

Center for Teaching, Learning & Technology

Faculty Technology Workshops



Windows 7™

Computer Management

Albert Robinson / Delwar Sayeed

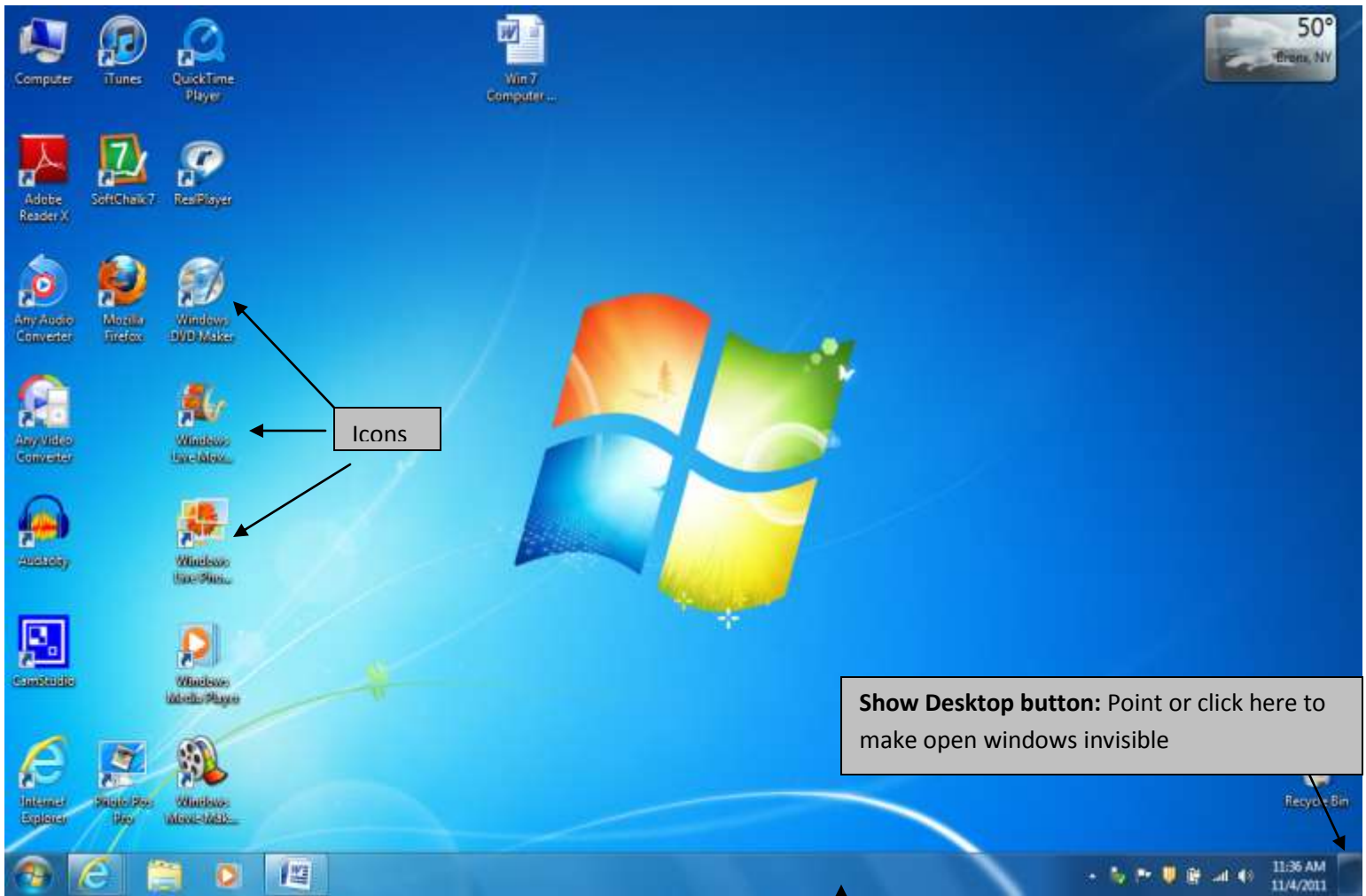
Faculty and Staff Development Programs

Center for Teaching, Learning & Technology (CTLT)

Colston Hall Room 226

718-289-5100 ext.3063

Windows 7 Desktop



Start Button

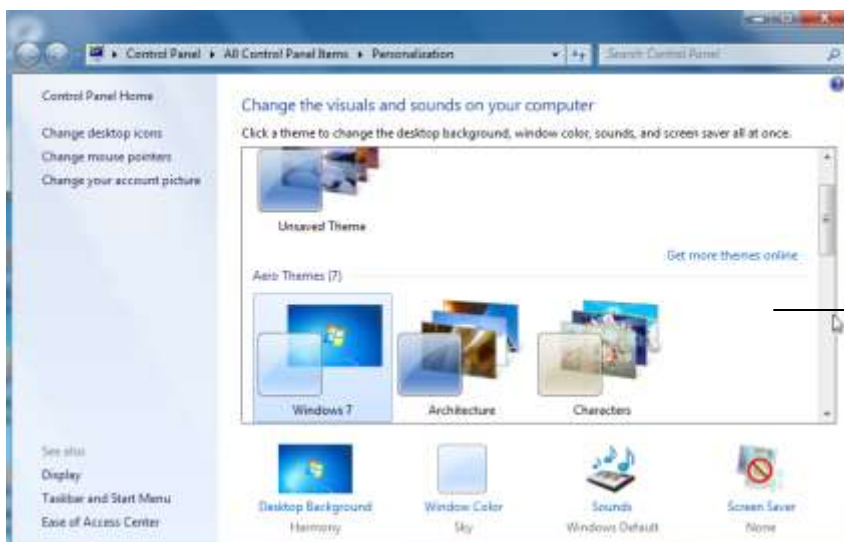
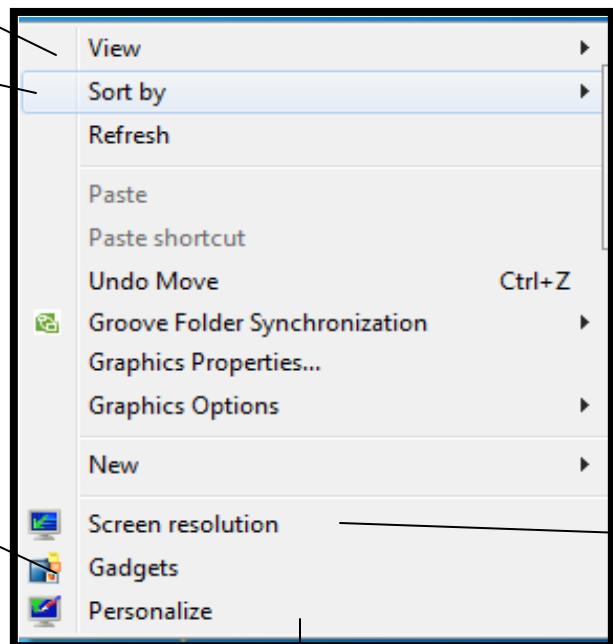
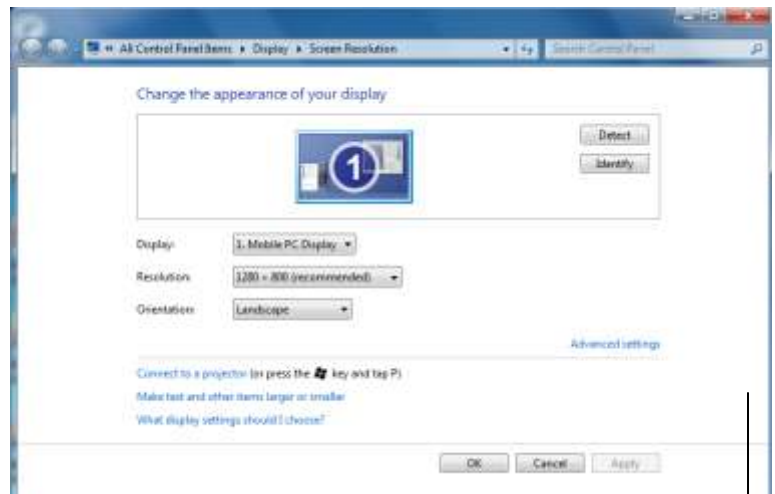
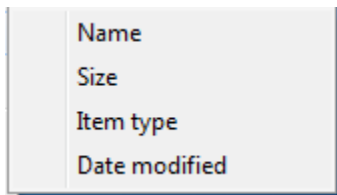
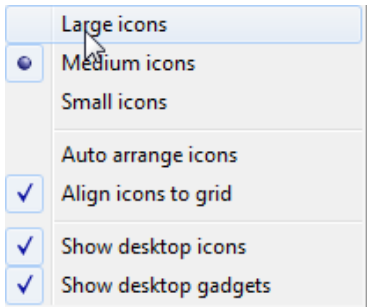
Program icon: Click to open the program.
Rearrange icons by clicking and dragging.

Task Bar

Notification Area: Action Center ,
clock, and other systems icons are
located here.

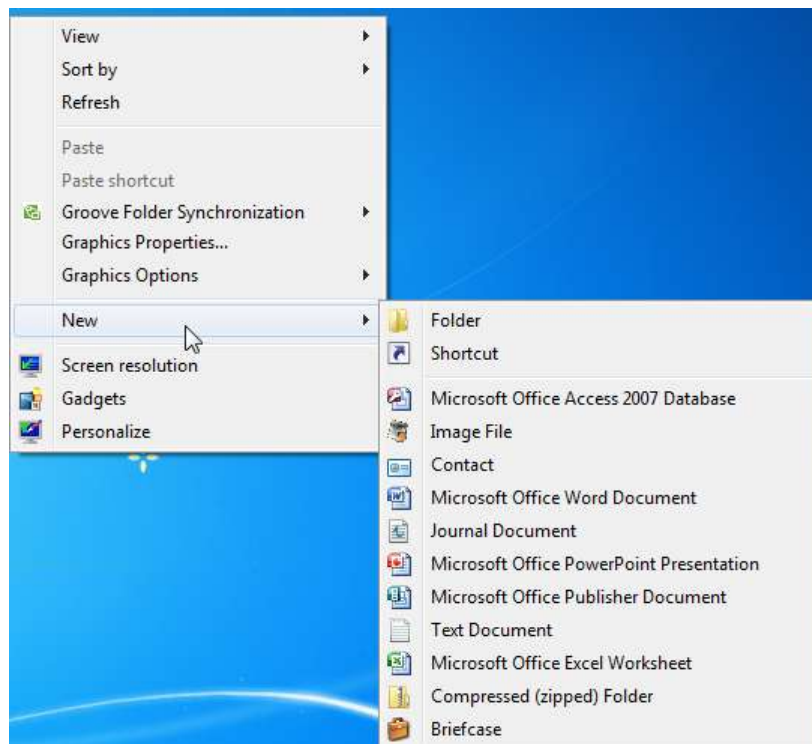
Manipulate and control the Windows desktop, files and disks

The standard mouse for a PC has two buttons (left & right). When you click on the right mouse button you get several menus to perform certain task.



Creating Folders

- 1 Go to an empty area of the desktop and right mouse click.
- 2 Point to *New*, then *Folder*, name the folder **My files**, and then press enter.



Moving files on the Desktop into folders

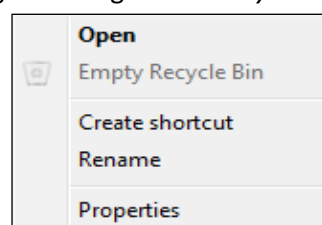
- 1 Left click and hold down the left mouse button on any file on the desktop.
- 2 Drag the file to the folder we created (My files) and release the button.
- 3 Double left click the folder **My files**, you should see the file you put in there.

Sending files and folders to the *Recycle Bin*

- 1 To send *Files* or *Folders* to the *Recycle Bin*, single left click on the file or folder.
- 2 Then press the *Delete* key on your keyboard. Or right click on the *File* or *Folder* then click *Delete*.

The File or Folder is now in the Recycle Bin.

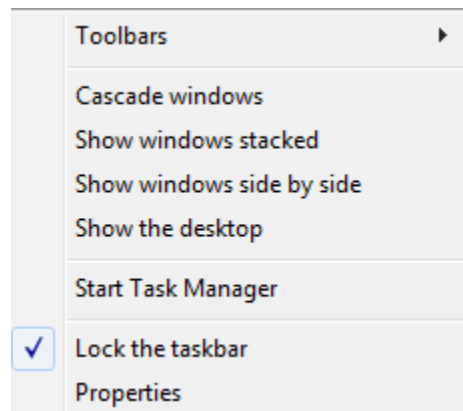
- 3 Empty the *Recycle Bin* by right clicking on the *Recycle Bin* Icon and click *Empty Recycle Bin*.



Moving the Taskbar

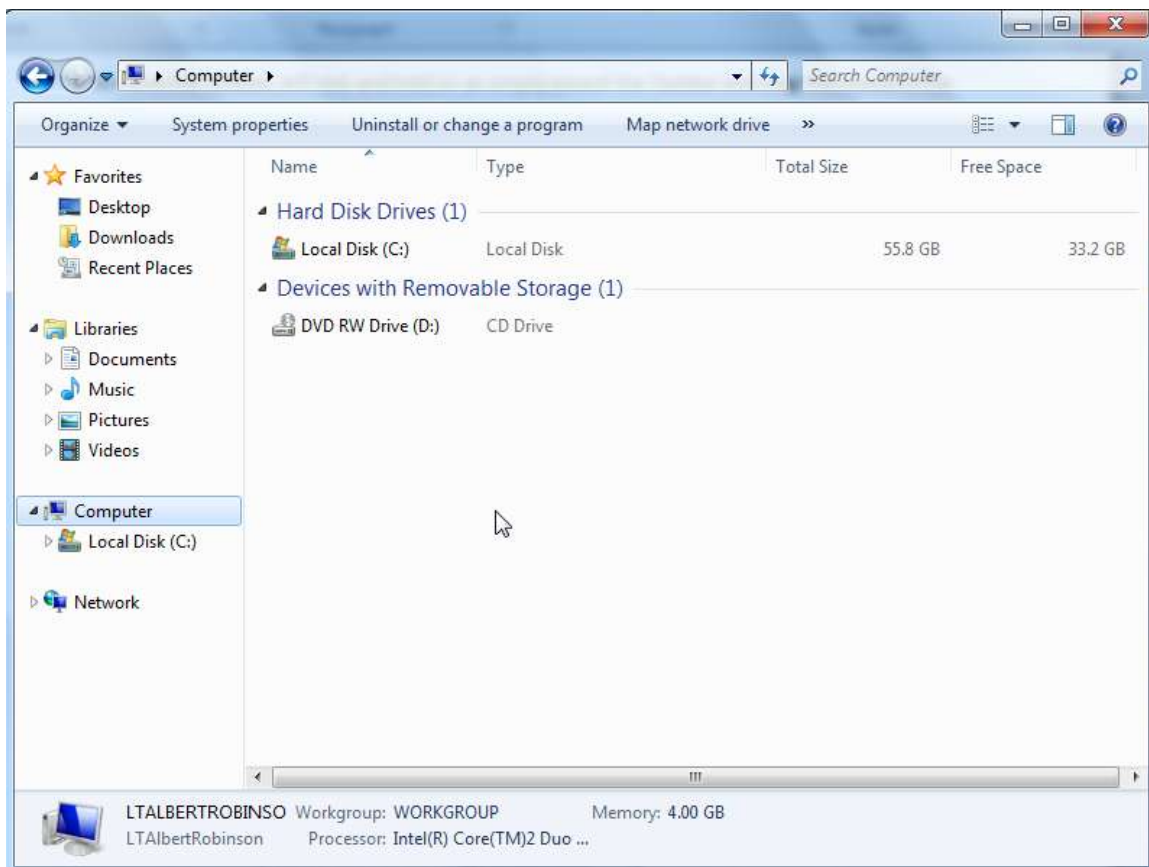
You can move the *Taskbar* to the top, bottom, left or right.

- ◆ To move the *Taskbar*, left click and hold on an empty area of the *Taskbar* and drag the mouse to the top of the screen.
- ◆ To lock and unlock the *Taskbar* right click on an empty area on the *Taskbar* then make your selection.

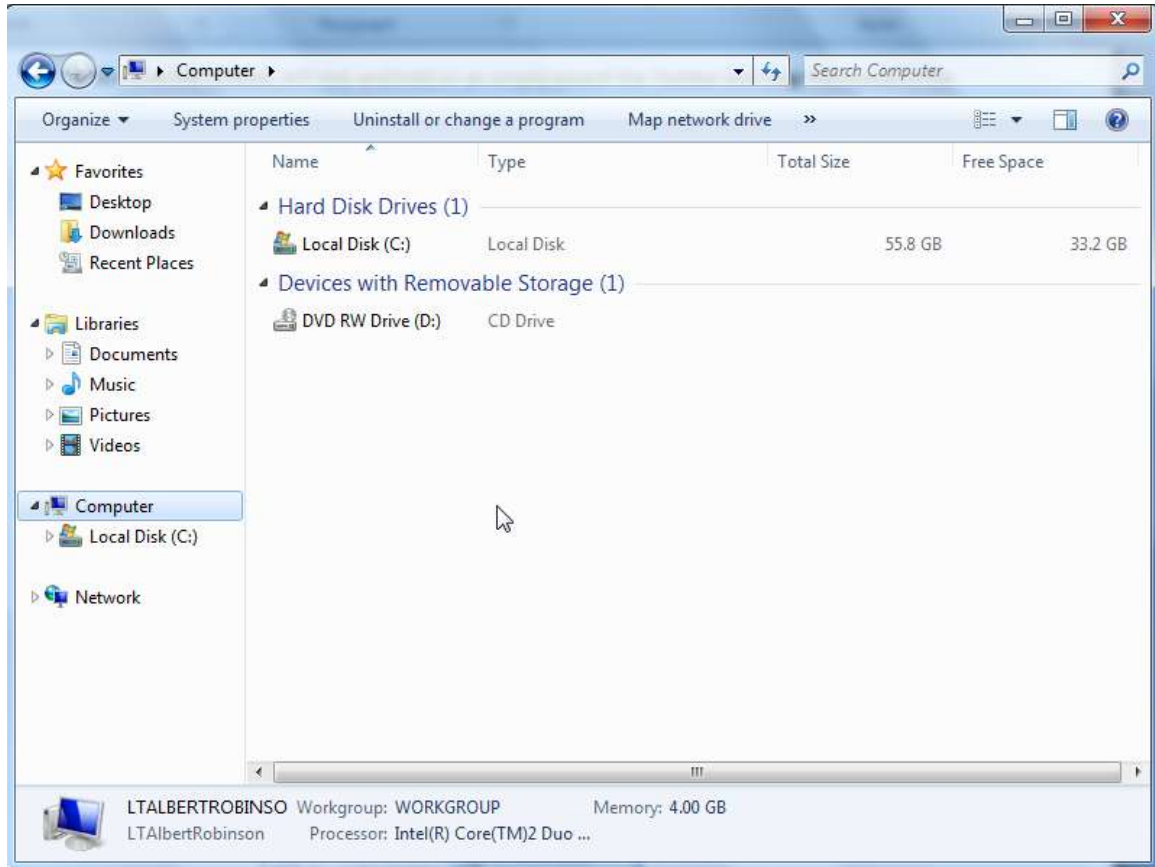


Computer

To get to the *Computer* area of your system, click on the start button, then click on *Computer*.



The *Computer* area of your operating system is where you can see how many harddrives and what devices (DVD/CD Drives, Flash Drives, MP3 players, Digital Camaras etc.) are attached or installed on your system. In *Computer*, you can also check to see how much space is left on your harddrive.



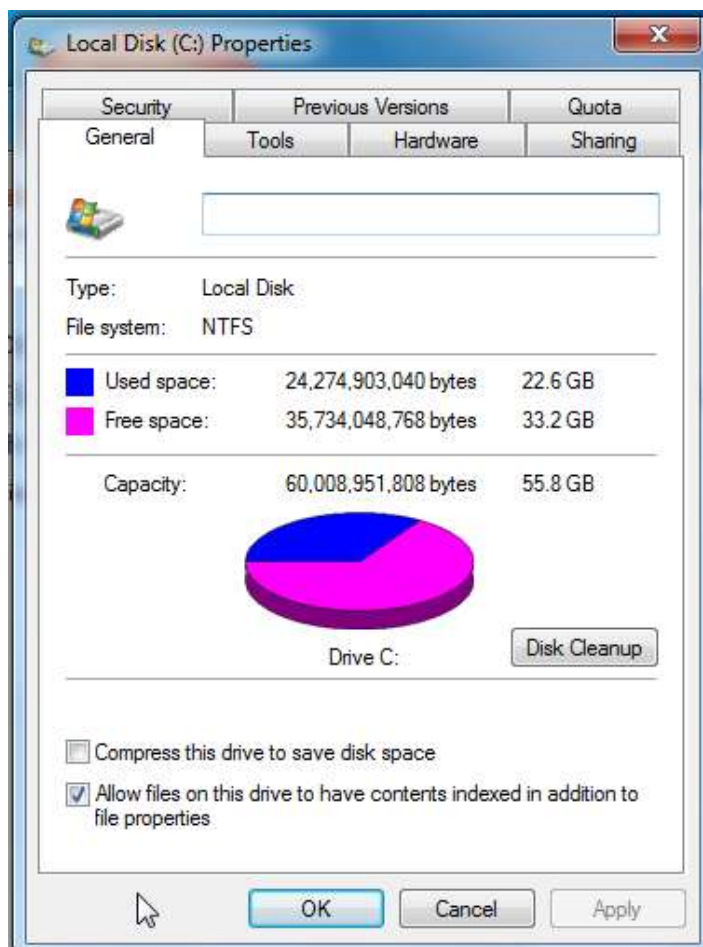
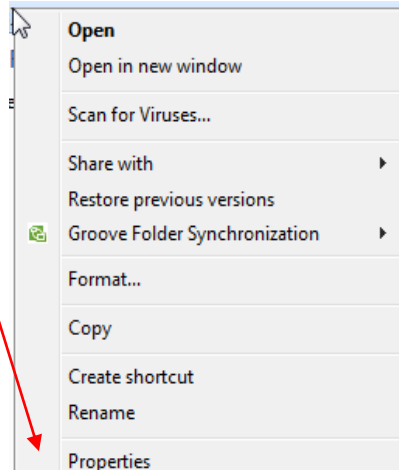
Reviewing harddrive space

To see a graphical view of your hard drive space:

- 1 Right mouse click on the (C:)drive

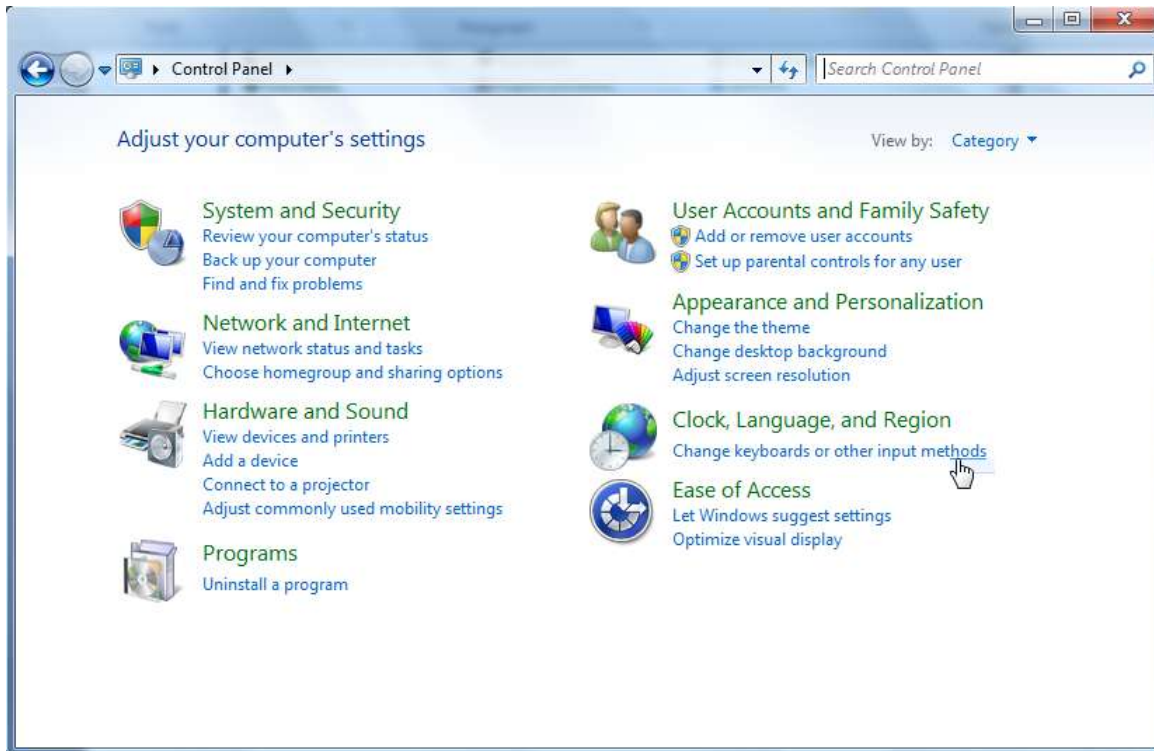
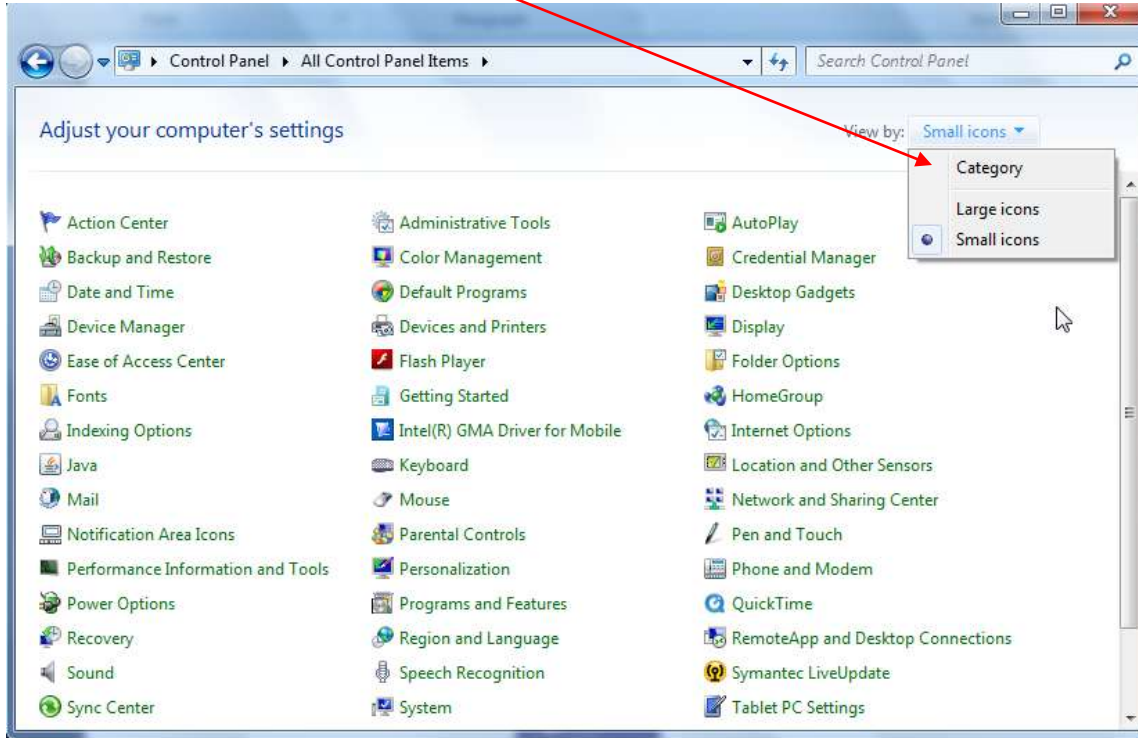


- 2 Click on Properties



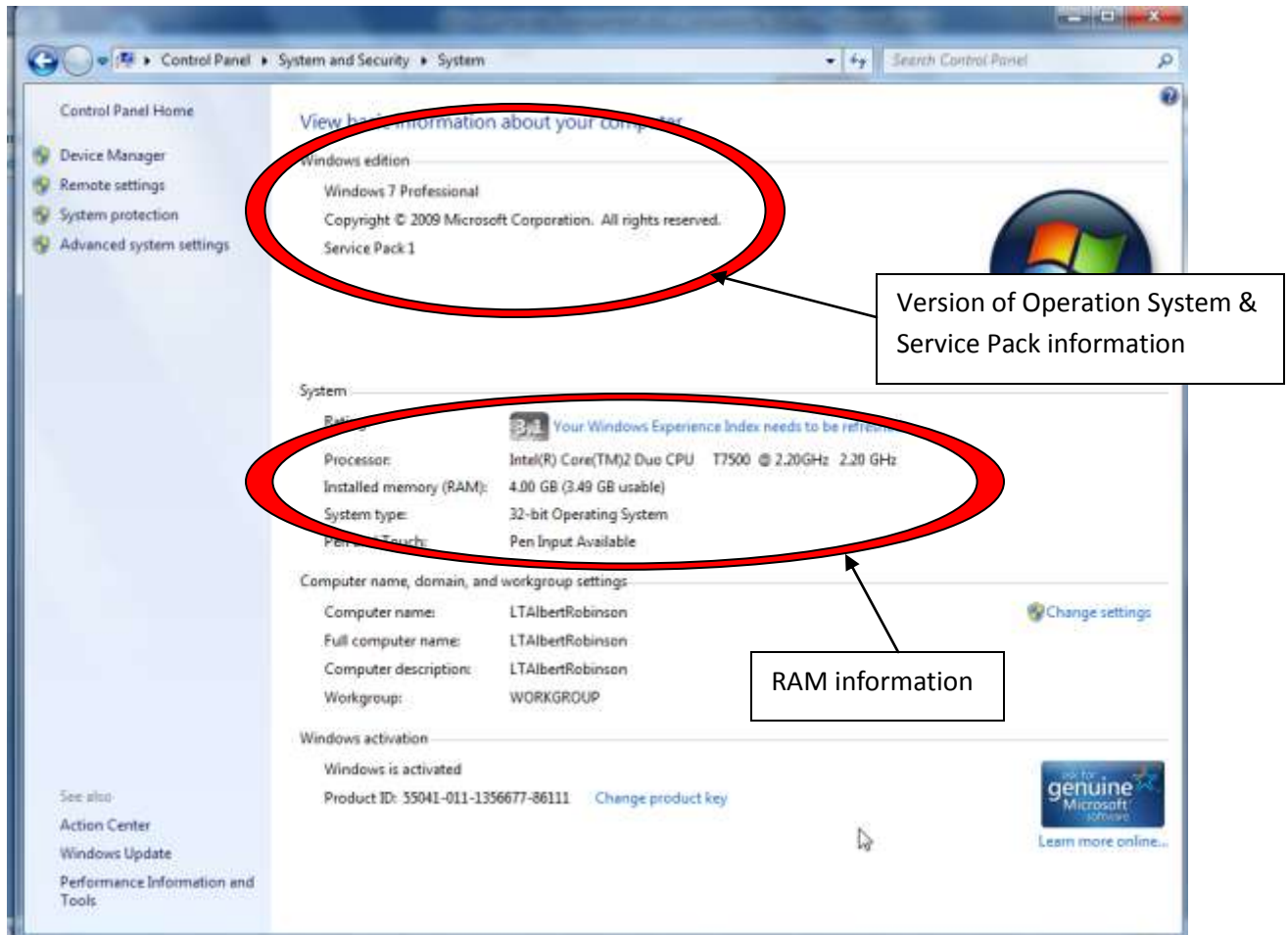
To change the system setting such as the *Desktop Back Ground, Screen Saver, Themes, Appearance,* and other settings, click on the Start button then click on *Control Panel*.

View the information by **Category**



Checking the System Memory (RAM)

1. To view the System memory information, click on the System and Security link in the category view
2. Click on the System link




To Personalize Windows 7 Appearance and Sounds:

Right-click the desktop and select **Personalize**. The Personalization window appears. Click the appropriate links to personalize these settings:

- **Themes** – Change menus, icons, backgrounds and sounds all at once.
- **Desktop Background** – Choose built-in colors and pictures, or use your own. Select more than one picture to start a slide show.
- **Window Color** – Change window color and transparency.
- **Sounds** – Change which sounds play when you perform different tasks.
- **Screen Savers** – Adjust what it displays and when it appears.
- **Desktop Icons** – Add icons to the desktop, such as Computer and Network.
- **Mouse Pointers** – Change how the pointer looks and acts, reverse buttons.

• **To Add Gadgets to the Desktop:** Right-click the desktop and select **Gadgets** from the contextual menu. Double-click the gadget you want to add to the desktop.


• **To View Gadgets:** Press  + **<G>**. The gadgets on your desktop appear on top of the windows that are open.






















• **To Remove a Gadget from the Desktop:** Point to a gadget and click the **Close** button that appears.

• **To Download New Gadgets:** Right-click the desktop and select **Gadgets** from the contextual menu. Click the **Get more gadgets online** link at the bottom of the window, click the Desktop gadgets tab, and click the

Download button for the gadget you want to add.


• **To View a Gadget's Options:** Point at the gadget, then click the **Options** button to view and change settings for that gadget.


The following table contains keyboard shortcuts that use the Windows logo key .


Press this key	To do this
Windows logo key 	Open or close the Start menu.
Windows logo key  +Pause	Display the System Properties dialog box.
Windows logo key  +D	Display the desktop.
Windows logo key  +M	Minimize all windows.
Windows logo key  +Shift+M	Restore minimized windows to the desktop.
Windows logo key  +E	Open Computer.
Windows logo key  +F	Search for a file or folder.
Ctrl+Windows logo key  +F	Search for computers (if you're on a network).
Windows logo key  +L	Lock your computer or switch users.
Windows logo key  +R	Open the Run dialog box.
Windows logo key  +T	Cycle through programs on the taskbar.
Windows logo key  +number	Start the program pinned to the taskbar in the position indicated by the number. If the program is already running, switch to that program.
Shift+Windows logo key  +number	Start a new instance of the program pinned to the taskbar in the position indicated by the number.
Ctrl+Windows logo key  +number	Switch to the last active window of the program pinned to the taskbar in the position indicated by the number.
Alt+Windows logo key  +number	Open the Jump List for the program pinned to the taskbar in the position indicated by the number.
Windows logo key  +Tab	Cycle through programs on the taskbar by using Aero Flip 3-D.
Ctrl+Windows logo key  +Tab	Use the arrow keys to cycle through programs on the taskbar by using Aero Flip 3-D.
Ctrl+Windows logo key  +B	Switch to the program that displayed a message in the notification area.
Windows logo key  +Spacebar	Preview the desktop.
Windows logo key  +Up Arrow	Maximize the window.
Windows logo key  +Left	Maximize the window to the left side of the screen.

Press this key


Arrow

Windows logo key +Right
Arrow

Windows logo key +Down
Arrow

Windows logo key +Home

Windows logo key 
+Shift+Up Arrow

Windows logo key 
+Shift+Left Arrow or Right
Arrow

Windows logo key +P

Windows logo key +G

Windows logo key +U

Windows logo key +X

To do this

Maximize the window to the right side of the screen.

Minimize the window.

Minimize all but the active window.

Stretch the window to the top and bottom of the screen.

Move a window from one monitor to another.

Choose a presentation display mode.

Cycle through gadgets.

Open Ease of Access Center.

Open Windows Mobility Center.