

Windows 7 Overview

COLLEGE OF AGRICULTURAL SCIENCES TIP SHEET

For additional Windows 7 resources, go to

<http://agsci.psu.edu/it/windows7>

IMPORTANT THINGS TO KNOW ABOUT WINDOWS 7

Least Privilege Mode (or Right Privileges) – Increases security by logging you in as a standard user with no administrative privileges. Ag IT will need to [install software](#) for you. Some files, folders and settings are now protected. This should result in less malware infections and less downtime.

Keep Work Files in My Documents – My Documents folder is the only folder that is backed up. You will no longer have a Local Documents folder or a Personal Data folder. Personal data should be saved on a Flash or external drive. Do not store files on desktop.

Windows Search – New search is fast and returns results as you type. It places the best match at the top of the results and understands synonyms. Search looks at words in files and in email messages. Search also includes programs and control panels so there is no need to remember where a setting is located. The Search box is located at the bottom of the Start Menu and in the upper right corner of most Explorer windows.

Jump Lists – Makes it easy to reopen a document, site or setting that you recently used. Jump lists are available in the Start Menu and taskbar icons.

Taskbar – Pinning programs to the Taskbar replaces the Quick Launch bar in XP. Frequently used programs like Outlook or Word are good candidates for pinning to the taskbar. Tasks can show a document preview and allow you to make a window active or close a window. Icons in notification area can be hidden to reduce clutter. Action Center (flag on a pole) is a one-stop location for all alerts and notices. Show Desktop bar now in the right corner.

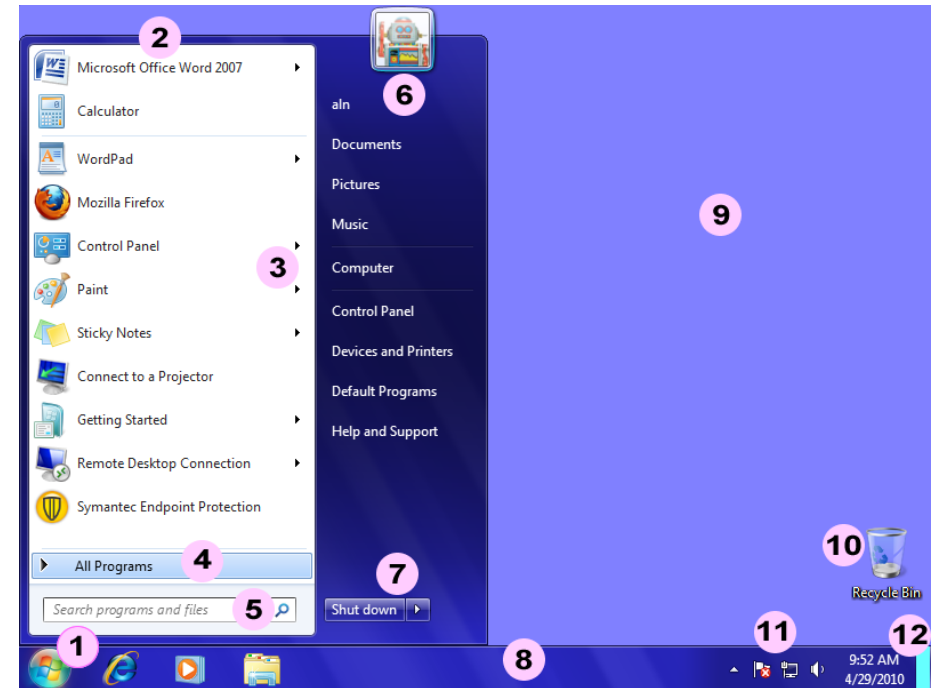
Start Menu – Has been streamlined but still works the same way. Menus are more compact to save space. Left side displays your most recently used and pinned programs. Right side shows common shortcuts, devices and Help.

Libraries – Libraries are a new way of viewing files that allows you to gather files stored in several locations. Your “My Documents” folder is part of the Documents Library. Be sure you are saving to the My Documents folder.

Windows Explorer – Lots of new features to help you work with folders and files. (See next page for a screenshot of Windows Explorer.)

Office 2010 and Internet Explorer 9 – New versions of these programs are installed. (See notes about IE 9 on the next page.)

THE WINDOWS 7 DESKTOP



1. Start Button – Click to display Start Menu and launch programs, open files, change settings
2. Start Menu (left side) – Lists your most recently used and pinned programs
3. Jump Lists – Your most recent documents or actions you used with a program
4. All Programs – Access all the installed programs on this computer
5. Search – Quickly search documents, email, programs, control panels
6. Start Menu (right side) – Common locations or features you might want to access
7. Shutdown Options – Cause computer to shutdown, restart, sleep, lock or logoff
8. Taskbar – Shows start button, open/pinned applications, notifications, date/time
9. Desktop – Work area for your computer
10. Recycle Bin – A holding area for deleted files
11. Notification Area – Shows alerts, messages, icons associated with programs
12. Show Desktop – Makes windows transparent so you can view the desktop

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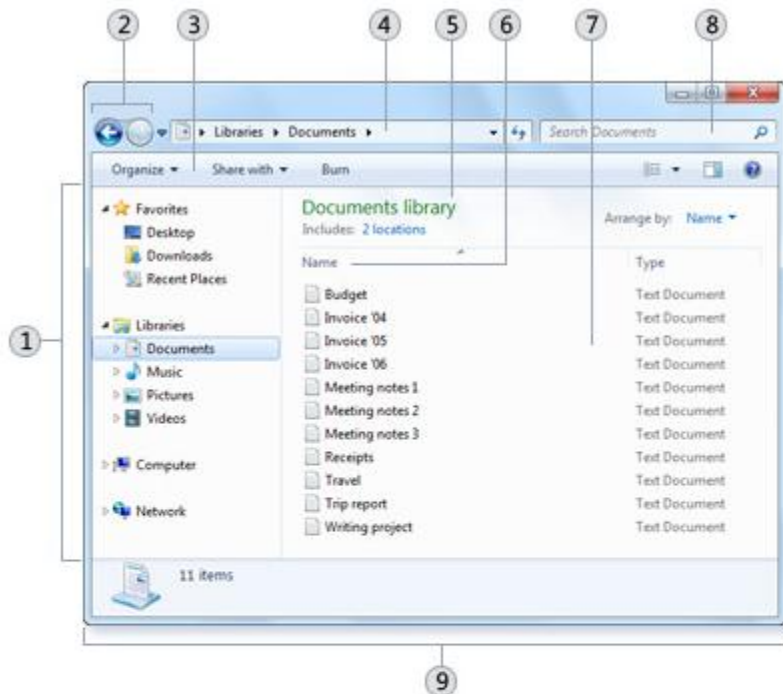
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A NEW LOOK TO WINDOWS EXPLORER

New panes and other features to help you work with folders and files.



- ① Navigation pane
- ② Back and Forward buttons
- ③ Toolbar
- ④ Address bar
- ⑤ Library pane
- ⑥ Column headings
- ⑦ File list
- ⑧ The search box
- ⑨ Details pane

NEW TOOLS TO TRY

Snap – Align a window to the side of a display or fill the desktop

Snipping Tool – Capture a screen shot or an object on the screen

Sticky Notes – A virtual notepad for your short notes

Desktop Gadgets – Mini-programs you can put on the desktop

ClearType Calibration – Improves text on LCD devices

Program Steps Recorder – Captures what is on your screen into a series of steps for troubleshooting

COMMON KEYBOARD AND MOUSE SHORTCUTS

Work more efficiently by memorizing these shortcuts

Desktop Shortcuts

- ⊞ + L *Locks computer (Also to switch users)*
- ⊞ + P *Opens Monitor/Project display options*
- ⊞ + X *Mobility Center (Laptops only)*
- ⊞ + D *Show desktop*
- ⊞ + up *Maximize window*
- ⊞ + down *Minimize window (or Restore a maximized window)*
- ⊞ + left *Snap window to edge of monitor (to left of window)*
- ⊞ + right *Snap window to edge of monitor (to right of window)*
- ⊞ + Home *Restore/Minimize all other windows (Shake)*
- ⊞ + space *View the desktop (Aero Peek)*

Taskbar Shortcuts

- ⊞ (Windows Key) *Opens Start Menu and places cursor at Search Box*
- ⊞ + T *Preview the first taskbar entry (press again to move to next)*
- ⊞ + # (1-9) *Preview the application in # slot on the taskbar or launch a new instance of an application*

Windows Explorer Shortcuts

- Alt *Displays the Menu bar*
- Alt + P *Show or hide Preview Pane*

Mouse Shortcuts

- Wheel button on Taskbar icon *Launch a new instance*
- Shift + Right mouse button + Taskbar icon *Show context menu*

INTERNET EXPLORER 9

Internet Explorer 9 has a streamlined look. The address field doubles as the search box. Toolbars like Favorites and Menu bar are hidden by default – right-click at the top of the window to turn on a toolbar or reposition the tabs to a separate row. Pressing the ALT key also displays the Menu bar. Prompts requiring your input or action will appear at the bottom of window.