

WINDOWS 7

WINDOWS 7

Microsoft has launched **Windows 7** which is the latest Windows Operating system. Windows 7 is the successor to Windows Vista. This operating system is specifically designed to fill the needs of both business and personal users. Windows 7 was released to manufacturing on July 22, 2009, and general retail availability on October 22, 2009.

You will feel the sleek look of the new user interface as soon as you turn on a computer running Windows 7. After working on its design, you come to rely on its new security features. You will find many new features in Windows 7 that increase your efficiency and productivity. Finding files has never been simpler or faster in previous versions of Windows; simply type a word you know exists in the file you are looking for and Windows 7 instantly shows you all the files stored on your system that contain the word.

WINDOWS 7 EDITIONS

There are six different editions of Windows 7, but only Home Premium, Professional and Ultimate are widely available. The other editions are only used for developing world or enterprise use.

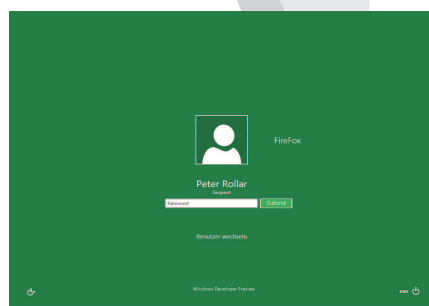
START WINDOWS 7

When you turn on your computer, Windows 7 starts automatically and you see a Welcome screen. You may be asked to enter the password.

1. Turn on your Computer.

The **Windows 7 Welcome screen** appears in which you have to select user and enter password.

If your Windows 7 is configured with just single user and no password, then you will bypass the Welcome screen and go directly to desktop.



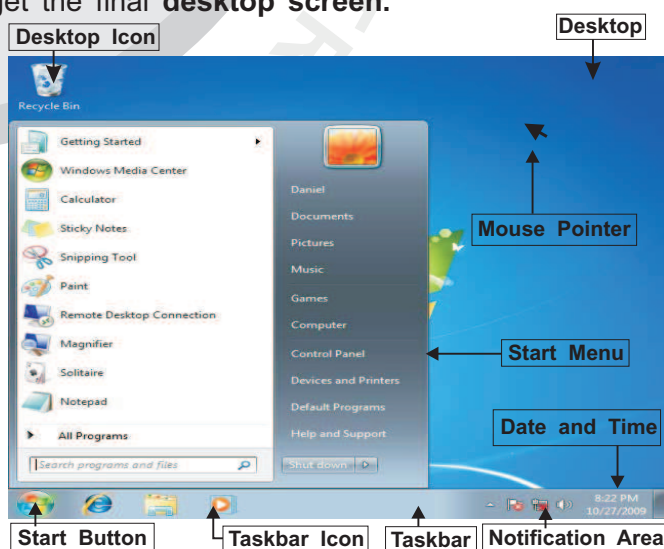
1. Type the **Password**.
2. Click on the **Go arrow**.
3. Now, you will get the final **desktop screen**.
your computer is now ready to work.

WINDOWS 7 SCREEN

Before getting to the specifics knowledge of Windows 7, first familiarise yourself with the basic screen elements.

Desktop Icon : An icon on the desktop represents a program or Windows 7 feature. A program you install often adds its own icon on the desktop.

Mouse Pointer : When you move your mouse, this pointer moves along with it.



Desktop : This is the Windows 7 "work area," meaning that it is where you work with your programs and documents.

Time and Date : This is the current time and date on your computer. To see the full date, position the mouse over the time. To change the date or time, click the time.

Notification Area : This area displays small icons that notify you about things that are happening on your computer. For example, you see notifications if your printer runs out of paper or if an update to Windows 7 is available over the Internet.

Taskbar : The programs you have open appear in the taskbar. You use this area to switch between programs if you have more than one running at a time.

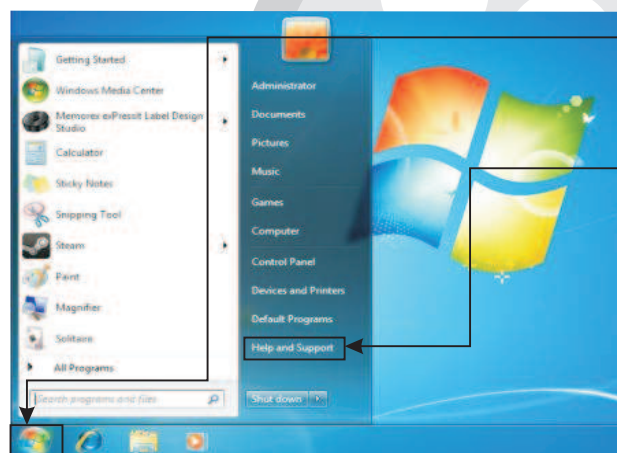
Taskbar Icons : You use these icons to launch some Windows 7 features with just a mouse click.

Start Button : You use this button to start programs and launch many of Windows 7's features.

Start Menu : Start menu list all the installed programs in the computer.

GETTING HELP FROM WINDOWS 7

To find and learn how to perform a task in Windows 7 and solve troubleshoot problems, you can use help system.

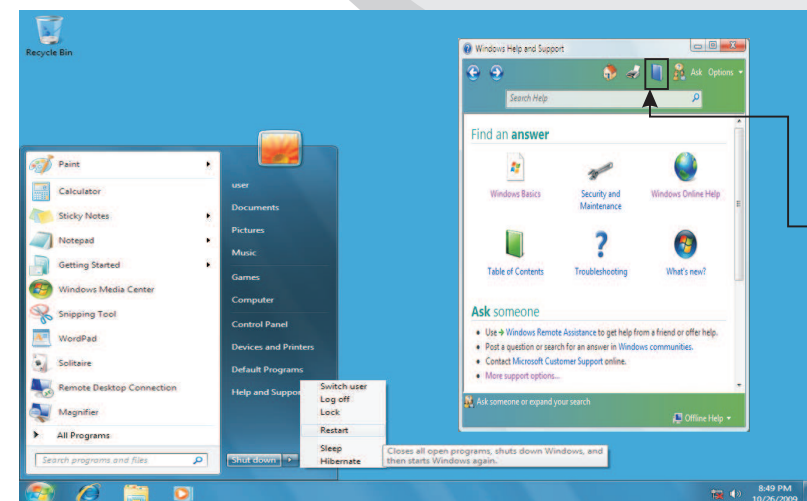


1. Click on **Start** button.

The start menu will appear.

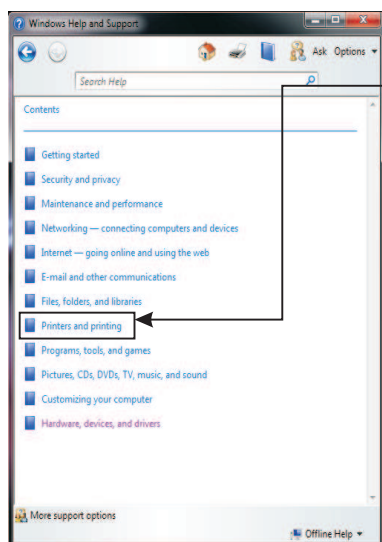
2. Click on **Help and Support**.

Windows Help and support window appears.



3. Click on **Browse Help** button.

GETTING HELP FROM WINDOWS 7 Cont...

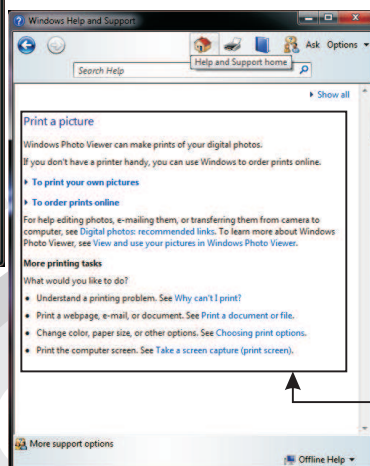


The Table of Contents appears.

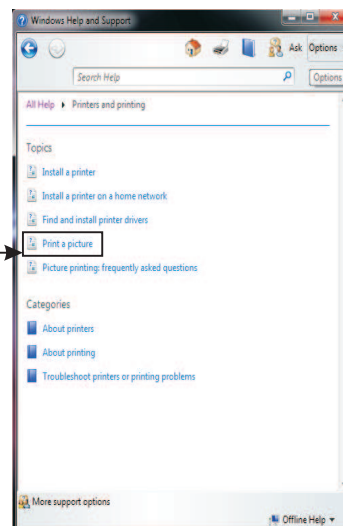
4. Click on a topic of interest.

A list of help article appears for your selected topic.

5. Click on the article.



If the article you want is a part of sub-topic, click the sub-topic to display the list of articles it contain and then click on the article.



The item you select appears in the Help and Support Center window.

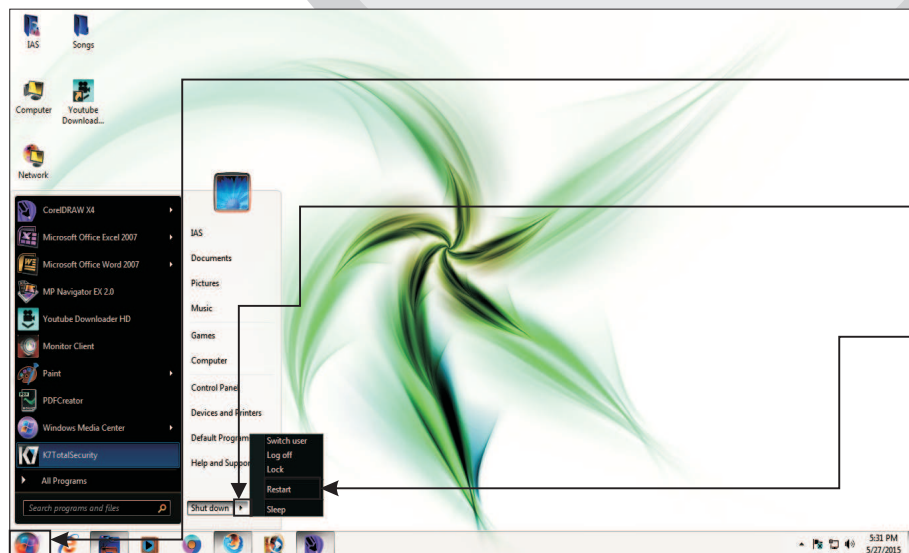
6. Read the article.

KNOW THIS TOO !!

All Windows programs have their own Help features. You can access Help in a specific program by pressing **F1 key** from the keyboard.

RESTART WINDOWS 7

Restart Windows 7 means it shuts down and starts up again immediately. If your computer is not operating properly, you can restart your computer to try fix the problem. Before restarting Windows, make sure that you have closed all the programs which you had opened.



1. Click on the **Start** button.

The start menu will appear.

2. Click on **Shut down arrow**.

A menu will appear.

3. Click on **Restart**.

Windows shuts down and your computer restart.

SHUT DOWN WINDOWS 7

When you finish using your computer, you should shut down Windows before turning off your computer. Before shutting down Windows, make sure that you have closed all the programs which you had opened.

1. Click on the **Start** button.

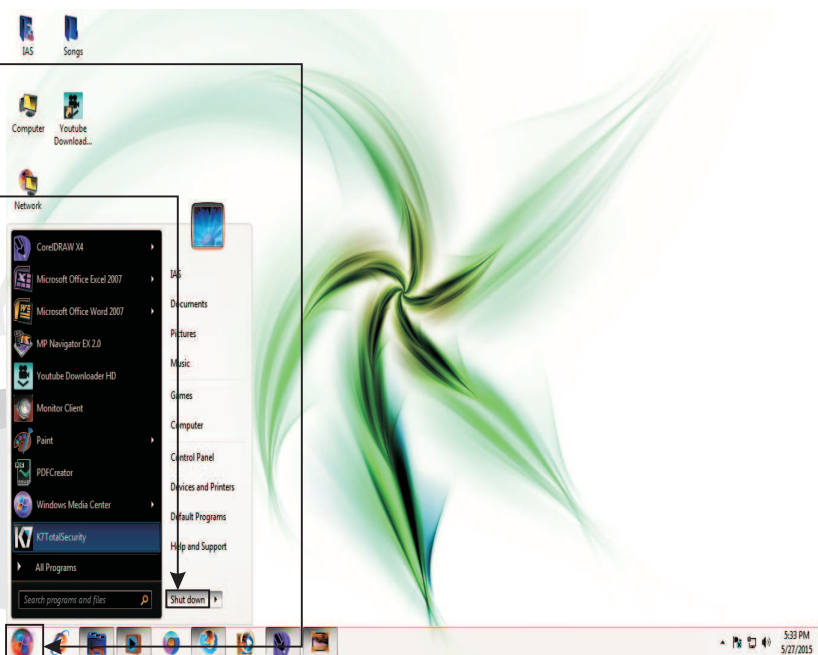
The start menu will appear.

2. Click on **Shut Down**.

Windows shuts down and turns off the computer.

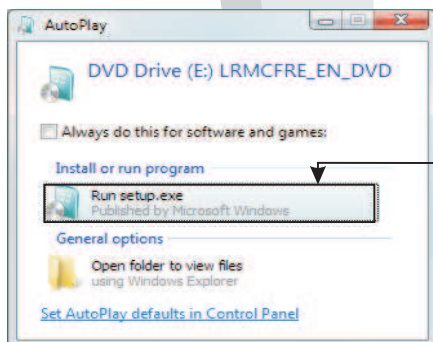
KNOW THIS TOO !!

If you shut off the computer's power button without properly exiting Windows 7, it can cause two problems. First, if you have unsaved changes in some open documents, you may lose those changes. Second, you could damage one or more Windows 7 system files, which could make your system unstable.



INSTALLING A PROGRAM

You can install a new program on your computer. Programs are available on CD-ROM, DVD discs and floppy disks.



1. Insert the program's CD or DVD into the appropriate disk drive.

← The **Auto Play** dialog box appears.

2. Click on **Run** file, where file is the name of the installation program (usually setup.exe).
3. Follow the installation instructions, the program provides.

Note: Installation steps vary from program to program.

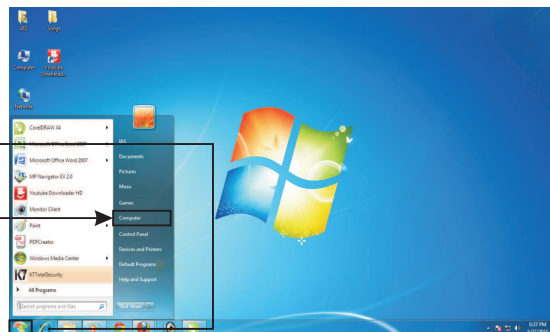
If the Auto Play dialog box does not appear after you insert the disc, then follow the steps to install the program.

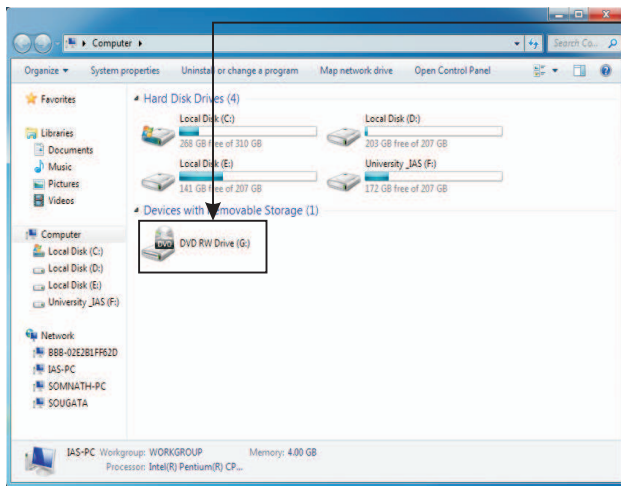
1. Insert the program's CD or DVD into the appropriate disk drive.

2. Click on **Start**. — The Start menu will appear.

3. Click on **Computer**.

The **Computer** window appears.

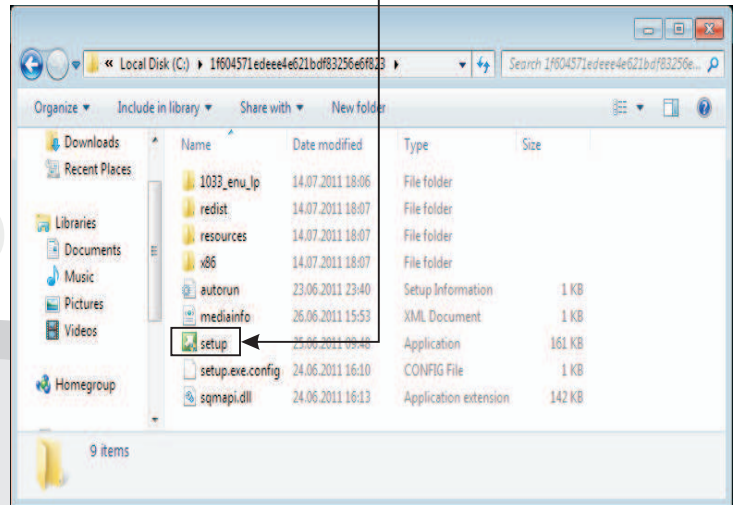




4. Double-click on the CD or DVD drive icon.

The drive window appears.

5. Double-click on the file that launches the installation program.



6. Follow the installation instructions, the program provides.

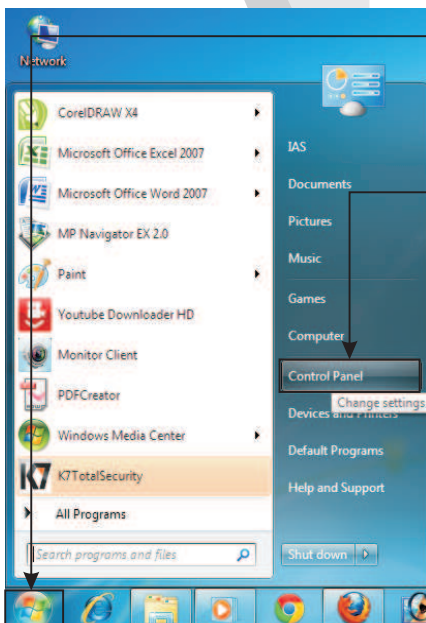
Note : Installation steps vary from program to program.

KNOW THIS TOO !!

To install the program, you need the product key or serial number, because many programs will not be installed until you enter the number. Product key or serial number comes with the software program, some time it is written on a sticker attached to the back or inside of the CD case. Also look on the CD itself, or the back of the box. If you have downloaded the program, the number should appear on the download screen and on the e-mail receipt you receive.

UNINSTALL A PROGRAM

You can uninstall a program which is not needed. Removing unused programs frees up disk space and makes your All Programs menu easier to navigate.



1. Click on **Start** button.

The start menu will appear.

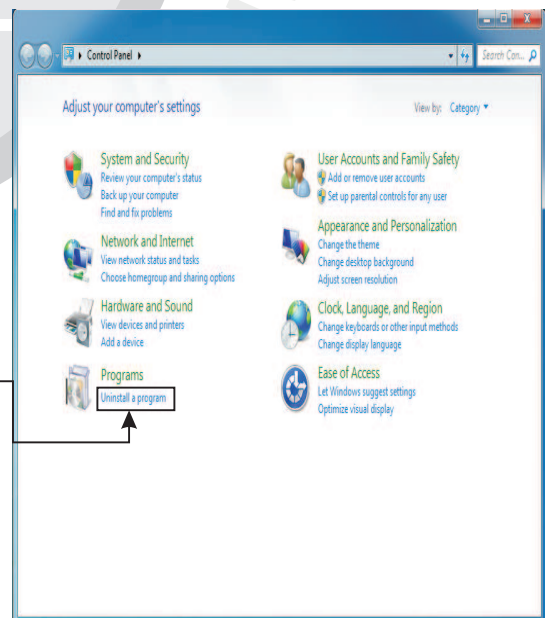
2. Click on **Control Panel**.

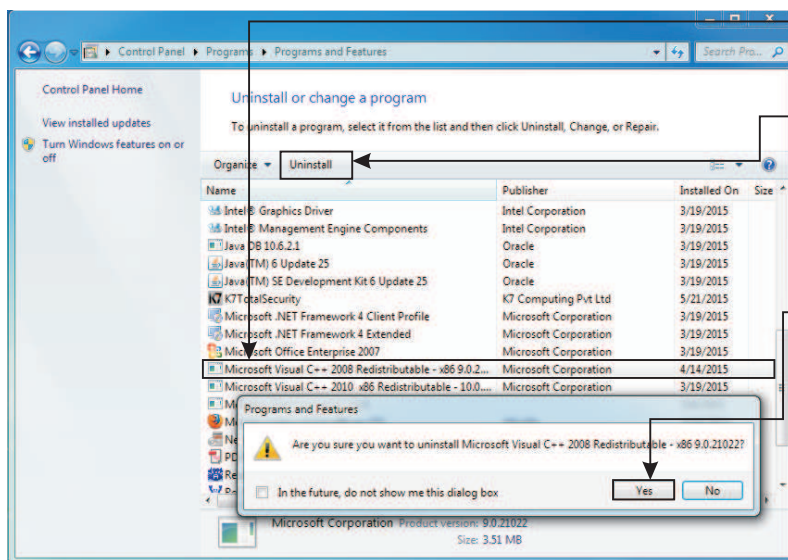
The **Control Panel** Window appears.

3. Click on **Uninstall a program**.

The **Programs and Features** windows appears.

Windows 7 displays a list of the programs installed on your computer.





4. Click on the program, you want to uninstall.

5. Click on **Uninstall** (or *Uninstall / Change*).

A dialog box appears and asks you to confirm that you want to uninstall it.

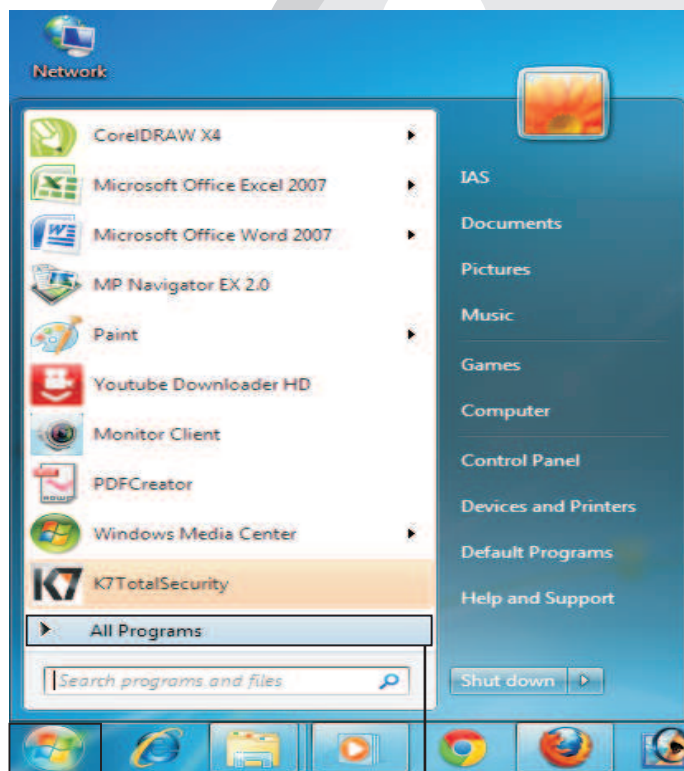
6. Click on **Yes**.

The program's uninstall procedure begins.

7. Follow the instructions on.

START A PROGRAM

You can open a program in Windows 7. Windows 7 opens the program and displays in on the desktop.

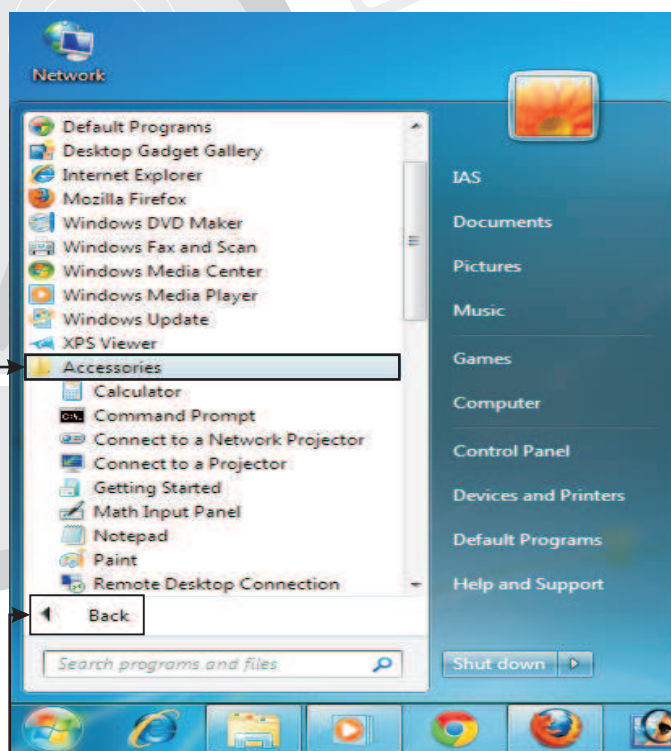


1. Click on **start** button.

2. Click on **All Programs** to view a list of the programs.

All programs button changes to **Back** button.

In this example, we choose **Accessories**.

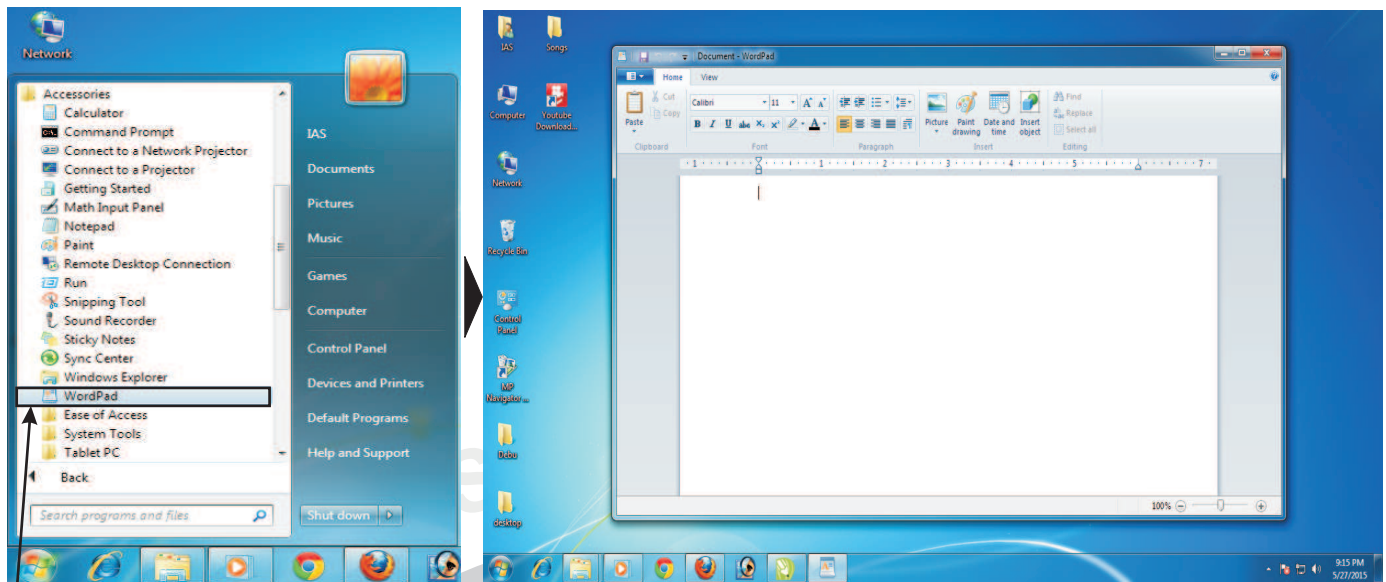


3. Click on the program you want to launch.

A list of the programs appears.

Some programs have sub-menu.

Accessories sub-menu will appear.



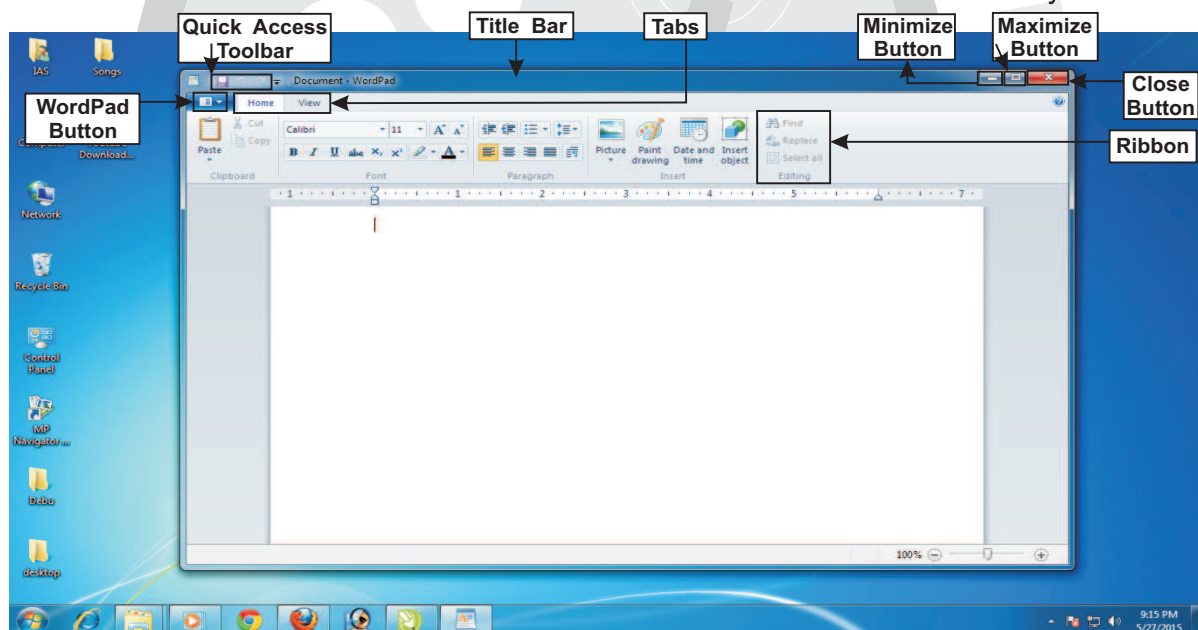
4. Click on **WordPad** from Accessories sub-menu.

The **Word Pad** window will appear.

Windows 7 adds a button for the program to the taskbar.

UNDERSTAND PROGRAM WINDOW

You should understand the various features of its window to work easily.



Title Bar : The title bar displays the name of the program. in some programs, the title bar also displays the name of the open document. You can also use the title bar to move the window.

Quick Access Toolbar : On the title bar, there is a Quick Access Toolbar with some of the most important buttons: Save, Undo and Redo.

WordPad Button : Under the Quick Access Toolbar there is the main toolbar. The first button on the left side is the WordPad button which opens up the main menu WordPad.

Tab : Home and view are the two tabs in the Paint program.

Ribbon : It displays groups of related commands in tabs. Each tab offers shortcut buttons to common tasks.

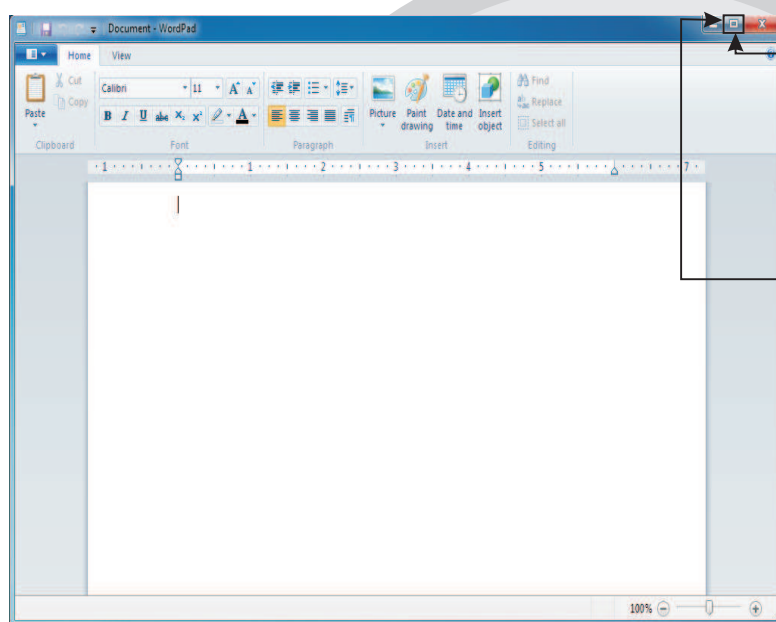
Minimize Button : By clicking on Minimize you can remove the window from the desktop and display only the window's taskbar button. You can click this button again to display the window on the desktop.

Maximize Button : By clicking on Maximize you can enlarge the window so that it takes up the entire desktop, you click.

Close Button : When you click on Close, the program shuts down.

MAXIMIZE A WINDOW

With the help of Maximize button you can enlarge the window to fill your screen, This lets you view more contents of the window.



1. Move the mouse pointer over

Maximize button in the window you want to maximize and then click on it.

The Window fills your screen

To return the window to its previous size, move the mouse pointer over **Restore Down** button and then click on it.

MINIMIZE A WINDOW

With the help of Minimize button, you can minimize the window to remove it from your screen, if you are not using that window. You can re-display the window any time.

1. Move the mouse pointer over.

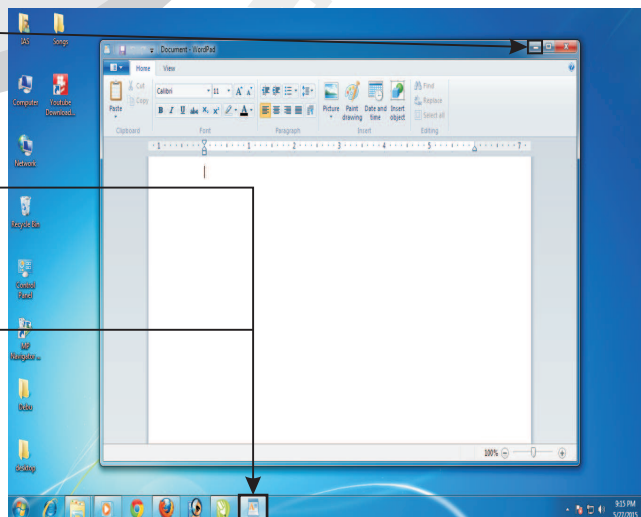
Minimize button in the window you want to minimize and then click on it.

The window reduces in a icon on the taskbar.

Move the mouse pointer over its icon on the taskbar and then click on it to re - display the window.

KNOW THIS TOO !!

To minimize all your open windows, click on **show desktop bar** on the far right side of the taskbar, or right-click the taskbar and then click on **show the desktop**.

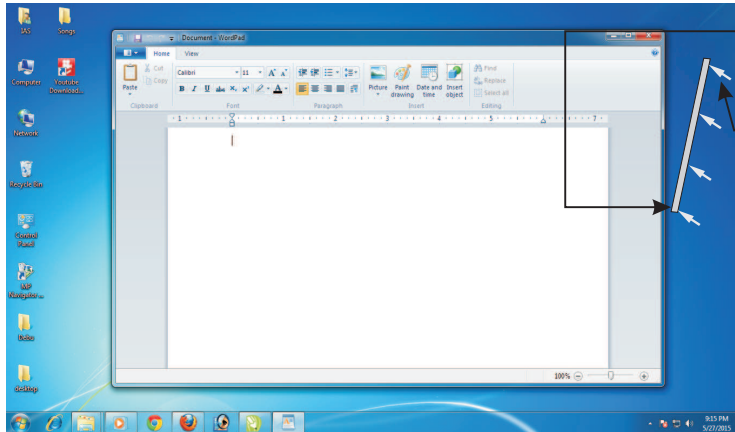


KNOW THIS TOO!!

To maximize the minimized window, press and hold the **Shift** key and then right-click on the window's taskbar button. In the menu that appears, click on **Maximize**.

MOVING A WINDOW

The window can be shifted/moved to a different location if it covers items on your screen.



1. Position your mouse pointer over the title bar of the window which you want to move.

2. Drag the mouse where you want to place the window.

Windows 7 moves the window along with the mouse pointer.

3. Release the mouse button.

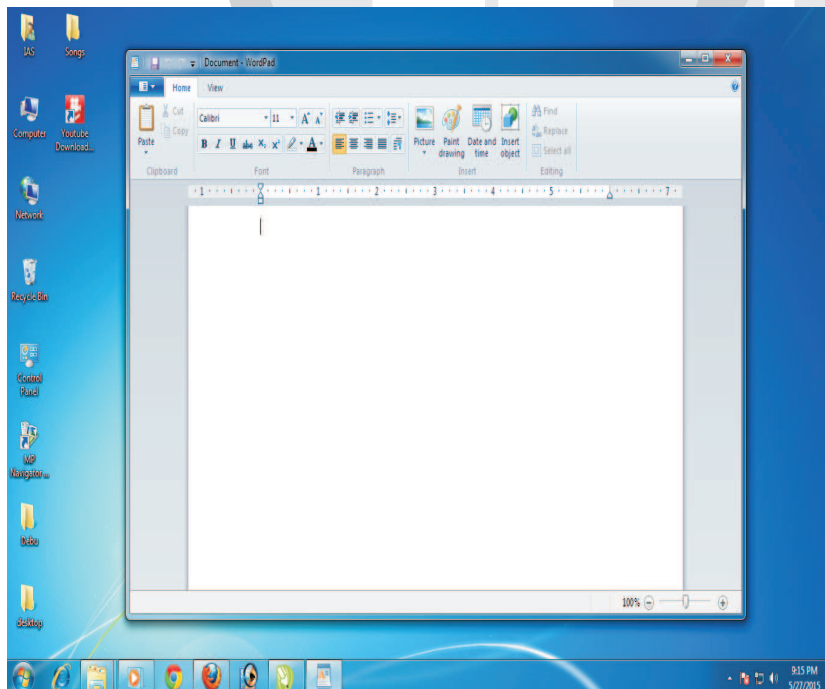
Windows 7 moves the window.

KNOW THIS TOO!!

If you want to move several open windows so that the windows are arranged neatly, you can right-click an empty section of the taskbar and then click on **show windows stacked**. Windows 7 arranges the windows in a tidy diagonal pattern from the top left corner of the desktop.

RESIZING WINDOW

You can easily change the size of the window displayed on your screen.



1. Click the mouse pointer [↖] over a border of the window you want to resize.

↖ changes to ↑, ↔ or ↘

2. Drag the mouse pointer [↑] until the window displays the size you want.

Windows 7 moves the border along the mouse pointer.

3. Release the mouse button.

Windows 7 resize the window.

Note : Click and drag any two corner of the window to resize two border at once.

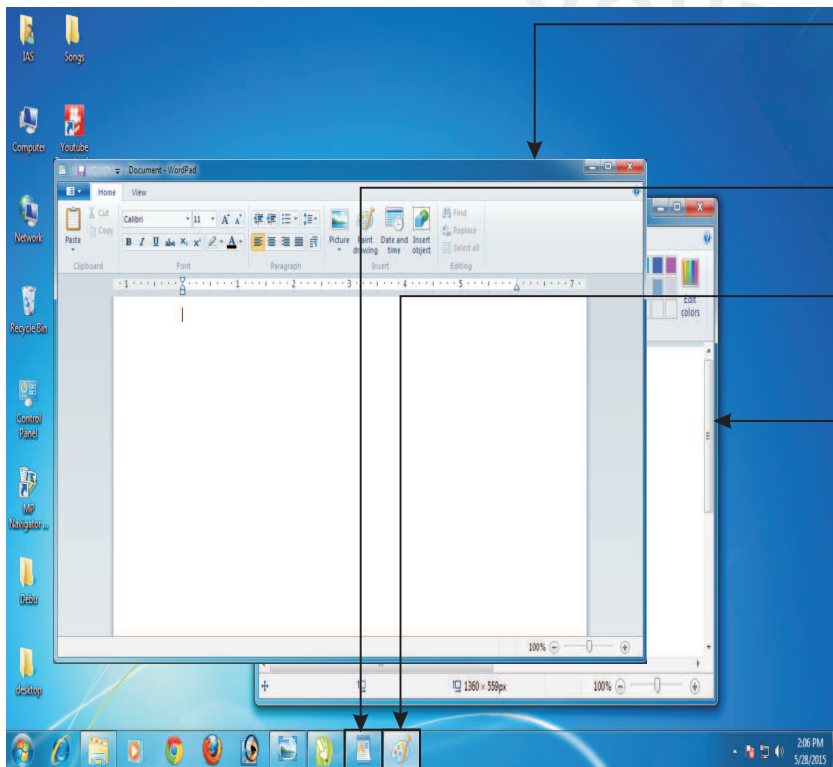
KNOW THIS TOO!!

If you want to resize several open windows so that none of the windows overlap, you can right-click an empty section of the taskbar and then click on **show windows side by side**. Windows 7 divides the desktop to give each window an equal amount of space.

SWITCH BETWEEN WINDOWS

If you have more than one window open on your screen, you can easily switch between the windows. You can switch between one program to another using either the taskbar or the switch between windows button.

BY USING TASKBAR



You can work only in one window at a time. The **active window** appears in front of all other windows and display a dark title bar.

The **taskbar** displays a button for each open window on your screen.

1. To display the window you want to work with in front of all other windows, click its **icon** on the taskbar.

The window appears in front of all other windows. You can now clearly view the contents of the window.

you can also display window in front of all windows by clicking any where inside the window.

SHOW DESKTOP USING AERO PEEK

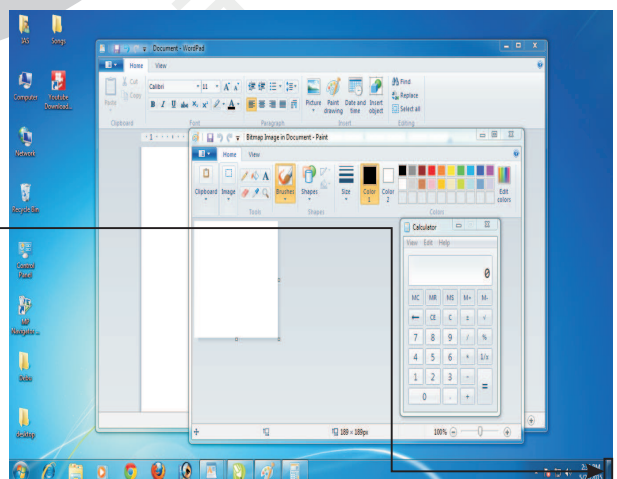
In the far right corner of the taskbar there is now the Aero Peek button. You can instantly minimize all your open windows to remove them from your screen. This allows you to clearly view the desktop.

1. Take your mouse pointer on the **Show Desktop Aero peek** button.

When you hover the mouse pointer on the **Show Desktop** button, all the windows becomes transparent.

You can see the desktop.

2. Now click on the **Show Desktop** button.



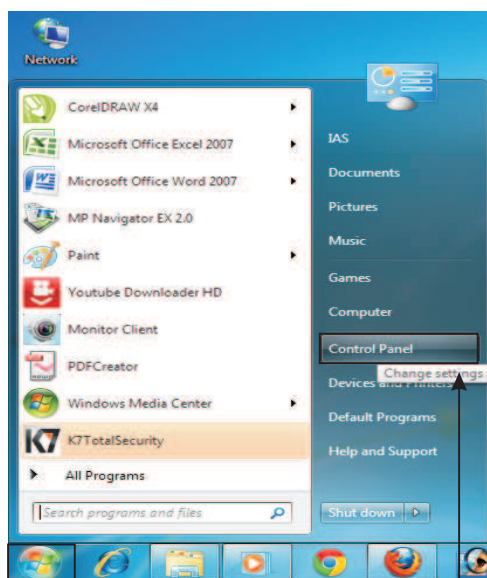
Each window minimizes to a icon on the taskbar. You can now clearly view the desktop.

If you want to redisplay all windows, click on **Show Desktop** again.

To display only one window, click its icon on the taskbar.

OPENING PERSONALIZING WINDOWS

You should know how to open the personalization window to make changes to many of Windows 7's display options.

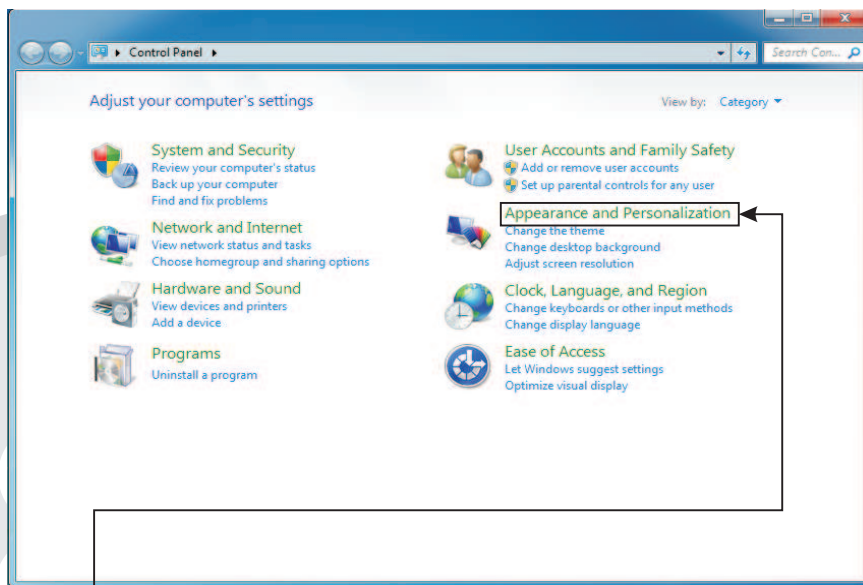


1. Click on **Start** button.

The start menu will appear.

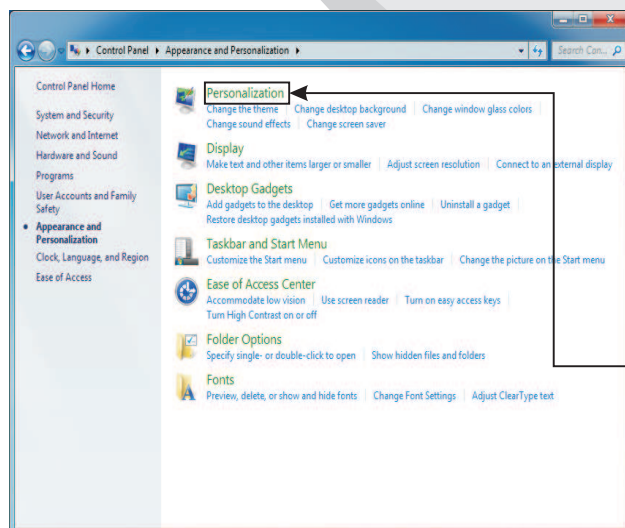
2. Click on **Control Panel**.

The **Control Panel** window appears.



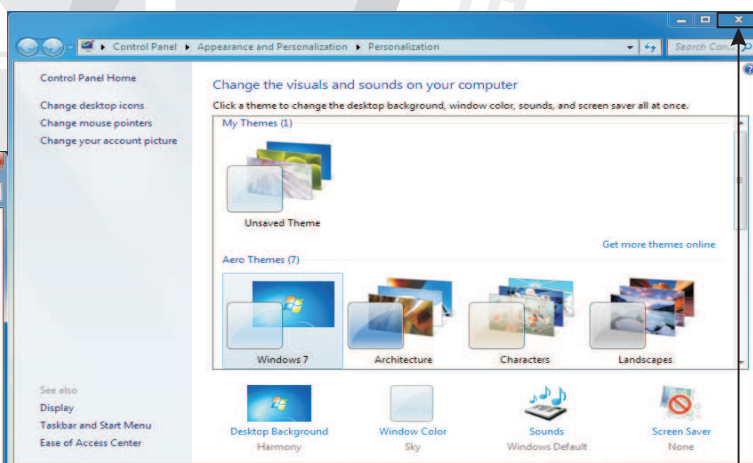
3. Click on **Appearance and Personalization**.

The **Appearance and Personalization** window appears.



4. Click on **Personalization**

The **Personalization** window appears.



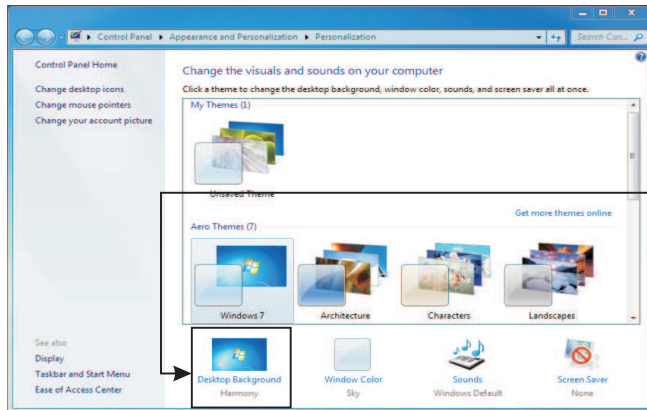
5. Click on the **Close** button when you are finished working.

KNOW THIS TOO !!

You can also open the **Personalization window** by right-clicking on an empty place of the desktop and then click on **Personalize** from the menu that appear.

CHANGING DESKTOP BACKGROUND

To decorate Your desktop, you can change the color of desktop background your Windows.



1. Open the **Personalization** window.

Note: To open personalization window, use the steps 1 to 4 from previous page.

2. Click on **Desktop Background**

The **Desktop Background** window will appear.

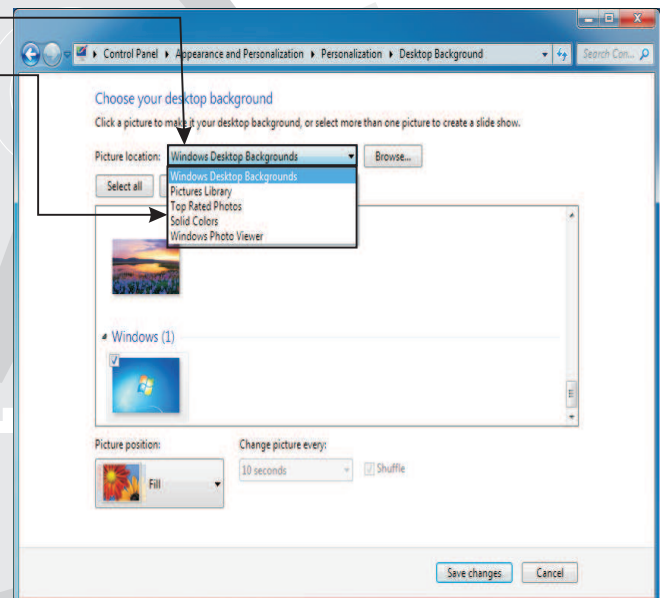
3. Click on the down arrow of **Picture location**.

A drop-down menu will appear.

4. Click on the background gallery you want to use.

If you want to add your own image as the desktop background, click on **Pictures Library** in the list. You can also click on **Browse** and then use the Browse dialog box to select the file.

Windows 7 displays the background in the selected gallery.



5. Click on **Clear all**.

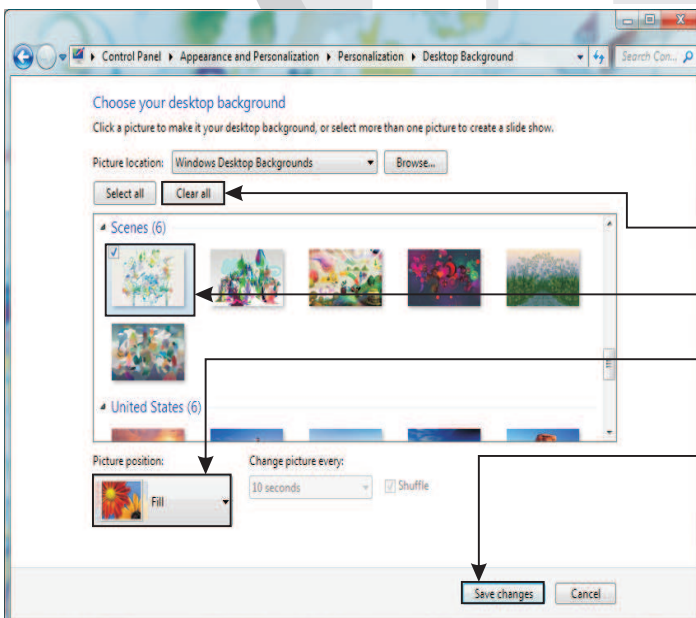
6. Click on the image or color you want to use.

7. Click on the down arrow of **Picture position** and then click the positioning you want.

8. Click on **Save Changes**.

9. Click on **Close [x]** button.

The picture or color you selected appears on the desktop.



KNOW THIS TOO !!

Picture Position (Step 7)

Fill : This option displays a single copy of the image extended on all sides and keeps the ratio of width to height the same, so it means that some part of the image will cut off.

Fit : This option displays a single copy of the image extended until either the width of the picture fits the width of the screen, or the height of the picture fits the height of the screen.

Stretch : This option displays a single copy of the image extended on all sides so it fills the entire desktop.

Tile : This option displays multiple copies of the image repeated so they fill the entire desktop.

Center : This option displays a single copy of the image in the center of the screen.

SET UP A DESKTOP SLIDE SHOW

In Windows 7, you can display a slide show of images as the desktop background.

Windows 7 changes the images of desktop background automatically at a preset time interval.

1. Open the **Personalization** window.

2. Click on **Desktop Background**.

The **Desktop Background** window will appear.

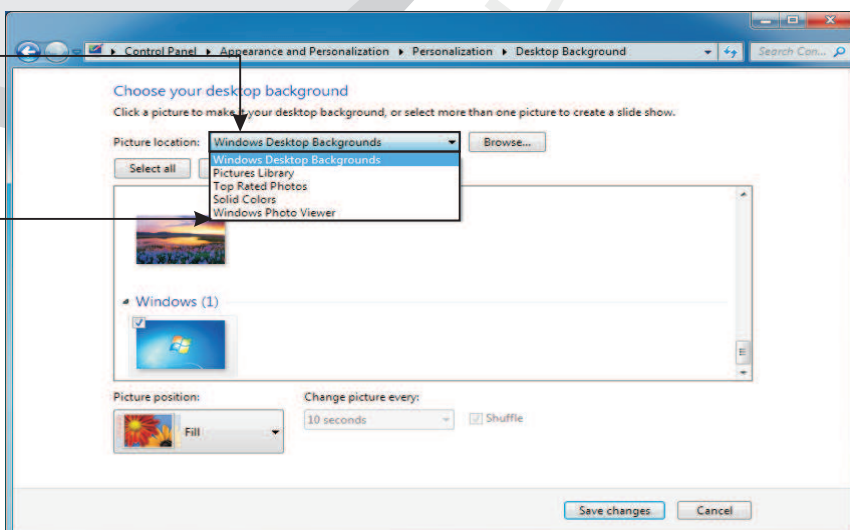
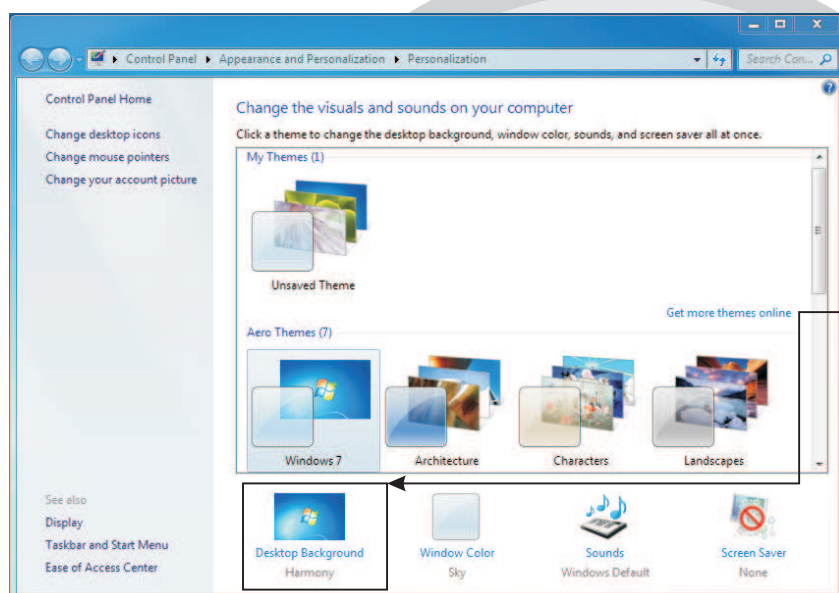
3. Click on the down arrow of **Picture Location**.

A drop-down menu will appear.

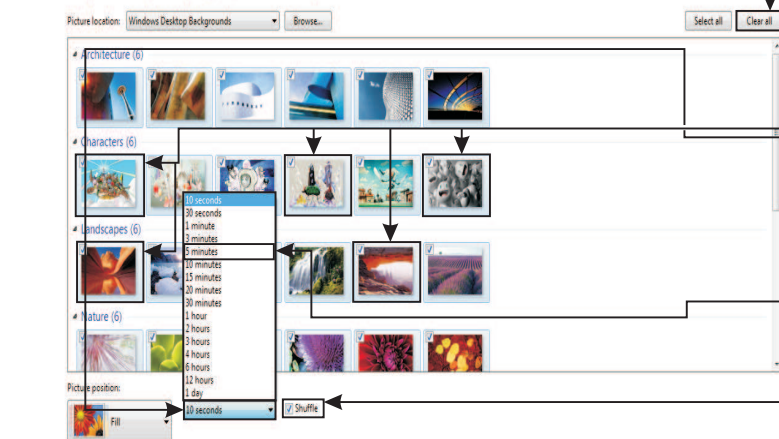
4. Click on the background gallery you want to use.

*If you want to add your own image as the desktop background, click on **pictures Library** in the list. You can also click on **browse** and then use the Browse dialog box to select the file.*

Windows 7 displays the background in the selected gallery.



Choose your desktop background
Click a picture to make it your desktop background, or select more than one picture to create a slide show.



5. Click on **Clear all**.

6. For each image you want to include in the slide show, position the mouse over the image and click the check box.

7. Click on the down arrow of **Change picture every**.

A menu will appear.

8. Click on the time interval between pictures.

9. Click on the check box of **shuffle** to display the pictures in random order.

10. Click on **Save Changes**.

Windows 7 displays the first picture on the desktop and displays new images using the time interval you selected.

KNOW THIS TOO !!

If you do not like the currently displayed image on the desktop, right-click the desktop and then click on **next desktop background**. Windows7 immediately changes the background to the next image in the slide show.

SET THE SCREEN SAVER

You can set up Windows 7 display screen saver, a moving pattern or series of picture.

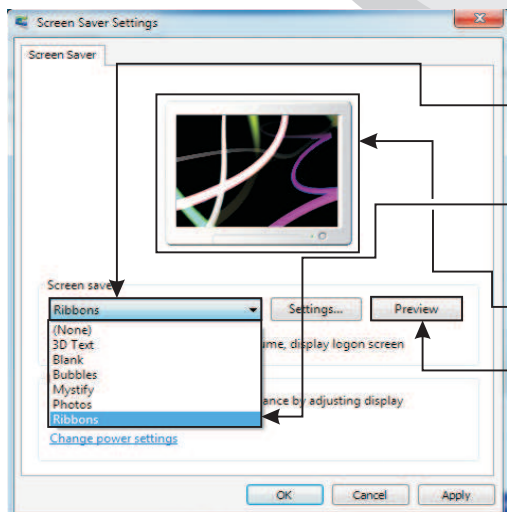
The screen saver is the moving picture that appears automatically on your computer, if you do not use your computer for a period of time.

1. Open the **Personalization** window.

2. Click on **Screen Saver**.



The **Screen Saver Settings** dialog box appears.



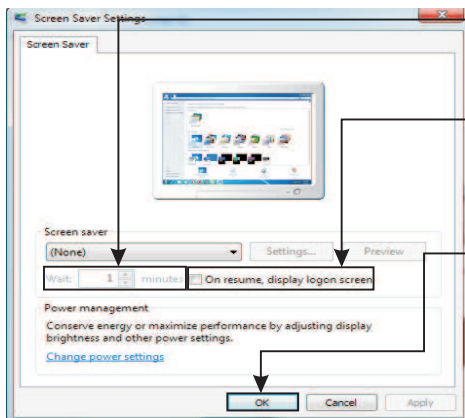
3. Click on the down arrow of screen saver.

4. Click on the screen saver you want to use.

A **preview** of the screen saver appears.

Note : All screen savers cannot display the small preview. To see an actual preview, click on **Preview**.

After this, move the mouse pointer or press a key to stop the preview.



5. Click on the **Wait** up and down arrow buttons to specify the number of minutes of computer idle time appears.

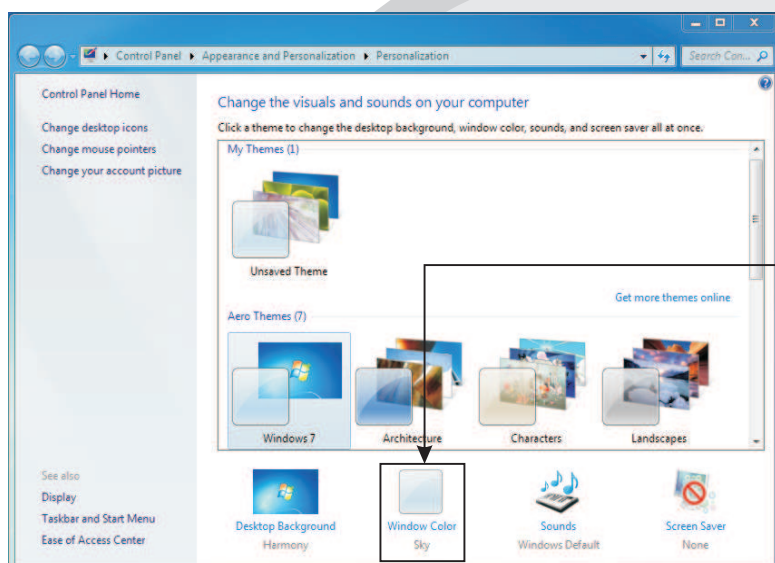
You can click on the **On resume, display logon screen** check box, if you want that anyone who interrupts the screen saver can see your work only if he or she knows your password.

6. Click on **OK**.

The screen saver appears after your computer is idle for the number of minutes you specified in step 5.

CHANGE THE COLOR SCHEME

You can personalize your copy of Windows 7 by choosing a different color scheme, which Windows applies to the window borders, taskbar, and Start menu.



1. Open the **Personalization** window.

2. Click on **Window Color**.

The **Window color and Appearance** window appears.

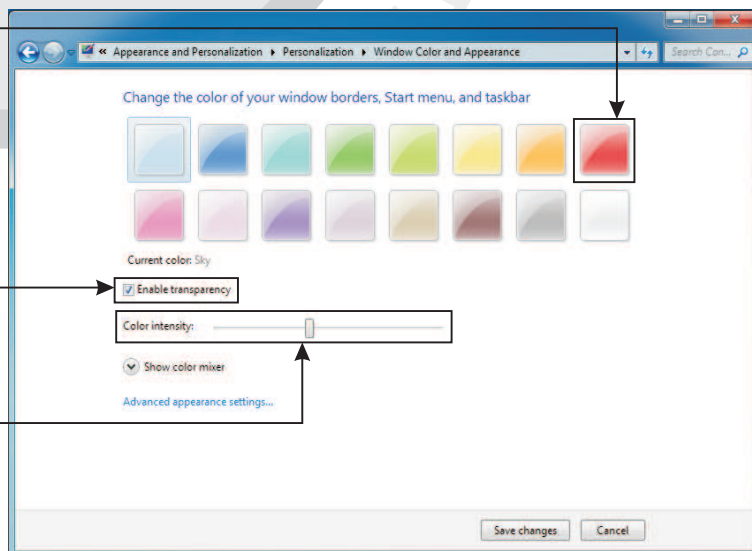
3. Click on the color you want to use.

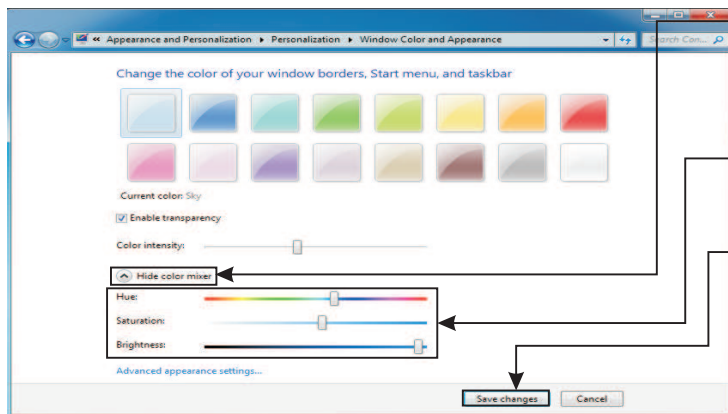
Windows immediately changes the color of the window border.

4. Click on check box of **Enable transparency** to make check mark off, if you do not want to see the glass effect.

5. To set the color intensity, click and drag the **color intensity** slider.

Windows changes the transparency and intensity of the window.





6. Click on **Show color mixer**.

The color mixer sliders appear.

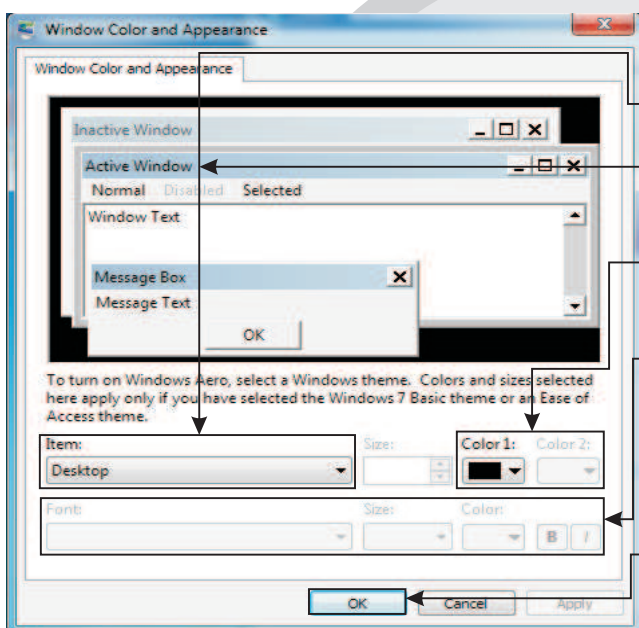
7. Click and drag the Hue, Saturation, and Brightness sliders to set your custom color.

8. Click on **Save changes**.

Windows applies the new color scheme.

KNOW THIS TOO!!

If your computer has a lower-end graphics card or little graphics memory, Windows 7 is unable to use the effects (shown in this section) such as transparency and color intensity. In that case you will see the **Window Color and Appearance Dialog Box** instead of the **Window Color and Appearance Window**.



1. Click on the down arrow of **Item** list.

2. Click on the interface object you want to customize.

3. Click in each **Color** list and select a color or colors for the item.

4. If the item includes text, click on the down arrow of **Font**, **Size**, **Color** to format the text. You can also **Bold** and **Italics** controls to format the text.

5. Repeat Steps 1 to 3 to customize other items.

6. Click on **OK**.

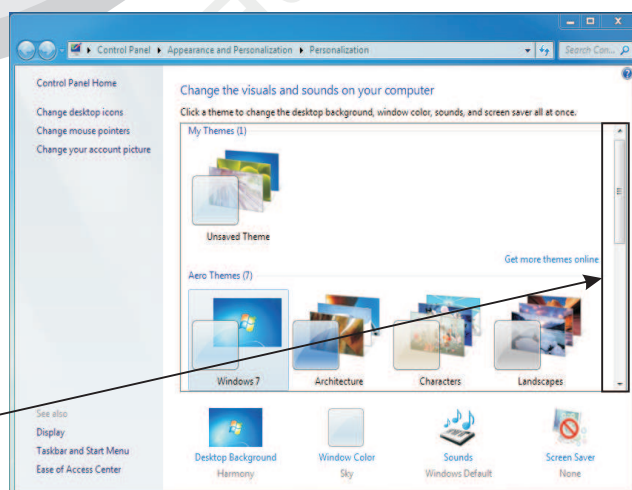
APPLY THEME

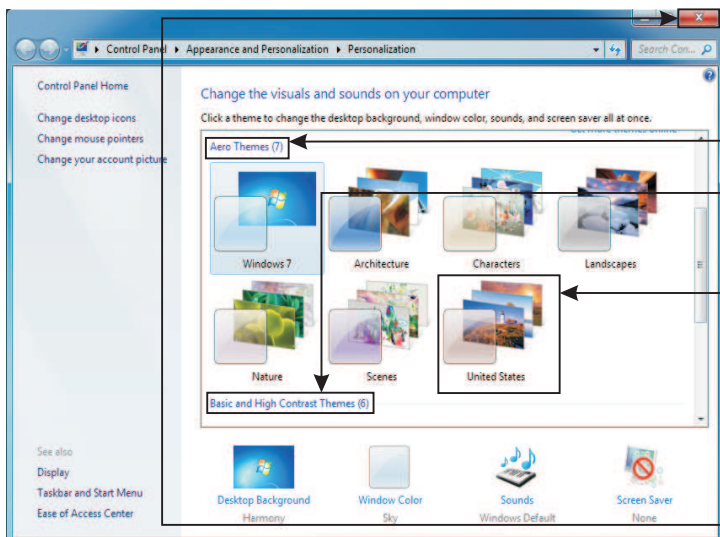
Instead of setting the desktop background, screen saver, and color scheme individually, you can change all of these by applying a theme.

Each theme also includes its own set of desktop icons, sound effects, and mouse pointers.

1. Open the **Personalization** window.

2. Scroll down to view the available themes.





✳ **Aero Themes** use transparency effects, color intensity, and high resolution

background image.

✳ **Basic and High Contrast Themes** use simple effects or high-contrast effects.

3. Click on the **theme** you want to use.

Windows 7 applies the theme.

You can see the immediate effect on the Desktop.

4. Click on **Close (x)**.

KNOW THIS TOO !!

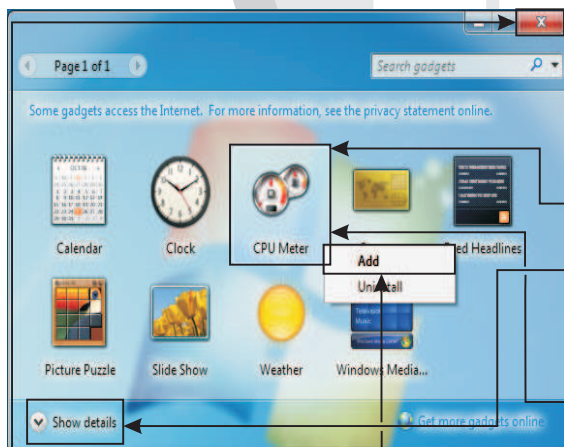
If you want to download more themes from Microsoft Web site, you can do this by clicking on **Get more themes online** link in the **Personalization window** and then click the **Themes** tab in the Web page that appears. Locate the theme you want to use, click on **Download** link, click on **Open**. Windows 7 applies the theme and adds it to the personalization window's My Themes section.

ADD A GADGET TO THE SIDEBAR

You can make the Windows Desktop more useful by adding gadgets to it. A **gadget** is a small program such as a clock or calculator that performs a specific function.

You can also remove any gadgets that you do not use.

ADD A GADGET



1. Right-click on the desktop.

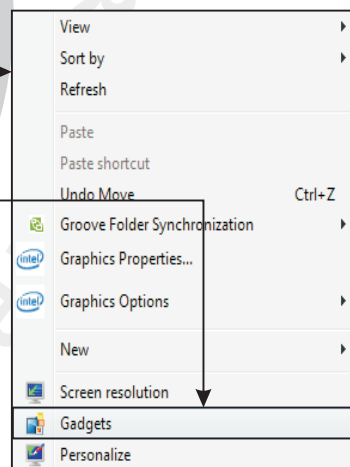
2. Click on **Gadgets**.

The **Gadget Galley** will appear.

3. Click on gadget.

You can click on show details to see the description of the gadget.

4. Right-click the gadget, If you want to add this gadget.



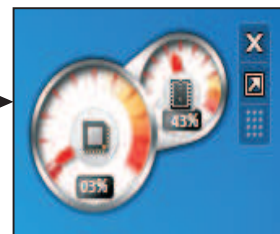
5. Click on **Add**.

You can also double-click the gadget.

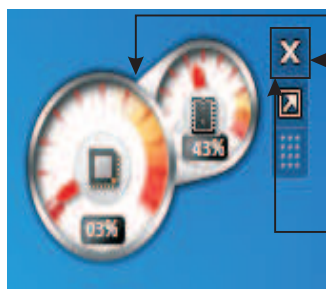
Windows 7 adds the gadget to the desktop.

6. Repeat steps 4 and 5 to add more gadgets to the desktop.

7. Click on the **Close** button.



REMOVE A GADGET



- You can remove the gadget from the desktop when you do not use it.
1. Move the mouse pointer over the gadget
 - The gadget controls appear.
 2. Click on the **Remove** button.

You can also right-click the gadget and then click on **Close Gadget**.

REMOVING PROGRAM FROM START MENU



You can remove a program that appears on my start menu's list and is very often use.

1. Click on **Start** to open the start menu.
2. Right-click on the program you want to remove.
- A list will appear.
3. Click on **Remove from this list**.

ADDING A PROGRAM PERMANENTLY IN START MENU

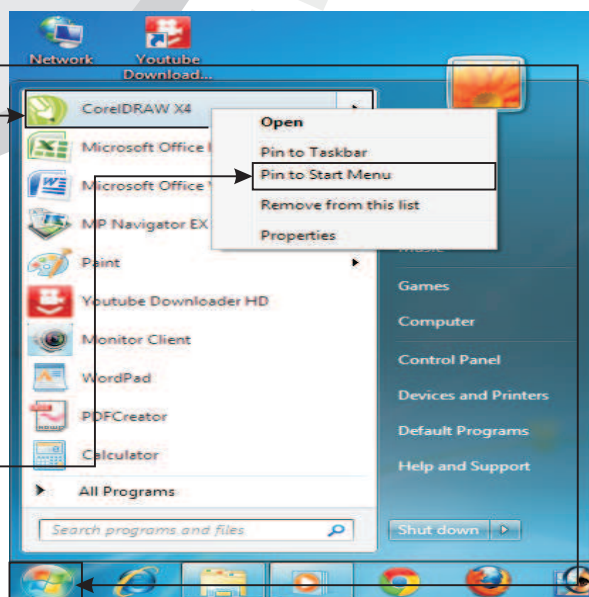
You can add a program permanently in the start menu which is used frequently.

1. Click on **Start** to open the start menu.
2. Right-click on the program you want to add.

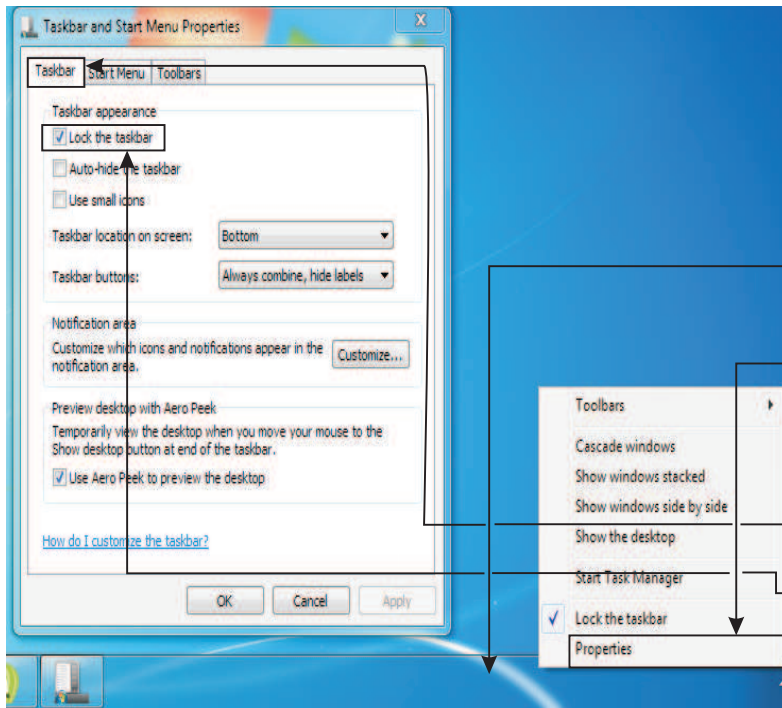
A list will appear.

3. Click on **Pin to Start Menu**.

The program now appears in the top part of the menu.



CUSTOMIZE THE TASKBAR



You can personalize how the task bar works and operates the way you want to work. For example, you can unlock the taskbar for moving or resizing, temporarily hide the taskbar, and allow maximized windows to cover the taskbar.

1. Right-Click on an empty section of the taskbar.

2. Click on **Properties**.

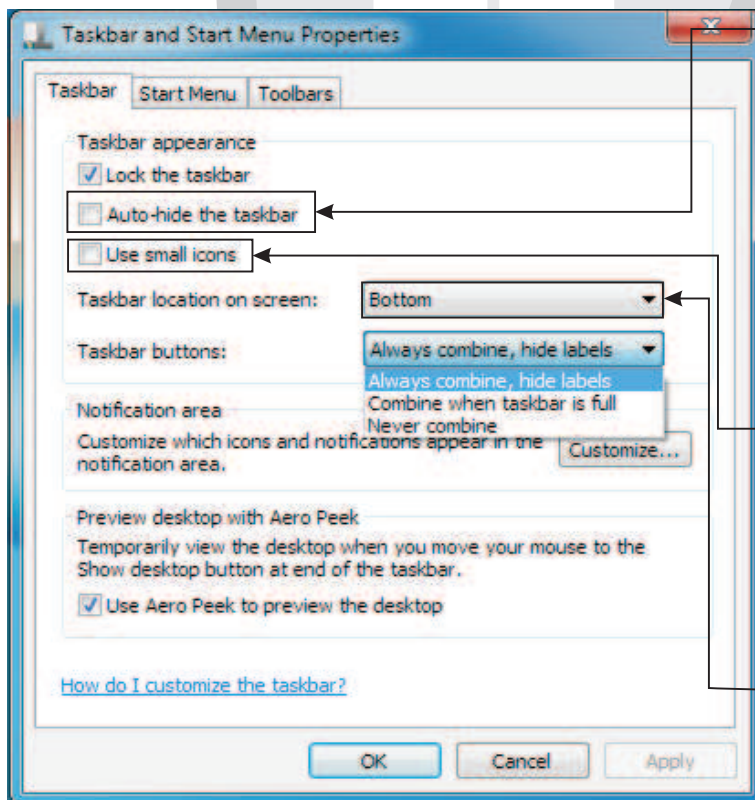
The **Taskbar and Start Menu Properties** dialog box appears

3. Click on the **Taskbar** tab.

4. Click on the check box to make the check mark off of **Lock the taskbar** to unlock the taskbar so that you can resize or move it.

KNOW THIS TOO !!

You can resize the taskbar by clicking and dragging the top edge of the taskbar up to get more taskbar rows. If you later find that the taskbar is too big, click and drag the top edge of the taskbar down to get fewer taskbar rows.



5. Click on the check box of **Auto-hide the taskbar** to make the check mark on for hiding the taskbar when you are using a program.

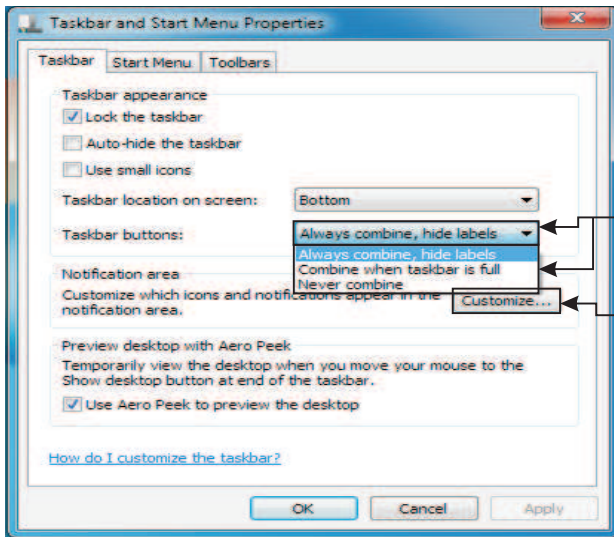
Hiding the taskbar allow us maximized windows to cover the taskbar.

Note : To display the hidden taskbar, move the mouse to the bottom edge of the screen.

6. Click on the check box of **use small icons** to make the check mark on for using smaller versions of the taskbar icons.

Note : Switching to smaller icons enables you to fit more icons on the taskbar.

7. To change the location of Taskbar, click on the **Taskbar location on screen** and then click on the location you like : Bottom, left, Right, or Top.



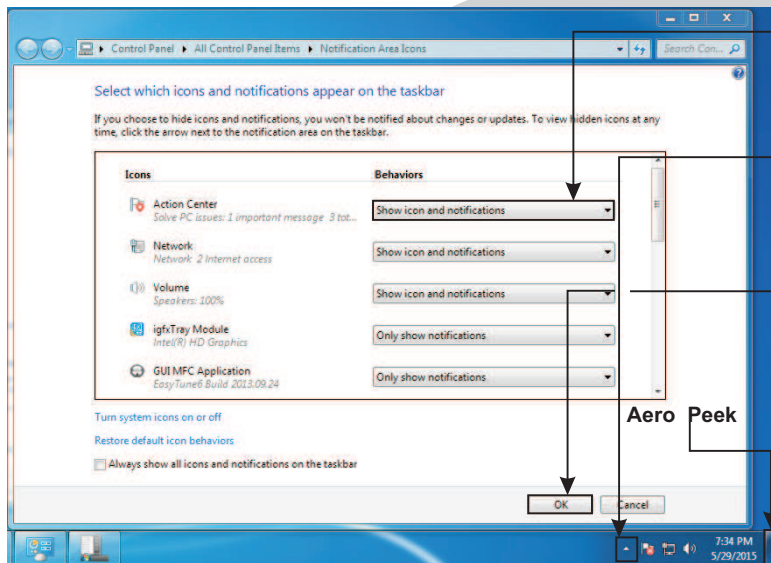
You can **group** taskbar buttons to show only a single button for any program that has multiple windows open. To switch to one of those windows, click the taskbar button and then click the window name.

8. To group the taskbar button, click on the **Taskbar buttons** and then click the grouping option you like.

9. To customize the notification area icons, click on **Customize**. The **Notification Area Icons** window will appear.

KNOW THIS TOO !!

Grouping taskbar buttons means showing only a single button for a program that has multiple windows open.



10. Click on the down arrow for each notification area icon and then click the setting you prefer.

If you choose to hide one or more notification area icons, you can click here to display the hidden icons.

11. Click on **OK**.

The **Taskbar and Start Menu Properties** dialog box appears.

You use the **Aero Peek** button, which is situated on the right side of the Taskbar, to move the mouse pointer on it.

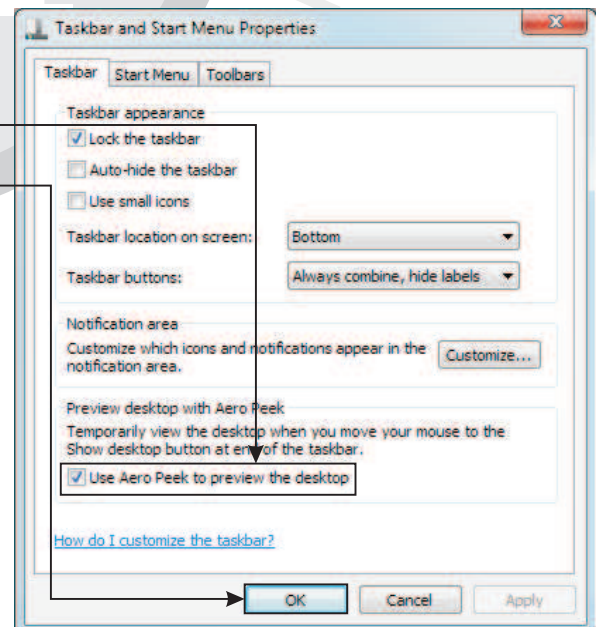
12. Click on the check box of **Use Aero Peek** to **preview the desktop** to make the check mark off if you do not want to temporarily view the desktop.

13. Click on **OK**.

FILES AND FOLDERS IN WINDOWS

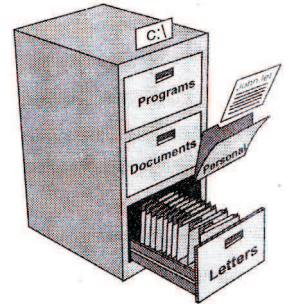
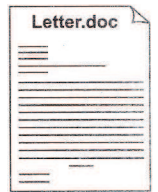
Windows helps you to store your files and folders in very easy way. My computer, My Picture and My Music are the three main folders in which Windows saves your files by default. Let me first explain you, what is a file and folder :

FILE : A collection of data or information that has a name is called the filename. Almost all information stored in a computer must be in a file. There are various types of files : **document files**, **text files**,



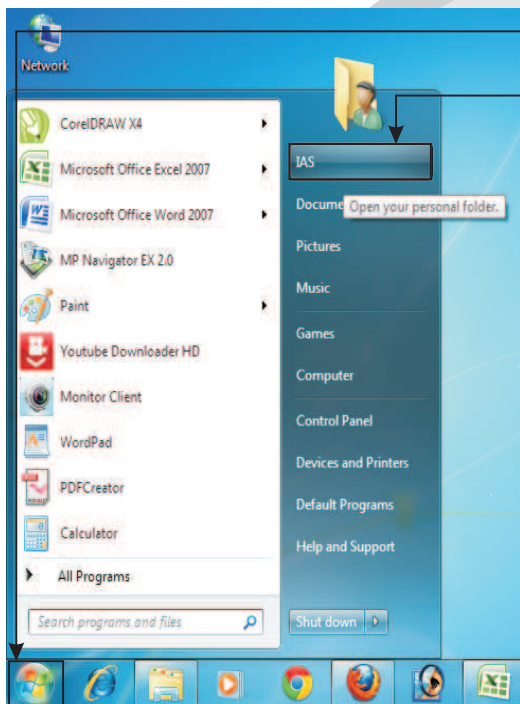
program files, directory files, and so on. Different types of files store different types of information. For example, if it is a document files, it contains the information, whatever you created. If it is a program file, the information is created by the programmer, which includes instructions and codes.

FOLDER: Just like a file cabinet in the school or in home, the computer also stores many files. There are thousands of files in your computer. Instead of dumping every file in your computer's hard drive, you can arrange them into folders. Most folder contain files. Some folders contain additional folders, which we call **subfolders**. If there will be no folder, your computer system would become the centre of dump files. At that time, you will find difficulty in tracing out the required files.



VIEW YOUR FILES

You can view the files you create, as well those you download and copy to your computer that are stored on your hard drive. If you want to open or work with those files, you first need to view them.

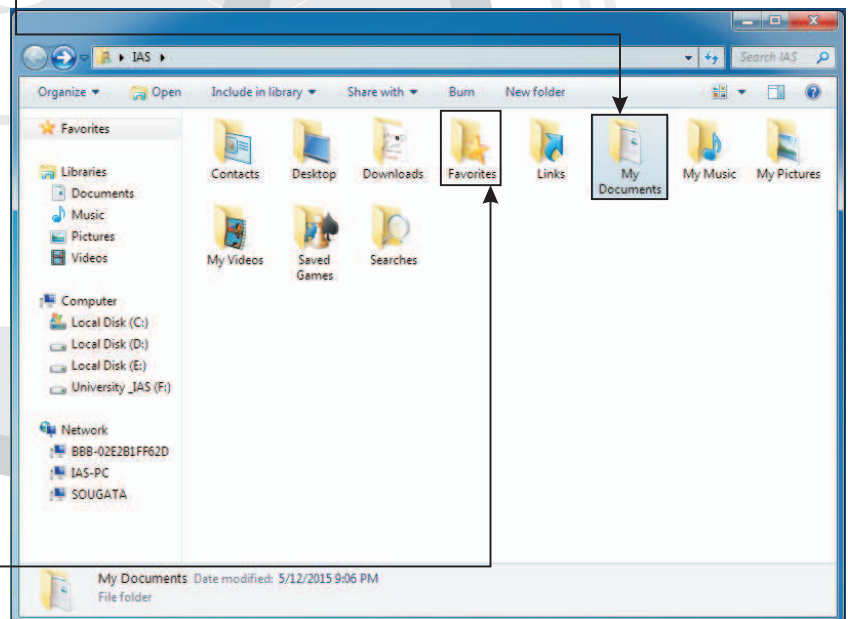


1. Click on **Start** button to open the start menu.

2. Click on your **user name**.

Windows 7 displays your user folder.

3. **Double-click** the folder you want to view.



Windows 7 displays the contents of folder including subfolders.

4. If the files you want to view are stored in a subfolder, double-click the subfolder.

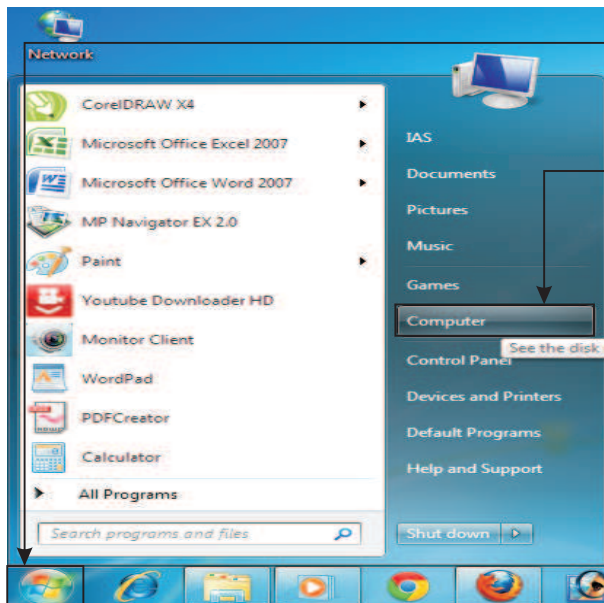
Windows 7 displays the contents of subfolder.

KNOW THIS TOO !!

There are four main document storage areas in Windows 7 which are set up as libraries - Documents, Music, Pictures, and Videos. To add a folder to a library, click the **locations** link and then click **Add**.

MY COMPUTER

You can simply browse through the drives, folders and files on your computer.

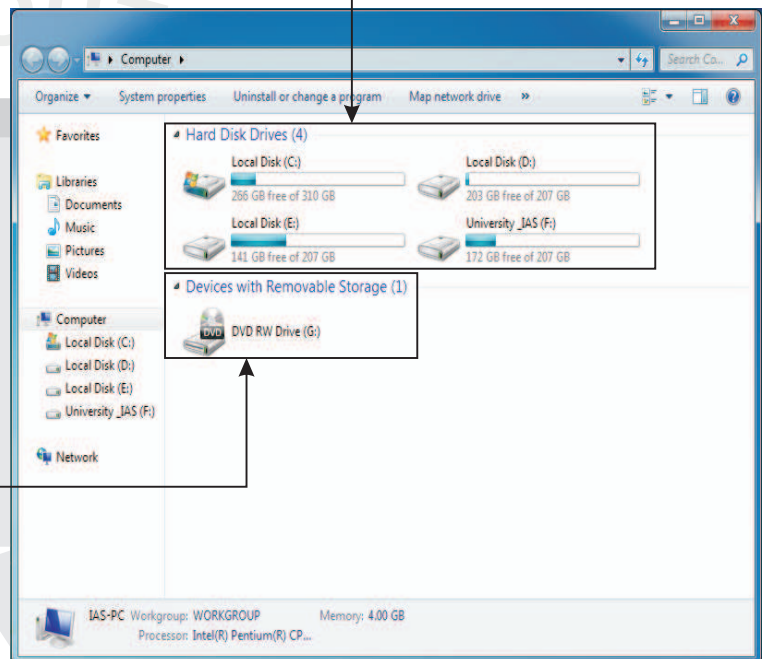


1. Click on **Start** button.

The Start menu will appear.

2. Click on **Computer** for viewing the contents of your computer.

This area displays the hard drives available on your computer.



This area represents your floppy drive, CD-ROM drive and any other drives available on your computer.

3. Double-click on the item to display the contents of a drive or folder.

To view the contents of a floppy drive or CD-ROM drive, make sure that you insert the floppy disk or CD-ROM disc into the appropriate drive before continuing.

Windows 7 displays the contents of a drive or folder.

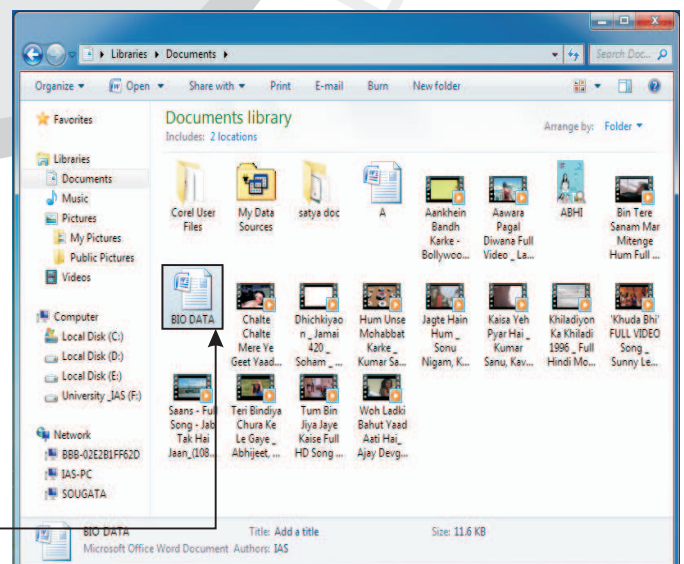
SELECTING FILES

Before working with files, you often need to select the files so that Windows 7 knows exactly the ones with which you want to work. Selected files appear highlighted on your screen.

Although you learn specifically about selection files in this task, the technique of selecting folders is exactly the same.

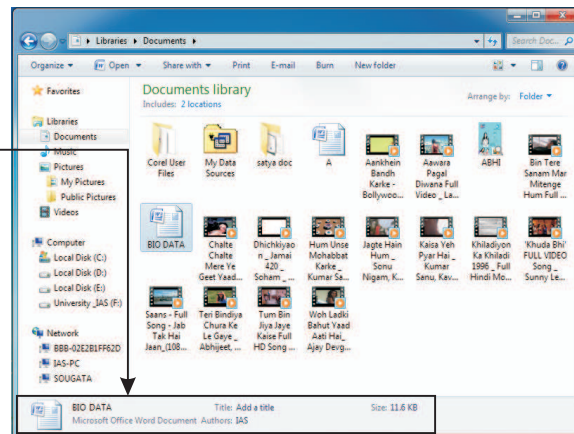
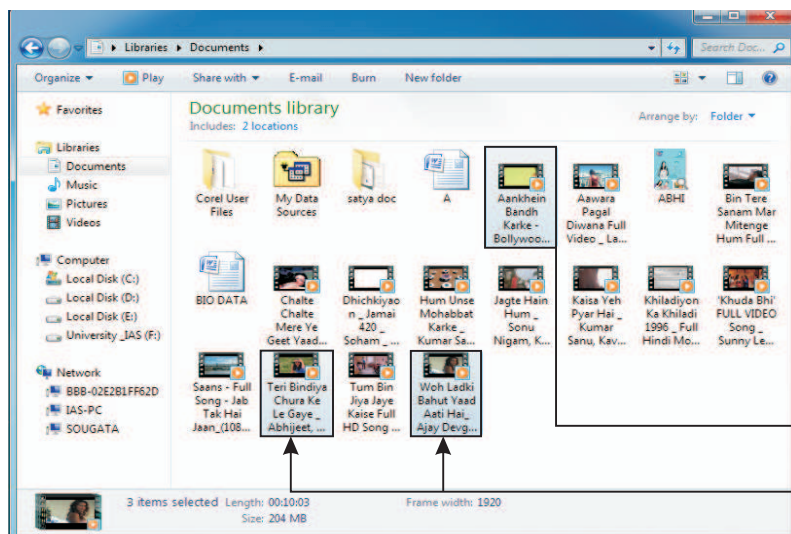
Selecting One File

1. Open the folder containing file.
2. Click the file you want to select.



The file is highlighted.

Information about the file appears in this area, including the file type, size, date and time the file was last changed.

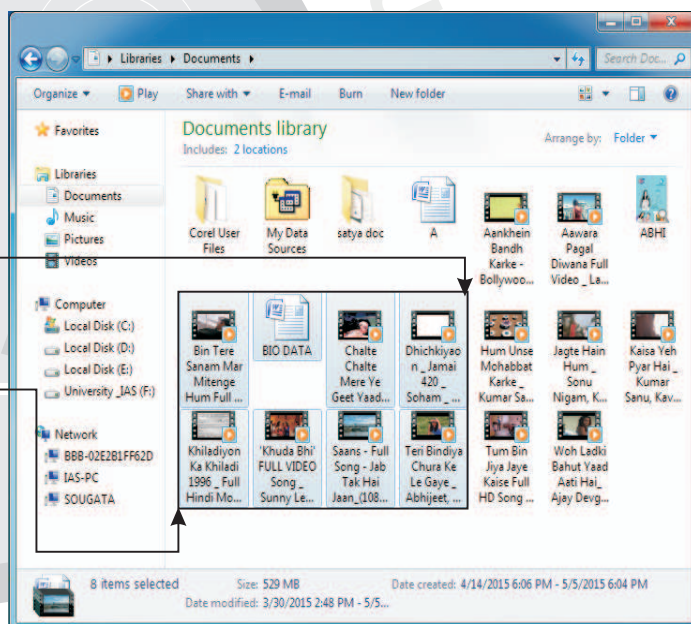
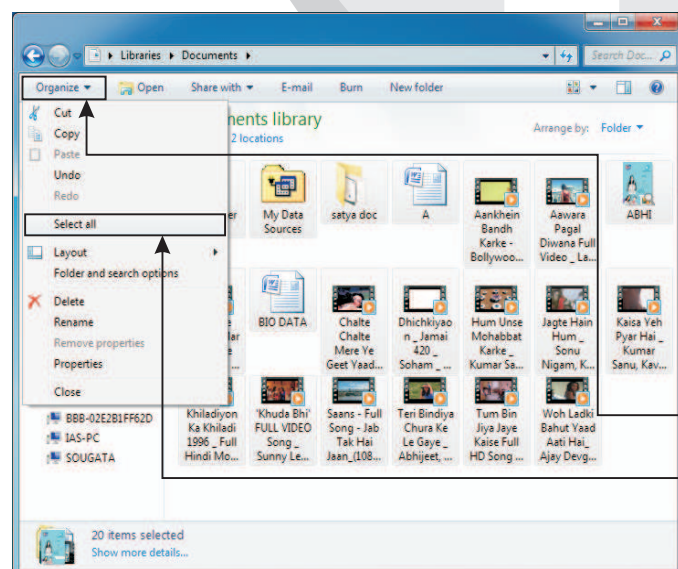


Selecting Multiple Files

1. Open the folder containing files.
2. Click the file you want to select.
3. Press and hold down the **Ctrl** key as you click each file you want to select.

Selecting A Group of Files

1. Open the folder containing files.
2. Position the mouse pointer slightly above and slightly to the left of the first file in the group.
3. Click and drag the mouse pointer down and to the right until all the files in the group are selected.



Selecting All File

1. Open the folder containing files.
2. Click on **Organize**.
3. Click on **Select All**.

Windows selects all files in the folder.

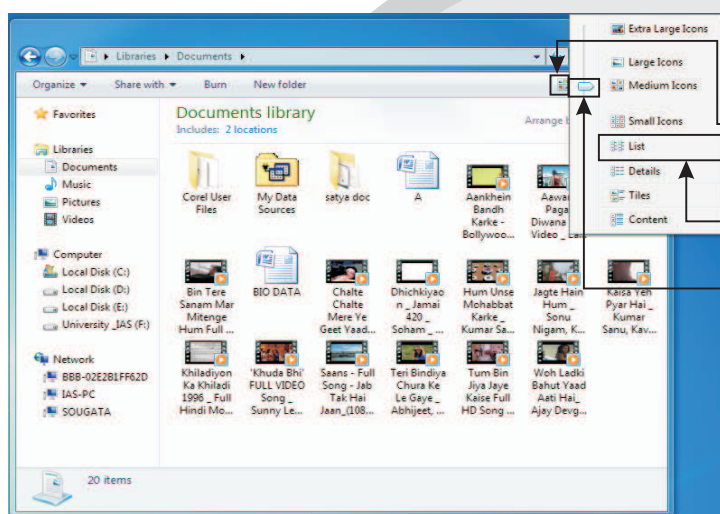
KNOW THIS TOO !!

Deselecting File

- ✱ To Deselect a single file from a multiple-file selection, hold down **Ctrl** key and click the file you want to deselect.
- ✱ To Deselect all files, click an empty area within the folder.
- ✱ To reverse the selection-Deselect the selected files and select the deselected files-press **Alt** key, click on **Edit** and then click on **Invert Selection**.

CHANGE THE FILE VIEW

You can change the view of items in a window. The view you select determines the way files and folders will appear in the window. This enables you to see larger or smaller icons or the details of each file. Choose a view such as Small icons to see more files in the folder window. If you want to see more information about the files, choose either the Tiles view or details view.



1. Open the folder containing files you want to view.

2. Click the down arrow of **Change your view** to open the view list.

3. Click the view you want.

The **slider** points to the current view. You can also click and drag the slider to select a view.

Windows changes the file view.

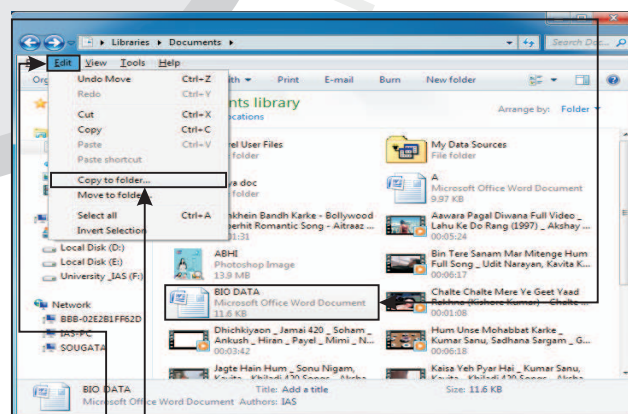
In this example, we change Large Icon view into List view.

COPY A FILE

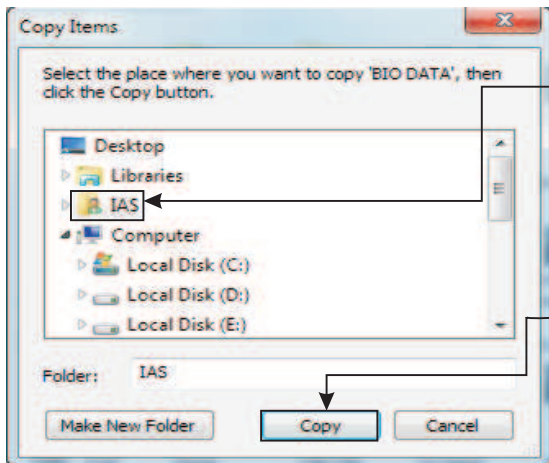
You can copy a file on a floppy drive, another removable disk or to a new location on your computer to re-organize your files. When you copy a file, the file will remain in its original location and will also appear in the new location.

In this task we are copying a single file, but these steps also work if you select multiple files. You can also use these steps to copy a folder.

1. Open the folder containing file you want to copy.
2. Select the file
3. Press **Alt** key from keyboard.
4. Click on **Edit**.
5. Click on **Copy To Folder**.



The window's menu bar appears.



The **Copy Items** dialog box appears.

6. Click the location you want to use to store the copy

If the folder you want to use to store the copy is inside one of the displayed disk drives or folders, click here to display the location's folder, and then click the subfolder you want.

7. Click on **Copy**.

Windows copies the file.

MOVE A FILE

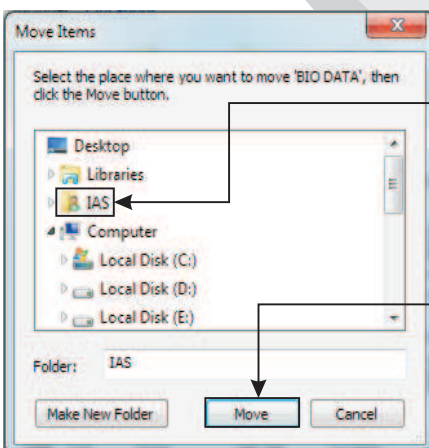
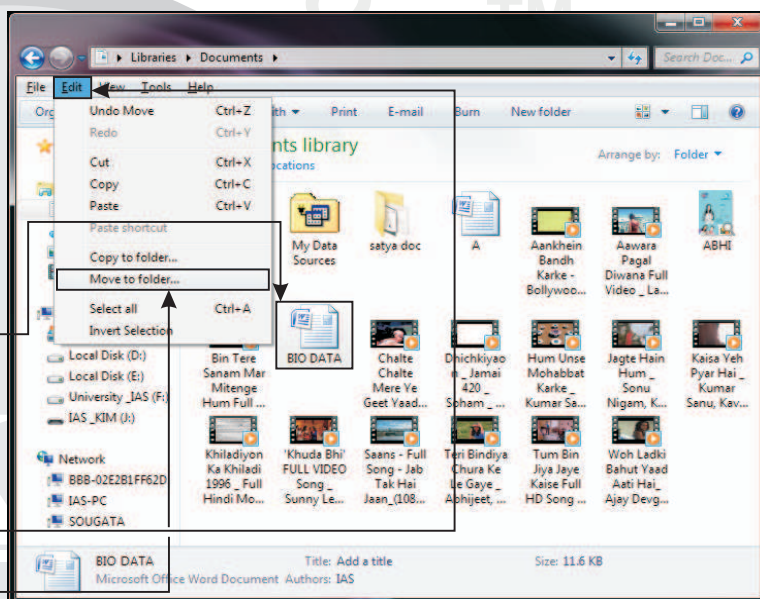
You can move a file on a floppy drive, another removable disk or to a new location or your computer to re-organize you files. When you move a file, the file will disappear from its original location and will appear in the new location.

In this task we are moving a single file, but these steps also work if you select multiple files. You can also use these steps to move a folder.

1. Open the folder containing file you want to move.
2. Select the file.
3. Press **Alt** key form keyboard.

The window's menu bar appears.

4. Click on **Edit**.
5. Click on **Move To Folder**.



The **Move Items** dialog box appears.

6. Click the new location you want to use for the file.

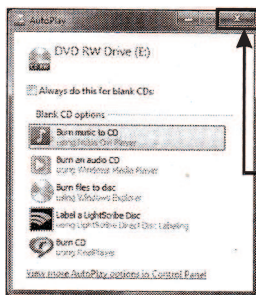
If the folder you want to use for the new location is inside one of the displayed disk drives or folders, click here to display the location's folder, and then click the subfolder you want.

7. Click on **Move**.

Windows Moves the file.

COPY FILES TO CD OR DVD

You can copy files and folders to a recordable disc, if your computer has recordable CD or DVD drive. This enables you to store a large amount of data in a single place for convenient transport, storage, or backup.



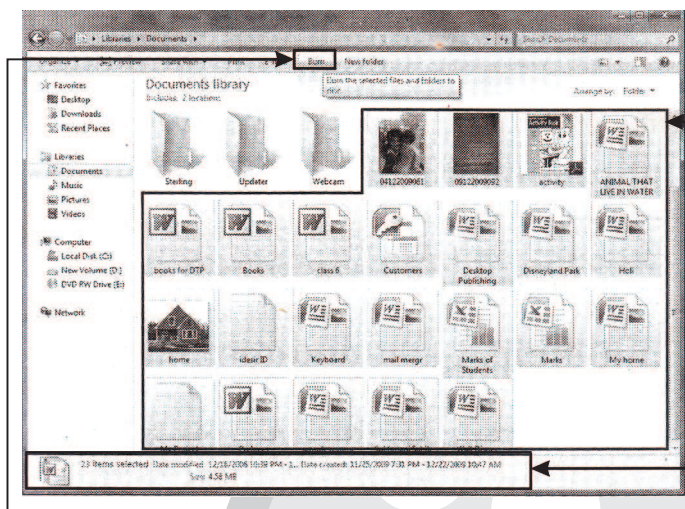
1. Insert a recordable disc into your recordable CD or DVD drive.

A dialog box may appear asking what you want Windows to do with the disc.

2. Click the **Close** button to close the dialog box.

3. Open the folder containing files you want to copy to the disc.

4. Select the files.

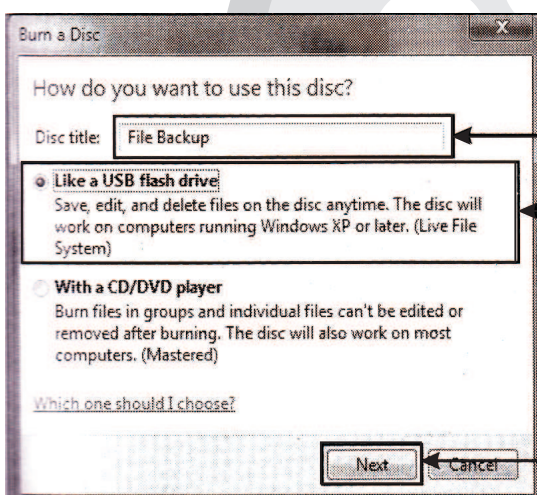


To see how much data you are copying, read the Size number in the Details pane.

If you selected more than 15 files and you want to see the total size of the selection, first click on Show more details,

5. Click on **Burn** button.

Note: If you want to copy everything in the folder to the disc, do not select any file or folder just click on Burn button.



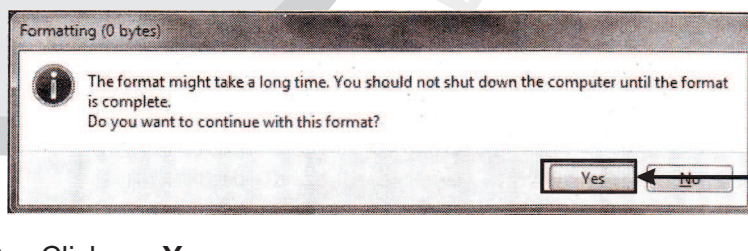
If you have used the disc for copying files, the Burn a Disc dialog box appears.

6. Type a **title** for the disc.

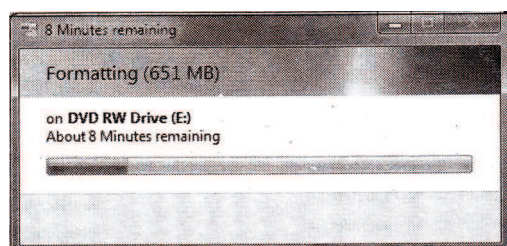
7. Click on the radio button of **Like a USB flash drive**.

8. Click on **Next**.

A **Warning** dialog box will appear telling you that the formatting will take a long time.



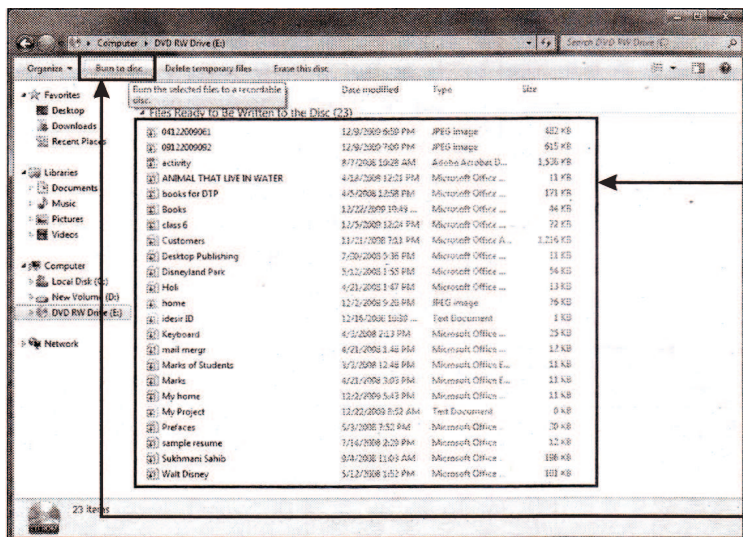
9. Click on **Yes**.



Windows 7 formats the disc and displays the dialog box to show you the progress.

When the format is complete, the formatting dialog box disappears.

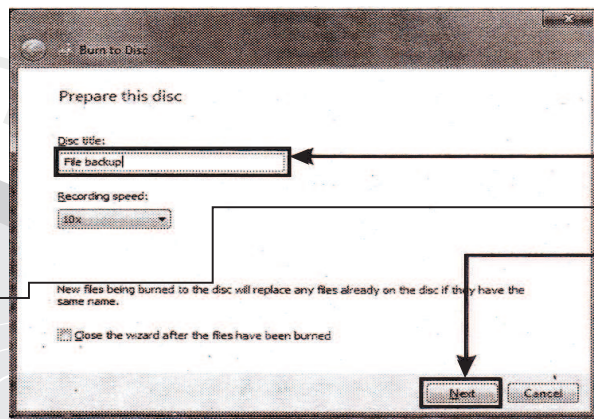
Windows 7 copies the files in the temporary folder of disc.



A window appears, displaying the files being held in a temporary storage area on your computer and any files currently stored on the CD.

If the window displays a file you no longer want to copy to the CD, you can delete the file.

10. Click on **Burn to disc** to copy the files to the CD.

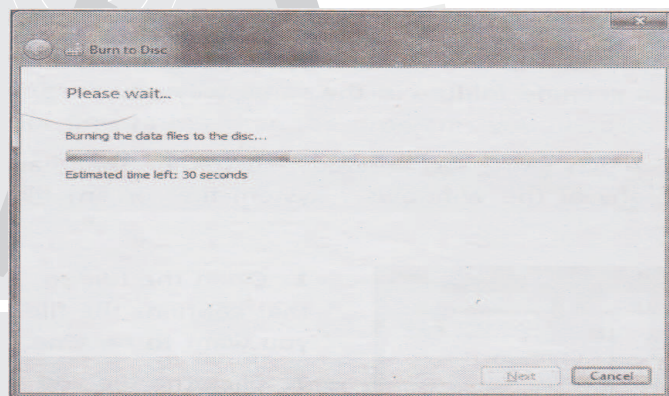
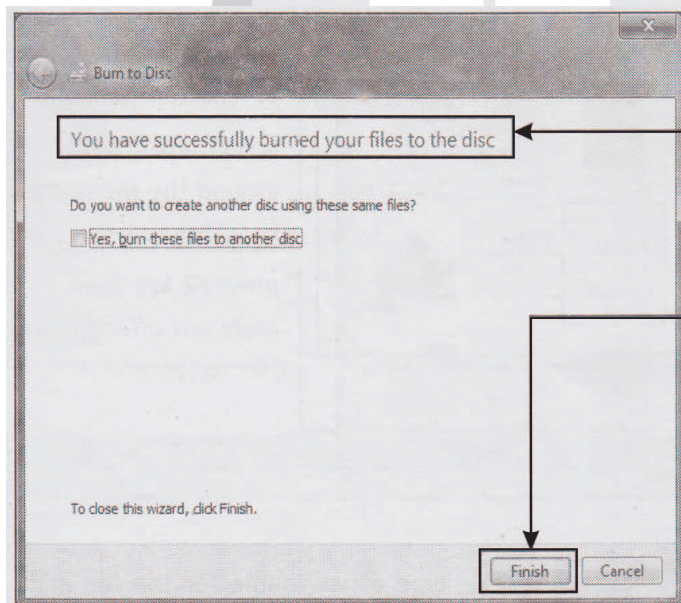


The **Burn to disc** wizard appears.

The name of disc you gave appears in this area.

The name you specify for the CD will appear in My Computer window when the CD is in a CD drive.

11. Click on **Next** to copy files to the CD.



Windows starts copying files in the CD.

This message appears when Windows has successfully copied files to the CD.

Windows will automatically eject the CD from your recordable CD drive when the copy is complete.

12. Click on **Finish** to close the wizard.

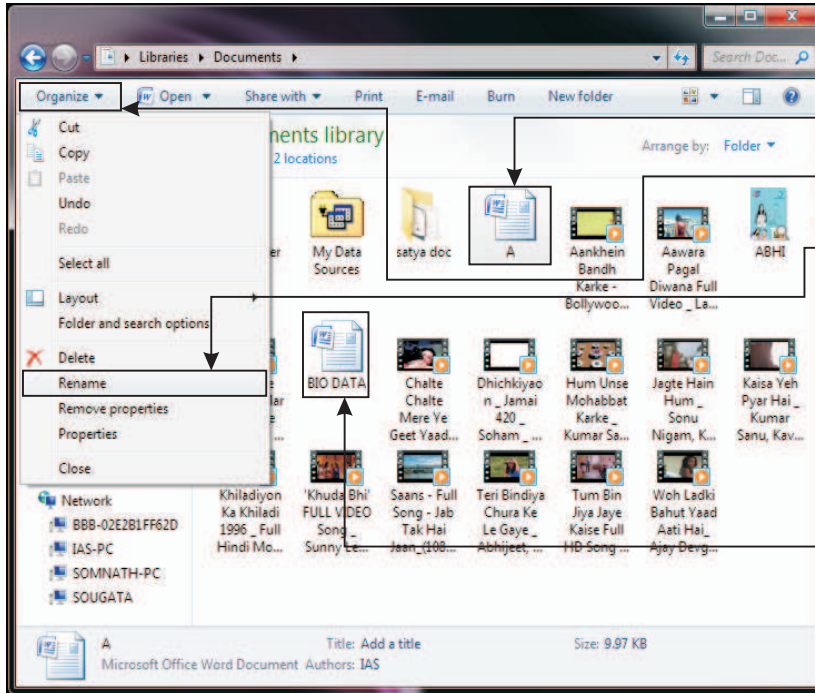
KNOW THIS TOO !!

Windows 7 uses a new system that enables you to copy, recopy, and delete files with any type of recordable disc. Normally, CD-R and DVD-R discs allow you to copy files to the disc only once. After you finalize the disc, it is locked and you cannot copy more files to the disc, or deletes files from the disc.

RENAME A FILE

You can rename a file to better describe the contents of the file in a better way. Renaming a file can help you quickly in locating the file in future. You can rename folders in the same way you rename files.

Make sure that you only rename those documents which you have created yourself or that have been given to you by someone else. Do not rename any of the Windows 7 system files or any files associated with your programs.



1. Open the folder that contains the file you want to rename.
2. Click the file you want to rename.
3. Click on **Organize**.
4. Click on **Rename**.

A text box appears around the file name.

Note : You can also press **F2 Key** from keyboard after clicking file to rename it.

5. Type a new name for the file and then press the **Enter** key.

A file name cannot contain the **/ \ ? " < > or !** characters.

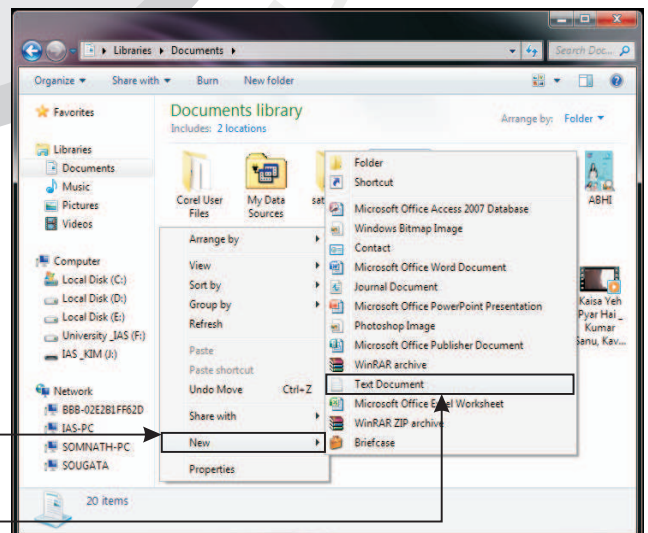
If you change your mind while typing a new file name, you can press the **ESC** key to return to the original file name.

The new name appears under file's icon.

CREATE A NEW FILE

You can instantly create, name and store a new file in the location you want without starting a program. Creating a new file without starting a program allows you to focus on the organization of your files rather than the programs you need to accomplish your tasks.

1. Open the folder in which you want to create file.
2. Right-click an empty section of the folder.
3. Click on **New**.
4. Click the type of file you want to create.



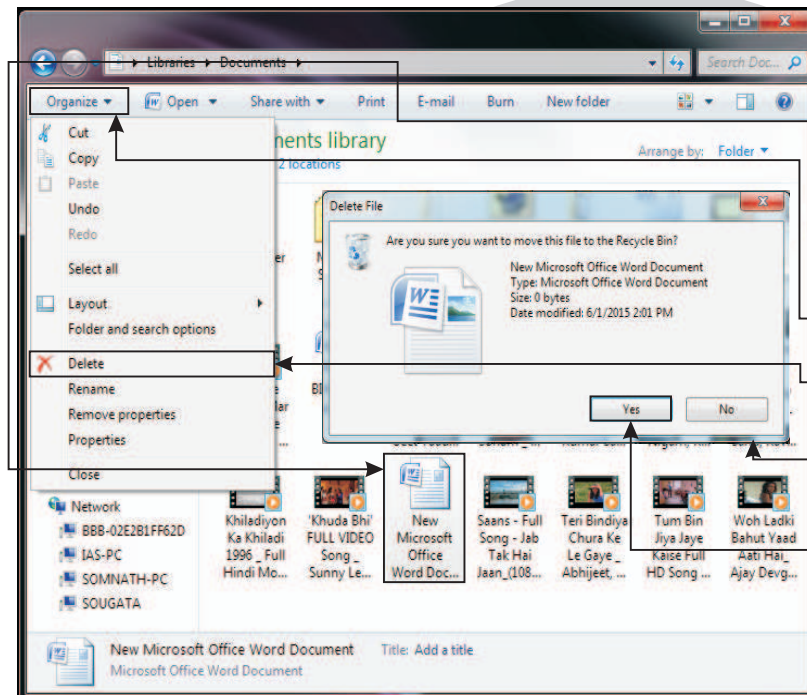
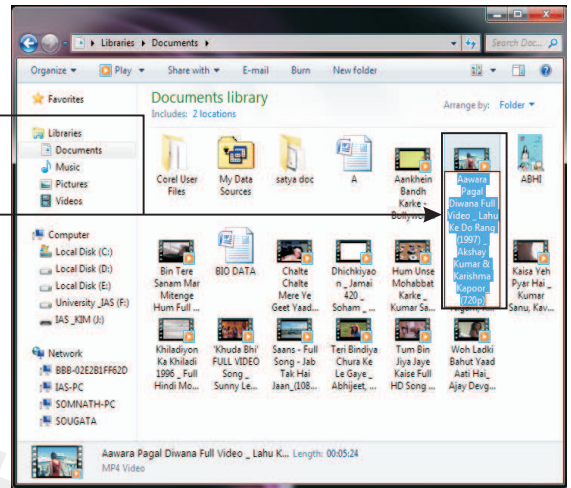
Note : If you click Folder, Windows 7 creates a new subfolder.

An icon for the new file appears in the folder.

5. Type the name you want to use for the new file and press the **Enter** key from keyboard.

DELETE A FILE

You can delete a file that is not needed. You should also make sure that you only delete those documents that you have created yourself or that have been given to you by someone else. Do not delete any of the Windows 7 system files or any files associated with your programs, otherwise your computer may behave erratically.



1. Open the folder that contains file you want to delete.

2. Click on the file you want to delete.

Note : If you want to remove more than one file, select all the files you want to delete.

3. Click on **Organize**.

4. Click on **Delete**.

The **Delete File** dialog box appears.

5. Click on **Yes**.

The file disappears from the folder.

Note : Another way to delete a file is to click and drag it to the desktop Recycle Bin icon.

RESTORE A DELETED FILE

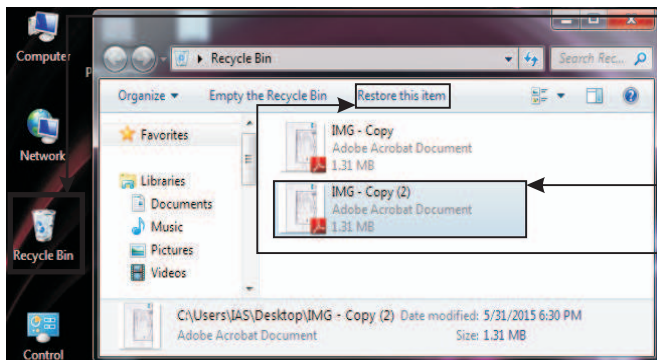
The Recycle Bin stores all the files you have deleted. You can easily restore any file in the Recycle Bin to its original location on your computer if you have deleted any file by mistake.

You can restore a deleted file because Windows 7 stores each deleted file in a special folder called the Recycle Bin, where the file stays for a few days or a few weeks, depending on how often you empty the bin or how full the folder is.

The appearance of the Recycle Bin indicates whether or not the bin contains deleted files.

 Contains deleted files.

 Does not contain deleted files.



1. Double-click **Recycle Bin** icon on the desktop.

The Recycle Bin Window appears, displaying all the files you have deleted.

2. Click on the file you want to restore.

3. Click on **Restore this item**.

The file disappears from the Recycle Bin and reappears in its original folder.

EMPTY RECYCLE BIN

You can empty the Recycle Bin to create more space on your computer.

When you empty the Recycle Bin, files are permanently removed from the computer and cannot be restored.

1. Click on **Empty the Recycle Bin** button on the Recycle Bin window.

The **Deleted Multiple Items** dialog box appears.

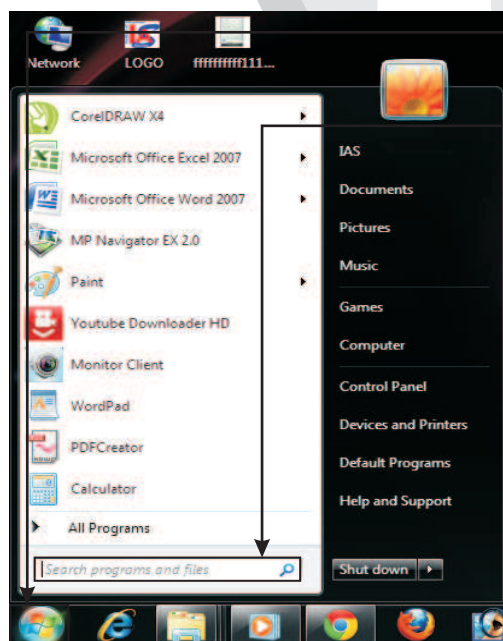
2. Click on **Yes** to permanently delete all the files in the Recycle Bin.

SEARCHING FILES

You may have Windows search tools for the file on your computer, if you don't remember exact name or, location of a file you want to work with.

You can search from the Start menu or use the Search box in a folder window.

SEARCH FROM THE START MENU



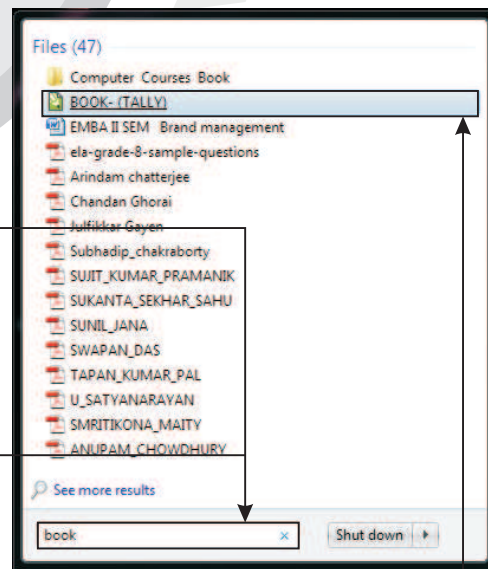
1. Click on **Start** button to open start menu..

2. Click in the **Search** box.

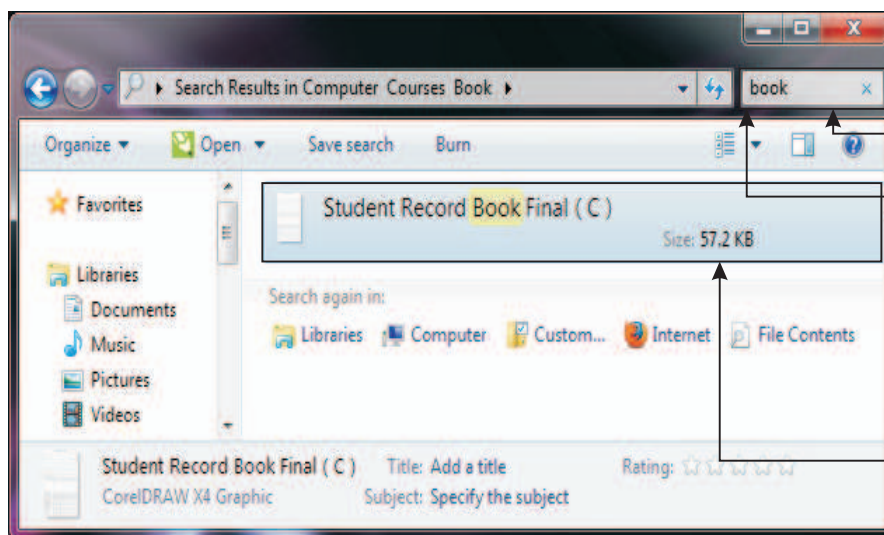
3. Type your search text.

As you type, Windows 7 displays the programs, documents, and other data on your system with a name that matches your search text.

4. If you see the program or document you want, click it to open it.



SEARCH FROM A FOLDER WINDOW



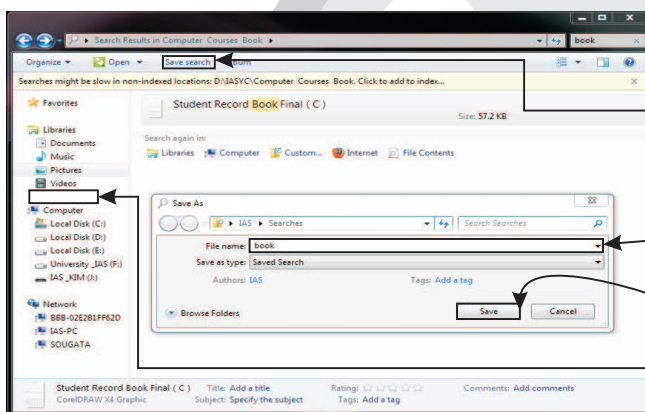
1. Open the folder in which you want to search.
2. Click on the **Search** box.
3. Type your search text.

As you type, Windows 7 displays the folders and documents in the current folder with names, contents, or keywords that match your search text.

4. If you see the folder or document you want, double-click it to open it.

SAVE YOUR SEARCH

You can save the search which you run frequently.



1. Run the search you want to save.
2. Click on **Save Search**.

The **Save As** dialog box appears.

3. Type a File name for the search.
4. Click on **Save**.

Windows 7 saves the search in the **Searches** folder. Double-click that folder to rerun your search.

OPEN PICTURE FOLDER

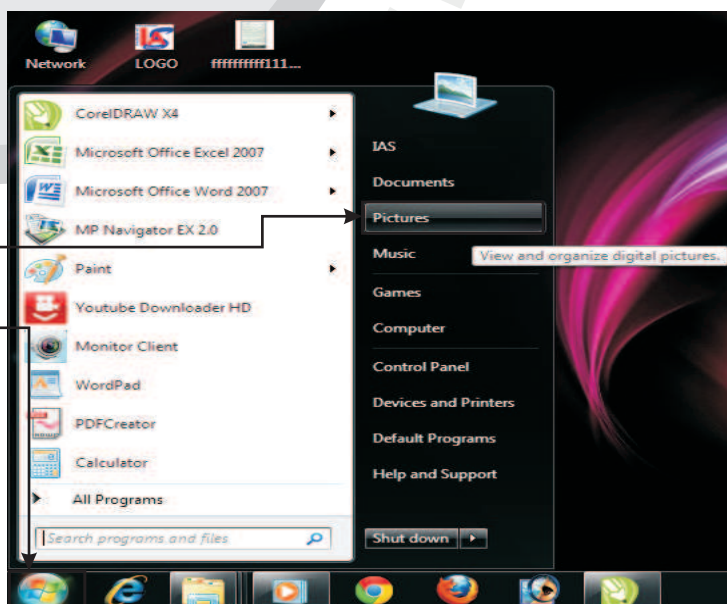
Windows 7's Pictures folder is a special folder designed specifically for storing images. Before you work with your images, you need to view them on your computer.

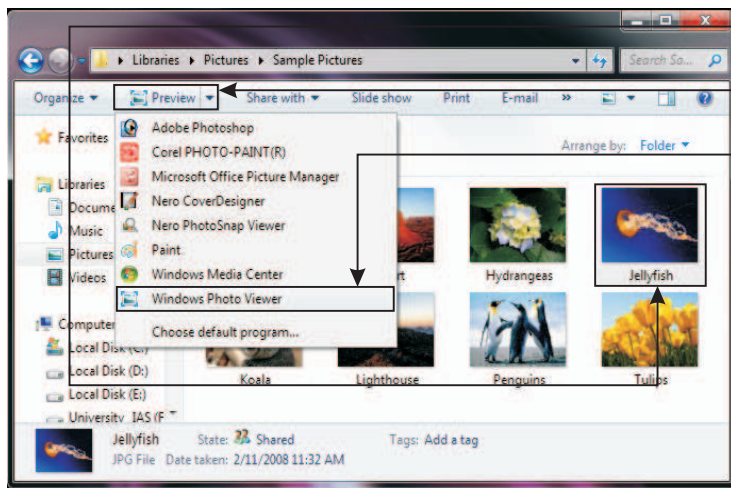
1. Click on **Start**.
2. Click on **Pictures**.

The **Pictures** folder appears.

VIEW YOUR IMAGES

You can use Windows 7's Windows Photo Viewer to navigate through images in the Pictures folder backwards and forwards, if you want to look at several images.





1. Click the images you want to view first.
2. Click on the down arrow of **Preview**.
3. Click on **Windows Photo Viewer**.

The image appears in the **Windows Photo Viewer**.

4. To get a closer look at the image, click on the image, click on the **magnifying glass** and then click and drag the **slider up**.



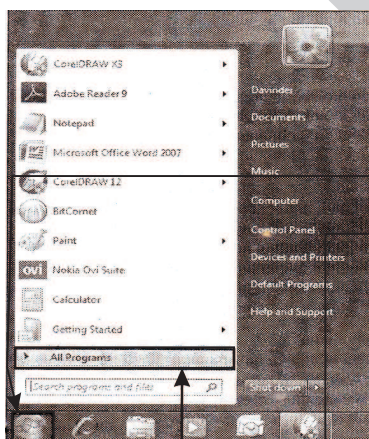
Windows Photo Viewer **zooms in** on the image.

5. To view the previous image in the folder, click on the **Previous** button.
6. To start a slide show of all the images in the folder, click on the **Play Slide Show** button.
7. To view the next image in the folder, click on the **Next** button.
8. Click on the **Close** button to shut down Windows Photo Viewer.

REPAIR AN IMAGE

To improve the look of images, you can use **Windows Live Photo Gallery**. A special **Fix** window that is the part of Windows Live Photo Gallery offers a number of tools for repairing various images like images' brightness, contrast color temperature, that and saturation. You can also crop and rotate an image and fix red eye.

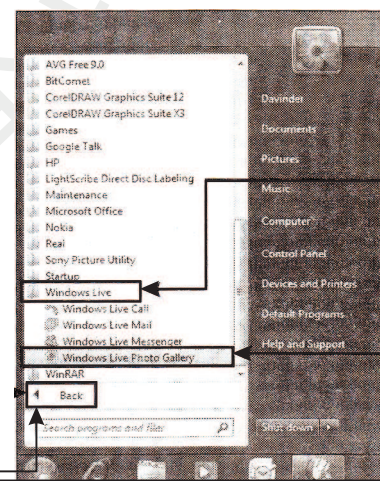
By default, windows Live is not installed in some computer using Windows 7. In that case you have to install Window Live through Microsoft Web site.



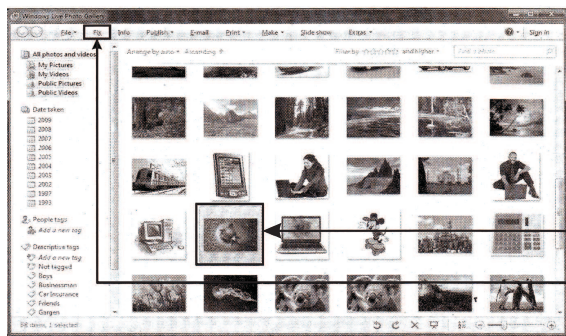
1. Click on **start** button.
2. Click on **All Programs** to view a list of the programs.

A list of the programs appears.

All Programs button changes to **Back** button.



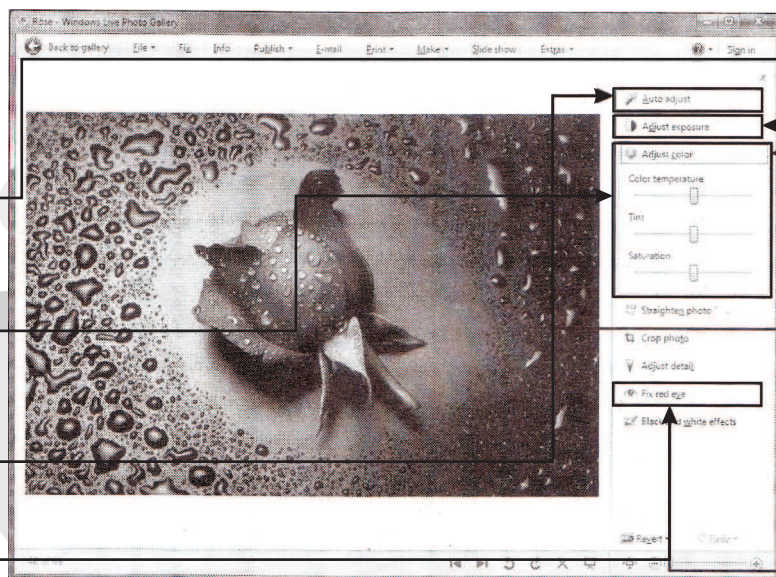
3. Click on **Windows Live**.
4. Click on **Windows Live Photo Gallery**.



Windows Live Photo Gallery window appears.

5. Click on the images you want to repair.
6. Click on **Fix**.

The Fix window appears.

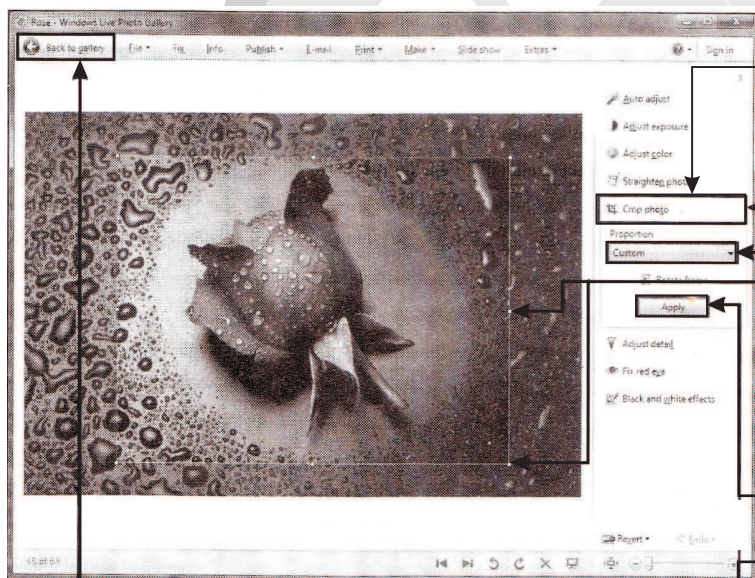


6. Click on **Adjust Exposure** and then click and drag the Brightness and Contrast sliders to change the exposure.

7. Click on **Adjust Color** and then click and drag the color Temperature, Tint, and Saturation sliders to change the color.

If you are not sure how to use these tools, click on **Auto Adjust** to have Photo Gallery to make adjustments for you.

8. To remove red eye from a photo, click on **Fix Red Eye**.



9. Click on **Crop Picture** to crop the picture.

10. Click on the down arrow of **Proportion** and choose the dimension you want.

Click on **Original** to keep the same relative height and width; click on **Custom** to crop to any height and width.

11. Click and drag the handles to set the new size of the image.

12. Click on **Apply**.

13. Click on **Back To Gallery** after repairing the image.

Windows Live Photo Gallery applies the repairs.

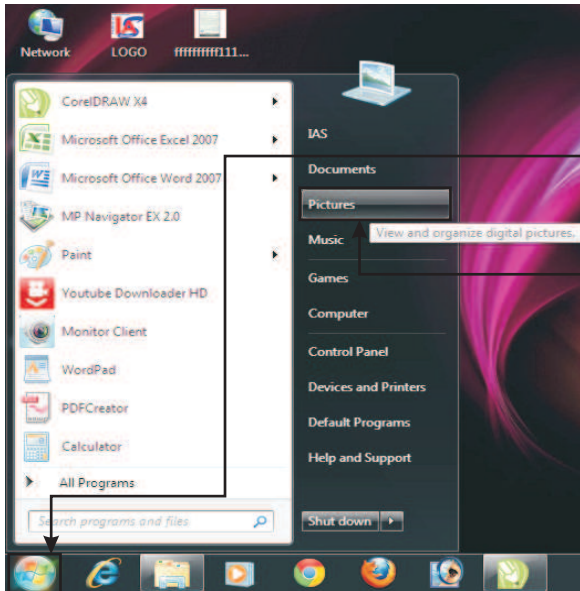
KNOW THIS TOO !!

While repairing the image you don't like the final result, you can get back your original image because Windows Live Photo Gallery always keeps a backup copy of the original image.

Click on image and then click on **Fix**. In the Fix window, click on **Revert** and then click on **Revert to Original** to undo all your changes and get the original back.

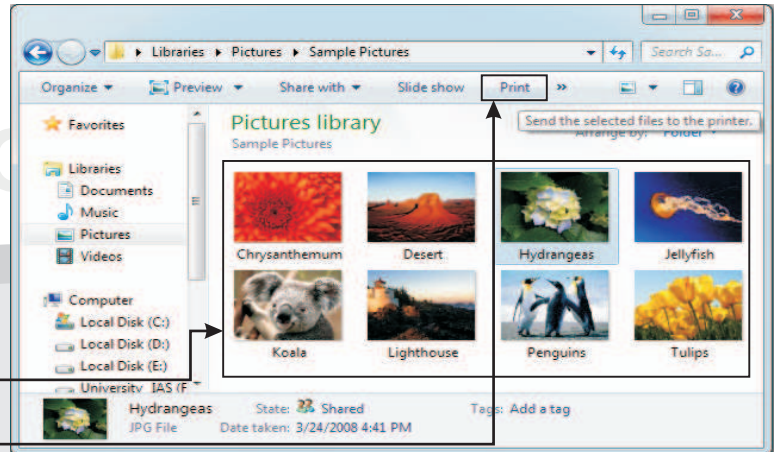
PRINT AN IMAGE

You can print an image from the Pictures folder. You can print either single or multiple images. If you work with multiple images, you can print them individually or print two or more images per sheet.



1. Click on **Start**.
2. Click on **Pictures**.

3. In the Pictures folder, select the image or images you want to print.



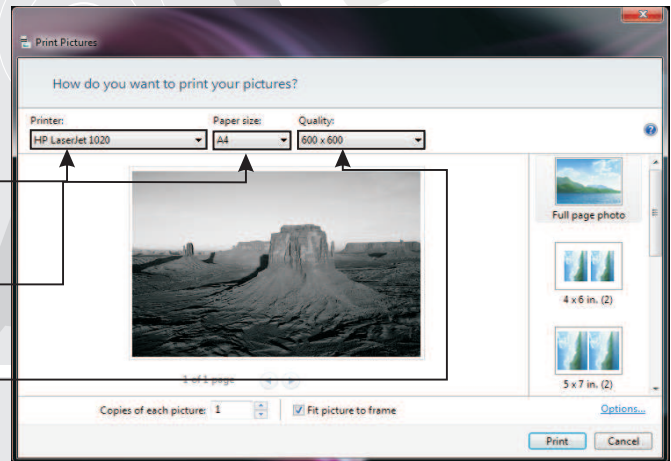
4. Click on **Print**.

The **Print Pictures** dialog box appears.

5. If you use more than one printer with your computer, click on the down arrow and printer you want to use.

6. Click on the down arrow and the type of paper you are using.

7. Click on the down arrow and choose printout quality.



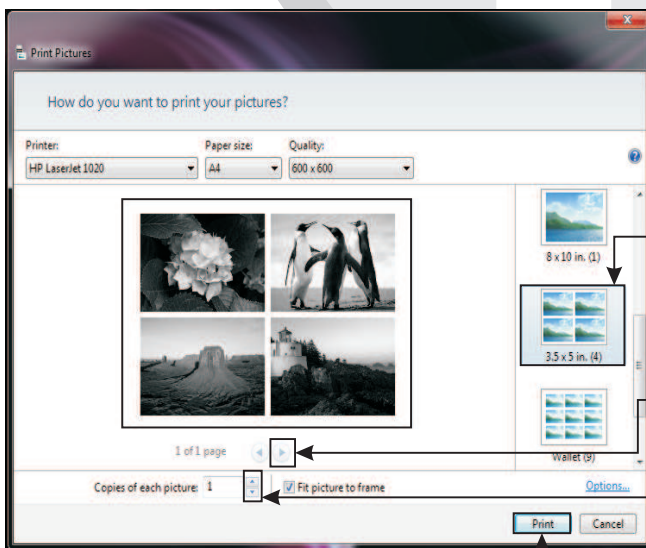
Note : Print quality is measured in **dots per inch (dpi)**. The higher the dpi value, the better the print quality.

8. Click on the layout you want to use for the printed image.

The Wizard displays a preview of the printout.

9. Click on the **Next** button to see previews of other pages.

10. Click on the arrows to select the number of copies you want.



11. Click on **Print**.

The Wizard sends your image or images to the printer.

OPEN WINDOWS MEDIA PLAYER

Windows 7 enables you to play audio as well as video with Windows Media Player. At first, you must learn how to open and close the Windows Media Player window.

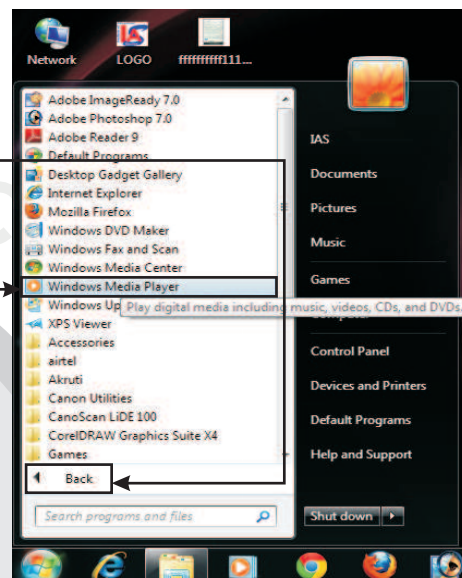
1. Click on **start** button.
2. Click on **All Programs** to view a list of the programs.

A list of the programs appears.

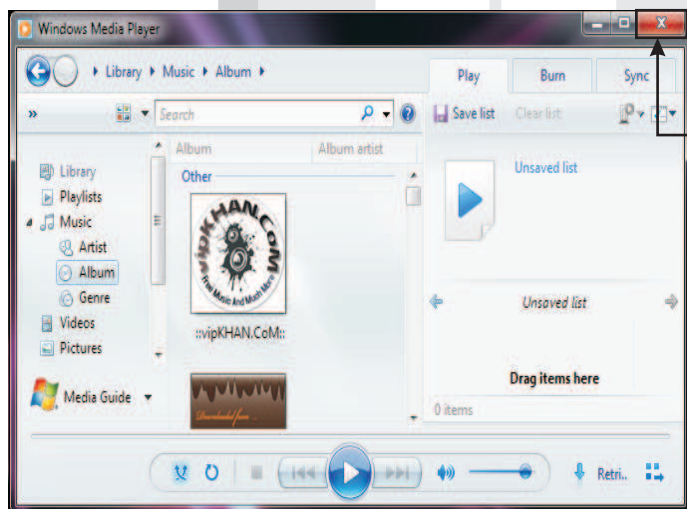
All Programs button changes to **Back** button.

3. Click on **Windows Media Player**.

The Welcome to Windows Media Player dialog box appears when you first time you start the program.



4. Click on the radio button of **Recommended settings**.
5. Click on **Finish**.



The **Windows Media Player** window appears.

6. When you have finished with Media Player, click on the **Close** button to close the window.

The Windows Media Player Window close.

NAVIGATE THE MEDIA PLAYER WINDOW

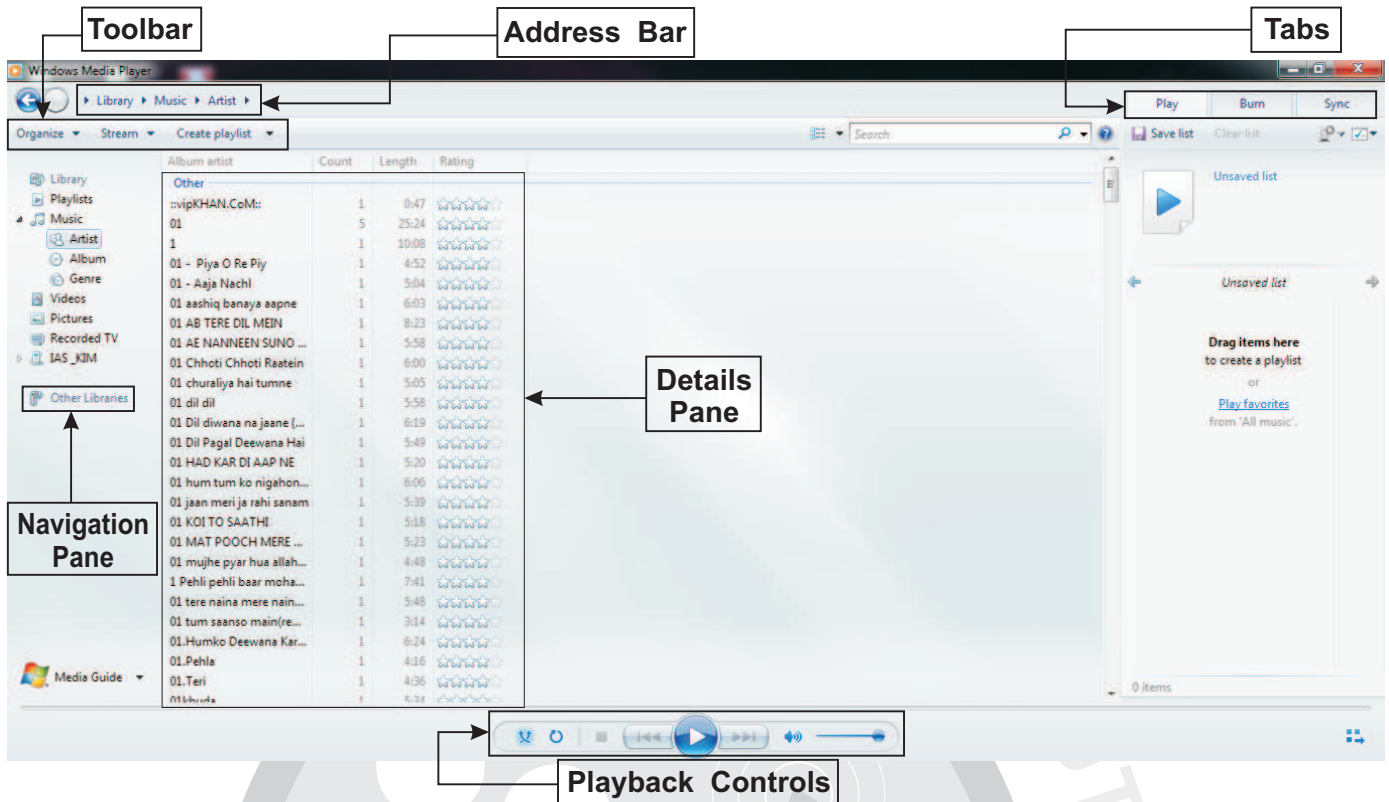
Before you play audio files or view videos and DVDs Windows Media Player, you should familiarize yourself with the various elements of the Windows Media Player Window.

Address Bar : This area shows your current location in the Media Player library.

Tabs : The tabs are links to the key features of Windows Media Player.

Toolbar : You can use the Media Player toolbar to access commands, change the view, and search for media.

Navigation Pane : You use this pane to navigate the Media Player library's categories.



Playback Controls: These buttons control how a video or music file plays, and enable you to make adjustments to the sound.

Details Pane: This pane displays information about the contents of the current library location, such as the album art and title, and the title and length of the song or video.

USING LIBRARY

Library feature manages all media files on your computer. When you start using Windows Media Player first, you should add the media files on you computer to the library.

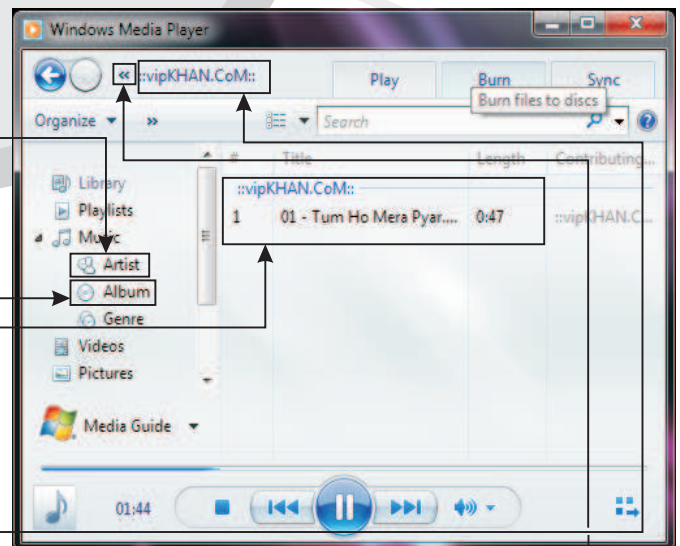
NAVIGATE THE LIBRARY

1. In the **Navigation** pane, click on the category you want to use.
2. If the category includes subcategories, click a subcategory to see its contents.
3. Double-click the item you want to use.

Media Player displays the contents of the item in the details pane.

You can also click on the items in the address bar to return to a category or subcategory.

Click an arrow to see the contents of any address bar item.



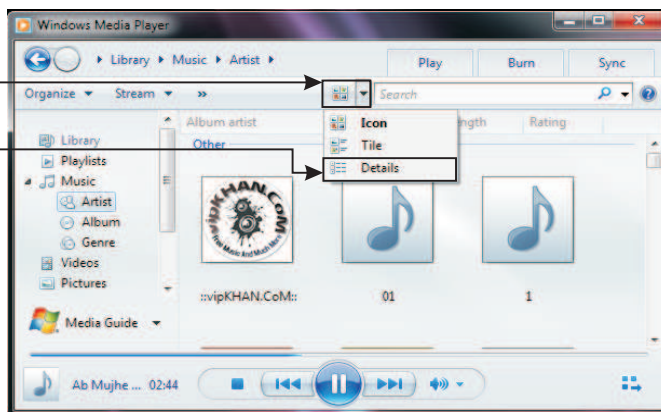
CHANGE THE LIBRARY VIEW

1. Click on the down arrow of the **View options**.
2. Click on the view you want to use.

Media Player changes the view.

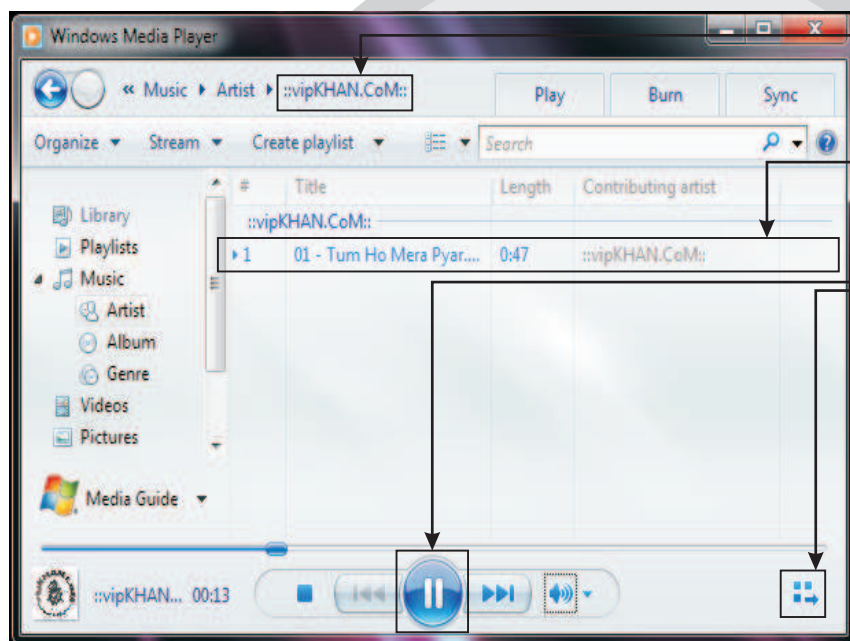
KNOW THIS TOO !!

The library automatically groups music into the categories based on their media content information. Media content information also identifies the file type.

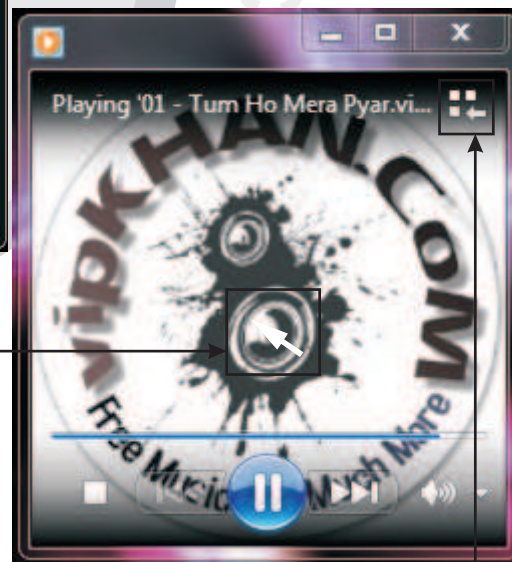


PLAY AUDIO OR VIDEO FILE

Windows Media Player uses the Library to play audio files that you store on your computer. When you select an audio file from the Library folder and play it in Windows Media Player, you can also switch to the Now Playing tab to view a visualization along with the song.



1. Use the library to navigate to the folder that contains the audio or video file that you want to play.
2. Click on the audio or video file.
3. Click on the **Play** button.
4. Click on **Switch to Now Playing** to view the album art while an audio file plays.



Windows Media Player begins playing the audio or video file.

5. Move the mouse into the Now Playing window.

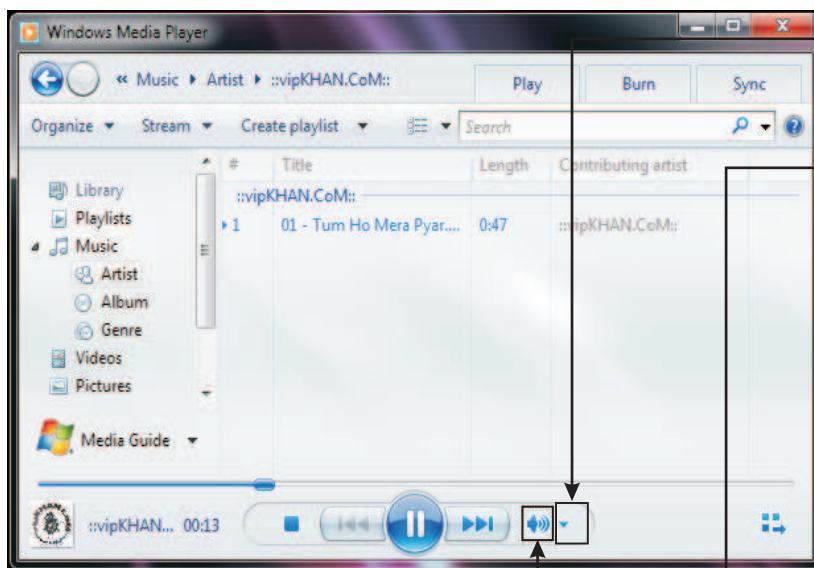
The Playback buttons appear, which enable you to control how the song or video plays.

You can click on **Switch to Library** to return to the Media Player library.

ADJUST THE VOLUME

You can adjust volume in Windows Media Player up or down to get the audio just right.

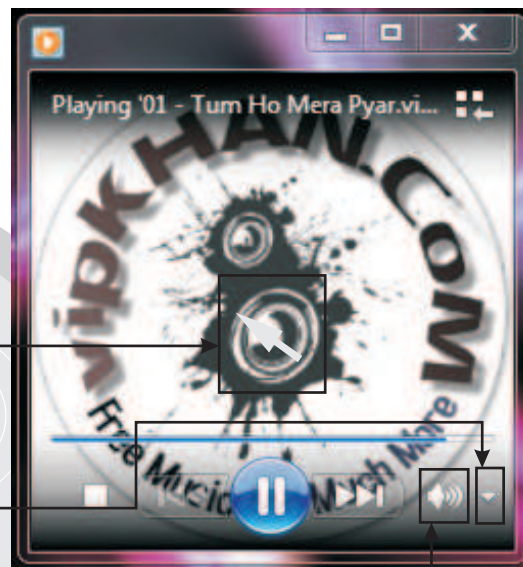
ADJUST THE VOLUME USING THE LIBRARY



1. Click and drag on the **Volume slider** to left (to reduce the volume) or to right (to increase the volume).

2. Click on the **Mute** button, if you want to silence the playback,

To restore the volume, click the Sound button.



ADJUST THE VOLUME IN THE NOW PLAYING WINDOW

1. Move the mouse within the **Now Playing** window.

The **Playback controls** appear.

2. Click on the down arrow and drag the **Volume slider** left (to reduce the volume) or right (to increase the volume).

To silence the playback, click on the **Mute** button.

PLAY A MUSIC CD

You can play your favorite music CDs in Windows Media Player. You can control some playback options using the Now Playing window, but you can also switch to the Media Player library for more options.

PLAY A CD

1. Insert a music CD into your computer's CD or DVD drive.

The **Now Playing** window appears and the CD begins playing. If Media Player is not already running.

On Commercial CDs, the album cover appears here.

2. Move the mouse within the **Now Playing** Window.

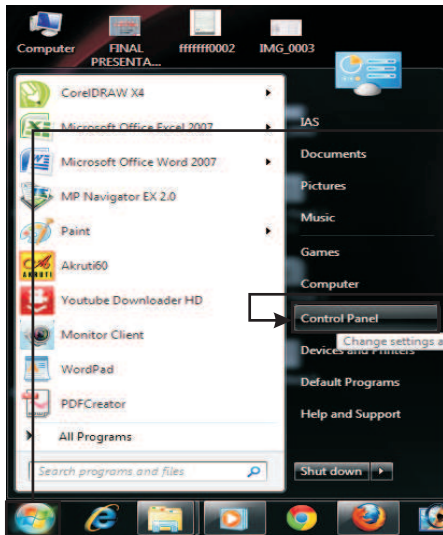
The Playback controls appear.



KNOW THIS TOO !!

If you want the Now Playing window always stays on top of any other window that you have open on your desktop so that you can control the playback. Just right-click on the Now Playing window and then click on **Always show Now Playing on top**.

NETWORK AND SHARING CENTER



By opening Network and Sharing Center, you can see the current status of network.

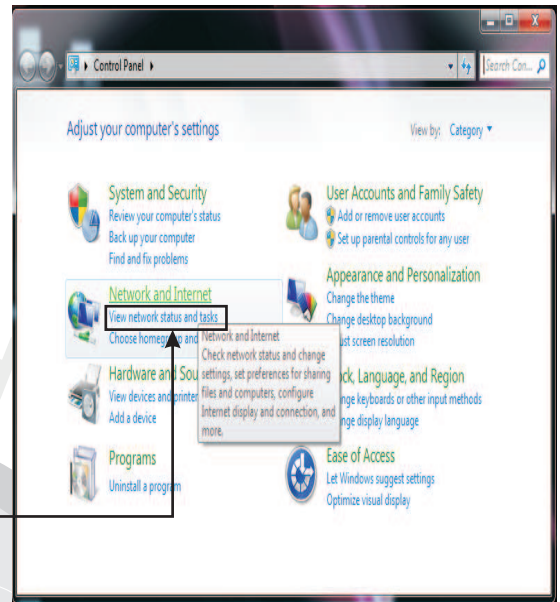
1. Click on **Start** button.

The start menu will appear.

2. Click on **Control Panel**.

The **Control Panel** window appears.

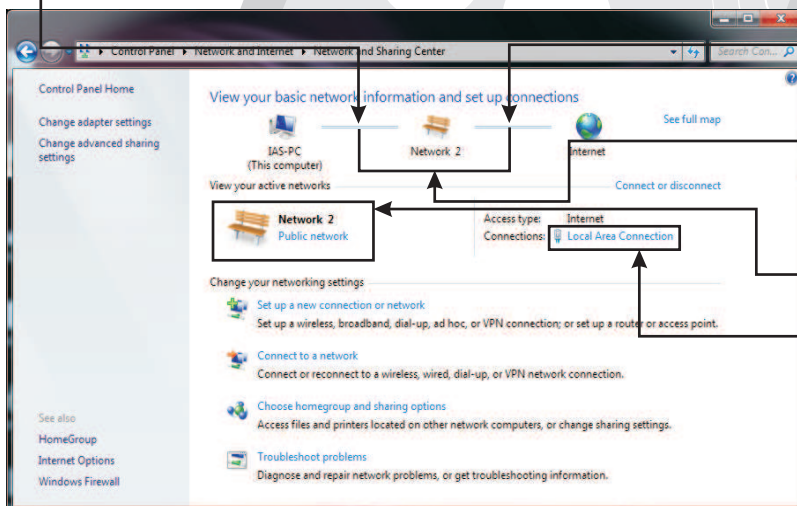
The **Control Panel** window appears.



3. Click on **View network status and tasks**.

The **Network and Sharing Center** window appears.

This line represents the connection between your computer and the network.



This line represents the connection between your network and Internet.

A green line means you are connected and a red line means you are not connected.

This is the name of your network.

4. Click on **Local Area Connection** if you experience network problems.

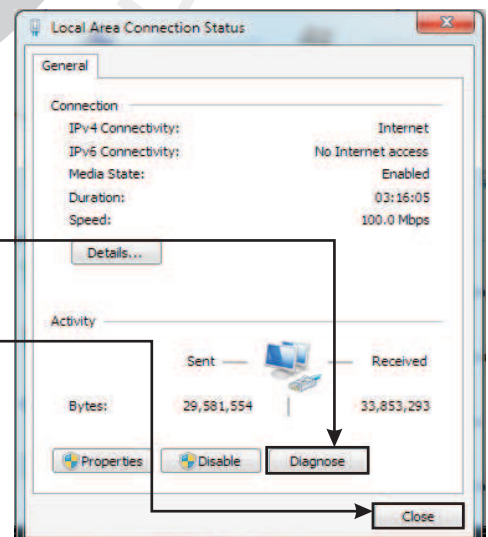
The **Status** dialog box appears.

5. Click on **Diagnose** and then follow the instructions given by Windows.

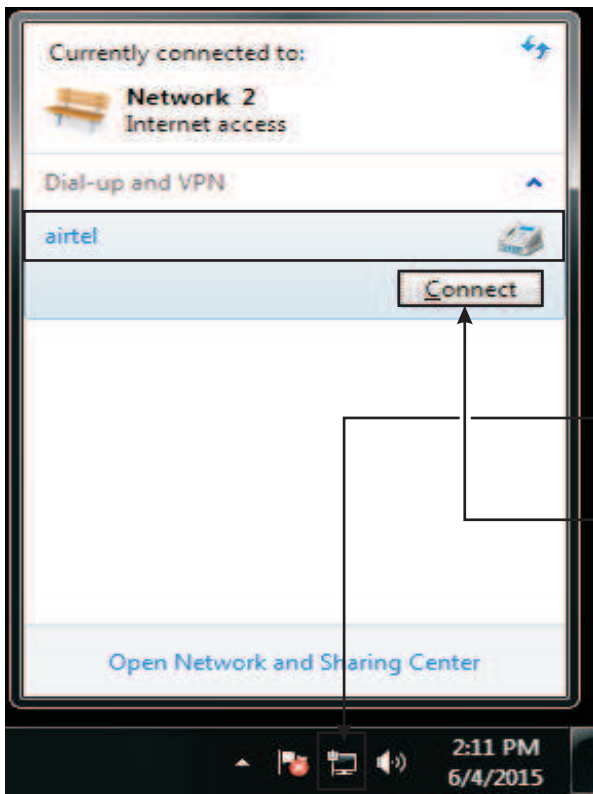
6. When you have finished repairing, click on the Close button to **Close** the Status dialog box.

The **Network and Sharing Center** window will appear again.

7. When you have finished working, click on the Close button to **Close** the Network Center.



WIRELESS NETWORK CONNECTION



You can connect to Wireless connection to access you network and Internet, if you have a wireless network in your home or office. A security key or password is needed in many wireless networks, so you should know the key or password before attempting to connect.

1. Click on the **Network** icon in the taskbar's notification area.

Windows 7 displays a list of wireless networks in your area.

2. Click on your network.

3. Click on **Connect**.

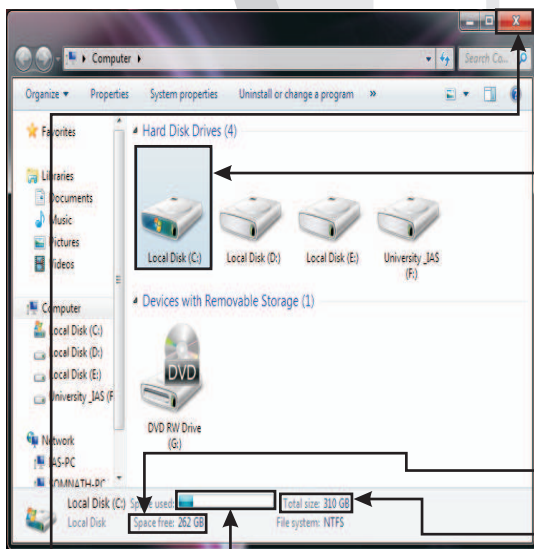
If the network is protected by a security key or password, Windows asks you to enter it.

4. Type the security key or password and then click on **OK**.

5. Windows 7 connects to the network.

VIEWING THE HARD DISK SPACE

You can view the amount of used and free space on a disk. You should check the amount of free space on your computer's hard disk at least once a month. your computer will operate most effectively when at least 20% of you total hard disk space is free.



1. Click on **Start** to display the Start menu.

2. Click on **Computer**. The **Computer** window will appear.

- 3 To view the amount of space on a disk, click on the disk of Interest.

To view the amount of space on a floppy disk or CD-ROM disc, you must insert the disk into the appropriate drive before performing step 3.

Information about the disk appears in the **Details Pane**.

This value tells you the amount of free space on the drive.

This value tells you the total amount of space on the drive.

This **bar** shows the amount of free and used space and it turns red when disk space becomes low.

4. Click on the **Close** button to close the Computer window.

DISK CLEANUP

You can use disk Cleanup to remove unnecessary files from your computer to free the disk space.

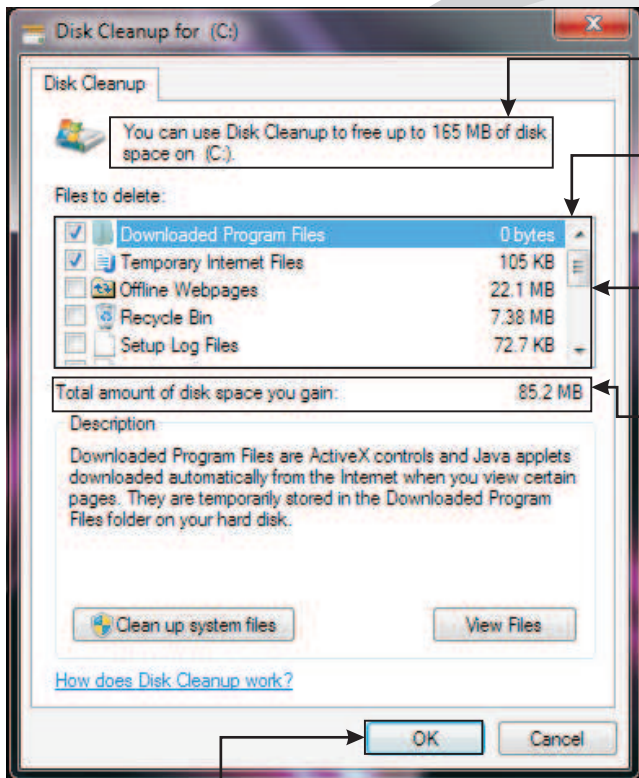
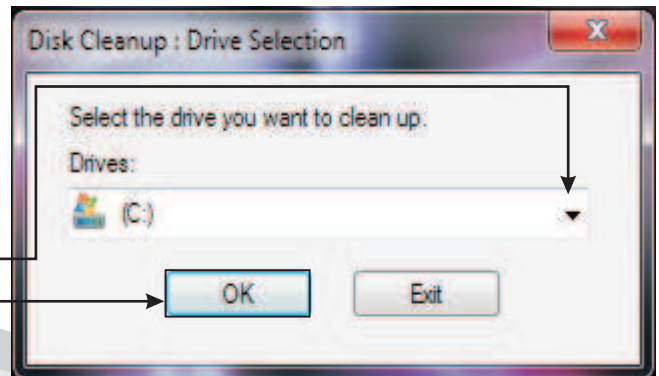
1. Click on **Start**. 2. Click on **All Programs**. 3. Click on **Accessories**. 4. Click on **System Tools**.

5. Click on **Disk Cleanup**. The Disk Cleanup Options dialog box appears.

The **Drive Selection** dialog box appears, if your computer has more than one drive.

7. Click on the down arrow of drives and then click on the hard drive you want to clean up.

8. Click on **OK**.



—This area displays the total amount of disk space you can free up.

—This area displays the type of files Windows can delete and the amount of disk space each type of files uses.

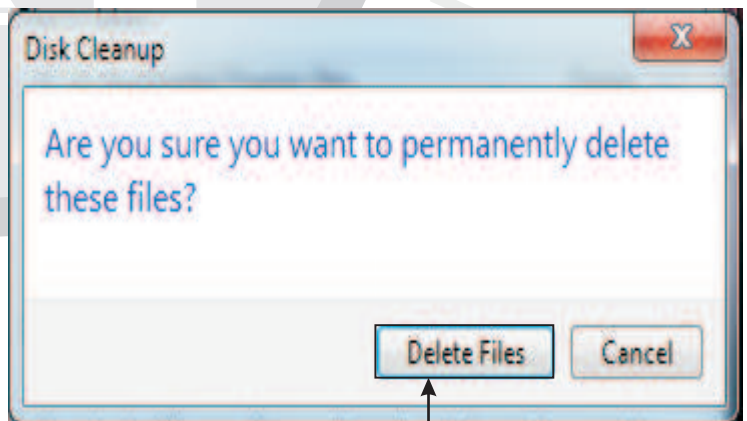
9. Windows will delete each of file type that displays a **check mark**. You can click the box beside a type of file to add or remove a check mark.

—This area displays the total disk space Windows will free up by deleting the types of file you have selected.

10. Click on **OK** to delete the files.

A dialog box appears, confirming that you want to delete the files.

11. Click on **Delete Files** to permanently delete the files.



DEFRAGMENT YOUR HARD DISK

You can improve the performance of your computer by defragmenting your hard disk. You should defragment your hard disk at least once a month.

1. Click on **Start**. 2. Click on **All Programs**. 3. Click on **Accessories**. 4. Click on **System Tools**.

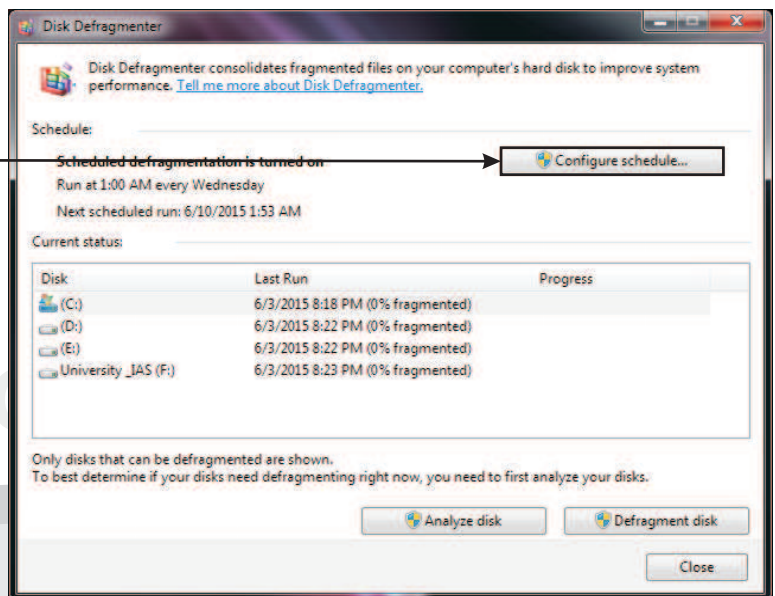
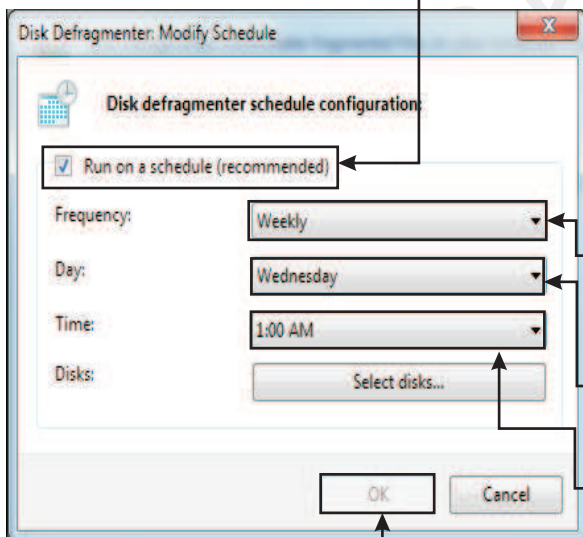
5. Click on **Disk Defragmenter**.

The **Disk Defragmenter** window appears.

6. Click on **Configure schedule**.

The **Disk Defragmenter : Modify Schedule** dialog box appears.

7. Click on the check box of **Run on a schedule (recommended)**.

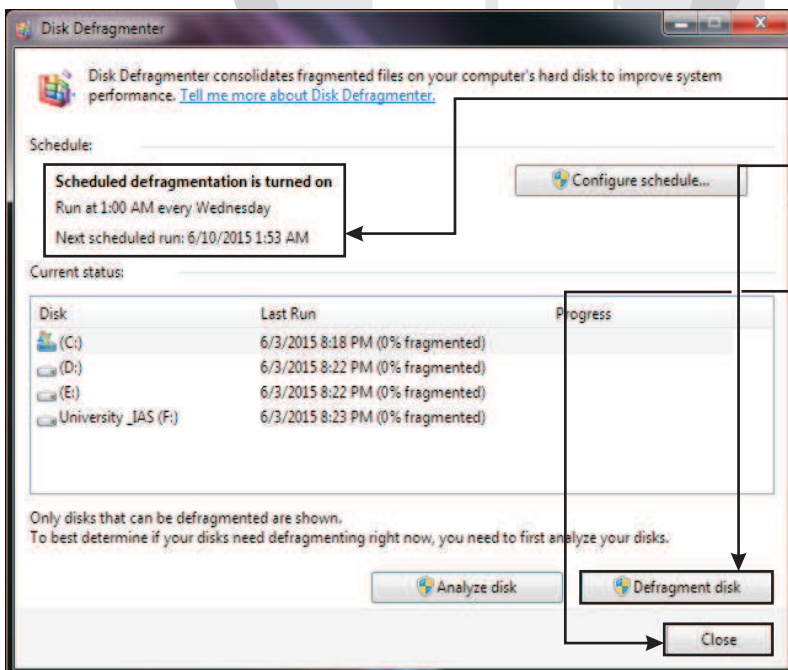


8. Click on the down arrow of **Frequency** and then select the Frequency in which you want to defragment (Daily, Weekly, or Monthly).

9. Click on the down arrow of **Day** and then click on the day of the month.

10. Click on the down arrow of **Time** and then click on the time of day to run Defragment.

11. Click on **OK**.



The new schedule appears here.

12. If you want to defragment your drives now, click on **Defragment now**.

13. Click on **Close**.

CREATE SYSTEM RESTORE POINT

If you are facing problems with your computer, you can use the feature of System Restore to get your computer back to the same position where the problems occurred.

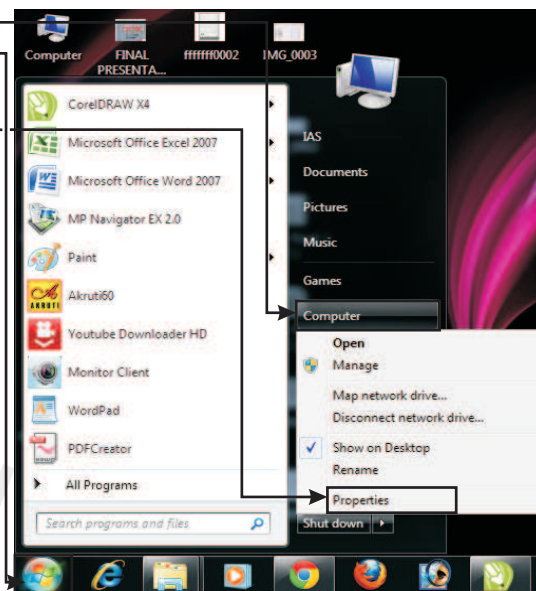
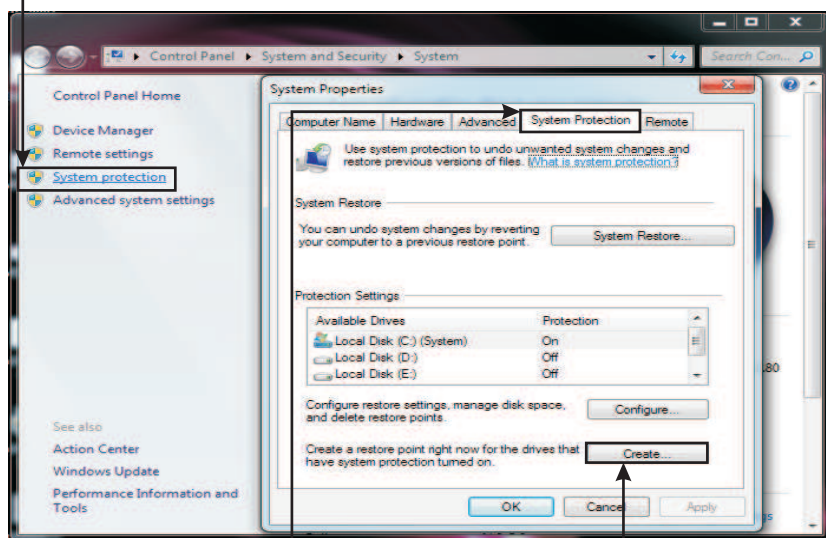
1. Click on **Start**.
2. Right-click on **Computer**.

A menu appears.

3. Click on **Properties**.

The **System** window appears.

4. Click on **System Protection**.



If the user Account Control dialog box appears, Click on **Continue**.

The **System Properties** dialog box appears.

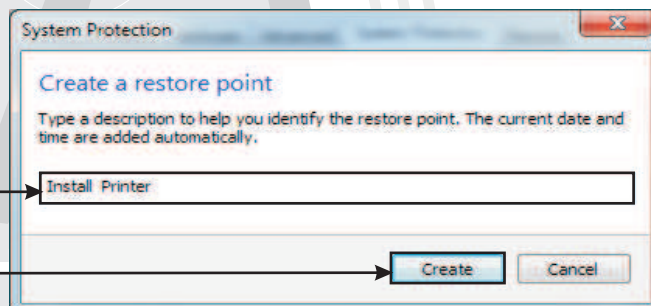
5. Click on the **System Protection** tab.
6. Click on **Create**.

The **System Protection** dialog box appears.

7. Type a description for your restore point.

8. Click on **Create**.

System Restore creates the restore point



The dialog box appears telling you that your restore point was created.

9. Click on **Close**.

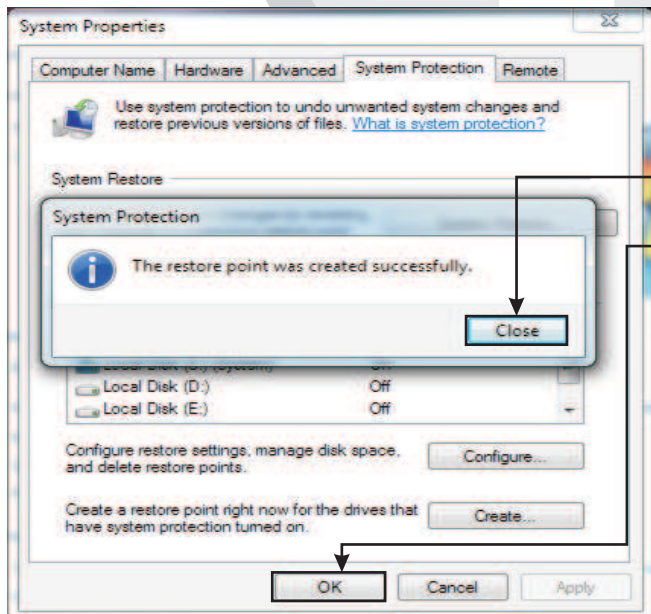
10. Click on **OK**.

11. Click on the **Close [x]** button to close the System window.

KNOW THIS TOO !!

You should always create a restore point before you install any software, whether you purchased the program at a store downloaded it from the internet.

You should also create a restore point before you add any new hardware devices to your system.



APPLY A SYSTEM RESTORE POINT

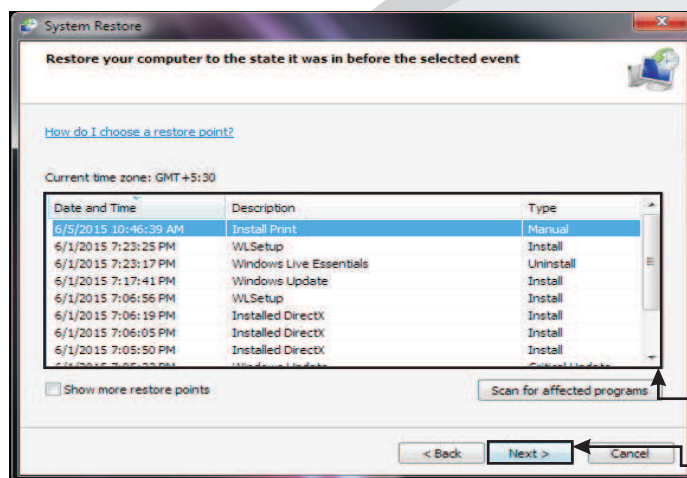
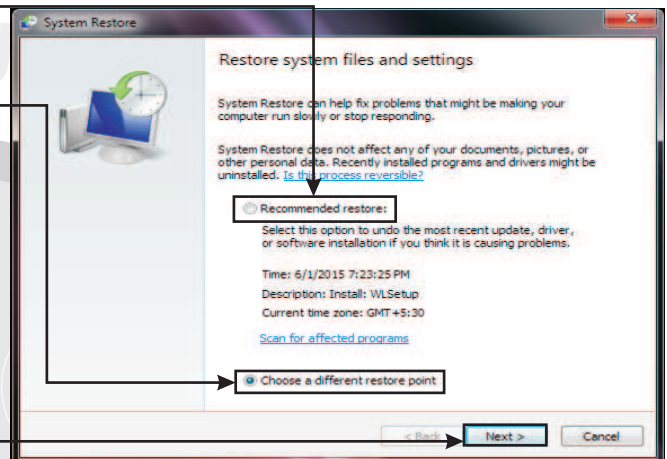
If you are experiencing problems with your computer, you can use the feature of System Restore to get your computer back to the position where the problems occurred.

1. Save all your open documents and close all your open programs.
2. Click on **Start**.
3. Click on **All Programs**.
4. Click on **Accessories**.
5. Click on **System Tools**.
6. Click on **System Restore**. The **System Restore** window appears.

System Restore will show the most likely restore if you click on this radio button of **Recommended restore**.

7. Click on the radio button of **Choose a different restore point**.

8. Click on **Next**.



The **Choose a restore point** window appears.

9. Click on the restore point, you want to apply.

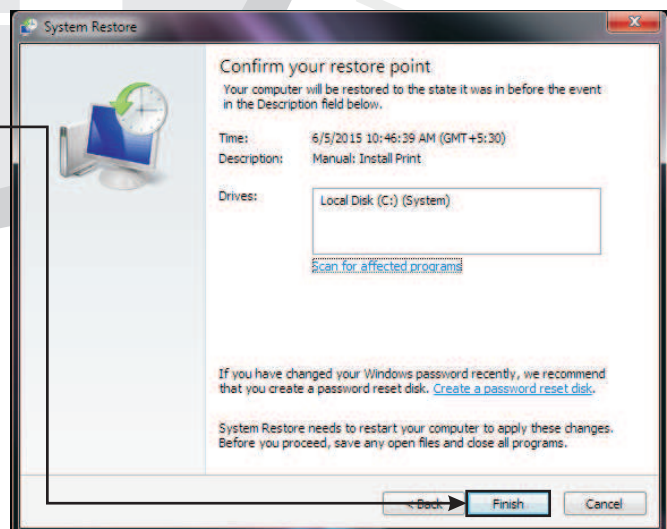
10. Click on **Next**.

The Confirm restore point window appears.

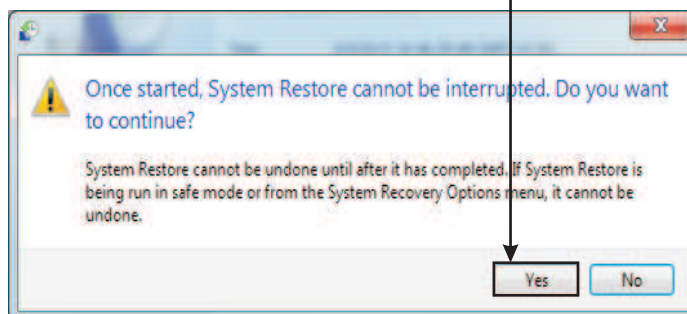
11. Click on **Finish**.

System Restore asks you to confirm that you want to restore your system.

12. Click on **Yes**.



System Restore applies the restore point and then restarts Windows 7.

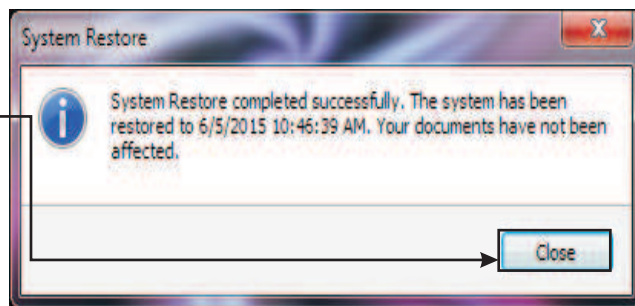


When Windows 7 restarts, you see a message telling you that your system has been restored.

13. Click on **Close**.

KNOW THIS TOO !!

When you apply restore point, the work you have done like created document, e-mails you received, web page favorites you saved, and so on will not be affected.



BACK UP FILES

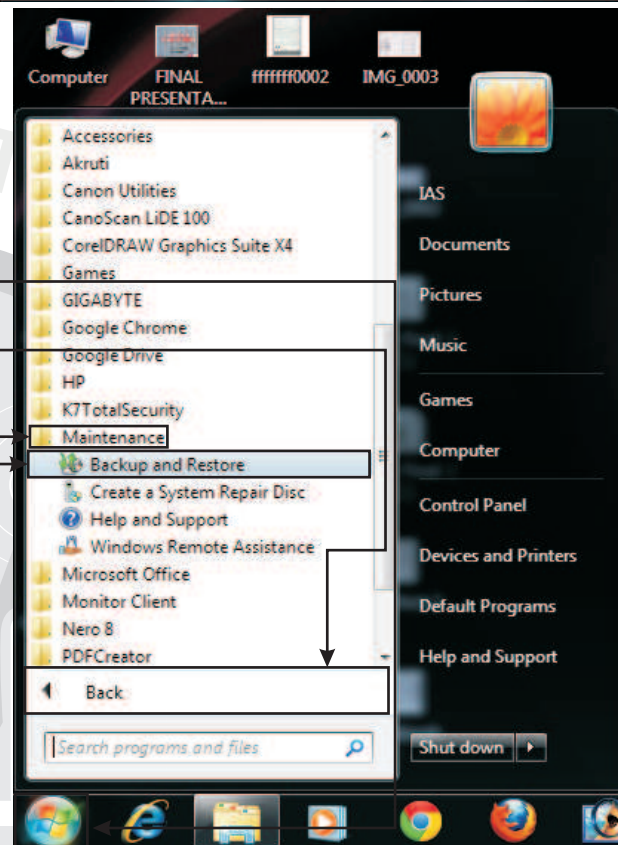
You can make backup of your important files by using Backup program of Windows 7. This is useful when a system causes you to lose one or more files, you can restore them from the backup.

1. Click on **Start**.

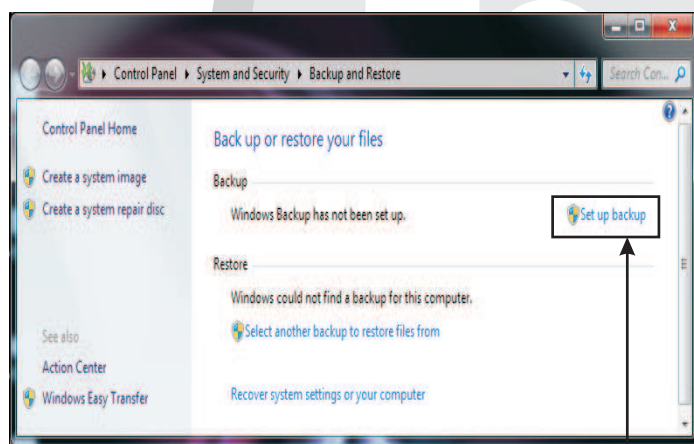
2. Click on **All Programs**.

3. Click on **Maintenance**.

4. Click on **Backup and Restore**.



The **Backup and Restore** window appears.

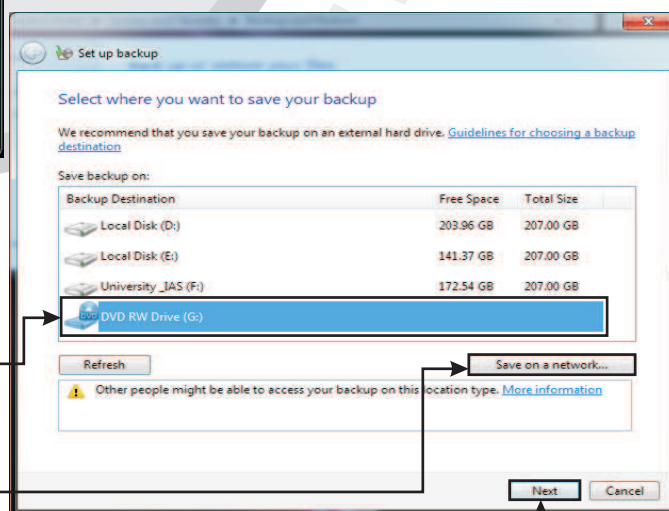


5. Click on **Set up backup**.

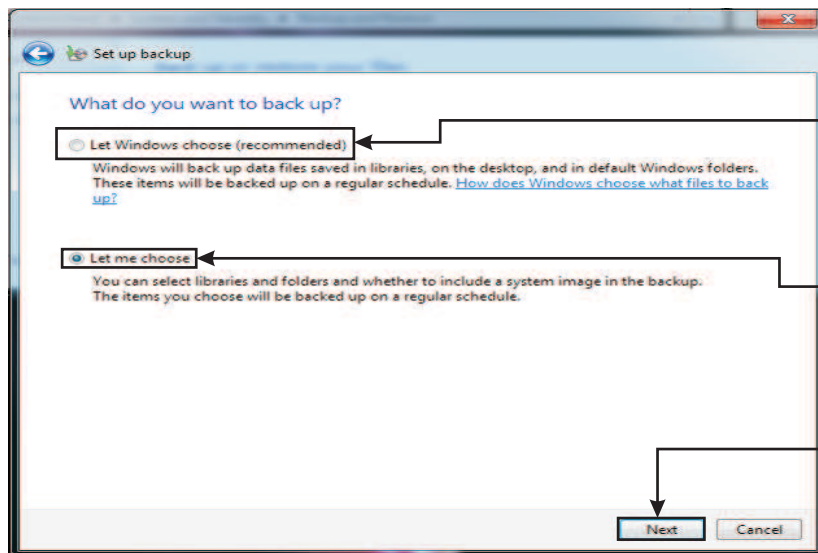
The **Set Up Backup** dialog box appears.

6. Click on the drive where you want to store the backup.

Click on **Save on a network**, for a network backup and then click on **Browse**, click the network folder, and then click on **OK**.



7. Click on **Next**.



The **What Do You want to Back Up?** dialog box appears.

8. Click on the radio button of **Let Windows choose (recommended)**

OR

If you want to specify what to include in the backup, click on **Let me choose**, and then make your selections in the next dialog box.

9. Click on **Next**.

The **What do you want to back up** dialog box appears?

10. If you not want to include a file type in the backup, click on its check box to make it off.

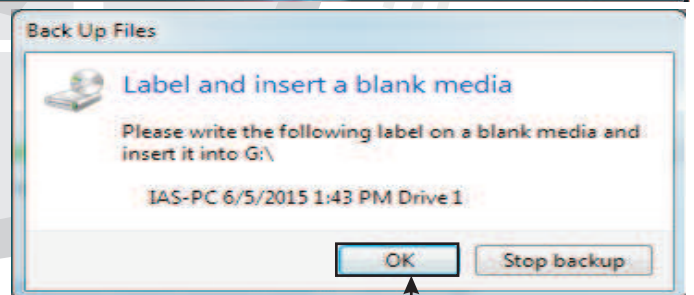
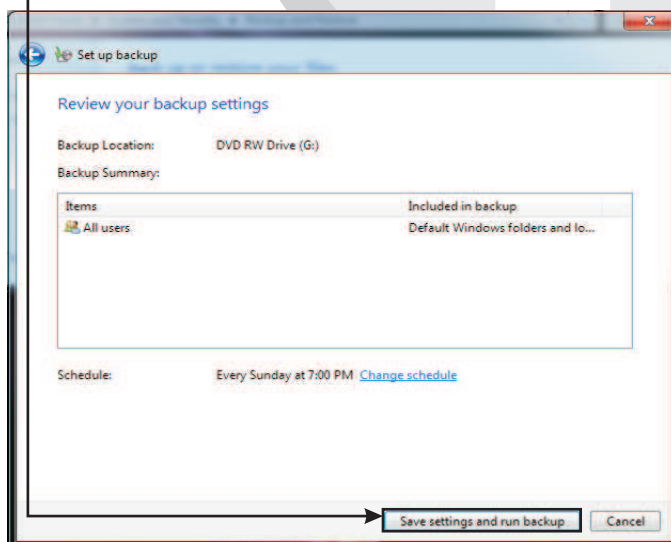
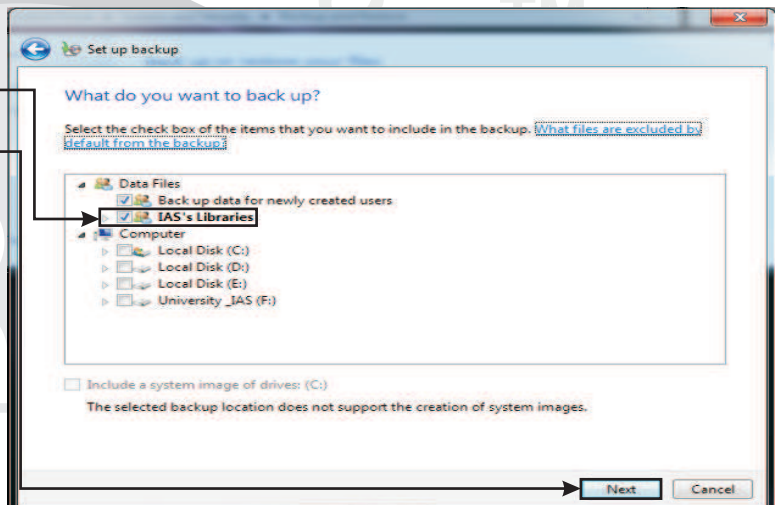
11. Click on **Next**.

The **Review Your Backup Setting** dialog box appears.

12. Click on **Save settings and run backup**.

If you are backing up to a CD or DVD, Windows Backup asks you to insert a blank disk.

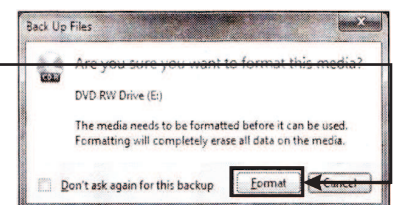
13. Insert a blank disc in the drive.



14. Click on **OK**.

Windows Backup asks if you are sure you want to format the disc.

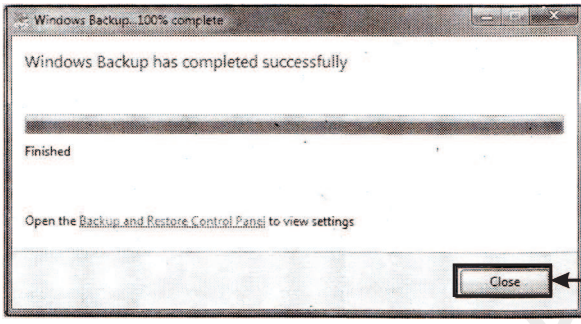
15. Click on **Format**.



Windows Backup formats the disc and resumes the backup.

A progress dialog box appears while the program backs up your documents and settings.

If the medium to which you are backing up is full, a pop-up appears.



16. Remove the full medium, replace it with a new one, and then click on **OK**.

If your backup requires multiple media, you should give each medium a label, such as Backup 1, Backup 2, and so on.

When the backup is done, the **Windows Backup Has Completed Successfully** dialog box appears.

17. Click on **Close**.

UNDERSTANDING DOCUMENTS

Documents are files that you create or edit yourself. Some examples shown here are the basic document types that you can create using the programs that come with Windows 7.

Text Document : In Windows 7, Notepad program is used to create text documents. A text document is one that includes only the characters that you see on your keyboard and contains no special formatting, such as colored text or bold formatting, although you can change the font.

Word Processing Document : In Windows 7, Wordpad program is used to create word processing- or Rich Text Format- documents. A word processing document contains text and other symbols. You can format the text in the Word Processing Document.

Drawing : In Windows 7, Paint program is used to create drawings. A drawing is a digital image you create using special tools that create lines, boxes, polygons, special effects, and freeform shapes.

STARTING WORDPAD

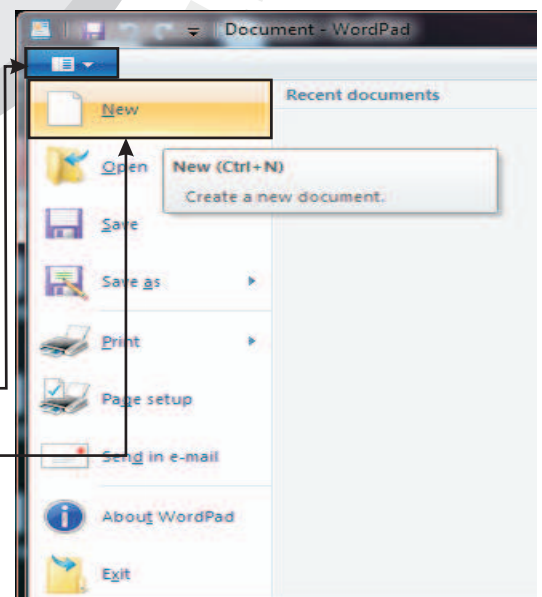
You can open Wordpad program in Windows 7. Windows 7 opens the program and displays it on the desktop.

1. Click on **Start** Button.
2. Click on **All Programs**. A list of the programs appears.
3. Click on **Accessories**. Accessories sub-menu will appear.
4. Click on **Word pad** from Accessories sub-menu. The **Word pad** window will appear.

CREATE A DOCUMENT WITHIN A PROGRAM

1. Click on **Word pad** button. _____
2. Click on **New**. _____

Note : In most of the programs, you can also press **Ctrl + N** to create a new document.



The program creates the new document.

3. Type the text for your document.

When you reach at the end of the line, Wordpad automatically moves the text to the next line. You need to press the **Enter** key form keyboard only when you want to start a new line or paragraph.

PAINT

You can use Paint to transform your mental images into pictures, If you have some artistic skills. It is often referred to as MS-Paint of Microsoft Paint. You can create logos for your business letters, create your own clip art, and even paint pictures for your home or office.

To draw on paper you need pencil, rubber, scale and colors.

To draw on computer, you need MS-PAINT. Paint helps you to draw objects on a computer.

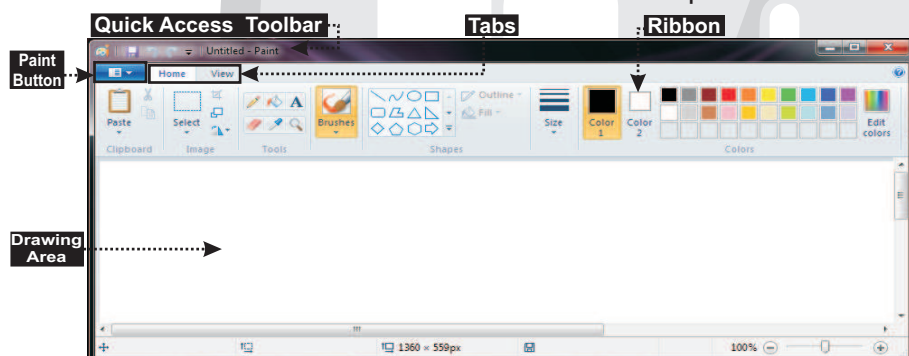
STARTING PAINT

1. Click on **Start** button.
2. Click on **All Programs**.
3. Click on **Accessories**.
4. Click on **Paint**.

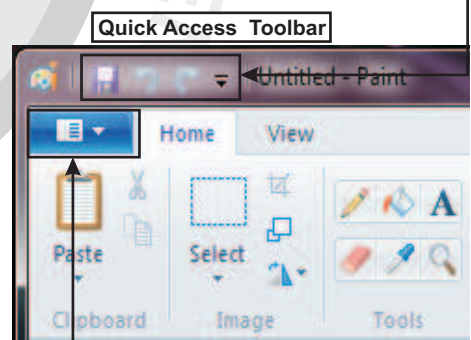
The Paint program will appear on your computer screen.

PAINT ENVIRONMENT

After you open Paint you will see that the interface is completely modified compared to older versions of Paint. Now all the items are on the top side of the window.



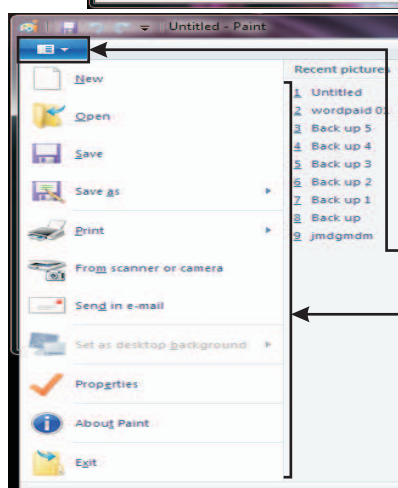
On the title bar, there is a **Quick Access Toolbar** with some of the most important buttons: Save, Undo and Redo.



Under the Quick Access Toolbar there is the main toolbar. The first button on the left side is the **Paint button** which opens up the main menu of Paint.

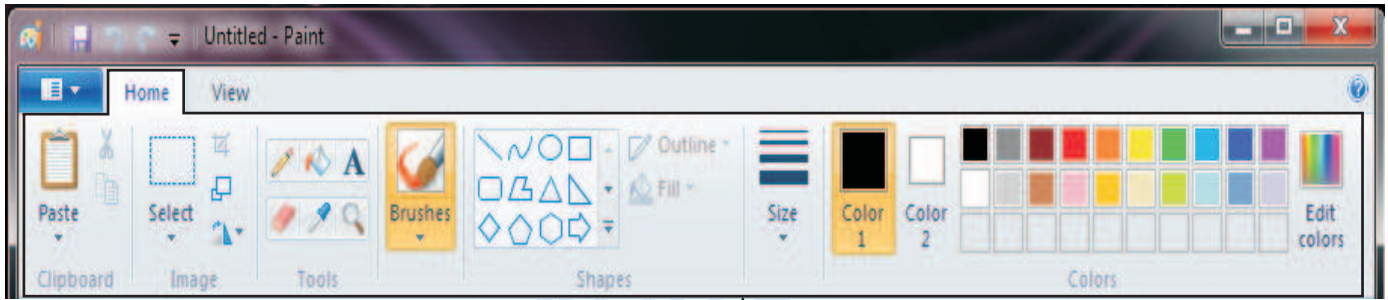
When you click on this button, a menu will appear.

In the menu you can Open a new or existing image, Save an image, Print, Acquire an image from a scanner or camera, Send an image in e-mail, Set as desktop background the current image, see the Properties of the current image and Exit Paint.

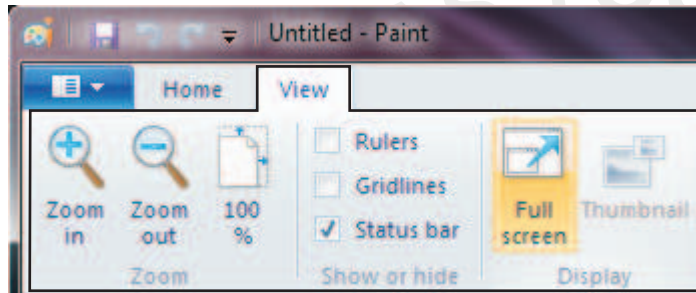


Tabs

Home and **View** are the two tabs in the Paint program.



— In the **Home** tab you will get all the main image editing tools that you will work with.



— In the **View** tab, you can Zoom In/Out or see an image in Full Screen mode. You can also select to show Rulers and Gridlines on an image which can help you align elements in an image.

GAMES EXPLORER

Games included with Windows have been modified to showcase Windows 7's graphics capabilities. Windows 7 comes with Free Cell, Hearts, Minesweeper, Purple Place, Solitaire, and Spider Solitaire.

