

Beginning Windows 7

Lesson 1

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Lesson 1 – The Computer and You

*NOTE 1: In these lessons new terminology that you should become familiar with is shown in **boldfaced italics**.*

The Computer System

Although we speak of them as “computers” the computer itself is only one component of a complete computer system. As a minimum, today’s **Desktop Personal Computer (PC)** systems consists of the following four major components:

- ✓ The **processor** box, containing the computer itself, its power supply and several different storage devices.
- ✓ A **monitor** (or TV-like screen) for displaying text and images.
- ✓ A **keyboard** for entering text and commands.
- ✓ A pointing device called a **mouse** (or **touchpad** for laptop computers).

*NOTE 2: **Laptop** computers combine all of the above features in one portable package that can run on rechargeable battery power.*

Other items often connected to the PC are:

- ✓ A **printer** for producing paper copies.
- ✓ A **scanner** for copying documents, photos or other images.
- ✓ A **digital camera** that can transfer images into the computer.

NOTE 3: “All-in-One” units combine the printer and scanner in one assembly.

Your instructor will show you examples of the processor box components including the computer **Motherboard**, **Memory**, **Hard Disk Drive**, **Floppy Disk Drive**, **Compact Disk Drive**, **Flash Memory Device**¹ and perhaps others, and will briefly describe their function — NOT that you need to see or fully understand them to be able to operate the computer, but so you will have a mental picture to connect with when you hear or see these terms used later on.

Windows, the Mouse and the Keyboard

You are in control IF you understand Windows 7 and learn to use the mouse and the keyboard.

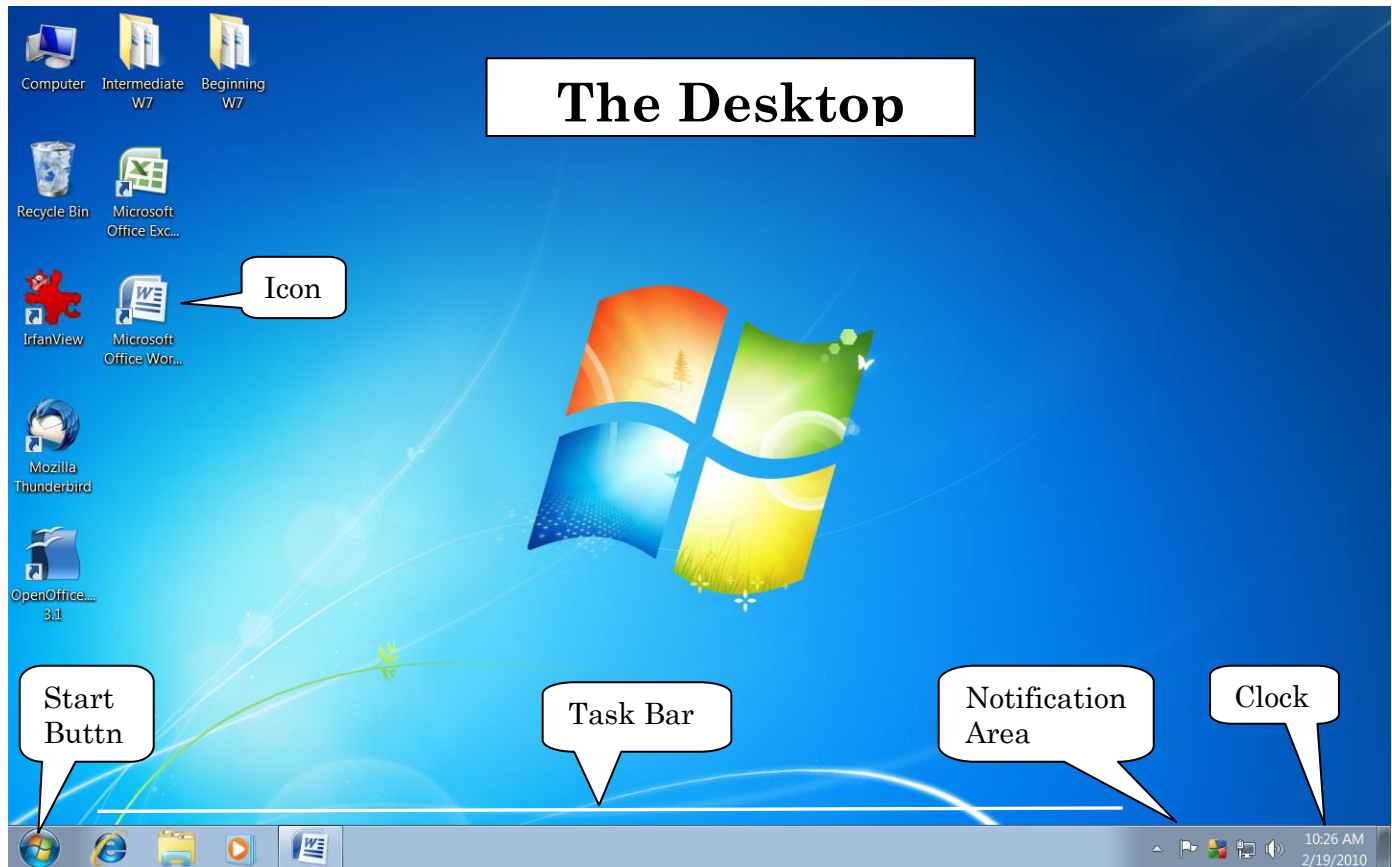
- ✓ **Windows 7** – is the master computer program (software) installed in the computer that lets you take command of the computer and its peripheral devices (hardware). This basic program is termed the **Operating System (OS)**.
- ✓ The **mouse** — is a pointing and clicking device that you use to issue commands to the computer.
- ✓ The **keyboard** — Like a typewriter, you use the keyboard to enter text into the computer. It can also be used to issue commands.

Introduction to the Computer

In this first lesson the instructor will start the computer for you and have you “log in” (more on logging in later) by using the mouse to click on the Student account. The first screen displayed after logging in is the “**Desktop**.” Most desktops have a colorful background as you may see on your computer.

The Desktop is the starting place for all other computer functions. Located on the Desktop are several “**Icons**” — small images with text underneath that represent places you can go or computer **programs** that you may run. Illustrated below is a typical Windows 7 desktop. Your home computer may have a different picture, as you can customize your own desktop to suit.

¹ Often referred to as a “Thumb Drive”, “Flash Drive” or “USB Drive”.



Across the bottom of the screen is the “**Taskbar**.” Each program you run shows up as an entry on the Taskbar. You can also “pin” icons to the left end of the taskbar as shown here for rapid access to often used applications. To the left of the Taskbar is the **Start Button**, and at the right end are some very small icons and a clock in what is termed the “**Notification Area**”.

Please refer to the illustration and familiarize yourself with the terminology, as it will be used throughout these lessons.

With Windows 7 you can also display various “**Gadgets**” on the desktop such as a large clock face, a calendar and others. The Gadgets feature is discussed later. Double clicking on a Desktop Icon with the mouse instructs the computer to open a “**Window**” and run that application (program). The application runs inside of its window as will be explained later, and each running application appears as an icon on the taskbar. Upon closing a program the window disappears and you are returned to the Desktop. First, however, we must learn

to use the mouse because it is a most essential tool for controlling the computer. Your instructor will guide you in the use of the mouse.

Exercise 1 — Using the Mouse

In this exercise you will use the mouse to open some simple programs: the Paint program, a Calculator, and the game Solitaire. Your objective here is to become familiar with mouse operations such as: moving the **mouse pointer** (an arrow sometimes referred to as the **cursor**), **clicking** the mouse, and using the mouse to “**drag and drop**.” Your instructor will show you how to hold the mouse and click the mouse buttons. Sometimes you must **double click** the mouse, and other times only a **single click** is required.

*NOTE 4: If you have trouble with rapidly double clicking the mouse. An alternate procedure is to click once on the desired object to “**select**” it then press the **Enter key** on the keyboard.*

1. Become familiar with moving the mouse pointer around on the screen. Watch the mouse pointer and move the mouse left, right, up and down. Try to position the pointer in each corner, then right in the middle. Get used to moving the pointer to any place on the screen. If you run out of room (like the edge of the table), simply pick the mouse up, move it to the center of the mouse area, set the mouse down and continue your move. When you are comfortable with moving the mouse go to the next step.
2. Double click on the “Paint” icon² to open its “window” and experiment with drawing lines and performing other mouse operations as directed by your instructor. Notice that the Paint task appears on the Taskbar at the bottom of the screen whenever you are running Paint. Continue to practice until you feel comfortable with guiding the mouse around on the screen.
3. Double click on the Solitaire icon to open its “window” and begin the game. Notice that Solitaire appears on the Taskbar along with Paint – you are now **Multitasking** (running more than one program at a time). Your instructor will demonstrate how to use the left mouse button to select cards and “drag and drop” cards where you want them. Play Solitaire until you are comfortable with controlling the mouse.
4. Close Solitaire by clicking once on the X with the red background in the upper right corner of the window. Notice that the Solitaire window closes

² If there is no “Paint” icon on your screen ask the instructor to show you how to place one there.

and the Solitaire task disappears from the Taskbar, but the Paint task is still present.

5. Close Paint in the same way.
6. Double click on Calculator. Use the mouse as you would your finger to perform simple calculations on the Calculator. Then close Calculator.

Creating a Desktop Shortcut

Your home computer probably does not have Calculator, Paint or Solitaire icons on your desktop. These icons are referred to as “*shortcuts*.” Practice this procedure in the class with your instructor’s help, and then try it out at home.

Create a shortcut on the Desktop (Note: click = click the left mouse button):

1. Click on the Start button at the bottom left of the screen to open the Start Menu.
2. Click on “All Programs” (just above the Start button).
3. To access the Calculator or Paint programs click on “Accessories” and observe the expanded list.
4. Right-Click on the program you wish to add to your desktop (e.g. right-click on “Paint”). This opens up another menu.
5. Click on “Send to” then click on “Desktop (create shortcut)”.
6. Click anywhere outside of the Start Menu to return to the desktop and observe that you now have a new Paint icon there.
7. To create a Solitaire shortcut repeat the above procedure, but select Games instead of Accessories and then right-click on Solitaire.

You should find the new shortcut(s) on your desktop.

By the way, to delete a desktop shortcut click once on the icon to “select,” it, then press the Delete button on the keyboard.

Pinning a Shortcut to the Taskbar

Shortcuts to often used programs may be “pinned” to the left end of the taskbar and require only a single click to open them. Windows 7 starts off with three applications already pinned as shown here. From left to right they are: Internet



Explorer (allows you to browse the Internet), Windows Explorer (allows you to browse your computer's files), and Windows Media Player (for playing music and videos).

If you forget what an icon is for, just point at it (don't click) and a small window will pop up containing an explanation. To pin an icon to the taskbar:

1. Point at an icon on the desktop (use Paint or Solitaire) then click the right-hand button on the mouse.
2. When the menu pops up click on "Pin to the taskbar." Notice that the icon appears on the taskbar.
3. Click once on the icon and observe that the program opens.
4. Close the program.
5. Right-click on the taskbar icon and observe that a menu pops up. Click on "Unpin this icon from the taskbar" and notice that it disappears.

You can pin and unpin any taskbar icon thereby customizing the taskbar to suite your own purposes.

Install Lesson Materials from a CD

Your instructor will provide you with a compact disk (CD) containing your lesson materials along with a set of instructions for installing these materials on your home computer. The lessons will be installed inside a **folder** that appears on your computer's desktop as an icon with the label "Beg7." We will cover folders in more detail later on, but for now all you need to know is that folders are simply place-holders located somewhere on the hard disk where you can store computer **files**. The Beg7 folder stores several document files containing your lessons and related materials. Other types of computer files may be stored including pictures, music, video, etc. These will be covered later on in this course. But first, practice installing the lessons on your computer in the computer lab.

Practice With the CD Lesson Materials

After installing the Beg7 lesson folder perform the following steps with your instructor's help.

1. At the desktop double click on the Beg7 folder to reveal its contents.
2. Double click on Lesson 1.

3. Refer to the illustration in the Installation Instructions and if the window does not completely fill the screen click on the “**Maximize**” button.
4. Have the instructor demonstrate using the **wheel** on the mouse to **scroll** the lesson up and down.
5. Have the instructor point out the “print” button. If you have a printer on your home computer you can print out a copy of the lesson by clicking the print button.
6. Close the window.

Homework

- Use the CD and instructions provided by your instructor to install lesson materials on your computer.
- If you can at home — create shortcuts and practice Solitaire and/or Paint until you become comfortable with maneuvering the mouse .
- Open and review Lesson 1. Print it if you want a paper copy.
- Review Lesson 2 and print a copy if you desire.