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Windows® 7

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Mark Edward Soper

EASY MICROSOFT® WINDOWS® 7

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INTRODUCTION

WHY THIS BOOK WAS CREATED

The Que Publishing *Easy* series has always been known for accurate, simple, step-by-step instructions for using popular software. This book is no exception. Whether you're a veteran Windows user who is upgrading from Windows Vista, are making the jump from Windows XP or an older version, or are new to computers and Windows, Windows 7 has a lot to offer—and a lot for you to learn if you want to get the most out of it.

Easy Windows 7 is designed to make the learning process as painless as possible. We've looked hard at all the new and improved features in Windows 7, as well as the fundamentals of any operating system, and boiled them down into an easy-to-read visual guide that gets you familiar with this newest Microsoft creation in a hurry.

We won't waste your time discussing obscure operations that not even help desk workers or Windows geniuses ever use. Instead, our objective with *Easy Windows 7* is to give you a solid grounding in the everyday features you need to make your computing life better, more productive, and even more fun.

HOW TO READ EASY WINDOWS 7

Much as I'd like to write the "great American novel" someday, *Easy Windows 7* isn't that book: If you found it in the fiction section by mistake, please keep in mind that, although compelling, this book is not only "based on fact"—but is factual. Though it's no thriller, we hope that *Easy Windows 7* will be a "page-turner" because you're having such a good time learning more about Windows 7, you can't put this book down (except to reach for your keyboard and mouse).

Where to begin? There are several ways to use this book to learn more about Windows 7, as follows:

- Start at Chapter 1, "What's New in Windows 7," and work your way through.
- Go straight to the chapters that look the most interesting.
- Hit the table of contents or the index and go directly to the sections that tell you stuff you don't know already.

They'll all work—and to help you get a better feel for what's inside, here's a closer look at what's in each chapter.

BEYOND THE TABLE OF CONTENTS—WHAT'S INSIDE

Chapter 1, "What's New in Windows 7," provides a quick overview of Windows 7's most important new features. If you're reading this book mainly to brush up on what's new and different, start here and follow the references to the chapters with more information.

Chapter 2, "Getting Started with Windows 7," is designed for users who aren't quite sure what to do once the system starts. This chapter covers how to log into Windows 7, what the Getting Started menu does, how to use special Windows keys, and some of the most important keyboard shortcuts.

Chapter 3, "Using the Windows 7 Desktop," helps you understand the new (and actually improved) features that Windows 7 has added to the desktop. Learn how to view, manage, and cycle through program windows faster than before and how to add gadgets to make your desktop work harder for you.

Chapter 4, "Working with Your Folders," and Chapter 5, "Working with Your Files," should be read together, as many file operations are also folder

operations (such as moving, renaming, and deleting). In addition, you will want to learn how to use Windows 7's new Libraries feature—it makes working with multiple folders of photos or other content easier than ever before.

Chapter 6, "Printing," helps you print smarter by covering not only how to use traditional features such as default printer, print preview, and printer setup, but also new device stage and font management features.

Chapter 7, "Using Windows Media Player," shows you how to enjoy all types of media on your desktop.

Chapter 8, "Windows Media Center," introduces you to the way to enjoy your photos, music, videos, and TV on your desktop or through your home theater system.

Chapter 9, "Gaming," helps you understand how Games Explorer keeps your games organized and helps you choose games that are appropriate for your family and your computer's performance levels.

Chapter 10, "Browsing the Internet," provides step-by-step instructions on using Internet Explorer 8's new features, including the Favorites Bar, InPrivate Browsing, Compatibility View, and Accelerators.

Chapter 11, "User Accounts and System Security," helps you keep your data and your family safe from Internet intruders by showing you how to use Parental Controls, check for spyware, and use Windows Defender.

Chapter 12, "Personalizing Windows 7," helps you make your Windows 7 PC truly personal by setting the desktop wallpaper, color scheme, screen saver, mouse pointers, and sounds the way you like.

Chapter 13, "System Maintenance and Performance," helps you keep Windows running at peak efficiency and shows you how to solve problems and keep your information safe.

Chapter 14, "Setting Up Programs," helps you manage your programs. From installing to uninstalling, adding shortcuts, to taming AutoPlay and toolbars,

this chapter is the one your programs want you to read.

Chapter 15, "Windows Accessories," helps you work with the new features in the most commonly-used accessories (Calculator, WordPad, NotePad, Paint, and Windows Photo Viewer).

Chapter 16, "Networking Your Home," introduces you to Windows 7's new HomeGroup feature for easy and secure home networking. This chapter also shows you how to build a network with older Windows desktops and even how to transfer files from your old PC to your new Windows 7 PC.

Chapter 17, "Using Windows Live Essentials," helps you get up to speed on this optional, yet highly recommended, part of the Windows 7 family. From photo organizing to email and burning CDs and DVDs to share with others, Windows Live Essentials helps you stay in touch—and we show you how it works.

Baffled by PC and Windows terminology? Check out the Glossary!

Also be sure to check out the additional tasks available online in PDF format at www.informit.com/title/9780789739940.

Enjoy!

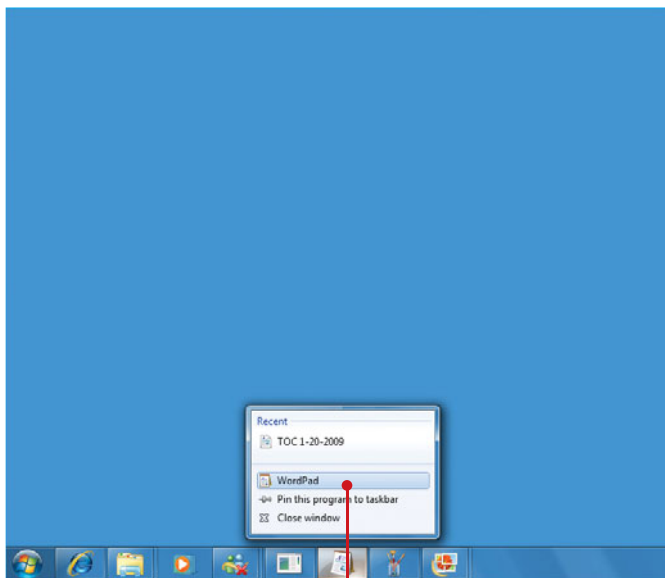


Chapter 3

USING THE WINDOWS 7 DESKTOP

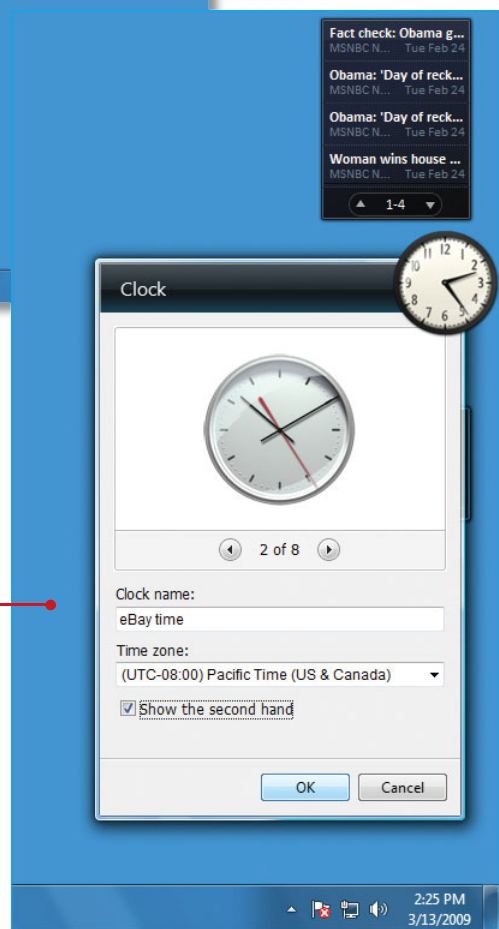
Although the Windows 7 desktop still has a taskbar across the bottom of the screen, it represents a huge departure from previous Windows desktops. The new desktop makes it easier to manage programs, switch between program windows, and find the window you want to work with now.





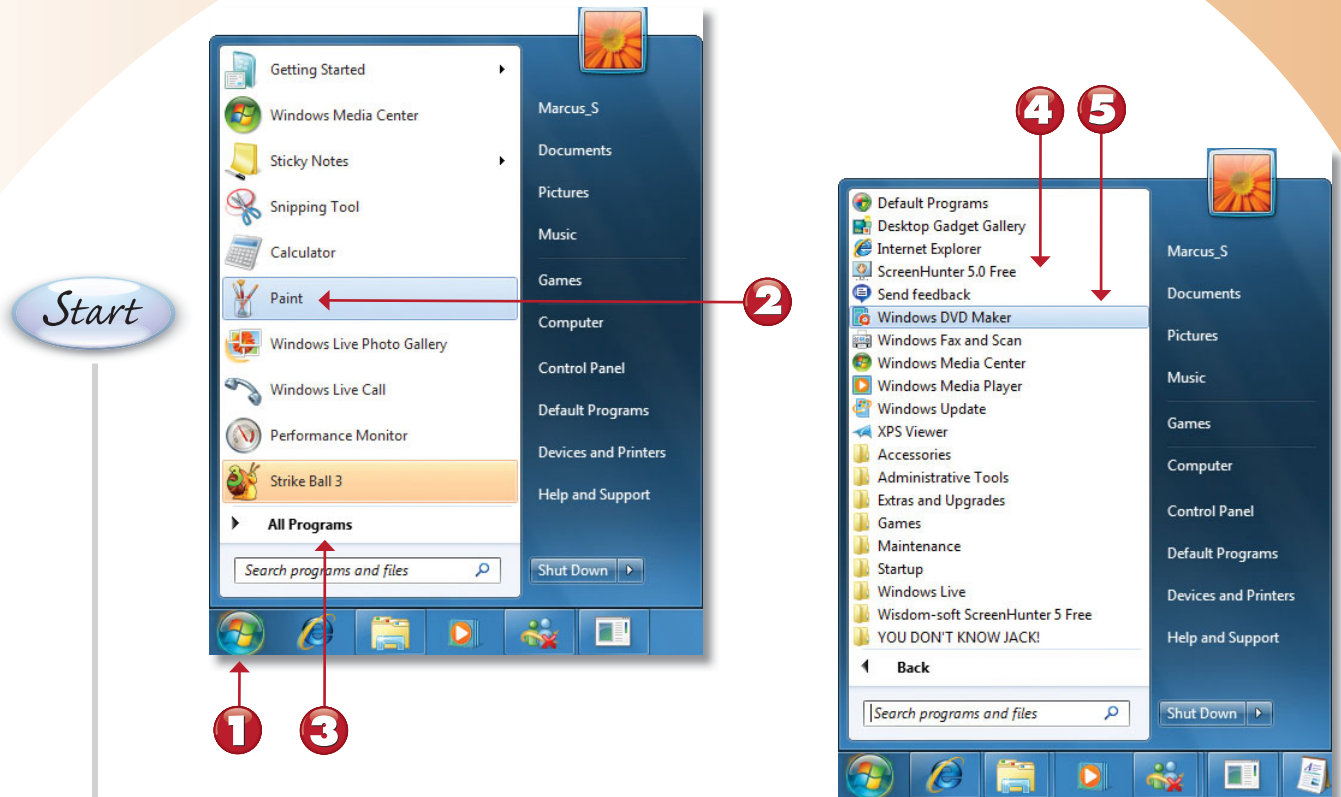
Hover over a taskbar icon to see a jump list of recently opened documents or dialogs

Gadgets can now be placed anywhere on the desktop



STARTING A PROGRAM FROM THE START MENU

You can start a program from a desktop shortcut, but you're more likely to start a program from the Start menu.



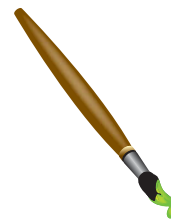
- 1** Click the Start orb.
- 2** If the program is listed on the left pane, click it to start it.
- 3** If the program is not listed on the left pane, hover the mouse over **All Programs**.
- 4** Scroll to the program listing.
- 5** Click the program listing to start it.

End



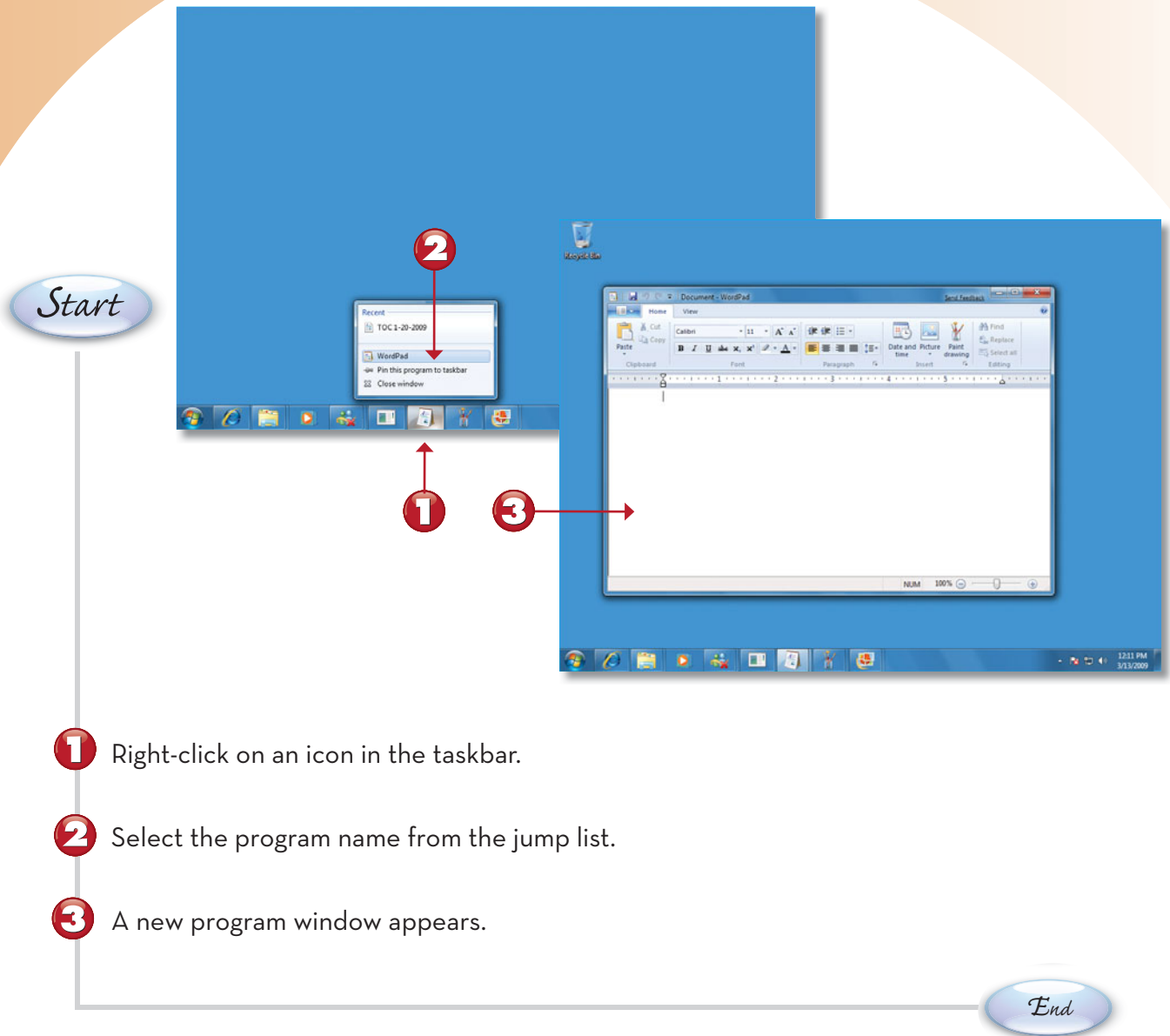
NOTE

If the program is within a folder on the Start menu, click the folder to open it; then click the program name to start the program. ■



OPENING A NEW PROGRAM WINDOW

Windows 7's taskbar also makes it easy to create a new program window for a currently running program.



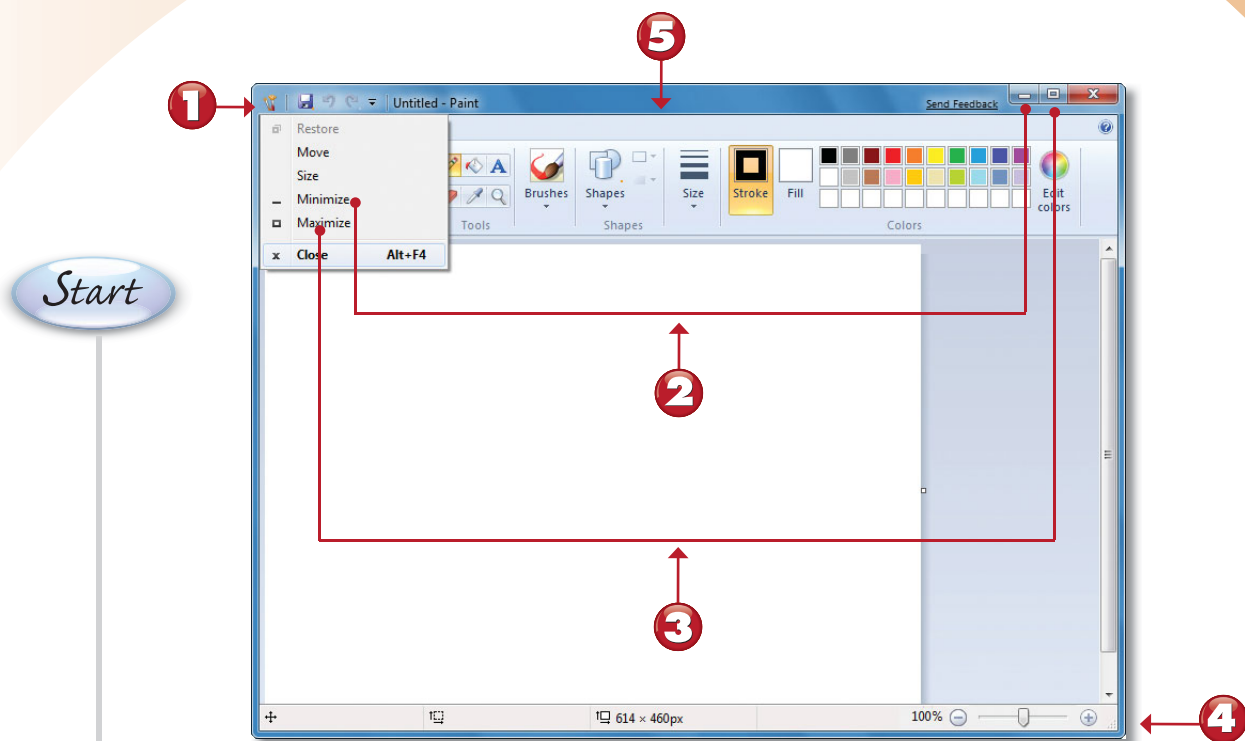
TIP

Use the Recent submenu to open a recently used document. Use Pin This Program to Taskbar to keep programs you use frequently on the taskbar at all times. Use Close Window or Close All Windows to close open program windows. ■



MAXIMIZING, MINIMIZING, RESTORING, AND RESIZING A WINDOW

Windows 7 provides a variety of ways to control the size and position of program windows. In this section, you learn how to use your mouse to adjust window size and position. You can also use Aero Snap (this chapter, p. 28) to adjust window position from the keyboard.



- 1** Click the upper-left corner to display the menu (optional).
- 2** Click either control to minimize the window to the taskbar.
- 3** Click either control to maximize the window to full screen.
- 4** Click and drag to resize the window.
- 5** Click and drag to move the window.

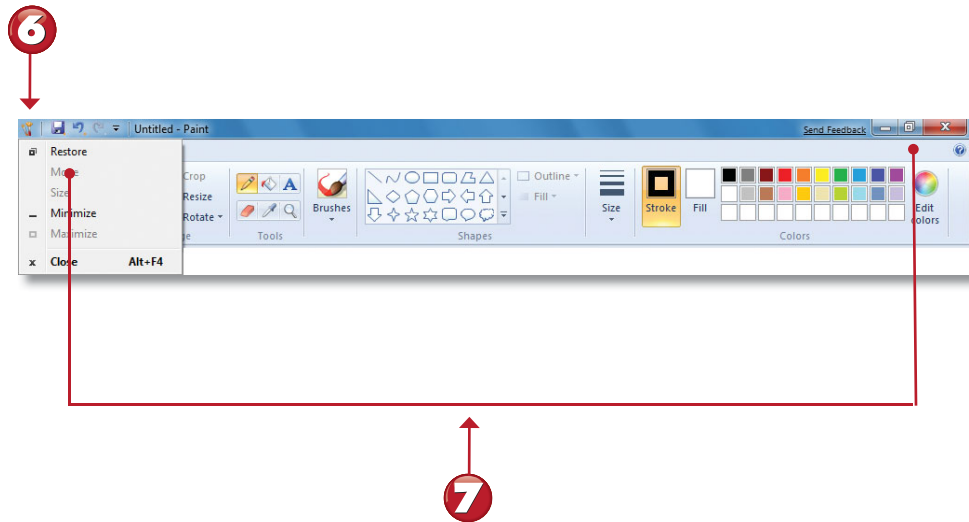
Continued



NOTE

You cannot drag a maximized program window. ■





- 6 Click the upper-left corner to display the menu (optional).
- 7 Click either control to restore the program to its previous window size/position.

End



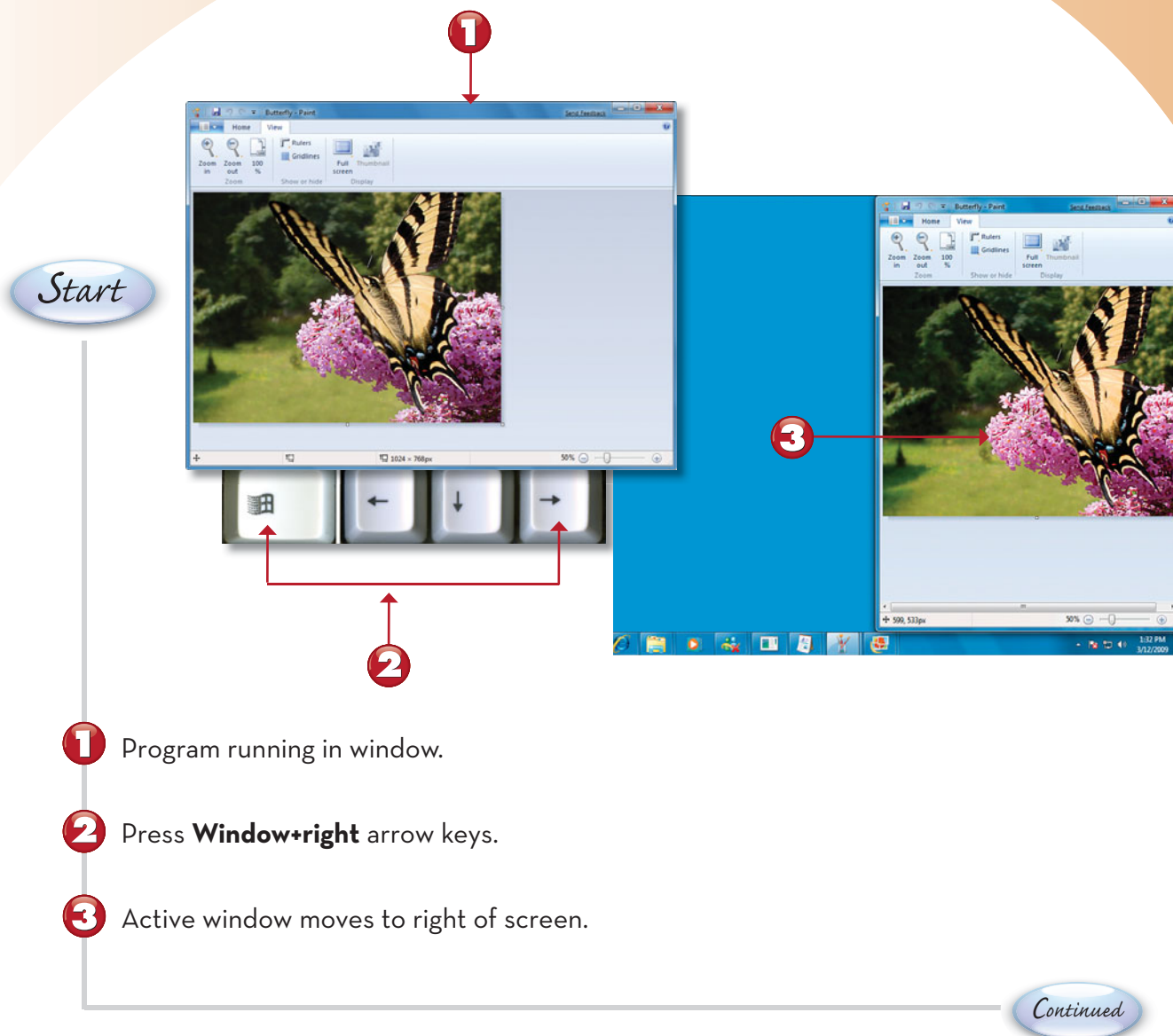
NOTE

As you can see from this tutorial, you do not need to open the upper-left corner menu to work with window sizing. ■



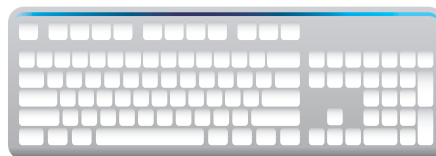
USING AERO SNAP TO MANAGE WINDOWS

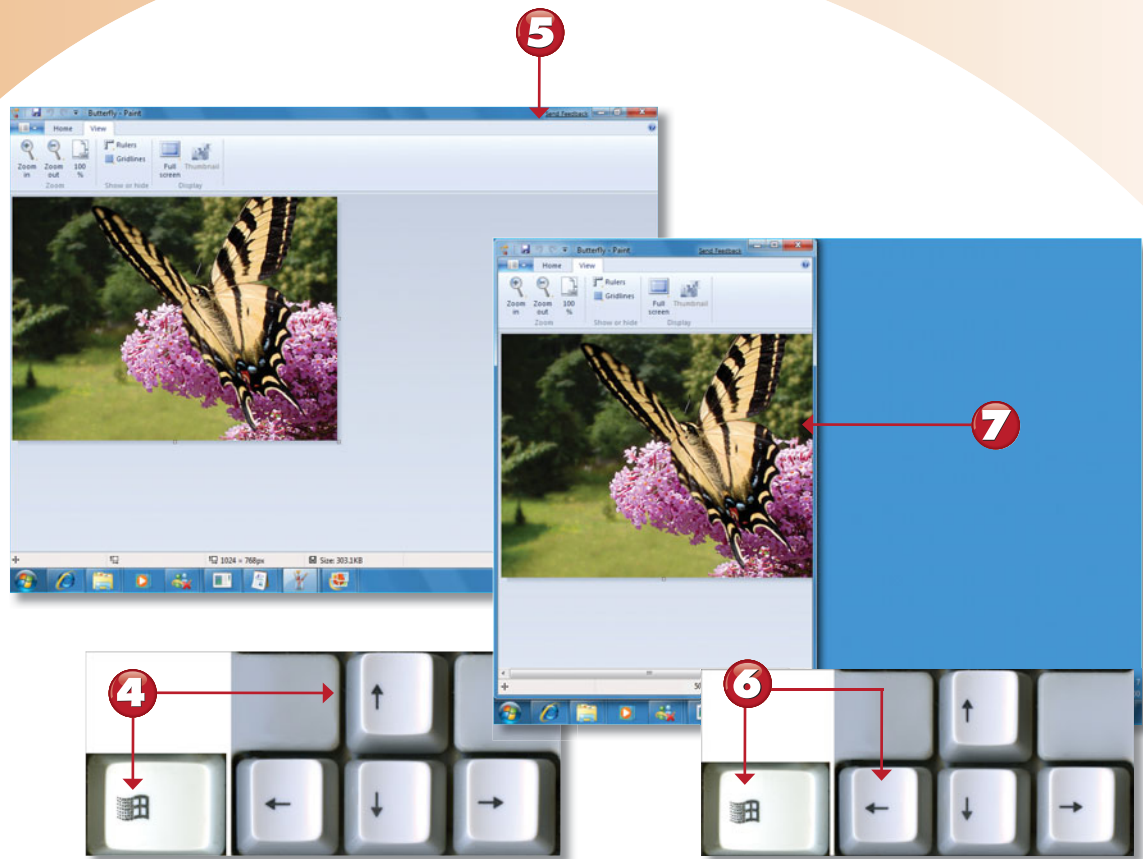
If your system uses the Windows Aero desktop, you can use your keyboard to move, maximize, or minimize the active window by using a new feature called Aero Snap. Aero Snap uses the Windows key along with the arrow keys to adjust window position.



NOTE

If you are using a built-in keyboard on a portable computer, the Window key might be located away from the arrow keys. ■





- 4** Press **Window+up** arrow.
- 5** Active window is maximized.
- 6** Press **Window+left** arrow.
- 7** Active window moves to left of screen.

End



NOTE

Press Window+down arrow to minimize active window to toolbar. ■

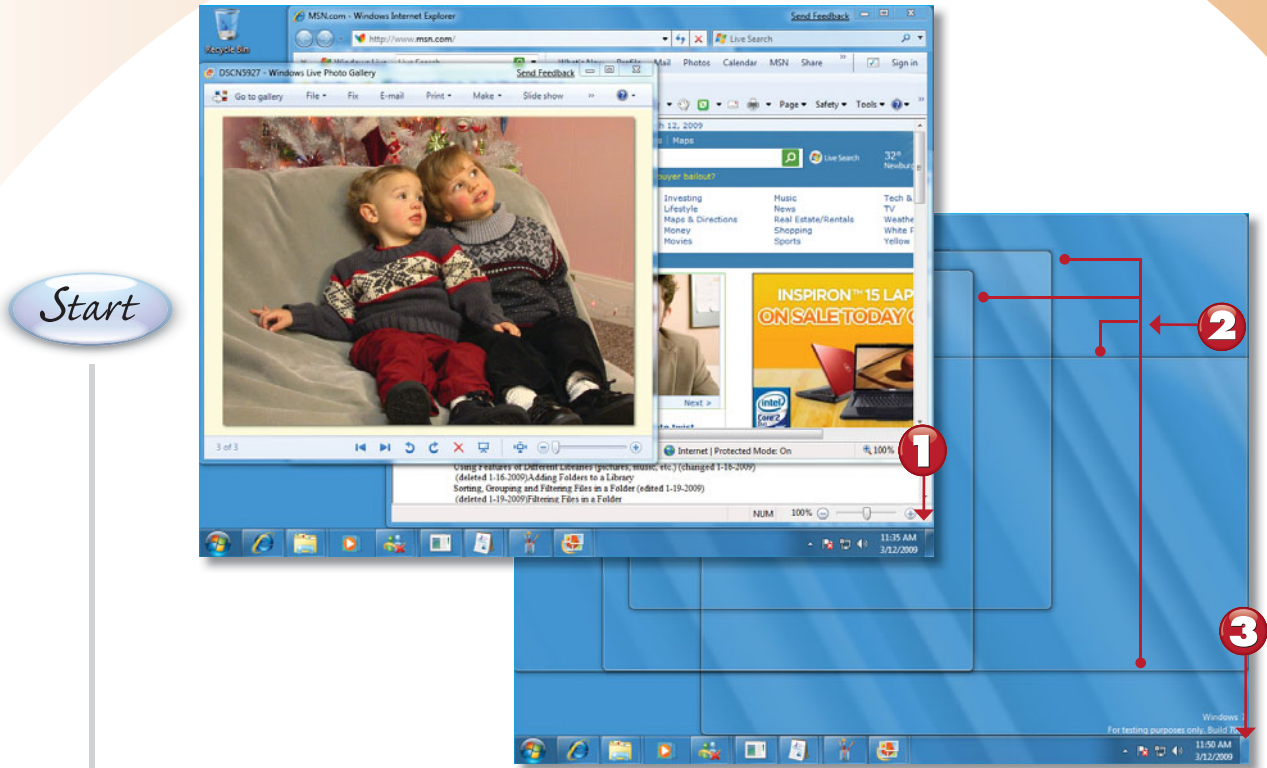


NOTE

To learn more about Windows Aero, see Chapter 12, "Personalizing Windows 7." ■

USING AERO PEEK TO VIEW THE DESKTOP

If your system supports the Windows Aero desktop (the title bar of the active window is translucent when it is not maximized), you can use a new feature called Aero Peek to see your desktop, even if you have many program windows open.



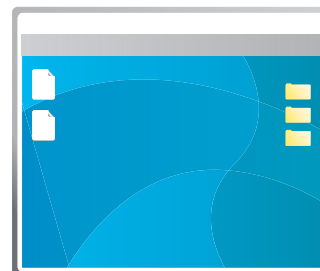
- 1** The Aero Peek control box. Hover the mouse over the box to view the desktop.
- 2** Aero Peek displays only the outlines of open windows.
- 3** Click the control box to toggle window display on and off.

End



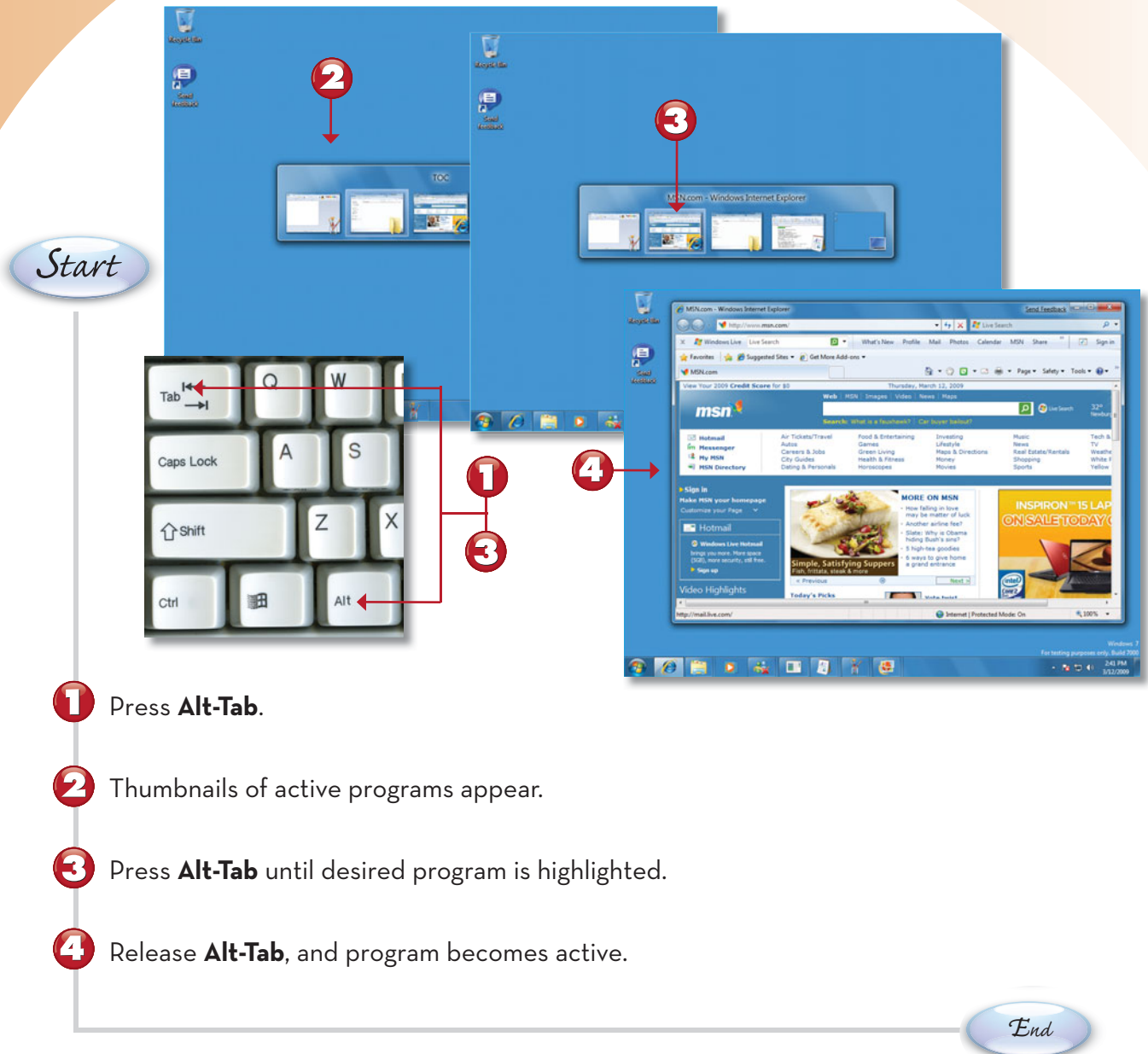
NOTE

Windows 7 Starter Edition does not support Windows Aero. ■



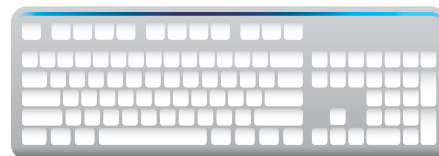
USING ALT-TAB TO CYCLE THROUGH PROGRAMS

Use the Alt-Tab keys (also known as “cool switching”) to select which program you want to make active. In Windows 7, pressing Alt-Tab cycles through live thumbnails of each running program.



NOTE

In addition to the highlight shown in Step 3, the name of the program window is shown above the program thumbnails. ■



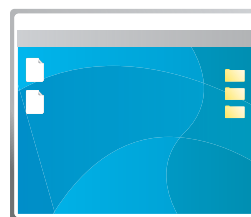
USING WINDOWS FLIP (WIN-TAB) TO CYCLE THROUGH PROGRAMS

Systems running the Windows Aero desktop can use Windows Flip to cycle through running programs and select the one they want to make active. Windows Flip uses the Windows and Tab keys.



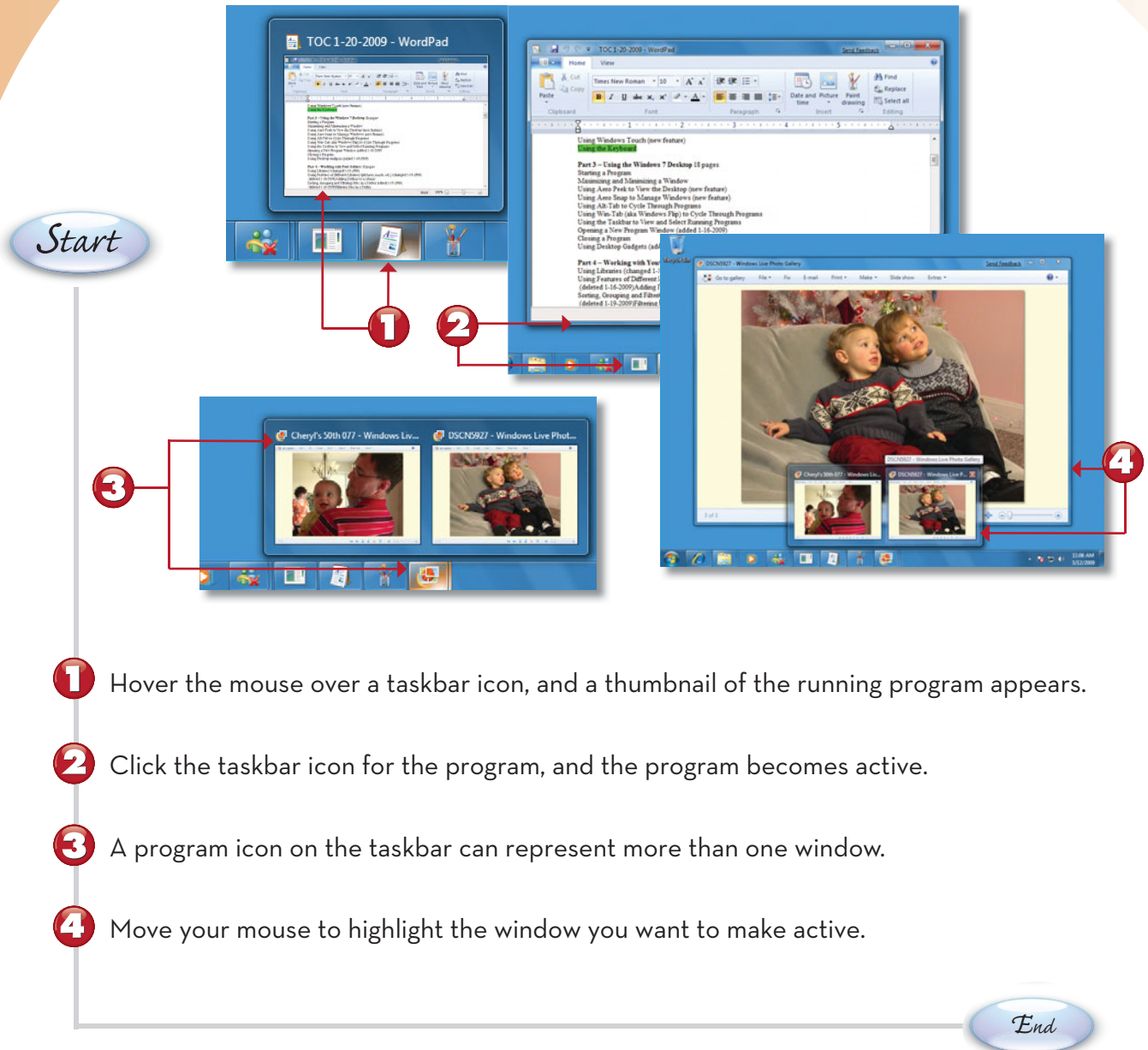
NOTE

You might see icons for minimized programs as well as program windows appear in Steps 2 and 3. ■



USING THE TASKBAR TO VIEW AND SELECT RUNNING PROGRAMS

The Windows 7 taskbar not only looks different than the one in previous versions of Windows (it uses icons, not text, by default), but it makes it easier than ever to choose the program you want to make active.



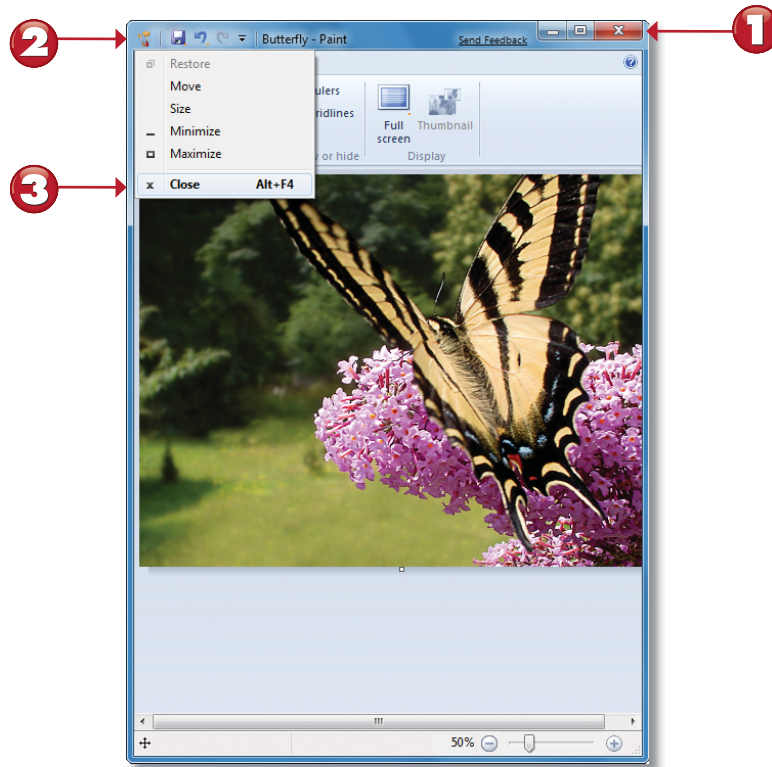
NOTE

This feature requires Windows Aero. ■



CLOSING A PROGRAM

Windows 7 offers several ways to close a program, so you can select the method that's best for a given situation.



Start

- 1** Click the **red X** in the upper-right corner of the program window to close the program.
- 2** You can also click the upper-left corner to open the window menu.
- 3** To close the program from the window menu, click **Close**.
- 4** To close a program from the keyboard, press **Alt-F4**.

Continued



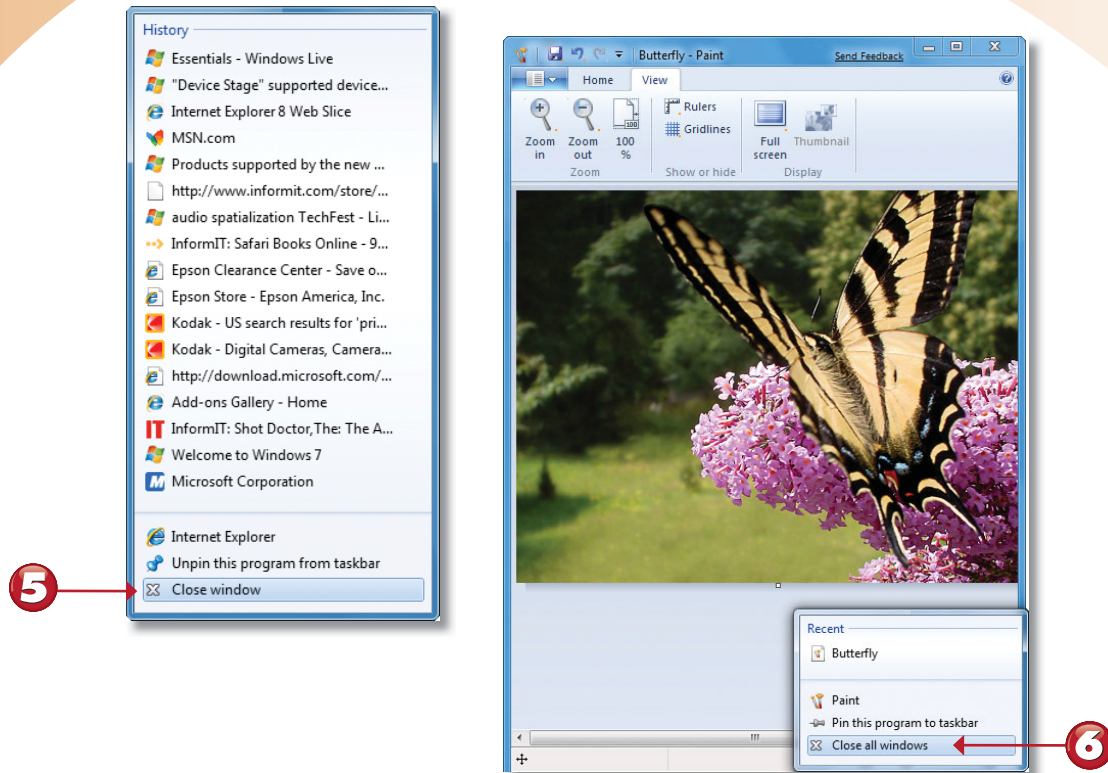
NOTE

You don't need to open the window menu to use **Alt-F4** to close the program window. ■



NOTE

The right-click menu shown in Step 6 also allows you to pin the program to the Taskbar for faster access. ■



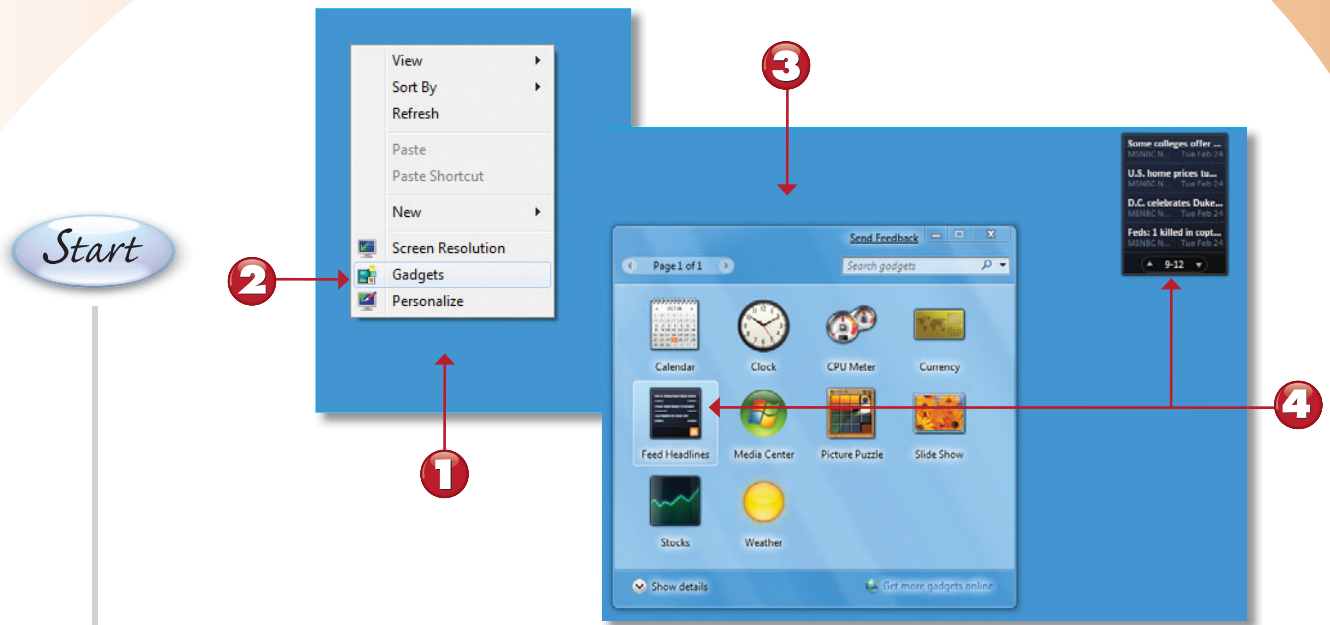
- 5** To close a program in the taskbar, right-click the program icon and select Close Window.
- 6** To close all windows for a particular program from the taskbar, right-click the program icon and select **Close All Windows**.

End



USING DESKTOP GADGETS

Windows 7 improves Windows Vista's use of gadgets (small desktop programs) by freeing them from the side of the monitor. In Windows 7, you can place desktop gadgets wherever you'd like on the desktop, and you can use gadgets developed for Windows Vista as well as those developed for Windows 7.



- 1** Right-click an empty portion of the desktop.
- 2** Select **Gadgets**.
- 3** The Desktop Gadget Gallery appears.
- 4** To place a gadget on your desktop, double-click the appropriate icon or drag the gadget to the desktop.

Continued



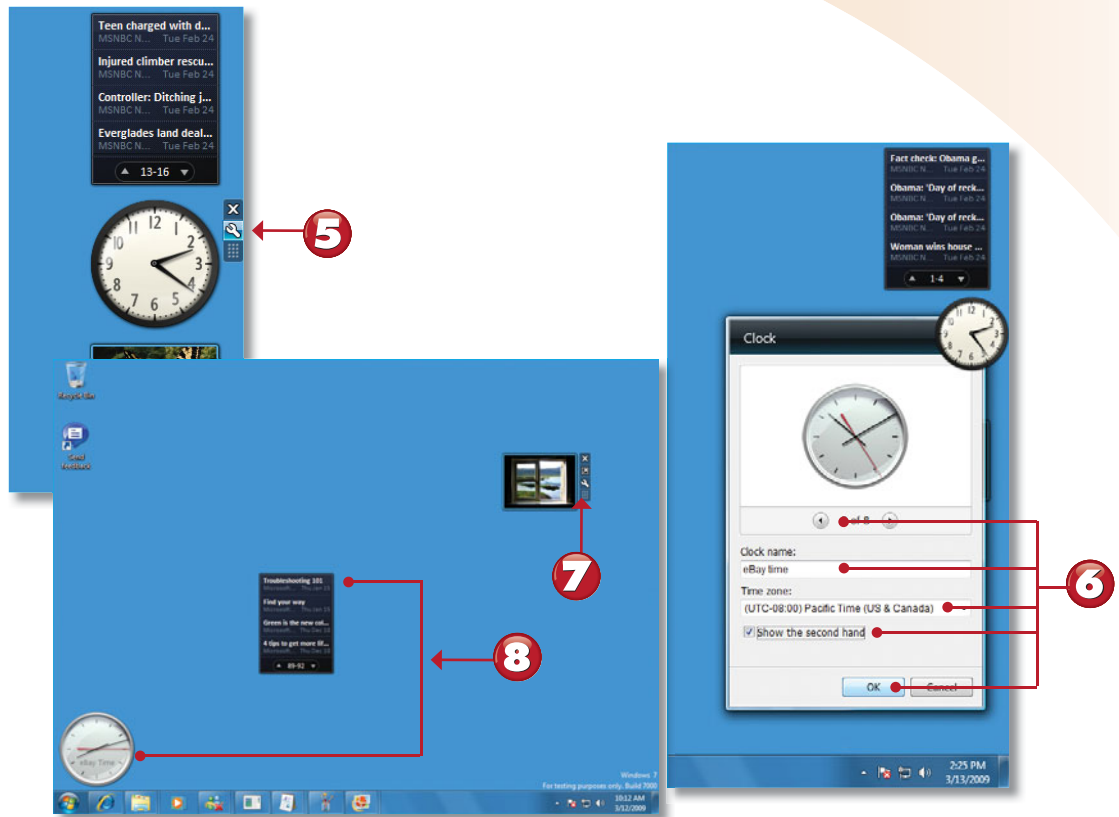
NOTE

You can also open the Desktop Gadget Gallery from the Start menu. ■



NOTE

Repeat step 4 until you have added all the gadgets you want to add to your desktop. ■



- 5** To adjust settings for any gadget, move your mouse to the right side of the gadget and select the setup (wrench) icon.
- 6** Select or enter the desired options and click **OK** when finished.
- 7** To drag a gadget, move the mouse to the right of the gadget and click **Drag Gadget**.
- 8** Move the gadget as desired, and release the left mouse button to place the gadget.

End



NOTE

Use the Get More Gadgets Online link to download additional gadgets. ■



NOTE

Select a gadget; then click Show Details to learn more about the gadget. ■

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