



Windows 7

The Windows 7 Screen



Starting Programs and Opening Files

To open the Start menu:

1. Click the Start button or press CTRL + ESC.

To start a program from the Start menu:

1. Click the Start button.
2. Choose All Programs, and then select a program from the menu.

To open a file:

1. Click the Start button.
2. Click Documents.
3. Browse to the file and double-click it.

Working with Active Programs

All open programs, folders, or documents appear on the Taskbar.

To view an active program:

1. Click the active program button on the Taskbar.
2. Or press ALT + TAB to cycle through all active windows.

To view notifications or monitor status:

1. Double-click the program or system icon.

Windows 7 Pamphlet Master

Peter Weverka



Windows 7 Pamphlet Master:

Windows 7 Pamphlet Master,2014-07-23 Windows 7 is a step by step instructions created by Pamphlet Master as a complete guide on how to use Windows 7 This pamphlet will serve as your reference guide or training handout for Windows 7 users Topics covered in the pamphlet are The Windows 7 Screen Starting Programs and Opening Files Working with Active Programs Working with Windows Explorer Using Libraries Working with Files and Folders Displaying and Arranging Windows Pinning Programs to the Start Menu The Windows Desktop The Recycle Bin Configuring the Start Menu Resizing and Organizing Windows with Aero Snap Aero Shake Using Aero Flip 3D View Taskbar Thumbnails Adding and Customizing Gadgets Customizing the Windows Interface Changing System Settings **Educational institutions pamphlets** ,1915

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