


# Microsoft Windows 7 (Basic)

Howard Verne  
Revised November 27, 2011

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## 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.msoffice-tutorial-training.com/windows-7-tutorials.html>

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## On Line Demos

- There are online Videos to help you with Windows 7
- Windows Online Help Site  
(<http://windows.microsoft.com/en-us/windows7/help/videos>)
- Here is a sample of the videos available

If you're new to Windows 7



Getting around the desktop



Personalizing your PC



Finding your files



Sharing files with HomeGroup



Using e-mail and the Internet



Changing Windows settings

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## 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.

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## 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

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## Windows Live Mail

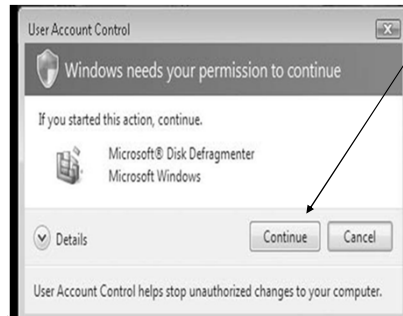
- Note that *Outlook Express* is dead!
  - You have to download the replacement (*Windows Live Mail*)
    - **[download.live.com/wlmail](http://download.live.com/wlmail)**
  - Sign up for my Windows Live course
    - Go to <http://www.scs-cc.com/>
      - Click on *Printable Calendar*
      - Send an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

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# 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*

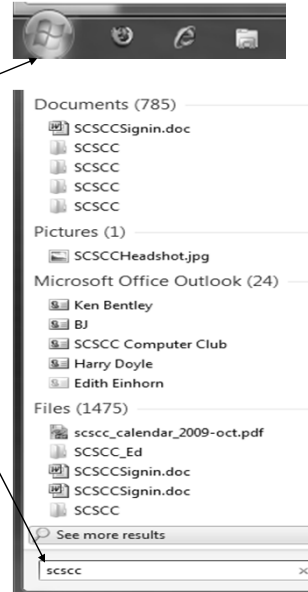


# Searching

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



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## Using The Start Menu

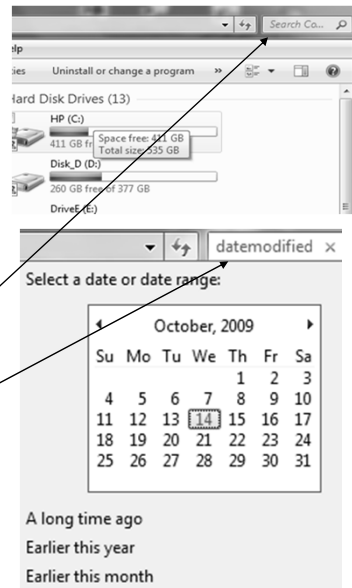
- Click on Windows Logo
- Type *SOL* in search box – WAIT -Do NOT hit enter
- When an entry for *Solitaire* appears
  - **Right** Click on *Solitaire* and select *Pin to Taskbar*
  - **Right** Click on *Solitaire* and select *Pin to Start Menu*
  - **Right** Click on *Solitaire* and *Send To / Desktop*
- 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

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## Searching -2

- Open Windows Explorer
  - Double Click on *Computer*
    - Enter *text* to search for
    - Or Left Click in search box for additional filter criteria

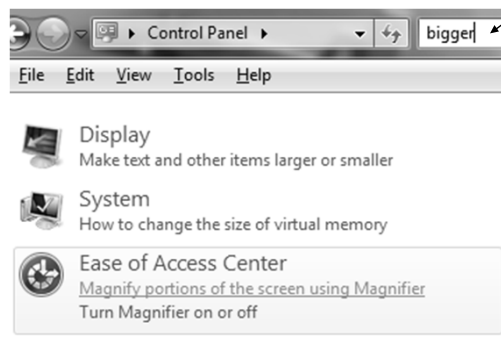


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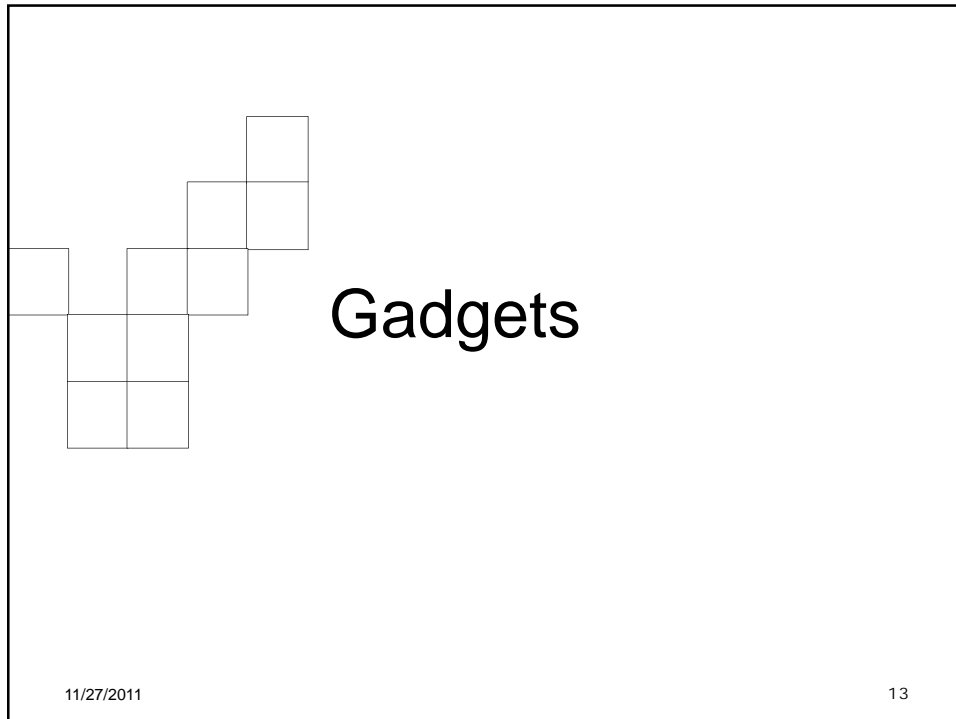
## Searching -3

- Even in the Control Panel
  - Just type in a keyword in the search box



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## 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

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## 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**



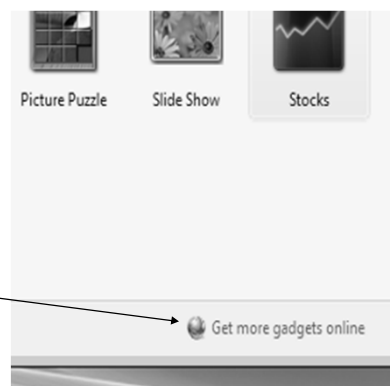
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## Win 7 Gadgets – Add New -2

- 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)

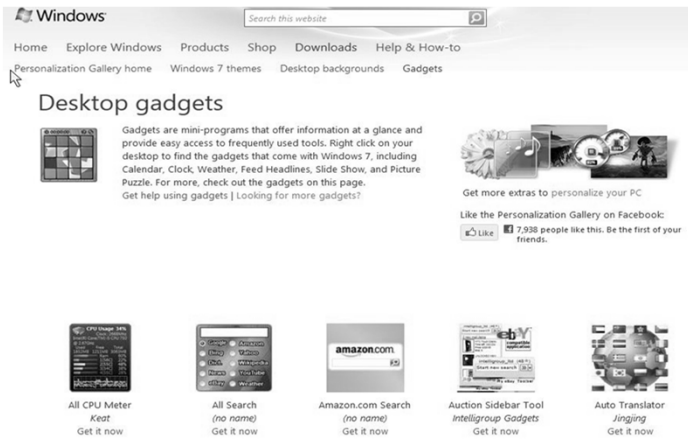


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## Win 7 Gadgets – Add New -3

- Here in class we will add the *Weather Bug* gadget



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## Win 7 Gadgets – Add New -4



- 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

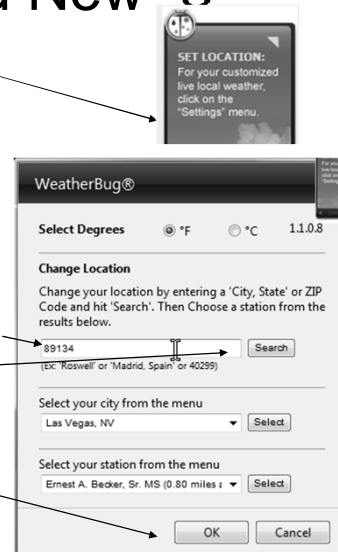
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## Win 7 Gadgets – Add New -5

- 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*



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## 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

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# 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

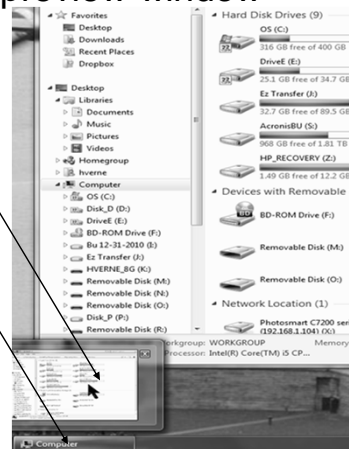


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# Manipulating the Taskbar

- Move Mouse over open running item
  - Move mouse over preview window



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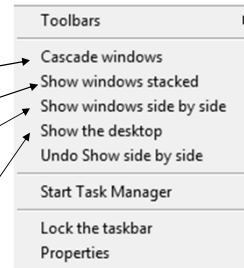
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## Taskbar Right Click Menu

- Right Click on blank area of the taskbar

- Overlay open windows
- Arrange Windows Horizontally
- Arrange Windows Vertically
- Minimize all Windows



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## 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

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## 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

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## 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.

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## 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

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## Right Click an Icon

### ■ Properties

- Includes file size
- Includes key dates



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## 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

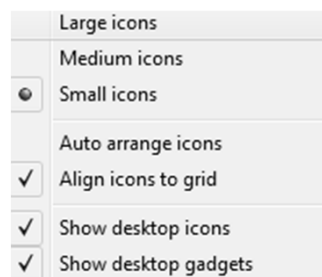
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## Personalize Desktop

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

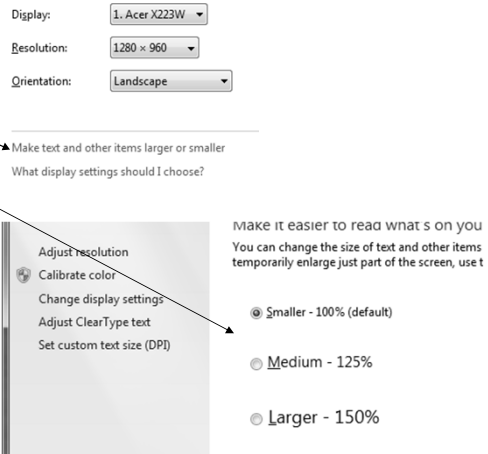


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# Right Click Menu/Resolution

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

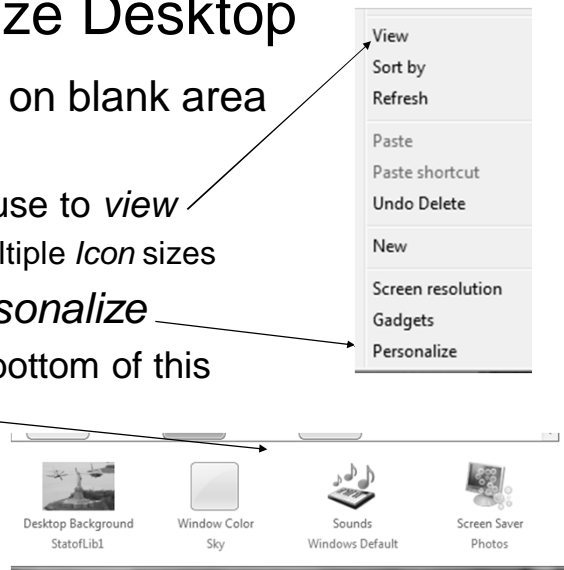


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# Personalize Desktop

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

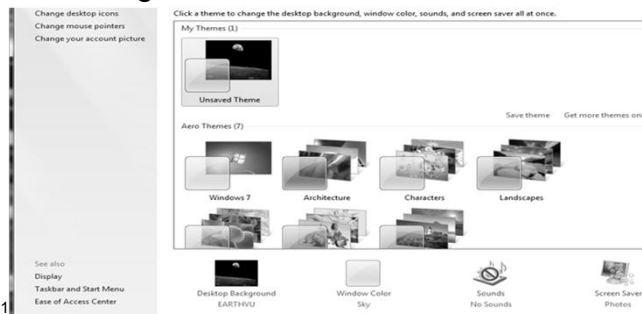


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# Personalize Desktop -1

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



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# 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



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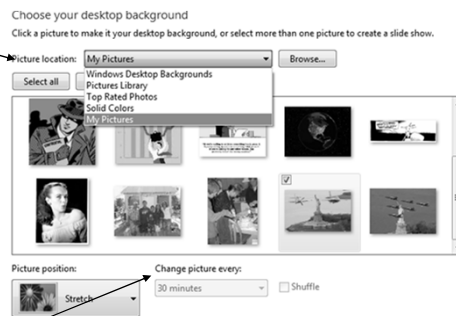
## Personalize Desktop 3

- 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



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## Personalize Desktop -4

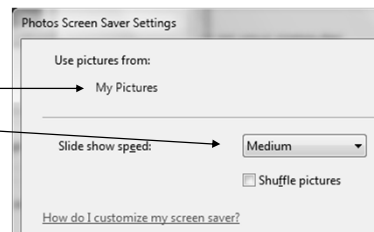
- Screen Saver

- Most people like *Photos*

- Select *Photos*

- Click *Settings*
- Change time 'till screensaver activates
- Change screensaver Settings

- Source
- Slide Show Speed

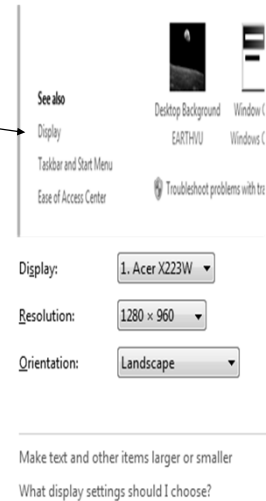


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# Screen Resolution

- 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

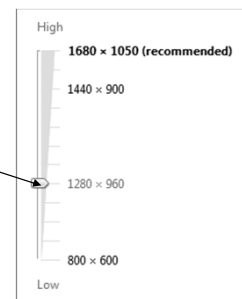


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# Screen Resolution

- 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

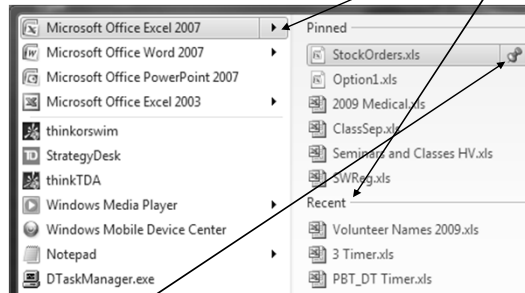


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## Start Menu – Jump List

- 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

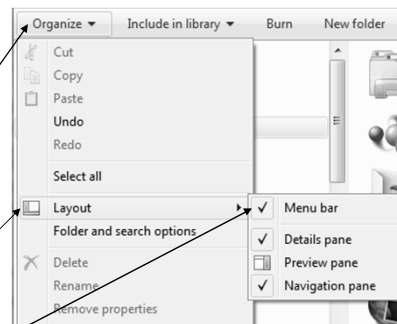
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## Adding Menu Bar to Windows Explorer

- Often the default Windows Explorer does not have the Menu Bar. To Enable it:

- On The Toolbar Click
  - Organize
  - Select Layout
  - Click Menu Bar



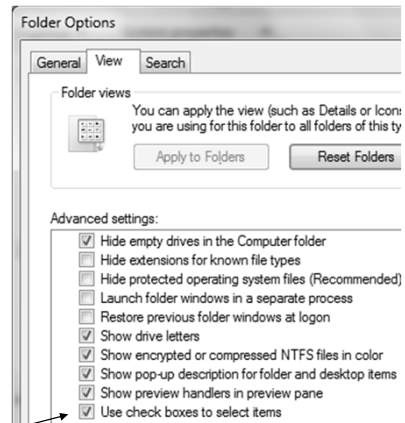
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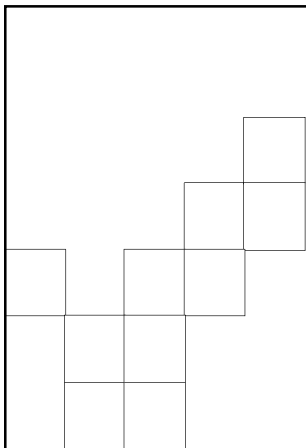
# Windows Explorer Options

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



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# Using Win 7 Help

Don't be afraid to ask for help!

Turn off your monitor!

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## Using Win 7 Help

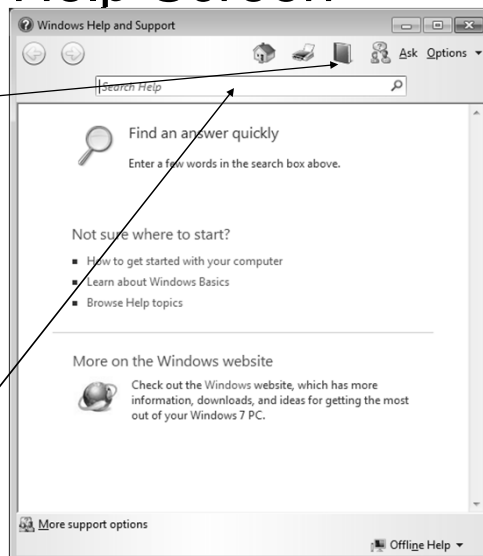
- Click on Windows Logo
- In the right hand pane, click on *Help & Support*
  - You will may get a popup asking *Do You Want to get the Latest Online Content ...?*
    - Here in class, to keep things simple, select No
    - At home, if you do NOT have a dialup connection, click Yes
      - You can change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

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## 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

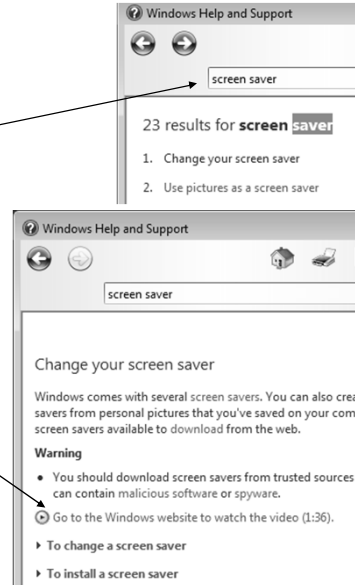


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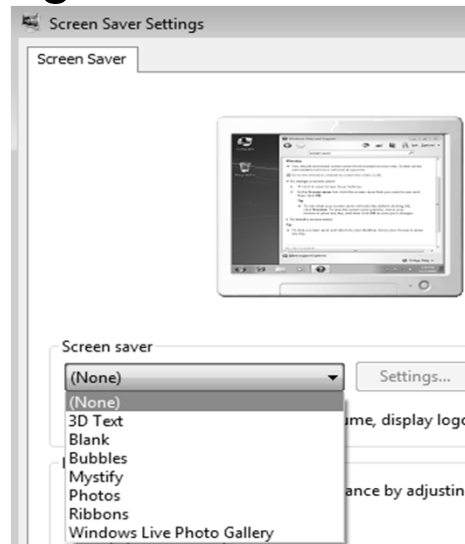
## Example, Using Screen Saver

- 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

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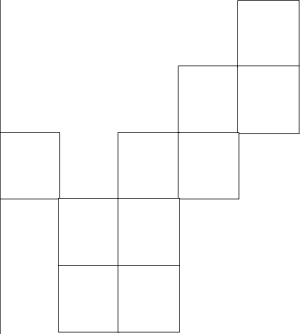


## Signing up for SCS-CC Mailings

- 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

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
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# Reference Material

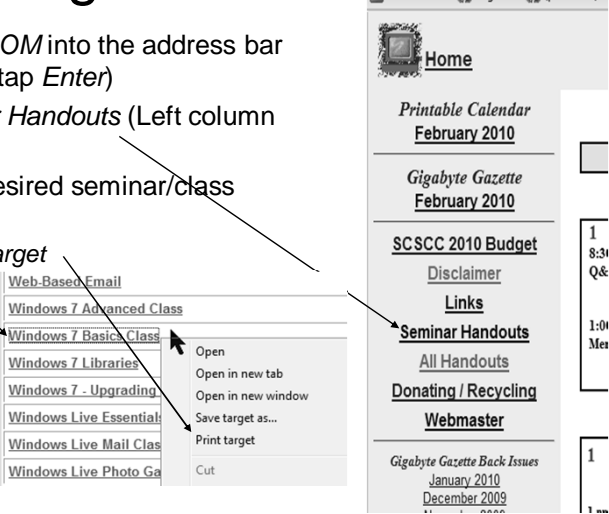
The following material may be use to those of you whose skills are beyond basic. They will NOT be discussed during class

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# Downloading Handouts

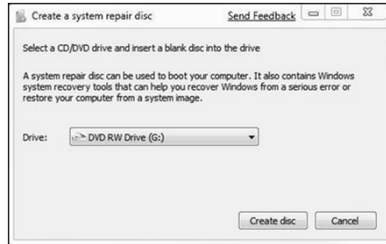
- Enter *SCS-CC.COM* into the address bar of your browser (tap *Enter*)
- Click on *Seminar Handouts* (Left column of the page)
- Right Click the desired seminar/class
  - Select *Print Target*



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# 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

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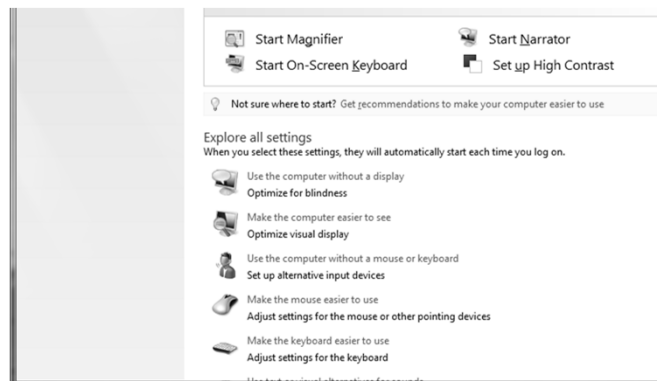
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# Access Center – Having Troubles Seeing Cursor? Icons? Text?

- Click Logo

- Type access

- Select *Ease of Access Center*



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# Upgrading

- **Custom = Clean Install**
- <http://www.microsoft.com/windows/windows-7/get/upgrade-advisor.aspx>

Upgrade TO:

Upgrade FROM :	Windows 7 Home Premium		Windows 7 Professional		Windows 7 Ultimate	
	32-bit	64-bit	32-bit	64-bit	32-bit	64-bit
Windows XP*	Custom Install	Custom Install	Custom Install	Custom Install	Custom Install	Custom Install
Windows Vista- Starter	32-bit	Custom Install	Custom Install	Custom Install	Custom Install	Custom Install
	64-bit	Custom Install	Custom Install	Custom Install	Custom Install	Custom Install
Windows Vista Home Basic	32-bit	In-Place Upgrade	Custom Install	Custom Install	In-Place Upgrade	Custom Install
	64-bit	Custom Install	In-Place Upgrade	Custom Install	Custom Install	In-Place Upgrade
Windows Vista Home Premium	32-bit	In-Place Upgrade	Custom Install	Custom Install	In-Place Upgrade	Custom Install
	64-bit	Custom Install	In-Place Upgrade	Custom Install	Custom Install	In-Place Upgrade
Windows Vista Business	32-bit	Custom Install	Custom Install	In-Place Upgrade	Custom Install	In-Place Upgrade
	64-bit	Custom Install	Custom Install	Custom Install	In-Place Upgrade	Custom Install
Windows Vista Ultimate	32-bit	Custom Install	Custom Install	Custom Install	In-Place Upgrade	Custom Install
	64-bit	Custom Install	Custom Install	Custom Install	Custom Install	In-Place Upgrade

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# Web Links

- <http://www.microsoft.com/windows/windows-7/default.aspx>
- • Windows 7 Upgrade Advisor
  - <http://www.microsoft.com/windows/windows-7/get/upgrade-advisor.aspx>
- • Microsoft Security Essentials Download
  - <http://www.microsoft.com/protect/>
- • Windows Live Essentials Download
  - <http://explore.live.com/windows-live-essentials>

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## Web Links-2

- • Windows 7 Easy Transfer Tool
  - <http://www.microsoft.com/windows/windows-7/features/windows-easy-transfer.aspx>
- • Windows 7 Tips

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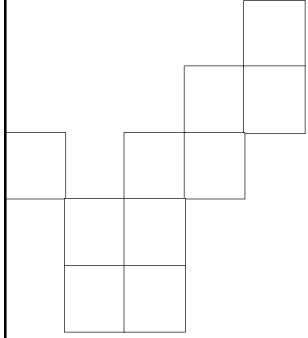


## Web Links-3

- <http://technet.microsoft.com/en-us/magazine/ee851557.aspx>
- • PC Magazine: Windows 7 Page
  - [http://www.pcmag.com/search\\_redirect/?qry=windows+7&x=0&y=0&searchSection=0&site=3](http://www.pcmag.com/search_redirect/?qry=windows+7&x=0&y=0&searchSection=0&site=3)
- • ZD-Net: Windows 7 Page
  - [http://news.zdnet.com/2463-9595\\_22-286664.html?tag=trunk;popular](http://news.zdnet.com/2463-9595_22-286664.html?tag=trunk;popular)
- • Windows 7 Pocket Guide (PDF)
  - <http://dl.dropbox.com/u/304490/Win7/Windows-7-Pocket-Guide.pdf>

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# 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!!

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