

INTRODUCTION TO WINDOWS 7



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Twinsburg Public Library
Price: \$2.00

Parts of a Computer

1. LOCAL SYSTEM

- ◆ CPU
- ◆ MONITOR
- ◆ CD-ROM
- ◆ FLOPPY (A: drive) or Jump Drive (most newer models)
- ◆ KEYBOARD
- ◆ MOUSE

The Central Processing Unit is the "brain" of the computer. However many people use this term to identify the box on your desk. That box is the machine that allows you to play movies, music, and games. It also lets you use the Internet and educational programs, create documents, and draw and edit pictures. It is usually equipped with a monitor, keyboard, mouse, speakers, microphone and the tower - the box on your desk.

CPU



CD/DVD-RW Drive

Floppy Disc Drive (if available)

Jump Drive Port

Tower Case

Floppy Disc



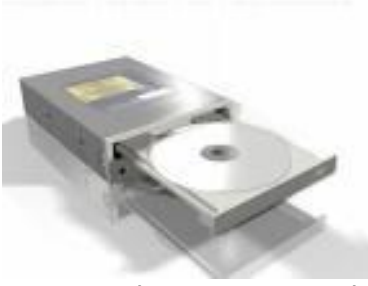
Inserting Flash/Jump Drive in USB port



What are drives?

Drives are used to store data. Almost all computers come with at least two drives: a hard drive (which is used to store large volumes of data) and a CD drive (which stores smaller volumes of data that can be easily transported from one computer to another). The hard drive is typically designated the C:\ drive and the CD drive is typically designated the D:\ drive. If you have an additional floppy drive, it is typically designated the A:\ drive. If your hard drive is partitioned or if you have additional drives, the letters E:\, F:\, G:\ and so on are assigned.

CD-ROM DRIVE



Your computer case has a place to insert CDs. This is called the CD-ROM drive. The floppy disk drive reads information from a very thin disk that is inside a flat, square plastic case. You can also write information to these disks and 'save' it. CD ROM is short for Compact Disk Read Only Memory. A compact disk is a shiny, circular disk that stores information. A CD-ROM can only read information from the disk. Most new computers have a CD-RW drive (RW stands for ReWrite) instead of a CD-ROM. CD RW allows you to write information to the disk as well as read from it. Also, some new computers have a DVD (Digital Video Disk) drive instead of a CD-ROM or CD-RW. A DVD looks just like a CD, but it holds much more information. You can watch movies, listen to music, or play computer games from DVDs. One important thing to know is that you can play CDs in a DVD player, but you cannot play DVDs in a CD player!

The Keyboard

A computer keyboard is a wide object that is equipped with buttons on which there are letters and numbers:



To distinguish them from other objects, and to synchronize their names with other objects that use similar settings, such as the piano, the buttons on the keyboard are called keys.

Most important keys to pay attention to are the: Caps Lock and Num Lock keys!

To provide a better management, the keys on a keyboard are divided into 3 sections. This arrangement is by convention so the users would be familiar with them and be able to use any keyboard they come in contact with.

THE MOUSE

Mechanical Wheel Mouse



Trackball Mouse



Mouse Operations: Click

The mouse is the object you will use the most when interacting with the computer. The mouse is primarily used in one of four actions.

When you are asked to click, this request always refers to the left mouse button. To perform this action:

1. Position the mouse pointer on an item on the screen. Place your index finger (if you are right-handed, this refers to the right hand index finger; if you are left-handed, this refers to the left hand index finger) on the left mouse button.
2. Press the index finger once on the button and release the finger.

Mouse Operations: Double-Click

Another regular action you will perform using the mouse consists of pressing one of its button twice, very fast. This action is referred to as Double-Click. To perform this action:

1. Position the mouse pointer on an item on the screen.
2. Then apply two very fast strokes on the left mouse button. What happens as a result depends on the item on which you performed the action. It may open something. It may select another. Or it may not do anything at all.

Mouse Operations: Right-Click

We saw already that the mouse is equipped with two buttons. Just like the left mouse button, the right mouse button can be clicked. It can also be double-clicked. It can even be involved in a dragging operation. Clicking the right mouse button of the mouse is referred to as Right-Click. What happens when you click with the right mouse button depends on the item that was clicked and/or sometimes whether the item was selected.

To perform the right-click action:

1. Position the mouse on the indicated item or word (you will always be indicated what to right-click)
2. Then press the right mouse button once and release it

The Windows 7 Interface

Unlike its predecessor, Windows Vista, which introduced a large number of new features, Windows 7 was intended to be a more focused, incremental upgrade to the Windows line, with the goal of being compatible with applications and hardware with which Windows Vista was not at the time. Presentations given by Microsoft in 2008 focused on multi-touch support, a redesigned Windows shell with a new taskbar, referred to as the Superbar, a home networking system called HomeGroup, and performance improvements. Some standard applications that have been included with prior releases of Microsoft Windows, including Windows Calendar, Windows Mail, Windows Movie Maker, and Windows Photo Gallery, are not included in Windows 7; most are instead offered separately at no charge as part of the Windows Live Essentials suite.

It comes in 6 different versions, but only the Home Premium, Professional, and Ultimate editions are available for retail sale to consumers in most countries. Today, we will mention 3 of them: Home Premium, Professional and Ultimate. The features available to you depend on the version of Windows 7 you have.

Windows 7 Home Premium

Windows 7 Home Premium makes it easy to create a home network and share all of your favorite photos, videos, and music with the Windows Media Center. You can even watch, pause, rewind, and record TV. Get the best entertainment experience with Windows 7 Home Premium.

Windows 7 Professional

If you use your PC for work, you'll want Windows 7 Professional. It can help you be more productive and protect the critical information you need to work with. Many routine tasks just take a couple of clicks, so you can spend less time setting up projectors, printers, and networks. Enhanced backup options can help you protect your hard work with automatic backups to your home or business network. And with Windows XP Mode, you can use most of your Windows XP programs in Windows 7.

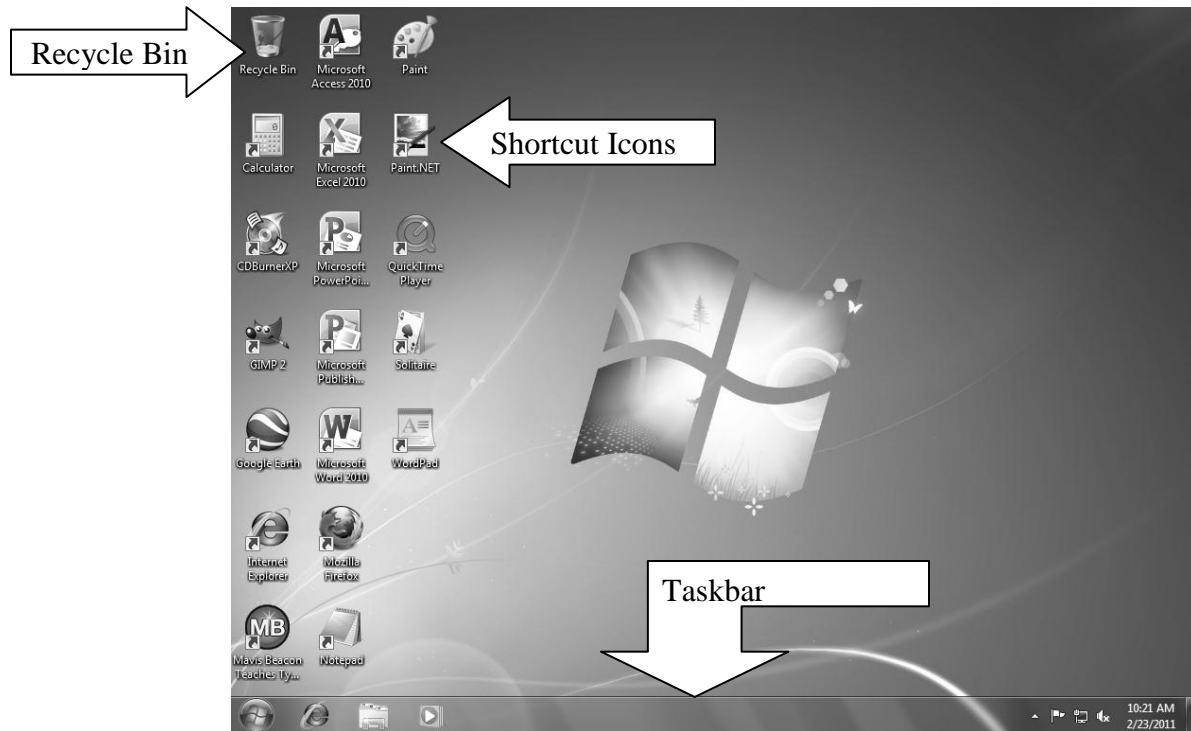
Windows 7 Ultimate

Windows 7 Ultimate is the most versatile and powerful edition of Windows 7. It combines remarkable ease of use with the entertainment features of Home Premium and the business capabilities of Professional, including the ability to run many Windows XP business programs in Windows XP Mode. For added security, you can encrypt your data with BitLocker Drive Encryption and BitLocker To Go. And for extra flexibility, you can work in any of 35 languages.

What is a desktop?

If you are using Windows 7, after you start your computer the first thing you see is the desktop. The desktop is your work area.

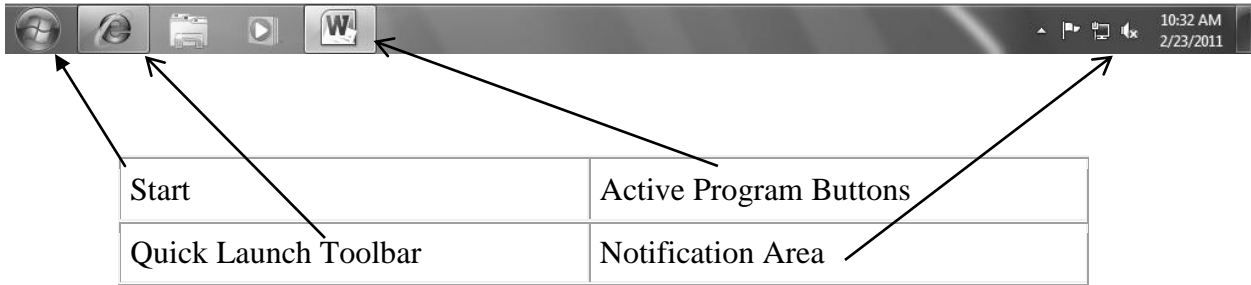
Can you explain the Windows 7 desktop?The following table explains the various features of the Windows 7 desktop.



Feature	Explanation
Taskbar	By default, the taskbar is located on the bottom edge of the desktop. You can click the taskbar and drag it to other locations. The Start button, active program buttons, icons for quick access to programs, and the notification area are located on the taskbar.
Recycle Bin	When you delete an object, Windows 7 sends it to the Recycle Bin. You can restore objects from the Recycle Bin or you can permanently delete them.
Shortcut icon	Icons with an arrow in the lower-left corner are shortcut icons. Click the icon for quick access to the object it represents (program, document, printer, and so on).

Can you explain the taskbar?

The taskbar is a long bar that by default runs along the bottom of your desktop. The Start button, Quick Launch toolbar, active program buttons, and the notification area are located on the taskbar.

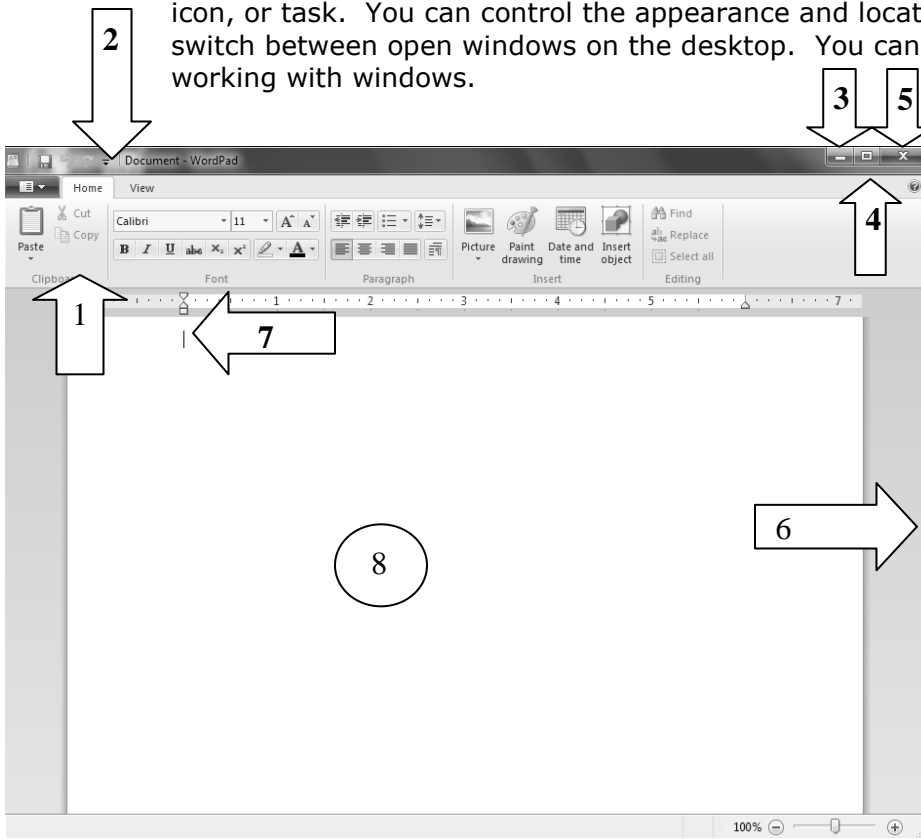


You click the Start button to display the Start menu. You use the Start menu to open programs and to perform other functions such as searching for files.

On the taskbar, right next to the Start button is the Quick Launch toolbar. Using the Quick Launch toolbar, you can open a program or file simply by clicking its icon.

Working with Windows

A window is a framed area on the desktop that contains an application, document, icon, or task. You can control the appearance and location of windows, and you can switch between open windows on the desktop. You can also use menus when working with windows.



What is a window?

We will use WordPad as an example.

1. Double click on the Wordpad icon on the desktop.



No	Area	No	Area
1.	Ribbon	2.	Title Bar
3.	Minimize	4.	Maximize
5.	Close button	6.	Border
7.	Status Bar	8.	Work Area

Part	Description
Ribbon	Displays a variety of menu options found within each grouping of operations (i.e. Clipboard, Font, Paragraph) that will be discussed in the MS Word 2010 class.
Title bar	Displays the name of the current file and the name of the current program.
Minimize button	Click to temporarily decrease the size of a window or remove a window from view. While a window is minimized, its title appears on the taskbar.
Maximize button	Click to make the window fill the screen.
Close button	Click to exit a window or close a program.
Border	Separates the window from the desktop. Drag a window's borders outward to expand it and inward to contract it.
Status bar	Provides information about the status of your program.
Restore button	Click to restore a minimized window to its former size.

Can I have more than one window open at a time?

Yes.

How do I switch between windows?

If you have several windows open at the same time, the window on top is the *window with focus*. You can only interact with the window with focus. To change windows, do any one of the following:

1. Try this:
2. Double click on the **Solitaire** icon
3. Now open up **Notepad** icon (if you already closed it). Once you have accomplished opening **Notepad**, you should have two open windows. Since **Notepad** was the last window that we opened, it is the active window. Notice that the title bar in the *Notepad Window* is highlighted and the others are not as bright.
4. Click anywhere on a window to change the focus to that window.
5. All active files display on the taskbar. Rest your pointer on the taskbar button icons (i.e. **Notepad** and/or **Solitaire**) for the thumbnail display of that window you want to view. Once click, the window will appear on your screen.

How do I move a window around on my desktop?

To move a window around on your desktop, left-click the window's title bar and drag the window.

What does it mean to "cascade your windows"?

Cascading is a way of organizing windows on your desktop. Cascading windows fan out across your desktop, with the title bar of each window showing.

How do I cascade my windows?

1. Right-click the taskbar. A menu appears.
2. Click Cascade Windows.
3. Windows 7 cascades the open windows.

What does it mean to "stack your windows"?

Stacking is a way of organizing your windows on your desktop. When you stack your windows, Windows 7 places each window on the desktop in such a way that no window overlaps any other window. The windows are stacked one on top of the other.

How do I stack my windows?

1. Right-click the taskbar. A menu appears.
2. Click Show Windows Stacked. 7 stacks your windows.

What does it mean to "show windows side by side"?

Showing your windows side by side is another way of organizing your windows on your desktop. When you show your windows side by side, Windows 7 places each window on the desktop in such a way that no window overlaps any other window. The windows display side by side.

How do I show my windows side by side?

1. Right-click the taskbar. A menu appears.
2. Click Show Windows Side by Side. 7 displays your windows side-by-side.

How do I snap my windows?

Snap is a quick (and fun) new way to resize open windows, simply by dragging them to the edges of your screen. Depending on which edge you choose—top or bottom, left or right—the window will expand vertically, fill the screen, or you can even position windows side by side. Snap makes reading, organizing, and comparing windows a...well, you get the picture.

Sizing Windows

You can arrange icons on your desktop to suit your needs. In Windows, you can move and resize windows by dragging windows and window borders.

You drag an object by positioning the mouse pointer on it, clicking and holding the left mouse button, then moving your mouse to re-position the object.

Try this:

1. In the *My Computer Window*, position the mouse pointer on the **title bar**, click and hold the left mouse button, and roll your mouse ball to the right or left as you continue to hold the mouse button down. Once you release the mouse button, the window will stay where you currently have it positioned.
2. Locate and click on the **Maximize button** in the right corner of the title bar. This will maximize the *My Computer* window to fill the screen.
3. Now click on the **Restore button**. This should return the window to its original size and shape, before you maximized it.
4. In the Title Bar, click on the Minimize button. This will reduce the window to only a taskbar button.
5. To restore from a minimized position, you need to use the *taskbar button*. Move your mouse to the **Wordpad** button in the taskbar, and simply left click it once. This will restore your window to the size and shape it was before it was minimized.
6. In the **Wordpad** Window, position your mouse on the bottom edge of the window, or the lower frame. This will display your mouse pointer as a two-sided arrow.
7. Once you have achieved the two sided arrow, click and hold your left mouse button down. As you hold the mouse button, roll your mouse ball up about 1", then release the button. This will change the size of the window, by shortening by about 1".

Using the Start Menu:

How do I open the Start menu?

To open the Start menu, click the **Start** button  in the lower-left corner of your screen. Or, press the Windows logo key  on your keyboard. The Start menu appears.



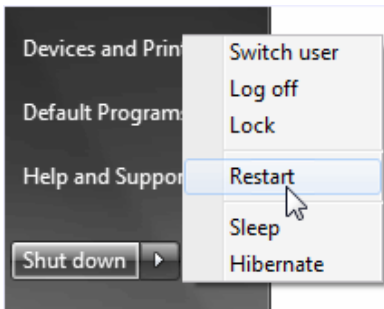
To start a program:

1. A menu showing the programs you use most frequently appears on the left, and commonly performed tasks appear on the right.
2. Click the program you want to open. Windows 7 starts the program.

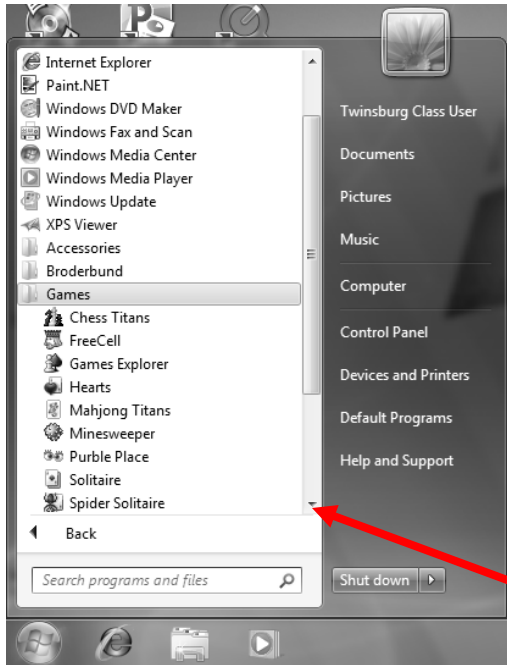
What's in the right pane?

The right pane of the Start menu (different from your computers) contains links to parts of Windows that you're likely to use frequently. Here they are, from top to bottom:

- **Personal folder.** Opens your personal folder, which is named for whoever is currently logged on to Windows. For example, if the current user is Twinsburg Lab, the folder will be named that. This folder, in turn, contains user-specific files, including the Documents, Music, Pictures, and Videos folders.
- **Documents.** Opens the Documents folder, where you can store and open text files, spreadsheets, presentations, and other kinds of documents.
- **Pictures.** Opens the Pictures folder, where you can store and view digital pictures and graphics files.
- **Music.** Opens the Music folder, where you can store and play music and other audio files.
- **Games.** Opens the Games folder, where you can access all of the games on your computer.
- **Recent Items.** Opens a list of files you've opened recently. Click one of the files in the list to open it.
- **Computer.** Opens a window where you can access disk drives, cameras, printers, scanners, and other hardware connected to your computer.
- **Network.** Opens a window where you can access the computers and devices on your network.
- **Connect To.** Opens a window where you can connect to a new network.
- **Control Panel.** Opens Control Panel, where you can customize the appearance and functionality of your computer, add or remove programs, set up network connections, and manage user accounts.
- **Default Programs.** Opens a window where you can choose which program you want Windows to use for activities like web browsing, editing pictures, sending e-mail, and playing music and videos.
- **Help and Support.** Opens Windows Help and Support, where you can browse and search Help topics about using Windows and your computer.



When you click the Start button in Windows 7, a Power button appears at the bottom-right of the Start Menu. Clicking the button performs a default action, and clicking the arrow next to the button lets you choose from several power-related options: Shut down, Log off, Lock, Restart, Sleep, and Hibernate (these options may vary depending on your system settings).



Follow these steps:

1. In the taskbar, click on the **Start** button. The computer will display the Start menu.

2. In the Start menu, rest your pointer on the **All Programs**. This will display the Programs menu.

A folder is an area on a disk where you store related information. For example, within the Games folder, it contains shortcuts to all of the games on your computer.

A folder contains shortcuts, documents, and other folders.

3. Locate the word **Games** in the *Programs menu*. *You might have to click the **Down Arrow** button to view that folder. Go ahead and roll your mouse pointer to the word **Games** and **double click** to open it.

4. Locate the word **Solitaire**. Roll your mouse to the word **Solitaire**, and notice that no menu is displayed. **Solitaire** is actually a game to be played. It is not a folder in which items are stored, as were the other items you were pointing to. You must at this time, **click** your left mouse button once to tell the computer that you have finally found what you were looking for, and you are ready to play the game. Once you click the left mouse button once, the computer will start the *Solitaire game*.
5. Now that we have successfully opened our first window, let's close it. In the upper right hand corner of the window there is a close button, with your mouse pointer, click on it. This will immediately close the open window.



Canceling Unwanted Menus

There are many times, as we work on computers, that we "accidentally" display menus that we don't want. We need to discuss how to get rid of these menus.

In order to eliminate an unwanted menu, you need to utilize what I refer to as a "**blank space**". Using your mouse, point to any area on the desktop that is not already occupied by an icon, word, picture, etc. If you are pointing to nothing, you are pointing to a "**blank space**".

To eliminate unwanted menus, you simply left click once in any **blank space** on the computer screen. This will cancel any menu that you have displayed, without starting any programs.

Try this:

1. Locate the game **Solitaire** again. You will need to begin by pointing to the **Start Button**, and left click to display the **Start Menu**.
2. Locate and click (or hover your mouse over it) on the **All Programs** to display the **programs menu**. Now, locate the **Games** folder and double click to display the **Game titles**.
3. Inside the **Games folder**, locate **Solitaire**.
4. Now assume that you do not want to be here. You would like to cancel all these menus that you have just worked so hard to display. Simply roll your mouse pointer to any “**blank space**” and left click once on your mouse. All displayed menus should cancel themselves.

Creating Shortcuts to the Desktop

What is a desktop shortcut?

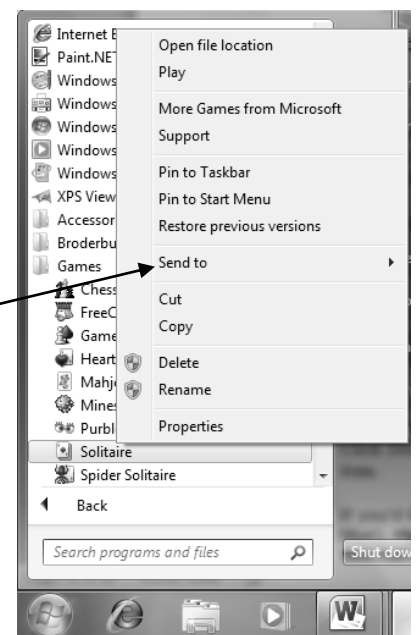
A desktop shortcut, usually represented by an icon, is a small file that points to a program, folder, [document](#), or Internet location. Clicking on a shortcut icon takes you directly to the object to which the shortcut points. Shortcut icons contain a small arrow in their lower-left corner. Shortcuts are merely pointers; deleting a shortcut does not delete the item to which the shortcut points.

How do I create a desktop shortcut?

If the item is located on the Start menu:

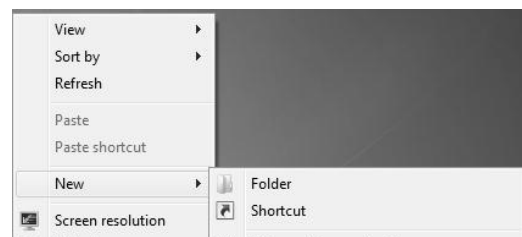
1. Click the Start button. The Start menu appears.
2. All Programs → Games
3. Locate the Solitaire link which you will create a shortcut from.
4. Right-click the item. A context menu appears.
5. Click Send To. A submenu appears.
6. Click Desktop (Create Shortcut). Windows 7 creates a shortcut to the item.

If you'd like to rename this icon, **left click** on icon (turns blue), **right click** and select rename icon. Type in your new name! Now, **right click** on your desktop and select “arrange icons – by name.” This will put everything in order!



How do I create a folder on my desktop?

1. Right-click the desktop. The context menu will appear.
2. Click New. A submenu will appear.
3. Click Folder.
4. Accept the default name or type over with a new name.



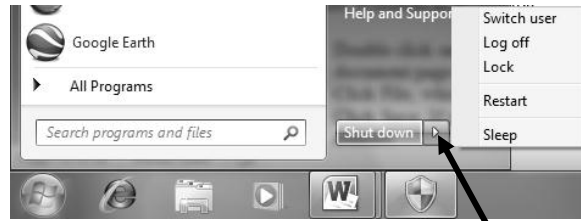
Deleting and Retrieving Files

You can permanently delete any unwanted files or folders to save disk space, or to just “clean out” your computer. When you delete items from your hard drive, they move to the **Recycle Bin**. Files are not permanently removed until you empty the **Recycle Bin**.

1. Let's remove, or *delete* the shortcut to **Solitaire** that we just created.
2. Locate both the **Shortcut to Solitaire**, and the **Recycle Bin** on your desktop. Simply, *click and drag* your shortcut to **Solitaire** into the **Recycle Bin**.
NOTE: As you drag the shortcut to the **Recycle Bin**, the bin itself will highlight. This is your indication that the computer understands you want to delete the shortcut. If the **Recycle Bin** is not highlighted, position the shortcut over it until it does become highlighted. Once highlighted, you can let go of the mouse button.
3. This should eliminate the **Shortcut to Solitaire** from your desktop. Take a look at the **Recycle Bin**, and notice that it now has papers in it. This indicates that there are some item(s) in the bin.
4. Double-Click on the **Recycle Bin**. This will open the **Recycle Bin Window**, and displays the **Shortcut to Solitaire** that you just deleted. Highlight the **Shortcut to Solitaire** by clicking on it once.
5. In the *menu bar*, click on the word **File**. In the *File menu*, there is an option to **Restore**. (If you do not have a Restore option, go back and highlight an item first, then click on File.) Click on the **Restore** option. This will remove the **Shortcut to Solitaire** from the **Recycle Bin**, and put it back into its original position or place (the desktop). Close the **Recycle Bin window**, and verify that the **Shortcut to Solitaire** is on the desktop.
6. Let's delete the **Shortcut to Solitaire** again. This time, instead of dragging the item to the **Recycle Bin**, simply point to the icon with your mouse pointer. As you point, *right-click*. In this **object menu**, there is an option to delete. Highlight the Delete option, and left-click once. This will move the **Shortcut to Solitaire** to the **Recycle Bin**, without you dragging it there.
7. Now point to the **Recycle Bin** with your mouse, and again, right-click. In this **object menu**, there is an option to *Empty Recycle Bin*. Highlight this option and left-click once. This will actually empty the Bin, making all items that were inside, unrecoverable.

How do I shut down my computer?

1. Click the Start button. The Start menu appears.
2. Click the arrow in the lower-right corner of the start menu. A menu appears.
3. Click Shut Down. Your computer shuts down, or you can click the left arrow button to reveal other options.

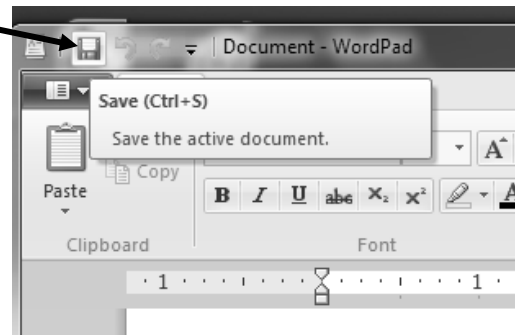


When you need to restart your computer, press your computer's power-on switch.

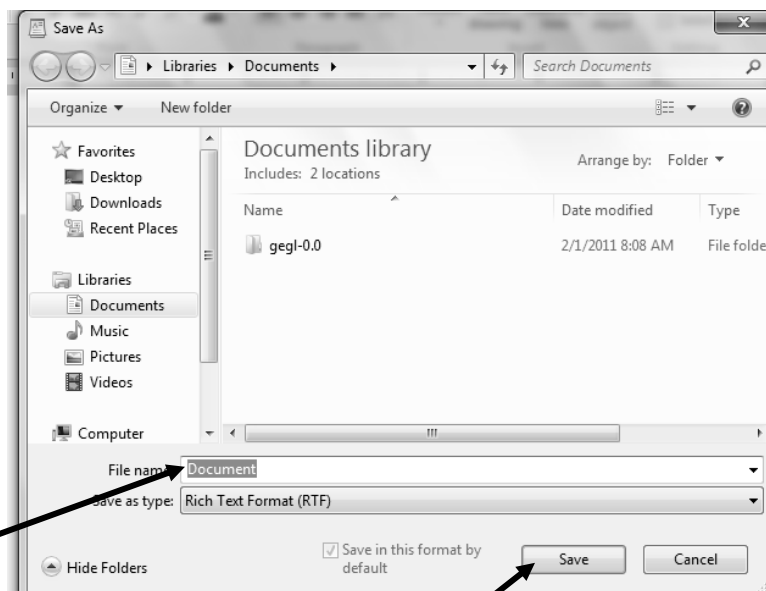
Will you explain how to save a file?

I will use WordPad as an example.

1. Double click on the Wordpad icon and type your first and last name on that document page.
2. Click the Save icon. If you have never saved the file before, the Save As dialog box appears.



3. Type the name you want to give your file in the File Name field.
4. Click the Save button.

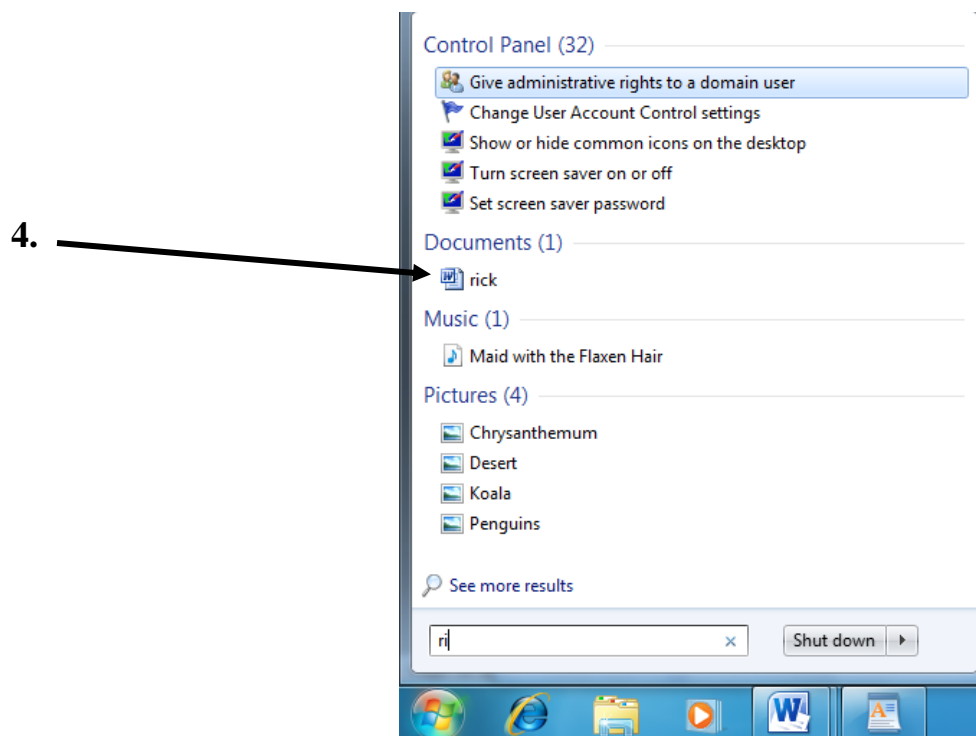
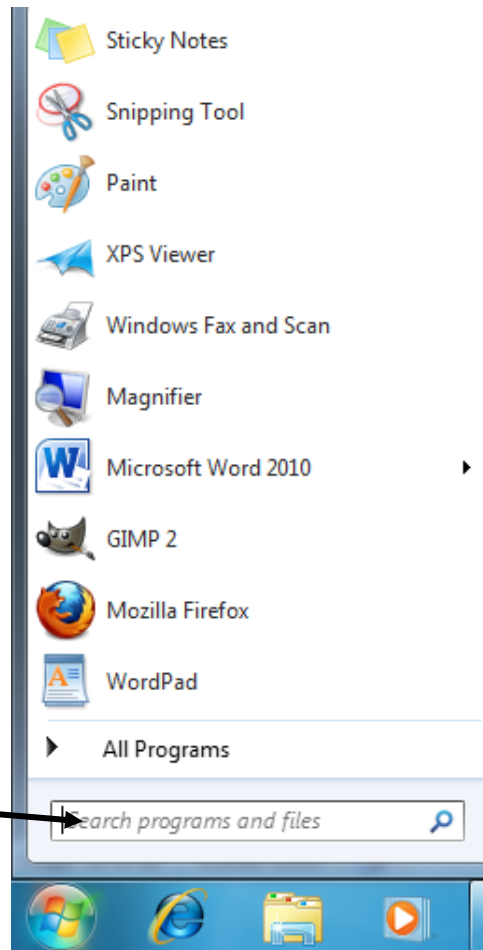


4.

How do I quickly find files and folders?

Windows 7 enables you to quickly locate files and folders on your drives. The search option provides you with four search options: Pictures, music, or video; Documents; All files and folders; and Computers and people. To quickly find a file or folder:

1. Click the Start button. The Start menu will appear.
2. Type the filename you gave your WordPad document in the Search box.
3. As you type the file name, it will display file names that begin with those letters.
4. The results of your search will appear in the Documents group.

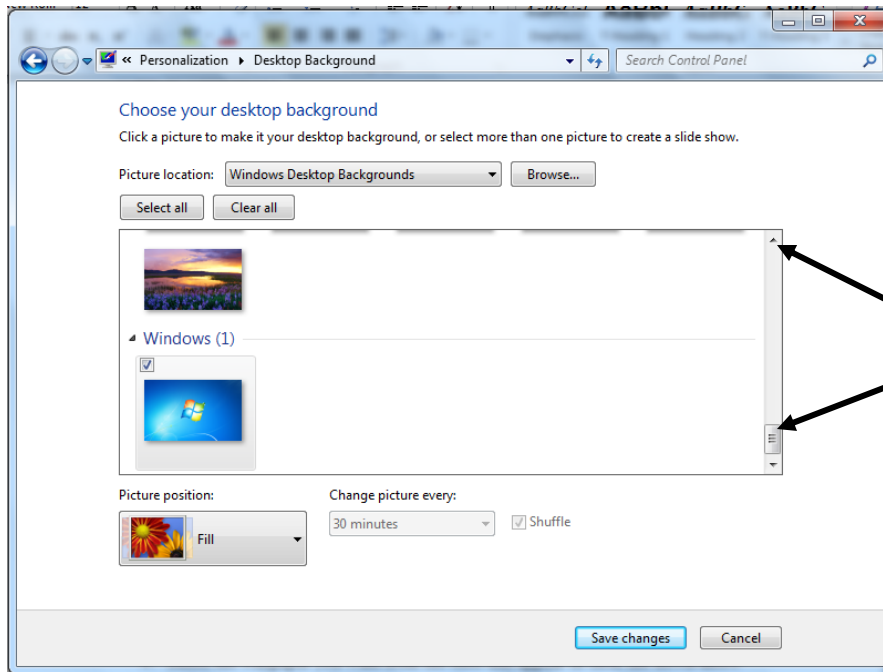


What is wallpaper?

Wallpaper is the background that displays on your desktop.

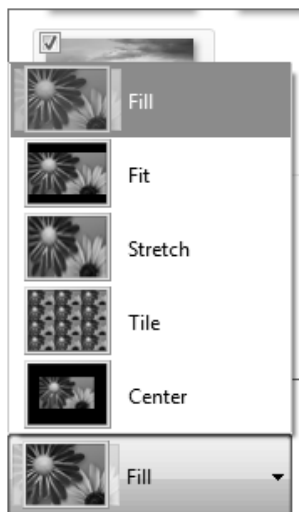
How do I change my wallpaper?

1. Click the Start button.
2. Click Control Panel, which is located on the right side of the Start menu. The Control panel appears.
3. Click Change the Desktop Background. It is listed under Appearance and Personalization.



Click the Up and Down Arrows to view all images.

4. Select the wallpaper you want from the ones that appear or click the down-arrow in the picture location field to select another wallpaper category.
Note: If you would like to display an image you created, you can click Browse to find the image.
5. Click the **Picture Position** button arrow (if you want to change from the Fill option) to change how you want your image to appear on the screen. Choose from the following:



What are folders?

Folders are used to organize the data stored on your drives. The files that make up a program are stored together in their own set of folders. You will want to organize the files you create in folders. You will want to store files of a like kind in a single folder.

At the highest level, you have some folders and perhaps some files. You can open any of the folders and put additional files and folders into them. This creates a hierarchy.

How do I create a new folder on my Desktop?

To create a new folder:

1. Make sure pointer is resting by itself, away from any icons.
2. Right click and a...context menu will appear.
3. Rest your pointer on **New**...then on...**Folder**.
4. Click Folder.
5. While the folder name is already highlighted...type and rename it.

Routine Maintenance

Once every month you should routinely clean house with your computer!

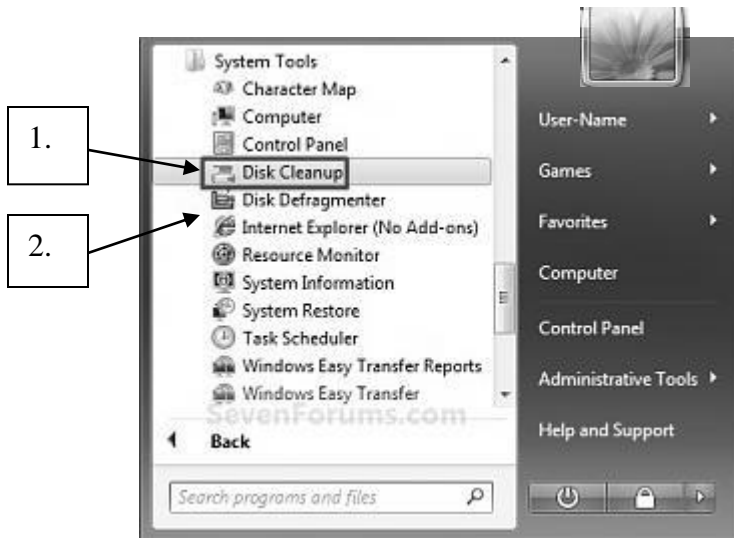
The Disk Cleanup tool helps you free up space on your hard disk by searching your disk for files that you can safely delete. You can choose to delete some or all of the files. Use Disk Cleanup to perform any of the following tasks to free up space on your hard disk:

- Remove temporary Internet files.
- Remove downloaded program files. For example, ActiveX controls and Java applets that are downloaded from the Internet.
- Empty the Recycle Bin.
- Remove Windows temporary files.
- Remove optional Windows components that you are not using.
- Remove installed programs that you no longer use.

****Please note: our machines limit what is available...at home you will see the image below.**

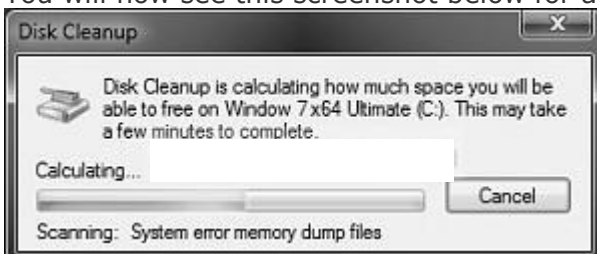
How do I run Disk Cleanup & Defragmenter on my hard drive?

Simply click on your Windows 7 **Start** button and go to **All Programs > System Tools > Disk Cleanup and/or Defragmenter** as show below:



Select the drive you want to use Disk Cleanup on and click on OK. In most cases, you will select Drive: C.

You will now see this screenshot below for a moment.



To Delete Unnecessary Non-System Files

Check the type of files box that you want to delete, and click on **OK**.



Defragmenter

Fragmentation makes your hard disk do extra work that can slow down your computer. Removable storage devices such as USB flash drives can also become fragmented. Disk Defragmenter rearranges fragmented data so your disks and drives can work more efficiently. While Disk Defragmenter can run on a schedule, this will show you how to open and use Disk Defragmenter to manually analyze and defragment your disks and drives in Windows 7.

To Analyze a Disk -

NOTE: This will analyze the selected disk to see what percentage fragmented it is. If the number is above 10%, you should defragment the disk.

A) Select a disk, and click on the Analyze disk button.

To Defragment a Disk -

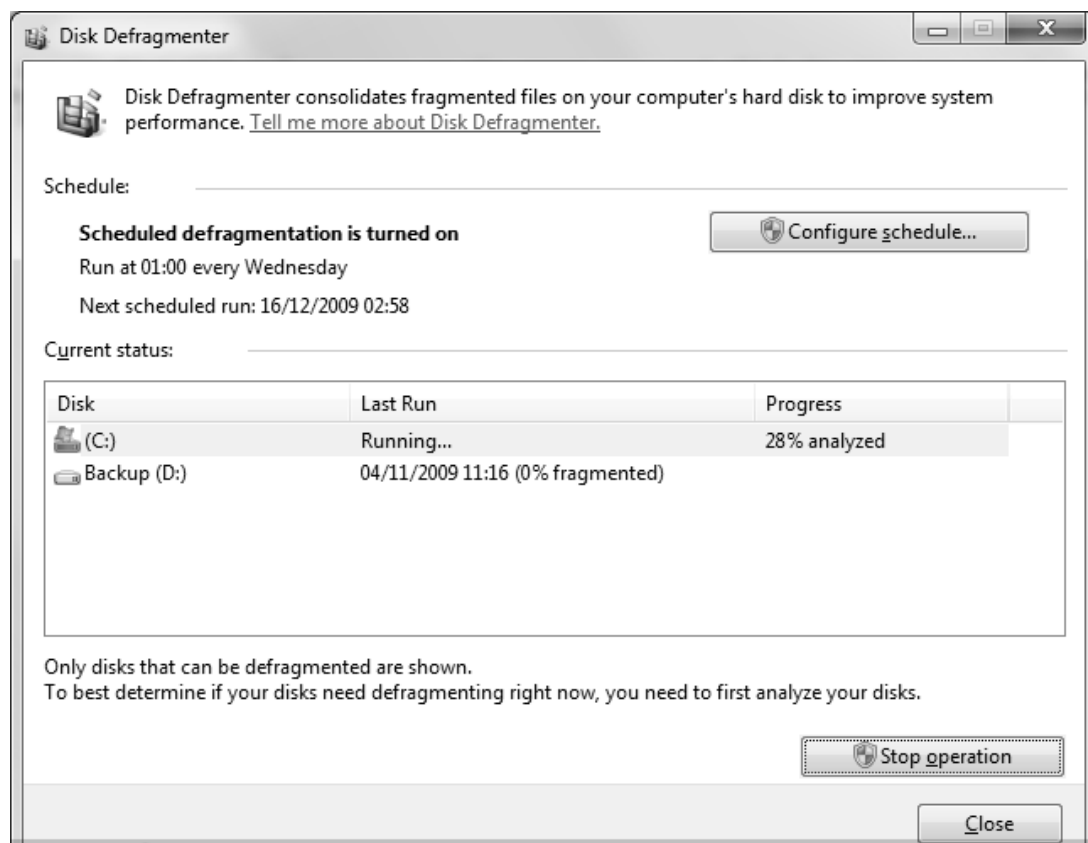
NOTE: Disk Defragmenter might take from several minutes to a few hours to finish, depending on the size and degree of fragmentation of your hard disk. You can still use your computer during the defragmentation process.

A) Select a disk, and click on the Defragment disk button.

Upon doing so you will be presented with the following Disk Defragmenter prompt screen located below, simply select **Analyze** or **Defragment** now and you're good to go!

It says it's "Defragmenting hard disks...", now what?

Provided you've followed all steps correctly - and I don't doubt you have - you should hopefully be looking at the screen which confirms that the hard drive defragmentation process is currently under way:



Here's a list of items you can reserve on your library card:

DVDs

Professor teaches Office 2010 & Windows 7 [electronic resource] DVD-ROM

Windows 7 made easy [electronic resource] Gookin, Dan. DVD-ROM.

Windows 7 basics [videorecording] : part 1

Windows 7 basics [videorecording] : part 2

Books

Windows 7 plain & simple Author: Joyce, Jerry

Windows 7 for seniors : for everyone who wants to learn to use the computer at a later age Author: Lighart, Jolanda.

2010 Windows 7 for seniors : for everyone who wants to learn to use the computer at a later age - Beentjes, Ria.

Teach yourself visually Windows 7 McFedries, Paul.

Microsoft Windows 7: illustrated essentials Clemens, Barbara.

Windows 7 for seniors : in easy steps for the over 50s

Windows 7, 100 most asked questions: tips, tricks, hints and practical guide