1. What is Windows 7?

Windows 7 is an operating system that Microsoft has produced for use on personal computers. It allows your computer to manage software and perform essential tasks. It is also a Graphical User Interface (GUI) that allows you to visually interact with your computer’s functions in a logical, fun and easy way.

Windows 7 is designed to sleep and resume faster, use up less memory and recognize USB devices faster.

1.1 Changes and improvements from Windows XP only

- New Start Icon
- Aero Snap, Shake and Peek
- Desktop icons like “Computer” and “My Documents” are removed and accessed through the Start Menu
- Larger icons and hidden icons in the Taskbar
- Quick Launch toolbar has been replaced by pinning a program to the Taskbar
- Jump Lists for easier access
- A Search Bar in the Start Up Menu
- The "Run" command is accessed through the Start Menu's Search Bar
- Faster and smoother gaming components
- Parental Controls for monitoring computer use
- Update feature that eliminates web surfing for patches

1.2 Will Windows 7 Improve My Computer's Performance?

As previously mentioned, Microsoft is promoting that Windows 7 is designed to:

- Decrease Start Up and Shutdown times by 20 seconds
- Go to Sleep and Resume faster
- Use up less Memory
- Pop up Search results faster
- Reconnect to your Wireless Network more quickly
- Recognize USB devices faster
1.3 **Installing Devices and Hardware**

Many of your devices, such as cameras and mobile phones, will be recognized by **Windows 7 Device Stage** and can be installed by simply plugging them into your PC. Microsoft created Device Stage to make working with devices easier. Upon plugging in, Device Stage will provide a "home page" with a menu of tasks, updates and options for compatible devices and printers. This can be quite convenient, however, not all devices and printers may be recognized. Microsoft is relying on vendors and manufacturers to make their devices compatible with Windows 7.

2. **What Can You Do on Windows 7?**

2.1 **Aero**

**Aero** is an interface that makes your visual interactions with the desktop fun and easy.

- **Aero Peek** makes your open windows transparent so you may see your desktop. It also allows you to peek at items in your taskbar for a thumbnail preview.

- **Aero Snap** is a quick way to resize your windows to make them easier to read, organize and compare.
  1. Place the mouse at the top of the window, drag to the left or right of the screen, wait for the transparent window to appear and let go.
  2. Your window should Snap into place.
  3. To return to the full view, Snap the window to the top of the screen.
Aero Flip allows you to preview all your open windows from a central window or 3D view that you can flip through.

1. Press and hold the Alt key and then press Tab to open the Flip view of your open windows.
2. While still pressing the Alt key, you can Flip through the open windows by pressing the Tab key.
3. Stop on the window you want to open and it will appear on the full screen.
4. Press and hold the Windows key and then press Tab for a 3D version of Flip.
5. Use the Tab key or Arrow keys to Flip through your open windows.

Aero Shake allows you to take your mouse and shake only the open window you want to focus on and the rest will disappear.
2.2 Taskbar

Get immediate access with Jump Lists

The taskbar is now more convenient to use with larger views and easier access.

- **Jump Lists** allow you to right click on an icon in the taskbar and immediately access items like music, videos or web pages that you use on a regular basis.
- **Pin** allows you to place programs on the taskbar and rearrange the order of the icons as you wish.
- **Action Center** allows you to control the alerts and pop-ups you receive regarding maintenance and security.

2.3 Show Desktop

To **Peek** at the desktop without closing windows:

1. Hover the mouse over the **Show desktop** button.

![The Show desktop button](image-url)
2. The windows will become transparent allowing you to see the desktop.

![Viewing the desktop](image)

3. Click on the **Show desktop** button to close the windows.
4. Click again and the windows will return

### 2.4 Search

![Search](image)

Find documents fast with the new Search
3. Libraries

**Access your files in Libraries**

Libraries allow you to organize your files in one place so they are easy to search and access.

Windows 7 has four default Libraries for documents, music, pictures and videos, however you can customize and create your own Libraries based on your needs.

**To Create your Own Library:**
1. Select New Library in the tool bar or right click on Libraries in the Navigation pane.
2. Select New and then Libraries.

**Create a new Library**

**To Customize Your Libraries:**
1. Right click and select Properties.
2. Select Optimize and choose one of the following:
   - General Items
   - Documents
   - Music
- Pictures
- Video

Select item type for new Library

3. The new Library will prompt you to add **Folders**.

To Add Folders to Existing Libraries:
1. Select the **Folder** from the **Navigation** pane.
2. Click on the **Include in Library** menu in the **Tool Bar**
3. Select the desired **Library**.

Add files to new Library

4. **Gadgets**

**Gadgets** are programs that run on your desktop so that you can see information at a glance. Gadgets can give you information about the weather, date & time, news, traffic and more.
Desktop gadgets

You can select or download gadgets such as a slide show, calendar or weather update to add to your desktop. The live updates of some gadgets like weather, stocks and feed headlines are quite convenient.

5. Files and Folders

5.1 What is a File?

Files are collections of information. In fact, almost all of the information stored in a computer is stored in a file. There are many different types of files, including operating system files, program files, and your own files.

Different types of files store different types of information. Each file is given a filename and has a three-letter filename extension that identifies the file type. (The filename and filename extension are separated by a period.)

5.2 What is a Folder?

When you first start using Windows, you may only create a few files. Over time, you'll create many files. To keep your files organized, create folders.
5.3 Creating, Renaming, and Deleting Files and Folders

To create a file
1. Go to the start menu → select a program → file menu → new.
2. Right click on the desktop or inside any folder → select new → select the file type you need.

To save a file
1. Select the file menu → save.
2. Select the file menu → save as.
3. Ctrl + S from keyboard.

To Rename a file
1. Right-click the file icon.
2. Choose Rename.
3. The filename is highlighted in blue, ready to be retyped.
4. Type a new name and press Enter.
5. The file is renamed.

To delete a file:
1. Right click on the file icon → select Delete.
2. Select the file → press Delete key from the keyboard.
3. Select the file → press the Shift and Delete keys from the keyboard.

To Copy or move (Cut) and Paste a file:
1. Right click on the file icon → select Copy/ Cut → select the new location → Right click → paste.
2. Select the file → Ctrl + C / Ctrl + X from the keyboard → select the new location → Ctrl + V.
6. **Using the Help and Support Center**

6.1 **Opening the Help and Support Center**

You don't have to remember how to do everything with Windows XP. If you get stumped, Windows XP features an easy-to-use **Help and Support Center** to assist you.

*To access the Help and Support Center:*
- Click Start → Help and Support.
- The Help and Support Center window opens.
- The home section is displayed.

When you first on the Help and Support Center, you arrive in the home section. Here, you can pick a help topic, pick a task, search, and ask for outside assistance. Notice that the Home section looks and acts much like a web page. As you use Help, notice that some Help files are stored on your computer, whereas others are stored on the Internet.