Windows 7 for beginners

Hardware

Hardware: the physical parts of a computer.

What's in the computer?
CPU: the central processing unit processes information (the brain)
Hard drive: where all of your software and files live
Motherboard: makes everything work together
RAM: random access memory stores information temporarily
Sound card: generates sound
Video card: converts information to color and sends it to the monitor
CD/DVD/Blu-ray drive
Ports and **jacks** for peripherals (mouse, keyboard) and internet connection
Power supply

Power button

The power button usually has this image on it or next to it. Press the button to turn it on.
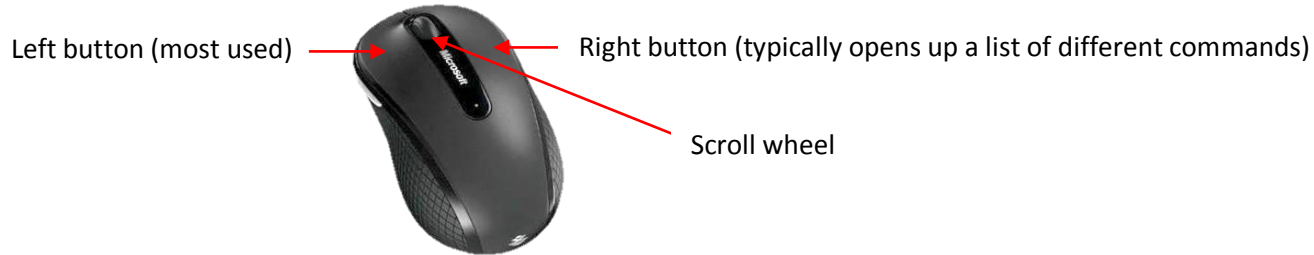
USB ports

USB ports typically look like this. Plug in flash drives or other devices into these holes.

Most current devices will come with a cord that plugs into the device on one end and into a USB port with the other end.
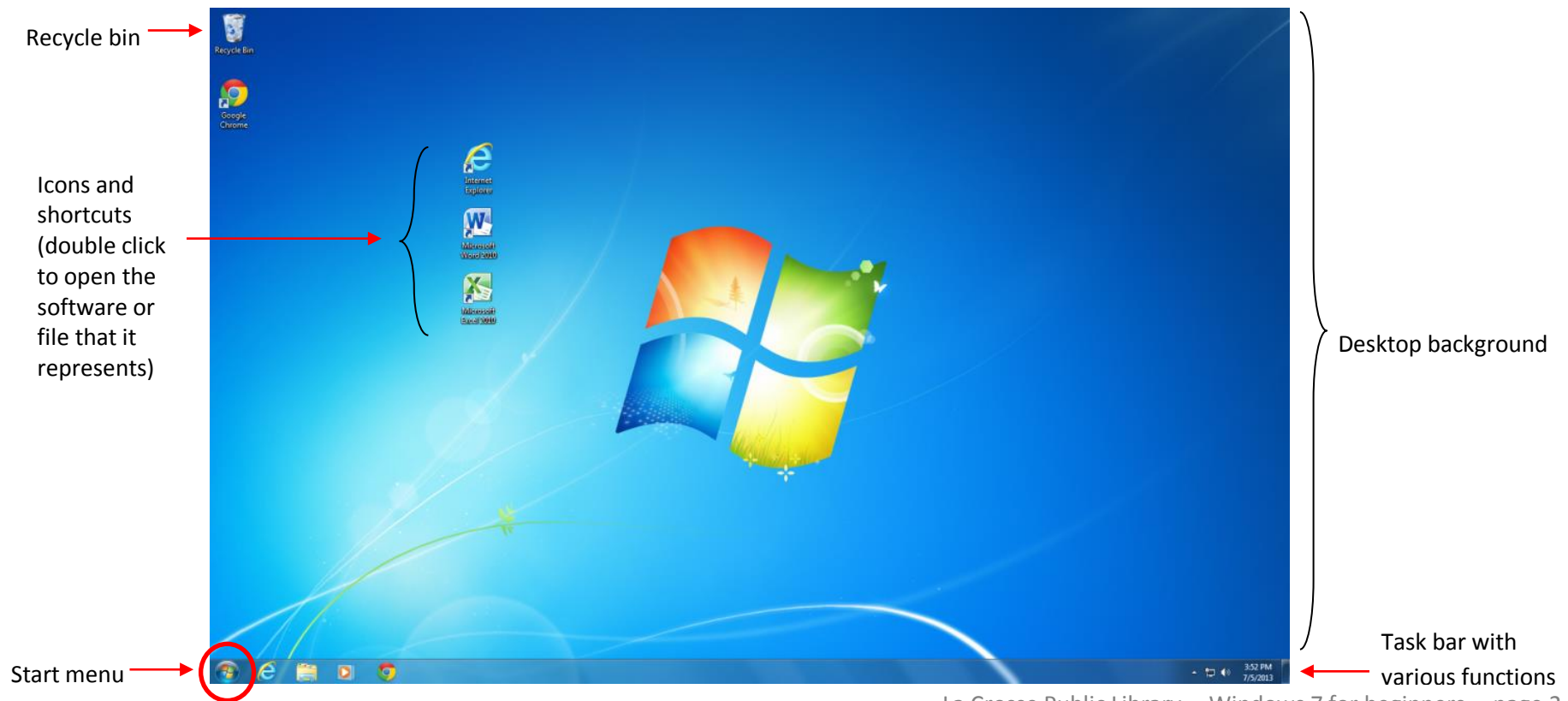
Mouse

When using a mouse, to **double click** means to quickly tap the left mouse button twice.

Left button (most used) →   ← Right button (typically opens up a list of different commands)
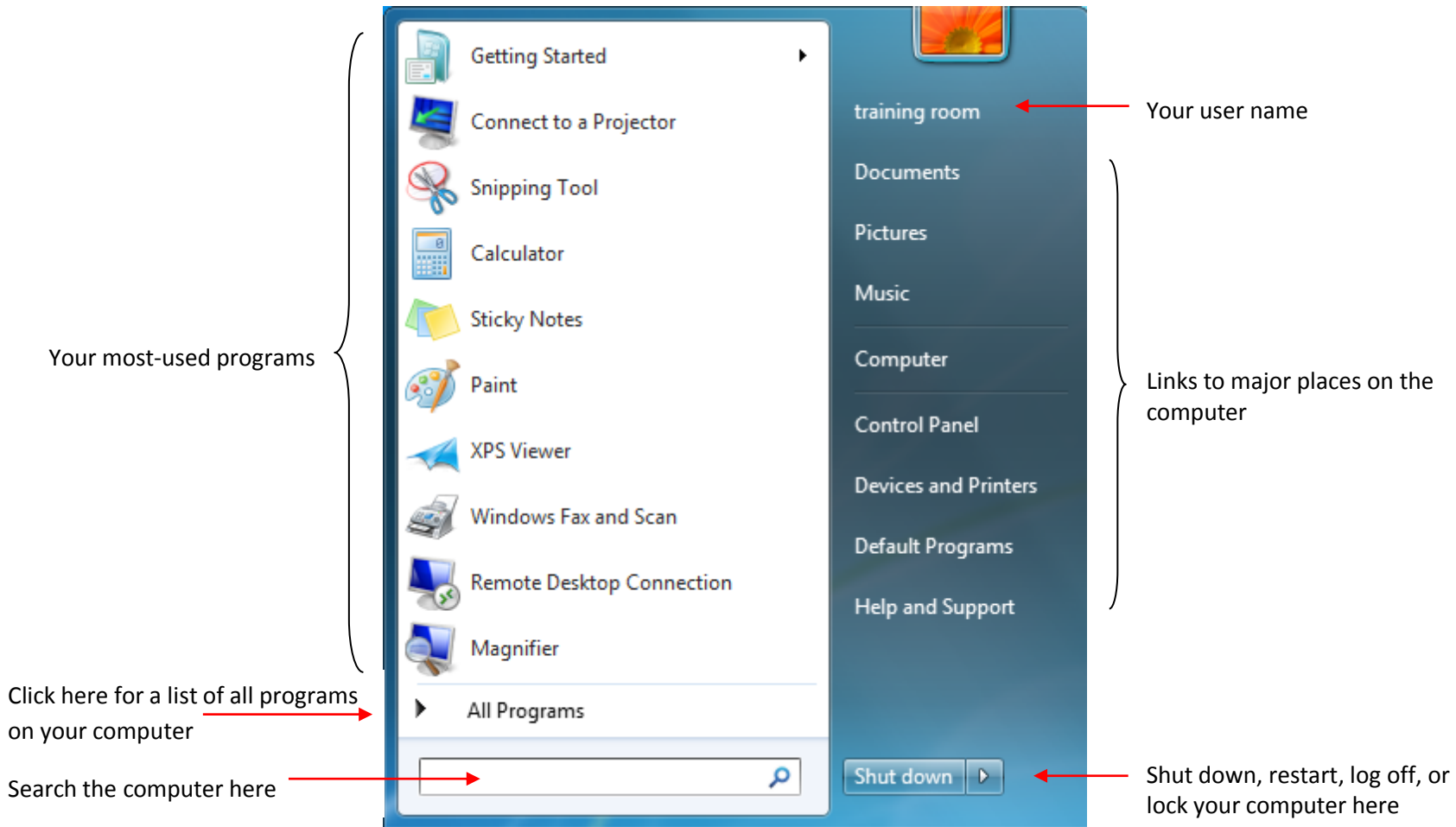
Scroll wheel

Software

Software: anything written, stored, or erased; the stuff you run on the computer. An operating system is the main piece of software on a computer; it determines how you interact with the computer's hardware and other software. This operating system is named Windows 7.

Windows 7 desktop

Recycle bin →

Icons and shortcuts (double click to open the software or file that it represents) →

Desktop background

Task bar with various functions

Start menu →

Start menu

The Start menu is where you can find and access everything on the computer.

Your most-used programs

Click here for a list of all programs on your computer

Search the computer here

Getting Started

Connect to a Projector

Snipping Tool

Calculator

Sticky Notes

Paint

XPS Viewer

Windows Fax and Scan

Remote Desktop Connection

Magnifier

All Programs

training room — Your user name

Documents

Pictures

Music

Computer

Control Panel

Devices and Printers

Default Programs

Help and Support

Links to major places on the computer

Shut down — Shut down, restart, log off, or lock your computer here

Computer overview
On the Start menu, click on Computer. This is another entry point to everything on your computer. It also tells you a little about your computer.
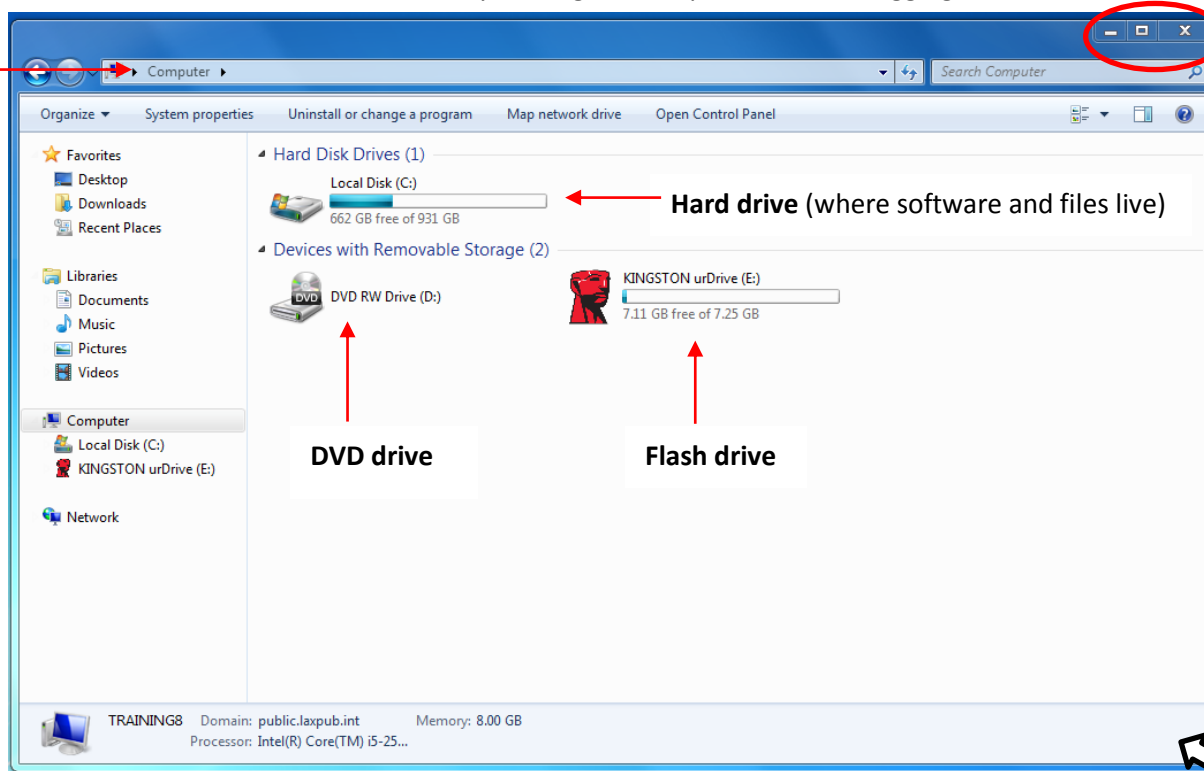
Getting around Windows

Move a window around the screen by clicking on its top border and dragging the mouse.

File path (where you are on the computer)

Minimize (hide), **maximize** (full screen), **close**

Favorites (easy access to important places)

Hard drive (where software and files live)
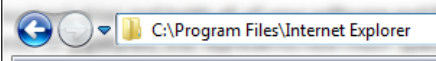
Libraries (where your personal files are organized)

Computer (shows hard drive(s), attached devices like flash drives)

DVD drive

Flash drive

Click and drag on a side or corner to change the size of the window.

Note: Sometimes you'll see a file path written out with slashes, like this: If you click to the right of the file path in your window, it will switch to this format. This format is an easier way to tell people who share your computer or your files how to find something.

C:\Program Files\Internet Explorer

Libraries

Windows created libraries as a way to organize frequently-used personal files. There's a documents library, music library, pictures library, and videos library. Explore each of these to see what's there.
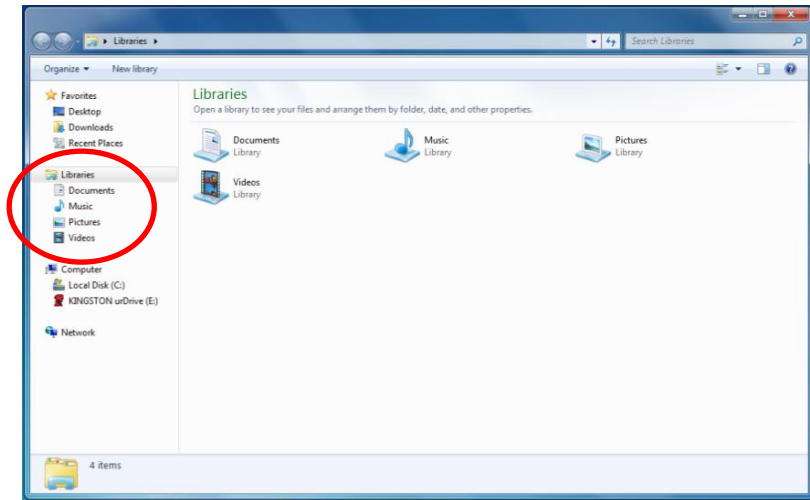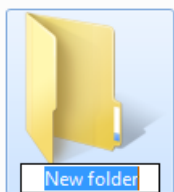

Making new folders

You can make a new folder a few different ways. Across the top of most windows, you'll see **New Folder**. Click it to make a new folder.
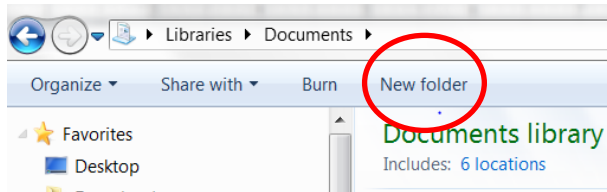

You can also right click the mouse on most screens, hover your mouse over **New** and left click on **Folder**.

Once you've made a folder, you can rename it right away. After typing the new name, hit the enter key or click elsewhere on the screen to finalize it. You can always rename a folder later by right clicking on the folder and left clicking on **Rename**.

Moving files around

There are different ways to move your files:
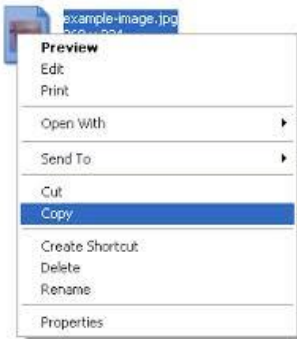
- You can click and drag your file from one place to another.

- You can also right click on the file and left click on **Cut**. Go where you would like to move the file, right click, and left click on **Paste**.

- If you'd like to make a copy of the file, right click on it and choose **Copy** instead of Cut. Go where you'd like to save the copied file, right click, and choose **Paste**. Your original file stays where it is and a copy of it appears where you've chosen. These are now different files; changes to one do not affect the other.

Flash drive
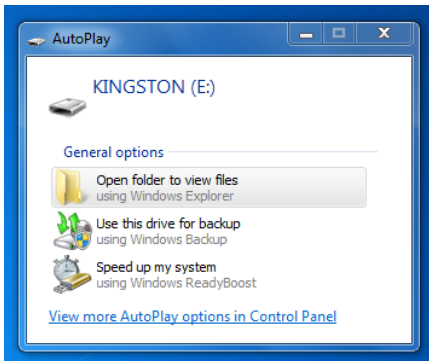
When you plug in a flash drive, it usually triggers an AutoPlay window. You can click **Open folder to view files** to see what's on the flash drive.

You can also get into your flash drive from most windows. See page 4 for a hint!
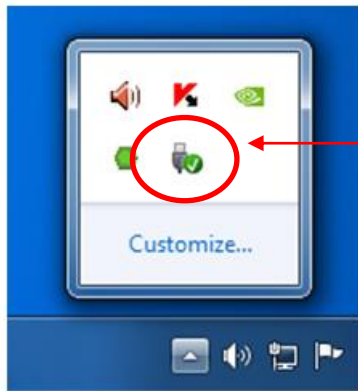
When you're done working with your flash drive, try to eject it safely! If you just pull it out from the computer, you risk damaging your files.

Look for this icon and left click on it.

Then choose **Eject (the name of your flash drive)**. Your computer will tell you it is now safe to remove your flash drive.
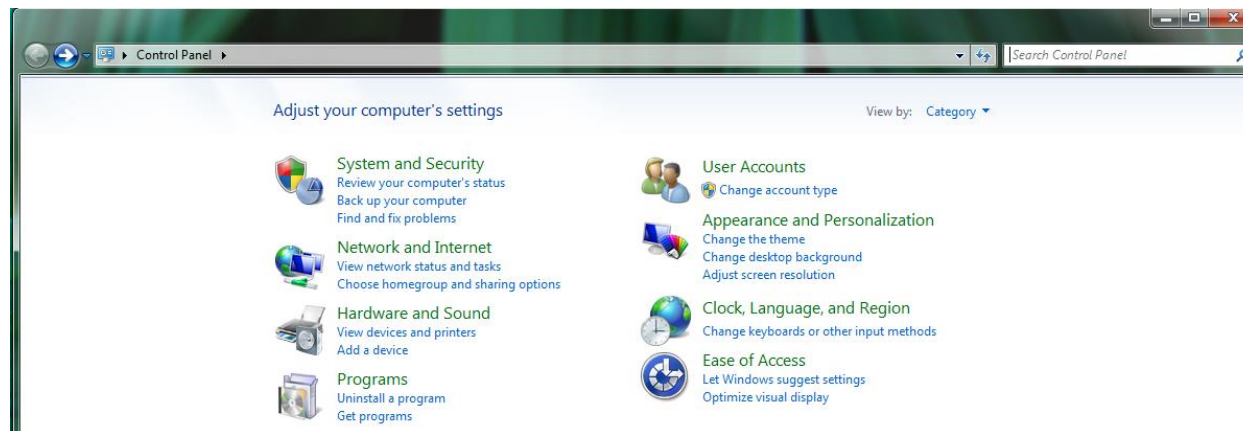
Task Manager

If a program or file ever freezes on you, try pressing the following keys at the same time: **ctrl, alt,** and **delete**. Choose **Start Task Manager** from the screen that appears. This shows what's open on the computer. If your program is frozen, it will say Not Responding instead of Running. Click on the title of the frozen program and click **End Task**.
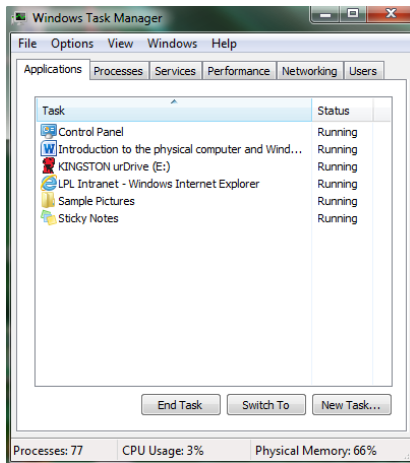
Control Panel

The control panel allows you to check your system security, change your desktop background, uninstall programs, create a backup of your files, change text and icon size, and more. Come here to oversee and make changes to your computer.

Last updated 1/12/15