WINDOWS ACCESSORIES

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OBJECTIVES

- Understand the desktop
- Manage windows
- Identify Windows accessories
- Work with security settings and software
- Perform a search
- Get help

WINDOWS 7 DESKTOP



ADDING GADGETS



THE TASKBAR



AERO PEEK



Program icon with three Word documents shown

THE START MENU



THE TOOLBAR



PINNING AN APPLICATION



THE NOTIFICATION AREA

Pop-up window



CUSTOMIZE THE DESKTOP



WINDOW COMPONENTS

Title bar	Minimize window	Maximize window	Close window
	Document1 - Microsoft Word		
Home Insert Page Layout References Mailir	ngs Review View		0
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Page: 1 of 1 Words: 0 🕉			(+)

WINDOW COMPONENTS (CONTINUED)



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WINDOW COMPONENTS (CONTINUED)

Cascade windows



SHOWING THE DESKTOP

Three documents (transparent) in Aero Peek



DIALOG BOXES

Option button	Print Printer Name: Microsoft XPS Docume Status: Idle Type: Microsoft XPS Document Writer Where: XPSPort: Comment:	ent Writer Properties Fin <u>d</u> Printer Print to file Manual duple <u>x</u>	Check box
Text box	Page range All Current page Selection Pages: Type page numbers and/or page ranges separated by commas counting from the start of the document or the section. For example, type 1, 3, 5–12 or p1s1, p1s2, p1s3–p8s3	Copies Number of <u>c</u> opies: 1	Spin arrow
List box	Print what: Document	 Zoom Pages per sheet: 1 page ▼ Scale to paper size: No Scaling ▼ 	Command button
	Options	OK Close	

WINDOWS ACCESSORIES









Save Snip but	ton groot	
	File Edit Tools Help	Annotation tools
Snipping Tool	Windows Help and Support	
Select the window you want to capture.) () Search Help	
	Find an answer quickly Enter a few words in the search box above.	
Screen clin	Not sure where to start? How to get started with your computer	
	Browse Help topics	
	< F	

SECURITY SETTINGS AND SOFTWARE

- Action Center
- Windows Defender
- User Account Control

- Windows Update
- Windows Firewall
- Parental Controls

ACTION CENTER



WINDOWS DEFENDER



USER ACCOUNT CONTROL



WINDOWS UPDATE

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• • • • •	* System and Security + Windows Update + Change settings + 47 Search Control Panel	
elect level of update	Choose how Windows can install updates When your computer is online, Windows can automatically check for important updates and install them using these settings. When new updates are available, you can also install them before shutting down the computer.	
	Important updates Install updates automatically (recommended)	
	Install new updates: Every day	
	Give me recommended updates the same way I receive important updates Who can install updates Allow all users to install updates on this computer	
	Microsoft Update Give me updates for Microsoft products and check for new optional Microsoft software when 1 update Windows	
	Software notifications Show me detailed notifications when new Microsoft software is available	
	Note: Windows Update might update itself automatically first when checking for other updates. Read our privacy statement online.	

WINDOWS FIREWALL

Click here to turn firewall off or on

Control Panel Home	Help protect your computer with W	indows Firewall	
Allow a program or feature through Windows Firewall	Windows Firewall can help prevent hackers or through the Internet or a network.	malicious software from gaining acce	ess to your computer
Change notification settings	How does a firewall help protect my computer	a l	
Turn Windows Firewall on or	What are network locations?		
Restore defaults	📕 🤡 Home or work (private) net	works	Connected 🙆
Advanced settings	Networks at home or work where you know and trust the people and devices on the network		
Troubleshoot my network	Windows Firewall state:	On	
	Incoming connections:	Block all connections to progra the list of allowed programs	ms that are not on
	Active home or work (private) networks:	HOGAN02	
	Notification state:	Notify me when Windows Firew program	vall blocks a new
	Public networks	No	t Connected 🕑
See alro			
Action Center			
Network and Sharing Center			

PARENTAL CONTROLS

Set up how Victor will use the computer Parental Controls: On, enforce current settings Off Windows Settings Time limits Control when Victor uses the computer Games Control games by rating, content, or title Allow and block specific programs Allow and block any programs on your computer 	Current Settings: Victor Standard user Password protected Time Limits: Off Game Ratings: Off Program Limits: Off	
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WINDOWS SEARCH



EXPAND OR NARROW A SEARCH

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	Search again in: 🧊 Libraries 🤣 Homegroup 📲 Computer 📳 C	Custom 🏈 Internet	
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rganize ▼ Search Ro rganize ▼ Save sear Favorites Ø Recently Changed Public ■ Desktop	esults in Documents th Documents library Search Results	No items match your search.	vacation Add a search filter Authors: Type: Date modified: Size Arrange by: Top results ▼

SAVE A SEARCH



Saved search

HELP AND SUPPORT



REMOTE ACCESS

-

🔏 Ask Options 🔹

2

Search Help	

More support options

Windows Help and Support

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If you didn't find an answer here, try these additional support options.

Ask a person for help

· Get a friend to help you over the Internet

If you have computer-savvy friends, use \Rightarrow Windows Remote Assistance to let a friend access your computer over the Internet and help you fix a problem. You can watch what they're doing and interact with them while they're helping you.

Ask experts and other Windows us

There are many knowledgeable p? answer questions like yours. The N to start.

Contact technical support

Go online to contact your comput Support for technical assistance. N mail, chat, or phone.

Other resources

- Get more on the Windows website The Windows website has more in getting the most out of your Wing
- Find info for IT professionals

If you're an IT professional, go to t depth technical information,

🕞 🚢 Windows Remote Assistance

Do you want to ask for or offer help?

Windows Remote Assistance connects two computers so that one person can help troubleshoot or fix problems on the other person's computer.

- Invite someone you trust to help you
 Your helper can view your screen and share control of your computer.
- Help someone who has invited you Respond to a request for assistance from another person.

Read our privacy statement online

More support options

Windows Remote Assistance link

X

Cancel

SUMMARY

- Windows 7 enables you to access your system resources, work with software, and manage files and folders.
- In addition, security issues and maintenance activities are monitored and reported so you can keep your computer in good working order.