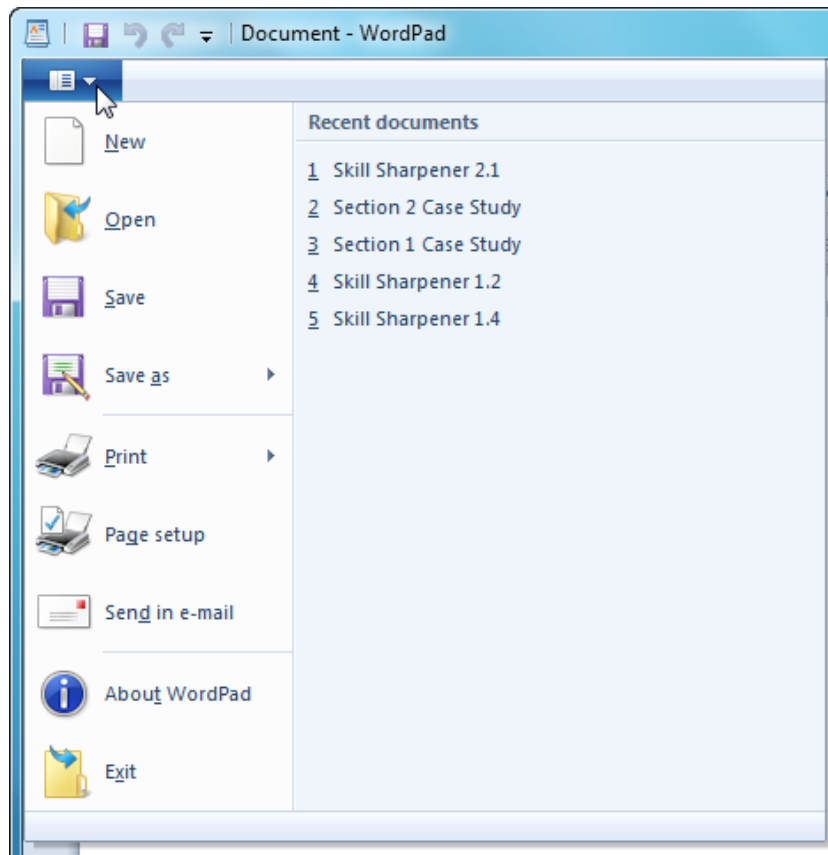
- Click Start → All Programs → Accessories → WordPad
- WordPad is a basic word processing program that can display different fonts, text effects, and pictures

Interface Overview

We briefly introduced the interface elements earlier, so let's recap the major elements:

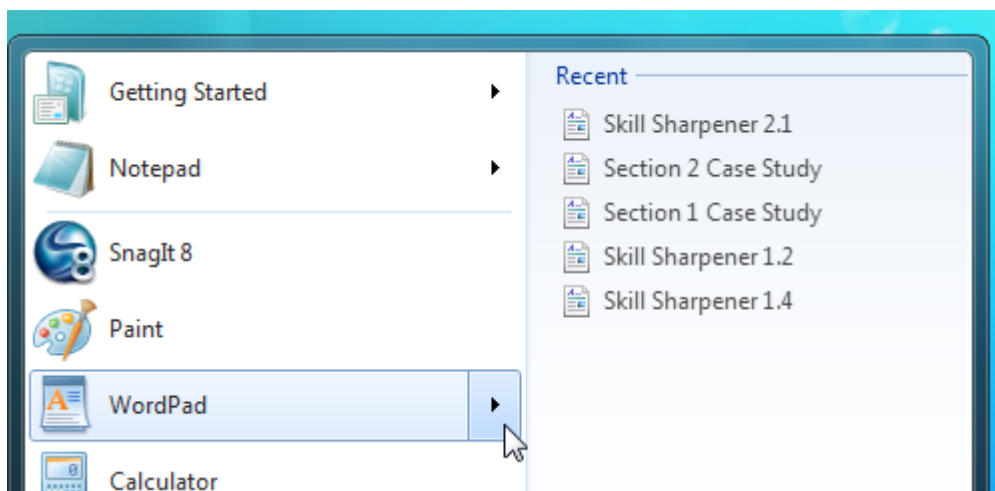


The blue tab is similar in nature to the File menu used by hundreds of other programs. This menu is properly known as the **Backstage** menu, because you can create a new file, save your existing file, print, or exit the program:

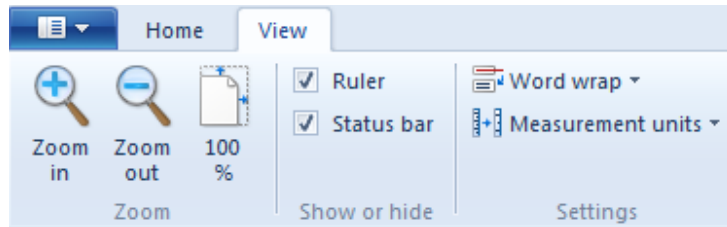
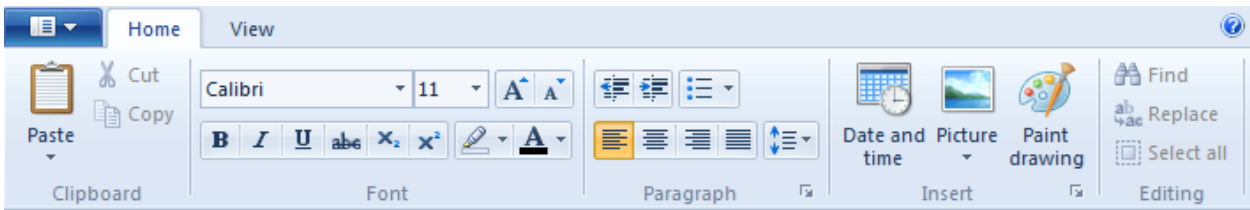


Note the list of recent documents created in WordPad. You can click any of the names in that list to open the file, provided you haven't moved or deleted it since you last saved it.

This list of recent documents is also available right inside the Start menu; just hover your mouse over the (>) button beside the program name. Click the file you want to open, provided you haven't moved or deleted it:



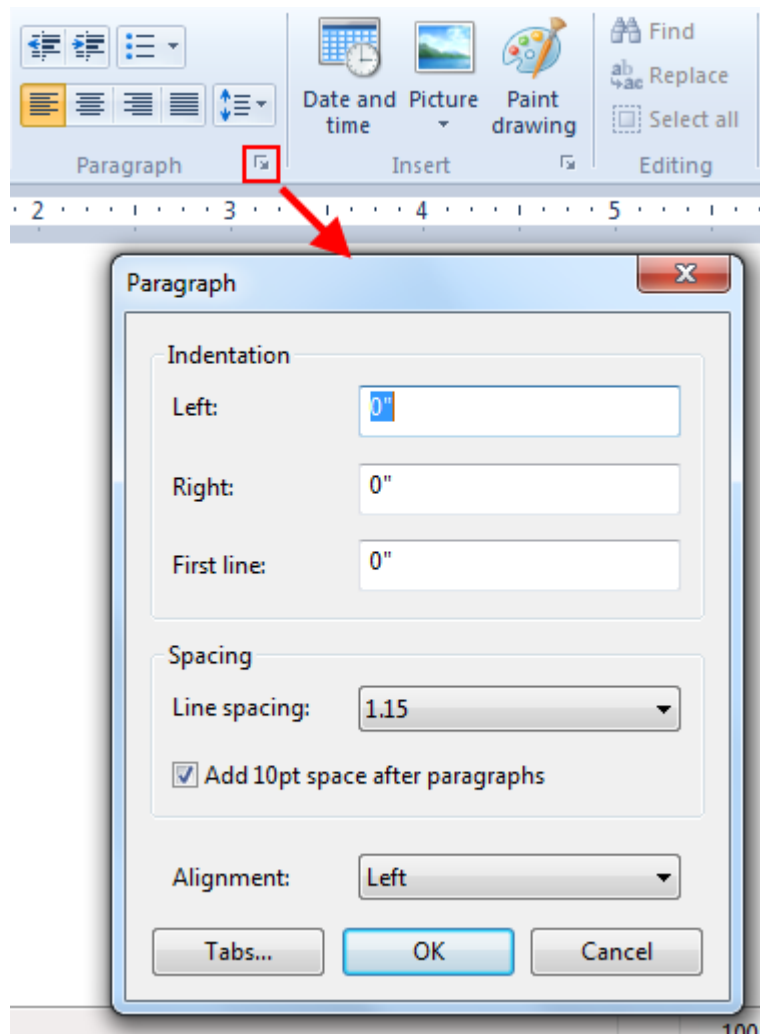
There are two tabs, Home and View, each with their own commands:



The commands in the ribbon are separated into groups, and some groups contain an arrow button in the lower right-hand corner.

Click this button for other commands specific to this group:

Make whatever change you like here and then click OK to apply them or Cancel to close this dialog box.



The last part of the interface is called the **Quick Access Toolbar (QAT)**. This toolbar was a new feature introduced with most Microsoft Office 2007 programs. The Office suite of programs (and in fact most programs) have always made use of toolbars, but what sets this one apart is that it is always on and is completely customizable.

WordPad contains three default commands on the QAT. From left to right, they are Save, Undo, and Redo:



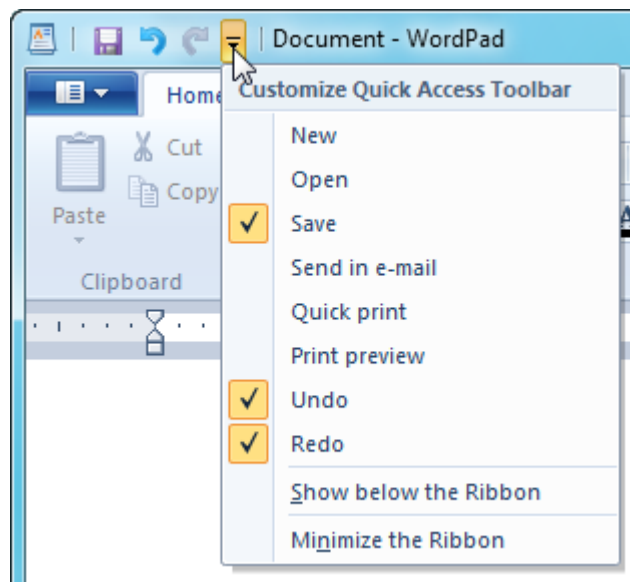
Let's briefly go over the basics of the three commands.

Save will either save the changes to an existing file or ask you for a name if saving a file for the first time.

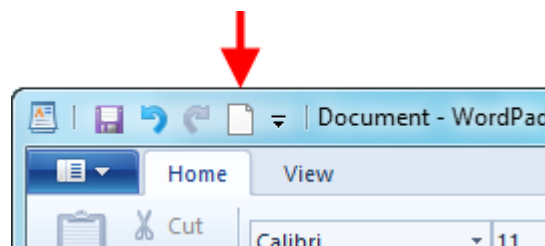
Undo will revert the last command, such as a font face change, some font effects, inserting a picture, etc. Basically, if you didn't mean to do something, Undo it.

Redo will "undo the Undo." If you undid something you didn't mean to, click Redo to apply the last formatting change that was reverted. If you recall our exploration of the Computer Folder in Lesson 2.3, Undo and Redo work somewhat like the Back and Forward buttons. Instead of moving backwards and forwards through locations, you can move backwards and forwards through changes to your document.

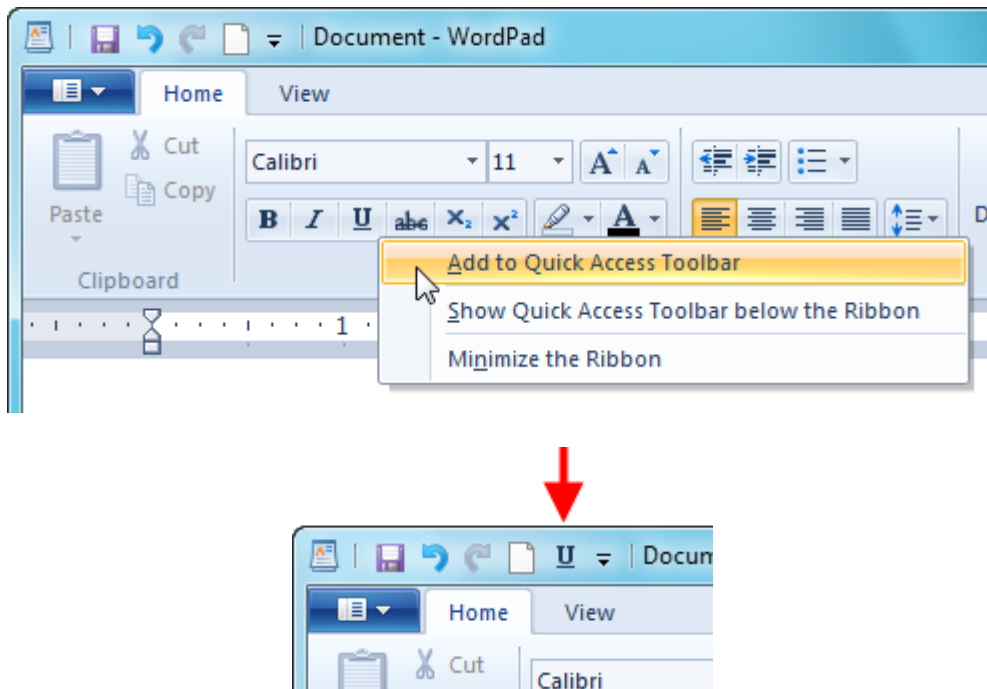
There is a pull-down arrow beside the Redo command. If you click this, you have the option to add some other common commands to the QAT:



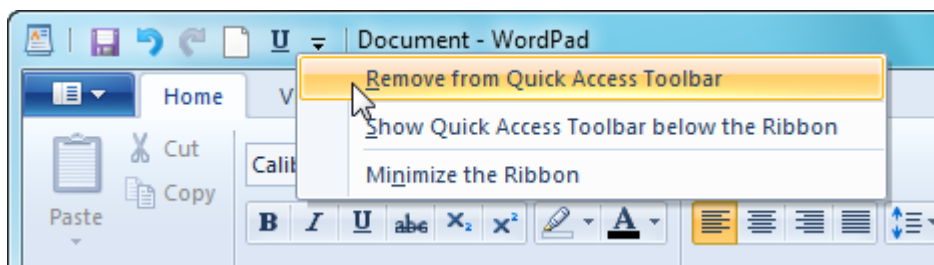
As you can see, there are already checkmarks beside the Save, Undo, and Redo commands. The checkmarks mean that those particular commands are already on the QAT. If you clicked the pull-down arrow and clicked New, that command would be added to the right of Redo:



You can add nearly any command you like to the QAT. Just right-click a command and click Add to Quick Access Toolbar. Here, we are adding the Underline command:

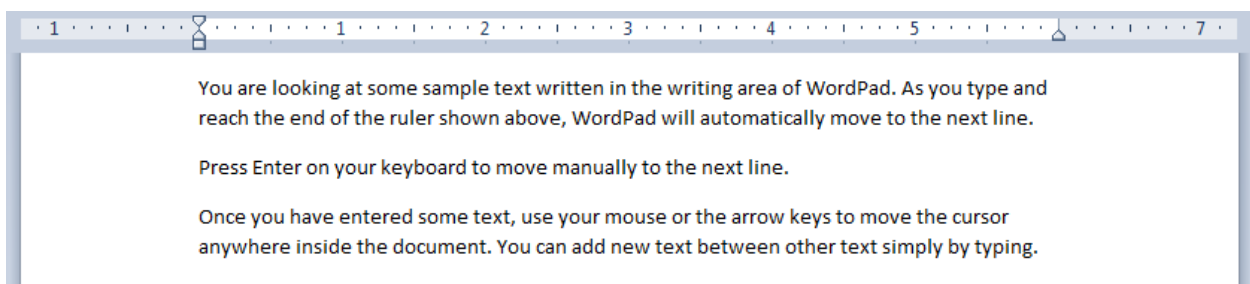


To remove a command from the QAT, right-click one of the commands and click Remove from Quick Access Toolbar:

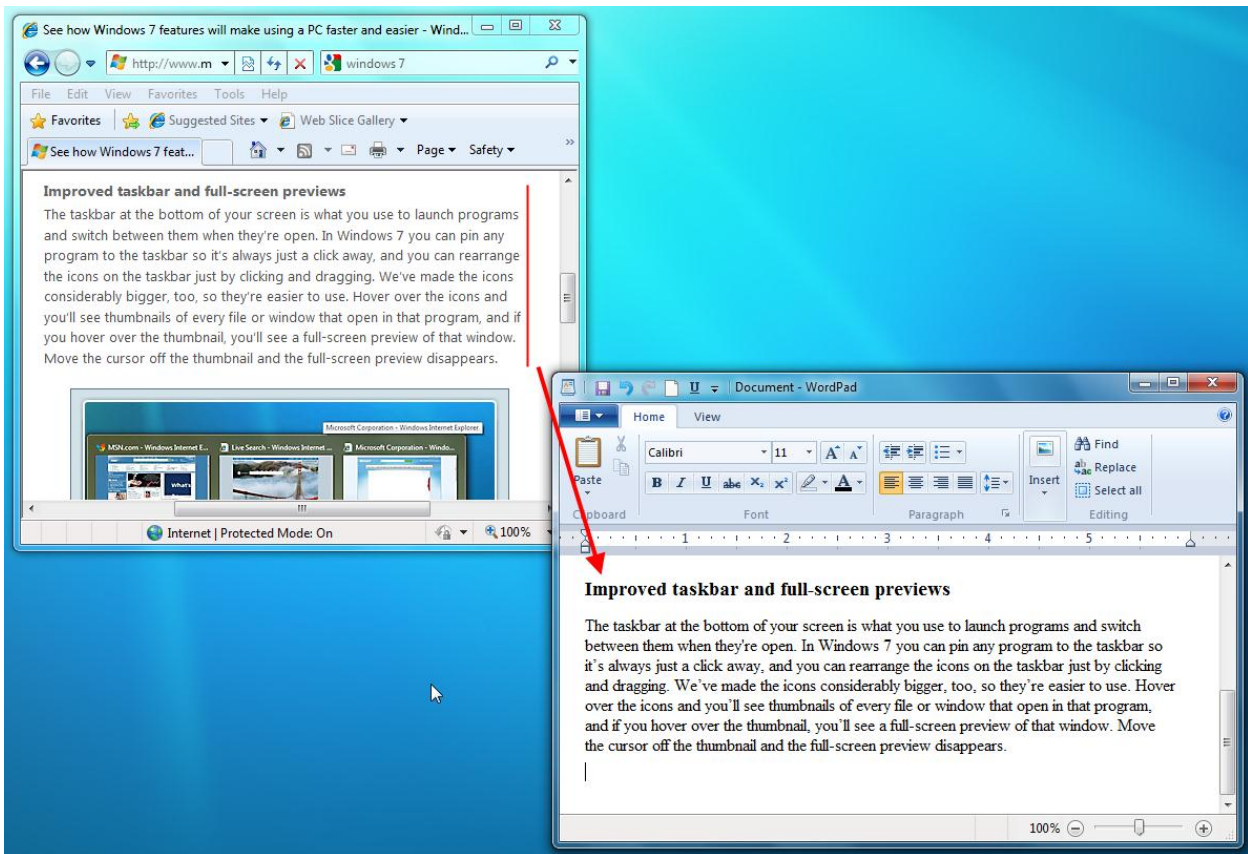


Entering Text

All you need to do is click somewhere inside the white area of WordPad and type! WordPad will automatically move to the next line as you type:



WordPad can display copied text from other locations, such as this text that was copied from the Windows 7 home page and pasted into WordPad:



Closing WordPad

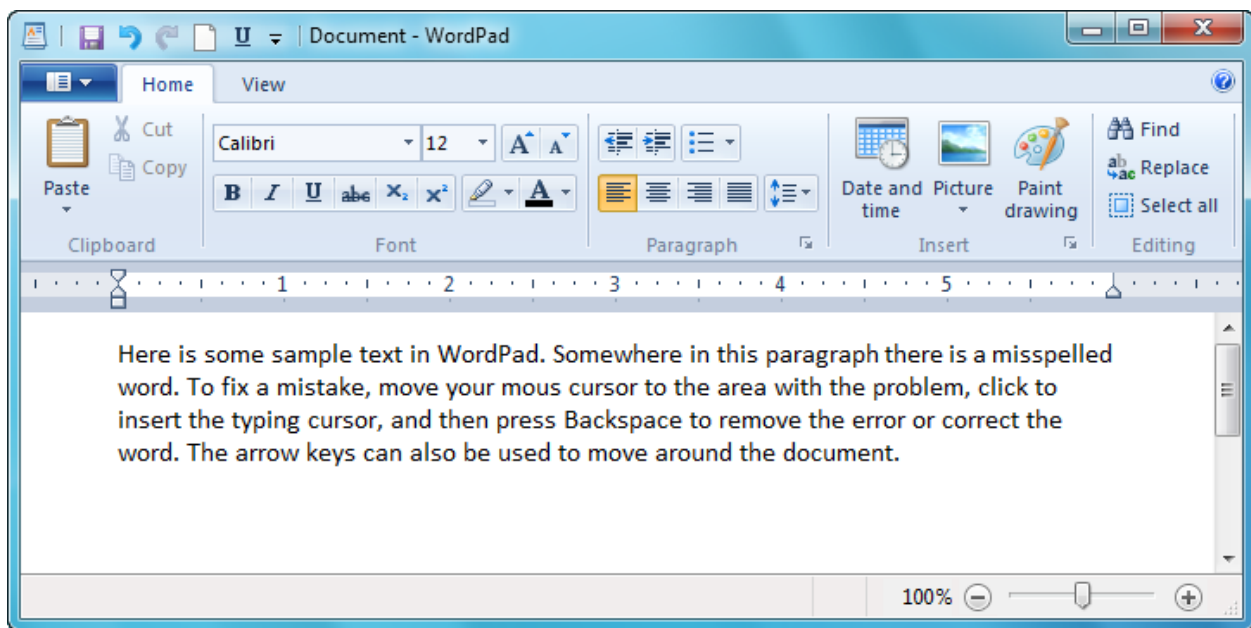
When you have finished using WordPad, click the Close button in the upper right-hand corner of the screen. You can also Click **File** → **Exit** to close the program.

3.2 Doing More with WordPad

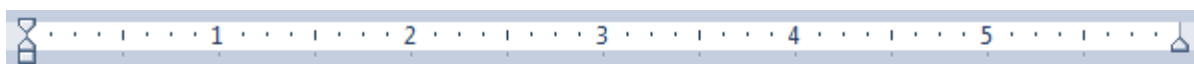
Editing Text

If you have discovered a misspelled word or a sentence that perhaps doesn't make sense, you can use the backspace key to erase the mistake and then fix it. You can also use your mouse cursor and click anywhere inside the document. This will place the text cursor so that you can then fix the mistake.

Read the text in the picture below. Do you see the spelling mistake?



If you look carefully at the sample above, the word "mouse" in the second line does not have an "e" on the end. Simply click at the end of the misspelled word and type the letter "e" to correct the mistake:



Here is some sample text in WordPad. Somewhere in this paragraph there is a misspelled word. To fix a mistake, move your mouse cursor to the area with the problem, click to insert the typing cursor, and then press Backspace to remove the error or correct the word. The arrow keys can also be used to move around the document.

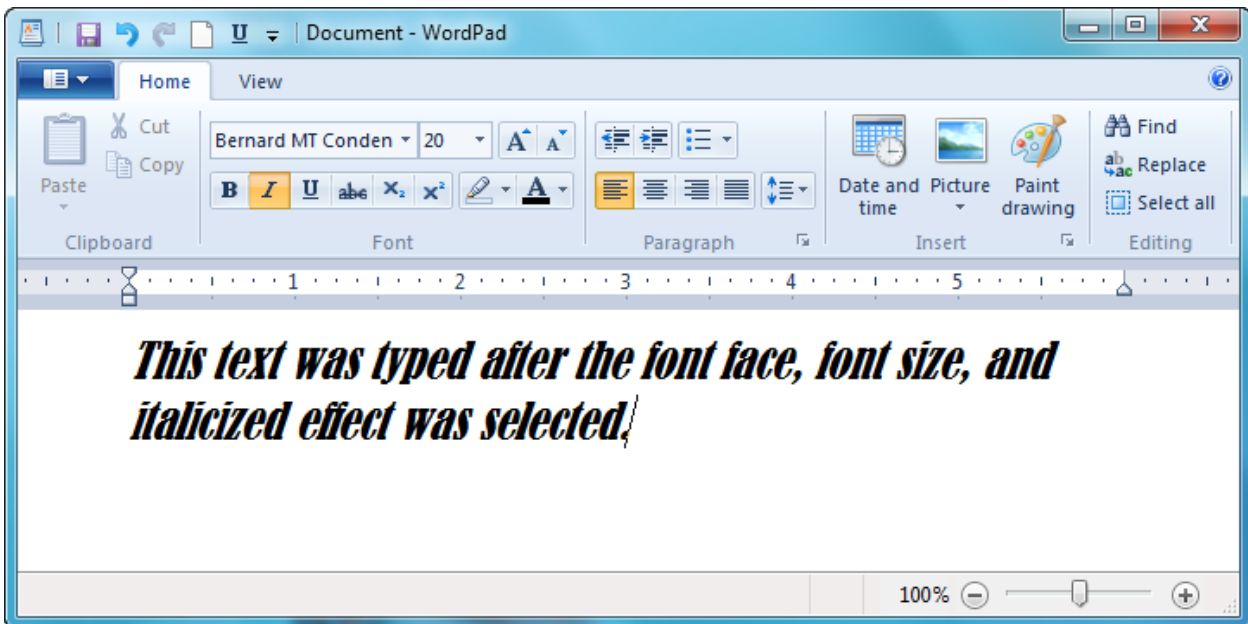
I

Formatting Text

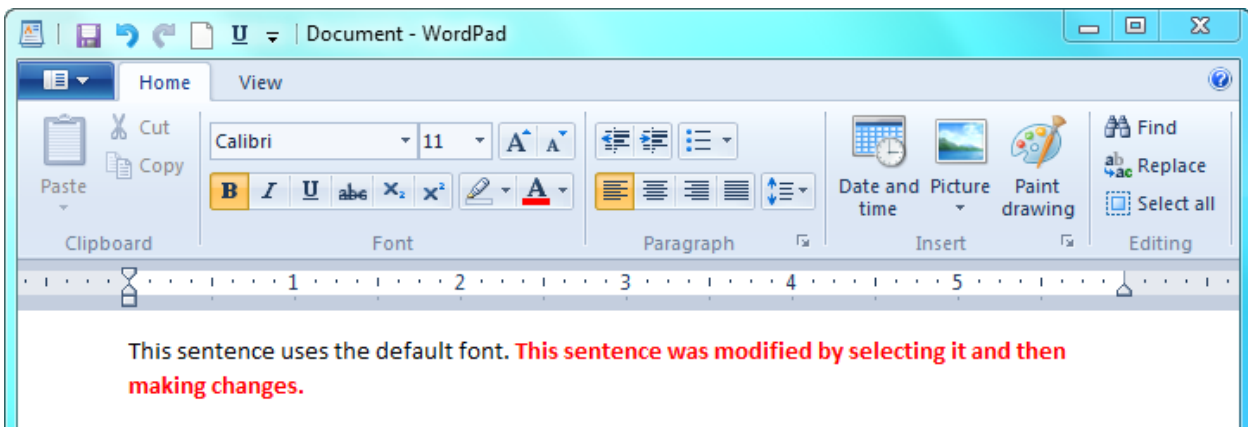
You can format text by making the text **bold**, *italicized*, underlined, a **different color**,

- a
- bulleted
- list,

or any combination of the above. There are two ways to add different formatting elements to a document. If you know you want to apply formatting, you can set up WordPad first and then type your text.



The other option would be to type the sentence, highlight it, and then change effects, like making the font bold and changing the color:



WordPad allows you to orient the text in three different ways: left, right, and center justification. Use the commands in the Paragraph group of the Home tab:

Left Justified

Here is a sample paragraph that will be used to show how WordPad can orient paragraphs of text. WordPad can align all text to match the border on the left, flow all text down the middle, or align text to the right margin.

Center Justified

Here is a sample paragraph that will be used to show how WordPad can orient paragraphs of text. WordPad can align all text to match the border on the left, flow all text down the middle, or align text to the right margin.

Right Justified

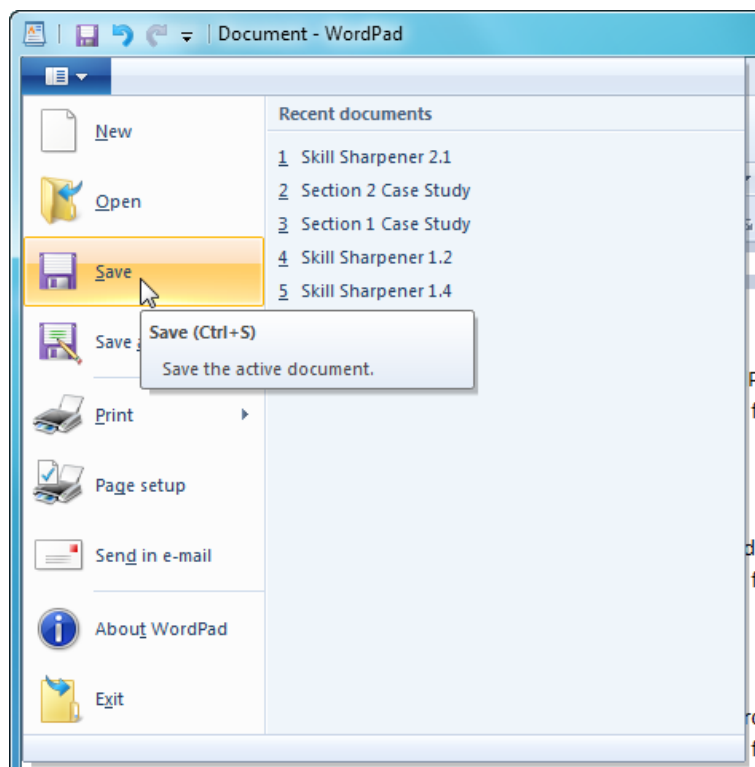
Here is a sample paragraph that will be used to show how WordPad can orient paragraphs of text. WordPad can align all text to match the border on the left, flow all text down the middle, or align text to the right margin.

You can click the orientation command first and then type the text or highlight the block of text and then choose your orientation.

Saving your File

If you open WordPad and begin typing in a new document, you will likely want to save the file for safe keeping or to use later on. Let's save the document that demonstrates the different text orientations to the Exercise Files folder.

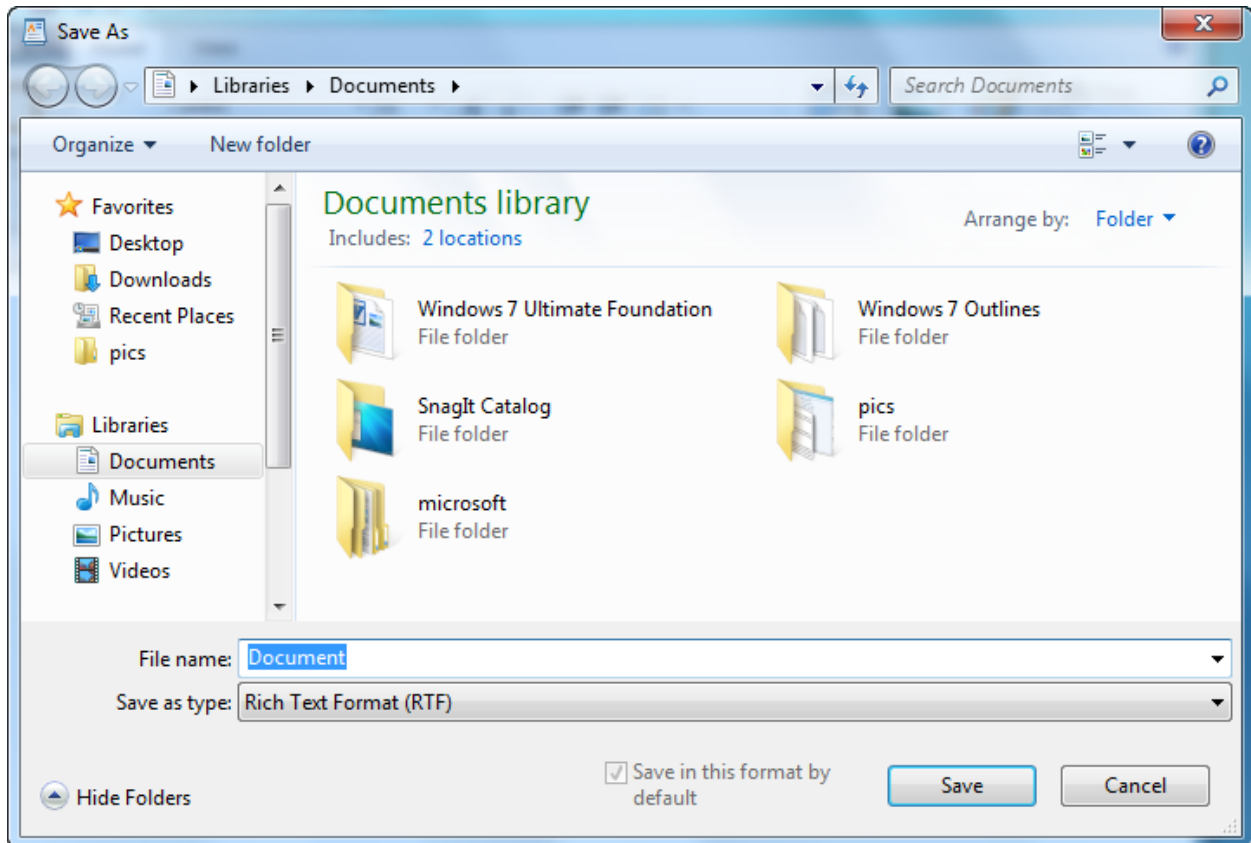
Click the Backstage menu and then click Save or Save As. Either one will do the same thing if you are saving a file for the first time:



When saving a file for the first time, you need to give it a name. If you then do more work on the document, click Backstage → Save or click the Save icon in the QAT to save your changes.

If you are working on a file and click Backstage → Save As, you have the option to save the current file under a new name.

The Save As dialog box will appear. Let's examine the different parts:

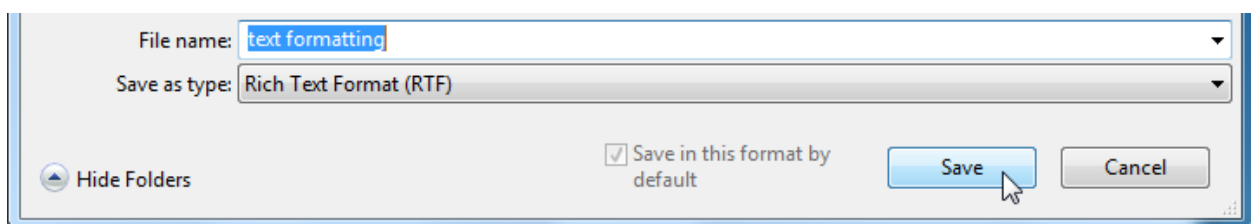


At the top, in the address bar, Windows 7 uses the Documents library as the default save location. We recommend you save your file here as there is a direct link to them from various places on your computer (such as the Start menu). However, this is not required; you can choose to save a file wherever you wish.

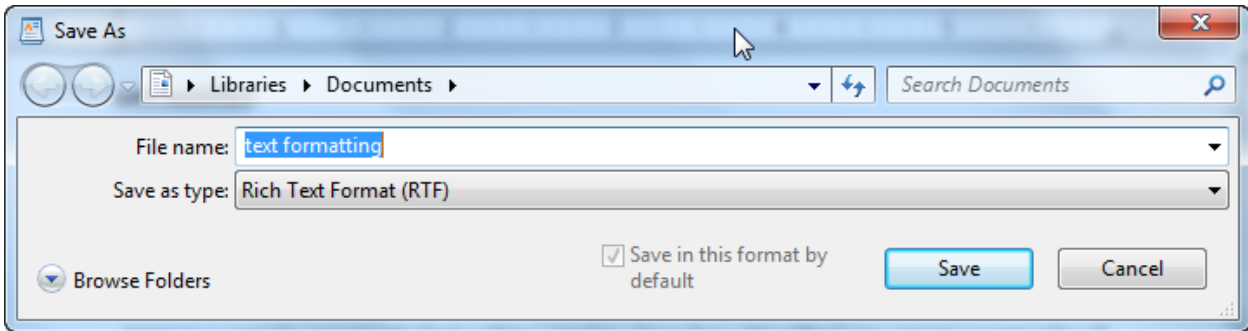
To save to a different location, use the list of links on the left and select a location.

At the top of the window is a command for a "New Folder." You can create a new folder anywhere you like on your computer with this command.

Give the file a name in the File Name box and then click Save:



As a side note, the Save/Save As dialog box might look like this:

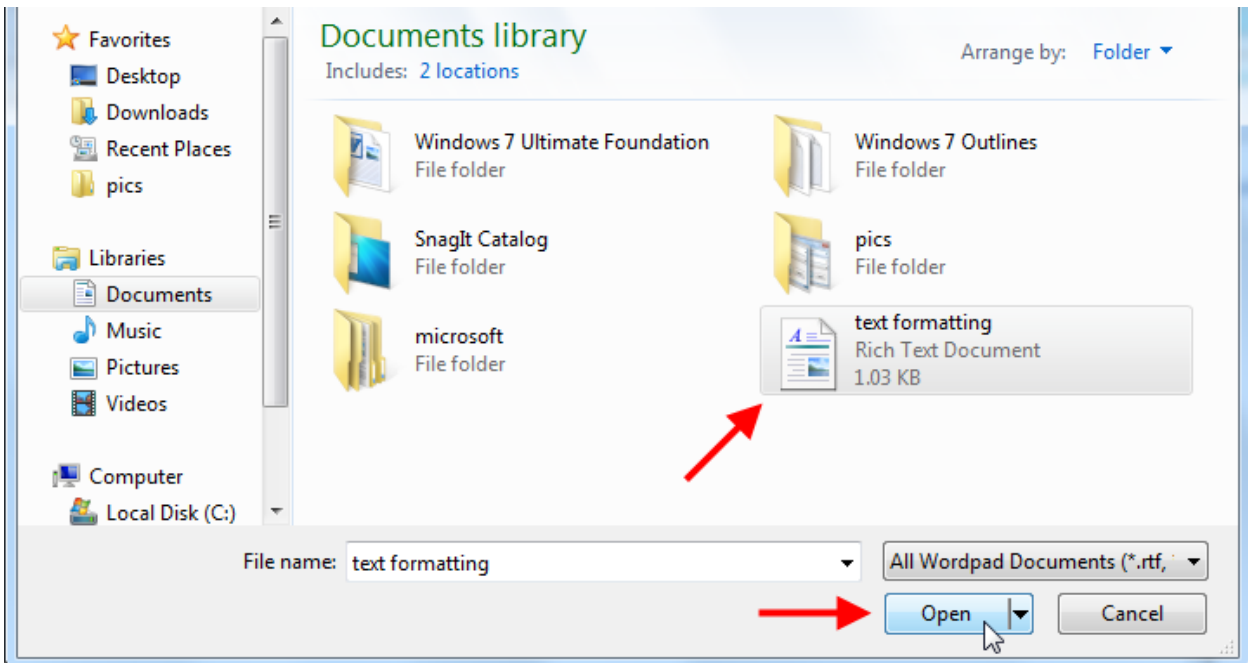


As you can see, the list of links on the left is not visible. Click "Browse Folders" in the lower left-hand corner to show this list again.

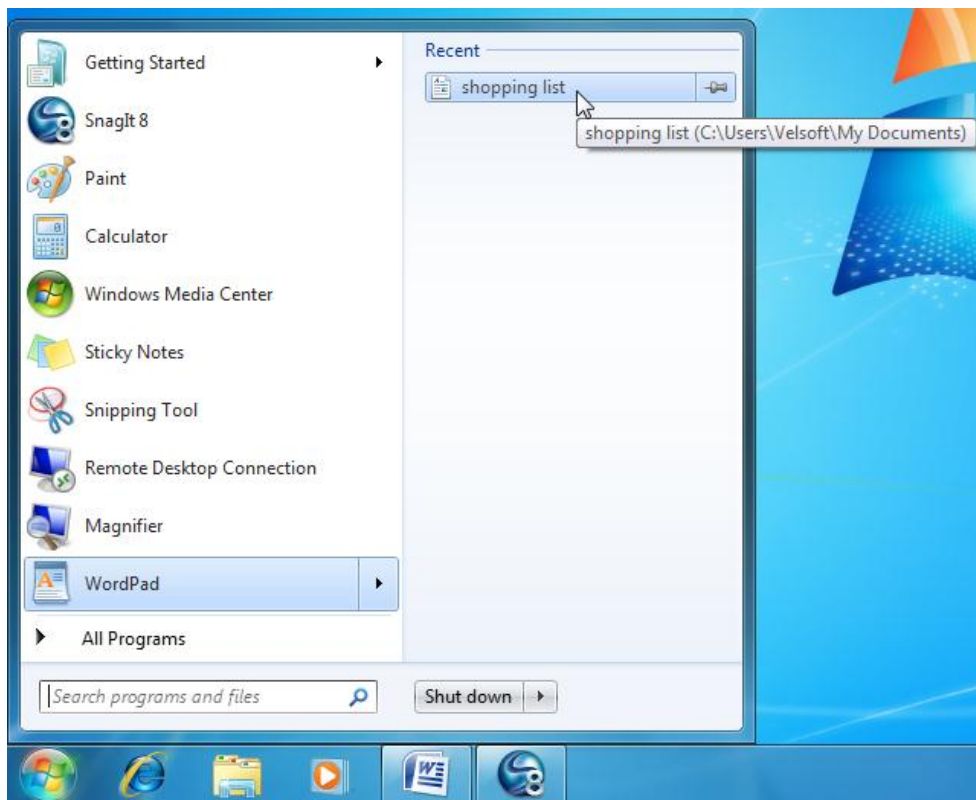
Opening a File

You already know how to open a file from a folder from the various exercises in this manual: open the folder containing the file and then double-click the file. If you want to open the file from inside WordPad, the process works just like saving a file. Let's consider opening the "text formatting" file we just saved.

Open WordPad and click Backstage → Open. The Open dialog box will appear. Navigate to the file you want to use, click it to select it, and then click Open:



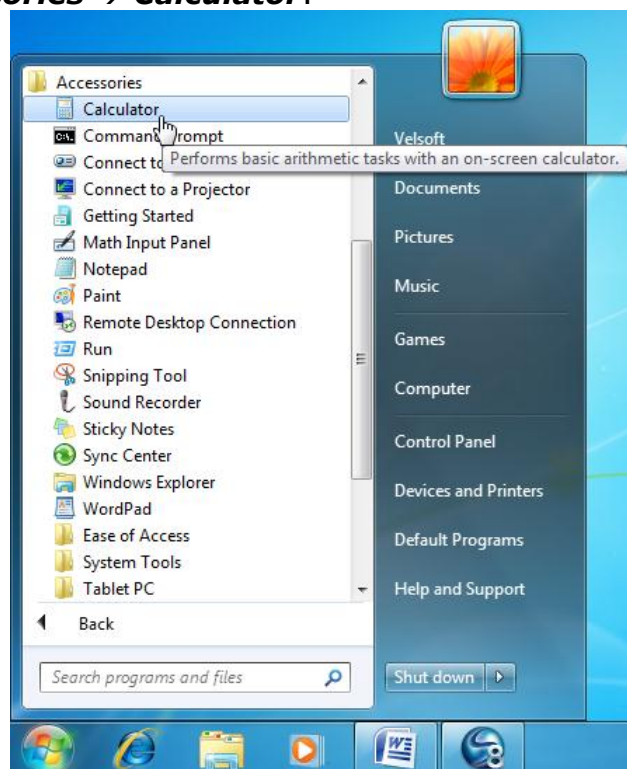
Remember that you can also open recently-used documents made in WordPad by using the Start Menu:



3.3 The Windows Calculator

Launching Calculator

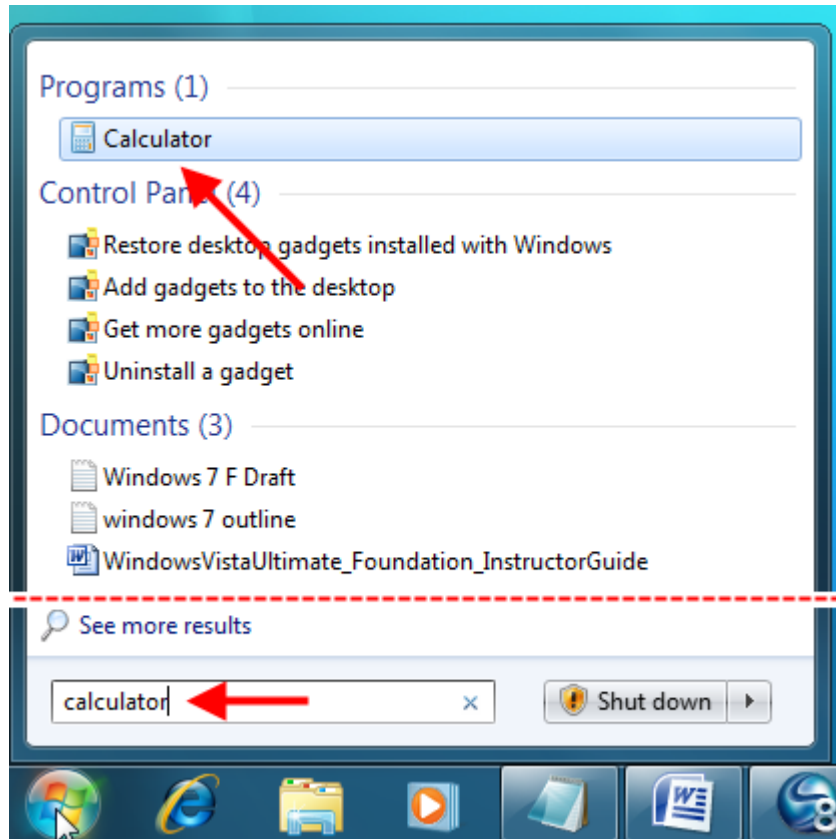
Calculator is in the Accessories folder along with WordPad. Click **Start** → **All Programs** → **Accessories** → **Calculator**:



You can also type "calculator" into the Search bar and then press Enter to launch the program:

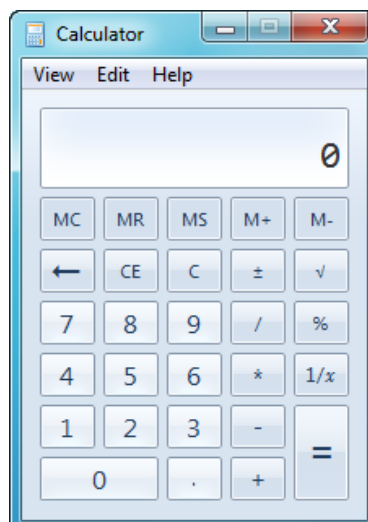
Calculator

- Click Start → All Programs → Accessories → Calculator
- Use Calculator for everyday math, statistics, and programming calculations



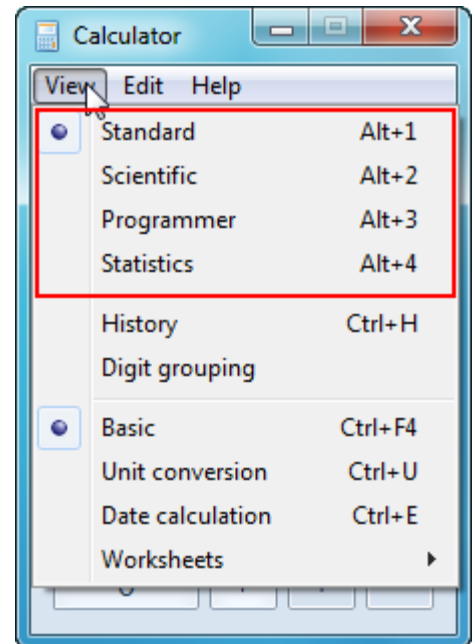
Interface Overview

Here is the **Standard** interface:

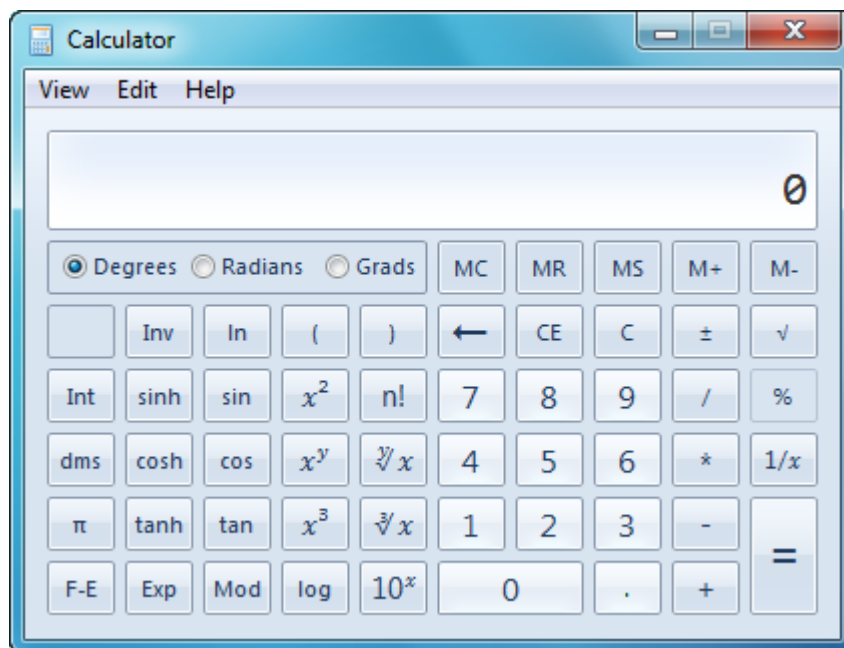


The Edit menu allows you to copy and paste values, as well as step backwards through your calculation history.

Calculator has three other views besides the standard view. You can switch between these views by selecting an interface from the View menu:



Here is the **Scientific** interface, which provides a number of advanced mathematical features. You can switch between degrees, radians, and gradients for various trigonometric functions by selecting a radio button:

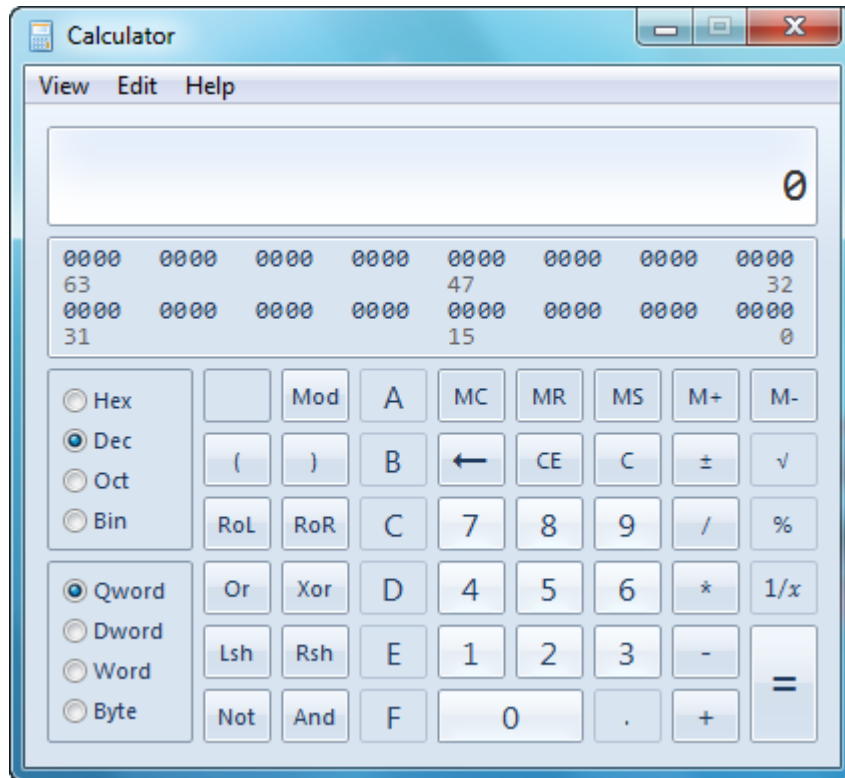


The Edit menu allows you to copy and paste values, as well as step backwards through your calculation history.

Here is the **Programmer** interface, which provides a binary counter for whatever number is on the screen. Switch between:

- **Dec** (Decimal, base-10, or “regular numbers”)
- **Hex** (Hexadecimal, base-16, used to denote different colors on a computer)
- **Oct** (Octagonal, base-8)
- **Bin** (Binary, base-2, the 1s and 0s used at the very core of all computers)

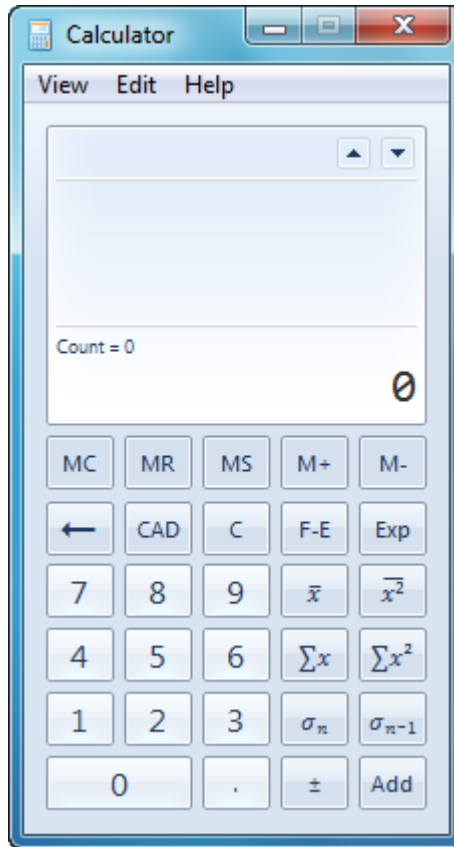
There are also commands for various logic operations:



Any number can be converted to any other format by clicking the appropriate radio button.

The Edit menu allows you to copy and paste values.

Finally, there is the Statistics interface.



This interface is a bit different than the others because it allows you to enter a number of different values as a dataset and then perform operations on them. To do this, enter a value and click the Add button in the lower right-hand corner. Once you have entered a number of values, click a statistical operator button to calculate the result.

The Edit menu allows you to copy and paste values, as well copy, paste, edit, or clear your current dataset.

Using the Calculator

The calculator is very easy to use: simply click the buttons. The numeric keypad on your keyboard is ideal for numbers, the decimal point, and the basic calculations like addition, subtraction, multiplication, division, and equals.

Calculator can store and use a single value in memory using the following buttons:

Memory Store



Stores a single value in memory.

Memory Recall



Recalls the stored number from memory to use in the calculation.

Memory Add



Adds the displayed number to the stored number in memory. (Click MR to see the sum.)

Memory Subtract



Subtracts the displayed number from the stored number in memory. (Click MR to see the difference.)

Memory Clear



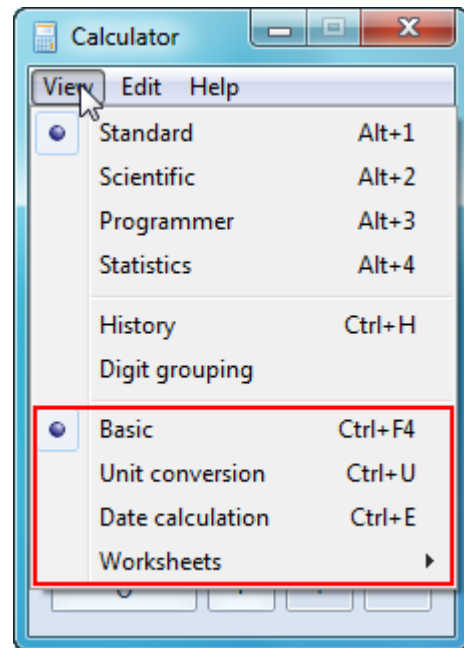
Deletes the number stored in memory and resets to zero.

Consult the help file by clicking **Help** → **View Help** to view a full manual and command list.

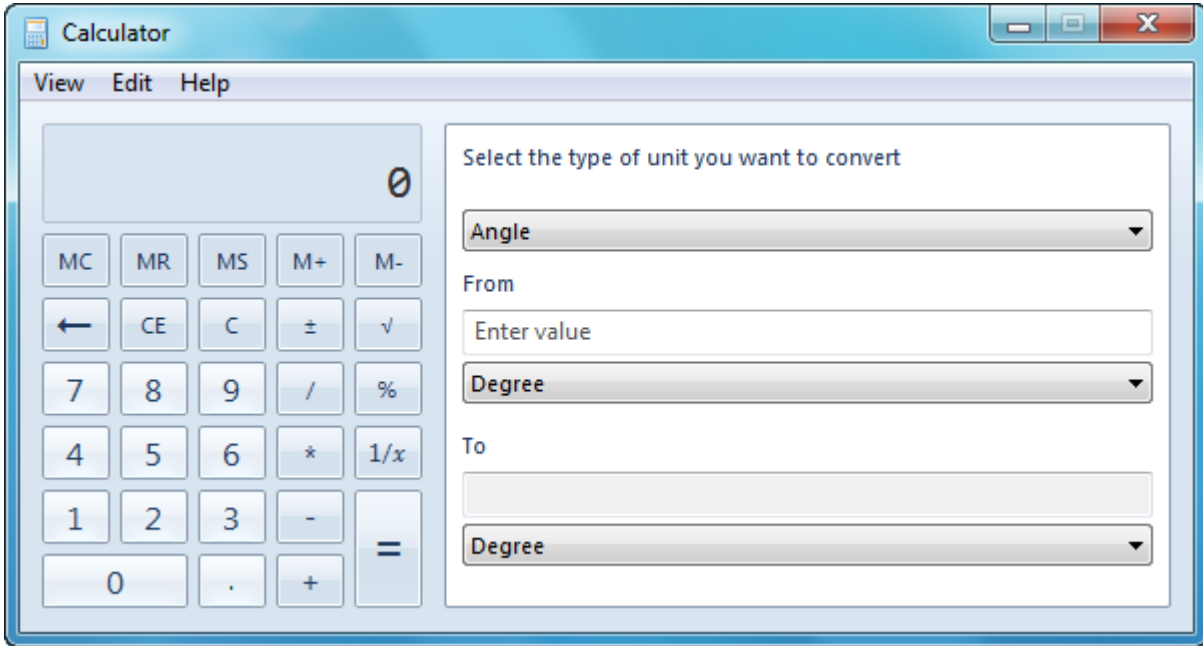
Advanced Calculator Tools

Calculator has been upgraded to include a number of very useful conversion and calculation tools. These tools are visible using any of the four views mentioned earlier.

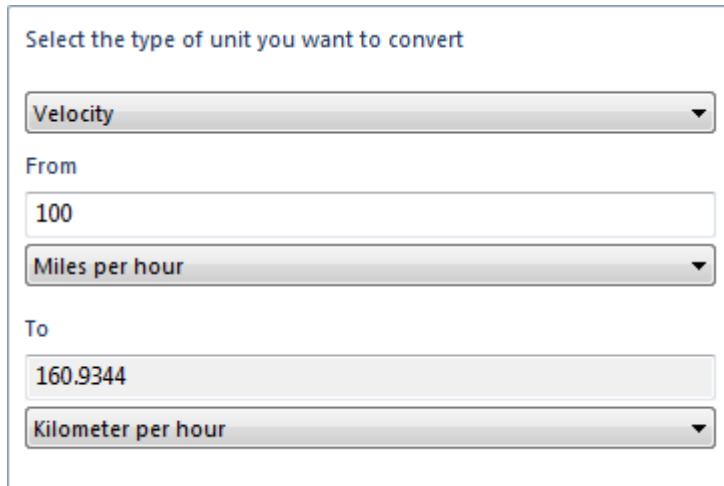
These tools expand to the right of the working area in Calculator.



Unit conversion offers easy conversion between standard measurements:



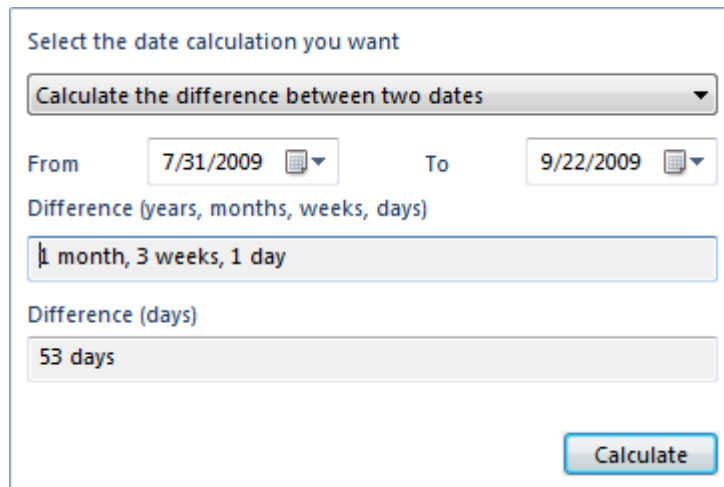
Select the unit type from the first drop list, enter a value to calculate From, and then select the From and To units. For example, this tool can calculate miles per hour into kilometers per hour:



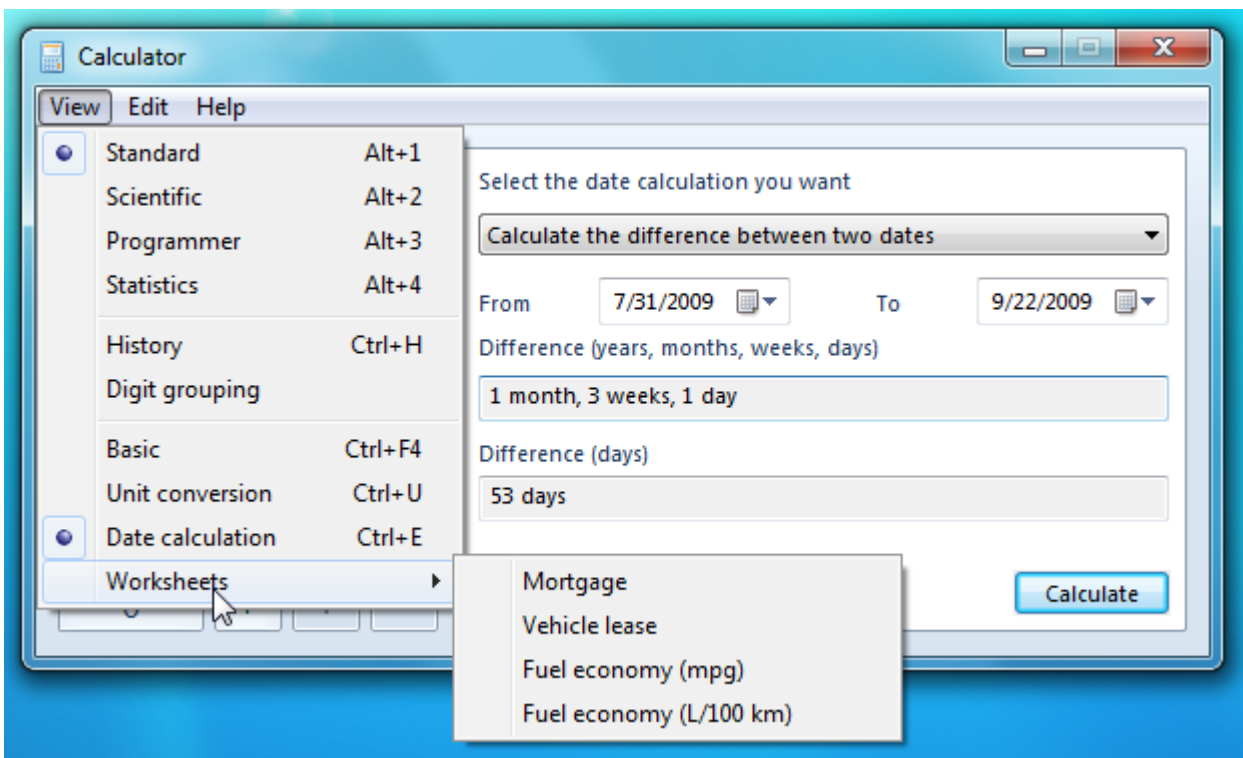
Here is a comprehensive table of unit types that Calculator can convert:

Unit category	Unit types available for conversion
Angle	Degree, Gradian, Radian
Area	Acre, Hectare, Square centimeter, Square feet, Square inch, Square kilometer, Square meter, Square mile, Square millimeter, Square yard
Energy	British Thermal Unit (BTU), Calorie, Electron-volts, Foot-pound, Joule, Kilocalorie, Kilojoule
Length	Angstrom, Centimeter, Chain, Fathom, Feet, Hand, Inch, Kilometer, Link, Meter, Micron, Mile, Millimeter, Nautical mile, PICA, Rod, Span, Yard
Power	BTU/minute, Foot-pound/minute, Horsepower, Kilowatt, Watt
Pressure	Atmosphere, Bar, Kilo Pascal, Millimeter of mercury, Pascal, Pound per square inch (PSI)
Temperature	Degrees Celsius, Degrees Fahrenheit, Kelvin
Time	Day, Hour, Microsecond, Millisecond, Minute, Second, Week
Velocity	Centimeter per second, Feet per second, Kilometer per hour, Knots, Mach (at one standard atmosphere), Meter per second, Mile per hour
Volume	Cubic centimeter, Cubic feet, Cubic inch, Cubic meter, Cubic yard, US & UK Fluid ounce, US & UK Gallon, Liter, US & UK Pint, US & UK Quart
Weight/Mass	Carat, Centigram, Decigram, Dekagram, Gram, Hectogram, Kilogram, Long ton, Milligram, Ounce, Pound, Short ton, Stone, Tonne

Date calculation lets you compute either the difference between the two dates or add/subtract days to a specific date. By default, the From field contains the current date. Select a date in the To field and then click Calculate:



Finally, Calculator includes **Worksheets** that let you plug in certain values and have Calculator compute the result. Click **View** → **Worksheets** and then select a worksheet:

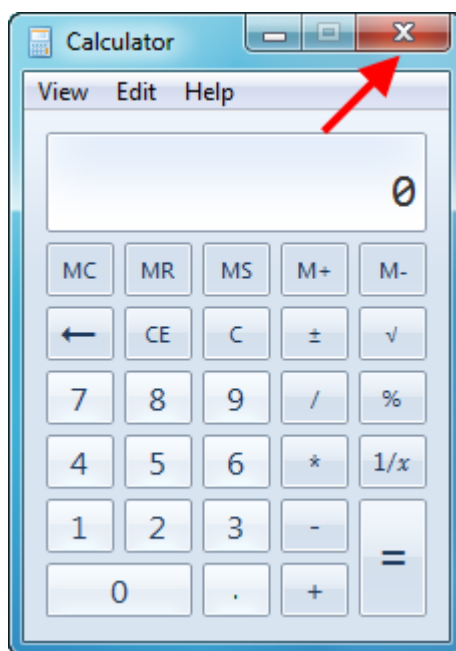


Enter the values and then click calculate. For example, here is a sample mortgage calculation:

Select the value you want to calculate	
Monthly payment	
Purchase price	100000
Down payment	5000
Term (years)	25
Interest rate (%)	5
Calculate	555.3605394325801

Closing Calculator

Close Calculator by clicking the Close button in the upper right-hand corner:

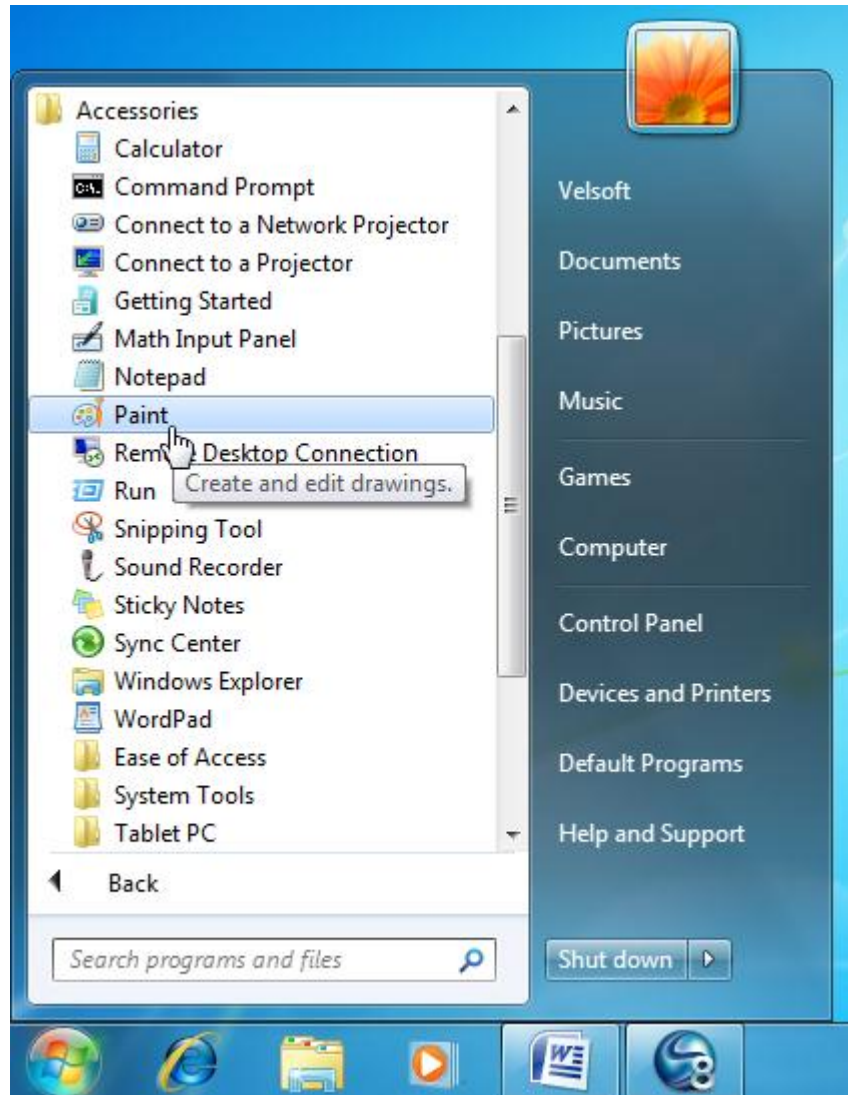


3.4: Paint

Paint is a simple drawing and photo manipulation program that can be used to make diagrams as well as resize and rotate images.

Launching Paint

Paint is included in the Accessories folder of the Start menu. Click **Start** → **All Programs** → **Accessories** → **Paint** to launch the program, or click Start, type "paint," and then press Enter:

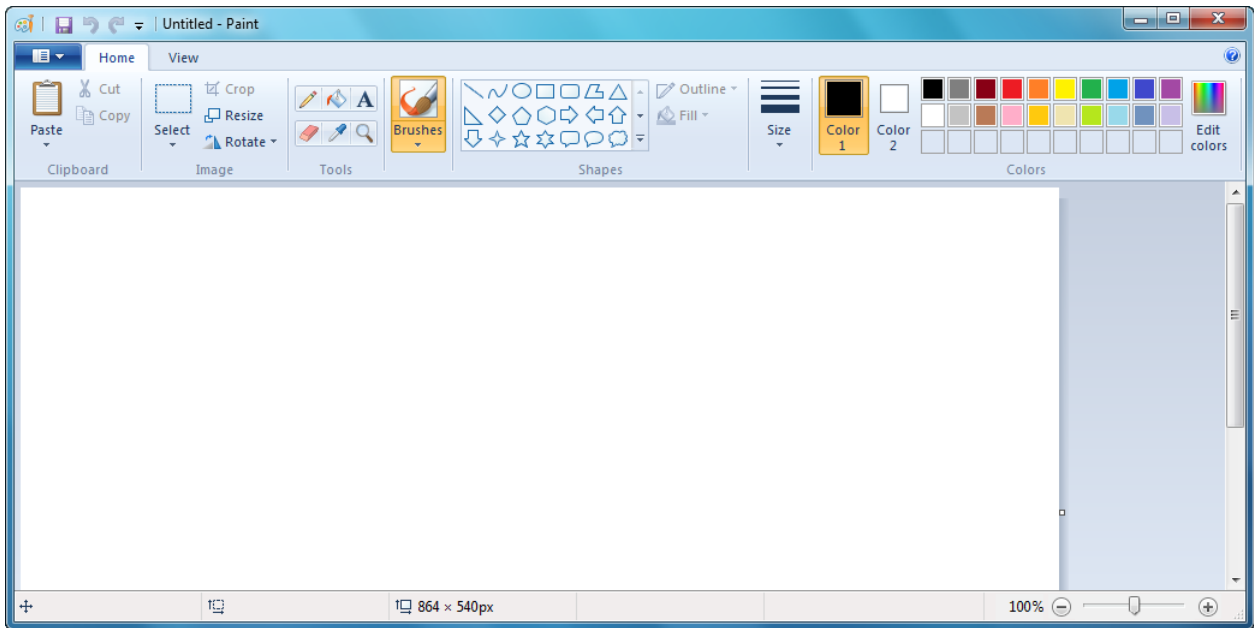


Interface Overview

Paint

- Click Start → All Programs → Accessories → Paint
- Paint is a basic drawing program with a number of drawing tools. Paint can also open and manipulate popular digital image formats.

Paint has received an interface upgrade to include the Quick Access Toolbar (QAT) and Ribbon:

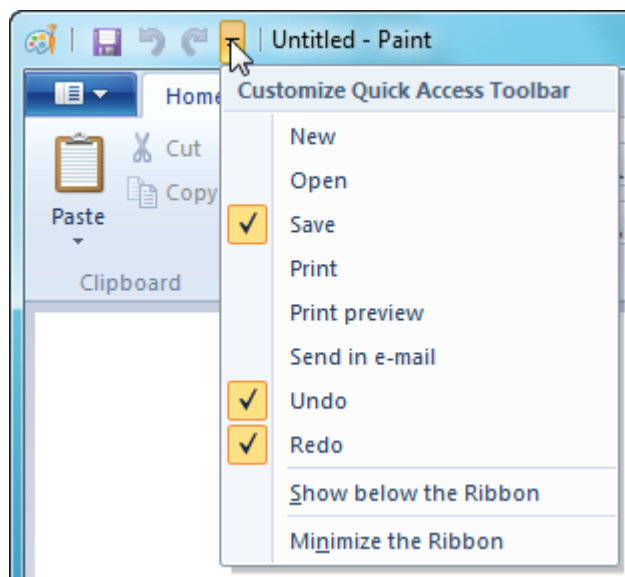


At the top of the window, the QAT contains three commands. From left to right, they are Save, Undo, and Redo.

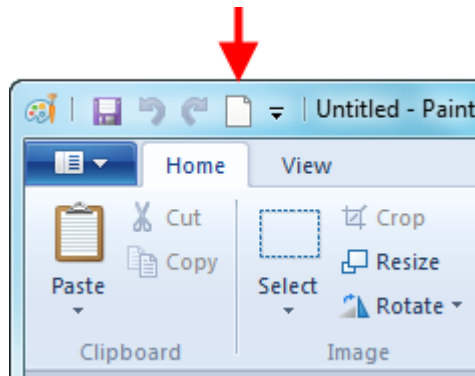


- **Save** will either save the changes to an existing file or ask you for a name if saving a file for the first time.
- **Undo** will revert the last command, such as a brush stroke or text overlay.
- **Redo** will “undo the Undo.” If you undid something you didn’t mean to, click Redo to apply the last formatting change that was reverted. If you recall our exploration of the Computer Folder in Lesson 2.3, Undo and Redo work somewhat like the Back and Forward buttons. Instead of moving backwards and forwards through locations, you move backwards and forwards through changes to your document.

There is a pull-down arrow beside the Redo command. If you click this, you have the option to add some other common commands to the QAT:

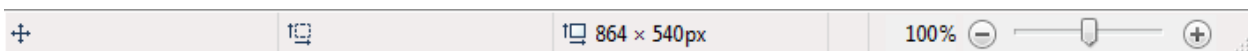


As you can see, there are already checkmarks beside the Save, Undo, and Redo commands. The checkmarks mean that those particular commands are already on the QAT. If you clicked the pull-down arrow and clicked New, that command would be added to the right of Redo:



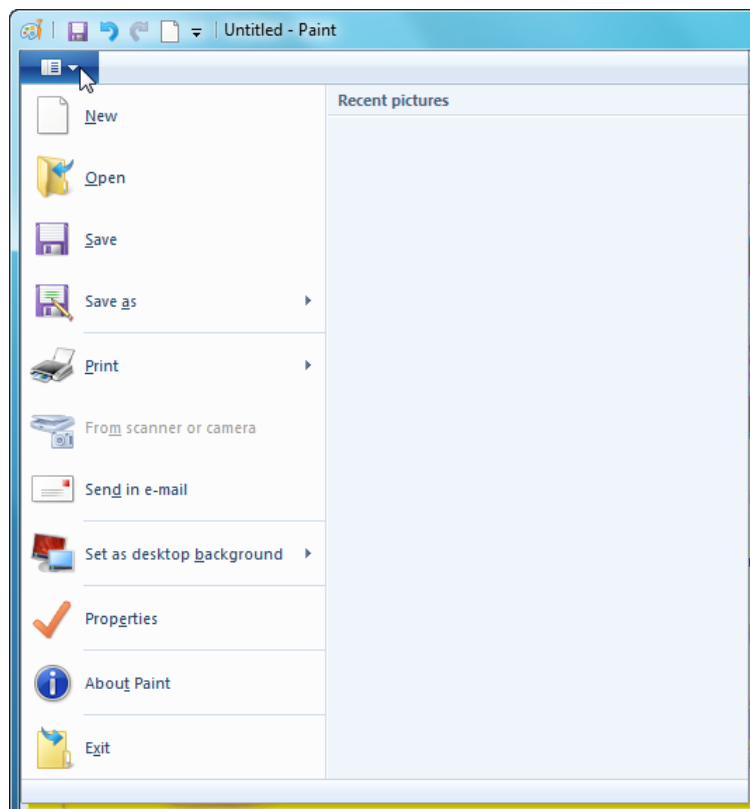
You can also right-click any command in the Home or View tabs, right-click a command and click "Add to Quick Access Toolbar." To remove an item, right-click it in the QAT and click "Remove from Quick Access Toolbar."

At the bottom of the screen is the Status bar:

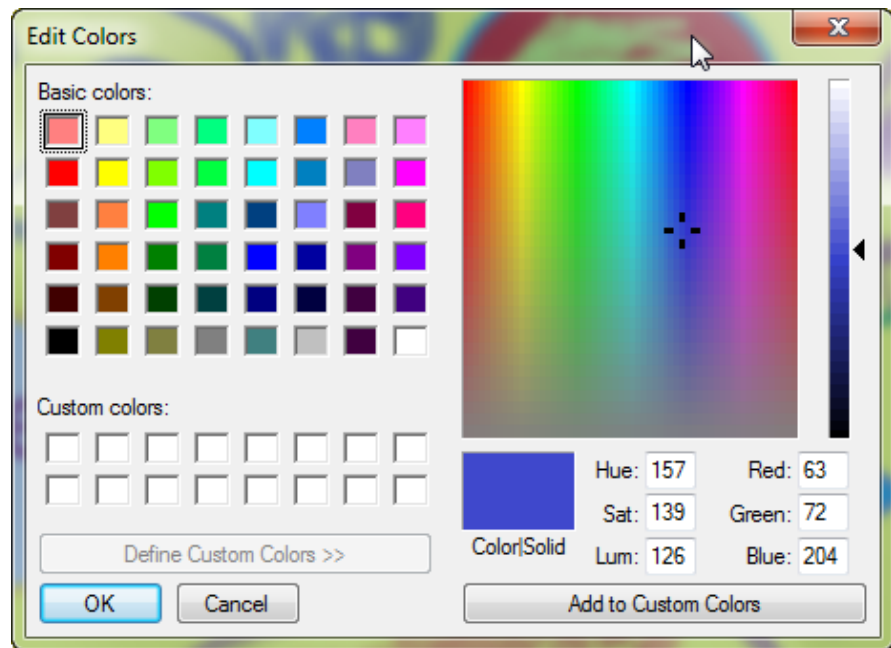


Here you can see what tool is currently in use, the size of the canvas drawing area (in pixels) and the current zoom level.

The blue area beside the Home tab is called the Backstage menu. This is similar to the File menu used by many programs:

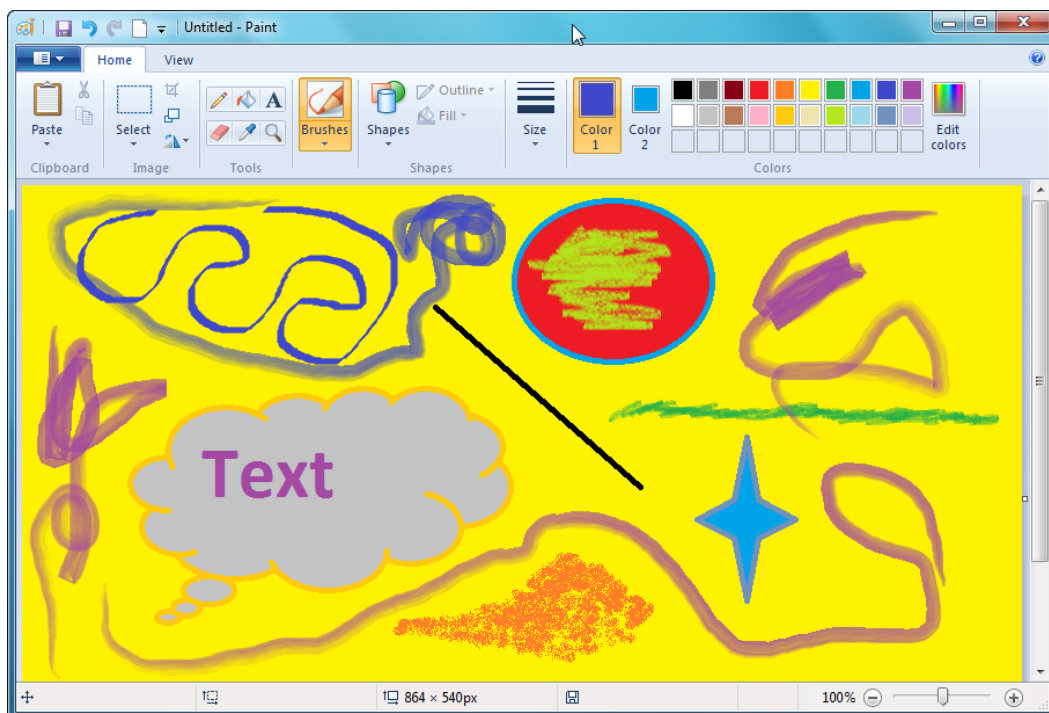


The Color Palette lets you choose from a number of standard colors. If you click Edit colors (last command in the Home tab) you can define custom colors:



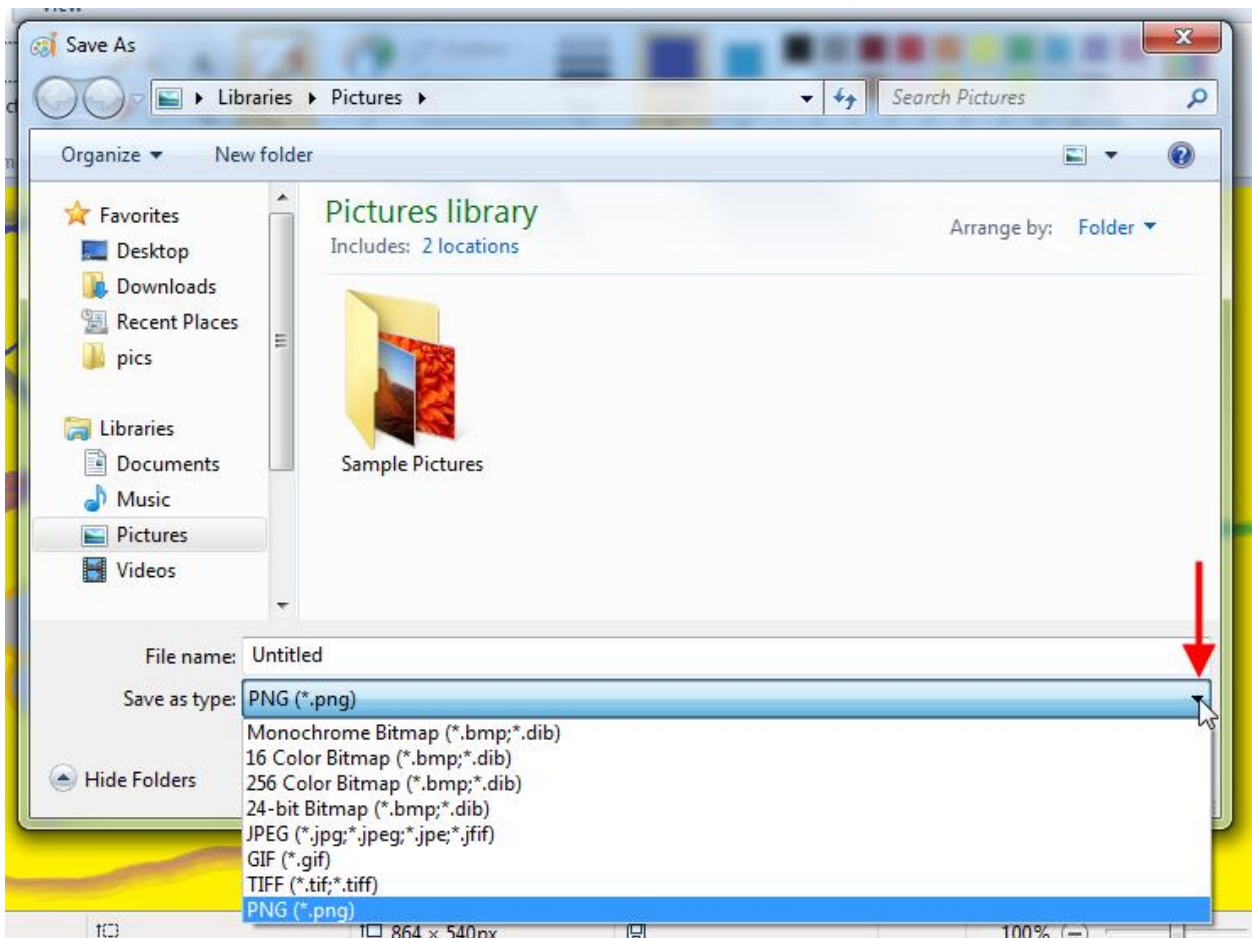
Drawing in Paint

Drawing in Paint is easy to do – simply click a tool and then click and drag in the canvas area. Paint lets you draw lines, shapes, boxes, polygons, and apply text to a canvas. Click a command, move your mouse to the canvas and then click and drag to add the drawing element. For example, the diagram below features some shapes, brush effects, color fills, and text:



Paint has the ability to read a large number of different picture formats as well. Click Backstage → Open to choose a photo or other image. Paint, although versatile, is not suited for doing much work with photos. However, you can use the commands in the Home tab to flip, rotate, or scale an image.

Paint can also save your image in many different file formats. Chose **Backstage** → **Save** or **Save As** and then use the Save as type combo box to select a file output:



Closing Paint

Close Paint by clicking the Close button or clicking **Backstage** → **Exit**.

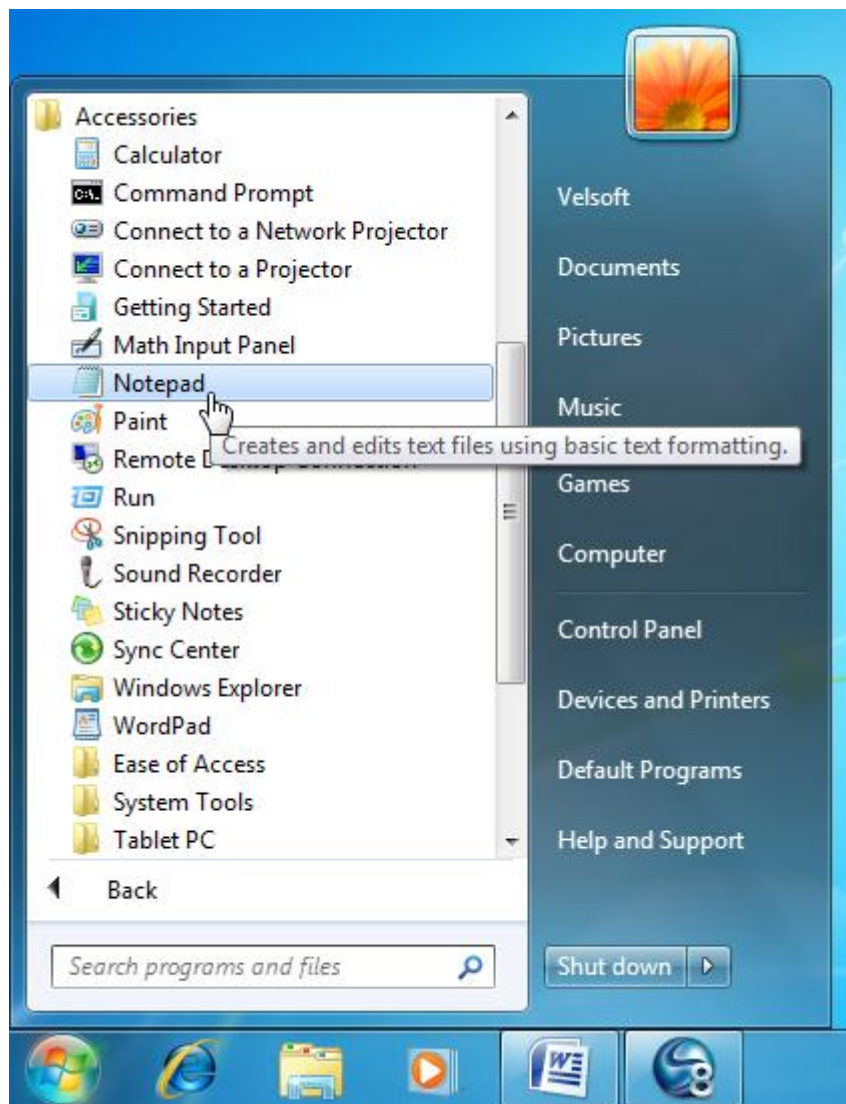
3.5 Other Windows 7 Ultimate Programs

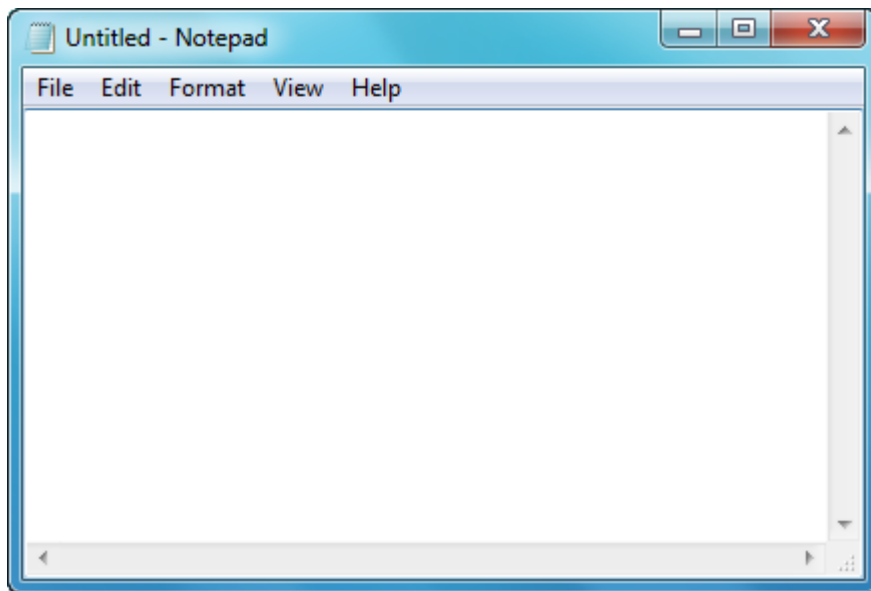
Windows 7 Ultimate features a number of other programs for entertainment or to help you with day-to-day activities. Examples include Notepad, Windows Media Player, Windows Media Center, the Snipping Tool, and Sticky Notes.

Notepad

Notepad is a no-frills word processor used to keep quick notes or other data. The advantage of Notepad being such a lean program is that file sizes are very small and easy to send to others. Even hundreds of pages of data or text can still be less than a megabyte in size.

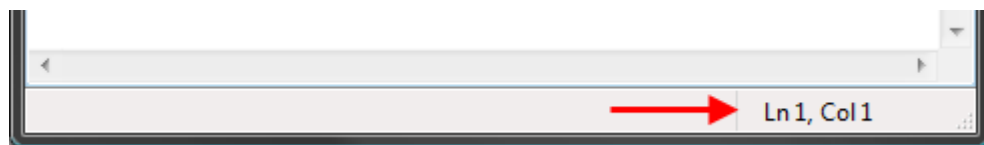
Notepad is found in the Accessories folder:





As you can see, Notepad's interface is quite plain. Simply click in the text area and type. The menus for Notepad contain the following options:

- File** Create a new file, open an existing text document, save your document, and print.
- Edit** The standard Cut, Copy, and Paste commands are found here as well as Find and Replace. You can also insert the date and time.
- Format** This menu contains only two items: Word Wrap and Font. When Word Wrap is enabled, text will automatically wrap to the next line when you type to the edge of the screen. Notepad has no margins so this feature is useful. Otherwise your text would be one very big line! The Font option allows you to change the font of the entire document. (You cannot assign different fonts to paragraphs like you can in WordPad.)
- View** Enable or disable the status bar:



This displays where the cursor is in the document. It doesn't really provide much use as a word processor; however, it is useful when analyzing output data or jotting down an important piece of information.

- Help** Provides a link to the help file.

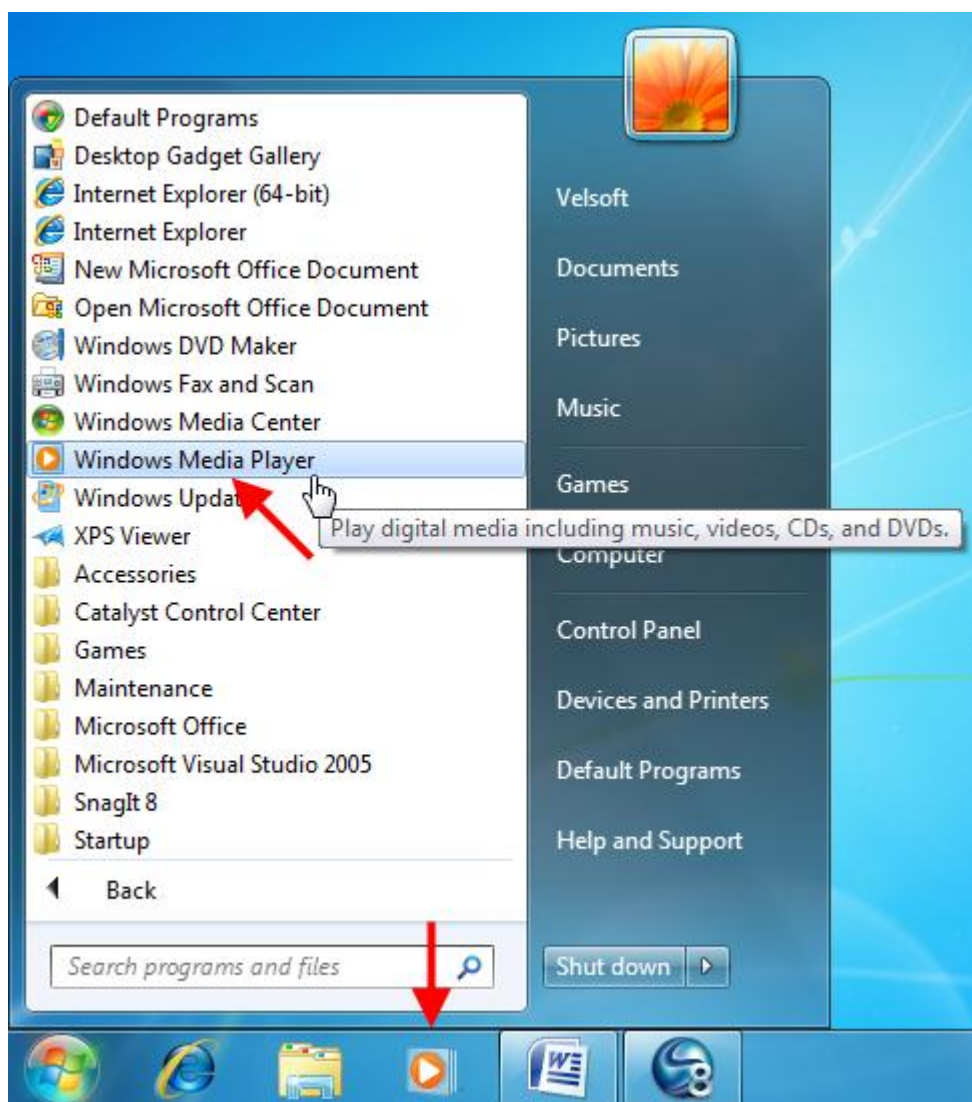
Windows Media Player

Windows Media Player is a program used to watch video, listen to music, play sounds, look at pictures, and play a host of multimedia content on the Internet.

Windows Media Player

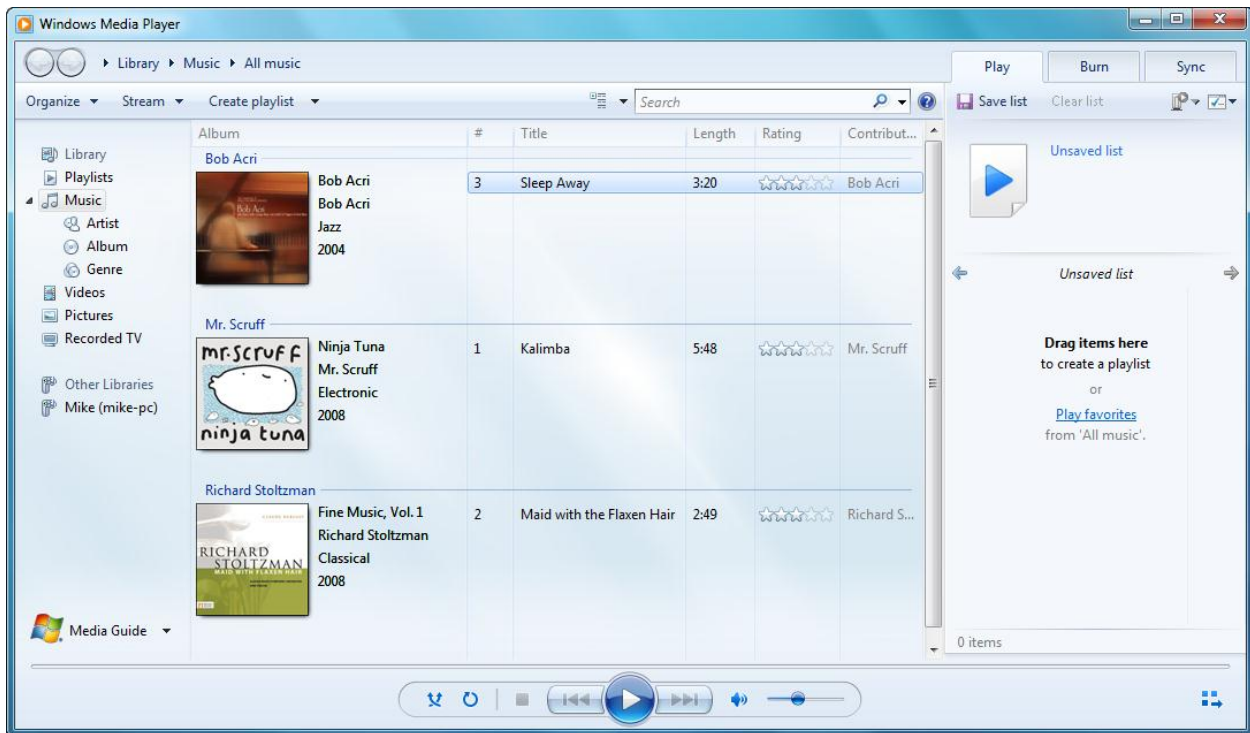
- Click **Start** → **All Programs** → **Windows Media Player**
- Windows Media Player is used to play different music files, CDs, DVDs, and view pictures

Launch the program by clicking **Start** → **All Programs** → **Windows Media Player** or by clicking the icon in the Taskbar:



Multimedia content can be played by double-clicking a file you want to play, or will start playing automatically if a CD or DVD is inserted. Windows 7 includes some sample audio clips in the Music Library. Let's quickly go over the interface.

In the top left-hand corner, you can browse the Music, Videos, and Pictures libraries, as well as other folders that contain media. You can also change the library/folder view using the list on the left-hand side of the window. By default, the Music library will be shown, as it is in the image below:



Under the library headings in the top left-hand corner are commands to **Organize** your content, **Stream** content from external sources, and **Create playlist** based on the media that is currently displayed in the open library. In the center of the window, you can browse the library by scrolling up and down through the list of media. Finally, in the top right-hand corner are three tabs: **Play**, **Burn**, and **Sync**. Play will let you choose a pre-saved playlist of media to play, Burn is used to record media onto a CD or DVD, and Sync works to upload/download media from a portable media player.

At the bottom is a collection of playback buttons for use when listening to music or watching videos:



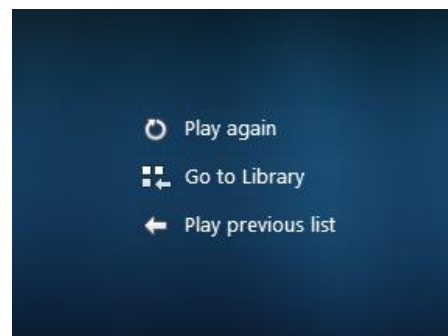
If you are listening to music and you click the Now Playing command, Windows Media Player will "shrink" and display only the track information (the left image). If you hover your mouse somewhere inside the window, you will see basic playback controls (the right image). Click the icon shown by the red arrow (Go to Library) to return Windows Media Player to "full size:"



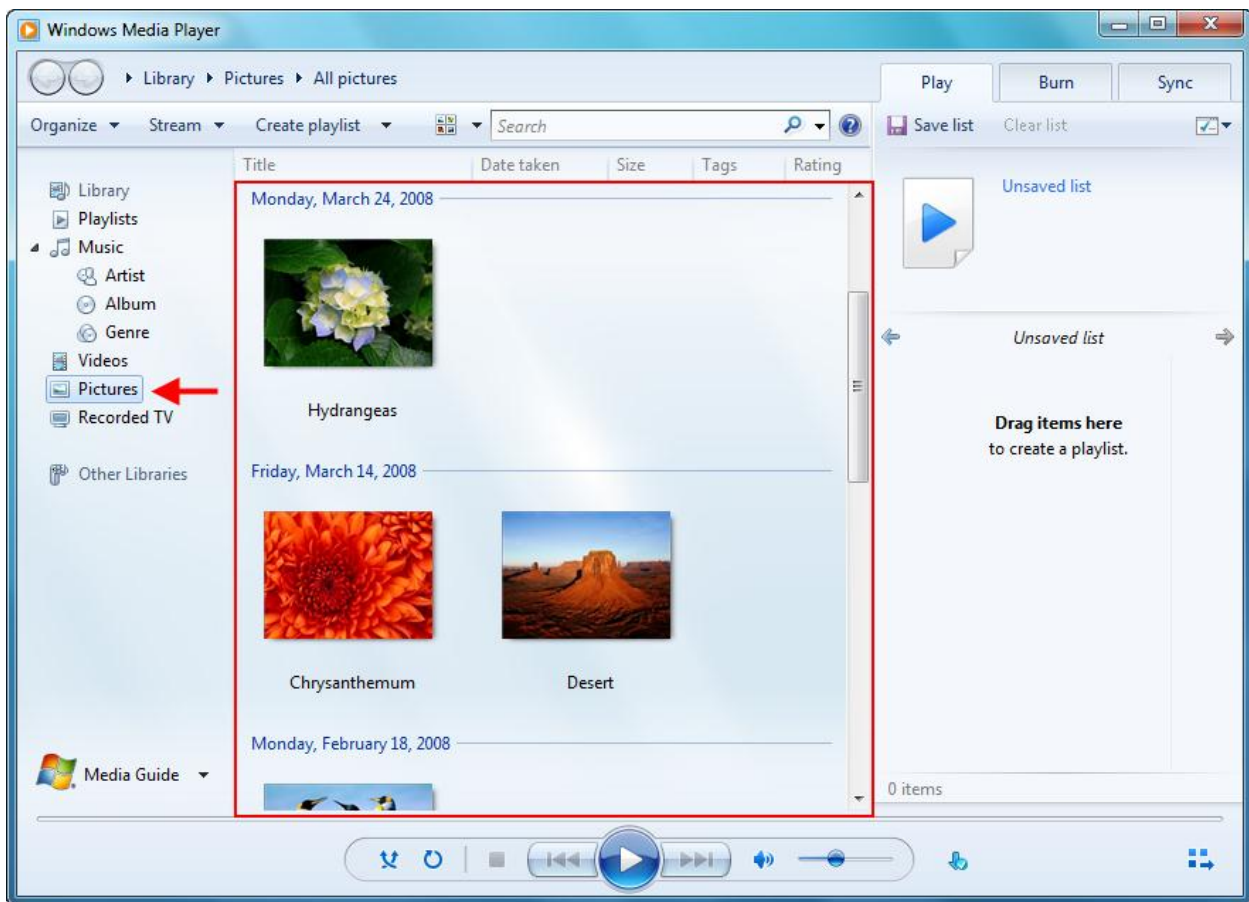
If you wanted to play a video file from your library, double-click the file to open it. Windows Media Player will change to Now Playing view, which works the same way with video as with audio: move your mouse inside the window to see basic playback controls:



When your video has finished playing, you have the option to play the video again, go back to the library, or play any previous playlists of music/video:



To view photos in Windows Media Player, click the Pictures library in the list on the left. You can then browse the various pictures in your library:



If you double-click an image, or select an image and then click the Play button at the bottom of Windows Media Player, you will see a slide show of all pictures in your library. The pictures will “play” in a window just like a video clip. You can pause the slideshow or advance/backtrack through your photos using the controls at the bottom of the window.

When you are finished with Windows Media Player, click the Close button (in any view) to close the program.

Windows Media Center

Windows Media Center is a special program designed for using pictures, music, and video with your television. Some people have a dedicated computer in their living room (such as a media center PC, media PC, or media server) that is used to play DVD and Blu-Ray discs, play games, view media content, and watch/record television programs (with the right hardware). Windows Media Center is designed to let you do all of this in one location with an easy-to-use interface.

Windows Media Center

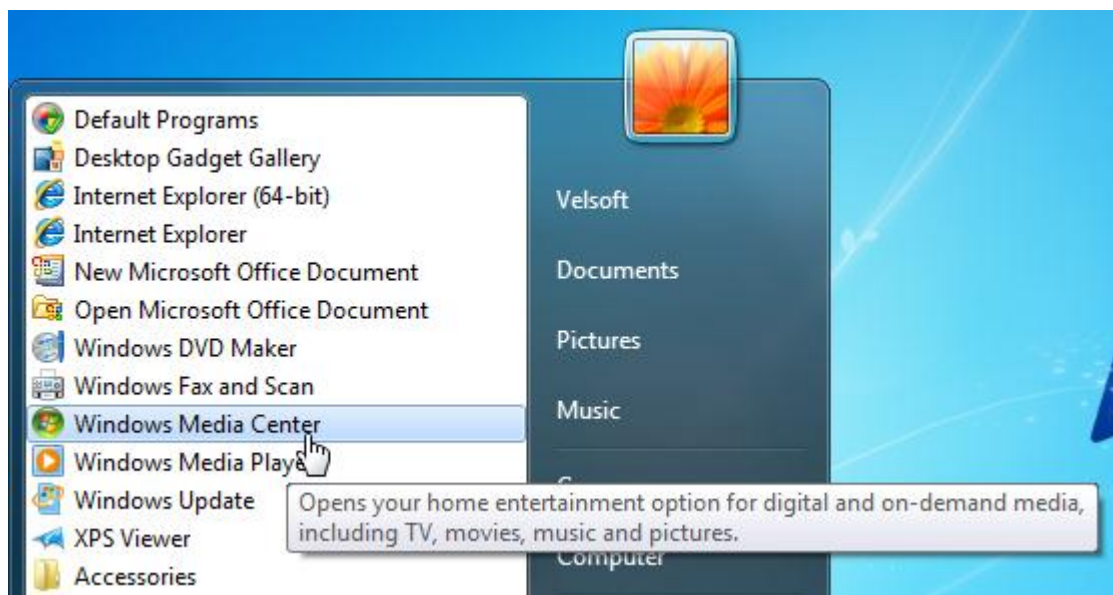
- Click Start → All Programs → Windows Media Center
- Designed for use with a television, you can use Windows Media Center to watch video; look at pictures; watch, record, and playback television; and more

If you purchased a computer that was designed to be used as a media center, chances are you received a remote control/receiver as well. The remote probably looks something like the desktop model shown on the left or the laptop/notebook model shown on the right:



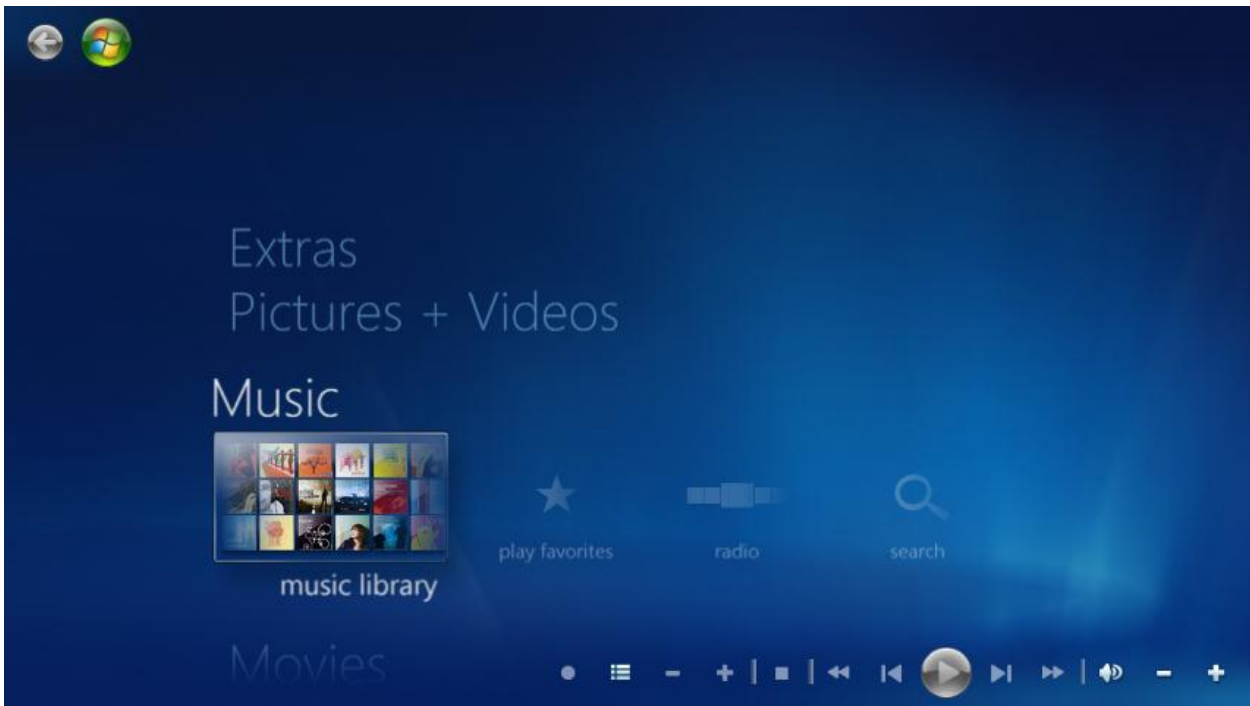
As you can see, both models include standard play/pause/record and navigation buttons.

Open Windows Media Center by clicking Start → All Programs → Windows Media Center:

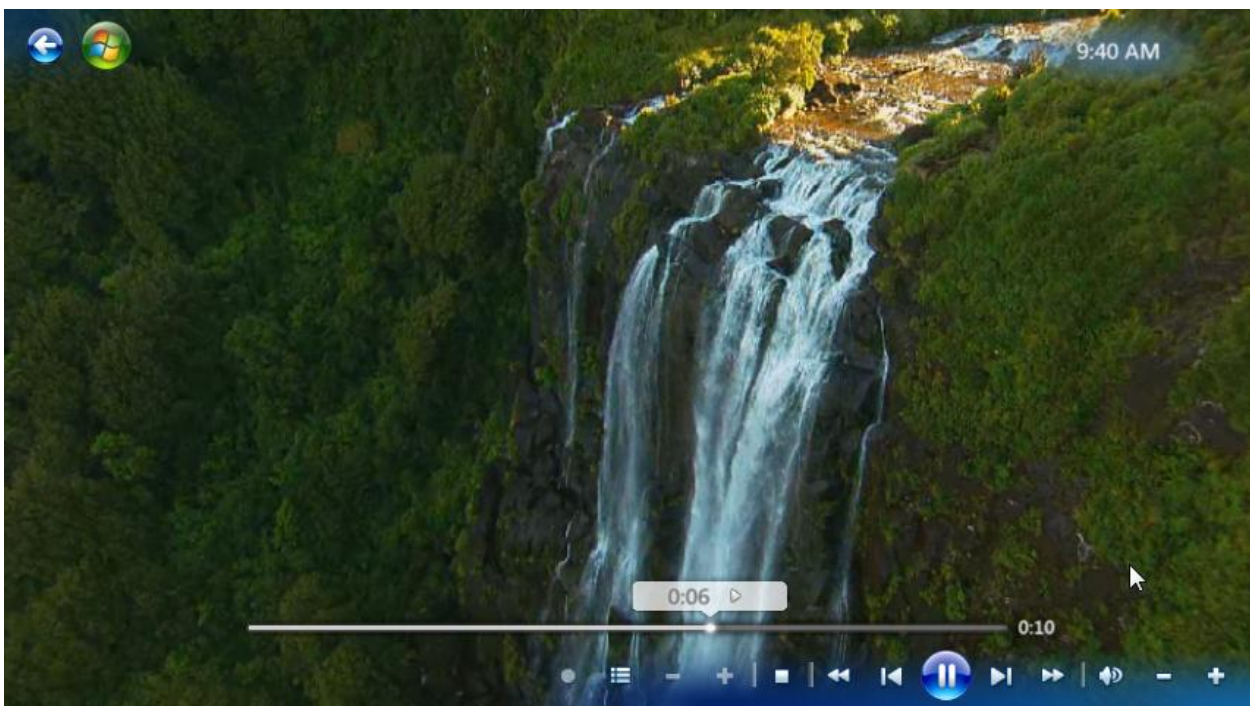


If your remote control has been set up and properly configured, you can press the green buttons with the Windows logo to launch the program as well. By default, the program runs full-screen, but Minimize, Maximize/Restore, and Close buttons are also available in the top right-hand corner.

To navigate, use the directional buttons on your remote control, the arrow keys on your keyboard, or your mouse to cycle through the menu options:



At the bottom of the screen are controls to cycle through the current media category, increase/decrease the volume, etc. Use these to cycle through pictures, videos, music, or recorded television:



In the top left-hand corner of the screen, there is the familiar Back arrow (so you can step back through the media categories you have recently viewed) and the Windows Media Center button. (Click this to go back to the starting menu; the options you first saw when you opened Windows Media Center.)

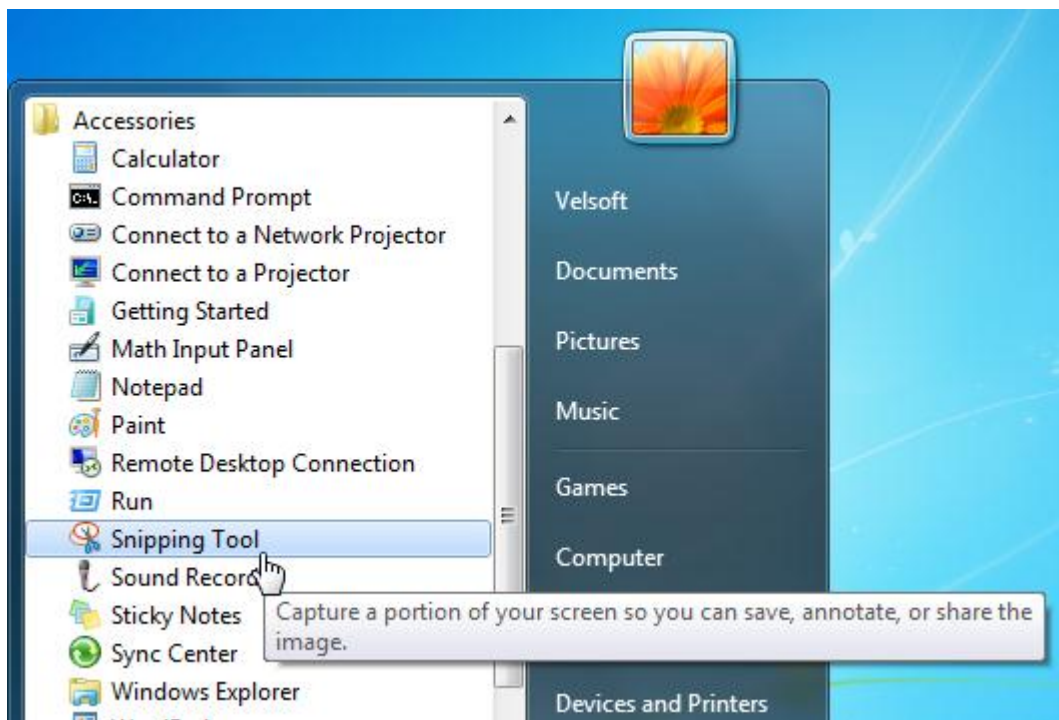
Snipping Tool

Did you know you can take a screenshot of just about anything using your computer? To do this, you can press the Print Screen button on your keyboard. On a standard keyboard, this button is to the right of all the F keys. When you press this button, your computer will store a snapshot (called a screenshot) of the entire screen in memory, just like if you Cut or Copied something. You can then open a picture editing program like Paint, paste the screenshot, and then edit out the information you don't need. This is handy, but not very practical because of all the editing work you have to do after the fact.

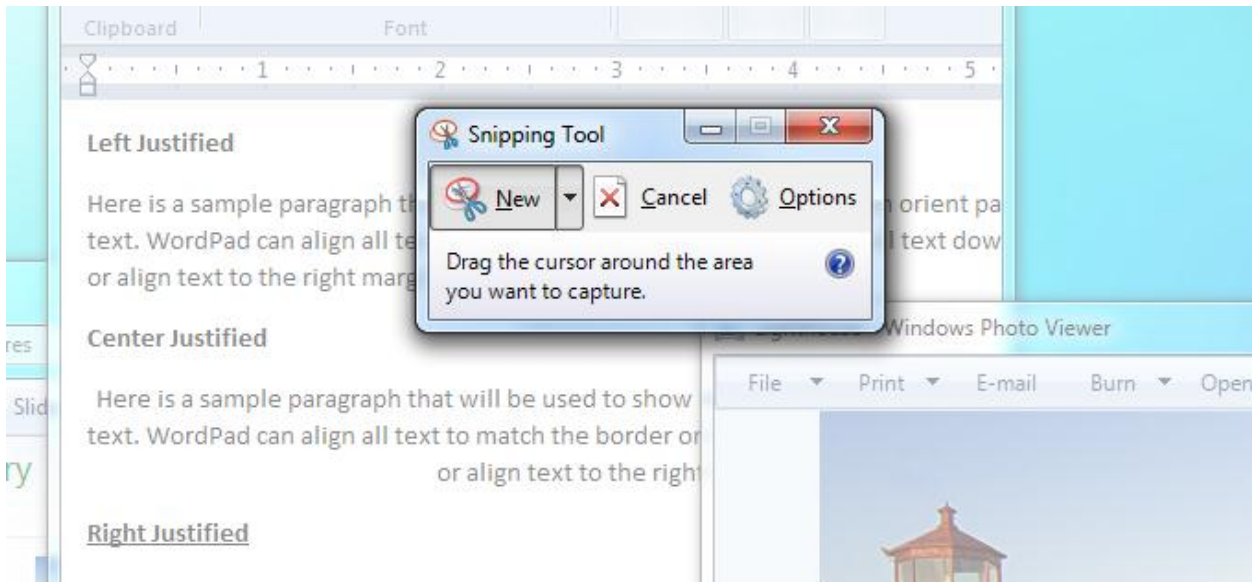
Snipping Tool

- Click Start → All Programs → Accessories → Snipping Tool
- Capture a screenshot of something on your screen

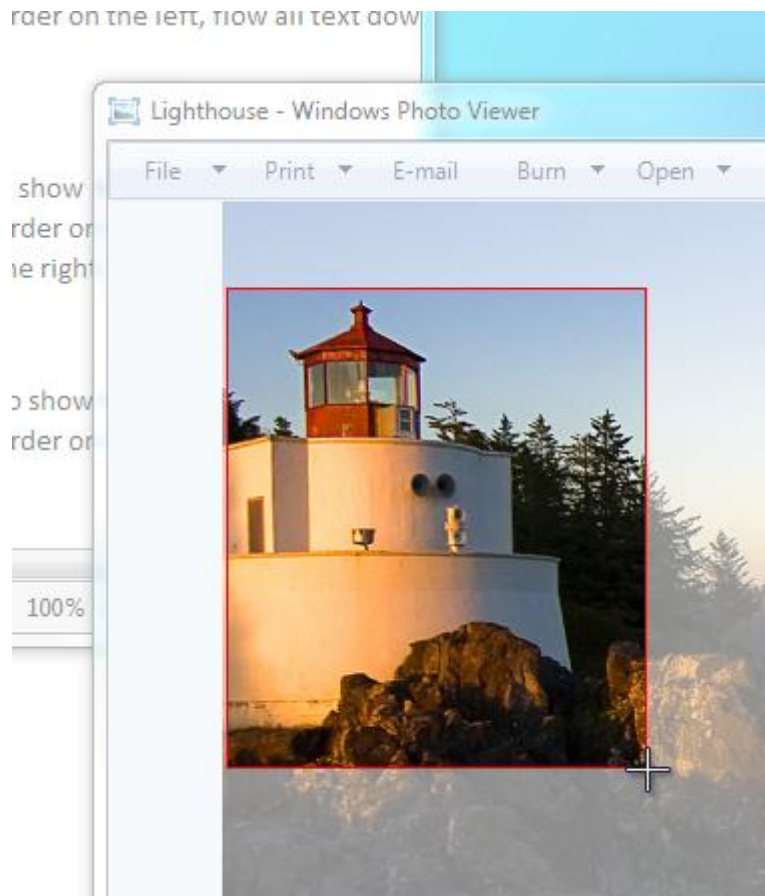
Windows 7 features the Snipping Tool, a screen-capture program that gives you much more control over the screenshot you want to capture. To open the Snipping Tool, click **Start → All Programs → Accessories → Snipping Tool**:



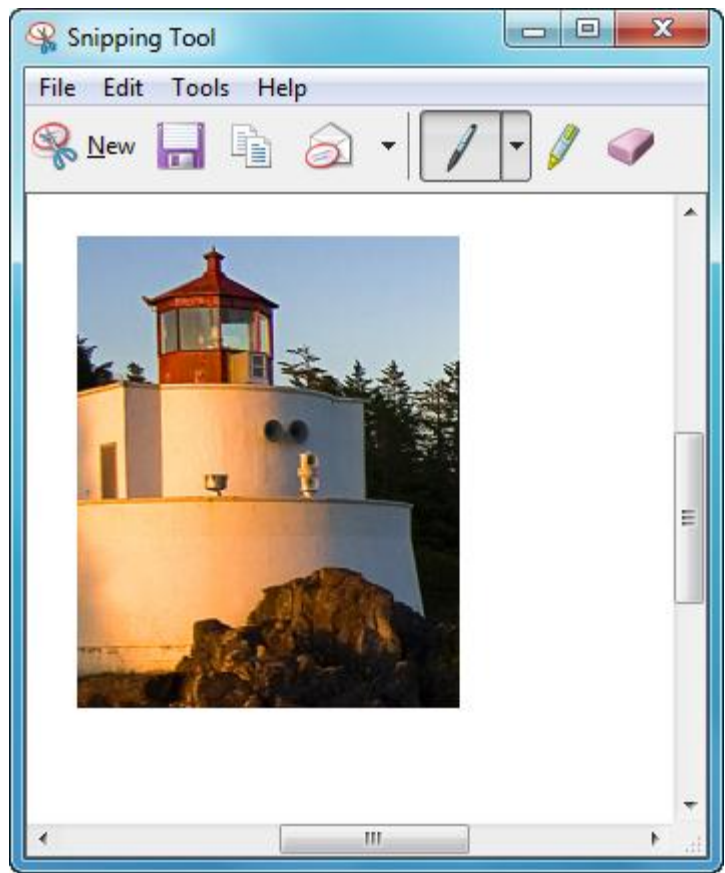
When you open the Snipping Tool, your desktop will become slightly grayed out and you will immediately be asked to click and drag a region of the screen to snip:



Click and drag an area of the screen to snip, such as part of an image:



When you release the mouse button, the snipped portion of your screen will be shown in its own window:



At the top of the screen you have some basic tools to work with your snip:

New Snip

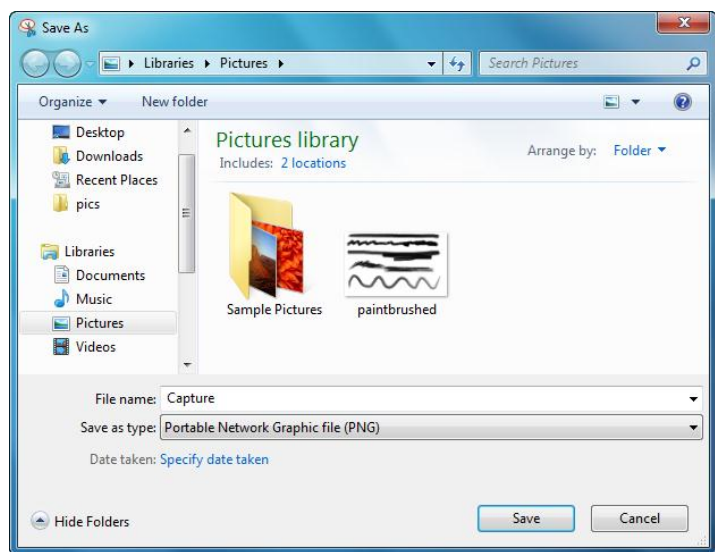


Discard the current snip and prepare to capture a new one.

Save Snip



Save the current snip. By default, Windows will direct you to the Pictures library. Give the snip a name and, if you wish, change the file type:



The Snipping Tool is capable of saving images in PNG, GIF, JPEG, and Single file HTML formats. We recommend you keep the PNG format for best quality.

Copy



Clicking this icon will copy the picture to your computer's memory. You can then Paste the image into some other editing program.

Send Snip

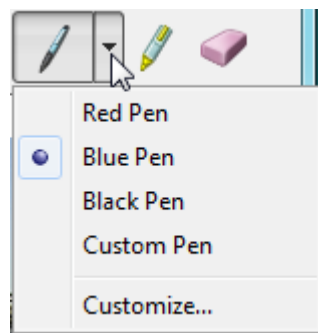


Send the snip to someone else via e-mail. You need to have a Mail profile created and an e-mail program installed on your computer in order to take advantage of this command. If you don't have an e-mail profile set up but do have access to an online e-mail address, you will have to save the snip and then manually attach the image to your message.

Pen



You can use the mouse to scribble on the snip. Click the pull-down arrow to switch between pre-defined pen types, or customize your own:



Highlighter



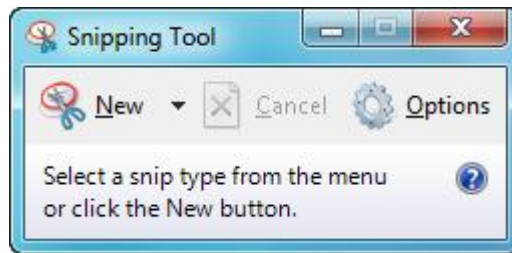
Click this command to use a yellow highlighter on your snip. If you have snipped a portion of text, this is a handy tool to enhance important text.

Eraser

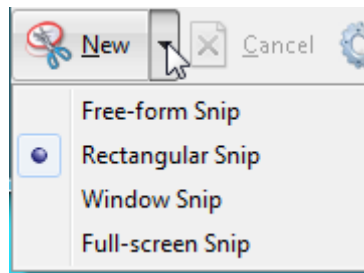


The Eraser will remove any pen or highlighter markings from the original snip. This will not erase any part of the actual snip.

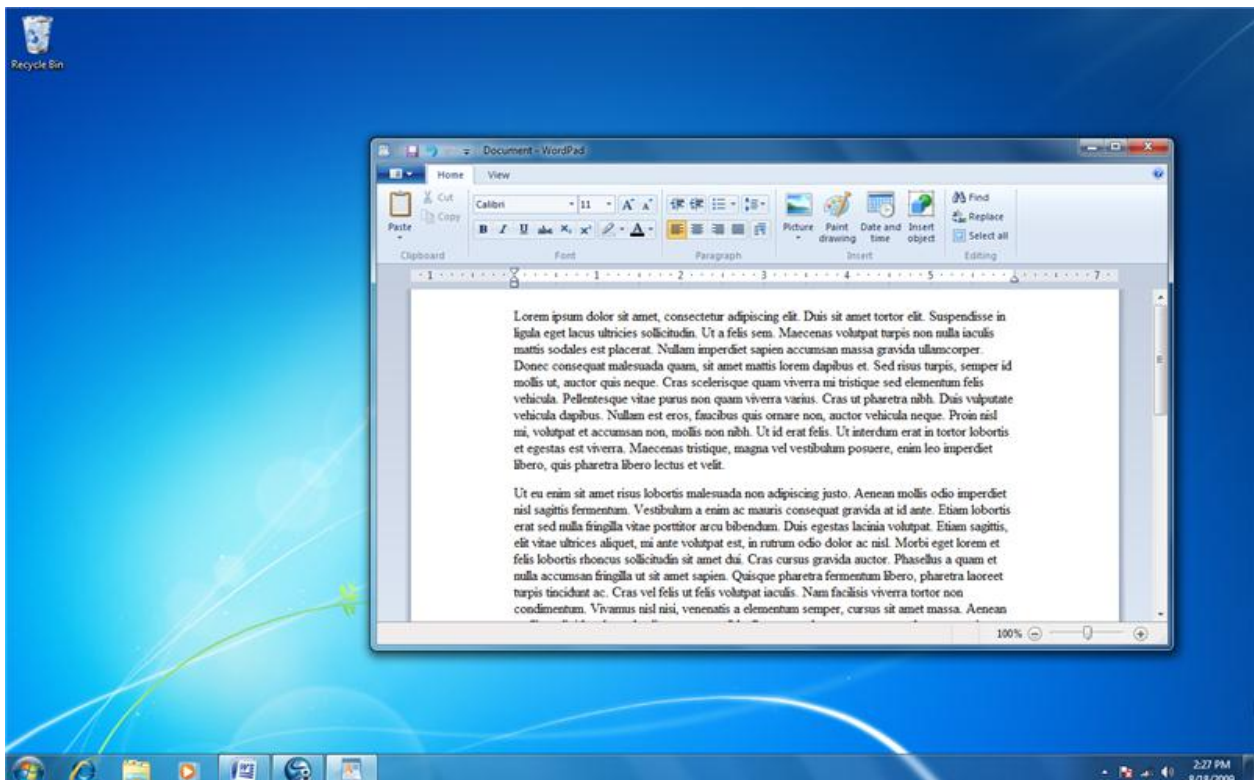
If you open the Snipping Tool again, you have control over how your initial snip will be captured. The interface is fairly simple:



Click the New command to capture a new snip. Click the pull-down arrow to select the style of snip:



Let's explore what these snip options would do. Consider the following desktop:



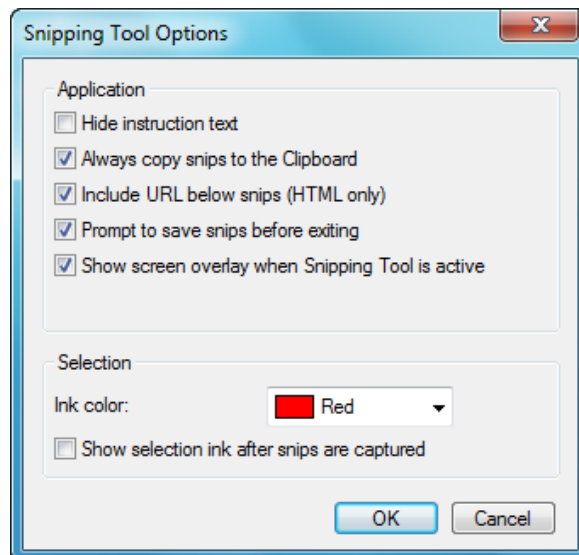
Free-Form Snip will let you click and drag a shape with your mouse. For example, we could capture a snip of the command area of WordPad.

By default, the **Rectangular Snip** is selected and lets you capture square or rectangular snips.

Window Snip will capture a window and its contents. You could capture a screenshot of the window above faster using Window Snip instead of manually using Free-form or Rectangular Snips.

Full-Screen Snip will take a screenshot of the entire screen, as shown above.

Finally, the Options button lets you control how the Snipping Tool works in the background:



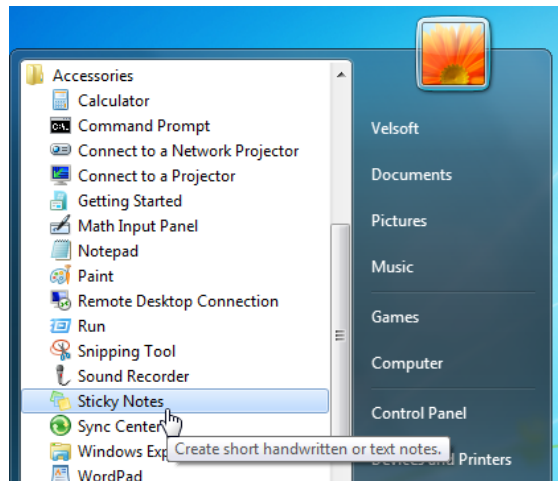
Sticky Notes

Sticky Notes takes the popular yellow adhesive note and makes it virtual! These notes are very easy to use and you can attach them anywhere on your desktop wallpaper. You can type in them to leave yourself a reminder or you can use handwritten text if you use a tablet PC or other touch sensitive device.

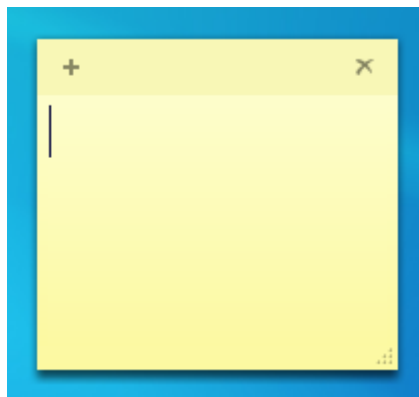
Sticky Notes

- Click Start → All Programs → Accessories → Sticky Notes
- Leave yourself short messages on the desktop with a virtual yellow sticky note

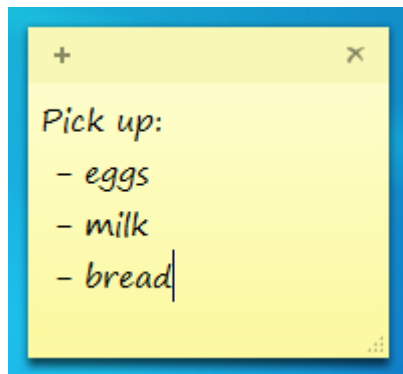
To make a new Sticky Note, click **Start** → **All Programs** → **Accessories** → **Sticky Notes**:



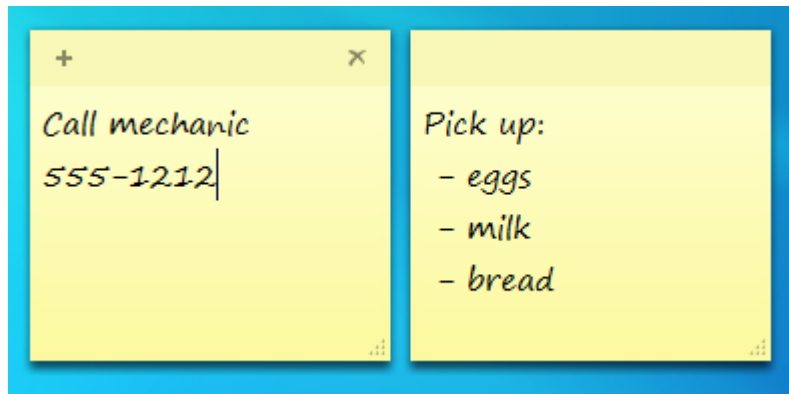
A new note will appear:



Type into the note to leave yourself a reminder or use a stylus on your touch sensitive surface to write something:

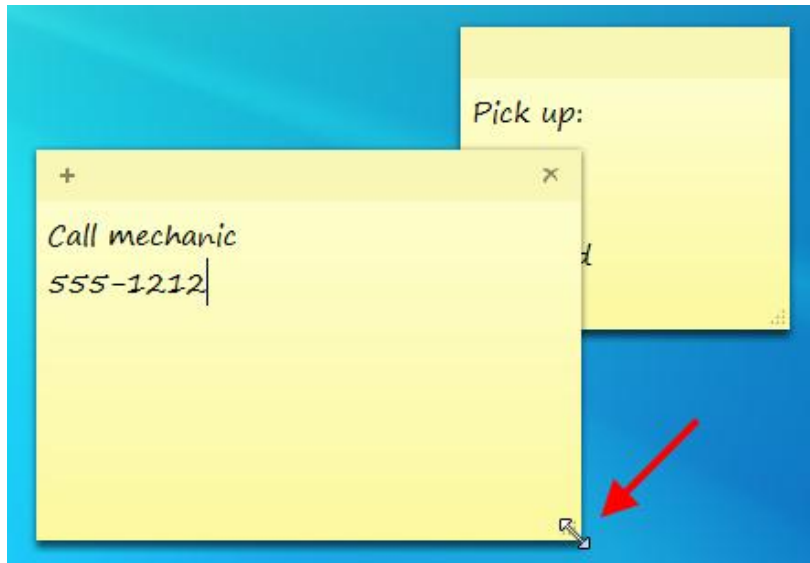


To make a new note, click the + sign at the top-left of the "active" note:

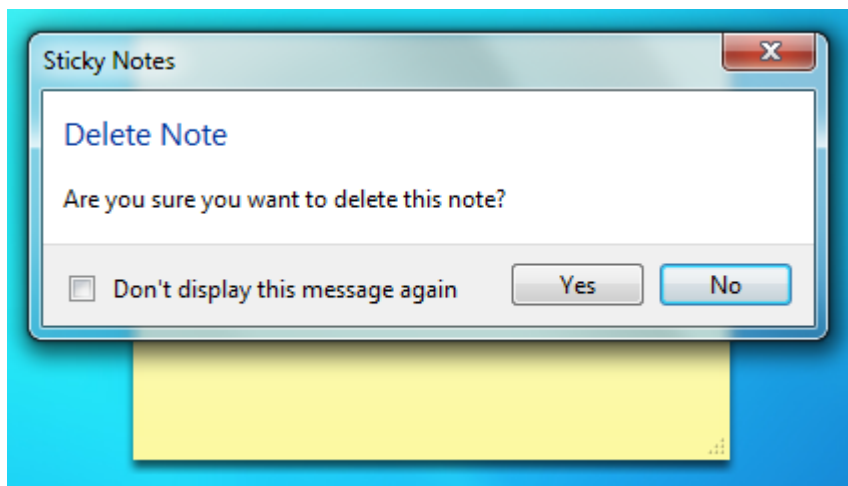


To move a note, click and drag the top of the note and drop it wherever you like on your desktop.

You can also resize notes by clicking and dragging the bottom right-hand corner:



If you need to change the note's contents, click anywhere inside the note and make your changes. To delete a note, click the top of the note you want to remove and then click X. You will be asked to confirm the deletion:



Remember that deleted notes are gone forever! They don't get moved to the Recycle Bin.

Chapter 4: Doing More with Windows 7

In this chapter you will learn how to:

- Open the Action Center
- Recognize threats to your computer and your data
- Modify basic security settings
- Open Internet Explorer to view Web pages
- Navigate through Web pages on the Internet
- Use tabs and windows in Internet Explorer
- Use Web Slices
- Download and install a program
- Recognize the different Windows Live services
- Use Windows Live Messenger
- Use Windows Live Hotmail

4.1 Staying Safe

The Action Centre is a special all-in-one location that keeps your computer up to date and helps prevent malicious attacks from others.

Opening the Action Center

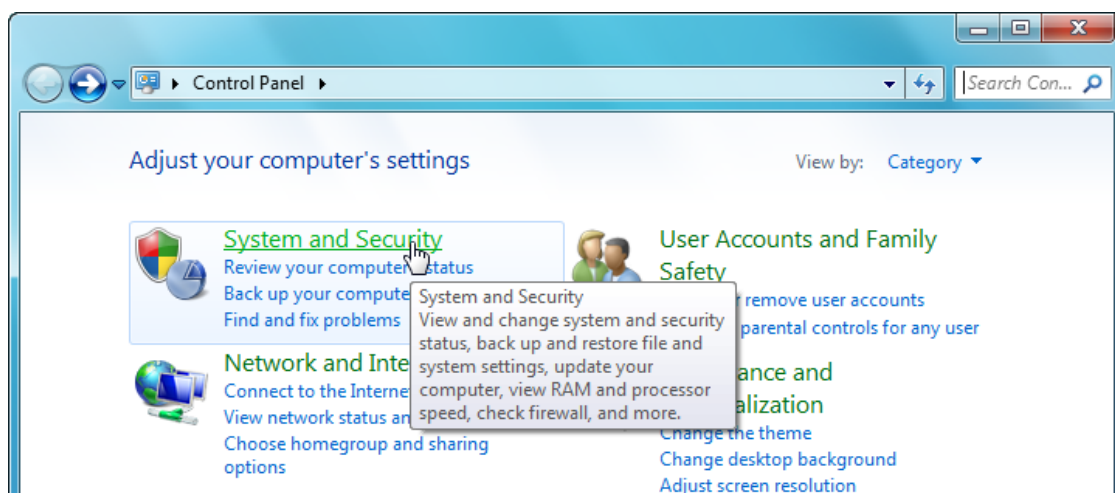
The **Action Center** is available in one of two locations: in the Control Panel and, in special circumstances, in the System Tray. You should be familiar with the System Tray, but the Control Panel is a new term for us. The **Control Panel** contains a number of commands you can use to change the look and feel of your computer as well as control the background operation. The commands in the Control Panel are beyond the scope of this manual, and the Control Panel will be discussed in detail in the Windows 7 Ultimate Advanced Manual.

Action Center

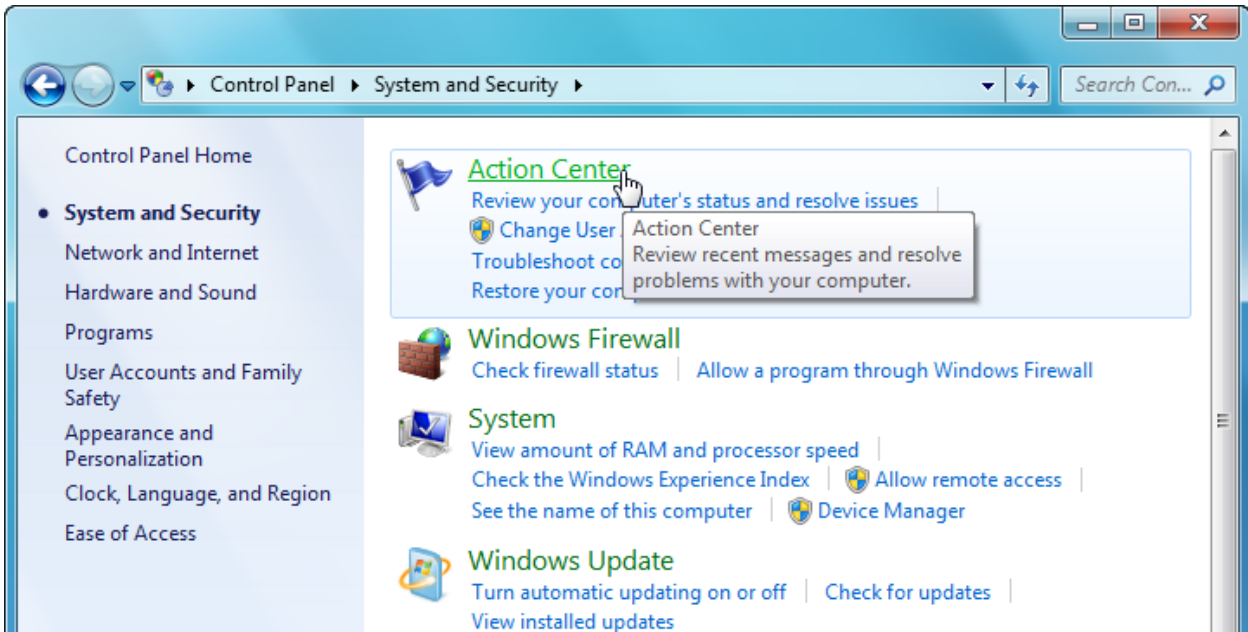
- Click Start → Control Panel → System and Security → Action Center
- All-in-one location that alerts you of issues relevant to computer security

Nonetheless, computer security should be a concern to everyone so even though you may only be a new user, you should still know the basics of keeping yourself and your data as safe as possible. Let's look at the Control Panel method first. Click **Start** → **Control Panel**.

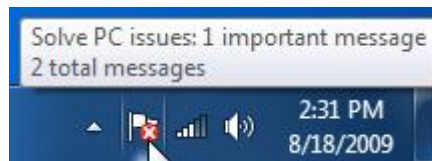
When the Control Panel window appears, click System and Security:



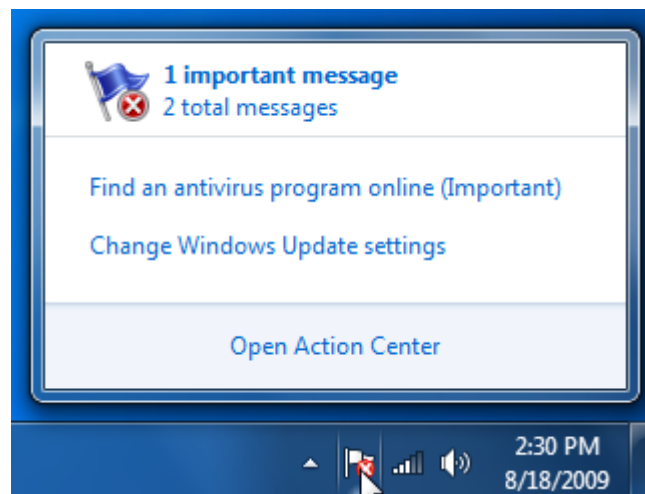
Now click Action Center:



Before we explore the Action Center, you might have noticed a small warning in your System Tray stating that there are possible issues with your computer. Click this flag icon to see more information:



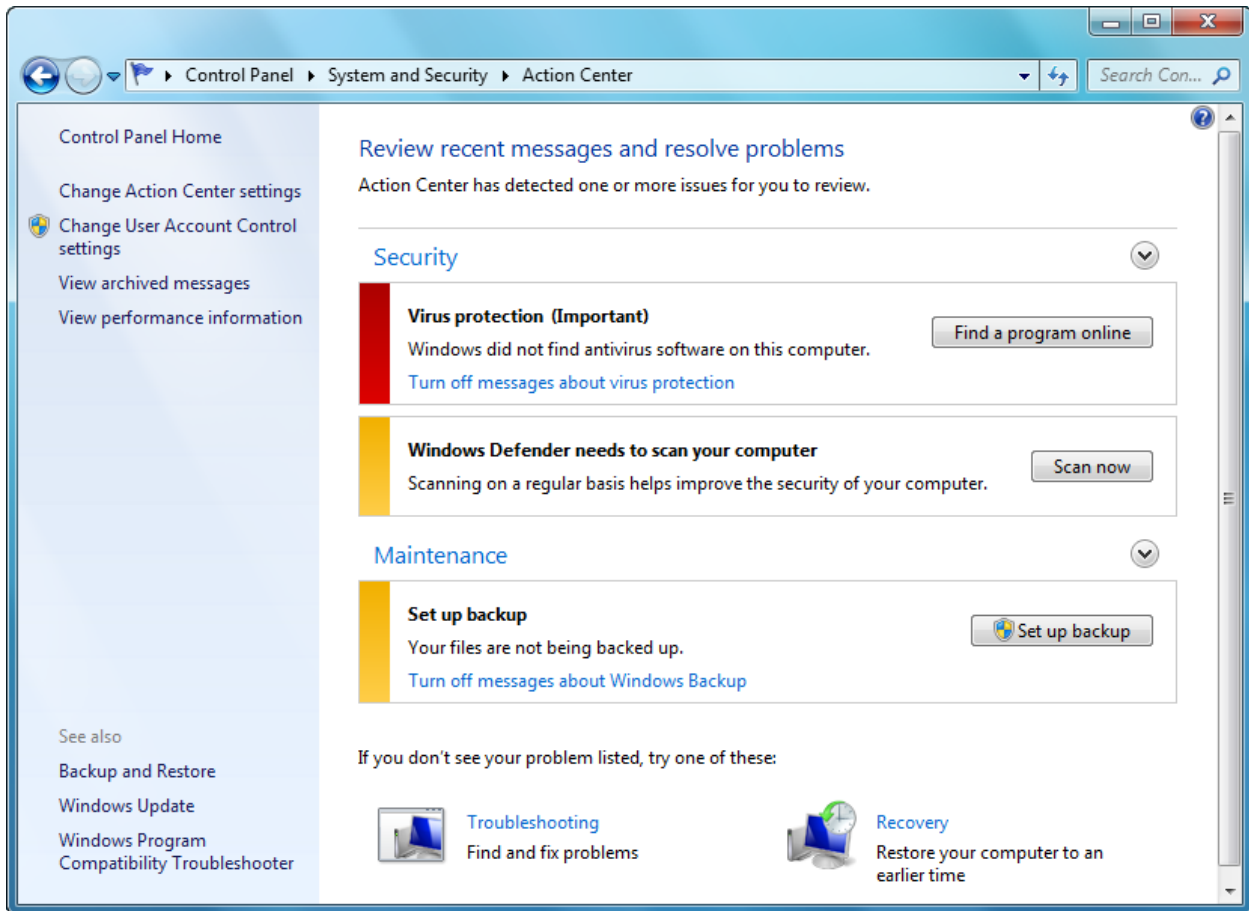
When you click this icon, you might see something like the following:



Click **Open Action Center** to view information about these issues. (Keep in mind that this icon will only appear in the System Tray if there are any issues to be addressed.)

Action Center Overview

Either method of opening the Action Center will show you a window like the following:



Before we get into the details of the Action Center, let's take a look at the features of this particular window. At the top, you should recognize the Address bar and the Back/Forward buttons. There is a list on the left that contains other links relevant or related to computer security. And in the upper right-hand corner, you should see the blue Help icon.

Now let's focus on the details in this window. Windows 7 uses a color scheme to rate the severity of issues on the computer. As you can see, Windows doesn't think this computer is very secure! The red color beside Virus protection indicates that no anti-virus software has been installed. The yellow colors beside Windows Defender and Set up backup indicate some issues that are not considered critical, but should be addressed soon.

We will discuss how to deal with these issues later in this lesson, but first let's go over some of the basics about computer security.

Security Essentials

The issue of computer security can be overwhelming to a new user, but keeping yourself, your family, and your data safe isn't as hard as it seems. In fact, Windows 7 already takes care of a lot of it for you. The following list gives a brief overview of computer security terms and what to do to stay safe:

Firewall A firewall blocks unwanted Internet and network traffic traveling to and from your computer. Windows 7 features a firewall that does a good job of protecting you. We recommended that the firewall remain active at all times.

Other firewall programs are available for purchase from your local computer retailer and provide more customizable features, but you probably don't need to use them unless it has been recommended by an IT professional.

Antivirus An antivirus program is not included with Windows 7 and is highly recommended. This type of program will automatically scan the files on your computer (even as you use them) to check for the telltale signs of viruses. Antivirus programs are available for purchase at your local computer retailer.

There are also a number of free antivirus solutions available from the Internet, but they do not provide as much coverage or as many features as subscription-based antivirus software.

Anti Spyware/Malware Spyware and malware (MALicious softWARE) are small programs that are usually more annoying than dangerous, but they still have the ability to cause a lot of trouble.

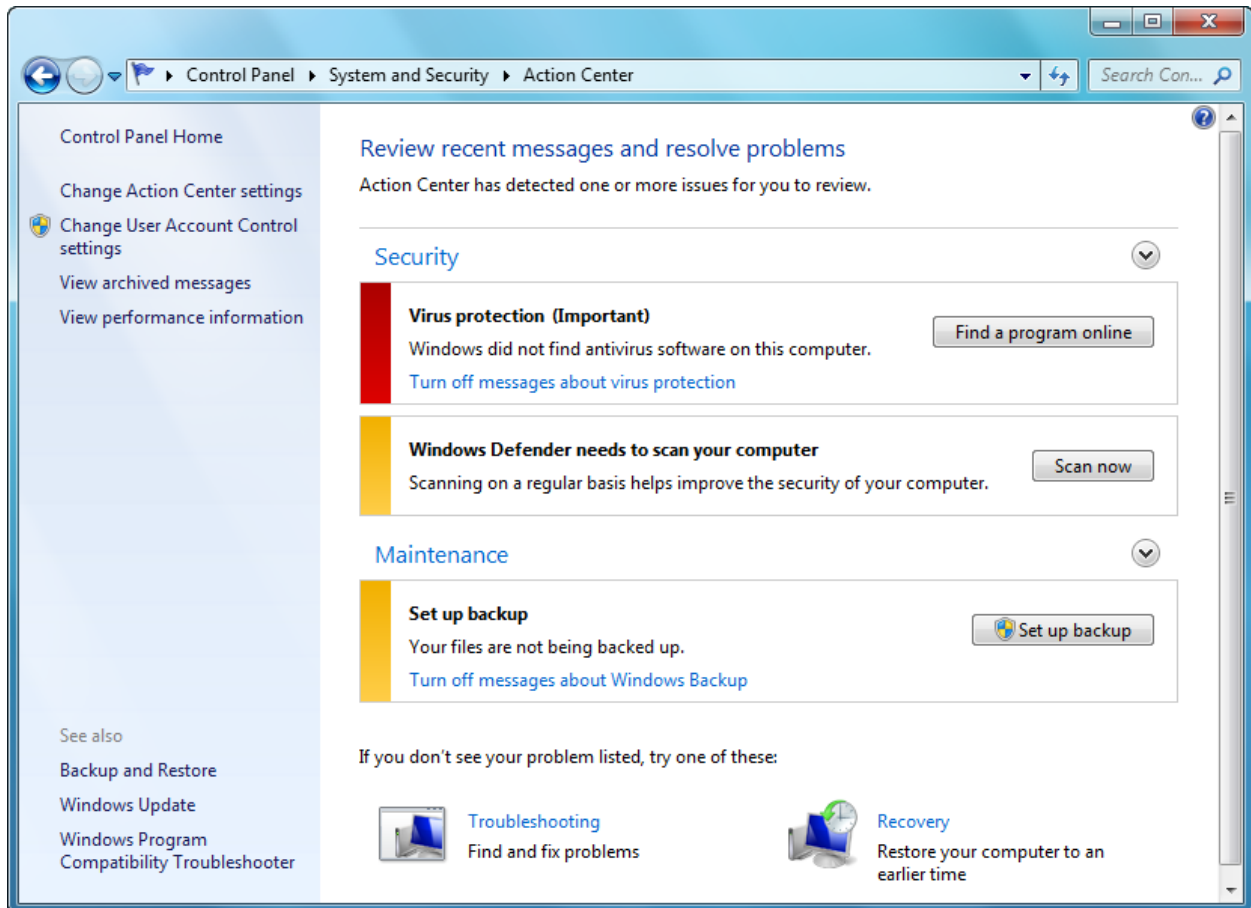
Windows 7 features a basic but very good built-in anti spyware/malware program called Windows Defender. Other malware solutions are available for purchase at your local computer retailer, and there are a number of free versions on the Internet.

Caution and Common Sense If you are new to computers, take the time to read program details and reviews. If you receive a file or message that seems to be out of place, too good to be true, or suspicious, chances are it is. Simply close these programs and ignore them. Talk to a friend, look at the help file, or ask someone you know for remote assistance (which we will cover later in the manual).

It is important to note that more is not always better! If you install multiple anti-virus programs or multiple firewalls, the programs will start to conflict with each other or cancel each other out, leaving your computer wide-open to any attack.

Modifying Basic Security Settings

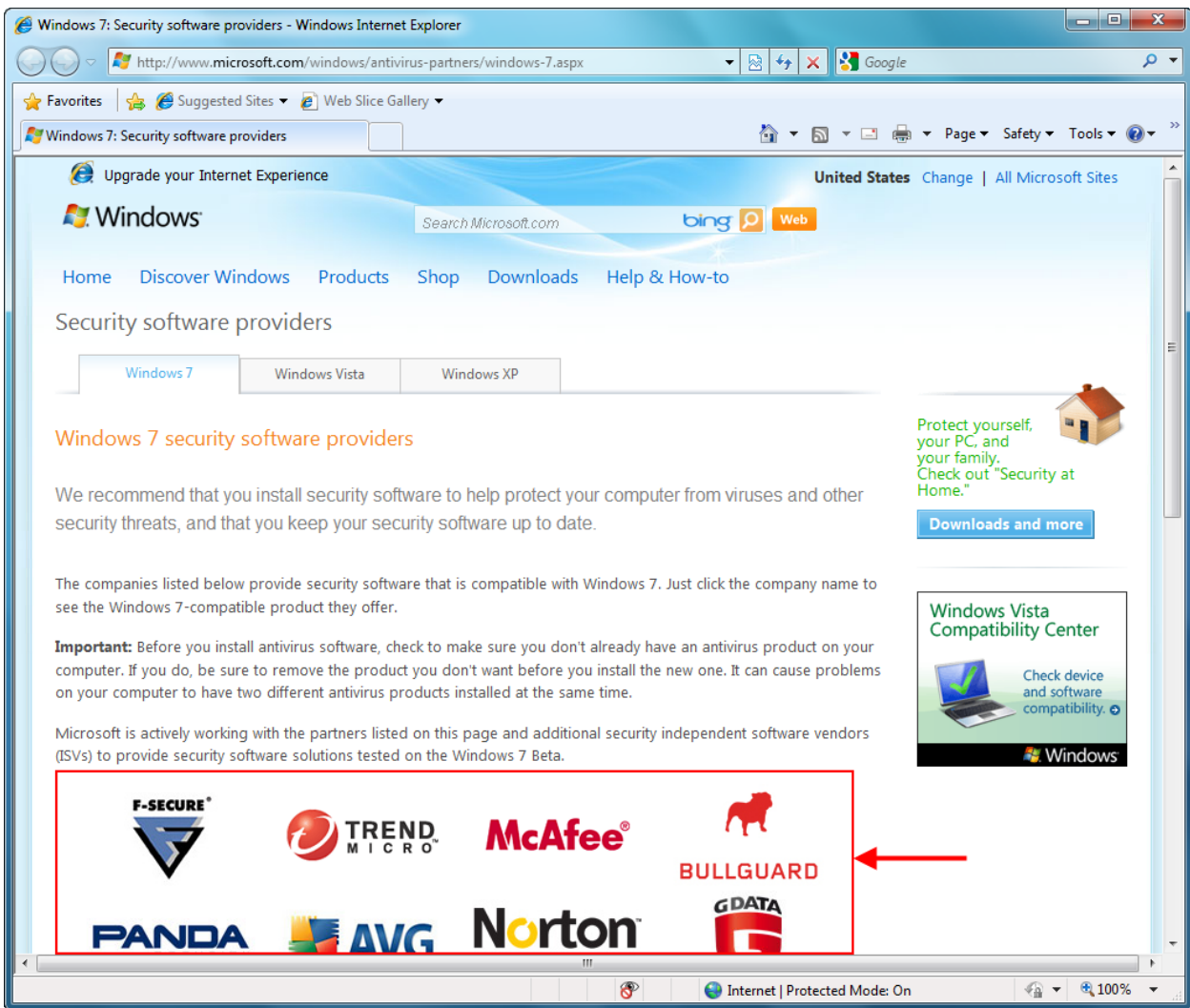
Now that we know a bit more about computer security, we'll go over how to change some of the basic security settings available in Windows 7. Let's look at the Action Center again:



Under the Security heading, Windows 7 states two things: it can't find an antivirus program, and Windows Defender needs to scan your computer. Let's focus on virus protection first.

If you have a connection to the Internet, click the "Find a program online" button for more information on different Microsoft partners that offer antivirus software.

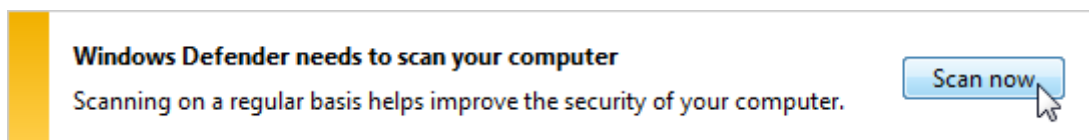
This will open Internet Explorer 8, a program used to browse the Internet. Information about different antivirus software manufacturers is listed here; read the introductory paragraph and then click a company logo for more information:



In order to use the products provided by these manufacturers, you will have to purchase a license or subscription online or from your local computer retailer. This enables you to receive updates for your software product while you are connected to the Internet.

You should always install these updates! Your antivirus software will only be effective if you keep it up to date.

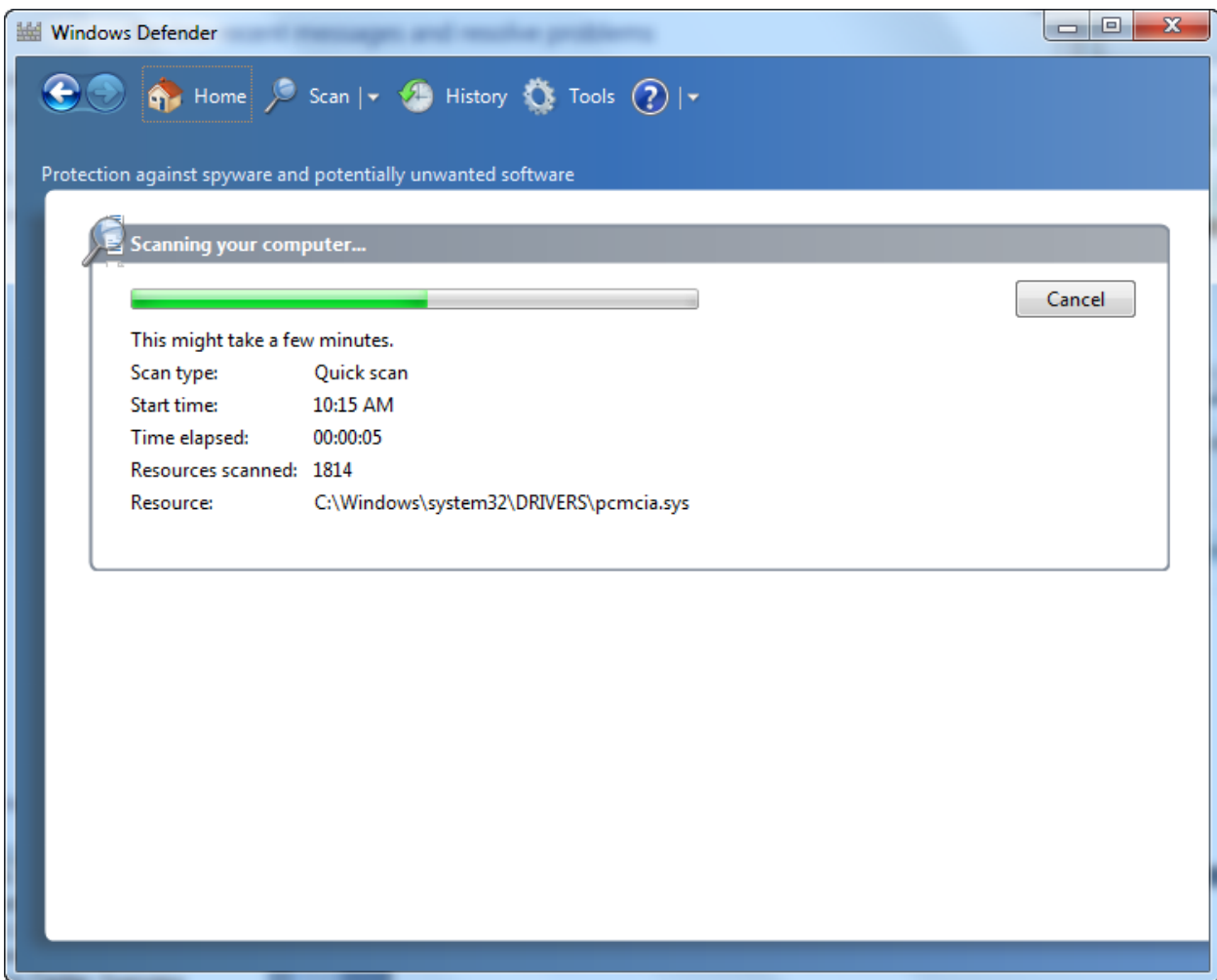
Now let's look at Windows Defender. Back in the Action Center, click Scan now to start a scan with Windows Defender:



Windows Defender

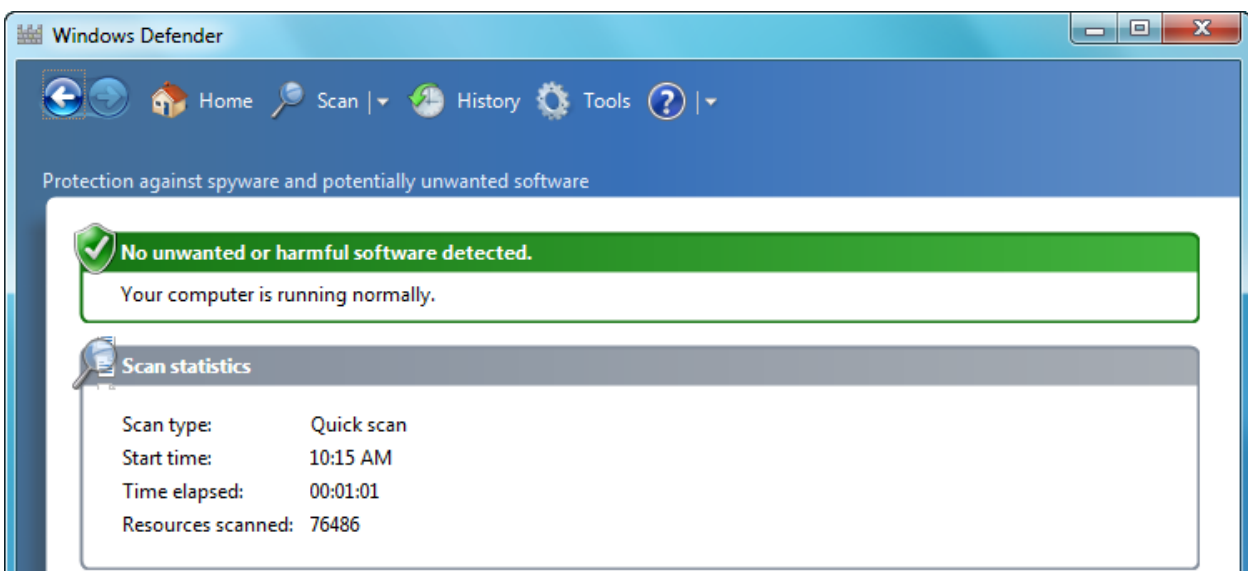
- Click Start, type "windows defender," and then press Enter.
- Windows Defender is a program that scans your computer for adware/spyware (collectively known as "malware"). Windows Defender can delete or quarantine malicious software.

Windows Defender will open in a new window and perform a quick scan:

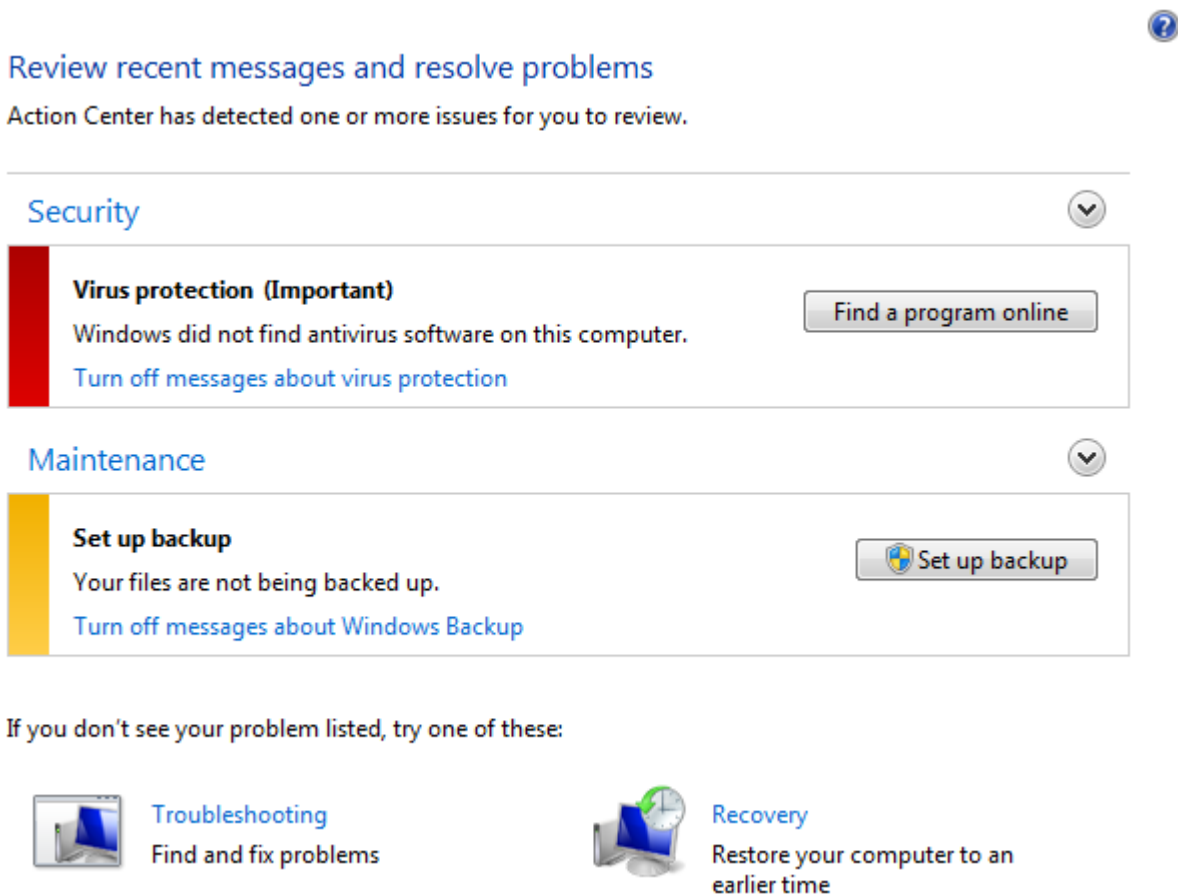


This Quick Scan checks the core files and folders associated with Windows. The scan will take a few minutes to complete.

If everything is okay, you will see the following message:



Close Windows Defender to return to the Action Center. As you can see, the Windows Defender yellow alert has been removed:



It is rare to find a computer that will never be connected to the Internet, but not unheard of. If your computer will never be online or connected to other computers through a wired or wireless network, then you have little to worry about! You can disable the warning related to virus protection, and therefore eliminate the issue.

You now have the knowledge to be able to browse the Internet with little worry. Just remember to pay attention to the things you click and stay away from things that seem too good to be true. In the next two lessons, we will discuss Internet Explorer 8 and open your computer to a whole new world of content.

4.2 The Basics of Internet Explorer 8

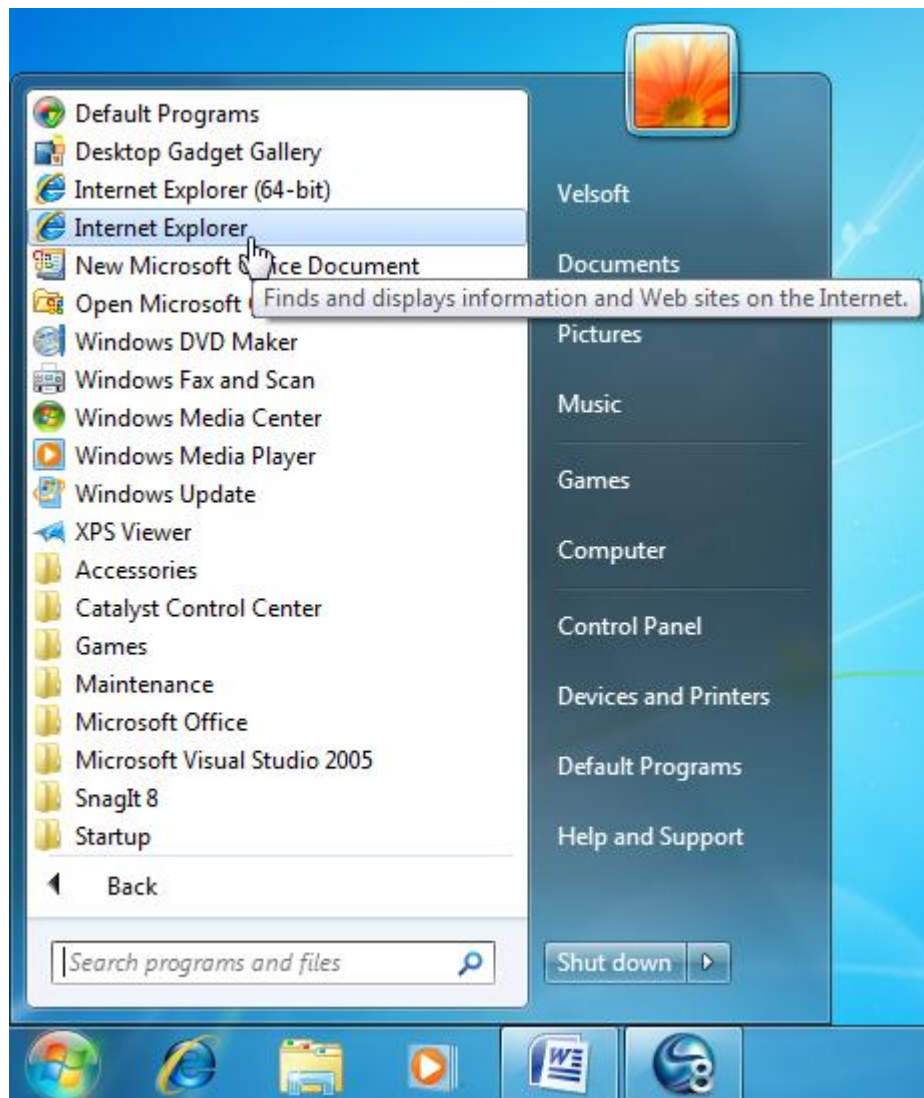
You should be familiar with using menu bars and different commands.

Internet Explorer 8

- Click Start → Internet Explorer
- Web browsing program that lets you view content on the Internet

Launching Internet Explorer 8

Internet Explorer 8 can be launched by clicking the Internet Explorer icon in the Taskbar or by clicking **Start** → **All Programs** → **Internet Explorer**:



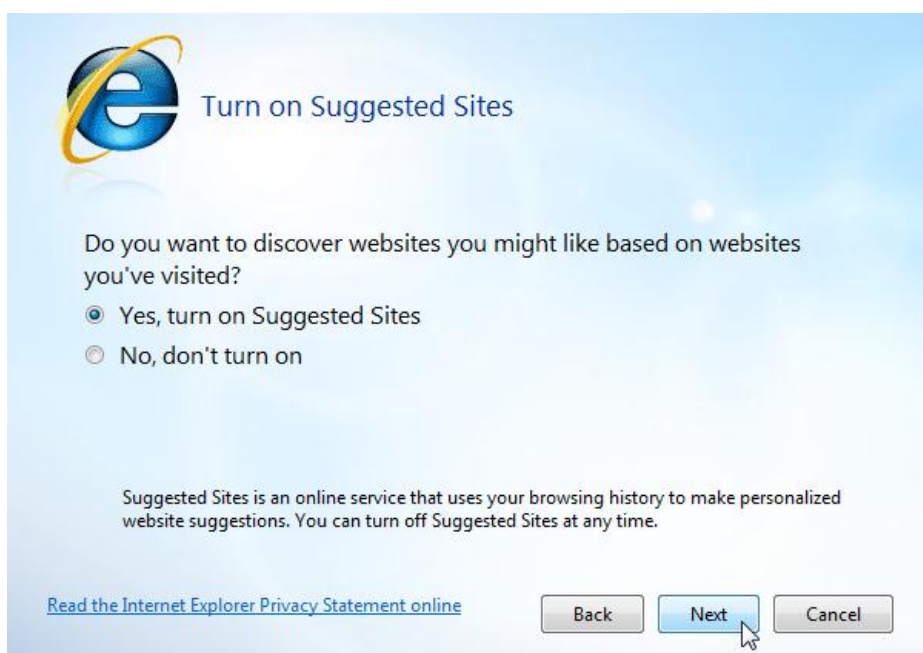
When Internet Explorer opens, you will be taken to the **home page**. This is a pre-defined page that will always open when the program is opened. You can customize which page you want as your home page, but we'll explore that later on.

Initial Setup

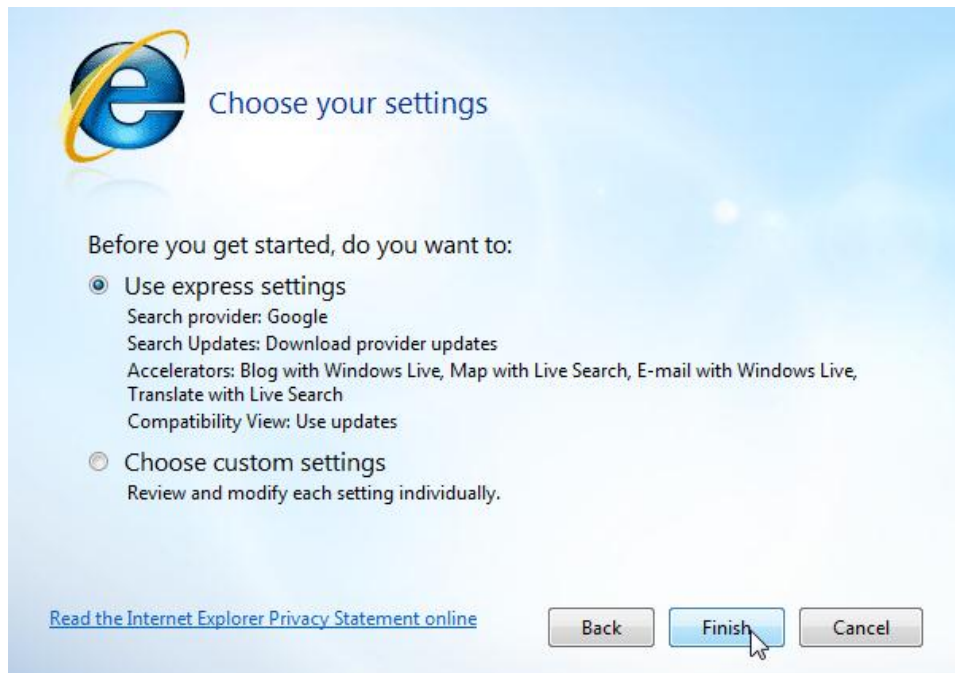
When you open Internet Explorer for the first time, you will be asked to go through the initial setup procedure. Click Next to continue:



Next, you will be asked if you want to turn on Suggested Sites. This feature examines the types of Web sites you visit and suggests other sites that might interest you. Click the radio button beside Yes or No and then click Next:



Finally, select the other options you would like to enable or disable. We recommend you go with the suggested settings and then click Finish. (If you have previous experience with using the Internet, you can choose to customize the different options.) Make your selection and click Finish:



Once you click Finish, you will be shown the default home page, MSN:




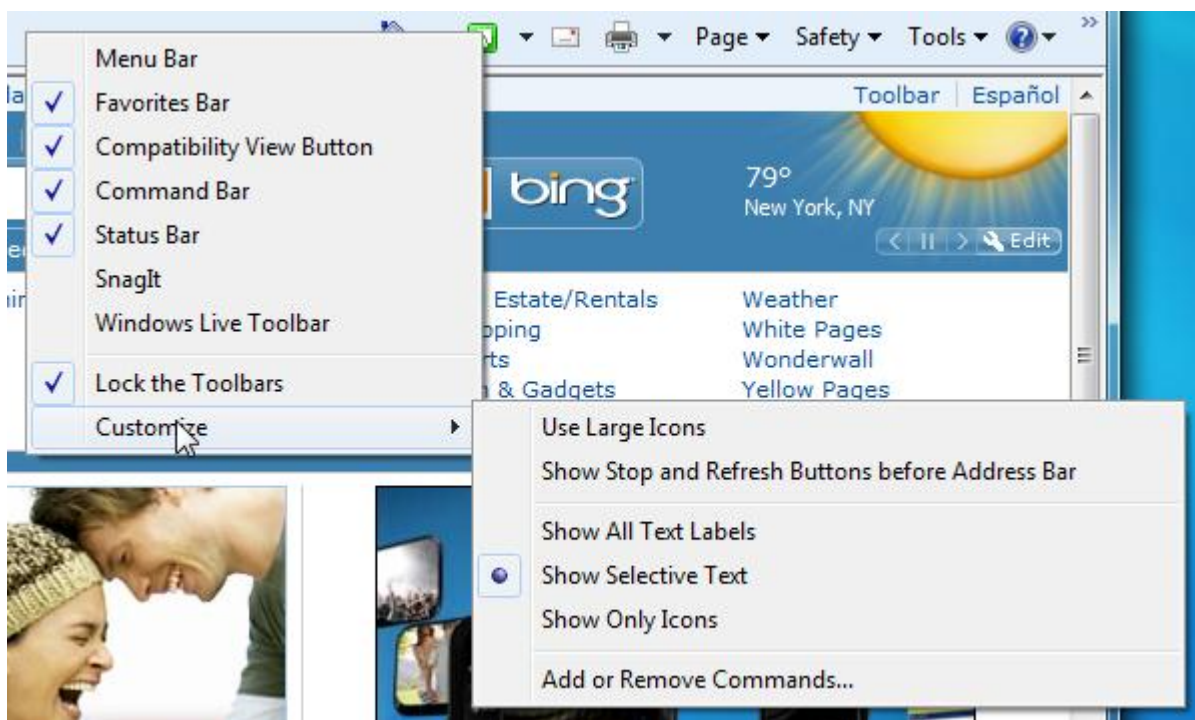
Other Setup Options

The Internet Explorer interface should now be a familiar site. Other aspects of the Windows 7 interface use the same general layout.

The top of the Internet Explorer window is referred to as the Command Area. The standard Command Area looks like this:

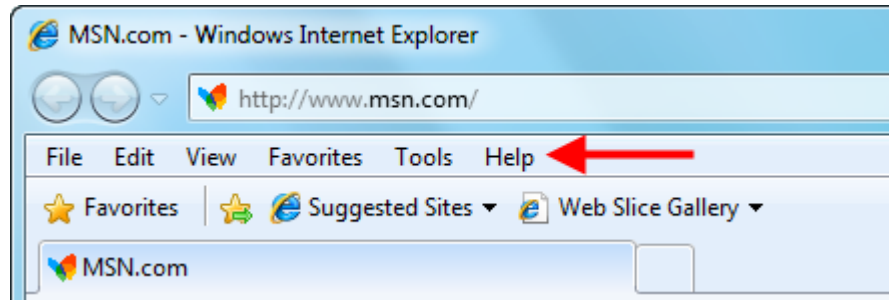


For most users, this default layout contains all the necessary commands to use the Internet. We will explore the different areas in just a bit, but first we'll take a look at a few extra features. To see all options available for use, right-click on any empty space in the Command Area (such as the blank area to the left of the Home icon - ). This will show a right-click menu:



Let's quickly explore the options of this menu and touch briefly on the interface. We will explore the interface in more detail later in this lesson.

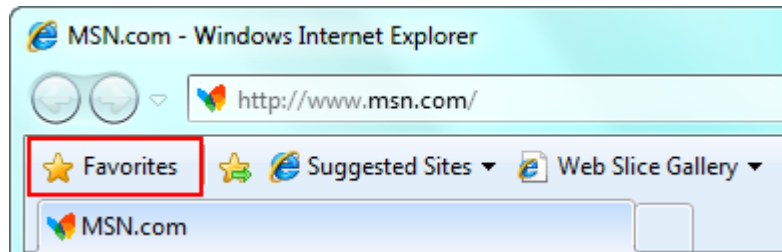
Menu Bar Click here to place a check mark and view the Menu Bar. It will show a list of menus that control much of the background use of Internet Explorer:



By default, this bar is not visible.

Favorites Bar

The Internet displays Web pages with a URL (Uniform Resource Locator), more commonly known as an address. Favorites are saved URLs that you can access with a single click. We will explore Favorites in more detail later.



Compatibility View Button

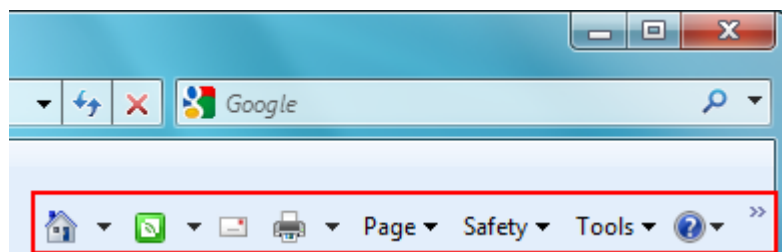
The Internet as we know it today has been around for several years, but many pages have remained around for much longer than that. Internet Explorer 8 can attempt to correct misaligned text and images on old pages by clicking this button:



This button is only visible when Internet Explorer detects an older Web page.

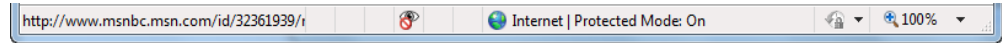
Command Bar

The Command Bar is a list of commands visible on the right-hand side of the screen. As you can see below, many of the commands have a pull-down arrow beside them for extra commands. Click the (>>) button on the far right to see any other commands that don't fit in the current window:



Status Bar

The status bar is located at the very bottom of the Internet Explorer window. It displays several pieces of information about the Web site you are currently viewing, loading, or are going to visit.

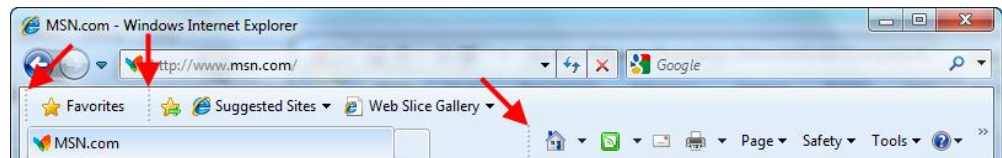


Other Customizable Add-Ons

Depending on the different software packages currently installed on your computer, you may see other programs listed here. Each of these programs has some direct way of interacting either with Internet Explorer or the content that is being viewed.

Lock the Toolbars

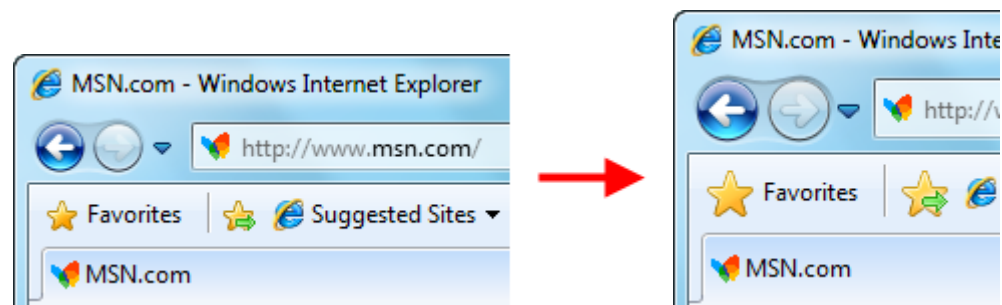
The toolbar is locked by default. Essentially, this keeps everything neat and tidy together in the Command Area. However, you have the option to customize the look of the toolbars. If you disable the lock, you will see a column of small dots appear on the left of each toolbar.



These "handles" allow you to drag any of the toolbars to another location. As you move one toolbar around, the others will automatically adjust themselves to move out of the way.

Use Large Icons

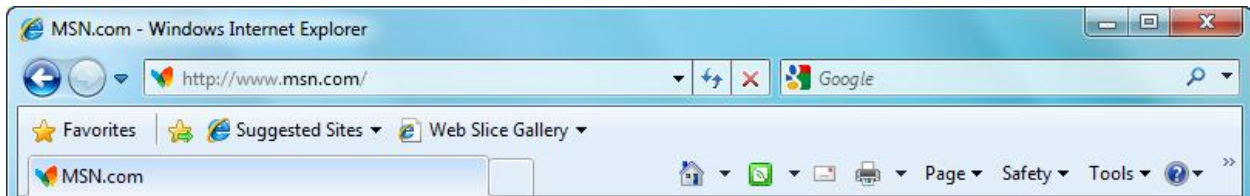
By default, the Command Area uses small icons. Click the Use Large Icons button to increase the size of the commands.



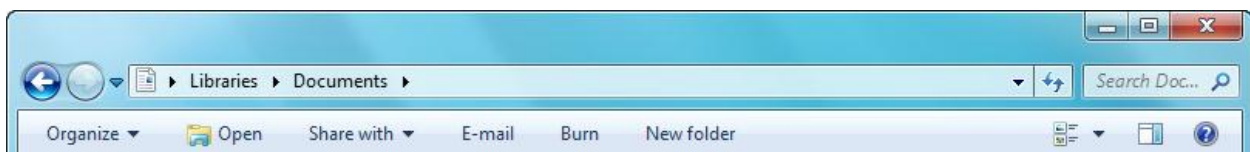
Large icons allow those who are harder of seeing to more easily use a computer.

Interface Overview

As you may have already guessed, Internet Explorer 8 uses the same sort of interface used to navigate around your computer with Windows Explorer. Take a look at the Command Area of Internet Explorer:



And Windows Explorer:



We can see right away that there are Back and Forward buttons, an address bar, a search bar, and other commands:

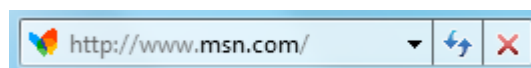
Back & Forward Buttons



As you navigate through different Web pages, you can retrace your steps backwards (by clicking the left-facing arrow) or forwards (right arrow). Click the small pull-down arrow to jump directly to a particular Web site instead of moving backwards one site at a time.

Address Bar

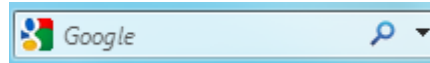
The address bar lets you click and type a URL:



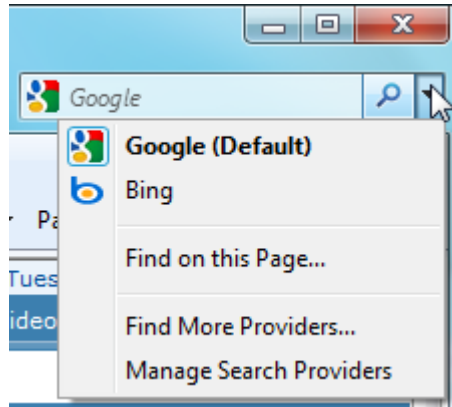
The two buttons to the right of the address bar are Refresh (blue arrows) and Stop (red X). Click Refresh to re-load the current Web page or file; click Stop to stop a Web page from loading.

Search Bar

The Search Bar is to the right of the address bar:

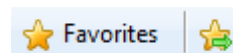


Click in the Search Bar and type a word or phrase. Then click the magnifying glass or press Enter to search. For more options regarding searching, click the pull-down arrow. These options allow you to choose a different search provider:



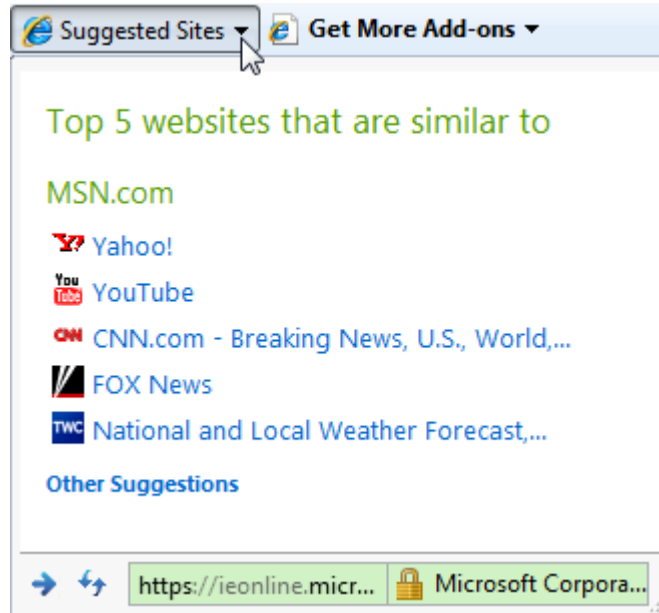
Favorites Bar

A Favorite in Internet Explorer is a saved URL that is associated with one Web page or file on the Internet. Saving a Favorite (and thusly using it later) prevents you from having to remember a long URL when you want to visit a Web site in the future. Click the single star to open the Favorites Center, or click the star with the green arrow to add the current URL in the address bar to your list of Favorites:



Suggested Sites/ Web Slice Gallery

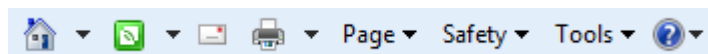
These two items are part of the Favorites Bar. If you enabled Suggested Sites during the initial setup of Internet Explorer 8, click the pull-down arrow here to view a list of similar sites:



Web Slices are a new addition to the Internet Explorer product family. Many people visit the same Web sites over and over again to check for weather news, stock quotes, or sports scores. With Web Slices, you can set Internet Explorer to watch that particular "slice" of the Web page and update you when something changes. We will explore more about Web Slices in the next lesson.

Command Bar

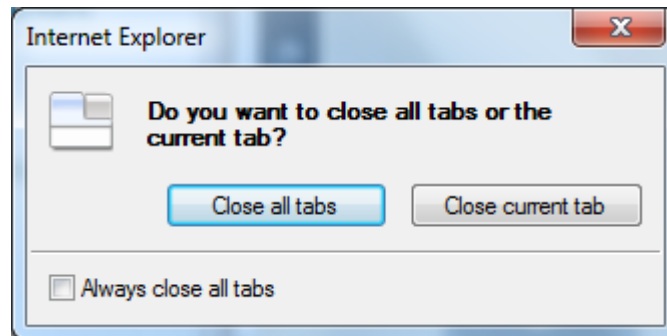
The Command Bar includes commonly-used commands such as Home (returning to your Home page), Print, browser safety, and more:



Internet Explorer also features tabbed browsing which allows you to quickly switch between many Web pages at once in the same window. We will explore tabbed browsing in the next lesson.

Closing Internet Explorer

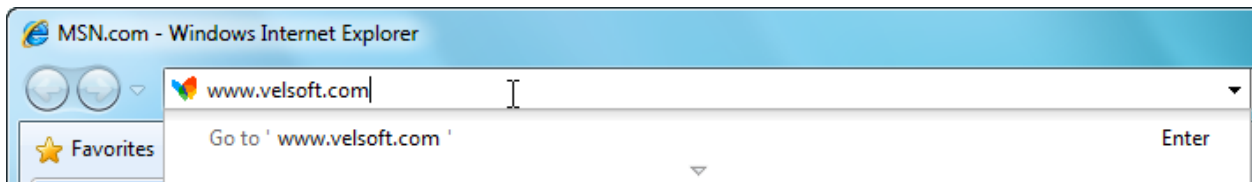
Click the Close button or (if the menu bar is enabled) click File → Exit. If you have multiple tabs open, Internet Explorer will confirm that you want to close all tabs before the program is closed:



4.3 Doing More with Internet Explorer 8

Using the Address Bar

If you know the URL of the particular Web site you would like to visit, you can enter it by clicking in the Address Bar text box and typing it manually:



When you have entered the complete URL, press Enter on your keyboard to make Internet Explorer load that particular Web site.

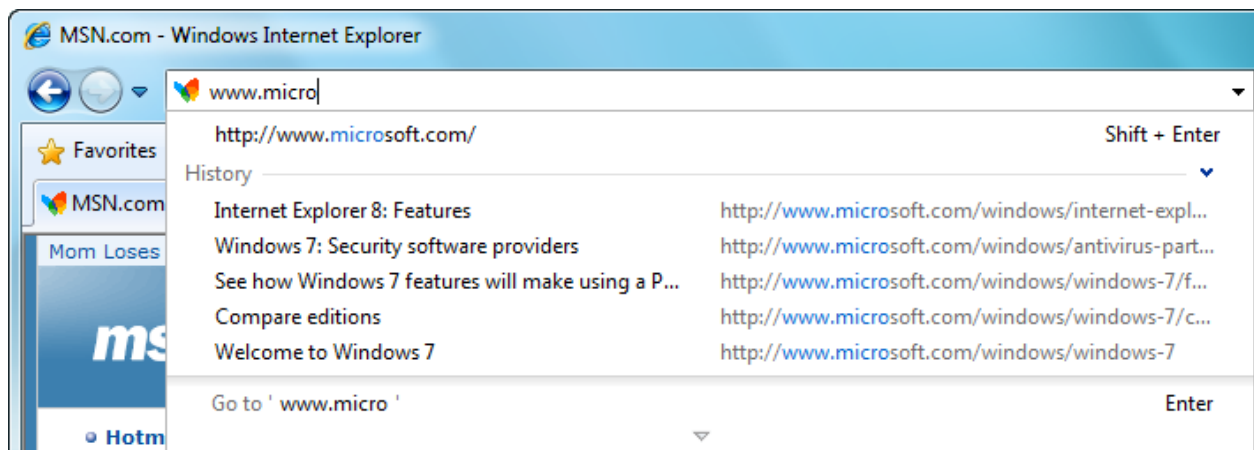
If you enter an address incorrectly, either by misspelling a word or entering a space by accident, Internet Explorer might display an error page. This page tells you that Internet Explorer could not find the server that hosts the particular Web site you specified. There are other possible causes:

- It is possible that the Web site might not be active on the server at the time, or the response back from the server was too slow in order for Internet Explorer to display data in time. (A server that is too slow will prompt Internet Explorer to time out.) Click the Refresh button or try the Web site later on.
- It is possible that you entered your account information given by your ISP incorrectly, and will need to contact your provider to help troubleshooting this problem.
- It is possible that the Web site you are trying to access has higher security settings than a publicly available server. For example, if you are an employee of a large company that allows its workers to access the private network from

home, Internet Explorer can be configured to encrypt the data so only the intended server at your company will see your data.

In some cases, the Search provider you chose during the initial setup of Internet Explorer might try to find results close to the web address you entered.

Internet Explorer also features an AutoComplete option that will automatically fill in Web sites that you have already visited. For example, if you visited Microsoft's home page in the past, your browser will have saved the URL `http://www.microsoft.com` in the computer's memory. If you want to visit Microsoft's home page again, click your mouse inside the address bar text field and begin to type the address for Microsoft again:



Once you have typed the first few letters of the word "microsoft," you will see a list of possible matches listed below the Address Bar text field. Sure enough, Microsoft's home page URL is the first item in the list. Click this entry or press Shift + Enter to visit the site at the top of the list.

All URLs have something called a **domain**. It's usually the part of a URL that includes the text `.com`, `.gov`, `.net`, etc. In the case of Microsoft, the domain is `microsoft.com`. In the picture above, as we started to type the word "microsoft," other Web sites in the same domain that were visited in the past are shown here. Move your mouse to one of the items in the list and click it to visit that particular site.

Accessing a Web Site via a Hyperlink

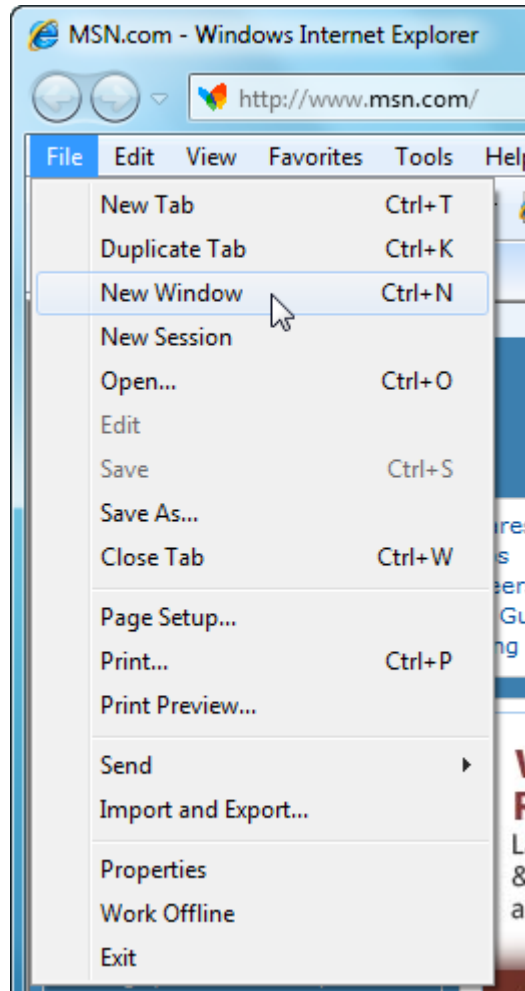
Nearly every Web site on the Internet features hyperlinks, which connect one Web page to another. Normally a hyperlink is displayed [like this](#). However, a hyperlink can be displayed in any color and without underlining the text. (A picture can also be a hyperlink.)

Thankfully, your mouse cursor can tell what a hyperlink is because it becomes a small hand icon (☞) when hovering over a link. Click the hyperlink to follow its path.

Opening a New Window

If you want to view the weather or review some sports scores you can view each Web page in its own Internet Explorer window.

To open a new Internet Explorer window, click the File menu and click New Window (if the menu bar is enabled):

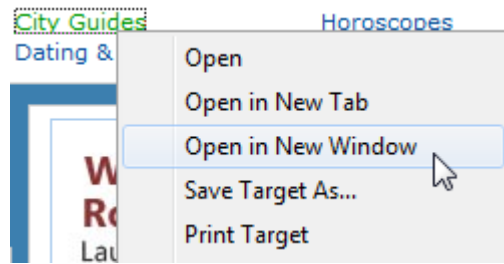


This will open a new browser window, indicated by a new Internet Explorer button outline on the Taskbar:

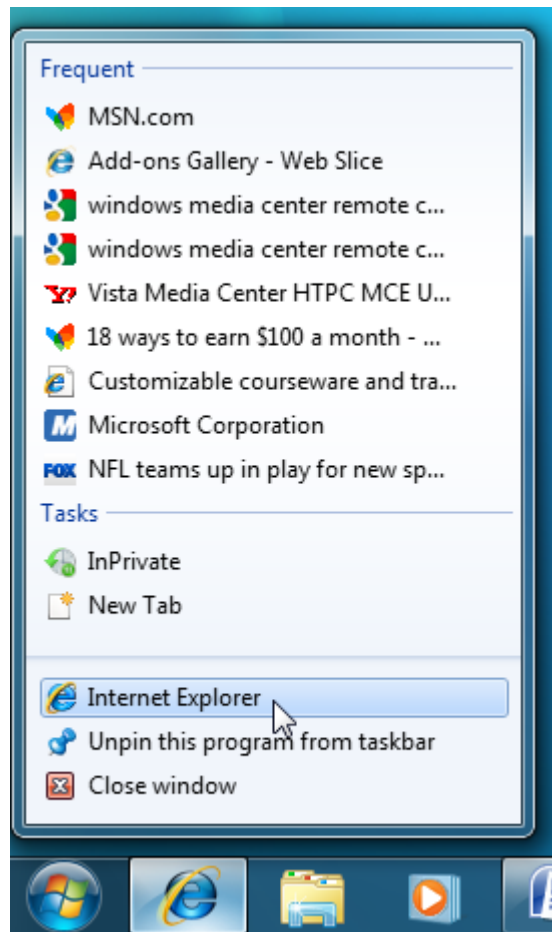


It is important to note that the new window will open to the same Web site that you were viewing when you opened the new window, not your home page. Simply click the Home button in the Command Bar to navigate to your home page. You can also open a new Internet Explorer browser window by pressing Ctrl + N on your keyboard.

Hyperlinks also provide the ability to open a new browser window. When your mouse is hovering above a hyperlink, right-click to display the hyperlink context menu. Click Open Link in New Window to display the target document in a new browser window:

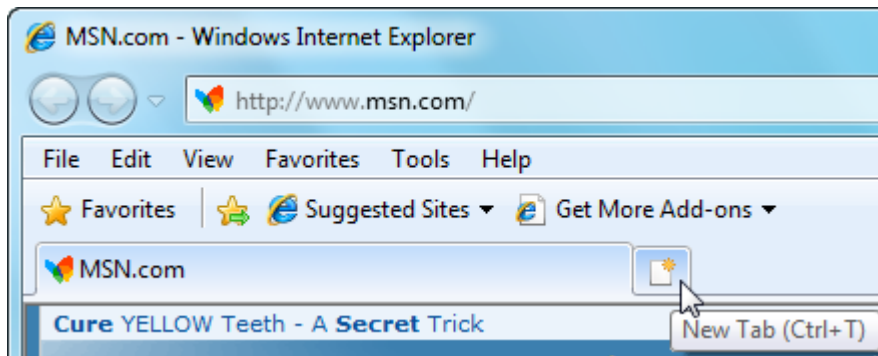


Finally, you can open a new window from the Internet Explorer Jump List. Right-click the Internet Explorer icon (or click and drag the icon up) and then click Internet Explorer. This will open a new window:

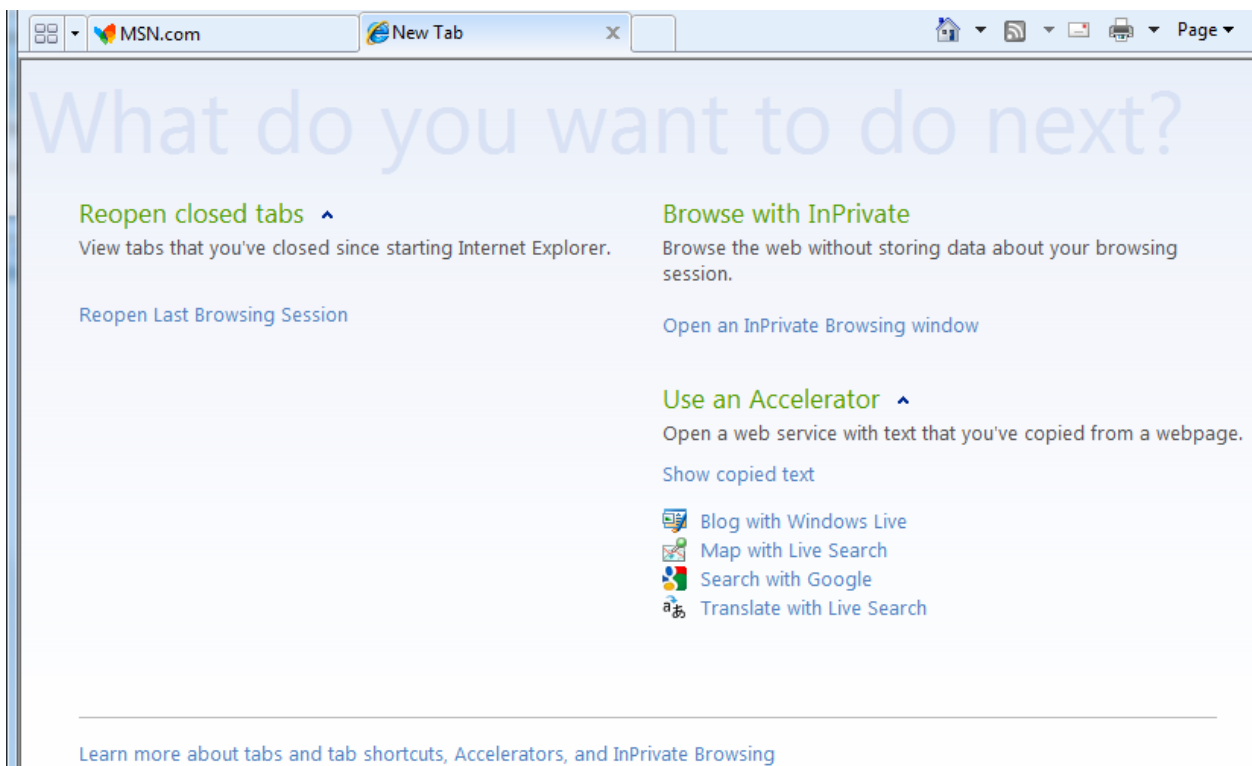


Opening a New Tab

Internet Explorer 8 uses browsing tabs. These tabs let you open several Web pages at once in one Internet Explorer window instead of opening several different windows. You can open a new tab in one of two ways using Internet Explorer. Using the Command Area, click the smaller tab found beside the opened tab:



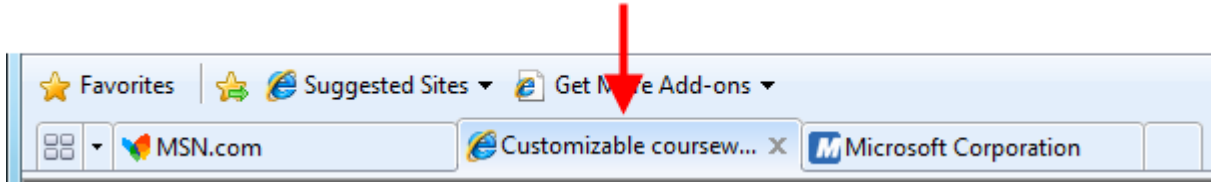
When you click the small tab, you will see a new tab that lets you select what you want to do next (or type a new URL in the address bar):



You can also open a new tab by clicking File → New Tab, pressing Ctrl + T, or using the link in the Jump List.

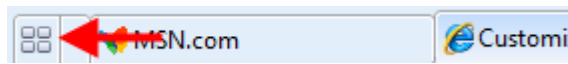
Using Tabs

Switching between tabs is easy: simply click the title of the tab you want to view. The tab that is currently being viewed is identifiable by its darker blue color:

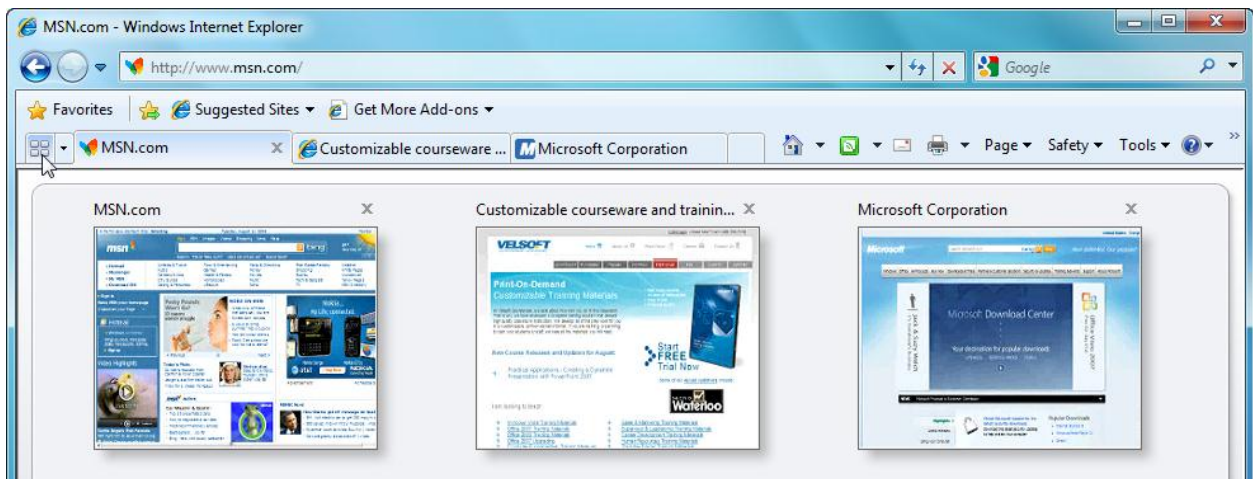


To close a tab, click the X beside the currently active tab.

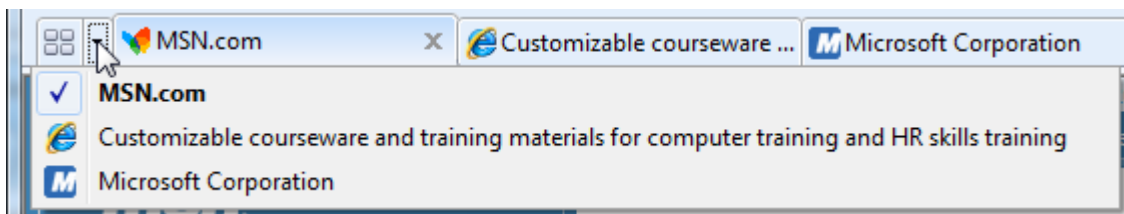
When many tabs are open at once, you will see this Quick Tab button appear to the left of the tabs:



Click this button to see a thumbnail view of all open tabs:



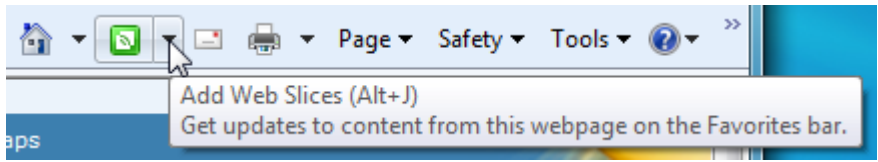
Use the pull-down arrow beside the Quick Tabs button to browse opened tabs by name:



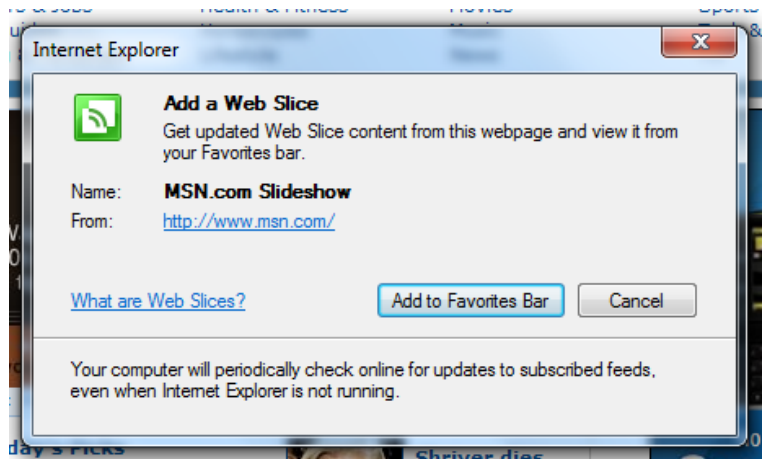
Using Web Slices

Web Slices let you keep track of a certain Web site as it is updated. This saves you having to open a new tab or window, re-typing the URL, and then looking for the information. Web Slices are very similar to Favorites, only Web Slices can also let you know when content is updated.

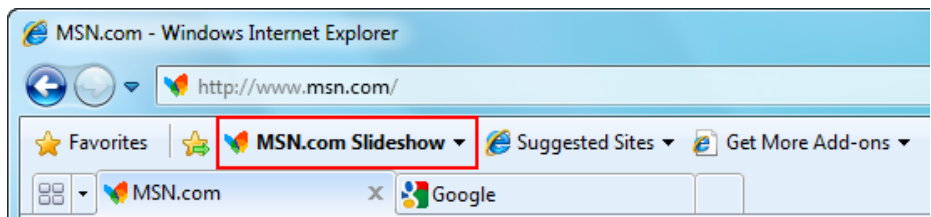
In order to use Web Slices, the designer of the Web site you are visiting has to implement them on their own servers. Web Slice-enabled pages will display the Web Slice icon in the Command Bar:



Click the Web Slice button to see a message like the following:



Click Add to Favorites Bar to add this particular Web site to the Favorites Bar:



When new content is available, the item will become bold, as shown in the image above. Click the Web Slice to see the new content:



Click the blue arrow to visit the site or click the Refresh icon to check for new updates for this Web Slice. To delete a Web Slice, right-click the Slice and click Delete.

You can also add Web Slices by exploring the web page. Move your mouse around the page. If you discover Web Slice content, a green border will appear around the content and the Web Slice icon will appear on the left:



Click this green button and then click Add to Favorites Bar to add the Web slice.

4.4 Windows Live

Before we can go forward with Windows 7, we first must go back to the past. In 1996, Microsoft introduced a free Web-based e-mail service, HoTMaiL. The odd name emphasized HTML (HyperText Markup Language), the language that is used by Web browsers to display content from the internet. HoTMaiL became Hotmail, which then became MSN Hotmail, which is now known as Windows Live Mail and/or Hotmail.

Previous versions of Microsoft Windows all included an e-mail client, a program which was configured to send and receive e-mail. You may recognize the name Outlook Express (used in Windows XP) and Windows Mail (used in Vista). At this point in the manual, we would normally discuss how to use this e-mail client, except Microsoft hasn't included an e-mail client with Windows 7. Instead, you have the option to create a personal ID to use Windows Live services. This ID is free to use. Windows Live is also much more than just e-mail. In this lesson we will explore how to create a passport, use the different Windows Live services, and create a free e-mail address.

What is Windows Live?

Windows Live is a collection of free services provided by Microsoft to anyone with Internet access. Here's just a sample of the services available through Windows Live at the time of publication of this manual. As you can see, nearly everything is interconnected and sharing of information is encouraged with other Windows Live users:

Windows Live Alerts	Alerts you about information and new e-mail in your Windows Live Mail account.
Windows Live Calendar	Time management software that lets you set appointments, set reminders, and share your calendars.

Windows Live Essentials	A suite of Windows Live Applications that you can download and use on your computer. We will explore these Essentials briefly later in this lesson.
Windows Live Events	Plan and manage appointments using Windows Live Calendar, Spaces, and Alerts.
Windows Live Gallery	A collection of third-party development applications for the Windows Live family of services.
Windows Live Mail (Hotmail)	<p>A free Web-based e-mail client used to send and receive e-mail, manage contacts, and manage appointments.</p> <p>We will explore Windows Live Mail later in this lesson.</p>
Windows Live Messenger	<p>A popular IM (Instant Messaging) chat program that lets you see when friends and contacts come online. You can use a webcam (a simple camera that connects to or is built into your computer) that lets you make video calls to other Windows Live Messenger users.</p> <p>You may have been asked by a friend for your "MSN." This means that the other person wanted your Windows Live ID or e-mail address so they could chat with you online. Like Hotmail, Windows Live Messenger used to be called MSN Messenger. The easier-to-say "MSN" prefix has stood the test of time.</p> <p>We will use Windows Live Messenger later in this lesson.</p>
Windows Live Photo Gallery	Perform basic photo editing with your pictures before uploading them to Windows Live Spaces.
Windows Live Spaces	A basic social networking site that lets you make blog posts (like online journal entries), find people, and share pictures.
Windows Live Toolbar	A toolbar that adds itself to Internet Explorer's interface. This toolbar lets you quickly access Windows Live elements.
Windows Live Writer	A desktop blog publishing tool that lets you share journal entries with other people.

Believe it or not, there are many more services offered, all for free. To further expand (or complicate!) Windows Live, there are also a host of "mobile" services. These mobile services are specially designed for cell phones, smart phones, and other Internet-capable devices that have a small screen and limited usage compared to a computer.

However, we're only concerned with the basics of three items: Windows Live Essentials, Mail, and Messenger. These three services are the most widely-used and tie into almost all of the other Windows Live services.

Keep in mind that Web sites and services offered by Microsoft can and do change on a regular basis!

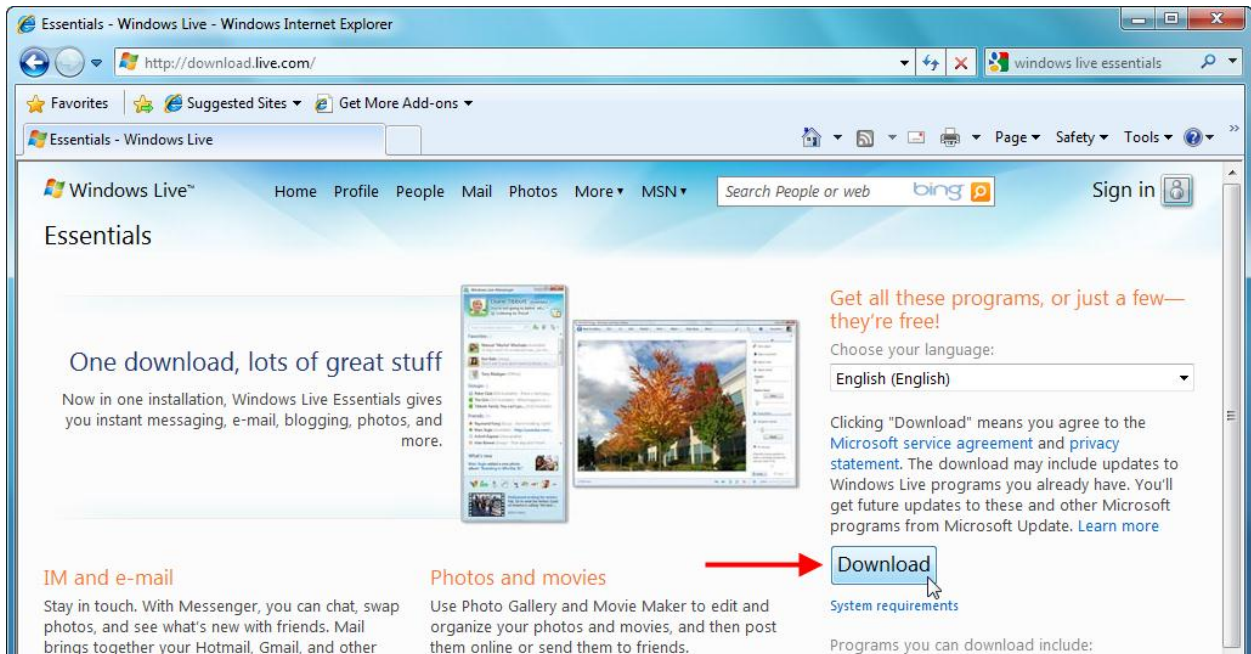
Before we dive into actually using Windows Live, we need to introduce the concept of installing a program. We have learned that there are lots of different programs included with Windows 7, but there are thousands of other applications and suites you can install on your computer to play games, create desktop publishing pieces, create video clips, perform financial operations, and more.

Programs can be installed in one of two ways. You can insert a CD, DVD, memory card, or USB flash drive into your computer and install programs. You can also download and install programs from online sources, as we are going to do in this lesson. Every program is different in its own way, but installing a program is a fairly standard operation: you launch the installation file, make changes to the way the program installs, and then wait for the files to be copied or extracted from their source and put somewhere on your computer.

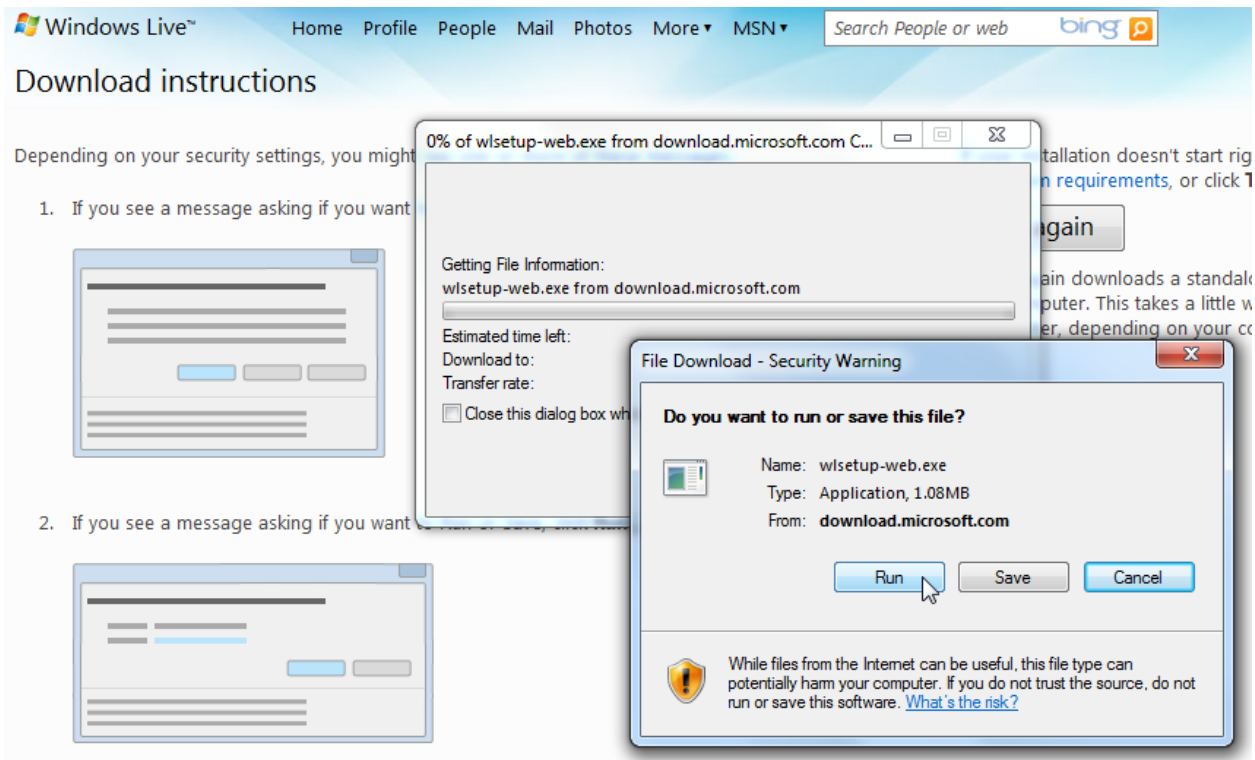
In fact, you have already seen something like a program installation already when we performed the initial setup of Internet Explorer 8.

Downloading and Installing Windows Live Essentials

You can download Windows Live Essentials in one of two ways. The first is to open the Getting Started Center (which we covered back in Lesson 1.3) and click Go online to get Windows Live Essentials. The second method is to open Internet Explorer, type `download.live.com` into the address bar, and then press Enter. Click the Download button in the Web page to get started:



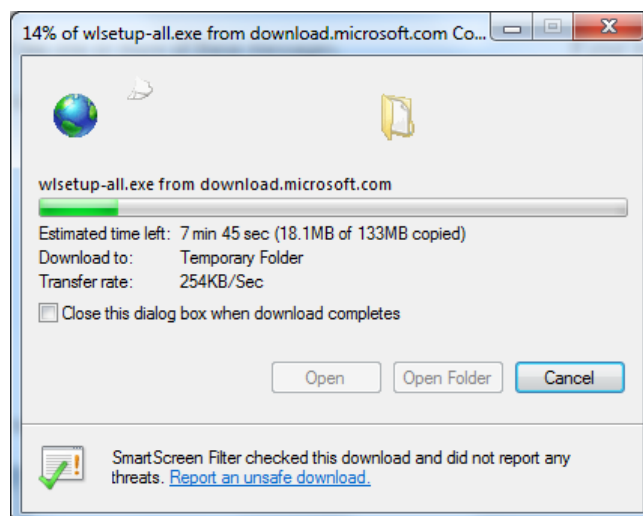
You will be directed to a download page and prompted to Run or Save the file. Click Run to continue or click Save to save this file for later use. (We are proceeding by clicking Run.)



When you click Run, your screen might go dim for a moment while Windows 7 prompts you for your attention. This is an example of Windows' **User Account Control** (UAC) in action. UAC warns you that you are about to make a change to your computer by installing this software.

Much of the information regarding UAC is beyond the scope of this manual, so click Allow to continue. (Trust us; we won't make you install something harmful!)

As the data downloads, you will see a window showing you the progress:

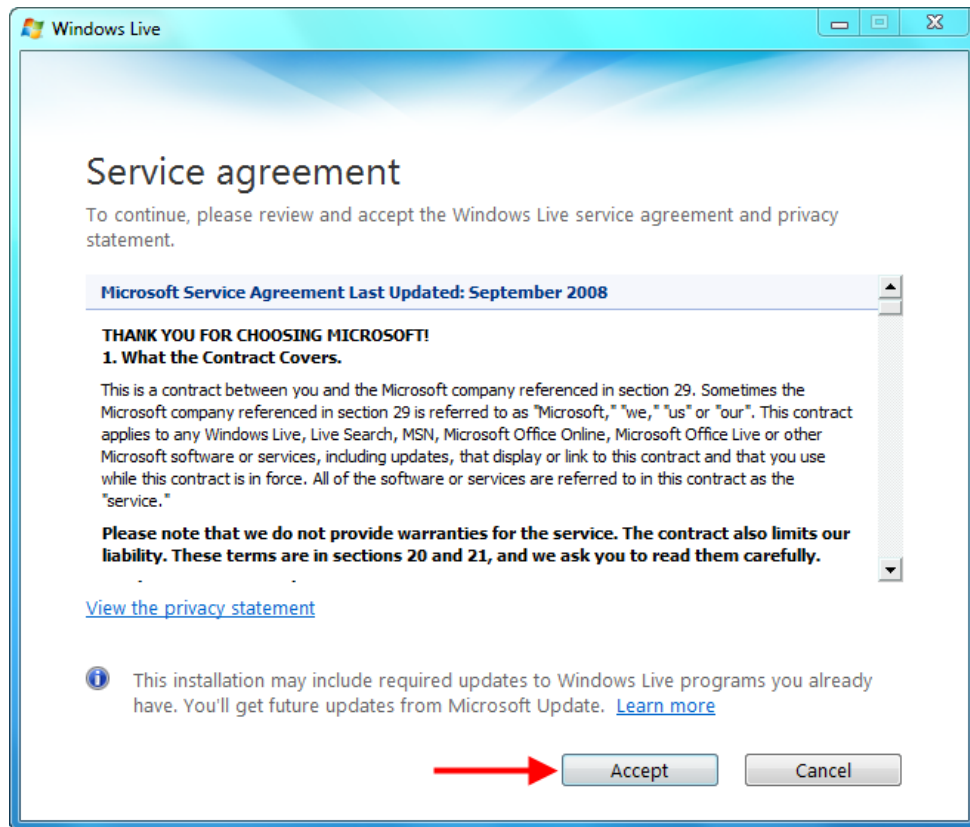


You can also see the download progress by looking at the green bar behind the Internet Explorer icon:



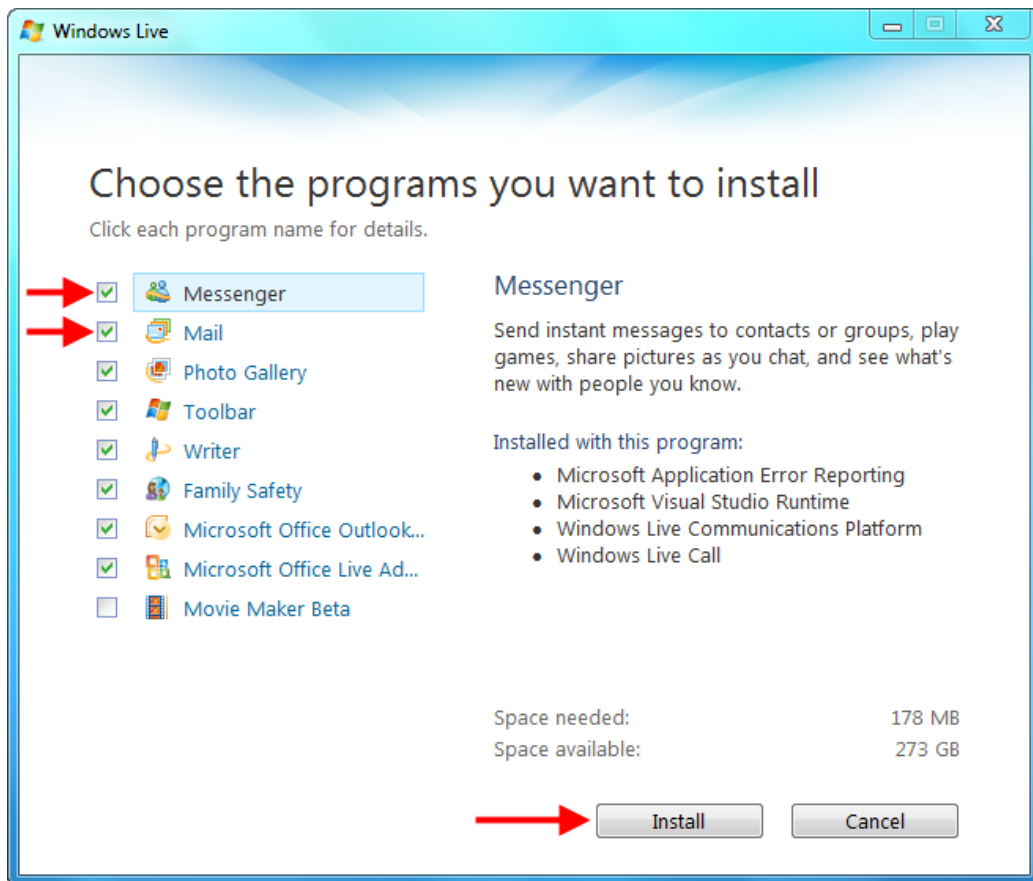
When the program finished downloading, you might encounter another UAC warning. Click Yes to continue with the installation.

Next, you will be required to agree to the user license agreement and click Accept to continue:

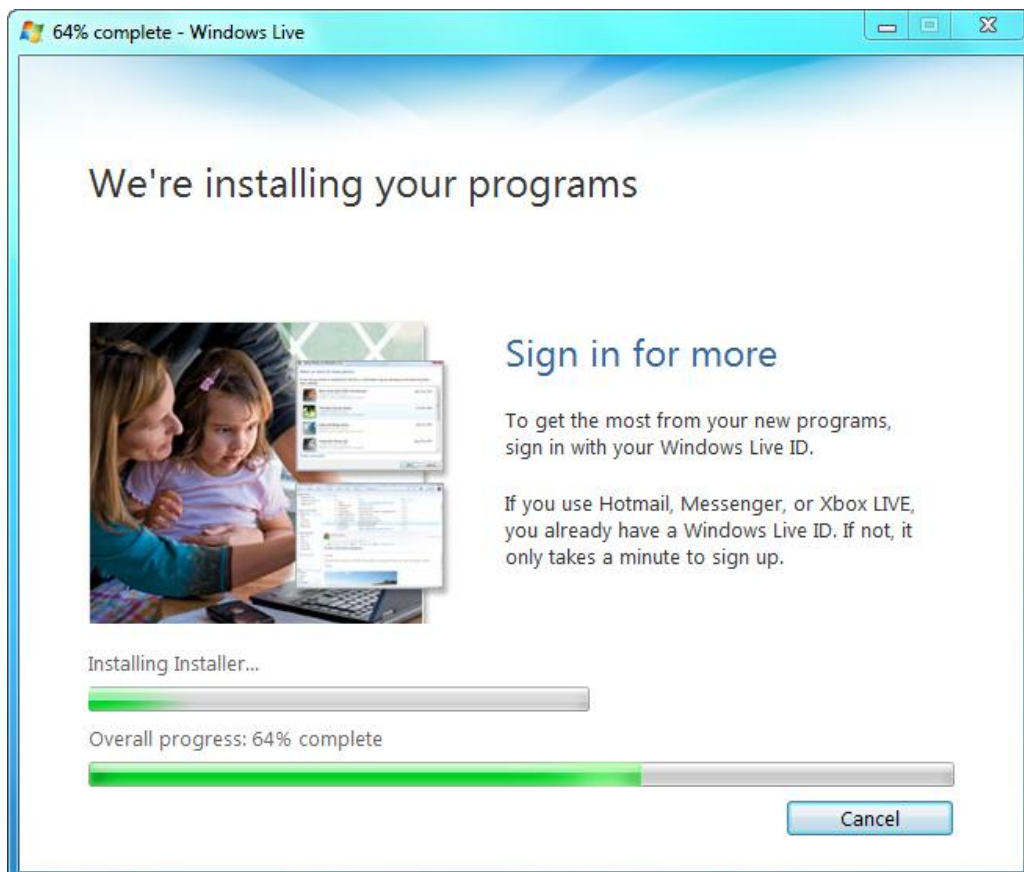


Nearly every program has some sort of license agreement to read before you are allowed to use the program. Most people don't bother to read these because they are long (and not what you would call exciting) legal documents. However, it is worthwhile to skim over a license agreement and see just what you are agreeing to!

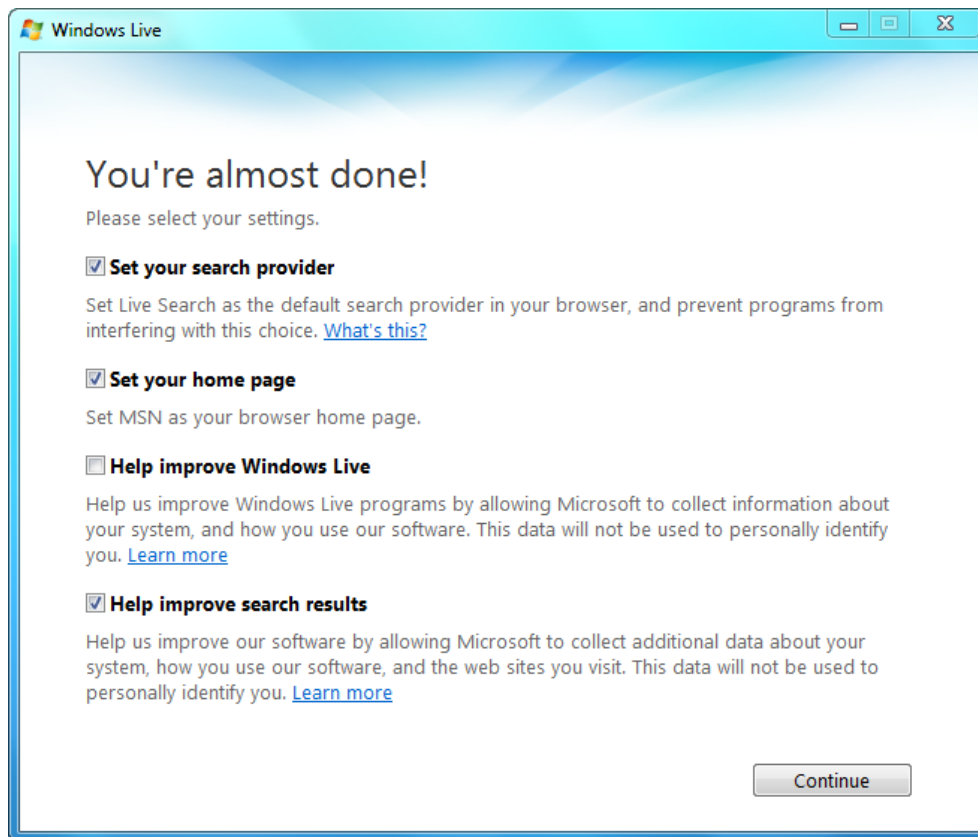
Now you can select which Windows Live Essentials you want to install. The list you see may be different from what is shown below, but make sure that Messenger and Mail have checkmarks beside them. Then click Install:



As the components install on your computer, you can see the overall progress of the installation and learn a bit more about Windows Live:




You have the option to install some extra features. Check or uncheck what you like and then click Continue. (None of these options are required.)



The final step is to sign up for a new Windows Live ID. This username and password will be your gateway to all things Windows Live. Click Sign Up to continue:



Internet Explorer will open and direct you to the next step in the Sign up process. There are a large number of options here that are required in order to complete your sign-in. Fill them in and click "I accept" to continue:

 **velsoft_windows_7@hotmail.com** is available.

Windows Live ID: @

[Or use your own e-mail address](#)

Create a password:

6-character minimum; case sensitive

Retype password:

Alternate e-mail address:

[Or choose a security question for password reset](#)

First name:

Last name:

Country/region:


State:

Strong

Strong passwords contain 7-16 characters, do not include common words or names, and combine uppercase letters, lowercase letters, numbers, and symbols.

[More about strong passwords](#)

If you have entered all the information correctly, you will see the final confirmation screen. You're ready to use your new Windows Live account!

 Windows Live™

Get started with Windows Live

Next, sign in to any of the Windows Live programs on your computer using **velsoft_windows_7@live.ca**—it's your Windows Live ID.

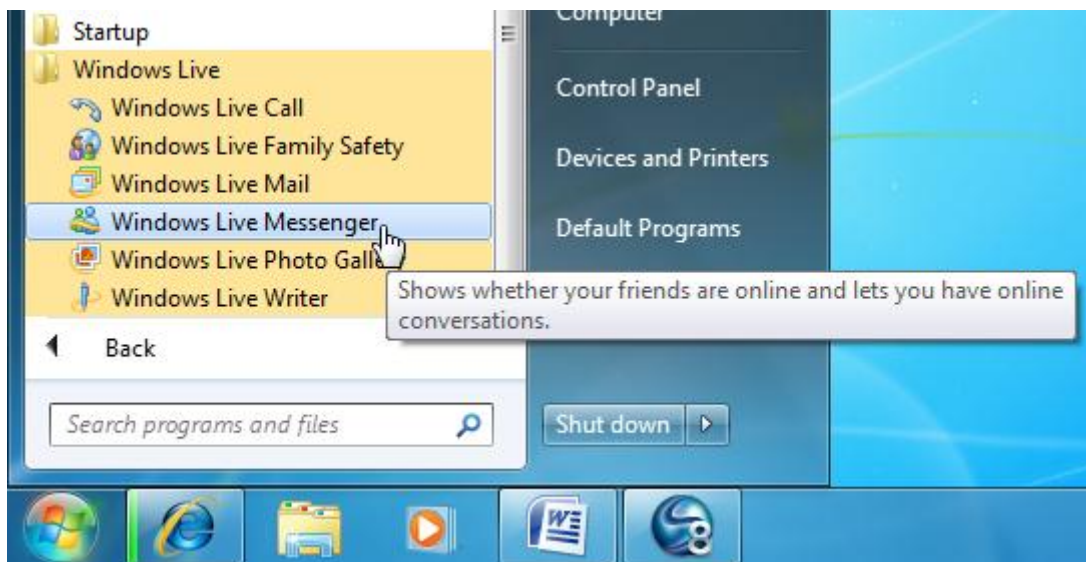
You can also use your new Windows Live ID to sign in to the Windows Live home page and get started with all of our web services. Go to <http://home.live.com>.

© 2009 Microsoft | [Privacy](#) | [Legal](#) [Help Central](#) | [Account](#) | [Feedback](#)

Windows Live Messenger

By default, Windows Live Messenger starts when your computer starts. You will be prompted to enter your Windows Live ID and password. The program will then connect to the Internet and sign you in for usage with all of the different Windows Live components.

To start Windows Live Messenger manually, click **Start** → **All Programs** → **Windows Live** → **Windows Live Messenger**:



Enter your full Windows Live ID and password into the fields shown at right:

Underneath the username and password fields are a few check boxes which make future logins easier.

If you check **Remember me**, Windows Live will remember your username so you don't have to type it in every time you want to use Messenger.

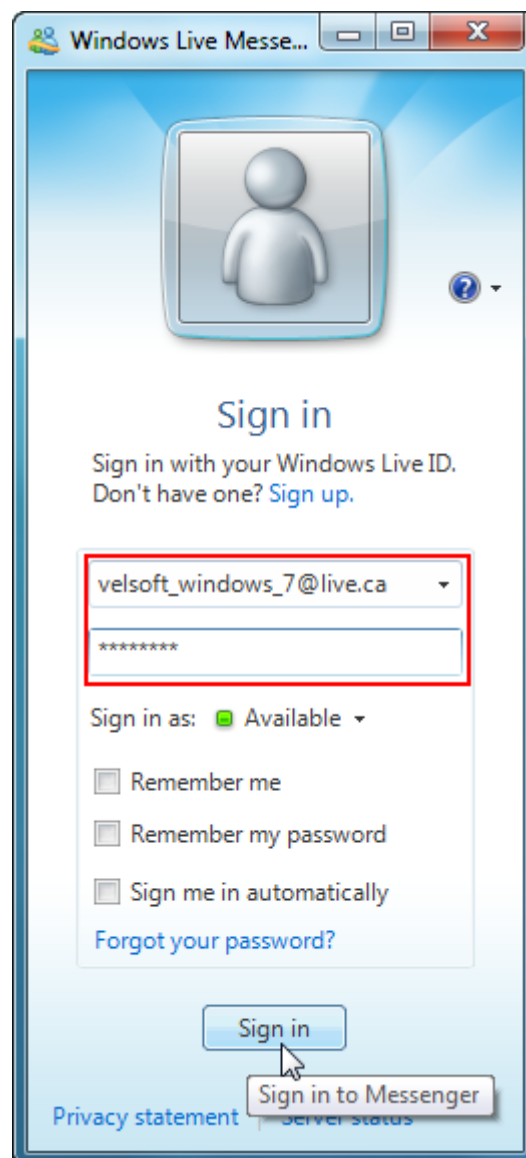
If you check **Remember my password**, Windows Live will remember that for you as well.

If you check **Sign me in automatically**, then Windows Live Messenger will sign you in as soon as you start the program.

These options are very handy if you plan to use Windows Live Messenger in the future and you are the only person who will use your computer. If you share your computer with other people who also use Messenger, it is recommended that you don't check "Remember my password" or "Sign me in automatically."

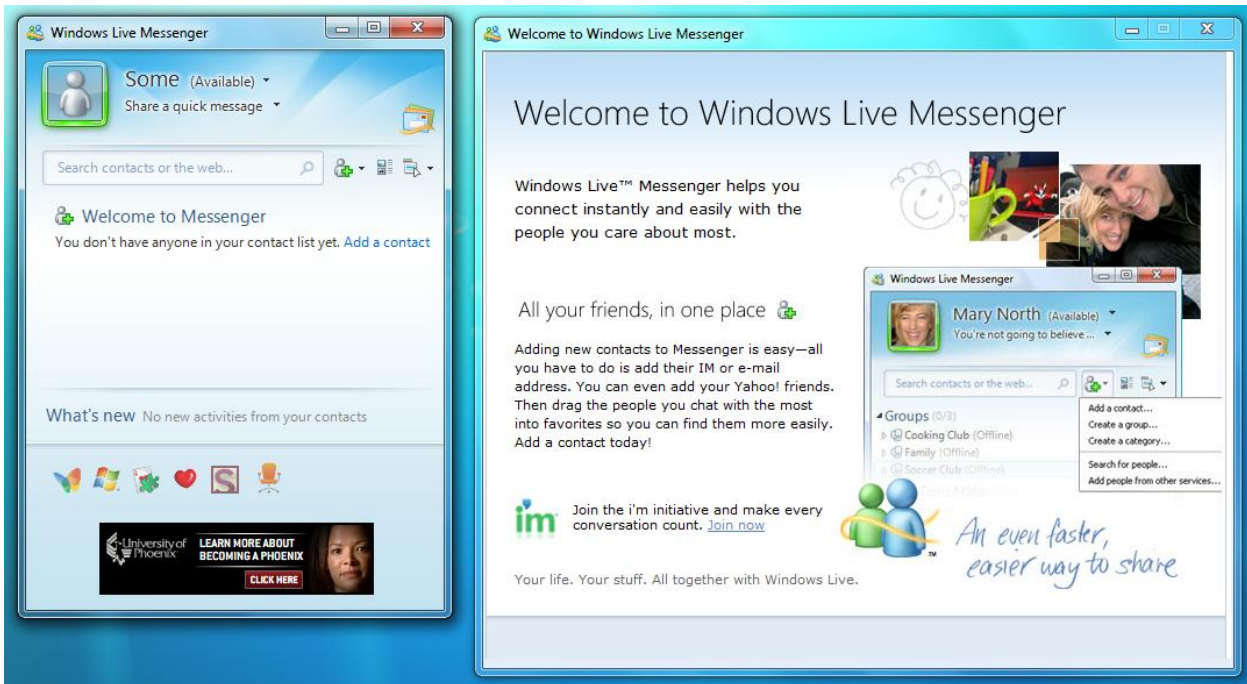
When you have made your choices, click Sign in at the bottom of the window.

The Sign in procedure may take a few minutes to complete depending on how busy the Messenger servers are.



Remember, this is a free service! If you have trouble signing in, chances are things are pretty busy on the other end. Try again in a few minutes and you probably won't encounter any more trouble.

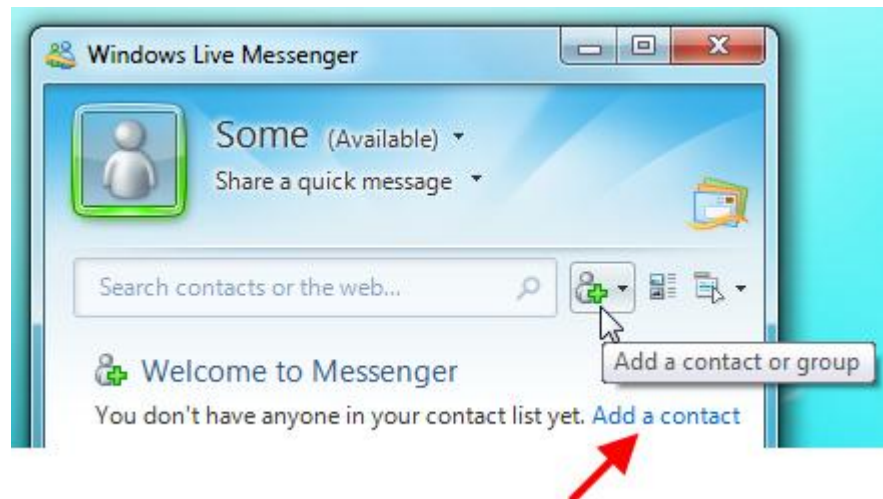
When you sign in, you will see the following two windows appear:



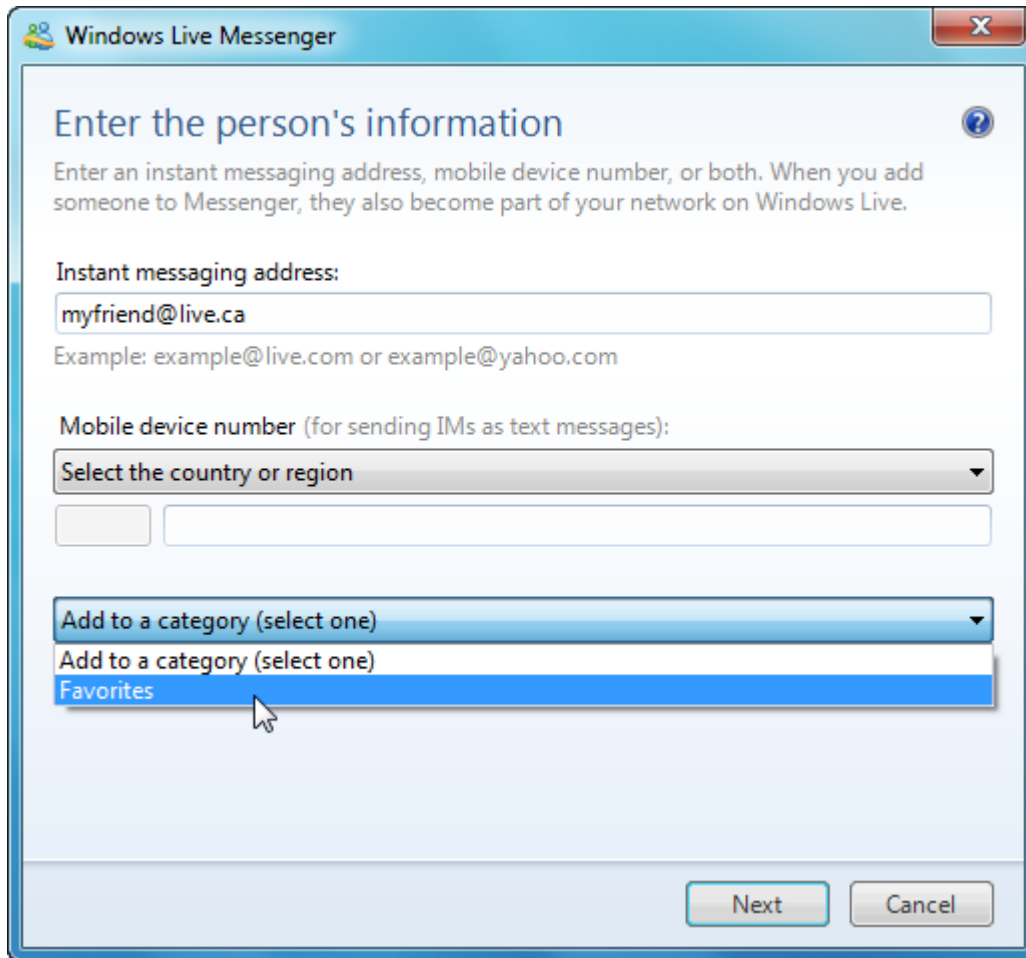
The window on the left is the main Windows Live Messenger window. This is where you will see your name, profile picture, a list of your friends who are associated with your Windows Live account, a short news feed about what's going on with your friends, and links to other Windows Live components.

The window on the right is the Windows Live Today window. When you sign in for the first time, you can read some information about what Messenger does, current promotions in the Windows Live community, and more. When you sign into Messenger the next time and any time after that, you will see a quick news feed about current world events, celebrity and sports news, local weather, and so on (similar to the information you would see at www.msn.com). Windows Live Today is not vital to the operation of Messenger, so you can close this window.

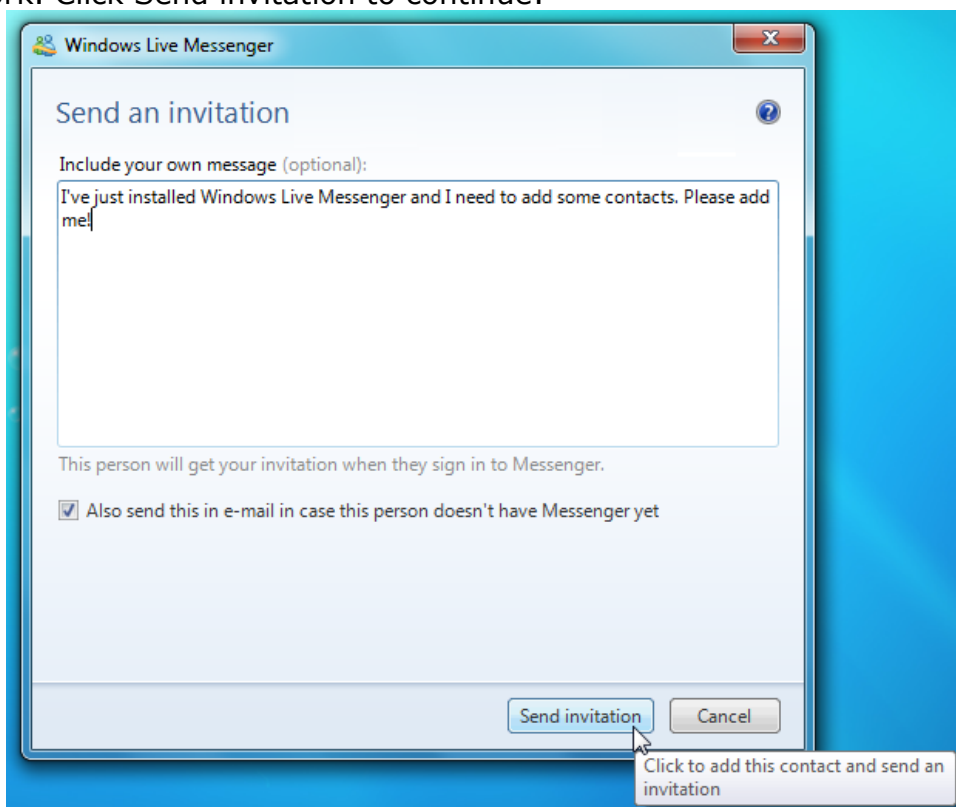
In order to properly use Messenger, you'll need to add some contacts. To add a new contact, click the button shown here and then click Add a contact. You can also click Add a contact in the main part of the Messenger window:



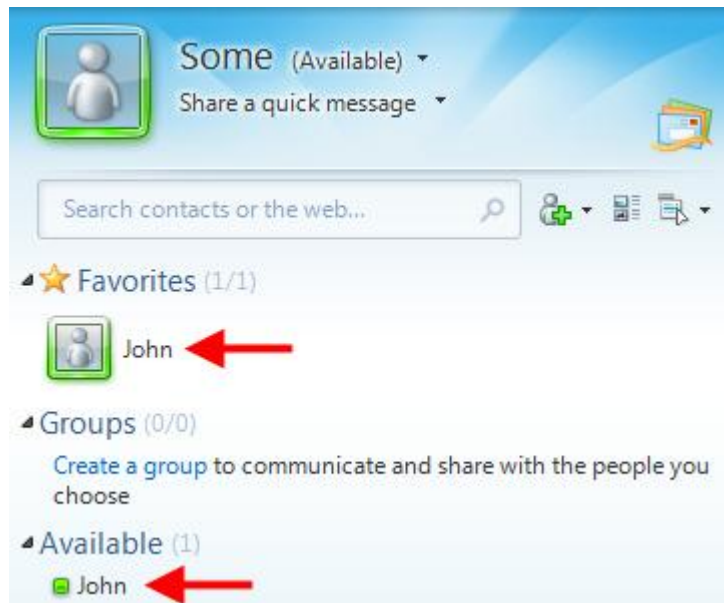
Next, fill in the required information for your contact and click Next.



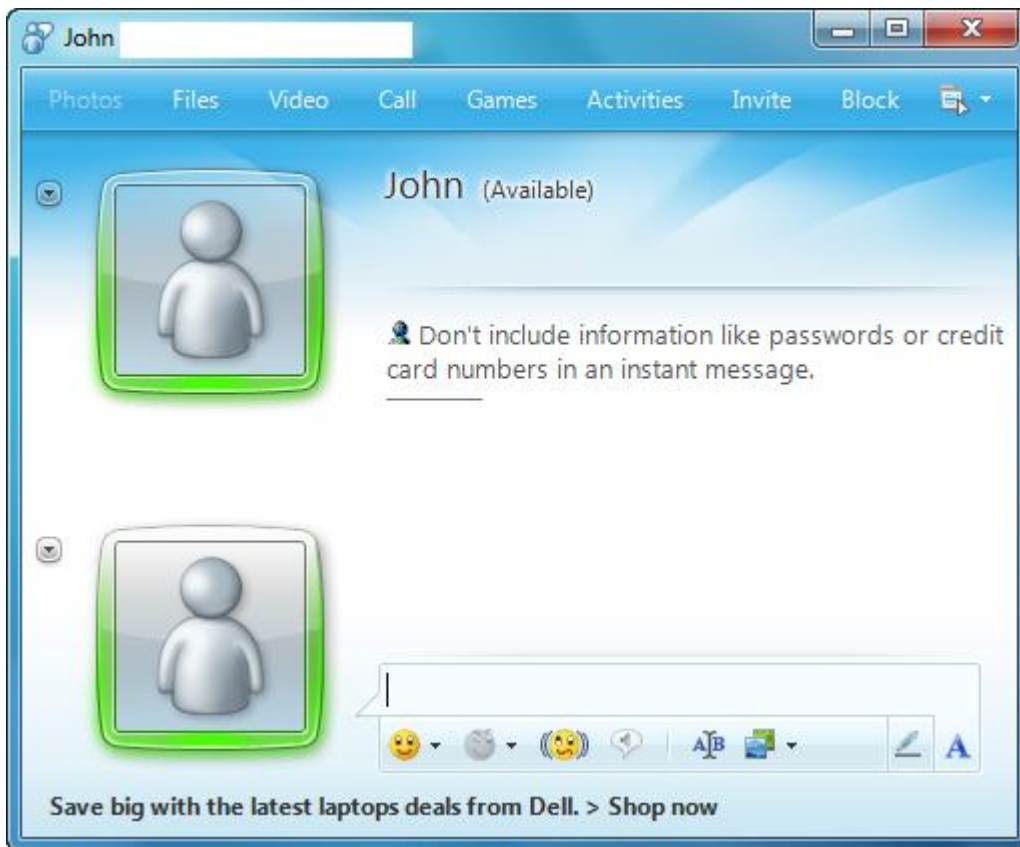
Now you have the option to send your potential new contact a message. You can also send an invitation e-mail to the other person if they aren't yet a part of the Windows Live network. Click Send invitation to continue:



If the contact accepts your invitation, you will see their name in your contact list. You will be able to contact them, but only if they are currently "online" – that is they are signed into the Windows Live network at the time.



To send one of your contacts a message, double-click their name in your list of friends. You will then see a chat window where you can interact with them:



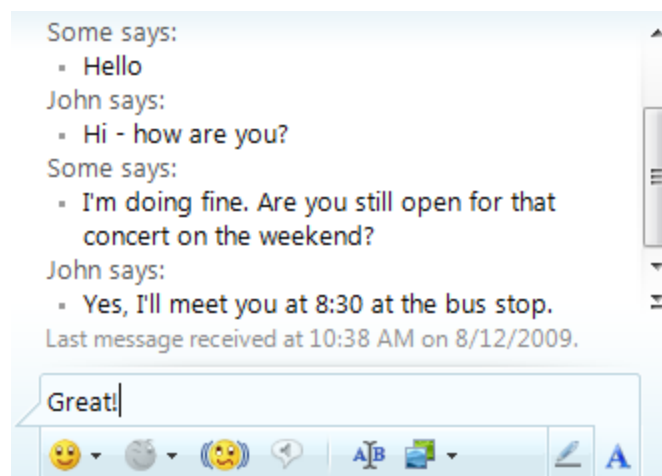
This chat window is pretty straightforward: there is a list of menus and actions that you can perform with your friend along the top, your profile pictures and chat history in the middle, and some extra interactive items at the bottom.

To send them a message, type something into the text field at the bottom of the window and press Enter:



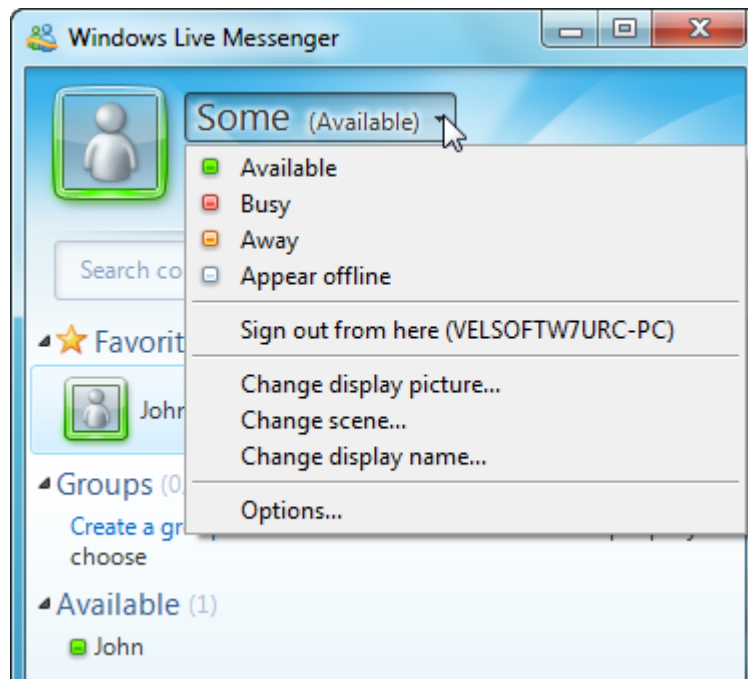
When your friend writes back, you will see their message shown under yours. Continue chatting back and forth by typing something into the text field and then pressing Enter:

That's as simple as it gets! Close the chat window to end the conversation when you have finished.



If you know someone who has used Windows Live Messenger in the past, ask for their permission to add them as a contact and chat with them about all of the different features. If you get stuck, you have the best resource to help you: a real person on the other end!

Messenger (and most other IM protocols that you can use on the Internet) lets you change your status. Even though you may be signed into the Windows Live network, you might be busy with something else or have gone away for lunch while you left your computer on. You can change your status by clicking the pull-down arrow beside your name in the Messenger window and selecting a new status:



If you do change your status to Busy, Away, or Appear Offline (you still sign in but appear as if you are not signed in to your contacts), remember to change your status back when you actually do want to chat.

We could fill an entire manual just with the different features of Windows Live Messenger, but we need to move on. Don't be afraid to explore on your own or ask a more experienced friend for some more tips on using this handy program!

Using Windows Live Hotmail

Windows 7 does not include an e-mail client (a program you can configure to send and receive e-mail). By using your new Windows Live ID, you do however have your very own online e-mail account. In some ways, this account is easier to use than a client installed on your computer because:

- The basics of the account are already set up
- You have lots of space for messages, including large messages with attached pictures and other media (more on this in a moment)
- Because it is online and maintained by Microsoft, you can access it from anywhere in the world where you have Internet access
- It's free!

You can sign into Windows Live Mail in one of two ways: online or through Windows Live Messenger.

To sign in online with a web browser, type mail.live.com into the address bar and press Enter. Enter your Windows Live ID information and click Sign in:



One Windows Live ID gets you into **Hotmail, Messenger, Xbox LIVE** — and other places you see

Hotmail

- Powerful Microsoft technology helps fight spam and improve security.
 - Get more done thanks to greater ease and speed.
 - Enjoy 5 GB of storage that grows when you need it. More cool stuff on the way.
- [Learn more](#)

Don't have a Windows Live ID?

- [Sign up](#)
- [More about Windows Live ID](#)
- [Privacy Policy](#)

Sign in

Windows Live ID:
(example555@hotmail.com)

Password:

[Forgot your password?](#)

Remember me on this computer (?)

Remember my password (?)

[Sign in](#)

Use enhanced security

As you can see, there's a lot happening in front of you when you first sign in. But don't feel overwhelmed, because the basic layout of this page is similar to other programs and folders we have seen so far:

Windows Live™ Home Profile People Mail Photos More ▼ MSN ▼ Search the web bing Some sign out

Hotmail New | Get newsletters | Read our blog Messenger ▼ Options ▼

velsoft_windows_7@li... **Hi, Some!** Wednesday, August 12

Inbox (1) You have ever-growing storage. [Learn more](#)

What's new with your network Personal signatures automatically add your contact information (or anything else) to every message you send.

Birthdays Add your birthday so we can remind all the folks in your network when the big day is.

Related places: Today, Contact list, Calendar

msn

At the top are a number of options to visit the different areas of the Windows Live network, a place to search the Internet using a search engine, and options to change your Windows Live account settings.

In the middle there is a small news feed about your current e-mail status and other happenings in the Windows Live network. However, the list on the left is what we are most concerned with. Here is where you can access your e-mail account.

There are five default folders associated with your e-mail account. Before we get into sending and receiving e-mails, let's see what these folders mean:

Inbox All new e-mail messages sent to you will appear here. If you have new messages, the folder will appear bold with a number in parenthesis, like this: **Inbox (5)**. As you can see in the picture on the previous page, we have already received one e-mail! We'll look at it in a moment.

Junk Junk e-mail is an unfortunately reality associated with the Internet. These e-mails are usually advertisements for anything and everything, can sometimes appear by the dozens, and are fake 99% percent of the time. The best advice we can offer when you inevitably encounter junk e-mail is to ignore it and use common sense. If you have never heard of the sender before or have no idea what they are talking about, be very cautious.

Most e-mail programs/clients (including Hotmail) have very good ways of detecting junk e-mail and will automatically move new messages that are considered junk into this folder. However, don't rely 100% on this feature. Sometimes legitimate messages are treated as junk and vice versa. Again, we encourage you to use common sense. If it's too good to be true or completely incomprehensible, just leave it alone.

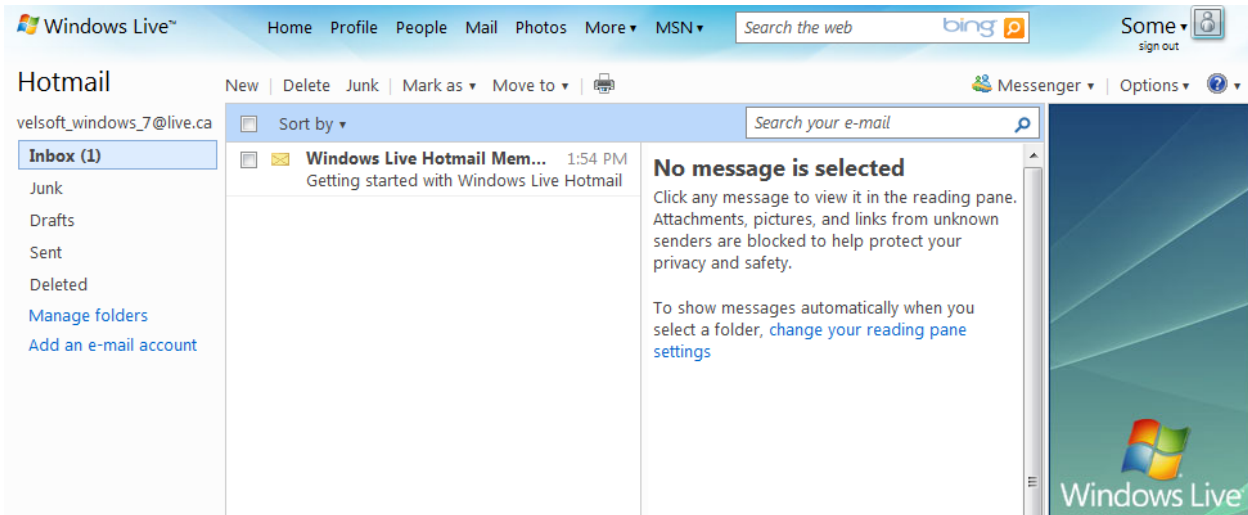
Hotmail automatically deletes messages in the Junk folder every few weeks.

Drafts When you write a new e-mail message, you don't have to send it right away. You can save the e-mail as a draft in this folder and then come back later to finish it and send it to the recipient.

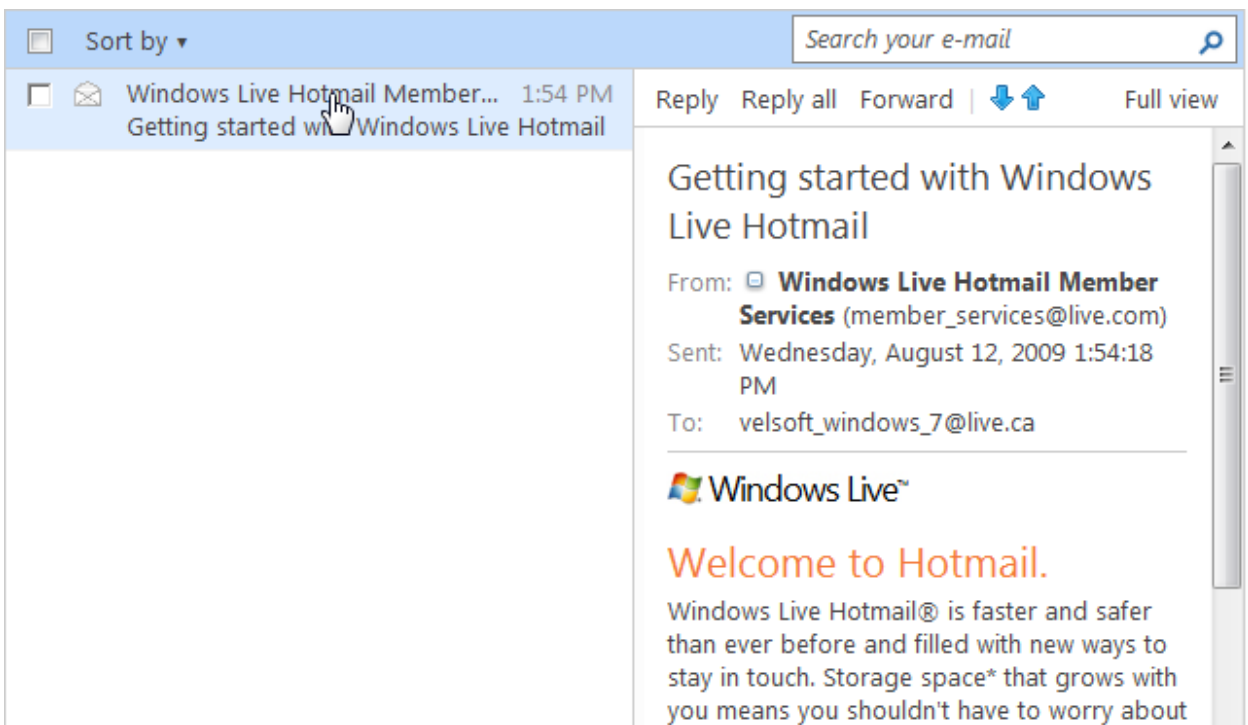
Sent A copy of every e-mail you send is stored here.

Deleted This folder works like the Recycle Bin. If you delete an e-mail message, it isn't actually deleted; it has been moved to the Deleted folder. Be cautious, however; messages that end up here are permanently deleted after a few weeks.

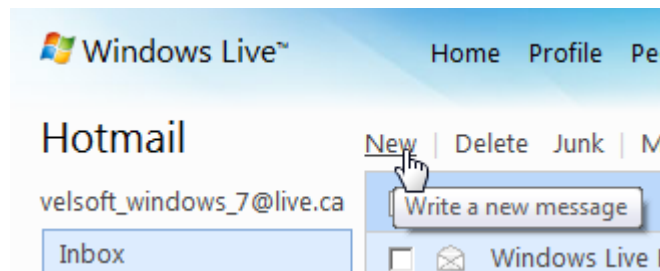
Click the Inbox folder to view any messages you have received:



Messages in bold are new arrivals or haven't been opened yet. To open a message, just click the message title from the list of messages in the middle. The message will open in a preview area to the right of the list of messages:



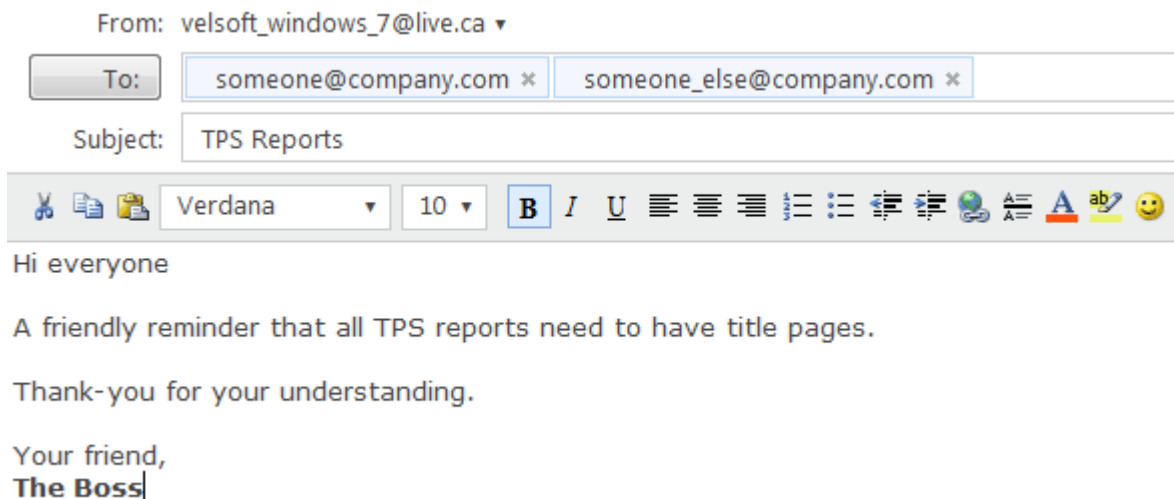
To compose a new e-mail message, click the New link at the top of the Hotmail window:



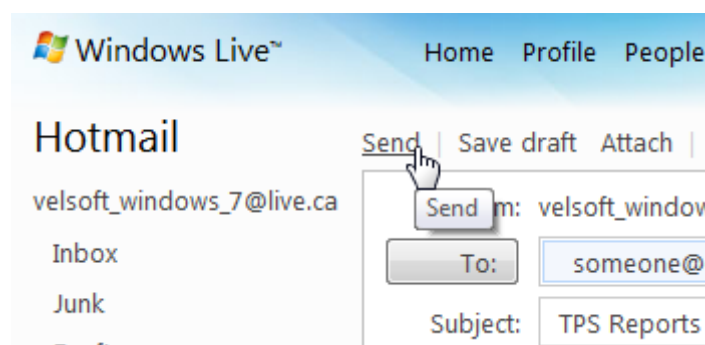
E-mails have four basic parts:

- A **From** field; your e-mail address
- A **To** field; enter the e-mail address of your recipient (or recipients)
- A **Subject**; a short explanation for the recipient knows what the e-mail is about
- A **body**; the actual message you want to send

Once you click New, you can compose your message:



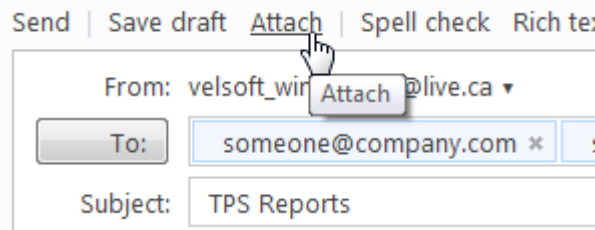
Once your message is complete, click Send at the top of the browser window:



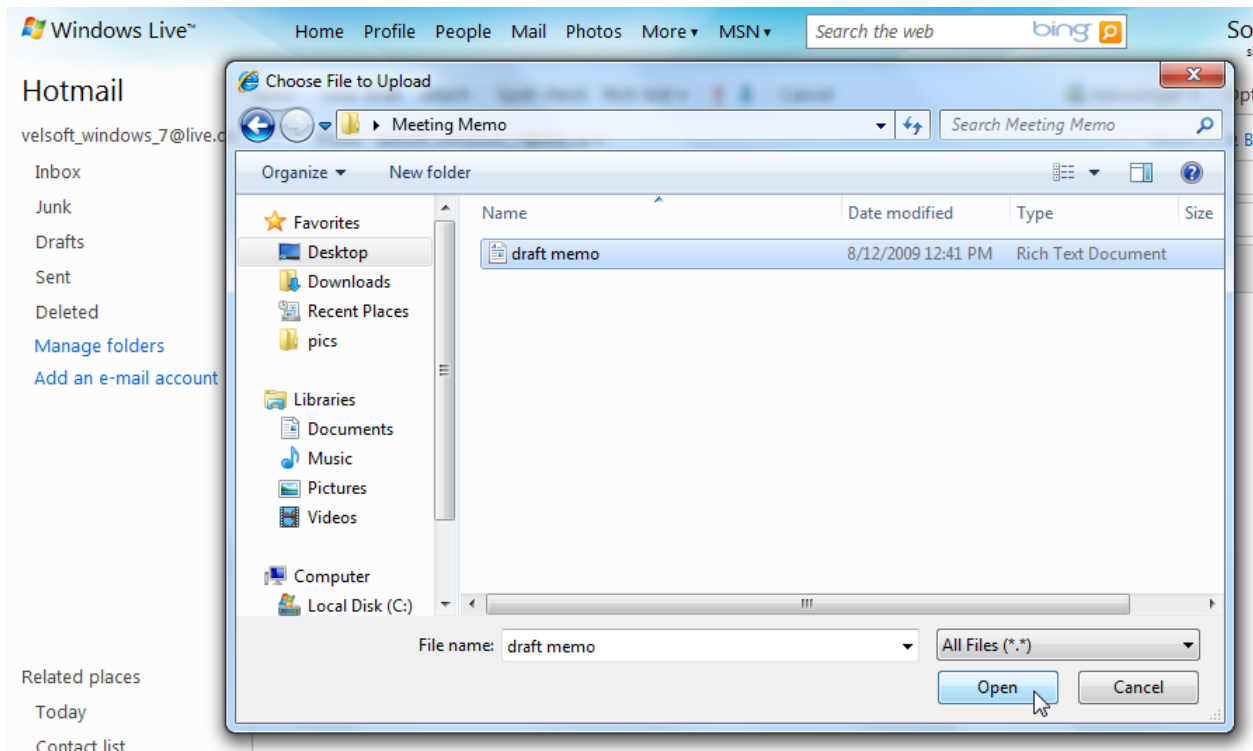
E-mails can include **attachments**. Attachments are supplemental files that provide the recipient with extra information about your message. For example, if you have created a draft meeting memo in WordPad and want to pass it around to the meeting participants, you can attach the file to an e-mail message and then sent it to everyone.

Many people also add pictures or Microsoft Office PowerPoint presentations to e-mails.

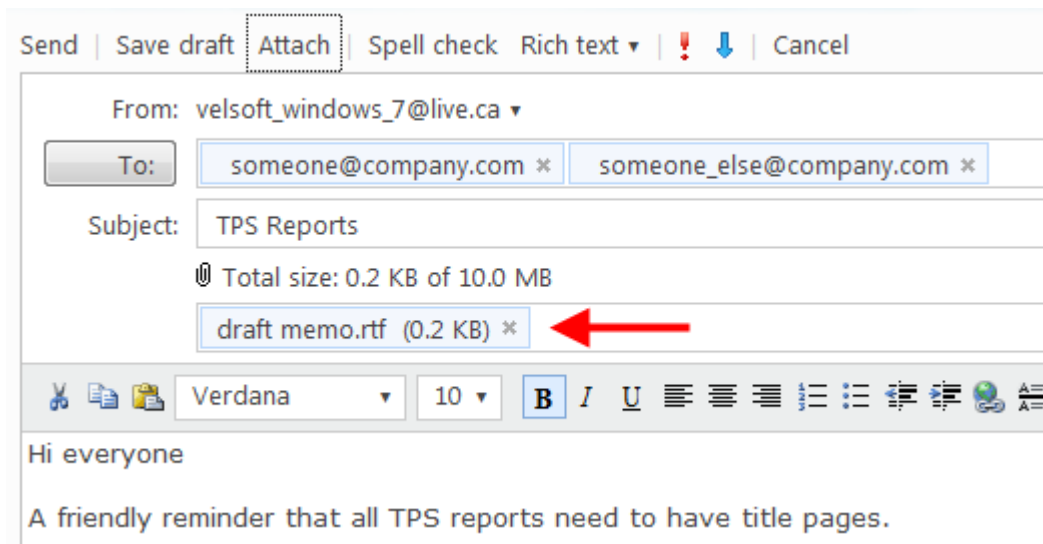
To add an attachment, click the Attach command at the top of the message:



This will open a window where that you can use to browse your computer and locate the file to attach. Select the file to attach and then click Open:



The attachment will upload itself and then be listed underneath the subject line of the message. You can repeat this process as many times as necessary until you have attached all files you need or filled up the 10 megabytes of available space:



We've come a long way since the beginning of the manual! By now you should be comfortable with navigating around your computer, familiar with using the programs included in Windows 7 to get things done, and hopefully had a bit of fun using the Internet and Windows Live.

Chapter 5: Getting Help in Windows 7

In this chapter you will learn how to:

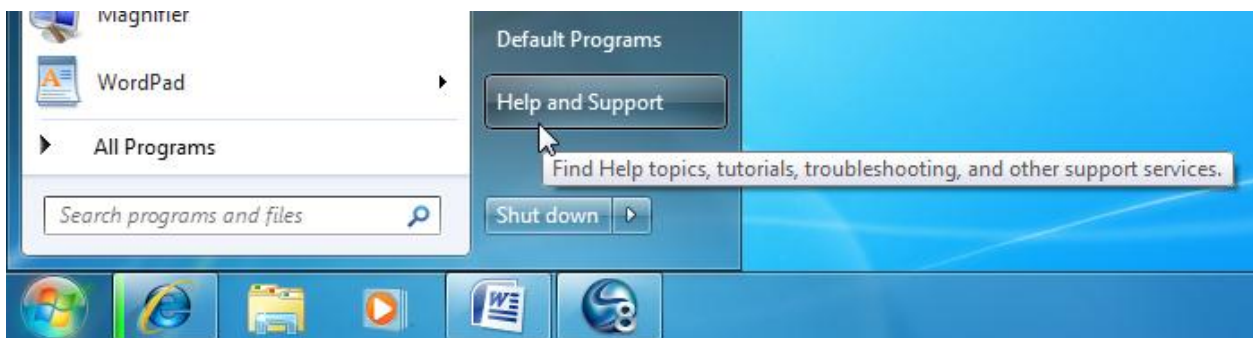
- Launch Help in different ways
- Recognize the different parts of Help and Support
- Search for a Help topic
- View Windows tutorials
- Navigate through the Help file
- Use the table of contents
- Print a Help topic
- Ask for help with Remote Assistance
- Set Help options
- Recognize the difference between online and offline help

5.1 The Basics of Help

Windows 7 was designed to be intuitive and visual-driven so even someone who has never used a computer before can find their way around, once they understand how to interact with the keyboard and mouse. Many features and commands in Windows 7 will give a brief explanation or name of the command to help you out.

Launching Help from the Start Menu

Windows 7 bases all of its help files in one place: the Help and Support Center. Click Start → Help and Support to open the center:



Windows Help and Support

- Click Start → Help and Support
- Contains a complete help file for all of Windows 7. Help and Support can be used offline (local help content) or online (checks with Microsoft to see if there is new or edited help content).

At the top, there are Back and Forward buttons, some other commands, and a search text box. (Does this look familiar?) The Windows Help and Support Center was designed for quick usage. Type a word or term into the search text box and press Enter.

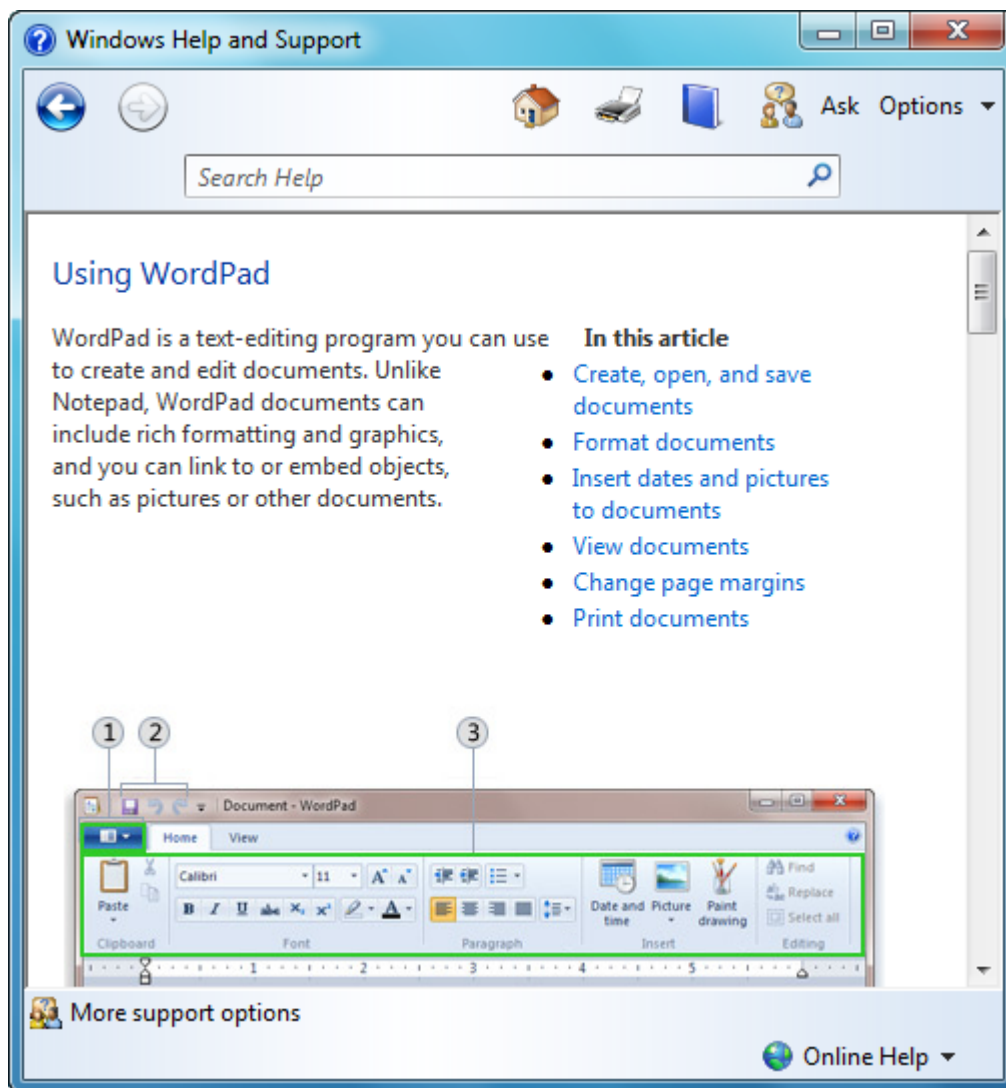
In the middle, there are three links that you can follow to find out more about the basics of Windows 7 and using your computer. At the bottom, there is a link to visit the Windows 7 Web site and a place where you can switch between Online and Offline Help.

Launching Help from within a Windows Application

Each program is different in its own way, but most desktop applications have a Help file that is accessible in more or less the same way. You can usually open this file by pressing F1 on your keyboard, clicking Help → Contents, or Help → Help Topics. You should also be able to open Help by clicking the help icon in the window, which usually looks like a question mark:



For example, here is WordPad's Help file:




You can read the Help file from start to finish or click one of the links on the right to jump to a section of the document. When you are finished with the Help file, just close the window.


Overview of the Help and Support Window


The top of the window features the standard Back and Forward navigation buttons as well as some other commands and a search text box:

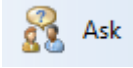


The commands on the right side of the screen provide quick links to different features of help:

- Home**  This will return you to the main welcome screen of the Help and Support Center.

- Print**  This will print the current help topic on your printer.

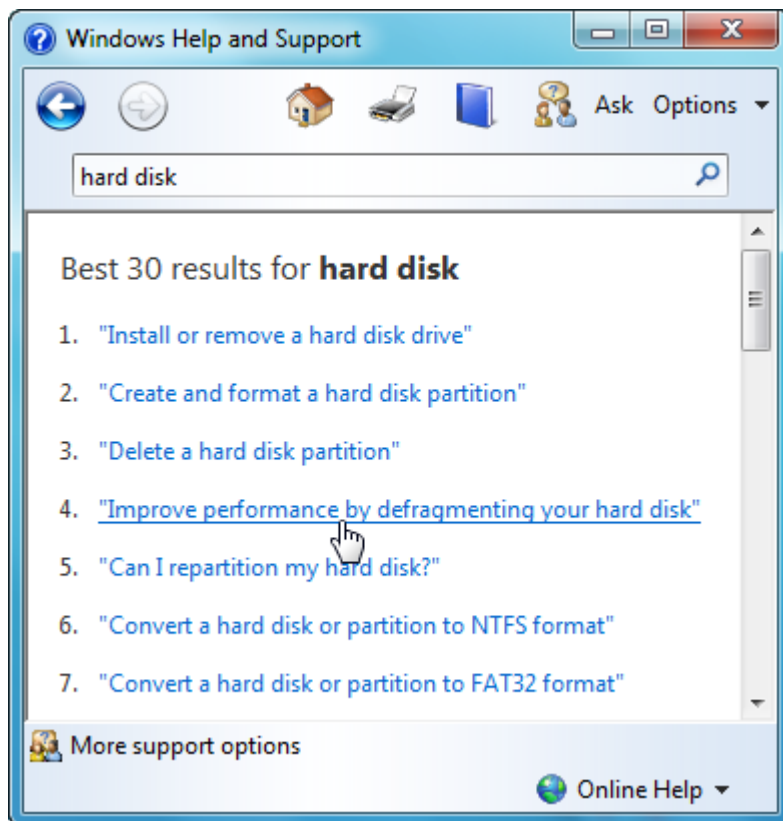
- Table of Contents**  This command will let your view the contents of the entire Windows help file.

- Ask Someone**  You can request assistance with a problem with this link. This enables you to allow another user to use your computer from a remote location, post or ask a question online, or contact Microsoft's technical support.

- Options** You can change the size of the text on your screen, find a certain word or phrase on the current page, or opt into some Customer Feedback Programs.

Searching for a Help Topic

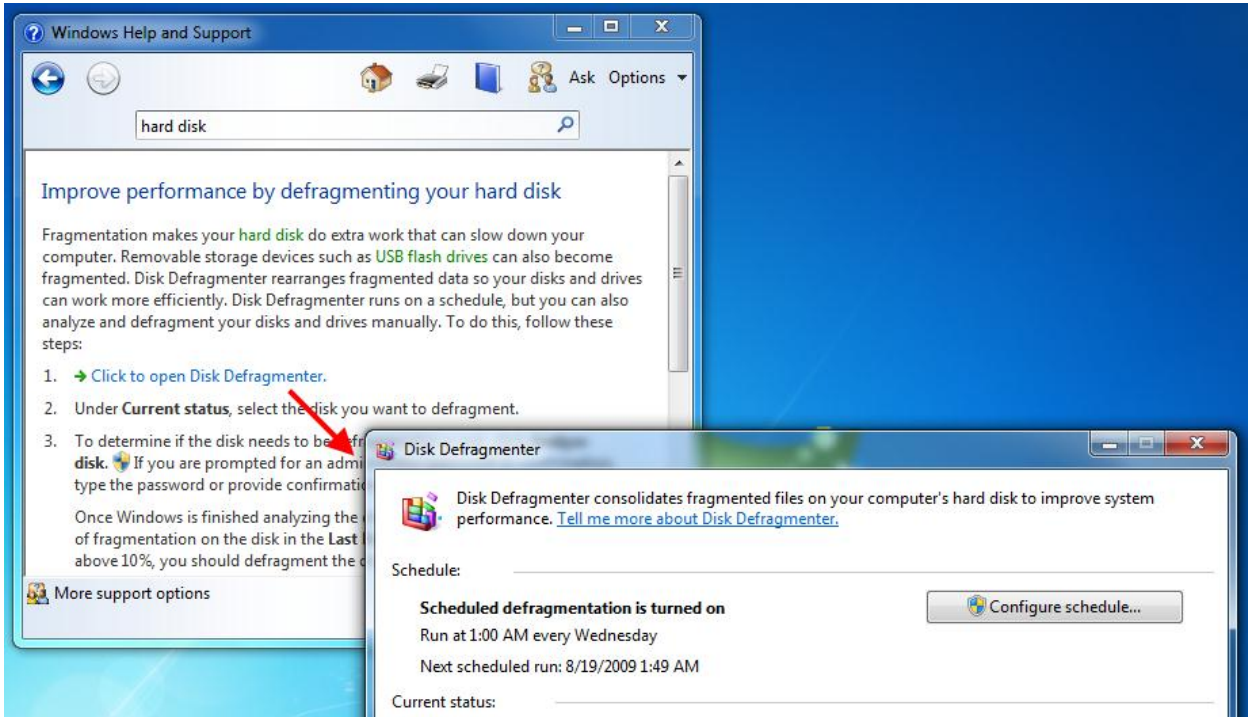
When you first open the Help and Support Center, you can enter a search term into the search text box and press Enter. You will then be shown a list of matching search results. For example, if we search for "hard disk," we are presented with a number of topics related to the term:



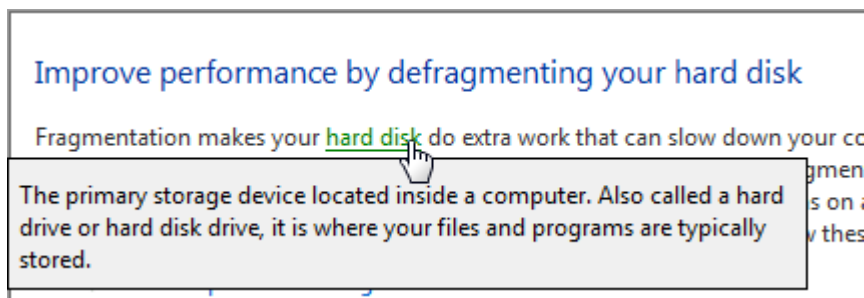
Click one of the links to read the associated article. Remember you can use the Back and Forward buttons to navigate, click the Home button to return to the opening

screen, or just type in a new search term into the text box to look up information on something else.

Often in the Help files there are links to open a program or feature in Windows. For example, the link in the image below opens another program in Windows where you can perform an action:



The help file also includes some text written in green. These are definitions that describe a bit more about the more technical aspects of a computer. To read a definition, click the green text:



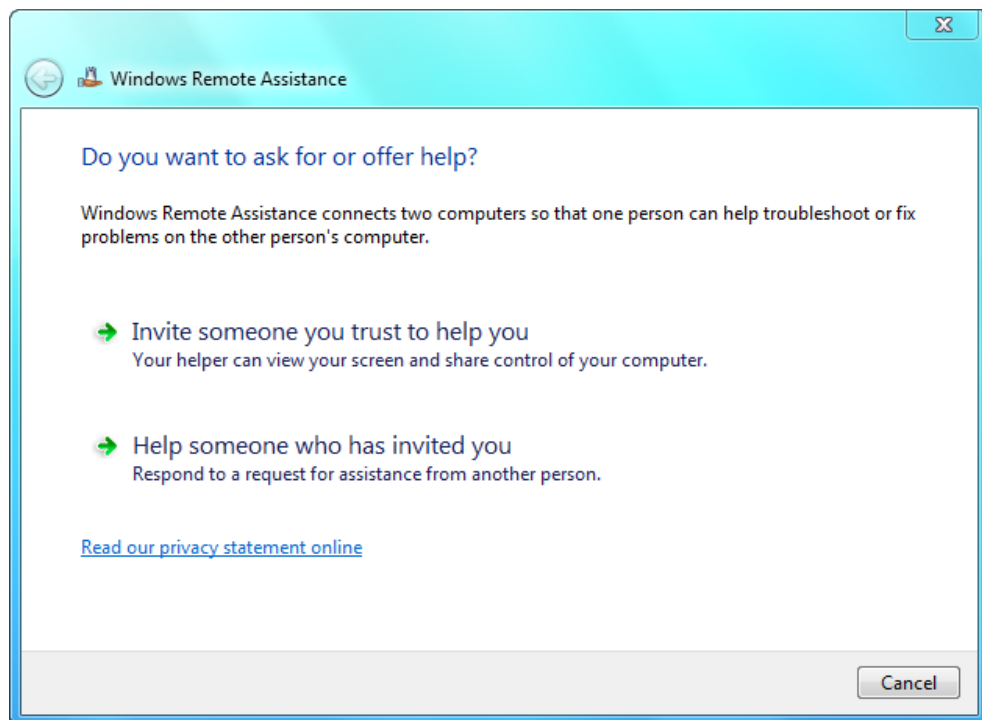
Ask Someone

The Ask Someone section of the Help and Support Center gives you three main options:

Windows Remote Assistance

Windows Remote Assistance allows another Windows 7 user to connect to and control your computer through the Internet. They have full access to the mouse and keyboard, and can control any aspect of your computer.

Click the Use Windows Remote Assistance link, and select if you are requesting help or are offering to help:



If you require help, you can send an invitation e-mail to another user. If you are offering to help, you can browse your computer for the invitation file the other user has given you in order to connect. You can also connect to a computer via the computer name or IP address (electronic address of the physical computer).

Microsoft Answers

Clicking this link will launch Internet Explorer and open the Microsoft Answers Web page. This page is a special forum where people can ask and answer different questions related to Windows.

Use the search bar at the top of the Web page to search for relevant results to your question, or use the find list on the left to browse through the available topics:



You can also sign into Windows Live using this page.

Computer Manufacturer/ Microsoft Customer Support


This link provides contact information for a wide variety of computer manufacturers as well as information on how to get in touch with Microsoft.

5.2 Using Windows Basics

Choosing a Preset Topic

Open the Help and Support Center and click Learn about Windows Basics:

Not sure where to start?

- [How to get started with your computer](#)
- [Learn about Windows Basics](#)
- [Browse Help topics](#) 

There are six topics to choose from:

Learn about your computer	These topics start right from the ground up by describing the different parts of a computer, how to use your mouse and keyboard, and how to properly turn off your computer.
Desktop fundamentals	The parts of the desktop, Start menu, Taskbar, Gadgets, and other standard features are all covered here. You can also learn how to control a window and how to interact with the various bars, buttons, and menus in Windows.
Programs, files, and folders	This section talks about how to use different programs like Paint and WordPad, techniques for working with files and folders, and an introduction to printing with your computer.
Internet and e-mail	Topics here include an introduction to the Internet and Internet Explorer. You can also view topics to become familiar with the basics of computer security and wireless networks.
Pictures and Games	Read more here about how to have a bit of fun with your computer by working with pictures and playing games.
Help and Support	These topics introduce how to use the basic help functionality of Windows and how to take advantage of the accessibility features (for people who are differently-abled).

Choosing Subtopics

Click any of the links in the different sections to read more about a topic:

Programs, files, and folders

- [Using programs](#)
- [Working with files and folders](#)
- [Getting started with printing](#)
- [Getting started with Paint](#)

The subtopic will then open in the same window so you can read more:

Getting started with printing

You can print almost anything with Windows: documents, pictures, webpages, or e-mail.

This article is designed to introduce new computer users to common printers and the basics of printing in Windows.

Buying a printer

Printers you encounter on store shelves are usually grouped into three categories. These are the most common types of printers sold for home or office. Each technology has pros and cons.

Inkjet printers

Inkjet printers squirt small dots of ink onto the page to reproduce text and images. Inkjets are popular because they're relatively inexpensive. There are also many models to choose from, including ones designed specifically for printing color photos.

The downside? Inkjet printers are often slower (measured in pages-per-minute) than laser printers and require regular ink cartridge changes.

In this article

- [Buying a printer](#)
- [Connecting your printer](#)
- [Printing in Windows](#)

What's DPI?

DPI, or dots per inch, is a measure of a printer's resolution. DPI determines how crisp and detailed your document or picture will appear. It's an important consideration when buying a new printer.

Moving Back and Forward

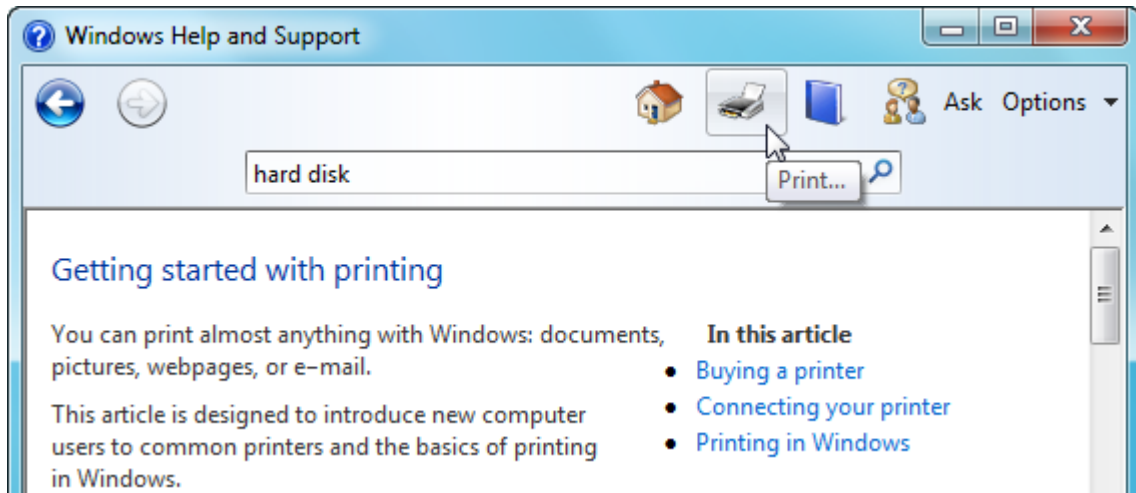
As you search for a topic or for your own interest, you may find you have gone too far ahead, too far back, or have simply traveled down a wrong path. Click the Back button to go back to the previous page in your history or the Forward button to retrace your steps if you have clicked the Back button.

You can also click the Home icon or the book icon to visit the welcome page or table of contents, respectively:

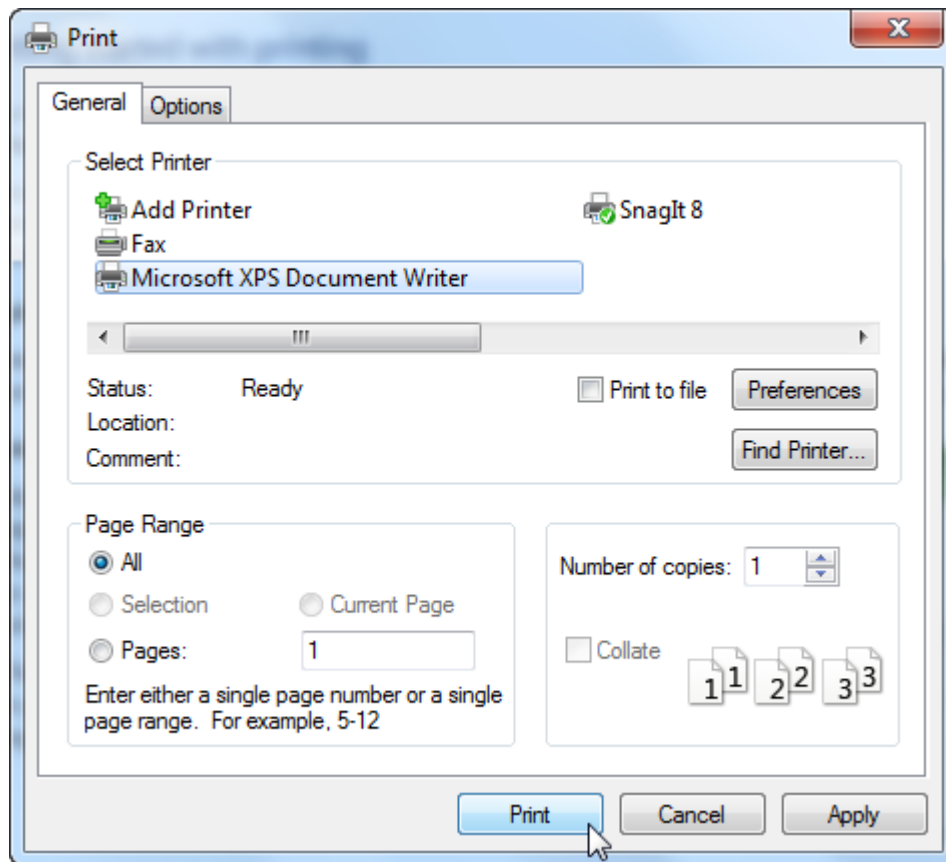


Printing a Topic

If you come across a particularly helpful or complex topic, you might want to print a hard copy so you have something quick and easy to refer to. Simply navigate to the topic you wish to print and then click the Print icon:



This will open the Print dialog box. Select your printer from the list and then click Print:

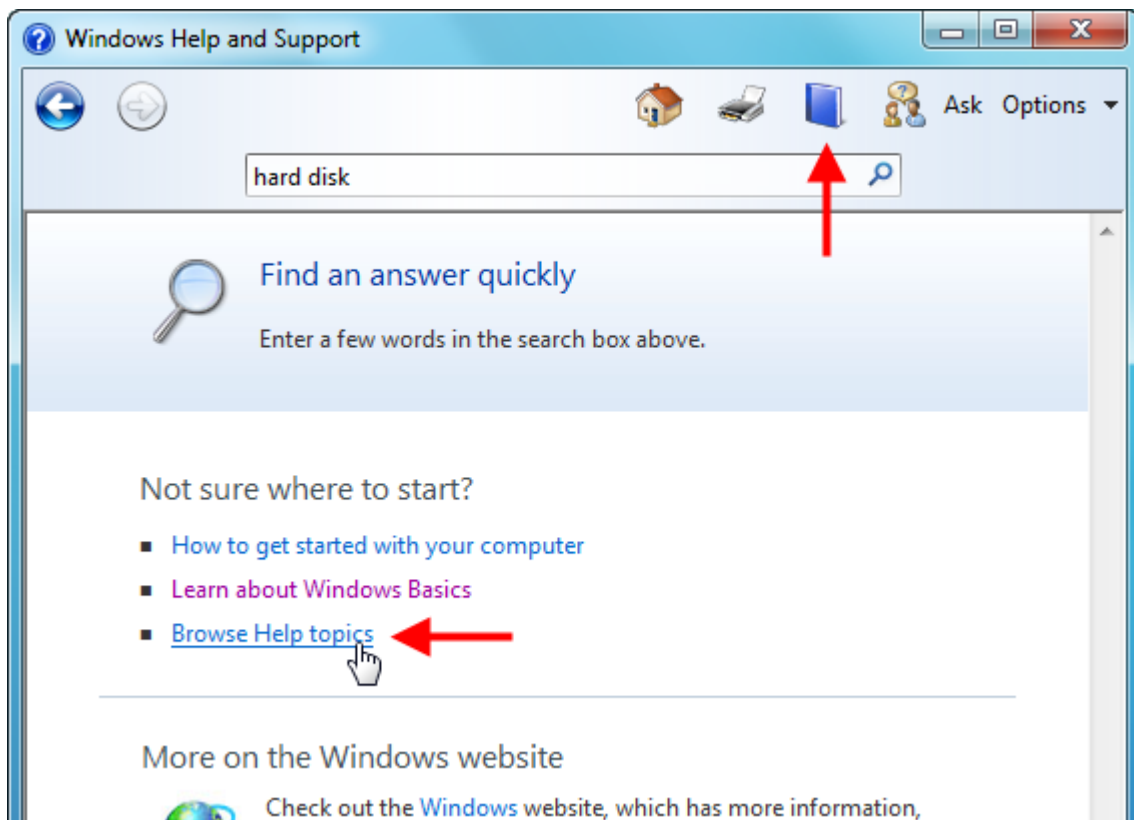


5.3 Using the Table of Contents

The Table of Contents gives you access to the entire Windows 7 help file. There are a broad range of categories to help you find the answer to nearly every Windows feature.

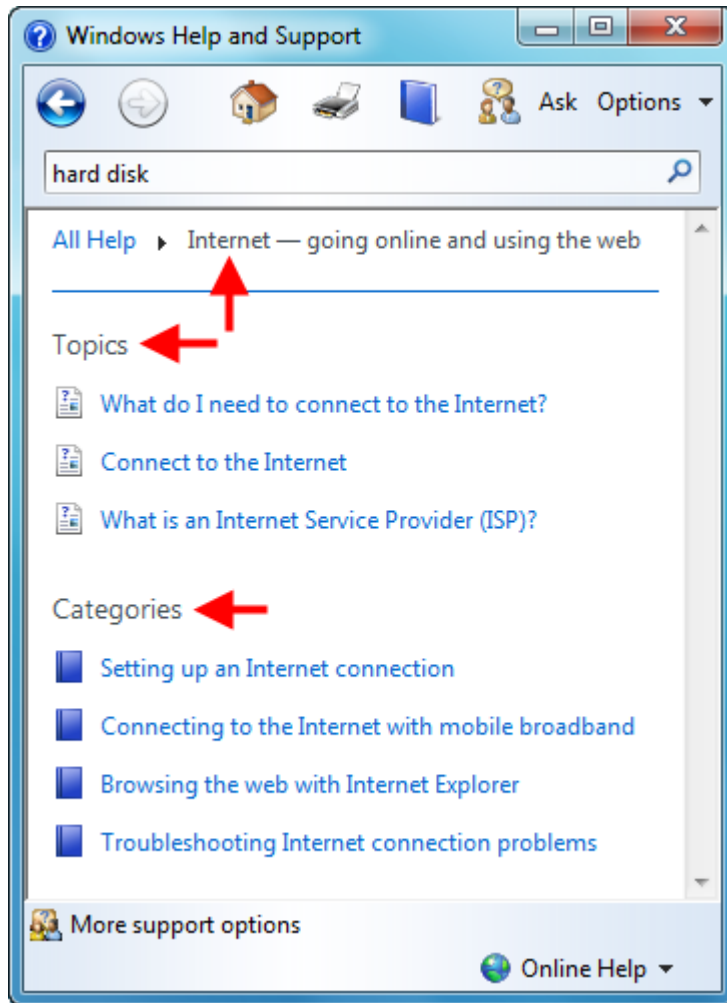
Opening the Table of Contents

Click Browse Help Topics in the Help and Support Home screen or click the blue book icon at the top of the window:



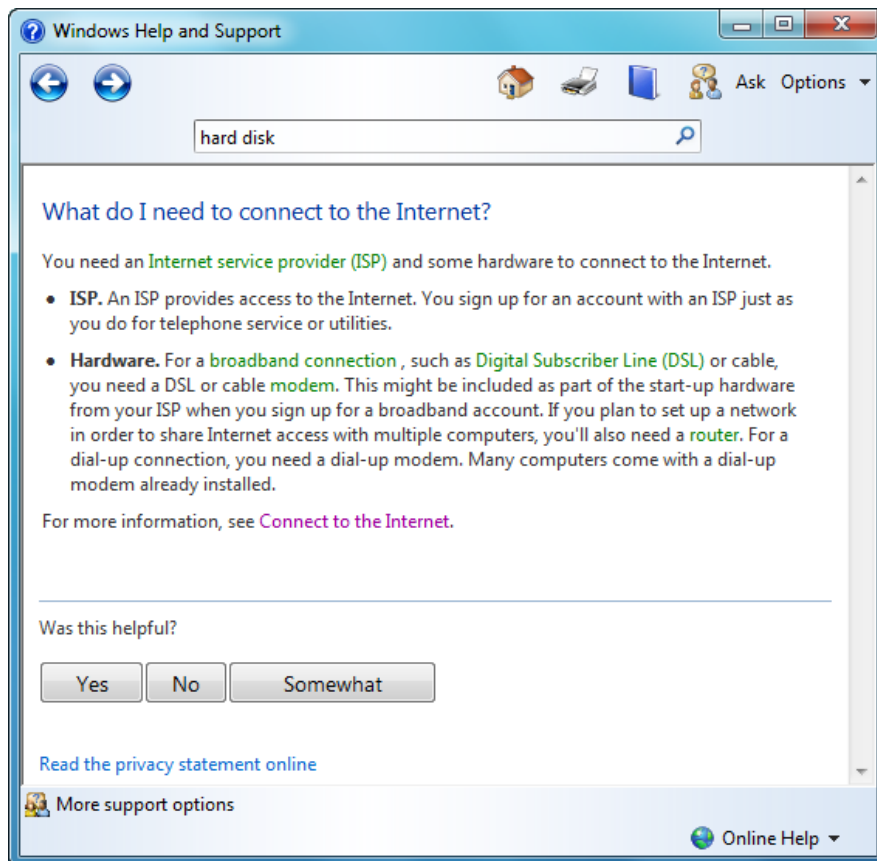
Choosing a Topic

To select a topic, simply click the book icon containing the topic information you are interested in. Each book icon acts like a category, and each category has its own topics:



Choosing a Subtopic

A single topic inside a category looks like a small page from a book. This indicates that you have reached the lowest level in this path and this topic does not contain any subcategories.



You can also rate the helpfulness of each topic you read. Microsoft records the number of helpful, unhelpful, and somewhat helpful topics that people report. If many people report an unhelpful topic, this particular help topic will likely be updated at a later date.

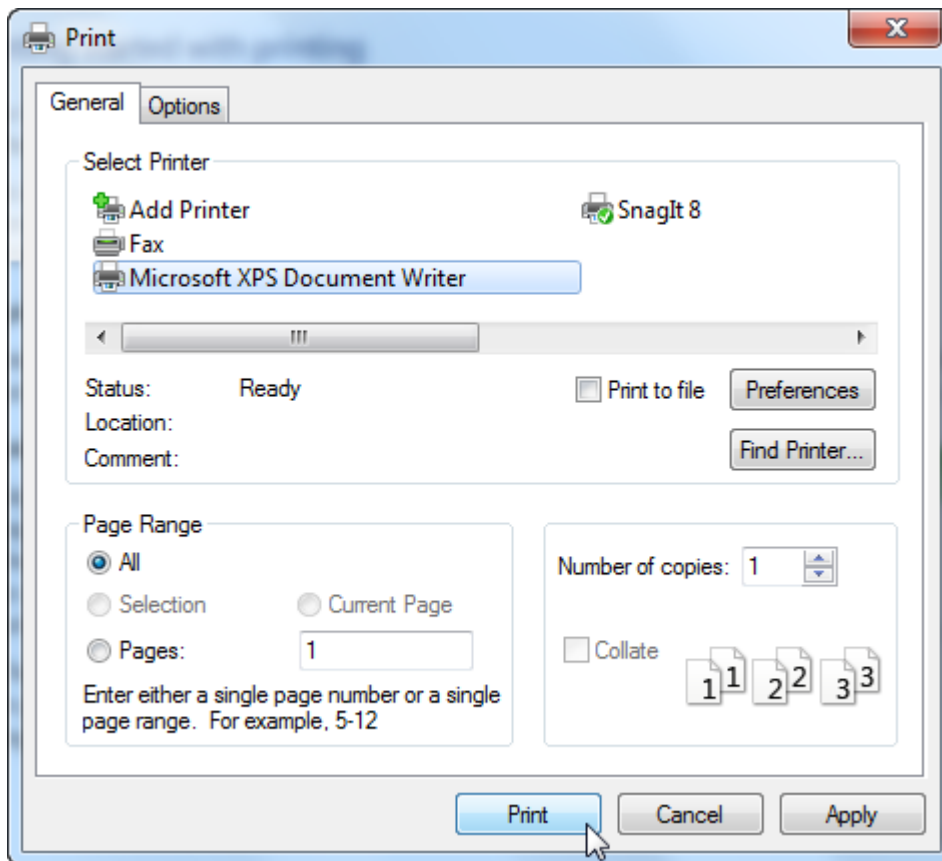
Moving Back and Forward

You guessed it – the navigation buttons at the top of the page will move you backwards and forwards through the path you have followed in the Help and Support Center. You can always click the Home button or use the Table of Contents to jump to a particular topic.



Printing a Topic

If you want a paper copy of a help topic, open any topic of interest to you and click Print:



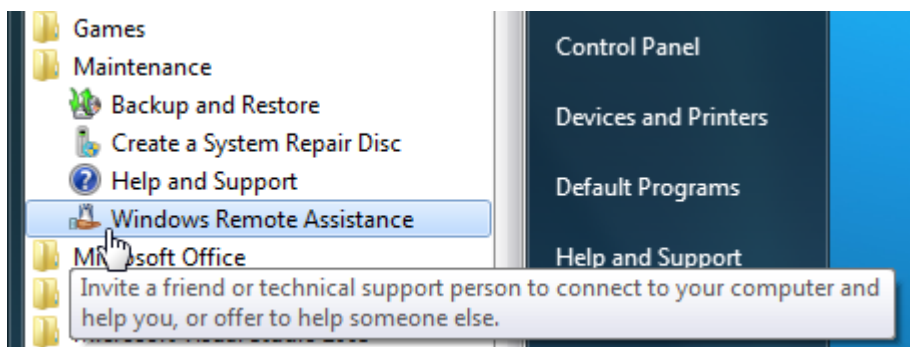
Choose the printer or printing service you want to use, specify the number of pages and copies, and then click Print.

5.4 Advanced Help and Support Tools

Remote Assistance

Remote Assistance is like a virtual link between two computers. The host sends an invitation to another user who in turn connects to the host's computer. The other user then has full control over the keyboard and mouse on the host computer. You can ask for help from another Windows 7 user or offer to help someone else.

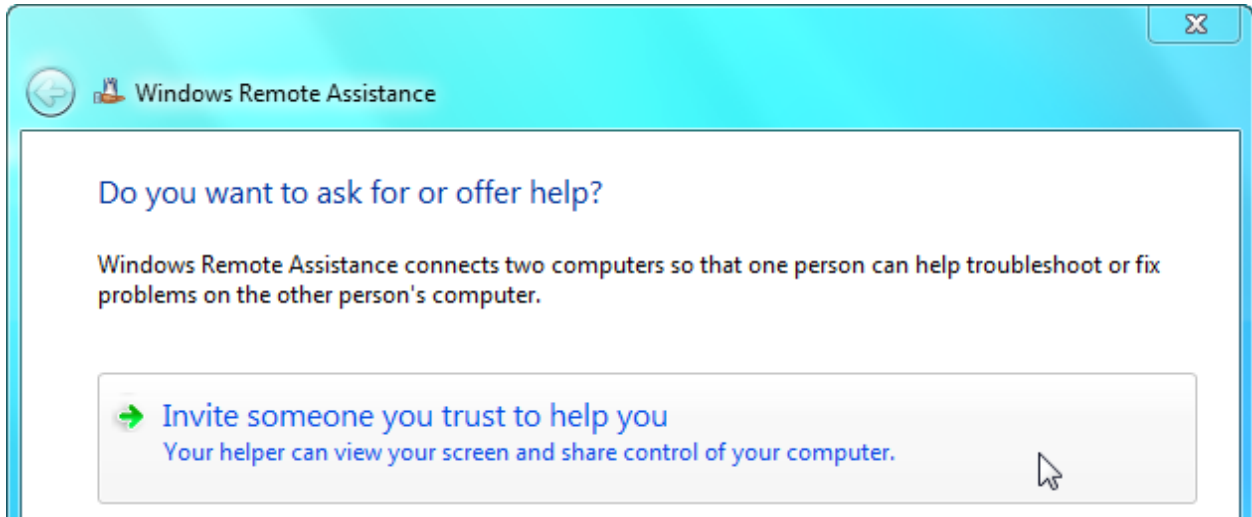
Let's examine the steps needed to invite someone to help you. First, launch Windows Remote Assistance by clicking Start → All Programs → Maintenance → Windows Remote Assistance:



Windows Remote Assistance

- Click Start → All Programs → Maintenance → Windows Remote Assistance
- This program lets you invite another user to share your computer and help you. You can also provide help to another person.

Click the top option to invite someone to help you:

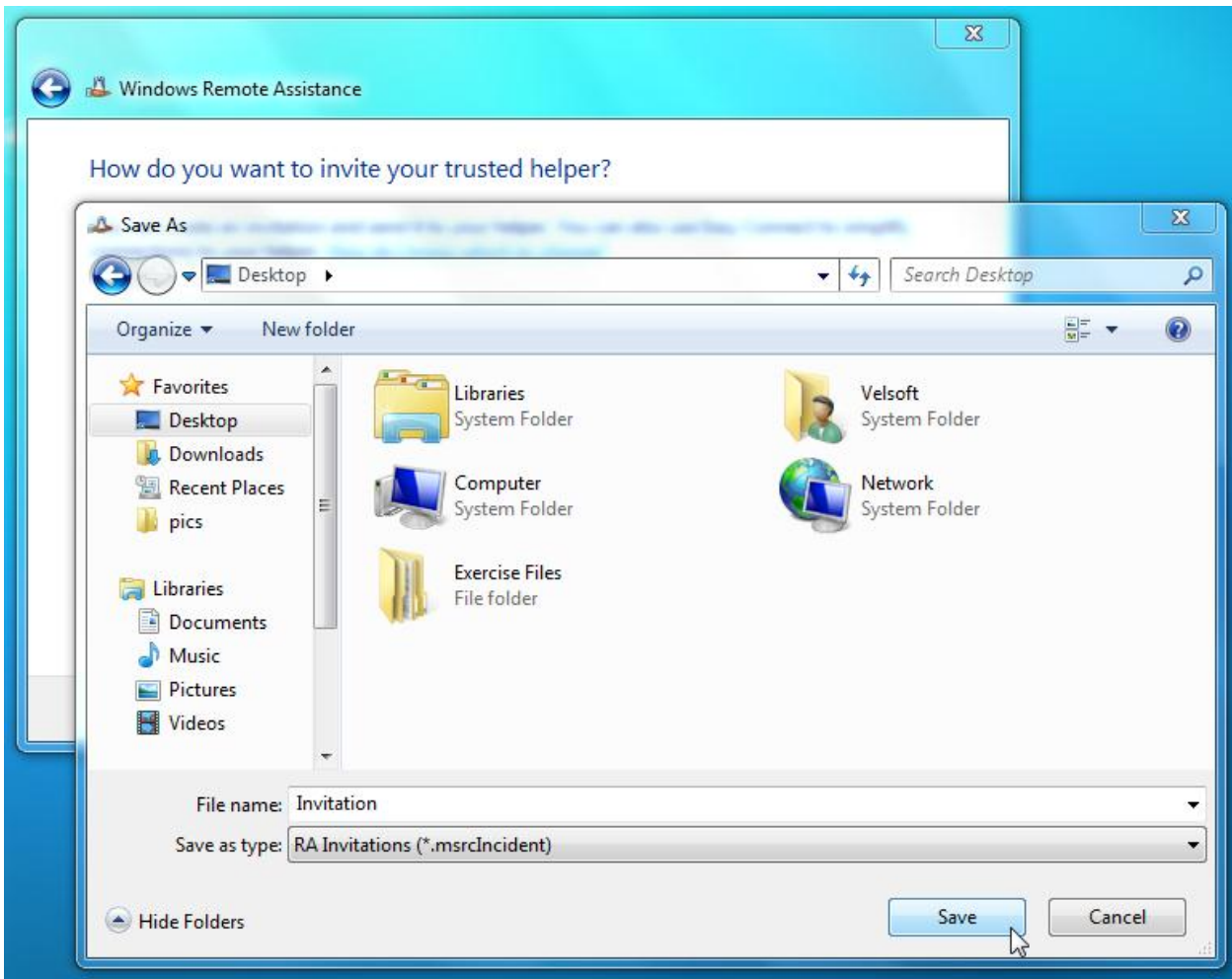


You now have the option to send an e-mail invitation in one of two ways. You can send an invitation file to another person using a Web-based e-mail service like Hotmail or you can send it via a third-party e-mail client you have installed on your computer.

Remote Assistance invitations are capable of being accepted and used by people who use Windows Vista and Windows 7.

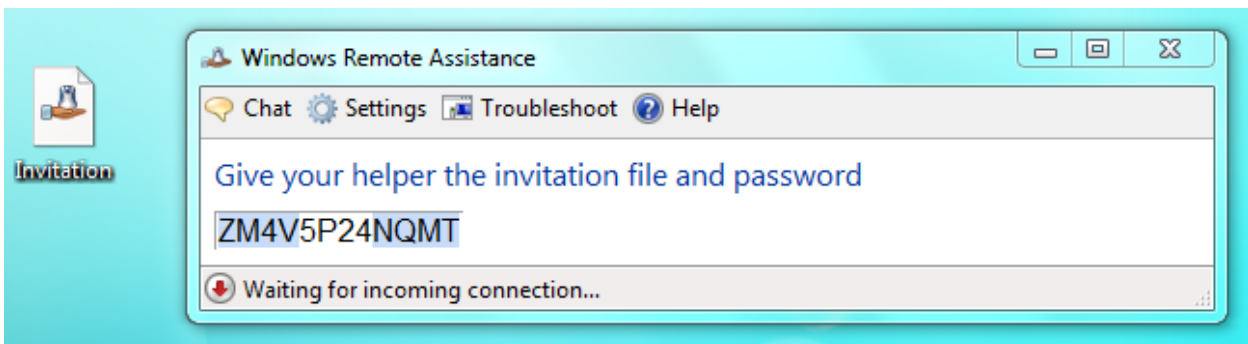
The third option is to use Easy Connect. This is a new protocol that lets two Windows 7 users share information more easily, but this feature is beyond the scope of this manual.

We will click the first option to continue with this example. This will open a Save dialog that asks you to save the invitation file somewhere on your computer. You can save it wherever you like but we recommend the Desktop because it is probably the easiest place to find a file:



Click Save to save the file.

Once the file has been saved, Windows Remote Assistance will open and present you with a password, like this:

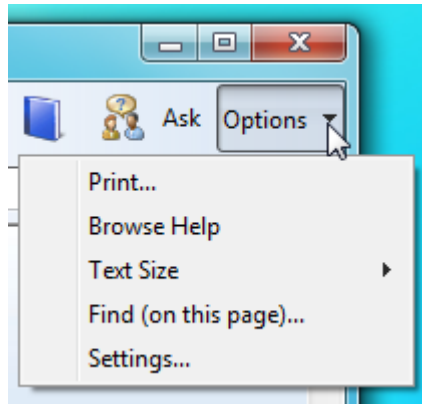


Windows Remote Assistance will wait until you have e-mailed the Invitation file to someone else. **Don't close Windows Remote Assistance!** If you do, you'll have to follow this process again to create a new invitation and password.

When they open the file, they will require the password that Windows Remote Assistance has given you. You can send the password via e-mail, call them on the phone, or use some other method (such as Windows Live Messenger).

Setting Help Options

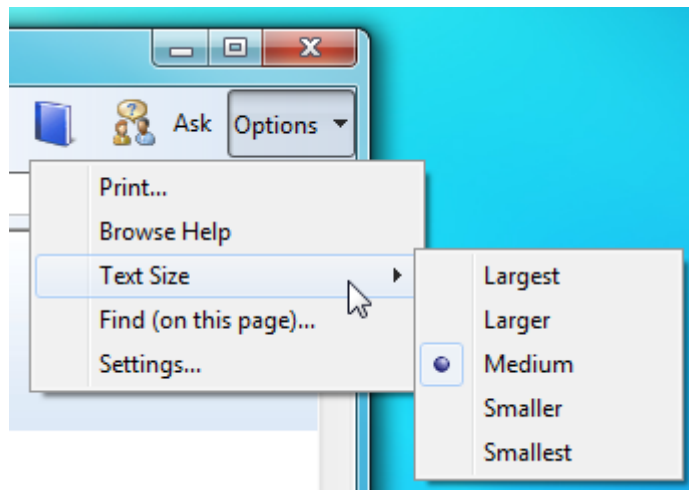
In the upper right-hand corner of the Help and Support Center you may have noticed one final menu: the Options menu. This menu offers options to make using Help and Support easier:



Print This option will print the currently displayed topic.

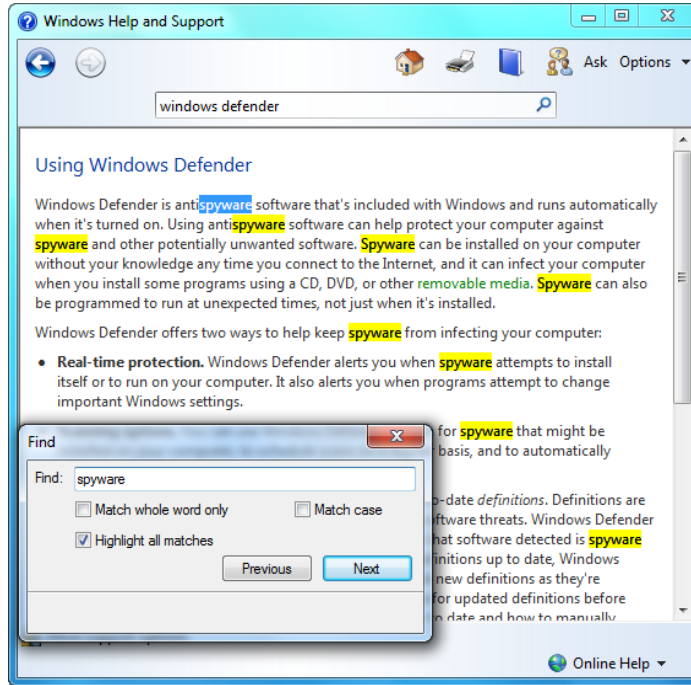
Browse Help This option is a link to the table of contents for Windows 7.

Text Size If you are having trouble reading the help file because the text is too small (or too big), use the sub menu to adjust the text size:



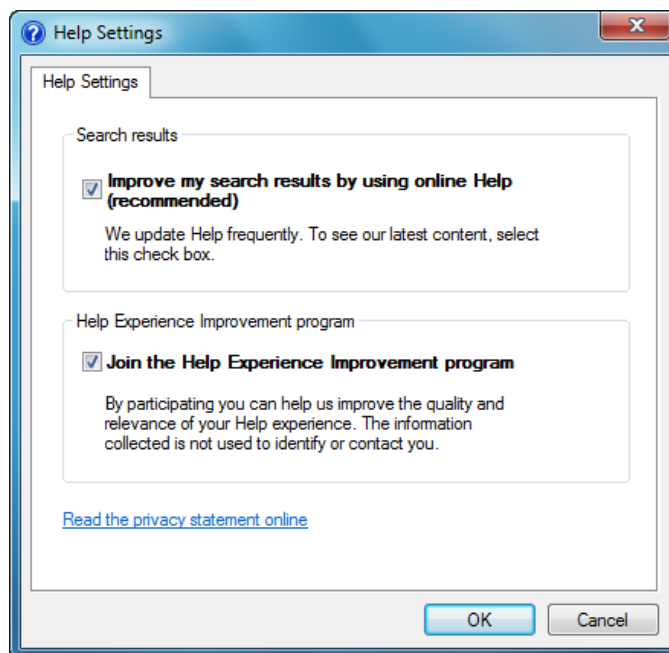
Find

If you have used the search bar to look for a particular keyword, use the Find option to easily pinpoint the place in the help topic where the keyword was found. Every instance will be highlighted!



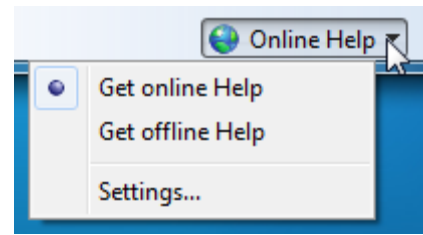
Settings

You can choose to browse the online help file as well as the local Windows 7 help file for answers to your questions. You can also opt into the Help Experience Improvement Program, which is designed to anonymously send information about your search topics to Microsoft. This data is then used by Microsoft to better suit the help file to the types of questions people are asking:



Online vs. Offline Help

At the very bottom of the Help and Support Center is a combo box used to select whether you would like online or offline help. Online help requires an Internet connection, but will contain the most up-to-date information. Offline help is faster to search, but you might not be getting complete or accurate information if changes are made to the Windows 7 operating system and Help file in the future.



The Settings link prompts you for the same information as the Settings option in the Options menu.

Chapter 6: Customizing Your Desktop

In this chapter you will learn how to:

- Move, lock, unlock, and resize the taskbar
- Customize other taskbar properties
- Interact with and customize taskbar icons
- Add and create toolbars on the taskbar
- Use and customizing the Start menu
- Use the Start menu's pinned list
- Customize your desktop
- Move and sort desktop icons

6.1: Customizing the Taskbar

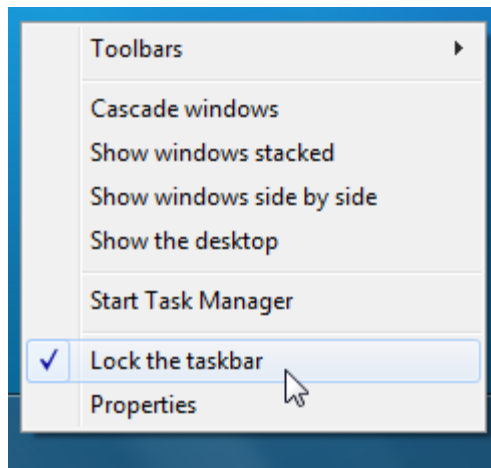
Locking and Unlocking the Taskbar

The taskbar holds the Start button, displays icons for open programs, tells the time, and displays other information about the computer:



By default, the taskbar is locked. This means it cannot be modified to look or function differently. However, as we explore different concepts in this and following lessons, we will need to know how to unlock the taskbar.

To unlock the taskbar, right-click in an empty area of the taskbar and click Lock the Taskbar to uncheck this field:



Windows 7 doesn't give you any visual indication that the taskbar has been locked or unlocked. You will have to right-click an empty area of the taskbar again to be sure.

Moving the Taskbar

The Taskbar is a feature that has been around since Microsoft introduced Windows 95. It has always been displayed by default at the bottom of the screen. However, it can be displayed on the left, right, or top of the screen as well, depending on how you like your screen to be set up.

Moving the Taskbar is easy to do. Make sure the taskbar is unlocked and then click and drag an empty part of the Taskbar to the side of the screen of your choice, such as the left side:



As you move the taskbar around, any open windows or icons on the desktop will reposition themselves to account for this change.

If you are satisfied with the location of the Taskbar, we recommend that you lock the taskbar to prevent accidentally clicking and dragging it somewhere else.

Resizing the Taskbar

If you use many programs at once or use a smaller screen resolution, your taskbar can start to look cluttered. This can make switching between different windows more difficult. With the taskbar unlocked, move your mouse to the top edge until your cursor changes into a double-headed arrow. Click and drag to raise or lower the height of the Taskbar to your liking:



You can take up half of the screen with the Taskbar if you want:

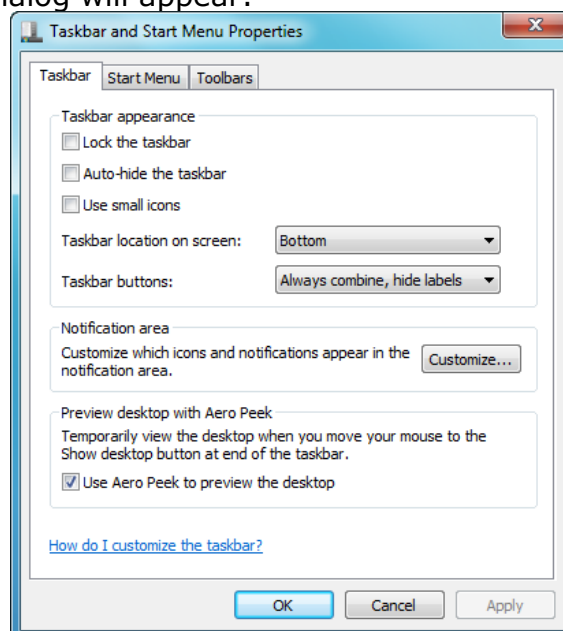


However, if you need that much space for all of the work you want to do, you might instead consider hiring an assistant or purchasing a few extra monitors!

Other Taskbar Options

The taskbar features a few more tricks if you would like further customization. For example, imagine you are an animator or graphic artist and only use one or two programs during the course of your workday. Despite the taskbar being fairly small to begin with, you would rather have all the space on your screen available. In that case, you can make the Taskbar go away until you need it again with the AutoHide feature.

Right-click some empty space on the taskbar and click Properties. The Taskbar and Start Menu Properties dialog will appear:



Check the box marked "Auto-hide the taskbar" and click OK. This will make the taskbar disappear except for a single line across the bottom of the screen. Move your mouse to the bottom of the screen and the taskbar will reappear:



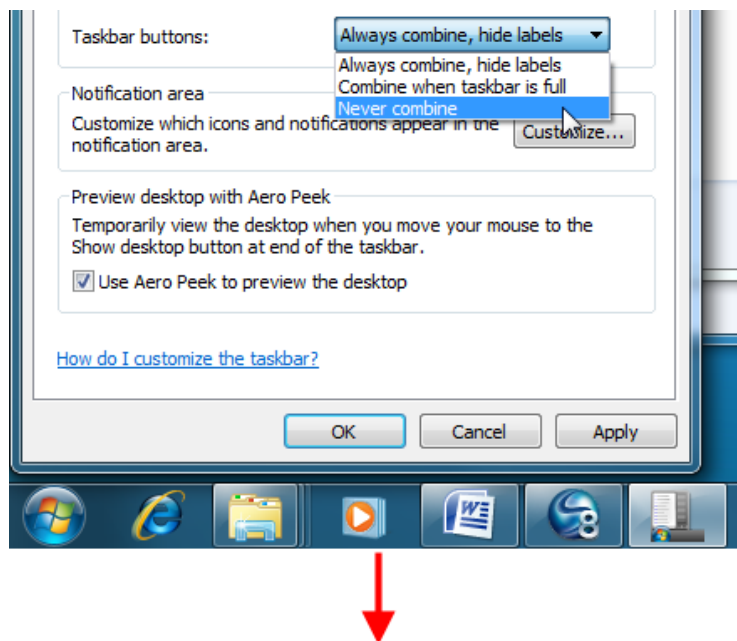
On the other hand, if you work in desktop publishing and have many different documents open at the same time, the Taskbar will group windows of the same program together into one button. Windows 7 does this by default, creating a "stacked" icon:

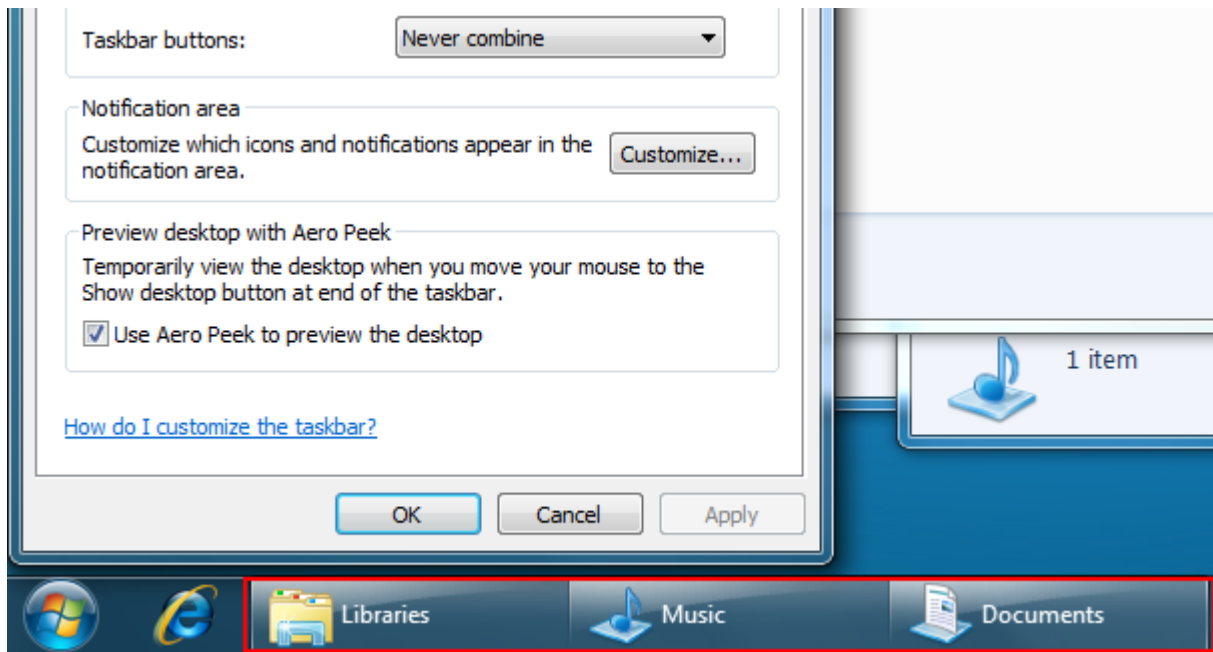


Hover your mouse over the stack to see a thumbnail image of each view. Point to a thumbnail to use Aero Peek and view the window, click the thumbnail to open that window, or click the close button beside the thumbnail to close the window:



If you wish to turn off this grouping feature and view the names of the programs/folders open on the desktop, use the Taskbar buttons combo box:





For example, the “Never combine” option displays taskbar icons in the traditional way, with the icon shown beside the name of the program or folder that is currently open. Click Apply to confirm the changes or OK to confirm the changes and then close the Properties dialog box.

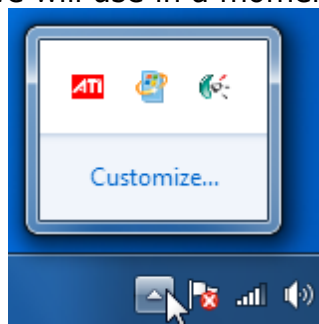
6.2: Advanced Taskbar Options

Interacting with Inactive Icons

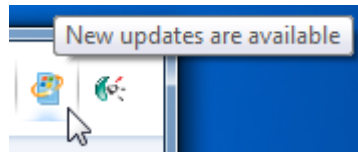
When you install certain programs on your computer, sometimes the programs install small programs that reside in the System Tray. There are two types of icons. The first kinds are system icons and are included with Windows. These are directly related to the operation of Windows and your computer. These include the volume icon and a link to the Action Center:



You may see a small arrow to the left of the icons in the taskbar. Any programs listed here are the second type of icon, called hidden or inactive icons. These small programs start when Windows starts or start when a program is launched to provide quick access to different program features. Click the arrow to show any inactive icons. Note the Customize link which we will use in a moment:

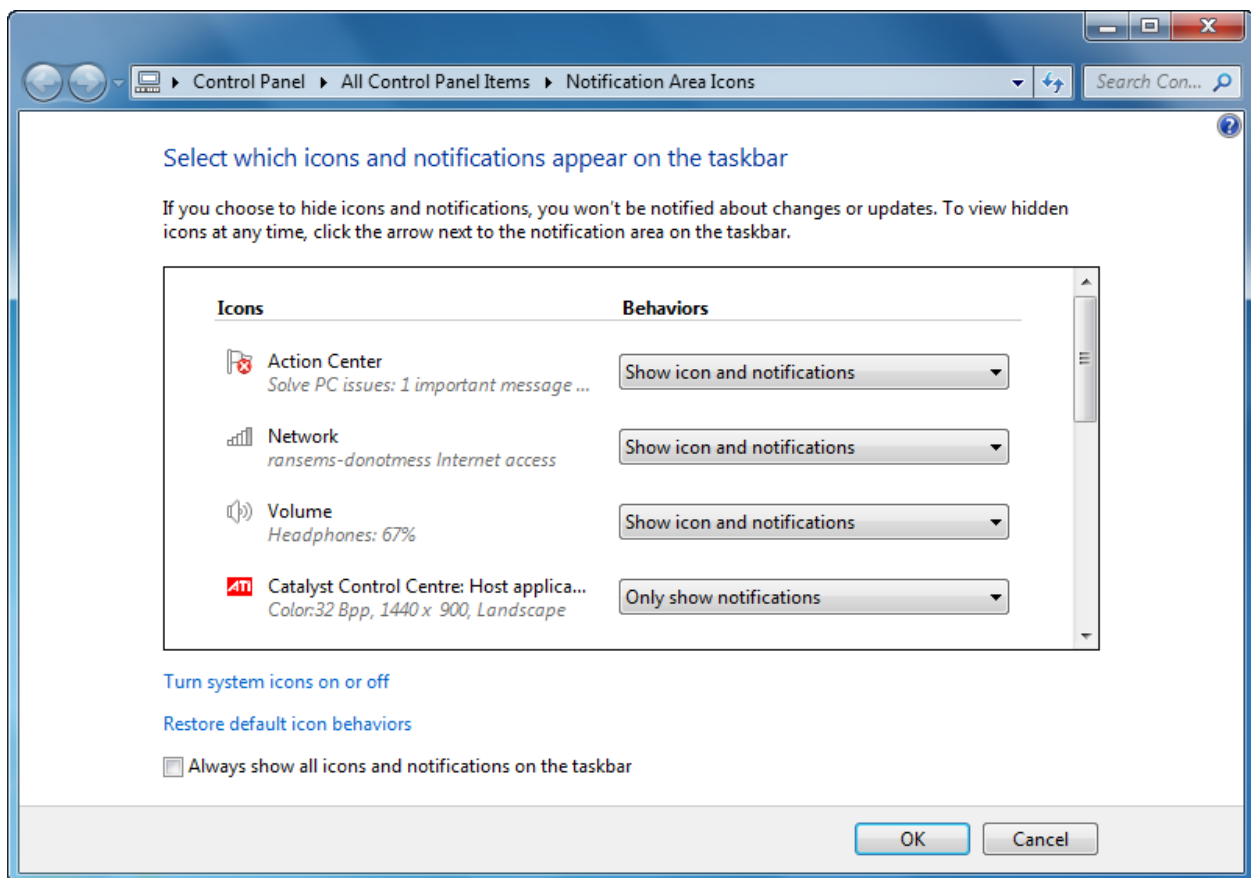


If you hover over an icon for a moment, you will usually see a small description of the icon appear:



Depending on the program, you should be able to click or right-click any of these icons and interact with them.

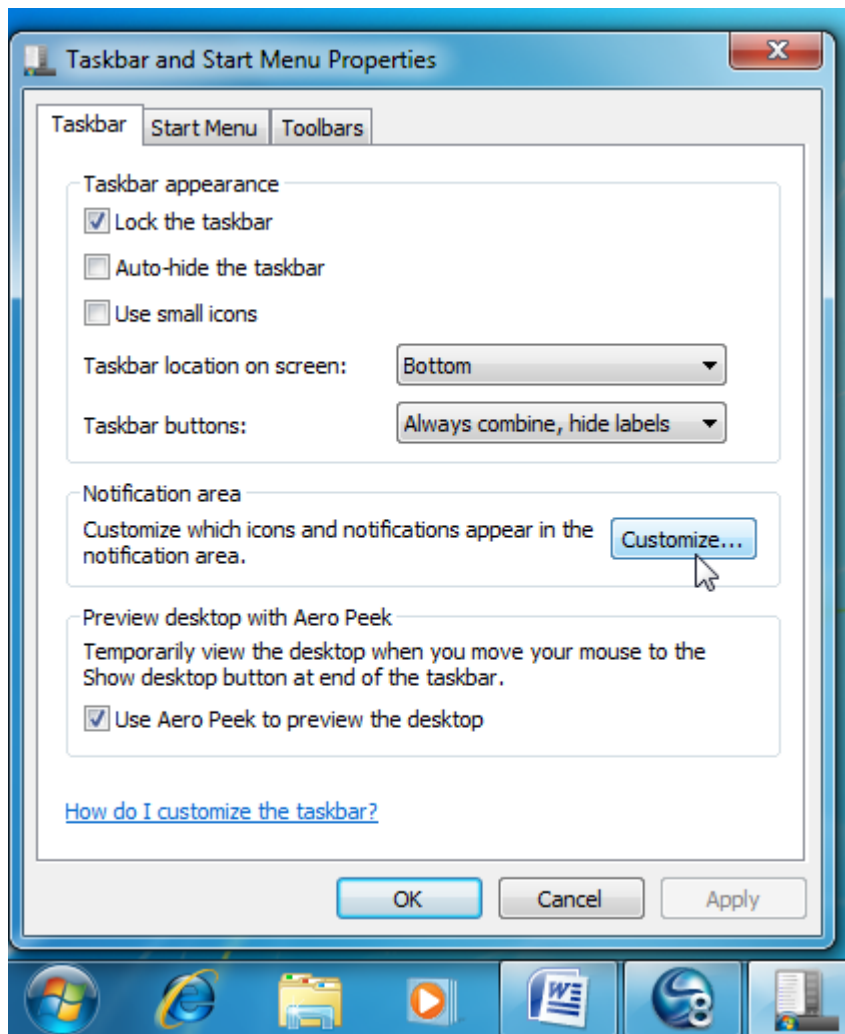
If you click the Customize link, you will be able to customize the way every icon (both the inactive and system icons) is shown:



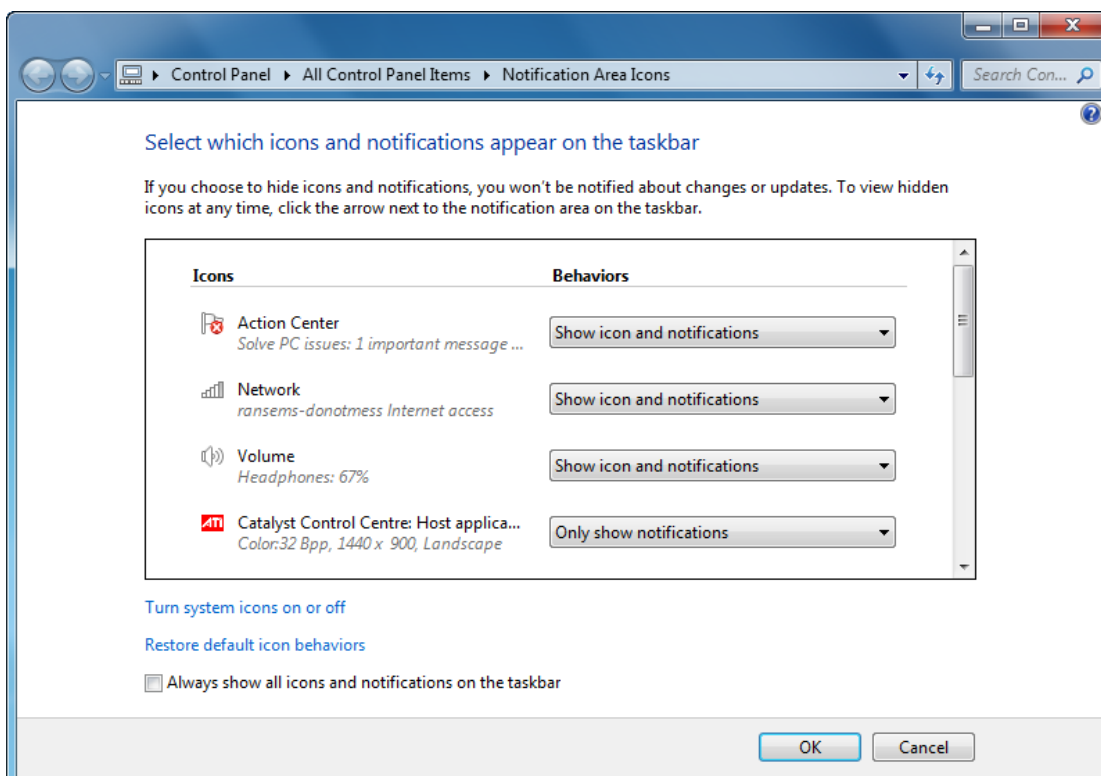
Make any changes using the pull-down menus to the right of the options and then click OK.

Customizing Icons in the System Tray

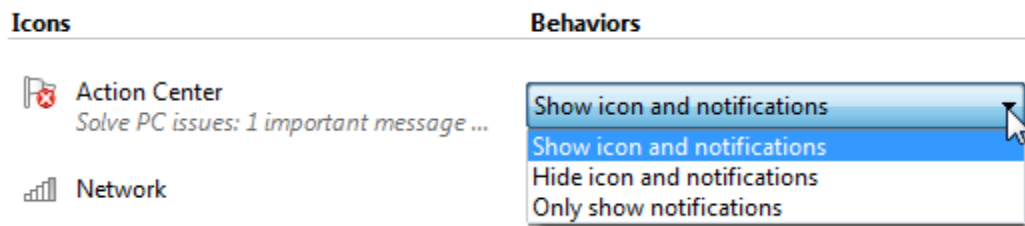
If you click the Customize link in the list of inactive icons, you will be able to customize the way every icon (both inactive and system) is shown. If you don't happen to see the small up arrow used to view any inactive icons, right-click the taskbar, click Properties, and then click the Customize button shown here:



Either method will open the following dialog:



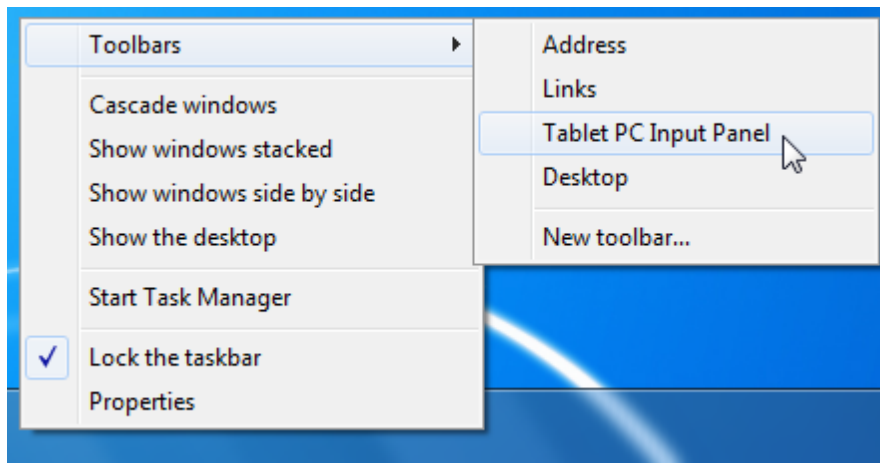
Make any changes using the pull-down menus to the right of the options:



Click OK at the bottom of the dialog to commit your changes.

Adding Toolbars

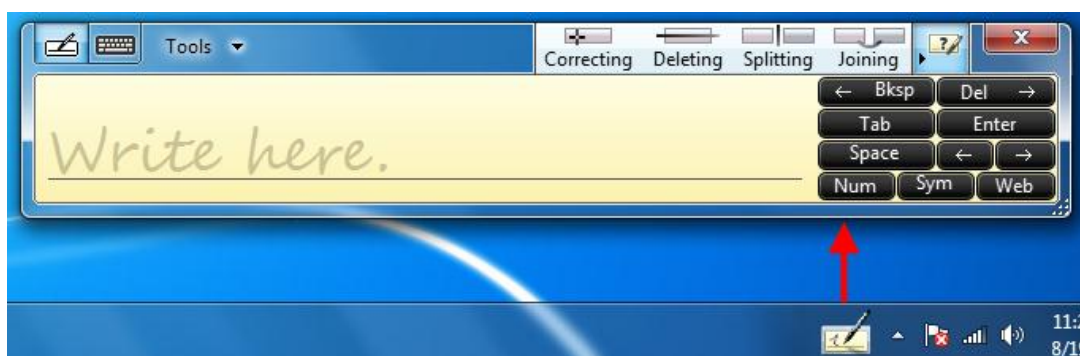
A toolbar on the taskbar is a small cluster of commands used to open a specific program or programs. There are a few toolbars that come standard with Windows 7. To view them, right-click the taskbar, point to Toolbars, and then select a toolbar to make active:



The toolbar will then appear somewhere on the taskbar:



Click the toolbar to open the respective program:



Let's quickly review the other toolbars:

Address

Use this toolbar as a basic way to visit a Web site or network address. Simply type the address in the text box and press Enter. Your default Web browser will launch and proceed to that Web site or location:

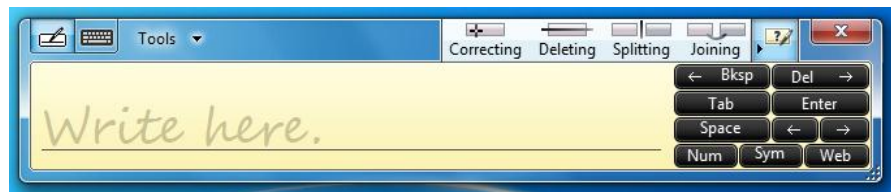
Links

The Links toolbar is connected to Internet Explorer's list of links. Links are a special folder of Favorites, a list of saved URLs for your favorite or often visited Web sites. Click the (>>) icon to show the links; click any link to open that Web page in Internet Explorer:



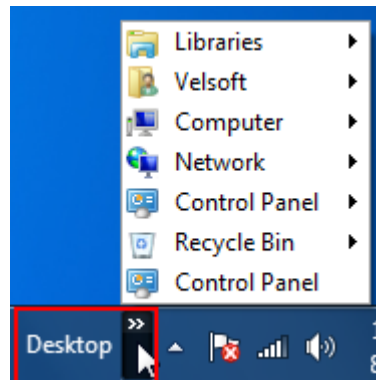
Tablet PC Input Panel

A tablet PC is similar in design to a laptop; however, the screen is touch-sensitive. You can also use tablet tools with any other touch-sensitive screen. When you write something on the screen with the special stylus pen (which doubles as the mouse), your handwriting is translated into text that gets written into whatever program you may be using. This tool also contains an on-screen keyboard so you can tap the letters instead of writing them by hand:



Desktop

The Desktop toolbar allows you quick access to different locations on your computer. Click >> to view available locations:



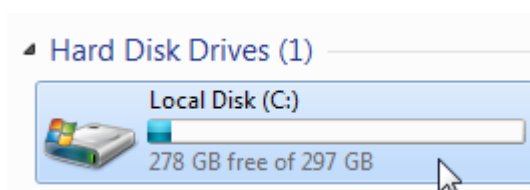
Creating Custom Toolbars from a Folder

You can add program icons directly to the taskbar for easy access. However, if you create your own toolbar, you will be able to add both program icons and folders. The toolbar can then be enabled when you need it and disabled when you don't.

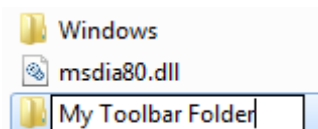
You can add a custom toolbar by selecting a folder that contains program shortcuts and/or other folders and data, which means that you might have to construct a folder first before adding it as a toolbar. Let's create a custom toolbar that contains a link to Windows Media Center and the Videos library.

We will do this by first creating a new folder somewhere on our computer. We will create one right in the root of the hard drive (C:). First, open the Computer folder by clicking Start → Computer or navigating to Computer using Windows Explorer.

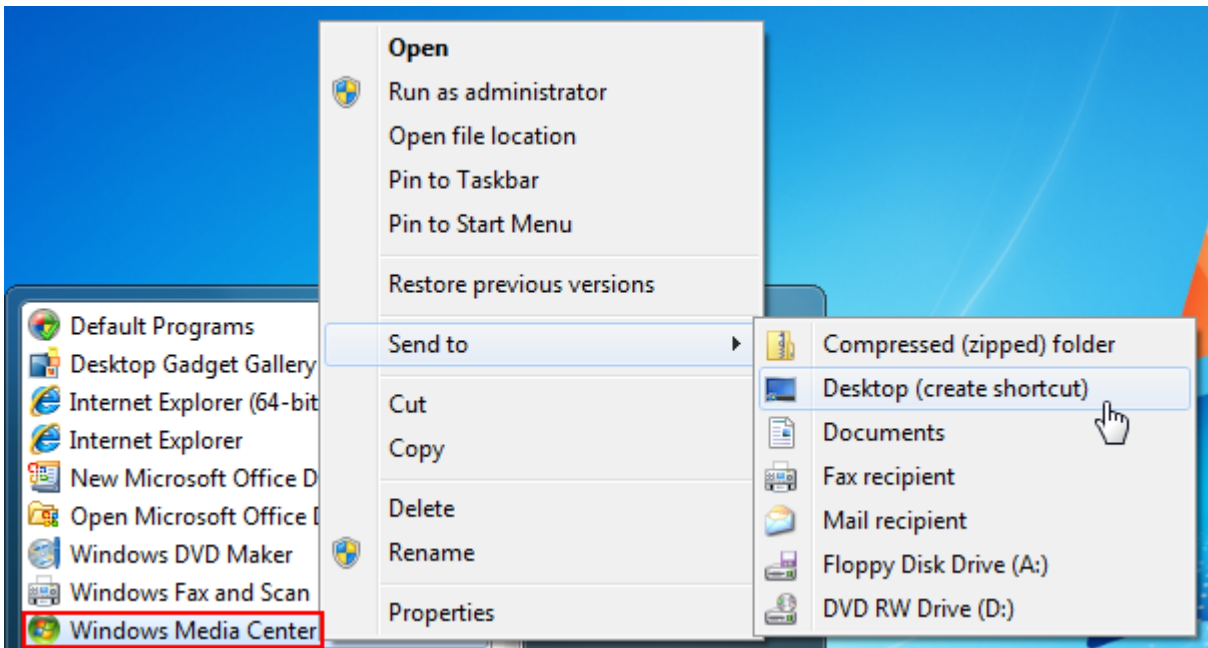
Next, we will double-click the C: drive to open and view its contents:



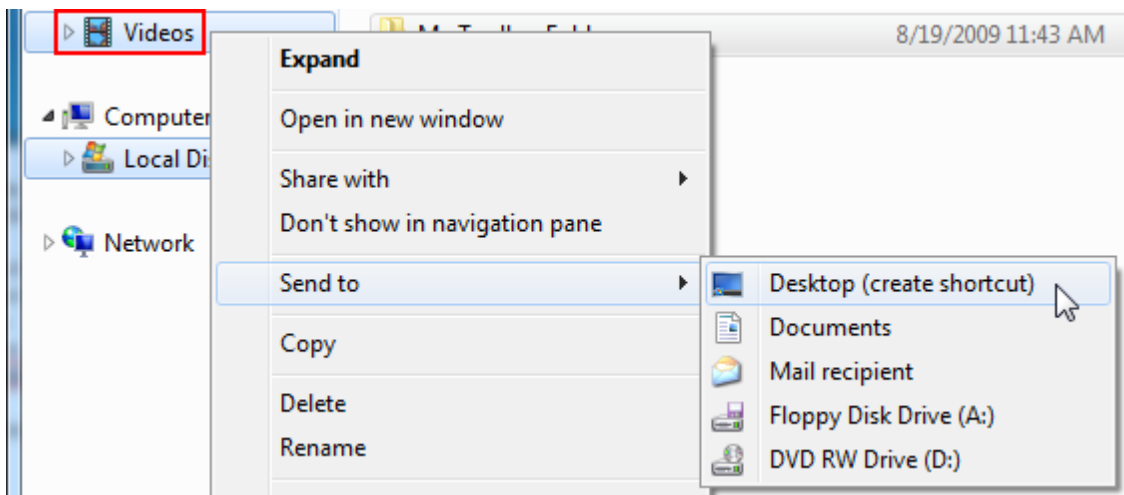
With C: open, click "New folder" in the command area and then give the folder a meaningful name:



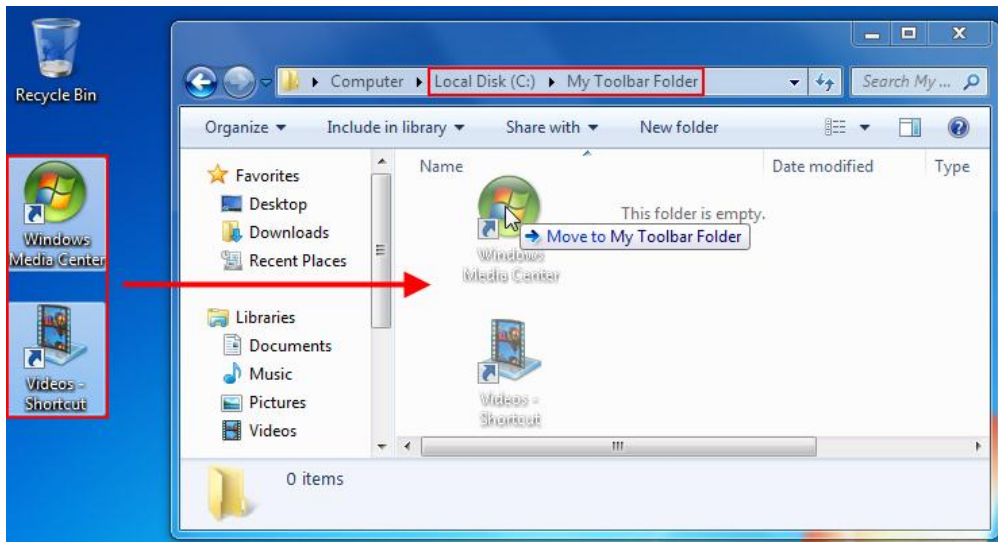
Now we need to add shortcuts to Windows Media Center and the Videos library to this folder. To do this, we will right-click on the item we want to add to the folder. Point to Send to and then click Desktop (create shortcut):



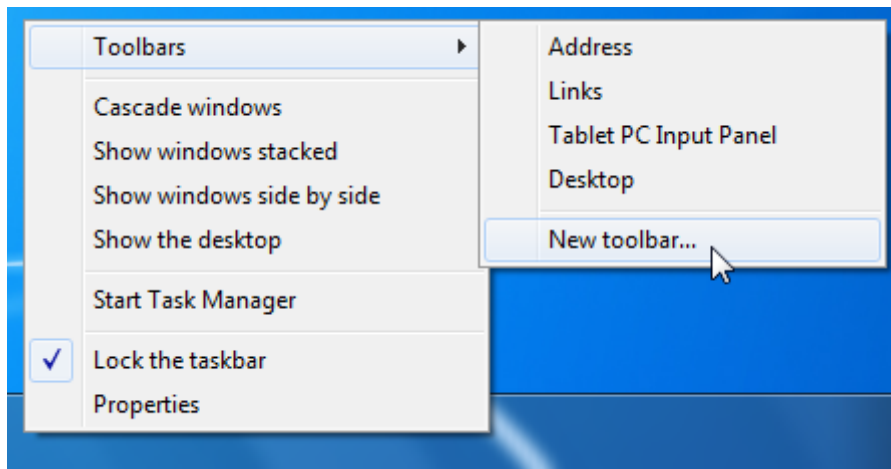
We will repeat this process for the Videos library:



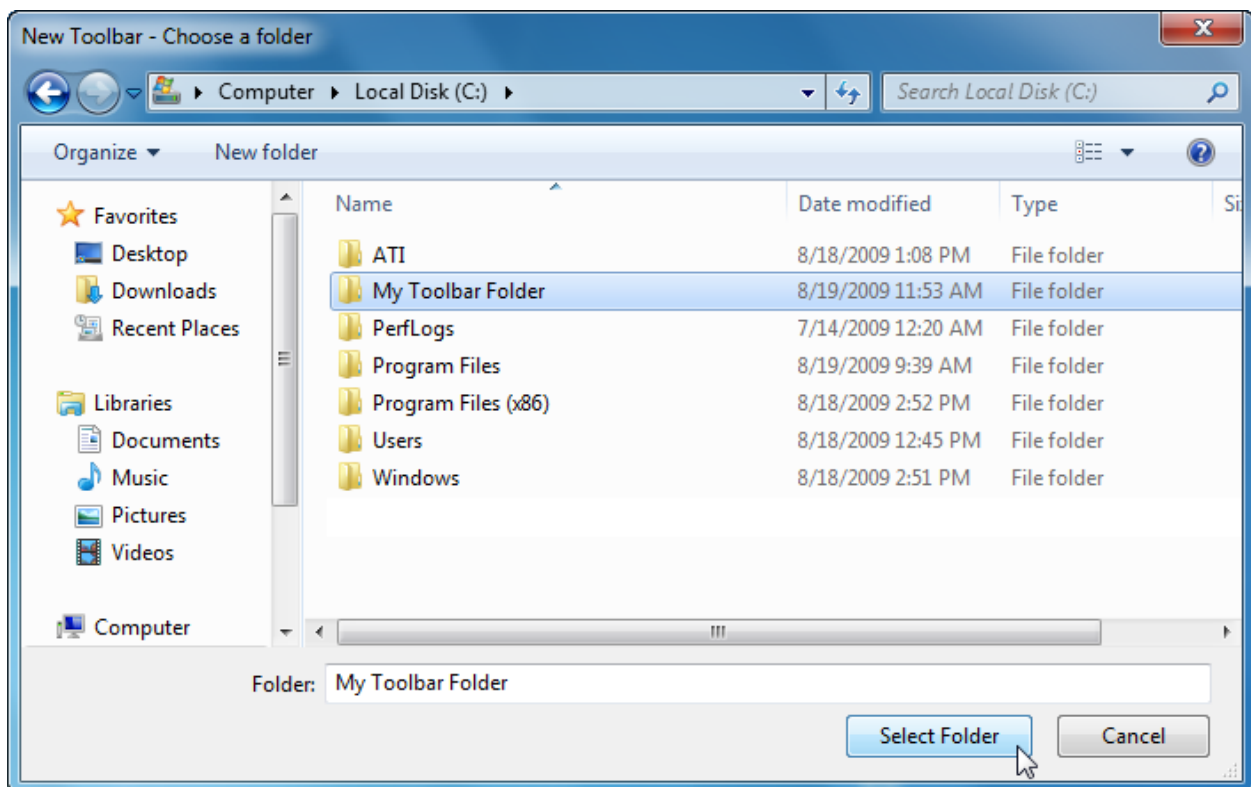
With both shortcuts added to the desktop, you can then move the icons into the toolbar folder. We have done this below by opening My Toolbar Folder and then clicking and dragging the icons from the desktop into the folder:



Now we can add the folder and its contents as a toolbar to the taskbar. Right-click the taskbar, point to Toolbars, and then click "New toolbar:"



Browse your computer, select the folder to add and then click Select Folder:

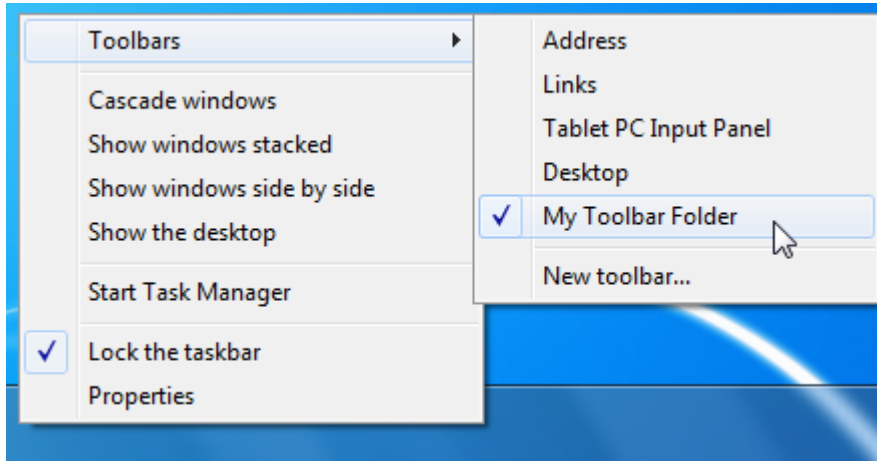


Your new toolbar is added and ready to use:



Removing Toolbars

You can remove toolbars by removing the check mark beside its name in the list of available toolbars:

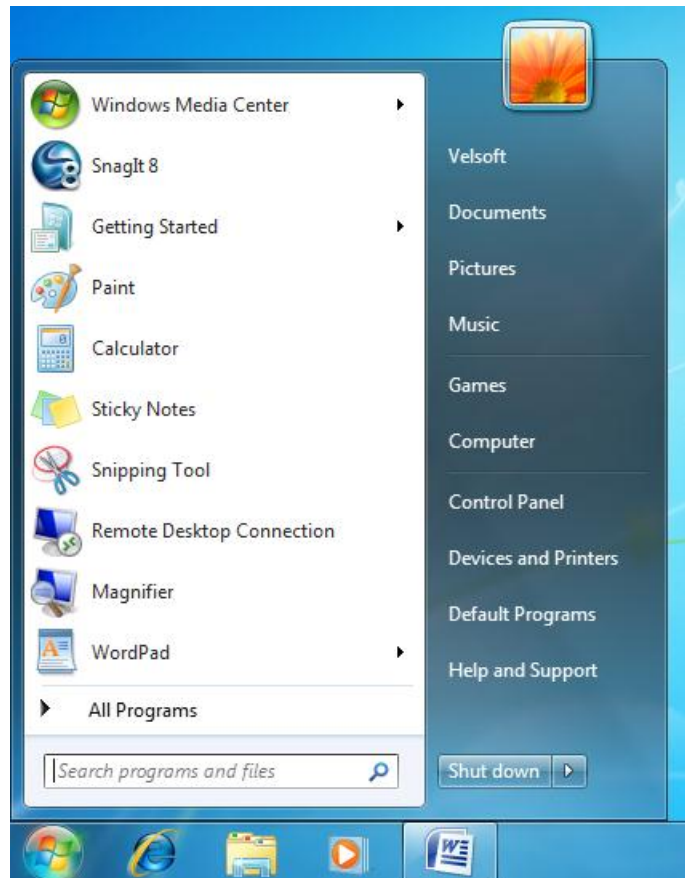


6.3: Customizing the Start Menu

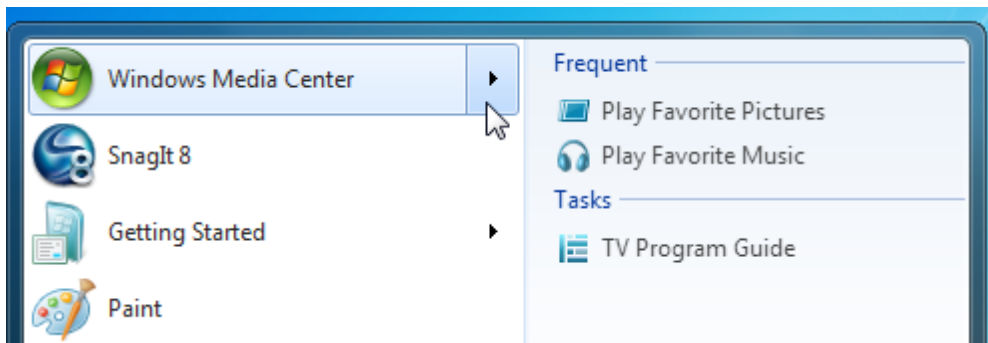
Using the Start Menu

You should be fairly comfortable using the Start menu now, but a refresher never hurts. Click the Start button in the lower left-hand corner of your screen to view the Start menu:

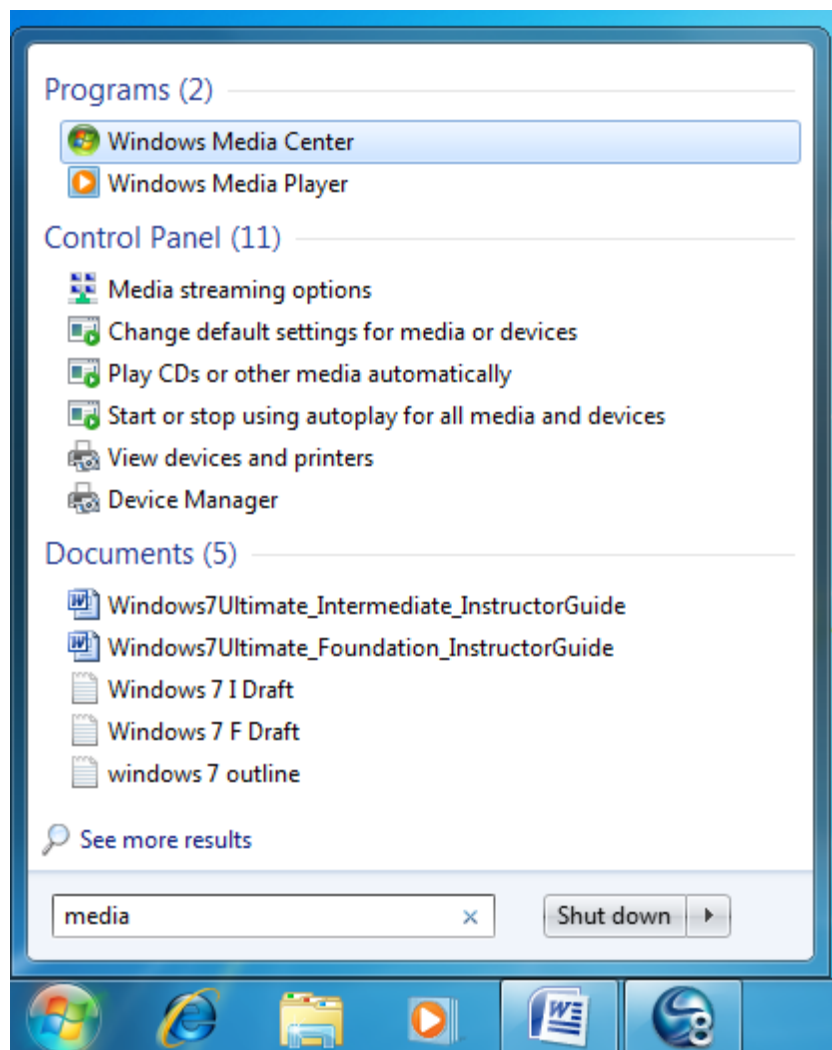
Click an item in the list on the left to open the program, and use the links on the right to access different areas of your computer or change settings.



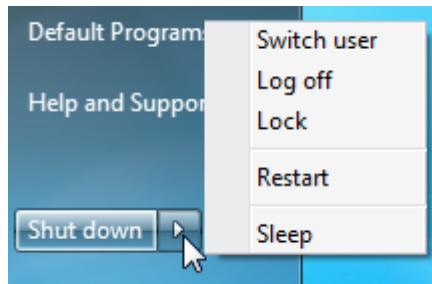
Point to the (>) arrow beside a program name to open content or features recently used by that program:



Search parts of your computer by typing part of a file or program name into the Search Bar at the bottom of the menu:



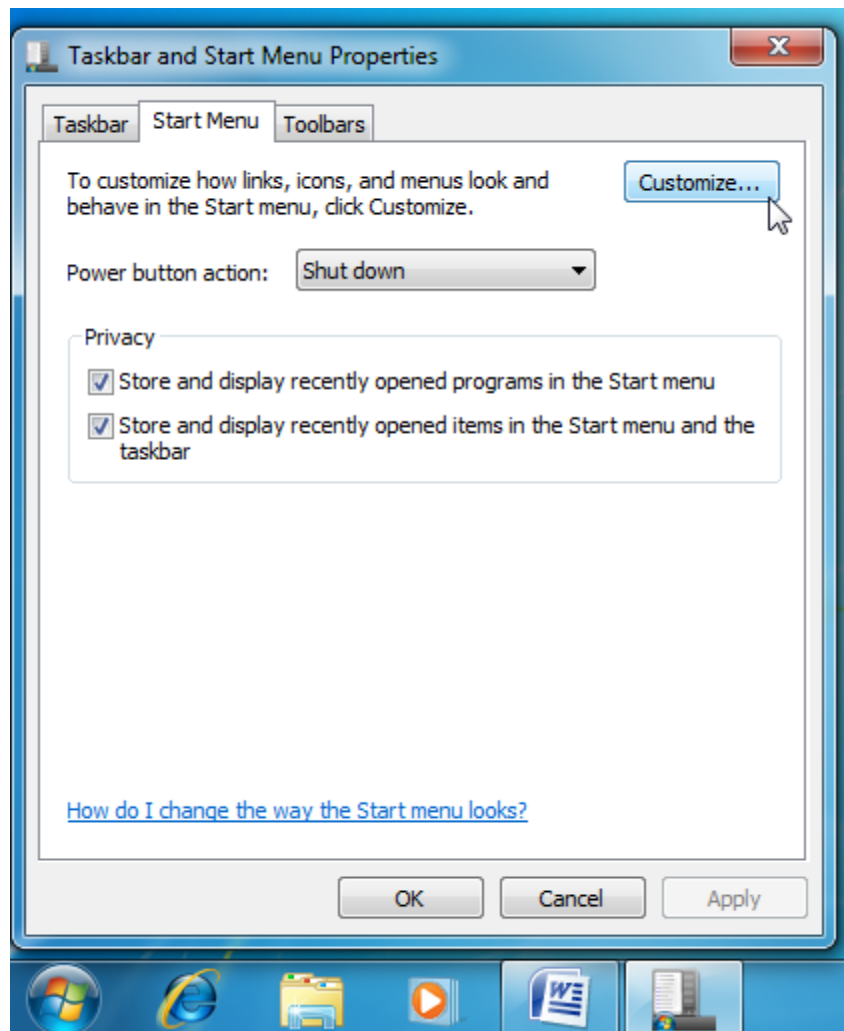
Finally, you can click Shut down to turn off your computer or use other power options:



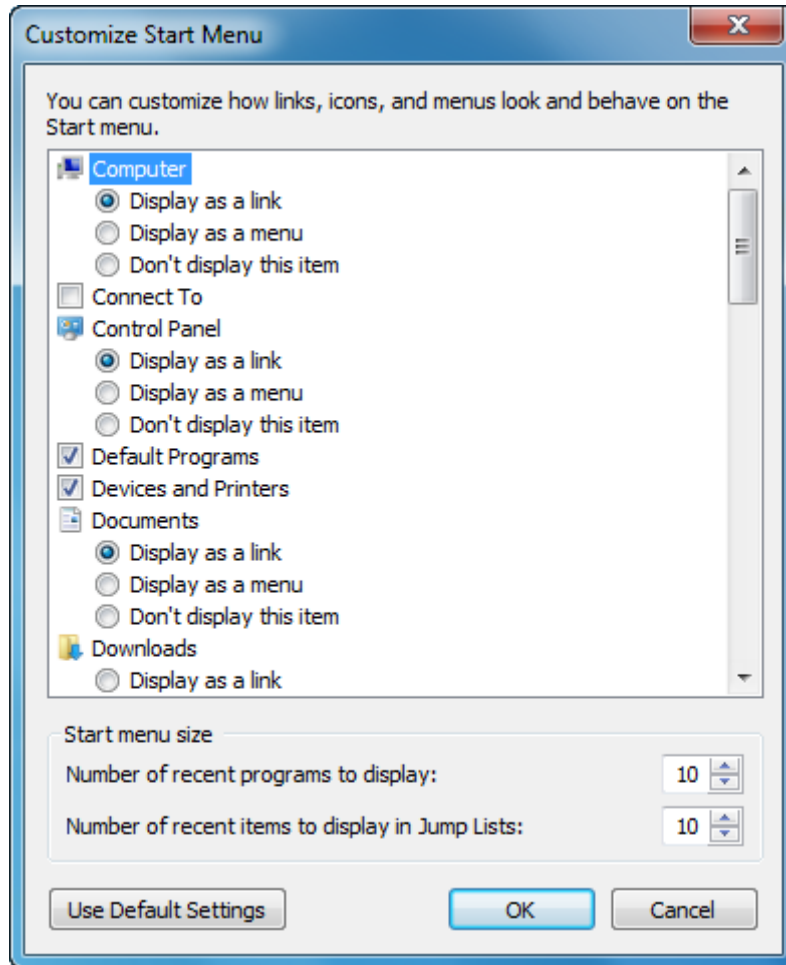
Customizing the Start Menu

Most people will find the default Start menu layout easy to use. However, if you would rather not have so many icons, or have a very specific layout that you like to use, Windows lets you customize just about everything. To customize the Start menu, right-click in an empty space on the taskbar and click Properties.

When the Taskbar and Start Menu Properties dialog box appears, click the Start Menu tab, and then click Customize:

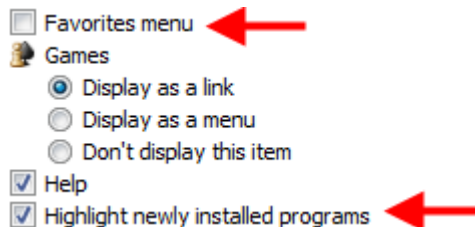


The Customize Start Menu dialog box will appear:



The list at the top of the window allows you to modify many of the main commands in the Start menu. Each of the items in the Computer Control area of the Start menu can be displayed as a link to a folder, displayed as a submenu inside the Start menu, or removed from the Start menu.

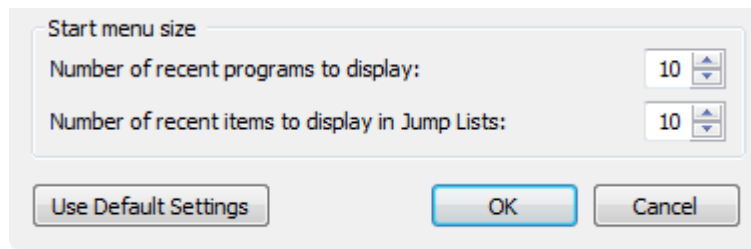
You can choose to enable/disable the Favorites folder which gives you quick access to all the stored Web sites on your computer. You can also choose to highlight any programs that have been installed recently:



There are other options that can be enabled here as well. If you have a network of printers that you have access to, you can add a Printers link to view the properties and print queues of the different machines. You also have the option to add a Run command, which lets you open programs by entering their specific launch command.

You can also control how many recently used programs to display and how many recent items to show in a Jump List (like how many previously visited Web pages in

Internet Explorer). Finally, you can undo any changes and restore the default Start menu by clicking the Use Default Settings button:

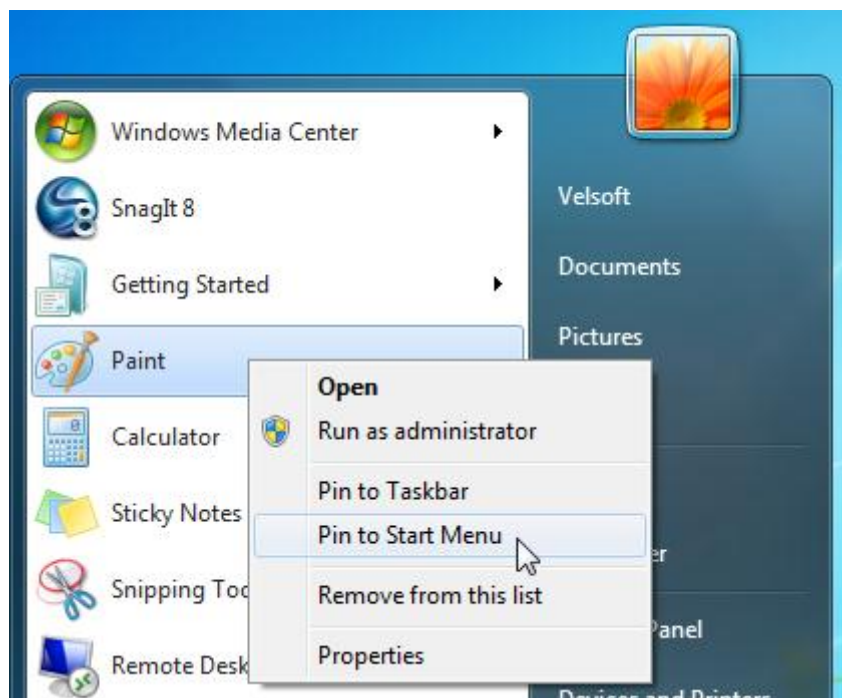


Click Cancel to discard any changes you have made or click OK to accept the changes.

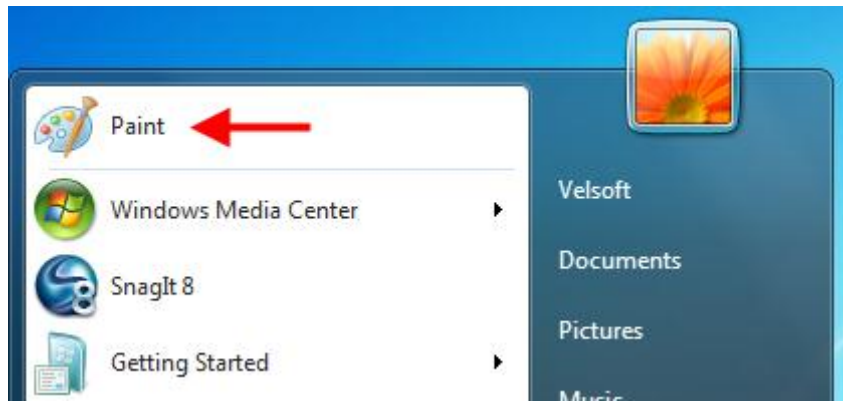
Using the Pinned List

The Start menu contains an area at the top where you can “pin” commonly used programs. By default, there are no items pinned to the list; instead, the order of programs shown when you click the Start menu will change depending on how often you use the program.

You can add any program to the pinned list by right-clicking a program icon in the Start menu and clicking Pin to Start Menu:



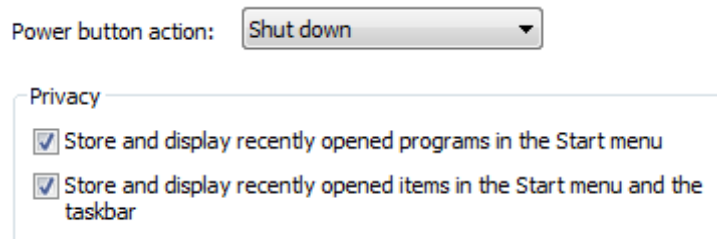
Now each time you click the Start button, that program will always be at the top of the Start menu and separated from the other icons with a faint line:



Conversely, if you want to remove an item from the pinned list, right-click the pinned icon in and click Unpin from Start Menu.

Other Start Menu Properties

There are a few other commands that you can use to modify the Start menu. Right-click the Taskbar and click Properties, and then click the Start Menu tab:



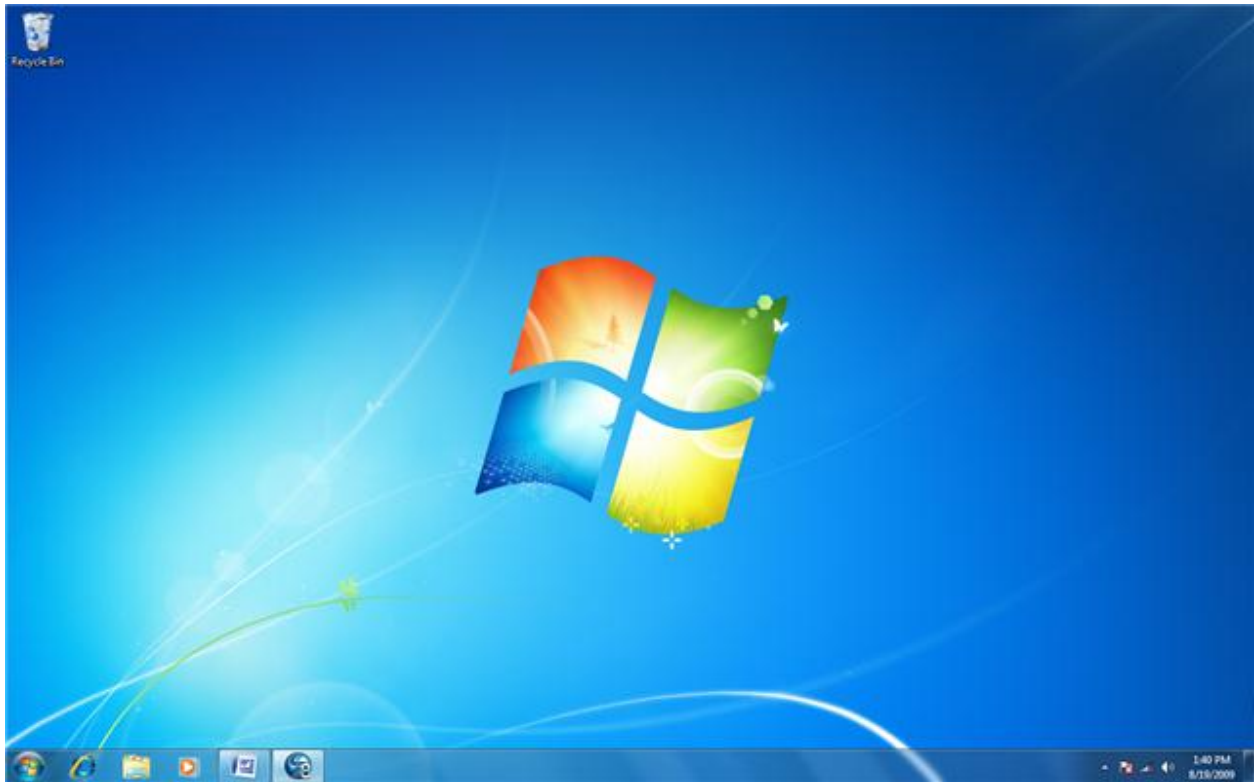
By default, the power command in the Start menu will shut down the computer. You can click the combo box and select a different power option, like Restart or Log off.

You can also enable or disable the ability to display recently used programs and files/items in the Start menu.

6.4: Customizing the Desktop

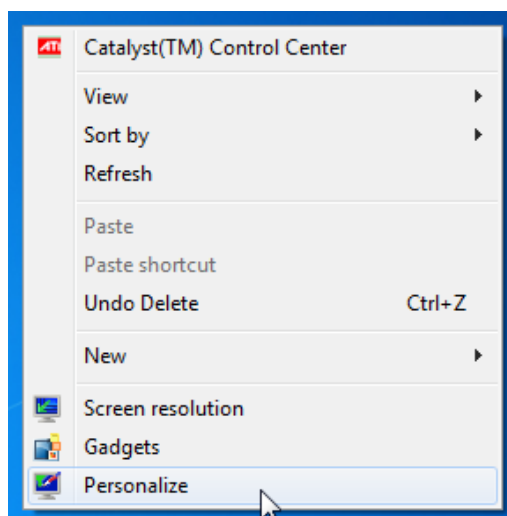
Changing Your Wallpaper

Your wallpaper is the image that is displayed as the background picture on your desktop:

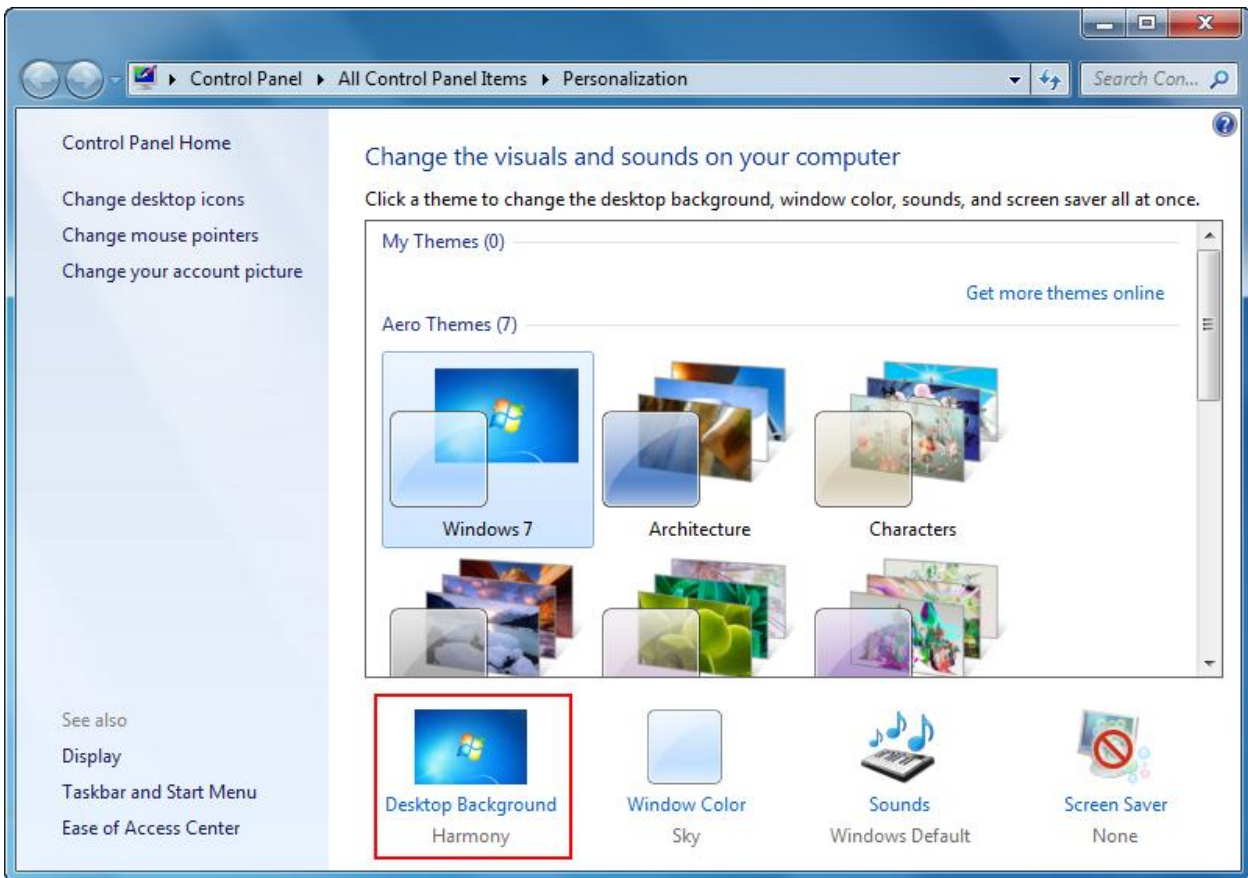


Your wallpaper picture can be anything you like and nearly any image file format is usable as wallpaper.

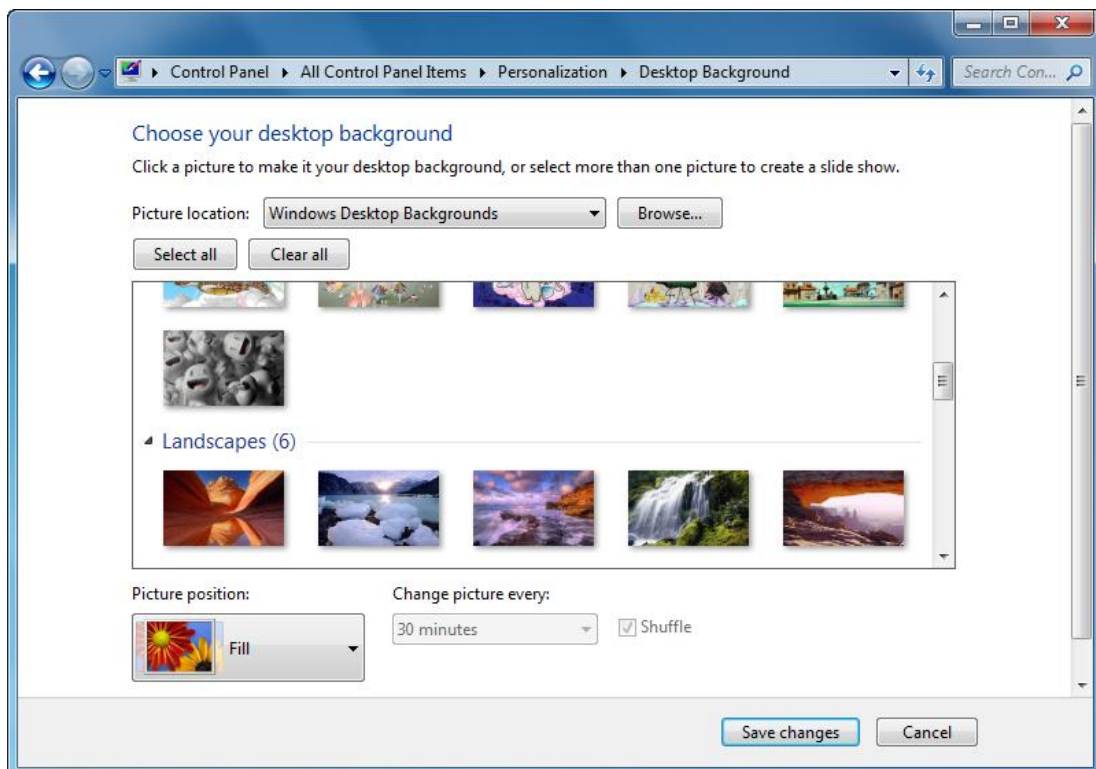
To change your wallpaper, right-click on any blank area of the desktop and click Personalize:



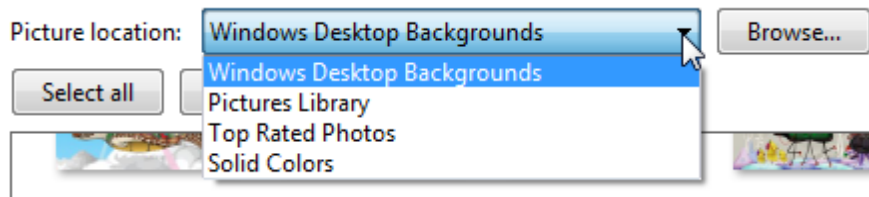
The Personalization folder will appear and offers several commands to adjust the visuals of your computer. To adjust your wallpaper, click the Desktop Background button at the bottom:



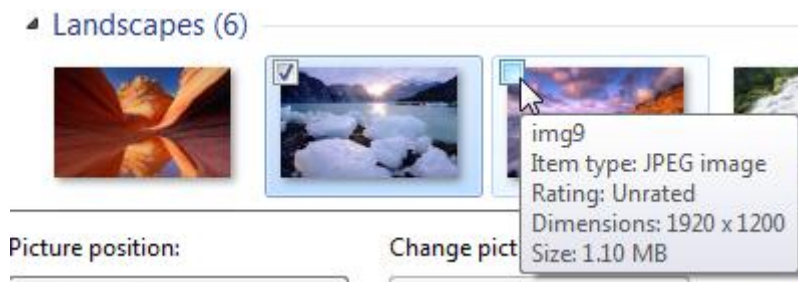
This will show you a window with various background options:



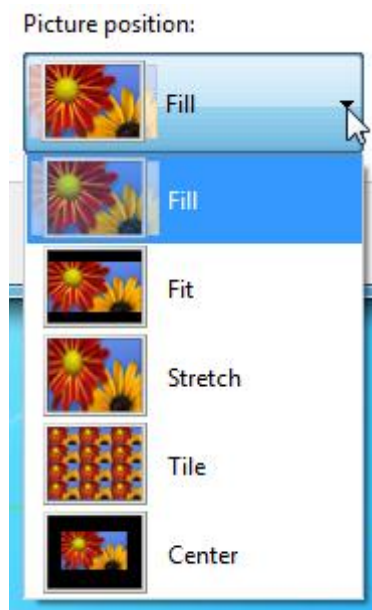
At the top of the window, you can use the combo box to choose the source for your wallpaper. You can also click Browse to select another folder that contains images.



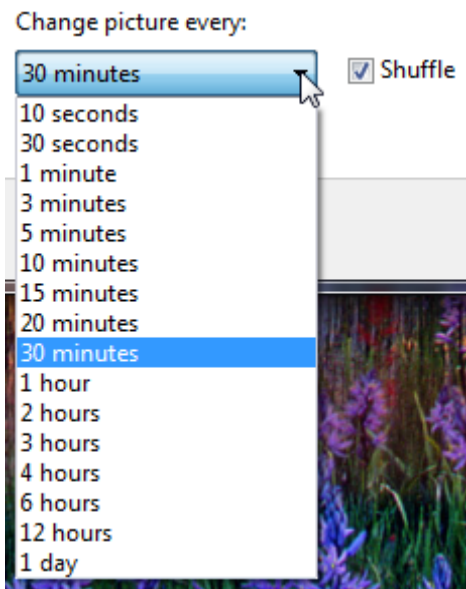
Next, you can select one or more images to use as your wallpaper. To select multiple images, hover your mouse over a picture and then click the checkbox. Repeat this until you have selected all the images you want:



Now you can adjust how the image will be displayed on your screen. These options will force the image to conform in different ways relative to your screen resolution:

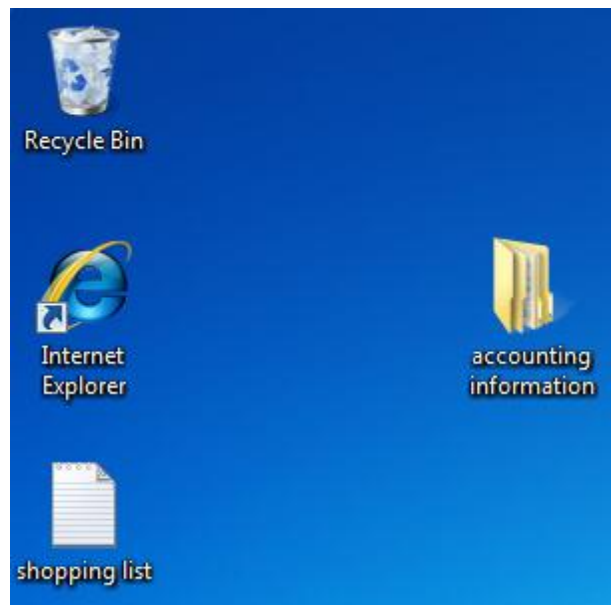


Finally, if you have selected more than one image to use as a background, you can control how often Windows switches between images:



Moving Icons

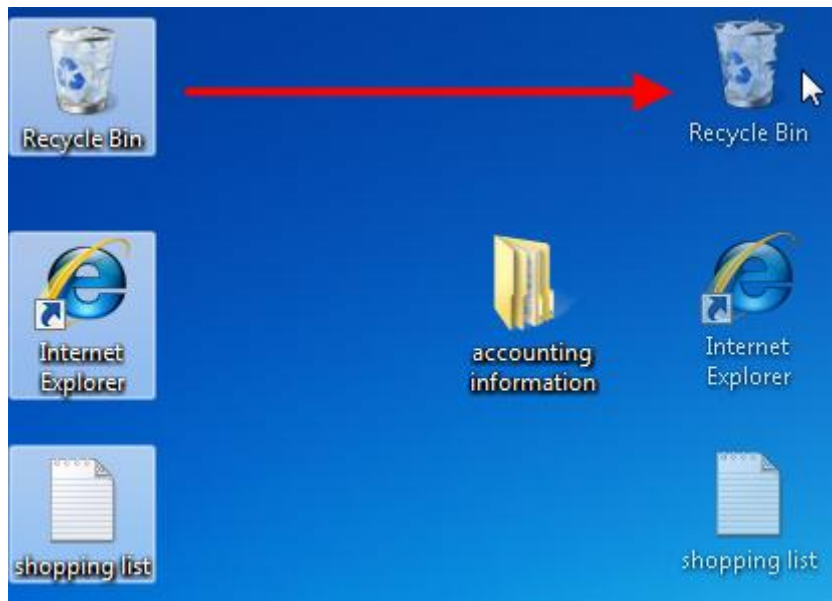
The Windows desktop is designed to be used as you would a desk or table. Items can be arranged in any order, folders and files can be saved on the desktop, and all programs run in windows on the desktop. Consider the following desktop:



Icons can be moved one at a time around the desktop by clicking and dragging. If you want to move many icons at once, click and drag a box around the icons first:

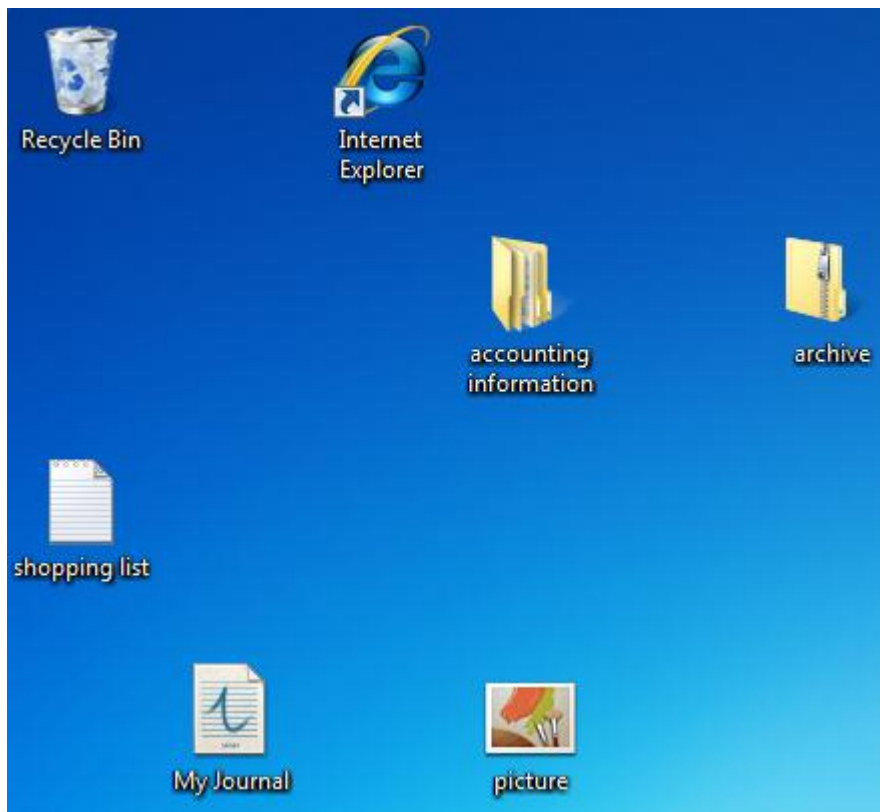


Now if you click and drag any of the selected icons, you can move all of them as a group:



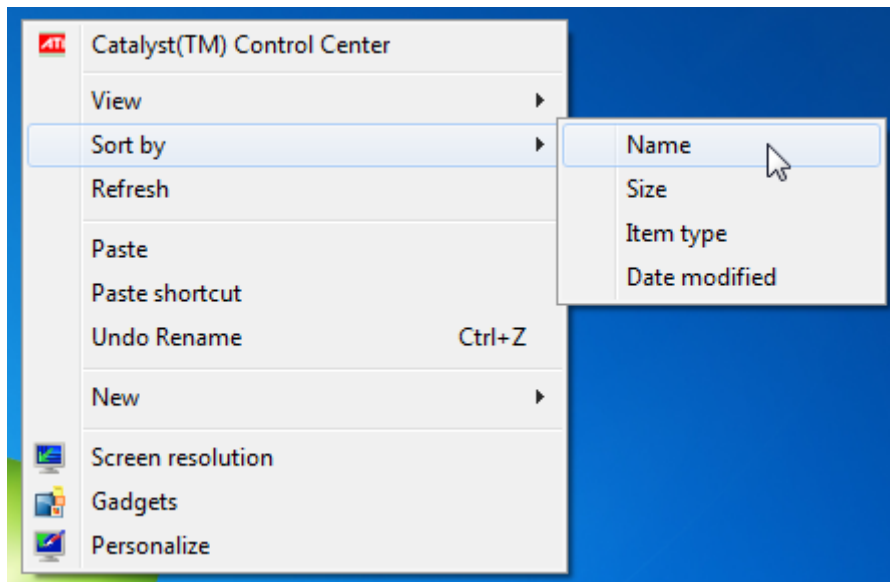
Sorting Icons

If you use your desktop as a place to dump files and deal with them later (like me) it sometimes comes in handy to first sort the icons in different ways. Consider the following icons on my desktop right now:



As you can see, there are files, folders, and other icons arranged in no particular order. Windows allows you to sort these icons by Name, Size, Type, and the Date they were modified. To do this, right-click on any empty space on the desktop, point to Sort, and click an option.

Since I have lots of different kinds of files, I will sort by name:

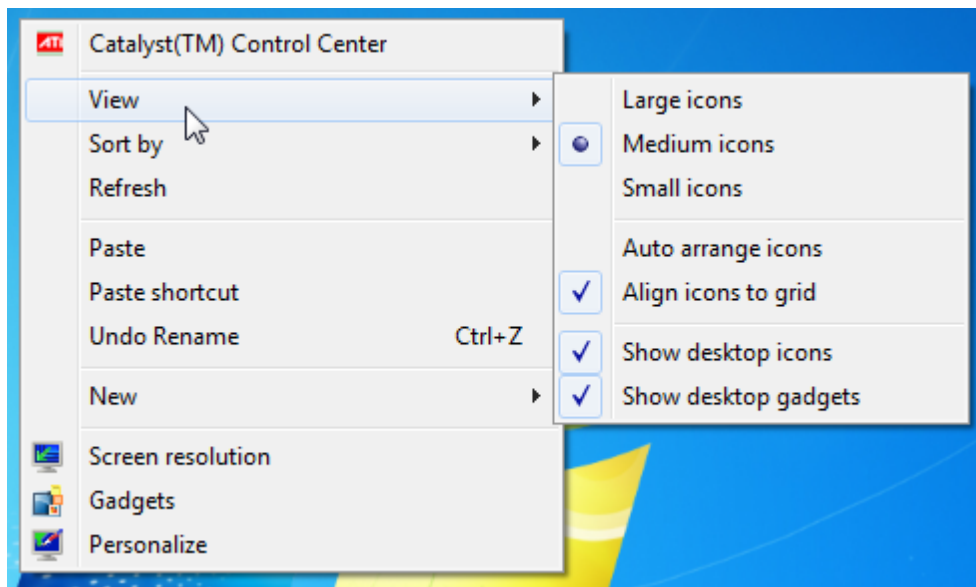


Now all of the icons will be arranged alphabetically:



Setting View Options

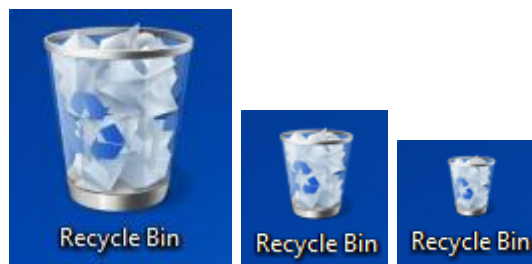
By default, Windows displays medium size icons and aligns the objects to an invisible grid. However, Windows allows you to modify lots of display options, including the look of the icons themselves. You can change view options by right-clicking on the desktop and pointing to View:



Let's explore the different options:

Icon Size

Choose between large, medium, and small icon sizes:



Auto Arrange

If you arrange your icons by name as we did earlier in this lesson, then enabling Auto Arrange will automatically sort any new folders or file types alphabetically into the icons that already exist. For example, if your desktop contains biographies of famous people and you sorted all of them by name, then any new file would automatically be placed in alphabetical order for you.

Align to Grid

All of the icons on the desktop are by default arranged in a grid pattern. Any new icons added to the desktop are automatically fitted into an invisible grid to keep everything neat. However, you can turn that alignment off if you like.

Show Desktop Icons

Enable or disable this option to show or hide the Recycle Bin.

Show Desktop Gadgets

Enable or disable this option to show or hide your gadgets.

Deleting Icons

To delete something from the desktop, you can click and drag an icon on top of the Recycle Bin or right-click the icon and click Delete. If you try to remove a shortcut to a program, you will see a warning like this:



To truly remove something from your computer, empty the Recycle Bin.

Chapter 7: Advanced File and Folder Tasks

In this chapter you will learn how to:

- Use a Search box in a folder and the Start menu
- Search your search results
- Better refine your search
- Open and use Windows Explorer
- Customize the layout of Windows Explorer
- Change the view of Windows Explorer
- Create a new library
- Create and manage files and folders
- Cut, copy, and paste files and folders
- View file and folder properties
- Share a file or folder
- Burn files and folders
- Print a file
- Use the command prompt

7.1: Using Search

Windows has robust search capabilities, and a search box or search tool is never very far away.

What is File Indexing?

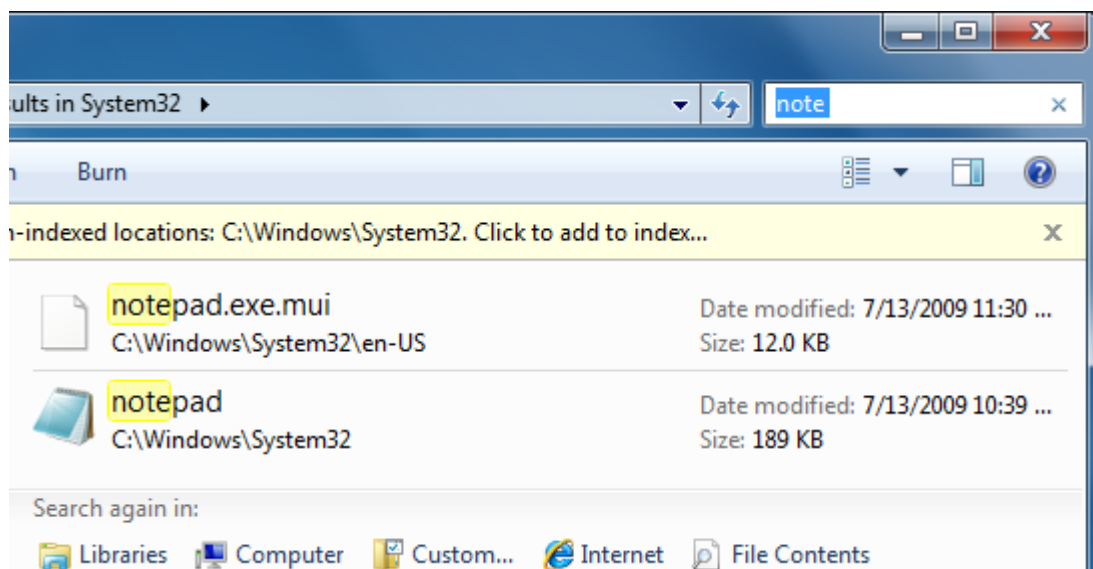
Windows uses an indexing system to help keep track of files.

An indexing system basically makes a quick alphabetical list of all items inside a folder. Whenever you search for a particular item inside a folder using the Search box, only the items that are contained inside that folder will be searched (instead of all the files on your computer being searched at once). An indexing service does have a disadvantage, however, in that when a folder is first opened, every item is analyzed. If a folder contains hundreds or thousands of items, your computer will become noticeably slower for a short time while the index is built. However, once the indexing has been completed, searching becomes much faster and therefore allows computer navigation to become much faster. This quickly makes back the time spent on indexing.

Not all areas of your computer are indexed. Most of the files associated with the inner workings of a program, for example, are not indexed. This is because there can literally be thousands of files associated with a single program. If every single file was indexed, there would eventually come a point where the time it took to search the index would actually take longer that it would take to blindly search the files!

Using a Search Box

Every folder contains a search box, usually right at the top of the window. To use a Search Box, just type in the name of a file you are looking for. You don't even need to press Enter; results of your search become more refined as you enter more information:



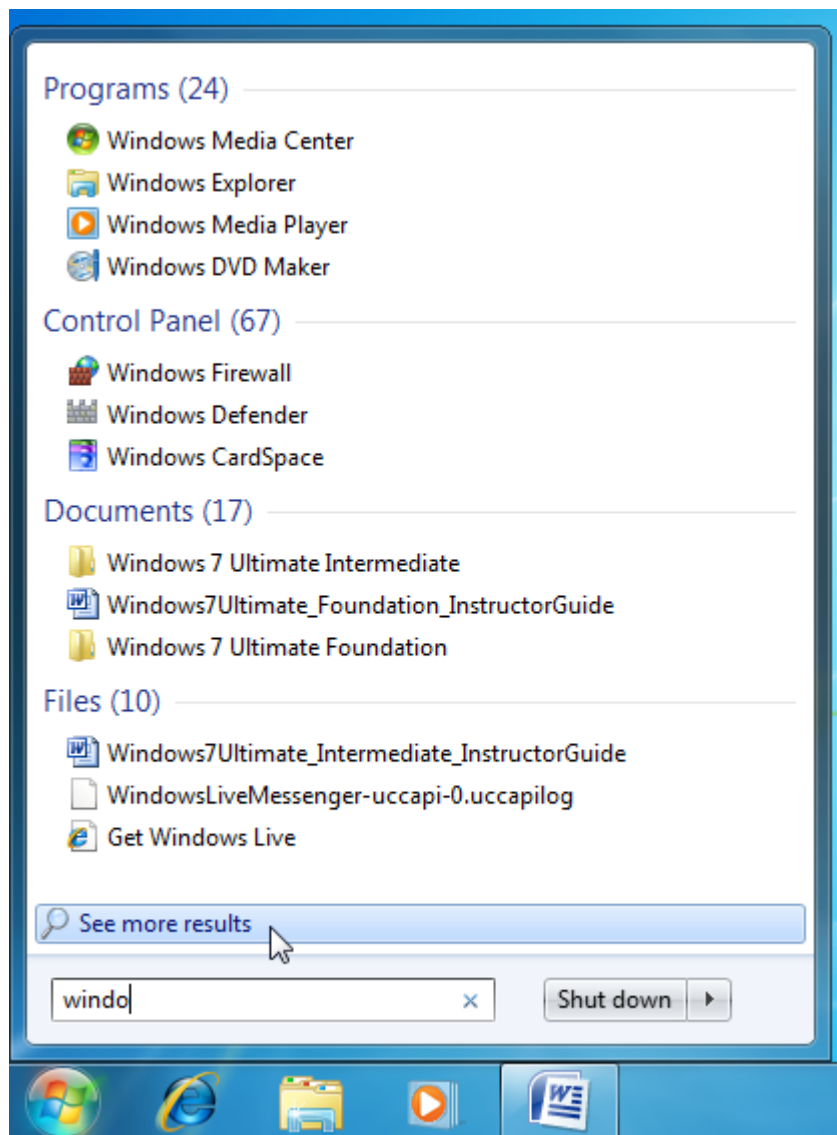
Using Search in the Start Menu

Searching locally inside a folder is easy to do with the Search bar, but doesn't help you very much if you don't know what folder to look in! Therefore Windows includes a broad search tool in the Start menu, just above the Start button.

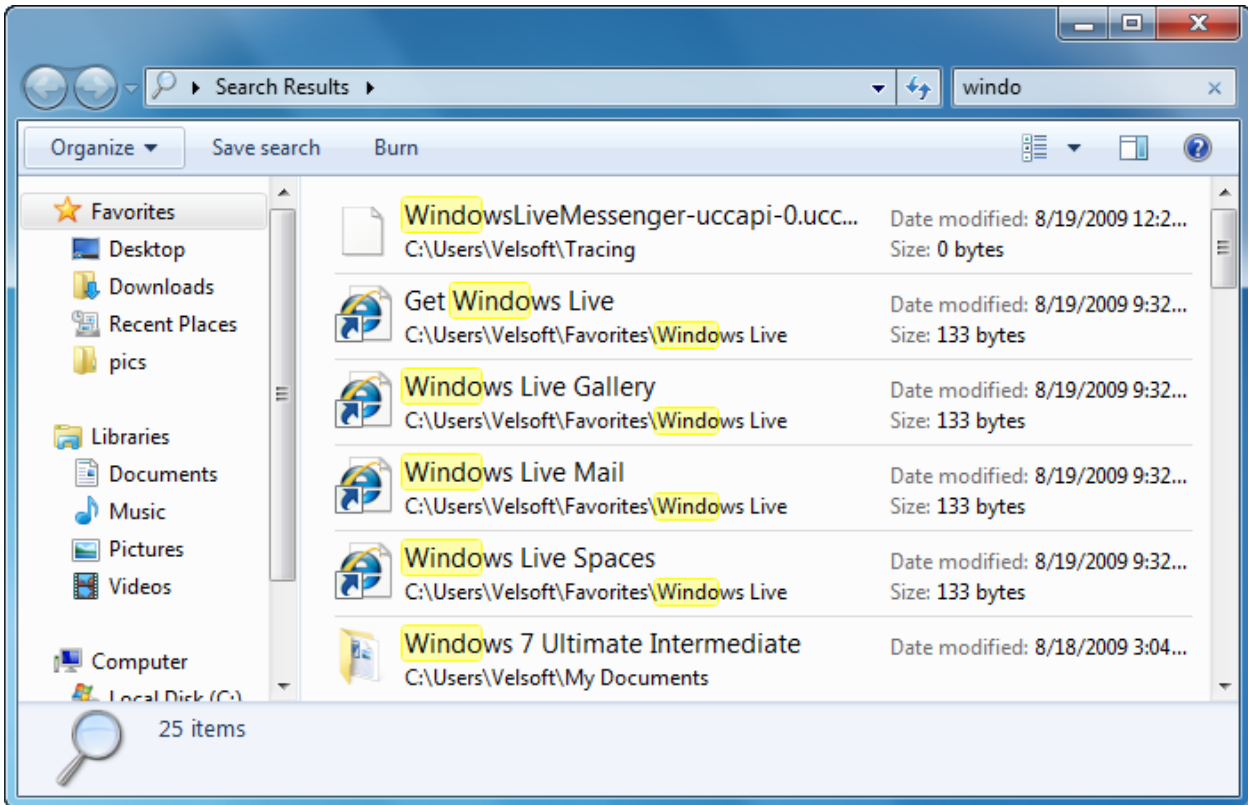
Type the first few letters of the file name or program you are looking for and Windows will display some of the best matches for you as you type based on files that have been indexed.

Search Results Window

The Start menu is an easily accessible location where you can search for things. However, if there are many responses to your search and you don't think any of them are quite what you were looking for, you can see the full list of results by clicking "See more results:"

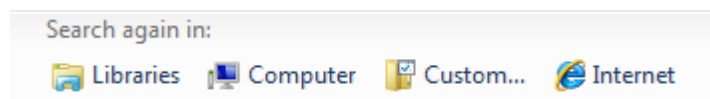


This will open the Search Results window:



In the Search Bar at the top of this window, your original search term will appear. All results from indexed locations that match your search term are highlighted in the center of the window. Double-click any item to open it.

At the bottom of the search results, there are a few links to search different areas of your computer again:

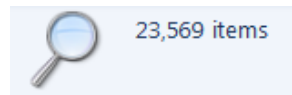


You can tell Windows to search exclusively in the Libraries, on the Internet, your entire computer (including non-indexed locations), or define a Custom search.

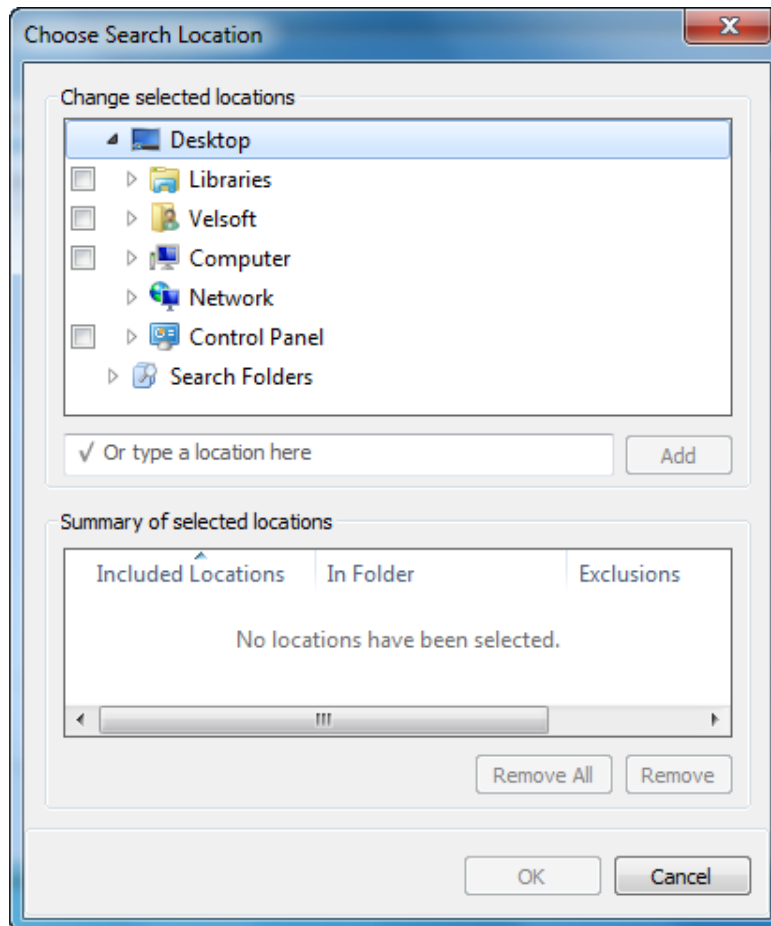
If you click the Computer link, Windows will search your entire computer. While the computer is searching, you will see a green progress indicator behind the address bar showing the approximate overall progress of the search:



Once the search has completed, you can scroll through the results. Be warned however, that some searches of your entire computer may yield quite a few results!



If you click the Custom option at the bottom of the Search Results window, you can specify which indexed or non-indexed locations will be included in your search.



Sometimes you may have better luck by telling your computer where not to look!

Searching Tips and Tricks

There are numerous ways to help improve your search results. We know that the Search tool only searches indexed locations, which are all commonly used folders, but only a very small part of your computer. You can try to be more specific with your search term(s), but being too specific may not yield any search results. And searching your entire computer may find the file, but it might take you a long time to search through the search results!

Luckily, there are a few different things you can do to make your searches more efficient.

If you only know part of the file name, you can use the asterisk (*) character to help find files that have similar names. If we were to search for "sym*," the * represents any possible characters after the letters "sym." Search results might include things like "symbol," "symphony," and "symbiosis."

If you press Ctrl + F when the Search Results window is open, you can add more criteria to your search. You can search based on the following criteria:

Kind Define the kind of file you are looking for. This includes documents, pictures, music, movies, etc. Windows will examine the file extensions and search for relevant matches.

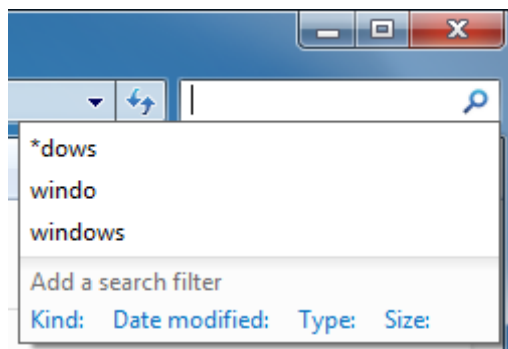
For example, common picture file extensions include .jpg, .gif, .png, .bmp.

Date modified Specify the date the file or program was last modified.

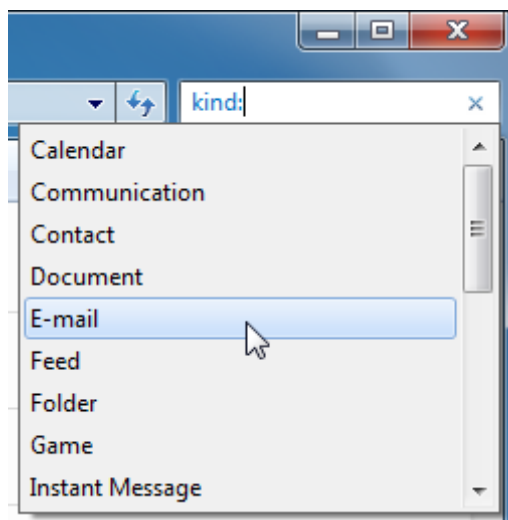
Type The Type option is a more precise version of the Kind searching. Define the exact type of file extension you are looking for. Windows 7 recognizes a large number of different file extensions, and the more programs you have installed on your computer the more file types Windows will be able to recognize.

Size You can define approximately how large the file is in bytes.

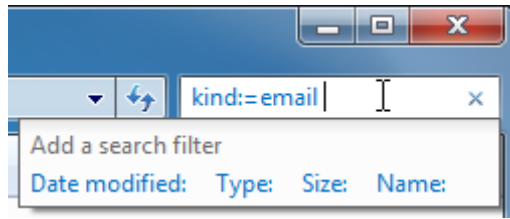
To use one of the search criteria, just click one of the options in blue:



For example, if you click the Kind option, you can choose the general file type from the list:



If you click the E-mail option, the criteria will be added to the search field:

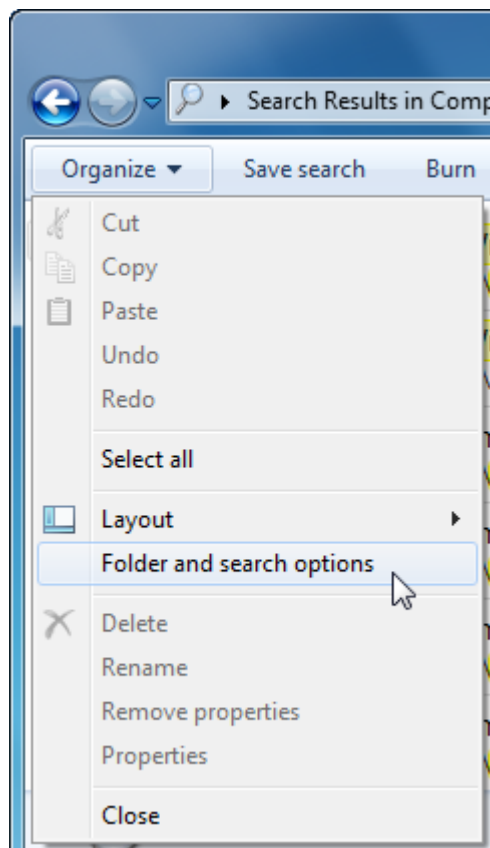


This will further refine your existing search or let you search for something else based on the criteria.

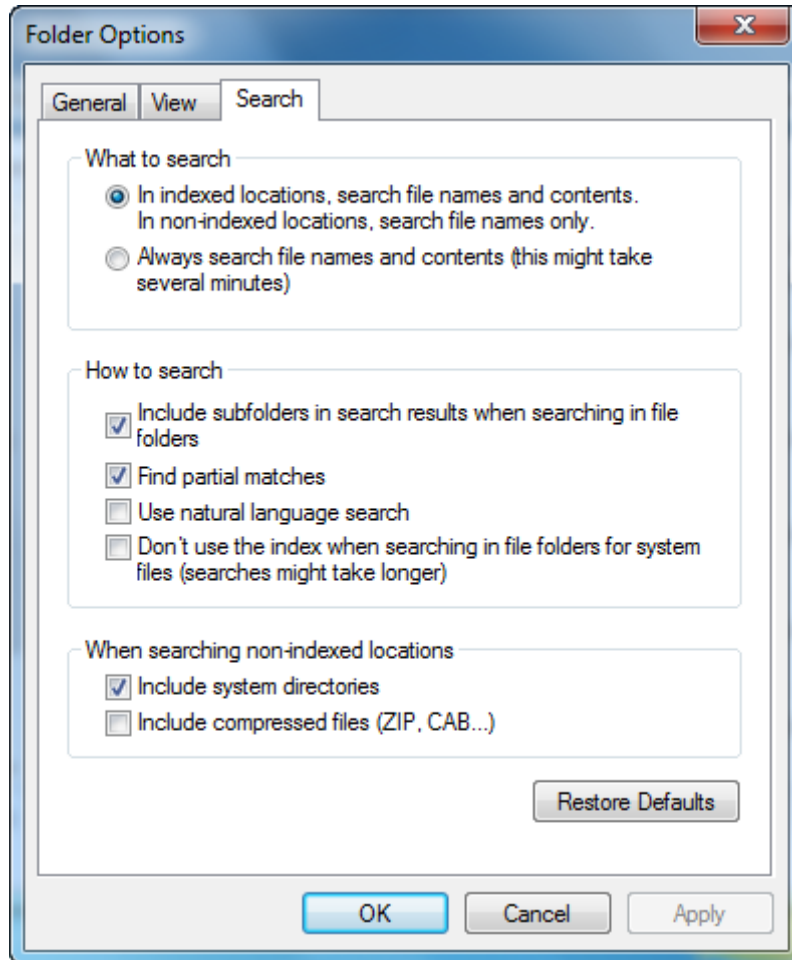
You can combine several search criteria together so you could be very specific with your search. If you know you are searching for an e-mail approximately 100K in size, and you know the subject started with "P," chances are if it does exist you will find it!

Setting Search Options

To specify with even more detail how the Search tool should operate, click the Organize button and then click "Folder and search options:"



When the Folder Options dialog appears, click the Search tab:



Adjust the options here to change how the Search tool functions. Enabling some options will require extra search time; however, they may yield much more accurate results.

Let's explore the different options:

What to search Specify how you want the Search tool to look for and how deep in a file to dig for it. Specify if you want to always use indexed locations or if you want Windows to search everywhere, including the contents of the file.

How to search The options here let you specify how much freedom you want to give to the Search tool. The two default options shown above (Include subfolders, Find partial matches) are best to use for an all rounded approach.

When searching a non-indexed location

We know that some folder locations are indexed, meaning that a list of information about the files in a folder has been compiled, making searching faster. If you want to search every nook and cranny of your computer in order to find a system file or file that is stored in a compressed folder, enable both of the bottom options.

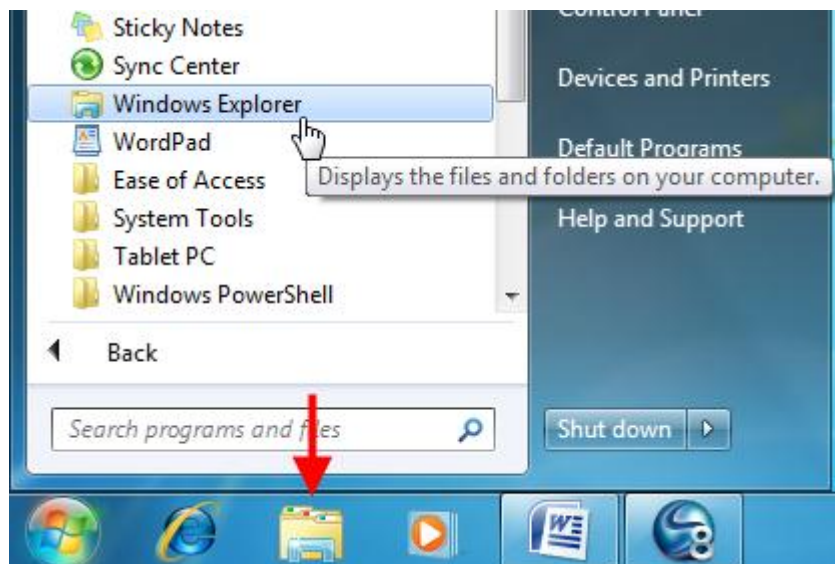
Depending on the information you are looking for, some combinations of search options can produce very slow search times. Unfortunately it is impossible to provide a perfect solution for everyone; it will simply involve some trial and error. Nonetheless, you can always return the search options to their defaults by clicking the Restore Defaults button.

7.2: Using Windows Explorer and Libraries

Windows Explorer is a program that is used like a folder to navigate through the different parts of your computer. Using Windows Explorer, you can view file hierarchy, move large volumes of files at once, and more.

Launching Windows Explorer

Windows Explorer is found by clicking **Start** → **All Programs** → **Accessories** → **Windows Explorer**. It is also attached to the taskbar by default:

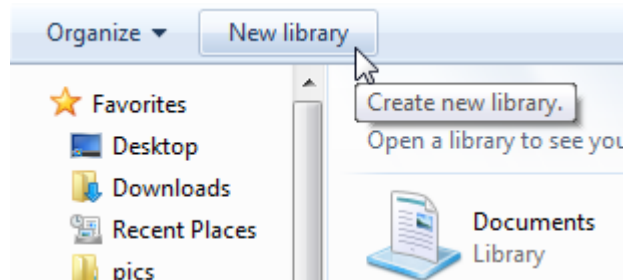


When you open Windows Explorer, you will see links to the four default libraries: Documents, Music, Pictures, and Videos.

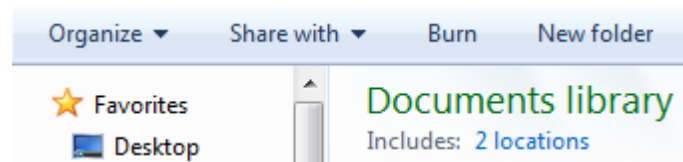
Windows Explorer Overview

At the top of the window is the command area. There are Back and Forward buttons, an address bar that shows you the current folder or drive you are viewing, and other commands that change depending on the content included in the folder.

For example, when you first open Windows Explorer via the Start menu or taskbar, you have the option to create a new library:



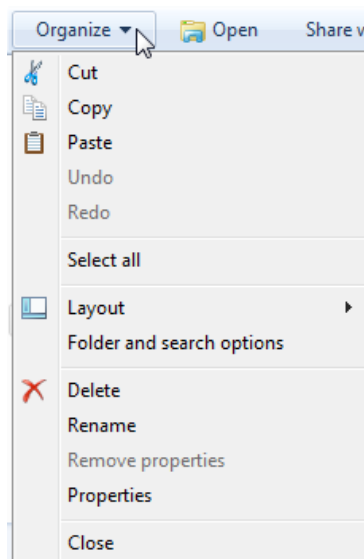
When viewing a folder that contains a variety of items, you will see these commands:



These four commands are the most common ones you will see when using Windows Explorer.

Let's take a moment to go over what each command does.

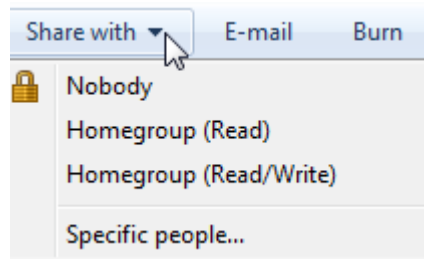
Organize This option is available all the time when using Windows Explorer. This general menu lets you perform a number of common tasks:



Share with Windows has the ability to communicate with other computers that

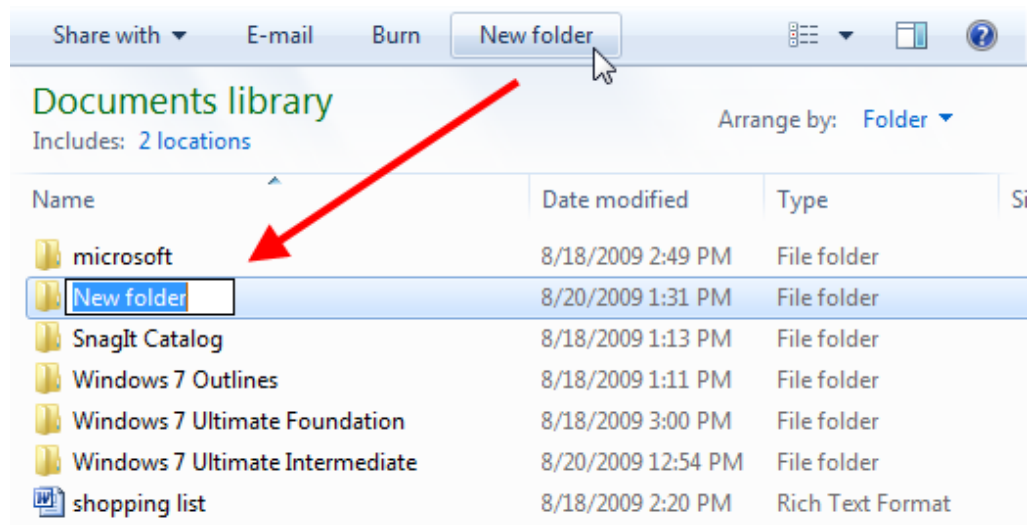
are part of the same network. Most offices have some sort of network established so all computers can save files in one location or share a printer. Many homes also have a network, either a wired one that was installed when the house was built or a wireless one via a wireless router.

Windows 7 has the ability to communicate with other types of computers. Two or more Windows 7 computers can create a Homegroup; a simple network that allows for easy sharing of files. Most of the information relating to networking is beyond the scope of this manual. However, if you click the "Share with" option, you can share files with other users on your network:

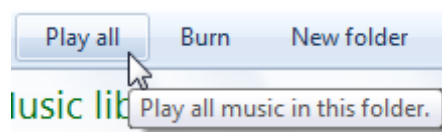


Burn Burn the contents of the current folder to a CD or DVD.

New folder Use this command to add a new folder inside the current location. Click the command, then type a name for this new folder:

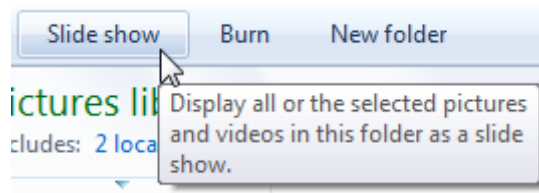


If you are viewing files that can be played with Windows Media Player, you will see the "Play all" command:



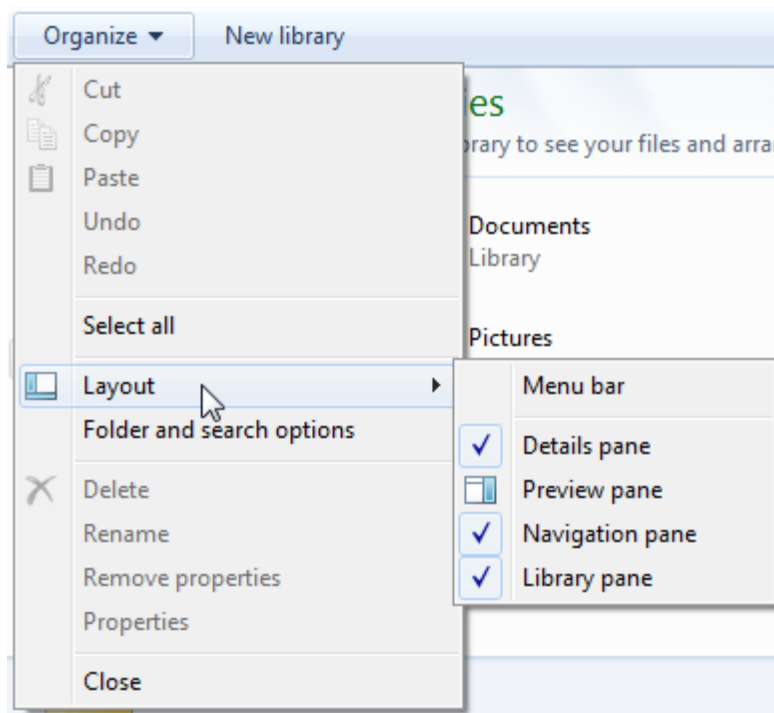
Click this command to play all items in the folder.

If you are viewing a folder that contains pictures, click "Slide show" to view all files at once:



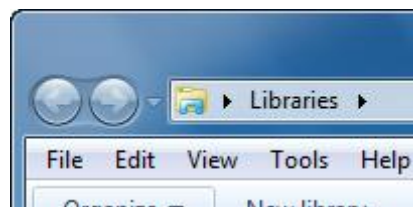
Choosing a Layout

If you want to choose a different layout for Windows Explorer, use the Organize command and point to Layout. You can enable or disable different parts of the window here:



Let's go over the different components:

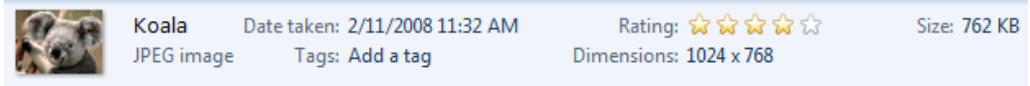
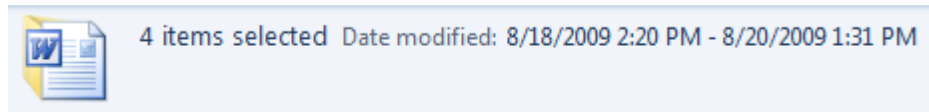
Menu bar The Menu bar is disabled by default. This option adds some menus to the top of the window:



File lets you create and manage objects in the folder. Edit lets you select, cut, copy, and paste items. View lets you change how items in the folder are displayed. Tools offers advanced networking options. Finally, Help lets you view the Help file and legal information about Windows.

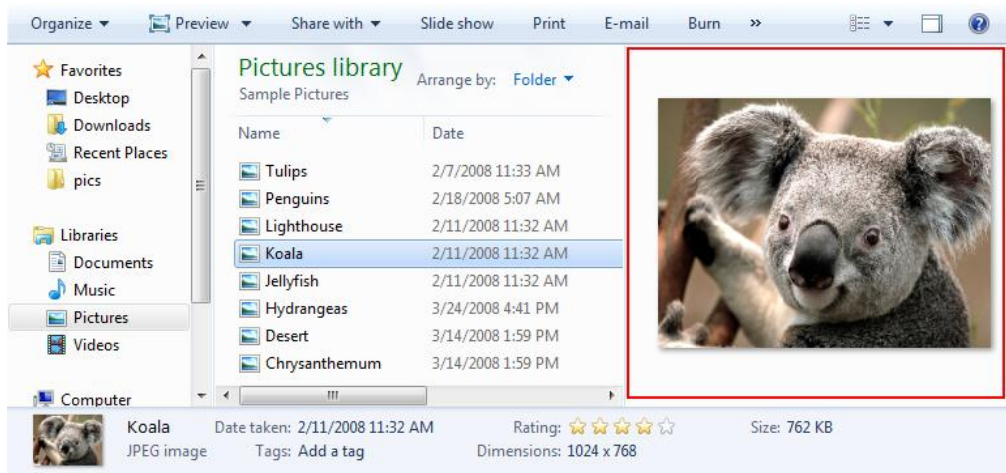
Details pane

The Details pane is visible at the bottom of the window. It shows vital statistics about the folder or the selected item(s):



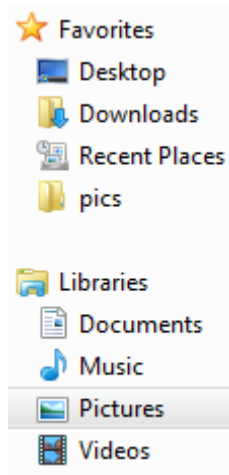
Preview pane

The Preview pane is useful when viewing pictures or other graphical media. It displays a small image on the right side of the window:



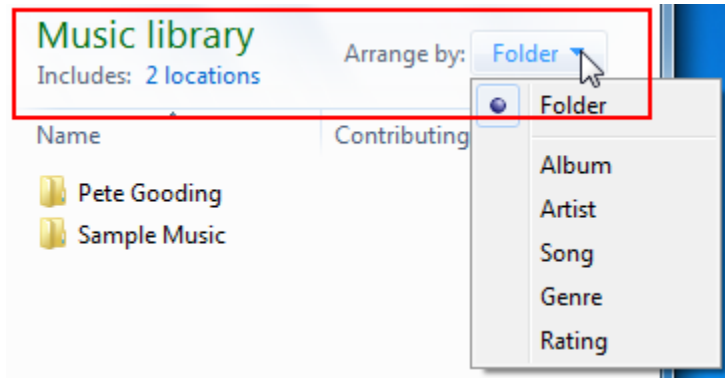
Navigation pane

This lists the major folders and locations on your computer:



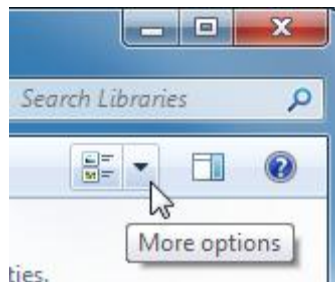
Library pane

The Library pane is only visible when viewing libraries. It shows the library name, a link to the number of locations referenced by the library, and a menu to arrange the data in the library:

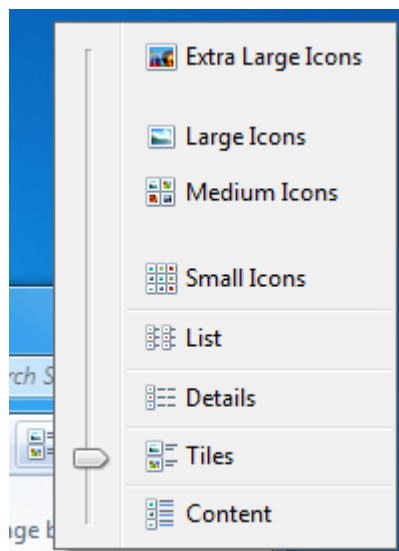


View Options

Windows lets you display file information in a variety of ways. Experiment with these options when viewing a folder that contains a lot of files. To explore the view commands, click the "More options" command:



This command lets you choose between a variety of different views.

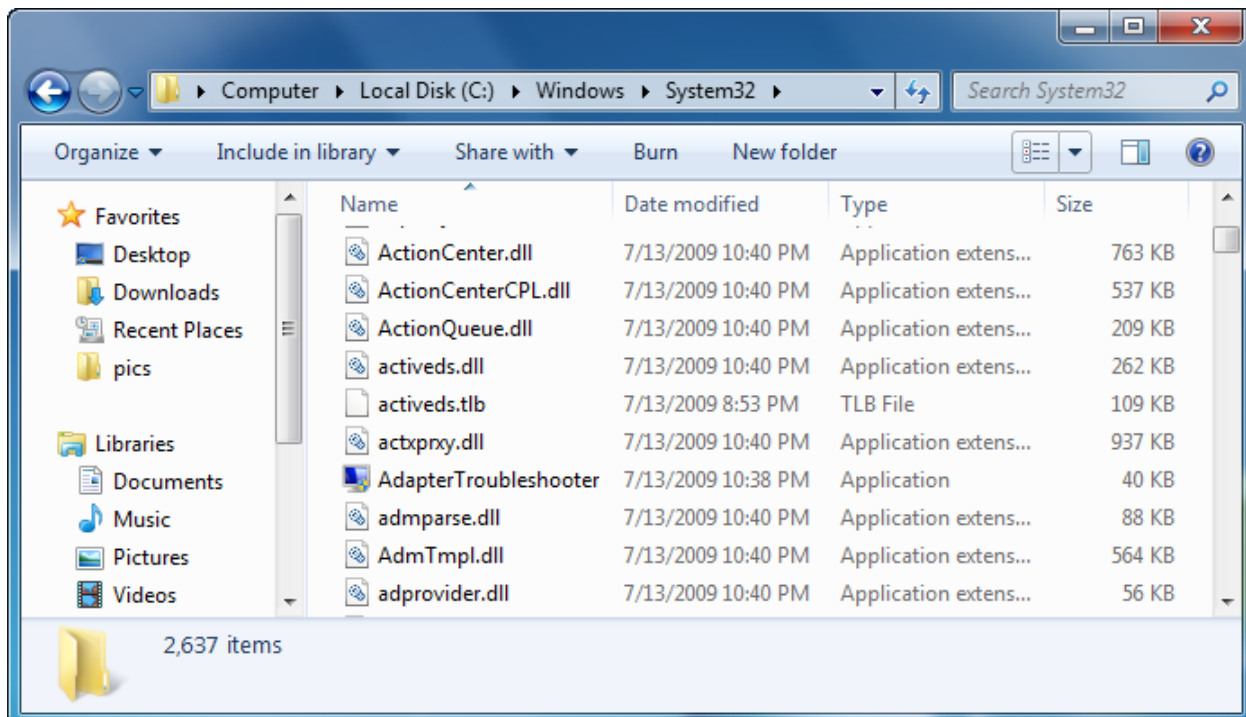


Extra Large, Large, and Medium icons are great when viewing folders containing pictures:



List and Details are great when viewing data or system files, or many files of the same type.

Below is an example of the Details view, which provides vital statistics about different files:



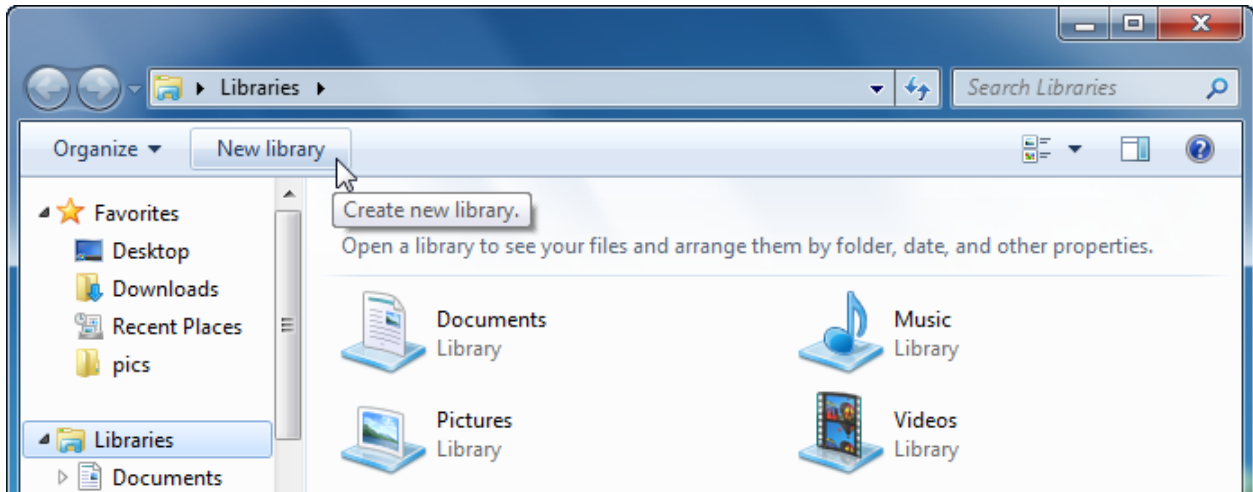
Creating a New Library

We've already used libraries quite a bit in this manual. They are essentially folders that reference one or more different locations on your computer at once. The four default libraries included with Windows 7 will probably be enough for most users. However, if you are responsible for working on many different projects that each

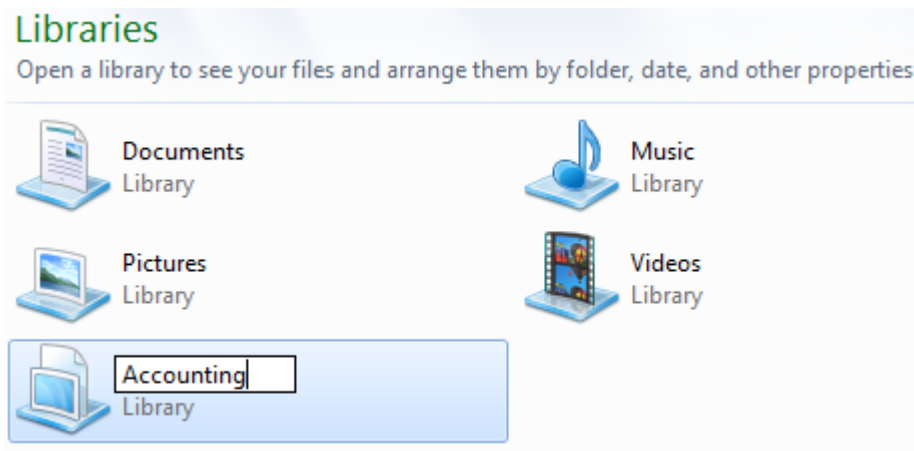
require a lot of supplemental information, it might be easier for you to create a new library instead of adding more and more folders to the Documents library.

To create a new library, open Windows Explorer or click the Libraries link in the Navigation pane.

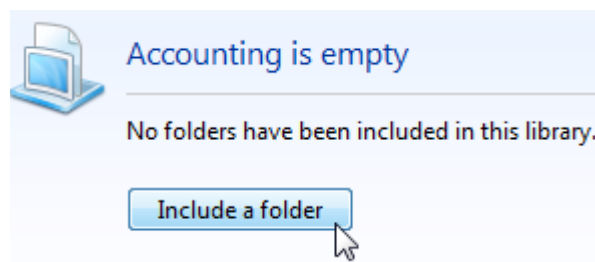
Then click the “New library” command:



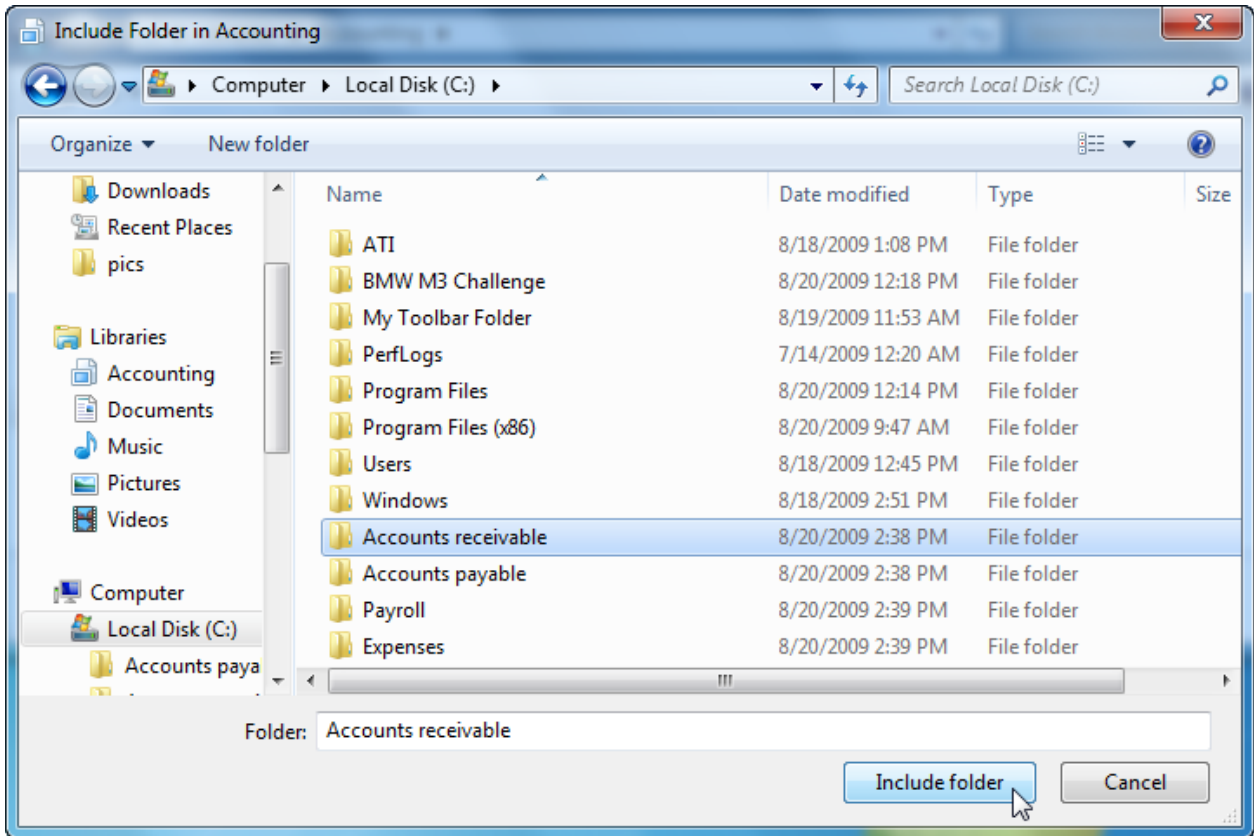
A new library will appear under the others. Give the library a meaningful name and press Enter:



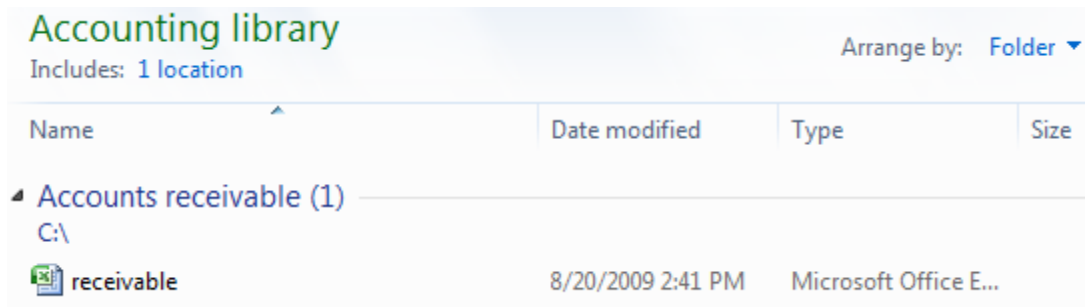
Now double-click this new library to open it. In order to use the library, it needs something to reference. Click “Include a folder” to continue:



Next, navigate to the area of your computer containing a folder you want to add. Highlight the folder and then click "Include folder:"



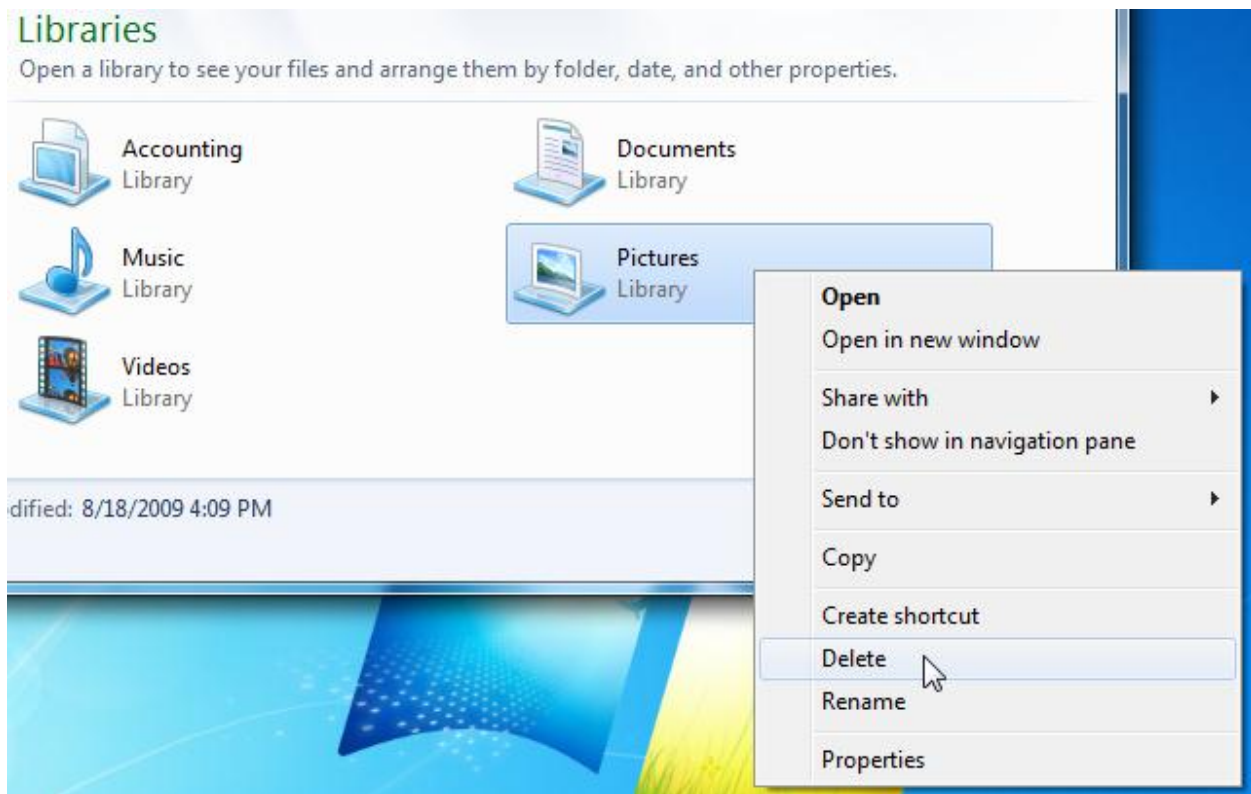
The new location will then be shown in the library:



To add another location, click the blue "1 location" text under the library title. Browse and choose another folder. Repeat this process until you have added all the folders you need to the library.

Don't forget, you can add more locations to the default libraries too!

You can even delete the existing libraries if you wish; just right-click the library you want to remove and click Delete:



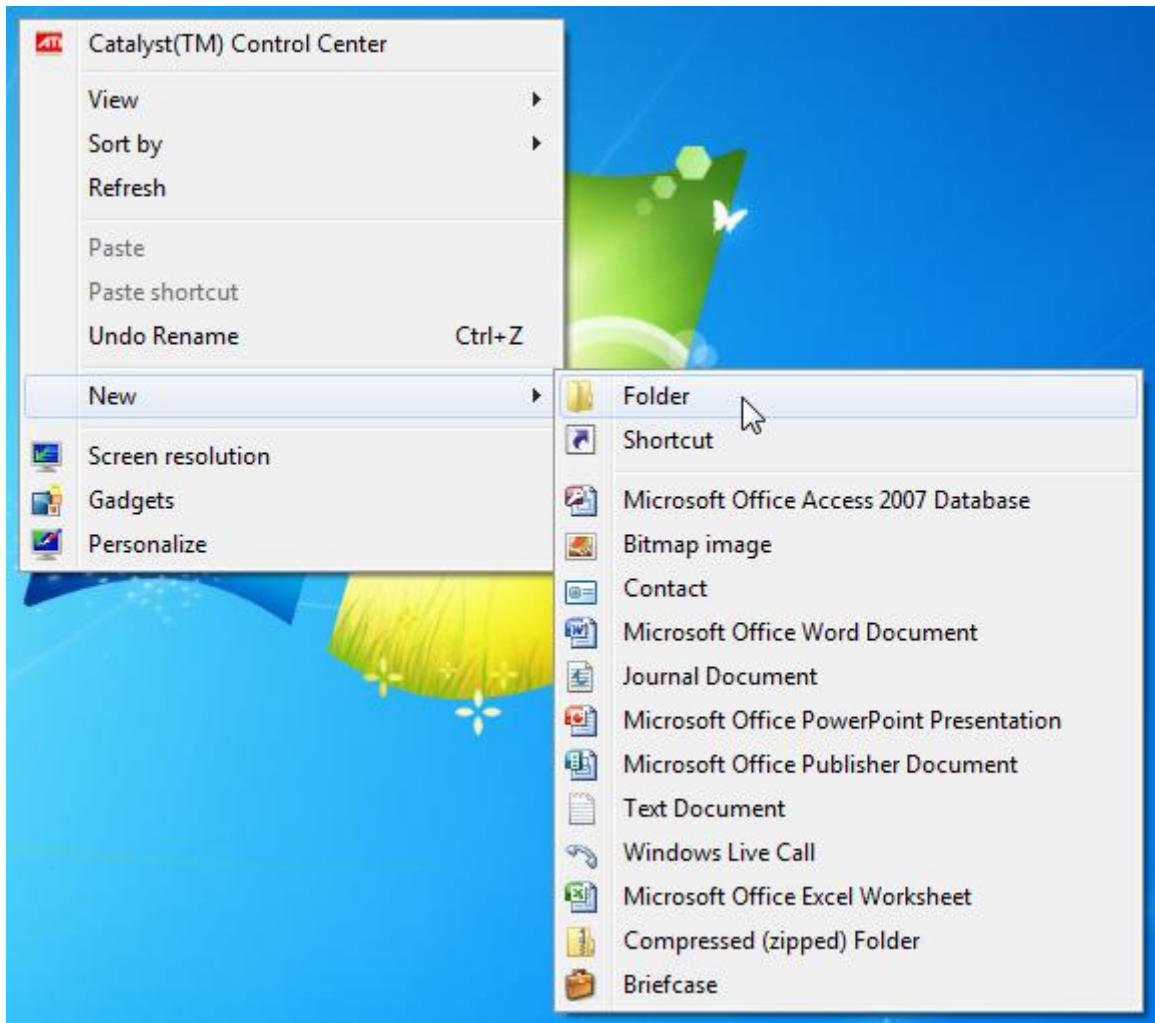
If you delete a library, you aren't deleting the data included in them. Remember that a library is just a convenient way to reference several file locations at once. If you want to delete data for good, you will have to delete the source data manually.

7.3: Managing Files and Folders

The operation of every single computer program involves reading and processing the instructions found in a file. From something as basic as Notepad to Windows 7 itself, everything you can do and everything you see on the screen is a result of information being read and processed from a file.

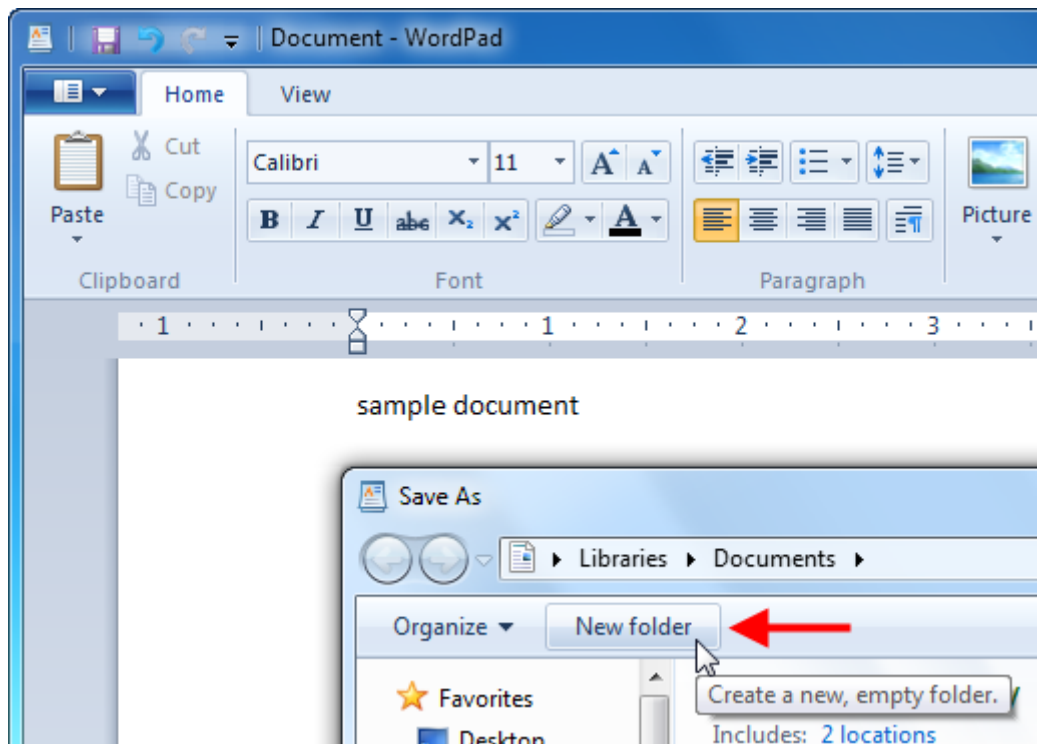
Creating and Naming Folders

You can create a folder just about anywhere on your computer in one of two ways. If you are creating a new folder on the desktop, or in a folder, right-click on an empty area, point to New, and click Folder (at the top of the list):

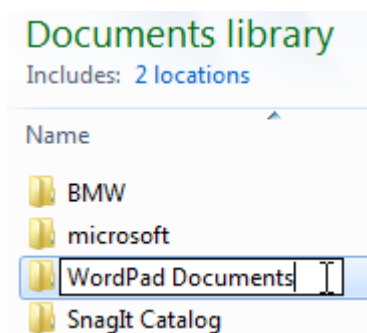


Give the folder a name and then press Enter.

Windows allows you to create a new folder at the same time you are saving a file. For example, if you wanted to make a new folder for WordPad documents, you can do so while saving the file. When you see the Save As dialog appear, click the "New folder" command:



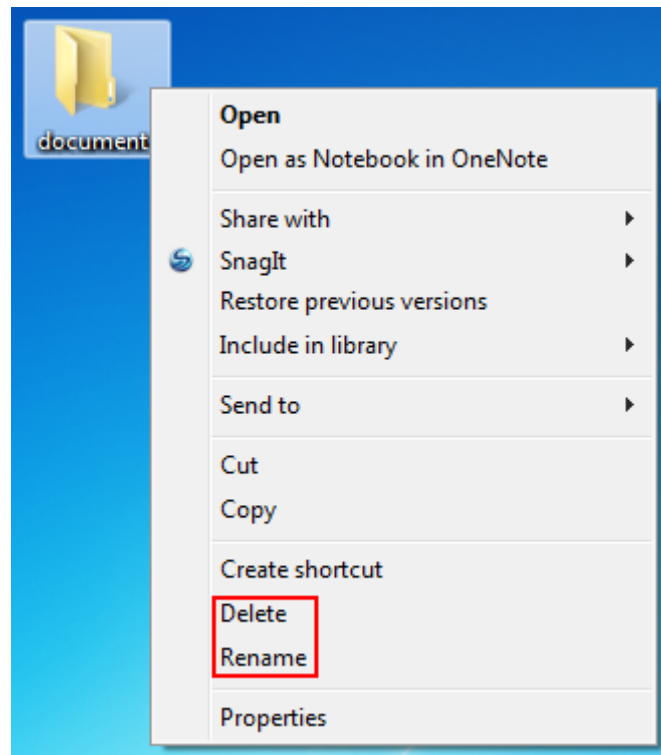
A new folder icon will appear. Give the folder a name and then press Enter:



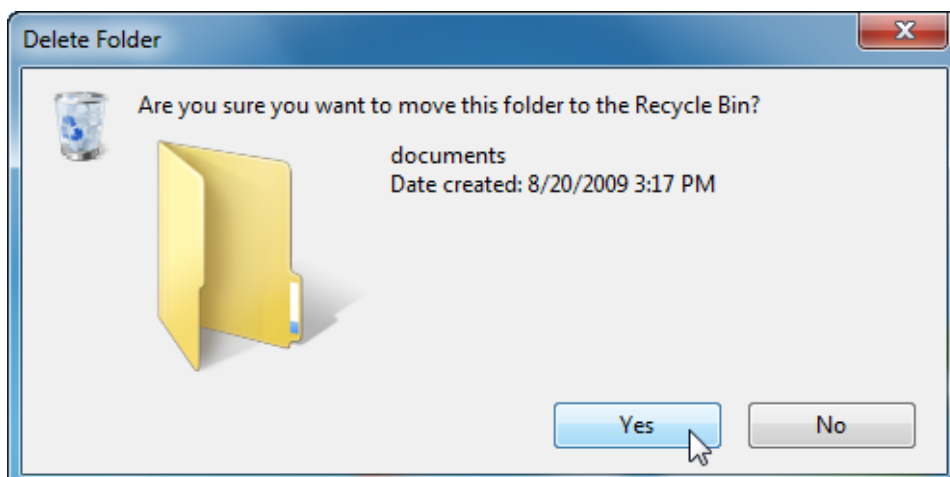
In order to save something in the new folder, double-click the new folder's icon, give the file that is to be saved a name, and then click Save.

Renaming and Deleting Folders

You can rename or delete a folder at any time (unless you are trying to save something inside a folder that you are also trying to delete; Windows prevents these errors). Simply right-click on the folder and select Rename or Delete. This can be done with folders in Windows Explorer, in a Save dialog box, or folders on the desktop:



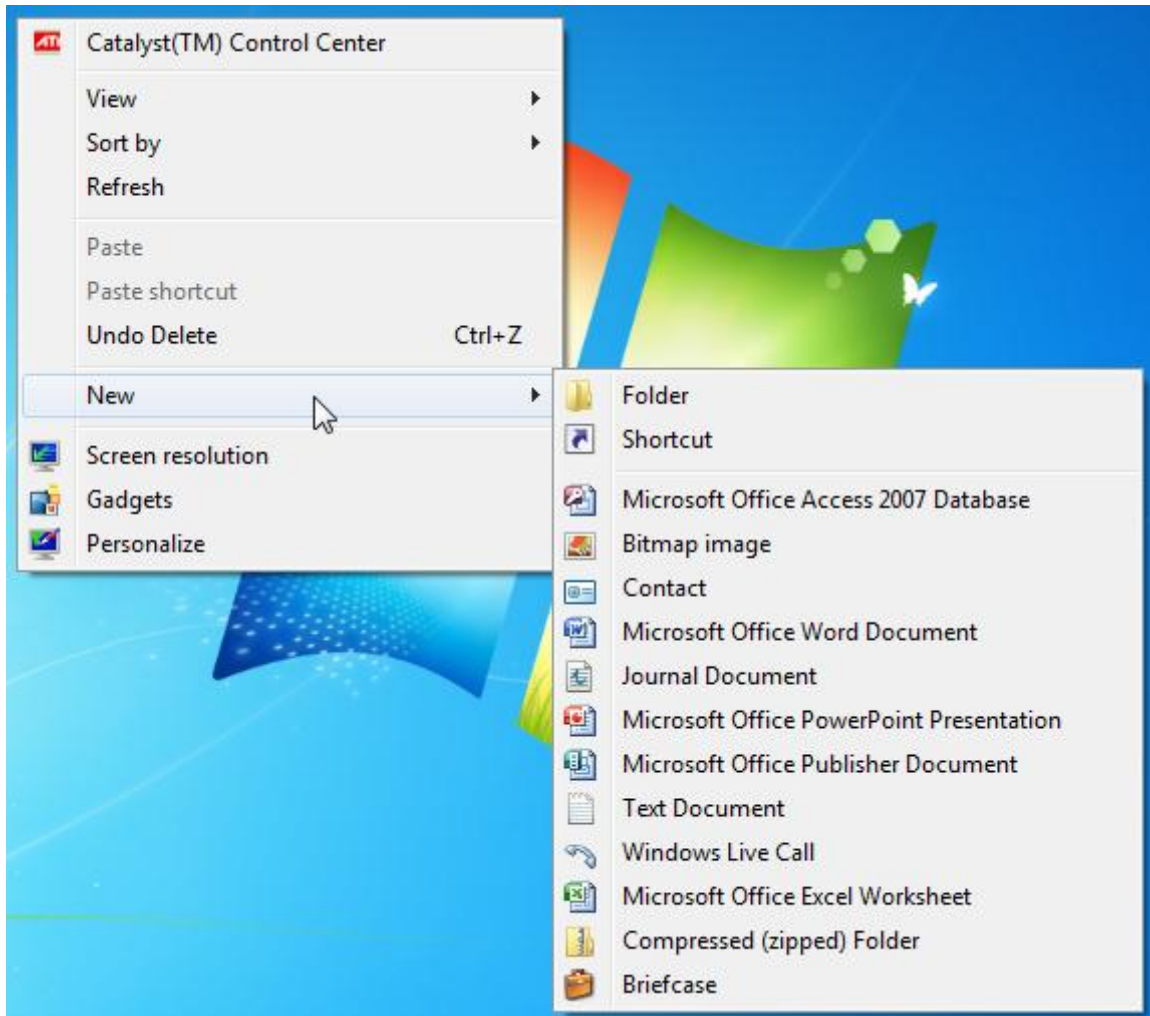
If you click Delete, Windows will ask you to confirm your choice:



Windows will not allow you to delete a folder if any of the files contained inside are already in use.

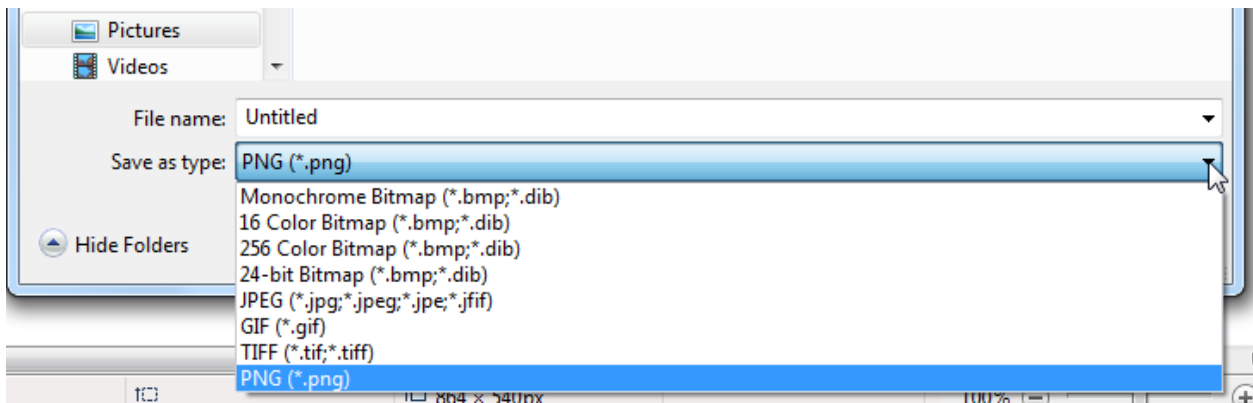
Creating and Naming Files

Creating a file is easy to do and is very similar to creating a folder. If you are not using a program but know that you want to create a new text document (usable by Notepad and others), right-click on an empty space on the desktop or in a Save dialog, point to New, and then choose the file type:



When you see the new icon appear on the desktop or in the Save dialog box, type a new name for the file and press Enter.

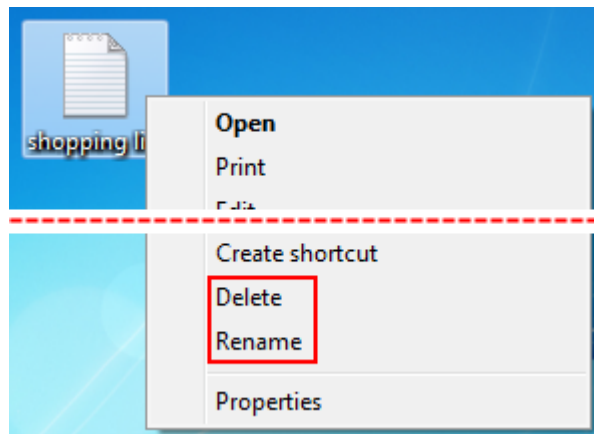
Sometimes programs are capable of saving a file in more than just one format. Paint, for example, can save an image file in eight different image formats:



Click the pull-down arrow beside the Save as type box and choose a format. Then enter a name in the File name box and click Save. (Notice too that Paint will save a file by default in the Pictures library.)

Renaming and Deleting Files

As you may have guessed, you can rename and delete a file just as you can a folder. Right-click the file and click the appropriate command. Keep in mind that you cannot rename nor delete a file while it is in use:



Cutting, Copying, and Pasting Files and Folders

Nearly every file type and every folder can be cut, copied, and pasted. If you are not already familiar with these commands, they are used extensively by many programs.

The Cut command will remove the information from one location and store it in a special part of the operating system called the clipboard. The clipboard is a repository memory location that can only hold one item, but that item can be of any size. Using the Paste operation, the object that was cut can be placed somewhere else one time.

The Copy command makes a 1:1 copy of the original and keeps it in the clipboard. The object can then be pasted as many times as needed into a location. Whenever a new item is cut or copied to the clipboard, it overwrites the old object.

These concepts are best shown by example. Imagine you are looking at a word processing document and want to perform some editing on the document:

Title
Opening Paragraph
Paragraph 1
Paragraph 2
Paragraph 3
Conclusion

You want to remove the title, blend the Opening Paragraph into Paragraph 1, and move Paragraph 3 before Paragraph 2. You can simple erase the title if it is no longer needed, though you could cut it if you like. Next, combine the opening paragraph and Paragraph 1 together:

Opening Paragraph / Paragraph 1
Paragraph 2
Paragraph 3
Conclusion

To cut and paste Paragraph 3 and put it in front of Paragraph 2, highlight Paragraph 3:

Opening Paragraph / Paragraph 1
Paragraph 2
Paragraph 3
Conclusion

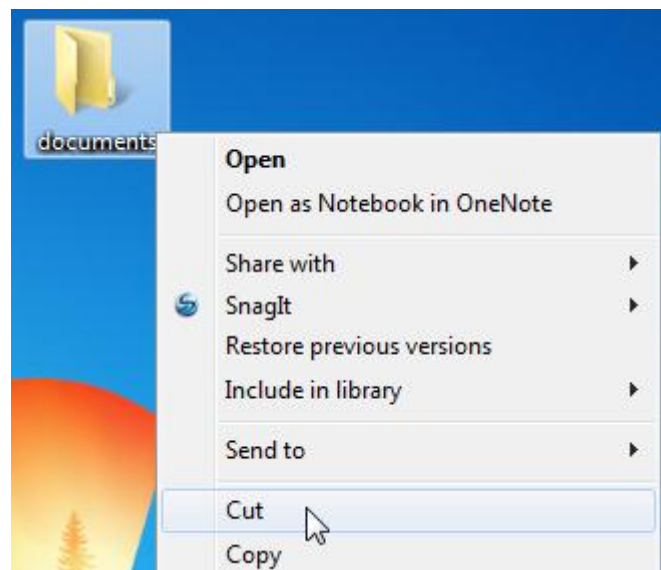
Then press Ctrl + X to cut the object. It will be removed from the document and saved in the memory of the computer:

Opening Paragraph / Paragraph 1
Paragraph 2
| ←
Conclusion

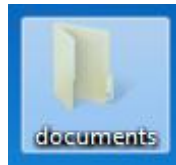
Click between the opening and Paragraph 2 (press Enter to create a new space if you like) and then press Ctrl + V to paste Paragraph 3:

Opening Paragraph / Paragraph 1
Paragraph 2
Paragraph 3
Conclusion

The same operation of Ctrl + X and Ctrl + V works for files and folders too. You can cut a folder from the desktop and paste it just about anywhere using these commands. They are also accessible by right-clicking on a file or folder and clicking Cut:



An icon that has been "cut" will appear faded while placed on the clipboard:

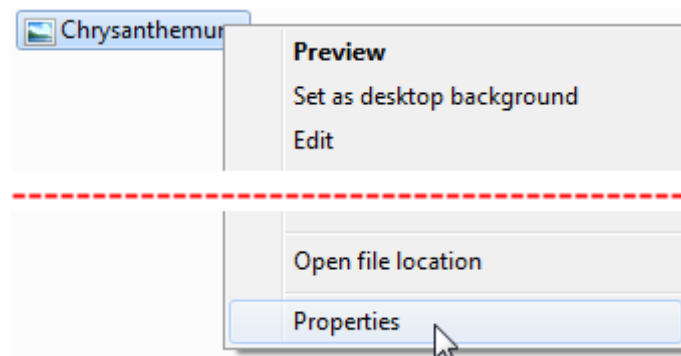


Now open a target location, right-click inside the folder, and click Paste. If you want to place the same file or folder in many locations, use the Copy command. The original object will remain where it is, and a copy will be placed in the clipboard. Now you can Paste the object as many times and you like into many different locations. The copied object will remain in memory until it is overwritten by cutting or copying something else, or the computer is restarted.

7.4: Advanced File Management

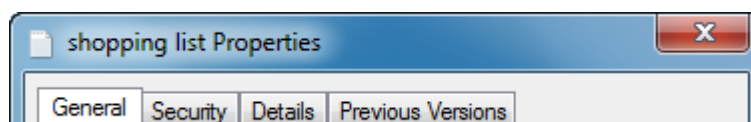
Viewing File Properties

Every file has properties. These include the date and time of file creation, the name, if the file is labeled as read-only, and more. You can view the properties of a file by right-clicking it and clicking Properties:



The <file name> Properties dialog box will appear. Though every file has different property values, the four main categories of properties are the same for every file.

Let's go over the four main property categories:



General

Vital statistics about the file itself, such as when it was created, last accessed, and modified; how large the file is; and more. Some interesting properties include the ability to make the file read-only or hidden. A read-only file cannot be modified or deleted, while a hidden file does technically still exist, but is hidden from the standard file view.

Security

You can restrict which users can see the file and how they can

interact with the file. Permission to modify these settings is limited to computer administrators.

Details

Properties listed here are like the properties in the General tab, only these properties are based on the characteristic of file. Some files, such as a picture file, can have over 60 different properties. Which of these properties can be modified in the Properties dialog box depends on the type of file.

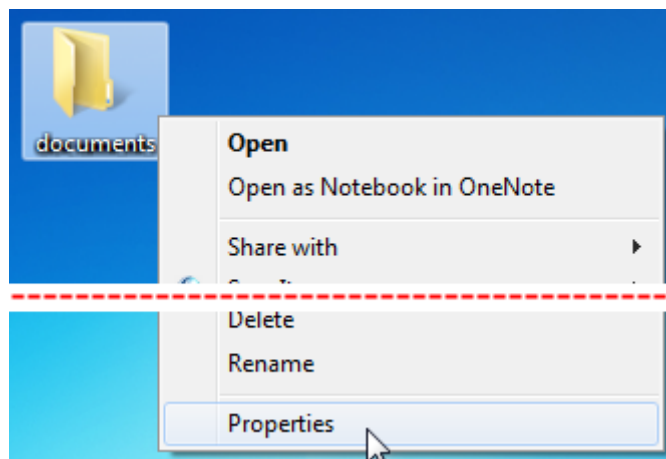
Previous Versions

If you used the backup feature of Windows to create a backup of this file (or the folder that contains this file) you can revert a file to a previous version. Select a backup instance from the list and click Restore.

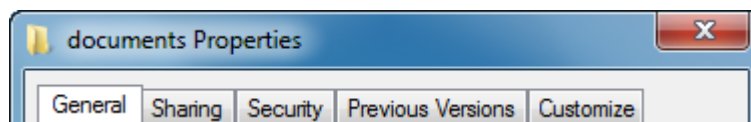
Click OK to accept any changes you have made.

Viewing Folder Properties

Folders, like files, also have properties. To view the properties of a folder, right-click on the folder and click Properties:



The <folder name> Properties dialog box will appear. Like the File Properties dialog box, it too has common tabs:



General

Vital statistics about the folder such as save location, how large the folder and its contents are, and how many files are contained inside. You also have read-only and hidden properties to enable or disable if you wish.

Sharing

You can share the contents of the folder with another person on your network. You can also allow the folder to be shared over the whole Internet, modify who has which permissions, and more.

Security You can restrict which users can see the folder and how they can interact with the contents. Permission to modify these settings is limited to computer administrators. Folder security differs from Sharing properties in that the Security settings only apply to local users who have an account on the computer.

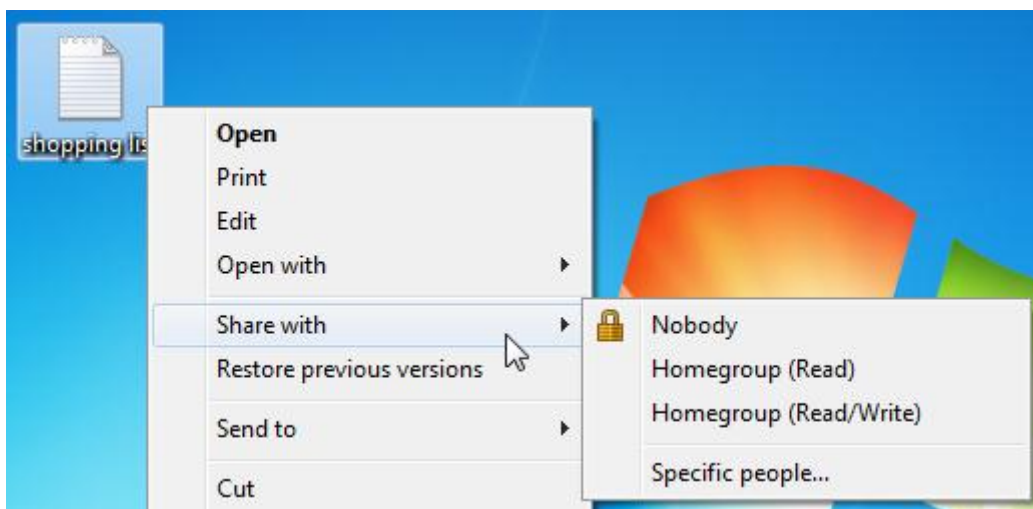
Previous Versions If you used the backup feature of Windows to create a backup of this folder you can revert a folder's contents to a previous date. Select a backup instance from the list and click Restore.

Customize The Customize tab lets you design the look and feel of the folder itself. You can make a folder look like a Pictures or Music folder, change the picture that is displayed on the folder, and change the picture used for the inside of the folder's icon.

Click OK to accept any changes you have made.

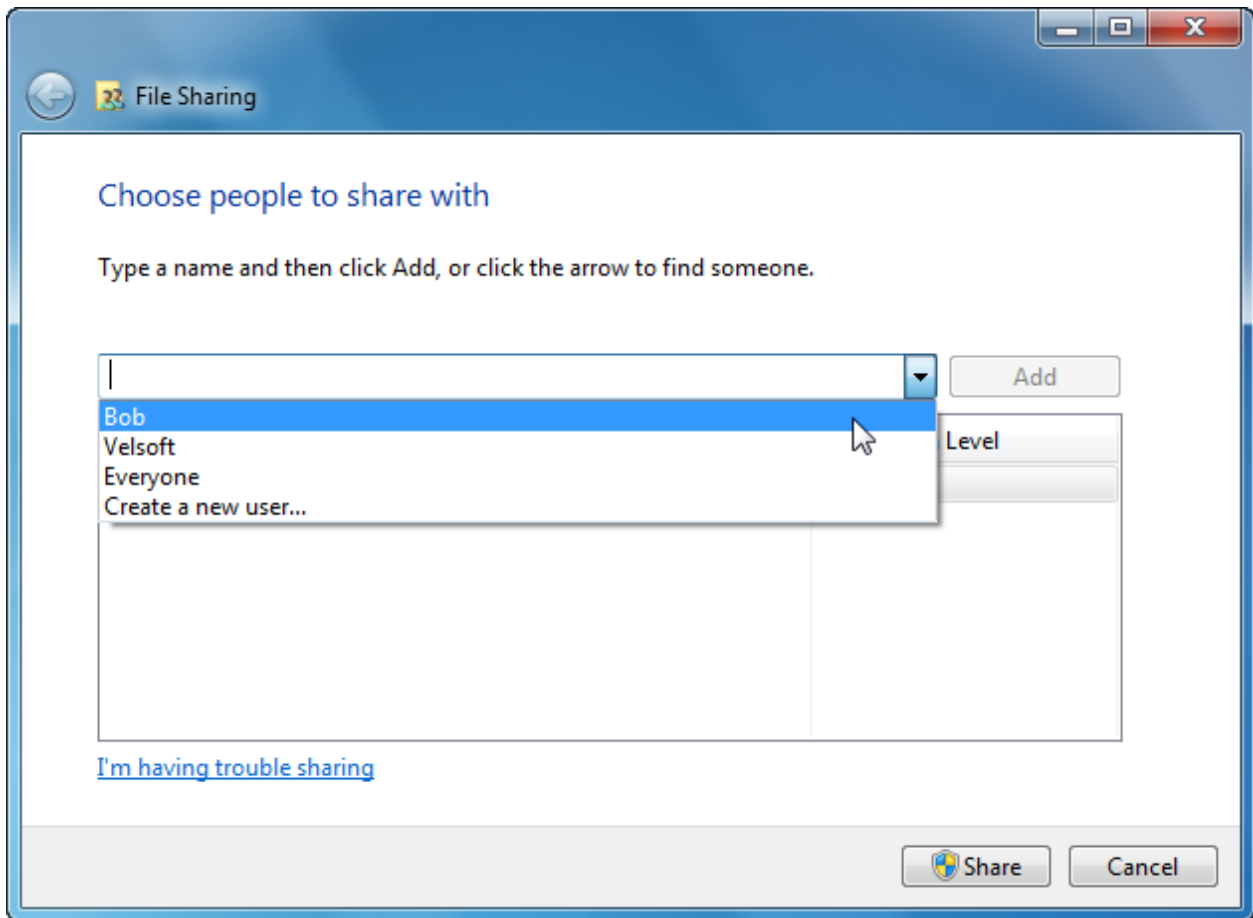
Sharing a File or Folder

Windows allows you to share a file with other users of the local computer or someone else across a network of computers, including the Internet. To share a file, right-click on the file and click "Share with:"

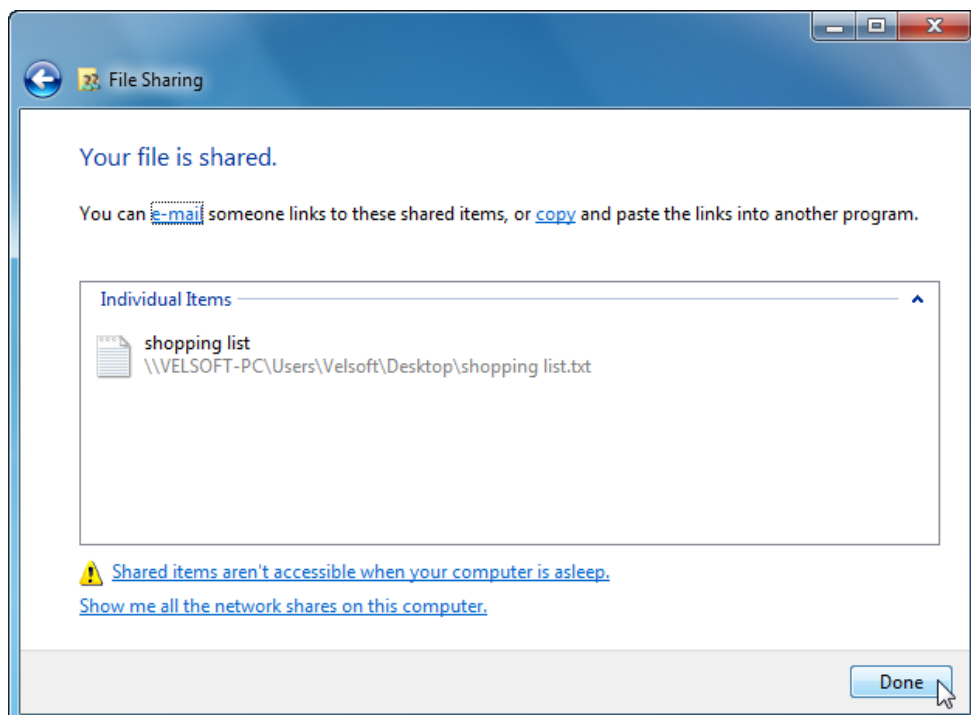


If you select Nobody, that particular object will only be accessible by your account. If you share a file with your Homegroup, other Windows 7 users on the same network will be able to read or read/write (make changes) to the file.

If you click Specific people, the File Sharing dialog will open. Click the pull-down arrow to select a name from the list (or opt to share the file with everyone in the list of users). When you have highlighted a name, click Share:



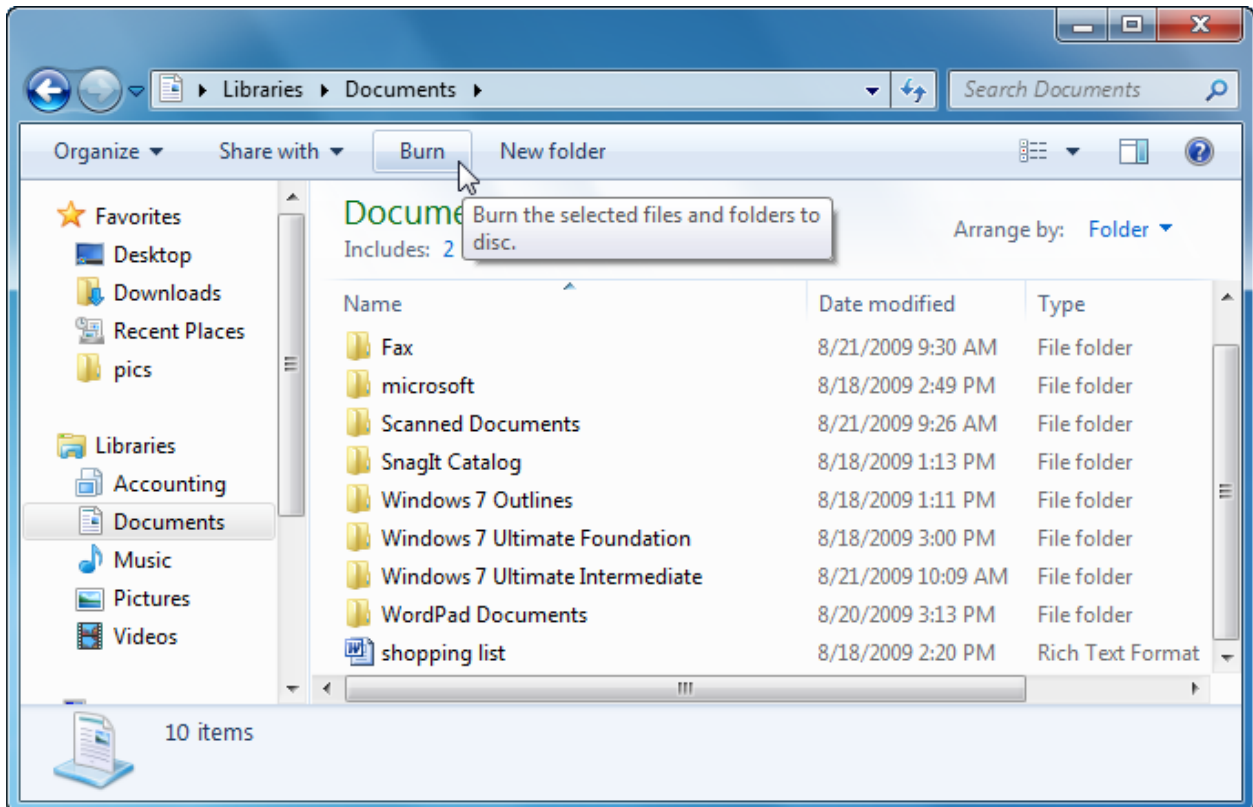
After you click Share, you will be shown a list of successful file(s) that have been shared. Click Done to complete the sharing process:



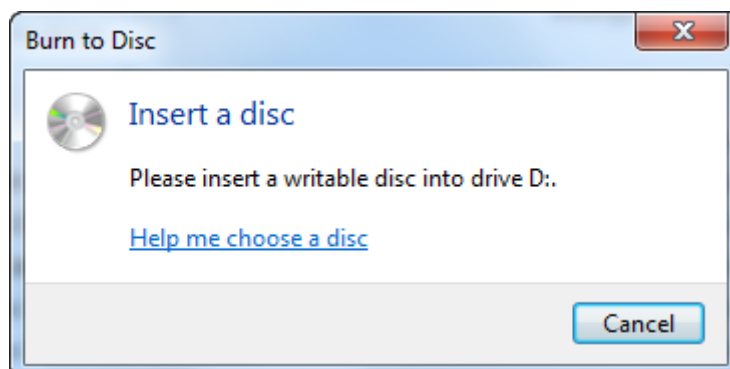
Sharing a folder is very similar. Open the File Sharing dialog box by using the right-click command or the folder properties. Select which user you want to share the folder with and click Share.

Burning Files, Folders, and ISOs

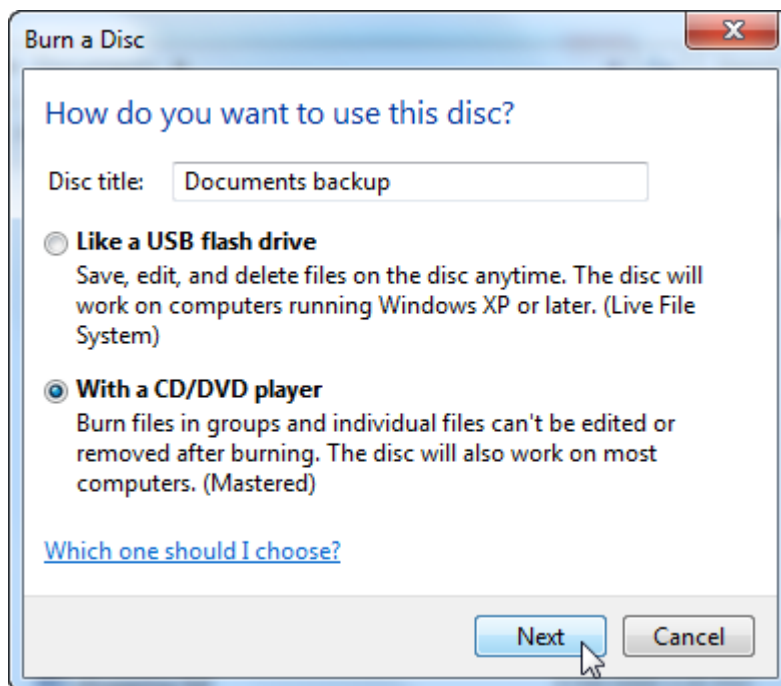
We know that we can burn any file type to a recordable CD or DVD. Imagine that you want to make a hard copy of all items in your Documents folder. Open the folder to view all files and then click the Burn command:



Insert a blank CD if you haven't already. (We are using a CD-R.)



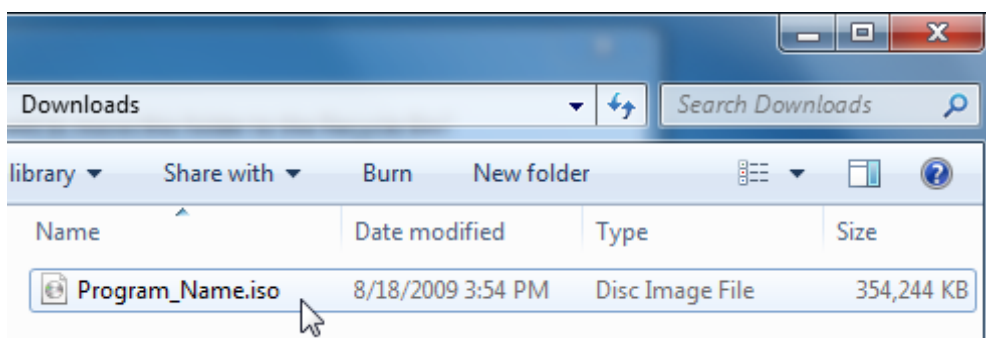
Next, give the disc a title. You may also see the following options depending on your hardware or the type of disc you have inserted. Make your choice and click Next:



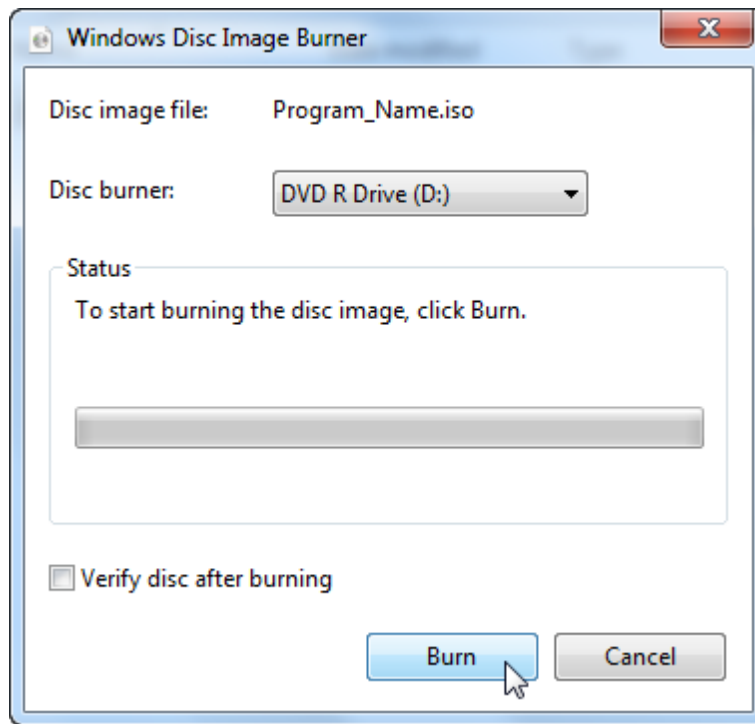
Windows will start to burn the files onto the CD showing you progress as the process is working. When completed, the disc will eject and ask if you want to burn another copy of the same thing on a new disc. Once the process is completed, you can browse the disc contents using Windows Explorer or by clicking Start → Computer and then double-clicking your CD or DVD drive.

Windows 7 includes the ability to burn ISO files without having to download a third party program. An ISO file is a CD or DVD image file. If you download programs from the Internet, sometimes the programs come in ISO form. These types of files are usually quite large (hundreds of megabytes) and contain the complete image of a program disc.

Windows 7 will recognize ISO files. To burn an ISO image, just double-click the file:

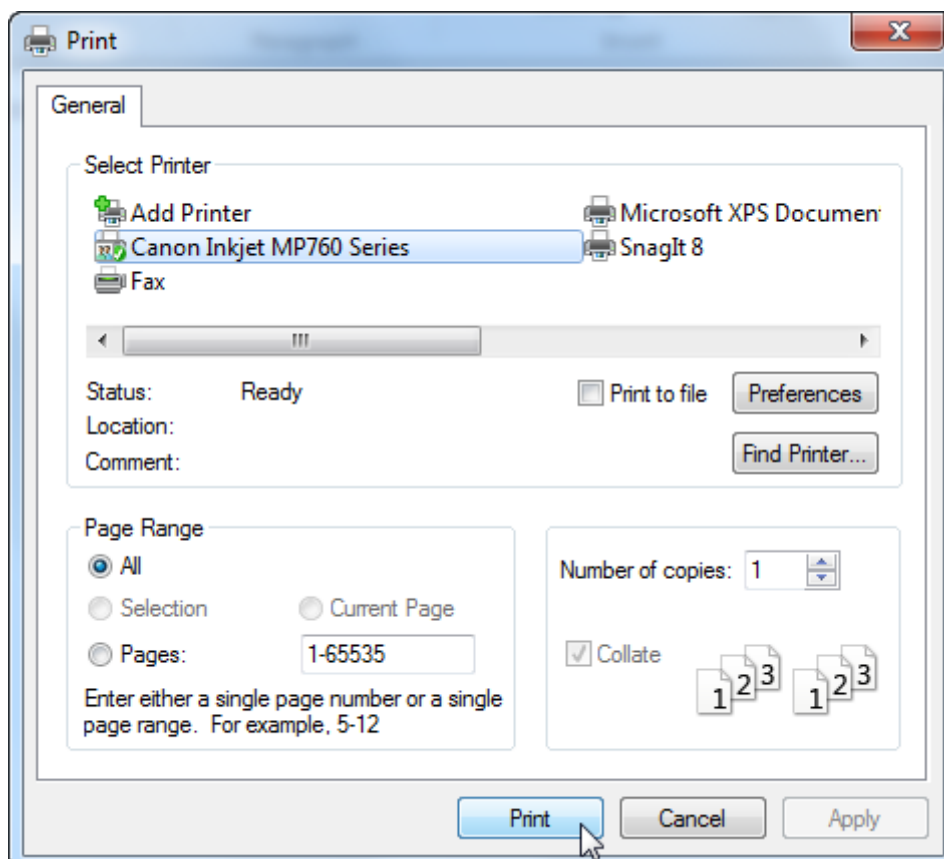


Windows will prompt you to insert a recordable CD or DVD. Click Burn to record the image file:



Printing a File

Many programs have the ability to print the file you are working on. The printing dialog box is different for each program, and each printer has different specifications. Nonetheless, many of the printing dialog boxes have similar characteristics. Let's look at the Print dialog box for WordPad:



Select Printer

Choose a printer or printing service to print the file. Most users only have access to one printer at a time, and that printer will be installed as the default printer so this step becomes largely unnecessary. However, there are software programs that can take the printed document that your computer would send to a printer and instead turn it into some other document, such as a PDF file that can be viewed on many different computer platforms.

Preferences

Nearly every Print dialog box has a Preferences or Properties button which is used to adjust the settings of the printer. This button will allow you to select your paper size and paper type, print quality, and more depending on the capabilities of your printer.

Page Range

If your document is more than one page, you have the option to print the entire document, print only selected text (useful when printing from Internet Explorer), printing only the currently displayed page, or printing a range.

Number of Copies

Specify as many copies as you like. Either type a number in the text box or use the small arrow buttons to adjust the range. Windows will keep printing copies as long as there is paper!

Collate

Check this box to activate collation printing. Most printing programs will print multiple copies of a three page document like this: 1, 2, 3, 1, 2, 3, etc. until the desired number of copies has been printed.

If you click the collate checkbox, three copies of a four page document will print like this: 1, 1, 1, 2, 2, 2, 3, 3, 3, 4, 4, 4. This will make separating the document easier in some situations.

Click the Apply button to save the current print settings for future use when using this particular printing program. Click Print to begin printing your document.

Index

Action Center	3, 4, 151, 152, 153, 154, 156, 158, 160
Aero Desktop	
Jump Lists.....	65
Maximize	61
Maximize two windows	62
Antivirus	155
Applications	
Anatomy of	43
Closing	51
Ending frozen	49
Help in.....	49
Moving in.....	45
Starting	39
Arranging taskbar icons	29
Back Up and Restore Center.....	3
Calculator	
Opening.....	110
Standard.....	112
Statistics.....	115
Using.....	116
Worksheets	119
Command path	14
Computer Folder	68, 69, 70, 72, 75, 87, 91, 234
Control Panel.....	17, 18, 27, 35, 90, 149, 151, 152, 234
Ease of Access Center.....	3, 6, 35
Firewall.....	155
Getting Started Center.....	17, 90
Graphical user interface (GUI)	12
Help and Support	
Asking for help	217
Interface overview	214
Launching from an application	213
Microsoft Answers	218
Navigating	221
Offline help	233
Options.....	231
Printing from	222, 227
Remote Assistance	217, 228
Searching for help.....	215
Starting	211
Subtopics.....	220, 226
Table of Contents.....	224, 227
Topics.....	225
Tutorials	219
Windows Basics	219
Help and Support Center.....	27, 214, 234
Hyperlinks.....	18, 175, 177, 208
Installing programs	185
Internet Explorer ...	2, 3, 15, 41, 161, 162, 172, 173, 174, 177, 178, 208, 218, 219
About	3
Address bar.....	174, 175
AutoComplete.....	174

Closing	173
Command Area	166
Command Bar	168
Compatibility View Button	168
Downloading files	187
Favorites	171
Home page	166
Hyperlinks	175
Initial setup	163
Interface overview	170
Menu bar	167
New window	176
Search Bar	171
Small or large icons	169
Starting	162
Status Bar	169
Suggested Sites	172
Tabs	178, 179
Toolbars	169
Troubleshooting	174
Web Slices	180
Jump List	65, 85, 177, 179
Keyboard	
Parts of	15
Shortcut Key	89
Shortcuts	48, 88, 89
Windows Key	89
Libraries	76
Logging In	6
Malware	155
Menus	
About	80
Shortcut	84
Mouse	
Clicking	12
Clicking and dragging	13
Double clicking	12
Right clicking	13
Selecting with	13
New Features	2
Notepad	20, 42, 43, 44, 88, 127, 128, 149
Paint	
About	121
Closing	126
File options	126
Interface	122
Starting	121
PowerShell	4
Problem Steps Recorder	4
Quick Access Toolbar	82, 98, 100, 122, 123
Recycle Bin	8, 9, 20, 21, 35, 56, 86, 90, 147, 203
Ribbons	

About	82
Tabs	83
Search Bar	26, 94, 171
Security Center	151
Show Desktop button	11
Shutdown Options	
Logging off	33
Restart	33
Shut down	32, 34
Sleep	32
Spyware	155
Start button	9
Start Menu	15, 20, 24, 25, 39, 89, 90, 94, 107, 121, 219
Sticky Notes	127
System Tray	11, 30
Task Manager	30, 34, 49, 50
Taskbar	29, 30, 35, 49, 52, 56, 58, 219
UAC	3, 186, 187
Understanding the Desktop	20
USB	3, 69, 234
User Account Control	3, 19, 186
Windows	
Flip 3D	57
Maximizing	43, 52, 53, 90
Minimizing	43, 52, 90
Moving	55
Resizing manually	58
Restoring	53
Scrolling in	53, 54, 55
Switching between	56
Windows management	58
Windows 7 file organization	74
Windows 7 Versions	6
Windows Defender	2, 3, 154, 155, 156, 158, 160, 208
Windows Firewall	2, 3, 208
Windows Live	
Downloading Essentials	185
Hotmail	201
Hotmail Attachments	206
Hotmail Creating mail	205
Hotmail Folders	203
Messenger	193
Messenger Adding contacts	196
Messenger Chatting	198
Messenger sign in options	194
Messenger Status	200
Services	183
Windows Live Essentials	19
Windows Media Center	4, 127, 134, 149
Windows Media Player	40, 81, 127, 129
Windows Vista	2, 5, 229
Windows XP	2, 5, 183

WordPad	
About	93
Backstage	96
Closing	102
Interface.....	95
Opening a file	108
Saving	105
Starting	93
Using.....	101, 103

