Introduction to Windows 7

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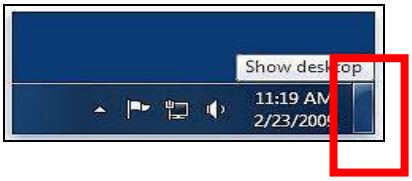
Windows 7 Taskbar

You can do so much more from the Windows 7 taskbar. Windows 7's taskbar is greatly improved in two ways. First, you can pin programs to it indefinitely for easy quick launch. Second, on a crowded desktop covered with windows, using the new Aero Peek feature, you can preview individual windows from grouped taskbar applications, and even close documents from the thumbnails themselves. Hold your mouse over the thumbnail to see an even larger view of the file. You can also rearrange and organize buttons on the taskbar, including pinned programs and running programs that aren't pinned, so they appear in the order you prefer. To rearrange the order of buttons on the taskbar, drag a button from its current position to a different position on the taskbar & as often as you like.

Show Desktop

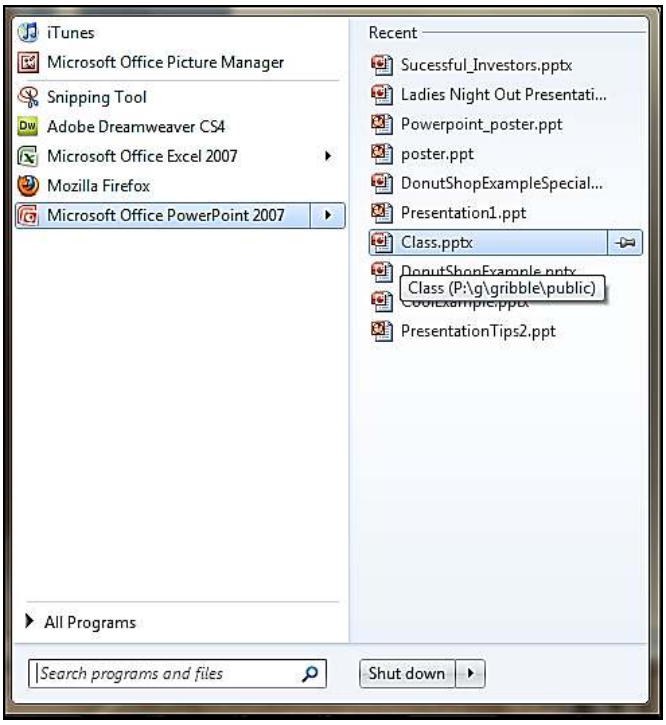
Show desktop on far right corner, but you don't need to click, just put your mouse over it. If you want to keep the desktop & minimize the files, just click it.



Start Menu

In Windows 7, you have much more control over the programs and files that appear on the Start menu. The Start menu is essentially a blank slate that you can organize and customize to suit your preferences. Find a program you want to add & right mouse click & choose add to start menu.

Click on the Start button on left bottom corner.
The Start menu list will appear & if you hold your mouse over the program you will see a list of recently opened files used by that program on the right. This also shows the location that file was saved to.



Shake

Shake one window to make the others disappear. You can instantly snap your windows to size, and clear the desktop in one motion.
As widescreen monitors become more common, easier side-by-side window management and Windows 7 has it built in. The new Aero Shake feature lets you clear the desktop of all background windows by grabbing the top bar of the active window and moving it back and forth quickly.

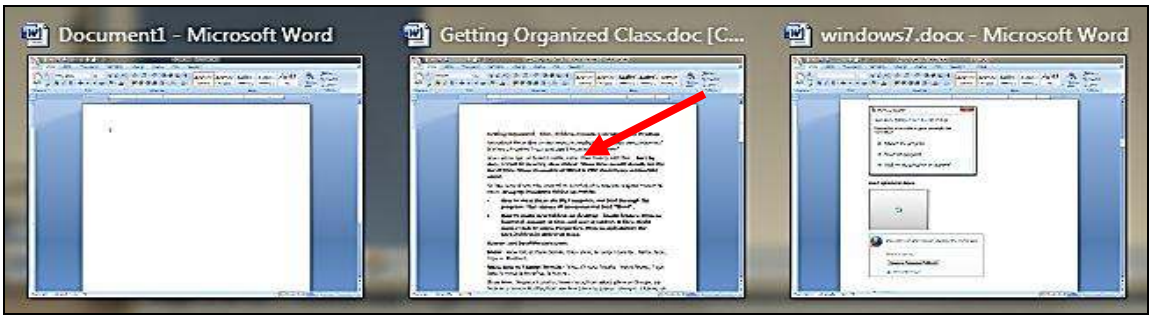
Pin

Pin your favorite programs right to your taskbar. Pinning programs to the taskbar complements pinning programs to the Start menu, like in earlier versions of Windows. When you pin a favorite program to the taskbar, you can always see it there and easily access it with a single click. Windows 7 also includes Jump Lists, so that in addition to launching a program from the taskbar, you can now launch favorite and recent items from that program, just by clicking the same button. You can also move these around to be in the order you want.

Jump Lists

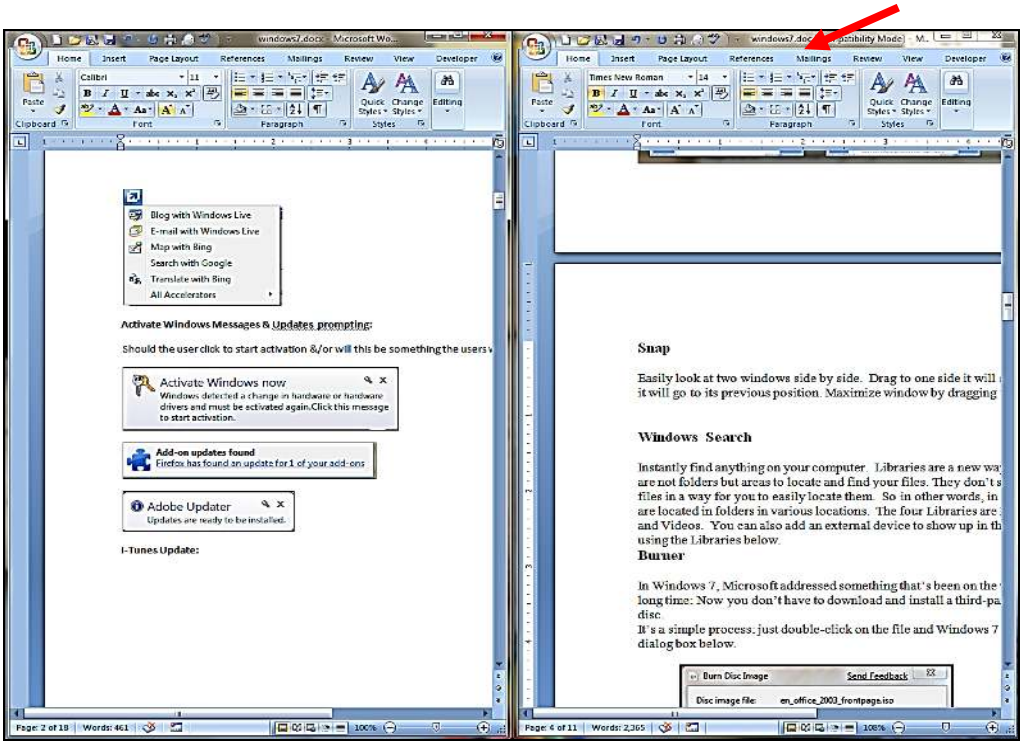
Jump Lists are lists of recently or frequently opened items, such as files, folders, tasks, or websites, organized by the program that you use to open them. In addition to being able to open recent items using a Jump List, you can also pin favorite items to a Jump List so you can quickly get to the items that you use every day.

On the taskbar, Jump Lists appear for programs that you've pinned to the taskbar and programs that are currently running. You can view the Jump List for a program by right-clicking the taskbar button, or by dragging the button toward the desktop. You open items from the Jump List by clicking on them.



Snap

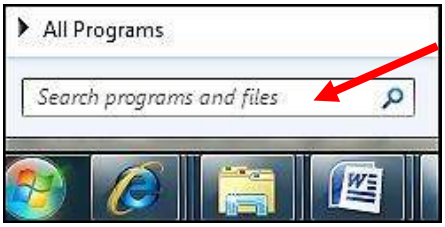
Easily look at two windows side by side. Drag to one side it will snap into place. Drag back and it will go to its previous position. Maximize window by double clicking on the top bar.



Windows Search

Instantly find anything on your computer. Click on the Start button on left bottom corner.

Click into the **Search programs and files** area & start typing in the dialog box.



The list will start to appear as you type as shown below:

Library *(the new My Documents area & more)*

Libraries are a new way to see your files. Libraries are not folders but areas to locate and find your files. They don't store your files but gather the files in a way for you to easily locate them. So in other words, in the library are your files that are located in folders in various locations. The four Libraries are Documents, Music, Pictures and Videos. You can also add an external device to show up in the Libraries.

Click on the **Library** Icon found on your taskbar.

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