# Chapter Tow
Windows 7

Windows 7

Windows 7 is an operating system that Microsoft has produced for use on personal computers. It is the follow-up to the Windows Vista Operating System, which was released in 2006.

An operating system allows your computer to manage software and perform essential tasks. It is also a Graphical User Interface (GUI) that allows you to visually interact with your computer's functions in a logical, fun, and easy way.interact with your computer's functions in a logical, fun, and easy way.[*]

The first screen appear after you turn on the power of computer is a desktop
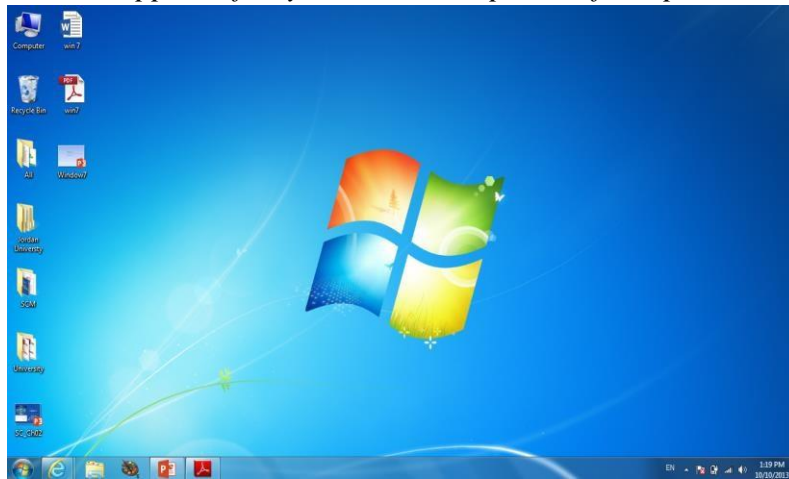
• If it is a shared PC; more than one user use it, or one user with password protected, you will arrive at Welcome Screen

 Or

1 - The Desktop
The Desktop is the main Windows 7 screen (see image below). It is the work area where dialog boxes, windows, icons,
and menus appear. Like an office desk, the Windows 7 desktop contains items you can use to do your job. For instance, from your desktop, you can perform file-management tasks and run software applications. You can customize the appearance of the desktop to suit your preferences.

[*]http://www.gcflearnfree.org/windows/windows7/4

Desktop Icons

The Desktop is where you'll find icons (small pictures) for many of your most frequently used programs. You'll most likely see icons for Computer, Documents, Recycle Bin, and Internet Explorer.

 Computer – Allows you to see what drives are attached to your computer (for example, your local

hard disk

drive, your CD/DVD drives, any networked shared drives, and external drives, such as a USB flash drive). You can also view the files that are located on these drives.

 Documents – Supplies a 'catch-all' place for your personal files. Within here you can see your files, any shared

files from other computer users and any music or pictures you may have stored. The Documents folder will sometimes be identified by your name instead of the word "Documents." – Stores any files you delete until you empty it.

 Recycle Bin
 Internet Exp   lorer – Contains Windows' built in web browser that integrates with other Windows

components

(such as your folders and Documents).

The Desktop Components

The desktop for Windows 7 consists of two main components

1. Desktop that contains many components like icons "file, folder, shortcut. Etc…)
2. Task Bars
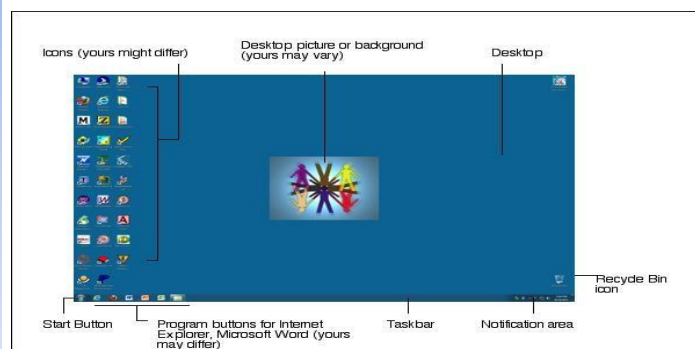
Desktop Components

1- Icons: An icon is a graphic image, a small picture or object that represents a file, program, web page, or command. Icons help you execute commands, open programs or documents quickly. To execute a command by using an icon, click or double-click on the icon. It is also useful to recognize quickly an object in a browser list. For example, all documents using the same extension have the same icon.

We can classify icons as the following

• Folder Icons   • File Icons • Shortcut Icons
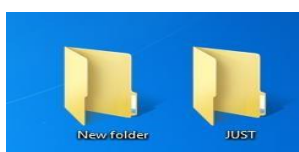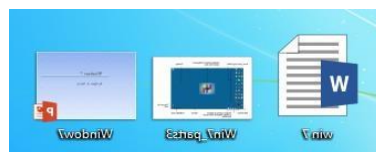
Folder Icons   **File Icons**   **Shortcut Icons**

What is the difference between a file, a folder, and a shortcut?

All the data on your hard drive consists of files and folders. The basic difference between the two is that files store data, while folders store files and other folders. The folders, often referred to as directories, are used to organize files on your computer. The folders themselves take up virtually no space on the hard drive. Files, on the other hand, is a collection of data. stored in one unit, identified by a filename. And filename period file extension can range from a few bytes to several gigabytes. They can be documents, programs, libraries, and other compilations of data. File name consists of two part name and extension

A shortcut is a link that points to a program on the computer. Shortcuts allow users to create links to their programs in any folder, Start bar, Taskbar, Desktop or other locations on their computer. A shortcut in Windows is commonly identified by a small arrow in the bottom corner of the icon.

Special Icons on the desktop

• Recycle bin:

The Recycle Bin is a location (Folder) where deleted files are temporarily stored on Microsoft Windows. The Recycling Bin allows users to recover files that have been deleted in Windows.

• My Computer:

My Computer allows the user to explore the contents of their computer drives as well as manage their computer files. Once My Computer is open you'll see all available drives on your computer. For most users, you'll only be concerned with the Local Disc (C:) drive, which is the hard drive and what
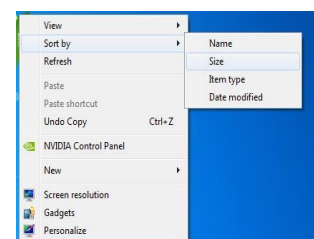
stores all your files.

Icon Operations

• Arrange Icons On the Desktop

To change the arrangement of icons on the desktop do the following

1 - Right Click the desktop

2- Click Sort by

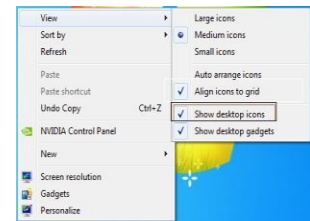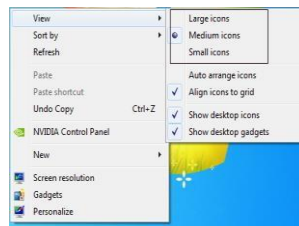3- Select one of the 4 options to arrange icons from
    sub-menu

• View/Hide Icons

1- Right Click the desktop

2- Click View

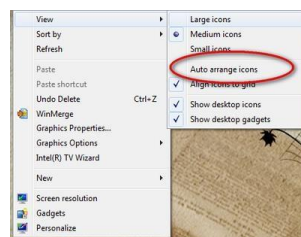3- Check to see if Auto Arrange has a check mark
4- If it does uncheck it

• **Change Icon size**

1- Right Click the desktop
2- Click View
3- Show the required size

• **Auto Arrange Icon**
1 - Right Click the desktop
2- Click View
3- Check to see if Auto
    Arrange has
a check mark
4- If it does uncheck it

Start Menu Parts
The Start menu for Windows 7 consists of many Parts, to show

Use the Start menu to do these common activities:
  • Start programs
  • Open commonly used folders
  • Search for files, folders, and programs
  • Adjust computer settings
  • Get help with the Windows operating system
  • Turn off the computer
  • Log off from Windows or switch to a different user account

Shutting Down the computer
At the bottom of the right pane is the Shut down button. Click the Shut down button to turn off your computer.
Clicking the arrow next to the Shut down button displays a menu with additional options for switching users, logging off, restarting, or shutting down.
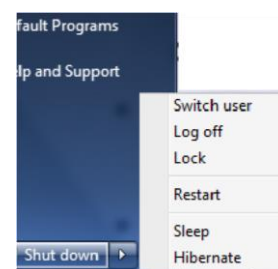
• **Switch user:** If you have more than one user account on your computer, Fast User Switching is an easy way for another person to log on to the computer without logging you off or closing your programs and files.
• **Log off:** When you log off from Windows, all of the programs you were using are closed, but the computer is not turned off.
• **Lock:** Locking your PC is a good option if you'll be back soon. You'll have to enter your password when you come back, which helps keep your work more secure.

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- **Restart:** The Restart button "reboots" your computer (it is sometimes called a "warm boot" or "soft boot.") That means it saves your information to the hard drive, turns off the computer for a moment, and then turns it back on again.
- **Sleep:** Clicking on Sleep puts your computer in a low-power state, but doesn't turn it off. The main advantage is that it allows you to get back to work quickly, without having to wait for the computer to do a full reboot

Working with Windows

Whenever you open a program, file, or folder, it appears on your screen in a box or frame called a window (that's where the Windows operating system gets its name). Because windows are everywhere in Windows, it's important to understand how to move them, change their size, or just make them go away. **Parts of a window**

Although the contents of every window are different, all windows share some things in common. For one thing, windows always appear on the desktop - the main work area of your screen. In addition, most windows have the same basic parts.
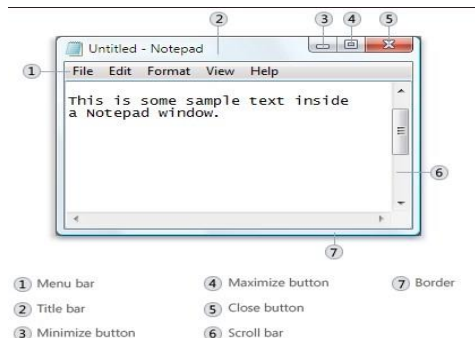

- **Title bar.** Displays the name of the document and program (or the folder name if you're working in a folder).
- **Minimize, Maximize, and Close buttons.** These buttons hide the window, enlarge it to fill the whole screen, and close it, respectively (more details on these shortly).
- **Menu bar**. Contains items that you can click to make choices in a program.
- **Scroll bar.** Let's you scroll the contents of the window to see information that is currently out of view.
- **Borders and corners.** You can drag these with your mouse pointer to change the size of the window.

Moving a window

To move a window, point to its title bar with the mouse pointer ⮜. Then drag the window to the location that you want. (Dragging means pointing to an item, holding down the mouse button, moving the item with the pointer, and then releasing the mouse button.)

Changing the size of a window
- To make a window fill the entire screen, click its Maximize button 🔲 or double-click the window's title bar.
- To return a maximized window to its former size, click its Restore button 🔲 (this appears in place of the Maximize button). Or, double-click the window's title bar. • To resize a window (make it smaller or bigger), point to any of the window's borders or corners. When the mouse pointer changes to a two headed arrow (see picture below), drag the border or corner to shrink or enlarge the window.
- A window that is maximized cannot be resized. You must restore it to its previous size first.
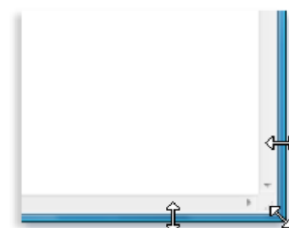
Hiding a window

- Hiding a window is called minimizing it. If you want to get a window out of the way temporarily without closing it, minimize it.
- To minimize a window, click its Minimize button ⬜. The window disappears from the desktop and is visible only as a button on the taskbar, the long horizontal bar at the bottom of your screen.
- To make a minimized window appear again on the desktop, click its taskbar button. The window appears exactly as it did before you minimized it.

Closing a window

- Closing a window removes it from the desktop and taskbar. If you're done with a program or document and don't need to return to it right away, close it.
- To close a window, click its Close button ⬛
- If you close a document without saving any changes you made, a message appears that gives you the option to save your changes.

Switching between windows

If you open more than one program or document, your desktop can quickly become cluttered with windows. Keeping track of which windows you have open isn't always easy, because some windows might partially or completely cover others.

Using the taskbar.

The taskbar provides a way to organize all of your windows. Each window has a corresponding button on the taskbar. To switch to another window, just click its taskbar button. The window appears in front of all other windows, becoming the active window—the one you're currently working in.

To easily identify a window, point to its taskbar button. When you point to a taskbar button, you'll see a thumbnail-sized preview of the window, whether the content of the window is a document, a photo, or even a running video. This preview is especially useful if you can't identify a window by its title alone.

- Using **Alt +Tab.** You can switch to the previous window by pressing Alt+Tab, or cycle through all open windows and the desktop by holding down Alt and repeatedly pressing Tab. Release Alt to show the selected window.
- Using Aero Flip 3D. Aero Flip 3D arranges your windows in a threedimensional stack that you can quickly flip through. To use Flip 3D:
- Hold down the Windows logo key *&* and press Tab to open Flip 3D.
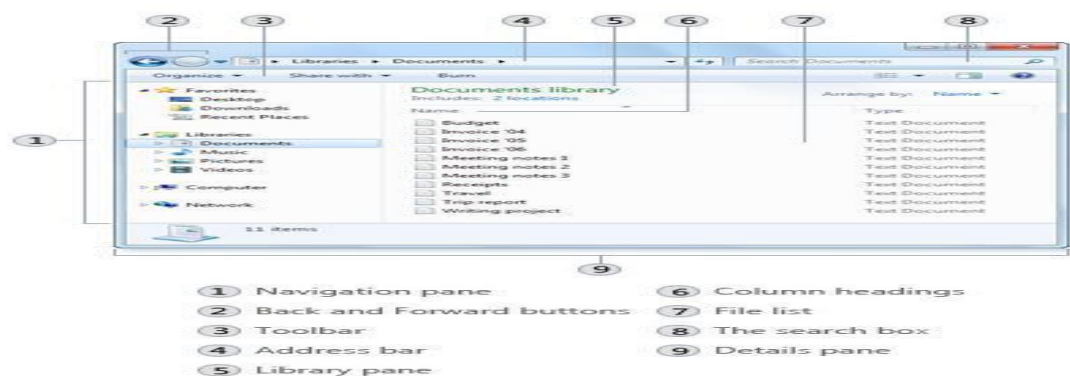

Dialog boxes

A dialog box is a special type of window that asks you a question, allows you to select options to perform a task, or provides you with information. You'll often see dialog boxes when a program or Windows needs a response from you before it can continue.

Unlike regular windows, most dialog boxes can't be maximized, minimized, or resized. They can, however, be moved.
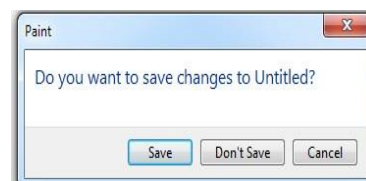
Understanding the parts of a window

When you open a folder or library, you see it in a window. The various parts of this window are designed to help you navigate around Windows or work with files, folders, and libraries more easily. Here's a typical window and each of its parts:

① Navigation pane   ⑥ Column headings
② Back and Forward buttons   ⑦ File list
③ Toolbar   ⑧ The search box
④ Address bar   ⑨ Details pane
⑤ Library pane

Window part What it's useful for

Navigation pane: Use the navigation pane to access libraries, folders, saved searches, and even entire hard disks. Use the Favorites section to open your most commonly used folders and searches; use the Libraries section to access your libraries. You can also expand Computer to browse folders and subfolders.

Back and Forward buttons: Use the **Back** button and the **Forward** button to navigate to other folders or libraries you've already opened without closing the current window. These buttons work together with the address bar; after you use the address bar to change folders.

Toolbar: Use the toolbar to perform common tasks, such as changing the appearance of your files and folders, burning files to a CD, or starting a digital picture slide show. The toolbar's buttons change to show only the tasks that are relevant.

Address bar: Use the address bar to navigate to a different folder or library or to go back to a previous one. Library pane The library pane appears only when you are in a library (such as the Documents library). Use the library pane to customize the library or to arrange the files by different properties.

Column headings: Use the column headings to change how the files in the file list are organized. For example, you can click the left side of a column heading to change the order the files and folders are displayed in, or you can click the right side to filter the files in different ways. (Note that column headings are available only in Details view.

File list: This is where the contents of the current folder or library are displayed. If you type in the search box to find a file, only the files that match your current view (including files in subfolders) will appear.

Search box: Type a word or phrase in the search box to look for an item in the current folder or library. The search begins as soon as you begin typing—so if you type "B," for example, all the files with names starting with the letter B will appear in the file list.

Details pane Use the details pane to see the most common properties associated with the selected file. File properties are information about a file, such as the author, the date you last changed the file, and any descriptive tags you might have added to the file.

Preview pane: Use the preview pane to see the contents of most files. If you select an e-mail message, text file, or picture, for example, you can see its contents without opening it in a program. If you don't see the preview pane, click the **Preview pane** button ⬜ in the toolbar to turn it on.

Viewing and arranging files and folders

When you open a folder or library, you can change how the files look in the window. For example, you might prefer larger (or smaller) icons or a view that lets you see different kinds of information about each file. To make these kinds of changes, use the **Views** button ▤ ▾ in the toolbar.

Each time you click the left side of the Views button, it changes the way your files and folders are displayed by cycling through
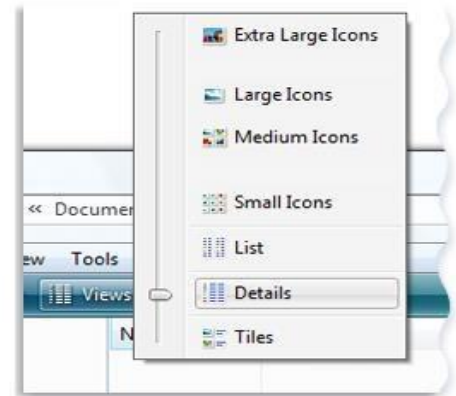
five different views: Large Icons, List, a view called Details that shows several columns of information about the file, a smaller icon view called Tiles, and a view called Content that shows some of the content from within the file. If you click the arrow on the right side of the Views button, you have more choices. Move the slider up or down to fine tune the size of the file and folder icons. You can see the icons change size as you move the slider.

Working with file and folder 1. Selecting • Single object

    To select a single object, click on it once.

    • |**Multiple object**

There are several ways to select Multiple files or folders.

- To select a consecutive group of files or folders, click the first item, press and hold down the Shift key, and then click the last item.
- To select Multiple files or folders that are near each other, drag the mouse pointer to create a selection around the outside of all the items that you want to include.
- To select non-consecutive files or folders, press and hold down the Ctrl key, and then click each item that you want to select.
- To select all of the files or folders in a window, on the toolbar, click **Organize,** and then click **Select all.** If you want to exclude one or more items from your selection, press and hold down the Ctrl key, and then click the items.

Notes: After selecting files or folders, you can perform many common tasks, such as copying, deleting, renaming, printing, and compressing. Simply right-click the selected items, and then click the appropriate choice.

2. Rename

    • Click the file or folder to select it
    • Click the organize button on the toolbar, and then click Rename
    • With the name selected highlights, type a new name, or click to position the insertion point, and then edit the name.
    • Press Enter

Notes:
    • Right-click the file or folder you want to rename, click Rename, type a name, and then press Enter.
    *• You can also select the file, then press **F2,** type a name, and then press Enter.*

- *File names can be up to 255 characters. You can use spaces and underscores in names, but you can't use the following characters: * : < > | ? " \ or /. Remember the best way to keep your files organized is with a consistent naming convention.*

3. Copying
When you copy an item, the original item remains in its original location— plus you have the new copy
- Open the location that contains the file you want to copy.
- Right-click the file, and then click Copy.
- Open the location where you want to store the copy.
- Right-click an empty space within the location, and then click Paste. The copy of the original file is now stored in the new location. *Notes:*
- *Another way to copy and paste files is to use the keyboard shortcuts **Ctrl**+**C** (Copy) and **Ctrl**+**V** (Paste).*
- *You can also press and hold the right-mouse button and then drag the file to the new location. When you release the mouse button, click Copy here.*

4. Moving (cut)
Moving a file (or folder) is different from copying it. Moving cuts the item from its previous location and places it in a new location. Copying leaves the original item where it was and creates a copy of the item elsewhere. In other words, when you copy something you end up with two of it. When you move something, you only have the one thing.
- Open the drive or folder containing the file or folder you want to move.
- Select the files or folders you want to move.
- Click the Organize button on the toolbar, and then click Cut.
- Display the destination folder where you want to move the files or folder.
- Click the Organize button on the toolbar, and then click Paste.

Copy or Move a File or Folder Using Drag and Drop
- Open the drive or folder containing the file or folder you want to copy or move.
- Select the files or folders you want to copy or move.
- In the Navigation pane, point to a folder list to display the expand and collapse arrows.
- Click the arrows to display the destination folder, and then click the destination folder.
- Right-click the selected files or folders, drag to the destination folder, and then click Copy **Here** or **Move Here.**

Notes:
To move the selected items, drag them to the destination folder. To copy the items, hold down the Ctrl key while you drag.
*Another way to copy and paste files is to use the keyboard shortcuts **Ctrl**+**X** (Cut) and **Ctrl**+**V** (Paste). Pay attention to pop-up messages that appear when dragging—you can use these to find out what will happen when you release the mouse button.*

5. Create a Folder
- Open the drive or folder where you want to create a folder.
- Click the **New folder** button on the toolbar**.**
- With the New Folder name selected, type a new name.
- Press Enter.

Notes:
*Right-click a blank area on the desktop or in the folder window, point to **New,** and then click **Folder.**

6. Deleting
- Select the file or folder.
- Click the Organize button and select Delete from the pull-down menu.
- After you select delete a confirmation message appears.

Notes:
- *You can also delete a file or folder by press right click on the item and then click delete.*
- *Or press Del buttons on the keyboard.*
- *The easiest way to delete on the desktop by drag and drop it to recycle Bin.*
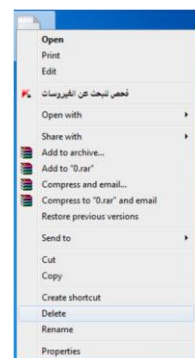
- When you delete a file or folder from your hard disk, it's not deleted right away. Instead, it's stored in the Recycle Bin until the Recycle Bin is emptied.
- If you delete a file or folder from a network folder or from a USB flash drive, it might be permanently deleted rather than being stored in the Recycle Bin.
- If a file cant be deleted, it might be in use by a program that's currently running. Try closing the program or restarting your computer to fix the problem. For more information.
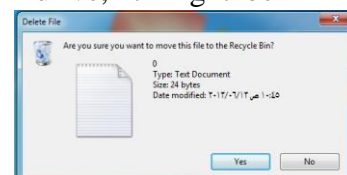
*Note: To permanently delete a file without first moving it to the Recycle Bin, select the file, and then press **Shift + Delete**.*

Permanently delete files from the Recycle Bin
- When you delete a file, it's usually moved to the Recycle Bin so that you can restore the file later if necessary.
- To permanently remove files from your computer and reclaim any hard disk space they were using, you need to delete the files from the Recycle Bin. You can delete individual files from the Recycle Bin or empty the entire Recycle Bin at once.
1. Open the Recycle Bin by double-clicking the Recycle Bin on the desktop.
2. Do one of the following:
- To permanently delete one file, click it, press Delete, and then click Yes.
- To delete all of the files, on the toolbar, click Empty the Recycle Bin, and then click Yes.

Notes:
- *You can empty the Recycle Bin without i ᘒ Empty Recycle Bin opening it by right-clicking the Recycle Bin and then clicking **Empty Recycle Bin.** • You can permanently delete a file from your computer without sending it to the Recycle Bin by clicking the file and then pressing **Shift + Delete.***

Restore item from recycle Bin
- Open the Recycle Bin by double-clicking the Recycle Bin on the desktop.
- Do one of the following:
- To restore a file, click it, and then, on the toolbar, click Restore this item.
- To restore all of the files, make sure that no files are selected, and then, on the toolbar, click Restore all items.
- The files will be restored to their original locations on your computer.

Note

*   *Deleted files do not stay in the Recycle Bin indefinitely. By default, the deleted files in the Recycle Bin can occupy 10% of your hard disk space. When you've deleted enough files to exceed this 10%, the oldest files in the Recycle Bin are automatically and permanently deleted from your hard disk.*

7. Opening an existing file or folder
• To open a file, double-click it. The file will usually open in the program that you used to create or change it. For example, a text file will open in your word-processing program.

8. Search for a file and folder
Windows provides several ways to find files and folders. There isn't one best way to search—you can use different methods for different situations.

A. Use the search box on the Start menu
You can use the search box on the Start menu to find files, folders, programs, and e-mail messages Stored on your computer.

• Click the Start button ![Start button] and then type a word or part of a word in the search box.
• Search result appear as soon as you start typing in the search box.

as you start typing in the search box. As you type, items that match your text will appear on the Start menu. The search results are based on text in the file name, text in the file, tags, and other file properties.

### B. Use the search box in a folder or library
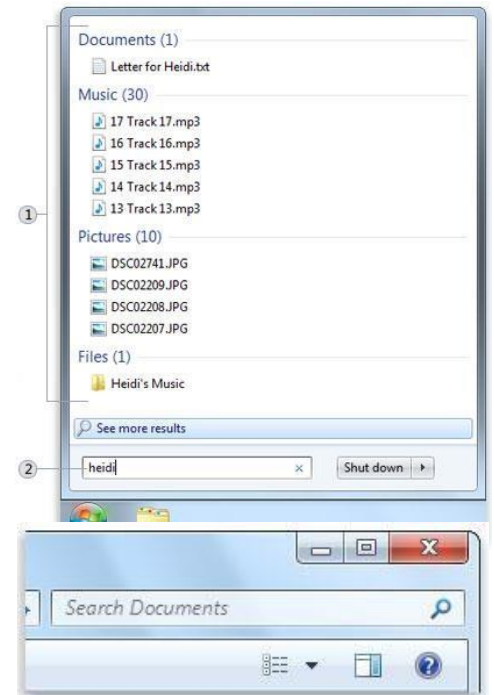
Browsing for the file might mean looking through hundreds of files and subfolders. To save time and effort, use the search box at the top of the open window.

The search box filters the current view based on text that you type. The search looks for text in the file name and contents; and in the file properties, such as in tags. In a library, the search includes all folders included in the library as well as subfolders within those folders. To search for a file or folder by using the search box:
• Type a word or part of a word in the search box.
• As you type, the contents of the folder or library are filtered to reflect each successive character you type. When you see the file that you want, stop typing.

For example, now, suppose that you're looking for your invoice files, so you type "invoice11 in the search box. As you type, the view is automatically filtered and you see something like this:
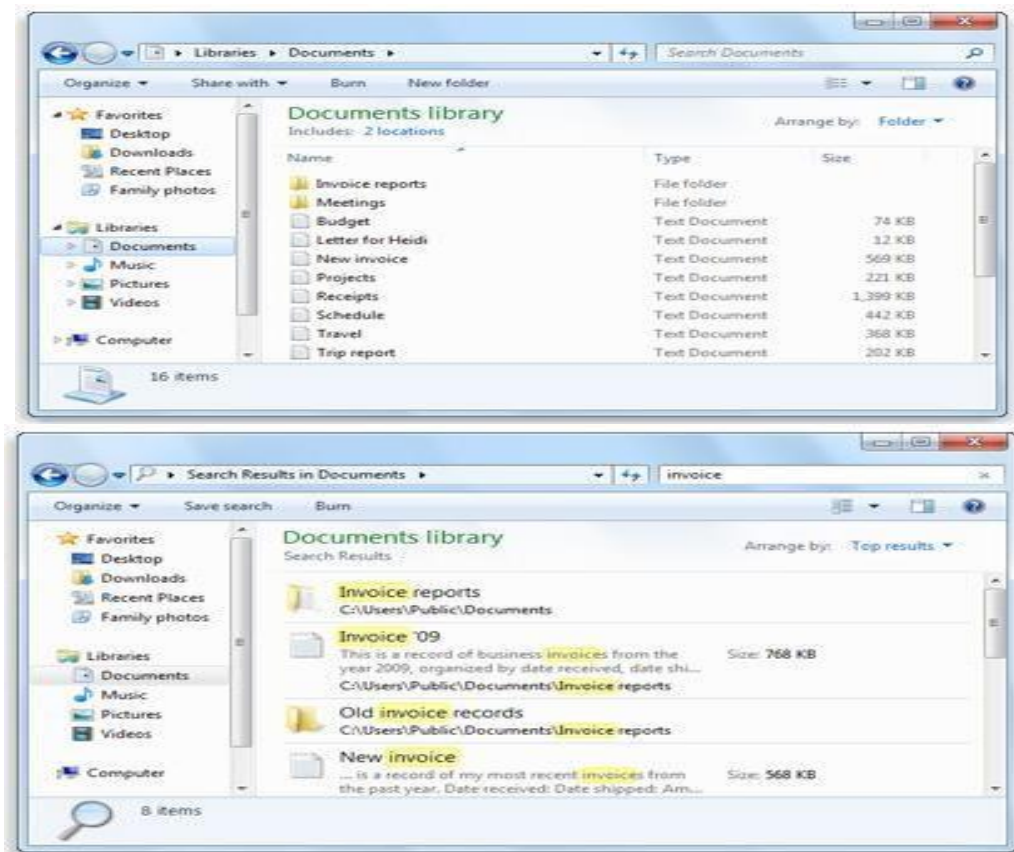
Notes:

• *You can use a question mark (?) as a wildcard for a single character and an asterisk (*) as a wildcard for any number of characters.*

• *The easiest way to start search window is by press* **F3**

• *I f you know which file type it is, you can just enter the file extension ("JPG" for example) in the search box.*

• *You can also use other techniques in the search box to quickly narrow down a search. For example, if you're searching for a file based on one or more if its properties (such as a tag or the date the file was last modified), you can use search filters to specify the property in your search. Or, you can type keywords in the search box to narrow down your results even further.*

Working with Control Panel

You can use Control Panel to change settings for Windows. These settings control nearly everything about how Windows looks and works, and you can use them to set up Windows so that it's just right for you.

• Open Control Panel by clicking the **Start** button and then clicking **Control Panel.**

• You can display Control Panel screen with different view types as follow Open control Panel by

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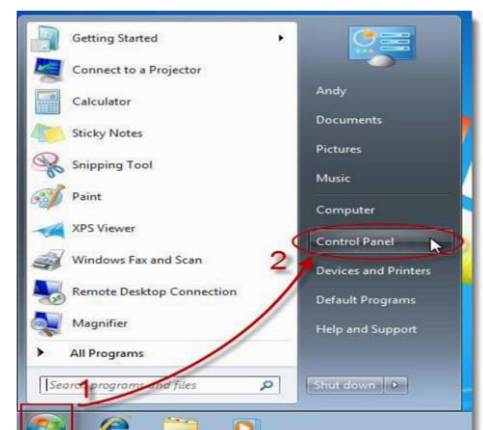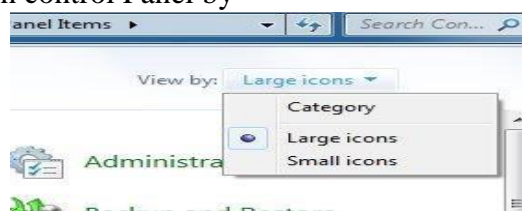
There are two ways to find Control Panel items: o **Use search:** To find a setting you're interested in or a task you want to perform, type a word or phrase in the search box. For example, type "sound" to find specific settings for your sound card, system sounds, and the volume icon on the taskbar. **o Browse:** you can explore Control Panel by clicking different categories (for example, System and Security, Programs, or Ease of Access), and viewing common tasks listed under each category or, under **View by,** click either **Large icons** or **Small icons** to view a list of all Control Panel items.

• The following table gives you a description of all the Control Panel categories, including the various programs you can find by clicking each category's hyperlink[*].

Category Name	. . . To Display These Groups of Links
System and Security	Action Center, Windows Firewall, System, Windows Update, Power Options, Backup and Restore, BitLocker Drive Encryption, and Administrative Tools
User Accounts	User Accounts, Windows Cardspace, Credential Manager, and Mail (32-bit)
Network and Internet	Network and Sharing Center, Homegroup, and Internet Options
Appearance and Personalization	Personalization, Display, Desktop Gadgets, Taskbar and Start Menu, Ease of Access Center, Folder Options, and Fonts
Hardware and Sound	Devices and Printers, AutoPlay, Sound, Power Options, Display, and Windows Mobility Center
Clock, Language, and Region	Date and Time, and Region and Language
Programs	Programs and Features, Default Programs, and Desktop Gadgets
Ease of Access	Ease of Access Center and Speech Recognition

Change desktop background (wallpaper)

http://www.dummies.com/how-to/content/windows-7-control-panel-features.
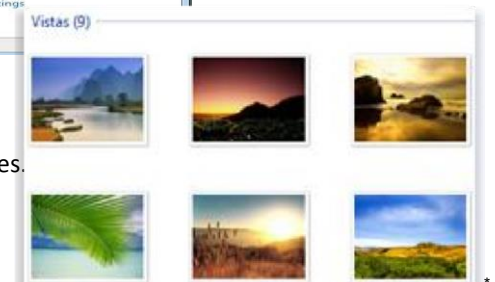
Your desktop background (also called wallpaper) can be a digital picture from your personal collection or one that comes with Windows. You can also select a color for your desktop background or use a color to frame your background picture. Windows comes with lots of desktop background choices.
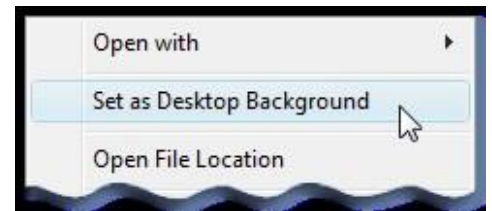
• To change the desktop background

1. Open Desktop Background by clicking the **Start** button, clicking **Control Panel,** clicking **Appearance and Personalization,** clicking **Personalization,** and then clicking **Desktop Background.**

2. Click the picture or color you want for your desktop beck ground. If the picture you want to use is not in the list of desktop background pictures, click the Picture location down arrow to view other categories, or click Browse to search for the picture on your computer. When you find the picture you want, double-click it. It will become your desktop background and appear in the list of desktop backgrounds.

3. Under How should the picture be positioned, choose to have the picture fit the screen, tile, or be centered on the screen, and then click OK.

Note:

You can make any picture stored on your computer (or a picture you are currently viewing) your desktop background by rightclicking the picture, and then clicking Set as Desktop Background.

Change screen saver

Windows comes with several screen savers. You can also create your own screen savers from personal pictures you've saved on your computer, or some software companies might develop additional screen savers for download or purchase.

To change a screen saver

1. Open Screen Saver Settings by clicking the Start button, clicking Control Panel, clicking Appearance and Personalization, clicking Personalization, and then clicking Screen Saver.

2. Under Screen saver, in the drop-down list, click the screen saver you want to use.

3. Click Preview to see what your chosen screen saver will look like.

4. Click OK.

Note:

• *To clear a screen saver, move your mouse or press any key.*

• *You can change wallpaper and screen saver by right click on the desktop and then choose personalize*
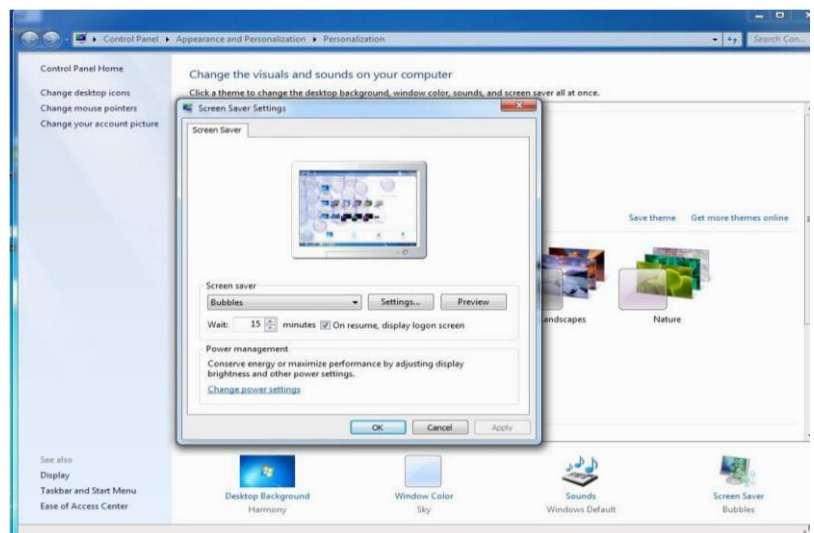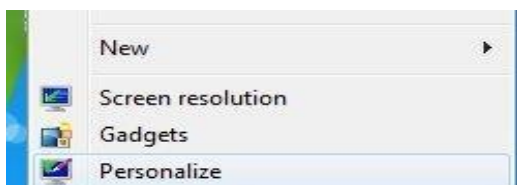
How to use the taskbar

You can customize the taskbar, including the way taskbar buttons look, how they group together when you have more than one window open, change where the taskbar is on your desktop, and decide what icons and apps are on it.

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Rearrange taskbar buttons

• To rearrange the order of app buttons on the taskbar, drag a button from its current position to a different position on the taskbar. You can rearrange apps as often as you like.

• All open files from the same app are always grouped together, even if you didn't open them one after the other. This is so you can see all of the previews for that app at the same time.

Move the taskbar

• Usually, you can find the taskbar at the bottom of the desktop, but you can move it to the sides or top of the desktop. Before you can move the taskbar, you need to unlock it.

• Press and hold or right-click an empty space on the taskbar. If **Lock the taskbar** has a check mark next to it, the taskbar is locked. You can unlock it by tapping or clicking **Lock the taskbar,** which removes the check mark.

• To move the taskbar Do one of the following: o Tap an empty space on the taskbar, and then drag it to one of the four edges of the desktop. When the taskbar is where you want it, let go.

    o (If you're using a mouse, click an empty space on the taskbar, and then hold down the mouse button as you drag the taskbar to one of the four edges of the desktop. When the taskbar is where you want it, release the mouse button.)

Change how taskbar buttons appear

• You can choose how buttons are grouped together when there's more than one window open, and change the size of taskbar button icons.

1. On the **Taskbar** tab, select one of the options from the **Taskbar buttons** list:

    • **Always combine, hide labels**
    This is the default setting. Each app appears as a single, unlabeled button, even when multiple windows for that app are open.

    • **Combine when taskbar is full**
    This setting shows each window as an individual, labeled button. When the taskbar becomes crowded, apps with multiple open windows collapse into a single app button, tap or clicking the button displays a list of the windows that are open.

    • **Never combine**
    This setting shows each window as an individual, labeled button, and never combines them, no matter how many windows are open. As more apps and windows open, buttons get smaller, and eventually the buttons will scroll.
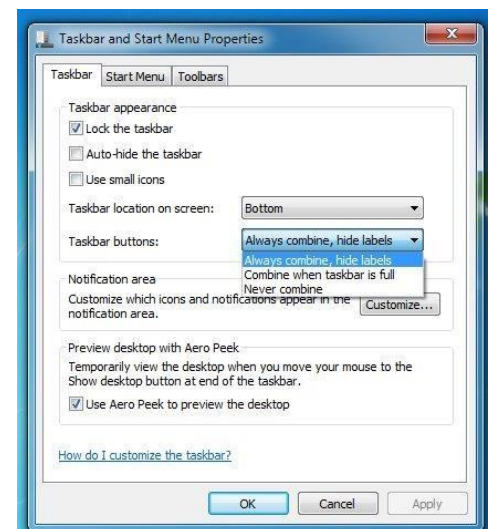
2. To use small taskbar button icons, select the **Use small taskbar buttons** check box. To use large icons, clear the check box.

3. Tap or click **OK.**

Pin an app to the taskbar

You can pin an app directly to the taskbar for quick and easy access.

• Swipe in from the right edge of the screen, and then tap Search. (If you're using a mouse, point to the upper-right corner of the screen, move the mouse pointer down, and then click Search.) In the

search box, enter the name of the app you want to pin. Then on the search results page, tap or click the app to open it on the desktop.

• On the desktop, press and hold or right-click the app's button on the taskbar to open the app's Jump List (a list of shortcuts to recently opened files, folders, and websites), and then tap or click Pin this program to taskbar.

• To remove a pinned app from the taskbar, open the app's Jump List, and then tap or click Unpin this program from taskbar.
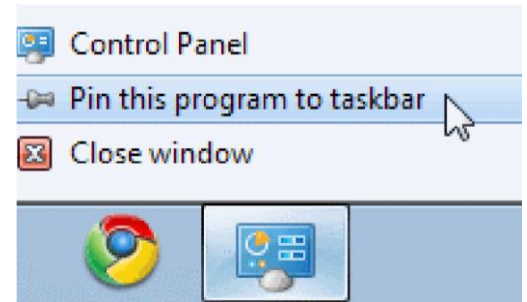
Some Notes: around Windows 7 1. Surpass basic math
Calculator has several dynamic new features - click the **View** menu to check them out. Unit conversion translates Celsius to Fahrenheit, kilometers to miles, meters to feet, grams to ounces, joules to BTUs, and more. You can use the new calculation worksheets to quickly compute everyday stuff like fuel economy and auto lease payments. The Programmer and
Statistics modes handle the geekier tasks.
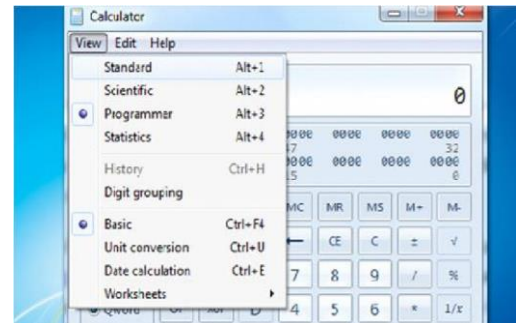
2. Drag files from Jump Lists
With Jump Lists, you get a quick-access list of your most frequently or recently used files. Just look for the right pointing arrow next to programs on your Start menu or left-click a program on the taskbar. You can use Jump Lists to open files and programs in just a few clicks. Even better, you can drag items from Jump Lists into open folders or email.

3. Preview your files
Another great time saver is the file preview pane within a folder or library. Use it to see a file's contents without opening the file in a program. You can open the preview pane in a window by pressing Alt+P. Items such as photos and PDF files will be previewed in this area when you click them. Learn more about using files and folders, including the preview pane.
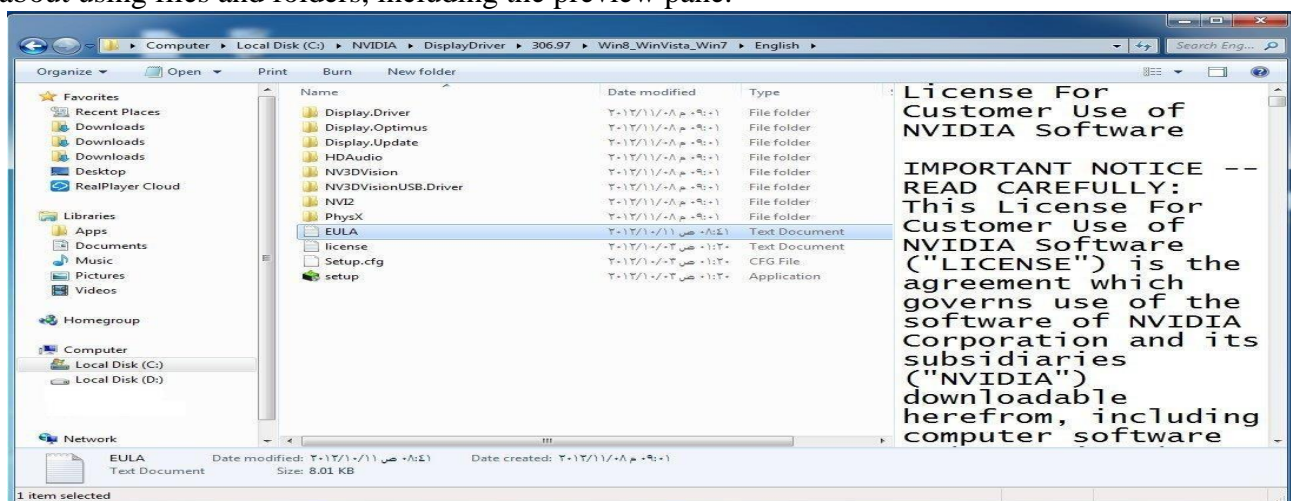
4. Easily customize your Sticky Notes
Now you can make the Sticky Notes you keep on your desktop even handier. You can format the text and change its color, as well as resize, collapse, and flip through several Sticky Notes. If you have a Tablet PC or touchscreen, you can use multiple input (pen and touch) methods within a single note.

Notes: *Open Sticky Notes by tapping the Start button. In the search*

- *box, type Sticky Notes, and then tap Sticky Notes in the list o f results.*
- *To create additional notes, click the New Note button. ☐ You can also open a new note by pressing **Ctrl+N.***

① New Note button
② Delete Note button
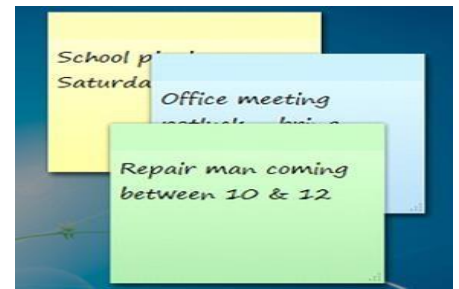
5. Desktop Gadgets

Windows contains mini-programs called gadgets, which offer information at a glance and provide easy access to frequently used tools. For example, you can use gadgets to display a picture slide show or view continuously updated headlines. Some of the gadgets that come with Windows 7 are Calendar, Clock, Weather, Feed Headlines, Slide Show, and Picture Puzzle.