



Windows 7

PC Operating System

Windows 7 is the latest operating system from Microsoft designed to replace Windows Vista and XP. Windows 7 boasts an redesigned user interface and improved speed and power.



Application Icons

Notification Area

Start Button: Performs common activities such as launching programs, listing commonly used folders, searching through computer files quickly. It also holds the help function, power status management options, and log-in information options.

Control Panel: Adjusts computer settings such as Internet and Network, Appearance, Add and Remove Software. For more details, see the back of this sheet.

Windows Search: Start typing in the Start menu search box and instantly see a list of relevant files on the PC.

Notification Area: Along with other notifications and highly minimized icons, this area of the Taskbar contains the Action Center, which consolidates alerts from key Windows maintenance and security features such as Windows Error Reporting and User Account Control.

Application Icons: Compressed from previous versions of Windows, these incorporate and improve upon the previous functionality of the Quick Launch. These icons are also the gateway to Aero Peek and Jump Lists.

New Features We Like

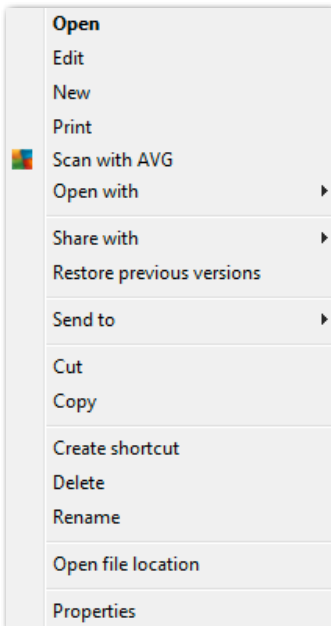
- **Taskbar Thumbnails** - Hovering over a taskbar icon shows the thumbnail of that program. Hovering over the thumbnail shows a preview of that program in full view.
- **Aero Shake** - Shaking (quickly dragging back and forth) a window minimizes all other windows. Shaking it again brings them back.
- **Aero Snap** - Clicking and dragging a window to the right or left side of the desktop causes the window to fill the respective half of the screen. Snapping a window to the top of the desktop maximizes it. Resizing a window to touch the top or bottom edge of the screen maximizes the window to full height, whilst retaining its width. These windows will then slide horizontally if moved by the title bar, or can be pulled off, which returns the window to the original
- **Jump Lists** - Right-clicking an application on the task bar gives the user the option to choose previously visited or most commonly visited files or web pages accessed by that application.



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File or Folder Right Click



The Power of Right Click!

Files and Folders

Right Click on a File or Folder to Cut, Copy, Paste, Delete, Rename, view **Properties** and more.

Properties are powerful. Information about a files, folder location, file size, dates or last modified, and file type

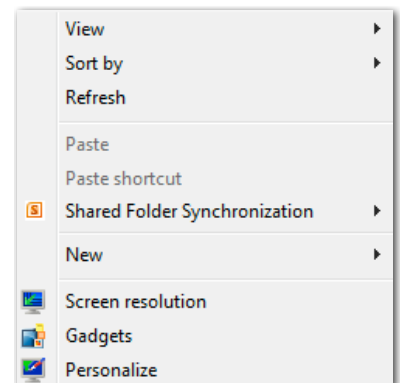
Right click the desktop

Right click the desktop and see the options on the right. Customize icons with the view, sort them, refresh, and personalize the desktop.

How to create a folder

To create a new folder, simply press Ctrl+Shift+N (or right click anywhere on the desktop of existing Folder) in an open explorer window and the folder will be automatically created, ready to be renamed to something more useful.

Right Click of Desktop



The Tools of the Control Panel

System and Security: Back up data, check the status of the firewall, update Windows, or check system specifications.

Network and Internet: Configure or troubleshoot any Internet connection.

Hardware and Sound: Manage peripherals and power options.

Programs: Adding or removing programs is available here.

User Accounts and Family Safety: Set up parental controls to prevent users from accessing unwanted sites or programs.

Appearance and Personalization: Change the way the computer looks with themes and backgrounds.

Clock, Language, and Region: Set date and time or change the computer's language.

Ease of Access: Accessibility settings for disabled or impaired individuals are accessible here.



Global Shortcut Keys

Maximize Window	Win+Up
Restore/Minimize	Win+Down
Maximize Vertically	Win+Shift+Up
Snap To Left	Win+Left
Snap To Right	Win+Right
Aero Flip	Win+Tab
View Open Programs	Alt+Tab

Taskbar-Only Shortcut Keys

Start New Instance	Shift+Click
Start As Administrator	Ctrl+Shift+Click
Show Options Menu	Shift+Right Click
Cycle Visible Windows	Ctrl+Click