

Windows 7

2011 2012

Introduction to Windows

Windows 7 Overview

Objectives

- Start Programs using Windows
- Use features common across Office programs
- Organize files and folders
- Change screen resolution
- Quit Office Programs

Windows 7 Overview

- **Windows 7 is the newest version of Microsoft Windows**
- **Operating System:** computer program (set of computer instructions) that coordinates all the activities of computer hardware
- **Windows 7** is used to run application software
- **Application Software:** programs designed to make users more productive

Windows 7 Word Overview

- **Mouse:** has two buttons (right/left)
 - Left is usually the primary
 - Left handed people can reverse the function
- See next slide

Operation	Mouse Action	Example
Point	Move the mouse until the pointer is on the item of choice	Position the pointer on screen
Click	Press and release the primary mouse button	Select or deselect
Right-click	Press and release the secondary mouse button	Display shortcut menu
Double –click	Quickly press and release the left mouse button twice	Start program or feature
Triple-click	Quickly press and release the left mouse button three times	Select a paragraph
Drag	Point to an item, hold down the left mouse button, move the item to the desired location on the screen, and then release the left mouse button	Move an object or draw pictures

Windows 7 Word Overview

Operation	Mouse Action	Example
Right-drag	Point to an item, hold down right mouse button, move the item and then release	Display a shortcut menu
Rotate wheel	Roll the wheel forward or backward	Scroll up/down
Free-spin wheel	Whirl the wheel forward/backward freely	Scroll many pages
Press wheel	Press wheel while moving the mouse	Scroll continuously
Press Thumb button	Press the button on the side of the mouse with your thumb	Move forward /backward through Web Pages
Tilt Wheel	Press the wheel right or left	Scroll left/right

Windows 7 Word Overview

- **Scroll bar:** Horizontal or vertical bar that appears when the contents of an area may not be visible
- **Scroll Arrows and Scroll box:** enable you to view areas that cannot be seen
- **Shortcut Keys** or Keyboard Shortcut: Consist of keys or Function keys (**F1**: Help) or CTRL + ESC will display the start menu

Windows 7 Word Overview

- Starting Windows 7
 - **User Account:** Identifies Windows 7 the resources, that a user can have access to
 - **User Name:** Unique to you
 - **Password:** Private combination of letters or numbers
 - **User Icon:** Picture associated with user name
 - **Logging on:** Opens your user account
 - **Welcome screen:** names of users on computer

Windows 7 Word Overview

- Editions
 - **Windows 7 is the latest version**
 - 32-bit: any computer can run this
 - 64-bit: must have 64 Bit edition
 - **Starter Version**
 - For netbooks only
 - **Home Premium**
 - **Professional**
 - **Ultimate**

Windows 7 Word Overview

	Starter	Home Premium	Professional	Ultimate
Navigation, Efficiency & security enhancements	YES	Yes	Yes	Yes
HomeGroups & Watch/Record TV		Yes	Yes	Yes
Windows XP Mode, Domain Join, Backup to home and Business Networks			Yes	Yes
BitLocker & work in 35 Languages				Yes

Windows 7 Word Overview

Programs/Descriptions

- Windows 7 Requirements-Basic
- Processor-1Ghz or faster 32-bit or 64 Bit (know what you have)
- RAM-1GB (32-bit)/ 2 GB (64-bit)
- Hard Drive Space-16 GB (32-bit) 20 GB (64-bit)
- Graphics card- DirectX9

Windows 7 Word Overview

Programs/Descriptions

- Windows 7 Compatibility
- Easy answer: If it runs on Windows Vista, it will run on Windows 7
 - If no driver for Windows 7, use the one for Vista
 - Many Windows XP products work well
 - Windows 7 Pro & Ultimate have Windows XP Mode
- Windows 7 Compatibility Center
 - <http://www.microsoft.com/windows/compatibility/windows-7/en-us/default.aspx>
- Run the Windows 7 Upgrade Advisor (very good)
 - <http://windows.microsoft.com/en-US/windows/downloads/upgrade-advisor>

Windows 7 Word Overview

Programs/Descriptions

- Click Start button (search power)
 - Power Options: Select a power plan
 - Turn off the display (20 Min)
 - Put the computer to sleep (30 Minutes)
 - Make sure you save changes
 - You can create a power plan of your own
 - Choose what the Power Button Does
 - When I press the Power button
 - » Sleep low power
 - » Hibernate saves setting and brings it back
 - » Shut Down: all goes down
- Click Start: Shutdown or other options next to arrow
- Laptop Power Options: More options

Windows 7 Word Overview

Programs/Descriptions

- **Shortcuts** are pointers
- Press and hold right mouse button: look at options (arrow indicates shortcut)
- Shortcuts only on desktop not actual folders and files

Windows 7 Word Overview

Programs/Descriptions

- **Right Click** gives us the option for **gadgets**
- Display **CPU** usage and **Weather**
- Sensors: Provides computer with information
 - GPS
- Right Click on weather gadget and look at options

Windows 7 Word Overview

Programs/Descriptions

- **Right Click/Personalize**
- Easier than control panel
- **Windows 7 Themes: Collection of settings**
 - Background/Desktop/Screensaver
 - Aero Themes: take ram
 - United States theme because that's where you live
 - Basic and High Contrast
- Customize Window 7 theme

Windows 7 Overview

Programs/Descriptions

- Click Start Button
 - Find Paint in Accessories
 - Open file location
 - Pin to taskbar or start menu
 - Look at all the options
 - Drag and Drop to taskbar or start menu
 - You can rearrange items as well
 - Right clicking you can use to move from list
 - Pinning and unpinning does not change the contents

Windows 7 Overview

Programs/Descriptions

- Taskbar looks the same but is very different
- **Taskbar: Bar that sits at the bottom**
 - **Start button**
 - Internet
 - **Quick launch: Internet**
 - **Right side of Taskbar: notification area**
 - 3 icons (solving errors; network center, master volume control)
 - Look at the little up arrow and you will see
 - Look at customize (Notification Area Icons and Turn system icons on or off)
 - Look at the time: Date and Time/Additional Clocks/Internet Time
 - Internet Time is synchronized with time.windows.com
 - Rearrange icons by clicking and dragging

Windows 7 Overview

Programs/Descriptions

- A lot of control and quick access from the taskbar
- **Windows Explorer:** click on folder (one is open) This time hold the shift key down and open another
- Now look at both windows (clicking on a window will make it active)
 - Right click on to observe close
 - You can right click to close all things associated with a program
 - By default Internet Explorer, Windows Media, Media player
- Add calculator to taskbar
 - Start/Accessories/calculator/Pin to taskbar

Windows 7 Overview

Programs/Descriptions

- Notice how the icon appears doubled
- Place calculator 1
- **Windows Plus 1 will open first program**
(calculator)
- **Windows Plus 2 will open the second program to the left of the Start Button**
- Windows Key plus T opens all items on the task bar
- To remove: Right click and remove

Windows 7 Overview

Programs/Descriptions

- **Lock Taskbar:** Unclick
- Now move the taskbar on top
- Show how to resize and move
- Best to have it locked
- Right click on taskbar
 - Cascade windows
 - Show Desktop while right clicking
 - Show desktop: tab off to the bottom right

Windows 7 Overview

Programs/Descriptions

- Open Project Files-you see a window
 - Basics: moving, dragging, minimizing, maximizing, restoring, closing, resizing (open your files 2 would be good)
- Different ways to interact with windows
 - Double click title bar to maximize & restore
 - Windows Key up arrow maximize
 - Windows Key down arrow minimize
- Aero Snap: Drag window to left. It snaps into place
 - Windows Key left arrow moves it to the left
 - Windows Key right arrow moves windows to right

Windows 7 Overview

Programs/Descriptions

- **Directory is the same as a folder**
- **Breadcrumbs:** Open chapter 5 Window Navigation Breadcrumb Navigation
- Look at the way you got the place you are
- To go back to other level, just click Chapter 5
 - Left of address bar and you can go back or forward (previous and next)
 - Click on arrow between Chapter 5 and Window Navigation (it will show you if you have more folders)
 - You should see all the folders
- You can also use the drop down arrow
- The two arrows there is a refresh button. To always have the latest view click the refresh
- The folder on the left side it gives you the path (older view)

Windows 7 Overview

Programs/Descriptions

- Look at the **Navigation Pane**
- **Favorites:** Desktop, Downloads, Recent Places
 - Customize
 - Go to Chapter 5 Project Files/Images/Add to favorites
 - View the drop down menu to view
 - Lists/ Details/Sizes/ Very helpful
 - Preview Pane will show you the picture when you click on it (right to the details)
 - Go to drop down Menu/Details/Sort and filtering (easy)
- **Organize:** Go to Layout (look at what you can turn on and off)
 - Go to folders and search options:

Windows 7 Overview

Programs/Descriptions

- Logic is key Paste picture from Italy
- Subject: Tech Ed 8/Windows 7/Images/
- Project
- File
- **Meta Data: Data about data**
- Rating
- Tag: Add a Tag Italy;Florence;Cityscape;sunset
- Click Save (you can tag a whole bunch of stuff)
- Right Click on Picture (Italy) Go to details tab
- Tags are very cool

Windows 7 Overview

Programs/Descriptions

- Searching
- What ever folder you are at is where it looks
- Click Images then you are only looking for images in that folder
- Discuss searching for tags
- Discuss other options in the search box
- Look at the drop down box on the top right side

MS Office 2010

Overview

Programs/Descriptions

- **Microsoft Word 2010:** Full-feature word processing program
- **Microsoft PowerPoint 2010:** allows you to create Professional-looking presentations
- **Microsoft Excel 2010:** Powerful spreadsheet program that allows you to organize data, complete calculations, make decisions, graph data and develop professional-looking reports

MS Office 2010

Overview

- **Microsoft Access 2010:** Database management
- **Microsoft Outlook 2010:** Communications and scheduling program
- **Microsoft Publisher 2010:** A desktop publishing program that helps you create professional-quality publications

MS Office 2010

Word Overview

- **Suite:** Collection of individual programs
- Recommend: Microsoft Office Professional 2010 because it includes Publisher
- Microsoft Office programs use common dialog boxes for performing actions
 - Helps to use all programs because process is similar for all

MS Office 2010

Overview

- **Start a program with Start button**
- **Start button:** allows you to access programs
- **Folder:** named location on storage that contains related document
- **Start Menu:** allows you to access programs, folders and files
- **Menu:** list of related items
- **Command:** *performs* specific action

MS Office 2010

Overview

- Click Start Button
- Click All programs at the bottom of the left pane
 - **Pane** is an area of a window that displays related content
 - **Folders** can include all programs
- **Maximize Window:** Enlarge the window to fill the screen (Press the middle square on top left of title bar)

MS Office 2010 Word Overview

The Word Document Window, Ribbon and Elements Common to Office Programs

- **Document Window:** Where you view a document
- **Print Layout:** shows a mock sheet of paper
- **Scroll Bars:** displays different portions of a document
- **Status bar:** located at the bottom of the document window above the Windows 7 taskbar, presents information about the document
 - **Current Page/Total number of pages**
 - **Number of Words**
 - **Icon to check spelling/grammar**
 - **Right side includes buttons and controls to change the view**



MS Office 2010

Word Overview

- **Ribbon:** Located near the top, it is the control center and consists of tabs
 - **Tabs** contains a collection of groups
 - **Groups** contain related functions
 - **Home tab** contains most frequently used commands
 - **Tool tabs** also called contextual tabs: when you perform certain work another tab will appear
 - **Gallery:** set of choices that you can scroll through

MS Office 2010

Word Overview

- **Preview:** allows you to point to a gallery choice and see its effect on the document
- **Enhanced Screen Tip:** on-screen note that provides the name of the command, available keyboard shortcut(s), description and sometimes instructions
- **Dialog Box launcher:** When clicked displays a dialog box with additional options
- **Task Pane:** Window that can remain open
- **Mini Toolbar:** appears automatically based on the tasks you perform

MS Office 2010 Word Overview

- **Quick Access Toolbar:** Above the Ribbon at the left edge of the title bar, provides convenient, one-click access to frequently used commands
- **Key Tips:** Keyboard code icons
 - Appear when you press **ALT** key on keyboard
- **Eight Main Tabs:** Active tab is the currently displayed tab

MS Office 2010

Word Overview

- **Minimize Ribbon:** Hides the groups on the Ribbon and displays only the main tabs
 - **Up arrow next “?” On Ribbon**
- **Shortcut Menu:** list of frequently used commands that relate to the right-clicked object
 - Right click where you want to be and it will display commands that you can access commands quickly

MS Office 2010

Word Overview

- **Right Click Quick Access Toolbar and Customize**
 - Add New, Open, Save, Undo, Redo, Spelling and Print Preview and Print (**Please Note-Delete will not be an option to add to the Quick Access Toolbar**)
- **Enter Text:** Word positions text at the left margin
- **Insertion Point:** Blinking vertical bar to the right of the text
 - **Backspace** deletes to the left
 - **Delete** deletes to the right
- **Enter Key:** Moves insertion point to the beginning of the next line-by default it's a new paragraph and creates a blank line

MS Office 2010 Word Overview

Saving and Organizing Files

- While creating a document, the computer stores it in memory
- When you save, the computer places it on a storage medium
- **File Name:** is a saved file with a name assigned to the file (save frequently)
- **File Type:** .docx is a Word 2010 document

MS Office 2010 Word Overview

Saving and Organizing Files

- **Organizing Files and Folders**
 - File contains Data
 - Files need to be stored in folders
 - **Hierarchy** contains levels
 - Level one: storage device (your drive and folder)
 - Level two: Class (Tech Ed)
 - Level Three: (MS Word)
 - Level Four: file name
- **Path:** consist of a drive letter and colon to identify the storage device and one or more folder names

MS Office 2010 Word Overview

Saving and Organizing Files

- **USB Flash drive**

- Drive Letter will be assigned to your Flash drive
- Open folder to View Files link
- Open Folder to view files will list files
- Click New folder button
 - Type Tech Ed
 - Press enter to create class
 - Note Navigation buttons, command bar, navigation pane. Recent Pages, Address bar, folder window, Previous Locations button, Refresh button, search box, file list, Folder appears in navigation pane
 - Explained on next slide

MS Office 2010 & Windows 7

Folder Windows

- Folder Windows for finding, viewing and managing information
 - **Address Bar:** Provides quick navigation options
 - Buttons to the left of the Address bar allow you to navigate the contents of the left window pane and view recent pages
 - Previous Locations button: saves the locations you have visited
 - **Refresh button:** right side of the Address bar refreshes the contents of the right pane of the folder window
 - **Search box:** right of the Address bar contains the dimmed word, Search
 - **Command bar:** Contains five buttons used to accomplish various tasks
 - **Navigation pane:** Favorite locations
 - **Library** area shows links to files and folders that have been included in a library
 - Library helps you manage multiple folders and files
- Create Folders by right clicking or choosing New Folder
 - Tech Ed Folder
 - Archives 2011 2012
 - Social Studies
 - English
 - Math
 - Literature
 - Science
 - Pictures

MS Office 2010 Windows 7 Word Overview

Saving and Organizing Files

- **To Expand a folder, Scroll through Folder Contents and Collapse Folder**
- **To Switch from One Program to Another**
 - Point to the Word Program button on the taskbar to see a live preview of the open documents
 - Click the program button or **the live preview** to make the program associated with the program button the active window
- **To save a file in a folder**
 - **Save as..MSWord** automatically suggests a file name the first time you save a document
 - **In school you will save to your folders contained in your directory**

MS Office 2010 Overview

Saving and Organizing Files

- **Characters in a file name**
 - Can be all BUT backslash (\), colon (:), asterisk (*), question mark (?), quotation mark (“), less than symbol (<), greater than symbol (>), and vertical bar (|)
- **How do you know if a file is saved?**
 - While Office program is saving a file, it briefly displays a message on the status bar indicating the amount of the file save

MS Office 2010 Overview

- **Other ways to save**
 1. Click **File on Ribbon, Click on Save**, type file name, navigate to desired save location, click Save button
 2. Click **CTRL + S or press SHIFT +F12**, type file name navigate to desired location, click Save button
- **Navigating in Dialogue Boxes: Navigating** is the process of finding a location on a storage device

MS Office 2010 & Windows 7 Overview

- **To Minimize and Restore a Window**
 - **Minimized** window is an open window hidden from view but that can be displayed quickly by clicking the window's program button on the toolbar
 - Other ways
 1. Right-click title bar, click Minimize on the shortcut menu
 2. Press **WINDOWS + M**, press **WINDOWS+SHIFT +M**

Review of Resolution

Windows 7 Word Overview

- **Screen Resolution:**
 - Indicates the number of **pixels(dots)** that the computer uses to display the letters, numbers, graphics, and background you see on the screen
- When you increase the screen resolution, Windows displays more information on the screen, but the information decreases in size. The reverse is also true: as you decrease screen resolution, Windows displays less information, but the information increases in size

Windows 7 Overview

Programs/Descriptions

- **Bigger:** Lower Resolution
- **Smaller:** Higher Resolution
- Resolution: Right Click to Screen Resolution
- Identify Monitor
 - Resolution
 - Important for multiple monitors
 - Adjust Clear Type Text-turn it off if you're monitor is old

Review of Resolution

Windows 7 Overview

- Screen resolution usually is stated as the product of two numbers, such as 1024X768. A 1024X768 screen resolution results in a display of 1,024 distinct pixels on each of the 768 lines, or about 786,432 pixels
- Changing the screen resolution affects how the Ribbon appears (command icons are still there but need to be expanded)

Resolution

Windows 7 Overview

- **Change the Screen Resolution**
 1. Click the Show desktop button on the task (Way right side of the taskbar)
 2. Right-click an empty area on the Window 7 desktop to display a shortcut menu that displays a list of commands related to the desktop
 3. Click Screen resolution on the shortcut menu to open the Screen Resolution
 4. Click the resolution button in the Screen Resolution window to display the resolution slider
 5. If necessary, drag the resolution slider until the desired is selected:
Select 1024x768
 6. Click an empty area of the Screen Resolution window to close the resolution slider
 7. Click the OK button to change the resolution
 8. Click the Keep changes button to accept the new resolution

MS Office 2010 & Windows 7 Word Overview

- **Quitting Office Program with document open**
 1. Point to the **Close** button on the right side of the program's title bar
 2. **Click the Close button to close the document**
 - If you have more than one document open, you would click the close button for each open document. When you click the last open document's Close button, the Office program also quits.
 - **Option:** you could click File on the Ribbon to open the Backstage view and then Exit in the Backstage view to close all open documents
 - Backstage view: set of commands that enable you to manage documents and data
 - MS Word dialog box appears, click the Save button to save any changes made to the document
 - Other ways
 - » Right-click the Office program button on Windows 7 taskbar, click Close window or "Close all windows"
 - » **Press ALT + F4**

MS Office 2010 Window 7

Power Point Overview

- **Power Point is a complete presentation program that allows you produce a professional-looking presentation**
- **Features**
 - Word Processing
 - Outlining
 - Charting
 - Drawing
 - Inserting Multimedia
 - Saving to the Web
 - E-mailing
 - Collaborating
 - Preparing Delivery

MS Office 2010 Window 7

Power Point Overview

- Start Microsoft PowerPoint
- **Power Point Window**
 - Window, Ribbon, Mini toolbar, shortcut menus, and Quick Access Toolbar
- **Basic Unit: Slide**
 - Contains graphics, tables, charts, and drawings
 - Layouts are used to position
 - Title Slide Layout first
 - Default layout is Landscape
 - Placeholders are boxes with dotted or hatch-marked borders
 - Ribbon is similar to the one in Word

MS Office 2010 Window 7

Power Point Overview

- Entering Content: Type in Title text placeholder
 - White squares and circles are sizing handles

MS Office 2010 Window 7

Power Point Overview

- Create a New Office Presentation from the Backstage View
 - Backstage view contains a set of commands that enable you to manage documents
 - Backstage view in Power Point is where you can create, open, print and save. You can also share documents, manage versions, set permissions, and modify document properties.

MS Office 2010 Window 7

Power Point Overview

- **Close an Office File Using Backstage View**
 - Click File on the Ribbon to open the Backstage view
 - Click Close in the Backstage view
 - To Open a Recent Office File Using the Backstage View
 1. Click on File on the Ribbon to open the backstage view
 2. Click the Recent tab in the backstage view to display the recent gallery
 3. Click the desired recent file name
- **To Quit and Office program**
 - Click the Close button
 - Or Click close on the File Ribbon to open the backstage view

MS Office 2010 Window 7

Excel Overview

- Excel is a powerful spreadsheet program that allows users to organize data, complete calculations, make decisions, graph data and develop professional-looking reports, publish organized data to the Web, and access real-time data from Web Sites
- **Four Major Parts of Excel**
 1. **Workbooks** is like a notebook. Inside the workbook are sheets called a work sheet. A workbook is a collection of worksheets
 2. **Charts:** Excel can make many charts
 3. **Tables:** Organize and store data within worksheets
 4. **Web Support** allows users to save Excel worksheets or part in HTML format

MS Office 2010 Window 7

Excel Overview

- To create a New Blank Office Document from Windows Explorer
 - Click the Library Folder on the taskbar
 - Explore Navigation Pane

MS Office 2010 Window 7

Excel Overview

- **Formula Bar:** Displays Entry
- **Name Box:** Displays Cell Reference
- Type in Cell A1
- To Save an Excel Office, follow procedures for other programs
- **To Quit and Office program**
 - Click the Close button
 - Or Click close on the File Ribbon to open the backstage view

MS Office 2010 Window 7

OneNote Window

- One Note (Very Short Overview)
 - All activity in One Note takes place in the notebook
 - Like a physical notebook, the OneNote notebooks consists of notes that are placed on pages.
 - Pages are divided into sections
 - Sections are divided into folders
 - Pages are added to the notebook using the New page button on the Page Tabs

MS Office 2010 Window 7

Overview

- **To Move a File**

1. Right-click file, drag file to destination folder, click move here
2. Right-click file to copy, click Cut on shortcut menu, right-click destination folder, click Paste on shortcut menu
3. Select file to copy, press CTRL+X, Select destination and Press CTRL+V

- **To Delete a File**

- Right-click the file name in the right pane, press Delete on the shortcut menu
- Click the Yes button to delete the selected file
- Deleting a Folder will follow the same procedure

MS Office 2010 Window 7

Microsoft Office and Windows Help

- To Open the Help Window in an Office Program
 - Start an Office program
 - Click the Office program's Help button near the upper-right corner of the program window
 - Or Press F1
- Moving and Resizing a Window
 - Move by dragging or right-click the title bar, click Move on shortcut menu, drag window
 - Resize a Window by Dragging
 - Point to the lower-right corner of the window until the mouse pointer changes into a two-headed arrow
 - Drag the bottom border downward to display more of the active window
 - You can drag the left, right, and top borders of any window
 - Window will remember the new size of the window after you close it

MS Office 2010 Window 7

Microsoft Office and Windows Help

- Using Office Help 3 ways
 1. Enter search text in the “Type words to search for” text box
 2. Click the links in the Help window
 3. Use the Table of Contents
- Example
 - Type in Backstage in the ‘type words to search for’ text box
 - Click the Search button arrow to display the Search menu
 - If not selected, click All Word on the Search menu, so that Help performs the most complete search of the current program
 - Click the Search button to display the results
 - Click the Introducing Backstage line to open help file

MS Office 2010 Window 7

Microsoft Office and Windows Help

- **To Obtain Help Using the Help Table of Contents**
 1. Click the Home button on the toolbar to display the Help home page
 2. Click the Show Table of Contents button on the toolbar to display the Table of Contents pane on the left side of the Help window
 3. Explore Creating documents link in the Table of Contents pane to view a Help subtopics
 4. Click the Apply themes to Word documents link
 5. After reviewing the page, click Close

MS Office 2010 Window 7

Microsoft Office and Windows Help

- **Obtaining Help while Working in an Office Program**
 - Office programs provides you with the ability to obtain help directly, without the need to open the Help window and initiate a search
 - If the Help icon appears in the Enhanced Screen Tip, press the F1 Key while pointing to the command to open the Help window associated with that command

MS Office 2010 Window 7

Microsoft Office and Windows Help

- Using Windows Help and Support is available when using Windows 7
 - This feature is designed to assist you in using Windows 7 or the various programs
- To Start Windows Help and Support
 1. Click the Start button on the taskbar
 2. Click Help and Support on the Start menu to open the Windows Help and Support window
 3. Other Ways: Press CTRL+ESC, press right arrow, press up arrow, press enter or press Windows+F1

MS Office 2010 Window 7

Summary

1. Log On (6)
2. Start a Program Using the Start Menu (10)
3. Maximize a Window (12)
4. Display a Different Tab on the Ribbon (16)
5. Minimize, Display, and Restore the Ribbon (17)
6. Display and Use a Shortcut menu (18)
7. Customize the Quick Access Toolbar (19)
8. Enter Text in a Document (20)
9. Create a Folder (22)
10. Create a Folder within a Folder (24)
11. Expand a Folder, Scroll through Folder Contents and Collapse a Folder (26)
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13. Save a File in a Folder (27)
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MS Office 2010 Window 7

Summary

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25. Save an Existing Document with the Same File Name
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Resources Windows 7 & Overview

- [Computer Genius](#)
- [Wheel of Fortune](#)
- [Crossword Puzzle](#)
- [Flashcards](#)



