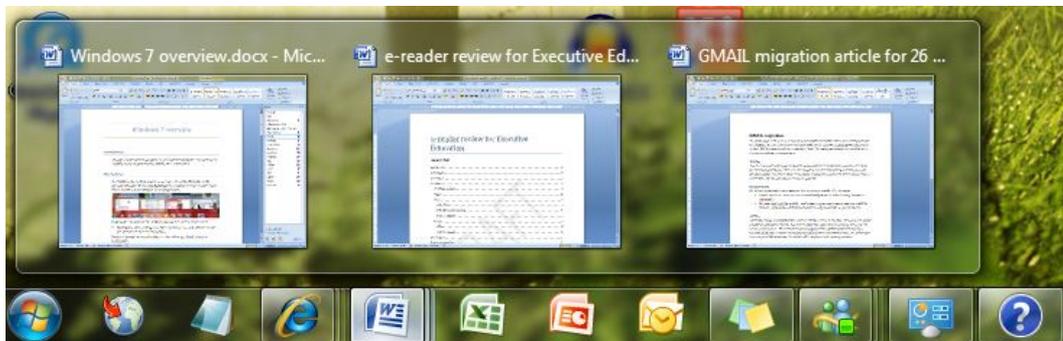

Windows 7 overview

Introduction

Windows 7 is the operating system on your updated computer. The hints below will help you to become familiar with the new environment.

The Taskbar

The taskbar at the bottom of your screen behaves a little differently to the previous (Windows XP) version. **Hovering** over a taskbar icon for an application shows you the current windows for that application.



If you hover over each of the windows, you see the window in full screen.

- Clicking on a window brings it to the front so you can work with it. You can also close windows from the taskbar.

We have “pinned” some applications to the taskbar e.g. Word, Excel and Powerpoint.

- You can “pin” any application (or a folder) to the taskbar by dragging the icon to the taskbar.
- The Windows 7 taskbar icons are movable – simply drag them along the taskbar to the desired location.

Jump lists are lists of shortcuts to applications, folders or files accessed from a Taskbar item. Jump lists are a quick way to access information.

- Right-click on an application icon on the taskbar to get a list of recent files and other options.
- If you want a particular (for example) Word document to always be available, just drag and drop it on to the taskbar icon. It becomes “pinned” to the top of the Word jump list for easy access. Click the pin to the right of the file name, or right-click it and select "Unpin from this list" when you want to remove it.

Window management effects

AeroPeek lets you “see through” windows to your desktop.

- Just move the cursor to the rectangle (looks like a vertical brick) on the bottom-right-hand corner of your screen.



- Clicking in that area minimises all windows, click again to restore all windows.

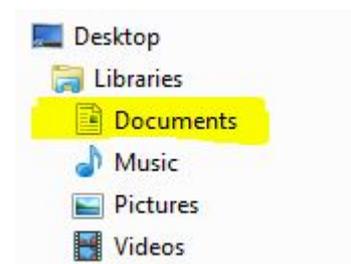
AeroShake: Grab the title bar of any window and shake it from side to side. All other windows except the active window are minimised. Shake again, and the windows are restored.

AeroSnap lets you quickly manipulate multiple windows by altering window placement and sizing.

- If you drag a window (by its title bar) to the top of the screen, the window maximises.
- If you have (say) two Word documents open, you can drag one to the left of the screen, and one to the right, and they will “snap” to take up half the screen each.
- You can still use Alt+Tab keys to bring up all the windows, or, alternatively, use the **Windows** key (the one between the Ctrl + Alt keys on your keyboard) and the **Tab** key to cycle through thumbnails of all the windows.

D-drive

- As usual, your Documents folder is on the C-drive. In your Documents folder, you can store all your work-related files. This folder is backed up via our School-wide back-up process. You can find your Documents folder under the Libraries heading.
- Libraries are new in Windows 7. They are a collection of items, such as files or folders, assembled from various locations.
- There is another part of your hard drive, D-drive, that you can also use to store files. **Please note: D-drive is not backed up.**



Active Desktop – there isn’t one

Windows 7 has lost the active desktop feature – we used to have MyWeb™ embedded in the desktop. Instead, we have saved the MyWeb™ address as a favourite in Internet Explorer and added a shortcut to the taskbar.

Sticky Notes

- To access reminder notes that sit on your desktop, go to **Start > All Programs > Accessories > Sticky Notes**
- You can right-click a note to change its colour and click the + sign on the note title bar to add another note. Notes are automatically saved, even if you close them.



Snipping Tool

The snipping tool allows you to capture a screen shot, or “snip”, of any object on your screen. You can then annotate and save the image. To open the snipping tool, go to the **Start** button, type **snip** and select the tool.

Keyboard shortcuts

Shortcuts now include:

Keys	Action
Windows + Up and Windows + Down	If a window isn't maximized, pressing the Windows + Up arrow keys will make it fill your entire screen. Windows + Down arrow minimizes that active window.
Windows + Left and Windows + Right	Shortcuts for the AeroSnap feature mentioned above.
Windows + Home	This shortcut minimizes every open window on your desktop except the active window. Pressing this shortcut again restores all the minimized windows.
Windows + E	Automatically opens up a new Explorer window.

Calculator

The calculator has been improved – it can now do more than basic maths. To use it, go to **Start > All Programs > Accessories > Calculator**

- Under the **View** menu in the calculator you can choose between Standard, Scientific, Programmer, and Statistics modes.
- If you go to the menu and choose **View, Worksheets**, you can calculate petrol mileage and mortgage payments based on variables you input.