UNIT
A
Windows 7

Introducing Windows 7

Files You Will Need:
No files needed.

Microsoft Windows 7 is an **operating system**, a computer program that controls the operation of your computer and the programs you run on it. **Programs**, also known as **applications**, help you accomplish specific tasks, such as sending and receiving electronic mail and managing files on your computer. When you work with Windows 7, you will notice **icons** and **thumbnails**, which are small pictures on your screen intended to be meaningful symbols of the items they represent. You will also notice **windows** (thus the name of the operating system), which are rectangular frames on your screen that can contain icons, the contents of a file, or other usable data. A **file** is a collection of information that has a unique name, distinguishing it from other files. This use of icons, thumbnails, and windows is called a **graphical user interface** (**GUI**, pronounced "gooey"), meaning that you interact ("interface") with the computer through the use of graphics. Windows 7 provides two distinct GUI experiences: a "basic" experience for entry-level systems and a more visually dynamic experience called **Windows Aero** for high-level systems. Windows Aero provides expanded visual effects, such as glasslike interface elements that you can see through, subtle window animations, window colors, and live thumbnails that you can display on the taskbar.  In this unit, you will be introduced to basic Windows skills.

OBJECTIVES

- Start Windows and view the desktop
- Use pointing devices
- Use the Start button
- Use the taskbar
- Work with windows
- Use menus, toolbars, and panes
- Use dialog boxes
- Use Windows Help and Support
- Shut down the computer

UNIT
A
Windows 7

Starting Windows and Viewing the Desktop

When you first start Windows 7, you see the Welcome screen, a way to identify yourself on the computer, or log on. After you log on, you see the Windows desktop, as shown in Figure A-1. The **desktop** is the graphical background on screen that represents a desk. It contains windows, icons, files, and programs, which you can use to access, store, organize, modify, and share information. The horizontal bar at the bottom of your screen is called the **taskbar**; it allows you to start programs and switch among currently running programs. At the left end of the taskbar is the **Start button**, which you use to start programs, find and open files, access Windows Help and Support, and much more. Next to the Start button are taskbar-pinned programs, which you use to quickly start your Internet browser, Windows Explorer, and Windows Media Player. At the right end of the taskbar is the **notification area** (also known as the **system tray**), which displays the program-related icons, time and date, and the **Show the desktop button** (the blank button next to the time and date). If you upgraded your computer to Windows 7 from a previous version of Windows, your desktop might contain additional desktop icons, toolbars, and other elements, such as miniprograms called gadgets. **Gadgets** provide easy access to frequently used tools and information, such as news headlines. Windows 7 automatically starts when you turn on your computer. If your computer is not on, you turn it on now.

STEPS

1. **Turn on your computer and wait for Windows to start**

   Windows automatically starts and displays a security prompt, the Welcome screen, or the desktop. The security prompt provides an additional step to prevent unauthorized users from accessing your computer. If the security feature is turned on, Windows 7 asks you to press several keys at the same time to continue. If the security prompt appears, continue to Step 2; if the Welcome screen appears, skip to Step 3; and if the desktop appears, skip to Step 4.

2. **If prompted on the screen, press and hold [Ctrl] and [Alt] with one hand, then press [Del] with the other to display the Welcome screen**

   At the Welcome screen, you select your username and enter a password to identify yourself on the computer. If you share the computer with other users, you see multiple usernames on the Welcome screen.

TROUBLE
If you are new to using the mouse, read through the next topic, "Using Pointing Devices."

3. **In the Welcome screen, click your username, if necessary, type your password, then press [Enter]**

   A password prevents other users from accessing your computer files without proper authorization. Windows passwords are **case sensitive**, which means that Windows makes a distinction between upper- and lowercase letters and nonalphabetic characters (numbers and symbols). Only bullets appear as you type the password. This helps to prevent other people from learning your password. Once the password is accepted, the Windows desktop appears on your screen, as shown in Figure A-1.

4. **If a message pops up in the notification area, as shown in Figure A-1, click the Close button in the upper-right corner of the pop-up to dismiss it**

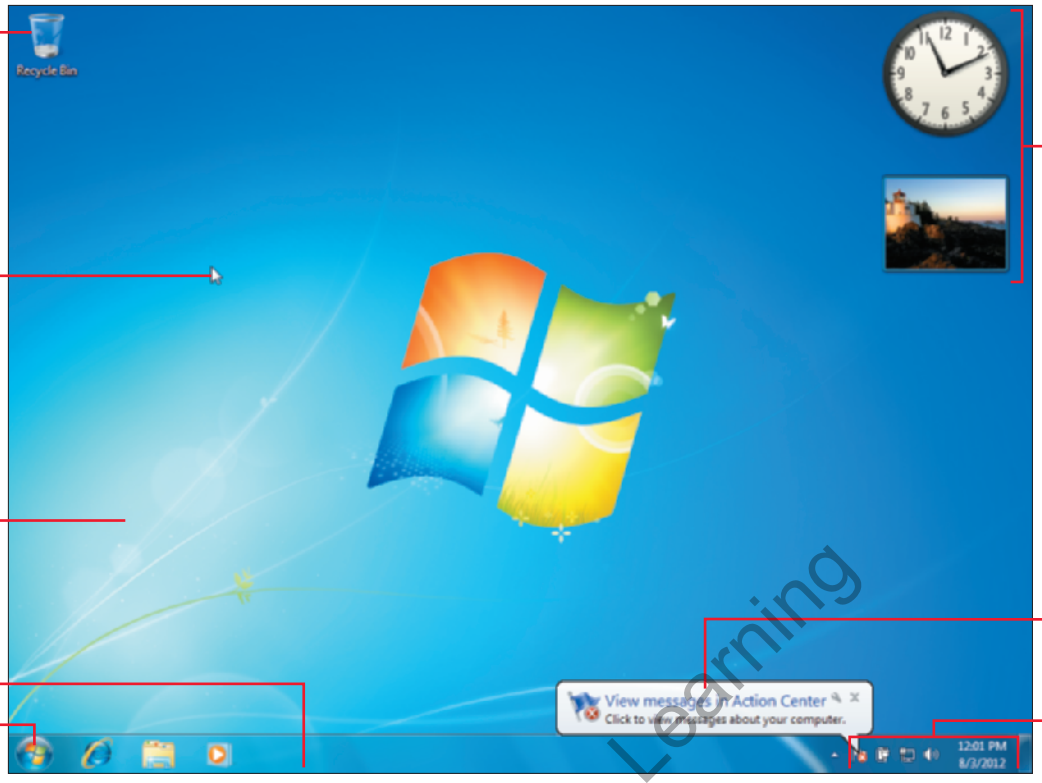
   A **pop-up notification** is an informational message that appears when you need it. For example, when Windows 7 detects the need for updates on your computer, a pop-up notification appears, letting you know. If you don't dismiss a notification, it will fade away on its own. When you start Windows 7 for the first time, the Getting Started window appears, displaying icons for easy access to common options, such as Go online to find out what's new in Windows 7, Personalize Windows, and Transfer files and settings from another computer, to help you get started using Windows 7.

QUICK TIP
To open the Getting Started window later, click the Start button, point to All Programs, click Accessories, then click Getting Started.

5. **If the Getting Started window appears, click the Close button in the upper-right corner of the Getting Started window**

   The Getting Started window closes.

FIGURE A-1: Windows 7 desktop



Using and changing a password

You can set up your computer to require users to log on with a username and password to use it. You specify a username and password when you install Windows 7, or an instructor or technical support person (the person in charge of computers at your school or business) assigns you a username and password on a computer owned by the school or business. If you own your own computer and you want to change your password, or if you don't have one and want to set one up, click the Start button, then click Control Panel. This opens the Control Panel window. Click User Accounts and Family Safety, then click Change your Windows password. The window changes to display the heading "Make changes to your user account." Click Change your password or Create a password for your account, then follow the instructions provided. If you have forgotten your password, you can click Reset password on the Welcome screen to start the Forgotten Password Wizard. The Forgotten Password Wizard takes you step-by-step through a series of instructional windows to help you recover user account information (username and password) and personalized computer settings. To use the Forgotten Reset Wizard, you need to insert a password reset disk into a disk drive or USB drive. To create a password reset disk, return to the Make changes to your user account window in the Control Panel, then click Create a password reset disk in the left pane in the window. Follow the instructions provided. Never write down your password on paper or let someone look over your shoulder as you log on to the computer. Always be sure to log off or shut down when you walk away from your computer.

UNIT
A
Windows 7

Using Pointing Devices

A **pointing device** is hardware connected to or built into the computer you use to position the **pointer**, the small symbol on the screen that indicates the pointer's position. The most common pointing devices are a **mouse**, as shown in Figure A-2, for desktop computers and a **touch pad** for laptop or notebook computers. When you move the mouse across a flat surface (such as a desk or a mouse pad), or place your finger on the touch pad and drag across it, the pointer on the screen moves in the same direction. The shape of the pointer changes to indicate different activities. Table A-1 shows some common pointer shapes. Once you move the pointer to a desired position on the screen, you use the buttons on the mouse or touch pad to "tell" your computer what you want it to do. If your mouse has a scroll wheel between the two buttons, you can roll the wheel backward (toward you) or forward (away from you) to scroll through windows. Other available pointing devices include trackballs, which function similarly to the mouse, and stylus pens, which work with a tablet pad to move the pointer and enter handwritten information. You want to use the mouse to become familiar with these navigational skills. The steps in this lesson refer to a mouse; if you have another pointing device, use it instead.

STEPS

1. **Place your hand on the mouse, locate the pointer on the desktop, then move the mouse back and forth across your desktop**

   As you move the mouse, the mouse pointer moves correspondingly.

2. **Move the mouse to position the pointer over any icon in the notification area**

   Positioning the mouse pointer over an icon or over any specific item on the screen is called **pointing**. When you point to an item, Windows often displays a **ScreenTip**, identifying the item or displaying status information, as shown in Figure A-3.

TROUBLE
If the pointer changed to a pointing finger when you pointed to the Recycle Bin and a window opened when you clicked it, your system is set up in Web style. See the Clues to Use box in this lesson for more information.

3. **Locate the Recycle Bin on the desktop (the default position for this icon is in the upper-left corner of the screen), position the pointer over it, then press and release the left mouse button**

   The act of pressing a mouse button once and releasing it is called **clicking**. The icon is now highlighted, or shaded differently from the other icons. The act of clicking an item, such as an icon, indicates that you have selected it. To perform an operation on an icon, such as moving it, you must first select it.

TROUBLE
If the icon jumps back to the left edge of the screen, Auto arrange icons is turned on. Position the pointer anywhere on the desktop, press the right mouse button, point to View on the menu that appears, then click Auto arrange icons to deselect it.

4. **Point to the Recycle Bin, press and hold down the left mouse button, move the pointer to the center of the desktop, then release the mouse button**

   The icon moves with the mouse pointer. This is called **dragging**, which you use to move Windows elements. If the icon jumps a little when you release the mouse, the desktop is set to align icons automatically with an invisible grid.

5. **Point to the Recycle Bin, then press and release the right mouse button**

   Clicking the right mouse button is known as right-clicking. **Right-clicking** an item displays a shortcut menu, shown in Figure A-4. Shortcut menus display the commands most commonly used for the item you clicked. When a step tells you to "click," it means to click the left mouse button. If you are supposed to click the right mouse button, the step will instruct you to "right-click."

QUICK TIP
You can also press [Esc] to close a shortcut menu without executing a command.

6. **Click anywhere outside the menu to close the shortcut menu without choosing a command**
7. **Drag the Recycle Bin back to its original position on the desktop**
8. **Point to the Recycle Bin, then click the left mouse button twice quickly**

   The Recycle Bin window opens. It might be empty or it might contain file icons that you or someone else wants to delete. (You'll learn more about the Recycle Bin in Unit C.) Clicking the mouse button twice in a row is known as **double-clicking**, and it allows you to open a window, program, or file that an icon represents.

9. **Click the Close button in the upper-right corner of the window to close it**

FIGURE A-2: Typical mouse

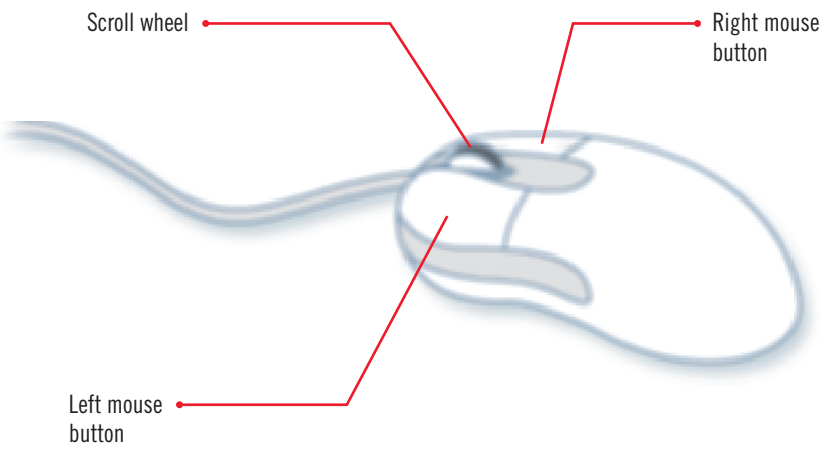


FIGURE A-3: ScreenTip in notification area

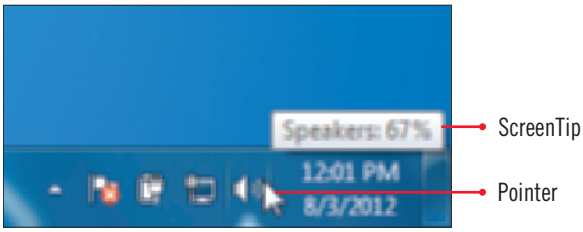


FIGURE A-4: Shortcut menu

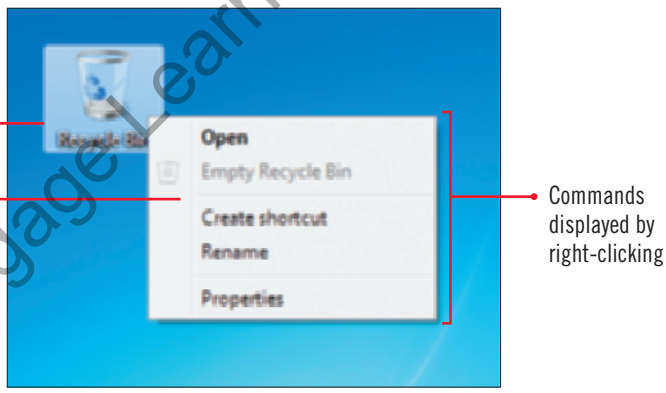


TABLE A-1: Common mouse pointer shapes

shape	used to
	Select items, choose commands, start programs, and work with programs
	Position the mouse pointer for editing or inserting text; called the insertion point or cursor
	Indicate Windows is busy processing a command
	Position the mouse pointer on the edge of a window to change its size
	Position the mouse pointer to select and open Web-based content

Using the mouse with the Web style

In the default setup for Windows, you click an item to select it, and you double-click an item to open it. However, as you probably are aware, when you use Web sites on the Internet, you don't need to double-click items to open them; you point to them, the pointer changes to , and you click once. You can choose whether you want to extend the way you click while using the Internet to the rest of the work you do on your computer so that you single-click icons to open items. This is known as Internet or **Web style;** double-clicking to open icons is known as **Classic style.** To change from one style to the other, click the Start button on the taskbar, click Control Panel, click Appearance and Personalization, click Specify single- or double-click to open, click the Single-click to open an item (point to select), or Double-click to open an item (single-click to select) option button, then click OK. Windows 7 is set by default to double-click to open items, and the steps in this book assume you are using this setting.

UNIT
A
Windows 7

Using the Start Button

The key to getting started with the Windows desktop is learning how to use the **Start button** on the taskbar. Clicking the Start button on the taskbar displays the **Start menu**, a list of commands that allows you to start a program, open a document, change a Windows setting, find a file, or display support information. Table A-2 describes the available commands on the Start menu that are installed with Windows 7. As you install more programs on your computer, finding them on the Start menu can sometimes be difficult. Windows 7 allows you to search the Start menu to find installed programs and other Windows items, such as Control Panel programs, documents, music, Web sites you have visited, contacts, e-mail messages, and appointments. To search the Start menu, click in the **Search box** on the Start menu, and then start typing the search text you want. As you type, the Start menu filters out items to show you possible results, with priority given to the programs you use frequently. As you become more familiar with Windows, you might want to customize the Start menu to include additional items that you use most often. You want to view the Start menu, perform a Start menu search, and open the **Control Panel**, a window containing various programs that allow you to specify how your computer looks and performs.

STEPS

QUICK TIP
To add or remove a program from the pinned items list, right-click the program on the Start menu, then click Pin to Start Menu or Unpin from Start Menu. To remove a program from the Start menu, right-click the program on the Start menu, then click Remove from this list.

1. **Click the Start button on the taskbar**

   The Start menu opens, as shown in Figure A-5. The left column of the Start menu is separated into two lists: pinned items above the separator line and most frequently used items below. The **pinned** items remain on the Start menu, like a piece of paper held by a push pin on a bulletin board, until you remove them. The most frequently used items change as you use programs: Windows keeps track of the programs you use and displays them on the Start menu for easy access. When a program or Windows item, such as Getting Started, appears on the Start menu with an arrow, the submenu displays a list of recently opened files for the program known as a **jump list** for easy access. The top of the right column in the Start menu indicates the name of the person currently logged on to the computer. Below the username are commands that provide easy access to folders, Windows settings, Help information, and search functionality.

2. **Point to All Programs**

   The All Programs submenu opens on top of the left column on the Start menu. An arrow next to a menu item indicates a **cascading menu** or **submenu**, which is a list of commands for that menu item. Pointing at these menu items displays another list from which you can choose additional commands. The All Programs submenu provides you access to common programs and accessories that come installed with Windows 7.

3. **Click Back in the left column on the Start menu**

   The All Programs submenu closes and the original left column of the Start menu reappears. If you find it difficult to locate a program or Windows item, you can use the Search box on the Start menu to help you find it.

4. **Click in the Search box at the bottom of the left column on the Start menu, then type control**

   As you type, the Start menu filters out items to show you possible results, with priority given to the programs you use frequently. The search results continue to narrow as you type your topic. If you don't find what you are looking for during a search, you can click "See more results" on the Start menu to display Windows 7 search results or expand the search to other areas, or click the Close button in the Search box to cancel the search.

QUICK TIP
To pin an item on the Start menu, click the item on the Start menu, then drag it to a new location at the top. A black horizontal bar indicates the new location.

5. **In the Search box, click the Close button**

   The Start menu reappears.

6. **In the right column, click Control Panel**

   The Control Panel window opens, containing categories and icons for various programs that allow you to specify how your computer looks and performs.

FIGURE A-5: Start menu

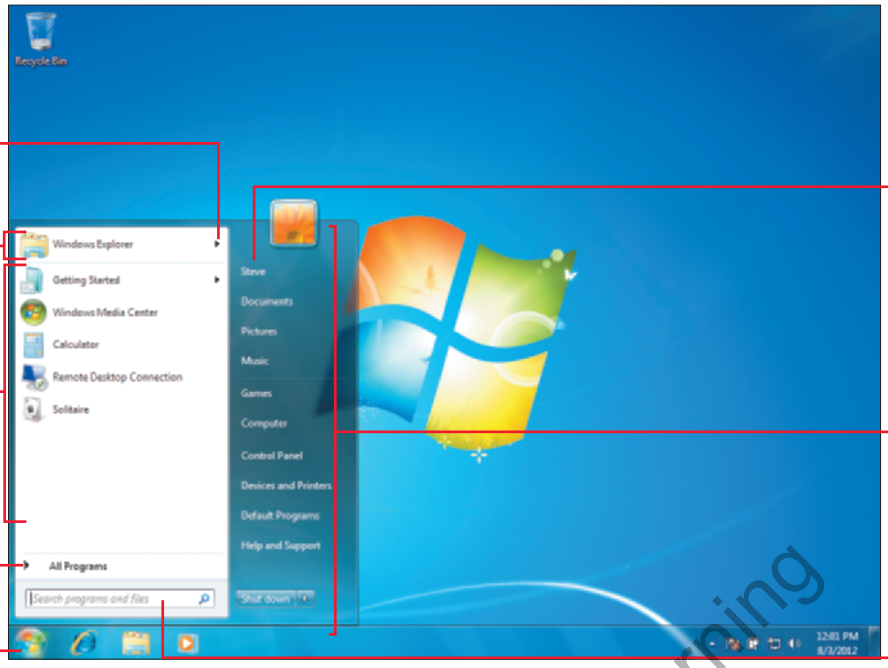


TABLE A-2: Start menu commands

command	description
Specific Program	Opens a specific program or submenu; displays pinned and frequently used items on the Start menu
All Programs	Opens a list of all the programs installed on your computer
Search box	Searches the Start menu for installed programs and other Windows items
Username	Opens the personal folder for the current user, where you store personal folders, such as Contacts, Desktop, Downloads, and Favorites
Documents	Opens the Documents folder, where you store and manage files
Pictures	Opens the Pictures folder, where you store and manage photos, images, and graphic files
Music	Opens the Music folder, where you store and manage sound and audio files
Games	Opens the Games folder, where you start and play games, such as Hearts and Minesweeper
Computer	Opens the Computer window, where you access information about disk drives and other hardware devices
Control Panel	Provides options to customize the appearance and functionality of the computer
Devices and Printers	Opens the Devices and Printers window, where you can display and manage currently installed devices, such as monitors, printers, and faxes, and add new devices
Default Programs	Opens the Default Programs window, where you set default programs and computer defaults and associate a file type with a program
Help and Support	Displays Windows Help topics, tutorials, troubleshooting, support options, and tools
Power button (Shut down)	Exits Windows and turns off the computer
Arrow next to Power button	Provides commands to switch users, log off from the computer, lock the computer, restart the computer, or set the computer in sleep or hibernate mode

UNIT
A
Windows 7

Using the Taskbar

The taskbar is the horizontal bar at the bottom of the desktop. The taskbar includes the Start button on the left end, program buttons and open window buttons in the middle, and the notification area on the right end. The taskbar allows you to start programs and switch among currently running programs and open windows. When you start a program or open a window, a corresponding button appears on the taskbar. If the taskbar becomes too crowded with buttons for open windows, then buttons associated with the same program automatically group together into a single button to conserve space. When you rest the pointer over a taskbar button, Windows Aero displays a live thumbnail, showing the content of that window. Windows Aero provides two other ways to manage windows: Windows Flip 3D and Windows Flip. Windows Flip 3D creates a view of open windows in a three-dimensional stack on your desktop. Windows Flip allows you to flip through open windows (by using [Alt][Tab]), providing a live thumbnail of each window. You want to use the taskbar to open and switch between windows.

STEPS

QUICK TIP
To pin a program to the taskbar, right-click a program icon, then click Pin this program to taskbar or Pin to Taskbar. To unpin a program from the taskbar, right-click a program icon on the taskbar, then click Unpin this program from taskbar.

1. **With the Control Panel window still open, point to the Windows Explorer button on the taskbar**
   A ScreenTip appears, displaying the name of the item. This ScreenTip indicates the item is not opened or started. Similar to the Start menu, the taskbar allows you to pin items (to the right of the Start button) to it for easy access. The pinned items remain on the taskbar until you remove them. By default, the pinned items on the taskbar include Internet Explorer, Windows Explorer, and Windows Media Player; your items might differ.
2. **Click the Windows Explorer button on the taskbar**
   The Windows Explorer window opens in front of the Control Panel window. The Windows Explorer window allows you to navigate to different locations on your computer and manage files. The Windows Explorer window is now **active**, which means that any actions you perform take place in this window. The taskbar button for the active window (in this case, the Windows Explorer button) is also highlighted.
3. **Point to the Control Panel button on the taskbar**
   For Windows Aero, a live thumbnail appears, displaying a miniature version of the Control Panel window, as shown in Figure A-6. When you point to the thumbnail, a Close button appears in the thumbnail and the window temporarily appears on the screen.
4. **Click the Control Panel button on the taskbar**
   The Control Panel window moves in front of the Windows Explorer window. The Control Panel window is now active.
5. **Press and hold with one hand, then press [Tab], but do not release**
   Windows Flip 3D displays the windows in a stacked format. The window that is currently active—the Control Panel—appears in the front of the stack.
6. **Still holding down, press [Tab] again**
   The Windows Explorer window appears in the front of the stack, as shown in Figure A-7, while the Control Panel window moves to the back.
7. **Release**
   The Windows Explorer window is now active.

QUICK TIP
When you select the Desktop icon in the Windows Flip pop-up window, all open windows are minimized.

8. **Press and hold [Alt] with one hand, then press [Tab], but do not release [Alt]**
   Windows Flip displays a pop-up window with button icons for the open windows, including the desktop.
9. **Release both keys simultaneously**
   The Control Panel window is now active. As you continue to press [Tab], Windows Flip cycles through the icons. In Windows Aero, the selected window appears with the other windows transparent. To display the window represented by the currently selected thumbnail, release both keys. The Control Panel window is now active.

FIGURE A-6: Live thumbnail

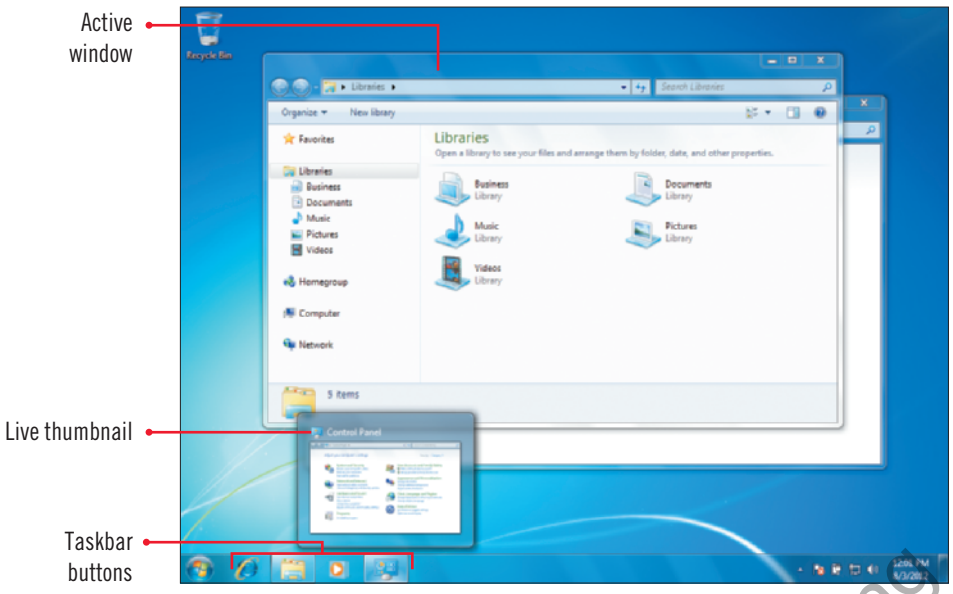
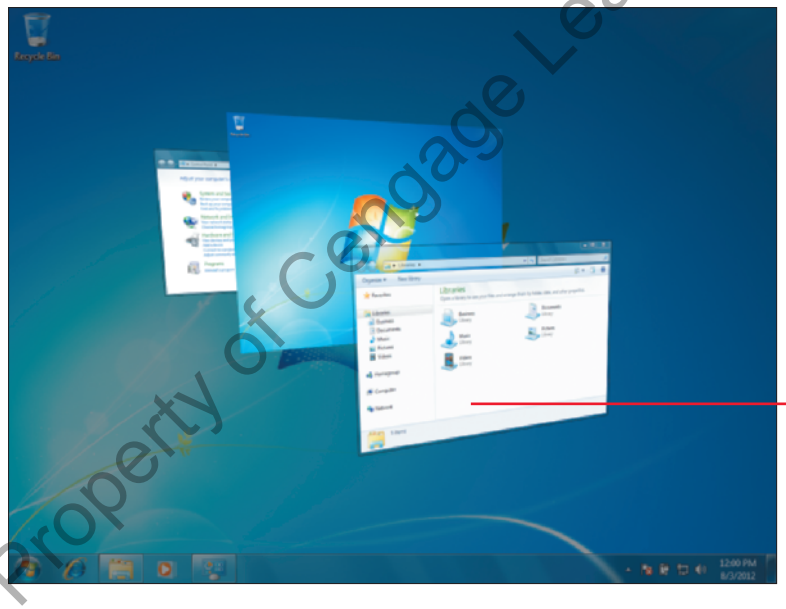


FIGURE A-7: Windows Flip 3D



Working with the taskbar

Similar to the Start menu, the taskbar allows you to pin programs or files to it for easy one-click access. After you pin a program to the taskbar or open a program, you can right-click the taskbar button to display a jump list of recently opened files for the program. The taskbar also provides you with several options for arranging open windows. If you want to show all open windows stacked side by side or overlapped (known as cascading), you can right-click the taskbar, then click the option you want. If you prefer using a mouse, you can drag a window to the side of the screen (where the mouse touches the edge) to resize it for side-by-side comparison. The taskbar is locked by default, so it cannot be accidentally resized or moved. You can unlock the taskbar to resize and move it. To unlock the taskbar, right-click a blank area on the taskbar, then click Lock the taskbar on the shortcut menu to deselect the option. You can move the taskbar by dragging it to any edge (right, left, top, or bottom) of the desktop. You can also change the size of the taskbar in the same way you resize a window by dragging its edge. In addition to buttons, you can also show or hide toolbars on the taskbar. Right-click a blank area of the taskbar, point to Toolbars, then select a toolbar. To create a new toolbar with items from a folder, right-click a blank area of the taskbar, point to Toolbars, click New toolbar, select the folder you want to use, then click Select Folder.

UNIT
A
Windows 7

Working with Windows

One of the powerful things about the Windows operating system is that you can open and work with more than one window or program at once. That means, however, that the desktop can get cluttered with many open windows for the various programs. You can identify a window by its name on the title bar at the top of a program window or in the **Address bar** of a Windows Explorer window, which you also use to navigate to different locations on your computer. To organize your desktop, you must sometimes change the size of a window or move it to a different location. Each window, no matter what it contains, is surrounded by a border that you can drag to resize or move the window. Each window also has three buttons in the upper-right corner that allow you to control the size of the window or to close it. In addition to using the resizing buttons in a window, you can also drag a window to the top or side of the screen to resize it. When you have one or more windows open and you want to display the desktop, you can click the Show desktop button (the blank button) located at the right end of the taskbar to minimize all open windows or point to the Show desktop button in Windows Aero to make all open windows transparent to quickly see your desktop. You want to try moving and resizing windows.

STEPS

QUICK TIP
Right-click the Show desktop button, and then click Peek at desktop to turn off peeking.

1. **Point to the Show desktop button in the lower-right corner of the taskbar to show window transparency, click the Show desktop button to show the desktop, then click the Show desktop button again to display the Windows Explorer and Control Panel windows**
   The Show desktop button gives you two ways to view your desktop. Point to the button to temporarily peek at your desktop with transparent windows (in Aero), or click the button to minimize all open windows.
2. **Click anywhere in the Windows Explorer window on the desktop**
   The Windows Explorer window moves in front of the Control Panel window to become active.

QUICK TIP
You can also click a taskbar button for an active window to minimize the window.

3. **Click the Minimize button in the upper-right corner of the Windows Explorer window**
   The window no longer appears on the desktop, but you can still see a button named Windows Explorer on the taskbar. When you **minimize** a window, you do not close it but merely reduce it to a button on the taskbar so that you can work more easily in other windows.
4. **Point to the bar at the top of the Control Panel window, click and hold the left mouse button, then drag the window to center it on the desktop**
   The window is relocated. This action is similar to dragging an icon to a new location.
5. **Position the pointer on the lower-right corner of the Control Panel window until it changes to ↘, then drag the corner up and to the left about two inches**
   The window is now resized smaller. If you resized it small enough, scroll bars—bars with small arrows at either end and a rectangle in the middle—appear on the right and bottom edges of the window, as shown in Figure A-8. You can resize windows by dragging any corner or border.

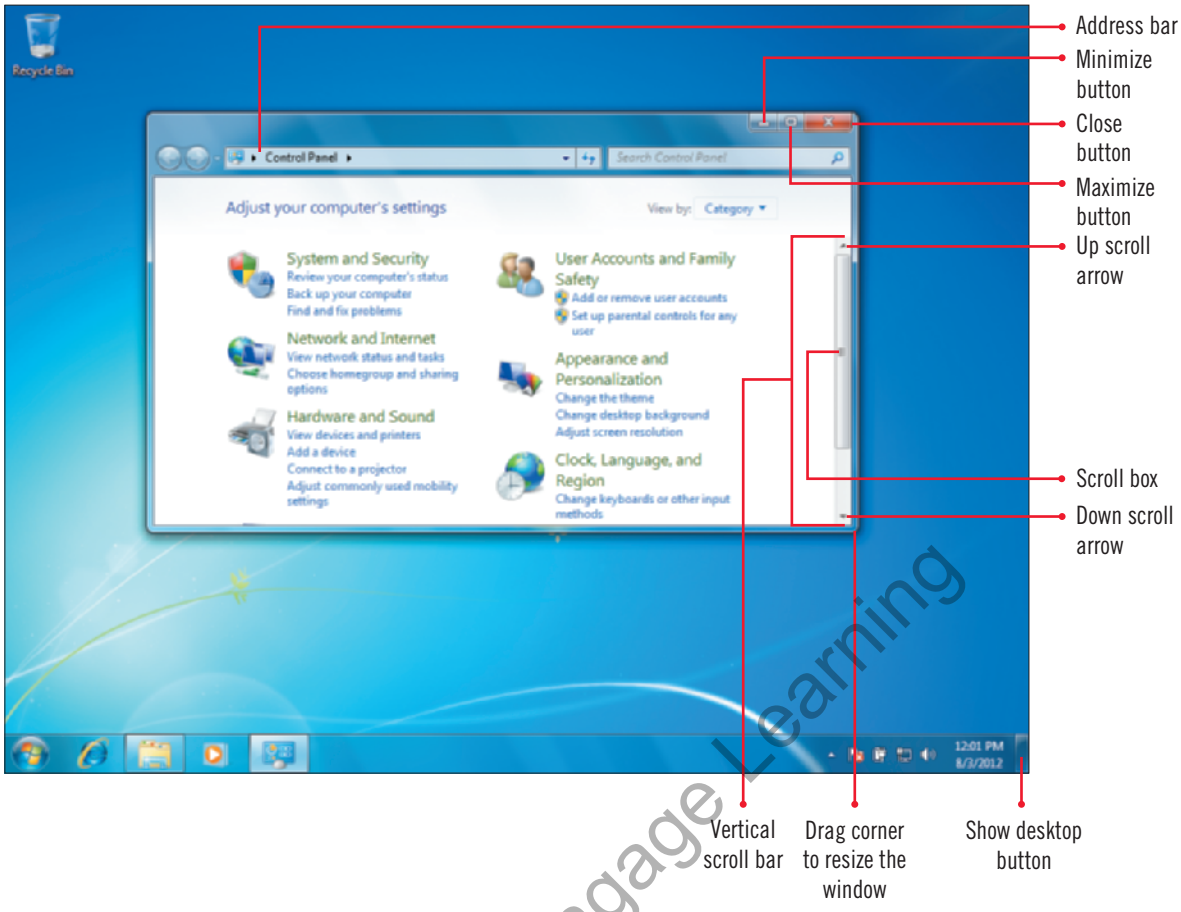
QUICK TIP
Double-click the bar at the top of a window to switch between maximizing and restoring the size of a window.

6. **Click the Maximize button in the upper-right corner of the Control Panel window or drag the bar at the top of the window to the top of your screen and release the mouse**
   When you **maximize** a window, it fills the entire screen. When a window is maximized, the Maximize button is replaced by the Restore Down button.
7. **Click the Restore Down button in the upper-right corner of the Control Panel window**
   The **Restore Down button** returns a window to its previous size. The Restore Down button appears only when a window is maximized. When you finish using a window, you can close it with the Close button.

QUICK TIP
You can also right-click a taskbar button, then click Close window to close an open window.

8. **Resize the Control Panel window large enough that the scroll bar doesn't show**
9. **Click the Close button in the upper-right corner of the Control Panel window, then click the Windows Explorer button on the taskbar**
   The Control Panel window closes, and the Windows Explorer window returns to its original size.

FIGURE A-8: Window controls in the Control Panel



Using scroll bars

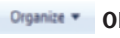
When you cannot see all of the items available in a window, scroll bars appear on the right and bottom edges of the window. **Scroll bars** allow you to display the additional contents of the window. The vertical scroll bar moves your view up and down through a window; the horizontal scroll bar moves your view from left to right. There are several ways you can use the scroll bars. When you need to scroll only a short distance, you can use the scroll arrows. When you need to scroll more quickly, you can click in the scroll bar on either side of the **scroll box** to move the view up or down one window's height or left or right one window's width. Dragging the scroll box moves you even more quickly to a new part of the window. The scroll box, the box in the middle of the scroll bars, indicates your relative position within the window. The size of the scroll box indicates the amount of information available to scroll. A small scroll box indicates a lot of information, whereas a large scroll box indicates a small amount. If you have a mouse with a scroll wheel between the left and right buttons, you can roll the wheel button to scroll up and down quickly, or click the wheel button and move the mouse in any direction. When no scroll bars appear in a window, it means that all the information fits completely in the window.

UNIT
A
Windows 7

Using Menus, Toolbars, and Panes

A **menu** is a list of commands that you use to accomplish certain tasks, such as when you used the Start menu to open a window or program. A **command** is a directive that provides access to a program's features. Each Windows program has its own set of menus, which are usually located on a menu bar. The menu bar organizes commands into menus, or groups of related operations, such as File or Help. To access the commands in a menu, you click the name of the menu. You can also carry out some of the most frequently used commands by clicking a button on a toolbar. A **toolbar** contains buttons that display menus, select options, or perform commands. For example, the Organize button displays a menu, whereas the Views button displays a list of options. Note that some buttons have arrows next to them; clicking the button itself causes a default action, whereas clicking the arrow next to the button opens a menu. For example, when you click the Views button arrow, a list of options appears, and when you click the Views button, the next view in the list displays. Other buttons toggle options on and off. For example, when you click the Preview Pane button on the toolbar, it shows or hides the pane; it works like a light switch in your home.  You want to use menus, toolbar buttons, and commands to change how the Windows Explorer window contents appear.

STEPS

1. **With the Windows Explorer window open, point to the Organize button  on the toolbar**

   When you position the pointer over a button, a description of the action associated with the button appears as a ScreenTip. You can use the ScreenTip feature to explore buttons on a toolbar.

QUICK TIP
If a command on a menu includes a keyboard reference, known as a keyboard shortcut, you can quickly perform the action by pressing and holding the first key, and then pressing the second key.

2. **Click the Organize button on the toolbar**

   A menu of commands appears. Just like on the Start menu, when an arrow appears on the right side of a menu command, pointing to that command opens a submenu.

3. **Point to Layout**

   The Layout submenu appears, displaying commands, as shown in Figure A-9. A **pane** is a frame within a window where you can quickly access commands or display information. The Layout submenu allows you to show or hide the menu bar and window panes. On a menu, a check mark identifies a currently selected feature, meaning that the feature is **enabled**, or turned on. To **disable**, or turn off the feature, you click the command again to remove the check mark. Menu bar is currently disabled. The icons next to the panel commands on the Layout submenu indicate the same thing.

TROUBLE
If you don't see the menu bar, the menu bar was already enabled. Repeat Steps 2 through 4.

4. **Click Menu bar on the submenu**

   A new menu bar appears at the top of the window.

5. **Click View on the menu bar**

   The View menu appears, displaying the View commands. In the View menu, the bullet indicates the current view—the way the files are displayed in the window. A bullet next to a command indicates that the option is enabled. To disable a command with a bullet mark next to it, however, you must select another command (within the menu section, separated by gray lines) in its place.

TROUBLE
If the status bar is not visible on your screen, the status bar was already enabled. Click View on the menu bar, then click Status bar again to enable it.

6. **Click Status bar to enable it, then click View on the menu bar again**

   The status bar appears at the bottom of the Windows Explorer window, and Status bar on the View menu now has a check mark next to it. A description of the View menu appears in the status bar. See Figure A-10.

7. **Click Status bar**

   The status bar is turned off.

8. **Click the Organize button on the toolbar, point to Layout, then click Menu bar**

   The menu bar is removed from the window.

9. **Click the Close button  in the upper-right corner of the Windows Explorer window**

   The Windows Explorer window closes.

FIGURE A-9: Organize button in the Libraries window

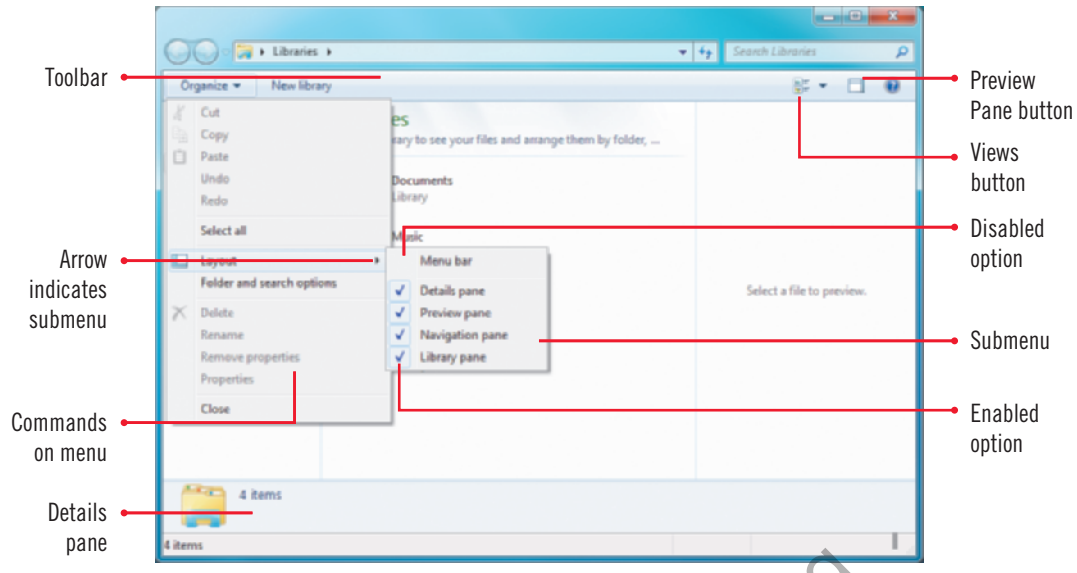
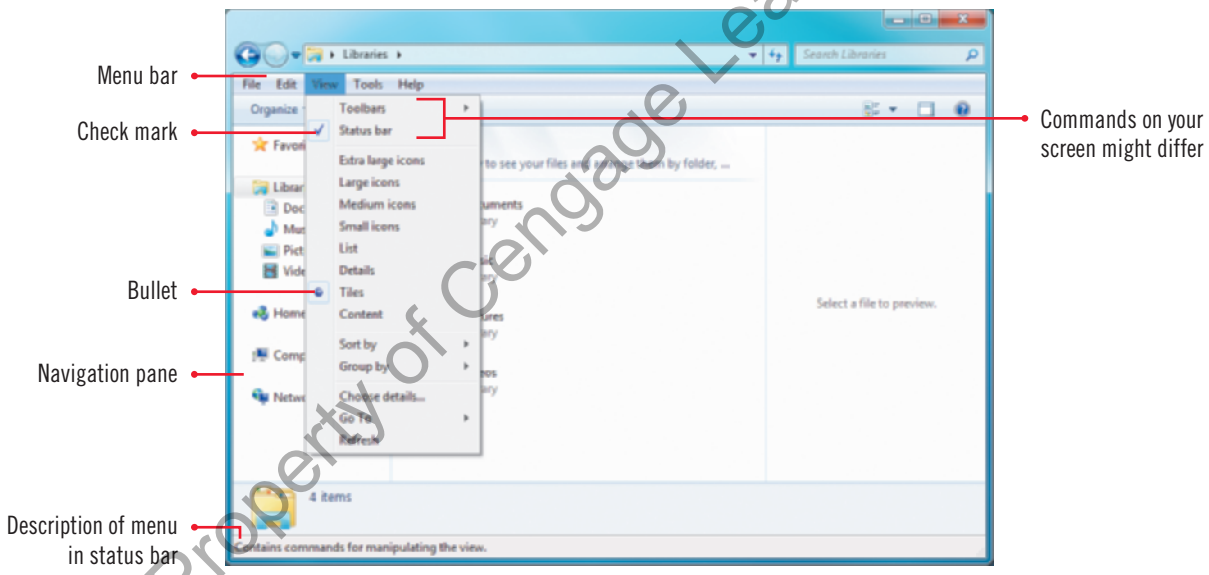


FIGURE A-10: View menu open with the status bar visible



Setting Accessibility for special needs

If you have difficulty using a mouse or typing, have slightly impaired vision, or are deaf or hard of hearing, you can adjust the appearance and behavior of Windows 7 to make your computer easier for you to use. The Accessibility Wizard takes you step-by-step through a series of instructional windows to help you configure Windows for your vision, hearing, and mobility needs. The Accessibility Wizard also enables you to save your settings in a file that you can use on another computer. To open the Accessibility Wizard, click the Start button on the taskbar, click Control Panel, click Ease of Access, then click Ease of Access Center. A window opens with verbal instructions for using the Ease of Access Center and commands to adjust the way your keyboard, display, and mouse function to suit various vision and motor abilities. Some of the accessibility tools available include Sticky Keys, which enables simultaneous keystrokes while pressing one key at a time; Filter Keys, which adjusts the response of your keyboard; Toggle Keys, which emits sounds when you press certain locking keys; Sound Sentry, which provides visual warnings for system sounds; Narrator, which instructs programs to provide captions; High Contrast, which improves screen contrast; and Mouse Keys, which enables the keyboard to perform mouse functions.

UNIT
A
Windows 7

Using Dialog Boxes

A **dialog box** is a window that contains options for completing a task. A dialog box opens when you choose a button on a toolbar or menu command that is followed by an ellipsis (. . .). The **ellipsis** on a menu command indicates that you must supply more information before the program can carry out the command you selected. Dialog boxes open in other situations as well, such as when you open a program in the Control Panel. You can also access a dialog box from the notification area on the taskbar. When you click an icon in the notification area, such as the date and time, a menu appears with links or commands to open a dialog box or Control Panel window. In a dialog box, you specify the options you want using a variety of elements. See Figure A-11 and Table A-3 for some of the typical elements of a dialog box. You practice using a dialog box to control your mouse settings.

STEPS

TROUBLE
If your dialog box differs from Figure A-12, read through Steps 2–4 and do not perform any actions, then continue with Step 5.

1. **Click the Start button, click Control Panel, click Hardware and Sound, then click Mouse under Devices and Printers**

   The Mouse Properties dialog box opens, as shown in Figure A-12. The options in this dialog box allow you to control the configuration of the mouse buttons, select the types of pointers that appear, choose the speed of the mouse movement on the screen, and specify what type of mouse you are using. **Tabs** at the top of the dialog box separate these options into related categories. The tabs in the dialog box vary depending on the mouse installed on the computer.

2. **Click the Buttons tab, if necessary**

   This tab has two or more sections. The contents of the sections vary depending on the type of computer you use. For example, a desktop might be different from a laptop. In this case, the first section, Button configuration, has options you can select to make the mouse easier to use for a right-handed or left-handed person. The second section, Double-click speed, has a slider for you to set how fast the mouse pointer responds to double-clicking. The slider lets you specify the degree to which the option is in effect. The third section, ClickLock, allows you to highlight or drag without holding the mouse button when you select the ClickLock option.

3. **In the Double-click speed section, drag the slider to the right to position it about halfway between its current position and the right end of the slider bar**

   Now the mouse pointer is set to respond to a fast double-click.

TROUBLE
If nothing happens when you double-click the test area, try double-clicking faster, with less time between each click.

4. **Double-click the test area to the right of the slider until the graphical icon moves**

   As you double-click the test area, the folder icon opens or closes. The test area allows you to try out the adjusted settings.

5. **Click the other tabs in the Mouse Properties dialog box, and examine the available options in each category**

   The two most common command buttons are OK and Cancel. Clicking OK accepts your changes and closes the dialog box; clicking Cancel leaves the original settings intact and closes the dialog box. Many dialog boxes, including this one, contain a third command button—Apply. Clicking Apply executes the options you selected but keeps the dialog box open so that you can select additional options.

6. **Click Cancel to leave the original settings intact and close the dialog box**

7. **Click the Close button in the upper-right corner of the Control Panel window to close the window**

FIGURE A-11: Dialog box elements

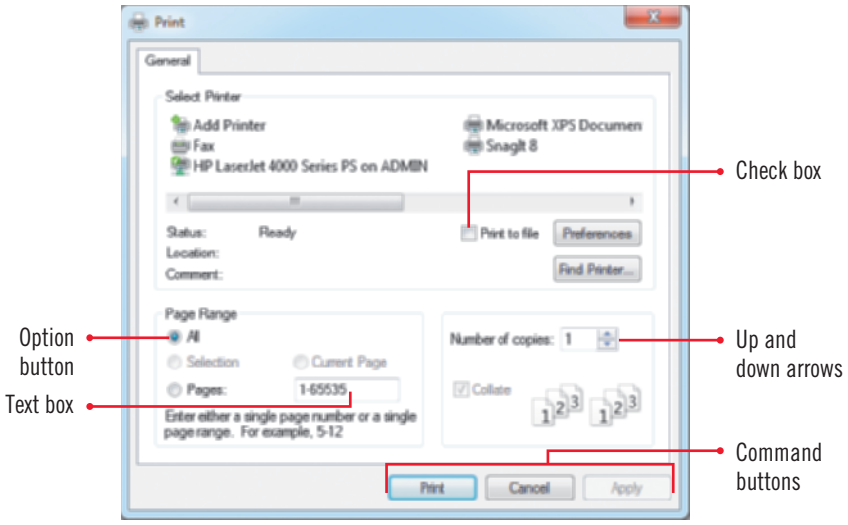


FIGURE A-12: Mouse Properties dialog box

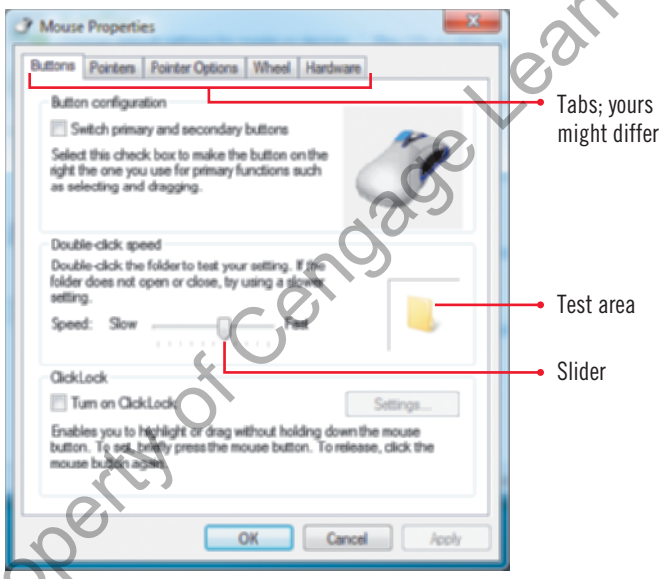


TABLE A-3: Typical items in a dialog box

item	description
Check box	A square box that turns an option on when the box is checked and off when the box is blank
Command button	A rectangular button with the name of the command on it; it carries out a command in a dialog box
List box	A box containing a list of items; to choose an item, click the list arrow, then click the desired item
Option button	A small circle that selects a single dialog box option (you cannot check more than one option button in a group)
Up and down arrows	A box with two arrows and a text box you can scroll through to choose from numerical increments or type a number
Slider	A shape that you drag to set the degree to which an option is in effect
Tab	A place where related options are organized; similar to tabs on file folders
Text box	A box in which you type text

UNIT
A
Windows 7

Using Windows Help and Support

When you have a question about how to do something in Windows 7, you can usually find the answer with a few clicks of your mouse. Microsoft **Help and Support** is a complete resource of information, training, and support to help you learn and use Windows 7. Help and Support is like a book stored on your computer with additional links to the Internet, complete with a search feature, and a table of contents to make finding information easier. If you have an Internet connection, you can get online help from a support professional at Microsoft or from other users on the Windows newsgroup (an electronic forum where people share information), or invite a friend with Windows to chat with you, view your screen, and work on your computer to provide remote support. You want to use Help and Support to learn more about Windows 7.

STEPS

TROUBLE
If your dialog box differs from Figure A-13, click the lower-right button, then click Get online Help.

1. **Click the Start button on the taskbar, then click Help and Support**
   The Windows Help and Support window opens with a list of Help and Support categories, as shown in Figure A-13. Help windows always appear on top of the currently active window, so you can see Help topics while you work. You can find answers from the main categories (How to get started with your computer, Learn about Windows Basics, or Browse Help topics), or go online to the Microsoft Web site to get more information, downloads, and ideas. If you need additional help, you can display more support options to ask others online for help.

QUICK TIP
To get help on a specific program, you can click Help on the program's menu bar or click the Help button on the toolbar.

2. **Click in the Search box, type help, then press [Enter]**
   A list of the best results possible displays. See Figure A-14. To display more results, scroll to the bottom of the window, and then click the more results link. When you point to a Help category or a search result, the pointer changes to , and the Help text becomes underlined to indicate that more information is available by clicking. A single-click opens the Help category or topic. This is similar to the way selecting a hyperlink on the Internet works.

QUICK TIP
To print a Help topic, click the Print button on the toolbar at the top of the Windows Help and Support window.

3. **In the results list, click Getting help**
   The Help topic appears in the window. Read the information on getting help.
4. **Click the Help and Support home button on the toolbar at the top of the Windows Help and Support window**
   The main Help and Support window appears again. Now you will display a search pane with more topics.
5. **Click Browse Help topics to open the list of main Help topics, click Getting started, then click Shutting down**
   Help topics in the Shutting down category appear. The list of contents organizes the online Help topics and allows you to browse your way around the Help topics you want to view.

QUICK TIP
To receive help in a dialog box or window, click the Help button in the upper-right corner of the dialog box or window. The Help and Support window opens, displaying Help information related to the options in that dialog box.

6. **Click Turning off your computer properly**
   The Help topic appears in the window. You can move back and forth between Help topics you have already visited by clicking the Back button and the Forward button on the toolbar.
7. **Click the Back button on the Help and Support toolbar to return to the previous Help screen**
   Help topics in the Shutting down category appear.
8. **Click the All Help link below the Help and Support toolbar to return to the main Help topic list**
9. **Click the Close button in the upper-right corner of the Help and Support window**
   The Help and Support window closes.

FIGURE A-13: Windows Help and Support

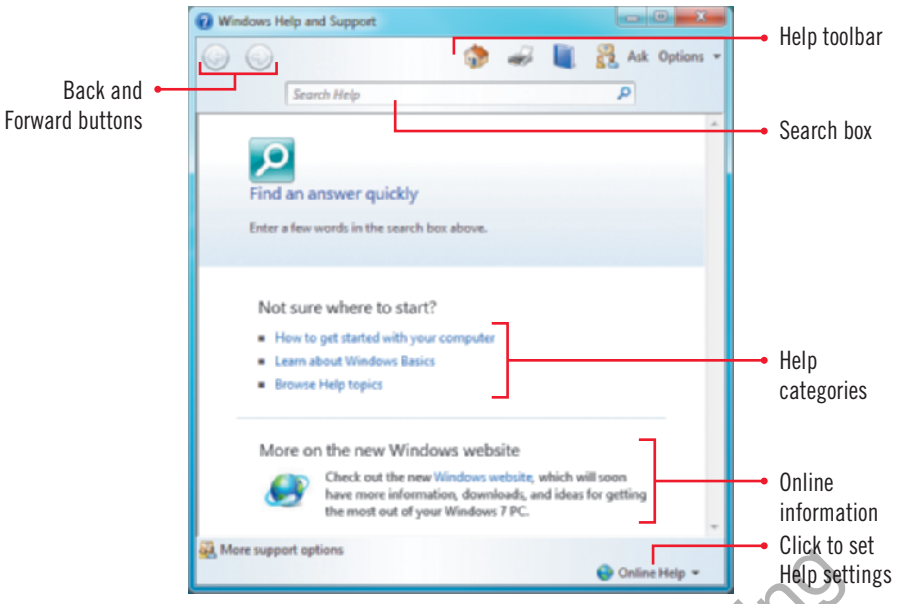
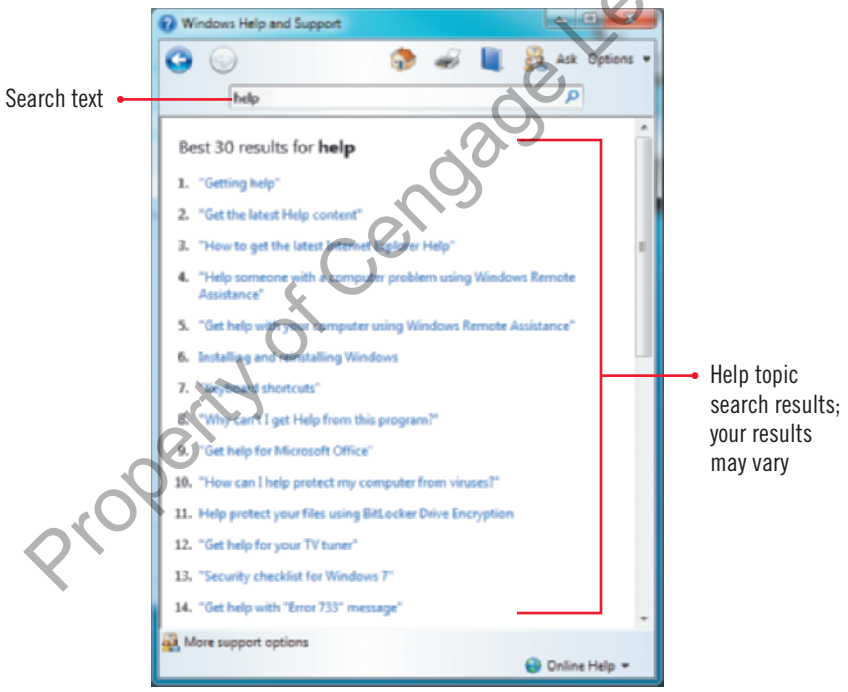


FIGURE A-14: Help topic



Getting help online

If you need additional help and have an Internet connection, you can use Windows Help and Support to get online help from a support professional at Microsoft or from other users in Windows communities, or you can invite a friend to chat with you, view your screen, and work on your computer to provide remote support. To get help from a friend or offer help to a friend, you use Windows Remote Assistance, which connects two computers over the Internet so that one person can help troubleshoot or fix problems on the other person's computer. While the computers are connected, the person providing assistance can view the other person's screen or take control of the computer to perform a fix. To do this, in Windows Help and Support, click the Ask button on the toolbar at the top of the Windows Help and Support window, click Windows Remote Assistance under Ask a person for help, and follow the step-by-step instructions provided.

UNIT A
Windows 7

Shutting Down the Computer

When you finish working on your computer, you need to make sure to turn off, or **shut down**, your computer properly. This involves several steps: saving and closing all open files, closing all open windows, exiting all running programs, shutting down Windows itself, and, finally, turning off the computer. Shutting down your computer makes sure Windows and all its related programs are properly closed; this avoids potential problems starting and working with Windows in the future. If you turn off the computer by pushing the power switch while Windows or other programs are running, you could lose important data. If a program is still open when you instruct Windows to shut down, you will be prompted to save the file and close the program before the shut-down process continues. You shut down your computer now.

STEPS

1. **If any windows or programs are open on your screen, click the Close button in the upper-right corner of each window**

QUICK TIP
To prevent other users from using your computer, you can press [L] to lock the computer and return to the Welcome screen. To unlock, move the mouse and log on at the Welcome screen.

2. **Click the Start button on the taskbar, then point to the arrow next to the Power button**

A submenu appears, displaying several options for turning off your computer, as shown in Figure A-15. See Table A-4 for a description of each option. The Power button (set by default to Shut down) provides easy access to your preferred shutdown option. Depending on your Windows settings, your shutdown options might be different.

3. **If you are working in a lab, click the Windows desktop to cancel the task; if you are working on your own machine or if your instructor tells you to shut down Windows, click the Shut down button or menu option to exit Windows and shut down your computer**

QUICK TIP
If you have a mobile PC, set Power Options in the Control Panel to turn off your computer or put it to sleep by closing the lid.

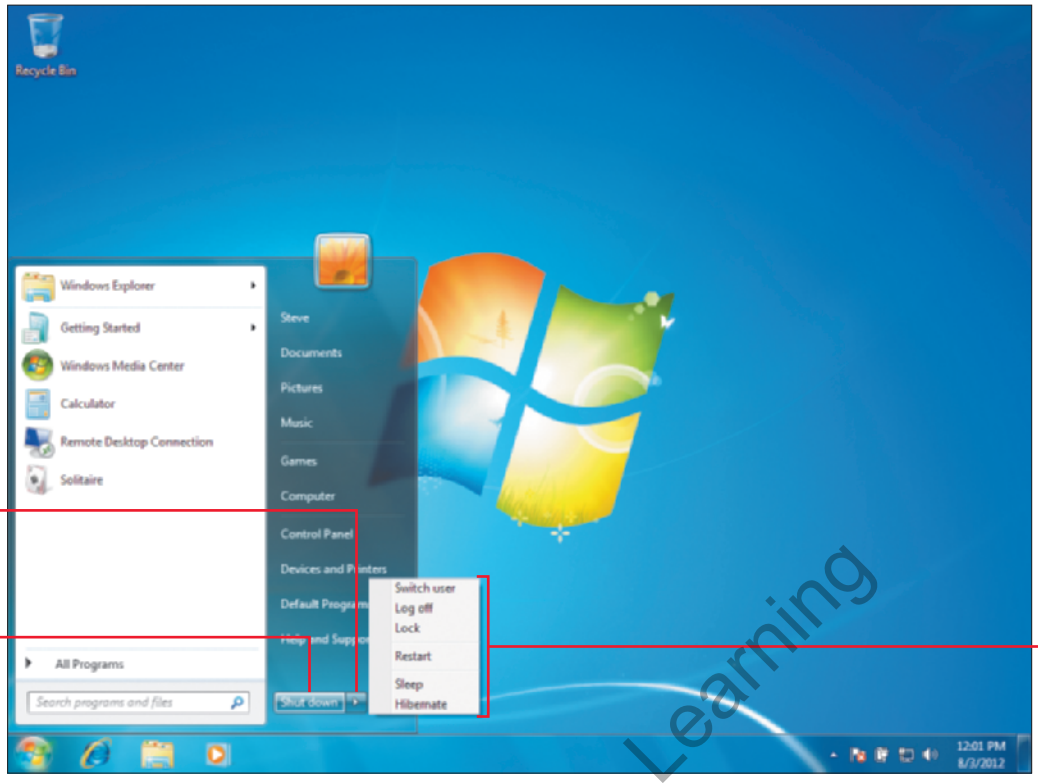
4. **If you see the message "It's now safe to turn off your computer," turn off your computer and monitor**

Some computers power off automatically, so you might not see this message.

TABLE A-4: Shut down options

option	function	when to use it
Switch user	Maintains your session and changes users	When you want to continue working with Windows, yet allow another user to access another Windows session
Log off	Saves and leaves your session to disk and changes users	When you want to stop working with Windows, yet allow another user to access another Windows session
Lock	Maintains your session, while restricting access to Windows	When you want to stop working with Windows and you want to keep others from using Windows
Restart	Restarts the computer and reloads Windows	When you want to restart the computer and begin working with Windows again (when your programs might have frozen or stopped working)
Sleep	Maintains your session, keeping the computer running on low power	When you want to stop working with Windows for a few moments and conserve power (ideal for a laptop or portable computer); available when a power scheme is selected in Power Options (in the Control Panel)
Hibernate	Saves your session to disk so that you can safely turn off power; restores your session the next time you start Windows	When you want to stop working with Windows for a while and start working again later; available when the Power Options setting (in the Control Panel) is turned on
Shut down	Prepares the computer to be turned off	When you finish working with Windows and you want to shut off your computer

FIGURE A-15: Shut down menu



Arrow that displays the Shut down menu

Power button; displays Shut down by default

Shut down menu

Working on a computer set up for multiple users

Many users may use the same computer, in which case each user has his or her own Windows identity, allowing them to keep their files completely private and customize the operating system with their own preferences. Windows manages these separate identities by giving each user a unique username and password. You set up user accounts during Windows 7 installation or by using User Accounts in the Control Panel, as shown in Figure A-16. When Windows starts, a Welcome screen appears, displaying user accounts. When a user selects an account and types a password (if necessary), Windows starts with that user's configuration settings and network permissions. When you're done using the computer, yet you want to leave it on for another person to use, you can choose the Switch user or Log off command from the Start menu. The Switch user command allows you to switch between users quickly without having to save your current settings, so you can switch back and continue working. The Log off command saves your current settings and exits you from Windows.

FIGURE A-16