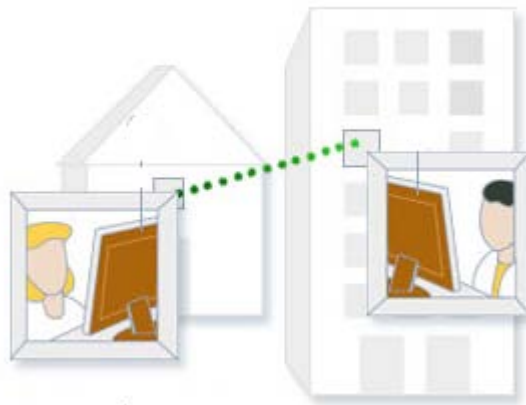


Technology University
Building and Constructions Engineering Department
Computers Principles-First Class

WINDOWS 7



By: Lubna Zaghlul


2012

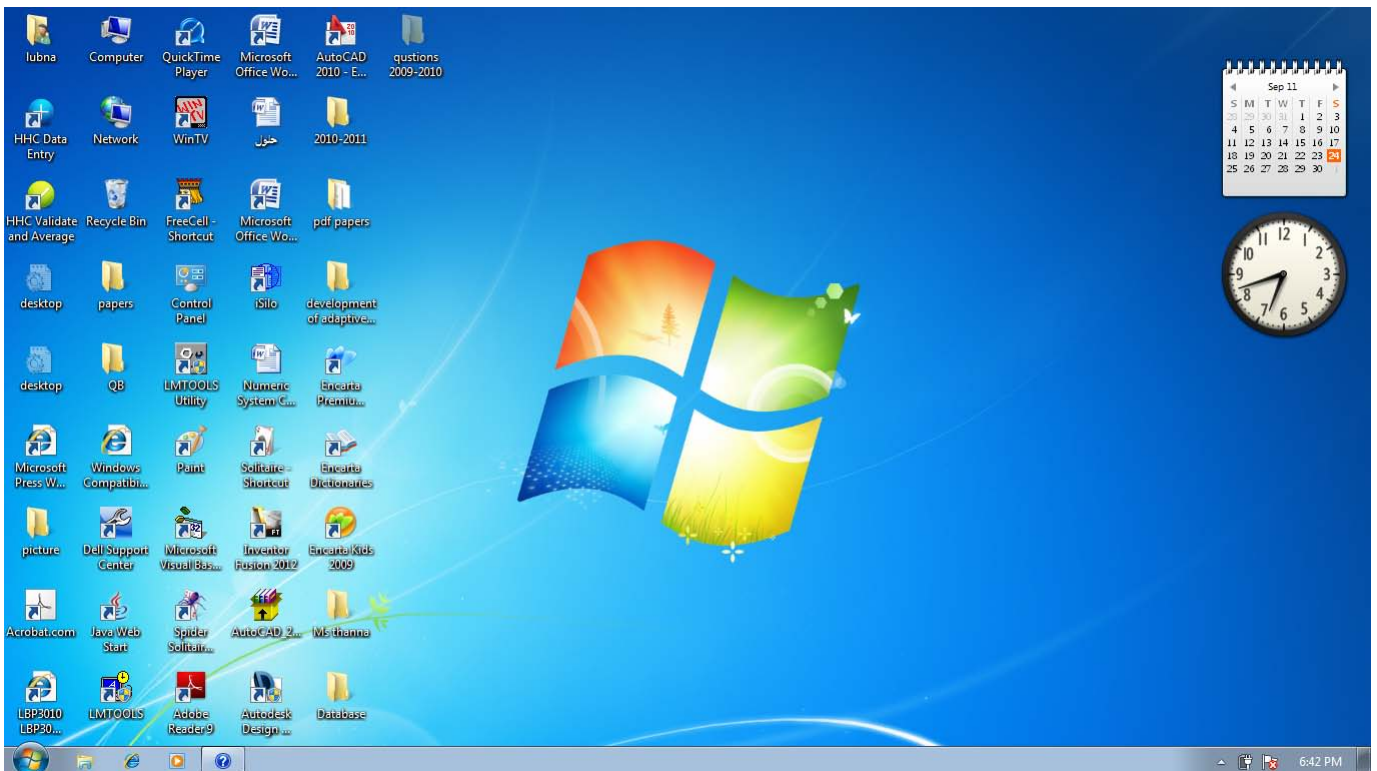
Windows 7

The windows 7 Desktop displays when first log on to windows 7 .it is the starting point for all activities.

The Desktop

The desktop is the main screen area that can see after turn on the computer and log on to Windows. Like the top of an actual desk, it serves as a surface for your work. When you open programs or folders, they appear on the desktop. You can also put things on the desktop, such as files and folders, and arrange them however you want.

The desktop is sometimes defined more broadly to include the taskbar. The taskbar sits at the bottom of your screen. It shows you which programs are running and allows you to switch between them. It also contains the Start button , which you can use to access programs, folders, and computer settings.



Working with desktop icons

Icons are small pictures that represent files, folders, programs, and other items. When you first start Windows, you'll see at least one icon on your desktop: The Recycle Bin (more on that later). Your computer manufacturer might have added other icons to the desktop. Some examples of desktop icons are shown below. Examples of desktop icons



Examples of desktop icons

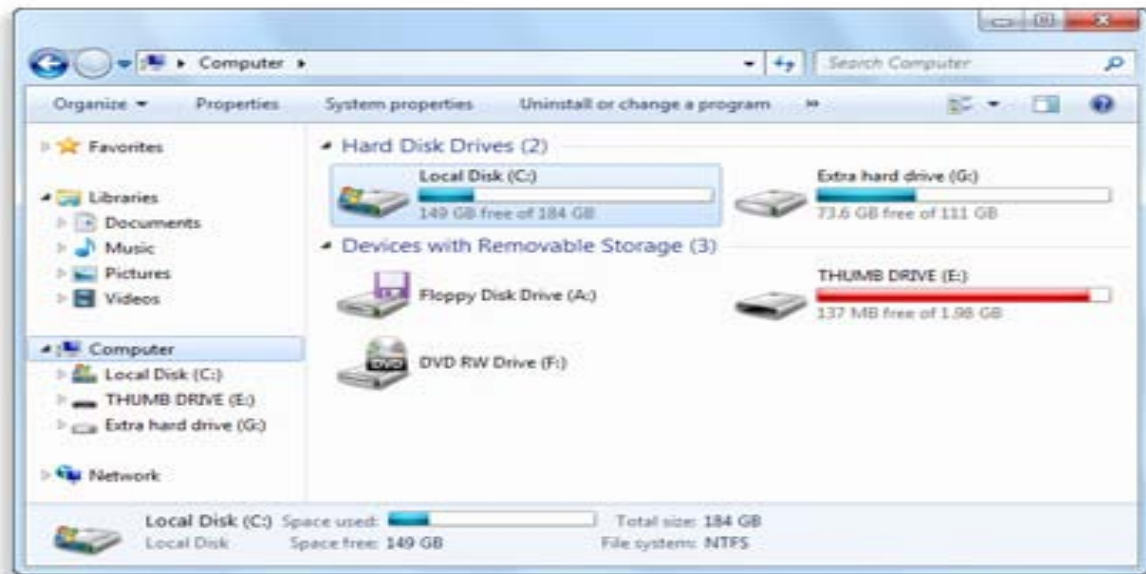
Double-clicking a desktop icon starts or opens the item it represents.

Working with the Computer folder

From the Computer folder, you can access [locations](#) such as [hard disks](#), CD or DVD drives, and [removable media](#). You can also access other [devices](#) that might be connected to your computer, such as external hard drives and [USB flash drives](#).

- [Click to open Computer](#).

A common reason to open the Computer folder is to view the available space on your hard disks and removable media.



The Computer folder showing available space on the hard disk and removable media

If you right-click an item in the Computer folder, you can perform tasks such as ejecting a CD or DVD, viewing the properties of a hard disk, and formatting a disk.

The Recycle Bin

When you delete a file or folder, it doesn't actually get deleted right away—it goes to the Recycle Bin. That's a good thing, because if you ever change your mind and decide you need a deleted file, you can get it back.




The Recycle Bin when empty (left) and full (right)

If you're sure that you won't need the deleted items again, you can empty the Recycle Bin. Doing that will permanently delete the items and reclaim any disk space they were using.

Task Bar

The [taskbar](#) is the long horizontal bar at the bottom of screen. Unlike the [desktop](#), which can get obscured by open [windows](#), the taskbar is almost always visible. It has three main sections:

- The Start button , which opens the Start menu. See [The Start menu \(overview\)](#).
- The middle section, which shows you which programs and files you have opened and allows you to quickly switch between them.
- The [notification area](#), which includes a clock and [icons](#) (small pictures) that communicate the status of certain programs and computer settings.

The start menu

The Start menu is the main gateway to your computer's programs, folders, and settings. It's called a menu because it provides a list of choices, just as a restaurant menu does. And as "start" implies, it's often the place that you'll go to start or open things.

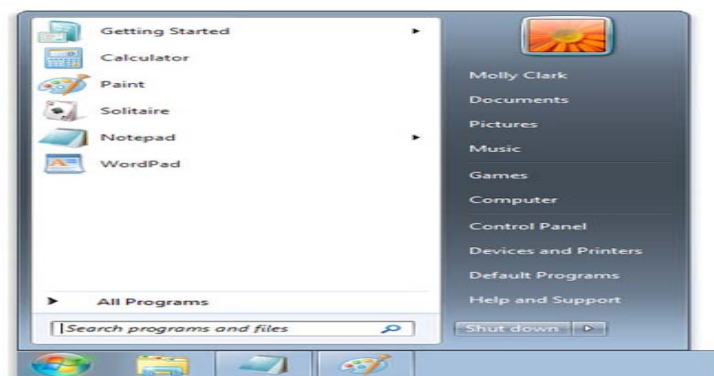
Use the Start menu to do these common activities:

- Start programs
- Open commonly used folders
- Search for files, folders, and programs
- Adjust computer settings
- Get help with the Windows [operating system](#)
- Turn off the computer
- Log off from Windows or switch to a different user account

To open the Start menu, click the Start button  in the lower-left corner of your screen. Or, press the Windows logo key on your keyboard.

The Start menu is divided into three basic parts:

- The large left pane shows a short list of [programs](#) on your computer. Your computer manufacturer can customize this list, so its exact appearance will vary. Clicking All Programs displays a complete list of programs (more on this later).
- At the bottom of the left pane is the search box, which allows you to look for programs and [files](#) on your computer by typing in search terms.
- The right pane provides access to commonly used folders, files, settings, and features. It's also where you go to log off from Windows or turn off your computer.



Start menu

Opening programs from the Start menu

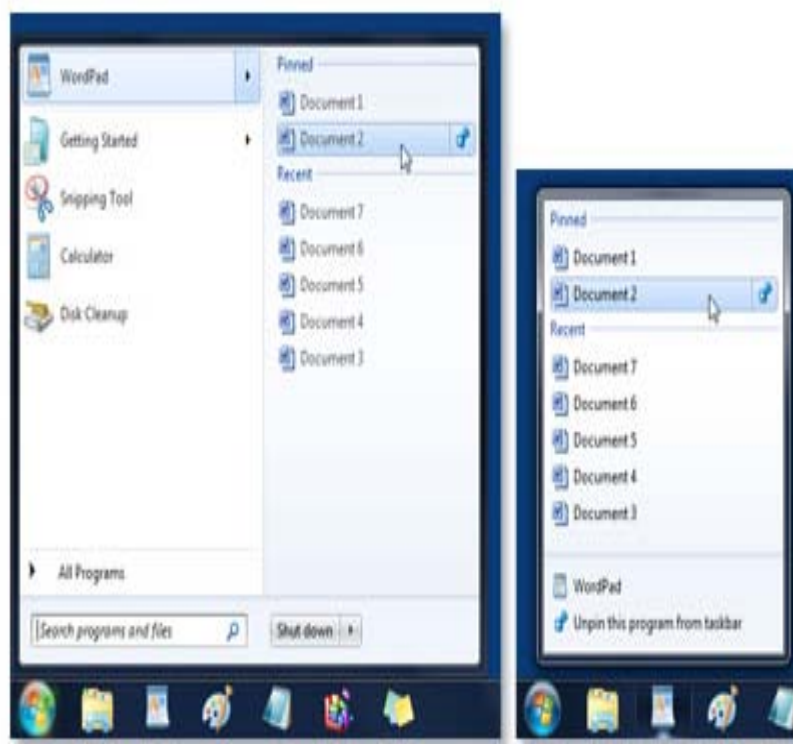
One of the most common uses of the Start menu is opening programs installed on your computer. To open a program shown in the left pane of the Start menu, click it. The program opens and the Start menu closes.

If you don't see the program you want, click All Programs at the bottom of the left pane. Instantly, the left pane displays a long list of programs in alphabetical order, followed by a list of folders.

Clicking one of the program [icons](#) launches the program, and the Start menu closes. So what's inside the folders? More programs. Click Accessories, for example, and a list of programs that are stored in that folder appears. Click any program to open it. To get back to the programs you saw when you first opened the Start menu, click Back near the bottom of the menu.

If you're ever unsure what a program does, move the pointer over its icon or name. A box appears that often contains a description of the program. For example, pointing to Calculator displays this message: "Performs basic arithmetic tasks with an on-screen calculator." This trick works for items in the right pane of the Start menu, too.

You might notice that over time, the lists of programs in your Start menu change. This happens for two reasons. First, when you install new programs, they get added to the All Programs list. Second, the Start menu detects which programs you use the most, and places them in the left pane for quick access.



The same items appear in a program's Jump List on the Start menu and on the taskbar

The Search Box

The search box is one of the most convenient ways to find things on your computer. The exact location of the items doesn't matter—the search box will scour your programs and all of the folders in your [personal folder](#) (which includes Documents, Pictures, Music, Desktop, and other common locations). It will also search your e-mail messages, saved instant messages, appointments, and contacts.

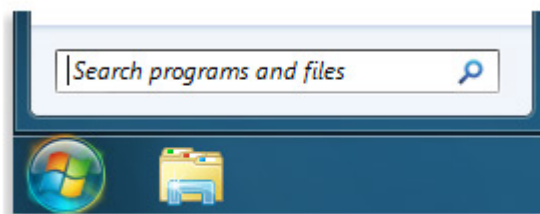
To use the search box, open the Start menu and start typing. You don't need to click inside the box first. As you type, the search results appear above the search box in the left pane of the Start menu.

A program, file, or folder will appear as a search result if:

- Any word in its title matches or begins with your search term.
- Any text in the actual contents of the file—such as the text in a word-processing document—matches or begins with your search term.
- Any word in a property of the file, such as the author, matches or begins with your search term.

Click any search result to open it. Or, click the Clear button to clear the search results and return to the main programs list. You can also click See more results to search your entire computer.

Besides programs, files and folders, and communications, the search box also looks through your Internet [favorites](#) and the history of websites you've visited. If any of these web pages include the search term, they appear under a heading called "Favorites and History."



The Start menu search box

What's in the right pane?

The right pane of the Start menu contains links to parts of Windows that you're likely to use frequently. Here they are, from top to bottom:

- Personal folder. Opens your [personal folder](#), which is named for whoever is currently logged on to Windows. For example, if the current user is Molly Clark, the folder will be named Molly Clark. This folder, in turn, contains user-specific files, including the Documents, Music, Pictures, and Videos folders.
- Documents. Opens the Documents folder, where you can store and open text files, spreadsheets, presentations, and other kinds of documents.
- Pictures. Opens the Pictures folder, where you can store and view digital pictures and graphics files.
- Music. Opens the Music folder, where you can store and play music and other audio files.
- Games. Opens the Games folder, where you can access all of the games on your computer.
- Computer. Opens a window where you can access disk drives, cameras, printers, scanners, and other hardware connected to your computer.
- Control Panel. Opens Control Panel, where you can customize the appearance and functionality of your computer, install or uninstall programs, set up network connections, and manage user accounts.
- Devices and Printers. Opens a window where you can view information about the printer, mouse, and other devices installed on your computer.
- Default Programs. Opens a window where you can choose which program you want Windows to use for activities such as web browsing.
- Help and Support. Opens Windows Help and Support, where you can browse and search Help topics about using Windows and your computer.
- At the bottom of the right pane is the Shut down button. Click the Shut down button to turn off your computer.

Clicking the arrow next to the Shut down button displays a menu with additional options for switching users, logging off, restarting, or shutting down.

Working with files and folders

A file is an item that contains information—for example, text or images or music. When opened, a file can look very much like a text document or a picture that you might find on someone's desk or in a filing cabinet. On your computer, files are represented with [icons](#); this makes it easy to recognize a type of file by looking at its icon. Here are some common file icons:



Icons for a few types of files

A folder is a container you can use to store files in. If you had thousands of paper files on your desk, it would be nearly impossible to find any particular file when you needed it. That's why people often store paper files in folders inside a filing cabinet. On your computer, folders work the same way. Here are some typical folder icons:



Folders can also store other folders. A folder within a folder is usually called a subfolder. You can create any number of subfolders, and each can hold any number of files and additional subfolders.

Using libraries to access files and folders


When it comes to getting organized, you don't need to start from scratch. You can use [libraries](#), a feature new to this version of Windows, to access your files and folders, and arrange them in different ways. Here's a list of the four [default](#) libraries and what they're typically used for:

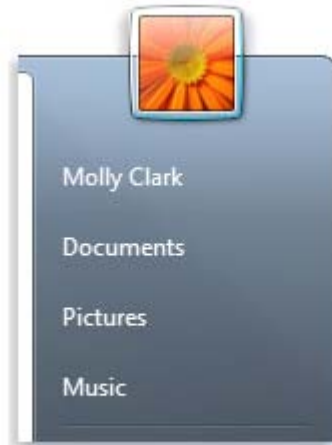
- Documents library. Use this library to organize and arrange word-processing documents, spreadsheets, presentations, and other text-related files.

By default, files that you move, copy, or save to the Documents library are stored in the My Documents folder.

- Pictures library. Use this library to organize and arrange your digital pictures, whether you get them from your camera, scanner, or in e-mail from other people. By default, files that you move, copy, or save to the Pictures library are stored in the My Pictures folder.
- Music library. Use this library to organize and arrange your digital music, such as songs that you rip from an audio CD or that you [download](#) from the Internet. By default, files that you move, copy, or save to the Music library are stored in the My Music folder.
- Videos library. Use this library to organize and arrange your videos, such as clips from your digital camera or camcorder, or video files that you download from the Internet.

By default, files that you move, copy, or save to the Videos library are stored in the My Videos folder.

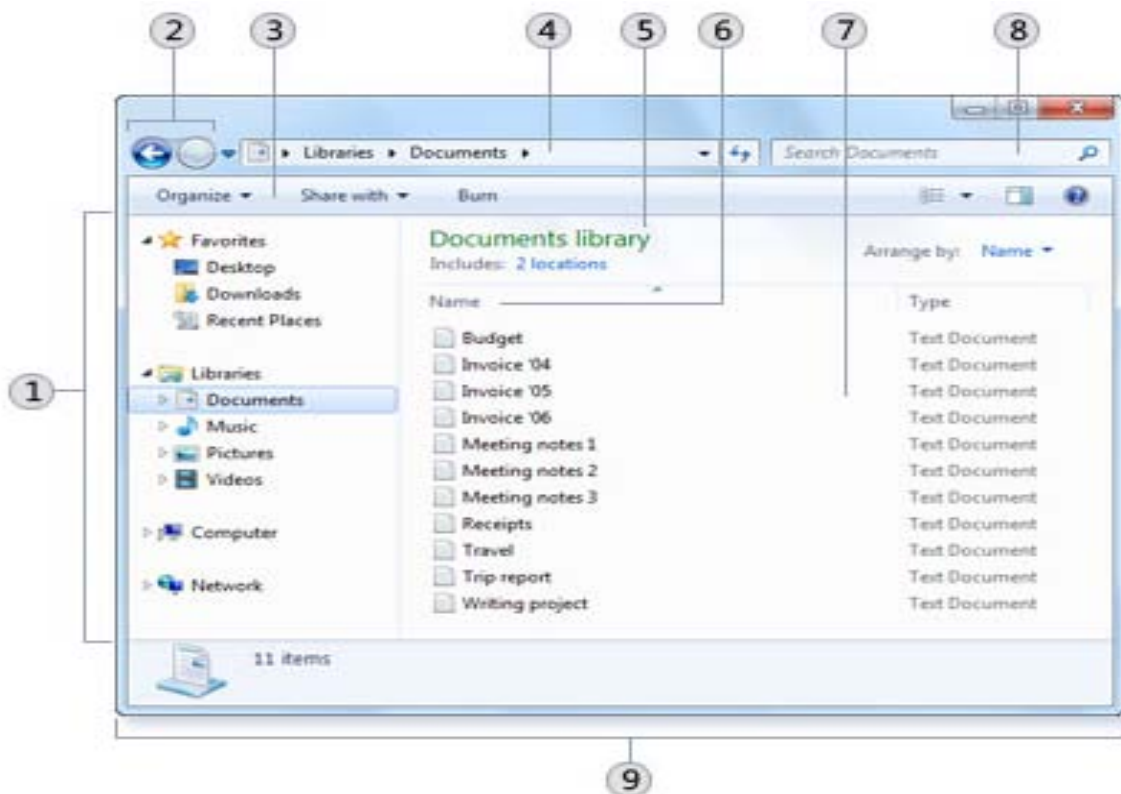
To open the Documents, Pictures, or Music libraries, click the Start button , and then click Documents, Pictures, or Music.






You can open common libraries from the Start menu

parts of a window


When you open a folder or library, you see it in a [window](#). The various parts of this window are designed to help you navigate around Windows or work with files, folders, and libraries more easily. Here's a typical window and each of its parts:



- | | |
|----------------------------|-------------------|
| ① Navigation pane | ⑥ Column headings |
| ② Back and Forward buttons | ⑦ File list |
| ③ Toolbar | ⑧ The search box |
| ④ Address bar | ⑨ Details pane |
| ⑤ Library pane | |

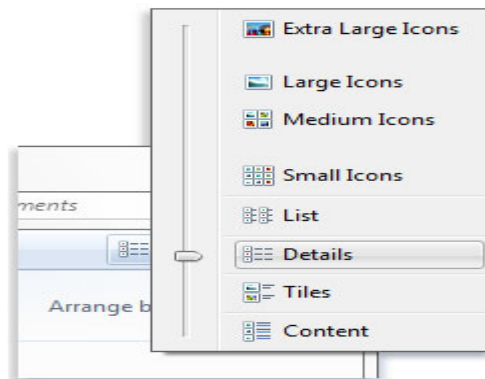
Window part	What it's useful for
Navigation pane	Use the navigation pane to access libraries, folders, saved searches , and even entire hard disks . Use the Favorites section to open your most commonly used folders and searches; use the Libraries section to access your libraries. You can also use the Computer folder to browse folders and subfolders.
Back and Forward buttons	Use the Back button  and the Forward button  to navigate to other folders or libraries you've already opened without closing the current window. These buttons work together with the address bar; after you use the address bar to change folders, for example, you can use the Back button to return to the previous folder.
Toolbar	Use the toolbar to perform common tasks, such as changing the appearance of your files and folders, burning files to a CD, or starting a digital picture slide show. The toolbar's buttons change to show only the tasks that are relevant. For example, if you click a picture file, the toolbar shows different buttons than it would if you clicked a music file.
Address bar	Use the address bar to navigate to a different folder or library or to go back to a previous one. For more information,
Library pane	The library pane appears only when you are in a library (such as the Documents library). Use the library pane to customize the library or to arrange the files by different properties.
Column headings	Use the column headings to change how the files in the file list are organized. For example, you can click the left side of a column heading to change the order the files and folders are displayed in, or you can click the right side to filter the files in different ways. (Note that column headings are available only in Details view. To learn how to switch to Details view, see 'Viewing and arranging files and folders' later in this topic.)
File list	This is where the contents of the current folder or library are displayed. If you type in the search box to find a file, only the files that match your current view (including files in subfolders) will appear.
The search box	Type a word or phrase in the search box to look for an item in the current folder or library. The search begins as soon as you begin typing—so if you type "B," for example, all the files with names starting with the letter B will appear in the file list.
Details pane	Use the details pane to see the most common properties associated with the selected file. File properties are information about a file, such as the author, the date you last changed the file, and any descriptive tags you might have added to the file.
Preview pane	Use the preview pane to see the contents of most files. If you select an e-mail message, text file, or picture, for example, you can see its contents without opening it in a program. If you don't see the preview pane, click the Preview pane button  in the toolbar to turn it on.

Viewing and arranging files and folders

When you open a folder or library, you can change how the files look in the window. For example, you might prefer larger (or smaller) icons or a view that lets you see different kinds of information about each file. To make these kinds of changes, use the Views button  in the toolbar.


Each time you click the left side of the Views button, it changes the way your files and folders are displayed by cycling through five different views: Large Icons, List, a view called Details that shows several columns of information about the file, a smaller icon view called Tiles, and a view called Content that shows some of the content from within the file.

If you click the arrow on the right side of the Views button, you have more choices. Move the slider up or down to fine-tune the size of the file and folder icons. You can see the icons change size as you move the slider.



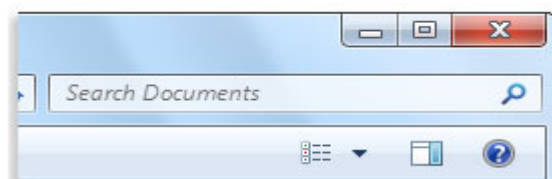
The Views options

In libraries, you can go a step further by arranging your files in different ways. For example, say you want to arrange the files in your Music library by genre (such as Jazz and Classical):

1. Click the Start button , and then click Music.
2. In the library pane (above the file list), click the menu next to Arrange by, and then click Genre.

Finding files

Depending on how many files you have and how they are organized, finding a file might mean browsing through hundreds of files and subfolders—not an easy task. To save time and effort, use the search box to find your file.



The search box

The search box is located at the top of every window. To find a file, open the folder or library that makes the most sense as a starting point for your search, click the search box, and start typing. The search box [filters](#) the current view based on the text that you type. Files are displayed as search results if your search term matches the file's name, [tags](#) or other properties, or even the text inside a text document.

If you're searching for a file based on a property (such as the file's type), you can narrow the search before you start typing by clicking the search box, and then clicking one of the properties just below the search box. This adds a search filter (such as "type") to your search text, which will give you more accurate results.

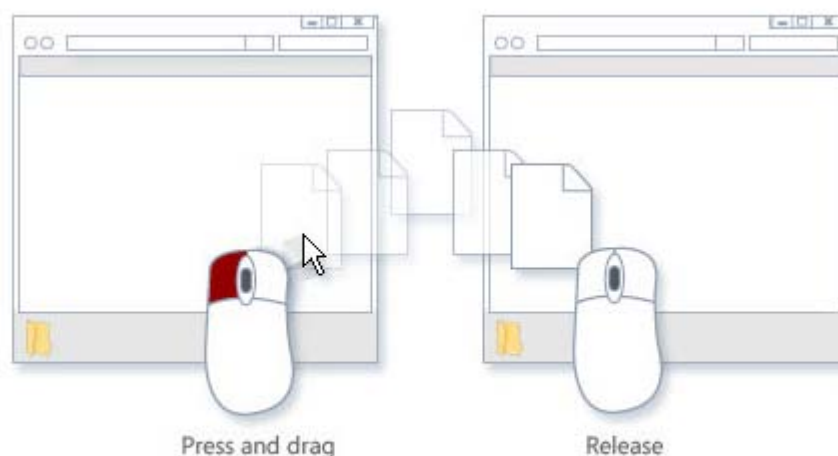
If you aren't seeing the file you're looking for, you can change the entire scope of a search by clicking one of the options at the bottom of the search results. For example, if you search for a file in the Documents library but you can't find it, you can click Libraries to expand the search to the rest of your libraries.

Copying and moving files and folders

Occasionally, you might want to change where files are stored on your computer. You might want to move files to a different folder, for example, or copy them to [removable media](#) (such as CDs or memory cards) to share with another person.

Most people copy and move files using a method called drag and drop. Start by opening the folder that contains the file or folder you want to move. Then, open the folder where you want to move it to in a different window. Position the windows side by side on the desktop so that you can see the contents of both.

Next, [drag](#) the file or folder from the first folder to the second folder. That's all there is to it.



To copy or move a file, drag it from one window to another

When using the drag-and-drop method, you might notice that sometimes the file or folder is copied, and at other times it's moved. If you're dragging an item between two folders that are stored on the same [hard disk](#), then the item is moved so that two copies of the


same file or folder aren't created in the same [location](#). If you drag the item to a folder that's in a different location (such as a network location) or to [removable media](#) like a CD, then the item is copied.

Tips

- The easiest way to arrange two windows on the desktop is to use Snap.
- If you copy or move a file or folder to a library, it will be stored in the library's default save location.
- Another way to copy or move a file is to drag it from the file list to a folder or library in the [navigation pane](#) so you don't need to open two separate windows.

Creating and deleting files

The most common way to create new files is by using a [program](#). For example, you can create a text document in a word-processing program or a movie file in a video-editing program.

Some programs create a file as soon as you open them. When you open WordPad, for example, it starts with a blank page. This represents an empty (and unsaved) file. Start typing, and when you are ready to save your work, click the Save button . In the dialog box that appears, type a file name that will help you find the file again in the future, and then click Save.

By default, most programs save files in common folders like My Documents and My Pictures, which makes it easy to find the files again next time.

When you no longer need a file, you can remove it from your computer to save space and to keep your computer from getting cluttered with unwanted files. To delete a file, open the folder or library that contains the file, and then select the file. Press Delete on your keyboard and then, in the Delete File dialog box, click Yes.

When you delete a file, it's temporarily stored in the Recycle Bin. Think of the Recycle Bin as a safety net that allows you to recover files or folders that you might have accidentally deleted. Occasionally, you should empty the Recycle Bin to reclaim all of the hard disk space being used by your unwanted files.

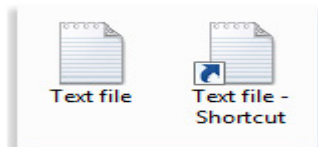
Opening an existing file

To open a file, double-click it. The file will usually open in the program that you used to create or change it. For example, a text file will open in your word-processing program.

That's not always the case, though. Double-clicking a picture file, for example, will usually open a picture viewer. To change the picture, you need to use a different program. Right-click the file, click Open with, and then click the name of the program that you want to use.

Create or delete a shortcut

A [shortcut](#) is a link to an item (such as on the a file, folder, or program) on your computer. You can create shortcuts and then place them in a convenient location, such as on the [desktop](#) or in the [navigation pane](#) (the left pane) of a folder, so that you can easily access the item that the shortcut links to. Shortcuts can be distinguished from the original file by the arrow that appears [icon](#).



A typical file icon and the related shortcut icon

[To create a shortcut](#)

1. Open the [location](#) containing the item that you want to create a shortcut to.
2. Right-click the item, and then click Create shortcut. The new shortcut appears in the same location as the original item.
3. [Drag](#) the new shortcut to the desired location.

Tips

- If the shortcut links to a folder, you can drag it to the Favorites section of a folder's navigation pane.
- You can also create a shortcut by dragging the icon on the left side of the address bar (located at the top of any folder window) to a location, such as the Desktop. This is a quick way to create a shortcut to the folder that you currently have open.

[To delete a shortcut](#)

- Right-click the shortcut that you want to delete, click Delete, and then click Yes. If you are prompted for an administrator password or confirmation, type the password or provide confirmation.

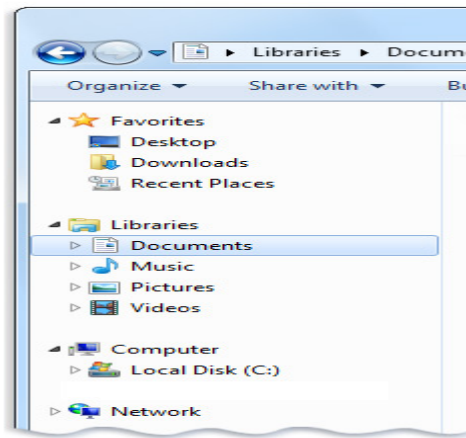
Note

- When you delete a shortcut, only the shortcut is removed. The original item is not deleted.

Working with the Navigation Pane

You can use the [navigation pane](#) (the left pane) to find [files](#) and folders. You can also move or copy items directly to a destination in the navigation pane.

If you don't see the navigation pane on the left side of an open [window](#), click Organize, point to Layout, and then click Navigation pane to display it.



The navigation pane

Working with Control Panel

You can use Control Panel to change settings for Windows. These settings control nearly everything about how Windows looks and works, and they allow you to set up Windows so that it's just right for you.

You can use two different methods to find the Control Panel item you are looking for:

- Use Search. To find a setting you are interested in or a task you want to perform, enter a word or phrase in the search box. For example, type "sound" to find specific tasks related to settings for your sound card, system sounds, and the volume icon on the [taskbar](#).
- Browse. You can explore Control Panel by clicking different categories (for example, System and Security, Programs, or Ease of Access), and viewing common tasks listed under each category. Or, under View by, click either Large icons or Small icons to view a list of all Control Panel items.

Tip

- If you browse Control Panel by icons, you can quickly jump ahead to an item in the list by typing the first letter of the item's name. For example, to jump ahead to Gadgets, type G, and the first Control Panel item beginning with the letter G is selected in the window.

