Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Introduction to Windows 7

**Instructions: Find the following videos in the data files located in your computer. To get there, click Data Files, select the folder called CT2013, then open the folder called Windows 7 Videos. Use the videos to fill in the blanks on these notes.**

*Video #1: Getting Started with Windows*

1. The screen you see when the computer first starts up is the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. The taskbar is found at the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the screen. On the taskbar you will find \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ and also settings like Internet and volume.
3. On the far left of the taskbar you will find the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ button which opens up the Start Menu. This is where you’ll go to open up a program.
4. Files contain things like documents, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, songs, movies and more.
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are used to organize all the files on your computer.
6. Windows \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ can be used to navigate to any folder on your computer.
7. Draw a picture of the Windows Explorer icon that is found on the taskbar.
8. When you delete an item it will not permanently delete the file. It will just move it to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. To permanently delete a file you must empty the recycle bin.

*Video #2 Windows 7-Search and Libraries*

1. You can view your libraries by clicking on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ icon on the taskbar.
2. Your default libraries are:
   1. Documents
   2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   4. Videos
3. To use libraries, you first have to add \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to them.
4. If you start typing in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the upper right, Windows will immediately start locating matching items.
5. If you want you can create your own \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. If you’re working on a project you may want to have your own library so you can easily get to the folders pertaining to it.
6. Draw a picture of the button you click to create a new library.

*Video #3 Windows 7-Action Center*

1. To keep Windows 7 running \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , check the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from time to time.
2. Draw a picture of the Action Center shortcut icon located on the task bar.
3. Use caution when changing the Action Center and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. There can be a trade- off between convenience and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

*Video #4 Windows Basics-Working with Files and Folders*

1. To create a folder on your desktop, \_\_\_\_\_\_\_\_\_\_, select \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, then choose \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Then give your folder a name.
2. Once you have some folders, you can begin moving \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in to them.
3. You can delete files or folders you don’t need. Just click and \_\_\_\_\_\_\_\_\_\_\_\_\_\_ the files or folders onto the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ bin.
4. Draw the Recycle Bin icon found on the desktop.
5. When you are sure you want to permanently delete files or folders you can \_\_\_\_\_\_\_\_\_\_\_\_\_\_ the recycle bin.

*Video #5 Tech Savvy Tips and Tricks-Keyboard Shortcuts*

1. The keyboard shortcut for Copy is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. The keyboard shortcut for Paste is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. The keyboard shortcut for Cut is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. The keyboard shortcut for Undo is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. The keyboard shortcut to open your computers Task Manager is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_