

NIELIT Gorakhpur

Course Name: O Level (2nd Sem)

Topic: Windows 7 gui contd

Subject: ICT

Date: 31-03-20

Taskbar

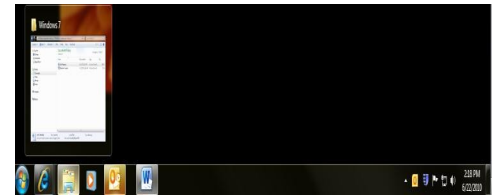
The Taskbar and its functionalities have been redesigned to include pinning programs to the Taskbar, viewing live previews of open programs, and close any open programs right from the live preview.

Live Thumbnails

To view a Live Thumbnail- rest your mouse on the program in the Taskbar

To get a quick glimpse of the

window contents- Rest your mouse on the Live Thumbnail



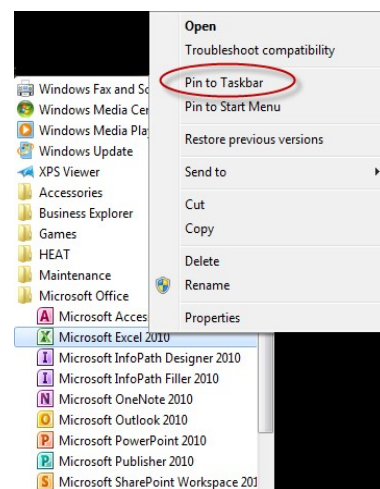
Closing a window from the Taskbar

1. Locate the open program in the Taskbar and rest your mouse on the window
2. Click the X in the upper right corner of the window



Pinning a program to the Taskbar

3. Find the program in the Start Menu
4. Right-click on the program
5. Click Pin to Taskbar OR



Show Desktop

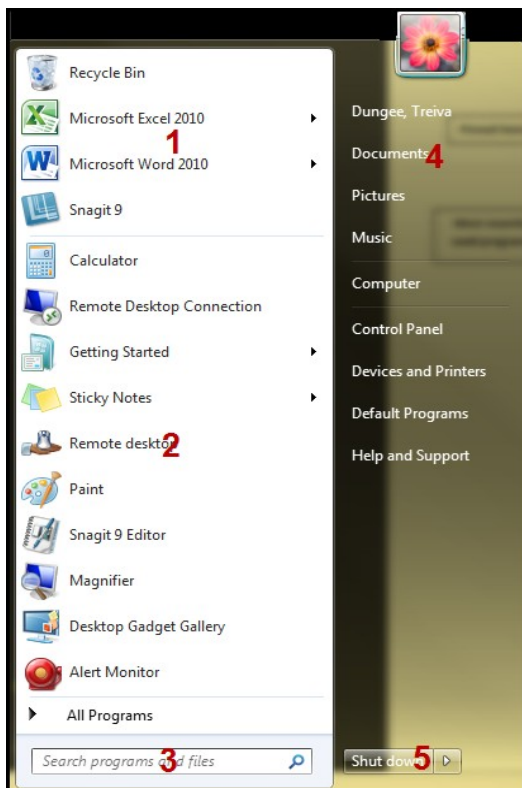
To get a quick look at your desktop or to minimize items quickly use the Show desktop bar, located in the bottom right of your screen



Start Menu

The Start Menu is the main gateway to the programs, folders, and settings on your computer. It's called a menu because it provides a list of choices, just as a restaurant menu does. The “Start” button is often the first place that you'll go to open programs and items.

Use the Start Menu to do common activities: Start programs, open frequently used folders, search for files, folders, and programs, adjust computer settings, get help with the Windows operating system, turn off the computer and log off from Windows or switch to a different user account.



Pinning to the Start Menu

1. Right-click on a program
2. Select Pin to Start Menu

Section 1: List of items that are pinned to the Start Menu. (*Right-click on a program – select Pin to Start Menu*)

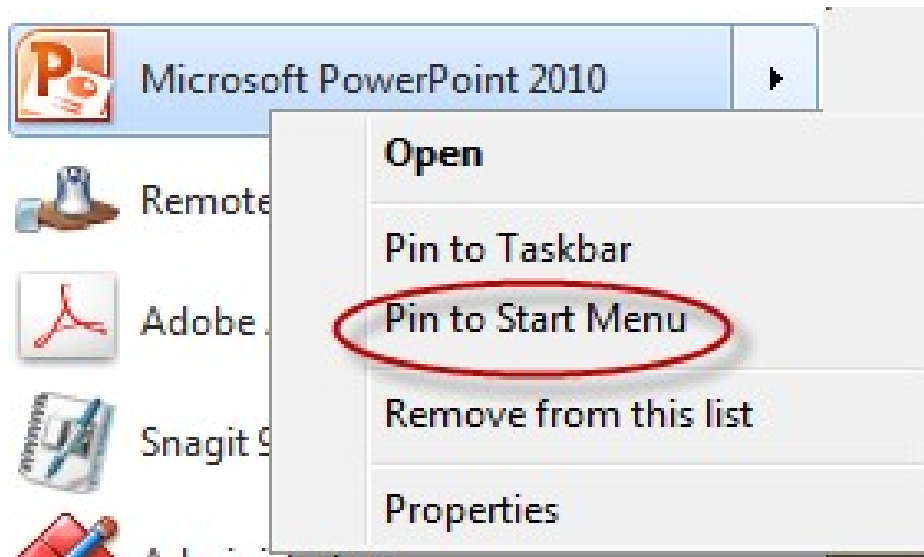
Section 2: List of programs that were previously opened. Click *All Programs* to see the full list of programs available to you on your computer.

Section 3: Search Box, use this box to perform a search on your

computer for a particular program or file.

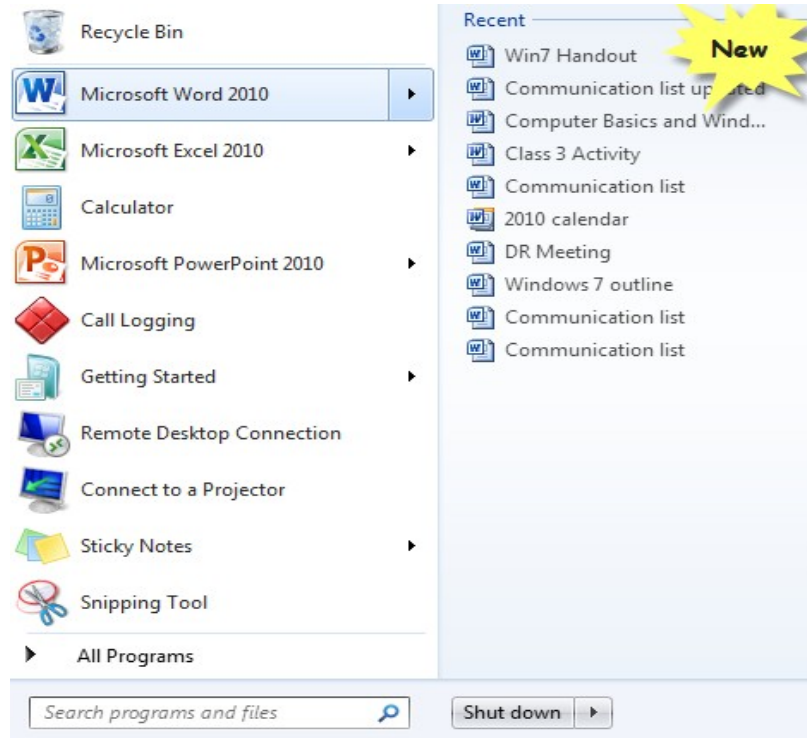
Section 4: This section houses links to other Windows options you frequently use.

Section 5: Power button. Click the Shutdown button to turn off your computer. Clicking the arrow next to the button displays a menu with additional options for switching users, locking the system, logging off, or restarting.

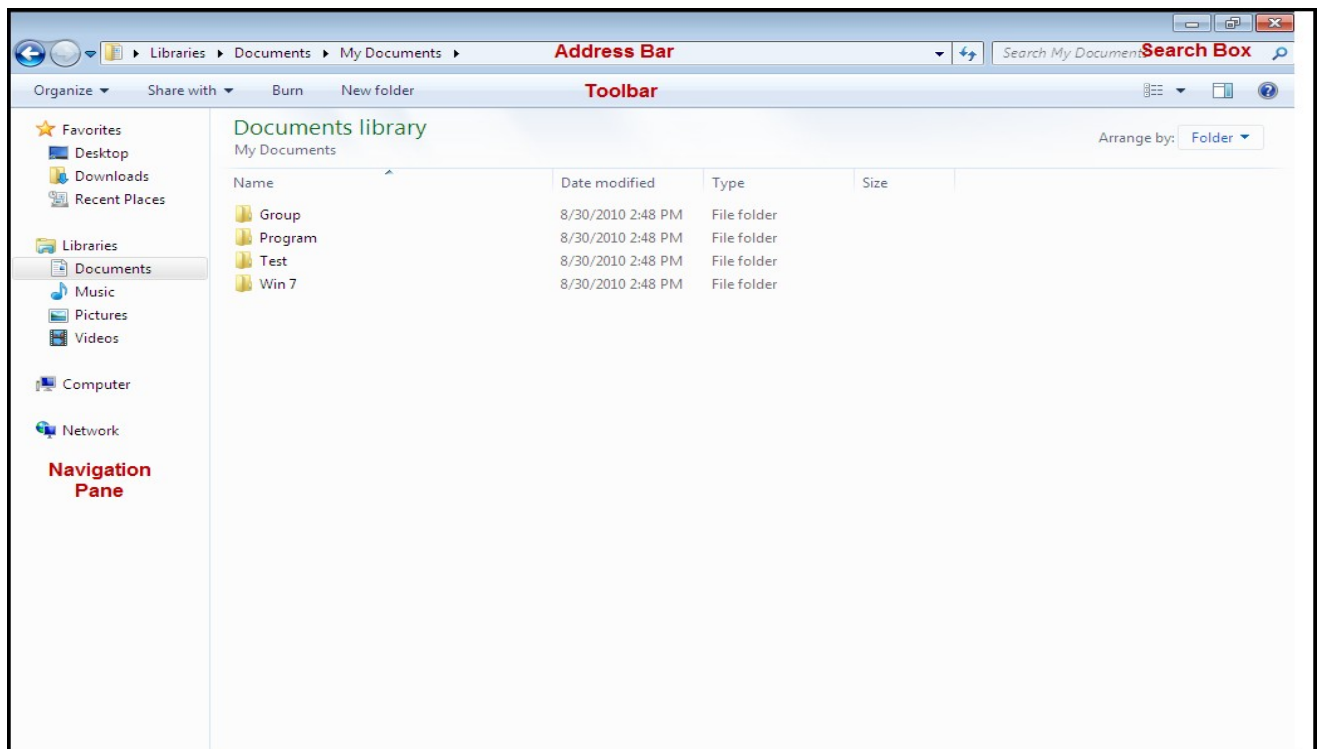


Jump List

New to the Start Menu is the Jump List. Click the arrow to the right of the program to see the Jump List. Click the pushpin next to the file to pin it to the Jump List.



Files and Folders



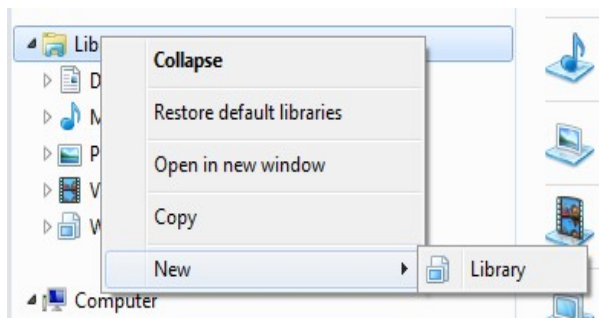
Library List

Windows 7 introduces a new feature in the files and folders window with the use of Libraries. Libraries are very similar to folders except they allow you to view files and folders from multiple locations.

Note: Libraries don't take the place of folders.

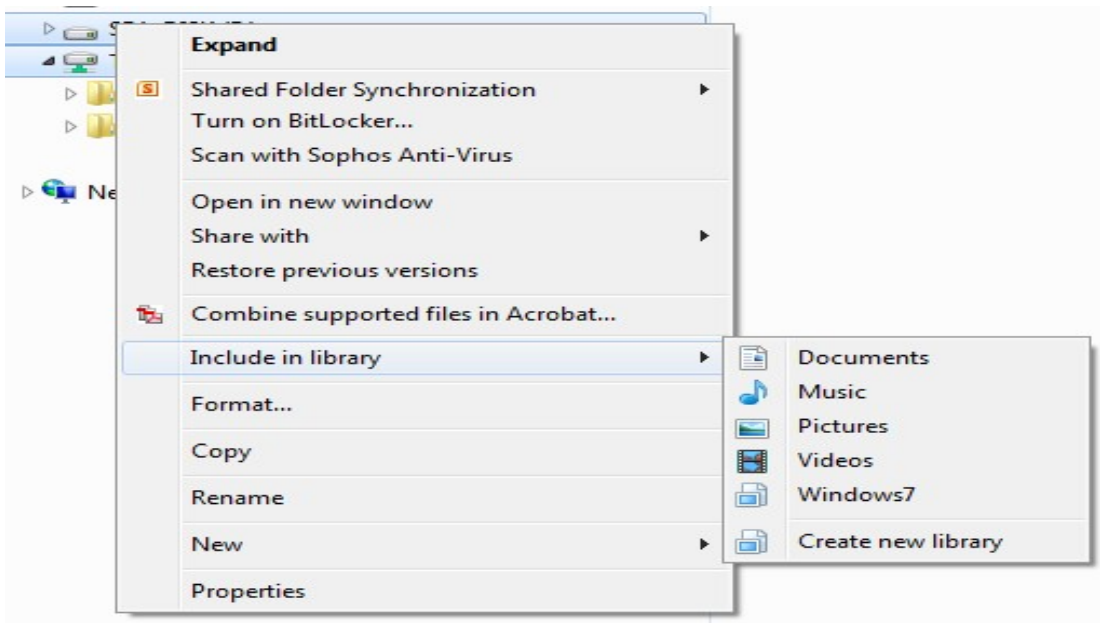
Creating a Library

1. Right-click on Libraries
2. Click New – Library



Adding external drives and folders to the library

1. Right-click on the external drive or on a folder within that drive
2. Select *Include in library* and choose a library



Adding a local folder to the library

1. Right-click on the library
2. Select Properties
3. Click Include a folder....
4. Select the folder to include in the library
5. Click Include folder
Repeat steps 3-5 for each folder you would like to add to the library
6. Click OK

Search Box



7. The new search feature allows for simpler searches

Performing a search

8. Select the folder or library where you would like to perform the search
9. Type your search criteria in the search box

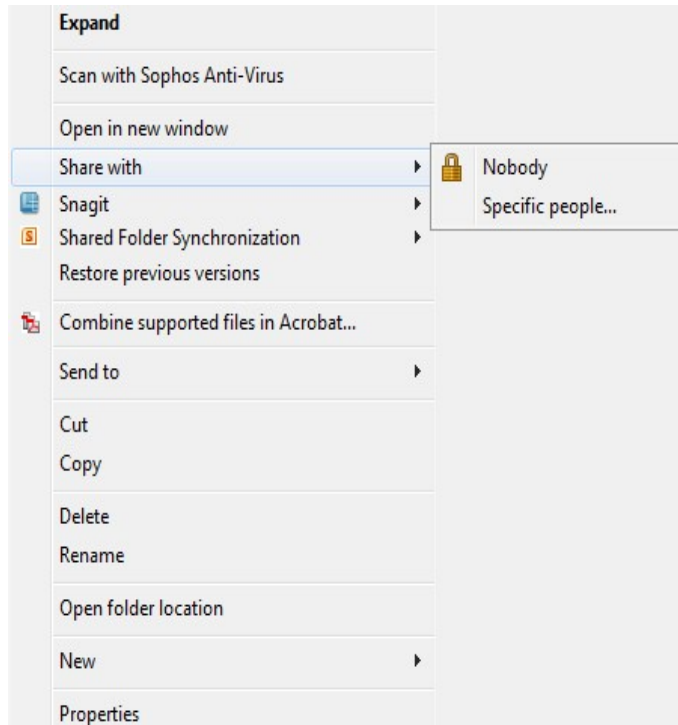


Adding Filters

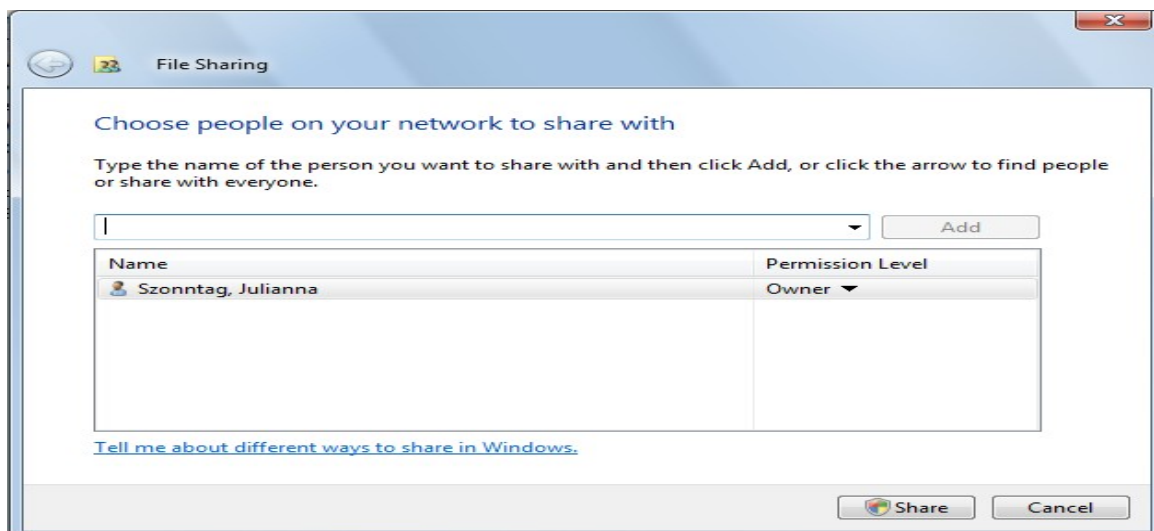
1. Select a filter, located at the bottom of the search bar, and type in the criteria for that particular filter.

Sharing Folders and Files

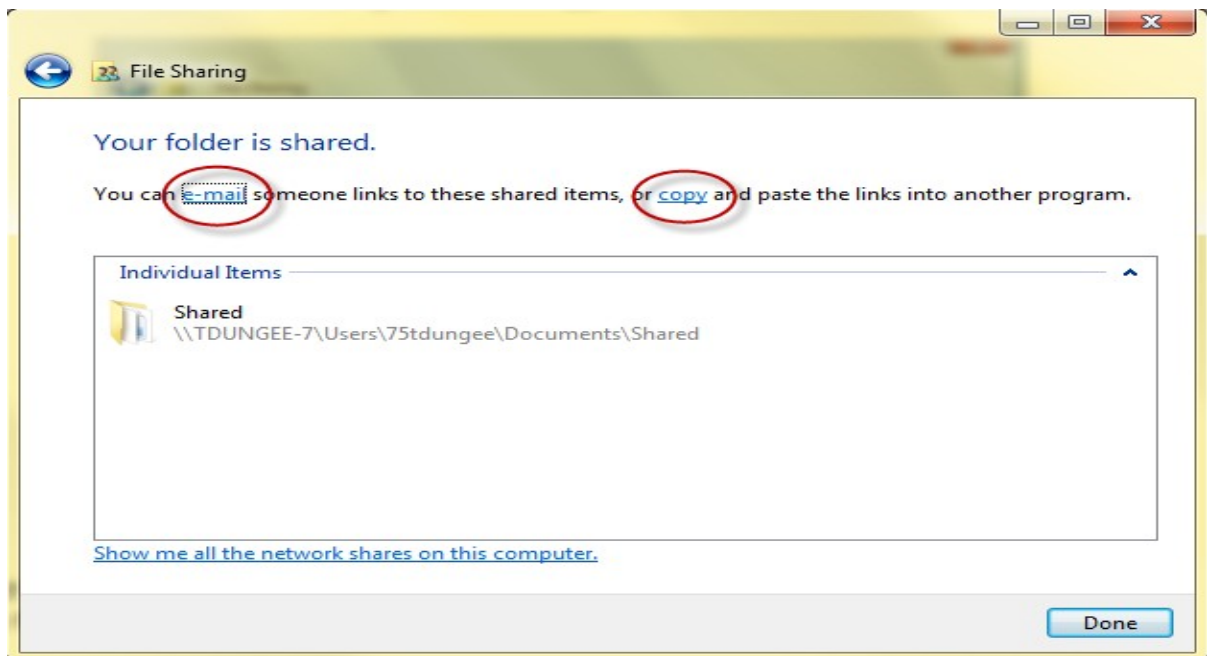
1. Open the Documents window
2. Locate the folder you would like to share and right click
3. Select Share with – Specific People



4. The File Sharing window will appear



5. Type the user name of the person that you are granting access (example: tdungee@wcupa.edu)
6. Set the permission level, the default permission level is Reader. To change the permission level, click on the down arrow next to Reader
7. Click Share
8. Select e-mail if you would like to e-mail the person the link or click copy to copy the link to another program
9. Click Done



Stop Sharing

- 10.1. Right click on the folder and select Share with – Nobody

Printers

The directions below are meant for local printers

Sharing a printer

1. Click on Devices and Printers on the Start Menu
2. Right-click on the printer and select Printer Properties
3. Select the Sharing tab and click in the box “Share this printer”
4. Click OK

Connecting to a shared printer

5. Open the Start Menu
6. In the Search box, type the name of the computer the printer is attached to
7. Right click on the printer icon, left click on Connect