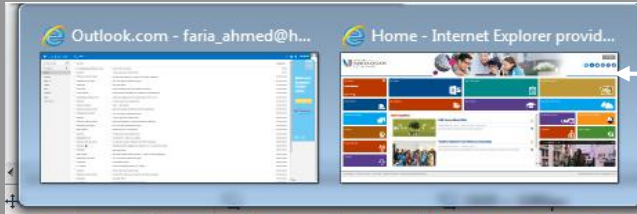


Windows 7 Tip sheet

Windows Taskbar – There are some key changes to the taskbar at the bottom of your desktop.



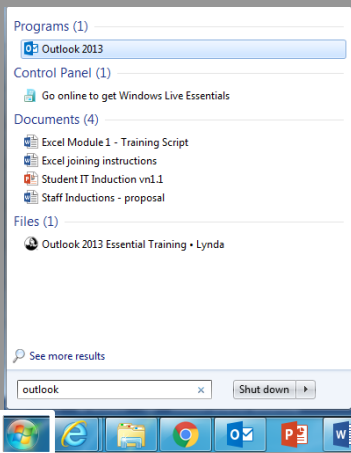
Window preview:
Point to the program icon in the taskbar. Click a preview thumbnail to view the window.

Start button/globe:
Opens the Start menu

Program icon: Click to open the program.
Rearrange icons by clicking and dragging

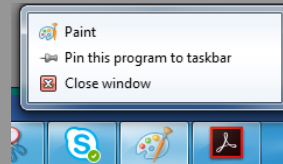
Notification area: The Action centre, clock and other systems icons are located here

Start Menu – This is displayed when you click the Start globe to the left of the taskbar.



To Search for a file or program on your Computer: Click the Start button, or press **Windows** on your keyboard. Enter the key word for the file or programme. The results are displayed in the Start menu.

Pin a program to the Task bar – to provide quick access to the program on the taskbar.



To pin a program to the Taskbar:
Right mouse click the program icon on the taskbar and select Pin this program to the taskbar in the shortcut menu.

Windows Explorer is accessed directly from the taskbar – click the Windows Explorer button

Address bar: Displays the location of the folder that is currently open

Title bar: Click and drag to move the window

Search Box: Enter key words to search this folder

Toolbar: Displays buttons and menus for commonly used commands

Navigation pane: Provides quick navigation to folders and files

Details pane: Displays details about selected files

Aero – this allows you to peek through and manipulate windows.

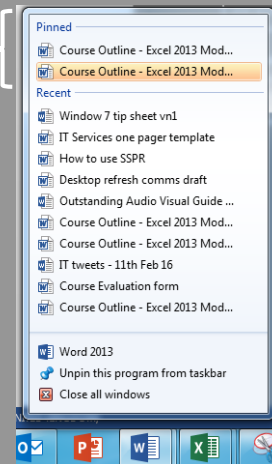


Aero peek makes open windows invisible so that you can view the gadgets and icons on the desktop.

- **To see through windows with Aero Peek:** Point to the Show Desktop button at the end of the task bar or press + Space on your keyboard.
- **To view open windows with Aero Peek:** Point to the program icon on the task bar, then click the preview thumbnail of the window.
- **To minimise other windows with Aero Shake:** Click and shake the title bar from side to side.
- **To compare windows side to side with Aero Snap:** Click and drag one window by the title bar to the right side of the screen and the other window to the left.
- **To maximise an open window with Aero Snap:** Click and drag the window's title bar to the top of the screen or drag the bottom border to the taskbar.

Jump Lists are shortcuts to files and commands that a program uses frequently.

Items at the top of the list are **inned** to the program's jump list.



The frequent/recent section displays recently opened files or pages that have been frequently used.

- Items that appear in jump lists depends on the program selected.
- **To view the Jump List:** Right click the program icon on the taskbar or click the list arrow next to the program name in the Start menu.
- **To pin an item to the Jump List:** Display a program jump list, then right mouse click the appropriate item and select Pint to List or click the Pin to list button .
- **To remove an item from the Jump List:** Right mouse click a Jump List item and select Remove from this list in the short cut menu.

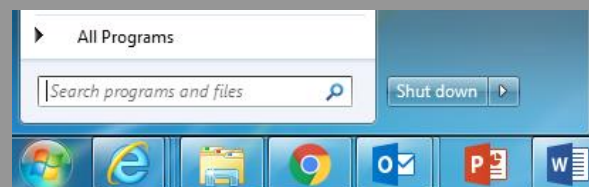
Gadgets- mini programs that provide you with information at a glance.

- **To add gadgets to the desktop:** Right mouse click the desk top and select Gadgets from the short cut menu. Double click the gadget to add.
- **To view gadgets:** Press + G. The gadgets appear in front of all windows.
- **To remove a gadget from the desktop:** Point towards the gadget icon and click the **Close** button that appears.

Keyboard Shortcuts

- Displays the Start menu
- + E – My Computer
- + Shift + N – Create a new folder
- ++ - Zoom
- + Space – Peek at the desktop
- + D – Show/Hide desktop
- + M – Minimise all windows
- + Home – Minimise all other windows
- + ↑ - Maximise
- + ↓ - Minimise/Restore

Shut Down your PC



To shut down your PC, click the **Start** button and click **Shut Down**.