

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 own 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 with] 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+Tab), hover over a thumbnail.
- Hold <Alt> and press <Tab> repeatedly. To preview a window (Alt+Tab), press while holding <Alt>.
- To switch using Right Click (Alt+Tab), 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 <Ctrl> 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 <Ctrl> + Drag in. 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 <Ctrl> + ↑.

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 <Ctrl> + ↓.

Hiding a Window (Minimize)

- [Click] , or press <Ctrl> + ↓, 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 <Ctrl> + Home.
- To minimize all open windows, press <Ctrl> + 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 <Ctrl> and press <Spacebar>. Shows the Desktop until stop/screaming or holding <Ctrl>.
- [Click] the bottom right corner Taskbar button, or press <Ctrl> + Q. Or, Shows the Desktop until [Click] Taskbar button or press <Ctrl> + Q 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 .

[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
Peak at Desktop (New*)	Spacebar

* Windows 7 new visual features are only available on systems (hardware and/or software requirements) and are not available in all Windows editions.

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SJ Ball



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