

Software Application Training

WEST CHESTER UNIVERSITY



Introduction to Windows 7 Tutorial

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Windows 7

New in Windows 7

Aero Shake: You can use the shake feature to quickly minimize unneeded open windows. Allowing you to focus on one window at a time

Snap: You can snap open windows to the side of your monitor, allowing you to easily compare windows side-by-side.

Improved Taskbar: The Taskbar has been revamped for faster access to programs and features on your computer.

Jump Lists: A list of recently used files, folders, or websites. Jump Lists can be viewed either in the Start Menu or the Task Bar. The Jump List allows for easy and quick access to recently opened items.

Library: Libraries are very similar to folders except they allow you to view files and folders from multiple locations.

Search: Improved search filters and features have been added.

Gadgets: Gadgets can now move freely on the desktop.

Desktop Background: The background feature can now display a slideshow of pictures.

Windows 7

Windows Desktop

Aero Shake

This option is useful when you have multiple windows open at the same time.

1. Click on the title bar of a window and shake your mouse.

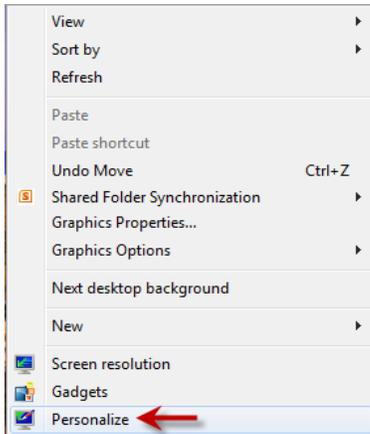
Windows Snap

Use Snap for a quick way to resize your windows

1. Drag the title bar of the open window to the side of your screen until you see an outline of the window. Once you see the outline let go of your mouse.

Personalizing your desktop background

1. Right-click on your desktop and select Personalize



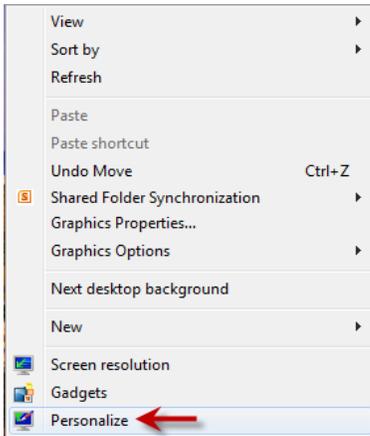
2. Select one of the themes or click Desktop Background at the bottom of the screen.



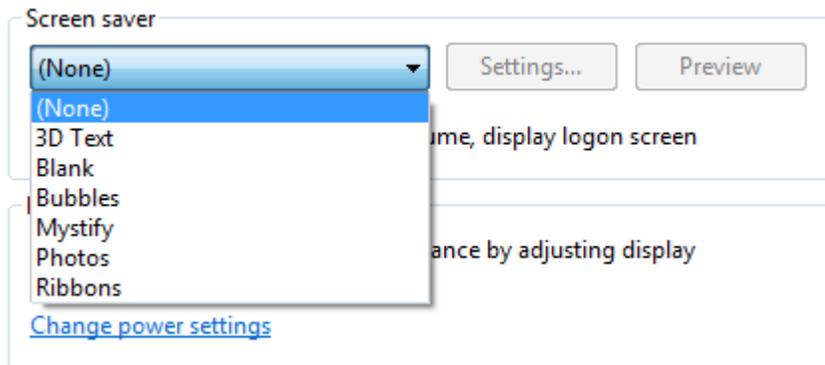
Windows 7

Personalizing your desktop Screen Saver

1. Right-click on your desktop and select Personalize



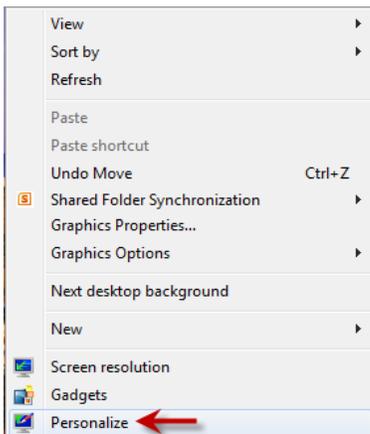
2. Select Screen Saver, located in the bottom right of your screen
3. Select the pull down arrow under Screen Saver and choose an option



Personalizing your desktop display

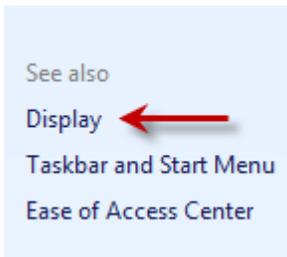
Use this option to change the size of text and other screen elements

1. Right-click on your desktop and select Personalize



Windows 7

2. Choose Display, located in the bottom left corner



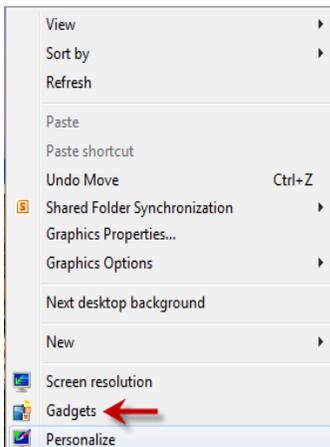
3. Select a size
4. Click Apply, and follow the onscreen directions

Gadgets

In Windows 7 the Gadgets float freely on your desktop. The side bar that you had in Windows Vista is no longer available. Follow the directions below to add a Gadget to your desktop.

Adding a Gadget to the desktop

1. Right-click on the desktop and select Gadgets



2. Double click on a gadget to add it to the desktop



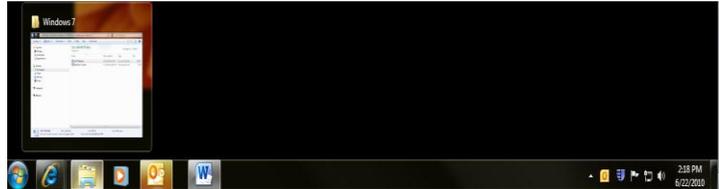
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Taskbar

The Taskbar and its functionalities have been redesigned to include pinning programs to the Taskbar, viewing live previews of open programs, and close any open programs right from the live preview.

Live Thumbnails

- To view a Live Thumbnail- rest your mouse on the program in the Taskbar
- To get a quick glimpse of the window contents- Rest your mouse on the Live Thumbnail



Closing a window from the Taskbar

1. Locate the open program in the Taskbar and rest your mouse on the window
2. Click the X in the upper right corner of the window

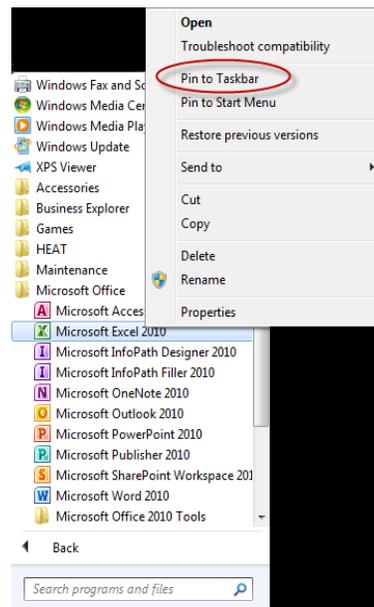


Pinning a program to the Taskbar

1. Find the program in the Start Menu
2. Right-click on the program
3. Click Pin to Taskbar

OR

1. Click and drag the program to the Taskbar



Windows 7

Show Desktop

To get a quick look at your desktop or to minimize items quickly use the Show desktop bar, located in the bottom right of your screen



To see a quick peek of your desktop

1. Hover your mouse over the show desktop bar

To minimize all windows quickly

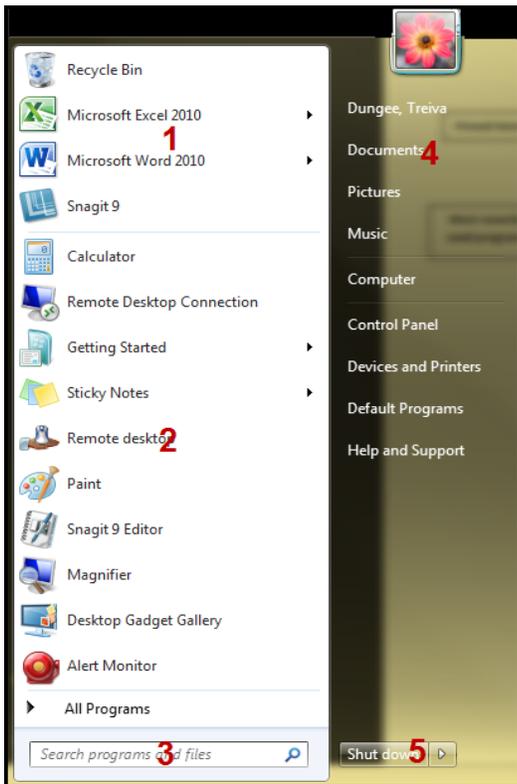
1. Click on the Show desktop bar

Windows 7

Start Menu

The Start Menu is the main gateway to the programs, folders, and settings on your computer. It's called a menu because it provides a list of choices, just as a restaurant menu does. The "Start" button is often the first place that you'll go to open programs and items.

Use the Start Menu to do common activities: Start programs, open frequently used folders, search for files, folders, and programs, adjust computer settings, get help with the Windows operating system, turn off the computer and log off from Windows or switch to a different user account.



Section 1: List of items that are pinned to the Start Menu. (*Right-click on a program – select Pin to Start Menu*)

Section 2: List of programs that were previously opened. Click *All Programs* to see the full list of programs available to you on your computer.

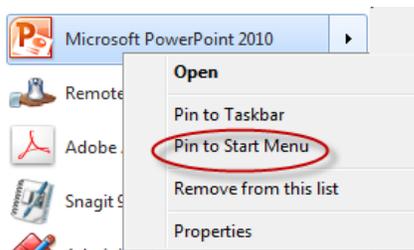
Section 3: Search Box, use this box to perform a search on your computer for a particular program or file.

Section 4: This section houses links to other Windows options you frequently use.

Section 5: Power button. Click the Shutdown button to turn off your computer. Clicking the arrow next to the button displays a menu with additional options for switching users, locking the system, logging off, or restarting.

Pinning to the Start Menu

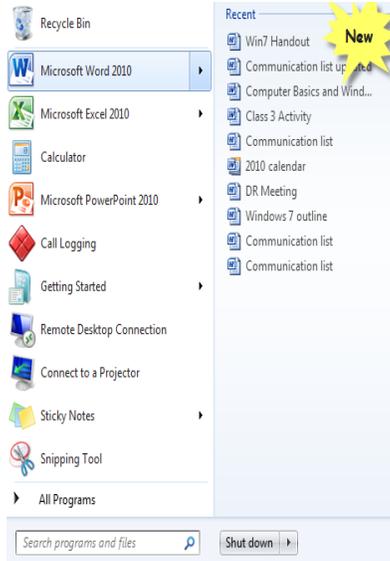
1. Right-click on a program
2. Select Pin to Start Menu



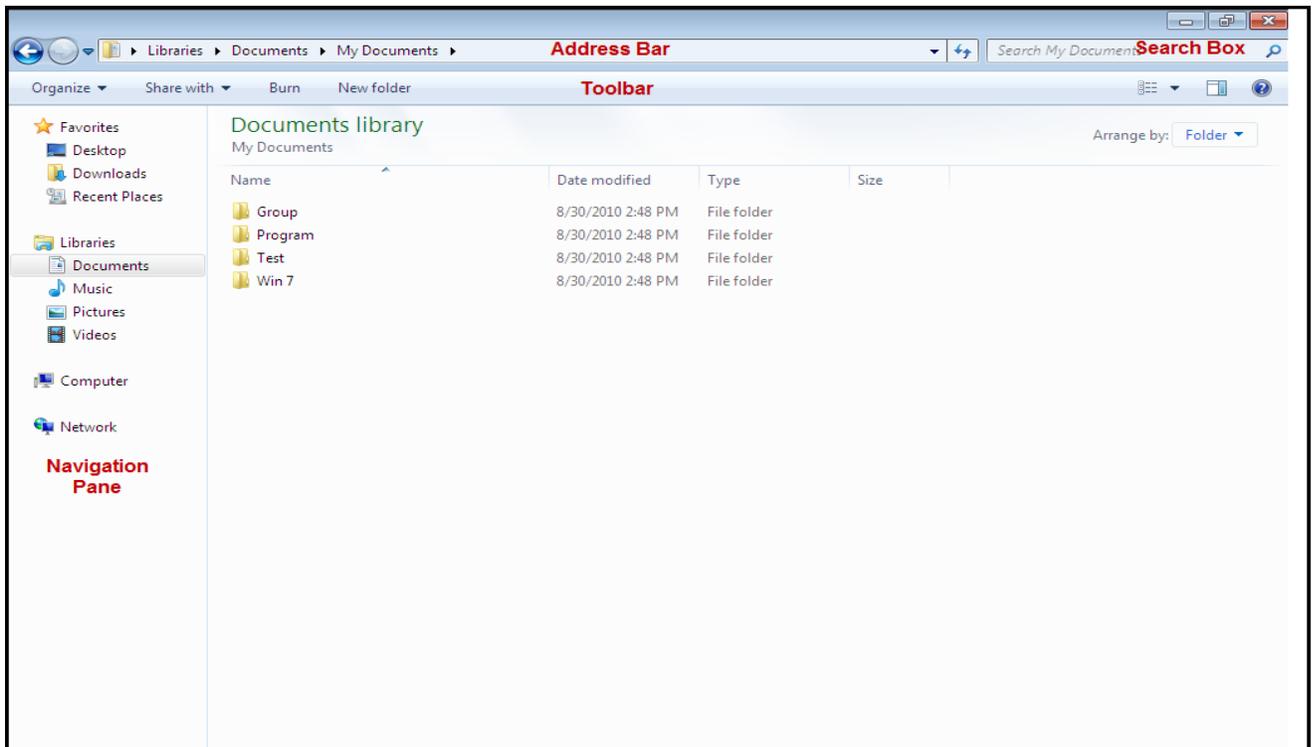
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Jump List

New to the Start Menu is the Jump List. Click the arrow to the right of the program to see the Jump List. Click the pushpin next to the file to pin it to the Jump List.



Files and Folders



Windows 7

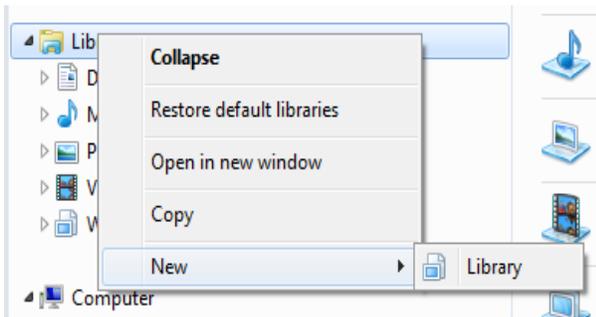
Library List

Windows 7 introduces a new feature in the files and folders window with the use of Libraries. Libraries are very similar to folders except they allow you to view files and folders from multiple locations.

Note: Libraries don't take the place of folders.

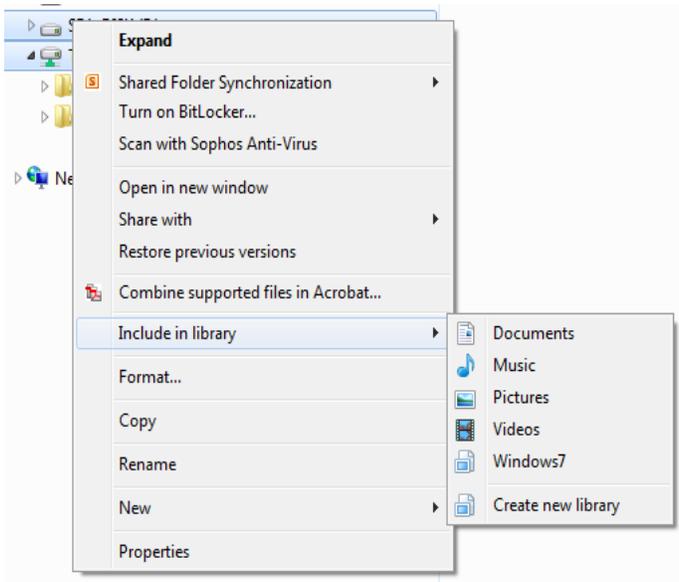
Creating a Library

1. Right-click on Libraries
2. Click New – Library



Adding external drives and folders to the library

1. Right-click on the external drive or on a folder within that drive
2. Select *Include in library* and choose a library



Windows 7

Adding a local folder to the library

1. Right-click on the library
2. Select Properties
3. Click Include a folder....
4. Select the folder to include in the library
5. Click Include folder
Repeat steps 3-5 for each folder you would like to add to the library
6. Click OK

Search Box

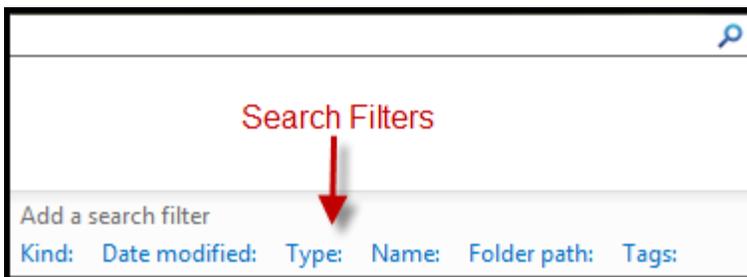
The new search feature allows for simpler searches



Performing a search

1. Select the folder or library where you would like to perform the search
2. Type your search criteria in the search box

Adding Filters

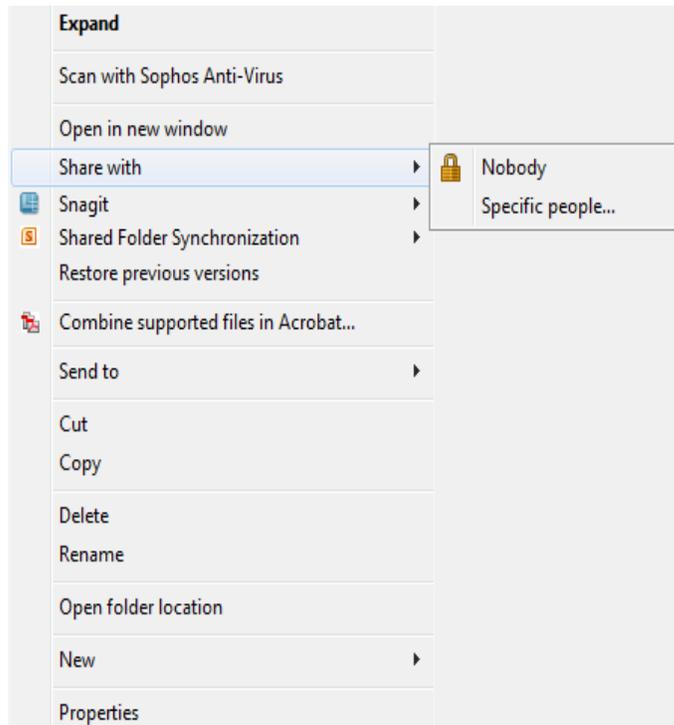


1. Select a filter, located at the bottom of the search bar, and type in the criteria for that particular filter.

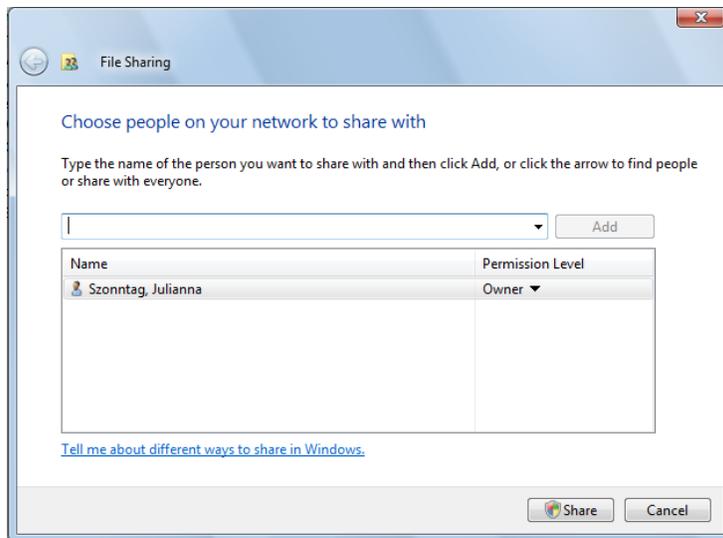
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Sharing Folders and Files

1. Open the Documents window
2. Locate the folder you would like to share and right click
3. Select Share with – Specific People

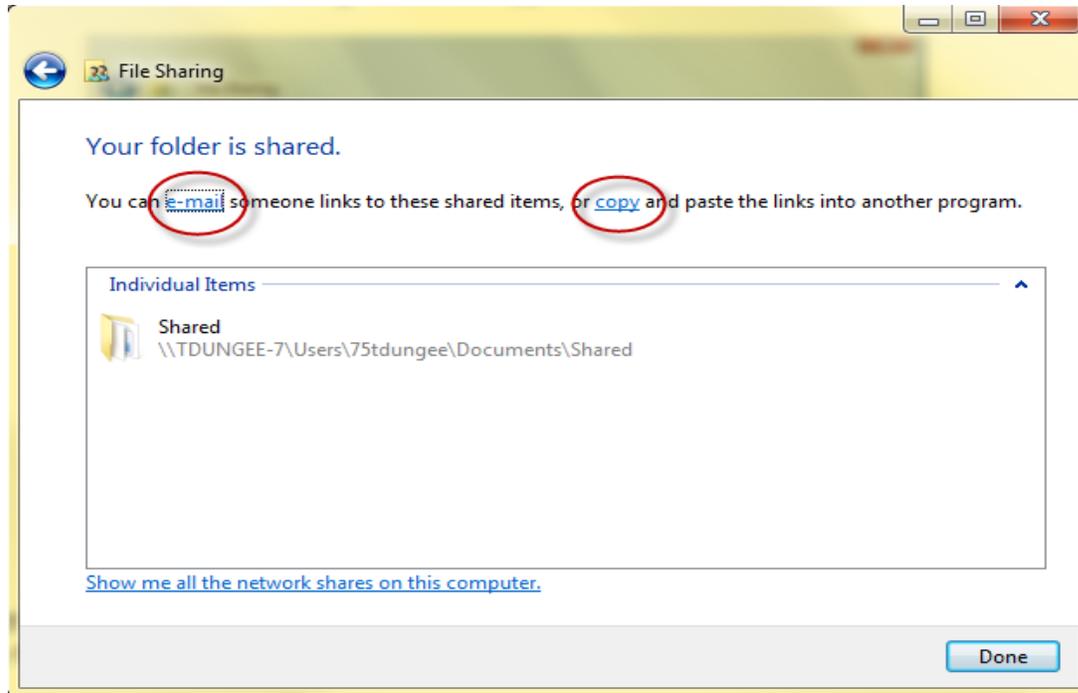


4. The File Sharing window will appear



Windows 7

5. Type the user name of the person that you are granting access (example: tdungee@wcupa.edu)
6. Set the permission level, the default permission level is Reader. To change the permission level, click on the down arrow next to Reader
7. Click Share
8. Select e-mail if you would like to e-mail the person the link or click copy to copy the link to another program
9. Click Done



Stop Sharing

1. Right click on the folder and select Share with – Nobody

Windows 7

Printers

The directions below are meant for local printers

Sharing a printer

1. Click on Devices and Printers on the Start Menu
2. Right-click on the printer and select Printer Properties
3. Select the Sharing tab and click in the box "Share this printer"
4. Click OK

Connecting to a shared printer

1. Open the Start Menu
2. In the Search box, type the name of the computer the printer is attached to
Example: \\tdungee-vista
3. Right click on the printer icon, left click on Connect

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