Greenwood Public
Library

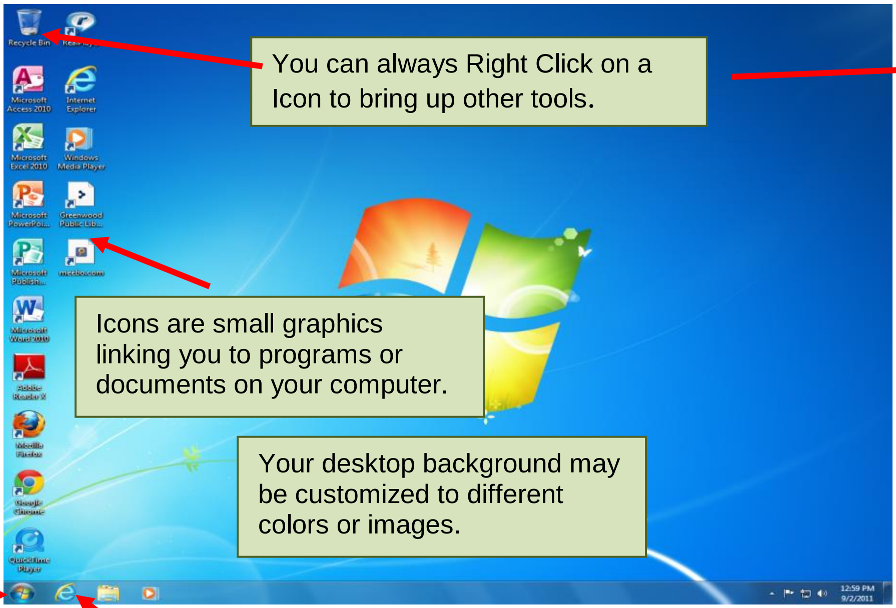
Introduction to Windows 7

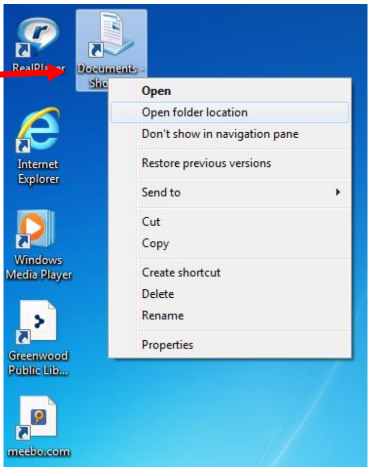
Microsoft Windows is the software that manages your computer: an operating system. It controls how programs are opened and closed, how information is stored in files, and how users can move around within the system.

Mouse Review

Always rest the palm of your hand lightly on the mouse, so that your hand holds it steady, and gently click. When you are asked to click, it usually means one click on the left button of the mouse. A double click is two clicks in quick succession of the left button. Once in awhile, you might right click, which is one click of the right button.

Your Desktop


Recycle Bin
Microsoft Access 2010
Internet Explorer
Microsoft Excel 2010
Windows Media Player
Microsoft PowerPoi...
Greenwood Public Lib...
meebo.com
12:59 PM
9/2/2011


RealPlayer
Documents - Sho...
Open
Open folder location
Don't show in navigation pane
Restore previous versions
Send to
Cut
Copy
Create shortcut
Delete
Rename
Properties
Internet Explorer
Windows Media Player
Greenwood Public Lib...
meebo.com

You can always Right Click on a Icon to bring up other tools.

Icons are small graphics linking you to programs or documents on your computer.

Your desktop background may be customized to different colors or images.

Start button

System tray

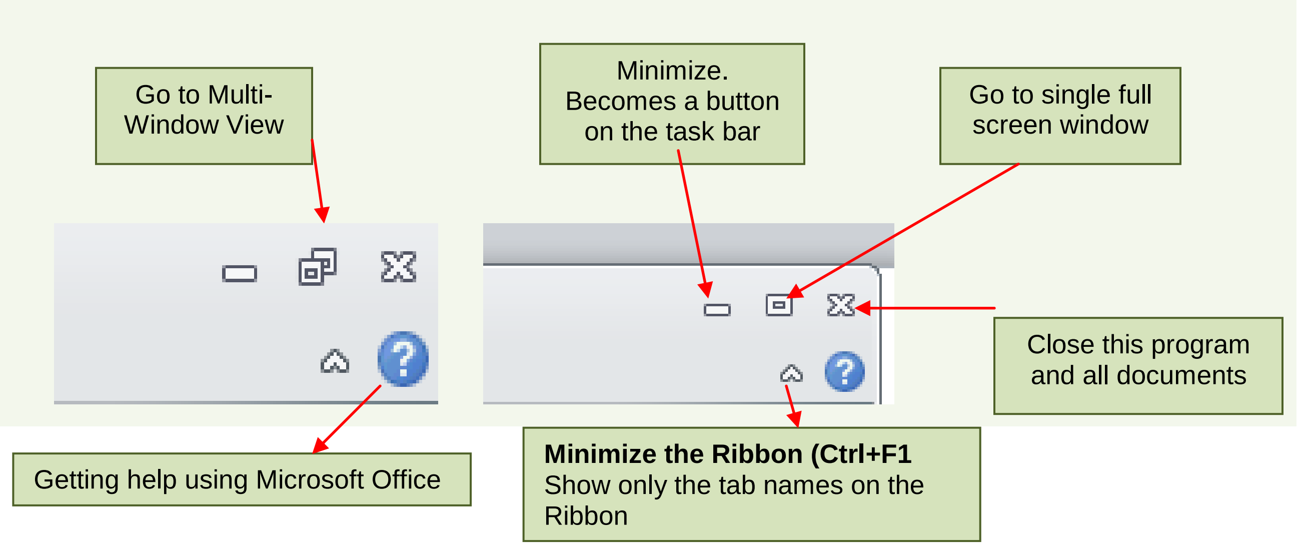
Shortcuts to frequently used programs.

The **start button** will display the different programs, documents, settings and search options on your computer.

The **shortcuts** are pretty self-explanatory. They allow you to access frequently used programs without going back to the desktop or to the start menu.

Your **system tray** contains programs and other things running in the background. (This might contain your virus scanner, instant messaging programs, and volume control.)

The Anatomy of a Window:



Go to Multi-Window View

Minimize. Becomes a button on the task bar

Go to single full screen window

Close this program and all documents

Getting help using Microsoft Office

Minimize the Ribbon (Ctrl+F1
Show only the tab names on the Ribbon

The **multi-window** view allows you to see more than one window at once.

The **minimize** bar shrinks the window to appear on your task bar.

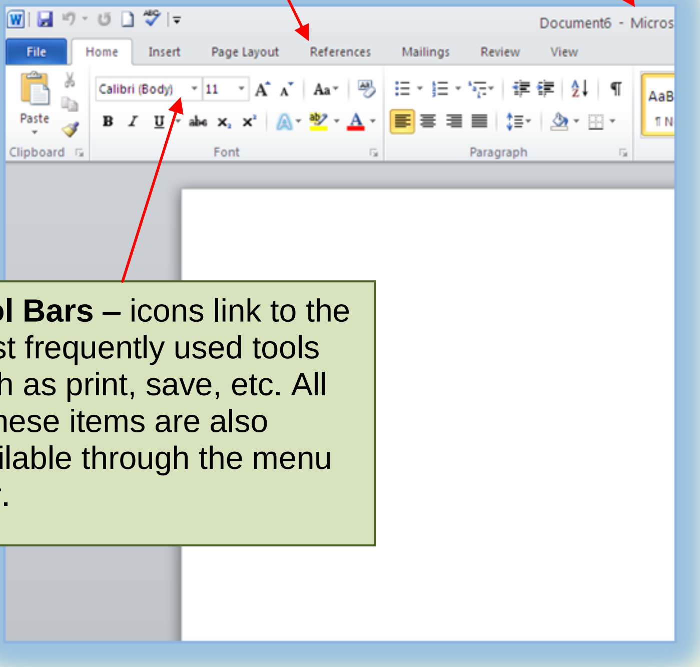
The **full screen** window button makes the window the size of your computer screen.

The very **top X** will close out your window and close the program. This is usually called “X-ing out.” When you place your mouse over the X it will turn red.

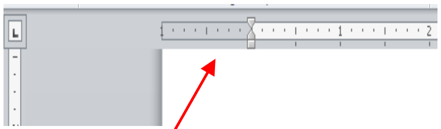
.

Menu Bar – Each word heads a menu list of tools

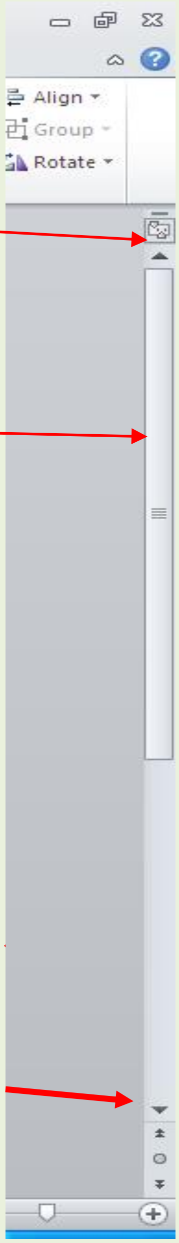
Title Bar – Lists the name of the program you are in and the name of your document.


Document6 - Micros
File
Home
Insert
Page Layout
References
Mailings
Review
View
Paste
Calibri (Body)
11
Clipboard
Font
Paragraph
AaB

Tool Bars – icons link to the most frequently used tools such as print, save, etc. All of these items are also available through the menu .bar.



View Ruler


Align
Group
Rotate

Scroll bar, used to move the 'page' up and down**.**

Arrow buttons also help you navigate around a page or between pages.

The scrolling button on your mouse will also move your page up and down

The **title bar** tells you where you are. Every window has a name!

You can **scroll up and down using three** different methods. You may prefer dragging your mouse up and down the scroll bar, you might prefer using the arrows at the side, or you might like to use the scrolling button on your mouse.

The tool bar and menu bar serve the same function, only in different forms. Everything you can do on a tool bar is available under the menu. However, not everything listed under the menu will be available as part of the tool bar.

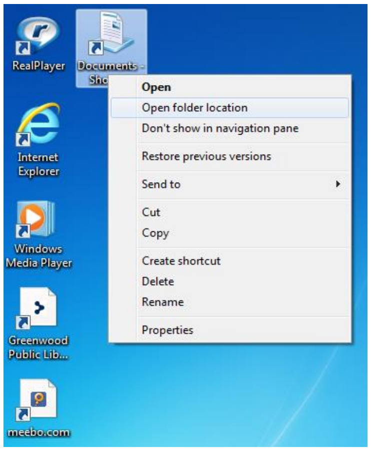
File storage and retrieval (or, where do my files go?)

The best way to think of how the computer stores your information is to think of a filing cabinet. Just like a filing cabinet, a computer saves information in drawers (drives), and folders. You can make as many new folders as you'd like to organize your documents. If you put all of your documents into one folder, it will get very messy and hard to use, just like a filing cabinet.

The document you create is like a **letter** or piece of paper. The folder you store it in is a **location**.

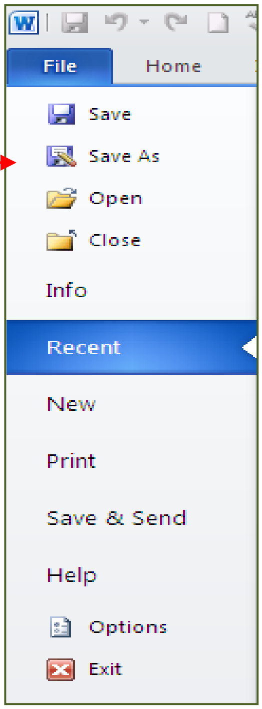
All documents will automatically (or by default) be stored in a folder titled "Documents." Even though the documents you create are electronic files, they are organized just like the pieces of paper stored in file folders in a file cabinet. All you have to know is what drawer and what folder they are in to find them again.

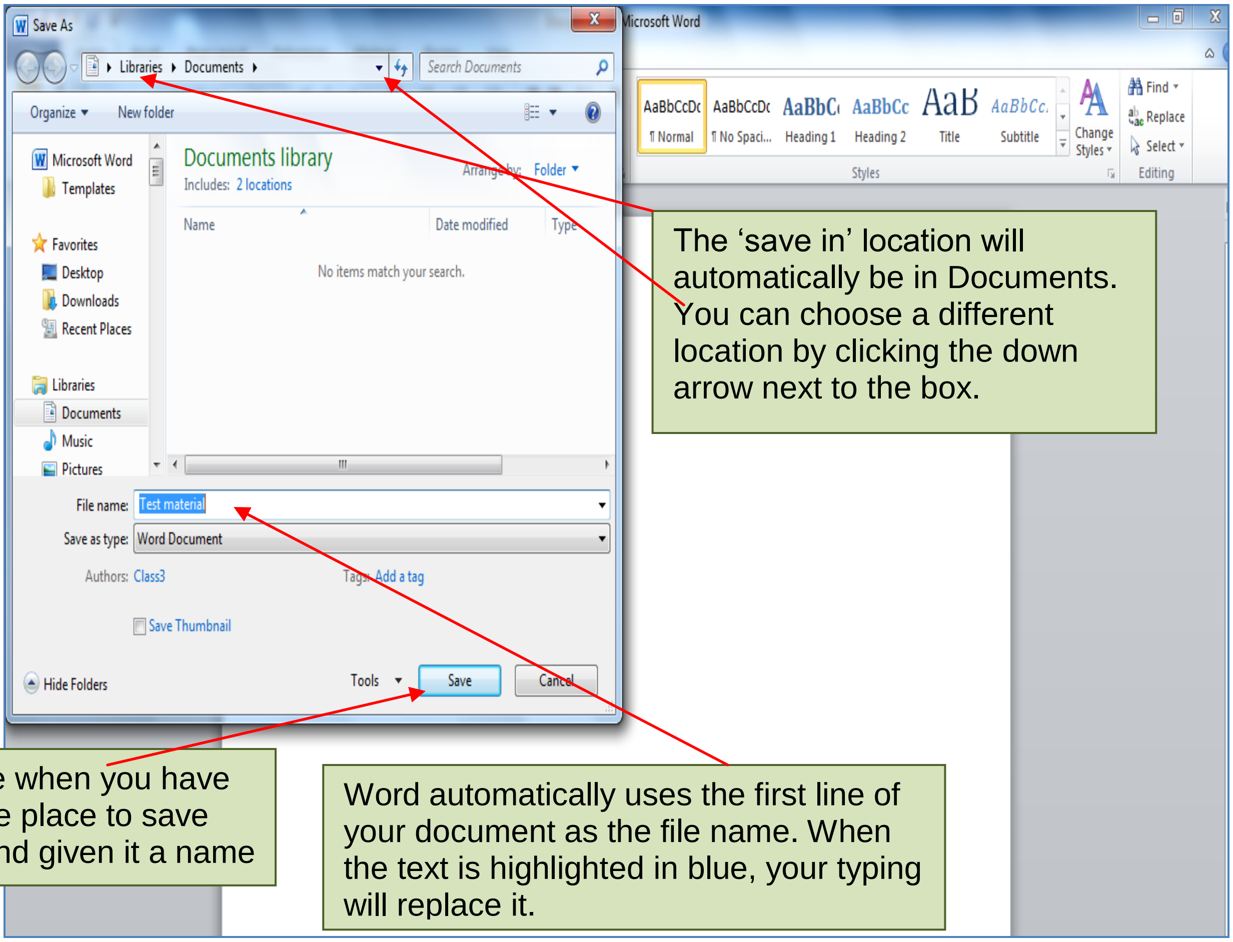
To find files and to see an overview of all the files on your computer, right click on the "My Computer" icon on the desktop, and choose "Open" from the pop up box.


RealPlayer
Documents - Sho
Open
Open folder location
Don't show in navigation pane
Restore previous versions
Send to
Cut
Copy
Create shortcut
Delete
Rename
Properties
Internet Explorer
Windows Media Player
Greenwood Public Lib...
meebo.com

Creating and Saving a File

1. Open Word.
2. Type a sentence into the document – the flashing line or “I” bar will show you where the typing will appear.
3. Click on ‘File’ on the menu bar and chose ’Save As.’
4. Your document will automatically be saved in ”Documents” and will name the document with the first sentence typed on the page.
5. The file name is highlighted (as below). Begin typing to save it with a name of your own.
6. Click ‘save.’


File
Home
Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Options
Exit


Save As
Libraries ▸ Documents ▸
Search Documents
Organize ▾
New folder
Microsoft Word
Templates
Favorites
Desktop
Downloads
Recent Places
Libraries
Documents
Music
Pictures
Documents library
Includes: 2 locations
Arrange by: Folder ▾
Name
Date modified
Type
No items match your search.
Save Thumbnail
Hide Folders
Tools ▾
Save
Cancel
Microsoft Word
AaBbCcDc ¶ Normal
AaBbCcDc ¶ No Spaci...
AaBbC Heading 1
AaBbCc Heading 2
AaB Title
AaBbCc. Subtitle
Change Styles ▾
Styles
Find ▾
Replace
Select ▾
Editing

File name: Test material

Save as type: Word Document

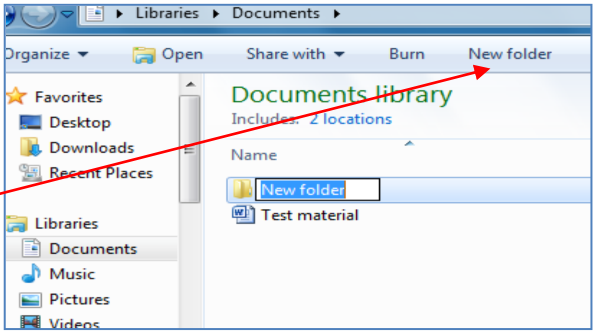
Authors: Class3

Tags: Add a tag

The ‘save in’ location will automatically be in Documents. You can choose a different location by clicking the down arrow next to the box.

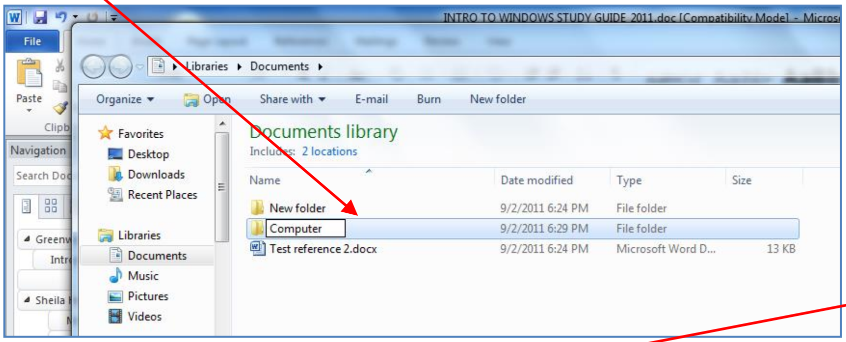
Click Save when you have chosen the place to save your file and given it a name

Word automatically uses the first line of your document as the file name. When the text is highlighted in blue, your typing will replace it.

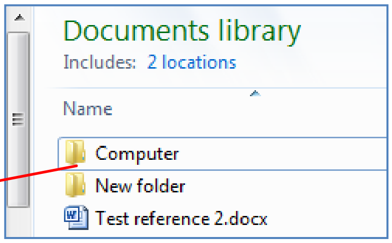

Libraries ▸ Documents ▸
Organize ▾
Open
Share with ▾
Burn
New folder
Favorites
Desktop
Downloads
Recent Places
Libraries
Documents
Music
Pictures
Videos
Documents library
Includes: 2 locations
Name
New folder
Test material

To create a new folder

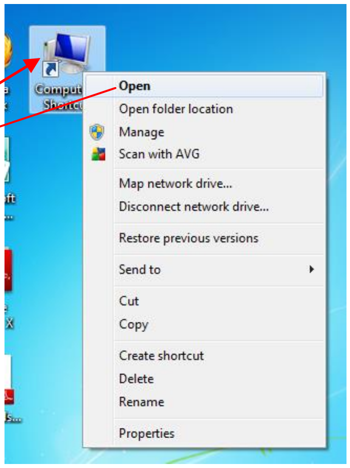
1. Click on New Folder located on the right
2. Next, name your folder.


INTRO TO WINDOWS STUDY GUIDE 2011.doc [Compatibility Model - Micros
File
Paste
Clipb
Navigation
Search Doc
Libraries ▸ Documents ▸
Organize ▾
Open
Share with ▾
E-mail
Burn
New folder
Favorites
Desktop
Downloads
Recent Places
Libraries
Documents
Music
Pictures
Videos
Documents library
Includes: 2 locations

Name	Date modified	Type	Size
New folder	9/2/2011 6:24 PM	File folder	
Computer	9/2/2011 6:29 PM	File folder	
Test reference 2.docx	9/2/2011 6:24 PM	Microsoft Word D...	13 KB


Documents library
Includes: 2 locations
Name
Computer
New folder
Test reference 2.docx

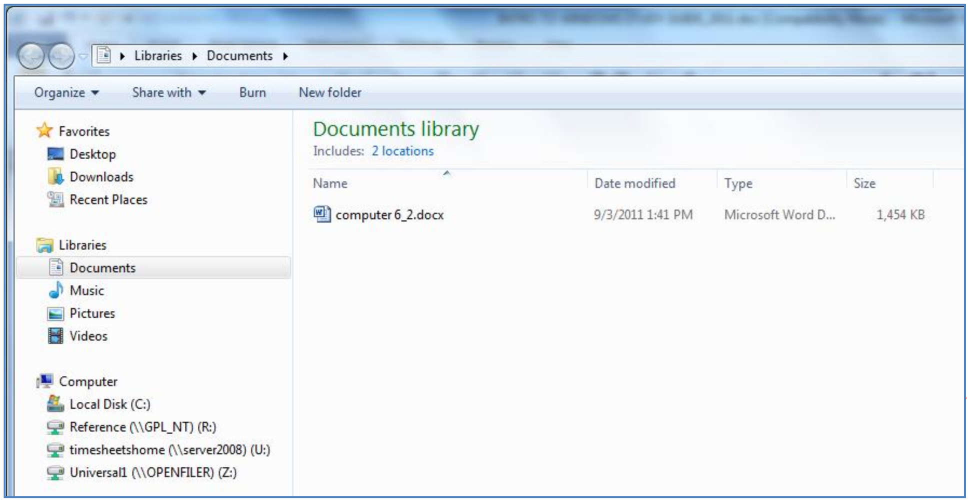
3. A new folder will appear in the right column with the name.


Computer Shortcut
Open
Open folder location
Manage
Scan with AVG
Map network drive...
Disconnect network drive...
Restore previous versions
Send to
Cut
Copy
Create shortcut
Delete
Rename
Properties

Using Internet 7 to manage your files

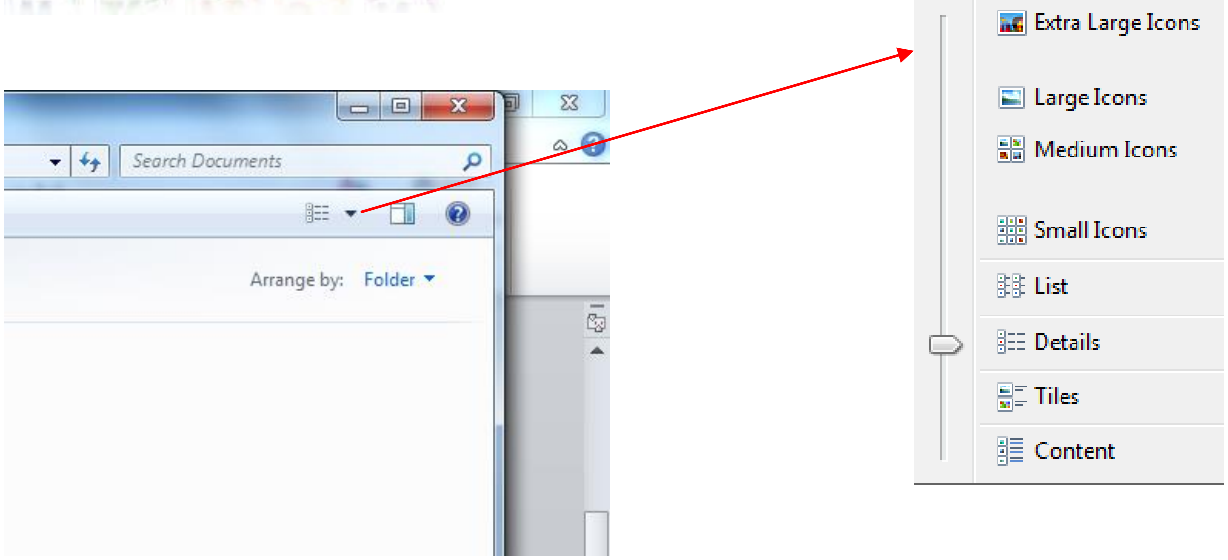
A map to your computer can be found in the Windows Internet 7 tool. To find it quickly, right click on the ‘ Computer’ icon on your desktop. From the pop up window choose ‘Open.”

You will see a two-column screen. Clicking on a folder or location in the left column will display its contents in the right column.


Libraries ▸ Documents ▸
Organize ▾
Share with ▾
Burn
New folder
Favorites
Desktop
Downloads
Recent Places
Libraries
Documents
Music
Pictures
Videos
Computer
Local Disk (C:)
Reference (\\GPL_NT) (R:)
timesheetshome (\\server2008) (U:)
Universal1 (\\OPENFILER) (Z:)
Documents library
Includes: 2 locations

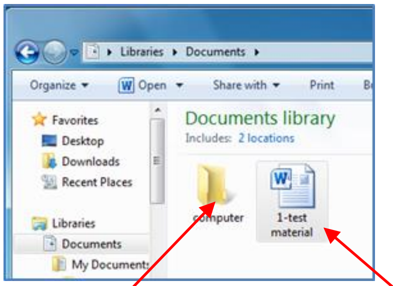
Name	Date modified	Type	Size
computer6_2.docx	9/3/2011 1:41 PM	Microsoft Word D...	1,454 KB

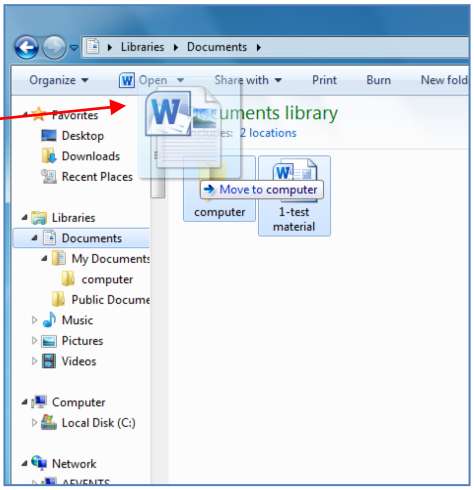
Change the view of documents


Search Documents
Arrange by: Folder
Extra Large Icons
Large Icons
Medium Icons
Small Icons
List
Details
Tiles
Content

How to move a document into a new folder

1. Click on the directory where you saved your document so that your document name appears on the right column.
2. Visually locate the folder you want to move your file to in the left hand column.
3. You should be able to see both your destination folder and the file you want to move in the same window.
4. Click once on your document. Click again and hold down the mouse button. Drag the file to your destination folder. You will see a shadow of your file as you do this. When it is over the folder where you want to 'deposit' it, release the mouse button. You will see the file disappear from its original location.
5. Highlight your destination folder and you will see your document in its contents in the right column.


Libraries
Documents
Organize
Open
Share with
Print
Favorites
Desktop
Downloads
Recent Places
Libraries
Documents
My Documents
Documents library
Includes: 2 locations
computer
1-test material


Libraries
Documents
Organize
Open
Share with
Print
Burn
New fold
Favorites
Desktop
Downloads
Recent Places
Libraries
Documents
My Documents
computer
Public Docume
Music
Pictures
Videos
Computer
Local Disk (C:)
Network
uments library
2 locations
Move to computer
computer
1-test material

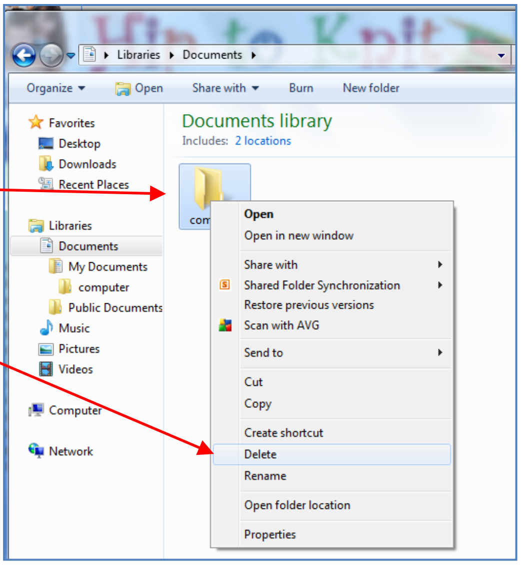
My document as I'm moving it

My destination folder

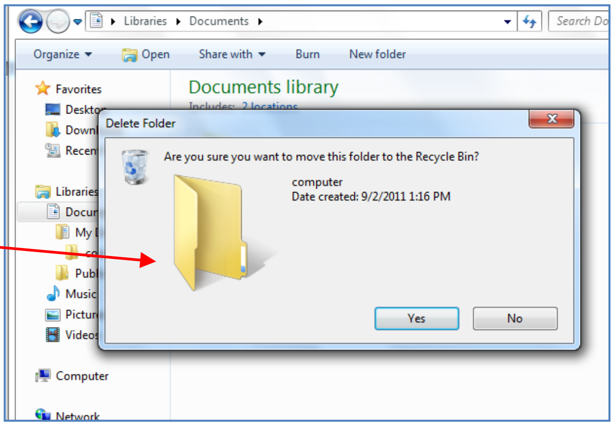
My document that I want to move

How delete a folder or document from the computer

1. Go to documents
2. Right Click on the folder and Hit delete


Libraries ▸ Documents ▸
Organize ▾
Open
Share with ▾
Burn
New folder
Favorites
Desktop
Downloads
Recent Places
Libraries
Documents
My Documents
computer
Public Documents
Music
Pictures
Videos
Computer
Network
Documents library
Includes: 2 locations
com
Open
Open in new window
Share with
Shared Folder Synchronization
Restore previous versions
Scan with AVG
Send to
Cut
Copy
Create shortcut
Delete
Rename
Open folder location
Properties

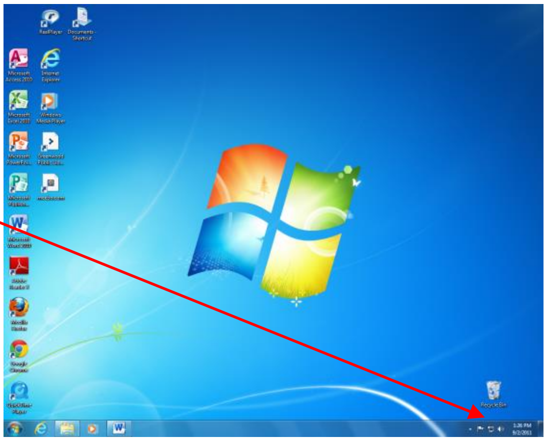
Next you will see this screen come up~ say ***YES***

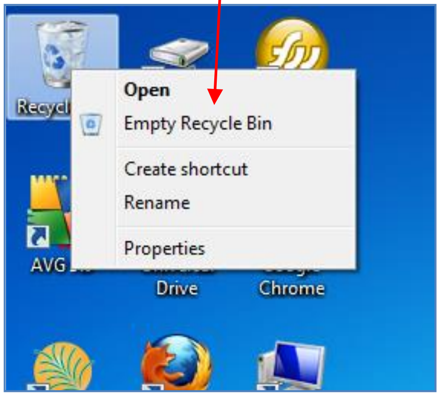

Libraries ▸ Documents ▸
Search Do
Organize ▾
Open
Share with ▾
Burn
New folder
Favorites
Documents library
Delete Folder
Yes
No
Computer
Network

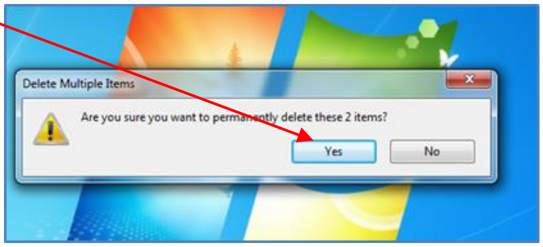
Are you sure you want to move this folder to the Recycle Bin?

computer
Date created: 9/2/2011 1:16 PM

Right Click on Recycle Bin icon on the desk top and click on Empty Recycle Bin & hit yes.




Recycl
Open
Empty Recycle Bin
Create shortcut
Rename
Properties
AVG
Drive
Chrome


Delete Multiple Items
Yes
No

Are you sure you want to permanently delete these 2 items?