Navigating Windows Vista/Windows 7

**Desktop**
When you start Windows, the large area you see is called the Desktop. The Desktop is the opening screen. Every application you open, which opens in its own windows, sits on the Desktop. Sometimes application windows are maximized and you can’t see the Desktop in the background, but just know it is always there. You can customize the Desktop by adding shortcuts to your favorite programs, documents, Web pages, and printers.

**Start Menu**
At the bottom of your screen in the lower left corner is the Start menu. The Start menu is made up of a “pinned” items list, a recently used programs list, an All Programs menu, a search box, and links to common Windows tools in the right panel.

**Tip:** The Start menu is always visible when Windows is running.

**Tip:** You can also open the Start menu by pressing Ctrl-Esc on the keyboard.

**Opening Programs**
Open Programs in Windows by selecting it from the All Programs menu, initiating a search for the program name in the Search field, or clicking on a shortcut for the program.

**Tip:** when the search field is used, it will display programs, files, and email communications that match the search criteria.
**Taskbar**
The Taskbar, in most cases, is located at the bottom of your Desktop. When you open a program, document, or window, a button appears on the taskbar. Click on the taskbar button to quickly switch between the windows you have open.

**Tip:** Vista: Switch between open windows in Vista by selecting the Windows button, located in the lower left row of your key board + the TAB button to switch between open windows.

**Tip:** you can still use ALT + TAB to switch between open windows.

**Icons on the Desktop**
Desktops are customizable so the icons you see on the Desktop in the training room may be slightly different than what you have set up on your computer in your personal workspace.

**Tip:** When installing a Windows operating system for the first time on a computer some of the common icons on the desktop such as (My) Computer, Recycle Bin, (My) Network Places, (My) Documents folder will not show up by default and will need to manually added.

Using Windows, select the Start Menu button and right-click with the mouse on a menu item such as Word 2007 and choose Send To, Desktop (create shortcut).

**Computer**
Using (My)Computer is one of the quickest ways to access and manage folders (directories), files and other objects on your computer. You can perform many maintenance tasks from here such as copying/moving files, creating folders, creating shortcuts, etc.

**Network Places**
The Network Places icon will appear on your Desktop if you’re connected to a network. This used to be called Network Neighborhood in Windows 98. My Network Places will let you connect to other networks and printers for which you have granted access.

**Recycle Bin**
Windows has a folder called the Recycle Bin where deleted files from the **C: drive** are temporarily stored. The Recycle Bin empties on a rolling basis with the oldest files in the Recycle Bin actually being removed for more recently deleted files. You can restore files from the Recycle Bin if you change your mind or accidentally delete a file. You’ll see more about how to use the Recycle Bin later.
**Miscellaneous Icons**

Any other icons displayed on your Desktop were probably added by your Network Administrator as a shortcut to files, web pages, and programs that you access frequently.
Windows Sidebar and Gadgets
The Windows Sidebar is an area of the desktop where you can store gadgets. Gadgets are small programs you can use to access information.

For instance, gadgets let you look up contacts, check the current weather, see how your computer is performing, or view pictures as a slide show.

Windows comes with some gadgets, and you can find many more online. When you first start Windows, the Sidebar will include the clock, picture slide show, and feed headlines gadgets. These gadgets let you see the time, view your pictures as a slide show, and see new stories posted to your favorite Web sites.

Display the Sidebar
One way to display the sidebar is to search for "sidebar" in the Start Menu.

Or right-click the mouse on the desktop and select Gadgets

Sidebar Properties
Right-click the mouse on the sidebar to display its properties.

Tip: Select the checkbox Start Sidebar when Windows starts if you want to see the sidebar on your desktop at start up.

Tip: The Sidebar icon is located in the Control Panel under Desktop Gadgets

Create a Toolbar on your Desktop
Create a custom Toolbar on your desktop and put key files and programs in it for easy access. Start by creating a folder. Right click your mouse on the desktop and choose New, Folder, and give it a unique name.

Right-click the mouse in the Taskbar and choose Toolbars, New Toolbars. Browse and select the folder created above. The new toolbar will display in the Taskbar.

**Tip:** close the toolbar by right-clicking the mouse in the taskbar and selecting Close Toolbar.

**Tip:** open the toolbar by positing the cursor in the taskbar, right-clicking the mouse and selecting the toolbar menu item.

### How to Pin an item to the Start Menu

Pinning an item to the Start Menu is a simple process. Start by selecting the Start button, All Programs, and navigate to the program that you would like to pin to the start menu. Right-click with the mouse on the program and select Pin to Start Menu from the context sensitive menu.

Remove a pinned item from the Start Menu by right-clicking with the mouse on the pinned item and selecting, Unpin from Start menu.

### Taskbar

The Taskbar displays a button for all open programs and windows. To switch between programs, click on the appropriate button on the Taskbar. You can also switch between open windows by using the Alt-Tab keystrokes as in earlier versions of Windows. Additionally, clicking on an open window will make that window become active.

**Tip:** If you can’t see the full name of a document on the Taskbar, pause over the button and the full document name will appear in a tool tip box. Hovering over the time in the systems tray will display the current day and date.
Customizing Taskbar Settings

The Taskbar has a few properties that can be modified as long as the Taskbar is unlocked. The default state of the taskbar is set to be locked. Unlock the Taskbar by right-clicking with the mouse on the taskbar and choosing Lock the Taskbar (this is a toggle on/toggle off type feature).

Once the Taskbar is unlocked, access the Taskbar properties by right-clicking with the mouse on the Taskbar and choosing Properties.

- **Lock the taskbar** – when selected this feature will lock the Taskbar so that nothing can be modified in relation to the Taskbar properties.
- **Auto-hide the taskbar** – when selected this feature will hide the Taskbar. Mouse over the Taskbar area to have the Taskbar reappear or disappear.
- **Keep the taskbar on top of other windows** – when selected this feature will restrict any maximized window from covering the Taskbar.
- **Group similar taskbar buttons** – when selected this feature will recognize when more than one window is open within the same application and group all open windows within one button on the Taskbar.
- **Show Quick Launch** – when selected this feature will display the Quick Launch area of the toolbar for quick and easy access to frequently used programs. This field is customizable by the end user.

- **Switch to the Notification Area customize button** to set properties for the system tray (clock and inactive icons) the clock – when selected this feature will display the system clock in the system tray that is located on the far right side of the Taskbar.

- **Hide inactive icons** – when selected this feature will always hide icons of selected programs that are running in the background or hide inactive icons. Press the Customize button to select the proper settings for the different programs you have running on your computer.
Other Taskbar Properties

As long as the Taskbar is unlocked it can be moved around on the desktop or resized.

- Resize the Taskbar by positioning the mouse cursor so that it is hovering over the top border of the Taskbar and bottom border of the Desktop. When the mouse pointer changes to a double-pointing arrow, then drag up or down to resize the Taskbar. Resizing the Taskbar too much will result in less Desktop space.
- Move the taskbar by left-clicking with the mouse in the Taskbar and dragging it to any side of the desktop. Note, the Taskbar can only move to an outside border of the Desktop.
- Minimizing all Windows. If you wish to minimize several windows to quickly get to the Desktop, right-click on the Taskbar and choose Show the Desktop or press the Windows button + D.
- Another easy way to minimize all windows quickly and get to the Desktop is to select the Desktop icon from the Quick Launch area of the Taskbar.

Adding Icons to the Quick Launch Bar – for Vista (not included in Windows 7)

Icons such as the Desktop icon and Internet Explorer icon will display by default in the Quick Launch area of the taskbar when the Quick Launch area of Taskbar feature is turned on. The Quick Launch area of the Taskbar is a “shortcut” way to launch a program. Program icons can be added or deleted in the Quick Launch area as long as the Taskbar isn’t locked.

Add an icon to the Quick Launch bar by navigating to the program from the Start Menu, All Programs, and right-clicking with the mouse on the program to be added to the Quick Launch area and choosing Add to Quick Launch.

Tip: Right-click and drag the program name from the menu and drop it in the Quick Launch area of the Taskbar as a shortcut.

Remove an icon from the Quick Launch bar by right-clicking with the mouse on the icon and choosing Delete from the menu.

Recycle Bin

Windows has a folder called the Recycle Bin where deleted files are temporarily stored. The Recycle Bin empties on a rolling basis with the oldest files in the Recycle Bin actually being removed for more recently deleted files. You can restore files from the Recycle Bin if you change your mind or accidentally delete a file.

To Empty Recycle Bin

- From the Desktop, double-click with the mouse on the Recycle Bin icon (see picture above)
- Choose File, Empty Recycle Bin
**Tip:** Files deleted from the MS-DOS prompt, a disk or network drive are not saved to the Recycle Bin. If you delete them, they are gone.

**Restoring Deleted Files**
You can open the Recycle Bin folder just as you do any other folder and select a file and restore it to its original location. You can also move or copy files from the Recycle Bin to a new location.

- Double click the Recycle Bin icon on the desktop to open the Recycle Bin window
- Select the file or files you want to restore
- Right-click the mouse button and choose Restore or choose File, Restore

**Creating Shortcuts on the Desktop**
You can create a shortcut on your Desktop to virtually anything accessible by your computer. For example, you can create shortcuts to programs, documents, World Wide Web pages, printers, disk drives, document templates, etc. Shortcut icons on the desktop act as pointers to programs or documents that you don’t want to put directly on the desktop. Shortcuts display a small curved arrow at their lower left corner.

**Deleting a shortcut icon does not delete the file to which it points.**
To create a shortcut on your Desktop for a program or document:

- Right click in any blank area of the Desktop
- Choose New | Shortcut to open a shortcut wizard
- In the Wizard’s first dialog box, choose Browse and select the program or document file for the shortcut
- Click on Open and choose Next
- Choose a name for the shortcut, then choose Finish

**Deleting a Shortcut**
To delete a shortcut from your desktop, drag it to the Recycle Bin. The original item will still exist on the disk where it’s stored. Before you delete shortcuts, however, make sure you still have a way to start your application such as the Start menu. Shortcuts, like documents in the Recycle Bin, may be restored as long as they are still contained in the Recycle Bin. To restore a shortcut, click on the shortcut to restore and choose and Restore.

**Keyboard Shortcuts**
You can create keyboard shortcuts if you prefer to keep your hands on the keyboard while opening a program or document. The keyboard shortcut will always consist of the keys Ctrl+Alt+(a key of your choosing).

**Example:**
To create a keyboard shortcut for an icon on the desktop:

- Right-click the shortcut icon on the desktop and choose Properties
- Select the Web Document tab, then click the Shortcut key text box to position your cursor inside it
- Enter in a letter of your choosing
- The Ctrl-Alt combination will be added for you.

Now from anywhere in Windows you could enter in Ctrl+Alt+(letter assigned) to open the application.

**Properties**
Most everything in Windows has a property sheet. View properties by right-clicking with the mouse on the item and choosing properties.

Property sheets are accessible from various locations such as the Desktop, (My)Computer, or Windows Explorer.

**Search**
The Search tool enables you to look for a specific file or group of related files by name and location. When searching by name, it’s no longer necessary to use “wild cards” to specify your search. In addition you can search by date modified, file type and size. You can also search by the text contained in the file or files. Select the More advanced option for more search criteria items.

**Tip:** click on the Advanced Search option to display the search field options.
**Help and Support**

The electronic help documentation for Windows is located under the Start button, Help and Support menu.

The Help and Support menu is divided into different categories making it easier for you to access help information.
Learning How to Use the Mouse
The Mouse is a common pointing device. By moving the mouse on a surface such as a desktop, the user typically controls the on-screen cursor. To select items or choose commands on the screen, the user presses one of the mouse’s buttons. The left-click of the mouse is known as the “primary” button and is normally used to select buttons, menu options and other items. The right-click of the mouse is known as the “secondary” button and is normally used to access shortcut menus or context sensitive menus.

Left-handed Users: The mouse settings can be changed so that the right-mouse button is the primary button. Choose Start, Control Panel, Personalization icon, and select the Mouse Pointers icon. Change the mouse setting from right-handed to left-handed. Choose OK when finished.

Clicking
Clicking is pressing and quickly releasing your mouse button once. Rest your hand on the mouse and click once to select an item. Double-click on an item such as a file name or Desktop Icon to open it.

Use single clicks on menus, commands, buttons and hyperlinks.

Right-clicking
Use the right (secondary) mouse button to bring up property sheets for a particular object. Property sheets are available for shortcuts, documents, the Taskbar, folders, printers, etc. and control the appearance and behavior of that object.

Double-clicking
Double-click the mouse on an icon to open it, e.g. folders, files, and programs. Move mouse to middle of icon to be opened. Hold mouse completely still and rapidly click twice.

Dragging the Mouse
The click and drag method with the mouse can be used several different ways such as moving a window, resizing a window, selecting text and/or moving text.

Left-click and hold the left-mouse down while dragging. Release the mouse when finished.

Note: the speed at which your mouse responds either to double-clicking or to dragging it across the screen can be modified through the Windows Control Panel.
Move Window

- Point mouse to window's Title bar
- Hold mouse button down
- Drag to desired location
- Release mouse button
- If the Window is Maximized then it cannot be moved

Understanding the Window Title Bar
The Title Bar is the blue-horizontal bar at the top of the window that contains the program name and file name.

The Title Bar Window Controls
There are two ways to access Window Controls; use the Window Controls located on the right end of the titlebar or click with the mouse on the picture icon located on the left end of the titlebar.

Minimize Window

- Minimizing a window will keep it open and available on the Taskbar.
- Click on the Minimize button (see picture above);
- To restore a minimized window, click on that window's button in the Taskbar.

Maximize Window

- Maximize makes the Window as large as the Desktop.
- Click on Maximize button (see picture above);
- Use the Resize button to take it back to its original size.

Resize Window

- Resize makes the Window a little smaller.
- Click on the Resize button (see picture above); or
- Manually size the window by navigating the mouse cursor to the border of the Window, pressing the mouse button down, and dragging to the desired size when the mouse pointer displays two connected arrows. Release the mouse button when finished.

Close Window

- To close a window, click on the far right button of the window controls (see picture above).
Opening Programs
How to open a Program:

- Click with the mouse on Start button
- Highlight the All Programs menu option
- Select the name of the Application shortcut from the Programs menu

Accessories
Windows includes many useful programs and utilities such as NotePad, WordPad, Paint, Calculator, System Tools, and Multimedia Tools. To utilize any of these, click on Start button, All Programs, Accessories and select the application you wish to open.

Calculator - has two modes Scientific or Standard. Select the desired mode through the View menu. You may also copy results from the calculator and paste into other documents.

(See section on Copy and Paste below.)

Notepad -- You can use Notepad to create or edit text files that do not require formatting and are smaller than 64K. Notepad opens and saves text in ASCII (text-only) format only. To create or edit files that require formatting or are larger than 64K, use WordPad or some other word processor.

WordPad -- WordPad is a text editor for short documents. You can format documents in WordPad with various font and paragraph styles. WordPad is like a much simplified version of MS Word and can save files in Word format.
Customizing Your Desktop

The Control Panel in Windows has several settings that can be changed or customized to fit your computing needs. Access the Control Panel by clicking on the Start button and selecting Control Panel.

Personalization Icon

Settings such as the desktop colors, background colors, screen saver, and other settings can be customized by choosing the Start Menu, Control Panel, and selecting the Personalization icon from the Window.

Note: Properties will vary for Desktop customization depending on which Theme is selected on the Themes tab of the Display Properties dialog box. Windows XP has fewer settings.

Shortcut

A shortcut way to customize the access the desktop properties is to right-click with the mouse anywhere on the desktop and select Personalize.