

Paul McFedries

SIMPLY **WINDOWS 7**



Step-by-step introduction
to Windows 7



Concise, jargon-free
instructions






Packed with screenshots
in full-colour



Make It Simple For Yourself

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Make It Simple For Yourself

Simply Microsoft Windows 7[®]

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by Paul McFedries



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Paul McFedries is a full-time technical writer. Paul has been authoring computer books since 1991 and he has more than 60 books to his credit. Paul's books have sold more than three million copies worldwide. These books include the Wiley titles *Windows 7 Visual Quick Tips*, *Switching to a Mac Portable Genius*, *iPhone 3G Portable Genius*, *Teach Yourself VISUALLY Office 2008 for Mac*, and *Internet Simplified*. Paul is also the proprietor of *Word Spy* (www.wordspy.com and twitter.com/wordspy), a Web site that tracks new words and phrases as they enter the language. Paul invites you to drop by his personal Web site at www.mcfedries.com or to follow him on Twitter at twitter.com/paulmcf.

Author's Acknowledgements

It goes without saying that writers focus on text, and I certainly enjoyed focusing on the text that you'll read in this book. However, this book is more than just the usual collection of words and phrases. A quick thumb-through of the pages will show you that this book is also chock-full of images, from sharp screen shots to fun and informative illustrations. Those colorful images sure make for a beautiful book, and that beauty comes from a lot of hard work by Wiley's immensely talented group of designers and layout artists. Of course, what you read in this book must also be accurate, logically presented, and free of errors. Ensuring all of this was an excellent group of editors that included project editor Sarah Hellert, copy editor Scott Tullis, and technical editor Vince Averello.

Thanks to all of you for your exceptional competence and hard work. Thanks, as well, to acquisitions editor Jody Lefevere for asking me to write this book.

How to Use This Book

Do you look at the pictures in a book or magazine before anything else? Would you rather be shown instead of read about how to do something? Then this book is for you. Opening Simply Windows 7 allows you to read less and learn more about the Windows operating system.

Who Needs This Book

This book is for a reader who has never used this particular technology or application. It is also for more computer literate individuals who want to expand their knowledge of the different features that Windows has to offer.

Using the Mouse

This book uses the following conventions to describe the actions you perform when using the mouse:

Click

Press your left mouse button once. You generally click your mouse on something to select something on the screen.

Double-click

Press your left mouse button twice. Double-clicking something on the computer screen generally opens whatever item you have double-clicked.

Right-click

Press your right mouse button. When you right-click anything on the computer screen, the program displays a shortcut menu containing commands specific to the selected item.

Click and Drag, and Release the Mouse

Move your mouse pointer and hover it over an item on the screen. Press and hold down the left mouse button. Now, move the mouse to where you want to place the item and then release the button. You use this method to move an item from one area of the computer screen to another.

The Conventions in This Book

A number of typographic and layout styles have been used throughout Simply Windows 7 to distinguish different types of information.

Bold

Bold type represents the names of commands and options that you interact with. Bold type also indicates text and numbers that you must type into a dialog box or window.

Italics

Italic words introduce a new term and are followed by a definition.

Numbered Steps

You must perform the instructions in numbered steps in order to successfully complete a section and achieve the final results.

Bulleted Steps

These steps point out various optional features. You do not have to perform these steps; they simply give additional information about a feature. Steps without bullets tell you what the program does in response to your following a numbered step. For example, if you click a menu command, a dialog box may appear or a window may open. The step text may also tell you what the final result is when you follow a set of numbered steps.

Notes

Notes give additional information. They may describe special conditions that may occur during an operation. They may warn you of a situation that you want to avoid – for example, the loss of data. A note may also cross reference a related area of the book. A cross reference may guide you to another chapter or another section within the current chapter.

Icons and Buttons

Icons and buttons are graphical representations within the text. They show you exactly what you need to click to perform a step.

You can easily identify the tips or warnings in any section by looking for the Tip and Warning icons. Tips offer additional information, including tips, hints, and tricks. You can use the tip information to go beyond what you have learned in the steps. Warnings tell you about

solutions to common problems and general pitfalls to avoid.

Chapter 1: Getting Started with Windows 7

Are you ready to learn about Windows 7? In this chapter, you learn a few basic techniques and concepts that will help you get comfortable with Windows. These topics include starting Windows 7, understanding what you can do with Windows 7, and taking a tour of the Windows 7 screen. You also learn how to use a mouse with Windows 7, use the Windows 7 Help system, and activate your copy of Windows 7. The chapter closes by showing you how to shut down your system when you are finished using it.

Start Windows 7

When you turn on your computer, Windows 7 starts automatically, but you may have to navigate the Welcome screen along the way. You use the Welcome screen to log in to Windows 7 using the user account and password you configured when you first set up your computer.

If this is the first time you are starting your computer, you will have to run through a series of configuration steps. These steps configure your main user account, your desktop background, and a few security options. You should select the default options to ensure your computer remains secure and up to date.



1. Turn on your computer.

The Windows 7 Welcome screen appears.

Note: If your version of Windows 7 is configured with just a single user and no password, then you bypass the Welcome screen and go directly to the desktop.



2. Click the icon that corresponds to your Windows 7 user name.

Windows 7 prompts you to enter your password.

Note: If you are the only user on your computer, Windows 7 prompts you for your password right away, so you can skip Step 2.



3. Type your password.

Note: The password characters appear as dots as you type them so that no one else can read your password.



4. Click the **Go** arrow (➡) or press **Enter**.

The Windows 7 desktop appears after a few moments.

✓ *If you forget your password, click the Go arrow (➡) and OK to see the hint - a word or phrase to jog your memory.*

What You Can Do with Windows 7

Windows 7 is an operating system that contains a collection of tools, programs, and resources. You do not do anything directly with Windows 7 itself. Instead, you use its tools and programs to perform tasks, including getting your work done, creating pictures, editing photos, playing music, surfing the World Wide Web, exchanging e-mail messages, and more. Here is a sample of what you can do with them.

Get Work Done

With Windows 7, you can run programs that enable you to get your work done more efficiently, such as a word processor for writing memos and letters, a spreadsheet for making calculations, and a database for storing information. Windows 7 comes with some of these programs (such as the WordPad program you learn about in Chapter 3), and you can purchase and install others separately.