MAKING THE MOST OF WINDOWS 7

Learn how to get your PC to work for you! This seminar will combine the ins and outs of using Windows 7 with information on how to use fundamental commands within the windows system.

Presented by:
Pam Szczecinski
pam@tutor4computers.com
www.tutor4computers.com
(312) 912-7132

Seminar 08- Navigating Windows
**Instant Search**

Use your START button and search or run any installed program with just a few keystrokes, no third-party launcher required.

1. Click on the **Windows Start** button in the bottom left corner or press the Windows key on your keyboard
2. Type key word or phrases (like a filename, or program name, e.g. device manager) in the “Search programs and files” box
3. When a list appears, click on the item of choice

Samples:

- **calc** (to pull up a calculator)
- **sol** (to pull up solitaire)
- **device** (to pull up device manager)
- **out** (to open Outlook)

**Device Manager**

Whenever you have a problem with a device (like a USB serial adapter, or any other devices) the Device Manager is where you need to go look to fix the problem. This is also where you go to update a driver.

1. Open your device manager using the Instant Search feature
2. When you locate your device, right click on it and choose “update driver software”
3. Click on “browse” and point to the specific location where the driver information is located

Samples:

- **USB serial devices**
- **CAT software dongles**
- **Steno writer machines**
Turning off Screen savers and Power Management settings

Make sure your computer doesn’t go to sleep on you during realtime, (or during this presentation)

1. Right click on your desktop
2. Left click “Personalize”
3. Left click “Screen Saver”
4. Left click “Change Power Settings

You can even make different plan settings depending on how and when you use your computer.

WINDOWS Action Center

Detects any PC security issues or maintenance issues, problems and suggests solutions

Use Instant Search, click on the Start button, type in Action and select Action Center
-or-

Click on the flag in the system tray

Windows Updates

Run your updates when it’s convenient for you, (not while you’re in a deposition or in court)

You can configure your operating system so that your system does not reboot at a critical moment. To open Windows Update click on Start and type Windows update in the Windows 7 Search programs and files text field.
Windows update will be listed under the Programs section of the menu. Click on *Windows Update* with your left mouse button.

The Windows Update screen will open and gives you a number of important pieces of information.

In the middle of the screen Windows Update tells you if there are any "*Important*", "*Recommended*" or "*Optional*" updates.

*Important* updates are normally fixes for security issues, or to fix a problem that could cause system instability. They should be installed ASAP.

*Recommended* updates may add new features or functionality. It's a good idea to install these but it is not something you should consider mandatory.

*Optional* updates are, as the name says, "optional". Optional updates are not critical updates required by your operating system.

On the left side of Windows Update screen is the "*Change settings*" option
Clicking on "*Change settings*" opens the "Change settings" window and enables you to choose how updates will be downloaded and installed by selecting one of the options listed in the Important updates drop down menu.
The option *Never check for updates*, should only be used if you are certain you will check for Windows 7 updates on a regular basis (at least once a week). Windows 7 also has checkboxes which you can select based on what you selected for your Important updates.

**Windows 7 taskbar**

The taskbar is slightly larger and has several new features that should make navigating between programs and documents much easier than earlier versions of Windows.

**Pin an item to the taskbar**

**Pinning:** Pinning a program to the taskbar is easy -- just drag the icon to the taskbar. This makes it easier to access than always using an icon on the desktop to open your program.
1. Use the Instant Search to find the program or locate it in your START menu, All Programs group folder.
2. Left click and drag it to the taskbar.
3. Note: to unpin an item right click and select “Unpin”
4. You can also drag them left or right to re-order it.
5. Your Windows key and the # will automatically launch the program.

Windows 7 lets you pin programs and individual files to the Taskbar, it doesn't let you pin folders. However, if you want to access a favorite folder, setup a keyboard shortcut instead. Here's how:

1. Locate the folder in question. Let's say it's called "CAT ASCIIs"
2. Right-click the folder and choose Send to, Desktop (create shortcut).
3. Right-click on that shortcut on your desktop and choose Properties.
4. Within the Shortcut tab, click inside the Shortcut key field.
5. Now you have to decide what keyboard shortcut you want. It could be something like Ctrl-Shift-F10. I recommend using some combination of Ctrl-Shift, Ctrl-Alt, or Shift-Alt, just to avoid conflicts with other programs (which are more likely to use just one of those keys).
6. Click OK to complete the process.

**Icons in the System Tray**

Icons in the System Tray (actually called Notification Area) can be dragged and set to any order as well. Hidden Icons can be dragged back into view, and you can hide icons by dropping them into the Hidden Icon well – which is easier than working through the Notification Area Customization menu.

If you are missing any like the volume or power icon

1. Click Start, type icons, and then click Notification Area Icons.
2. Find the icons for Power and Volume then make sure both are set to Show icon and notifications.
3. Near the bottom of that same window, click Turn system icons on or off.
4. Find the icons for Power and Volume, and make sure both are set to ON.
5. Click OK to exit.
Ready Boost

Want to speed up your computer by adding RAM but don’t want to take it into a computer store? You can add a flash drive or memory card speed up your computer.

1. Insert the memory card
2. Click “Speed up my system”
3. Click on the button “Use this device”
4. Drag the slider to reserve as much space for as much speed as you like

NOTE: You must use at least a 1 GB card

Snipping Tool

Find something you like on a webpage or in a document and want to use it (maybe for wallpaper for your desktop)

1. Click on the Start menu and on the search line type “Snipping Tool”
2. When the window appears click and drag over the area you want to copy
3. To save it click “File” or to copy click on “Edit”

Gadgets

Want a little extra on your desktop?

1. Click on the Start menu and on the search line type “Gadgets” or right click on the desktop and choose “Gadgets”
2. Click and drag out the desired gadget you would like to have on your screen
Create your own desktop background

Use your own great pictures you have to create a personalized background on your desktop, make one for business and one for personal.

1. Click on the Windows Start button in the bottom left corner or press the Windows key on your keyboard. Type in Desktop background and select Change Desktop background
2. Click on Picture location drop down arrow, choose from in there or click Browse and choose specific location
3. All pictures in the folder you choose will be selected, uncheck each picture you don’t want
   (note: if all is selected then any new pictures added will automatically be part of the slide show)
4. Picture Positions you can fill, fit stretch, tile and center your pictures
   a. Change the picture every x seconds, minutes, days to pick how often to change the picture
   b. Shuffle to have them come in randomly
More useful Windows keyboard shortcuts - a few of my favorites.

Windows key or CTRL + ESC
Displays the Start Menu

Windows + D
Triggers the Show Desktop command, which minimizes all onscreen windows. Tap it again to return

Windows + E
Opens up a new Explorer window (My Computer)

Windows + PAUSE/BREAK
Opens up your system properties window (quick way to Device Manager)

Windows + R
Opens Run dialog box

Windows + T or Alt Tab
Cycles through your open programs via the Taskbar’s peek menu. To see it larger to see use ALT ESC

Windows + + (plus key) & Windows + - (minus key)
Zoom in or out (Magnifier)

Windows + Left & Windows + Right
One of the new features of Windows 7 is the ability to automatically make a window fill up half of your screen by dragging to the left or right. This pair of shortcuts performs the same function without your mouse. Once a window is fixed to one side of the screen, you can repeat the shortcut to flip it to the other side.

Windows + [Number]
Pinned programs on your Taskbar can be launched by hitting Windows and the number corresponding to its placement on the Taskbar. Windows + 1, launches the first application. Windows 2 the 2nd etc. This works all the way up through 0, which opens the 10th shortcut.
Additional useful Windows shortcuts

Windows + P - Switch your display from one monitor to another, or to a projector

Windows + Up - Maximize window

Windows + Down - Minimize windows / Restore

Windows + Left - Dock window to the left side

Windows + Right - Dock window to the right side

Windows + Shift Left - Move window to left monitor

Windows + Shift Right - Move window to right monitor

Windows + Spacebar - Aero desktop peek (Must be using Aero Theme)

Ctrl + Shit + ESC – opens Windows Task Manager

Alt + F4 - Close the active window

Alt + Tab - Switch to previous active window (shows a very small preview of the window)

Alt + Esc - Cycle through all open windows (doesn’t show a preview window, just opens it)

Windows + Tab - Cycle and cascade all your open windows (easier to view and see the open window)

Taskbar Keyboard Shortcuts

- Windows + Any number (1, 2, 3, .., 0) - open the corresponding taskbar pinned program
- Ctrl + Click a pinned taskbar icon - cycle through the program’s open windows
- Shift + Click a pinned taskbar icon - run a new instance of the program
- Ctrl + Shift + Click a pinned taskbar icon - run a new instance of the program as administrator
- Shift + Right-click on grouped icon - Show window menu (Restore All, Minimize All, Move All)