



Introduction To Windows Vista/7

“Introduction to Windows Vista/7” has been written solely for use by the
Asian Community Center Computer Classes

By Heman Lee

Lessons

Lesson 1: The Basics

Lesson 2: The Desktop

Lesson 3: Windows Explorer

Lesson 4: File Management

Lesson 5: Icons & Shortcuts

Lesson 6: Control Panel

Lesson 7: Maintenance

Lesson 8 Having Fun

LESSON 1 - THE BASICS



Objective

- Learn how to properly turn on and off the computer
- Learn how to use the mouse and keyboard
- Learn all the basic windows controls
- Learn how to move and resize your windows
- Learn how to position the i-beam to edit text

Table of Content

LESSONS	1
LESSON 1 - THE BASICS	1
Objective.....	1
What is an Operating System	1
GUI – Graphic User Interface	1
Windows Operating System.....	1
CPU or Central Processor Unit	2
Multi-tasking –	2
What is Windows Vista	3
Let Turn if On	3
The Logon Screen	3
The Welcome Screen.....	4
Initial Welcome Screen	5
Turn it Off!	6
List Box Launcher	7
Hide/Unhide.....	7
More.....	7
Dialog Launcher.....	8
Sort Indicator	8
Mouse Pointer Busy	8
THE MOUSE	9
Pointing the Mouse	9
The click.....	9
Dragging	9
Double-click.....	10
Right Button	10
Scroll Wheel/Button:	10
Mouse Tip for Seniors	10
Mouse Exercise 1.....	10
Mouse Exercise on the Internet	10
THE KEYBOARD	11
Navigation.....	11
Editing.....	11
Key Modifiers.....	11
Function Keys.....	11
Windows Key Shortcuts	11
WHAT IS A WINDOWS?	13
Window Controls	13
The Title Bar	13
Menu Bar	13
Workspace	14
Status Bar	14
Pointer Shapes.....	14
Turning off your computer properly.....	Error! Bookmark not defined.
Use the Power button on the Start menu	Error! Bookmark not defined.
THE START MENU	15
Pinned Programs.....	15
Recent Programs.....	16
All Programs	16
Folders	16
Computer.....	16

CHANGE THE LOOK OF A WINDOW.....	17
To Move an Icon	17
Move a Windows.....	17
Resize a Windows.....	17
Open Multiple Windows.....	17
Arrange Multiple Windows	18
The Active Windows.....	18
MOUSE MIDDLE BUTTON	19
Mouse Scroll	19
Anchor Scroll Button.....	19
Windows Scroll Bar	19
BASIC TEXT EDITING	19
Exercise 1 – WordPad	19
Move the Insertion Point	20
Selecting Text by Dragging.....	20
Selecting Text by Clicking	20
Cut, Copy, Move and Paste	20
Other Selection Shortcut Keys	20
The Format Toolbar	21
Character Formatting	21
Exercise Change Character Font.....	21
Homework	23
WordPad - Paragraph Formatting.....	24
Positioning paragraphs on the page	24
Exercise: Create a paragraph indented on both sides	24
Using Ruler Tabs	24
Exercise: Use Ruler Tabs	25
The File Menu	25
New	25
Open	25
Close.....	25
Save	25
Save As.....	25
Print	25
Homework	25

What is an Operating System

An operating system (commonly abbreviated OS and O/S) is the software component of a computer system that is responsible for the management and coordination of activities and the sharing of the resources of the computer. The operating system acts as a host for application programs that are run on the machine. As a host, one of the purposes of an operating system is to handle the details of the operation of the hardware. This relieves application programs from having to manage these details and makes it easier to write applications. Almost all computers, including hand-held computers, desktop computers, supercomputers, and even modern video game consoles, use an operating system of some type. Some of the oldest models may however use an embedded OS, which may be contained on a compact disk or other storage device.

GUI – Graphic User Interface

A graphical user interface (GUI) (IPA: /'gu:i:/) is a type of user interface which allows people to interact with electronic devices like computers, hand-held devices (MP3 Players, Portable Media Players, Gaming devices), household appliances and office equipment. A GUI offers graphical icons, and visual indicators as opposed to text-based interfaces, typed command labels or text navigation to fully represent the information and actions available to a user. The actions are usually performed through direct manipulation of the graphical elements. In 1984, the Macintosh 128K was the first mass produced computer to have a GUI interface and mouse. Prior to that time, very few computers have even seen a mouse. Microsoft countered with the development of Windows.

Windows Operating System

In 1983 Microsoft announced the development of Windows, a GUI to replace their current MS-DOS operating system. In 2001, Microsoft released Windows XP which replaced the former 95, 98 and ME version.

In 2007, Microsoft released Windows Vista to replace the former XP, ME, 98 and 95 versions. Vista is a whole new kind of Windows for the consumers. Under the hood, it contains a true 32-bit kernel and driver set from Windows XP, NT and Windows 2000. Naturally it has tons of new features that no previous version of Windows has, but it also doesn't ignore the past--old DOS and Windows programs will still run, and may even run better.

Rumor has it that future development is something called System 7 to replace Windows Vista.

CPU or Central Processor Unit

A microprocessor, which is also known as a CPU or central processing unit, is the heart of the computer. It is a complete computation engine that is fabricated on a single chip. The first microprocessor was the Intel 4004, introduced in 1971. The 4004 was not very powerful -- all it could do was add and subtract, and it could only do that 4 bits at a time. But it was amazing that everything was on one chip.

Multi-tasking –

Multi-tasking is a method by which multiple tasks, also known as processes, share common processing resources such as a CPU. In the case of a computer with a single CPU, only one task is said to be running at any point in time, meaning that the CPU is actively executing instructions for that task. Multitasking solves the problem by scheduling which task may be the one running at any given time, and when another waiting task gets a turn.

What is Windows Vista

Windows Vista was released in early 2007 to replace XP. Vista comes in four flavors: Home Basic, Premium, Business and Ultimate. The main difference that the Home Basic version lack in the Aero technology. The Aero feature only adds visually 3D enhancement to your desktop experience. It will not be a problem in the following lessons if you only have the Home Basic version. To take advantage of all of the new video features, I recommend purchasing at least the Premium version.



Figure 1 – Aero 3D Flip

Let Turn if On



All computers will have devices peripherals such as printers or monitor attached to it. These should be switched on first before you turn on the system unit.

Find the On button on your PCs system unit. On most PCs, it is usually on the front. The power button will have the universal power on symbol. Press this button will initial the “Boot-Up” process. This process will load the Windows operating system into the main memory (RAM) of you system. It may take several minute, to be patient.

The Logon Screen

When the boot process is complete, the logon screen is the first screen that will appear. The logon screen represents all of the user accounts that was added to your system. In later chapter, you will learn how to add and modify user accounts. Everyone that uses the computer should have their

own user account. Not only does separate user account add security to the system it stores your desktop changes, menu and program. It also secures your folder and files from other users on the same system.

For even more security you can add a password to the logon process.



Shutdown Button

The Welcome Screen

On a new system the Welcome Screen is the first screen you will see after the logon process. You or users with Administrator privilege can remove this screen from appearing. The Welcome Screen is helpful in setting your system up for the first time. For example, you can transfer setting from another computer, get window upgrade, access help or add other user account to your system.

Initial Welcome Screen



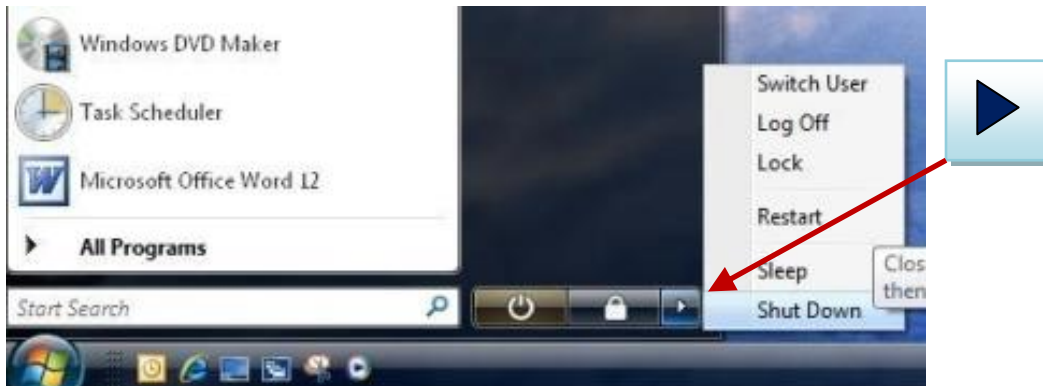
If you do not want to see the welcome screen, uncheck the box in the lower left corner.



Vista Shutdown

The factory default for the power button is sleep not shutdown. Therefore to perform a complete shutdown in Vista, you just select the arrow right of the lock button.

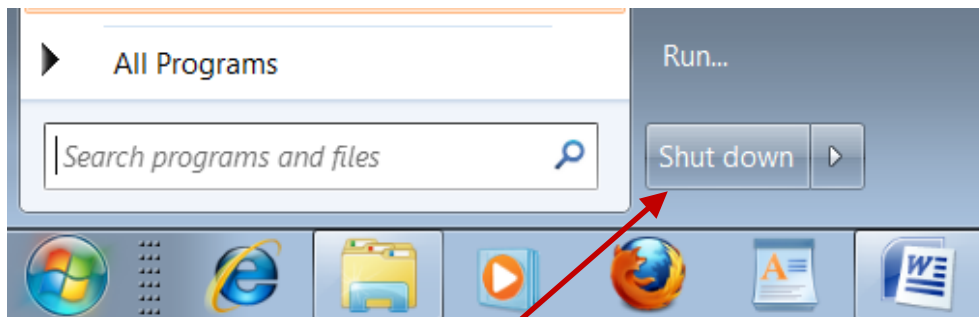
Power Button Lock Power Options



Vista Shut Down

Windows 7 Shutdown

The Vista shutdown debacle is now fixed with Windows 7. Not only is it fixed, it is even better. You can custom what the button does with a simple right-click to launch the properties menu.



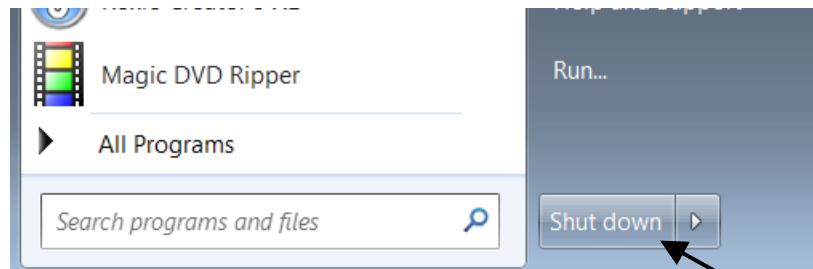
Windows 7 Shut Down

Optional Quick Shutdown (Windows 7)

You can perform a quicker Shutdown by using these keyboard combinations:



Windows Key →[Enter]
OR
Alt+F4+[Enter]



When you're done using your computer, it's important to turn it off properly to ensure that your data is saved and to help keep your computer more secure. Improper shutdown can damage your hard drive.

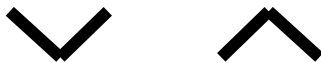
List Box Launcher

You will see these types of arrow throughout Vista. The orientation of the arrow usually point to the direction that the list box will appear. I usually indicate a list menu box.



Hide/Unhide

The chevron usually hides or unhide a menu or hidden options.



More



Expands hidden area of a menu.



Dialog Launcher

 This launches a dialog box.

Sort Indicator

  Ascending or descending sort.

WARNING

If your computer is ON, NEVER physically turn the power switch OFF on base unit. You must do the proper software “Shut-Down” from the Windows Start Menu. We will cover this in the Windows section.

Mouse Pointer Busy

Vista has changed some of the mouse pointer symbols. The hourglass has been replaced with the animated busy symbol.



THE MOUSE



The standard mouse for Windows is a 3 button mouse. For the right-handed person, the left button is the main button. This can be reversed to the for left-handed individuals.

The left button is the most used because with it we select objects, drag and drop, open, close programs, etc.

The middle button or the scroll wheel is used to scroll up and down. Sometimes for it to take effect we need to click on what we want to scroll up and down.

The right button is used to open the shortcut or alternate menu, depending on what you click on, the functions of the menu displayed varies.



Pointing the Mouse

When you point with the mouse, you should always remember that the tip of the arrow is the spot at which you are pointing.

The click.

Most of the clicks are done with the left mouse button to select something. This is the most use button to select items from a menu. Typical thing to click on are: command button, menu, icons, radio button and hypertext.



Dragging

Dragging is used to select several objects at the same time. To Drag, you simply hold down left button down while you are move the mouse pointer. When you let go of the mouse button, this is called a Drop. Thus the term “Drag and Drop”. This is an important concept you must master in performing many Windows task.

Double-click

This is used to execute the desired programs associated with the icons.
Mouse Over: Sometime additional information about the button or icon will appear simply by positioning the mouse over it with no clicking.

Right Button

Additional options or shortcut menu will appear. This is context sensitive which means a different a menu will appear based on what you click on.

Scroll Wheel/Button:

The middle scroll functions in two way. As a wheel you can scroll up and down a page by rolling to button up or down. The second method is to click on it like a button. This will create the Anchor on your page. Click the Scroll Button the place the anchor on the page. Move the mouse up or down away from the Anchor will cause the page to scroll up or down.



Mouse Tip for Seniors

Rest the heel of your hand on the table in front of the mouse. Hold the mouse between thumb and ring and little fingers. Use only the thumb and the fourth fingers to move the body of the mouse.

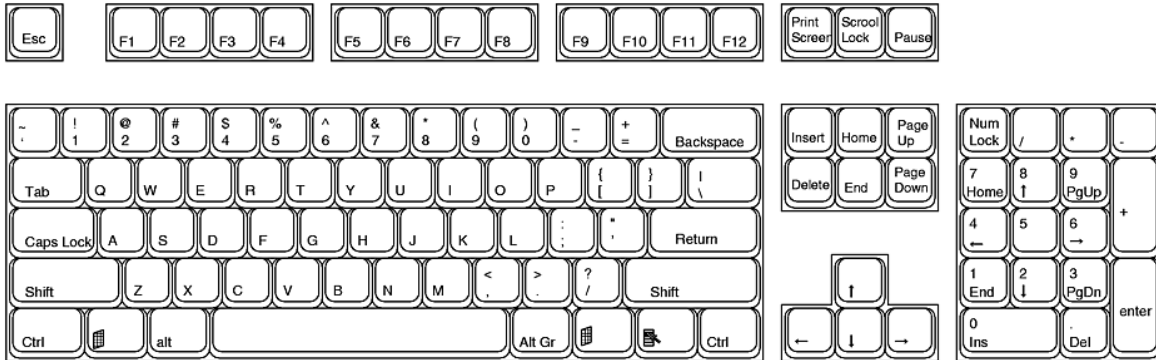
Mouse Exercise 1

1. Click on all of the icons. Watch how each selected icon changes color with a blue background. This is known as “selecting”.
2. Mouse over the start button in the lower left corner of the screen.
3. Mouse over the time in the lower right hand corner. Notice what pops up on the “Mouse Over”.
4. Place mouse over any icon and hold down the left button. Drag the icon to a new location of the screen, let go of the button.

Mouse Exercise on the Internet

<http://www.seniornet.org/howto/mouseexercises/mousepractice.html>

THE KEYBOARD



The arrangement of characters on a QWERTY keyboard was designed in 1868 by Christopher Sholes, the inventor of the typewriter. According to popular myth, Sholes arranged the keys in their odd fashion to prevent jamming on mechanical typewriters by separating commonly used letter combinations. However, there is no evidence to support this assertion, except that the arrangement does, in fact, inhibit fast typing.

Navigation

Arrow Page Up, Page Down, Home

Editing

Return/Enter, Backspace, Insert, Delete, Tab, Space

Key Modifiers




Control, Shift, Alt


Function Keys

F1, F2, F3, etc.



Windows Key Shortcuts

-  Open The Start Menu
-  + E To Open My Computer
-  + D To Show Desktop

 + M To Minimize All Windows

Windows Logo Key + L To Switch Between Users, or Lock desktop while unattended

Windows Logo Key + F To Open Search

Windows Logo Key + F1 To Open Help

Windows Logo Key + R To Open Run Dialog

Windows Logo Key + U to open Utility Manager

Windows Logo Key + Pause Key To Open System Properties

What is a Windows?

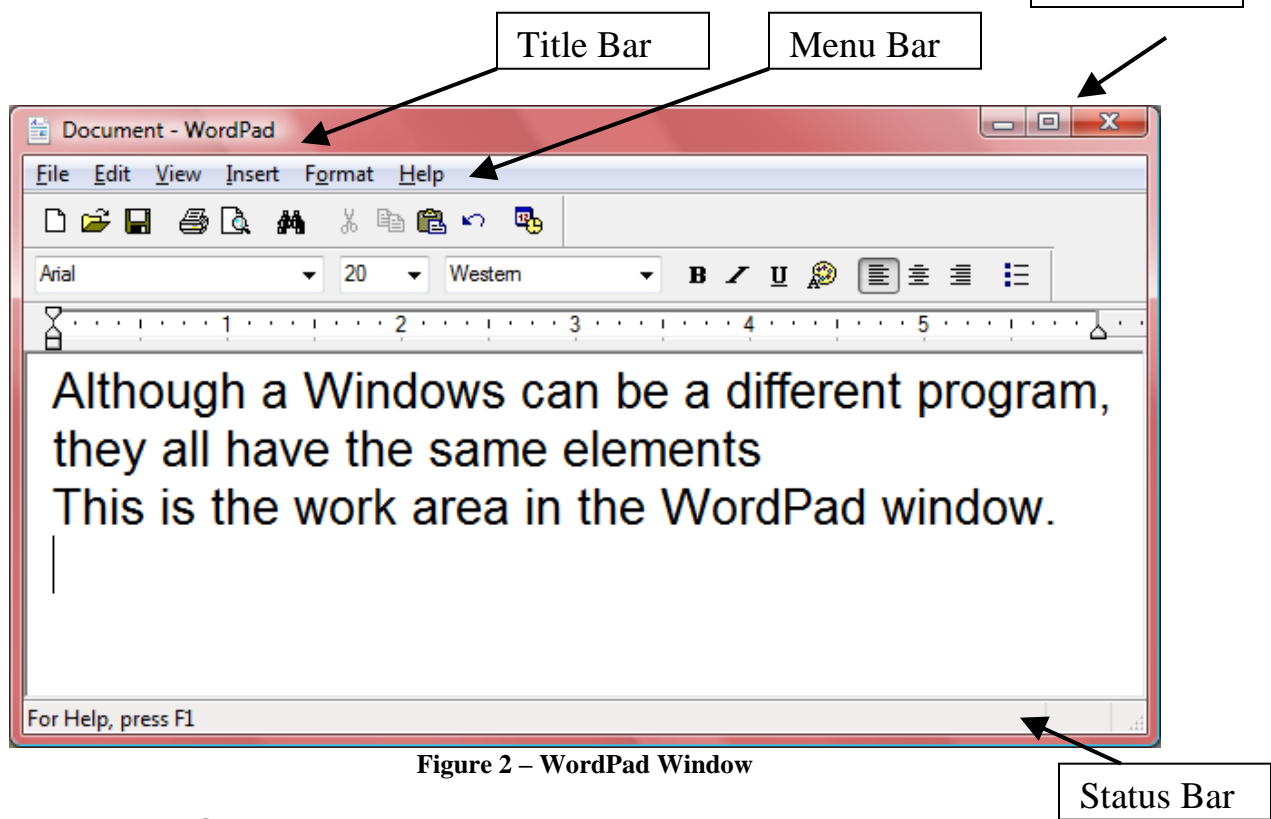






Figure 2 – WordPad Window

Window Controls

The **Minimize** button  shrinks the window it turns it into a button located in the Windows task bar. The program still remains in RAM.

The **Maximize**  amplifies the size of the window to fill the whole screen. From the Maximize state, the **Restore** button  restores the window to its original state.

The **Close** button  closes the window. The program is release from RAM. Therefore, if we've modified the document, we are asked if we want to Save the changes before closing.

The Title Bar

Top horizontal border area on the Window. It represents either the name of the program and/or file name. In the sample above “Document” is the name of the file and WordPad is the program.

Menu Bar

All windows have a menu bar area which allows you the access an array of commands. The commands are group into categories like File, Edit, View,

Insert, etc. While command group can be different from program to program, basic editing functions like File and Edit are common to all programs. These functions include cut, copy, paste and delete.

Workspace













The work area of the software where you create your work. You might write a letter in WordPad, create a drawing in Paint or navigate the world wide web in Internet Explorer.

Status Bar

This contains context sensitive information relation to the status of your workspace such a filename, page number, help information, etc.

Pointer Shapes

Windows is context sensitive. Therefore, the pointer shape from the normal arrow to other shapes depending on the context or situation. Please look for this change.

Normal Select	
Help Select	
Busy	
Working in background	
Precision Select (Draw Shape)	
Text Select (I-Beam)	
Unavailable	
Vertical Resize	
Horizontal Resize	
Diagonal Resize 1	
Diagonal Resize 2	
Move Object	
Hyper Link Select	

The Start Menu

To access the Windows Start Menu, click the start button in the lower left corner of the screen.



Start Button



Figure 2 – Vista/7 New Start Menu

Pinned Programs

One way to customize your own start menu is the add programs that you use frequently to this list.

Recent Programs

Windows automatically adds a most recently used program to this list. By default the last 9 programs you opened will be on this list.

All Programs

Click this to view all of the programs on your system. Some programs are organized into program folders. Click the folder to expand the program list. Windows Wordpad and Paint are in the Accessories folder.

Folders

All data you create is stored in folders. The first folder on the list is known as your personal folder. The sub-folders under your personal folders are Document, Picture, Music and Games. to top level folder.

Computer

Allows you to access other storage devices on your system.

Change the look of a Window

To Move an Icon

Position the mouse pointer on the icon and drag and drop to a new location.

Move a Windows

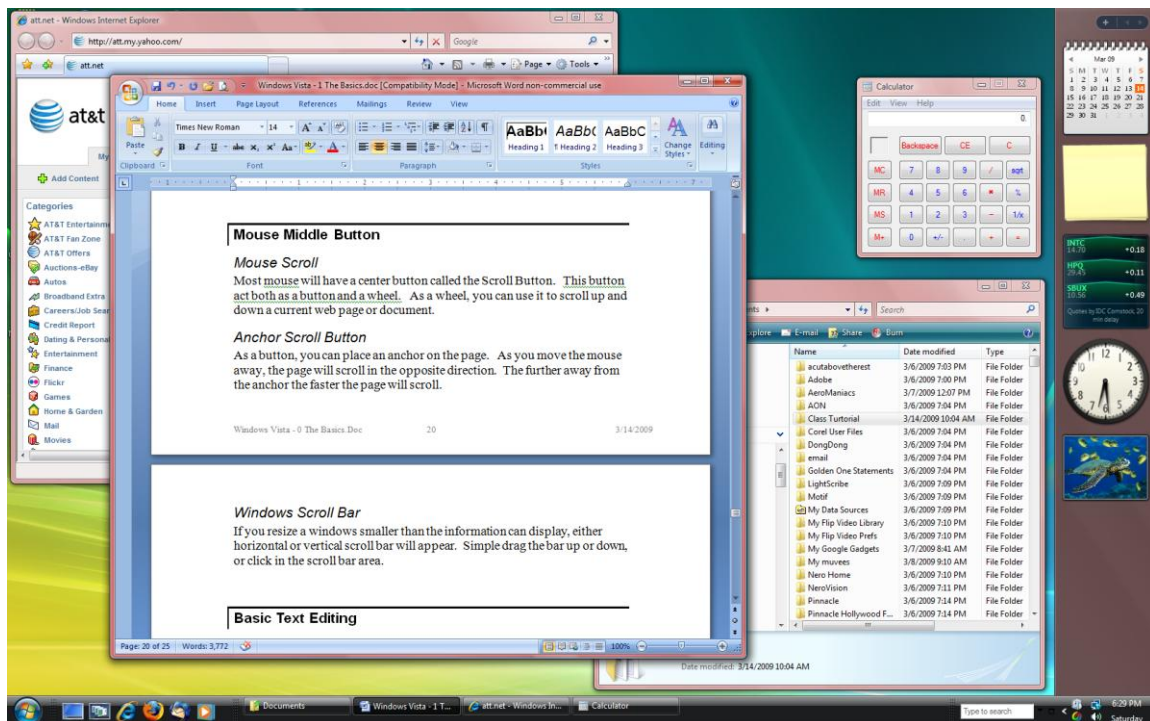
Place the arrow on the title bar and drag the windows to a new location on the desktop. When you click on the title bar and drag, it will show a ghost image of the window. This allows you to see location of the windows before to place it.

Resize a Windows

To resize a Windows, position the windows on either the horizontal border or the vertical border. This may take some practice because the border line is small. To resize in the diagonal, position the mouse in either corner. Look the pointer changing to the resize arrow.

Open Multiple Windows

The whole idea of Windows is the ability to multi-task. Therefore, having multiply Windows opened at the same time is common. The Windows Vista operating system uses cooperative multitasking to enable the running of multiple applications simultaneously.



Arrange Multiple Windows

One way to resize all the open program windows, so that you can see at least some portion of each, is to right-click the current time in the lower right corner of the screen and choose one of the Tile Windows. Click on the desktop with the right button of the mouse. Select on the menu Arrange Icons By.

As the menu is displayed you can chose to organize them by Name, Type , Size, or Modified (date).

You can also activate the option Auto Arrange, which is in charge of arranging the icons one below the other.

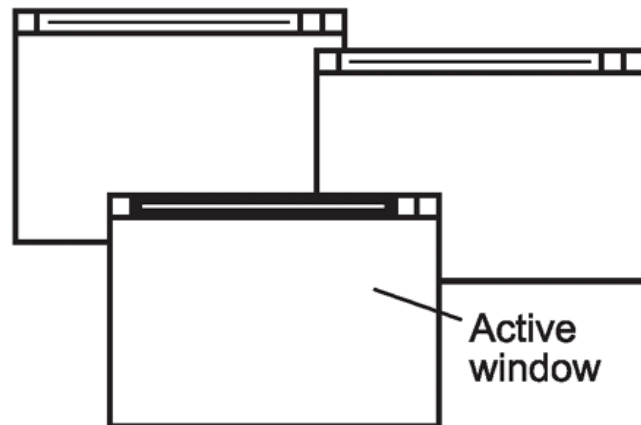


FIGURE 2. Active window

The Active Windows

The active Windows is the one you are currently work on. For example, , if both Notepad and Microsoft Paint are open, clicking in the Notepad window will cause that window to become active. In Windows, the active window is indicated by having a different colored title bar. Also the active windows if appear in the foreground while the not active windows is brought to the background.

You can use Alt+Tab to switch between open windows, a preview of each open window appears instead of just the program icon. In addition, Windows Flip 3D enables users to flip through a cascading stack of their open windows using the mouse scroll wheel.

Mouse Middle Button

Mouse Scroll

Most mouse will have a center button called the Scroll Button. This button act both as a button and a wheel. As a wheel, you can use it to scroll up and down a current web page or document.

Anchor Scroll Button

As a button, you can place an anchor on the page. As you move the mouse away, the page will scroll in the opposite direction. The further away from the anchor the faster the page will scroll.

Windows Scroll Bar

If you resize a windows smaller than the information can display, either horizontal or vertical scroll bar will appear. Simple drag the bar up or down, or click in the scroll bar area.

Basic Text Editing

Word processing is the most fundamental of all software you will need to learn. The WordPad software is included on most Windows version of Windows including Vista. This is a good starting point before attempting to master more advance word processing software such as Office Word 2007.

Exercise 1 – WordPad

Learn basic text editing using keyboard and mouse editing functions.

Open WordPad;

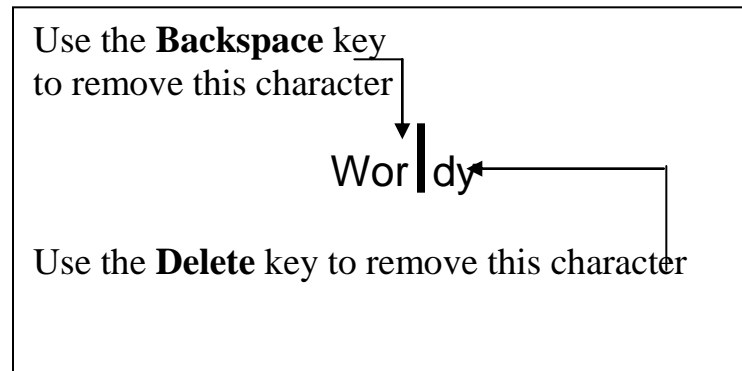
Deleting Characters

There are several ways to delete or remove text that you have written

Use the **Backspace** key to delete characters *to the left* of the cursor

Use the **Delete** key to delete characters to the right of the cursor

Move the **I-Beam** next to the letter you want to delete and click one time. This will move the cursor to that location. For example, move the I-Beam between the “**r**” and the “**d**” as in the following example, and click one time. Your blinking cursor will now be located there.



Move the Insertion Point

- Home – Beginning of current line
- End – End of current line
- Ctrl+Home - Beginning of document
- Ctrl+End – End of document
- Ctrl+Right Arrow – Next word
- Ctrl_Left Arrow – Previous word

Selecting Text by Dragging

- Drag the area by defining it in a diagonal box
- Anchor, Shift, End to define the area

Selecting Text by Clicking

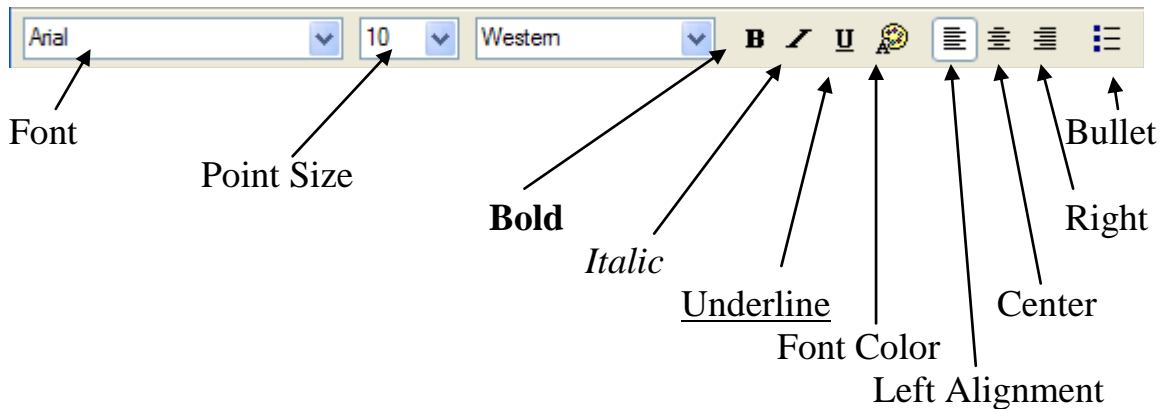
- Double click – select a word
- Triple click – selects a paragraph

Cut, Copy, Move and Paste

Other Selection Shortcut Keys

- Ctrl+A – selects the whole document
- Ctrl+X – Cut
- Ctrl+C – Copy
- Ctrl+V – Paste
- Ctrl+Z – Undo last edit

The Format Toolbar



Character Formatting

Character formatting will change the appearance of your text or characters. You may select from over 70 font types, make your characters as large or small as you want by changing the font size, apply **bold**, *italic*, underlining,

This text is **bold**
This text is underlined
This text is *italic*
This text is **bold underlined and italic**

Fonts, sizing and appearance features may be selected before or after you type your text.

Exercise Change Character Font

1. Open the file: **Warning.rtf**
2. Select the word **WARNING** using one of the following methods:
3. Click and drag over the word or double-click on the word.
4. Select font type Comic Sans MS, size 48, Bold, Italics
5. Place the cursor in the word WARNING, click the Center Alignment tool.
6. Select “**This machine is subject to breakdowns during periods of critical need.**”
7. Select the font type and size of your choice
Make the first line Centered, Bold and Underlined.

WARNING

This machine is subject to breakdowns during periods of critical need.

A special circuit in the machine called a 'critical detector' senses the operator's emotional state in terms of how desperate he or she is to use the machine. The 'critical detector' then creates a malfunction proportional to the desperation of the operator. Threatening the machine with violence only aggravates the situation. Likewise, attempts to use another machine may cause it to also malfunction. They belong to the same union. Keep cool and say nice things to the machine, because nothing else seems to work.....

Homework

In WordPad, type the following letter and save it to our computer. Substitute the correct information into the sample letter. Save the letter as “Compliant to xxxxxxxxxxxx”

[DATE]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

This letter is to complain about service I recently received from a [Company Name] customer service representative named [Representative Name].

I called [Company Name] on [date] to find out how to deal with a problem I've had with [product or service]. After I had been on hold for several minutes, [Representative Name] came on the line. I had to explain my problem to him several times because he did not seem to be listening and therefore asked me the same questions repeatedly. [Representative Name] put me on hold for several minutes, and then returned to say he could not help me. Needless to say, I was quite frustrated.

I expected a much higher level of service from your company, and I am quite disappointed. Because I do not want to spend any more time on this problem, I am [returning or cancelling] [product or service] immediately, and I expect a full refund. I will be informing my friends and family about this experience.

Sincerely,

[Your Name]

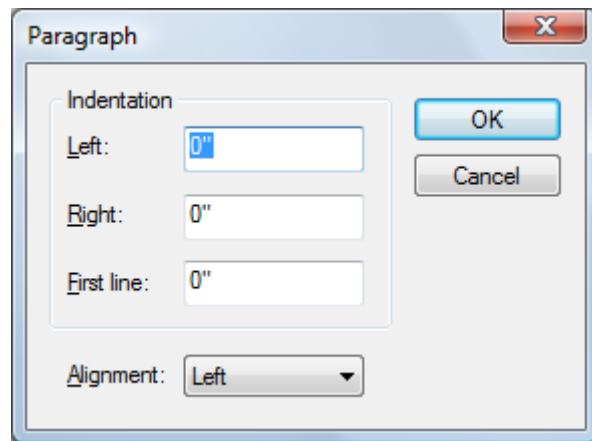
WordPad - Paragraph Formatting

Positioning paragraphs on the page

Margins determine the overall width of the main text area; in other words, the space between the text and the edge of the page.

Indentation determines the distance of the paragraph from either the left or right margins.

Exercise: Create a paragraph indented on both sides

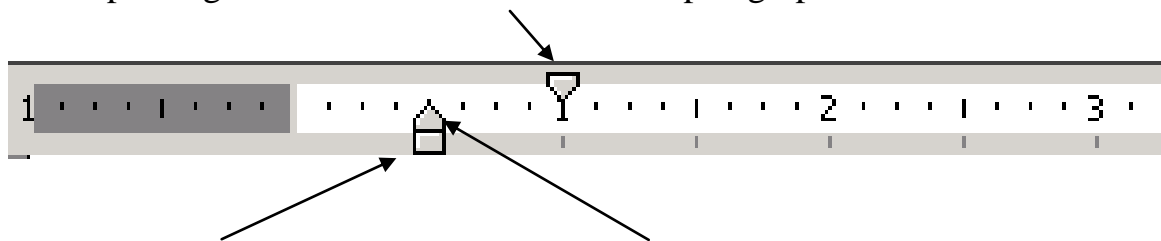


1. Open **Warning.rtf**
2. With your cursor in the second paragraph, select Format Paragraph
3. Change Indentation Left to **1.0**
4. Change Indentation right to **1.0**

Using Ruler Tabs

Another way to indent is to use the *Triangle Markers* on the ruler.

The Top triangle will indent the first line of a paragraph



The **Bottom** triangle will indent all lines *after* the first line.

The **Rectangle** will indent the entire paragraph.

Exercise: Use Ruler Tabs

Try using the ruler tabs with the paragraphs in your open file.

1. Create a Hanging Paragraph
2. Create a “First Line” Paragraph
3. Create a paragraph indented on both the right and left sides by approximately 1.5 inches

The File Menu

The File Menu is usually the first menu in most application. Common task relating the file management can be performed with the File Menu.

New

Open new blank documents

Open

Open an existing document to work on.

Close

Close current document.

Save

Save current document to the same location.

Save As

Save current document with a new file name or location.

Print

Send document to the printer.

Homework

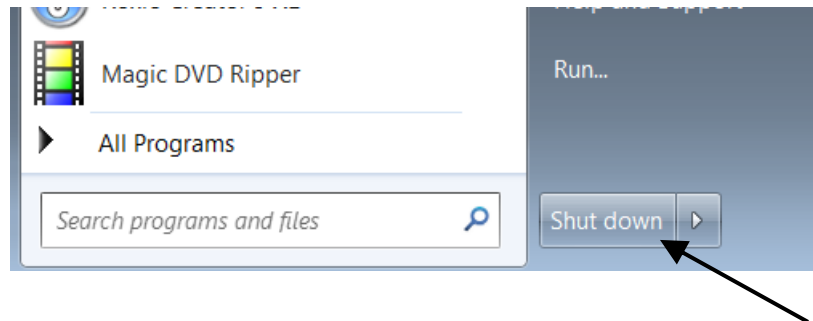
Practice WordPad Ex # 1 - #4 on the Student CD.

Shutting Down Properly

You should never physically press the power button on your computer system unit or laptop to shut the computer off. Always shutdown from the Windows Start Menu.



1. Click on the Start Menu
2. Click on the Power Button on the lower right of the start menu.



Change the what the Power Button does

1. Click on the Start Menu
2. Right-Click on the Power Button.
3. Select Properties.

