



## **Basic Skills**

### **Lab 1**

# Objectives

1. Start Windows 7
2. Use a mouse
3. Use the Start menu
4. Size, move, arrange, and close windows
5. Scroll a window



# Objectives

6. Use Help and Support
7. Print a Help topic
8. Use dialog boxes
9. Use Folder windows and Libraries
10. Change folder layouts and views



## Objectives

11. Navigate and sort files and folders
12. View and organize pictures
13. Shut down Windows 7



# Concept Preview

- Operating System
- Desktop
- Menu
- Window
- Dialog Box
- Folders and Libraries



# Outline

- Starting Windows 7
  - Turning on the Computer
  - Using the Mouse
  - Exploring the Desktop
- Using Windows 7
  - Using the Start Menu
  - Starting Windows Help and Support



# Outline

- Working with Windows
  - Sizing and Moving Windows
  - Scrolling a Window
  - Using Help and Support
  - Navigating Help and Support
  - Using the Browse Help Feature
  - Searching Help
  - Printing a Help Topic
  - Using the Options Menu

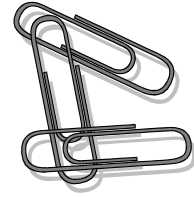
# Outline



- Working with Multiple Windows
  - Opening a Second Window
  - Arranging Windows
  - Minimizing All Open Windows
  - Using Shake and Snap
  - Closing a Window

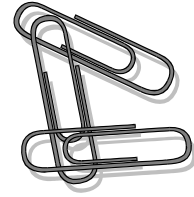


# Outline



- Using Folder Windows and Libraries
  - Exploring the Computer Window
  - Changing the Window Layout
  - Navigating the Folder Window
  - Changing Folder Views
  - Sorting Files and Folders

# Outline



- Viewing and Organizing Pictures
  - Using the Pictures Folder
  - Using Windows Live Photo Gallery
- Shutting Down Windows 7
- Key Terms
- FAQs
- Discussion Questions

# Starting Windows 7



- Purpose of computer is to run application software
- All computers must load an operating system
  - Controls overall activity of the computer
  - Acts as an interface between the user and the computer
  - Microsoft Windows 7 is the newest version of the Windows operating system

# Concept 1

## Operating System

- Software
- Helps the computer to operate
- Consists of a collection of programs
  - Programs are a sequence of instructions
  - Programs direct the computer to perform tasks



# Main Functions of an Operating System

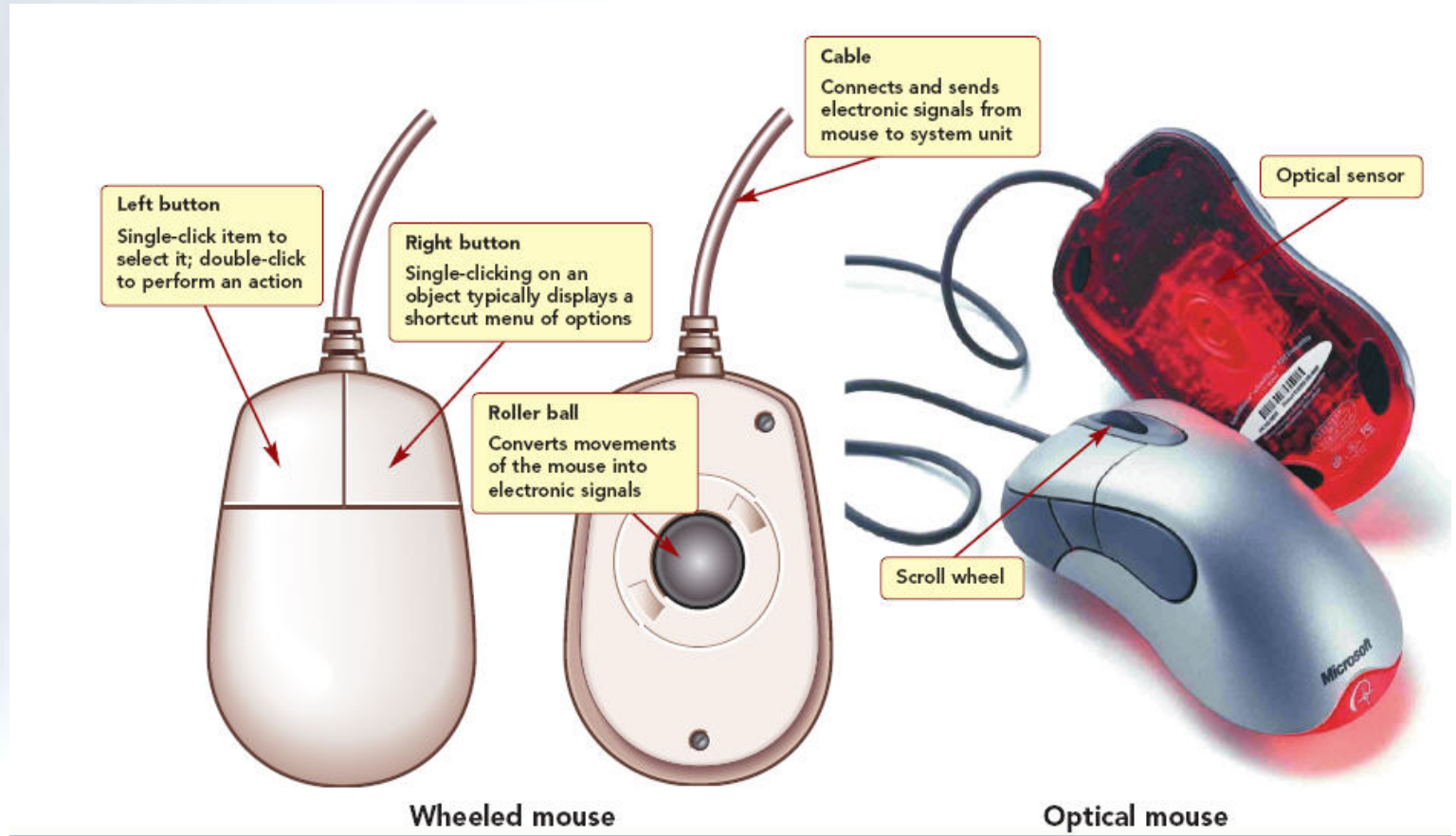
Function	Description
Manage resources	Coordinates the different parts of the computer system so that all parts work together. This includes coordinating the flow of data to and from the system unit and to and from input and output devices like the keyboard and the display screen. This controls computer system resources and includes providing the means to manage and store information on the computer.
User interface	Provides the means for users to interact with the computer
Running application software	Loads programs designed for specific uses such as word processing, graphics, and spreadsheet analysis.

# Turning on the Computer







- Turn on the computer
- System and hardware checks are performed
- Windows 7 is loaded into main memory
- Process called a **cold start**



# Using the Mouse



# Mouse Pointer Shapes

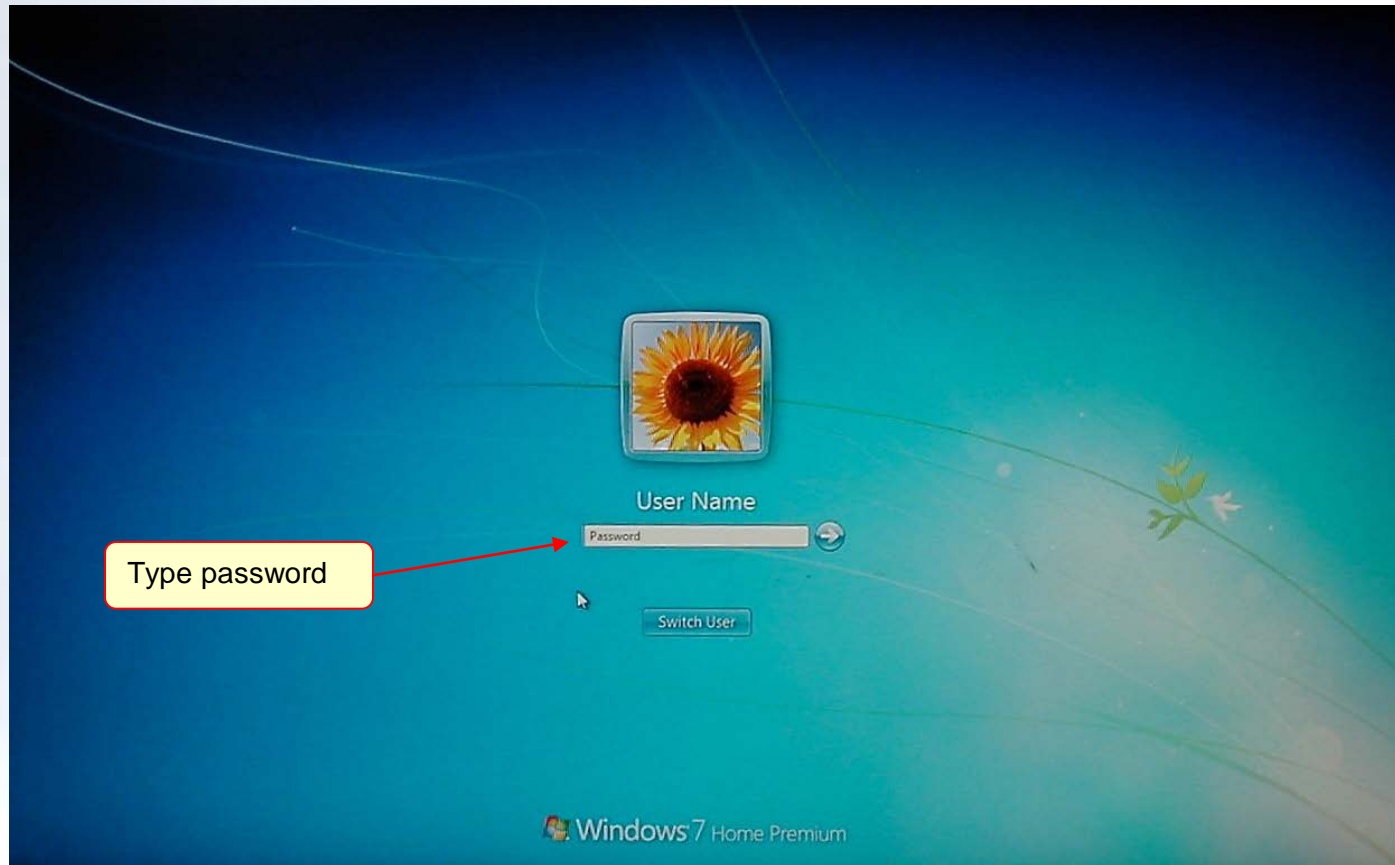
Pointer Shape	Meaning
	Normal select
	Link select
I-beam	Move the insertion point
	Area is not available
	Busy
	Horizontal/vertical resize
	Diagonal resize



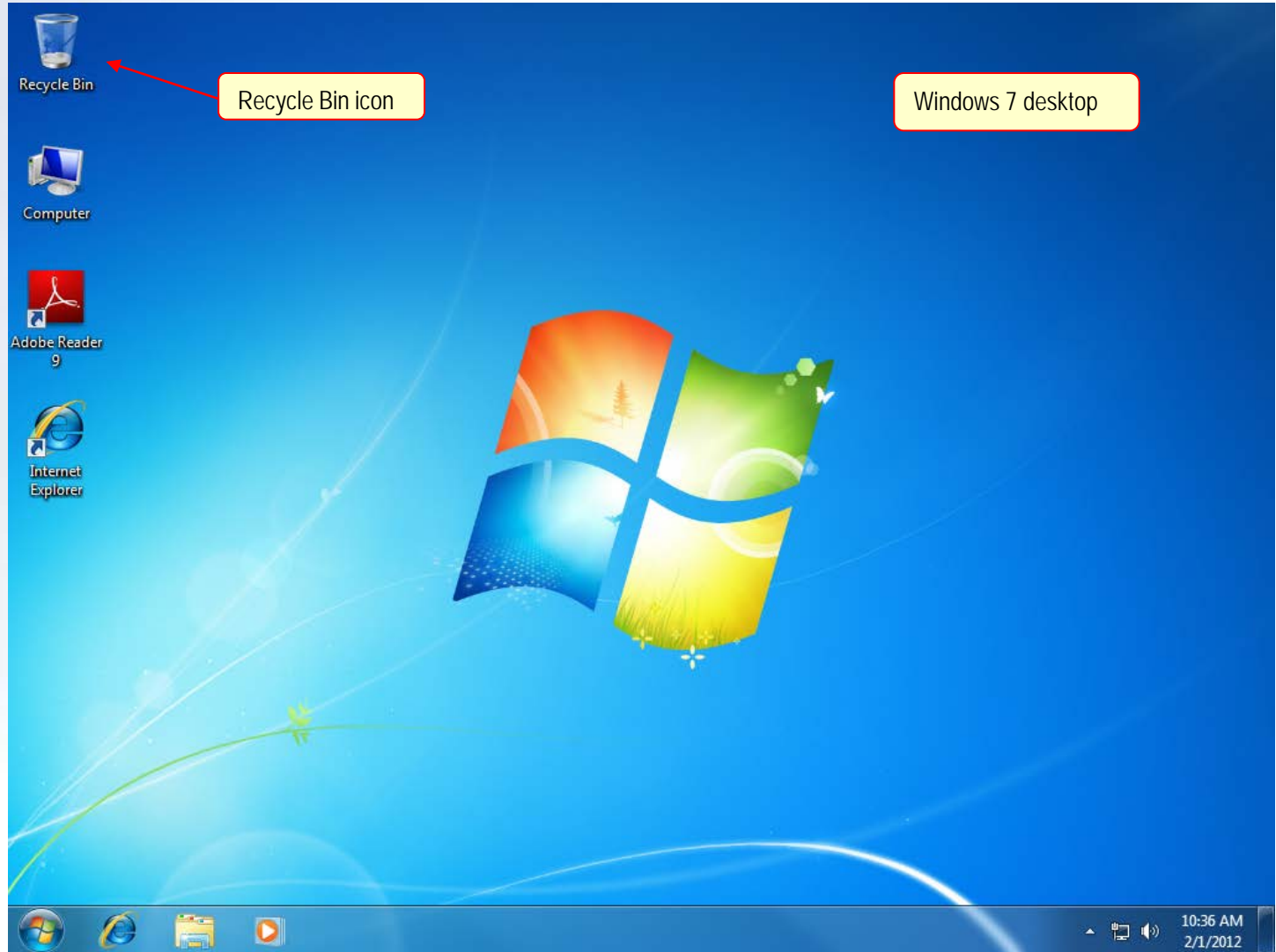
# Mouse Actions

Action	Description
Point	Move the mouse so the mouse pointer is positioned on the item you want to use.
Click	Press and release the left mouse button.
Right-click	Press and release the right mouse button.
Double-click	Quickly press and release the left mouse button twice.
Drag	Move the mouse while holding down the left or right mouse button.

# Log On to User Account



# Exploring the Desktop






# Concept 2

## Desktop

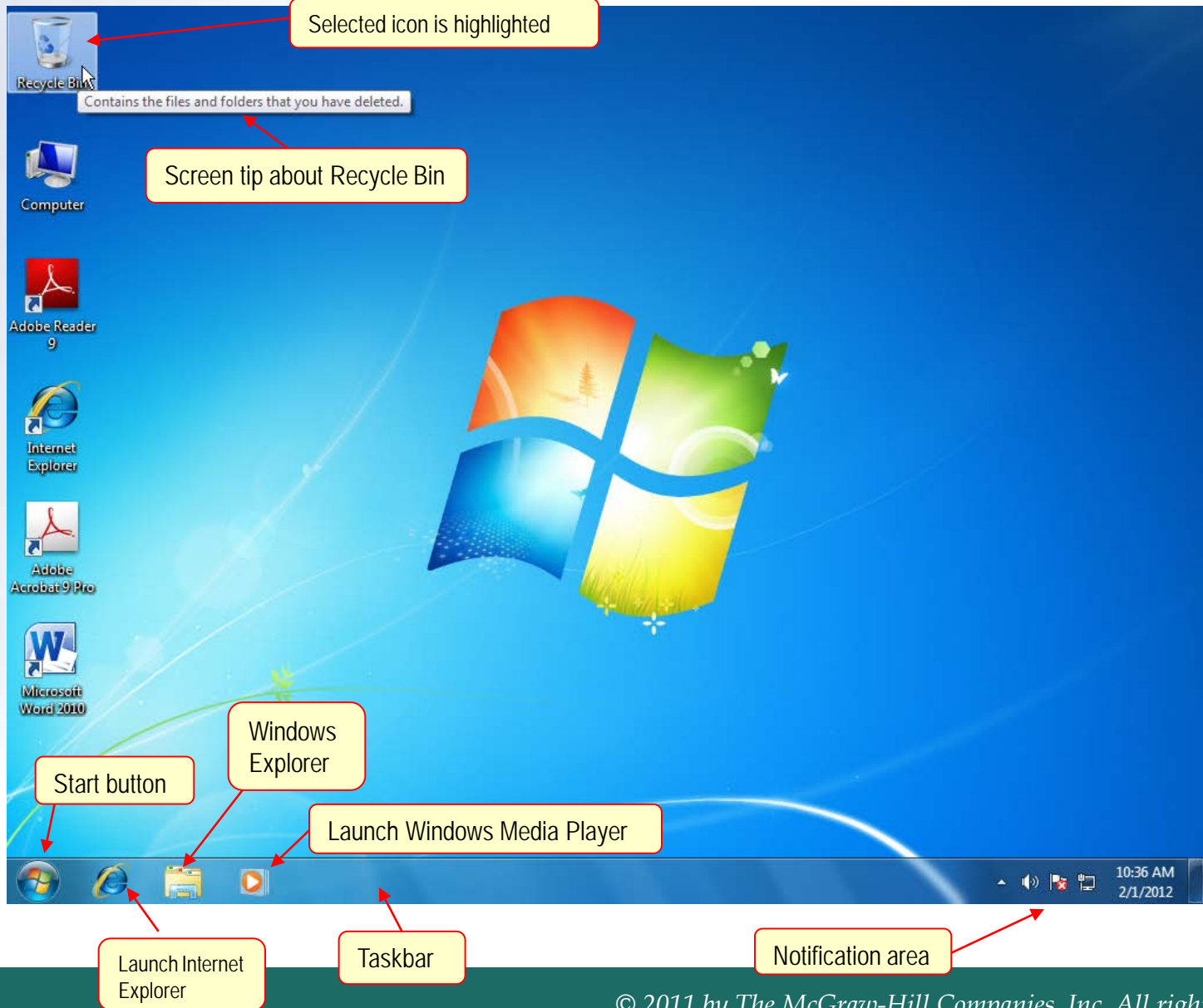
- Opening screen for Windows 7
- Place where you begin your work using the computer
- Provides a quick access to the tools you need to complete your work
- Consists of items called objects



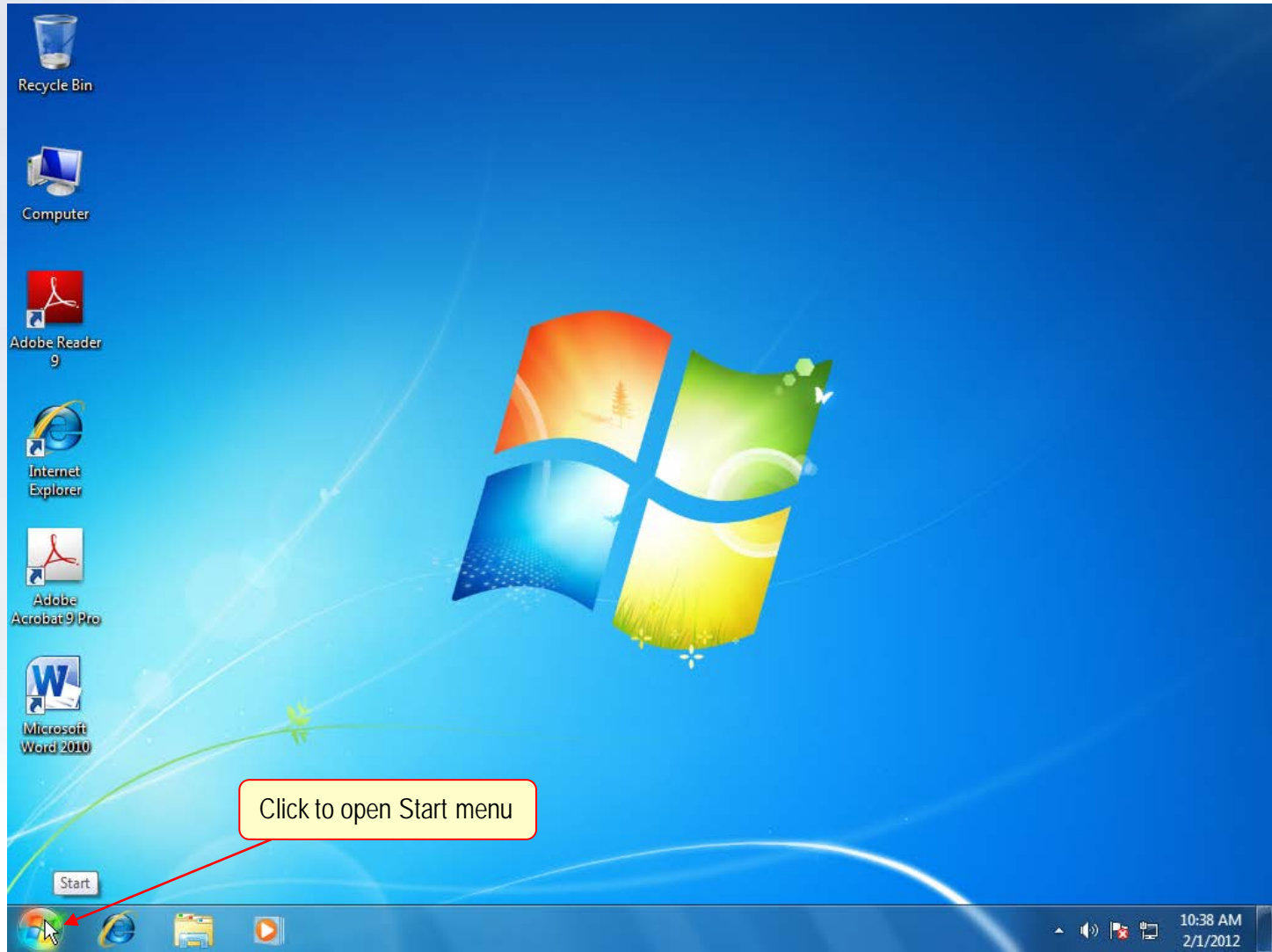
# Windows 7 Icons

Icon	Description
 <p>My Documents</p>	<p>Opens the Documents location where documents you create using an application program are stored</p>
 <p>Internet Explorer</p>	<p>Starts the Internet Explorer program</p>
 <p>Microsoft Word 2010</p>	<p>Starts the Microsoft Word 2010 program</p>

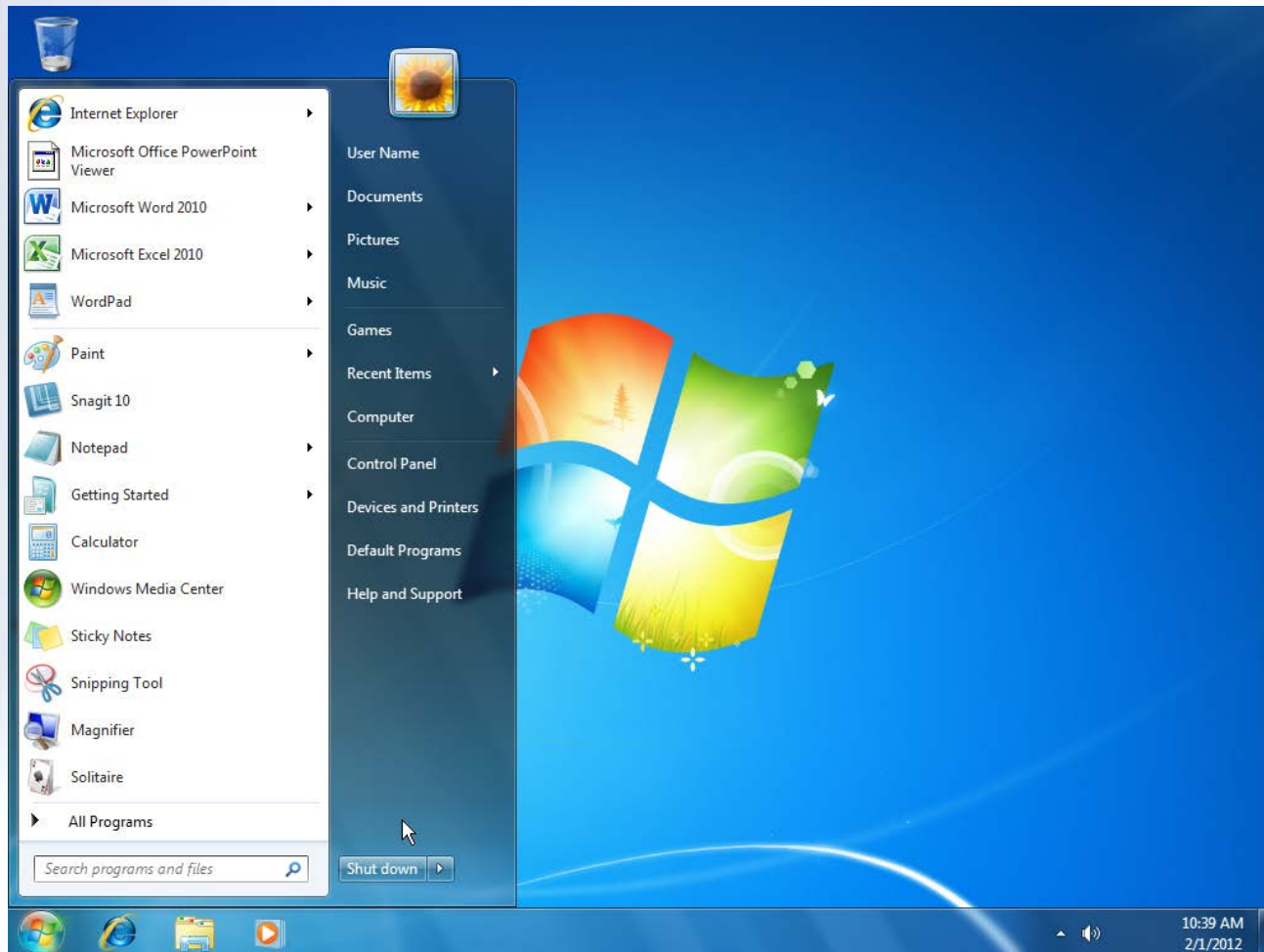
# Windows 7 Desktop



# Start Button



# Start Button

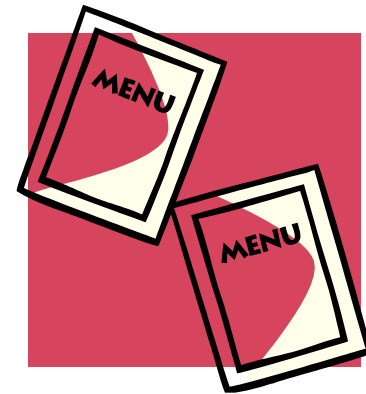




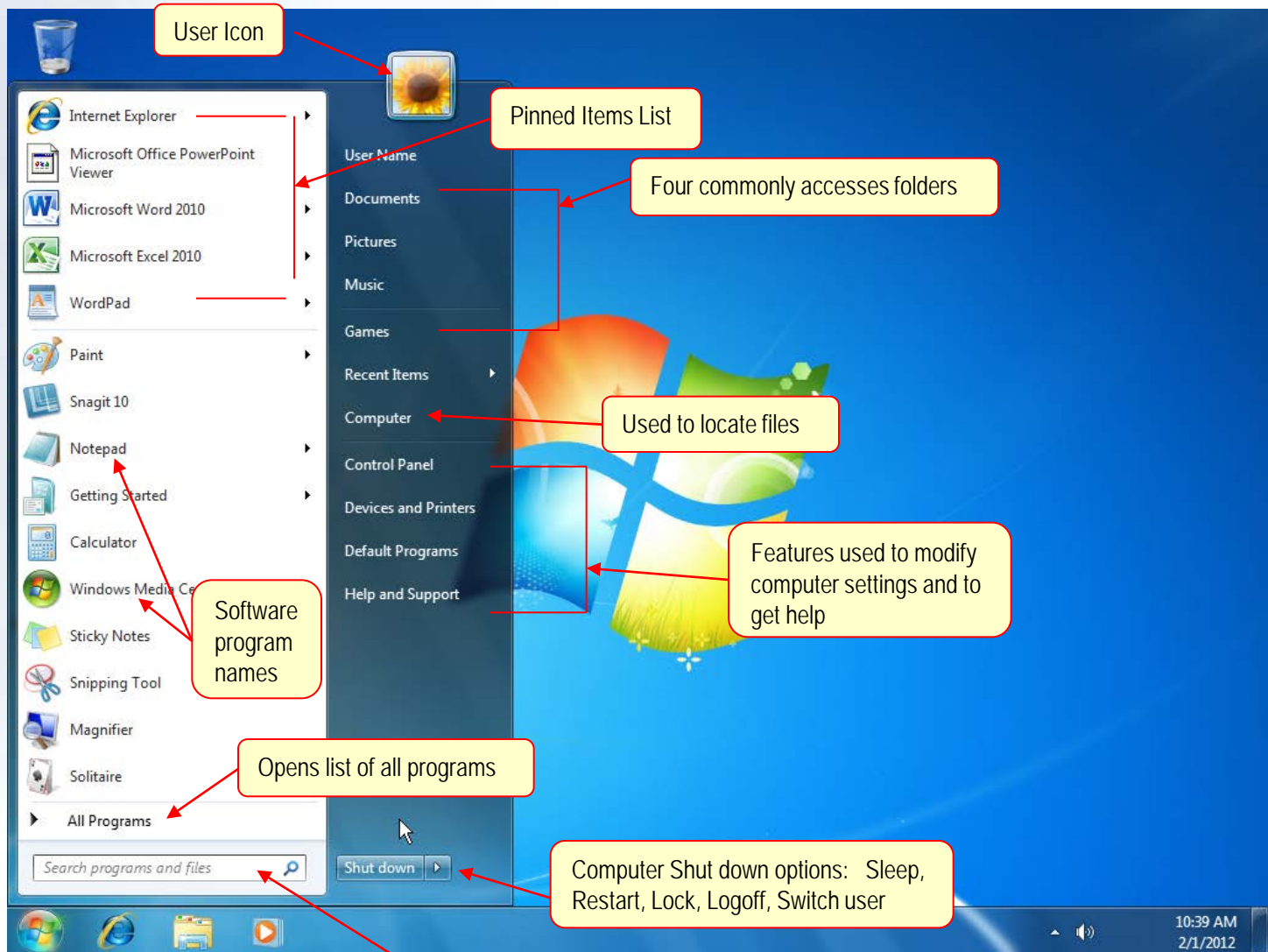
# Concept 3

## Menu

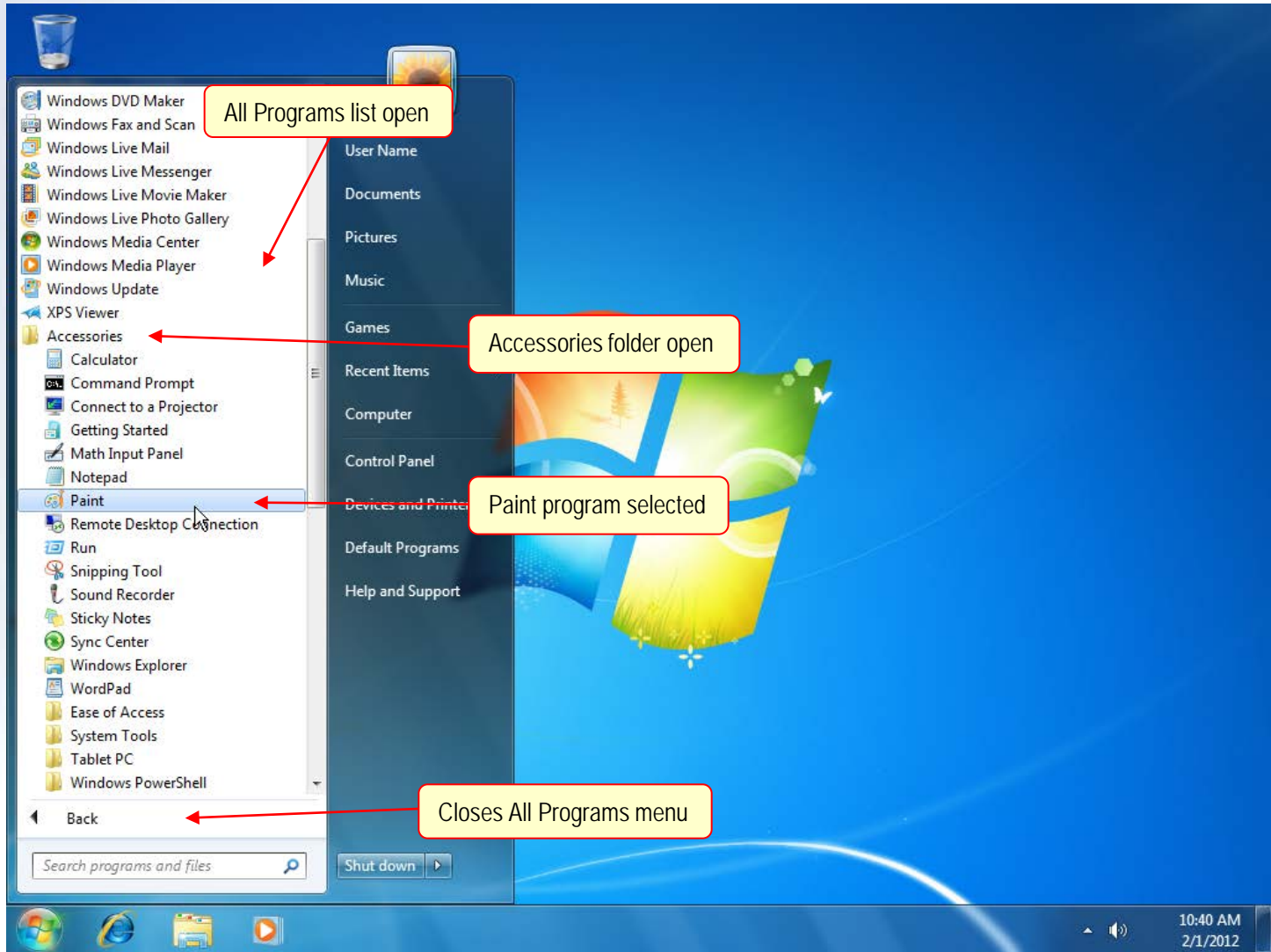
- A list of items from which you select a program
- The selection cursor appears over the selected item
- Sometimes a submenu of additional items is displayed



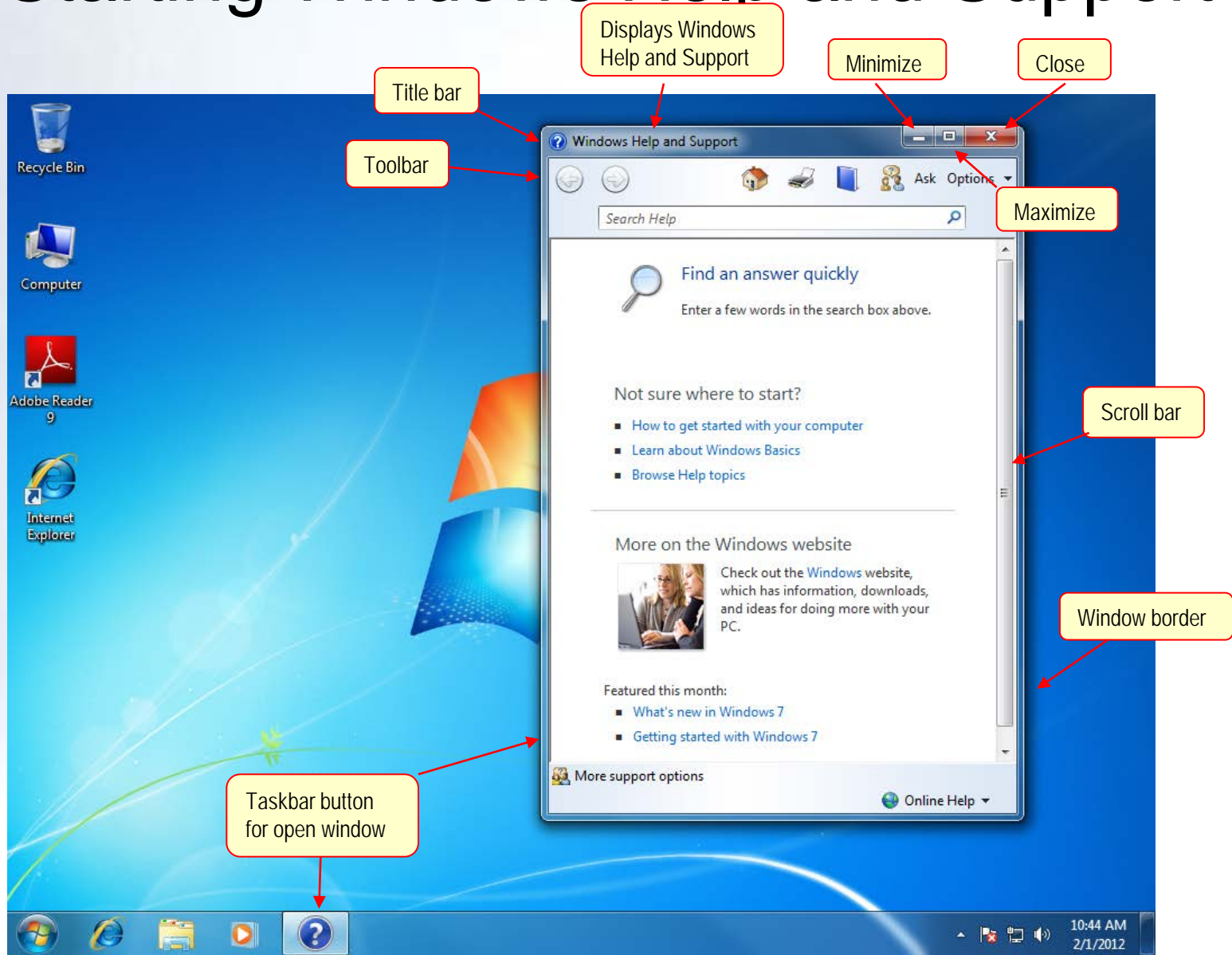
# Using the Start Menu



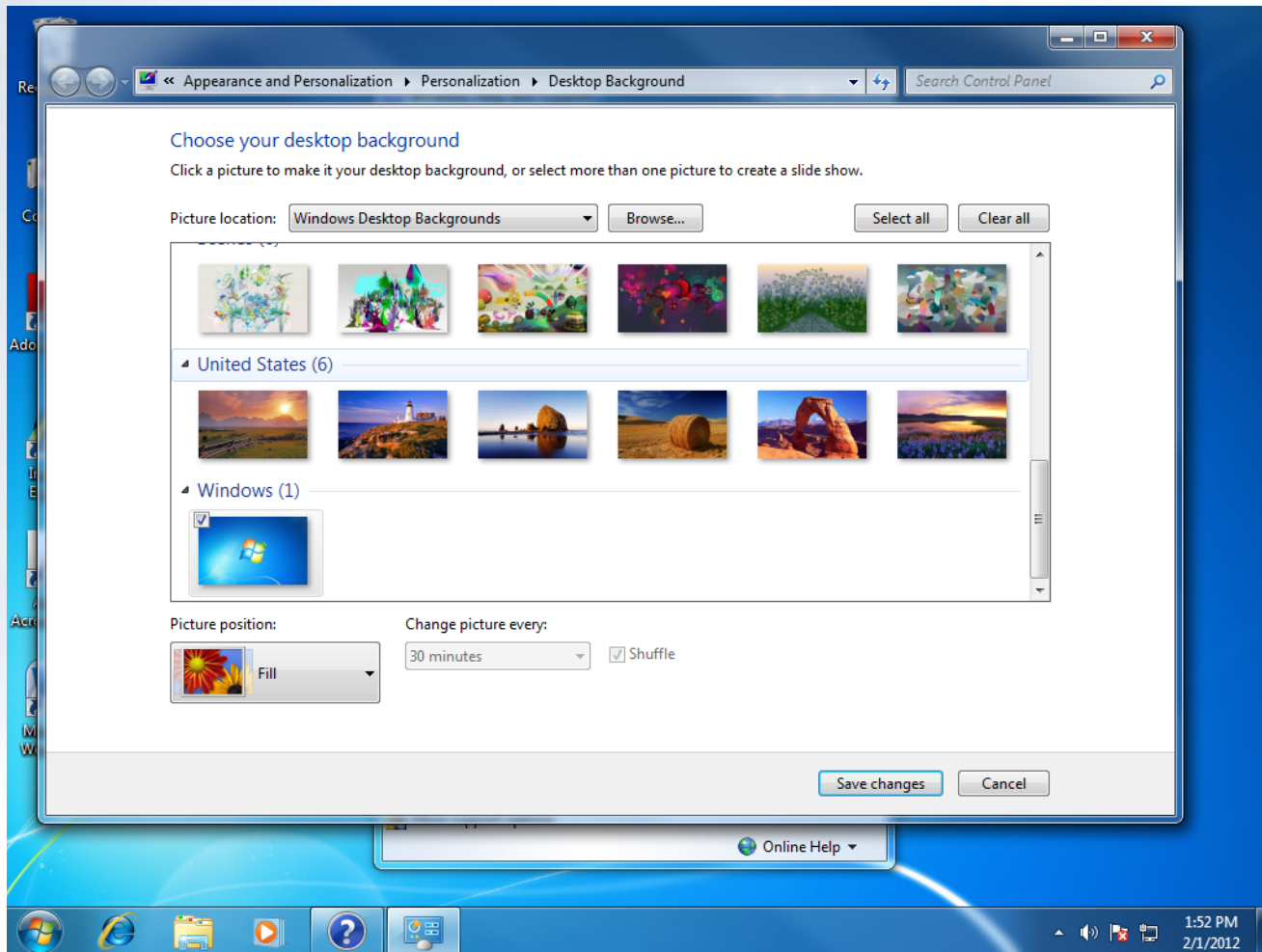
# Start Menu



# Starting Windows Help and Support



# Working with Windows






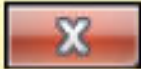
# Concept 4

## Window

- A window is a frame that appears on the desktop
- Used to display information and other programs
- Window parts
  - Title bar
  - Menu bar
  - Toolbars



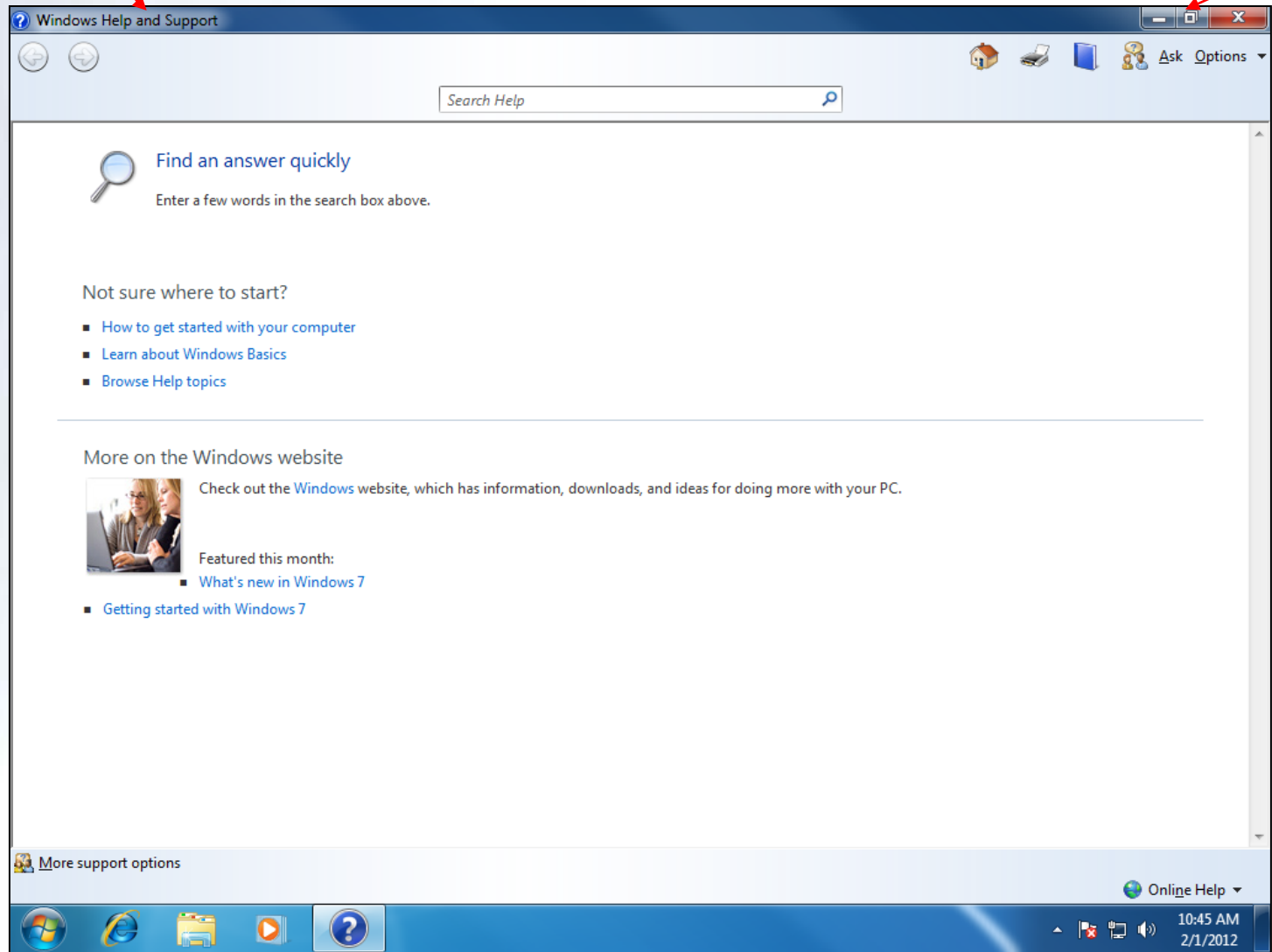
# Sizing and Moving Windows

Button	Description
 Minimize	Reduces a window to its smallest size.
 Maximize	Enlarges a window to the full screen.
 Restore	Returns a window to its previous size after a window has been maximized.
 Close	Used to exit the application running in the window and to close the window.

# Maximized Window

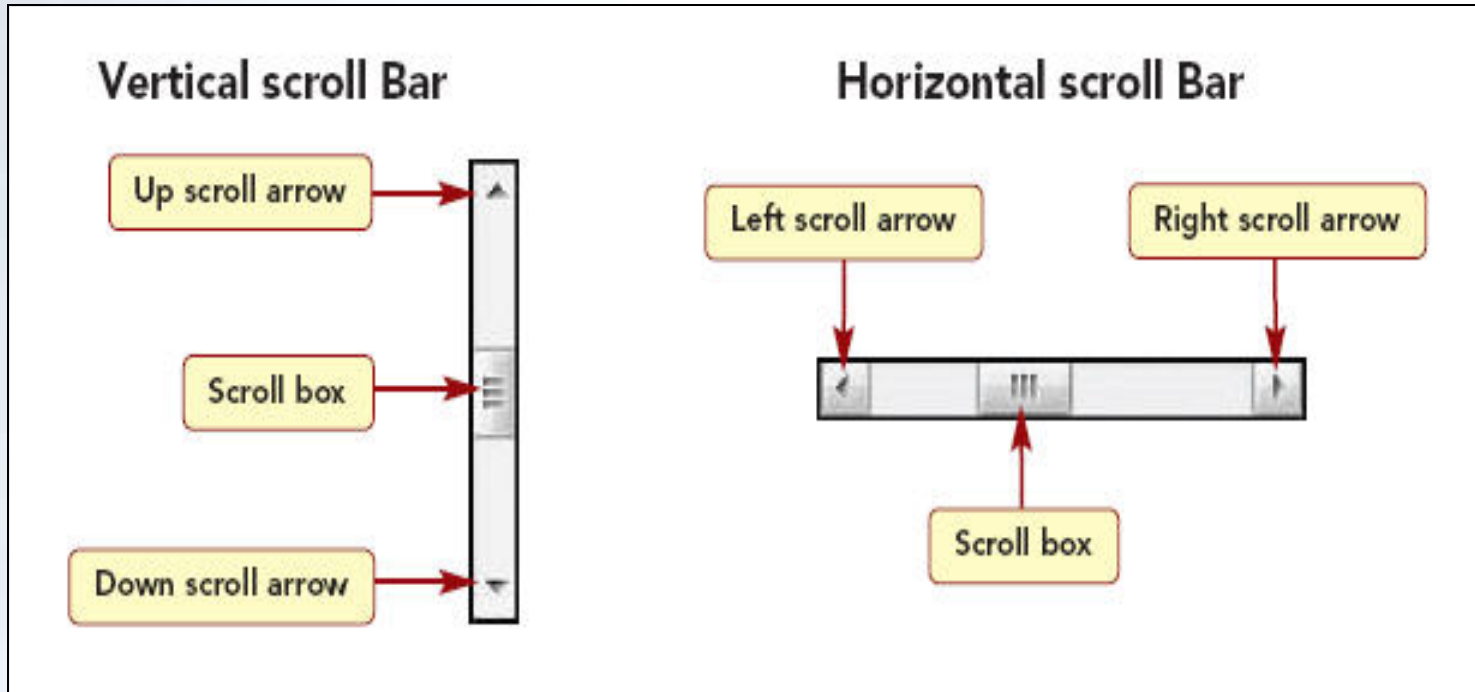
Maximized window fills entire screen

Restore





# Scrolling a Window










# Using Help and Support

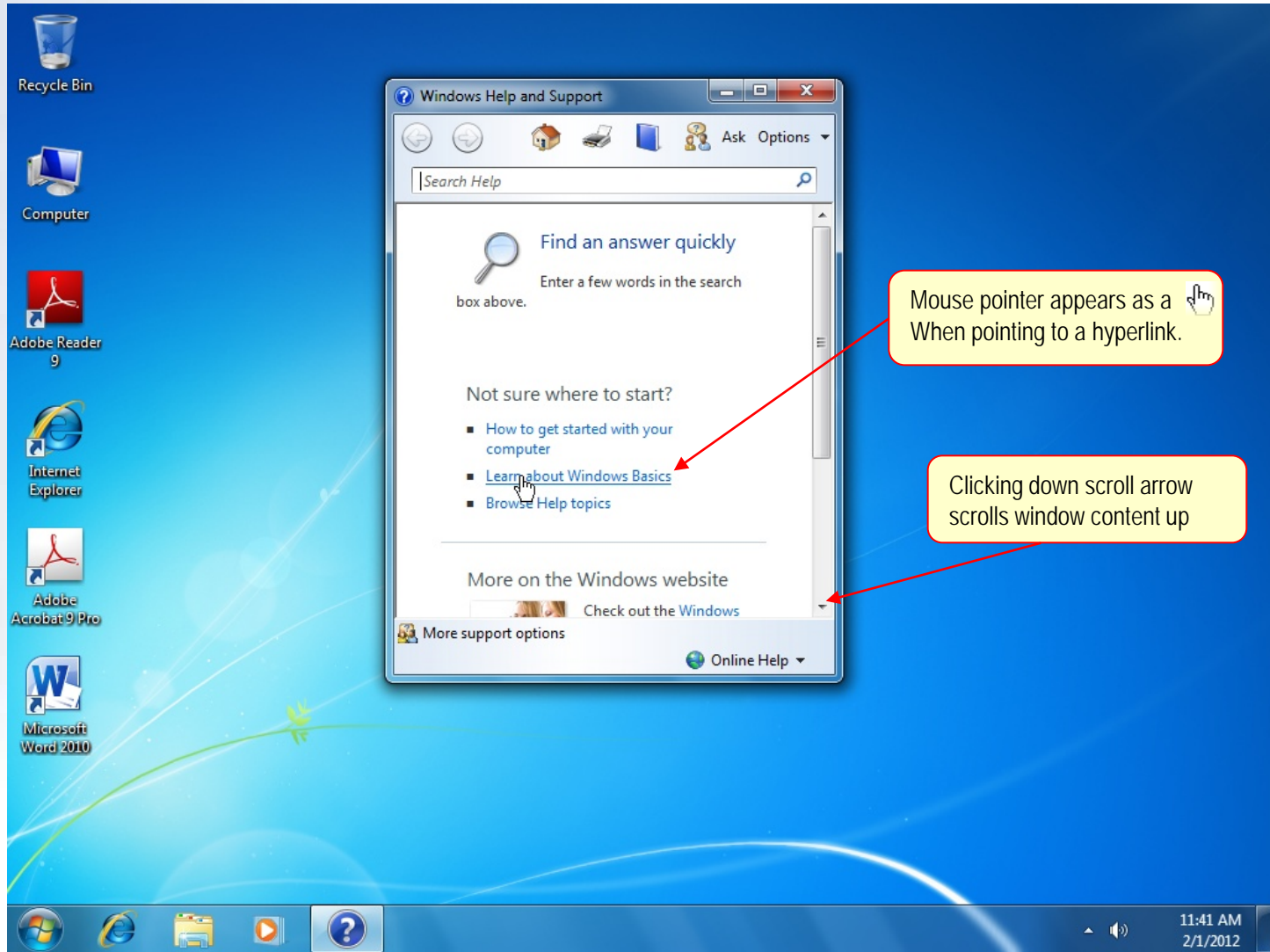
- Windows Help and Support
  - Used to access information about Windows 7
  - Displays a list of Help topics you can select
- Toolbar displayed below the title bar
  - Helps you use Windows 7
  - Helps you to navigate within Help and Support



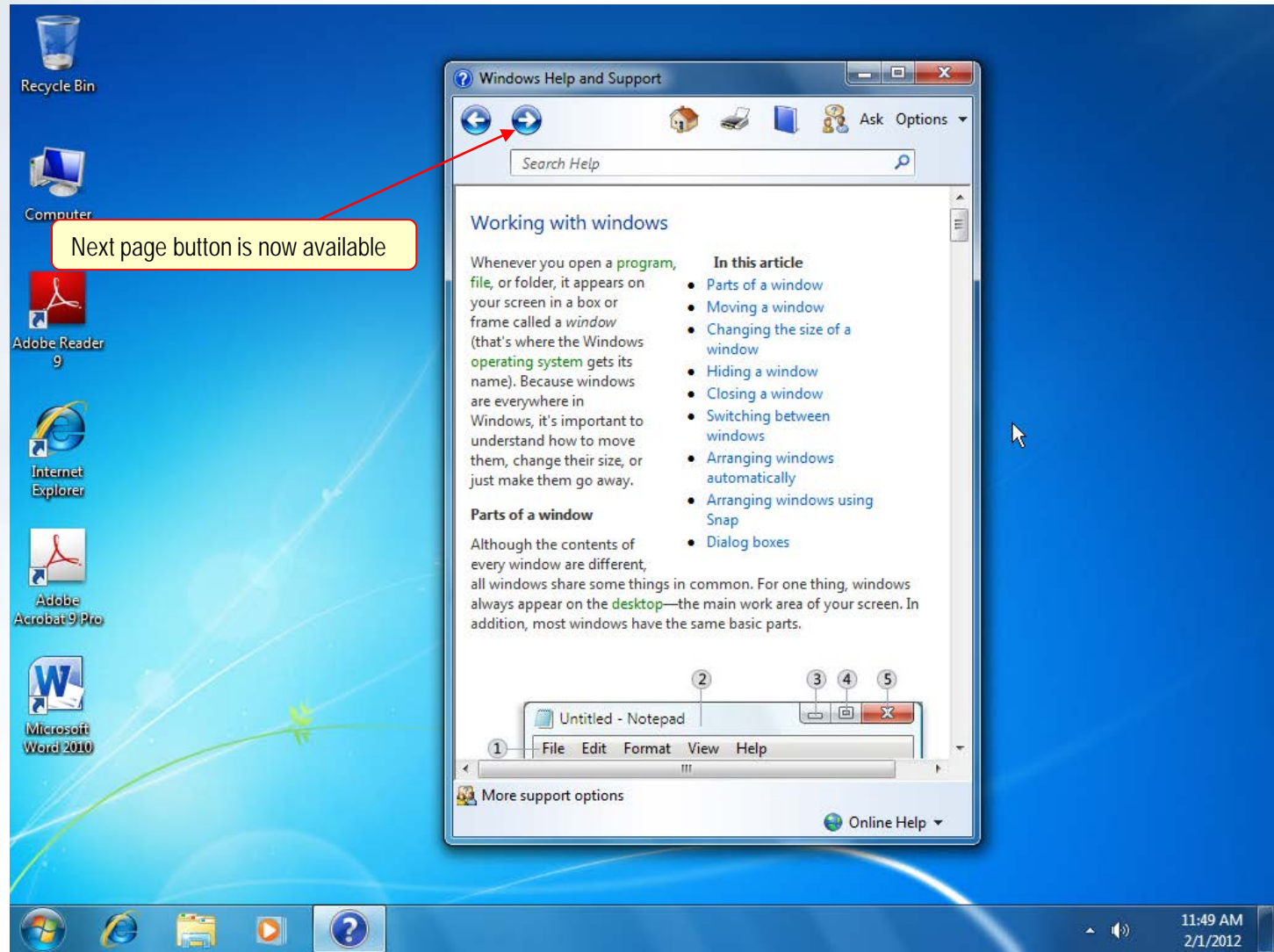
# Help and Support Toolbar Buttons

Button	Description
	Displays previous page of information
	Displays next page of information after  is used.
	Displays the opening (Home) page of the Help and Support Center.
	Provides a table of contents list of topics from which you can select to access subtopics.
	Prints the current page of information displayed in the Help and Support window.
 Ask	Provides links to customer support and additional resources for getting help.
Options ▾	Displays options to modify Help and Support settings.

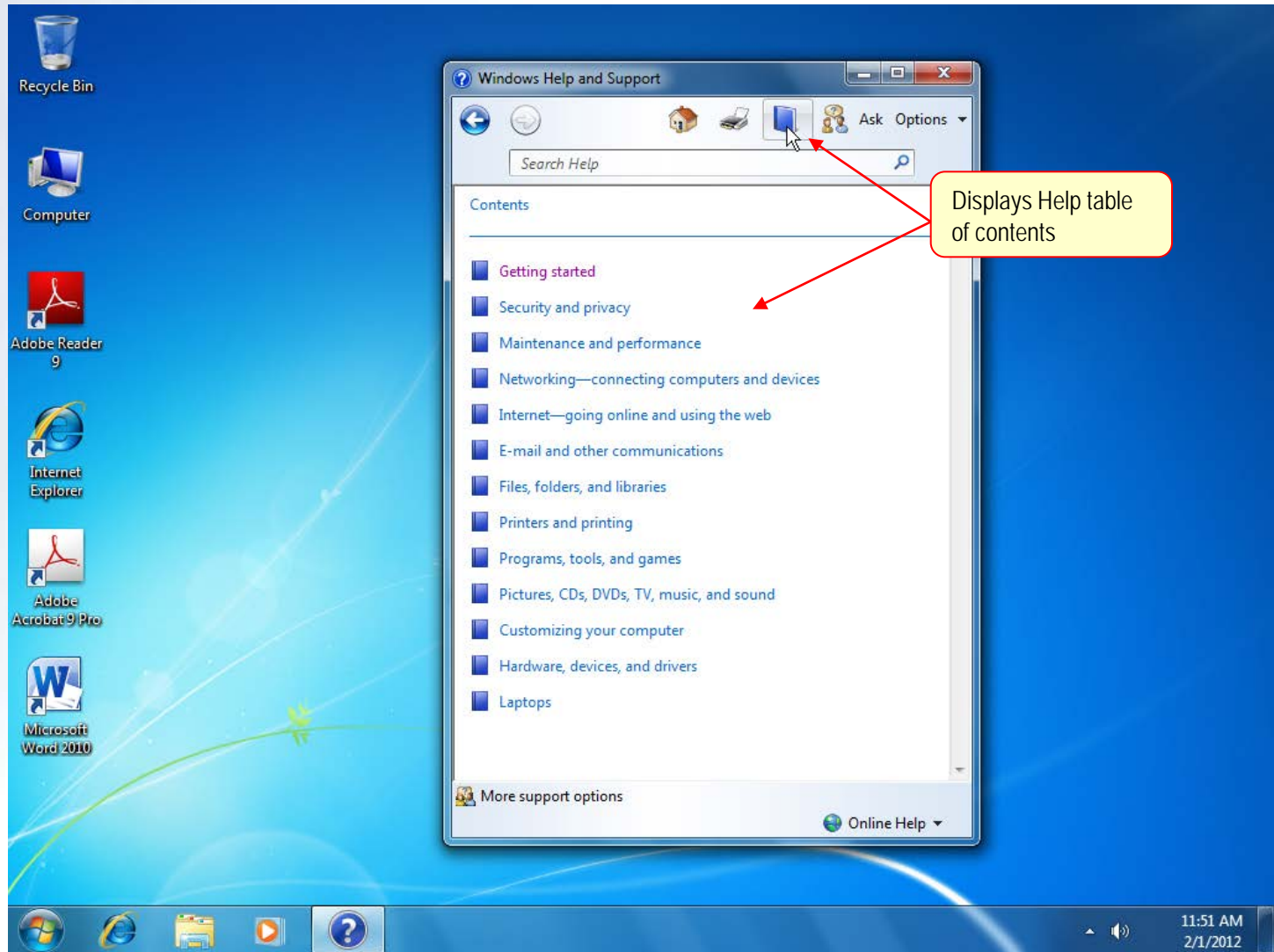
# Hyperlinks in Help and Support



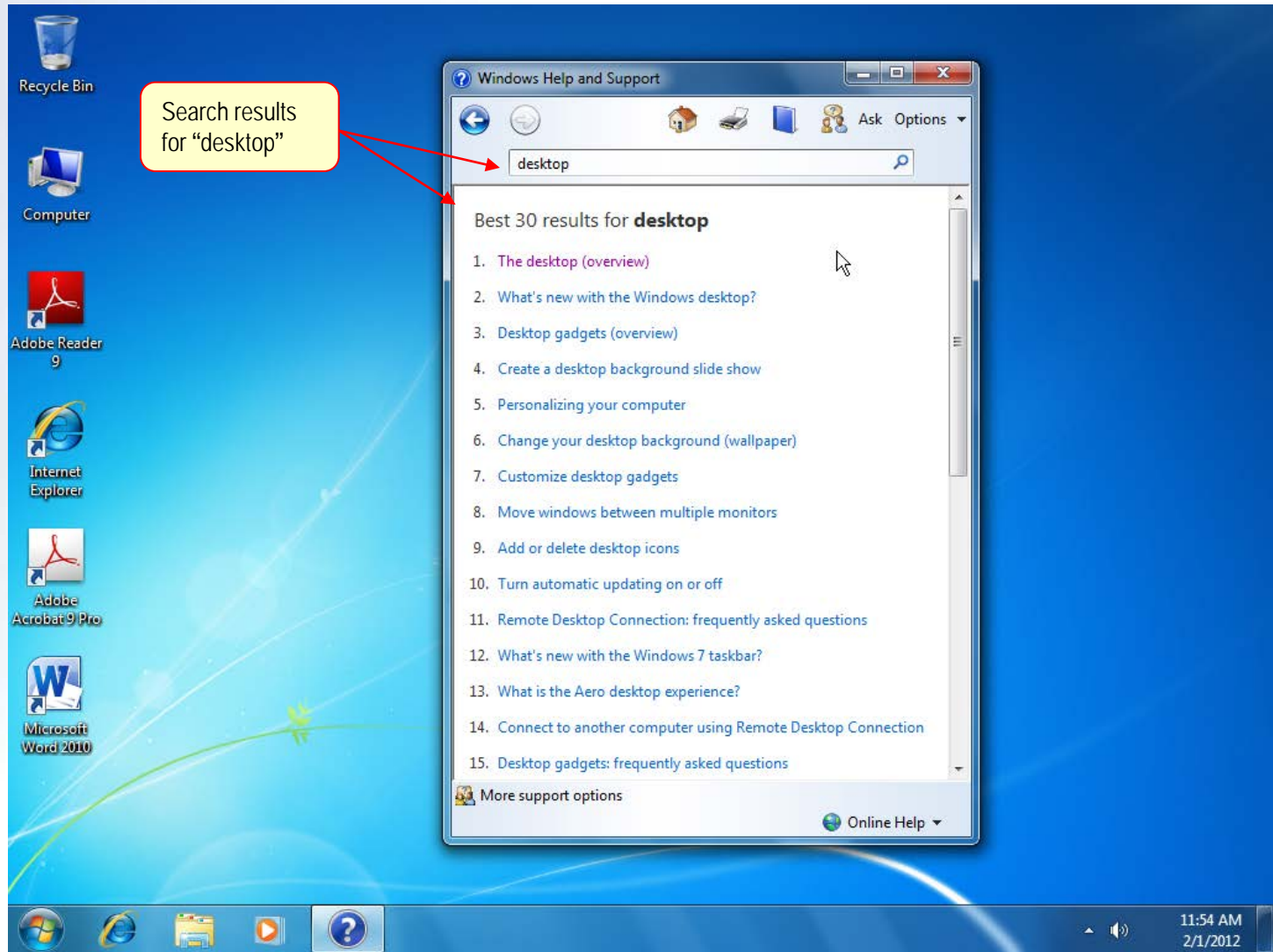
# Navigating Help and Support



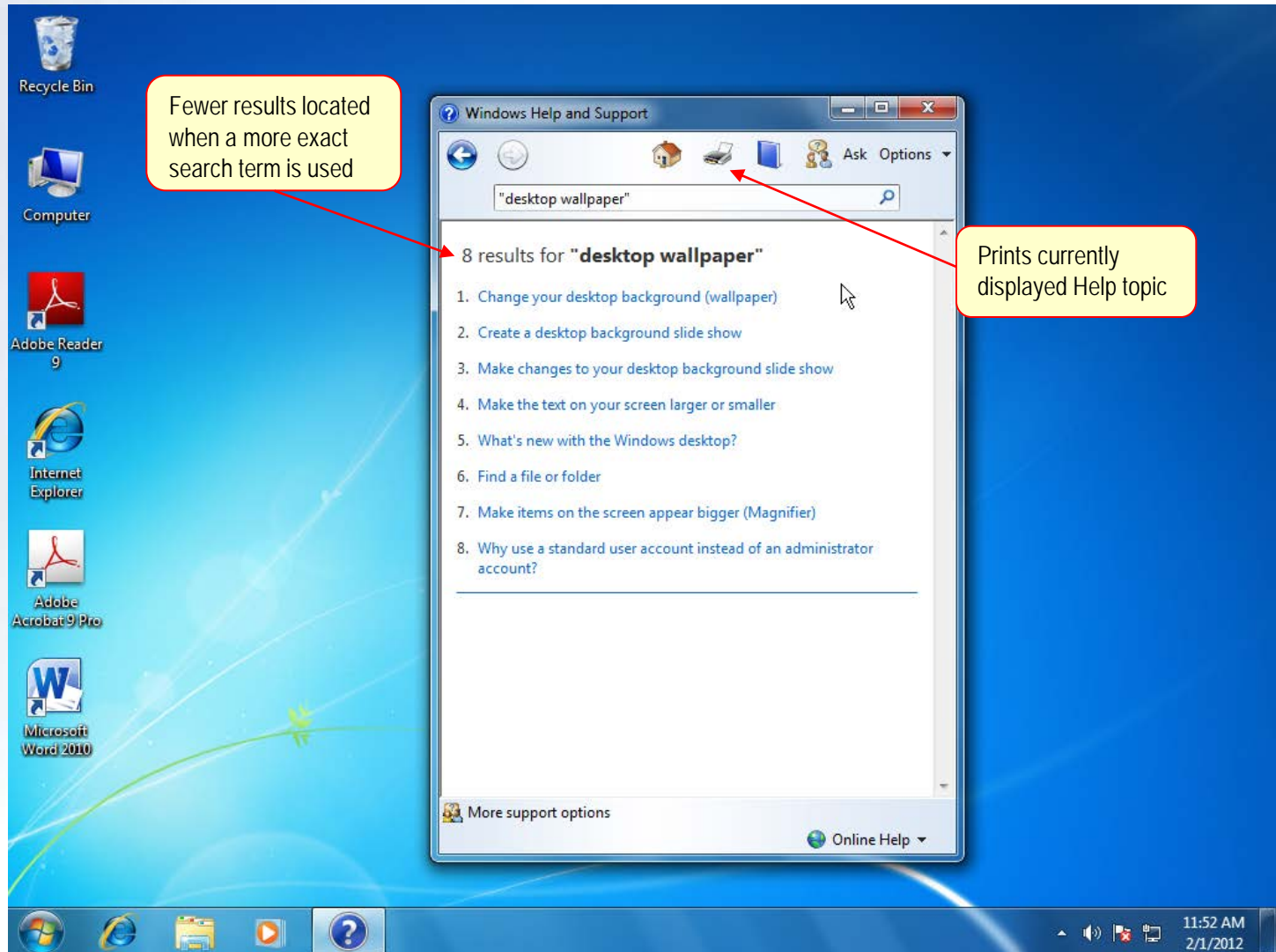
# Using the Browse Help Feature



# Searching Help



# Printing a Help Topic



Fewer results located when a more exact search term is used

Prints currently displayed Help topic



# Print Options

Option	Action
All	Prints entire document.
Current page	Prints selected page (the page the insertion point is on) of a multiple-page document.
Pages	Prints pages you specify by typing page numbers in the text box.
Selection	Prints portion of text you selected (by highlighting).

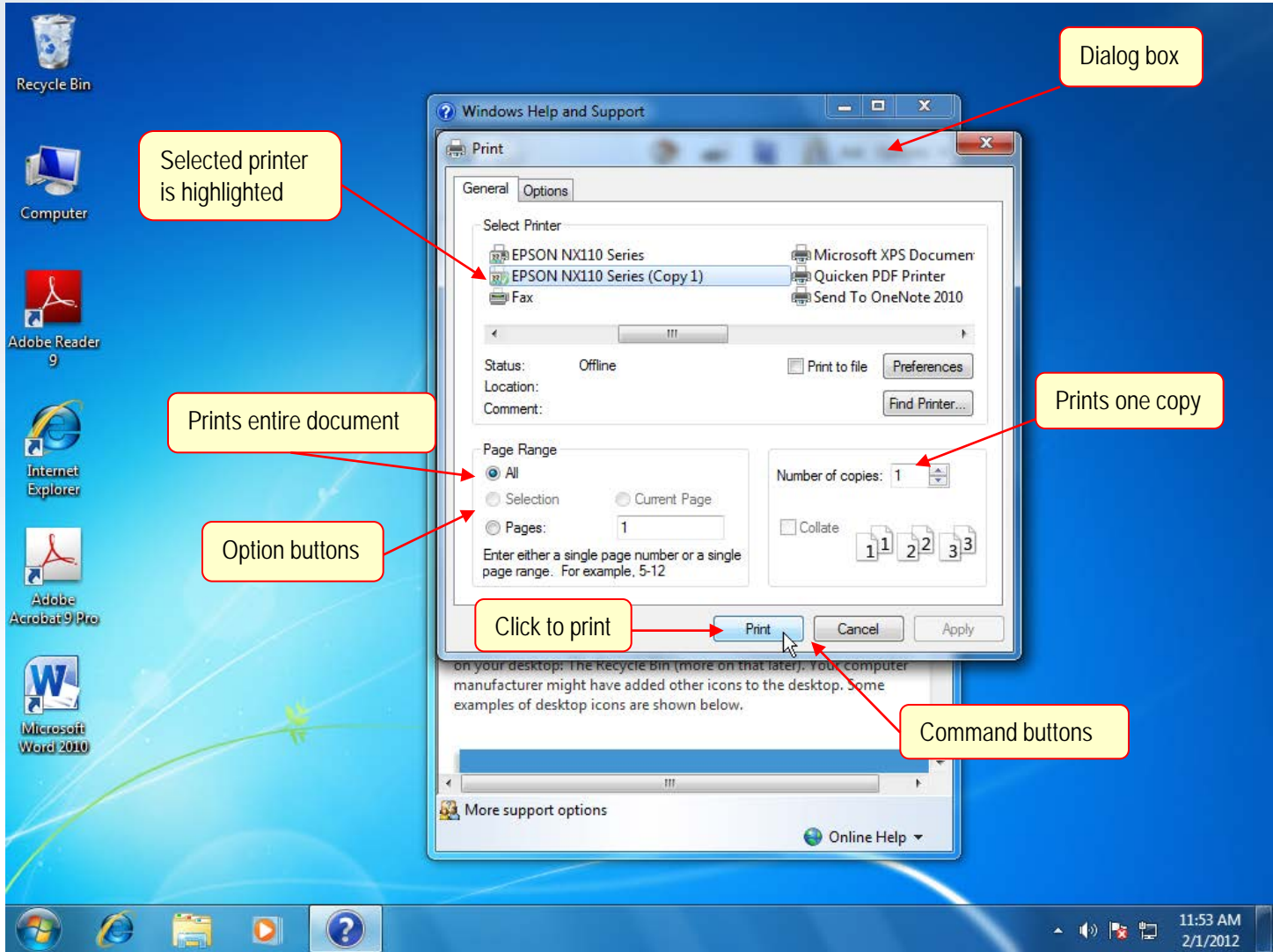
# Concept 5

## Dialog Box








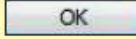
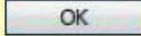
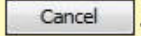
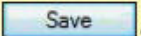

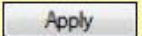
- A window that is displayed whenever the program requires additional information
- Has a title bar at the top that identify the contents displayed
- Contains command buttons and areas to select



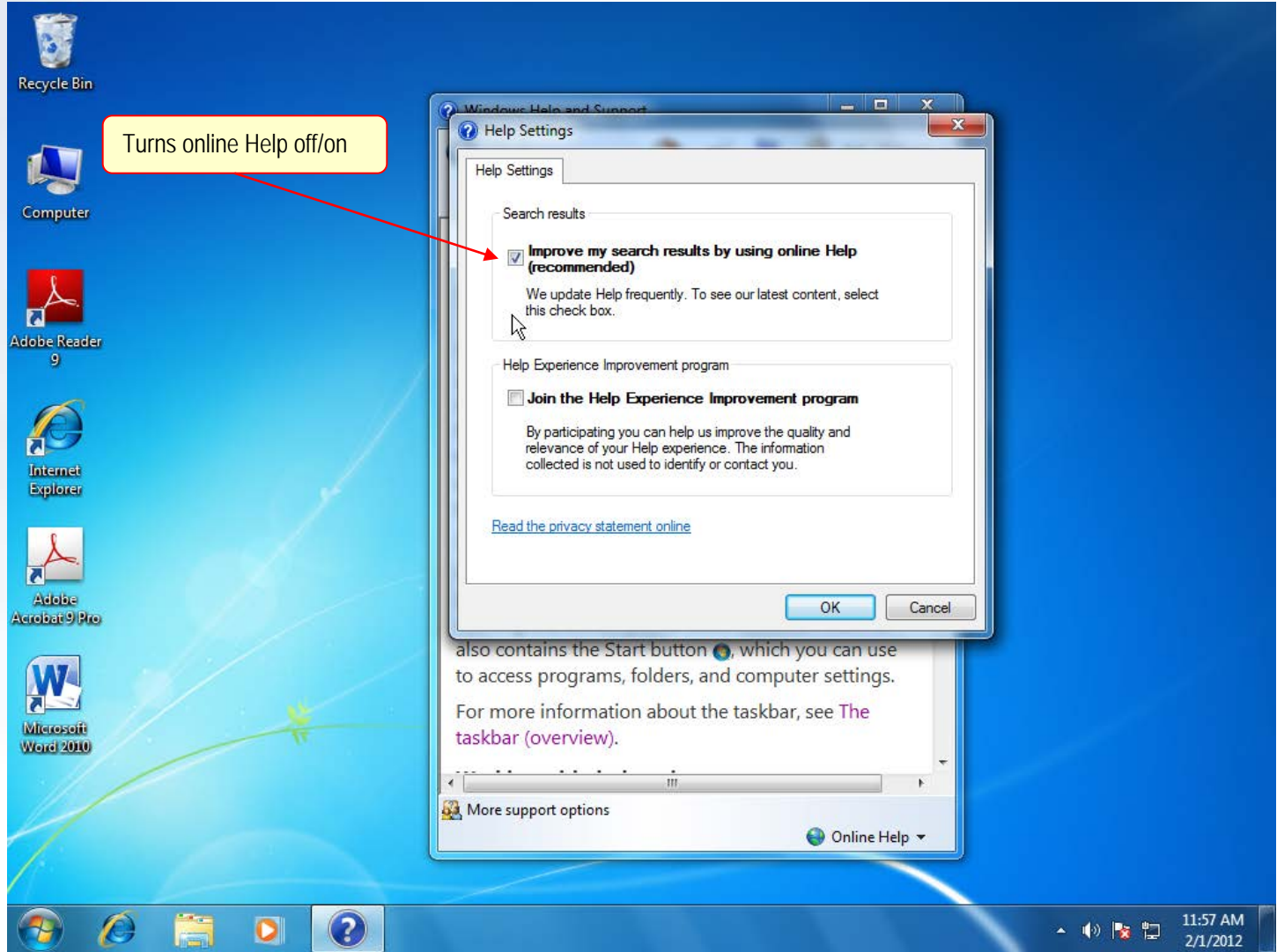
# Dialog Box



# Dialog Box Features

Feature	Use
 Text box	An area where you type in the requested information.
 Drop-down list box	A text box that displays the currently selected item and a  button. Clicking the  button displays a drop-down list of items from which you can select, or you can type the information in the text box.
 Option button	Used to select from a group of options. The selected option displays a <b>blue</b> dot in the option button. Only one option can be selected from a list of option buttons.
 Check box	Used to select from a group of options. The selected option displays a checkmark. More than one option can be selected from a list of check box options.
 List box	A box displaying a list of information from which you can select.
 Command button	Instructs Windows to carry out the instructions on the button. The two most common command buttons are  and  . Others you will see are  ,  , and  .

# Help Options

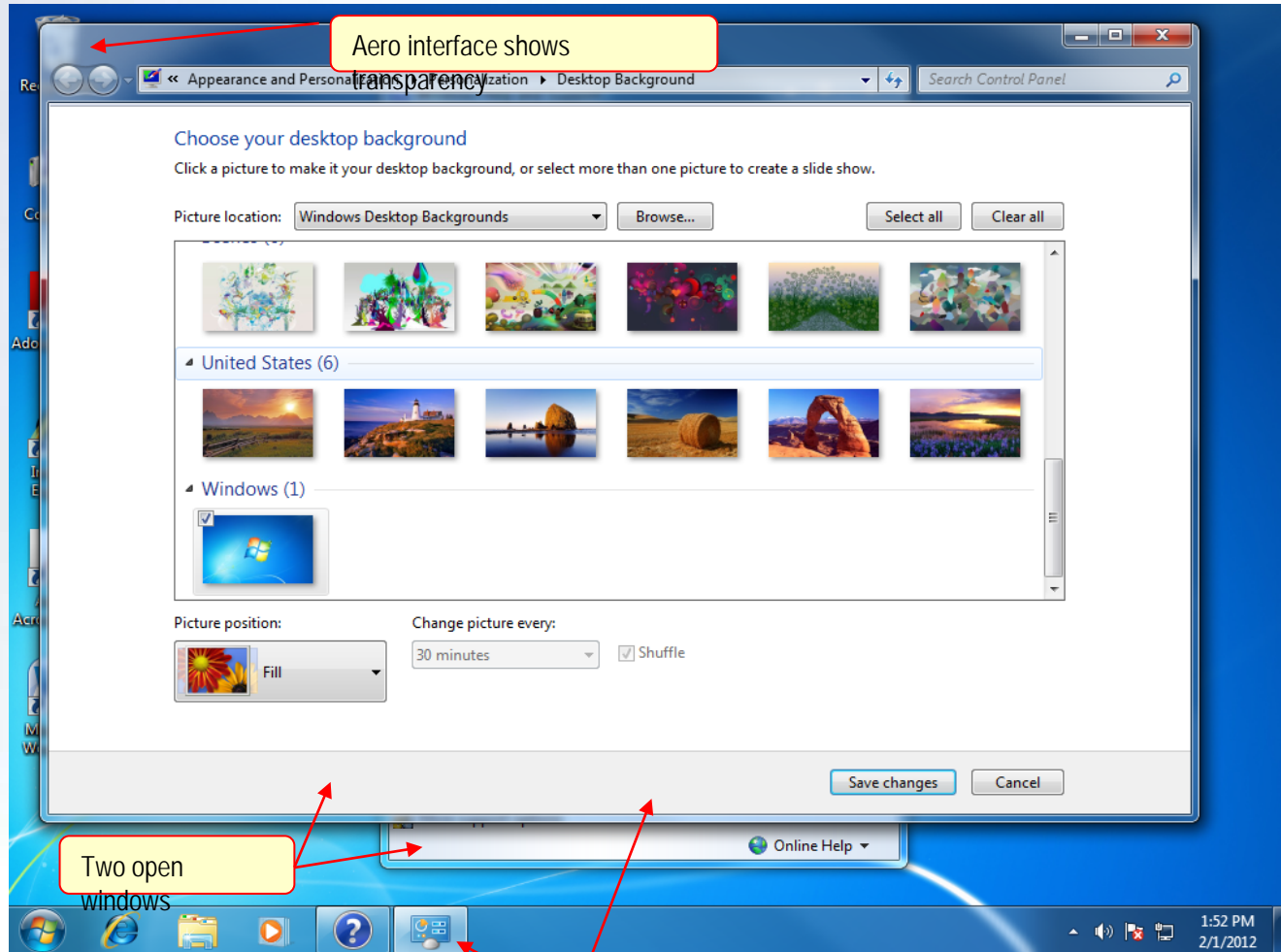


# Working with Multiple Windows

- It is common to work with more than application at the same time
- Multitasking is the capability to run multiple programs at the same time
- Each program is displayed in its own window



# Opening a Second Window



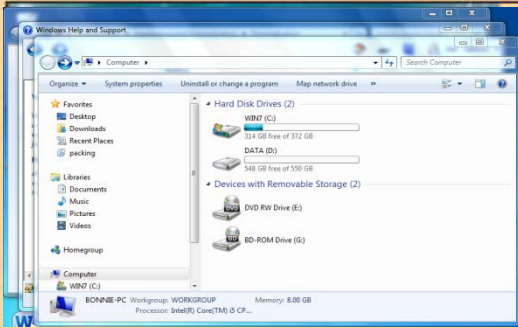
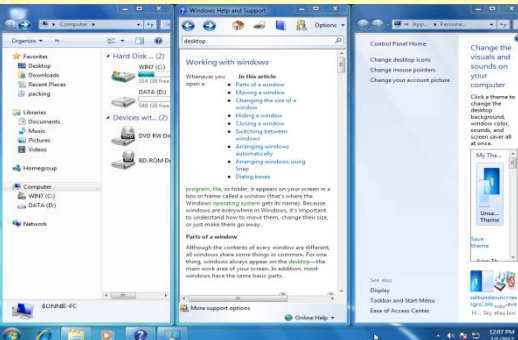
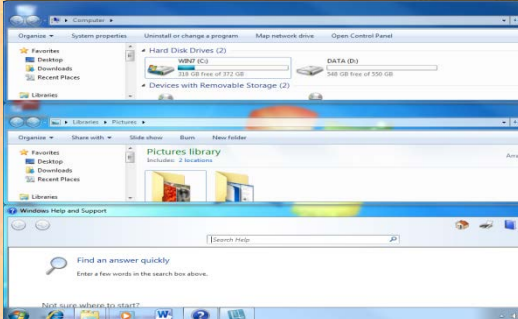
# Arranging Windows

- Use Windows 7's standard window-arranging features
- Three ways to arrange windows
  - Cascade
  - Side-by-side
  - Stacked

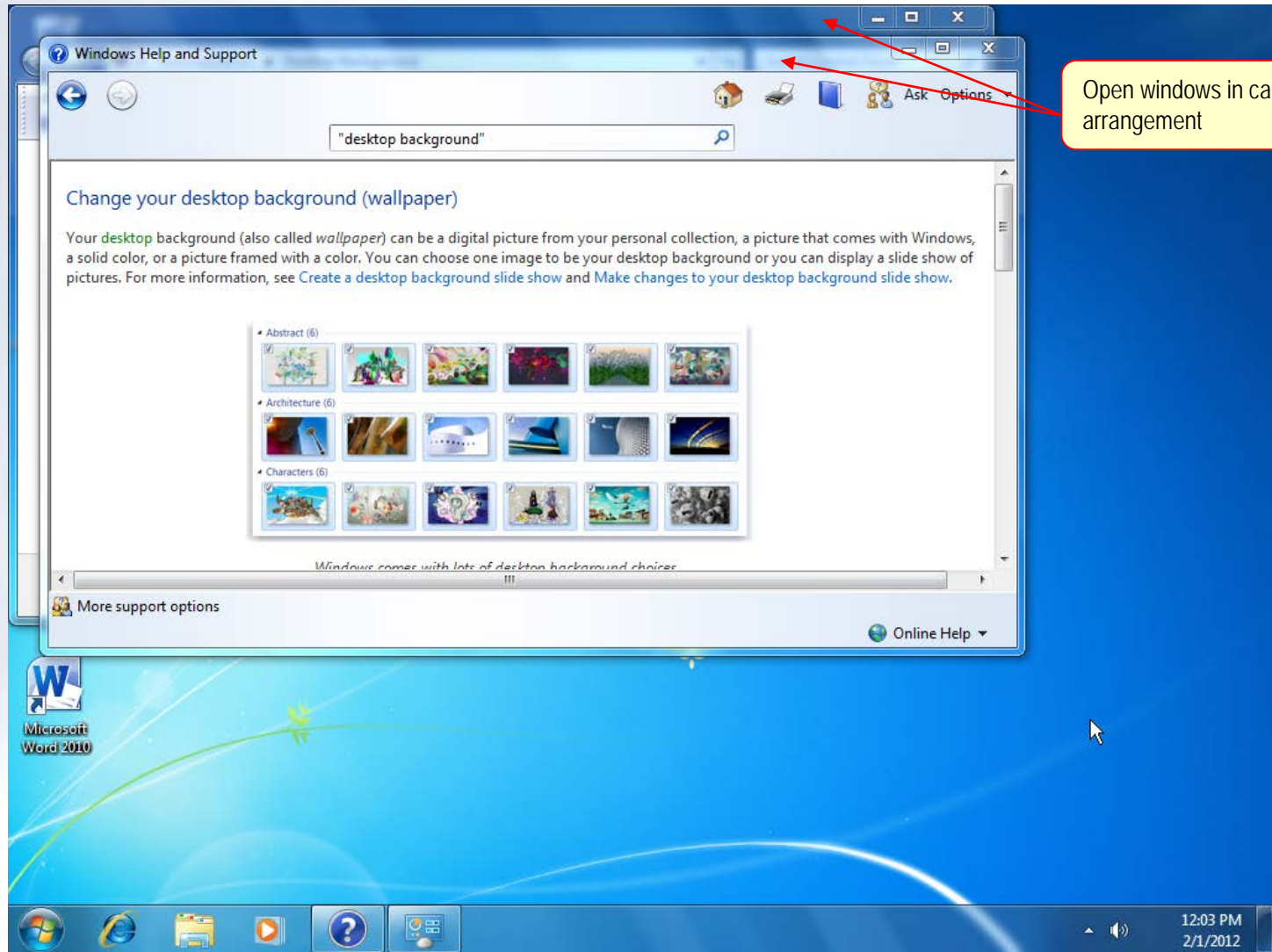




# Window Arrangements

Feature	Description	Image
Cascade	Layers open windows, displaying the active window fully and only the title bars of all other open windows behind it.	
Side-by-side	Resizes each open window and arranges the windows horizontally side-by-side.	
Stacked	Resizes each open window and arranges the windows vertically stacked.	

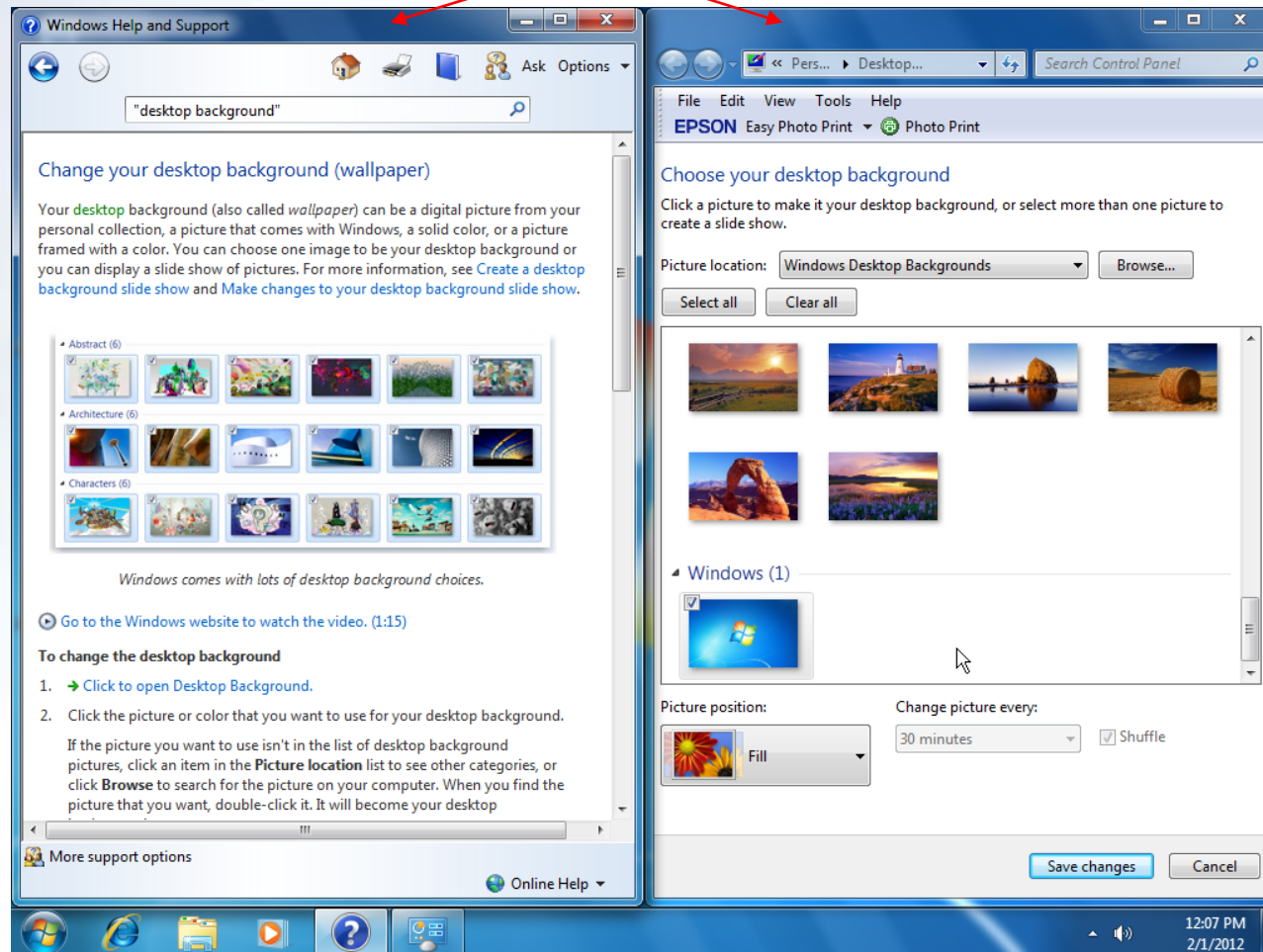
# Cascade Arrangement



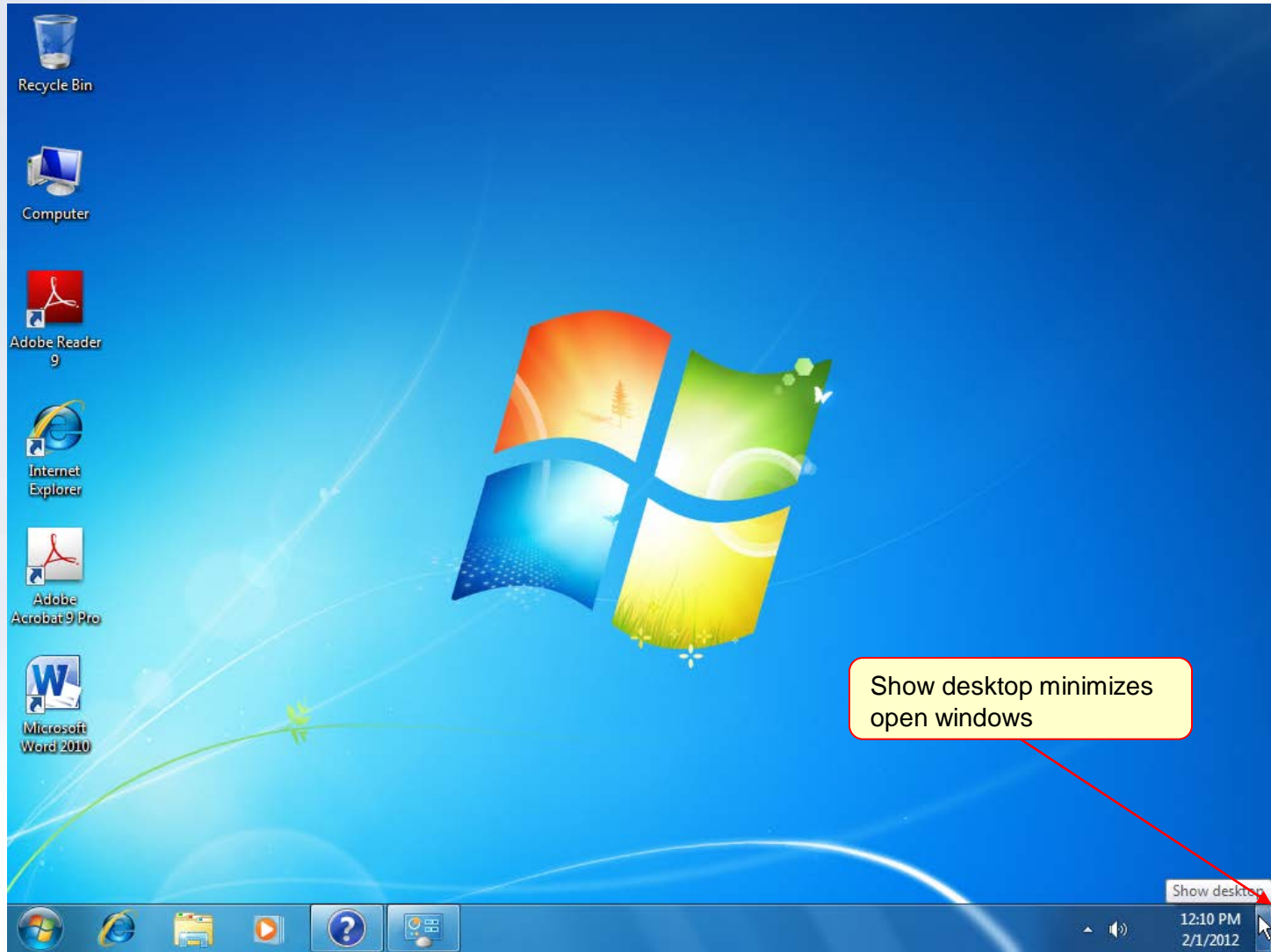
Open windows in cascade arrangement

# Side-by-Side Arrangement

Two windows displayed side by side

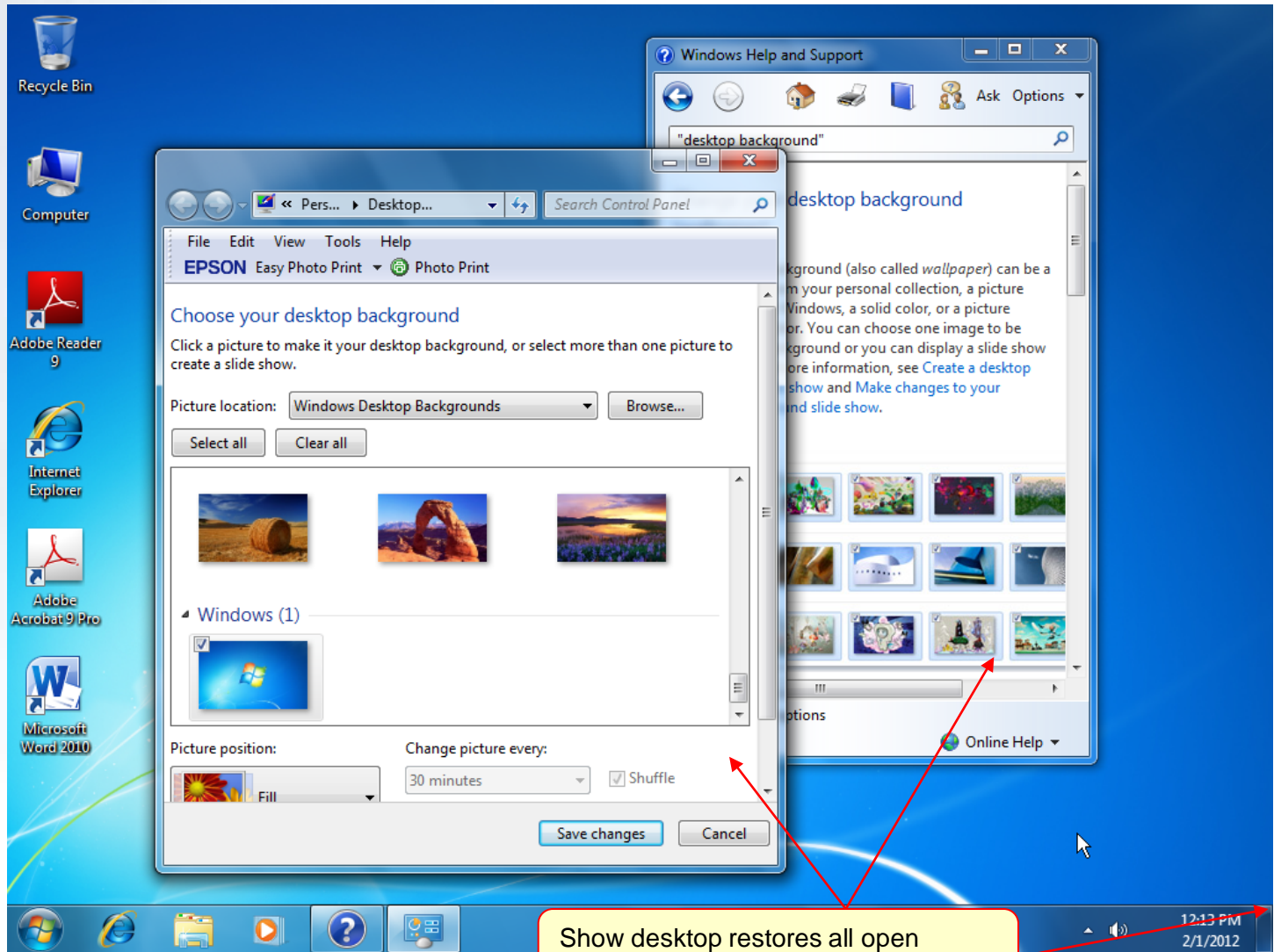


# Minimizing All Open Windows



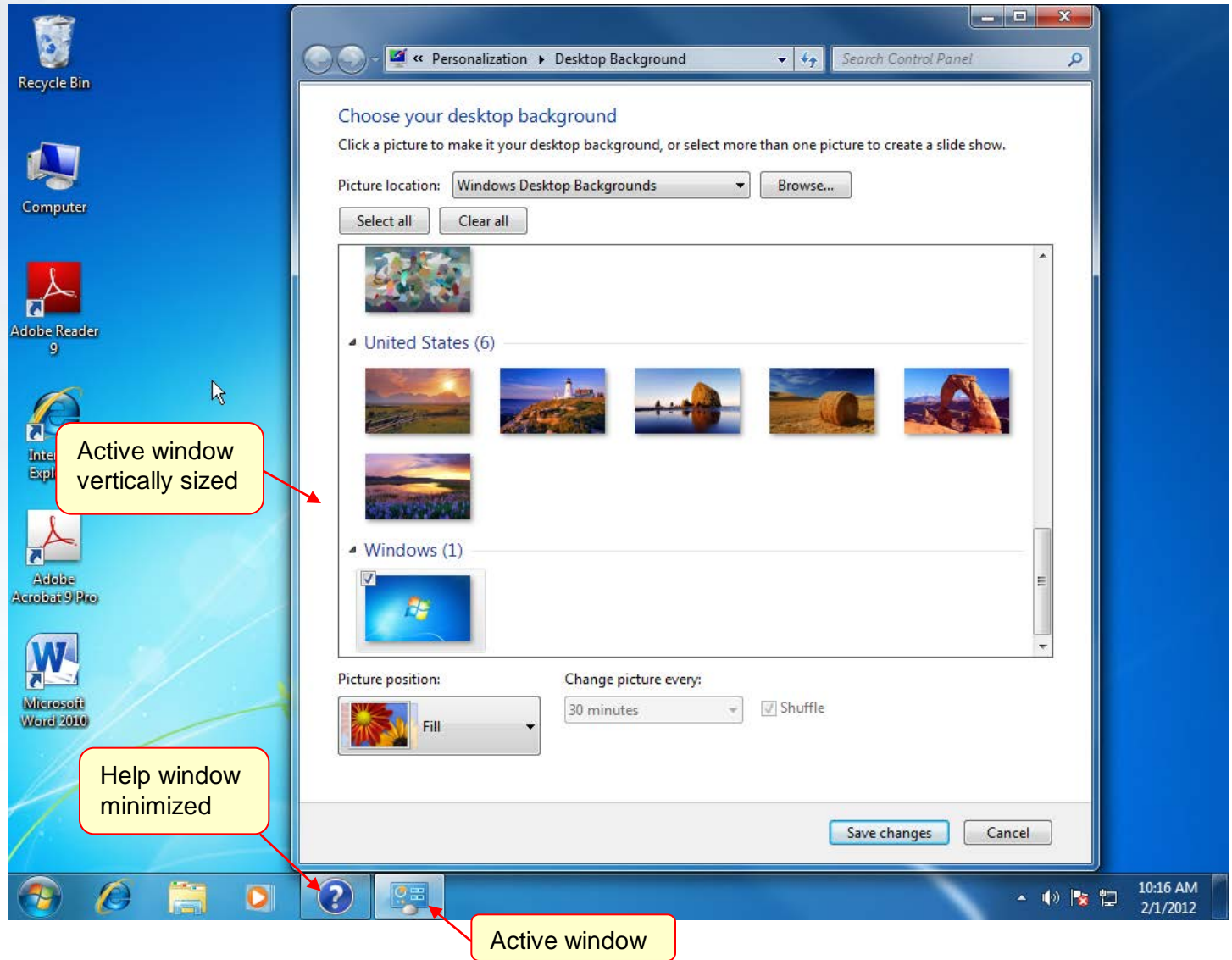
Show desktop minimizes open windows

# Restore Windows

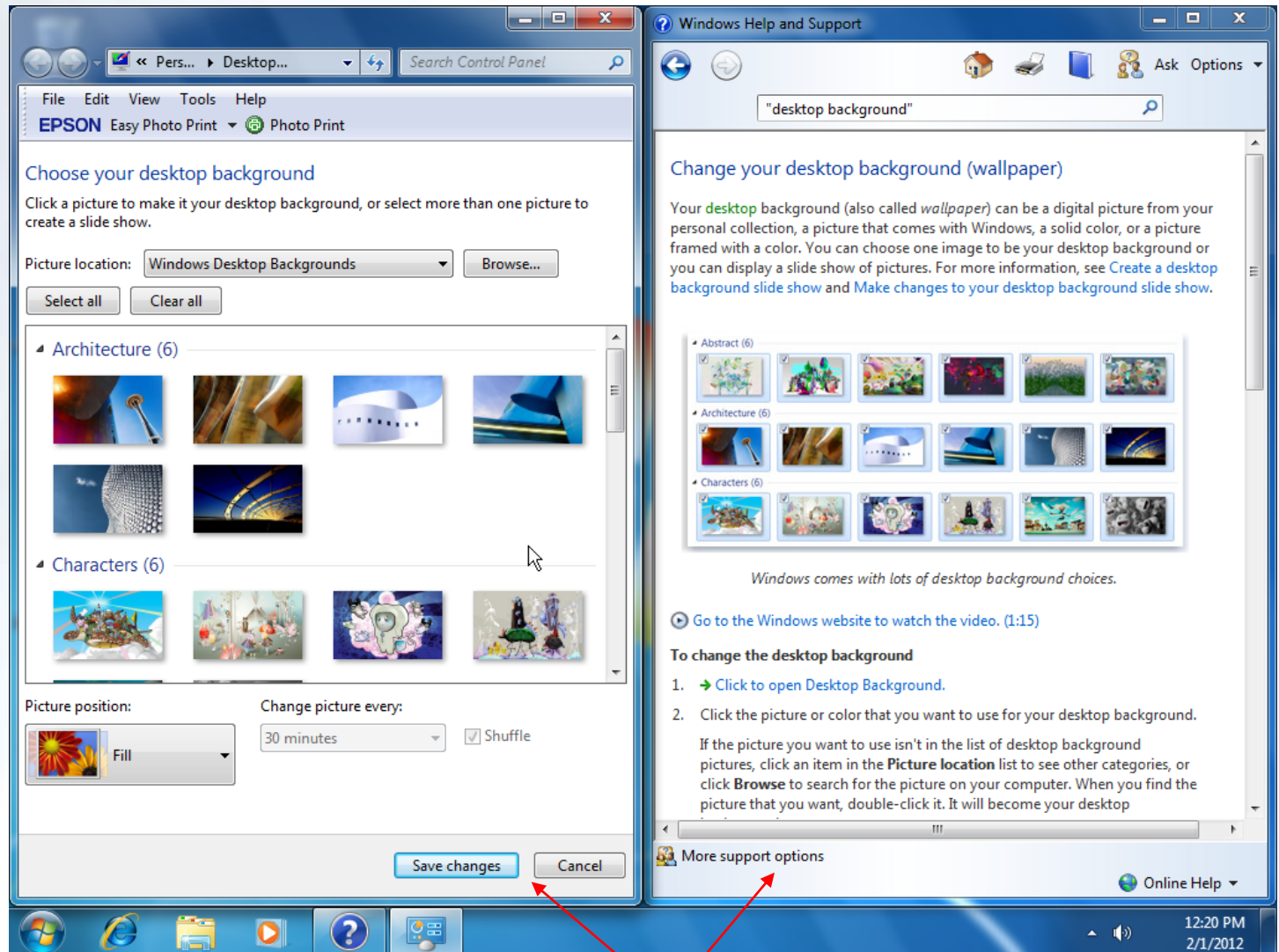


Show desktop restores all open windows after they were minimized

# SNAP – vertical



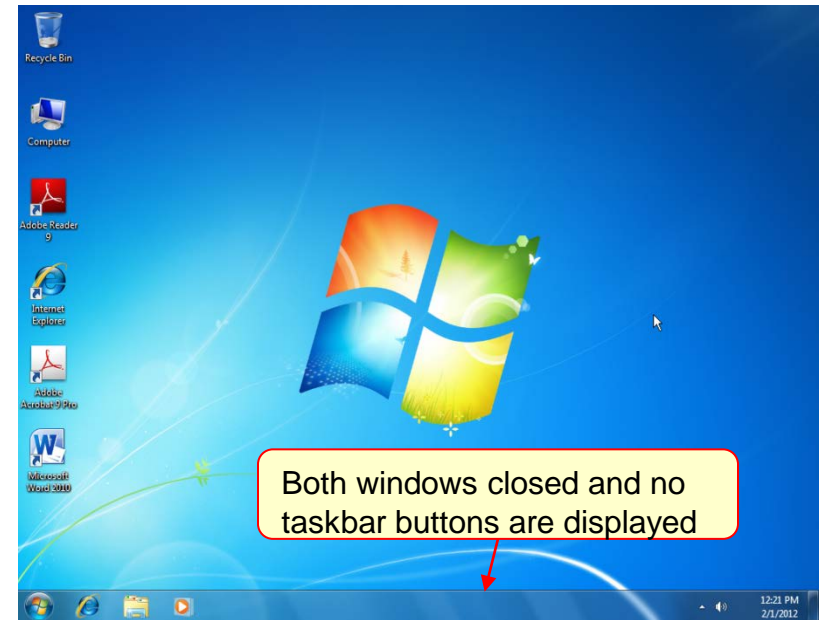
# SNAP – side by side



Two windows  
side-by-side

# Closing a Window

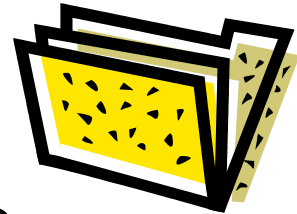
- When finished with a window, exit the program
- The **x** button in the title bar is used to close a window





# Using Folder Windows and Libraries

- Files store program instructions or data
- Program files contain the software instructions used to run programs
- Data files or documents store the information created while using an application program
- Libraries manage like file types from multiple locations for easy access



# Concept 6

## Folders and Libraries

- A folder is a named area on a disk
- Used to store related files
- Used to organize the information stored on a disk
- Subfolders are folders with folders



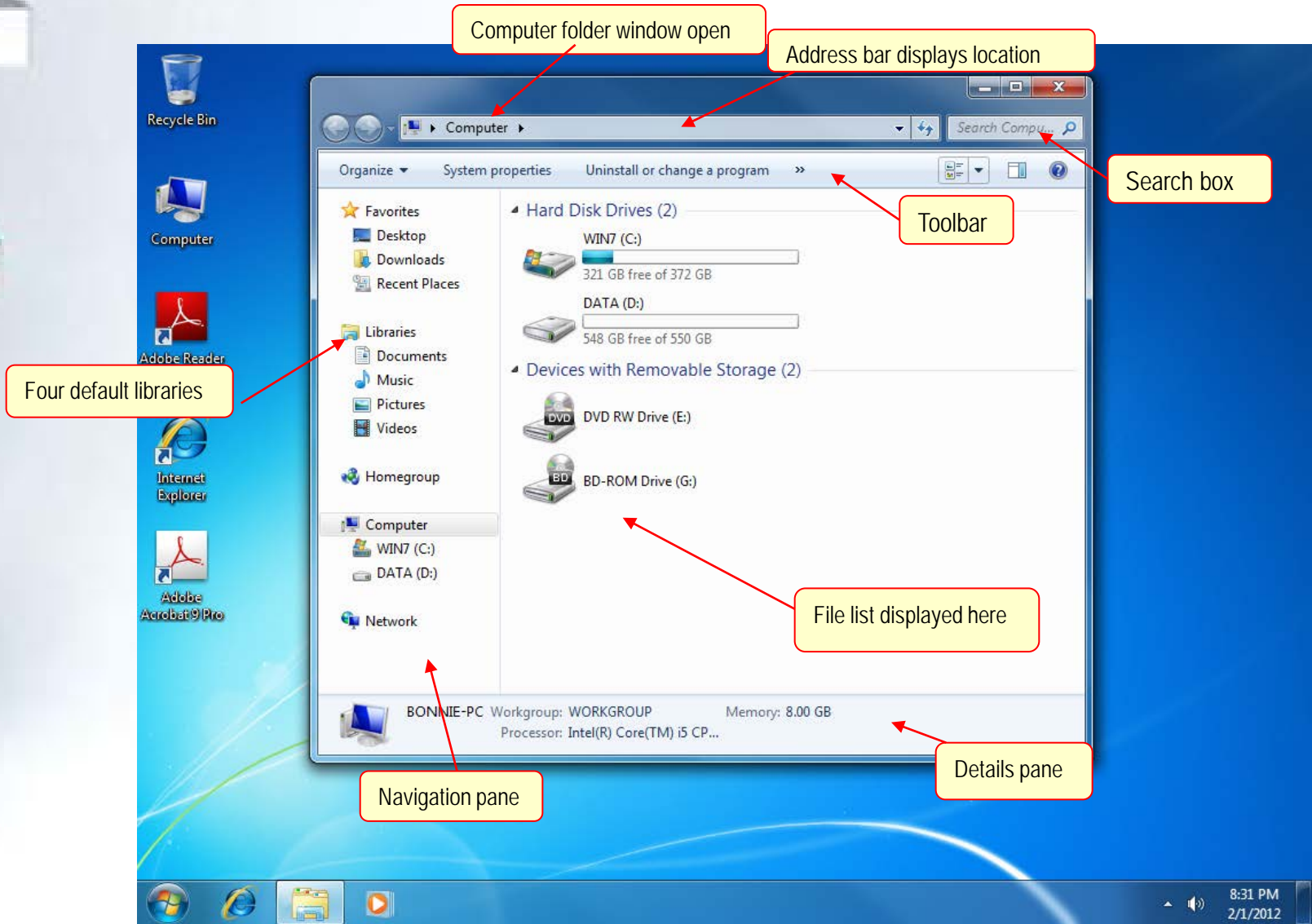
# Concept 6

## Folders and Libraries

- A library is a collection of files and folders
- Assembled from a variety of sources
- Monitor files and folders from these locations
- Most often hold related file types (documents, pictures, music, for example)



# Exploring the Computer Window



Computer folder window open

Address bar displays location

Search box

Toolbar


Four default libraries

File list displayed here



Details pane

Navigation pane

# Menu Buttons on Folder Windows

Menu	Use
Organize ▾	Used to perform basic file tasks such as renaming, moving, copying, and deleting. It contains commands for controlling the layout options and the configuration of the folder window.
 Views	Controls the display of the folder by allowing you to view Details, Tiles, or Large Icons.
System properties	Shows information about your computer such as the manufacturer and the processor speed

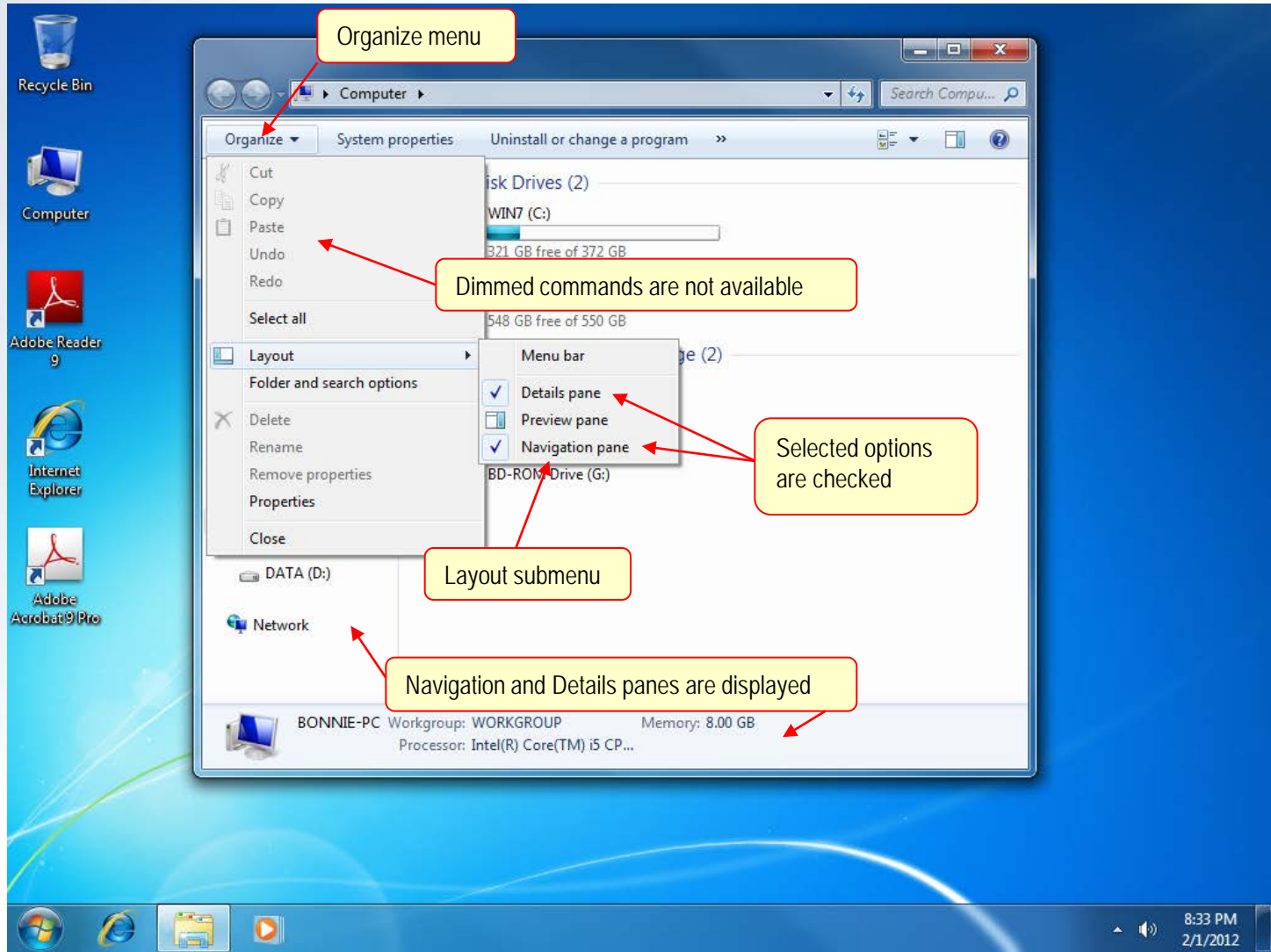
# Task Buttons on Folder Windows

Task-Specific Buttons	
 Help	Opens Windows Help and Support and displays help information about current window.
Uninstall or change a program	Uninstalls (removes) or changes the installation of a program on your computer.
Map network drive	Creates a shortcut to a shared folder or computer on a network.
 Open ▾	Used to open a selected file folder or document.
Share with ▾	Used to share a selected file folder or document with other people on a network.
Burn	Used to burn the selected file folder or document to disk.
Slide show	Used to display all or selected pictures and videos as a slide show.
Play all	Used to play all or the selected music files in the selected folder.

# Window Panes

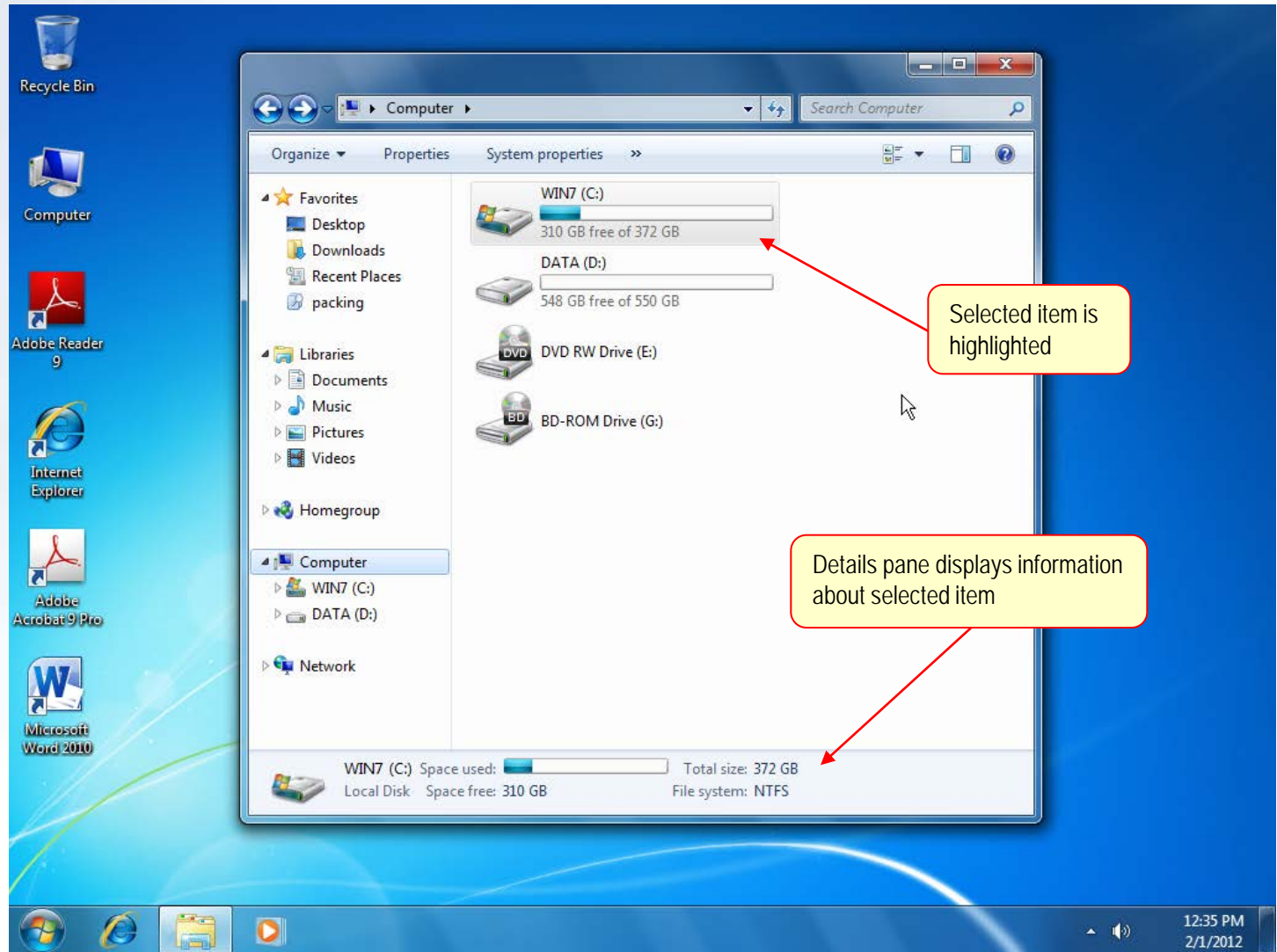
Pane	Description
Details pane	Displays details about a selected file such as the file size and the last modified date.
Preview pane	Displays a preview of the contents of the selected file.
Navigation pane	Displays a list of Favorite links (shortcuts to folders you frequently use), libraries, saved searches, and an expandable list of folders. Use to move to locations that contain the files you want to see.

# Changing the Window Layout





# Navigating the Folder Window



# Displaying a Path to a Location

The screenshot shows a Windows 7 desktop with a File Explorer window open to the 'WIN7 (C:)' drive. The address bar at the top of the window displays the path 'Computer > WIN7 (C:)'. A callout box points to the back button with the text 'Click to return to previous location'. Another callout box points to the address bar with the text 'Address bar displays path to current location'. The main pane shows a list of folders and files. A callout box points to a folder icon with the text 'Folder icon'. Another callout box points to a file icon with the text 'File icon'. A third callout box points to the selected 'WIN7 (C:)' item in the left pane with the text 'Selected item is highlighted and file list displays content of selected item'. The file list contains the following items:

Name	Date modified	Type
01comm32	3/1/2010 1:22 PM	File folder
Avaya_Support	3/1/2010 12:17 PM	File folder
CourseTechnology	3/16/2010 4:01 PM	File folder
ExamView	8/17/2010 4:27 PM	File folder
Intel	2/28/2010 3:52 PM	File folder
PerfLogs	7/13/2009 11:20 PM	File folder
Program Files	2/22/2011 3:05 PM	File folder
Program Files (x86)	1/3/2011 12:06 PM	File folder
Users	10/5/2010 12:12 PM	File folder
Windows	3/30/2011 7:34 PM	File folder
RHDSetup	11/13/2009 12:26 ...	Text Document

# Navigation Pane Groups

Group	Description
Favorites	By default, shows Desktop, Downloads, and Recent Places. Favorites can be customized.
Libraries	Libraries allow easy access to categories of files. They do not store your folders or files, but rather point to folders on your hard drive or other external drives attached to your computer, so you can easily locate related groups of files no matter where they are stored.
Homegroup	A Homegroup makes it easy to share pictures, music, documents, videos, and printers with other people on your home network.
Computer	Shows drives and external devices on your computer.
Network	Provides access to shared devices if your computer is part of a network.

# Documents Library

The screenshot shows a Windows 7 desktop with a blue background. A File Explorer window is open to the 'Documents' library. The window title is 'Libraries > Documents'. The left pane shows the 'Libraries' section with 'Documents' selected. The right pane shows a list of files and folders. A search bar at the top right contains 'Search Documents'. The status bar at the bottom of the window shows '51 items'. The taskbar at the bottom includes icons for Recycle Bin, Computer, Adobe Reader 9, Adobe Acrobat 9 Pro, and Microsoft Word 2010. The system tray shows the time as 12:38 PM on 2/1/2012.

Two folder locations in Documents library



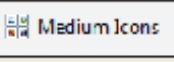
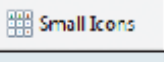
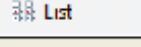
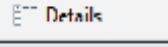


Locations link

Library pane





Contents of Documents library displayed in the file list

Name	Modified	Type
2012 Tour Schedule	2/2/2012 11:36 AM	Microsoft V
AdventureTravel.accdb	3/29/2011 12:21 PM	ACCDB File
ARF3.accdb	3/29/2011 12:21 PM	ACCDB File
ATT Logo	9/12/2007 2:56 PM	JPEG image
ATT Sales	1/31/2011 12:28 PM	Microsoft C
ATT Tour Schedule	2/2/2012 11:36 AM	Microsoft V
Cafe Inventory.accdb	3/29/2011 12:21 PM	ACCDB File
Discovering Scuba Diving	2/2/2012 10:25 AM	Microsoft V
Elephants	2/2/2012 12:17 PM	JPEG image
Hiking	9/12/2007 2:56 PM	Bitmap im
Income Analysis	2/2/2012 11:39 AM	Microsoft C
LearnSoft.accdb	3/29/2011 12:21 PM	ACCDB File
Lions	9/12/2007 2:56 PM	JPEG image
Machu Picchu	2/2/2012 11:39 AM	Microsoft V
New Tour Flyer	2/2/2012 11:39 AM	Microsoft V
New Tours Brochure	2/2/2012 11:36 AM	Microsoft V
New Tours	1/17/2011 4:05 PM	Microsoft V

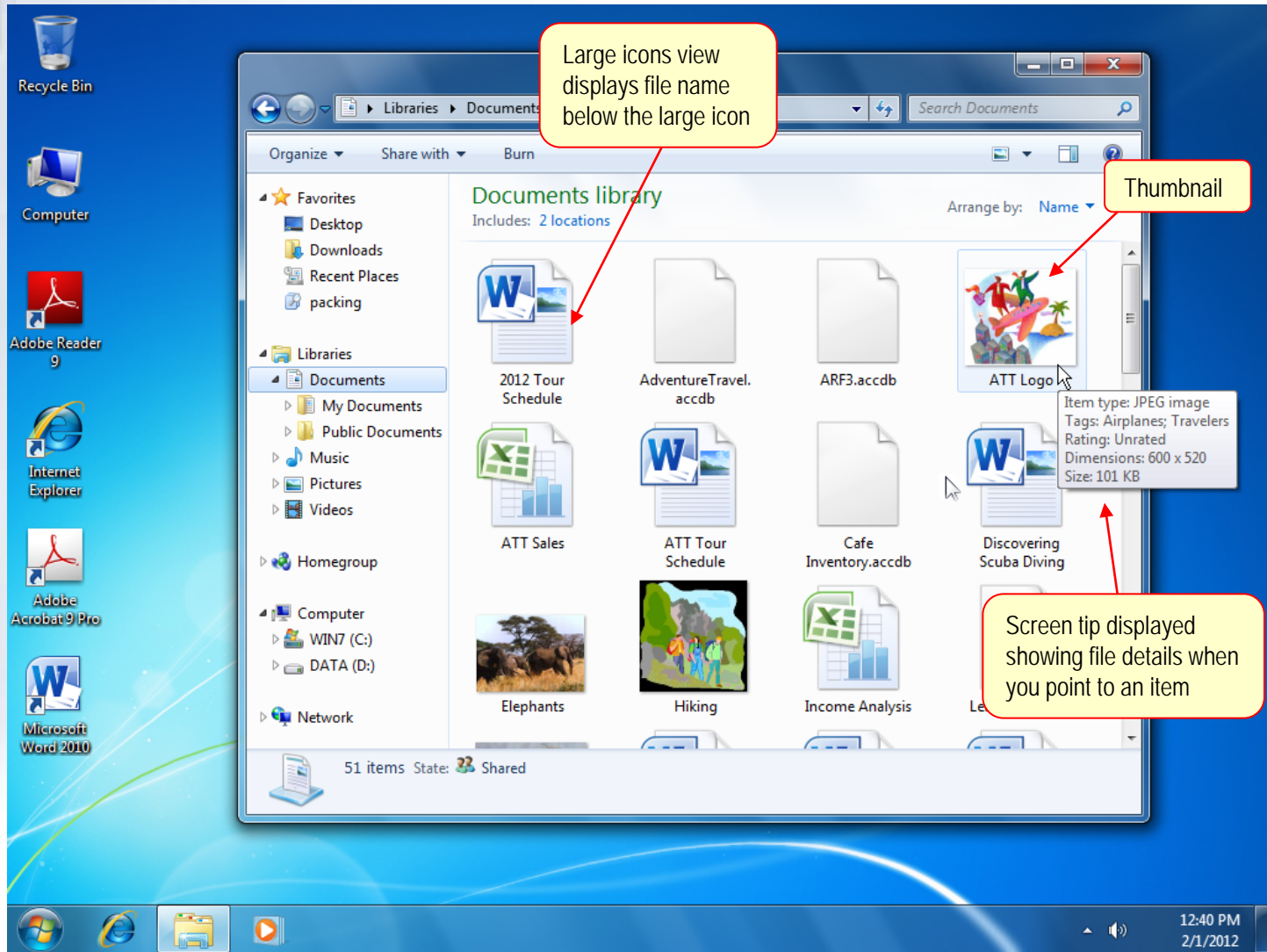
# Changing Folder Views

View	Description
 Extra Large Icons	Displays extra large icons across rows with the name below.
 Large Icons	Displays large icons across rows with the name below.
 Medium Icons	Displays medium icons across rows with the name below.
 Small Icons	Displays small icons across rows with the name to the right.
 List	Displays very small icons down a multiple-column list with the name to the right.
 Details	Displays small icons in a single column list with details about each item in separate columns to the right.
 Tiles	Displays medium icons across rows with the name, type, and size to the right.
 Content	Displays a smaller version of the icon and file or folder name on the left, and the date modified and the size to the right.

# Common File Icons

Icon	Type of File
	Plain text document
	Rich Text document
	Microsoft Word document
	Microsoft Excel document

# Large Icon View



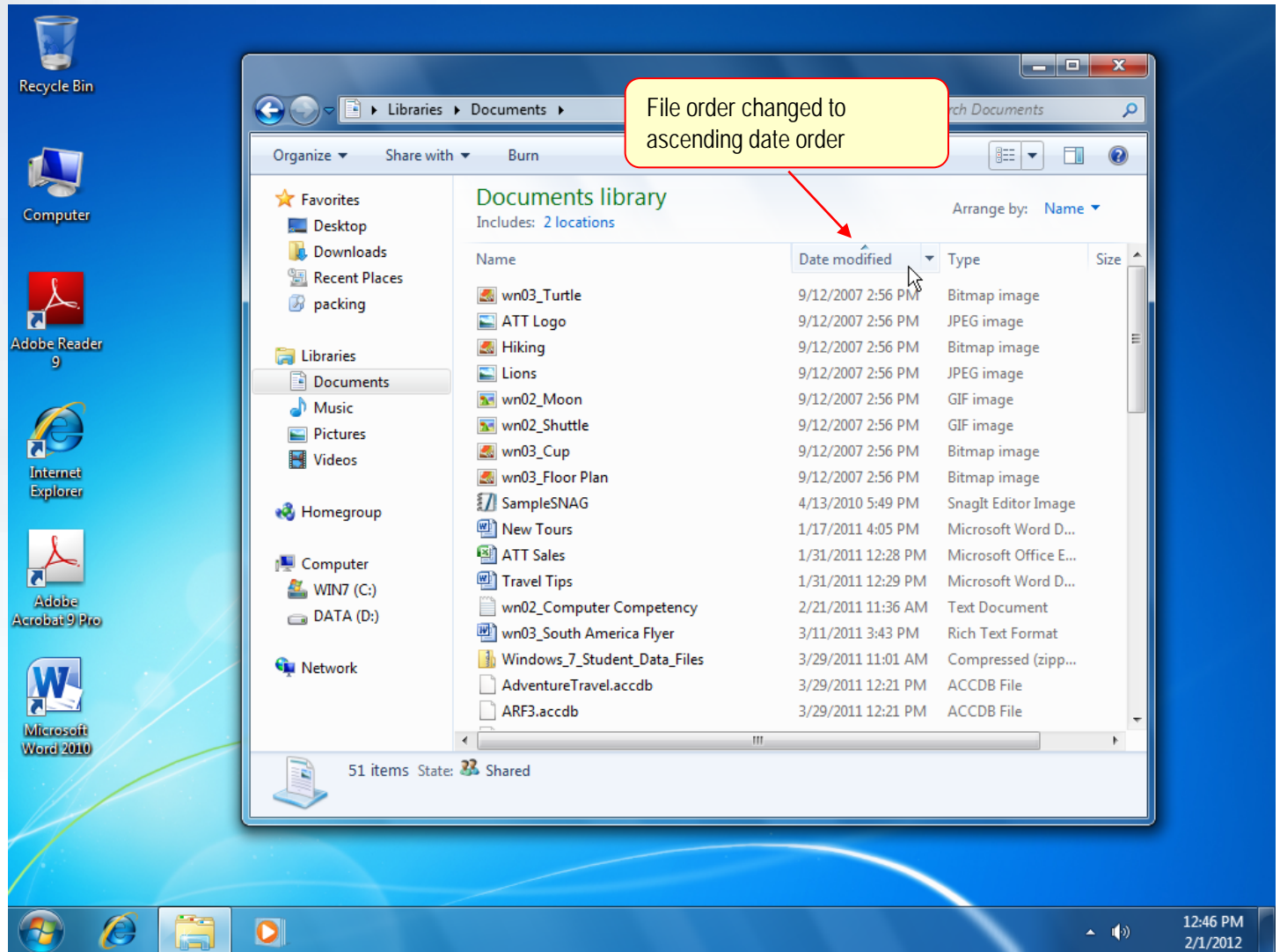
# Sorting Files and Folders

- Folders initially appear first as a group, followed by files
- Folders and files are displayed in ascending alphabetical order by name
- Sorting allows you to choose a more convenient order



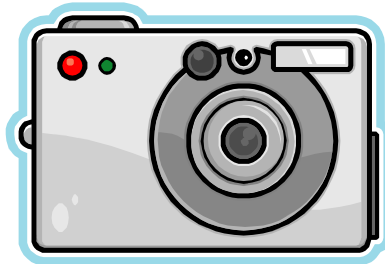


# Sorting

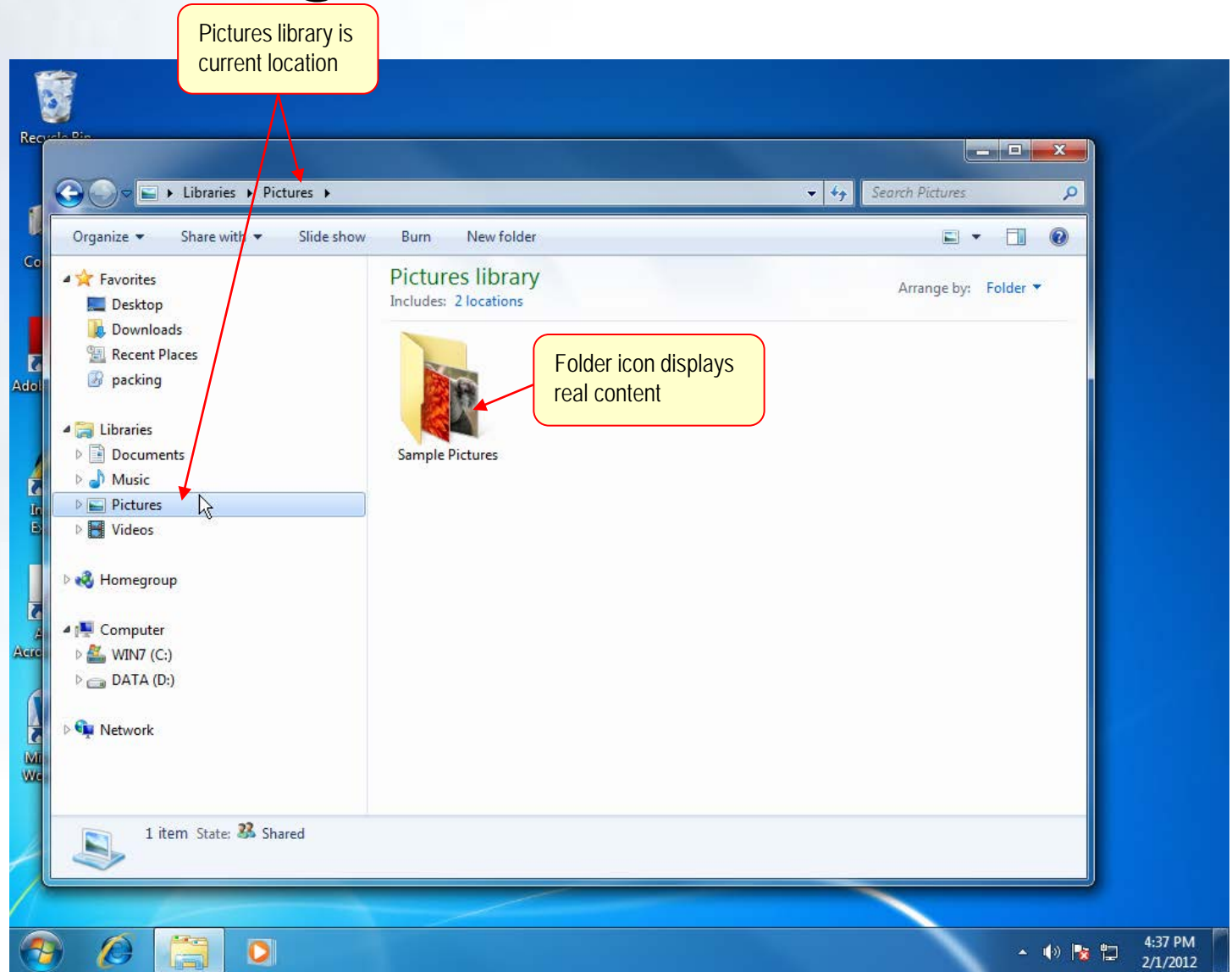


# Viewing and Organizing Pictures

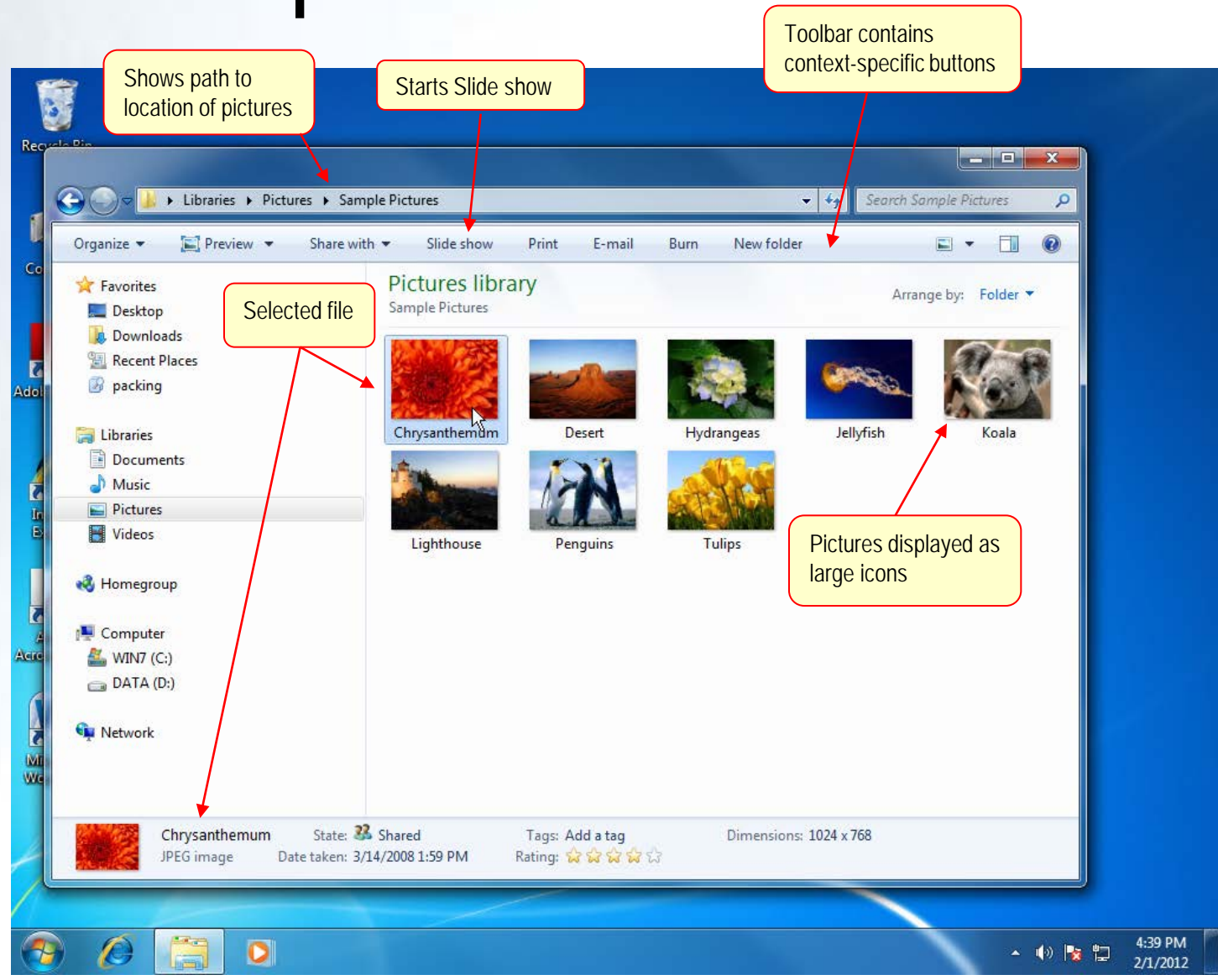
- Windows includes many features designed for working with digital images and video
- Features include:
  - Viewing and organizing images
  - Editing, sharing, and printing



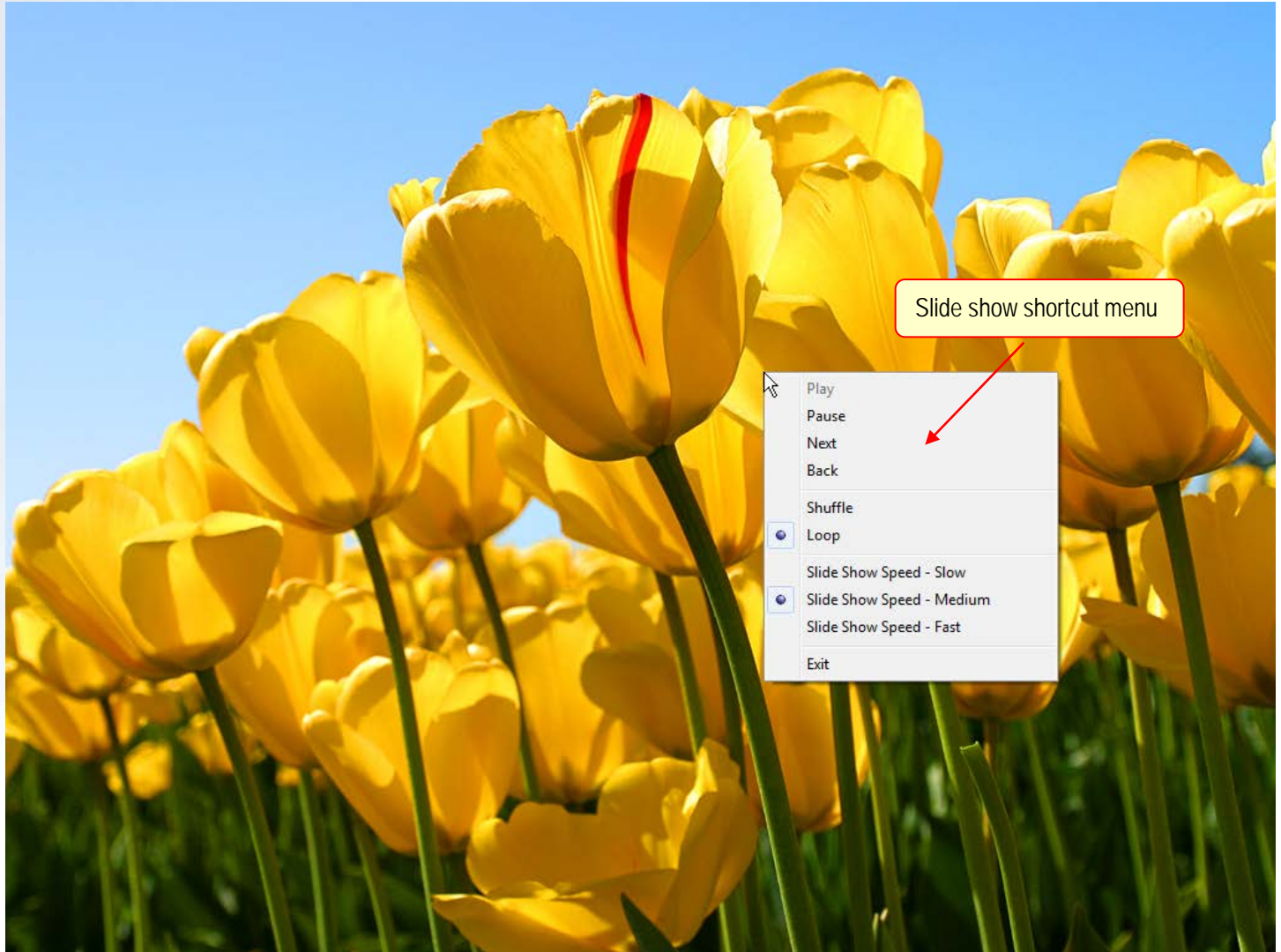
# Using the Pictures Folder



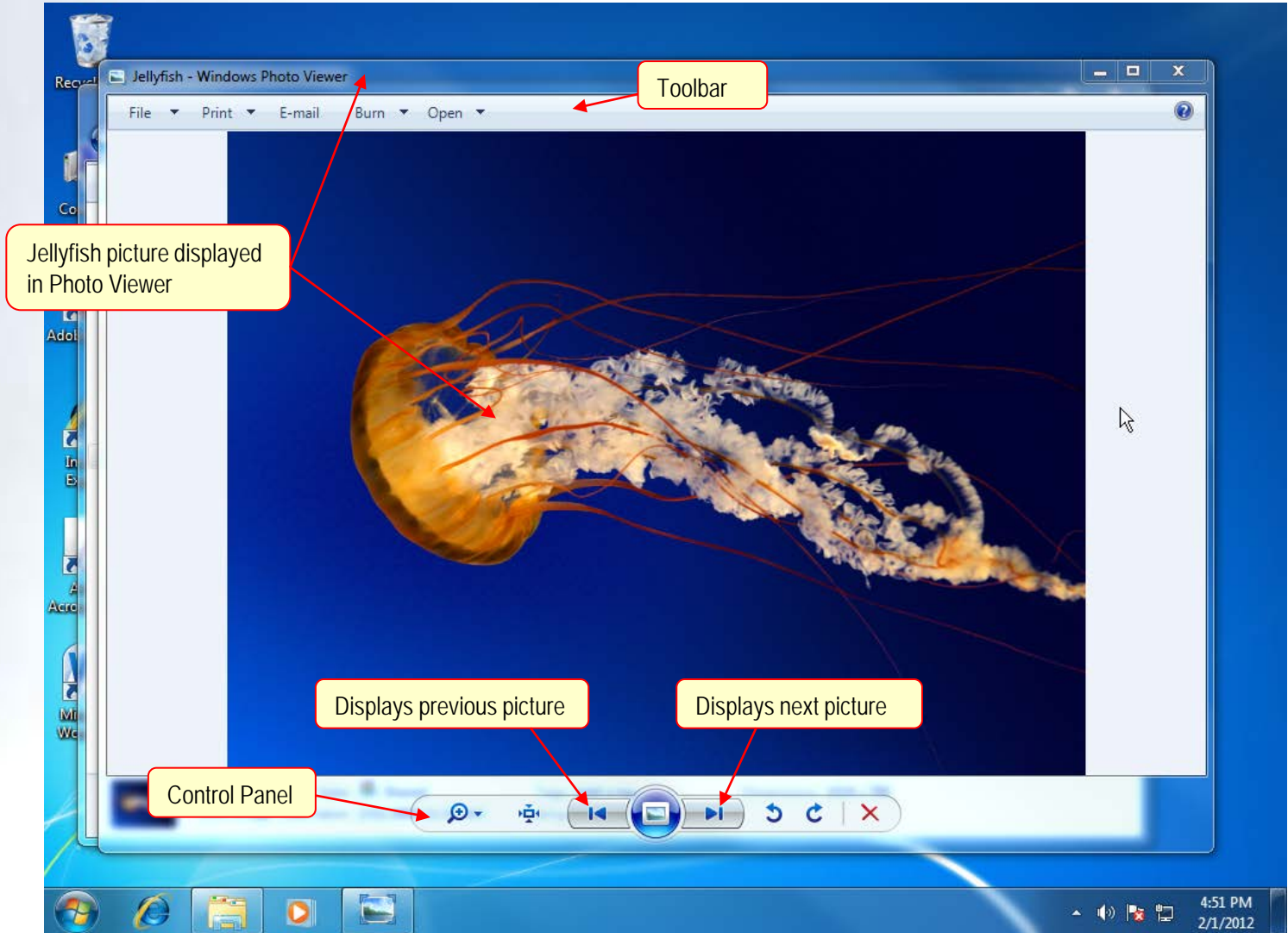
# Sample Pictures Folder



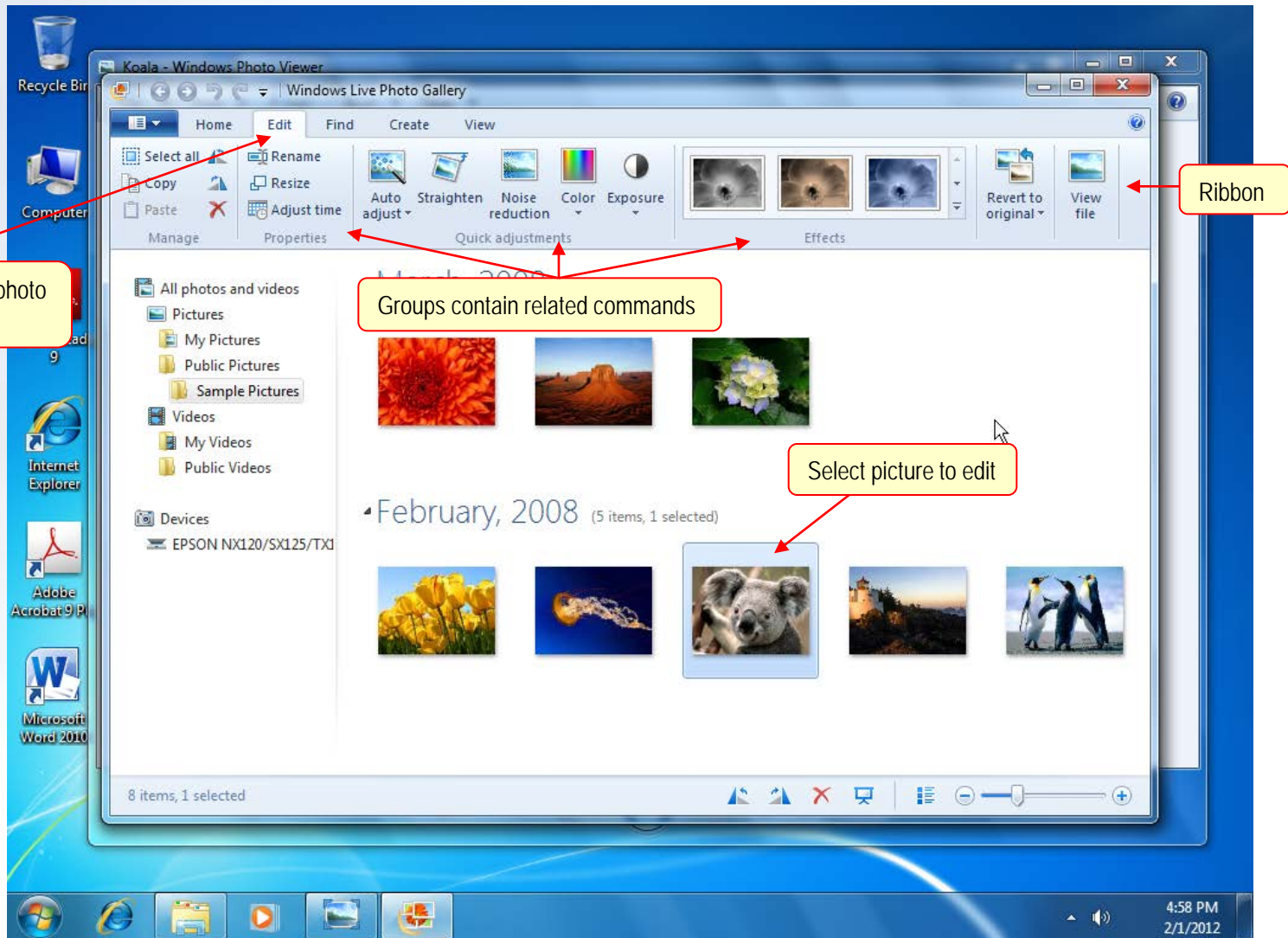
# Advancing Through a Slide Show



# Using Windows Photo Viewer



# Windows Live Photo Gallery



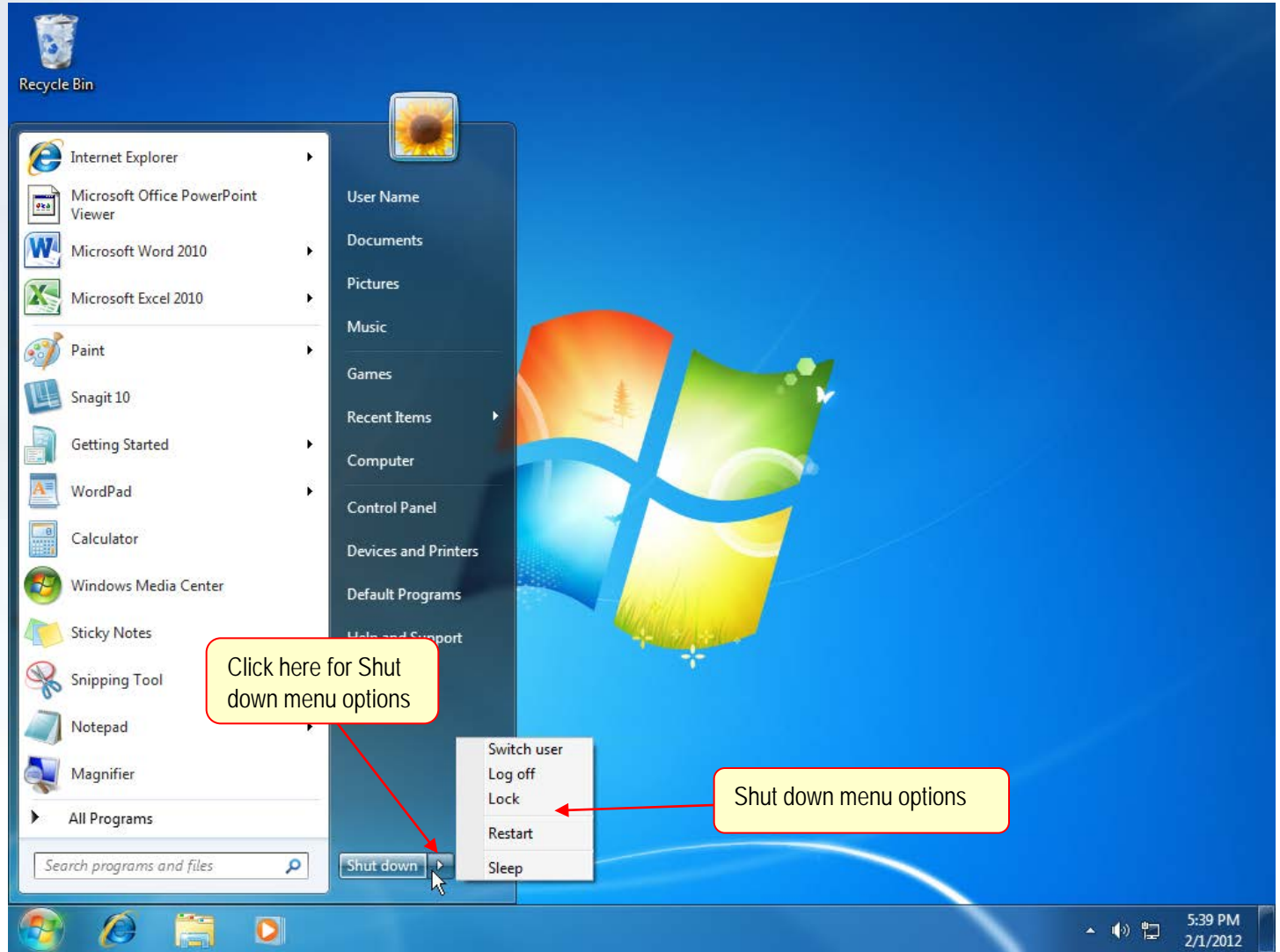
# Shutting Down Windows 7

- You can shut down Windows 7 in one of two ways
  - Use the Shut Down command in the Start menu
  - Use the Log Off command if you share a computer





# Shutting Down



# Shut Down Menu Options

Option	Effect
Switch User	Allows another user to log on and use the computer while your programs and files remain open. You can easily resume work by logging in again and everything is just as you left it. Because Windows does not automatically save files that are open before switching users, if the other user shuts down the computer, any unsaved changes you have made to files will be lost. Be sure to save any open files before switching users.
Log Off	Closes your programs and files and ends your Windows session, but does not turn the computer off. Another user can then log on without the need to restart the computer.
Lock	Locks the computer without turning it off. Once locked, your computer cannot be used until you unlock it with your password.
Restart	Saves any settings you have changed in Windows Vista, writes anything stored in memory to the hard disk, and restarts Windows. This feature is commonly used when a program stops running and the system freezes up on you. This is called a <b>warm start</b> . A warm start does not perform a memory check, but it does initialize the equipment for use. This feature is commonly used when a program stops running and the system freezes up on you or after installing a program or program update.

# More Shut Down Menu Options

Option	Effect
Sleep	Saves open documents and programs to memory and puts computer in low-power state in order to maintain your work in memory. The work session can be quickly resumed by pressing the power button on the computer. Sleep is the default power setting.
Hibernate	Saves open documents and programs to hard disk and turns off the computer. To resume the session, press the power button on the computer and your work session is restored, just as you left it. Because hibernation turns the computer off, it uses the least amount of power of all the power-saving states.
Shut Down	Saves any settings you have changed in Windows Vista and turns the computer off. You must save your work and exit each program before you shut down the computer. You restart the computer using the computer's power button. Then, you must restart the programs and open the files you want to use. Use shut down only when you need to install or repair hardware, add memory, or you do not plan to use the computer for several days.



# Key Terms

- active window
- aero peek
- application software
- associated file
- button
- capacity
- cascade
- cascading menu
- click
- cold start
- data files
- desktop
- dialog box
- disk size
- double-click
- drag
- file
- folder
- graphical user interface (GUI)
- home page
- hyperlink



# Key Terms

- icon
- insertion point
- location
- maximize
- menu
- menu bar
- minimize
- mouse
- mouse pointer
- multitasking
- object
- operating system
- page
- pane
- path
- pinned items list
- point
- program
- program files
- properties



# Key Terms

- restore
- ribbon
- screen tip
- scroll arrow
- scroll bar
- scroll box
- select
- selection cursor
- shortcut
- shortcut menu
- subfolder
- submenu
- tags
- taskbar
- taskbar button
- text box
- thumbnail
- tile
- title bar
- toolbar



# Key Terms

- undo
- user account
- warm start
- window

# FAQs



1. What is an operating system?
2. What is a graphical user interface (GUI)?
3. When I type in my password, I see a blinking vertical bar. What is this called and what is its purpose?
4. What is a desktop?
5. When I point to an object, a brief description appears. What is this called?



# FAQs



6. What are shortcuts?
7. What is a window?
8. Help! I can't see the text at the bottom of the window. What can I do to see additional lines on the screen?
9. What's the difference between folders and libraries?
10. How do I shut down Windows 7?

# Discussion Questions



1. Explain the difference between a cold start and a warm start.
2. What is the difference between a wheeled mouse and an optical mouse?
3. Give examples of desktop objects and properties.
4. What programs are found on the Start Menu?

# Discussion Questions



5. How do you resize a window in 7?
6. What is multitasking?
7. Discuss the ways to arrange windows.
8. How does the Undo feature work?
9. Discuss folders and the various views available in 7.
10. Explain the options available when using the shut down menu.