1.1 Shut Down Windows 7

To use an icon:
1. Position the mouse pointer on the icon.
2. Double-click the left mouse button.

CHECKPOINT 1

To view the day of the week:
1. Move the mouse pointer to the bottom right of the desktop where the current day and time displays at the far right side of the Taskbar.
2. After approximately one second, a pop-up box appears with the current day of the week as well as the current date.

1.3 Explore the Taskbar

The screen that displays when Windows 7 starts is called the desktop.
This desktop can be compared to the top of a desk in an office.
A person places necessary tools—such as pencils, pens, paper, files, calculator—on his or her desktop to perform functions.
Similarly, the Windows 7 desktop contains tools for operating the computer.
These tools are logically grouped and placed in dialog boxes or windows that can be accessed using the icons located on the desktop.
Use the Mouse

<table>
<thead>
<tr>
<th>Term</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>point</td>
<td>Position the mouse pointer on the desired item.</td>
</tr>
<tr>
<td>click</td>
<td>Quickly tap a button, usually the left button, on the mouse once.</td>
</tr>
<tr>
<td>double-click</td>
<td>Tap the left mouse button twice in quick succession.</td>
</tr>
<tr>
<td>drag</td>
<td>Press and hold down the left mouse button, move the mouse pointer to a specific location, and then release the mouse button.</td>
</tr>
</tbody>
</table>

Use the Mouse...continued

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="I-beam pointer" /></td>
<td>The mouse appears as an I-beam pointer in a program screen in which you enter text (such as Microsoft Word) and also in text boxes. You can use the I-beam pointer to move the insertion point or select text.</td>
</tr>
<tr>
<td><img src="image" alt="Arrow pointer" /></td>
<td>The mouse pointer appears as an arrow pointing up and to the left (called the arrow pointer) on the Windows desktop and also in other program Title bars, Menu bars, and toolbars.</td>
</tr>
<tr>
<td><img src="image" alt="Four-headed arrow" /></td>
<td>The mouse pointer becomes a double-headed arrow (either pointing left and right, up and down, or diagonally) when performing certain functions such as changing the size of a window. Select an object in a program such as a picture or image and the mouse pointer becomes a four-headed arrow. Use this four-headed arrow pointer to move the object left, right, up, or down.</td>
</tr>
</tbody>
</table>

Use the Mouse...continued

<table>
<thead>
<tr>
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<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Selected text" /></td>
<td>When you position the mouse pointer inside selected text in a document (such as a Microsoft Word document) and then drag the selected text to a new location in the document, the pointer displays with a gray box attached, indicating that you are moving the text.</td>
</tr>
<tr>
<td><img src="image" alt="Moving circle" /></td>
<td>When a request is being processed or a program is being loaded, the mouse pointer may display with a moving circle icon beside it. The moving circle means &quot;please wait.&quot; When the process is complete, the moving circle disappears.</td>
</tr>
<tr>
<td><img src="image" alt="Hand with pointing finger" /></td>
<td>When you position the mouse pointer on certain icons or hyperlinks, it turns into a hand with a pointing index finger. This image indicates that clicking the icon or hyperlink will display additional information.</td>
</tr>
</tbody>
</table>

Open the Start Menu

To open the Start menu:
1. Position the mouse pointer on the Start button on the Taskbar.
2. Click the left mouse button.

Start a Program

To start a program:
1. Click the Start button.
2. Point to All Programs.
3. Click the desired program.

Close a Program

To close a program:
1. Click the Close button that displays at the upper right corner of the program.
**Shut Down Windows 7**

To shut down Windows 7:
1. Click the Start button.
2. Click the Shut down button.

**Open and Manipulate Windows**

To move a window:
1. Position the mouse pointer on the window Title bar.
2. Hold down the left mouse button.
3. Drag the window to the desired position.
4. Release the mouse button.

**Open and Manipulate Windows...continued**

To resize windows:
1. Click the Restore Down button.
OR
1. Click the Maximize button.
OR
1. Click the Minimize button.

To stack windows:
1. Right-click an unused section of the Taskbar.
2. Click Show windows stacked at the shortcut menu.

**Open and Manipulate Windows...continued**

To cascade windows:
1. Right-click an unused section of the Taskbar.
2. Click Cascade windows at the shortcut menu.

**CHECKPOINT 1**

3) This is the name of the screen that displays when Windows 7 starts.
   a. display
   b. monitor
c. window
d. desktop

4) Clicking this at the shortcut menu places each window in a fanned, single stack with the title bars of each open window visible.
   a. Cascade windows
   b. Show windows stacked
c. Display windows
d. Fan windows

2) These provide an easy method for opening programs or documents.
   a. icons
   b. atoms
c. emoticons
d. buttons
**Explore the Taskbar...continued**

To display the speakers slider:
1. Click the Speakers button on the Taskbar.

To display the Date and Time Properties dialog box:
1. Click the current time at the right side of the Taskbar.
2. Click Change date and time settings.
3. Make the desired changes in the Date and Time dialog box.
4. Click OK.

To display the Taskbar and Start Menu Properties dialog box:
1. Right-click an unused section on the Taskbar.
2. Click Properties at the shortcut menu.
3. Click the desired options.
4. Click OK.

**Explore Gadget**

To add gadgets:
1. Right-click an unused section on the Taskbar.
2. Click Gadgets at the shortcut menu.
3. Click the desired gadgets.

**Explore Dialog Box Components**

<table>
<thead>
<tr>
<th>Name</th>
<th>Image</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>tab</td>
<td>![Tab Image]</td>
<td>Click a dialog box tab and the dialog box options change.</td>
</tr>
<tr>
<td>text box</td>
<td>![Text Box Image]</td>
<td>Type or edit text in a text box. A text box may contain up- or down-pointing arrows to allow you to choose a number or an option instead of typing it in.</td>
</tr>
<tr>
<td>drop-down list box</td>
<td>![Dropdown List Box Image]</td>
<td>Click the down-pointing arrow at the right side of a drop-down list box and a list of choices displays.</td>
</tr>
</tbody>
</table>
Explore Dialog Box Components…continued

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<thead>
<tr>
<th>Name</th>
<th>Image</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>list box</td>
<td><img src="image.png" alt="List Box Icon" /></td>
<td>A list box displays a list of options.</td>
</tr>
<tr>
<td>check boxes</td>
<td><img src="image.png" alt="Check Boxes Icon" /></td>
<td>If a check box contains a check mark, the option is active; if the check box is empty, the option is inactive. In some cases, any number of check boxes can be active.</td>
</tr>
<tr>
<td>option buttons</td>
<td><img src="image.png" alt="Option Buttons Icon" /></td>
<td>Only one option button in a dialog box section can be selected at any time. An active option button contains a dark or colored circle.</td>
</tr>
</tbody>
</table>

Get Help in Windows

To display the Help and Support window:
1. Click the Start button on the Taskbar.
2. Click Help and Support at the Start menu.

Display File Extensions

To display file extensions:
1. Click the Start button.
2. Click Computer.
3. Click the Organize button.
4. Click Folder and search options at the drop-down list.
5. Click the View tab at the Folder Options dialog box.
6. Click the Hide extensions for known file types check box in the Advanced settings list box.
7. Click OK.

CHECKPOINT 2

1) Click this button located at the bottom of the slider if you want to turn off the sound.
   a. Speakers Off
   b. Mute Speakers
   c. Quiet Speakers
   d. Disable Speakers

2) These are mini programs you can add to the desktop that provide information at a glance.
   a. icons
   b. buttons
   c. miniatures
   d. gadgets

3) Click this dialog box function and the dialog box options change.
   a. button
   b. list arrow
   c. tab
   d. box

4) Windows Help and Support is available when you click this button.
   a. Start
   b. Open
   c. Run
   d. Close