

# Microsoft Windows 7

## 2 – Using Programs



# USING PROGRAMS

## INFocus

Your computer allows you to **create, process** and **store** data. Data can be in the form of your budget estimates for next year, a letter that you write to a colleague, a sales presentation you put together for a client, a list of test results from the laboratory, and the like. You have to create your data, which is created within a **program** (also known as an **application**).

**Programs** are installed on your computer and they allow you to use your computer for productive work.

There are thousands of different programs available for Windows 7. In essence, programs are the tools that you use on your computer to complete your tasks. You will need to use a range of programs depending on your tasks.

### In this booklet we will show you how to:



- shut down your computer
- start a program from the Start menu
- open multiple programs
- open programs from the desktop
- gain an overview of the Taskbar and its functions
- manage open programs on the Taskbar
- close programs
- gain an understanding of other ways to open programs.

# UNDERSTANDING THE START MENU

The **Start** menu is the launching pad for your computer's programs, folders and settings. The Start menu also recognises the programs you work with most frequently and arranges the items on the

menu accordingly. You can also customise the Start menu to suit your preferences, as well as search for programs, files and folders using the **Search** field on the Start menu.

## Areas on the Start Menu

The **Start** menu is activated when you click on the **Start** button , when you click on the **Windows Logo key**  on your keyboard, or by pressing **Ctrl** + **Esc**. The Start menu contains a left and right pane:

- The left pane displays a short list of frequently- and recently-used programs. It also includes the **All Programs** menu, which displays a menu of all the programs installed on your computer. The left pane also includes a **Search** box to search for programs, files and folders.
- The right pane provides access to your personal folders (**Documents**, **Pictures**, and so on) and other options for managing your computer (such as **Control Panel**). It is also where you go to log off from Windows or shut down your computer.

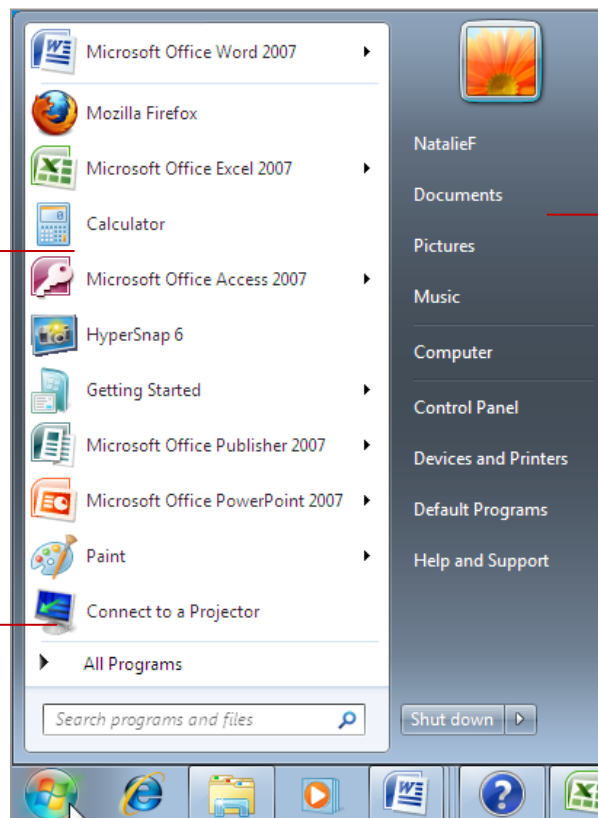
If you use programs on a regular basis, Windows 7 will add them to this pane.

If you aren't sure of what an option is on any part of the menu, hover your mouse over it and a brief description will appear.

The items listed above the line at the top of the left pane are permanently **pinned** to the Start menu. You can pin programs or folders to the Start menu, which means they stay on the Start menu until you unpin them.

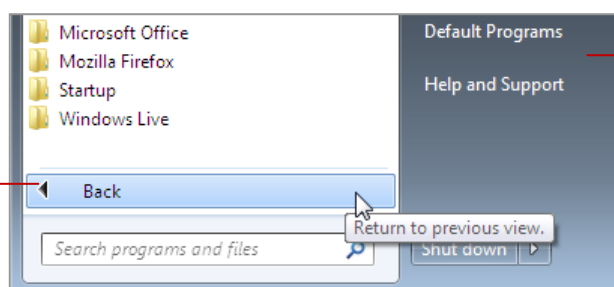
When you first click on the Start menu, the cursor is located in the **Search** field. Simply enter the name, or partial name, of the item you are trying to locate – Windows 7 will do the rest.

If you click on **All Programs**, the option in the left pane changes to **Back**. This means when you click on this option you will return to the previous menu.



The right pane contains a menu of your personal folders (such as **Documents**, **Pictures**, and so on). You can also access the **Control Panel** and **Device and Printers** to change settings and services on your computer. You can nominate your **Default Programs** and also access Windows 7 **Help and Support** services.

As you hover over any of the options in this pane, the graphic at the top of the pane changes to represent the type of information the option will contain.



Right-click on an empty area of the **Start** menu to open the Start menu **Properties** dialog box. Click on **[Customise]** to customise items on the Start menu.

# STARTING PROGRAMS FROM THE START MENU

The easiest way to start a **program** is from the **Start** menu. The program may appear on the left pane but if not it will be located in the **All Programs** menu. Windows 7 also contains a range of extra




programs, such as a calculator and basic drawing program, which are all accessed via the All Programs menu. Newly-installed programs will also appear on the All Programs menu.

## Try This Yourself:

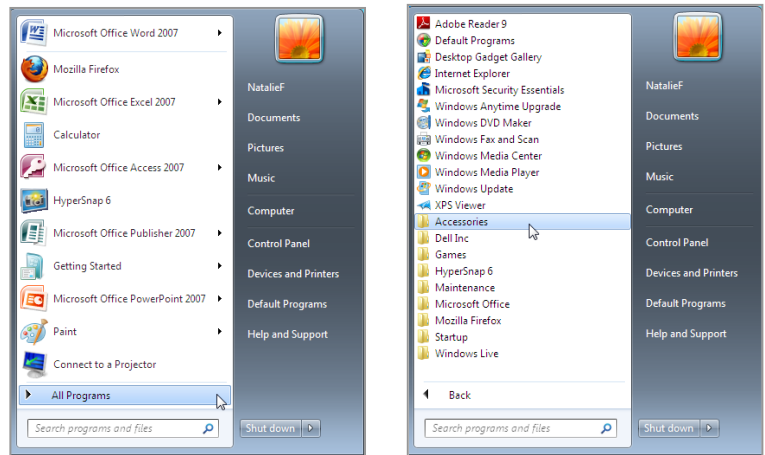
*Before you begin ensure that the desktop currently appears...*

- 1** Select **Start > All Programs** to display the **All Programs** menu
- 2** Click on the **Accessories** folder that appears in the list
- 3** Click on **Paint**

*After a few moments the Paint drawing program will appear...*

- 4** Click on **close**  to close the **Paint** window and exit **Paint**
- 5** Click on **Start**  to display the **Start** menu
- 6** Repeat the above steps to open the **Accessories** folder, but this time open the **Calculator** program
- 7** Click on **close**  to exit **Calculator**
- 8** Try opening and closing other applications – try some that are directly on the left pane of the **Start** menu and then try others under **All Programs**

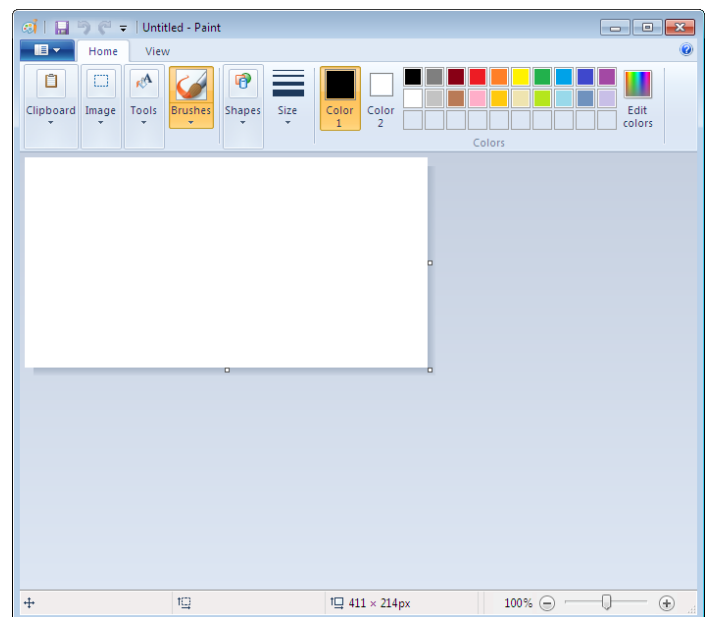
*Make sure you close all of the programs when you've finished...*



1


2

3



## For Your Reference...

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

1. Click on **Start** 
2. Click on a program on the left pane of the **Start** menu, or click on **All Programs** and then select the required program or folder

## Handy to Know...

- To pin a program or folder to the **Start** menu, right-click on the program you want to pin and select **Pin to Start Menu**.
- If you want to remove a program from the left pane, right-click on it and select **Remove from this list**.

# RUNNING MULTIPLE PROGRAMS

You can have multiple programs running on your computer, and you will find that this will most likely be the case as you switch from task to task, or where data from one program needs to go into another

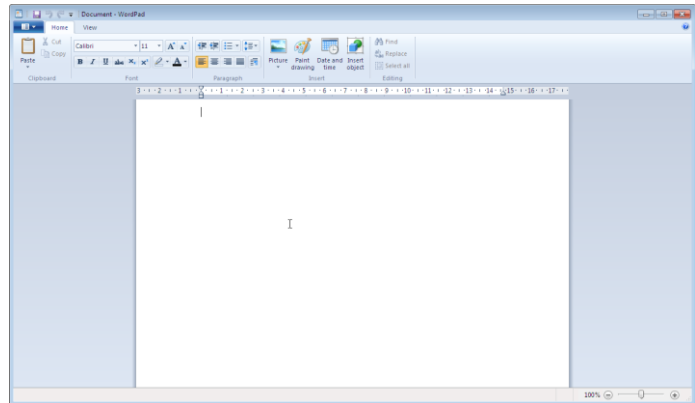
program. In fact, you can have as many programs running as your system resources will allow! The more programs running, however, the slower your computer may become.

## Try This Yourself:

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

- 1** Select **Start > All Programs > Accessories** to display the **Accessories** folder
- 2** Click on **WordPad** to open the **WordPad** program  
*WordPad is a basic word processing program...*
- 3** Select **Start > All Programs > Accessories** to display the **Accessories** folder
- 4** Click on **Notepad** to open **NotePad**
- 5** Repeat the above steps to open the **Calculator** and **Paint** programs in **Accessories**
- 6** Now use the **Taskbar** to switch from one program to another
- 7** Try using **Alt** + **Tab** to switch between the different programs
- 8** Close all open programs without saving any changes (if you are prompted)

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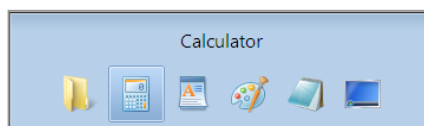
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## For Your Reference...

To switch between open programs:

- Press **Alt** + **Tab**
- or
- Click on the program icon in the **Taskbar**

## Handy to Know...

- Programs use the computer's RAM (random access or *virtual memory*) to operate. The more RAM installed in your computer, the more programs you can run at one time. Different programs require different amounts of RAM to operate, depending on their size and capabilities.



# STARTING PROGRAMS FROM THE DESKTOP

The Windows 7 desktop contains **icons** to commonly-used programs. These icons are **shortcuts** or **links** to the program file, and will launch the program. As such, opening programs from the desktop can

save time. You will find that the desktop contains a number of icons when you installed Windows 7. Shortcut icons are recognisable by the arrow that sits over the icon.

## Try This Yourself:

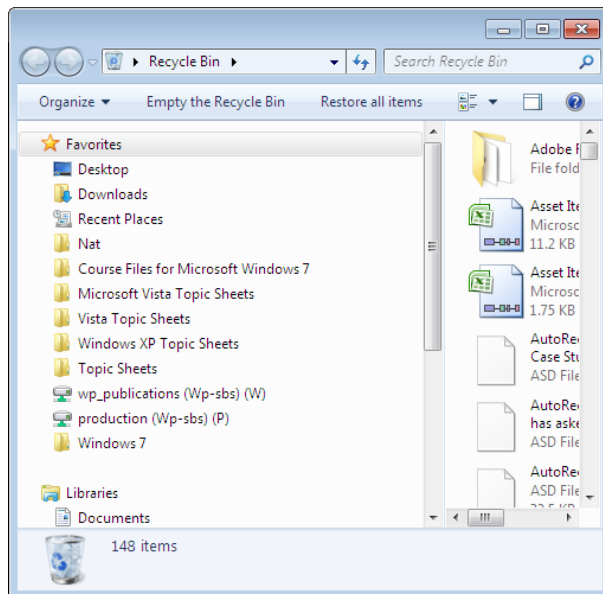
*Before starting this exercise make sure you are viewing the desktop...*

- 1** Double-click on the **Recycle Bin** icon that appears at the top of the desktop
- You may need to practise the double-clicking technique...*
- 2** Click on **close**  to close the window
- 3** Double-click on another desktop icon to launch a window or program
- 4** Click on **close**  to close the window

**1**



**2**



## For Your Reference...

To open a program from the desktop:  
1. Double-click on the desktop icon

## Handy to Know...

- You can create shortcut icons on the desktop for any program, folder or file. To do this, right-click on an empty area of the desktop, select **New**, and then **Shortcut**. You will need to browse for the program file (.exe), folder or file location. You will then need to give the shortcut a name if desired.

# UNDERSTANDING THE TASKBAR

The **Taskbar** is the horizontal bar that sits along the bottom of the screen. It has several functions, but foremost is to help you to manage and switch between your open programs and files. The Taskbar has

several sections, including the **Start** button, the middle section to manage open programs, and the **Notification** area that displays the status of certain settings and programs.

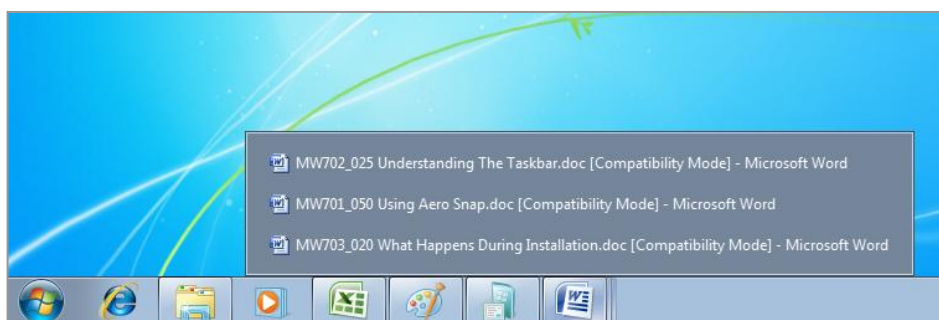


- 1 Start button** The **Start** button displays the **Start** menu, which is the launching pad of all programs, folders, files and settings for your computer. While there are several ways to access your programs and data on your computer, the Start menu is the one location that provides access to *everything* on your computer.
- 2 The Taskbar** While all four areas make up the **Taskbar**, the middle section is most often referred to as the Taskbar, as it is where all your **tasks** (open programs and files) are displayed. Each open program is represented by an **icon** on the Taskbar. The left side of this section displays programs that have been pinned to the Taskbar (referred to as the **Quick Launch** toolbar in previous versions of Windows). This means that they sit permanently on the Taskbar (whether or not they are open) until you unpin them.
- 3 The Notification area** The **Notification** area displays icons that represent programs or services that are installed on your computer. Some of these buttons will display messages from time-to-time, notifying you that something needs to take place, such as program updates are ready to install. You can hover your mouse over any of the icons to see a description of what they do. Double-click any of them to open a window that displays their settings or a menu of options.
- 4 Show Desktop tool** The **Show Desktop** tool sits at the very right edge of the Taskbar. Click once on the Show Desktop tool to minimise all open windows and to view the desktop. If you are using Windows Aero, hover over the Show Desktop tool to activate the **Aero Glass** feature.

## About Taskbar icons

Taskbar icons will do different things depending on whether you hover over the icon, or left or right click on the icon:

- Hover over the icon to reveal a menu of currently open files within that program
- Left click on an icon to display that program window
- Right click on an icon to reveal a list (also called a **jump list**) of most recently-used files in that program, or you can either pin or unpin icons on the Taskbar.



Hover over a Taskbar icon to reveal a list of currently opened files in that program.

# MANAGING PROGRAMS FROM THE TASKBAR

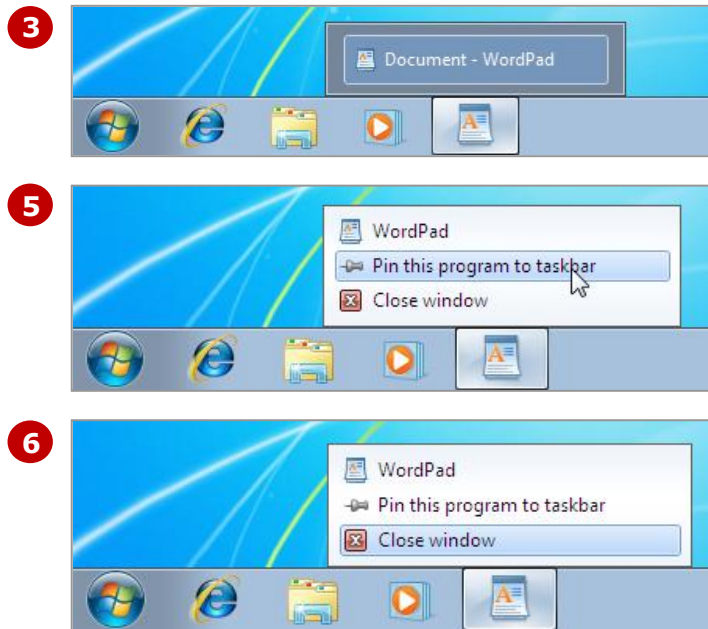
The **Taskbar** enables you to easily switch between and manage open programs. Taskbar icons also allow you to display a list of currently opened files, as well as to

view recently-used files. If you use the same program frequently, you can also pin the icon to the Taskbar, so that it remains on the Taskbar even if the program is not open.

## Try This Yourself:

*Before you begin ensure that all open programs and windows are closed...*

- 1** Select **Start > All Programs > Accessories** to open the **Accessories** folder
- 2** Select **WordPad** to open the **WordPad** program
- 3** Hover over the **WordPad** icon on the **Taskbar** to display any open files  
*The current, unsaved file is displayed as Document...*
- 4** Right-click on the icon  
*A list of recently-used files will be displayed, as well as some other options...*
- 5** Select **Pin this program to taskbar**
- 6** Right-click on the icon and select **Close window** to close the program  
*Because you have pinned the program to the Taskbar, the icon will remain on the Taskbar even though the program is closed...*
- 7** Right-click on the icon and select **Unpin this program from taskbar**



## For Your Reference...

To switch between programs in the Taskbar:

- Click on the program icon

To display a list of recent files in the Taskbar:

- Right-click on the program icon

To display a list of open files in the Taskbar:

- Hover over the program icon

## Handy to Know...

- It is recommended that you pin frequently-used programs to the Taskbar. This will enable you to save time, as fewer clicks are required to start a program.
- Right-click on an empty area of the Taskbar to display a menu and further manage your open windows and Taskbar settings.





# CLOSING PROGRAMS

It is essential to close programs correctly. Many programs are used to generate valuable data. Some or all of the data may be lost if the program is incorrectly terminated. Programs can be correctly

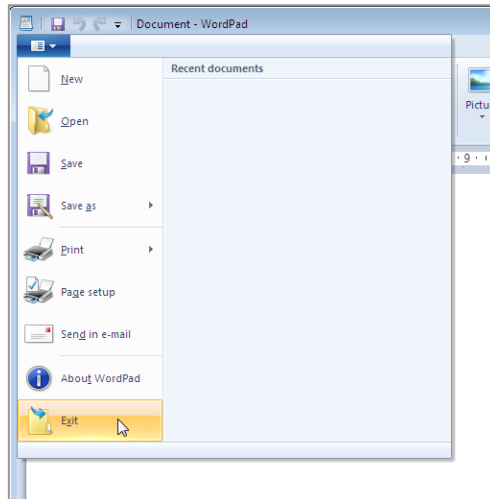
closed using virtually the same techniques adopted for all windows. Most programs also have a **File** or program menu that provides either a **Close** or **Exit** option.

## Try This Yourself:

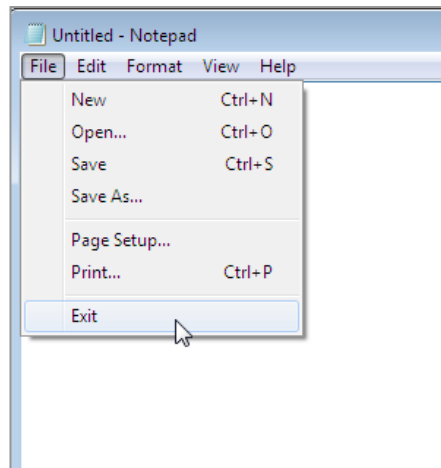
*Before you begin ensure that the WordPad, Notepad and Calculator programs are open...*

- 1** Click on the **WordPad** icon in the **Taskbar** to make **WordPad** active
- 2** Click on the **WordPad** button  and select **Exit** from the menu
- 3** Click on the **Notepad** icon in the **Taskbar** to make **Notepad** active
- 4** Select **File > Exit** to close the program
- 5** Click on the **Calculator** icon in the **Taskbar** to make it active  
*This is one of the few programs that doesn't have a File menu, so we'll have to close it with the Close button...*
- 6** Click on **close**  to close the **Calculator** program

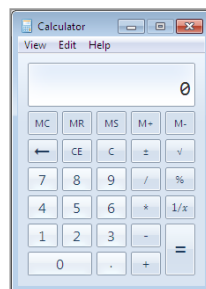
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## For Your Reference...

To close a program:

- Select **File > Exit** or
- Press **Alt** + **Tab** + **C** or
- Press **Alt** + **F4**

## Handy to Know...

- You can also close a program from the Taskbar. Simply right click on its icon in the Taskbar and select **Close**.
- If you use the correct closing techniques you will always be prompted to save any data that is currently unsaved.

# OTHER WAYS TO OPEN PROGRAMS

While the most common methods for opening programs are via the Start menu or the desktop, there are several other methods for opening programs in Windows 7. For example, you can use the **Search**

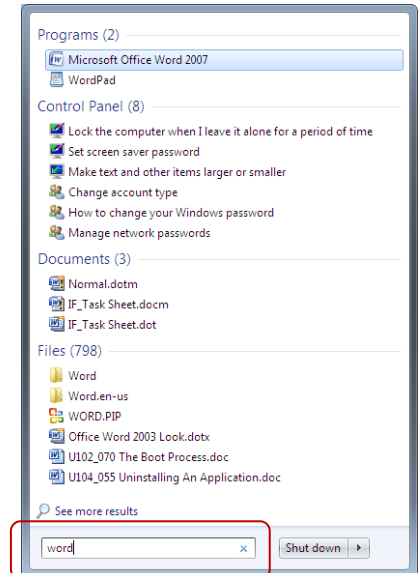
box in the Start menu to search for the program, or you can browse **Windows Explorer** to locate the program. The **Run** command also allows you to search for programs.

## 1 Using The Search Box

The **Search** box sits at the bottom of the **Start** menu. Simply type in the name of the program, folder or file you want to open or locate, and Windows 7 will display a list of items (results) in the **Start** menu that contain the text you typed in the Search box. For example, type **word** in the Search box and a list of results will display in the Start menu. Generally the program (in this case, **Microsoft Word**) will be the first result in the list.

To open the program, click on the program in the results window. If the results window does not list the item you want to open, such as when looking for a folder or file, click on **See More Results**. The **Windows Explorer** window will open and display the full list of results.

For best results, it helps to be as specific as possible when conducting a search.

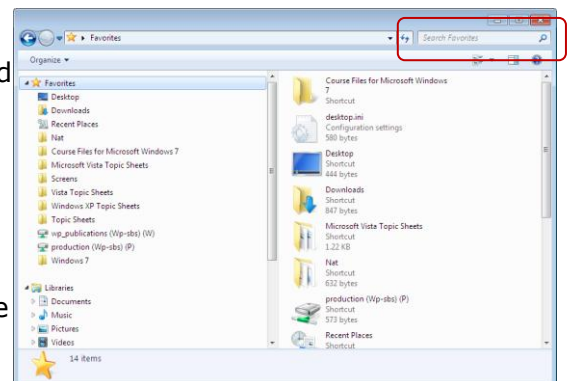


## 2 Using Windows Explorer

**Windows Explorer** is a window that provides access to drives, folders and files on your computer. All files on your computer can be viewed in Windows Explorer (except, for example, system files which are usually hidden).

Windows Explorer displays your computer's folder and file structure in a hierarchical view. If you know where the program is located on your computer, you can navigate to the folder, and double-click on the program (**.exe**) file to open the program. This might be necessary at times when you've installed a program and it hasn't appeared in the **Start > All Programs** menu.

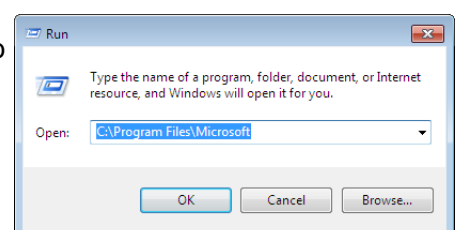
The top right-hand corner of Windows Explorer also contains a **search** box, but you first need to tell Windows Explorer *where* to search, by selecting a drive or folder.



## 3 Using Run

The **Run** command appeared on the Start menu in previous versions of Windows; however, as the Search box has the same function, Run no longer appears on the Start menu in Windows 7. Note that when using Run, you are required to enter the full path and filename of the program you want to open.

If you are familiar with Run and would prefer to use Run to locate and open programs, right-click on an empty area of the Start menu and select **Properties**. Click on **[Customise]** and scroll down the list until you locate **Run command**. Select (check) this option and click on **[OK]**. Click on **[OK]** to exit the dialog box. Run now appears in the right pane of the Start menu.



# CONCLUDING REMARKS

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## **Congratulations!**

You have now completed the **Using Programs** 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**