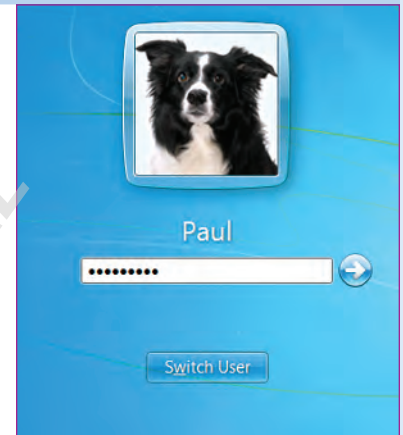


Table of Contents

1

Getting Started with Windows

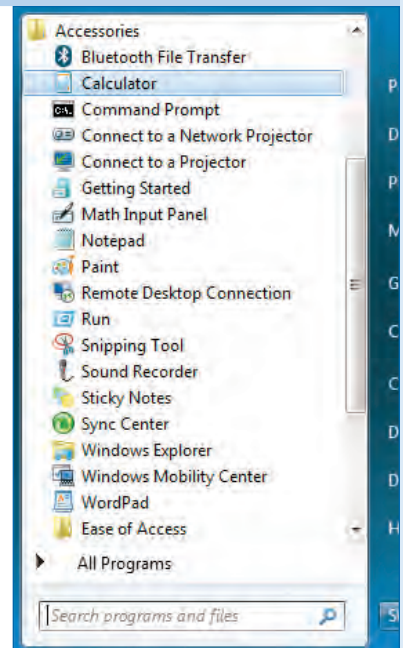
Start Windows 7	4
What You Can Do with Windows 7	6
The Windows 7 Screen	7
Using a Mouse with Windows 7	8
Get Help	10
Activate Your Copy of Windows 7	12
Restart Windows 7	14
Shut Down Windows 7	15



2

Launching and Working with Programs

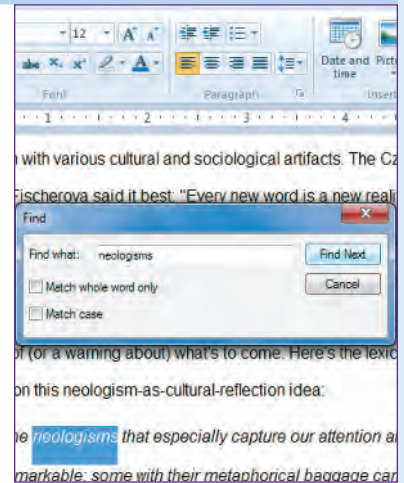
Install a Program	18
Change or Repair a Program Installation	20
Start a Program	22
Understanding Program Windows	23
Using Pull-Down Menus	24
Using Toolbars	25
Understanding Dialog Box Controls	26
Using Dialog Boxes	28
Work with Program Windows	30
Using Scrollbars	36
Switch Between Programs	38
Take Advantage of Program Jump Lists	40
Uninstall a Program	42



3

Creating and Editing Documents

Understanding Documents46
Create a Document47
Save a Document48
Open a Document50
Edit Document Text52
Change the Text Font56
Find Text58
Replace Text60
Print a Document62



4

Working with Images

Open the Pictures Library66
Preview an Image67
View Your Images68
Scan an Image70
Import Images from a Digital Camera72
Repair a Digital Image74
Print an Image76

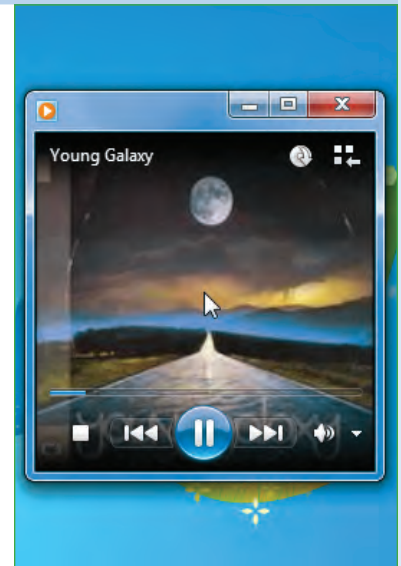


Table of Contents

5

Playing Music and Other Media

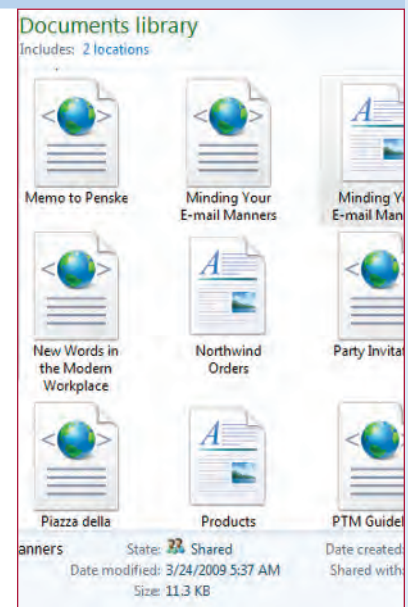
Open and Close Windows Media Player80
Navigate the Media Player Window81
Using the Library82
Play an Audio or a Video File84
Adjust the Volume.85
Play a Music CD86
Copy Tracks from a Music CD.90
Create a Playlist.92
Burn Music Files to a CD94
Play a DVD96
Navigate a DVD98



6

Working with Files

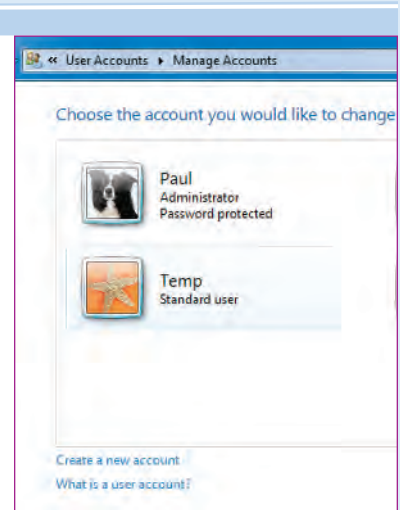
View Your Files102
Select a File104
Change the File View.106
Preview a File107
Copy a File108
Move a File.109
Burn Files to a CD or DVD110
Rename a File.114
Create a New File115
Delete a File116
Restore a Deleted File117
Search for a File118



7

Sharing Your Computer with Others

Display User Accounts	122
Create a User Account	124
Switch Between Accounts	126
Change a User's Name	128
Change a User's Picture	130
Delete an Account	132
Create a Homegroup	134
Join a Homegroup	136
Connect to a Wireless Network	138



8

Surfing the World Wide Web

Understanding the World Wide Web	142
Start Internet Explorer	143
Navigate Internet Explorer	144
Select a Link	145
Enter a Web Page Address	146
Open a Web Page in a Tab	148
Navigate Web Pages	150
Change Your Home Page	152
Save Favorite Web Pages	154
Search for Sites	156

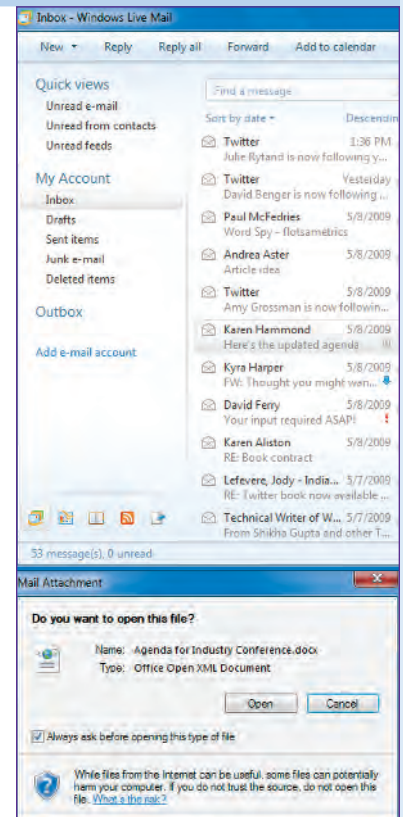


Table of Contents

9

Working with E-mail, Contacts, and Events

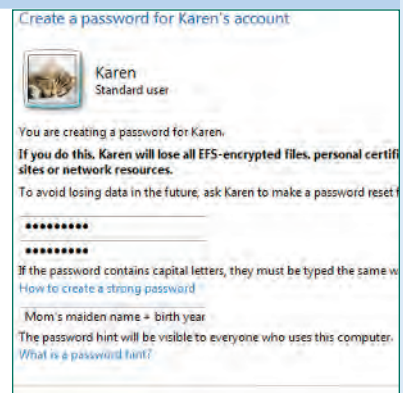
Install Windows Live Essentials Programs	160
Configure an E-mail Account	162
Send an E-mail Message	164
Add Someone to Your Contacts	166
Create a Contact Category	168
Select a Contact Address	170
Add a File Attachment	172
Add a Signature	174
Receive and Read E-mail Messages	176
Reply to a Message	178
Forward a Message	180
Open and Save an Attachment	182
Switch to Calendar	184
Navigate the Calendar	185
Display a Different Date	186
Create an Event	188
Add a Calendar	190



10

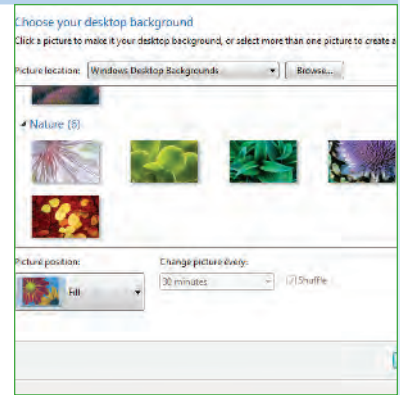
Implementing Security in Windows 7

Understanding Windows 7 Security	194
Check Action Center for Security Problems	196
Protect an Account with a Password	198
Lock Your Computer	200
Set Up Parental Controls	202
Delete Your Browsing History	206
Set the Junk E-mail Protection Level	208



Customizing Windows 7

Open the Personalization Window	212
Change the Desktop Background	214
Set Up a Desktop Slide Show	216
Set the Screen Saver	218
Change the Windows 7 Color Scheme	220
Customize the Start Menu	222
Customize the Taskbar	224



Maintaining Windows 7

Check Hard Drive Free Space	230
Delete Unnecessary Files	232
Defragment Your Hard Drive on a Schedule	234
Check Your Hard Drive for Errors	236
Back Up Files	238
Restore Backed-Up Files	242

