

**Course Name: O Level (2nd Sem)**  
**Topic: Windows 7 GUI**

**Subject: ICT**  
**Date: 30-03-20**

## **Features in Windows 7**

**Aero Shake:** You can use the shake feature to quickly minimize unneeded open windows. Allowing you to focus on one window at a time

**Snap:** You can snap open windows to the side of your monitor, allowing you to easily compare windows side-by-side.

**Improved Taskbar:** The Taskbar has been revamped for faster access to programs and features on your computer.

**Jump Lists:** A list of recently used files, folders, or websites. Jump Lists can be viewed either in the Start Menu or the Task Bar. The Jump List allows for easy and quick access to recently opened items.

**Library:** Libraries are very similar to folders except they allow you to view files and folders from multiple locations.

**Search:** Improved search filters and features have been added.

**Gadgets:** Gadgets can now move freely on the desktop.

**Desktop Background:** The background feature can now display a slideshow of pictures.

## **Windows Desktop**

### **Aero Shake**

This option is useful when you have multiple windows open at the same time.

1. Click on the title bar of a window and shake your mouse.

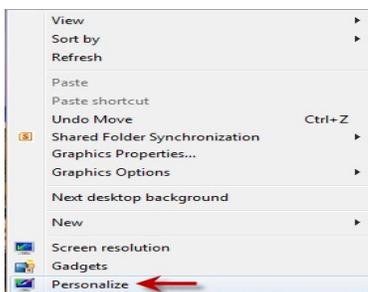
### **Windows Snap**

Use Snap for a quick way to resize your windows

1. Drag the title bar of the open window to the side of your screen until you see an outline of the window. Once you see the outline let go of your mouse.

### **Personalizing your desktop background**

1. Right-click on your desktop and select Personalize



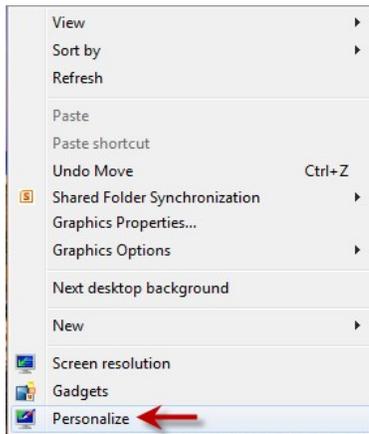
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2. Select one of the themes or click Desktop Background at the bottom of the screen.

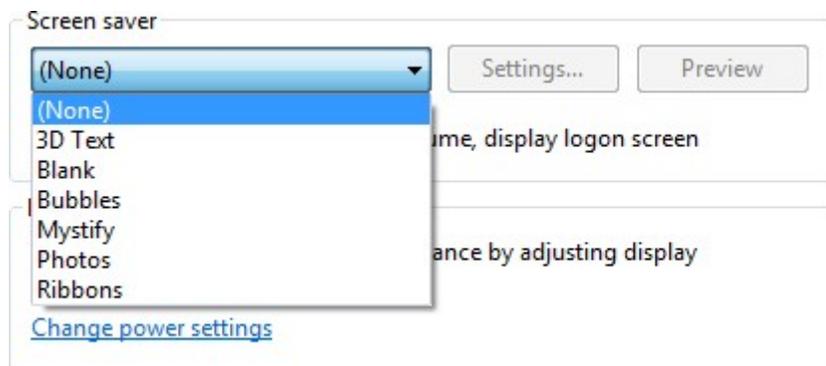


## Personalizing your desktop Screen Saver

- 1-Right-click on your desktop and select Personalize



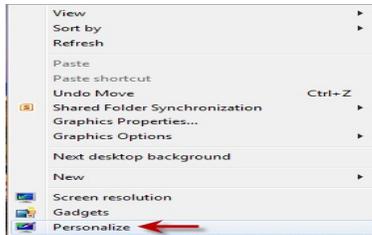
- 2-Select Screen Saver, located in the bottom right of your screen
- 3-Select the pull down arrow under Screen Saver and choose an option



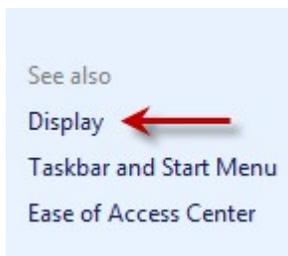
## Personalizing your desktop display

Use this option to change the size of text and other screen elements

1-Right-click on your desktop and select Personalize



2-Choose Display, located in the bottom left corner



3-Select a size

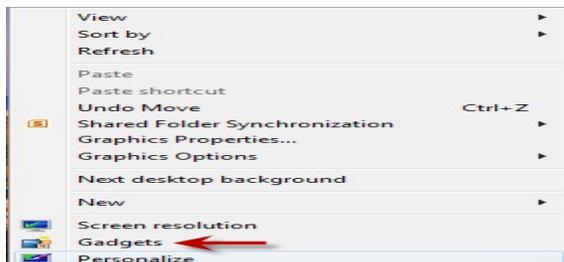
4-Click Apply, and follow the onscreen directions

## Gadgets

In Windows 7 the Gadgets float freely on your desktop. The side bar that you had in Windows Vista is no longer available. Follow the directions below to add a Gadget to your desktop.

## Adding a Gadget to the desktop

1-Right-click on the desktop and select Gadgets



1-Double click on a gadget to add it to the desktop

