

# Welcome to **Windows 7**



## Lesson 1: Getting Your First Look

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# Getting Your First Look

## ■ In this lesson, you will:

- ▲ Log on to the computer with a username and a password
- ▲ Describe the basic layout of the Windows 7 Desktop screen
- ▲ Use the right-click and dragging mouse motions
- ▲ Shut down the computer correctly
- ▲ Add, move, and remove Gadgets

# Creating Passwords

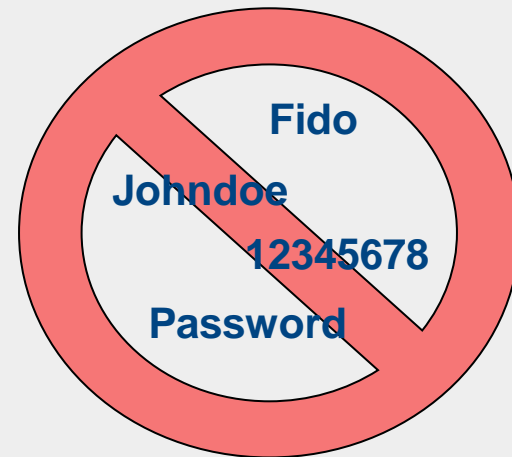
- Used to secure access to a network
  - ▲ Make sure your password cannot be guessed easily
  - ▲ Don't use familiar names, birthdays, or common words
- Without a password, you cannot gain access

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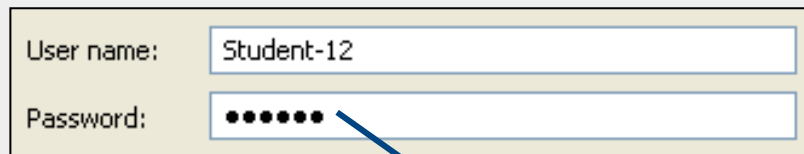
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# Logging on to Win 7

- Turn on the computer and monitor first
- When the login screen appears, enter your username and password



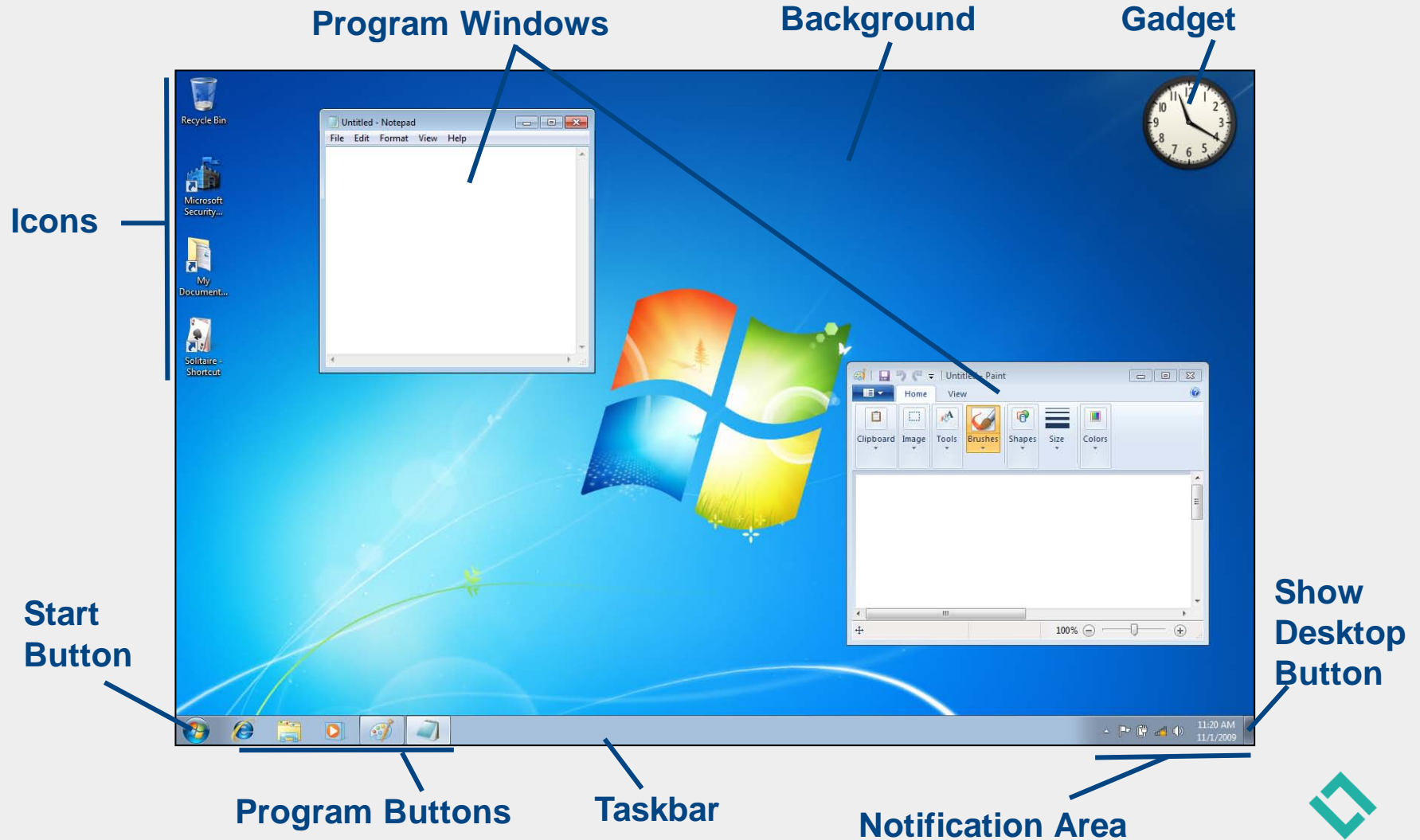
A screenshot of a Windows 7 login screen. It features two input fields: 'User name:' containing 'Student-12' and 'Password:' containing seven black dots. A blue arrow points from the text below to the password field.

For security, your password will appear as black dots



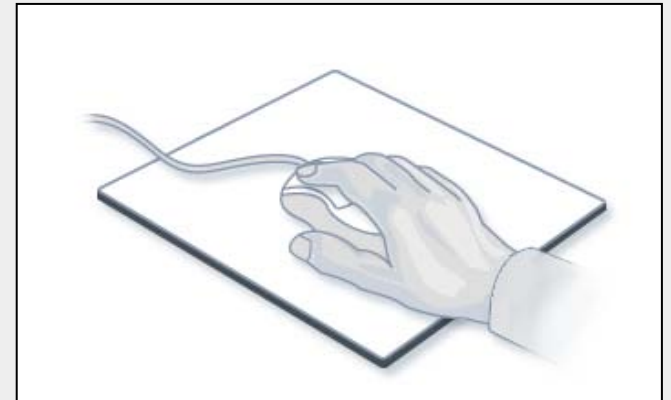
*Before you can log on, you may be prompted to press **Ctrl** + **Alt** + **Delete**.*

# Using the Win 7 Desktop



# Using a Mouse

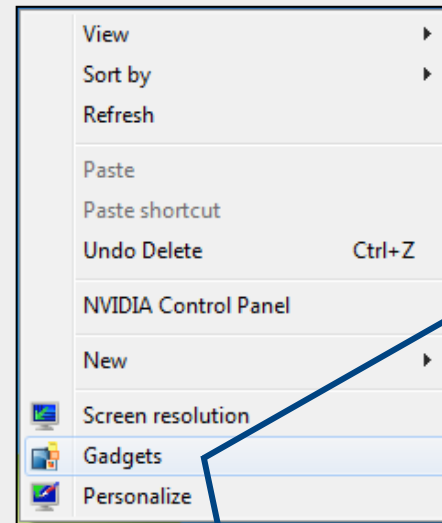
- Main tool for controlling programs on the Desktop
  - ▲ Controls the movements of the mouse pointer on the screen
  - ▲ Hold the mouse with your index finger resting lightly on or above the left mouse button



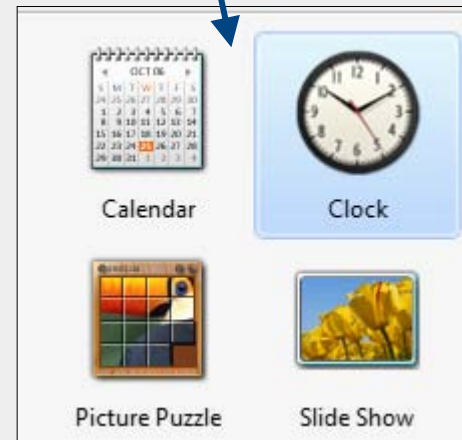
*You may find that dragging your thumb on the mouse pad as you move and click can help control the movement of the mouse.*

# Clicking with the Right Mouse Button

- Right-clicking on the Desktop brings up a menu of commands related specifically to the Desktop
  - ◆ The right mouse button is used frequently to display helpful pop-up menus
  - ◆ Menus are *context sensitive*; they contain tasks related to the object on which you click



The **Gadgets** command on this menu will bring up a selection of **Gadgets**



# Using Gadgets

## ■ Standard Gadgets

▲ Clock—A standard clock used to tell time



Clock Gadget

■ Slide Show (a picture viewer)—Randomly scrolls through the sample pictures provided with Windows; can be set to show your own pictures

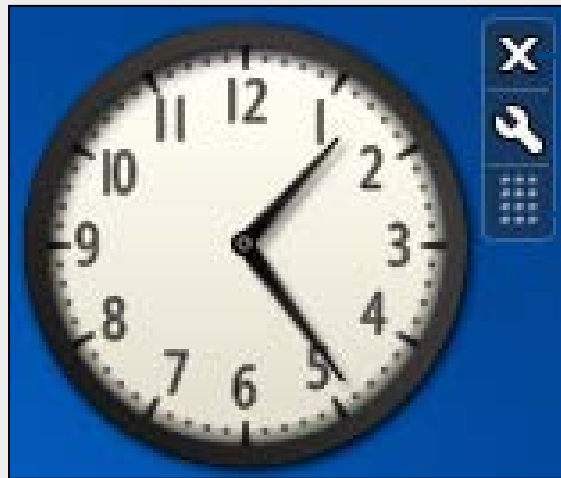
■ Feed Headlines (an RSS reader)—Used by intermediate and advanced users to gather news stories from various sources on the Internet and compile them into one list for easy reading



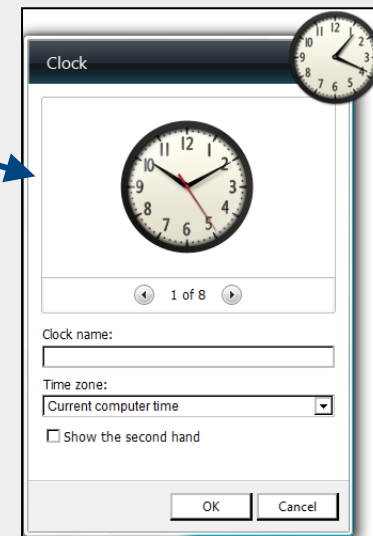


# Removing, Changing, and Moving Gadgets

The Close button lets you remove the Gadget



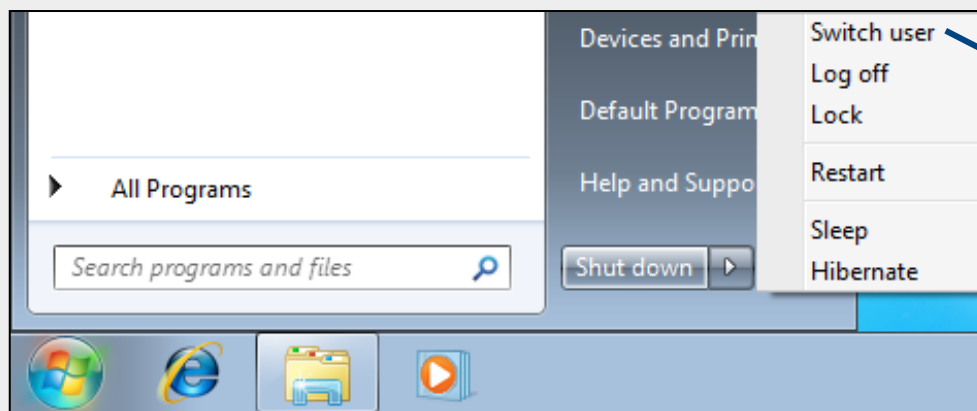
The Options button lets you change the Gadget



The Drag Gadget handle lets you move the Gadget

# Switching Users

- Multiple users can be logged on to a computer at the same time
  - ▲ Each user can customize the environment of the computer
  - ▲ When you switch users, the new user's information is made active



**From the Shut Down menu,  
choose Switch Users**

# Shutting Down Win 7

- Shut down properly to avoid error messages or other problems
  - ▲ Win 7 needs time to properly shut down all of its software parts and pieces correctly
  - ▲ Four ways to shut down Win 7:
    - ◆ Shut Down
    - ◆ Restart
    - ◆ Hibernate
    - ◆ Sleep



*Just turning off the power doesn't allow Win 7 to shut down properly.*

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