



# Getting Your First Look

**W**indows 7 is the newest version of Microsoft's Windows operating system. With this release, Microsoft continues with its goal of making access to the functionality of the computer easier and less frustrating for the new computer user. As you work through this lesson, you will have the opportunity to learn and practice starting a computer using Windows 7, navigating basic features of the opening screen known as the Desktop, using mouse skills necessary to navigate in Windows 7, and properly shutting down the computer.

## LESSON OBJECTIVES

After studying this lesson, you will be able to:

- Log on to the computer using a user-name and a password
- Describe the basic layout of the Windows 7 Desktop screen
- Use the right-click and dragging mouse motions
- Shut down the computer correctly
- Add, move, and remove Gadgets

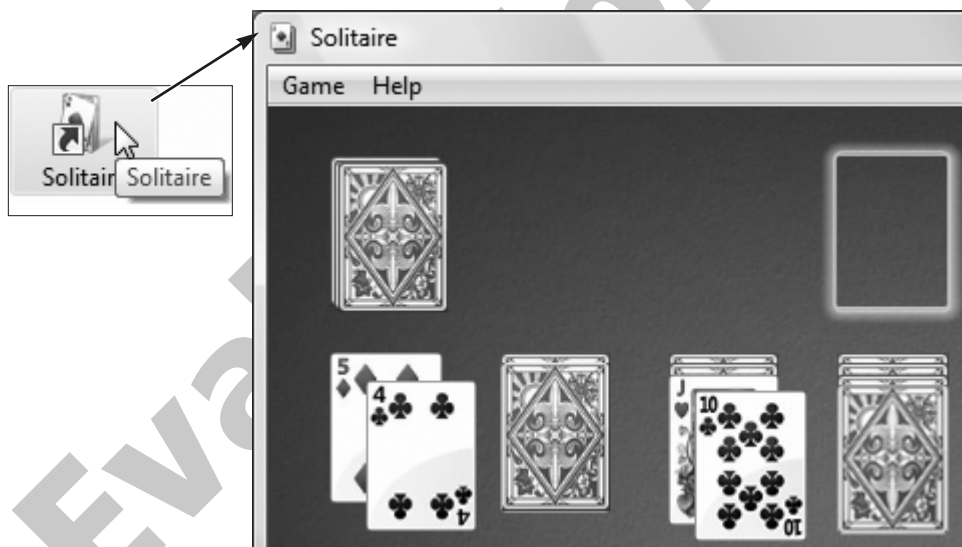
*Additional learning resources are available at [labpub.com/learn/silver/wtw7](http://labpub.com/learn/silver/wtw7)*

## Case Study: Starting Something New

Alberta moved into her son's home. Her son, Ted, wanted Alberta to have access to the family computer. He thought she could play games such as Solitaire, learn to use email, and search the Internet. To give Alberta privacy, her son set up a separate username and password.

Alberta was scared the first time she sat down at the computer, but Ted said, "Push the power button and start using it. And don't worry; you won't break anything." Her son explained the logon screen and showed her how to enter her password.

When another colorful screen appeared, Ted said, "That's the Desktop. Here is an icon for Solitaire. It's like a light switch to start the game. Put your mouse pointer over the top of the icon and double-click; just click the left mouse button twice; click, click." Alberta double-clicked, and the game started. It looked just like the real game.



"Practice using your mouse by holding down the left button on a card, dragging it to the right place, and then releasing the button to drop it. And remember, don't worry about breaking anything!"


At first it was difficult, but after awhile, Alberta became more comfortable with the mouse and rarely had to look at it before she clicked. She began to think, "This computer is going to be fun."

# Logging On to Windows

Most computer systems used in schools and businesses are networked together. An important part of network security is making sure everyone using computers on the network is authorized to do so. Logging on to the computer is the process of entering your username and password into the computer so that access can be granted.

## Passwords

A critical piece of the login process is the password. Your password allows you into the computer. Passwords can contain upper- and lowercase letters as well as numbers and symbols. You must enter the password exactly as it was given to you.

 **!WARNING!** None of your passwords should ever be shared. Sharing passwords is one of the top reasons people have computer and financial information stolen.

## Creating Your Own Passwords

When you create your own passwords on a home or office computer, make sure they cannot be easily guessed. Don't use familiar names, birthdays, or common words. Following are some examples of good and poor passwords.

Good Passwords	Poor Passwords
!GreeN2	Fido
8ate8	Johndoe
Fun2Dr1v	12345678
AcEsn8s	Password

## What Happens During the Startup Process?

From the moment you turn on the computer and throughout the login process, the computer and Windows 7 are working together to get ready for you. Windows 7 is not one giant program but a collection of hundreds of little programs. As the computer starts, various parts and pieces of Windows 7 are starting as well. Together they form the *operating system* that we see and work with on the screen.

**NOTE!** Throughout the rest of this book, Windows 7 will be referred to as simply Win 7.

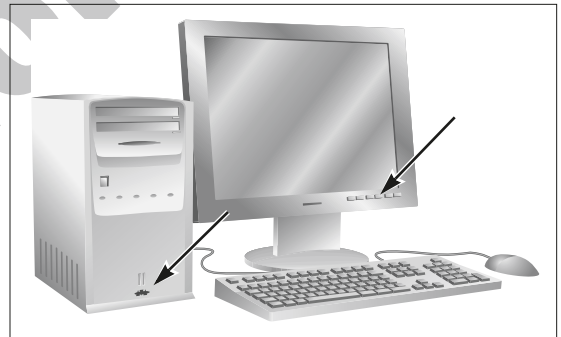


### HANDS-ON 1.1 Log on to Win 7

In this exercise, you will log on to your computer using the login name and password provided by the instructor.

1. If necessary, turn on the computer and monitor. (The computer may already be switched on in a computer lab.) Ask the instructor for help if you cannot locate the power buttons.

After a pause, the computer begins starting up. This will usually take about a minute. When the startup process is complete, a login screen appears. If you are performing this exercise at home, a different screen will appear.



## 2. Follow the steps for your location to log on:

### Computer Lab

**A** Press CTRL + ALT + DELETE to log on

**A** If this direction appears on the screen, continue with step B; otherwise skip to step D.

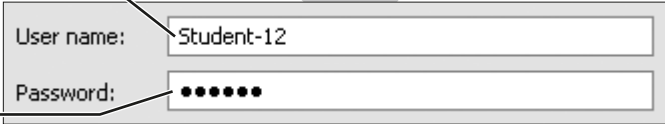


**B** Hold down the **Ctrl** and **Alt** keys on the keyboard and keep them held down until you complete step C.

**C** Tap the **Delete** key and then release the **Ctrl** and **Alt** keys.

**D** Type your username. (Your instructor will provide this.)

**E** Type your password. Type it exactly, including any capitalized letters.

**F** Tap the **Enter** key or click the Enter button with your mouse.





The Win 7 Desktop appears. If your login name or password was not correct, you will be asked to reenter both again. Simply do so, paying close attention to typing the username and password correctly.

### Home Computer

**A** Click once on your username, if more than one user-name appears.

**B** Type your password if the password box appears.

**C** Tap the **Enter** key or click the Enter button with your mouse.

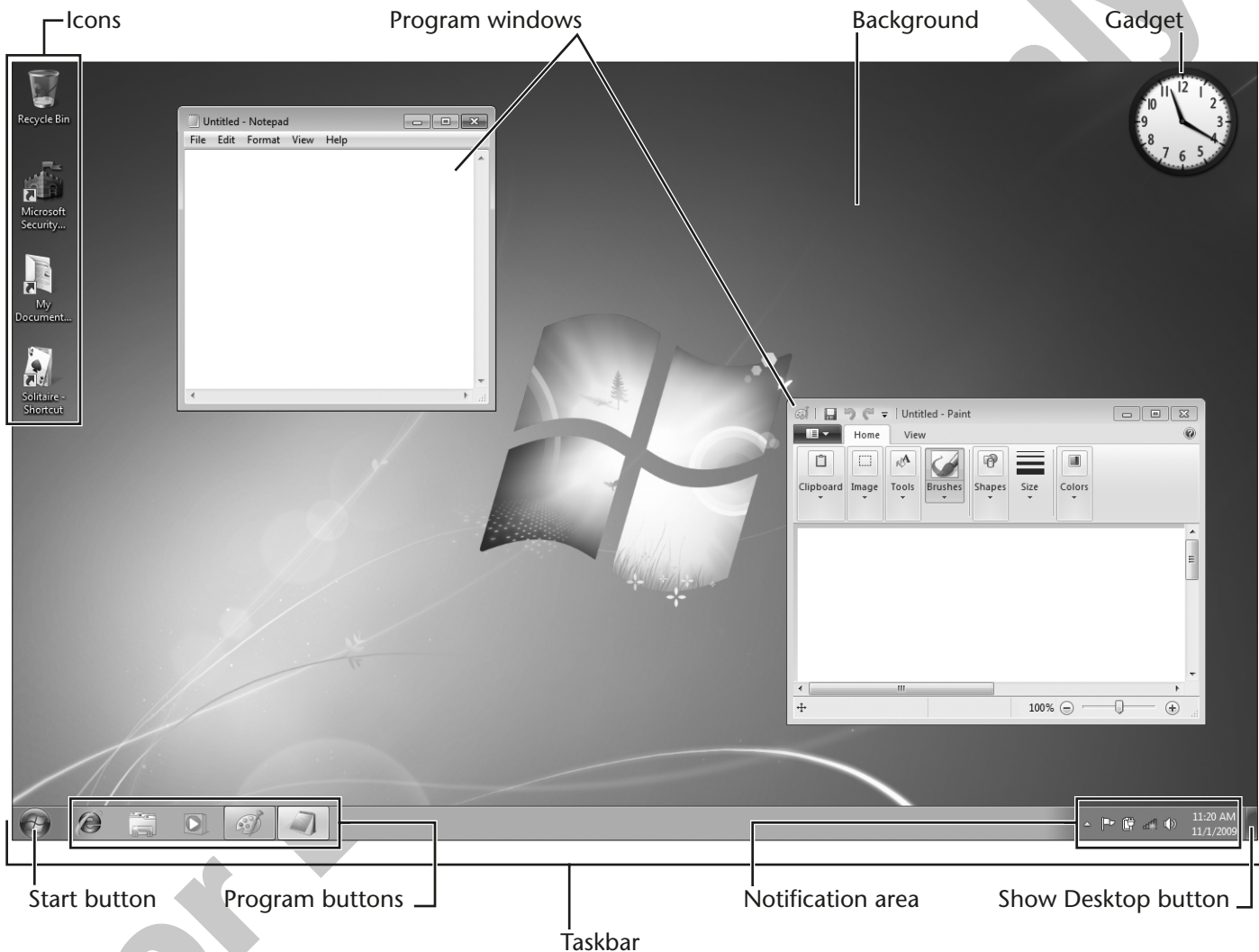


The Win 7 Desktop appears. If your login password was not correct, you will be asked to reenter it again. Simply do so, paying close attention to typing the username and password correctly.


# The Win 7 Desktop

Once you have logged on to the computer, you will be looking at the Win 7 Desktop. The Desktop is the primary work area in Win 7, and like your desk at school, everything you work on is placed in this area.

The Desktop has many unique features that help you be more efficient in using the computer.



This is what the Win 7 Desktop looks like with some common features displayed.

**Start Button**  The round button in the bottom-left corner of the screen displaying the Windows logo is called the Start button. Access to most of Win 7's features, your software, and your documents starts from this button. Microsoft wants you to remember that everything “starts” with this little round button.

**Icons** Icons are small pictures on the screen that represent programs or other features. You can launch these programs and features by double-clicking on their icons. In the previous illustration, you will notice an icon in the upper-left corner labeled Recycle Bin. This represents the Recycle Bin folder, where files are moved when deleted (as discussed later in this book).



Typical Win 7 icons

**Notification Area** The Notification Area is located on the taskbar in the bottom-right corner of the computer screen (see the previous illustration). The Notification Area contains icons for programs that are currently running but don't necessarily need a lot of user interaction. Programs listed here can include antivirus programs, Internet connection software, Microsoft Outlook email, and possibly the software that runs your printer.



**TIP!** If you point your mouse pointer over an icon in the Notification Area, a small dialog box called a ScreenTip will appear, telling you what that program does or is doing. ScreenTips are helpful if you're curious about what's going on in your computer.

## Behind the Screen

### Basic Computer Components

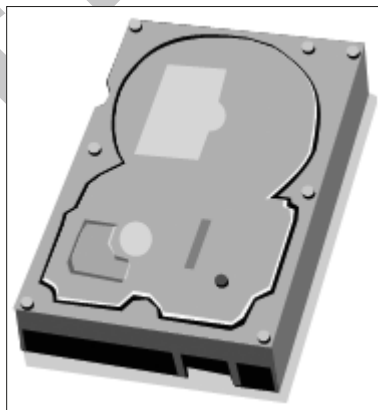
Your computer is a collection of hardware parts working together with Win 7 and other software applications. Knowing the name and function of various components can give you a better understanding of the computing process.

**Processor** The *processor* is often referred to as the “brain” of the computer. The central processing unit (CPU) does all the processing that keeps programs running, moves the cards when you play Solitaire, and does the math in your spreadsheet programs. How quickly these processes are carried out is largely determined by the gigahertz (GHz) rating of the CPU. A larger GHz rating means the processor is capable of more billions of processing cycles per second.



Intel's Core 2 Duo is a popular processor for computers running Win 7.

**Hard Drive** The hard drive is the permanent storage in the computer. Your files and the programs that run on the computer are stored on the hard drive. You can think of the hard drive as a large filing cabinet where all the files used on the computer are stored.





## Behind the Screen *(continued)*

**Random Access Memory** Hard drives operate at a relatively slow speed, so your computer does not run programs directly from the hard drive. All of the programs run on the computer are first loaded into Random Access Memory (RAM) to take advantage of the very high speed at which data can be accessed by the CPU. As you edit a letter or make a drawing, the information is being stored in RAM. RAM is considered temporary memory because, unlike the hard drive, when the computer is turned off, all of the data in RAM is lost. A letter or drawing being stored in RAM will, at some point, need to be saved to permanent storage, or it will be lost when the computer is shut down.

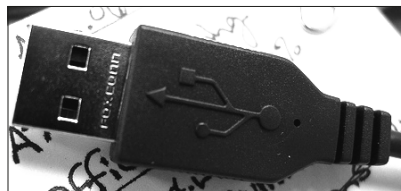
**Network Port** The network port allows the computer to connect to a wired network of other computers and to shared resources such as printers, files, and the Internet.



At home, you may use the network port to connect your computer to *broadband* (high-speed) Internet services such as cable or Digital Subscriber Line (DSL).

**Universal Serial Bus (USB)** A USB port is the small rectangular port or connector now common on all computers. These USB ports allow you to connect various pieces of equipment to your computer using a single standardized cord and plug. Once a device is connected via the USB port, Win 7 will recognize the equipment and help with its configuration. Before USB, different equipment had special connectors and cables, and it was much more difficult for new users to set up their computers.

A typical USB port on the front of a computer

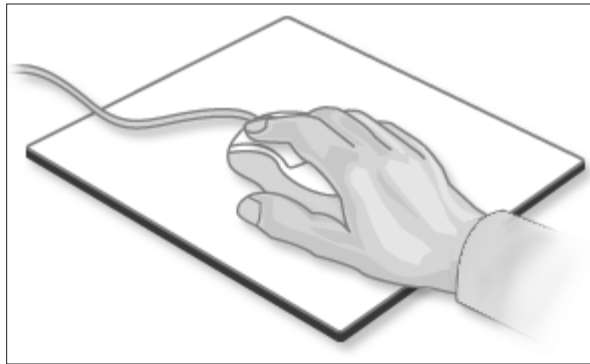


A cable on which you can plug in a USB device

Here's an example of a USB plug and port. Notice the universal symbol for USB on each.

## Using a Mouse

The mouse is your main tool for controlling programs on the Win 7 Desktop. Moving the mouse controls the movements of a mouse pointer on the screen. The mouse should be held in your hand with your index finger resting lightly on or above the left mouse button. You may find that dragging your thumb on the mouse pad or your desktop as you move and click can help control the movement of the mouse.



Make sure you are holding the mouse with your hand. Your index finger should be resting lightly on the left mouse button.

**!NOTE!** Make sure you keep your wrist straight when using the mouse. The top of the mouse should always point toward the top of the mouse pad. Don't steer the mouse like a car. Twisting or turning the mouse disorients the mouse pointer.

## Mouse Motions

There are five basic actions that you can take with the mouse: point, click, drag, double-click, and right-click. With an understanding of these basic actions, you can control most features of Win 7 with the mouse.

**Point** Pointing is holding the tip of the mouse pointer over an object on the screen. When pointing with the mouse, it is very important to keep your mouse steady so that your mouse pointer stays pointed on the correct screen item.

**!TIP!** Only the tip of the mouse cursor is active. The remainder of the mouse cursor is there to make the cursor easier to see.



Incorrect; tip of pointer is too low.



Incorrect; tip of pointer is too high.



Correct; tip of pointer is over icon. Notice how the icon is "lit up."

**Click** A click or single-click is used when pushing on-screen buttons. This entails pushing the left mouse button one time. It is important when clicking that you hold the mouse still and click gently. If you wiggle the mouse while clicking, the computer may think you want to drag the object.

**Drag** Dragging is used to move items around the screen. A drag works like a click except that you do not let go of the mouse button. Once you position your mouse pointer over the item you want to move, click and hold down the left mouse button until the Desktop item is in the new location, and then you can lift your finger off the button. This action is often referred to as *drag and drop*.

**Double-Click** Double-clicking involves positioning the mouse over a Desktop item and clicking twice with the left mouse button. Double-clicking usually is used to start a program or to open a file or folder. As with clicking, it is important to hold the mouse still. If you wiggle the mouse when double-clicking, the computer might not open the item you clicked but instead might interpret the mouse movement as an attempt to drag the item.

**! NOTE!** Be patient if you are having trouble double-clicking. A double click does not have to be lightning fast. You have about a second to complete the two clicks. Slowing down your clicking speed will help keep you from wiggling the mouse.

**Right-Click** Right-clicking is done with the right mouse button. Clicking with this button displays a pop-up menu. The choices on the menu will change depending on which Desktop object you have clicked. You will learn more about right-clicking later in this lesson.

**! TIP!** If you accidentally click on the right mouse button, a pop-up menu may appear on the screen. You can make the accidental menu disappear by clicking another place on the Desktop with the left mouse button or by tapping the **[ESC]** key in the upper-left corner of your keyboard.



## HANDS-ON 1.2 Practice Using the Mouse

In this exercise, you will use the mouse to point, click, and drag the Recycle Bin on the Desktop.

1. Make sure the mouse is positioned on the desk so you can place your entire hand on the mouse as shown in the following illustration. Hold the mouse loosely so your hand is comfortable while you rest your fingers over the two mouse buttons.
2. Follow these steps to start using the mouse:



**A** Point with the mouse over the Recycle Bin.

**B** Point away from the Recycle Bin.

**C** Click (tap and release) with the left mouse button over the Recycle Bin.

**D** Point away from the Recycle Bin (don't click). Notice that it stays selected.

**E** Click the Computer icon once (or some other icon if the Computer icon is not on the Desktop).

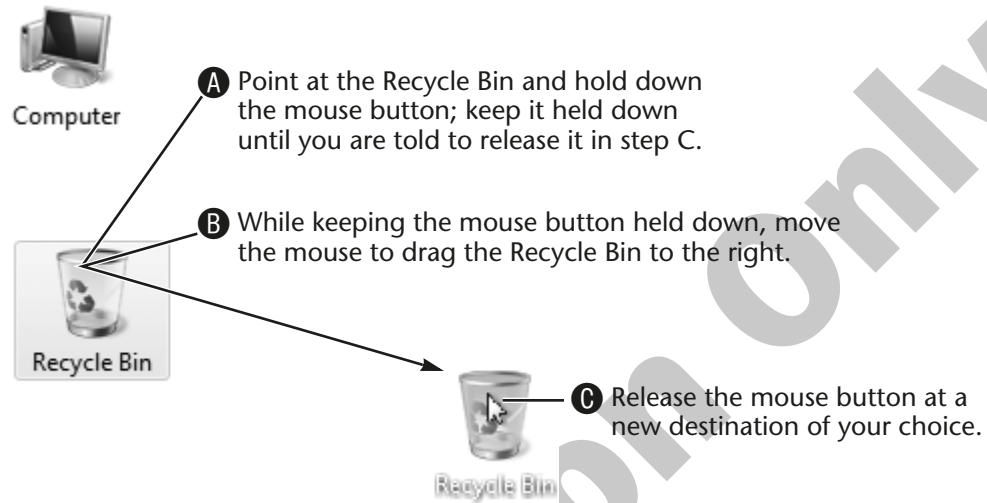
**F** Click a clear area on the Desktop once to deselect the Computer (or other) icon.

3. Locate the Recycle Bin on your Desktop then hold your mouse pointer over the Recycle Bin and read the ScreenTip that appears.
4. Point at the Recycle Bin and single-click to select the icon. Notice the change in appearance when the icon is selected.

## Practice Dragging

Dragging is a basic technique to move objects on the screen, select text, and perform many other tasks and commands.

5. Follow these steps to drag the Recycle Bin to a new location on the Desktop:



6. Carefully drag the Recycle Bin back to its original location on the Desktop.
-

# Using Gadgets

Gadgets are small productivity programs that can help put useful information at your fingertips. Gadgets can be a simple Desktop clock or more complicated programs that provide a picture slide show, the day's weather, or current news headlines.



The Clock is an example of a Gadget that comes installed with Win 7.

## Clicking with the Right Mouse Button

The right mouse button is used frequently in Win 7 and within many programs to display helpful pop-up menus. These menus are context-sensitive. This means that the menu that appears will contain tasks related to the object on which you have clicked.

To display a pop-up menu, place the tip of the mouse pointer over an object (for example, a command in the Start menu) and click the right button on the mouse. When the pop-up menu appears, choose items from the menu with the left mouse button.



Right-clicking on the Desktop brings up a menu of commands related specifically to the Desktop. The Gadgets item on the menu will bring up a selection of Gadgets.

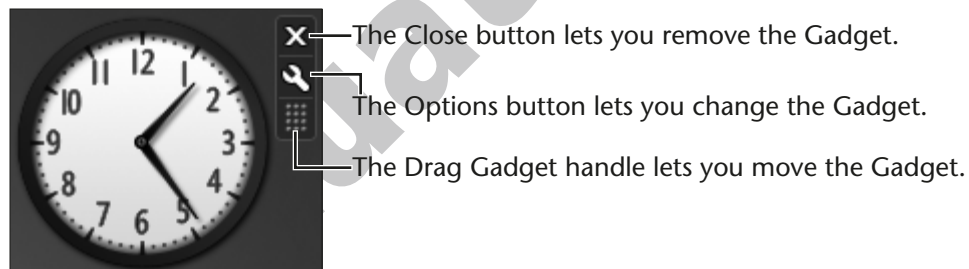
## Standard Gadgets

- **Clock**—This Gadget is a standard clock used to tell time.
- **Slide Show (a picture viewer)**—This Gadget randomly scrolls through the sample pictures that are provided with Windows. It can be set to show your own pictures instead of samples.
- **Feed Headlines (an RSS reader)**—This Gadget is used by intermediate and advanced users to gather news stories from various sources on the Internet and compile them into one list for easy reading.

## Adding, Removing, and Changing Gadgets

Gadgets are not permanently attached to the Desktop. They can be added or moved anywhere on the Desktop. If you no longer need a particular Gadget, it can be removed at any time.

Another Gadget feature is a small toolbar that appears when the mouse pointer hovers over a Gadget. It provides quick commands to close or change the Gadget's options and a handle to drag the Gadget.





A small toolbar with quick commands appears when you point at a Gadget.

### QUICK REFERENCE: Using Gadgets

Task	Procedure
Add a new Gadget	<ul style="list-style-type: none"><li>• Right-click on the background of the Desktop and choose Gadgets from the pop-up menu. This will bring up the Gadget menu with a complete list of optional Gadgets.</li></ul>
Move a Gadget	<ul style="list-style-type: none"><li>• Position your mouse over the Gadget and then drop the Gadget anywhere on the Desktop.</li></ul>

## QUICK REFERENCE: Using Gadgets

Task	Procedure
Remove a Gadget	<ul style="list-style-type: none"><li>• Right-click on the Gadget and choose Close Gadget from the menu.</li><li>• Point at the Gadget and click the Close  button on the toolbar that appears.</li></ul>
Change Gadget options	<ul style="list-style-type: none"><li>• Right-click on the Gadget and choose Options from the menu.</li><li>• Point at the Gadget and click the Options  button on the toolbar that appears.</li></ul>



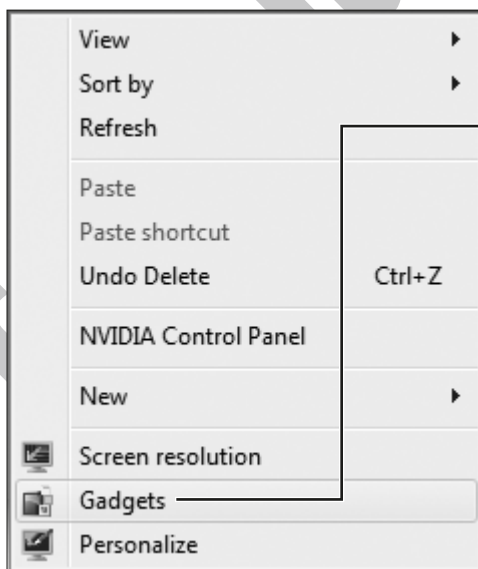
## HANDS-ON 1.3 Add, Move, and Remove Gadgets on the Desktop

In this exercise, you will add the Clock and Slide Show Gadgets to the Desktop. Then you will move the Gadgets before removing both from the Desktop.

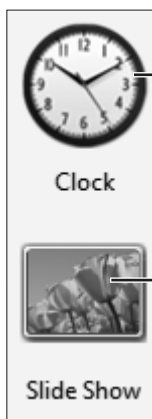
### Add Gadgets

1. Follow these steps to add the Clock and Slide Show Gadgets to the Desktop:

- A** Point with the mouse over the background of the Desktop and click with the right (not the left) mouse button.



- B** From the pop-up menu, click with your left mouse button on the Gadgets command.



- C** In the Gadgets window, double-click with the left mouse button on the Clock to open the Gadget on the Desktop.

- D** Repeat steps A–C, but double-click on the Slide Show Gadget to open it.


Win 7 opens the Clock and Slide Show Gadgets on the Desktop.



## Move Gadgets


2. Point over the clock, hold down the left mouse button and drag the clock anywhere on the Desktop, and then release the mouse button to drop it into position.
3. Point over the slide show and then drag and drop it anywhere on the Desktop.  
The clock and slide show remain where you drop them until moved again or removed from the Desktop.

## Remove Gadgets

4. Point with the mouse over the clock and click with the right (not the left) mouse button.
  5. From the pop-up menu, choose Close Gadget to remove it from the Desktop.
  6. Point over the slide show and click the Close  button on the toolbar that appears.
- 

# Logging Off and Switching Users

Logging off the computer is different from turning the computer off. When you log off, the programs you are using are closed, your documents are saved to the hard drive, personal login information is removed from memory, and the computer is made ready for the next user to log on.

 **NOTE!** Logging off does not shut off power to the computer. The computer is left running, but it is prepared for another user to log on.

## Switch User

Multiple users can be logged on to a single computer at the same time. Each user can customize the environment of the computer to meet his or her needs. When you switch users, the previous user's information, screen settings, and programs are set aside in the computer's memory, and the new user's information is made active.

**Benefits of Using Switch User** This is most useful at home when more than one person shares a computer. When each user logs on, it takes time for Win 7 to load programs and personal settings into RAM. Switching between users who have already logged on is much faster, because programs and settings already are in RAM.

**QUICK REFERENCE: Logging Off and Switching Users**

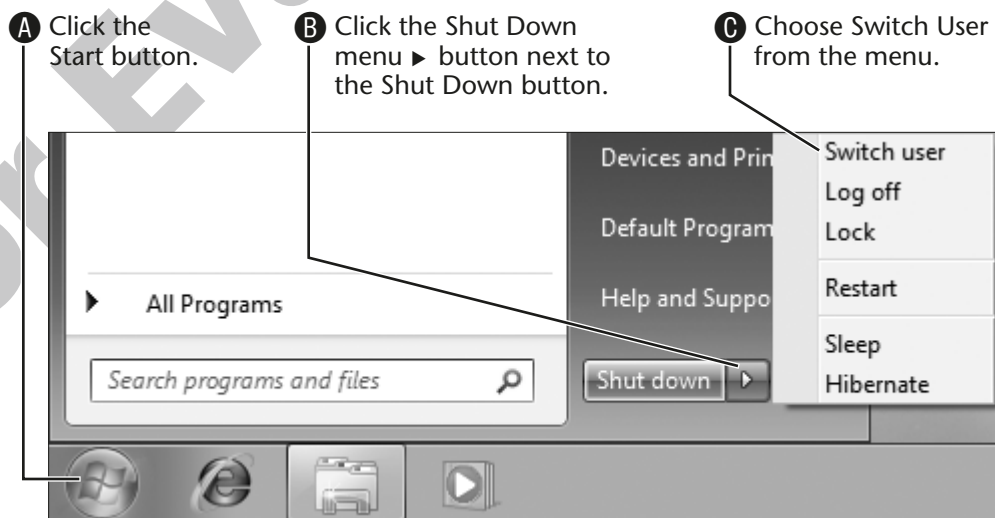
Task	Procedure
Log off Windows	<ul style="list-style-type: none"> <li>From the Shut Down menu ► button (located at the bottom of the Start menu next to the Shut Down button) choose Log Off.</li> </ul>
Switch users	<ul style="list-style-type: none"> <li>From the Shut Down menu ► button, choose Switch Users.</li> <li>After a pause, the screen displays available login names.</li> </ul>
Lock and unlock Win 7	<ul style="list-style-type: none"> <li>Click the Shut Down menu ► button and choose Lock. This will lock the computer.</li> <li>To unlock the computer, choose the icon representing the user you would like to log in as.</li> </ul>



**HANDS-ON 1.4 Practice Switch User**

In this exercise, you will give the Switch User command and then log back in using your own username.

1. Follow these steps to switch users:



There will be a pause as Win 7 prepares to display the login screen. Wait for this screen to appear before continuing with the next step.

2. Click your username or type it in the appropriate box.
3. Type your password in the Password box and then tap the **Enter** key on the keyboard.

After a pause, Win 7 returns you to the Desktop. You could just as easily have logged in as someone else in step 2.

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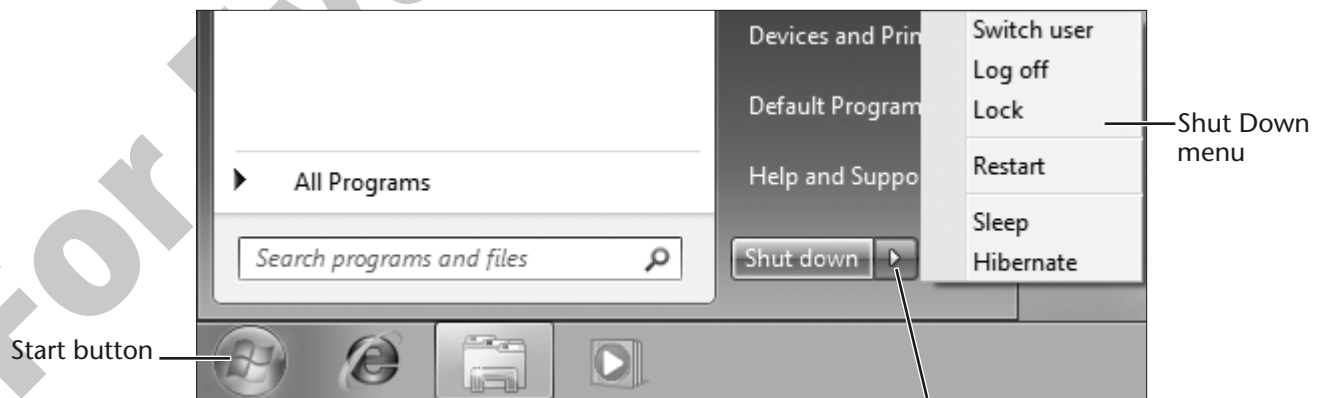
## Shutting Down

Win 7 is a very large collection of programs. If it is not shut down properly, you may discover upon restarting your computer that error messages appear—or worse, Win 7 doesn't start at all. Win 7 needs time to properly shut down all of its software parts and pieces correctly. Just turning off the power doesn't give Win 7 this needed time.

### Shut Down Methods

There are four ways to shut down Win 7, depending on what you want to do next. Available options are displayed via the Start button using the Shut down button and the Shut down menu:

- Shut Down
- Restart
- Hibernate
- Sleep



The Shut Down menu ► button, when clicked, brings up the list of shut down options.

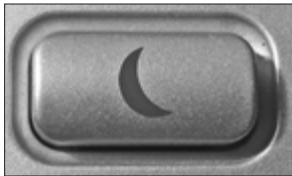
## Restart

The restart mode closes all open program windows, logs you out, and powers down the computer. The computer then restarts and Win 7 reloads.

Sometimes Win 7 will ask you to restart the computer after a new program has been installed. The new program can't be used until the system restarts and the new software is integrated into Win 7.

## Sleep

In sleep mode, the computer uses a lot less energy because the computer slows down. Any documents you are working on are saved, the processor works more slowly, the monitor is turned off, and other settings are triggered that allow the computer to save power. Most Win 7 computers also feature a sleep button on their keyboard for easy access to this command.



Most new computer keyboards feature a sleep button as a convenient means to activate the computer's sleep mode.

**! TIP!** On most laptops, closing the lid will immediately cause the laptop to go into sleep mode and start conserving battery power.


## Hibernate

Hibernate is a more aggressive power-saving mode than sleep mode and is usually found on laptops. When a computer is put into hibernate mode, everything you were working on is saved to the hard drive. All equipment is then shut down. When the computer is turned back on, Win 7 loads everything you were working on exactly the way it was before you activated hibernate, and you can continue your work.


**! TIP!** If your laptop is in sleep mode and the battery drops to less than 10 percent power, Win 7 will automatically switch to hibernate so that no data is lost.

## Shut Down

This command closes all programs, logs you out of the computer, and turns off the power to the computer. When you are done with the computer for the day, it is important to turn off the computer using the Shut Down command.

 **!WARNING!** Never hold down the power button to turn a computer off unless you have no other choice. Win 7 needs time to close its various parts and pieces down properly. Turning the power off abruptly can corrupt parts of the Win 7 software and can even cause the computer to not restart.

### QUICK REFERENCE: Shutting Down Win 7

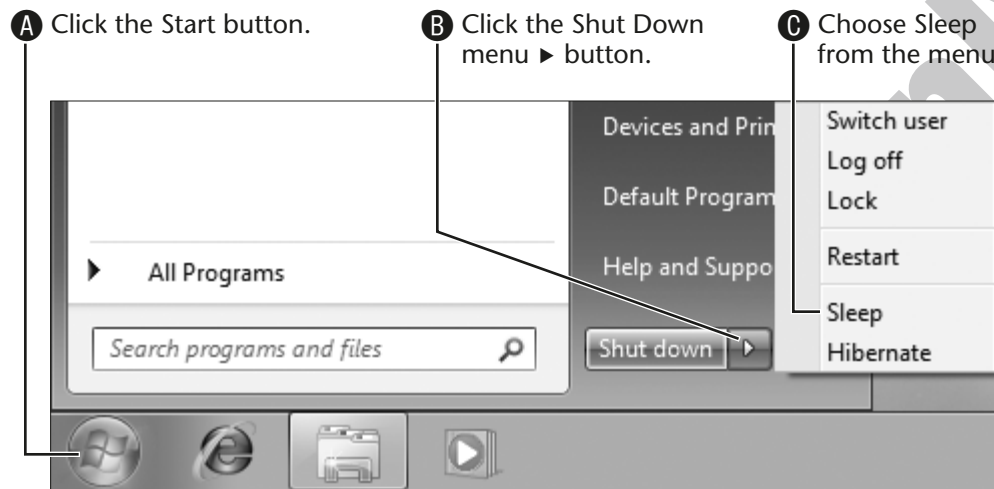
Task	Procedure
Shut down Win 7 and the computer	<ul style="list-style-type: none"><li>• Close all open programs.</li><li>• Click the Shut Down button (located at the bottom of the Start menu). </li></ul>
Go into sleep mode	<ul style="list-style-type: none"><li>• Choose Sleep from the Shut Down menu ► button.</li></ul>
Exit sleep mode	<ul style="list-style-type: none"><li>• Move the mouse or tap the <code>[Spacebar]</code> on your keyboard.</li></ul>



## HANDS-ON 1.5 Practice Using Sleep Mode

In this exercise, you will practice putting the computer into sleep mode and then back into working mode.


1. Make sure all programs are closed.
2. Follow these steps to go into sleep mode:



3. Move the mouse or press the **[Spacebar]** on the keyboard to bring the computer out of sleep mode.
4. If the Welcome screen appears, choose your screen name and enter your password if requested. (You may also have to use the **[Ctrl]+[Alt]+[Delete]** keys if you are in a computer lab.)  
The computer is now ready to work again.

### Shut Down Win 7

Now you will end your Win 7 session by logging off.

5. Make sure any open programs are closed.
6. Click the Start  button.
7. Click the Shut Down button at the bottom of the Start menu.  
It may take the computer 15 seconds or more to completely shut down.





# Concepts Review

## True/False Questions

- |  |             |              | Page<br>number |
|--|-------------|--------------|----------------|
| 1. Access to most features in Win 7 is through the Start button located in the bottom-left corner of the screen. | <b>true</b> | <b>false</b> | _____          |
| 2. Icons are small pictures that represent programs or other features in Win 7.                                  | <b>true</b> | <b>false</b> | _____          |
| 3. Sleep mode is used to save energy when the computer is not going to be operated for a while.                  | <b>true</b> | <b>false</b> | _____          |
| 4. Drag and drop is used to move icons on the screen.  | <b>true</b> | <b>false</b> | _____          |
| 5. It's okay to simply switch the power off when you're done using the computer.                                 | <b>true</b> | <b>false</b> | _____          |
| 6. Gadgets are productivity tools designed to put information at your fingertips.                                | <b>true</b> | <b>false</b> | _____          |

## Multiple Choice Questions

- Which of these is the best password?  
Page number: \_\_\_\_\_
  - Fido
  - G476rty
  - JohnSmith
  - Password
- Which of these is *not* a mouse action?  
Page number: \_\_\_\_\_
  - Single-click
  - Double-click
  - Roll
  - Point
- Which item is *not* on the Shut Down menu?  
Page number: \_\_\_\_\_
  - Switch User
  - Restart
  - Hibernate
  - Pause System
- Icons \_\_\_\_\_.  
Page number: \_\_\_\_\_
  - are small images that can represent documents, photos, and programs
  - can be found in many areas of Win 7, including the Desktop and the taskbar
  - act as the start buttons for programs
  - All of the above



# Skill Builders

## SKILL BUILDER 1.1 Practice Mousing with Solitaire

In this exercise, you will open and play Solitaire to enhance your mousing skills.

1. Click the Start  button and choose Games from the right pane.

A new window appears to display the games that come installed with Win 7.



2. From the Games menu, double-click on the Solitaire icon. Or click once on Solitaire and tap the **[Enter]** key on the keyboard.

A new window appears and deals the cards for a new game automatically.

3. Follow these basic mousing moves for playing Solitaire:

Click Help on the menu bar and then click View Help to learn more about Solitaire. (It's probably easiest to have a classmate show you if you don't know this game already.)

To move cards from one pile to another, drag and drop the card on its new location. (You need an ace to start placing cards in the four empty squares.)

To turn cards from the card pile over, simply click on the pile.



**TIP!** If the card jumps back to its original location, it was placed in an illegal location.


4. When you are finished, click Game on the menu bar and then choose New Game to start a new game of Solitaire. To close the Solitaire program, click Game on the menu bar and choose Exit.



## SKILL BUILDER 1.2 Practice Mousing with Mouserwise

In this exercise, you will practice using the mouse with the online software Mouserwise.

**Before You Begin:** This exercise runs on the Internet, so you need to know how to navigate with a web browser. (The Internet is introduced in Lesson 6, Using the Internet.) A friend or family member should be able to help you get the exercise started in step 1 if you don't yet use the Internet.

1. Launch Internet Explorer and navigate to the web page for this book:  
**labpub.com/learn/silver/wtw7**
  2. Click the Mouse Practice link for Lesson 1.
  3. Follow the on-screen instructions.
  4. Close  the Internet Explorer window when you are finished.
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For Evaluation Only



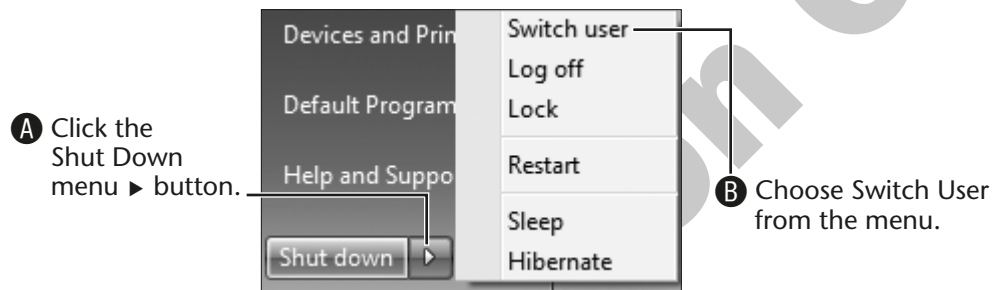
# Try This at Home

## TRY THIS AT HOME 1.1 Practice Switch User



In this exercise, you will practice switching from one user login to another.

**Before You Begin:** Skip this exercise if there is only one user listed on the Win 7 Welcome screen. You need at least two user accounts to switch between users.

1. Click the Start  button.
2. Follow these steps to switch users:



After a pause, Win 7 displays a screen with the available usernames.

3. Choose a different username that you would like to switch to, type the password, and tap the `[Enter]` key on the keyboard.  
Win 7 starts the switch. This can take 15 seconds or more to accomplish, depending on the speed of your computer and the amount of RAM available for the operation.
4. Click the Start button, click the Shut Down menu  button, and choose Switch User again.
5. Log in with your own username and password.  
There is another pause as Win 7 switches you back to your Desktop. Notice that everything is just how you left it before switching to the other username.
6. Click the Start button, click the Shut Down menu  button, and choose Log Off.  
There is a pause as Win 7 logs you off.
7. Log in to the other username.
8. Log off the other username.

## TRY THIS AT HOME 1.2 Change a Gadget's Options

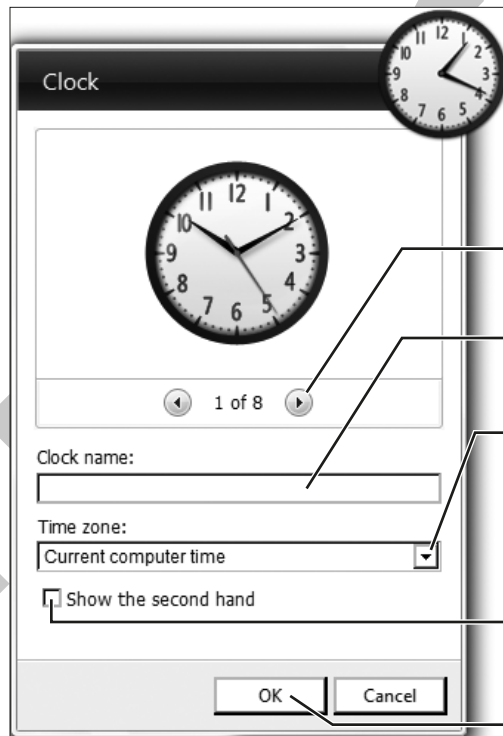
In this exercise, you will open the Clock Gadget from the list of available Gadgets and change its options.

1. Right-click on the Desktop background and choose Gadgets from the pop-up menu.
2. Double-click on the Clock Gadget from the Gadget choices presented.
3. Close **X** the Gadget window.
4. Follow these steps to change the options for the clock:



**A** Point with the mouse over the Clock Gadget to view the Gadget's toolbar.

**B** Click the Options  button to display the Clock option box.



**C** Click the left and right arrow buttons to choose a clock face that you like.

**D** If you want a name or label for the clock, type it here.

**E** Click the down-pointing arrow on the Time Zone option to display time zones from around the world.

**F** Click in the Show the Second Hand option box to place a checkmark if you want to display a second hand.

**G** Click the OK button to apply all of the changes and close the window.

You can have more than one clock on the Desktop. You might have a different look and a different label on a second clock displaying a different time zone.

## TRY THIS AT HOME 1.3 Practice Shutting Down

In this exercise, you will practice shutting down the computer properly.

1. Make sure that all of your open programs are closed.
2. From the Start menu choose Shut Down.

The computer will take a minute or two to complete its shutdown tasks. Be patient and wait for the computer to finish.

3. If the computer doesn't turn off the power automatically, you will need to power off the computer and the monitor.



**!WARNING!** Sometimes Win 7 will hang up on closing and stop responding. Give the computer a few minutes to correct the problem before turning the power off manually and overriding Win 7.

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