Windows 7 – Getting Started

An overview and navigating through this new operating system.

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My Favorite Keyboard Shortcuts

Windows Key+ P = quickly connect to Projector
Windows Key plus + or - = Zoom in or out
Windows Key + Tab key = Flip 3D
Windows Key + L = Lock your PC
Windows Key + Spacebar = Show Desktop
Windows Key + D = Show/Hide Desktop
**Accessing Programs and Files**

**Search Feature**

Start typing in the search box and you will instantly see a list of relevant files on your PC. Enter the name of a file, the file type, and even contents; open the search results window to view all matches. Keywords are highlighted allowing you to scan the list easier.

1. From the **Start** button, within the **search box** enter text.

![Search Features](image)

2. Scroll down to the bottom of the list, click on **See more results** to view expanded search.

![Search Results](image)

3. Within the **Search again in** section, click on **Custom**. Within the **Choose Search Location** dialog box, check the boxes of the locations to be searched and click **OK**.

![Choose Search Location](image)
Pinning Programs
Regularly used program(s), easy quick access to applications can be achieved by pinning applications to the Start Menu or the Taskbar.

1. Right-click the program and select Pin to Taskbar or Pin to Start Menu. In addition, drag program from the Start menu to the desktop or the taskbar.
Jump Lists
A list/menu of options specific to a program that is displayed above the button on the Taskbar, right-click an active Taskbar button or drag up to view the jump list.

Calculator
New features have been added, including new modes, unit conversion and worksheets. By default the calculator will start in standard mode, click on View to change modes. Worksheets can calculate mortgage, vehicle lease payments, and fuel economy.
**Snap**

Arrange windows side by side for quick comparison, simply drag the title bar of the window to the left or right side of screen, an outline of the window will appear, and release the mouse to snap into position.

From the keyboard, press **Windows key + Left** or **Right** Arrow keys.

**Snipping Tool**

Capture screen shots of objects on your screen, text, picture, or a section off the web using the **Snipping Tool**.

From the **New** menu, select a snip type.

- **Free-form Snip** – draw a circle or triangle around an object
- **Rectangular Snip** – click and drag a rectangle around an object
- **Window Snip** – select a window or dialog box to be captured
- **Full-screen Snip** – capture entire screen

All captures are copied to the mark-up window allowing you to comment on, save or share the snip.
Add Network Location

1. Click on Start, and select Computer:
2. Right-click on the open space to the right and select Add a Network Location

3. Within the Add Network Location window, click on Next.
4. Within the Add Network Location window, choose a Custom location, click on Next.
5. Enter the network location path or click on Browse. i.e., `\citadel\`

6. Within the Browse For Folder window, locate the network location, click on OK, and click on Next.

7. From the Add Network Location window, enter a name for the network location and click on Next.

8. Click on Finish.
Additionally, when a network place is added the folder will display within other applications in the navigation pane. Such as: Saving a Word document. Selecting Save As from the File menu pictured below.

Contact Info: Questions/Help/Training/ feel free to contact me:

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