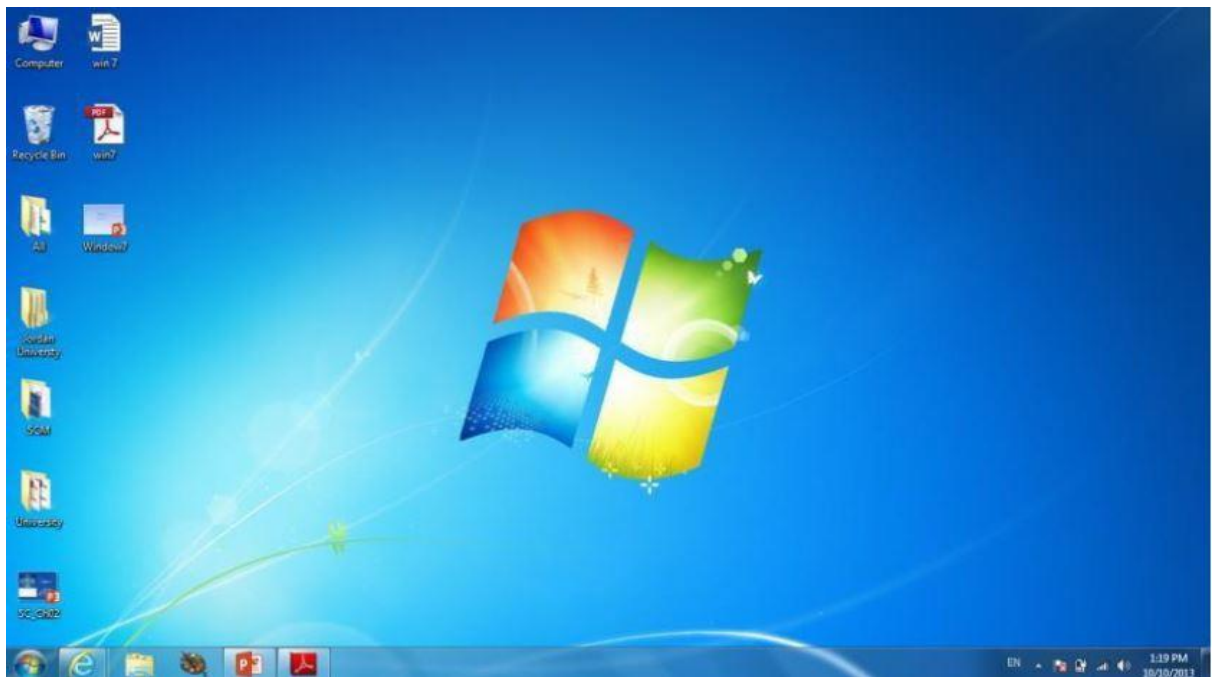## *The Desktop*

The Desktop is the main Windows 7 screen (see image below). It is the work area where dialog boxes, windows, icons, and menus appear. For instance, from your desktop, you can perform file-management tasks and run software applications. You can customize the appearance of the desktop to suit your preferences.

Desktop Icons

My Computer: Allows you to see what drives are attached to your computer (for example, your local hard disk drive, your CD/DVD drives, any networked shared drives, and external drives, such as a USB flash drive). You can also view the files that are located on these drives.

Documents: Supplies a 'catch-all' place for your personal files. Within here you can see your files, any shared files from other computer users and any music or pictures you may have stored. The Documents folder will sometimes be identified by your name instead of the word "Documents."

Recycle Bin: Stores any files you delete until you empty it.

Creating Icons

To create an icon, **right-click** anywhere on the Desktop and choose **New Shortcut**. Browse for the file or program you want to create the icon for, click **Next,** name your icon, then click **Finish**.

Deleting Icons

To delete an icon, either **right-click on the icon and select Delete**, or **click once on the icon and press the Delete key** on your keyboard.

Arranging Icons

To arrange the icons on your desktop, **right-click** in an open area of the Desktop, click **Sort By**, and choose the appropriate option from the list below.
o **Name** – Sort the icons alphabetically from top to bottom, left to right.
o **Size** – Sort the icons by file size (the amount of space the file takes up on your local computer).
o **Type** – Sorts the icons by the type of file that it is, such as Word Documents, programs, etc.
o **Date Modified** – Arranges the icons with the most recent items in the top left hand corner.

Icons view

To view the icons of the desktop in different forms, Right-click on empty space on desktop then choose View from drop-down menu a new sub menu appear contains the following:
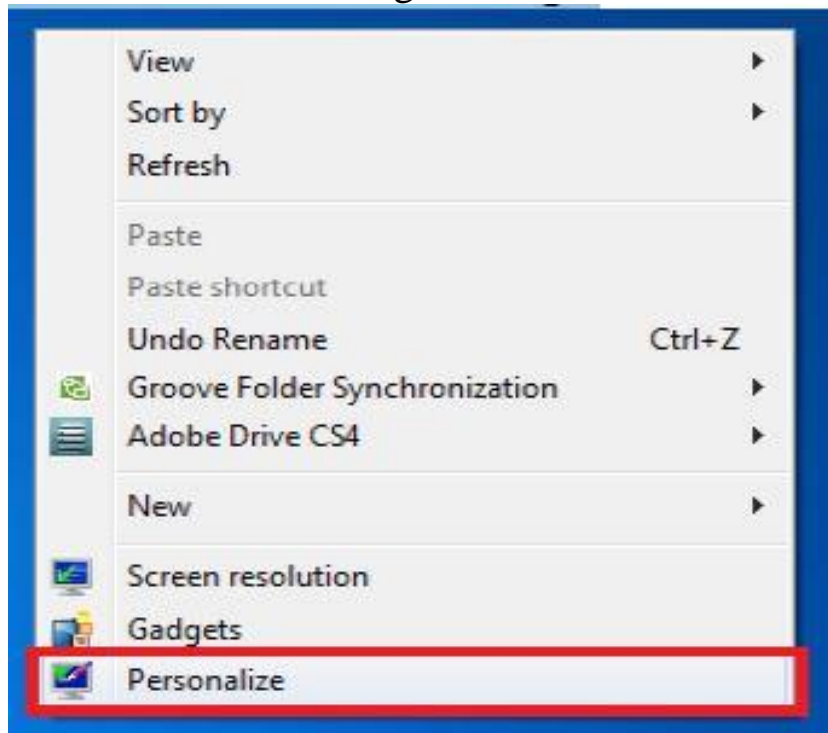☐ **Large icons:** view icons as large icons
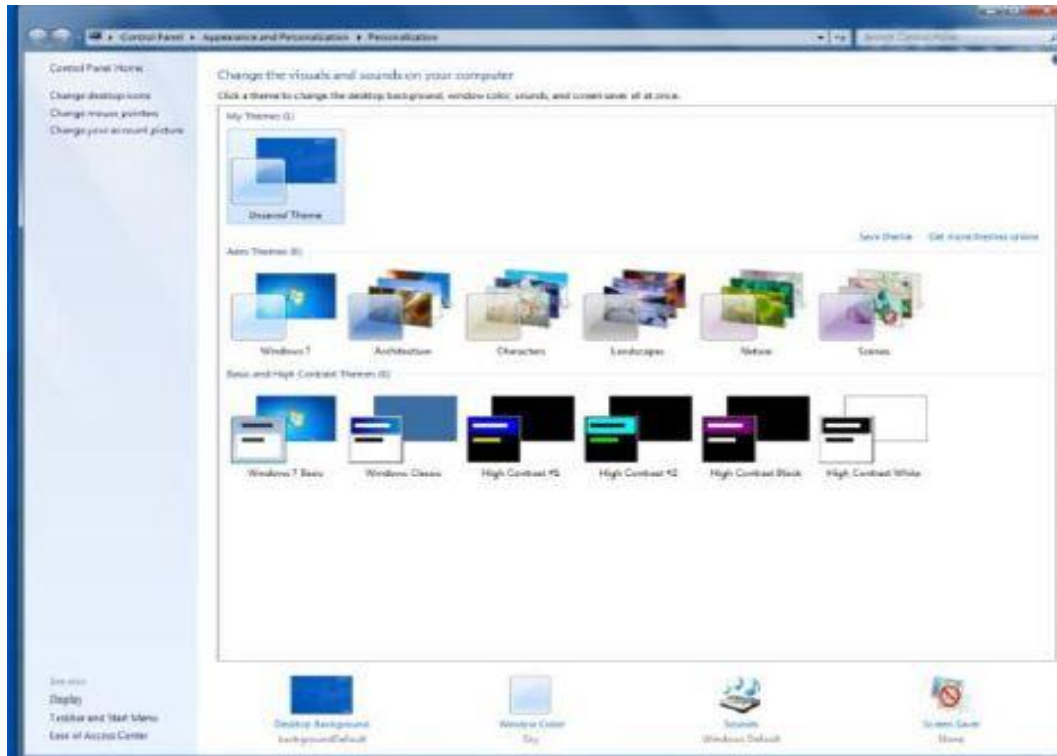☐ **Medium icons:** view icons in medium size.

☐ **Small icons:** view icons in small size.

☐ **Auto arranges icons:** arrange icons automatically.

☐ **Align icons to grid:** by default, Windows 7 will "align to grid" your desktop icons: this means that icons on your desktop will automatically be aligned to an invisible grid, to ensure that each icon is neatly line up horizontally with the icons next to it, and vertically line up with icons below and/or above it.

☐ **Show desktop icons:** To show desktop icons, or disable this choice if you wont to hide desktop icons.

Personalizing your Windows 7

1- Right click on the desktop
2- Click **Personalize** to view a range of display items
3- From here you can select different backgrounds, window colors, sounds and screen saver settings
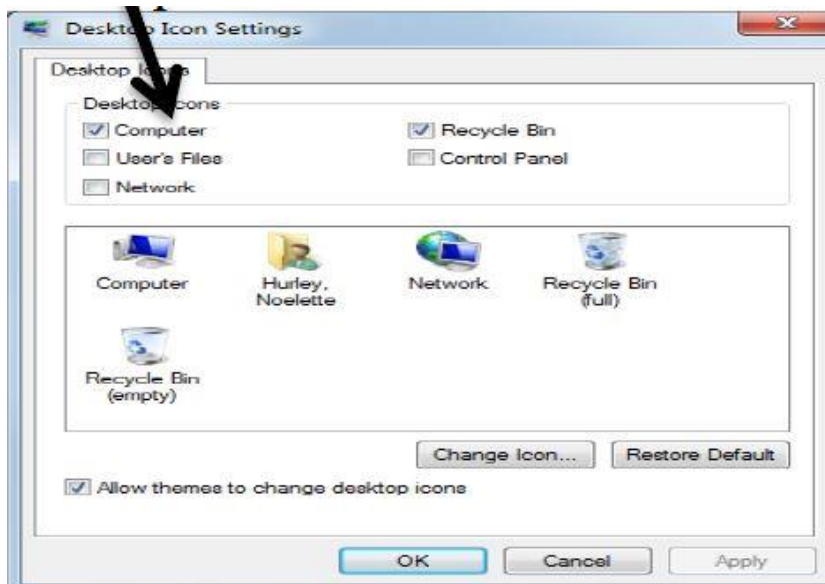
From this window you can also choose what icons to display on your desktop. The links to these options are on the left hand side of the window.
 -Click the **Change desktop icons** link
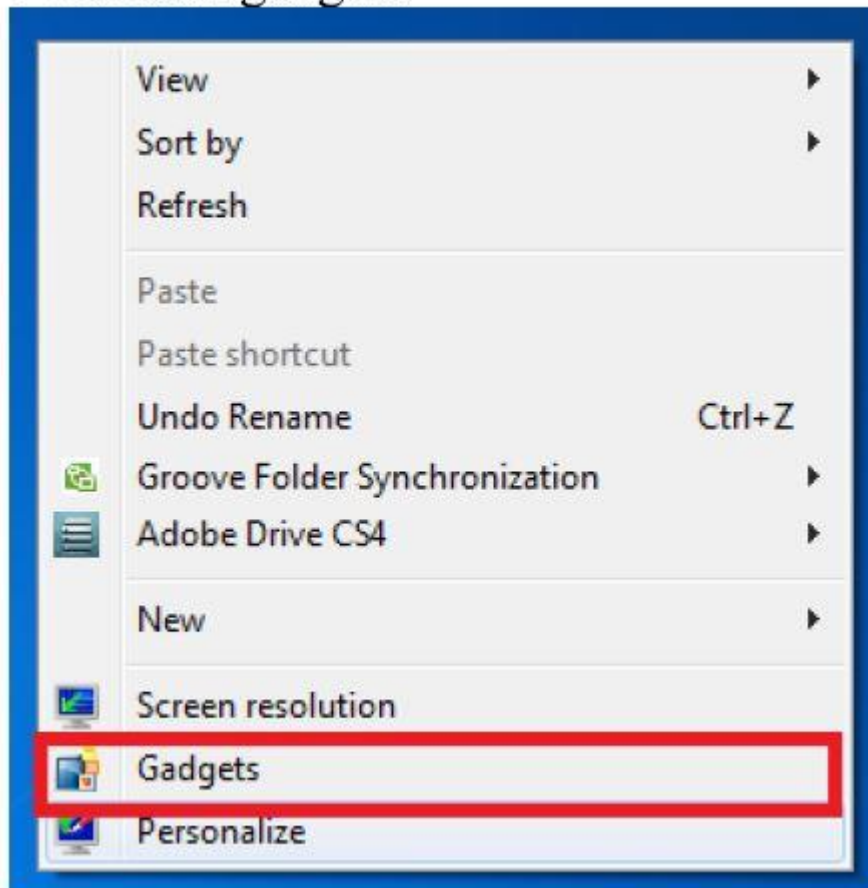Tick Computer to have the equivalent of the My Computer Icon displayed on the desktop at all times

Gadgets

Gadgets are small applications that carry out various functions. Some are very useful such as displaying the weather for your location. Others are just a bit of fun such as the picture puzzle gadget. You can add gadgets to your screen in the following way

☐ Right click on your desktop

☐ Choose gadgets

- From the window that displays double click a gadget to add it to your desktop
- Click on the x to close the window

Removing a Gadget

-Right click on the Gadget on the desk top
-Select Close Gadget from the menu that appears