

Windows 7 (W7) – an Introduction

Your computer is just a filing cabinet. In the jargon it is an input/output (I/O) system i.e. you put stuff (files) in, and you look at it and/or take it out of the system.

Your filing cabinet has draws. Each of those draws is the computer equivalent of an internal hard drive, external hard drive, CD/DVD storage or flash drive. Each of those draws (drives) can have a range of folders. Each of the folders have files, generally with similar content of like material (documents, music or videos). The folders may have subfolders.

The secret of managing these drives, folders, subfolders and files electronically is having a suitable system.

W 7 is the latest Microsoft operating system to allow you to have an electronic filing cabinet to store, find and display files and folders (some extra software is usually necessary to plug into these electronic filing cabinet to view particular files).

The tools in W7 are, generally, more intuitive and easier to use than previous systems (DOS, Windows 95, 98, XP and Vista).

The Internet, accessed in the W7 operating system by a browser such as Internet Explorer, is just another filing cabinet where you have the management of the material done for you e.g. by Google in their 'filing cabinets'.

This article introduces you to, or points you to, systems, tools and links, that allow you to manage your data (I/O) in an electronic system – W7.

As W7 is a Microsoft product, the obvious place to start looking for tips and tricks on the system, are their own links. If you click the *Start* 'Orb' at the bottom left of the W7 screen, you will see a *Getting Started* link on the menu bar. Click on that link and there are nine other learning links to choose from. This article will deal mainly with the first link on the list – at <http://goo.gl/kCKX>. From that link you can download both a PDF file (775 KB) and a video (rather large at 21 MB) on *Getting Started with Windows 7*. Both the video and the PDF describe the new w7 feature like pin a program to the taskbar; rearranging buttons on the taskbar ; using *Jump Lists* (another new feature showing how to open, pin and unpin, change the order of items, and remove a recent item from a *Jump List*); snap a window to the side, vertically and to the top and minimize open windows using *Aero Shake*.

Other introductory features of the W7 desktop are described in *The W7 Guide: From newbies to Pro*, a free PDF electronic book from <http://goo.gl/kJ1f>. This free ebook adds to a lot of the information in the Microsoft ebook, and extends the information on customising the task bar and features of the notification area (formerly the system tray in earlier versions)

Other good web based W7 tutorials, videos and shortcuts are found at:

Top-Windows-Tutorials - <http://goo.gl/d36N> . This site has a series of videos, downloadable lessons and checklists.

The GCF - <http://goo.gl/uch5> . A good selection of self paced lessons and videos, plus some useful articles related to W7.

Yoingco - <http://goo.gl/f3Dw> . A comprehensive learning site with six sections of lessons with over 20 lessons per section.

Lifehacker W7 shortcuts - <http://goo.gl/Xd0l>. Contains W7 essential shortcuts

Windows Club W7 shortcuts - <http://goo.gl/Tq8Z> . A site with an exhaustive range of W7 shortcuts

Windows 7 Microsoft 7 second videos - <http://goo.gl/AVn7> . This site has 7 second videos introducing you to a wide range of W7 features.