

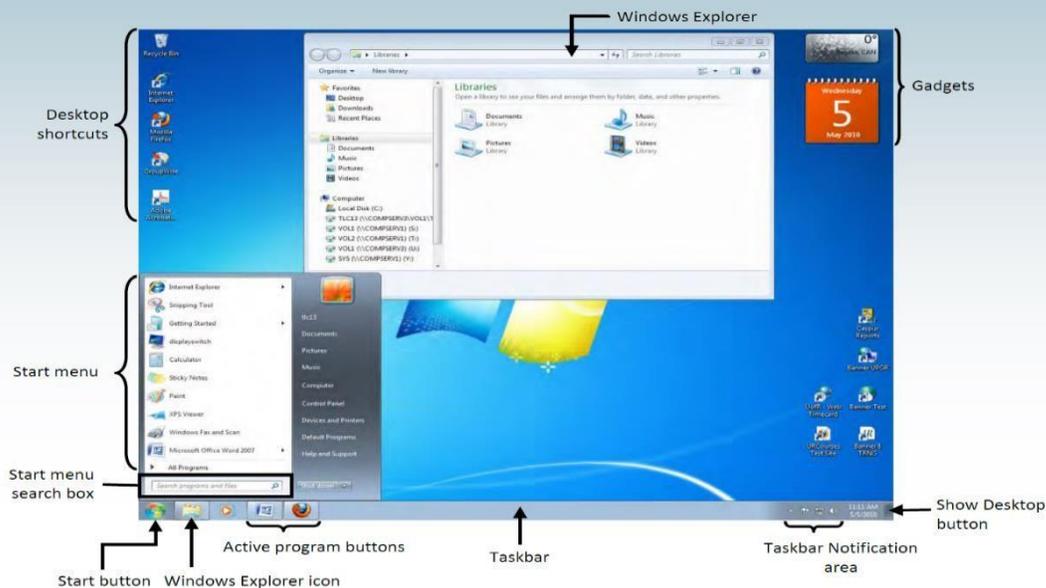
## Windows 7

### The Desktop Components

The Desktop for Windows 7 consists of two main components

1. The Desktop contains many components like icons "files, folders, and shortcuts.Etc....)
2. Task Bars

### Windows 7 – Quick Reference Guide



The Windows desktop contains a range of *icons*, some of which **appear** when you **install Windows 7** and some when you **install new programs**. **Icons with arrows** are *shortcuts* or links to programs, files, or folders. You can double-click on a desktop icon to launch that program, Folder, or file. Below are some familiar desktop icons.

**We can classify icons as the following:**

Folder Icons, File Icons, and Shortcut Icons

Icons	What They Represent
	<p><b>Programs</b></p> <p>The icons to the left represent <b>shortcuts</b> to various <b>programs</b>. You can tell it's a shortcut as it contains an arrow. So, if you were to delete the shortcut, you wouldn't be deleting the actual program, only the desktop link to it.</p> <p>Double-clicking on the relevant icon will launch that program. For example, if you double-click on the icons to the left you will launch:</p> <ol style="list-style-type: none"> <li>1. Microsoft Word 2007 (word processing program)</li> <li>2. Mozilla Firefox (internet browser)</li> <li>3. Adobe Reader 9 (to view PDF files)</li> </ol>
	<p><b>Files</b></p> <p>Icons that show a page represent a <b>file</b>. When you double-click on the icon, the file will open in the program that it was created in. The picture to the left shows that the file was created in Notepad. However, as no arrow appears, it is not a shortcut, but indicates that this file was actually saved to the desktop. Therefore, if this desktop icon is deleted, so is the actual file.</p>
	<p><b>Folders and drives</b></p> <p>Icons that show a folder represent a <b>folder</b> or shortcut to a folder. When you double-click on a folder icon, the Windows Explorer window will open and you will see the contents of that folder. Similarly, icons that show a hard disk will display the contents of that drive in Windows Explorer when you double-click on it.</p>
	<p><b>Recycle Bin</b></p> <p>The desktop icon for the <b>Recycle Bin</b> is shown as a waste paper basket with the recycle symbol on it. Double-clicking on this icon will open the <b>Recycle Bin</b> window, allowing you to permanently delete or restore files as necessary.</p>

**What is the difference between a file, a folder, and a shortcut?**

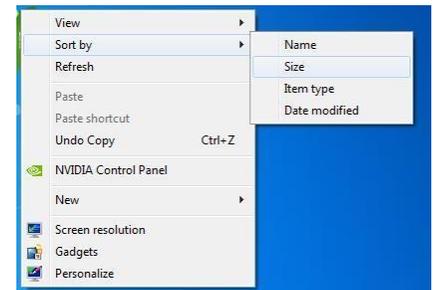
All the data on your hard drive consists of files and folders. The primary difference is that files store data, while folders store files and other folders. The folders, often referred to as directories, are used to organize files on your computer. The folders themselves take up virtually no space on the hard drive. Files, on the other hand, mark a collection of data. They mark stored in one unit, identified by a filename. And filename period file extension can range from a few bytes to several gigabytes. They can be documents, programs, libraries, and other data compilations. The file name consists of a two-part name and extension A ; shortcut is a link that points to a program on the computer. Shortcuts allow users to create links to their programs in any folder, Start bar, Taskbar, Desktop, or other locations on their computer. A small arrow in the bottom corner of the icon commonly identifies a shortcut in Windows.

## Icon Operations

### • Arrange Icons on the Desktop

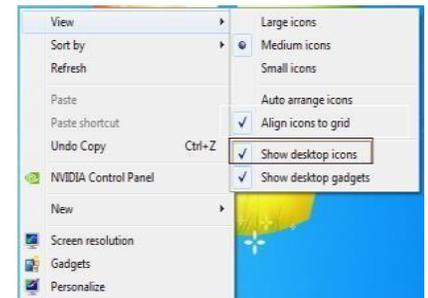
To change the arrangement of icons on the Desktop, do the following

- 1 - Right Click the Desktop
- 2- Click Sort by
- 3- Select one of the four options to arrange icons from the sub-menu



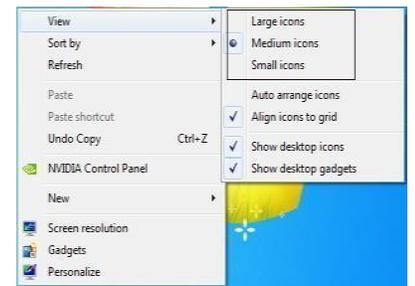
### • View/Hide Icons

- 1- Right Click the Desktop
- 2- Click View
- 3- Check to see if Auto Arrange has a checkmark
- 4- If it does, uncheck it



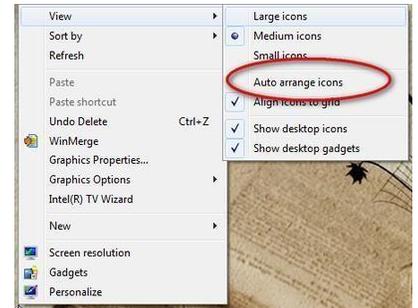
### • Change Icon size

- 1- Right Click the Desktop
- 2- Click View
- 3- Show the required size



## • Auto Arrange Icon

- 1 - Right Click the Desktop
- 2- Click View
- 3- Check to see if Auto Arrange has a checkmark
- 4- If it does, uncheck it



## • To arrange icons on the Desktop:

1. Right-click the Desktop and choose **View > Auto toarrange icons**
2. To arrange the icons yourself, right-click and choose **View > Auto arrange icons** again, and click and drag icons as desired.
3. Right-click the Desktop and choose **View > Align icons to the grid.**

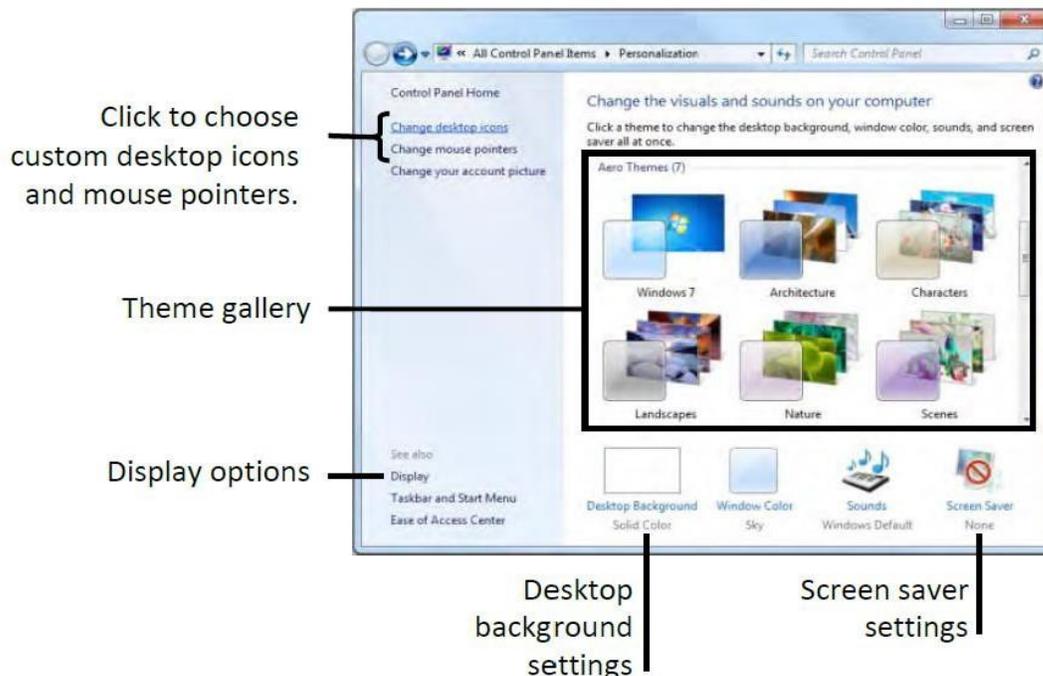
## Customizing the Windows Interface

You can change Windows 7 interface display options such as the colour scheme, icon size, monitor resolution, desktop background, screen saver, and more.

## To start customizing Windows:

1. Right-click an empty area on the Desktop and choose **Personalize** from the menu.
2. Make changes as desired by clicking the links in the **Personalize** window (shownbelow).

WINDOW (SHOWN BELOW).



### Start Menu Parts

The **Start menu** for Windows 7 **consists** of many Parts to show

Use the Start menu to do these everyday activities:

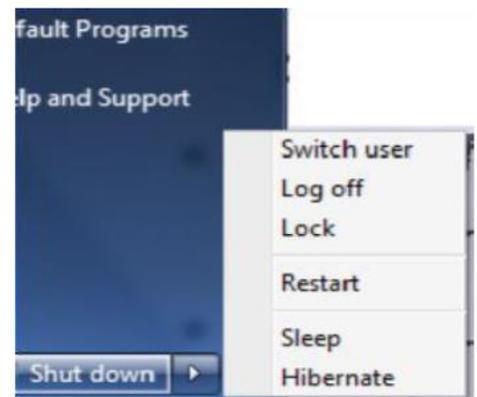
- Start programs
- Open commonly used folders
- Search for files, folders, and programs
- Adjust computer settings
- Get help with the Windows operating system
- Turn off the computer
- Log off from Windows or switch to a different user account



### Shutting Down the computer

At the bottom of the right pane is the Shutdown button. Click the **Shutdown button** to turn off your computer.

Clicking the **arrow** next to the Shutdown button displays a menu with additional options for switching users, logging off, restarting, or shutting down.



- **Switch user:** If you have more **than one user account on your computer**, Fast User Switching is an easy way for another person to log on to the computer without logging you off or closing your programs and files.
- **Log off:** When you log off from Windows, **all the programs you were using are closed, but the computer is not turned off.**
- **Lock:** Locking your PC is a good option if **you'll be back soon**. You'll have to enter your password when you return, which helps keep your work more secure.

**Restart:** The Restart button "reboots" your computer (**it is sometimes called a "warm boot" or "soft boot."**) That means it **saves your information** to the hard drive, turns off the computer for a moment, and then turns it back on again.

- **Sleep:** Clicking on Sleep puts your computer in a low-power state but doesn't turn it off. The main advantage is that it allows you to get back to work quickly without having to wait for the computer to do a complete reboot

### Working with file and Folder

#### 1. Selecting

##### • Single object

To select a single thing, click on it once.

##### • Multiple objects

There are several ways to **select multiple files or folders**.

- To select a **consecutive** group of **files or folders**, click the **first item**, press and hold down the Shift key, and click the last thing.
- To select **Multiple files or folders near each other**, **drag the mouse pointer to create a selection around the outside of all the items** you want to include.
- To select **non-consecutive files or folders**, press and hold down the **Ctrl key** and click each item you want to select.
- To select **all of the files or folders in a window**, on the toolbar, click **Organize**, and then click **Select all**. If you want to **exclude one or more** items from your selection, **press and hold down the Ctrl key** and click the items.

***Notes:** After selecting files or folders, you can perform many everyday tasks, such as copying, deleting, renaming, printing, and compressing. Right-click the selected items, and then click the appropriate choice.*

#### 2. Rename

- *Right-click the file or Folder you want to rename, click Rename, type a name, and then press Enter.*
- *You can also select the file, press F2, type a name, and press Enter.*

#### 3. Copying

When you **copy an item**, the **original article remains** in its original location— **plus you have the new Copy**

- Open the location that contains the file you want to copy.
- **Right-click the file**, and then **click Copy**.
- Open the location where you want to store the Copy.
- **Right-click a space** within the location, and then **click Paste**. The Copy of the original file is now stored in the new location.

### *Notes:*

- *Another way to copy and paste files → shortcuts **Ctrl+C** (Copy) and **Ctrl+V** (Paste).*
- *You can also **press and hold** the **right mouse** button and **drag the file** to the new location. When you release the mouse button, click Copy here.*

### **4. Moving (Cut)**

Moving a file (or Folder) is **different** from copying it. Moving cuts the item from its **previous location** and **places it in a new area**. **Copying leaves the original article and creates a copy of the item elsewhere**. In other words, **when you copy something, you end up with two of it. When you move something, you only have one thing**.

- Open the drive or Folder containing the file or Folder you want to move.
- Select the files or folders you want to move.
- Click the Organize button on the toolbar, and then click Cut.
- Display the destination folder where you want to move the files or Folder.
- Click the Organize button on the toolbar, and then click Paste.

### **Copy or Move a File or Folder Using Drag and Drop**

- Open the drive or Folder containing the file or Folder you want to copy or move.
- Select the files or folders you want to copy or move.
- In the Navigation pane, point to a folder list to display the expand and collapse arrows.
- Click the arrows to display the destination folder and click the destination folder.
- Right-click the selected files or folders, drag them to the destination folder, and click Copy **Here** or Move **Here**.

### Notes:

To move the selected items, drag them to the destination folder. To copy the items, hold down the **Ctrl** key while you drag.

Another way to copy and paste files is to use shortcuts **Ctrl+X** (Cut) and **Ctrl+V** (Paste). Pay attention to pop-up messages that appear when dragging—you can use these to find out what will happen when you release the mouse button.

### 5. Create a Folder

- Open the drive or Folder where you want to create a folder.
- Click the **New folder** button on the toolbar.
- With the New Folder name selected, type a new name.
- Press Enter.

### Notes:

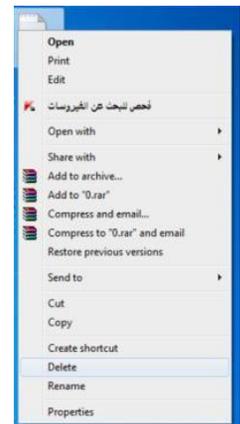
Right-click a blank area on the Desktop or in the folder window, point to New and click Folder.

### 6. Deleting

- Select the file or Folder.
- Click the Organize button and select Delete from the pull-down menu.
- After you select delete, a confirmation message appears.

### Notes:

- You can also delete a file or Folder by pressing right-click on the item and clicking delete.
- Or press the Del buttons on the keyboard.
- The easiest way to delete it on the Desktop is by dragging and dropping it to recycle Bin.
- When you delete a file or Folder from your hard disk, it's not deleted immediately. Instead, it's stored in the Recycle Bin until the Recycle Bin is emptied.
- If you delete a file or Folder from a network folder or a USB flash drive, it might be permanently deleted rather than stored in the Recycle Bin.



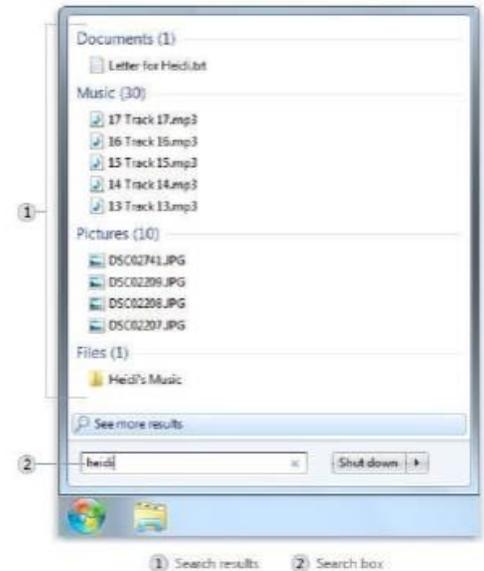
### 7. Search for a file and Folder

Windows provides several ways to find files and folders. There isn't one best way to search—you can use different methods for different situations.

#### A. Use the search box on the Start menu

You can use the search box on the Start menu to find files, folders, programs, and email messages stored on your computer.

- Click the **Start button** and then type a **word or part of a word** in the search box.
- Search **results appear** as soon as you start typing in the search box.



As you start typing in the search box. Items that match your text will appear on the Start menu as you type. The search results are based on the file name, file, tags, and other file properties.

#### B. Use the search box in a folder or library

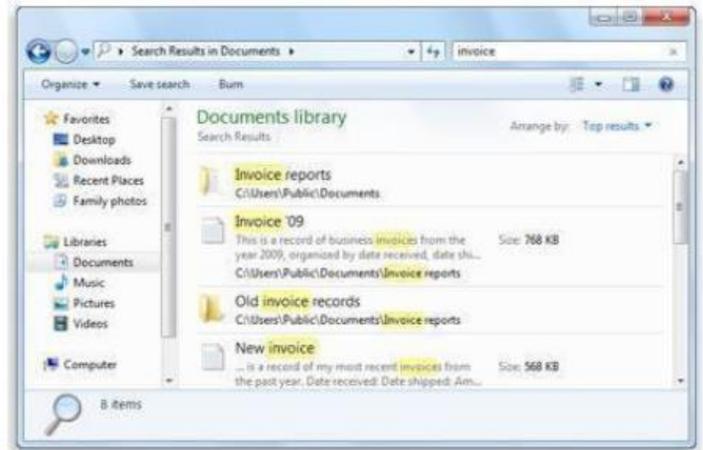
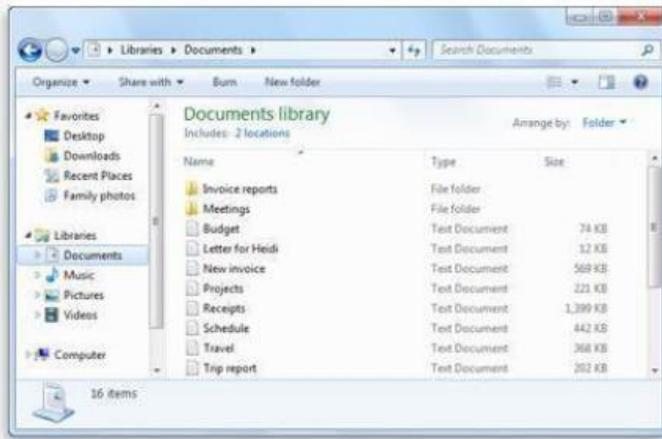
Browsing for the file might mean looking through hundreds of files and subfolders. **Use the search box at the top of the open window to save time and effort.**

The search box filters the current View based on your type of text. The search looks for text in the file name and contents; and in the file properties, such as tags. In a library, the search includes all folders included in the library and subfolders within those folders. To search for a file or Folder by, using the search box:

- Type a word or part of a word in the search box.
- As you type, the contents of the Folder or library are filtered to reflect each successive character you type. When you see the file that you want, stop typing.

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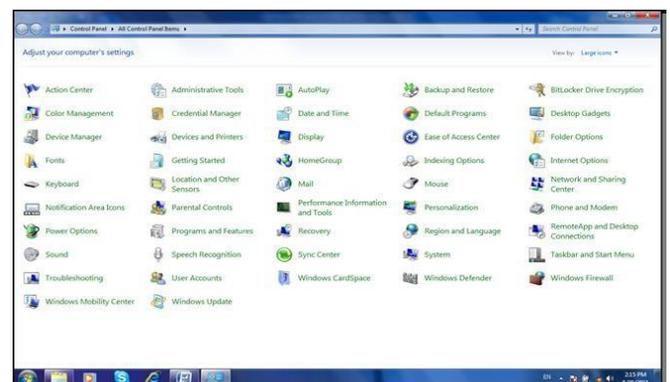
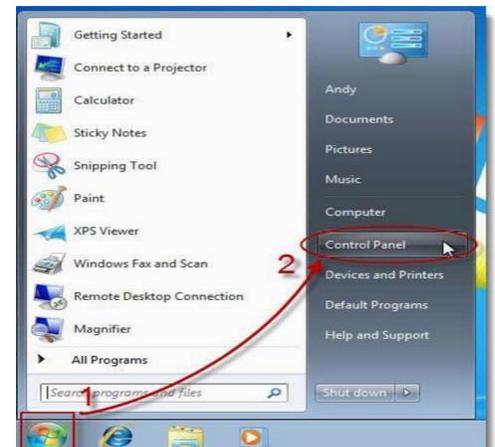
For example, suppose you're looking for your invoice files, so you type "invoice11 in the search box. As you type, the View is automatically filtered, and you see something like this:



### Working with Control Panel

You can use Control Panel to change settings for Windows. These settings control nearly everything about how Windows looks and works, and you can use them to set up Windows so that it's just right for you.

- Open Control Panel by clicking the **Start** button and then clicking **Control Panel**.
- You can display the Control Panel screen with different view types as follow Open the Control Panel by



### The most critical components of the control panel

Category Name	... To Display These Groups of Links
System and Security	Action Center, Windows Firewall, System, Windows Update, Power Options, Backup and Restore, BitLocker Drive Encryption, and Administrative Tools
User Accounts	User Accounts, Windows Cardspace, Credential Manager, and Mail (32-bit)
Network and Internet	Network and Sharing Center, Homegroup, and Internet Options
Appearance and Personalization	Personalization, Display, Desktop Gadgets, Taskbar and Start Menu, Ease of Access Center, Folder Options, and Fonts
Hardware and Sound	Devices and Printers, AutoPlay, Sound, Power Options, Display, and Windows Mobility Center
Clock, Language, and Region	Date and Time, and Region and Language
Programs	Programs and Features, Default Programs, and Desktop Gadgets
Ease of Access	Ease of Access Center and Speech Recognition

### Understanding user accounts

A user account allows you to sign in to your computer. By default, your computer already **has one user account**, which you must create when setting up your computer. If you plan to **share your computer** with others, you can **create a separate user account** for each person. **It's essential to understand the different types.**

- **Administrator:** Administrator accounts are special accounts used to change system settings or manage other people's accounts. They have full access to every location on the computer. Every computer will have at least one Administrator account, and if you're the owner, you should already have a password to this account.
- **Standard:** Standard accounts are the primary accounts for routine everyday tasks. As a Standard user, you can do just about anything you need to do, such as running software or personalizing your Desktop.

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- **Standard with Family Safety:** These are the only accounts with **parental controls**. You can create a Standard version for each child, then go to the **Family Safety** settings in your **Control Panel** to set website restrictions, time limits, and more.
- **Computer keyboard shortcut keys**

Shortcut Keys	Description
<b>Alt+F</b>	File menu options in current program.
<b>Alt+E</b>	Open <i>Edit</i> options in current program.
<b>Alt+Tab</b>	Switch between open <b>programs</b> .
<b>F1</b>	View <b>help</b> information (F1 is used by almost every Windows program to display help).
<b>F2</b>	<b>Rename</b> a selected file.
<b>F5</b>	<b>Refresh</b> the current program window.
<b>Ctrl+D</b>	<b>Bookmarks</b> the current page in most <b>Internet browsers</b> .
<b>Ctrl+N</b>	Create a new or blank <b>document</b> in some software, or open a new <b>tab</b> in most <b>Internet browsers</b> .
<b>Ctrl+O</b>	<b>Open</b> a file in the current software.
<b>Ctrl+A</b>	<b>Select all</b> text.
<b>Ctrl+B</b>	Change selected text to be <b>bold</b> .
<b>Ctrl+I</b>	Change selected text to be in <b>italics</b> .

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<b>Ctrl+U</b>	Change selected text to be <a href="#">underlined</a> .
<b>Ctrl+F</b>	Open <a href="#">find</a> window for current document or window.
<b>Ctrl+S</b>	<a href="#">Save</a> current document file.
<b>Ctrl+X</b>	<a href="#">Cut</a> selected item.
<b>Shift+Del</b>	Cut selected item.
<b>Ctrl+C</b>	<a href="#">Copy</a> selected item.
<b>Ctrl+Ins</b>	Copy selected item
<b>Ctrl+V</b>	<a href="#">Paste</a>
<b>Shift+Ins</b>	Paste
<b>Ctrl+Y</b>	<a href="#">Redo</a> last action.
<b>Ctrl+Z</b>	<a href="#">Undo</a> last action.
<b>Ctrl+K</b>	Insert <a href="#">hyperlink</a> for selected text.
<b>Ctrl+P</b>	<a href="#">Print</a> the current page or document.
<b>Home</b>	Goes to beginning of current <a href="#">line</a> .

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<b>Ctrl+Home</b>	Goes to beginning of document.
<b>End</b>	Goes to end of current line.
<b>Ctrl+End</b>	Goes to end of document.
<b>Shift+Home</b>	<b>Highlights</b> from current position to beginning of line.
<b>Shift+End</b>	Highlights from current position to end of line.
<b>Ctrl+Left arrow</b>	Moves one <b>word</b> to the left at a time.
<b>Ctrl+Right arrow</b>	Moves one word to the right at a time.
<b>Ctrl+Esc</b>	Open the <b>Start menu</b> .
<b>Ctrl+Shift+Esc</b>	Open Windows <b>Task Manager</b> .
<b>Alt+F4</b>	Close the currently active program.
<b>Alt+Enter</b>	Open the <b>properties</b> for the selected item (file, folder, shortcut, etc.).