



COMPUTER APPLICATION

Windows 7

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Lecture 2

2021-2022

WINDOWS 7

- **My Computer:**
 - When you click My Computer on the Start menu, the contents of your floppy disk, hard disk, CD-ROM drive, and network drives appear in a window.
 - You can use the icons and menus in My Computer window to search for or open files and folders.
- **My Network Places:**
 - When you click My Network Places on the Start menu, the My Network Places window appears. It provides a view of all the shared computers and other resources on the network to which your computer is connected.

WINDOWS 7

Printers and devices:

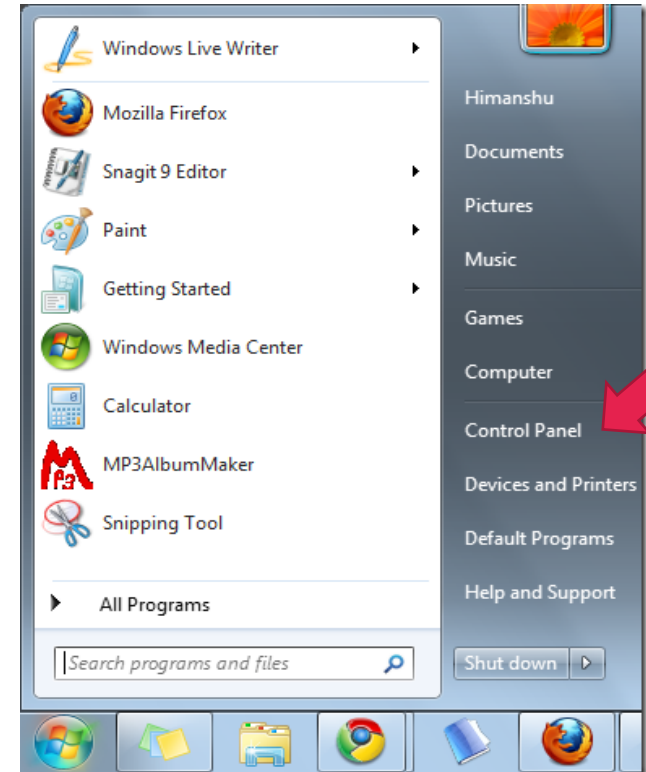
When you click **Printers and Devices** on the **Start** menu, the Printers and other devices window appears.

It allows you to install and share printing resources. After you install a printer, you can print documents from your computer.

Control Panel:

When you click **Control Panel** on the **Start** menu, the Control Panel window appears.

It allows you to control the various aspects of the operating system or hardware, such as setting the system time and date, adding and removing programs, troubleshooting hardware and software, and setting keyboard characteristics.

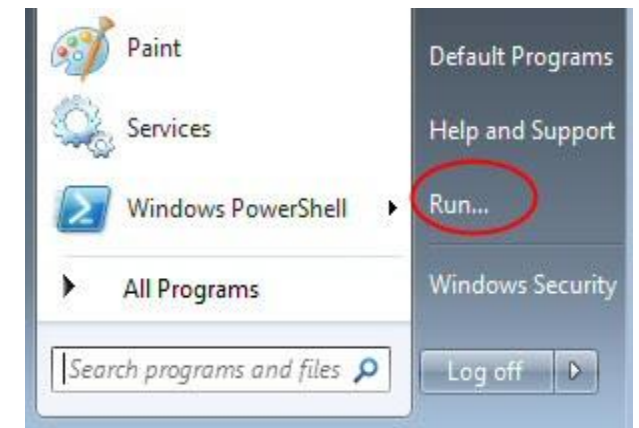
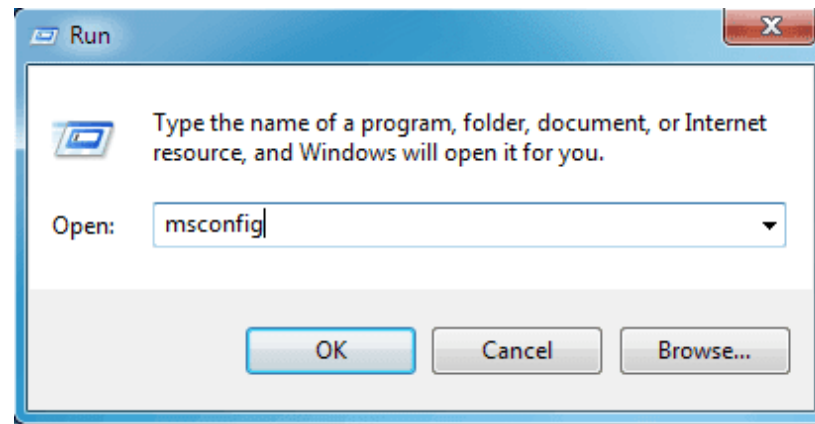


WINDOWS 7

Search:

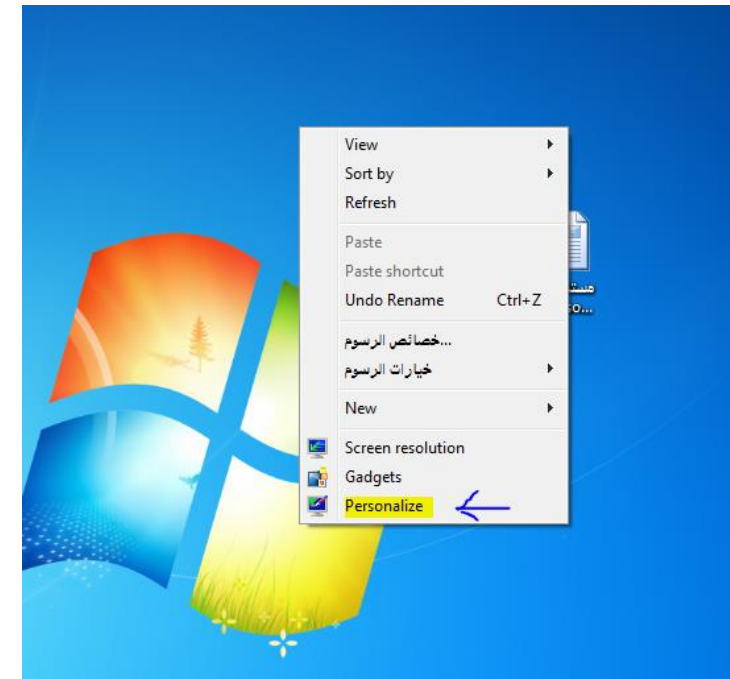
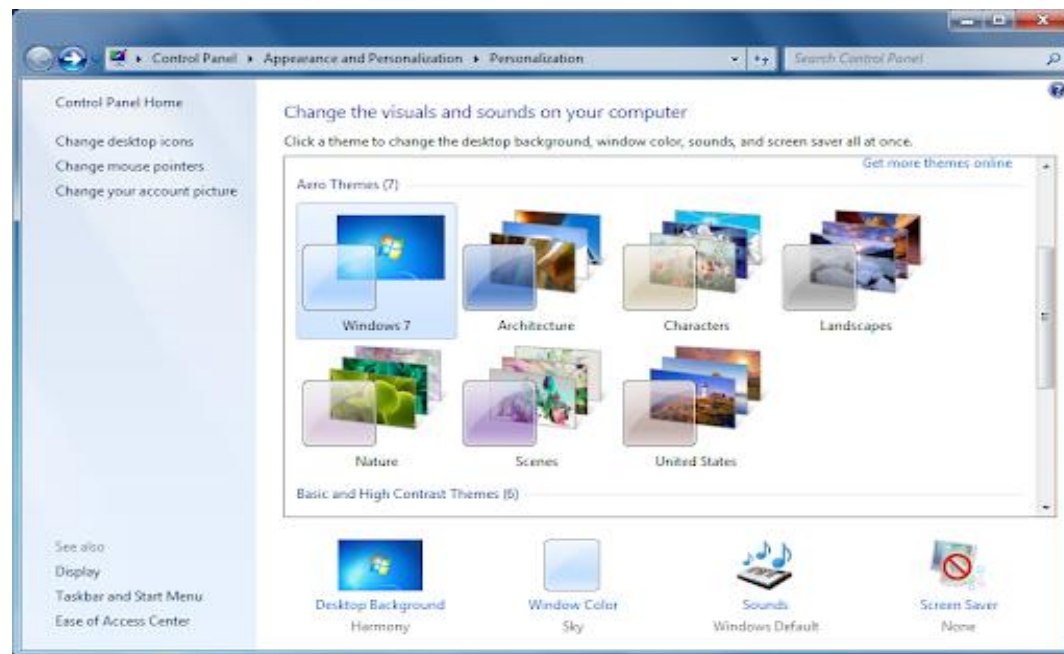
When you click **Search** on the **Start** menu, the Search window appears . It allows you to search for a file or a folder on your computer. In addition, if you are authorized to access other computers on your network, you can search files on those computers.

Run: This allows you to start a program .



WINDOWS 7

- **Desktop (Themes)**
- To change the background of your desktop, right click anywhere, click Personalize and then choose one of the options provided.



WINDOWS 7

Desktop (Gadgets)

- ❑ Gadgets are mini-programs which provide easy access to frequently used tools, such as a clock or calendar.
- ❑ To add gadgets to your desktop, right click anywhere and click Gadgets. Select one and drag it anywhere on your desktop.



WINDOWS 7

- **Desktop (Resizing and Moving Windows)**

- ✓ To resize a window, move the mouse over a border until the pointer changes into a two-headed arrow, and then drag until the window is the size you want.

- ✓ To move a window, point to the window's title bar, drag the window to a new location, and then release the mouse button



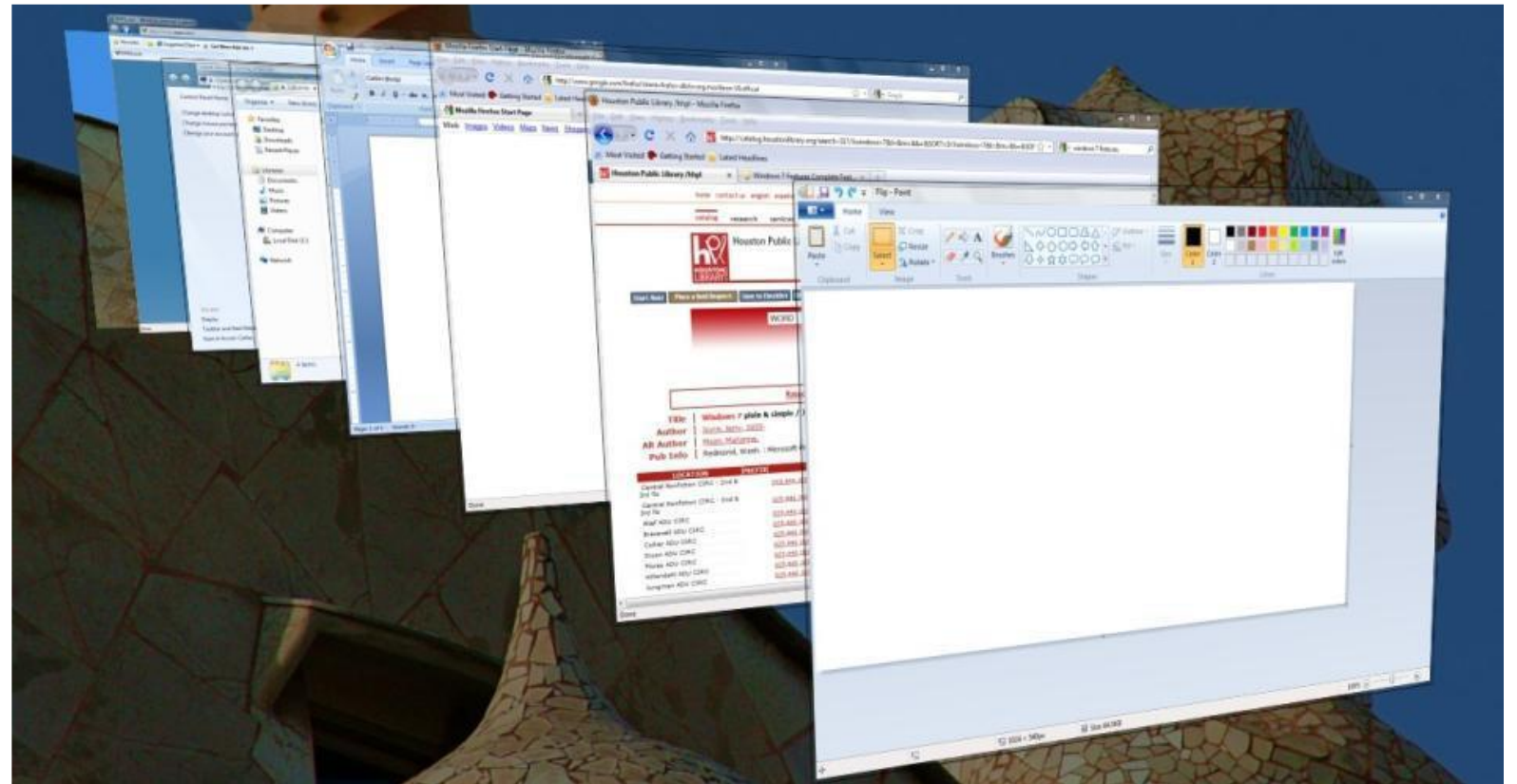
WINDOWS 7

- **Flip and Flip 3D**
- Flip and Flip 3D allow you to take a look at all your open windows and choose the one you want to work with.



WINDOWS 7

- ○ **Flip: Alt + Tab**
- ○ **Flip 3D: Win + Tab**

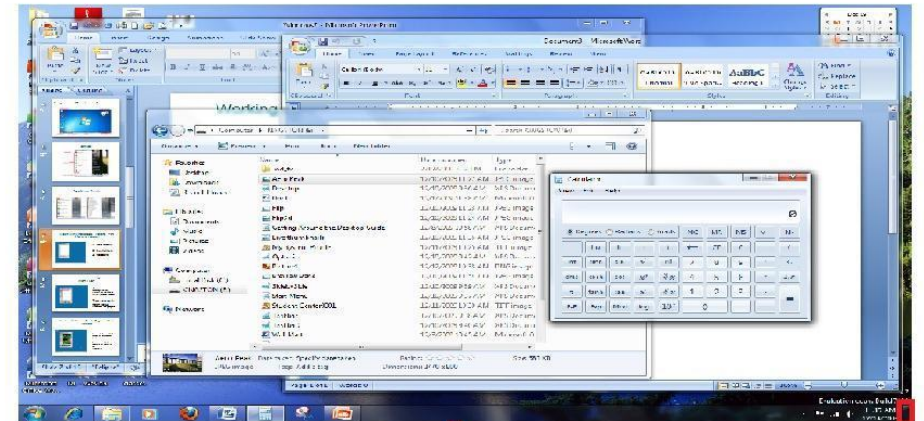


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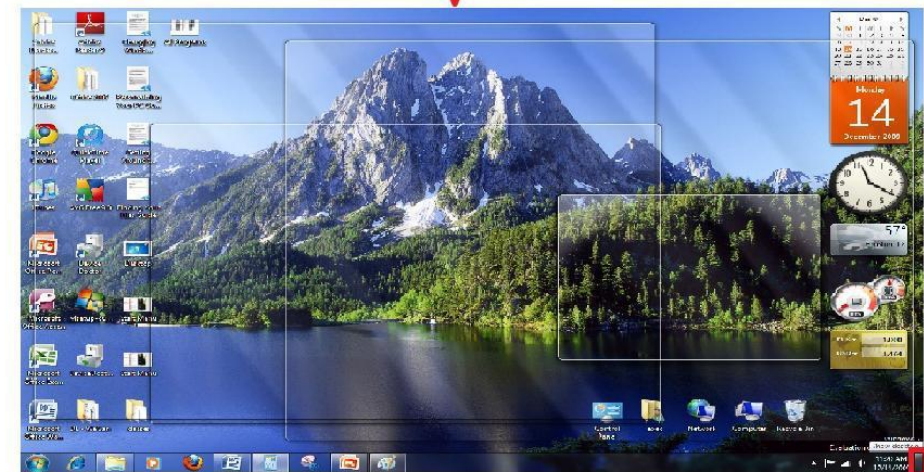
- **Aero Peak**

To take a look at your desktop making all your open windows transparent, move your mouse over the Show Desktop Button.

- To minimize all your open windows, click on the Show Desktop Button.
- To restore all the windows, click the Show Desktop Button again.



Show Desktop Button





Managing Files and Folders Windows Explorer

- The Windows Explorer window is often divided into three sections, called panes.
- The pane on the left side, called the Folders pane, displays the structure of drives and folders on your computer.
- The pane on the center is called the Details pane. It displays the contents of a drive or folder.
- You can select folders from the list displayed in the Folders pane to view its contents in the details pane.
- The pane on the right side is the Preview Pane. It allows you to see a sneak peek of the file you have selected in the Details Pane without opening it.

Back & Forward

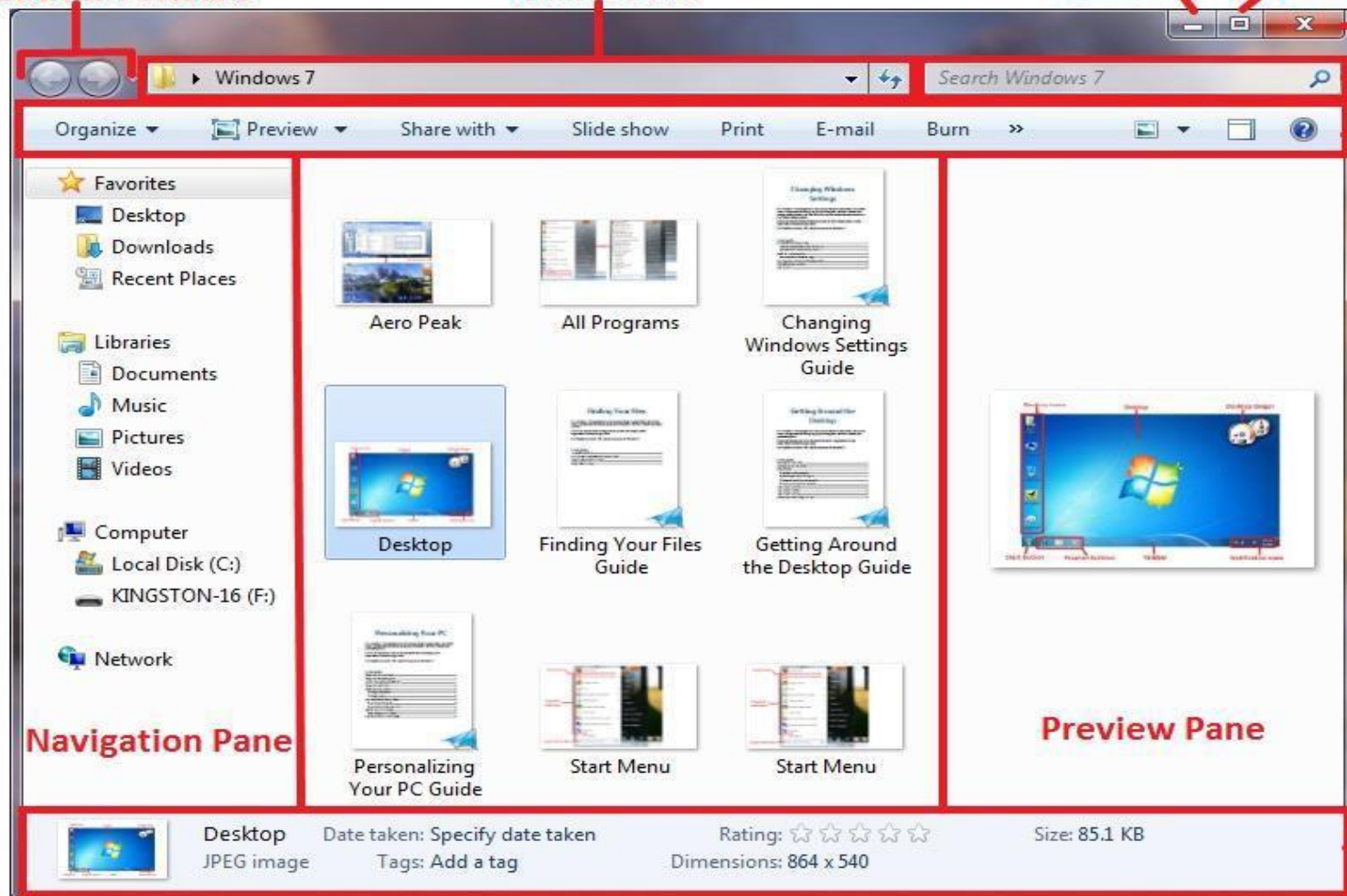
Address bar

Minimize Maximize/Restore

Close

Search box

Command bar



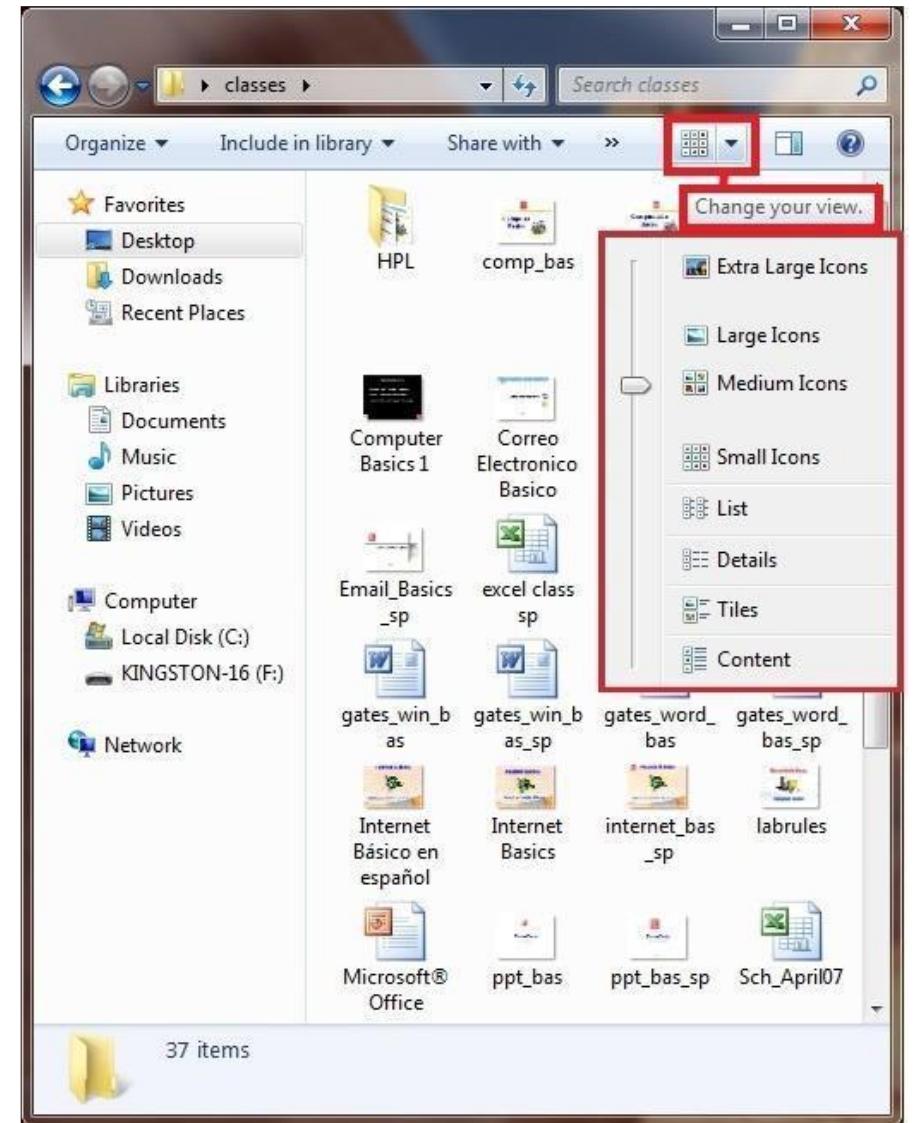
Navigation Pane

Preview Pane

Details Pane

Windows Explorer

- You can change the way you see the files in the Details Pane by clicking the arrow of the Change your View button and sliding the selector up and down.





Any Question.....?