# **Introduction to Windows 7**

by Jeanette

Windows 7 Taskbar
Show Desktop
Start Menu
Shake
Pin
Jump Lists
Snap
Windows Search
Library (the new My Documents area & more)
Preview Document in Folder
Gadgets
Burn to a CD or Send as Email
Calculate more
Problem Steps Recorder
Snipping Tool
Improved Word Pad10
Help & Support10
Searching For Files
Finally - Shut down12
Windows 7 - Frequently Asked Questions
Active Directory/Network Password Expiring Details13
What is a library?14
My Favorite Windows 7 Shortcut & Tips15

#### Windows 7 Taskbar

You can do so much more from the Windows 7 taskbar. Windows 7's taskbar is greatly improved in two ways. First, you can pin programs to it indefinitely for easy quick launch. Second, on a crowded desktop covered with windows, using the new Aero Peek feature, you can preview individual windows from grouped taskbar applications, and even close documents from the thumbnails themselves. Hold your mouse over the thumbnail to see an even larger view of the file. You can also rearrange and organize buttons on the taskbar, including pinned programs and running programs that aren't pinned, so they appear in the order you prefer. To rearrange the order of buttons on the taskbar, drag a button from its current position to a different position on the taskbar & as often as you like.



# Show Desktop

Show desktop on far right corner, but you don't need to click, just put your mouse over it. If you want to keep the desktop & minimize the files, just click it.



#### Start Menu

In Windows 7, you have much more control over the programs and files that appear on the Start menu. The Start menu is essentially a blank slate that you can organize and customize to suit your preferences. Find a program you want to add & right mouse click & choose add to start menu.



Click on the Start button on left bottom corner.

The Start menu list will appear & if you hold your mouse over the program you will see a list of recently opened files used by that program on the right. This also shows the location that file was saved to.

🚮 iTunes 🔟 Microsoft Office Picture Manager		Recent
<ul> <li>Snipping Tool</li> <li>Adobe Dreamweaver CS4</li> <li>Microsoft Office Excel 2007</li> <li>Mozilla Firefox</li> <li>Microsoft Office PowerPoint 2007</li> </ul>	•	<ul> <li>Ladies Night Out Presentati</li> <li>Powerpoint_poster.ppt</li> <li>poster.ppt</li> <li>DonutShopExampleSpecial&lt;</li> <li>Presentation1.ppt</li> </ul>
▶ All Programs		Class.pptx -P Class.pptx Class (P:\g\gbdble\public) PresentationTips2.ppt
Search programs and files	0	Shut down

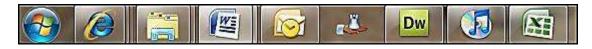
# Shake

Shake one window to make the others disappear. You can instantly snap your windows to size, and clear the desktop in one motion.

As widescreen monitors become more common, easier side-by-side window management and Windows 7 has it built in. The new Aero Shake feature lets you clear the desktop of all background windows by grabbing the top bar of the active window and moving it back and forth quickly.

# Pin

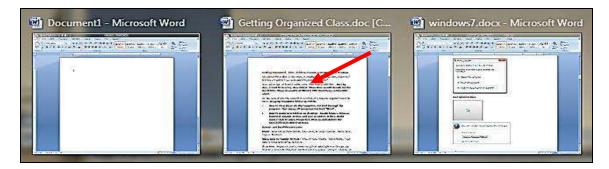
Pin your favorite programs right to your taskbar. Pinning programs to the taskbar complements pinning programs to the Start menu, like in earlier versions of Windows. When you pin a favorite program to the taskbar, you can always see it there and easily access it with a single click. Windows 7 also includes Jump Lists, so that in addition to launching a program from the taskbar, you can now launch favorite and recent items from that program, just by clicking the same button. You can also move these around to be in the order you want.



# **Jump Lists**

Jump Lists are lists of recently or frequently opened items, such as files, folders, tasks, or websites, organized by the program that you use to open them. In addition to being able to open recent items using a Jump List, you can also pin favorite items to a Jump List so you can quickly get to the items that you use every day.

On the taskbar, Jump Lists appear for programs that you've pinned to the taskbar and programs that are currently running. You can view the Jump List for a program by right-clicking the taskbar button, or by dragging the button toward the desktop. You open items from the Jump List by clicking on them.



# Snap

Easily look at two windows side by side. Drag to one side it will snap into place. Drag back and it will go to its previous position. Maximize window by double clicking on the top bar.

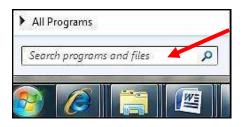
Home Jiset Page Layout References Mailings Review View Developer @	None Jasett Page Layout, References Mallings Review View Developer @
$\begin{array}{c c c c c c } \hline & & & & & & & & & & & & & & & & & & $	X         Times lower loans         14         Imet lower loans         Imet lower loans         Imet lower loans         Imet lower loans         Imet lower lower loans         Imet lower loans         Imet lower
Control with Windows Lie Control with Congress Control with Congress Congres	Snap Sasily look at two windows side by side. Drag to one side it will it twill go to its previous position. Maximize window by dragging Windows Search Instanty find anything on your computer. Libraries are a new way are not folders but areas to locate and find your files. They don't it for a way for your to earily locate stom. So in other words, in are located in folders in various locations. The four Libraries are and Videos. You can also add an external device to show up in th using the Libraries below. Burner In Windows 7, Microsoft addressed something that's been on the logistic store. The sample process just double-click on the file and Windows 7, and a solar store file and Windows 7.
*1 1 *********************************	Disc image file en_office_2000_frompogaliso

# **Windows Search**

Instantly find anything on your computer. Click on the Start button on left bottom corner.



Click into the Search programs and files area & start typing in the dialog box.



The list will start to appear as you type as shown below:

Programs (1)	-
C Microsoft Office PowerPoint 2007	
Aicrosoft Office Outlook (121)	
<ul> <li>Computer Tips [ The Hidden Browser Trick You Gotta Try + Fir</li> <li>cityyearpdf.pdf (PDF To Fill Out)</li> <li>PDF To Fill Out</li> </ul>	I
Computer Tips Weekly [ What's Hitching A Ride On Your Down	<b>1</b>
<ul> <li>Computer Tips [ Is Your Computer About To Overheat? + How</li> <li>Computer Tips [ Free Up Vital Space Without Losing Your Files</li> <li>Tutorial x1</li> <li>Tutorial x2</li> <li>Computer Tips [ Is It Safe To Leave My Computer Running? + 0</li> </ul>	
iles (4)	2
<ul> <li>PowerPoint Spotlight Effect - Community Clips (1)</li> <li>PowerPoint Spotlight Effect - Community Clips</li> <li>PowerPoint Spotlight Effect - Community Clips</li> <li>PowerPoint.qat</li> </ul>	
O See more results	
powerpoint × Shut down	

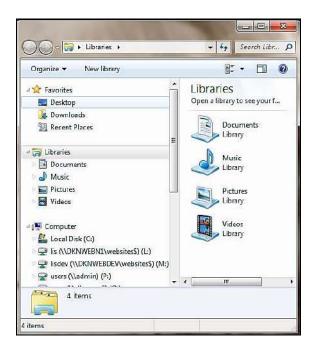
Library (the new My Documents area & more)

Libraries are a new way to see your files. Libraries are not folders but areas to locate and find your files. They don't store your files but gather the files in a way for you to easily locate them. So in other words, in the library are your files that are located in folders in various locations. The four Libraries are Documents, Music, Pictures and Videos. You can also add an external device to show up in the Libraries.

Click on the Library Icon found on your taskbar.



The Libraries area will appear as shown below.



You can even filter your search in various way. But remember that you did this!

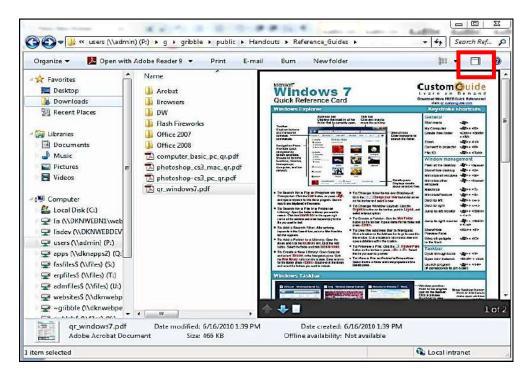


	ter •	• users (\\admin) (P;) ► g ► gribble	▶ publ	ic F Handou	uts 🕨	* 47	Sea			
Organize 🕶 🛛 Burn	Ne	w folder				8==	-			
🧮 Desktop	-	Name	Date n	odified	- T	ype Size	10			
Downloads	Π	indows7.docx	4/15/2	10 11:28 AM		🧊 Select a date or date rang	1			
📆 Recent Places		👜 windows7_issues.docx	4/15/2	10 10:02 AM		1 April, 2010	F			
🔚 Libraries		Cetting Organized Class.doc	4/12/2	108:58 AM		Su Mo Tu We Th	L			
Documents	E	🔁 Ektron_User_Manual.pdf	4/7/20	0 1:34 PM		1	Ŀ			
Music		Browsers_IE7_Moz3 .doc	4/6/20	0 2:18 PM		4 5 6 7 8				
El Pictures		OutlookOrganizingTips.doc	1000000	0 2:18 PM		11 12 13 14 15 18 19 20 21 22	1			
Videos			InternetExplorerFirefox.doc	200836201	0 10:33 AM		25 26 27 28 29	<b>-</b>		
							Internet Explorer 6.doc		0 11:19 AM	
🖳 Computer		Mozilla Firefox 3.doc	10160600	0 3:55 PM		A long time ago	L			
🟭 Local Disk (C:)		Outlook Save Multiple Emails		10 2:27 PM		Earlier this year	L			
IIS (\\DKNWEBN1\\	^	2010 Calendar Zapage.docx 2010 Calendar 2mts page.docx	18 18	10 1:24 PM 10 1:24 PM		Earlier this month	L			
🖵 lisdev (\\DKNWEBE	D C	Tips.doc	35050000	10 1:24 PM		Last week	L			
🖵 users (\\admin) (P:	)	excel2008.pdf		09 4:01 PM	E	🗇 Today				

Example of using the date index/filtering feature

#### **Preview Document in Folder**

Once you find your file you can preview it right inside the folder without opening up the program. Select the file you want to Preview, and then click on the Preview Pane button.





Organize 🔹 💽 Open 🔹	antine contra active de	ew fo	lder	8	]≡ ▼ [	
A Stavorites	Name	12	A	В		С
Desktop	Charts	1	6	Green Man	Theate	er Pa
Downloads	Conditonal Format	2	First Name 📲	Last Name 🚽	Donati	on A
Recent Places	Filtering	3	Kendall	Banks	\$	
En recent rices	Forms	4	Sally	Jones	\$	2
4 词 Libraries	Formulas	5	Joanna	Warren	\$	
Documents	Import	6	11	Farley	\$	
Music	Macros	7	James	Lockley	\$	
Pictures	Pivot Tables	8	Aaron	Thomasson	\$	
Videos		9			-	
videos	J. Templates	10				
	J Tutorials	11	Honor	Lookup		
✓ j型 Computer	Advanced_Formulas_3_Work	12	Amount	Level		
Eccal Disk (C:)	Blackboard Files.xls	13	\$ 100.00	Silver		
P P lis (\\DKNWEBN1\web	ClassExample.xlsx	14	\$ 1,000.00	Gold		
E 🖙 lisdev (\\DKNWEBDEV	ClassFormulasFunctions.xlsx	15	\$ 10,000.00	Platinum		
🛛 🖵 users (\\admin) (P:)	ComplexDeptEd.xls	16				
🦉 😪 apps (\\dknapps2) (Q:	Copy_Paste_Details.doc	17				
🛛 🖵 fasfiles\$ (\\files) (S:)	DCFormulasLinked3Sheets.xl	18				
ି 🖵 erpfiles\$ (\\files) (T:)	P EvamplaSCheate view	_10		get Summar		
Example5Sheets.xls	x Title: Add a title	1.00		ze: 29.0 KB		

# Gadgets

Right click desktop and drag over to your desktop what Gadgets you would like, the news, your pictures and the phases of the moon, right on your desktop. Here are some examples:



# Burn to a CD or Send as Email

In Windows 7 you can burn a file to a CD. Select the files you want to burn & click on the **Burn** button found on the toolbar within the Library area. You can also send a document as an email attachment by clicking on **E-mail**.

Print E-mail Burn Ne	ew folder
Name	Date modified
indows7.docx	4/15/2010 11:28 4
issues.docx	4/15/2010 10:02 A
Getting Organized Class.doc	4/12/2010 8:58 AI
🔁 Ektron_User_Manual.pdf	4/7/2010 1:34 PM
Browsers_IE7_Moz3 .doc	4/6/2010 2:18 PM
🖭 OutlookOrganizingTips.doc	4/6/2010 2:18 PM
ThernetExplorerFirefox.doc	4/6/2010 10:33 AI
Internet Explorer 6.doc	4/5/2010 11:19 A

# **Calculate more**

At first glance the Windows 7 calculator basic but it's you'll see powerful new Statistics and Programmer views. Try the Options menu find different unit conversions (length, weight, volume and more), date calculations (how many days between two dates), and spreadsheet-type templates to help you calculate vehicle mileage, mortgage rates & more.

EW(C)	Edit H	leip				
			i de	•0-	Select the value you want	to calculate
					Down payment	] •]
					Purchase price	245000
2.00					Term (years) 25	25
563				563	Interest rate Pij S Monthly payment 11	5
						1110.72107886516
мс	MR	MS	M+	M-		
-	CAD	c	F.E	Exp	Calculate	25. 
7	8	9	8	<b>x</b> <sup>2</sup>		55000
4	5	6	Σx	$\sum x^2$		
1	2	3	Øx.	on-1		
1	0		1 ±	Add		

#### **Problem Steps Recorder**

Users have a problem with their computer? Windows 7 comes to the rescue with the in-built diagnostic tool called the Problem Steps Recorder which provides a simple screen capture tool. Problem Steps Recorder enables you to record a series of actions. Once you hit **record**, it tracks your mouse and keyboard and captures screenshots with any comments you choose to associate alongside them. Once you stop recording, it saves the whole thing to a ZIP file, containing an HTML-based **slide show** of the steps. It's a really neat little tool.



# **Snipping Tool**

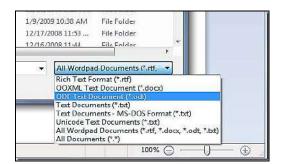
Snipping Tool can capture a screen shot of anything on your desktop, like a paragraph in a document, a picture you're editing, or a section of a webpage. When you want to share an idea or ask a question, it's a great way to show a co-worker what you're talking about. Instead of writing down the error message, just snip it.

Snip a whole window, a rectangular section of the screen, or draw a freehand outline with your mouse or tablet pen.



# **Improved Word Pad**

WordPad with Windows 7 has undergone a major renovation. Think of it as a lite version of Microsoft Word. WordPad has a spiffy ribbon interface, making it a snap to create well-formatted documents. WordPad now supports the Office Open XML document (.DOCX) format. This makes it even easier to open .DOCX files created in Word in WordPad.



# Help & Support

Click on the Start button, then on the Help & Support link for all kinds of helpful hints, tutorials & videos.

All Programs	Help and Support
Search programs and files	Shut down D



#### **Searching For Files**

Start typing in the Search dialog box. Files & emails will appear as you type the words into the Search programs and files dialog box.

Search programs and files	Q
·	

See Search results example below when I typed the word excel.

Even emails will appear in a search as show below:



# **Finally - Shut down**

Click on the Start button, then on Shut down. When you click **Shut down**, your computer closes all open programs and shuts down your computer.



# Windows 7 - Frequently Asked Questions

#### Active Directory/Network Password Expiring Details

The password prompt to change does not appear until approximately 1 week before it is about to expire. The window below appears when your computer first comes up in the taskbar area on the right side of your window and goes away after a brief moment of time.



Press the **CTRL + ALT + DELETE** keys on your keyboard. The screen changes as shown below in which you then click on **Change a password.** 



This screen appears below. The **FAS/your\_username** should already be filled in for you. The **Old password** and **New password** and **Confirm password** dialog boxes will need details to complete this password change.



# What is a library?

Libraries are new in Windows 7. Libraries are where you go to manage your documents, music, pictures, and other files. It is the location of your documents but more. You can browse your files the same way you would in a folder or you can view your files arranged by properties like date and type. In some ways, a library is similar to a folder. For example, when you open a library, you'll see one or more files. However, unlike a folder, a library gathers files that are stored in several locations. This is a subtle, but important, difference. Libraries don't actually store your items. They monitor folders that contain your items, and let you access and arrange the items in different ways. For instance, if you have music files in folders on your hard disk and on an external drive, you can access all of your music files at once using the Music library.

# How do I create or change a library?

Windows has four default libraries: **Documents**, **Music**, **Pictures**, **and Videos**. You can also create new libraries.

Here are some ways you can modify an existing library:

- Include or remove a folder. Libraries gather content from included folders, or *library locations*. You can include up to 50 folders in one library.
- Change the default save location. The default save location determines where an item is stored when it's copied, moved, or saved to the library.
- Change the type of file a library is optimized for. Each library can be optimized for a certain file type (such as music or pictures). Optimizing a library for a certain file type changes the available options for arranging your files.

# What happens if I delete a library or the items in a library?

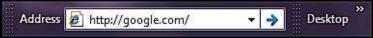
If you delete a library, the library itself is moved to the Recycle Bin. The files and folders that were accessible in the library are stored elsewhere and therefore aren't deleted. If you accidentally delete one of the four default libraries (Documents, Music, Pictures, or Videos), you can restore it to its original state in the navigation pane by right-clicking **Libraries** and then clicking **Restore default libraries**.

If you delete files or folders from within a library, they're also deleted from their original locations. If you want to remove an item from a library but not delete it from the location it's stored in, you should remove the folder containing the item. When you remove a folder from a library, all the items in the folder will be removed (but not deleted).

# My Favorite Windows 7 Shortcut & Tips

On the shortcuts below the **Win** means holding down the Windows key on your keyboard

Win+Left Arrow: Dock the current window to the left half of the screen Win+Right Arrow: Dock the current window to the right half of the screen Win+Up Arrow: Maximize the current window Win+Down Arrow: If the current window is maximized or minimized **Win+Home**: Minimize all but the current window Win+F: Launch a Search Window Win+G: Cycle through Gadgets Win+Space: Aero Peek the Desktop Win+Plus +: Zoom Out Win+Minus -: Zoom In Alt+F4: Close the active window Alt+Tab: Switch to previous active window Alt+Esc: Cycle through all open windows Win+Tab: Flip 3D Ctrl+Win+Tab: Persistent Flip 3D Win+T: Cycle through applications on taskbar (showing its live preview) Win+M: Minimize all open windows Win+Shift+M: Undo all window minimization Win+D: Toggle showing the desktop Win+L: Lock the desktop (Cntl, Alt, Delete will prompt to log back in) **Extras:** Add easy Desktop Access or Address bar to Taskbar



Right mouse click on Taskbar, Properties, under the Toolbars tab, select Address & Desktop.