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Step by Step

Windows® 7

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Joan Preppernau and Joyce Cox
Online Training Solutions, Inc.

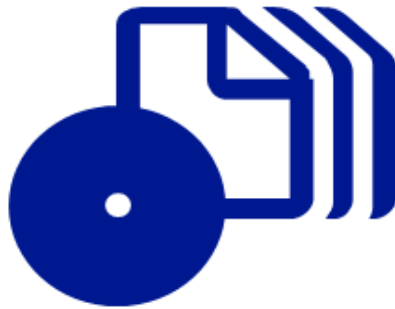


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Windows® 7

Step by Step

**Joan Preppernau and Joyce Cox
Online Training Solutions, Inc.**

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Developmental Editor: Sandra Haynes
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About the Authors



Joan Preppernau has worked in the training and certification industry for 13 years. As President of Online Training Solutions, Inc. (OTSI), Joan is responsible for guiding the translation of technical information and requirements into useful, relevant, and measurable training and certification tools. Joan is a Microsoft Certified Trainer (MCT) and Microsoft Certified Application Specialist (MCAS) in Microsoft Office 2007 and Windows Vista, a Microsoft Certified Technology Specialist (MCTS) in Windows Vista, and the author of more than two dozen books about Windows and Office (for Windows and Mac). Joan lives in Bartonville, Texas, with her husband, Barry, and their daughter, Trinity.

Joyce Cox has 25 years' experience in the development of training materials about technical subjects for non-technical audiences, and is the Vice President of OTSI. She is the author of dozens of books about Office and Windows technologies and developed the *Quick Course* series of computer training books for beginning and intermediate adult learners. She was the first managing editor of Microsoft Press, an editor for Sybex, and an editor for the University of California. Joyce and her husband, Ted, live in downtown Bellevue, Washington.

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Online Training Solutions, Inc. (OTSI)

OTSI specializes in the design, creation, and production of Office and Windows training products for information workers and home computer users. For more information about OTSI, visit

www.otsi.com

Introducing Windows 7

Windows 7 is the computer operating system we've all been waiting for!

This latest version of the Windows operating system provides a deceptively simple computing experience; deceptive because on a Windows 7 computer, you can perform more—and more advanced—computing operations than ever before.

One of the first things you might notice about Windows 7 is the elegant look of the user interface. If you're accustomed to working with Windows Vista, you'll find a refined and enhanced interface with only a few new navigational features to learn. If you have been using an earlier version of Windows, you'll find there have been significant changes, and will quickly appreciate the high-quality visual effects of the Windows 7 interface. Windows 7 includes several new features that utilize the Aero functionality introduced with Windows Vista. Features such as animations, translucent glass window frames, Windows Flip, Windows Flip 3D, Aero Peek, and Aero Shake provide an amazing desktop computing experience.

Beneath the attractive and efficient interface lies a powerful yet unobtrusive operating system. Windows 7 operates very efficiently, so your computing experience is faster than ever before—you'll particularly notice this if you upgrade your computer from Windows Vista. Security features that were introduced with Windows Vista have been refined to maximize usability and minimize interruptions.

A new view of the file storage structure, called a *library*, gives you access to multiple storage locations from one window. Locating files, programs, and utilities has never been easier, and various tools and gadgets make it simple to do the things you want and need to do with your computer. Certain programs that were formerly installed with Windows, such as the e-mail management program known, in its various versions, as Windows Live Mail, Windows Mail, or Outlook Express, have been removed from the operating system to concentrate Windows 7 resources on managing your computer. These programs are now available to all Windows users as part of the Windows Live family of programs.

You might have purchased a new computer with Windows 7 pre-installed or you might have already upgraded your existing computer from another operating system to Windows 7. If Windows 7 is already running on your computer, you can skip most of the information in this section. For readers who are still in the planning stages, this section provides information about the editions of Windows 7 that are available and the process of installing Windows 7 on a computer that is running Windows Vista, Windows XP, or another operating system.

Windows 7 Editions

Windows 7 is available in six editions, although not all editions are available to all people. Three editions are commercially available for installation on a desktop or notebook computer. These standard consumer editions of Windows 7 are as follows:

- **Windows 7 Home Premium** This edition is designed for the average home computer user. It contains an impressive set of features, including the following:
 - The stunning Aero user interface, which provides an enhanced visual experience with features such as transparent window frames, extended color schemes, live preview thumbnails, and artistic desktop decoration
 - **Tip** Aero-driven features function only on computers that meet minimum hardware specifications. See “Minimum System Requirements” later in this section.
 - New Aero-driven window-management techniques such as Aero Peek, which turns open windows temporarily invisible so you can see the computer desktop, Aero Shake, which minimizes windows you’re not working with so you can concentrate on a specific task, and Snap, which quickly sizes windows to fit specific areas of the desktop
 - New navigation features, including libraries and jump lists
 - Support for simplified home networking with homegroups, and for the secure sharing of files, printers, and media among multiple computers
 - Windows Search technology, with which you can quickly locate files, programs, and messages on your computer
 - Desktop gadgets and familiar applications such as the Calculator, Paint, WordPad, Windows Fax And Scan, and Windows Media Player 12
 - Windows Media Center, with which you can watch television programs (if your system includes a TV tuner) and DVD movies, display and manage pictures, and listen to music from multiple sources
 - Security features, including User Account Control (UAC), Action Center, Windows Update, Windows Defender, Windows Firewall, and Parental Controls
 - Backup for system images and files, and the Previous Versions and System Repair Disc features
 - Support for 32-bit and 64-bit hardware

Tip With Windows 7, the Home Basic Edition is not the most basic commercially available edition. As confusing as it might sound, the most basic edition of Windows 7 that you can purchase for installation on a desktop computer is Home Premium.

- **Windows 7 Professional** This edition is designed for the average business user. It includes all the features of Windows 7 Home Premium plus support for network domains, automatic backups to network locations, and Remote Desktop. It also includes Windows XP Mode, which you can use to run older programs in a virtual Windows XP session on your Windows 7 computer (if your hardware supports virtualization).
- **Windows 7 Ultimate** This edition is designed for the user who wants to have all the capabilities of Windows 7 available outside of an enterprise installation. It includes all the features of Windows 7 Professional, plus Windows BitLocker Drive Encryption, BitLocker To Go drive, and support for 35 languages.

Three editions of Windows 7 are available only for specific devices or markets. These limited-distribution editions are as follows:

- **Windows 7 Starter** Designed specifically for small portable computers, such as netbooks and mini notebooks. This edition includes all the core Windows 7 features but, by eliminating some of the flashy Aero interface features, it requires less memory.
- **Windows 7 Enterprise** Available only to Microsoft Volume Licensing customers. This edition includes every Windows 7 feature, as well as support for the Microsoft Desktop Optimization Pack (a tool used for central management of computers in very large organizations).
- **Windows 7 Home Basic** Available only in “emerging markets” such as Mexico, India, and the People’s Republic of China, and not in countries defined by the World Bank as having high-income economies, such as Canada, Denmark, Sweden, the United Kingdom, and the United States. This edition includes most of the core Windows 7 features, including a subset of the Aero interface features.

See Also For information about World Bank, country classifications, and the countries currently assigned to each classification, visit www.worldbank.org/.

The exercises in this book cover the features of Windows 7 that you are most likely to use at home and at work. Graphics depict the Windows 7 Ultimate user interface.

Tip If you want to upgrade to a different edition of Windows 7, the Windows Anytime Upgrade feature makes this an easy process. To learn about the available upgrade options, click the Start button, type *upgrade* in the Start menu Search box, and then in the Programs section of the search results list, click Windows Anytime Upgrade.

Minimum System Requirements

To install Windows 7 and work your way through the exercises in this book, your computer must meet certain specifications.

Windows 7

To run Windows 7, including the Aero desktop experience features, your computer needs to meet the following minimum requirements:

- 1 gigahertz (GHz) or faster 32-bit (x86) or 64-bit (x64) processor
- 1 gigabyte (GB) of system memory (RAM) for 32-bit systems; 2 GB for 64-bit systems
- 16 GB of available hard disk drive space for 32-bit systems; 20 GB for 64-bit systems
- Support for DirectX 9 graphics with Windows Display Driver Model (WDDM) 1.0 or higher driver and 128 megabytes (MB) memory (to enable the Aero theme)
- Internal or external DVD drive
- Monitor with minimum 1024 × 768 screen resolution
- Keyboard and mouse or compatible pointing device
- Internet connection for product activation, accessing online Help topics, and any other Internet-dependent processes

Some features of Windows 7 work only if you have the hardware or network connections to support them. For descriptions of the system requirements for specific features of Windows 7, visit windows.microsoft.com/en-us/windows7/products/system-requirements/.

Step-by-Step Exercises

In addition to the hardware and Internet connection required to run Windows 7, you will need the following to successfully complete the exercises in this book:

- Any version of the Windows 7 operating system
- Access to the following peripheral devices:
 - Printer
 - Speakers
 - Microphone
 - External storage device
- At least 21 MB of available hard disk space for the practice files

If your existing computer runs Windows Vista, it should be able to run Windows 7, and you'll probably notice a significant increase in computing speed. If your existing computer runs Windows XP, it might be able to run Windows 7, but likely won't support Aero.

If you have questions or concerns about whether your existing computer will support Windows 7, you can install the Windows 7 Upgrade Advisor from

www.microsoft.com/windows/windows-7/get/upgrade-advisor.aspx

The Upgrade Advisor generates a list of any known compatibility issues between Windows 7 and your computer, including the peripheral devices connected to it.

Identifying Genuine Windows Software

Counterfeit software floppy disks, CDs, DVDs, and packaging might look the same as or similar to the authentic software. A genuine retail copy of a Microsoft software product (one not acquired with the purchase of a computer or through the Microsoft Volume Licensing program) is distributed on an edge-to-edge hologram disc featuring a holographic image printed directly on the disc rather than on a sticker. Each product has a Certificate of Authenticity sticker on the top of the retail package and an orange product key label on the installation disc case. The front of the disc features

- A copper hologram with a clean, wavy outer edge and/or a feathered edge that transitions smoothly to a silver color at the outer edge of the disc.
- A high-resolution, three-dimensional hologram of the Windows logo, in which the flag appears to wave when you tilt the disc.
- A security patch located at the bottom of the disc, in which the word *Microsoft* changes to the word *GENUINE* when you tilt the disc.

The back of the disc features a detailed hologram on the inner mirror band, containing the words *Microsoft* and *GENUINE*.

See Also You can see samples of counterfeited software from around the world at www.microsoft.com/howtotell/. To verify whether your copy of Windows 7 is genuine, run the Windows Genuine Advantage validation tool available from that site.

Pirated software is often distributed preloaded on the hard drive of a used computer, as part of a software bundle; through street vendors; or through auction Web sites, spam e-mail messages, and downloads from Web sites other than those located within the microsoft.com domain. The easiest way to avoid counterfeit software is to purchase it from a reputable reseller, or directly from the Microsoft Store, which you can visit at store.microsoft.com.

Installing Windows 7

You can convert a computer to the Windows 7 operating system by using either of the following methods:

- Upgrade an existing computer that runs Windows Vista to Windows 7. Upgrading retains your installed programs and stored files.
- Perform a clean installation of Windows 7 on a computer that runs Windows Vista, Windows XP, or another operating system. A clean installation removes all installed programs, files, and settings.

Performing a Clean Installation of Windows 7

The simplest way to convert an existing computer system to Windows 7 is to perform a clean installation. This process takes about 30 minutes and requires very little interaction. It does, however, remove all programs and files from your computer, and it configures all your settings to the Windows 7 defaults.

If your existing computer runs Windows XP or anything other than Windows Vista, the only way to “upgrade” the computer to Windows 7 is by performing a clean installation.

Before you start the installation process, you can take the following steps to move programs, files, and settings from your existing operating system to Windows 7.

1. Create a list of the programs that are installed on your computer and decide which programs you’ll need on your Windows 7 computer. Ensure that you have the installation discs or installation points and product keys for the necessary programs.
Tip If you use Adobe programs or other programs that limit the number of times you can use a product key, deactivate the program installation to make that instance of the product key available for your Windows 7 computer.
2. Use Windows Easy Transfer to create a transfer file containing your existing files and settings:
3. After ensuring that you will have access to the programs, files, and settings you will need to have available on your Windows 7 computer, insert the Windows 7 installation disc into your computer’s DVD drive and follow the onscreen directions. Select the Custom installation option to perform a clean installation of Windows 7.
4. Install the necessary programs, and then use Windows Easy Transfer to transfer the saved files and settings to the Windows 7 computer.

Using Windows Easy Transfer

You can use Windows Easy Transfer to transfer files and settings to a different computer or to a new operating system installation on the same computer. You can transfer the following types of files and settings from a computer running Windows XP, Windows Vista, or Windows 7 to a computer running Windows 7:

- Folders and files
- E-mail settings, contacts, and messages
- Program settings
- User accounts and settings
- Internet settings and favorites

You can transfer files, but not settings, from a computer running Windows 2000 to a computer running Windows 7.

You can transfer information directly from one computer to another by using an Easy Transfer Cable (a USB cable that connects the two computers). You can create a portable transfer file on a DVD, CD, external hard drive, or USB flash drive; or you can save the file to another computer on your network.

Tip While transferring settings to or from a computer, you can't use the computer for other purposes. Because the transfer can take several hours, you can't start the process from a portable computer that is running on battery power; you must first plug it in.

To begin the transfer process:

1. Log on to your computer as an administrator.
2. On the Start menu, click All Programs, click Accessories, click System Tools, and then click Windows Easy Transfer.
3. Follow the instructions in the Windows Easy Transfer wizard to specify the transfer media or method, the information you want to transfer, and the password for recovering that information.
4. If you're transferring files and settings via removable media, start Windows Easy Transfer on the second computer, and click Continue Transfer In Progress.
5. Provide the information requested by the wizard. When prompted to do so, insert the transfer disc into the second computer, select the destination drive, enter the password, and then click Next.

The files and settings transfer to the new computer.

Upgrading to Windows 7

Upgrading is the process of replacing your computer's operating system with a newer version without disturbing the programs installed on your computer, your personal preferences and settings, or existing information such as documents, spreadsheets, and data files. You can upgrade to Windows 7 only from Windows Vista.

Although upgrading to Windows 7 should not affect your personal files and settings, it is always a good policy to back up important files before upgrading. The time and effort it takes to back up files and settings will likely be far less than the time and effort required to re-create the same information.

See Also For information about backing up files and settings on a computer running an earlier version of Windows, consult *Windows Vista Step by Step*, by Joan Preppernau and Joyce Cox (Microsoft Press, 2007) or *Microsoft Windows XP Step by Step*, by Online Training Solutions, Inc. (Microsoft Press, 2005).

To begin the upgrade process, insert the Windows 7 installation disc into the computer's DVD drive, follow the onscreen directions, and select the Upgrade installation option.

Tip To ensure that you're getting the latest Windows 7 files, select the option to stay online during the installation.

See Also After you upgrade the operating system, follow the process we describe in "Updating Windows System Files" in Chapter 1, "Explore Windows 7" to ensure that you have any Windows 7 drivers that are available for your computer and peripheral hardware.

Activating Windows

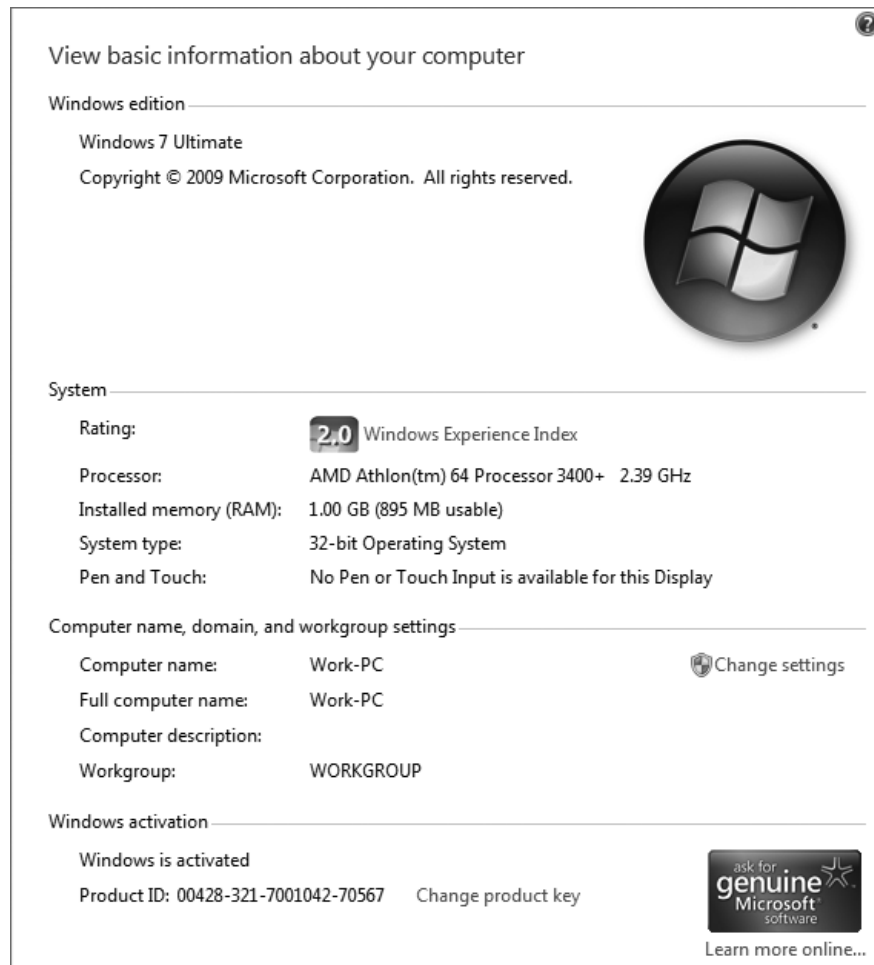
When you upgrade your computer's operating system to Windows 7, or the first time you start a new computer, you are prompted to activate your copy of Windows.

Each copy of Windows 7 must be activated within 30 days of the first use. After that grace period expires, you will not be able to use all the functions of Windows. You can activate Windows over the Internet or by telephone. Until you activate it, Windows will periodically prompt you to do so. You don't have to give any personal information about yourself or your computer during the activation process.

Tip If you are asked to *register* after activating a product, the information you provide might be used to send you marketing materials. Registration is optional; activation is not.

The goal of Windows Product Activation is to reduce a form of software piracy known as *casual copying* or *softlifting*, which is the sharing of software in a way that infringes on the software's license terms.

You can locate your Windows activation status at the bottom of the System window of Control Panel.



The System window provides current information about your computer system, including its activation status.

If your copy of Windows has been activated, *Windows is activated* appears in the Windows Activation area at the bottom of the window. Otherwise, the time remaining in the grace period appears, with a link to complete the activation process.

The Perils of Piracy

Windows Product Activation is a security measure instituted by Microsoft to help prevent the use of unlicensed copies of Windows. Software piracy—the illegal reproduction and distribution of software applications—is a multibillion dollar industry. The Sixth Annual BSA and IDC Global Software Piracy Study, commissioned in 2008 by the Business Software Alliance (www.bsa.org) concluded that the worldwide software piracy rate had risen to 41 percent, representing over \$50 billion in lost revenue.

The counterfeit software manufacturing industry stifles the potential growth of the high-tech industry and contributes to loss of tax revenue. Software piracy is also harmful to its users, for these reasons:

- Unlicensed software is not eligible for technical support or product upgrades. When you attempt to install a product update or service pack from the Microsoft Web site, your system or software is tested to verify whether it's licensed.
- Abuse of software licenses can result in financial penalties and legal costs, as well as a bad reputation for you or your company. Individual company executives can be held criminally and civilly liable for the copyright infringements of individuals within their organizations.
- Pirated software can contain harmful viruses with the potential to damage individual computers or entire networks.

Windows 7 has a built-in piracy protection system—if certain conditions alert it to the possibility that you are running a pirated copy, most Windows 7 functionality will shut down, and you won't be able to create or save any files until you activate your copy of Windows.


See Also For more information about software piracy, visit www.microsoft.com/piracy/.

Features and Conventions of This Book

This book has been designed to lead you through all the tasks you are most likely to want to perform on your Windows 7 computer. You can also use the book as a reference guide. The following features of this book will help you look up specific information:

- **Detailed table of contents** Get an overview of which topics are discussed in which chapters.
- **Chapter thumb tabs** Easily locate the beginning of the chapter you want.
- **Topic-specific running heads** Within a chapter, quickly locate the topic you want by looking at the running heads at the top of odd-numbered pages.
- **Glossary** Look up the meaning of a word or the definition of a concept.
- **Detailed index** Look up specific tasks and features in the index, which has been carefully crafted with the reader in mind.
- **Companion CD** Install the practice files needed for the step-by-step exercises, and consult the additional resources on the CD, including a fully searchable electronic version of this book.

You can save time when you use this book by understanding how the *Step by Step* series shows exercise instructions, buttons to click, and other information. These conventions are described in the table on the next page.

Convention	Meaning
SET UP	This paragraph preceding a step-by-step exercise indicates the practice files that you will use when working through the exercise. It also indicates any requirements you should attend to or actions you should take before beginning the exercise.
CLEAN UP	This paragraph following a step-by-step exercise provides instructions for restoring your system before moving on to another topic.
1	Blue numbered steps guide you through step-by-step exercises.
2	
1	Black numbered steps present instructions for performing procedures that you might need or want to carry out on your own. These optional procedures are not among the book’s exercises.
2	
See Also	These paragraphs direct you to more information about a given topic in this book or elsewhere.
Troubleshooting	These paragraphs explain how to fix a common problem that might prevent you from continuing with an exercise.
Tip	These paragraphs provide a helpful hint or shortcut that makes working through a task easier, or information about other available options.
Important	These paragraphs point out information that you need to know to complete a procedure.
Keyboard Shortcut	These paragraphs provide information about keyboard shortcuts that are helpful for carrying out the task at hand or related tasks.
Ctrl+Home	A plus sign (+) between two key names means that you must hold down the first key while you press the second key. For example, “press Ctrl+Home” means “hold down the Ctrl key while you press the Home key.”
	The first time you are told to click a button in an exercise, a picture of the button appears in the left margin.
Program interface elements	In exercises, the names of keys, such as ; program elements, such as buttons, commands, windows, and dialog boxes; and files or folders that you interact with are shown in boldface type characters.
User input	In exercises, anything you should type is shown in blue boldface type.

Using the Practice Files

The companion CD included with this book contains the practice files you need to complete the book's exercises. The following table lists these practice files.

Chapter	Folder	File
Chapter 1: Explore Windows 7	None	None
Chapter 2: Manage User Accounts	Accounts	Angelic.jpg
Chapter 3: Manage Your Network	Networking	Share Me!.txt
Chapter 4: Navigate Windows and Folders	Navigation	Apple Spice Junction Menu.pdf FrostKing1.docx FrostKing2.docx FrozenBranch.jpg IceBerries.jpg Iceskatesmed.png IcyLeaves.jpg License.doc License.txt Readme.txt Recipe1.docx Recipe2.docx Scoops.gif Sflakemed.png Skiermed.png SlickStump.jpg Smanmed.png StrausOrganicIceCream.jpg StreetSign.jpg Trinity1.jpg Trinity2.jpg

Chapter	Folder	File
Chapter 5: Manage Folders and Files	Structure	Narrations folder (empty)
		Photographs folder (empty)
		Presentations\Background.jpg
		Presentations\TagTemplate.pptx
		Videos\HouseHome.wmv
		AlbumSlides.pptx
		Bamboo.docx
		Bamboo1.jpg through Bamboo3.jpg
		BookBeat.docx
		BookSales.xlsx
		CakePlate.jpg
		Cat.jpg
		ColorSlides.pptx
		ComparisonShop.docx
		Costs.xlsx
		Crow.jpg
		FabricSpecial.docx
		FengShuiSlides.pptx
		Figurine.jpg
		Frog.jpg
		Introduction.wav
		JournalSlides.pptx
		Lady.jpg
		LoanPayment.xlsx
		MusicBox.jpg
		OrgSlides.pptx
		PlanningSlides.pptx
		Procedures.docx
		RoomMakeover.docx
		SalesMtgSlides.pptx
		TagAnnounce.docx
		TagIntroduce.docx
		TeaPot.jpg
		Welcome.docx
		YinYang.png

Chapter	Folder	File
Chapter 6: Connect to the Web	None	None
Chapter 7: Work with Web Pages and Sites	None	None
Chapter 8: Manage Internet Explorer	None	None
Chapter 9: Change Visual Elements	Visual	Arizona01.jpg through Arizona10.jpg
Chapter 10: Change System Settings	None	None
Chapter 11: Work with Programs	Programs	MakeOver.docx MusicBox.bmp
Chapter 12: Set Up Hardware Devices	None	None

In addition to the practice files, the CD contains resources that will enhance your ability to get the most out of using this book and Windows 7, including the following:

- *Windows 7 Step by Step* (this book) in eBook format
- *Before You Call Tech Support: Windows 7 Troubleshooting Tips* in XPS format and PDF format
- Links to online resources, including Microsoft Learning Snacks, technical support resources, and an online survey
- Links to online installation points for Adobe Reader and the Microsoft XPS viewer

Tip The XPS Viewer is installed with Windows 7, so you will need it only to view XPS-format files on Windows XP and Windows Vista.

Important The companion CD for this book does not contain the Windows 7 operating system. You should purchase and install that operating system before using this book.

Installing the Practice Files

You need to install the practice files in the correct location on your hard disk before you can use them in the exercises. Follow the steps below:

Note If for any reason you are unable to install the practice files from the CD, the files can also be downloaded from the Web at <http://www.microsoftpressstore.com/title/9780735623057>.

1. Remove the companion CD from the envelope at the back of this book and insert it into the CD drive of your computer.
An end-user license agreement appears. To use the practice files, you must accept the terms of the license agreement.
2. If the end-user license agreement does not appear, click the Start button, click Computer, double-click the icon for your CD drive, and then double-click the StartCD executable file.
3. Review the end-user license agreement. To accept the terms, click Accept, and then click Next.
A menu appears with options related to the book.
4. Click Install Practice Files.
5. Follow the instructions that appear.
The practice files are installed to your Documents\Microsoft Press\Windows7SBS folder.
6. After the practice files are installed, click Finish.
7. Close the Step By Step Companion CD window, remove the companion CD from the CD drive, and return it to the envelope at the back of the book.

Locating the Practice Files

When you install the practice files from the companion CD that accompanies this book, the files are stored on your hard disk in chapter-specific subfolders of your Documents\Microsoft Press\Windows7SBS folder. Each exercise is preceded by a paragraph that lists any files needed for that exercise and any preparations you need to make before you start working through the exercise, like this:



SET UP You need the Angelic image located in your Documents\Microsoft Press\Windows7SBS\Accounts folder to complete this exercise. Open Control Panel, display the User Accounts window, and then follow the steps.

You can browse to the practice files in Windows Explorer by following these steps:

1. Click the Start button, and then click Documents.
2. In your Documents library, double-click Microsoft Press, double-click Windows7SBS, and then double-click the specific chapter folder.

You can browse to the practice files from a dialog box that includes a Navigation pane by following these steps:

1. In the Navigation pane, click Documents.
2. In your Documents library, double-click Microsoft Press, double-click Windows7SBS, and then double-click the specific chapter folder.

Removing and Uninstalling the Practice Files

After you finish working your way through the exercises in this book, you can free up hard disk space by uninstalling the practice files. The uninstall process deletes the practice files that were installed in your Documents\Microsoft Press\Windows7SBS folder and its chapter-specific subfolders, but it does not delete any additional files you created while working through the exercises.

Follow these steps to uninstall the practice files:

1. Display Control Panel in Category view.
2. In the Programs category, click Uninstall A Program.
The Programs And Features window opens.
3. In the list of installed programs, click Windows 7 Step By Step, and then on the toolbar at the top of the window, click Uninstall.
4. In the message box asking you to confirm the deletion, click Yes.

To remove files you created while working through the exercises, start Windows Explorer, browse to the files, and select and delete them.

Information for New Computer Users

Windows 7 is the latest version of the Windows operating system. Windows is the most widely used operating system in the world. (Other operating systems you might have heard of are Linux, UNIX, and Mac OS X.) The operating system basically acts as an intermediary between you and your computer, between the computer and the hardware devices connected to it, and between the computer and the software programs you run on it. For your computer to work, Windows 7 must do the following:

- Translate commands that you provide into code that tells the computer what to do and how to do it.
- Coordinate interactions among its components, such as receiving input from the keyboard and mouse, locating programs and files, and displaying output on the monitor.
- Enable your computer to communicate with other computers and with peripheral devices, such as printers, scanners, and external hard drives.
- Interact with programs installed on your computer.

Windows 7 presents its tools, commands, and information storage structure through a graphical user interface (commonly referred to as a *GUI*). Graphical user interfaces enable you to interact with a computer by clicking items on the screen instead of having to type precise sequences of commands, and include the following types of components:

- **Pointing device** A device such as a mouse that controls a pointer with which you can select objects displayed on the screen.
- **Desktop** The basic display area on top of which you can work with windows, icons, menus, and dialog boxes.
- **Window** A frame, usually resizable, within which the computer runs a program or displays a folder or file.
- **Icon** A visual representation of a program, folder, file, or other object or function.
- **Menu** A list from which you can give an instruction by clicking a command.
- **Dialog box** A fixed-size window in which you refine instructions by typing information or selecting from the available options.

The programs you purchase and install on your computer *run on* Windows 7, meaning that they call on the operating system whenever they need to work with your computer's components or with peripheral devices. They also build on the interface provided by the operating system to communicate with you. This relationship allows the programs to concentrate on their specialized tasks, such as word processing or performing calculations in a spreadsheet or locating and displaying Web sites on the Internet, while the operating system handles the basic behind-the-scenes tasks.

If you are new to computing, or haven't worked on a Windows computer before, you might be unfamiliar with some of the terms that we use in this book, so we'll briefly cover them here to bring you up to speed.

See Also For information about terms mentioned in the book but not explained in this section, see the Glossary at the end of this book.

Your Mouse

A mouse is a pointing device with which you control the location of the on-screen pointer and click, drag, or select on-screen items to carry out tasks. A standard mouse includes two buttons—the primary button and the secondary button—with different functions. By default, the left button is the primary button and the right button is the secondary button, but you can switch them. In this book (other than in the exercise where you switch the button functions), references to the left button mean the primary button, and references to the right button mean the secondary button.

See Also For information about switching the primary and secondary mouse buttons, see “Changing the Way Your Mouse Works” in Chapter 12, “Set Up Hardware Devices.”

Here's a summary of the standard actions you perform with a mouse:

- **Pointing** Moving the mouse so that the on-screen pointer is over the item you want to work with. Pointing to an on-screen item usually displays a ScreenTip containing information about that item.
- **Clicking** Pointing to an on-screen item and pressing and releasing the primary mouse button once. Clicking an on-screen item usually selects the item. Clicking a hyperlink displays the link target.
- **Double-clicking** Pointing to an on-screen item and pressing and releasing the primary mouse button twice in rapid succession. Double-clicking an on-screen item usually starts or opens the item. Slowly double-clicking a file or folder activates the file or folder name for editing.

- **Right-clicking** Pointing to an on-screen item and clicking the secondary mouse button once. Right-clicking usually displays a menu, called a *shortcut menu* or *context menu*, listing actions you can perform with the item you right-clicked. You invoke an action by clicking it on the shortcut menu.
- **Dragging** Pointing to an on-screen item, holding down the primary mouse button, moving the mouse until the pointer or item is in the location where you want the item to appear, and releasing the mouse button. You can also drag through multiple on-screen items to select them.
- **Right-dragging** Pointing to an on-screen item, holding down the secondary mouse button, moving the mouse until the pointer or item is in the location where you want the item to appear, and releasing the mouse button. Right-dragging displays a menu of actions you can perform with the item you dragged.

Your mouse might also include a third button, scroll wheel, tilt wheel, or roller ball that provides additional methods of moving the pointer around the screen and clicking. On a portable computer, you might use an alternative pointing device, such as a touch pad, a pointing stick (a small rubber button in the center of the keyboard of a portable computer), or a Tablet PC pen.

Your Keyboard

Most people use a keyboard to input information into their computers by typing letters, numbers, and symbols, or to give commands by pressing function keys or key combinations. Standard U.S. keyboards have 101 keys; there are also smaller keyboards, keyboards with different key configurations, and variations with special-purpose keys for performing such actions as:

- Starting your default Web browser or e-mail program.
- Searching the Internet by using your default search engine.
- Displaying the Windows Help And Support window.
- Playing, pausing, stopping, and otherwise controlling audio and video recordings you play on or through your computer.
- Increasing or decreasing the volume of audio playback.
- Putting the computer into Sleep mode.

These special-purpose keys are very convenient and can save you a lot of thinking and clicking time. Look at your keyboard to ascertain whether it includes any of these extra keys. They're usually located on the left or right side or along the top edge of the keyboard, and they are often labeled with universal symbols, such as an envelope for the e-mail program, a globe or home icon for the Web browser, speakers for volume control, a moon for Sleep mode, and the standard symbols for playing, pausing, skipping, or stopping media playback.

Windows

Windows 7 displays information in windows. A window can either fill the entire screen or occupy only part of the screen. No matter what its size, each window uses the following components to display information about the window contents and to manage the window:

- **Title bar** Located at the top of the window. The title bar might tell you the window's purpose, the name of the program running in the window, and/or the name of the file open in the program. You can maximize or reduce the size of a window by double-clicking its title bar. When a window is not maximized, you can move it on the screen by dragging it by its title bar.
- **Window-management buttons** Located at the right end of the title bar.



- You click the Minimize button to collapse the window into a button on the Windows Taskbar (called *minimizing* the window).



- When the window fills the entire screen, you click the Restore Down button so that the window occupies only part of the screen (called *reducing* the window).

Tip When the window occupies only part of the screen, it is surrounded by a frame. You can drag the edges of the frame to change the size of the window.



- When the window occupies only part of the screen, you click the Maximize button so that the window fills the screen (called *maximizing* the window).

The Maximize and Restore Down buttons share a position on the title bar; only one button appears at a time.



- You click the Close button to close the window. If the window contains a program or file, closing the window might also exit the program or close the file.

See Also The title bar of a folder window also contains navigation buttons, the Address bar, and the Search box. For information about these title bar elements, see "Understanding Files, Folders, and Libraries" in Chapter 4, "Navigate Windows and Folders."

- **Menu bar and/or toolbar** Located below the title bar. A menu bar provides drop-down lists, called *menus*, of the commands you click to give instructions regarding the contents of the window. A toolbar displays visual representations of the commands as buttons you click.

See Also For information about menus and toolbars, see “Understanding Files, Folders, and Libraries” in Chapter 4, “Navigate Windows and Folders.”

- **Status bar** Located at the bottom of the window. This bar provides information about the contents of the window, and sometimes about on-screen elements you point to or click.
- **Vertical and horizontal scroll bars** Located on the right side and at the bottom of a window when it is not big enough to show all its contents. You use the vertical scroll bar to move the contents up and down within the window, and the horizontal scroll bar to move the contents from side to side, as follows:
 - Clicking the arrow at either end of a scroll bar moves the contents one line or column at a time.
 - Clicking directly on the scroll bar on either side of the scroll box moves the contents one “windowful” at a time.
 - Dragging the scroll box on the scroll bar moves the contents in larger increments.

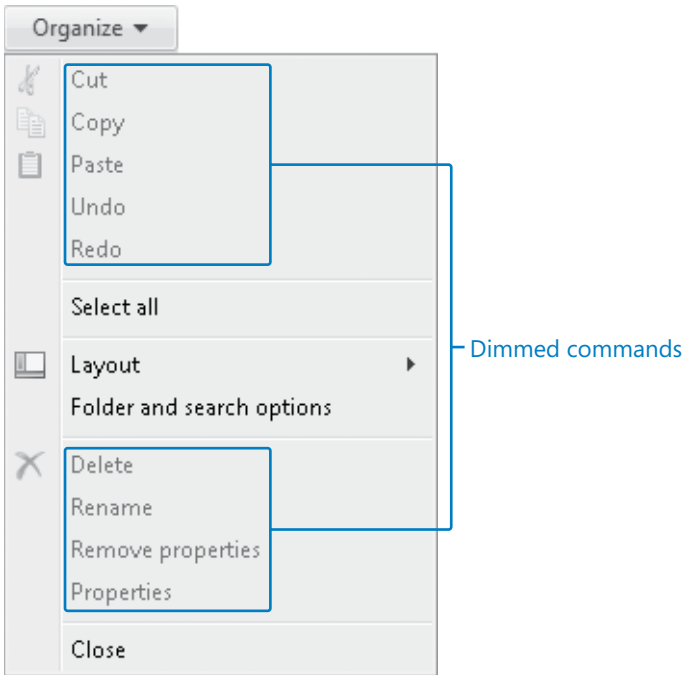
The position of the scroll box in relation to the scroll bar tells you where you are in the contents. For example, when the scroll box is in the middle of the scroll bar, the window is displaying the portion of its contents located about halfway through.

See Also For information about sizing, moving, and arranging windows, see “Working with Windows” in Chapter 4, “Navigate Windows and Folders.”

Commands, Buttons, and Keyboard Shortcuts

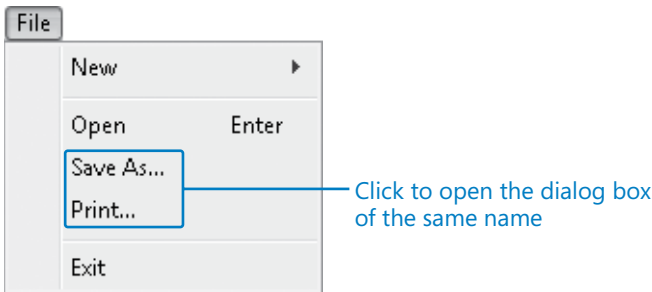
You can give instructions to Windows 7 by clicking a command on a menu, clicking a button on a toolbar, or pressing a key or combination of keys on the keyboard. Commands and buttons provide visual clues to tell you how to use them.

- Commands are dimmed if they are unavailable for use under the current circumstances. Buttons might be dimmed, but in Windows 7, buttons are usually not displayed if you can't use them.



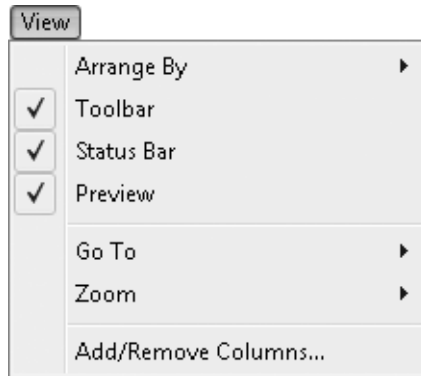
Commands on menus and in dialog boxes, and buttons on toolbars, are dimmed when they're not available for use.

- If a command or button name includes an ellipsis (...), clicking the command or button opens a dialog box so that you can provide information Windows needs to perform the task.



An ellipsis following a command or button name indicates that you will need to supply additional information to complete the operation.

- If a command can be turned on or off, a check mark appears to the left of the command name in the menu when it is turned on. Clicking the command then turns it off and removes the check mark.

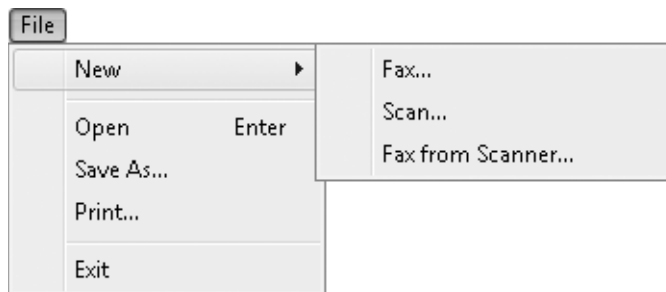


A check mark indicates that the adjacent command is turned on.

A small round circle to the left of a menu item indicates the selection of one of a group of mutually exclusive options.

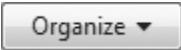
Tip On some menus, if a command has a toolbar button equivalent, the button's icon appears to the left of the command name.

- If a command is accompanied by a right-pointing arrow, clicking the command displays a menu of options for refining the command.



An arrow to the right of a command name indicates that clicking the command will display a submenu of options.

- Some buttons include one of two types of downward-pointing arrows:

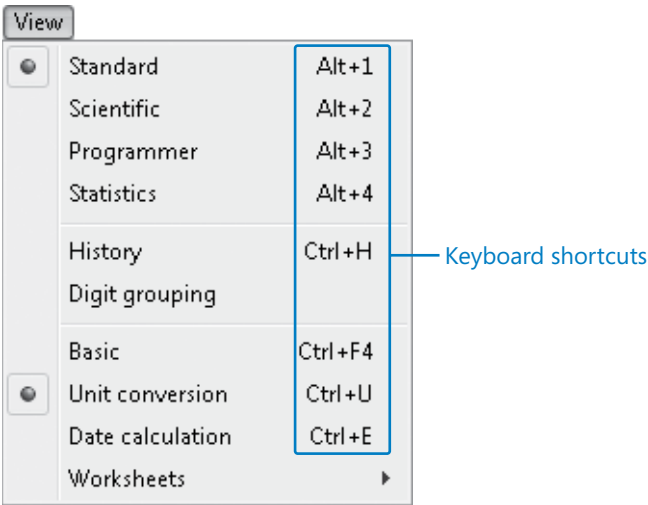


- If the arrow is part of the button, clicking the button displays a list of options.



- If the arrow is separate from the button, clicking the button invokes the default option and clicking the arrow displays a list of options. Clicking an option in that list makes it the default for the button.

If your hands are on the keyboard, you might find it more convenient to give commands by using keys or key combinations, called *keyboard shortcuts*, than to relocate one hand to the mouse. Keyboard shortcuts are available for many Windows commands (and also for many program-specific commands). Throughout this book, we provide information about keyboard shortcuts related to the topic being discussed. You can also find keyboard shortcuts for commands on some menus.

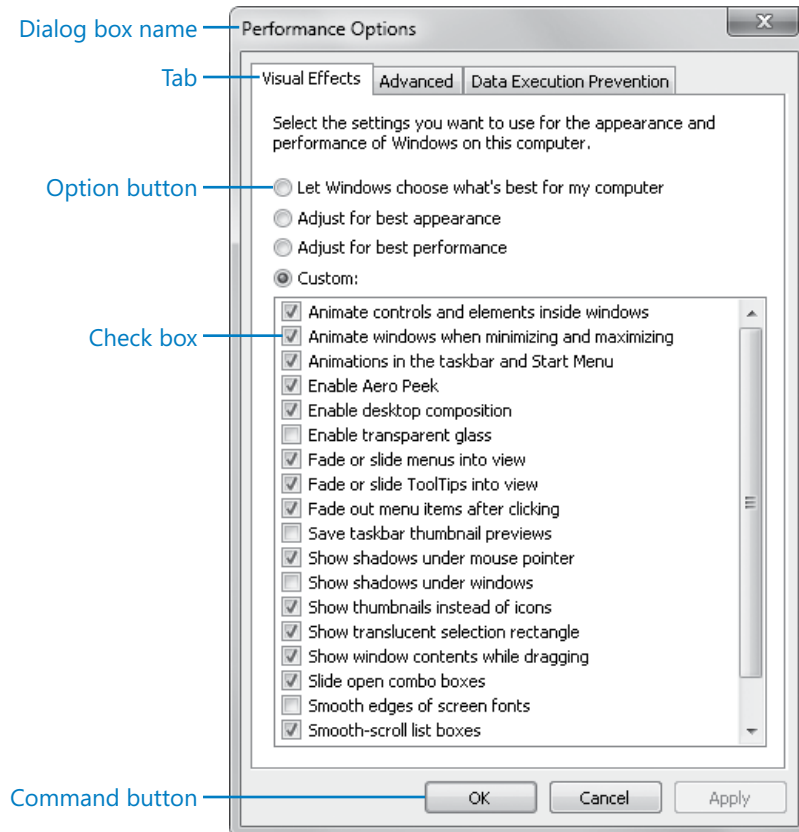


A key combination to the right of a menu command indicates the keyboard shortcut for the command.

Keyboard Shortcut For a full list of Windows 7 keyboard shortcuts, search the [Windows Help And Support Center](#) for “keyboard shortcuts.”

Dialog Boxes and Message Boxes

If Windows 7 or the program you are working with needs information from you in order to carry out the command, it might display a different window or a dialog box to gather that information. The window or dialog box might present only one set of options, or it might include several sets of options presented on tabs.



Clicking a tab below the dialog box title bar displays the corresponding set of options.

Regardless of whether Windows requests the information in a window or a dialog box, you can provide the information in consistent ways by using these common components:

- **Check box** A square box representing an independent option or one of a group of non-mutually exclusive options.
 - Clicking an empty check box selects the associated option; a check mark appears inside the box to indicate that the option is *selected* or *turned on*.
 - Clicking a box that contains a check mark removes the check mark to indicate that the option is *deselected*, *cleared*, or *turned off*.
- **Command button** A button that initiates an action. Most dialog boxes have at least two command buttons: an OK button that carries out the command, and a Cancel button that cancels the command. Clicking either button also closes the dialog box. Other buttons might be available, such as the Apply button that applies changes without closing the dialog box.
 - If a command button label includes an ellipsis (...), clicking the button opens another dialog box.
 - If a button label includes two greater-than signs (>>), also called *chevrons*, clicking the button expands the window or dialog box to reveal more options or information.
 - A dark border indicates the active button; you can press Enter to implement that command.
- **Link** Hyperlinked text that initiates an action. When you point to a link, it becomes underlined, and the pointer changes to a hand. Clicking a link might open another dialog box or window, or it might take you to information stored on your computer or on the Web.

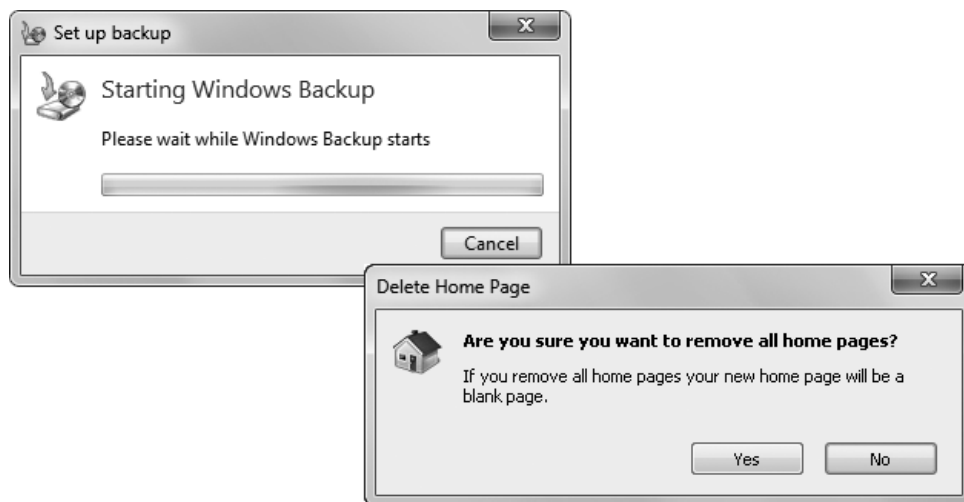
- **List box** A box containing a list of options.
 - A list box might contain multiple options from which you can select one or more than one.
 - A drop-down list box appears as a single-line box with an arrow at the right end. Clicking the arrow displays a drop-down list from which you can choose one option.
 - A combo box is a text box combined with a drop-down list box. In a combo box, you can either type information or select an option from a list.

Regardless of the format of a list box, you select an option by clicking it. (To select multiple options in a list box, select the first option, press the Ctrl key, and select the additional options.) In a list box, selected options are highlighted; in a drop-down list box or combo box, the selected option appears in the box.

- **Option button** Sometimes called a *radio button*. A small circle representing an option that can be either selected or not selected. Option buttons represent mutually exclusive values for a setting; one and only one option must be selected. When you click an option or its button, a dot appears in the circle to indicate that the option is selected. Clicking another option or its button removes the dot from the previously selected option.
- **Slider** An indicator on a horizontal or vertical bar representing a range of values for a setting (such as speed, brightness, or volume). To change the setting, you drag the slider or click to either side of it on the bar.
- **Spin box** A box with a pair of up and down arrows at its right end. Clicking an arrow moves through a list of suggested values (usually numbers) for a setting. You change the value either by clicking one of the arrows or by selecting the existing number and typing a new one.
- **Text box** A box in which you can enter text, such as a file name. To replace an existing entry in the text box, drag over or double-click the entry to select it and then delete it, or type new text to replace the selection.

Tip You can move between dialog box components by clicking them with the mouse or by pressing the Tab key.

When Windows 7 is performing a lengthy action or cannot carry out a command you have chosen, or if an action is potentially risky (such as deleting files), a message box containing information or a warning appears. You can click OK or Yes to acknowledge the message or confirm that you want to proceed in spite of the warning. Click Cancel or No to close the message box and cancel the operation.



Windows 7 displays messages and alerts you to the consequences of some commands.

See Also Depending on the type of user account you have, before Windows 7 carries out an action that affects your computer system, it might display a User Account Control (UAC) dialog box. For information about UAC, see the sidebar “Understanding User Account Control” in Chapter 1, “Explore Windows 7.”

Getting Help

Every effort has been made to ensure the accuracy of this book and the contents of its companion CD. If you do run into problems, please contact the sources listed below for assistance.

Errata & Book Support

If you find an error, please report it on our Microsoft Press site:

1. Go to www.microsoftpressstore.com.
2. In the Search box, enter the book's ISBN or title.
3. Select your book from the search results.
4. On your book's catalog page, find the Errata & Updates tab.
5. Click View/Submit Errata.

You'll find additional information and services for your book on its catalog page. If you need additional support, please e-mail Microsoft Press Book Support at mspinput@microsoft.com.

If for any reason you are unable to install the practice files from the CD, the files can also be downloaded from the Web here:

<http://www.microsoftpressstore.com/title/9780735623057>.

Please note that product support for Microsoft software is not offered through the addresses above. For software assistance, visit support.microsoft.com.

Getting Help with Windows 7

If your question is about Windows 7, and not about the content of this Microsoft Press book, your first recourse is the Windows Help And Support system. This system is a combination of tools and files stored on your computer when the operating system was installed and, if your computer is connected to the Internet, information available from the Windows Web site.

You can find Help information in several ways:

- You can display a ScreenTip containing information about an item on the screen by pointing to the item.
- You can open the Windows Help And Support window by clicking Help And Support on the Start menu.
- You can click links in many dialog boxes and Control Panel windows to display the Windows Help And Support window with the linked topic already displayed.

To practice getting help, you can work through the following exercise.



SET UP You don't need any practice files to complete this exercise; just follow the steps.

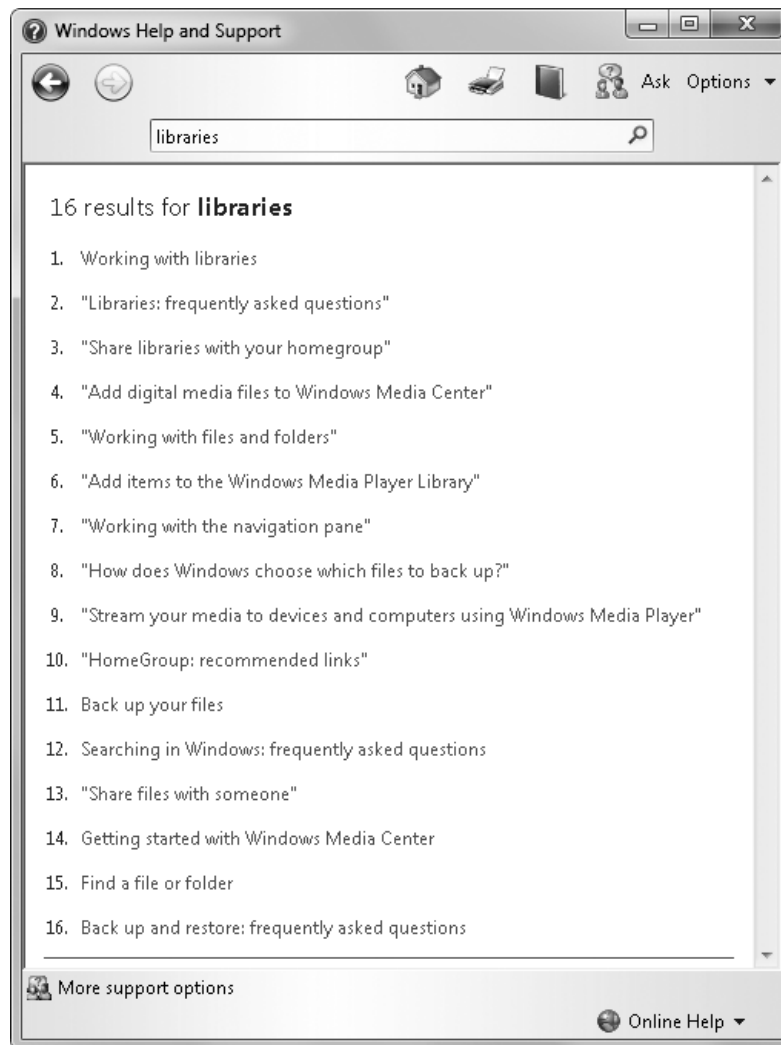
1. On the **Start** menu, click **Help and Support**.

The Windows Help And Support window opens.



2. In the **Search Help** box at the top of the window, type **libraries**, and then click the **Search Help** button or press **Enter**.

Help displays a list of topics related to libraries.



The Windows Help topics related to libraries.

You can click any topic to display the corresponding information.

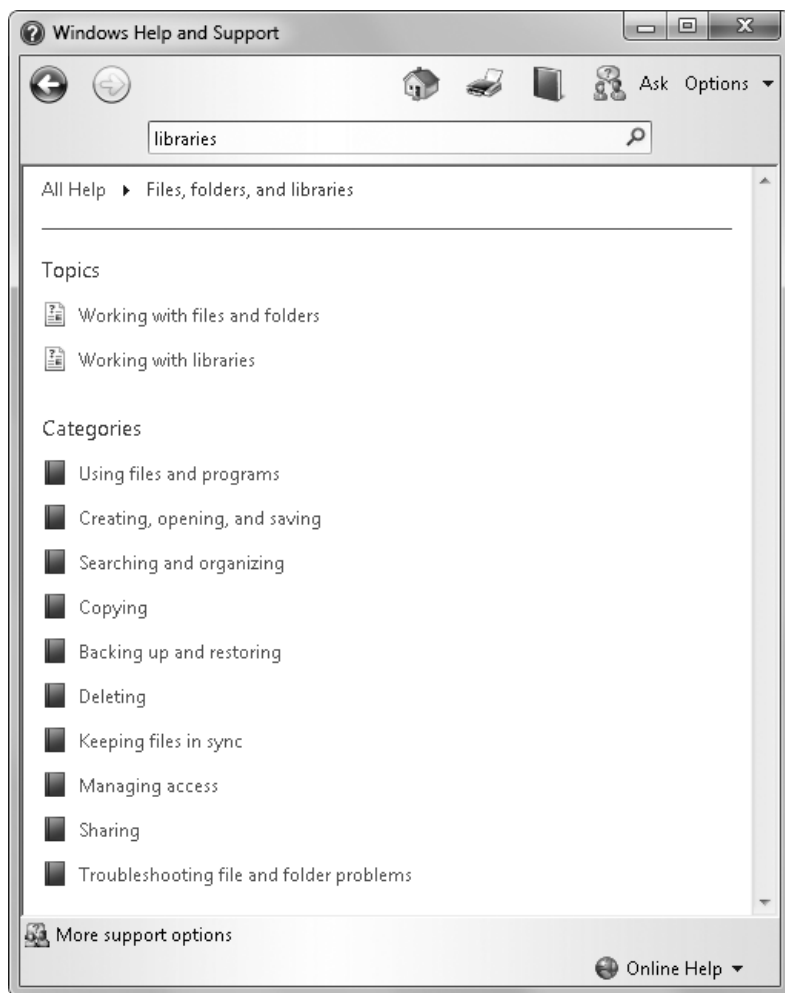


3. On the toolbar, click the **Browse Help** button.

The contents of the Help file appear, organized by category.

4. Click **Files, folders, and libraries**.

The topics in that category are listed, along with any subcategories.

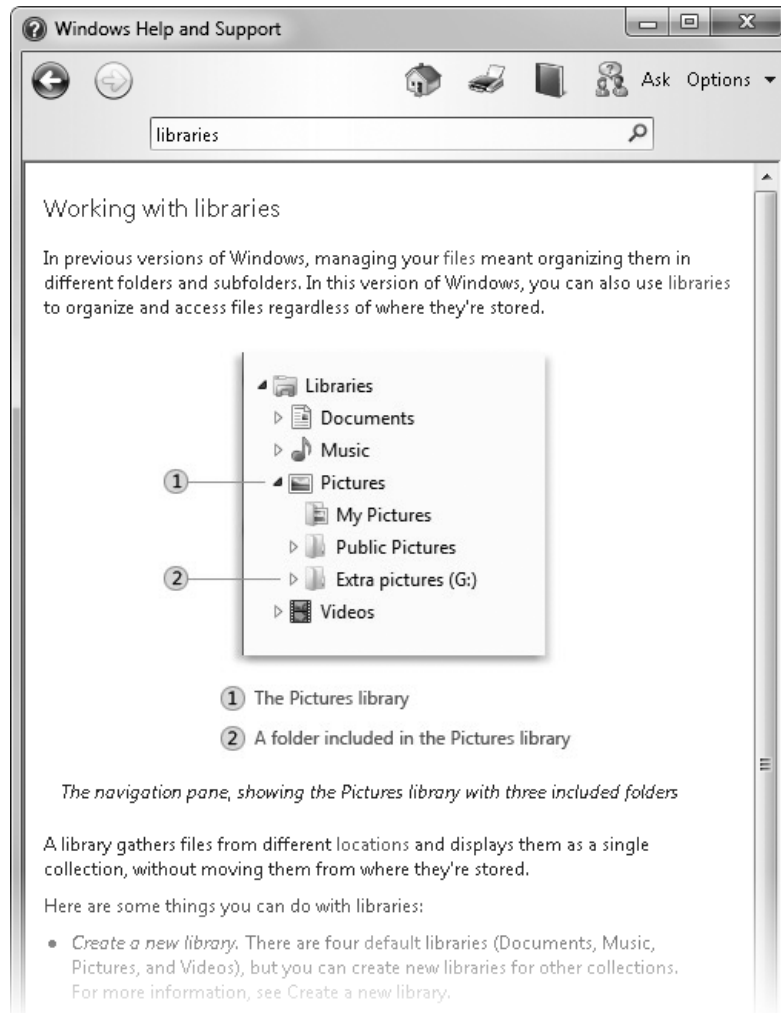


The contents of the Files, Folders, And Libraries category.

5. Click the **Working with libraries** topic.

Windows Help And Support displays the topic.

Tip Clicking a green word or phrase displays its definition. Click away from the definition box to close it.



The Working With Libraries topic.



6. Read the topic, and click any blue links that interest you to jump to related topics. Then click the **Back** button one or more times to return to the **Files, folders, and libraries** category.

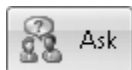
7. Click the **Creating, opening, and saving** category, and then click the **Save a file** topic.

The title of each of the topic's subtopics is shown in bold text and preceded by an arrow.

8. At the top of the topic, click **Show All**.

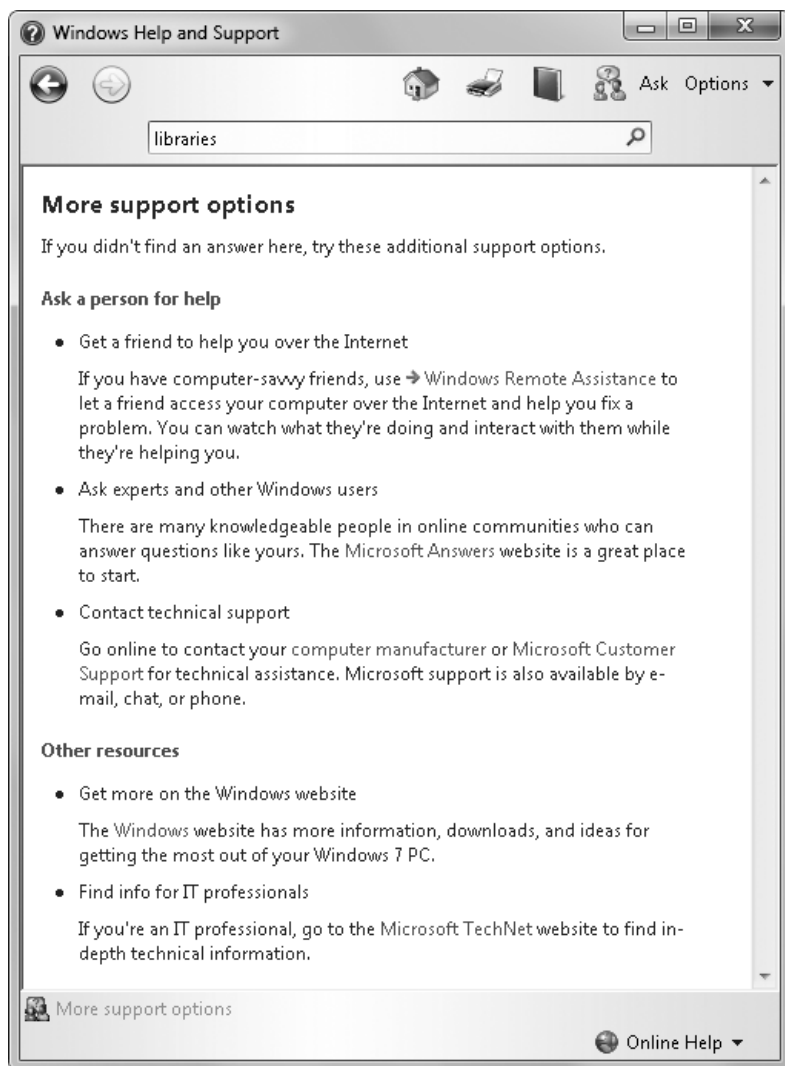
The two subtopics expand to display hidden auxiliary information, and the Show All button changes to Hide All. You can display or hide an individual item by clicking it.

Tip You can print the displayed topic by clicking the Print button on the toolbar. If the topic contains subtopics, they will be printed only if they are displayed.



9. On the toolbar, click the **Ask** button.

The Windows Help And Support window displays suggestions of other ways to get help.



Several alternative support resources are available.



10. In the upper-right corner of the **Windows Help And Support** window, click the **Close** button.

More Information

If your question is about Windows 7 or another Microsoft software product and you cannot find the answer in the product's Help file, please search the appropriate product solution center or the Microsoft Knowledge Base at

support.microsoft.com

In the United States, Microsoft software product support issues not covered by the Microsoft Knowledge Base are addressed by Microsoft Product Support Services.

Location-specific software support options are available from

support.microsoft.com/gp/selfoverview/

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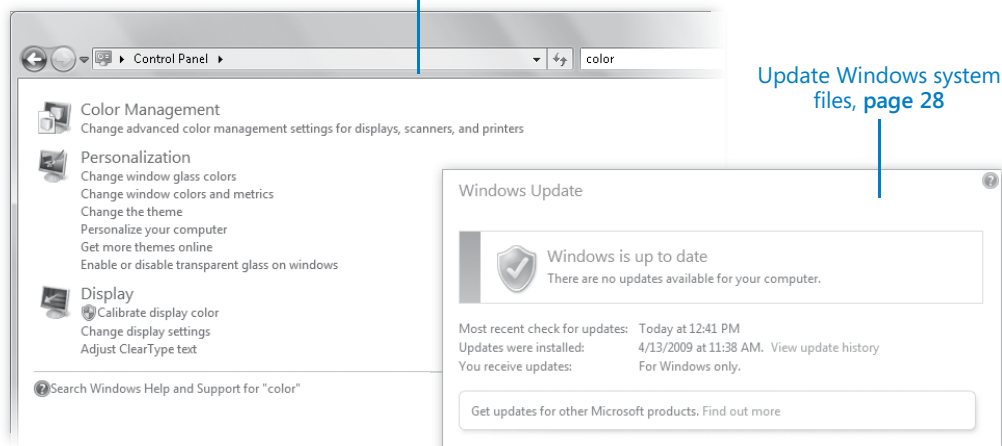
Part 1

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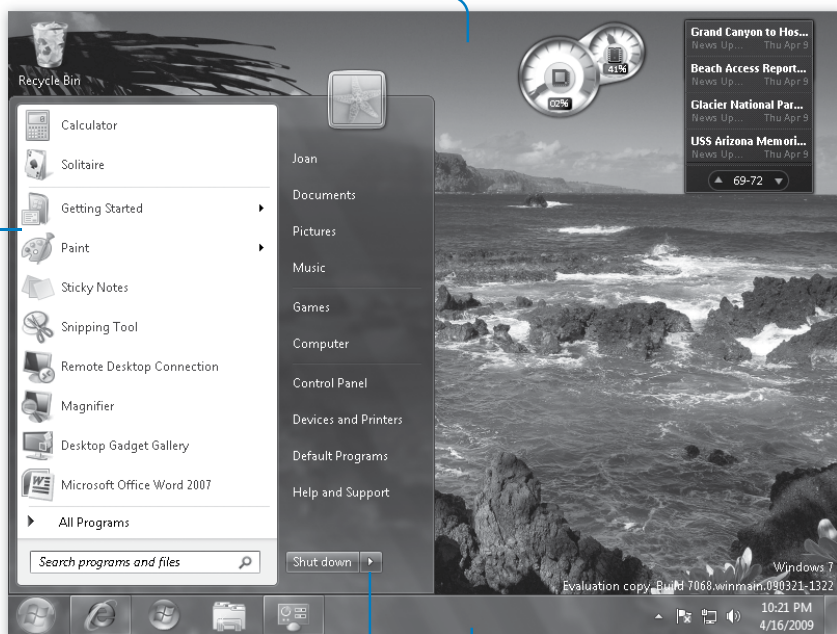
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