



- Presenter notes:

- This Windows 7 presentation is a prepackaged solution for basic Windows 7 training.
- You may use the presentation as-is or customize it.
- Remove this slide before presenting the slideshow.

Get up to speed on Windows 7

Tips and tricks for maximizing
Windows 7

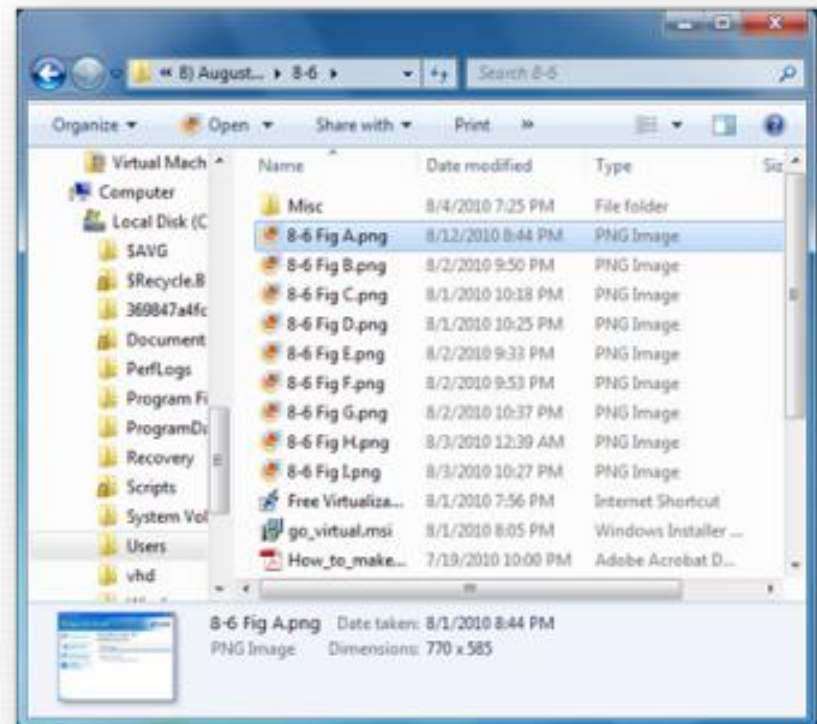
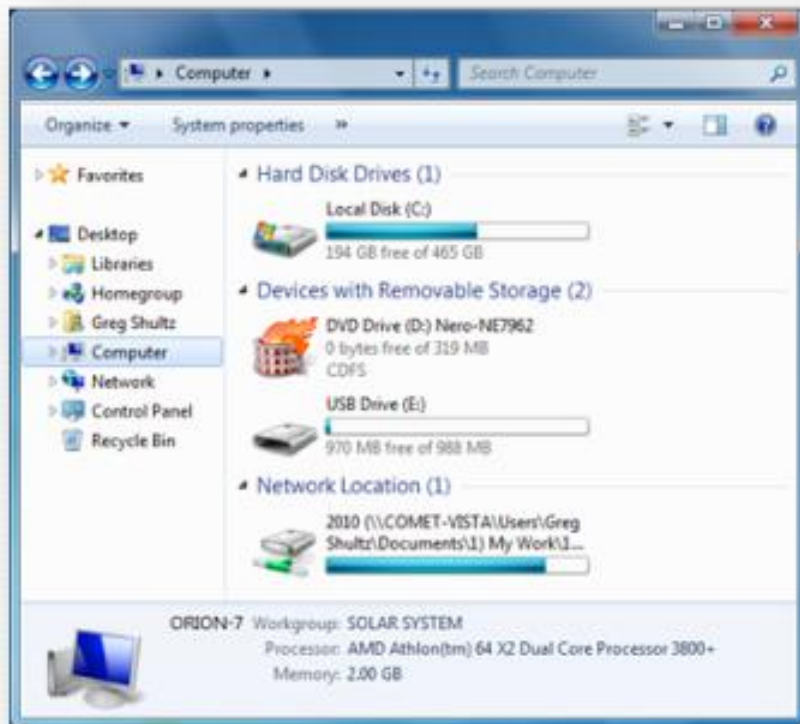
The Start menu



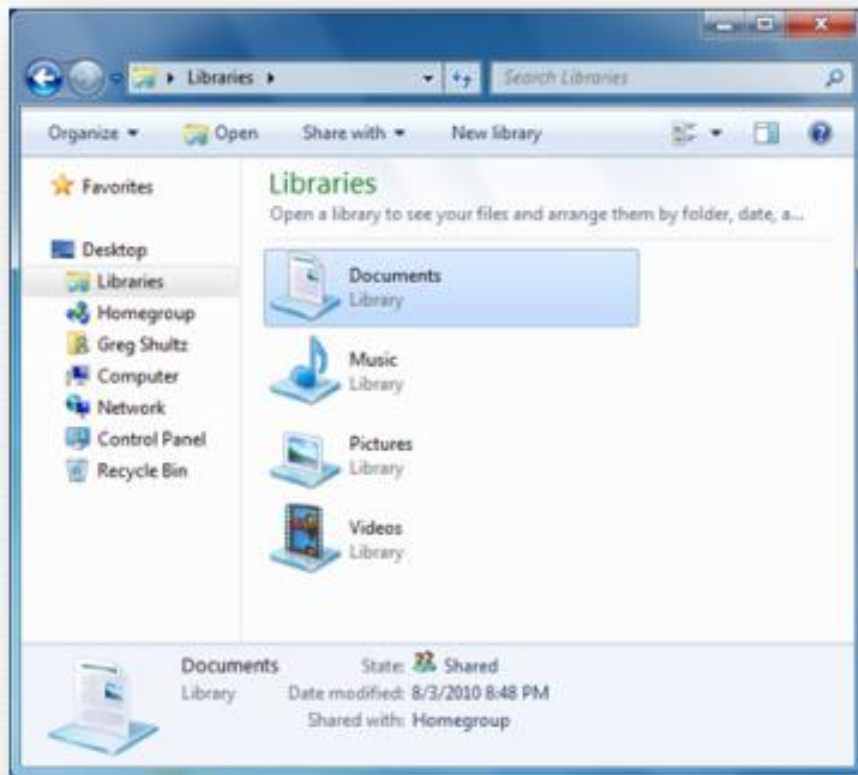
- New streamlined design
- No more “My”
- Recently programs now sport Jump Lists
- All Programs menu slides in and out of existing space
- Search your entire system

Computer & Windows Explorer

Computer and Windows Explorer are still the main file management tools, but with many new features



Libraries



- Libraries are a new file management feature
- Documents is still the main file storage location
- Can create new Libraries

Jump Lists

- Jump Lists also provide file management capability

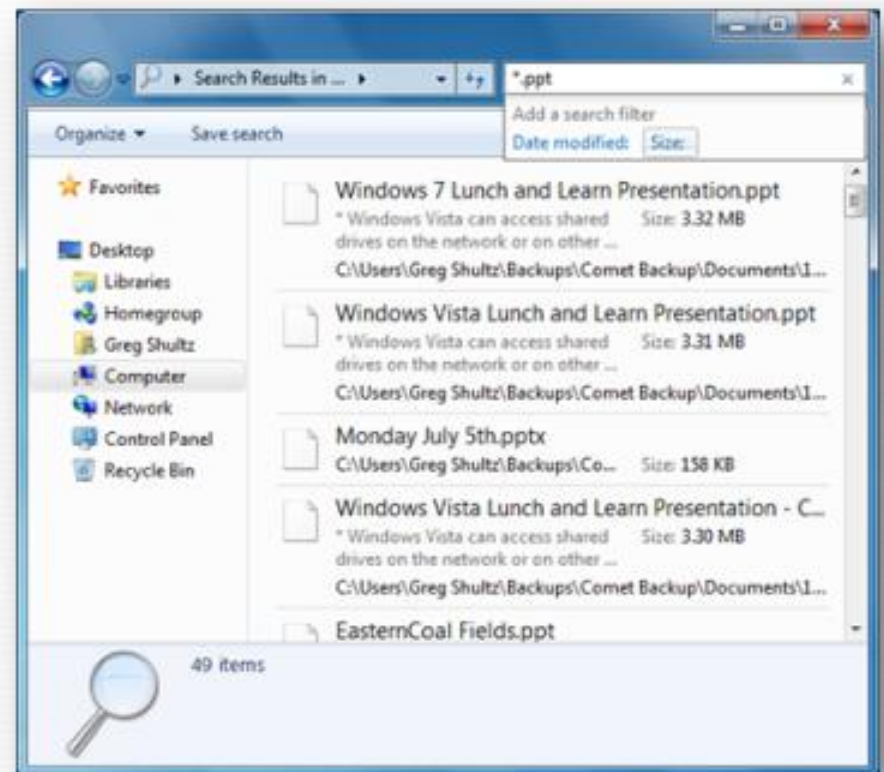
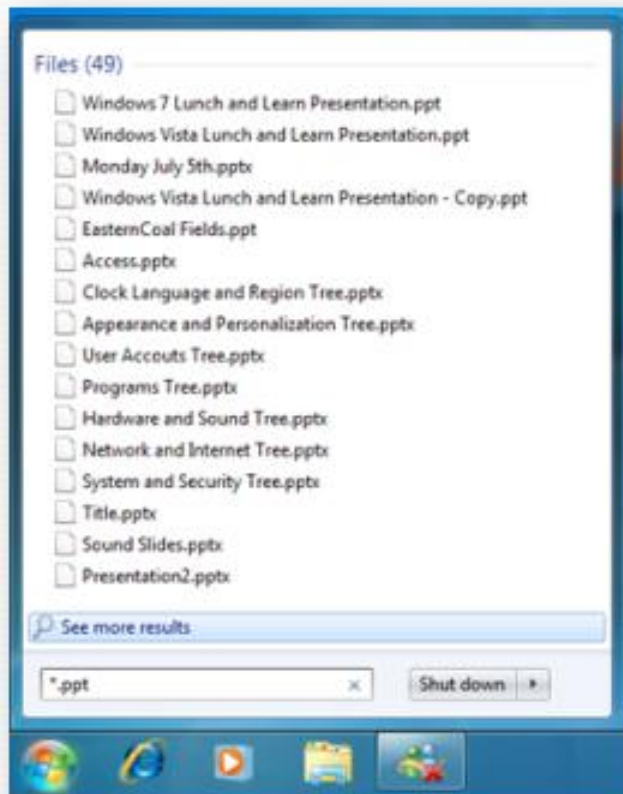


- Available on the Start menu and the on the Taskbar



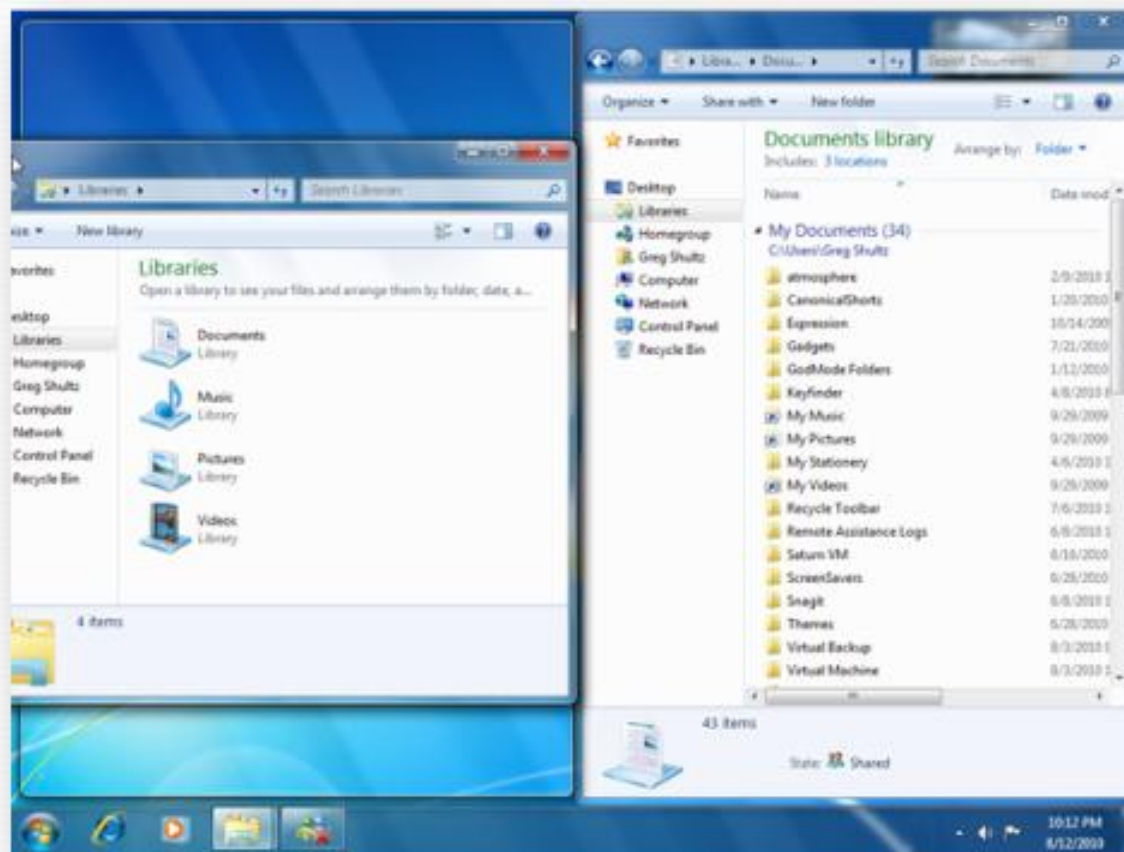
Integrated Search

Search is integrated throughout Windows 7



Snap

Snap allows you to instantly arrange windows by dragging them to the edges of the screen



Shake

You can use Shake to easily minimize all but one open window



Peek

Peek allows you to easily take a look at the desktop



Task Switching

Windows Flip 3D is a novel way to switch tasks



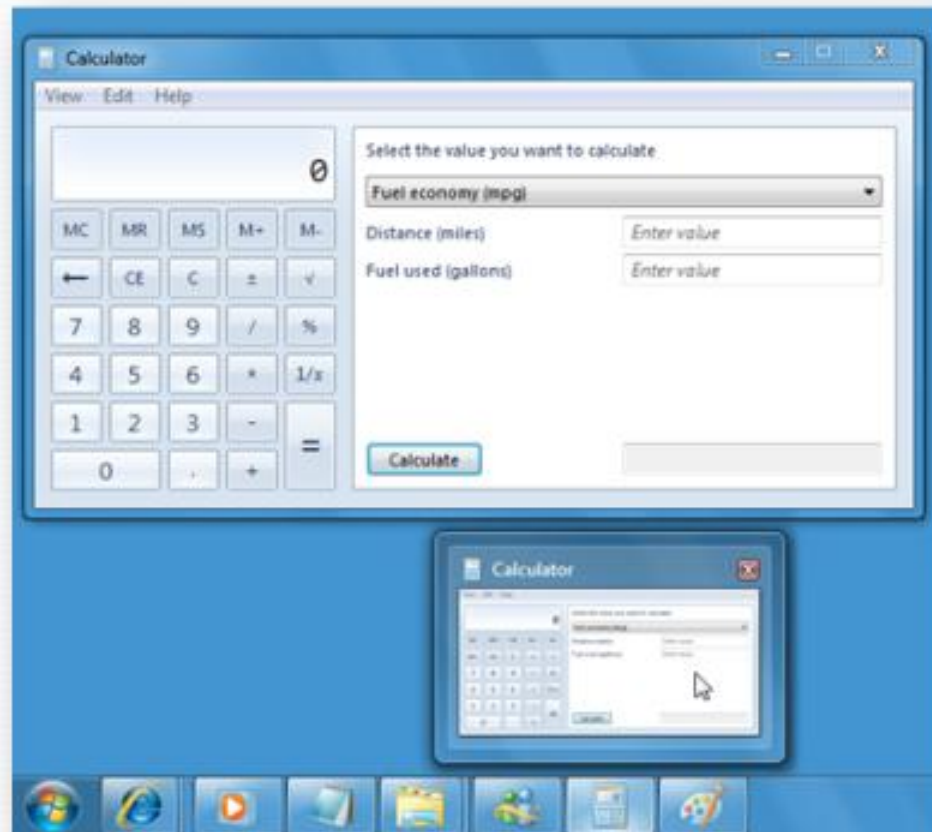
Live Thumbnails

- Just hover over an icon to see a thumbnail of a running window
- Click on a thumbnail to bring a window to the desktop
- Thumbnails display Active operations



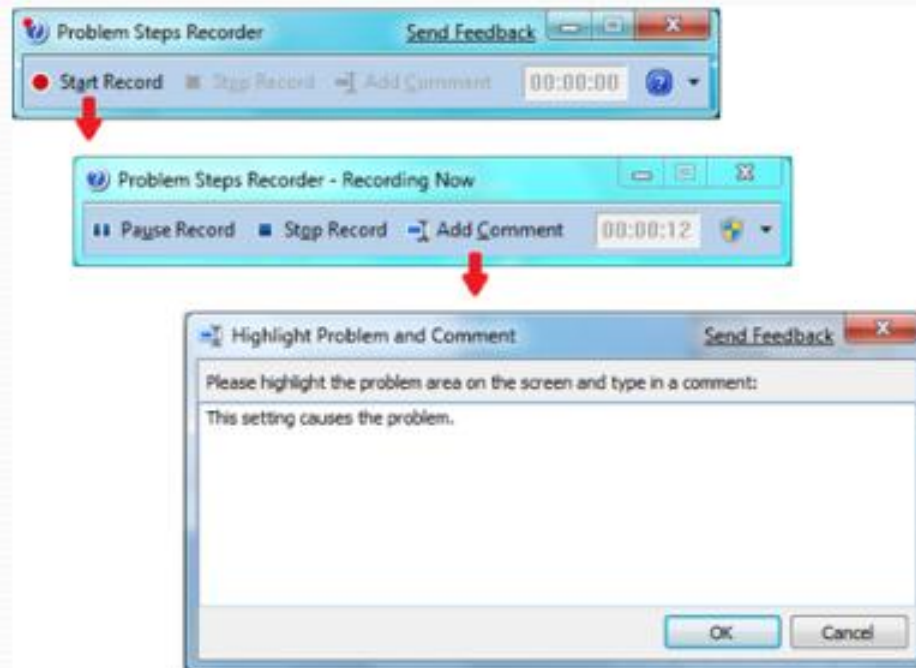
Thumbnails to Windows

Just hover over an thumbnail to see the actual window



Problem Steps Recorder

Ease troubleshooting for both the user and the help desk



Control Panel

Category view and integrated Search make it easy to find what you need



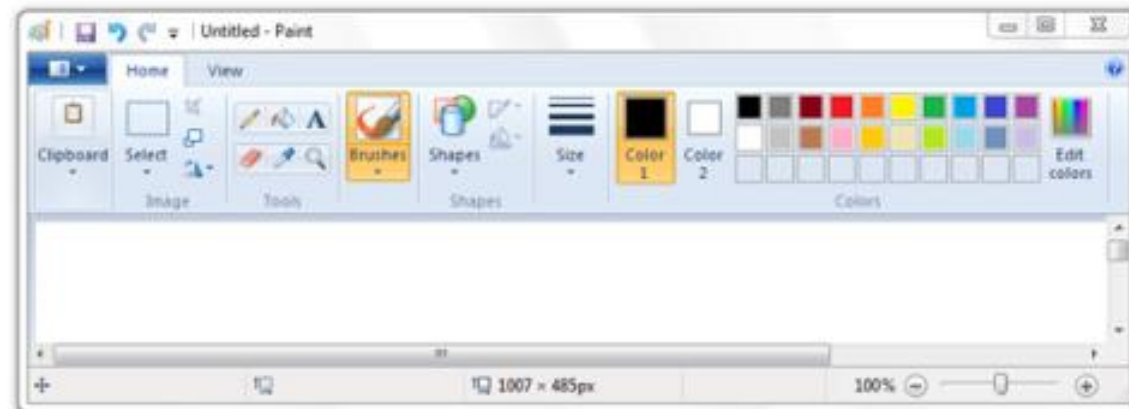
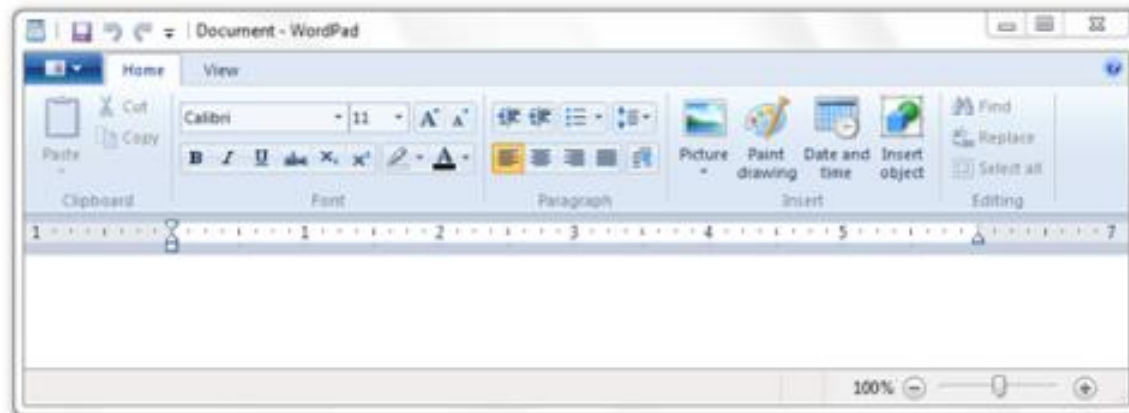
User Account Control

- If a task requires Administrative rights, you'll see a User Account Control prompt
- Check with the IT department if you need Administrator rights



WordPad & Paint

WordPad and Paint now have many new features including the Ribbon UI



Calculator

There are now additional views and built-in worksheets



Scientific



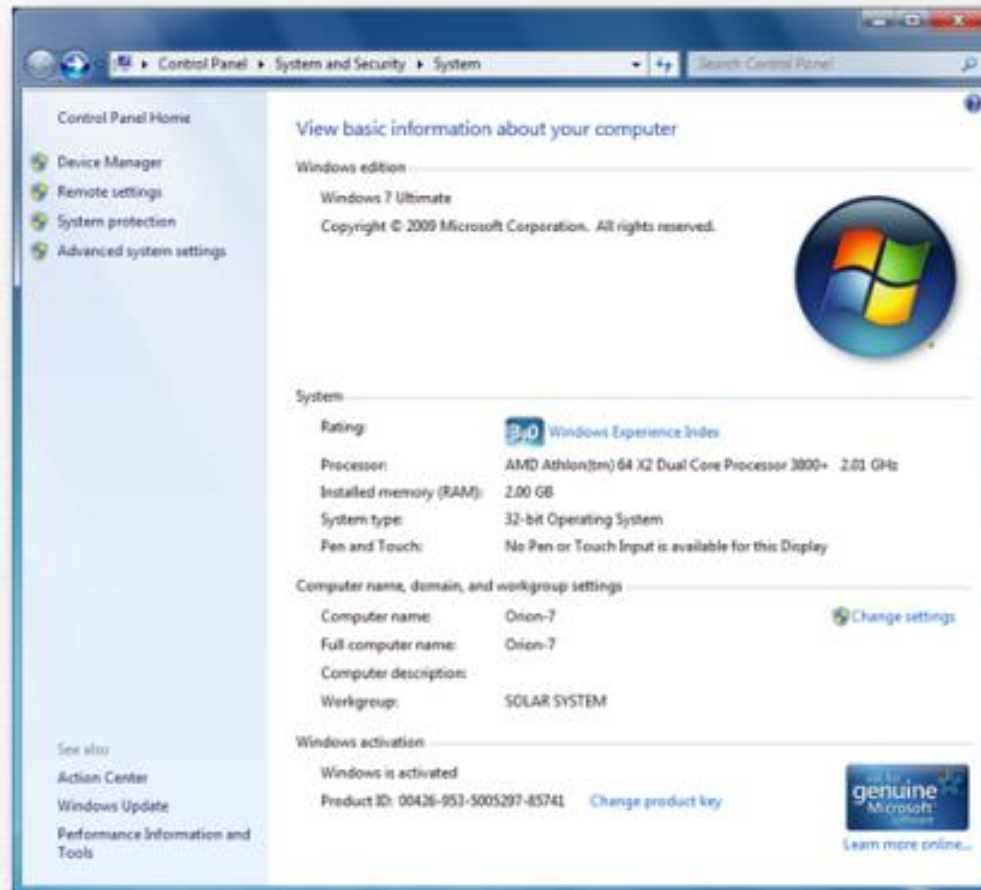
Programmer



Statistics

Viewing system information

Use System to get detailed information about your installation



Ten Windows 7 Tips

1. Using Windows Key shortcuts and Snap, you can create a dual-pane file-manager simulation with four simple keystrokes:

[Windows]+E

[Windows]+[Left Arrow]

[Windows]+E

[Windows]+[Right.

2. Need to jot down a quick note? Use the Sticky Notes applet. Click the Start button, and type *sticky* in the Start Search box. When you create a note, Sticky Notes automatically saves the note and will keep it until you delete it.

Ten Windows 7 Tips

3. Pressing the Windows Key and a number from 1 to 0 will launch a program on the Taskbar in the position indicated by the number. For example, if Windows Explorer is the third icon on the Taskbar, pressing [Windows]+3 will launch it.
4. You can open up a Command Prompt window for any folder by holding down the Shift key, right-clicking the folder, and choosing *Open command window here* from the context menu.
5. When Windows Media Player is displayed as a Live Thumbnail, you'll discover that it sports a feature called a Thumbnail Toolbar that provides you with Pause/Play and Next and Previous buttons. This means that you can control Windows Media Player right from the Live Thumbnail.

Ten Windows 7 Tips

6. Windows Explorer's toolbar is context sensitive such that the buttons that appear on the toolbar depend on the type of folder or file that you have selected. For example, select a document file and you'll see Open and Print buttons. Select anywhere in a folder and you'll see a New Folder button.
7. By default Jump Lists can display up to 10 items. To increase the number of items in the Jump list, right-click on the Start button, select the Properties command, and click the Customize button. Use the Jump Lists spin button to increase the number.
8. Windows 7 allows you to rearrange icons on the Taskbar. Just click an icon and drag it to the left or right. When you have the icon where you want, just drop it.

Ten Windows 7 Tips

9. The Performance tab in Task Manager shows detailed information about physical memory usage. Press [Ctrl]+[Shift]+[Esc] and click the Performance tab. The Total entry shows the amount of RAM installed in the system. The Cached entry indicates the amount of physical memory used for system resources. The new Available entry indicates the amount of physical memory currently not being used. The Free entry indicates the amount of memory in the cache that does not contain useful information.
10. Windows Mail, Windows Calendar, Windows Photo Gallery, and Windows Movie Maker are no longer part of the operating system in Windows 7. You can get them back by downloading the Windows Live Essential package from the Windows Live site (www.windowslive.com.)

Final thoughts

- Questions?
- Thanks for attending
- Don't forget your handout