

*Windows 7

SIG Class #13

March 21, 2011

*Windows 7

*Outline for Session 13

- * Windows Aero
- * Pin Items
- * Start Menu
- * Time Clock
- * Display Size
- * Files Management
- * Accessories

* Windows Aero

* Shake

To close all opened Windows except the one you are working on - click and hold on blank space on the top of the Windows and shake left to right

* Full Screen

Drag the top Window bar to the top edge of the screen

* Snap to Edge

Drag the top bar to the left or right edge - when the cursor touch the edge, the Window snaps to fill half of the screen

* Windows Peak

Hover the mouse pointer over icons in the task bar to see a preview of the opened window(s)

* Task Switch

Hold Alt key and press Tab to see the opened Windows and switch between Windows (each press of Tab)

* 3D Flip

Basically the same function as Task Switch but in 3D view of Windows

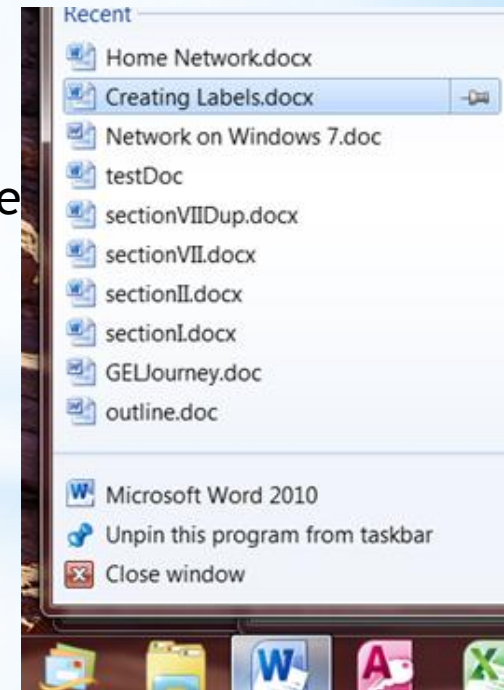
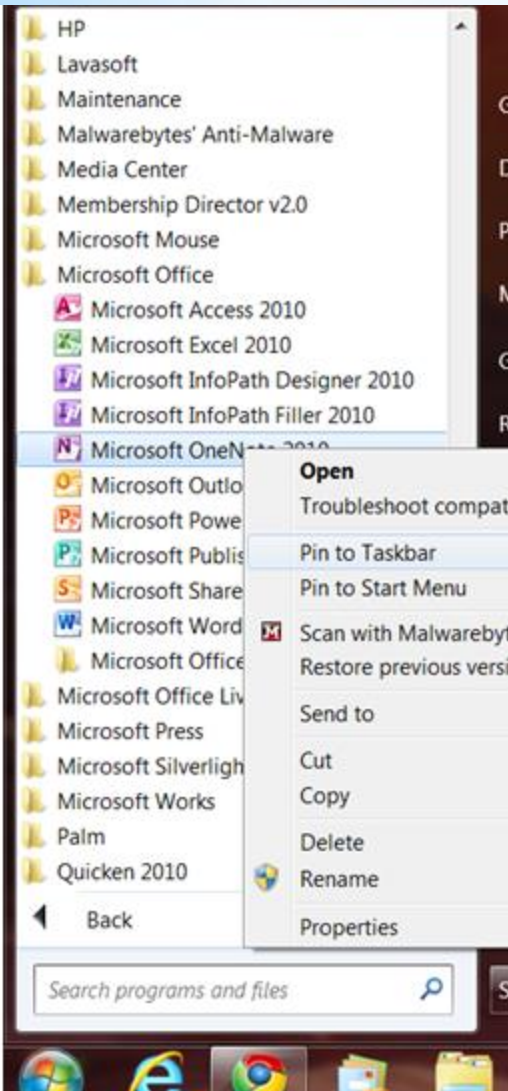
* Show Desktop

Hover the mouse pointer over the most right rectangle on the notification area

* “Pin” Items

Pin a program to the Taskbar or Start menu
Right click the program and select “Pin to Taskbar”
or “Pin to Start Menu” - You can also Drag a program
To the taskbar

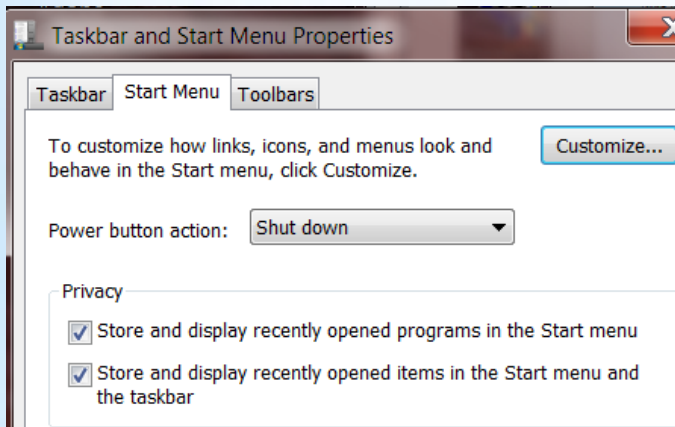
Pin a destination to a Taskbar Icon
Right click program Icon on
Taskbar and click the pin icon
- If the file is not listed
Open Explorer to locate the file
Click and drag the file to an
Empty space on the Taskbar



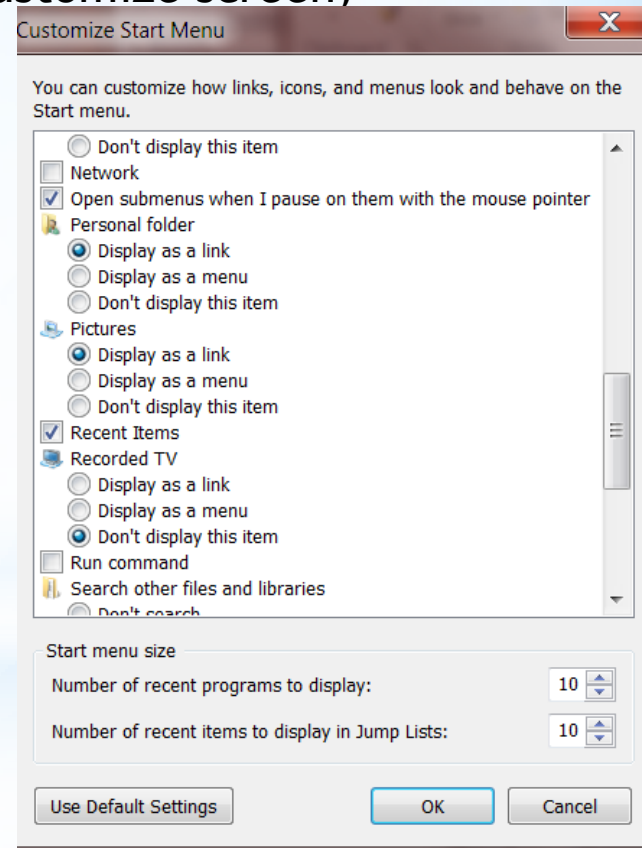
*Customize the Start Menu

Right click the Start Button and display Properties - Select Customize
Select the Box for “Recent Items”

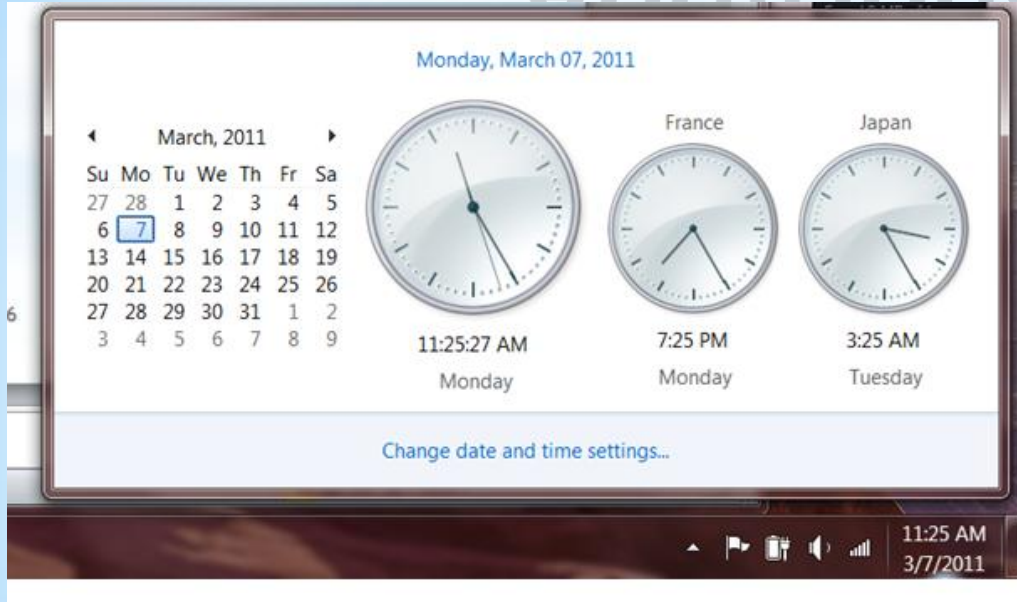
Also, adjust the number of items (bottom of customize screen)



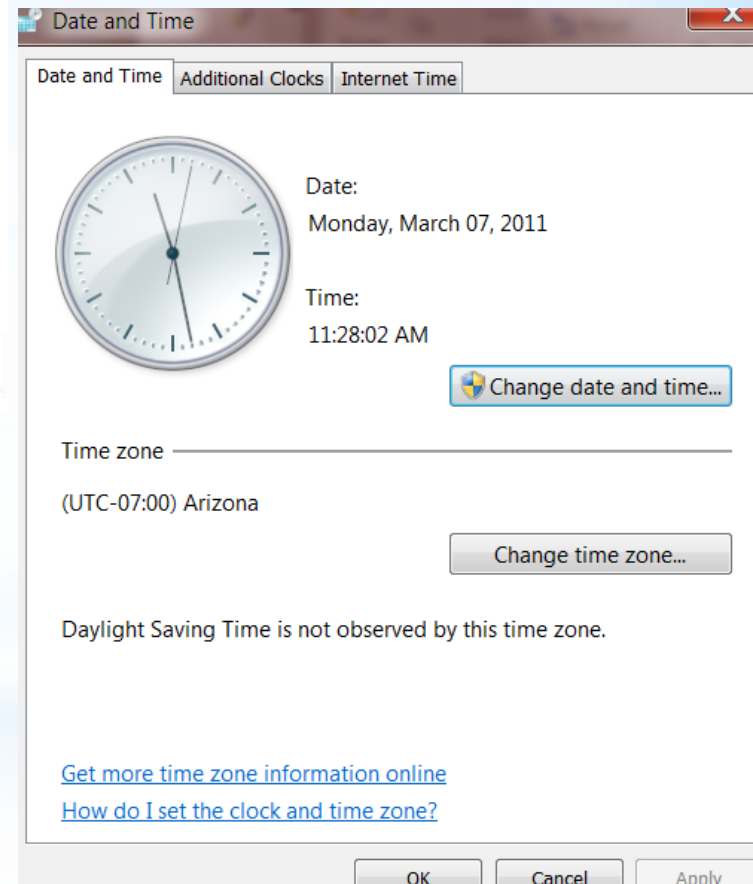
If using Control Panel often, can be display
As menu on the start menu
Can also display Administrative Tools



* Additional Time Zone



Click the Time then Change



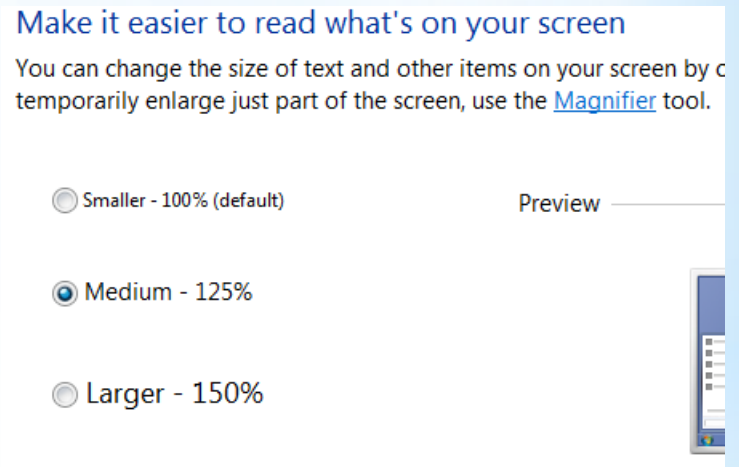
Make necessary adjustment

Synchronize Time with Internet Site

* Display Size

Right Click the desktop - Select screen resolution
Click “Make text and other items larger or smaller”

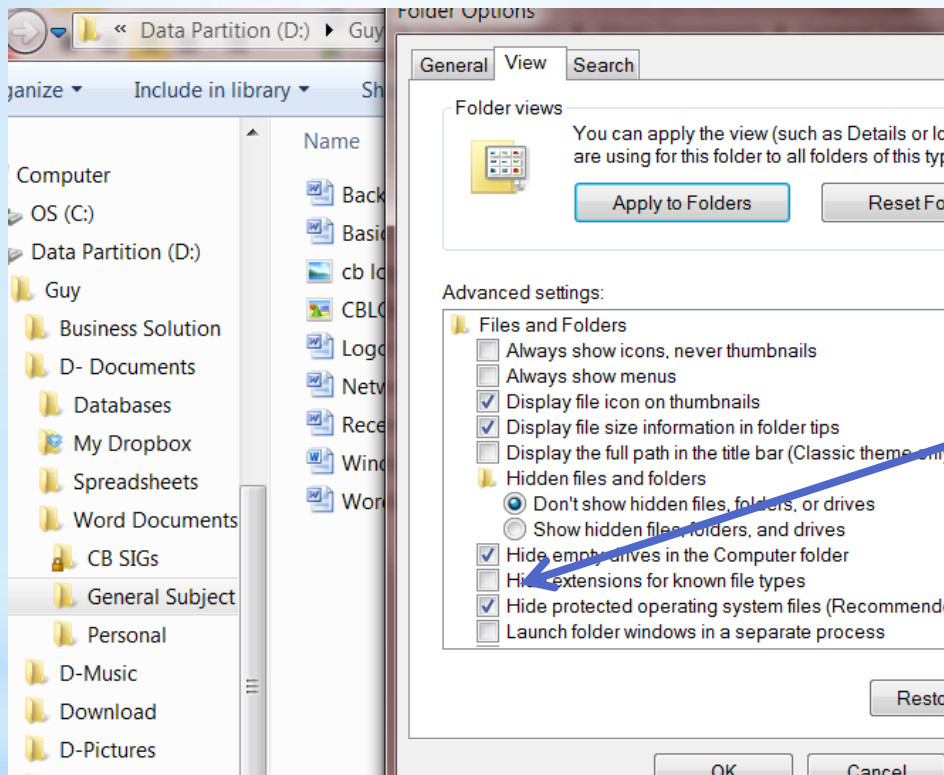
Select size.
If needed, use “Magnifier”



After few seconds, screen changes to Magnifier Tool



* Display File Extension



On Windows Explorer, expand Organize and click “Folder and Search Options”
Check the “Hide Extensions for Known File Types”



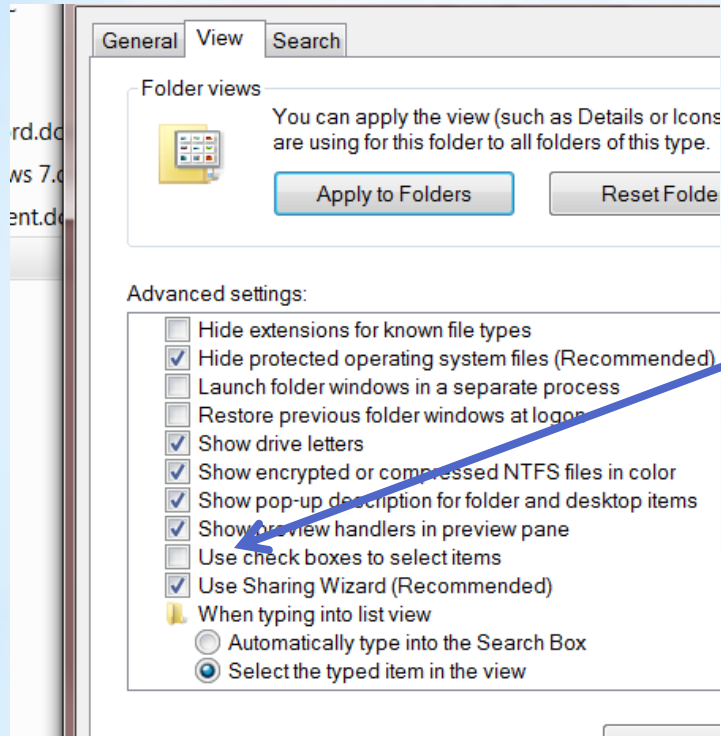
Specify Program

Right click file to be opened,
Select “Open with” and select the
Desired program for that file type

If program not listed - click “Choose
Default program” - if still not listed
Double click “Other Programs”
If still not listed, use Browse

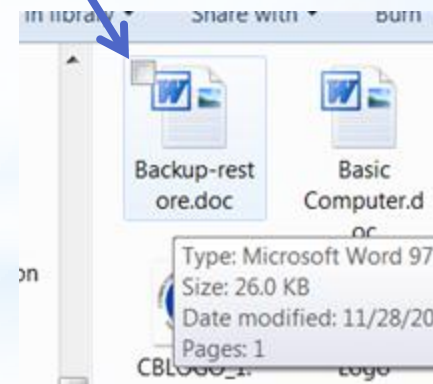
The screenshot shows a Windows context menu for a file named 'DSCN1568.JPG'. The 'Open with' option is selected, displaying a list of programs: Microsoft Office 2010, Paint, Photoshop Elements Editor, Windows Live Movie Maker, Windows Live Photo Gallery, Windows Media Center, and Windows Photo Viewer. A blue arrow points to 'Windows Photo Viewer'. Below this, a dialog box titled 'Choose the program you want to use to open this file:' is shown. It lists 'Recommended Programs' including Microsoft Office 2010, Paint, Photoshop Elements Editor, Windows Live Movie Maker, Windows Live Photo Gallery, and Windows Photo Viewer. The 'Other Programs' section is currently empty. At the bottom of the dialog, there is a checkbox for 'Always use the selected program to open this kind of file' and a 'Browse...' button. A link at the bottom of the dialog reads: 'If the program you want is not in the list or on your computer, you can [look for the appropriate program on the Web.](#)'

* File Check Box



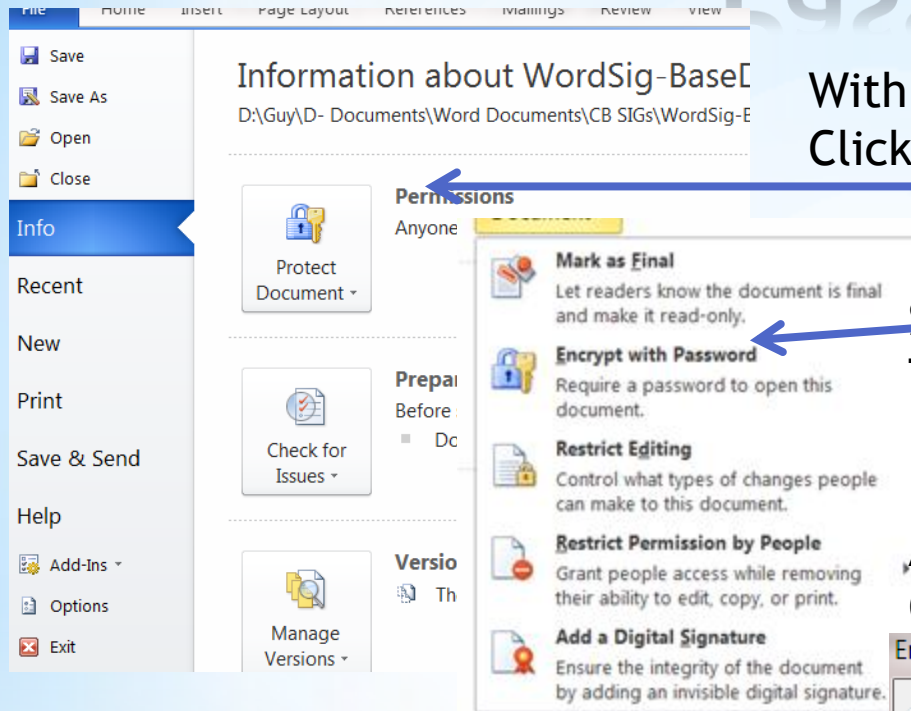
Use check box to select file
Select a Folder, click Organize
And Folder and Search Options.
Check Box “Use check boxes to
Select items”

Now, a check box appears when
Moving the pointer over a file



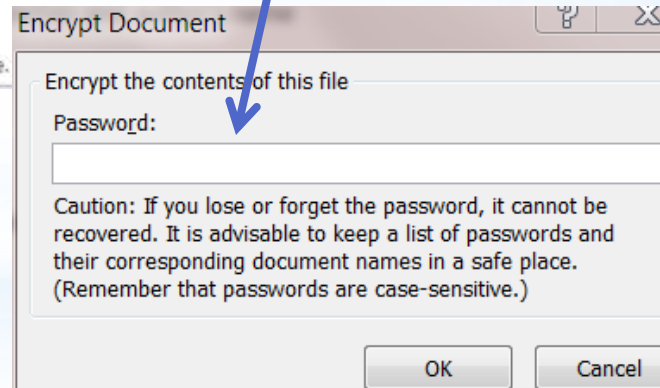
* Password a File

With file opened (Word, Excel, PowerPoint)
Click File Tab and Info. Select Permissions

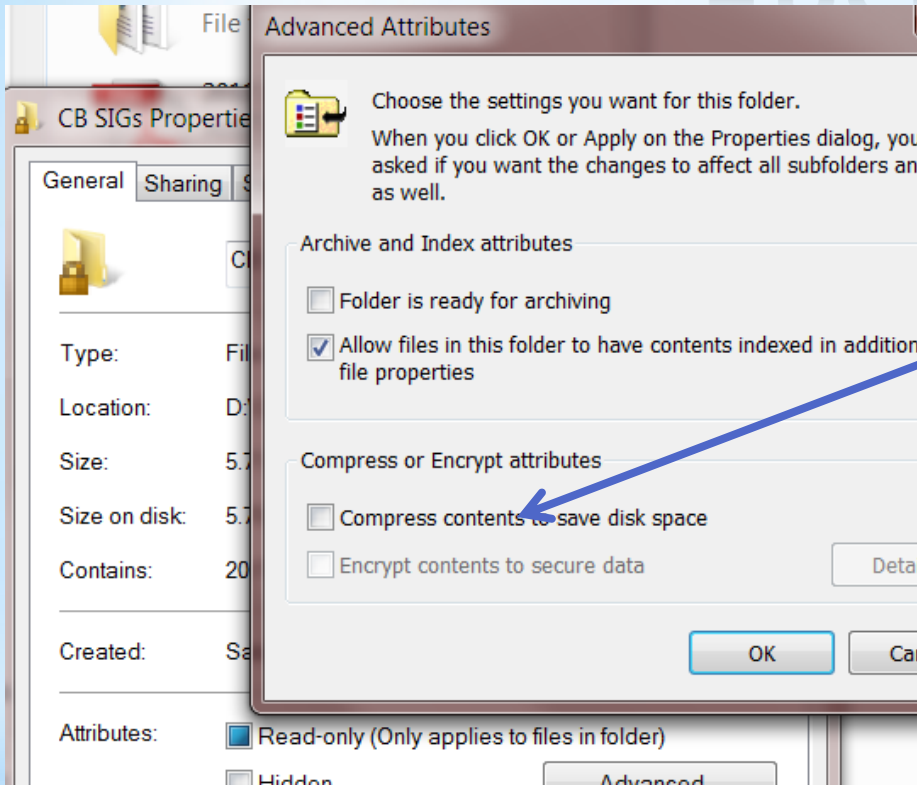


Select "Encrypt with Password"

Type a password for the file
Folder cannot be Password protected
Encryption of File or Folder is only Available with Windows 7 Professional Or Ultimate



* Encryption



Available on Windows 7 Professional Or Ultimate

Right click a folder or a file
Click Properties, then advanced
The check box “Encrypt contents to Secure data” could be checked.
With Home Premium it is grayed

* Accessories

- * Calculator
- * NotePad
- * Paint
- * Snipping Tool
- * Sticky Notes
- * Windows Explorer
- * WordPad
- * Ease of Access
 - * Magnifier
- * System Tools
 - * Disk Cleanup
 - * Disk Defragmenter
 - * System Information
 - * System Restore
- * Windows Easy Transfer