

Cobb County School District



Windows 7 and Office 2010

WINDOWS 7 FEATURES

(Enterprise Version)

New Desktop Options:

Right-click on your desktop to open a shortcut menu.

- Gadgets

These mini-programs offer information at a glance and provide easy access to frequently used tools. Some of the gadgets that come with Windows 7 are Calendar, Clock, Weather, Feed Headlines, Slide Show, and Picture Puzzle.

To add a gadget to your desktop:
You may double-click on a gadget icon to add it to your Desktop or you may right-click in the gadget icon and choose Add.

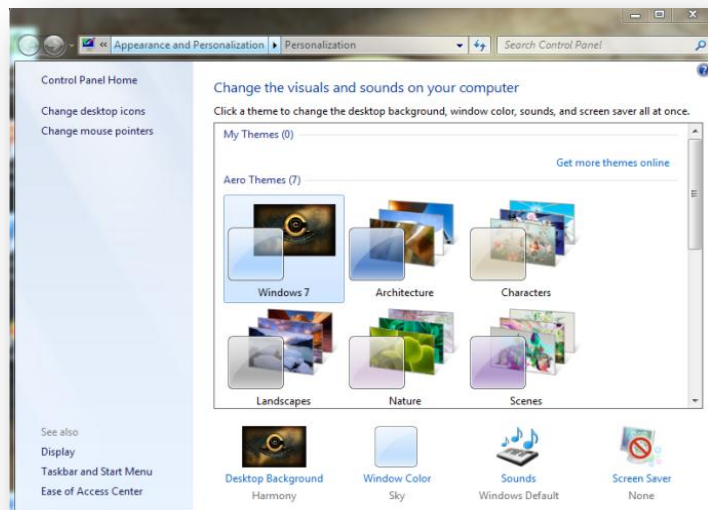
To close a gadget:
You may point to the upper-right corner of a gadget and an X will appear to close the gadget, or you may right-click on the gadget and choose Close.



- Personalize

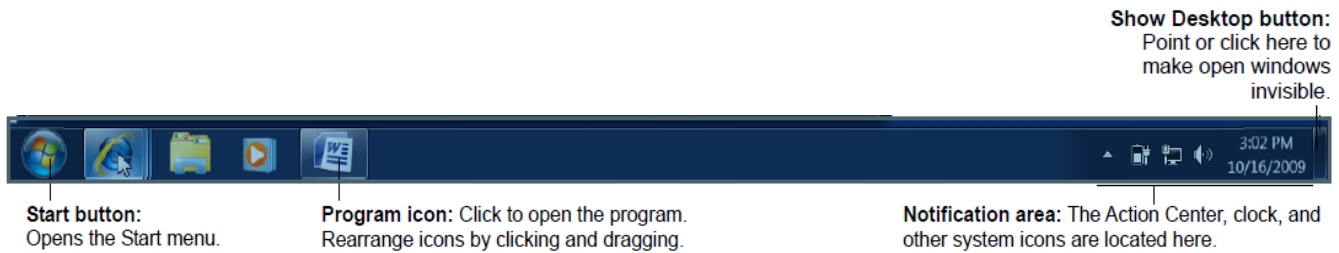
This option has taken THE place of Properties. Pre-defined Themes are available or you may select individual window colors, sounds, desktop background, screen saver, font style/size and a user account picture.

The Personalize window has links to the control panel, desktop icon options, mouse pointer options, display options, taskbar and start menu options, and ease of access options.




Taskbar

The Taskbar in Windows 7 is taller to accommodate touch screen input and a new larger default icon size. When applications are running, they are denoted by a border frame around the icon on the taskbar. Within this border, a color effect that follows the mouse also indicates the opened status of the application. Applications can be pinned to the taskbar, so that shortcuts to them appear when they are not running. The taskbar is also more transparent. Taskbar buttons show icons by default, not application titles, unless they are set to 'not combine'. In this case, only icons are shown when the application is not running.

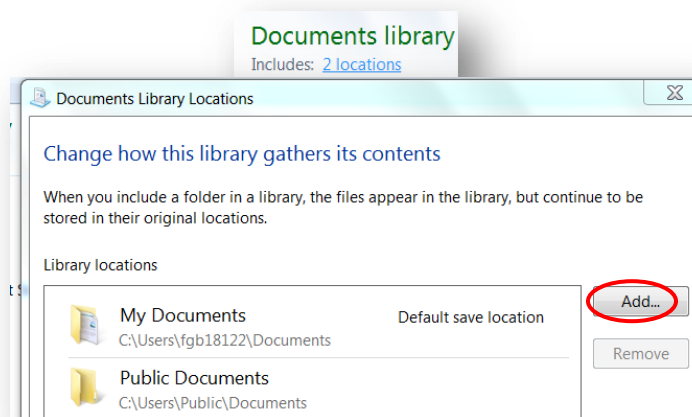


Libraries



Windows 7 provides Libraries to organize files. Unlike folders which store files, a Library gathers files from different locations and displays them as a single collection without moving them from where they are stored. In Windows 7, you can also use libraries to organize and access files by type, regardless of where they're stored.

There are four default libraries (Documents, Music, Pictures, and Videos), but you can create new libraries for other collections. The Documents, Music, and Pictures libraries appear on the Start menu by default. Like other items on the Start menu, you can add or remove libraries, or customize their appearance. Libraries can also be accessed via the Libraries folder  on the Taskbar.

NOTE: By default, only files located in two areas show in each library. You may add files from other locations by clicking the **Includes** link in the library. Then, click the **Add** button to search for the location containing files you want included in that library. Network folders must be indexed before they can be added to a library, and the end user at CCSD does not have rights to index network drives.



The Start Menu

You may access the Start Menu by clicking the Start Orb  in the lower-left corner of your screen or by pressing the Windows logo key  on your keyboard.

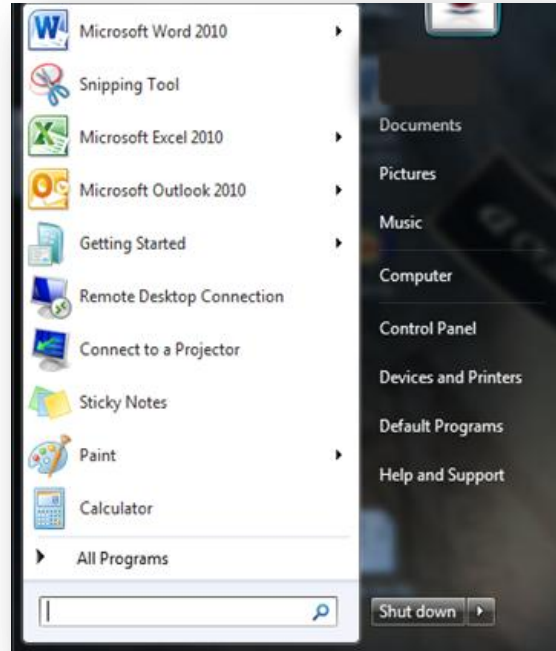
Like its predecessors, the Windows 7 Start Menu has a two-column layout. The right column has a transparent black background.

The "Documents", "Pictures" and "Music" options link to Libraries of the same name.

The "Computer" option takes the place of "My Computer" that was located on the Desktop in previous versions of Windows.

The "Control Panel" option now opens in the Category view. This view can be changed to the Large or Small Icons view which is more like the view in previous versions.

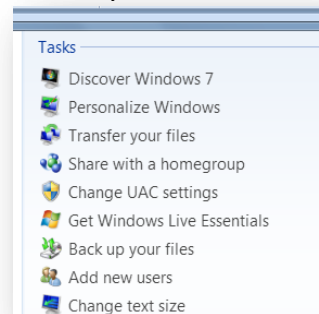
A "Devices and Printers" option has been added that displays a new device manager. It replaced the Printer Option.



New Start Menu Items (Items must be pinned in order to stay on the Start Menu)

- **Getting Started**

This option provides help for using the Windows 7 operating system. It also provides links for performing maintenance tasks.



- **Search Box**

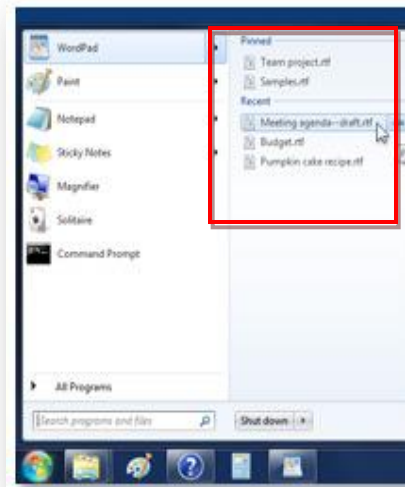
The Start menu includes a search box used to find files, folders, programs, and e-mail messages stored on your computer. When you begin typing a word or phrase in the search box, the search begins automatically and the search results temporarily fill the Start menu space above the search box.

The search results are organized into groups. The top search results—but not all matches—for each group are displayed under a group heading. 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 in Windows Explorer. **NOTE:** Click **See More Results** to view all of the found files.

- **Jump Lists**

When you single-click a program name on the Start Menu, a Jump List appears. Jump Lists are lists of recent items, such as files, folders, or websites, organized by the program you use to open them. In addition to being able to open recent items using a Jump List, you can also pin favorite items to a Jump List, so that you can easily access the programs and files you use every day.

The same items appear in a program's Jump List on the Start menu and on the taskbar. By default, no programs or files are pinned to the Start menu to begin with. After you open a program or an item for the first time, it will appear in the Start menu, but you can choose to remove it, or you can pin it to the Start menu so that it always appears there.



- **Remote Desktop Connection**

This option lets you access a computer running Windows from another computer running Windows if both computers are connected to the same network or to the Internet. For example, you can use all of your work computer's programs, files, and network resources from your home computer.

To connect to a remote computer, that computer must be turned on, it must have a network connection, Remote Desktop must be enabled, you must have network access to the remote computer (this could be through the Internet), and you must have permission to connect.

- **Connect to Projector**

The four choices for showing your Desktop are:



1. Computer only - This shows your Desktop only on your computer screen.
2. Duplicate - This shows your Desktop on both your computer screen and a projector.)
3. Extend - This allows a user to extend viewing capabilities by using two or more monitors at the same time. It is also useful for presentations where the user wishes to display one screen to the audience while reading notes from another hidden screen.
4. Projector only - This shows your Desktop only on a projector.

- **Sticky Notes** **NOTE:** If this tool is not showing on your Start Menu, go to **All Programs>Accessories**, right-click on **Sticky Notes** and select **Pin to Start Menu**.

This menu item creates a blank Sticky Note on the desktop. You can drag the note anywhere on the desktop and type on it. As you type, the note will automatically increase in length up to a certain point and then a scroll bar will appear. If you've got a Tablet PC or a touchscreen, Sticky Notes support pen and touch input, too. Sticky notes are not intended for printing, but you may copy the content and paste in into Word to print.

- **Snipping Tool** **NOTE:** If this tool is not showing on your Start Menu, go to **All Programs>Accessories**, right-click on Snipping Tool and select **Pin to Start Menu**.

The Snipping Tool captures a screenshot like a section of a document or web page. You may snip a whole window, a rectangular section of the screen, or draw a freehand outline with your mouse or tablet pen (or your finger, if you're using a PC with a touch screen). Then you can annotate, save, or e-mail the image using buttons right in the Snipping Tool window.

Do this:

1. Open the document, screen, or webpage containing the area you need to snip (capture).
 2. Open the Start Menu and click **Snipping Tool**.
 3. When the Snipping Tool window opens, click the down-arrow beside **New** and choose a snipping option.
 4. The page dims and a **+** appears. Drag this over the area you need to capture.
 5. When the Snipping Tool window reopens, you may use the pen tool or the highlight tool to enhance the screen capture. Click **Edit** to copy the screen capture or click **File** to save it.
- **Power button options**


The Shut down button appears in the lower-right corner of the Start menu.

Click the arrow next to the Shut down button for more options

When you click Shut down, your computer closes all open programs and shuts down your computer. You can choose to have this button perform a different action, such as putting your computer into sleep mode or allowing a different user to log on.



Items Removed from the Start Menu

- The **Connect To**  option, which provided a list of available networks you could choose to connect to, has been removed. To see the list of available networks, click the Networking icon in the notification area at the end of the taskbar, and then click Open Network and Sharing Center.
- The **Printers** option is now the Devices and Printers button. You can click this button to display a list of all peripheral devices connected to your computer, including printers, faxes, monitors, and your mouse.
- The **Network** option has been removed from the Start menu, but it appears in the navigation pane of Windows Explorer. You can click the Network button to display a list of all the computers connected to your current network.
- The **Recent Items** option has been removed from the Start menu, although the files and programs you've recently opened will still appear in the Jump List. **NOTE:** You can add these items back if you like...go to Control Panel.

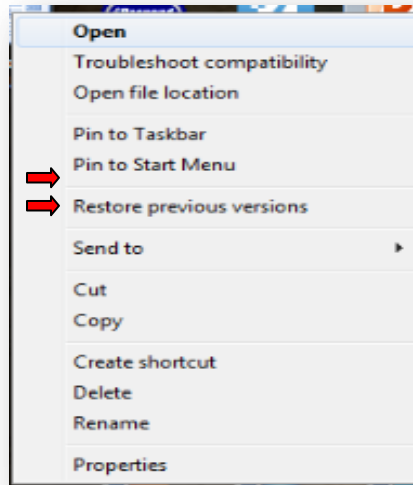
The following website has instructions for customizing the Start Menu:

<http://windows.microsoft.com/en-US/windows7/Customize-the-Start-menu>

Pinning


In Windows 7 you can pin favorite programs anywhere on the Taskbar or on the Start Menu for easy access. Once pinned, you can rearrange the lineup of them any way you like by clicking and dragging. You can even pin individual documents and websites to a Jump List.

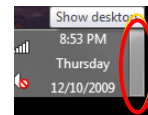
To view the pinning options, right-click on a program icon or right-click on a file name in a list



Aero Desktop

The Aero Desktop experience mixes graphic al design elements with new ways to manage your Desktop. Aero features include:

- Translucent glass window borders help you focus on the contents of open windows.
- The **Taskbar Preview** feature allows you to see a thumbnail-sized preview of a minimized file. Point to an icon on the Taskbar and a thumbnail-sized preview of the file will appear or the contents of a folder will appear. A document, a photo, or even a running video may be previewed.
- The **Aero Peek** feature allows you to see through windows. Point to the Show desktop button on the right corner of the Taskbar.
- The **Aero Shake** feature (quick dragging of a window back and forth) allows you to quickly minimize other windows.
- The **Aero Snap** feature allows you to compare windows side by side. Click and drag one window's title bar to the right side of the screen and drag the other window's title bar to the left side of the screen. Aero Snap also allows you to maximize a window by dragging the window's title bar to the top of the screen or drag the bottom window border to the taskbar.
- **Flip 3D** allows you to cycle through your open windows. Hold down the Windows  key while pressing the **Tab** key to scroll.



<http://windows.microsoft.com/en-US/windows7/products/features/aero>

OTHER CHANGES OR UPGRADES THAT COME WITH WINDOWS 7

- The **Documents and Settings** folder has been replaced the **Users** folder.
- The **All Users** folder does not exist in Windows 7.
- It is possible to connect up to ten (10) monitors to one computer.
- The **Run** option has been combined with the new **Search** option at the bottom of the Start menu.
- When you right-click on a program icon, the most recent files edited in that program show on a menu.
- You can quickly **Quick Launch** a program by clicking simultaneously the **Windows** key on your keyboard and the number key that represents the location of the program icon on the Taskbar.
- **Windows 7** does not allow users to have individual screen resolution settings on the same computer. Changing the screen resolution in one user account will change it for all user accounts on the computer.
- By default, the most frequently used programs show on the Start Menu. A program shortcut must be pinned in order to stay on the Start Menu. You may then unpin it when you no longer want it on the Start Menu.
- Windows 7 has improved the Speech Recognition feature. Before using this feature, it is necessary to create a voice profile. Then, train the computer to identify your voice and pronunciation. A speech training tutorial is located in the Control Panel. Click **Ease of Access>Speech Recognition>Take Speech Tutorial**.
- While limited one-finger touch capability has been available in Windows for years, Windows 7 is the first Windows operating system to have the multi-touch technology. You must have a multi-touch-compatible PC to take advantage of this feature. Windows Touch is only available in the Home Premium, Professional, and Ultimate editions of Windows 7.

OFFICE 2010 FEATURES

BACKSTAGE VIEW

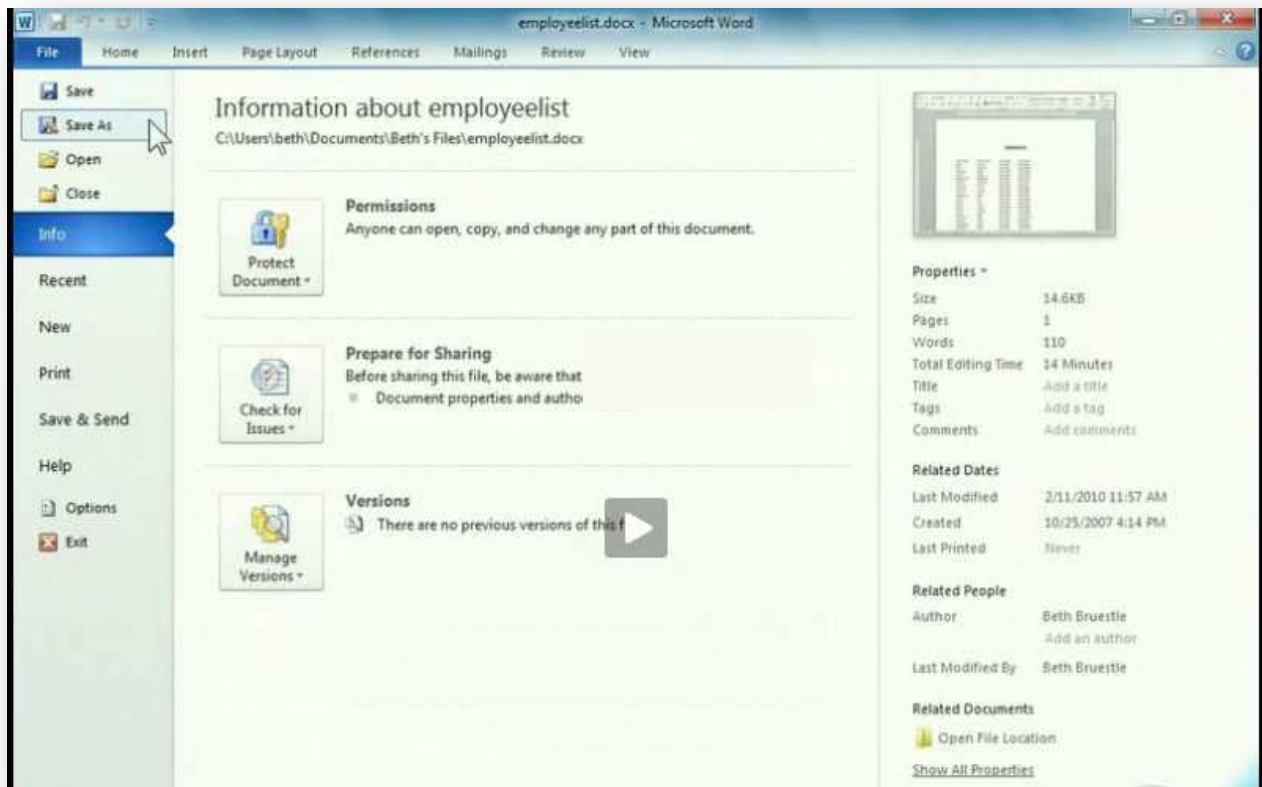
File

The Backstage View in Office 2010 has replaced the Microsoft Office Button menu. It is accessed via a File tab, and it contains saving, sharing, and printing controls. When you click on the File tab, the Backstage View opens covering the entire document. You may click one of the other tabs to navigate back to your document.

The File tab color is associated to the specific application. In Word, the File tab is blue. In Excel, the File tab is green and in PowerPoint, the File tab is orange.

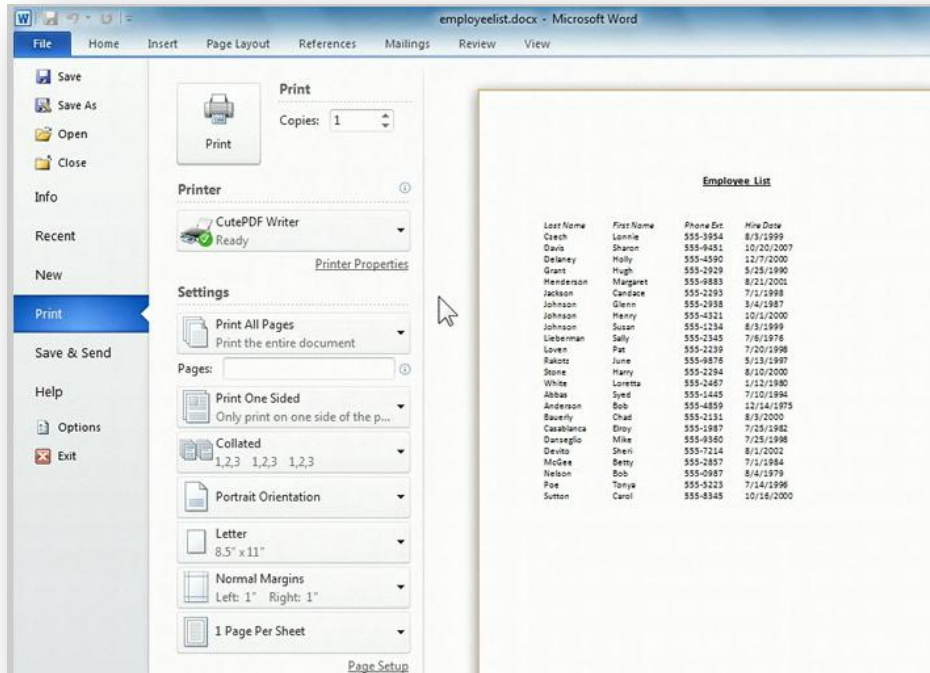
By default, the File tab opens on the Info options where you can protect and share the document. Most of the options available on the Office Button menu in version 2007 are also on the File tab menu.

"Options" is no longer a separate button, but an item on the File tab menu.



- The Backstage View provides a single location for essential information about your document.
- The Backstage View provides more tools outside the document viewing window.
- The Backstage View enables users to add elements such as workflow or task information that is specific to an organization's needs.

- The Backstage View combines Print with Print Preview options. So, when you click **Print** on the File tab, the following is what you should see:



NOTE: To access these print options from your Quick Access Toolbar, add the **Print Preview** option on that toolbar.

- The Backstage View also combines the Send and Publish options from Office 2007. These options show when you click **Save & Send** on the File tab.



OTHER IMPROVEMENTS IN OFFICE 2010 PROGRAMS

- The Ribbon in all programs is now customizable. Just right-click the Ribbon and select **Customize The Ribbon**. This opens a dialog box from which you can make new Ribbon tabs and add or remove commands from the tabs.
- A **Screenshot** button has been added to the Insert tab on the Ribbon. This gives users the ability to capture a screenshot from another file or application. The screenshot is then automatically inserted into the Word document. **NOTE:** Open the window containing an object to be captured before you click the Screenshot button.
- The spell checker is now integrated with automatic correction.
- Photo-editing tools are more sophisticated in Office 2010, giving users the ability to apply artistic effects similar to those available in third-party photo editing programs.
- **SmartArt** now has greater capabilities for reordering content. Users can now insert or change pictures via the text pane and crop an image in order to preserve its aspect ratio.
- A live preview now shows before you commit to **Paste** so you can avoid having to use the **Undo** button.
- Word 2010 has a new drag-and-drop navigation pane.
- A red box now appears across the top of a protected Word document to let you know that you are in Protected View.
- Word can now cache shared documents so you can edit them when you're offline.
- In Word 2010, two people can edit a document simultaneously. A notification in the status bar tells you who else is currently editing the document, and where they're making changes.
- Two of most obvious additions to Excel 2010 are sparklines and slicers. A sparkline is a miniature chart inserted into text or embedded in a spreadsheet cell to summarize data. A slicer is an object used to filter data in pivot tables.
- PowerPoint 2010 no longer restricts file sizes of embedded sound files. It provides the option to compress any embedded media - images, sound effects or videos included in a slideshow.
- PowerPoint 2010 has more robust internal image-editing tools.