

Table of Contents

A FIRST LOOK AT WINDOWS 7.....	3
WINDOWS 7– DIFFERENT VERSIONS.....	3
WINDOWS AERO.....	3
STARTING WINDOWS7.....	4
MOVING A WINDOW.....	6
DRAG AND DROP.....	6
SELECT THEN MANIPULATE.....	7
SINGLE CLICKING VS. DOUBLE CLICKING.....	7
RESIZING A WINDOW, NARROWER OR WIDER.....	7
RESIZING A WINDOW, TALLER OR SHORTER.....	7
RESIZING A WINDOW IN TWO DIRECTIONS AT ONCE.....	7
MAXIMISING A WINDOW.....	8
MINIMISING A WINDOW.....	8
CLOSING A WINDOW.....	9
THE START BUTTON.....	9
THE START MENU.....	10
RUNNING A PROGRAM USING THE START MENU.....	10
ENTERING TEXT INTO A PROGRAM.....	13
SAVING DATA.....	13
OPENING A FILE WITH IN A PROGRAM.....	14
SHUTTING DOWN WINDOWS.....	15
CLOSING AN APPLICATION THAT IS NOT RESPONDING.....	15
RESTARTING THE COMPUTER.....	16
THE WINDOWS 7 DESKTOP.....	17
WHAT IS THE WINDOWS DESKTOP?.....	17
DESKTOP ICONS.....	17
MOVING DESKTOP ICONS.....	17
WINDOWS TASK BAR.....	18
SHOWING HIDDEN ICONS.....	18
TASK BAR CLOCK.....	18
CUSTOMISING YOUR DESKTOP.....	19
CUSTOMISING THE DESKTOP BACKGROUND WALLPAPER PICTURE.....	20
CUSTOMISING THE DESKTOP BACKGROUND COLOUR.....	22
ENABLING OR DISABLING THE WINDOWS AERO DESKTOP.....	23
SETTING A SCREEN SAVER.....	25
SETTING YOUR SCREEN RESOLUTION.....	27
MODIFYING THE COMPUTER DATE AND TIME.....	30
SETTING THE COMPUTER KEYBOARD LANGUAGE AND OTHER REGIONAL SETTINGS.....	33
SETTING THE COMPUTER SOUND VOLUME.....	35
INSTALLING PROGRAMS.....	37
REMOVING PROGRAMS.....	37
HELP.....	40
USING THE 'GETTING STARTED' WINDOW.....	40
FINDING OUT WHAT'S NEW IN WINDOWS7.....	40
DISPLAYING THE HELP AND SUPPORT WINDOW.....	42
SEARCHING FOR HELP.....	43
PRINTING HELP PAGES.....	44
BROWSING FOR HELP.....	45
WINDOWS EXPLORER.....	47
WHAT ARE FILES?.....	47
WHAT ARE FOLDERS?.....	47
TYPES OF DRIVE AND DRIVE LETTERS.....	47
RUNNING THE WINDOWS EXPLORER PROGRAM.....	48
VIEWS WITHIN THE WINDOWS EXPLORER.....	49

EXPANDING AND CONTRACTING DRIVES AND FOLDERS.....	50
DRIVES, FOLDERS AND FILES.....	56
DATA STORAGE DEVICES.....	57
FILE SIZES AND DISK STORAGE CAPACITIES.....	57
ONLINE STORAGE.....	58
SEARCHING.....	59
SEARCHING FOR FILES ON YOUR HARD DISK.....	59
OPENING THE SEARCH WINDOW.....	60
SEARCHING BY FILE SIZE.....	60
SEARCHING BY KIND.....	62
SEARCHING BY TYPE.....	62
SEARCHING BY DATE MODIFIED.....	63
SEARCHING BY FILE CONTENT.....	64
SEARCHING USING PARTIAL FILE NAMES.....	65
PRINTING ISSUES.....	66
VIEWING THE PRINTERS THAT ARE AVAILABLE TO YOUR PC.....	66
INSTALLING A NEW PRINTER.....	67
CHANGING THE DEFAULT PRINTER.....	72
REMOVING A PRINTER.....	73
PRINTING FROM AN APPLICATION.....	74
CONTROLLING PRINT JOBS.....	74

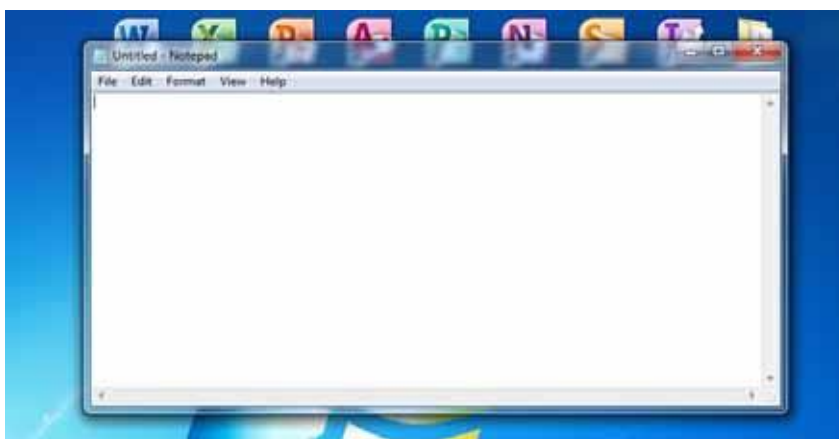
A first look at Windows 7

Windows7–Different versions

- There are a number of different versions of Microsoft Windows 7 available:
- **Windows7 Starter:**
A slimmed down version of Windows 7, which is supplied pre-installed on inexpensive notebook computers. There is no ability to change the desktop wallpaper and the Windows Aero is not included
- **Windows7 Home Basic:**
Only available in certain countries and has a cut down feature list
- **Windows7 Home Premium**
Suitable for the home or small business. Contains Windows Media Centre, Windows Aero and touch-screen control functionality
- **Windows7 Professional:**
Suitable for the home enthusiast and small business users and allows more Networking functionality.
- **Windows7 Enterprise:**
Suitable for large organizations and is sold in volume
- **Windows7 Ultimate:**
Same as the Windows7 Enterprise edition but available to individuals.

Windows Aero

- The Aero desktop gives you full access to the new features available within Windows 7. You can tell that you are using the Aero desktop if the title bar of your windows is translucent, as illustrated below.

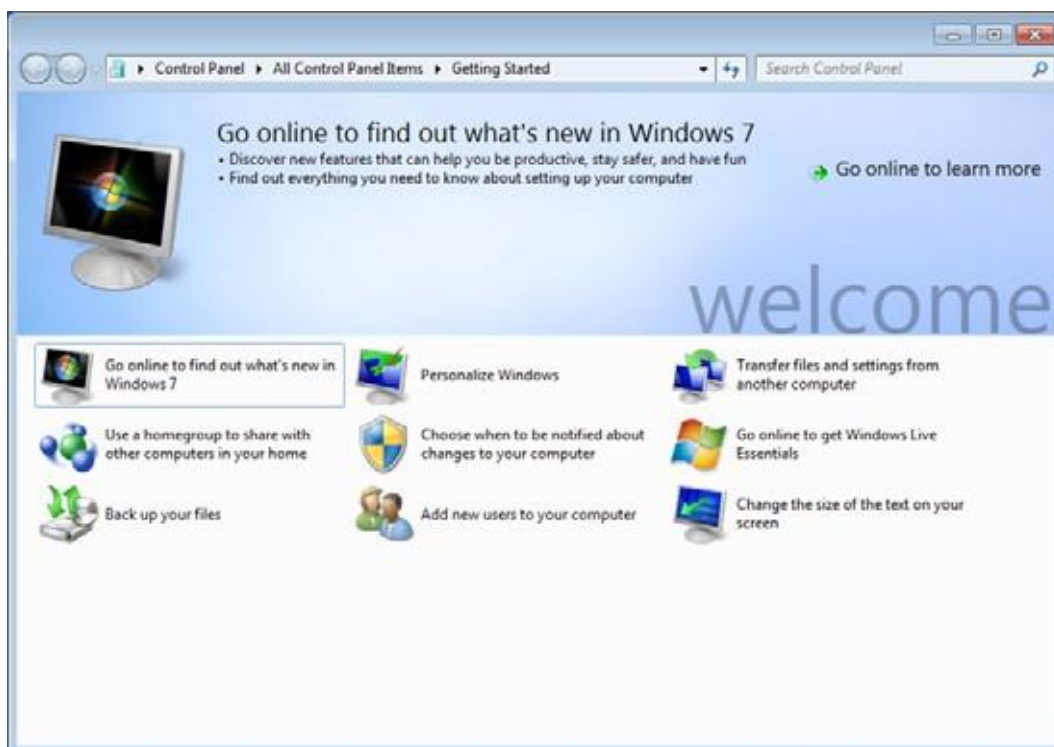


Starting Windows7

- When you start Windows 7 you may have to supply a login password. If so enter your password and the opening screen will look something like this.



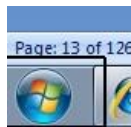
- Displayed within the centre of the screen is the **Getting Started** window.



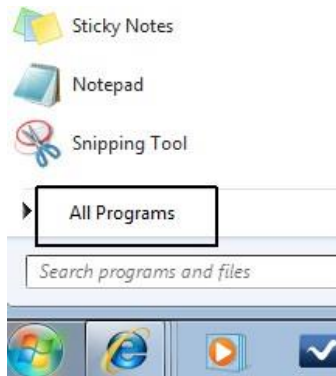
- We can use the **Getting Started** window to practice basic Windows 7 skills.

NOTE: If the **Getting Started** window is not displayed automatically when your Computer starts, you can start it manually using these steps.

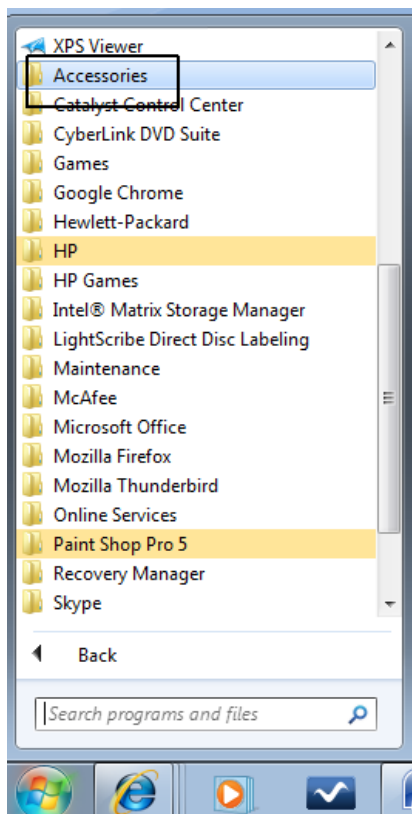
[1] Click on the **Start** button (displayed at the bottom-left of your screen).



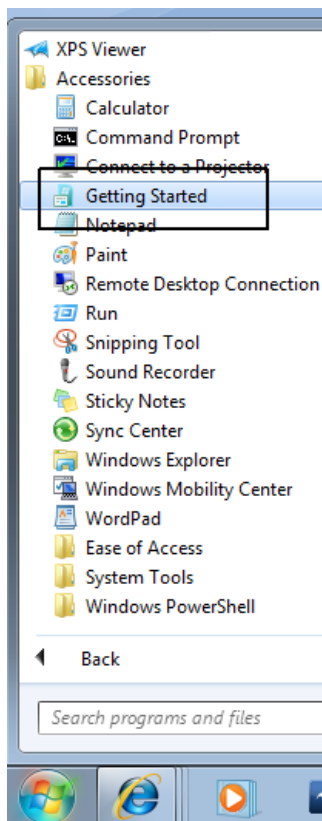
[2] Click on **All Programs**.



[3] Within the pop-up list displayed, click on **Accessories**.



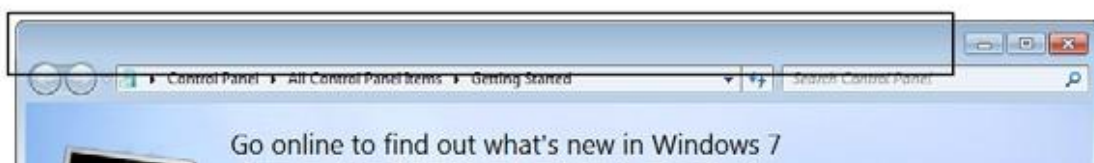
[4] From the sub-list displayed, click on **Getting Started**.



The **Getting Started** window should now be displayed.

Moving a window

- Move the mouse pointer to an empty area towards the top of the window. This area is called the **Title Bar**.



Press down the left hand mouse button, and while keeping it pressed down, move the mouse pointer on the screen. When you release the mouse button, the window will have moved. Experiment with moving this window a few times until you get the hang of it.

Drag and drop

- The concept of selecting an item (such as a window's Title Bar), and then moving it while keeping the mouse button pressed is often called 'dragging' or 'drag and drop'. It is called this because you drag an item to a new location, and then drop it at the new location.

Select then manipulate

- When doing something within Windows 7, you normally have to select an item (such as the Title Bar within a window) and once selected can you manipulate whatever it was you selected. This is a very important concept to remember. You need to select an item to tell Windows 7 what item you are interested in, before you can manipulate it. This idea is fundamental to using Windows 7. For instance, later we will see that if you wish to format your text, you need to select a portion of text and then apply the formatting. In a different context later on when you want to move a file on your hard disk from one place to another, you need to select the file first, and then move it.

Single clicking vs. double clicking

- Normally you click on an item to select it. This is a single click using the left mouse button. Once selected you can often double click on the selected item to open or run the item that was selected.

Resizing a window, narrower or wider

- Move the mouse pointer to the left hand edge of the **Getting Started** window. You will see that the mouse pointer changes shape to become a horizontal line with an arrow on each end. Press down the left hand mouse button and while keeping it pressed, move the mouse pointer left or right. When you release the mouse button the window will be narrower or wider, depending on which direction you move the mouse pointer. Experiment with resizing the window to make it wider or narrower.

Also experiment using the right edge of the window.

TIP: Remember that this dragging action with the mouse button pressed is called 'Drag and drop'.

Resizing a window, taller or shorter

- Move the mouse pointer to the upper edge of the **Getting Started** window. You will see that the mouse pointer changes shape to become a vertical line with an arrow on each end. Press down the left hand mouse button and while keeping it pressed, move the mouse pointer up or down. When you release the mouse button the window will be taller or shorter, depending on which direction you move the mouse pointer. Experiment with resizing the window to make it taller or shorter.

Also experiment using the bottom edge of the window.

Resizing a window in two directions at once

- Move the mouse pointer to one of the corner edges of the **Getting Started** window. You will see that the mouse pointer changes shape to become a diagonal line with an arrow on each end. Press down the left hand mouse button and while keeping it pressed, move the mouse pointer up or down and left or right. When you release the mouse button the window will be resized both

vertically and horizontally, depending on which direction you move the mouse pointer. Experiment with resizing the window.

Also experiment using the other corners of the window to resize the window.

- Before continuing try and resize the **Getting Started** window to its approximate original size and position. You should be able to see other items on the screen behind the window.

Maximising a window

- If you look at the top-right of the **Getting Started** window you will see three icons. As illustrated below.



- Move the mouse pointer over the middle of the three icons and after a short time you will see a pop-up explaining the function of the middle icon.



- As you can see the icon is called the **Maximize** icon. Click on the **Maximize** icon and you will see that the **Getting Started** window maximises, to fill the screen.
- Move the mouse pointer over the middle icon and wait for the pop-up to explain the function of the icon (which has changed slightly if you look closely).



TIP: The reason for the middle icon changing its appearance (and its name), is that having already maximised the window to fill the screen, you cannot maximise any further. Thus you are offered a **Restore** icon that will restore the program window to its original size. This is an example of Windows being clever!

Click on the **Restore Down** icon and you should see that the **Getting Started** window is displayed within a window (i.e. not full screen). You should find that the window is the same size and position, prior to maximising the window.

Minimising a window

- If you move the mouse pointer over the first of these three buttons, you will see it is called the **Minimize** icon.



- Click on the **Minimize** icon and you will see that the window disappears. It is minimised down to the Windows **Taskbar**, which is the name of the bar across the bottom of your screen.



- Move the mouse pointer to this minimised icon within the Windows Taskbar and you will see the following pop-up, which displays a 'thumbnail' picture of the minimized program.



- Click on the minimised icon and the program will be displayed within a window once again, on your screen.

NOTE: Minimising a program is not the same as closing a program. When you minimise a program, it is still running in your computer's memory, it is simply minimized in size, down to the Windows Taskbar. Closing a program means that the program is closed and no longer running in memory.

Closing a window

- Move your mouse pointer to the last of the three icons. After a short delay you will see a pop-up explaining that this is the **Close** icon.



- Click on the **Close** icon and the program will close. It is not displayed within the Taskbar as a minimised icon. The program is no longer in your RAM (Random Access Memory). RAM is where all your active programs are stored when they are running. If you close a program the program is removed from RAM but you still have a copy of the program stored on your hard disk. To re-run the program you will need to open the program from disk.

The Start button

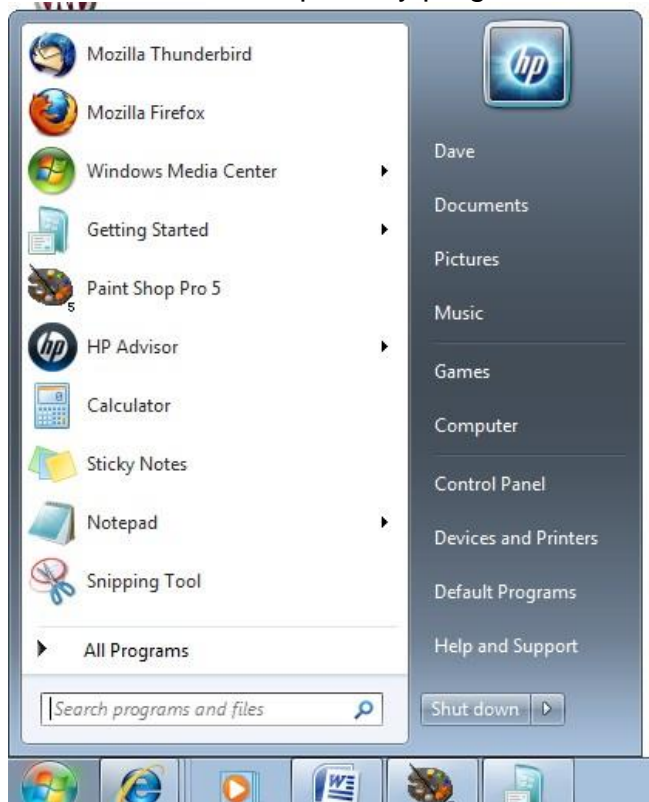
- At the bottom-left of your screen you will see a circular button. Move the mouse pointer over this button and after a short time you will see a pop-up explaining that this button is called the **Start** button.



TIP: Get into the habit of pointing to items within Windows and leaving the mouse pointer over the item. In many cases, as you are beginning to see, you will get a pop-up message explaining the function of the item you are pointing at.

The Start menu

- Click on the **Start** button and you will see the **Start Menu** displayed as illustrated. This menu contains a list of all the programs that you can run, such as your word processor, spreadsheet and database programs. It also allows you to play music, movies and open any programs that are installed on your computer.



TIP: To display the **Start Menu**, press the special **Windows** key on your Keyboard. Not all keyboards have this key, but most do.

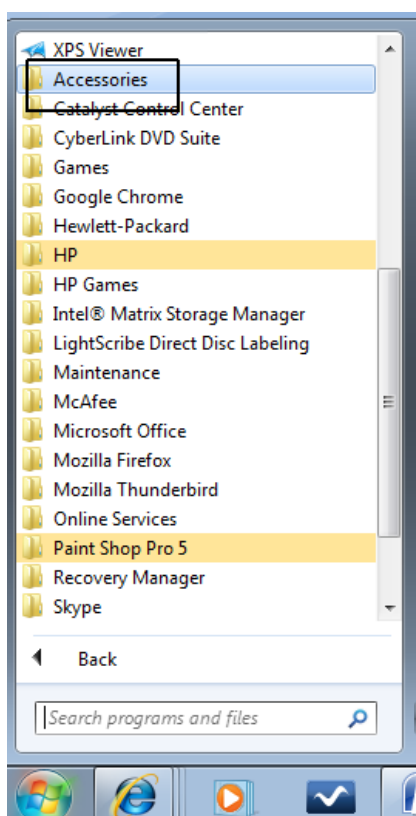


Running a program using the Start menu

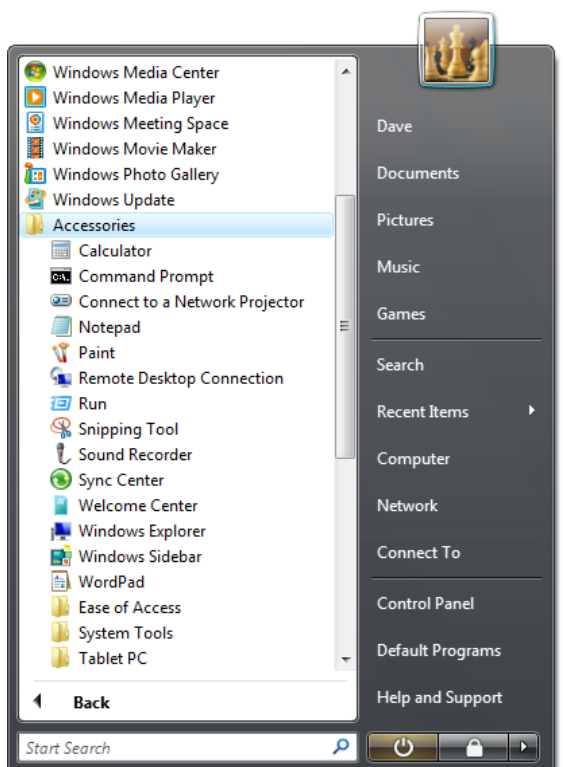
- Once the **Start Menu** is displayed, click on **All Programs**.



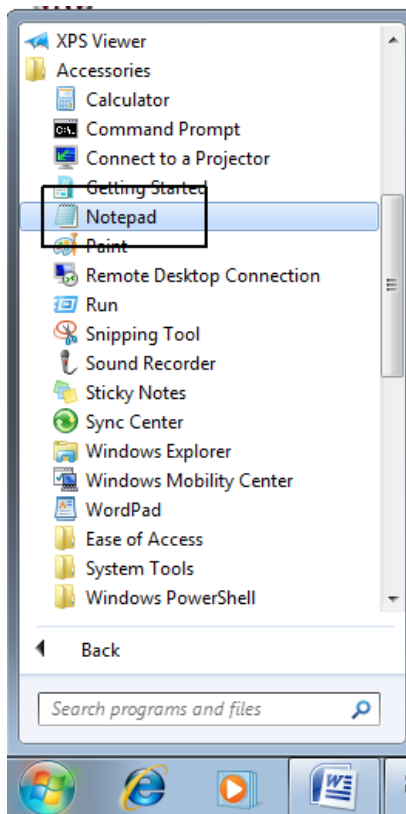
- This will display a menu similar to that shown below.



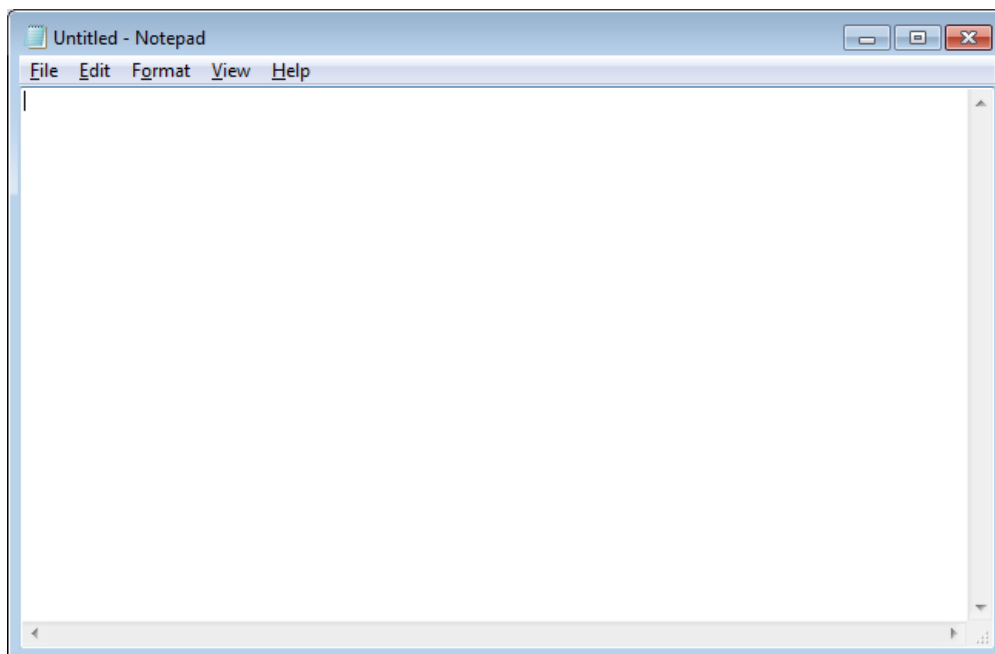
- Look for the word **Accessories** in the list and click on this. The menu will change as illustrated.



- Click on a program called **Notepad**, as illustrated.



- Clicking on this program will run a program called **Notepad**. This will open in a window, as illustrated.

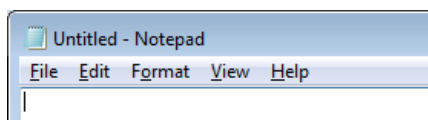


Entering text into a program

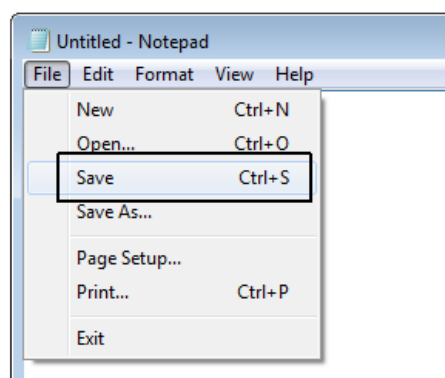
- Click within the Notepad window and type in your name.

Saving data

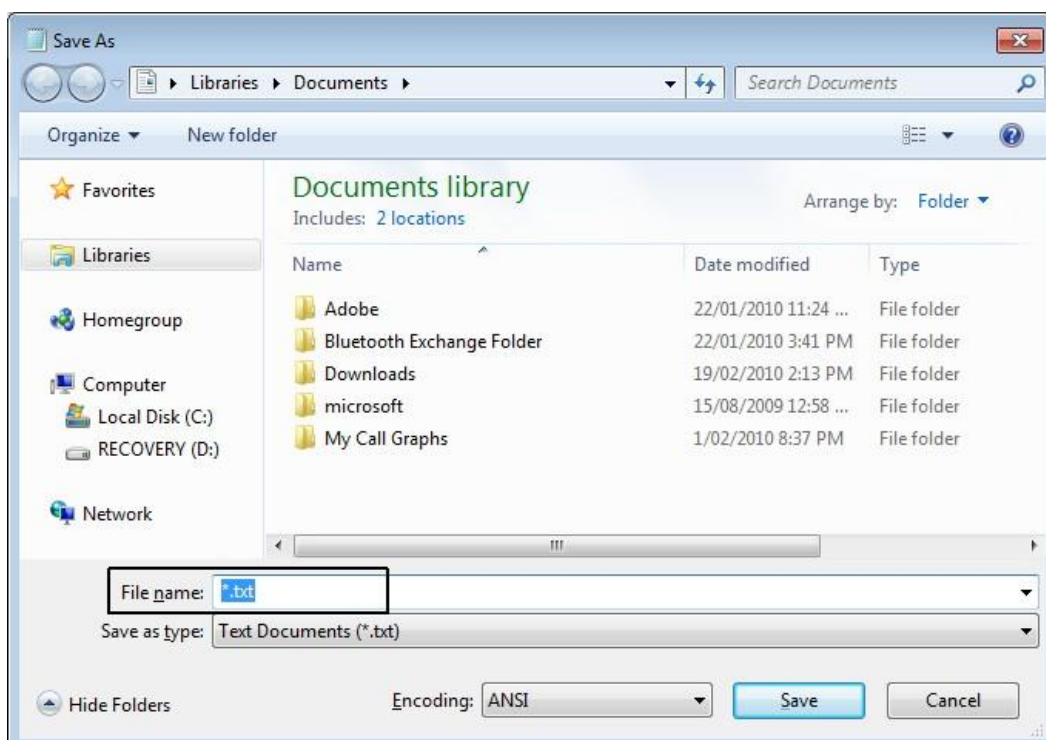
- Within the Notepad program, you will see a number of commands. This is called a drop down menu list.



- Click on the **File** command and you will see the following drop down menu list. Click on the **Save** command, as illustrated.



- This will display the **Save As** dialog box.



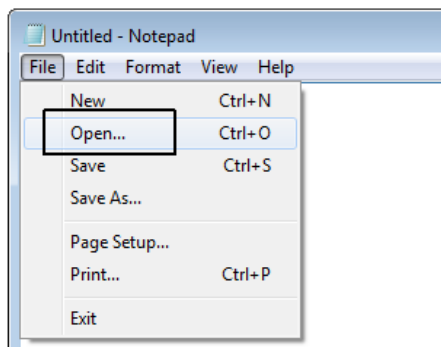
- Click within the **File name** section of the dialog box and enter the name **MyFirst File**. This is the file name that will be used to store the Notepad file on your hard

disk. Click on the **Save** button within the dialog box. The dialog box will close and the file will be saved to disk.

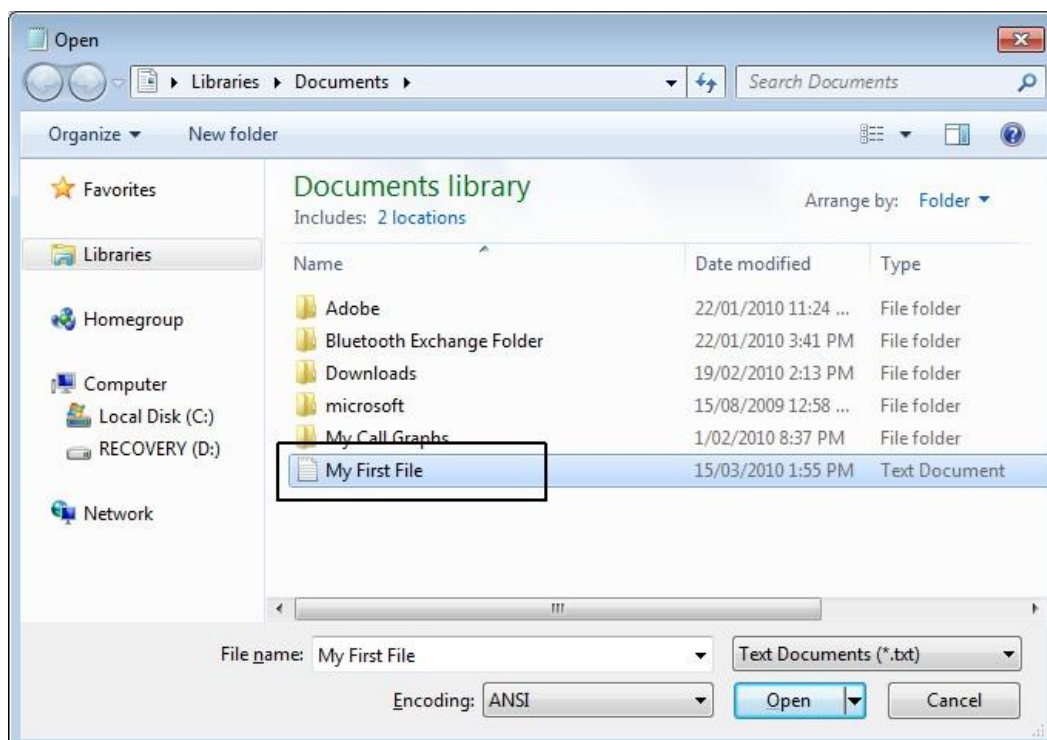
- Click on the Notepad **Close** icon (top-right of the window). The program will close.

Opening a file within a program

- Use the **Start** menu to re-open the Notepad program. We previously saved a file to disk and called the file **MyFirst File**. We shall now re-open this file within the Notepad program. To do this click on the **File** drop down menu and click on the **Open** command.



- This will display the **Open** dialog box. Select the file called **MyFirstFile**.

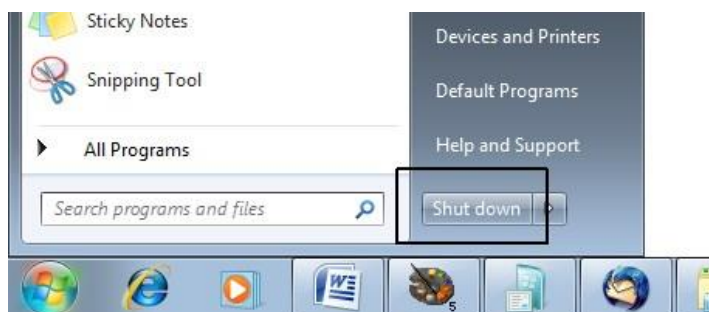


TIP: You may need to click on the vertical scroll bar displayed down the right of the Open window, to see this file.

- Click on the **Open** button. The file will open within the Notepad program. Type in a new line of text (just make something up). Re-save the file and close the Notepad program.

Shutting down Windows

- Click on the **Start** button and you will see the Start menu displayed.

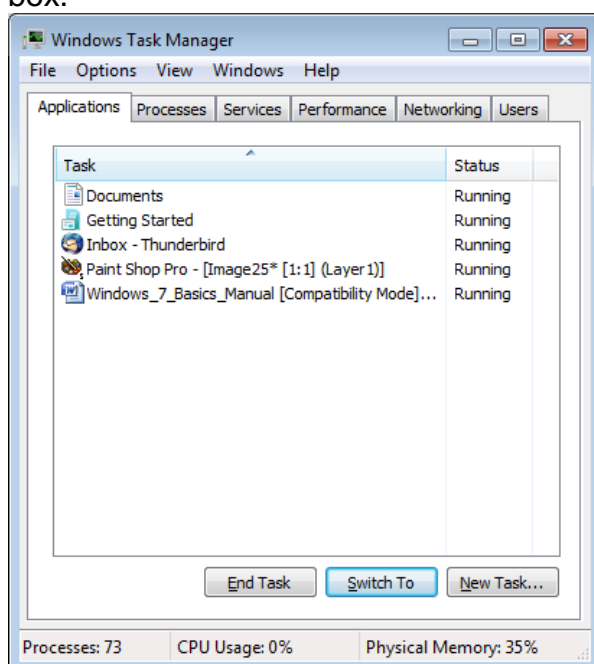


- Click on the **Shut down** button and your computer will shut down.

TIP: If you were running any programs, such as a word processor and had not saved your changes, you would be prompted to save or discard any changes to your data.

Closing an application that is not responding

- Occasionally when you are running Windows 7, you may find that you are unable to close an application that has 'crashed'. If this happens, you need to press the **Ctrl+Alt+Del** keys simultaneously. A list of options will be displayed. Select the **Start Task Manager** option. This will display the **Windows Task Manager** dialog box.



- In the example illustrated, all the programs are running normally. If a program was no longer responding you would see a message in the **Status** column such as **Not Responding**. In this case you would select the non-responding application from the list displayed and then click on the **End Task** button.

Restarting the computer

- If you need to restart the computer rather than completely close it down, click on the **arrow** to the right of the **Shut down** button, and from the pop-up menu displayed select the **Restart** command.

The Windows 7 Desktop

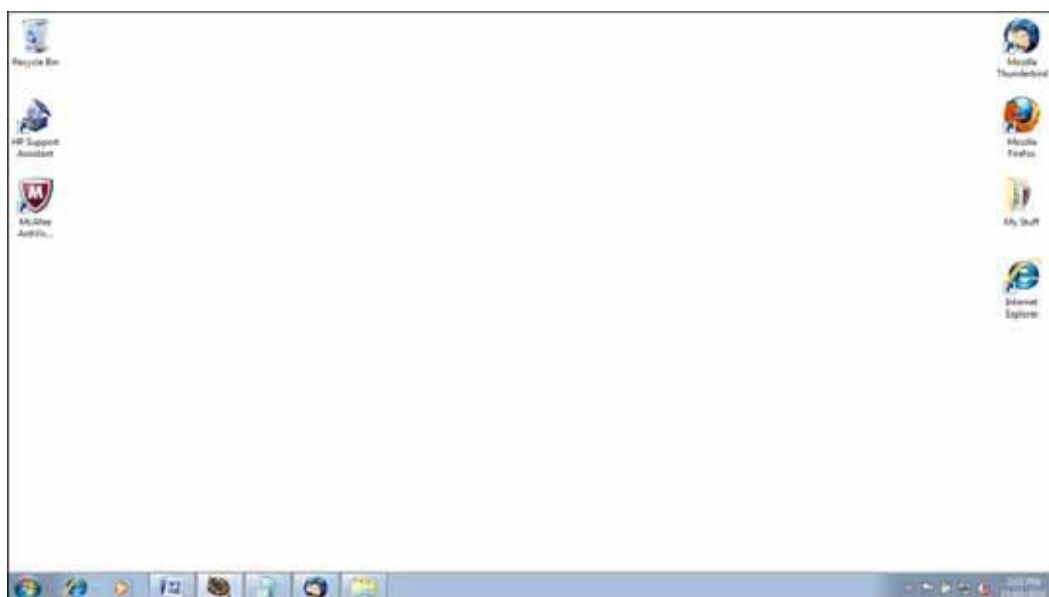
What is the Windows Desktop?

- Start your computer. You will see the **Getting Started** window displayed, once Windows has finished loading. Click on the **Minimize** button within the **Getting Started** window (top-right of the window). You will now be able to see the icons displayed on your Desktop.

The Windows Desktop is the area of the screen that you are now looking at. It contains icons and other screen elements.

Desktop icons

- The icons you see on the Windows Desktop will vary from one computer to another, depending on who installed and customised the Windows installation. As a user of Windows, you can add, remove and move icons on the Desktop. Typically the Desktop will look something like this.



Moving Desktop icons

- Click once on the **Recycle Bin** icon, to select it.



- Make sure that the mouse pointer is pointing to the **Recycle Bin** icon. Press down the mouse button and while keeping it pressed move the mouse pointer to a different position on the Desktop. When you release the mouse button, the icon will have moved.

You would use exactly the same technique to move any other icons that are displayed on your Desktop.

TIP: The Recycle Bin is used as a temporary store for files that you delete. More about all this later!

Windows Taskbar

- The Windows Taskbar is the bar normally displayed across the bottom of your Windows screen. It contains a number of important items, such as the Start button, icon representation of running programs and a clock at the right edge.

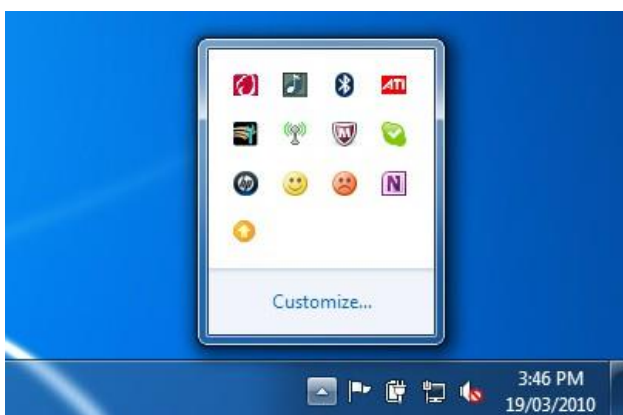


Showing Hidden Icons

- Within the Taskbar along the bottom of the screen, you will see the **Show Hidden Icons** control displayed to the right of the screen.



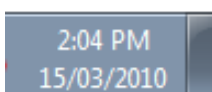
- Clicking on this control will display more icons that you can click on.



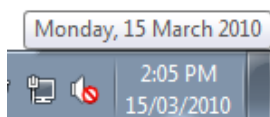
- This control allows you access to icons that may occasionally be of use, without cluttering up the Taskbar. Try clicking on any icons that are displayed in the pop-up list.

Taskbar clock

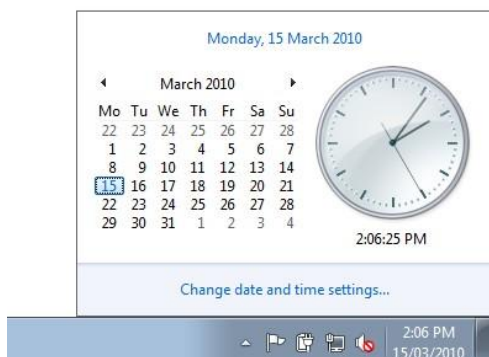
- Located at the right edge of the Taskbar.



- If you move the mouse pointer over the time display (and wait a short time) you will see the date displayed, as illustrated.

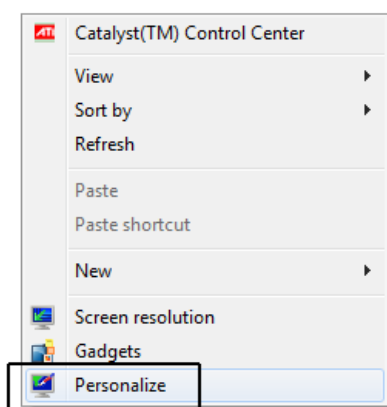


- Clicking on the time display will display a calendar, as illustrated.

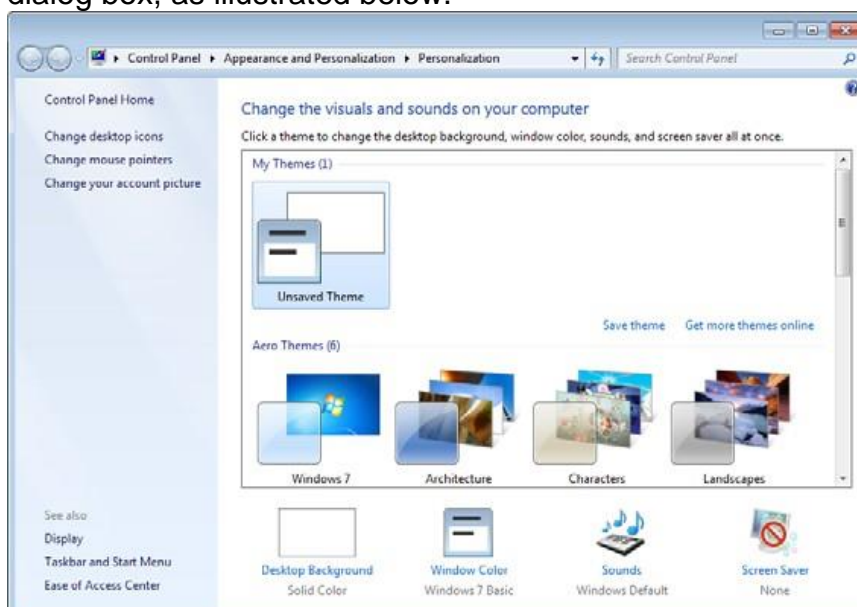


Customising your Desktop

- Right click on an empty part of the Desktop and you will see a pop-up menu, as illustrated.



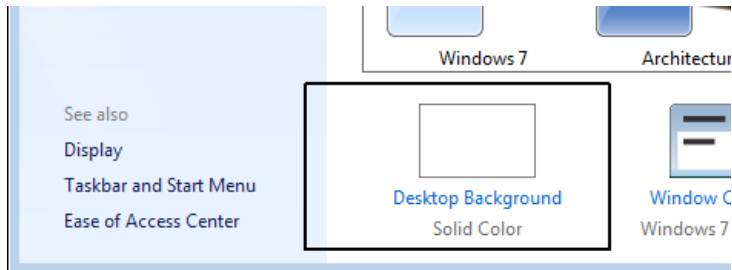
- From the pop-up menu click on the **Personalize** command. This will display a dialog box, as illustrated below.



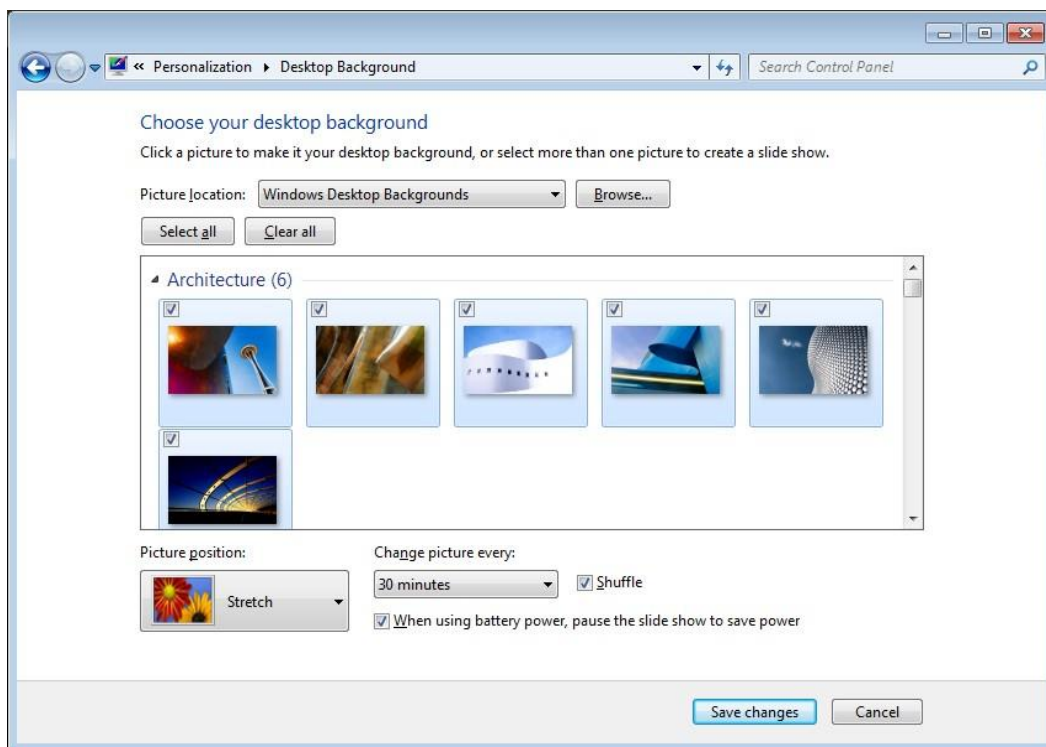
- You can use this dialog box to customise elements of your computer system.

Customising the Desktop background wallpaper picture

- Click on the **Desktop Background** button.

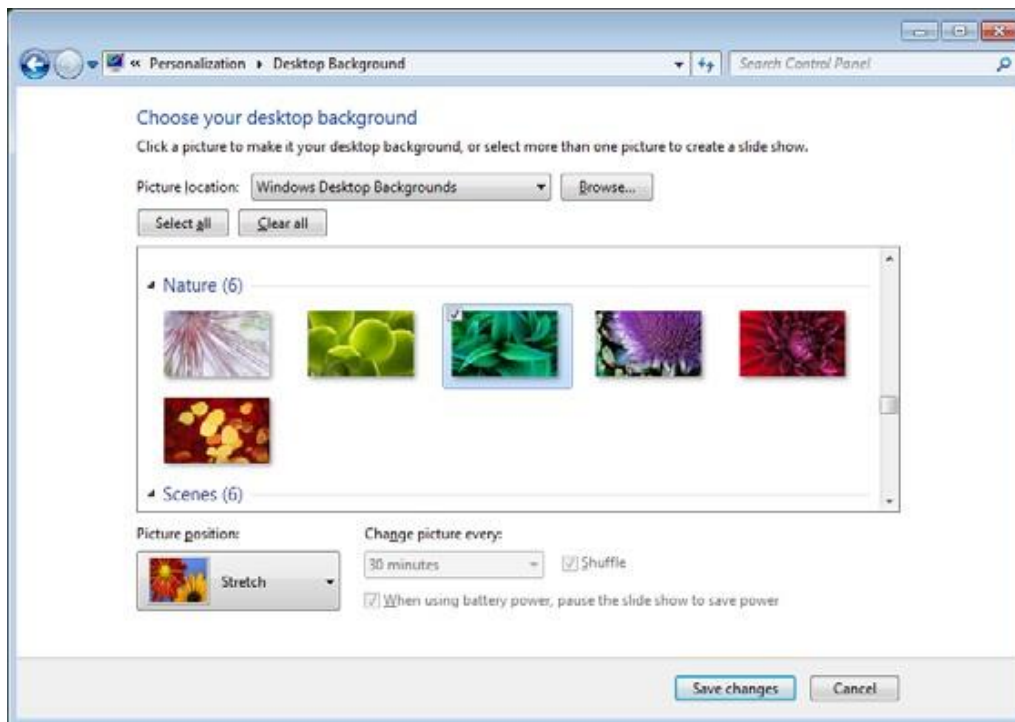


- You will see the following dialog box displayed.

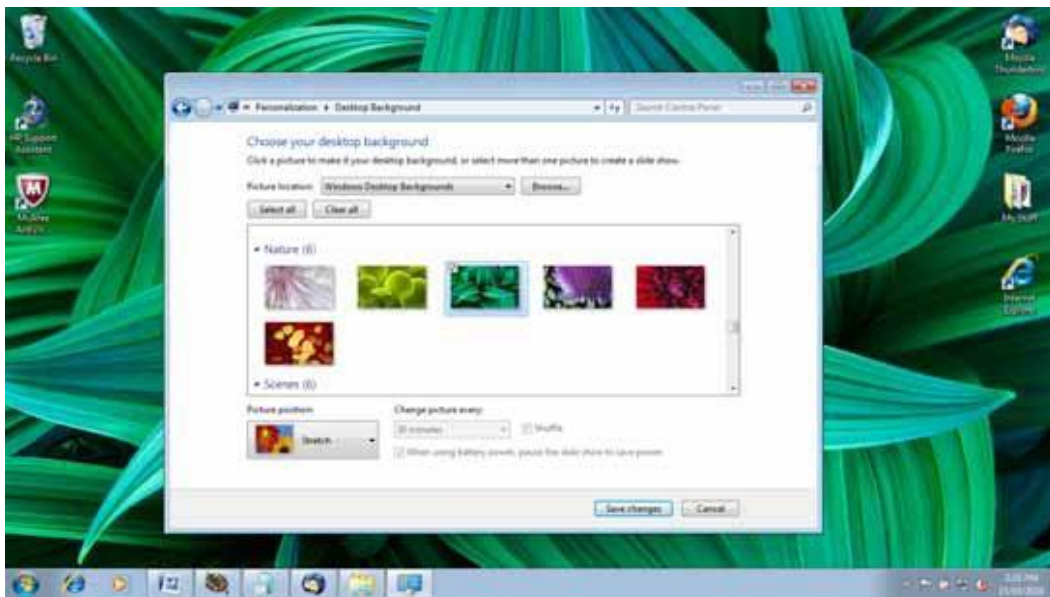


- You can select a picture to be displayed on your Desktop background.

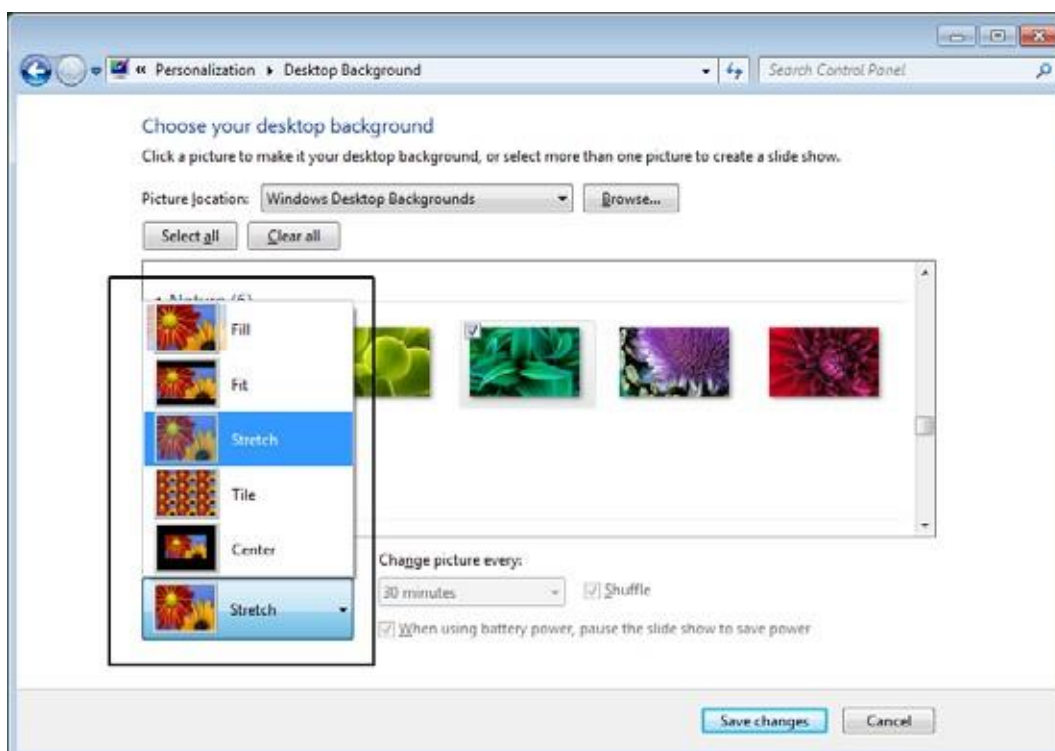
TIP: You can use the scroll vertical bars to the right of the picture thumbnails to scroll up or down and see more pictures, as illustrated.



- Select a picture of your choice. Your screen will change, depending on the picture that you selected.



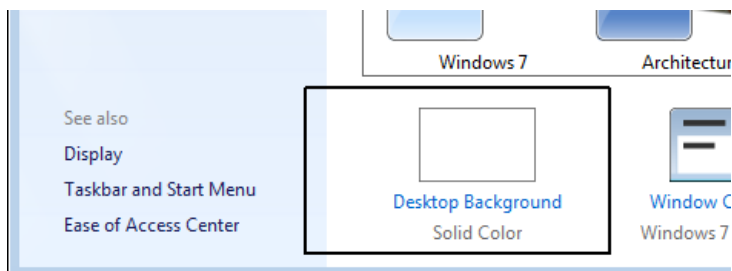
TIP: You may wish to experiment with specifying how you want the picture displayed on your Desktop, using the controls illustrated below.



- Click on the **Save changes** button to apply the picture of your choice to the Windows Desktop.
- Close the **Personalization** window.

Customising the Desktop background colour

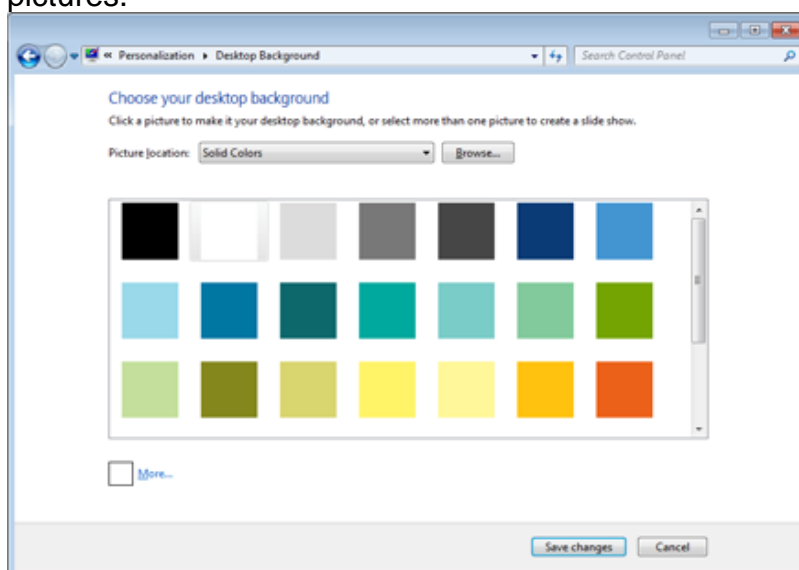
- Display the **Personalization** window.
- Click on the **Desktop Background** icon.



- You will see the following dialog box displayed. Click on the **down arrow** to the right of the **Picture location** section. You will see a drop down list displayed. Click on **Solid Colours**.



- The dialog box will then change to display a range of colors', rather than pictures.



- Click on a colour to select a colour.

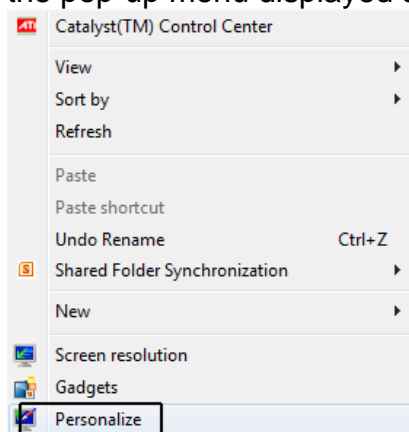
TIP: You can use the scroll vertical bars to the right of the colour pallet to scroll down and see more colour options.

TIP: When you click on a colour you will see a preview of that colour applied to your background.

- To confirm the colour click on the **Save changes** button.
- Close the **Personalization** window.

Enabling or disabling the Windows Aero Desktop

- If your version of Windows 7 is capable of using Windows Aero you can choose whether or not to use it. Aero can add nice effects to the way that windows are displayed and some features require that you enable the Aero feature to take full advantage of them. By default when you purchase a Windows 7 PC, Aero will normally be enabled. Many companies choose to disable it however, preferring the 'older' style windows display.
- Close any open windows, and then right click on the Windows background. From the pop-up menu displayed select the **Personalize** command.



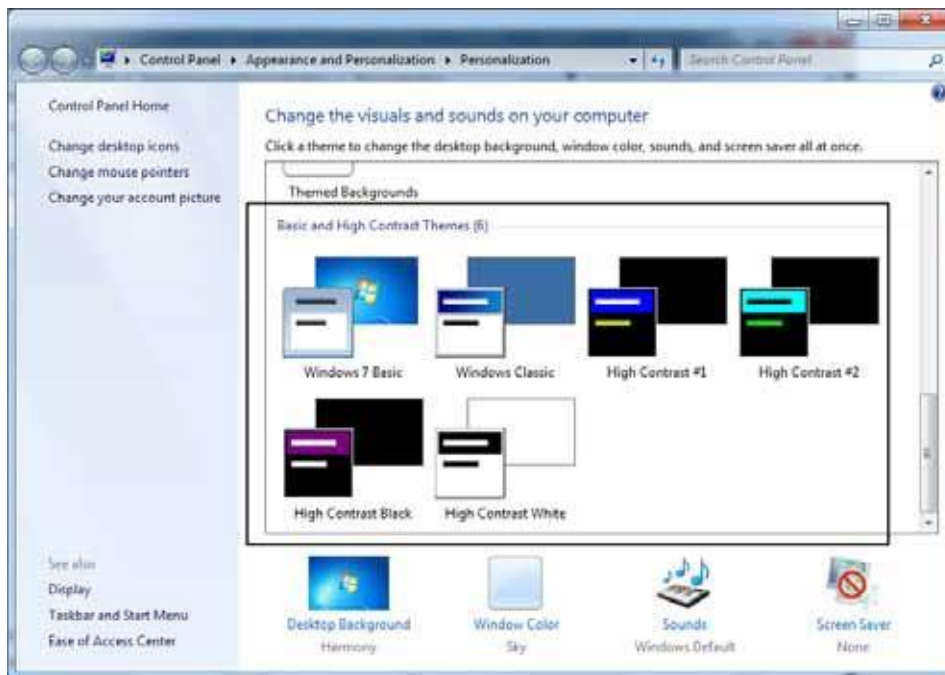
- This will display the **Personalization** window.



- You will see that a number of **Aero themes** are displayed, all of which enable the Aero desktop. Make a note of the theme that your computer is currently using.



- If you scroll down the list of themes you will see a number of **Basic themes**, such as **Windows7 Basic**.



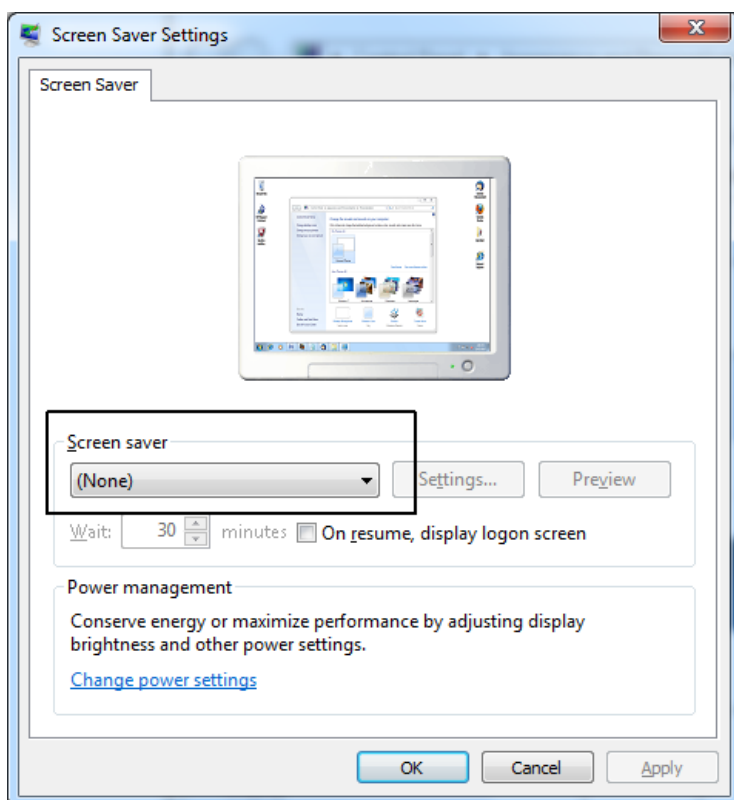
- Selecting the **Windows7 Basic** theme will display the Desktop with the Aero feature disabled. The title bars will no longer be translucent.
- Experiment with applying different themes, but remember to revert to the original theme before continuing.

Setting a screensaver

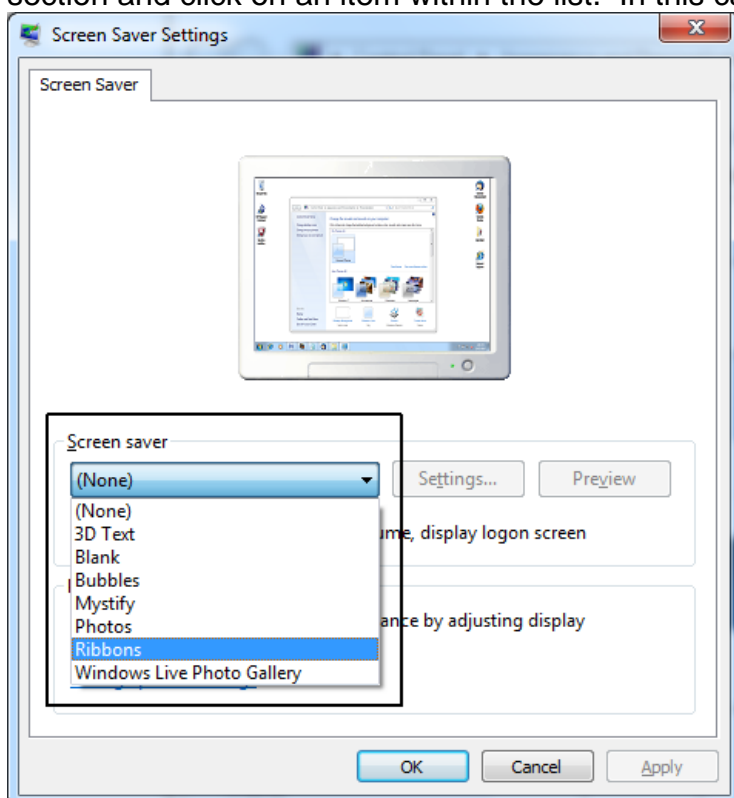
- Display the **Personalization** window.
- Click on the **Screen Saver** button.



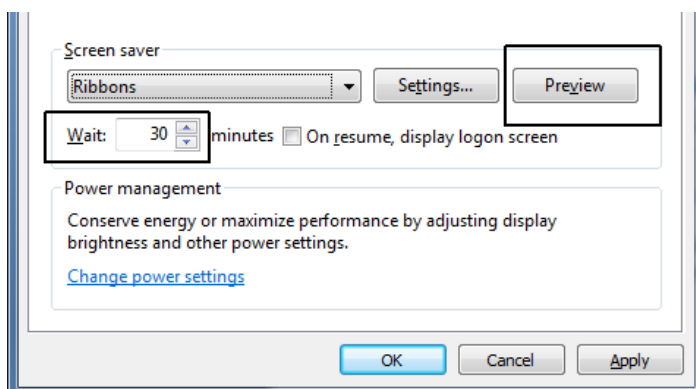
- You will see the **Screen Saver Settings** dialog box.



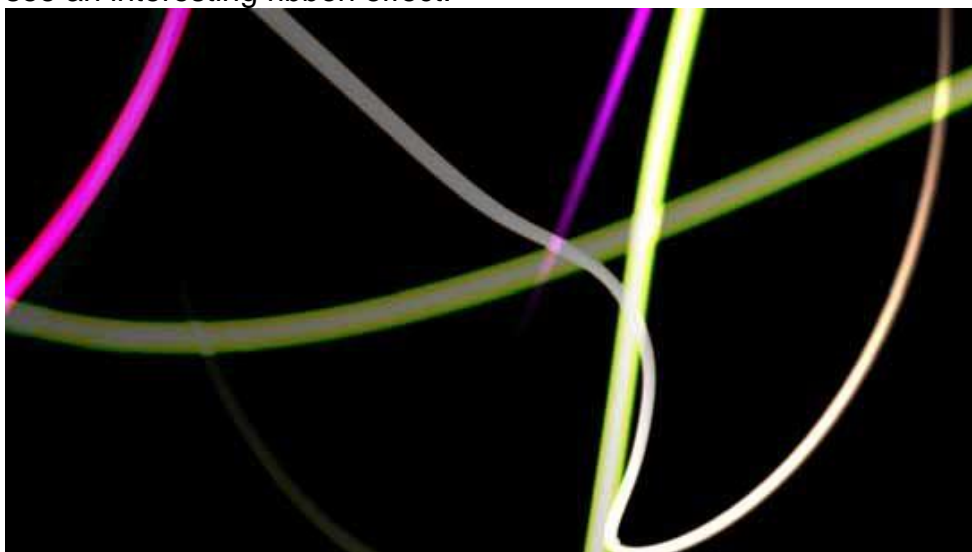
- To pick the screen saver type, click on the **down arrow** in the screen saver section and click on an item within the list. In this case click on **Ribbons**.



- Within the **Wait** section, click on the **up** or **down** arrows to set the time interval of in activity before the screen saver kicks in.



- Click on the **Preview** button to preview the effect of the screen saver. You will see an interesting ribbon effect.



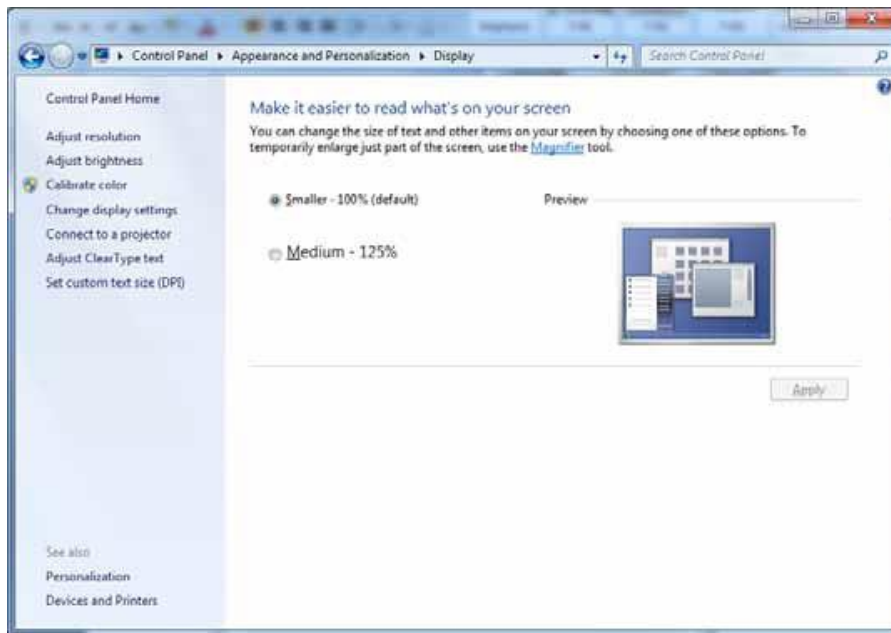
- Click on the **OK** button to apply the effects and close the dialog box.
- Close the **Personalization** window.

Setting your screen resolution

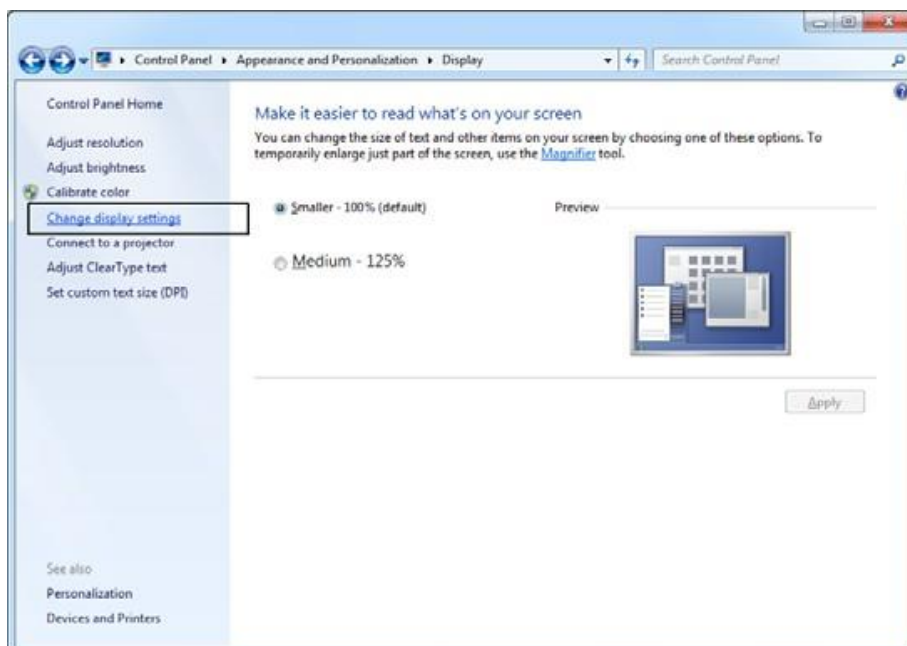
- Display the **Personalization** window and then click on the **Display** link.



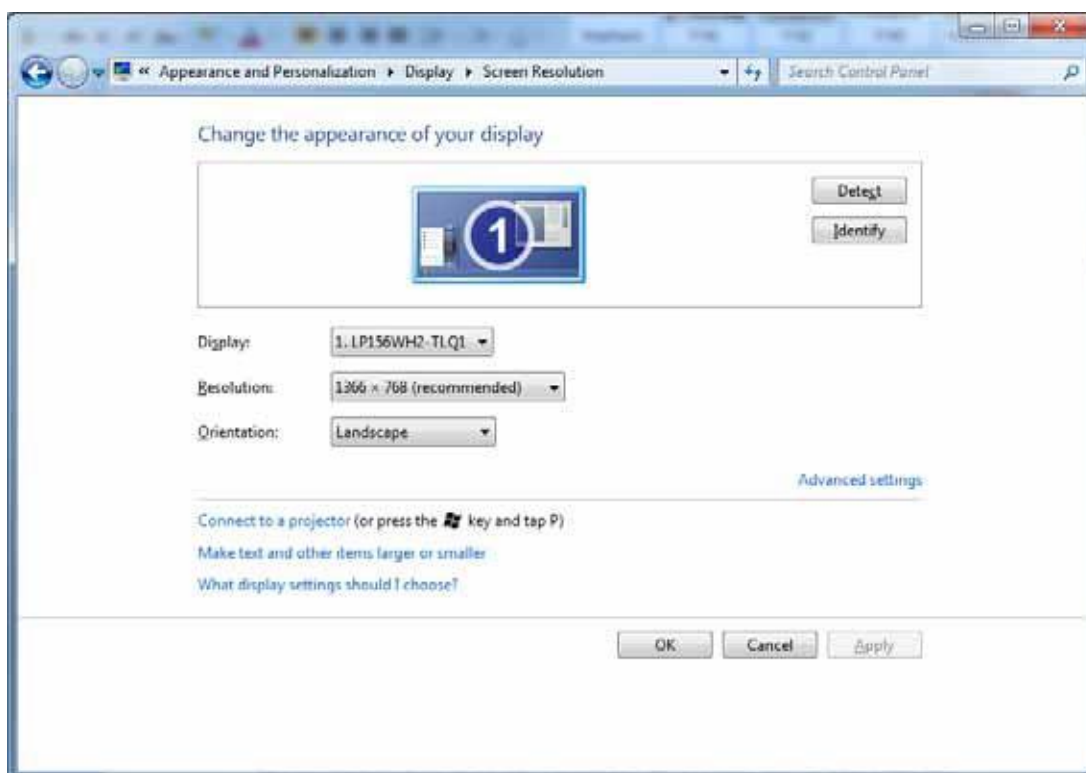
- This will display the **Display** dialog box.



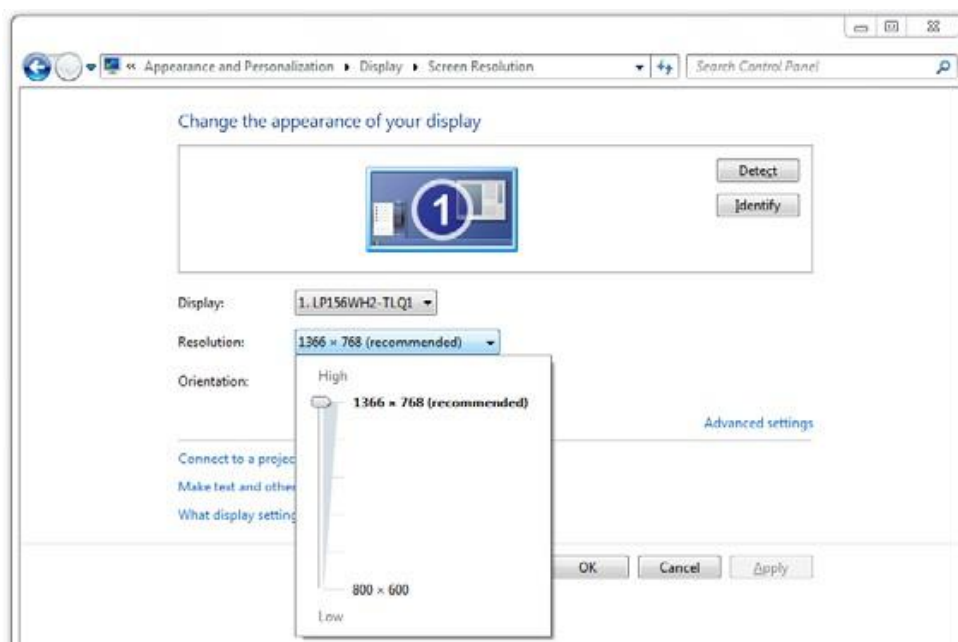
- Click on the **Change display settings** link (displayed to the left of the window).



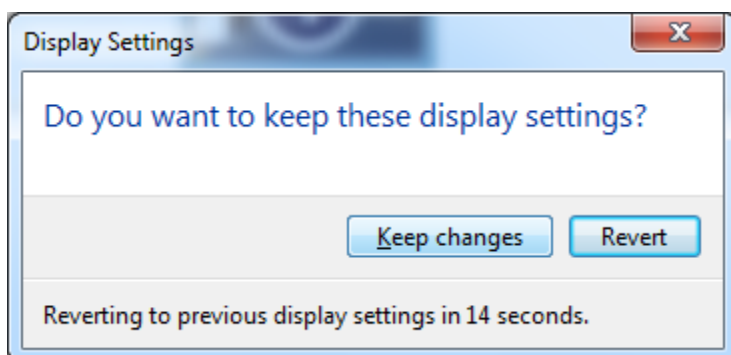
- This will display the **Screen Resolution** dialog box.



- Before changing anything, make a note of the current screen resolution setting. In the example illustrated, it is **1366 by 768 pixels**. This number describes the number of points making up your screen. The higher the screen resolution, the better a picture will look on the screen.
- Click on the **down arrow** next to the **Resolution** option and then use the **Resolution** slider to change the resolution.



- When you click on the **OK** button, you will see a warning dialog box.

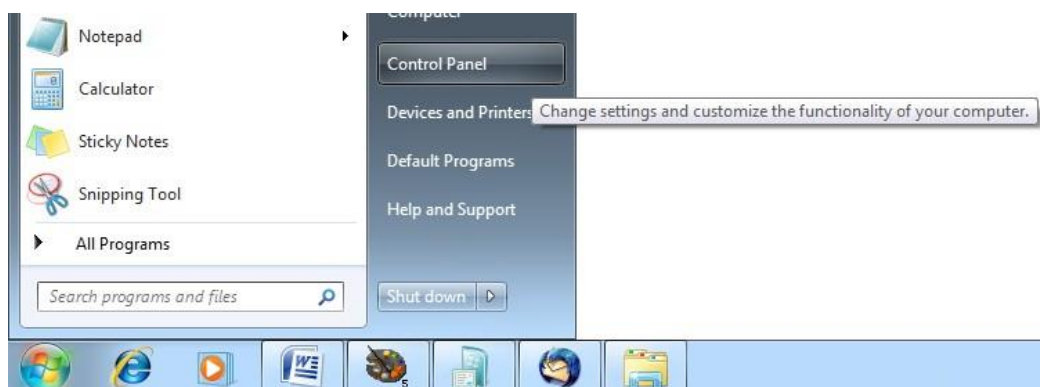


In this case, click on the **Revert** button, so that you **DO NOT** apply a different resolution.

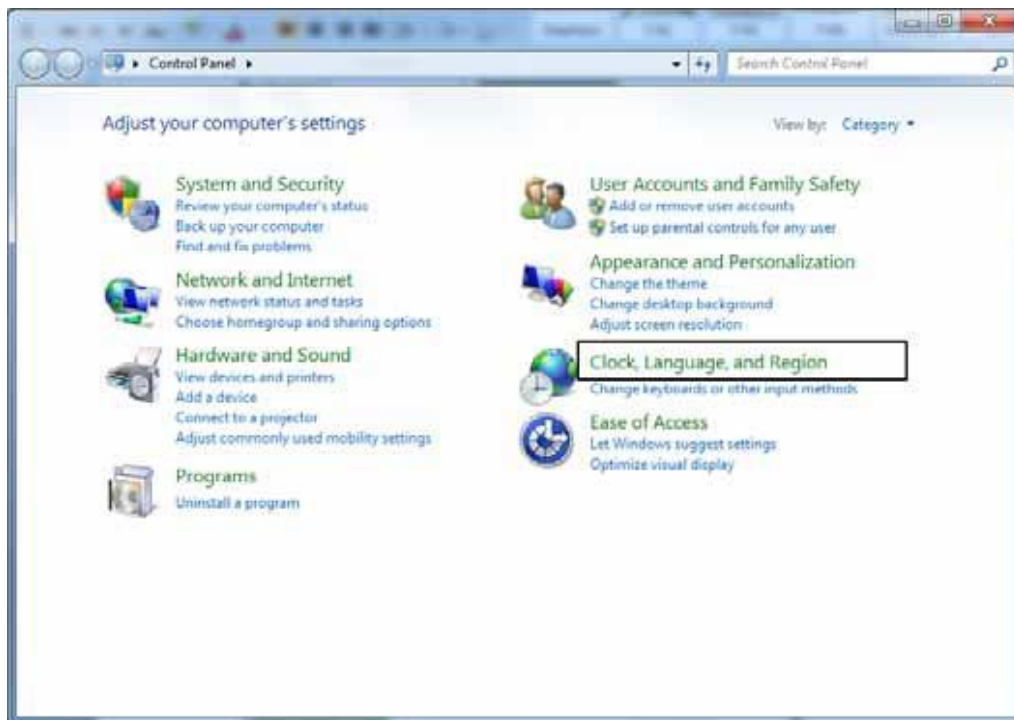
- Wait until the original screen resolution settings are restored so that nothing is changed.
- Close the window.

Modifying the computer date and time

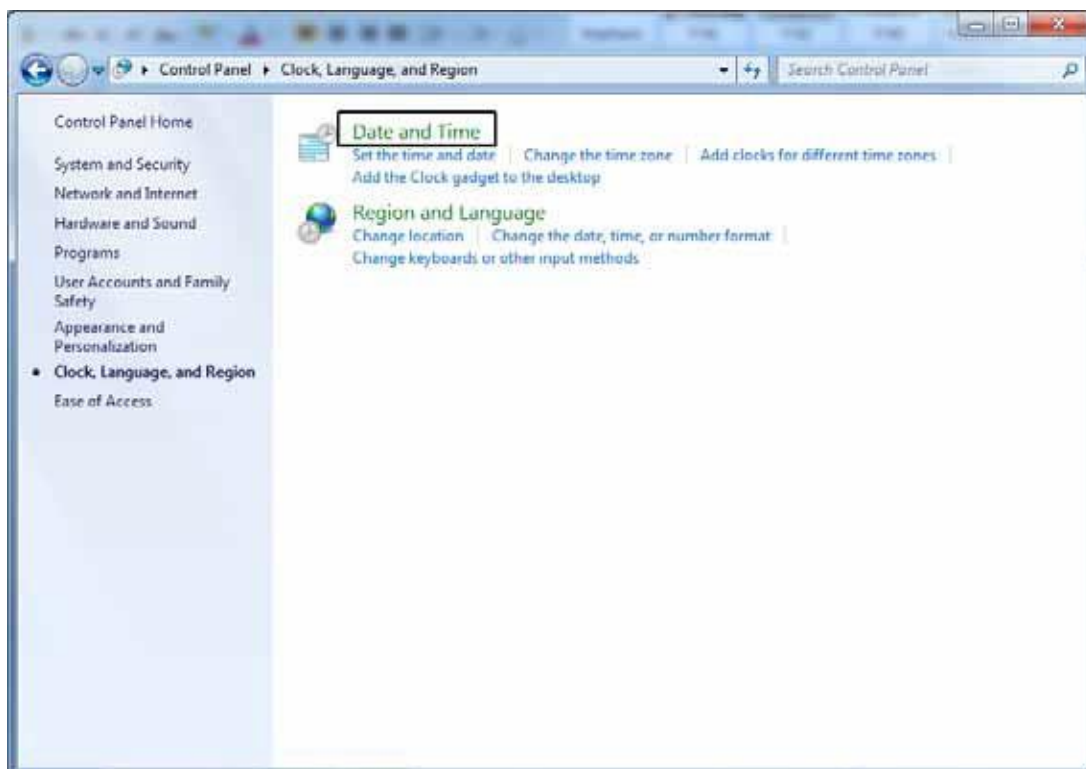
- Click on the **Start** button, from within the **Start Menu** click on the **Control Panel** button.



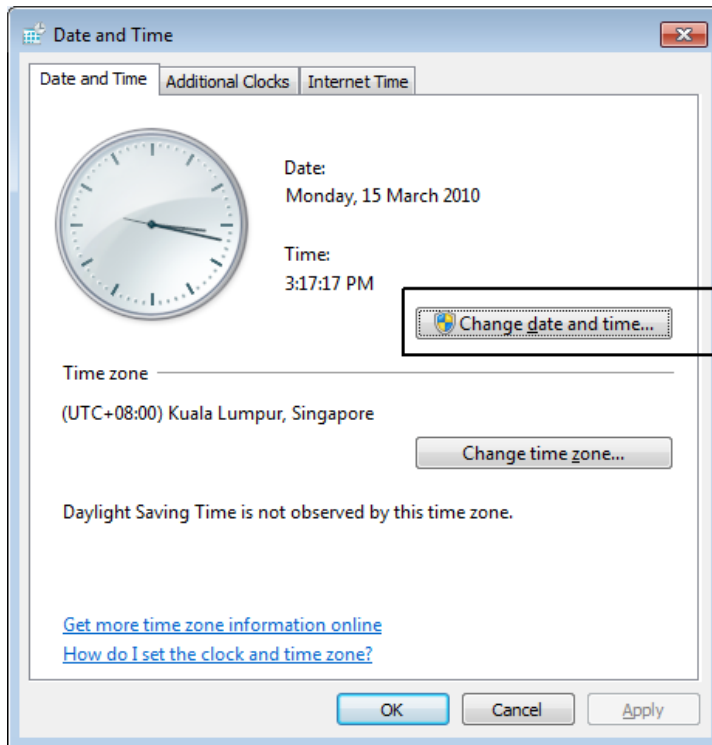
- The **Control Panel** will look like this.



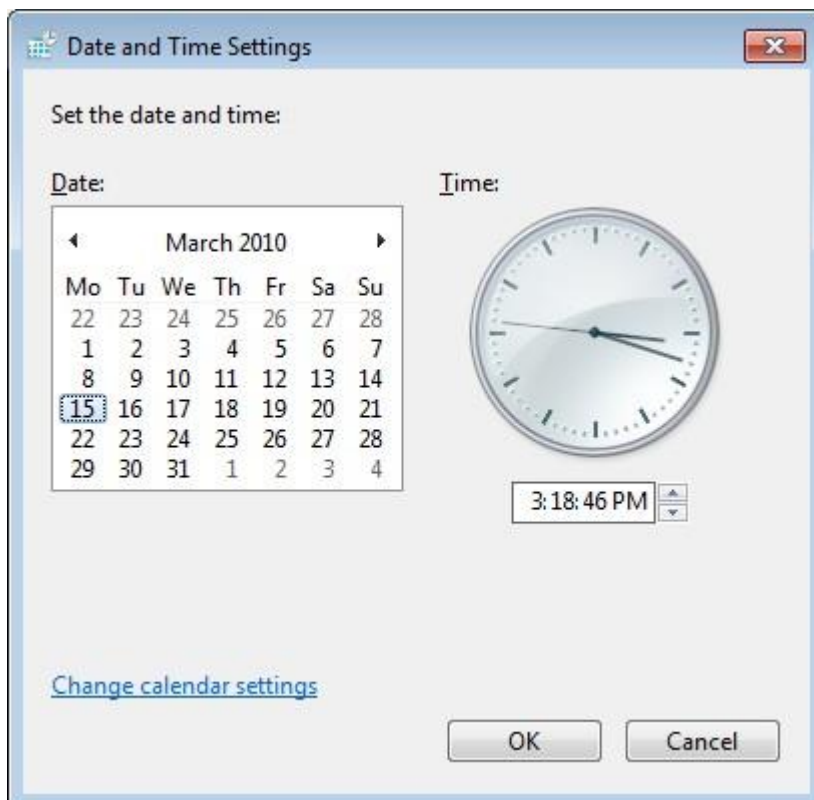
- Click on the **Clock, Language, and Region** command. You will see the following.



- To set the date and time, click on the **Date and Time** command. This will display the **Date and Time** dialog box, allowing you to change the date or time.



- Click on the **Change date and time** button. You can use the controls to change the date and time as required.



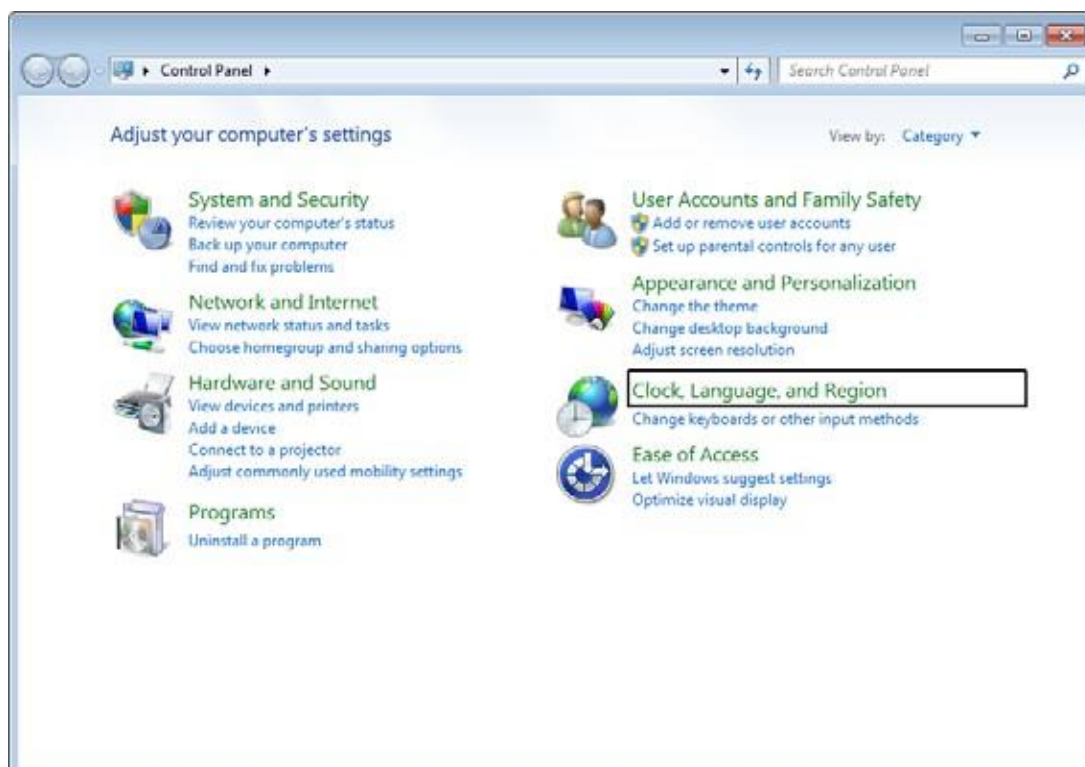
- Click on the **OK** button to close the dialog box.

TIP: Once changed, the new date and time will be remembered by the computer. In most areas of the world Windows will change the time automatically if the time is moved forward or backward as a result of daylight saving time adjustments.

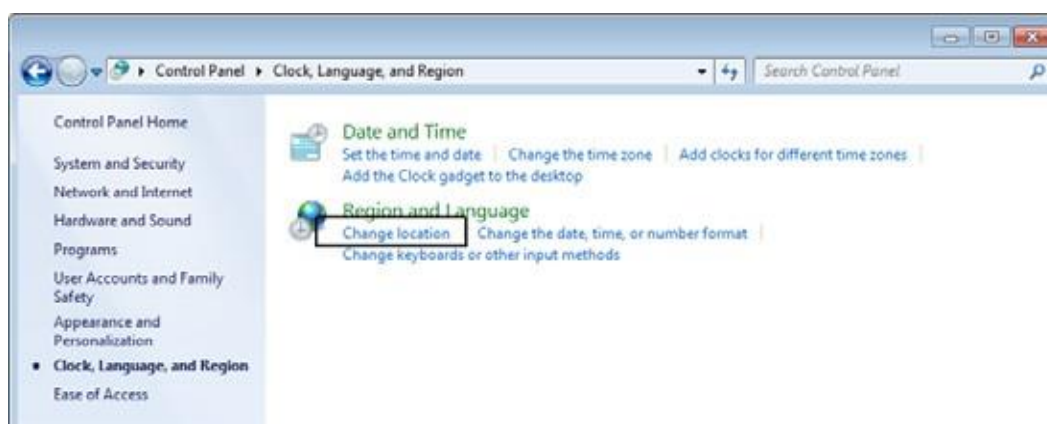
- Click on the **OK** button to close the **Date and Time** dialog box.
- If still open, close the Control Panel.

Setting the computer keyboard language and other regional settings

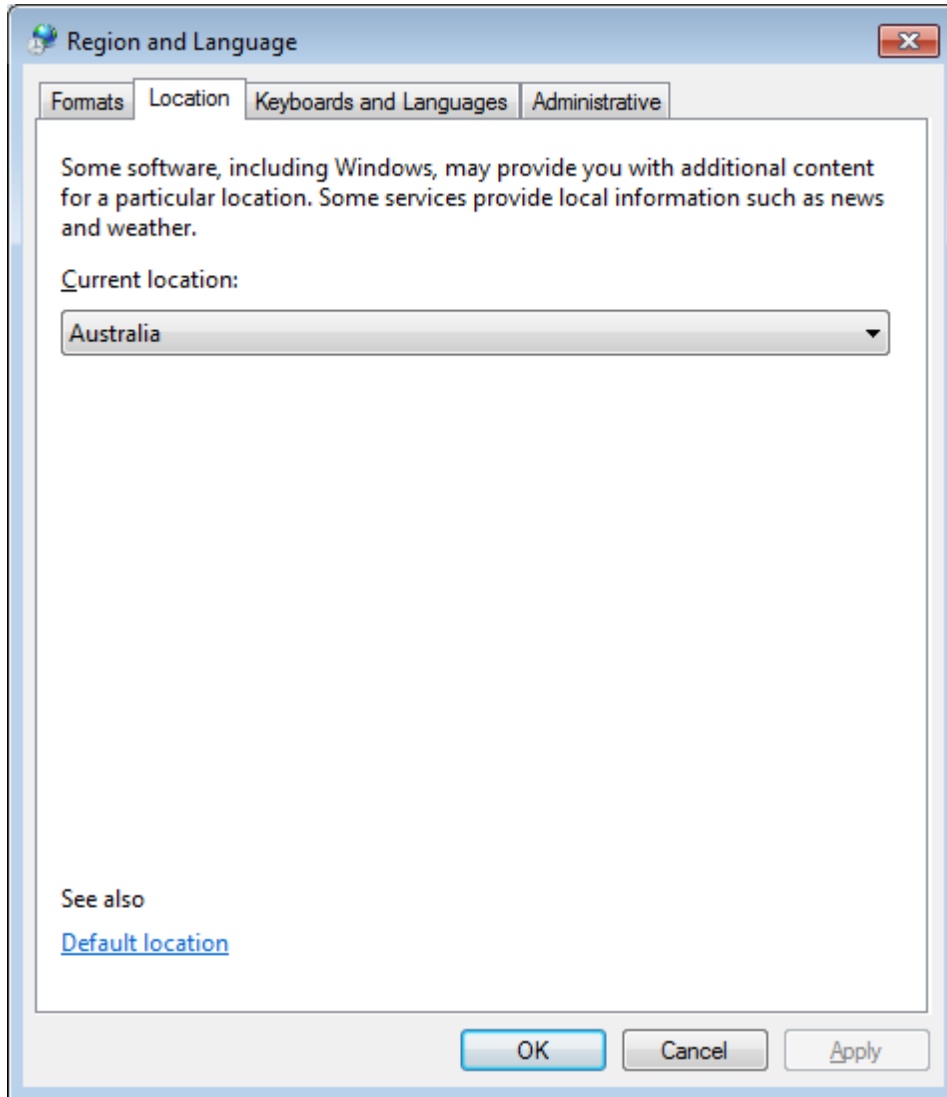
- Click on the **Start** button and from within the **Start Menu** click on the **Control Panel** button. The **Control Panel** will be displayed. Click on the **Clock, Language, and Region** link.



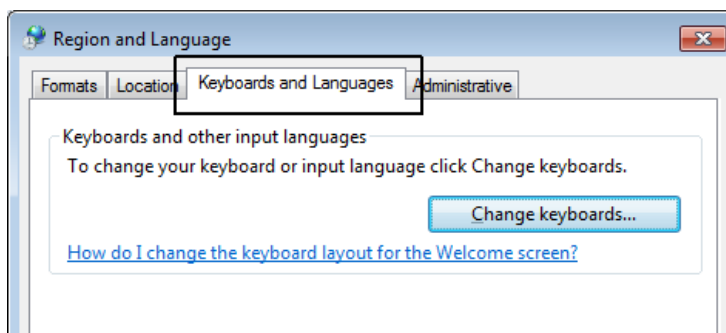
- The **Clock, Language, and Region** dialog box will be displayed.



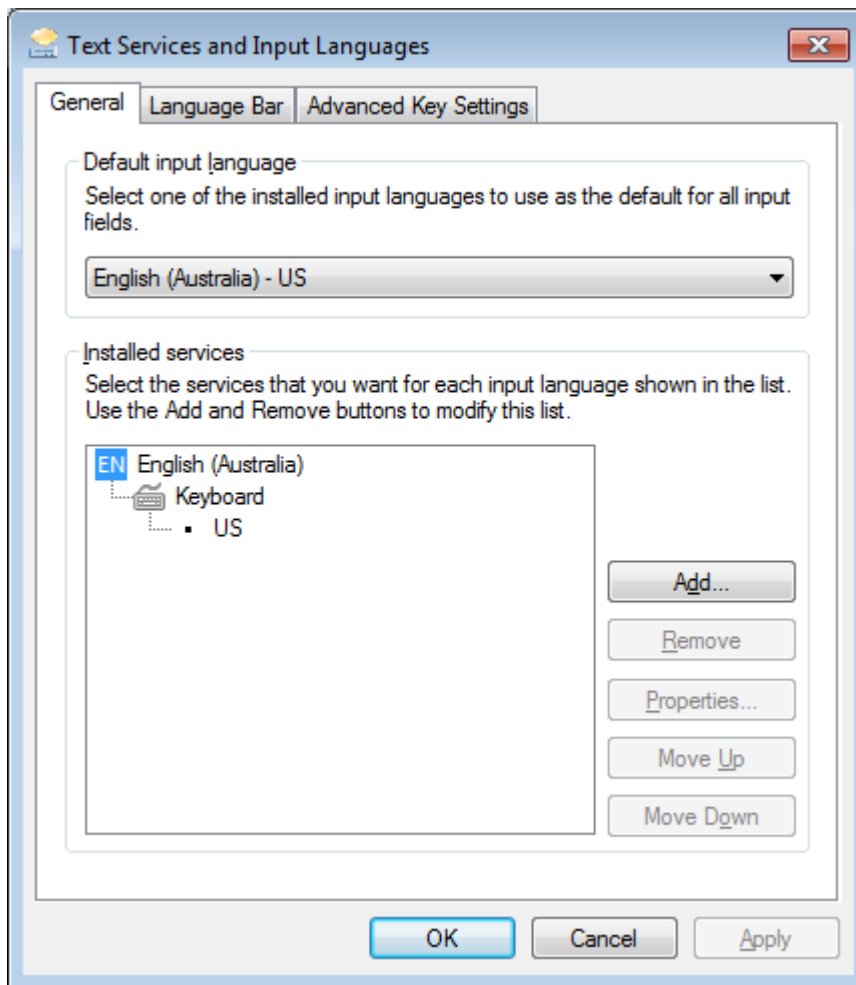
- Click on the **Change location** link. If necessary you can click on the down arrow to display a list of countries, from which you can pick your particular country.



- Click on the **Keyboards and Languages** tab.



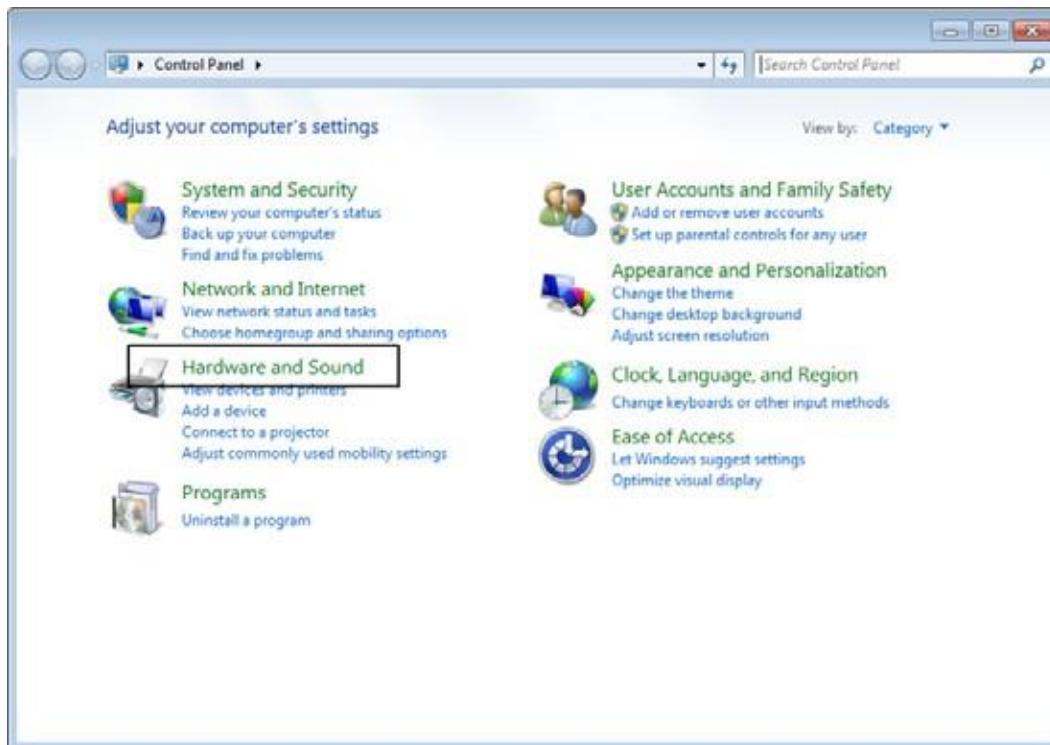
- Click on the **Change keyboards** button. This will display a dialog box allowing you to select and change the Default input language. You can also add or remove keyboard settings. To add a new keyboard you would click on the **Add** button.



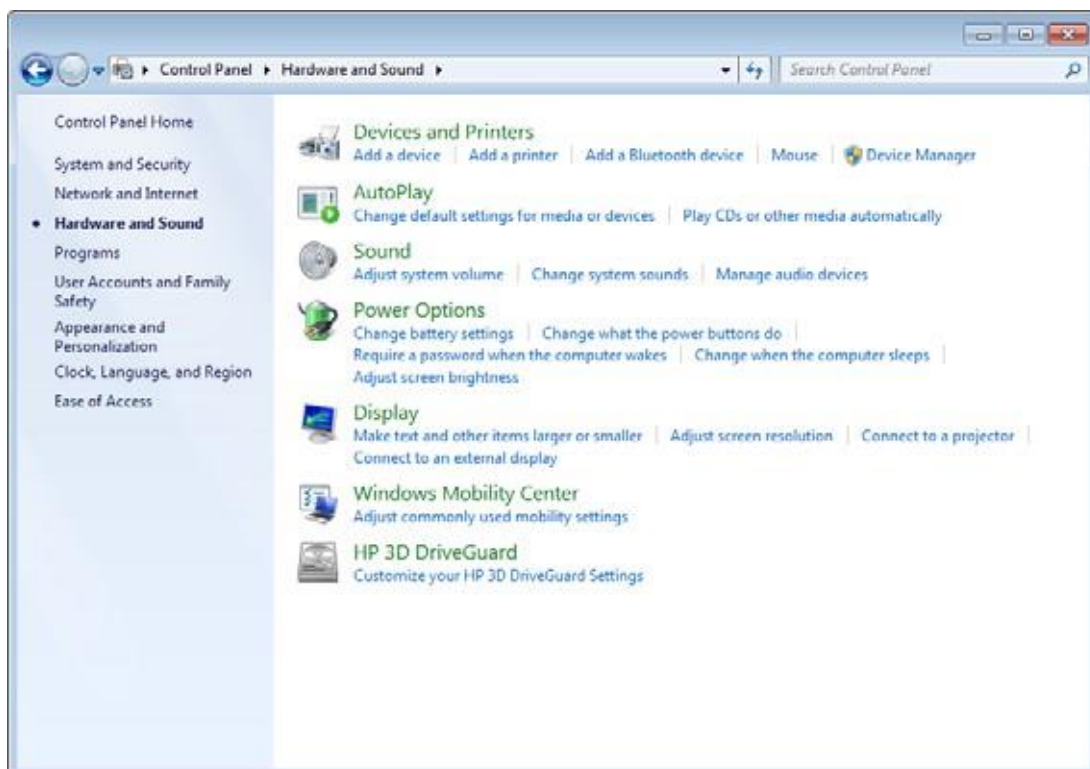
- In this case be careful not to make any changes, but simply know how to make changes if you needed to in the future.
- Close any open dialog boxes or windows.

Setting the computer sound volume

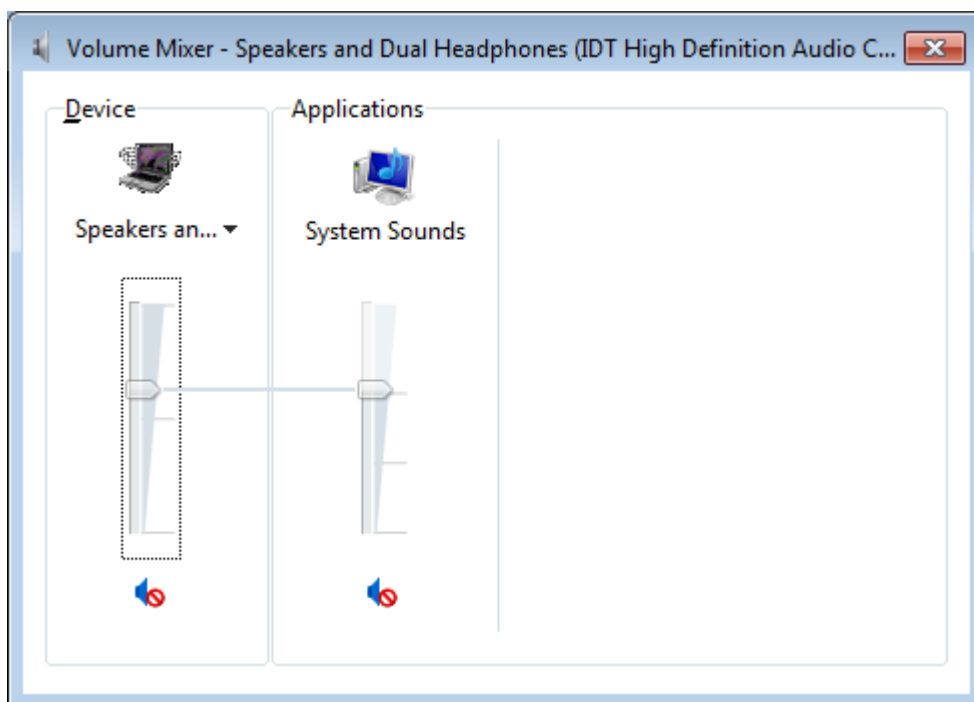
- Click on the **Start** button and from within the **Start Menu** click on the **Control Panel** button. The **Control Panel** is displayed. Click on the **Hardware and Sound** link.



- This will display the **Hardware and Sound** dialog box.



- Within the **Sound** section, click on the **Adjust system volume** link. You will see a slider control displayed, allowing you to modify the computer volume.



- Close all open **Control Panel** windows.

Installing programs

- Within large organisations it is normally the IT support staff that installs or removes programs. In many cases it is a disciplinary offence to install programs onto computers without specific permission. This is because of the risk of accidentally infecting a computer with a computer virus or similar program.
- With small organisations or home use then it may be up to you to install new programs. Always check so that you do not get yourself in trouble!
- Programs are normally supplied on CD or DVD and these disks, once inserted into the CD/DVD drive should start automatically and display instructions on-screen covering the installation procedure. If you need to install software, read the onscreen instructions **VERY** carefully at each stage. If help is available and you get stuck always ask rather than assuming the installation will be OK. If in doubt ask!

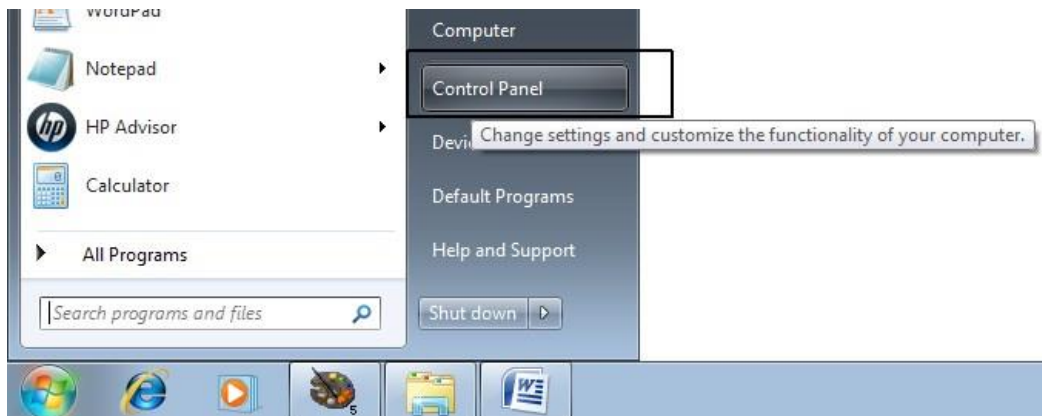
TIP: You can find lots of free programs when surfing the web. Be **VERY** careful about installing programs unless you are absolutely sure that the programs are supplied by a reliable source.

Removing programs

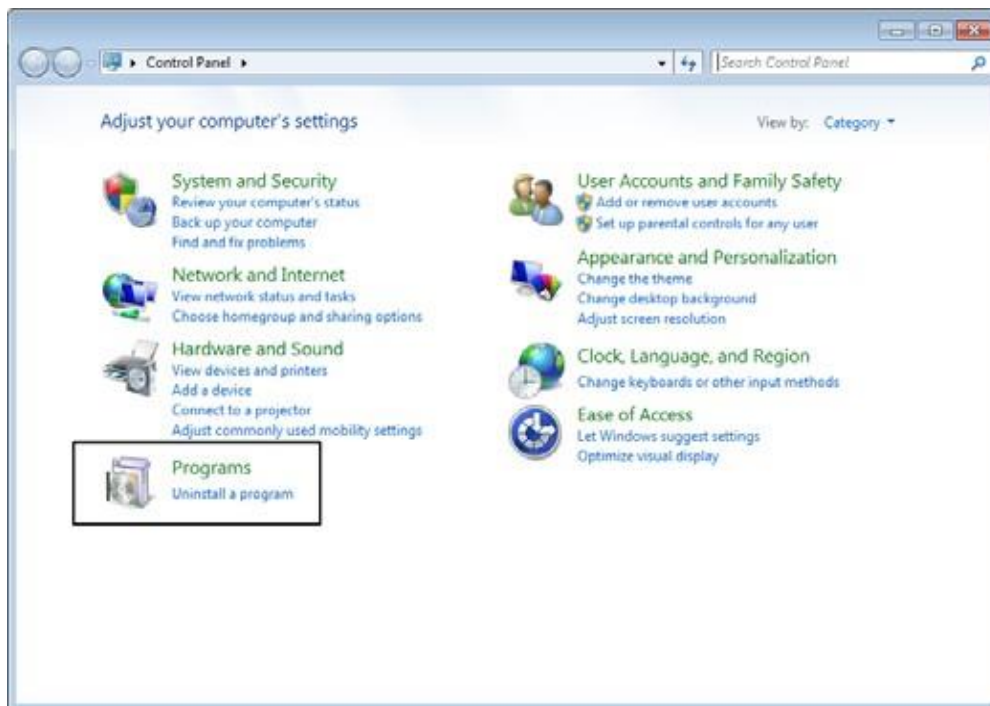
- **WARNING:** This section is just for reference. Do not remove any programs during this training course.

As with installing programs only do this if you have been given specific authority within your company to remove a program. If in doubt ask! You use the Control panel to remove programs.

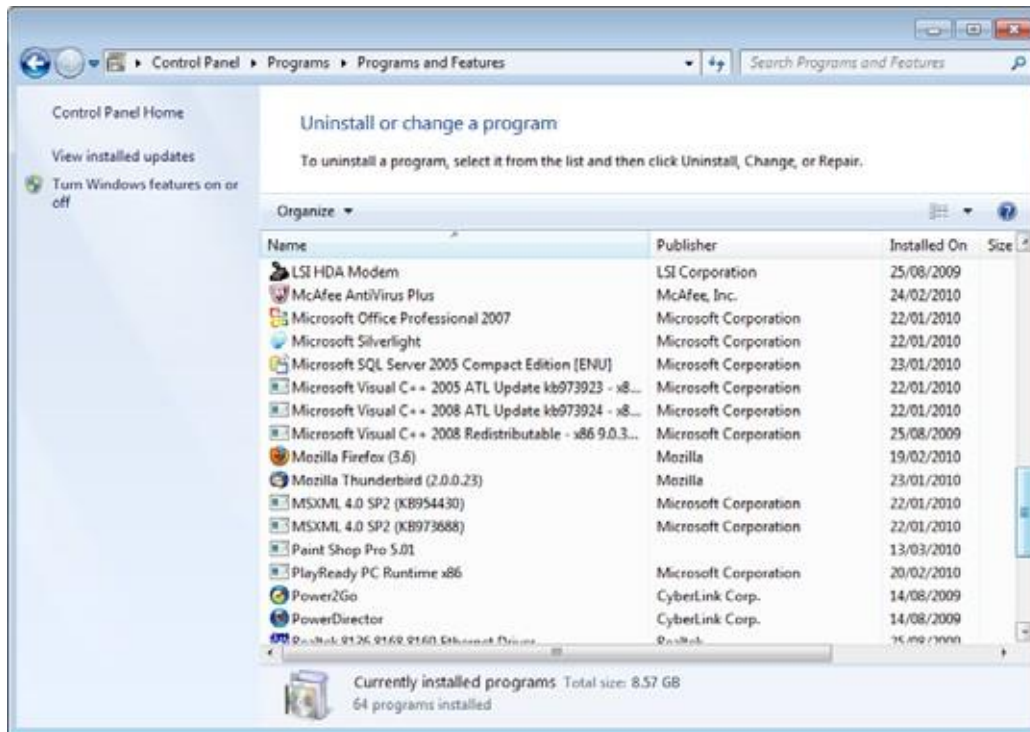
- Click on the **Start** button and from within the Start Menu, click on the **Control Panel** button.



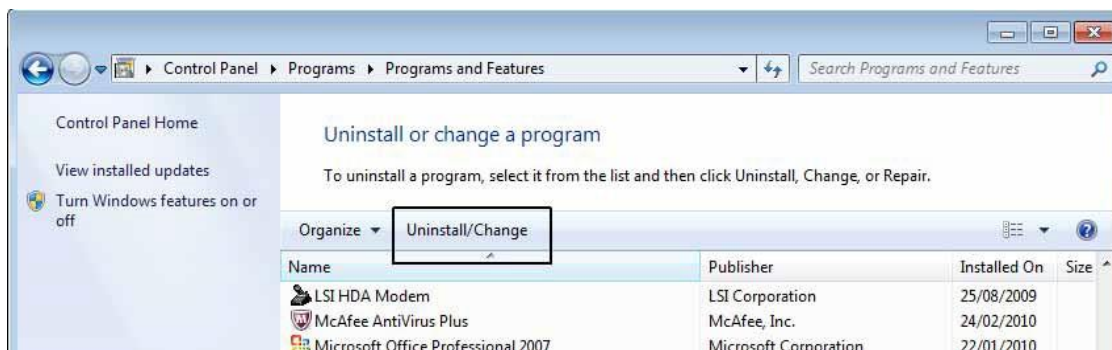
- The **Control Panel** window looks like this.



- Within the **Programs** section click on the **Uninstall a program** command. This will display a list of programs that you can uninstall.



- Click on the program that you wish to uninstall. Once selected click on the **Uninstall** command (displayed above the list).



You may see some warning screens, in which case read them very carefully before deciding whether to proceed or not. **If in doubt, do not remove a program as it can cause problems if you delete programs that should not be deleted.** Close any open windows before continuing.

Help

Using the 'Getting Started' Window

- When you restart Windows 7 the **Getting Started** window is normally displayed by default. If you need to display the **Getting Started** window manually, click on the **Start** button, click on **All Programs**, click on **Accessories** and then click on the **Getting Started** command. The Getting Started window looks like this.



Finding out what's new in Windows7

- To see what's new in Windows 7, within the **Getting Started** window, double click on the **Go online to find out what's new in Windows 7** link.



- This will open your web browser window and display relevant information, as illustrated below.



- You will see a number of video tutorials, such as **Personalising your PC**. Have a quick look at some of the videos if you are connected to the Internet.
- If you examine the rest of the page you will also find much more available, as illustrated below.



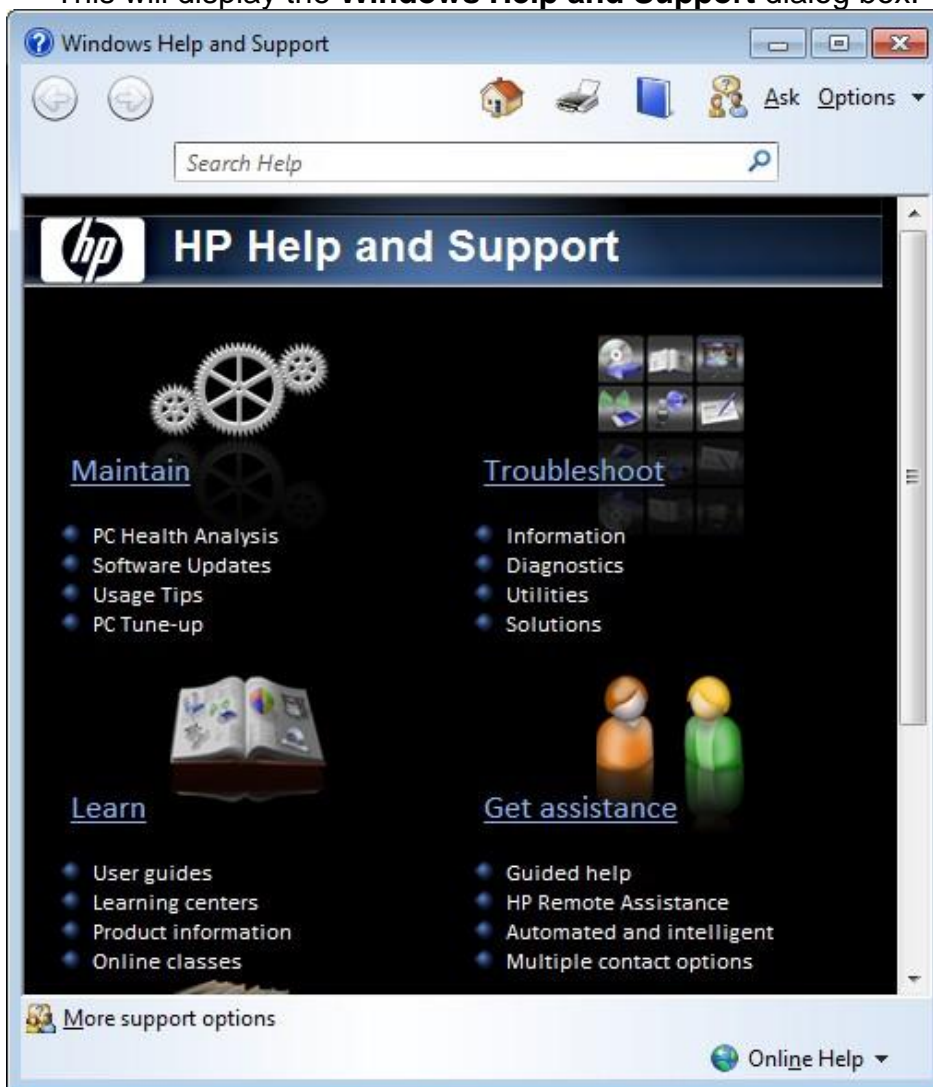
- Close your web browser before proceeding.

Displaying the Help and Support window.

- Click on the Windows **Start** button and then click on the **Help and Support** button.



- This will display the **Windows Help and Support** dialog box.



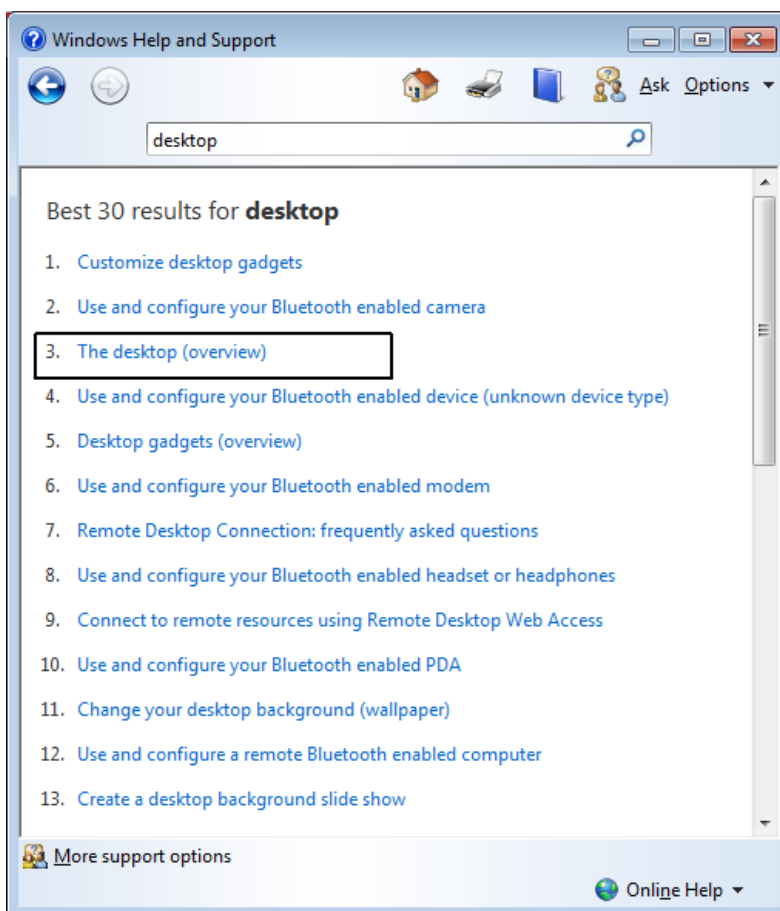
- Take a little time to examine some of the help options available. This window may vary from one computer to another. In the example shown, HP has customised the Help window, and added some extra features.

Searching for help

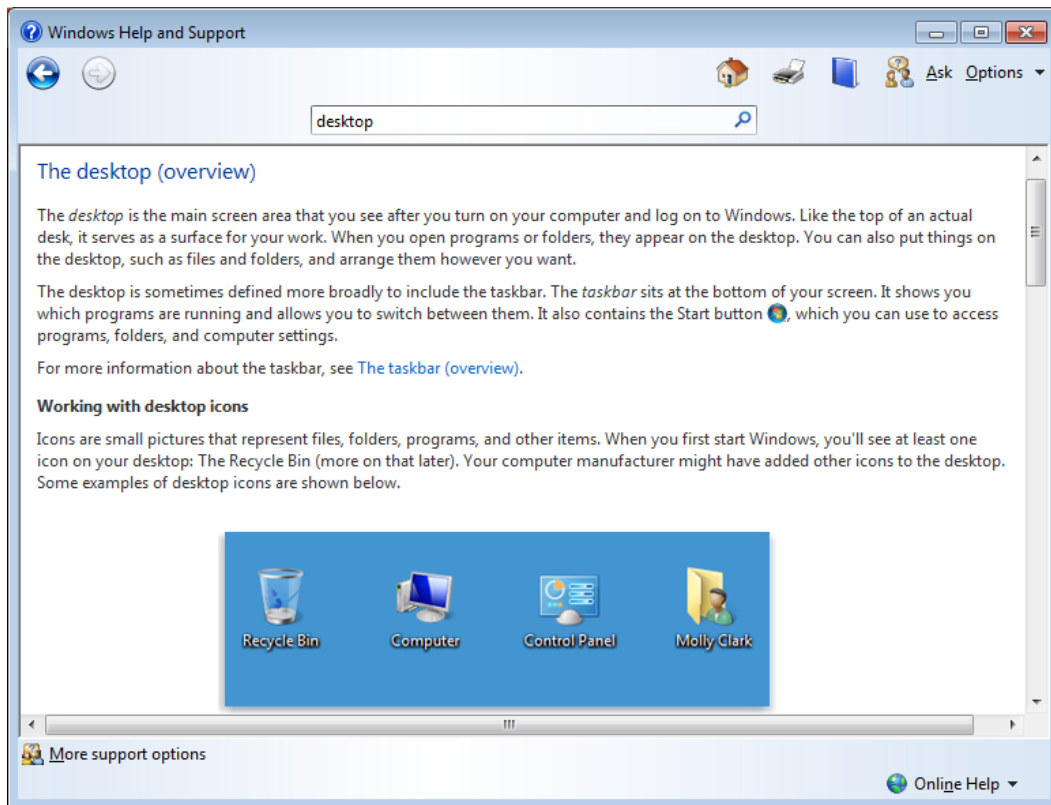
- You can search the **Help and Support** for help about a particular topic. In the example shown, we typed the word **Desktop** in the search field.



- Pressing the **Enter** key will display the following information.



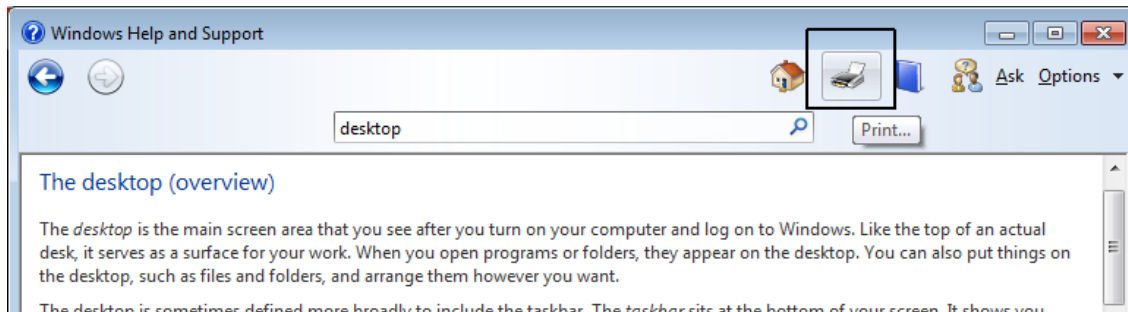
- Click on one of the items listed to view more information. For example, clicking on **The Desktop (overview)** will display the following.



- Experiment with searching for help on topics such as **Folders** or **Files**.

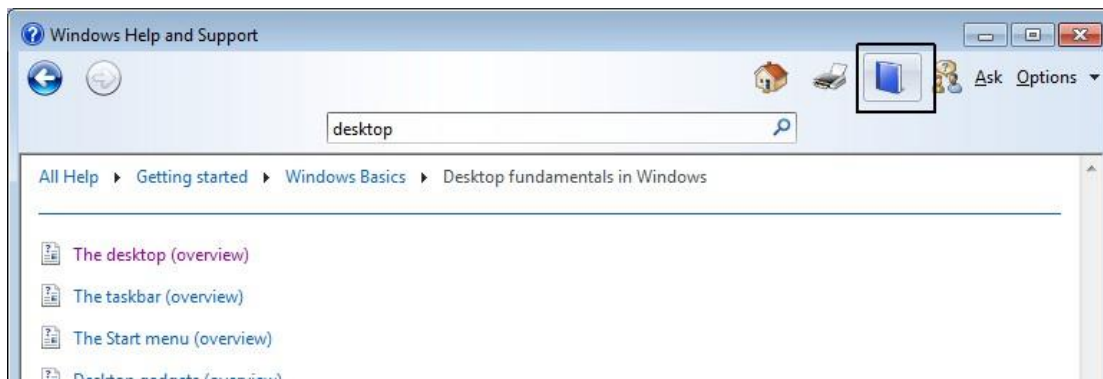
Printing Help pages

- You can print any of the help pages that are of interest and keep these for reference. To do this display a page of useful information within the **Help and Support** window and then click on the **Print** button.

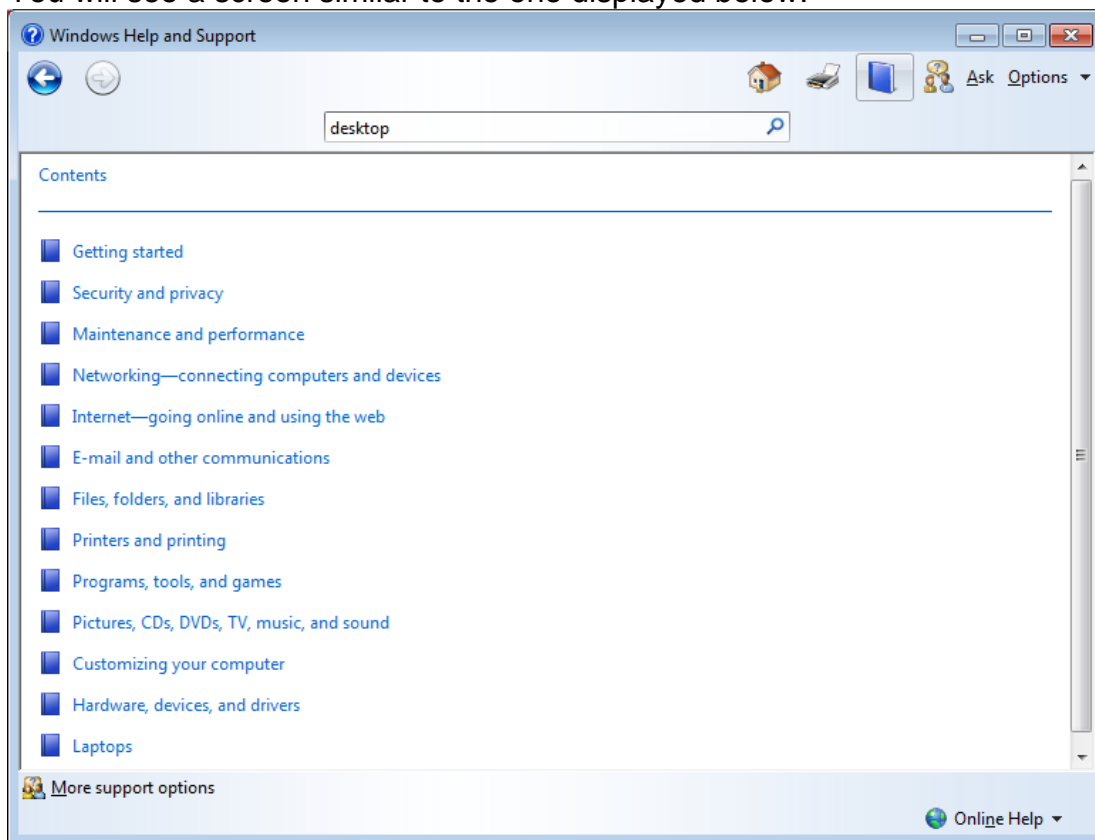


Browsing for Help

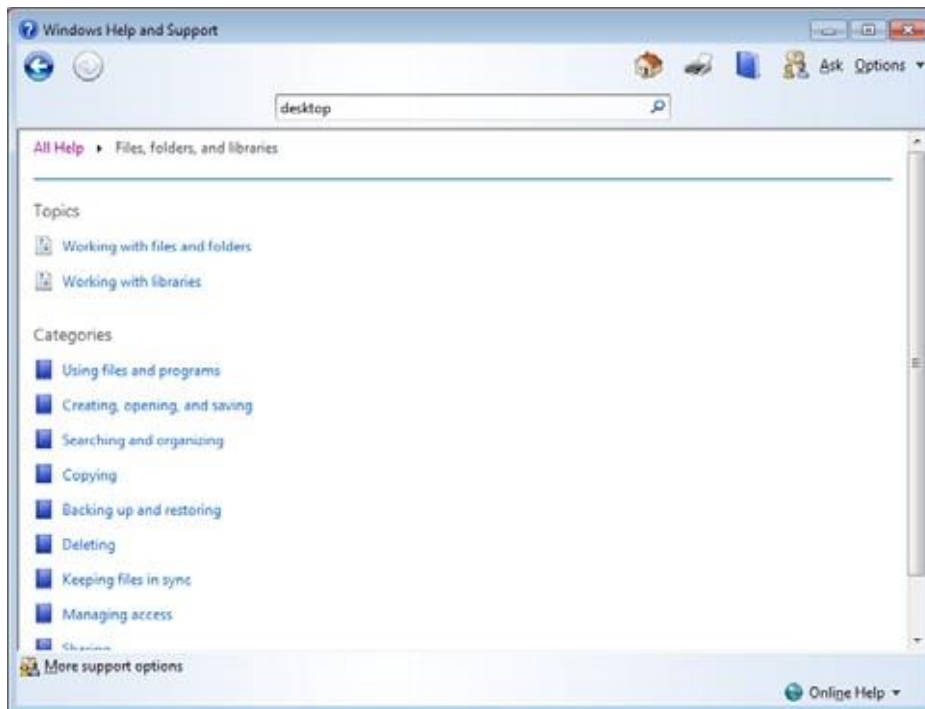
- Click on the **Browse Help** button.



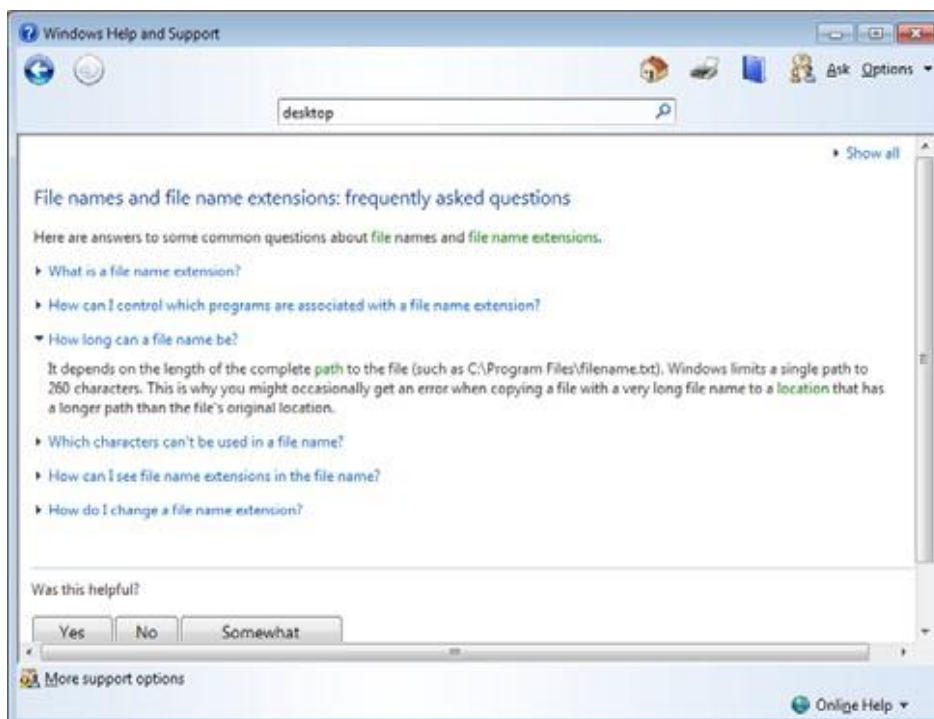
- You will see a screen similar to the one displayed below.



- You can click on any item within the list, such as **Files and Folders** which will display more topics that you can browse.



- You can continue to specify areas of particular interest, by clicking on the relevant links. An example is illustrated below, which answers the questions of **How long can a filename be?**



- Take some time getting used to this way of browsing for help. You will find that you learn a lot in the process.
- Close any open help windows before continuing,

Windows Explorer

What are files?

- When you load a program such as a word processor this means that you copy the files containing the word processor program from your hard disk into your RAM memory. RAM is short for Random Access Memory and is simply a term to describe the memory chips contained within your computer. Once the word processor is loaded into RAM you can use it to create a document. When you have finished editing the document, you may want to save a copy of the document to your hard disk as a file.

Basically there are two types of file that you need to concern yourself with, the program files (such as word processor, spreadsheet, databases etc.) and the data files that you create and save to disk. Once saved to disk you can later re-open that file and make further changes, or print the data file.

In many ways you can think of data files as physical sheets of paper, containing your data. You then place these sheets within a folder so that you keep all similar documents together.

What are folders?

- Files are stored on a disk in folders. This concept is very familiar to anyone used to working within an office. Think of a3-drawfiling cabinet. When you wish to file a document within the filing cabinet you first need to decide in which draw to file a particular document. When you open a filing cabinet draw it often contains hanging dividers allowing you to group similar document together.

Types of drive and drive letters

- When you save a data file you normally save it to your hard disk. This disk is contained within your computer and you cannot normally see it. By convention the hard drive is called 'Drive C'. If you have two hard disks within a single computer they will normally be described as drive 'C' and drive 'D'.
- There are other types of drive, such as a CD or DVD drive. You can plug a 'removable hard disk' into your computer. You can also plug so called 'memory sticks' into the USB sockets on your computer. Don't worry what USB stands for (Universal Serial Bus), they are just sockets that allow you to plug things into your computer. There are many different names for these USB memory sticks, such as 'flash drives' or 'USB drives'.
- As you add more drives to the computer, Windows assigns a drive letter to them. The hard disk is usually called drive C. The next disk that is added (probably the CD/DVD drive) will be called drive D, the next drive would be Drive E and so on.

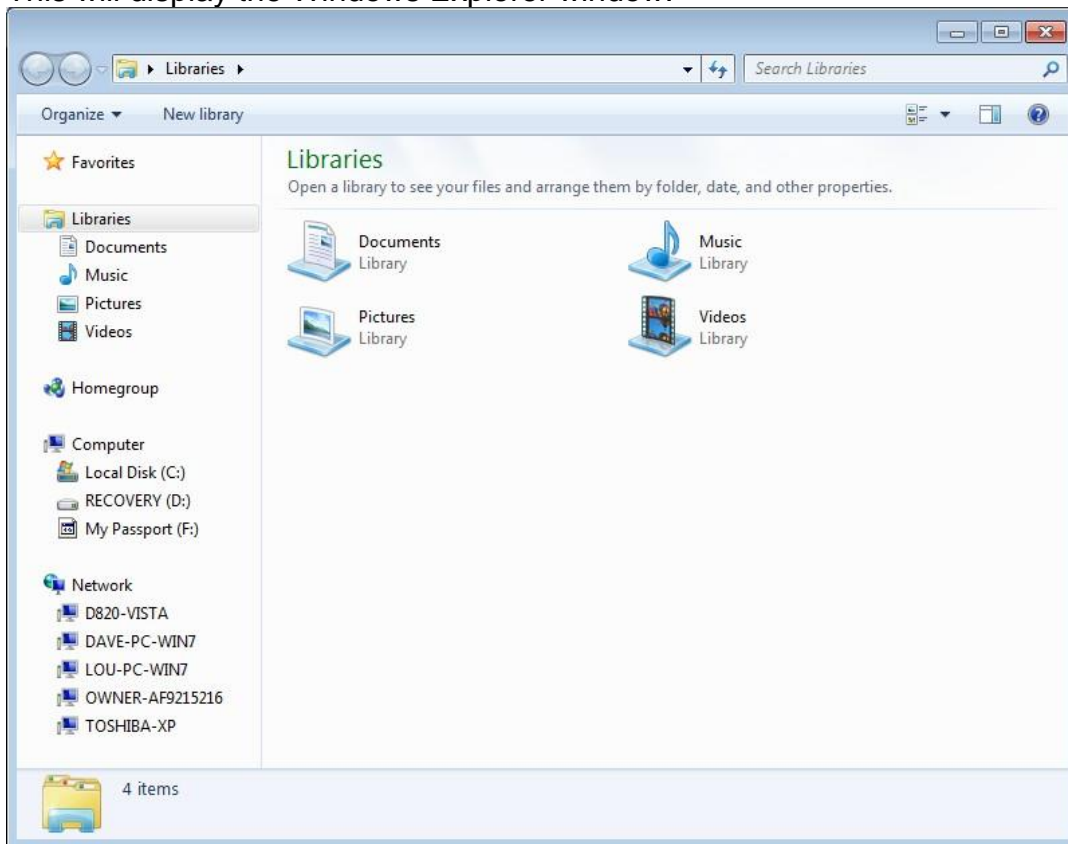
- If you are connected to a network, your network administrator may have set you up with additional 'network drives'. These are actually located within a different computer on your network and can have any free drive letter that the network administrator thinks is appropriate (such as Drive T).

Running the Windows Explorer program

- **Right click** on the **Start** icon. From the pop-up menu select **Open Windows Explorer**.



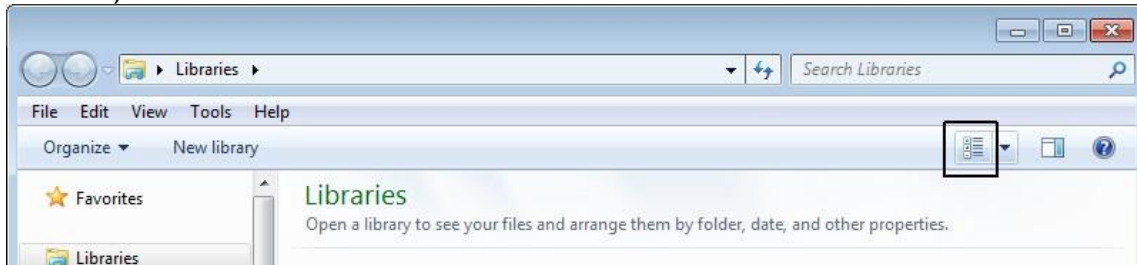
- This will display the Windows Explorer window.



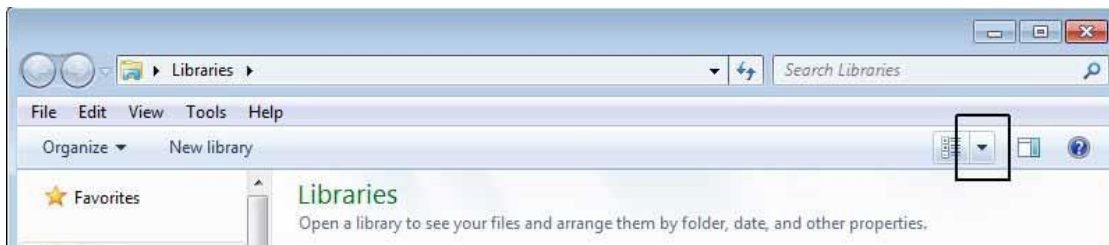
TIP: Do not confuse the **Windows Explorer** (which is generally used for exploring your computer disks, folders and files) with the **Internet Explorer** (which is used for exploring the Internet and surfing the Web). They are two entirely separate programs with very different functions.

Views within the Windows Explorer

- Click on the **Change your view** button (located towards the top-right of the window).



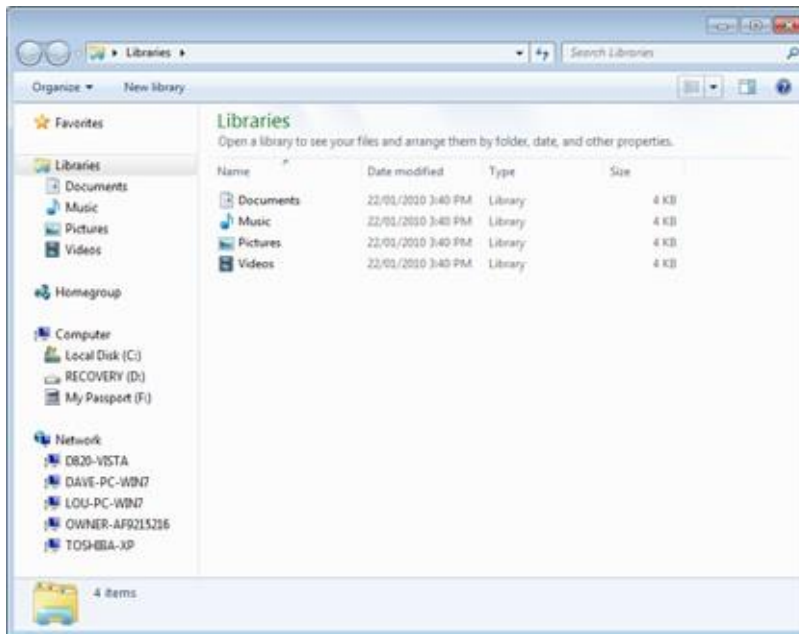
- Click on the button a few more times, you will see that you cycle through different views within the Windows Explorer.
- Click on the **down arrow** to the right of the **Change your view** button.



- You will see a pop-up menu, as illustrated.



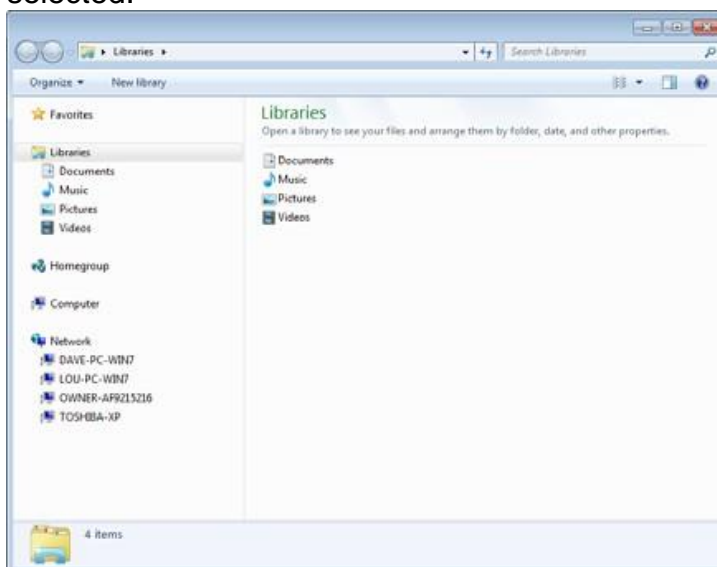
- Click on the **Details** view and the window will look like this. In **Details** view you can see details such as the name of a file or folder, the date it was last modified, the type of file or folder as well as the size of the file.



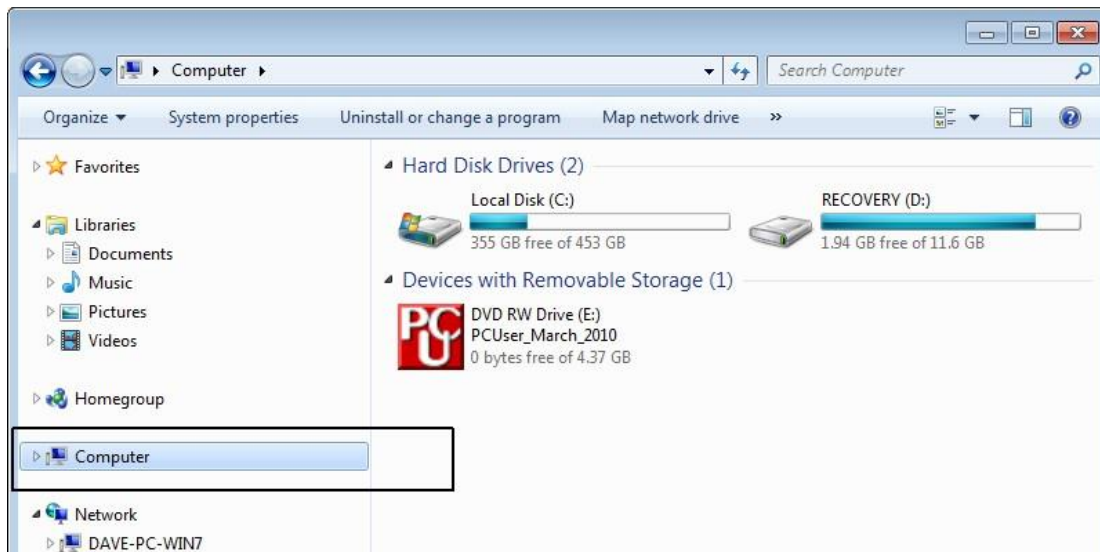
- Experiment with displaying the window contents in each of the other views available.
- Before continuing set the view type to **Details**.
- Close the Windows Explorer.

Expanding and contracting drives and folders

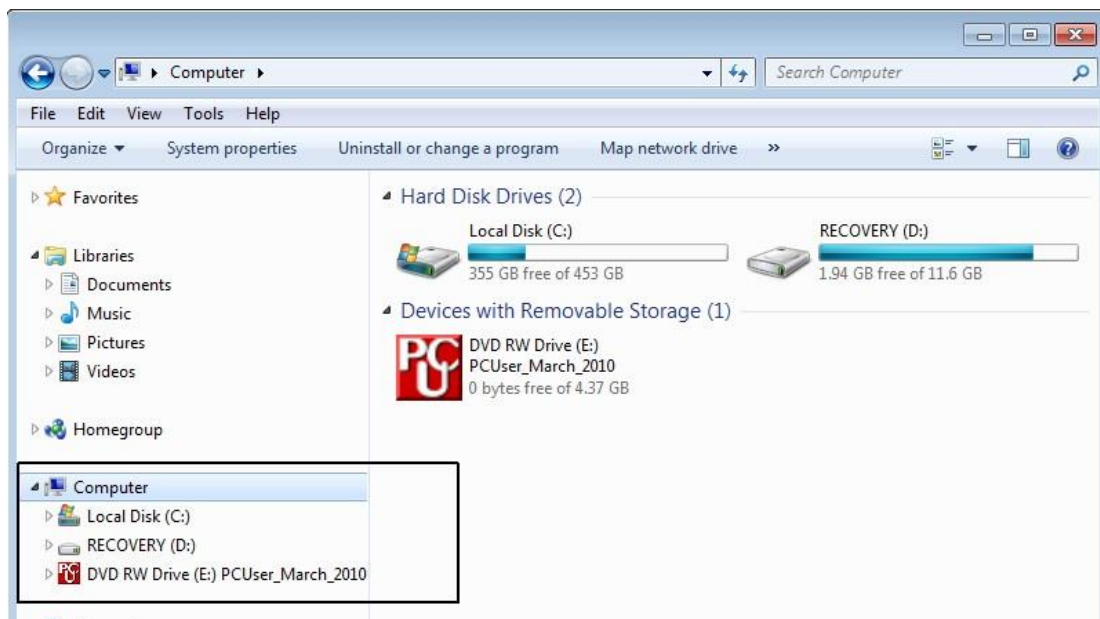
- Open the **Windows Explorer** window and make sure that the **Details** view is selected.



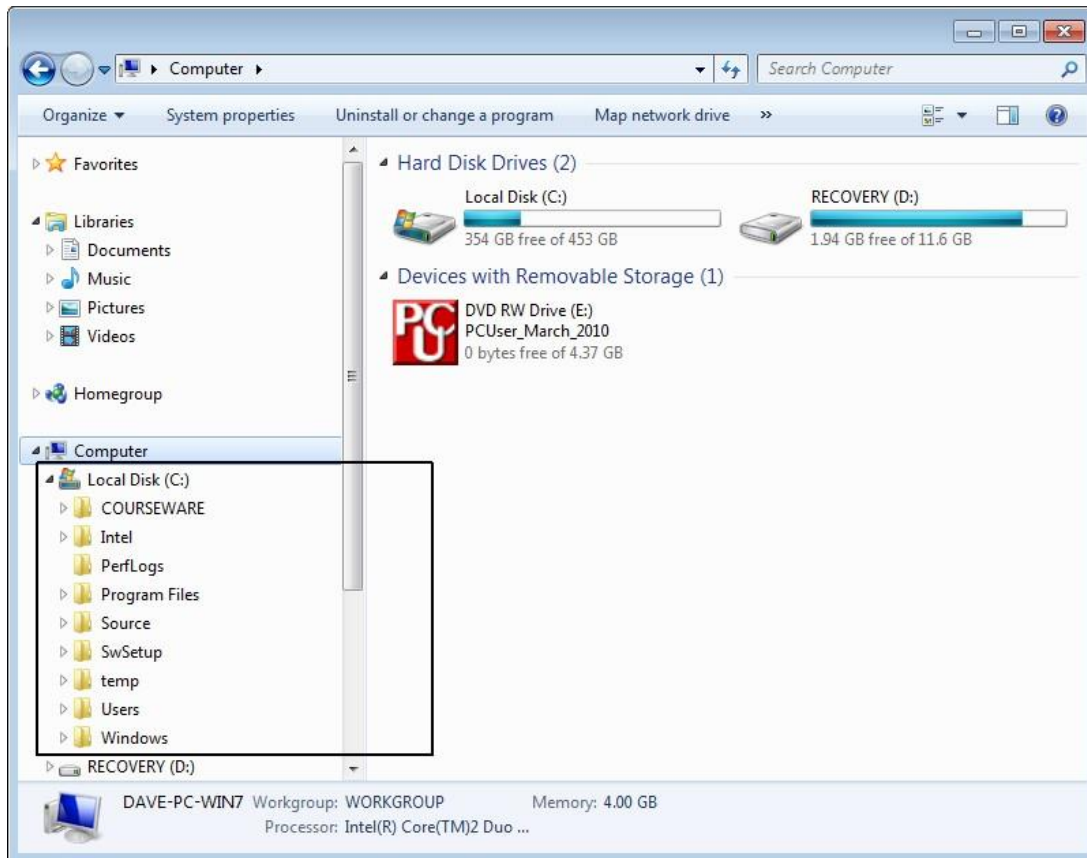
- Move the mouse pointer over the **Computer** item within the list. You will notice that a small arrow is displayed to the left of the **Computer** item.



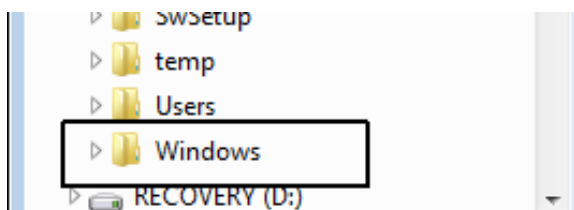
- Click on the small arrow to the left of the **Computer** item and the display will expand to show the drives connected to your computer. In the example illustrated, there are two hard disks, labeled drive **(C)** and drive **(D)**. There is also a DVD drive, which is labeled drive **(E)**.



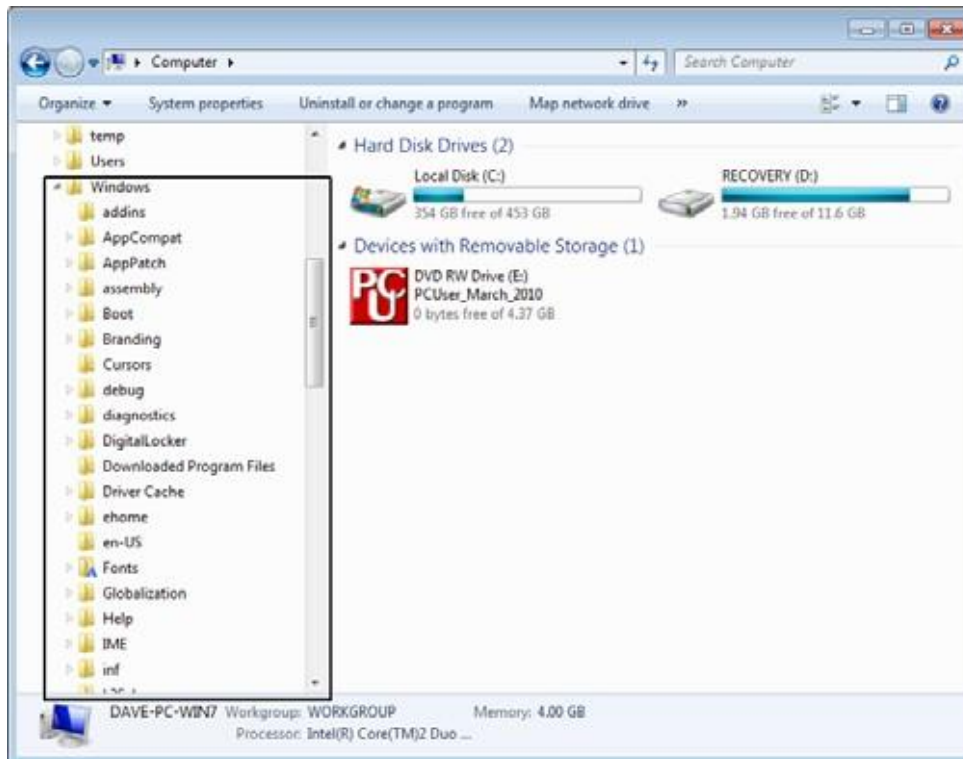
- Click on the small arrow to the left of the (C) drive and the display will expand as illustrated. This display lists all the folders contained on that drive.



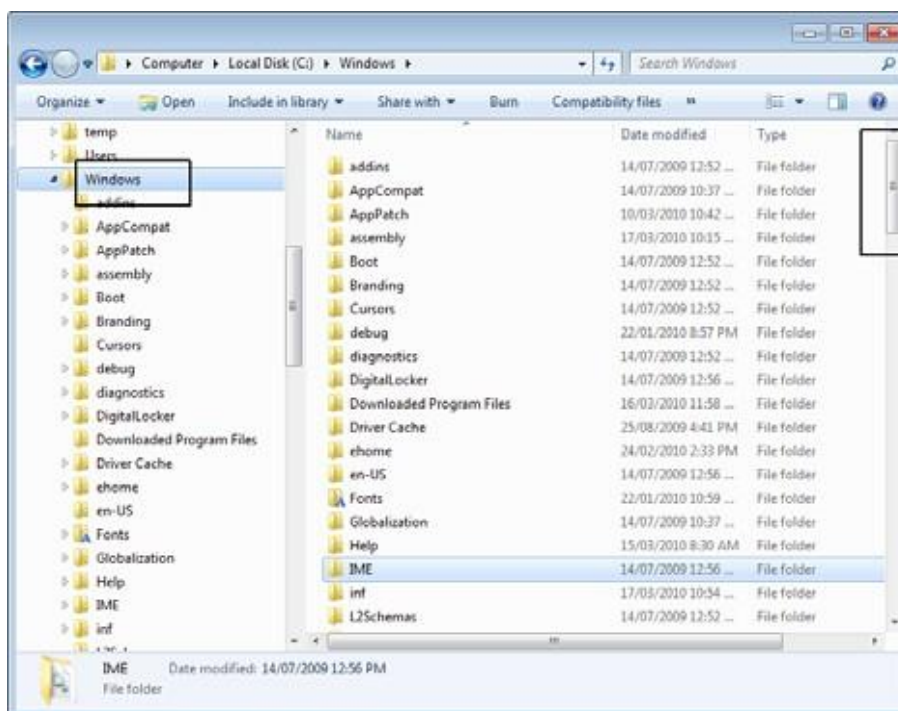
- You will notice that many of the folders on the (C) drive have a small arrow to the left of the folder name, for example the Windows folder looks like this.



- Click on the small arrow to the left of the Windows folder and the display will expand to show the sub-folders contained within the **Windows** folder.

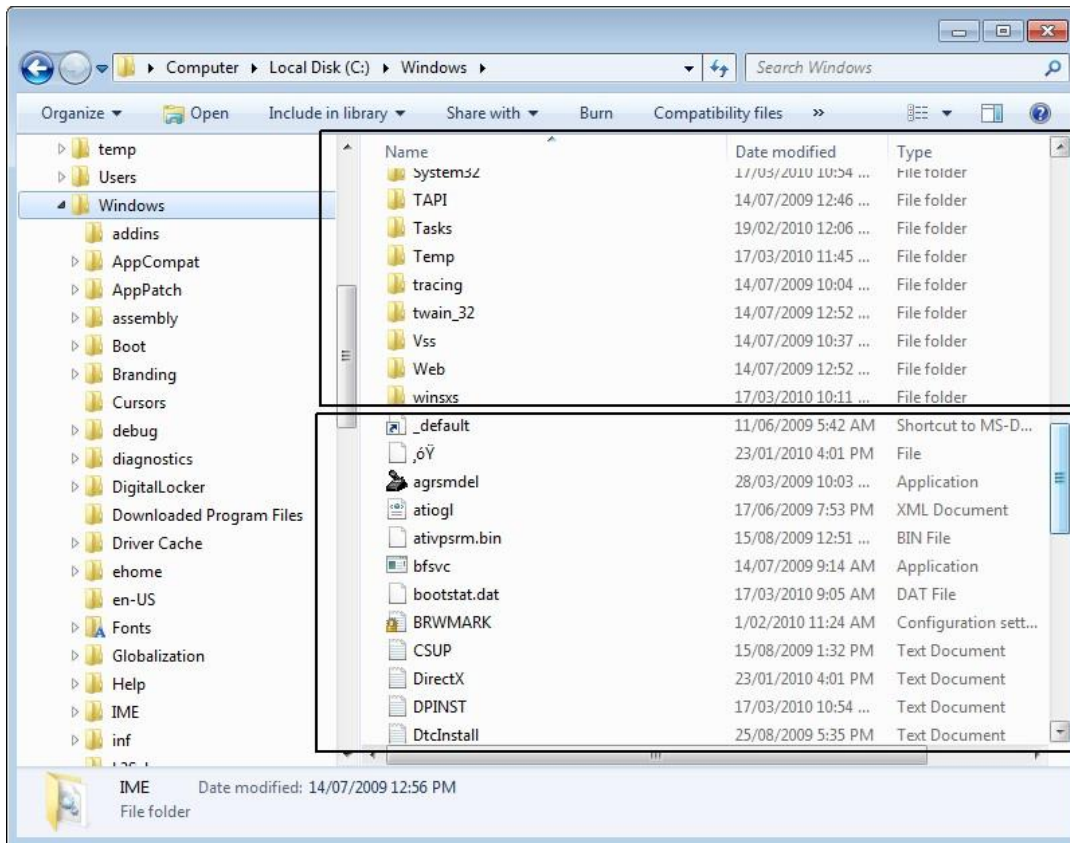


- Click on the word **Windows** (click on the word **Windows**, NOT the arrow to the left of it). The display will now look like this.

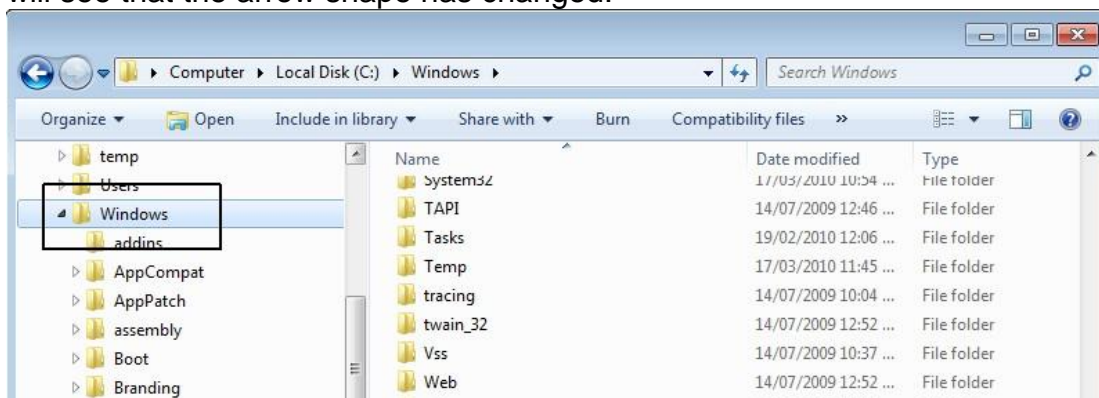


- As you can see, you now see items listed within the right section of the window.

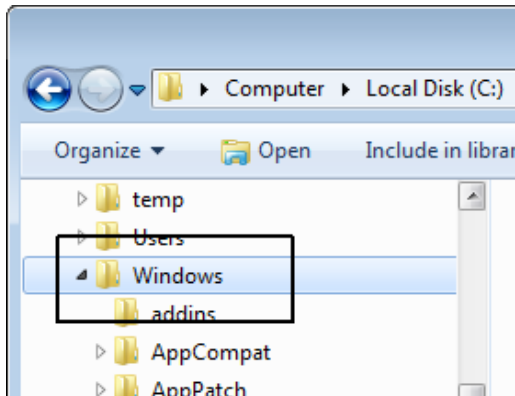
Drag the vertical scroll bar down the window and you will see that listed under the folder are the files contained within the Windows sub-folder, as illustrated.



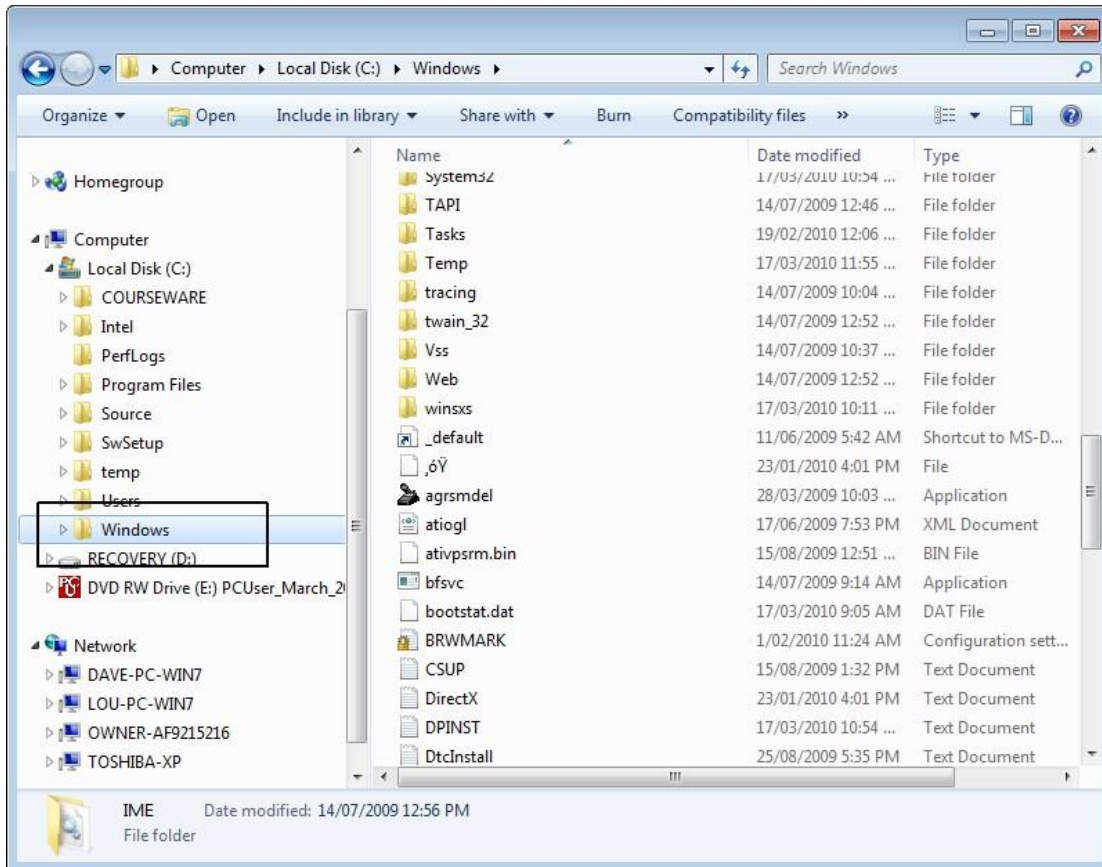
- By default the sub-folders within a folder are listed first, under these are then listed any files contained within the folder.
- If you look carefully you will see that all folders and sub-folders have the same icon representation, but files can have many different icons used to represent them in the listing.
- If you look at the word Windows (listed within the left section of the window), you will see that the arrow shape has changed.



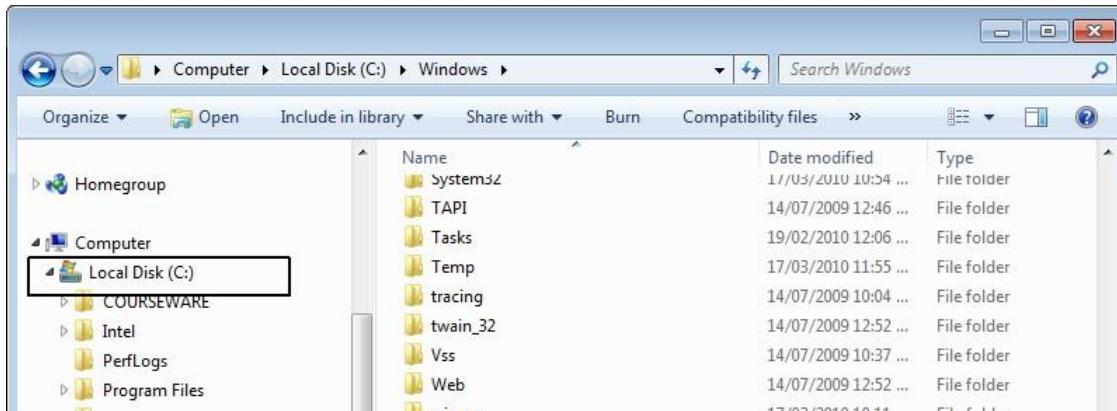
- To the left of the word Windows you now see this shape.



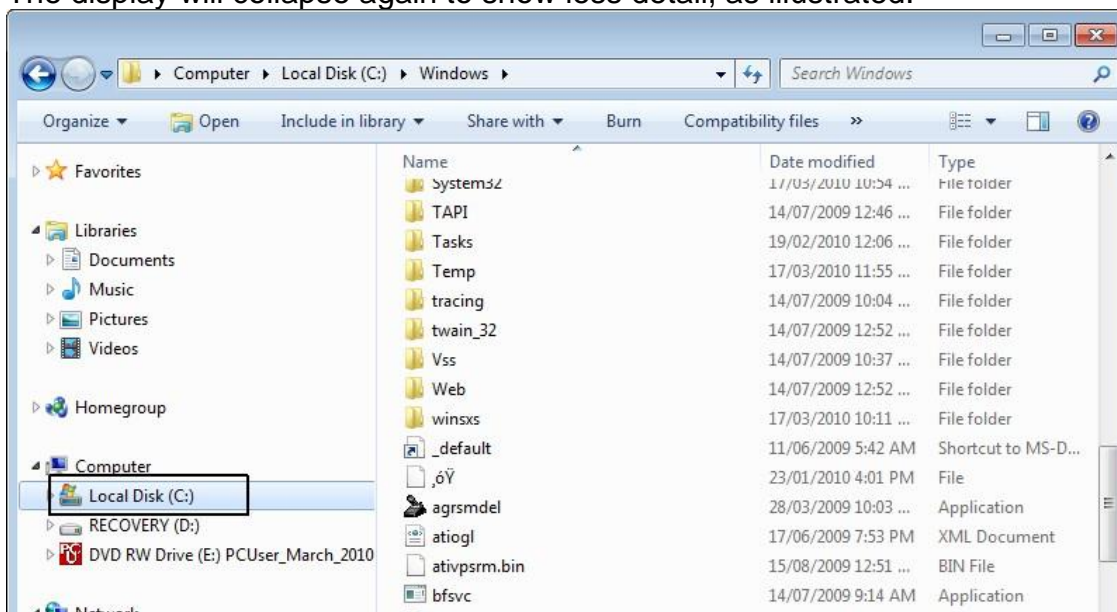
- Click on the shape to the left of the word **Windows** and the display will 'collapse' as illustrated.



- Click on the shape to the left of the **(C)** drive.



- The display will collapse again to show less detail, as illustrated.



- As you can see, you can easily control the level of detail within the Windows Explorer. You need to practice these techniques so that you can display folders and files as you require within the Windows Explorer window.

Drives, Folders and Files

- When accessing a hard disk, whether it is local to your machine or perhaps located on a network, Windows uses a system of drive letters to serve as logical pointers to the different physical drives you have access to. From each drive letter it is possible to access all of your files stored on that particular physical drive.
- If all of the files were held together in one place on each drive, the system would be very difficult to use because of the sheer number of files involved. To help organise your files it is possible to create folders (also referred to as directories) to help divide and even sub-divide the files stored within the various logical drives available. A system of hierarchical folders within folders which represent your

hard disk are often referred to as the folder (directory) tree, in the same way the very top of the file system is known as the root folder (directory).

- Finally, at the very end of this structure are the various files which we use.

Data storage devices

- **Hard Disk:** Stores your operating system, application programs and data. When you save data, it is normally saved to the hard disk.

Diskette (floppy disk): The original IBM PC did not have a hard disk, the operating system, programs and data had to be contained in one or two diskettes. Later a hard disk was added, after which point diskettes were used for supplying programs which could be installed (i.e. copied) to the hard disk, or you could back up small amounts of data to the diskette. Most modern PCs are no longer supplied with a diskette drive, due to the fact that diskettes are unreliable and are easily damaged. They only hold very small amounts of data.

CD / DVD: These have largely replaced diskettes as a way of supplying programs. They can hold a lot more data.

USB Flash Drives: These are small, stick-like devices that plug into a USB port. They can store Gigabytes of information and are an easy way to transfer data from one computer to another. There are security considerations attached to their use as it is easy to copy large amounts of data to these devices and then take that information out of the office, for this reason many companies ban the use of these devices. When using a USB flash drive the drive is listed within the Windows Explorer program in exactly the same way that your hard disk is. It will have a drive letter associated with it.



Network Drives: Seen by your computer as a normal drive, but in reality the network drive is a folder located on another computer which is connected to the network.

File sizes and disk storage capacities

- Each file stored on a disk is a certain size. Some files such as those that only contain text are very small while others containing applications or videos can be enormous. The capacity of storage disks is often quoted in Gigabytes.

- The basic storage unit is called a bit. The relationship between storage values is illustrated below:

Bit:

1 or 0 level of storage is called a Bit

Byte:

Eight bits is called one Byte

KB, Kilobyte:

A Kilobyte (KB) consists of approximately one thousand Bytes

MB, Megabyte:

A Megabyte (MB) is approximately one million Bytes

GB, Gigabyte:

A Gigabyte consists of approximately one thousand Megabytes

TB, Terabyte:

A terabyte (TB) is approximately one thousand Gigabytes

Online Storage

- With the advent of high speed internet connections it is now possible to store your files online. This allows you to access your files from any computer with an Internet connection. If you wish you can also give permission for other people to access your files, for example you could allow family members to access your digital photo collection.

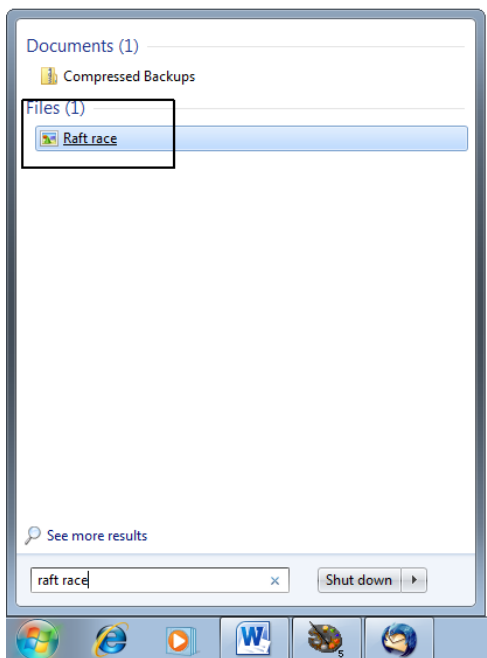
Searching

Searching for files on your hard disk

- Close any open windows.
- Click on the **Start** button and you will see the **Search** box displayed, as illustrated.



- Enter the name of the file that you are searching for. In this case enter the name **Raft race**.



- After a short delay you will see the file that you are searching for is displayed towards the top of the search window.
- Double click on the **Raft race** file and you will be able to view the picture.



- Close all open windows.

Opening the Search Window

- Press the **Windows** key and the **F** key simultaneously.



- This will display the **Search** Window.

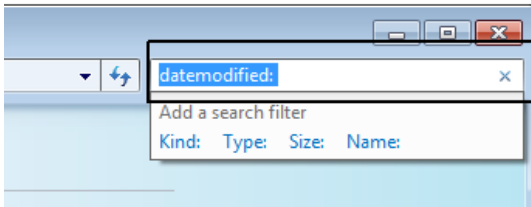


Searching by file size

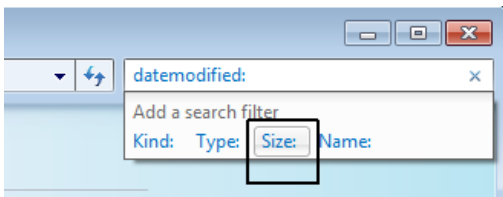
- Close any open windows.
- Press the **Windows** key and the **F** key simultaneously.



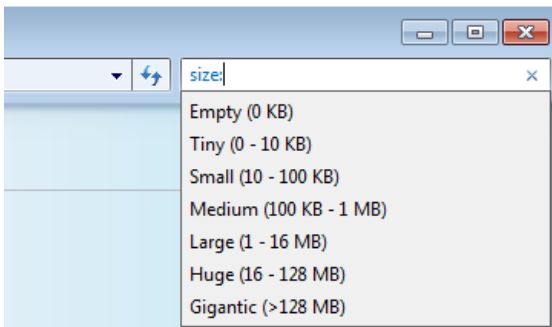
- This will display the **Search** Window. Click within the search box (top-right) and you will see the following drop down displayed.



- Click on **Size**.



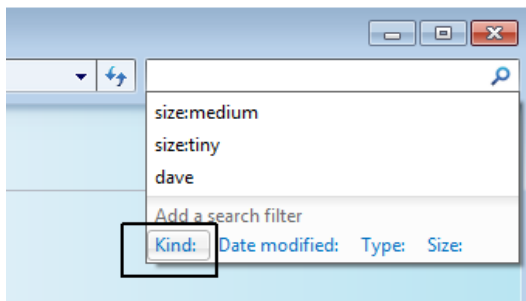
- You will see a drop down list of file sizes.



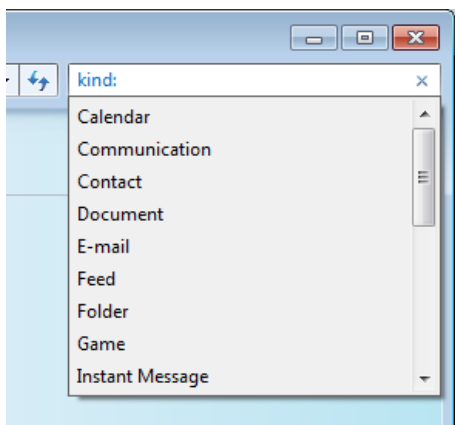
- Experiment with selecting different file sizes and see how this affects the results that are displayed in the search window.
- Leave the search window open and move onto the next exercise.

Searching by Kind

- Clear the search box and then select **Kind**.



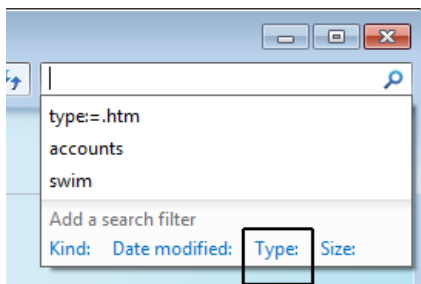
- This will display a list of file types.



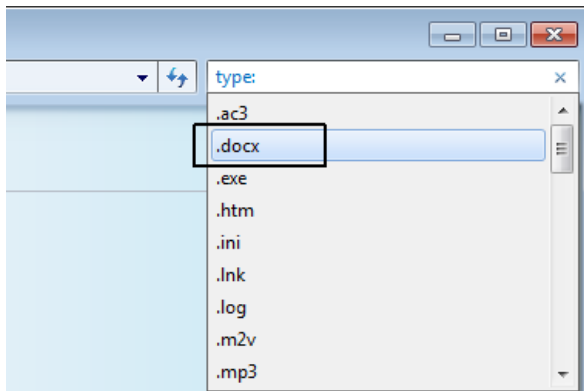
- Try selecting the **Document** file type and see the effect.
- Try selecting the **Folder** type and see the effect.

Searching by Type

- Clear the search box and then select **Type**.



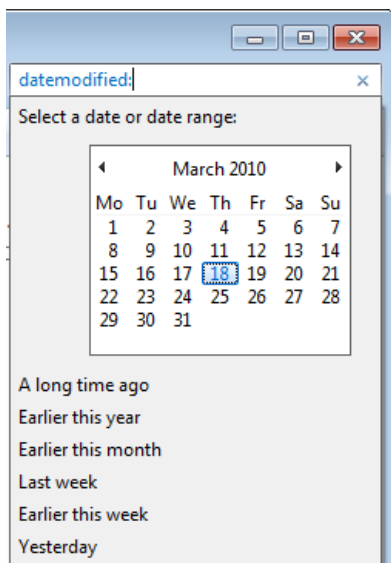
- This will display a list of file types.



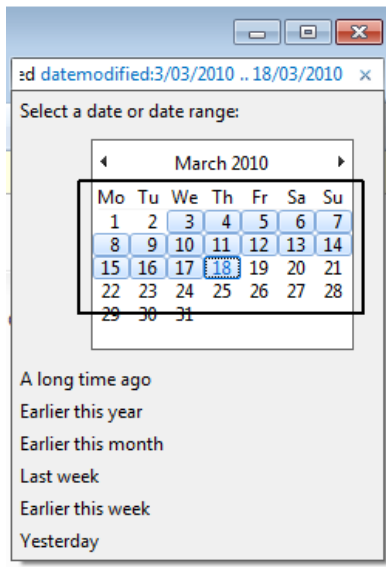
- Try selecting the **.docx** file type and see the effect.

Searching by Date Modified

- Clear the search box and then select **Date Modified**.

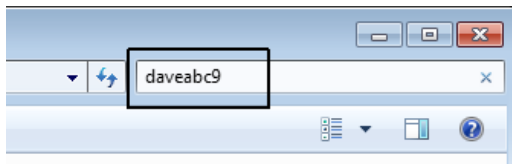


- Experiment with using the options available, such as '**A long time ago**' and '**Earlier this month**'.
- You can also specify an exact date range. To do this click on the first date and drag across the calendar to the last date, as illustrated below. You may not see any results displayed if no file modifications match your search criteria.

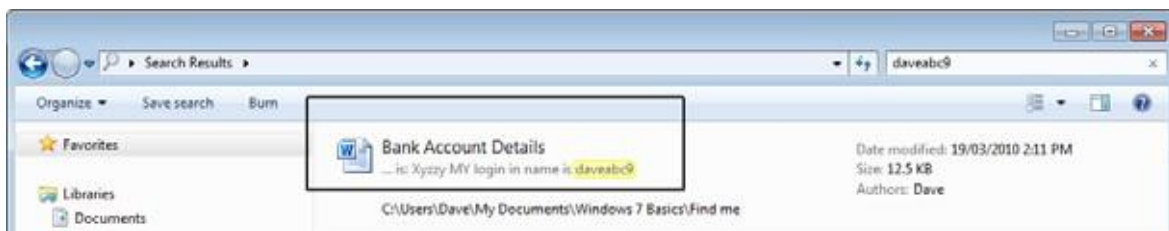


Searching by file content

- You can search for a file if you know the file name. In real life you may create a document and remember what is in the document, but not remember where you saved the document, or what the file name was. The good news is that you can search for file content. For instance let's say you created a document containing an unusual word or phrase, such as **daveabc9**, then this can be used to find the file.
- Type the word **daveabc9** into the search textbox.



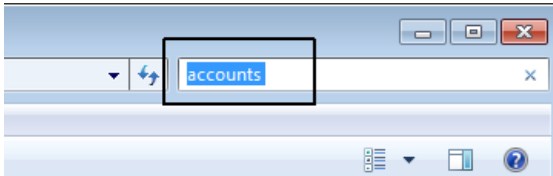
- After a short delay you should see that the file name which contains this text is displayed within the search results.



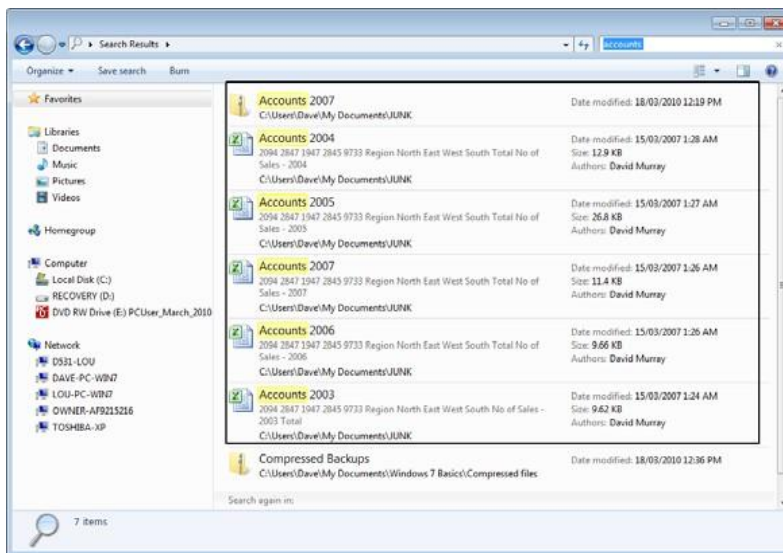
- Double click on the file to open the document and verify that the document does indeed contain the text **daveabc9**.

Searching using partial file names

- Sometimes you may not remember the exact file name. Take an example where we know the file name starts with the word **Accounts**, but we cannot remember the rest of the name. Windows will still be able to find the file for us.
- Type the word **Accounts** into the search textbox.



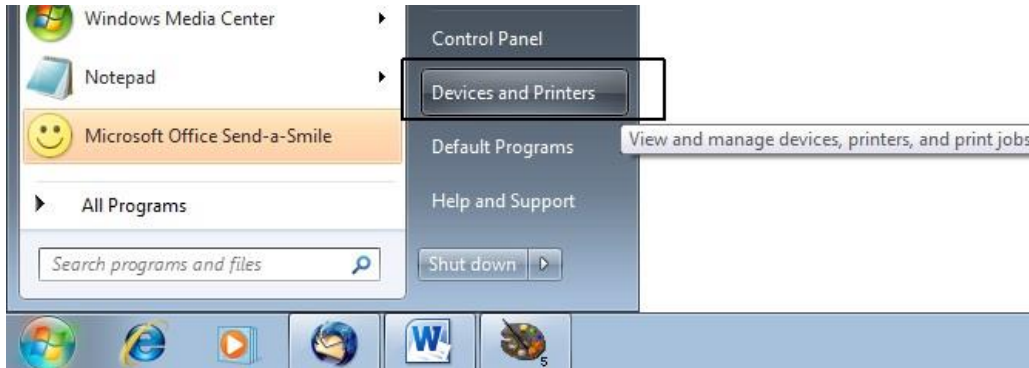
- The search window will display the following results. As you can see there are a number of files starting with the word **Accounts**.
- Close all open windows before continuing.



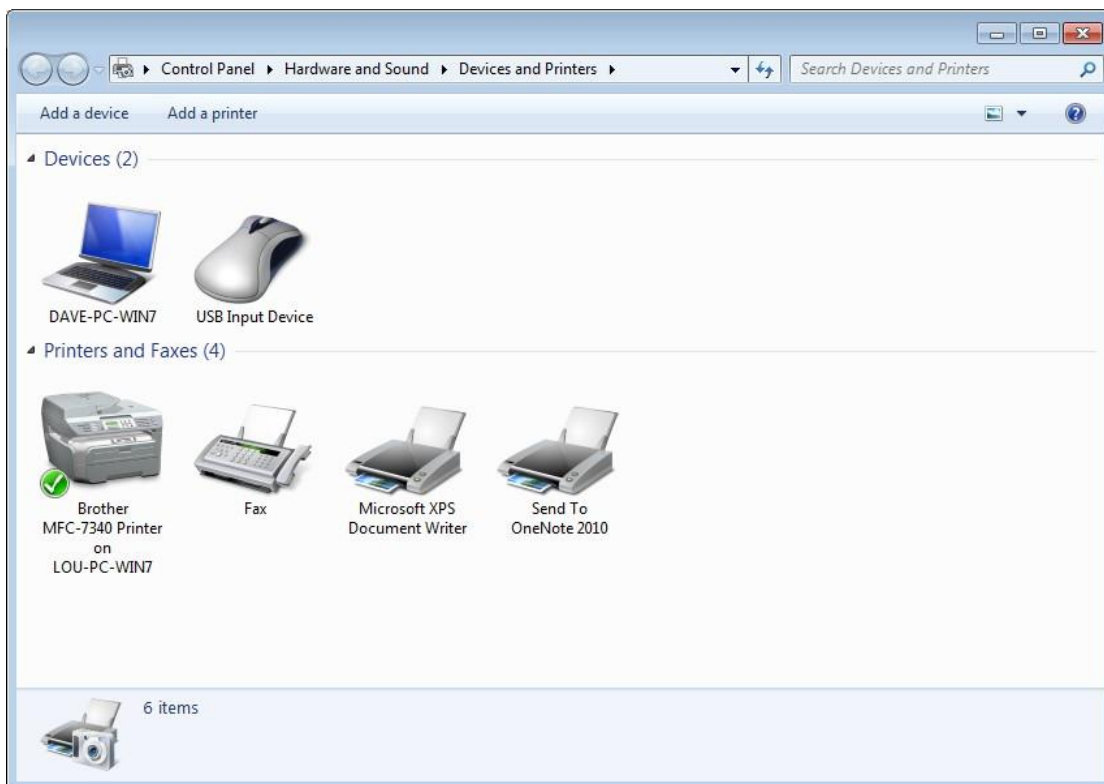
Printing Issues

Viewing the printers that are available to your PC

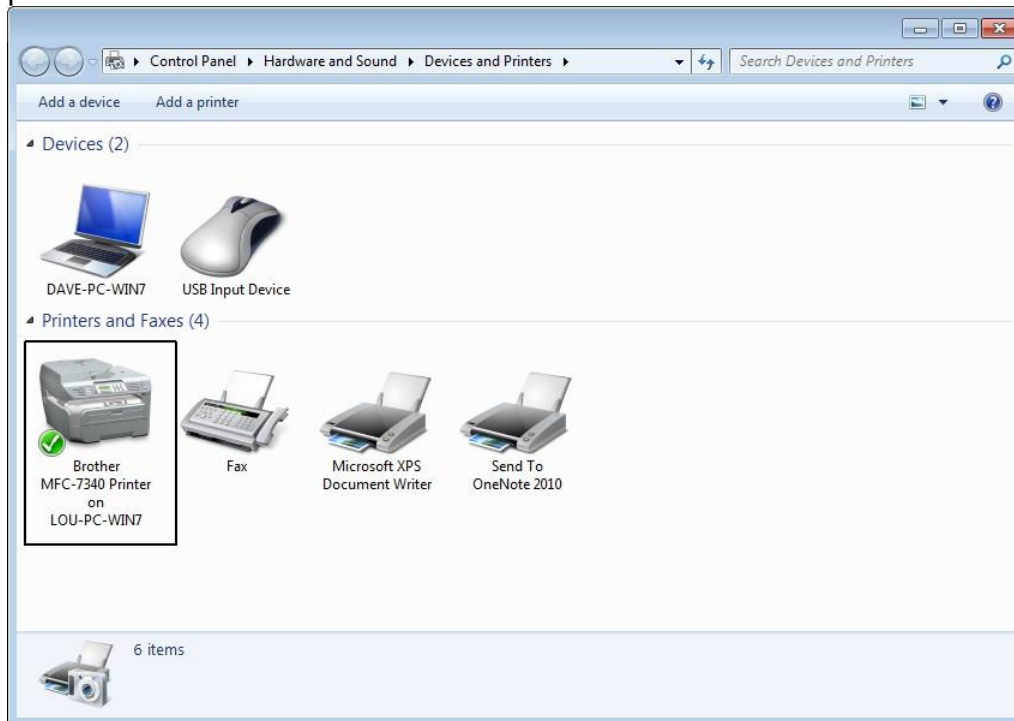
- In many larger organisations you may have the choice of printing to more than one printer. To see which printers are available you can use the Control Panel. To do this click on the **Start** button and then click on the **Devices and Printers**.



- You will see the **Devices and Printers** window displayed, as illustrated. The actual contents of the window will depend on the printers in use at your particular site.



- In this example the **Brother** printer is set as the default printer. The default printer is marked with a tick.



NOTE: You will have different printers installed.

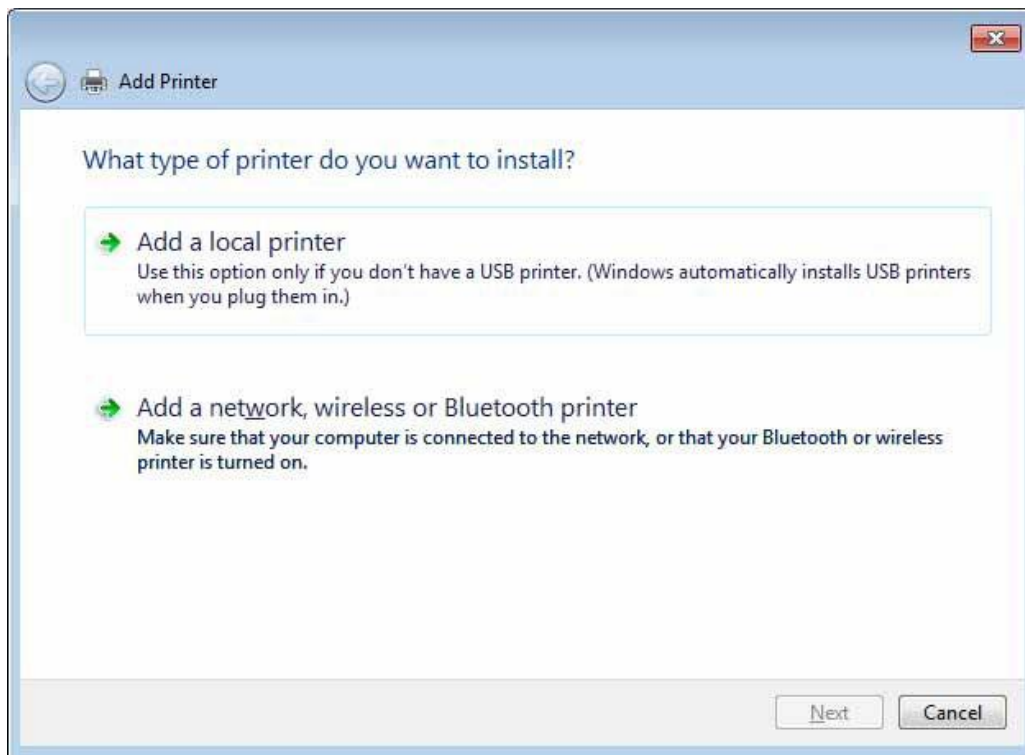
- Close the window.

Installing a new printer

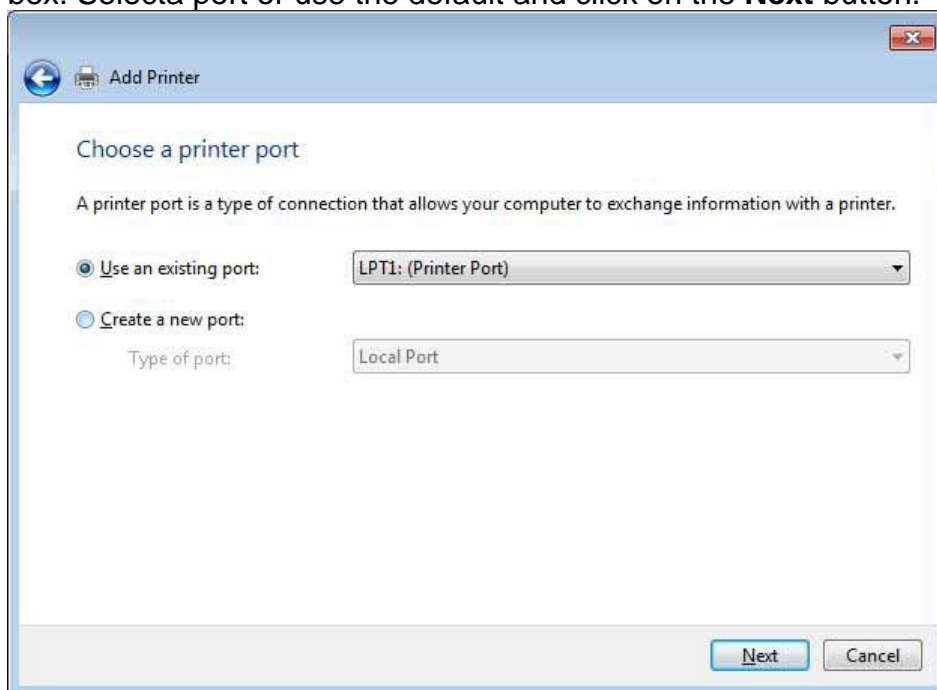
- Click on the **Start** button and then click on the **Devices and Printers**.
- Within the **Devices and Printers** window, click on the **Add a printer** link.



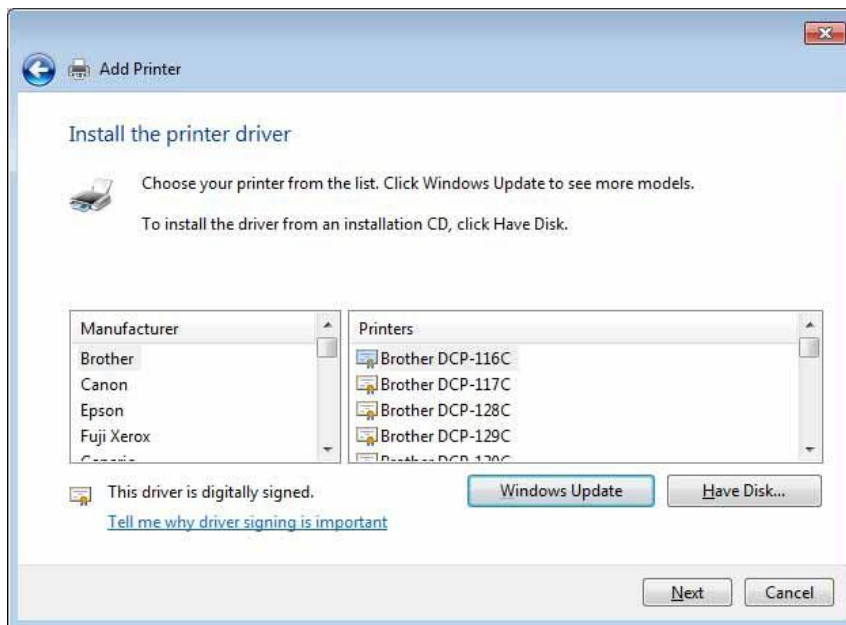
- You will see the following window displayed.



- If the printer is attached directly to your computer, click on the **Add a local printer** option. If your printer is on a network use the second option. In this example use the **Add a local printer** option. You will see the following dialog box. Select a port or use the default and click on the **Next** button.



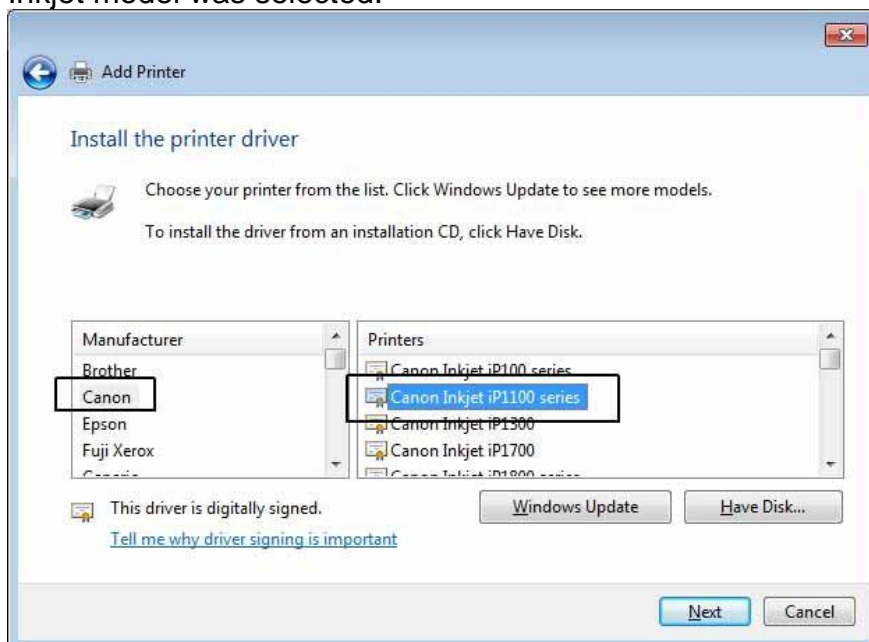
- The next screen allows you to select a make and model of printer to install.



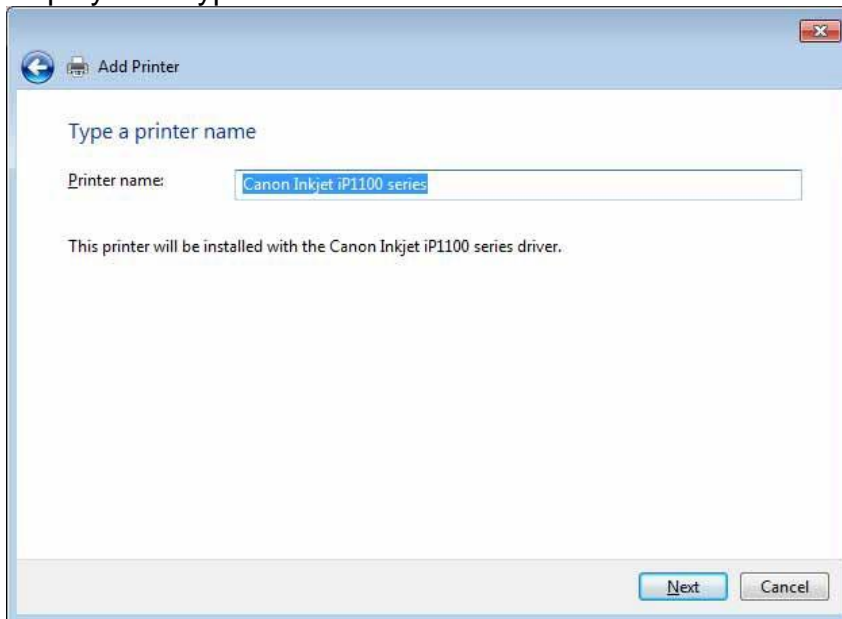
TIP: You may have to insert a disk to install a printer that Windows does not know about.

After you have selected a make and model, click on the Next button.

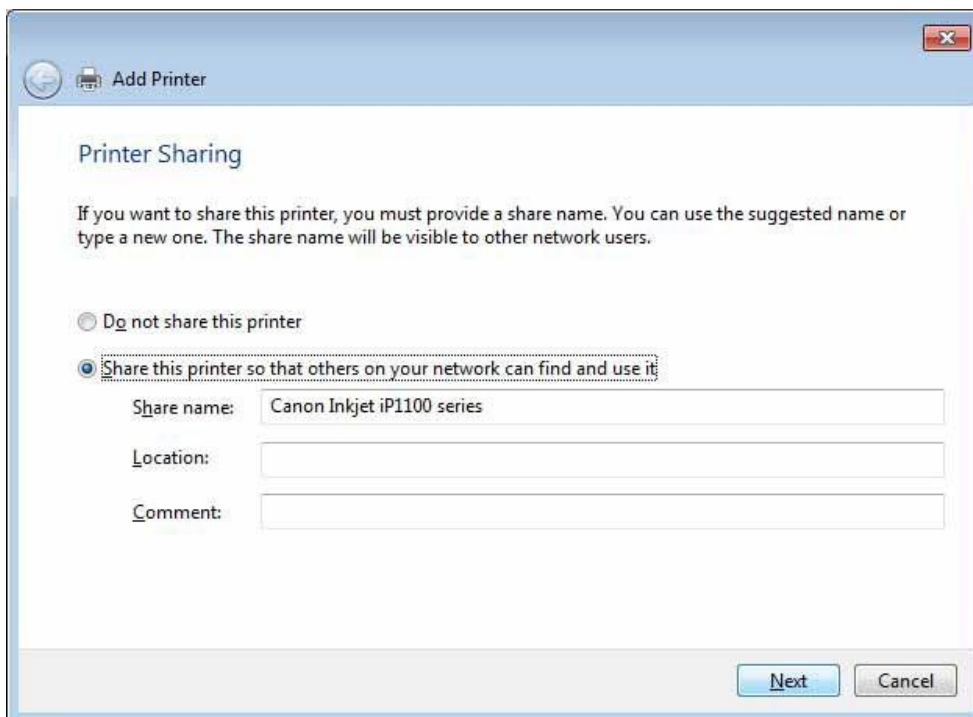
For the purposes of this exercise choose any manufacturer and then select any printer model. In the example below Canon was selected and then a Canon Inkjet model was selected.



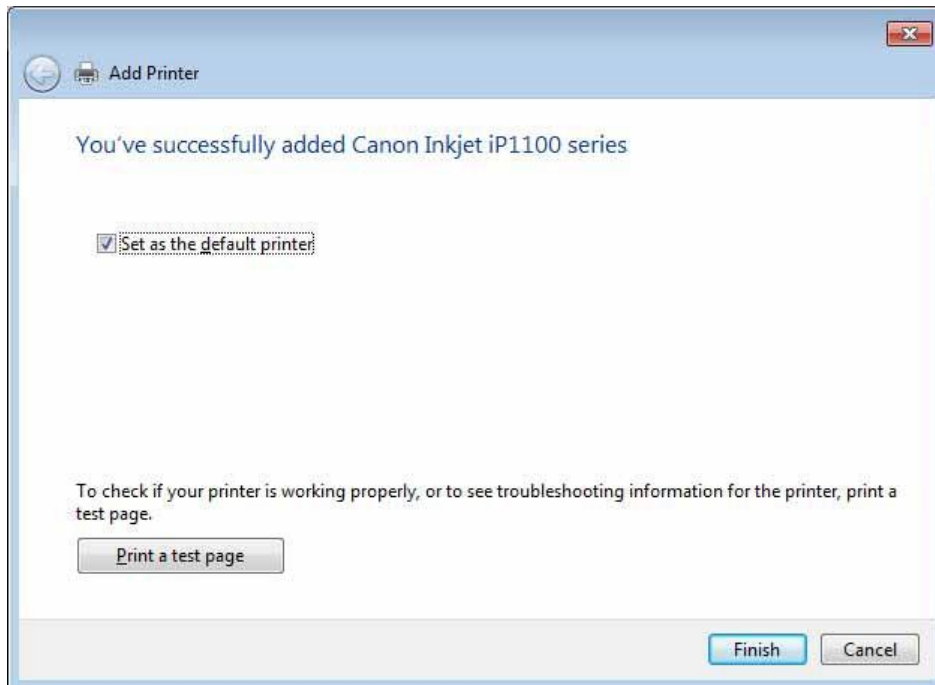
- The next screen allows you to give the printer a name. Accept the name displayed or type in a new name. Then click on the **Next** button.



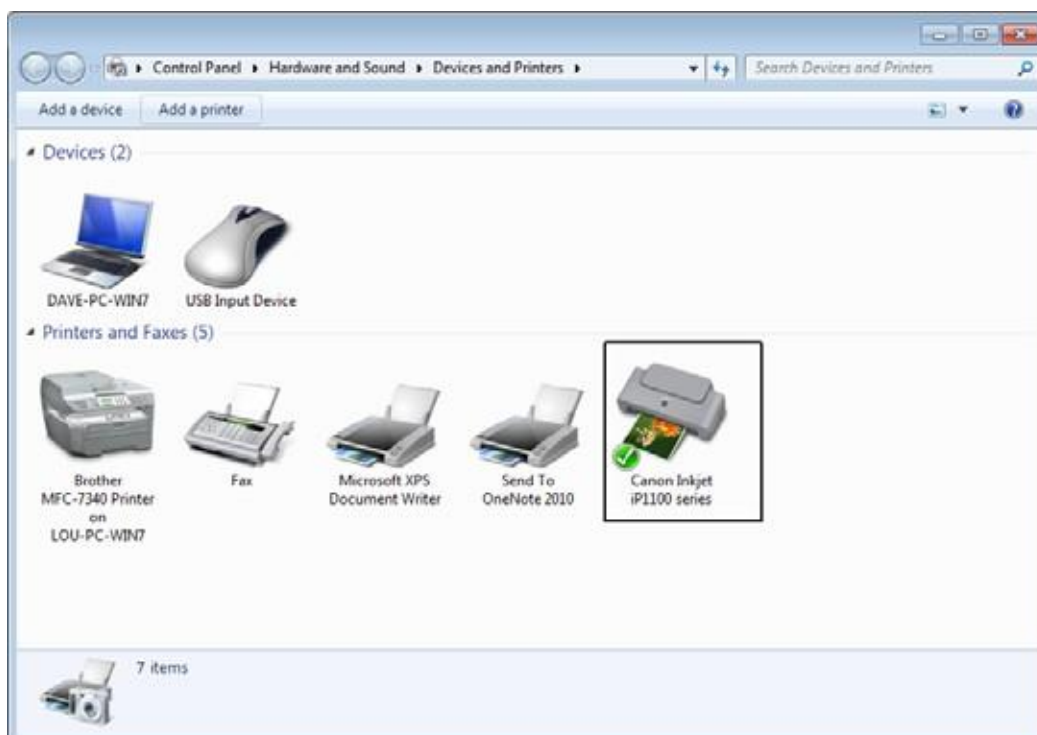
- The next screen allows you to share the printer with other computers on your network. Click on the **Next** button to continue.



- The final screen allows you to set the new printer as the default printer that will be used on your computer. You can also test that the printer is correctly installed.



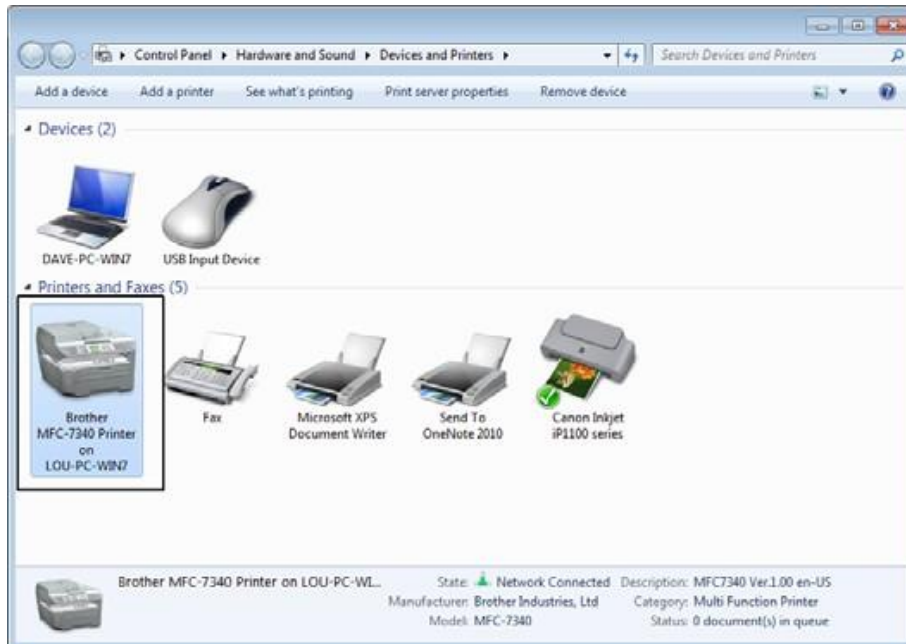
- Click on the **Finish** button.
- If you take a look at the Devices and Printers window, you will now see the new printer is installed and set as the default printer (shown by the tick next to the printer).



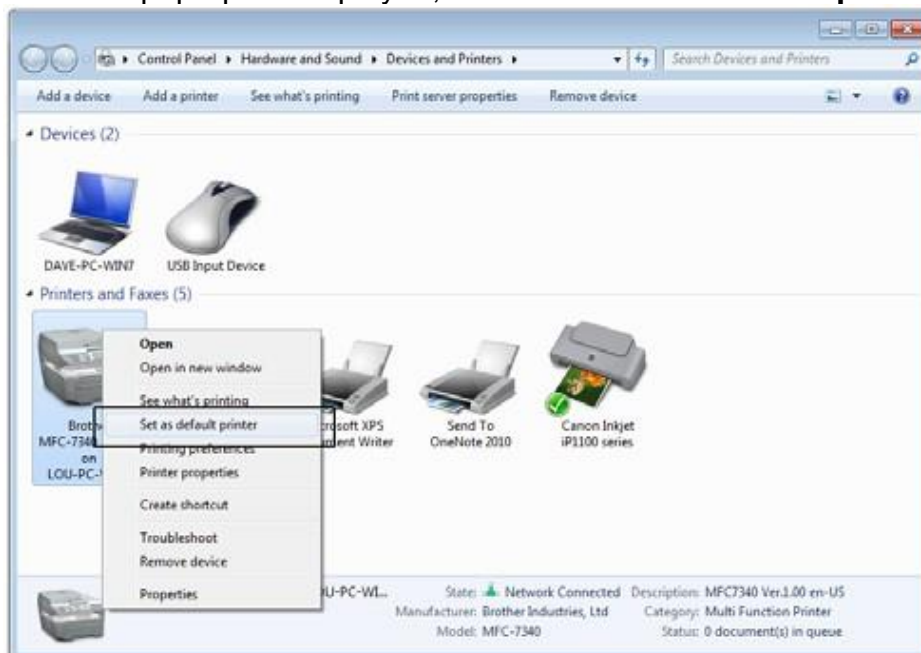
- Close all open windows.

Changing the default printer

- Click on the **Start** button and then click on the **Devices and Printers**.
- To set a different printer as the default printer, right click on the printer icon you wish to set as the new default printer. In this case right-click on the original default printer.



- From the pop-up list displayed, click on the **Set as default printer** command.



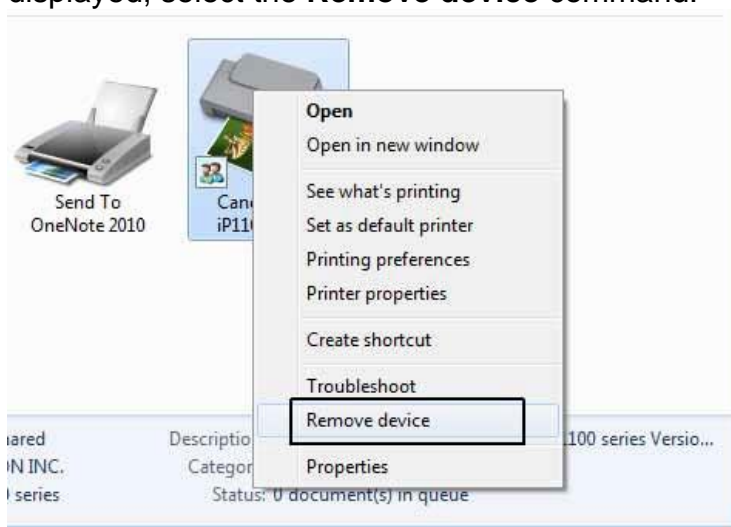
- The original default printer will now be marked with a tick, indicating that once again, it is the default printer.



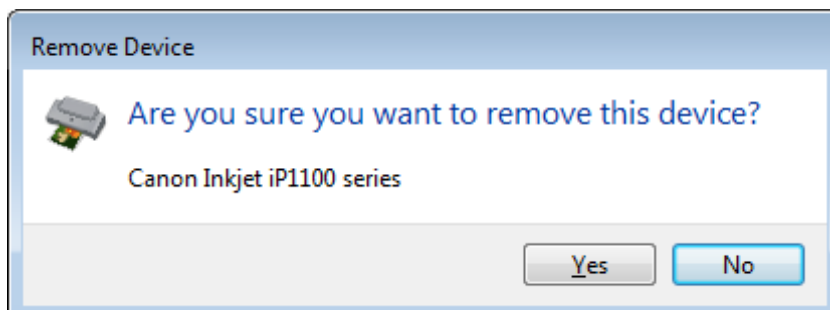
- Close all open windows.

Removing a printer

- Click on the **Start** button and then click on the **Devices and Printers**.
- Right-click over the printer that you wish to remove and from the pop-up menu displayed, select the **Remove device** command.



- You will see a warning dialog box.



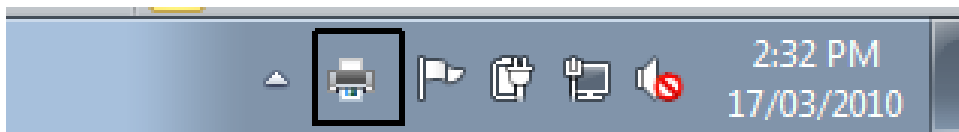
- Click on the **Yes** button and the printer will be removed.
- Close all open windows.

Printing from an application

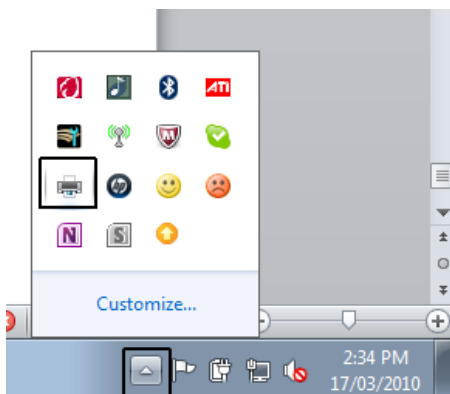
- Once the printer is correctly connected and installed, you normally print from within your applications. In most applications the keyboard shortcut to print your work is **Ctrl+P**.
- Alternatively use the menu sat the top of the application to print your work.

Controlling print jobs

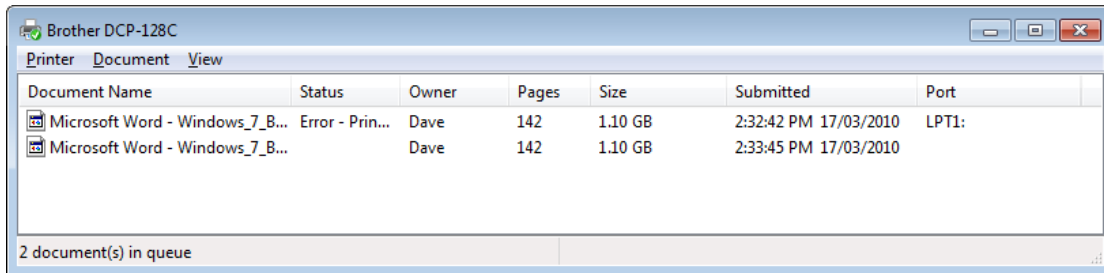
- When you print a document the printing is handled by a part of Windows called the Print Manager. After starting a document printing, you can view the Print Manager by clicking on the **Print Manager** icon displayed at the bottom-right of the screen.



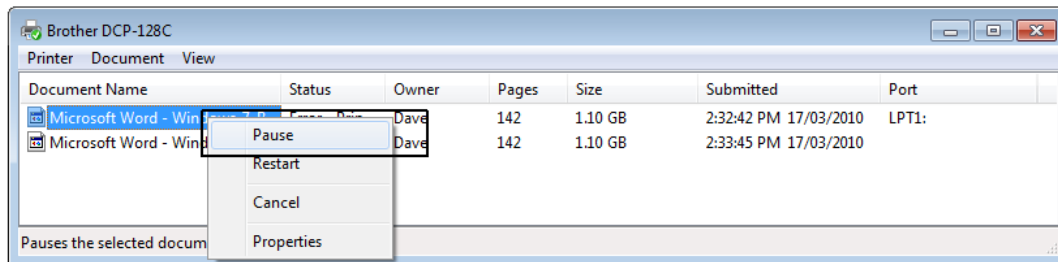
NOTE: If you do not see the Print manager displayed within the Task Bar at the bottom of the screen, click on the **Show hidden icons** control, and then click on the Printer icon.



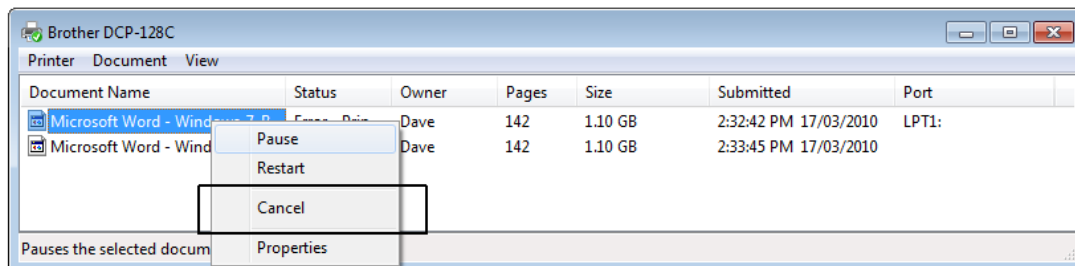
- You will see something like this displayed on your screen.



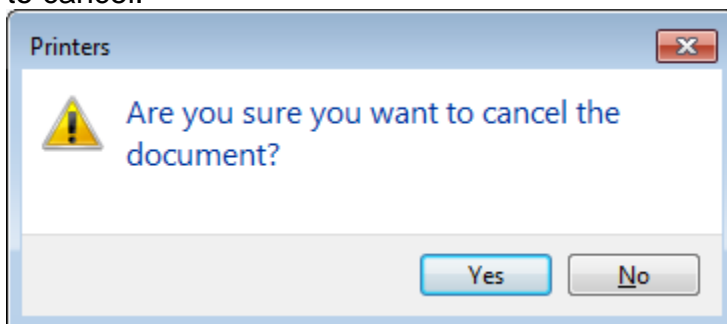
- As printing is a slow process, if you try and print a lot of documents at the same time you will see the documents queued up within the Print Manager. You can pause the printing of a document by selecting the document within the print queue, right clicking and selecting the **Pause** command. To restart the printing select the **Restart** command.



- To cancel the printing of a particular document right click over the document and select the **Cancel** command.



- You will see a warning screen. Click on the **Yes** button to confirm that you wish to cancel.



- Close all open windows.