Welcome to The World of Computers, 3rd Edition

Lesson 1: Getting Your First Look

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Getting Your First Look

■ In this lesson, you will:

▲ Log on to the computer with a username 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

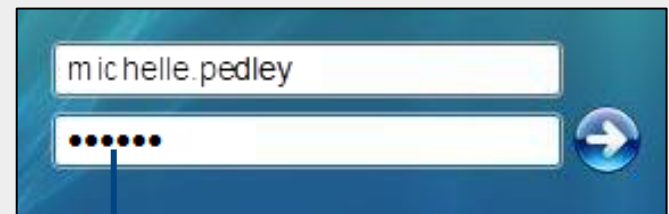▲ Add, move, and remove Gadgets

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Logging on to Windows 7

- Turn on the computer and monitor first

- When the login screen appears, enter your username and password

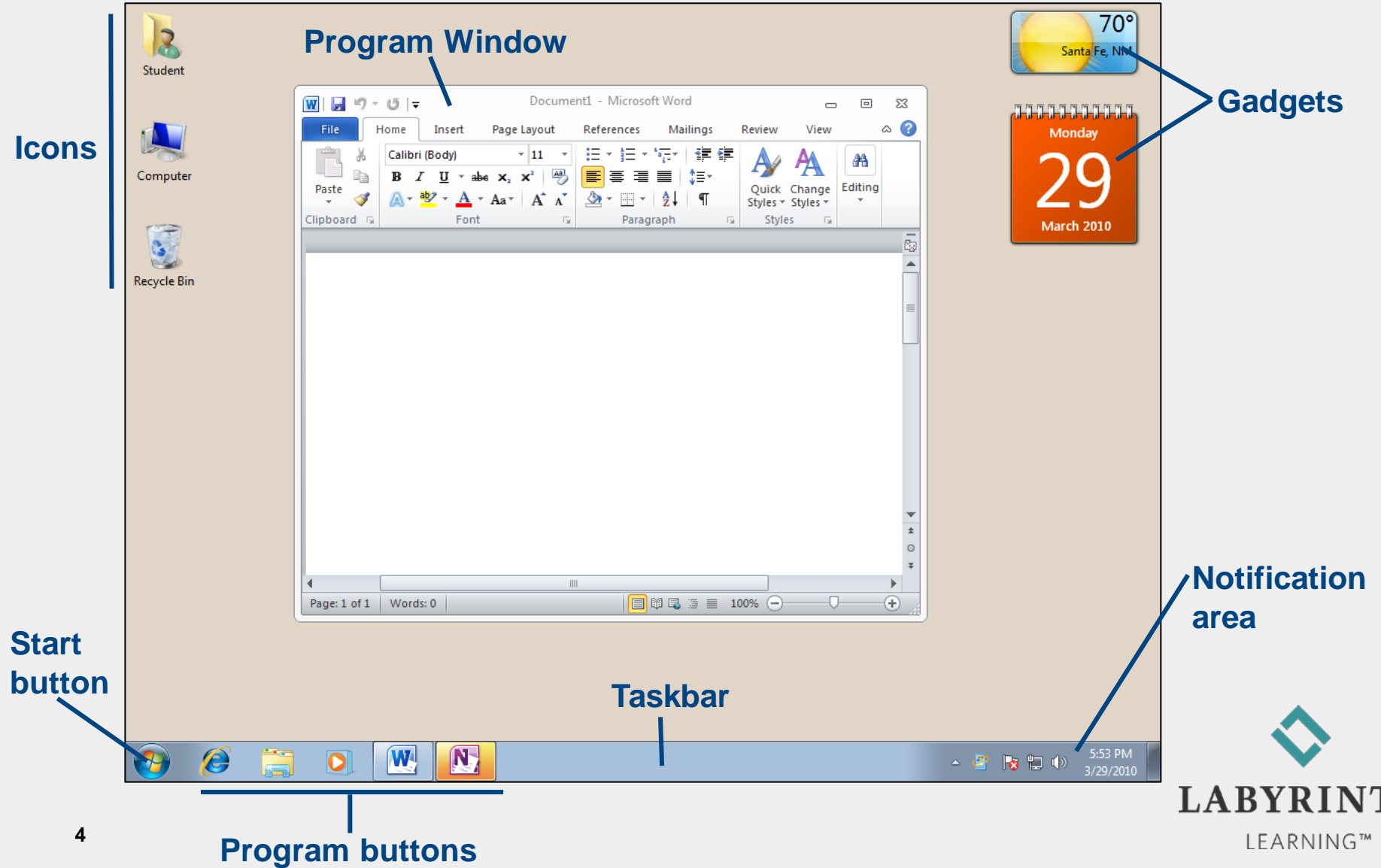Press CTRL + ALT + DELETE to log on

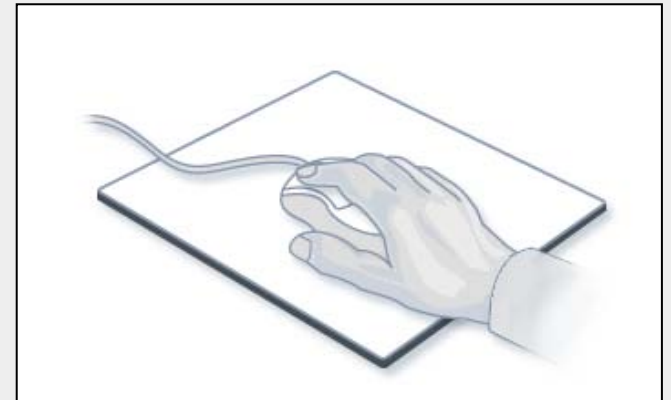**Many computer labs require you to hold down [Ctrl]+[Alt]+[Delete] to log on**

michelle.pedley

For security, your password will appear as black dots

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The Windows 7 Desktop

Program Window

Icons

Gadgets

Notification area

Start button

Taskbar

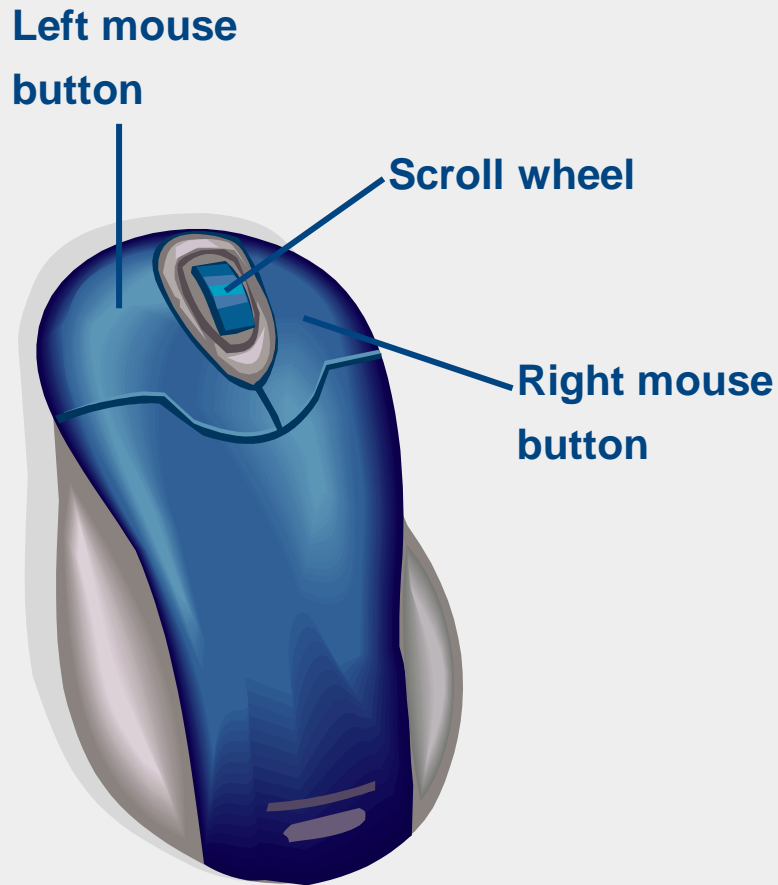Program buttons

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Using a Mouse

- Main tool for controlling programs on the Desktop

  - ▲ Controls the movements of the mouse pointer on the screen

  - ▲ Hold the mouse with your index finger resting lightly on or above the left mouse button

TIP! *You may find that dragging your thumb on the mouse pad as you move and click can help control the movement of the mouse.*

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Using a Mouse

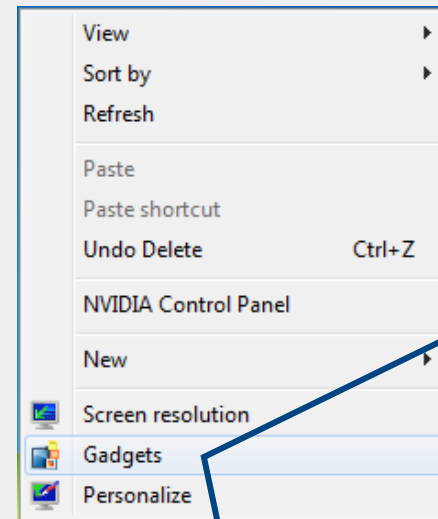Left mouse
button

Scroll wheel

Right mouse
button

- Left mouse button
  - ▲ Primary button
  - ▲ Click and double-click
- Right mouse button
  - ▲ Right-click
- Scroll wheel
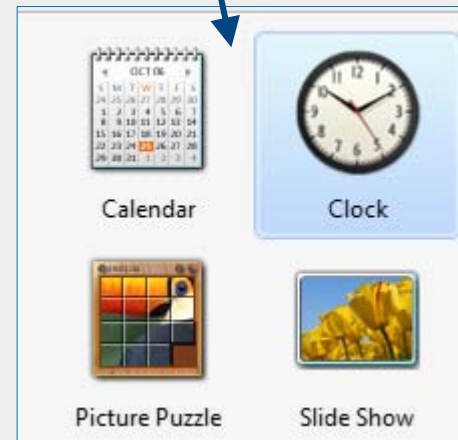 - ▲ Quickly scroll up and down in web pages and long documents

Clicking with the Right Mouse Button

■ Right-clicking on the Desktop brings up a menu of commands related specifically to the Desktop

    ◆ The right mouse button is used frequently to display helpful pop-up menus

    ◆ Menus are *context sensitive,* depending on where you right-click

View ▶
Sort by ▶
Refresh

Paste
Paste shortcut
Undo Delete   Ctrl+Z

NVIDIA Control Panel

New ▶

Screen resolution
Gadgets
Personalize

The Gadgets command on this menu will bring up a selection of Gadgets

Calendar   Clock

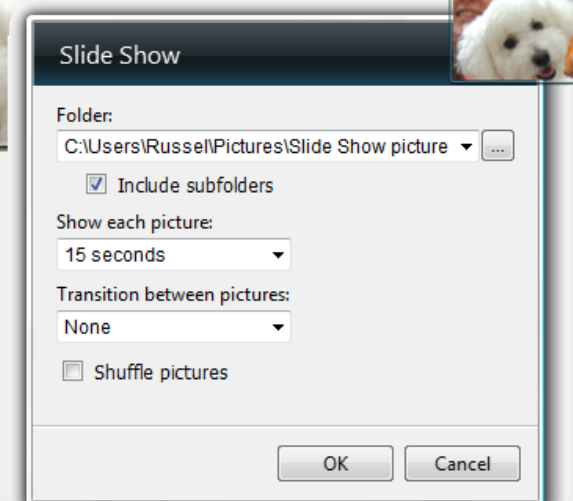Picture Puzzle   Slide Show

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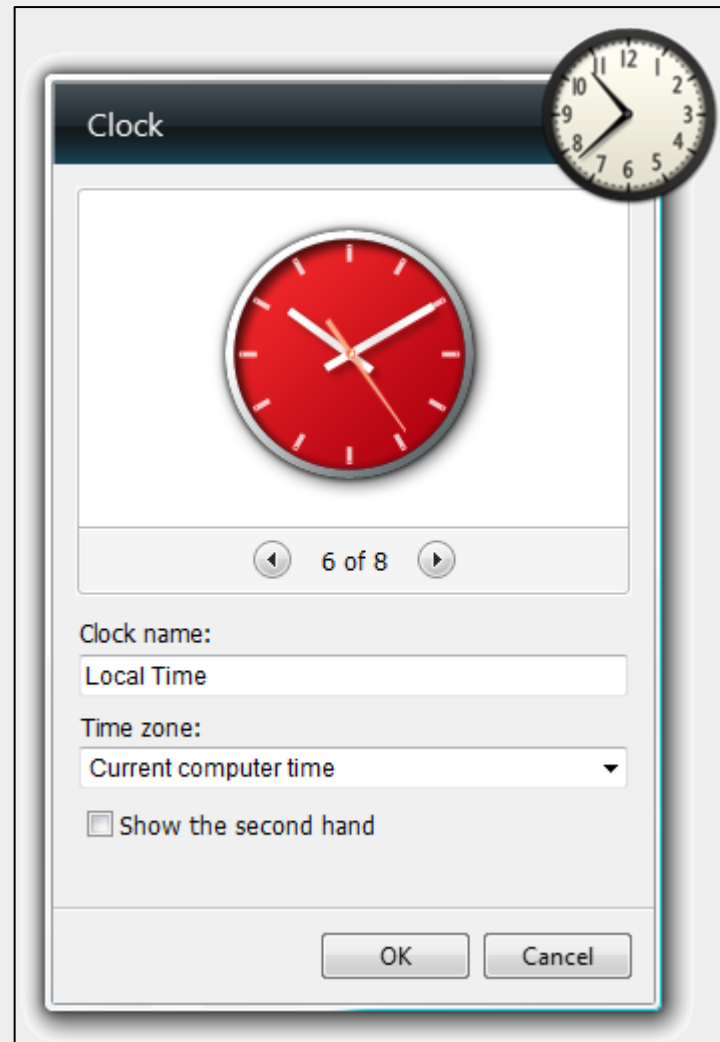LEARNING™

Using Gadgets
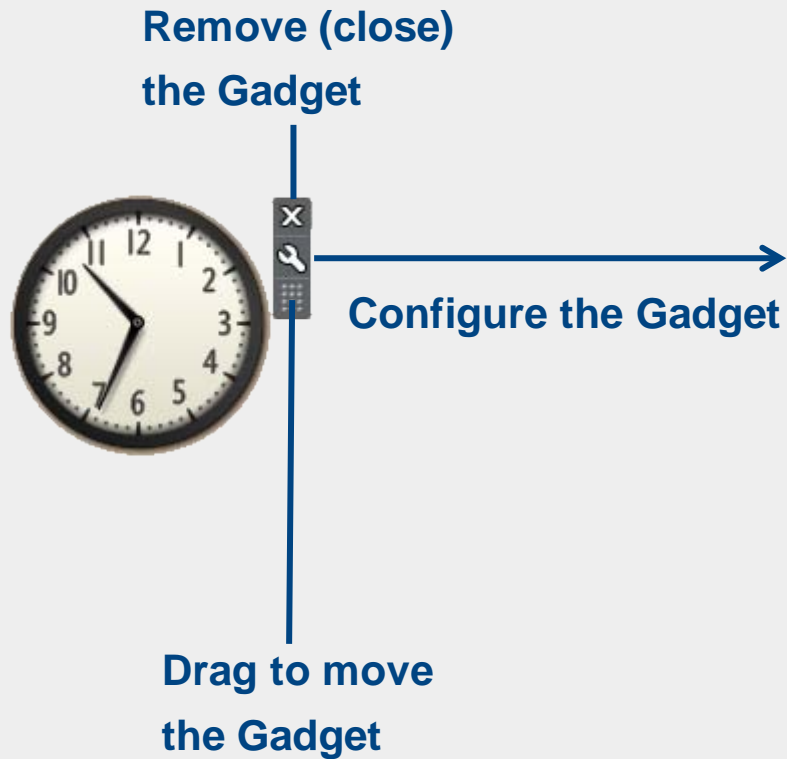
■ Examples of Gadgets

▲ Clock: This Gadget is clock with a face you can customize

■ Slide Show (a picture viewer): Randomly scrolls through pictures from any folder you choose
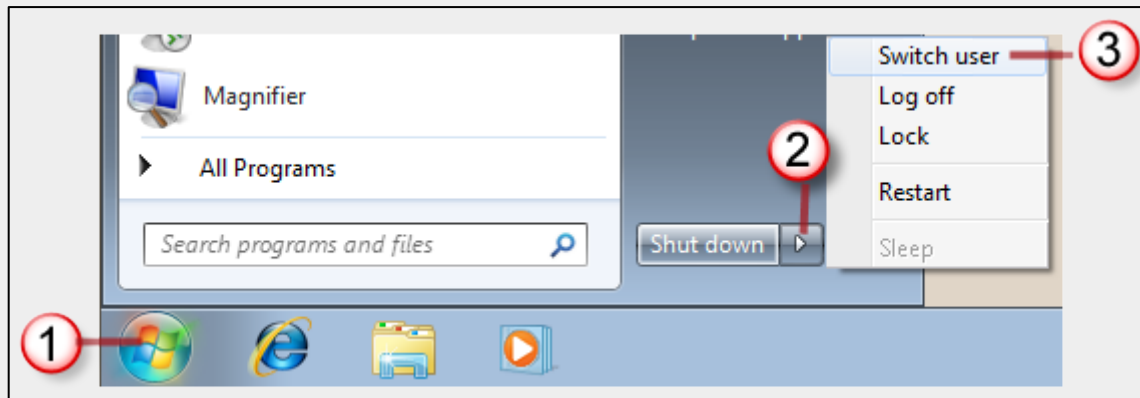
Controlling Gadgets

Remove (close)
the Gadget

Configure the Gadget

Drag to move
the Gadget

Clock

6 of 8

Clock name:

Local Time

Time zone:

Current computer time

Show the second hand

OK   Cancel

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Switching Users

- Multiple users can be logged on at the same time

  - ▲ Each user has a custom Desktop and Start menu

  - ▲ Switching users makes the new user's Desktop and programs active

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Shutting Down Windows

- Windows needs time to properly shut down all of its software parts and pieces correctly

- Two best ways to shut down Windows:

  ▲ Shut Down: Completely powers off the computer

  ▲ Sleep: Temporarily puts the computer in suspended animation until you move the mouse or tap a key

TIP! *Just turning off the power doesn't allow Windows to shut down properly*

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