

Windows® 7 Introduction

Starting a Program

[Click] a button on the Taskbar, e.g.



Or, for more options:

1. [Click] the Start button  or press .

2. Choose:

- A pinned program
- A recently used program
- A program from ALL PROGRAMS.

Or, in the search box, type the name of a program. Select from the list of results.



Accessories (Calculator, Notepad)

1. [Click]/press Start.
2. [Click] ALL PROGRAMS then ACCESSORIES.
3. Choose the accessory.

Using the Shortcut Menu, Properties

The Shortcut menu displays options specific to an item. To use, [Right Click] (Click with the right button of the mouse) on an item such as the Taskbar or Recycle Bin, then select from the menu.

- To change date/time [Right Click] date/time on Taskbar.
- To change Windows appearance, [Right Click] Desktop then choose PERSONALIZE.
- To show properties of an item (e.g. size of a file/folder), [Right Click] the item then choose PROPERTIES.

Pinning a Program to the Start Menu or Taskbar

Pinned programs always show on the Start menu or Taskbar.

1. [Click]/press Start.
2. [Drag] a program to the pinned list or Taskbar. Or, [Right Click] a program on the Start menu or Taskbar, and choose PIN TO START MENU, or PIN TO TASKBAR.

To re-order pinned items: [Drag] to a new location.

To unpin a program: [Right Click] a pinned program, choose UNPIN FROM START MENU or UNPIN THIS PROGRAM FROM TASKBAR.

Opening Files and Folders

Files (e.g. documents, spreadsheets, pictures) are organized within folders.

- To access your files and folders, [Click]  to start Windows Explorer. Or [Click]/press Start, then DOCUMENTS, PICTURES or MUSIC, or your user name to access all of your files.
- [Double Click] to open the file or folder.
- For a file that can be opened in multiple programs, select the file then [Click] the drop-down of  and select the program.

Using Jump Lists (Recently Used Files, Pinned Files, Common Tasks)

Jump Lists show a program's recently used files, pinned files, and sometimes related tasks.

To use a Jump List:

1. [Drag up] or [Right Click] a taskbar button.
2. [Click] an item in the Jump List to select it. Or
1. [Click]/press Start.
2. [Click]  next to a program, then select an item.

Pinning Files to Jump Lists

Pinned files will always show in a Jump List. To pin, [Drag] a file to a program on the Start Menu or Taskbar.

To pin a recently used file:

1. [Click]/press Start, then  next to a program with recently used files. Or, [Drag up] or [Right Click] a taskbar button.
2. Hover over the recently used file then [Click] . To unpin, repeat steps 1 and 2 and [Click] .

Switching Among Open Windows

Each program opens in a window. Often files (documents, pictures, spreadsheets) also open in separate windows. The Taskbar buttons indicate which programs are open, have multiple windows, or need attention.



To switch among open windows:

- [Click] an open program's Taskbar button. If necessary, select from the list or thumbnails of open windows. To preview a window (Aero*), hover over a thumbnail.
- Hold <Alt> and press <Tab> repeatedly. To preview a window (Aero*), pause while holding <Alt>.
- To switch using Flip 3D (Aero*), hold <Ctrl> and press <Tab> repeatedly.

Moving a Window

[Drag] the window by its title bar (avoiding the buttons).



Resizing a Window

1. [Point] to an edge or corner of a window. The mouse pointer changes to .
2. [Drag] the edge towards the center of the window to make it smaller, or away to make it larger.

To expand a window to full height: [Double Click] on the top or bottom edge or press <Ctrl> - Shift - ↑.

To expand to full height and half the screen width: [Drag] the title bar to one side of the screen and release when the mouse pointer reaches the screen edge. Or, press <Ctrl> - ↑ or <Ctrl> - ↓. With multiple monitors, repeat to move to the second monitor.

Making a Window Large (Maximize)

- [Drag] the title bar to the top edge of the screen.
- [Click] .
- [Double Click] the title bar.
- Press <Ctrl> - F.

When a window is maximized, the Maximize button changes to a Restore Down button .

Restoring to Previous Size:

- [Drag] or [Double Click] the title bar.
- [Click] .
- Press <Ctrl> - F.

Hiding a Window (Minimize)

- [Click] , or press <Ctrl> - ↓, twice if the window is maximized.
 - To minimize all open windows other than the current window, [Click] and hold the title bar then shake the mouse. Or, press <Ctrl> - Home.
 - To minimize all open windows, press <Ctrl> - M.
- A window with a dialog box open cannot be minimized.

To temporarily hide everything except gadgets, and show the desktop:

- Hover over the bottom right Taskbar button (Aero*), or hold <Ctrl> and press <Spacebar>. Shows the Desktop until stop hovering or holding <Ctrl>.
- [Click] the bottom right corner Taskbar button, or press <Ctrl> - D. Shows the Desktop until [Click] Taskbar button or press <Ctrl> - D again.

Closing a Window/Exiting a Program

- [Click] the Close button .
- Press <Alt> - F4.
- Hover over a Taskbar button, then [Click]  while hovering over a thumbnail/list item.

Closing the last window closes a program.

To close all windows and exit a program:

- Choose FILE, EXIT.
- [Right Click] a Taskbar button then choose CLOSE WINDOW / ALL WINDOWS.

Adding Gadgets to the Desktop

Gadgets are small programs such as a Calendar that appear on the Desktop or can be set to appear over all windows.

1. [Right Click] the Desktop and choose GADGETS. Or, [Click]/press Start, CONTROL PANEL then DESKTOP GADGETS (APPEARANCE AND PERSONALIZATION category).
2. [Double Click] on a Gadget.
- To move, hover over the gadget and [Drag] .
- To set options, hover over it and [Click] .
- To have a Gadget always appear on top of windows, [Right Click] and choose ALWAYS ON TOP.
- To make a Gadget transparent, [Right Click] and choose OPACITY 20% to 80%.
- To close a gadget, hover over it and [Click] .

Using the Notification Area (Printing, Security, Sound etc.)

The Notification Area on the right side of the Taskbar shows the status of some programs and system settings. For example:

 Action Center: [Click] to access maintenance messages such as backup setup, or out of date anti-virus. Shows  if urgent.

 Shows only when Windows is printing. To cancel a print job, [Double Click] icon, select the job, press .

 [Click] to adjust volume. To adjust for a specific window that has recently played a sound, [Click] MIXER.

 [Click] to see less used notification icons.

Keyboard Shortcuts

Start Menu	 or Ctrl-Esc
Navigate Taskbar	 F1, arrow keys, Enter to select
Press Taskbar button	 F2, 1, 2, 3, ...
Search	 F
Lock computer	 L
Show Task Manager	Ctrl-Shift-Esc
Show Gadgets	 G
Open Windows Explorer	 E
Rename file/folder	F2
Window Commands	
Cycle through	Alt-Tab
3D Flip through (Aero*)	 Tab
Maximize	 ↑
Maximize height only	 Shift-↑
Snap to Left/Right	 ← / →
Move to other display	 Shift-← / →
Reduce/Minimize	 ↓
Minimize/Restore all but current	 Home
Close	Alt-F4
Show/Hide Desktop	 D
Peek at Desktop (Aero*)	 Spacebar

* Windows. Aero visual features are only available on systems that meet Aero's minimum hardware requirements and are not available in all Windows editions.

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Windows 7 Instruction Manual

Alexander S. White



Windows 7 Instruction Manual:

Microsoft Security Essentials User Manual (Digital Short Cut), e-Pub Michael R. Miller, 2009-11-06 Microsoft Security Essentials User Manual is the unofficial user's manual for Microsoft's new free anti-malware program. It shows users how to use MSE to safeguard your computer from viruses and spyware, how to download and configure MSE, how to manually scan for malware, how to keep the program updated, and how to schedule regular maintenance. Understand the malware threat. Download and install MSE. Configure MSE for your system. Set up automatic scanning. Use real-time protection. Configure advanced options. Update your copy of MSE. Scan your system. Learn how automatic scans differ from custom scans. View your scanning history and eliminate threat.

TuneCrack - User's Manual (v1.01) F. Rudin, 2015-10-07 TuneCrack stands for Crack the tuning problem. Learn to tune instruments precisely. The importance of tuning is often underestimated. However, tuning is a necessary step for every performance. TuneCrack has exercises to improve your listening skill and your pitch transfer skill. Your listening skill is trained with the Precision Listening Method. Your task is to solve ever more challenging questions until a precision to the cent. Your transfer skill is trained with the Pitch Keeper Method. First, the program introduces you to your personal Absolute Pitch Point. With appropriate exercises and feedback, you learn how to take over a pitch and keep the sound in your mind for an ever lengthier time period. Transferring a pitch and keeping it in your mind is an important step in understanding the musical center of a piece. Since humans can only express pitch by singing, the program listens to you and gives you feedback based on your singing. A colored pitch line shows if you are too low, too high, or on target. The program tracks your progress and lets you see the statistics in graphical form. Thus, your weak and strong points get visible. Eliminate weak points by training. Build upon and extend your strong points. With your strong points, start building an absolute pitch repertoire.

Tutorial Guide to AutoCAD 2013 Shawna Lockhart, 2012-05-23 A Tutorial Guide to AutoCAD 2013 provides a step-by-step introduction to AutoCAD with commands presented in the context of each tutorial. In fifteen clear and comprehensive chapters, author Shawna Lockhart guides readers through all the important commands and techniques in AutoCAD 2013, from 2D drawing to solid modeling and finally finishing with rendering. In each lesson, the author provides step-by-step instructions with frequent illustrations showing exactly what appears on the AutoCAD screen. Later, individual steps are no longer provided, and readers are asked to apply what they've learned by completing sequences on their own. A carefully developed pedagogy reinforces this cumulative learning approach and supports readers in becoming skilled AutoCAD users. A Tutorial Guide to AutoCAD 2013 begins with three Getting Started chapters that include information to get readers of all levels prepared for the tutorials. The author includes tips that offer suggestions and warnings as you progress through the tutorials. Key Terms and Key Commands are listed at the end of each chapter to recap important topics and commands learned in each tutorial. Also, a glossary of terms and Commands Summary lists the key commands used in the tutorials. Each chapter concludes with end-of-chapter problems providing challenges to a range of abilities in mechanical

electrical and civil engineering as well as architectural problems *Listening Ear Trainer - User's Manual* F. Rudin,

Windows 7: The Missing Manual David Pogue, 2010-03-19 In early reviews geeks raved about Windows 7 But if you're an ordinary mortal learning what this new system is all about will be challenging Fear not David Pogue's Windows 7 The Missing Manual comes to the rescue Like its predecessors this book illuminates its subject with reader friendly insight plenty of wit and hardnosed objectivity for beginners as well as veteran PC users Windows 7 fixes many of Vista's most painful shortcomings It's speedier has fewer intrusive and nagging screens and is more compatible with peripherals Plus Windows 7 introduces a slew of new features including better organization tools easier WiFi connections and home networking setup and even touchscreen computing for those lucky enough to own the latest hardware With this book you'll learn how to Navigate the desktop including the fast and powerful search function Take advantage of Windows' apps and gadgets and tap into 40 free programs Breeze the Web with Internet Explorer 8 and learn the email chat and videoconferencing programs Record TV and radio display photos play music and record any of these to DVD using the Media Center Use your printer fax laptop tablet PC or smartphone with Windows 7 Beef up your system and back up your files Collaborate and share documents and other files by setting up a workgroup network *Listening Ear Trainer - User's Manual (v1.06)* F. Rudin, To train your

ear one must learn to distinguish sounds Acquiring Perfect Pitch requires in addition to remember pitches In early childhood we collect the vast part of our relevant sound memory by imitating the sounds with our vocal cords However our brain doesn't stop there At a later age we can still learn a new foreign language Three new methods to acquire Absolute Pitch and Relative Pitch supported by software feedback are presented in this book The first method the Singing Funnel method lets you acquire Absolute Pitch like a foreign language The second method the Octave Anchor Pitch method helps you to orientate yourself in the pitch realm The last method the Interval Overtone method improves your interval hearing

Absolute Beginner's Guide to Computer Basics Michael Miller, 2010 Everything casual users need to know to get the most out of their new Windows 7 PCs software and the Internet including Facebook Craigslist Twitter and Wikipedia ,

Building a Windows 8 Home Server Terry Walsh, 2013-01-16 Building a Windows 8 Home Server Step by Step is We Got Served's essential guide to Microsoft's reimagined Windows operating system with a twist Whether you're new to the world of home servers thinking about upgrading from Windows Home Server or swapping your Network Attached Storage device for a real computer this 360 page eBook will help you build install and configure Windows 8 for home server use Written by Microsoft Windows Home Server MVP and We Got Served Editor Terry Walsh Building a Windows 8 Home Server Step by Step walks you step by step through your Windows 8 home server setup illustrated with hundreds of detailed full colour screenshots From selecting hardware components building your own home server PC through installation set up and usage Building a Windows 8 Home Server Step by Step brings to life the most relevant new features of Windows 8 helping you build your home network around a Windows 8 PC Detailed walkthroughs include a deep dive into Microsoft's all new Storage

Spaces feature the successor to Windows Home Server Drive Extender File History and data backup options configuring user accounts homegroups and shared folders navigating the brand new and more than a little quirky Windows 8 Start Screen and Apps configuring Remote Access and in home mobile media streaming and much more Finally for Windows Home Server enthusiasts there s a bonus chapter on converging Windows Home Server 2011 client backup and remote access with Windows 8 bringing together the best of both worlds Building a Windows 8 Home Server Step by Step chapters include Introduction Windows 8 Home Server Hardware Building Your Windows 8 Home Server Configuring Your UEFI Motherboard Installing Windows 8 A Lap Around the Windows 8 Desktop Erm Desktops Windows 8 Storage and Storage Spaces Managing User Accounts and Family Safety Homegroups and Shared Folders File History Backup and Data Recovery Windows 8 Media Streaming and Play To Remote Access Remote Media Streaming and the SkyDrive Cloud Running Windows Home Server as a Virtual Machine in Windows 8 Photographer's Guide to the Panasonic Lumix LX3 Alexander S. White,2010-07-12

Photographer s Guide to the Panasonic Lumix LX3 Getting the Most from Panasonic s Versatile Digital Camera is a follow up to the author s well received guide to a very similar camera the Leica D Lux 4 This new guidebook covers all features and operations of the LX3 one of the most highly esteemed compact digital cameras of recent years In 232 pages with numerous color photographs and illustrations the book explains in plain language how to achieve the best possible results taking pictures with the automatic or manual controls of the LX3 Although much of the information in this book is similar to that in the earlier book about the Leica D Lux 4 camera this new volume is updated to include several new features that were added to both cameras when their internal firmware operating system was upgraded to version 2 0 These new features include white balance bracketing 1 1 aspect ratio lens resume and several others Therefore the book will be useful to users of the latest versions of both the Panasonic Lumix LX3 and the Leica D Lux 4 *The Complete Guide to Sony's Alpha 560 and 580 Digital SLR Cameras* , CASP: CompTIA Advanced Security Practitioner Study Guide Authorized Courseware Michael Gregg,Billy Haines,2012-02-16 Get Prepared for CompTIA Advanced Security Practitioner CASP Exam Targeting security professionals who either have their CompTIA Security certification or are looking to achieve a more advanced security certification this CompTIA Authorized study guide is focused on the new CompTIA Advanced Security Practitioner CASP Exam CAS 001 Veteran IT security expert and author Michael Gregg details the technical knowledge and skills you need to conceptualize design and engineer secure solutions across complex enterprise environments He prepares you for aspects of the certification test that assess how well you apply critical thinking and judgment across a broad spectrum of security disciplines Featuring clear and concise information on crucial security topics this study guide includes examples and insights drawn from real world experience to help you not only prepare for the exam but also your career You will get complete coverage of exam objectives for all topic areas including Securing Enterprise level Infrastructures Conducting Risk Management Assessment Implementing Security Policies and Procedures Researching and Analyzing Industry Trends

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Networking All-in-One For Dummies Doug Lowe,2010-09-29 The ultimate reference guide for network administrators Network administrators now have a single convenient place to turn for all the information they need Networking All in One For Dummies 4th Edition is like ten books in one covering such topics as networking basics network security setting up TCP IP and connecting to the Internet handling mobile devices and much more This valuable book covers all the newest updates and trends including Windows 7 and Windows Server 2008 R2 A single source reference for network administrators Includes ten minibooks Networking Basics Building a Network Network Administration and Security TCP IP and the Internet Wireless Networking Telecom Convergence and Mobile Devices Windows Server 2008 Reference Using Other Windows Servers Linux Networking Reference and Appendices Explores the latest technologies in broadband storage and back up Delves into new trends in networking and includes the latest Windows Server 2008 R2 and Windows 7 updates System administrators will want to keep this practical all in one guide within reach **Soil Physics** Manoj K. Shukla,2023-06-14 Designed for undergraduate and graduate students interested in learning basic soil physics and its application to environment soil health water quality and productivity this book provides readers with a clear coverage of the basic principles of water and solute transport through vadose zone the theory behind transport and step by step guidance on how to use current computer models in the public domain along with soil erosion and contaminant remediation Students will develop a deeper understanding of the fundamental processes within the soil profile that control water infiltration redistribution evapotranspiration drainage and erosion The updated second edition features one new chapter highlighting new problems new computer models and remediation Features Serves as the most up to date textbook on soil physics available Includes one new chapter and many new numerical examples Offers mathematical descriptions supported by simplified explanations Provides case studies and step by step guidance on how to use public domain computer models Covers all principles and processes in an easy to understand format with numerous illustrations and sample problems Students studying in the fields of Soil Science Environment Science Natural Resources Agriculture Engineering Civil Engineering Environmental Engineering Range Sciences Horticulture Crop Sciences and Forestry will find this book provides a solid foundation for their studies Professionals researchers academicians and companies working in fields related to Environmental Science Soil Physics Hydrology and Irrigation will find this book is a great reference tool as it is the most up to date in its field **Inside the Dark Web** Erdal Ozkaya,Rafiqul Islam,2019-06-19 Inside the Dark Web provides a broad overview of emerging digital

threats and computer crimes with an emphasis on cyberstalking hacktivism fraud and identity theft and attacks on critical infrastructure The book also analyzes the online underground economy and digital currencies and cybercrime on the dark web The book further explores how dark web crimes are conducted on the surface web in new mediums such as the Internet of Things IoT and peer to peer file sharing systems as well as dark web forensics and mitigating techniques This book starts with the fundamentals of the dark web along with explaining its threat landscape The book then introduces the Tor browser which is used to access the dark web ecosystem The book continues to take a deep dive into cybersecurity criminal activities in the dark net and analyzes the malpractices used to secure your system Furthermore the book digs deeper into the forensics of dark web web content analysis threat intelligence IoT crypto market and cryptocurrencies This book is a comprehensive guide for those who want to understand the dark web quickly After reading *Inside the Dark Web* you will understand The core concepts of the dark web The different theoretical and cross disciplinary approaches of the dark web and its evolution in the context of emerging crime threats The forms of cybercriminal activity through the dark web and the technological and social engineering methods used to undertake such crimes The behavior and role of offenders and victims in the dark web and analyze and assess the impact of cybercrime and the effectiveness of their mitigating techniques on the various domains How to mitigate cyberattacks happening through the dark web The dark web ecosystem with cutting edge areas like IoT forensics and threat intelligence and so on The dark web related research and applications and up to date on the latest technologies and research findings in this area For all present and aspiring cybersecurity professionals who want to upgrade their skills by understanding the concepts of the dark web *Inside the Dark Web* is their one stop guide to understanding the dark web and building a cybersecurity plan

Robot Adventures in Python and C Thomas

Bräunl,2020-06-11 In this book the author stresses software as the most important topic in modern robotics In particular the book concentrates on software for mobile robots and the author demonstrates how inexpensive solutions can be constructed by mounting Raspberry Pi controllers and cameras onto model cars or other simple mechanical drive systems He introduces EyeSim VR a freely available system that can realistically simulate driving swimming diving and walking robots The emphasis throughout is on algorithm development and all software assignments can run on real robot hardware as well as on the simulation system presented The book is suitable for undergraduate and graduate courses in artificial intelligence and robotics and also for self study by practitioners All software used in this book including all example programs can be freely downloaded online with native applications for MacOS Windows Linux and Raspberry Pi

Network Your Computer & Devices Step by Step Ciprian Rusen,2010-12-23 Teach yourself how to use the networking features in Windows 7 to connect your home computers even if they use different operating systems With *Step by Step* you set the pace building and practicing the skills you need just when you need them Network your Windows 7 based PCs and set up security Add a Mac or Linux based computer Share printers devices and files with everyone in your home Stream media over your network or to a remote

PC Tweak your network and sharing settings Troubleshoot problems and perform easy maintenance Your Step by Step digital content includes Fully searchable online edition of this book with unlimited access on the Web **Computer Basics - Absolute Beginner's Guide** Michael Miller,2014 Guides beginning users through basic PC operations in Microsoft Windows demonstrating such tasks as personalizing Windows 8 1 connecting to the Internet using social networks working with apps playing music and performing routine maintenance **OpenJDK Cookbook** Alex Kasko,Stanislav Kobylanskiy,Alexey Mironchenko,2015-01-30 If you are an experienced Java developer using Java 7 platform and want to get your grips on OpenJDK for Java development this is the book for you JDK users who wish to migrate to OpenJDK will find this book very useful

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web nov 18 2023 to tease someone means to laugh at them or make jokes about them in order to embarrass annoy or upset them you must be expecting a young man she teased american english tease 'tiz

tease definition meaning britannica dictionary - Jan 14 2023

web britannica dictionary definition of tease 1 to laugh at and criticize someone in a way that is either friendly and playful or cruel and unkind object he and his wife enjoy teasing each other about their different tastes in music the other children teased her because she was wearing braces

tease definition of tease by the free dictionary - May 18 2023

web tease ti:z vb 1 to annoy someone by deliberately offering something with the intention of delaying or withdrawing the offer 2 to arouse sexual desire in someone with no intention of satisfying it 3 to vex someone maliciously or playfully esp by ridicule 4

tease english meaning cambridge dictionary - Oct 23 2023

web to intentionally annoy a person or animal by saying something that is not true or pretending to do something often in a playful way t don t tease the dog by showing her the treat

tease wordreference com dictionary of english - Jul 20 2023

web tease ti:z v teased teas ing n v to irritate bother or anger someone or an animal with jokes playful words or actions or other annoyances object she teased me about

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web tease definition to irritate or provoke with persistent petty distractions trifling jests or other annoyances often in a

playful way see examples of tease used in a sentence

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web 2 days ago to tease someone means to laugh at them or make jokes about them in order to embarrass annoy or upset them you must be expecting a young man she teased american english tease 'tiz

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