Table of Contents

Chapter 1 ■ Introducing Windows 7 1

Exploring New and Improved Features of Windows 7 2
- Getting Started 3
- HomeGroup 4
- Jump List 4
- Aero Peek, Aero Snap, and Aero Shake 5
- Windows Search 7
- Windows Taskbar 8
- Desktop Gadget Gallery 9
- Performance Improvements 10
- Play To 11
- Ribbon 11
- Remote Media Streaming 11
- Windows Touch 12
- Libraries 12
- Internet Explorer 8 13
- Action Center 13
- Windows Live Essentials 14
- Device Management 15

Exploring Windows 7 Editions 15
Installing Windows 7 17
- System Requirements 17
- Fresh Installation 18
- Dual Booting Installation 28
- Upgrade from Previous Versions of Windows 30
- Windows 7 Upgrade Advisor 32

Starting Windows 7 34
- Dual Boot OS Choice Menu 35
- Login Screen 35

Getting Help in Windows 7 36
Logging Off, Restarting, and Shutting Down a System 37
Summary 38

Chapter 2 ■ Exploring the Windows 7 User Interface 39

Using the Desktop 40
- Working with Desktop Icons 41

Working with Desktop Gadgets 46
Personalizing the Desktop 49
Using the Taskbar 57
Customizing the Taskbar 59
Managing an Open Window 61
Customizing the Notification Area 67
Using the Start Menu 68
Exploring the Left Pane of the Start Menu 69
Exploring the Right Pane of the Start Menu 70
Starting a Program 73
Pinning a Program to the Start Menu 74
Customizing the Start Menu 75
Summary 76

Chapter 3 ■ Working with Windows Explorer 77

Exploring the Windows Explorer Interface 78
Address Bar 79
Search Box 80
Toolbar 81
Navigation Pane 81
File list 82
Details Pane 83
Preview Pane 83
Menu Bar 84
Working with Libraries 87
Exploring Libraries 87
Creating a New Library 87
Exploring Drives in Windows Explorer 89
Performing Basic File and Folder Operations 90
Creating Files and Folders 90
Selecting Files and Folders 92
Renaming Files and Folders 94
Opening and Viewing Content of Files and Folders 95
Copying and Moving Files and Folders 97
Deleting Files and Folders 100
Performing Advanced File and Folder Operations 101
Compressing Files and Folders 101
Sorting, Grouping, and Stacking Files and Folders 103
Setting File Properties 107
Searching Files and Folders 108

Burning Files to a CD or DVD 109
Working with Recycle Bin 112
Permanently Deleting Items from Recycle Bin 113
Recovering Items from Recycle Bin 114
Changing Recycle Bin Properties 114
Summary 116

Chapter 4 ■ Working with Programs 117

Using Basic Programs 118
WordPad 118
Paint 127
Calculator 131
Snipping Tool 134
Sync Center 137
XPS Viewer 141
Math Input Panel 145
Sticky Notes 149
Using Advanced Utilities 151
Disk Defragmenter 151
System Restore 154
Private Character Editor 160
Resource Monitor 165
Setting Default Programs 166
Turning Windows Features On/Off 167
Summary 168

Chapter 5 ■ Playing Games in Windows 7 169

Purble Place 170
Opening Purble Place 171
Playing a Purble Place game 172
Changing Game Options 176
Mahjong Titans 177
Opening and Playing Mahjong Titans 177
Changing Game Options 180
Changing the Appearance 180
Chess Titans 182
Opening Chess Titans 182
Choosing the Second Player 184
Playing Chess Titans 184
Changing Game Options 187

Changing the Appearance 188
Summary 190

Chapter 6 ■ Working with Music, Movies, and Photographs 191

Using Windows Media Player 192
Opening and Closing Windows Media Player 193
Ripping CD/DVD to Hard Drive 194
Creating and Saving a Playlist 196
Playing Audio or Video Files 198
Using the Library 200
Burning a Music CD/DVD 202
Sharing and Accessing Media Files Remotely 202
Using Windows Media Center 204
Setting up Windows Media Center 204
Setting Media Libraries for Windows Media Center 206
Playing Music and Video in Windows Media Center 209
Watching TV in Windows Media Center 212
Using Windows Live Essentials 213
Downloading and Installing Windows Live Essentials 213
Working with Windows Live Photo Gallery 217
Working with Windows Live Movie Maker 225
Working with Windows Live Writer 230
Working with Windows DVD Maker 235
Opening Windows DVD Maker 236
Burning a DVD 236
Summary 238

Chapter 7 ■ Accessing the Web and E-mail 239

Working with Internet Explorer 240
Opening Internet Explorer 240
Accessing a Web Site 241
Navigating Web Pages 242
Tabbed Browsing of Web Pages 243
Printing a Web Page 244
Managing Favourites 245
Exploring History 249
Changing the Home Page 251
Enabling and Disabling Pop-Ups 252
Phishing Filter 254
Setting Privacy 255

Working with Windows Live Family Safety 257
Setting up Windows Live Family Safety 258
Allowing or Blocking a Website 260
Managing Your child's Contact List 265
Enabling and Viewing Your Child's Activity Reports 268
Working with Windows Live Mail 271
Opening Windows Live Mail 272
Configuring an E-mail Account 272
Creating and Sending an E-mail Message 274
Attaching a File to an E-mail Message 276
Adding a Signature to an E-mail Message 278
Opening and Reading E-mail Messages 280
Opening and Saving an Attachment 281
Replying and Forwarding E-mail Messages 283
Switching to Calendar 285
Displaying a Different Date 285
Adding an Event 285
Switching to Contact 287
Adding a Contact 288
Adding a Contact Category 290
Closing Windows Live Mail 291
Working with Windows Live Messenger 291
Opening Windows Live Messenger 291
Creating a New Account 291
Signing in using Your Windows Live ID 293
Changing the Windows Live ID Password 293
Summary 298

Chapter 8 ■ Working with Control Panel 299

Opening Control Panel 300
User Accounts and Family Safety 300
Working with User Accounts 301
Setting up Parental Controls 307
Adding a Windows Credential 308
Linking Online IDs 310
Security 313
Using the Action Center 313
Using the Windows Firewall 315
Using the Windows Defender 317
HomeGroup 319

Creating a HomeGroup 319
Joining a HomeGroup 322
Sharing Files and Folders 323
Clock, Language, and Region 325
Hardware and Sound 327
Sound 327
Mouse 329
Keyboard 332
Device Manager 333
Summary 334