An Introduction to Microsoft Windows

7

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Introduction to Microsoft Windows 7

Windows 7 is Microsoft’s latest and most enhanced computer operating system. Windows 7 is the next generation of Windows Vista, and it has some key user-interface changes that affect the handling of system:

- Taskbar Modifications
  - Start Button and Menu
  - Application Icons
  - Show Desktop feature: Aero Peek
- Pinning Programs
- Jump Lists
- Juggling and Managing Multiple Open Windows
  - Side-by-side or full screen mode: Aero Snap
  - Full vertical
  - One window recovery: Aero Shake
- Gadgets
- Keyboard Shortcuts
Taskbar Modifications

The entire Taskbar now performs the Quick Launch function, making searching for programs and files easier with the new Searchbox that automatically generates and sorts search results.

Windows 7 achieves a cleaner and more streamlined look with the improved Taskbar and its new Start Button and Menu, its Application Icons, and its Show Desktop features.

Start Button and Menu

The Start Button no longer contains the word ‘start’—instead, it simply consists of a globe with the Windows logo inside of it—however, the Start Button’s position and function remains the same (the far-left corner of the Taskbar and Start Menu initiation, respectively).

The Start Menu opens to a more compact, yet fully scrollable list of All Programs (the word ‘My’ has been removed from the title of all programs). The Start Menu’s position and function also remains the same (opening from the Start Button and program initiation, respectively).
Application Icons

Application Icons appear in a row-list located directly to the right of the Start Button. The icons appear both for open applications (with a slight glow around the icon) and for Pinned applications.

Initiate a preview of an open application by hovering over that Application’s Icon. Simply click and drag the Application Icons around the Taskbar to rearrange their order of appearance.

Show Desktop feature: Aero Peek

The Aero Peek is a quick-click function—always accessible in the far-right corner of the Taskbar—that allows the user to easily view the desktop. Hover over the button and open windows will become transparent [with noticeable outlines]. Click the button and open windows will minimize; click again and open windows will maximize.
Pinning Programs

To Pin a program means to create a Taskbar or Start Menu application-activation shortcut that gives easy access to programs, free from Start Menu navigation.

To Pin a program, either right-click on the Application Icon in the Taskbar (if the program is already open) or navigate to it in the Start Menu and then right-click on the program’s title. Choose Pin to Taskbar or Pin to Start Menu, depending on location preference.

To Unpin a program, follow the same steps as above except choose Unpin instead of Pin.

Jump Lists

The Jump List has replaced the Most Recent Items list. The Jump List is more readily accessible and it provides quick reference to not only recently-opened documents, but also to frequently visited websites, quick-click tasks such as new email composition and/or meeting requests, frequently viewed folders and more. Pin items to a Jump List by simply hovering over the item and clicking the Pushpin Icon that appears; Unpin items in the same manner (Please note that Unpinning an item from a Jump List does not delete that item from the computer).
Juggling and Managing Multiple Open Windows

Windows has added new quick-click and drag features that allow for easier Desktop navigation between open windows.

*Side-by-side or full-screen mode: Aero Snap*

For easier copy and comparison, arrange windows side-by-side with Aero Snap by simply clicking an open window’s title bar and dragging it to either side of the screen until an outline appears that takes up half of the width and height of the Desktop. Ensure that the mouse cursor touches the side of the screen. Release the mouse and the dragged window will expand to fit that outline. Repeat the process with the second window to the opposite side of the screen and, voila, equally-dimensioned side-by-side windows. To return the window to its previous size and location, simply drag the title bar away from the top of the screen until the window snaps back to its original dimension.

To maximize a window to full screen with Aero-Snap simply click and drag the window’s title bar to the top of the screen. A maximized outline will appear and, once the mouse, is released the window will snap to fit that outline.
**Full vertical**

To expand a window to reach its full vertical height, without changing its width, simply click either the top or bottom bar of the window and drag it to the desired height.

**One window recovery: Aero Shake**

If too many windows are open on the screen and it is difficult to navigate between them, or a mass minimization must be done, simply click on the title bar of the window to remain open and shake that window until all the others are minimized. Repeat that process to re-maximize windows.

**Gadgets**

Right click on the desktop to access the new Windows 7 **Gadgets**. Gadgets are the Windows equivalent of Mac Apps and they provide easy access to information and sub-programs, like weather, news, traffic, games, pictures, etc. Simply double click on the Gadget to place it on the desktop and **Aero-Peek** the desktop anytime to view and use these Gadgets. Want more? Simply visit the Windows website to download extra Gadgets.
# Keyboard Shortcuts

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<th>Keys</th>
<th>Function</th>
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<tbody>
<tr>
<td>+ Down Arrow</td>
<td>Minimize current window.</td>
</tr>
<tr>
<td>+ Up Arrow</td>
<td>Maximize current window.</td>
</tr>
<tr>
<td>+ Left Arrow</td>
<td>Send window left.</td>
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<tr>
<td>+ Right Arrow</td>
<td>Send window right.</td>
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<tr>
<td>+ D</td>
<td>Show/Hide Desktop.</td>
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<tr>
<td>+ X</td>
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<tr>
<td>+ E</td>
<td>Launch Windows Explorer.</td>
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<td>+ L</td>
<td>Lock computer.</td>
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<tr>
<td>+ Tab</td>
<td>Move between open windows.</td>
</tr>
<tr>
<td>+ Ctrl + Tab</td>
<td>Flip through programs using Aero Flip 3-D.</td>
</tr>
<tr>
<td>Ctrl + C</td>
<td>Copy the highlighted item.</td>
</tr>
<tr>
<td>Ctrl + X</td>
<td>Cut the highlighted item.</td>
</tr>
<tr>
<td>Ctrl + V</td>
<td>Paste the highlighted item.</td>
</tr>
<tr>
<td>Ctrl + Z</td>
<td>Undo an action.</td>
</tr>
<tr>
<td>Ctrl + Y</td>
<td>Redo an action.</td>
</tr>
<tr>
<td>Ctrl + A</td>
<td>Select all items in a window or document.</td>
</tr>
<tr>
<td>Ctrl + Shift + Esc</td>
<td>Open the Task Manager.</td>
</tr>
<tr>
<td>Ctrl + Esc</td>
<td>Open the Start Menu.</td>
</tr>
<tr>
<td>Alt + Up Arrow</td>
<td>View the previous folder in Windows Explorer</td>
</tr>
<tr>
<td>Alt + F4</td>
<td>Close or exit the active item.</td>
</tr>
<tr>
<td>F3</td>
<td>Search for a file or folder.</td>
</tr>
<tr>
<td>F2</td>
<td>Rename the selected item.</td>
</tr>
<tr>
<td>F1</td>
<td>Display help.</td>
</tr>
</tbody>
</table>

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Conclusion

Windows 7 helps achieve efficiency and innovation. Most other Windows 7 changes are easy to learn and navigate through. For further guidance and more comprehensive tutorials, please visit the complementary content links listed on the next page.

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Tel: 780-492-9731
Fax: 780-492-7303
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Complementary Content

For further guidance and to access more comprehensive tutorials, please visit the links below:

- [Pre-Office 2003 to Office 2010 Migration Guides and Comprehensive Microsoft Training Courses](#)
  
  This link leads to multiple Microsoft Office training courses. The courses are directed toward users who have used only pre-2003 Microsoft Office versions. With a series of videos, questionnaires and tests, the training courses comprehensively integrate, train and transition the user from pre-2003 into current 2010 Microsoft Office programs.

- [Office 2003 to Office 2010 Migration Guides](#)
  
  This link leads to multiple Microsoft Office 2010 PDF guides. Each guide gives an overview of a particular Office 2010 program and offers in-depth directions for transitioning from Office 2003 to Office 2010.

- [Office 2007 to Office 2010 Migration Guides](#)
  
  This link leads to multiple Microsoft Office 2010 PDF guides. Each guide gives an overview of a particular Office 2010 program and offers in-depth directions for transitioning from Office 2007 to Office 2010.

- [Office Help and How-To](#)
  
  This link leads to multiple Microsoft Office tutorial options. Based on a particular need, the user can choose which Microsoft Office Help and How-To link to follow.

- [Office Videos](#)
  
  This link leads to a collection of videos that visually demonstrate the Office 2010 transitions, tutorials and migration guides.

- [Get Started with Office 2010](#)
  
  This link leads to the Microsoft Office 2010 homepage.

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