

# Windows® 7 Introduction

## Starting a Program

Click a button on the Taskbar, e.g.



Or, for more options:

1. Click the Start button or press .
2. Choose

- A pinned program
- A recently used program
- A program from ALL PROGRAMS.

Or, in the search box, type the name of a program, select from the list of results.



## Accessories (Calculator, Notepad)

1. Click/press Start.
2. Click ALL PROGRAMS then ACCESSORIES.
3. Choose the accessory.

## Using the Shortcut Menu, Properties

The Shortcut menu displays options specific to an item. To use, (Right Click) (Click with the right button of the mouse) on an item, such as the Taskbar or Recycle Bin, then select from the items.

- To change date/time (Right Click) date/time on Taskbar.
- To change Windows appearance, (Right Click) Desktop then choose PERSONALIZE.
- To show properties of an item (e.g. size of a file/folder), (Right Click) the item then choose PROPERTIES.

## Pinning a Program to the Start Menu or Taskbar

Pinned programs always show on the Start menu or Taskbar.

1. Click/press Start.
  2. (Drag) a program to the pinned list or Taskbar.
- Or, (Right Click) a program on the Start menu or Taskbar, and choose PIN TO START MENU, or PIN TO TASKBAR.

To re-order pinned items, (Drag) to a new location.

To unpin a program, (Right Click) a pinned program, choose UNPIN FROM START MENU or UNPIN FROM PROGRAM FROM TASKBAR.

## Opening Files and Folders

Files (e.g. documents, spreadsheets, pictures) are opened within folders.

- To access your files and folders, (Click) to start Windows Explorer. Or (Click) press Start, then DOCUMENTS, PICTURES or MUSIC, at your user name to access all of your files.
- (Double Click) to open the file or folder.
- For a file that can be opened in multiple programs, select the file then (Click) the drop-down of (Open...) and select the program.

## Using Jump Lists (Recently Used Files, Pinned Files, Common Tasks)

Jump Lists show a program's recently used files, pinned files, and sometimes related tasks.

To use a Jump List:

1. (Drag up) or (Right Click) a Taskbar button.
  2. (Click) an item in the Jump List to select it.
- Or:
1. (Click) press Start.
  2. (Click) next to a program, then select an item.

## Pinning Files to Jump Lists

Pinned files will always show in a Jump List. To pin, (Drag) a file to a program on the Start Menu or Taskbar.

To pin a recently used file:

1. (Click) press Start, then next to a program with recently used files.
  - Or, (Drag up) or (Right Click) a Taskbar button.
2. Move over the recently used file then (Click) . To unpin, repeat steps 1 and 2 and (Click) .

## Switching Among Open Windows

Each program opens in a window. Often files (documents, pictures, spreadsheets) also open in separate windows. The Taskbar buttons indicate which programs are open, have multiple windows, or need attention.



Close Open Current Multiple Active Next Window Window Attention

To switch among open windows:

- (Click) an open program's Taskbar button. If necessary, select from the list or hundreds of open windows. To preview a window (Alt+7), hover over a thumbnail.
- Hold <Alt> and press <Tab> repeatedly. To preview a window (Alt+7), press while holding <Alt>.
- To switch using Right Click (Alt+7), hold <Alt> and press <Tab> repeatedly.

## Moving a Window

(Drag) the window by its title bar (excluding the buttons).



## Resizing a Window

1. (Point) to an edge or corner of a window. The mouse pointer changes to .
  2. (Drag) the edge towards the corner of the window to make it smaller, or away to make it larger.
- To expand a window to full height: (Double Click) on the top or bottom edge or press <Alt> Shift ↑.
- To expand to full height and half the screen width: (Drag) the title bar to one side of the screen and release when the mouse pointer reaches the screen edge. Or, press <Alt> Shift ←.
- With multiple monitors, repeat to move to the second monitor.

## Making a Window Large (Maximize)

- (Drag) the title bar to the top edge of the screen.
- (Click) .
- (Double Click) the title bar.
- Press <Alt> ↑.

When a window is maximized, the Maximize button changes to a Restore Down button .

## Restoring to Previous Size

- (Drag) or (Double Click) the title bar.
- (Click) .
- Press <Alt> ↓.

## Hiding a Window (Minimize)

- (Click) , or press <Alt> ↓, twice if the window is maximized.
- To minimize all open windows other than the current window, (Click) and hold the title bar then shake the mouse. Or, press <Alt> Home.
- To minimize all open windows, press <Alt> Win. A window with a dialog box open cannot be minimized.

To temporarily hide everything except



gadgets, and show the desktop:

- Hover over the bottom right Taskbar button (Show?), or hold <Alt> and press <Spacebar>. Shows the Desktop until stop/screaming or holding <Alt>.
- (Click) the bottom right corner Taskbar button, or press <Alt> O. Or, Shows the Desktop until (Click) Taskbar button or press <Alt> O again.

## Closing a Window/Exiting a Program

- (Click) the Close button .
- Press <Alt> F4.
- Hover over a Taskbar button, then (Click) while hovering over a thumbnail list item.

Closing the last window closes a program.

To close all windows and exit a program:

- Choose FILE, EXIT.
- (Right Click) a Taskbar button then choose CLOSE WINDOW / ALL WINDOWS.

## Adding Gadgets to the Desktop

Gadgets are small programs such as a Calendar that appear on the Desktop or can be set to appear over all windows.

1. (Right Click) the Desktop and choose GADGETS.
  - Or, (Click) press Start, CONTROL PANEL then DESKTOP GADGETS (APPEARANCE AND PERSONALIZATION category).
2. (Double Click) on a Gadget.
  - To move, hover over the gadget and (Drag) .
  - To set options, hover over it and (Click) .
  - To have a Gadget always appear on top of windows, (Right Click) and choose ALWAYS ON TOP.
  - To make a Gadget transparent, (Right Click) and choose OPACITY 20% to 80%.
  - To close a gadget, hover over it and (Click) .

## Using the Notification Area (Printing, Security, Sound etc.)

The Notification Area on the right side of the Taskbar shows the status of some programs and system settings. For example:

- Action Center: (Click) to access maintenance messages such as backup setup, or out of date antivirus. Mouse if urgent.

- Show only when Windows is printing. To cancel a print job, (Double Click) icon, select the job, press <Del>.

- (Click) to adjust volume. To adjust for a specific window that has recently played a sound, (Click) METER.

- (Click) to see less used notification icons.

## Keyboard Shortcuts

|                                  |                                |
|----------------------------------|--------------------------------|
| Start Menu                       | or Ctrl-Esc                    |
| Navigate Taskbar                 | E, Arrow keys, Enter to select |
| Press Taskbar button             | 1, 2, 3, ...                   |
| Search                           | F                              |
| Lock computer                    | L                              |
| Show Task Manager                | Ctrl Shift-Esc                 |
| Show Gadgets                     | G                              |
| Open Windows Explorer            | E                              |
| Rename file/folder               | F2                             |
| Window Commands                  |                                |
| Cycle through                    | Alt-Tab                        |
| 3D Flip Through (New?)           | Tab                            |
| Maximize                         | ↑                              |
| Maximize height only             | Shift-↑                        |
| Swap to Left/Right               | ← / →                          |
| Move to other display            | Shift-← / →                    |
| Reduce/Maximize                  | ↓                              |
| Minimize/Restore all but current | Home                           |
| Close                            | Alt-F4                         |
| Show/Hide Desktop                | D                              |
| Peek at Desktop (New?)           | Spacebar                       |

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# Pc Tools 7 Quick Reference

**Daniela Niemeyer**



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## **Table of Contents Pc Tools 7 Quick Reference**

1. Understanding the eBook Pc Tools 7 Quick Reference
  - The Rise of Digital Reading Pc Tools 7 Quick Reference
  - Advantages of eBooks Over Traditional Books
2. Identifying Pc Tools 7 Quick Reference
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Pc Tools 7 Quick Reference
  - User-Friendly Interface
4. Exploring eBook Recommendations from Pc Tools 7 Quick Reference
  - Personalized Recommendations
  - Pc Tools 7 Quick Reference User Reviews and Ratings
  - Pc Tools 7 Quick Reference and Bestseller Lists
5. Accessing Pc Tools 7 Quick Reference Free and Paid eBooks
  - Pc Tools 7 Quick Reference Public Domain eBooks
  - Pc Tools 7 Quick Reference eBook Subscription Services

- Pc Tools 7 Quick Reference Budget-Friendly Options
- 6. Navigating Pc Tools 7 Quick Reference eBook Formats
  - ePub, PDF, MOBI, and More
  - Pc Tools 7 Quick Reference Compatibility with Devices
  - Pc Tools 7 Quick Reference Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Pc Tools 7 Quick Reference
  - Highlighting and Note-Taking Pc Tools 7 Quick Reference
  - Interactive Elements Pc Tools 7 Quick Reference
- 8. Staying Engaged with Pc Tools 7 Quick Reference
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Pc Tools 7 Quick Reference
- 9. Balancing eBooks and Physical Books Pc Tools 7 Quick Reference
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Pc Tools 7 Quick Reference
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Pc Tools 7 Quick Reference
  - Setting Reading Goals Pc Tools 7 Quick Reference
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Pc Tools 7 Quick Reference
  - Fact-Checking eBook Content of Pc Tools 7 Quick Reference
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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