New features in Microsoft Windows 7

Technology Learning Center

The Taskbar

Normally at the bottom of the screen as before, the taskbar has a new look—and many new features. But the **Start button** (now sometimes called the **Start Globe**) is still on the left and the time/date clock on the right.
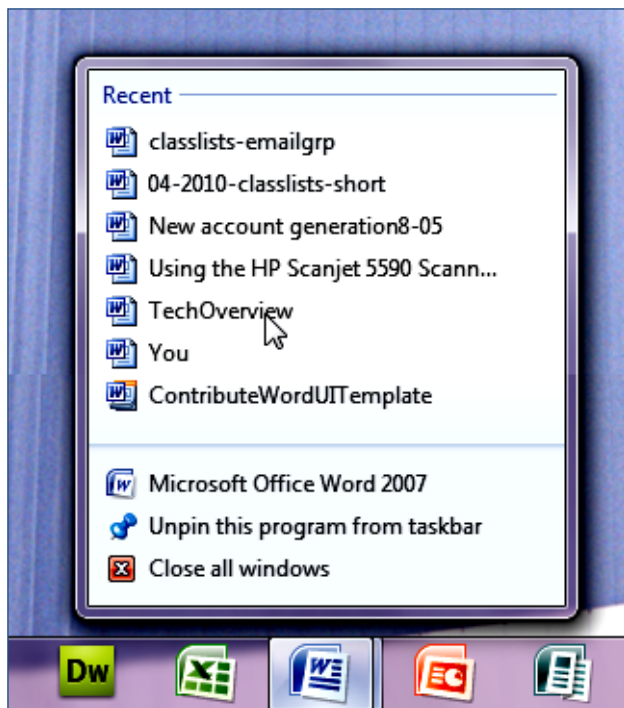
- **Right**-click an icon to pop up a list of the last 10 documents or web pages you've opened:
- Then [Left-] Click an item on the list to open it.

Tip: To change the number of items to display on the popup (Microsoft calls it the Jump list):
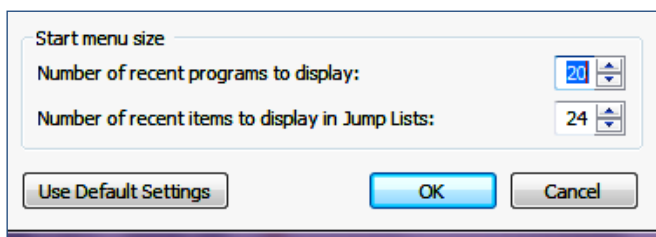
1. **Right** click an empty area of the taskbar
2. Click Properties → Start Menu → Customize
3. Set the Jump Lists number (up to 60!)
4. Click OK

5. Click Apply to set your choice and OK to exit

Taskbar icons: New Options

Use the active icons on y our taskbar to move quickly among open pages/documents
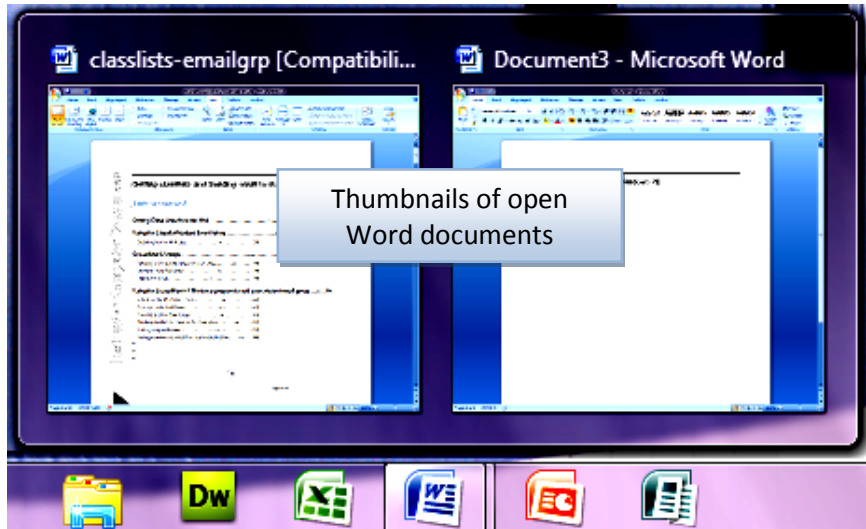
- Roll over or left-click a taskbar icon to see thumbnails of open documents/web pages:
- Hover over a thumbnail to see it full-size.
- Then click the thumbnail to open and work.

Configuring the Start Menu and Taskbar

Right-click an **empty area** of the taskbar to configure the bar. Or choose **Properties** from the popup menu to change the start menu/button.

- For even more control, go to the Control Panel: Click the Start button, Control Panel, Appearance and Personalization, and finally **Taskbar and Start Menu**.
- To control how you want taskbar buttons to display, here's a short video: **http://tinyurl.com/2alpr8v**

Quickly Search your computer or open a web page

Click the Start button. The Search box is directly above the button.

Type in a search term or the address of a web page.

If you search, the results of the search start appearing as you type and narrow as you add more letters.

To go to a web address, press Enter after typing (you don't have to put in the initial http://).

Searching a folder

An improvement: If you are in Windows Explorer, navigating through your folders, the search box at the top right of the Explorer window allows you to search in the active folder (and those under it) instead of in your entire computer.

Here's how the search box appears while you browse your Documents library.
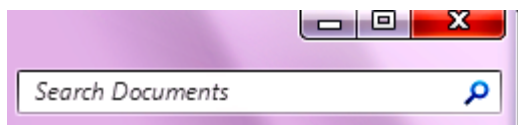
Safely Removing a Flash Drive: The system tray
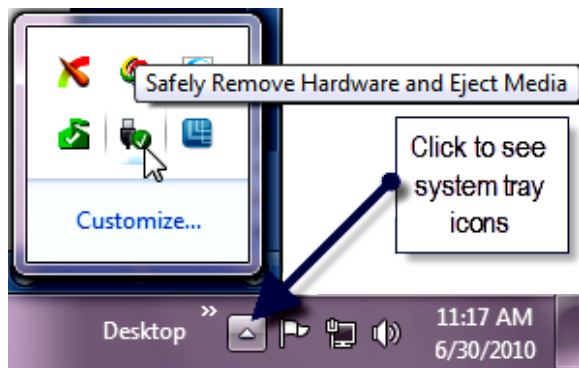


Before you remove a flash drive from a USB port on your computer, you should prevent corruption and data loss by clicking the Safely Remove... icon and waiting for the Safe to Remove message. But where is the icon?

It used to be visible at the right of the taskbar, but now you must **click the lower right up-arrow** to see it and the icons of any other applications running in the background.

Fun stuff on the Task Bar

You can display two clocks when you click the time/date display on the right of the bar. To set this up, click the time/date display.
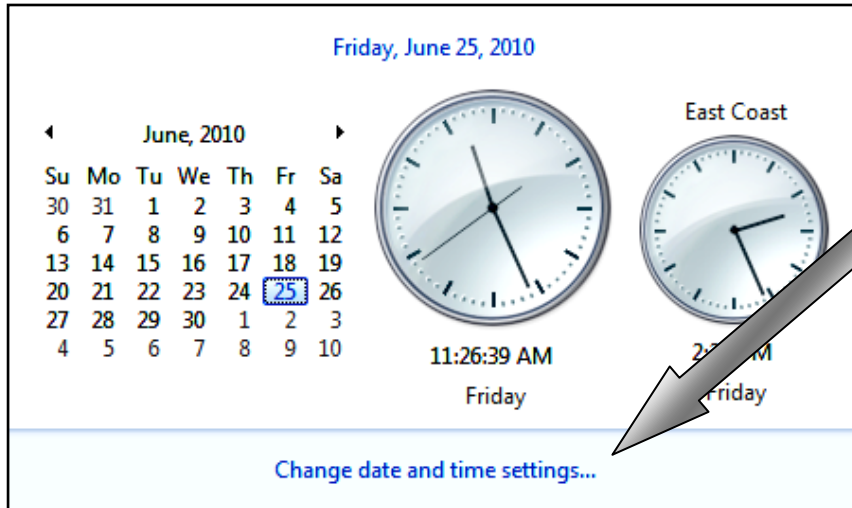
Then click **Change date and time settings**. Now you can set the second clock's time zone.

View the desktop *through* your open windows: At the extreme right of the taskbar (the extreme bottom right of the screen) is a small unlabelled rectangle.
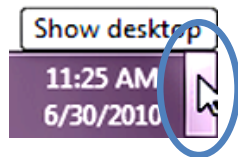
- **Hover** your cursor over it → all active windows turn transparent and you can see the desktop.
- **Click** this area once and all windows disappear. Actually they minimize: they are available from the active icons on the taskbar.
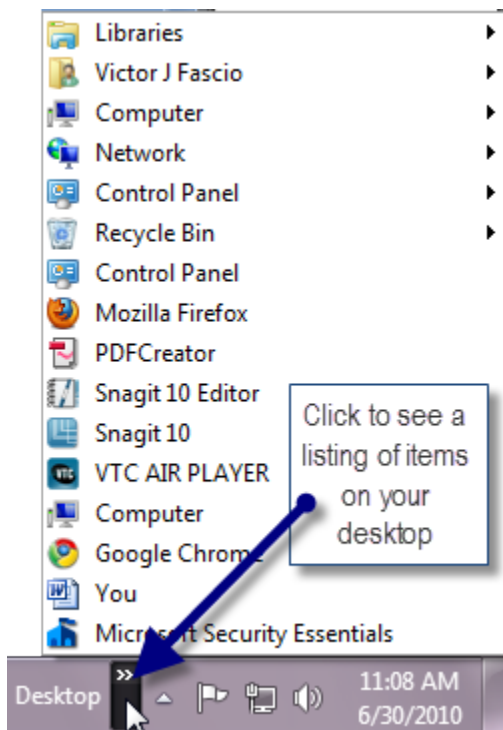
View the Contents of your desktop as a list: Click the Desktop chevron (») at the lower right of the taskbar to see a list of all the shortcuts, folders and documents on your desktop.

Left-click to open anything on this list.

The Desktop

Clean up your display: Working on too many things at once? Have a cluttered desktop with many windows open. Here's a weird thing you can do to clean up the display:

1. Place the cursor in the **top bar** of the window you want to work on undistracted
2. Hold down the left mouse button and
3. **Shake the mouse**

All the other windows minimize and you have a serene desktop with just the window you want open. Try it!

Resize windows by dragging: Place the cursor at the top of a window and then:

- Drag the window to the top of the screen to maximize it or
- Drag it to the right or left to have it take up half the screen, vertically (for some reason dragging to the left requires more oomph than to the right to accomplish this effect).
  - o Create a split-screen by dragging one window to the right and another to the left: each will take up half the screen.
  - o You can easily compare, cut-and-paste or drag-and-drop between the two windows.

Use Themes or choose a new desktop background

There are many ways to change the look of your desktop.
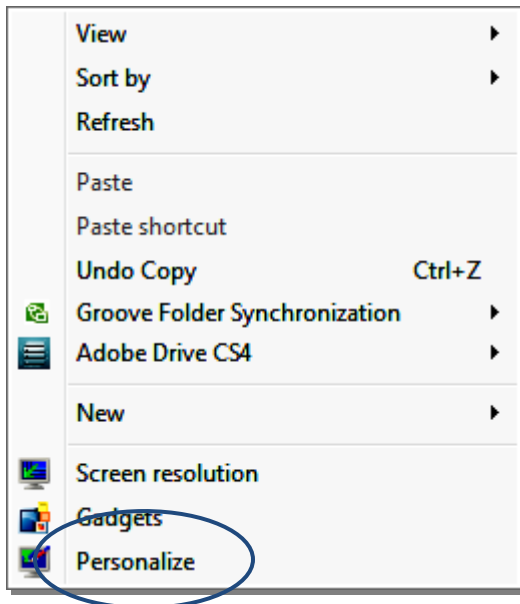
To start the process, right-click anywhere on your desktop.

Click Personalize to see your options:

Themes: You can choose a Theme, which will change your desktop background, even shifting images periodically, as well as the way your windows look and the sounds that attach to actions in Windows..

Take a look at http://www.youtube.com/watch#!v=HMwUlebWPLI&feature=related

Desktop Background: This sets a background picture for good (until you change it).

For an informal demo, here is an annoying but informative video (from Chris Pirillo): http://www.youtube.com/watch?v=LbxOtL80J9A

A good rundown of the possibilities for backgrounds and themes is at http://www.howtogeek.com/howto/8887/learning-windows-7-desktop-themes-and-backgrounds/

Microsoft's own guide: http://windows.microsoft.com/en-us/windows/downloads/personalize/help

New features in Microsoft Windows 7

Add Gadgets

Gadgets are tiny programs that you can add to your desktop. They include calendars, clocks, stock lists, etc.

To use Microsoft's gadgets, just right-click your desktop and choose Gadgets. If you see one you want to try, just double-click it.

- To see even more Gadgets, click the Get more gadgets online link.
- To remove a Gadget, right-click it and choose Close Gadget.

Microsoft's Gadgets help page is at http://windows.microsoft.com/en-us/windows7/desktop-gadgets-overview

Google also has a wide selection of gadgets that work beautifully with Windows 7: http://desktop.google.com/plugins/

Microsoft Security Essentials

Microsoft Security Essentials provides an easy, built-in method to provide protection against viruses and spyware.

**Starting Microsoft Security Essentials**: Click the Start button. You should see the program on the Start menu.

If not, type **security** in the search box right above the Start button. Microsoft Security Essentials should be the first program listed.

Microsoft Security Essentials Settings

You'll want to get its opening window to look like this, with real-time protection enabled and all definitions up to date:
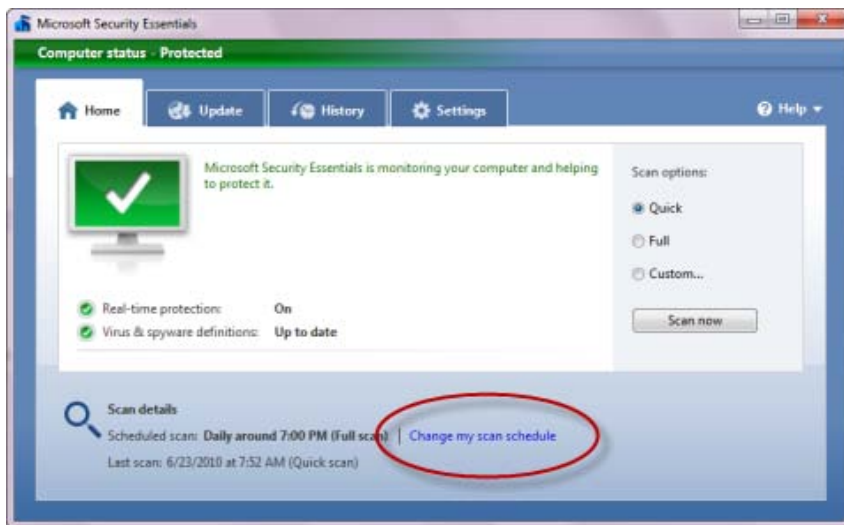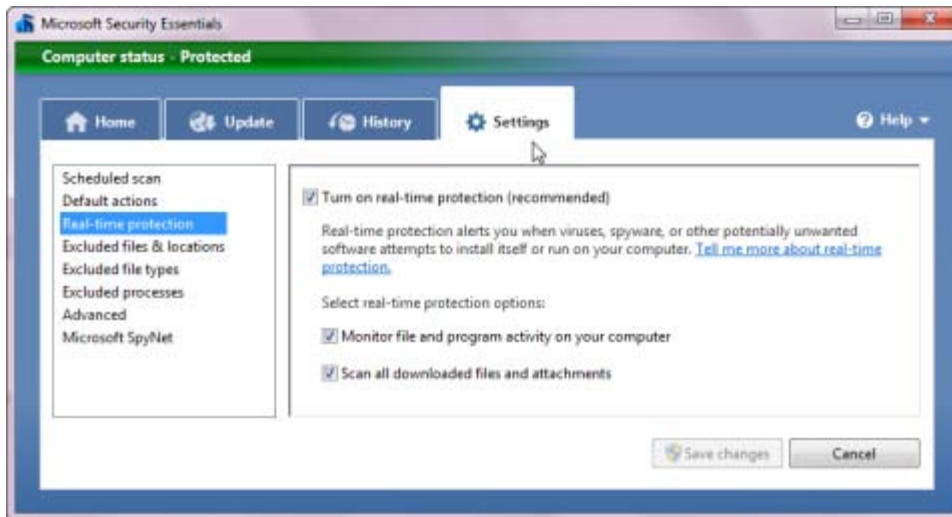

Click the **Change my scan schedule** link to set the frequency and time for your computer habits.
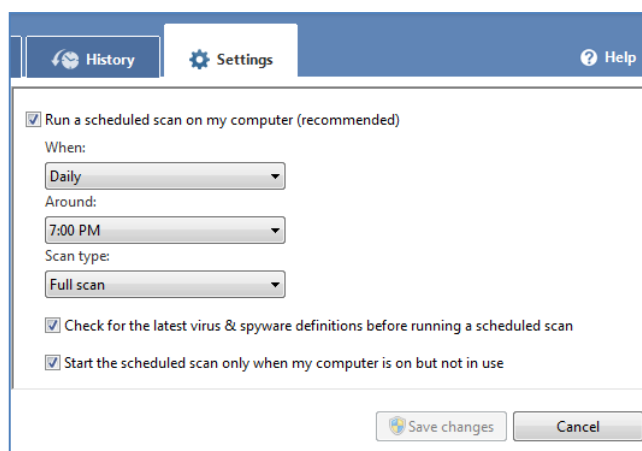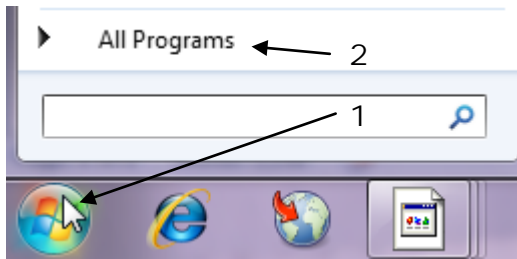

In the **Scheduled Scan** section, use the pull down menus to set frequency and time. Check both lower boxes.

On the left, click Real-time protection.

Make sure that the top box enabling it is checked, along with both lower boxes

Screen capture: The Snipping Tool

A completely new addition, this tool can help teachers or supervisors document computer processes by easily including images captured from the computer screen and pasted into documents or presentations.

Find it in **Start → All Programs → Accessories → Snipping tool**. If you like it, drag it to the taskbar, or Right-click and choose Pin to Start Menu.
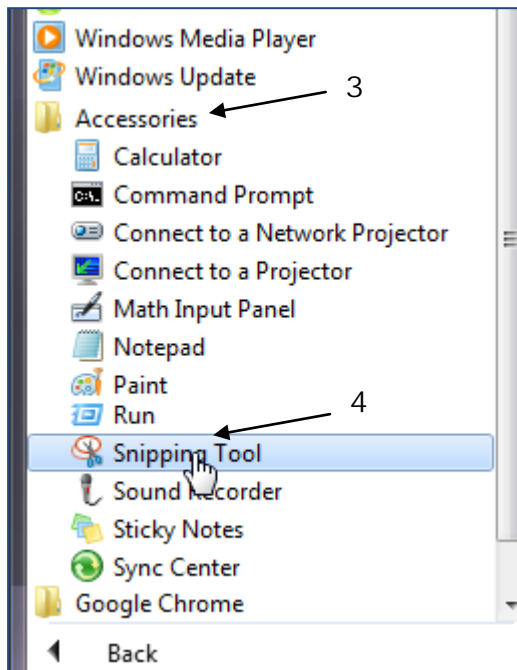
Quick Start: Using the Snipping Tool

1. Open the tool.
2. Make sure that what you want to capture is onscreen.
3. Click the down-arrow beside the New button and choose the type of capture you want.
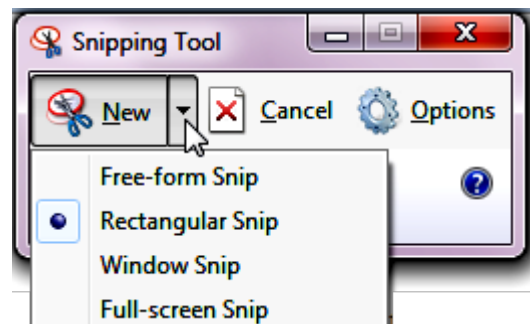
- For Free-form or Rectangular snips, hold down the left mouse button and drag around the area you want: a red line marks your progress.
- To snip a Window, just click on it.
- If you choose Full-screen, an image of the screen immediately appears.

4. The Snipping Tool Window appears. It displays your image for saving or marking up. But you don't **have** to do anything else: your image is already saved in the Windows clipboard.
   You can close the Snipping tool and paste the image into your document (Use Edit → Paste or Ctrl-V).

   Or…
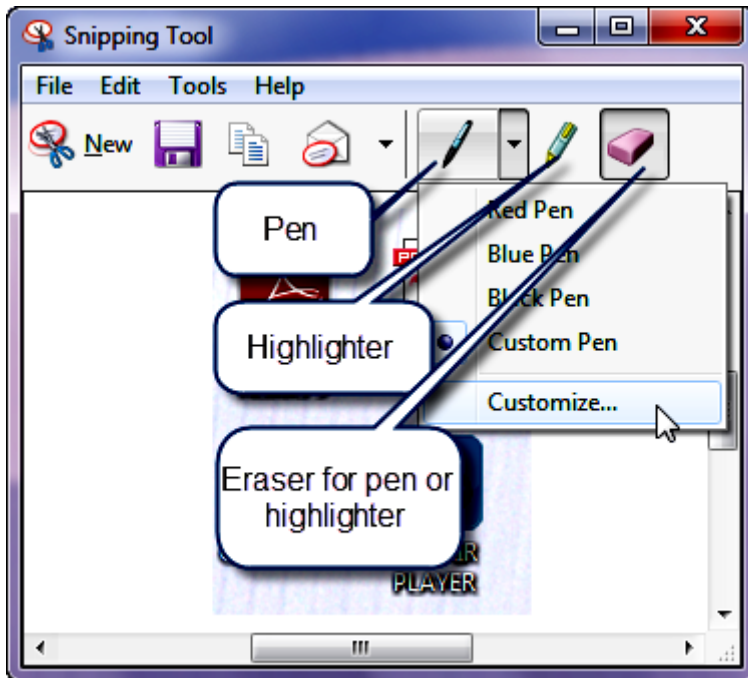
5. Or you can write on the image with the Pen, add Highlights, and erase your first thoughts in writing or highlighting.
6. You'll also be prompted to save: go ahead if you want to preserve the snip.
7. You can save your image (floppy disk icon) or just close the Snipping Tool now. Again: the image is on the clipboard to be copied into a document (Ctrl-V).

Capturing a menu (e.g. Shortcut menu or Start menu)

Menus usually disappear when you press any key. But you can capture them with the Snipping Tool.
1. Open the Snipping Tool.
2. Click the arrow next to the **New** button and select Rectangular Snip from the list
3. Tap (don't hold down) the **Esc** key, and then open the menu that you want to capture.
4. Hold down the Ctrl key and tap the PrtScn key.
5. Click and drag corner-to-corner to select the area that you want to capture.
6. You can save, or highlight or draw on the image in the capture window – but you don't have to. It is saved on the clipboard.
7. Save the image or just close the tool.
8. Go to the document where you want to past the image and press Ctrl-V or use the Edit menu to paste from the clipboard.

Web links

Custom Guide to Windows 7

http://www.customguide.com/pdf/windows-quick-reference-7.pdf

A two-page guide to major features with a list of keyboard shortcuts. Packed with info!

Microsoft's Windows 7 Videos

http://windows.microsoft.com/en-us/windows7/products/videos

Individual features: Videos

Taskbar: http://res2.windows.microsoft.com/resbox/en/Windows%207/Main/9/0/90e31c0a-d43c-40d4-93a5-f055cb491752/90e31c0a-d43c-40d4-93a5-f055cb491752.wmv

Right-clicking taskbar icons (Using Jump lists):

http://windows.microsoft.com/en-us/windows7/products/features/jump-lists

Expand windows vertically:
http://res2.windows.microsoft.com/resbox/en/Windows%207/Main/6/7/679e7c74-f5e1-41b5-a78d-4725b14cd598/679e7c74-f5e1-41b5-a78d-4725b14cd598.wmv

Searching: http://res1.windows.microsoft.com/resbox/en/Windows%207/Main/9/c/9c6fefc4-78e2-4e5f-a0cd-e74829981757/9c6fefc4-78e2-4e5f-a0cd-e74829981757.wmv

Windows 7 tutorials

http://www.top-windows-tutorials.com/windows-7.html

A pretty complete set of videos introducing features of Windows 7 from the ground up. Check on new features or remind yourself how to do common operations like manipulating multiple windows, moving and copying files, and exploring your disks.

Topics:

Tutorial 1 - Introduction to the Desktop
Tutorial 2 - Exploring the Start Menu
Tutorial 3 - Windows in Windows 7
Tutorial 4 - Navigating your personal folders
Tutorial 5 - Organizing files and folders using the context menu
Tutorial 6 - Working with multiple files and folders
Tutorial 7 - Using libraries
Tutorial 8 - Folder properties
Tutorial 9 - Folder options
Tutorial 10 - Using the Recycle Bin
Tutorial 11 - Advanced Start Menu options
Tutorial 12 - Exploring your computer with 'Computer'
Tutorial 13 - Taskbar jump lists and customization
Tutorial 14 - The Notification Area (System Tray)
Tutorial 15 - Search is everywhere in Windows 7 too
Tutorial 16 - The low down on User Account Controls in Windows 7
Tutorial 17 - Devices and Printers

Also: The new Calculator: http://windows.microsoft.com/en-us/windows7/Using-Calculator