Microsoft Office 2010 - Illustrated Fundamentals

Unit A: Getting Started with Windows 7
Objectives

• Start Windows 7
• Learn the Windows 7 desktop
• Point and click
• Work with windows
• Work with multiple windows
Objectives (cont.)

• Use command buttons, menus, and dialog boxes
• Get Help
• Exit Windows 7
Unit A Introduction

• Windows 7 shares many features with other Windows programs
  • this makes it easier to use programs, windows and other screen objects
• As you use your computer, you will often have to manage multiple open windows on your screen
• Windows 7 includes objects such as buttons, menus, and dialog boxes to assist you
• The operating system also includes built in basic programs you can use, like Paint
Starting Windows 7

• Windows 7 is an operating system, which is a set of instructions, or program that lets you run your computer

• When you log in you may see a welcome message and then the Windows 7 desktop

• You may need to setup and then select your user account name and password to verify that you are authorized to use the computer
  • a password, which is a special sequence of numbers and letters that you create allowing you to use the files in your user account area
  • passwords help keep your computer information secure
Starting Windows 7 (cont.)

Selecting a user name

Password screen

Windows 7 desktop
Learning the Windows 7 Desktop

• The desktop consists of a shaded or picture background with small graphics, called icons.

• You can rearrange, add, and delete desktop icons; small image representations.

• If using a new install of Windows, the desktop may only display the Recycle Bin and the taskbar, the horizontal bar at the bottom.
Learning the Windows 7 Desktop (cont.)

- Windows 7 desktop acts as your work area with which you can manage the files and folders on your computer
  - a file is a collection of stored information
  - A folder is a container that holds several files
Learning the Windows 7 Desktop (cont.)

- Windows 7 computers show these desktop elements
  - the **Start button** is used to start programs, to open windows that display the computer’s contents, and to end your Windows session and turn off your computer
  - the **notification area**, at the right side of the taskbar contains icons that represent information messages and programs
  - the **Recycle Bin** is the place you put files and folders that you don’t need anymore
  - the **desktop background** is the shaded area behind your desktop objects which is changeable
• Windows 7 computers may also display the following on your desktop:
  
  • Icons and **shortcuts**, which you can double-click to access programs, files, folders and devices that you frequently use
  
  • **Gadgets** are optional programs that present helpful or entertaining information on your desktop
    
    • Gadgets include items such as clocks, new headlines, calendars, picture albums and weather reports
Learning the Windows 7 Desktop (cont.)

Windows 7 desktop

Windows 7 desktop with shortcuts and gadgets
What if my desktop looks different?

• If you are using a computer that has been used by others, a different version of Windows 7, or a computer in a library of school lab, your desktop may be a different color, different background design, of different shortcuts and gadgets

• The differences on the desktop do not interfere with your work
Pointing and Clicking

- You can communicate easily with Windows using a **pointing device** which controls the mouse pointer on your computer screen.

- The **mouse pointer** is a small arrow or other symbol that moves:
  - the mouse pointer shape changes depending on where you point and available options.

- Your pointing device could be a mouse, trackball, touchpad, pointing stick, on-screen touch pointer, or a tablet.
Pointing and Clicking (cont.)

- A pointing device might be attached to your computer with a wire, connected wirelessly using an electronic signal, or it might be built into your computer.

- There are five basic **pointing device actions**:
  - pointing
  - clicking
  - double-clicking
  - dragging
  - right-clicking
Pointing and Clicking (cont.)

- When pointing to an icon the pointer shape is the **Select pointer** and the icon becomes highlighted

- Click once on a desktop icon to **select** it

- A **screen tip**, an informational message, appears when your mouse point hovers over an icon

- **Double-clicking** an icon opens its window showing the contents

- The area near the top of the screen is the **Address bar**, which shows the name of the item that has been opened
Pointing and Clicking (cont.)

Pointing devices

Recycle Bin window

Dragging the Recycle Bin icon
## Pointing and Clicking (cont.)

### Five pointing device actions

<table>
<thead>
<tr>
<th>action</th>
<th>how to</th>
<th>use for</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pointing</td>
<td>Move the pointing device to position the tip of the pointer over an object, option, or item</td>
<td>Highlighting objects or options, or displaying informational boxes called ScreenTips</td>
</tr>
<tr>
<td>Clicking</td>
<td>Quickly press and release the left mouse button once</td>
<td>Selecting objects or commands, opening menus or items on the taskbar</td>
</tr>
<tr>
<td>Double-clicking</td>
<td>Quickly press and release the left mouse button twice</td>
<td>Opening programs, folders, or files represented by desktop icons</td>
</tr>
<tr>
<td>Dragging</td>
<td>Point to an object, press and hold down the left mouse button, move the object to a new location, then release the mouse button</td>
<td>Moving objects, such as icons on the desktop</td>
</tr>
<tr>
<td>Right-clicking</td>
<td>Point to an object, then press and release the right mouse button</td>
<td>Displaying a shortcut menu containing options specific to the object</td>
</tr>
</tbody>
</table>
Using right-clicking

- For some actions, you click items using the right mouse button, known as right-clicking.
- You can right-click almost any icon on your desktop to open a shortcut menu.
- A shortcut menu lists common commands for an object.
- A command is an instruction to perform a task.
Starting a Windows 7 Program

• Windows 7 lets you operate your computer, but to do your work, you’ll need application programs.

• Application programs let you create letters, financial summaries, and other useful documents as well as view Web pages on the Internet and send and receive e-mail.

• Some application programs, called accessories, come with Windows 7.
Starting a Windows 7 Program (cont.)

• To use an application program, you must start (or open) it so you can see and use its tools

• With Windows 7 you start application programs using the Start menu

• A **menu** is a list of related commands

• Use the Start menu to open the All Programs menu, which contains all the application programs
Searching for programs and files using the Start menu

• If you need to find a program, folder, or file quickly, the Search programs and files box on the Start menu can help

• You can click on the Start button, the type the name of the item you want to locate in the Search programs and files box and as you type Windows 7 lists all programs, documents, e-mail messages, and files that contain the text you enter

• The found items appear as links for you to click
Starting a Windows 7 Program (cont.)

Accessories folder

Start menu

Paint Program window
Starting a Windows 7 Program (cont.)

Some Windows 7 Accessory Programs

<table>
<thead>
<tr>
<th>accessory program name</th>
<th>use to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math Input Panel</td>
<td>Interpret math expressions handwritten on a tablet and create a formula suitable for printing or inserting in another program</td>
</tr>
<tr>
<td>Notepad</td>
<td>Create text files with basic text formatting</td>
</tr>
<tr>
<td>Paint</td>
<td>Create and edit drawings using lines, shapes, and colors</td>
</tr>
<tr>
<td>Snipping Tool</td>
<td>Capture an image of any screen area that you can save to use in a document</td>
</tr>
<tr>
<td>Sticky Notes</td>
<td>Create short text notes that you can use to set reminders or create to-do lists for yourself</td>
</tr>
<tr>
<td>Windows Explorer</td>
<td>View and organize the files and folders on your computer</td>
</tr>
<tr>
<td>WordPad</td>
<td>Type letters or other text documents with formatting</td>
</tr>
</tbody>
</table>
Working with Windows

• When you start an application, its program window opens showing you the tools you need to use

• A new, blank file also opens so that you are ready to work in the application
Working with Windows (cont.)

- All windows in the Windows 7 operating systems have similar window elements:
  - Title bar, a transparent or solid-colored strip displaying the name of the program and the document opened
  - Minimize button temporarily hides the window, making a button on the taskbar
  - Maximize button enlarges the window to fill the entire computer screen
  - Restore Down button reduces the window to the last non-maximized size
  - Close button closes the open program
Working with Windows (cont.)

- Many windows have a scroll bar on the right and/or bottom if all the elements of the window do not display you can scroll to see them.
- Just below the title bar is the Ribbon, a strip that contains tabs.
- Tabs are pages that contain buttons you click to perform actions.
  - Tabs are divided into groups of command buttons.
- Some programs also have menus and toolbars.
- The Quick Access toolbar, lets you quickly perform command actions.
Working with Windows (cont.)

Paint program window elements

Taskbar showing Paint program button
Parts of a scroll bar

<table>
<thead>
<tr>
<th>name</th>
<th>looks like</th>
<th>use for</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scroll box</td>
<td>(Size may vary)</td>
<td>Drag to scroll quickly through a long document</td>
</tr>
<tr>
<td>Scroll arrows</td>
<td></td>
<td>Click to scroll up or down in small amounts</td>
</tr>
<tr>
<td>Shaded area</td>
<td>(Above and below scroll box)</td>
<td>Click to move up or down by one screen</td>
</tr>
</tbody>
</table>
Using the Quick Access toolbar

• The Quick Access toolbar lets you perform common tasks with just one click

• There are buttons that are automatically included on the Quick Access toolbar:
  • Save
  • Undo
  • Redo
  • Customize – to add or delete frequently used buttons, move, resize or hide the Ribbon
Working with Multiple Windows

- Windows 7 lets you work with more than one program at a time
  - you can move back and forth between open windows
  - the front displayed window is the active window
  - any other open window behind the active window is called an inactive window

- To make it easier to work with multiple windows you can move or use the window border to resize the window

- You can also use the taskbar to move between windows
Working with Multiple Windows (cont.)

WordPad window in front of Paint window
### Working with Multiple Windows (cont.)

#### Using the Windows taskbar

<table>
<thead>
<tr>
<th>to</th>
<th>do this</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add buttons to taskbar</td>
<td>Drag a program name from the Start menu over the taskbar, until a ScreenTip reads Pin to Taskbar</td>
</tr>
<tr>
<td>Change order of taskbar buttons</td>
<td>Drag any icon to a new taskbar location</td>
</tr>
<tr>
<td>See a list of recent documents opened in a taskbar program</td>
<td>Right-click taskbar program button</td>
</tr>
<tr>
<td>Close a document using the taskbar</td>
<td>Point to taskbar button, point to document name in jump list, then click Close button</td>
</tr>
<tr>
<td>Minimize all open windows</td>
<td>Click Show desktop button to the right of taskbar date and time</td>
</tr>
<tr>
<td>Redisplay all minimized windows</td>
<td>Click Show desktop button to the right of taskbar date and time</td>
</tr>
<tr>
<td>Make all windows transparent (Aero only)</td>
<td>Point to Show desktop button to the right of taskbar date and time</td>
</tr>
<tr>
<td>See preview of documents in taskbar (Aero only)</td>
<td>Point to taskbar button for open program</td>
</tr>
</tbody>
</table>
Using Command Buttons, Menus, and Dialog Boxes

• When working in an open program, you communicate using command buttons, menus, and dialog boxes

• **Command buttons** let you issue instructions to modify program objects
  • these can be organized on a Ribbon into tabs and groups
  • some command buttons have text on them, and others only have icons that represent what they do
Using Command Buttons, Menus, and Dialog Boxes (cont.)

- **Menus** can be revealed using command buttons.
- Menus are lists of commands you can choose.
- Other command buttons open up a **dialog box**, a window with controls that lets you tell Windows what you want.
Using Command Buttons, Menus, and Dialog Boxes (cont.)

### Common dialog box controls

<table>
<thead>
<tr>
<th>element</th>
<th>example</th>
<th>description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text box</td>
<td><img src="example.png" alt="Example" /></td>
<td>A box in which you type text or numbers</td>
</tr>
<tr>
<td>Spin box</td>
<td><img src="example.png" alt="Example" /></td>
<td>A box with up and down arrows; click arrows or type to increase or decrease value</td>
</tr>
<tr>
<td>Option button</td>
<td><img src="example.png" alt="Example" /></td>
<td>A small circle you click to select the option</td>
</tr>
<tr>
<td>Check box</td>
<td><img src="example.png" alt="Example" /></td>
<td>Turns an option on when checked or off when unchecked</td>
</tr>
<tr>
<td>List box</td>
<td><img src="example.png" alt="Example" /></td>
<td>A box that lets you select an option from a list of options</td>
</tr>
<tr>
<td>Command button</td>
<td><img src="example.png" alt="Example" /></td>
<td>A button that completes or cancels the selected settings</td>
</tr>
</tbody>
</table>
Using Command Buttons, Menus, and Dialog Boxes (cont.)

- Select list arrow
- Print dialog box
- Rectangle and filled oval
Getting Help

• You can open the Windows 7 Help and Support to find information you need or to learn more about Windows 7

• Or you can browse Help and Support topics by clicking a category which then can reveal more specific categories

• Each category has topics in blue or purple text called links that you can click to learn more

• You can also use keywords, descriptive words to search for topics
Getting Help (cont.)

- The Help toolbar contains icons that provide more Help options

<table>
<thead>
<tr>
<th>help toolbar icon</th>
<th>name</th>
<th>action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Help and Support home</td>
<td>Displays the Help and Support Home page</td>
</tr>
<tr>
<td></td>
<td>Print</td>
<td>Prints the currently-displayed help topic</td>
</tr>
<tr>
<td></td>
<td>Browse Help</td>
<td>Displays a list of Help topics organized by subject</td>
</tr>
<tr>
<td></td>
<td>Ask</td>
<td>Describes other ways to get help</td>
</tr>
<tr>
<td></td>
<td>Options</td>
<td>Lets you print, browse, search, set Help text size, and adjust settings</td>
</tr>
</tbody>
</table>
Getting Help (cont.)

Windows Help and Support Window

Results of search
Finding other ways to get help

• In the Windows Help and Support Home window you will find many other methods of obtaining help including:
  • Windows Remote Assistance lets you connect with another computer so that they can operate your computer using an Internet connection
  • Microsoft Answers is a website that lets you search forums (electronic gathering places where you can add questions and answers). Including Microsoft help files, and even on-screen video demonstrations
Exiting Windows 7

• When you finish working on your computer, save and close any open files, close any open programs, close any open windows and exit, or shut down Window 7

• There are several options for ending your Windows 7 sessions

• Whichever option you choose, it’s important to shut down your computer in an orderly way
  • if you turn off or unplug the computer while Windows 7 is running, you could lose data or damage Windows 7 and/or your computer
Installing updates when you exit Windows

• Sometimes after you shut down your machine, you might find that your computer does not shut down immediately

• Windows might install software updates

• Your power button will display an icon meaning Windows will install updates on your next shutdown

• If you see a window indicating that updates are being installed, do not unplug or press the power switch to turn off your computer; allow the updates to install completely
Exiting Windows 7 (cont.)

Shutting down your computer
Options for ending a Windows 7 session

<table>
<thead>
<tr>
<th>option</th>
<th>description</th>
<th>click</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shut down</td>
<td>Completely turns off your computer</td>
<td>Start button, Shut down</td>
</tr>
<tr>
<td>Switch user</td>
<td>Locks your user account and displays the Welcome screen so another user can log on</td>
<td>Start button, Power button list arrow, Switch user</td>
</tr>
<tr>
<td>Log off</td>
<td>Closes all windows, programs, and documents, then displays the Log in screen</td>
<td>Start button, Power button list arrow, Log off</td>
</tr>
<tr>
<td>Lock</td>
<td>Locks computer so only current user (or administrator) can use it</td>
<td>Start button, Power button list arrow, Lock</td>
</tr>
<tr>
<td>Restart</td>
<td>Shuts down your computer, then restarts it</td>
<td>Start button, Power button list arrow, Restart</td>
</tr>
<tr>
<td>Sleep</td>
<td>Puts computer in a low-power state while preserving your session in the computer’s memory</td>
<td>Start button, Power button list arrow, Sleep</td>
</tr>
<tr>
<td>Hibernate</td>
<td>Turns off computer drives and screens but saves image of your work; when you turn machine on, it starts where you left off</td>
<td>Start button, Power button list arrow, Hibernate</td>
</tr>
</tbody>
</table>
Summary

• The Windows 7 operating system lets you use your computer

• When you turn on your computer, the Windows 7 operating system starts automatically allow you to work with programs

• Your desktop consists of a shaded or picture background and icons

• Use your desktop to manage files and folders
Summary

- A pointing device controls the movement of the mouse pointer on your computer screen.
- Windows 7 operating system includes accessories or you can also use an application program that you install on your computer.
- You can work with multiple windows at one time in Windows 7.
- When working in an open program window you will be able to use command buttons, menus, and dialog boxes.
Summary

- Windows 7 provides Help and Support so that you can use many methods to get the help you want or to learn more about Windows 7

- When you are finished working on your computer, be sure to close all open programs, windows before exiting so that you do not lose any data or harm your computer in any way