Microsoft Windows 7
(Beyond the Basics)

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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
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.
- Send To / Desktop means
  - Move mouse to Send To
  - When a submenu appears
    - move mouse to Desktop and left single click
- 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
Searching

Search Features are Everywhere

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
Searching -2

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

Searching -3

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

- Turn on Natural Language Search
  - Choose Organize
  - Select Folder And Search Options.
  - In the Folder Options dialog, click the Search tab.
  - On the Search tab, select Use Natural Language Search.
    - music Beethoven or Mozart
    - documents Charlie and Herb
    - e-mail from Brent
    - pictures vacation
    - "tropical island"

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
  - Click OK

Windows Explorer Shortcuts

- Ctrl+N Open a new window on the same folder.
- Ctrl+W Close the current window.
- Alt+Up Arrow Go up one level.
  - Alt+Right Arrow Go forward. Alt+Left Arrow Go back.
- Alt+D Move the focus to the address bar, and select the current path.
- F4 Move the insertion point to the address bar, and display the contents of the drop-down list of previous addresses.
- Alt+Enter Show properties of the selected file.
- Shift+F10 Open the shortcut menu for the current selection (which is the same as a right-click).
- F6/Tab Cycle through the following elements: address bar, toolbar, navigation pane, file list, column headings (available in Details view only).
- F11 Toggle full-screen mode.
- Ctrl+Shift+N Create a new subfolder in the current folder.
- Ctrl+Shift+E Expand navigation pane to the current folder.
Windows "Bread Crumbs" -1

- To demonstrate this, we will have to go down a few layers in a file tree.
- On Left Hand File Tree
  - Click on HP(C:)
- On the right hand pane:
  - Double Click on *Program Files*
  - Double Click on *Microsoft Games*

Windows "Bread Crumbs" -3

- To go see all the other folders on a previous level
  - Click on the arrowhead to the right of the desired level
  - The item in **bold** is the one currently being displayed
- To go back (up) the tree
  - Click (not on the arrowhead), but on the desired item
Other Tools Available from Browser

- Click on *Computer* (in left hand panel)
- From here, you can easily:
  - Get to Program Uninstaller
  - Open System Properties Dialogs

Task Bar

- The Quick *Launch bar* is gone
  - See later section for further Information
- You can move icons from the desktop to the 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 Image]

Libraries

- Now you can logically merge several folders into a Windows library such as:
  - Documents
  - Pictures
  - Music
Libraries - 2

- Click on a Library Folder
  - Click on … Locations
  - Click on Add

Active Window Tips

- Hold Down the Windows key and tap Home
  - Will minimize all but the current window

- Double Click Title Bar
  - Maximizes window
  - Repeat to restore to previous size and position

- Hold Down the Windows Key and Tap the Left or Right Arrow key
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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Burning CDs and DVDs

We will demonstrate using CD’s, writing DVD’s is no different
Turn off your monitor!
Burning CD’s

- There are 2 General Types of CD
  - R and RW
    - RW are rewriteable and can be used like a disk
    - R are not
  - There are 2 types of “R” +R and –R
    - As far are computers are concerned – you can use either
    - Devices such as CD and DVD players MAY only be able to use one type
      - Check your manual

Burning CD’s

- Insert CD
- You will get a popup
  - Select Burn Files to Disc
  - You will then get another popup
    - Insert a Title for the disk
    - Click on Formatting Options
Burning CD’s

- **Like A USB Flash Drive**
  - You can use the CD like a disk
  - Writes are done immediately
  - However, it can only be read by Vista/Win 7 Computers

- **With a CD/DVD Player**
  - The computer saves the items to be written to disk
  - Once the disk is *Burned* nothing can be deleted (things can be added)
  - It can be read by most computers and some CD players

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Burning CD’s

- We will need 2 copies of *Windows Explorer*
  - One will be the source window
  - The other will be the destination Window (already open)

- Size them so they can both be seen (see next slide)
  - Open a source window to the location containing the files you want to put on the CD
    - Here in class use the *sample pictures* folder
Burning CD’s

- Drag and drop pictures from the sample pictures folder to the Drive E window
- When you are done, click on Burn to disc
Burning CD’s

- Windows 7 will burn the files to the CD
  - When it is finished, it will eject the CD
    - Click Finish on the popup
- You can then read this disk on any other computer or many CD devices.
- You cannot delete files from the disk
- You can, later, add additional files to the disk

Burning CD’s

- Using the live format is very similar only:
  - When you select *Live Formatting* Win 7 formats the CD
  - Once you drag a file to the CD (Drive E) window, the file is immediately written to the CD.
    - You do not have to click on *Burn*.
- You can come back later and add/delete files to the CD
Burning CD’s

- When you are done, you can finish by:
  - either pressing the eject button on the CD drive
  - Or Right clicking on Drive E (in the left hand pane of the explorer window) and select Eject

- In either case, Win 7 will take a few seconds to finalize the CD
  - You can then read it in either a Win 7/Vista or most XP computers.

- If you re-insert it (at a later time) into the Win 7 machine, you can continue to add (or even delete) files
Handy Gadget

Clipboard Manager

- Go online and search for and install *Clipboard Manager*
- It lets you move past clipboard entries to the current clipboard.
- The search (filter) feature lets you look for desired entry
- The “more” feature gives you an expanded history
Trouble Shooting Aids

Trouble Shooting Tools

- In the Control Panel
  - Find and Fix Problems

In the Control Panel:

- Find and Fix Problems
  - Adjust your computer’s settings
  - System and Security
    - Review your computer’s status
    - System and Security
      - Fix problems with Windows Update
      - Run maintenance tasks
        - Improve power usage
  - Programs
    - Run programs made for previous versions of Windows
  - Hardware and Sound
    - Configure devices
      - On a printer:
        - Troubleshoot audio recording
        - Troubleshoot audio playback
  - Network and Internet
    - Connect to the Internet
      - Transfer files and folders on other computers
  - Appearance and Personalization
    - Display font-smoothing effects
  - System and Security
    - Fix problems with Windows Update
      - Check for performance issues

1/21/2012
Action Center

- Control Annoying Security Pop Ups
- Has links to other Key Trouble Shooting Screens

Trouble Shooting

- Programs
Trouble Shooting

- Network and Internet

![Network and Internet Troubleshooting Diagram]

- System and Security

![System and Security Troubleshooting Diagram]
Action Center

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
System Backup

- The Win7 backup applet actually offers three different backup types
  - a system image (best for preserving your entire system setup)
  - a standard file-oriented backup (best for routine daily or weekly data backups)
  - a bootable “system-repair disk” that lets you make selective repairs or restore a whole-system image you created previously.

System Restore

- Click on Logo
- Type *System Restore*
- Select Restore Point
- Select *Scan for Affected Programs*
See your Devices

- Start/Devices and Printers

![Device Image]

MS Config -1 Change at your own risk

- This is used to disable programs/services from starting when your system boots
- Hold Down Windows Key and Tap “R”
- Type “MSCONFIG” and tap enter
MS Config - 2 Change at your own risk

- When viewing the services tab, it is a good idea to check *Hide All Microsoft Services*
  - [ ] Good Sites with Advice on Startup
    - [ ] http://www.sysinfo.org/startupinfo.html
    - [ ] http://www.processlibrary.com/directory/a/1/
  - [ ] If you make changes you will be told to restart the computer
  - [ ] After you restart, you will get a Pop Up informing you that MSCONFIG was used to make changes.
    - [ ] Check box on bottom of message

Changing Startup Safely

- A Safer Way, with a GUI interface is to use **Soluto**.
  - [ ] http://www.soluto.com/Download/
- This will show you how much time each process takes to load and will give you advice as to the ones you can Pause/Disable or Delay.
Task Manager -1

- Right Click on Task Bar, Select Start Task Manager
Task Manager - 2

- To Close a “stuck” window
  - Select “Applications” tab, right click on application, select “End Task”
  - If this doesn’t work, right click on application, select “Go to Process”
    - Right Click on process and select “End Process Tree”

Task Manager - 3

- To get an idea of how your system is running, select the Performance tab
  - Make sure you are not using more than 75% of Physical Memory. (even over 60%, you might consider adding more memory)
  - Check your CPU usage.
    - Select the Processes Tab
      - Click on the CPU Heading so that the processes using the most CPU time sorts on top,
Process Monitor – Wait Chain

- Open Resource Monitor
  - CPU Tab
  - Right Click on a Process

You can see unresponsive tasks
- Right Click on a process and select Analyze Wait Chain
Reliability Monitor

- In Start Search Box, type **Reliability**
- Select **View Reliability History**

Review your computer’s reliability and problem history.
The stability meter assesses your system’s overall stability on a scale from 1 to 50. By selecting a specific period in time, you may review the specific hardware and software problems that have impacted your system. (See also Reliability Monitor).

<table>
<thead>
<tr>
<th>Source</th>
<th>Summary</th>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical events (1)</td>
<td>Windows</td>
<td>1/21/2012 03:16 PM</td>
<td>View technical details</td>
</tr>
<tr>
<td>Warning</td>
<td>Windows restarted improperly</td>
<td>1/21/2012 03:26 PM</td>
<td>View technical details</td>
</tr>
<tr>
<td>Information events (1)</td>
<td>Windows</td>
<td>1/21/2012 03:25 PM</td>
<td>View technical details</td>
</tr>
<tr>
<td>Critical events (1)</td>
<td>Windows</td>
<td>1/21/2012 03:16 PM</td>
<td>View technical details</td>
</tr>
<tr>
<td>Information events (1)</td>
<td>Windows</td>
<td>1/21/2012 03:15 PM</td>
<td>View technical details</td>
</tr>
</tbody>
</table>

“F8” Startup
F8 Startup -1

- First Screen
  - Choose Repair Option

![Choose Advanced Options for: Windows 7](image)

- Safe Mode
- Safe Mode with Networking
- Safe Mode with Command Prompt
- Enable Boot Logging
- Enable low-resolution video (640x480)
- Last known good configuration (advanced)
- Directory Services Restore Mode
- Debugging Mode
- Disable automatic restart on system failure
- Disable Driver Signature Enforcement
- Start Windows Normally

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F8 Startup -2

- Repair Options
  - Command Prompt
    - `Chkdsk c: /f`

![Choose a recovery tool](image)

- Startup Repair
- System Restore
- System Image Recovery
- Windows Memory Diagnostic
- Command Prompt

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Reference Material

These items will not be discussed during class

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
God Mode

- Create a Folder (on the desktop) with the name `GodMode.{ED7BA470-8E54-465E-825C-99712043E01C}`
- Gives you access to most Control Panel + Admin type features
  - May not Work on Some 64 bit systems

Other Advanced Tips

- Quick Launch Bar
  - To Restore, See

- SendTo Menu Items
  - Click START and type the following in the Search Box: `shell:sendto`
  - Press ENTER which opens the Sendto Folder for your user profile.
### Windows Special Folders -1

<table>
<thead>
<tr>
<th>Folder</th>
<th>Hidden</th>
<th>RO</th>
<th>Sys</th>
<th>Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Tools</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>C:/Users/&lt;User&gt;/AppData/Roaming/Microsoft/Windows/Start Menu/Programs/Administrative Tools</td>
</tr>
<tr>
<td>Application Data</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>C:/Users/&lt;User&gt;/AppData/Roaming</td>
</tr>
<tr>
<td>CD Burning</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>C:/Users/&lt;User&gt;/AppData/Local/Microsoft/Windows/Burn/Burn</td>
</tr>
<tr>
<td>Common Administrative Tools</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>C:/ProgramData/Microsoft/Windows/Start Menu/Programs/Administrative Tools</td>
</tr>
<tr>
<td>Common Application Data</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>C:/ProgramData</td>
</tr>
<tr>
<td>Common Desktop</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>C:/Users/Public/Desktop</td>
</tr>
<tr>
<td>Common Documents</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>C:/Users/Public/Documents</td>
</tr>
<tr>
<td>Common Favorites</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>C:/Users/&lt;User&gt;/Favorites</td>
</tr>
<tr>
<td>Common Music</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>C:/Users/Public/Music</td>
</tr>
<tr>
<td>Common Pictures</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>C:/Users/Public/Pictures</td>
</tr>
<tr>
<td>Common Start Menu Programs</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>C:/ProgramData/Microsoft/Windows/Start Menu/Programs</td>
</tr>
<tr>
<td>Common Startup</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>C:/ProgramData/Microsoft/Windows/Start Menu/Programs/Startup</td>
</tr>
<tr>
<td>Common Templates</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>C:/ProgramData/Microsoft/Windows/Templates</td>
</tr>
<tr>
<td>Common Videos</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>C:/Users/Public/Videos</td>
</tr>
<tr>
<td>Cookies</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>C:/Users/&lt;User&gt;/AppData/Roaming/Microsoft/Windows/Cookies</td>
</tr>
</tbody>
</table>

1/21/2012

### Windows Special Folders -2

<table>
<thead>
<tr>
<th>Folder</th>
<th>Hidden</th>
<th>RO</th>
<th>Sys</th>
<th>Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desktop</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>C:/Users/&lt;User&gt;/Desktop</td>
</tr>
<tr>
<td>Favorites</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>C:/Users/&lt;User&gt;/Favorites</td>
</tr>
<tr>
<td>Fonts</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>C:/Windows/Fonts</td>
</tr>
<tr>
<td>History</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>C:/Users/&lt;User&gt;/AppData/Local/Microsoft/Windows/History</td>
</tr>
<tr>
<td>Local Application Data</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>C:/Users/&lt;User&gt;/AppData/Local</td>
</tr>
<tr>
<td>My Documents</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>C:/Users/&lt;User&gt;/Documents</td>
</tr>
<tr>
<td>My Music</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>C:/Users/&lt;User&gt;/Music</td>
</tr>
<tr>
<td>My Pictures</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>C:/Users/&lt;User&gt;/Pictures</td>
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<td>My Video</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>C:/Users/&lt;User&gt;/Videos</td>
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<tr>
<td>NetHood</td>
<td>No</td>
<td>No</td>
<td>No</td>
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<td>No</td>
<td>No</td>
<td>C:/Users/&lt;User&gt;/AppData/Roaming/Microsoft/Windows/Printer/Shortcuts</td>
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<td>Profile Folder</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>C:/Users/&lt;User&gt;/</td>
</tr>
<tr>
<td>Program Files</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>C:/Program Files</td>
</tr>
<tr>
<td>Program Files - Common</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>C:/Program Files (folder/Common Files)</td>
</tr>
<tr>
<td>Recent</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>C:/Users/&lt;User&gt;/AppData/Roaming/Microsoft/Windows/Recent</td>
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<td>Send To</td>
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<tr>
<td>Start Menu</td>
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<td>Yes</td>
<td>No</td>
<td>C:/Users/&lt;User&gt;/AppData/Roaming/Microsoft/Windows/Start Menu</td>
</tr>
<tr>
<td>Start Menu Programs</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>C:/Users/&lt;User&gt;/AppData/Roaming/Microsoft/Windows/Start Menu/Programs</td>
</tr>
</tbody>
</table>

1/21/2012
# Windows Special Folders -3

<table>
<thead>
<tr>
<th>Folder</th>
<th>Hidden</th>
<th>RO</th>
<th>Sys</th>
<th>Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Startup</td>
<td>No</td>
<td></td>
<td>No</td>
<td>C:\Users&lt;User&gt;\AppData\Roaming\Microsoft\Windows\Start Menu\Programs\Startup</td>
</tr>
<tr>
<td>System Directory</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>C:\Windows\system32</td>
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<tr>
<td>Templates</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>C:\Users&lt;User&gt;\AppData\Roaming\Microsoft\Windows\Templates</td>
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<td>Temporary Folder</td>
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<td>No</td>
<td>C:\Users&lt;User&gt;\AppData\Local\Temp</td>
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<td>Temporary Internet Files</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>C:\Users&lt;User&gt;\AppData\Local\Microsoft\Windows\Temporary Internet Files</td>
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<tr>
<td>Windows Directory</td>
<td>No</td>
<td>Res</td>
<td>No</td>
<td>C:\Windows</td>
</tr>
</tbody>
</table>

### Shut Down

- "There are better ways to log off."

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