# Windows 7, End User. Introduction

*One-day course*

for evaluation only

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# WINDOWS 7, END USER. INTRODUCTION

## MODULE 1; WINDOWS BASICS

- Getting Started

- Navigating in Windows

- Shutting Down and Restarting Windows 7

## TOPICS

## OBJECTIVES

In the following section you will learn to:

### ■ Get started with Windows 7

In order to use Windows 7, you must understand the different tools available and their uses. In this section you will be introduced to Windows 7 and its basic components.

### ■ Navigate in windows

By far, the easiest and most efficient way to use Windows 7 is by employing the mouse. In this section you will learn how to use the mouse to select and use Windows 7 features.

### ■ Shut down and restart Windows 7

To prevent losing work you have done on your computer, it is important to shut down Windows 7 properly when you are finished with your work session.

## GETTING STARTED

In this section you will be introduced to the Windows 7 desktop. You will then learn how to use the mouse to perform Windows functions. Finally, you will restart and shut down Windows 7.

## IDENTIFYING OPENING SCREENS

When you turn your computer on, Windows 7 loads automatically and, depending on how the program has been loaded, two opening screens appear. The first Windows 7 screen tells you that the program is loading. The second screen invites you to click an account logon icon or ask you to type a User Name and password to allow you to use Windows 7. This log-on feature ensures that no unauthorized users can access your system. If this 2$^{nd}$ screen does not appear, it means that this authorization process is not required.

## THE WINDOWS 7 THEME VS. WINDOWS CLASSIC

### Important Note

Using Windows 7, you can decide whether to have the Windows 7 Standard set up, which includes all the Windows 7 styles and look and feel. Or you can opt for Windows Standard or 'CLASSIC' look and feel. In this course we use the Windows Classic Set up. This is because it is felt by the authors that in a working environment the Administrator is more likely to set your PC or workstation with Classic. This means that the screen may look slightly different on the computer you are using.

### The Welcome Centre

After you have gone through the Windows 7 Welcome screens, the *desktop* appears. The Windows 7 desktop is like the top of your own workplace desk; you can use it to write letters and memos, create graphics, or even balance your checkbook.

**ALSO DISPLAYED ON STARTUP, A THE RIGHT SIDE OF YOUR SCREEN, IS THE WINDOWS SIDEBAR, SHOWN IN FIGURE M1.2 WHERE YOU WILL FIND SOME USEFUL GADGETS, INCLUDING A CLOCK, NEWS FEED AND PICTURES, YOU CAN CHANGE THESE GADGETS TO ONES MOST USEFUL TO YOU; YOU DON'T NEED TO GO SEARCHING FOR NEWS, WEATHER, STOCKS AND CURRENCY CONVERTERS ON THE INTERNET, YOU CAN HAVE THEM DISPLAYED ON YOUR DESKTOP FOR EASY REFERENCE.**

You can add new Gadgets by clicking the Plus sign at the top of the Sidebar.

**Figure M1-2:**

*The Windows Sidebar*

## SWITCHING BETWEEN WINDOWS 7 AND WINDOWS CLASSIC.

If your screen looks like that shown below in Figure M1-3, you are using the Windows 7 Theme.



**Figure M1-3:** *The Windows 7 (Theme) Desktop*

## TO SWITCH ON THE WINDOWS CLASSIC THEME.

**METHOD**

To switch on Windows Classic:

1.   Right-click the mouse on the desktop screen (away from any icons).

2.   Left-click the mouse on Personalize.

3.   In the Personalization window, scroll down until you reach **Basic and High Contrast Themes**.

4.   Click once on **Windows Classic**

5.   Your desktop will fade to grey and then change to the Windows Classic theme.
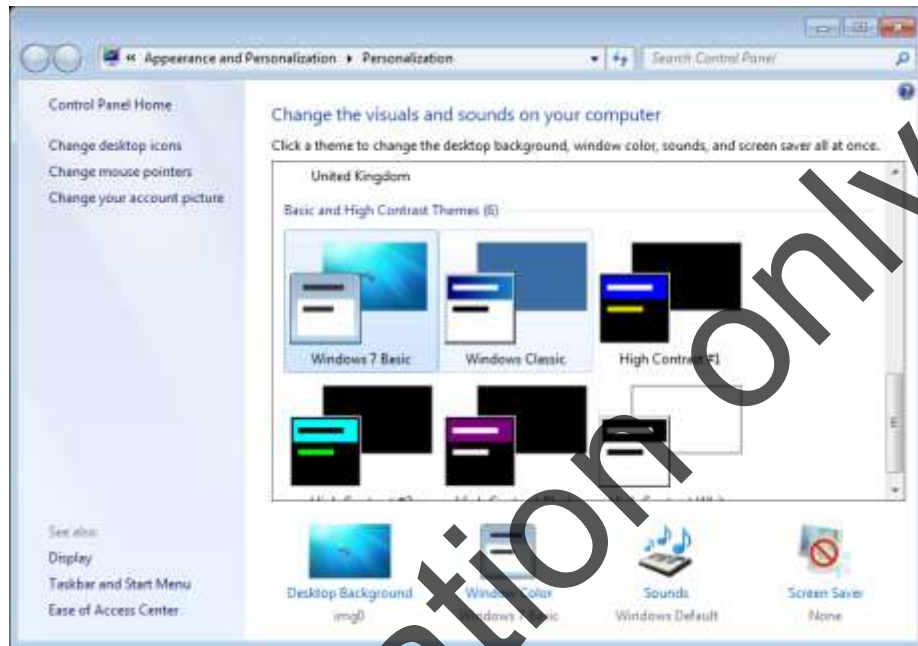


**Figure M1-4:** *The **Themes** page of the Windows Personalization Dialog Box*

Reverse the process if you ever want to revert to the Windows 7 Theme. But do consult your Administrator about this. **The reality might well be that you do not even have the ability to have the Windows 7 theme since it may have been disabled by your administrator or you may have a business version of Windows.** However, if you use Windows 7 Home Edition, you may wish to refer to this section to switch on Windows Classic so that it matches what you see at work.

# Identifying Desktop Parts

Initially, your desktop is relatively bare with several small pictures, called *icons*, on the left of your screen, as illustrated in Figure **M1-5**. Icons are graphic representations of various elements of your computer, such as disk drives, folders, files, or programs. Table M1-1provides a brief description of some of the icons you might see on your desktop.
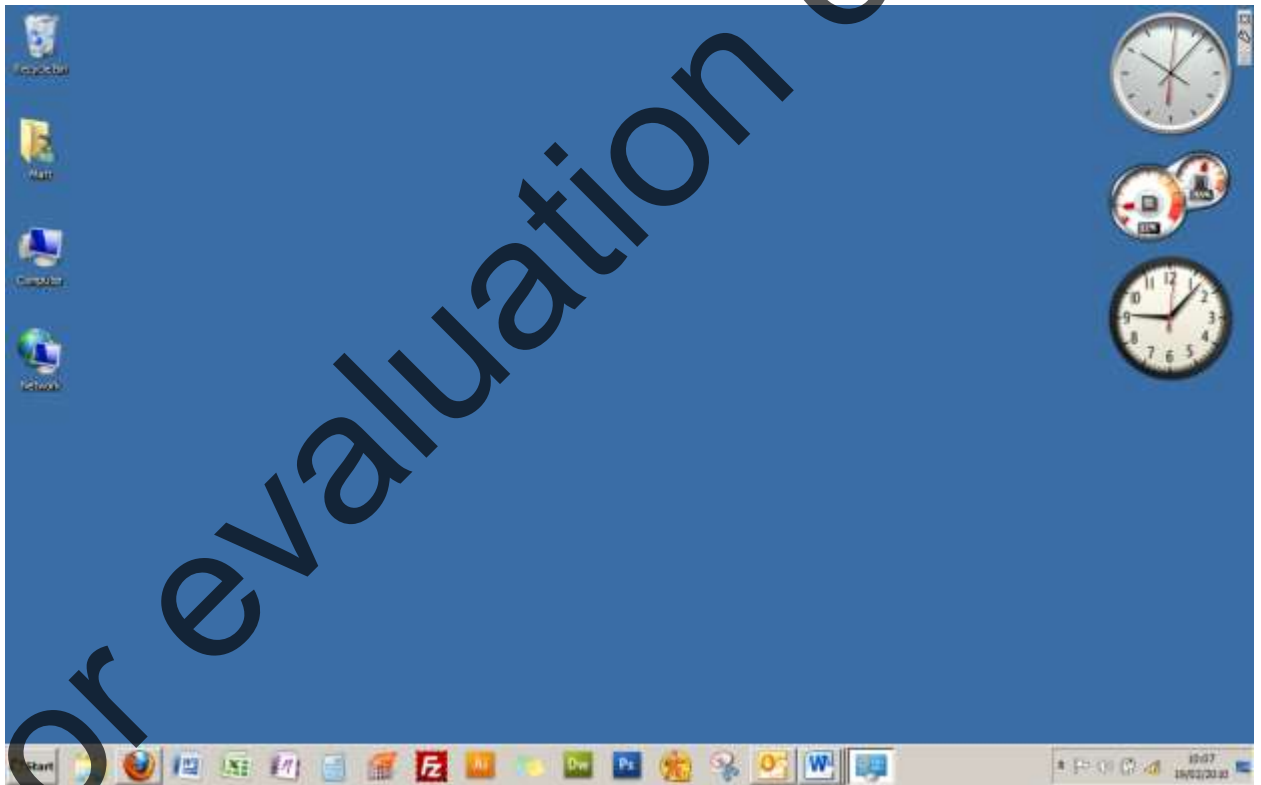


**Figure M1-5:** *The Desktop*

| Icon | | Description |
|------|---|-------------|
| Computer |  | A graphic representation of your computer. |
| Network |  | A graphic representation of the network to which your computer is connected (if applicable). |
| Internet Explorer |  | A Shortcut for opening your Internet Browser |
| Recycle Bin |  | A bin that holds items you have deleted. |
| Files |  | A Shortcut to the folders where you store all of the files and folders you create and save. |

**Table M1-1:** *Items on the Desktop*

The *taskbar*, illustrated in Figure M1-6, is the long bar located at the bottom of the desktop. The taskbar allows you to start programs and switch between active programs and windows. When Windows 7 first runs, the taskbar consists of a Start button on the left, and a small digital clock on the right, along with several other items. By default, the taskbar displays the current time and date in the right corner.

A new feature of Windows 7 is that icons (small images representing programs) can be added to the task bar.
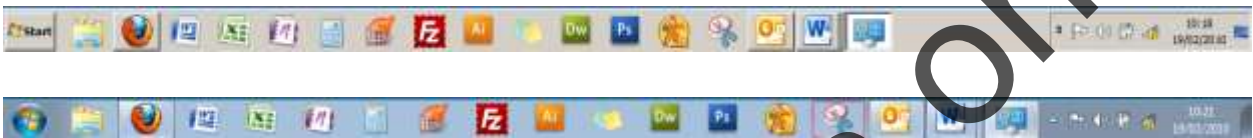


**Figure M1-6:** *Windows 7 Taskbar*

## NAVIGATING IN WINDOWS

By far, the easiest and most efficient way to use Windows 7 is by utilizing the mouse. In this section you will learn to use the mouse to select and use Windows features.

## MOVING THE MOUSE

With Windows 7, the mouse is the most efficient way to move, select, and manipulate items on the desktop. As you move your mouse, a small arrow on your screen also moves. This arrow is called the *mouse pointer*. The shape of the mouse pointer changes from time to time, but when you are selecting objects, it will be a small arrow.

To use your mouse, place the mouse on a flat surface, preferably a mouse pad. Hold the mouse with your right hand in a comfortable position with the top of the mouse buttons located under your three middle fingertips. Keep the mouse on the worktable surface.

As you slide the mouse around on the flat surface, the mouse pointer moves on your screen. If you slide your mouse off your mouse pad or worktable, just pick the mouse up and set it back down in a more convenient place. The mouse pointer remains in the same screen position while the mouse is in the air as long as the ball or lazer located in the mouse's "stomach" is not moved.

### METHOD

To move the mouse:

1. Place the mouse on a flat surface.

2. Hold the mouse comfortably with the mouse buttons resting unpressed under your fingertips.

3. Move the mouse in the appropriate direction.

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**EXERCISE**

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In the following exercise, you will practice moving the mouse.

1.  Place the mouse on a flat surface

2.  Hold the mouse comfortably with the mouse buttons resting unpressed under your fingertips

3.  Push the mouse away from you                                    *The mouse pointer moves up the desktop.*

4.  Pull the mouse towards you                                      *The mouse pointer moves down the desktop.*

5.  Move the mouse slightly to the right                            *The mouse pointer moves to the right.*

6.  Move the mouse pointer to the taskbar's digital clock           *The current day and date appears.*

7.  Practice moving the mouse until you are comfortable with it

**E N D**

## CLICKING THE MOUSE

You can freely move the mouse pointer anywhere on the screen, but in order to select an item, you need to *click* the mouse button. Clicking the mouse button refers to quickly pressing and releasing the left button on top of the mouse.

Although most mice are "right handed," you can switch the mouse buttons. If you wish to change the configuration of your mouse, ask your instructor to assist you.

**METHOD**

To click the mouse:

1. Quickly press and release the left mouse button.

**EXERCISE**

In the following exercise, you will practice selecting icons by clicking the mouse button.

1. Move the mouse pointer so that it is pointing at the Computer icon

2. Press and release the left mouse button

*The Computer icon is darkened, indicating that it is selected.*

3.  Move the mouse pointer so that it is pointing at the Recycle Bin icon

4.  Click the left mouse button       *The Recycle Bin icon is selected.*

**E N D**

## OPENING THE START MENU

At the left of the taskbar, you will see a button labeled Start. Click the Start button to display the Start menu, illustrated in Figure M1-6 or 1-8. The Start menu is one of the most common ways to start programs in Windows 7. From the Start menu, you can open a program menu, a menu of the ten most recently opened documents, a menu of changeable Windows 7 settings, or a Find utilities menu by pointing to the command you wish to use. You can also use the Start menu to get help with Windows 7, run a program, or shut down your computer. To close the Start menu, click the Start button again or click outside the Start menu.



**Figure M1-7:** *The (Windows 7) Start Button and Menu*
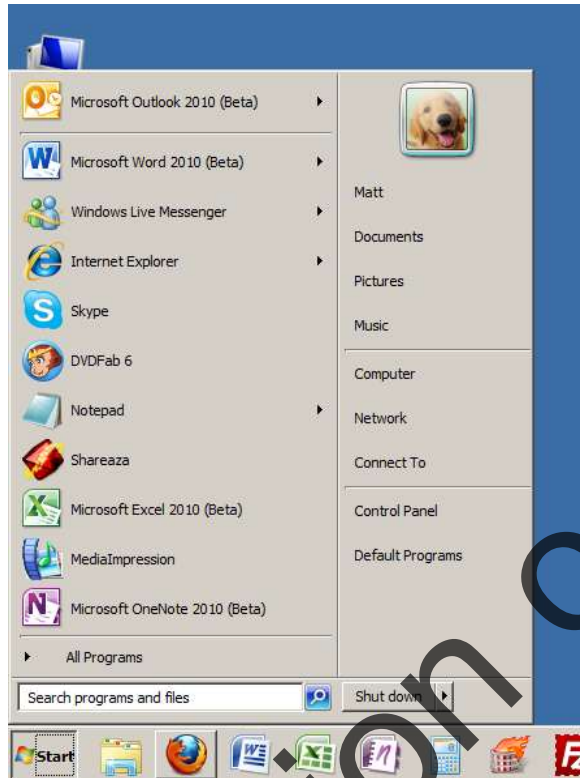
**Figure M1-8:** *The Windows (CLASSIC) Start Menu*

## OPENING THE START MENU (CONTINUED)

*METHOD*

To open the Start menu:

1. Click the Start button.  or

To close the Start menu:

1. Click outside the Start menu.

   or

2. Click the Start button.

---

**EXERCISE**

In the following exercise, you will practice opening and closing the Start menu.

1. Click the Start button      *The Start menu opens.*

2. Click the Start button      *The Start menu closes.*

3. Click the Start button      *The Start menu opens.*

4. Click outside the Start menu      *The Start menu closes.*

**END**

## DRAGGING THE MOUSE

Another mouse technique used in Windows 7 is *dragging*. To drag your mouse, point at an object with your mouse pointer, press and hold the mouse button, and then move the mouse pointer to another location.

Dragging is a technique that is most commonly used to move objects on the desktop from one location to another. In addition, you will often drag to move objects or text within Windows applications. For example, in Windows word processing applications, you can drag to move sections of text to new locations in a document.

## MOVING ICONS

Icons on your desktop, such as Recycle Bin and Computer, can be moved from one place on the desktop to another simply by dragging the icons to the desired new position. When you drag icons on the desktop, they cannot be moved off the Windows 7 desktop or placed on top of each other.

### METHOD

To move icons on the desktop:

1. Use the mouse pointer to point at the icon you wish to move.

2. Press and hold down the mouse button.

3. Continue to press the mouse button while moving the mouse pointer to a new position.

4. Release the mouse button.

---
**EXERCISE**
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In the following exercise, you will practice moving icons on the desktop.

1. Move the mouse pointer to point at the Computer icon

2. Press and hold down the mouse button

3. Continue to press the mouse button while moving the Computer icon below the Recycle Bin icon

4. Release the mouse button *The Computer icon is moved below the Recycle Bin icon.*

5. Drag the Computer icon back to its original position

**END**

## RIGHT-CLICKING THE MOUSE

Unless the default properties of the mouse have been changed, the primary mouse button will be the left one. The right button on the mouse, however, can also be used to activate special features in Windows 7. Quickly pressing and releasing the right mouse button instead of the left is called *right-clicking*, and activates different functions than clicking the left mouse button.

## ACTIVATING SHORTCUT MENUS

Clicking the left mouse button in Windows 7 selects items. Clicking the right mouse button, however, displays special shortcut menus, such as the Taskbar shortcut menu illustrated in Figure M1-10.
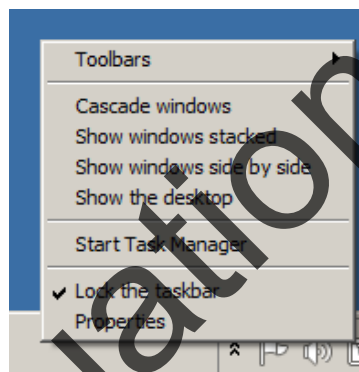


**Figure M1-10:** *The Taskbar Shortcut Menu*

**METHOD**

To activate a shortcut menu:

1. Use the mouse pointer to point at the object you wish to use.

2. Quickly press and release the right mouse button (right-click).

To close a shortcut menu:

1. Use the mouse pointer to point outside the shortcut menu.

2. Click the left mouse button.

---
**EXERCISE**

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In the following exercise, you will activate and close shortcut menus.

1. On the desktop, point at the Computer icon

2. Click the right mouse button  *A Computer shortcut menu appears.*

3. Point anywhere outside the shortcut menu

4. Click the left mouse button  *The shortcut menu closes.*

5. On the desktop, point at a vacant area

6. Click the right mouse button  *The Desktop shortcut menu appears.*

7. Point anywhere outside the shortcut menu

8. Click the left mouse button  *The shortcut menu closes.*

9. Point at a blank area on the taskbar

| 10. | Right-click the mouse button | *The Taskbar shortcut menu appears.* |

| 11. | Close the Taskbar shortcut menu | |

**END**

## DOUBLE-CLICKING THE MOUSE

Another mouse technique used in Windows 7 is called *double-clicking*. Double-clicking the mouse refers to pointing at an item and quickly pressing and releasing the left mouse button twice. Double-clicking is usually used to open items.

## OPENING WINDOWS

When you start Windows 7, many of its special functions are represented by icons. Double-clicking an icon opens the icon and displays its contents in a *window*. For example, double-clicking the Computer icon on the desktop opens the Windows Explorer window, illustrated in FigureWindows 7, End User. Introduction

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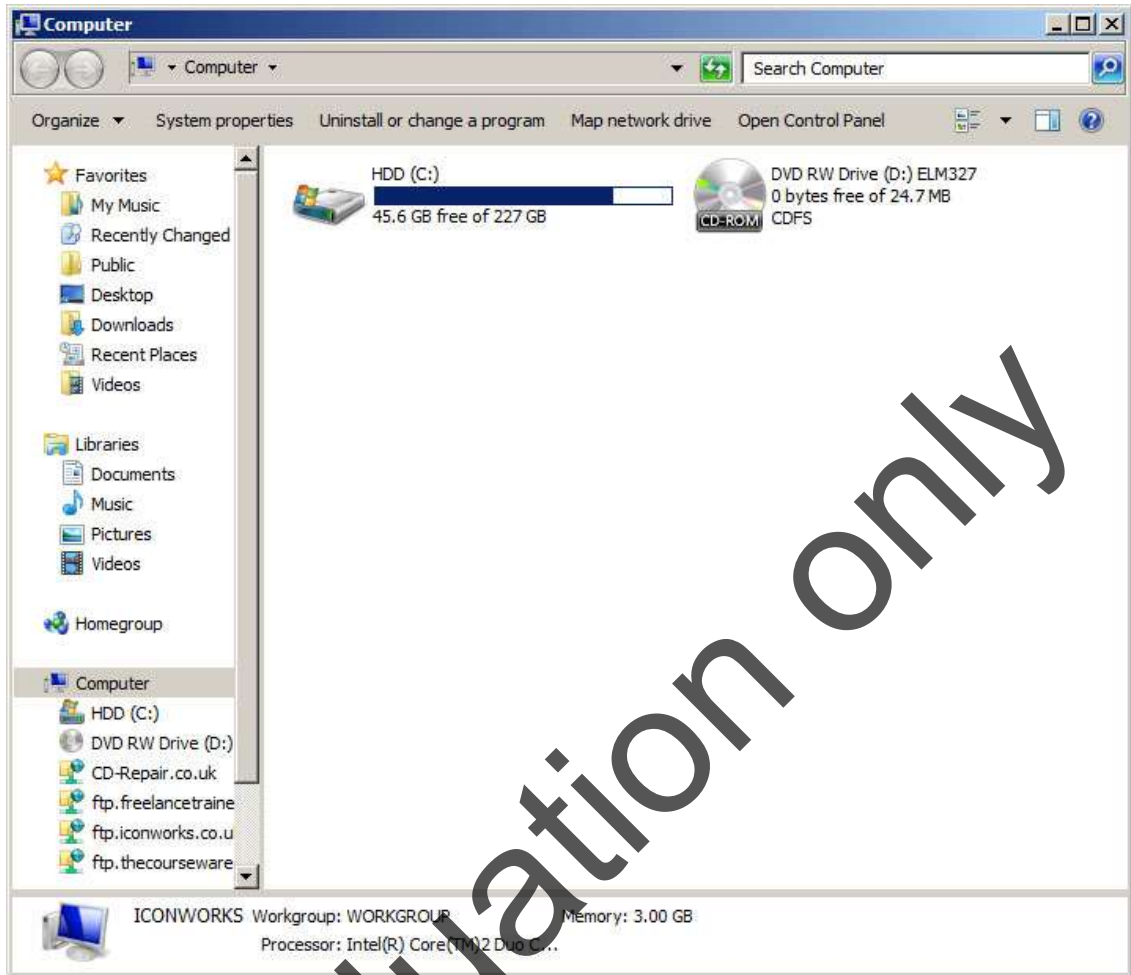
**Figure Windows** 7, End User. Introduction

**:** *Windows Explorer Window*

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METHOD
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To open a window:

1. Use the mouse pointer to point to the icon you wish to open.

2. Quickly press and release the mouse button twice (double-click).

---
EXERCISE
---

In the following exercise, you will open a window.

1. Use the mouse pointer to point to the Computer icon

2. Double-click the mouse button          *The Computer window opens.*

---
END
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## CLOSING WINDOWS

When you have finished working with a window, you can close it. A window can be closed quickly by clicking the Close button, the button in the upper right corner with the "X," as illustrated in Figure M1-1.



The Close button

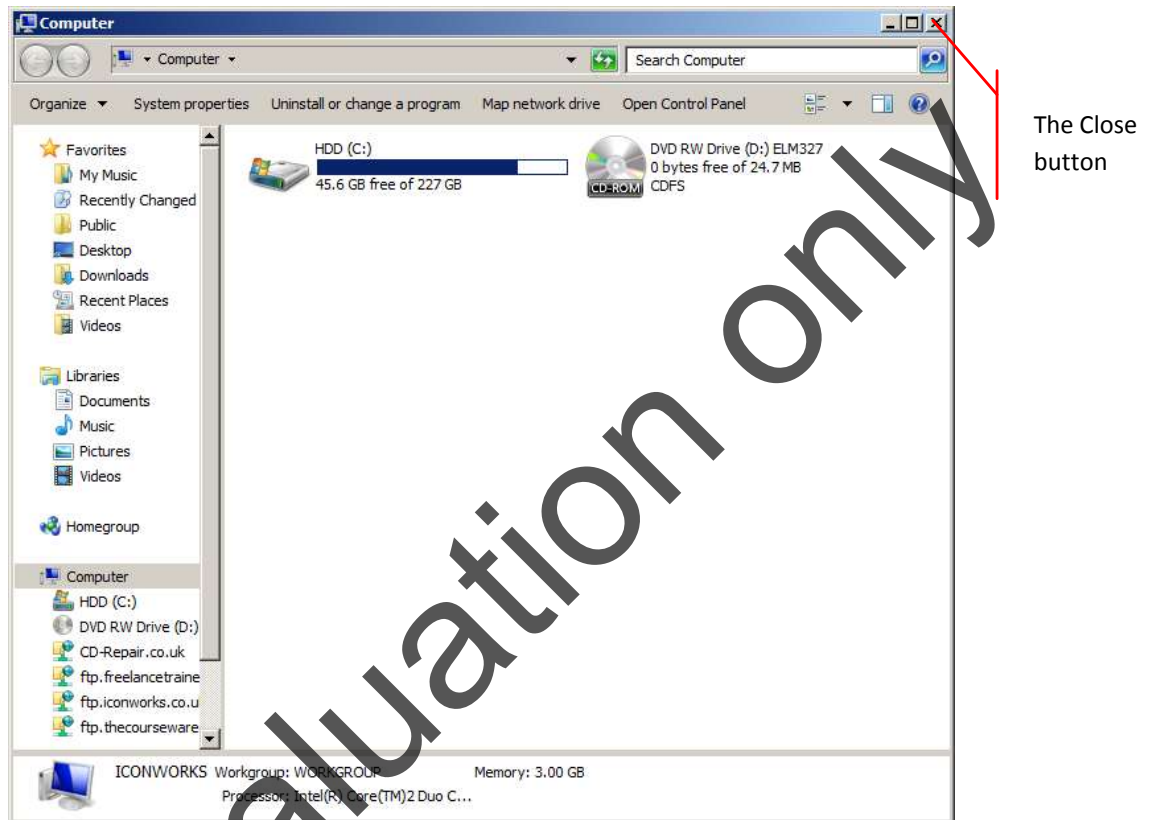**Figure M1-1:** *The Close Button*

*METHOD*

To close a window:

1. Click the Close button.

---

**EXERCISE**

In the following exercise, you will close a window.

1.  In the Windows Explorer,        *Windows Explorer closes.*
    click the Close button

**END**

## SHUTTING DOWN AND RESTARTING WINDOWS 7

Before you turn off your computer, you must **Shut Down** Windows 7 to avoid damaging files. That is to say, you are Shutting Down Windows before the actual machine is turned off (or, usually, turns itself off). You are also given the options of switching the user, logging off, locking your computer, restarting and, if your computer allows, sleeping and hibernating.

### *METHOD*

To shut down Windows 7:

1. Click the Start button.

2. From the Start menu, choose Shut Down

Other options are also available by clicking on the triangle next to the Shut Down button. When this is pressed, the menu shown in Figure M1-2 appears. From this menu, you can select from several. These options will vary according to how your system administrator has set your PC/workstation.
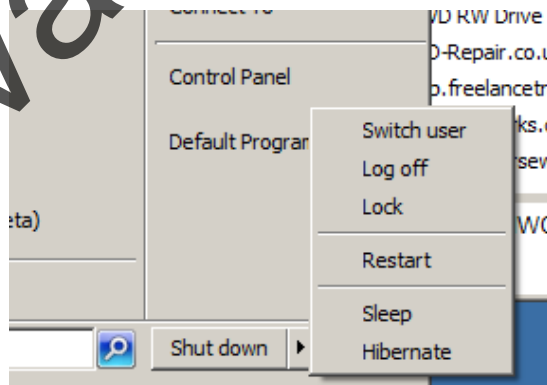
**Figure M1-2:** *The Shut Down Windows menu*

## RESTARTING WINDOWS 7

If for any reason you wish to restart Windows 7, you can do so directly from the **Shut Down** menu. You might use this option if you are installing new hardware or software or changing certain Windows 7 setup options.

### METHOD

To restart Windows 7:

1. Click the Start button.

2. From the **Shut down** menu, choose Restart

### EXERCISE

In the following exercise, you will restart Windows 7.

1. On the taskbar, click the Start button          *The Start menu appears.*

2. From the Start menu, click the triangle next to **Shut down**          *The Shut Down menu appears.*

3. Select the Restart from the menu          *Your computer reboots and Windows 7 restarts*

**END**

## SHUTTING DOWN WINDOWS 7

If you select Shut Down in the Shut Down Windows dialog box, a message may appear on the screen to let you know when you can safely turn off your computer. In most systems, the computer will turn itself off.

**METHOD**

To shut down Windows 7:

1. Click the Start button.

2. From the Start menu, choose Shut Down.

**EXERCISE**

In the following exercise, you will shut down Windows 7.

1. On the taskbar, click the Start button          *The Start menu appears.*

2. From the Start menu, choose Shut Down          *Windows Shuts Down.*

**END**

**To move the mouse:**

1. Place the mouse on a flat surface.

2. Hold the mouse comfortably with the mouse buttons resting un-pressed under your fingertips.

3. Move the mouse in the appropriate direction.

**To click the mouse:**

1. Quickly press and release the left mouse button.

**To open the Start menu:**

1. Click the Start button.

**To close the Start menu:**

1. Click outside the Start menu.

   or

1. Click the Start button.

**To move icons on the desktop:**

1. Use the mouse pointer to point at the icon you wish to move.

2. Press and hold down the mouse button.

3. Continue to press the mouse button while moving the mouse pointer to a new position.

4. Release the mouse button.

**To activate a shortcut menu:**

1. Use the mouse pointer to point at the object you wish to use.

2. Quickly press and release the right mouse button (right-click).

**To close a shortcut menu:**

1. Use the mouse pointer to point outside the shortcut menu.

2. Click the left mouse button.

**To open a window:**

1. Use the mouse pointer to point to the icon you wish to open.

2. Quickly press and release the mouse button twice (double-click).

**To close a window:**

1. Click the Close button.

**To restart Windows 7:**

1. Click the Start button.

2. From the Start menu, choose the triangle next to Shut Down.

3. Select the 'Restart' option from the menu.

**To shut down Windows 7:**

1. Click the Start button.

2. From the Start menu, choose Shut Down.

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