Introduction to Windows 7 at WVU

Application Support and Training

Office of Information Technology, West Virginia University

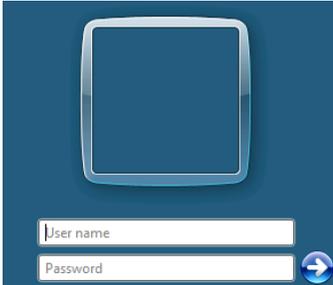OIT Help Desk: (304) 293-4444, toll free: 1 (877) 327-9260

Workshop web page: **oit.wvu.edu/training/classmat/win7/**

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Login

1. When your computer has finished starting up, you might be asked to login.
   You might need to press Ctrl Alt Del to get the login box to appear.
   You will use your MyID and its password to login.

2. Click your mouse in the User name box and enter your MyID.

3. Press the Tab key or click your mouse in the Password box.

4. Enter your MyID password.
   You will see a string of black dots •••••• instead of the letters you are typing.

5. Click on the **OK** button or press the **Enter** key on your keyboard.

6. When you have successfully logged in to your computer, you should see
   the Windows Desktop (yours may have a different background and shortcuts).
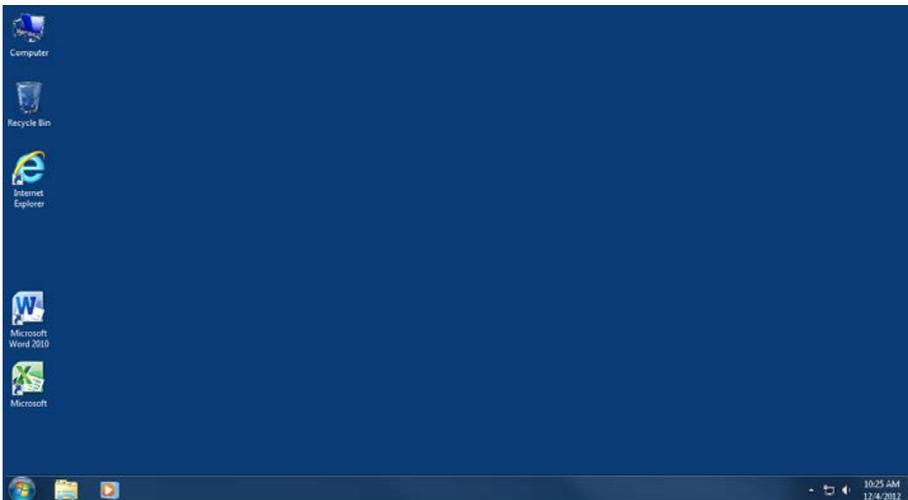
Lock Computer

When you need to step away from your workstation, you should lock it by pressing the
Windows key ⊞ on your keyboard at the same time you press the letter L (lower case)
-or- press **Ctrl Alt Del** and choose **Lock Computer**.

When you return, press Ctrl Alt Del and enter your password to resume work.

Windows 7 Environment

Start button

The "orb" button in the lower left corner of the desktop serves as the **Start** button.

Windows 7 Taskbar

When you start up a program, it will put a shortcut icon on the taskbar.

If you do not recognize a shortcut on the taskbar, you can hover your mouse over its icon to see a tooltip.

You can rearrange the order of the icon buttons from left to right on your taskbar by dragging and dropping them along the line.

Pinning

You can **pin** programs to the taskbar – it then acts as the "quick launch" bar did in XP. Right click on a shortcut icon. A menu will appear.
Choose "Pin this program to taskbar" from the list:
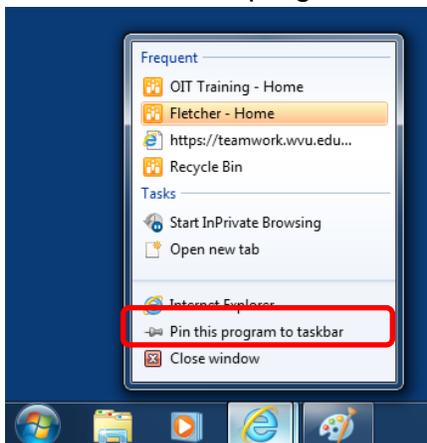
After you pin a program to the taskbar, its shortcut will be there at all times, making it easy to start that program in the future:


Thumbnail previews

When you hover your mouse over an open program, you will see a mini-image that provides a preview of the open document.

If there are layers under a button on the task bar, that means there is more than one web page or document open. Hover your mouse over the button and click on the item you want from the series of small images.
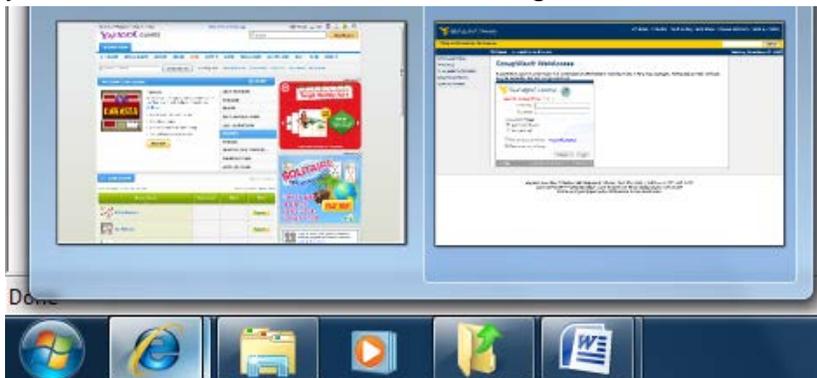
Search

You can start typing a program name or document name in the search box – search results are organized automatically.
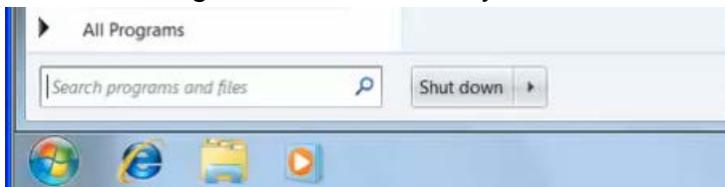
Show Desktop

The Show Desktop button is now on the far right corner of the taskbar instead of near the start button. If you just put your mouse cursor over the Show Desktop button, you will "peek" at the desktop, with open windows fading from view.

Before   >   mouse over Show Desktop button   >   **After**

Windows Explorer

Open Windows Explorer

To get to your files via Windows Explorer, choose one of these options:

Click on the **Computer** shortcut on your desktop and navigate to your desired drive and folder

  -or-

Click on the Windows Explorer shortcut on your taskbar

  -or-

Press the Windows key ⊞ + E to start up Windows Explorer
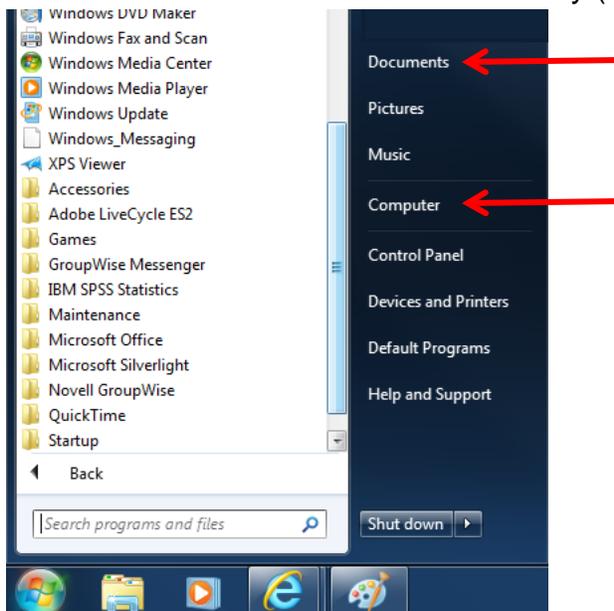
  -or-

Click on the Start Orb > All Programs > Accessories > Windows Explorer.

  -or-

Right-click the Start Orb and select "Open Windows Explorer."

  -or-

Click on the Start Orb and select a library (Documents, Pictures, etc.) or Computer

Copy Files

1. Locate the drive or folder that contains the file you wish to copy
2. Click once on the file you wish to copy to select it – do not open the file.
3. To select multiple files, hold down the Ctrl key and then click on each file name you wish to copy.
4. Choose **Organize** > **Copy** from the menu at the top of the folder's window. (Ctrl C)
5. Navigate to where you wish to copy the file to. Click once on the folder name (not on a file name).
6. Choose **Organize** > **Paste** from the folder window's menu. (Ctrl V)

Progress bar: when you are copying files from one folder or drive to another or downloading a file from Internet Explorer, the progress indicator is displayed on the taskbar button for that activity.

Open File dialog
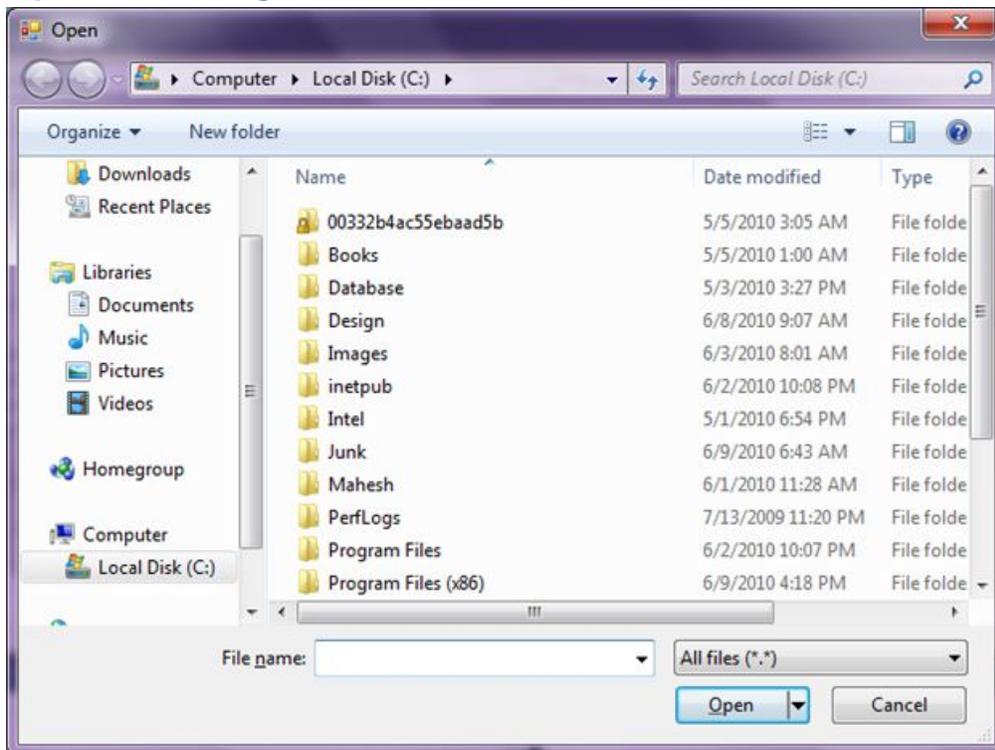
Network Drives

You will have a **J** drive to save files for your sole use. Your MyID will appear next to the icon for the drive in your list of locations on your computer.
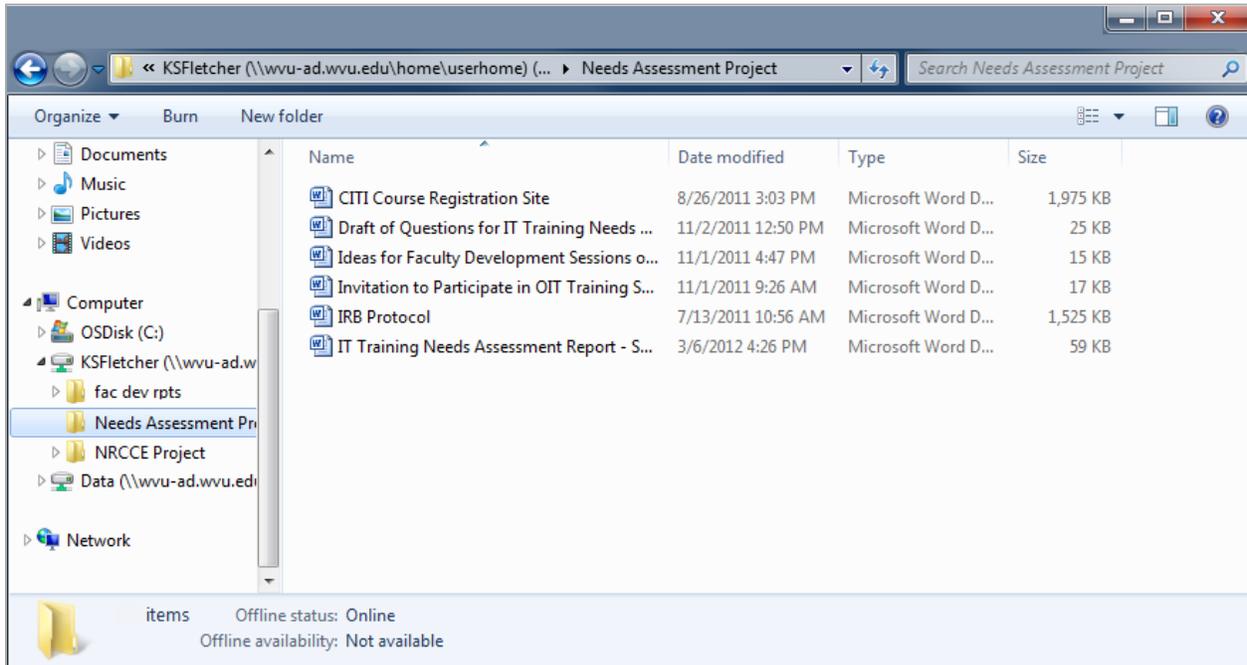
You will have access to an **N** drive to save those files that others need access to such as for group projects or reports and for shared workbooks and databases.

Server Sunday

Server Sunday is always the next to the last Sunday of the month. If there are 4 Sundays in a month, it will be the 3rd Sunday. If there are 5 Sundays in a month, server Sunday will be the 4th Sunday. "Server Sunday" means that there might be a few hours between 5-10pm on that day that you will not have access to your network drives.
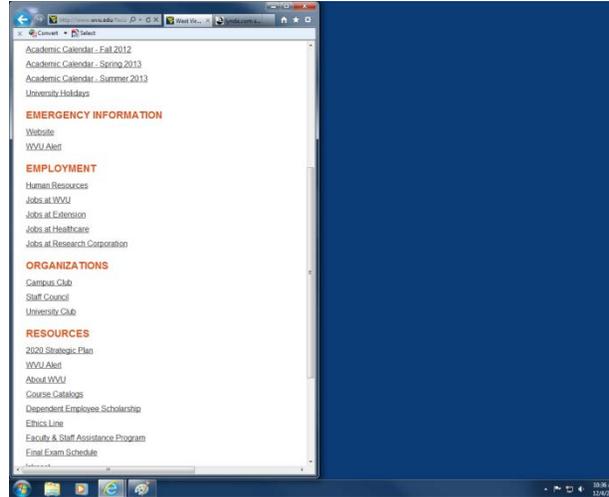
New Features

Snap

You can use Snap to arrange your open windows with mouse movements.

Drag the title bar of an open window to the left or right of the desktop and when your cursor hits the edge of your screen, the window will align to that edge, filling half the width of your monitor to the height of your desktop.
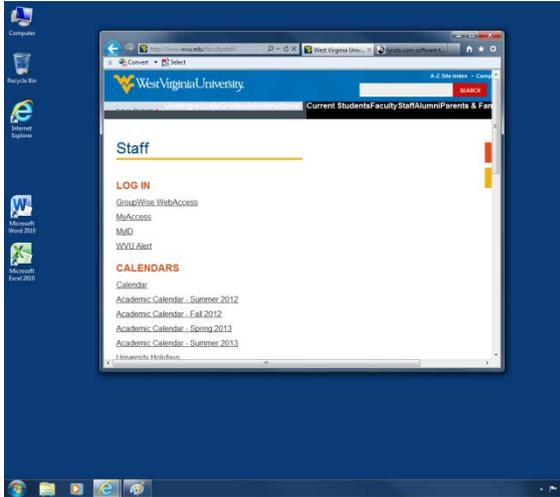
Before   **After** dragging window to left

If you drag a window title bar to the top of the screen, it will maximize the window to fill your screen.

Shake

You can minimize all open windows except for one by clicking on its title bar and dragging the window back and forth quickly.

Jump List

The Jump List allows applications to have individual "recent items" or common tasks menus.

You have the ability to manage the number of items appearing on a Jump List. By default. it's set to 10.

1. To change that, right click on the Start button (orb) and choose **Properties**.
2. With Start menu tab selected, click on **Customize**
3. In the bottom right, you will see the number of recent items to display in Jump Lists.
4. Enter a higher or lower number or use the arrow buttons to increase or decrease the number.
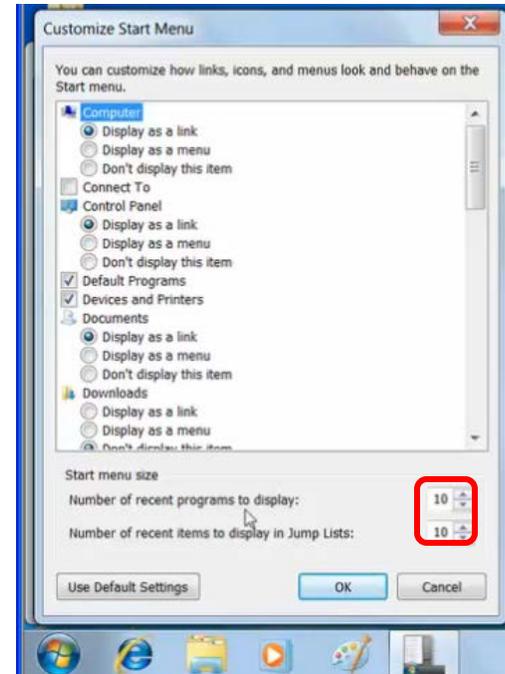
For More Information

Windows 7 is not much different from Windows XP.
A short video about some of the differences:
http://windows.microsoft.com/en-US/windows7/help/videos/windows-xp-vs-windows-7

Windows 7 Keyboard Shortcuts
http://windows.microsoft.com/en-US/windows7/Keyboard-shortcuts

Microsoft | My PC Series workshop handouts
http://www.mypcstudent.com/StudentHandouts.aspx