YOUR GUIDE TO

WINDOWS 7

Provided by Media and Training
Shake

Just shake it!

Ever need to cut through a cluttered desktop and quickly focus on a single window? Just click a title bar and give your mouse a shake. Voila! Every open window except that one instantly disappears. Jiggle again - and your windows are back.
Snap

Snap is a quick new way to resize open windows, by simply dragging them to the edges of your screen. Depending on where you drag a window, you can make it expand vertically, take up the entire screen or appear side-by-side with another window.
Peek gives you the power of x-ray vision! So you can peer past all your open windows straight to the desktop.

- **Simply roll over the small box on the far right edge of the taskbar** and watch open windows instantly turn transparent, revealing all your hidden icons and gadgets.

- To quickly reveal a buried window, point to its taskbar thumbnail. Now only that window shows on the desktop.

- **Hover** over icons in your taskbar to receive **thumbnail previews** of the programs you have open!
Aero

To scroll through your open windows, simply...

Click and hold the Windows Key

and then press the

Tab Key
Personalize THEMES

Change the color of your taskbar, choose an Aero Theme background or create a custom background with your own pictures.

• Right-click the Desktop, then click Personalize
• Click the Window Color, change the color
• Click Desktop Background
• Click the Picture Location box and then select Picture Library
• Note how your own pictures can be used in a background slideshow
• Note the Save theme option, then close the Personalization window
Desktop Background

CUSTOMIZE

A theme includes a desktop background, a screen saver, a window border color, sounds, and sometimes icons and mouse pointers. You can choose from several themes. Use the whole theme or create your own customized theme by changing the pictures, colors, and sounds individually.

- Desktop Background
  - Slide Show

- Window Color
  - Custom

- Sounds
  - Landscape

- Screen Saver
  - None
Gadgets

Put information, news, pictures and games right on your desktop.

- Right-click the desktop and choose Gadgets
- Drag the Clock, Calendar and other gadgets from the Gallery to the desktop
Pin to the Taskbar

Keep the things you need close at hand.

- **Drag** the icon where you want it on the taskbar and it will stay there until you move it. You can also pin your program icon to the taskbar, so it’s there all the time. You can even pin specific documents and web sites to *Jump Lists* located within the icons on your taskbar.

- **Hide the Taskbar** by right clicking on the taskbar and choosing *Properties*, then click *Auto-hide the taskbar* to hide the taskbar. To make the taskbar visible just scroll your pointer over it.

- **Move the Taskbar** by right clicking on the taskbar and choosing *Properties*, then selecting *Taskbar location on screen* drop down menu and choose Top, Bottom, Left or Right.
Snipping Tool

The Snipping Tool captures a screen shot of anything on your desktop, like a picture or a section of a web page.

- Open **Snipping Tool** from the **Start Menu** (or simply search for it in Start Menu).

- **Highlight** the area on the web page you want to call attention to with the Snipping Tool.

- **Copy** to the clipboard.

- **Paste** to Microsoft Word or PowerPoint.

- You can **Pin it to your Taskbar**!
Jump Lists

Provide instant access to the Office 2010 files and programs you use every day.

For example, to see a Jump List that displays all of your recently opened Word documents, right-click the Word icon on your Taskbar.
Libraries

Simplify the way you find and organize your Office 2010 files

With Windows 7 Libraries, you can view, organize, manage, and search for your Office 2010 files without having to organize those files into specific folders.

By using Libraries, you can view groups of files in a single location, even if the files are in different places on your PC or on multiple computers.
Shortcuts

- Ctrl+Shift+N: Creates a new folder in Windows Explorer.
- Alt+Up: Goes up a folder level in Windows Explorer.
- Alt+P: Toggles the preview pane in Windows Explorer.
- Shift+Right-Click on a file: Adds Copy as Path, which copies the path of a file to the clipboard.
- Shift+Right-Click on a file: Adds extra hidden items to the Send To menu.
- Shift+Right-Click on a folder: Adds Command Prompt Here, which lets you easily open a command prompt in that folder.
- Win+P: Adjust presentation settings for your display.
- Win+(+/-): Zoom in/out.
- Win+G: Cycle between the Windows Gadgets on your screen. Shift+Click on a taskbar button: Open a program or quickly open another instance of a program.
Backstage

The new Backstage view replaces the traditional File Menu to let you save, print or create a new file with just a few clicks.

- **Info** - (Old draft versions available) This gives you information about your document and lets you set permissions.

- **Print** - This is an integrated Print / Print Preview / Print Options.

- **Share** - Save your document as a PDF, send as an email or to the SkyDrive.
Backstage PRINT & PREVIEW

Print preview automatically displays when you click on the Print tab in the Backstage view. Whenever you make a change to a print-related setting, the preview is automatically updated.

- **Settings** - These drop down menus show currently selected Settings. Rather than just showing you the name of a feature, these drop down menus show you what the status of a feature is and describes it. This can help you figure out if you want to change the setting from what you have.

- **Preview** - The Print option allows you to preview your document as you set the printer options. It also allows you to change the size of your preview.
Picture Tools COLORS

When you insert a picture you might sometimes need to change the color of the picture or add effects to make the picture look as we wished it to. In Microsoft Word 2010 we have the option to change the color of it.

Steps to Change the Picture Color:

- Click on the Picture Inserted to get the Picture Tools.
- Click on Color to see different options for changing the color of the picture.
- You can see the change in Picture color by just hovering the cursor on a particular color.
- Click on that option to get it applied to the picture.
Picture Tools
ARTISTIC EFFECTS

To Add an Artistic Effect

• Click the picture, clip art, or screenshot. The Picture Tools become available.

• Click the Format tab.

• Click the down-arrow next to Artistic Effects. A gallery of effects appears. As you hover over each effect, you see a live preview of the effect.

• Click the Artistic Effect you want to apply.
In your Word document, click the image to select it.

- For example, if you select a photograph or clip art, click the Picture Tools tab. If you select an AutoShape, click the Drawing Tools tab. If you select a SmartArt chart, click the SmartArt Tools tab.

- In the Arrange group, click Wrap Text.

Do one of the following:

- Click Square to wrap text around the border of your image.
- Click Tight to wrap text closely around a clip art image or an irregularly shaped picture.
- Click Through and then click Edit Wrap Points to drag the wrap points closer to the image, so that text can fill in more of the negative space around the image.
- Click Top and Bottom to place the image on its own line.
- Click Behind Text to display the text over the image.
- Click In Front of Text to display the image over the text.
Picture Tools

REMOVE BACKGROUND

To Use the Background Removal Tool

• Click on the image whose background you wish to remove.

• Click the Format tab on the Ribbon.

• Click the Remove Background button. The detected background color is highlighted in purple.

• If necessary, drag the sizing handles to ensure that none of the areas of the image you want to keep are outside of the boundary box.

• Press Enter
Watermarks

You can automatically turn a picture or a photo into a watermark.

- On the **Page Layout** tab, in the **Page Background** group, click **Watermark**.

- Click **Custom Watermark**.

- Click **Picture** watermark, and then click **Select Picture**.

- Select the picture that you want, and then click **Insert**.

- Select a percentage under **Scale** to insert the picture at a particular size.

- Select the **Washout** check box to lighten the picture so that it doesn’t interfere with text.

Tip: The picture that you selected is applied as a watermark to the entire document.
Sample Templates AVAILABLE

- On the File tab, click New.

- Under Available Templates, do one of the following:

  - To use one of the built-in templates, click Sample Templates, click the template that you want.

  - Then click Create.
Sparklines

Unlike charts on an Excel worksheet, sparklines are not objects — a sparkline is actually a tiny chart in the background of a cell.

- Select an empty cell or group of empty cells in which you want to insert one or more sparklines.

- On the Insert tab, in the Sparklines group, click the type of sparkline that you want to create: Line, Column, or Win/Loss.
Conditional Formatting

You can create conditional formatting formulas to perform tasks such as:

- Identifying dates that fall on specific days of the week
- Specifying the smallest or largest value in a range
- Highlighting specific text
Slicers

Create a slicer in an existing PivotTable

- Click anywhere in the PivotTable report for which you want to create a slicer.
- This displays the PivotTable Tools, adding an Options and a Design tab.
- On the Options tab, in the Sort & Filter group, click Insert Slicer.
- In the Insert Slicers dialog box, select the check box of the PivotTable fields for which you want to create a slicer.
- Click OK.
- A slicer is displayed for every field that you selected.
- In each slicer, click the items on which you want to filter.

TIP: To select more than one item, hold down CTRL, and then click the items on which you want to filter.
Insert

To resize clip art, select the clip art you’ve inserted in the document. To increase or decrease the size in one or more directions, drag a sizing handle away from or toward the center, while you do one of the following:

- To keep the center of an object in the same location, press and hold CTRL while you drag the sizing handle.

- To maintain the object’s proportions, press and hold SHIFT while you drag the sizing handle.

- To both maintain the object’s proportions and keep its center in the same location, press and hold both CTRL and SHIFT while you drag the sizing handle.
Recent

The Recent tab in Microsoft 2010 is very handy as it makes finding and opening documents and Folders a snap.
The **Info** tab displays different commands, properties, and metadata depending on the state of the document and where it is stored. Commands on the **Info** tab can include **Check In**, **Check Out**, and **Permissions**.