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Windows Aero Desktop

If you have several windows open at once and want to hide all but one of them, click and hold your mouse button on the title bar and shake your mouse back and forth. This is called Aero Shake. All of the other windows will minimize. For example, let's assume we wanted to view only the Internet Explorer window (on the right at the bottom of the pile):



Sizing Windows

Any window that is not minimized or maximized can be manually resized. Move your mouse pointer to the outside edge of an open window. When the mouse pointer changes to    click and drag the border of the window as large or small as you like.

Control panel

The **control panel** is full of specialized tools that are used to change the way windows looks and works.



let's go over the different sections:

System and Security

This section deals with the overall operation and stability/security of Windows 7. Here, you can open the Action Center, check system settings, manage Windows Update settings and power consumption options, and access other administrative tools.

- Action Center
- Windows Firewall
- System
- Windows Update
- Power Options
- Backup and Restore
- Bitlocker drive Encryption
- Administrative Tools

Network and Internet

Use this option to modify how your computer will interact with others if you are on a network. Manage network settings, set up and use the Homegroup network to interact with other Windows 7 computers, and modify Internet Explorer 8 settings.

- Network and Sharing Center
- Homegroup
- Internet option

Hardware and Sound

This option allows you to modify settings for all hardware connected to your computer. This can include printers and scanners, mice, keyboard, speakers, digital cameras and audio devices, game controllers, and modems. You can also modify AutoPlay options for removable media, adjust sound and power usage options, and change display settings.

- Devices and Printers
- Auto play
- Sound
- Power Options
- Display

Programs

Install or uninstall third-party programs, set which programs will be associated with which file type, and manage gadgets.

- Programs and Features
- Default Programs
- Desktop Gadgets

User Accounts and Family Safety

Manage users on your computer. These options are useful if the computer is to be used at home or in an office setting where many people will share the same computer. Use Windows CardSpace and the Credentials Manager to manage personal data.

- User Accounts
- Parental Controls
- Credential Manager

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Appearance and Personalization

Adjust the look and feel of your computer here. Manage how the Start menu looks, adjust a number of visual elements, customize how a folder displays its contents, and view fonts that are installed on your computer.

Gadgets

- Personalization
- Desktop Gadgets
- Taskbar and start Menu
- Ease of Access Center
- Folder Options
- Fonts

Clock, Language, Region

Use this option to change the date and time, change the language pack that is installed on your computer, or change other regional options such as currency and number formats.

- Date and Time
- Region and Language

Ease of Access

Windows 7 includes a number of different options for users who are differently abled. Enhanced contrast, text-to-speech options, and user input options allow almost anyone to have full access to Windows

- Ease of Access Center

Additional Options

If you have some hardware or software on your computer that can directly influence the day-to-day operation of your computer, you may see additional options in the Control Panel.

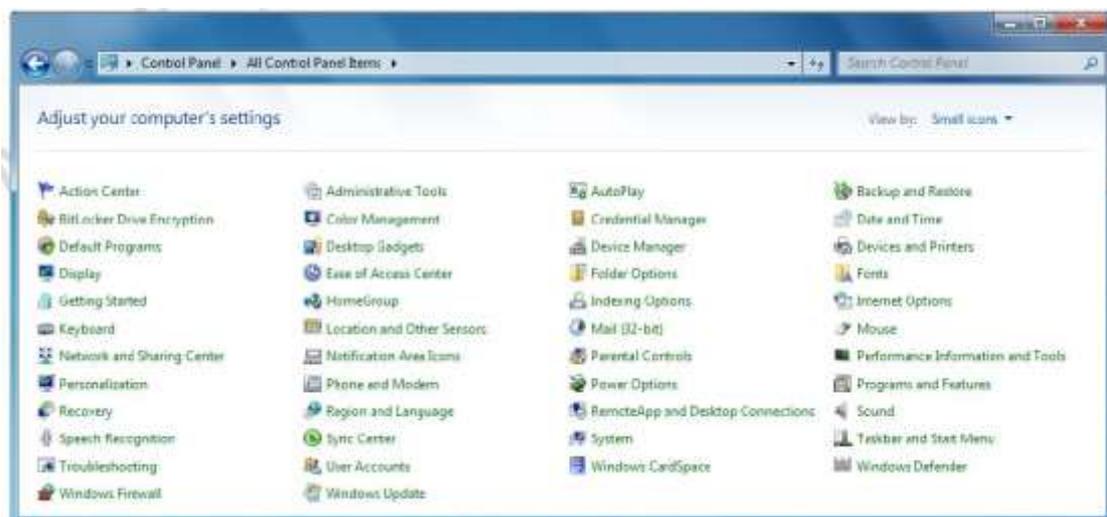
Some options are repeated in the different categories.

Changing the View

For a complete listing of all sub commands in the Control Panel, click the “View by” combo box and select either Large or Small icons:



This will list all commands that do a specific thing with your computer. (You may see more or fewer icons on your computer.)



Customizing the Desktop

Desktop background

The background is the main area of the desktop , you can add an image or a color background .

1- Select the **control panel** from the **start** menu . the control panel window will appear . Select **Appearance And Personalization** category , select the **Personalization** option and then click **desktop background** .

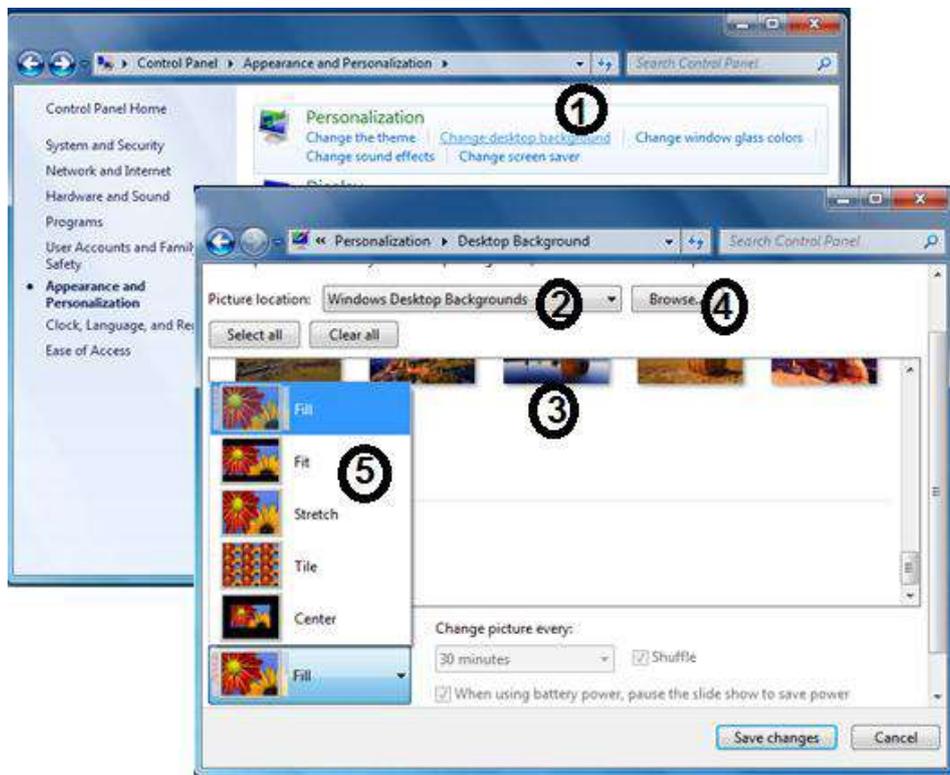
2- Click down arrow next to **picture location** to view available picture categories .

3- Click the picture you want to your desktop background . see figure 38-8.

4- Click **Browse** to search for background picture in other folder or on other drives .

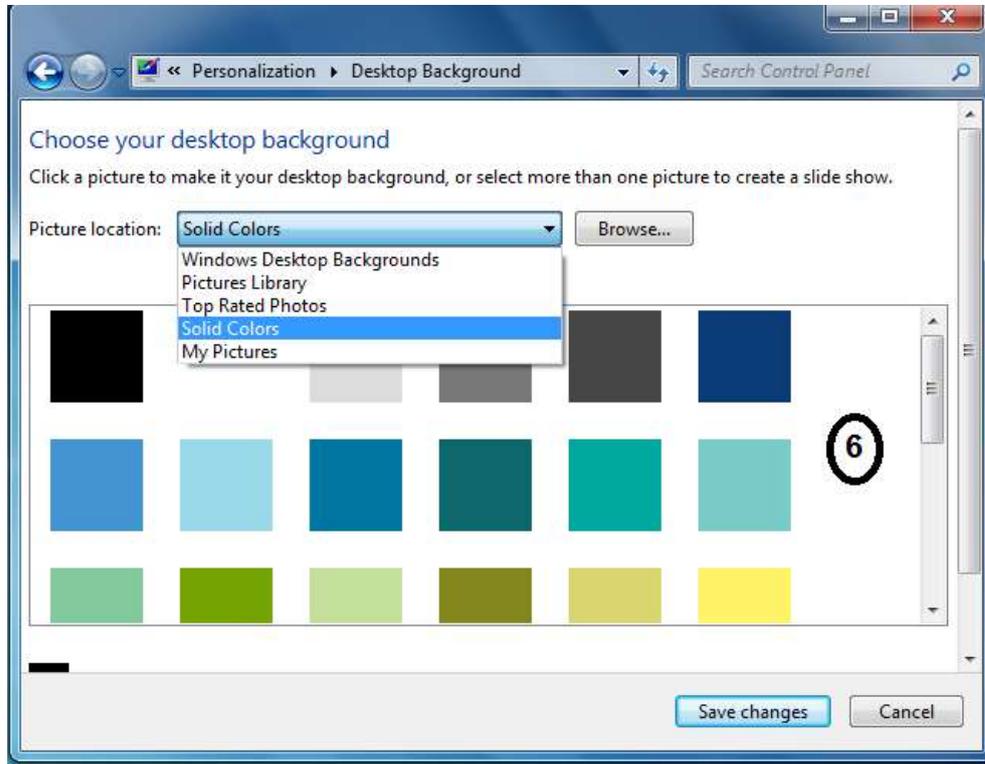
5- Click the drop down arrow next to **Picture Position** , and then chose the option that you want for example select :

- Tile** to repeat the image over your entire screen .
- Center** to display the image in the center of your screen .



6- To change the color of the background ,

Click the down arrow in the **picture location** box and then click on **Solid Colors** . Click a color .

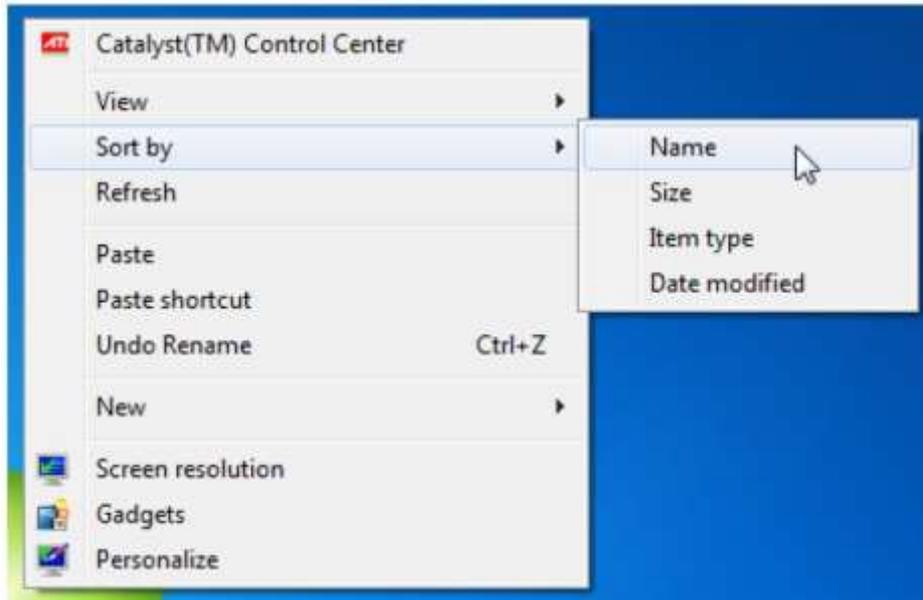


Sorting Icons

If you use your desktop as a place to dump files and deal with them later (like me) it sometimes comes in handy to first sort the icons in different ways. Consider the following icons on my desktop right now:

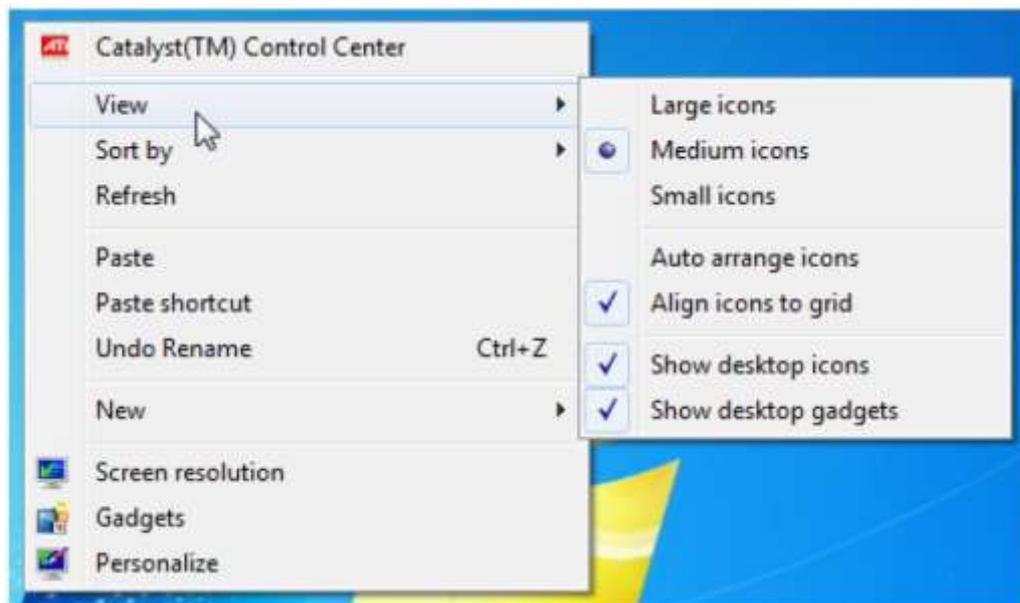


As you can see, there are files, folders, and other icons arranged in no particular order. Windows allows you to sort these icons by Name, Size, Type, and the Date they were modified. To do this, right-click on any empty space on the desktop, point to Sort, and click an option. Since I have lots of different kinds of files, I will sort by name:



Setting View Options

By default, Windows displays medium size icons and aligns the objects to an invisible grid. However, Windows allows you to modify lots of display options, including the look of the icons themselves. You can change view options by right-clicking on the desktop and pointing to View:



Let's explore the different options:

Icon Size

Choose between large, medium, and small icon sizes:



Auto Arrange

If you arrange your icons by name as we did earlier in this lesson, then enabling Auto Arrange will automatically sort any new folders or file types alphabetically into the icons that already exist. For example, if your desktop contains biographies of famous people and you sorted all of them by name, then any new file would automatically be placed in alphabetical order for you.

Align to Grid

All of the icons on the desktop are by default arranged in a grid

Screen saver

The screen saver replaces the display on the screen with an animated graphic after a set time interval when the computer is unattended .

1- Select the **control panel** from the **start** menu . the **control panel** window will appear

Select **Appearance And Personalization** category .

Select the **screen saver** option . see figure 8-40 .

2- Select the **screen saver** you want from the menu in the screen saver box

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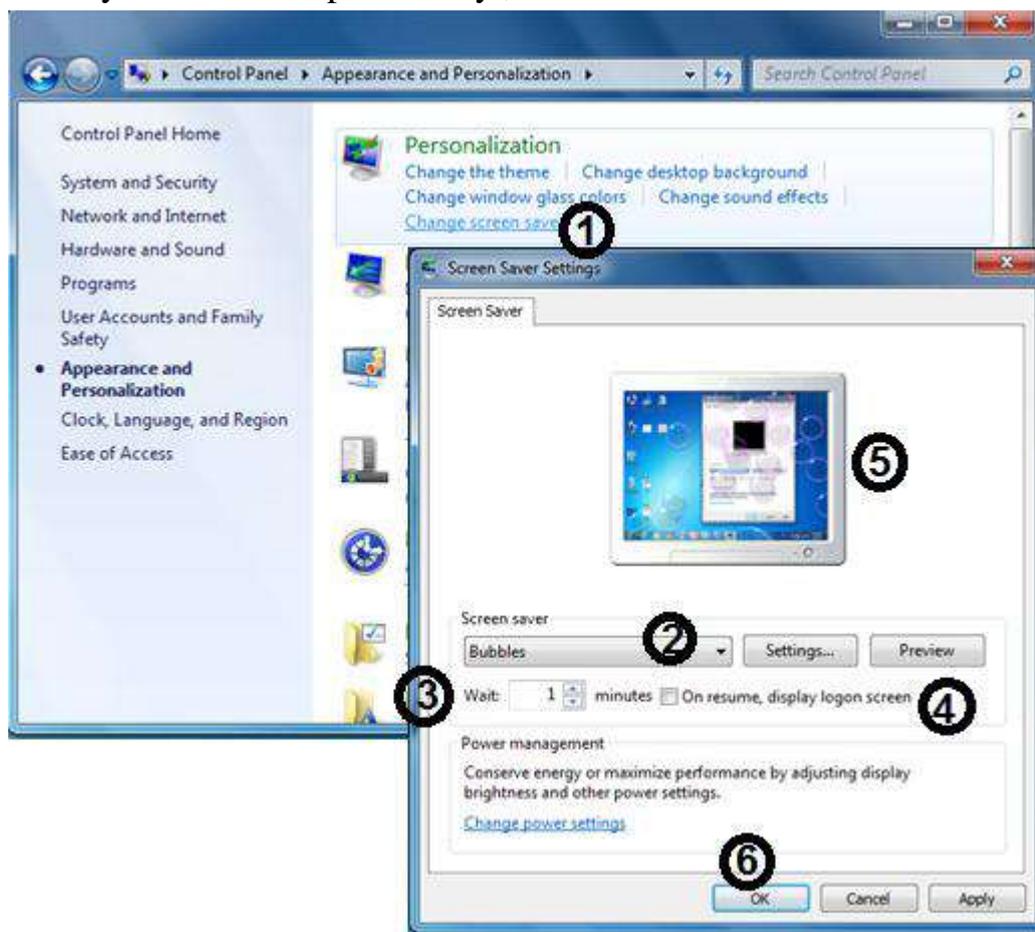
If you do not want a screen saver , select **None** .

3- In the **wait** box , type a number or click the up or down arrow to select the amount of time the screen saver waits before it appears on the screen .

4- You may require the user to enter password to resume use of the computer .

5- Click **preview** to see what screen saver look like .

6- Choose **Apply** to make your changes and leave the dialog box open , or choose **Ok** to make your changes and close the dialog box , When you move your mouse or press a key , the normal screen return .



Date And Time

To change your computers date and time, do the following :

1- Select the **control panel** from **start** menu .the **control panel** window will appear .

Select **Clock , Language And Region** category .

2- Click the **Date And Time** , the date and time dialog will appear .

3- To change your time zone , click the **Change Time Zone** button .

Your time zone from the drop down list . see figure 8-41.

4- Click the **Automatically Adjust Clock For Day Light Saving Change** , check box to have window automatically adjust for daylight saving time .

5- To change the **Month** ,

Click the month list , and then click the correct month .

to change the **year**, click the arrow in the year list or type year .

6- To change **days** ,

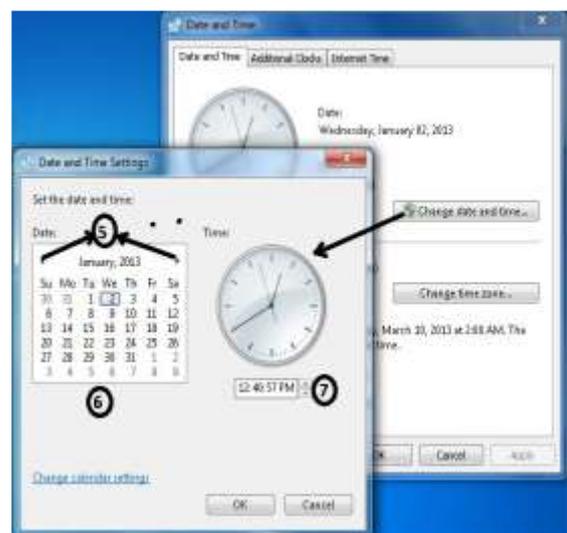
Click the correct day on the calendar .

7- To change the **Time** ,

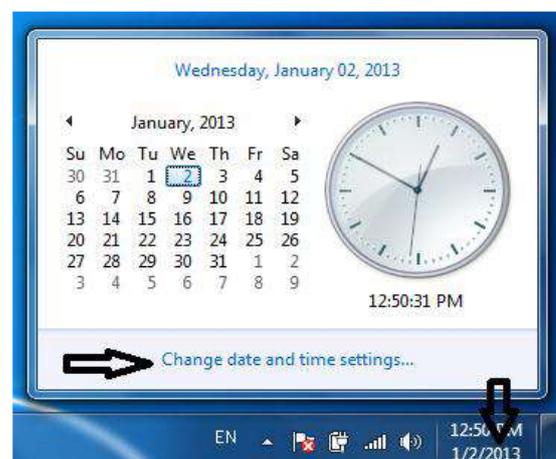
Double click the hour , or the minutes or the seconds , and then click the arrow to increase or decrease the value . see figure 8-42.

To change **Am/Pm** indicator , select it , and then click the arrows.

Click **OK** to close the dialog box .



You can also open the **Date And Time Properties** dialog box by clicking the clock icon on the taskbar . see figure



Region Settings

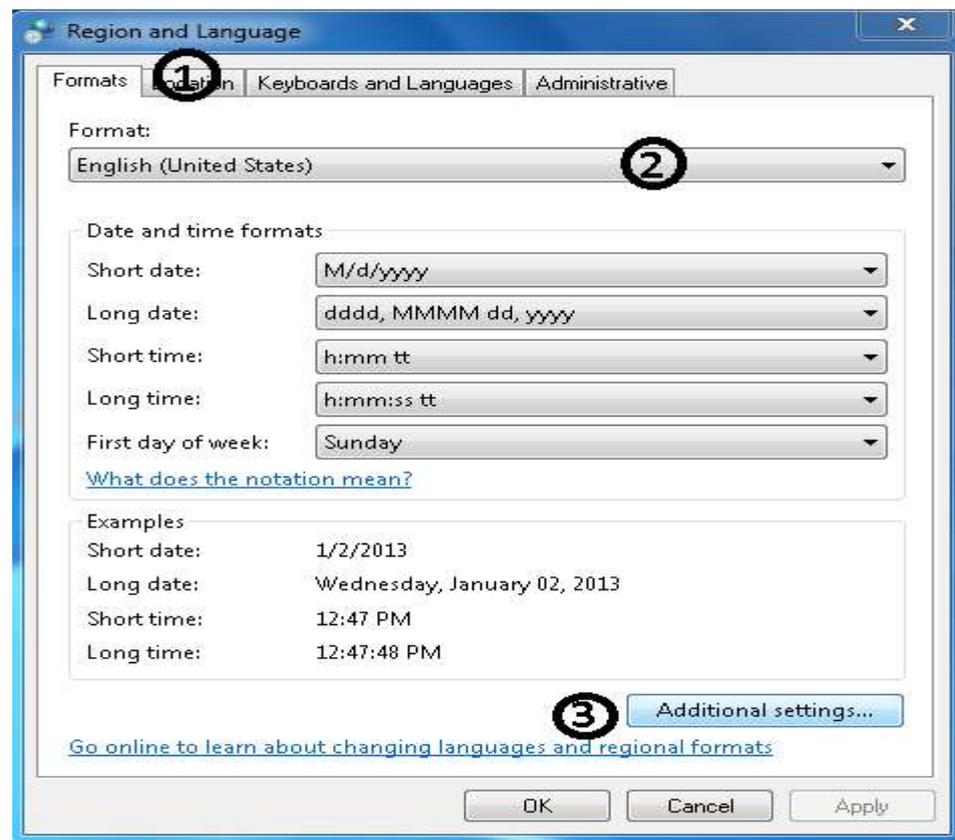
To change the way your computer display numbers , currency **Date And Time** , *do the following* :

1- Select **control panel** from **start** menu , **control panel** window will appear .

Select **Clock ,Language And Region** category . the dialog **Clock ,Language And Region** will appear .

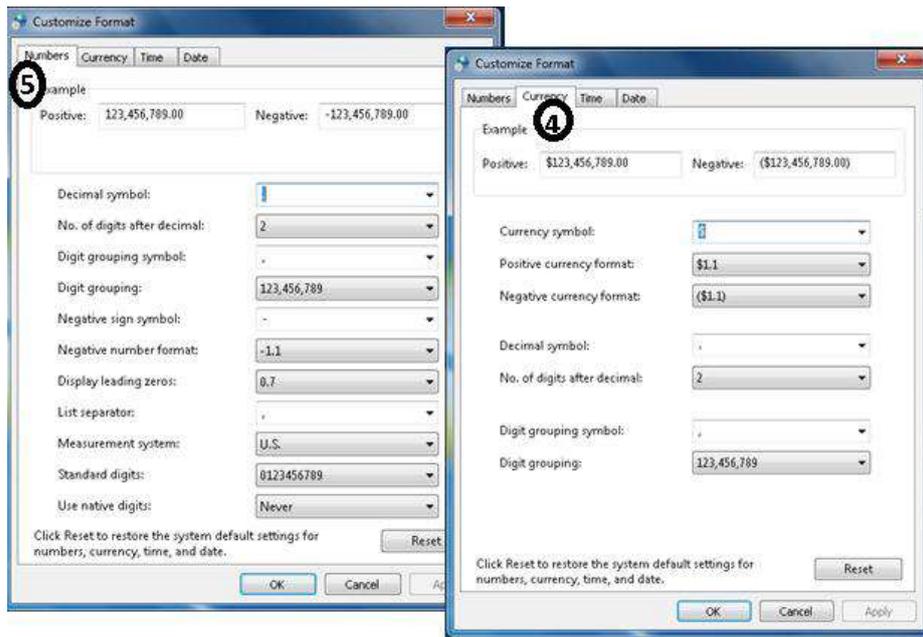
2- Click the arrow next to **Format** list and then select the local to use for the display of the date ,time ,currency , and measurements .

3- Click **Additional Settings** if you want to change individual settings for date , time , numbers , or currency



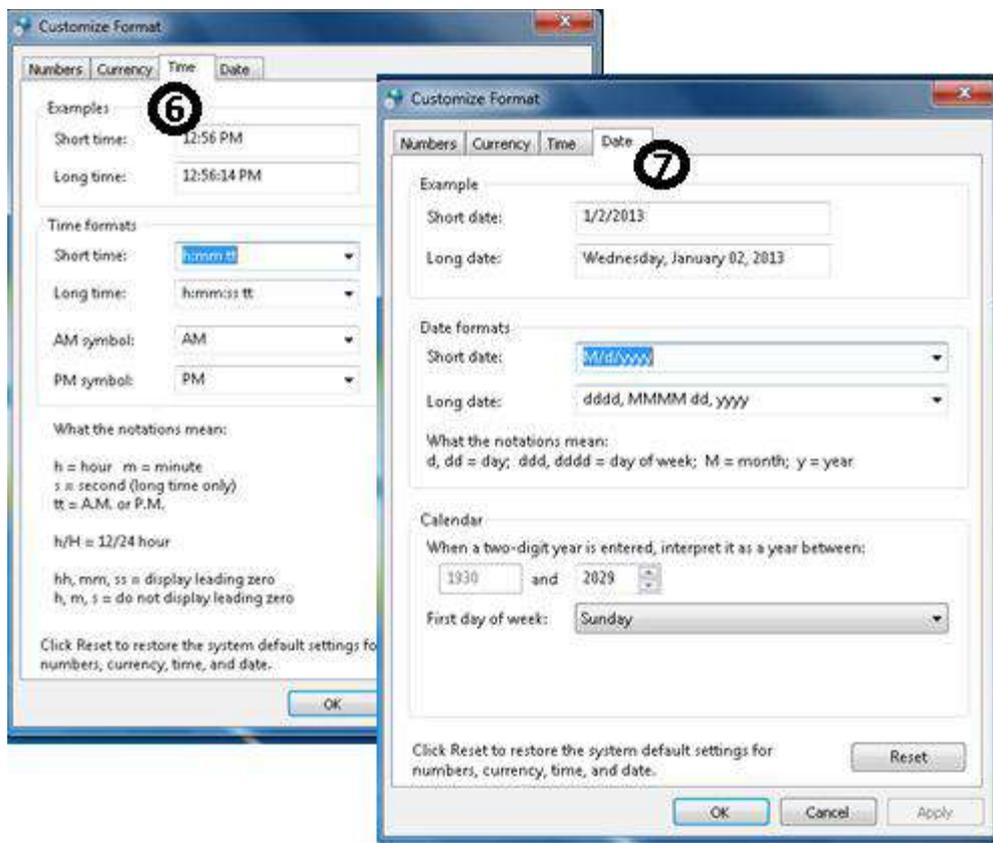
4- To change the way our computer displays , **Numbers** , click the numbers tab . ,make the changes you want , such as the decimal symbol and the measurement system used .

5- To change the way your computer displays Currency values , click the **Currency** tab , such as the currency symbol .



6- To change the way your computer displays the **Time** ,click the time tab.see figure 8-46 .

7- To change the way your computer displays the date , click the **Date** tab



Set , Change Keyboard Language

If you are using another language , you can change and set keyboard language as follows :

1- Click **start** button , and then click **control panel** , the **control panel** window will appear .

Click **Clock And Language Region** , click **Region And Language** , the **region and language** dialog will appear .

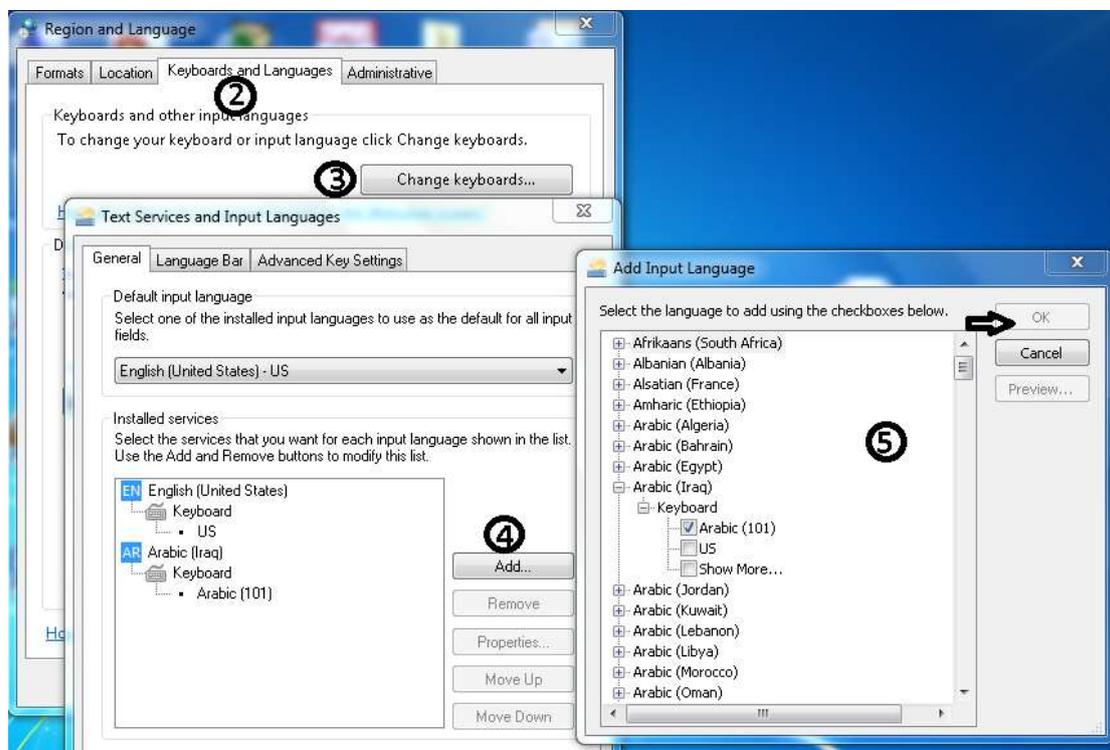
2- Select the **keyboard and language** tab .

3- Select the **change keyboard** button . the text services and input language dialog box will appear . as shown in figure 8-47.

The default language appears under the **Default Input Language** box .

4- Click **Add** to add a new language . the **Add Input Language** dialog will appear .

5- select the language you want to add and then click **OK**



Resolution Settings

The screen resolution determines the amount of information that appears on your screen . to change your screen resolution , do the following :

1- Select the **control panel** from **start** menu , the **control panel** window will appear .

Select the **Appearance And Personalization** category .

Select **Adjust Screen Resolution** . a new dialog box will appear as shown in figure 8-49.

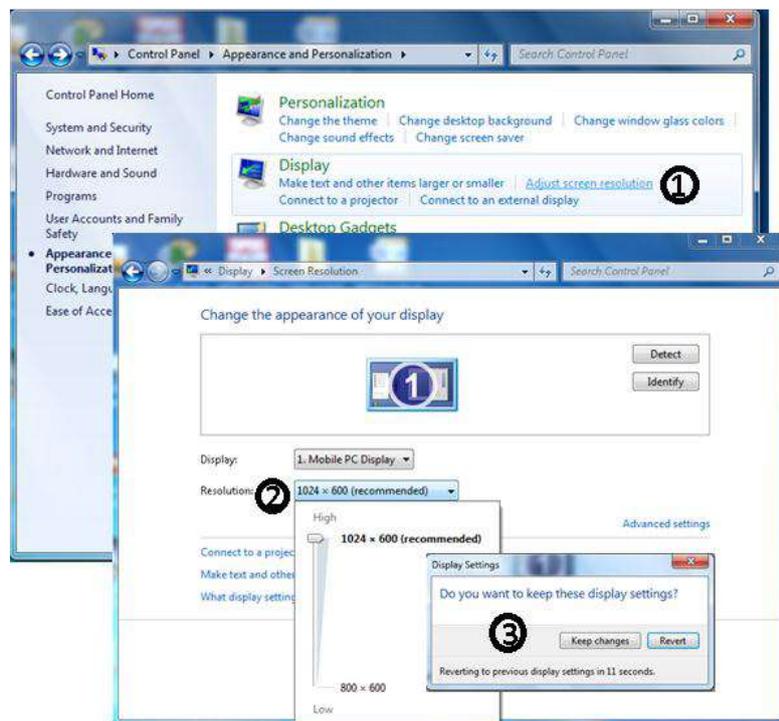
2- Click the drop down arrow next to **Resolution** ,

Drag the slider to the resolution you want . low resolution makes items on the screen appear large , although the screen area is small .

High resolution makes the overall screen area large , although individual items appear small .

3- Click **OK** . A “**Display Settings** “ dialog box prompting that desktop has been reconfigured .

Click on **Keep Changes** to keep the new settings , or click **Revert** to go back to the previous resolution .



Adding / Removing Programs

1- Select the **Control Panel** from the **Start** menu , the **Control Panel** window will appear .

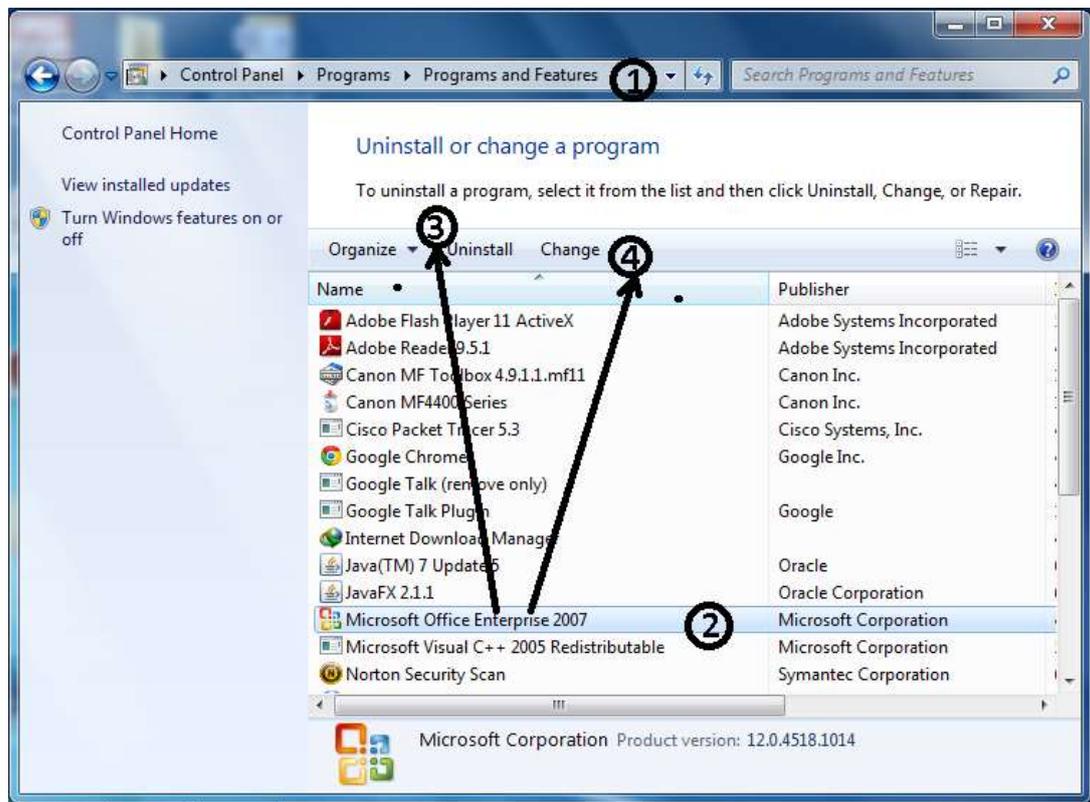
Select **Programs** category and then click **Programs And Features** .

2- A list of currently installed programs is displayed .

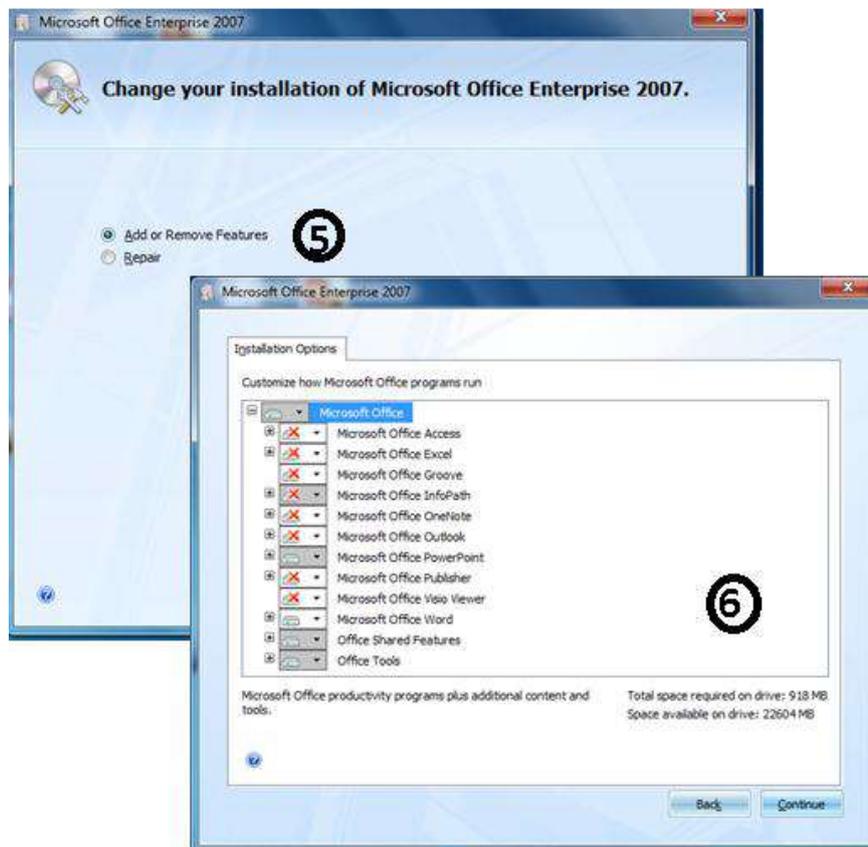
3- Select the program that you want to remove and then click **Remove** .
see figure 8-51

4- To add new features , click **Change** .

5- To change which features are installed or remove specific feature ,
select **Add** or remove feature and then click **Continue** .



6- Click the feature you want to display and then click **Continue**



Installing New Program

To install new program to your computer using a CD , *do the following* :

1- Put the application program **CD** in the appropriate drive .

On the **Start** menu , click **Computer** .

Right click the drive , and then click **install** or run program .

2- The install program from CD ROM dialog box will appear .

Click the next button in order to display a run installation program dialog box .

Click the **Brows** button to search for a setup program in the **CD** of Floppy disk .

Click the **Finish** button in order to continue the installation process .