

Table of Contents

Quick Reference Table Summaryviii
Behind the Screen Summaryix
Prefacex
How This Book Is Organizedxii

UNIT 1

Windows Basics

LESSON 1

Getting Your First Look. 3

Logging On to Windows 5
 Passwords 5
 Creating Your Own Passwords 5
 What Happens During the Startup Process? . . 6
 The Win 7 Desktop 8
 Using a Mouse 12
 Mouse Motions 12
Using Gadgets 16
 Clicking with the Right Mouse Button 16
 Standard Gadgets 17
 Adding, Removing, and Changing Gadgets . 17
Logging Off and Switching Users 19
 Switch User 19
Shutting Down 21
 Shut Down Methods 21
 Restart 22
 Sleep 22
 Hibernate 22
 Shut Down 23
Concepts Review 25
Skill Builders 26
Try This at Home 28

LESSON 2

Starting Programs 31

Working with the Start Menu 33
 About Commands 33
 Start Menu Panes 34
 Jump Lists in the Start Menu 35
 Launching Programs 35
 Recently Used Programs List 37
 Pinning Programs to the Start Menu 37
Controlling Program Windows 40
 Quick Sizing Buttons 40
 Moving and Resizing Program Windows . . . 44
 Nonstandard Program Windows 46
Working with the Win 7 Taskbar 48
 Notification Area 49
 Pinning and Unpinning Programs 50
Using Program Commands 52
 Menu Commands 52
 Commands in Programs with Ribbons 55
Saving Your Work 57
 Where Your Work Is Located 57
 Files and Folders 57
 Choosing a Storage Location 58
 Storing Your Exercise Files 59
 Creating a Filename 59
 Save Versus Save As 62
Using the Work Area 63
 Mouse Pointers 63
 Tool Galleries 63
 Scroll Bars 66
Typing with WordPad 67
 WordPad Ribbon 67
 The Cursor and the Mouse Pointer 68
 Special Keys on the Keyboard 69
Concepts Review 72
Skill Builders 73
Try This At Home 74

LESSON 3

Using a Word Processor . . . 77

Defining Word Processors 79
 Starting Word 80
 Introducing the Word Window 82
 More About the Ribbon 84
 The Quick Access Toolbar 85
 The Mini Toolbar 85
 Typing Text in Word 86
 AutoComplete 86
 The Enter Key and Word Wrap 87
 Line Spacing 88
 Nonprinting Characters 89
 Bullets 90
 Saving a Document for the First Time 93
 File Defined 93
 Naming Files 96
 Saving a Document 96
 The Save As Command 96
 Saving a Modified Document 99
 Scrolling the Word Window 100
 Printing and Closing a Document 103
 The Print Dialog Box 103
 Print Preview 104
 Closing a Document 105
 Starting a New Blank Document 107
 About Computer Printers 108
 Using Word’s Proofreading Aids 109
 Working with AutoCorrect 109
 Using Spell Check 110
 Opening a Document 112
 Recent Documents List 112
 About Computer Keyboards 114
 Using Cut, Copy, and Paste 115
 Selecting Text 115
 Undoing a Command 116
 Concepts Review 122
 Skill Builders 123

LESSON 4

Working with Files 129

Reusing a Document 130
 Introducing the Windows Control Panel 131
 Some Common Control Panel Tasks 132
 Opening the Control Panel 132
 Setting Mouse Properties 133
 More About Mouse Motions 134
 Double Clicks 136
 Understanding File Locations 138
 The File Organization Hierarchy 139
 About Libraries 139
 Folders Compared to Files 141
 Features of the Documents Library
 Window 142
 Drive Letter ABCs 143
 Opening Files 144
 Using Folders 145
 Creating New Folders 145
 Opening Folders 146
 The Back Button 146
 Software Standards and Ease of Use 148
 Moving and Copying Files 151
 Cut, Copy, and Paste for Files 151
 The Undo Command 151
 Moving and Copying Multiple Files 153
 Copying Files with the Copy Command 153
 Deleting and Restoring Files 155
 The Windows Recycle Bin 155
 Restoring Deleted Files 156
 Emptying the Recycle Bin 156
 Concepts Review 162
 Skill Builders 163
 Searching for Files 168

UNIT 2

The Internet

LESSON 5

Browsing Web Pages 173

Defining the Internet	175
Connecting to the Internet	176
Internet Service Providers	176
Connection Types	176
Sharing an Internet Connection	177
Using Internet Explorer	178
Other Browsers	179
The Homepage	179
Internet Explorer Window Features	180
Navigating with the Address/Search Bar	180
Typing Web Addresses	180
URLs	181
The Refresh Button	181
Smart Address Bar	184
Recently Viewed Pages	184
Navigating with Links	186
Varieties of Links	186
About WebSims	187
Browsing Controls	188
Basic Navigation Buttons	188
Making Multipage Jumps	189
The Home Button	190
Setting a Custom Homepage	190
Viewing Web Pages	193
Mouse Scroll Wheel	193
Full-screen View	194
Zooming the View	194
Concepts Review	197
Skill Builders	198

LESSON 6

Searching for Websites . . 203

Searching from the Address Bar	205
About Search Engines	205
Address Bar Search	205
Choosing a Search Engine	206
Adding Search Providers	206
Accelerators	207
Setting a Default Search Provider	207
Performing Basic Keyword Searches	211
Selecting Search Words	211
Search Suggestions	214
Interpreting Search Results	215
Searching for Specific Types of Results	216
Narrowing a Search	216
Using Tabbed Browsing	218
Opening Links in a New Tab	218
Navigating Tabs	219
Bookmarking Favorite Websites	222
The Favorites Bar	222
Creating Favorites	223
Hidden Controls	223
The Favorites Center	228
Organizing Favorites into Folders	229
Deleting Favorites	229
Using the History View	230
Changing the History View	230
Printing Web Pages	232
Print Preview	232
Concepts Review	236
Skill Builders	237

LESSON 7

Sending and Receiving Email 245

Introducing Webmail. 247
 Types of Email Service 247
 Signing Up for a Free Webmail Account . . . 248
 Premium Webmail Services 248
 Signing In to Webmail. 249
 Signing In. 250
 Sending an Email Message. 251
 Email Addresses 251
 AutoComplete 251
 Spell Check. 251
 Send Verification 252
 Getting from Here to There 255
 How Email Reaches Its Destination. 255
 Using the Inbox. 256
 Email Folders 256
 The Check Mail Command 256
 Receiving Messages 257
 Reading Incoming Messages 257
 Replying to Messages. 259
 Reply Compared to Reply All 259
 Including the Previous Message in
 Replies 259
 Forwarding Messages 259
 Emoticons :-) 260
 Signing Out 263
 Phishing Scams 264
 Concepts Review 266
 Skill Builders 267

LESSON 8

Sending and Receiving Attachments 271

Assuring Internet Security. 273
 Internet Security or Antimalware
 Software 273
 Malware Defined 273
 Common Internet Security Risks 274
 Internet Security Protections. 275
 A Note to Beginners. 276
 Windows Update. 278
 Downloading Files from the Web 279
 Downloading Files from Web Pages 280
 Caution! Viruses! 280
 Receiving Email Attachments 282
 Recognizing Attachments 282
 Saving Attachments from Webmail 283
 Attachments and Malware 283
 Sending Attachments 287
 Ensuring File Compatibility 287
 Attaching Multiple Files 288
 Attachment Size Limits 288
 Forwarding Messages with Attachments. . . 290
 Concepts Review 291
 Skill Builders 292

APPENDIX A

Creating New Documents 296

Glossary 298
Index. 302