Navigating Windows 7
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Windows 7 is an operating system that lets you run different programs at the same time on your computer. Most of the programs have common commands that work together in the Windows environment so once you learn how to do something in one program you will be able to do it in other programs.

What’s in Windows 7?
Several enhancements have been made to Windows 7 over the previous versions of Windows that make it easier and more usable than before. Many of these features are located on the taskbar and desktop and involve personalization, user control, and simplification.

• Aero Glass – the new look of Windows can be transparent, semitransparent, or colored as you want. Everything is clear and sharp.
• Jump Lists – take you right to the documents, pictures, songs, or websites you turn to each day.
• Snap, Peek, and Shake features
• Search – Start typing into the Start menu search box, and you'll instantly see a list of relevant documents, pictures, music, and e-mail on your PC.
• Taskbar – Pin favorite programs anywhere on the taskbar for easy access. Rearrange icons by clicking and dragging. There are new ways to preview windows. Point to a taskbar icon to see a thumbnail preview of open files or programs. Then, move your mouse over a thumbnail to preview the window full-screen. Even close windows from the thumbnail previews.

The Desktop
The Start Menu
The Start menu is the link to your computer’s programs, management tools and file storage. The left pane of the Start menu provides different areas of access to programs installed on your computer.

Pinned Items Areas
You can quickly access specific programs, folders, or files by placing shortcut links to them in the pinned items area at the top of the left side of the Start menu or to the Task bar at the bottom of the screen. This area is not visible until the first time you pin an item there.

To pin an item to the Start Menu
1. Display the folder containing the item in Windows Explorer.
2. Right–click the item and choose Pin to Start Menu.

Note: You can also pin an item from the desktop or from the Recently Used Programs list or All Programs list of the Start menu by right-clicking it and then clicking Pin to Start Menu.

To unpin an item from the Start Menu
Right-click the item and then click Unpin from Start Menu.

To pin an item to the Taskbar
You can pin programs to the taskbar for quick access, and you can pin files and folders to the programs that open them. This feature replaces the Quick Launch toolbar in previous versions of Windows.
1. Display the folder or menu containing the item.
2. Drag the item to the place you want it on the taskbar and release the mouse button when the **Pin to Taskbar** ScreenTip appears.

**To unpin items from the Taskbar**, right-click the item and then click **Unpin this program from taskbar**.

**Jump Lists**

Jump Lists are a new feature in Windows 7. The Jump List for Windows Explorer contains locations that you frequently visit. A Jump List for a program lists your most recently used files. A Jump List for some other features list common tasks for that feature. **Jump lists exist only on the Start Menu and on the Taskbar.**

**To use a Start Menu Jump List**

1. Click on the **Start** button to open the Start Menu.
2. Point to the program you want to use to access the item. (Only programs with black triangle arrows have Jump Lists.)
3. Click the item you want to open.

**To use a Taskbar Jump List**

1. Right-click the program you want to use to access the item.
2. Click the item you want to open.

**Recently Opened Programs List**

The Recently Opened Programs list displays links to the last 10 programs you started.

**To remove items from the recently opened programs list**

Right-click the item and then click **Remove from this list**.

**To create a Desktop Shortcut for a program**

1. Open the **Start** menu.
2. Click **All Programs**.
3. Right–click on the desired program.
4. Click **Send to** and select Desktop (create shortcut).
5. The shortcut will be placed on the desktop screen. (Shortcuts have an arrow on the icon.)
All Programs Menu
The All Programs menu provides access to most of the programs installed on your computer including programs installed as part of Windows 7, programs installed by the computer manufacturer, and programs you have installed.

You display the All Programs menu by clicking All Programs at the bottom of the left pane of the Start menu. Some programs are available from the menu and some are grouped in folders. Clicking the folder expands it to make its programs accessible.

Search for programs and files
1. Click the Start button to open the Start Menu.
2. In the Search box, on the bottom left, type program or file keywords.
3. Press Enter.

The right pane of the Start menu is divided into three sections. The top section provides quick access to file storage locations such as Documents, Pictures, and Music libraries. It also displays your user account picture and name. The middle section provides access to your Computer window including disk drives and other hardware. The bottom section contains your computer management tools including your Control Panel. Also on the right pane are the Shut Down and power options.

The Window

Managing Windows
You can move windows on the screen, change their size, open and close them using the buttons on the upper right hand corner of the window.
Using Buttons to Switch Between Sizes

- Click the **Maximize** button to enlarge the window to fill the full screen. (If the window is already maximized, you won’t see the Maximize button.)

- Click the **Restore Down** button to make the window smaller. (If the window is already restored down you won’t see the Restore Down button.)

- Click the **Minimize** button to move the open window off the desktop area to the taskbar.

- Click the **Close** button to close the window.

Use the Mouse to Move and Resize a Window

**To move a window anywhere on the screen**

1. Point to the window’s title bar.
2. Click and holding down the left mouse button while dragging the window to a new location on the screen.
3. Release the mouse button.

- **Resize a window** by moving the mouse over one of the borders of the window until the mouse pointer changes to a two-headed arrow. Drag the window border until the window is the size you want. Or drag a corner of the window to resize. Release the mouse button.

Aero Snap feature

- **View two windows on the screen at the same time** by moving one window to the left until the mouse pointer touches the edge of the screen. The windows will then “snap” into place on the left and take up half of the screen. Release the left mouse button. This is the new Aero Snap feature. You can do the same with the second window on the right side of the screen.

- **Maximize a window** by moving the window until the mouse pointer touches the top edge of the screen, and then release the mouse button.
Aero Shake feature
With more than one window visible on the screen, point to the title bar of a window, hold down the left mouse button, and shake the window until all the other windows become minimized. Shake again to restore the minimized windows.

Note: Aero Shake only works with windows that are not maximized.

The Taskbar
The taskbar is a handy navigation tool that can be customized. You can specify which items to display and how to display them.

Exploring the Taskbar

Switching Among Open Windows
When working on your computer you may have more than one window open at the same time. Instead of closing one window to get to another, simply switch between the windows.

To select a window

1. On the taskbar, point to either Windows Explorer to locate a folder or library window, or to a program to locate files that are open in that program.
2. Use the thumbnail image of the window to make sure it is the one you want. If you can’t tell by the thumbnail image, mouse over the thumbnail to see a larger preview of the window.
3. Click the thumbnail on the taskbar to switch to that window.

The icons on the taskbar for programs with multiple files open have a “stacked” appearance instead of a flat appearance.

To view thumbnail images of your open item(s), hover your mouse over the program icon on the taskbar.
To restore a document from the Taskbar to the Desktop click the thumbnail image.

To close a document from the Taskbar hover your mouse over the icon on the taskbar to view the thumbnail image and then click the close button on the upper right corner of the thumbnail image.

Notification Area
The notification area on the right side of the taskbar is the area that contains your alerts and messages regarding updates, security, and the overall health of your computer. Only a few of the notification icons are showing and the rest are hidden but accessible.

- Whenever you need to access a hidden icon, click the Show Hidden Icons button on the left side of the notification area of the taskbar.

To hide open windows on the screen
1. Point the mouse pointer at the Show Desktop button to use the Aero Peek feature to see the desktop and the outlines of the open windows.
2. Move the mouse pointer away from the Show Desktop button to display the windows again.
3. Click the Show Desktop button to minimize all the open windows.
To enlarge text on the screen
If you find the text on the screen too small to read easily, you can set your computer to always show the type on the screen in the size you choose.

1. Click on the Start button.
2. Select Control Panel from the Start menu.
3. Click Appearance and Personalization.
4. Under the Display option choose Make text and other items larger or smaller.
5. Choose the desired size option.
6. Click Apply when finished.
7. The changes will take effect the next time you log on.

Getting Help
1. Click the Start button and choose Help and Support from the Start menu.
2. Type a keyword or keywords in the Search box and press Enter.
3. Click the link to the most relevant topic and follow the subtopics if offered.
4. Click the Browse Help button to see all the topics in Help, if desired.

Further Reading
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