

Beginning Windows 7

Lesson 2

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Lesson 2 – Start/Stop and Windows

In this lesson you will learn to start up and shut down the computer including “**Logging On.**” In addition, you will explore the “**Start Button**”, the resulting “**Start Menu**” and the proper way to turn off your computer.

Starting Windows 7

Shortly after you first turn the computer on you will see a “Welcome Screen” and be invited to “click your name,” i.e. log on.

NOTE: Your home computer may be setup to avoid the logon procedure and automatically log you on as the only user.

The Windows 7 operating system is designed to support more than one user and each user can have his/her own **user account**. A user can even set up a **password** so that only one who knows the password can log on as that user. This feature can be used to give each member of a family a separate account with their own set of personal files. Children can be prevented from poking around in their parent’s private computer files if the parents invoke a password.

Each user has a logon icon on the welcome screen. Clicking on the icon (and entering a password if necessary) opens that user’s account and displays the

user's desktop. For this course you will be logging on using the "Student" user account Your instructor will provide a password when it is required.

The Start Menu

Clicking on the Start button at the left end of the Taskbar displays the **Start Menu** illustrated here (yours may look slightly different) and provides access to all major computer functions..

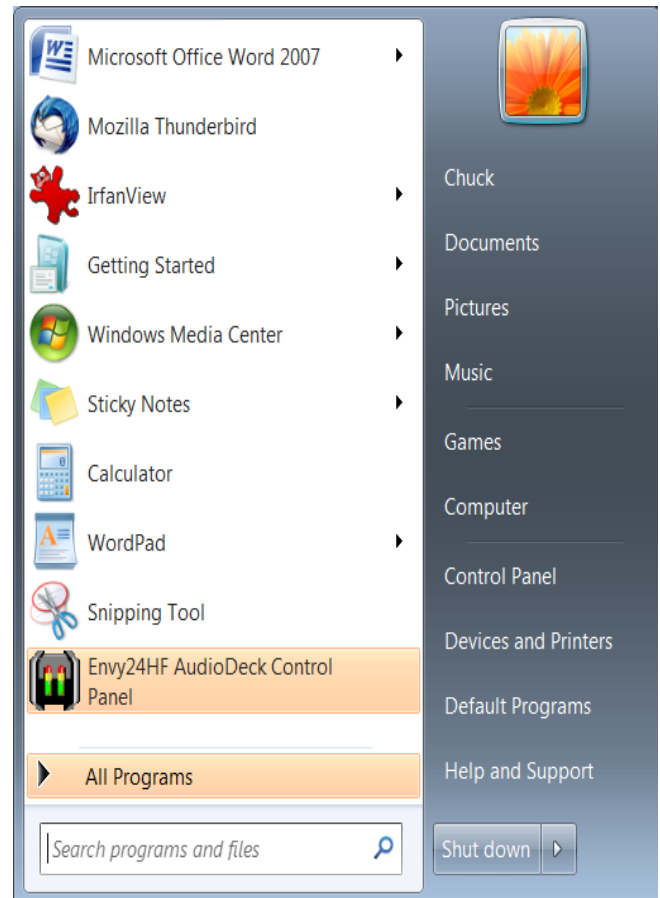
On the left side there are many icons providing a quick way to access various programs available on your computer. Some of these are duplicates of icons on the Desktop. Clicking once on an icon will run that program. The icons may change depending on which programs you have been running recently.

Clicking or even **hovering** the mouse pointer on "All Programs" (near the bottom of the menu) opens a larger menu that lists all programs installed on your computer. As you will see, your computer has many programs that you are probably unaware of. Many of them have colorful icons next to the program name. Clicking once on the icon (or the name) will open that program in its own Window (see the next section for an explanation of windows). Some items have a folder icon and clicking on that icon (or the name, e.g. "Accessories") presents an expanded list of programs within that category. Click on it a second time and the list will collapse.

The right side consists of quick links to various special **folders**¹ or parts of the computer such as the hard drive. Clicking on them will open a folder window which appears slightly different than a program window.

Windows

Each program or folder on the computer appears inside its own "window" (hence the name Windows). Windows is a **multi-tasking** operating system — that's a



¹ Folders are simply containers for computer files. Folders and Files will be addressed in subsequent lessons.

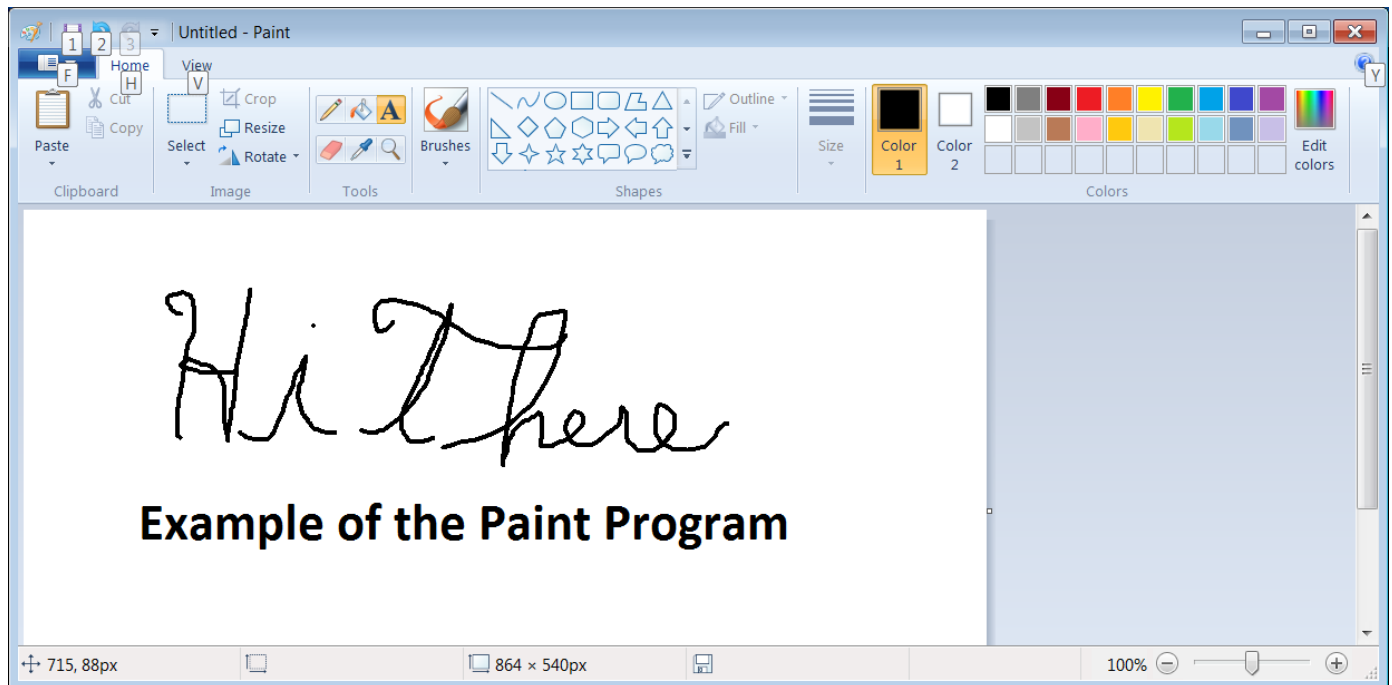
technical term meaning you can have more than one window (or task) open or running at the same time. For instance, you may be running Calculator and then start Solitaire without having to close Calculator. You can switch between these two tasks by simply clicking inside their respective windows (or by clicking on their task buttons down on the Taskbar). When you click inside a window you make it the **active window** and you can work inside it (that window is said to have **focus**). When running a program (e.g. Calculator) the **Title Bar** across the top of the window displays the program name. (The **Default**² title bar background color depends on the way your computer has been set up. Inactive window title bars (the ones without “focus”) are usually lighter color. When displaying a folder the title bar displays the folder name. Assuming it is not maximized (see below for an explanation) a window can be moved around on the desktop using the **drag and drop** technique described in Lesson 1. Just move the mouse pointer into the **Title Bar** area, hold the left button down, move the mouse to drag the window where you want it, then let go of the mouse button.

Program Windows

Program windows have the following common characteristics. Across the top is the Title Bar. When running a program such as Solitaire or Paint (as in the following illustration), the program and file names appear near the left end of the Title Bar. Most windows have three small boxes (or buttons) appearing at the right end of the Title Bar. You have already seen that clicking on the right-most X button closes the window. The middle one is the **Maximize/Restore** button. Clicking on maximize expands the window to its maximum size (filling the entire screen). Once maximized the button changes to a **Restore Down** button. Clicking on this button restores the window to its previous size.

The left-most button (with a dash or minus sign) is the **Minimize** function. Clicking here causes the window to remain active but disappear from the desktop and appear only as a **Task Button** on the Taskbar. Clicking on a task button re-opens the window.

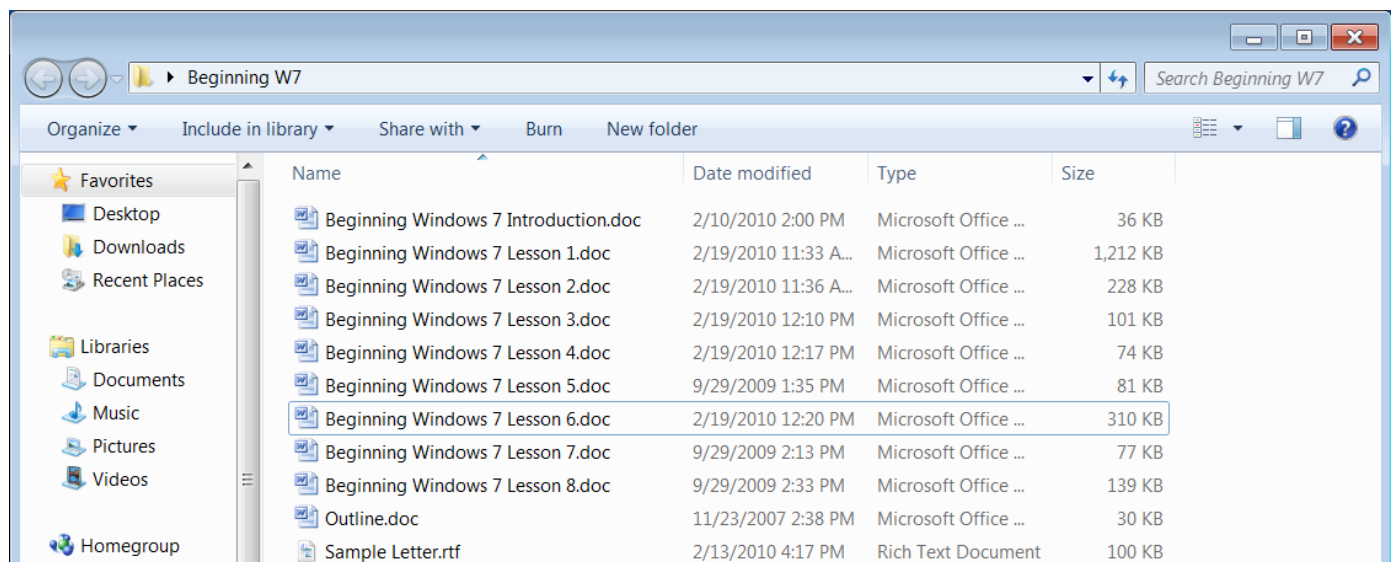
² The term “default” refers to initial or pre-set conditions that may be changed. Thus, the background color of the title bar is preset to blue-grey, but it can be changed by the user if desired.



If a window is not maximized it can be *resized*. When you hover the mouse pointer on the edge or corner of a window the pointer changes into a small double headed arrow (↔). You can then use the drag and drop technique to stretch or compress the window. Notice, however, that some windows like Calculator do not have a maximize/restore or resizing capability because their size is fixed.

Folder Windows

Folder windows display the contents of a selected folder as illustrated here.



Notice that there is no name in the title bar area, but just below is the name of the folder (Beginning W7 in the illustration). Contents of the folder are shown in the large “pane” on the right. Double clicking on an item in the list will open it using an appropriate program. On the left is the “navigation pane”. Clicking on an entry there will switch the window to that folder. The folder window is described in more detail in a later lesson.

Split Screen

Windows 7 has a new split screen feature that you initiate by dragging a window to the left or right edge of the screen. If you have a non-maximized window open and you drag to the extreme left or right until it is about half way off the edge of the screen, the screen will suddenly divide in two and the window will appear maximized inside the left or right half. This permits you to have another window open in the other half. Dragging the window back across the split will remove the split screen and return to normal.

Turning Off the Computer

It is **very important** to turn off your computer in the proper way. Oddly enough you do this by first clicking on the Start button. At the bottom of the start menu on the right click on Shut Down. This will turn your computer off — it may take several seconds because the computer needs to clean up any open files and bring itself to an orderly close before removing power.

Exercise 2 — Start, Run Programs and Stop

1. Start the computer by pressing the power button on the front of the processor box³. Once the computer finishes **booting** (that’s a technical term for the process a computer goes through to get started) it displays the Welcome screen. You can then log on by clicking on the Student user icon.
2. Click on Start, then hover the mouse pointer over “All Programs” and notice the resulting menu. Slide the pointer up the menu and click on “Games.” This will expand the menu with a list of games (the yellow folder icon at the left edge of Games tells you that there is a list of games when expanded). Slide the pointer into this menu and then click on Solitaire. (Actually, it’s much easier to simply click on the desktop Solitaire icon, but this exercise demonstrates how to start programs that may not have a shortcut on the desktop.)

³ You may also have to turn on some of the lab’s monitors when starting up.

3. Click on Start, then All Programs, then point to Accessories to display that menu. Click on Calculator then practice switching between Calculator and Solitaire by clicking within each window and by clicking on the two tasks in the task bar.
4. Move the Calculator and Solitaire windows around the desktop using the drag and drop method (don't forget to hold the left button down while dragging). Try resizing the windows.
5. Drag the Solitaire window about half way past the left edge of the screen and notice how the screen splits. Drag it back to remove the split.
6. Play solitaire if you need further experience in manipulating the mouse.
7. Close Calculator and Solitaire.
8. Turn off the computer by clicking on the Start Button, then point at the right-arrow and select Shut Down.

Homework 2

- Review Lesson 2 and read through Lesson 3.
- Open the solitaire, paint and other programs and practice moving them around on the desktop. Try minimizing and maximizing them. Then experiment with resizing them. Notice that you can't maximize or resize the calculator window.
- Play solitaire or other games till you are proficient with the mouse.