

## Windows 7: What's New

Albert Nakpil  
Information Technologies  
College of Agricultural Sciences

Windows 7: What's New

1

## Background

- New, improved Windows?
- Best on new hardware
- Few application software issues
- Requires clean install from Windows XP
- Now installing on 2011 Bulk-buy computers

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3

## Least Privilege = Better Protection

- Computer is locked down and more secure
- Login as "standard user", not as administrator
- Ag IT will install software
- Admin privileges given with special approval



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4 of 21

## Tighter Restrictions on File Storage

- Work files should be stored in your "My Documents"
  - My Documents is the only folder that is backed up
  - Storing files on desktop not recommended
- Personal files should NOT be stored in "My Documents"
  - Best to use your own USB flash or external hard drive
- Using Local Documents folder or Personal Data folder no longer encouraged

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5 of 21

## Logging into Windows 7

- Same as before: CTRL + ALT + DELETE
- Windows 7 also remembers the last user
- Logging in as **another user** can be a little confusing
  - Requires two steps:
    - Click on "Switch User" button
    - Click on "Other User" icon

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6

## Logging into Windows 7

Logging in as another user



1. Click "Switch User"



2. Click "Other User"

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7 of 21

## Logging into Windows 7

Logging in as another user (continued)



Make sure you see "AG"



Don't see "AG"?  
Add "AG" before your User name

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8 of 21

## Windows 7 Desktop

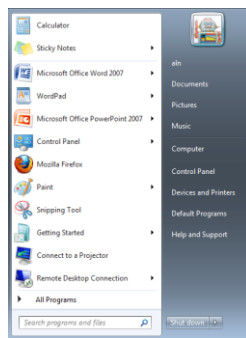
- New look, new icons, new fonts, new sounds
- Similar to other Windows desktops with subtle changes
- Desktop Themes
  - Set of background images, sounds, colors
- Desktop Gadgets
  - Mini-programs for work and play

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9

## Start Menu

- Jump Lists
- Pinning
- All Programs
- Shut Down options
- Windows Search



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## Windows Search

Search programs and files

- Fast, powerful search of file names, contents, meta data.
- In the Start Menu – search all
- In a window – search folder and subfolders
- Extensive syntax
  - AND, OR, NOT
  - kind: size: sent: to: ext: date: (and date ranges)

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11

## Taskbar

- Larger icons
  - Frames indicate task is running
  - Can be customized to show text, tasks
- Quick Launch toolbar removed
- Tasks can be pinned
- Tasks also show jump lists
- Shortcuts
  - Windows + 1, Windows + 2... Also wheel button = new



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12

## Taskbar Icon – Preview



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13 of 21

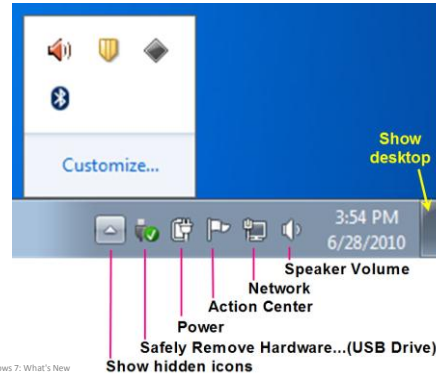
## Notification Area

- More control for showing/hiding icons
- Standard Icons
  - Show Desktop bar
  - Speaker Volume
  - Network
  - Action Center (flag)
  - Power
  - Show Hidden icons (triangle)

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14

## Notification Area



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15

## Organizing Windows

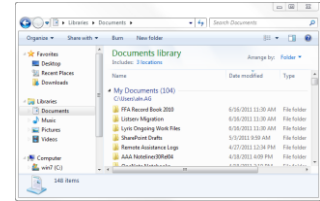
- Maximize
  - Drag window to top edge of monitor
  - + Up
- Snap
  - Drag window to side edge of monitor
  - + Left Arrow
  - + Right Arrow
- Shake
  - + Home
- Flip 3-D
  - + Tab
- Aero Peek
  - Hover over Show Desktop

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16

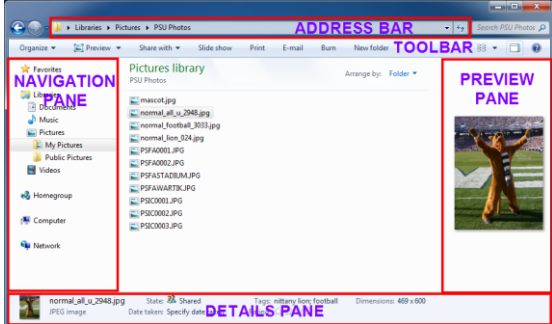
## Windows Explorer: New Features

- New Panes (Navigation, Preview, Details)
- New Locations (Favorites, Libraries, Downloads)
- New Views
- Tags and Ratings



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## Windows Explorer

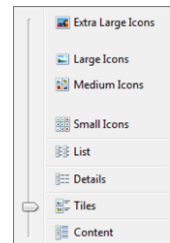


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18 of 21

## Windows Explorer – Folder Views

- New views of folder contents
  - Icon sizes
    - Extra Large
    - Medium
  - Content view
    - Tags
    - Sorting

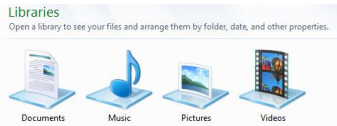


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19

## Libraries

- New way of viewing files that have been saved in different locations
- Acts like a “card catalog” or virtual aggregated folder
- Windows 7 comes with predefined Libraries



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20

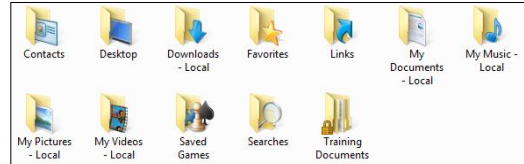
## New Structure for User Files

Computer

C:\

Users (the old “Documents and Settings”)



aln



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21

## Common Tasks Involving Windows

- Switching between applications
- Moving and copying files
- Mobility Center for laptops (  + X )
  - One click wireless connection
- Connect to Projector (  + P )

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22

## Keyboard/Mouse Shortcuts

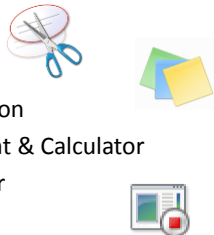
- Windows Key *Opens Start Menu and cursor at search*
- Windows Key + P *Opens Display options*
- Windows Key + X *Opens Mobility center*
- Windows Key + Arrows *Resizes/moves window*
- Windows Key + number *Makes “task” active*
- Windows Key + L *Locks computer*
- Mouse wheel button *New instance of an application*

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23 of 21

## Programs and Tools

- Snipping Tool
- Sticky Notes
- ClearType Text Calibration
- Updated WordPad, Paint & Calculator
- Problem Steps Recorder



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24

## Office 2010

- Backstage View (an enhanced “File” menu)
- New tools for image and video editing
- Outlook and Publisher have most changes
- Fewer changes to PowerPoint, Excel, Word and Access

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25 of 21

## Internet Explorer 9

- Streamlined Look
- Address bar doubles as the search box
- Hidden tool bars: Menu Bar, Favorites, Status
- Prompts now appear at bottom of screen
- Cannot edit Phone web sites; use Firefox

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26 of 21

## Next Steps

- Create, Save, Search, Print
- Additional Software
- Customize your Desktop
  - Pin programs to Start Menu and Task bar
  - Chose a theme if desire and gadgets
- Keyboard shortcuts
- Try a Tool

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27

## Additional Resources

- Built-in Help and Support
- Ag IT Windows 7 Resource Page
  - <http://agsci.psu.edu/it/windows7>
  - How To's documents
  - Instructional videos

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28

## Questions?



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30