An Introduction to Windows 7

Lena Arena
Project Coordinator, DER NSW Sydney Region
Ph: 9582 2851
Carmelina.arena@det.nsw.edu.au
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows 7 Desktop - The Elements of the Windows 7 Desktop</td>
<td>2</td>
</tr>
<tr>
<td>More on the Taskbar</td>
<td>3</td>
</tr>
<tr>
<td>More on Windows Explorer</td>
<td>6</td>
</tr>
<tr>
<td>Windows 7 Gadgets</td>
<td>9</td>
</tr>
<tr>
<td>Windows 7 Personalising the Desktop</td>
<td>10</td>
</tr>
<tr>
<td>The Windows 7 Start Menu Commands and Descriptions</td>
<td>14</td>
</tr>
<tr>
<td>Using the Snipping Tool</td>
<td>17</td>
</tr>
<tr>
<td>Adding programs to the Start menu or Taskbar</td>
<td>19</td>
</tr>
<tr>
<td>Checking Network Connections on the DER netbooks</td>
<td>20</td>
</tr>
</tbody>
</table>
The desktop contains start button, taskbar, windows, icons, gadgets, files, and programs. You can use the desktop to access, store, organize, modify, share, and explore information, whether it resides on your computer, a network or the Internet.

The **Taskbar**

The Windows 7 taskbar is located at the bottom of the screen. It contains several items: the Start button, program and taskbar buttons, notification area, and Show desktop button.
More on the Taskbar

The Taskbar, by default is located at the bottom on the window. This location can be changed.

To change the position of the taskbar:

1. Right-click on the taskbar
2. Choose Properties from the short cut menu
3. From the dialog box displayed set Taskbar location on screen to:
   a. Bottom
   b. Left
   c. Right
   d. Top

The taskbar can be hidden from view, very useful when using the DER netbooks or more window space is required.

1. Right-click on the taskbar
2. Choose Properties from the short-cut menu
3. From the dialog box displayed tick the box:

   ✓ Auto-hide taskbar

The taskbar is hidden but will pop up when the mouse is placed close to the bottom of the window.
The Start button

- Provides a launch point for all commands and applications on your system. Use to quickly start a program, find and open files, access the Windows Help and Support Centre, shut down computer, etc.

Windows Explorer

The Windows 7 Windows Explorer provides a quick access to all the files and folders in the computer and also shows all devices connected to the computer e.g. USB

Libraries enable you to see the contents of multiple folders on your computer or network shares as a single logical folder.

When you open Windows Explorer in Windows 7, it opens the Libraries folder by default. By default, there are four libraries: Documents, Music, Pictures, and Videos. Similar to the previous My Documents, My Music etc.

Note: Files will automatically be saved to the Libraries folder unless another location is specified.
Saving files – saved in the Libraries folder unless another location is specified. The left hand panel can be used to locate and specify another location.

Use New Folder to create a new folder.
In Windows Explorer, every folder window displays two consistent elements which can’t be hidden:

1. The title bar, and
2. The toolbar

The title bar always contains the following tools for moving around and for locating information:

1. Navigation buttons:
   a. The Back and Forward buttons move between previously visited window content
   b. The Recent Pages button (the arrow to the right of the Forward button) displays a list of folders you have viewed; you can return to any folder by clicking it in the list.

2. Address bar: Beginning on the left with the icon representing the item type, the Address bar displays the friendly path to the folder whose contents are currently displayed in the folder window.
3. Clicking the arrow that appears after a folder name displays a list of its subfolders and certain high-level folders; you can switch to another location by clicking it in the list.

4. Clicking the folder icon takes you to the folder.

5. The address bar can be used to navigate through the different folders.

6. The search box can be used to search for particular items.

The toolbar can vary based on the contents of the folder displayed in the folder window. The buttons on the toolbar represent context-specific commands for working with the folder and its content.

The Change your View icon allows you to customise how the icons in the folder will be represented. Available choices are:

Clicking the arrows next to an item in the Details Pane will expand or collapse the folder.

Expanding the folder enables you to navigate to a particular location.
The Program or Taskbar Buttons

- Shows programs and used to switch between open windows and programs. Default programs are Internet Explorer, Windows Explorer, and Windows Media Player.
- Fast access to frequently used applications (you can customize it).

The Jump Lists

- **Right-click** on a program icon in the taskbar, Windows 7 will display a list of menus known as jump list.
- **A jump list** shows a list of recently used documents created using that program.
- Also displays a list of actions that you can perform within the selected application e.g. Pin this program to taskbar, Close window

The Notification Icons (also called the System Tray)

- Contains the time, the date, and program related icons.
- Click an icon to display a window of options. If icons in the notification area are not used for a while, an arrow appears to hide the icons.
- Click the **arrow** to display **hidden icon**. Contains icons for volume control, battery levels, Bluetooth, ejecting a USB device etc.
- Drag a hidden icon on or displayed icon off the notification area to add or remove it from the taskbar

Show Desktop Button

- Clicking the **Show Desktop button** allows you to quickly show the Windows desktop. This button is located to the far right of the notifications icons area.
Windows 7 gadgets allow you to quickly access various handy features from your computer desktop such as Internet radio, slide show, traffic maps, clocks, feed online data direct to your desktop, and more.

- **Right-click** the mouse on the desktop to display the short-cut menu
- **Select Gadgets** from the menu displayed

- Select the gadget to insert
- **Double click** the mouse on the gadget OR **right click on the gadget and select Add** to add the gadget to the desktop.

- **To change gadget options**
  - Some gadgets e.g. clock, have more than one style. Point to the gadget you want to change, click the **Options** button (spanner icon), select the options you want, and then click **OK**.
  - The **spanner** icon is visible when you hover the mouse near the gadget
  - The gadget will be placed in the top right hand corner of the desktop – it can be dragged and placed anywhere on the desktop.

- **To close a gadget**
  - Point to the gadget you want to close, click the **Close** button, and then click Close Gadget (if requested) OR
  - Right-click on the gadget, click Close gadget from the menu.
Windows 7 Personalising the Desktop

The desktop background image, sounds, icons etc can be personalised. To personalise your settings:

- **Right click** on the desktop
- From the short cut menu displayed select **Personalize**
- The **Personalize** dialog box is divided into 2 sections. The left hand side allows you to access:
  1. **Control Panel Home** (to customise your settings)
  2. **Change Desktop Icons** – add or delete standard icons that appear on the desktop
  3. **Change Mouse Pointers** – change the style of your mouse pointer
  4. **Change Your Account Picture** – change the picture assigned to the computer user logged in.
- The right hand side of the **Personalize** dialog box contains several **Aero themes**
Note:

- Windows 7 Aero is an environment which add **visual effects** to the desktop window

- These effects includes transparent interface elements, colourful window, subtle window animations, live program thumbnails display on the taskbar, Windows Flip and Windows Flip 3D that you can use to graphically open windows, and Aero Peek or Aero Snap that you can use to minimize and restore open programs and windows.

- From the Personalization window, choose a **theme** that you like in the Aero Themes section. You will notice that the desktop will change immediately. A **random background image** assigned to the theme will become the background image.

- **To select and change the image displayed on the background:**
  1. Click on Desktop Background under the Themes displayed.
  2. Make sure Picture Location is set to: Windows Desktop Backgrounds
  3. All images available to be used as the background are displayed.
  4. Click on the required image and click **Save Changes**
  5. The desktop image is changed
Note:

- If using the computer on direct power, the background theme can be set to a slide show with different images from the selected theme being displayed. You have the ability to change the timing of the slide show.

- When running on battery, the slide show option should be disabled to reduce power consumption.

- There are three (3) main Windows 7 Aero Visual Effects

  1. Live Thumbnails on Taskbar

     Hovering the mouse pointer over a taskbar item e.g. Word, PowerPoint, Internet Explorer etc, Windows Aero will display a Live thumbnail of the window, showing the content on the screen. This only works if a program is open.

  2. Windows Flip and Windows Flip 3D

     - Windows Flip allows you to flip through open windows with the Alt + Tab keys.

  3. Windows Flip 3D creates a view of your open windows in a three-dimensional stack on your desktop. To flip from one window to another, press the Windows (Home) + Tab combination keys.
4. Aero Peek and Aero Snap

**Aero Peek** enables you to instantly view the desktop without minimizing or closing programs. After you view the desktop, you can instantly bring program windows back to their original positions with a click of a **Show Desktop button**.

![Show Desktop]

**Aero Snap** enables you to control the window size and location of any program running on your desktop using the keyboard.

If you move a **program window** to the **far left or far right** of the desktop it reduces the window to half a screen. This allows for two programs to be viewed side by side. You may need to reduce the size of the window to be able to drag the window.

**Shortcut:**

**Home/Windows + right arrow** – docks the open application to the right hand side of the window.

**Home/Windows + left arrow key** – docks the open window to the left hand side of the window.

![Snap Example]
The **Start menu** is divided into two columns left and right, allows you to open/start a program, open a document, change a Windows setting, find a file, display support information, and so on.

The top right side of the Start menu indicates who is currently using the computer (e.g. detuser).

The **bottom** of the start menu contains an **instant search box**, which allows you to search the Start menu to find programs and other Windows items, such as Internet favourites, history, files, contacts, e-mail messages, and so on.

As you type, the Windows 7 Start menu shows the possible results organised by type with the number of matches found.

**Note**: The view below will be different depending on the computer e.g. desktop, DER netbook, laptop and the permissions of the user e.g. Administrator, user.
<table>
<thead>
<tr>
<th>Command</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Programs</td>
<td>Opens a list of all the programs included on the Start menu</td>
</tr>
<tr>
<td>Search box</td>
<td>Locates programs, and other Windows items, such as Internet favourites, history, files, contacts, e-mail messages, and appointments</td>
</tr>
<tr>
<td>User name</td>
<td>States the computer user name, the name chosen during the installations process</td>
</tr>
<tr>
<td>Documents</td>
<td>Opens the <strong>Documents folder</strong>, where you store and manage files</td>
</tr>
<tr>
<td>Pictures</td>
<td>Opens the <strong>Pictures folder</strong>, where you store and manage photos, images, and graphic files</td>
</tr>
<tr>
<td>Music</td>
<td>Opens the <strong>Music folder</strong>, where you store and manage sound and audio files</td>
</tr>
<tr>
<td>Computer</td>
<td>Opens the <strong>Computer window</strong>, where you access everything from the disk drives and other hardware devices</td>
</tr>
<tr>
<td>Control Panel</td>
<td>Provides options to customise the appearance, settings and functionality of the computer</td>
</tr>
<tr>
<td>Devices and Printers</td>
<td>Opens the Devices and Printers window, where you can display and manage currently installed devices, such as monitors, printers, and faxes, and add new devices</td>
</tr>
<tr>
<td>Default Programs</td>
<td>Displays the Default Programs window, where you can choose default programs for web browsing, e-mail, playing music, and other activities</td>
</tr>
<tr>
<td>Help and Support</td>
<td>Displays Windows Help topics, tutorials, troubleshooting, support options, and tools</td>
</tr>
<tr>
<td>Shut down</td>
<td>Exits Windows and turns off the computer</td>
</tr>
<tr>
<td>Shut down (right arrow)</td>
<td>Provides options to switch to a different users, log off, lock, restart, or set the computer to sleep or hibernate mode</td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| **Snipping Tool**     | Allows a screen shot of any part of the computer screen. The screen shot or snip is copied to the clipboard. The screen shot can be saved as a JPEG, GIF, PNG or single file HTML file. There are 4 types of snips available:  
  - Free-form snip  
  - Rectangular snip  
  - Window snip  
  - Full-screen snip  
  If using the snipping tool to take a screen shot of something other than the desktop, make sure the program e.g. Word is open before selecting the snipping tool.  
  The snipping tool toolbar is displayed and the screen is ghosted. Click and drag to select the required section. The screen shot can be annotated as required. |
| **Connect to a Projector** | Options when laptop is connected to a data projector: Computer screen only, Duplicate the image on both computer and screen, Projector only. |
| **Sticky Notes**      | Add a note to the desktop (similar to post-it notes). You may add multiple notes – just click on the + sign. Click x to delete the sticky note. |
| **Magnifier**         | This launches a magnifying glass to magnify the desktop/parts of the desktop. Click on the plus sign to increase the size of magnification. The **View** option will allow you to choose how the magnifier works i.e. Full Screen, Lens or Docked. Click on the **Magnifier** in the Taskbar to close it if needed. |
| **All Programs**      | Access to all programs available on the computer                                                                                                                                 |

---

Introduction to Windows 7  
Page 16
Using the Snipping Tool

The **Snipping Tool**, found in the Start menu, allows a picture of part of or the entire window to be taken. The image can be saved as an image and used in other applications.

1. Select the **Snipping Tool** from the **Start menu**
2. The window will be covered with a see-through layer.
3. Click and drag to draw a rectangle around the area of the window you want to take a picture of.
4. Click the mouse – you will hear the sound of a camera taking the photo.
5. You can use the snipping tool in any program e.g. internet sites, PowerPoint, Smart Notebook etc.
6. Images can be saved as jpeg to use in other applications.
7. There are several options available for the shape of the screen capture:
   a. Free-form Snip
   b. Rectangular Snip
   c. Window Snip
   d. Full-screen Snip

8. Once the screen is captured the image appears in a new window
9. The image can be:

   1. Saved as an image
   2. Copied
   3. Annotated using the pen tool
   4. Send via email
My Applications

This section lists only those applications and terminal servers that your Portal log
Which links you see are determined by several factors, including your Portal Role, L
Help - My applications' link.

SBRR - School Based Student Reporting Version 4 (March 2009 onwards)
For assistance, contact Regional Support Team or SBRR Helpdesk  help@det.nsw.edu.au  1800 338 403

2010 Teacher Professional Learning Survey
Schools have had direct access to Teacher Professional Learning (TPL) funding since the commencement of the 2004 school year. Each year, prin
d to provide data to guide strategic directions for planning teacher professional learning. Access [link]
For assistance, contact Danila Jezic  (02) 9561 8361

AMIS on the Web
The AMIS on the Web application makes property-related details on schools and TAFE colleges available to all DET and TAFE Staff.
For assistance, contact AMIS on the Web support team  ANSWER@det.nsw.edu.au  (02) 9561 8532

BlogED
About non-school based staff access to BlogED (opt)
For other assistance, contact the ICT Service Desk  ict.servicesdesk@det.nsw.edu.au  1800 338 403 (7.30am - 5.00pm Monday - Friday)

Introduction to Windows 7  Page 18
Adding programs to the Start menu or Taskbar

Programs that are used frequently can be added to the Taskbar or the Start menu. This avoids having to go through the All Programs menu.

1. Adding programs to the Start Menu or Taskbar
   a. Click the Start button
   b. Click All Programs
   c. Navigate to the folder containing the program e.g. Microsoft Office
   d. Right-click on the name of the program (do not click on the program otherwise it will be launched!)
   e. Select Pin to Taskbar OR Pin to Start Menu as required.
   f. Programs can also be Unpinned from the taskbar and start menu
Checking Network Connections on the DER netbooks

To check that the wireless connection is active and connected for the S10E netbooks:

- Check that the 3rd blue light on the front panel of the netbook is ON. This indicates the wireless is active.

- If not, click the green wireless button on the top of the netbook

OR

- To check that the wireless connection is active and connected for the ThinkPad Mini 10 netbooks:
  - Use Fn + F5 to check the wireless is ON
- **Note:** When not using the wireless connection, **turn it OFF to conserve battery power.**

- Check that the wireless is connected to the DET network.
  - Hover over the wireless status icon on the task bar. It should give the name of the network connected to.
  - Make sure that “detnsw “connection is connected. If not, click on the name of the network and click **Connect** to connect to the wireless network.

- **Note:** If the wireless is not turned on then the internet cannot be accessed.

**Notes:**

- The netbooks will access any wireless network that can be accessed e.g. a home wireless network.

- The networks can connect to a school network via a network cable

- **Within DET:** If the web page cannot be displayed you may need to change some settings to access the DET network

  - **Click** Internet Explorer to access internet
  - **Click Tools** on right hand side menu bar or from **Tools** menu
  - **Click** Internet Options
  - A dialog box is displayed
  - **Click** the **Connections** tab
Click **LAN settings**

Under **Proxy server**:

- **Tick the box:**
  - Use a proxy server for your LAN
  - **Address**: Type in `proxy.det.nsw.edu.au`
  - **Port**: Type in `8080`
  - Click **OK**
  - Click **OK** again

- Click on the **Home button** in the web page to refresh your screen

OR Click the refresh button next to the address box:

- **Note**: When **at home** **UNTICK** this box so the wireless network will be automatically detected.

- **Don’t forget**, unless you are asked to logon to the internet using your portal username and password you are NOT on the internet.