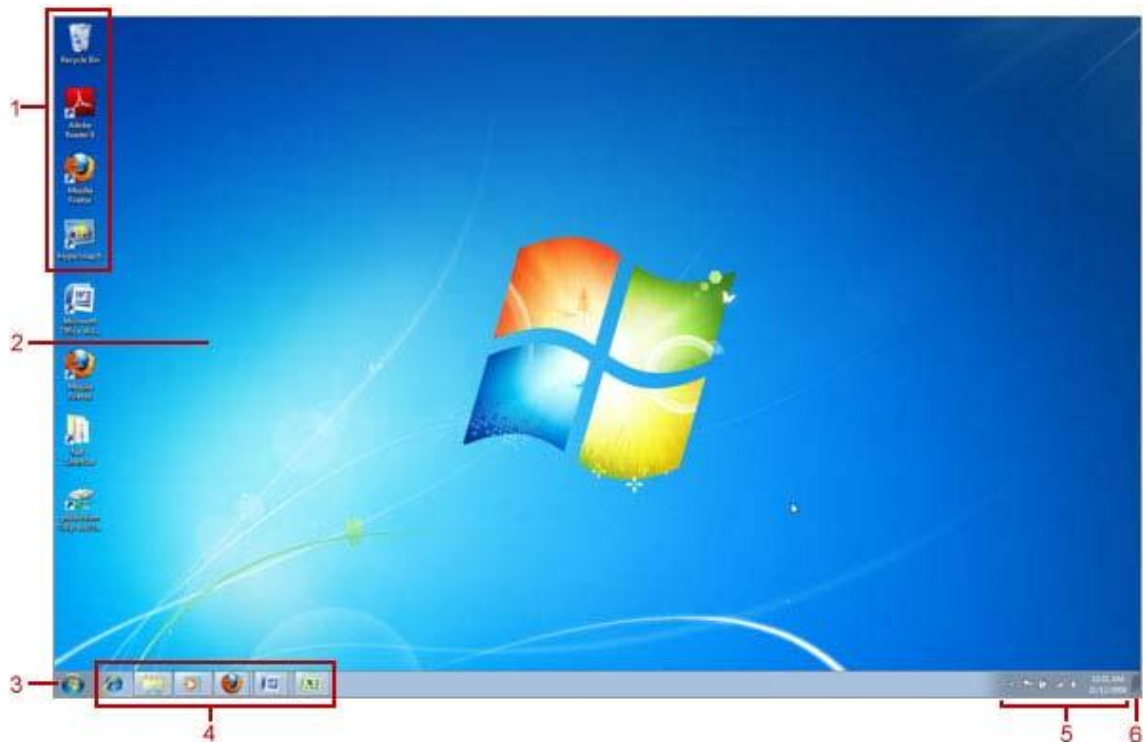


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The Windows 7 screen



Once you have logged into your PC, you will be presented with a screen that will look different from the familiar screen of Windows XP installed on University of Chichester PCs.

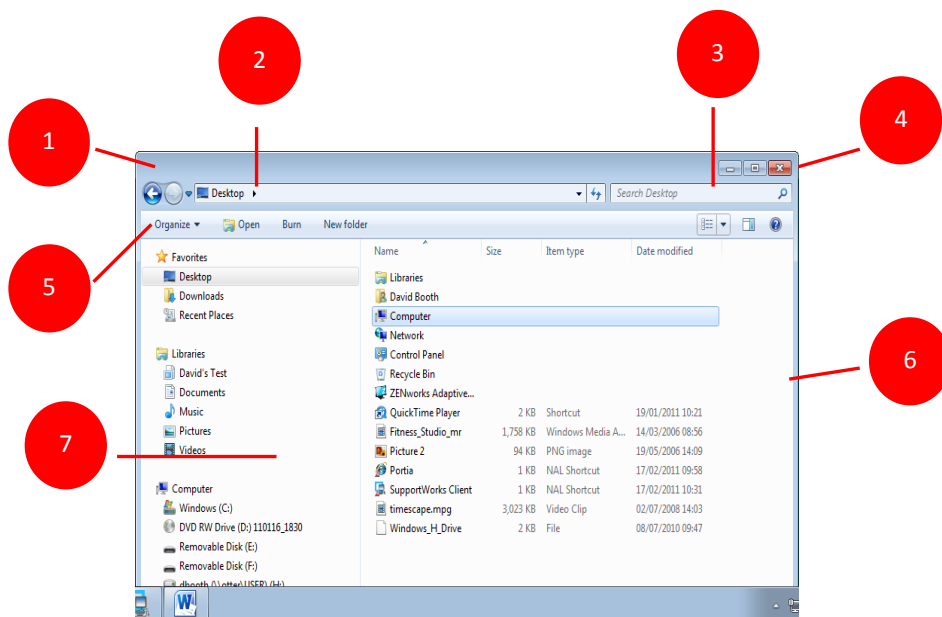
Comparisons between Windows 7 and Windows XP

1. **Icons** appear on the desktop. Icons provide shortcut access to programs and documents on your computer. [No real change]
2. The **desktop** is the background upon which other elements can be placed. You can change its colour, and change the background image. [No real change]
3. The **Start** button provides access to all of the programs installed and available to your computer. Clicking on it will display the Start menu. [Redesigned from XP, but similar to Windows Vista if you have installed on home PCs or Laptops]
4. The **Taskbar** displays open (running) programs and windows. Also, users can *pin* (add) program icons to the Taskbar, enabling quick access to frequently-used programs. Clicking on a Taskbar program icon will display a





jump list: a list of files open in that program. [Slightly different functionality from XP and from Windows Vista]

5. The **Notification** area displays icons that provide information about your computer and programs that are running in the background (such as McAfee anti-virus software, Equitrac Message Client and the Safely Remove and Reject Media icon). [No real change except the arrow will point upwards, click and a pop-up will appear]
6. The Show Desktop tool (to the right of the Task Bar, Date and Time) enables you to view the desktop in a single click. Click once on the Show Desktop tool to minimise all open windows and to display the desktop. Click on the Show Desktop tool again to restore all windows. [New, not in XP or Vista]

Using Windows 7 functionality








When you are working in Windows 7, programs, folders and data that you are accessing appear in windows - frames that appear on your desktop. Most windows have common elements which we will look at here. Much of this will be familiar (in functionality) to older versions of Windows, but some things have been moved around.

1. **Title bar** - Appears at the top of the window and identifies the contents of the window, the file name, and/or the program running. In the example above the title bar is blank, but most windows will show a title bar with a description of its contents.
2. **Address bar** - Displays the path (location) of the current window, file or program on the computer or University of Chichester network. In the example above, the **Navigation** bar shows that the **desktop** is being viewed.
3. **Search bar** - Used to search for text or information within the current window or **view**.
4. **Resizing buttons** - Used to change the size of the window or to close the window. The **Minimise** button  will reduce the window to an icon on the **Taskbar**. This means the window is still open but not active. Click on **Maximise**  to view the window at full size (full screen). When the window is maximised, the Maximise button is replaced by the **Restore** button , which restores it to its former size. The **close**  button closes the window.
5. **Toolbar** - Displays options or features related to the object currently selected or open. In the above picture, the toolbar shows the **Organise** menu, as well as other options relevant to the desktop.
6. **Scrollbar** - Scroll bars will appear only when the window contents are bigger than the window. There are two scroll bars: **vertical** (as shown above) and **horizontal**. The horizontal scroll bar appears at the bottom of the window, while the vertical scroll bar appears along the right side of the window when required.
7. **Navigation pane and right pane** - Appear in many windows as the left (Navigation) and right panes. The Navigation pane displays the folder hierarchy or structure, while the right pane displays the contents of the selected folder, drive, and so on.

What is Windows Aero?

This set of features is new to Windows 7. Windows Aero will help you save time when managing windows. It is available in most editions of Windows 7, but there are also hardware requirements which can affect whether it will work on your home PC. It is not available in the *Starter* or *Home Basic* editions.

Aero Features

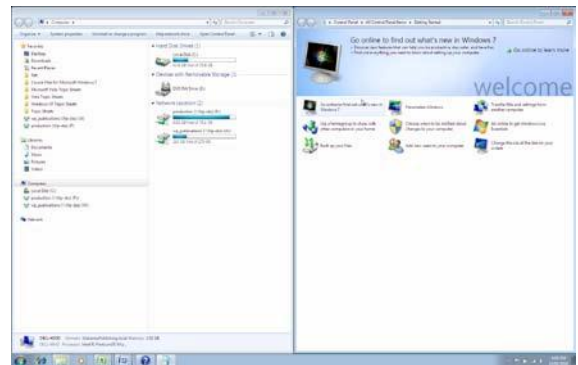
- Flip** This is an updated version of the  +  feature that enables you to scroll through open windows to locate the window you want to view. **Flip** displays thumbnails of the windows instead of icons as in previous versions of Windows. (Hold down the Alt key and press tab to step through all the programs and windows you have open.)
- Flip 3D** Creates a view of your open windows in a three-dimensional stack on your desktop. Press  +  on your keyboard to flip through the open windows and to quickly locate and select the window you want to view.
- Glass** Parts of the Window become translucent so that you can see through the windows to the desktop.
- Peek** Hover the mouse over the **Show Desktop** tool  at the very right of the **Taskbar** to make all windows transparent so you can see what's on the desktop
- Shake** Click and hold the mouse button on the title bar of the active window and give it a shake. This will minimise all other open windows so that only the window you are shaking remains open. Shake it again to restore all windows.
- Snap** Enables you to resize and maximise selected windows by dragging the window to the top, right or left of the screen.
- Taskbar thumbnails** Hover over a Taskbar icon to see a thumbnail version of the contents of windows that are currently minimised.

Using Aero Snap

Aero Snap provides another way to move and resize open windows. When using Snap, you can maximise and restore windows, or windows can be resized to appear side by side with another window. Snap works by dragging the title bar of the window either to the top or the right or left of the screen.

Try This Yourself:

1. Select Start > Computer to open the Computer window
2. Click on the title bar of the Computer window and drag the window to the very left of the screen until the screen goes blue
3. Release the mouse button to resize the window on the left half of the screen
4. Click on the Internet Explorer icon in the Taskbar at the bottom of the screen. When it opens, click on the title bar and drag it to the right hand side of the screen, until the screen goes blue.
5. Release the mouse button to resize the window on the right half of the screen, and to view both windows side by side
6. Click on the title bar of the Internet Explorer window and drag to the very top of the screen until the screen goes blue
7. Release the mouse button to display the maximised window

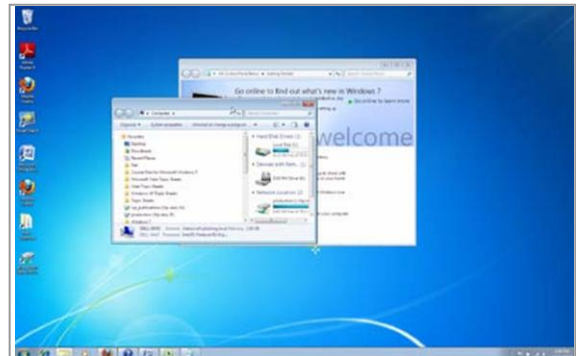


Using Aero Shake

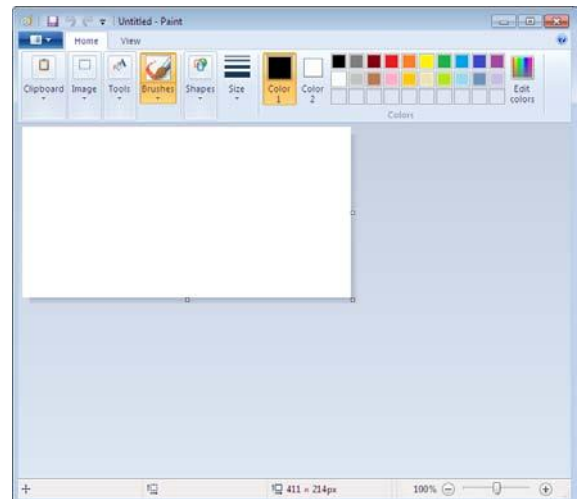
As its name suggests, *Shake* is the ability to 'shake' a window. When you do this, all other windows are minimised, and only the window you are shaking remains open. This can be useful as you don't have to minimise all other windows one by one. Windows can then be restored by shaking the open window again.

Try This Yourself:

Before starting this exercise ensure that the Internet Explorer and Computer windows are open and at their restored sizes...

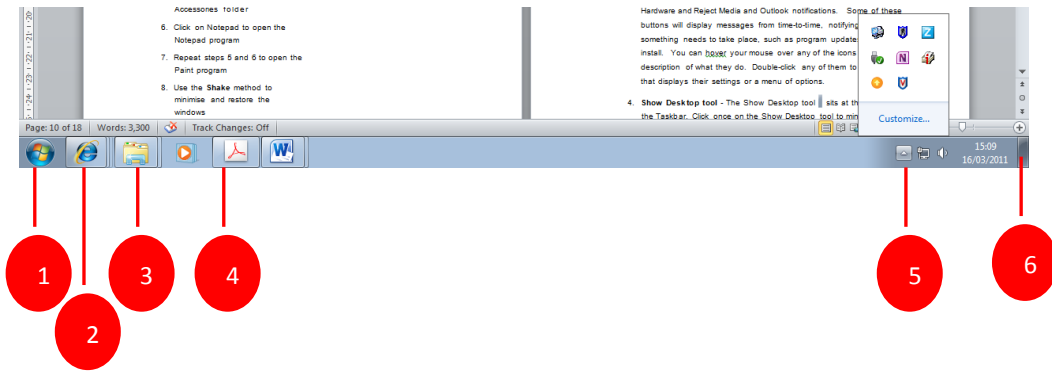


1. Click on the title bar of the Computer window, hold the left mouse button down and shake the window from side to side until the other window disappears
2. Release the mouse button
You will now restore the minimised window...
3. Click on the title bar of the Computer window, hold the left mouse button down and shake the window from side to side
4. Release the mouse button when the other open window is restored
5. Select Start > All Programs > Accessories to open the Accessories folder
6. Click on Notepad to open the Notepad program
7. Repeat steps 5 and 6 to open the Paint program
8. Use the **Shake** method to minimise and restore the windows



The Taskbar

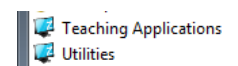
The **Taskbar** is the horizontal bar that sits along the bottom of the screen. It has several functions, but foremost is to help you to manage and switch between your open programs and files. The Taskbar has several sections, including the **Start** button, the middle section to manage open programs, and the **Notification** area that displays the status of certain settings and programs.



1. **Start button** - The Start button displays the Start menu, which is the launching pad of all programs, folders, files and settings for your computer. While there are several ways to access your programs and data on your computer, the Start menu is the one location that provides access to everything on your computer.
2. **Windows Internet Explorer** – displays already open Internet Explorer windows
3. **Windows Explorer** – previously known as ‘My Computer’, file manager displaying all drives, storage areas on your PC
4. **The Taskbar** - While all four areas make up the Taskbar, the middle section is most often referred to as the Taskbar, as it is where all your tasks (open programs and files) are displayed. Each open program is represented by an icon on the Taskbar. The left side of this section (referred to as the Quick Launch toolbar in previous versions of Windows) displays programs that have been pinned to the Taskbar. This means that they sit permanently on the Taskbar (whether or not they are open) until you unpin them.

Important: you cannot pin restricted

software applications that have a computer icon with a ‘Z’ on it.



5. **The Notification area** - The Notification area displays icons that represent programs or services that are installed on your computer, for example, McAfee anti-virus software, Equitrac Message Client, Safely Remove Hardware and Reject Media and Outlook notifications. You can hover your mouse over any of the icons to see a description of what they do. Double-click any of them to open a window that displays their settings or a menu of options.
6. **Show Desktop tool** - The Show Desktop tool sits at the very right edge of the Taskbar. Click once on the Show Desktop tool to minimise all open windows and to view the desktop. If you are using Windows Aero, hover over the Show Desktop tool to activate the Aero Glass feature.

About Taskbar icons

Taskbar icons will do different things depending on whether you hover over the icon, or left or right click on the icon:


- Hover over the icon to reveal a menu of currently open files within that program
- Left click on an icon to display that program window



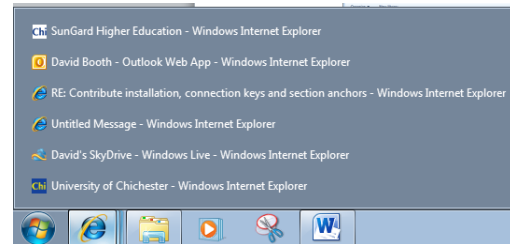
- Right click on an icon to reveal a list (also called a **jump list**) of most recently-used files in that program or you can either pin or unpin icons on the Taskbar.

Hover over a Taskbar icon to reveal a list of currently opened files in that program.

Windows Internet Explorer

The  Windows Internet Explorer button will reveal a jump list of various windows already open, which you can access quickly

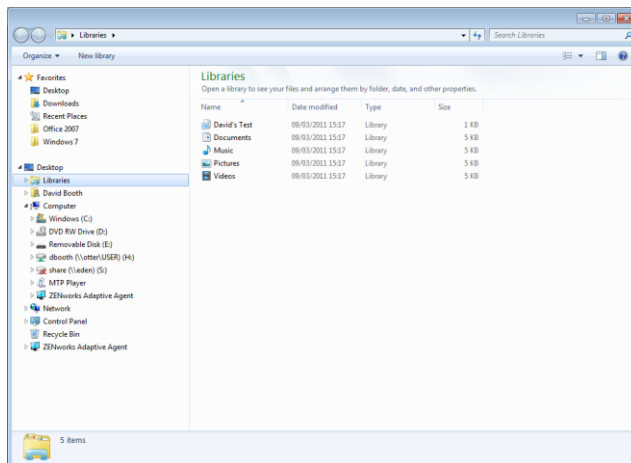
The example displays links to Portia (SunGuard Higher Education), Outlook Live, two email messages, Windows SkyDrive and another Portia web page. The name of the web page is not displayed



Windows Explorer

This is where you can manage your folders and files, H:/ drive and S:/ drive and other devices such as Removable Disks, DVD RW Drive or MP3 players

University of Chichester members of staff have 1GB of storage space available.



Managing Programs from the Taskbar

The **Taskbar** enables you to easily switch between and manage open programs. Taskbar icons also allow you to display a list of currently opened files, as well as to view recently-used files. If you use the same program frequently, you can also pin the icon to the Taskbar, so that it remains on the Taskbar even if the program is not open.

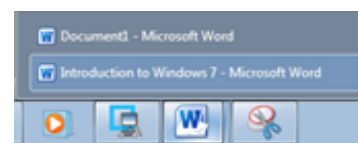
Try This Yourself:

Before you begin ensure that all open programs and windows are closed...

1. Select Start > All Programs > Accessories to open the Accessories folder
2. Select WordPad to open the WordPad program
3. Hover over the WordPad icon on the Taskbar to display any open files *The current, unsaved file is displayed as document...*
4. Right-click on the icon
A list of recently-used files will be displayed, as well as some other options...
5. Select **Pin this program to taskbar**
6. Right-click on the icon and select **Close window** to close the program
7. Right-click on the icon and select Unpin this program from taskbar



Because you have pinned the program to the Taskbar, the icon will remain on the Taskbar even though the program is closed...



The Start Menu

The **Start** menu is activated when you:

- click on the **Start** button 
- when you click on the **Windows Logo key**  on your keyboard
- or by pressing **Ctrl** + **Esc**.

The Start menu contains a left and right pane:

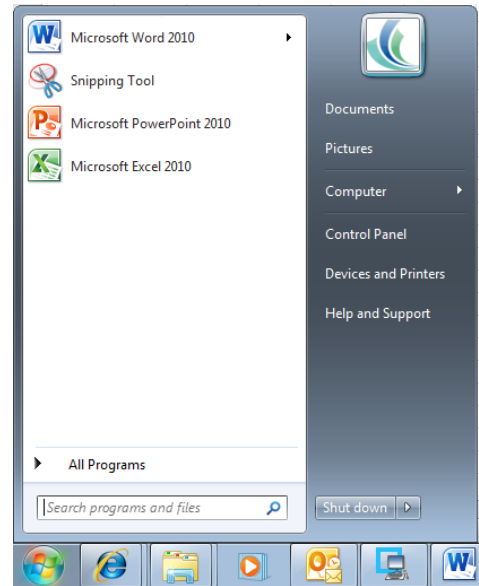
- The left pane displays a short list of frequently- and recently-used programs. It also includes the **All Programs** menu, which displays a menu of all the programs

installed on your computer. The left pane also includes a **Search** box to search for programs, files and folders.

The right pane provides access to your personal folders (**Documents**, **Pictures**, and so on) and other options for managing your computer (such as **Control Panel**). You can access **Devices and Printers** and also Windows 7 **Help and Support** services. It is also where you go to log off from Windows or shut down your computer.

If you use programs on a regular basis, Windows 7 will add them to the left pane.

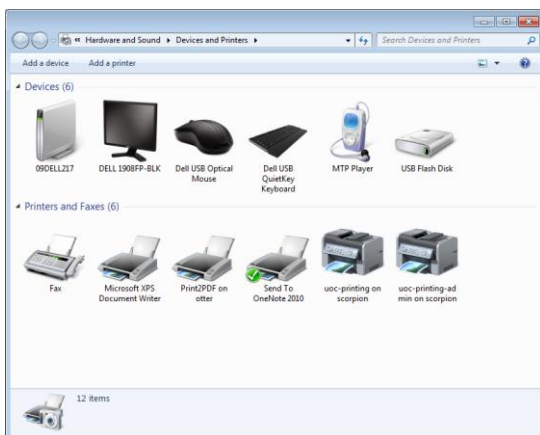
The items listed above the line at the top of the left pane are permanently **pinned** to the Start menu. You can pin programs or folders to the Start menu, which means they stay on the Start menu until you unpin them.



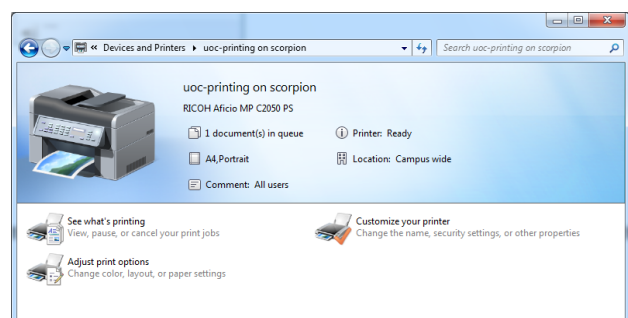
When you first click on the Start menu, the cursor is located in the **Search** field. Simply enter the name, or partial name, of the item you are trying to locate – Windows 7 will do the rest.

Devices and Printers

Click on any device or printer icon to display information.



Printer pop-up displays document and network information



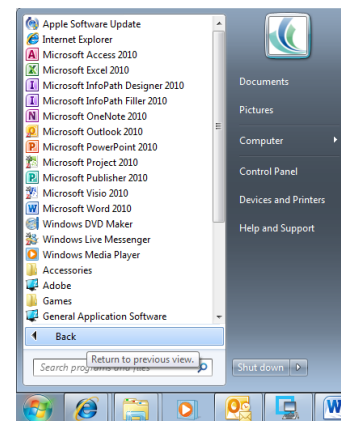
Starting a Program from the Start Menu

One way to start a **program** is from the **Start** menu. The program may appear on the left pane but if not it will be located in the **All Programs** menu. Windows 7 also contains a range of extra programs, such as a calculator and basic drawing program, which are all accessed via the All Programs menu. Newly-installed programs will also appear on the All Programs menu.




Try This Yourself:

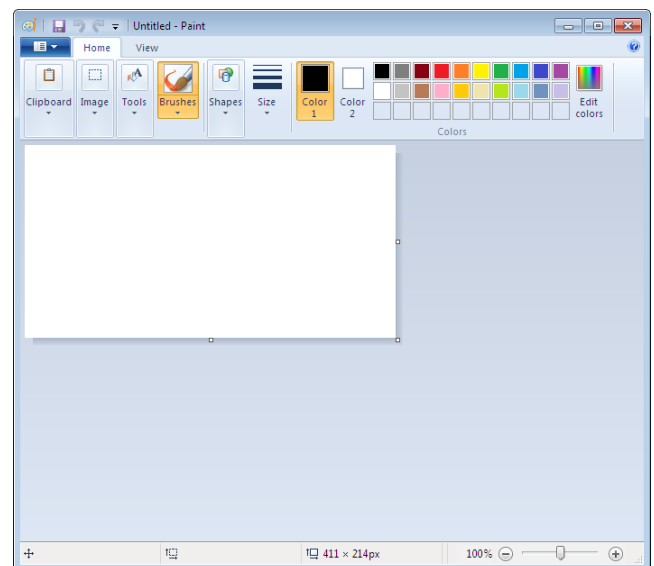
Before you begin ensure that the desktop currently appears...

1. Select Start > All Programs to display the All Programs menu
2. Click on the Accessories folder that appears in the list
3. Click on Paint



After a few moments the Paint drawing program will appear...

4. Click on close  to close the Paint window and exit Paint
5. Click on Start  to display the Start menu
6. Repeat the above steps to open the Accessories folder, but this time open the Calculator program
7. Click on close  to exit Calculator




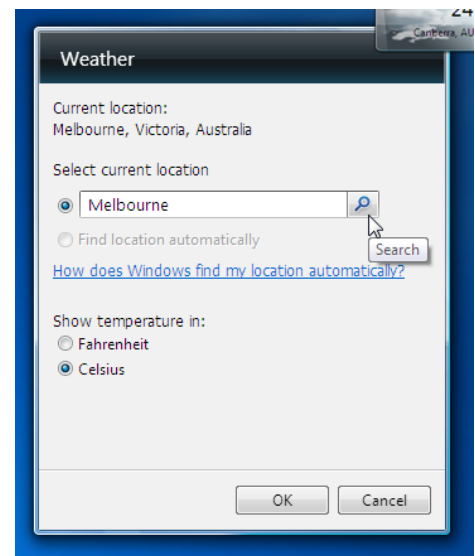
Desktop Gadgets

Gadgets are mini-programs and tools designed to be displayed on the desktop. Windows gadgets include a clock, a calendar, weather information and even a game!

Try This Yourself:

Before starting this exercise ensure you are viewing the desktop...

1. Right-click on an empty area of the desktop and select Gadgets to display the Gadgets window
2. Double click on the Weather gadget to add this gadget to the desktop (the weather gadget requires internet access to retrieve data)
3. Click and hold the left mouse button on the gadget and drag to the bottom of the screen
4. Hover over the gadget to reveal the mini-toolbar to the right of the gadget
5. Click on the Options tool  to display customisation options
6. Type your current location in Select current location
7. Click on Search for a list of locations and select your location
8. Click on [OK] to display the weather for your location



Experiment using different gadgets and exploring their options

Favorites

Favorites in Windows 7 work a bit like bookmarks in a web browser, but instead of providing rapid links to a website, this feature allows you to link to individual files, folders or programs, anywhere on your hard disk, or on any networks you are connected to. So, rather than clicking many times to locate a much used file or folder, you can create a shortcut in Favorites which will take you straight to it.

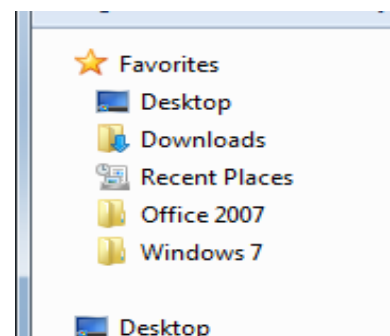
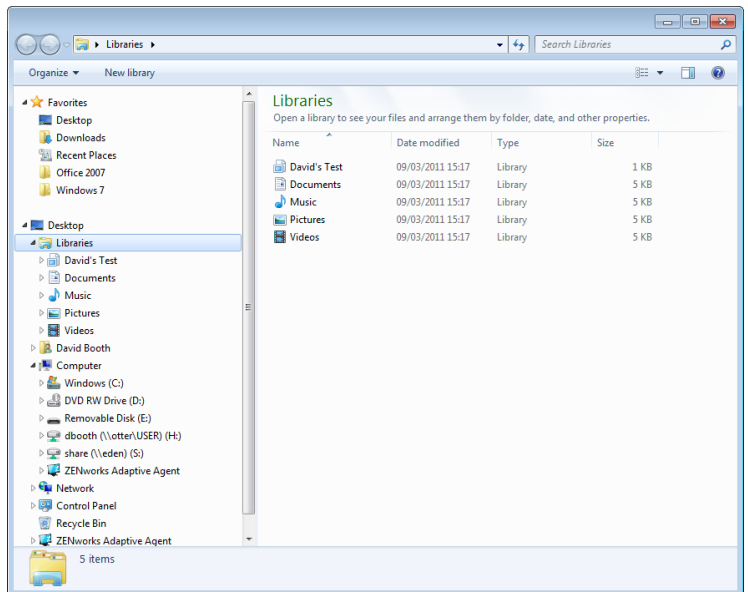
In the example on the right the 'Office 2007' folder in Favorites was created by first selecting the folder on the network

S: drive/ Public Folder/ Office 2007 and right clicking on Favorites and 'Add current location to Favorites'.

The Windows 7 folder is located on an installed flash drive/ memory stick, and added to Favorites as above.

Favorites are located in the **Navigation** pane in **Windows Explorer**. Favorites already contain a series of default Favorites locations including:

- **Desktop**: enables you to view the contents of your desktop, such as shortcut icons and the **Recycle Bin**. Several other locations exist in Desktop, such as the **Control Panel** and your **Home** (user account) folder, even though they



are not actually on the desktop

- **Downloads:** do you ever wonder where those files that you download from the internet end up? It's more than likely that they've ended up in the Downloads Favorites. This is the default location that Windows 7 will save files into that you have downloaded from the internet, unless you have selected an alternative save location
- **Recent Places:** a list of places, such as folders and programs that you have accessed recently

Important: Favorites does not store the actual folder (or drive or library) and its contents; it merely provides a shortcut to the location. So, if you delete a shortcut from your Favorites, you are not deleting the actual location or its contents.

Adding a Location to Favorites

You can add folders, drives, libraries and even saved searches as shortcuts in **Favorites**. Adding frequently-accessed locations will save you time. Instead of repeatedly navigating to a location to access it, you can add it to Favorites and then access the location in a single click!

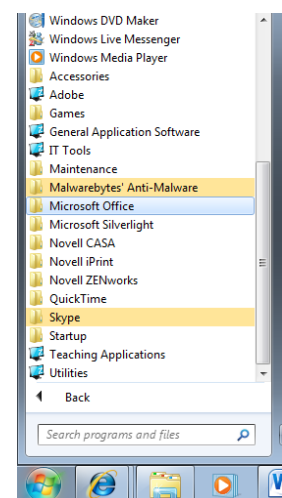
Remove a Location from Favorites

When a Favorites is no longer needed, it's best to remove the shortcut altogether. This obviously prevents clutter in Windows Explorer, and helps to keep your Favorites organised. Removing a Favorites in Windows 7 is the same process as for deleting libraries. When you delete a Favorites, only the shortcut is removed, not the actual location or its contents.

Other Windows Features

Applications which have a 'blue' icon on the start menu the University of Chichester IT Services controls these services, you cannot pin these applications to the Taskbar.

Likewise, you cannot 'pin' teaching applications to the Taskbar

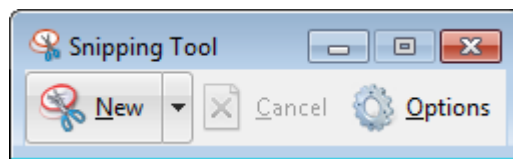


Snip tool

The Snipping Tool can take a snapshot of all or part of your screen.

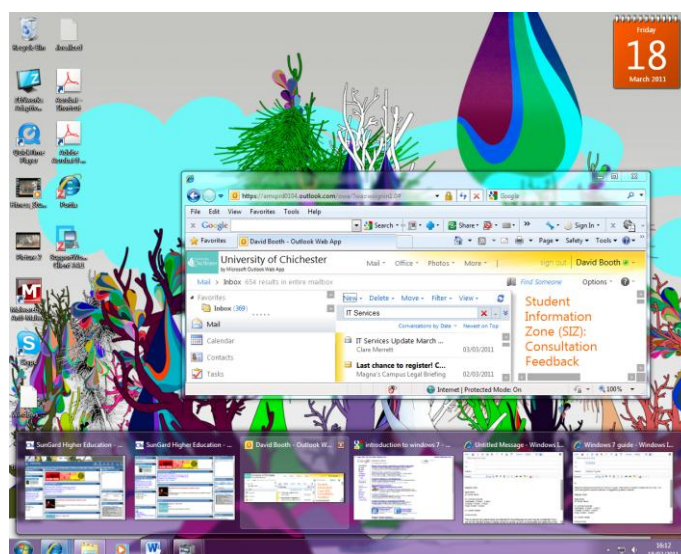
Recipes, news stories, book reviews. Sometimes the easiest way to save a copy of something is to simply take a snapshot of your screen.

Snipping Tool captures a screen shot of anything on your desktop, like a picture or a section of webpage. Snip a whole window, a rectangular section of the screen, or draw a freehand outline with your mouse or tablet pen (or your finger, if you're using a PC with a touchscreen). Then you can annotate, save, or e-mail the image using buttons right in the Snipping Tool window. Snipping Tool is available only in the Home Premium, Professional, Ultimate, and Enterprise editions of Windows 7.



Shift and click to create another program

By holding shift and clicking on another program you get an instant copy of that program



Preview your documents, presentations and spread sheets

See a preview of your chosen file in the 'preview pane'. Make sure that the 'preview pane' is clicked.

