**Basic Windows 7 Guide**

**Getting started with the Start menu**

To open the Start menu, click the **Start** button in the lower-left corner of your screen. Or, press the Windows logo key on your keyboard. The Start menu appears.

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**Start button and Start menu**

**Opening programs from the Start menu**

One of the most common uses of the Start menu is opening programs installed on your computer. To open a program shown in the left pane of the Start menu, click it. The program opens and the Start menu closes.

If you don't see the program you want to open, click **All Programs** at the bottom of the left pane. Instantly, the left pane displays a long list of programs in alphabetical order, followed by a list of folders.
**Turning off your computer properly**

It is important to turn off your computer properly.

To shut down your computer, click the Start button, and then choose **Shut Down**.

![Start menu with Shut Down option](image)

Click the arrow next to the **Shut Down** button, and then choose the different options:

**Sleep:** Putting your computer to sleep is the fastest way to turn it off, and the best option for resuming work quickly.

When you click this button, your computer goes to sleep. Windows automatically saves your work, the display turns off, and any noise from the computer's fan stops. The whole process takes only a few seconds.

The next time you turn on your computer (and enter your password, if required), the screen will look exactly as it did when you turned off your computer.

To wake your computer, press the power button on your computer case.

**Lock:** Click the Lock button to lock your computer without turning it off. Once locked, your computer cannot be used until you unlock it with your password.

Or, press the Windows logo key + L

**Switch user, log off, Restart** are additional options for switching users, logging off, or restarting.
New features on the Windows 7 desktop

- Snap
- Shake
- Peek
- Gadgets

These new features make it easier to organize and manage multiple windows.

You can switch easily between open windows so that you can focus on important programs and files.

Snap

Using Snap, you can quickly align windows at the side of the desktop, expand them vertically to the entire height of the screen, or maximize them to completely fill the desktop.

Snap can be especially helpful when comparing two documents, copying or moving files between two windows, maximizing the window you’re currently working on, or expanding long documents so they’re easier to read and require less scrolling.

Drag a window to the side of the desktop to expand it to half of the screen.

Drag the title bar of an open window to either side of the desktop to align it there, or drag it to the top of the desktop to maximize the window.

To expand a window vertically using Snap, drag the top edge of the window to the top of the desktop.
Shake

Using Shake, you can quickly minimize all open windows on the desktop except the one you want to focus on. Just click the title bar of the window you want to keep open and drag (or shake) the window back and forth quickly, and the other open windows are minimized.

Shake a window to minimize all other windows.

To restore the minimized windows, shake the open window again.

Peek

You can use Peek features to quickly preview the desktop without minimizing all your windows, or preview an open window by pointing at its button on the taskbar.
When you point to the Show desktop button at the end of the taskbar, any open windows fade from view, revealing the desktop. To make the windows reappear, move the mouse away from the Show desktop button.

This can be useful for quickly viewing desktop gadgets, or when you don’t want to minimize all open windows and then have to restore them.

You can also use Peek to take a quick look at other open windows without clicking away from the window you're currently working on.

Point to a program button on the taskbar that has open files.

Thumbnail previews of any open files associated with that program appear above the taskbar. You can point to a thumbnail to preview that window’s contents, and all the other open windows on the desktop fade away to reveal just the window you’re previewing.

To open the window you're previewing, click the thumbnail.
Gadgets

Desktop gadgets are mini programs that offer information at a glance and provide quick access to frequently used tools.

To add a gadget: Right-click on the desktop and select gadgets. Double-click on any gadget.

Gadgets put information right on your desktop.

In Windows 7, gadgets are set free on the screen, where you can move and resize them as you like.

Quickly find anything on your computer

Windows Search is the fastest way to locate and open any file on your PC, including documents, email messages, music, photos, and more.

To use Windows Search, click the Start button, type one or two keywords, and see search results appear almost instantly.
Finding out where trouble lies and how to fix it.

**Hard Disk (CHKDSK):**

In most cases, problems that develop on a hard disk are from either corrupt system files or physical errors. To identify a possible hard disk problem, you will need to scan your drive for errors.

1. On your desktop, double Click Computer
2. Right click the hard disk (C)
3. Select Properties
4. Select the Tools tab
5. Click the “Check Now” button under Error-Checking.

6. Select the option: "Automatically fix file system errors"
7. Select the option: "Scan for and attempt recovery of bad sectors"

Selecting this option will perform a thorough scan of your selected hard disk and attempt to fix any physical errors on the drive. Depending on the size of your hard disk, this could take quite some time to complete. For best results, avoid using your computer system during this process.

7. Click Start

If none of the above troubleshooting steps has helped you with your computer problem, please call CISD Help Desk on 211 2480 for assistance.