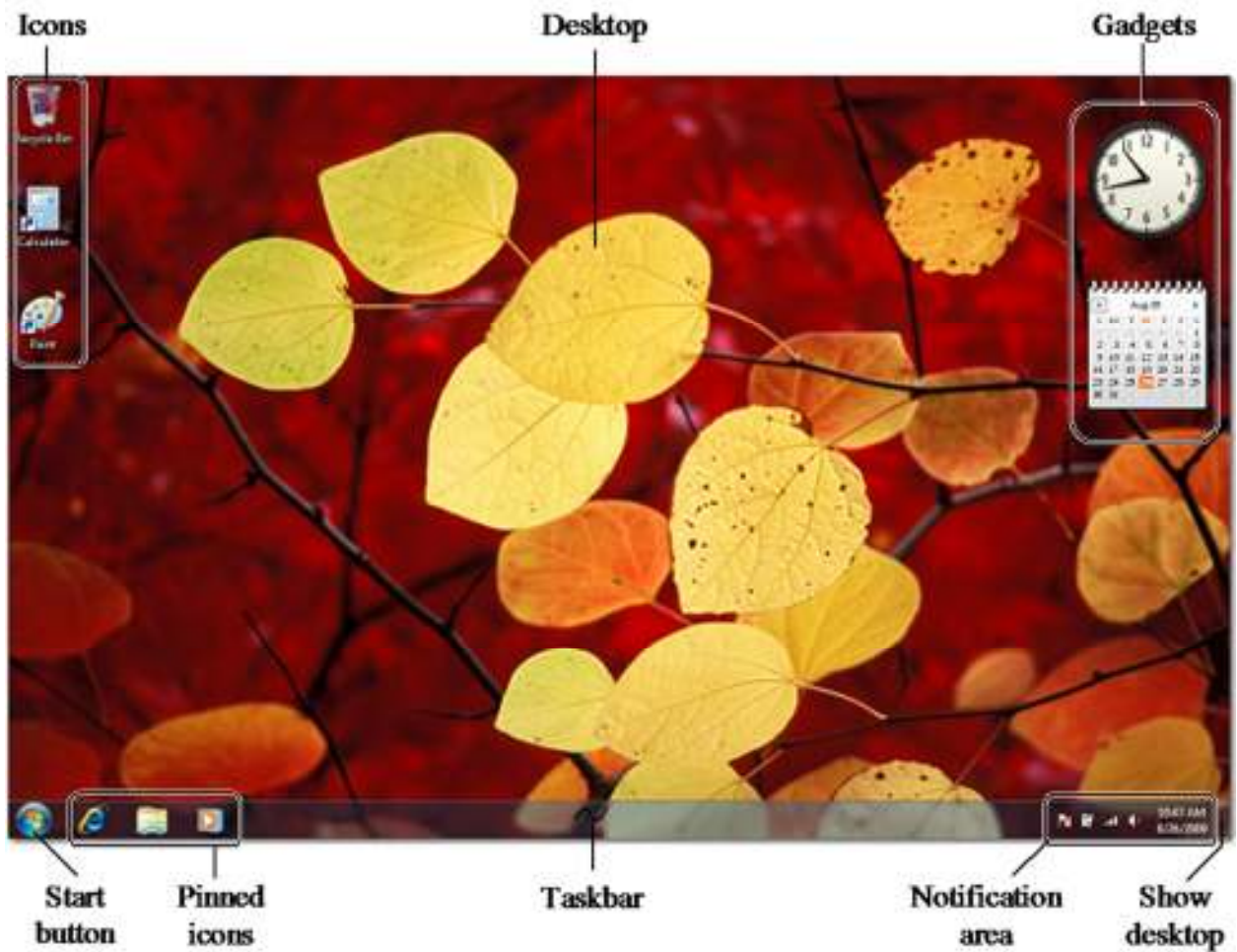


Introduction to Windows 7

Session 1

1. First session, we will concentrate on understanding the Desktop, and managing Windows.
2. Discuss Logon. Show that you can set a password to access the computer and have alternative Logons – e.g. for husband and wife or for grandchildren. Good safety mechanism. How to do this will be covered in Session 3
3. Log on to Windows 7 and identify the desktop components



4. Discuss the features of the Desktop. Start Menu, Pinned Icons, Task bar, Icons, Notification Area.
5. Discuss Right and Left Click.
 - a. Point at Recycle Bin and Task Bar icons and show Tool Tips

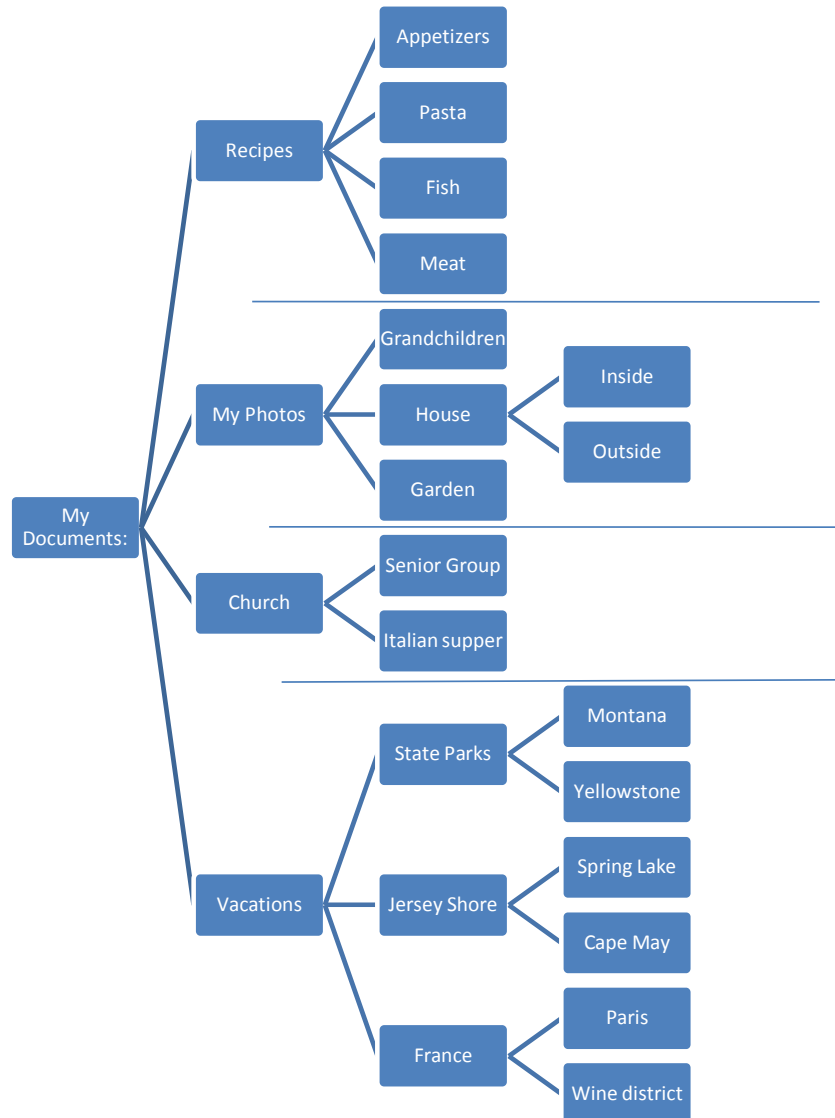
- b. Demonstrate Drag and Drop. Right click Desktop, select View and uncheck Auto Arrange Icons. Now move Recycle Bin.
6. Discuss Start Menu. 2 panes.
 - a. Left pane for opening common programs, Pin to Start Menu, All Programs, Text Box for search.
 - b. Right pane. User name, Various folders, Shut Down command
7. Use Start Menu to open programs
 - a. Calc
 - b. Paint
 - c. All Programs/Accessories/Notepad
 - d. All Programs/Accessories/Wordpad
8. Taskbar. Discuss how Taskbar Icons are changed to reflect open programs. Taskbar can also be used to open favorite programs
 - a. Open Internet Explorer. Show Tabs. If not visible, click Menu Bar. Show how Icon changes in Task Bar.
9. Demonstrate Show Desktop
10. Switching between applications.
 - a. Aero peak
 - b. Alt Tab
 - c. Windows Tab
11. Jump Lists. Depends how many documents saved. Similar to Recent Docs in Windows XP, but better as it is application specific.
12. Demonstrate Pin to Start Menu and Pin to Task Bar.
13. Windows Management.
 - a. Open Wordpad using Start Menu Search Box. Discuss resizing, moving, and scrolling.
 - b. Open Notepad using Search box. Demonstrate drag left and right (tiling)
 - c. Discuss differences between Ribbons and Menus
 - d. Demonstrate Wordpad button – Save, save as, Print, New, Open
 - e. Enter data in Wordpad and save to Desktop. Discuss Dialog Box.
14. Gadgets. Right click on Desktop and select gadgets. Gadgets have been discontinued by Microsoft as they create vulnerabilities.
 - a. Show details
 - b. Double click a gadget to see details
15. Personalize your Desktop
 - a. Right click on Desktop and select Personalize.
 - b. Try different approaches.

Introduction to Windows 7

Session 2

1. Recap on items from session 1. Desktop, Start Menu, Type in Program/File name, Task Bar, Notification area, Windows management, Aero-peak, Switch between Windows, menus and ribbons.
2. Cover today.
 - a. Setting up Explorer
 - b. Folders and Libraries
 - c. Accessibility
3. Start with a few simple tools
 - a. Sticky Notes. Change color, Move
 - b. Magnifier
 - c. Snipping Tool. Open picture, Pictures/Practice Pictures/choose a picture. Open Snipping Tool. Select New and Rectangle. Save on Desktop and reopen
 - d. Computer Performance (Windows Experience Index)
 - e. Accessibility settings
4. Open Windows Explorer
 - a. Open from Task bar or Search Programs and Files
 - b. Show different layouts using Pull Down to right. Try out, select preference.
 - c. Fix for all Windows – Tools/ Folder Options/View
 - d. While open, discuss “Show extensions for known file types” ., and “Show Hidden Files”.
 - e. Columns in Details – View /Choose Details
 - f. Show sorting by Name/date/Size etc
5. Open Windows Explorer and discuss File Structure. Handout.
 - a. Show changing triangle
 - b. Discuss file structure. See diagram overleaf.
 - c. Open Wordpad using Search Box and enter some text. Click Wordpad icon and save file
 - i. Click Documents in left column
 - ii. Right click on right and select new folder.
 - iii. Enter your name and hit Enter
 - iv. Make sure that new folder is shown in Save in.

Exercise on creating File Structure



- v. Give the file a name.
 1. A folder name can contain up to 255 characters, including spaces
 2. Try to keep names short, simple, and meaningful so they are easy to remember
 3. A folder name can contain any characters except for the following:
\\ / : * ? " < > |
 - vi. Click Save
 - vii. Repeat for additional folders (Recipes) and new files
6. Renaming a folder
 - a. Right-click it and choose Rename, or select it and press F2
 - b. The folder's name is selected to indicate that you can enter a new name
 - c. Type the new name and press Enter
7. Moving files and folders
 - a. Drag a file or folder to a new location
 - b. Right-click and drag a file or folder, and choose "Move here"
 - c. Select the file or folder, click Organize, and choose Cut; open the new location, click Organize, and choose Paste
 - d. Right-click the file or folder and choose Cut; open the new location, right-click a blank area, and choose Paste
 - e. Select the file or folder and press Ctrl+X to cut; open the destination folder and press Ctrl+V to paste
8. Copying files and folders
 - a. Hold down Ctrl, and drag the file or folder
 - b. Right-click and drag, and choose "Copy here" from the shortcut menu
 - c. Select the file or folder, click Organize, and choose Copy; select the new location, click Organize, and choose Paste
 - d. Right-click the file or folder and choose Copy; right-click the destination folder and choose Paste
 - e. Select the file or folder and press Ctrl+C to copy; select a destination folder and press Ctrl+V to paste
9. Deleting files and folders
 - a. Select the item and press the Delete key on your keyboard
 - b. Drag the item to the Recycle Bin
 - c. Right-click the item and choose Delete
10. Restoring deleted files
 - a. Double-click the Recycle Bin to open it
 - b. Locate and select the object you want to restore
11. Set up Recipes Library. Show public and private folders.

12. Searching

- a. Enter Index into Search box. May never need to be changed.
- b. Search using Windows Explorer

13. Accessibility

- a. Changing the size of information on the screen
 - i. Ease of Access/Making the computer easier to see/Making things on the screen larger/Change the size of text and icons
- b. Mouse
 - i. Ease of Access/make the mouse easier to use
- c. Making the cursor more visible
 - i. Ease of Access/Making the computer easier to see/Making things on the screen larger/Make things on the screen easier to see.

Introduction to Windows 7

Session 3

1. Recap on items from session, Setting up Explorer, Folders and Libraries, , Accessibility and Help and Support
2. Cover today.
 - a. Using Control Panel – Mouse, Keyboard, User Accounts, Power Options, Firewall
 - b. Ctrl+Alt+Delete account options
 - c. Devices and Printers Window
 - d. System Restore
 - e. Backup and Restore
 - f. Help and Support
 - g. Microsoft Security Essentials
 - h. Internet Explorer
 - i. Windows Media Player and YouTube
3. Discuss Control Panel. Discuss Categories and Large Icons
 - a. Mouse. Change settings
 - b. Keyboard. Change settings
 - c. Power Options. Change settings for monitor and hard drives.
 - d. Firewall.
 - i. Prevents access to your machine by unauthorized Internet or network users
 - ii. Runs in the background and does not require regular management
 - e. View the status of Windows Firewall
 - i. Open the Control Panel
 - ii. Click Windows Firewall
 - iii. Verify that Windows Firewall is enabled
 - iv. Close the Windows Firewall window
 - f. Windows Update. Check for updates, change settings. Windows Anytime Upgrade
4. User Accounts, Set up Limited account
 - a. Collection of settings and privileges associated with a person
 - b. Your experience with the PC is tailored to you
 - c. Refer to PO1.ppt slide 4
 - d. Creating a user account
 - i. Click Start and choose Control Panel
 - ii. Click “Add or remove user accounts”
 - iii. Enter an administrator password

- iv. Click “Create a new account”
 - v. Enter a name for the new user
 - vi. Select the account type
 - vii. Click Create Account
 - e. Editing a user account
 - i. Open the Control Panel
 - ii. Click “Add or remove user accounts” to open the Manage Accounts window
 - iii. Enter an administrator password
 - iv. Click the user account you want to edit, and make the desired changes
- 5. Ctrl+Alt+Delete account options
 - a. Lock this computer
 - b. Switch user
 - c. Log off
 - d. Change a password
 - e. Start Task Manager
- 6. Devices and Printer Window
 - a. Open from Start Menu
 - b. Show Default Printer
 - c. Show “What’s Printing”
- 7. System Restore.
 - a. Create Restore Point. Control Panel/System/System Protection or
 - i. Open the Control Panel
 - ii. Click System
 - iii. Click System Protection
 - iv. Enter an administrator password if necessary
 - v. Click Create
 - vi. Type a brief description of the restore point
 - vii. Click Create
 - b. Restore. Control Panel/Back up and Restore or
 - i. Open the Control Panel
 - ii. Click System Protection
 - iii. Click System Restore
 - iv. Enter the administrator password if needed
 - v. Click Next
 - vi. Select a restore point and click Next
 - vii. Click Finish
 - viii. Click Yes
- 8. YouTube

- a. Enter Win 7 System Restore
 - b. Choose third item - How to use Windows 7 System Restore 1min 53secs
- 9. Backup and Restore
 - a. Set up simple back up to recover your computer when things go wrong. Control Panel/Backup and Restore. Choose Set up and show how to arrange.
- 10. Using Help and Support. Open from Start Menu
 - a. Enter Icons in Search box
 - b. Choose 3 – Add or Delete Desktop Icons. Discuss
- 11. Protecting your computer.
 - a. Malware types
 - i. **Virus** — Malicious or destructive program that reproduces and spreads as a result of explicit or implicit user actions
 - ii. **Worm** — Self-replicating malicious or destructive program that does not require user action to reproduce and spread
 - iii. **Trojan horse** — Program that typically contains hidden, often damaging, functions
 - iv. **Spyware** — Software that collects personal or private information without user’s consent or knowledge
 - v. **Adware** — Software that automatically displays or downloads advertisements
 - b. Microsoft Security Essentials
- 12. Internet Explorer Tabs
 - a. Create tabs
 - b. Save page to Favorites
 - c. Save Tab Groups to Favorites
 - d. Set Home Page
 - e. Set Home Page as Tab Group