

Windows 7 101



What this is all about

- This Presentation is about trying to help new users to Windows (Windows 7) understand how to do basic operations with their computer.
- Please feel free to contact us at <http://www.ratsupport.com/contact.html> if you have a request for more information, this publication is a work in progress.

Where to find the information

- Google search is a wonderful place to find information. As an example use the google search window in Firefox and type in define icon. This will show a number of choices for what the term (icon) means.
- The Internet or WWW is a wonderful place and Google search is a powerful tool to find information on most subjects or terms.

How to use the Mouse

- This discussion is people who use the mouse right handed .
- Left Click is for actions, like starting a program or closing a program.
- Right Click is for Choices like looking for properties, or menu choices.
- The wheel is for moving up and down or left and right in a window.
- Move your mouse with your fingers and not your arm. I put my wrist on the table and use only my fingers to move the mouse.
- On older mice you will need to keep the ball and inside wheels clean.
- Practice moving the mouse and selecting things.

Start That Program

- If the application you want to use has an icon on the desktop then you can start it there, but you can also press the start icon(left click the mouse for right handed users) then select All Programs and a list of programs will show up and left click on the program you want to run and WOW !!! there you are.

Start Icon



What is a Browser

- A software program that allows the user to find and read encoded documents in a form suitable for display, especially such a program for use on the World Wide Web.
- Firefox, Internet Explorer, Google Chrome, Safari, Opera etc.
- These are some of the browsers used to view information on the Internet.
- They provide a window into the WWW.

Folders (Directories)

- Folders are places to put data, most new users don't understand their use or how to create them.
- You can press Start and then Computer and see your disk drives. By double clicking on a drive you can see the folders you already have.
- Right click in the white area and select new and you can create a new folder, give it a good name that makes sense to you.
- I have a folder on my **D:/** drive for Customers and inside this folder I have a folder for each of my customers. I place information into the folders for each customer so I can find the information that is for them quickly.
- It is not a good idea to put folders on your desktop, you should put shortcuts on the desktop, which is a link to the folder itself.

Shortcut ???

- Shortcut's are links to a folder or program.
- To create a shortcut on the desktop you can right click on a folder or program and select “Send to”, choose desktop and you will have placed a shortcut to allow opening your folder or program.
- Shortcuts reduce the size of your desktop and allow faster loading of the desktop.

Make it a little bit on the easy side



I put my documents and computer and Network as ICONS on my desktop.

All you have to do is click on the start icon and then point at the computer line or documents line and right click and select : Sent To and send the shortcut to the desktop.

This approach allows me to get to the folders etc that I want.

Notice the Customers-shortcut on my desktop, by clicking on this shortcut I can get to my customer folders.

Gadgets

Windows 7 has some wonderful things called gadgets, you can get to the gadgets by right clicking on the desktop and selecting gadgets, from there you can install a gadget to your desktop.

The gadget at the top of my list is handy, the left gauge shows my CPU usage and the one on the right shows how much memory I am using.

You can also search the internet for more gadgets like the facebook gadget I have at the bottom.



Where they hide



I place my task bar along the right side of my desktop, you can have it at the default bottom or where you wish, just left click and hold while pointing to the taskbar and you can drag it into the position you wish.

There is a small white arrow head on the task bar and this is the show hidden icons button, by right clicking on this icon you can see what applications are running on your machine.

What can I get for low or no \$\$\$

- If you need an application to do office type things then you can download a couple of apps for 0\$, one is LibreOffice : <http://www.libreoffice.org/download/>
- Another is Open Office, either of the applications can do a wonderful job and will allow you to import or export word documents.
- There are also anti-virus programs and anti-spyware programs, you can find downloads links at <http://www.ratsupport.com/support.html> and select the links that might help your computer experience.
- I have a web cam and use Yahoo Messenger to talk with my kids across the country and it works just dandy, this too can be downloaded from the yahoo site.
- Need to deal with .PDF formatted documents, try the libreoffice application, it can import and export .PDF documents.