

Microsoft Windows 7



UITS Training, Outreach, Learning Technologies, & Video Production

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Introduction

This booklet is designed to offer a quick reference to get you familiar with the Microsoft Windows 7 operating system. You will learn tips to get started using Windows 7, such as launching applications to managing files and windows.

A comparison of the new and improved features in the Windows 7 operating system is available in the appendix of this booklet.

Also note that the examples and illustrations in this booklet use Microsoft Word 2010 and Internet Explorer.

Learning Objectives

The learning objectives covered in this document will provide you with the essential information needed to:

- Quickly learn essential tasks such as running an application, printing and saving a file, locking the computer, and logging off.
- Learn the system's user interface, including the start menu, taskbar, desktop gadgets, aero peek, shake, snap, and more.
- Learn how to use tools for speech recognition, searches, screen captures, as well as image and video editing.
- Learn how to use the ease of access features of Windows 7.

Getting Started with Windows 7

Opening

How to Open Programs

Follow the steps below to open software programs in Windows 7:

1. Click the **Start button**.
2. Select **All Programs**. A list of all installed programs will appear.
3. Use the scroll bar to go through the list.

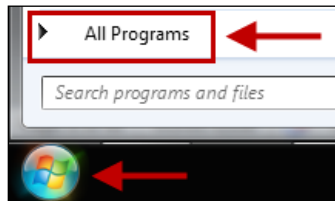


Figure 1 – All Programs

4. Click the **Microsoft Office** folder.

Note: In some instances, such as when opening Microsoft Word, it may be necessary to click on a folder to open a list of grouped applications.

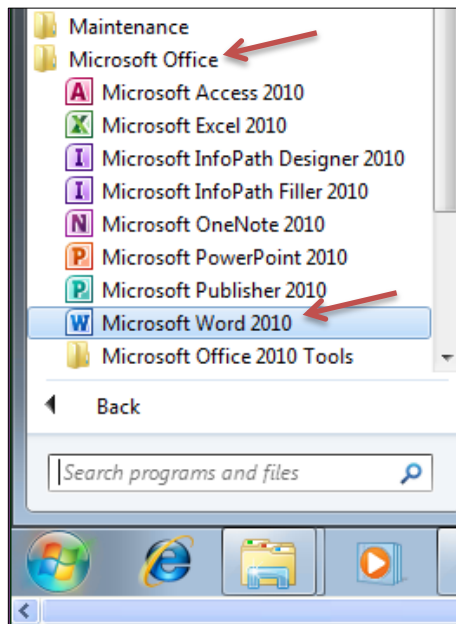


Figure 2 - Accessing Microsoft Word 2010

5. Select **Microsoft Office Word 2010**, the MS Word 2010 program will open.

How to Open a Web Browser

Follow the steps below to open a web browser:

1. Click the **Start** button.
2. Select **All Programs**. A list of all installed programs will appear.

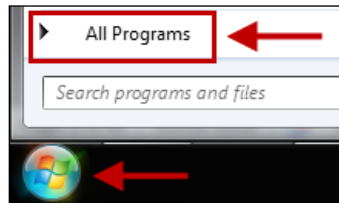


Figure 3- All Programs

3. Use the **scroll bar** to find the web browser you wish to use
4. **Select** the web browser. The web browser page opens.

Note: Internet Explorer and Mozilla Firefox are the Internet browsers automatically loaded on campus computers.

Saving

How to Save a Document

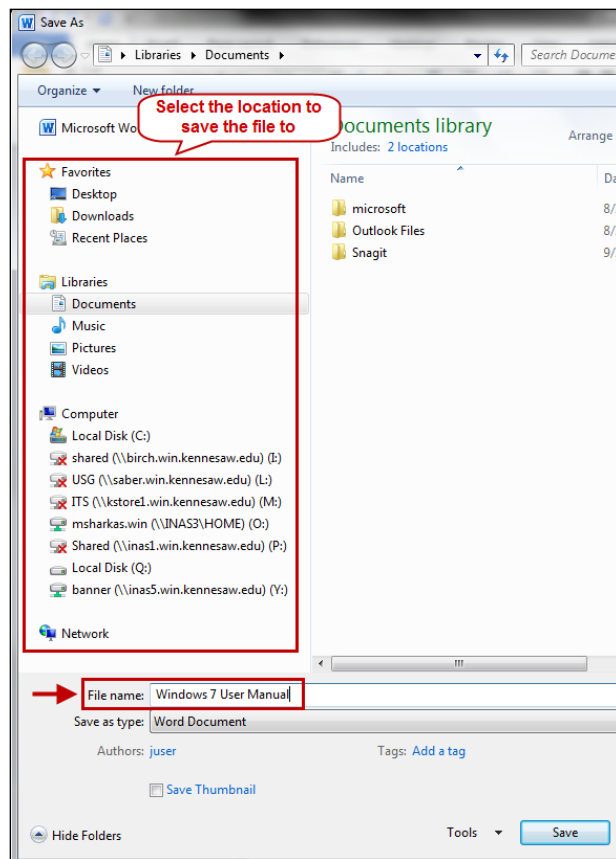
When you are working with a document in a program, such as Microsoft Word, you should save frequently to avoid losing data unexpectedly due to a power failure or other problems.

To save a Word Document:

1. Click on the **File tab** (located towards the top left corner).
2. Select **Save**. The **Save As** dialog box will appear.
3. From the **navigation pane** on the left, select the **location** you wish to save the file to.



Figure 4 – File Tab



Navigation Page -Figure 5

4. In the **File Name** field, type a name for your document.
5. By default, the document will be saved as a Word 2010 document. **To select a different format:**
 - 5.1. Click the **Save as type** field.
 - 5.2. Select the **file type** you wish to use.
6. Click the **Save button**.

How to Save a Copy of a Document

This function will allow you to preserve an original document. **To save an existing document as a new document:**

1. Click the **File tab** in Microsoft Word at the top left corner.
2. Click **Save As**. The **Save As** dialog box will appear.



Figure 6 – File Tab

3. From the navigation bar on the left, select the **location** where you want to save the document.
4. In the **File Name** field, type the name of the file.
5. Click the **Save button**.

How to Use a USB Storage device

USB Storage devices include flash drives and external hard drives.

To connect a USB storage device to the computer:

1. Locate the **USB port** in the front or in the back of your computer.
2. Insert the **USB Storage device** into the USB port.
3. If the device is inserted correctly, you will receive a prompt that the device is being installed.



Figure 7 – USB Port

Note: If the prompt does not appear, unplug the device and insert it again. If problems persist, contact the ITS Service Desk at (770)423-6999.

4. Your device is now ready for use.

To save MS Word 2010 documents to a USB Storage device:

1. Click the **File tab** in MS Word at the top left corner.
2. Click **Save As**. The **Save As** dialog box will appear.
3. From the navigation pane on the left, under the **Computer** heading, select the **USB device** you wish to save the file to.



Figure 8 – File Tab

*Note: The device may appear as **Removable Disk (E:)***

4. In the **File Name** field, type the name of the file.
5. Click the **Save button**.

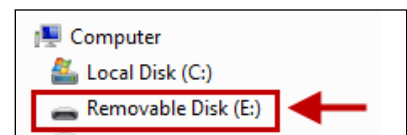


Figure 9 – Removable Disk

How to Safely Remove a USB Storage Device

When using a USB device, it is important to disconnect the device properly to avoid loss of data. Before unplugging a storage device, such as USB flash drive, make sure that the computer has completed saving. If the device has an activity light, wait a few seconds after the light has finished flashing before unplugging it.

To safely disconnect a USB device:

1. Locate the **USB icon** on the right side of the taskbar.
2. Click the **USB icon**, a notification will be displayed.
3. Select the **USB device** you want to disconnect.
4. Click the **Eject option**.
5. Windows will display a notification informing you it is safe to remove the device.



Figure 10 – USB Icon

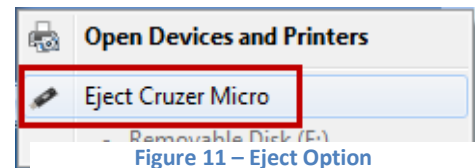


Figure 11 – Eject Option

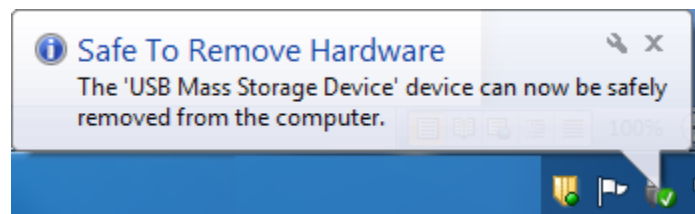


Figure 12 – Safe to Remove Notification

6. Remove the **USB device** from your computer.

Printing

How to Print

To print a document from Microsoft Word:

1. Click the **File tab** in MS Word at the top left corner.
2. Select **Print**, the print options appear to the right.
3. To the right of the **Print button**, from the **Copies field**, set the number of copies you wish to print.



Figure 13 – File Tab



Figure 14 – Copies Field

- To select a printer, click the button below the **Printer label**.
- Select the printer you wish to use.

*Note: If you click the **Printer Properties** link below the printer button, additional printer options are available.*

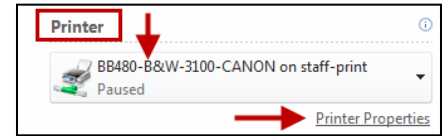


Figure 15 – Printer Selection Button & Printer Properties

- Click on the Print button.

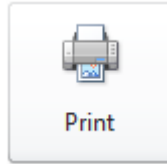


Figure 16 - Print Button

Note: If more printer options are needed move to step 7.

To configure Print Settings:

- To set the print page range, **click** the button below the **Settings label**.
- In the **Pages field** enter the page range you wish to print (i.e. 1 – 10).

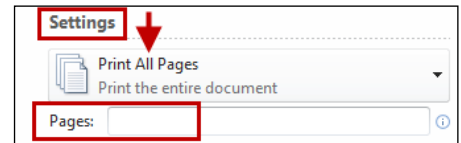


Figure 17 – Print All Pages Button

- Click the **Print One Sided** button to change how the document will print on the paper.

- Click the **Collated** button to select how the document will be collated.

- Click the **Portrait Orientation** button to change the page layout.

- Click the **Letter** button to change the page size.

- Click the **Normal Margins** button to change the page margins.

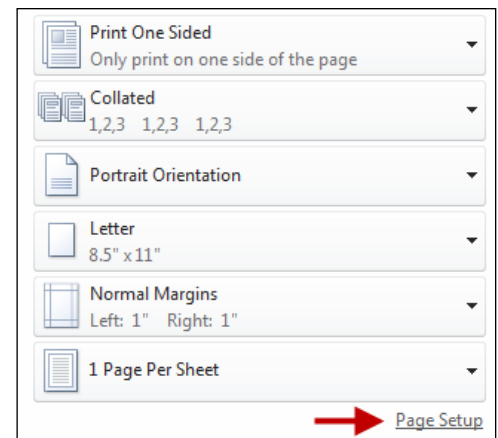


Figure 18 – Additional Print Options

- Click the **1 Page per Sheet** button to change the number of pages printed per sheet.

- Click the **Page Setup** link to make additional changes.

16. After making all the needed selections, click the **Print icon** at the top of the print options.

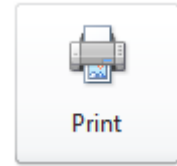



Figure 19 – Printer Icon

Keeping the Computer Secure

How to Lock your Computer

When you step away from your computer, keep it secure by locking it:

1. Using your keyboard, **press the window logo key**  **+ the L key**, the screen will be locked.
2. To unlock the screen, **press Ctrl + Alt + Delete.**
3. Enter your **NetID password** (the password you used to login to the computer). The screen will be unlocked.

Shutting Down

Turning off your computer properly

When you are finished using your computer, it is important to turn it off properly—not only to save energy, but also to help keep your computer more secure and to ensure that your data is saved.

Note: Shutting down your computer does not save your work.

It is important that you save your files before shutting down.

To turn off your computer:

1. Click the **Start button**.
2. Click the **Shut down button**.
3. If programs are still open, Windows will prompt you with the following options:
 - **Force Shutdown**
OR
 - **Cancel**
4. If you do not take action, Windows will force closing on all programs and shut down your computer.

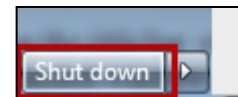


Figure 20 – Shut down Button

Additional Shut down Options

Windows 7 provides you with different ways to close open programs, shut down windows, and turn off your computer.

Note: Before attempting any of the shut down options, make sure to save any open files.

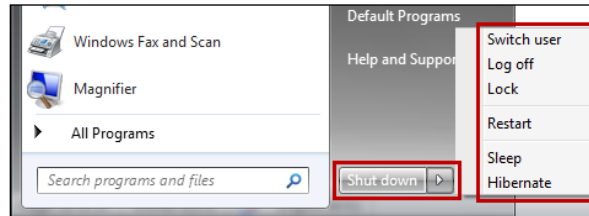


Figure 21 – Shut down Options

To access the shut down options:

1. Click on the **Start button**.
2. Locate the **Shut down button** in the lower right-hand of the Start menu.
3. Click the **arrow** to the right of the **Shut down button** to view the shut down options.
 - 3.1. **Log Off** - When you log off from Windows, all of the programs you were using are closed, but the computer is not turned off.
 - 3.1.1. Select **Log off** from the menu of shut down options.
 - 3.1.2. If programs are still open, Windows will prompt you with the following options: **Force Log off** OR **Cancel**.
 - 3.1.3. If you do not take action, Windows will force closing on all programs and log you off the computer.
 - 3.2. **Switch User** – If more than one user is to use the computer, there is a quick way to allow the other user to access their account without having to shut down completely.
 - 3.2.1. Select **Switch user** from the menu of shut down options.
 - 3.2.2. Press **Ctrl+Alt+Delete**. The other user will then be able to enter their NetID and password to log in.
 - 3.3. **Restart** – This option allows you to reboot your computer. This is also referred to as soft boot.
 - 3.4. **Sleep** – This option does not turn your computer off; instead it puts it in a low power mode.

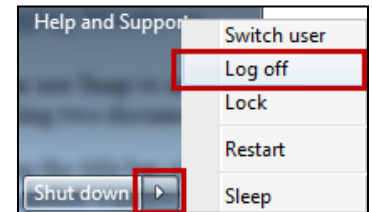


Figure 22 - Log off option

Note: The Sleep option allows the computer to start again quickly without having to do a full reboot (which may take several minutes).

☞ To resume from the **Sleep** mode, press the **Esc** key or the **mouse wheel**.

- 3.5. **Hibernate** – This option is a combination between a complete Shut Down and a Sleep mode. The Hibernate option saves the most power and it is designed primarily for laptops.

Note: The Hibernate mode remembers the current state of your desktop (i.e. if you have an open web browser, an open word document), as it turns off your computer. The next time you start your computer, the applications you were using will be waiting for you.

☞ To resume from the **Hibernate** mode, press the computer's **power button**.

Utilizing the Taskbar

How to Organize Buttons

The Taskbar is located along the bottom frame of your monitor. The taskbar displays the Windows Start, currently running programs, and quick launch buttons, as well as clock and date. The Quick Launch buttons as well as any other program or document pinned to the taskbar can be moved to a different location.

To change the location of a button:

1. Click and hold the button.
2. Drag the button to a different location.
3. Drop the button by releasing the mouse.

How to Use Thumbnail Previews

When you hover over the button of minimized windows, you will see a preview of them in the form of thumbnails. For example, if you have three Internet Explorer windows open and hover your mouse cursor over the Internet Explorer icon on your taskbar, it will pop-up three small images of each of your Internet Explorer windows and allow you to select the one you want to make active.



Figure 23 - Thumbnail Previews

How to Pin a Program to the Taskbar

You can pin a program directly to the taskbar so that you can open it quickly and conveniently, rather than having to look for the program in the Start menu each time.

1. If the program you wish to pin to the taskbar is not running:
 - 1.1. Click the **Start button**.
 - 1.2. Click **All Programs**.
 - 1.3. Find the program you want, right-click the program.
 - 1.4. Select **Pin to Taskbar**.
2. If the program you wish to pin to the taskbar is running:
 - 2.1. Right-click the program button on the taskbar.
 - 2.2. Click on **Pin this program to taskbar**.

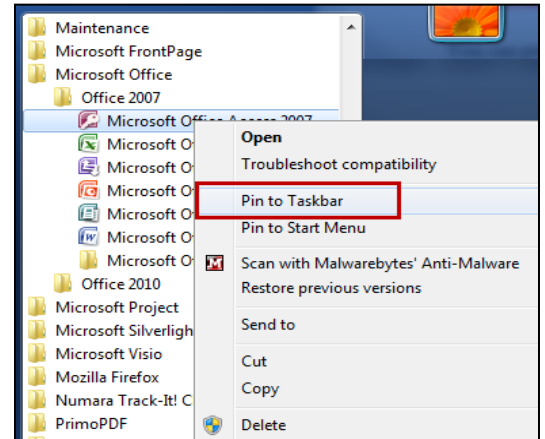


Figure 24 – Pin to Taskbar

How to use Jump Lists

Jump Lists are lists of recently opened items, such as files, folders, or websites, organized by the program that you use to open them. You can use a Jump List to open items, and you can also pin favorites to a Jump List, so you can quickly get to the items that you use often.

How to work with Jump Lists from the Taskbar:

To view the Jump List for a program:

1. Right-click the program's button on the taskbar.

To open an item from a Jump List:

1. Open the program's Jump List.
2. Click the item.

To pin an item to a Jump List:

1. Open the program's Jump List.
2. Point to the item.
3. Click the **pushpin** icon.
4. Click **Pin to this list**.

To unpin an item:

1. Open the program's Jump List.
2. Point to the item.
3. Click the **pushpin** icon.
4. Click **Unpin from this list**.

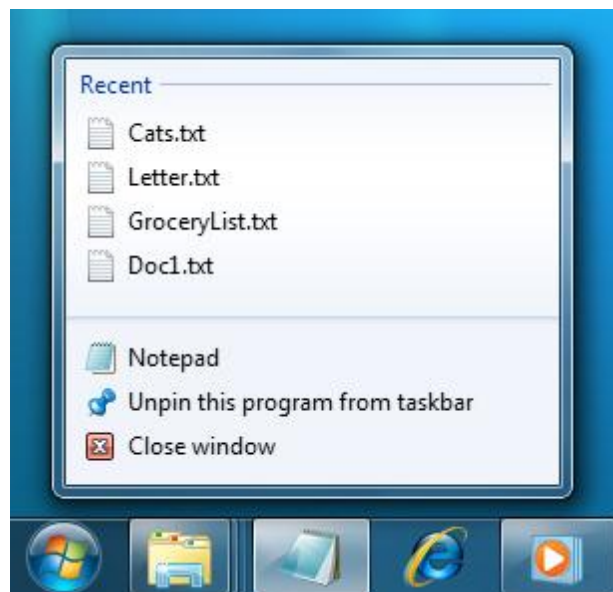



Figure 25 - Jump Lists from Taskbar

Optimizing the Desktop Experience

How to Toggle between Windows with Aero Flip 3D

Aero Flip 3D allows you to toggle between the different open/active programs listed on your taskbar.

1. Press and hold the Windows logo key  on your keyboard.
 - 1.1. While holding down the Windows logo key, press the **Tab key** repeatedly to cycle through the open windows.

OR

- 1.2. Rotate the mouse wheel to cycle through the open windows.
2. Release the **Windows logo key** to display the window in front of the stack.

OR

3. Click any part of any window in the stack to display that window. The selected window will be displayed.

How to Pin a Program to the Start Menu

You can pin a program directly to the **Start Menu** so that you can open it quickly and conveniently, rather than having to look for the program in the **All Programs** menu each time.

3. If the program you wish to pin to the taskbar is not running:
 - 3.1. Click the **Start button**.
 - 3.2. Click **All Programs**.
 - 3.3. Find the program you want, right-click the program.

4. Select **Pin to Start Menu**.

If the program you wish to pin to the Start Menu is running:

- 4.1. Right-click the program button on the **Start menu**.
- 4.2. Click on **Pin this program to Start Menu**.

How to work with Jump Lists from the Start Menu:

To view the Jump List for a program:

1. Click **Start**.
2. Point to a pinned program or to a recently used program near the top of the Start menu.
3. Point to or click the arrow next to the program.

To open an item:

1. Click **Start**.
2. Point to a pinned program or to a recently used program near the top of the Start menu to open the program's Jump List.
3. Click the item.

To pin an item to a Jump List:

1. Click **Start**, and then open the program's **Jump List**.
2. Point to the item, and then point the cursor to its **pushpin icon**, and then click on the **pushpin icon** to pin the item to the Jump list.

To unpin an item:

1. Click **Start**, and then open the **Jump List** for the program.
2. Point to the item, and then click on its **pushpin icon** to unpin the item from the list.

How to Hide all Windows (Show Desktop)

There are several ways to see your desktop without closing your open windows:

1. Minimize all of your windows at once by clicking the **Show desktop** button next to the notification area at the end of the taskbar.

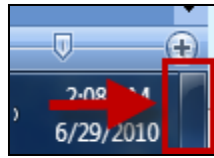



Figure 26 – Hide All Windows

2. You can also temporarily preview or "peek at" the desktop by just pointing your mouse to the **Show desktop** button. The open windows are not minimized, but they fade from view to reveal the desktop.
3. To show the windows again, just move the mouse away from the **Show desktop** button.

How to Arrange Windows with Snap

Snap is a quick way to resize open windows on your desktop. You can use **Snap** to arrange windows side by side, which can be especially helpful when comparing two documents or when moving files from one place to another. You can also use **Snap** to maximize a window.

To snap a window to one side of the screen:

1. Place the mouse cursor on the program title bar.
2. While holding the left click, swiftly drag the **title bar** of a window to the left or right side of the screen until an outline of the expanded window appears.
3. Release the mouse button to expand the window.
4. Repeat steps 1 and 2 with another window to arrange the windows side by side.
5. To return the window to its original size, **drag** the title bar away from the top of the desktop and then release.
6. To perform the same feature using the keyboard, press the **Windows Logo Key** .
7. Press the **left arrow key** (or the right arrow key) to place the active window to the left side (or the right side) of the desktop.

To maximize a window:

1. Place the mouse cursor on the program title bar.

2. While holding the left click, swiftly drag the **title bar** of a window to the top of the screen.
3. Release the mouse button to expand the window.

How to Minimize all but one Window with Windows Shake

You can quickly minimize all but one window to focus on a single task by using the **Shake** feature of Windows 7.

To minimize all but one window:

1. When multiple windows are open, point to the one window that you wish to work on.
2. While holding the left click, shake the window and all other windows will be minimized.

To bring back all minimized windows:

1. While holding the left click, shake the same window again and all the other open windows will be back on your desktop.

How to Create a Shortcut

A shortcut is a link to an item (such as a file, folder, or program) on your computer. You can create shortcuts and then place them in a convenient location, such as on the desktop.

To create a shortcut:

1. Open the location containing the item you wish to create a shortcut for.

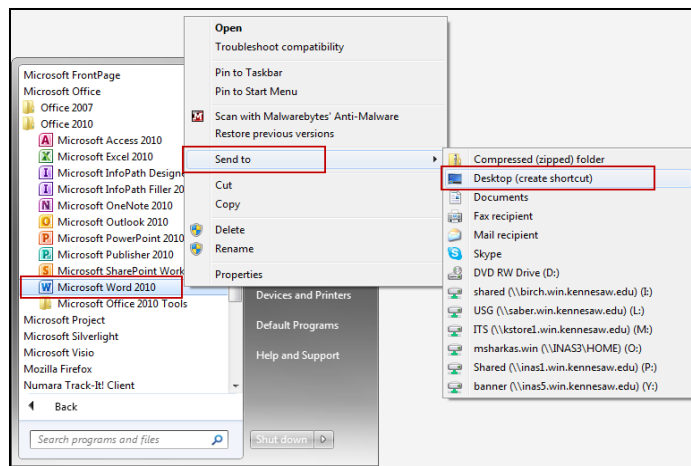


Figure 27 – Desktop (create shortcut)

2. Click the **Start button**.
3. Select **All Programs**.
4. Select the **Microsoft Office folder**.
5. Right-click on **Microsoft Word 2010**.
6. Select **Send to**.
7. Select **Desktop (create shortcut)**, the MS Word 2010 shortcut appears on the desktop.

To delete a shortcut:

1. Right-click the shortcut on the desktop, select **Delete**.

Personalizing the Desktop

How to add Gadgets to the Desktop

Note: The Windows 7 gadgets may impact your computer CPU performance and will require memory space to run effectively.

Windows contains mini-programs called gadgets, which offer information at a glance and provide easy access to frequently used tools.

To add a Gadget:

1. Right-click the **desktop**.
2. Select **Gadgets**.

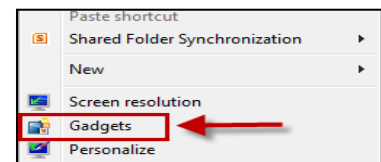


Figure 28 – Gadgets Option

The gadgets window appears listing all available gadgets on your computer.



Figure 29 – Gadgets Window

3. Double-click on the desired gadget to add it to your desktop.

To remove a Gadget:

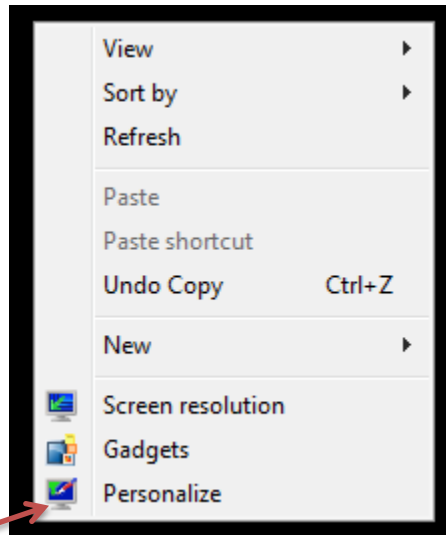
1. Right-click on the gadget you wish to remove from your desktop.
2. Select **Close gadget**.

How to change the Desktop Background

Your desktop background (also called wallpaper) can be a digital picture from your collection, a picture that comes with Windows, or a solid color.

To change the desktop background:

1. Right-click on your desktop.



2. Click on the **Personalize** option.

Figure 30 – Right-click Desktop Options

3. Select **Desktop Background**.

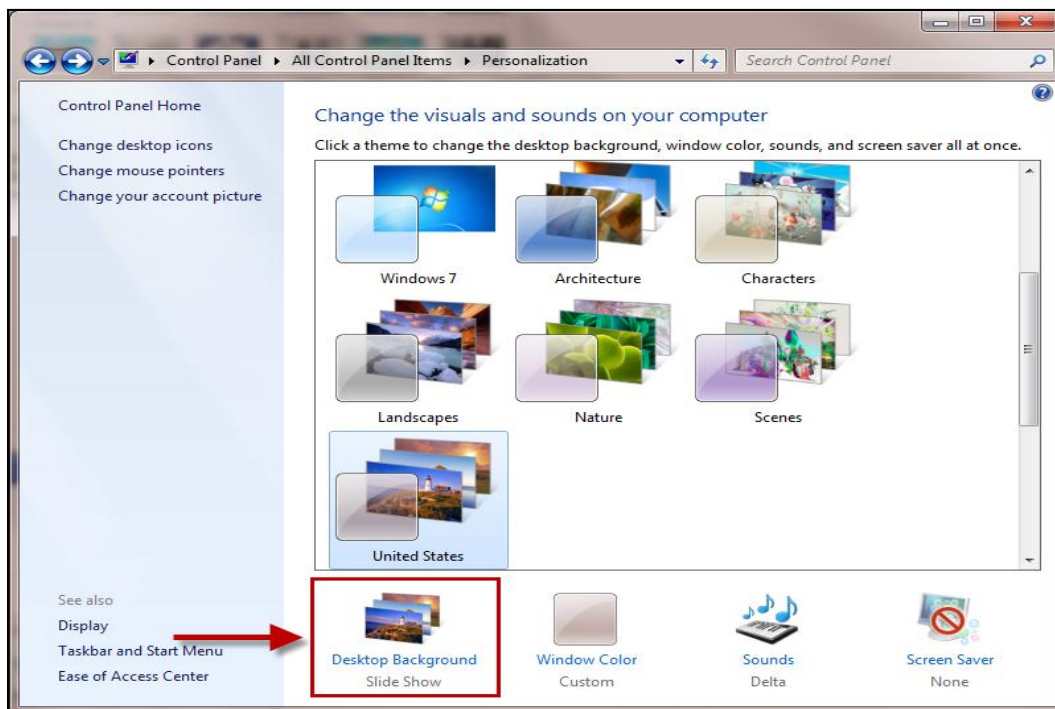


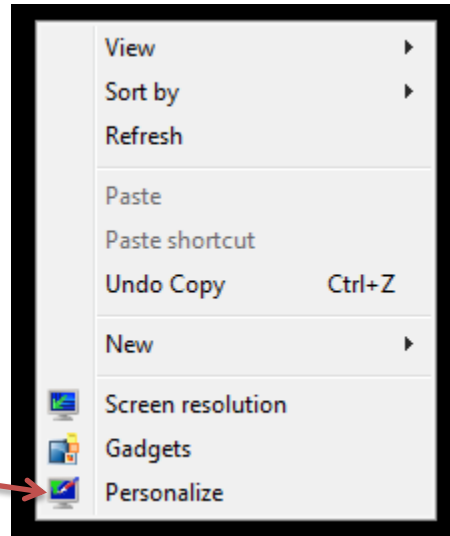
Figure 31 – Desktop Background

4. Click the picture or background image you wish to use from the available Windows 7 themes
5. After you make your selection, click on the **Save changes** button. The picture will be displayed on your desktop

How to add a Screen Saver

Windows comes with several screen savers. You can also create your own screen savers from personal pictures that you have saved on your computer.

1. Right-click on your desktop.



2. Click on the **Personalize** option.

3. Select **Screen Saver** option.

Figure 32 - Personalize Option

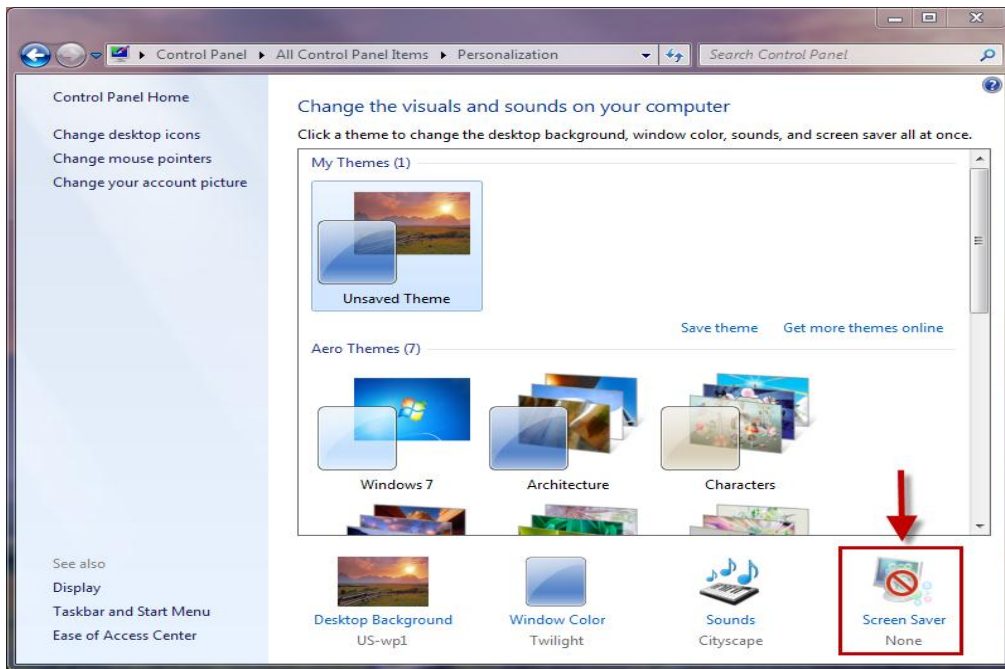


Figure 33 - Screen Saver

The **Screen Saver Settings** window appears.

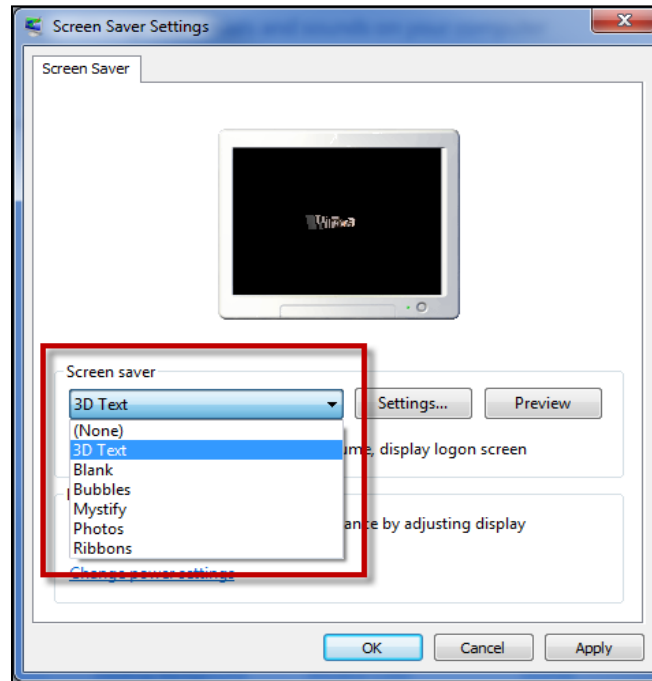


Figure 34 – Screen Saver Option

4. Click the **Screen Saver drop-down arrow** box.
5. Select the screen saver you wish to use.
6. Click **OK**.

How to Apply Themes

You can add a personal touch to your computer by changing the computer's theme, color, sounds, desktop background, screen saver, font size, and user account picture.

A theme includes a desktop background, a screen saver, a window border color, sounds, and sometimes icons and mouse pointers. You can choose from several aero themes. Use the whole theme or create your own customized theme by changing the pictures, colors, and sounds individually.

To access themes:

1. Right-click on your desktop.
2. Select the **Personalize** option.

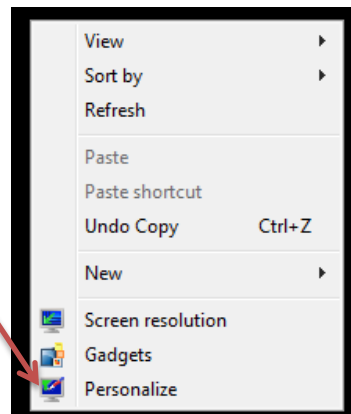


Figure 35 - Right-Click Desktop Options

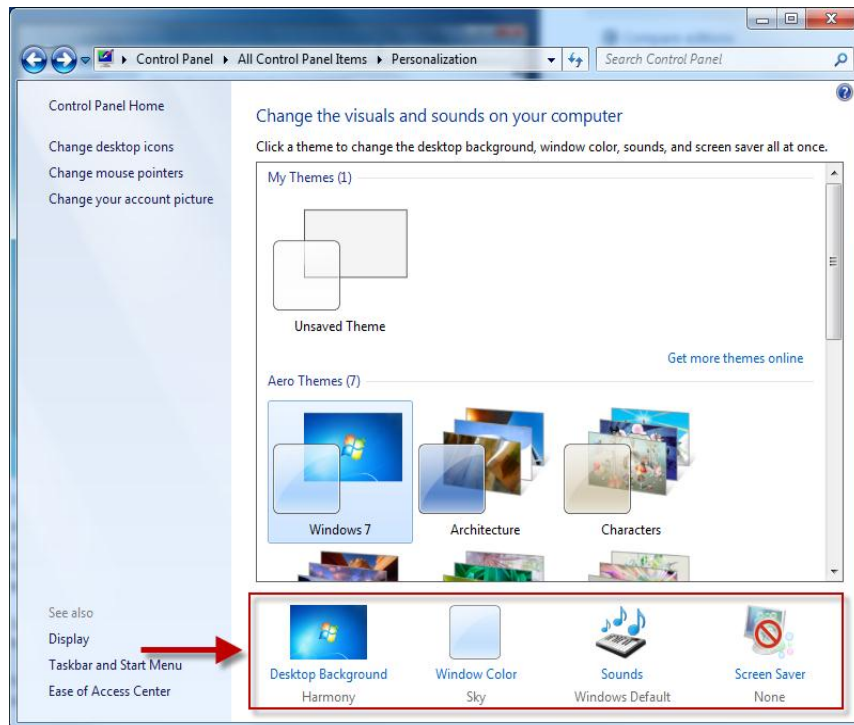


Figure 36 – Themes Window

3. View the available themes.
4. Select the theme you wish to use.

How to change the Display

Windows chooses the best display settings, including screen resolution, refresh rate, and color, based on your monitor. These settings differ depending on whether you have a LCD (flat-panel) or a CRT monitor. If you need to adjust your display settings to make the text and other elements on the screen larger, follow the instructions below.

To make it easier to read your screen:

1. Right-click on your desktop.
2. Click on the **Screen Resolution** option.

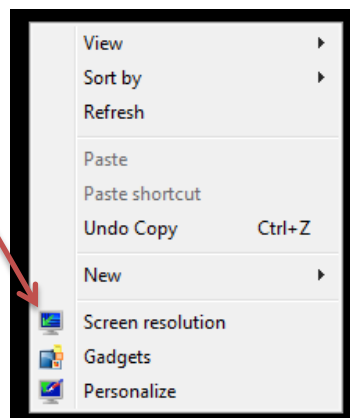
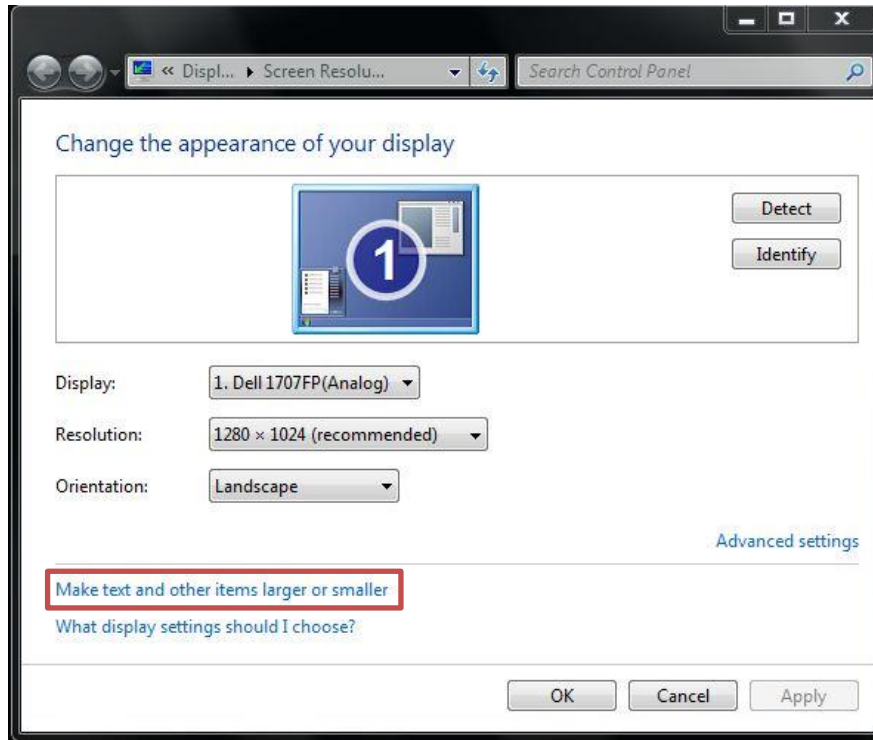


Figure 37 - Right-Click Desktop Options

The **Screen Resolution** window appears.



3. Click on **Making text or other items larger or smaller**.

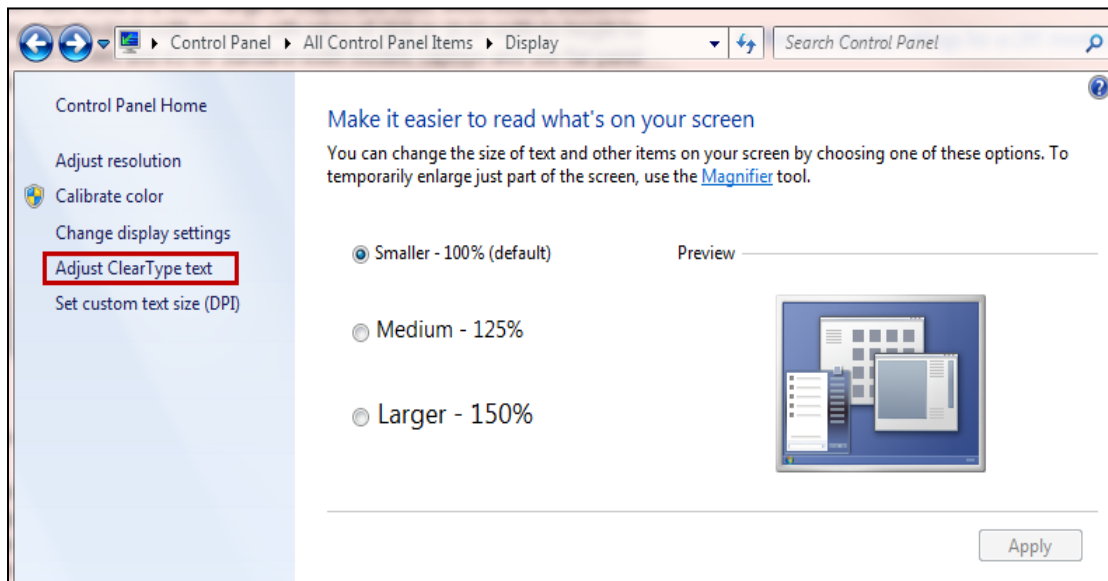


Figure 38 – Display Adjustment Window

4. Select the smaller, medium, or larger display setting you wish to use, and Click **Apply**.

5. Select the **Adjust Clear Type text** option.

Note: ClearType is a software technology developed by Microsoft that improves the readability of text on LCD monitors. With ClearType font technology, the words on your computer screen look almost as sharp and clear as those printed on a piece of paper.

To change the monitor resolution:

1. Right-click on your desktop.
2. Click on the **Screen Resolution** option.

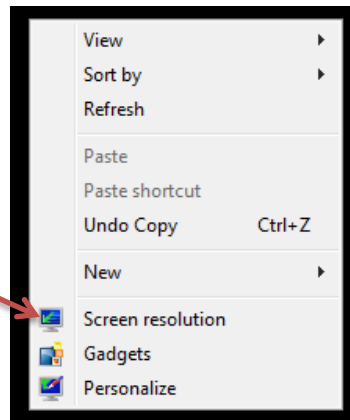


Figure 39 - Right-Click Desktop Options

The **Screen Resolution** window appears.

3. Click the **drop-down arrow** to the right of **Resolution**.

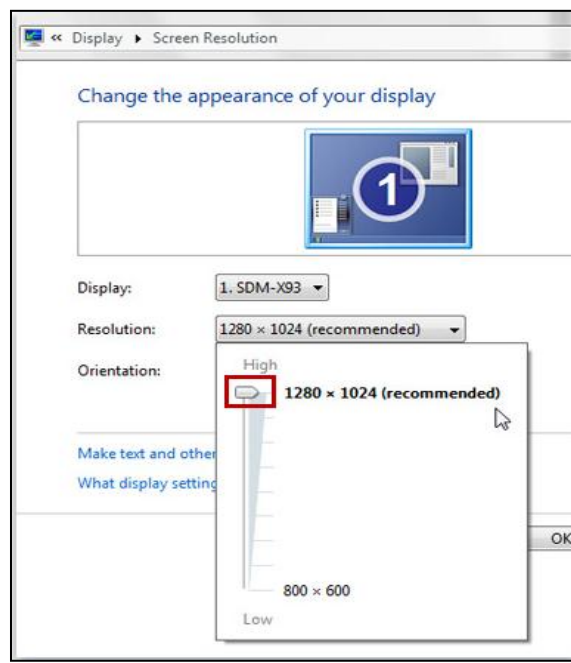


Figure 40 – Resolution Window

3. Left-click and hold the **white arrow** pointing to the recommended resolution, and **adjust the resolution**.

Note: The recommended resolution is 1280 x 1024.

4. Click on **OK**.

Managing Files and Folders

How to work with Recent Documents

Windows 7 categorizes recent items by the program used to open them.

1. Click the **Start button** to view the **Start Menu**; all recently used programs will be listed in the Start Menu.

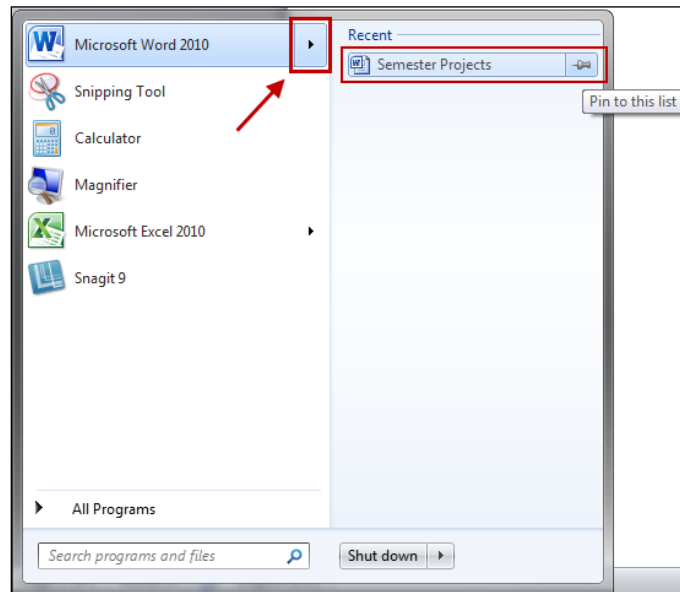


Figure 41 – Recent Documents

2. Click the **arrow to the right** of some of the programs to expand the window. The recent files of each program are listed on the expanded section.
3. Click on the file name to open it.

Windows 7 lets you pin files to have them permanently displayed on the recent list.

To pin a file:

1. Point to the file, and click on the **Pin icon** to the right of it.

To unpin a file:

1. Point to the file, click on the **Pin icon** again.

How to work with Libraries

Libraries are user-defined collections of folders that are logical representations of user content. By including folders in Libraries, you are telling Windows where your important data is located. The default folders are **Documents**, **Music**, **Pictures**, and **Videos**.

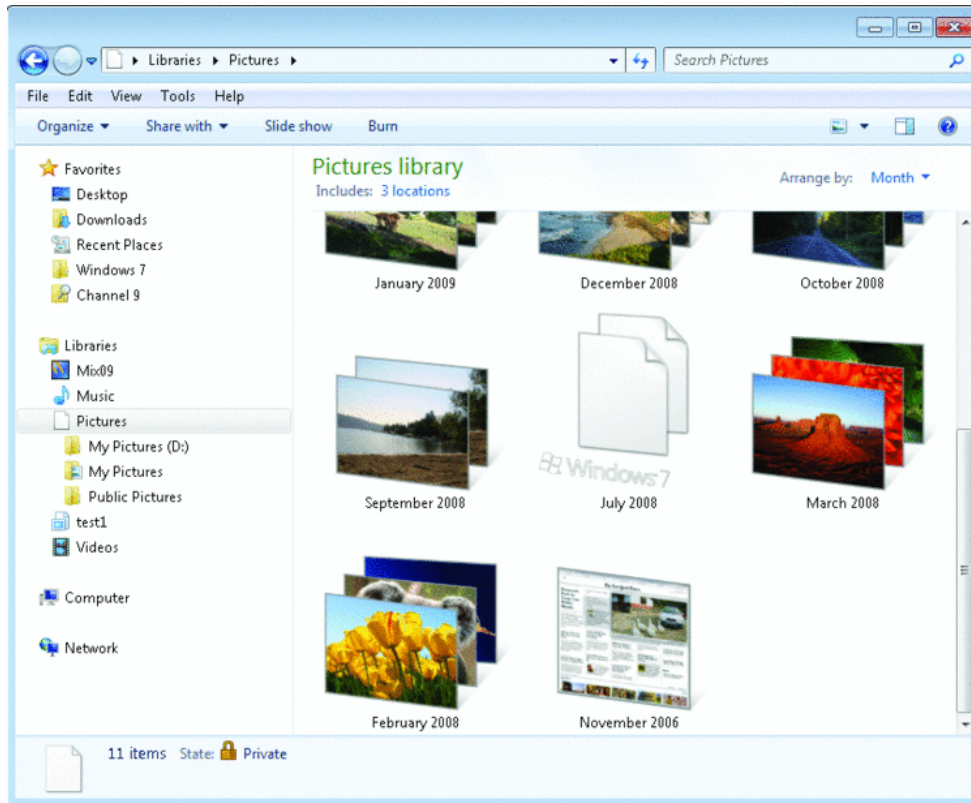


Figure 42 - Libraries

To access the Libraries:

1. From the **Taskbar**, click on the **Windows Explorer** button.



Figure 43 - Accessing Libraries

How to create a new folder

1. Open **Windows Explorer**.
2. Access a Library such as the Documents Library.
3. Click on the **New Folder** button that is located on the Toolbar.
4. Enter a name for the new folder.
5. Press the **Enter** key.

How to preview files in Windows Explorer using the Preview Pane

Windows Explorer has a Preview Pane that can appear on the right side. This allows you to display the contents of text, graphic, video and other selected files without having to open them up. By default, the Preview Pane is turned off.

To display the Preview Pane:

1. Open **Windows Explorer**.
2. Press the **ALT + P** key combination on the keyboard
OR click on the **Preview Pane button** on the top right portion of the window.

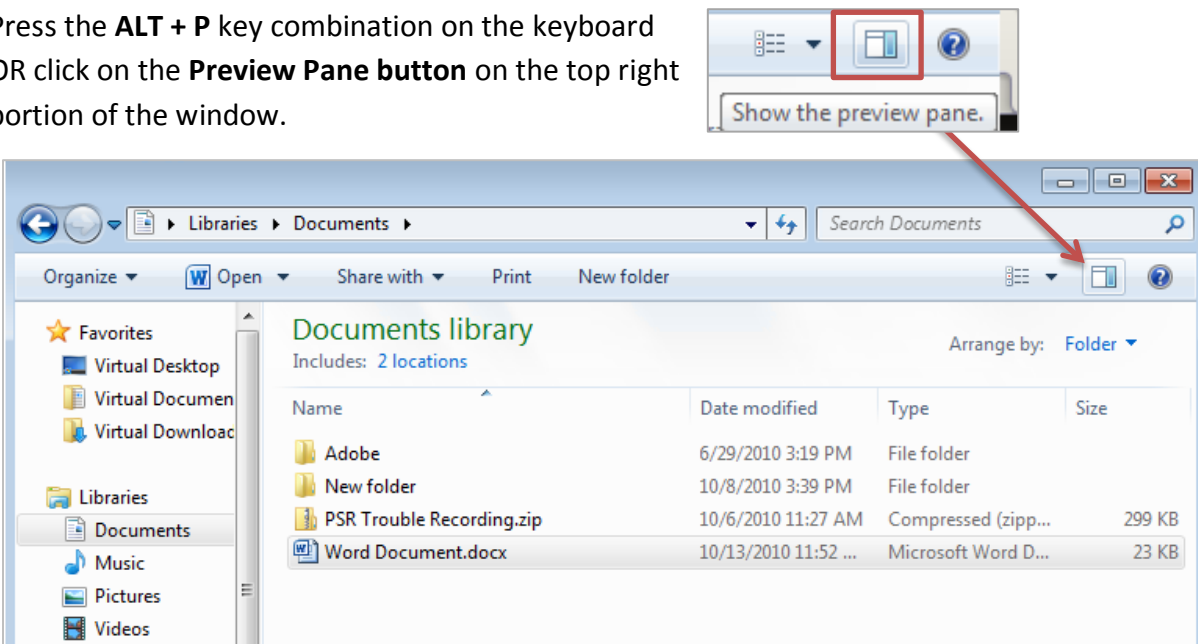


Figure 44 - Turning On the Preview Pane

3. Click on a file to display its content in the Preview Pane.

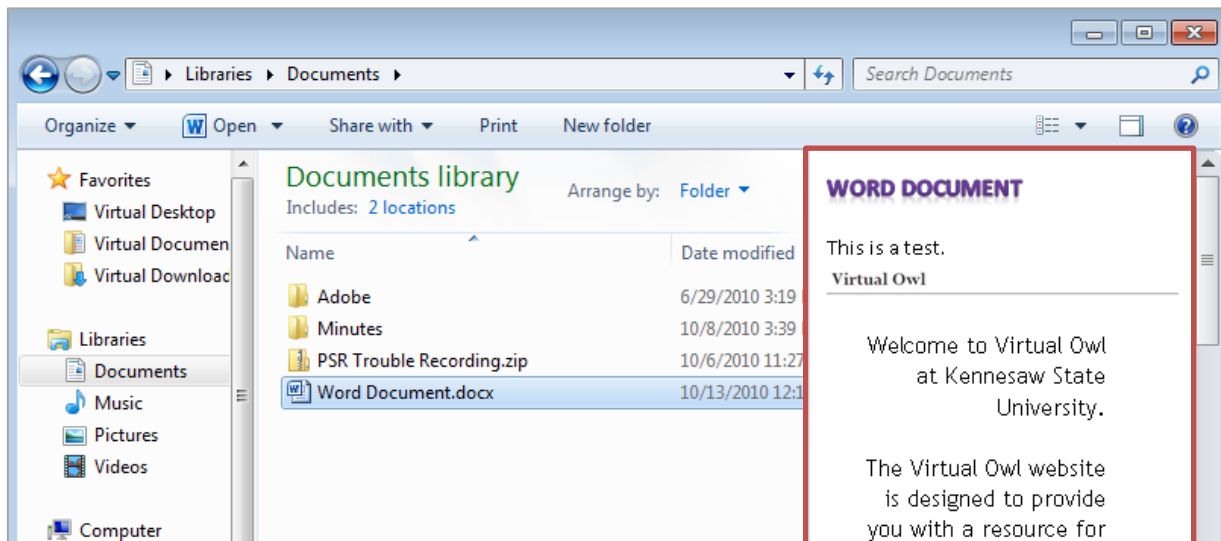


Figure 45 - Using the Preview Pane

How to change the View in Windows Explorer

The **View** is useful when you need to see information such as size, format and author quickly when browsing through files.

The following views can be selected: *Content, Tiles, Details, List, Small Icons, Medium Icons, Large Icons, Extra Large Icons.*

To change the view:

1. Click on the icon to the left of the Preview Pane icon.

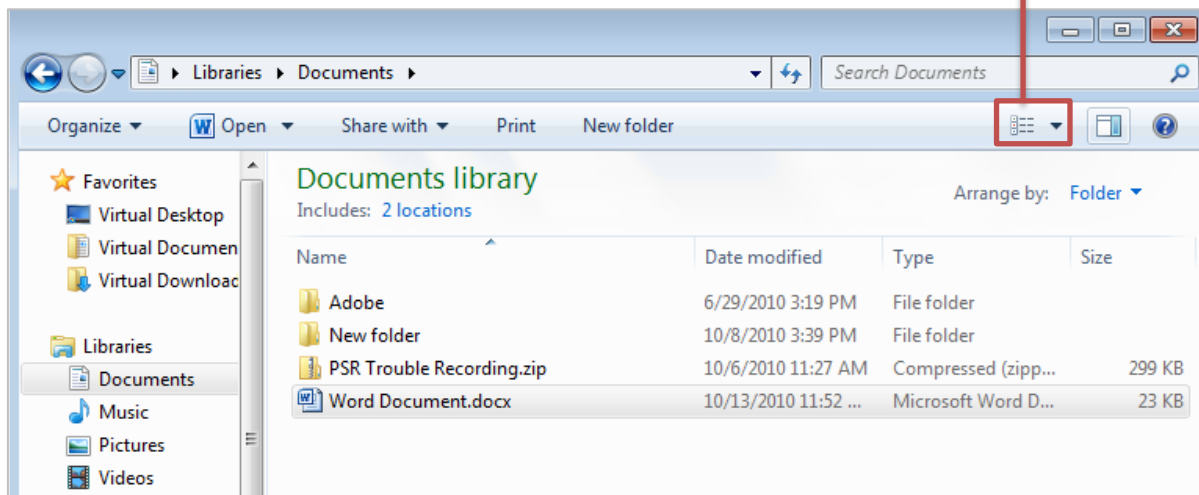
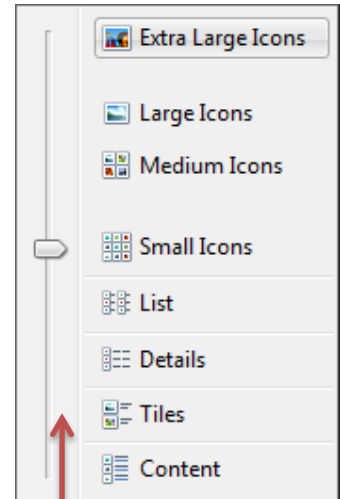


Figure 46 - Accessing the Views

2. Select on the available views.

- 2.1. **Content:** The Content view places files and folders in a row, and displays detailed information about each file and folder: date when it was last modified, size, author of the file, length (for audio and video files) etc.

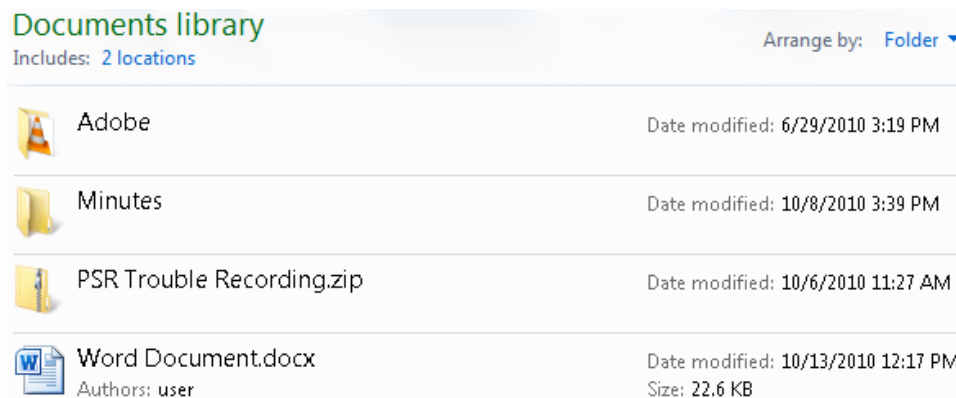


Figure 47 - Content View

2.2. **Tiles:** The Tile view shows medium-sized icons of each file and folder along with information about type and format.

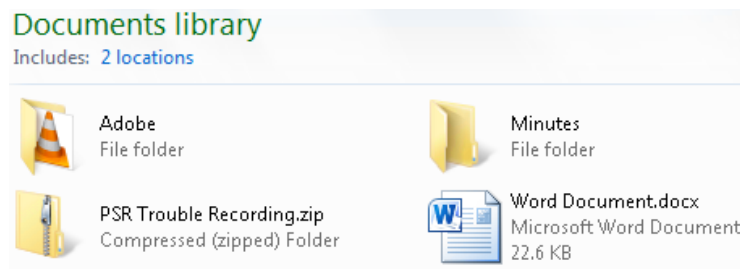


Figure 48 - Tiles View

2.3. **Details:** The Details view splits the screen into columns to provide detailed information such as name, date modified, type, and size.

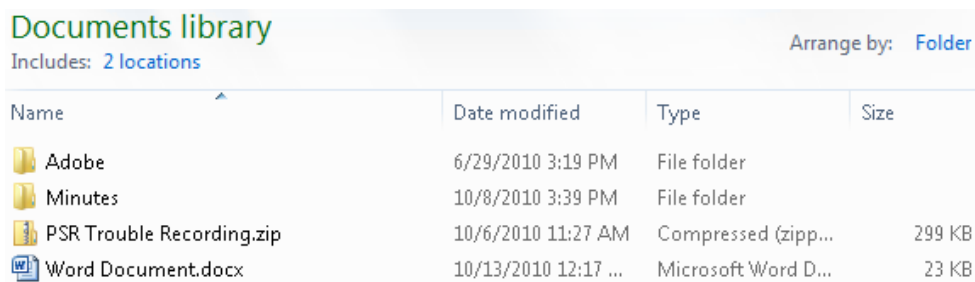


Figure 49 - Details View

2.4. **List:** The List view shows the content of a folder in a list which contains only the names of each file and its appropriate icon.

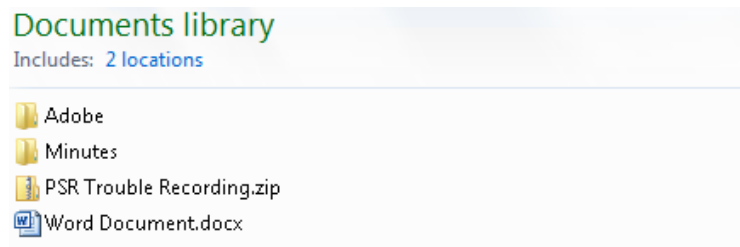


Figure 50 - List View

2.5. **Small, Medium, Large & Extra Large Icons:** These four Icon views show the icon of each file and its name. The difference between them is in the size of the icons shown.

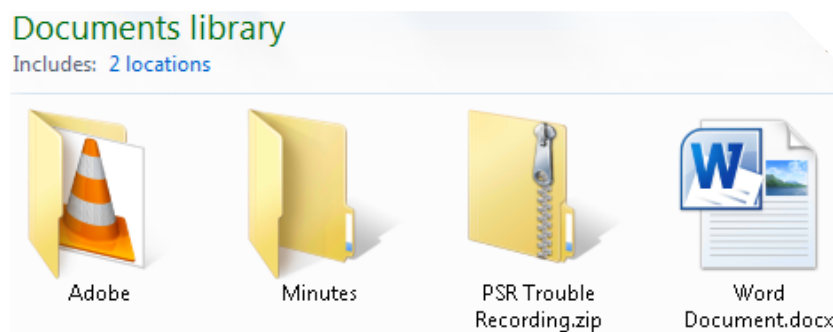


Figure 51 - Large Icons View

How to navigate with the Breadcrumb Bar in Windows Explorer

The Breadcrumb Bar shows your current position in Windows Explorer as well as all previous ones.

1. Simply click on any part of the breadcrumb trail to go to that particular location. (See Figure 52)

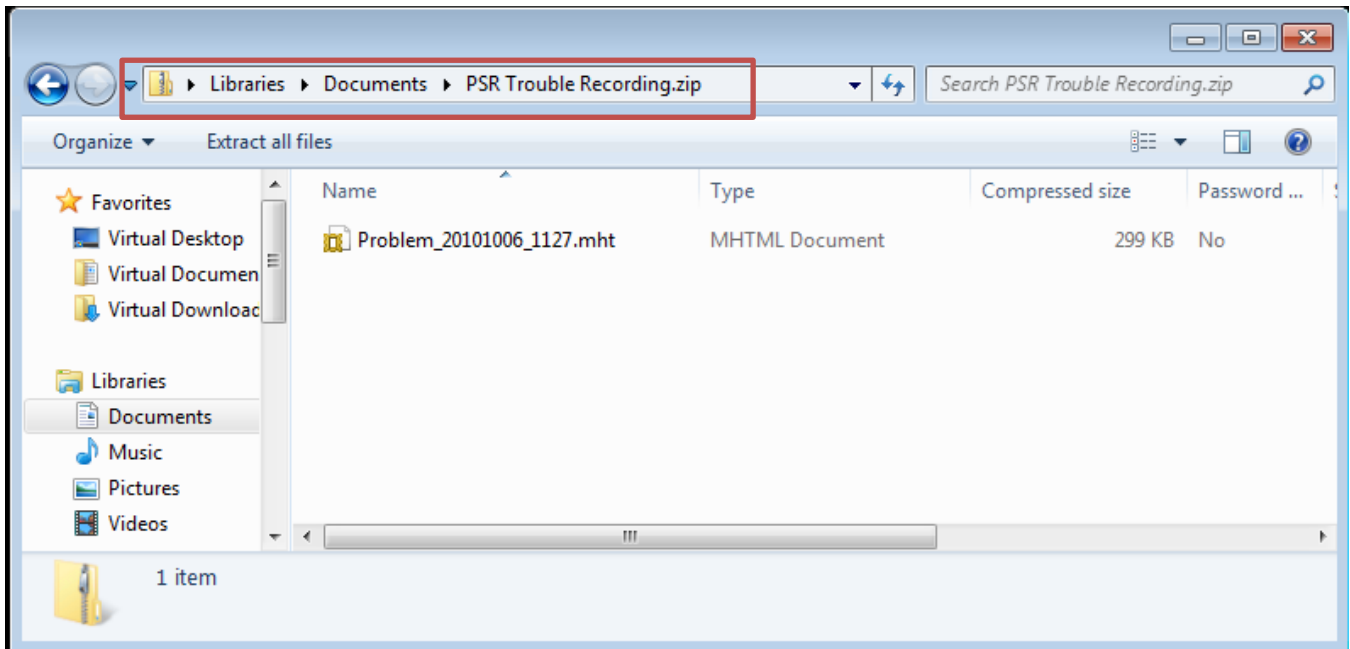


Figure 52 - Breadcrumbs

How to move files and folders

Windows 7 allows you to move your files and folders from one location to another:

1. Right-click the file or the folder you wish to move, click **Cut**.
2. Double click to open the folder you wish to move the file or the folder to.
3. Right-click inside the folder, click **Paste**.

How to copy files and folders

Windows 7 allows you to copy your files and folders from one location to another:

1. Right-click the file or the folder you wish to copy, click **Copy**.
2. Double click to open the folder you wish to move the file or the folder to.
3. Right-click inside the folder, click **Paste**.

How to rename files and folders

There is a quick way to rename your files or folders:

1. Right-click the file or the folder you wish to rename, click **Rename**.
2. Type the new name, press **Enter**.

How to delete files or folders

1. Select the file or folder you wish to delete.
2. Press the **delete key** on the keyboard.

How to restore deleted files or folders

1. Double click to open the **recycle bin**.
2. Right-click the file or the folder you wish to restore.
3. Select **Restore**.

The file will be restored to its original location.

How to search in Windows

There are several ways to perform a search and find files, folders, and programs in your computer. Search in Windows 7 works in a contextual way depending on what you are searching in. For instance, search in the Start Menu prioritizes Start Menu items and programs; search in Windows Explorer prioritizes documents and pictures.

To search for programs and files from the Start Menu:

1. Click the **Start button**.
2. Start typing into the start menu **search field**.

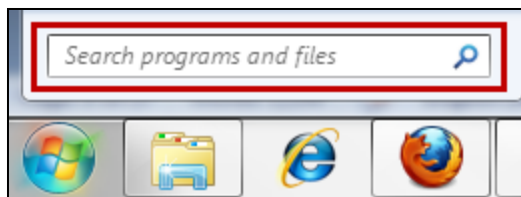



Figure 53 – Search field

- 1.1.1 As you start typing, a list of relevant programs, documents, pictures, and videos on your PC instantly appears.
- 1.1.2 Results are grouped by category and contain highlighted keywords and text snippets to make them easier to browse.

Note: You can also open the search window by pressing Window logo key  + F.

*Note: The **Search** field accessed from the Start Menu is also the **Run command** field. This is where you would type the “info” command when asked to locate the IP address of your computer for remote assistance by the KSU Service Desk.*

Windows Tools

The Snipping Tool

The 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 are using a PC with a touchscreen). Then you can annotate, save, or e-mail the image using buttons right in the Snipping Tool window.

To capture a snip:

1. Click the **Start button**, in the search box type **Snipping Tool**.
2. From the list of results, select the **Snipping Tool**.
3. From the Snipping Tool small window, click the down arrow to the right of the **New button**.

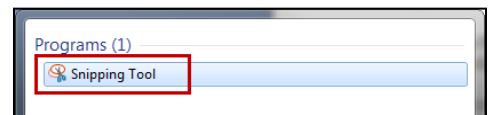


Figure 54 – Snipping Tool

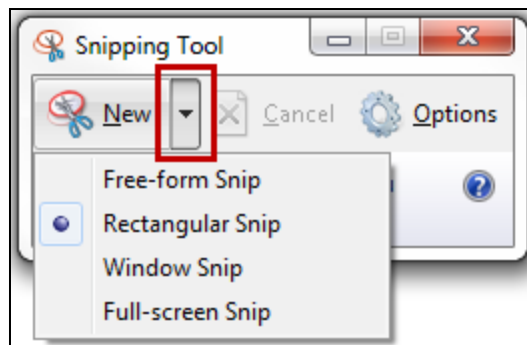


Figure 55 – New Button

4. Select the option you wish to use: **Free-form Snip**, **Rectangular Snip**, **Window Snip**, or **Full-screen Snip**.
5. Select the area of your screen that you want to capture.

The captured area appears in the **Snipping Tool** window.

6. In the **Snipping Tool** window you can write, draw on or around the screen capture.

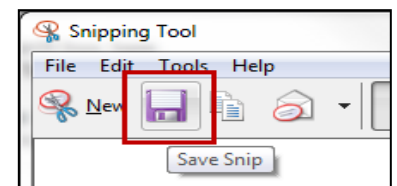


Figure 56 – Save Snip

7. After making the necessary edits to the screen capture, click the **Save Snip button**.

8. In the **Save As** dialog box, enter the name of the snip, choose a location where to save the snip, and then click **Save**.

Windows Paint

The Microsoft Paint software has adopted the Office ribbon style interface and has grown into a powerful yet simple image and photo editor tool. Paint is a feature in Windows 7 that you can use to create drawings on a blank drawing area or in existing pictures. Many of the tools you use in Paint are found in the ribbon, which is near the top of the Paint window.

1. Click the **Start button**.
2. Select **All Programs**.
3. Click on **Accessories** and select **Paint**. The **Paint** window appears.

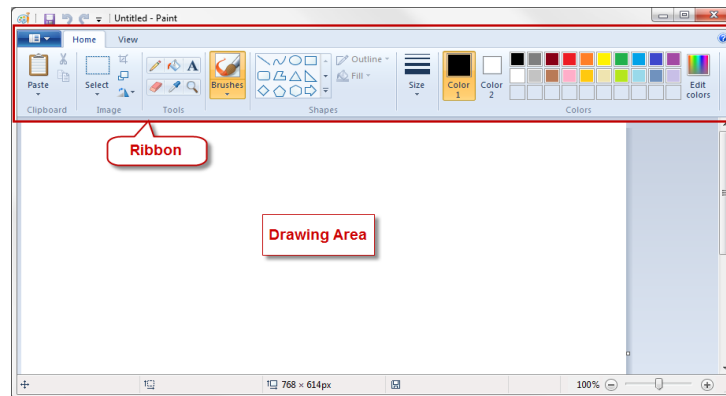


Figure 57 – Paint Window

To insert Text into a picture:

1. From the Ribbon, on the **Home Tab**, in the **Tools** group, click the **Text tool**.

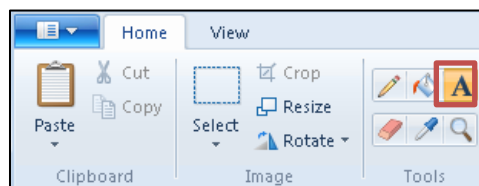


Figure 58 - Text Tool

2. Click in the drawing area where you want to add text.
3. Under **Text Tools**, on the **Text tab**, select the **font**, **size**, **style** and **color**.

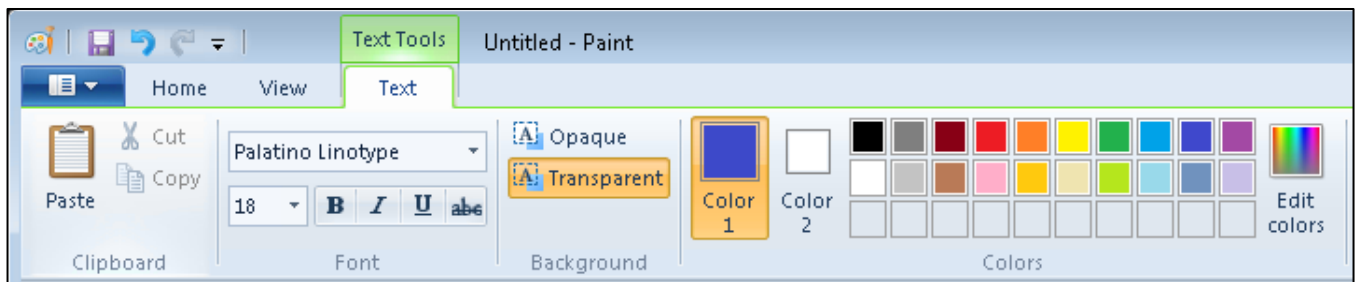


Figure 60 - Text Tools Options

4. Type the text that you want to add.

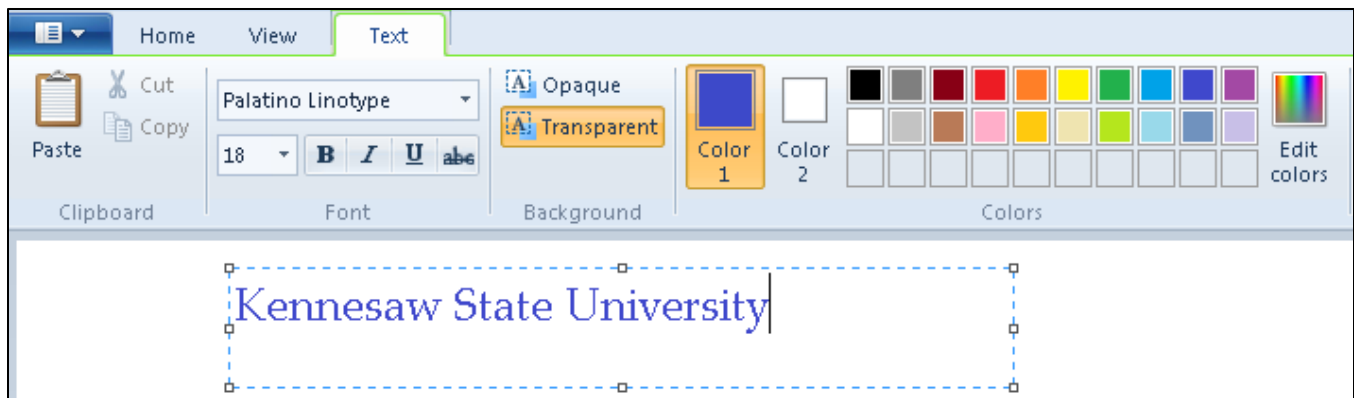


Figure 59 - Entering Text

To use the Pencil tool:

1. From the Ribbon, on the **Home Tab**, in the **Tools** group, click the **Pencil tool**.

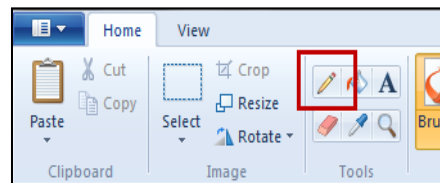


Figure 611 – Pencil Tool

2. From the **Colors** group, click **Color 1**, and choose a color.

3. Drag the mouse/pencil icon in the drawing area to draw.

To use the Brushes tool:

1. From the Ribbon, on the **Home Tab**, click the down arrow under **Brushes**, and select the brush you wish to use.

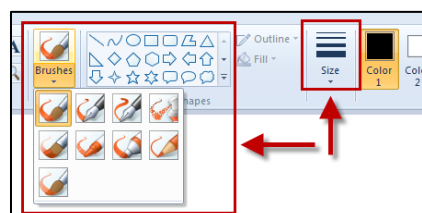


Figure 62 - Brushes Tool

2. Click the down arrow under **Size**, select the line size, which determines the thickness of the brush stroke.
3. From the **Colors** group, click **Color 1**, and choose a color.
4. Drag the mouse/brush in the drawing area to draw.

To use the Line tool:

1. From the Ribbon, on the Home Tab, in the Shapes group, select line tool.

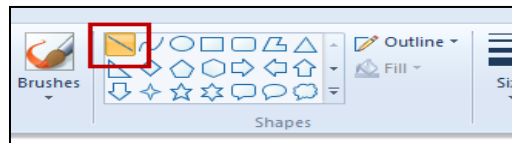


Figure 62 – Line Tool

2. Click down arrow under Size, select the line size. From the **Colors** group, click Color 1, and choose a color.
3. (Optional) To change the line style, in the **Shapes** group, click **Outline** and then click a line style.
4. Drag the mouse/line tool in the drawing area to draw.

To use the Curve tool:

1. From the Ribbon, on the Home Tab, in the **Shapes** group select curve tool.

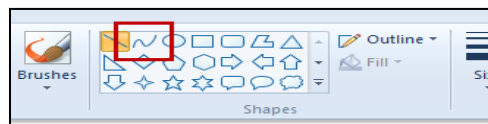


Figure 63 – Curve Tool

2. Click down arrow under **Size**, select the line size.
3. From the **Colors** group, click **Color 1**, and choose a color.
4. Drag the mouse/line tool in the drawing area to draw.
5. After you have created the line, click the area in the picture where you want the arc of the curve to be, and then drag the pointer to adjust the curve.

Windows Speech Recognition

You can use your voice to control your computer. You can say commands that the computer will respond to, and you can dictate text to the computer.

To set up the Speech Recognition:

Before you get started using Speech Recognition, you'll need to set up your computer for Windows Speech Recognition. There are three steps to setting up Speech Recognition:

Step 1: Set up your microphone

1. Connect your microphone to your computer.
2. Click the **Start button**, select **Control Panel**.
3. Select **Speech Recognition** option, select **Set up microphone**.
4. Follow the set up wizard instructions:
 - Select the type of microphone you are using, click **Next**.
 - Position the microphone close to your mouth, click **Next**.
 - Read the sentences as instructed by the system, click **Next**.
 - If all done successfully, you will receive a confirmation, click **Finish**.



Figure 64 – Set up Microphone

Step 2: Learn how to talk to your computer

1. Select **Take Speech Tutorial**.
2. Follow the instructions in the Speech Recognition tutorial.

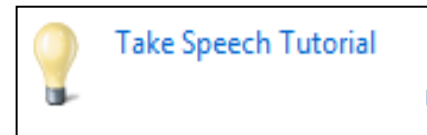


Figure 65 – Talk Speech Tutorial

Step 3: Train your computer to understand your speech

1. Select **Train your computer to better understand you**.
2. Follow the wizard instructions:
 - Read the welcome screen, click **Next**.
 - Complete the Speech Recognition training, click **Next**.
 - (Optional) Click **Send** to share your Speech Recognition training experience with Microsoft.

To start Speech Recognition:

1. Make sure your microphone is connected.
2. Click the **Start button**, select **Control Panel**.
3. Select the **Speech Recognition** option. The Speech Recognition tool appears at the top of your screen.

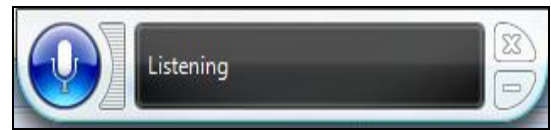


Figure 66 – Speech Recognition

Windows Calculator

You can use the calculator to perform simple calculations such as addition, subtraction, multiplication, and division. The calculator also offers the advanced capabilities of a programming, scientific, and statistical calculator.

1. Click the **Start button**.
2. Select **All Programs**.
3. Click on **Accessories**.
4. Select **Calculator**.

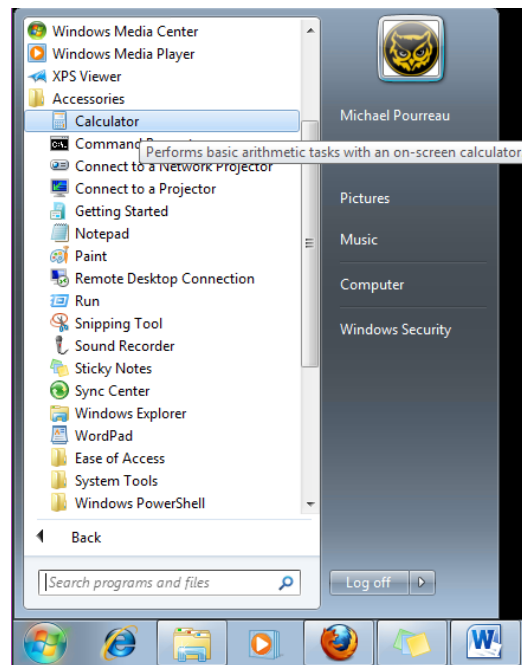


Figure 67 – Opening the Calculator

5. Click on the calculator keys to perform the calculation you want.

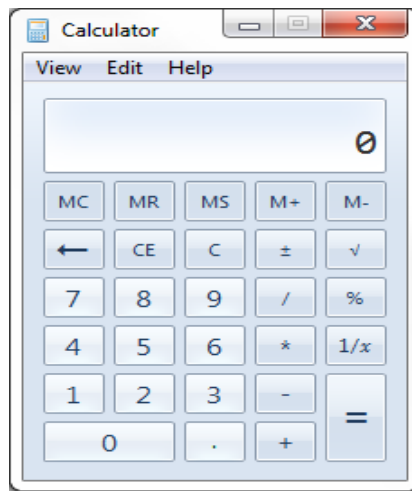


Figure 68 – The Calculator

To access additional calculator modes:

1. Click on **View**.
2. Select the mode you want to use: Scientific, Programmer or Statistics.

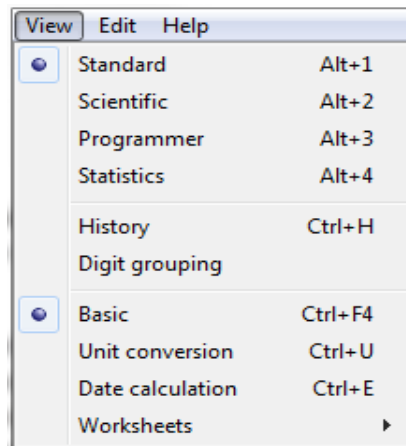


Figure 69 – Calculator View Menu

3. Continue using the calculator keys to perform your calculation.

The calculator also sports new elements, which are to be found under the **View** menu.

- **Date Calculation** calculates the duration between two periods of time.
- **Unit Conversion** converts measurement units for angles, area, energy, length, mass, power, pressure, temperature, time, velocity, and volume.

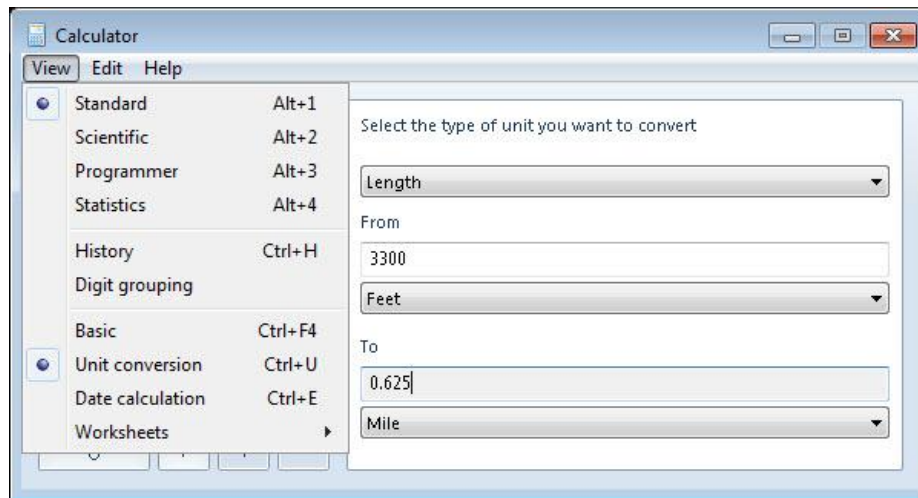


Figure 70 - Calculator - Unit Conversion

- **Worksheets:** A set of four templates calculate lease and mortgage payments, and gas mileage. All you have to do is pick the desired worksheet and complete the fields available for the application to calculate the result.

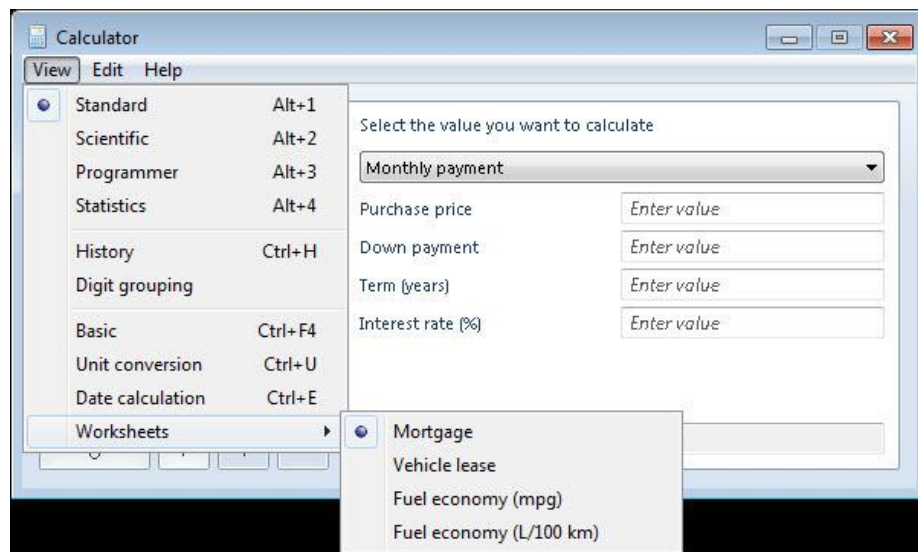


Figure 71 - Calculator - Mortgage Payment

Sticky Notes

The Sticky Notes applet can be used to write a to-do-list or jot down an email address. The note will then appear on your desktop as if you had placed a post-it note on your screen.

To create a Sticky Note:

1. Click on the **Start button**.
2. Type **Sticky Notes** in the search box.
3. Click on **Sticky Notes** in the list of results.
4. Enter your note.



Figure 72 - Sticky Note

When you create a note, the Sticky Notes applet automatically saves the note. This means that you can close the Sticky Notes applet without fear of losing your notes.

To save and close the Sticky Note:

1. From the **Taskbar**, right-click on the **Sticky Notes button**.
2. Click on **Close window**.

When you re-launch the applet, all your notes reappear.

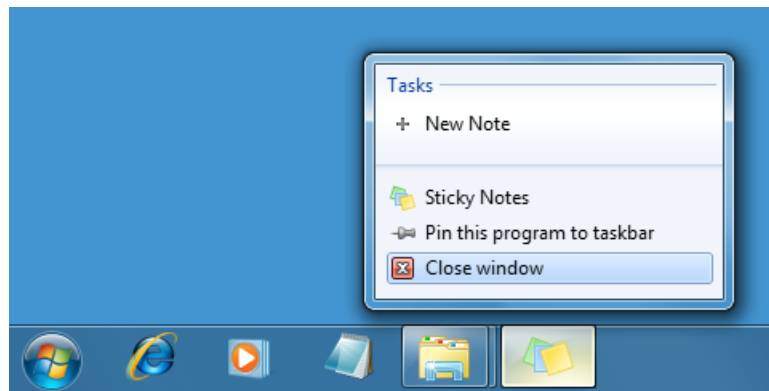


Figure 73 - Closing Stick Notes

To delete the Sticky Note:

1. Click anywhere on the Sticky Note.
2. Click on the **X** mark on the upper-right corner.

The **Delete Note** confirmation screen appears.

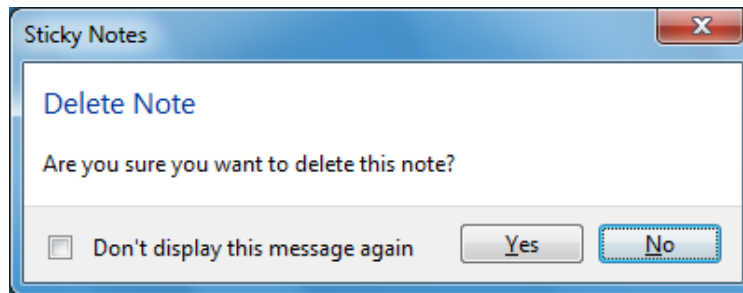


Figure 74 - Deleting a Sticky Note

3. Click on **Yes**.

To create another Sticky Note:

1. Right-click on the **Sticky Notes button** on the **Taskbar**.
2. Select **+ New Note**.

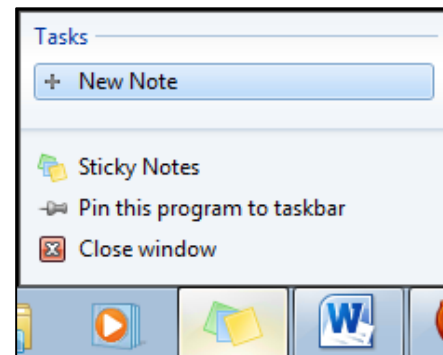


Figure 75 - New Sticky Note

Windows Photo Gallery

Note: KSU computers and their operating system are property of Kennesaw State University. They are not to be used to store photos, video, music, and audio files of a personal nature. Doing so uses precious storage space that is needed for learning and work related purposes and can be in violation of copyright laws in some cases.

With Photo Gallery, it is a snap to get your photos and videos from your camera to your PC. Find your favorite photos and manipulate them for use in publications. Make your great photos look even better, and create impressive panoramic photos too.

What can be done with Windows Photo Gallery:

1. Organize Photos

You can search, sort and organize your photos and videos a number of different ways, including by photo captions and tags. To make tagging the people in your photos easier, Windows Photo Gallery automatically locates people in your photos while you browse through them. Further, tags and captions are retained when you publish your photos and videos so people know more about the photos and videos you share.

2. Edit Photos

In a click, the **Auto adjust** feature adjusts a photo to improve its alignment, exposure, and color. After the photo has been auto-adjusted, Windows Photo Gallery shows what has changed so you can see what each the various editing tools do and make further refinements. If you prefer, you can manually edit your photos instead.

In addition to editing features, Windows Live Photo Gallery has features you can use to create panoramas, movies, and slide shows.

Windows Movie Maker

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Automatically turn your videos, photos, and music into a video production. **AutoMovie** adds a title, credits, transitions, and effects, and fits it all together for you. Customizing your video is simple with easy-to-use editing tools. Trim your video clips to show only the parts you want. Add titles, transitions, music, and effects like panning and zooming. You will be able to publish your work-related videos, and share them with students, faculty and staff in different ways.

What can be done with Movie Maker:

1. Create movies using photos and videos. Use what you have taken with your mobile phone, digital camera, or video camera. Trim videos to show only the parts you want in your movie.

2. Get creative with music, text, transitions, and effects. Use these features to make a great movie that you will want to share with others.
3. Make dynamic slide shows using your favorite photos and music. Add pan and zoom effects to make the photos glide across the screen and show close-ups of your favorite photos as the music plays.
4. Save and share your movie with students, faculty and staff. Share in a variety of ways—including on the web, in an e-mail message, or on DVD.

Note: Please refer to the Movie Maker booklet for step-by-step instructions on how to use the program.

Problem Steps Recorder

The Problem Steps Recorder is a very helpful tool that enables you to record your interactions with an application and provide a detailed screen-by-screen view with accompanying information to the KSU Service Desk. In other words, Problem Steps Recorder will allow you to effectively capture any issues you may have with your computer, and accurately report them to the KSU Service Desk. The recording can then be used to quickly identify problems and help reduce time spent with the help desk.

The following instructions will show you how you can easily use Problem Steps Recorder to automatically capture the steps you take on a computer, including a text description of where you clicked and a picture of the screen during each click (called a screen shot). Once you capture these steps, you can save them to a file that can be used by the KSU Service Desk.

To use the Problem Steps Recorder:

1. Click the **Start button**, in the search field type **PSR**
2. Click the **PSR** application from your search results.

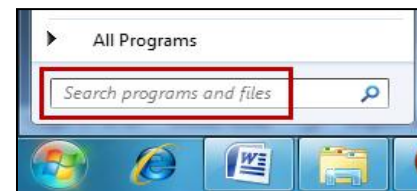


Figure 76 – Search field

The **Problem Steps Recorder** program tool bar appears.

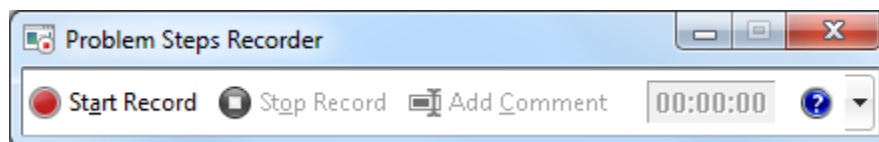


Figure 77 – Problem Steps Recorder

3. Click the **Start Record** button.
4. Go through the steps on your computer to reproduce the problem you are having.

5. When you want to add a comment, click the **Add Comment** button.
6. Use your mouse to highlight the part of the screen that you want to comment on.
7. Type your text in the Highlight Problem and Comment box, click **OK**.
8. Click the **Stop Record** button.
9. In the **Save As** dialog box, type a name for the file.
10. Select the location you want to save the file to.
11. Click **Save**. The file is saved with the .zip file name extension.
12. To view the record of the steps you recorded, double click on the .zip file you just saved.
13. Double-click the file. The document will open in your browser.
14. To send the .zip file you recorded to the ITS Service Desk (email: service@kennesaw.edu), attach the .zip to an e-mail message.

Ease of Access

The Magnifier

The magnifier enlarges different parts of the screen. This is especially useful for viewing objects that are difficult to see, but also for seeing the whole screen more easily.

There are three modes:

- **Full-screen mode** - In full-screen mode, your entire screen is magnified. You can then have Magnifier follow the mouse pointer.
- **Lens mode** - In lens mode, the area around the mouse pointer is magnified. When you move the mouse pointer, the area of the screen that's magnified moves along with it.
- **Docked mode** - In docked mode, only a portion of the screen is magnified, leaving the rest of your desktop in a normal state. You can then control which area of the screen is magnified.

To use the Magnifier option:

1. Click the **Start button**
2. Select **All Programs**.
3. Select the **Accessories** folder.
4. Select the **Ease of Access** folder.
5. Select **Magnifier**.



Figure 78 - Magnifier

A **magnifier icon** appears on your screen, and the view in your screen may increase.

6. Click the **magnifier icon** once, the **Magnifier tool** bar appears

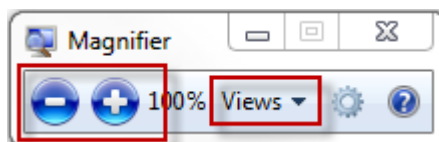


Figure 79 – Magnifier Tool

7. Click the – or + signs to adjust the zoom.

8. Click the Views option, list of the available views displayed.
9. Select the view mode option you wish to use.
10. Move the icon to the part of the screen you want to magnify.

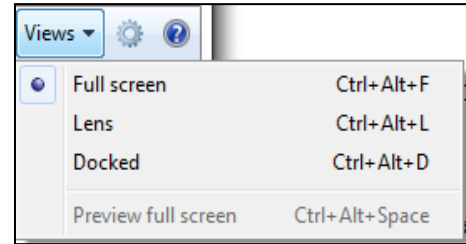




Figure 80 – Magnifier Available Views

Magnifier Shortcuts	Functions
<ul style="list-style-type: none"> •  + plus (+) or minus (-) sign 	Zoom in or out
<ul style="list-style-type: none"> •  + Esc 	Exit Magnifier

The Mouse

You can change how the mouse pointer looks, and turn on other features that can help make it easier to use your mouse.

1. Click the **Start button**.
2. Select **Control Panel**.
3. Click on **Ease of Access Center**.
4. Click on **Make the mouse easier to use**.
5. Select the options you want to use:

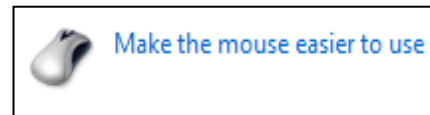


Figure 81 – Make the Mouse Easier to use link

- **Change the color and size of mouse pointers** - You can use these options to make the mouse pointer larger, or change the color to make it easier to see.
- **Turn on Mouse Keys** - You can use this option to control the movement of the mouse pointer by using the numeric keypad.
- **Activate a window by hovering over it with the mouse** - This option makes it easier to select and activate a window by pointing at it with the mouse rather than by clicking it.
- **Prevent windows from being automatically arranged when moved to the edge of the screen** - This option prevents windows from automatically resizing and docking along the sides of your screen when you move them there.

The Keyboard

You can use your keyboard to control the mouse and make it easier to type certain key combinations.

1. Click the **Start button**.
2. Select **Control Panel**.
3. Click on **Ease of Access Center**.
4. Click on **Make the keyboard easier to use**.
5. Select the options you want to use:

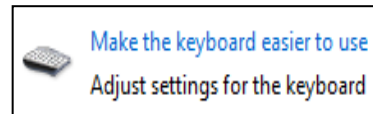


Figure 82 – [Make the Keyboard Easier to use link](#)

- **Turn on Mouse Keys** - This option sets Mouse Keys to run when you log on to Windows. Instead of using the mouse, you can use the arrow keys on your keyboard or the numeric keypad to move the pointer.
- **Turn on Sticky Keys** - This option sets Sticky Keys to run when you log on to Windows. Instead of having to press three keys at once (such as when you must press the Ctrl, Alt, and Delete keys together to log on to Windows), you can use one key by turning on Sticky Keys and adjusting the settings. This way, you can press a modifier key and have it remain active until another key is pressed.
- **Turn on Toggle Keys** - This option sets Toggle Keys to run when you log on to Windows. Toggle Keys can play an alert each time you press the Caps Lock, Num Lock, or Scroll Lock keys. These alerts can help prevent the frustration of inadvertently pressing a key and not realizing it.
- **Turn on Filter Keys** - This option sets Filter Keys to run when you log on to Windows. You can set Windows to ignore keystrokes that occur in rapid succession, or keystrokes that are held down for several seconds unintentionally.
- **Underline keyboard shortcuts and access keys** - This option makes keyboard access in dialog boxes easier by highlighting access keys for the controls in them.
- **Prevent windows from being automatically arranged when moved to the edge of the screen** - This option prevents windows from automatically resizing and docking along the sides of your screen when you move them there.

Action Center

Action Center is a central place to view alerts and take actions that can help keep Windows running smoothly. Action Center lists important messages about security and maintenance settings that need your attention. Red items in Action Center are labeled Important, and indicate significant issues that should be addressed soon, such as an outdated antivirus program that needs updating. Yellow items are suggested tasks that you should consider addressing, like recommended maintenance tasks.

To access your computer Action Center:

2. Click the **Start button**.
3. Select **Control Panel**.
4. Click on **System and Security**.
5. Select the **System** option. The **System window** appears.

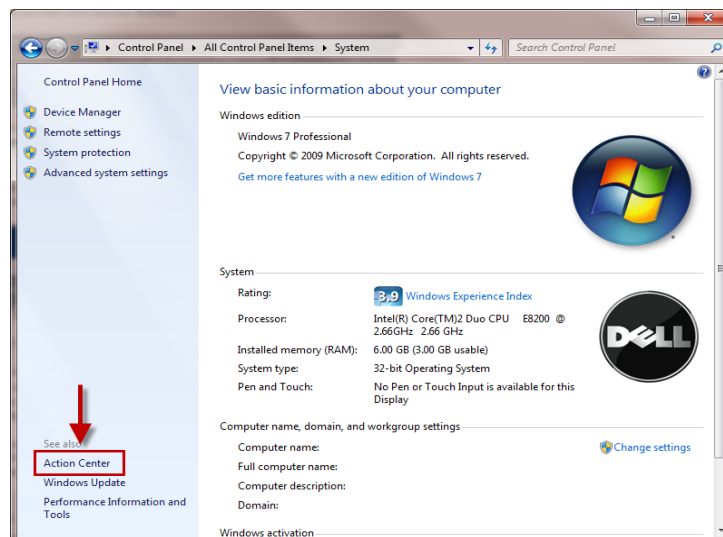


Figure 83 – System Window

3. Click the **Action Center** link.

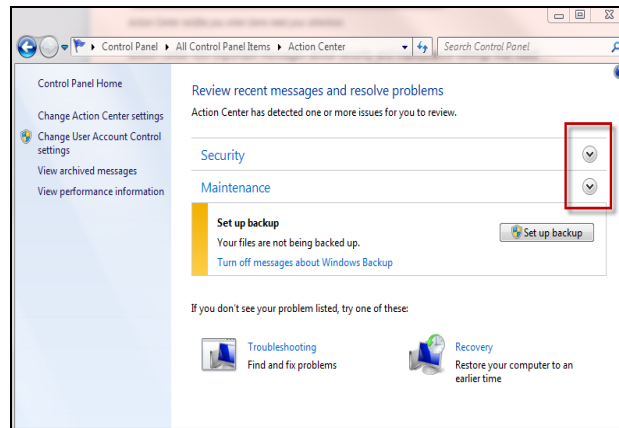


Figure 84 – Action Center

4. To view details about either the Security or Maintenance section, click the **down arrows** to the right of each section to expand the list.

Action Center Short Cut

1. If there are any issues with your computer a **white flag** will appear in the notification area at the right of the task bar.

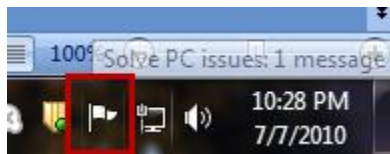


Figure 85 – Action Center White Flag

2. Click the **white flag icon** to view more details.

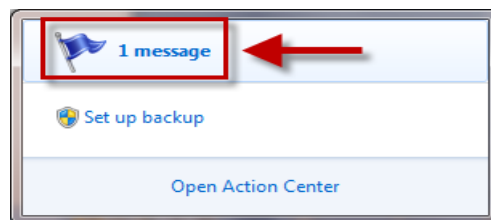








Figure 86 – Action Center Message

3. Click the **message** to view the issue.
4. To resolve the issue contact the ITS Service Desk at **(770) 423-6999**.

Windows 7 Popular Shortcuts

<i>Windows Taskbar Shortcuts</i>	<i>Functions</i>
<ul style="list-style-type: none">• 	Opens/Closes the Start menu
<ul style="list-style-type: none">• SHIFT + click on taskbar icon	Launches a new instance of a program
<ul style="list-style-type: none">• Drag up from a taskbar icon	Opens Jump List
<ul style="list-style-type: none">• Right-click from a taskbar icon	Opens Jump List
<ul style="list-style-type: none">•  + T	Cycles through programs on the taskbar

<i>Managing Windows Shortcuts</i>	<i>Functions</i>
<ul style="list-style-type: none">•  + Arrow	Cycles through window arrangements for a window (i.e.: snap, maximize, minimize)
<ul style="list-style-type: none">• Alt + Tab	Cycles through open applications and folders
<ul style="list-style-type: none">•  + Tab	Cycles through open windows in a 3D queue sequence
<ul style="list-style-type: none">•  + D	Displays the Desktop
<ul style="list-style-type: none">•  + Shift + Left/Right Arrow	Move a window from one monitor to another

<i>Windows Explorer Shortcut</i>	<i>Function</i>
<ul style="list-style-type: none">• Alt + P	Shows/hides preview pane
<ul style="list-style-type: none">• Alt	Displays Windows classic menu

Additional Training Resources

Windows 7 Online Development Path

To access the Windows 7 online development path:

1. Open your web browser and login to <https://computertrain.kennesaw.edu>
2. From the menu bar, click the Professional Development option, select Development paths.
3. Select the **Windows 7** link.
4. Select the title of the course you wish to take.
5. Click the “Begin Course” link located at the right side of the table.
6. The course window appears. Click the next arrow button to begin the tutorial.
7. Make sure your computer speakers are turned on, and enjoy the online tutorial.



Figure 87

Windows 7 Live Training Workshops

To register for Windows 7 training workshops:

1. Point your web browser to ITS Dept Windows 7 support site at: <http://its.kennesaw.edu/windows7/index.html>
2. Review the Windows 7 support resources provided.
3. Click the **Training** link located at the right side of the screen.
4. Login with your NetID and Password.
5. Click the **Catalog** option from the menu bar.
6. Select the **Center for University Learning** link.
7. Select the **Windows 7** course.
8. Read the “Overview”.
9. Select the “Upcoming Sessions” tab.

10. Review the date and time of the available sessions.
11. To enroll for a session, click the **Enroll** button in the top right corner.
12. A registration confirmation page will appear, click **OK**.
13. You are now registered for the training session.

KSU Service Desk Support

- Email: service@kennesaw.edu
- Phone: (770)423-6999



Windows XP

versus

Windows 7

Windows XP vs Windows 7:

A Comparison Chart of New and Improved Features



	Windows XP	Windows 7
Jump lists	n/a	Jump lists provide unprecedented ease of access to files and programs Windows XP does not have. With jump lists you can right click on an icon on the taskbar and Windows 7 will instantly provide a list of the most often used application for that program. For example if you right click on internet explorer, you will be provided with a list of the most recently visited websites that have been viewed. No more digging through history files to find it.
Pins – documents and websites	n/a	You can pin files, documents, and websites to the taskbar for frequent, easy access.
Pins - programs	Click the icon for the program you want to add, and then drag it to the Quick Launch portion of the taskbar located next to the Start button.	You can easily customize the taskbar by pinning commonly used program shortcuts with the click of a button. By scrolling over this shortcut with the mouse, you will be able to preview the most recently opened instance of that application for a quick peek at what is there. For a program that is used frequently, simply right click on the programs icon and choose “pin to taskbar”. There will then be an easy to use shortcut to the application on the taskbar.
Search	The Search Companion locates files and folders. It can be a very time consuming process.	Windows Search quickly finds files and programs, from documents to emails to applications, right from the Start Menu. Additionally, almost every window has a search area in the top right corner.

Sizing & arranging open windows	Right-click an empty area on the taskbar, then click on cascade windows, tile windows horizontally, or tile windows vertically. Windows that are reduced to taskbar buttons will not be displayed.	With Snap , size and arrange windows by simply dragging their borders to the edges of your screen. Instantly expand to full screen and back, or arrange two windows side by side.
Viewing only one open window	Minimize the windows you want to hide one-by-one. To restore the windows, click on their respective taskbar buttons one-by-one.	The Shake feature allows you to hide all other open windows by simply shaking the window you want to keep on display. Shake the window again and all other windows reappear.
Viewing what is behind an open window	You cannot view through an open window.	The Peek feature allows you to peer past all open windows straight to the desktop by moving the cursor over a little transparent rectangle in the lower right corner of the screen.
Previewing the content of a minimized window	You cannot preview the content of a minimized window from the taskbar.	With Aero Peek , you will see a preview of the window for a quick peek at what is there, by scrolling over a minimized window with the mouse.
Previewing all open windows without accessing the taskbar	n/a	With Aero Flip 3D , you can quickly preview all of your open windows (i.e.: open folders, documents, programs) by moving the windows in a 3D queue so that you can see all of your windows in sequence. Activate the Aero Flip 3D by pressing the Windows and the tab keys together.
Speech Recognition	n/a	You can use your voice to control your computer. You can say commands that the computer will respond to, and you can dictate text to the computer.

Problem Steps Recorder	n/a	The Problem Steps Recorder in the Windows 7 operating system is a very helpful tool that enables you to record your interactions with an application and provide a detailed screen-by-screen view with accompanying information to the KSU Service Desk.
Paint	Paint is a drawing tool you can use to create simple or elaborate drawings. These drawings can be either black-and-white or color. You can print your drawing, use it for your desktop background, or paste it into another document.	The new Paint in Windows 7 has adopted the Office ribbon style interface and has grown into a powerful yet simple image and photo editor tool.
WordPad	WordPad has always come in very handy as a quick and easy to use text editor for documents. Rather than opening up a new Word session to make simple adjustments, WordPad can save a lot of time. In fact it is all that is needed to create basic letters and other simple documents.	The new WordPad in Windows 7 includes the nicely laid out Ribbon interface as well as improvements to the options and features available.
Power Management	Data about remaining power is not always accurate.	Windows 7 intelligently decreases power consumption by monitoring CPU state and reducing the amount of disk activity. It also provides more accurate reports about remaining power.
Performance Improvements over XP		Windows 7 is designed to sleep and resume quicker, be less memory hungry, and spot USB devices faster.