



Microsoft®

# **Making the Transition to Microsoft Windows 7 – Just the Basics!**

**Bates**

**CustomGuide**  
Learn on Demand

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# Welcome to Windows 7

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## A Look at Windows 7

Welcome to Microsoft Windows 7, Microsoft’s newest operating system.

### Operating systems: a brief overview

Windows 7 is an *operating system*. Okay, so what’s an operating system? An operating system is a software program that controls and runs just about everything on your computer, including:

- **Controls Your Computer’s Hardware**  
Windows controls the different devices on your computer system. It’s what makes your printer print, what makes graphics and text appear on your monitor, and what makes your mouse point and click. (Actually, you make the mouse point and click, but Windows is what puts the mouse pointer on the screen and electronically connects it to your mouse.)
- **Runs Your Computer’s Programs**  
Windows is what runs all your programs. Without Windows, your word processor, Web browser (Internet), and games wouldn’t work. Windows lets your programs talk to your hardware, so you can do things like print documents from your word processor on the printer.
- **Organizes Files**  
Windows stores information in files and folders on your computer’s hard disk, just as you store files and folders in a filing cabinet.

Think of the operating system as an engineer who makes sure all the parts of your computer—your hardware and programs—work together. Operating systems have been around for a long time; what makes Windows special is its ability to make computer operations easy by using a graphical user interface. With Windows, all you have to do is point and click to do something.

#### Transitioning to Windows 7 – Just the Basics!

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**Table 1-1: Windows 7 Editions**

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<b>Home Premium</b>	Includes dynamic usability features, such as easier desktop navigation, improved search features, and faster ways to start programs.  HomeGroup networking, full system Backup and Restore, and an improved Media Center are also included.
<b>Professional</b>	Offers the same features as Home Premium, with additional features for business computing, such as Windows XP Mode for compatibility with Windows XP programs, Domain Join for easier and more secure connections to company networks, and the ability to backup and restore to a network.
<b>Ultimate</b>	Offers the same features as Home Premium and Professional, with additional features for protecting data and devices with BitLocker, and the option to work in the language of your choice.
<b>Enterprise</b>	<i>Bates College utilizes the Enterprise edition of Microsoft Windows 7 within its computing environment. Windows 7 Enterprise is not available to purchase through typical retail consumer outlets. The Enterprise edition of Windows 7 provides additional features and tools available to institutions and businesses to assist with the distribution and management their deployment of Microsoft Windows 7.</i>

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## What's New in Windows 7

Unlike Windows Vista, which introduced a large number of new features, Windows 7 focuses mostly on improving and enhancing these features to maximize usability. The table below provides an overview of what to expect.

### ✔ Tips

- ✔ The features listed below are available in the Home Premium, Professional, Ultimate and Enterprise editions of Windows 7.

### Transitioning to Windows 7 – Just the Basics!

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**Table 1-2: What's New in Windows 7**

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<b>Aero updates</b>	The Windows Aero interface is back, with many new functions and features. <ul style="list-style-type: none"><li>• <b>Aero Peek:</b> Want a quick peek at your desktop? Use Aero Peek to make all open windows transparent.</li><li>• <b>Aero Shake:</b> Click a window's Title bar and "shake" your mouse to temporarily minimize all open windows except the active window. Shake again to revive all windows.</li><li>• <b>Snap:</b> Click and drag a window to the right or left of the screen to snap the window to either side of the desktop. Click and drag a window to the top of the screen to maximize it.</li></ul>
<b>Redesigned Taskbar</b>	The taskbar has been completely redesigned for Windows 7. Now you can pin your favorite programs and files to the taskbar, rearrange taskbar buttons, and more.
<b>Jump Lists</b>	Jump Lists contain shortcuts to popular program commands and recently used files. To open a Jump List for a program, right-click the program icon on the taskbar or open the Start menu and click the program's list arrow. You can also customize a Jump List by pinning your own items to it.
<b>Libraries</b>	A library gathers files from different locations on your computer and displays them as a single collection, without moving them from where they're stored. There are four default libraries in Windows 7: Documents, Music, Pictures, and Videos.
<b>Action Center</b>	Pop-ups, be gone! The Action Center in Windows 7 consolidates all messages from Windows maintenance and security. Instead of bombarding you with pop-up balloons every time Windows requires your attention, a simple Action Center icon will appear on the taskbar.
<b>Search filters</b>	Search filters are now built right into the Search box in Windows Explorer, enabling you to fine-tune your searches quickly and easily.
<b>Sticky Notes</b>	Sticky Notes has been promoted from a gadget in Windows Vista to an application in Windows 7. Now you can format a note's text, change its color, and more.
<b>Accessibility features</b>	The Ease of Access Center offers a variety of new settings and programs, including Magnifier, Narrator, and On-Screen Keyboard.

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## Starting and Logging On to Windows 7

After taking off your jacket and grabbing a cup of coffee, you probably begin your day by turning on your computer.

1. Press <Ctrl> + <Alt> + <Delete>.

This keystroke combination is a security measure when you start using your computer.

The Welcome screen appears with the username and password fields.

2. Enter your Bates username.

3. Enter your Bates password and press <Enter>.

✔ **Tip:** Remember that when you enter your password, Windows will display •••••• to protect your password.

### Transitioning to Windows 7 – Just the Basics!

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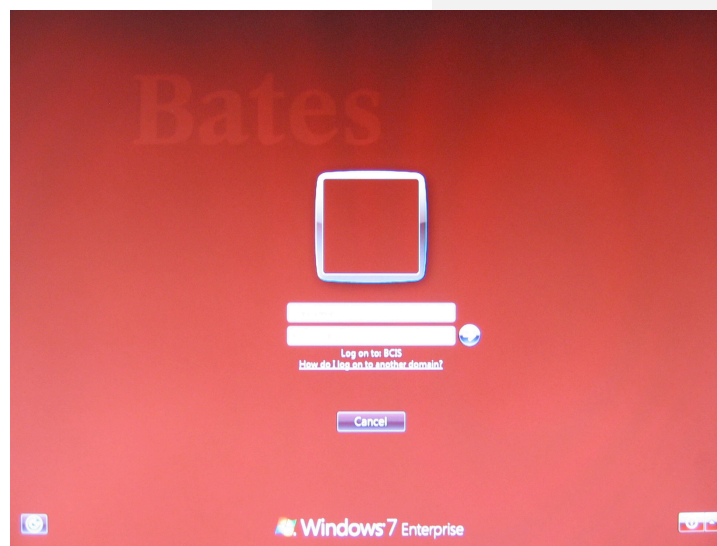


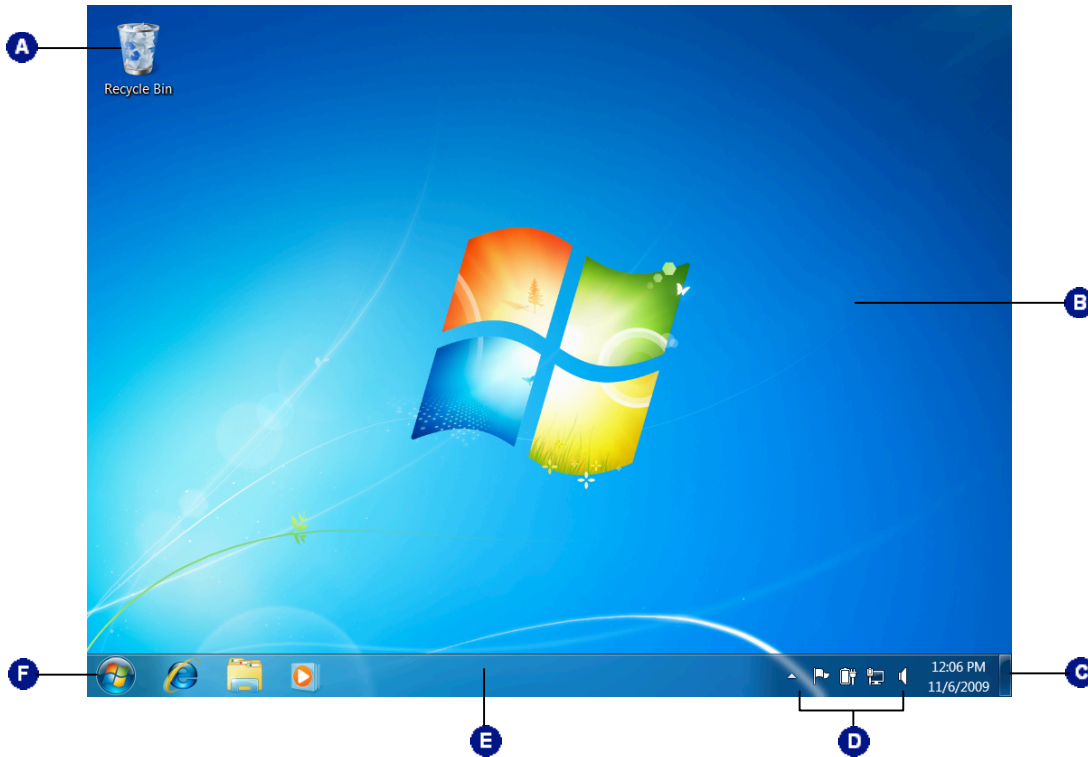
Figure 1-1: The Welcome screen.

## Understanding the Windows 7 Screen

When you log on to your computer, the screen shown below appears. Called the *desktop*, this screen serves as a surface for your work. When you open programs or folders, they appear on the desktop. You can also store items on the desktop, such as files, folders, and gadgets, and arrange them however you want.

### Transitioning to Windows 7 – Just the Basics!

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<p><b>A</b></p>	<p><b>Recycle Bin:</b> The Recycle Bin stores all the files you delete from your computer. The deleted files remain there and can be retrieved until you empty the Recycle Bin.</p>	<p><b>D</b></p> <p><b>Notification area:</b> This portion of the taskbar contains various notification icons related to Windows and your computer. Action Center, Network and Volume icons appear in the notification area by default, but you can customize this area as needed.</p>
<p><b>B</b></p>	<p><b>Desktop:</b> This is the large background area of the Windows screen. You can customize the appearance of the desktop with themes and slideshows, and you can even add Windows Gadgets to the desktop for easy access.</p>	<p><b>E</b></p> <p><b>Taskbar:</b> The taskbar appears at the bottom of your screen. Whenever you open a program, document, or folder, a button for that window appears on the taskbar. You can use these buttons to quickly view and switch between windows and you can also pin frequently used items to the taskbar.</p>
<p><b>C</b></p>	<p><b>Show Desktop button:</b> Click this button to minimize all windows and display the desktop. Point to this button to temporarily minimize all windows for a quick peek at the desktop.</p>	<p><b>F</b></p> <p><b>Start button:</b> The Start button opens the Start menu, where you search for files and programs, and open programs and documents. You can also use the Start menu to find files and change Windows settings.</p>




## Understanding the Start Menu

When you want to start working on something, the Start menu is the first place you will go. As the gateway to your computer, use the Start menu to access your computer's programs, files, and settings.

The Start menu has three important parts:

- **Left pane**  
The left pane displays a list of commonly used programs. Click All Programs to view a complete list of programs installed on your computer.
- **Search box**  
Allows you to instantly search for files and programs on your computer. It searches file names and contents of files that match the search term. The left pane displays search results as you type.
- **Right pane**  
Commonly used folders are listed here, such as Documents and Pictures. You can also access computer settings and turn off the computer here.

### View the Start menu

- Click the **Start** button on the taskbar or press the  key.

The Start menu appears.

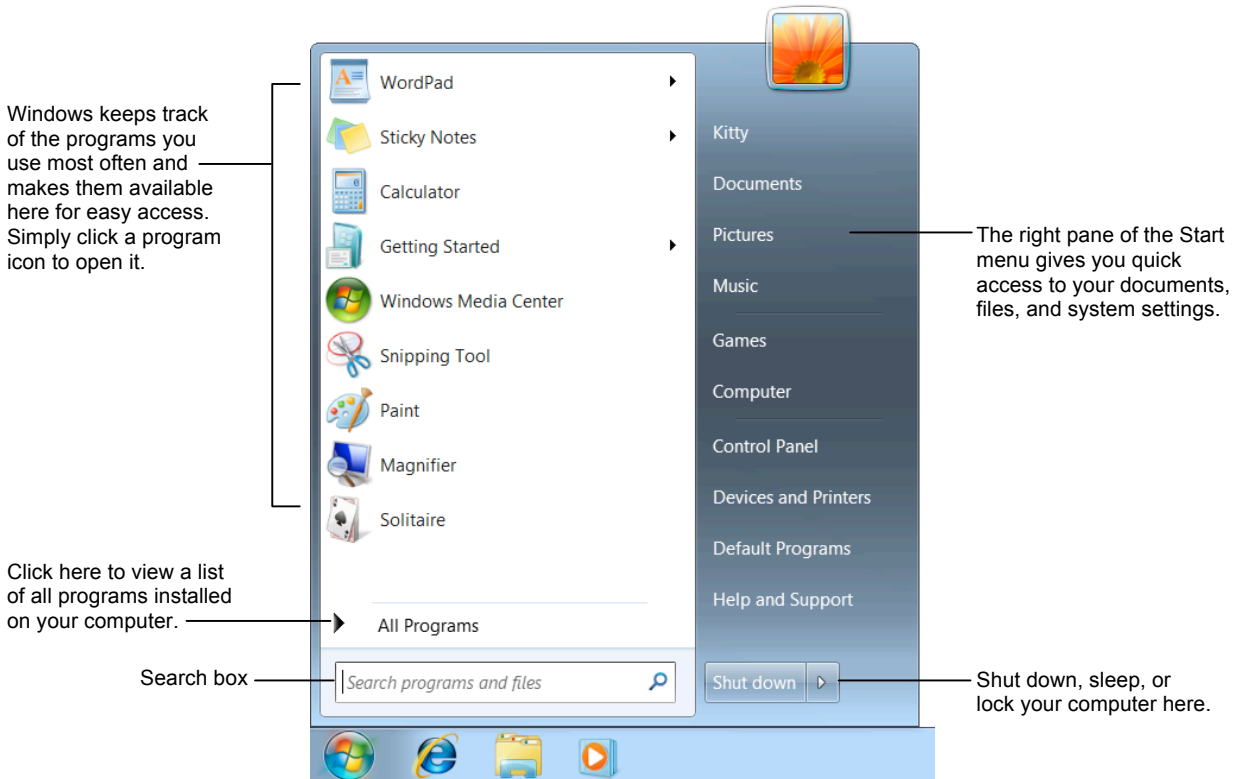
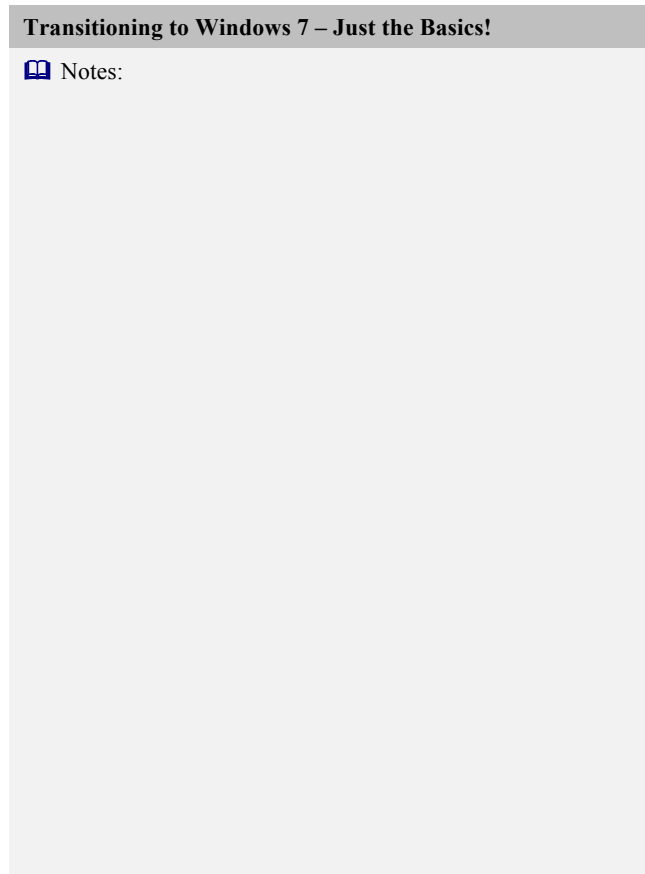


Figure 1-2: The Start menu.

**Table 1-3: Items in the Start Menu**

<b>Left pane</b>	<b>Frequently Used Programs</b>	Gives you quick access to the programs you use most often. If a program doesn't appear here you will have to look under "All Programs".
	<b>All Programs</b>	Gives you access to all the programs installed on your computer, although you may have to wade through several submenus in order to find the program you're looking for.
	<b>Search</b>	Search your computer for files, folders, or programs.
<b>Right pane</b>	<b>User</b>	Open folders that contain items unique to your account, such as Contacts, Favorites, and My Documents.
	<b>Documents</b>	Opens the Documents library.
	<b>Pictures</b>	Opens the Pictures library.
	<b>Music</b>	Opens the Music library.
	<b>Games</b>	Opens Games Explorer.
	<b>Computer</b>	Provides access to the drives, folders, and files on your computer.
	<b>Control Panel</b>	Opens the Control Panel.
	<b>Devices and Printers</b>	Manage the devices and printers connected to your computer.
	<b>Default Programs</b>	Modify the default programs that handle certain activities on your computer.
	<b>Help and Support</b>	Opens Windows Help.
	<b>Shut down</b>	Click the list arrow for other power options, including Log Off and Restart.


## Using Help and Support

When you don't know how to do something in Windows 7, look up your question in the Help and Support files. The Help and Support files can answer your questions, offer tips, and provide help for all of the features in Windows 7.

### Search for help

1. Click the **Start** button on the taskbar and select **Help and Support** from the right pane.

The Help and Support window appears.

 **Other Ways to Open the Help and Support Window:**

Press **<F1>**. (This only works if no other programs are open. Otherwise, **<F1>** will open the Help files for another program.)

2. Type what you want to search for in the **Search Help** box near the top of the window and press **<Enter>**.

A list of results related to the help topics appears.

3. Click the topic that best matches the topic you're trying to learn more about.

Information regarding the selected topic is displayed.

### Browse for help

If you're not totally sure what you're looking for, browsing the Help files is a great way to learn more about your computer.

1. Click the **Start** button on the taskbar and select **Help and Support** from the right pane.

The Help and Support window appears.

There are three categories of help topics that you can access from the Home page of Help and Support:

- **How to get started with your computer:** Help topics include features that get you started with your computer, such as adding users, backing up files, and personalizing Windows.
- **Learn about Windows Basics:** Includes topics on basic computer functions, such as hardware (mouse and keyboard), overviews of the Windows desktop, and more.
- **Browse Help topics:** Includes all help topics, organized by related category.

### Help Desk Services

- **Phone:** (207) 786-8222, Extension 8222
- **E-Mail:** helpdesk@bates.edu
- **Web:** http://www.bates.edu/help-desk
- **Location:** The George and Helen Ladd Library, Main Level, Turn Right at the Reference Desk

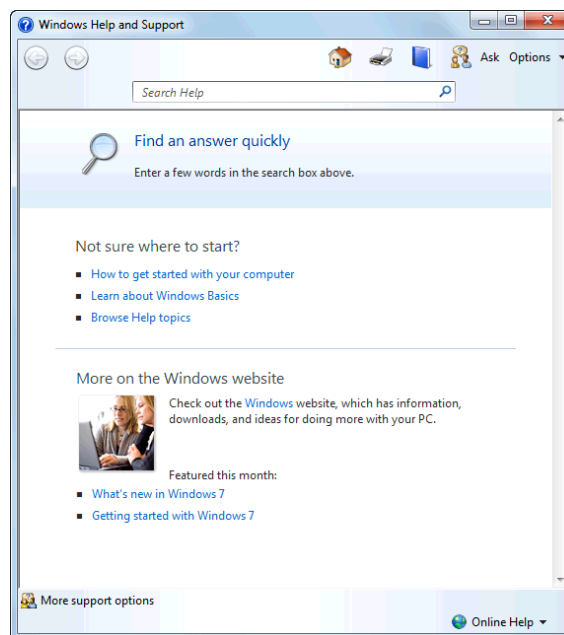









Figure 1-3: The Windows Help and Support window.

Table 1-4: Help Buttons

	<b>Back</b>	Click here to move back to the previous help topic.
	<b>Forward</b>	Click here to move forward to the next help topic.
	<b>Home</b>	Click here to return to the Help home page.
	<b>Print</b>	Click here to print the current help topic.
	<b>Browse Help</b>	Click here to browse for help using the Table of Contents.
	<b>Learn about other support options</b>	Click here to ask for help through Remote Assistance or expand your search.
	<b>Options</b>	Click here to change how the Help window works and is displayed.

2. Click a link to view and browse help topics.

Help and Support displays the help topics that you can browse.

## Logging Off or Locking Your Computer

When you are finished using your computer, it's important to log out or lock your computer (*Windows computers utilized within a public or departmental lab environment should **never** be powered off. These computers also do not provide the ability to lock your desktop – if you will be leaving the computer unattended for a period of time, please log off*). This ensures that files are saved correctly and your computer stays secure.

### Logging off your computer

When you logoff your computer, all programs and windows are closed and your Windows session is ended.

1. Click the **Start** button and click the **Log off** button in the right pane of the Start menu.

Windows automatically closes any files or programs that are open, and logs off the current individual logged in to the computer.

- ✓ **Tip:** Make sure all of your files are saved before you Log off, Shut down, or Restart your computer.

### Locking your computer

To prevent unauthorized use of your computer, including access to electronic information (documents, spreadsheets, network/department folders; or programs such as Banner), **please lock your computer when stepping away**.

#### 1. Manual Locking

Press the **<Ctrl> + <Alt> + <Delete>** keys. Select **Lock this computer** from the menu.

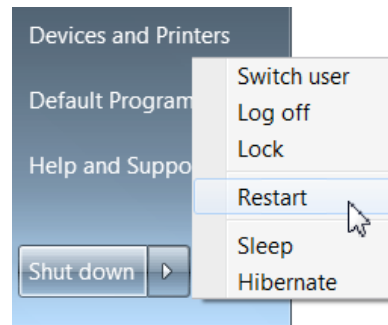
The computer enters lock mode. Access to your computer's Desktop, files, and programs have been secured and will require your Bates Network Password to unlock the computer.

#### 2. Automatic Locking

After 10 minutes of inactivity, your computer's screensaver will automatically start and lock access to your computer's Desktop, files, and programs. Moving your mouse or pressing a key on the keyboard will automatically prompt you for your Bates Network Password to unlock the computer.

#### Transitioning to Windows 7 – Just the Basics!

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Log off in the right pane

**Table 1-5: Power Modes**

<b>Switch User</b>	Allows you to work with several accounts on the computer at the same time.
<b>Log Off</b>	This option appears only if your computer is connected to a network. This option closes all your programs and disconnects your computer from the network, preparing your computer to be used by someone else
<b>Lock</b>	Locks the computer so your password is required to unlock it.
<b>Restart</b>	Shuts down all programs and windows, shuts down the computer, and restarts it again. Try this if your computer is acting up.
<b>Sleep</b>	This is the default power setting. Keeps all programs and files open on your desktop so you can jump in where you left off.
<b>Hibernate</b>	Hibernate goes one step further than sleep, allowing you to keep programs and documents open while shutting off power completely. Hibernate saves your desktop status to the hard disk which allows power to be turned off.
<b>Shut Down</b>	Select this option to turn your computer off. It saves your Windows settings and saves any information stored in memory to the local disk.

### 3. Unlocking

Press the <Ctrl> + <Alt> + <Delete> keys. Enter your Bates Network Password, and click the  button or press the **enter** key on your keyboard.

- ✔ **Tip:** When the computer lock is engaged, no files will be lost and no programs will be closed. The lock essentially freezes the computer in the state in which it is left.
- ✔ **Tip:** The 10 minute screensaver timeout cannot be adjusted. The automatic screensaver lock feature cannot be disabled.

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# Working with a Window

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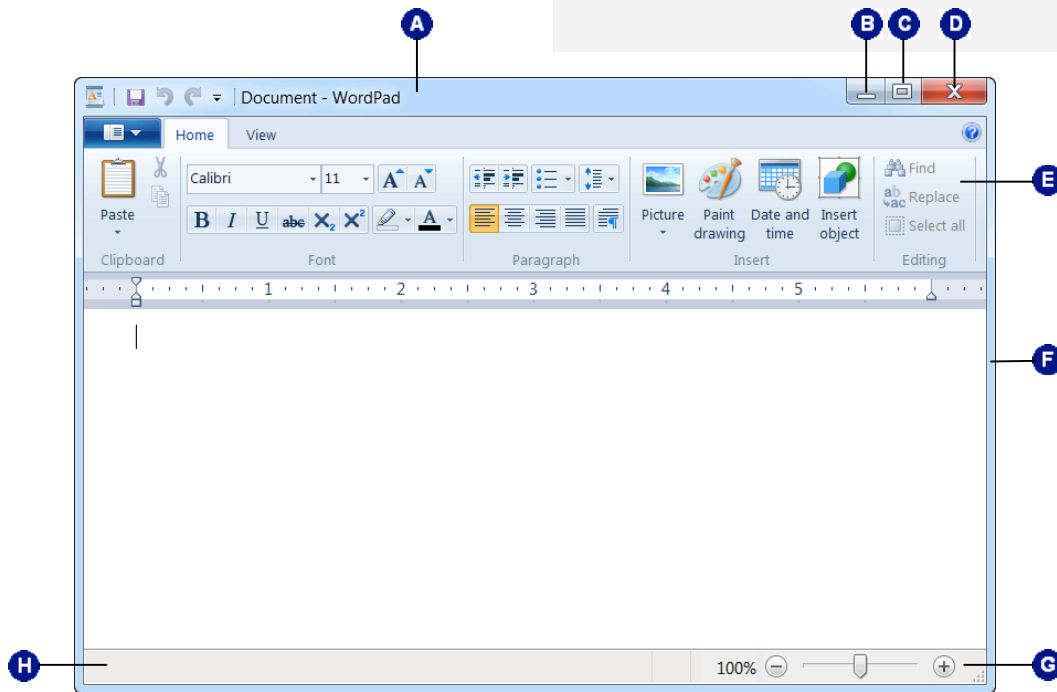
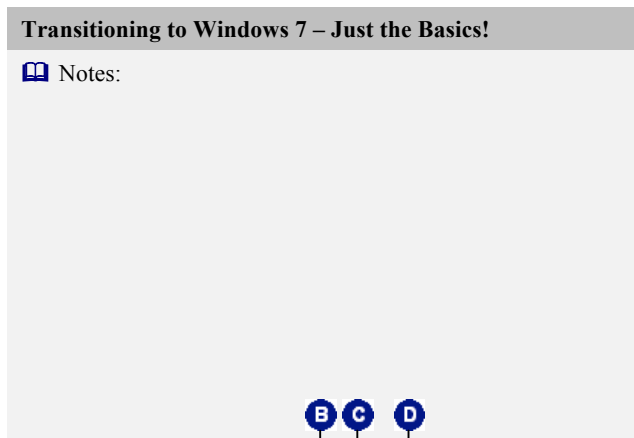
 Notes:

## Understanding the Parts of a Program Window

Most windows have the same basic parts, whether they are displaying a program, file, or folder.

- To open a program window, click the **Start** button, select **All Programs**, and click the program you want to open.

Take a look at the diagrams below for an overview of these windows.



Parts of a Program Window

<p><b>A</b> <b>Title bar:</b> Displays the name of the program or window, and the name of the document or file that's being used.</p>	<p><b>E</b> <b>Ribbon:</b> Controls what the program does. The commands displayed on the Ribbon change from program to program, but the Ribbon's location doesn't—it's always perched at the top of a window, right below the title bar.</p>
<p><b>B</b> <b>Minimize button:</b> Hides the window from your screen but still runs it in your computer's memory, ready for quick use. You can minimize a window you're not using so that it is still running but is hidden in the taskbar.</p>	<p><b>F</b> <b>Border:</b> Click and drag a border or corner of a window to change its size.</p>
<p><b>C</b> <b>Maximize/Restore button:</b> Depending on the size of the window, this button toggles between maximize and restore.</p>	<p><b>G</b> <b>Zoom controls:</b> Click and drag the zoom slider to zoom in or out of the document area.</p>
<p><b>D</b> <b>Close button:</b> Closes the window or program when you're finished working with it, removing it from the screen and the computer's memory.</p>	<p><b>H</b> <b>Status bar:</b> Displays information about the document, window, or program being used.</p>



## Understanding the Ribbon

Many of the programs included with Windows 7 provide easy access to commands via the ribbon, which replaces the menus and toolbars found in previous versions of Windows. The ribbon keeps commands visible while you work instead of hiding them under menus or toolbars.

The ribbon is made up of three basic components:

### Tabs

Commands are organized into *tabs* on the ribbon. Each tab contains a different set of commands. There are three different types of tabs:

- **Command tabs:** These tabs appear by default whenever you open a program.
- **Program tabs:** If you switch to a different authoring mode or view, such as Print Preview, program tabs replace the default command tabs that appear on the ribbon.

### Groups

The commands found on each tab are organized into *groups* of related commands. For example, the Font group contains commands used for formatting fonts.

### Buttons

One way to issue a command is by clicking its *button* on the ribbon. Buttons are the smallest element of the ribbon and change color when clicked.

#### ✔ Tips

- ✔ The ribbon shrinks or expands depending on your screen resolution and the size of the program window.
- ✔ You can hide the ribbon so that only tab names appear, giving you more room in the program window. To do this, double-click the currently displayed command tab. To display the ribbon again, click any tab.

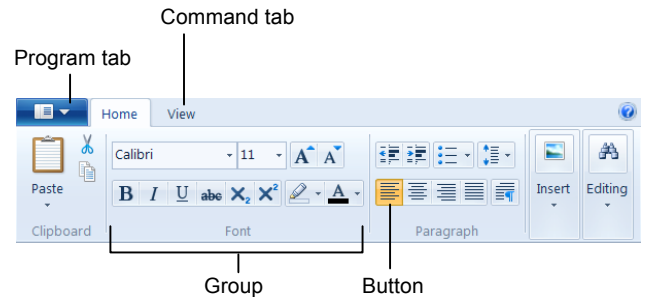
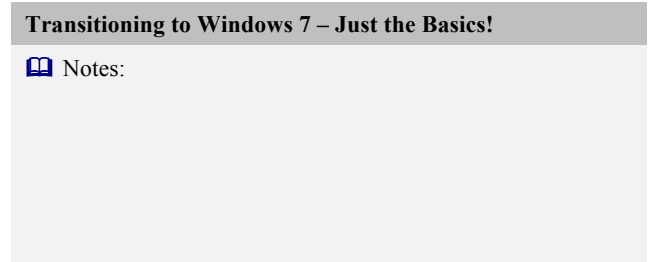


Figure 2-1: The ribbon as shown in WordPad.

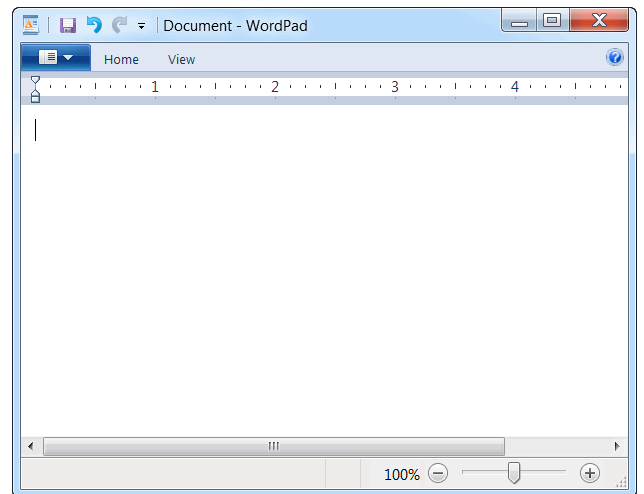


Figure 2-2: Hiding the ribbon gives you more room in the program window.

## Understanding Parts of the Windows Explorer Window

When you open a folder or library in Windows, Windows Explorer appears. Windows Explorer makes it easy to view and work with the drives, folders, and files on your computer.

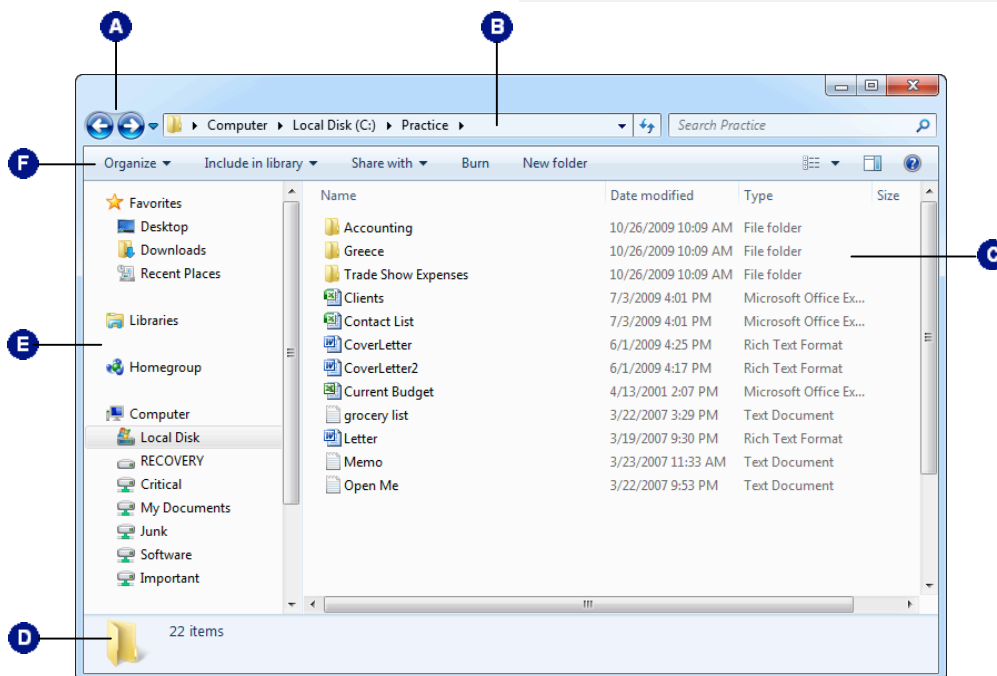
- Click the **Start** button and select **All Programs** → **Accessories** → **Windows Explorer** from the menu.

The Windows Explorer window appears.

- Other Way to Open Windows Explorer:** Click the **Windows Explorer** button on the taskbar or press **<Win> + <E>**.

### Transitioning to Windows 7 – Just the Basics!

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Parts of the Windows 7 Explorer Window

<b>A</b>	<b>Back/Forward buttons:</b> Jump back/forward to locations you have previously visited.	<b>D</b>	<b>Details pane:</b> Displays common properties associated with the selected drive, library, folder, or file.
<b>B</b>	<b>Address bar:</b> As you navigate, the file path is shown in the Address bar. Each location in the path is a link; click the link to open it in the window.	<b>E</b>	<b>Navigation pane:</b> Displays the drives, libraries, and folders on your computer. Click the tiny arrow to the left of an item to expand it, and then click the drive/folder you want to view.
<b>C</b>	<b>Folder list:</b> Displays the contents of the selected drive, library, or folder. Double-click an item to open it.	<b>F</b>	<b>Command bar:</b> Here you can access common commands related to the selected drive, library, folder, or file. Options change according to the item that is selected.

### Using Windows Aero

The Windows Aero user interface was introduced in Windows Vista. It returns in Windows 7, but with many new functions and features.

#### Aero Peek

Aero Peek is a handy new feature in Windows 7. It makes windows temporarily transparent so you can view a window or the desktop.

1. Point to the program on the taskbar that contains the file or window you want to preview.


A thumbnail preview appears for each open file or window.

2. Point to the thumbnail preview for the file or window you want to reveal.

The file or window is enlarged and every other open window is made transparent.

 **Other Ways to Activate Aero Peek:**

Point to the **Show Desktop** button on the right edge of the taskbar or press **<Windows> + <Spacebar>** to take a quick “peek” at the desktop.


-  **Tip:** Depending on your taskbar settings, the procedure for revealing a buried window might be different from the one listed above.

#### Aero Shake

Another new Aero feature in Windows 7 is Aero Shake. Aero Shake allows you to temporarily minimize all open windows except the active window.

1. Point to the title bar of the active window.
2. Click and drag the window’s title bar quickly from side to side, or “shake” it.

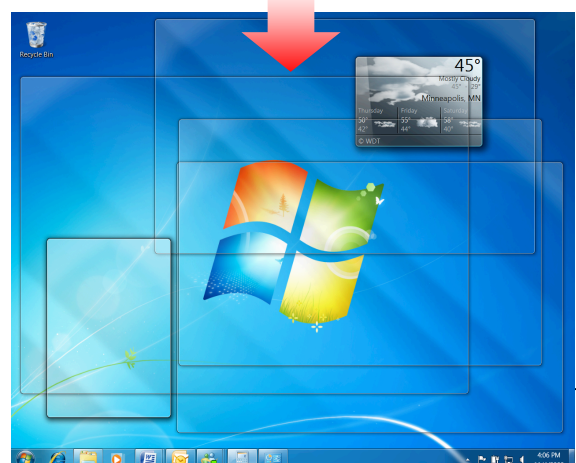
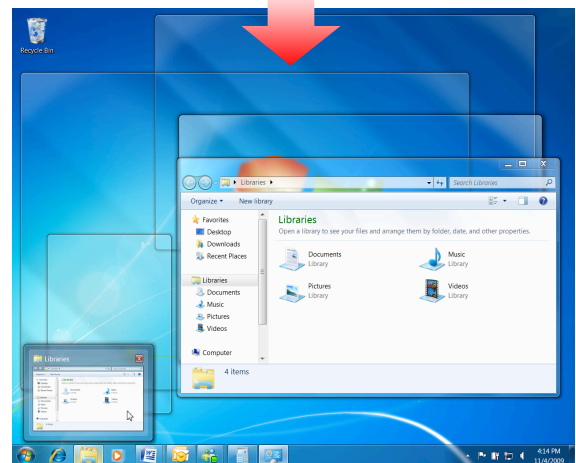
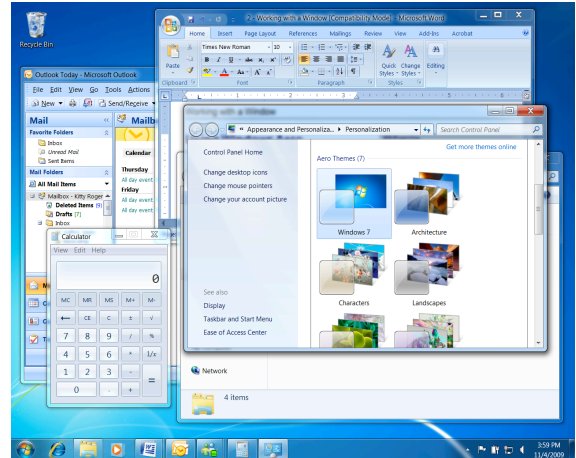
All open windows are minimized except for the active window.

-  **Tip:** To revive all minimized windows, repeat the steps above.

#### Snap

Probably the most useful of the new Aero features, Snap is a quick way to maximize, compare, and restore open windows, simply by clicking and dragging.

- **To Maximize an Open Window:** Click and drag the window’s title bar to the top of the screen, or double-click the window’s title bar, or press **<Windows> + <F>**.



- **To Compare Open Windows Side by Side:**  
Click and drag the window's title bar to the left or right side of the screen, or press <img alt="Windows logo" data-bbox="325 125 345 135"/> + <img alt="left arrow" data-bbox="345 125 365 135"/> or <img alt="right arrow" data-bbox="365 125 385 135"/>.
- **To Restore a Maximized or Compared Window:** Click and drag the window's title bar toward the middle of the screen, or double-click the window's title bar, or use the <img alt="Windows logo" data-bbox="335 205 355 215"/> + <img alt="arrow key" data-bbox="355 205 375 215"/>.

### Switching Between Windows

You can have several programs or windows open and running simultaneously, but you can only work in one window at a time. The window you're working with is called the *active window* and always appears on top of any other windows that you have open. If you think about it, you do the same thing at your desk. When you want to work on a piece of paper, you place it on top of everything else.

#### Taskbar buttons

All open windows are represented by taskbar buttons. Switching between windows by clicking its taskbar button is fast and easy.

- Click the window's taskbar button to make it active.

The window becomes the active window.

#### Other Ways to Activate a Window:

Click any part of the window you want to make active.

- ✔ **Tip:** If several windows of the same type are open, Windows will group them into one taskbar button to conserve space. For example, if you have several WordPad documents open, a Live Preview thumbnail-sized window appears when you click on or point to the WordPad taskbar button.

### Flip 3D

Flip 3D is a great way to quickly preview all your open windows. Flip through the stack of windows until the window you want to make active appears on top.

1. Press the **<Win> + <Tab>**.

Flip 3D opens and the windows are shown in a stack.

2. Hold down the **<Win>** and press **<Tab>** to cycle through the windows.

A preview of the window appears as you cycle through the stack.

#### Other Ways to Cycle through Flip 3D:

After starting Flip 3D, press the **<Win>** key while rotating the mouse wheel.

3. Release **<Win>** to make the window in front of the stack active. Or, click a window in the stack to make it active.

Flip 3D closes and the window is displayed as the active window on the desktop.

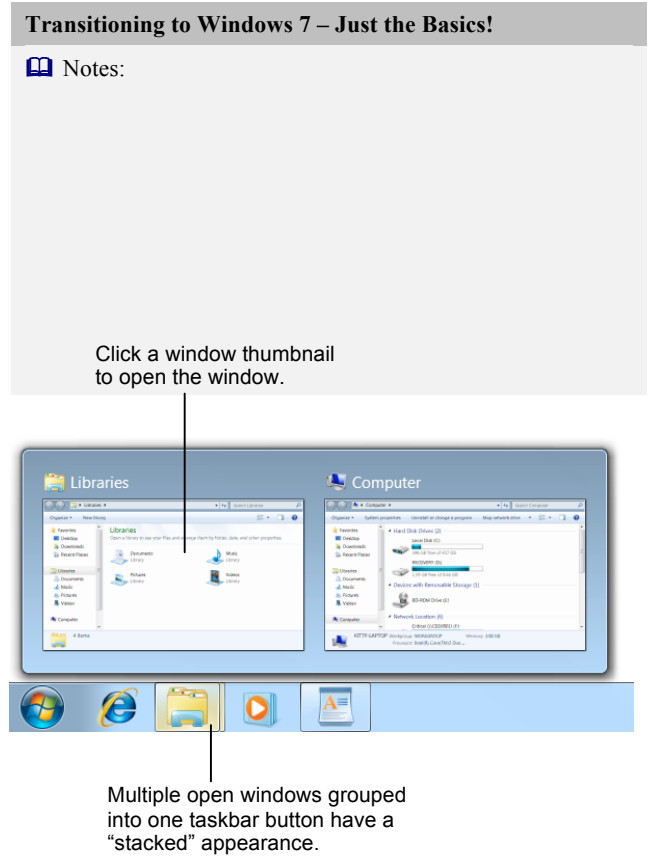


Figure 2-4: Working with taskbar buttons.

## ✓ Tips

- ✓ To keep Flip 3D open without holding down the Windows logo key, press **<Ctrl> + <Win> + <Tab>**. Use Tab, the mouse wheel, or arrow keys to cycle through windows. Press **<Esc>** to close Flip 3D.

## Jump to a window

You can also jump to another open window using **<Alt> + <Tab>**. This method displays a list and thumbnails of the open windows on your computer.

### 1. Press **<Alt> + <Tab>**.

A list of the open windows appears. Each window is represented by a thumbnail preview.

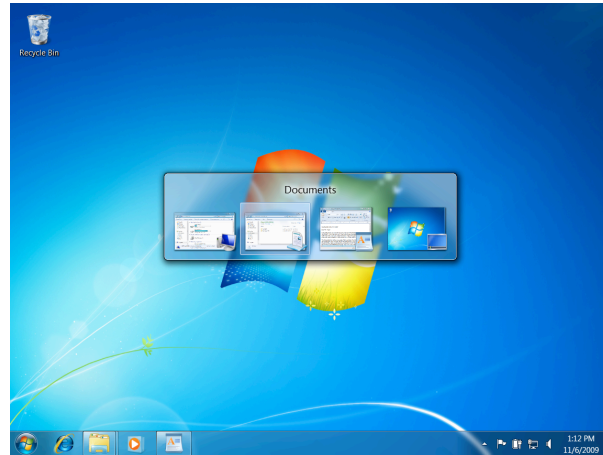
### 2. Hold down the **<Alt>** key: press **<Tab>** to cycle forward through the windows; **<Shift> + <Tab>** to cycle backward.

### 3. Release the **<Alt>** key to make the selected window active.

The selected window is displayed as the active window on the desktop.

## ✓ Tips

- ✓ Press **<Ctrl> + <Alt> + <Tab>** to keep the list open and use **<Tab>**, the mouse wheel, or the arrow keys to cycle through the windows. Press **<Enter>** to make the selected window active, press **<Esc>** to close without changing windows.
- ✓ **<Alt> + <Tab>** and Flip 3D are especially useful when you use programs that fill the entire computer screen. When you can't see the taskbar or any part of another window, these methods are the only way you can switch between programs and windows.



**Figure 2-5:** Pressing **<Alt> + <Tab>** displays thumbnails of all open windows.

# Working with Folders and Files

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# Understanding What's in Your Computer

## Icons

Everything in the computer is represented by its own picture, or *icon*.

A different icon represents each item, as shown in Table 3-1: Common Icons. For example, the icons for disk drives on your computer look similar, but have details that distinguish them from each other. Folder icons almost always look like little manila folders.




Files have more variety, because a different icon is used for each file type. This makes it easy for you to tell the difference between documents, photos, and spreadsheets for example.

## Drives, folders, and files

To see what's in a file cabinet, you simply open a drawer. You can view the information stored on your computer's disk drives in much the same way—by opening the disk drive you want to access. The contents of your computer can basically be categorized into three types of items:




- *Drives* are like “drawers” that contain the folders on your computer. A *disk drive* is the part of the computer that reads and writes information to a disk, whether it is a permanent hard disk like the one inside your computer, or a removable compact disc (CD). There are three main types of disk drives that computers use to store their information, as shown in the table below.

**Table 3-1: Common Icons**

 <b>Drive</b>	Drives are the devices that store folders and files. Drives of different types have icons that indicate the type of drive; for example, the hard disk drive for your computer is indicated by the Windows logo.
 <b>Folder</b>	Folders are used to organize and contain files and are stored on drives. Folder views with large icons allow you to see if a folder contains other folders or files
 <b>File</b>	Files are the items that you actually work with when you use your computer. Whether it is a program or a document, the icon that represents a file indicates its type.

**Table 3-2: Common Computer Drives**

**Table 3-2: Common Computer Drives**

Drive type	Drive Letter	Description
 Local Disk	C	Local disks, or hard disks, hide permanently inside your computer. Your computer's hard disk is its main filing cabinet—where it stores its programs and files.
 CD-ROM, DVD, or BD-ROM	D or above	Compact discs, or CD-ROMs, are like the audio discs you play in your stereo. DVDs are similar to CDs, but they can hold six times more data. Blue-ray Discs (BD) are like DVDs, but with enormous capacity.
 Other Drives	D or above	There are also other types of drives, including network drives, removable drives, and external drives. Network drives are drives that are available through the servers on a company's network. Removable storage drives include CD and DVD drives, and USB flash drives. External hard drives are like having another computer of storage space.



## Working with Folders and Files

- *Folders* contain other folders and files. Folders allow you to keep related information in the same place. If anything happens to a folder—if it is moved or deleted, for example—everything contained in the folder goes with it.
- *Files* are the “meat” of your computer: drives and folders exist to store files. Files cannot contain other files or folders. Table 3-3: Common Types of Files displays some of the common types of files you will encounter.

There are two parts to every file: the file name and the file extension. The file name distinguishes the file from other files. Typically, you give the file its name.

The file extension tells Windows what type of file it is. Windows uses this information to determine which type of icon is used for the file, and it also tells Windows which program to use to open the file. The file extension is assigned to the file by the program in which the file was created. For example, Notepad always adds the file extension “.txt” to its files, so when you double-click a .txt file, Windows knows it has to open the file in Notepad.

### ✓ Tips

- ✓ By default, Windows 7 does not display file extensions. This can be changed by modifying Windows folder settings.





## Memory units

Just as liquids are measured in quarts and gallons, computers save their information in units called bytes. Computers use the metric system, so 1,000 bytes make up a kilobyte and 1,000,000 (one million) bytes make up a megabyte. Table 3-4: How Memory is Measured lists memory units for computers.

**Table 3-4: How Memory is Measured**

<b>Byte</b>	A byte is equivalent to a single character, such as the letter “J” or number “8”.	A single character
<b>Kilobyte (K or KB)</b>	A kilobyte is about 1,000 bytes (1,024 to be exact). A kilobyte is equivalent to a page of double-spaced typing.	1,024 bytes
<b>Megabyte (MB)</b>	A megabyte (MB) is about one million bytes. A megabyte is equivalent to an average-length novel.	1,048,576 bytes
<b>Gigabyte (GB)</b>	A gigabyte (GB) is about one billion bytes. A gigabyte is equivalent to the text in several encyclopedia sets.	1,000,000,000 bytes
<b>Terabyte (TB)</b>	A terabyte (TB) is about one trillion bytes. A terabyte is equivalent to the text in a library.	1,000,000,000,000 bytes

**Table 3-3: Common Types of Files**

 <b>Application (.exe)</b>	Application or executable (.exe) files are the programs that run on your computer. When you open a program, you are opening an executable file.
 <b>Rich Text Format (.rtf)</b>	WordPad creates files of this type: this file type can hold basic formatting properties and objects like graphics: it’s not as advanced as a Microsoft Word (.doc) file, but it’s not as simple as a Notepad (.txt) file.
 <b>JPEG</b>	Most photographs are JPEGs.
 <b>Shortcut</b>	Shortcuts point to files and folders elsewhere on your computer so that you can quickly open that file, folder, or program without having to go to its actual location. All of the programs in the Start menu and some of the items on your desktop are actually shortcuts that point to files located elsewhere on your computer.

## Opening Drives, Folders, and Files

To work with items in your computer, you need to open the drives, folders, and files where the data you want to work with is stored.

### Open drives, folders and files

Since drives, folders, and files are located in different levels of your computer's hierarchy, accessing each of them is a little different:

- **Drives:** Click the **Start** button and select **Computer** from the menu. Double-click a drive to open it.

Drives are places where data can be stored. This data is organized into folders and files. All the drives available on your computer are shown in the Computer window, so you can access any folder or file on your computer from this location.

#### Other Ways to Open Computer:

Press <Windows> + <E> or click the **Windows Explorer** button on the taskbar and click **Computer** in the Navigation pane.

- **Folders:** Click the **Start** button and select the folder you want to open from the menu.

The folder window appears, displaying the folders and files saved in the folder.

#### Other Ways to Open a Folder:

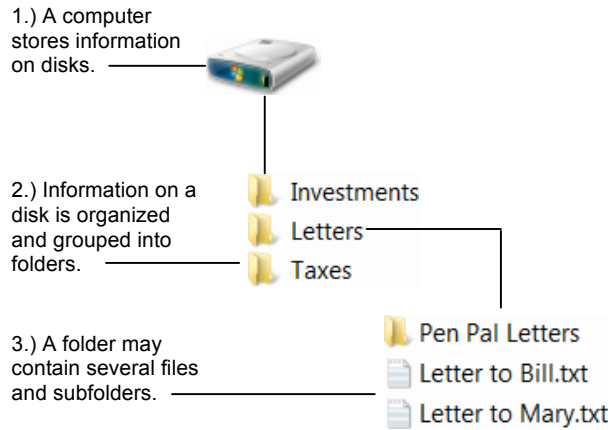
Click the **Windows Explorer** button on the taskbar and select a drive and/or folder in the Navigation pane.

- **Files:** Open the folder where the file is located and then double-click the file icon.

The file is displayed in a compatible program.

### Transitioning to Windows 7 – Just the Basics!

Notes:



**Figure 3-1:** The hierarchy of storing information on a computer.

## Using Windows Explorer to Navigate Your Computer

The process of opening drives and folders to find the file you want to work with is called *navigating*. A *path* is the sequence of drives and folders that are opened as you navigate. The path includes the drive, followed by folders, and the name of the file.

There are several controls that make it easy to navigate to other locations on your computer.

### Address bar

The Address bar is a great tool for navigation. Each location in the path is a link; click the link to open its location.

To...	Do this...
Open a location on the file path...	...click its link in the Address bar.
Jump to a location's subfolders...	...click its list arrow and select a folder from the list.
To view the file path without links...	...click an empty area of the Address bar or press <Alt> + <D>.

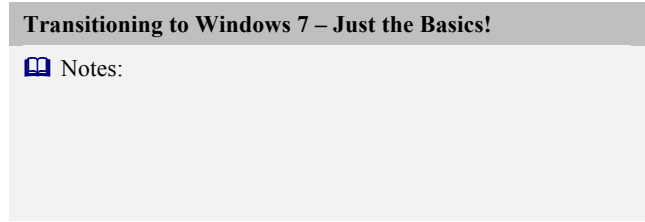
### ✓ Tips

- ✓ To open a common folder, such as Desktop or Documents, simply type its name in the Address bar.

### Favorites

Use the Favorites section in the Navigation pane to store your most commonly used folders and searches. Windows 7 includes three favorite locations by default:

- **Desktop:** Displays a list of shortcuts to the files and programs you have saved to the desktop.
- **Downloads:** Displays a list of files that you have downloaded or saved from the Internet.
- **Recent Places:** Displays a list of shortcuts to recently used files, folders, and programs.



Click the arrow to the right of a link to view the folders in the location.

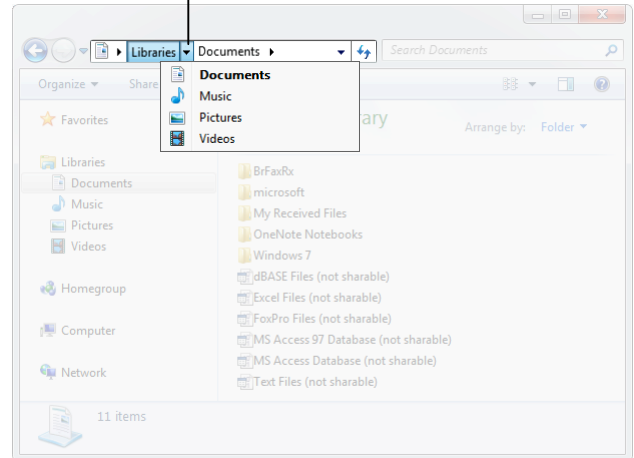


Figure 3-2: Use the Address Bar to navigate along locations in the path.

Click the tiny arrow to expand or collapse the selected folder.

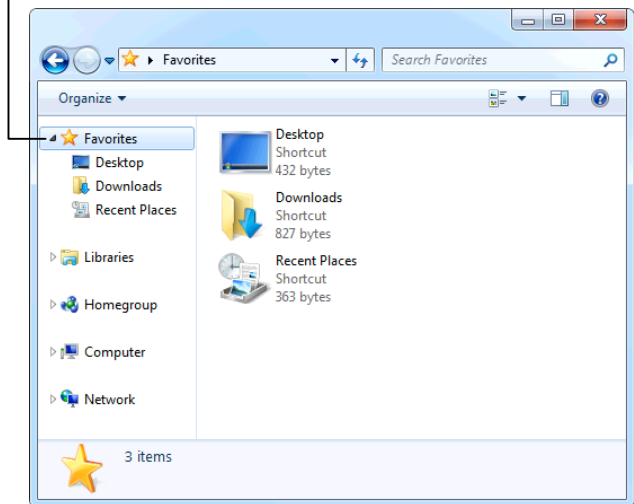


Figure 3-3: Favorites provides shortcuts to folders that are used most often.

### Back and Forward buttons

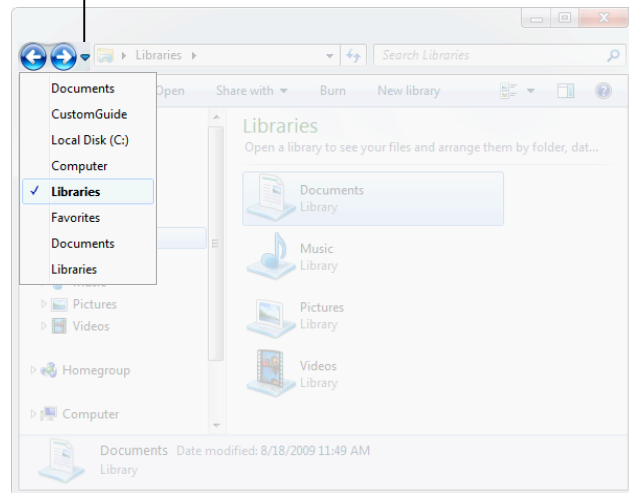
As you navigate your computer, Windows keeps track of the locations you have visited. Move back or forward in this list using the Back and Forward buttons.

- Click the **Back** or **Forward** button.

The contents of the location one step behind or ahead on the path are displayed.

- **Tip:** Click the **Forward button list arrow** to open a list of recently visited locations.

Click the Forward button list arrow to see a list of recent locations.



**Figure 3-4:** Use the Back and Forward buttons to return to locations you visited while navigating.

## Using and Creating Libraries

A library is a virtual folder that gathers files from the locations you specify and displays these files as a single collection. For example, you could specify that the Documents library contain all .doc files from the My Documents and Important Documents folders.

### Open a library


Open a library just like you would any other folder.

1. Click the **Windows Explorer** button on the taskbar.

The Libraries window appears. Four libraries have been created by default in Windows 7: Documents, Music, Pictures, and Videos.

2. Double-click the library you want to view.

The contents of the library appear.

 **Other Ways to Open a Library:**

Click the **Start** button and select a library from the Start menu, or open any Windows Explorer window, click **Libraries** in the Navigation pane, and double-click the library you want to view.

### Create a new library

You can create a new library that contains only the folders you specify.

1. Click the **Windows Explorer** button on the taskbar.

The Libraries window appears.

2. Click the **New Library** button on the command bar.

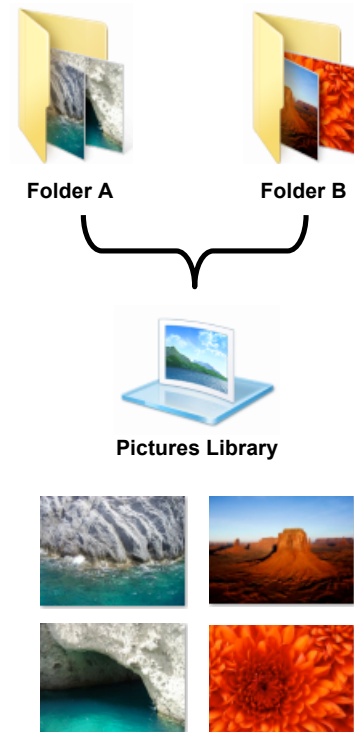
A new library icon appears.

 **Other Ways to Create a New Library:**

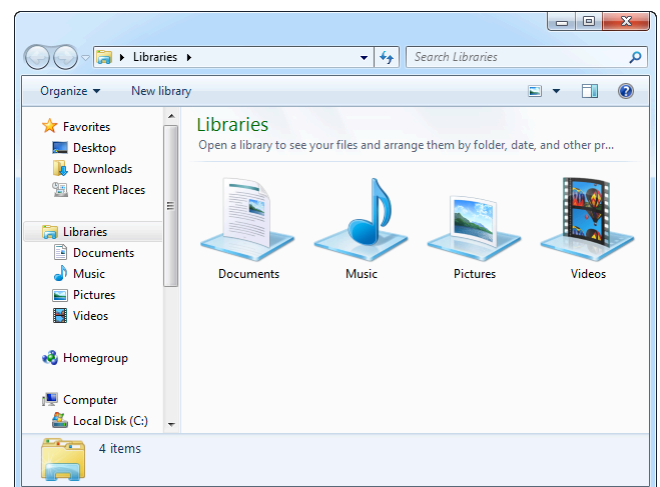
Right-click **Libraries** in the Navigation pane or an empty area in the Libraries window and select **New** → **Library** from the contextual menu.

3. Type a name for the library and press **<Enter>**.

The new library is created.



**Figure 3-5:** A library is a compilation of files from folders you specify.



**Figure 3-6:** The Libraries window.

## Modifying and Deleting Libraries

You don't always have to create a new library. Save time by modifying an existing library's criteria instead.

### Add a folder to a library

Libraries gather their content from the folders you specify. You can include up to 50 folders in one library.

1. Open the library you want to add a folder to.
2. Click the **Locations** link in the Library pane.  
The Library Locations window appears.
3. Click **Add**.  
The Include Folder window appears. Here you need to find and select the folder you want to include.
4. Navigate to and select the folder you want to include.
5. Click **Include folder**.

The folder is now included in the library.

✔ **Tip:** A network folder must be added to the index or made available offline before it can be included in a library.

🔗 **Other Ways to Add a Folder to a Library:**  
Open or select the folder you want to add, click the **Include in Library** button on the command bar, and select the library you want to add it to.

### Remove a folder from a library

If you delete an individual item from a library, it will also be deleted from its original location. To remove an item from a library without deleting it from its original location, you have to remove the folder containing the item.

1. Open the library containing the folder you wish to remove.
2. Click the **Locations** link in the Library pane.  
The Library Locations window appears.
3. Click the folder you want to remove, and click **Remove**.
4. Click **OK**.

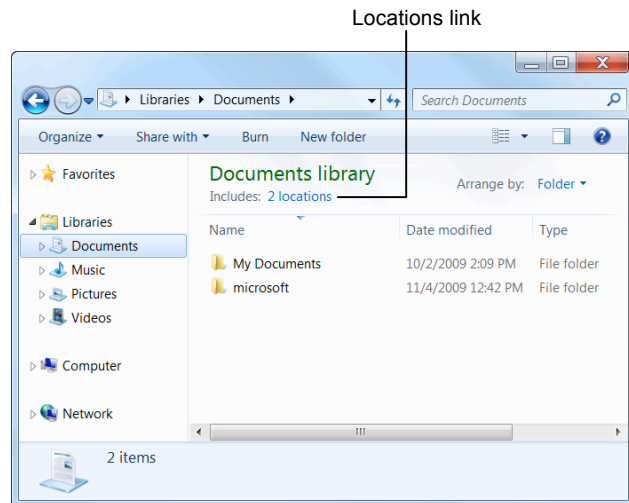


Figure 3-7: The Documents Library open in Windows Explorer.

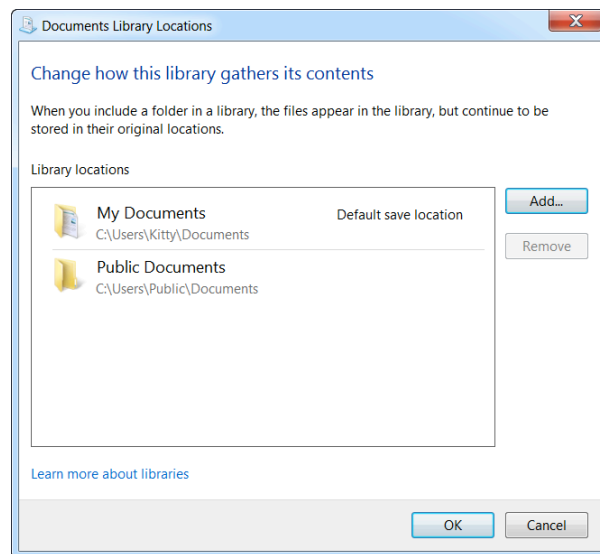


Figure 3-8: The Library Locations window.

### Delete a library

If you decide you no longer need a library, delete it.

1. Click the Windows Explorer button on the taskbar.  
The Libraries window appears.
2. Right-click the library you want to delete, and select Delete from the contextual menu that appears.

The library is moved to the Recycle Bin.

- ✔ **Tip:** Because libraries do not actually contain files, deleting a library does not delete the files that are stored there.

### Using Search

It's just as easy to misplace a folder or file on your computer as it is to misplace your car keys—maybe even easier! The Search feature is a powerful solution for finding your lost folders and files.

#### Windows Explorer

If you have an idea regarding where the folder or file you're looking for is located, use the Search box in Windows Explorer. The Search box appears at the top of every Windows Explorer window and searches the contents, including subfolders, of that window for the text that you type. If a file's name, content, tags, or other properties match the searched text, it will appear in the search results.

1. Open the folder or library where the file you're looking for is located.
2. Type a keyword for the file in the **Search** box.  
As you type, items that match the keyword become highlighted.
  - ✔ **Tip:** Once the file you want appears, you can stop typing: there is no need to press <Enter> to submit your search text.

#### Search filters

You can quickly refine your searches in Windows 7 with Search Filters. Use a search filter to display only those files that meet the criteria you specify.

1. Click in the **Search** box.  
A list of search filters appears.
  - ✔ **Tip:** The filters available will vary depending on the contents of the folder.
2. Click the filter you want to use, and then specify the filter criteria.  
The contents of the folder are filtered.

#### Start menu

The Search box in the Start menu can also be used to perform a search. Searching from the Start menu finds files, folders, e-mails, and programs.

1. Click the **Start** button.  
An insertion point appears in the Search box at the bottom of the Start menu.

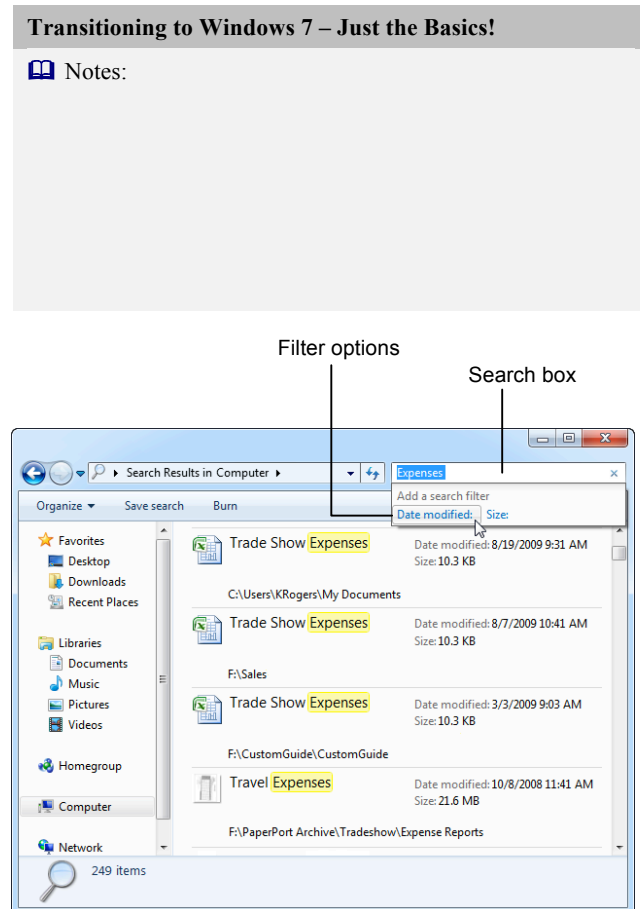


Figure 3-9: Search results appear highlighted.



## Working with Folders and Files

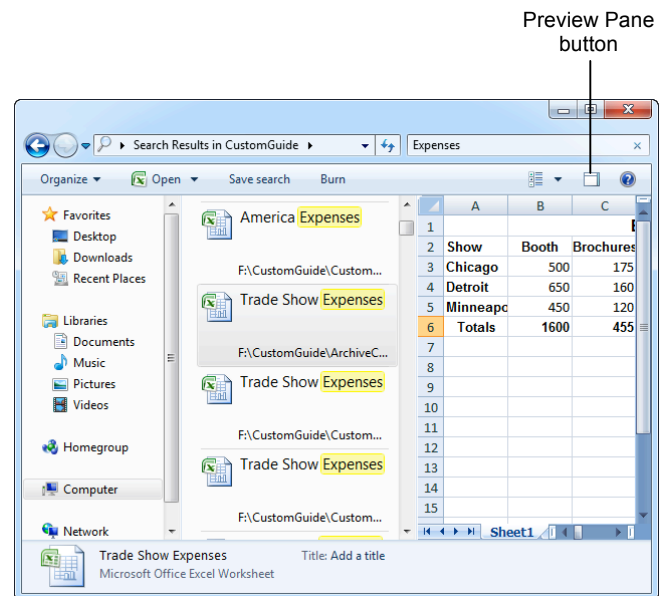
2. Type a keyword in the **Search** box.

As you type, items that match the keyword appear in the Start menu.

✔ **Tip:** Once the item you want appears, you can stop typing: there is no need to press <Enter> to submit your search text.

### ✔ Tips

- ✔ To clear a search, click the **Close** button (✕) in the Search box.
- ✔ Use the Preview pane to preview your search results without having to open the actual file. Click the **Preview Pane** button on the command bar to display the Preview pane.
- ✔ Now you can save your searches and return to them later. Click the **Save search** button on the command bar, enter a name for the search, and click **Save**.



**Figure 3-10:** Use the Preview pane to preview search results without having to open the actual file.

# Working with the Taskbar and Desktop

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## Customizing the Taskbar

Whenever you open a program, document, or folder, a button for that window appears on the *taskbar*; the bar that appears across the bottom of the screen.

The taskbar has been completely redesigned in Windows 7 to make it more useful. Now you can more with the taskbar, such as pin your favorite programs to the taskbar and rearrange the order of icons.

### Pin a program to the taskbar

In Windows 7 you can pin your favorite programs to the taskbar for easy access.

1. Open the program that you want to pin to the taskbar.  
An icon for the program appears on the taskbar.

2. Right-click the program icon on the taskbar.  
The program's Jump List appears.

- **Other Ways to Open a Program's Jump List:**  
Point to the program icon on the taskbar and click and drag upward.

3. Select **Pin this program to taskbar** from the Jump List.

The program is now pinned to the taskbar.

- **Other Ways to Pin a Program to the Taskbar:**  
Click the **Start** button, find the program you want to pin, and click and drag the program icon to the taskbar.

- ✔ **Tip:** To unpin a program, right-click it and select **Unpin this program** from taskbar.

### Rearrange icons on the taskbar

In Windows 7 you can change the order of icons on the taskbar, simply by clicking and dragging.

- Click and drag the program icon to another location on the taskbar.

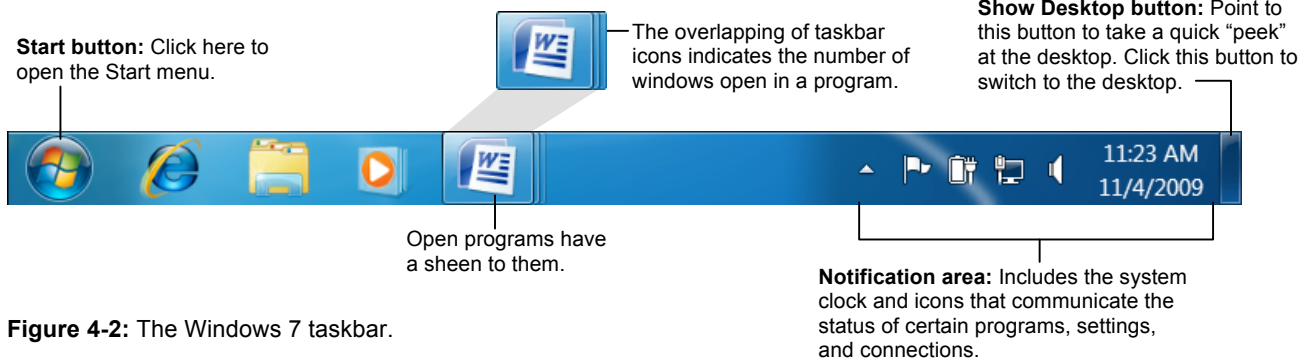


Figure 4-2: The Windows 7 taskbar.

### Transitioning to Windows 7 – Just the Basics!

Notes:

Table 4-1: Main Parts of the Taskbar

<b>Start button</b>	When clicked, this opens the Start menu.
<b>Middle section</b>	All program icons are displayed here. You can pin and rearrange program icons in this section.
<b>Notification area</b>	Contains the date/time and various notification icons related to Windows and your computer.
<b>Show Desktop button</b>	Point to/click this button to display the Windows desktop.

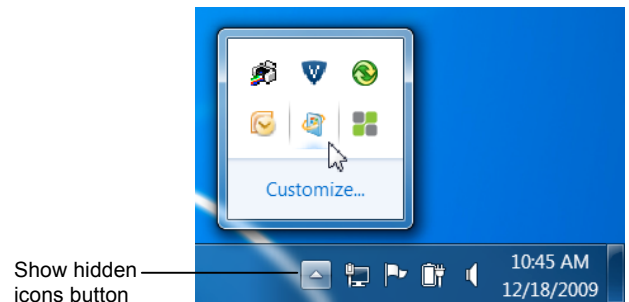


Figure 4-1: Click the **Show hidden icons** button in the notification area of the taskbar to view other icons associated with your computer.

# Resizing and Moving the Taskbar


The taskbar is the command center for Windows, which is why it rests along the bottom of the desktop, ready for use. Still, some people think the taskbar should be located in a different location on the screen. Others don't like how the ever-present taskbar occupies valuable desktop space, or wish the taskbar were larger so it could display more icons and buttons.

### ✓ Tips

- ✓ Before you can resize and move the taskbar, you must unlock it first. To unlock the taskbar, right-click it and select **Lock the taskbar**.

### Resize the taskbar

When the size of the taskbar is increased, it can display more program and window icons.

1. Position the pointer over the top border of the taskbar until it changes to a .

When the pointer changes, the taskbar can be resized.

2. Click and drag the edge of the taskbar upwards.

The taskbar is resized so it can display two rows of icons, rather than just one.

### Move the taskbar

When the taskbar is unlocked, you can move the taskbar to the top, left, right, or bottom of the desktop.

- Position the pointer over a blank area of the taskbar. Click and drag the taskbar to the top, bottom, left, or right side of the desktop.

The taskbar is moved accordingly.

### Hide the taskbar

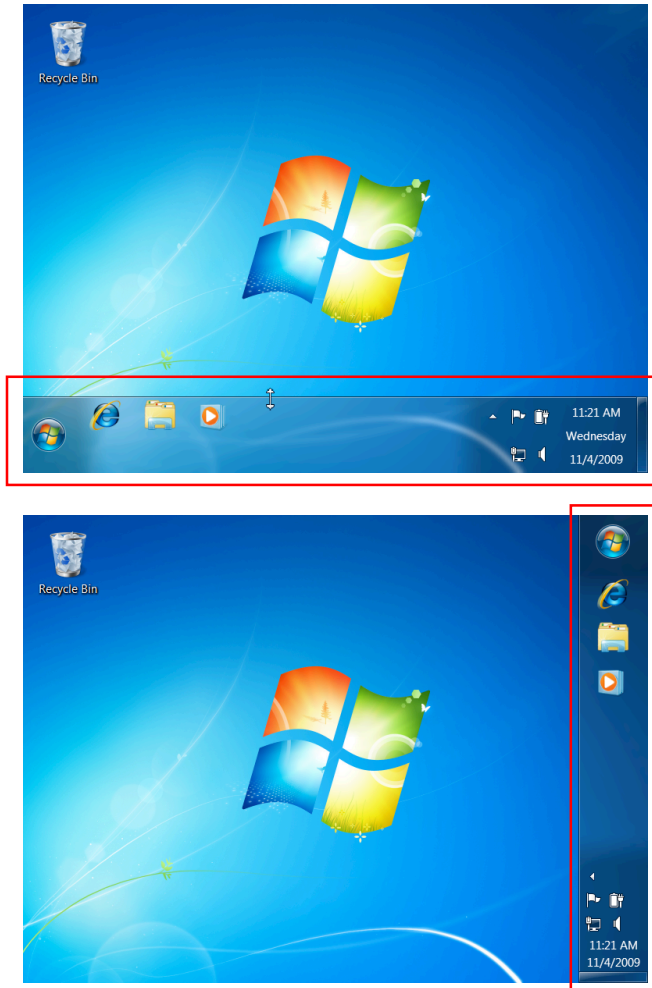
If you don't want the taskbar to take up valuable space on the desktop, you can hide it so that it only appears when you need to use it.

1. Right-click a blank area of the taskbar and select **Properties** from the contextual menu.

The Taskbar tab of the Taskbar and Start Menu Properties dialog box appears. See Table 4-2: Taskbar Appearance Properties for a description of these properties.

### Transitioning to Windows 7 – Just the Basics!

Notes:



**Figure 4-4:** You can move the taskbar to the top, left, right, or bottom of the screen.

## Working with the Taskbar and Desktop

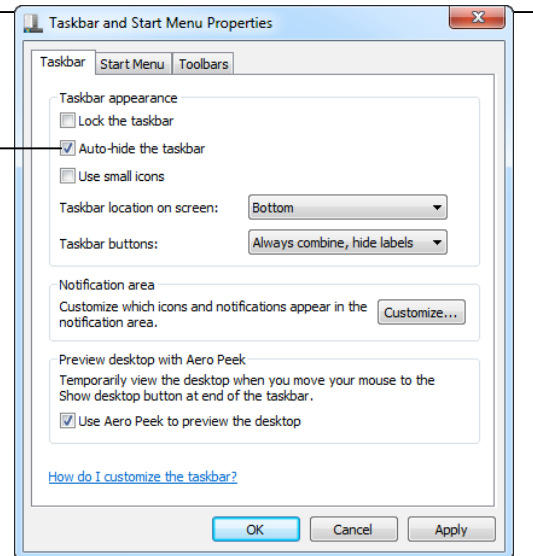
2. Click the **Auto-hide the taskbar** check box and click **OK**.

The taskbar is now hidden. To make it appear again, simply point to the location on the desktop where the taskbar is located.

3. Point to the location (bottom, top, side) on the desktop where the taskbar is located.

The taskbar appears.

Click here to hide the taskbar.



**Figure 4-5:** The Taskbar and Start Menu Properties dialog box.

**Table 4-2: Taskbar Appearance Properties**

<b>Lock the taskbar</b>	Locks the taskbar at its current position on the desktop so that it cannot be moved to a new location.
<b>Auto-hide the taskbar</b>	Hides the taskbar from view. To display the taskbar, position the mouse pointer near the bottom of the screen, or wherever the taskbar is located.
<b>Use small icons</b>	Shrinks all program icons on the taskbar to make more room on the taskbar.
<b>Taskbar location on screen</b>	Change the location of the taskbar on the screen. Bottom is selected by default.
<b>Taskbar buttons</b>	Choose how you want icons to appear on the taskbar: <ul style="list-style-type: none"><li>• <b>Always combine, hide labels:</b> Groups items of the same type under the program they were created in (default setting).</li><li>• <b>Combine when taskbar is full:</b> Only groups items when the taskbar is full.</li><li>• <b>Never combine:</b> Never groups items; each item has its own button on the taskbar.</li></ul>

### Using Jump Lists

Jump lists are new in Windows 7. They contain shortcuts to popular program commands and recently used files.

#### Open a program's Jump List

Jump Lists appear whenever you right-click a program or icon on the taskbar or in the Start menu.

- Right-click the program's icon on the taskbar.

The Jump List appears.

- **Other Ways to Open a Program's Jump List:** Point to the program icon on the taskbar and click and drag upward. You can also work with Jump Lists from the Start menu. Open the Start menu and click the program's list arrow.

#### Pin items to a Jump List

To give you easy access to related files, you can pin items to a program's Jump List.

1. Open the file that you want to pin, in the program that created it.

2. Right-click the program's icon on the taskbar.

The program's Jump List appears.

- **Other Ways to Open a Program's Jump List:** Point to the program icon on the taskbar and click and drag upward. Or, click the program's list arrow in the Start menu.

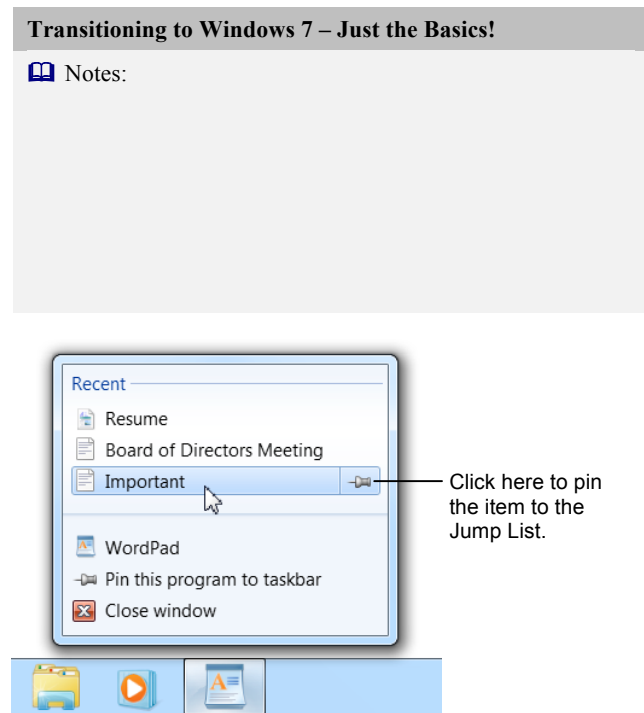
3. Point to the item you want to pin.

A tiny button that looks like a pushpin appears, which you can click to pin the item.

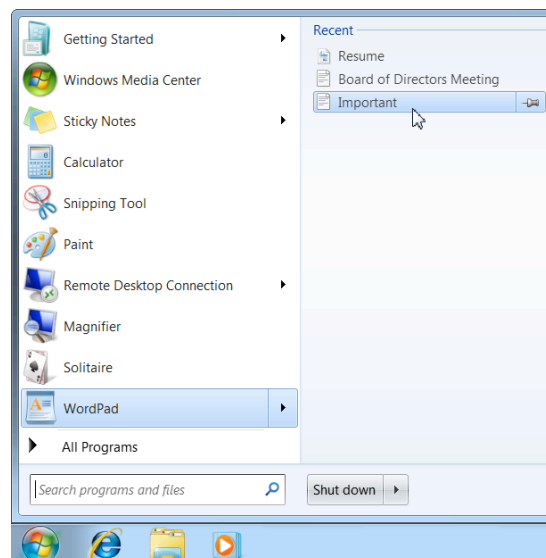
4. Click the **Pin to this list** button.

The item is now pinned to the program's Jump List.

- **Tip:** To unpin an item in a Jump List, click the **Unpin from this list** button (the tiny pushpin icon) next to the item. Or, right-click the item and select **Unpin from this list** from the contextual menu.



**Figure 4-6:** Right-click an icon on the taskbar to open its Jump List.



**Figure 4-7:** You can also open a program's Jump List using the Start menu.

## Customizing the Start Menu

Some of the Start menu's primary duties—launching programs, providing shortcuts to frequently used files and folders—have been added to the taskbar, but you might still find it useful to continue to customize some of these settings in the Start menu.

### Customize the Start menu

The Start menu displays programs that are used frequently, and shortcuts to important folders, locations, and tools on your computer. Customizing the Start menu lets you control how these links, icons, and menus look and behave.

1. Right-click the **Start** button and select **Properties** from the contextual menu.

The Start Menu tab of the Taskbar and Start Menu Properties dialog box appears.

2. Click the **Customize** button.

The Customize Start Menu dialog box appears.

You can choose how the Start menu looks and behaves using the options in this dialog box.

- **Control how icons in the Start menu look and behave:** Here you can select which icons appear in the Start menu, and how those icons work. For example, you can specify that an icon open a menu instead of a window when clicked.
- **Control the number of recent programs that appear in the Start menu:** Here you can control the number of recently used programs that appear in the left pane of the Start menu.
- **Control the number of recent items that appear in Jump Lists:** Here you can control the number of recently used items that appear in a Jump List. This controls Jump Lists in the taskbar and the Start menu.

3. Select the appropriate options and click **OK**.

The Start menu is customized accordingly.

#### ✓ Tips

- ✓ The Classic Start menu, which was available in Windows XP and Windows Vista, is no longer available in Windows 7.

### Pin a program to the Start menu

You can create shortcuts to specific programs by pinning the program icon to the Start menu.

#### Transitioning to Windows 7 – Just the Basics!

Notes:

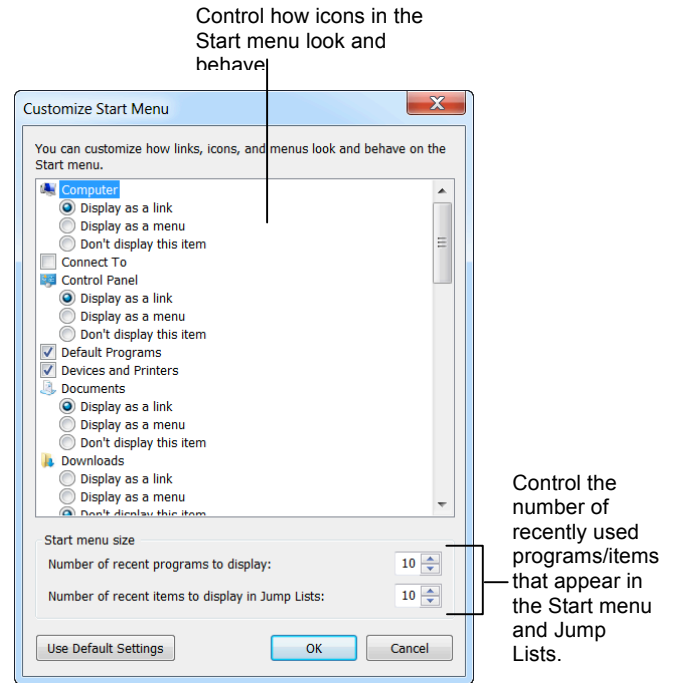


Figure 4-8: The Customize Start Menu dialog box.

Programs that have been pinned to the Start menu appear at the top of the frequently used programs list.

1. Click the **Start** button.

The Start menu appears.

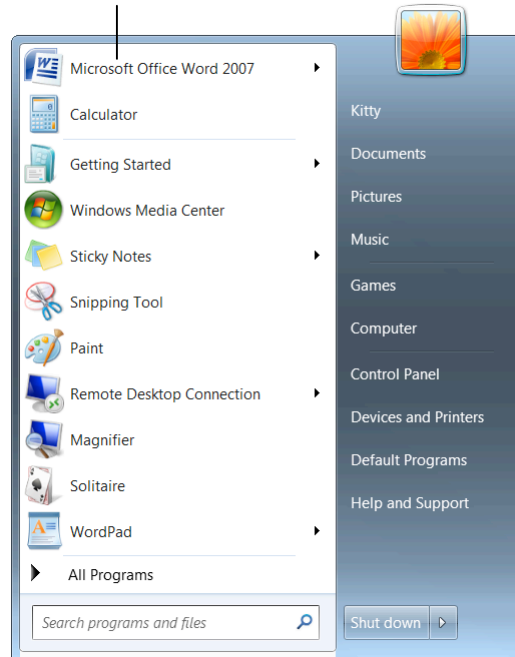
2. Select **All Programs** from the menu.

A list of programs that are available on your computer appears.

3. Right-click the program icon for the program you want to pin and select **Pin to Start Menu** from the contextual menu.

The program icon appears at the top of the frequently used programs list the Start menu.

- ✔ **Tip:** To unpin a program from the Start menu, open the Start menu, right-click the program icon, and select **Unpin from Start Menu** from the contextual menu.



**Figure 4-9:** The Windows 7 Start menu with two programs pinned to it.



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# Extras, Tips, and Tricks

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 Notes:



## Snipping Tool

Every so often, something will appear on your screen that you want to share. The Snipping Tool allows you to take a screen capture, or *snip*, of your computer screen.

1. Click the **Start** button and select **All Programs** → **Accessories** → **Snipping Tool** from the menu.

The Snipping Tool program window opens and your desktop fades slightly.

2. Click the **New** button list arrow and select the capture tool you want to use.

See Table 5-1: Capture Tools for a description of each tool.

3. Select the area you want to capture.

A red border appears around the area to be captured.

✔ **Tip:** Don't worry if the Snipping Tool program window appears inside the area you want to capture; this window will disappear as soon as the capture is recorded.

4. Click the mouse button to capture the selected area.

The capture opens in the Snipping Tool mark-up window.

✔ **Tips**

- ✔ Use the commands on the menu bar to modify, copy, or save your captures.

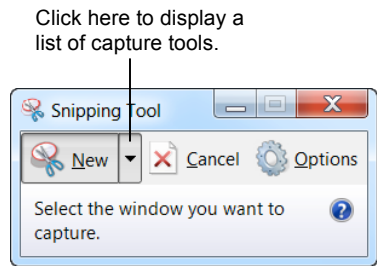


Figure 5-1: The Snipping Tool window.

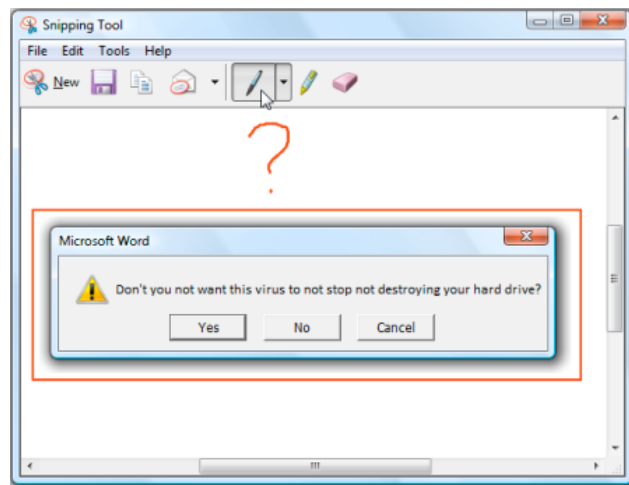


Figure 5-2: The Snipping Tool mark-up window.

Table 5-1: Capture Tools

<b>Free-form Snip</b>	Lets you draw freehand around the area you want to capture (ideal for non-rectangular areas).
<b>Rectangular Snip</b>	Lets you draw a box around the area you want to capture.
<b>Window Snip</b>	Automatically captures any open window you select.
<b>Full-screen Snip</b>	Automatically captures everything displayed on your screen.

## Sticky Notes

Sticky Notes are a convenient way to keep notes on your screen. The Sticky Notes program has been promoted from a gadget in Windows Vista to an application in Windows 7.

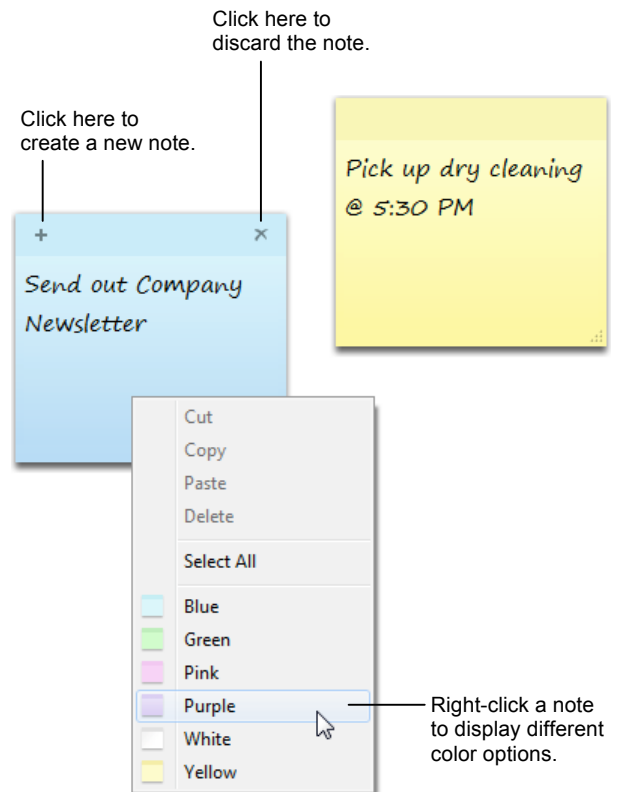
1. Click the **Start** button and select **All Programs** → **Accessories** → **Sticky Notes** from the menu.

A yellow sticky note appears on the screen.

2. Type your note.

### ✔ Tips

- ✓ To change the color of a sticky note, right-click it and select a color from the contextual menu.
- ✓ When you close the Sticky Notes program, all open notes are saved and will reappear the next time you open the program.



**Figure 5-3:** Use sticky Notes for reminders, to-do's, and often-used text.

## Working with Compressed Folders

You can reduce the size of a folder and its contents by using a compressed, or *zipped*, folder. Working with a compressed folder and its contents is just like working with a regular folder.

### Create a compressed folder

Compressed folders require less memory, which makes them easier to transfer and share with other computers.

Right-click an existing folder or file (or select multiple folders and files) and select **Send To** → **Compressed (zipped) Folder** from the contextual menu.

The compressed folder is created.

If you open a file directly from the compressed folder, it will open in read-only format. If you want to work with and make changes to a file, you need to extract it.

1. Double-click the compressed folder and click the **Extract all files** button on the command bar.

The Extract Compressed (Zipped) Folders dialog box appears.

#### Other Ways to Extract Files:

Click and drag the folders or files out of the compressed folder. Or, right-click the compressed folder and select **Extract All** from the contextual menu.

2. Click the **Browse** button and specify where you would like the extracted files to be located and click **Extract**.

The files are extracted to the specified location.

#### ✓ Tips

- ✓ Extracting a file returns the file to its original size.

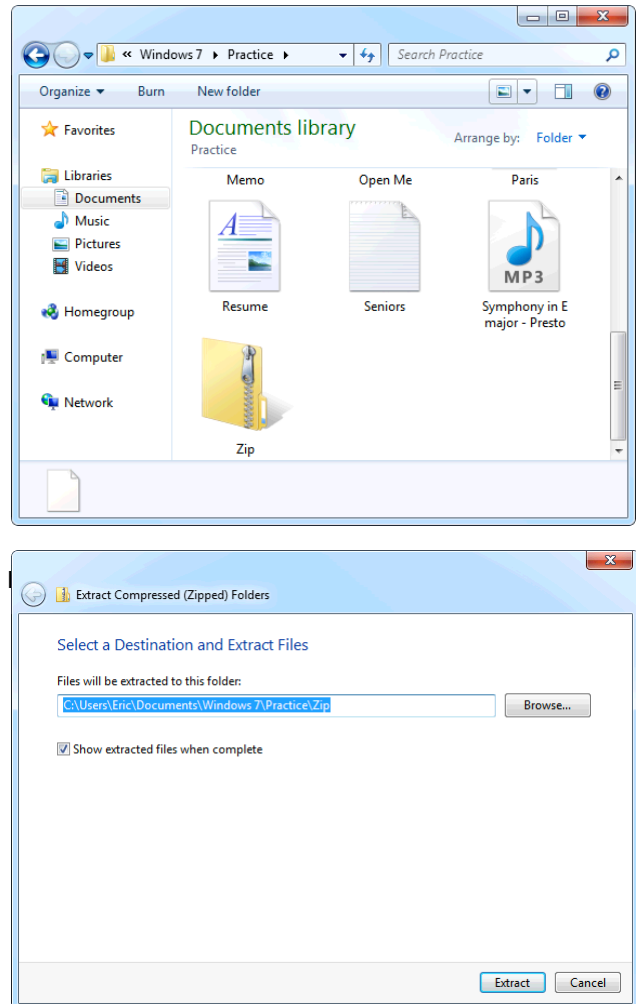


Figure 5-5: Extracting files from a compressed folder.







