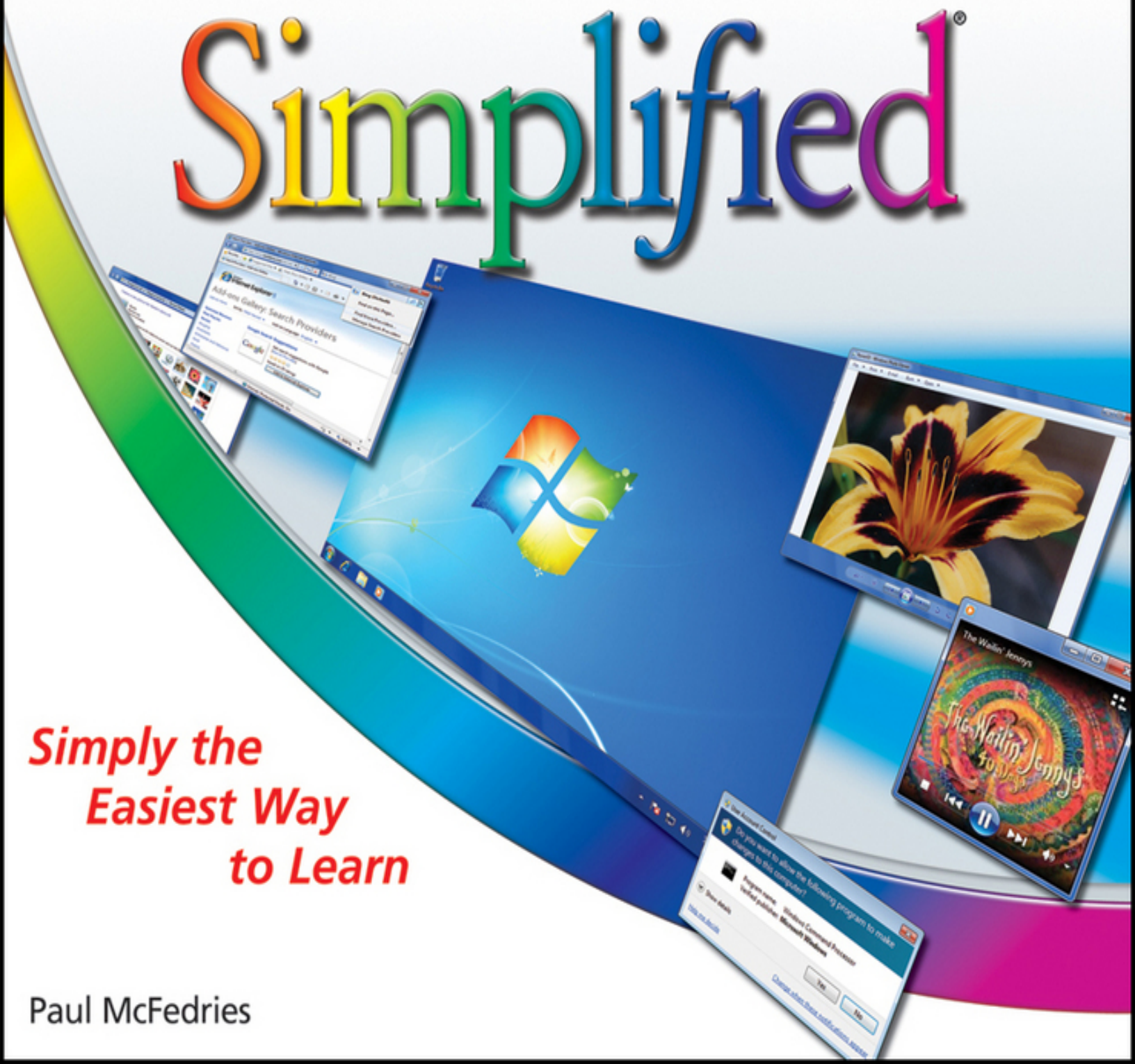


Microsoft®  
**Windows® 7**  
**Simplified**

*Simply the  
Easiest Way  
to Learn*

Paul McFedries



# Windows<sup>®</sup> 7 Simplified

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# **Windows<sup>®</sup> 7 Simplified**

## **by Paul McFedries**

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# About the Author

**Paul McFedries** is a full-time technical writer. Paul has been authoring computer books since 1991 and he has more than 60 books to his credit. Paul's books have sold more than three million copies worldwide. These books include the Wiley titles Windows 7 Visual Quick Tips, Switching to a Mac Portable Genius, iPhone 3G Portable Genius, Teach Yourself VISUALLY Office 2008 for Mac, and Internet Simplified. Paul is also the proprietor of Word Spy ([www.wordspy.com](http://www.wordspy.com) and [twitter.com/wordspy](http://twitter.com/wordspy)), a Web site that tracks new words and phrases as they enter the language. Paul invites you to drop by his personal Web site at [www.mcfedries.com](http://www.mcfedries.com), or to follow him on Twitter at [twitter.com/paulmcf](http://twitter.com/paulmcf).

## Author's Acknowledgments

It goes without saying that writers focus on text, and I certainly enjoyed focusing on the text that you'll read in this book. However, this book is more than just the usual collection of words and phrases. A quick thumb-through of the pages will show you that this book is also chock full of images, from sharp screen shots to fun and informative illustrations. Those colorful images sure make for a beautiful book, and that beauty comes from a lot of hard work by Wiley's immensely talented group of designers and layout artists. They are all listed in the Credits section on the previous page, and I thank them for creating another gem. Of course, what you read in this book must also be accurate, logically presented, and free of errors. Ensuring all of this was an excellent group of editors that included project editor Sarah Hellert, copy editor Scott Tullis, and technical editor Vince Averello. Thanks to all of

you for your exceptional competence and hard work.  
Thanks, as well, to acquisitions editor Jody Lefevere for  
asking me to write this book.

# How to Use This Book

Do you look at the pictures in a book or newspaper before anything else on a page? Would you rather see an image instead of read about how to do something? Search no further. This book is for you. Opening Windows 7 Simplified allows you to read less and learn more about the Windows operating system.

## Who Needs This Book

This book is for a reader who has never used this particular technology or application. It is also for more computer literate individuals who want to expand their knowledge of the different features that Windows has to offer.

## Book Organization

Windows 7 Simplified has 12 chapters.

Chapter 1, **Getting Started with Windows 7**, gives you the basics of starting and stopping Windows 7, understanding the Windows 7 screen, and using a mouse.

In Chapter 2, **Launching and Working with Programs**, you learn how to install and start programs, how to use menus, toolbars, and dialog boxes, and how to switch between program windows.

In Chapter 3, **Creating and Editing Documents**, you learn how to create and open documents, edit document text, and save and print your work.

Chapter 4, **Working with Images**, shows you how to work with images in Windows 7, load images from the digital camera or scanner, and print an image.

With Chapter 5, **Playing Music and Other Media**, you learn how to use Windows Media Player to play music, sound, and video files, audio CDs, and DVDs.

Chapter 6, **Working with Files**, gives you the details on how to view, select, copy, and move files, burn files to a recordable CD, rename and delete files, and search for files.

Chapter 7, **Sharing Your Computer with Others**, shows you how to use Windows 7's User Accounts feature to enable multiple people to share a single computer, and introduces you to some basic networking techniques.

In Chapter 8, **Surfing the World Wide Web**, you learn how to use the Internet Explorer program to browse the World Wide Web.

With Chapter 9, **Working with E-mail, Contacts, and Events**, you learn how to use the Windows Live Mail program to send and receive e-mail messages and track your appointments, events, and tasks.

Chapter 10, **Implementing Security in Windows 7**, gives you information on the Windows 7 security features, including the new Action Center, passwords, parental controls, and more.

Chapter 11, **Customizing Windows 7**, shows you various ways to customize Windows 7 to suit the way you work.

In Chapter 12, **Maintaining Windows 7**, you learn about some programs that enable you to perform routine maintenance that will keep your system running smoothly.

## Chapter Organization

This book consists of sections, all listed in the book's table of contents. A section is a set of steps that show you how to complete a specific computer task.

Each section, usually contained on two facing pages, has an introduction to the task at hand, a set of full-color screen shots and steps that walk you through the task, and a set of tips. This format allows you to quickly look at a topic of interest and learn it instantly.

Chapters group together three or more sections with a common theme. A chapter may also contain pages that give you the background information needed to understand the sections in a chapter.

## Using the Mouse

This book uses the following conventions to describe the actions you perform when using the mouse:

### Click

Press your left mouse button once. You generally click your mouse on something to select something on the screen.

### Double-click

Press your left mouse button twice. Double-clicking something on the computer screen generally opens whatever item you have double-clicked.



## Right-click

Press your right mouse button. When you right-click anything on the computer screen, the program displays a shortcut menu containing commands specific to the selected item.

## Click and Drag, and Release the Mouse

Move your mouse pointer and hover it over an item on the screen. Press and hold down the left mouse button. Now, move the mouse to where you want to place the item and then release the button. You use this method to move an item from one area of the computer screen to another.

## The Conventions in This Book

A number of typographic and layout styles have been used throughout Windows 7 Simplified to distinguish different types of information.

### Bold

Bold type represents the names of commands and options that you interact with. Bold type also indicates text and numbers that you must type into a dialog box or window.

### Italics

Italic words introduce a new term and are followed by a definition.

### Numbered Steps

You must perform the instructions in numbered steps in order to successfully complete a section and achieve the final results.

## **Bulleted Steps**

These steps point out various optional features. You do not have to perform these steps; they simply give additional information about a feature. Steps without bullets tell you what the program does in response to your following a numbered step. For example, if you click a menu command, a dialog box may appear or a window may open. The step text may also tell you what the final result is when you follow a set of numbered steps.

## **Notes**

Notes give additional information. They may describe special conditions that may occur during an operation. They may warn you of a situation that you want to avoid — for example, the loss of data. A note may also cross reference a related area of the book. A cross reference may guide you to another chapter or another section within the current chapter.

## **Icons and buttons**

Icons and buttons are graphical representations within the text. They show you exactly what you need to click to perform a step.

# **Chapter 1: Getting Started with Windows 7**



Are you ready to learn about Windows 7? In this chapter, you learn a few basic techniques and concepts that will help get comfortable with Windows. These topics include starting Windows 7, understanding what you can do with Windows 7, and taking a tour of the Windows 7 screen. You also learn how to use a mouse with Windows 7, use the Windows 7 Help system, and activate your copy of Windows 7. The chapter closes by showing you how to restart Windows 7 and how to shut down your system when you are finished using it.

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[What You Can Do with Windows 7](#)

[The Windows 7 Screen](#)

[Using a Mouse with Windows 7](#)

[Get Help](#)

[Activate Your Copy of Windows 7](#)

[Restart Windows 7](#)

[Shut Down Windows 7](#)

## **Start Windows 7**

**When you turn on your computer, Windows 7 starts automatically, but you may have to navigate the Welcome screen along the way. You use the Welcome screen to log in to Windows 7 using the**

**user account and password you configured when you first set up your computer.**

**If this is the first time you are starting your computer, you will have to run through a series of configuration steps. These steps configure your main user account, your desktop background, and a few security options. You should select the default options to ensure your computer remains secure and up to date.**

## **Start Windows 7**

- 1 Turn on your computer.



- The Windows 7 Welcome screen appears.

**Note:** If your version of Windows 7 is configured with just a single user and no password, then you bypass the Welcome screen and go directly to the desktop.



**2** Click the icon that corresponds to your Windows 7 user name.

Windows 7 prompts you to enter your password.

**Note:** If you are the only user on your computer, Windows 7 prompts you for your password right away, so you can skip Step **2**.





3 Type your password.

**Note:** The password characters appear as dots as you type them so that no one else can read your password.