

Microsoft Windows 7

1 – Starting off with Windows 7



STARTING OFF WITH WINDOWS 7



INFocus

Windows 7 is the latest operating system produced by Microsoft. It was officially released around the world in October 2009.

An operating system such as Windows 7 provides a range of tools, programs and resources that help you and your computer to work together. It provides the **interface** between what your computer can do and your data.

In this booklet we will show you how to:


- ✓ turn on the computer
- ✓ log on to a computer
- ✓ identify the main elements of the Windows 7 screen
- ✓ open folders and start programs from the Start Menu
- ✓ identify the common components of a window
- ✓ minimise, maximise and restore a window
- ✓ minimise, maximise, and restore a window
- ✓ move a window on the desktop
- ✓ gain an understanding of Windows Aero
- ✓ use Aero Snap to resize windows
- ✓ minimise windows using Aero Shake
- ✓ scroll in a window
- ✓ gain an overview of how to work with menus
- ✓ display menus in a window
- ✓ close a window
- ✓ put your computer to sleep
- ✓ shut down your computer

TURNING ON THE COMPUTER

A computer is just another electronic device full of plastic, metals and other bits and pieces. The computer only 'comes to life' and starts working for you when the

power is switched on – and this, if it hasn't already been done, is the first thing you need to do.

Try This Yourself:

- 1** Check whether the power to the computer is already switched on – if there is nothing presently on the screen press a couple of keys on the keyboard
Sometimes computers go into sleep or hibernation mode, where they are switched on, but shut down many of their components to save power. When you press a keyboard key a computer in sleep or hibernation mode often resumes normal operation in a matter of seconds...
- 2** If nothing has happened since pressing a couple of keys on the keyboard, look for the **power switch**
The power switch could be anywhere – on the top, at the front, on the side. It could be square, round or oval in shape. But all power switches today have the power icon  either on or near them...
- 3** Press the power switch and wait while the computer turns on and begins its warm-up routines

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Trivia: The power on icon displayed here is an ANSI or ISO worldwide standard. The straight line indicates that power is on, while the circle indicates that power is off.

The circle is broken to indicate that the device can also be in standby mode – such as hibernation for computers and for use with remotes in other devices such as television sets and stereo systems. A closed circle (which is very rare) indicates that the power will go completely off.


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When you switch the power on, the computer will:

- perform a self-diagnostic routine known as the **power-on self test (POST)**
- look for the **operating system** on one of the drives (beginning with drive A: and progressing through until it locates it, usually on drive C:)
- start the **operating system**
- display a prompt requiring you to press three keys simultaneously – usually **Ctrl**, **Alt** + **Del**
- display a **log on** dialog box so that you can log on and commence to use the computer.

For Your Reference...

To turn a computer on:

1. If the screen is blank press a key to ensure it is not just in sleep or hibernation mode
2. Locate and press the power button 

Handy to Know...

- If nothing happens when the power switch is pressed, chances are the computer is not plugged into an electrical power point or the power point is switched off. Check these before calling for further help.




LOGGING ON

Once the computer has completed its **power-on self test (POST)** it will pause, waiting for you to press a specific sequence of keys. Once these keys are pressed you will be required to log on to

the computer by specifying a **user name** and a **password**. Logging on to the computer identifies you as a valid user and also, if connected, provides you with access to the computer network.


Try This Yourself:

Before starting this exercise ensure that the computer has been switched on and has completed its power-on self test...

- 1** If a prompt box appears advising you to **Press CTRL + ALT + DELETE to log on**, hold down the  and  keys, and press 

A list of all users (if any) of your computer will appear...

- 2** If your **user name** appears click on it, otherwise click on **Other User**
If you have clicked on your user name you will now be prompted for the password that provides access to your computer. If you have clicked on Other User you will be prompted both for a valid user name and the password associated with that user name...

- 3** Type in a valid **user name** (if required) and the valid **password** associated with that user name and press  to log on

- 1** The **CTRL + ALT + DELETE** operation to progress to the log on screen has been in operation virtually since the first days of personal computing. It is a rather bizarre combination of keystrokes but has now become an accepted part of the start up routine. This combination of keys can also be used after the computer has started to access a special program known as the **Task Manager** which can help you to recover from computer problems.

- 2** The **user name** is used to identify you both on your computer, and also on the computer network if your computer is connected to a network.




Even if your computer is not connected to a network it can be used by a number of people. In this situation each person is given a user name so that the computer can store their computing preferences such as the colour of the screen, their favourite programs, and other special configurations.

If the computer is connected to a network the user name, in addition to recognising you on the computer, also identifies you to the network. Here the user name becomes part of your profile and is used to provide you with access to the parts of the network that you are permitted to use.

It may also be used to provide you with access to key company resources such as the email system and the internet.

For Your Reference...

To log on to your computer:

1. After the **power-on self test**, hold down  and  and press 
2. Click on your user name or **Other User**
3. Type your **user name** (if required) and **password**

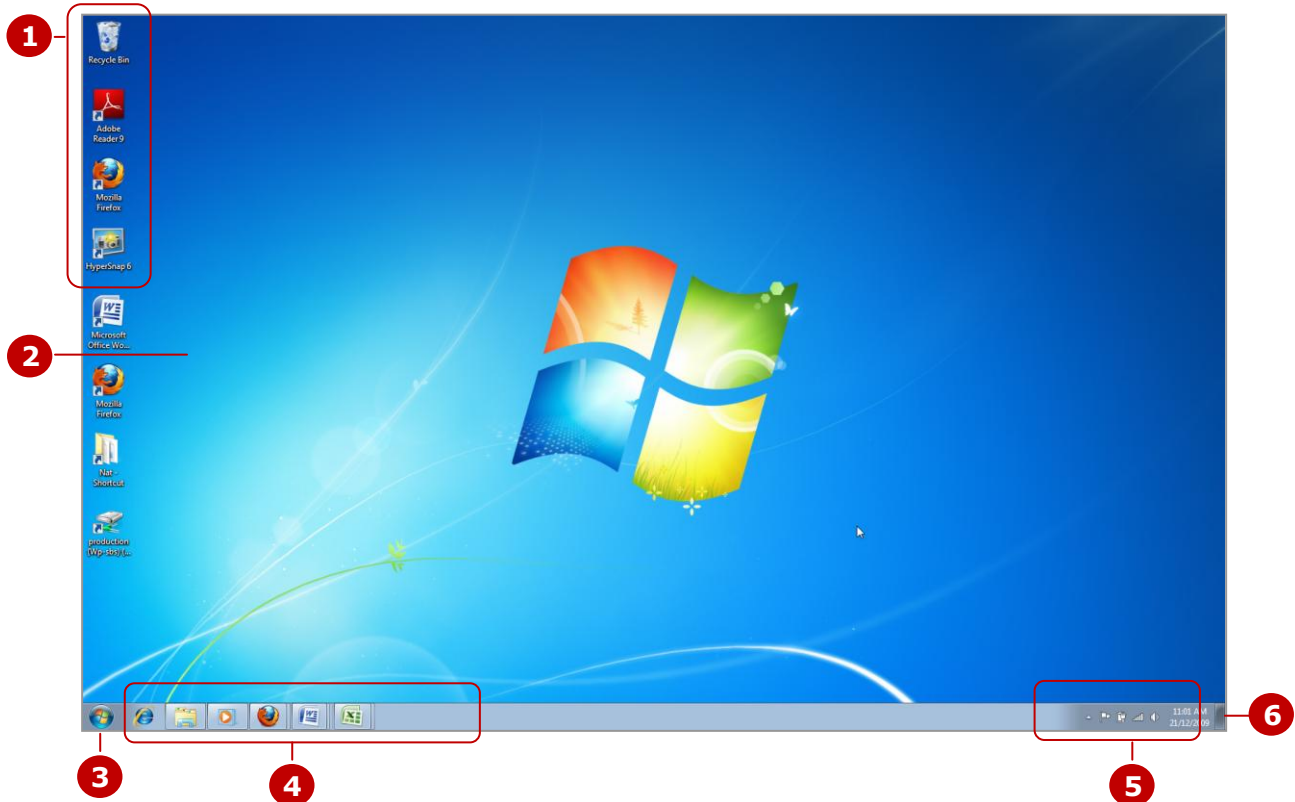
Handy to Know...


- User names and passwords are usually set up by the system administrator in your company (if you are using a computer at work or school) or by the people from whom you purchased the computer.

THE WINDOWS 7 SCREEN

Once you have successfully logged on to your computer you will be presented with the **Windows 7** screen. The screen is completely customisable in terms of its *size, colour scheme, background, and even*

what appears on it. No two screens, once customised, will therefore ever look the same. However, there are some common elements that will appear.



- 1** **Icons** appear on the desktop. Icons provide shortcut access to programs and documents on your computer.
- 2** The **desktop** is the background upon which other elements can be placed. The desktop can be customised to appear in different colours, with different images and even with pictures from your digital camera.
- 3** The **Start** button provides access to all of the programs installed and available to your computer. A menu, known as the **Start** menu, will appear when you click on the Start button.
- 4** The **Taskbar** displays open (running) programs and windows. Users can *pin* (add) program icons to the Taskbar, enabling quick access to frequently-used programs. Clicking on a Taskbar program icon will display a **jump list**: a list of files open in that program.
- 5** The **Notification** area displays icons that provide information about your computer and programs that are running in the background (such as anti-virus software). The Notification area will also notify you when changes have occurred to your computer (such as new hardware installed).
- 6** The **Show Desktop** tool  enables you to view the desktop in a single click. Click once on the Show Desktop tool to minimise all open windows and to display the desktop. Click on the Show Desktop tool again to restore all windows.



RUNNING PROGRAMS FROM THE START MENU

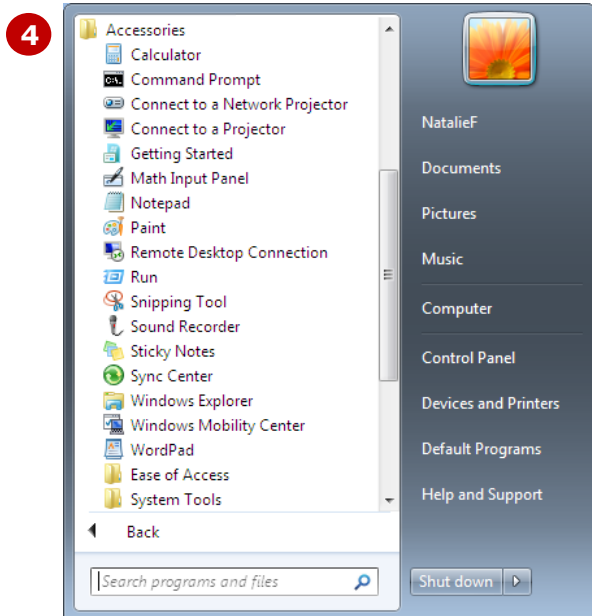
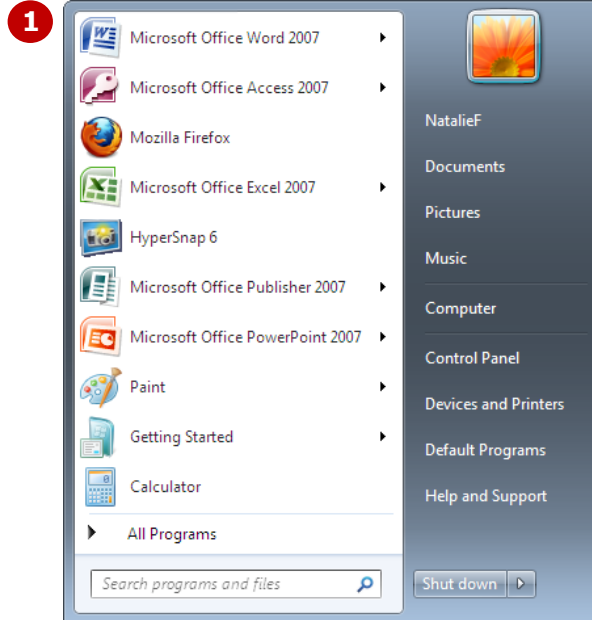
Generally when you want your computer to do something for you an appropriate program must be started and operated. Running a program in Windows 7 can be done in several ways, but one of the

easiest to perform and remember is to run the program from the **Start** menu. The Start menu is accessed by clicking on the **Start** button at the bottom left hand corner of the screen.

Try This Yourself:


Before starting this exercise ensure that Windows 7 has started...

- 1** Click on the **Start** button  at the bottom left corner of the screen to display the **Start** menu
- 2** Roll the mouse pointer over each item and notice that the item is highlighted
Items with an arrow beside them indicate that a submenu exists for this item and will appear...
- 3** Click on **All Programs** to see all of the programs available to the computer
Items with the folder icon  contain further submenus...
- 4** Click on **Accessories** to display items within the **Accessories** folder
- 5** Click on **Accessories** again to hide the items within the **Accessories** menu and return to the **All Programs** menu
- 6** Click on **Accessories** again to see the **Accessories** submenu
- 7** Click on **Getting Started** to open the **Getting Started** window



For Your Reference...

To start a program from the **Start** menu:

1. Click on the **Start** button 
2. Click on the program that you want – select **All Programs** if necessary to see a full list of programs

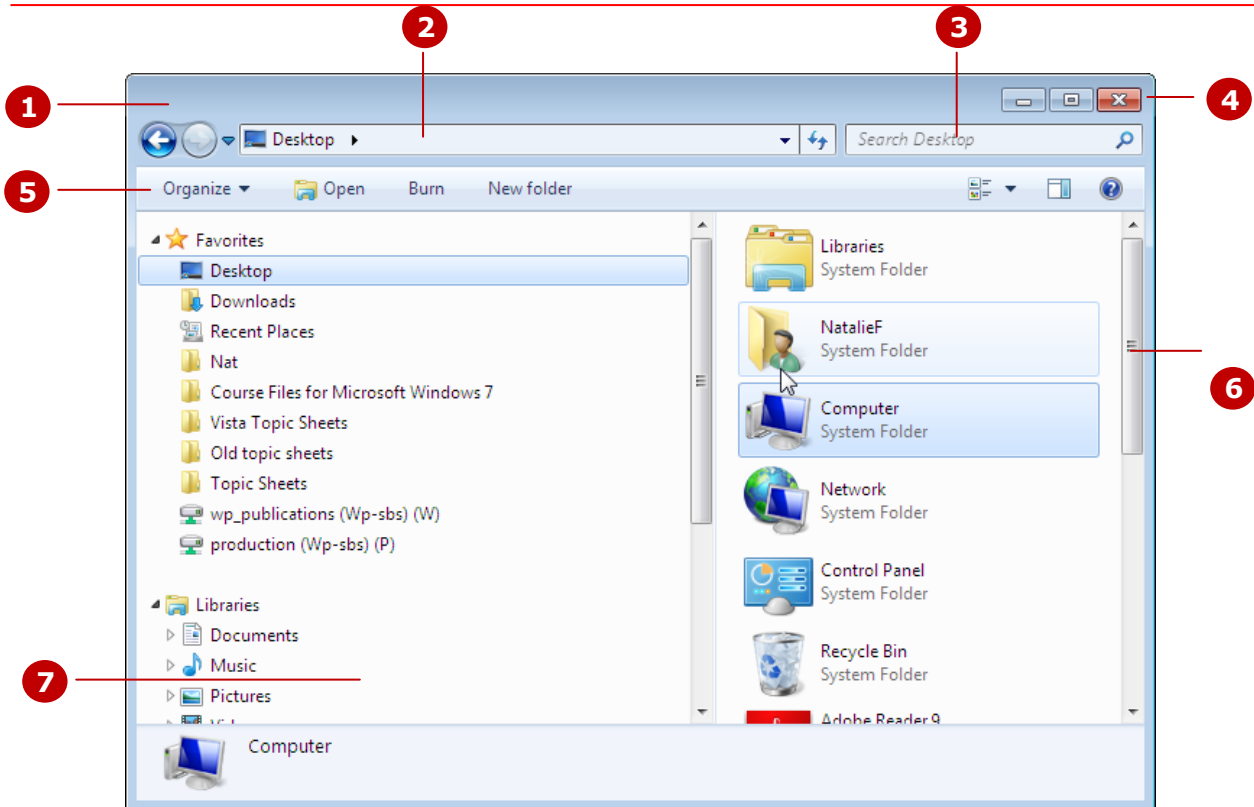
Handy to Know...





- **Getting Started** may have already been running (open) when you first opened Windows 7. Starting it again will not have caused any problems. However, with some programs if you start them again you get another instance (or copy) of them running on your computer.

THE ANATOMY OF A WINDOW

When you are working in Windows 7, programs, folders and data that you are accessing appear in **windows** – hence the name Microsoft Windows! Windows are just

boxes that appear on the desktop. Most windows have common elements that you need to be aware of so that you can work with them effectively.



- 1 Title bar** Appears at the top of the window and identifies the contents of the window, the file name, and/or the program running. In the example above the title bar is blank, but most windows will show a title bar with a description of its contents.
- 2 Address bar** Displays the path (location) of the current window, file or program on the computer or network. In the example above the **Navigation** bar shows that the **desktop** is being viewed.
- 3 Search bar** Used to search for text or information within the current window or **view**.
- 4 Resizing buttons** Used to change the size of the window or to close the window. The **Minimise** button  will reduce the window to an icon on the **Taskbar**. This means the window is still open but not active. Click on **Maximise**  to view the window at full size (full screen). When the window is maximised, the Maximise button is replaced by the **Restore** button , which restores it to its former size. The **close** button  closes the window.
- 5 Toolbar** Displays options or features related to the object currently selected or open. In the above picture, the toolbar shows the **Organise** menu, as well as other options relevant to the desktop.
- 6 Scroll bar** Scroll bars will appear only when the window contents are bigger than the window. There are two scroll bars: **vertical** (as shown above) and **horizontal**. The horizontal scroll bar appears at the bottom of the window, while the vertical scroll bar appears along the right side of the window when required.
- 7 Navigation pane and right pane** Appear in many windows as the **left (Navigation)** and **right** panes. The Navigation pane displays the folder hierarchy or structure, while the right pane displays the contents of the selected folder, drive, and so on.




MINIMISING AND MAXIMISING A WINDOW

Most windows in Windows 7 can be resized, so that you can see more or less data in them, or if you want to temporarily move them off the desktop. Windows can be **minimised**, where they are reduced to

an icon on the Taskbar, but are still open. They can also be **maximised** where they occupy the full screen. Windows can also be **restored** to their former size.

Try This Yourself:

Before starting this exercise ensure that the Getting Started window is open...

- 1** Move the mouse pointer to the **Minimise** button  at the top right hand corner of the **Getting Started** window
- 2** Click once to minimise the window to the **Taskbar**
This action removes the window from the desktop...
- 3** Move the mouse pointer to the **Getting Started** icon on the **Taskbar**
- 4** A jump list appears. This is a menu that provides quick access to open files, or enables you to close a window without having to first restore it...
- 5** Click on the **Getting Started** icon in the **Taskbar** to restore the window to its former size
- 6** Move the mouse pointer to the **Maximise** button  on the **Getting Started** window and click once to maximise it to full size
- 7** Move the mouse pointer to the **Restore** button  on the **Getting Started** window and click once to restore the window to its original size

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


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For Your Reference...

- Click on **Minimise**  to minimise a window
- Click on **Maximise**  to maximise a window
- Click on **Restore**  to restore a window to its former size

Handy to Know...

- You can maximise a window by double-clicking on the title bar of the window. Double-click on the title bar of the window again to restore it to its former size.

RESIZING A WINDOW USING THE MOUSE

Windows can easily be maximised, minimised and restored using the sizing buttons at the top right hand corner of a window. The size of a window can also be infinitely changed using the mouse to drag

the borders or corners of the window.

Dragging is the process of using the mouse to literally pull a border of a window so as to expand or contract the window.

Try This Yourself:

Before starting this exercise ensure that the Getting Started window is open...

- 1** Move the mouse pointer to the bottom border of the window until the pointer changes to a double-headed arrow

- 2** Hold down the left mouse button and move the mouse upwards so that the bottom border of the window also moves upward – release the left mouse button when the window is about two-thirds of its original size

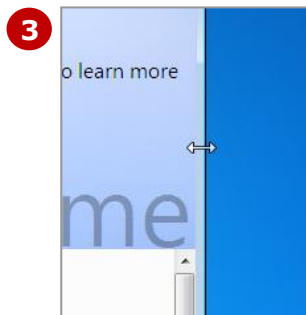
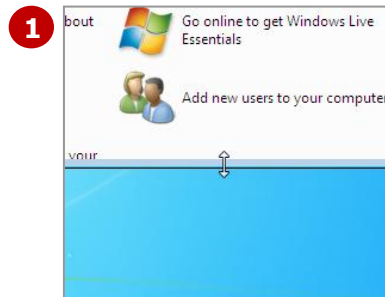
This process of holding down the left mouse button while moving the mouse is known as 'dragging'...

- 3** Move the mouse pointer to the right border of the window until the pointer changes to a double-headed arrow

- 4** Hold down the left mouse button and drag the border left until the window is about half its former size

- 5** Move the mouse pointer to the bottom right corner of the window until the pointer changes to a double-headed arrow

- 6** Hold down the left mouse button and drag the corner down and right until the window is roughly the size it was when you started this exercise



For Your Reference...

To resize a window with the mouse:

1. Move the mouse pointer to the appropriate border or corner until the pointer changes to a double arrow
2. Hold down the left mouse button and drag the mouse to resize the window

Handy to Know...

- When you drag a border of a window the other borders remain fixed. If you drag the border into the window the window will contract in size, whereas if you drag the border out from the window the window will increase in size.


MOVING A WINDOW ON THE DESKTOP

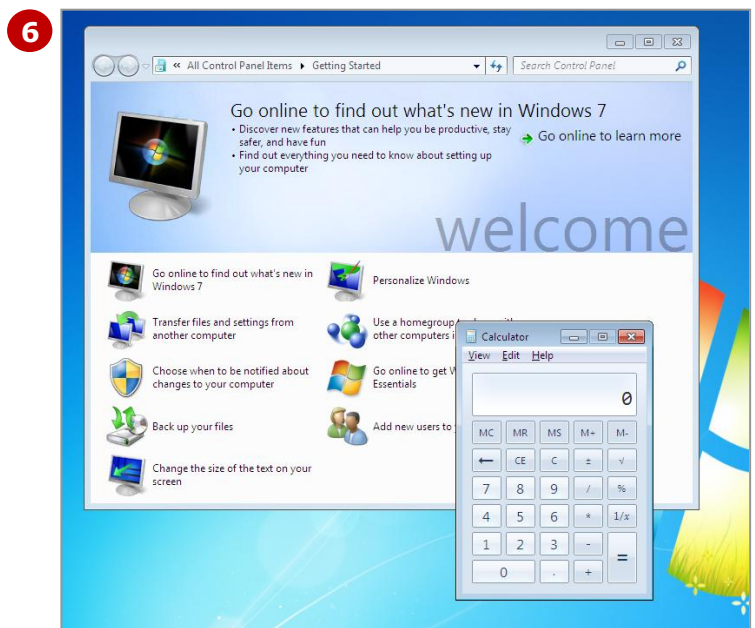
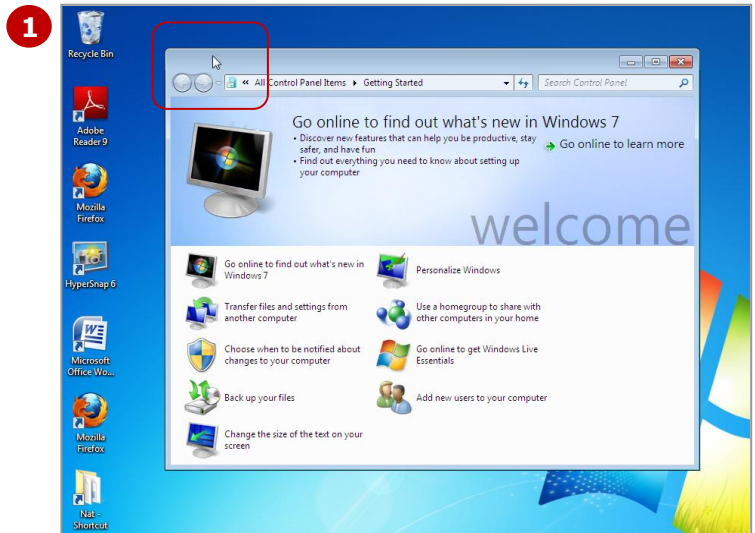
Just as you can move your work around on an actual desk, windows can be moved around on the Windows 7 desktop. This can be useful when you want to move

windows to make other windows or objects visible. Moving a window is done by dragging the window from the title bar and moving the entire window to its new location.

Try This Yourself:

Before starting this exercise ensure that the Getting Started window is open...

- 1** Hover the mouse pointer over the title bar of the window
- 2** Hold down the left mouse button and drag the entire window down to about a third of its height, then release the left mouse button
- 3** Practise the above steps and move the window to different locations on the desktop
You will now open another window...
- 4** Select **Start > All Programs > Accessories** to display the **Accessories** menu
- 5** Click on **Calculator** to open the calculator
- 6** Click on the title bar of the calculator and drag it on top of the first window
- 7** Practice moving both windows around the desktop
- 8** Click on **close**  on each window to close both windows



For Your Reference...

To move a window around the desktop:

1. Move the mouse pointer to the title bar of the window
2. Hold down the left mouse button and drag the entire window to the new location

Handy to Know...

- You can have several windows open on the desktop at any one time. By moving and also resizing windows you can position the windows so that they sit side by side and you can see the data in all of them.

UNDERSTANDING WINDOWS AERO

Windows Aero is described by Microsoft as a 'user experience', and is available in most editions of Windows 7. Aero contains a number of clever features that will help you to save time when managing windows.


However, even with the correct edition, there are still several hardware requirements your computer needs to ensure that Aero works on your computer.

Applicable Windows 7 Editions

Windows Aero is available on the **Home Premium**, **Enterprise**, **Professional** and **Ultimate** editions of Windows 7, but is not available on the **Starter** or **Home Basic** editions. You can check which edition of Windows 7 you are using by going to **Control Panel > System and Security > System**, and from here you can view information about your computer.

Aero Features

Windows Aero contains a number of useful features to help you manage your windows. These are:

Flip	This is an updated version of the Alt + Tab feature that enables you to scroll through open windows to locate the window you want to view. Flip displays thumbnails of the windows instead of icons as in previous versions of Windows.
Flip 3D	Creates a view of your open windows in a three-dimensional stack on your desktop. Press Win + Tab on your keyboard to flip through the open windows and to quickly locate and select the window you want to view.
Glass	Windows become translucent so that you can see through the windows to the desktop.
Peek	Hover the mouse over the Show Desktop tool  at the very right of the Taskbar to make all windows transparent so you can see what's on the desktop
Shake	Click and hold the mouse button on the title bar of the active window and give it a shake. This will minimise all other open windows so that only the window you are shaking remains open. Shake it again to restore all windows.
Snap	Enables you to resize and maximise selected windows by dragging the window to the top, right or left of the screen.
Taskbar thumbnails	Hover over a Taskbar icon to see a thumbnail version of the contents of windows that are currently minimised.

Minimum hardware requirements

For Aero graphics to be displayed correctly your computer must meet the following minimum hardware requirements:

- 1-gigahertz (GHz) 32-bit (x86) or 64-bit (x64) processor
- 1 gigabyte (GB) of random access memory (RAM)
- 128-megabyte (MB) graphics card
- DirectX 9 class graphics processor that supports a Windows Display Driver Model Driver, Pixel Shader 2.0 in hardware, and 32 bits per pixel.

About Aero Themes

You must also be using an **Aero Theme** to run the graphical features in Aero, such as Flip, Flip 3D, Glass, Peek and Taskbar thumbnails. A theme is a set of pictures, colors and sounds that affect the display of the desktop, windows, icons, etc. You can add an Aero Theme by going to **Control Panel > Appearance and Personalisation > Personalisation** and **Change the theme**. Select an Aero theme to suit your tastes.

Troubleshooting Windows Aero

If you have an applicable edition of Windows 7 to run Aero and have met all of the minimum hardware requirements but Aero is still not performing correctly, try adjusting the mouse properties. You can do this by going to **Control Panel > Ease of Access > Change how your mouse works**. Make sure the **Prevent windows from being automatically arranged when moved to the edge of the screen** option is turned **Off** (not selected).

USING AERO SNAP

Aero Snap is a feature of the Windows 7 Aero 'experience', and provides another way to move and resize open windows. When using Snap, you can maximise and restore windows, or windows can be

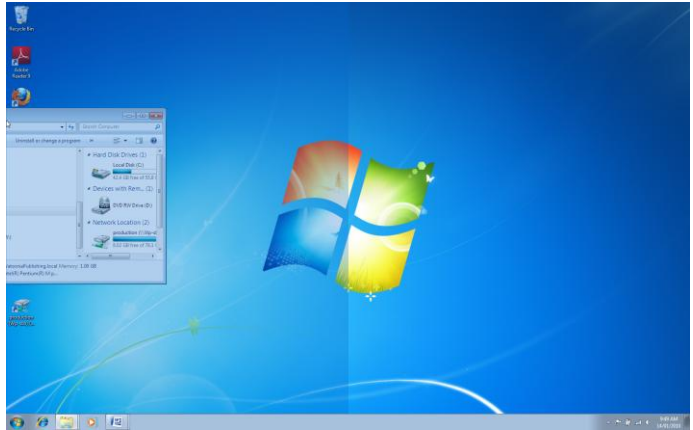
resized to appear side by side with another window. Snap works by dragging the title bar of the window either to the top or the right or left of the screen.

Try This Yourself:

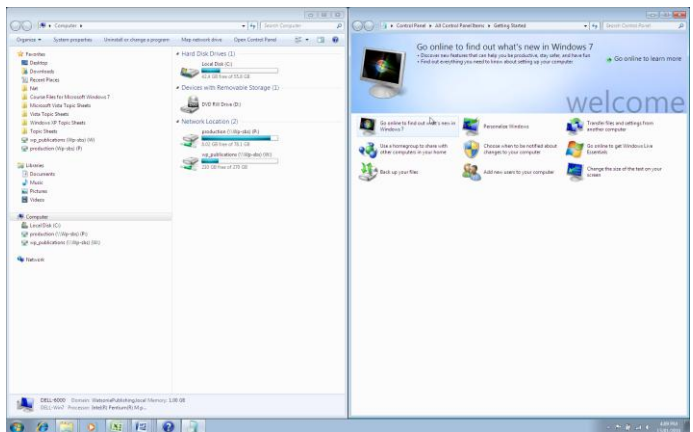
Before starting this exercise ensure that the Getting Started window is open and at its restored size...

- 1** Select **Start > Computer** to open the **Computer** window
- 2** Click on the title bar of the **Computer** window and drag the window to the very left of the screen until the screen goes blue
- 3** Release the mouse button to resize the window on the left half of the screen
- 4** Click on the title bar of the **Getting Started** window and drag the window to the very right of the screen until the screen goes blue
- 5** Release the mouse button to resize the window on the right half of the screen, and to view both windows side by side
- 6** Click on the title bar of the **Getting Started** window and drag to the very top of the screen until the screen goes blue
- 7** Release the mouse button to display the maximised window

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For Your Reference...

To resize a window using **Snap**:

- Drag the title bar of the window to the very top of the screen to maximise the window
- or
- Drag the windows to the very left or right of the screen to place them side by side

Handy to Know...

- You can toggle between maximising and restoring a window by double-clicking on the title bar of a window.

SHAKING DOWN WINDOWS

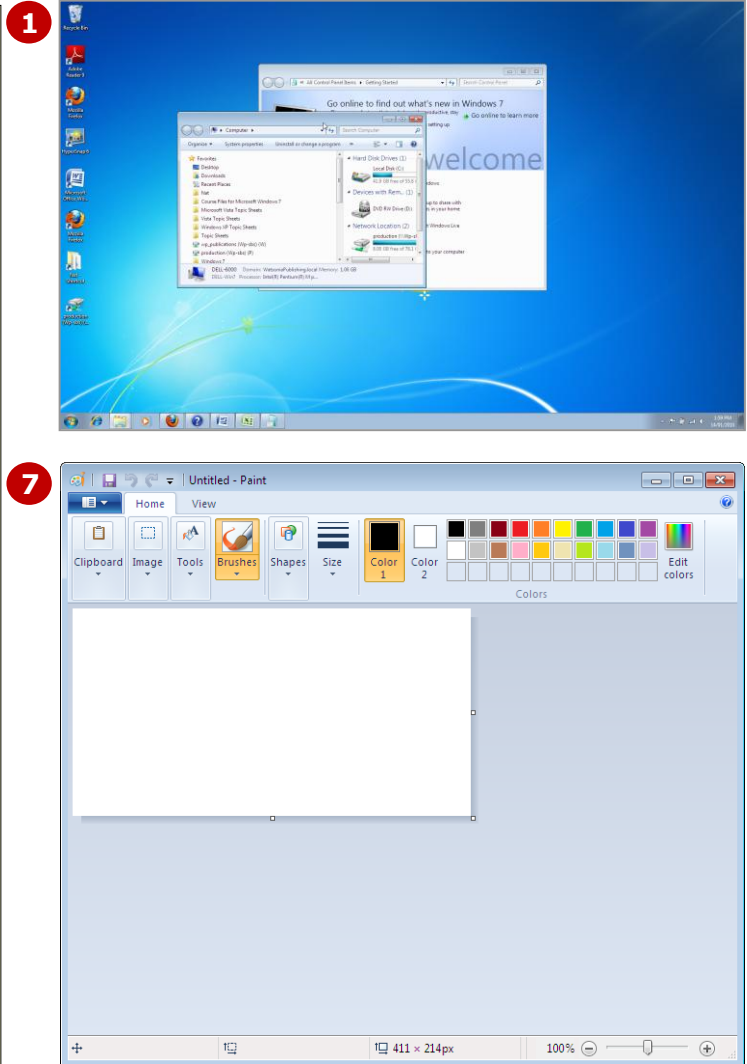
Aero Shake is a feature of Windows 7 Aero. As its name suggests, *Shake* is the ability to 'shake' a window. When you do this, all other windows are minimised, and only the window you are shaking remains

open. This can be useful as you don't have to minimise all other windows one by one. Windows can then be restored by shaking the open window again.

Try This Yourself:

Before starting this exercise ensure that the Getting Started and Computer windows are open and at their restored sizes...

- 1** Click on the title bar of the **Computer** window and shake the window from side to side until the other window disappears
- 2** Release the mouse button
You will now restore the minimised window...
- 3** Click on the title bar of the **Computer** window and shake the window from side to side
- 4** Release the mouse button when the other open window is restored
- 5** Select **Start > All Programs > Accessories** to open the **Accessories** folder
- 6** Click on **Notepad** to open the **Notepad** program
- 7** Repeat steps **5** and **6** to open the **Paint** program
- 8** Use the **Shake** method to minimise and restore the windows



For Your Reference...

To minimise all other windows using **Shake**:

1. Click and hold the mouse button on the title bar
2. Shake the window from side to side
3. Repeat the above steps to restore minimised windows

Handy to Know...

- If you have multiple windows open, you may find that you need to shake the window repeatedly, both up and down and side to side, perhaps even a little vigorously, until all other windows are minimised.





SCROLLING IN A WINDOW

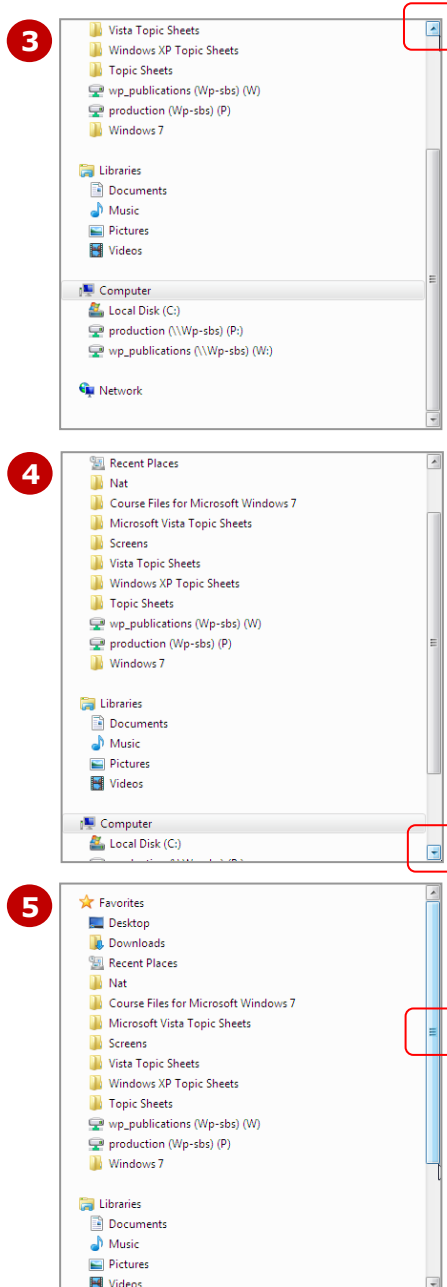
Frequently you will find that a window is too small to display all of the data. When there is more data than can fit in a window the window appears with **scroll bars**, either at the right, at the bottom or both.

Scroll bars consist of a bar with arrows at each end and a **slider** in the centre. The arrows can be clicked to scroll from end to end, and the slider can be dragged to scroll through the data.

Try This Yourself:



Before you begin ensure that the desktop currently appears...

- 1** Select **Start > Computer** to open the **Computer** window
Computer allows you to view a list of drives, folders and networks on your computer...
- 2** Click on **Restore**  to ensure that the window is in a **restored** state
You may also need to resize the window to get the scroll bars to appear...
- 3** Click on the **up arrow**  of the vertical scroll bar in the **Navigation** pane several times and watch how the contents of the window scrolls
- 4** Click on the **down arrow**  to scroll down to the bottom of the pane
- 5** Move the mouse pointer to the slider bar, hold down the left mouse button and drag the bar down until it no longer moves – you are again at the bottom of the data
- 6** Practice scrolling up and down the window using the slider
- 7** Click on **close**  to close the window



For Your Reference...

To scroll through a window:

- Click on the **down arrow**  or the **up arrow**  on the scroll bar or
- Drag the slider of the scroll bar

Handy to Know...

- The size of the slider indicates how much data is in the window. If the slider occupies most of the scroll bar (as above) then there is not much data. If the slider is small there is a large amount of data that can be displayed.

UNDERSTANDING MENUS

There are several ways to perform actions in windows. One of the most common ways is by selecting the action you want to perform from a **menu**. Just like a restaurant menu, menus in windows

provide you with a list of choices (commands). Menus exist in all windows, and sit in the **menu bar** just below the title bar, although some menu bars are hidden by default.

The line of options near the top of a window is known as the **menu bar**. The menu bar features a series of options. Each option on the menu bar contains a further series of options and commands that appear vertically down the screen in a **pull-down menu**. Each of the symbols that appear either to the left or right of menu options has specific meaning.

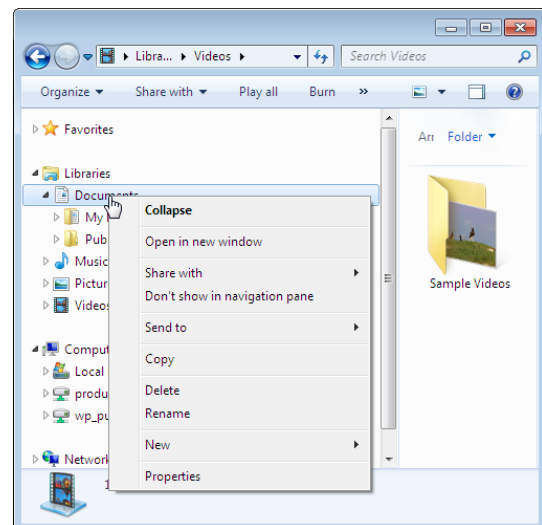
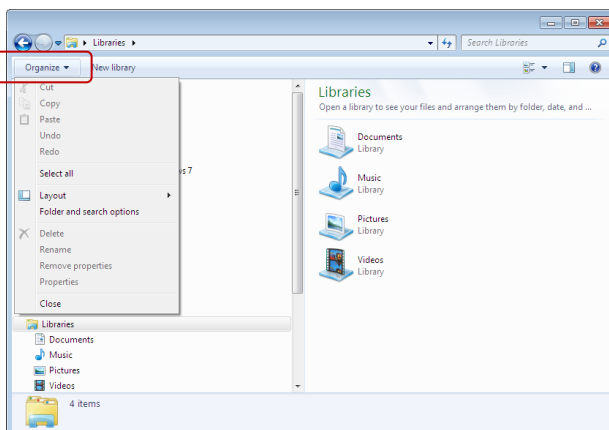
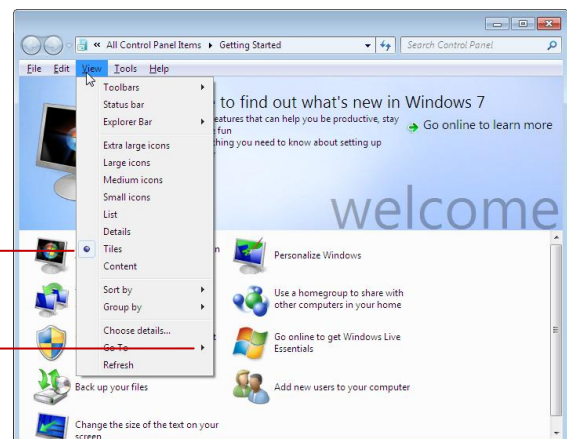
In most windows, menus are hidden by default. Press **Alt** on your keyboard to activate the menu.



An option that appears in a lighter shade indicates that the option is not currently available. Some other action or task needs to be performed to make it active.

A button beside a command indicates that the feature associated with this option is currently on display.

A right arrow indicates that this option has a further menu that will appear when the option is selected.



DISPLAYING MENUS IN A WINDOW

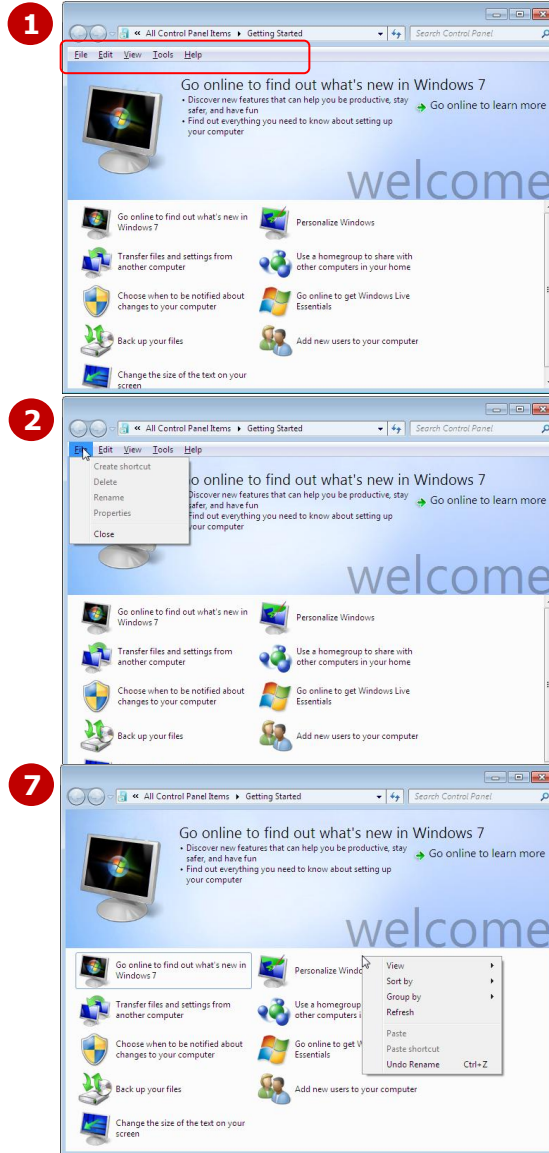
Most windows contain a **menu** bar: a series of menus with commands and options that enable you to select and perform actions. Most menus in windows

will appear near the top of the window below the title bar. However, in some windows the menus are hidden by default, so you need to press the **Alt** key to display the menu.

Try This Yourself:

Before starting this exercise ensure that the Getting Started window is open...

- 1** Press **Alt** to display the menu bar in the **Getting Started** window
- 2** Click on **File** to see the **File** menu and the commands available to you
- 3** Click on **Edit** to see the **Edit** menu and the commands available
- 4** Click on **View** to see the **View** menu
- 5** Click once on any area of the window
The menu bar disappears...
- 6** Press **Alt** again to display the menu bar
- 7** Right-click on an empty (white) area of the window to display a shortcut menu
- 8** Click away (outside) from the menu to hide the menu
- 9** Practice right-clicking on different areas of the window to display the various shortcut menus and their commands



For Your Reference...

To display a menu in a window:

1. Press **Alt**

To display a shortcut menu:

1. Right-click on the relevant item or area of the window

Handy to Know...

- In Windows 7, many of the menu bars in various programs have been replaced by **ribbons**, which also appear below the title bar. Whereas menus display commands in a list, ribbons display commands as icons in a horizontal bar.


CLOSING A WINDOW

In theory you can have dozens of programs and windows open on the desktop at any time. While this sounds great, in reality each window is occupying system resources, and the more windows


that are open the slower the computer will operate. It is therefore a good idea to **close** any or all windows that are no longer needed or rarely used.

Try This Yourself:

Before starting this exercise ensure that the Getting Started window is open...

- 1** Move the mouse pointer to the **close** button  in the title bar


Notice that the Getting Started icon appears in Taskbar. This indicates that the Getting Started window is still open...

- 2** Click on **close**  to close the window

Notice that there is no longer a Getting Started icon in the Taskbar...

- 3** Select **Start > Computer** to open the **Computer** window

You will use the File menu to close the window...

- 4** Press  to display the menu bar

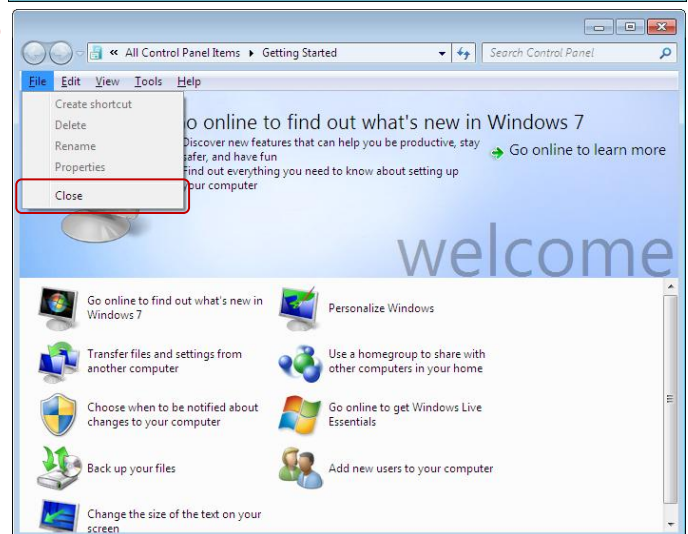
- 5** Click on **File** to display the **File** menu

- 6** Select **Close** to close the **Computer** window

1





6





For Your Reference...

To close a window:

- Click on **close** 
- or
- Press , click on **File** and select **Close**

Handy to Know...

- You can also press  +  to close a window. Or, you can right-click on a blank area of the title bar and select **Close** from the shortcut menu.


PUTTING YOUR COMPUTER TO SLEEP


When you stop using your computer for a time, such as you are taking a break, it's not always convenient to turn the computer off and then turn it on again, reopen all the windows and programs you

were using, and continue using it. **Windows 7** provides a **sleep** option that you can activate to save power when the computer is not in use.

Try This Yourself:

Before you begin ensure that you have at least two windows or programs running...

- 1** Click on the **Start** button  to display the **Start** menu

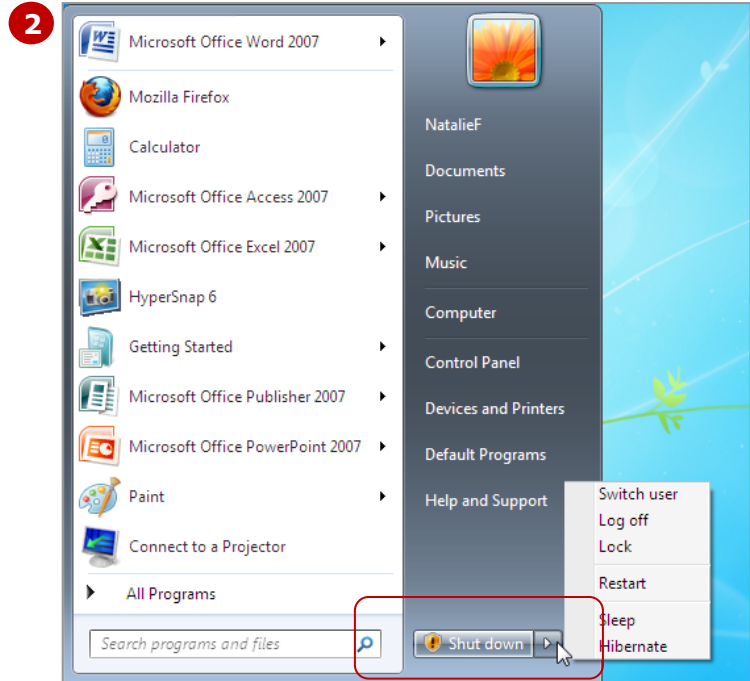
- 2** Click on or roll over the arrow  that appears beside the **Shut Down** button

A menu appears...

- 3** Select **Sleep**
The computer display disappears and it seems as though the computer is switched off...



- 4** Wait a few moments and then either click with the mouse button or press to activate the computer, or you may need to press the computer's **On** button

- 5** If required, enter your password and then press or click on **[Go]**



For Your Reference...

To put your computer to **sleep**:

1. Click on **Start** 
2. Click on the arrow  that appears beside the **Shut Down** button
3. Select **Sleep**

Handy to Know...

- When your computer is in **sleep** mode it uses a very small amount of power to maintain your work in its memory. If you're using a laptop on a battery and your computer is left sleeping for hours, after a while it will automatically save your work to the hard drive and shut down completely.


SHUTTING YOUR COMPUTER DOWN

The quickest way to power down your computer is to put it into **sleep** mode until you are ready to begin using it again. However, if you want to completely turn off your computer when you have finished

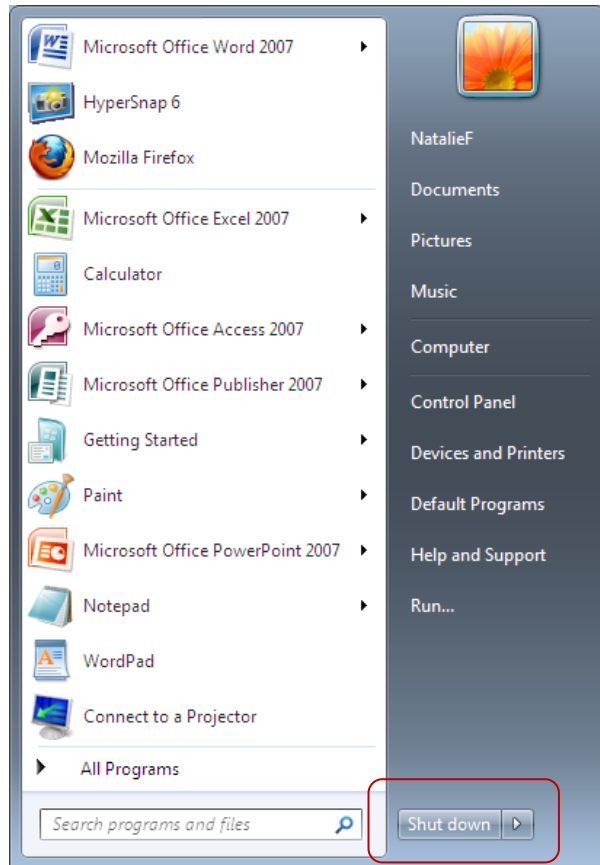
using it, such as turning it off overnight, you can shut it down. This will not only save energy, but keeps your data more secure. You may be required to shut down in the workplace.

Try This Yourself:

Before you begin ensure that you have saved any work that you have open and closed all applications and windows...

- 1** Click on **Start**  to open the **Start** menu
- 2** Click on **[Shut Down]**
Wait a few moments as the computer will take longer to shut down than when you put it to sleep – eventually the screen will turn off and your computer will be shut down
- 3** Turn your computer back on and press **Alt** + **Ctrl** + **Del**
- 4** If required, select your user name and enter your password
- 5** Press **Enter** or click on **[Go]**

2




The **arrow** next to the **Shut Down** button displays a menu of other options that you may find useful. For example, you can **Lock** your computer so that if you walk away from it, no-one can look at what is displayed on the screen. You can **Switch User** so that someone else can login, you can **Log Off** and even **Restart** your computer.

Hibernate is similar to **Sleep** mode but it automatically saves your work to the hard disks, unlike **Sleep** that only does that when the power supply is critically low.

For Your Reference...

To shut down your computer:

1. Click on **Start** 
2. Click on **[Shut Down]**

Handy to Know...

- Generally putting the computer to sleep is sufficient, as it only takes a few seconds to restore your computer and continue working, and it uses only a small amount of electricity. However, it is important to shut down when away from the computer for extended periods, or if you want to move the computer.

CONCLUDING REMARKS

Congratulations!

You have now completed the **Starting off with Windows 7** booklet. This booklet was designed to get you to the point where you can competently perform a variety of operations as outlined in the task list on page 2.

We have tried to build up your skills and knowledge by having you work through specific tasks. The step by step approach will serve as a reference for you when you need to repeat a task.

Where To From Here...

The following is a little advice about what to do next:

- Spend some time playing with what you have learnt. You should reinforce the skills that you have acquired and use some of the application's commands. This will test just how much of the concepts and features have stuck! Don't try a big task just yet if you can avoid it - small is a good way to start.
- Some aspects of the course may now be a little vague. Go over some of the points that you may be unclear about. Use the examples and exercises in these notes and have another go - these step-by-step notes were designed to help you in the classroom and in the work place!

Here are a few techniques and strategies that we've found handy for learning more about technology:

- visit CLD's e-learning zone on the Intranet
- read computer magazines - there are often useful articles about specific techniques
- if you have the skills and facilities, browse the Internet, specifically the technical pages of the application that you have just learnt
- take an interest in what your work colleagues have done and how they did it - we don't suggest that you plagiarise but you can certainly learn from the techniques of others
- if your software came with a manual (which is rare nowadays) spend a bit of time each day reading a few pages. Then try the techniques out straight away - over a period of time you'll learn a lot this way
- and of course, there are also more courses and booklets for you to work through
- finally, don't forget to contact CLD's IT Training Helpdesk on **01243-752100**