

LESSON 2



Starting Programs

In this lesson, you will become familiar with various components of the Start menu, launch a program and learn the features used to control a program window. You also will explore two programs that come with Win 7: a picture-editing program called Paint and a word-processing program called WordPad. As you use these programs that have very different purposes, you will learn similarities and differences between their program controls, including menus, toolbars, ribbons, mouse pointers, and scroll bars. Although applications from many different software companies are installed on your computer, the Win 7 operating system provides standardized tools for launching and controlling application programs.

LESSON OBJECTIVES

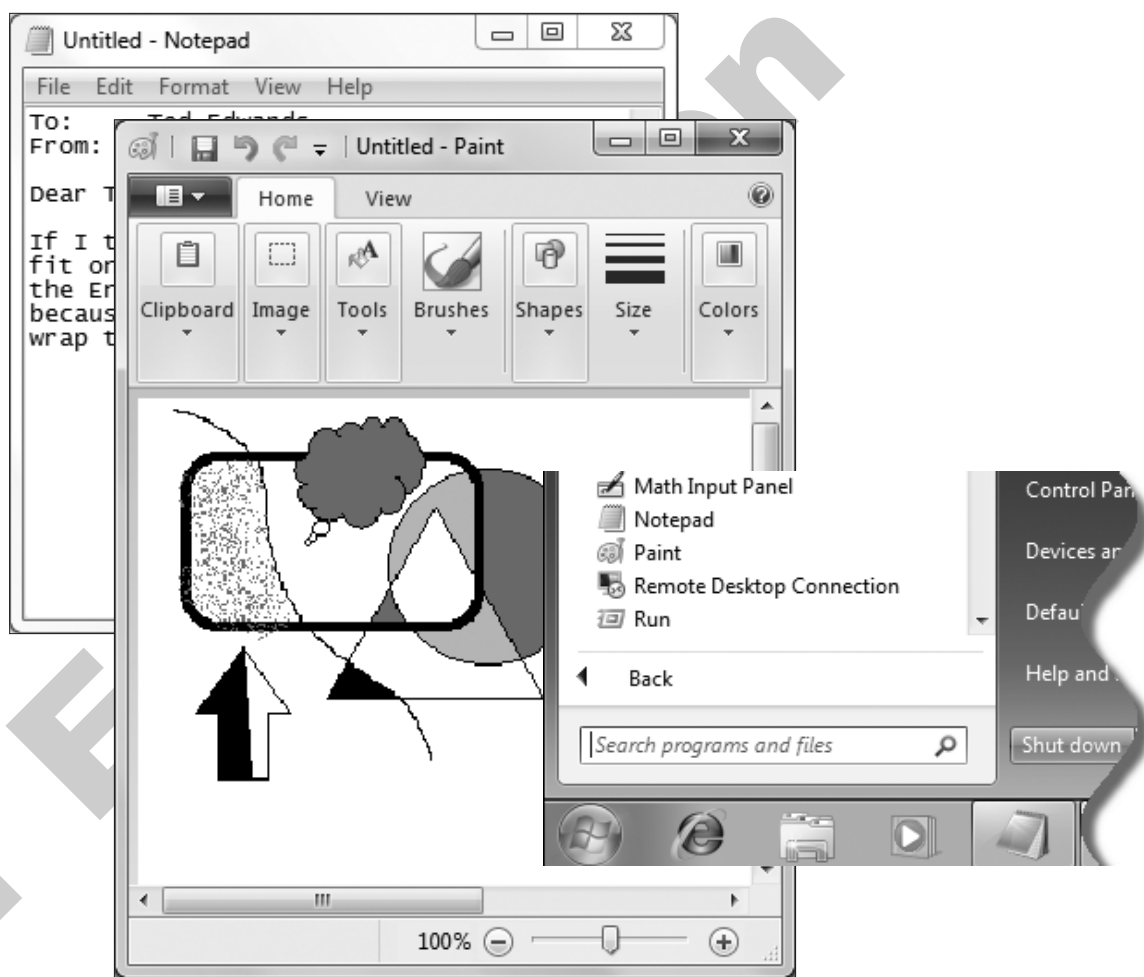
After studying this lesson, you will be able to:

- Navigate and arrange program commands on the Start menu
- Open programs from the Start menu
- Minimize, maximize, size, and move program windows
- Describe basic features of the Win 7 taskbar
- Use common features found in drop-down menus, on toolbars and ribbons, and on the scroll bars
- Use the mouse effectively as the appearance and function of the mouse pointer changes
- Type and edit text in a computer program

Additional learning resources are available at labpub.com/learn/silver/wtwc3/

Case Study: Starting at the Beginning

William is going back to school and has bought a new computer to help him complete his homework. He has very little experience using a computer and feels a bit confused by all of the programs. He has tried clicking on the Desktop icons and has clicked on the Start menu, but the programs have so many different purposes: Several play music, one is like a checkbook, one is for drawing pictures, another is a notepad, and there also are card games. Before learning the different applications he will be using to do his homework, he decides to first learn what the programs have in common. If he can learn the standardized Win 7 features used in most programs, it will be much easier to learn new applications. William starts with the Start menu.



Notepad and Paint are small programs found in the Start menu's Accessories folder.

Working with the Start Menu

The Start menu is the one place you can go to launch most of the programs installed on your computer. Like all menus, the Start menu is a collection of commands. The Start button gives access to commands to launch all of the programs that come with Win 7. When you install a new program, Win 7 adds a command for it to the Start menu. Commands on a menu often have a descriptive label and an icon.





About Commands

A command is a link that can launch (start or open) a document, folder, or program, or execute a variety of other tasks. You might compare a command to a light switch on the wall used to turn on a ceiling light. Clicking (or double-clicking) on a command launches the object to which it is linked. More than one command can be linked to the same object. Commands can be located on the Desktop, in a menu, on a toolbar, or on a ribbon.



HANDS-ON 2.1 Display and Dismiss the Start Menu

In this exercise, you will display and dismiss the Start menu using both the mouse and the keyboard.

1. Click the Start  button to display the Start menu.
The Start menu is displayed. Observe the left and right panes of the Start menu.
2. Click the Start  button again to dismiss the Start menu.
3. Press the WIN  key on the keyboard to display the Start menu.
4. Press the WIN  key again to dismiss the Start menu.

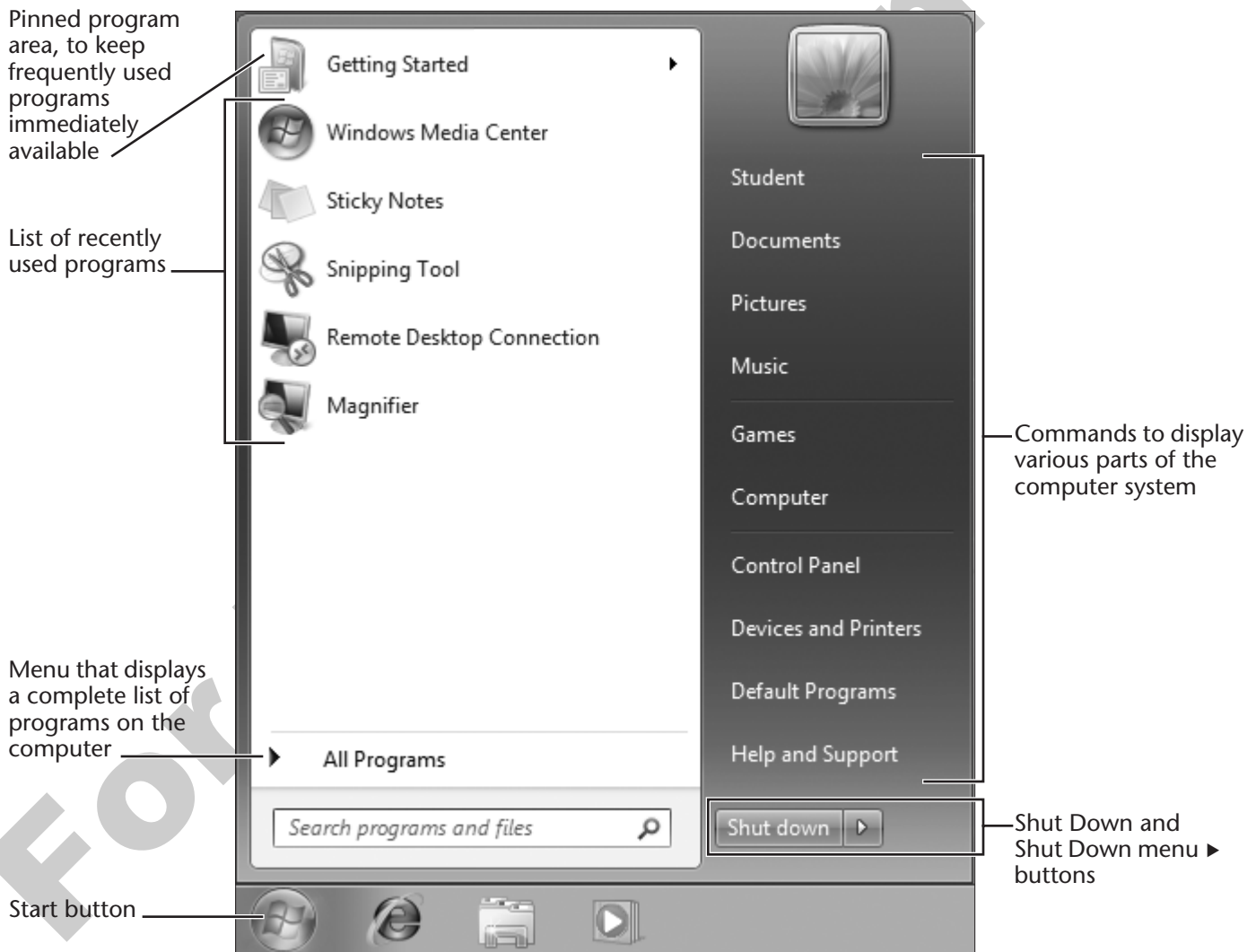
It's easy to dismiss the Start menu if you pull it up by mistake.

Start Menu Panes

The Start menu is divided into left and right panes:

- The left pane has a list of commands to various programs, including the All Programs folder. There is also a Start Search text box at the bottom.
- The right pane usually displays commands to display various parts of the computer system. At the bottom, there is also a Shut Down button with a Shut Down menu ► button attached.

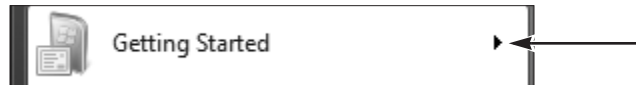
! TIP! The appearance of the Start menu may vary depending on the version of Win 7 being used on the computer. Although the appearance may vary, all Start menus function in the same manner.



Major features of the Start menu

Jump Lists in the Start Menu

A new feature in Win 7 is the use of Jump Lists in Start menu. Jump Lists are attached to Start menu commands and provide additional commands that link to files recently created with that program or that link to other related tasks. When a Jump List is attached to a command in the Start menu, a right-pointing arrow ► can be seen on the right side of the command. The list will “fly out” to the right for viewing when the mouse pointer is placed over the command.



A right-pointing arrow on the Start menu command indicates that there is an attached Jump List.

Launching Programs

Commands in the left pane of the Start menu are divided into three sections with gray menu separators:

- The top section has commands that are “pinned” in placed until removed by you.
- The center section has a list of recently used programs. Win 7 adds commands to this list as you launch new programs.
- The All Programs command near the bottom of the Start menu displays a list of most programs installed on the computer. Win 7 adds a command to this list automatically when a program is first installed.

TIP! Check the recently used programs section of the Start menu first when you want to launch a frequently used program.



HANDS-ON 2.2 Launch a Program from the Start Menu

In this exercise, you will launch the Paint program from the Start menu.

1. Use your mouse or the keyboard to display the Start menu.

Run your mouse pointer over the commands in the left pane and notice the selection bar that appears when your mouse pointer is above a command. You can click anywhere along the selection bar to launch a command.

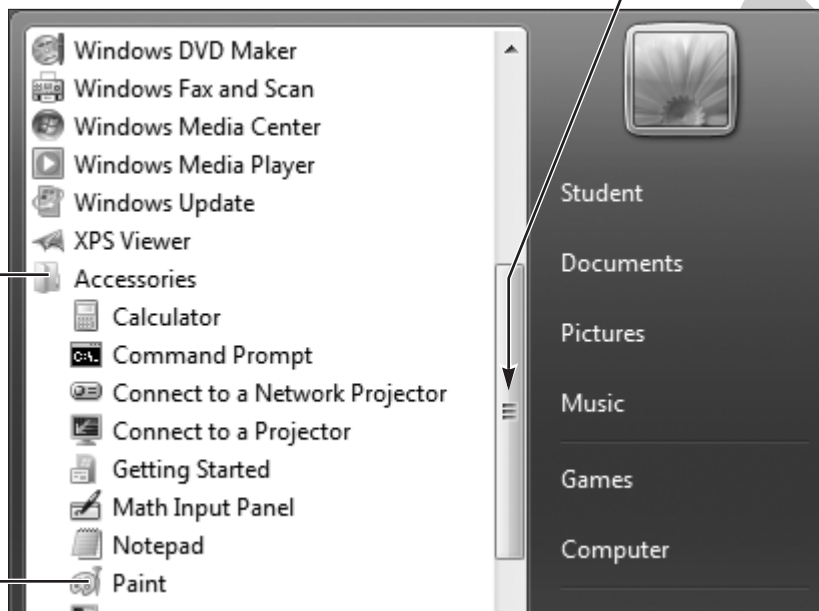
2. Click the All Programs command.

3. Follow these steps to start the Paint program:

- A Drag the scroll box (in the middle of the scroll bar) downward if necessary until you see a folder labeled Accessories.

- B Click the Accessories folder to open it.


- C Click the Paint command to launch the program.



The Start menu will be dismissed, and after a short pause, the Paint program will open on the Desktop.

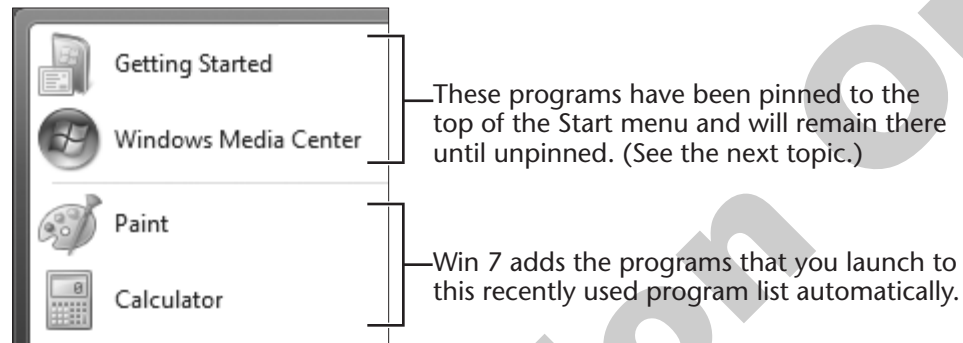


TIP! In the rest of this book, Start menu commands will be written like this: Choose Start→All Programs→Accessories→Paint.

4. Close the Paint program by clicking the red Close  button in the upper-right corner of the window.

Recently Used Programs List

Win 7 automatically adds commands for programs to the recently used programs list of the Start menu. Sometimes a program is added to the list the first time you launch it. Other times you may need to use a program twice to have it added to the list. When the recently used programs list becomes full, the command of the program that has been unused the longest is hidden. You can also remove a command from the recently used program list.



Pinning Programs to the Start Menu

Commands can be pinned to the top section of the left pane and stay there until unpinned. Unlike the recently used program list, pinned commands are not added or hidden by Win 7; *you* choose which programs get pinned or unpinned.

TIP! Go ahead and pin programs you use a lot. This leaves more room on the frequently used programs list for programs you use less often.

QUICK REFERENCE: Pinning Commands to the Start Menu

Task	Procedure
Remove a program from the recently used programs list	<i>Right-click</i> (not left-click) any program command in the Start menu and choose Remove from This List from the pop-up menu.
Pin a command to the Start menu	<i>Right-click</i> any program command in the Start menu and choose Pin to Start Menu from the pop-up menu, or drag the command from the recently used programs list and drop it in the pinned section.
Unpin a Start menu command	<i>Right-click</i> on the pinned command and choose Unpin from Start Menu from the pop-up menu.



HANDS-ON 2.3 Pin Commands to the Start Menu

In this exercise, you will open and close a program from the All Programs folder. A command will be added to the recently used programs list. You will then pin commands to the top section of the Start menu and, finally, unpin the commands from the top of the Start menu.

1. Choose Start → All Programs → Accessories → Notepad.

Win 7 launches the Notepad program, a very basic text-typing program.

2. Close Notepad by clicking the red Close button in the upper-right corner of the window.

3. Click the Start button.

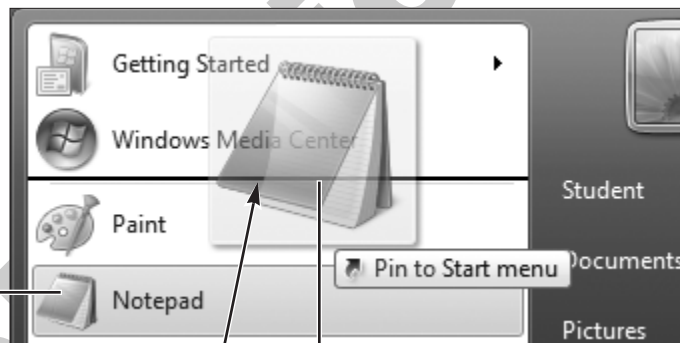
Notice that a Notepad command has been automatically added to the recently used programs list in the center section of the left pane.



4. Follow these steps to pin the Notepad program to the Start menu:

- A Point at the Notepad command in the recently used programs list.

- B Hold down your left mouse button and drag the Notepad command up toward the top of the left pane.



- C Release the mouse button when the Pin to Start Menu ScreenTip appears.

Win 7 places the Notepad command into the pinned list.

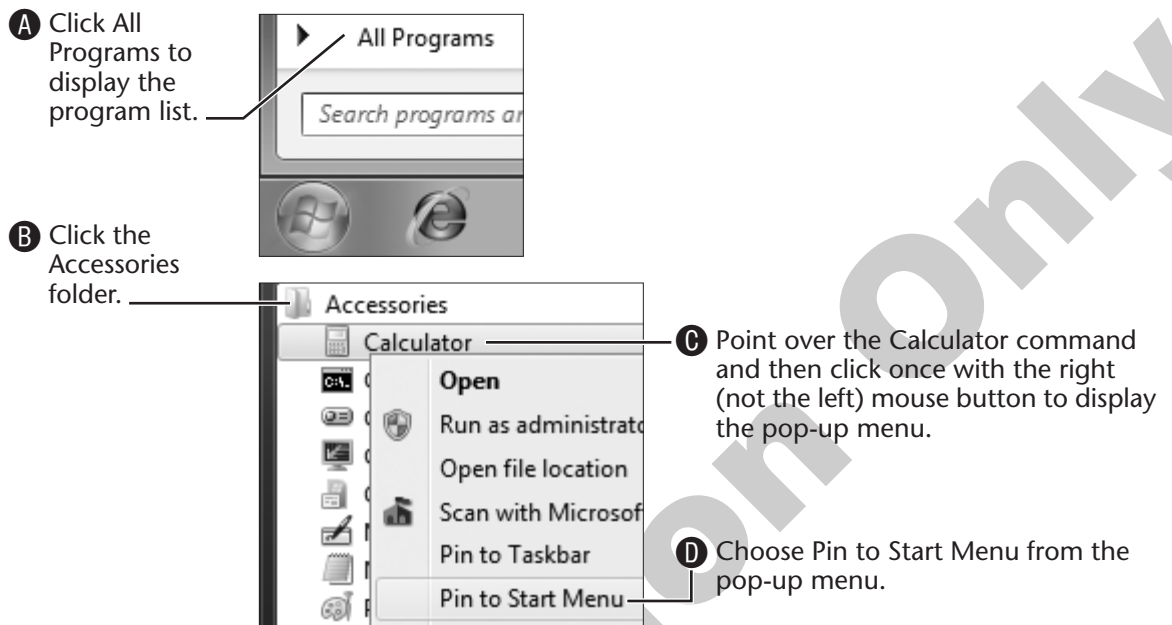
5. Click a clear area of the Desktop to close the Start menu.

6. Click the Start button.

The Notepad program appears right where you pinned it.

Pin Another Program

7. Follow these steps to pin another program to the Start menu:



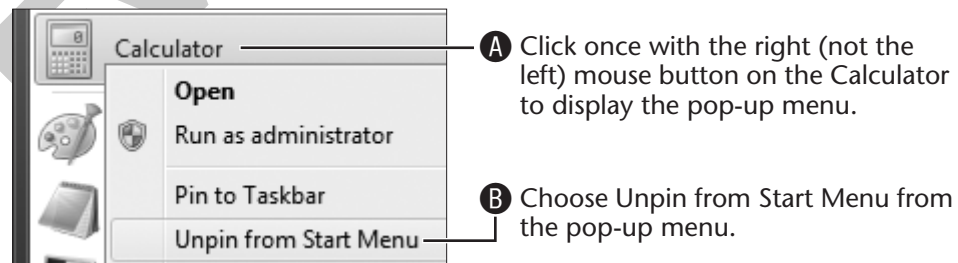
Win 7 pins the program command to the bottom of the pinned program list.

8. Click a clear area of the Desktop to close the Start menu and then click the Start  button again.

Unpin the Programs

To clear the pinned programs for the next student, you will unpin the two programs.

9. Follow these steps to unpin the Calculator command:



Win 7 removes the command from the pinned area.

10. Right-click the Notepad command in the pinned area and then choose Unpin from Start Menu from the pop-up menu.

11. Click a clear area of the Desktop to close the Start menu.

Controlling Program Windows

Every program you open in Win 7 is displayed within its own window. This window, known as the program window, has controls and features that are similar in most programs. These basic controls are Win 7 standards; learn to use them in one program, and you will be able to work with similar controls in most new programs you use.








Here is an example of a program window for Notepad, a program that comes with Win 7. The quick sizing buttons and title bar are standard controls in all program windows.


Quick Sizing Buttons

The quick sizing buttons consist of the Minimize, Maximize, Restore Down, and Close buttons located in the upper-right corner of most program windows. These buttons, along with the program button on the taskbar, are used to reconfigure or to close a program window.



QUICK REFERENCE: Using Window Quick Sizing Buttons


Button	Name	How It Works
	Minimize	Removes the program window from the screen but continues to run it and leaves its program button on the taskbar
	Maximize	Enlarges a program window to fill the screen
	Restore Down	Resizes a program window to the smaller size it was before it was last maximized
	Close	Exits a program
	Program button (on taskbar)	Minimizes an open window or reopens a window that has been minimized

The Minimize and Maximize Buttons The Minimize  button shrinks the program window from the Desktop, leaving only its program button on the taskbar. The program continues to run. To open the program window again, click the program's button on the taskbar. The program will open again to the size it was before it was minimized.

TIP! If a program window is open, you also can click its program button on the taskbar to minimize the window.

Maximize  is just the opposite of minimize. Maximize enlarges a program to fill the entire Desktop so that other programs become hidden behind it.

Why minimize or maximize programs? Having multiple programs open on your Desktop can be like having a messy desk. Minimizing windows will hide the distracting clutter of open windows, while maximizing a window will simply cover other opened windows.

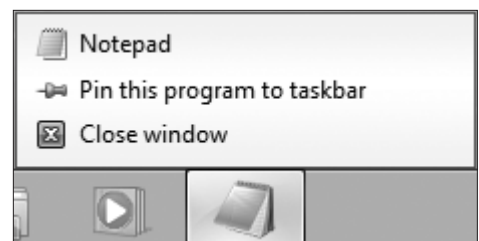
Minimize Compared to Close The Minimize  button makes a program window shrink from the screen, but it does not close the program. If you are in the middle of a Spider Solitaire game and minimize, the Spider Solitaire program button is still on the taskbar. When you click the program's taskbar button, the game will return to its previous size, and your card game is ready for you to continue.

When you click the Close  button, you end the card game and exit the program, and the program button is removed from the taskbar.

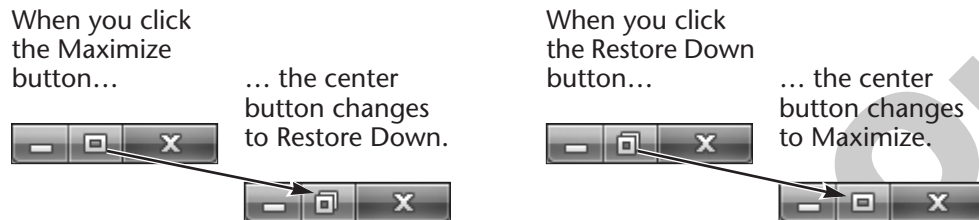
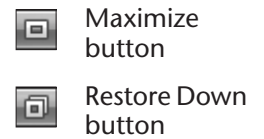
FROM THE KEYBOARD

+ to close (exit) a program

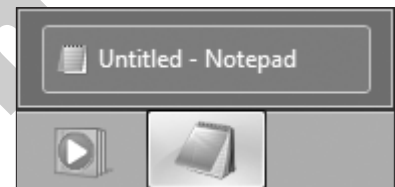
TIP! A quick way to close a minimized program is to *right-click* the program button on the taskbar. This displays the control menu (shown in the figure to the right) that includes a Close Window command at the bottom.



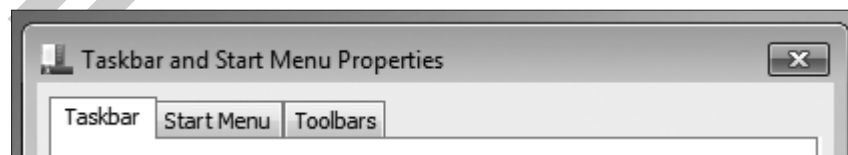
The Maximize and Restore Down Buttons The center quick sizing button toggles between the Maximize and Restore Down buttons; they are never shown at the same time. If you click Maximize, the center button changes to Restore Down. Conversely, if you click Restore Down, the center button changes to Maximize, as shown here:



The Program Button on the Taskbar When a program is opened, its program button appears on the taskbar. The button displays the program's icon without a label. If you position the mouse cursor over the program button (without clicking), additional information about the program will be displayed on a ScreenTip. Clicking on the program button can minimize an open program window, restore a minimized window to its former size, or make an inactive program active.



Quick Sizing Button Exceptions Occasionally a program will not use all of the standard controls. Certain control buttons may be missing or *grayed out*. This is discussed later in the Nonstandard Program Windows section of this lesson, but in the following example, the Minimize and Maximize buttons are missing:



The Aero theme was used for images in this book. The appearance of quick sizing buttons may change with other themes or in different programs, but their functions remain the same. Following are some variations.



Buttons in WordPad with Aero theme



Buttons in WordPad with Basic theme



Buttons in Adobe Photoshop Elements 8




HANDS-ON 2.4 Practice Using Quick Sizing Buttons


In this exercise, you will open the Paint program and practice using the quick sizing buttons to minimize, maximize, and restore down the program window.

1. Choose Start  → All Programs → Accessories → Paint to launch the program. (If necessary, review steps 1–3 in Hands-On 2.2.)

The Paint program will open either maximized or in a restored-down size.

2. If the program window does not fill the screen, click the Maximize  button.

The program window enlarges to fill the entire Desktop (except for the taskbar). Also notice that the center quick sizing button has changed to a Restore Down  button.

It is usually a good idea to maximize  any program window when it first opens to take full advantage of the entire screen.

3. Click the Restore Down  button.

Notice how the program window is restored back to its original smaller size.

4. Click the Minimize  button.

Now you can see the Desktop. The program window shrinks off of the Desktop, leaving only a program button on the taskbar. Locate the button for the Paint program on the taskbar at the bottom of the screen.

5. Click the Paint program button on the taskbar to restore the Paint program onto your Desktop.



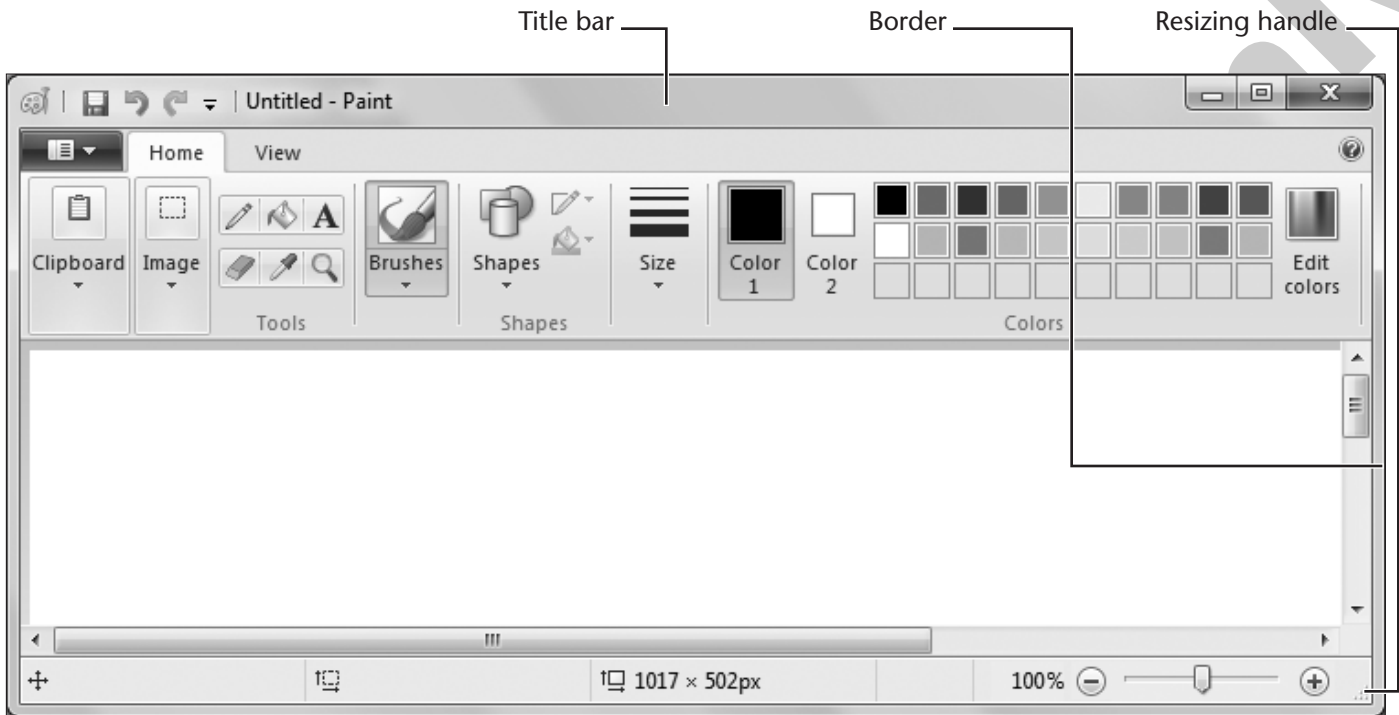
Program button on the taskbar

Each program button on the taskbar has an icon that helps you to identify the program. Paint uses a paint palette and a brush as its icon.

6. Click the Close  button to exit Paint.

Moving and Resizing Program Windows

Program windows can be moved around on the Desktop the way you move papers and objects around your desk at home. Unlike your desk at home, program windows can be resized to fill the Desktop or reduced to a smaller size.



Title Bar The title bar on top of every program window serves several purposes. It displays the name of the program, and it also may display the name of the document or other object being edited by that program. Control buttons are located at the right and left ends of the bar.

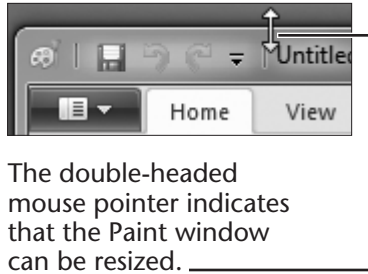
Finally, the title bar provides a *handle* to move the program window. If you position the tip of your mouse pointer over any empty space on its title bar (not its border), you can hold down your left mouse button and drag a program window around the Desktop.

Resizing a Window To resize a restored-down program window, position the mouse pointer over the resizing handle, located in the bottom-right corner. When the mouse pointer changes into a double-headed arrow, you can hold down your left mouse button and drag to resize.

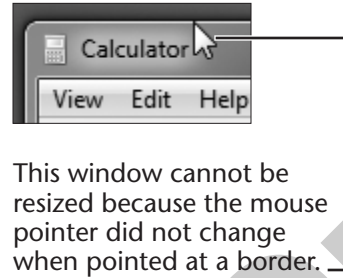
A program window has a narrow border surrounding it. You can also resize a window by dragging the border from any side or any corner. Dragging any side border will resize only that side of the window. Dragging any corner will resize both sides attached to the corner.

If your mouse pointer will not change to a double-headed arrow when you point at a border, then the program window cannot be resized.

Resizable



Not resizable



TIP! New users will find the resizing handle in the lower-right corner easier to use than the narrow border because the handle has a larger “hot spot.”



The Snap Feature Another new feature in Win 7 is called Snap. Snap is a new way to maximize, restore down, or view two windows side-by-side on the Desktop. Snap is accomplished by simply dragging windows to the top or sides of the Desktop.


QUICK REFERENCE: Using Snap to Resize Windows

Task	Procedure
Maximize a window	<ul style="list-style-type: none"> Use the title bar to drag a restored-down window to the top edge of the Desktop until the mouse pointer touches.
Restore down a window	<ul style="list-style-type: none"> Use the title bar to drag a maximized window away from the top edge of the Desktop.
Display two windows side-by-side	<ul style="list-style-type: none"> Use the title bar to drag one window to the left edge of the Desktop until the mouse pointer touches. The window fills the left half of the Desktop. Use the title bar to drag another window to the right edge of the Desktop until the mouse pointer touches. The window fills the right half of the Desktop.




HANDS-ON 2.5 Move, Resize, and Snap a Window

In this exercise, you will move, resize, and snap the Paint program window.

1. Choose Start  → All Programs → Accessories → Paint to launch the program. (If necessary, review steps 1–3 in Hands-On 2.1.)
2. If necessary, restore down the program window.
3. Use the title bar to move the program window around the Desktop.



TIP! A program window cannot be resized if it is maximized.

4. Practice resizing the program window using the resizing handle and border sides or corners.
5. Initiate the Snap feature by using the title bar to drag the window to the left edge of the Desktop until the mouse pointer touches the edge.
6. Repeat step 5 by dragging the window to the right edge, bottom edge, and top edge, and finally by dragging the window away from all edges.
7. Close  the Paint program.

Nonstandard Program Windows


Although Win 7 establishes *standards* used by most programs, there are times when the standards are ignored or modified for appearance reasons or because certain functions are not necessary to use a program. In some programs the features are simply missing, while in other programs the features are modified in appearance or grayed out and do not work.




HANDS-ON 2.6 Open Sticky Notes and the Calculator

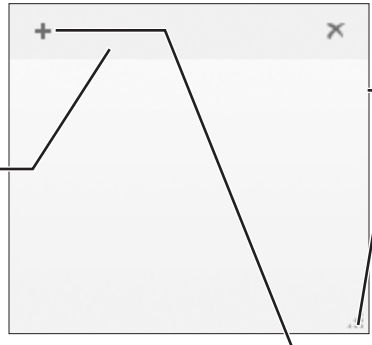
In this exercise, you will open Sticky Notes and the Calculator to discover some of their nonstandard features.

Open Sticky Notes

1. Choose Start  → Sticky Notes. Or, if necessary, choose Start → All Programs → Accessories → Sticky Notes.

2. Follow these steps to explore the few features available on a Sticky Note:


- A** Move the note using the title bar and then try to snap it to an edge to resize it. Observe it can be moved but the Snap feature is not available.
- B** Point at (but do not click) the  on the right side of the title bar. Observe that it is a Delete button instead of a Close button.
- C** Try to resize the note by dragging the border and then by dragging the resizing handle in the lower-right corner.
- D** Click the plus + sign on the left side of title bar. Observe that a new note is created.



Open Calculator

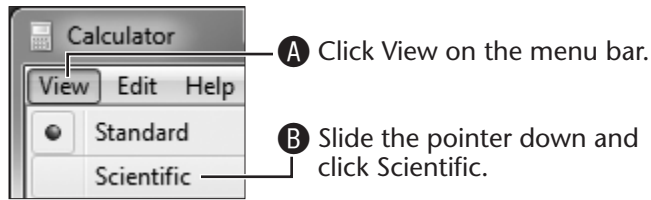
- 3. Choose Start  → All Programs → Accessories → Calculator to launch the program.
- 4. Follow these steps to try out some features of the program:



- A** Click the Maximize  button. Notice that the Maximize button will not select (turn blue) when you point at the button and will not activate when you click the button. Although the button is displayed, it does not function. In fact, it is slightly grayed out to let you know that it is not active.
- B** Try to resize the window by dragging the border and by dragging the resizing handle in the lower-right corner. Observe that there is no actual border or resizing handle. They have not been included. This program doesn't allow you to resize its window.

Calculator's Standard View

- Follow these steps to change the look of the Calculator window:



!NOTE! In future exercises, this type of menu bar command will be written like this: Choose View→Scientific from the menu bar.

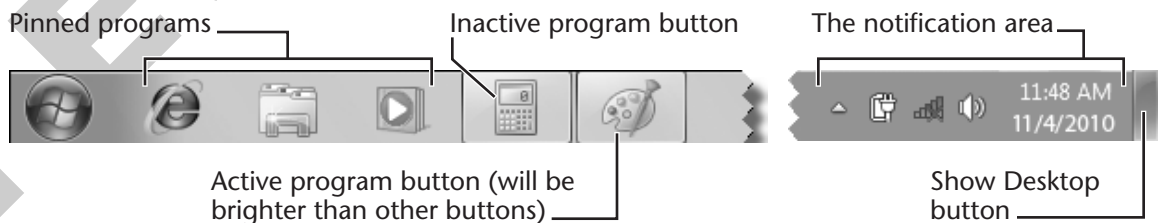
This is the way to expand the Calculator’s program window and change its function to a scientific calculator, with many more features.

- Close the Calculator program and click the Delete Note button to remove any Sticky Notes.

Working with the Win 7 Taskbar

The taskbar runs the width of the Desktop at the bottom of the screen. The center section of the taskbar displays the programs you have opened. When a program is opened, its program button is placed on the taskbar.

Only one program window can be *active*, and it will be displayed in front of other inactive programs open on your Desktop. The active program button will be brighter than other program buttons on the taskbar. Clicking on an inactive program button will make that program active and move its window in front of others on the Desktop.



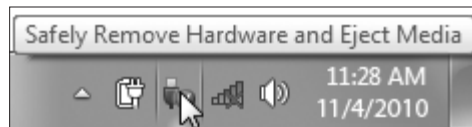
Notification Area

The Notification Area on the right end of the taskbar has four primary functions in Win 7:



- Display the system clock and current date
- Display icons for tasks and functions that are running in the background, such as antivirus software
- Display notifications of system events, such as program updates
- Provide access to some programs whose icons display there

Icon ScreenTips Your computer can have many icons in the Notification Area. It can be difficult to determine their purpose or even to which program they are linked. When you point with the mouse over an icon, a ScreenTip appears to describe the name of the program linked to the icon and other information about it.



ScreenTips can tell you about each icon in the Notification Area.

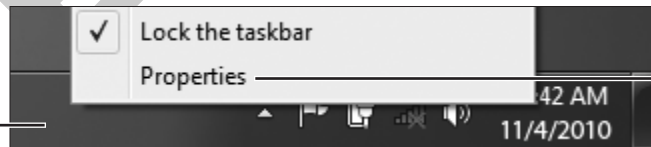


HANDS-ON 2.7 Change Taskbar Settings

In this exercise, you will open the taskbar and Start Menu Properties dialog box to observe setting options and to make changes to the taskbar settings.

1. Follow these steps to display the taskbar properties window:

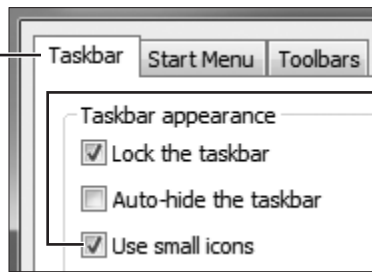
A Right-click a clear portion of the taskbar to display its pop-up menu.



B Choose Properties.

- When the Taskbar and Start Menu Properties dialog box appears, follow these steps to change taskbar appearance:

A Click the Taskbar tab.



B Click once (do not double-click) on the Use small icons option box. (The box should have a checkmark before you go on to step C.)

C Click the Apply (not OK) button near the bottom of the dialog box to display smaller icons on the taskbar.

The icons are smaller, which enables more program buttons to be displayed on the taskbar. However, notice that the current date is no longer displayed in the Notification Area.

! TIP! The Apply button makes the changes but leaves the dialog box open. The OK button applies the changes but also closes the box.

- Remove the checkmark in the Use Small Icons option box and click Apply again.
Notice that larger icons have been restored on the taskbar.
- Click OK to close the dialog box.

Pinning and Unpinning Programs

Win 7 enables users to pin program buttons to the taskbar in much the same way they pin programs to the Start menu. Typically, the taskbar is set to be displayed even when windows are maximized, which means that the pinned program buttons are always available. A pinned program that is not currently open will not have a button border around the icon.



Pinned program buttons do not have borders when the program is closed.

QUICK REFERENCE: Pinning and Unpinning Programs

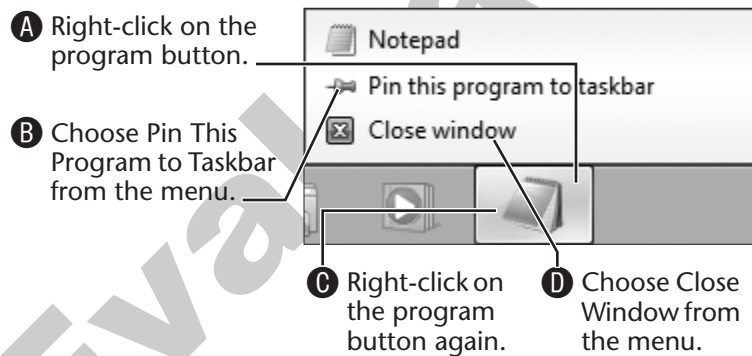
Task	Procedure
Pin a program	<ul style="list-style-type: none"> • <i>Right-click</i> on the program button to display pop-up menu. • Choose Pin This Program to Taskbar. • The program button will remain on the taskbar even when the program is closed until it is unpinning.
Unpin a program	<ul style="list-style-type: none"> • <i>Right-click</i> on the program button to display pop-up menu. • Choose Unpin This Program from Taskbar.



HANDS-ON 2.8 Pin and Unpin a Program

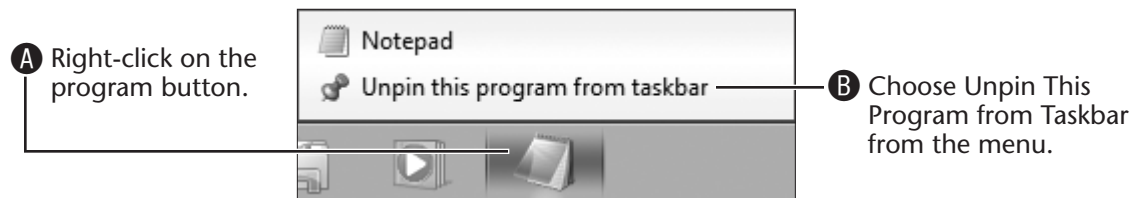
In this exercise, you will open Notepad, pin the program button to the taskbar, and then unpin the program from the taskbar.

1. Choose Start → All Programs → Accessories → Notepad to launch the program.
2. Follow these step to pin the program to the taskbar:



The Notepad icon remains on the taskbar. Once the program is closed, it no longer has a button border around it.

3. Follow these steps to unpin the Notepad program:



The Notepad icon is removed from the taskbar.

Using Program Commands

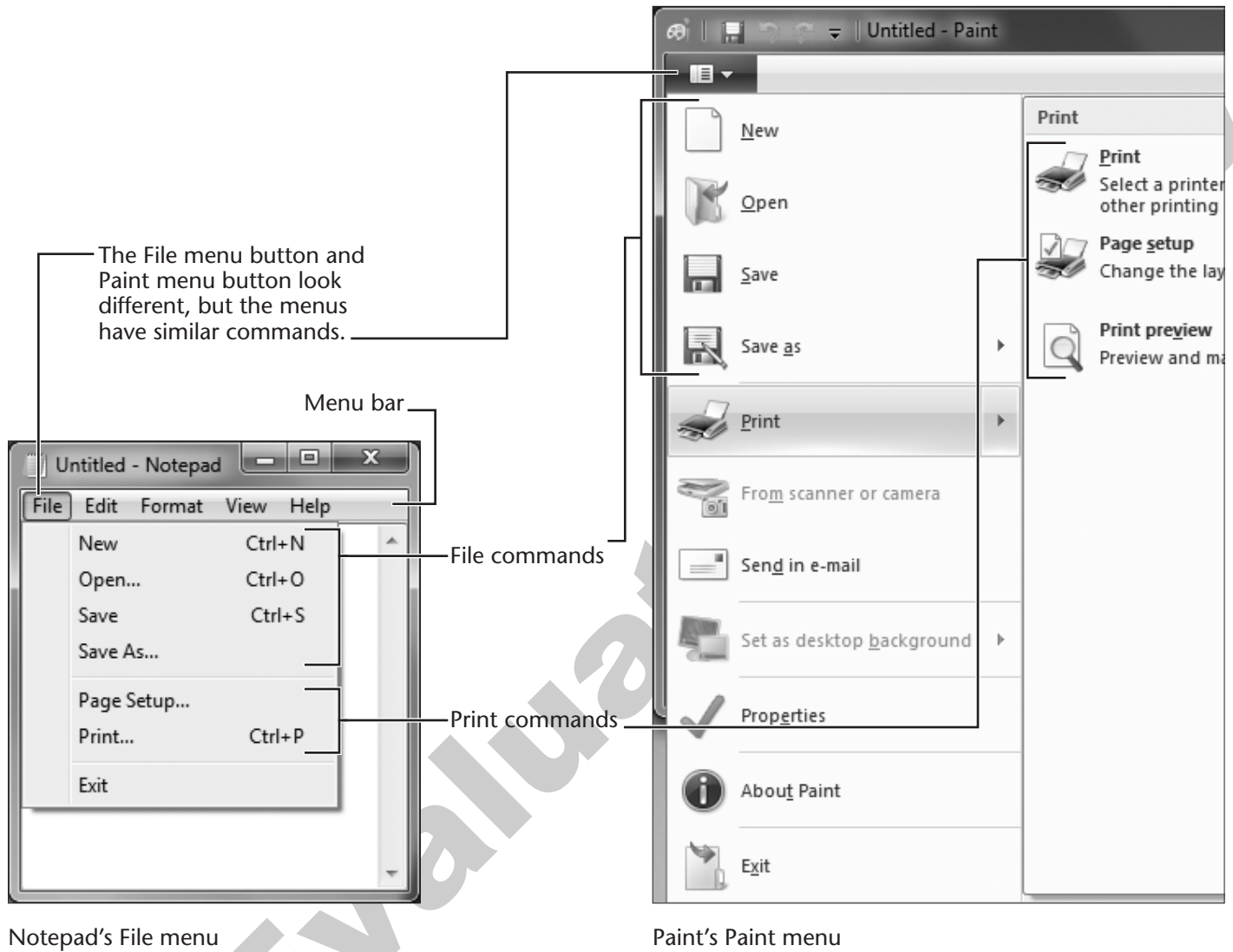
Within programs, commands have traditionally been accessed from a series of drop-down menus on a menu bar or command buttons on a toolbar. In 2007, Microsoft introduced the “Windows Ribbon framework” in some of its programs as a new way to display commands. Win 7’s versions of WordPad and Paint found in this book both use the newer ribbon feature.

Menu Commands

Drop-down menus are featured in most Windows-based programs. Menus are lists of commands traditionally organized in a series along a menu bar under the title bar. The first menu on most menu bars is the File menu, the second is the Edit menu, and the last is the Help menu. This is part of the traditional standardization found in Windows-based programs, such as the Notepad program used in this book.

Programs that use the newer ribbon system to display commands do not have a menu bar. There is a single menu button in the upper-left corner of the ribbon that replaces the File menu. The button is usually named for the program, for example Paint menu or WordPad menu. Rather than using a series of menus, other commands are accessed from a toolbar or the ribbon.

The following illustration shows some of the similarities and differences in the File menu in Notepad and the Paint menu in Paint.



Notepad's File menu

Paint's Paint menu


Many of the commands in Notepad's File menu are standard to most programs, including Paint. On the other hand, Paint (a picture-editing program) has commands related to drawing or picture tasks, such as From Scanner or Camera or Set as Background, that do not appear in the File menu of Notepad (a word-processing program).

TIP! Menu commands do not always appear in the same order in different programs, and the text labels can vary.



HANDS-ON 2.9 Compare Drop-Down Menus

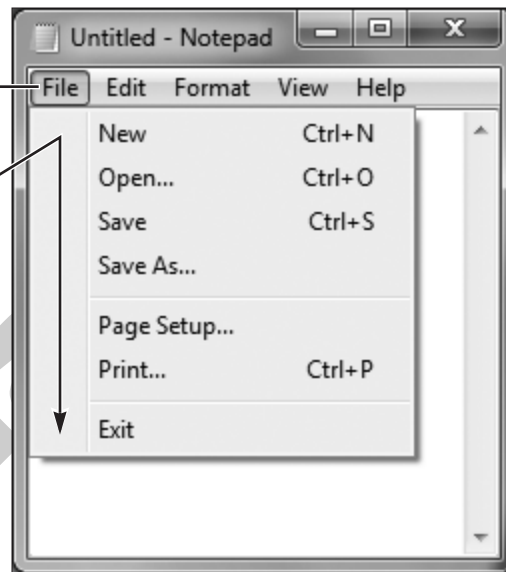
In this exercise, you will launch Notepad and Paint. You will compare common features in the File and Paint drop-down menus in these programs.


1. Open the Start  menu. Click Notepad if it is available in the left pane or click All Programs→Accessories→Notepad.
2. Repeat step 1, but this time to launch Paint.
3. Click the Notepad program button on the taskbar to make Notepad the active program window and then follow these steps to drop down the File menu in Notepad:

A Click File on the menu bar to drop down the menu.

B Taking care not to click, run your mouse pointer over the commands to momentarily select each one.

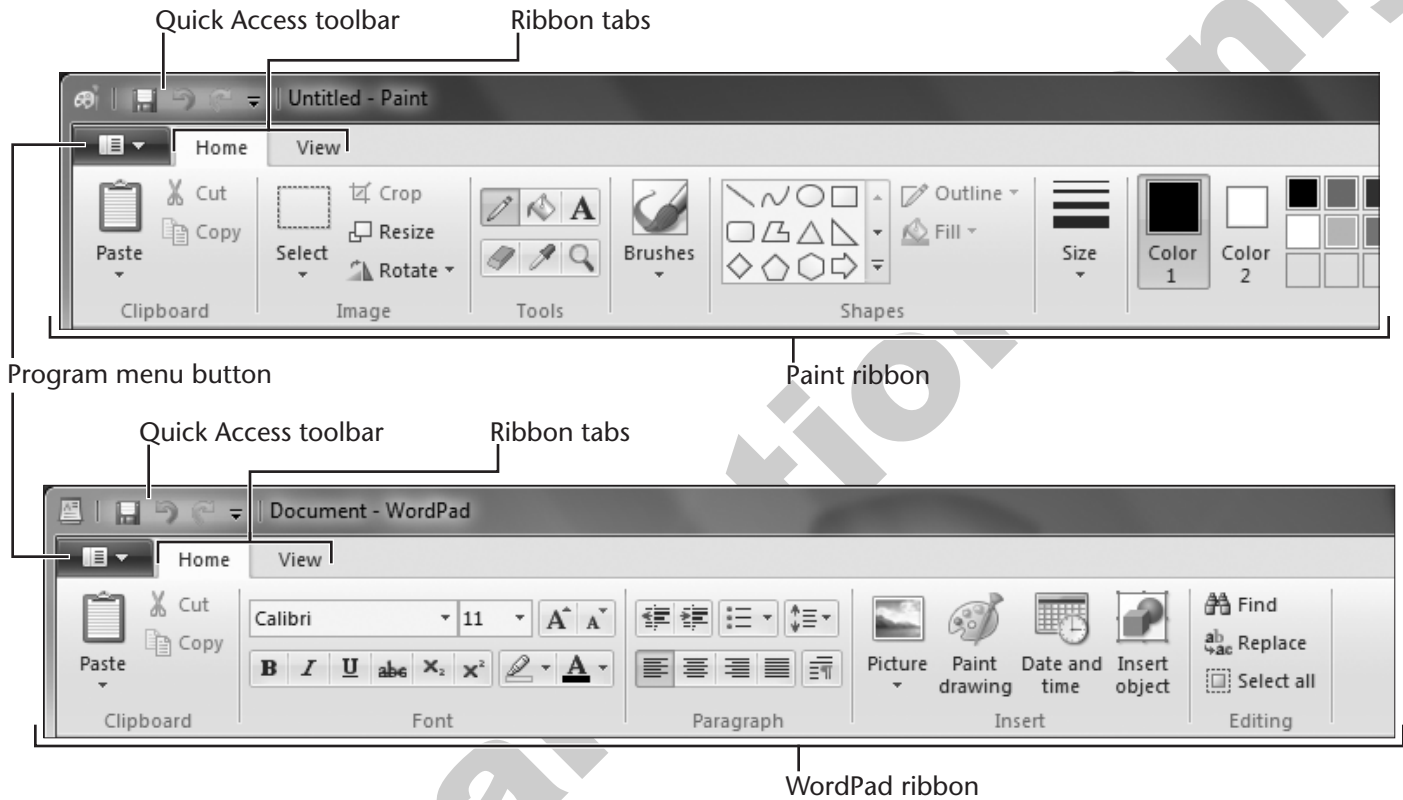
C After reviewing the commands, dismiss the menu by clicking in a clear area outside the menu.



4. Click the Paint program button on the taskbar to make Paint the active program and then repeat step 3 with the Paint menu to compare its similarities and differences to Notepad's File menu.
Notice that the menus have common features, including New, Open, Save, Save As, Page Setup, Print, and Exit.
5. Compare the Notepad's traditional Edit menu with the Home tab on Paint's new ribbon where the commands Cut, Copy, and Paste have been relocated.
6. Close  Notepad, but leave Paint open.

Commands in Programs with Ribbons

Two of the programs used in this book, Paint and WordPad, have incorporated ribbons. In addition to commands in the program menu discussed above, these programs have commands on a Quick Access toolbar located on the title bar and commands on the ribbon arranged with a number of tabs.



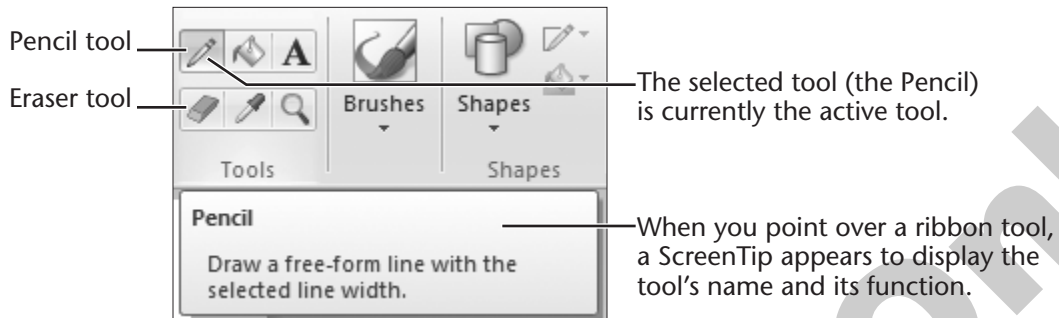
Both of these ribbons have features and some tools in common, but many tools are specific to each program’s function—Paint to create and edit pictures and WordPad to create and edit text.

Quick Access Toolbar A toolbar is used to display series of commands as small buttons or drop-down lists. Commands on a toolbar or ribbon are often referred to as “tools.” The Quick Access toolbar typically has three tools displayed: Save, Undo, and Redo. These commands will be discussed later.

Ribbon Tabs Paint and WordPad have only two ribbon tabs: Home and View. Other programs may have many more tabs.

A ribbon has many tools. Tabs on the ribbon are used to arrange tools by task. On each tab, related tools are assembled into command groups. Each command group has vertical separators and a label. Within each group tools can be displayed as buttons, drop-down lists, or galleries.

The icon for each tool attempts to indicate its purpose, but you can point over a tool to display its name and function on a ScreenTip.



These three groups on a ribbon tab are divided with vertical separators and labeled: Tools, Brushes, and Shapes. A ScreenTip can identify a tool's name and function.

TIP! If you are new to computers and still feel uncomfortable using a mouse, try drawing pictures and then carefully erasing lines in Paint. This is a fun and easy way to improve your mouse skills.



HANDS-ON 2.10 Draw in the Paint Program

In this exercise, you will draw a face and sign your name using the Pencil tool in Paint.

Before You Begin: Paint should be open from Hands-On 2.9.

1. Follow these steps to use a tool from the ribbon to draw a face and to sign your name:

A Click the Home tab.

B Point (don't click) over the Pencil tool in the Tools group to see its ScreenTip.

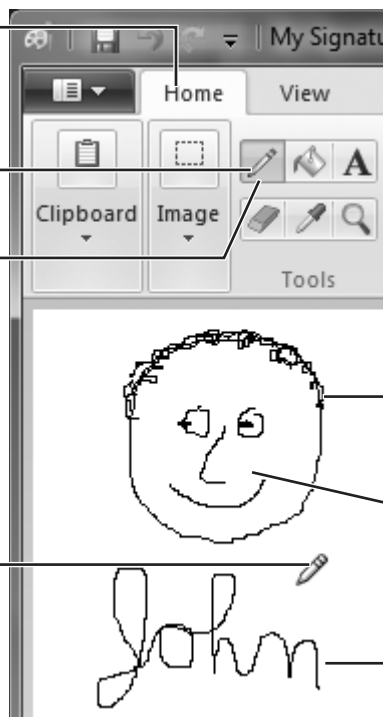
C Click once to select the Pencil tool.

D Point with the mouse pointer over the white canvas in the drawing area. The mouse pointer should look like a pencil.

E Drag (hold down the left mouse button as you move the mouse pointer) to draw a rough circle for a face. Release the mouse button when you've drawn the circle.

F Drag with the mouse to draw other parts of the face. Release the mouse button after each part.

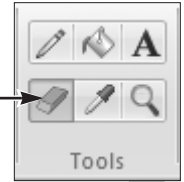
G Try dragging to sign your name.



You will save your work in the next exercise.



NOTE! If you don't like what you've drawn, choose the Eraser tool from the Tools group, drag to erase, and then choose the Pencil to try again.



Saving Your Work

When you type a letter or create a drawing as you did in the previous exercise, you might want to save it so you can look at it later. The computer does not save your work unless you command it to do so. This section looks at two commands used to save your work: Save and Save As.

Where Your Work Is Located

In Lesson 1, Getting Your First Look, you learned that all of the things displayed on your screen are temporarily stored on the RAM chips of the computer. The work you have done so far in Paint is only temporarily stored in RAM. If the power goes out or the computer is shut down, the information in RAM will be erased, and your work will be lost.

You must save your work on a permanent storage device such as a hard drive or a USB flash drive to keep it from being erased. See the Behind the Screen: Storage Device Basics section on page 94 for descriptions of storage devices.

Win 7 needs to know two things the first time you save your work:

- What do you want to call it?
- Where do you want to store it?

Files and Folders

These two basic terms, files and folders, will be covered in more detail in the next lesson but need to be defined here.

- **File**—A file is collection of data stored with a name. Examples of files are a letter you've typed and saved, a drawing in Paint that you've saved, or a picture copied from the Internet.
- **Folder**—A folder is an electronic location in which you store related groups of files. For example, My Pictures and the Pictures library are folders already created for your username in Win 7 where you can store photos and other pictures.

Choosing a Storage Location

Today's computers provide a variety of storage choices, including internal and external hard drives, CDs, DVDs, and USB flash drives. When you are ready to save, you have an opportunity to choose which storage device you want to use. And remember, if you don't choose, the computer will choose for you (using what is called a *default* setting).

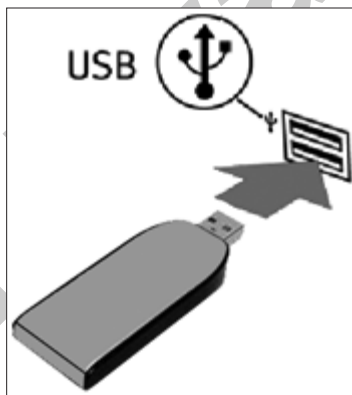
On the Internal Hard Drive When saving your work (file) for the first time, most Win 7 programs will direct you to a predetermined location (folder) on the internal hard drive. On your home computer:

- WordPad directs you to a folder named Documents library.
- Paint directs you to a folder named Pictures library.

In most computer lab settings, students save their work on USB flash drives. This makes it easy to access files on your home computer as well.

Using the predetermined location is usually appropriate for new users until they learn more about Win 7's storage system.

On a Portable USB Flash Drive You can choose a different location from the one chosen by a program. Storing files on a USB flash drive (also called a thumb, pen, or keychain drive) has become a popular way to save files that need to be carried from one computer to another. A flash drive is a device with a USB plug attached to a storage card. The flash drive can be plugged into any USB port on a computer.



Connecting a flash drive to a computer

Storing Your Exercise Files

You can store your exercise files on various media, such as the hard drive inside your computer, a USB flash drive, or a network drive at a school or company. This lesson will show files being stored in the Documents folder on the hard drive. The Documents folder is the default storage location for Windows 7.

If you use a storage location other than the default folder, you will substitute your own location for those shown in the figures. See Storing Your Exercise Files for additional information on alternative file storage media. Storing Your Exercise Files is available on the student web page for this book at labpub.com/learn/silver/wtwc3.

Creating a Filename

Data that is stored on a storage device is called a file. It might be a text document, a picture, a song, a movie, or any other kind of data. The first time you store data, it must be given a filename. The filename must follow Win 7's naming conventions (rules).

TIP! Choose a filename that will help you recognize the file's contents months from now. A filename like Letter to Ted Edwards is more useful than Ted Letter. If possible, keep the length less than 20 characters or so to make it easier to read in various windows and dialog boxes.




HANDS-ON 2.11 Save a New Document

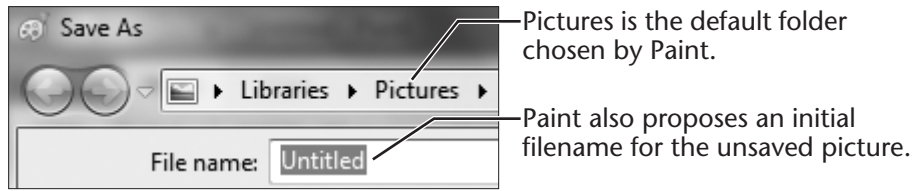
In this exercise, you will save your Paint picture to your hard drive or USB flash drive for the first time. This will protect your work from a power failure.

Before You Begin: Paint should be open from Hands-On 2.10.

Name Your Picture

1. If necessary, click the Paint program button on the taskbar to make Paint the active program window.
2. Click the Paint menu  button and choose Save. Paint opens a Save As dialog box the first time a document is saved.

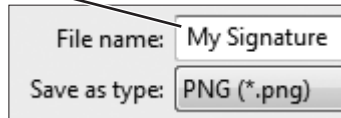
Notice that Paint directs you to a Libraries folder (in this example Pictures) and has provided the temporary filename Untitled.



3. Follow the steps for your storage location to give your picture a filename:

The Pictures Folder on the Hard Drive

A If the temporary filename is not already selected, double-click on the name to select it, and then type **My Signature**.



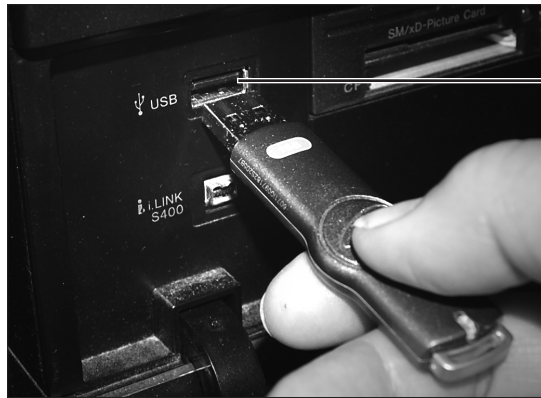
B Click the Save button.

Paint saves your file to the hard drive. The new filename, My Signature, is displayed on the title bar.

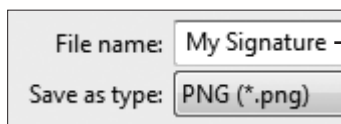


Skip the rest of this exercise and continue reading the Save Versus Save As section on page 62.

Your USB Flash Drive



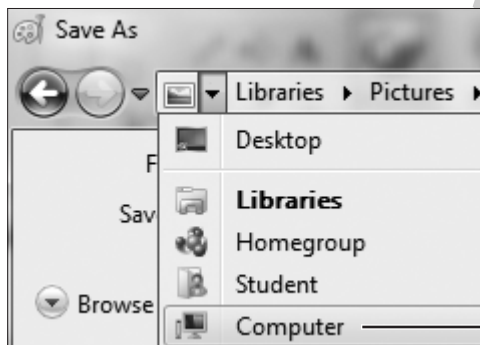
A Carefully place your USB flash drive into a USB port. This may be a port on the front or back of the computer, or there may be a cable you can plug the drive into. Your instructor or a classmate can help if necessary.



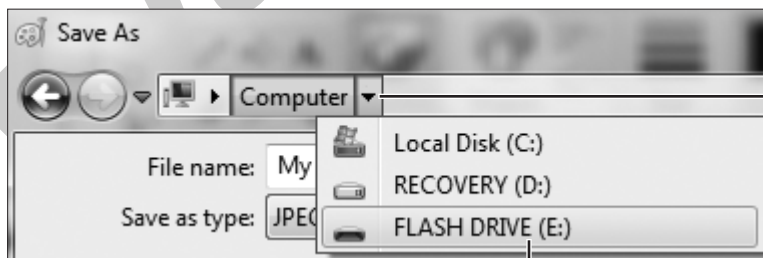
B If the temporary filename is not already selected, double-click on the name to select it and then type **My Signature**.



C Click the first drop-down list ► button on the Address bar. A list of storage locations drops down. Drop-down list buttons are often identified with a right-pointing arrow ► that, when clicked, becomes a down-pointing arrow ▼.



D Choose Computer from the list.

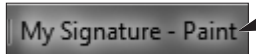


E Click the second drop-down list ► button.

F Choose your USB flash drive (the drive name and drive letter probably will be different from what you see here).

G Click the Save button or tap **Enter** on the keyboard.

A copy of My Signature is saved on your flash drive. The new filename, My Signature, is displayed on the title bar.



Save Versus Save As

The first time you save a document with the Save command, Win 7 opens a Save As dialog box to gather a filename and a storage location. After a file has been saved, choosing the Save command will save the changes without opening a dialog box because Win 7 already knows the filename and location.

The Save As command also is used to make a copy of a file in two ways:

- It lets you save an existing file with a different name (leaving the original file intact).
- It lets you save an existing file to another location (the filename can be the same or different).



HANDS-ON 2.12 Use Save As to Create a Copy

In this exercise, you will create a copy of a file with a new filename using the Save As command.

Before You Begin: My Signature should be open in Paint from Hands-On 2.11.

1. Click the Paint menu  button and choose Save As.

TIP! In the rest of this book, program menu commands will be written like this:


Choose Paint menu  → Save As.

A Save As dialog box appears. The folder location shows where My Signature is saved, and the filename is selected and ready to be replaced.

2. Type the new filename **My Signature Copy**.
3. Click the Save button or tap Enter on the keyboard.

A copy of My Signature is saved on the drive, and the new version is now displayed in the Paint window. The new filename, My Signature Copy, is displayed on the title bar.



4. Close  the Paint window. Choose Yes or Save if you are prompted to save any changes.







Using the Work Area

Up to this point, you have concentrated on features on the perimeter of program windows, such as borders, menus, and control buttons. These are the tools that help when you are working in a program. Now you will look more closely at the work area, the place where you use the tools and do the work.

Mouse Pointers

In the previous exercise, you saw that the mouse pointer looked like a pencil when the Pencil tool was active. This Win 7 feature changes the appearance of the mouse pointer when the function of the mouse pointer has changed.

QUICK REFERENCE: Using Win 7 Mouse Pointers

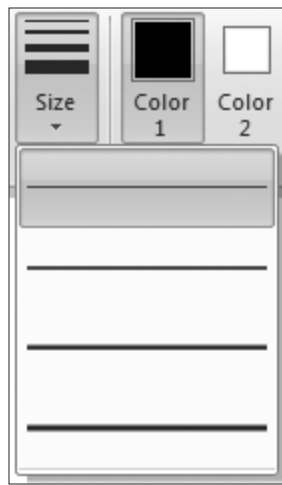
Mouse Pointer	Function
	Normal selection pointer
	Text selection pointer
	Precision selection pointer
	System busy pointer
	Move pointer
	Vertical resize pointer

Tool Galleries

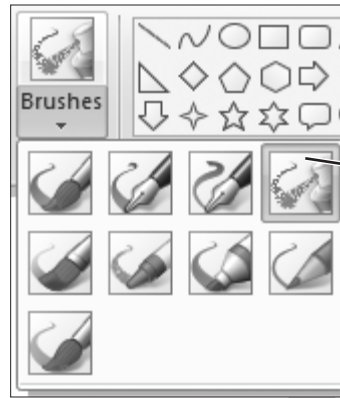
Many tool groups in Paint include galleries. A gallery is a collection of tools or options. Tools in a gallery may be shown in full view or partial view or may be hidden from view as a button on the ribbon. If part of the gallery is in view, a scroll bar is provided to view other tools. If a gallery has been hidden, its gallery button will display a downward-pointing arrow. The button must be selected for its drop-down gallery to be displayed.

! TIP! Users new to a program with a ribbon will find it easier to use the ribbon if the window is maximized. Some tool groups and galleries compress to become only buttons as a window is made smaller.

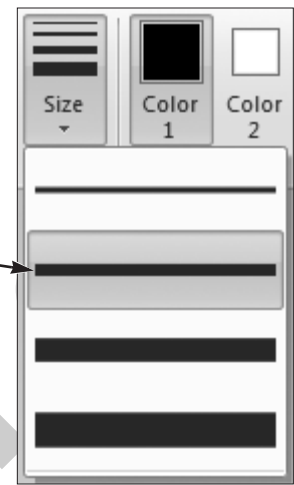
Paint will remember the most recently selected choice the next time you use that tool. Also, be aware that options such as line thickness in the Size gallery can change when different tools are selected.



The line thickness options in the Size gallery available when Pencil is the active tool.



Airbrush is the selected tool in this drop-down Brushes gallery.



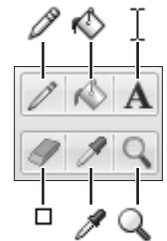
Size options are different when Airbrush has been made the active tool.



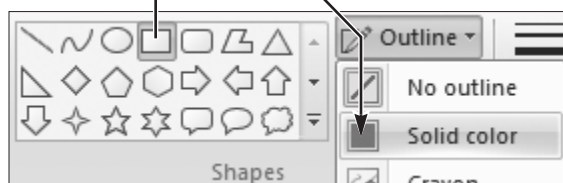
HANDS-ON 2.13 Change Mouse Pointers in Paint

In this exercise, you will select different tools from the Paint program ribbon and observe appearance changes to the mouse pointer as you create a drawing.

1. Open Paint again with Start → All Programs → Accessories → Paint.
2. Maximize the window and then click the Home tab.
3. Click the buttons in the Tools group one at a time and move your mouse over the white canvas to see the mouse pointer. Notice the changing appearance of the mouse pointer.
4. Follow these steps to step up options for the Rectangle tool:

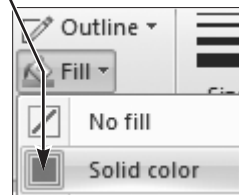


A Choose the Rectangle tool from the Shapes gallery.



B Click the Outline tool and choose the Solid Color option.

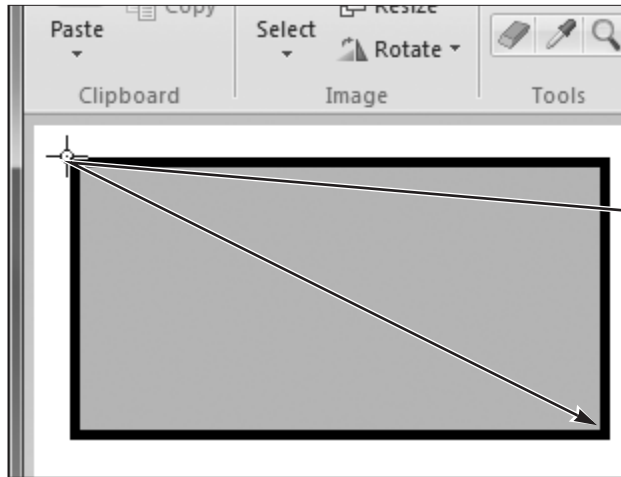
C Click the Fill tool and choose Solid Color.



D Click the Color 2 tool and choose Gray-25% from the color palette.



5. Point near the top of the drawing area and then drag down and to the right to make a box, as shown below.



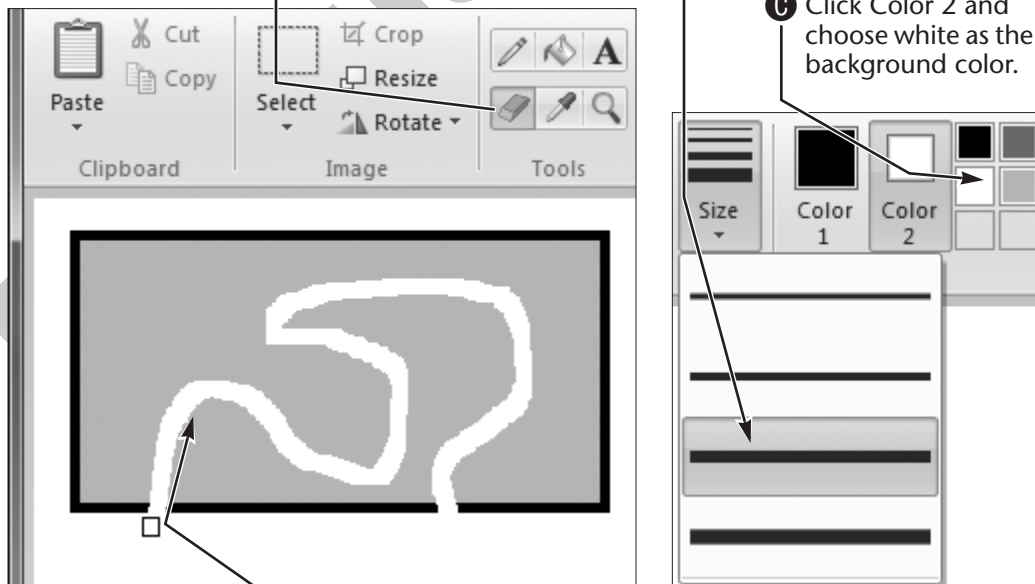
The line color is determined by the Color 1 choice; the fill color is determined by the Color 2 choice.

6. Follow these steps to set up and use the Eraser tool:

A Choose the Eraser tool.

B Pick any size for the eraser from Size gallery.

C Click Color 2 and choose white as the background color.



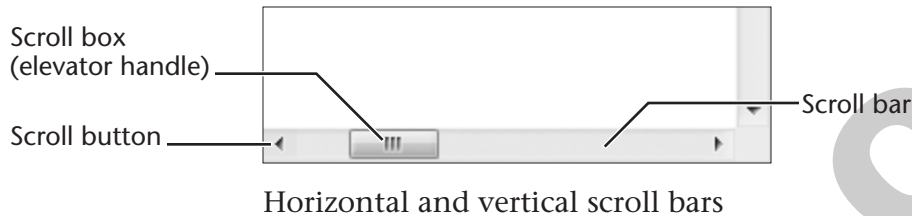
D Drag with the Eraser tool to erase part of the box.

Notice that the mouse pointer changes to reflect the size and color of the Eraser. The Eraser tool does not actually erase; rather, it paints the Color 2 choice.

Scroll Bars



When part of your picture or content is too large to be seen in the program window, Win 7 will display scroll bars. A vertical scroll bar will let you move up or down, and a horizontal scroll bar will let you move side to side.

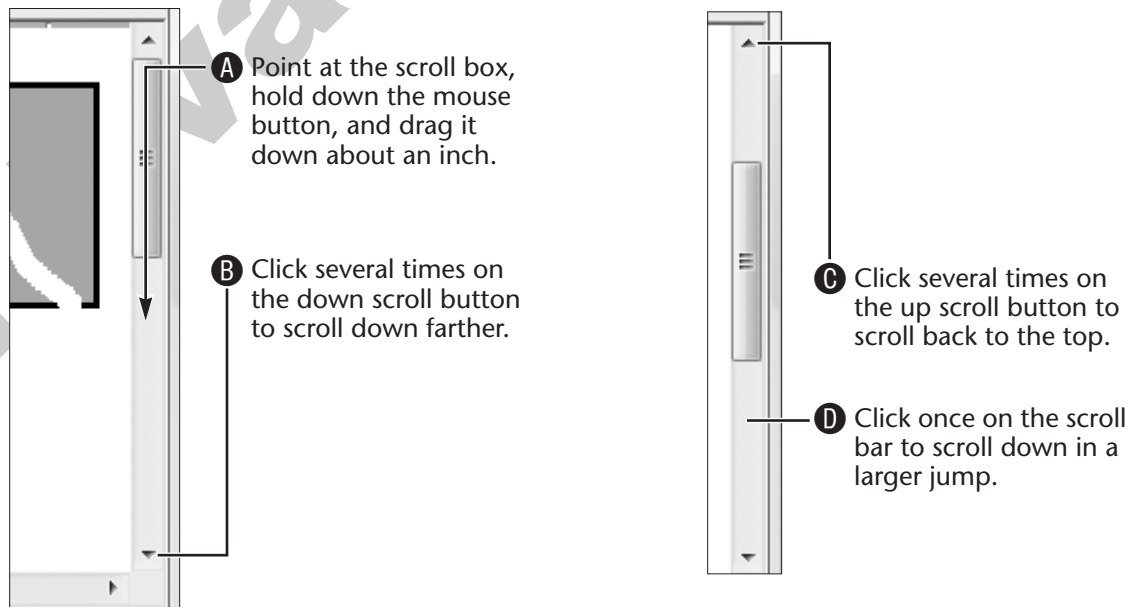
Each scroll bar has three parts:




HANDS-ON 2.14 Use Scroll Bars

In this exercise, you will resize the Paint window and use the vertical and horizontal scroll bars.

1. If necessary, maximize  the Paint window.
Are scroll bars displayed? Probably not, unless you have a very small computer screen (which isn't likely on a new Win 7 computer).
2. Restore down  the Paint window and then drag the bottom-right corner sizing handle to make the window small enough to see both scroll bars.
3. Follow these steps to practice scrolling up and down:



4. Try using parts of the horizontal scroll bar to scroll from side to side.
5. Close  the Paint program. Choose Don't Save if you are prompted to save any changes.

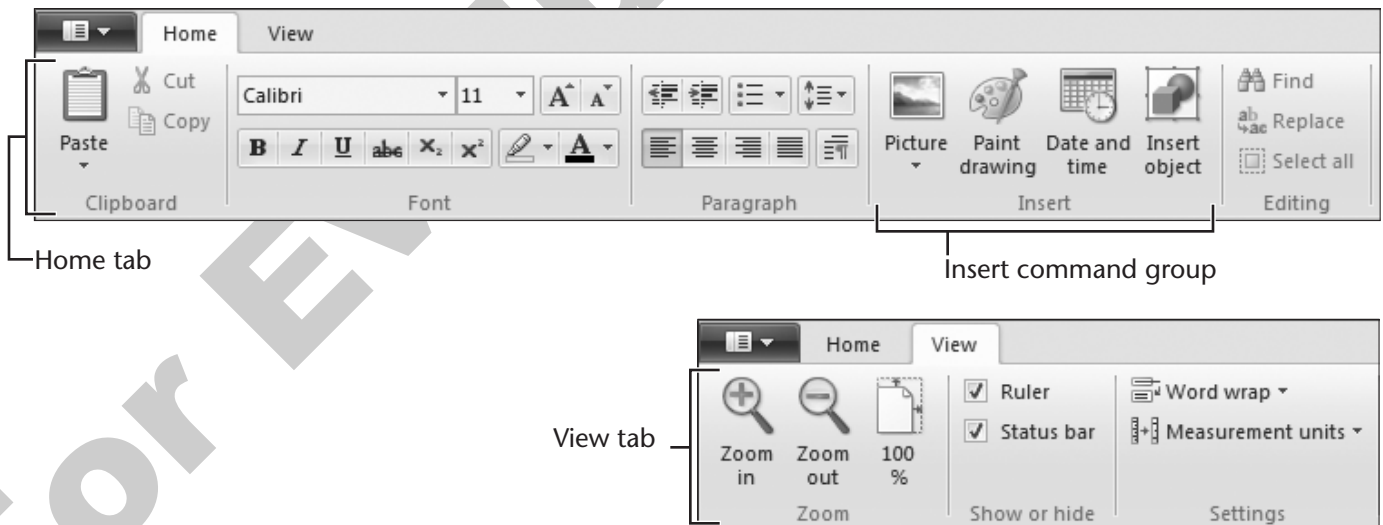
Typing with WordPad

WordPad is a basic word processing program included with Win 7 that is used to type letters and other simple documents. Although it is a basic program, it makes an excellent learning program because it has many features common to other applications.

WordPad Ribbon

Like the Paint program, the Win 7 version of WordPad now uses a ribbon instead of the traditional system of a menu bar and toolbars. Many of the features used in WordPad ribbon are like those found in Microsoft Word 2007 and 2010.

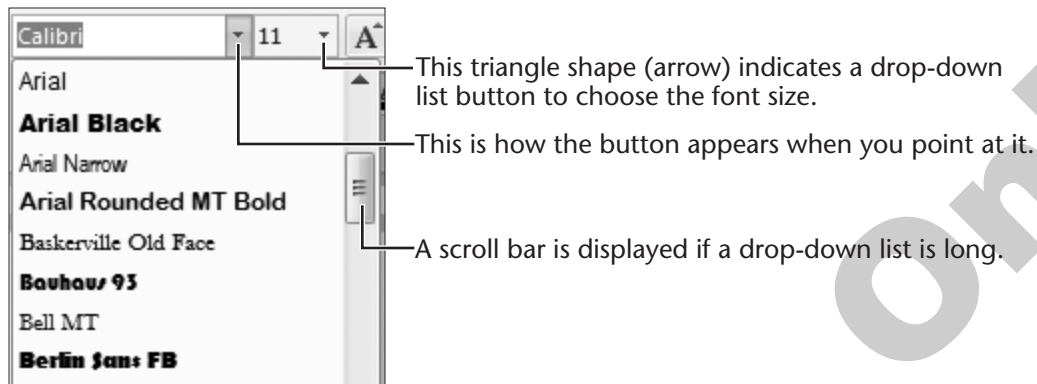
Tabs The WordPad ribbon has two tabs: Home and View. On each tab, tools with a related function are assembled into command groups, which are further divided with vertical separators and labeled.



Related tools on each tab are assembled into command groups, divided with separators, and labeled.

Drop-Down Lists WordPad has several drop-down lists on the Home tab. Three frequently used drop-down lists are located in the Font group: Font family, Font size, and Font color. The purpose of a drop-down list is to offer

other choices. A button with a down-pointing arrow is provided to view the choices. Some drop-down lists (such as Font family) are quite long and include a scroll bar.



ScreenTips Just as you saw with Paint, WordPad’s ScreenTips help you determine the function of tools or drop-down lists on the ribbon. When you rest your mouse pointer over a tool or drop-down list, a ScreenTip will appear with its name and a brief description.

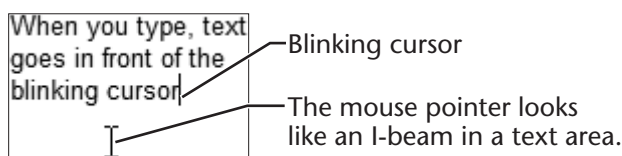


A ScreenTip with a name and brief description appears when the mouse pointer rests over a button.

TIP! When you discover a useful feature such as ScreenTips in one program, check to see if the same feature is used in other programs.

The Cursor and the Mouse Pointer

New users can be confused in word-processing programs such as WordPad by what appear to be two cursors: One is the blinking *cursor* in the text and the other is the *mouse pointer* (which can be most anywhere you point). The blinking cursor is often also called the *insertion point*. When you type, the text goes in front of the blinking cursor.



The blinking cursor is located at the top of the white writing area when WordPad is first opened. This white writing area is equivalent to a sheet of paper.

TIP! Most of the word-processing skills learned in this lesson can be used to type email and in most other word-processing programs.

Special Keys on the Keyboard

Computer keyboards are more complex than those of typewriters. Some keys on the keyboard of a computer have special functions and are not found on any typewriter.

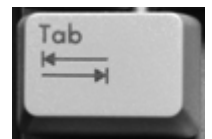
Backspace and Delete Keys On a typewriter, backspace is used to move backward through the text. The **Backspace** key on a computer keyboard erases text to the left of the cursor. The **Delete** key erases text to the right of the cursor.



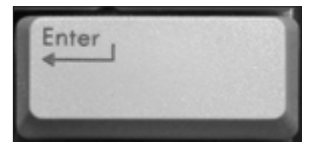
The **Backspace** key erases text to the left of the cursor.

The **Delete** key erases text to the right of the cursor.

Tab Key The **Tab** key is similar to the tab key on a typewriter. It moves the cursor right to the next half-inch mark on the ruler. This is a useful key for creating accurately aligned columns.



Enter Key The **Enter** key has two functions: It ends a paragraph and moves any text below or to the right of the cursor down one line.





HANDS-ON 2.15 Practice Basic Typing in WordPad

In this exercise, you will do basic typing using the **Tab**, **Spacebar**, and **Enter** keys; correct mistakes using the **Backspace** and **Delete** keys; and move around using the **Home**, **End**, and arrow keys.

1. Open WordPad with Start  → All Programs → Accessories → WordPad.
2. Type the following:

To: **Tab** **Ted** **Spacebar** **Edwards** **Enter**
From: **Tab** **Margo** **Spacebar** **Collie** **Enter**
Enter
Dear **Spacebar** **Ted,**

Notice that using the **Tab** key aligns the both first names to the half-inch mark on the ruler. The **Spacebar** puts a space between words. When **Enter** is typed once, it ends a paragraph and moves the cursor down to a new line. When the **Enter** key is typed twice in succession, the second **Enter** creates a blank line and moves the cursor down to a second new line.

3. Tap **Enter** twice.
This creates two new lines.
4. Type the following:

If I type a sentence that is too long to fit on one line, I do not have to tap the Enter key when I get near the margin because the words will automatically wrap to a new line. **Enter**

Enter
Typing is fun.

Most email and word-processing programs will automatically wrap text. It is necessary to tap **Enter** only when you want to end a paragraph and force text to start on a new line.

Save Your Work

When you finish a significant piece of work on a document, it's always a good idea to save it.

5. Choose WordPad menu→Save to save the document.

WordPad displays the Save As dialog box. The temporary name, *Document*, is selected and ready to be replaced.

6. Type a new filename: **Memo to Ted Edwards**

7. Follow the appropriate steps to store the file on the USB flash drive:

- A Click the drop-down list button and choose Computer.

- B Click the second drop-down list button and choose your USB flash drive.



- C Click the Save button or tap **Enter** on the keyboard.

WordPad saves your letter to the USB flash drive. You may see a small light flash on the drive, indicating that Win 7 is working on a file there. Notice that the name of the file now appears in the top-left corner of the title bar.



8. Close  WordPad.







Concepts Review

True/False Questions

- | | | Page
number |
|---|--------------------------|----------------|
| 1. Program commands are automatically added to the Start menu when programs are installed on the computer. | true false | _____ |
| 2. Program commands in the Start menu are like light switches to launch programs. | true false | _____ |
| 3. A Jump List can provide quick access to recently used files. | true false | _____ |
| 4. If you open three programs, you will have three active program windows. | true false | _____ |
| 5. The Backspace key moves the cursor to the left without erasing text. | true false | _____ |
| 6. When typing text, new text goes in front of the I-beam mouse pointer and not in front of the blinking cursor. | true false | _____ |

Multiple Choice Questions

- | | |
|--|---|
| <p>1. Which is not a quick sizing button?
Page number: _____</p> <p>a. </p> <p>b. </p> <p>c. </p> <p>d. </p> | <p>3. How can you tell if a program is active?
Page number: _____</p> <p>a. The window will be the biggest.</p> <p>b. Its name is grayed out in the title bar.</p> <p>c. Its program button will look brighter on the Win 7 taskbar.</p> <p>d. All of the above</p> |
| <p>2. The feature on the side and bottom of a program window that lets you navigate through the document is called a(n) _____.
Page number: _____</p> <p>a. elevator bar</p> <p>b. scroll bar</p> <p>c. zoom bar</p> <p>d. view bar</p> | <p>4. What happens if a program command is in the pinned program area of the Start menu?
Page number: _____</p> <p>a. It stays until the computer is shut down.</p> <p>b. The program command is locked until it is unpinned.</p> <p>c. The program launches when the computer is started.</p> <p>d. It stays there until it is unpinned.</p> |




Skill Builders

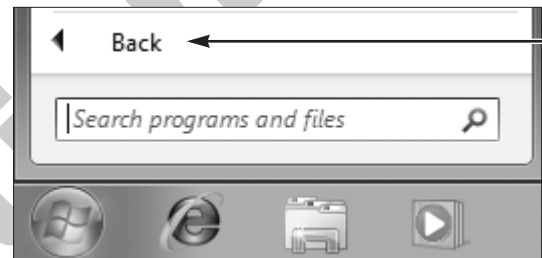
SKILL BUILDER 2.1 Pin and Unpin Programs

In this exercise, you will pin two commands to the Start menu and use the commands to launch both programs. Finally, you will unpin the commands from the Start menu.


Add Two Programs to the Pinned List

1. Choose Start  → All Programs → Accessories.
2. Right-click the WordPad and Paint items to pin these commands to the pinned programs area of the Start menu.
3. Click the Back command to close All Programs as shown at right.



The Back command closes the All Programs folder, so you can view the recently used and pinned programs lists. Notice that the newly pinned programs are on the pinned list.



Launch Pinned Programs

4. Click WordPad to launch the program.
5. Launch Paint using Start  → Paint.
Leave the programs open on the Desktop for the next exercise.

Remove the New Commands


6. Open the Start  menu.
7. Right-click WordPad and Paint and unpin them from the pinned list.
8. Close  the Paint and WordPad programs.



Try This At Home


TRY THIS AT HOME 2.1 Create a Map






In this exercise, you will create a map in Paint and save it to your hard drive.

1. Open Paint (Start→All Programs→Accessories→Paint).
2. Maximize  the Paint window.
3. Choose View tab→Rulers if rulers are not displayed.
Rulers in Paint are marked in pixels (px) because digital pictures are made up of pixels.

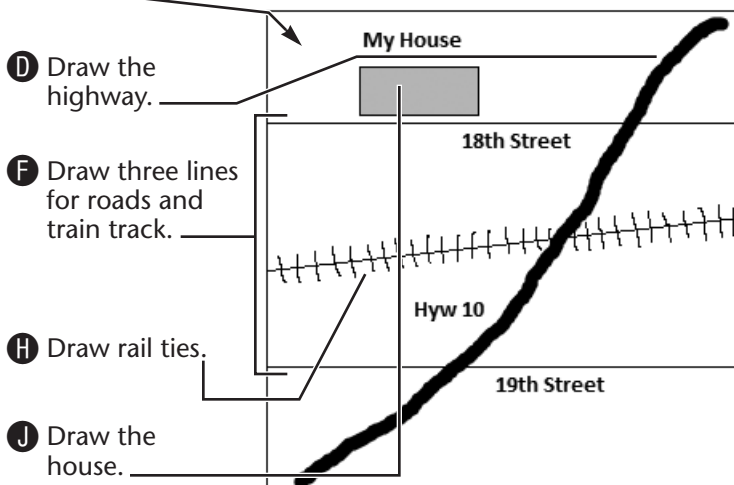
Make a Map

4. Choose Home tab and use the following steps to create a small map (you can be creative):

TIP! As you try these tools, you will make mistakes. Remember to immediately use Undo on the Quick Access toolbar to  Undo undo the mistake. You may want to use **Ctrl** + **Z** from the keyboard to undo (hold down **Ctrl** and tap **Z**).

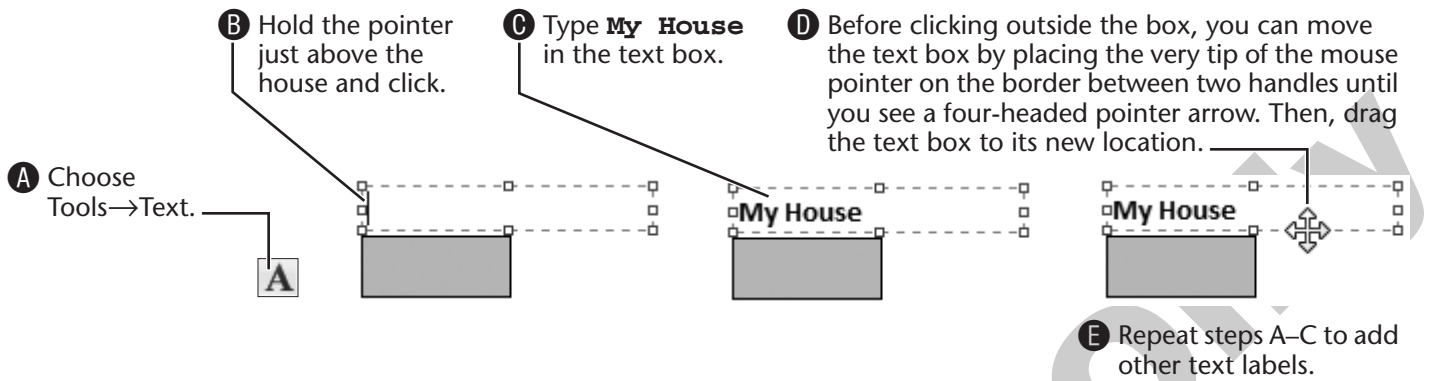
-  **A** Choose Shapes→Rectangle. Set options: Outline→Solid, Fill→No Fill, Size→Thinnest.
-  **C** Choose Brushes→Brush. Set option: Size→Thickest.
-  **E** Choose Shapes→Line. Set option: Size→Thinnest.
-  **G** Choose Tools→Pencil. Set option: Size→Thinnest.
-  **I** Choose Shapes→Rectangle. Set options: Outline→Solid, Fill→Solid, Color 2→Gray 25%.


- B** Drag a small map area about 300px by 300px from the upper-left corner of the canvas.



- D** Draw the highway.
- F** Draw three lines for roads and train track.
- H** Draw rail ties.
- J** Draw the house.

5. Follow these steps to add text to the map:



6. Choose Paint menu  →Save, name the file **My Map**, and save to the hard drive.

7. Close  the Paint window.

For Evaluation

For Evaluation Only