Microsoft Office 2007: Essentials

Lesson 2: Working with Windows Programs

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Introducing Windows

- **Windows is your *operating system***
  - ▲ Manages the computer's RAM
  - ▲ Manages file storage
  - ▲ Manages programs
  - ▲ Manages hardware

The Windows Control Panel gives access to many basic settings.

Windows Editions

- **Windows 7**
  - ▲ Starter
  - ▲ Home Premium
  - ▲ Professional
  - ▲ Ultimate

Features	Home Premium	Professional	Ultimate
Make the things you do every day easier with improved desktop navigation.	✓	✓	✓
Start programs faster and more easily, and quickly find the documents you use most often.	✓	✓	✓
Make your web experience faster, easier and safer than ever with Internet Explorer 8.	✓	✓	✓
Watch many of your favorite TV shows for free when and where you want with Internet TV.	✓	✓	✓
Easily create a home network and connect your PCs to a printer with HomeGroup.	✓	✓	✓
Run many Windows XP productivity programs in Windows XP Mode (separate download).		✓	✓
Connect to company networks easily and more securely with Domain Join.		✓	✓
In addition to full-system Backup and Restore found in all editions, you can back up to a home or business network.		✓	✓
Help protect data on your PC and portable storage devices against loss or theft with BitLocker.			✓
Work in the language of your choice and switch between any of 35 languages.			✓

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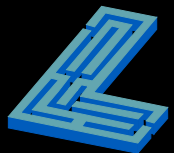
Switching On the Computer

- **Most computers have a power switch on the front of the system unit**

- **You may also need to switch on the monitor**
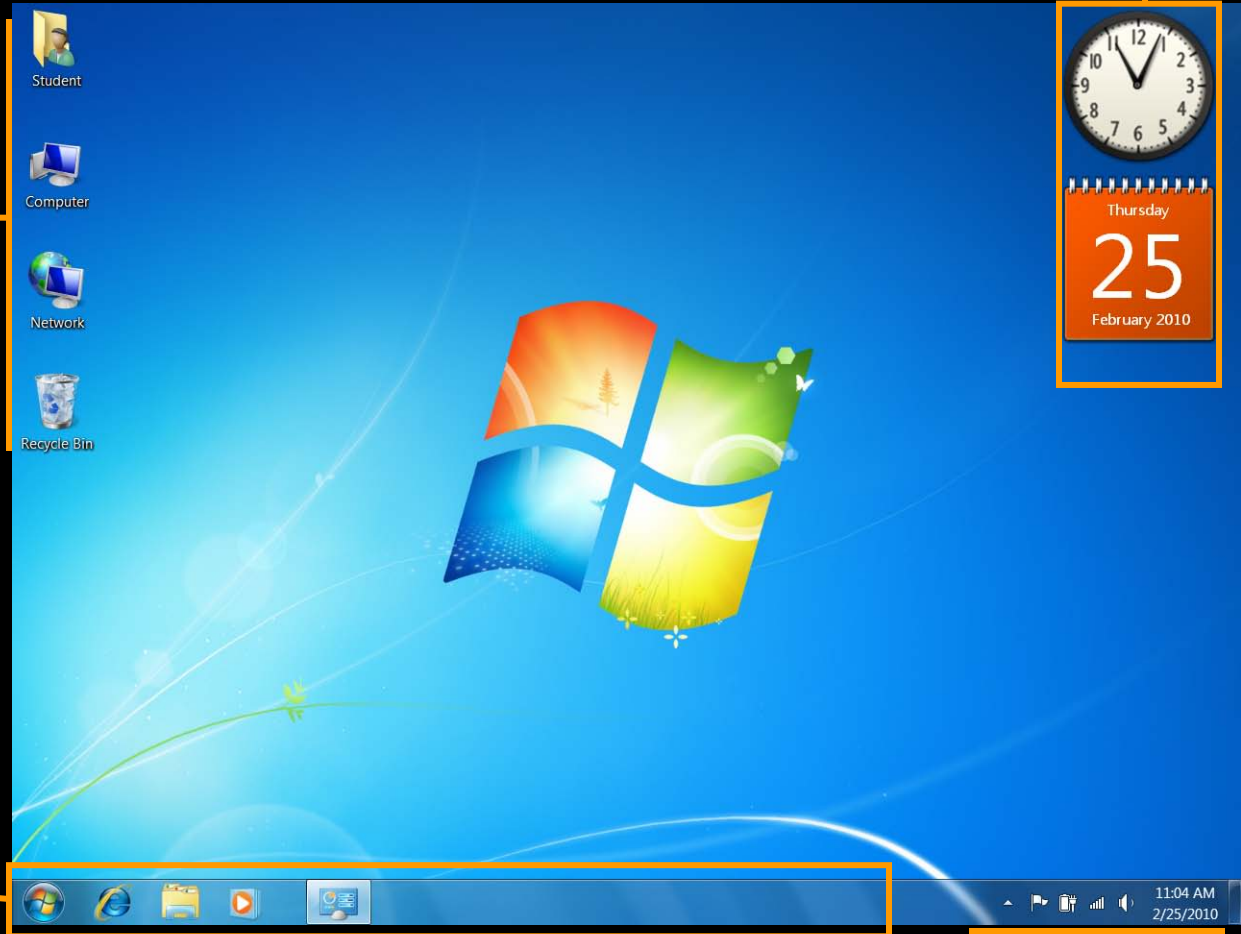
TIP ⚠️ *Turn on peripherals first.*

Logging On to Windows

- **Each user can have unique menus and programs**

- **Some Windows systems automatically log on a specific user, others display a Log On screen where you type a username and password**

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The Windows 7 Desktop

Windows gadgets

Icons to start programs or utilities, view folders and the Recycle Bin

Taskbar and Start button

Notification Area and time

Using a Mouse

Secondary Button:
The right, or secondary, mouse button brings up special pop-up menus

Primary Button:
The left mouse button is used most frequently; most commands are issued with this button

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Mouse Motions

Motion		Use it to…
Click		select an object or give a command
Double-Click		give many types of commands
Drag		move objects around on the screen
Right-Click		display a special quick menu
Point		display ToolTips and other pop-up items

Pointing with the Mouse

- **The *tip* of the arrow always shows where the mouse is pointing**
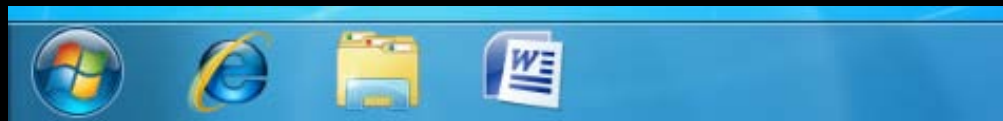
Arrow tip too high

Arrow tip too low
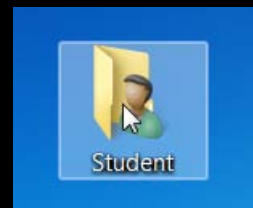
Arrow tip pointed correctly

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Starting Programs

- **The Start button gives you menus from which to start programs**

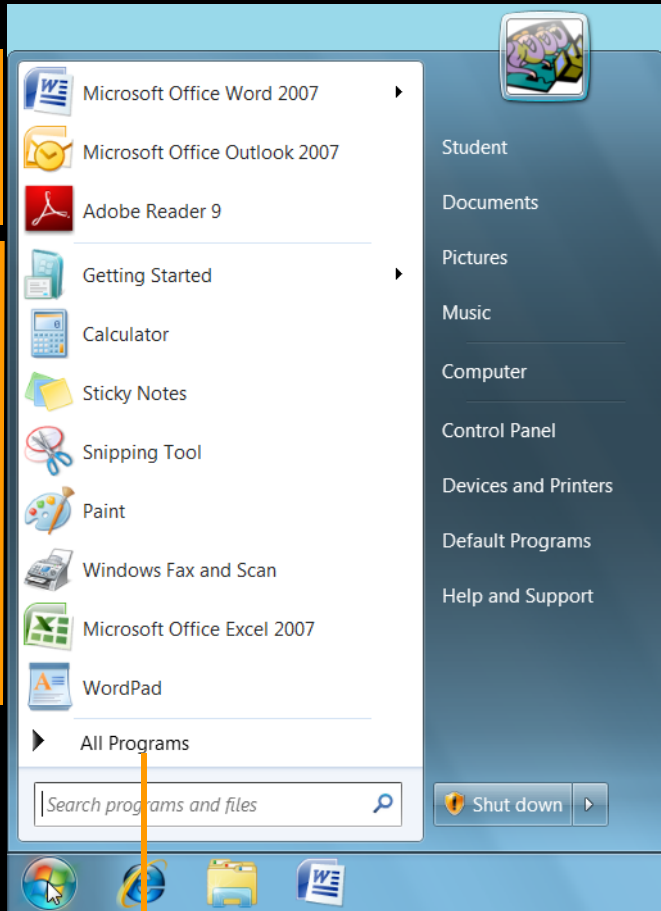- **Pinning a program icon to the Taskbar allows you to start programs with a single mouse click**

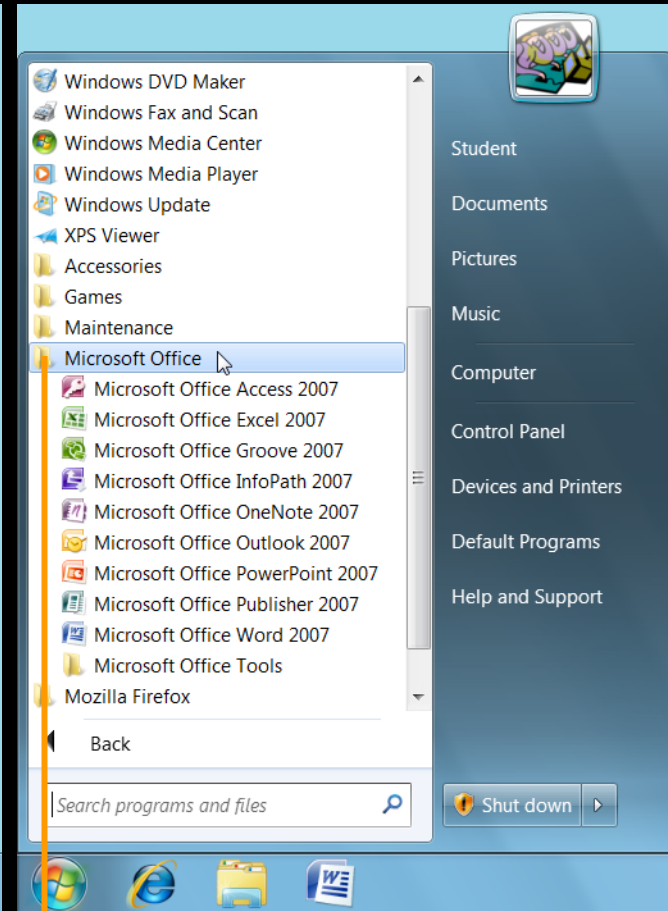*Pinning program icons to the Taskbar replaces the Quick Launch buttons found in Windows XP and Vista.*

TIP

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Start Button Menus

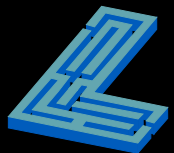

Pinned programs

Recently used programs list

All Programs menu

Office Suite menu

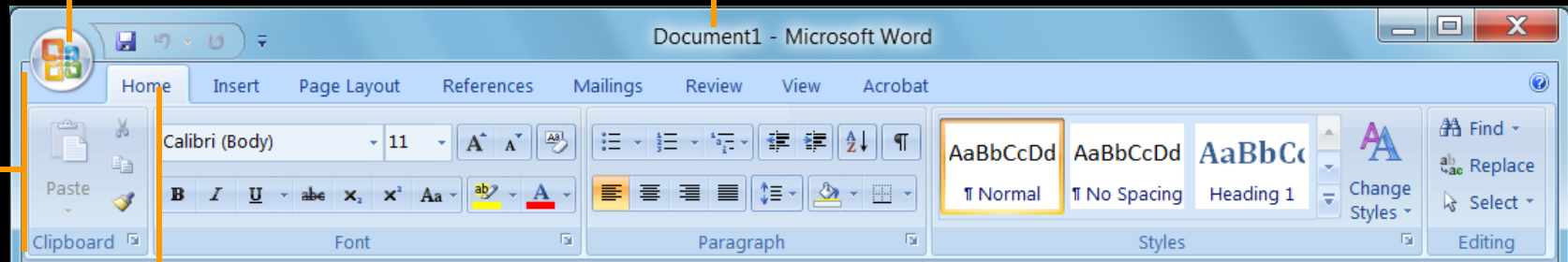# Basic Parts of a Program Window

Office button

Title bar

Quick-sizing buttons

Ribbon

Ribbon tab

Command group

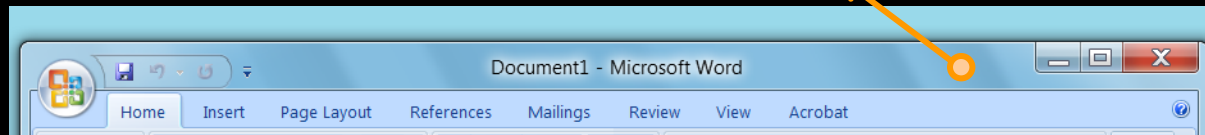*Many (but not all) Office 2007 programs replace the menu bar and toolbars with the Ribbon.*

TIP

Controlling Program Windows

- **Window Modes**
  - ▲ Maximized
  - ▲ Restored
  - ▲ Minimized
- **Moving a restored window**

- **Resizing a restored window**

TIP ⚠️

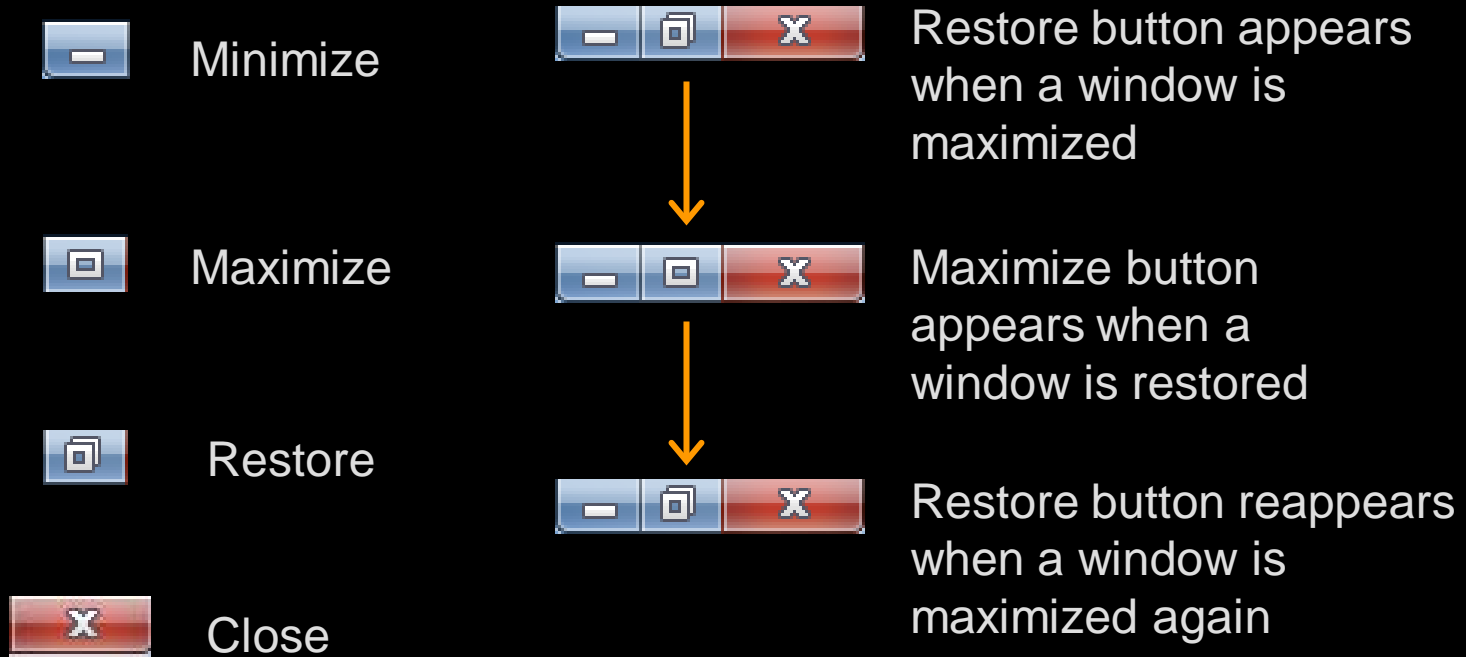*You can only move and resize restored (not maximized) windows.*

- **Quick Sizing buttons**

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The Windows 7 Aero Desktop

| Feature	How to do it
Aero Snap	Drag a window's title bar to the side, top, or bottom of the screen
Aero Shake	Shake the title bar of the window you want to keep open
Aero Flip 3D	Hold down the Windows and Tab keys
Show the Desktop button	Clears the screen instantly
Aero Peek	Point (don't click) on the Show the Desktop button

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Quick-Sizing Buttons

 Minimize

 Maximize

 Restore

 Close

Restore button appears when a window is maximized

Maximize button appears when a window is restored

Restore button reappears when a window is maximized again

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Multitasking

- **Running multiple programs lets you switch quickly and use the best program for each task**
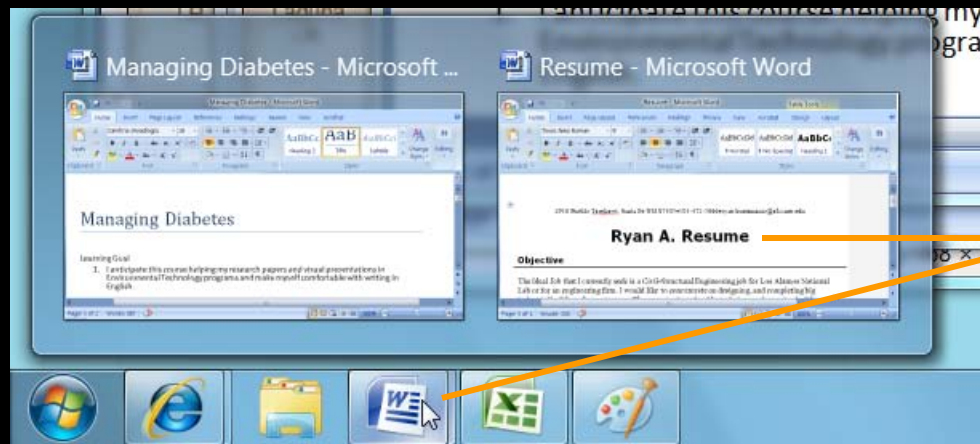
When you point at a program's button, Windows 7 displays miniatures of the program windows.

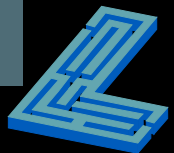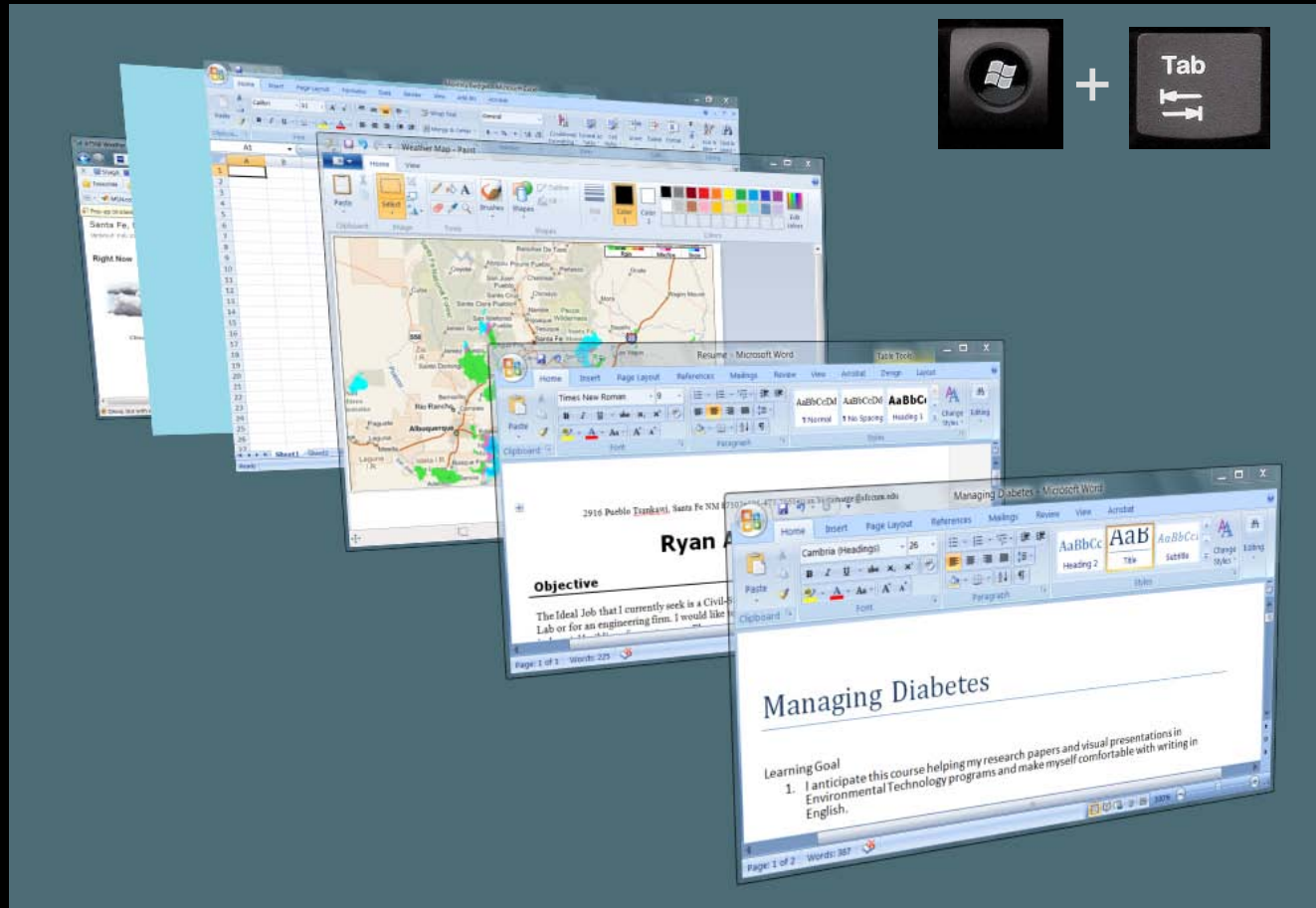Each running program/document has its own button on the Windows taskbar

[Alt] + [Tab] Flip

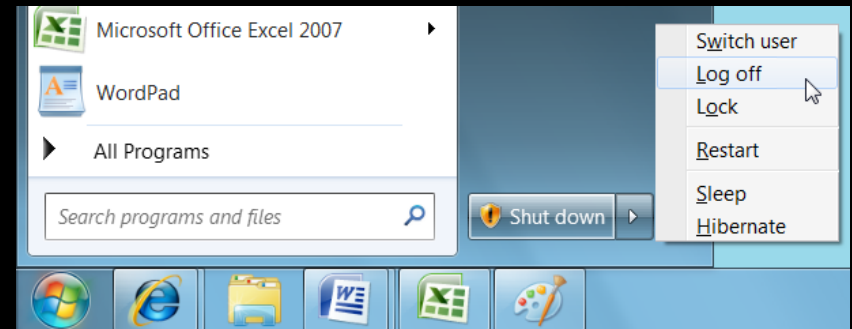- **This keyboard shortcut lets you switch quickly between programs**

Aero Flip

- **Windows 7's 3-D Switching View**

Logging Off Windows

- **Logging off leaves Windows ready for the next user to log on**

- **You can also switch between users without logging off**

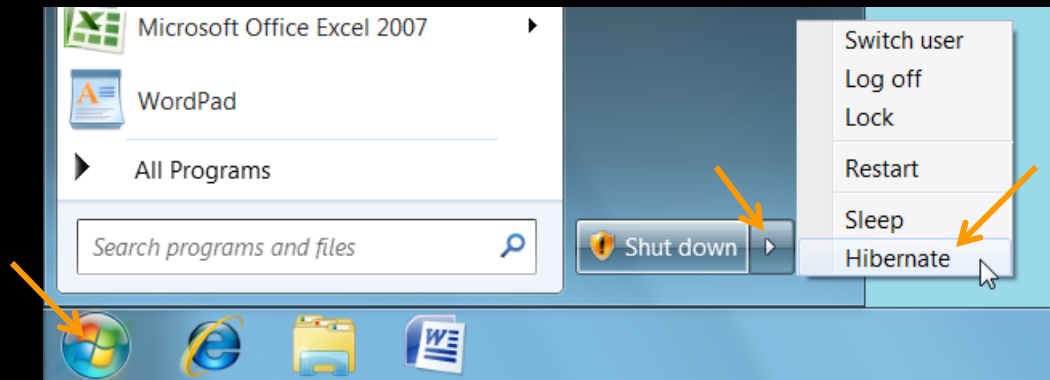- **Your logon name can give access to files and other resources you may wish to keep private**

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Shutting Down Windows

- **If you want to turn off the computer, use the *shut down* command (not Log Off)**

- **It is important to shut down Windows properly before you turn off the computer**

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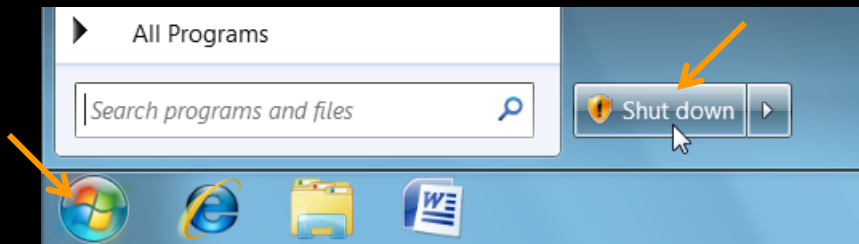
Hibernation

- **Allows you to start Windows right where you left off**
  - Shuts down the computer after saving details on all of your open windows to the hard drive

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