

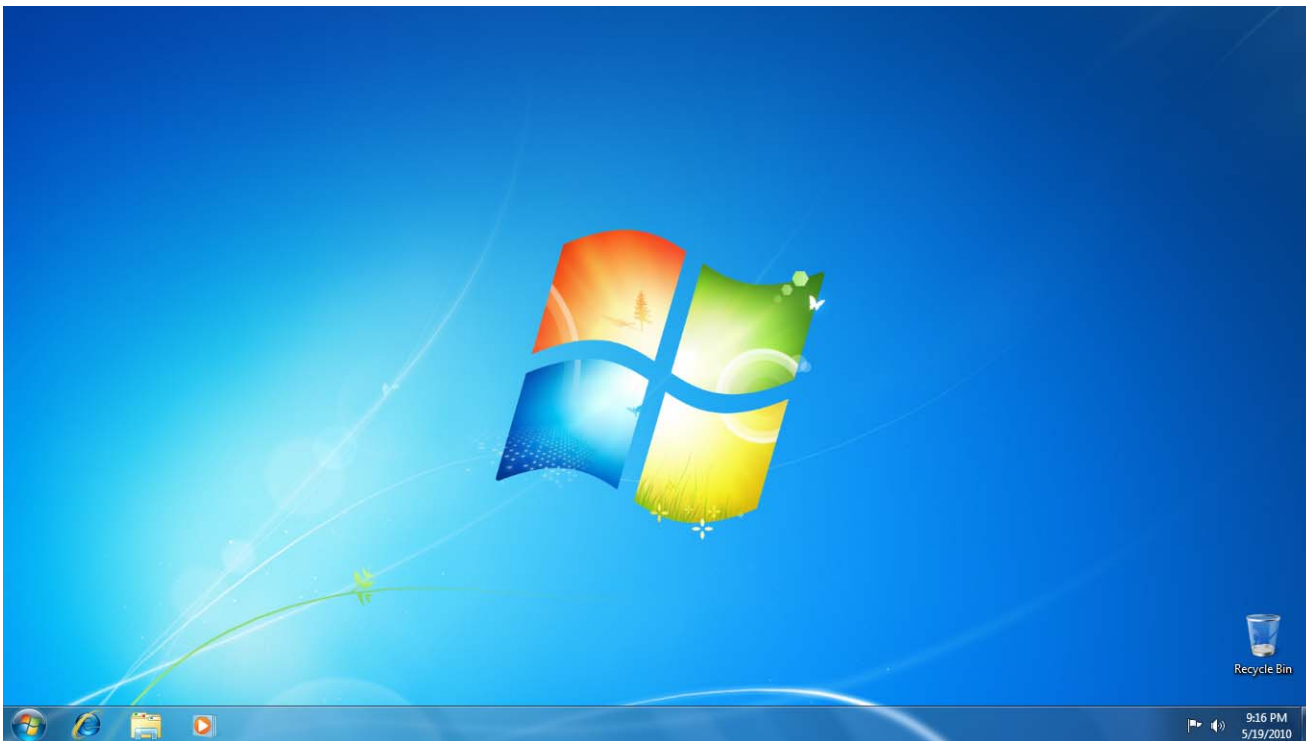
Introduction to Windows 7

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1 - The Desktop

The Desktop is the main Windows 7 screen (see image below). It is the work area where dialog boxes, windows, icons, and menus appear. Like an office desk, the Windows 7 desktop contains items you can use to do your job. For instance, from your desktop, you can perform file-management tasks and run software applications. You can customize the appearance of the desktop to suit your preferences.



Desktop Icons

The Desktop is where you'll find icons (small pictures) for many of your most frequently used programs. You'll most likely see icons for Computer, Documents, Recycle Bin, and Internet Explorer.

- **Computer** – Allows you to see what drives are attached to your computer (for example, your local hard disk drive, your CD/DVD drives, any networked shared drives, and external drives, such as a USB flash drive). You can also view the files that are located on these drives.
- **Documents** – Supplies a 'catch-all' place for your personal files. Within here you can see your files, any shared files from other computer users and any music or pictures you may have stored. The Documents folder will sometimes be identified by your name instead of the word "Documents."
- **Recycle Bin** – Stores any files you delete until you empty it.
- **Internet Explorer** – Contains Windows' built in web browser that integrates with other Windows components (such as your folders and Documents).

On the other hand, you can also create and edit icons for your own use.

- **Creating Icons** – To create an icon, right-click anywhere on the Desktop and choose **New Shortcut**. Browse for the file or program you want to create the icon for, click **Next**, name your icon, then click **Finish**.
- **Deleting Icons** – To delete an icon, either right-click on the icon and select **Delete**, or click once on the icon and press the Delete key on your keyboard.
- **Renaming Icons** – To rename an icon, right-click on the icon and choose **Rename**. You can then type in the new name. Also, try clicking once on the icon, wait half a second, then click it a second time. The text area will be visible and you can type a new name.
- **Arranging Icons** – To arrange the icons on your desktop, right-click in an open area of the Desktop, click **Sort By**, and choose the appropriate option from the list below.
 - o **Name** – Sort the icons alphabetically from top to bottom, left to right.
 - o **Size** – Sort the icons by file size (the amount of space the file takes up on your local computer).
 - o **Type** – Sorts the icons by the type of file that it is, such as Word Documents, programs, etc.
 - o **Date Modified** – Arranges the icons with the most recent items in the top left hand corner.
 - o **Moving & Dragging** – To move (drag) an icon, click on it once, holding down the click, and drag it to another location. You can also arrange the items wherever you would like. Simply right-click in the open area of the Desktop, click **View**, and choose **Align to Grid**.

Interior Decorating Windows 7: Changing Desktop Properties

So you're bored with that plain background or that rolling green hill? Don't like the flashing stars screen saver that plagues your screen? The Personalization (Display Properties) window is your answer. From here you can change your wallpaper, screen saver, and even your desktop theme. To access the window, right-click anywhere on an open space of your desktop and click Personalize. Here's a rundown of what each area is.

- **Change desktop icons** – Allows you to select which items will appear on your desktop.
- **Change mouse pointers** – Allows you to pick a different mouse pointer. You can also change how the mouse pointer looks during such activities as clicking and selecting.
- **Desktop** – Allows you to set the Desktop background picture.
- **Display** – Allows you to set your screen resolution and other advanced monitor and video settings.
- **Screen Saver** – Allows you to set a screen saver and its time interval. A screen saver is a picture or animation that covers your screen and appears when your computer is idle for a set period of time.
- **Sounds** – Changes which sounds are heard when you do everything from receiving e-mail to emptying your Recycle Bin.

- **Window Themes** – Allows you to set a theme for Windows which includes changing visual or auditory elements associated with menus, icons, backgrounds, screen savers, mouse pointers and some computer sounds. Users can set some aspects of Windows 7 to visually look like Windows XP.

Taskbar & Toolbars



The bottom of your screen contains various toolbars and icons that allow you to see what programs are running and what programs you can access easily by clicking its icon. From the left to right, the areas are: the Start button (which was discussed previously), the Taskbar and the Notification Area (sometimes called the system tray). Sometimes other toolbars can show up, such as an address bar.

- **Display Desktop** – This feature will hide all open windows allowing the user to view their full Desktop. This feature is activated by clicking the tall rectangular object to the right of the system date and time. Click the object again to restore all of the hidden windows.
- **Notification Area** – Displays any programs you have running in the background (such as a virus scanning program) and displays the time and date.
- **Taskbar** – Shows any programs or files you currently have open. You can click the toolbar buttons to go back and forth between open items.

The new Windows 7 Taskbar is considerably different from previous incarnations of Windows. It now combines the functions of the traditional Taskbar, which was a place to show which programs were open and allow a user to switch between programs, and the Quick Launch toolbar, which was a small area that contained shortcuts to frequently used programs.

Users can now “pin” programs to the Taskbar, which will place a shortcut to that program directly on the Taskbar. You can do this by right-clicking on any icon in your Start Menu and choosing **Pin to Taskbar**. Clicking that icon will open the program and put a highlight around that icon, showing that a window is now open. You can pin as many icons to your Taskbar as you like, up to the length of the Taskbar. See the Quick View section to see how you can further utilize the icons on the Taskbar.

Quick View (Peek)

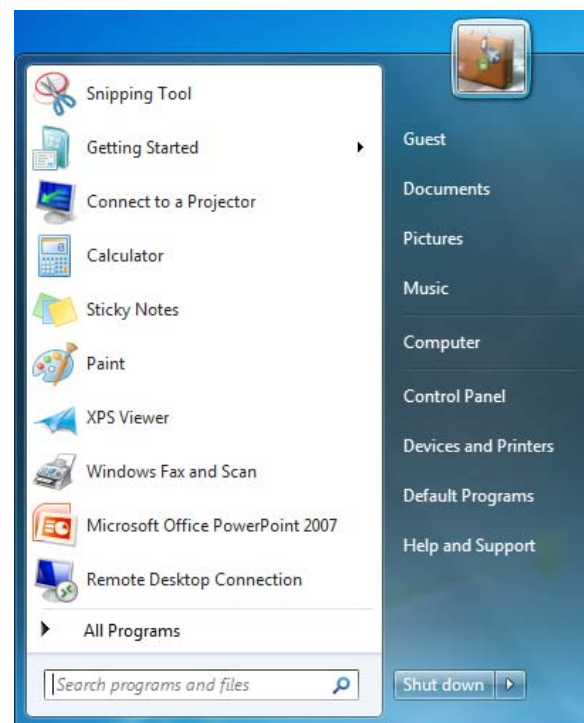


Quick view, also called Peek, allows you to quickly view glance at all open windows of any application currently open. In this example, Peek has allowed the user to quick view four websites currently opened in Internet Explorer. The user can simply click the window they want to access and Windows will bring the website to the foreground. To access Peek, simply place your mouse pointer over any open application.

Start Menu Basics

The Start Menu is, appropriately enough, your starting point in Windows 7. All of your programs, settings, etc. can be accessed here. To begin using it, click the Windows Icon button in the bottom left corner or press the Windows key on your keyboard. Here are some common items you'll use on the Start Menu.

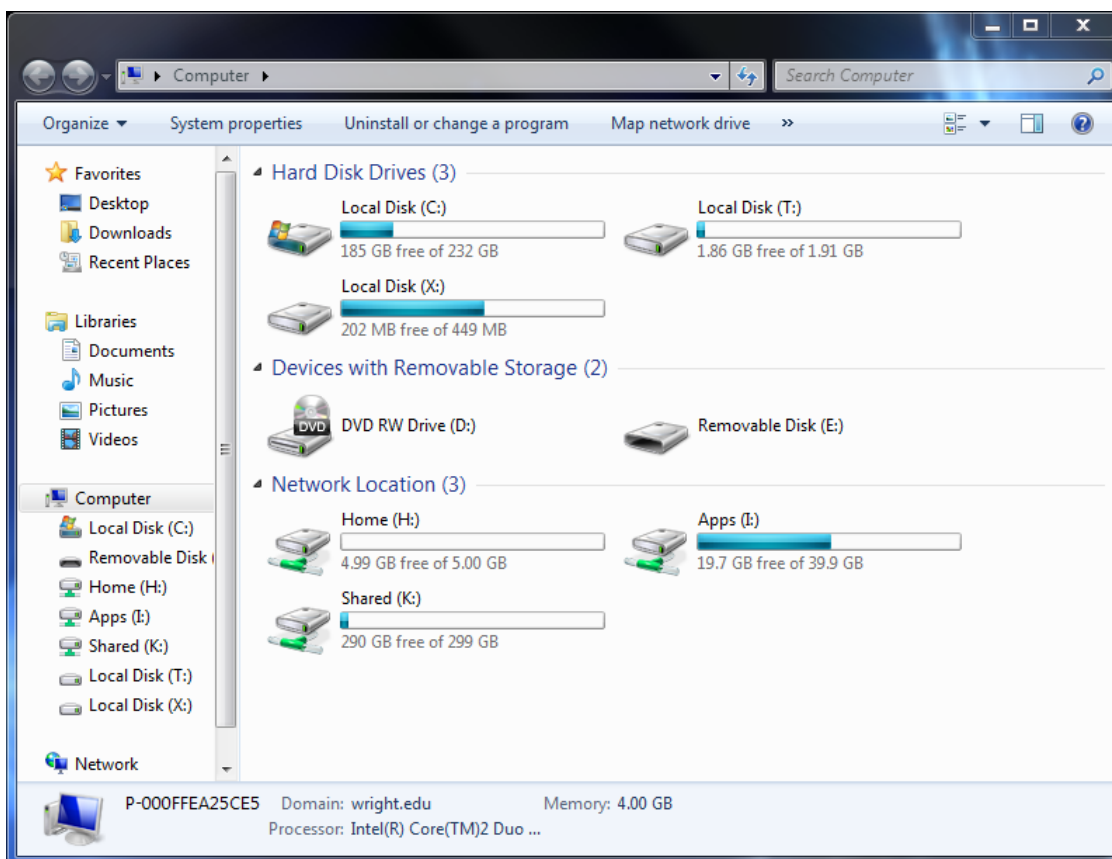
- **Account Name** – The account name for our test computer is Guest. The user will find access to all of their personal files and information stored in a single location.
- **Computer** – Formerly known as “My Computer” this start menu item provides access to all storage drives (hard drives, flash drives, network drives, CDs, etc) currently accessible through your computer.
- **Documents** – Many users will remember this item as “My Documents”. From this menu item, users can access all of their files stored in the location.
- **Pictures** – From here, users can find all of their pictures stored in this location.
- **Music** – Users will find their music files stored in this location.
- **All Programs Menu** – Stores most of your options, such as the programs you have installed on your computer including Microsoft Office.
- **Search programs and files**– Allows you to quickly search for files, folder and programs on your entire system.



- **Recently Used Programs** – Provides quick access to programs that you use frequently by placing them just above the Start button.
- **Help and Support** – Takes you to the Windows 7 Help Center.
- **Devices and Printers** – Allows you to view printers and devices currently installed on your system.
- **Control Panel** – Allows you quick access to programs that do everything from removing your programs to adjusting your mouse settings and setting up a firewall.
- **Shut Down** – Powers down the system. You can access more power options by clicking the arrow to the right.
- **Run Command** – The Run command gives you quick access to programs, websites, etc. Just type in the name of the file or website and click OK. You can access the Run command by typing “Run” (without quotations) into the **Search programs and files** box. The search field can also be used as the old Run dialog box. Simply type in the program name and hit the Enter key on your keyboard.

Computer Screen

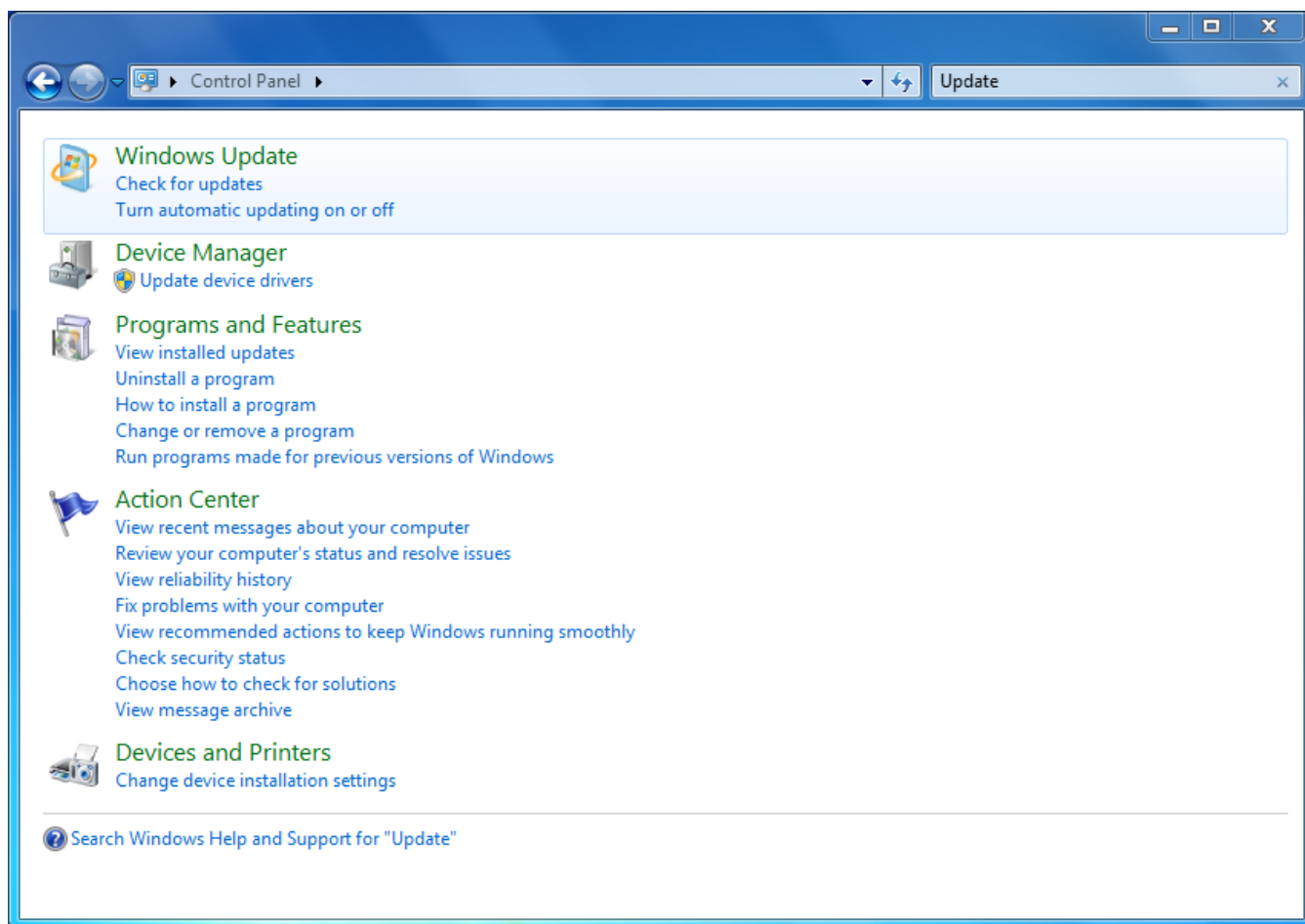
The computer screen (formerly known as My Computer) has changed slightly in Windows 7. Along with showing all of the various drives attached to your computer, you also have an “Explorer” type view on the left side that will allow you easy access to the contents of those drives. Read more about the options available on this screen on the next page.



- **Hard Disk Drives** – This area lists all of the physical hard drives you have installed in your computer. This does not include any external hard drives or flash drives.
- **Devices with Removable Storage** – This area lists any external hard drives, flash drives, or CD/DVD drives.
- **Network Locations** – This area lists any network drives you may be connected to. On-campus computers will have access to the Home (H:\) drive, which is your personal network space, the Shared (K:\) drive, which is shared among users in your department, and the Apps (I:\) drive, which stores applications that CaTS provides

Quick Search

Have you ever opened a window, such as the Control Panel, and have trouble finding what you are looking for? Windows 7 allows users to search individual windows through Quick Search. In our example, the user was able to find Windows Update by typing the word “update” (without quotations) in the search field located in the top right corner of the window. The Quick Search field is available most windows.



2 - Disk Management

To keep your system humming along, it's a good idea to always keep a check on how your system is running and where your files are located. Below are some things you should keep tabs on to help your system run better.

- **Recycle Bin** – It's a good idea to empty your Recycle Bin occasionally. Files can build up in here and take up valuable space. To do so, right-click on the Recycle Bin's icon and select **Empty Recycle Bin**.
- **Disk Cleanup** – Allows you to clean up temporary files, etc. that are collecting dust on your system. To use it, click on **Start-> All Programs-> Accessories-> System Tools-> Disk Cleanup**. You'll see a checklist of items that you can mark and remove.
- **Disk Defragmenter** – Sometimes, Windows will throw bits and pieces of your files across your hard drive, thus making the computer slower when trying to access these files. To remedy this, you need to run Disk Defragmenter. To use it, click on **Start-> All Programs-> Accessories-> System Tools-> Disk Defragmenter** and follow the directions.

Tip: Run your virus and spyware scanners at least once a week and set them up to run automatic updates. You can download free spyware and virus scanning software for your computer from the ConnectWright website, located at <https://www.wright.edu.cats/cw/>. Users will be asked to authenticate with their username and password to access the website.

Burning Data to a CD

Burning a CD or DVD is great for backing up data, transferring it to another computer, mailing it to someone, or archiving older files to free up hard drive space. To burn a CD follow the steps below:

1. Insert a blank disc into your PC.
2. The Autoplay dialog box appears, asking whether you intend for this CD or DVD to hold computer files or music.
3. Click the "Burn files to disc" link.
4. Type the name for the disc, but before clicking next, review the following options:
 - a. Like a USB Flash Drive: Live File System is a new format that allows you to drag files and folders onto it in real time. You can think of it as a thumb drive.
5. With a CD/DVD player: Mastered format is the most widely used and allows you to drag the files/folders into its window. The PC duplicates the items, parking it in an invisible, temporary holding area until you're ready to burn. You burn all files and folders at once.

6. Choose one of the options, then click "Next."
7. Add files and folders into the disc's window with one of the following options:
 - a. Drag the items into the open CD/DVD window or onto the disc burner's icon in the Computer window.
 - b. Highlight the files you want burned onto the CD. Choose Organize -> Copy. Click in the CD/DVD window, and then choose Organize -> Paste to copy the material there.
 - c. Explore your hard drive and whenever you find a file/folder you'd like backed up, right-click it.
8. Click the "Burn to disc" button near the top of the window.
9. Follow the prompts to finish burning your disc.

3 - Internet Security

The Internet can let hackers access your computer, unleash their viruses, set up remote hacking tools, feed us spyware and try to trick us into giving them our credit card numbers. Windows 7 does include added security behind the scenes, but we will focus on the following security measures that you can see and change.

- **Security Center** – Shows you at a glance where you're safe and where you're not. Click the buttons or arrows on the right side of the screen to get more details about your security in any category. But if you want to change those settings, click **Control Panel -> Security -> Security Center**.
- **Windows Firewall** – Acts as a gatekeeper between you and the Internet. It examines all traffic, and lets through only communications that it knows are safe; all other traffic is turned away at the door. Protects both inbound and outbound traffic.
- **Windows Defender** – Protects you against spyware in two ways. First, it's a kind of silent sentinel that sits in the background, watching your system. When it detects a piece of spyware trying to install itself, Defender zaps it. Second, it scans your hard drive for infections every day, and removes what it finds. Access it by going to **Control Panel -> Security -> Windows Defender**.
- **Phishing Filter** – A phishing attack involves receiving an email that appears to be legitimate from a bank, eBay, PayPal, or some other financial Web site. The message tells you that the site needs to confirm account information, or warns that your account has been hacked, and needs you to help keep it safe. Access it by going to **Internet Explorer -> Tools -> Phishing Filter**.
- **Privacy and Cookies** – Deposits preference files on your hard drive. Some cookies can be helpful, such as ones that let your PC log into a site automatically or let you customize what the site looks like and how to use it. On the other hand, some cookies can record which pages you visit on a site, how long you spend on a site, what kind of information you like to find out, and so on. To check cookie settings, open Internet Explorer and go to **Tools -> Internet Options -> Privacy tab**. Two types of cookies are described below:
 - o First-party cookie: created by the site your currently visiting and generally aren't privacy invaders.
 - o Third-party cookies: deposited by sites other than the one you're on, normally via advertisements.
- **Erasing Your Tracks** – Internet Explorer logs every web site you visit, storing cookies and possibly your passwords. In addition it can store graphic/text files to speed up the page when you visit those sites again. To delete cookies and browsing history go to **Tools -> Internet Options -> General**.
- **Pop-up blocker** – Pop-ups are more than annoying; they're potentially dangerous. They're tricks hackers use to deposit spyware on your PC.

4 – Free Software

Windows includes a wide array of simple programs that makes it easier to finish your day to day tasks. Below you'll find information on these. To access them, click on **Start->All Programs->Accessories->** and then the appropriate icon.

- **Calculator** – Contains both a simple and scientific calculator.
- **Command Prompt** – Gives you access to the old DOS style command window.
- **Notepad** – This is a simple text editor, mainly used to type a few notes.
- **Paint** – A simple image editing and creation program.
- **WordPad** – A word processing program with more options than Notepad, but not as advanced as Microsoft Word.
- **Windows Sidebar** – see chapter 5.

Windows also includes some other programs that make your life easier. These programs include Internet Explorer, Windows Contacts, Windows DVD Maker and Windows Defender. To access go to **Start->All Programs**.

- **Internet Explorer** – Provides you with a way to view websites on the Internet. This is a full featured program and has many advanced options and security to make your web browsing safe and fun.
- **Windows Contacts** – Provides a central directory for phone numbers, email addresses and mailing addresses.
- **Windows DVD Maker** – Debuts with Windows 7 and only with the Premium or Ultimate Editions. It allows you to turn your digital photos or camcorder movies into DVD's that work on any DVD player, complete with menus, slideshow controls, and other navigation features.
- **Windows Defender** – As discussed in Part 3: Internet Security.

Tip: Windows DVD maker requires Windows Movie Maker. You can download Windows Movie Maker, free of charge, from Microsoft by navigating to **<http://download.live.com/moviemaker>** in your favorite web browser.

5 – Windows Live Essentials

Windows Live Essentials can be downloaded, free of charge, through Windows Update. The programs provided additional software designed to increase user productivity and enjoyment.

- **Messenger** – Instant Messaging program similar to iChat or AOL Instant Messenger (AIM).
- **Windows Mail** – Outlook Express has been replaced by Windows Mail, an improved e-mail program with enhancements such as junk e-mail filtering and protection against phishing messages. To check these settings go to **Tools -> Junk E-mail Options**. It allows you to create multiple accounts to check, create filters, and add signatures to your e-mail.
- **Windows Photo Gallery** – Digital photo management that allows you to import photos, organize, tag, rate, edit and share pictures.
- **Windows Movie Maker** – Allows you to edit your video from a camcorder or digital camera, trimming out the boring parts, and dress it up with credits, music, and so on.
- **Windows Toolbar** – Allows Windows Live and Hotmail users to quick access their email, calendar, photos and more.
- **Writer** – Allows users to create professional looking blogs. Even allows users to publish directly to more blog services.
- **Family Safety** – Provides additional parental controls to limit user accessibility to websites.
- **Microsoft Outlook Connector** – Allows users to access their Windows Live & Hotmail accounts via Outlook.
- **Microsoft Office Live Add-in** – Allows Windows Live and Hotmail users to save and open documents from their SkyDrive.
- **Silverlight** – Enhances the user experience when they access websites that utilize Silverlight.

6 - Gadgets

Gadgets are easy to use mini-programs that give you information at a glance and provide easy access to frequently used tools. To access Gadgets, right-click anywhere on an open space of your desktop, and click Gadgets.

As you use your computer to access information, perform tasks, and interact with software, you may at times feel like you're facing information overload. You have to open a web browser just to check the weather, open an application to view your calendar, and open a calculator program just to add up a few numbers. Now, with Windows Gadgets the specific information you need is at your fingertips.



7 - Who Needs a Mouse?

You can get to almost anything, and do almost anything, in Windows with a few clicks of your mouse. However, sometimes those few clicks can end up being more than a few, and it begins to get tedious. One way to break up the monotony and make your computing life easier is to use Windows' keyboard shortcuts. An extensive list of these shortcuts has been provided on a separate sheet within this packet.

8 - Need Help?

It's always fun to check out Microsoft's website to see what's new and what's coming up, but Microsoft also has an extensive Help section that you can use to find information on almost any problem you are having, whether it's an error message, or just a general question. To open the Help system, choose **Start->Help and Support**, or press F1. By using the search option you are instructing Windows to rifle through its 10,000 help pages to search for the phrase you typed. If you want to specify online help, click the Offline Help link at the bottom of the screen and choose Get Online Help. In addition, you can head over to **<http://support.microsoft.com>** and do a search for almost anything. And as always, you can contact us at the Help Desk.