Welcome to Windows 7

Windows 7 has a sleeker appearance while operating within reduced computer memory. This means it looks and feels better but does not overwhelm your computer. This document highlights five features of Windows 7 that will help you accomplish everyday tasks easier.
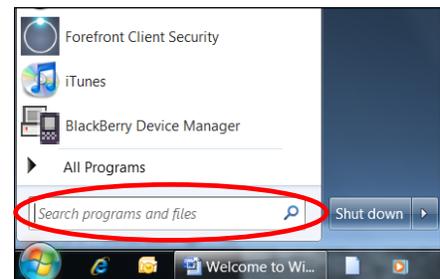
1. The Start button

The Start button is now a windows logo surrounded by a circle at the bottom left corner of your screen. Click it and you will see all the installed programs including the Control Panel, Devices and Printers and Documents (formerly My Documents).

2. Searching

The Search feature can be used to quickly locate a file, email or program by typing the name or a keyword. To use Search, click the Start button then enter all or part of a filename in the Search box.
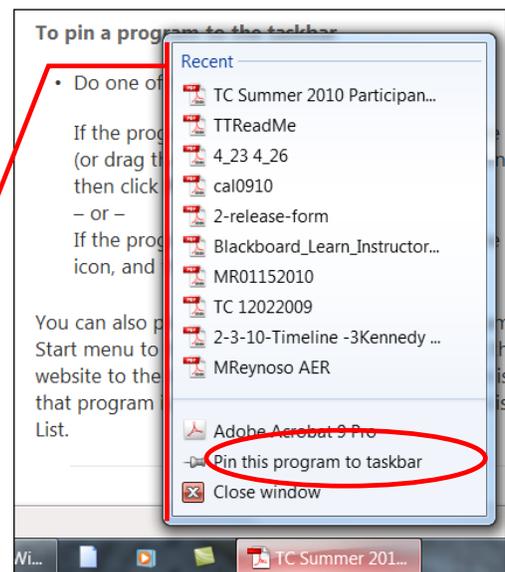

3. Opening Programs

In this version of Windows there is no longer a Quick Launch toolbar from which you can open the most used applications. Instead, pinning a program to the taskbar makes opening programs much easier.

To pin a program to the taskbar do one of the following:

If the program is already running, right-click the program's button on the taskbar (or drag the button toward the desktop) to open the program's Jump List, and then click **Pin this program to taskbar**.
OR
If the program isn't running, click **Start**, find the program's icon, right-click the icon, and then click **Pin to Start Menu**.

Note: You can also pin programs to the Start menu. Click **Start**, find the program, right-click it, and then click **Pin to Start Menu.**

4. Showing the Desktop

Click the **Show desktop** button at the end of the notification area on the taskbar. (To restore minimized windows, click the **Show desktop** button again.)
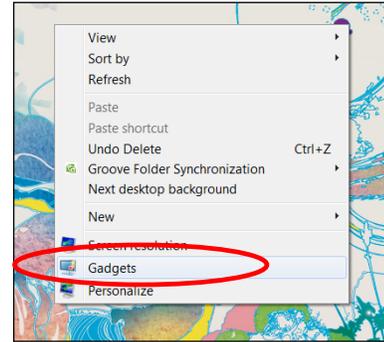OR
Press the Windows logo key ⊞+D. (To restore minimized windows, press the Windows logo key ⊞+D again.)

5. Using Gadgets

Gadgets put information and fun—like news, pictures, games, and the phases of the moon—right on the desktop, where you can move and resize them as you like.

Right-click the screen to and select Gadgets from the menu

Choose the gadget you want to use and where on the desktop to place it.