

Fourth Lecture

Basics of Microsoft Windows 7

Windows 7



Outline

- ✓ **DOS (Disk Operating System)**
- ✓ **Desktop of Window 7**
- ✓ **Exploring the Start Menu**
- ✓ **Exploring Your Computer**
- ✓ **Getting Help**
- ✓ **Disk Management**
- ✓ **Burning Data to a CD /DVD**
- ✓ **Free Software**

DOS (Disk Operating System)

- was the **first widely-installed operating system** for **personal computers**.
- uses a **text-based** interface, that allows the user to type commands. The user must know the basic commands in order to use DOS. This made the operating system difficult for beginners to use, which is why Microsoft later produce the **graphic-based** Windows operating system.
- The first versions of Windows is Windows 95 actually ran on top of the DOS operating system. Later versions of Windows, such as Windows 98, Windows 2000, XP, Vista, Windows 7, 8 , and 10 also do not require DOS.
- Linux, UNIX

Desktop of Window 7

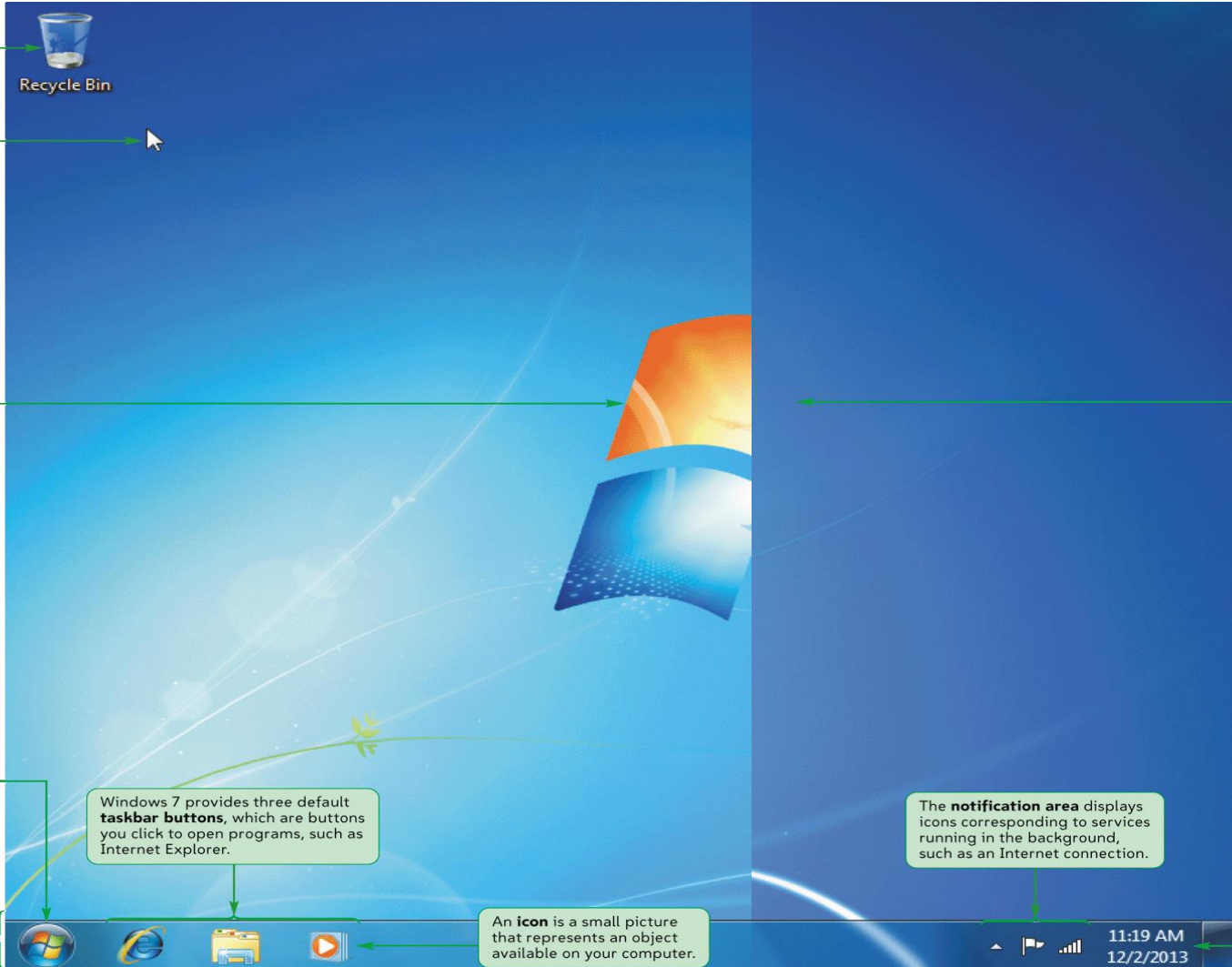
The Desktop is the main Windows 7 screen. It is the **work area** where dialog boxes, windows, icons, and menus appear. Like an office desk, the Windows 7 desktop contains items you can use to do your job.

For instance, from your desktop, you can perform

- File-management tasks
- Run software applications.
- You can customize the appearance of the desktop as prefer

Overview of the Desktop

The **Recycle Bin** holds deleted items until you remove them permanently.



The **pointer** is a small object, such as an arrow, that moves on the screen when you move your mouse.

This graphic is part of a **theme**, a set of desktop backgrounds, window colors, sounds, and screen savers.

The Windows 7 **desktop** is your workspace on the screen.

The **Start button** provides access to Windows 7 programs, documents, and information on the Internet.

Windows 7 provides three default **taskbar buttons**, which are buttons you click to open programs, such as Internet Explorer.

The **notification area** displays icons corresponding to services running in the background, such as an Internet connection.

The **taskbar** is a strip that contains buttons to give you quick access to common tools and running programs.

An **icon** is a small picture that represents an object available on your computer.

The **Date/Time control** is an element that shows the current date and time and lets you set the clock.

Desktop Icons

You'll most likely see icons for **Computer**, **Documents**, **Recycle Bin**, and **Internet Explorer** and icons for many of your **most frequently used programs**.

- Documents – contains your **personal files**.
- Recycle Bin – Stores any **files you delete** until you empty it.
- Internet Explorer – Contains **Windows' built in web browser**.

Desktop

- Creating Icons (To create an icon, right-click anywhere on the Desktop and choose New Shortcut. Browse for the file or program you want to create the icon for, click Next, name your icon, then click Finish).
- Deleting Icons (To delete an icon, either right-click on the icon and select Delete, or click once on the icon and press the Delete key on your keyboard).

Desktop

- **Renaming Icons** To rename an icon, right-click on the icon and choose Rename. You can then type in the new name. Also, try clicking once on the icon, wait half a second, then click it a second time. The text area will be visible and you can type a new name.
- **Arranging Icons** _To arrange the icons on your desktop, right-click in an open area of the Desktop, click Sort By, and choose the appropriate option from the list below. (Name / Size / Type/ Date Modified).
- **Moving & Dragging** -To move (drag) an icon, click on it once, holding down the click, and drag it to another location.

Interior Decorating Windows 7

Changing Desktop Properties, The Personalization (Display Properties) ,from here you can change your **wallpaper**, **screen saver**, and even your **desktop theme**.



Interior Decorating Windows 7

- Change desktop icons – Allows you to select which items will appear on your desktop.
- Change mouse pointers – Allows you to pick a different mouse pointer. You can also change how the mouse pointer looks during such activities as clicking and selecting.
- Desktop Background – Allows you to set the Desktop background picture.

Interior Decorating Windows 7

- Window Themes – Allows you to set a theme for Windows which includes changing visual or auditory elements associated with menus, icons, backgrounds, screen savers, mouse pointers and some computer sounds.
- Display – Allows you to set your screen resolution and other advanced monitor and video settings.
- Screen Saver – Allows you to set a screen saver and its time interval. A screen saver is a picture or animation that covers your screen and appears when your computer is idle for a set period of time.
- Sounds – Changes which sounds are heard when you do everything from receiving e-mail to emptying your Recycle Bin

Desktop wallpaper Slideshow

Windows 7 has a new feature which can display all wallpapers in a desktop Slideshow.

To setup a desktop slideshow:

- Right-click at the desktop
- Select Personalize -> Desktop Background
- Here you can browse the Picture location to select a folder to choose images for desktop slideshow

Show Desktop Icons in Windows 7

Display Desktop – This feature will **hide all open windows** allowing the user to view their full Desktop. This feature is activated by clicking the tall rectangular object to the right of the system date and time. Click the object again to restore all of the hidden windows.



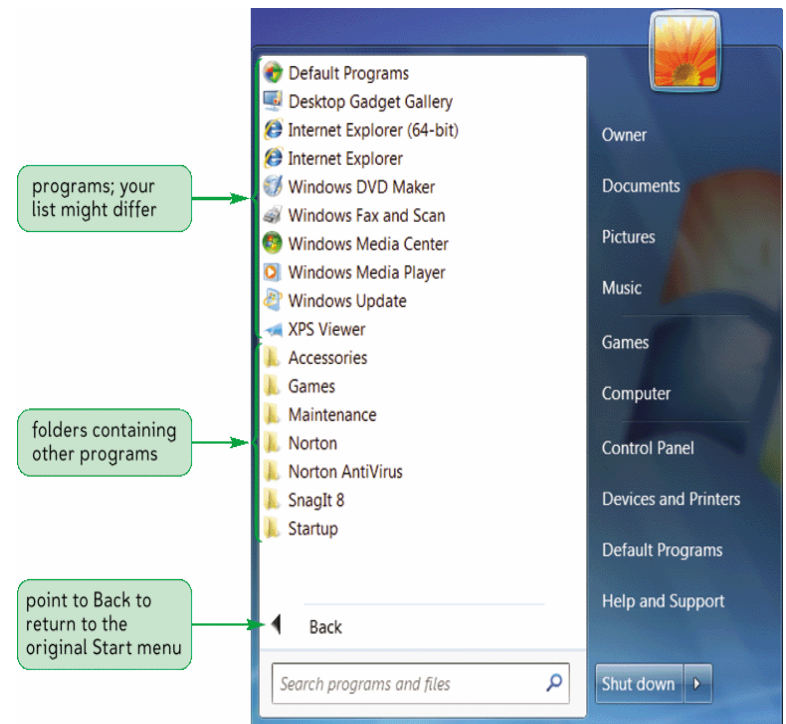
This function can be achieved by pressing **Win+D** or **Win+M** Key combos to bring you to the Desktop. Also Quick Launch can be enabled in Windows 7 as well.

Touring the Windows 7 Desktop

- ScreenTips
 - Use the mouse to point to the Start button

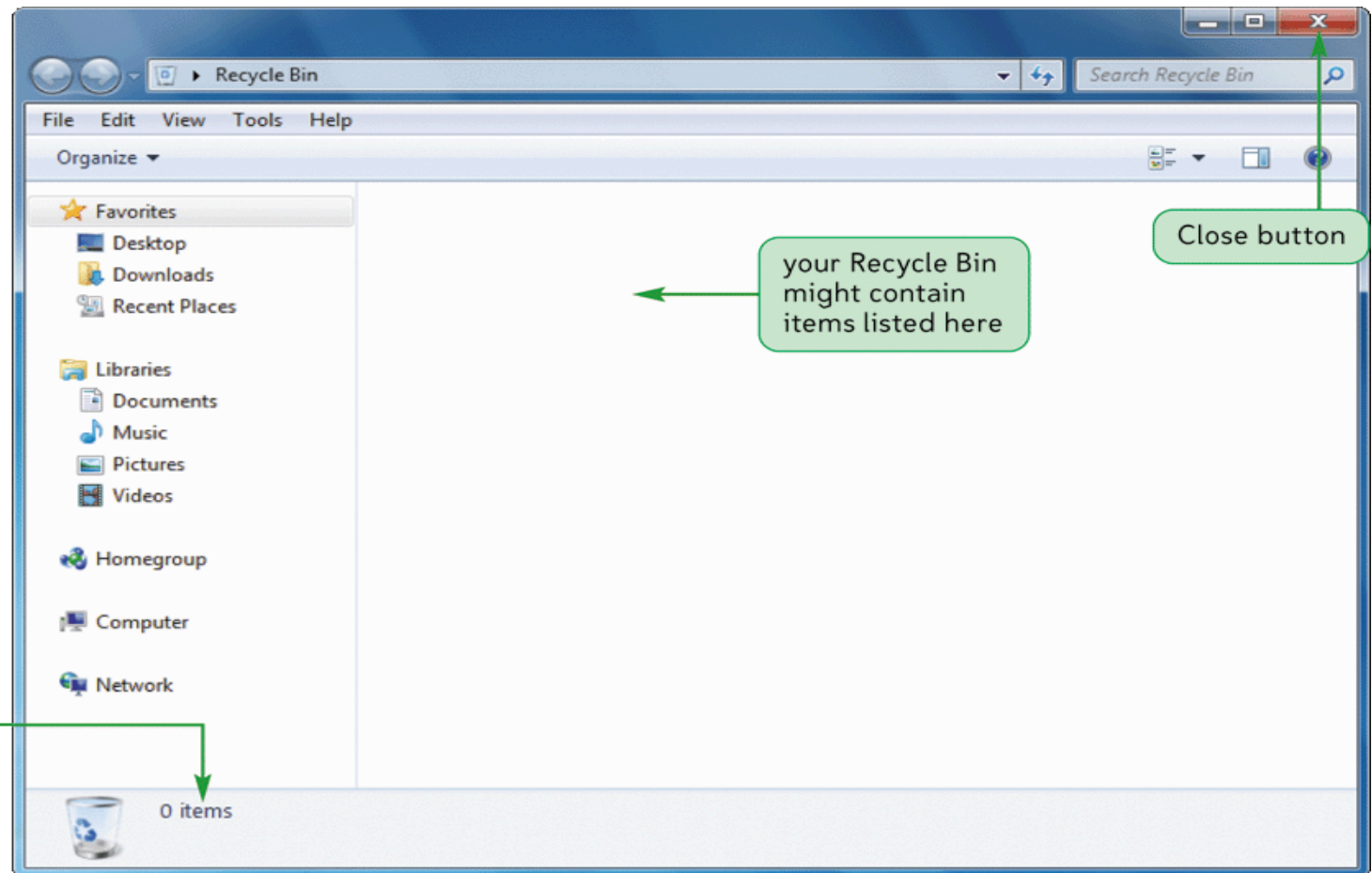


- Start menu
 - Point to the Start button and then click the left mouse button



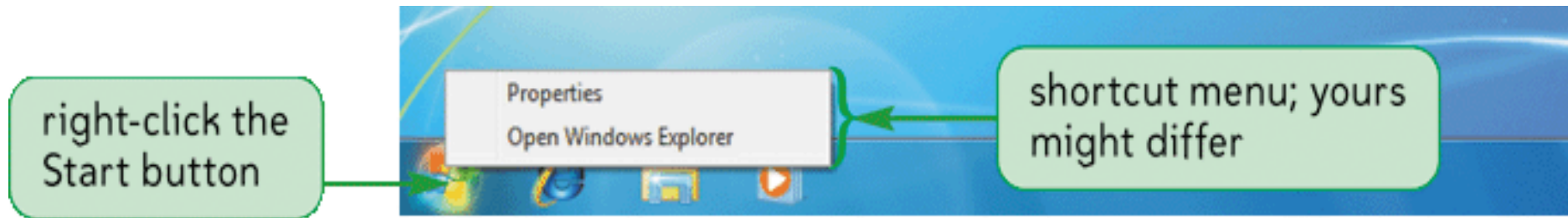
Touring the Windows 7 Desktop

Double-click the Recycle Bin icon to view the contents of the Recycle Bin



Touring the Windows 7 Desktop

Right-clicking an object opens its shortcut menu



Taskbar

- The **bottom of your screen** contains taskbar that allow you to see what programs are running and what programs you can access easily by clicking its icon.
- From the **left to right**, the areas are: the **Start button** the **Taskbar** and **the Notification Area** which displays any programs you have running in the background (such as a virus scanning program) and displays **the time and date**.
- Users can now “**pin**” programs to the Taskbar, which will place a shortcut to that program directly on the Taskbar. You can do this by **right-clicking on any icon in your Start Menu** and choosing **Pin to Taskbar**. Clicking that icon will open the program and put a highlight around that icon, showing that a window is now open. You can pin as many icons to your Taskbar as you like, up to the length of the Taskbar.

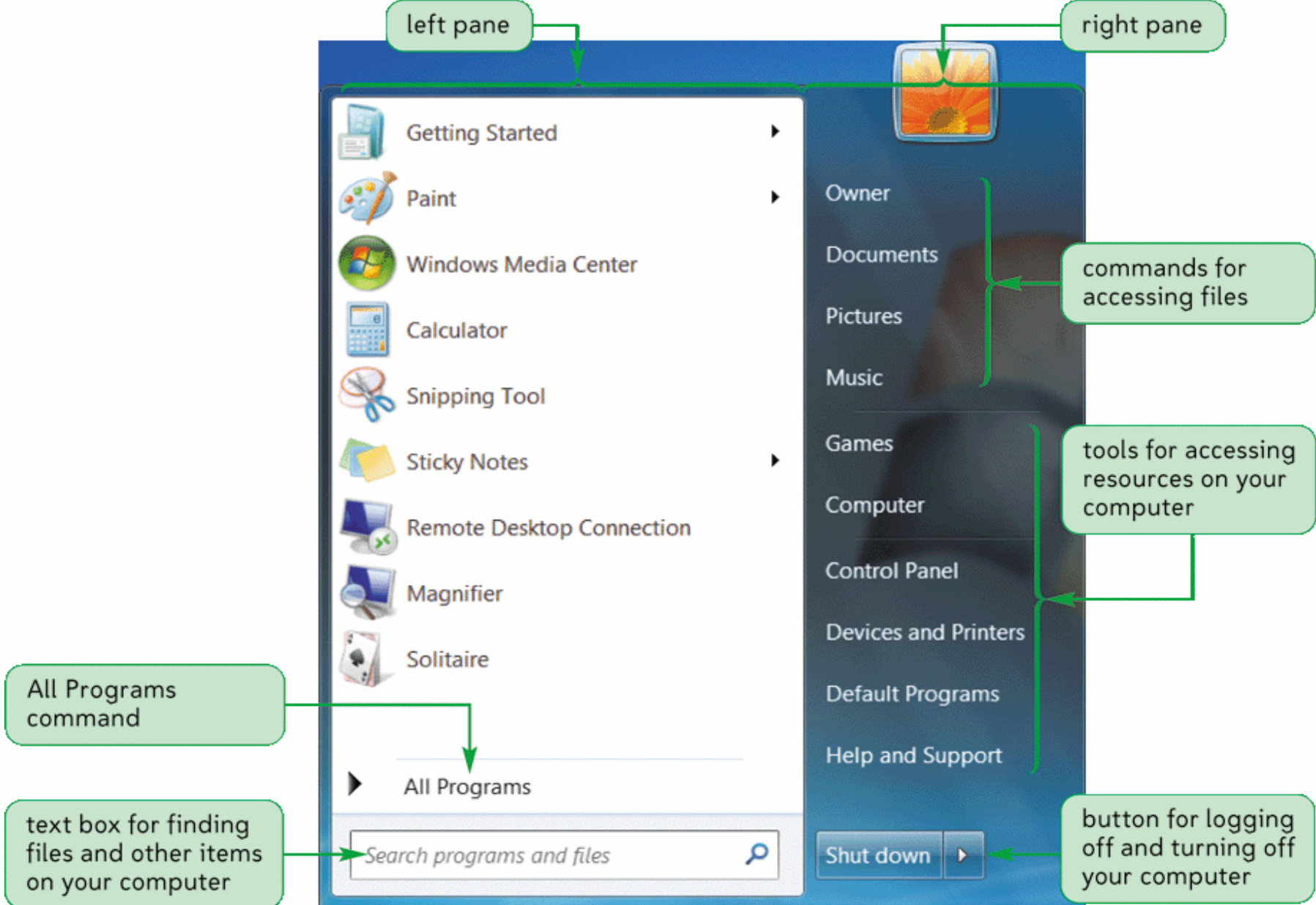
Quick View (Peek)

Quick view, also called Peek, allows you to quickly view glance at all open windows of any application currently open.

Quick View (Peek)



Exploring the Start Menu



Exploring the Start Menu

- All of your programs, settings,... can be accessed here. To begin using it, **click the Windows Icon button in the bottom left corner** or **press the Windows key** on your keyboard
- Computer – Formerly known as “My Computer” this start menu item provides **access to all storage drives** (hard drives, flash drives, network drives, CDs) currently accessible through your computer.
- Documents – Many users will remember this item as “My Documents”. From this menu item, users can access all of their files stored in the location.
- Pictures – From here, users can find all of their pictures stored in this location.
- Music – Users will find their music files stored in this location.
- All Programs Menu – Stores most of your options, such as the programs you have installed on your computer including Microsoft Office.

Exploring the Start Menu

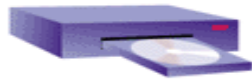
- Search programs and files– Allows you to **quickly search** for files, folder and programs on your entire system.
- Recently Used Programs – Provides **quick access** to programs that you use frequently by placing them just above the Start button.
- Help and Support – Takes you to the **Windows 7 Help** Center.
- Devices and Printers – Allows you to view **printers and devices currently installed** on your system.
- Control Panel –Allows you **quick access to programs that do everything** from removing your programs to adjusting your mouse settings and setting up a firewall.
- Shut Down – **Powers down the system.** You can access more power options by clicking the arrow to the right.
- Run Command – The Run command gives you quick access to programs, websites, etc.

Exploring Your Computer

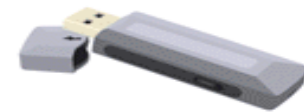
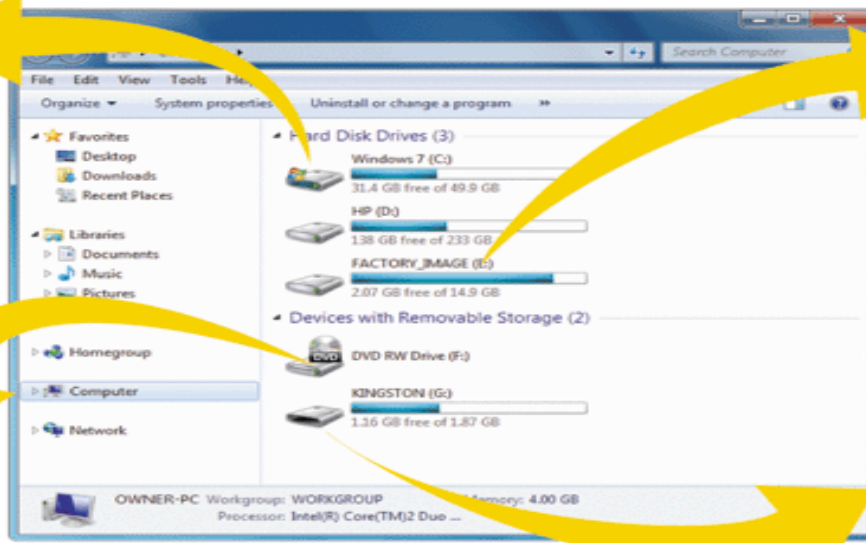
hard drive on your computer



hard drive on network computer



DVD drive



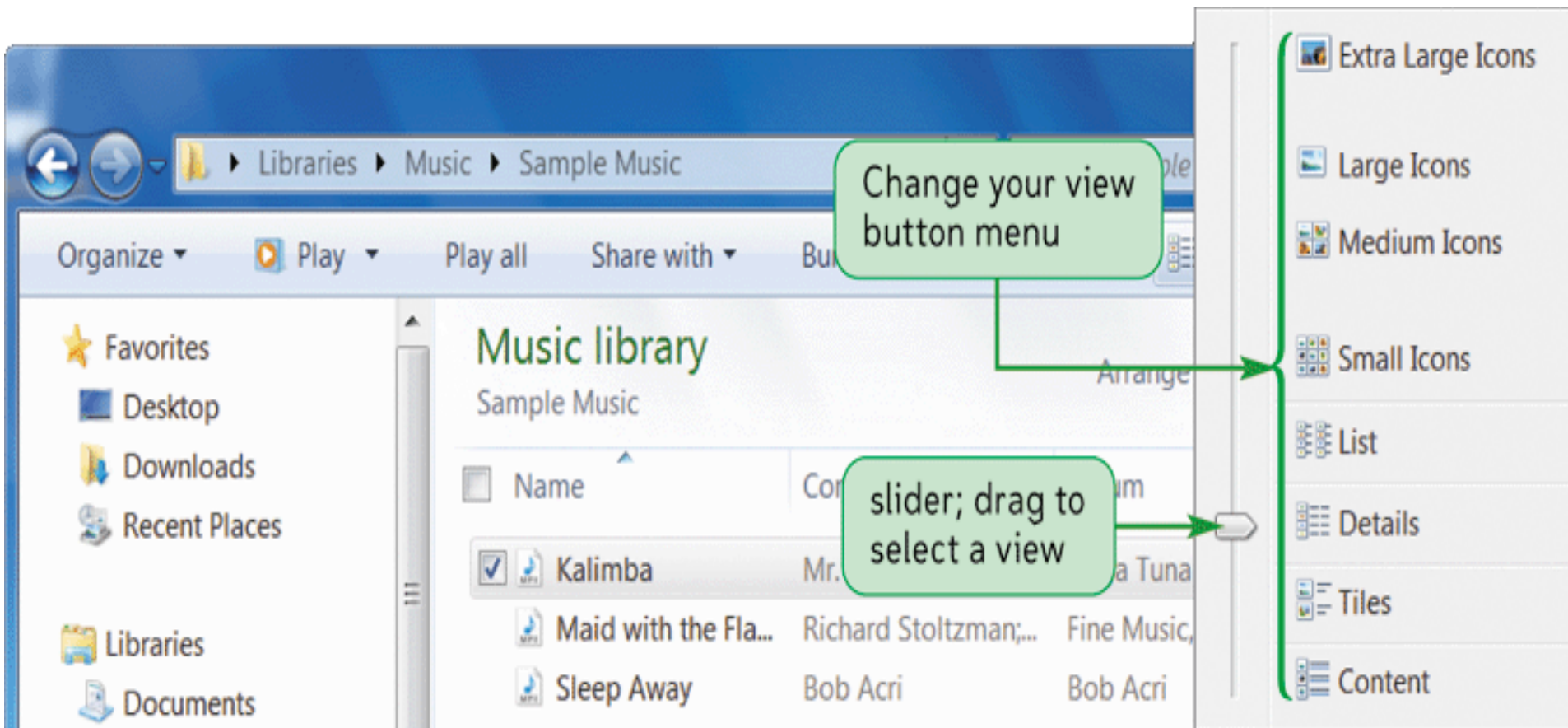
USB flash drive

The computer screen has changed slightly in Windows 7. Along with showing all of the various drives attached to your computer, you also have an “Explorer” type view on the left side that will allow you easy access to the contents of those drives.

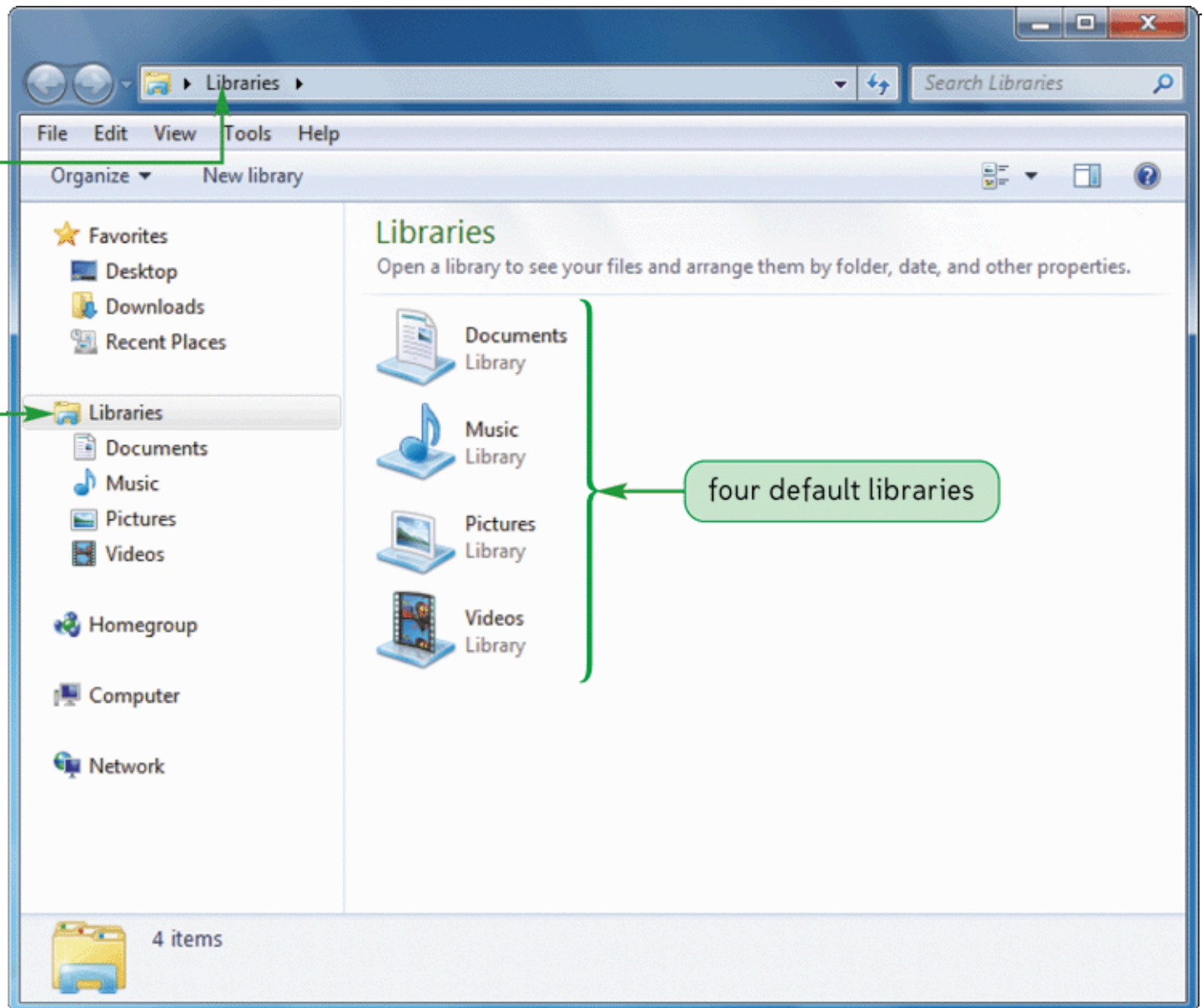
Exploring Your Computer

Windows 7 provides at least eight ways to view the contents of a folder

- Click the Change your view button arrow



Navigating with Windows Explorer



name of the current location

current location is highlighted in the Navigation pane

four default libraries

Getting Help

toolbar

Back and Forward buttons

Search Help box

links to basic Help information

click to find more information on the Microsoft Web site

The screenshot shows the Windows Help and Support application window. The title bar reads "Windows Help and Support". The window features a toolbar with back and forward navigation buttons, a search bar labeled "Search Help", and a main content area. The content area includes a search prompt "Find an answer quickly" with a magnifying glass icon and the instruction "Enter a few words in the search box above." Below this is a section titled "Not sure where to start?" with a bulleted list of links: "How to get started with your computer", "Learn about Windows Basics", and "Browse Help topics". A separate section titled "More on the Windows website" includes a small image of two people at a computer and the text "Check out the Windows website, which has information, downloads, and ideas for doing more with your PC." Green callout boxes with arrows point to various elements: the toolbar, the back and forward buttons, the search bar, the list of links, and the "More on the Windows website" section.

Windows Help and Support

Search Help

Find an answer quickly

Enter a few words in the search box above.

Not sure where to start?

- How to get started with your computer
- Learn about Windows Basics
- Browse Help topics

More on the Windows website

Check out the Windows website, which has information, downloads, and ideas for doing more with your PC.

Disk Management

To keep your system humming along, it's a good idea to always keep a check on how your system is running and where your files are located. Below are some things you need to do:

- **Recycle Bin** –right-click on the Recycle Bin's icon and select Empty Recycle Bin.
- **Disk Cleanup** – Allows you to clean up temporary files, etc. that are collecting dust on your system. To use it, click on Start-> All Programs-> Accessories-> System Tools-> Disk Cleanup. You'll see a checklist of items that you can mark and remove.
- **Disk Defragmenter** – Sometimes, Windows will throw bits and pieces of your files across your hard drive, thus making the computer slower when trying to access these files. To remedy this, you need to run Disk Defragmenter. To use it, click on Start-> All Programs-> Accessories-> System Tools-> Disk Defragmenter and follow the directions.

Burning Data to a CD

Burning a CD or DVD is great for backing up data, To burn a CD follow the steps below:

- Insert a blank disc into your PC.
- Type the name for the disc.
- Drag the items into the open CD/DVD window or onto the disc burner's icon in the Computer window. Highlight the files you want burned onto the CD. Choose -> Copy. Click in the CD/DVD window, and then choose -> Paste to copy the material there.
- Click the "Burn files to disc" link.

You burn all files and folders at once.

Free Software

Windows includes a wide array of simple programs that makes it easier to finish your day to day tasks. Below you'll find list of these programs. To access them, click on Start->All Programs->Accessories-> and then the appropriate icon.

- Calculator – Contains both a simple and scientific calculator.
- Command Prompt – Gives you access to the old DOS style command window.
- Notepad – This is a simple text editor, mainly used to type a few notes.
- Paint – A simple image editing and creation program.
- WordPad – A word processing program with more options than Notepad, but not as advanced as Microsoft Word.