

# Welcome to **Windows 7**



## Lesson 7: Using the Control Panel and Help

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# Using the Control Panel and Help

- In this lesson, you will:
  - ▲ Search Windows Help and Support
  - ▲ Install and uninstall programs
  - ▲ Change the screen resolution and the background
  - ▲ Run the Disk Defragmenter
  - ▲ Create a restore point and use System Restore

# Using Windows Help and Support

- Windows Help and Support is built into Win 7
- Have a question concerning Win 7? Search for answers two ways:
  - ▲ By clicking through contents choices
  - ▲ By typing in search words



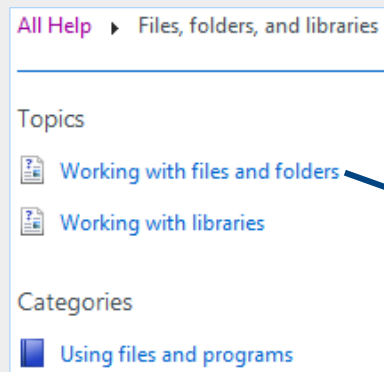
Browse Help button for searching Help contents

Search Help box for typing search keywords

# Using Windows Help and Support

## ■ Search by Contents

- ▲ Browse Help is much like searching the table of contents in a book



### Working with files and folders

This article will help you learn how to find, organize, and use files and folders on your computer.

## ■ Search by Keyword

- ▲ The Search box in Help and Support is like using the index of a book; it generates a numbered list of results

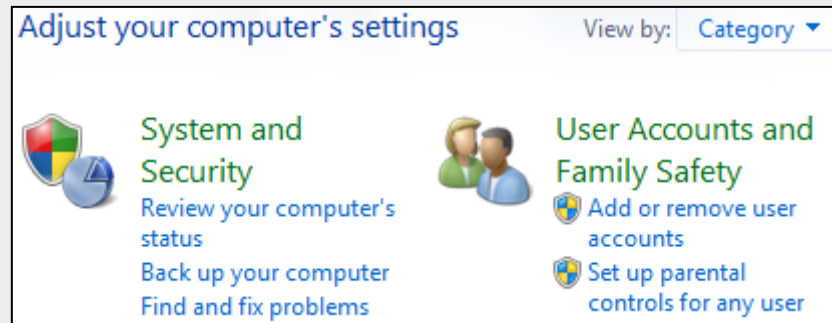
1. [Create a new folder](#)
2. [Configure Bluetooth sharing](#)
3. [Create or delete a shortcut](#)

# Using the Windows Control Panel

## ■ Control Panel Views

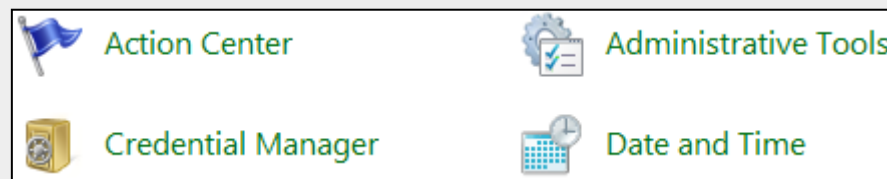
### ▲ Category view

Tasks are grouped into 11 categories

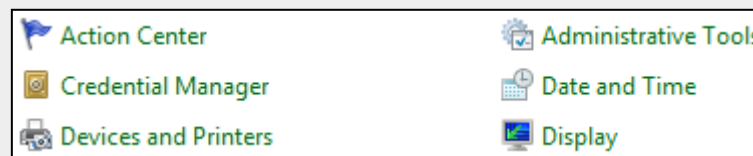


### ▲ Large icon and Small icon views

Tasks are accessed with file icons



Large icons view



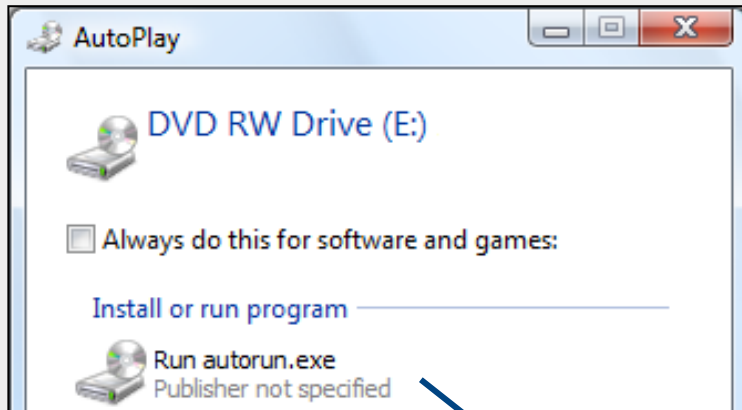
Small icons view

# Installing Software

- What happens during installation:
  - ▲ Win 7 moves copies of the program files into folders on the C: drive
    - ◆ Most program files are stored in a subfolder within the Program Files folder
    - ◆ Some files are moved to the Windows folder
  - ▲ Win 7 also adds commands to access the program in the Start menu and possibly on the Desktop or Notification Area

# Installing Software

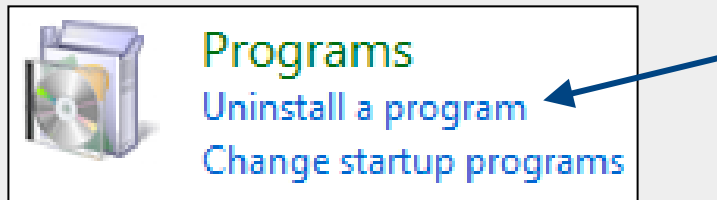
- Insert the CD/DVD and the AutoPlay dialog box appears



The AutoPlay box lets you start the install process

# Uninstalling a Program

- Why uninstall a program?
  - ▲ Remove a program not being used
  - ▲ Free up storage space
  - ▲ Replace an existing program with a new program
  - ▲ Correct a problem

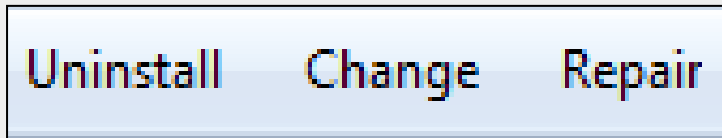


**The Control Panel provides an easy way to uninstall programs**



# Uninstalling or Changing

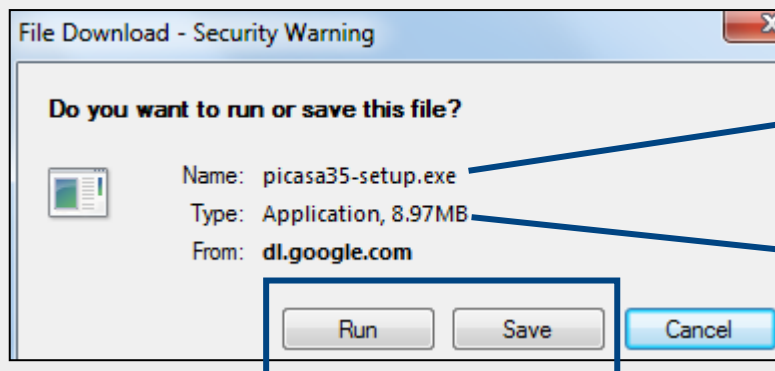
- Each program determines whether Uninstall, Change or Repair is available



**Not all programs make these options available**

# Downloading Programs from the Web

- Download—Transfer files from the web to your computer
- Install—Incorporate the files into your computer system
- Install Now or Later
  - ▲ Run—Have the program file transfer and install now
  - ▲ Save—Transfer the file now; install the program later



File being transferred

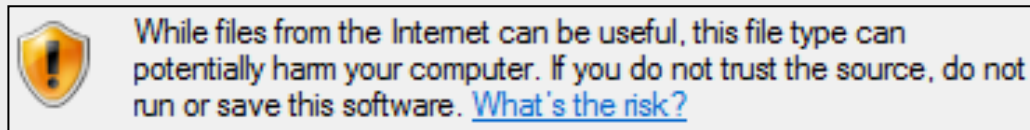
File size



# Downloading Programs from the Web

## ■ Security Concerns

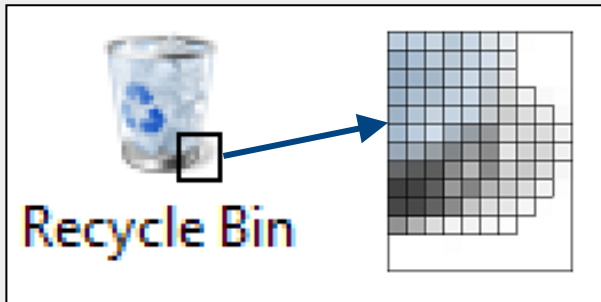
- ▲ When you download a program, the File Download box probably will show a security warning:



- ▲ Downloading anything from the web carries some risk
- ▲ Files, pictures, emails, advertisements, or games can hide viruses or other malicious programs

# Controlling the Screen

- The digital images you see on your monitor are made up of tiny colored squares called *pixels* (picture elements)



- You can change screen resolution on most monitors
  - ▲ Smaller pixels
    - ◆ Display finer lines so images and text look sharper
    - ◆ Allow more images and text fit on the screen
    - ◆ Create smaller images and text, which may be difficult to see/read

# LCD Monitors and Aspect Ratios

## ■ Standard and Widescreen Aspect Ratios

### ▲ CRT screens have an aspect ratio of 4:3

- ◆ For every four pixels displayed horizontally, three pixels are displayed vertically

### ▲ LCD screens are available in several aspect ratios, including 4:3

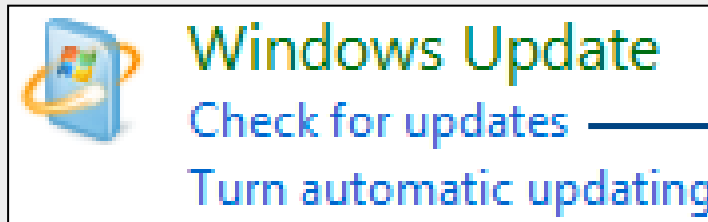
- ◆ LCD screens with aspect ratios of 15:9, 16:9, or 16:10 are known as *widescreen*



# Using Windows Update

## ■ Three kinds of updates:

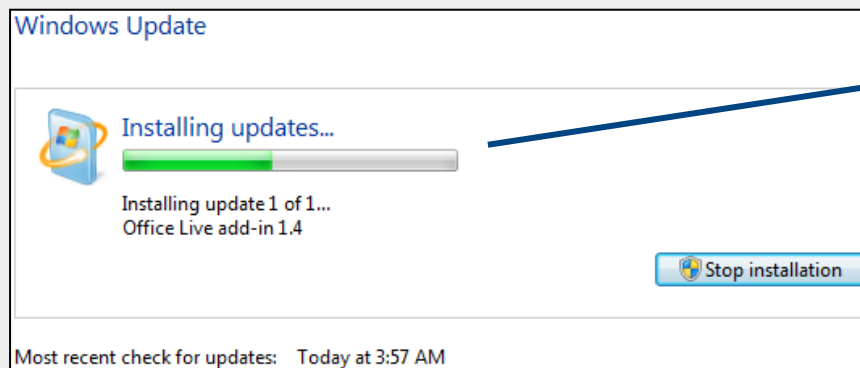
- ◆ Important—Deal with security and reliability problems
- ◆ Recommended—Focus on less critical issues or Win 7 enhancements
- ◆ Optional—Nonessentials files, such as new games



You can go online to  
check for updates

# Using Windows Update

- The update process takes place in steps:
  - ▲ Compare
  - ▲ Recommend
  - ▲ Download
  - ▲ Install
  - ▲ Restart



Windows Update displays the progress of checking for updates

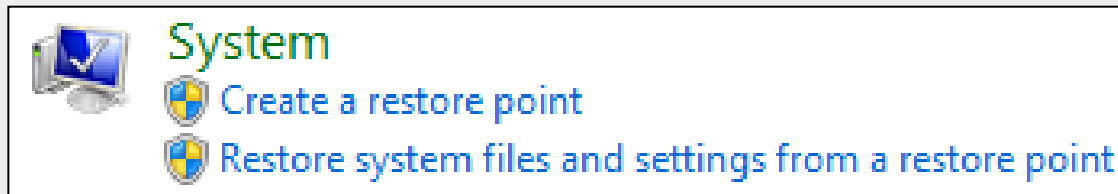
# Automatic vs. Manual Updating

- Choose to check for and download updates automatically or manually
- Two advantages of automatic updating are:
  - ▲ You do not have to remember to check for updates on a regular basis
  - ▲ Checking for updates and initiating downloads happens in the background while you do other tasks



# Using System Restore

- Saves certain settings on your computer and then, if necessary in the future, restores Win 7 back to its state on that date
- Restore points can be created manually or automatically



**The Control Panel gives access to System Restore**

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