



# Microsoft® Windows® 7

## Quick Reference



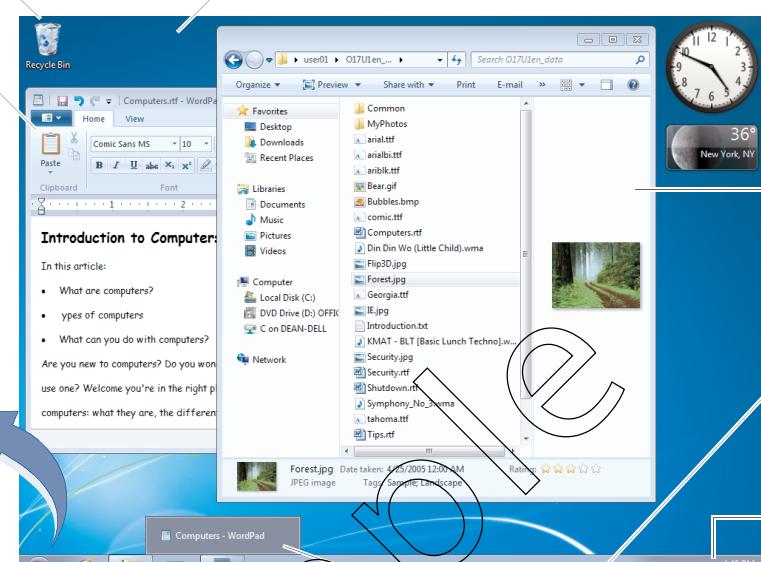
### Microsoft Windows 7 Interface

Microsoft Windows 7 is a computer operating system, primarily used with personal computers (PCs), such as desktop computers, laptops, netbooks, and tablets. Its purpose is to interface between the user and a computer's hardware, which is responsible for managing activities and system resources. A computer's operating system is critical because it cannot operate without one. That is why computers are normally purchased with an operating system preloaded. This Windows 7 operating system contains enhancements to the user interface and the management of on-screen windows, as well as the functionality to share data on a home network, manage computer usage, and improve performance and compatibility with newer hardware and software applications.

**Recycle Bin** — Temporarily stores files that you delete from your hard disk (until you empty the Recycle Bin) so that you can recover accidentally deleted items by restoring them from the Recycle Bin. Note that items deleted from removable disks are permanently deleted, not stored in the Recycle Bin; you will be warned first.

**Document Windows** — Displays the contents of documents that are open in the currently running programs.

**Start Menu** — Displays icons and menu items that may be used to start programs and/or open documents, including commands for accessing Help and pausing or ending your current Windows session.



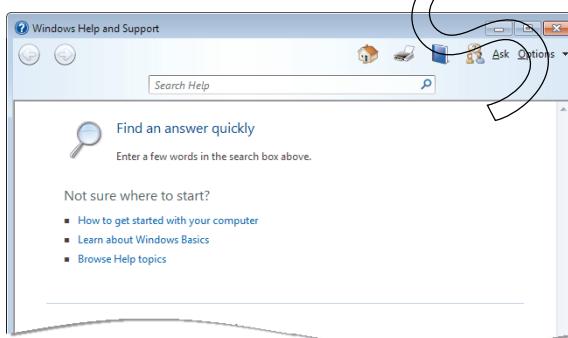
**Desktop** — A general working area of the Windows 7 operating system where you can put programs and documents, or their shortcuts, for quick access. The initial Desktop includes the Desktop background, Recycle Bin, and Taskbar (which by default contains the Start button, pinned program icons, and the Notification area).

**Gadgets** — Customizable mini-programs designed to display continuously updated information without opening a window (e.g., weather forecasts, news headlines, or photo slide shows).

**Explorer Windows** — Displays the contents of drives or folders as icons or lists of files and subfolders. You can use a window's Navigation pane or Address bar to quickly navigate to other folders.

**Taskbar** — Contains the Start button, pinned icons, toolbars (optional and not shown), taskbar buttons, and a notification area.

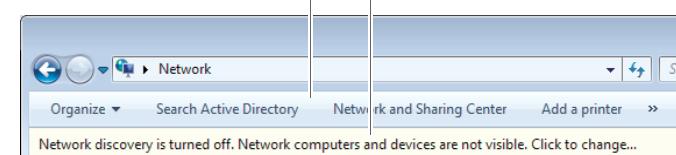
**Notification Area** — Displays status indicators for system and program-related features, as well as the date and time.



**Start button** — Opens the Start Menu, from which you can select an item to start or open. In the example shown below, the Windows Help and Support facility has been started. See "Getting Help" on page 2 for steps on how to use it.

**Pinned Icons** — Provides direct access to starting programs, or opening documents. The examples shown above start Internet Explorer, Windows Explorer, and Windows Media Player.

**Command Bar** — An Explorer window's toolbar, which contains buttons relevant to the current situation. For example, when you open the Network window, the Network and Sharing Center button appears automatically.



**Information Bar** — May appear below the Command Bar to display tips about how to proceed in the current situation. Some tips may prompt you to click the Information Bar itself in order to proceed.

### Featured Objectives

#### PAGE 1

##### Microsoft Windows 7 Interface

- Learn about some of the enhancements to Microsoft Windows 7 and the updated user interface.

#### PAGE 2

##### Getting Started

- Learn how to start and exit Windows 7, as well as start programs, manage windows, and access Help.

#### Managing Files and Folders

- Learn how to navigate an Explorer window and perform file management techniques.

#### PAGE 3

##### Finding Folders and Files

- Learn how to effectively locate folders and files.

##### Sharing Local Folders and Files

- Learn how to share local folders and files using the Public Folder.

#### Working with Network Drives

- Learn how to access network drives to share resources.

#### PAGE 4

##### Printing Documents

- Learn how to print, open and manage the print queue.

##### Customizing Windows 7

- Learn how to change settings to accommodate your personal needs.