

INTRODUCTION TO Personal Computers

Windows 7® Edition



ENSURING YOUR SUCCESS IN THE CLASSROOM

- Hands-on learning through real-world activities.
- Clear, concise, and consistent instructions.
- Time-tested instructional design.
- Comprehensive teaching tools.

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LEARN HOW TO:

- ❖ Identify PC Components
- ❖ Use Windows 7
- ❖ Open and close applications
- ❖ Manage files and folders
- ❖ Search for content
- ❖ Use the Windows Help system
- ❖ Browse the Web
- ❖ Customize system settings

STUDENT MANUAL

Introduction to Personal Computers, Windows 7 Edition

Student Manual

Introduction to Personal Computers, Windows 7 Edition

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Introduction

After reading this introduction, you will know how to:

- A** Use ILT Series manuals in general.
- B** Use prerequisites, a target student description, course objectives, and a skills inventory to properly set your expectations for the course.
- C** Re-key this course after class.

Topic A: About the manual

ILT Series philosophy

Our manuals facilitate your learning by providing structured interaction with the software itself. While we provide text to explain difficult concepts, the hands-on activities are the focus of our courses. By paying close attention as your instructor leads you through these activities, you will learn the skills and concepts effectively.

We believe strongly in the instructor-led class. During class, focus on your instructor. Our manuals are designed and written to facilitate your interaction with your instructor, and not to call attention to manuals themselves.

We believe in the basic approach of setting expectations, delivering instruction, and providing summary and review afterwards. For this reason, lessons begin with objectives and end with summaries. We also provide overall course objectives and a course summary to provide both an introduction to and closure on the entire course.

Manual components

The manuals contain these major components:

- Table of contents
- Introduction
- Units
- Course summary
- Glossary
- Index

Each element is described below.

Table of contents

The table of contents acts as a learning roadmap.

Introduction

The introduction contains information about our training philosophy and our manual components, features, and conventions. It contains target student, prerequisite, objective, and setup information for the specific course.

Units

Units are the largest structural component of the course content. A unit begins with a title page that lists objectives for each major subdivision, or topic, within the unit. Within each topic, conceptual and explanatory information alternates with hands-on activities. Units conclude with a summary comprising one paragraph for each topic, and an independent practice activity that gives you an opportunity to practice the skills you've learned.

The conceptual information takes the form of text paragraphs, exhibits, lists, and tables. The activities are structured in two columns, one telling you what to do, the other providing explanations, descriptions, and graphics.

Course summary

This section provides a text summary of the entire course. It is useful for providing closure at the end of the course. The course summary also indicates the next course in this series, if there is one, and lists additional resources you might find useful as you continue to learn about the software.

Glossary

The glossary provides definitions for all of the key terms used in this course.

Index

The index at the end of this manual makes it easy for you to find information about a particular software component, feature, or concept.

Manual conventions

We've tried to keep the number of elements and the types of formatting to a minimum in the manuals. This aids in clarity and makes the manuals more classically elegant looking. But there are some conventions and icons you should know about.

Item	Description
<i>Italic text</i>	In conceptual text, indicates a new term or feature.
Bold text	In unit summaries, indicates a key term or concept. In an independent practice activity, indicates an explicit item that you select, choose, or type.
Code font	Indicates code or syntax.
Longer strings of code will look like this. ▶	In the hands-on activities, any code that's too long to fit on a single line is divided into segments by one or more continuation characters (▶). This code should be entered as a continuous string of text.
Select bold item	In the left column of hands-on activities, bold sans-serif text indicates an explicit item that you select, choose, or type.
Keycaps like 	Indicate a key on the keyboard you must press.

Hands-on activities

The hands-on activities are the most important parts of our manuals. They are divided into two primary columns. The “Here’s how” column gives short instructions to you about what to do. The “Here’s why” column provides explanations, graphics, and clarifications. Here’s a sample:

Do it!

A-1: Creating a commission formula

Here’s how	Here’s why
1 Open Sales	This is an oversimplified sales compensation worksheet. It shows sales totals, commissions, and incentives for five sales reps.
2 Observe the contents of cell F4	F4 = =E4*C Rate The commission rate formulas use the name “C_Rate” instead of a value for the commission rate.

For these activities, we have provided a collection of data files designed to help you learn each skill in a real-world business context. As you work through the activities, you will modify and update these files. Of course, you might make a mistake and therefore want to re-key the activity starting from scratch. To make it easy to start over, you will rename each data file at the end of the first activity in which the file is modified. Our convention for renaming files is to add the word “My” to the beginning of the file name. In the above activity, for example, a file called “Sales” is being used for the first time. At the end of this activity, you would save the file as “My sales,” thus leaving the “Sales” file unchanged. If you make a mistake, you can start over using the original “Sales” file.

In some activities, however, it might not be practical to rename the data file. If you want to retry one of these activities, ask your instructor for a fresh copy of the original data file.

Topic B: **Setting your expectations**

Properly setting your expectations is essential to your success. This topic will help you do that by providing:

- Prerequisites for this course
- A description of the target student
- A list of the objectives for the course
- A skills assessment for the course

Course prerequisites

There are no prerequisites for this course.

Target student

The target student for this course has little or no experience with personal computers. You will get the most out of this course if your goal is to learn the basics of personal computers.

Course objectives

These overall course objectives will give you an idea about what to expect from the course. It is also possible that they will help you see that this course is not the right one for you. If you think you already know most of the subject matter to be covered, you should let your instructor know that you think you are misplaced in the class.

After completing this course, you will know how to:

- Define the key components of a computer, identify basic Windows interface elements, use a mouse, and open and close applications.
- Describe the computing process, identify storage devices, check the capacity of a hard disk, navigate in Windows Explorer, and work with folders and files.
- Search for items on your computer, and use Windows Help and Support.
- Customize your desktop and Start menu, use gadgets, and use the Control Panel to change system settings.
- Use Internet Explorer to browse the Internet; use the Address bar, History list, tabs, and RSS feeds; manage Favorites; clear the browsing history; and discuss the role of social networking sites.
- Protect a computer from malware, configure Windows Defender and Windows Firewall, clean up and defragment a disk, and lock and log off of the computer.

Skills inventory

Use the following form to gauge your skill level entering the class. For each skill listed, rate your familiarity from 1 to 5, with five being the most familiar. *This is not a test.* Rather, it is intended to provide you with an idea of where you're starting from at the beginning of class. If you're wholly unfamiliar with all the skills, you might not be ready for the class. If you think you already understand all of the skills, you might need to move on to the next course in the series. In either case, you should let your instructor know as soon as possible.

Skill	1	2	3	4	5
Identifying external computer components					
Identifying internal computer components					
Identifying various operating systems					
Starting a computer					
Identifying basic Windows interface components					
Using a mouse					
Opening and closing applications					
Defining how a computer processes data					
Identifying data storage devices					
Viewing the properties of a hard disk					
Identifying components of Windows Explorer					
Navigating among folders					
Creating and renaming folders					
Creating and saving files					
Printing, moving, and copying files					
Deleting and restoring files					
Searching for content on the computer					
Using Windows Help and Support					
Creating and deleting shortcuts					
Using gadgets					
Configuring system settings by using the Control Panel					
Identifying components of the Internet Explorer interface					

Skill	1	2	3	4	5
Using Internet Explorer to browse the Web					
Using the Address bar, History list, and tabs					
Managing Favorites					
Clearing your browsing history					
Adding RSS feeds					
Protecting your computer against malware					
Configuring Windows Defender and Windows Firewall					
Using Disk Cleanup and Disk Defragmenter					
Locking your computer					
Logging off of Windows 7 and shutting down your PC					

Topic C: Re-keying the course

If you have the proper hardware and software, you can re-key this course after class. This section explains what you'll need in order to do so, and how to do it.

Hardware requirements

Your personal computer should have:

- 1 GHz or faster 32- or 64-bit processor
- At least 1 GB of RAM (for 32-bit version), or 2 GB of RAM (for 64-bit version)
- At least 16 GB of available disk space for 32-bit version, or at least 20 GB of available disk space for 64-bit version (40 GB or more is recommended)
- A DVD drive for installing Windows 7
- An XGA monitor set to a minimum resolution of 1024×768 (or higher)
- A video adapter card compatible with DirectX 9 or newer, with at least 64 MB of video memory
- A sound card with a working system speaker (peripheral speakers are also acceptable)
- A keyboard and a mouse
- A printer is useful but not required

Note: The hardware in your computer will determine some of the Windows 7 features that are enabled. For example, the default user interface theme is determined by the type of graphics card in your computer.

Software requirements

You will also need the following software:

- Windows 7 Professional, Windows 7 Ultimate, or Windows 7 Enterprise. You'll need a copy of the installation DVD.

Network requirements

The following network components and connectivity are also required for re-keying this course:

- Internet access, for the following purposes:
 - Downloading the latest critical updates and service packs from www.windowsupdate.com
 - Completing several course activities.
 - Downloading the Student Data files from www.axzopress.com (if necessary)

Setup instructions to re-key the course

Before you re-key the course, you will need to perform the following steps.

- 1 Install Windows 7 on an NTFS partition according to the software manufacturer's instructions, following these additional detail steps:
 - a If prompted, click the button specifying to go online and get the latest updates.
 - b In the Set Up Windows dialog box, in the "Type a user name" box, type **Admin**.
 - c In the "Type a computer name" box, type **Computer01** (or another name of your choice).
 - d Click Next. In the Type a password box, type **!pass**. In the Password Hint box, type **Exclamation abbreviation**.

Note: This password is referenced in this course, so it's important that you enter this password.
 - e Click Next. Enter your Windows 7 product key, and click Next.
 - f On the "Help protect your computer and improve Windows automatically" screen, click "Use recommended settings."
 - g Click Next. From the Time zone list, select your time zone, and verify the accuracy of the current time. Edit the time if necessary.
 - h Click Next. On the Windows networking screen, select Work. Windows completes the setup and displays the desktop.
- 2 Open the Control Panel. Under User Accounts and Family Safety, click "Add or remove user accounts." Then click "Create a new account."
- 3 Create a standard user account named **User##** where ## is the computer number. For example, on Computer01 you would create a user account named User01. Set the password for the user account to **mypassword**. (This password is referenced in course activities.)
- 4 If you don't have the data CD that came with this manual, download the Student Data files for the course. You can download the data directly to your computer, to a central location on your own network, or to a disk.
 - a Connect to www.axzopress.com.
 - b Under Downloads, click Instructor-Led Training.
 - c Browse the subject categories to locate your course. Then click the course title to display a list of available downloads. (You can also access these downloads through our Catalog listings.)
 - d Click the link(s) for downloading the Student Data files, and follow the instructions that appear on your screen.
- 5 Close all windows and log off.
- 6 Log on as **User##**.
- 7 Move the Student Data folder from C:\ to the My Documents folder.
- 8 Start Internet Explorer. In the Setup window, click Next. Select "No, don't turn on" and click Next. Select "Use express settings" and click Finish. Close Internet Explorer.

Note: Future versions of Internet Explorer might require different basic setup steps.
- 9 Shut down the computer.

CertBlaster software

CertBlaster pre- and post-assessment software is available for this course. To download and install this free software, complete the following steps:

- 1 Go to www.axzopress.com.
- 2 Under Downloads, click CertBlaster.
- 3 Click the link for Introduction to PCs (Windows 7).
- 4 Save the .EXE file to a folder on your hard drive. (**Note:** If you skip this step, the CertBlaster software will not install correctly.)
- 5 Click Start and choose Run.
- 6 Click Browse and then navigate to the folder that contains the .EXE file.
- 7 Select the .EXE file and click Open.
- 8 Click OK and follow the on-screen instructions. When prompted for the password, enter **c_ipc7**.

Unit 1

Computer basics

Unit time: 60 minutes

Complete this unit, and you'll know how to:

- A** Define the components that make up a computer and identify various peripheral devices.
- B** Start the computer, identify basic interface components, use a mouse, and open and close applications.

Topic A: Computer components

Explanation

A *computer* is a machine that you use to store and manipulate information. The earliest computers were as large as a room. But thanks to continuous technological advances, you can now hold some computers in the palm of your hand. Computers are found almost everywhere, and they're used to perform a variety of functions. They are available in a range of sizes, shapes, types, and speeds to meet your needs.

Personal computers

The most popular type of computer is a personal computer (PC). You can use PCs to perform a diverse range of tasks, including the following:

- Writing and editing documents, such as letters, schedules, and reports
- Maintaining large volumes of data
- Managing numbers and performing calculations
- Creating and manipulating graphics
- Using multimedia and playing games
- Creating charts and graphics
- Communicating through e-mail and instant messaging
- Buying and selling items on the Internet
- Researching topics on the Internet

Desktop components

For the purposes of this course, PCs are classified into two categories: desktops and portables. *Desktops* can be placed conveniently on a desk (hence, the name).

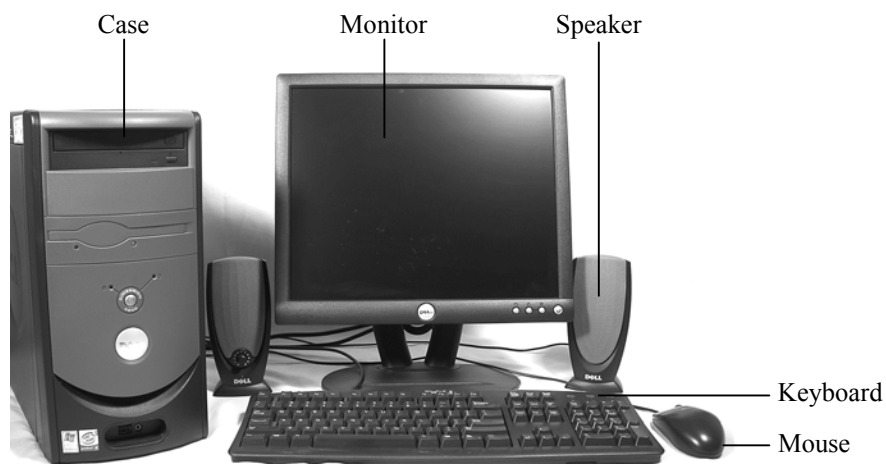


Exhibit 1-1: A typical desktop computer

The following table describes the typical components of a computer system.

Component	Description
Box (case)	The computer case encloses the primary components that make the computer work. Computer boxes are often referred to as “towers.”
Monitor	A monitor displays the images and text generated by the computer so that you can see what it’s doing, including the results of your actions. Similar to television technology, computer monitors have evolved from cathode ray tube (CRT) to liquid crystal diode (LCD) displays. LCD monitors are also referred to as “flat-panel monitors” and have become the standard monitor that comes with a new computer.
Keyboard	This input device enables you to input letters, numbers, and other characters into the computer for storage or manipulation. Keyboards come in a variety of sizes and types, such as ergonomic, split, and wireless.
Mouse	This input device enables you to point to graphical elements displayed on the monitor and interact with the computer.
Speakers	These devices attach to the sound card in your computer in order to output sound. Some speakers are built into monitors or come with the monitor and can be attached to it.
Printer	Although this component is technically not a basic component of a desktop computer, it is an essential part of your computing system. You need a printer if you want to have a hard copy of your work in addition to the files. There are many types of printers, including inkjet and laser printers.

Laptop components

Portable PCs can run on batteries, are small in size, and are easy to carry. The terms *laptop* and *notebook* are often used interchangeably when talking about a portable PC. Exhibit 1-2 shows a laptop computer.

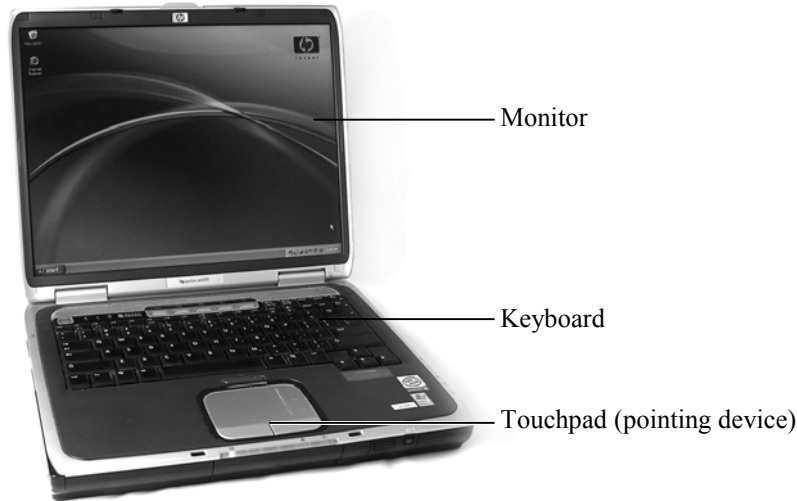


Exhibit 1-2: A laptop computer

A laptop contains the same components as a desktop; however, they are all contained in a single unit.

- The case contains all of the components, and unlike a desktop PC, it cannot easily be opened for upgrades.
- The monitor is stored in the cover. When you open the laptop, the screen is visible.
- The keyboard is typically smaller, and some keys perform dual functions.
- A touchpad replaces the mouse as a pointing device.

In addition to laptops, there are other common types of portable PCs.

- A *tablet PC* is a computer that looks like a pad. It has a screen on which a user can write with a digital pen.
- A *personal digital assistant (PDA)* is a handheld device originally designed as a personal organizer. It includes a clock, a date book, an address book, a task list, a memo pad, and a calculator. Another name for PDA is *palmtop* because it fits in the palm of your hand.

Which is better—desktop or laptop?

The first major decision when you're buying a computer is which type to purchase—desktop or laptop. As in most decisions, there are pros and cons for each type of computer.

	Desktop	Laptop
Advantages	Easy addition of drives, memory, and other internal devices More affordable for same computing power	Ability to take and use anywhere (portability) Self-contained
Disadvantages	Not portable	Difficult to add more drives or other internal components Greater potential for damage and theft when carrying it around

Do it!

A-1: Identifying basic components**Exercise**

1 Match the following components with their definitions.

- | | |
|-------------|--|
| 1. Case | A. Used to point and select. |
| 2. Monitor | B. Used to type, navigate, and enter commands. |
| 3. Keyboard | C. Provides the ability to hear music and video soundtracks. |
| 4. Speakers | D. Contains the processing parts of the computer. |
| 5. Mouse | E. Creates a hard copy of your work. |
| 6. Printer | F. Resembles a television in function and features. |

2 Jane is thinking of purchasing a new computer for use at home. While at home, Jane never needs to use her computer at another location. On vacation, she likes to use a walk-up computer at the local library. Which type of computer is probably most appropriate for Jane to purchase: a desktop or a laptop?

Inside a computer

Explanation

Internal components are devices that are installed inside the computer's case. These devices rely on the computer's power supply and connect to the computer through cables or specialized electronic connectors within the case. Many times, these components provide connectors or slots that are available on the outside of the case so you can connect wires or insert media.



Exhibit 1-3: Typical internal components of a PC

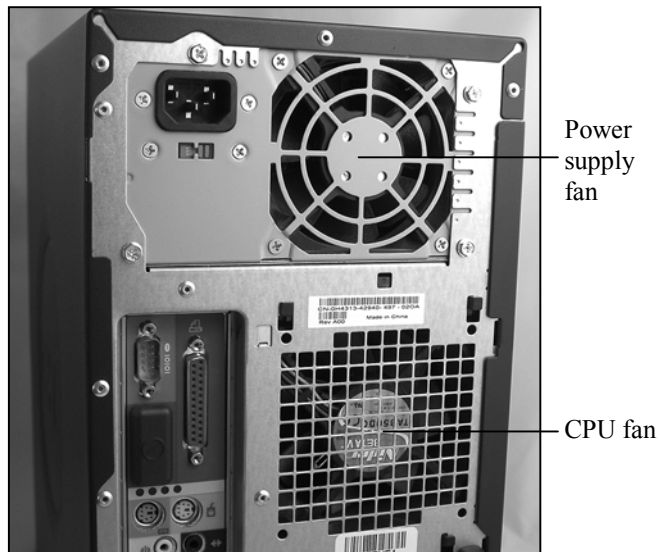


Exhibit 1-4: A view of the power supply and CPU fans from the outside

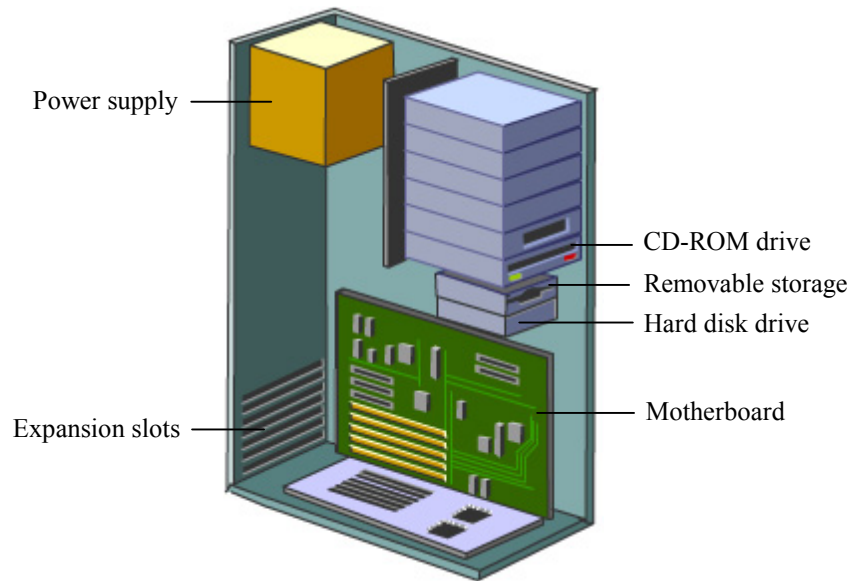


Exhibit 1-5: System components

The following table describes the internal components of a PC.

Component	Description
Motherboard	The main circuit board in a personal computer, sometimes referred to as the system board or main board.
CPU	The central processing unit; the “brains” of the computer.
CPU fan	A cooling device used to prevent the CPU from overheating.
Hard drive	The primary data-storage unit.
CD or DVD drive	A large-capacity removable storage device that can be used to load information into the computer, play audio CDs, play video DVDs, and if so equipped, save information to DVD or CD media.
Floppy drive (older computers)	A phased-out storage device. Floppy disks have much less storage capacity than CDs or DVDs. Floppy drives are no longer included with new computer systems.
Power supply	The source of the computer’s power. It converts wall voltage (110V or 220V) to the various DC voltages used by the computer’s internal components.
Network adapter	A device for connecting the computer to a network.
Sound and multimedia adapter	A device for producing high-quality sound output. Such devices often include inputs to which you can connect gaming devices, such as joysticks, controllers, and steering wheels.
Internal modem (older computers)	A device for connecting the computer to a phone line so the computer can connect to the Internet and send and receive faxes. Internal modems have become less common with the increase in home network access.

Additional components attached to the computer

External components are separate devices connected to the main computer's case through cables or wireless connections. External components are often called *peripherals*. The following table describes common peripheral devices.

Peripheral	Purpose
Scanner	An input device with which you can convert pictures or documents to data, which can be stored on, or manipulated by, the computer.
Digital or video camera	A device for capturing photos and transferring them to the computer for storage or manipulation.
Cable modem	A communication device that allows you to access the Internet. To use a modem, you need communication software that allows your computer to interact with the device.
MP3 player	A device used to play digital music files. Common MP3 players include the iPod, the Walkman, and the Sansa.
Game controllers	Devices that are used to play video games. These devices include joysticks, steering wheels, and other handheld controllers.
USB flash drives	A small portable storage device that is used to store and transfer files.
External hard drives	A device used to provide additional storage space for data.

Ports and connectors

A *port* is the interface to which you connect a device. There are several types of ports:

- **USB** (Universal Serial Bus) — The most common port, used to connect peripherals and the basic components (keyboard, mouse, and printer).
- **FireWire** — Officially known as IEEE 1394, the standard port for digital video equipment.
- **Video and audio jacks** — Used for speakers and headphones.
- **Serial** — Being phased out by USB.
- **Parallel** — Still used by some printers.

Do it!

A-2: Defining computer components

Crossword

Use the following clues to complete the crossword puzzle.

ACROSS:

1. The device that is used to connect your computer to a phone line or to the Internet. It can be internal or external.
3. A form of transportation. However, combined with 4 Down and 14 Across, it describes the most commonly used connection to attach components to your computer.
5. A connection device that is the standard for digital video equipment.
7. The main circuit board of a computer.
10. A device that uses the technology in 2 Down so you can save and manipulate photos on your computer.
12. An external component that is connected to the main computer's case through cables or wireless connections.
14. Known as a connection device. Also, combined with 4 Down and 3 Across, it describes the most commonly used connection to attach components to your computer.

DOWN:

2. The technology that enables photos and music to be stored on your computer.
4. Combined with 3 Across and 14 Across to describe the most commonly used connection to attach components to your computer.
6. The source of the computer's power.
8. An abbreviation that's used for digital video media.
9. A device that can be hard or floppy and is used for storage.
11. To retrieve something from a CD-ROM.
13. The interface to which you connect a device to a computer.

Topic B: What makes computers work

Explanation

Hardware refers to the physical components of the computer. *Software* is a set of instructions that a computer requires to perform various tasks, such as managing hardware components, creating documents, and sending e-mail messages. There are two categories of software: system and application.

Software that controls the system

System software controls hardware components such as the mouse, the keyboard, and the computer's memory. It ensures that the instructions received from a user are correctly interpreted. System software consists of the operating system and utility software, such as device drivers.

- A *device driver* is software that allows a device, such as a printer, to communicate with the operating system. When you connect a new device to your computer, the operating system will usually recognize it and download the required driver automatically if you are connected to the Internet. Sometimes, you might need to manually download drivers from a manufacturer's Web site and install them.
- An *operating system* is software that carries out the computer's essential functions. The operating system provides an environment for hardware and software to work together. Common operating systems include Windows, Macintosh (Mac), and Linux.

Common descriptors that are used for operating systems include:

- Multitasking (simultaneously running multiple programs)
- Multiprocessing (running a program on multiple CPUs, thereby increasing the processing speed)
- Multi-user (simultaneously running the same program for multiple users)
- Built-in support for graphics
- Built-in support for networks

Operating systems

Microsoft Windows is currently the most popular operating system in the world, followed by the Macintosh and Linux operating systems. All current operating systems have a *graphical user interface* (*GUI*, pronounced “gooey”). With a GUI, you use icons (small pictures) or menus to perform a function or run a program.

Macintosh (Mac)

Macintosh (Mac) is Apple's operating system. It runs only on Apple computers; you can't currently install the Mac OS on a PC. However, PC users are usually able to switch between the two operating systems fairly easily. At the time of this writing, the current version of Mac is Mac OS X ("ten").

Both the Mac OS and Windows are updated regularly, providing users with frequent improvements and upgrades. Exhibit 1-6 shows a version of Mac OS X.



Exhibit 1-6: A sample Mac OS X desktop

Linux

Linux is a free client operating system based on the UNIX operating system. You can download Linux for free, or you can buy a distribution version from a vendor such as Red Hat. A Red Hat Linux desktop is shown in Exhibit 1-7. Linux provides a graphical Windows-like interface, which most experienced Windows users wouldn't have trouble using. Linux runs on most PCs from popular PC manufacturers.

Although Linux does have a graphical user interface, many system administration tasks are performed at the command line. These tasks require more advanced knowledge and more experience than do similar tasks performed on Windows or Mac OS X computers.

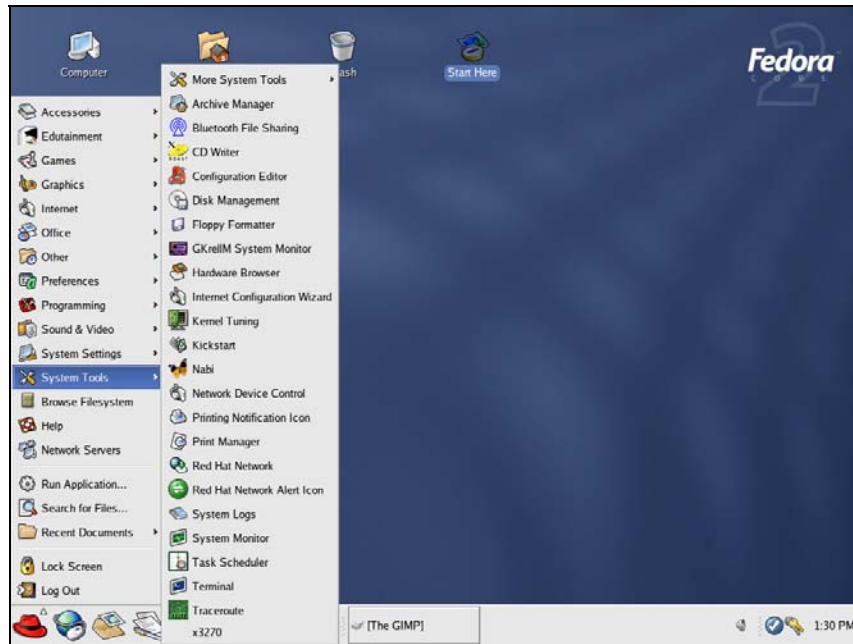


Exhibit 1-7: A sample Red Hat Linux desktop

Windows 7

Released in 2009, Windows 7 is the newest addition to the family of Windows operating systems. Exhibit 1-8 shows the Windows 7 environment.

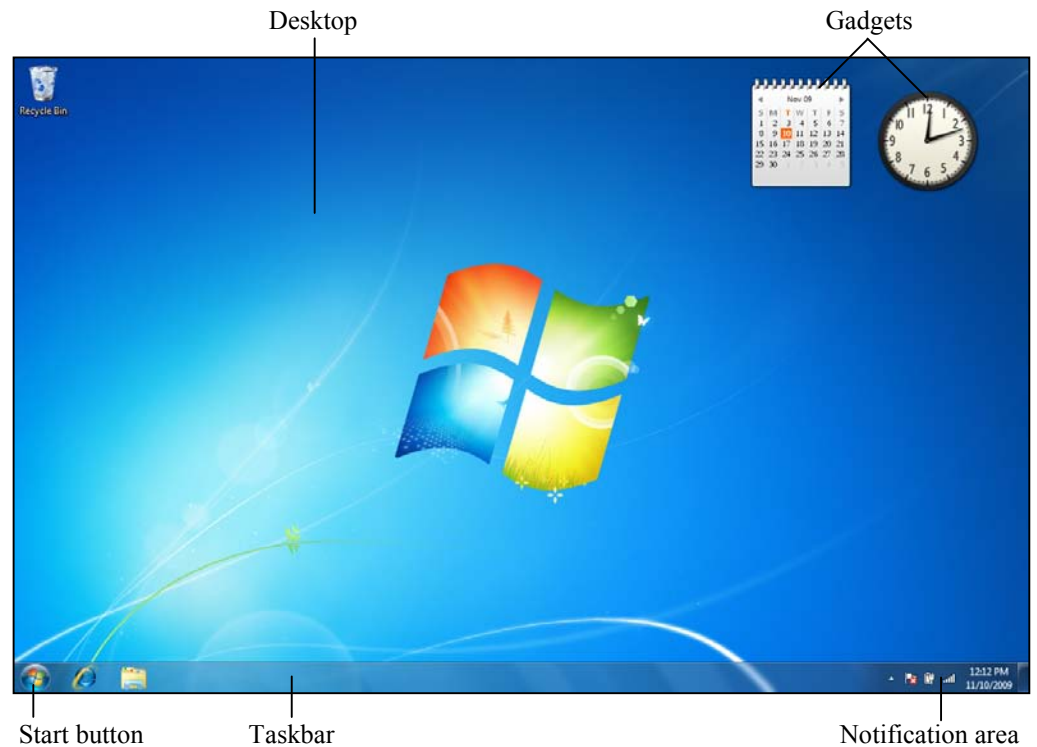


Exhibit 1-8: The Windows 7 environment

The following table describes the components labeled in Exhibit 1-8.

Component	Description
Start button	Click it to start applications, open folders, shut down your computer, and perform other common functions.
Taskbar	The taskbar is a rectangular bar that contains the Start button, pinned program icons, icons for open programs, and the notification area.
Desktop	The desktop can hold shortcuts to files and folders for easy access. Or you might prefer to keep your desktop “clean” and free of file and folder shortcuts. The desktop can also display gadgets. You can customize the desktop image with one of several built-in graphics or a graphic of your own.
Gadgets	Gadgets are small programs that usually perform a single, simple function and that run continually on the desktop. Examples include a clock, a calculator, news feeds, and small games and slide shows.
Notification area	Also called the system tray, this area contains the date and time, the volume control, and any icons showing the status of background programs.

In most work or school environments, computers are connected to each other to form a *network*. Computers in a network are grouped in *workgroups* or *domains*. Computers in workgroups and domains can share resources such as printers.

*Do it!***B-1: Starting the computer**

Here's how	Here's why
1 On your computer, locate the Power button	The Power button is typically located on the front of the desktop computer.
2 Turn on the computer	When pressed, the Power button should light up. It might take a moment for your computer to start.
3 Log onto Windows 7	Follow your instructor's directions. Your user password is "mypassword."
4 Observe the Windows 7 environment	The default Windows 7 desktop includes the Recycle Bin and a few pinned program icons on the taskbar.
5 Locate the arrow on the desktop	This arrow is called the "mouse pointer" or simply the "pointer." You use it for such tasks as selecting an icon or starting an application.
6 Locate the taskbar	(At the bottom of the screen.) You use it to navigate within Windows 7. The taskbar contains the Start button, a few default program icons, and the notification area.
7 In the notification area, point to the time	(On the right side of the taskbar.) A message called a ScreenTip appears, showing the current day and date.

The mouse

Explanation

The mouse is an input device you can use to select items and start programs. A mouse can have one, two, or three buttons, although mouse devices with four or more buttons have also been created. In addition to the regular buttons, a mouse can have a wheel button that you use to scroll through documents. By default, the left mouse button is the *primary mouse button*. However, you can designate the right mouse button as the primary mouse button to suit your preferences.

As you move the mouse, a pointing arrow called the *mouse pointer* moves on the screen. You can perform the following types of operations with the mouse:

- **Pointing** — Positioning the mouse pointer over an object.
- **Clicking** — Quickly pressing and releasing the left (primary) mouse button.
- **Double-clicking** — Pressing and releasing the left mouse button twice in rapid succession.
- **Dragging** — Holding down the left mouse button while moving the mouse pointer. This activity is also referred to as *drag and drop*.
- **Right-clicking** — Pressing and releasing the right (secondary) mouse button.

You use the left mouse button to select, move, and open objects. You use the right mouse button to display an object’s shortcut menu, which contains frequently used commands associated with that object.

Do it!

B-2: Using the mouse

Here’s how	Here’s why
1 Click the Recycle Bin icon	The icon changes to indicate that it’s selected.
2 Press and hold the left mouse button	While pointing to the Recycle Bin icon.
Move the pointer to another location on the desktop	(Continue holding the mouse button while you’re moving the pointer.) This process is called dragging.
Release the mouse button	The Recycle Bin appears in a new location on the desktop.
3 Drag the Recycle Bin back to its original location	
4 Click 	(The Start button.) To open the Start menu. You can think of the Start menu as the gateway into your computer.
5 Click All Programs	To display the All Programs menu. This menu contains several program icons and subfolders.
6 Move the mouse pointer away from the Start menu	The Start menu remains displayed.
Click any blank area of the desktop	To close the Start menu.

Application software

Explanation

Application software is designed for specific purposes, such as creating documents, browsing the Internet, or doing your bookkeeping. A wide variety of application software is available to help you perform these and many other tasks. For example, you can create and manage documents by using word processing software, maintain household expenses by using spreadsheet software, and write to friends by using e-mail software. Application software includes programs like Microsoft Word, Adobe Photoshop, and Google Chrome, to name a few.

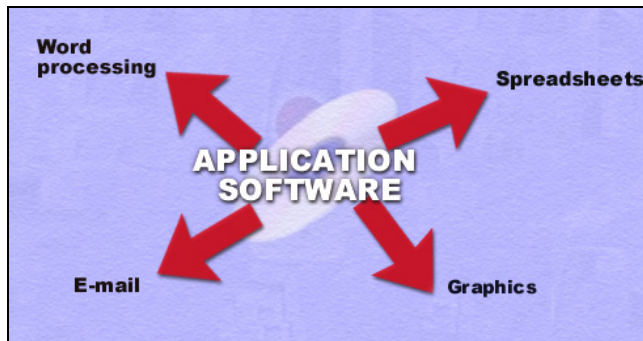


Exhibit 1-9: Application software

Opening applications

When you open an application, Windows displays a corresponding icon on the taskbar. This program icon is called a *taskbar button*.

Taskbar buttons are positioned from left to right in the order in which you open the applications. You can point to a taskbar button to display a thumbnail of the application window. (A *thumbnail* is a small version of a larger item or image.) You can click a taskbar button to maximize or minimize the application window.

The button for the *active application*—the one you are working with—appears highlighted on the taskbar. You can switch between multiple open applications by clicking the taskbar button of the application you want to activate.

The Windows Start menu

You can use the Start menu to open applications, get help, configure your computer, search for files on your computer, and shut down or restart your computer. When you click the Start button (the round button on the left edge of the taskbar), the Start menu opens. You also can open the Start menu by pressing Ctrl+Esc or the Windows logo key.

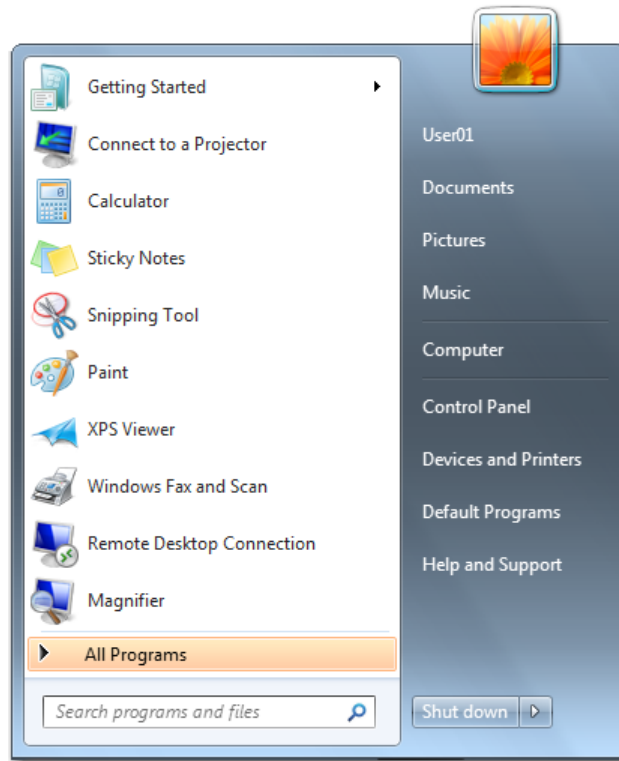


Exhibit 1-10: The Start menu

Windows Accessories

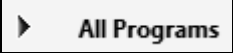
Windows provides several programs organized as *Accessories*. These programs come in handy when you need to do simple tasks that don't require more robust software. To start any of these programs, click Start, choose All Programs, Accessories, and choose the desired accessory.

Programs in the Accessories folder include:

- **Calculator** — Used to perform mathematical calculations.
- **Notepad** — Used to create, edit, and print simple, unformatted text documents.
- **Paint** — Used to create drawings, designs, and images.
- **WordPad** — Used to create more advanced word-processing documents.

Do it!

B-3: Opening applications

Here's how	Here's why
1 Click 	To open the Start menu. The Start menu is divided into two columns.
2 Observe the All Programs command	 The triangle indicates that this menu command displays a submenu.
3 Click All Programs	The All Programs submenu appears, listing several folders and applications.
4 Click Accessories	To open the Accessories folder and display the items it contains.
5 Click WordPad	To open the WordPad application. A blank document is displayed. You could start typing now to begin creating a document.
6 Click Start and choose All Programs, Accessories, Calculator	To open the Calculator application.
Observe the taskbar	The taskbar button for the Calculator application is highlighted, indicating that it's the active application.
7 On the taskbar, point to the WordPad icon	A thumbnail view of the WordPad application window appears.
Click the thumbnail image	To switch to the WordPad application window.
8 On the taskbar, click the Calculator icon	To switch to the Calculator program.
Click the Calculator icon again	(On the taskbar.) To minimize the Calculator.

Closing applications

Explanation

When you're finished working with an application, you need to close it. Windows provides several ways to do so. First, you need to activate the application by clicking its taskbar button (if necessary). Then, do one of the following:

- If the program has a File menu, choose File, Exit.
- Click the Close button (the X button in the upper-right corner).
- Right-click the application's taskbar button and click Close window.
- Press Alt+F4.

Do it!

B-4: Closing applications

Here's how	Here's why
1 Activate WordPad	If necessary.
2 Click 	(The Close button is in the upper-right corner of the window.) To close the application.
3 Right-click the taskbar button for Calculator	A short menu appears.
Click Close window	To close the Calculator.

Unit summary: Computer basics

- Topic A** In this topic, you defined basic computer **components**, from the outside to the inside. You also identified some common **peripherals**, such as scanners and digital cameras, and compared desktop and laptop computers.
- Topic B** In this topic, you learned the basics of **operating systems** and **application software**. Then you started the computer and identified basic interface components. Finally, you learned how to use a mouse and open and close applications.

Review questions

- 1 True or false? A laptop's small size makes it easy to upgrade.
- 2 A computer's main board or system board is also called the _____.
- 3 Which of the following are typical peripheral devices? [Choose all that apply.]
 - A Printer
 - B Sound card
 - C Network adapter
 - D Scanner
- 4 Which of the following are operating systems? [Choose all that apply.]
 - A Mac OS X
 - B Adobe Photoshop
 - C Red Hat Linux
 - D Microsoft Office
 - E Windows XP
- 5 What is it called when you click and hold the mouse button to move an icon from one place to another on the screen?
 - A Double-clicking
 - B Sliding
 - C Dragging
 - D Right-clicking

Independent practice activity

In this activity, you'll be presented with a computer-purchasing scenario. After reading, determine the pros and cons of each option and complete the table located below the scenario.

- 1 The local elementary school recently received a grant to purchase new computers for the computer lab. A team has been assembled to research how the computers will be used and what is available on the market today. Here's what the team discovered:
 - The school has 265 students in grades K through 5. All of the students will be using the lab at various points in their school week. The younger students will be writing simple stories and creating basic drawings. The older students will perform tasks that range from word processing to Internet research.
 - The largest class size of K–1st grade is 18, while the largest 3rd–5th grade class is 25.
 - The computer lab can comfortably seat 25 students, which is the size of the largest class at this time.
 - The chairs do not adjust to accommodate the smaller students; however, lower tables and chairs are available in the library next door.
 - Option A: Desktop computers with CRT monitors are available at a drastically reduced price. The school can purchase 30 computers and have grant money to spare.
 - Option B: For a slightly higher price, the same desktop computers can be bought but with LCD monitors. However, there is only enough grant money to purchase 25 of these computers.
 - Option C: There is enough money to buy 18 laptop computers.
- 2 Complete the pros and cons columns for Options A, B, and C.

Options	Pros	Cons
A		
B		
C		

Unit 2

Managing computer contents

Unit time: 75 minutes

Complete this unit, and you'll know how to:

- A** Define the computing process, identify storage devices, and check the capacity of a hard disk.
- B** Identify the components of Windows Explorer, navigate among folders, and create and rename folders.
- C** Create, save, print, move, copy, delete, and restore files.

Topic A: Storing items on your computer

Explanation

Computers process information, or *data*, by using a straightforward method called the I-P-O process. All of the processing happens inside the computer case, but this section gives you a behind-the-scenes explanation of what's happening.

How a computer processes data

Computers operate according to the *Input-Process-Output (I-P-O)* principle that characterizes most production processes. The following steps describe a computer's I-P-O cycle in laymen's terms.

- 1 Using the keyboard and mouse, the user enters data or gives the computer a command. This is the input step.
- 2 The computer's central processing unit (CPU) acts on the command. This is the process step.
- 3 The results are displayed on the screen. This is the output step. Simply having the results displayed on screen isn't always the best output solution, however. You might also want to print or save the output.

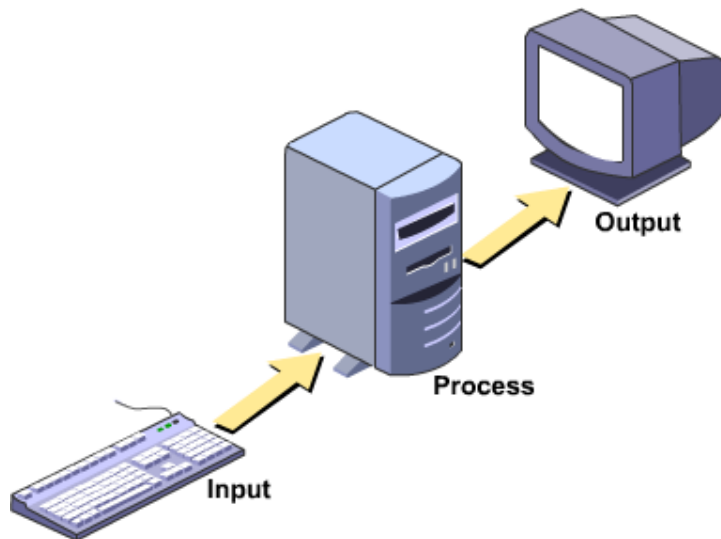


Exhibit 2-1: The I-P-O cycle in a computer

The role of the CPU

In addition to performing calculations, the CPU responds to requests from peripheral devices, such as printers and scanners, as shown in Exhibit 2-2. As the name “central processing unit” implies, the CPU is responsible for carrying out the computer's operations.

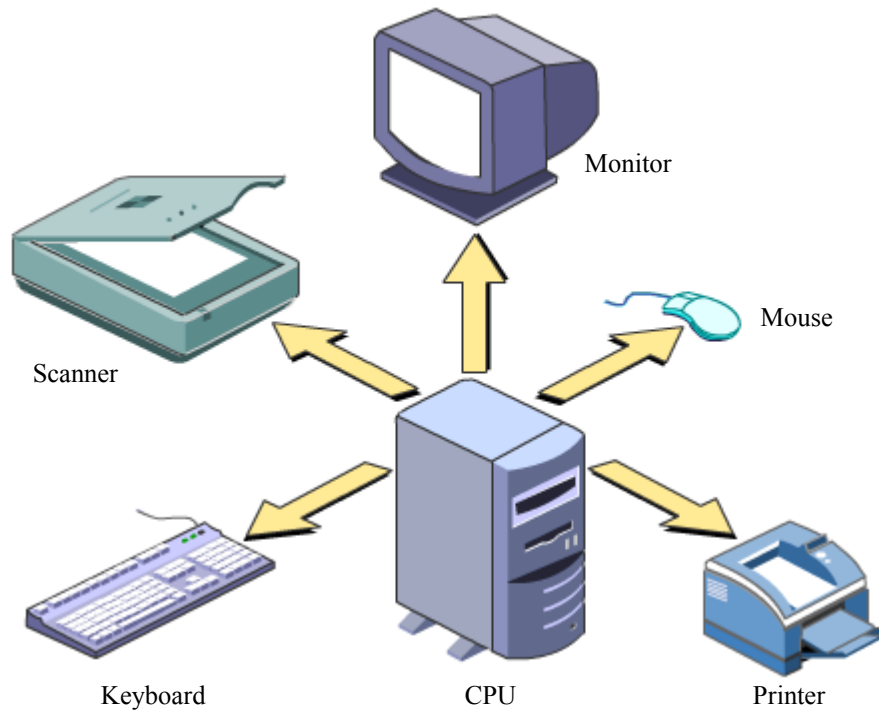


Exhibit 2-2: The role of the CPU

Memory

Memory stores the data and instructions that the CPU processes, as well as the output of the processed data. Memory is a collection of storage cells, each of which can store one *binary digit (bit)*, which is the smallest unit of information used by a computer. Memory is measured in terms of *bytes*. A byte is a group of eight bits.

Memory can be classified as random access memory (RAM) and read-only memory (ROM).

- *RAM* is the memory that stores data and instructions temporarily—that is, while the computer is on. The data and instructions that are to be used are moved from the hard disk to memory in a process called *loading*. Because RAM is temporary storage, the data and instructions stored in it are lost when you turn off your computer.
- *ROM* is memory that can be read but not changed. It is sometimes referred to as “nonvolatile” storage because its contents remain in storage even when the power is off. ROM chips are used for storage of the computer’s essential software, called *firmware*. For example, when you turn a computer on, the firmware initiates the booting process.

Data storage

Data and instructions are stored on devices that vary in terms of storage capacity and the speed with which they store and retrieve data. Data storage devices include:

- Internal hard disk drives (usually named the “C: Drive”)
- External hard disks
- Compact discs (CDs)
- Digital video discs (DVDs)
- USB flash drives
- Memory cards

Hard disks

A *hard disk* is the main device that a computer uses to store information. It’s housed in a self-contained box called the *hard disk drive* (or just “hard drive”). Internal hard disks are installed inside the system unit so they are less prone to damage than are removable disks. Hard disks can store large quantities of data, and a computer can write to and read from a hard disk faster than it can from removable discs like DVDs.

You can view the properties of a hard disk to determine its total capacity, the amount of used space, and the amount of free space. To do so, click Start and choose Computer to open the Computer window. Then right-click Local Disk (C:) and choose Properties to open the Properties dialog box, shown in Exhibit 2-3. On the General tab, you can see the amount of used space and free space on the disk.

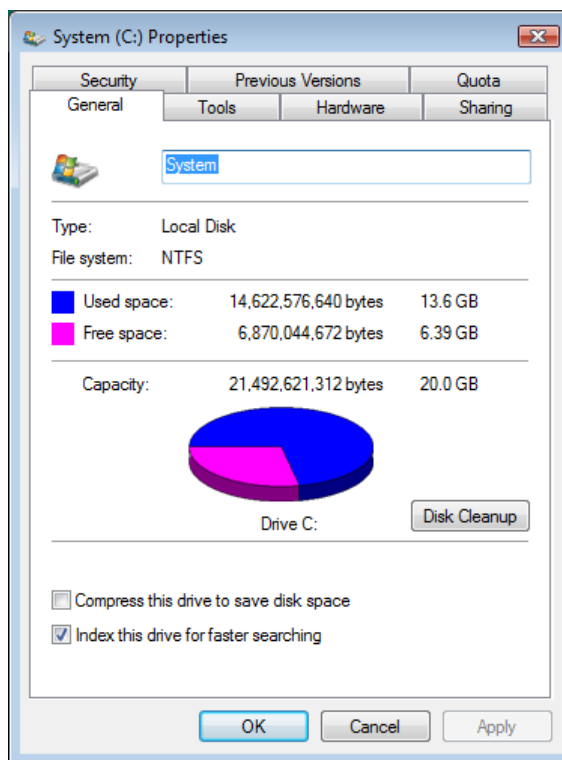


Exhibit 2-3: A sample hard disk Properties dialog box

External hard drives

An *external hard drive* is attached to the computer, usually through a USB port. External hard disks provide additional storage space and eliminate the need to install another internal hard disk. External hard disks are a good option for backing up data, because they can easily be removed for secure storage or for copying data to another computer.

The Computer window

The Computer window provides access to your computer's hard disk drives, CD or DVD drive, and any connected removable storage devices, such as USB flash drives. To access these items, double-click them.

Do it!

A-1: Checking the capacity of a hard disk

Here's how	Here's why
1 Click Start and choose Computer	To open the Computer window.
Observe the icon for the hard disk drive	The hard drive is referred to as the (C:) drive by default.
2 Right-click Local Disk (C:)	To display a shortcut menu with commonly used commands for the hard drive.
Choose Properties	To open the Properties dialog box. It shows the capacity of the hard disk, the amount of used space, and the amount of free space.
3 Click OK	To close the Properties dialog box.
4 Close the Computer window	Click the Close button (the X in the upper-right corner of the window).

CDs and DVDs

Explanation

A *CD (compact disc)* is a removable storage device used for a variety of data, from music to software. Most computers contain at least one built-in CD or DVD drive.

DVDs (digital video discs or digital versatile discs) store the same type of information as CDs, but they can store much more data and are therefore the more common standard in today's computers. A DVD drive is required to access the data stored on a DVD.

For both CDs and DVDs, there are three types of discs and drives:

- **ROM (read-only memory)** — Can only read the data on the CD or DVD. You can't save data on these discs.
- **R (recordable)** — Can be used to record, or "write," data on a blank CD or DVD. However, recording is a one-time event. Once the data has been recorded, it cannot be edited.
- **RW (rewritable)** — Can be used to record data, delete it, and record more data.

Other types of removable storage devices

Removable storage devices are disks and cards that you can insert into, or connect to, a drive or USB port in your computer. Memory cards and USB flash drives are examples of removable storage devices.

USB flash drives

A *USB flash drive* is small in size but has a large storage capacity. These storage devices have become popular because they connect via a USB port and can fit easily into a pocket or purse. Other commonly used names for USB flash drives include *thumb drive*, *jump drive*, *memory stick*, and *key drive*.

Memory cards

With the increased use of digital cameras and cell phones, memory cards (or flash cards) have become popular storage devices. Memory cards range in size and storage capacity, but they are small in physical size, resembling a small, flat chip. Memory card readers are often built into computers and printers to make it easy to retrieve data, such as photographs from a digital camera.

Do it!

A-2: Examining data storage devices

Exercise

- 1 Examine the various CDs and DVDs that your instructor has brought to class.
- 2 How are CDs and DVDs different?
- 3 How are CDs and DVDs alike?
- 4 Examine the other removable storage devices your instructor has brought to class.
- 5 Which kind of removable storage device is most commonly used with PCs today?
- 6 What is the difference between a USB flash drive and a memory card?
- 7 Do all USB flash drives work in all computers?
- 8 Do all memory cards work in all digital cameras?

Topic B: Working with folders

Explanation

The basic unit of storage on a computer is a file. A *file* can be a document, a program, a song, a picture, or any other named set of data. The term *content* refers to text files, audio files, video files, e-mail messages, spreadsheets, graphics, and Web files—information that you read or view or listen to.

Windows Explorer

Typically, a computer will store many files of various types. You might think that managing this content will be challenging, but Windows makes file and folder management easy.

You navigate folders and files by using Windows Explorer. There are several ways to open Windows Explorer, and what you see will depend on the location you start in. For example, if you click Start and choose Computer, Windows Explorer opens at the computer level, with hard disks and other devices shown in the contents pane.

Exhibit 2-4 shows the components of a window. In this example, the Pictures library is open, the files are in List view, and the preview pane is activated.

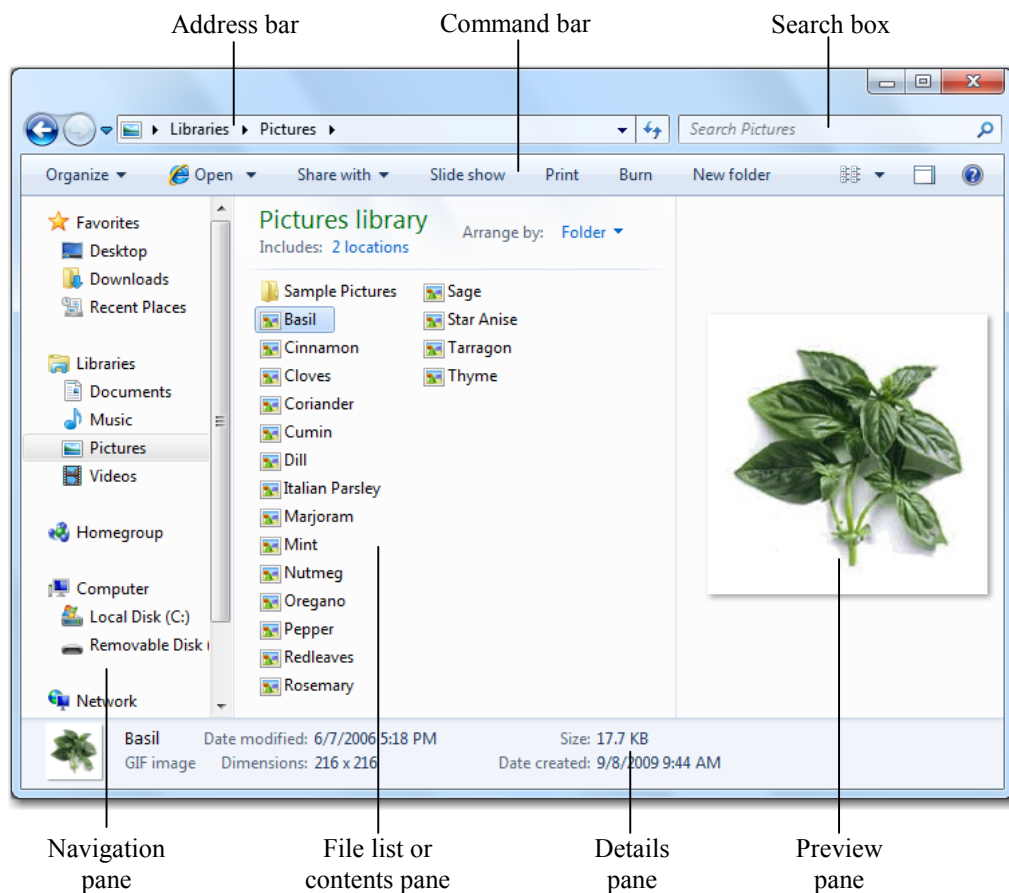


Exhibit 2-4: The Pictures library with the preview pane active

These window components are described in the following table.

Component	Description
Address bar	Shows your current location in the computer's folder hierarchy. You can click an arrow next to a folder to see a list of folders beneath it.
Command bar	Contains buttons you can use to create folders, share files and folders with other users, and change how content is displayed. You can also click the Help button to get help with what you're doing. The Command bar is dynamic, which means that the commands change depending on what you're viewing.
Search box	Used to enter words or phrases to search for content (files) containing those words or phrases.
Navigation pane	Used to move through the folder hierarchy and other locations, like libraries, removable storage devices, and network locations.
File list or contents pane	Displays drives, devices, folders, and files in the location that is selected in the navigation pane.
Details pane	Displays detailed information for the selected drive, device, folder, or file.
Preview pane	Displays the contents of the selected file. Click the "Show preview pane" button on the Command bar to display the pane, and click it again to hide the pane.

Do it!

B-1: Identifying window components

Here's how	Here's why
1 Click Start and choose User##	(Where User## is your user number for the course.) You'll explore the components of this window.
2 Locate the Address bar	The Address bar shows the name of the window you're viewing.
3 Locate the contents pane	Your user account window contains several folders for storing and organizing pictures, music, documents, games, searches, contacts, and other data.
4 Locate the navigation pane	The navigation pane is on the left side of the window. It contains broad categories for easy navigation.
5 Locate the Command bar	(The bar beneath the Address bar.) The commands that appear here change depending on what you're viewing in the contents pane.
6 Double-click My Documents	To open the folder. This folder contains the Student Data folder for this course.
7 Observe the Address bar	The Address bar shows that you're in the My Documents folder, which is in your user account folder.
8 Click Student Data	To select the folder.
9 Locate the details pane	(At the bottom of the window.) The details pane shows details about a selected file or folder, including the date it was last modified. The amount of detail will vary depending on the selected item.
10 Close the window	

Folders

The analogy of a filing cabinet is useful for understanding the organization of files on a computer. A drive on your computer is like a drawer in a filing cabinet. The drive can be a hard disk drive, a DVD drive, a flash drive, or any other storage device. The highest level is called the *root* (or root folder or root directory). Files are stored in folders, just as papers can be stored inside folders in a file drawer. And just like folders in a filing cabinet, computer folders can also contain other folders. A folder inside another folder is called a *subfolder*.

Every user account on a Windows 7 computer has *personal folders* (the folders in your user account window). These folders are available only to that user, though they can also be accessed from an administrator account.

Libraries and Public folders

In Windows 7, every PC has four Public folders that all users of the PC can access. These folders are named Public Documents, Public Music, Public Pictures, and Public Videos. You can share files and folders with other users by saving the files and folders in, or moving them to, one of these Public folders.

As we mentioned earlier, Windows Explorer opens to different folders depending on where you open it from. For example, when you click Start and choose your user name, as you did in the previous activity, Windows Explorer opens to your user account folder. If you click the Windows Explorer icon on the taskbar, Windows Explorer opens with four libraries listed in the contents pane, as shown in Exhibit 2-5.

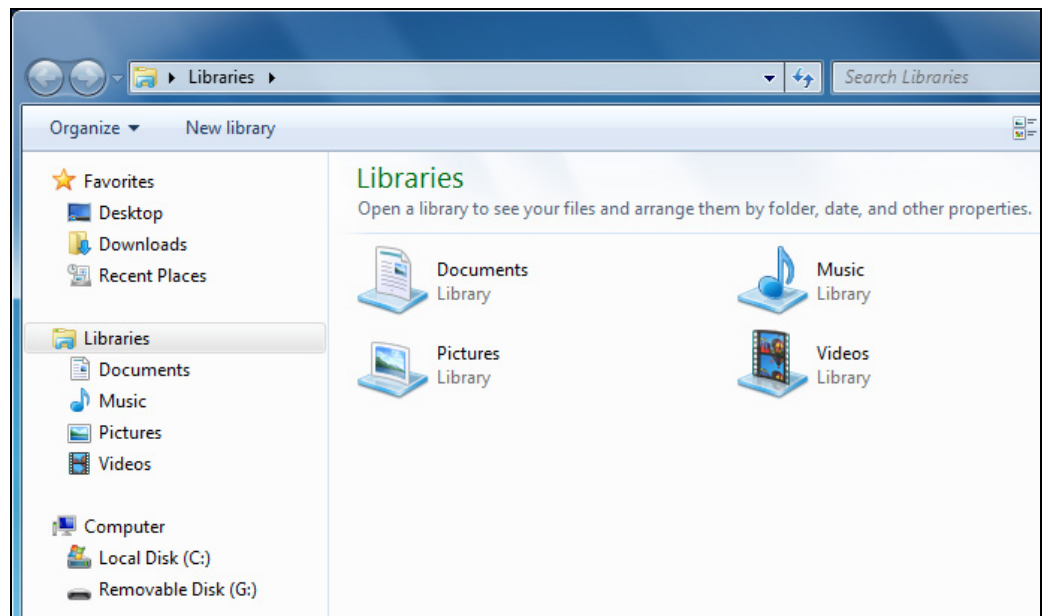


Exhibit 2-5: There are four default libraries for organizing files by general type

Every user account has four default libraries, organized by content type. They are labeled Documents, Music, Pictures, and Videos. A Windows *library* is a named collection of folders grouped for organizational purposes; each library aggregates files by type from various locations and displays them in a central location. The Documents library, for example, shows all text-related files, including documents, PDFs, and spreadsheets.

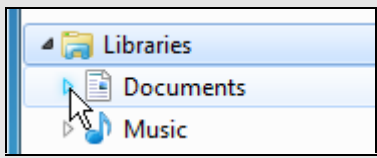
So, if you have two Microsoft Word documents in your My Documents folder, and three Notepad documents in your Public Documents folder, you'll see all five documents when you open the Documents library. It doesn't matter where a particular file is physically stored—you can access it in its corresponding library.

Browsing folders

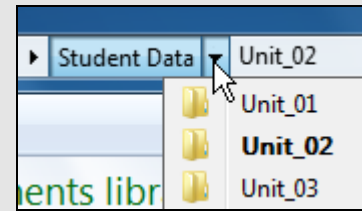
To navigate the various locations on your computer, click an item in the navigation pane. To open a particular folder or library, double-click it. You can also click the items shown in the Address bar to go directly to a particular folder. You can use the Back and Forward buttons in the upper-left corner of the window to go back or forward through the folder hierarchy.

Do it!

B-2: Browsing the folder hierarchy in Windows Explorer

Here's how	Here's why
1 On the taskbar, click 	(The Windows Explorer icon.) To open Windows Explorer. This time, the four default libraries are shown.
2 In the navigation pane, click as shown	 To expand the Documents library. It comprises the My Documents folder and the Public Documents folder.
3 Click My Documents	The contents of the My Documents folder are shown in the contents pane.
4 In the contents pane, double-click Student Data	This folder contains several unit folders.
5 Double-click the current unit folder	To open it. The folder contains three files.
Observe the Address bar	It shows the path to the current unit folder.

- 6 In the Address bar, click the triangle shown



Clicking these triangles is an alternate way to navigate to a particular item. The current folder is highlighted in the list.

Click the triangle again

To close the navigation menu.

- 7 In the Address bar, click **Student Data**

To go back to the Student Data folder. You can use the Address bar to navigate to different folders in a path.

- 8 Open the current unit folder again

Click **Garden Gate**

To select the image file. The details pane shows a preview and several details about the image.

- 9 On the Command bar, click 

(The “Show preview pane” button.) To display the preview pane. It provides a quick way to view your files without having to open them in an application.

In the contents pane, click **Update**

To preview the document. The preview pane makes locating specific content fast and convenient.

On the Command bar, click 

To close the preview pane.

- 10 Click 

(The Back button is in the top-left corner of the window.) To go back one level in the folder hierarchy.

- 11 Close the window

Creating folders

Explanation

To create a folder in the location selected in the navigation pane, simply click the New folder button on the Command bar. You can also right-click a blank area of the contents pane and choose New, Folder.

When you create a folder, it's given the default name New Folder. To rename a folder, right-click it and choose Rename. Then type the new name and press Enter. You can also select a folder and press the F2 key. The folder's name will be selected to indicate that you can enter a new name. Finally, you can click a folder twice, slowly, to select the folder name and not the folder itself. Then enter a new name.

Folder naming conventions

A folder name can contain up to 255 characters, including spaces. However, you should try to keep the names short, simple, and meaningful so that they are easy to remember. A folder name can contain any characters except for the following:

\ / : * ? " < > |

*Do it!***B-3: Creating and naming a folder**

Here's how	Here's why
1 Click Start and choose Documents In the navigation pane, expand the Documents library	This time, Windows Explorer opens to the Documents library. (Click the triangle to the left of Documents.) To view the My Documents folder and the Public Documents folder.
2 Click My Documents	To select it.
3 On the Command bar, click 	A folder named "New folder" appears in the contents pane. You can change this default name.
4 Type My project Press 	To rename the folder. The new name appears only after you press Enter or click elsewhere on the screen.
5 Double-click My project	The folder is empty—it doesn't contain any files or subfolders yet.
6 In the Address bar, click My Documents	To go back to the My Documents folder.
7 Create a folder Press  Press  Type My notes and press 	On the Command bar, click New folder. To accept the default folder name. To select the folder name. To rename the folder.
8 Right-click the My project folder and choose Rename	
9 Type My stuff Press 	The new name replaces the old one.

Topic C: Working with files

Explanation

Now that you've learned the basics of how content is organized on your computer, it's time to learn how to work with your content.

Opening files

To open a file, simply double-click it. The file will open in the program it's associated with. Almost all files you'll encounter are associated with a program, usually the same program that was used to create them. For example, a document file you created in Microsoft Word will automatically open in Microsoft Word when you double-click it, and a plain text file will usually open in Notepad. When you double-click a file that does not have an associated program, you're prompted to choose a program with which to open it.

You can recognize file associations by looking at file icons. Files typically have the same or a similar icon as the application they were created in. Additionally, the file type is described in the preview pane when the file is selected.

*Do it!***C-1: Opening files in their associated programs**

Here's how	Here's why
1 Open the Student Data folder	Double-click it.
Open the current unit folder	
2 Observe the three files and their icons	Each file has a different icon, indicating its general file type. Garden Gate is an image. Update is a rich text document, which is associated with WordPad. Sales is a simple text document, which is associated with Notepad.
3 Select Update	This file was copied to your computer during the classroom setup.
Observe the details pane	(At the bottom of the window.) The details pane shows that this is a Rich Text Format document, or RTF file. RTF files can contain basic formatting, such as colors and fonts, and can contain images.
4 Open Update	(Double-click it.) Because the file is a rich text document, it opens in Microsoft WordPad.
Close the WordPad window	
5 Select Sales and observe the details pane	This file is a simple text document, which means that it's used for text only; it cannot contain formatting or images.
Open Sales	The file opens in Notepad, a program used for creating and editing simple text documents.
6 Open Garden Gate	By default, images open in Windows Photo Viewer.
7 Close the window	

Creating and saving files

Explanation

Files are created in programs (also called *applications*). There are all kinds of programs that you can use to create a wide variety of files. For example, you can create files in word processing programs, spreadsheet programs, graphics programs, music recording programs, and video editing programs.

A *text file* contains only text. To create a text file in Notepad, start Notepad and type your text. You can also right-click a blank area of the contents pane and choose New, Text Document. The file is given the default name New Text Document, which you can keep or change. Open the file and type your text. When you're done, you need to save the file.

The Save As dialog box

The first time you save a document, the Save As dialog box opens, prompting you to give the file a name and specify a folder to save it in. The Save As dialog box will usually suggest a file extension and show you files of the same type that are already in the selected location. In Windows 7, the Save As dialog box looks much like Windows Explorer, as shown in Exhibit 2-6.

File names have the same limitations as folder names—up to 255 characters, including spaces, and excluding the following characters:

\ / : * ? " < > |

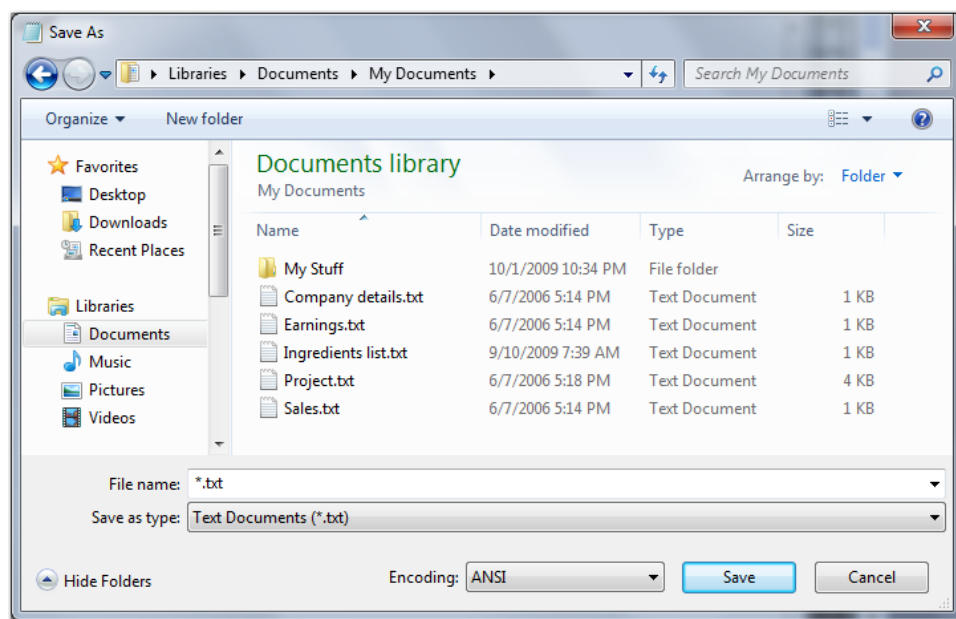


Exhibit 2-6: The Save As dialog box

Updating a file

When you edit a file you have already saved, you don't need to use the Save As dialog box, unless you want to save your changes as a new file and preserving the original file. Saving changes in an existing file is commonly referred to as *updating* a file. To update a file, choose File, Save or press Ctrl+S.

*Do it!***C-2: Creating and saving a text file**

Here's how	Here's why
1 Click Start	
Choose All Programs, Accessories, Notepad	To start a new text file with the default name "Untitled."
2 Type your name	
3 Choose File, Save As...	The extension ".txt" appears in the File name box. You can start typing to assign a file name.
Type My info	(In the File name box.) To name the file. Notepad will automatically save it as a text file (a file with a .txt extension).
4 Observe the contents pane	By default, the file will be saved in the Documents library.
Open the My notes folder	(In the contents pane of the Save As dialog box.) You'll save the file here. You recently created this folder, so there are no files in it yet.
5 Click Save	
Observe the title bar	The name of the file is displayed in the upper-left corner.
6 Press 	To move to the next line.
Type your address	
Choose File, Save	To update the file.
7 Press  and add some more text	
Choose File, Exit	A message box appears, stating that the text in the file has changed and prompting you to save the changes.
Click Save	To save the changes before closing Notepad. If you click Don't Save, the changes made after you last saved the file will be lost. If you click Cancel, the file will not close, and you can continue working in it.

Printing files

Explanation

Most Windows applications provide an option for printing files. For example, to print a WordPad file, you open the file in WordPad and choose File, Print. This opens the Print dialog box. In it, you can specify several options, such as printing an entire document or a range of pages, and selecting the number of copies you want to print. The Print dialog box might have different options depending on the printer being used.

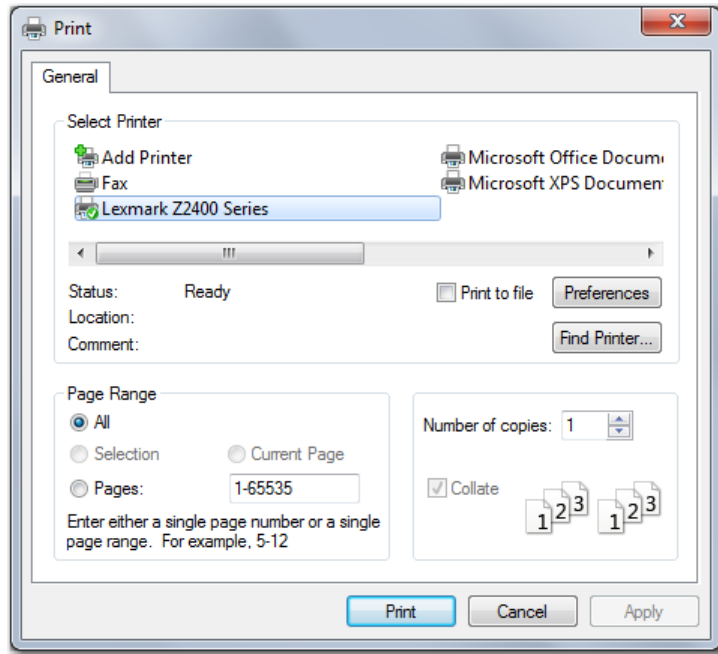
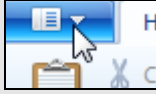


Exhibit 2-7: The Print dialog box

*Do it!***C-3: Printing a file**

Here's how	Here's why
1 Open Update	The file opens in WordPad.
2 Click the File button, as shown	
Choose Print	To open the Print dialog box.
3 Observe the Select Printer section	The default printer is selected. This section will vary depending on the printers you have installed.
Observe the Page Range section	The All option is selected, indicating that all pages in the document will be printed. You can designate specific pages that you want to print.
4 Click Cancel	To close the Print dialog box without printing. If you were to click Print, Windows would send the print job to the printer.
5 Close WordPad	

Moving and copying files and folders

Explanation

As you work with files and folders, you'll often need to make copies of files, or move folders around to different locations to suit your organizational preferences. There are many ways to move and copy files and folders in Windows 7.

Moving files and folders

To move a file or folder from one place to another:

- Point to the item, press and hold the left mouse button, move the pointer to the desired location, and then release the mouse button. This process is called *dragging*. As you drag, you'll see a message near the pointer that says "Move to *location*," where *location* is the name of the folder.
- Right-click and drag a file or folder, and choose Move here from the shortcut menu.
- Select the file or folder you want to move. Click Organize and choose Cut. Open the new location, click Organize, and choose Paste.
- Right-click the file or folder you want to move and choose Cut. Open the new location, right-click a blank area, and choose Paste.
- Select the file or folder you want to move and press Ctrl+X to cut (remove) the selected item. Open the destination folder and press Ctrl+V to paste the item.

When you drag a file or folder, a default command is associated with that action. For instance, if you drag a file from one folder to another on the same drive, the default action is to move the file. If you drag a file between storage devices—say, from the hard drive to a flash drive—the default action is to copy the file. To use a drag command that is not the default, you can right-click the item, drag it, and then choose a command from the shortcut menu.

Copying files and folders

When you edit a copy of a file, the original file is not changed. You might choose to make a copy as a backup, in case the original is inadvertently changed or deleted. You might also want to make copies to share with co-workers or use copies to experiment with some edits without losing your original work.

You can copy files and folders from one folder to another and within the same folder. If you copy a file or subfolder within the same folder, Windows automatically designates the duplicate file as a copy.

There are several ways to copy and paste files and folders:

- Hold down the Ctrl key and drag the file or folder from its current location to the new location.
- Right-click and drag, and then choose Copy here from the shortcut menu.
- Select the file or folder you want to copy. Click Organize and choose Copy. Select the new location, click Organize, and choose Paste.
- Right-click the file or folder you want to copy and choose Copy. Right-click the destination folder and choose Paste.
- Select the file or folder you want to copy. Press Ctrl+C to copy the item. Select a destination folder and press Ctrl+V to paste the item into that folder.

Do it!

C-4: Moving and copying files

Here's how	Here's why
1 Drag Update to the Public Documents folder	(The Public Documents folder is in the navigation pane.) To move the file here. When you drag, an icon appears and a message indicates that you are moving the file to this location.
2 In the navigation pane, select Public Documents	The Update file is now in this folder. You'll use a different method to move it back.
3 Select Update	
4 Press CTRL + X	To cut the file.
5 Click 	(The Back button is in the top-left corner of the window.) To go back to the current unit folder.
6 Press CTRL + V	To paste the file in its original location.
7 Using the right mouse button, drag Sales to the desktop Choose Copy here	When you release the mouse button, a menu appears. To copy the file to the desktop. Notice that the Sales file is still in its original location.
8 Select Garden Gate Press CTRL + C	To copy the file.
9 Click a blank area of the desktop Press CTRL + V	To paste a copy of the image on the desktop. Again, the image file is still in its original location; there are two copies of the file on the computer.

Deleting and restoring files

Explanation

When you no longer need a file or folder, you can delete it. Deleting unwanted files and folders can unclutter your system and even free up resources. However, if you delete the wrong file or change your mind, all is not lost. Instead of erasing deleted items immediately, Windows moves them to the Recycle Bin, so you can often restore items you have deleted.

Items do not remain in the Recycle Bin forever, however. Eventually, they will be permanently deleted from your computer. Windows 7 devotes a limited amount of space to the Recycle Bin. When you delete more items than will fit in that space, Windows permanently deletes the oldest items first, to accommodate the most recently deleted items. You can also empty the Recycle Bin yourself.

Deleting files

To delete a file or folder, use any of these methods:

- Select the item and press the Delete key on your keyboard. Then click Yes to confirm the deletion.
- Right-click the item and choose Delete. Then click Yes to confirm the deletion.
- Drag the item to the Recycle Bin. This action does not require confirmation.

Restoring files

You cannot open items directly from the Recycle Bin. You must restore them first. There are several ways to restore a deleted item from the Recycle Bin. First, double-click the Recycle Bin to open it. Then, do one of the following:

- Double-click the item you want to restore, click Restore, and then click OK.
- Right-click the item and choose Restore.
- Select the item and then click “Restore this item” on the Command bar.
- Drag the item out of the Recycle Bin window to the desired location. This is the only action that does not automatically restore the file to its original location.

Emptying the Recycle Bin

To permanently delete files in the Recycle Bin, right-click the Recycle Bin icon and choose Empty Recycle Bin.

*Do it!***C-5: Deleting and restoring files**

Here's how	Here's why
1 On the desktop, select Garden Gate Press  Click Yes	You'll delete this file. A message box appears, asking if you're sure you want to send the file to the Recycle Bin.
2 Drag Sales from the desktop to the Recycle Bin	When you drag a file to the Recycle Bin, you're not prompted to verify the action.
3 On the desktop, double-click Recycle Bin	Windows Explorer opens to the Recycle Bin folder. The deleted files are displayed.
4 Right-click Garden Gate and choose Restore	The image is restored to the desktop.
5 Select Sales	
On the Command bar, click Restore this item	The Sales document is restored to the desktop.
6 Delete the Garden Gate and Sales files again	Use a method of your choice.
7 Right-click the Recycle Bin	
Choose Empty Recycle Bin	
Click Yes	To confirm that you want to permanently delete the files. The Recycle Bin icon now looks empty.
8 Close all open windows	

Unit summary: Managing computer contents

- Topic A** In this topic, you learned how the computing process works. You discussed **storage devices** and checked the capacity of a hard disk. You also learned about other storage devices, including DVDs, USB flash drives, and memory cards.
- Topic B** In this topic, you identified the components of a window in Windows 7. You learned that data is stored in files, and files are stored in folders. You learned how to navigate in **Windows Explorer**, and you learned about **libraries** and **Public folders**. Finally, you learned how to create and rename folders.
- Topic C** In this topic, you learned how to work with **files**. You learned how to open, create, save, print, move, copy, delete, and restore files.

Review questions

- 1 True or false? RAM refers to the amount of storage capacity on a hard disk.
- 2 What drive letter is usually used for the main hard disk?
 - A A
 - B B
 - C C
 - D D
- 3 True or false? CDs generally hold more data than DVDs.
- 4 True or false? DVD drives cannot usually read CDs.
- 5 Which of the following are valid names for files? [Choose all that apply.]
 - A Progress Report
 - B This/that
 - C Willy-nilly
 - D Mine>yours
 - E L8tr0n
- 6 Saving a file in Notepad will automatically save it with which extension?
 - A .doc
 - B .txt
 - C .npd
 - D .text

- 7 True or false? After you delete a file, you can still get it back by restoring it from the Recycle Bin.
- 8 True or false? Files in the Recycle Bin will remain there until you restore them or empty the Recycle Bin.

Independent practice activity

In this activity, you will practice navigating the folder hierarchy, create a folder, and manage files.

- 1 When you open the Computer window, what devices are shown at the top?
- 2 What is the total capacity of your C: drive, and how much free space is available?
- 3 In the current unit folder of the Student Data folder, create a folder named **MyPractice**.
- 4 Move the Sales file from the current unit folder to the MyPractice folder.
- 5 Copy the Update file from the current unit folder to the MyPractice folder.
- 6 What application is associated with the Update file?
- 7 From the MyPractice folder, delete **Update**.
- 8 Empty the Recycle Bin.
- 9 Close all open windows.

Unit 3

Searching for content and using Help

Unit time: 35 minutes

Complete this unit, and you'll know how to:

- A** Search for items on your computer that contain a specific word or phrase.
- B** Use Windows Help and Support to learn about topics of interest.

Topic A: Searching for data on your computer

Explanation

As you work with your computer, there will likely be occasions when you forget where you stored certain content. Windows makes it easy to quickly find the content you're looking for, no matter where it's stored on your computer. You can search for content by using the Start menu and Windows Explorer.

Searching from the Start menu

When you open the Start menu, the insertion point is automatically placed in the Search box so you can type search criteria immediately. Using the search box in the Start menu, you can find files and specific content within files. You can even use it to quickly find and start programs. For example, if you click Start, type *calc*, and press Enter, the Calculator program opens.

If you're looking for a system file or a document on an external storage device, you'll need to search with Windows Explorer.

Searching in Windows Explorer

Use Windows Explorer to search an active folder or storage device. In the upper-right corner of Windows Explorer is a search box—use it to enter search terms to search whatever folder or device is shown in the contents pane. This option searches through file names, file properties, and file contents.

Search techniques

Here are a few tips to refine your searches:

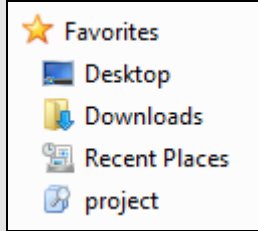
- **Use wildcards** — Wildcards are symbols that take the place of letters. An asterisk (*) represents zero or more letters. By default, the search will return partial matches, but only those at the beginning of a word, not in the middle or at the end. For instance, a search for **proj** will return “Project” and “projected”; a search for ***ject** will return these, as well as “reject” and “rejected”; a search for **ject** will not return any of these.
- **Use quotation marks** — Sometimes you can find a document by searching for a phrase it contains. If you start your search terms with a quotation mark (“), only examples of those words, in the specified order, will be returned. So, entering **high school** will return any documents with both words, whether or not they are together, while a search for **“high school** will return only results with that exact phrase.
- **Filter the search** — You can refine a search by specifying things like date modified, file size, and file type. The filters available change depending on which files are in the unfiltered results.

Searches are not case sensitive, even if quotation marks are used.

Saving searches

If you often perform the same search in the same location, you might want to save that search for future use. Recent search terms are saved in the search box, but saving a search retains both the terms and the location. To save a completed search, click Save search on the Command bar and then enter a name. Saved searches are listed under Favorites in the navigation pane.

*Do it!***A-1: Searching for file names and contents**

Here's how	Here's why
1 Click Start	
Type status	The search finds several programs in the Control Panel, as well as a document named Status.
Click Status	(In the list, under Documents.) To open the found file directly from the search results.
Close the WordPad window	
2 From the taskbar, open Windows Explorer	It opens to the libraries.
3 Click Search Libraries	(In the upper-right corner of the window.) To place the insertion point.
Type report	Windows Explorer highlights every instance of the word “report” found in the libraries, but does not include programs in the search results like the Start menu does.
4 On the right side of the search box, click as shown	 To clear the current search word.
5 Type proj	Windows Explorer highlights all instances of “proj” within the contents of library files. Three documents contain the word “project.”
Double-click Report	To open the file directly from the search results.
Close WordPad	
6 On the Command bar, click Save search	The default name is “proj.”
Type project	To rename the search to be more specific.
Click Save	 The saved search appears under Favorites. You can now run this search any time by clicking it.

7 Click 

To go back to searching in the libraries.

8 Clear **proj** from the search box
and type **annual report**

Two documents are found that contain both
words.

Click before “annual”

(In the search box.) To place the insertion point.

9 Type “

(The quotation mark.) This time, only one
document is found that contains both words in
the specified order. The other document
contained both “annual” and “report” but not the
phrase “annual report.”

10 Close Windows Explorer

Topic B: Windows Help and Support

Explanation

Learning an operating system like Windows can sometimes seem like a difficult task. However, the more you work with it, the easier it becomes. In addition, Windows provides several tools to help you find relevant information and solve problems.

Finding answers and information

The Windows Help and Support system can show you:

- Detailed steps for completing procedures
- Definitions of important terms
- Topics related to your particular request
- Links to common support tasks, such as using Windows Update (where you get updates to Windows 7)
- Search options to help you get more precise information

The Windows Help and Support window, shown in Exhibit 3-1, provides a set of tools and a Search box at the top of the window, and several links to broad topics.

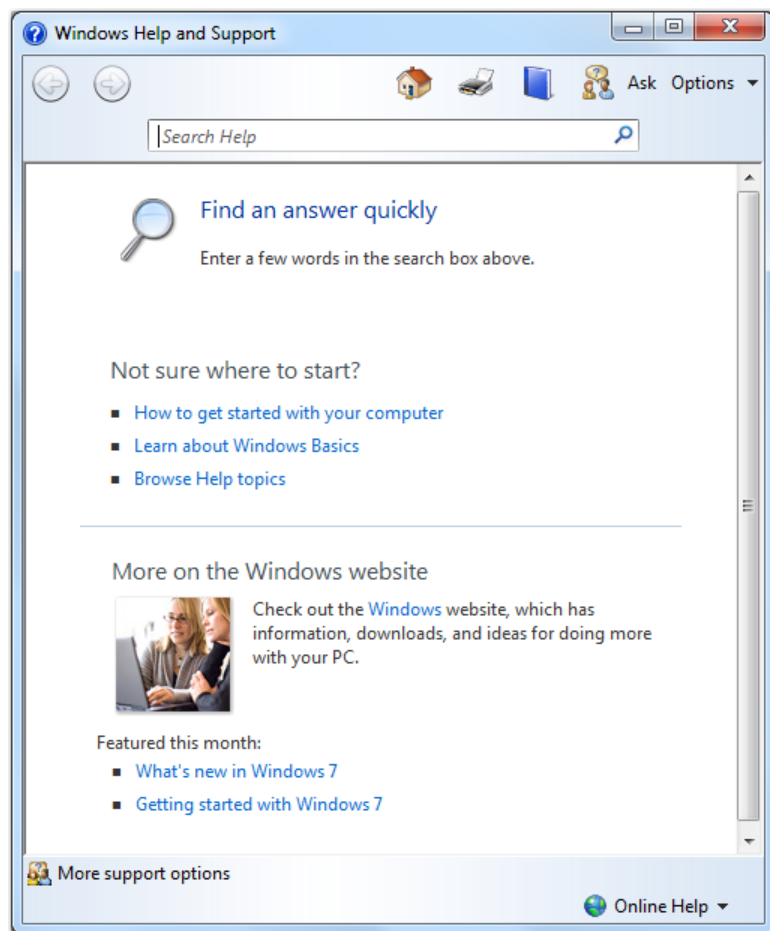
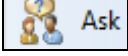
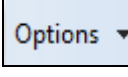


Exhibit 3-1: Windows Help and Support

The tools make it easy to navigate the various Help topics. For example, if you want to return to the previously displayed topic, click the Back button on the toolbar. The following table describes each tool.

Button	Description
	Returns you to the previous Help topic.
	Moves forward to the next Help topic. This button is available only after you have clicked the Back button.
	Quickly returns you to the main Help and Support Center window (the “home page”).
	Enables you to print a Help topic.
	Provides a list of Help topics.
	Provides access to Remote Assistance and Windows communities (newsgroups) and other interactive assistance.
	Enables you to customize Windows Help and Support.

*Do it!***B-1: Picking a Help topic**

Here's how	Here's why
1 Click Start and choose Help and Support	To open Windows Help and Support.
If prompted, click Yes	To get the latest help content from Microsoft via the Internet.
2 Observe the tools	(At the top of the window.) These buttons help you navigate the Help system and find and print the information you need.
3 Under "Not sure where to start?" click Learn about Windows Basics	
4 Observe the help topics	There are several topics to get you started.
5 Click 	(The Back button.) To return to the main page.
6 Click 	(At the top of the window.) To display a detailed table of contents.
7 Click a link in the list	To display a help topic.
8 Click 	To return to the Windows Help and Support home page.
Click another Help link	
9 Click 	The Print dialog box opens. You can print any page from the Help and Support system for offline reference.
Click Cancel	To close the Print dialog box.

Searching Help and Support

Explanation

You can use the Search tool in Windows Help and Support to find information by using a single word, multiple words, or a phrase. After you enter your search criteria, Windows scans the entire text of all Help documents and displays a list of all pages that contain at least one occurrence of your search terms. You can then click the desired result to view detailed information about that topic.

Do it!

B-2: Searching Help and Support

Here's how	Here's why
1 In the Search box, type taskbar	(In Windows Help and Support.) You will search for all topics in which “taskbar” occurs at least once.
Press 	A list of suggested topics is displayed.
2 Click The taskbar (overview)	To display information about the taskbar.
3 Click Options and choose Find (on this page)...	To open the Find dialog box.
Type minimize	As you type, matching words are highlighted in the Help window behind the dialog box.
4 Drag the Find dialog box to one side	So you can see the whole Help window.
5 In the Find dialog box, click Next	To move to the next instance of the word.
Click Next a few more times	To see other instances of “minimize” in this topic.
6 Click 	To close the Find dialog box.
7 Close Windows Help and Support	

Unit summary: Searching for content and using Help

Topic A

In this topic, you learned how to **search** for files and content on your computer. You learned about the differences between searching from the Start menu and searching in Windows Explorer. Finally, you learned how to **save a search**.

Topic B

In this topic, you learned how to use **Windows Help and Support**. You used the tools and links to navigate through Help topics, and you used the Search tool to find topics containing a specified word.

Review questions

- 1 True or false? A Start menu search will return only recently opened documents.
- 2 Which of the following file names will be returned if you type “par” in the search box? [Choose all that apply.]
 - A Giftwrap
 - B Clipart
 - C Parts List
 - D Spatter
- 3 What key(s) can you press to open Help without using the Start menu?
 - A Ctrl+H
 - B Alt+H
 - C Ctrl+Alt+H
 - D F1
- 4 Entering **oin** in the search box would return which of the following? [Choose all that apply.]
 - A coin
 - B oink
 - C tenderloin
 - D ointment
- 5 If you want to find instances of an exact phrase, you should enter search terms starting with what symbol?
 - A *
 - B =
 - C >
 - D “

Independent practice activity

In this activity, you'll practice finding information that contains specific words. You will also use Help and Support to learn about how Windows uses an index to make the search tools fast and efficient.

- 1 Use the Documents window to search for files containing **Kathy**. How many items are found?
- 2 Clear the previous search term and look for items with the word **team**. How many items are found?
- 3 Close the Documents window, and open Windows Help and Support.
- 4 Search the Help system for information about the **index** that Windows uses to make searching fast and efficient.
- 5 If time permits, read about the index.
- 6 Close all windows.

Unit 4

Customizing Windows

Unit time: 75 minutes

Complete this unit, and you'll know how to:

- A** Customize your desktop and Start menu.
- B** Use gadgets.
- C** Configure system settings by using the Control Panel.

Topic A: Shortcuts

Explanation

An *icon* is a small picture that represents a program, file, hard disk, or other object on your computer. A *shortcut* provides a link to an object that is somewhere else on your computer. Double-clicking a shortcut is equivalent to navigating to the corresponding object's location on the computer and then double-clicking the object to open it. A shortcut's icon has a little arrow in its lower-left corner.

Taskbar shortcuts

By default, Windows 7 has three icons pinned to the taskbar; they are for Internet Explorer, Windows Explorer, and Windows Media Player. You can remove these items or add your own program shortcuts to quickly access the programs you use most frequently. You can also drag icons on the taskbar to rearrange them.

Jump Lists

You can right-click a taskbar icon to display a program's Jump List. A *Jump List* shows recent or frequently opened items related to that program. For example, Exhibit 4-1 shows a Jump List for WordPad, with recently opened items that are accessible in WordPad. The Jump List for Internet Explorer would display recently opened Web sites, allowing you to open those sites directly from the Jump List.

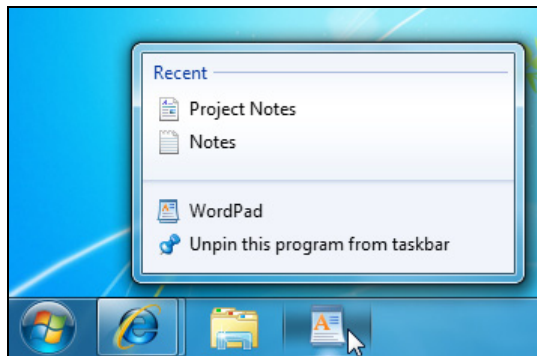


Exhibit 4-1: Jump Lists provide easy access to recent and favorite files

Start menu shortcuts

All programs installed on your computer can be launched from the Start menu in one way or another. By default, the left side of the Start menu contains a few programs. As you use Windows over time, items in the Start menu will change to reflect recently and frequently used programs.

You can also open a program's Jump List from the Start menu. On the Start menu, program shortcuts that have Jump Lists are indicated by a small black arrow. You can point to or click a program to open its Jump List, which expands into the right pane of the Start menu, as shown in Exhibit 4-2. A program's Jump List will contain the same items on both the Start menu and the taskbar.

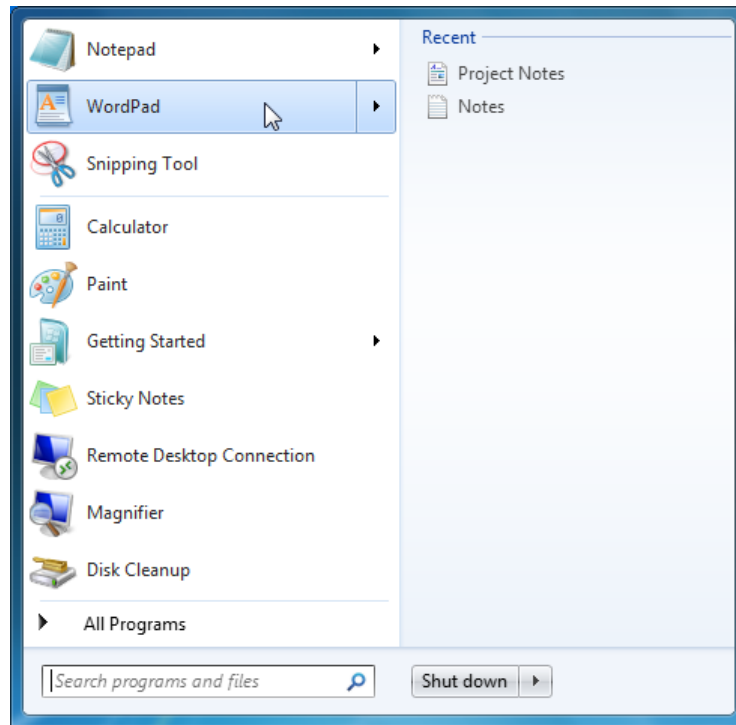


Exhibit 4-2: You can open a program's Jump List from the Start menu

Pinning programs to the taskbar and Start menu

One way you can customize your Windows environment is to change the program icons on the taskbar and Start menu to the programs that you use most often. When you pin an icon to the taskbar or Start menu, it will remain there until you unpin it.

To pin a program icon to the taskbar, do either of the following:

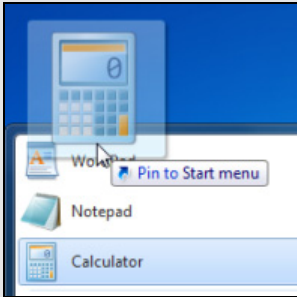
- Drag a program shortcut from the Start menu, the desktop, or Windows Explorer onto the taskbar.
- Right-click a program shortcut on the Start menu, in Windows Explorer, or on the desktop, and choose Pin to Taskbar.

By default, the left pane of the Start menu contains a few program shortcuts. As you use Windows, this part of the menu will change to reflect your usage patterns. If you want a program to stay on the Start menu no matter how often you use it, you can pin it there—just right-click the shortcut and choose Pin to Start Menu. The shortcut moves to the top section of the Start menu, above a faint dividing line. As with taskbar icons, you can rearrange these pinned icons by dragging them.

You can also pin program icons to the Start menu from other locations, as follows:

- Drag a program shortcut from the desktop or Windows Explorer onto the Start button, wait a moment for the Start menu to open, and then drop the shortcut in the desired location on the menu.
- Right-click a program shortcut on the desktop or in Windows Explorer, and choose Pin to Start Menu.

*Do it!***A-1: Adding shortcuts to the Start menu and taskbar**

Here's how	Here's why
1 Click Start and observe the recently used programs	(On the left side of the Start menu.) There are some default programs there, plus any that you have used during this course.
2 Choose All Programs, Accessories	
3 Right-click WordPad and choose Pin to Start Menu	
4 Click Back	(At the bottom of the menu.) To return to the main Start menu.
Observe the menu	WordPad is at the top of the menu, over a faint dividing line. WordPad will stay there until you manually unpin it. The programs listed below the line will change over time as you use different programs.
5 On the Start menu, click the arrow to the right of WordPad	To display any recent documents. Clicking an item in this list will open it in WordPad.
6 Click All Programs	To open the programs list.
Pin Notepad to the Start menu	Right-click the program and choose Pin to Start Menu.
7 Pin Calculator to the Start menu	
8 Drag Calculator to the top of the list, as shown	 To rearrange the pinned Start menu icons. You can rearrange any Start menu or taskbar items as needed.
9 Right-click WordPad and choose Pin to Taskbar	A new icon appears on the taskbar. It will remain there until you unpin it.
10 On the taskbar, right-click the WordPad icon	The program's Jump List opens, showing recent documents and related commands.
Click a blank area of the desktop	To close the shortcut menu.

Desktop shortcuts

You can create program, folder, and document shortcuts on your desktop. For example, if you have a list of contacts in a spreadsheet stored somewhere on your PC, and you need to view this file frequently, you can create a desktop shortcut to that spreadsheet file for easy access. To open the file in a spreadsheet program such as Microsoft Excel, you would simply double-click the shortcut on the desktop.

You can also create shortcuts to hardware devices, such as disk drives and printers. You can place shortcuts in folders as well as on the desktop and Start menu.

Creating shortcuts

There are two ways to create shortcuts:

- Right-click the item to open its shortcut menu and choose Send To, Desktop (create shortcut).
- Point to the item you want to create a shortcut to; press and hold the right mouse button and drag the item to the desired location. Then release the mouse button to open the shortcut menu, and choose Create shortcuts here.

Arranging desktop icons

Some people like to keep their desktops tidy and free of documents and shortcuts, while others prefer to store all their frequently used items in plain view. If you are in the latter group, over time your entire desktop will likely be full of icons.

You can arrange desktop icons to make them easier to sort through. The first step is to delete the items you no longer use. Then, to arrange your desktop icons, right-click a blank area of the desktop and point to Sort By to open a submenu. From there, you can sort your desktop items by Name (alphabetically), Size, Item type, and Date modified.

*Do it!***A-2: Adding shortcuts to the desktop**

Here's how	Here's why
1 Click Start and choose All Programs In the Accessories list, right-click Paint and choose Send To, Desktop (create shortcut) Observe the Paint shortcut icon	To create a shortcut on the desktop. The icon has a small arrow in one corner, indicating that it's a shortcut. You can rename a shortcut the same way you rename any file or folder.
2 Double-click the Paint shortcut Close the Paint program	To open the Paint program.
3 Open Windows Explorer In the navigation pane, click Pictures Double-click Sample Pictures	Click the icon on the taskbar. In the contents pane.
4 Right-click and drag any picture onto the desktop Release the mouse button and choose Create shortcuts here	
5 Double-click the picture shortcut Close Photo Viewer	The picture opens in Photo Viewer.
6 Right-click the desktop and choose Sort By, Name	To arrange the icons by name.
7 Sort the icons by Item type	

Removing shortcuts

Explanation

You can remove program shortcuts without affecting the actual applications, files, or folders that they refer to. Only the shortcuts are deleted.

If you no longer regularly use a pinned program icon, you can remove it. You can also remove shortcuts that were added automatically to the Start menu. You might not need to, however, because icons for programs you use infrequently will eventually be replaced by the programs you do use frequently.

To remove a taskbar shortcut:

- 1 Right-click the icon.
- 2 Choose “Unpin this program from taskbar.”

To remove a pinned Start menu item:

- 1 Open the Start menu.
- 2 Right-click the item and choose Unpin from Start Menu.

To remove an unpinned item from the Start menu:

- 1 Open the Start menu.
- 2 Right-click the item and choose “Remove from this list.”

Deleting desktop shortcuts

There are three ways to delete a desktop shortcut:

- Right-click the shortcut and choose Delete. Then click Yes or press Enter to confirm the deletion.
- Select the shortcut and press Delete. Then click Yes or press Enter to confirm the deletion.
- Drag the shortcut icon to the Recycle Bin.

As with all items in the Recycle Bin, you can restore a deleted shortcut to place it back on the desktop.

*Do it!***A-3: Removing Start menu shortcuts and taskbar icons**

Here's how	Here's why
1 Open the Start menu	You'll delete one shortcut and unpin another.
2 Right-click Calculator	
Choose Unpin from Start Menu	To unpin the shortcut.
3 Right-click Windows Media Center	
Choose Remove from this list	
4 On the taskbar, right-click the Windows Media Player icon	The program icon is removed.
Choose Unpin this program from taskbar	
5 On the desktop, select the Paint shortcut	A message box prompts you to confirm the deletion. (Or press Enter.) The shortcut is deleted from the desktop.
Press 	
Click Yes	
6 Drag the picture's shortcut onto the Recycle Bin icon	You're not prompted to confirm the deletion when you use this method.
7 Unpin WordPad from the taskbar	

Adding items to your Favorites list

Explanation

The Favorites list is populated with some default shortcuts, and you can add folders that you use often. Adding a folder to the Favorites list ensures that it's easily accessible no matter which folder you're working in.

To add a folder to Favorites, simply drag it to the list. A separator line will help you determine where to drop the folder, depending on where you want it in the list. This is just a shortcut, so if you delete the shortcut, you won't delete the original. To remove a folder from the Favorites list, right-click it and choose Delete.

Do it!

A-4: Adding a folder to the Favorites list

Here's how	Here's why
1 In Windows Explorer, navigate to the Student Data folder	Don't open the current unit folder.
2 Drag the current unit folder to the Favorites list	You can drop the folder into the list or right onto the word "Favorites." A separator line appears to show you where the folder will be dropped.
3 Under Favorites, select the current unit folder	The folder opens in the contents pane.
4 Under Favorites, right-click the current unit folder and choose Remove	(Don't use the one in the contents pane!) To remove the shortcut from the Favorites list. This action removes only the shortcut, not the folder.
5 Close Windows Explorer	

Topic B: Gadgets

Explanation

Gadgets are small, specialized programs that sit on your desktop, as shown in Exhibit 4-3. Gadgets usually perform a single, simple convenience function. Examples include a clock, a calculator, sticky notes, news feeds, and small games and slide shows.



Exhibit 4-3: Gadgets on the desktop

Adding and modifying gadgets

You add new gadgets by using the Gadget Gallery, shown in Exhibit 4-4. To open it, right-click a blank area of the desktop and choose Gadgets. Once you're in the gallery, you can right-click the gadget of your choice and choose Add, or just double-click the gadget to add it to the desktop.

The gallery starts out with just a few gadgets, but you can click the "Get more gadgets online" link to access thousands of gadgets with all kinds of functions.



Exhibit 4-4: The Gadget Gallery

Moving gadgets

To move a gadget, click its handle and drag it on the desktop. The handle is the bottom-most control button, and it looks like a grid of dots. You can move some gadgets by dragging from anywhere on their interface, but it's usually best to drag from the handle because for some gadgets, clicking directly on them means that you want to do something else, like write a reminder note or open a news article.

Gadget options and settings

Many gadgets have properties that you can set. For example, you can choose different colors for sticky notes or set the opacity of a clock. Exhibit 4-5 shows the options for the Clock gadget.

When you point to a gadget, its control buttons appear to the right of it. Click the wrench button to open the gadget's settings. You can also right-click a gadget to open a menu of commands specific to that gadget. Some gadgets have no editable options.

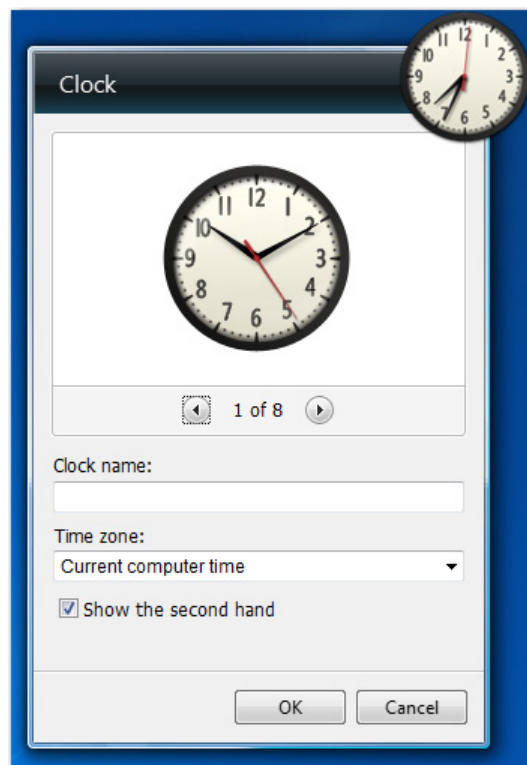


Exhibit 4-5: Changing the clock settings

Removing gadgets

To remove a gadget, point to it to display the control buttons, and then click the Close button (the X button). You can also right-click a gadget and choose Close Gadget.

Do it!

B-1: Working with gadgets

Here's how	Here's why
1 Right-click the desktop and choose Gadgets	To open the Gadget Gallery.
2 Double-click the Clock	The Clock gadget appears on the desktop—in the upper-right area by default.
3 Add the Calendar gadget	Double-click it. It shows today's date.
4 Close the Gadget Gallery	
5 Double-click the calendar	It changes to a monthly calendar with today's date highlighted.
Double-click today's date in the month	To go back to the original view.
6 Point to the clock gadget	When you point to a gadget, its controls appear to the right of it.
Click the wrench button, as shown	
	To open the clock gadget's options.
Click the right arrow	To view the next clock style.
View the different clock styles and choose the one you prefer	
Click OK	
7 Right-click the clock	
Choose Opacity, 60%	To make the clock slightly transparent.
8 Close the calendar	Point to it and click the Close button.
9 Point to the clock	
From the handle, drag the clock downward on the desktop	The handle is the bottom control button, under the wrench.
10 Close the clock	

Topic C: System settings

Explanation

Windows provides several configuration tools. Although many of them are beyond the scope of this course, you will explore a few settings to customize your working environment to suit your needs and preferences. For example, you can change the color scheme and the desktop background.

The Control Panel

The Control Panel, shown in Exhibit 4-6, is a central location for tools that you use to customize and manage your Windows system. To open the Control Panel, click Start and choose Control Panel.



Exhibit 4-6: The Control Panel

Mouse properties

You can customize your mouse settings to suit your needs and work preferences. For example, if you are left-handed, you can configure the right button as the primary button, and the left button as the secondary button. You can also change the speed with which the mouse pointer moves across the screen.

To access your mouse properties, open the Control Panel, click Hardware and Sound, and then click Mouse. The Mouse Properties dialog box contains five tabs, as shown in Exhibit 4-7. These tabs are described in the following table.

Tab	Use this tab to...
Buttons	Specify whether the mouse is set for right-hand or left-hand use. You can also set the double-click speed and activate ClickLock.
Pointers	Specify the appearance of your mouse pointer.
Pointer Options	Specify how you want the pointer to act on screen.
Wheel	Configure the click wheel settings, if your mouse has one.
Hardware	Set your mouse driver properties.

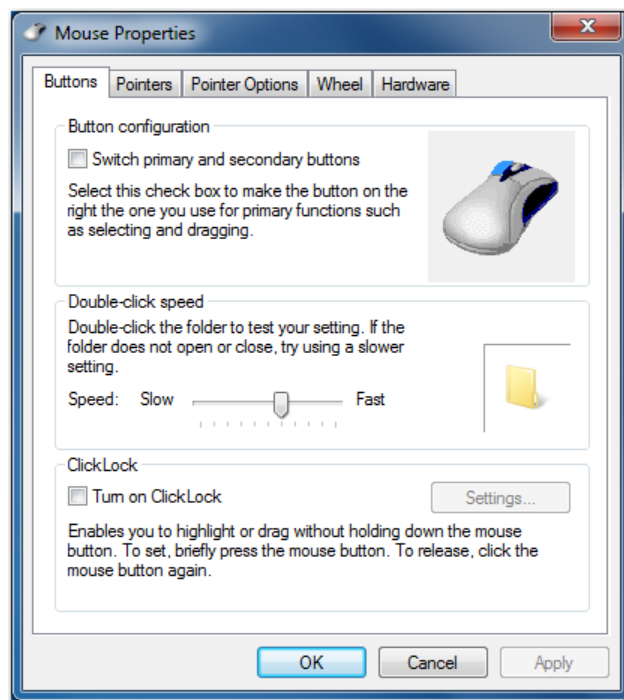


Exhibit 4-7: The Mouse Properties dialog box

*Do it!***C-1: Setting mouse properties**

Here's how	Here's why
1 Click Start and choose Control Panel	To open the Control Panel.
2 Click Hardware and Sound	
Under Devices and Printers, click Mouse	To open the Mouse Properties dialog box. The Buttons tab is displayed by default.
Observe the options	By default, the mouse is configured for right-handed use. The double-click speed is set about halfway between Slow and Fast.
3 Drag the slider bar to the right	To increase the double-click speed required to open an item.
To the right of the slider, double-click the yellow folder	To test the new double-click speed. If you double-click successfully, the folder opens (or closes if it is already open).
Reduce the double-click speed and test it again	 Choose a setting that works for you.
4 Activate the Pointer Options tab and observe the options	You can change the speed of the pointer relative to the mouse movement. There are also several pointer visibility options.
5 Click OK	To close the Mouse Properties dialog box.
6 In the Address bar, click Control Panel	To return to the main Control Panel window.

Keyboard properties

Explanation

You can also change the keyboard properties. To do so, open the Control Panel, click Ease of Access, and then click “Change how your keyboard works.” Then scroll to the bottom of the window and click Keyboard Settings. This opens the Keyboard Properties dialog box, shown in Exhibit 4-8.

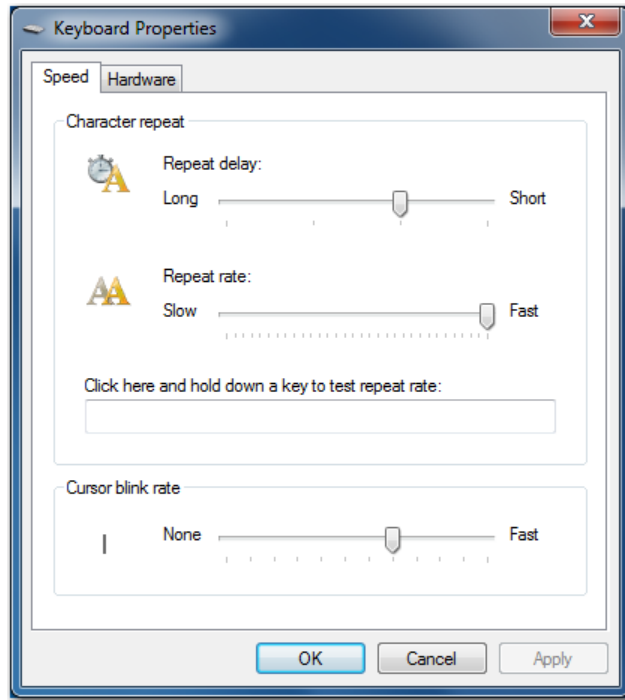


Exhibit 4-8: The Keyboard Properties dialog box

The options on the Speed tab are described in the following table.

Property	Description
Repeat delay	Specifies how long Windows waits before repeating a character whose key you're pressing down.
Repeat rate	Specifies how quickly a character is repeated when you hold down its key.
Cursor blink rate	Specifies the rate at which the insertion point blinks on the screen.

*Do it!***C-2: Setting keyboard properties**

Here's how	Here's why
1 Click Ease of Access	
Click Change how your keyboard works	Usability options for the keyboard are displayed.
Scroll to the bottom of the window	If necessary.
2 Click Keyboard settings	To open the Keyboard Properties dialog box.
3 Under "Cursor blink rate," drag the slider all the way to the right	To increase the rate at which the cursor blinks. A sample blinking cursor is shown to the left of the slider bar to show the new blink rate.
4 Set the Cursor blink rate to a rate of your choice	
5 Click OK	To apply the settings and close the Properties dialog box.
6 Close the Control Panel window	

Personalizing your computer

Explanation

You can change your desktop picture and colors by using the Personalization settings in the Control Panel. To access these settings, open the Control Panel, click Appearance and Personalization, and then click Personalization. You can also right-click the desktop and choose Personalize to get to the same place.

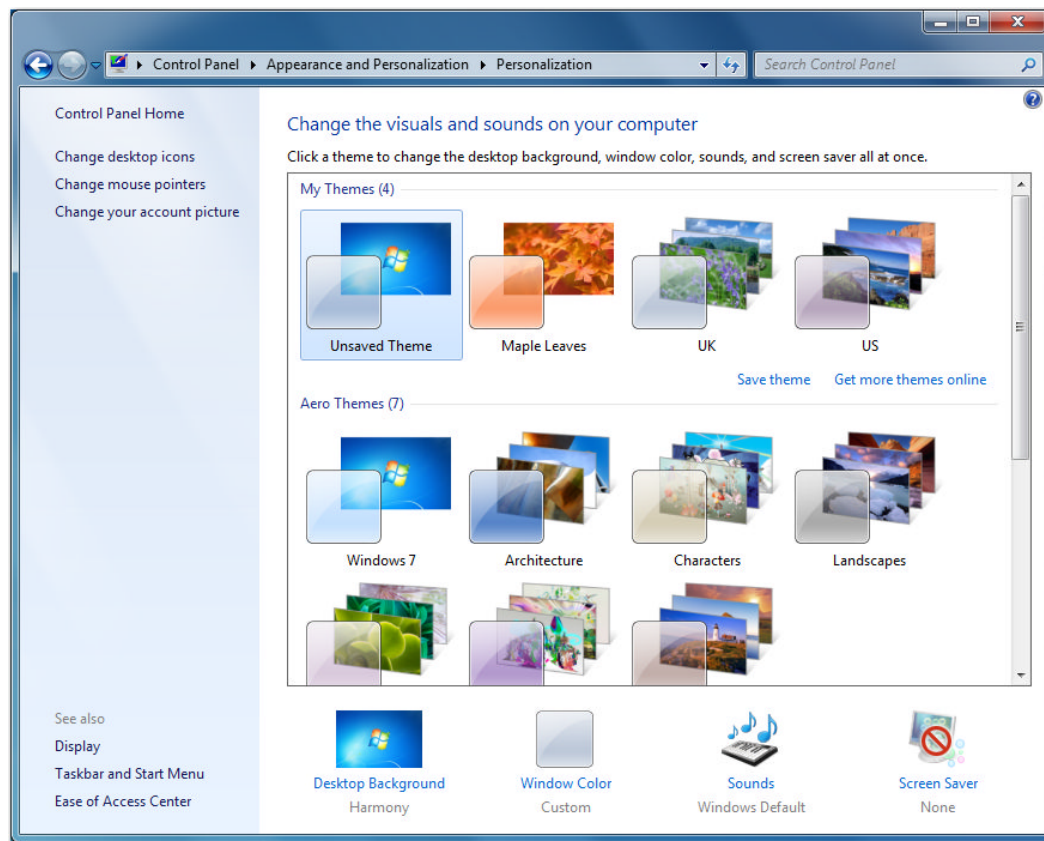


Exhibit 4-9: Personalization settings for visuals and sounds

The following table describes some of the things you can do to personalize your system.

Category	Use settings to...
Theme	Change the look and feel of your system by using predefined combinations of background, sounds, colors, and icons.
Desktop Background	Add wallpaper or a background pattern to the desktop.
Window Color	Change the colors used for various window components.
Sounds	Choose the sound effects you hear when working with Windows.
Screen Saver	Activate and control a screen saver—a graphic that appears on your monitor when your computer is idle for a specified amount of time.

Changing the desktop background

You can change the desktop background, setting it to a color, pattern, or wallpaper of your choice. *Wallpaper* is a picture that appears on your desktop background. To modify your desktop background:

- 1 Right-click the desktop and choose Personalization.
- 2 Click Desktop Background to display the options shown in Exhibit 4-10.
- 3 Select a picture category from the Picture location list and then select the picture you want. You can also browse to a picture file you have saved elsewhere.
- 4 Click Save changes.

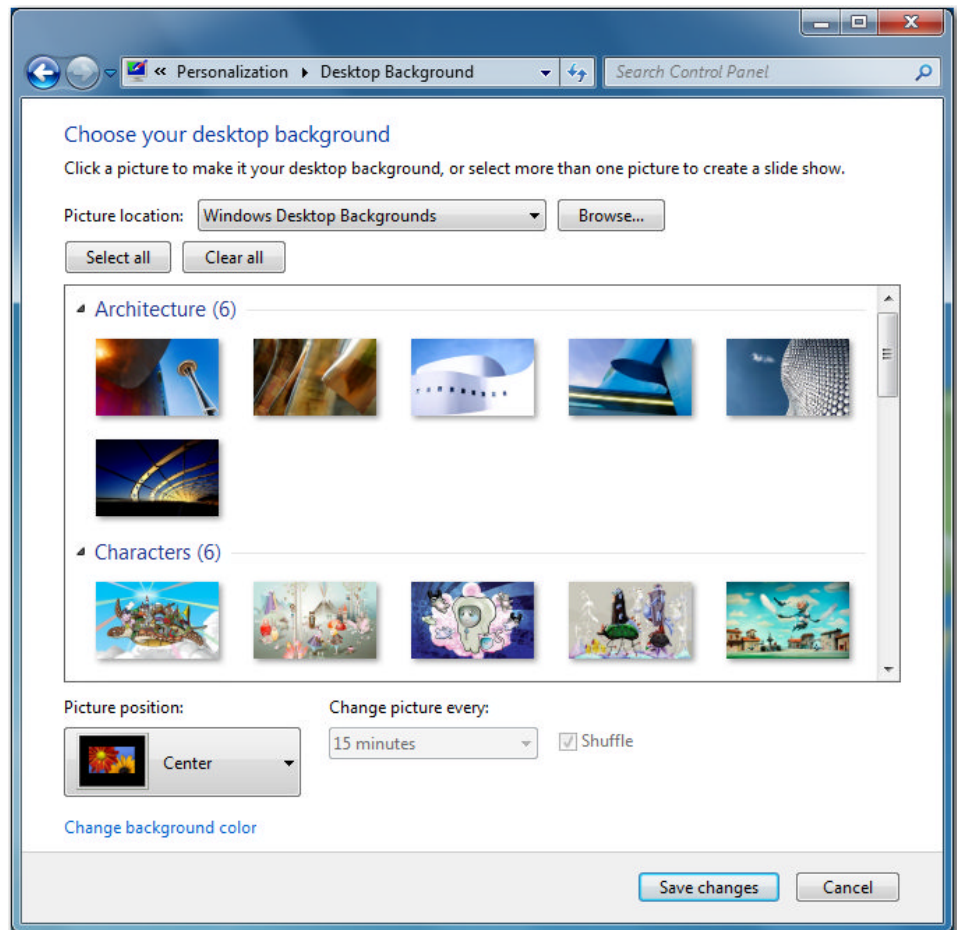


Exhibit 4-10: Selecting a background

Do it!

C-3: Choosing a new desktop background

Here's how	Here's why
1 Right-click a blank area of the desktop Choose Personalize	
2 Click Desktop Background	At the bottom of the window.
3 Scroll up to explore the available images Select an image of your choice	You can also choose images from other locations, such as your My Pictures folder. The image fades in as the new desktop background.
4 Click Save changes	To return to the Personalization window.

Sound settings

Explanation

Computers typically have a small system speaker at the very least, but many computers have a full set of speakers through which you can listen to music, movies, video clips, and even television broadcasts, depending on your system configuration. You can use the Control Panel to change the sounds your computer plays and the volume at which it plays them.

To access sound settings, click Sounds in the Personalization window. If you just want to change the volume, click the small speaker icon in the notification area of the taskbar and adjust the volume up or down (or mute the sound).

Do it!

C-4: Configuring sound settings

Here's how	Here's why
1 In the Personalization window, click Sounds	(At the bottom of the window.) To open the Sound dialog box.
Briefly read the options on the Sounds tab	You can use these settings to change default system sounds.
2 In the Program Events list, select Default Beep	
Observe the Sounds list	The Windows Ding sound file is set as the default beep.
3 Click Test	To listen to the sound.
4 From the Sounds list, select Windows Notify.wav	To select a different sound for the default beep.
Click Test	To listen to the sound. If you preferred this sound, you could leave it as the default beep.
5 Click Cancel	To close the Sound dialog box without applying the changes, and return to the Control Panel.
6 Close any open windows	
7 In the notification area of the taskbar, click the speaker icon	A volume slider appears. Depending on your sound device, the volume shortcut will have other buttons besides the slider and the mute option.
Drag the volume slider up	To increase the volume. A Windows sound plays to give you an indication of the volume.

Unit summary: Customizing Windows

- Topic A** In this topic, you learned how to customize the desktop and Start menu. You created a **shortcut** on the desktop and you pinned icons to the Start menu and the taskbar. Then you learned how to delete shortcuts and how to remove them from the Start menu and the taskbar.
- Topic B** In this topic, you learned about **gadgets**. You learned how to add, move, and remove gadgets, and how to change gadget settings and properties.
- Topic C** In this topic, you learned how to customize your **system settings** by using the **Control Panel**. You set properties for the mouse and keyboard, changed your desktop background, and adjusted sound options.

Review questions

- 1 True or false? The Jump List for a program contains the same items whether you open it from the Start menu or the taskbar.
- 2 How do you change a gadget's settings?
- 3 What is the name of the list of recent locations and documents you see when you right-click a taskbar button?
- 4 Where can you find many tools for customizing system settings?
- 5 Why might you want to change the rate at which the insertion point blinks?
- 6 When you delete a shortcut, what happens to the original item that the shortcut pointed to?
- 7 Let's say you're left-handed and want to use the mouse to the left of your keyboard. You find it inconvenient that the primary mouse button is the mouse's left button. What can you do about this?
- 8 How do programs get added to the Start menu if you don't pin them there?

Independent practice activity

In this activity, you'll add a program icon to the taskbar and work with gadgets.

- 1 Pin Calculator to the taskbar.
- 2 Open the Gadget Gallery. Add Slide Show to the desktop, and close the gallery.
- 3 Enlarge the Slide Show.
- 4 Open the Slide Show options. From the folder list, choose Sample Pictures. Change the interval between pictures to 5 seconds, and change the transition to Fade.
- 5 Close the options and watch the slide show for a few slides.
- 6 Remove the Slide Show gadget from the desktop.
- 7 Unpin Calculator from the taskbar.

Unit 5

Using the Internet

Unit time: 75 minutes

Complete this unit, and you'll know how to:

- A** Browse the Web, use the History list and tabs, and search the Internet.
- B** Set Favorites and subscribe to RSS feeds.
- C** Discuss social networks and other types of online communication.

Topic A: Browsing the Web

Explanation

The Internet has changed the way the world communicates. In corporate environments, e-mail and the Web have become as indispensable as the telephone. The Internet reaches into homes, schools, libraries, government offices, hospitals, and just about every other kind of organization where communication is an important activity.

Internet software

E-mail programs and Web browsers are the two most commonly used Internet software. E-mail programs enable you to send text messages and file attachments to anyone who has an e-mail address. Some e-mail programs are standalone applications, while others are Web-based, meaning that you use a browser to send and receive e-mail messages through a service such as Yahoo! or Hotmail.

Web browsers provide access to Web sites, which may contain text, graphics, animations, audio, movies, and a variety of interactive components. A Web browser makes it easy to navigate or “surf” the Web, download items, print Web pages, and mark your favorite pages for easy access.

Internet Explorer

Internet Explorer is a popular Web browser, and it’s included with the Windows operating system. Before you can use Internet Explorer to browse the Web, your computer must be *online*—that is, connected to the Internet.

Internet connections

At work or at home, going online may require only turning on your computer, because many organizations and home networks automatically connect to the Internet. The network connection usually comes from an *Internet service provider*, or ISP. Some home connections gain Internet access over the phone line via DSL (Digital Subscriber Line) or through a cable line.

The Internet Explorer window

To start Internet Explorer, click the Internet Explorer icon on the taskbar, or click Start and choose All Programs, Internet Explorer. When Internet Explorer opens, you’ll see that the browser interface (shown in Exhibit 5-1) has familiar components: a title bar, an Address bar, a Search box, and a toolbar.

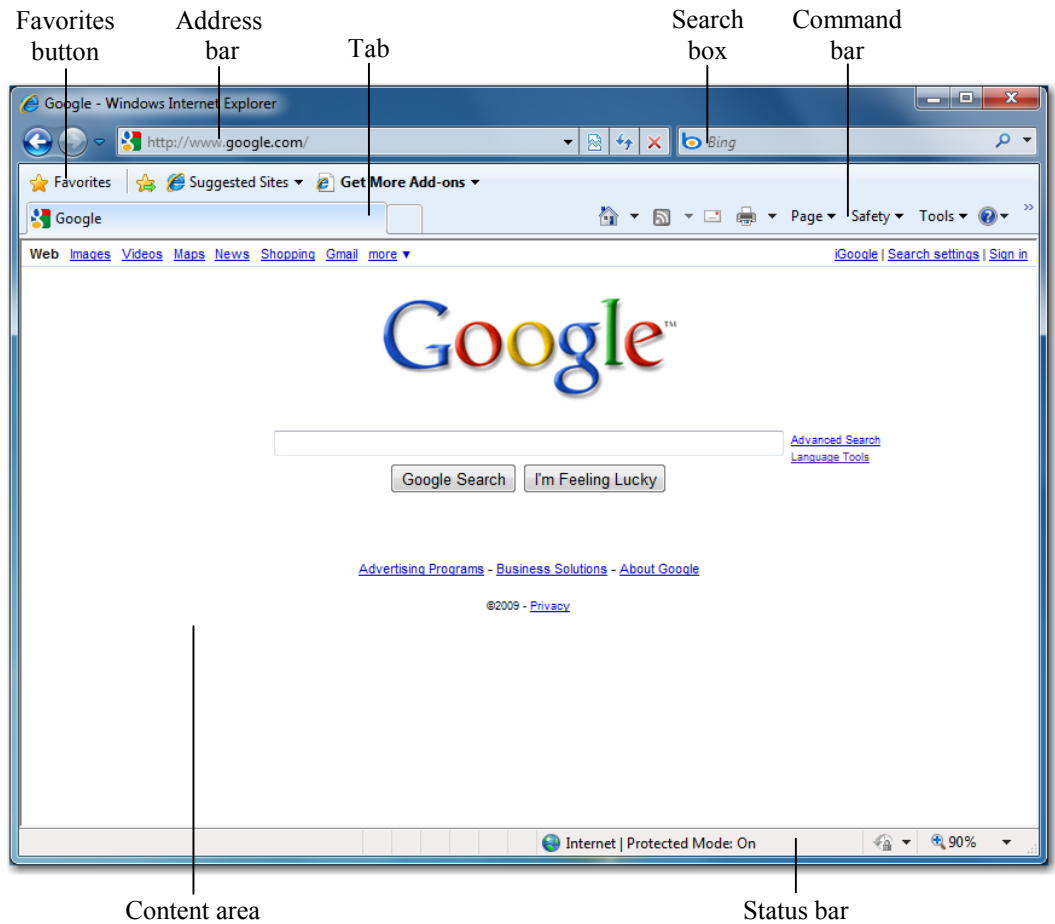


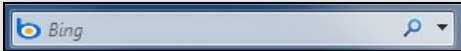
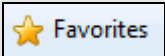
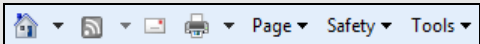
Exhibit 5-1: The Internet Explorer window, with the Google Web site open

Internet Explorer's window components are described in the following table.

Component	Use to...
Navigation buttons	Move backward and forward through already visited Web pages. To the right of the forward button is a down-arrow that displays the History list.
Address bar	Enter the address of a Web page you want to open. Web addresses are called <i>Uniform Resource Locators</i> (URLs).
Search box	Use Microsoft's Bing search engine to search for information on the Web.
Favorites Center	Display your Favorites list, History list, and RSS (Really Simple Syndication) feeds list.
Tabs	Open multiple Web sites within a single Internet Explorer widow.
Command bar	Perform common commands, including those for returning to your home page, adding RSS feeds, printing pages, and changing privacy settings.
Content area	View the content of a Web page.
Status bar	View messages relating to Internet Explorer's operation.

Do it!

A-1: Examining the Internet Explorer interface

Here's how	Here's why
1 On the taskbar, click 	(The taskbar icon for Internet Explorer.) You can also open Internet Explorer from the Start menu.
Observe the content area	The content area displays the default Web page.
2 Observe the Address bar	The address for the current Web page is shown here. As you navigate to other Web pages, the Address bar displays the address of each page.
3 Observe the Search box	 Bing is the default search engine for Internet Explorer. You can click here and type a word or phrase to search for related information on the Internet.
4 Click 	To open the Favorites Center. You can display your Favorites list, your RSS feeds, and your History list in this pane.
Click  again	To close the Favorites Center.
5 Observe the Command bar	 Click these buttons to return to your home page, get RSS feed information, print pages, and change Internet Explorer settings.
6 Observe the status bar	(At the bottom of the window.) The status bar provides information about the current Web page, as well as Internet Explorer options.

Basic Web navigation

Explanation

Before you start using Internet Explorer to surf the Web, it's helpful to understand how hyperlinks and URLs work. These are the most basic navigational elements of the Web environment.

Hyperlinks

Hyperlinks are clickable connections between Web pages. A hyperlink can be a word or phrase, an icon, a picture, a button, or an animated element on a Web page. When you point to a hyperlink, the pointer changes to a pointing hand, as shown in Exhibit 5-2. At the same time, the Internet Explorer status bar shows the URL associated with the hyperlink to which you are pointing.

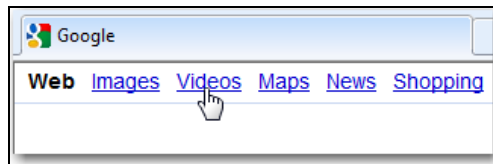


Exhibit 5-2: The pointing hand indicates a hyperlink

A hyperlink can take you to another location on the same Web page, to another Web page on the same Web site, or to a different Web site or resource altogether. A hyperlink can even trigger a file download or cause another program to open on your computer.

Text-based hyperlinks are often underlined or displayed in a different color than the rest of the text on the Web page. Graphics-based hyperlinks can be icons, logos, buttons, photographs, and so on. On more sophisticated Web pages, pointing to a hyperlink can reveal other hyperlinks or change what's displayed in other areas of the Web page.

When you're not sure where the hyperlinks are located on a Web page, you can move your mouse pointer around the screen. When the pointer changes to a pointing hand, you have found a hyperlink.

URLs and the Address bar

Clicking a hyperlink is just one way to go to a page or site. If you already know the URL of the Web page you want to visit, you can type it in the Address bar and press Enter (or click the arrow button). When you work with the Address bar, it's helpful to understand the structure of a URL.

URLs use a standard syntax:

`protocol://website/resource`

- `protocol` is the type of Internet language used to open the selected resource. Common languages are `http` (for Web pages), `file`, `ftp`, `telnet`, and `gopher`.
- `website` is the name of the Web site that contains the selected resource. Web site host names often have a prefix of `www` and a suffix of `com`, `net`, `org`, `gov`, `biz`, `info`, or something similar. In between is the domain name, which often matches a company's name or a product name.
- `resource` is the path and name of the specific page or file you're looking for.

When you enter a URL in the Address bar and press Enter, Internet Explorer sends a request to your ISP's host computer to search the Internet for the URL you typed. You don't need to specify the protocol in a URL—the correct protocol will be used based on the Web address you enter. For example, if you wanted to visit the Microsoft Web site, you would type `www.microsoft.com` in the Address bar. Internet Explorer would automatically insert the protocol `http://` after you pressed Enter.

At the end of the Address bar is a button that changes depending on what you're doing:

- If you're typing a URL, the button is a right-pointing arrow. This is the Go button, which will take you to the URL you typed in the Address bar.
- When you're viewing a Web page, the button turns into two arrows pointing in a circular direction. This is the Refresh button, and it will reload the page you're viewing if you want to see if content has changed or been updated, or if the Web page isn't displayed properly.

The AutoComplete feature

Internet Explorer's AutoComplete feature makes it easy to enter previously visited URLs in the Address bar. When you begin typing the URL, the Address bar displays a drop-down list that contains previously visited URLs that begin with the same characters. As you continue to type, the list changes to match what you've entered. When you see the URL you want to access, you can stop typing and select it from the drop-down list.

Do it!

A-2: Using hyperlinks and the Address bar

Here's how	Here's why
1 Slowly move the pointer over the Web page until you find a hyperlink Observe the pointer Observe the left end of the status bar	To see how the mouse pointer changes as you move it across a Web page and over a hyperlink. It changes to a pointing hand, indicating that you are pointing to a hyperlink. The URL associated with the hyperlink you are pointing to appears on the left side of the status bar.
2 Click a link	To go to the link's target Web page. The URL for the new page appears in the Address bar.
3 Click 	To go back to the Web page you were viewing when you started this activity.
4 Click 	To move forward to the Web page you just left. This button is available only after you've clicked the Back button.
5 Click 	(On the Command bar.) To return to the home page. You are now back where you started.

- 6 Click in a blank area of the Address bar

To select the text.

Type **www.nasa.gov**

To enter the URL for NASA's Web site.

Press  ENTER

To go to the NASA site.

In the Address bar, observe the URL

Internet Explorer automatically inserted the protocol (`http://`) into the URL.

- 7 Click in a blank area of the Address bar

To select the text.

Type **www.bing.com**

To enter the URL for the Bing search site.

Press  ENTER

To go to the site.

- 8 Click in the Address bar and then type **n**

The AutoComplete list opens, showing the NASA site as an option.

Click the NASA address in the AutoComplete list

To go directly to the site.

The History list

Explanation

The Internet Explorer History list keeps track of all the sites you've visited within the past 20 days. To display a list of recent pages, click the down-arrow next to the Forward button. To display the full History list, do any of the following:

- Select History from the list of recent pages.
- Press Ctrl+Shift+H.
- Click the Favorites button and then click the History tab.

By using the drop-down list below the History tab, you can choose how you want to sort the items in the list—alphabetically by site, by date, by frequency of visits, and so on. To close the History list, click the Close button or press Ctrl+Shift+H.

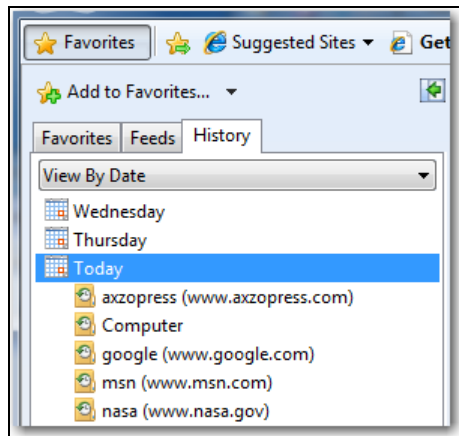


Exhibit 5-3: A History list in Internet Explorer 8

Do it!

A-3: Working with the History list

Here's how	Here's why
1 Click the Recent Pages button, as shown	 (To the right of the Forward button.) To display the list of recent pages. You can see the sites you've visited during class.
2 Select History	To open the History list in the Favorites Center. You could also click Favorites and then click the History tab.
3 Click View By Date	(This is the default view option.) To open the list of view options.
Select View By Site	To sort the History list alphabetically by site name.
Select a site in the list	To display pages you have viewed on that site.
4 Select a page on that site	To go to that page.
5 Click 	To return to your home page.
6 Click Favorites	To close the History list. You could also press Ctrl+Shift+H, or click the Close button in the upper-right corner of the pane.

Tabbed browsing

Explanation

Tabs let you open several Web sites in the same browser window. You can easily flip between these pages by clicking their tabs.

Tabs

Without tabs, you would have to open several instances of the browser to get the same effect. Although you can visit multiple sites simultaneously either way, tabs make for a less cluttered window environment. (You can disable tabbed browsing.)

With tabbed browsing, you can:

- Open and close tabs with a single click.
- Save tab groups as Favorites.
- Create a home group so that several tabs open when you start the browser or click the Home button.
- View a page showing small versions of all open tabs.

To open a new tab, click the small blank tab to the right of the open tab(s). The new tab will open to a blank page. Exhibit 5-4 shows tabs and related tools. To close the active tab (unless it's the only tab), click the Close button on the right side of it.

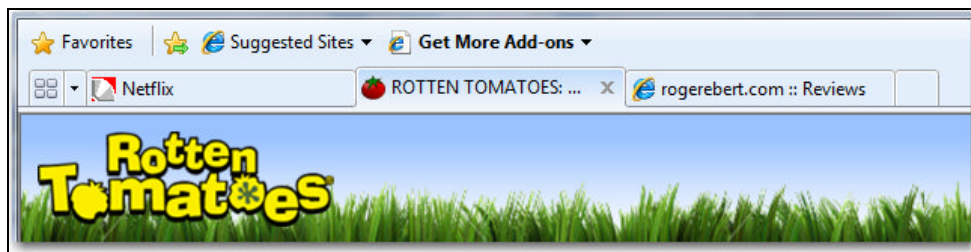


Exhibit 5-4: Tabs and tab tools

Quick Tabs

Use the Quick Tabs feature to view thumbnail images of every tab you have open. To view thumbnails for open tabs, click the Quick Tabs button, which is to the left of the first tab.

Tab groups

A tab group is a set of open tabs. You can save tab groups in your Favorites. For instance, if you are deciding which movie to rent, you might typically open Netflix, Roger Ebert's review site, the Rotten Tomatoes review site, and the Internet Movie Database (IMDB) site. You can open all of these, and then save that tab group in your Favorites with the name Movies. When you do this, a folder named Movies appears in your Favorites list. Click the arrow to the right of this folder to open all of the pages at once, on separate tabs. You can also expand the folder and open just one of the pages.

Setting home page tabs

You can set your home page to any page, including a file on your own computer. You can also have a home tab group, so that several tabs open when you start the browser or click the Home button. To change your home page, browse to the desired page, click the down-arrow next to the Home button, and choose Change Home Page. You will be offered two or three options, depending on whether you have one or more tabs open:

- **Use this as your only home page** — Replaces any other home page(s) with the active page, but not any other tabs that might be open.
- **Add this page to your home page tabs** — Adds the active page to any other pages you have. Pages will appear on tabs when you start the browser or click the Home button.
- **Use current tab set as your home page** — Is available only if you have more than one tab open. This replaces a page or pages with the current group of tabs.

To remove a tab from your home pages, click the down-arrow next to the Home button and choose Remove. Then choose the tab you want to remove, or choose Remove All. If you remove all of the pages, your home page will be blank.

To see a list of your home pages, and to manually add, remove, and rearrange them, click Tools and choose Internet Options. This opens the Internet Options dialog box, shown in Exhibit 5-5. At the top of the General tab, there's a list of home pages.

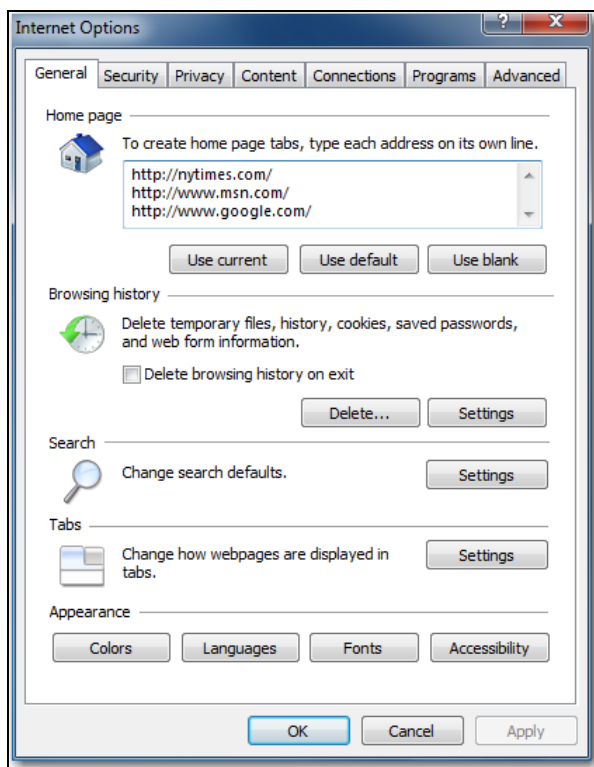


Exhibit 5-5: Internet Options, showing multiple home page tabs

Setting a default for new tabs

New tabs open a blank page by default. If you would rather have new tabs open your home page, you can set that option, and many others, in the Tabbed Browsing Settings dialog box, shown in Exhibit 5-6. Here's how:

- 1 Click Tools and choose Internet Options.
- 2 On the General tab, under Tabs, click Settings.
- 3 Click the button under the label "When a new tab is opened, open:" to display a list, and then select the desired action.
- 4 Click OK twice to close the dialog boxes.

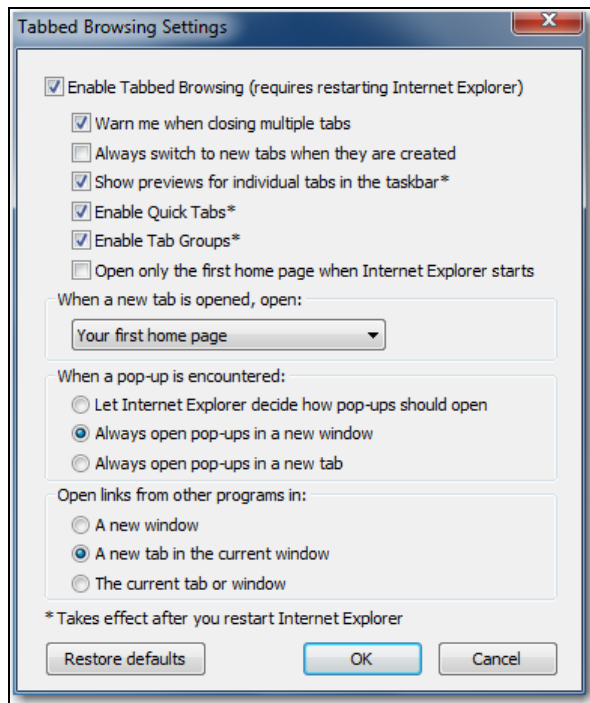


Exhibit 5-6: Settings for tabbed browsing

Disabling tabbed browsing

If you want to disable tabbed browsing, clear the Enable Tabbed Browsing checkbox at the top of the Tabbed Browsing Settings dialog box.

*Do it!***A-4: Opening and switching between tabs**

Here's how	Here's why
1 Click the New Tab button, as shown	 To open a new tab.
2 In the Address bar, enter www.bing.com	To visit the Bing search site.
3 Activate the MSN.com tab	(Click it.) Each tab displays a separate Web site.
4 Switch to the Bing site	You can switch back and forth between tabs to compare information on different Web pages.
5 Open a new tab to any site you want	You should have three tabs open now.
6 To the left of the tabs, click 	(The Quick Tabs button.) To display all open tabs as thumbnail images.
7 Click 	
8 Click any thumbnail to switch to that Web site	

Web searches

Explanation

In Internet Explorer, you can conduct searches directly from the toolbar. In Windows 7, Internet Explorer uses the Bing search engine by default, but you can choose a different search engine, such as Yahoo! or Google. You can also add specific site searches, such as Amazon books, eBay auctions, or Monster jobs.

Basic searching methods

To use the basic search function, enter a word or phrase in the search box in the upper-right corner of the browser window; then press Enter or click the magnifying-glass button. If you want the search results to open on a new tab, press the Alt key as you press Enter.

To move the cursor to the search box by using the keyboard, press Ctrl+E. You can also search from the Address bar by entering the word “find” followed by your search terms.

Search tips

The following tips apply to most search sites. Some details might vary, but the features described here are usually available.

- Case doesn't matter. “Buffalo Bill” will return the same results as “buffalo bill” or “BUFFalo bill.”
- Use quotation marks to keep words and phrases together. The search will return results with the exact words in the order you specified. Otherwise, you'll get pages that have your search terms, but not necessarily in the order you entered them in. Case still doesn't matter, even in quotation marks.
- If you misspell a term or two, you'll still see results, but most search engines will suggest a correct spelling. If you search for a business named Ken's Kakes, you'll be asked if you really meant Ken's Cakes.
- Sometimes running a simple search on a term or two will get you the results you want. If you're getting swamped with results, however, or getting too few results, you can click Advanced. The Advanced options offer you ways to refine your search to get more useful results.
- Put a minus sign (-) in front of terms you want to exclude from the search (do not put a space between the minus sign and the word). Sites that contain this term will not be shown in the results, even if they contain the other search terms.

Do it!

A-5: Performing a basic Web search

Here's how	Here's why
1 In the upper-right corner of the browser window, click Bing	To place the insertion point in the Bing search box.
2 Enter cardinals blue jays	You'll search on these terms.
3 Press 	To run the search. You could also click the magnifying-glass icon to the right of the search box.
Observe the results	Most sites are about baseball.
4 In the search box, add -baseball and -season	(Don't remove the current terms.) To eliminate sites with the words "baseball" and "season."
Press 	
Observe the results	More of the sites are about birds instead of baseball.

More search methods

Explanation

Although the browser's search box is convenient, you might prefer to open a search site and begin your search from there. Doing this also gives you access to any special features the site might offer that are not available from the search box in Internet Explorer.

Google and other search engines

Google is one of the most popular search engines—so popular that “to Google” has become a verb. This section refers specifically to Google, shown in Exhibit 5-7, but many of the features described here can be found on any major search site, such as Yahoo! or Lycos.

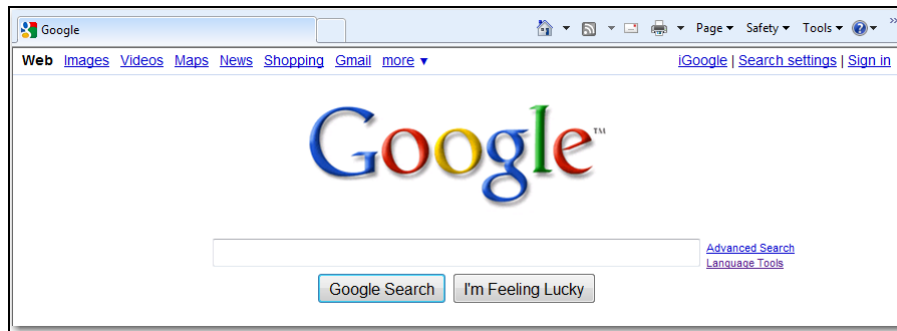


Exhibit 5-7: Google is one of the most popular search engines

Google services

Ninety percent of the time, a regular search is all you'll need, but the other Google services can be very useful because they greatly narrow the type of sites that are searched. You can click these options before or after you've done the search: Images, Videos, Maps, News, and Shopping. You can see more services by clicking the “more” link. Here are a few other fun things about Google:

- There are more services than the ones listed above. Click the “more” link to check them out. For instance, you can sign up to be alerted via e-mail when given terms show up with a certain frequency on certain types of sites.
- Google translates. If you get promising results in a language other than English, you might get a “Translate this page” link. The translation might not be perfect, but you'll get the gist of it. You can also search in and translate to other languages. Click Language Tools by the search field to see your options.
- You can do calculations and conversions. Enter a calculation, and Google returns an answer. You can include constants; for instance, entering “pi*2” will give you 6.28318531. You can enter things like “teaspoons in a cup” or “10 kilometers in miles,” and Google will return what it thinks you want to know.

Do it!

A-6: Using Google

Here's how	Here's why
1 Go to www.google.com	Type the URL in the Address bar and press Enter.
2 In the search box, enter pi * 3 squared Press 	To perform a calculation. Google will parse the English and the numeric terms and guess what you want. The answer appears, along with a link to search for pages with these terms.
3 Edit the search box to read Square feet in an acre and press 	To see how many square feet are in an acre.
4 Above the Google search box, click News Enter terms for a subject that interests you and press 	
5 Above the Google search box, click Maps Enter your home address and press  Use the zoom/pan tool to zoom in and out on your neighborhood	To open Google Maps. To see a street map of your neighborhood.

Topic B: Customizing Internet Explorer

Explanation

Most people who use the Web regularly find themselves returning to the same handful of Web sites. These Web sites usually include preferred search engines, work- or school-related sites, news sources, and Web pages of personal interest. You can use the Favorites feature of Internet Explorer to maintain a list of the sites you frequently use.

Managing your Favorites

To add an entry to your Favorites list, first go to the Web page in Internet Explorer. Then click Favorites and click Add to Favorites. This opens the Add a Favorite dialog box. You can assign a name for the favorite (if the default title isn't sufficient) and choose the folder in which to store it.

You can also open the Add a Favorite dialog box by right-clicking an empty area of the Web page and choosing Add to Favorites. You can click the Add to Favorites Bar button (the star with a green arrow) to add the site to the Favorites bar, which gives you one-click access to your favorite sites.

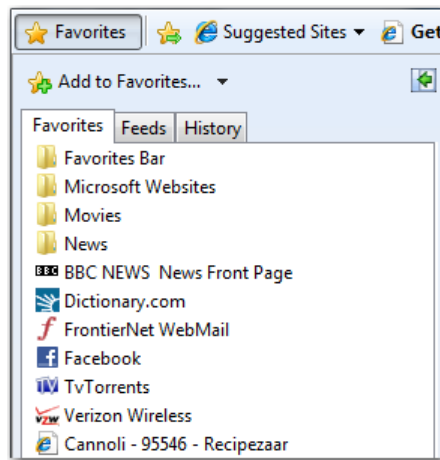
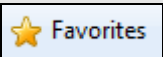
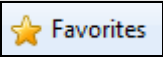
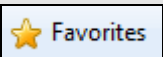


Exhibit 5-8: A sample Favorites list

To delete an entry from the Favorites list, open the Favorites Center. Right-click the entry and choose Delete.

*Do it!***B-1: Managing Favorites**

Here's how	Here's why
1 If necessary, close all open tabs except one	
2 Go to www.yahoo.com	
Observe the browser window	The Yahoo! page appears. Yahoo! is one of the most popular Web sites. You'll add it to your Favorites list.
3 Click 	To open the Favorites Center.
Click Add to Favorites...	The Add a Favorite dialog box opens.
4 Click New Folder	To open the Create a Folder dialog box.
Type Search engines	To name the new folder. Internet Explorer will create it as a subfolder of the Favorites folder.
Click Create	To create a folder named "Search engines" and close the dialog box.
5 Observe the dialog box	The Search engines folder appears in the Create in list.
Click Add	To add Yahoo! to the Search engines folder.
6 Click 	
Click the Favorites tab	To display the Favorites list. The Search engines folder is now included.
Click Search engines	To expand the folder. An icon for the Yahoo! site is displayed.
Click 	To close the Favorites list. You could also click the title bar or a blank area of the Web page.
7 Go to www.google.com	
Add it to the Search engines folder in the Favorites list	Click Favorites and then click Add to Favorites. Select Search engines from the Create in list, and click Add.
8 Open the Favorites Center	
Expand Search engines	(If necessary.) Google is listed along with Yahoo! in the folder.

9	Point to Search engines and then click 	To open both Yahoo! and Google on new tabs. This button opens the folder in a new tab group.
10	Open www.nytimes.com Click 	The site is added to the Favorites bar.
11	On the Favorites bar, right-click the New York Times icon Choose Delete Click Yes	You'll remove this item. To remove the favorite from the Favorites bar.
12	Close all tabs except for the New York Times tab	You'll use this a bit later.

Clearing your browsing history

Explanation

For convenience, Internet Explorer collects information about the Web sites you visit and the information you provide to them. For example, if you log onto a site, Internet Explorer can save your user name and password so that you don't have to re-submit the information every time you visit that site. However, if you don't want Internet Explorer to store such information, you can clear your personal information to protect your browsing data.

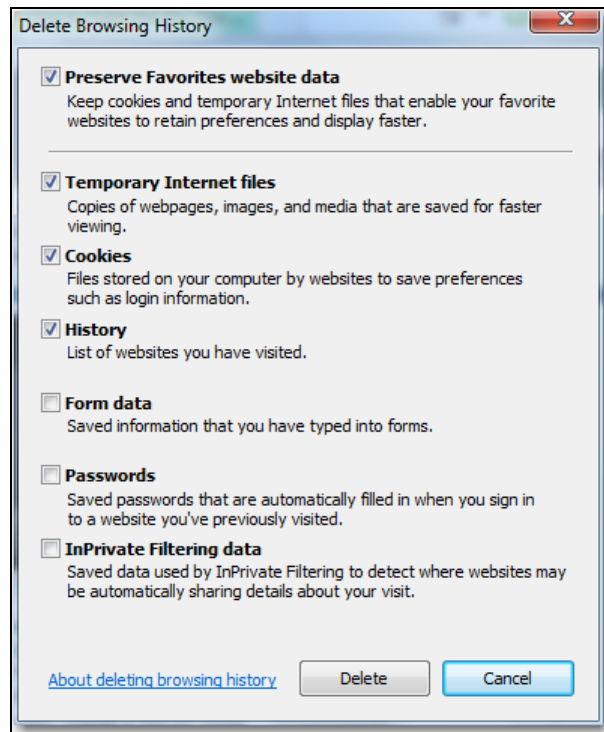


Exhibit 5-9: The Delete Browsing History dialog box

To clear personal information from Internet Explorer, click Safety and choose Delete Browsing History. This opens the Delete Browsing History dialog box, shown in Exhibit 5-9. You can use this dialog box to delete the information described in the following table. You can delete each type of data separately, or delete it all at once. If you delete cookies, you might be asked to enter personal information again the next time you visit a Web site that you log onto.

A convenient alternative is to select “Preserve Favorites website data.” With this option selected, you can delete your general browsing history but retain all information and temporary Internet files for Web sites in your Favorites folder. This means that you won't have to re-enter personal data for your frequently visited sites, and the temporary files allow those sites to load quickly.

To ensure that your user information for your favorite sites is retained, add those sites to your Favorites list. To do so, visit a favorite site and click Favorites. Then click Add to Favorites, and click Add.

The following table describes the kinds of information you can delete from your browsing history.

Information	Description
Temporary Internet Files	These files contain images, scripts, and other Web site components. Storing this data allows Internet Explorer to load pages more quickly when you return to a site.
Cookies	Cookies are text files written by Web sites and stored on your computer. Cookies typically store user preferences and login information.
History	The History list shows the names of the Web sites you have visited.
Form data	By default, Internet Explorer stores some of the personal data you enter into forms. This data may include your name, address, phone number, and other information.
Passwords	For convenience, Internet Explorer can store the passwords you use to access secure Web sites.
InPrivate Filtering data	This data is stored so that you can track how Web sites use third-party content providers.

InPrivate Browsing

If you're checking e-mail or shopping for a gift on a shared computer, you might want to ensure that no traces of your browsing session are stored. With InPrivate Browsing, all the convenience features that save data about your browsing session are disabled.

There is no browsing history; no search data is saved; cookies are disabled; new temporary Internet files are deleted when the session is closed; and no form data is saved, such as user names, passwords, or other potentially sensitive data. Site addresses typed into the Address bar are not saved, either.

To launch an InPrivate Browsing session, click Safety and choose InPrivate Browsing. You can also open a new tab and then click Browse with InPrivate, or click "Open an InPrivate Browsing window." "InPrivate" is displayed in the Address bar, as shown in Exhibit 5-10. To end an InPrivate Browsing session, simply close the browser.

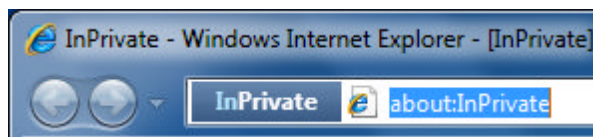


Exhibit 5-10: An InPrivate Browsing session is clearly indicated in the Address bar

Do it!

B-2: Clearing your browsing history

Here's how	Here's why
1 Click Safety and choose Delete Browsing History...	(On the Command bar.) To open the Delete Browsing History dialog box.
2 Briefly read the options	If you delete your browsing history, Internet Explorer will preserve the cookies and temporary files for sites in your Favorites folder. You can also choose to delete form data and passwords.
3 Click Delete	To delete the temporary Internet files, cookies, and browsing history for all sites except those that are in your Favorites folder.
4 Click Tools and choose Internet Options Under Browsing history, click Settings	To open the Temporary Internet Files and History Settings dialog box.
5 In the "Disk space to use" box, enter 100	To increase the amount of disk space that can be used for storing temporary Internet files.
6 Change "Days to keep pages in history" to 10	(At the bottom of the dialog box.) After 10 days, a visited address will not appear in the History list until it's revisited.
Days to keep pages in history: 10	
7 Click OK	To save your changes.
Click OK	To close the Internet Options dialog box.
8 Click Safety and choose InPrivate Browsing	To open a new InPrivate Browsing session.
Read the default page	You can always verify that you're in InPrivate mode by checking for the "InPrivate" icon in the Address bar.
Close the InPrivate session	The original browser session is still open.

RSS feeds

Explanation

RSS stands for Really Simple Syndication. It allows a Web site to alert you to new or updated content. For instance, the RSS feed from a world news site might send the latest headlines. You can often customize which updates you receive by subscribing to the results of a search.

RSS feeds are not limited to news headlines. Many Web logs, or *blogs*, offer this service. RSS feeds can download as little as a notification of changes with accompanying links, or as much as full articles, pictures, and sound and video files. The updating occurs behind the scenes and does not require any action on your part.

Subscribing to RSS feeds

To receive an RSS feed from a site, you need to subscribe to it. When a site offers RSS feeds, the Feeds button changes from gray to orange. To subscribe to an RSS feed:

- 1 Open a Web site that offers RSS feeds. The Feeds button (to the right of the Home button) changes from gray to orange.
- 2 Click the Feeds button. If more than one is feed available, a page opens, showing you the latest updates.
- 3 If the site allows it, you can enter search terms to customize your feed.
- 4 At the top of the page, click “Subscribe to this feed.”
- 5 Enter a name or keep the default, and then click Subscribe.

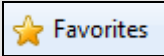
After you subscribe to a feed, you can see a summary of the updates in your Favorites list. Just click the Favorites button, click Feeds, and click the feed you want to see. To the right of each feed title is a button you can click to immediately check for updates.

Unsubscribing from an RSS feed

To unsubscribe from an RSS feed, right-click it in the Feeds list and choose Delete. Click OK to confirm the deletion and the removal of associated content.

Do it!

B-3: Adding an RSS feed

Here's how	Here's why
1 Click 	The Feeds button is to the right of the Home button on the Command bar.
2 At the top of the page, click Subscribe to this feed	To open the feed subscription dialog box.
3 Observe the Create in list	This feed will be saved in the Feeds list.
4 Click Subscribe	
5 Click 	To display the Favorites Center.
Activate the Feeds tab	To display the list of feeds you have subscribed to.
6 Click NYT > Home Page	To view the current content of this feed.
7 Close Internet Explorer	
Click Close all tabs	If necessary.

Topic C: Social networking

Explanation

In addition to e-mail, the Internet brings a whole new way to communicate with people. No doubt, you have heard of chat rooms, online dating, and social networking sites that enable you to meet and talk to people with similar interests.

Social networking sites

The Internet has certainly helped us stay connected with friends and family all over the world. *Social networking sites* such as Facebook and LinkedIn have become immensely popular. Using these sites, users can not only chat online but also share photos, videos, invitations, and many other types of content. Social networking sites serve various purposes for their users, ranging from finding former classmates to establishing business connections to using online dating services. While the actual workings of each site vary, users typically create a personal profile and then invite others to connect to their profile.

Sites like Facebook, MySpace, and LinkedIn are free; however, they require you to register and create an account. The sites that charge a subscription or usage fee are usually providing a specific service.

Message boards and blogs

A slightly less personal way to interact with others is through *message boards*, on which users post messages and reply to others. Other people use *blogs* to keep an online journal or share opinions openly. Like any other site on the Web, blogs typically contain text, photos, videos, and links to other Web pages. Even many national news correspondents have their own blogs.

Instant messaging

Instant messaging (IM) enables you to chat online with another person in real time. No more waiting until the message is opened and read by the recipient. Common IM programs include America Online's AOL Instant Messenger (AIM) and Yahoo! Messenger. Overall, the Internet is an ever-growing, always changing environment.

*Do it!***C-1: Exploring social networking sites****Exercise**

- 1 Using Internet Explorer and the Bing search engine, search for social networking sites.
- 2 Using the search results, explore some of the sites.
- 3 Which sites did you visit?

- 4 What are some of the interests that bring people together on social networking sites?
- 5 Are you a member of any social networking site? If so, which one(s), and what benefits do you receive from the service?

Unit summary: Using the Internet

- Topic A** In this topic, you learned how to use **Internet Explorer** to browse the Web. You learned about the components of the Internet Explorer window, and you learned how to visit Web sites by using the Address bar and **hyperlinks**. You also learned how to use the **History** list, use **tabs**, and create a tab group. You also learned how to **search** the Internet by using Bing and Google.
- Topic B** In this topic, you learned how to customize Internet Explorer. You learned how to manage your **Favorites** list, and you cleared your **browser history** to help protect your privacy. You also learned about **RSS feeds**, and you added an RSS feed to your Favorites list.
- Topic C** In this topic, you discussed how the Internet is helping people stay connected through **social networking sites** such as Facebook and LinkedIn. You also discussed other types of online communication, such as message boards, instant messaging, and blogs.

Review questions

- 1 Which component of the Internet Explorer window do you use to enter a URL?
- 2 Why would you use the History list?
- 3 Name at least two popular Web search engines.
- 4 When you point to a hyperlink, the mouse pointer usually changes to what?
 - A An arrow
 - B A little globe
 - C A pointing hand
 - D A “W”
- 5 Which of the following statements are true? [Choose all that apply.]
 - A With InPrivate Browsing, all the convenience features that save data about your browsing session are disabled.
 - B To end an InPrivate Browsing session, you click Safety and choose InPrivate Browsing again.
 - C InPrivate Browsing prevents sites from recording data about your visit.
 - D To end an InPrivate Browsing session, you simply close the browser.
- 6 If you want to delete your browsing history, and you do not want to keep the temporary Internet files or cookies for the sites in your Favorites folder, what can you do?

- 7 True or false? The Add to Favorites button in Internet Explorer also provides a command to organize your Favorites list.
- 8 True or false? You can subscribe to RSS feeds on only those sites that offer that service.
- 9 True or false? You can disable tabbed browsing if you don't want to use it.
- 10 What's the difference between entering two terms with quotation marks around them and entering the same terms without quotation marks?
- 11 How can you search for sites that both have certain terms and don't have other terms?

Independent practice activity

In this activity, you'll practice using Internet Explorer features, including Favorites, RSS feeds, the History list, and tabs.

- 1 Open a news Web site such as **www.cnn.com** or **www.bbc.com**. Add this page to your Favorites, creating a **News** folder to put it in. Open two other news sites and add them to your Favorites in the News folder.
- 2 Using one of the news sites that you added to your Favorites list, subscribe to an RSS feed. (Many sites have RSS feed links.) Try to subscribe to a specific news subject that interests you.
- 3 Visit a favorite site and add that site to the Favorites bar.
- 4 Clear your browsing history.
- 5 Close all open windows.

Unit 6

Security and maintenance

Unit time: 45 minutes

Complete this unit, and you'll know how to:

- A** Protect your computer against malware and configure Windows Defender and Windows Firewall.
- B** Perform routine maintenance tasks using Disk Cleanup and Disk Defragmenter, lock your computer, and log off.

Topic A: Basic security

Explanation

If your computer is connected to the Internet, it's vulnerable to a variety of malware, including viruses, worms, and other potentially destructive intrusions. Windows 7 has built-in utilities to help protect your computer from these threats.

Malware

Malware is a term used to describe a wide range of malicious software that includes viruses, worms, or any other program that attempts to infiltrate or damage a computer without the owner's knowledge or consent. Examples of malware include:

- **Viruses** — Typically, malicious or destructive programs that reproduce themselves and spread as a result of explicit or implicit user actions.
- **Worms** — Self-replicating malicious or destructive programs that do not require any user action to reproduce and spread.
- **Trojan horses** — Programs that typically contain hidden, and often damaging, functions.
- **Spyware** — Software that collects personal or private information without the user's consent or knowledge.
- **Adware** — Software that automatically displays or downloads advertisements.

The Action Center

To protect your computer against malware threats, Windows provides two built-in programs: Windows Defender and Windows Firewall. In the Action Center, you can quickly check the status of Windows Defender, Windows Firewall, and your antivirus program, and update them if necessary. You can also open Windows Defender to run a manual scan, configure the program, and check for updates.

To open the Action Center, click Start and choose Control Panel. Click System and Security, and then click Action Center. The Action Center provides information about your computer's status and makes it easy to take action on any security or maintenance problems that Windows has identified.

Antivirus software

Windows 7 does not include an antivirus program. When you open the Action Center for the first time, it displays an alert stating that the computer does not have virus protection (if you don't already have antivirus software installed). You can click "Find a program online," which opens Internet Explorer and takes you to a page of links to popular antivirus programs. There are many antivirus programs to choose from, and many are free to use.

When operating a network-connected computer, you should have antivirus software installed. Your organization's IT administrator will typically take care of antivirus installation and configuration. Otherwise, explore the options online, choose and install an antivirus program, and be sure to keep it up-to-date.

Some popular antivirus programs include:

- Avast! (www.avast.com)
- AVG (www.grisoft.com)
- Avira AntiVir (<http://www.free-av.com>)
- Norton Anti-Virus (www.symantec.com)
- McAfee Anti-Virus (www.mcafee.com)
- eTrust (www.ca.com)

For any antivirus software to be effective, the virus signatures must be constantly updated. *Signatures*, which are also called *definitions*, allow the software to identify and remove the latest viruses in circulation. Signatures are specific to the antivirus software you use. Most antivirus programs automatically download and install new virus signatures if your system is connected to the Internet.

Windows Defender

Windows Defender is built-in malware scanning and protection software. It is not, however, a substitute for an antivirus program. Before you scan your computer, it's important to verify that Windows Defender is up-to-date to ensure that you're protected from the latest threats.

To open Windows Defender, open the Control Panel. Then, from the View by list, select either Small icons or Large icons to display all Control Panel items. Scroll down the list, if necessary, and click Windows Defender. (You can also click Start, type *defend*, and press Enter.)

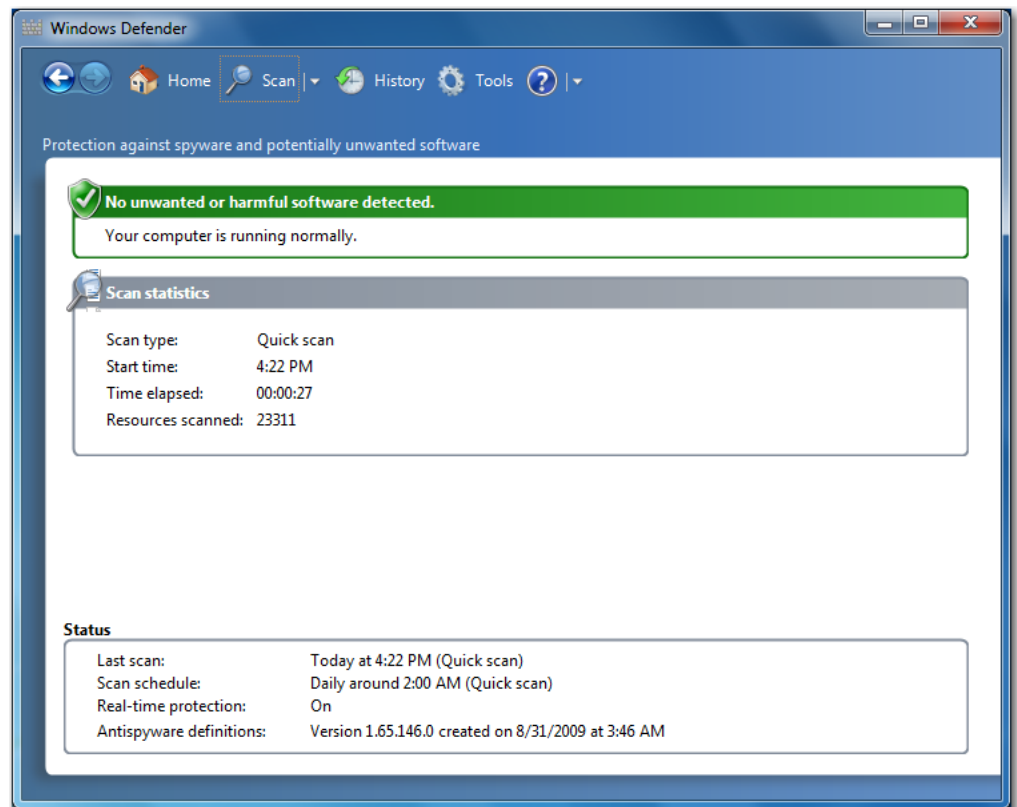


Exhibit 6-1: Windows Defender

*Do it!***A-1: Checking your malware protection status**

Here's how	Here's why
1 Click Start and choose Control Panel	
2 Click System and Security	
Click Action Center	The Action Center opens, with information about the current state of your computer's security.
3 Click the arrow to the right of Security	To expand the Security category.
Read each security status item	One of these items informs you that Windows Defender is protecting your system from malware.
4 Close the Action Center	
5 Click Start	
Type defend	
Press 	To open Windows Defender.
6 Observe the taskbar icon for Windows Defender	Windows Defender is not a window within the Control Panel; it's a separate program that runs quietly in the background.
Observe the window	If your computer was on during the last scheduled scan, you will see information about the results of that scan. Otherwise, you might be prompted to check for updates.
7 Click Check for updates	(Or click the arrow to the right of the question-mark icon and select "Check for updates.") Windows checks for updates. If an update is available, it's installed automatically.
Leave Windows Defender open	

Scanning with Windows Defender

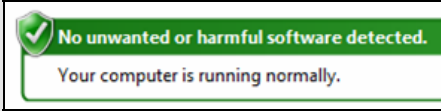
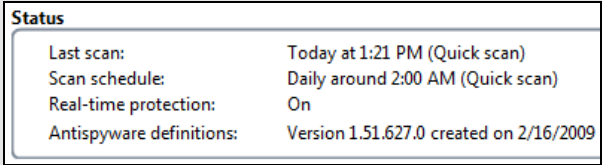
Explanation

Windows Defender provides real-time protection and will alert you if a suspicious program attempts to run, install software, or make system changes. You can also run a manual scan to check for malicious programs that might already be installed or temporarily inactive.

To scan your computer for malware, open Windows Defender and click Scan to perform a quick scan. Or click the arrow to the right of the Scan button and select Full scan to scan all areas of your computer. This scan takes more time.

Do it!

A-2: Scanning your computer for malware

Here's how	Here's why
1 On the toolbar, click Scan	To start a quick scan.
Allow the scan to complete	It should take about a minute, depending on your computer.
2 Observe the results	
3 Read the Status section	 Windows Defender tells you the date and time of the last scan and the last update, and indicates whether real-time protection is enabled.

Configuring Windows Defender

Explanation

By default, Windows Defender is configured to run a quick scan on your computer every day at 2:00 a.m. Depending on how you use your computer, you might want to increase or decrease the frequency with which Windows Defender scans your computer for malware. You can customize the scan type, scan time, and scan frequency. You can also set the program to scan your e-mail and removable storage devices for malware.

To configure Windows Defender:

- 1 At the top of the Windows Defender window, click **Tools**.
- 2 Click **Options**.
- 3 Select a category and change the settings as needed.
- 4 Click **Save** and enter an administrator password.

Quarantine and removal

When Windows Defender identifies a program on your computer that it thinks might be a threat, you are alerted to take action. You can quarantine a program, remove it, or allow it. A quarantined program is moved to a separate location on your computer, where it is prevented from running or otherwise harming your computer. It remains there until you decide to restore it or remove it completely.

Allowed items

When Windows Defender warns you of a suspicious program, you can choose not to have that program monitored. Windows Defender will add that program to its list of allowed programs and not monitor its activity. You can remove a program from the list at any time. To see the list of allowed programs in Windows Defender, click **Tools** and then click **Allowed items**.

History

The History list displays actions that Windows Defender has taken. This information can include the dates and times of system scans, the malware programs detected, and the actions taken with those programs. Click **History** on the Windows Defender toolbar to review these items.

Do it!

A-3: Configuring Windows Defender

Here's how	Here's why
1 Click Tools	To open the Tools and Settings page.
Click Options	You'll customize the scan schedule.
2 Set Windows Defender to run a Full scan every day at 7:00 a.m.	
3 Select Default actions	(On the left side.) To display options for how Windows Defender should respond to possible malware.

4	From the Severe alert items list, select Remove Automatically remove all High alert items	To automatically remove all items that create a severe alert.
5	Select Advanced Read the options	To display additional scanning options.
6	Select Scan e-mail	To configure Windows Defender to scan your e-mail attachments for malware.
7	Select Scan removable drives	Windows Defender will also scan the contents of removable storage devices for malware.
8	Click Save Enter !pass	You need administrator credentials to change Windows Defender settings. Next, you'll explore the program's other options.
9	Click Quarantined items Click the Back button	To display the list of programs that Windows Defender has quarantined on your PC. (The list should be empty unless a malware program was detected during the scan.) To return to the Tools and Settings page.
10	Click Allowed items	To display a list of allowed items, which is currently empty. If you respond to a Windows Defender warning and tell it to allow a program, it will be added to this list. You can remove a program from this list at any time.
11	Click History	To display the list of malware programs detected on your computer and the actions taken with them. (The list should be empty unless a threat was detected during the scan.)
12	Close Windows Defender Close the Control Panel	

Windows Firewall

Explanation

A *firewall* prevents access to your machine from unauthorized Internet or network users. There are hardware firewalls and software firewalls—the Windows firewall is a software firewall. It runs in the background and does not require regular management. However, you should verify that Windows Firewall is enabled and configured properly—unless your organization’s policy involves a separate firewall which would preclude the need to use Windows Firewall.

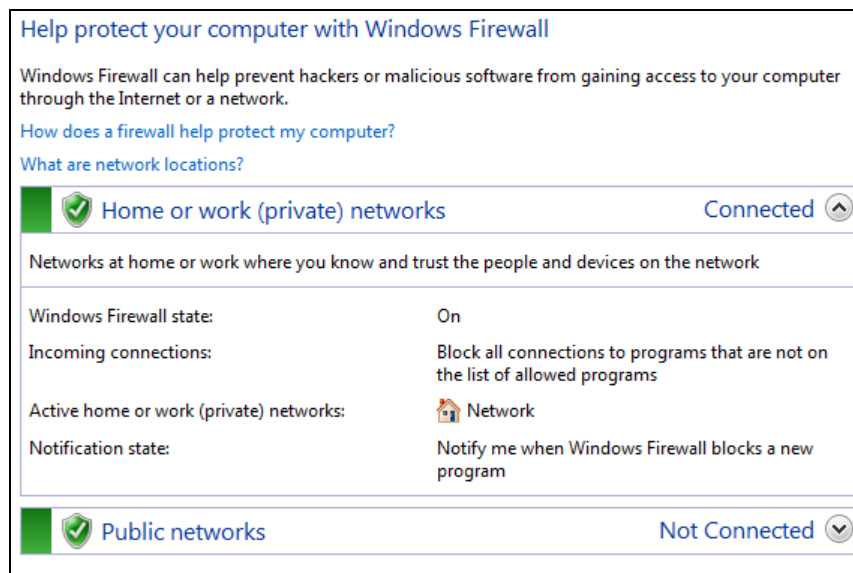


Exhibit 6-2: The Control Panel displays the status of Windows Firewall

To view the status of Windows Firewall:

- 1 Open the Control Panel.
- 2 Click System and Security.
- 3 Click Windows Firewall. The status of Windows Firewall is displayed, as shown in Exhibit 6-2.
- 4 Close the Windows Firewall window.

*Do it!***A-4: Checking the status of Windows Firewall**

Here's how	Here's why
1 Open the Control Panel	Click Start and choose Control Panel.
2 Click System and Security	The firewall blocks all connections that are not trusted. You can specify which programs are allowed and not allowed.
3 Click Windows Firewall	
4 Verify that the firewall is enabled	
Read the status text	

Windows Firewall configuration

Explanation

By default, Windows Firewall is enabled. It’s important that you leave it enabled unless your computer is protected by another firewall, such as a corporate firewall, a router, or some other hardware-based firewall.

To enable or disable Windows Firewall:

- 1 Open the Control Panel and click System and Security.
- 2 Click Windows Firewall (or “Check firewall status”).
- 3 On the left side, click “Turn Windows Firewall on or off.”
- 4 In the Customize Settings window, make the desired changes and click OK.

Windows Firewall exceptions

Windows Firewall is automatically configured to block most rogue programs and to allow requests by legitimate programs. Typically, you won’t have to change any settings. However, you might need to allow a specific program through that would otherwise be blocked. To make program changes in Windows Firewall, you must be logged on as an administrator or provide an administrator password.

To allow specific programs through Windows Firewall:

- 1 Open the Control Panel and click System and Security.
- 2 Under Windows Firewall, click “Allow a program or feature through Windows Firewall.”
- 3 To enable editing, click Change settings. Unless you’re logged on as an administrator, you’re prompted for an administrator password.
- 4 Select the desired exceptions for each network category, and click OK.

Do it!

A-5: Configuring firewall exceptions

Here’s how	Here’s why
1 Click Allow a program or feature through Windows Firewall	(On the left side of the window.) The Allowed Programs window opens.
2 Click Change settings	To enable the editing of firewall settings.
Enter !pass	This is the administrator password, which is required for this command.
3 Verify that File and Printer Sharing is checked	(If it’s not, check it.) To set a firewall exception for file and printer sharing over a home or work network.
Click OK	

Topic B: Routine maintenance

Explanation

Hard disks permanently store information on your computer. A healthy hard drive is essential for a healthy computer because when a hard drive fails, the computer fails, and sometimes all the data it holds is permanently lost. Windows provides tools to help you clean up your hard disk(s), free up space, and keep your system running efficiently.

Disk Cleanup

With Disk Cleanup, you can routinely remove unnecessary files, such as temporary Internet files and downloaded program files. With administrator credentials, you can also free up disk space by removing unused programs.

To clean up a drive and free up space:

- 1 Open the Control Panel and click System and Security.
- 2 Under Administrative Tools, click “Free up disk space.”
- 3 If prompted, select the drive you want to clean up, and click OK.
- 4 When the Disk Cleanup dialog box opens, select the components you want to delete, and click OK.
- 5 Click Delete Files to confirm that you want to delete the selected components. Disk Cleanup runs and then closes automatically.

You can also open the Disk Cleanup utility by clicking Start and choosing All Programs, Accessories, System Tools, Disk Cleanup.

Do it!

B-1: Freeing up disk space

Here's how	Here's why
1 In the Address bar, click System and Security Under Administrative Tools, click Free up disk space If prompted, select a hard drive to clean up, and click OK	You'll remove unnecessary files and free up disk space. After a moment, the Disk Cleanup dialog box opens.
2 Read the top of the dialog box	Windows states precisely how much space this utility can free up on the hard disk. Computers that have recently had Windows installed (or computers that have not been used extensively) will show only a small amount of disk space available to be freed up.
3 Scroll through the list of files that are selected by default Click OK	Disk Cleanup will delete downloaded program files, temporary Internet files, and thumbnails. You can also have it empty the Recycle Bin and remove setup files and other temporary files. To proceed with the cleanup.
4 Click Delete Files	To confirm that you want to delete the selected files. The Disk Cleanup dialog box closes when the process is finished.

Disk Defragmenter

Explanation

Over time, a hard disk can become fragmented. This means that individual files are broken up and the parts are saved in different physical spaces on the disk. If a hard disk becomes significantly fragmented, it can affect the computer's performance.

Disk Defragmenter, shown in Exhibit 6-3, consolidates files so that each file's components are saved in contiguous physical space on the disk. This makes access faster and more efficient. Also, free space is consolidated so that new files are saved in contiguous free space.

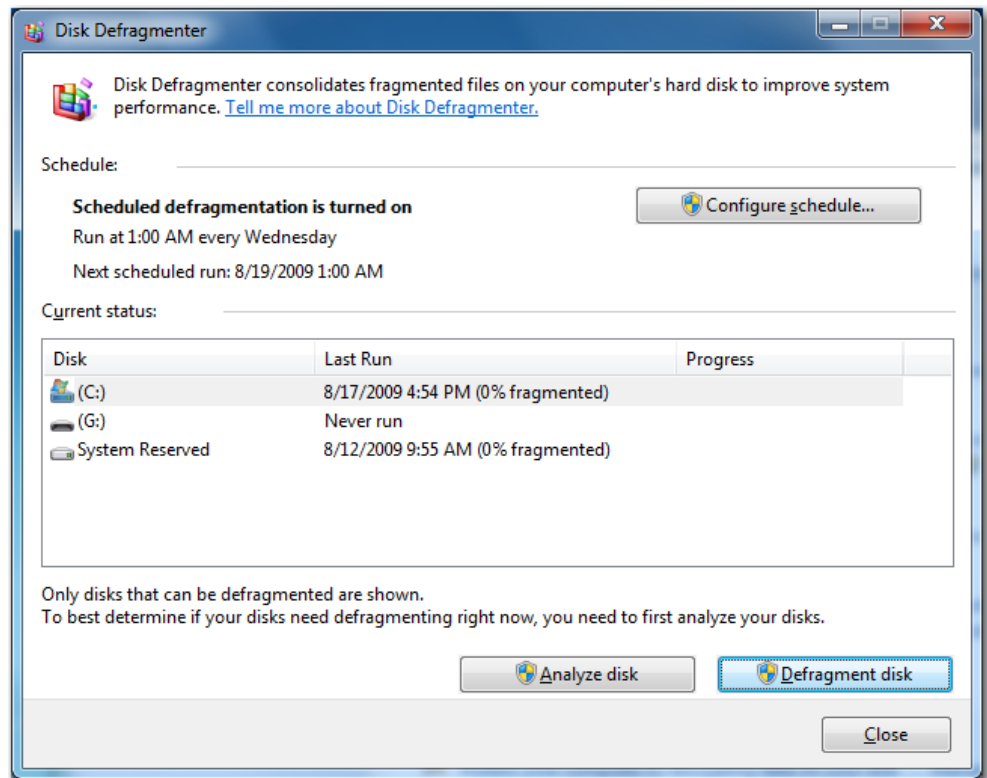


Exhibit 6-3: Disk Defragmenter

Configuring the Disk Defragmenter schedule

Disk Defragmenter automatically defragments your hard disk at 1:00 a.m. every Wednesday. If this default schedule doesn't suit your needs, you can set your own schedule. For example, if you know that your computer is rarely or never on at 1:00 a.m., you should change the schedule. However, you don't need to rely on the scheduler to run Disk Defragmenter. If you suspect that fragmented files are bogging down your computer, you can run Disk Defragmenter at any time.

To run and/or schedule Disk Defragmenter:

- 1 Open the Control Panel and click System and Security.
- 2 Under Administrative Tools, click “Defragment your hard drive.” The Disk Defragmenter indicates that automatic defragmenting is enabled and scheduled.
- 3 To defragment the disk now, click Defragment disk, and enter the administrator password.
- 4 To customize the Disk Defragmenter schedule, click Configure schedule. If necessary, enter the administrator password. Then select the frequency, day, time, and disks that you want to regularly defragment, and click OK.

Do it!

B-2: Defragmenting a drive and changing the schedule

Here's how	Here's why
1 Under Administrative Tools, click Defragment your hard drive	Disk Defragmenter shows the current schedule and the last time it ran. To set a new schedule or defragment the disk, you need administrator credentials.
2 Click Defragment disk	To run Disk Defragmenter.
Enter the Admin password	(The password is !pass.) When the process is completed, the Progress column will be empty and the Last Run column will display the results.
3 Click Configure schedule	You can set the schedule while Disk Defragmenter is running.
4 Schedule Disk Defragmenter to run every Monday at 8:00 a.m.	
Click OK	
5 Close all open windows	

Locking and logging off of your computer

Explanation

When you aren’t using your computer, or if you have to leave your desk for any reason, you should make sure your workstation is secure. You don’t want to leave your Windows computer logged in with your user account, because anybody could sit down and access your files or your company’s files on the network, send e-mail in your name, or perform other unwanted acts.

To prevent this type of security breach, you should either:

- **Log off** — When you log off, Windows saves any unsaved data and closes all programs.
- **Lock the computer** — When you lock the computer, your data is not saved to a disk drive, and your applications remain open. However, other users are unable to access your user account without your password.

To log off, click Start, click the arrow next to Shut down, and choose Log off. Before you log off, you must save any files you have open (most programs will prompt you if you forget).

The fastest way to lock your workstation is to hold the Windows key and press L. To use the computer again, you simply click your account icon and enter your password. Or you can click Start, click the arrow next to Shut down, and choose Lock.

You can also press Ctrl+Alt+Delete to display a list of common user-account tasks. The options are:

- Lock this computer
- Switch user
- Log off
- Change a password
- Start Task Manager

Do it!

B-3: Locking and logging off of your computer

Here’s how	Here’s why
1 Press and hold the Windows key Press L	To lock the computer. Your user account icon is displayed. This is the fastest way to lock your workstation if you need to step away.
2 Click your user account icon Enter mypassword	(To log on.) This is your account password, which was created during the course setup. On your own computer, you should use a password that is more secure (hard to guess) than this one.
3 Press CTRL + ALT + DELETE Click Log off	To display a list of common user-account tasks. To log off. Windows closes your applications and logs you off.

Shutting down your computer

Explanation

When you’re finished working on your computer for a long period of time, you should shut down (turn off) the computer. To shut down the computer, click Start and choose Shut down. All programs are closed and the computer turns off. Unless you’re working on a mobile PC (laptop or notebook computer), you’ll need to turn off your monitor separately.

If you have logged off and you want to shut down the computer, click the red button on the logon screen.

Do it!

B-4: Shutting down your computer

Here’s how	Here’s why
1 Press  2 If you are logged onto your computer and want to shut it down, what do you do?	(Click the circle, not the triangle, on the button.) To shut down your computer.

Unit summary: Security and maintenance

Topic A

In this topic, you learned about basic computer **security**. You learned how to open the Action Center and how to use **Windows Defender** to protect your computer against evolving malware threats. You learned how to check the status of **Windows Firewall** and configure Windows Firewall. You learned that a firewall prevents unauthorized access to your machine by Internet or network users.

Topic B

In this topic, you learned how to perform **routine maintenance** tasks. You learned how to use Disk Cleanup and Disk Defragmenter to help keep your system running optimally, and you learned how to set a schedule for defragmenting your computer's hard drives. Finally, you learned how to lock, log off of, and **shut down** your computer.

Review questions

- 1 True or false? You need to manually update Windows Defender to keep it up-to-date with the latest security threats.
- 2 A(n) _____ is software or hardware that prevents access to your machine by unauthorized Internet or network users.
- 3 True or false? With Windows Defender, you don't need an antivirus program.
- 4 A(n) _____ is a set of instructions (a program) that is designed to interrupt the operations of a computer or damage the data and programs on it.
- 5 _____ is a type of program that installs itself on your computer and intercepts passwords and other data from your computer.
- 6 How can Disk Defragmenter help improve your computer's performance?
- 7 How can Disk Cleanup help improve your computer's performance?
- 8 True or false? If you log off but don't shut down the computer, any programs you had open will stay open until you log back in or switch users.

Independent practice activity

In this activity, you'll start up your computer, configure your system schedule for routine maintenance tasks, and shut down your computer.

- 1 Turn on your computer.
- 2 Log onto your user account. The password is **mypassword**.
- 3 Configure Windows Defender to check for and install updates daily at 12:00 p.m.
- 4 Schedule Disk Defragmenter to run every Tuesday at 7:00 a.m.
- 5 Shut down your computer.

Course summary

This summary contains information to help you bring the course to a successful conclusion. Using this information, you will be able to:

- A** Use the summary text to reinforce what you've learned in class.
- B** Determine the next courses in this series (if any), as well as any other resources that might help you continue to learn about personal computers.

Topic A: Course summary

Use the following summary text to reinforce what you've learned in class.

Unit summaries

Unit 1

In this unit, you defined the **components** that make up a computer and identified common peripherals. You also learned about **operating systems**, including Windows 7. You turned on a computer, identified components of the Windows 7 interface, learned how to use a **mouse**, and opened and closed **applications**.

Unit 2

In this unit, you learned how computers process data, identified **storage devices**, checked the capacity of a hard disk, and identified the components of **Windows Explorer**. You learned how to **navigate**, create and rename folders, and create, save, print, move, copy, delete, and restore **files**.

Unit 3

In this unit, you learned how to **search** your Windows computer for items that contain a specific word or phrase. You also learned how to use **Windows Help and Support** to learn about topics of interest.

Unit 4

In this unit, you learned how to add **shortcuts** to the taskbar, Start menu, and desktop, and how to remove shortcuts. You also learned how to add items to the Favorites list, work with **gadgets**, configure the mouse, keyboard, and sound settings, and **personalize** the desktop environment.

Unit 5

In this unit, you learned how to use **Internet Explorer** to browse the Web, use the History list, use tabs, and create a tab group. You also learned how to **search** the Web by using Bing and Google, and you learned how to manage Favorites, clear the browser history, and add RSS feeds. Finally, you learned about **social networking** sites and other types of public communication, such as message boards, instant messaging, and blogs.

Unit 6

In this unit, you learned about **basic computer security**. You learned how to open the Action Center and use Windows Defender to protect a computer against evolving malware threats. You learned how to check the status of Windows Firewall and configure it. You then learned how to use **Disk Cleanup** and **Disk Defragmenter** to help keep the computer system running optimally. Finally, you learned how to lock your Windows computer, **log off**, and shut down.

Topic B: Continued learning after class

It is impossible to learn any subject completely in a single day. To get the most out of this class, you should begin applying your new skills and knowledge as soon as possible. We also offer resources for continued learning.

Next courses in this series

This is the only course in this series; however, you might be interested in the following related courses:

- *Windows 7: Basic*

Other resources

For more information, visit www.axzopress.com.

Glossary

Antivirus software

A program that scans your computer for viruses and other threats and eliminates them if found.

Application software

Software that is designed for specific purposes, such as creating documents, browsing the Internet, or maintaining accounting records.

Binary digit (bit)

The smallest unit of information used on a computer. The value of a bit can be 1 or 0.

Blog

A Web-based journal or series of articles written by one or more persons and typically available to all visitors. Derived from “Web log.”

Bootling

The process of turning on a computer.

Byte

A group of eight bits. Memory is measured in bytes.

CD-ROM (compact disc read-only memory)

A removable storage device that preceded DVD discs.

Central processing unit (CPU)

A set of electronic components that interprets the data you enter, processes it, and generates the output. Also known as a microprocessor.

Computer

A machine that you use to store and manage information. The most common computer types are desktops, laptops, and smart phones.

Cookies

Small text files that contain personalized information related to Web sites that you have visited.

CPU fan

A cooling device that prevents the CPU from overheating.

Device driver

Software that allows a device, such as a printer, to communicate with the operating system.

Digital camera

A camera that you use to take photographs that are stored as digital files and can be transferred to a computer directly.

Disk Defragmenter

A Windows utility that rearranges file fragments to make your computer run more efficiently.

Downloading

Copying information from a resource on the Web to your computer.

DVD (digital video disc)

A removable storage device that is similar to a CD but stores more data. (Also known as digital versatile disc.)

E-mail

A system for transmitting text and rich-text messages across the Internet.

External hard drive

A device that is attached to the computer, often via a USB port, to provide additional storage space.

File

The basic unit of storage on a computer.

File extension

The period (or “dot”) followed by two or more letters at the end of a file name. For example, “.txt” is the file extension for text files.

Firewall

A software program that protects a computer or network against Internet intruders. (Firewalls can also be hardware devices, such as routers.)

FireWire

Officially known as IEEE 1394; the standard port for digital video equipment.

Flash drive

A removable storage device that is used to transfer data between computers. Ideal for use in laptops; similar in size to a small key ring. (Also called a key drive or thumb drive.)

Folder

The organizational method that is used to store files on your computer.

Hard disk

A device that is used to store data and software. Computers have at least one internal hard disk.

Hardware

A computer’s physical components, such as the CPU, monitor, mouse, and keyboard.

Hyperlink

A clickable element within a Web page. Clicking a hyperlink takes you to other Web pages, to other locations on the current Web page, or to some other resource.

Icons

Pictorial representations of programs or files.

Input devices

Hardware that is used to input data into the computer. Common devices include keyboards, mice, scanners, touch pads, and digital cameras.

Input-Process-Output (IPO)

A principle that characterizes most production processes. Computers accept the data you enter as input, process it, and then produce information as output.

Instant messaging (IM)

A technology that enables Web users to talk, or chat, online with one another in real time.

Keyboard

An input device used for entering letters, numbers, and other characters. You can also use the keyboard to navigate menus and run commands.

Library

In Windows 7, a named collection of folders grouped for organizational purposes, so you can access files of the same general type from a central location, no matter where they are stored. Libraries appear in Windows Explorer like folders, but are not actually part of the folder hierarchy.

Linux

A free operating system based on the UNIX operating system.

Macintosh (Mac)

Apple's operating system. It runs only on Apple computers.

Malware

The term used to describe a wide range of malicious software that includes viruses, worms, or any other program that attempts to infiltrate or damage a computer without the owner's knowledge or consent.

Memory

A collection of storage cells, each of which can store one binary digit (bit).

Message board

An electronic bulletin board that enables users to post content and reply to others' posts.

Monitor

The output device that displays the images and text generated by the computer so you can see what it's doing.

Motherboard

The main circuit board in a personal computer. Sometimes referred to as the system board or main board.

Mouse

An input device that enables you to point to graphical elements displayed on the monitor and interact with the computer.

Network

Two or more computers connected for the purpose of sharing information. Some networks are public and some are private. The Internet is the largest network.

Network adapter

A device for connecting a computer to a network.

Notification area

The area on the far right side of the Windows taskbar. It contains a clock and displays the status of programs.

Operating system

Software that carries out the basic functions of a computer. The operating system provides an environment for hardware and software to work together.

Path

The list of folders, starting at the root, that lead to a specific file. Each folder in the path is separated from the others by a backslash.

Peripheral

Another name for external components attached to a computer, such as printers or scanners.

Port

The interface to which you connect a device. There are four types of ports currently in use: serial, parallel, USB, and FireWire.

Power supply

The source of the computer's power. It converts wall voltage (110V or 220V) to the various DC voltages used by the computer's internal components.

Primary mouse button

Usually the left mouse button; however, this setting can be changed.

Random access memory (RAM)

Computer memory that stores data and instructions temporarily—that is, when the computer is on.

Read-only memory (ROM)

Memory that can be read but not changed. It is sometimes referred to as nonvolatile storage because its contents remain in storage even when the power is switched off.

Really Simple Syndication (RSS)

A technology that enables a Web site to alert you to new items or updated content. As a user, you subscribe to an RSS feed for a specific Web page.

Search engine

A Web site that enables you to search the Web for pages that match your criteria. Popular search engines include Google and Bing.

Shortcut

A pointer or reference to a program, folder, or file.

Social networking sites

Web sites that provide a place for people with a common interest to meet and share information.

Software

Sets of instructions that a computer requires to perform various tasks, such as managing hardware components, creating documents, and sending e-mail messages.

Speakers

Devices that attach to the sound card in your computer to output sound.

Start menu

The primary Windows menu from which you open programs.

System software

Software that controls hardware components, such as the mouse, the keyboard, and the computer's memory. System software consists of an operating system and basic utility software, such as device drivers.

Taskbar

The bar that is (by default) displayed across the bottom of the Windows desktop. The taskbar comprises the Start menu, program shortcuts, and the notification area.

Text file

A simple file that usually contains just text with no formatting. In Windows, you can use Notepad to create and read text files.

Uniform Resource Locator (URL)

The address of a Web page.

Universal Serial Bus (USB) port

The most common port that is used to connect peripherals, as well as basic components, to a computer.

Virus

A program that is designed to interrupt the operations of a computer or damage the data and programs on it. Viruses are just one type of malware.

Web browser

A program that you use to access the Web. Internet Explorer, Firefox, and Chrome are popular Web browsers.

Web mail

Web-based software that provides e-mail capabilities that you can use without having an e-mail application installed. You need only a Web browser and an Internet connection.

Windows Media Player

An application that comes with Windows and enables you to play audio and video files.

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