

Welcome to
The World of Computers,
4th Edition



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

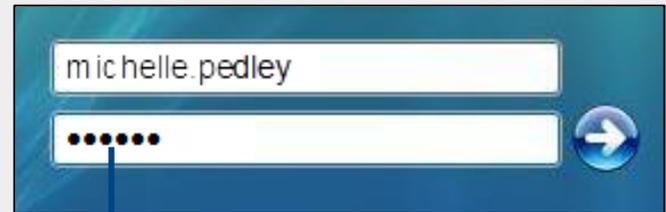


Logging on to Windows 7

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

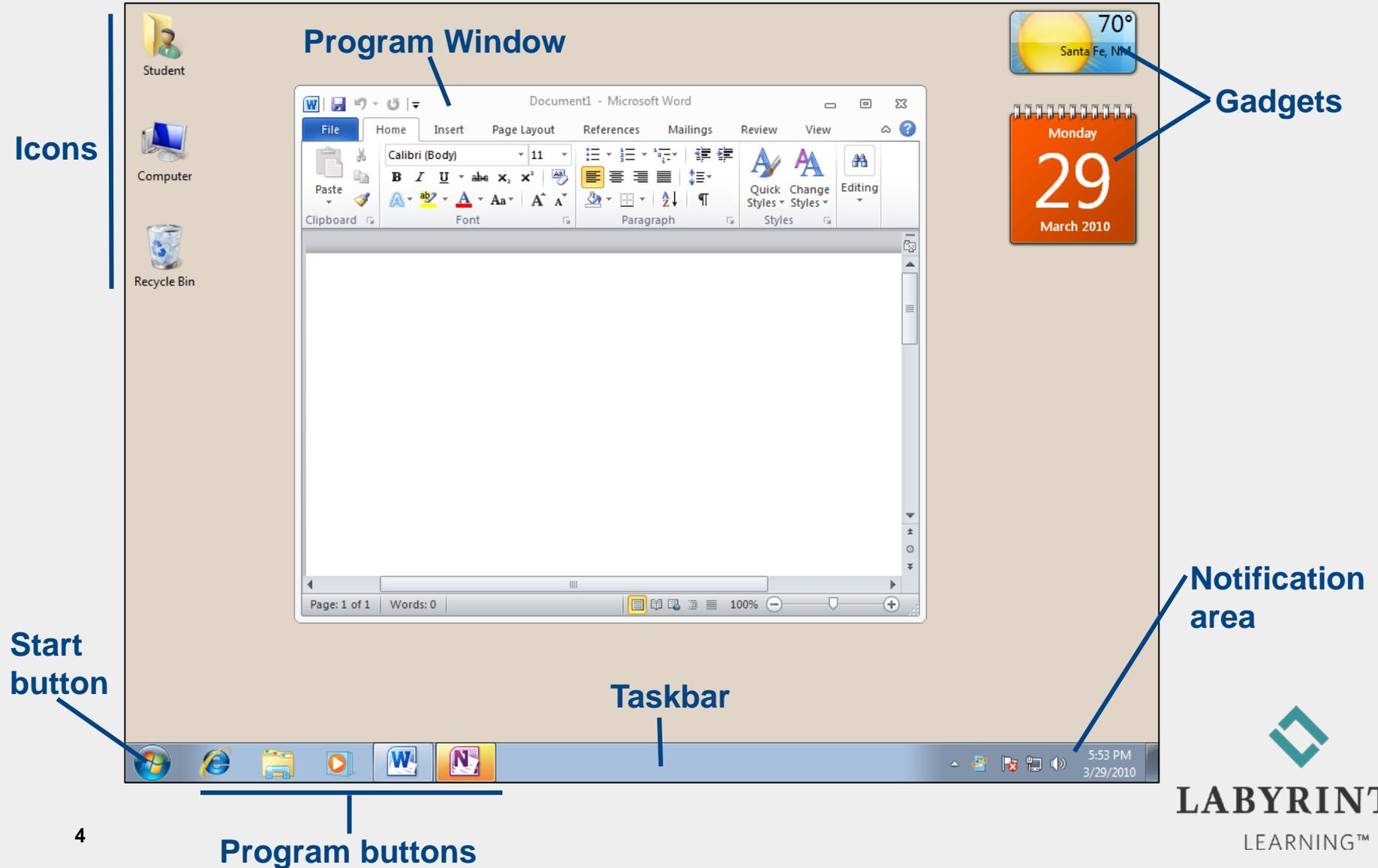
Press CTRL + ALT + DELETE to log on

Many computer labs require you to hold down [Ctrl]+[Alt]+[Delete] to log on



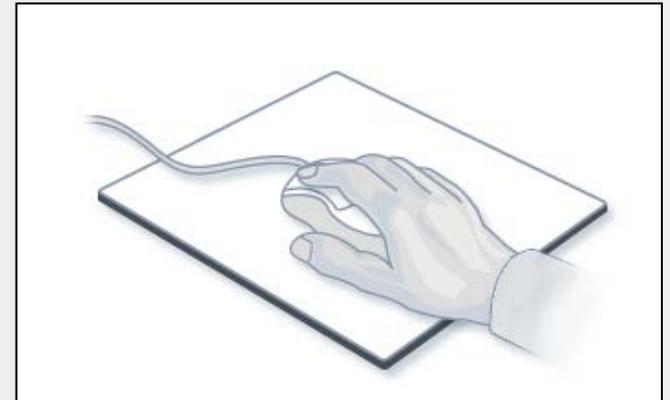
For security, your password will appear as black dots

The Windows 7 Desktop



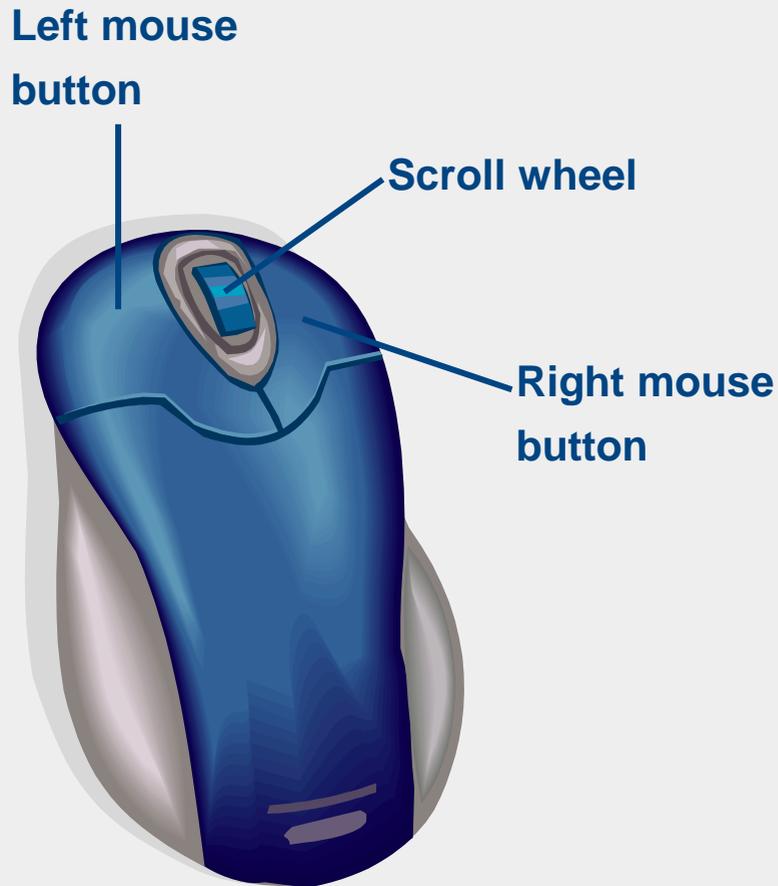
Using a Mouse

- 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.

Using a Mouse

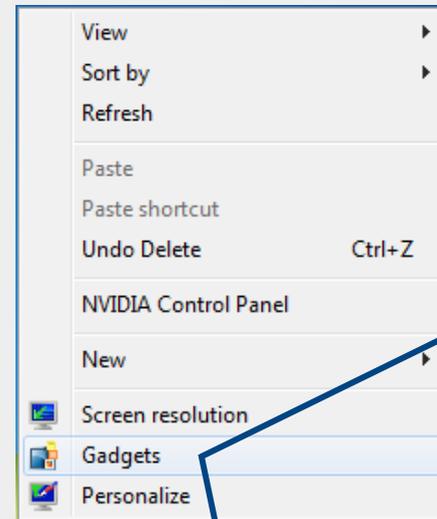


- Left mouse button
 - ▲ Primary button
 - ▲ Click and double-click
- Right mouse button
 - ▲ Right-click
- Scroll wheel
 - ▲ Quickly scroll up and down in web pages and long documents



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*, depending on where you right-click



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



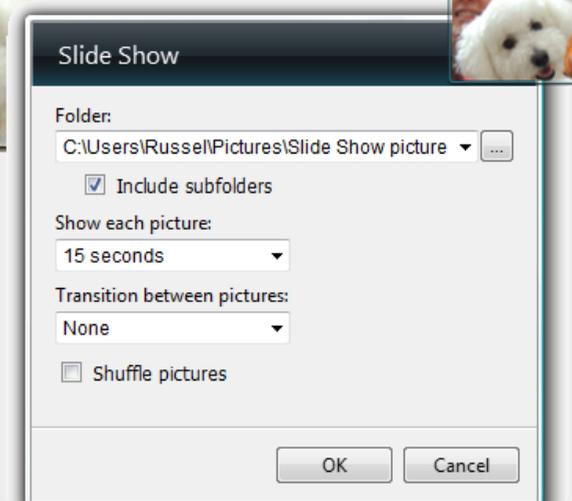
Using Gadgets

■ Examples of Gadgets

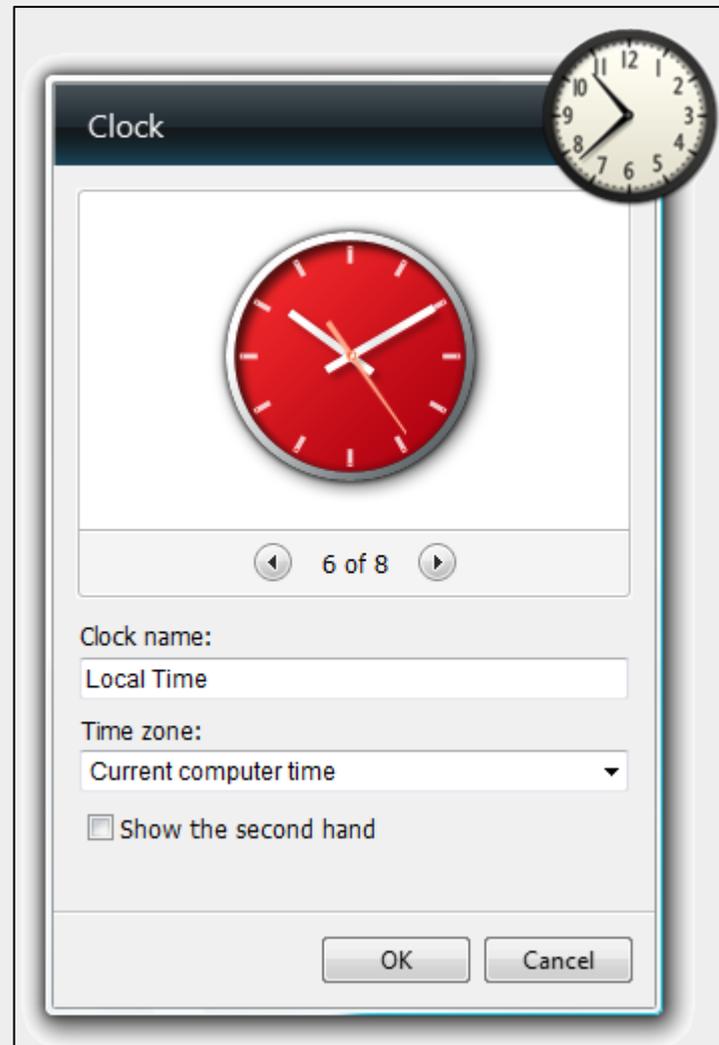
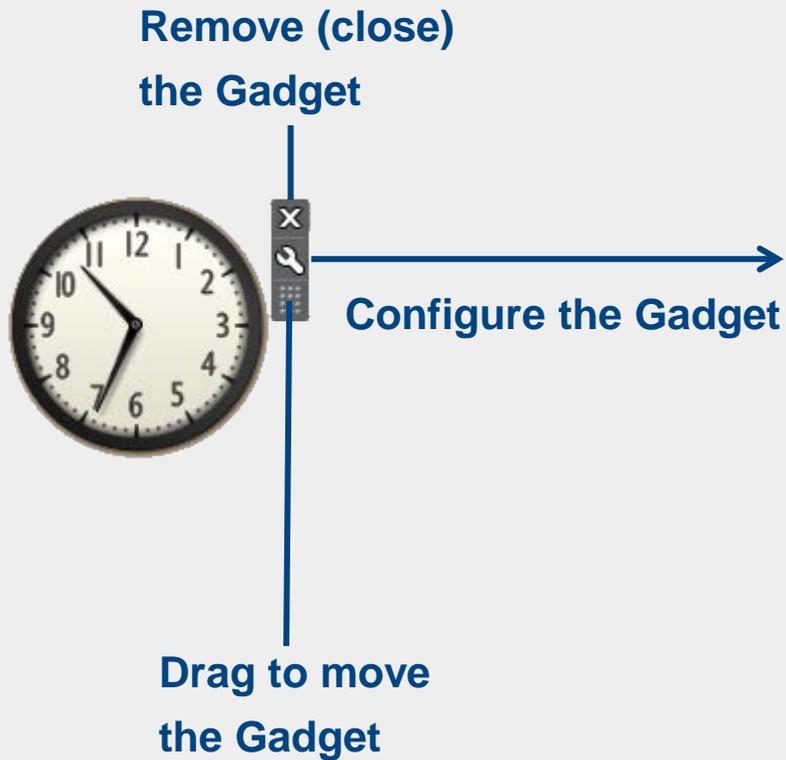
- ▲ Clock: This Gadget is clock with a face you can customize



- Slide Show (a picture viewer):
Randomly scrolls through pictures
from any folder you choose

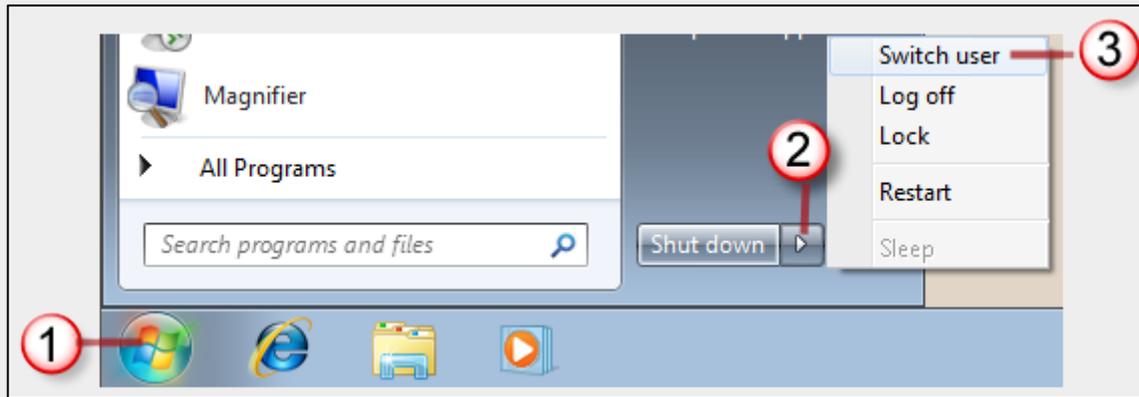


Controlling Gadgets



Switching Users

- Multiple users can be logged on at the same time
 - ▲ Each user has a custom Desktop and Start menu
 - ▲ Switching users makes the new user's Desktop and programs active



Shutting Down Windows

- Windows needs time to properly shut down all of its software parts and pieces correctly
- Two best ways to shut down Windows:
 - ▲ Shut Down: Completely powers off the computer
 - ▲ Sleep: Temporarily puts the computer in suspended animation until you move the mouse or tap a key



*Just turning off the power doesn't
allow Windows to shut down properly*

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