



## Lucter3

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## Windows

Windows 7 is an operating system designed around a **graphical user interface** (GUI) so the mouse plays an integral role. It is your virtual hand that moves, commands, and interacts with your computer.

### What's New in Windows 7?

<ol style="list-style-type: none"><li>1. Searching &amp; Organizing</li><li>2. Security</li><li>3. Internet Explorer 8</li><li>4. Ease of Access Center</li><li>5. Parental Controls</li><li>6. Back Up and Restore</li><li>7. Action Center</li><li>8. Windows Media Center</li></ol>	<ol style="list-style-type: none"><li>9. Tablet PC Features &amp; Touch Screen Capability</li><li>10. Problem Steps Recorder</li><li>11. ISO Burner</li><li>12. PowerShell V2</li><li>13. Interface Enhancements</li><li>14. XP Mode</li><li>15. Enhanced Performance</li></ol>
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### Windows 7 system requirements

- ❖ 1 gigahertz (GHz) or faster 32-bit or 64-bit processor
- ❖ 1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)
- ❖ 16 GB available hard disk space (32-bit) or 20 GB (64-bit)
- ❖ DirectX 9 graphics device with WDDM 1.0 or higher driver

### Which version of Windows 7 should I install: the 32-bit or the 64-bit version?

To install a 64-bit version of Windows 7, you need a CPU that's capable of running a 64-bit version of Windows. The benefits of using a 64-bit operating system are most apparent when you have a large amount of random access memory (RAM) installed on your computer, typically 4 GB of RAM or more. In such cases, because a 64-bit operating system can handle large amounts of memory more efficiently than a 32-bit operating system, a 64-bit system can be more responsive when running several programs at the same time and switching between them frequently.

## Windows 7 Versions

Version	Description
<b>Home Premium</b>	The core elements of Windows 7 are included here, including Windows Media Center and all the standard programs. For the vast majority of people, this version offers everything they should need.
<b>Professional</b>	Home Premium features + XP Mode, business networking, and automatic backup capabilities
<b>Ultimate</b>	Professional features + Bit Locker drive encryption and multi-language support.

### Logging In

When you turn on your computer, you will see a login screen that contains a small picture with either your user name or the account named “Administrator.”

In the bottom left-hand corner of the login screen you will see a blue link for the Ease of Access Center, a place where you can set accessibility options:

On the bottom right-hand side, there is a red power button symbol. Click the (^) button for options to shut down or restart the computer:

Enter your password on the keyboard and press the Enter key **or** left-click the blue arrow button:



(If you don't have a password on your account, the computer will simply log you in.) After a few moments, you will see the desktop appear.

The first thing you see when the computer has finished its starting up is the **Desktop Screen**



- 1- Small pictures representing applications , files and folder are called **Icons**
- 2-The **Start** menu button lists everything you need to being used Windows , such as starting programs , opening files , customizing your system , getting help and more .
- 3- The **Taskbar** is located at the bottom of your screen .

### **Task Bar**

The **Task Bar** is a bar ,usually located at the bottom of the screen .It contains the **Start** button, programs and files that are currently in use and the notification area.



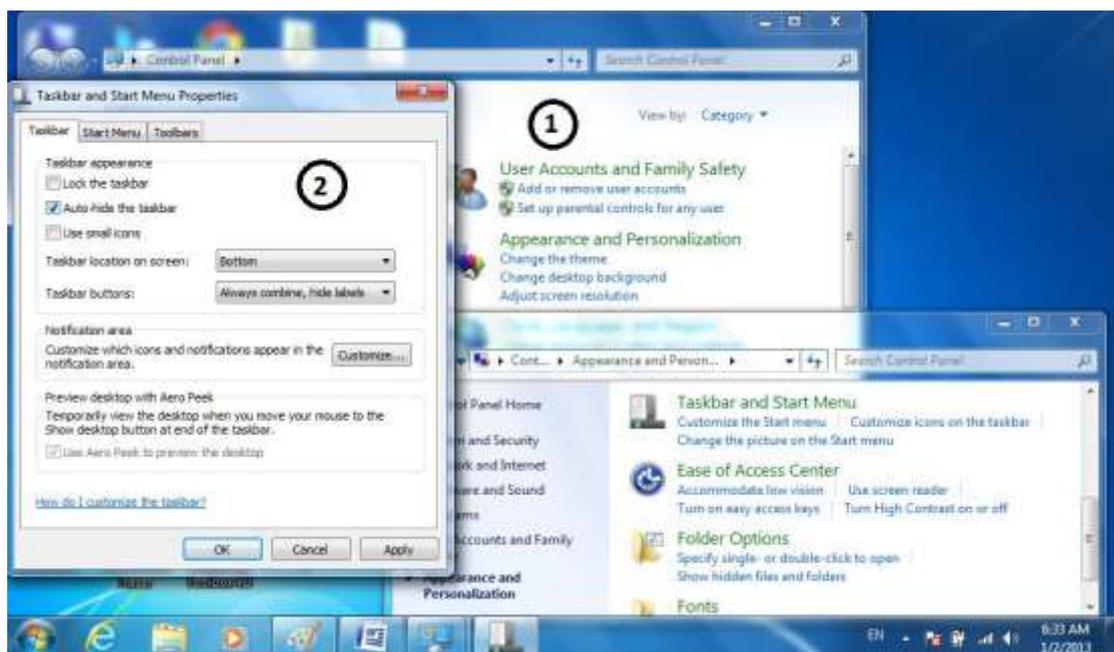
**The task bar consists of the following .**

- 1- The **Start** menu
- 2- The middle section , which contains shortcut icons for commonly used programs and files you are currently using .
- 3- The **notification area** which includes the Date /Time , language and sound icons , click the arrow to display all the icons.

## **Hiding , Moving , And Resizing The Task Bar**

If you want to gain just a little more screen real estate when using your applications , you can hide the task bar until you need it .

- 1- From **Control Panel** , select **Appearance And Personalization** and then select **Task Bar And Start Menu**



- 2- Click **Auto-Hide The Taskbar** check box . to make taskbar visible , simply move your mouse cursor right to the bottom of the screen . Deselect **Lock The Taskbar** and then click **Ok** . This option allows you to move the taskbar .

3- Each program and buttons appears as a single unlabeled button on the taskbar .to display each program as an individual , labeled button , select **Combine When Taskbar Is Full** . see figure 8-4.



**To resize the task bar** , move the pointer to the top edge of the taskbar where it turns into a double headed resizing arrow . drag upward to increase its width or drag downward to decrease its width and then release the mouse button .

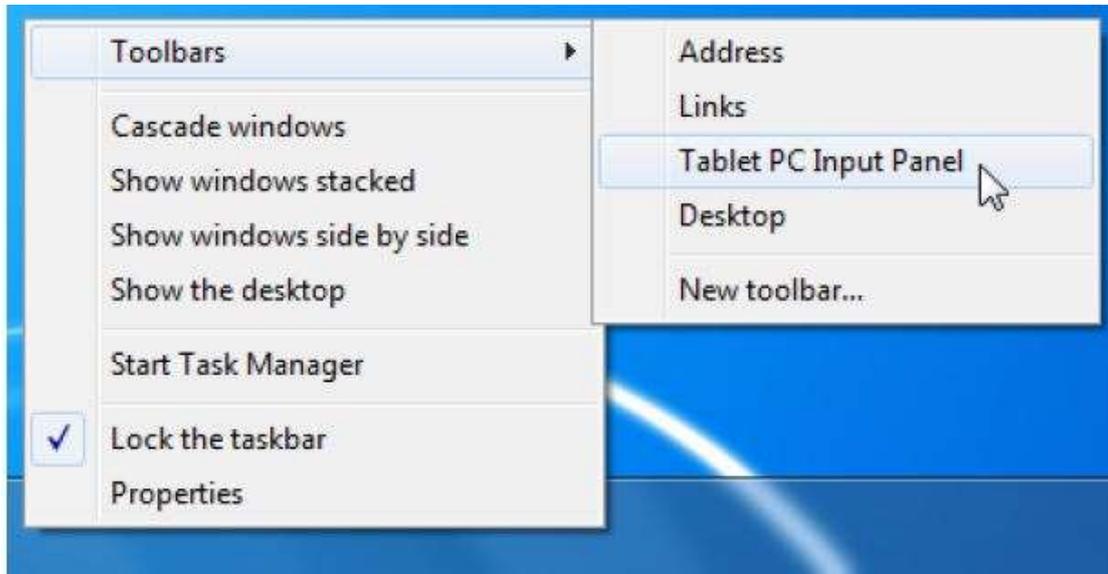


You may want the taskbar to be positioned vertically on the right side of your screen .  
Click a blank portion of the taskbar . hold down the left mouse button , and then drag the mouse pointer to the place on the screen where you want the taskbar , release the mouse button



## Adding Toolbars

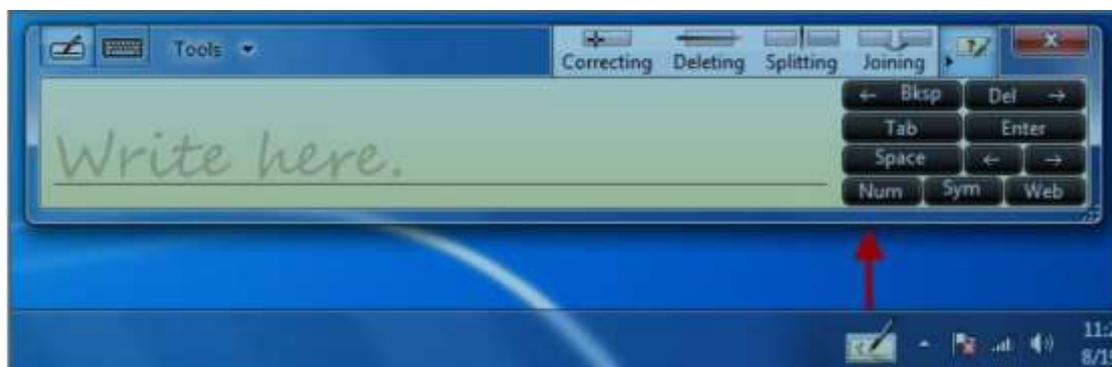
A toolbar on the taskbar is a small cluster of commands used to open a specific program or programs. There are a few toolbars that come standard with Windows 7. To view them, right-click the taskbar, point to Toolbars, and then select a toolbar to make active:

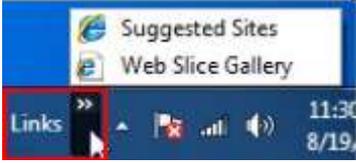


The toolbar will then appear somewhere on the taskbar:



Click the toolbar to open the respective program:



Toolbar	Description
Address	Use this toolbar as a basic way to visit a Web site or network address. 
Links	The Links toolbar is connected to Internet Explorer's list of links. 
Desktop	The Desktop toolbar allows you quick access to different locations on your computer. Click >> to view available locations: 

## Jump List

**Jump list** are a new feature in windows 7 . it enable you to see frequently and recently viewed web sites , documents ,pictures ,or songs .

Jump list appear on the start menu as well as on the taskbar .

***To open a jump list , do the following :***

- 1- Right click a program icon on the windows 7 **Taskbar**
- 2- The jump list will appear , click the required item .



## Start Menu

The Start menu is the primary gateway to everything your computer has to offer. All installed programs can be accessed here, you can view different locations on your computer, and you can use it to search for files.

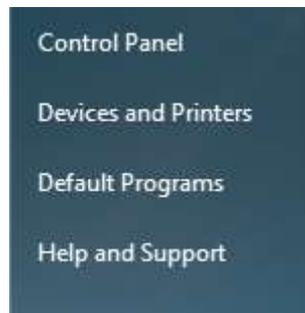
Let's take a moment to go over the different parts of the menu.

- 1- The name of the current user is shown **at the top** .
- 2- **The right side of the start** menu you will find libraries
- 3- **The left side of the start** menu update you with links to the programs you use most frequently .
- 4- The **All Programs** allows you to start programs .
- 5- **search box** , which allows you to look for programs and files .



## Computer Control

The Computer Control area lets you perform more advanced tasks related to your PC.



The **Control Panel** option lets you customize nearly every detail of Windows 7.

**Devices and Printers** lets you view and modify properties of external devices connected to your computer.

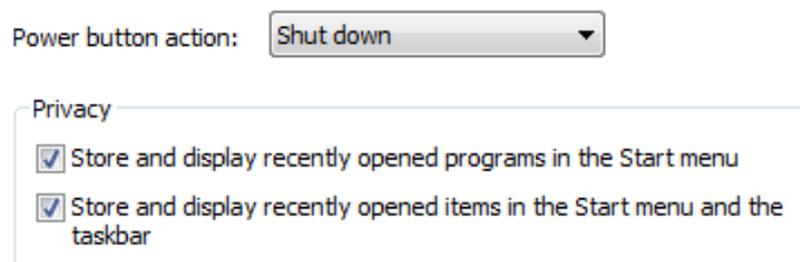
**Default Programs** assigns a certain program to open automatically when a certain action is performed.

**Help and Support Center** provides a full help manual for Windows 7.

## Customizing the Start Menu

### Making the power command in the Start menu Hibernation :

1. Right-click the Taskbar
2. click Properties
3. click the Start Menu tab:

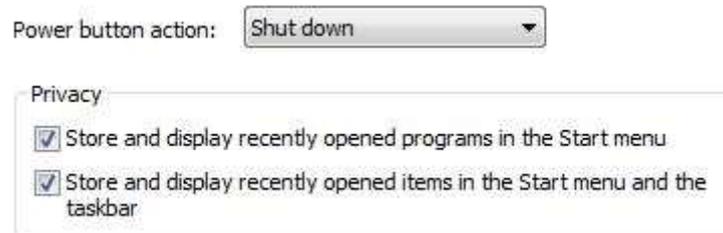


4. select Hibernation from "Power button action" .

By default, the power command in the Start menu will shut down the computer.

## How to disable the ability to display recently used programs and files/items in the Start menu:

1. Right-click the Taskbar
2. click Properties
3. click the Start Menu tab:



4. Unselect Privacy options .

## Pin A Shortcut To The Start Menu

To save time starting a commonly used program , you can add a shortcut icon to the **start** menu .

- 1- Find the program name in the **All Programs** list
- 2- right click the program name .
- 3- click **Pin To Start Menu** .
- 4- The program appears at the top of the left panel of the **start** menu .

## How To remove (Unpin) a shortcut program from the start menu :

- 1- right click the program name .
- 2- click **Unpin from Start Menu** .

## Adding A Folder Or A File To The Start Menu

To add folder or files to the start menu , do the following :

- 1- Click in the search box .
- 2- Type a word or part of a word in the search box .



3- Drag the required file or folder to the top left section of the start menu .

4- Release the mouse button .



## Removing The Most Used Programs form start menu:

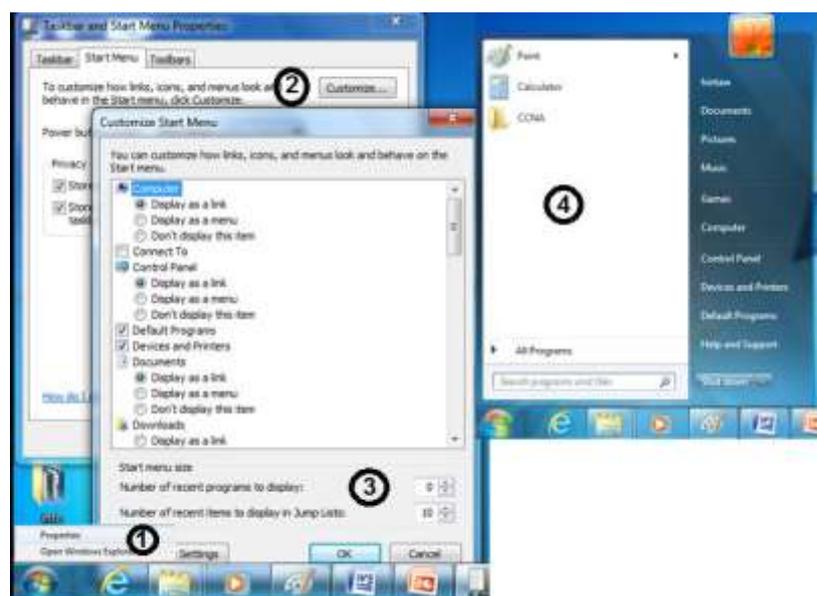
1- Right click the **start** menu and click **properties** .

2- Click the start **menu** tab and then click **customize** .

3- In the "**number of recent programs to display box**" , enter the number of programs you want to display on the **start** menu , and then click **ok** .

4- Click **start** button

Notice that the list of recently used programs is empty



## Hiding Control Panel from start menu

:

1. Right click on the **start** menu and click **properties** .
2. Click the Start Menu tab.
3. Click Customize.
4. Tick "Don't display this item " of control panel.
5. Click OK.

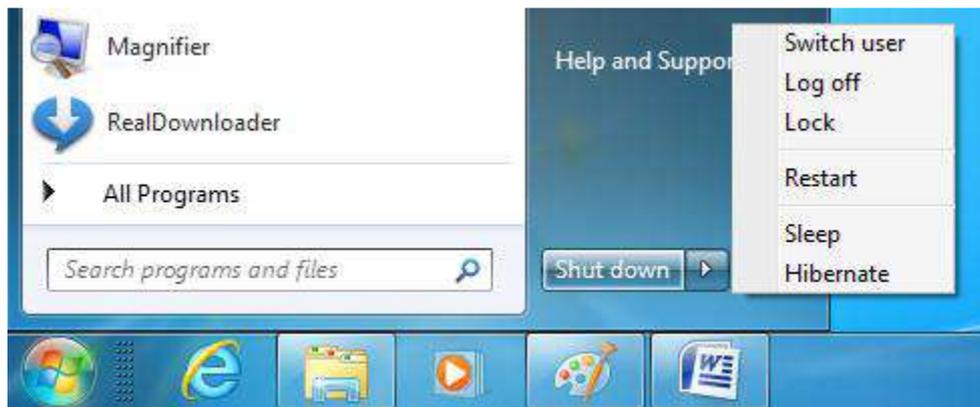


Finally, you can undo any changes and restore the default Start menu by clicking the **Use Default Settings** button

## Turning Off The Computer

### ❖ Shut down :

To turn the power off completely . it is recommended to use this option if you want to install a new memory card or other hardware or if you do not plan to use your computer for several days or more.



### ❖ Restart :

To restart the computer if an application has not responded , or if you install a new application .

### ❖ Sleep :

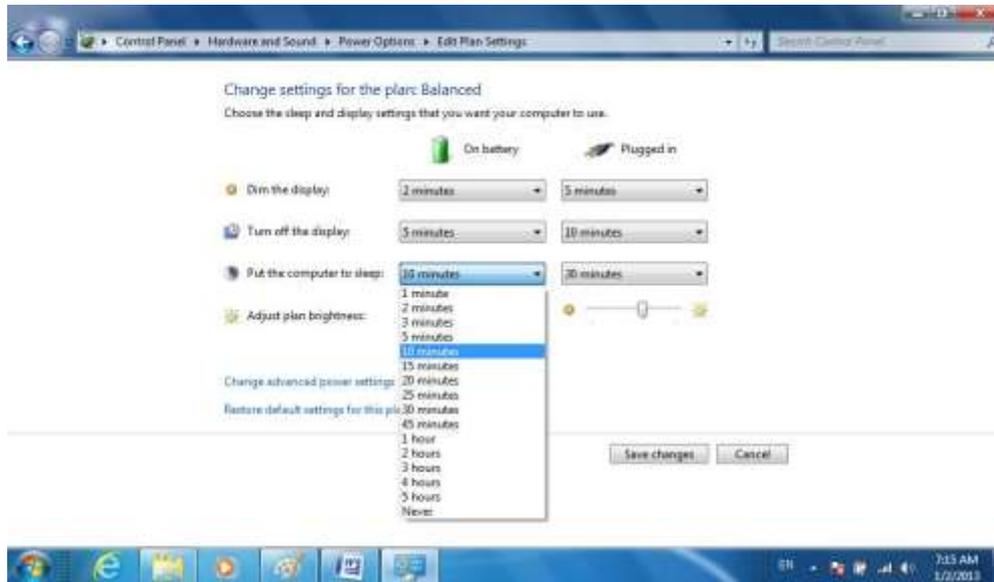
A state in which your computer consumes less power , but remains available for immediate use .

### ❖ Hibernation :

Is a power saving state . saves your open documents and programs to your hard disk and then turns off your computer .

## Setting the computer to go into sleep mode after 5minutes :

- 1- Click the **start** button and then click **control panel** .
- 2- Select **system and security**
- 3- Click **power options**
- 5- On the "**put the computer to sleep**" select 5minutes .



### ❖ **Log off**

Used to close your user account but the computer remains on for easy access the next time you log on .

### ❖ **Switch user**

To interrupt your windows session and let someone else use the computer .  
you can leave programs running , on the welcome screen , click another user account name .

## **Customizing User Accounts**

This enables everyone to sign in, use programs, store their own data, and customize the interface to their liking.

## **Opening User Accounts**

In the Control Panel, click User Accounts and Family Safety → User Accounts .If you are a computer administrator, you will see your account details:

## Make changes to your user account

- Change your password
- Remove your password
- Change your picture
-  Change your account name
-  Change your account type
  
-  Manage another account
-  Change User Account Control settings



win7  
Administrator  
Password protected

Click “Manage another account” to view all user accounts on your computer.

If you are the only user, you will actually see two accounts: yours, and a guest account:

### Choose the account you would like to change



Velsoft  
Administrator  
Password protected



Guest  
Guest account is off

[Create a new account](#)  
[What is a user account?](#)

**Additional things you can do**

-  [Set up Parental Controls](#)
- [Go to the main User Accounts page](#)

Double-click any user account to view or modify its properties.

## Adding a User Account

Click Accounts and Family Safety " Add or remove user accounts:"



**User Accounts**

[Change your account picture](#) |  [Add or remove user accounts](#) | [Change your Windows password](#)

Click the “Create a new account” link near the bottom of the window.  
Give the new account a name and then choose the account type:

### Name the account and choose an account type

This name will appear on the Welcome screen and on the Start menu.

Ahmed

- Standard user  
Standard account users can use most software and change system settings that do not affect other users or the security of the computer.
- Administrator  
Administrators have complete access to the computer and can make any desired changes. Based on notification settings, administrators may be asked to provide their password or confirmation before making changes that affect other users.

We recommend that you protect every account with a strong password.

[Why is a standard account recommended?](#)

Create Account

Cancel

Standard users have nearly full access to the computer, but they are not allowed to make any changes that will affect any other user or compromise the security of the computer. Administrators have full access to all features.

Click Create Account to proceed. The new account will be shown in the list of current accounts:

Choose the account you would like to change



win7  
Administrator  
Password protected



Ahmed3  
Standard user



Guest  
Guest account is off

## Changing User Account Properties

In the Control Panel, click User Accounts and Family Safe accounts” to view all accounts:



User Accounts

Change your account picture | Add or remove user accounts | Change your Windows password

A hand cursor is pointing to the "Add or remove user accounts" link.

Click a user account to view the account details:

#### Make changes to your user account

- Change your password
- Remove your password
- Change your picture
-  Change your account name
-  Change your account type



 [Manage another account](#)

Select any of the options in the list to perform that action on the account. Any new accounts that have been created by you are not immediately equipped with a password, so you have the option to create the password for the account. If the user has forgotten a password, they must contact an administrator in order to have it reset.

### Removing a User Account

Click any of the accounts in the list to view its properties and then click "Delete the account:"

#### Make changes to Ahmed3's account

- Change the account name
- Create a password
- Change the picture
- Set up Parental Controls
- Change the account type
- [Delete the account](#)
- Manage another account



When you click this link, you can choose to keep all files associated with that profile on your desktop or delete all files associated with the account:

#### Do you want to keep Susan's files?

Before you delete Susan's account, Windows can automatically save the contents of Susan's desktop and Documents, Favorites, Music, Pictures and Videos folders to a new folder called 'Susan' on your desktop. However, Windows cannot save Susan's e-mail messages and other settings.

Delete Files

Keep Files

Cancel

If you delete the account, you will be asked to confirm your choice; click Delete Account.

## Shut Down A Non-Responding Application

For any reason your computer may stop responding to the keyboard or the mouse clicking , to shut down a non-responding application , do the followings :

1- Press the **Esc** button on the keyboard to stop any running operation .

2- If the application did not respond , press **Alt+Ctrl +Delete** once , the **Window Task Manger** dialog box will appear as shown in figure 8-12 ,

Click on the not responding application , and then click the **End Task** button .

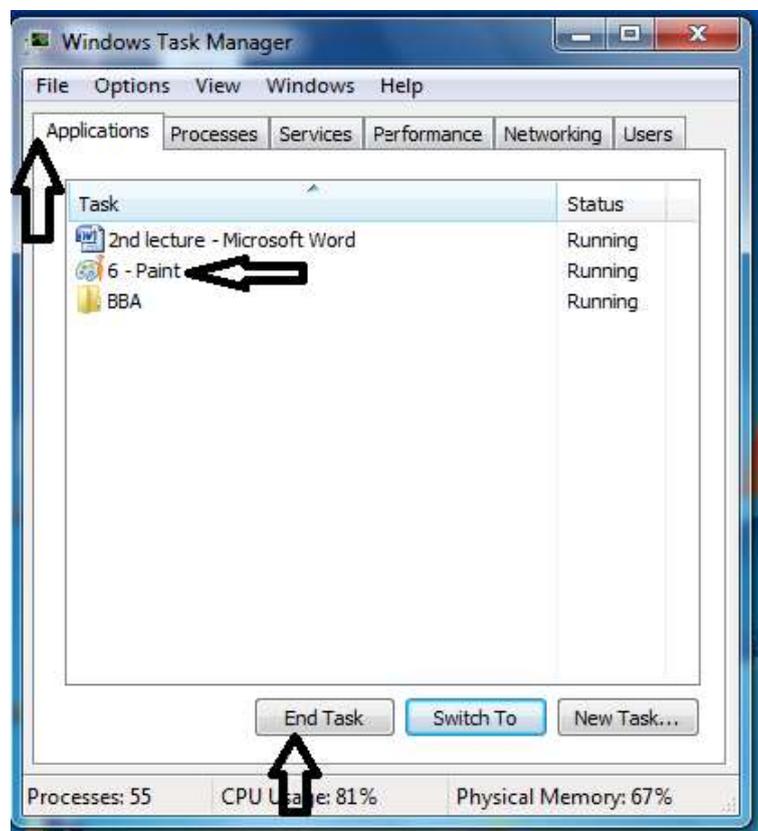
3- If the application did not respond for the above steps ,

Press **Alt+Ctrl+Del** twice ,

This will restart your computer .

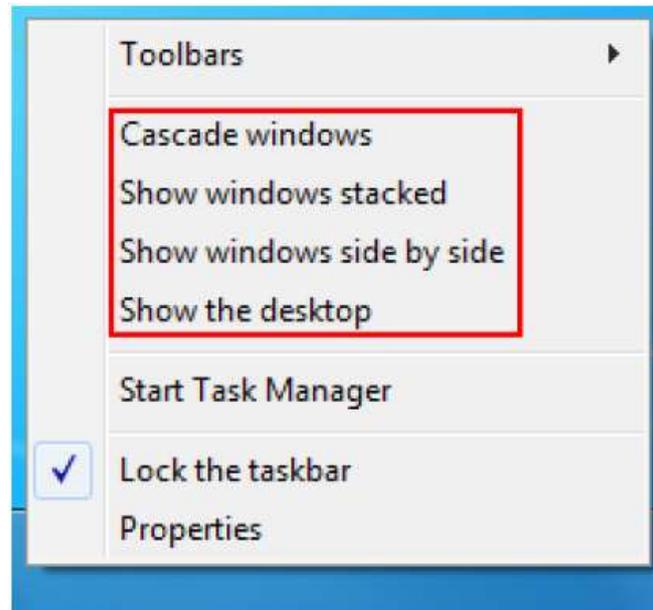
4- If the computer still not responding press the restart button on your computer .

If this problem appears frequently , it is recommended to contact a specialist .



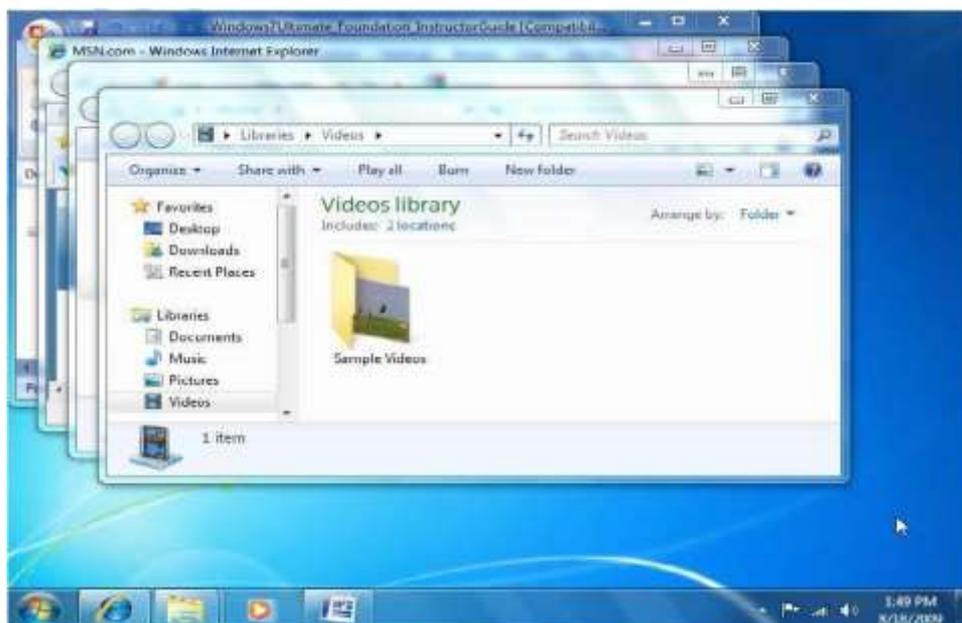
## Window Management

Manually resizing windows is easy with two or three windows, but quickly becomes impractical when dealing with many windows. Nonetheless, it is easy to arrange windows by using the Taskbar. Most of these options are available by right-clicking an empty area of the taskbar:

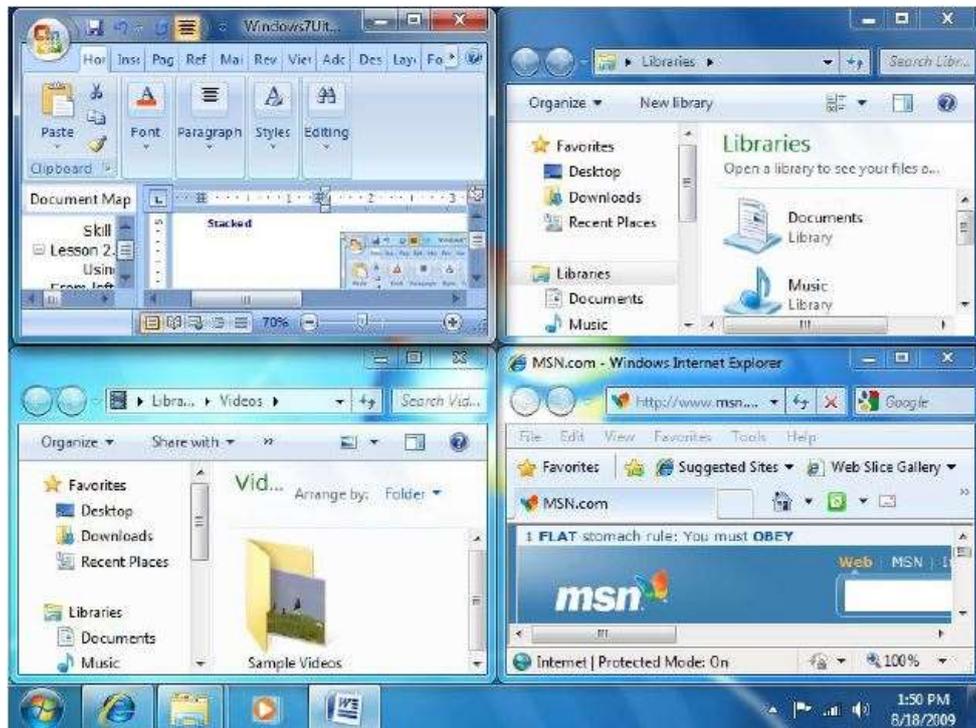


Windows 7 gives you four options to arrange the windows currently open on your desktop:

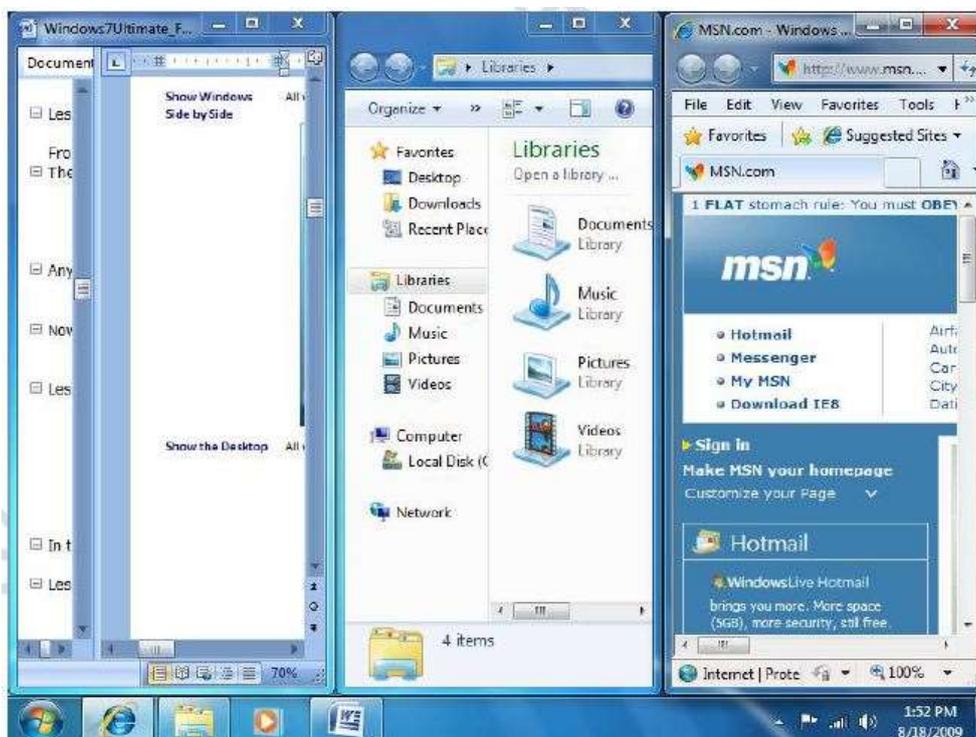
**Cascade Windows** All windows are arranged horizontally like sheets of paper on the desktop, with only the title bar of most windows visible



**Show Windows Stacked** All windows are stacked together like a stack of boxes:



**Show Windows Side by Side** All windows will be arranged into vertical columns:



**Show the Desktop** All windows are minimized, showing the desktop.