Windows 7 Brown Bag

Presented by Lisa Díaz
and Sara Tate
Overview - What we’ll cover

- Exploring the new desktop interface
- Using the Windows key for additional shortcuts
- Utilizing the Taskbar and Jump Lists
- Navigating Windows Explorer
- Organizing files and folders with Libraries
- Searching for files, folders, and programs from the Start menu
- Adding a printer
- Capturing screenshots with the Snipping Tool
- Additional resources
1. **Start orb**: Provides a menu of items and programs
2. **Instant Search Box**: Find a file, folder, or program
3. **All Programs**: Lists programs on your computer.
4. **Left Side of the Start Menu**: Displays pinned programs and most recently used programs.
5. **Right Side of the Start Menu**: Displays personal files as well as Control Panel
6. **Shutdown Options**: Shut down, restart, or log off your computer.
7. **Windows Taskbar**: Open programs and pinned programs appear here.
8. **Notification Area and Show Desktop Sliver**: Displays clock and important messages from programs; Sliver displays the desktop.
What is the Aero desktop?

The Aero desktop experience features a translucent window glass design and introduces new ways to get around your desktop. For example, the Aero desktop experience includes taskbar previews for your open windows.
What are some new features?

- **Aero Snap**: Dragging a window to the either side of the desktop causes it to fill that half of the screen.
- **Aero Shake**: Shaking a window lets you focus on a single window while minimizing the others.
- **Aero Peek**: Hovering over a taskbar thumbnail shows a preview of the entire desktop.
**Keystroke Shortcuts – Window Management**

- **Show/Hide desktop**: `Windows + D`
- **Maximize Window**: `Windows + ↑`
- **Minimize Window**: `Windows + ↓`
- **Snap to the left**: `Windows + ←`
- **Snap to the right**: `Windows + →`
**Keystroke Shortcuts** - General

- **Start menu**
  - Press `Windows` key

- **Computer** + E
  - Press `Windows` key + E

- **Create New Folder** + Shift + N
  - Press `Windows` key + Shift + N

- **Lock Computer** + L
  - Press `Windows` key + L

- **Zoom In** + +
  - Press `Windows` key + +

- **Zoom Out** + -
  - Press `Windows` key + -
**Taskbar and Jump Lists**

- **What is a Jump List?**

  Jump Lists are new to Windows 7, and take you to the documents, pictures, or websites you access each day. What you see on the Jump List depends entirely on the program.
How can I access a Jump List?

Jump Lists are also accessible from pinned programs on the Start Menu. These are the same lists that would appear if pinned to the taskbar.
**LIBRARIES**

- **What are Libraries?**

Libraries make it easier to find, work with, and organize files scattered across your PC or network. A library brings your files together in one place – no matter where it’s actually stored.
SEARCH WITH THE START MENU

- Click **Start** and type the name of a program, file, or folder. The search results are displayed in the Start menu.
- Click **See more results** to open an extended search within Windows Explorer.
ADDING A NETWORK PRINTER

- Click **Start** and click to select **Devices and Printers**.
- Click **Add a printer**.
- Click to select **Add a network, wireless or Bluetooth printer**.
- For detailed instructions visit the [AIMS Training Resources page](#).
Snipping Tool can take a snapshot of all or part of your screen.
**FURTHER RESOURCES**

- **AIMS Windows 7 Quick Start Guide**
- **AIMS Training Site:**
- **Microsoft Support:**
  - [support.microsoft.com/ph/14019](https://support.microsoft.com/ph/14019)
- **Lynda.com**
QUESTIONS

Thank you for your time!