

Introduction to Windows 7

Microsoft Windows 7 is the successor to Windows Vista and Windows XP. This introduction covers the main changes to the user interface, including:

- Taskbar Basics
- “Pinning” Programs
- Jump Lists
- Rearrange Open Windows



Taskbar Basics

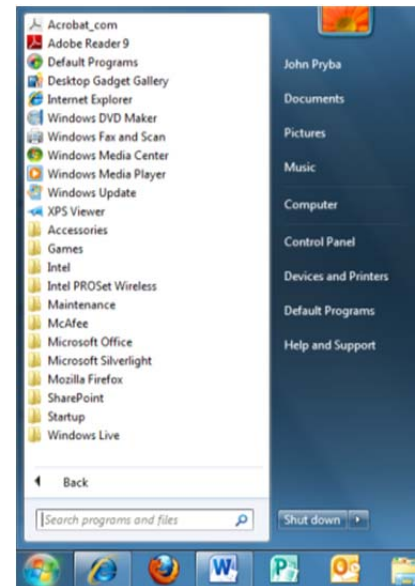
Start Button and Start Menu



The Start Button is still on the lower left side of the screen, but note it doesn't have the word “start” on it. Instead, it's a globe with the Windows logo in it.

The Start Menu itself shows a more compact list of All Programs that you can scroll through if needed.

Although the word “My” no longer appears for items such as Documents, Pictures, and Computer, these items are still part of your account on the computer.



Application Icons



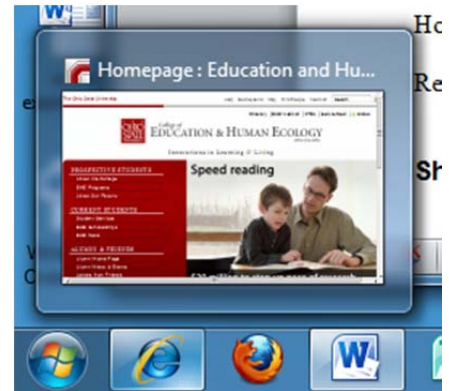
Icons show up next to the Start Button for both applications that are open and for any applications that are “pinned” to the Taskbar.

If an application is open, an icon will show up in the Taskbar and this icon will have a slight glow around it. (In the picture above, both Internet Explorer and Word 2010 are open.)

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Hover over an open application's icon to see a preview of any windows for that particular program.

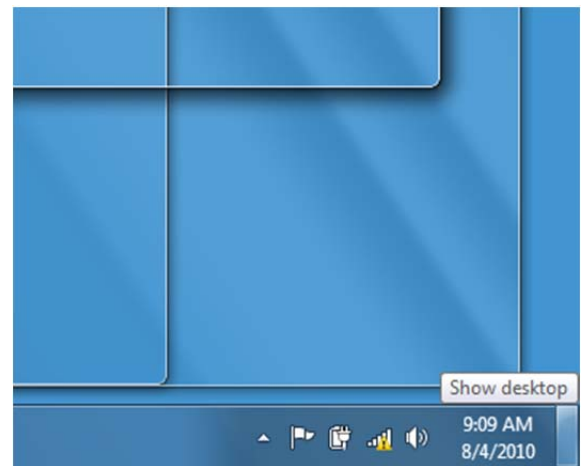
Rearrange icons by clicking and dragging them around the Taskbar.



Show Desktop

The Show Desktop button has been moved to a new location. Instead of an icon, it's a thin, rectangular bar on the far right side of the Taskbar.

- Hover over it for a moment to see a preview of what's on the desktop.
- Click on it and all open windows will minimize to show the desktop.
- Click on it again and all your previously minimized windows will reappear.

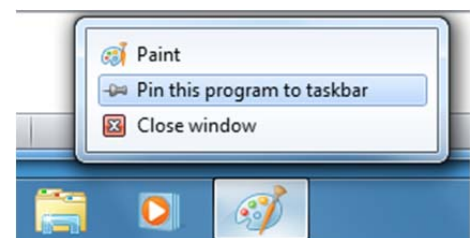


"Pinning" Programs

Pinning allows you to place a shortcut to a program on the Taskbar or Start Menu for easy access instead of going through All Programs in the Start Menu each time you want to open it.

Pin a Program to the Taskbar

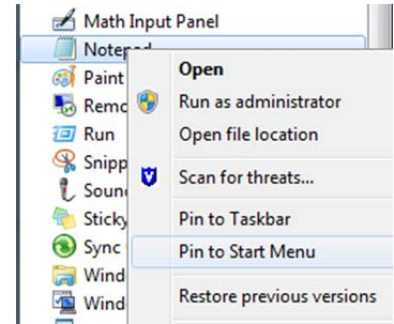
- For an application that's already open, right click on the icon in the Taskbar and choose "Pin this program to Taskbar"
- For an application that's not open, go through the Start menu, find the program, and then right click on it and choose Pin to Taskbar



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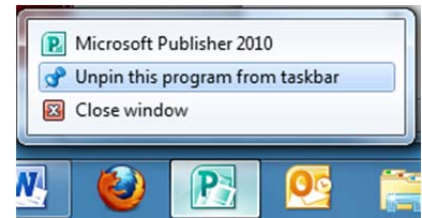
Pin a Program to the Start Menu

- Find the application in the Start Menu. It may show up as a recently opened program before you even click on All Programs.
- Right click on the name of the program and choose “Pin to Start Menu”



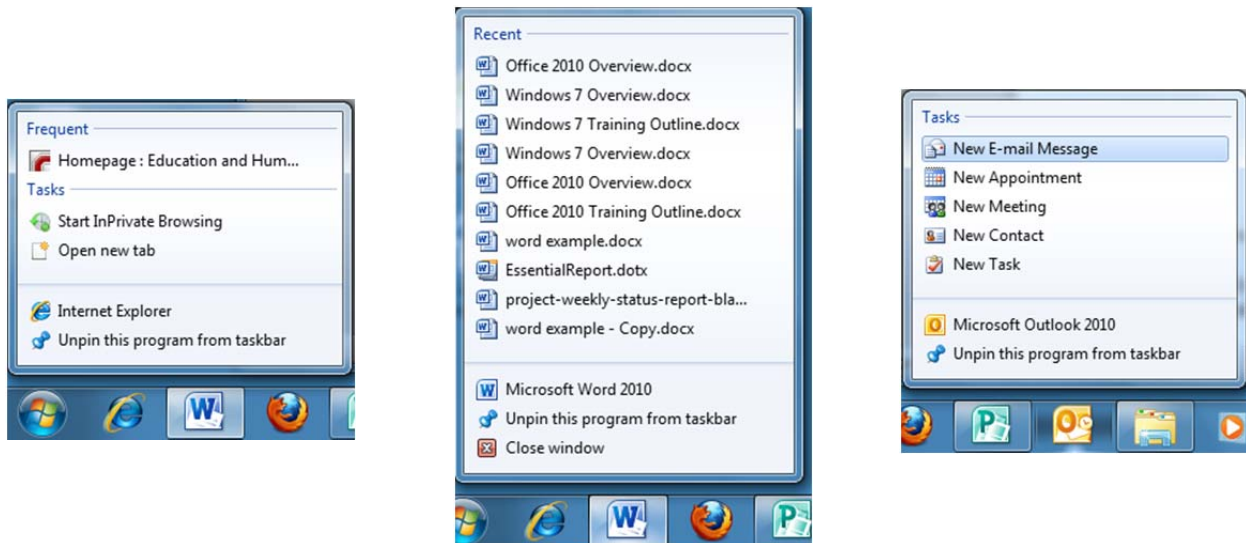
Remove a Pinned Program

To remove a pinned program, right click on the icon in either the Taskbar or Start Menu and choose the “Unpin this program” option.



Jump Lists

Jump Lists appear when you right click on a program icon in the Taskbar. They allow you to perform a variety of functions depending on what program you are using.



A few examples of what you’ll find in Jump Lists:

- Recently opened items for Office 2010 applications
- Frequently visited websites in Internet Explorer
- Tasks such as composing a new email message or meeting request in Outlook 2010
- Frequently viewed folders in Windows Explorer

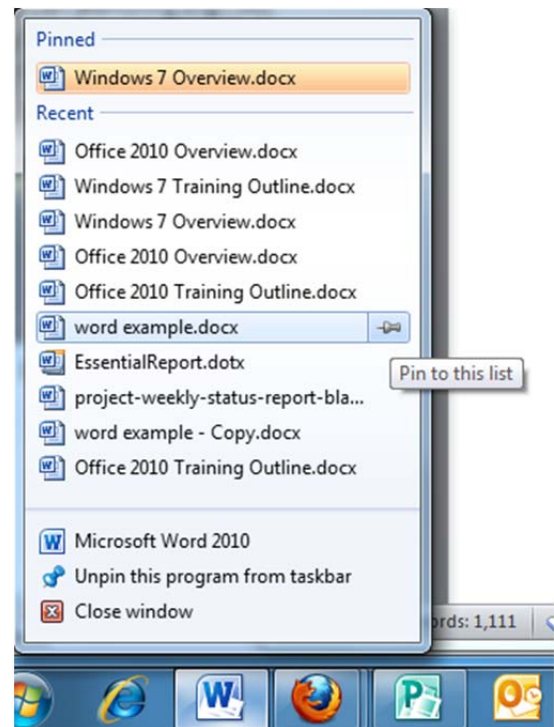
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If a program wasn't designed to fully take advantage of Jump Lists, you will still be able to pin the program to the Taskbar and open/close the program when right clicking on the program icon.

Pin Items to a Jump List

In addition to showing you recent items or frequently visited websites, Jump Lists allow you to pin these same items to them. These items will show up every time you bring up a Jump List.

- Hover over an item and push the pin button that shows up to the right.
- These pinned items will stay in the Jump List all the time while other recent items may change.
- Unpin an item by clicking on the pin button that shows up when you hover over it.
- Note: Removing a pinned item does not delete it from your computer.



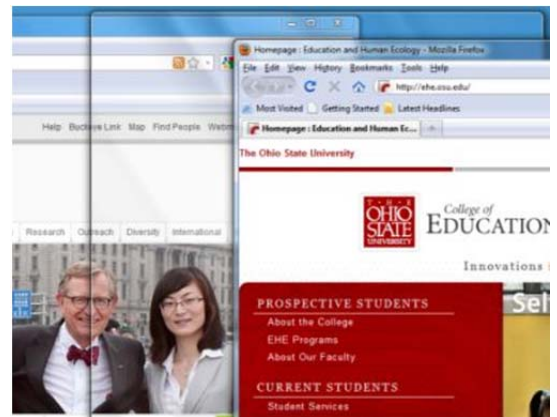
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Rearrange Open Windows

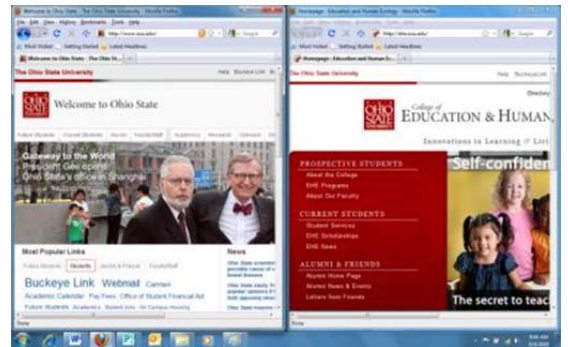
Windows 7 adds a few new ways to rearrange your open windows. Some of them are mentioned in this section.

Arrange windows side by side

This feature makes it easier to compare open documents or to make it easier to move files from one folder to another.



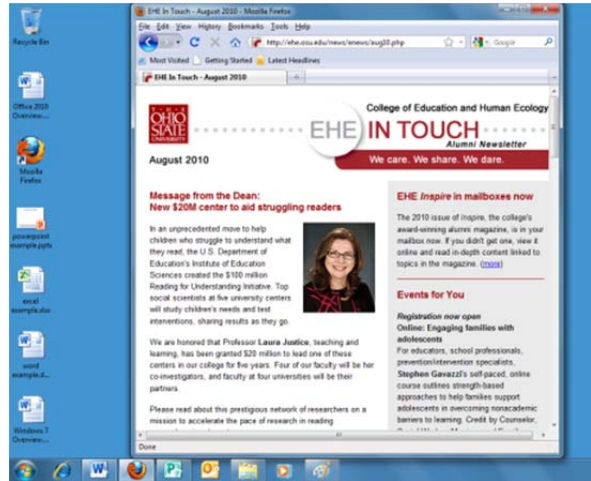
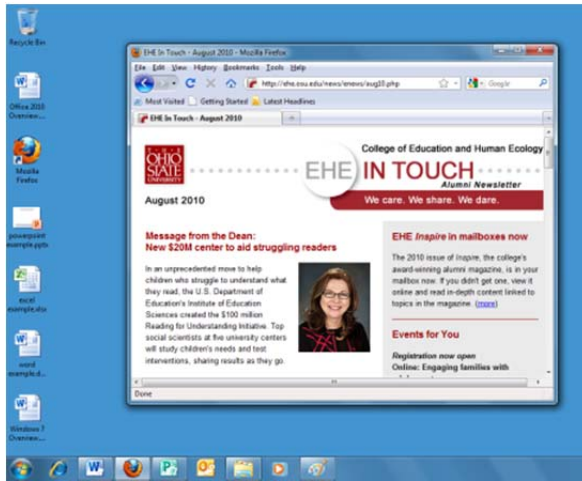
- Drag the title bar of a window to the left or right side of the screen until an outline of the expanded window appears.
- Release the mouse to expand the window. It will take up half the screen.
- Repeat the two steps above with another window (make sure to drag it to the opposite side) to arrange the windows side by side.



To return the window to its original size, drag the title bar away from the top of the desktop and then release.

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Expand a window vertically



This option will expand a window to fill up the entire screen vertically. It can make it easier to read a long document.

- Move the mouse cursor to the top or bottom edge of a window until it turns into a double arrow.
- Drag the edge of the window to the top or the bottom of the screen.
- The window will now take up the entire height of your screen. The width will not change.

To return the window to its original size, drag the title bar away from the top of the desktop and then release.

Maximize a window

Windows 7 has a new way to maximize a window. This is in addition to the usual Minimize, Maximize, and Close icons that normally appear on the top right portion of a window.

- Click on the title bar of a window and drag it to the top of the screen.
- The window's outline will expand to fill up the whole screen.
- Let go of the mouse button and the window will now be maximized.



To return the window to its original size, drag the title bar away from the top of the desktop and then release.

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Shake

Shake allows you to quickly minimize all windows except for the one you are viewing. This is helpful if you have a lot of windows open and want to focus on just one without having to separately minimize each of the others.

- Click on the title bar of the window you want to keep open.
- Drag (shake) the title bar back and forth quickly.

To restore all the minimized windows, simply shake the open window again.



Questions?

Additional Windows 7 resources will be made available on the OTEL website. Just go to <http://ehe.osu.edu/otel/help/> and look for Windows 7 in the list at the top of the page.

If you have any further questions about Office 2010, please contact the OTEL Service Desk at servicedesk@ehe.osu.edu or 7-TECH (247-8324).