



Getting started with Windows 7

An introduction to the new features on
staff and student computers

US

University of Sussex

IT Services

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Introduction

Windows 7 is the latest version of Microsoft's operating system. It includes a number of improvements over earlier versions of Windows, with better security and performance. It's also easier to customise your computer to suit your way of working.

This booklet introduces the most significant changes but please see our website for more details, including links to useful videos and online help.

sussex.ac.uk/its/windows7



Logging on

Hold down the Control, Alt and Delete keys, enter your username and password and then press Enter, or click on the blue arrow icon next to the password field to log on.

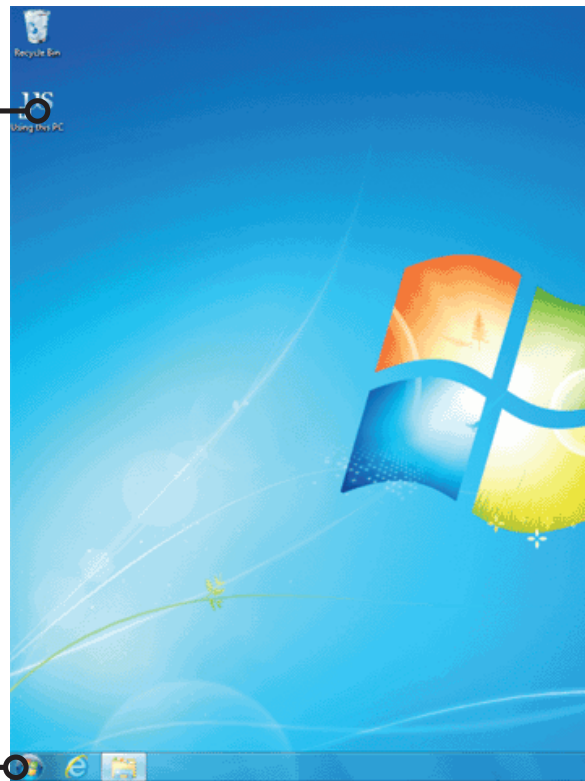
Using Windows

First glance

In the latest version of Windows, you have much more control over the programs and files that appear on the Desktop and Start menu. Initially you have a virtually blank desktop which you can organize and customize to suit your preferences.



Click the **Using this PC** icon for more information and help.



The Start button

The Start button now has the Windows icon instead of the word **Start**, but it still works in the same way - click on it to open the Start menu.

Using the Start menu

Initially, no programs are shown in the Start menu. To find a program for the first time, you can browse for it by clicking on **All Programs**.

Example: open Word by browsing

- 1 click on the **Start** button and then **All Programs**
- 2 find the **Microsoft Office** folder and click to expand it
- 3 click on **Microsoft Word 2010**

After you open it, the program will stay in the start menu, with the programs you use most often shown at the top of the list.

If you want to make sure a particular program is always shown in the list, you can 'pin' it.

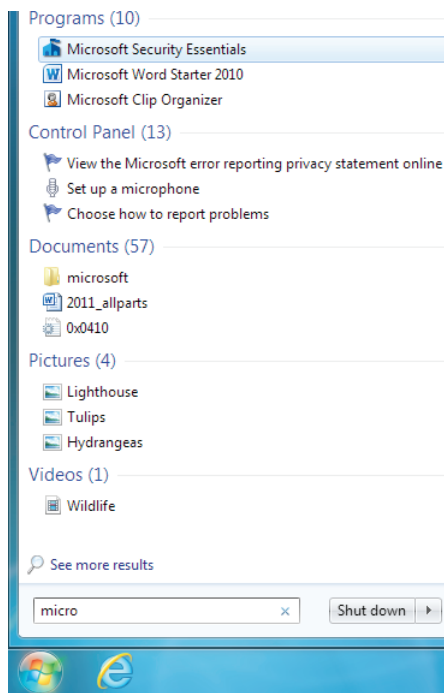
Pin a program to the Start menu

- right-click on the program name in the Start menu and choose **Pin to Start Menu**.

Pinned programs are shown in a separate section at the top of the Start menu with frequently used programs underneath.

Searching for files and programs

You can use the search box in the Start menu to find files, folders and programs stored on your computer. When you start typing a word or phrase in the search box, the search begins automatically, and the search results will appear.



The search results are organized into groups, depending on the kind of item and where it's located on your computer. You can click an individual result to open that program or file, or you can click a group heading to see the complete list of search results for that group.

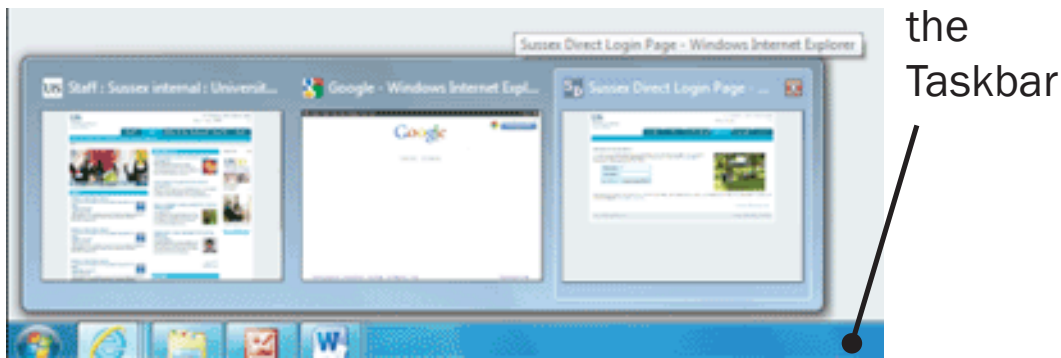
This can be quicker than browsing when you want to open a program that's not already on the Start menu.

Example: use the search bar to open Excel

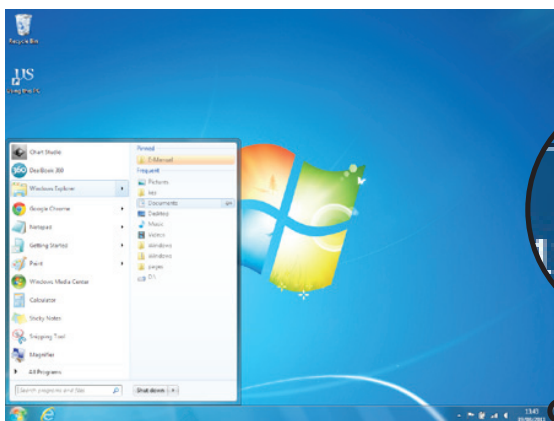
- 1 click on the **Start** button
- 2 in the search bar, type **Excel** and if the program is installed on your computer, it will be shown in the results
- 3 press enter to automatically open the first entry in the search results - you can also click on any item in the list to open it

Managing windows

If you are working on several documents, files or web pages, you can now use the Taskbar and mouse rollover to switch quickly between them.



- 1 hover over the program icon in the Taskbar to see a window with your open files
- 2 move the cursor over the thumbnails of the files for a preview or click to go straight to that file



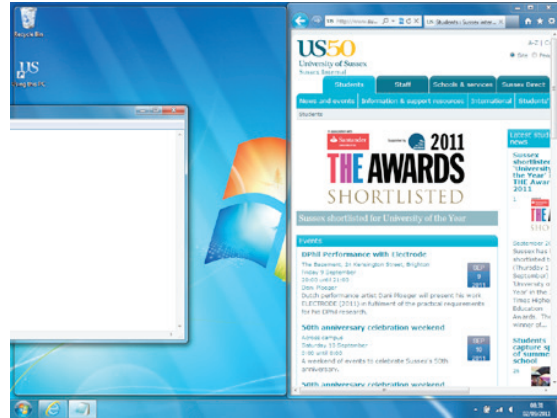
Show the desktop

To see or get back to the desktop quickly, move your mouse cursor to the unlabelled button in the corner of the screen:

- hover to make all current windows transparent
- click on it to automatically minimise all open windows and show the desktop

Snap windows to the top or sides

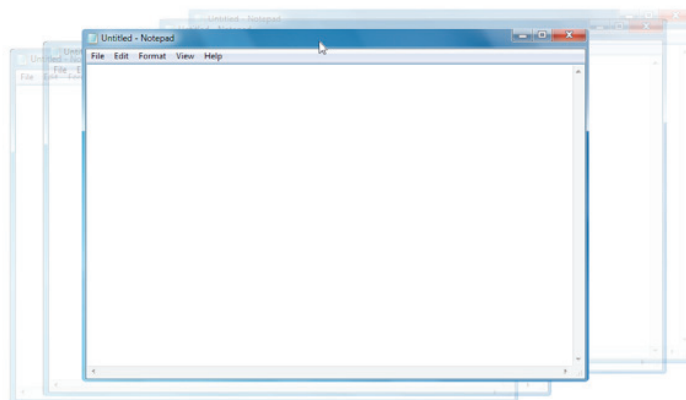
- click on the top section of the window and drag it right to the top of the screen and then release to fill the whole screen
- drag to one side to fill just half a screen - to compare windows side by side, drag one to the left and the other to the right



Minimise all other windows

For most programs, if you want to concentrate on one window and minimise all the others quickly:

- 1 click and hold the title bar at the top of the window you want to use
- 2 shake it from side to side a few times and the others will be minimised
- 3 click, hold and shake again to restore the other windows

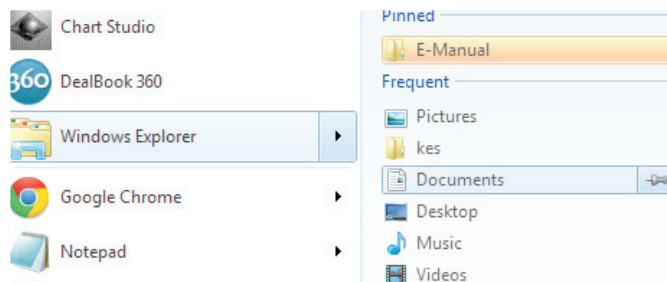


Quick access to files

Windows 7 introduces **Jump Lists** for both the Start menu and the Taskbar. Jump Lists are like bookmarks for files, folders or web pages you have used recently. You can also pin favourite items to a list, so that you can easily get back to them.

Pin a file or folder to the Start menu

- 1 click the **Start** button, and then hover the cursor over the the program's name in the start menu
- 2 the right-hand panel will now change to show the Jump List for that program
- 3 move the cursor over the item you want to pin and you will notice a small grey pushpin icon next to it
- 4 click the pushpin icon to pin it to the list and the item will be placed in the **Pinned** section at the top of the list
- 5 to unpin the item, move the cursor over the pinned file or folder and you will see a blue pushpin icon - click it to unpin



Pin a program to the Taskbar

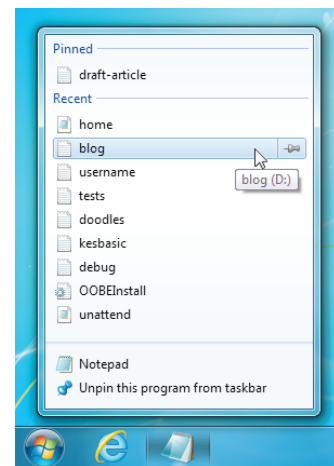
- 1 in the start menu, search or browse to a program
- 2 right-click on the program name in the start menu and choose **Pin to Taskbar**

Use Jump Lists from the Taskbar

- 1 hover over the icon for the program and right-click
- 2 you will see the Jump List for the program and can move the cursor over the items to get the pushpin icon

You can also:

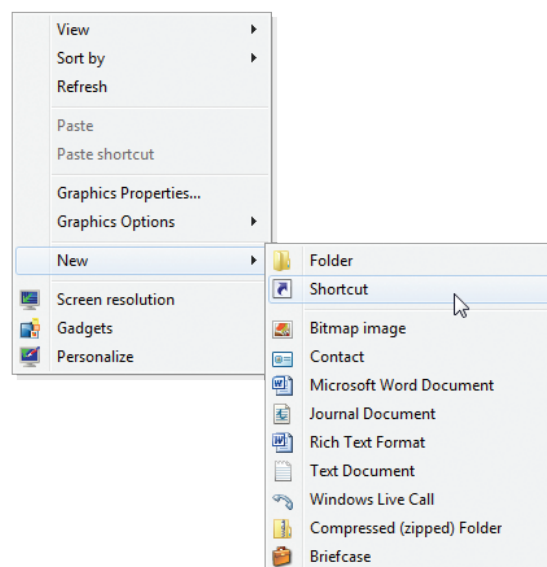
- drag a file to the Taskbar to add it to the Jump List of the appropriate program (and pin the program if it isn't already)



Add a shortcut to the desktop

If you prefer, you can also add a desktop shortcut to a program, file or website:

- right-click on an empty part of the desktop
- choose **New** and then **Shortcut**
- browse to the location of the program or enter the web address
- click **Next**, enter a name and then **Finish**

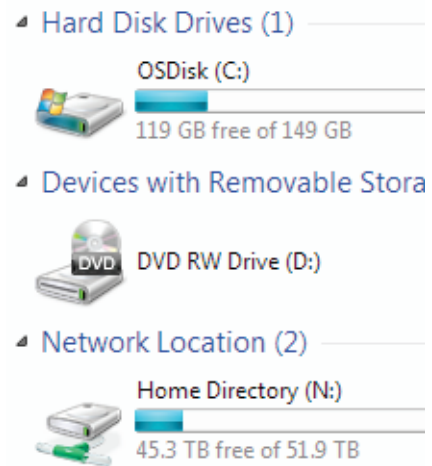


Saving files

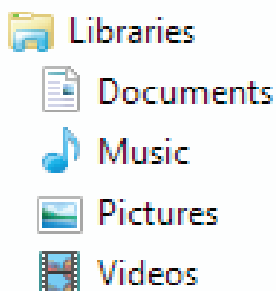
If you click on the **Start** button and then **Computer**, you will see the locations you can use to store files.

For most purposes, it's best to use your **N: drive** because:

- files on your N: drive are backed-up daily
- if you need to, you can get access to them from other computers on or off campus



If you are a member of staff, you may also have access to shared drives, for example, a G: drive for your department.



On the left-hand side of the window, you will also see your standard Libraries: **Documents**, **Music**, **Pictures** and **Videos**. These point to folders with the same name on your N: drive so if you save a file in Documents, it will be stored in N:/Documents.

If you accidentally delete one of the four standard libraries, you can easily restore it: right-click **Libraries** in Windows Explorer and then **Restore default libraries**.

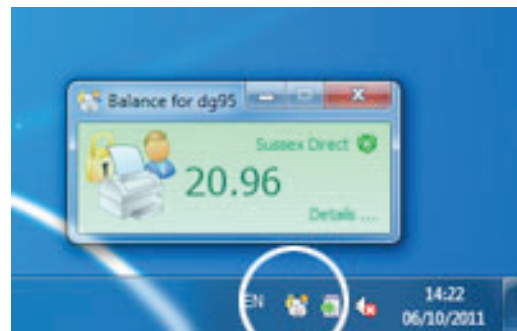
Printing

When you come to use the printing service, you should be able to choose an appropriate printer from those nearby.

Printing from Microsoft Word 2010

- 1 find the printer name from the label on the printer you want to use (for example, **library_g70_bw** for the black and white printers in the Library ground floor cluster room)
- 2 choose **File** and then **Print**
- 3 select your printer from the drop-down list

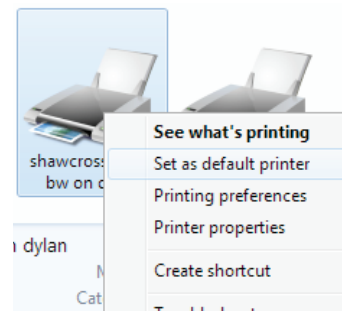
Click on the icon in the Taskbar at the bottom right of the screen to check you have enough credit to print.



If you're a member of staff, you will also want to set up your default printer after your computer has been upgraded to Windows 7.

Set your default printer (staff)

- 1 from the **Start** button, choose **Devices and Printers**
- 2 right-click on the printer you use most often
- 3 choose **Set as default printer**



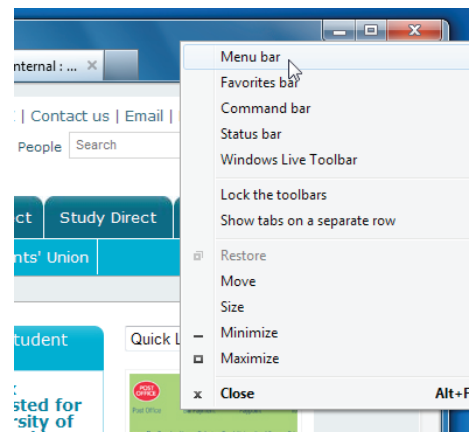
Browsing the web

Using Internet Explorer

The latest version of Internet Explorer (IE9) is quite different from previous versions. When you first open it, many of the controls are hidden to allow more space for the web page.

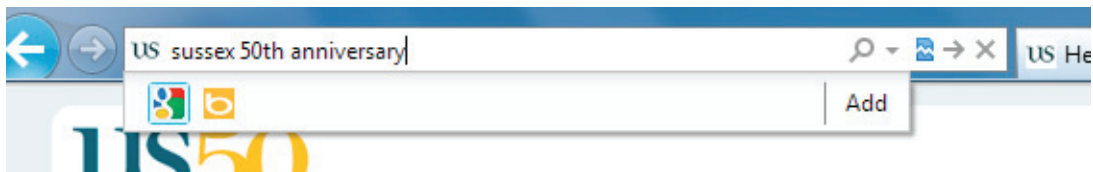
Display the standard menu

- 1 right-click on the clear area at the top of the window
- 2 choose **Menu bar** and it will appear below the address bar




Search the web

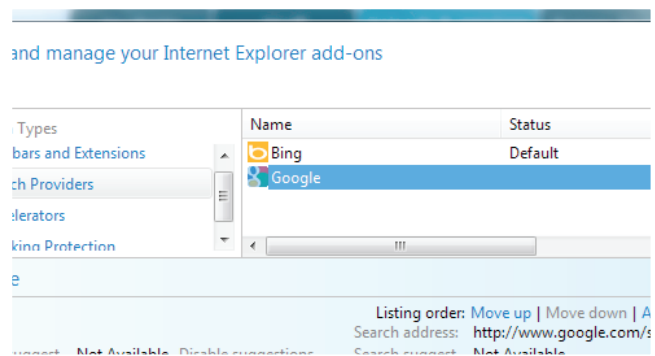
The search window has now been combined with the address bar so to search, just type your search terms into the window and press enter or click on the magnifying glass icon.





You will then be shown results from *Bing* which is Microsoft's search engine.

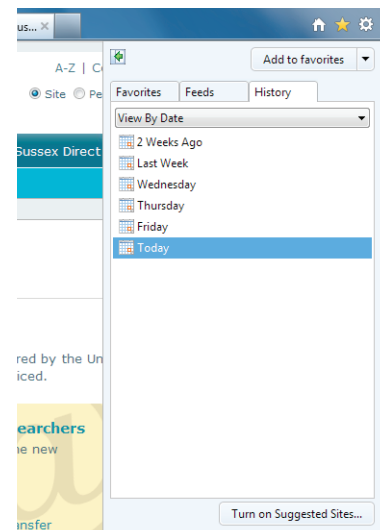
Change the search provider to Google

- 1 click the Tools icon  in the top right of the window
- 2 choose **Manage Add-ons**
- 3 click on **Search Providers** and then choose **Google** or **Google UK**
- 4 click on the **Set as default** button



Show bookmarks or history

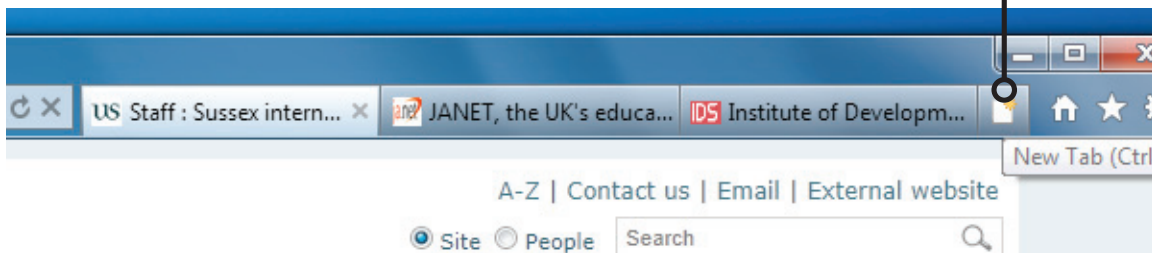
- 1 click on the Favorites icon  in the top right of the window
- 2 use the tabs to look at your bookmarks (Favorites) or browsing History
- 3 click on the small icon with a green arrow  to pin the section on the left of the window if you want it displayed all the time you're browsing



Open pages in tabs

You can have several web pages open at the same time, and flick between them using the tabs at the top of the window.

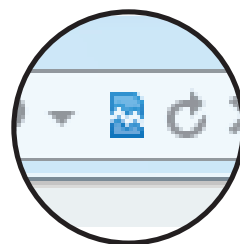
To open a new web page without closing the one you're on, click the **new tab button**.



Compatibility view

Sometimes when you're browsing the web, you may come across pages that don't display properly in IE9. If so, you can see them as they would have looked in an earlier version of Internet Explorer by using the compatibility view.

This is a small icon in the address bar which looks like a torn page - if you click on it, it will turn blue to show it's switched on. This often fixes problems with layouts and displays, especially on older web pages.



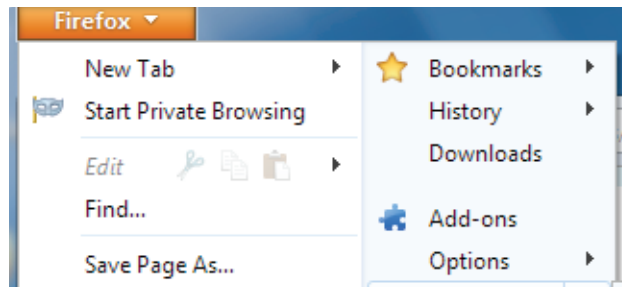
Compatibility view
switched on

Other problems with web pages?

If you encounter other issues, such as problems displaying videos or particular web sites, a quick solution is to try with a different web browser. IT Services computers now include Firefox as an alternative to Internet Explorer (see over).

Browsing with Firefox

The Firefox browser offers some different features and enables you to take advantage of a large selection of add-ons.



Install an add-on

- 1 click on the orange **Firefox** button in the top left corner
- 2 choose **Add-ons**
- 3 enter the name of the add-on in the search box and press enter
- 4 click the **Install** button for your add-on

Set a home page

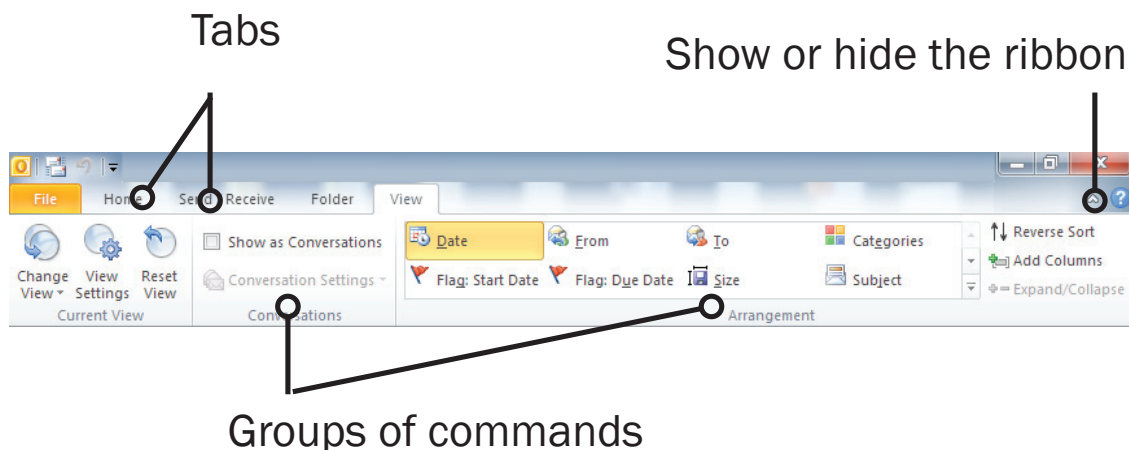
- 1 click on the orange **Firefox** button in the top left corner
- 2 choose **Options**
- 3 on the **General** tab, type the address for your preferred site in the **Home Page** field
- 4 alternatively, click **Use Current Page** to set the site you're currently on to be your home page
- 5 click **OK** to finish and return to browsing the web

Office 2010

Finding a command

When you open an Office 2010 program such as Word, Excel or Powerpoint, a set of tabs are displayed along the top of the screen with a strip containing sets of icons. This area is called the Ribbon.

Click on the tabs along the top to see a different set of related commands.



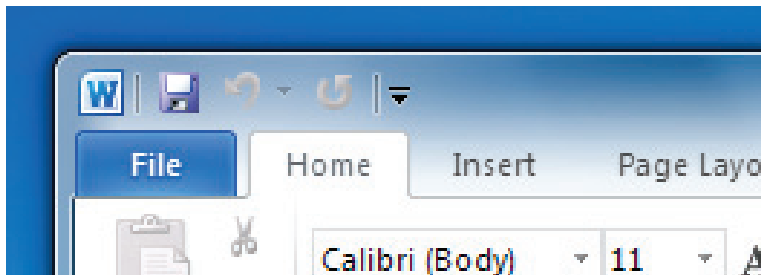
Certain tabs only appear when you need them, for example **Tables**, **Drawings** and **Charts**. But you can now create your own tabs with your choice of commands.

Create a custom tab


- 1 click on **File**, then **Options** and **Customise Ribbon**

- 2 choose **New Tab** and select it
- 3 click **Rename** and choose a label for it
- 4 choose **New Group**, select and **Rename** it
- 5 make sure the new group is highlighted
- 6 find the commands you want to use on the right and click **Add** to place them on the Ribbon

The Quick Access Toolbar is a small area to the upper left of the Ribbon where you can save commands you use frequently including **Save**, **Undo** and **Repeat**.



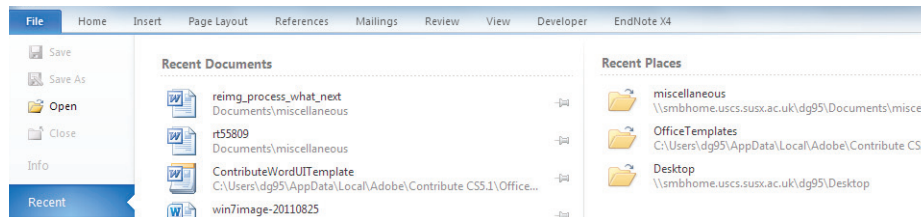
Customise the Quick Access Toolbar

- click on the More symbol  and click on the command you want to add
- or, right-click on any command on the Ribbon and choose **Add to Quick Access Toolbar**

Managing files and settings

The File tab is highlighted to show that it behaves differently from other tabs. Click on **File** to show a page called the **Backstage view** which shows commands for managing files such as **New**, **Save**, **Open**, **Close** and **Print**.

Use the File tab to find recent files



- 1 click on **File** and then **Recent** (if it's not already highlighted)
- 2 the most recent files are shown on the left and recent folders you've used on the right

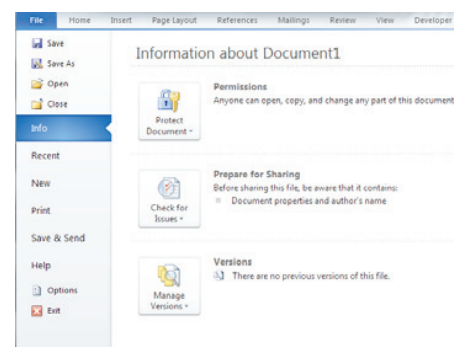
Preview and print a file

- 1 click on **File** and then **Print**
- 2 the print preview is shown automatically on the right, next to the options for the printer and page setup
- 3 click on the **Print** button to print the file

Create a PDF

- 1 click on **File** and then **Save & Send**
- 2 choose **Create PDF/XPS Document** then click on the **Create PDF/XPS** button

The File tab also gives access to the **Options** to control how the program looks and behaves.



New features

There are a number of new tools and functions in the latest versions of the most popular Office programs. See our website for more information about how to get the most out of the new versions.

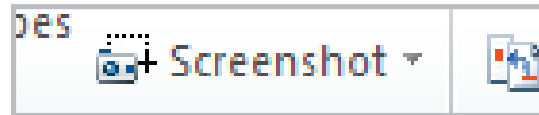
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The new features include:



Document map

Quickly navigate the headings in a Word document



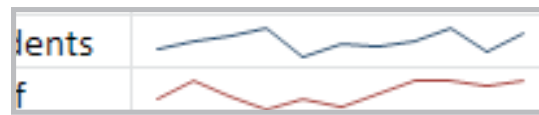
Take screenshots

Include screenshots more easily in Word, Excel and Powerpoint



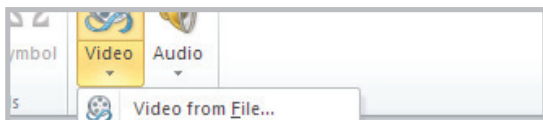
Slicer

Filter pivot table data more easily in Excel



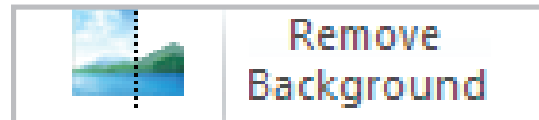
Sparklines

Add tiny charts into cells in Excel spreadsheets



Embed videos

Better embedding of videos in Powerpoint



Remove backgrounds

Edit photographs from within Powerpoint

Email and calendar (staff)

The latest version of Microsoft's email and calendaring program is Outlook 2010 which is included on all staff PCs, but not on the computers in student cluster rooms.

Most functions will be familiar to users of previous versions but there are some new features. For example, Outlook commands are now displayed on a Ribbon, in the same way as other Office programs.

Setting up

There are a number of things you may like to do to make Outlook easier to use when you first open it.

Change the layout

- 1 click on **View**
- 2 in the **Layout** section, click on **Reading Pane**
- 3 change to **Bottom** to make the layout similar to other email programs

Turn off conversations

- 1 click on **View**
- 2 in the **Conversations** section, untick **Show as Conversations**
- 3 click on **All folders** in the pop-up window

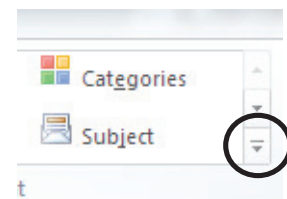
Set up your signature

- 1 click on the **File** button in the top left

- 2 choose **Options** in the left-hand pane
- 3 click **Mail** in the left-hand menu and then the **Signatures...** button
- 4 click on **New** and give your signature a name
- 5 type and format your signature in the lower part of the window
- 6 to use the signature automatically, use the **New messages** drop-down list to choose the signature you have just named
- 7 do the same for **Replies/forwards** if appropriate

Prevent grouping of emails in the message list

- 1 click on the **View** tab and in the **Arrangement** section, click on the small down arrow for more options
- 2 untick **Show in Groups**



Schedule view

This feature is new in Outlook 2010 and enables you to look across a series of calendars when trying to book a meeting.

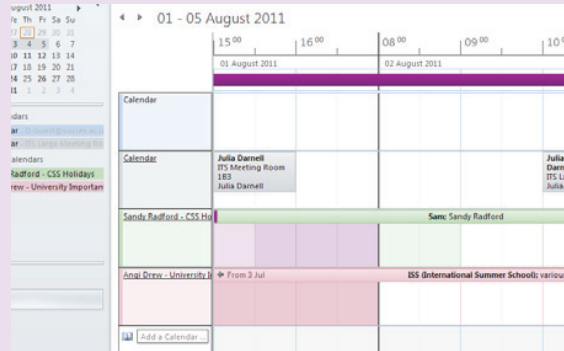
In the calendar section, in addition to the normal day/week/month view, the new schedule view can make it easier to find a suitable time for a meeting when comparing several calendars.

Compare calendars with schedule view

- 1 in the calendar section, on the Home ribbon, click on **Schedule View** (in the Arrange gallery)
- 2 add the calendars you want to compare

- 3 double-click on the top row at the chosen time to create a meeting with all recipients

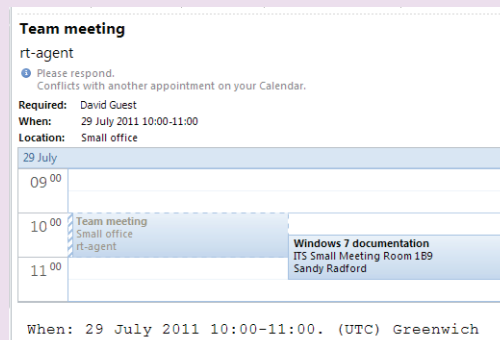
You are given a horizontal view of the calendars and can just click at a suitable time to arrange a meeting.



Calendar preview

When you receive an invitation to a meeting, you might want to check your calendar for that day before you confirm the appointment.

Outlook 2010 automatically provides a quick preview of your calendar around that time, making it easier to decide if you're able to attend.



Searching

The improved search tools enable to you find old emails more easily.

- 1 click into the search bar above the email list
- 2 use the options on the **Search Tools** tab to refine your search
- 3 if nothing is returned at first, click the link to search all mail items

Further information

Web

sussex.ac.uk/its/windows7

Email

support@sussex.ac.uk

IT Service Desk

Shawcross open Monday-Friday

9am to 7pm term time

9am to 5.30pm vacations

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IT Services

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