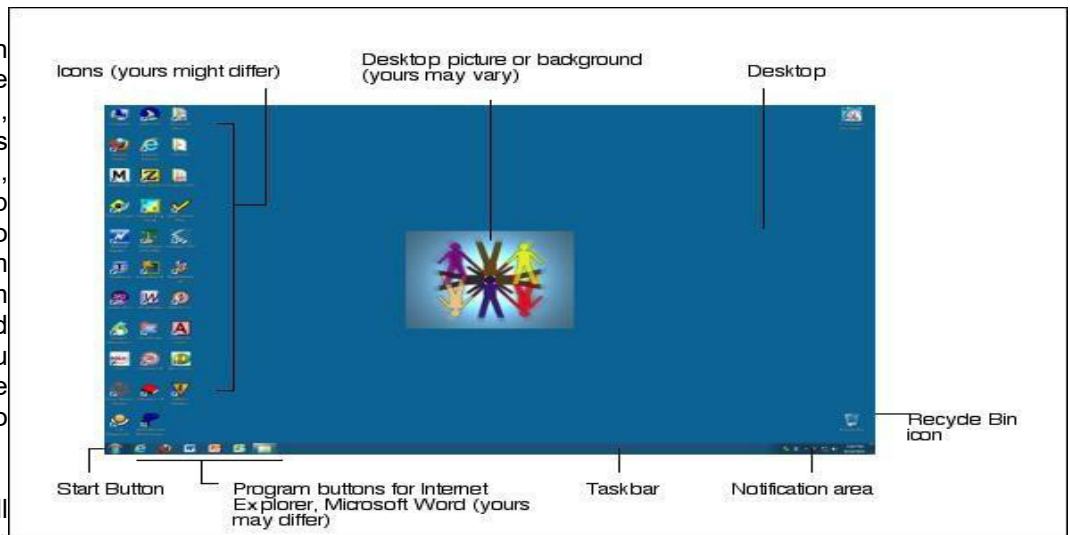


### The Desktop

The Desktop is the main Windows 7 screen. It is the work area where dialog boxes, windows, icons, and menus appear. Like an office desk, the Windows 7 desktop contains items you can use to do your job. For instance, from your desktop, you can perform file-management tasks and run software applications. You can customize the appearance of the desktop to suit your preferences.



### Desktop Icons

The Desktop is where you'll find icons (small pictures) for

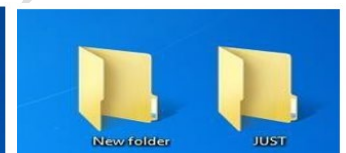
many of your most frequently used programs. You'll most likely see icons for Computer, Documents, Recycle Bin, and Internet Explorer. **computer**— Allows you to see what drives are attached to your computer (for example, your Local hard disk drive, your CD/DVD drives, any networked shared drives, and external drives, such as a USB flash drive). You can also view the files that are located on these drives.

**document**—Supplies a 'catch-all' place for your personal files. Within here you can see your files, any shared files from other computer users and any music or pictures you may have stored. The Documents folder will sometimes be identified by your name instead of the word "Documents."

**Recycle bin** — Stores any files you delete until you empty it. internet explorer Contains Windows' built in web browser that integrates with other Windows components (such as your folders and Documents).



Shortcut Icons



Folder Icons

### The Desktop Components

The desktop for Windows 7 consists of two main components

1. Desktop that contains many components like icons "file, folder, shortcut. Etc...)
2. Task Bars

### Desktop Components

**Icons:** An icon is a graphic image, a small picture or object that represents a file, program, web page, or command. Icons help you execute commands, open programs or documents quickly. To execute a command by using an icon, click or double-click on the icon. It is also useful to recognize quickly an object in a browser list. For example, all documents using the same extension have the same icon.



File Icons

We can classify icons as the following

### What is the difference between a file, a folder, and a shortcut?

All the data on your hard drive consists of files and folders. The basic difference between the two is that files store data, while folders store files and other folders. The folders, often referred to as directories, are used to organize files on your computer. The folders themselves take up virtually no space on the hard drive. Files, on the other hand, is a collection of data. stored in one unit, identified by a filename. And filename period file extension can range from a few bytes to several gigabytes. They can be documents, programs, libraries, and other compilations of data. File name consists of two part name and extension



**A shortcut** is a link that points to a program on the computer. Shortcuts allow users to create links to their programs in any folder, Start bar, Taskbar, Desktop or other locations on their computer. A shortcut in Windows is commonly identified by a small arrow in the bottom corner of the icon.

### Special Icons on the desktop

#### Recycle bin:

The Recycle Bin is a location (Folder) where deleted files are temporarily stored on Microsoft Windows. The Recycling Bin allows users to recover files that have been deleted in Windows.



### Change screen saver

Change screen saver Windows comes with several screen savers. You can also create your own screen savers from personal pictures you've saved on your computer, or some software companies might develop additional screen savers for download or purchase. To change a screen saver

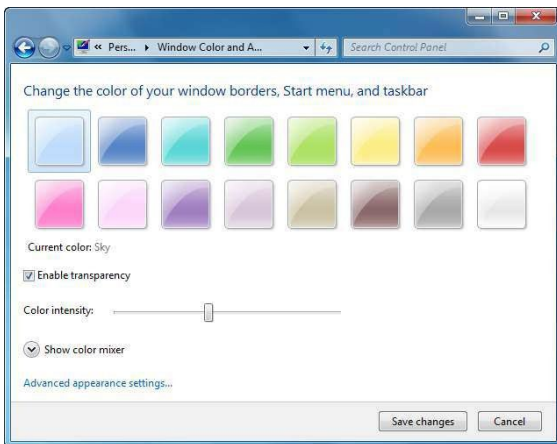
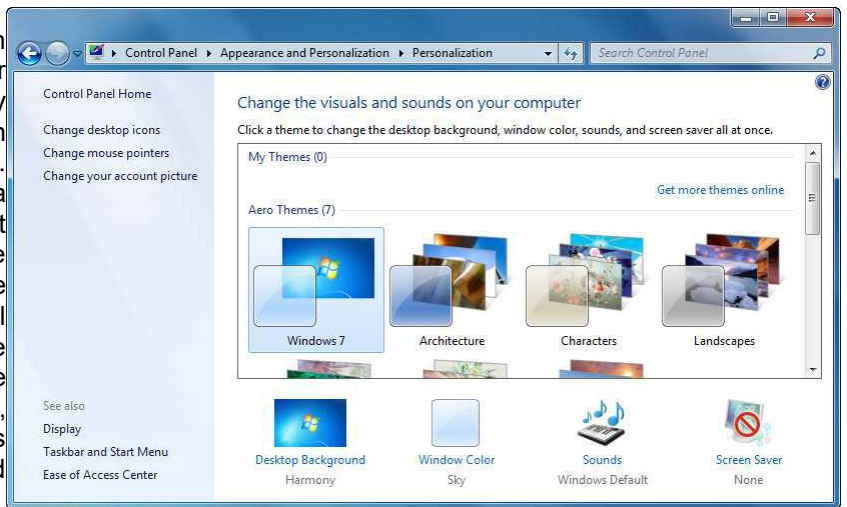
1. Open Screen Saver Settings by clicking the Start button, clicking Control Panel, clicking Appearance and Personalization, clicking Personalization, and then clicking Screen Saver.



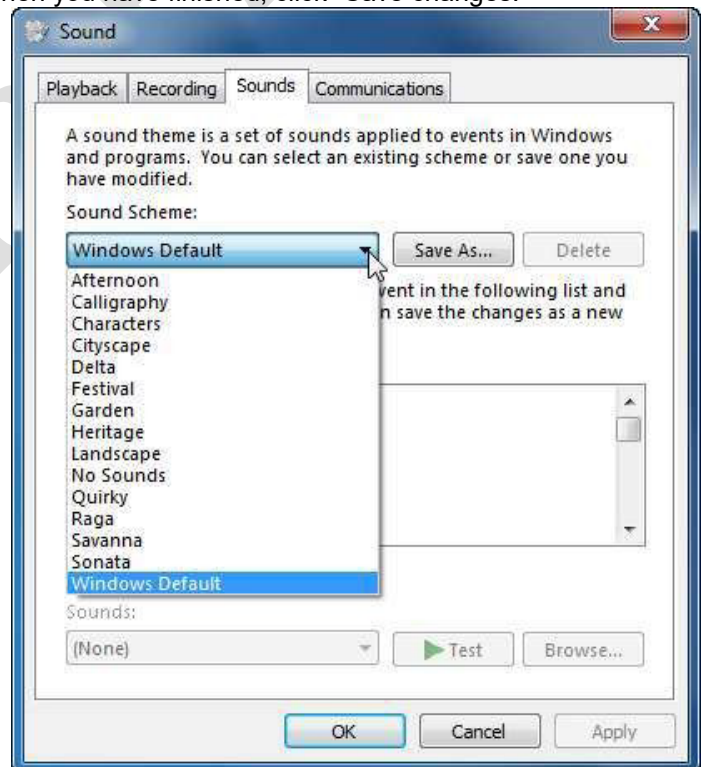
2. Under Screen saver, in the drop-down list, click the screen saver you want to use.
  3. Click Preview to see what your chosen screen saver will look like.
  4. Click OK.
- To clear a screen saver, move your mouse or press any key.  
You can change wallpaper and screen saver and also access these options by right-clicking the desktop and clicking Personalize. Let's go over these four commands now:

**1. Desktop Background**

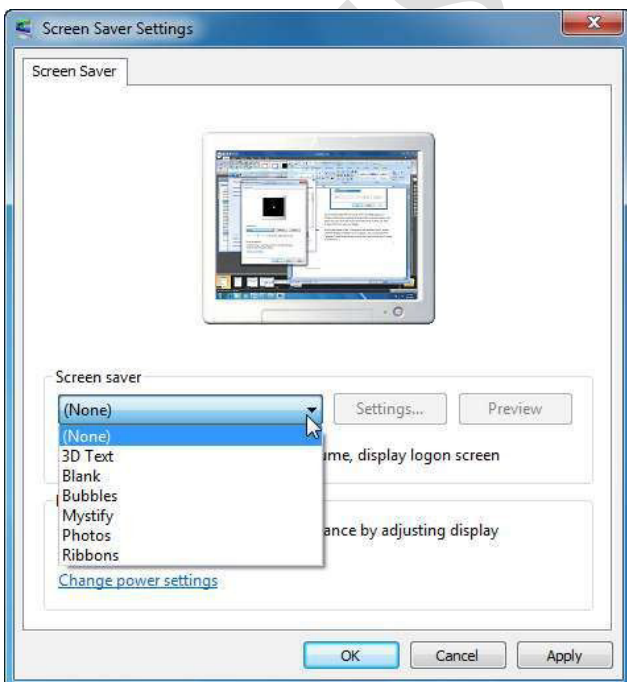
At the top of the Desktop Background feature, you can use the combo box to choose the source for your wallpaper. You can also click Browse to select any other folder that contains images. Next, you can select one or more images to use as your wallpaper. To select multiple images, hover your mouse over a picture and then click the checkbox in the upper-left corner. Repeat this until you have selected all the images you want: Now you can adjust how the image will be displayed on your screen. These options will force the image to conform in different ways relative to your screen resolution: Finally, if you have selected more than one image to use as a background, you can control how often Windows switches between images: When you have finished choosing your options, click Save Changes.



2. **Window Color** Here you can select a color, disable or enable window border transparency, and select the color intensity. If you don't like any of the current colors, click "Show color mixer" to define your own: When you have finished, click "Save changes."



3. **Sounds** Pick from a number of sound schemes in this window using the Sound Scheme combo box:

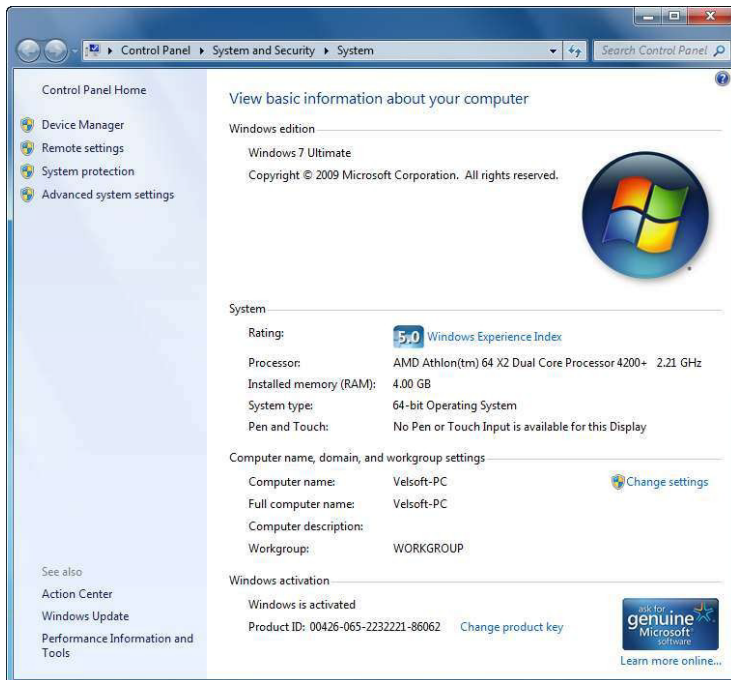
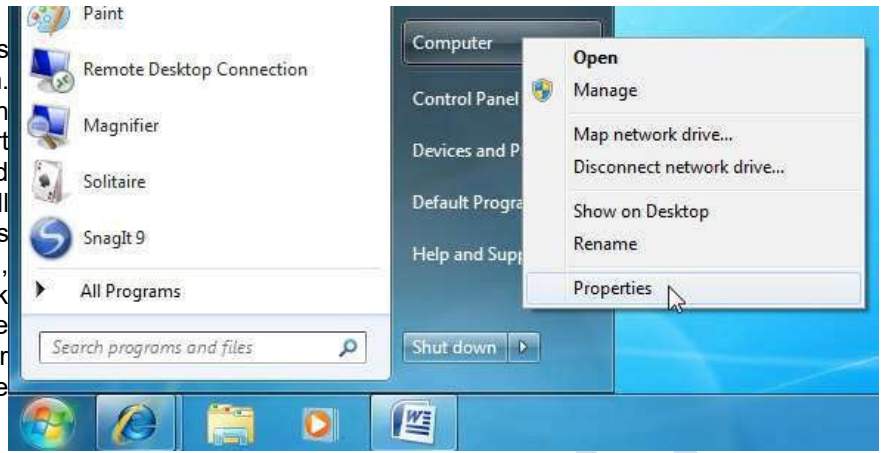


Sound schemes play different sounds when something happens in Windows (starting up, emptying the Recycle Bin, a warning window, etc.). Select any sound from the list and click Text to hear it. When you have finished, click OK to save any changes.

4. **Screen Saver** Windows comes with a few screen savers that are automatically activated after a certain period of inactivity. Choose a screen saver, modify its properties by clicking the Settings button, and apply a password if you wish. Click OK to save your settings.

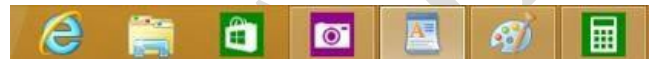
### Viewing System Information

For an overall report on your computer and its capabilities, click System and Security System. This will open the System dialog box. You can also view System information opening the Start menu, right-clicking the Computer button, and then clicking Properties: The System dialog will appear and show you the version of Windows that is currently installed, processor speed, memory, and system type, as well as network information. The links in the navigation pane provide access to other areas of your computer where you can modify hardware and software settings.



### How to use the taskbar

You can customize the taskbar, including the way taskbar



buttons look, how they group together when you have more than one window open, change where the taskbar is on your desktop, and decide what icons and apps are on it.

### Rearrange taskbar buttons

- To rearrange the order of app buttons on the taskbar, drag a button from its current position to a different position on the taskbar. You can rearrange apps as often as you like.
- All open files from the same app are always grouped together, even if you didn't open them one after the other. This is so you can see all of the previews for that app at the same time.

### Move the taskbar

- Usually, you can find the taskbar at the bottom of the desktop, but you can move it to the sides or top of the desktop. Before you can move the taskbar, you need to

unlock it.

- Press and hold or right-click an empty space on the taskbar. If **Lock the taskbar** has a check mark next to it, the taskbar is locked. You can unlock it by tapping or clicking **Lock the taskbar**, which removes the check mark.

- To move the taskbar, Do one of the following:
- Tap an empty space on the taskbar, and then drag it to one of the four edges of the desktop. When the taskbar is where you want it, let go. (If you're using a mouse, click an empty space on the taskbar, and then hold down the mouse button as you drag the taskbar to one of the four edges of the desktop. When the taskbar is where you want it, release the mouse button.)

### Change how taskbar buttons appear

- You can choose how buttons are grouped together when there's more than one window open, and change the size of taskbar button icons.

1. On the **Taskbar** tab, select one of the options from the **Taskbar buttons** list:

- Always combine, hide labels**

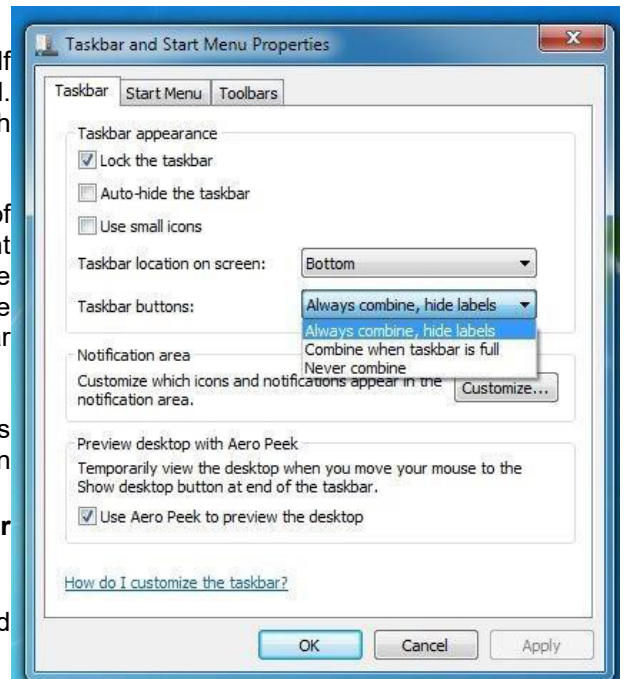
This is the default setting. Each app appears as a single, unlabeled button, even when multiple windows for that app are open.

- Combine when taskbar is full**

This setting shows each window as an individual, labeled button. When the taskbar becomes crowded, apps with multiple open windows collapse into a single app button, tap or clicking the button displays a list of the windows that are open.

- Never combine**

This setting shows each window as an individual, labeled button, and never combines them, no matter how many windows



are open. As more apps and windows open, buttons get smaller, and eventually the buttons will scroll.

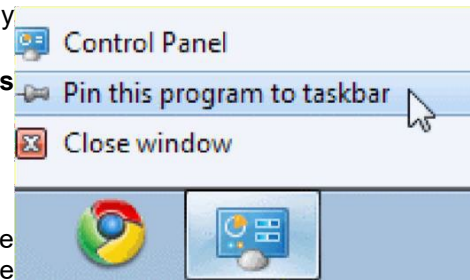
2. To use small taskbar button icons, select the **Use small taskbar buttons** check box. To use large icons, clear the check box.

3. Tap or click **OK**.

**Pin an app to the taskbar**

You can pin an app directly to the taskbar for quick and easy access.

- Swipe in from the right edge of the screen, and then tap Search. (If you're using a mouse, point to the upper-right corner of the screen, move the mouse pointer down, and then click Search.) In the search box, enter the name of the app you want to pin. Then on the search results page, tap or click the app to open it on the desktop.
- On the desktop, press and hold or right-click the app's button on the taskbar to open the app's Jump List (a list of shortcuts to recently opened files, folders, and websites), and then tap or click Pin this program to taskbar.
- To remove a pinned app from the taskbar, open the app's Jump List, and then tap or click Unpin this program from taskbar.



**Some Notes: around Windows 7 1.**

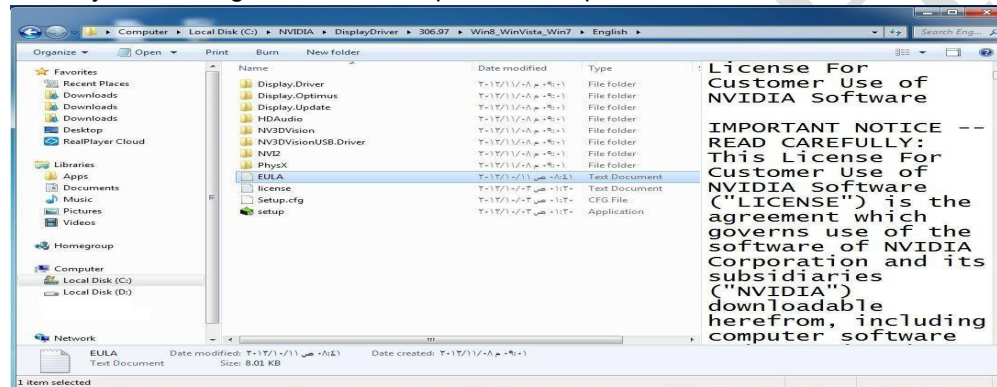
**Surpass basic math Calculator** has several dynamic new features - click the **View** menu to check them out. Unit conversion translates Celsius to Fahrenheit, kilometers to miles, meters to feet, grams to ounces, joules to BTUs, and more. You can use the new calculation worksheets to quickly compute everyday stuff like fuel economy and auto lease payments. The Programmer and Statistics modes handle the geekier tasks.

**Drag files from Jump Lists**

With Jump Lists, you get a quick-access list of your most frequently or recently used files. Just look for the right pointing arrow next to programs on your Start menu or left-click a program on the taskbar. You can use Jump Lists to open files and programs in just a few clicks. Even better, you can drag items from Jump Lists into open folders or email.



menu or left-click a program on the taskbar. You can use Jump Lists to open files and programs in just a few clicks. Even better, you can drag items from Jump Lists into open folders or email.



**Preview your files**

Another great time saver is the file preview pane within a folder or library. Use it to see a file's contents without opening the file in a program. You can open the preview pane in a window by pressing Alt+P. Items such as photos and PDF files will be previewed in this area when you click them. Learn more about using files and folders, including the preview pane.

**Easily customize your Sticky Notes**

Now you can make the Sticky Notes you keep on your desktop even handier. You can format the text and change its color, as well as resize, collapse, and flip through several Sticky Notes. If you have a Tablet PC or touchscreen, you can use multiple input (pen and touch) methods within a single note.

**Notes:** Open Sticky Notes by tapping the Start button. In the search

box, type Sticky Notes, and then tap Sticky Notes in the list of results.

To create additional notes, click the New Note button. You can also open a new note by pressing **Ctrl+N**.

**Desktop Gadgets**

Windows contains mini-programs called gadgets, which offer information at a glance and provide easy access to frequently used tools. For example, you can use gadgets to display a picture slide show or view continuously updated headlines. Some of the gadgets that come with Windows 7 are Calendar, Clock, Weather, Feed Headlines, Slide Show, and Picture Puzzle.



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