

Name _____ Date _____ Grade _____ Day _____

Introduction to Windows 7

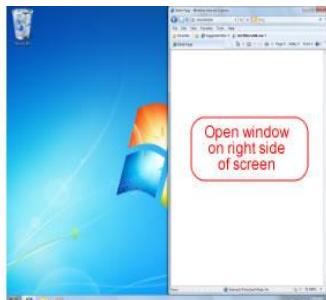
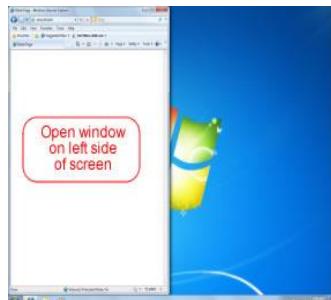
What is Windows?

- 1.
- 2.
- 3.

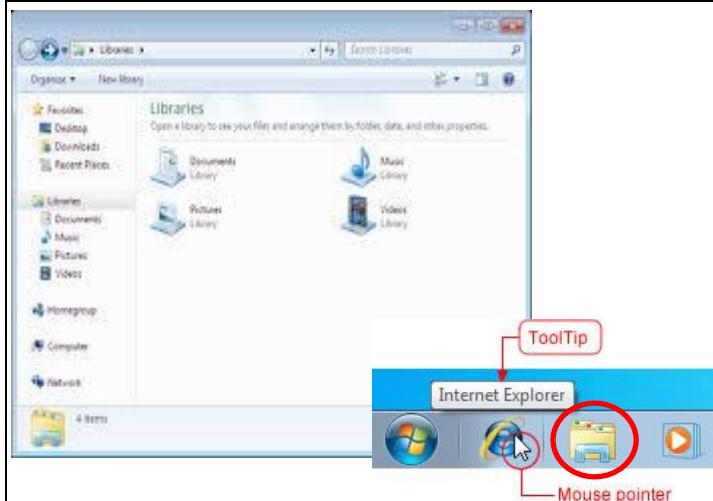
The _____

- The first thing that you see when you start your machine is the desktop. The desktop can look very different from one machine to the other and from one version of Windows to another but there are some common elements:

Windows 7	Description
	<p>The _____ 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. 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.</p>
	<p>_____ – used to switch between windows, to "pin" favorite programs for easy access, and rearrange them by clicking and dragging. Point to a taskbar icon to see an image of open files or programs, move your mouse over the image to preview the window full-screen. You can close windows from the thumbnail reviews—a big time saver.</p>
	<p>_____ - take you right to the documents, pictures, songs, or websites you use most often. To open a Jump List, right-click a program icon on the Windows 7 taskbar. You can also see Jump Lists for the programs on your Start menu –click on the arrow next to the program name.</p>



- makes it easier to 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.



- make it easier to find, work with, and organize files scattered across your PC or network. A library makes it easy to search one place—no matter where files are actually stored. Windows 7 comes with libraries already created for documents, music, pictures, and videos. You can personalize these, or create your own, with just a few clicks. You can also quickly sort the things in your libraries—for example, documents by type, pictures by date taken, or music by genre.



- mini programs that provide easy access to frequently used information and tools. Some of the gadgets that come with Windows 7 are Calendar, Clock, Weather, Feed Headlines, Slide Show, and Picture Puzzle.

Adapted from:

<http://brightonlibrary.info/sites/default/files/general/Windows%207.pdf>

<http://lis.dickinson.edu/technology/training/Tutorials/General/windows/windows7.pdf>