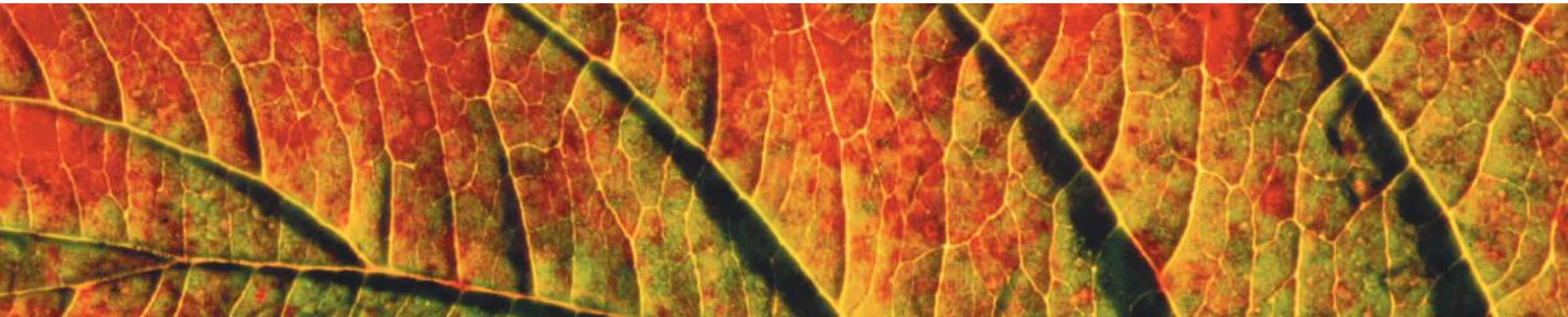


Exploring the Basics of Microsoft Windows 7

Microsoft® Office 2010



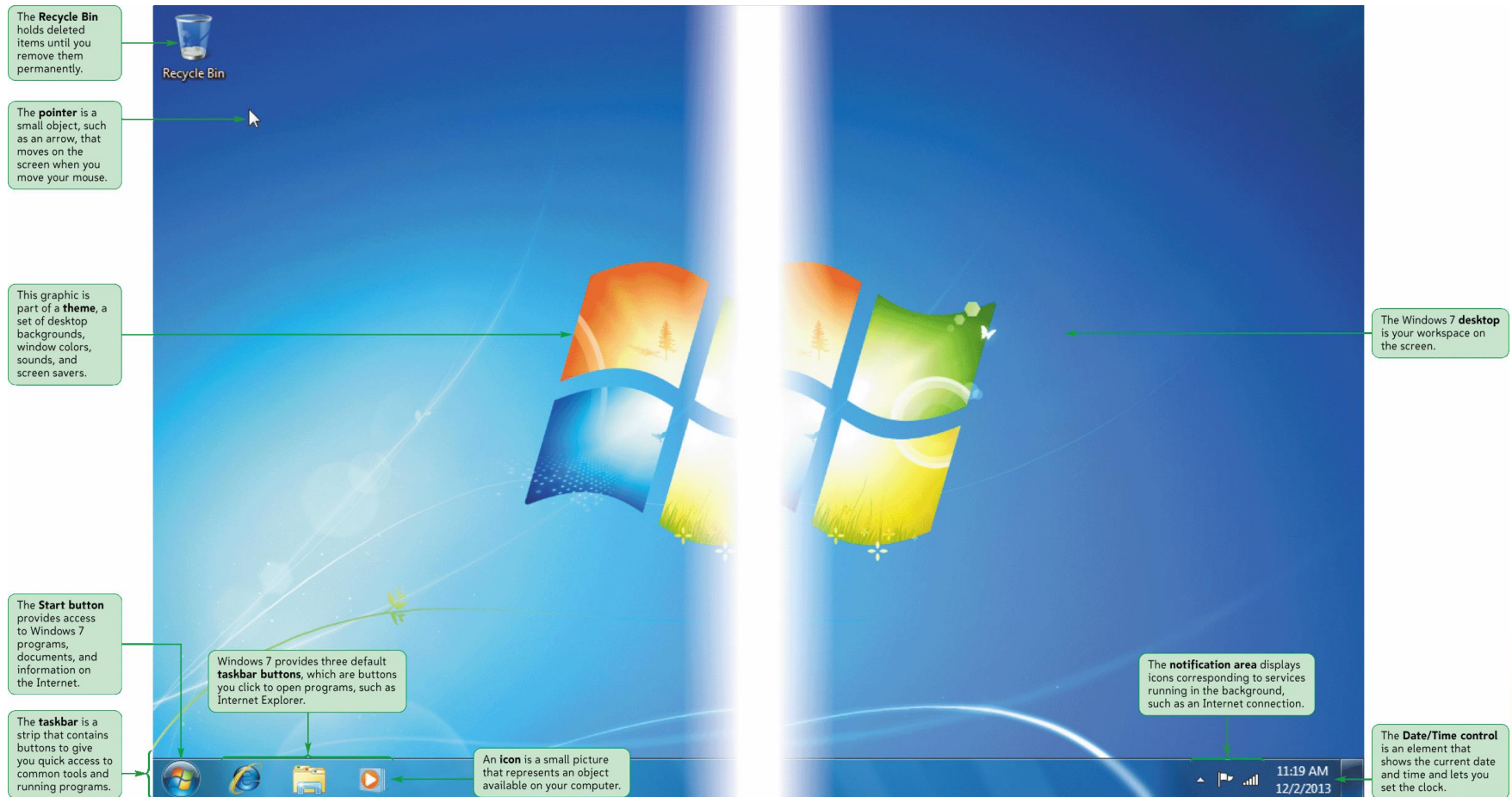
Objectives

- Start Windows 7 and tour the desktop
- Explore the Start menu
- Run software programs, switch between them, and close them
- Identify and use the controls in windows and dialog boxes

Objectives

- Navigate your computer using Windows Explorer and the Computer window
- Change the view of the items in your computer
- Get help with Windows 7 tasks
- Turn off Windows

Session 1 Visual Overview

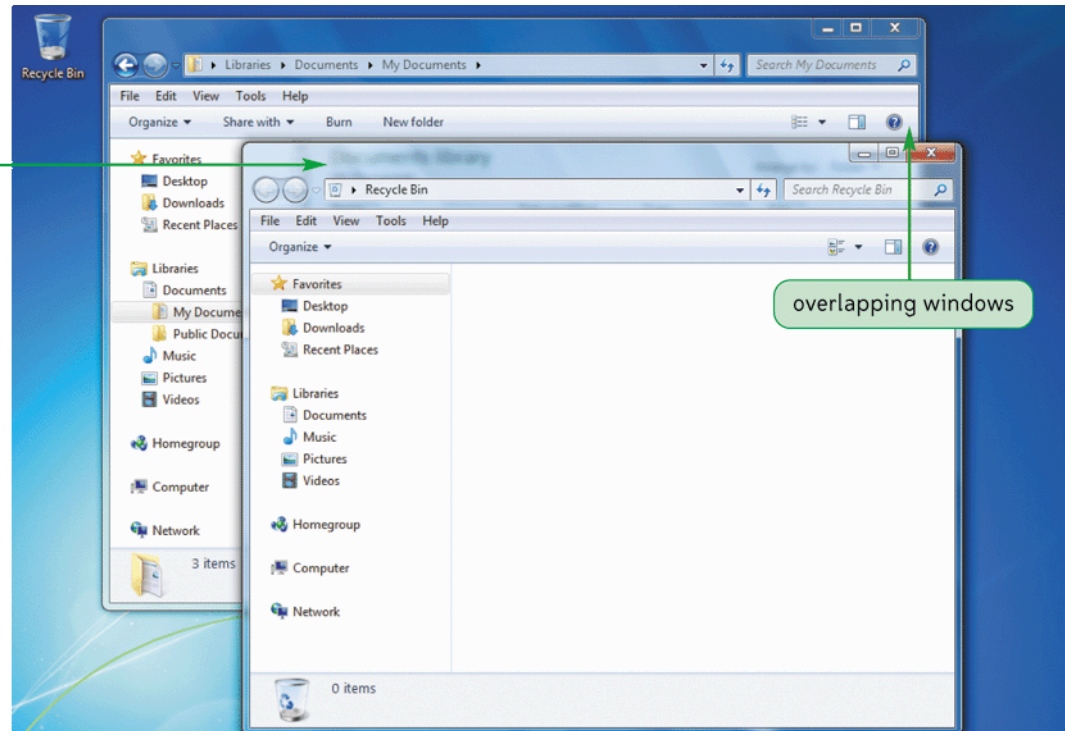


Starting Windows 7

- Turn on your computer. After a moment, Windows 7 starts and the Welcome screen appears
- On the Welcome screen, click your user name and enter your password, if necessary
- The Windows 7 desktop uses a graphical user interface (GUI)
 - Aero desktop experience

Starting Windows 7

translucent color is characteristic of the Aero experience



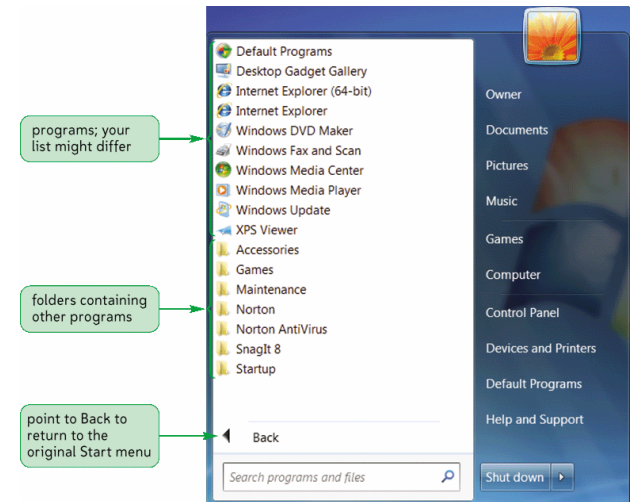
overlapping windows

Touring the Windows 7 Desktop

- ScreenTips
 - Use the mouse to point to the Start button

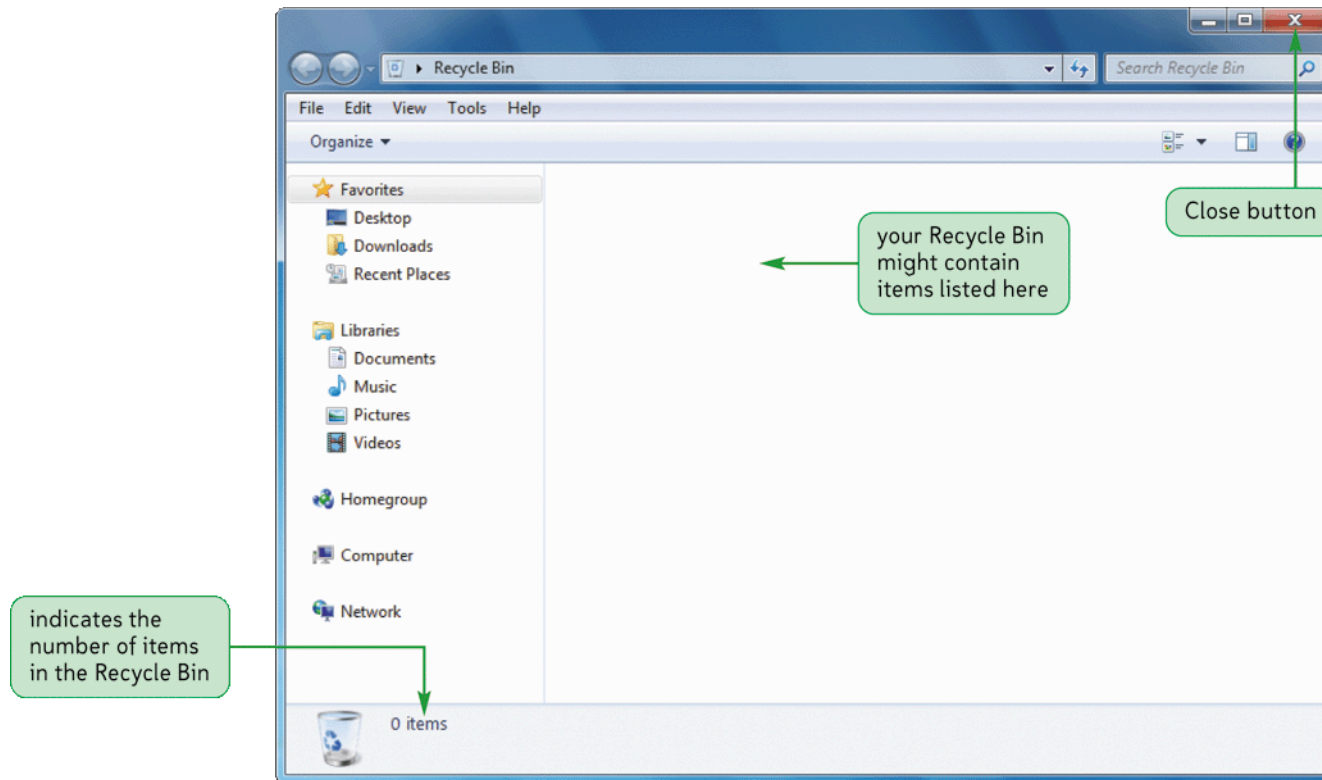


- Start menu
 - Point to the Start button and then click the left mouse button



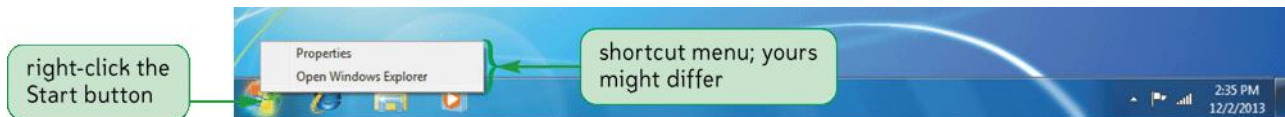
Touring the Windows 7 Desktop

- Double-click the Recycle Bin icon to view the contents of the Recycle Bin

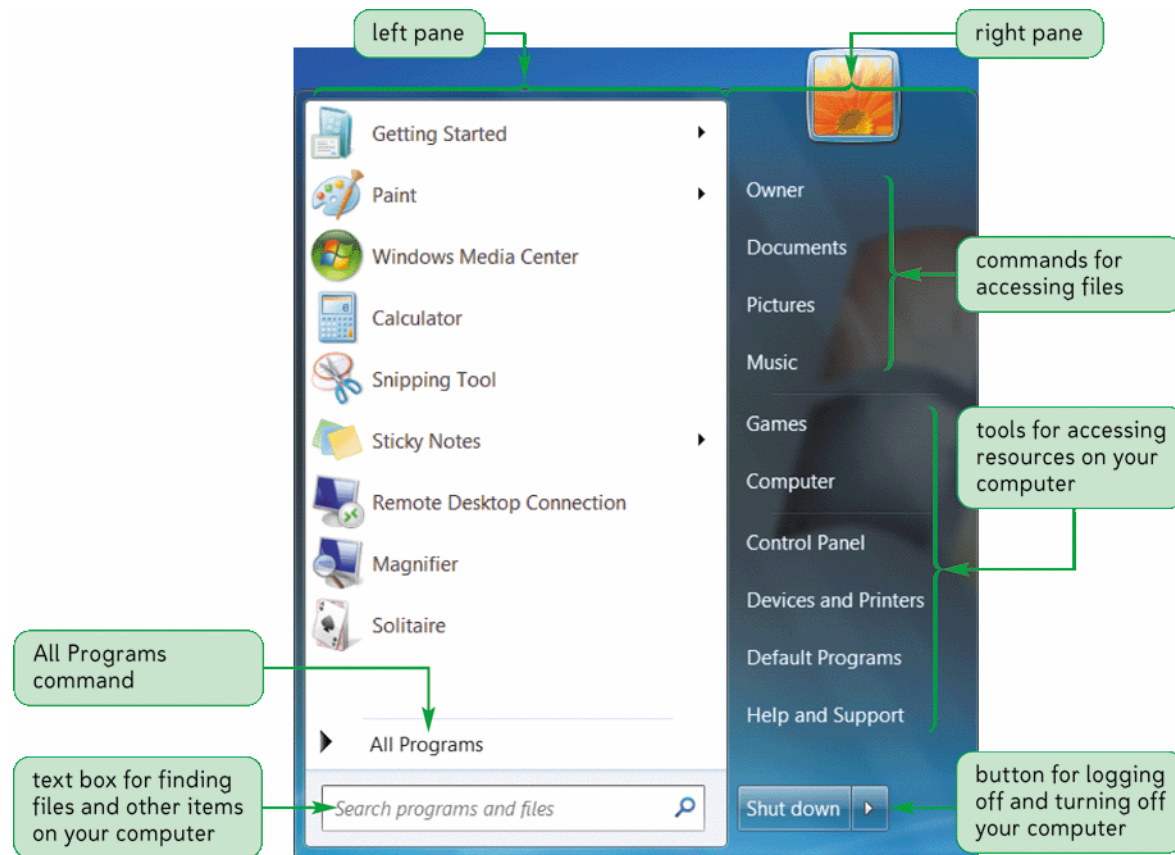


Touring the Windows 7 Desktop

- Right-clicking an object opens its shortcut menu



Exploring the Start Menu



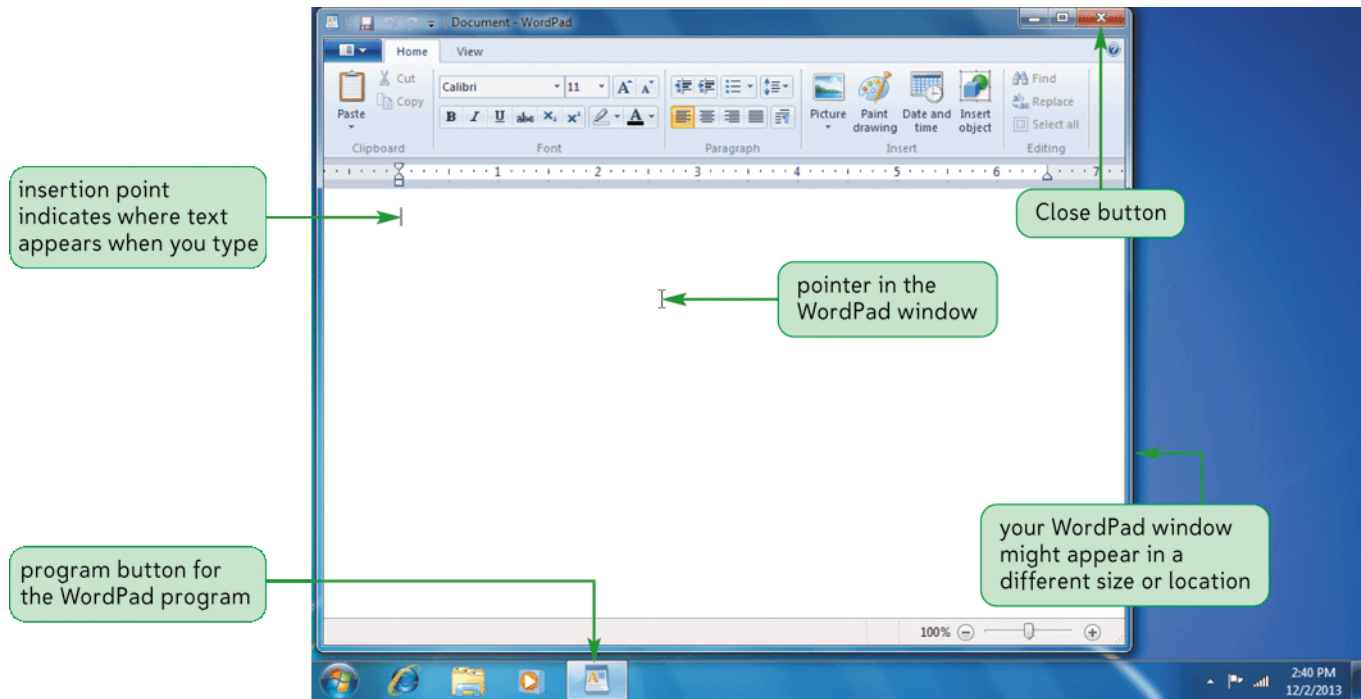
Starting a Program

- Click the Start button on the taskbar, and then click the name of the program you want to start.

or

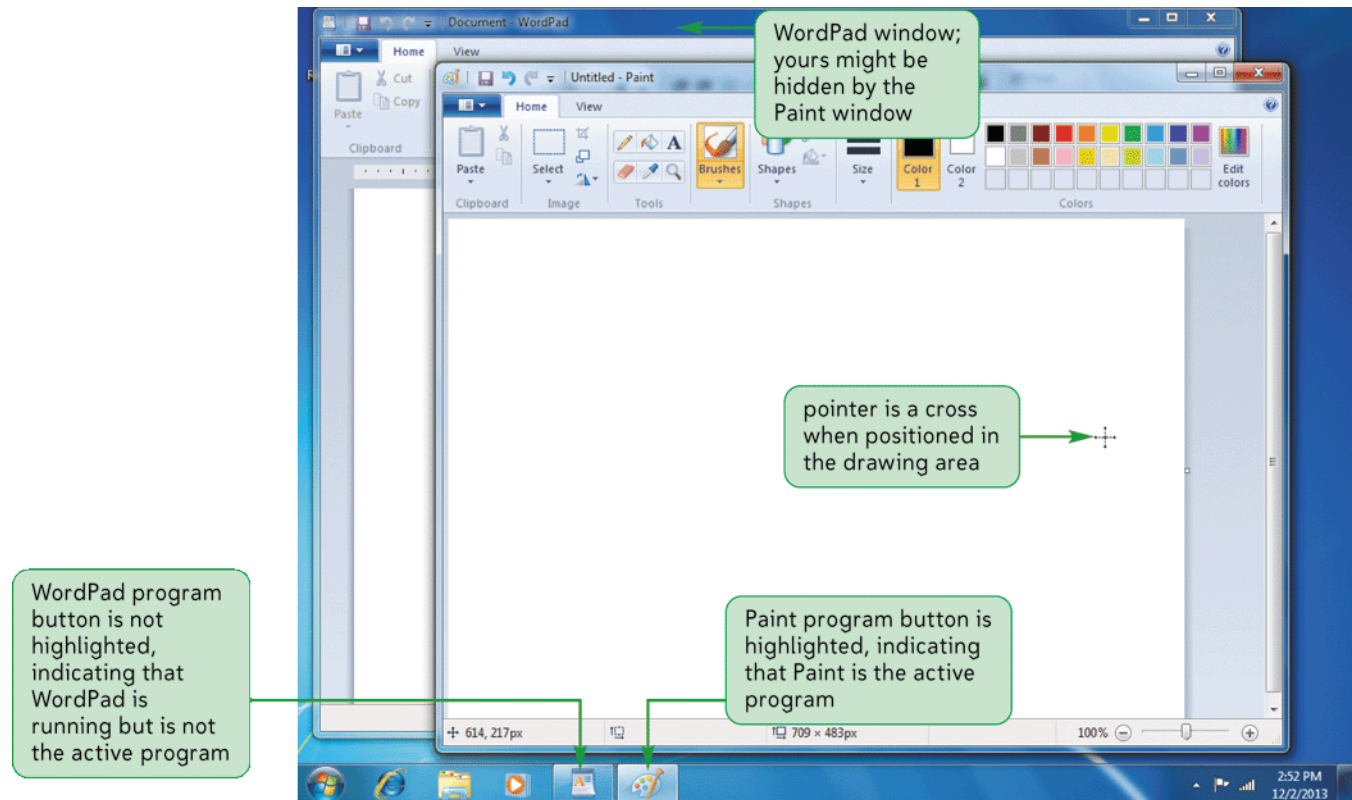
- Click the Start button on the taskbar, and then point to All Programs.
 - If necessary, click the folder that contains the program you want to start.
 - Click the name of the program you want to start.
-

Starting a Program



Running Multiple Programs

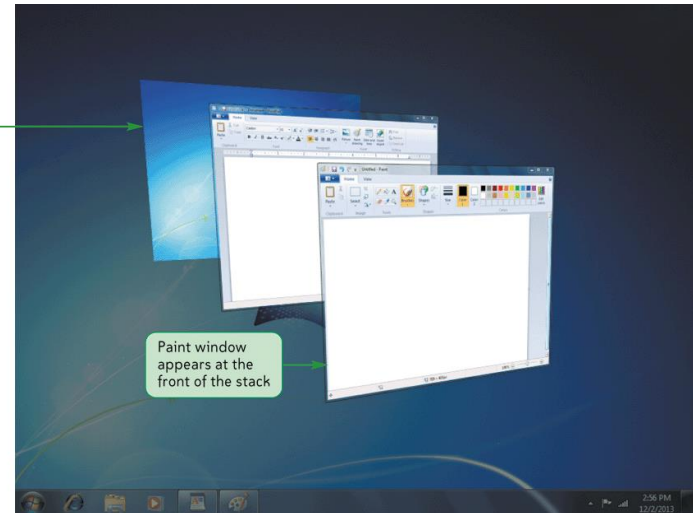
- Multitasking allows you to work on more than one task at a time.



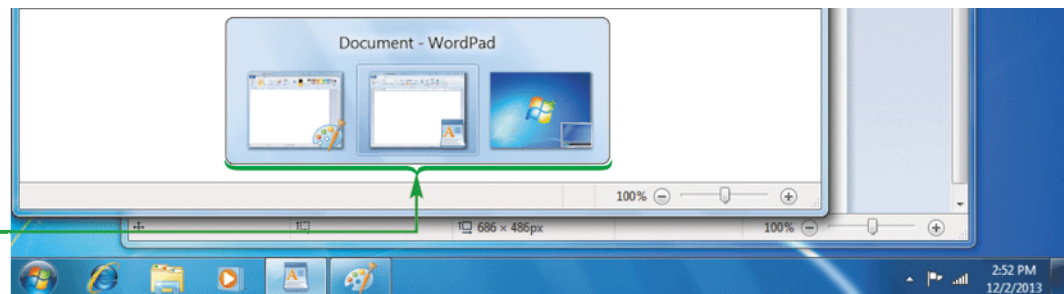
Switching Between Programs

- Aero Flip 3D
- Windows Flip

two windows and the desktop image are flipped and stacked

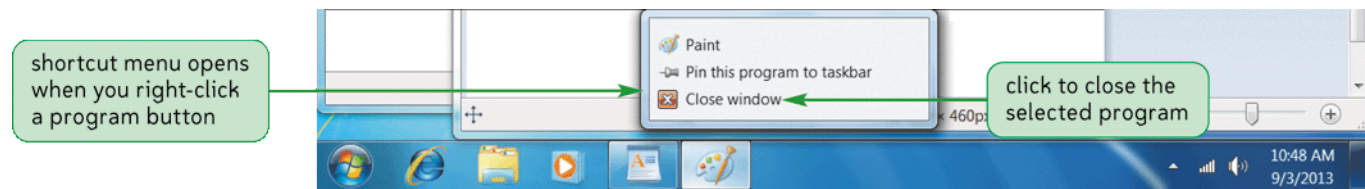


thumbnails of the Paint window, WordPad window, and desktop



Closing Programs from the Taskbar

- Right click the program button on the taskbar to display the shortcut menu
- Click Close window on the shortcut menu



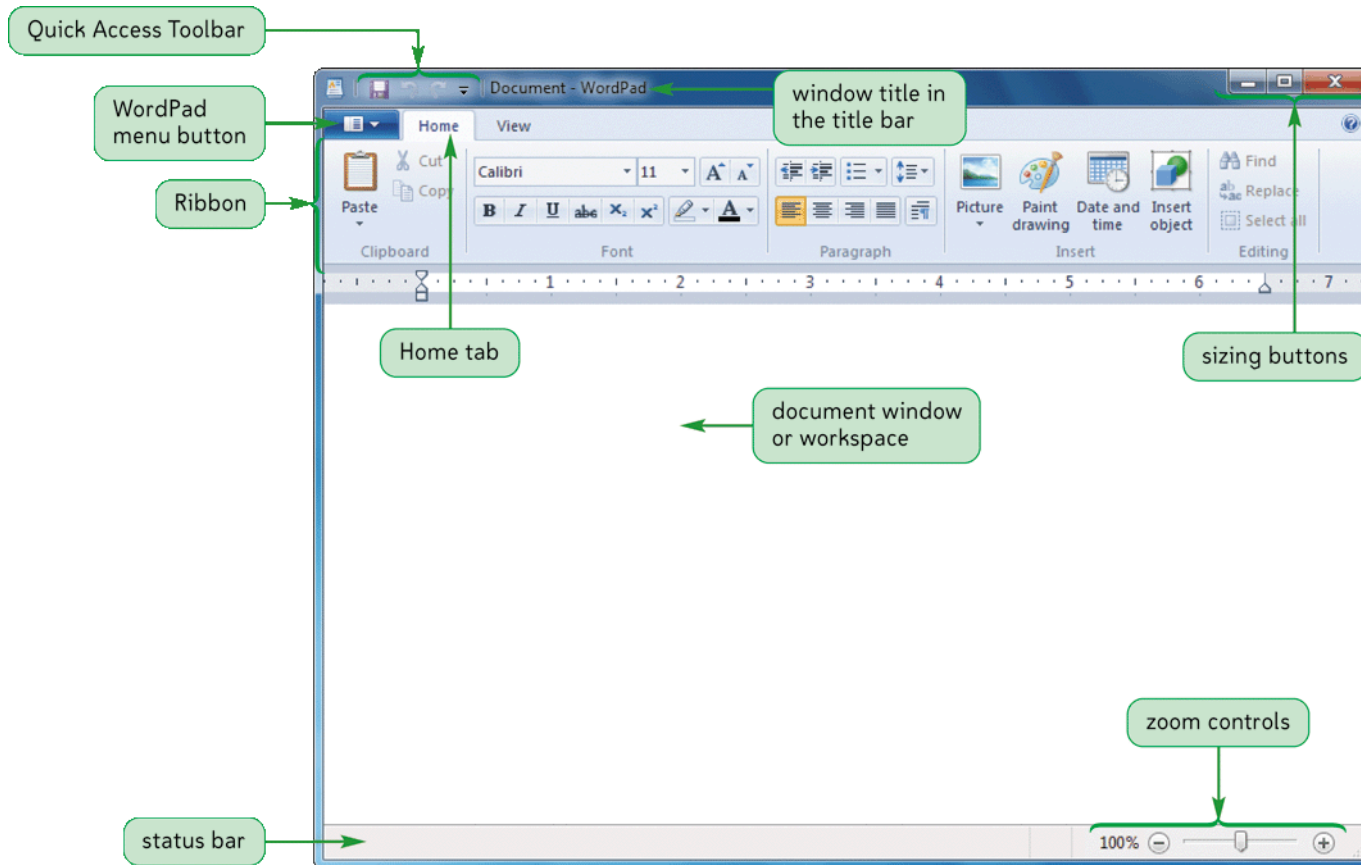
Using Windows and Dialog Boxes

Figure 13

Window controls

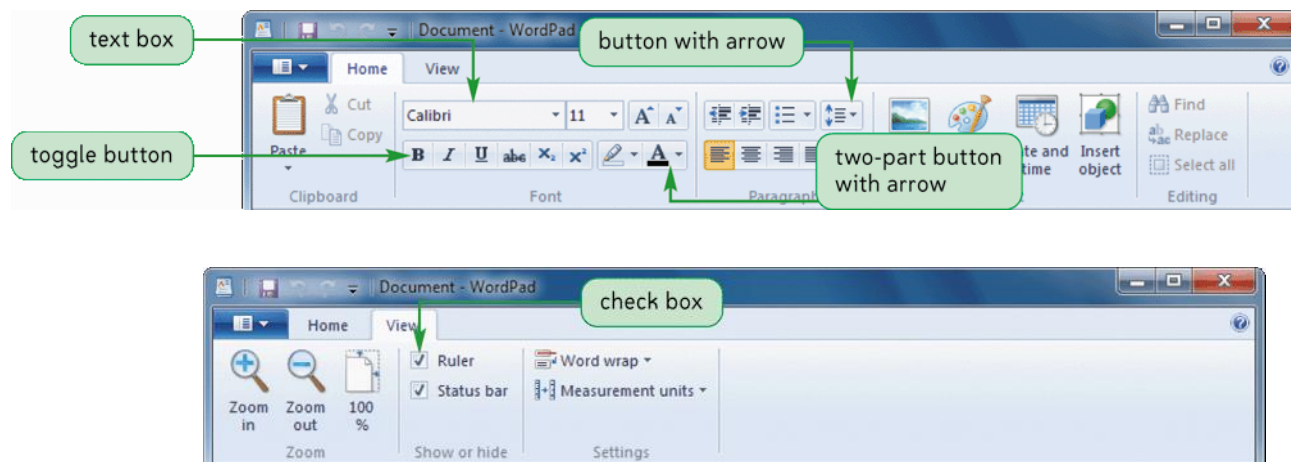
Control	Description
Program menu button	Lists commands for common program tasks, such as creating, opening, and saving documents
Quick Access Toolbar	Contains buttons for performing tasks, such as saving a document
Ribbon	Provides access to the main set of commands organized by task into tabs and groups
Sizing button	Lets you enlarge, shrink, or close a window
Status bar	Displays information or messages about the task you are performing
Tab	Organizes commands on the Ribbon related to similar tasks
Title bar	Contains the window title and basic window control buttons
Window title	Identifies the program and document contained in the window
Workspace	Includes the part of the window where you manipulate your work—enter text, draw pictures, and set up calculations, for example
Zoom controls	Magnify or shrink the content displayed in the workspace

Using Windows and Dialog Boxes





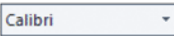


Using the Ribbon

- The Ribbon is located at the top of the program window
 - Controls for related actions are organized on a tab in groups



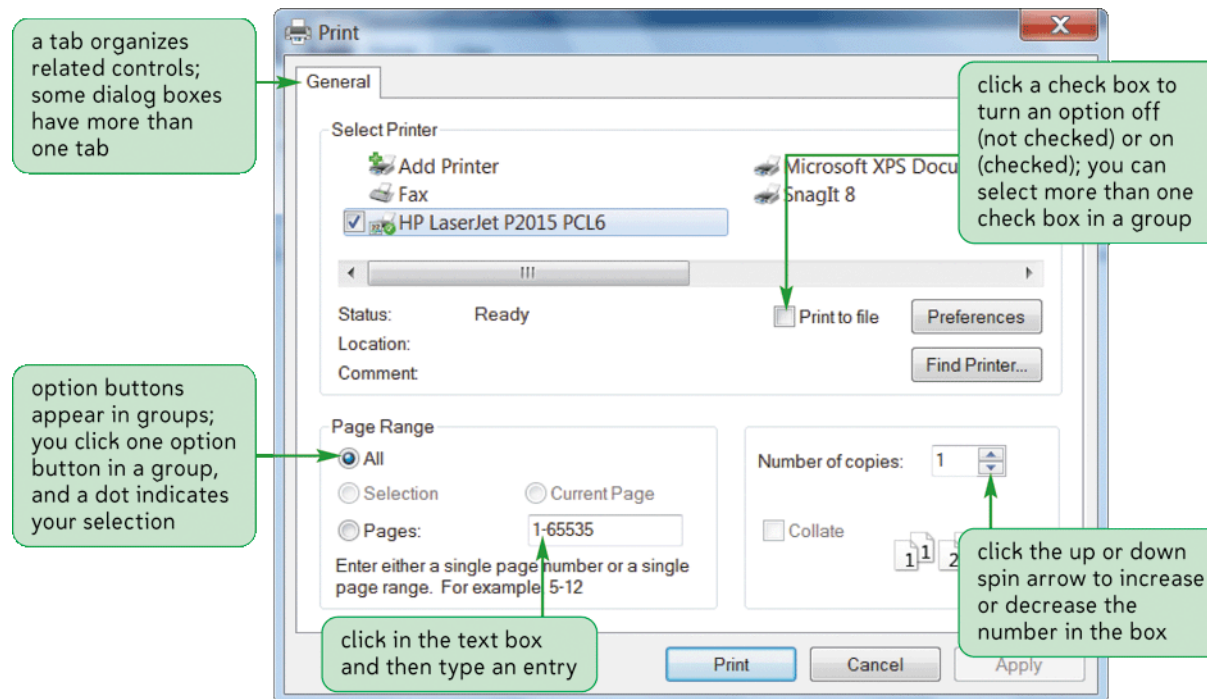
Using the Ribbon

Figure 17 Types of controls on the Ribbon

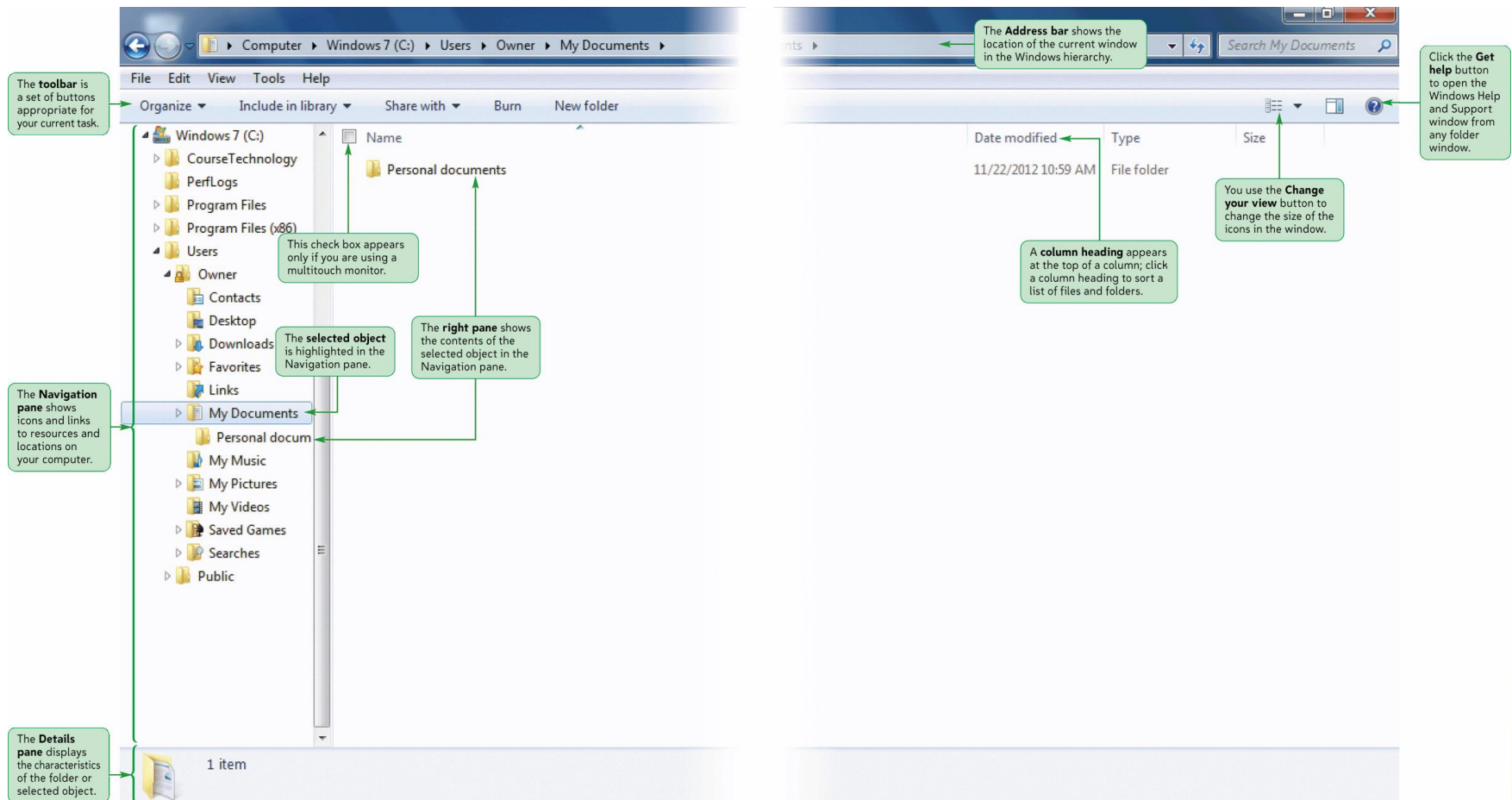
Control	How to Use	Example
Button with arrow	Click the button to display a menu of related commands.	
Check box	Click to insert a check mark and select the option, or click to remove the check mark and deselect the option.	
Text box	Click the text box and type an entry, or click the arrow button to select an item from the list.	
Toggle button	Click the button to turn on or apply a setting, and then click the button again to turn off the setting. When a toggle button is turned on, it is highlighted.	
Two-part button with arrow	If an arrow is displayed on a separate part of the button, click the arrow to display a menu of commands. Click the button itself to apply the current selection.	

Working with Dialog Boxes

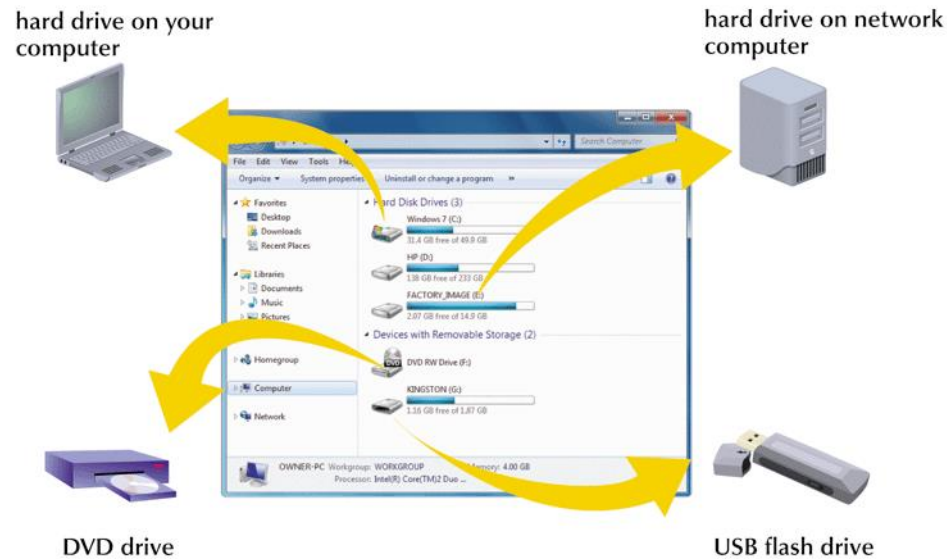
- A dialog box is a special kind of window in which you enter or choose settings for how you want to perform a task.



Session 2 Visual Overview

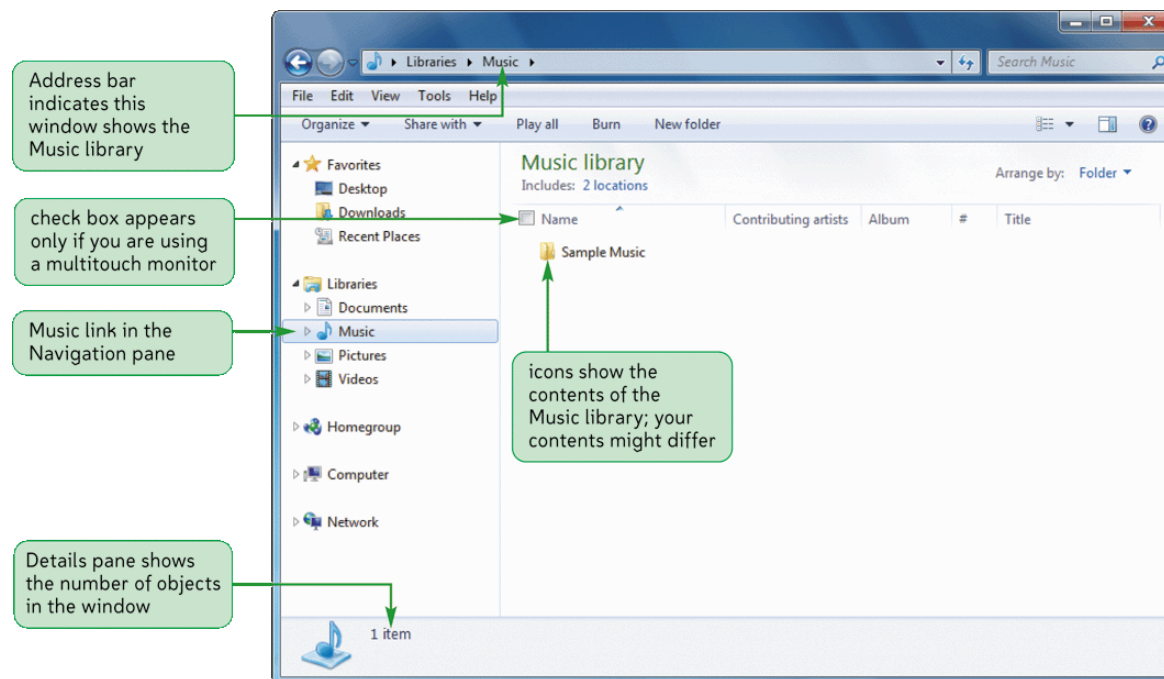


Exploring Your Computer



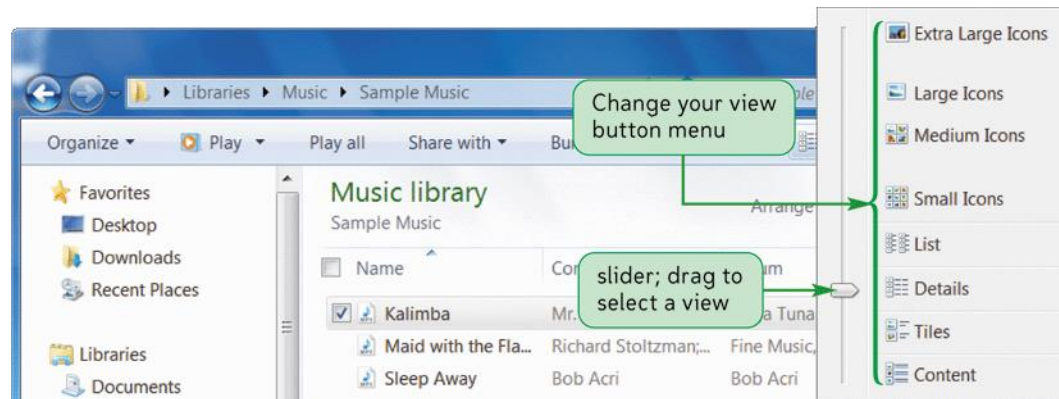
Exploring Your Computer

- Click the Start button on the taskbar, and then click Computer
- In the Navigation pane, click the Music link



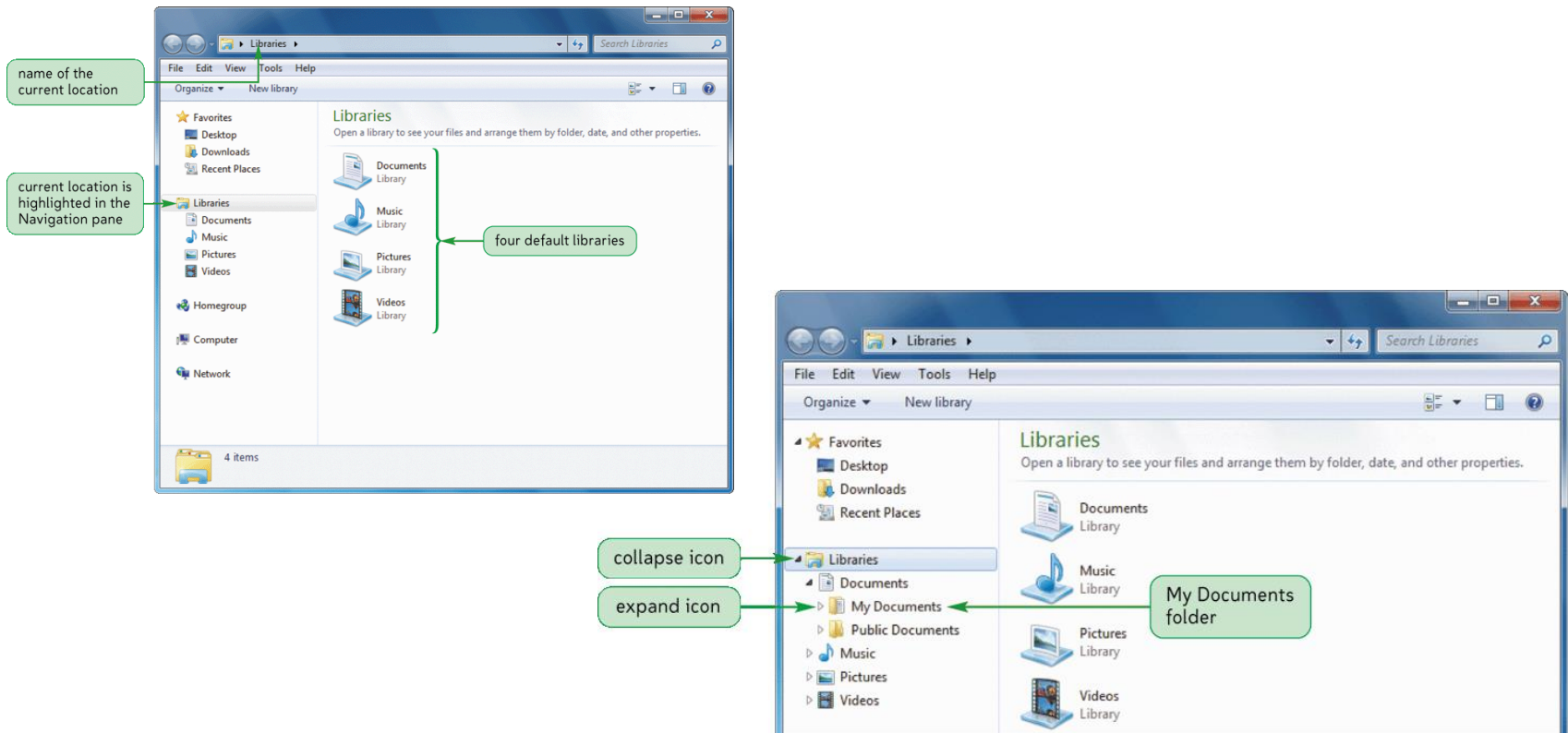
Exploring Your Computer

- Windows 7 provides at least eight ways to view the contents of a folder
 - Click the Change your view button arrow



Navigating with Windows Explorer

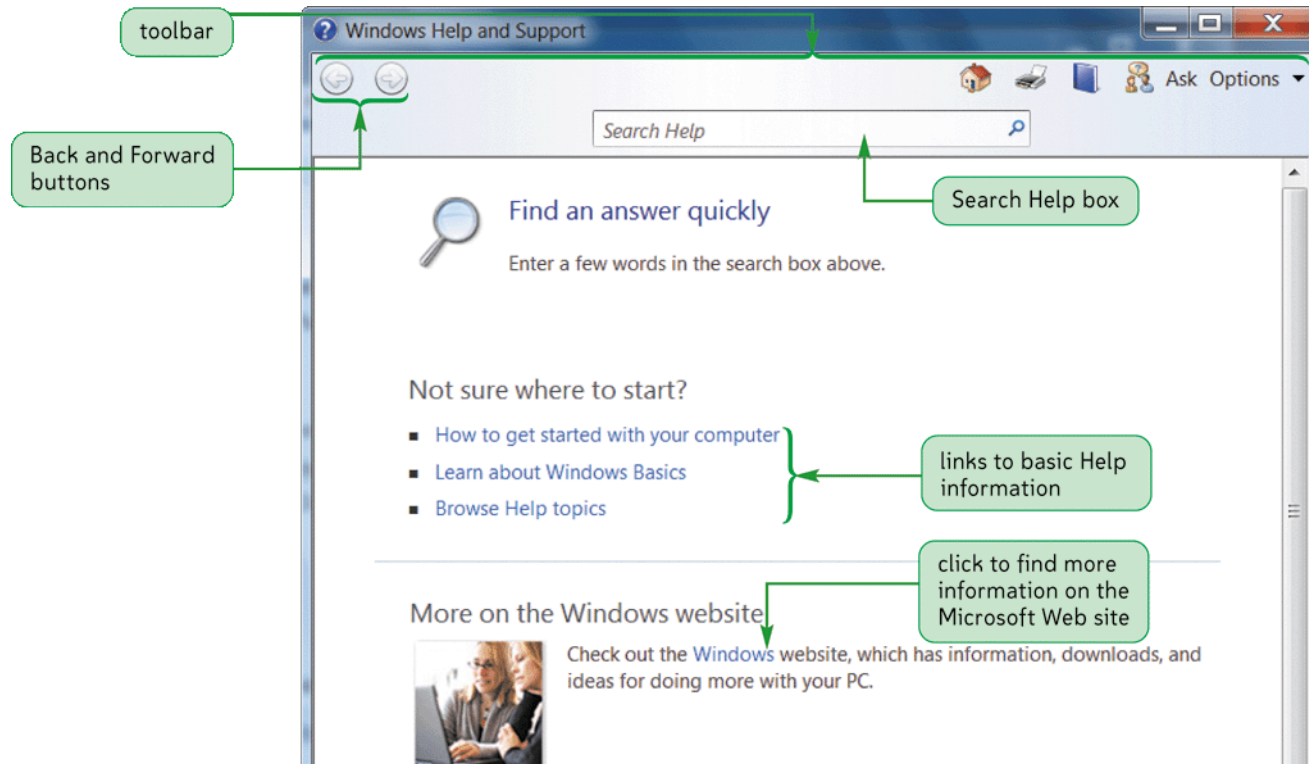
- Click the Windows Explorer button on the taskbar



Getting Help

- Starting Windows Help and Support
 - Click the Start button on the taskbar.
 - Click Help and Support.
- or*
- Click the Help button on any folder window.

Getting Help



Turning Off Windows 7

- Click the Start button on the taskbar
- Click Shut down
- Shut down options
 - Log off
 - Sleep
 - Shut down