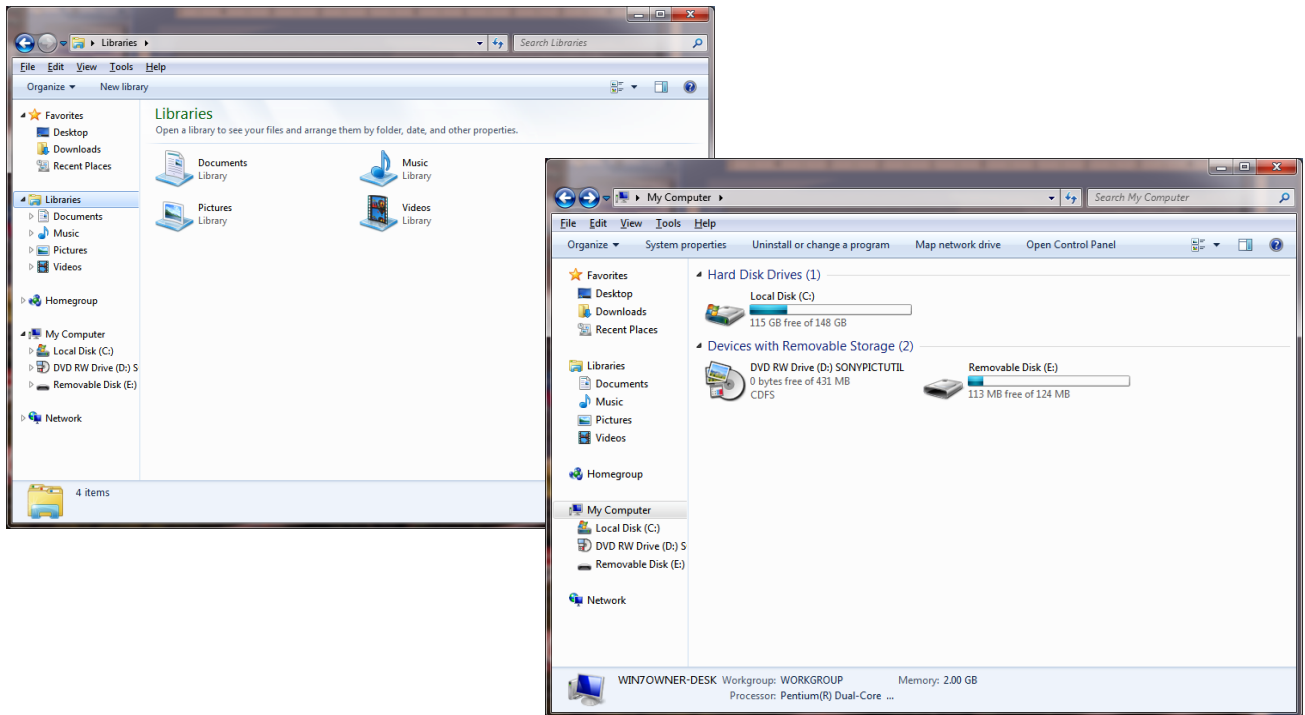


Windows 7 Training

- ❖ Windows 7 – Some of the COOL new features
 - Pin Applications to the taskbar
 - Right click on program name in Start menu > Pin to Taskbar.
 - OR Drag the program icon from the desktop to the Taskbar.
 - Shake Windows—minimize all open windows except the one you’re working with.
 - Put cursor on title bar and “shake” the window you want open. Other open windows will automatically be minimized.
 - To maximize the other windows, shake again.
 - Drag by Title bar to Maximize/Restore
 - Drag title bar to top of screen to maximize the window.
 - Minimize all windows at once by clicking the Show Desktop button
 - Button is in lower right of screen.
 - Click button again to maximize windows again.
 - 3-D Windows (shows what is open) Windows key +Tab
 - Hold down Windows key and press tab to scroll through open windows.
 - Snap Windows—to view windows side by side
 - Drag one window to left of screen. It will “snap” into place.
 - Drag a second window to right to it also snaps into place.
 - Snap Window Vertically
 - Point to top or bottom of window until pointer changes to double-headed arrow.
 - Drag the window to the top or bottom to expand to entire height of desktop. Width won’t change.
 - To return to original size, drag away from top or bottom.
- ❖ Using the taskbar
 - Pin your commonly used applications to the taskbar
 - Pin your documents to the taskbar for easy access to what you are currently working on
 - Rearrange the items on the task bar by clicking and dragging
- ❖ Personalize the Desktop with Gadgets
 - Right click on desktop > Gadgets
 - Drag gadgets to desktop
 - Click “Get more gadgets online” for a larger selection
 - Examples: Clock, Weather, Live Auctions/eBay, Calendar, Post-its
- ❖ Sticky Notes—put reminders or other notes on your desktop
 - On Start Menu
 - + New note
- ❖ Computer (formerly called “My Computer”)
 - Click here to see your “T” drive or students’ “S” drives
 - Arranged into Libraries
 - Documents
 - Music
 - Pictures
 - Videos



- As you change windows the menus across the top change (you were used to seeing that along the side)



❖ Downloading Pictures

- Plug in camera cable or card reader
- Wizard will start
- Will only download pictures added to memory card since you last downloaded.
- No longer have to “unselect” pictures you don’t want downloaded.