

Lecture 2: Windows 7

☰ Starting a Program from the Start Menu:

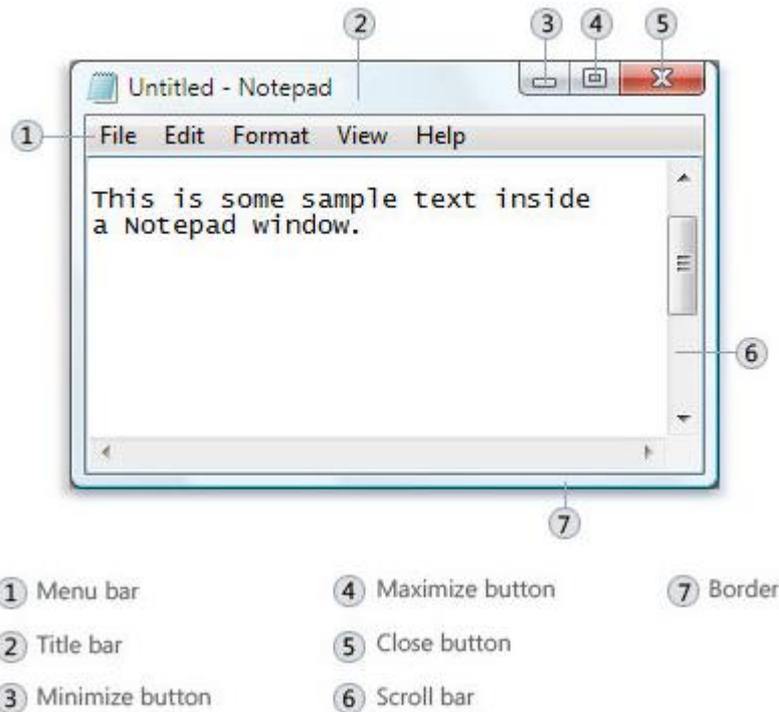
You can start a program from a desktop shortcut, but you're more likely to start a program from the **Start Menu**.



1. Click the **Start orb**.
2. If the program is listed on the left pane, click it to start it.
3. If the program is not listed on the left pane, hover the mouse over **All Programs**.

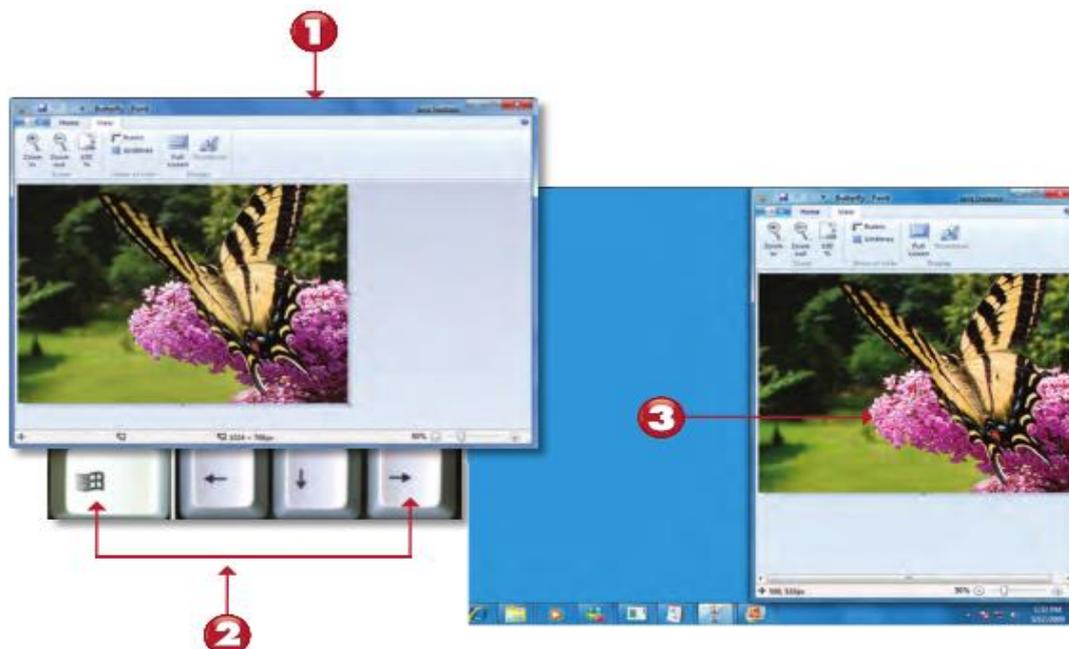
☰ Parts of a window:

Although the contents of every window are different, all windows share some things in common. For one thing, windows always appear on the desktop the main work area of your screen. In addition, most windows have the same basic parts.

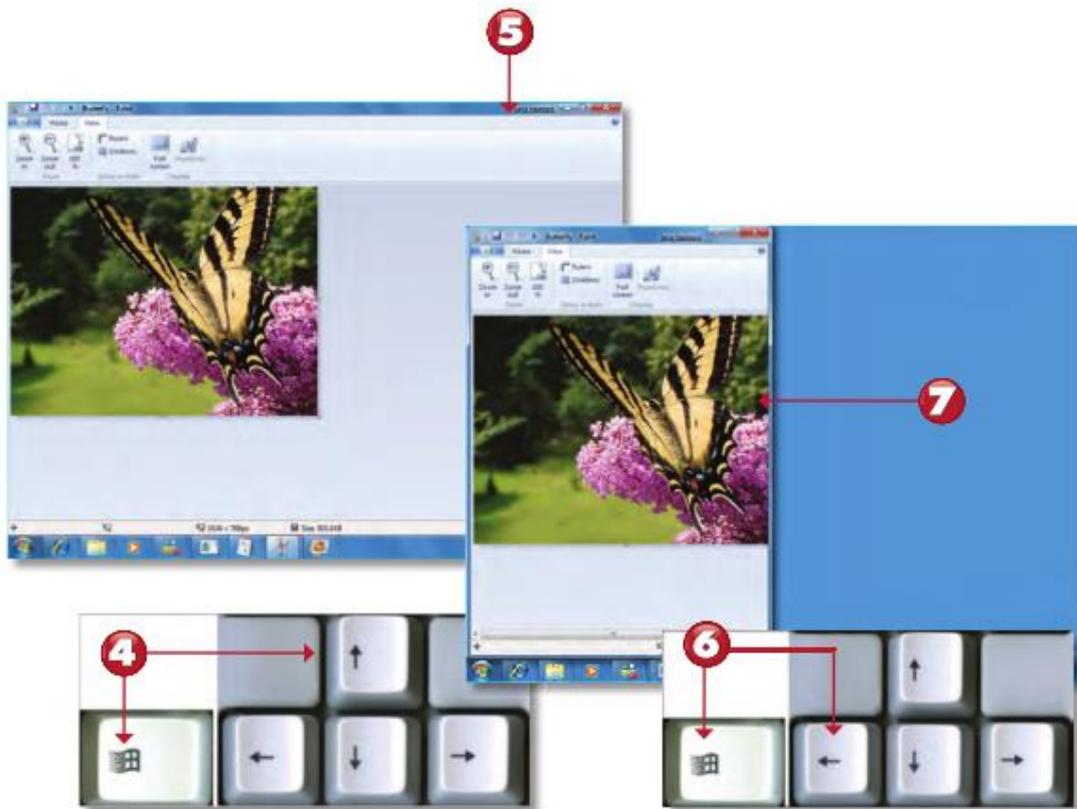


☰ Using Aero Snap to Manage Windows:

You can use your keyboard to move, maximize, or minimize the **Active Window** by using a new feature called **Aero Snap**. Aero Snap uses the Windows key along with the arrow keys to adjust window position.



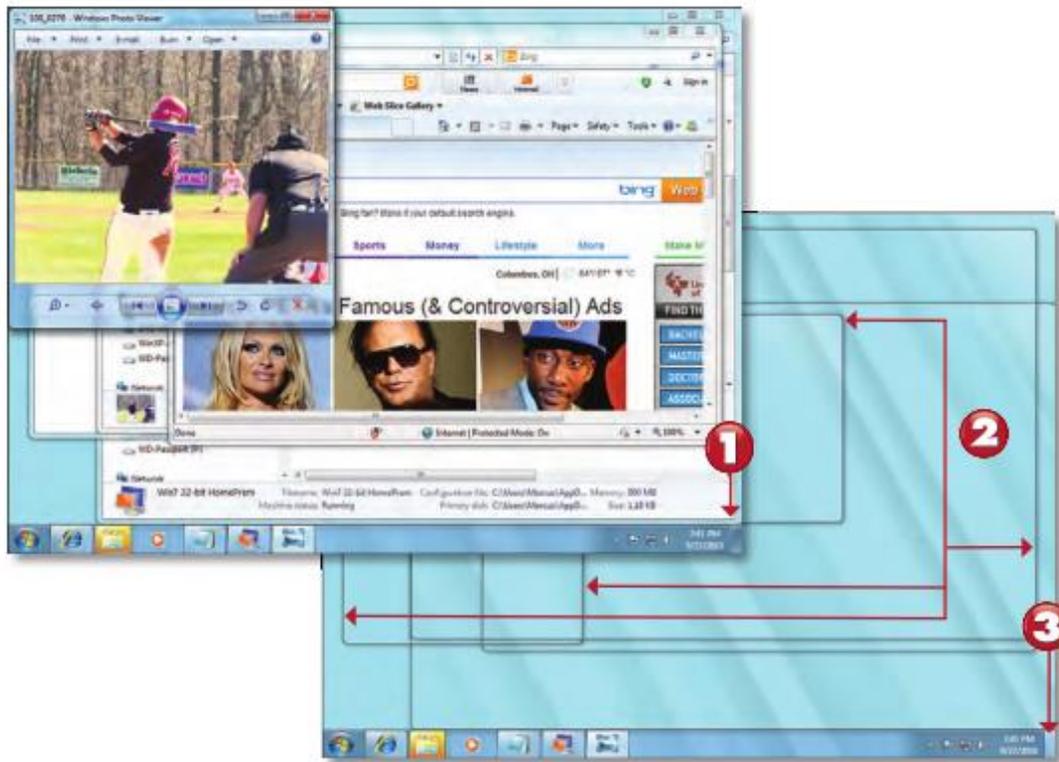
1. Program running in window.
2. Press **Window+right** arrow keys.
3. Active window moves to right of screen.



4. Press **Window+up** arrow.
5. Active window is maximized.
6. Press **Window+left** arrow.
7. Active window moves to left of screen.

☒ Using Aero Peek to View the Desktop:

If your system supports the Windows *Aero desktop* (the title bar of the *active window* is translucent when it is not maximized), you can use a new feature called *Aero Peek* to see your desktop, even if you have many program windows open.



1. The *Aero Peek control box*. Hover the mouse over the box to view the desktop.
2. Aero Peek displays only the outlines of open windows.
3. Click the control box to toggle window display on and off.

☰ Using Alt-Tab to Cycle through Programs:

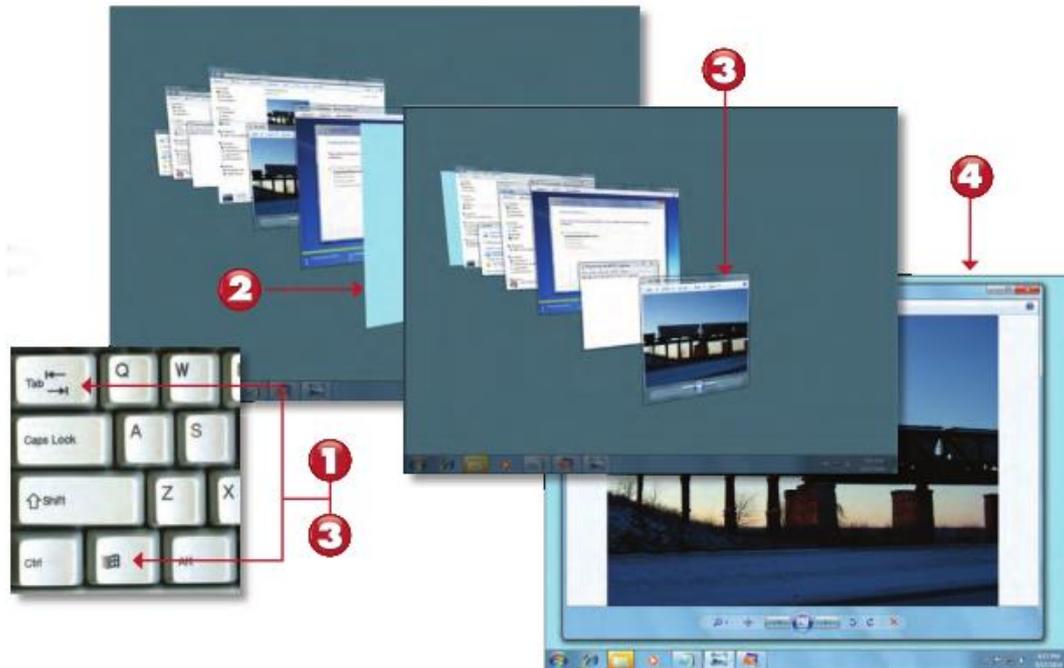
Use the **Alt-Tab** keys to select which program you want to make active. In **Windows 7**, pressing **Alt-Tab** cycles through live thumbnails of each running program.



1. Press **Alt-Tab**.
2. Thumbnails of active programs appear.
3. Press **Alt-Tab** until desired program is highlighted.
4. Release **Alt-Tab**, and program becomes active.

☰ Using Windows Flip (*Win-Tab*) to Cycle through Programs:

Systems running the **Windows Aero desktop** can use Windows Flip to cycle through running programs and select the one they want to make active. Windows Flip uses the **Windows and Tab keys**.



1. Press the **Windows and Tab** keys.
2. Running programs are displayed in an overlapping arc across the screen.
3. Continue to press the **Windows and Tab** keys until the program you want to make active is at the front of the stack.
4. **Release** the keys, and the program becomes active.

☰ Closing a Program:

Windows 7 offers several ways to close a program, so you can select the method that's best for a given situation.

1. Click the **red X** in the upper-right corner of the program window to close the program.
2. You can also click the upper-left corner to open the window menu.
3. To close the program from the window menu, click **Close**.
4. To close a program from the keyboard, press **Alt-F4**.



Using Desktop Gadgets

In Windows 7, you can place *Desktop Gadgets* wherever you'd like on the desktop.



1. **Right-click** an empty portion of the desktop.
2. Select **Gadgets**.
3. The Desktop Gadget Gallery appears.
4. To place a gadget on your desktop, **double-click** the appropriate icon or **drag** the gadget to the desktop.