

Windows 7

What's Different from XP?

1. New Start icon – note the Start globe
2. Taskbar – bigger icons and no Quick Launch
 - a. To pin a program to the new Taskbar, click the Start globe and either drag the icon onto the bar or right click and click “Pin to Taskbar”.
 - b. You can easily rearrange the icons by dragging them once they are on the Taskbar.
3. Jump Lists for easier access (lists of recent items)
 - a. Files are organized by program – right click the program’s button on the Taskbar and then select from your most recent files.
 - b. Pin a favorite file to the top of the list. Right click on the program icon on the Taskbar, click the pushpin icon and then “Pin to this list”.
 - c. You can open several files at the same time using this method. Right click on the Taskbar (in an open area) to cascade or tile your open documents.
 - d. You can also close all the windows by right-clicking and choosing “Close All Windows”.
 - e. Jump lists are also available through the Start menu once the program icon is pinned to the start menu.
4. Snap – side to side, long vertical view, maximized view
 - a. Drag a document using the top title bar until it snaps to one side or the other.
 - b. Do the same for another document and view them side by side.
 - c. Drag the documents away from the sides to go back to a regular view.
 - d. Drag the document to the top of the screen to create a maximized view.
 - e. Point to the top or bottom of the window until the pointer changes to a double-sided arrow. Drag to the top of the bottom of the screen for a long, narrow vertical view.
5. Aero Shake
 - a. You can use Aero Shake to quickly minimize every open window except the one you want. You can then restore all of your windows just as easily.
 - b. In the window you want to keep open, drag (or shake) the title bar back and forth quickly.
 - c. To restore the minimized windows, shake the open window again.

6. Quickly access the Desktop by touching the vertical bar at the end of the Taskbar. Click the bar to show the Desktop. Click it again to go back to your open document.
7. Desktop icons like "Computer" and "My Documents" are removed and accessed through the Start Menu or through the Windows Explorer icon on the Taskbar.
8. A Search Bar in the Start Menu makes finding documents much easier.
9. The "Run" command is accessed through the Start Menu's Search Bar
10. Change your Desktop background with built-in themes.
 - a. Right-click on the Desktop.
 - b. Click Personalize (bottom)
 - c. Choose from the themes available or click "Get More Themes Online"
 - d. Use your own pictures by choosing Desktop Background at the bottom of the screen. Use the timing feature at the bottom to create a slideshow.
 - e. Change the sounds and background colors here as well
11. Gadgets – some of the gadgets that come with Windows 7 are Calendar, Clock, Feed Headlines, Slide Show and Picture Puzzle. To add a gadget to the desktop:
 - a. Right-click on the Desktop and then click Gadgets.
 - b. Double-click a gadget to add it to the Desktop.
 - c. To remove a gadget, right-click the gadget and click Close Gadget.
12. Screen Magnifier – this feature is especially helpful on website that use small font sizes.
 - a. Go to Start – Magnifier
 - b. The window can either be docked or used as a floating magnifier by clicking on the down arrow next to Views.
13. Windows Live Movie Maker – go to Start – All Programs – Windows Live – Windows Live Movie Maker.
14. Windows DVD Maker – great built-in feature to turn your pictures and videos into a DVD. Go to Start – All Programs – Windows DVD Maker.