

Beginning Windows 7

Lesson 6

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Lesson 6 – Security, Task Manager & Gadgets

Security Features

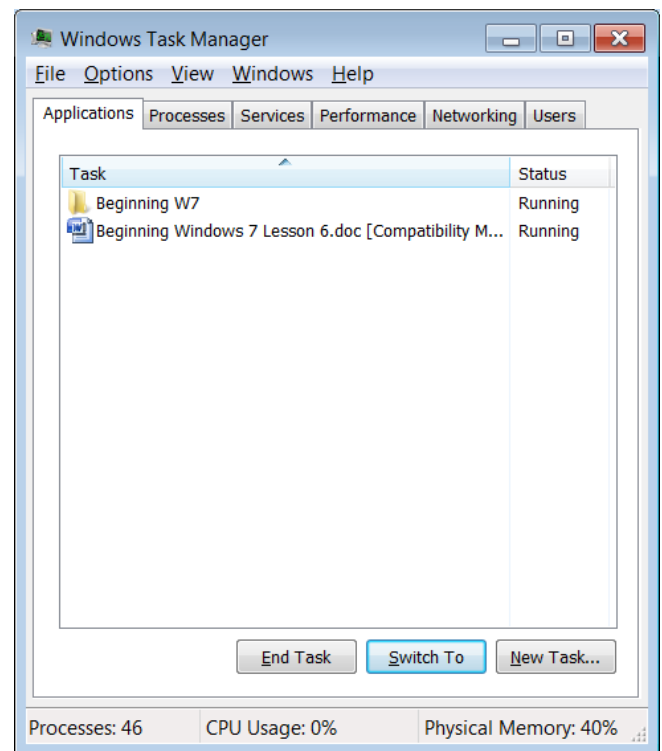
If a computer is connected to the Internet then there are several security issues that you should make sure are installed and running on your computer. These include:

- Updates – The Microsoft Corporation has a built-in function that automatically checks for and sends Windows 7 software updates to your computer. The updates add improvements and/or correct problems that have been discovered. You can have the updates handled completely automatically, or have it set to inform you when updates are available allowing you to determine when to download and install them.
- Anti-Virus –Computers can get “infected” with a so-called virus, and it is important to make sure you have a qualified anti-virus (AV) program installed and running. All such programs have an automatic update feature that keeps up with new virus attacks as they are discovered. Bear in mind that there are many AV programs available should you wish to use them. For example, AVG Free can be downloaded from the Internet and installed. It is free for home use.

- **SpyWare or MalWare** – In some cases unscrupulous Internet programmers have come up with ways to insert and hide programs on your computer that technically aren't a virus but they "spy" on you by noting where you go on the Internet or which programs you use and this data is returned to them so they can target sales pitches at you through your email or Internet connection. Windows7 includes the program Windows Defender that protects against this kind of spyware.

Hang-Ups

Although rare these days sometimes you may find that a program "hangs" and you cannot proceed. When this happens moving or clicking the mouse has no effect, and you can't even close the window. On these occasions you can use the Task Manager to end a "hung" task. The Task Manager dialog box shows you all tasks running on your computer and allows you to select and end any task that is hung-up. Right-clicking in the empty part of the Task Bar and selecting "Start Task Manager" brings up the dialog box illustrated here¹. Select the Applications tab to show all programs currently running. You can "kill" a program by first selecting it then click on End Task.



Moving the Task Bar

The default position of the Task Bar is along the bottom of your screen; however, you can drag it to the top or either side if you desire; however, you must first unlock the task bar by right-clicking in an empty part of the task bar and then un-checking "Lock the Task Bar". Once you have it in your desired position it is suggested that you lock the task bar to avoid unintentional movement.

¹ Alternatively you can hold the Ctrl and Alt keys down and press Delete, then select Start Task Manager from the display.

Gadgets

Windows 7 has a feature called “Gadgets” that allows you to put various such gadgets on your desktop screen. Like icons you can install them on your desktop, move them around and delete them. However, they are not icons, they are actually miniature programs (sometimes called Applets). The default set of gadgets is shown here.

You can drag any gadget to your desktop for display. Some are very simple displays such as the Calendar and Clock. Others like Feed Headlines and Weather work only if you are connected to the internet, and they are constantly updated with the latest news and weather. Other gadgets may be downloaded from the Internet by selecting the “Get more gadgets online” option.

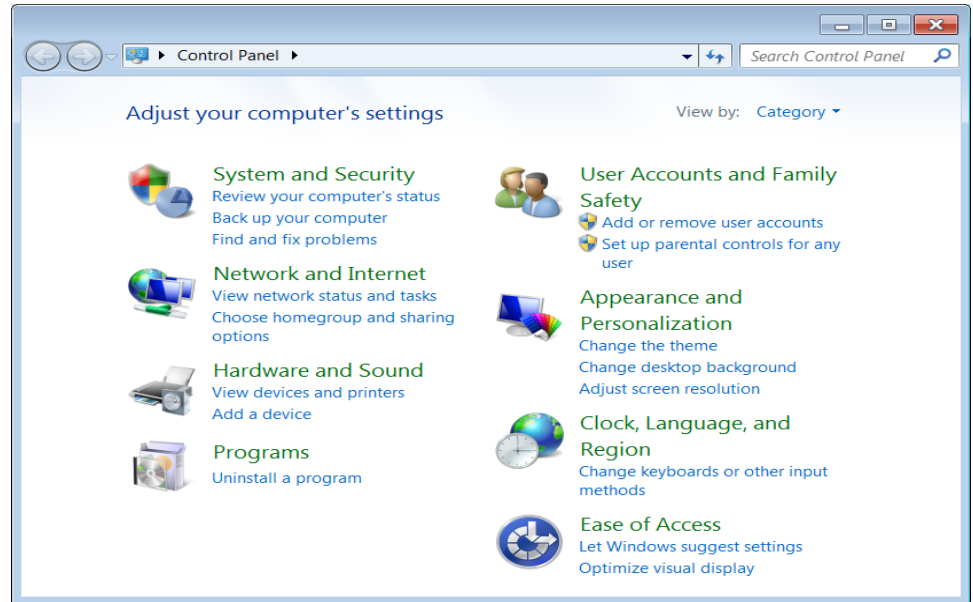


Exercise 6 — Security & Gadgets

Security Check

Check computer security as follows:

1. Click on Start and select Control Panel to obtain this view. (If your screen looks different use the “View by” box to select the Category View.



2. Next click on the words “System and Security” to open that window. Then

click on Action Center and finally on the down-arrow in the right side of the Security box. Scroll through this window and verify that all security features are turned on (the last item, Network Access Protection, may not be necessary on your home computer unless you are running a network).

3. Close the window(s).

Task Manager

1. Start two or three programs like Paint, Solitaire, etc.
2. Right-click in the Task Bar area and select “Start Task Manager”.
3. Make sure the Applications tab is selected and notice that each of the programs you started appears in the Task list.
4. Select (highlight) one of the programs then click on the End Task action button. Notice that the task is terminated.
5. Click on the Processes tab to obtain a graphic display showing how busy your processor is and how much memory is being used.
6. Most other features of the Task Manager are quite technical. Have your instructor answer further questions.
7. Close Task Manager and close all other running programs.

Move the Task Bar

1. Right click in the Task Bar area and uncheck “Lock the taskbar”.

2. Try dragging the task bar to the top and sides of the screen.
3. Return the task bar to the bottom and lock the taskbar.

Gadgets

Right-click on an empty part of your desktop and when the menu appears select Gadgets. You should see the display shown earlier in this lesson. Use drag-and-drop to put gadgets on your desktop.

1. Drag the Calendar to your desktop. It displays today's date. Move the mouse pointer inside the calendar and notice that three little buttons appear on the right side. Click on the middle one and observe the display.
2. Drag the clock onto the desktop and then click the middle button and experiment with the various clock faces. Notice that you can set the clock to any of many worldwide times.
3. Drag Feed Headlines to the desktop. You may have to click in the center of this applet to get it started. It will continuously update with news items to keep you up to date.
4. Experiment with other gadgets as you may desire. When through, please delete all gadgets from the desktop.

Homework 6

- Review Lesson 6
- Experiment with any of the procedures covered in this lesson. Try different gadgets and customize your desktop as you desire.
- Read through Lesson 7.