<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Change details</th>
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<tbody>
<tr>
<td>2.0</td>
<td>2 February 2012</td>
<td>Drafted</td>
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<tr>
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<td>21 February 2012</td>
<td>1st Edition</td>
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WINDOWS 7 FEATURES
This quick guide summarises the essential steps to get the most out of Windows 7. As a user, you will discover the handy features just by selecting the task to perform.

TASKBAR (THE SUPERBAR) CUSTOMIZATION
Windows 7 Taskbar

1. **Start Menu**
   User now has more control over programs and files that appear on the Start menu.

2. **Program List**
   All opened programs are displayed in the taskbar. New improved features allows program to be *pinned as shortcut* in the taskbar.

3. **Notification**
   All programs, network, USB and system notifications are shown on the Notification Display area with the new improved *pop up messages*.

4. **Show Desktop**
   To hide/minimise all opened programs at once, click on the Show Desktop on the far right of the taskbar.

PIN/UNPIN A PROGRAM TO TASKBAR

1. Open Microsoft Word
2. Right click [Microsoft Word] on the taskbar
3. Select [Pin this program to taskbar] to add program shortcut to the taskbar or [Unpin this program from taskbar] to remove program shortcut from the taskbar.

REARRANGING PROGRAM ITEM

1. Click and drag a program on the taskbar and move to your desired location on the taskbar.

USING JUMP LIST

1. Right click a program pinned on your taskbar
2. Left click previously opened files from the jump list
CUSTOMIZE TASKBAR & START MENU

1. Right click the taskbar

2. Select

3. There are 3 tabs to customise your taskbar & start menu
   - Customise taskbar appearance, notification area
   - Customise Start menu
   - Add toolbars to taskbar

4. Click **OK** to complete

START MENU

RECENTLY USED PROGRAM

1. Click

2. Hover your mouse pointer to view program jump list to see recently opened file indicated by the † next to the program.

PIN/UNPIN RECENTLY USED PROGRAM

1. Click

2. Right click a program

3. Select **Pin to Start Menu** to pin to Start menu or select **Remove from this list** to unpin from Start menu
USING HELP TO SEARCH

1. Click

2. Type in mouse as the keyword

3. The search will display all the results (documents/files/how to) related to mouse. You can customise your mouse setting by selecting “Mouse” in the example shown.

4. Click See more results if required

DEVICES AND PRINTERS

1. Click

2. Select

3. To add printer, type \taka into the Address bar

4. Double click a printer from the list

5. After adding a printer, click to view your installed printers

6. To set the default printer, right click a printer and select Set as default printer
HARD DRIVE NAVIGATION (LIBRARY)

SAFE HARD DRIVE NAVIGATION

1. Click

2. Select your Personal folder

3. The Windows Explorer will display your personal folders. **Note:** only *My Documents* folder is set to synchronised (indicated by ☑ icon) to the file server.

CHANGE VIEW

1. Click ☐, slide and select from one of the viewing options. For this example, select details.

2. Click ☑ to activate the preview pane. This feature allows user to preview the document without opening it. This feature should work with Office documents, pdf and images. *(Shortcut: Alt + P)*
CHECKING YOUR OFFLINE FILES

In most cases, Windows 7 automatically synchronised all offline files silently within few minutes of connecting to the network.

1. Open My Documents folder
2. Right click the Name column
3. Select More...
4. Tick both Offline availability
5. Click OK

How to identify the synchronization status

The table below shows the different synchronization status:

<table>
<thead>
<tr>
<th>Status</th>
<th>Offline availability</th>
<th>Offline status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excluded from synchronisation</td>
<td>Offline availability</td>
<td>Offline status</td>
</tr>
<tr>
<td>Available offline, connected to the file server</td>
<td>Always available</td>
<td>Online</td>
</tr>
<tr>
<td>Available offline, disconnected from the file server</td>
<td>Always available</td>
<td>Offline (not connected)</td>
</tr>
<tr>
<td>New files added while offline, require synchronisation</td>
<td>Always available</td>
<td>Offline (need to sync)</td>
</tr>
</tbody>
</table>
DESKTOP NAVIGATION SHORTCUTS

<table>
<thead>
<tr>
<th>Shortcuts</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ Tab</td>
<td>Toggle through all opened programs in 3D aero style (Flip 3D)</td>
</tr>
<tr>
<td>+ Tab</td>
<td>Toggle through all opened programs in normal 2D style (Peek)</td>
</tr>
<tr>
<td>+ Home</td>
<td>Hide all but the active windows</td>
</tr>
<tr>
<td></td>
<td>Hides all temporarily to view the desktop</td>
</tr>
<tr>
<td>+ or</td>
<td>Maximise windows</td>
</tr>
<tr>
<td></td>
<td>Minimise/restore windows</td>
</tr>
<tr>
<td>+ or</td>
<td>Move active windows around the desktop and across the screen</td>
</tr>
<tr>
<td>Drag window to the top</td>
<td>Maximises the active window (Snap to maximize)</td>
</tr>
<tr>
<td>Drag window left/right</td>
<td>Dock to fill half of the screen (Snap to left or right)</td>
</tr>
<tr>
<td>Shake window back/forth</td>
<td>Minimise/maximize everything but the current window (Shake)</td>
</tr>
</tbody>
</table>

CUSTOMIZE STYLE

CHANGE DESKTOP ICONS

1. Right click your desktop and select ![Personalize]

2. Click ![Change desktop icons]

3. To add Desktop icons, simply tick your preferred icons

![Desktop icons]

4. To change an icon, simply select the icon and click ![Change icon...]

5. Select your preferred icon and click ![OK]
CUSTOMISE DESKTOP THEME

1. Right click your desktop and select [Personalize]

2. Select from a pre-set themes, for example if you prefer a Windows XP theme select Windows Classic

![Basic and High Contrast Themes (6)](image)

CUSTOMISE BACKGROUND

1. Right click your desktop and select [Personalize]

2. Select Desktop Background

3. Select a background or [Browse...] for your own picture

4. You may select multiple images and set it to [Shuffle]

   Change picture every:
   [30 minutes] [Shuffle]

5. Click [Save changes]
**WINDOWS COLORS & TRANSPARENCY**

1. Right click your desktop and select ![Personalize](image)

2. Select ![Window Color](image)

3. Select your preferred colour scheme for your windows border, Start menu, and taskbar

4. Tick/untick to enable or disable transparency ![Enable transparency](image)

5. Move slider to adjust colour intensity

6. Click ![Save changes](image)

**TROUBLESHOOTING**

**WHAT'S MY COMPUTER NAME**

1. Click ![Computer](image)

2. Right click ![Properties](image)

3. Select

4. You will find the details, example shown below:

   - Computer name: Peter
   - Full computer name: Peter.staff.biz.uwa.edu.au

**PROBLEM STEP RECORDER**

5. Click ![Record steps to reproduce a problem](image)

6. Type in Problem steps recorder or PSR as the keyword

7. Select ![Record steps to reproduce a problem](image)
OTHER USEFUL LINKS:

- Learn Windows 7 0 Desktop Introduction
- Features new to Windows 7
- An Introduction to Windows 7
- Windows 7 Intro and Cool Features
- Windows 7 Desktop Overview
- Windows 7 Shortcuts