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

From the Start Screen
- Just start Typing
  - Select desired Group
- First group will be Wherever you were when you started typing
  - E.g. if you were in the store it would search the store
From the Classic Shell

- Just start Typing
  - Select desired Group

Windows Explorer
Now uses Ribbon

Windows Explorer Options

- Double Click on COMPUTER
  - Note System wide options

Windows Explorer Options

- Select View Tab
  - Note easy access to type of display
  - Note previously hard to find options

Windows Explorer Options

- Select Manage Tab
  - Note CD Burning options
  - Note easy access to Disk Cleanup
  - Note CD Burning/Print and Email options
  - Note the Zip option
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+Left Arrow**: Go back.
- **Alt+Right Arrow**: Go forward.
- **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).
- **Ctrl+Shift+N**: Create a new subfolder in the current folder.
- **Ctrl+Shift+E**: Expand navigation pane to the current folder.
- **Alt+D**: Move the focus to the address bar, and select the current path.
- **F11**: Toggle full-screen mode.

Windows "Bread Crumbs" -1

- To demonstrate this, Close any existing windows
  - Double Click on **Computer**
  - we will have to go down a few layers in a file tree.
    - Double Click on **C:**
    - Double Click on **Program Files (X86)**
    - Double Click on **Adobe**
    - Double Click on **Reader**

Windows "Bread Crumbs" -2

- 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

- You can pin 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

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

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 as 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 CDs and DVDs
- We will demonstrate using CD's, writing DVD's is no different
  - Turn off your monitor!

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 8 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
Burning CD’s

- We will need 2 copies of Windows Explorer
  - One will be the destination Window (already open)
    - Hold down the Windows key and tap the right arrow
  - The other will be the Source
    - Double Click on Computer
    - Hold down the Windows key and tap the left arrow
    - Here in class use the sample pictures folder
      - Left click on Pictures (in the Left Hand Pane)
      - Double Left click on Sample Pictures

- Drag and drop pictures from the sample pictures folder to the Drive E window
- When you are done, click on Burn to disc
- Windows 8 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

- Using the live format is very similar only:
  - When you select Live Formatting” Win 8 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

- 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
Burning CD’s

- In either case, Win 8 will take a few seconds to finalize the CD
- You can then read it in either a Win7/Win8/Vista or most XP computers.
- If you re-insert it (at a later time) into the Win 8 machine, you can continue to add (or even delete) files.

Trouble Shooting Tools

- In the Control Panel
  - Find and Fix Problems

Trouble Shooting

- Click on a task to automatically troubleshoot and fix common computer problems. To view more tasks:

  - Programs
  - Hardware and Sound
  - Network and Internet
  - System and Security

Action Center

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

Trouble Shooting

- Network and Internet

  - Network Connections
  - Shared Folders
  - Network Adapter
  - Incoming Connections
  - Printer

5/6/2013
Trouble Shooting  
- System and Security

**Web Browser**

- Open Start Screen and type **Windows 7**
  - Select Settings (on right)
  - Select **Windows 7 File Recovery** (on Left)

**System Repair Disk**

- Go to Start Screen and type **Windows 7**
  - Select Settings (on right)
  - Select **Windows 7 File Recovery** (on Left)

**Available Functions on Boot**

- Startup repair, System restore
- System image recovery, Windows memory diagnostic

Action Center

**Review recent messages and resolve problems**

- No issues have been detected by Action Center.

**Security**

- On this device, **problem reports** are off.

**Maintenance**

- **System health settings** are off.

**Autostart**

- **Startup repair** is on.

**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**

- Open Start Screen
- Type **System Restore**
- Select Settings (on right)
- Select **Create a Restore Point** (on left)
- Select **System Restore**
- Select **Scan for Affected Programs**

**See your Devices**

- **Start/Devices and Printers**

5/6/2013
Changing Startup Safely

- A Safe Way, with a GUI interface is to use Soluto.
- 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
  - On Bottom, Select More Details

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 Details”
    - 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 (on bottom of Performance tab)
  - Select CPU Tab
- You can see unresponsive tasks
  - Right Click on a process and select Analyze Wait Chain
Reliability Monitor

- In Start Screen, type **Reliability**, Select **Settings**
  - Select **View Reliability History**

Problem Restart

Restart Options

- Go to Start Screen
  - Windows + I
    - Select **Change PC Settings** (on Bottom)
  - Select **General** (on left)
    - Scroll down to **Advanced Startup**
      - Click **Restart Now**

Restart Options

- System Restore
  - Restore System to using previous restore point
- System Image Recovery
  - Restore system using an “Image” Back up
- Automatic Repair
  - Attempt to automatically fix startup problems
- Command Prompt
  - For DOS programmers
- Startup Settings
  - Will allow you to get into Safe mode

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 almost all Control Panel + Admin type features

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[User]\Documents\Group Policy\Windows\GPO\Administrative Tools</td>
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<tr>
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Windows Special Folders -3

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Shut Down

"There are better ways to log off."

- Shut Down Windows 8
  - With your left hand - Hold Down the "ALT" and "Ctrl" keys
  - With your right hand - tap the "Del/Delete" key

- Click on Power symbol (bottom right of screen)
  - Left Shut Down

- Give the coaches a big hand!