

For more information on available courses

(and more hints, tips and FAQs) visit:

warwickshire.learningpool.com

For support please contact the

ICT Service Desk

using the 'Service Desk Online' icon

on your PC desktop or,

if you have a problem to report,

call on **01926 41 41 41**

Windows 7 Quick Reference Guide



ICT Training & Development

Last updated: November 2016

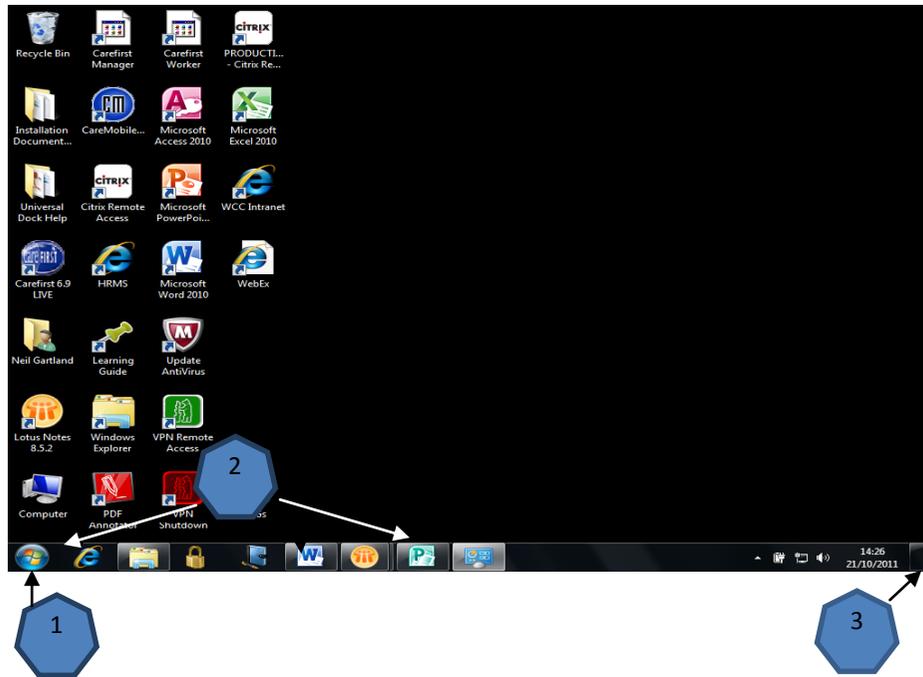
Review: November 2017



ICT Training & Development



The Windows 7 Screen



1. The **start button**  provides access to all of the programs installed and available to your computer. A menu, known as the start menu, will appear when you click on the start button.
2. The **taskbar** displays open (running) programs and windows. You can pin (add) program icons to the taskbar, enabling quick access to frequently used programs. Hovering over a taskbar program icon will display a jump list showing files open in that program (if running).
3. The **show desktop** tool enables you to view the desktop in a single click.
4. To open a program from the start menu, click on the **start button** and select the program from the list. A full list of applications can be brought up by clicking on All Programs.

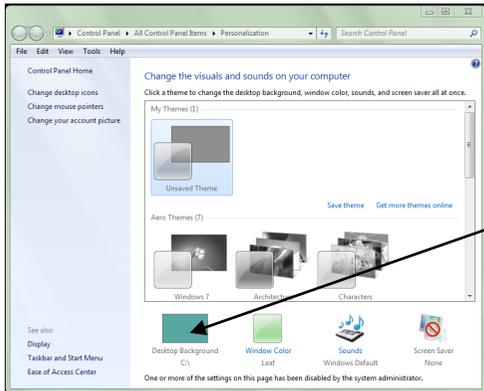
Windows 7 Hints and Tips

- Don't know what a certain button does in a program? Rest your mouse pointer over the button for a few seconds. A helpful box often pops up to explain the button's purpose.
- If you are not sure on what something does, try pressing F1 (the function key) near your keyboard's upper, left corner. A Help window appears, often bringing hints about your current problem.
- To see what you can do with something in Windows, right-click it. A menu appears, listing all your available options.
- To move from one window to another window, Press Win Key +Tab (on your keyboard) or click the window's name on the taskbar.
- To make a window completely fill your screen double-click (using left mouse button) on the title bar along its top edge.
- If you want to display the old Maximise, Minimise (WinXP) taskbar button context menu instead of the Jumplists menu, hold down Ctrl and Shift as you right-click the taskbar button. Maximise and Minimise will now appear.
- Right-click the Explorer icon (picture of a folder) on the taskbar for speedy access to common system folders: Documents, Pictures, and more.
- Want to see two Windows on one screen? Try using the Windows 7 Aero Snap feature. Drag one Window to the far right and one to the far left (off the screen). The windows should then 'snap' to these positions and remain there. Great for comparing different documents or versions of the same document.
- Too many windows open? Try using the Windows 7 Aero Shake feature. Simply click the title bar of the window you require open and shake to the left and right a number of times. All other open windows will minimise leaving you only with the window you require.

For support and other queries, please contact the ICT Service Desk on 01926 414141 or alternatively e-mail ictservicesdesk@warwickshire.gov.uk.

Changing the colour of the Windows desktop screen

You are able to change the colour of the desktop background, or by selecting a different colour or picture.

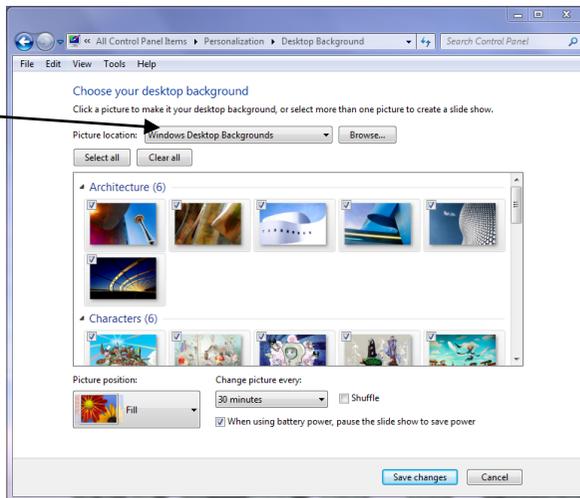


Right click with the mouse on the desktop screen and select 'Personalize' from the menu that appears.

Select 'Desktop Background' to display the 'Choose your desktop background' screen

You can choose an image from those displayed or set the 'Picture location' drop down to solid colours to have a plain background.

Alternatively select 'browse' to choose your own picture to set as a background. Selecting a large image will affect your computers speed.



When you have selected the image or colour you want to use, click 'Save Changes' and close the window, The image selected will be displayed as your desktop.

Understanding the Taskbar

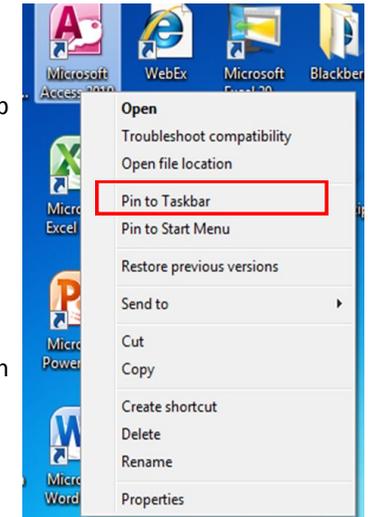
The taskbar is the horizontal bar that sits along the bottom of the screen.



The quick launch bar (a feature of WinXP) has been replaced with larger icons (denoting various applications on the PC). Frequently used applications/icons can be pinned to the taskbar to allow quick (1 click) access.

To **Pin programs** to the taskbar you can either:

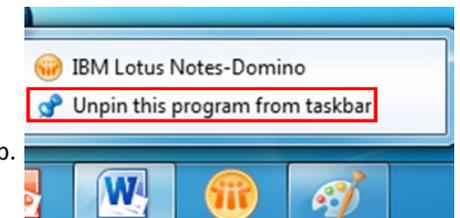
- Right click the application on the desktop or in the start menu and select 'pin to taskbar'
- Click and drag the required icon (press and hold the left mouse button) down into the taskbar. Once in the taskbar an option to 'pin to taskbar' will appear. When it does, let go of the mouse button and the icon will remain there.



To **Remove programs** from the taskbar you can either:

Right click the icon and select 'unpin this program from taskbar'

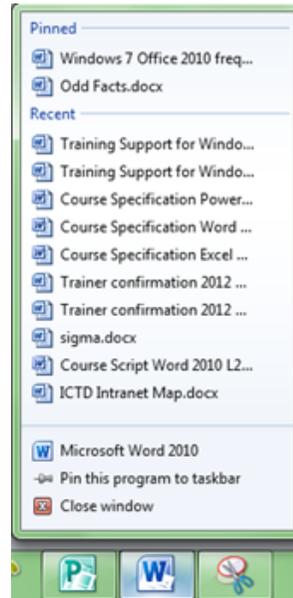
- Drag and drop the unwanted icon from the taskbar back to the desktop. The same menu will appear again.



Additional Features of the Taskbar

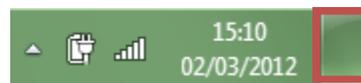
The icons on the taskbar will do different things depending on whether you hover over the icon, or left or right click on the icon.

- Left click the icon to open that program's window
- Hover the mouse pointer over the icon to reveal a menu of currently open files within the program
- Right click on an icon to reveal a list (also called a 'jump list') of most recently used files in that program
- When more than two documents are open, the icon on the taskbar will appear to show an overlap, as if icons are stacked (as shown in the Word icon in the image)



Show Desktop

This has moved to the far right hand side of the taskbar, click once on the 'show desktop' tool to minimise all open windows and to display the desktop. Click on the 'show desktop' tool again to restore all open windows.



Windows Key & Tab

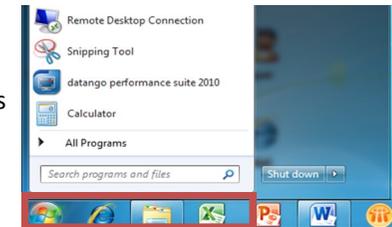
To quickly move between any open applications hold down the Windows key on the keyboard and press the Tab key to display all open applications in a cascading set of windows, press the tab key again to bring a different window to the front, release the keys to access the window currently displayed



Searching for Files/Folders

There are two new ways to search for files and folders in Windows7:

- Using the Search facility in the Start Menu. Just type the name of the file/folder you are looking for and Windows will display a list of results that may match this criteria.



- Using the search bar within Windows Explorer

Here you can select the folder you wish to search and then type what you are looking for within the search bar at the top right hand corner of the Windows Explorer window.

A list of results will be displayed that may be a possible match for what you require.



Shutting Down

The process of shutting down your PC is slightly different in Windows 7. Previously you would use start/shut down and then select shut down from the menu box that appears.

In Windows 7 you select the start button and the click 'Shut down' (as shown in the image).

To the right of 'Shut down' there is an arrow which, when clicked, will display a number of additional options to shutting down (similar to Windows XP).

