Windows 7 New Features

Course 01 - The Windows 7 Environment

Workbook
The Windows 7 Environment

Course objectives

- Identify the desktop components
- Use the Start menu and taskbar
- Switch between open files and programs, and move and resize windows
Topic A

- Topic A: The Windows 7 Desktop
- Topic B: The Start Menu and Taskbar
- Topic C: Window Management
Windows 7 Desktop

- Windows 7 desktop display
- Provides access to all of your programs and files
## Desktop Components

<table>
<thead>
<tr>
<th>Component</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Background</td>
<td>The background is a color or image that fills the screen and extends behind the other desktop elements.</td>
</tr>
<tr>
<td>Icons</td>
<td>An icon is a small pictorial representation of a program, command or date file on the computer. Double-clicking opens it.</td>
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<tr>
<td>Shortcut</td>
<td>Is an icon that is a link to a file, folder, or program that resides elsewhere on the computer.</td>
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<tr>
<td>Gadgets</td>
<td>Small program that usually performs a single, simple function. Examples include a clock or calculator.</td>
</tr>
<tr>
<td>Taskbar</td>
<td>A rectangular bar that contains the start button, pinned icons, open program icons, the notification area, and the Show Desktop button.</td>
</tr>
<tr>
<td>Start button</td>
<td>Used to open applications and to access any file, resource, or feature on the computer.</td>
</tr>
<tr>
<td>Pinned icons</td>
<td>Commonly used programs, pinned to the taskbar for easy access. Open with a single click.</td>
</tr>
<tr>
<td>Notification area</td>
<td>Contains the date and time, volume control, and any icons showing status of background programs.</td>
</tr>
<tr>
<td>Show desktop</td>
<td>Small rectangular button at far end of task bar. Pointing to this button will make open windows look transparent. Clicking will minimize all windows.</td>
</tr>
</tbody>
</table>
Topic B

- Topic A: The Windows 7 Desktop
- Topic B: The Start Menu and Taskbar
- Topic C: Window Management
Start Menu

- Open applications
- Configure your computer
- Search for files
- Shut down your computer
- Perform other tasks
The Windows 7 Taskbar

- Program-oriented rather than window-oriented
- When you open a program, its icon is highlighted on the taskbar
- If you open multiple instances of a program, or multiple documents in a program, only one icon will be displayed, but it will appear stacked
Topic C

- Topic A: The Windows 7 Desktop
- Topic B: The Start Menu and Taskbar
- Topic C: Window Management
Live Thumbnails

- Pointing to the taskbar icon of a running program opens a live thumbnail of that program window
- Each thumbnail reflects what is happening in the window
- You can close a window from its thumbnail
- Switch to a window on the desktop by clicking on the thumbnail
Aero Peek

- You can “peek” at a window by pointing to its thumbnail
- Allows you to view the full size document without switching windows
Flip

- Quick way to switch among open files and programs
- Scroll through them by holding down the Alt key and pressing the Tab key
Flip 3-D

- Flip through 3-D versions of your open windows by holding down the Windows key and pressing the Tab key.
Aero Snap

Use it to precisely arrange windows:

- Maximize a window
  - Drag title bar up until pointer hits top of screen
  - Shortcut: Windows key + Up Arrow
- Restore a window
  - Drag maximized window down
Aero Snap (cont.)

- Compare two windows side by side
  - Drag title bar left or right until pointer hits edge of screen
  - Shortcut: Windows key + Left or Right Arrow
    - Window snaps to the edge and resizes to corresponding half of screen
  - Repeat with window on the opposite side

- Restore the windows
  - Drag them away from edge of screen
Aero Snap (cont.)

This is Notepad, this is a test.
Aero Shake

- Minimize all but one window
  - “Shake” the window by dragging its title bar back and forth quickly
  - Shortcut: Windows key + Home

- Restore all the other windows
  - Shake the window again
Course Summary

- Identified the desktop components
- Used the Start menu and taskbar
- Switched between open files and programs, and moved and resized windows
Questions

and

Answers
Review Questions:

1. What is a pinned icon?
   A. Small pictorial representation of a program, command or data file on the computer
   B. A small program that usually performs a single, simple function
   C. An icon that is a link to a file, folder, or program that resides elsewhere on the computer
   D. An icon for a commonly used program that is pinned to the taskbar for easy access

2. Which of the following are examples of gadgets?
   A. Word document
   B. Clock
   C. Printer
   D. Calculator
   E. A and B
   F. B and C
   G. B and D
   H. C and D

3. True or False: The taskbar contains only the Start button and program icons.
   A. True
   B. False

4. The Start menu is divided into two panes. What is in the right panel?
   A. Frequently used programs
   B. Control Panel
   C. Shutdown
   D. Help and Support
   E. A, B and C
   F. B, C and D
   G. A, C and D
   H. All of the above

5. True or False: On the Windows 7 taskbar, when you open multiple instances of a program, or multiple documents in a program, each program will have its own separate icon.
   A. True
   B. False

6. What will happen if you point to the taskbar icon of a running program? It will:
   A. Do nothing
   B. Close the window
   C. Open a live thumbnail of that program window
D. Switch to that window on the desktop

7. How do you quickly flip through the open files and programs?
   A. Hold down the Alt key and press the down arrow
   B. Hold down the Alt key and press the tab key
   C. Hold down the Windows key and press the up arrow
   D. Hold down the Windows key and press the tab key

8. What is the keyboard shortcut to quickly peek at the desktop?
   A. Hold down the Windows key and press spacebar
   B. Hold down the Windows key and the left or right arrow
   C. Hold down the Alt key and press the down arrow
   D. Hold down the Alt key and press the tab key

9. What tool do you use to compare two windows side-by-side?
   A. Live Thumbnails
   B. Aero Shake
   C. Aero Snap
   D. Flip
Answer Key:

1. D
   A pinned icon is a program shortcut pinned to the taskbar for easy access.

2. G
   Gadgets are single purpose programs, such as the clock and the calculator.

3. B
   It also includes the notification area, as well as the date and time.

4. F
   The right panel displays the submenus, as well as the link to Control Panel, Shutdown and Help.

5. B
   Only one icon will appear, but it will have a stacked appearance.

6. C
   If you point your mouse to the taskbar where it displays a running program, you can see a live thumbnail of what windows are running in the program.

7. B
   There are many methods of flipping through the programs. The most popular way is to use alt-tab as a key combination. You may also use the alt key with the Windows key to get a 3-D view.

8. A
   If you wish to create a peek at the desktop, you can use the key combination of the Windows key and spacebar.

9. C
   Aero Snap allows you to “bump” a window against the side to limit its window size to half screen to make room for another one on the opposite side. You can also use the Window key plus the arrow key on the keyboard to snap.