Before we start

- I am from New York and sometimes talk too fast.
  - If needed, please just tell me to slow down or repeat what I just said
- Please Close all open Windows
- Good Tutorial Sites:
  - [http://www.7tutorials.com](http://www.7tutorials.com)
  - [http://www.msoffice-tutorial-training.com/windows-7-tutorials.html](http://www.msoffice-tutorial-training.com/windows-7-tutorials.html)
On Line Demos
- There are online Videos to help you with Windows 7
- Here is a sample of the videos available

Ground Rules -1
- Click/Left Click means single LEFT Click
- Double Click – means double LEFT click
- Right Click – means single RIGHT click
- Select means move mouse over item and single LEFT Click
  - The name of the button/item to select/click appears in italics.
- The screen shots have been "Cropped" and enlarged to show the area of interest. They are NOT, necessarily, the FULL screen shot
  - Windows screens will be different on different computers
  - Yours may have more or less items than these screen shots
- If you are having problems, raise your hand and a coach will help you.
Ground Rules -2

- Turn off your monitor when instructed
  - I will go thru the presentation explaining what we are going to do
  - I will close the presentation, and go thru the process so you can watch (on the projector)
  - I will go back to the presentation and leave the instructions on the screen
  - Turn your monitor back on, when instructed, and follow the steps on the screen

Windows Live Mail

- Note that Outlook Express is dead!
  - You have to download the replacement (Windows Live Mail)
    - download.live.com/wlmail
  - Sign up for my Windows Live course
    - Go to http://www.scs-cc.com/
      - Click on Printable Calendar
      - Send an email to hverne@yahoo.com to register
Windows User Account Control

- Very often, after you ask to run a program, a window will pop up asking if you want to continue.
  - If this appears as the result of an action YOU took, select continue/Allow
  - If it appears at any other time, click Cancel!
- In this class, always select Continue/Allow

Searching

Search Features are Everywhere
Searching -1

- Click on the Window’s Logo/Start Button
  - DO NOT HIT ENTER
  - Just type the first few letters of a program, control panel item, email or document
    - Wait patiently and they will appear

Using The Start Menu

- Click on Windows Logo
- Type SOL in search box – WAIT - Do NOT hit enter
- When an entry for Solitaire appears
  - Right Click on Solitaire and select Pin to Taskbar
  - Right Click on Solitaire and select Pin to Start Menu
  - Right Click on Solitaire and Send To / Desktop
- Left Click on a blank area of the Desktop, to remove the Start Menu
  - Open the Start Menu again and observe that solitaire is now on the menu, above the line
Searching -2

- Open Windows Explorer
  - Double Click on Computer
    - Enter text to search for
    - Or Left Click in search box for additional filter criteria
Win 7 Gadgets – **Turn off your Monitor**

- Gadgets are those "things" on the right hand side of the screen
  - In Windows 7, they can be placed anywhere
  - You can add new ones
  - You can delete the one(s) you have
  - You can disable them from loading
Win 7 Gadgets – Add Gadgets

**Turn off your Monitor**

- If you wish to Add a New Gadget
- Right Click on a blank area of the Desktop
  - Select **Gadgets**
    - You see a screen showing the **Gadgets** installed on your computer
      - Notice the Search Field
      - Double Click on **Picture Puzzle**

Win 7 Gadgets – Add New -2

- If you have a fast internet connection, such as we have in the Classroom
  - To see what additional gadgets are available from the Microsoft Site
    - click **Get more gadgets online** (on the bottom right of the window)
Win 7 Gadgets – Add New -3

Here in class we will add the Weather Bug gadget

- Scroll Down to Weather Bug
- Click on the Get It now button
- Click Install (Scroll down if necessary)
- When asked to OPEN or SAVE - Click Open
- If you get the Security Warning, Click Install
- Close All Open Windows
Win 7 Gadgets – Add New - 5

- Go to the *Weather Bug* gadget
- To setup *Weather Bug*
  - Right Click, select *Options*
  - In the *Location Field*
    - Enter our Zip Code (e.g. 89134)
  - Click *Search*
  - Click *OK*

Win 7 Gadgets - Delete Gadget

- Move your mouse to the top and to the right of the *Simply Weather* gadget
- Click on the "X"
- The Gadget is deleted
  - Note that since you have downloaded it
    - If you *Right Click and select Gadgets*
      - You will find *Simply Weather* already listed
Task Bar

- The Quick Launch bar is gone
  - See Advanced section for further Information
- Rt Click an icon from the desktop
  - Select Pin To task bar
- You can rearrange items on the taskbar
- Active icons are highlighted
- You can show the blank desktop by hovering your mouse in the lower right corner

Manipulating the Taskbar

- Move Mouse over open running item
  - Move mouse over preview window
Taskbar Right Click Menu

- Right Click on blank area of the taskbar
  - Overlay open windows
  - Arrange Windows Horizontally
  - Arrange Windows Vertically
  - Minimize all Windows

Handy Keyboard Shortcuts

- Windows key + Arrow Up
  - Make Active window full screen
- Windows key + Arrow Down
  - Return Active window to previous size & position
- Windows key + Arrow Right
  - Make Active window Half Screen, Right Justified
- Windows key + Arrow Left
  - Make Active window Half Screen, Left Justified
Handy Keyboard Shortcuts -2

- Hold Down the Windows key and tap Home
  □ This will minimize all but the current window
- Double Click Title Bar
  □ Maximizes window
  □ Repeat to restore to previous size and position

The Right Click Menu - Turn off your Monitor

- The Right Click Context menu provides easy access to commonly used functions.
  □ The menu is tailored to the operation you are performing at the time. For example:
    - Right Clicking on the desktop will result in one menu
    - Right Clicking on an icon ON the desktop will result in a different menu.
Right Click Menu - Icons

- On the desktop, Right Click on the *Solitaire* Icon you created earlier
  - There are several items in this menu that are common to most right click menus
    - *Cut/Copy/Paste*
    - *Send To*
    - *Delete/Rename*
    - *Properties*
      - Allows you to view (and sometimes change) things about the selected item

Right Click an Icon

- *Properties*
  - Includes file size
  - Includes key dates
Right Click Menu - Desktop

- Close any Open Windows
- Right Click on a blank area of the Desktop
  - The items in this menu let you control how your desktop (and the icons on it) will look
  - The Personalize selection lets you tailor the way the desktop looks
    - Screen Saver
    - Background Picture

Personalize Desktop

- Right Click on blank area of Desktop
  - Move mouse to view
- Auto arrange – Windows controls Icon arrangement
- Align to Grid forces fixed spacing
Right Click Menu/Resolution

- Change Text Size
- 3 Choices
- You have to Log Off and then back on to see the change

Personalize Desktop

- Right Click on blank area of Desktop
  - Move mouse to view
    - Note Multiple Icon sizes
- Select Personalize
  - Note the bottom of this screen
Personalize Desktop -1

- Right Click on blank area of Desktop
  - Move mouse to view
    - Note Multiple Icon sizes
- Select Personalize
  - You will get this screen

Personalize Desktop -2

- Desktop Background
  - Select Using:
    - Windows Supplied Background
    - Solid Background
    - A picture from your Photos
      - A slide show of your Photos
- Screen Saver
  - Most people like Photos
    - Change time ‘till screensaver activates
    - Change screensaver Settings
      - Source
      - Slide Show Speed
Personalize Desktop 3

- Double Click *Desktop Background*
  - From the Dropdown labeled Picture Location you can Select:
    - Windows Supplied Background
    - Solid Background
    - A picture from you're *My Pictures*
  - You can also have the Background picture change periodically

Personalize Desktop -4

- Screen Saver
  - Most people like *Photos*
  - Select *Photos*
    - Click *Settings*
    - Change time 'till screensaver activates
    - Change screensaver Settings
      - Source
      - Slide Show Speed
Screen Resolution

- At the *Personalization* screen, Click on *Display* (on Left Hand Panel), Select *Adjust Resolution*
- The smaller the resolution, the bigger everything on the screen gets
  - And the less you can view at one time
- After you click apply, you have 20 seconds to accept the new resolution.
  - If you do nothing, the screen will revert to its old settings

Screen Resolution

- Select *Display Settings*
  - On Top/Left side of Personalize Menu
- You control *Resolution* using the *Slider*
  - The smaller the resolution, the bigger everything on the screen gets
    - And the less you can view at one time
  - After you click apply, you have 20 seconds to accept the new resolution.
    - If you do nothing, the screen will revert to its old settings
Start Menu – Jump List

- Select a program, move mouse over arrow
  - See Most Recent items used with this program
  - Note you can pin items to force them to stick

Adding Menu Bar to Windows Explorer

- Often the default Windows Explorer does not have the Menu Bar. To Enable it:
  - On The Toolbar
  - Click
    - Organize
    - Select Layout
    - Click Menu Bar
Windows Explorer Options

- Double Click on COMPUTER
- Click on Tools/Folder Options
- Select View Tab
  - Scroll Down to Use Check Boxes
  - Check Box

Using Win 7 Help

Don't be afraid to ask for help!

Turn off your monitor!
Using Win 7 Help

- Click on Windows Logo
- In the right hand pane, click on Help & Support
  - You will may get a popup asking Do You Want to get the Latest Online Content …?
    - Here in class, to keep things simple, select No
    - At home, if you do NOT have a dialup connection, click Yes
      - You can change this later if you wish

Typical Home Help Screen

- Click on the "Book" to see the table of contents
  - You can think of Help as an online book
  - Best approach is Search Bar
Example, Using Screen Saver

- Enter *Screen Saver* in Search Bar and tap *Enter*
- Note the Option of going to Web Site for a Video

Example, Using Screen Saver

- You can actually be taken directly to the right program
Signing up for SCS-CC Mailings

- Open up internet explorer
- Sign on to your email provider
  - Mail.yahoo.com
  - Mail.google.com
  - Webmail.cox.net
  - webmail.centurylink.net/webmail
  - www.hotmail.com
- Sign in with your username and password

Signing up for SCS-CC Mailings

- Create/Compose a message
- Address it to
  - SCSCC_News-subscribe@yahoogroups.com
- Send it and close internet explorer
- When you get home, check your inbox
  - You should have a message from Yahoo Groups asking you to confirm that you want to join this group
  - Click on the link in this message
Reference Material

The following material may be used to those of you whose skills are beyond basic. They will NOT be discussed during class.

Downloading Handouts

- Enter SCS-CC.COM into the address bar of your browser (tap Enter)
- Click on Seminar Handouts (Left column of the page)
- Right Click the desired seminar/class handout
- Select Print Target
System Repair Disk

- Go to Start and type **System Repair**

- Available Functions on Boot
  - Startup repair, System restore
  - System image recovery, Windows memory diagnostic
  - Command prompt

Access Center – Having Troubles Seeing Cursor? Icons? Text?

- Click Logo
  - Type access
  - Select **Ease of Access Center**
Upgrading

- **Custom** = Clean Install

Web Links

  - Windows 7 Upgrade Advisor
  - Microsoft Security Essentials Download
  - Windows Live Essentials Download
Web Links-2

- Windows 7 Easy Transfer Tool
- Windows 7 Tips

Web Links-3

- PC Magazine: Windows 7 Page
  - http://www.pcmag.com/search_redirect/?qry=windows+7&x=0&y=0&searchSection=0&site=3
- ZD-Net: Windows 7 Page
- Windows 7 Pocket Guide (PDF)
Shut Down

- Shut Down Windows 7
  - Tap Windows Key
  - Tap Right Arrow Key
  - Tap Enter
- Turn off the Monitor
- Give the coaches a big hand!!