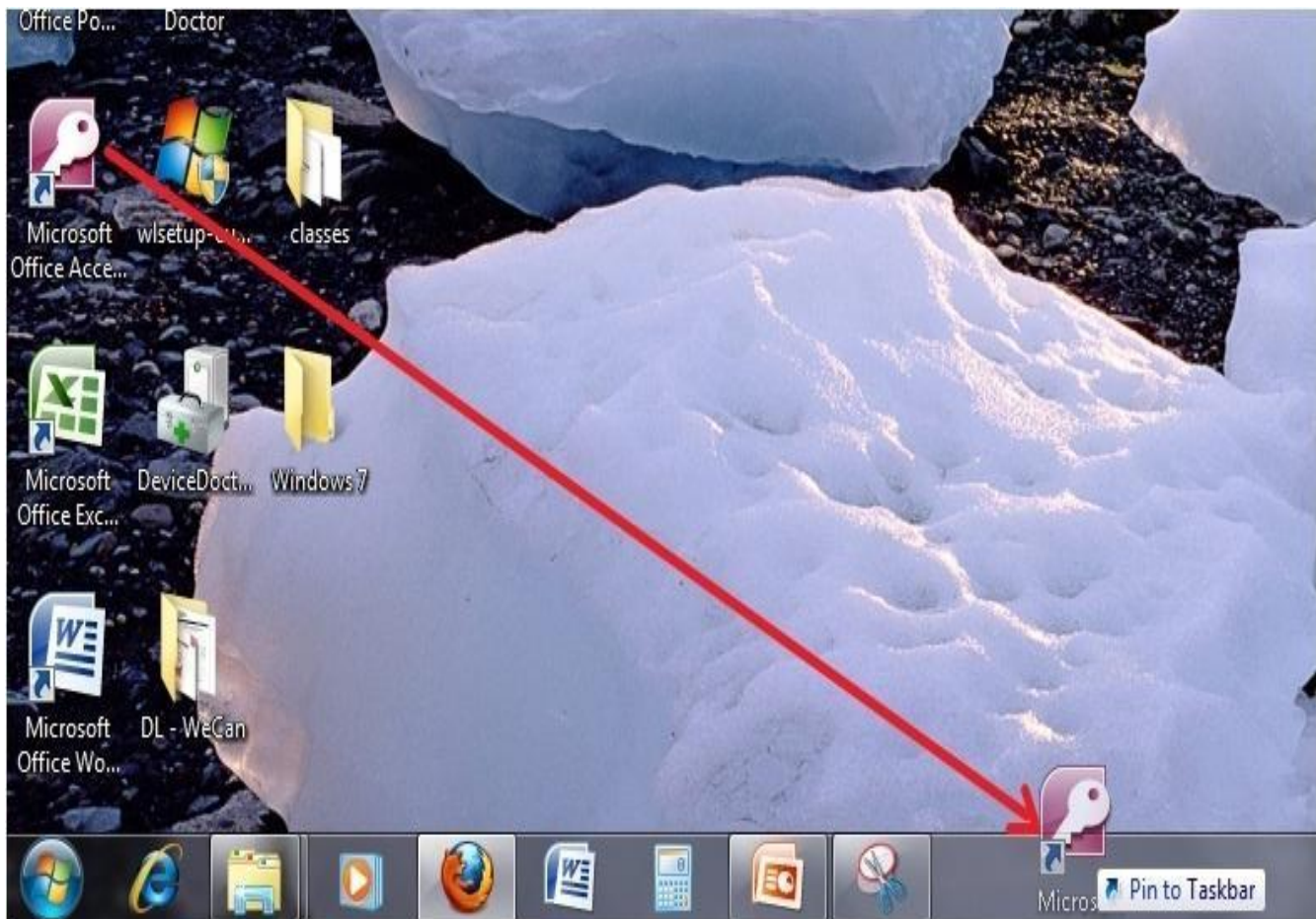


Windows 7



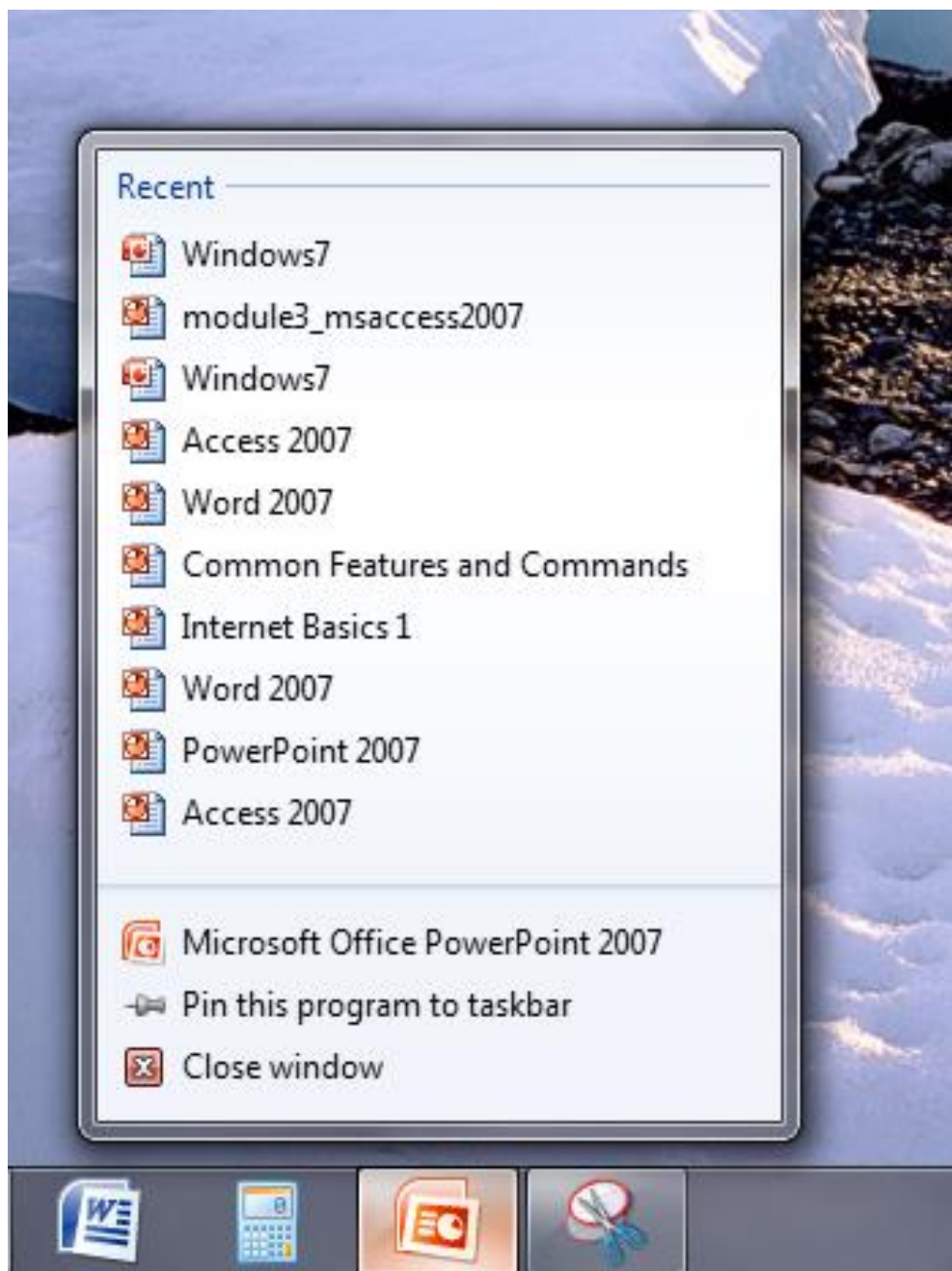
Pinning Programs to the Taskbar

To pin a program to the Task bar drag the icon and release it anywhere on the bar.



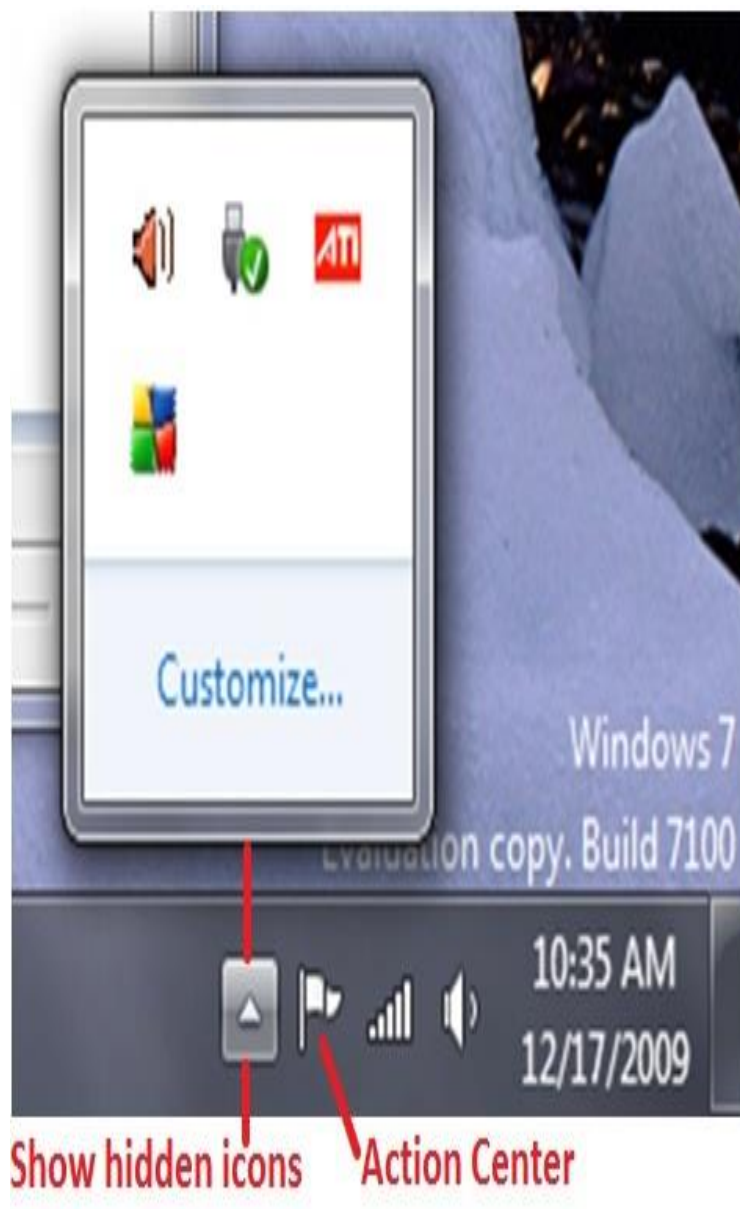
Jump lists to the desire location.

- Jump Lists provide access to frequently used files or tasks.
- To open a Jump list, right click the program button on the Task bar

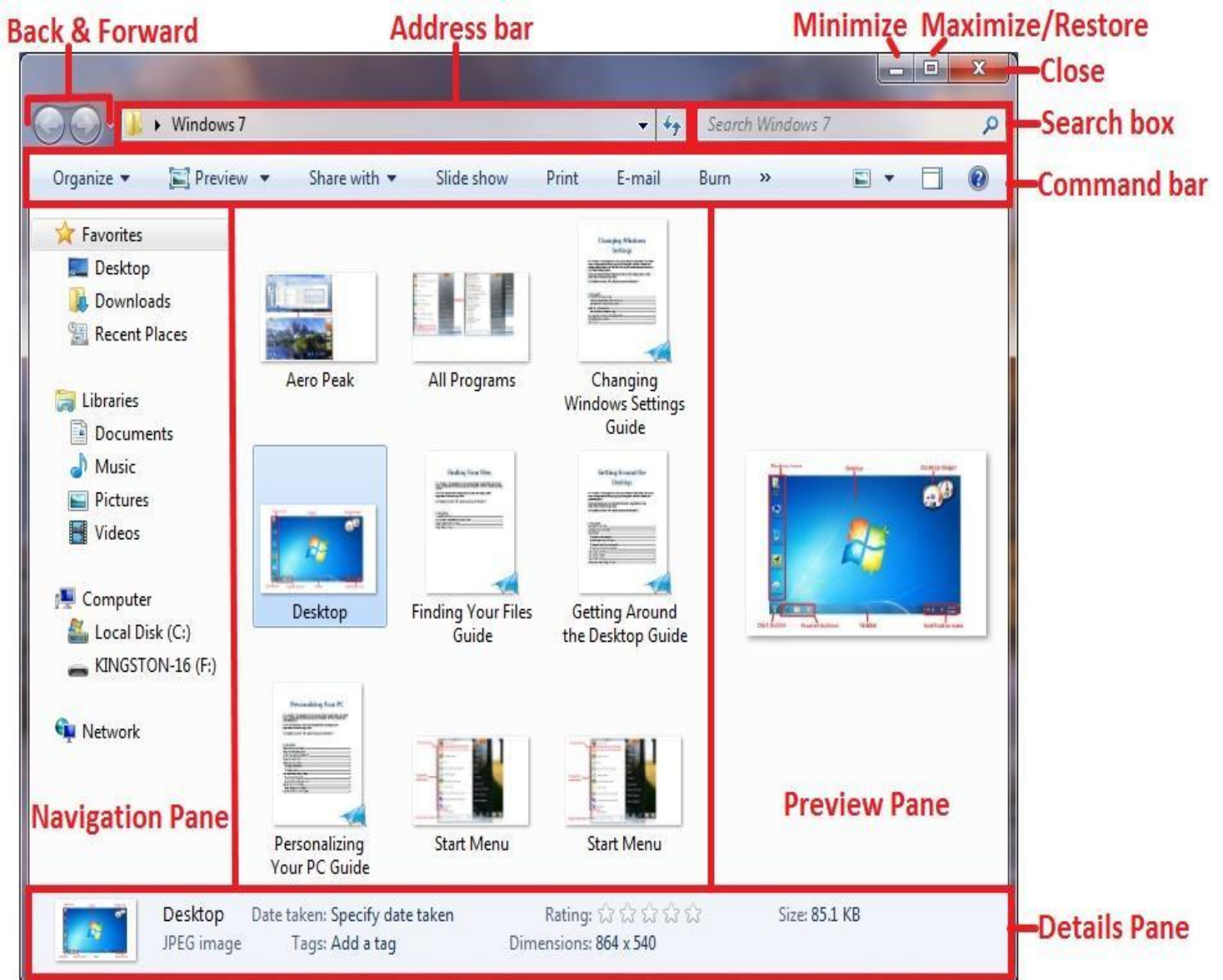


Notification Area.

- ❖ The Notification Area shows the date and time, the volume control, and the internet connection.
- ❖ If you click the Show hidden icons button, you can see the programs that are running on the background, like the antivirus.
- ❖ The Action Center button gives you information about your computer's status.



Windows Explorer



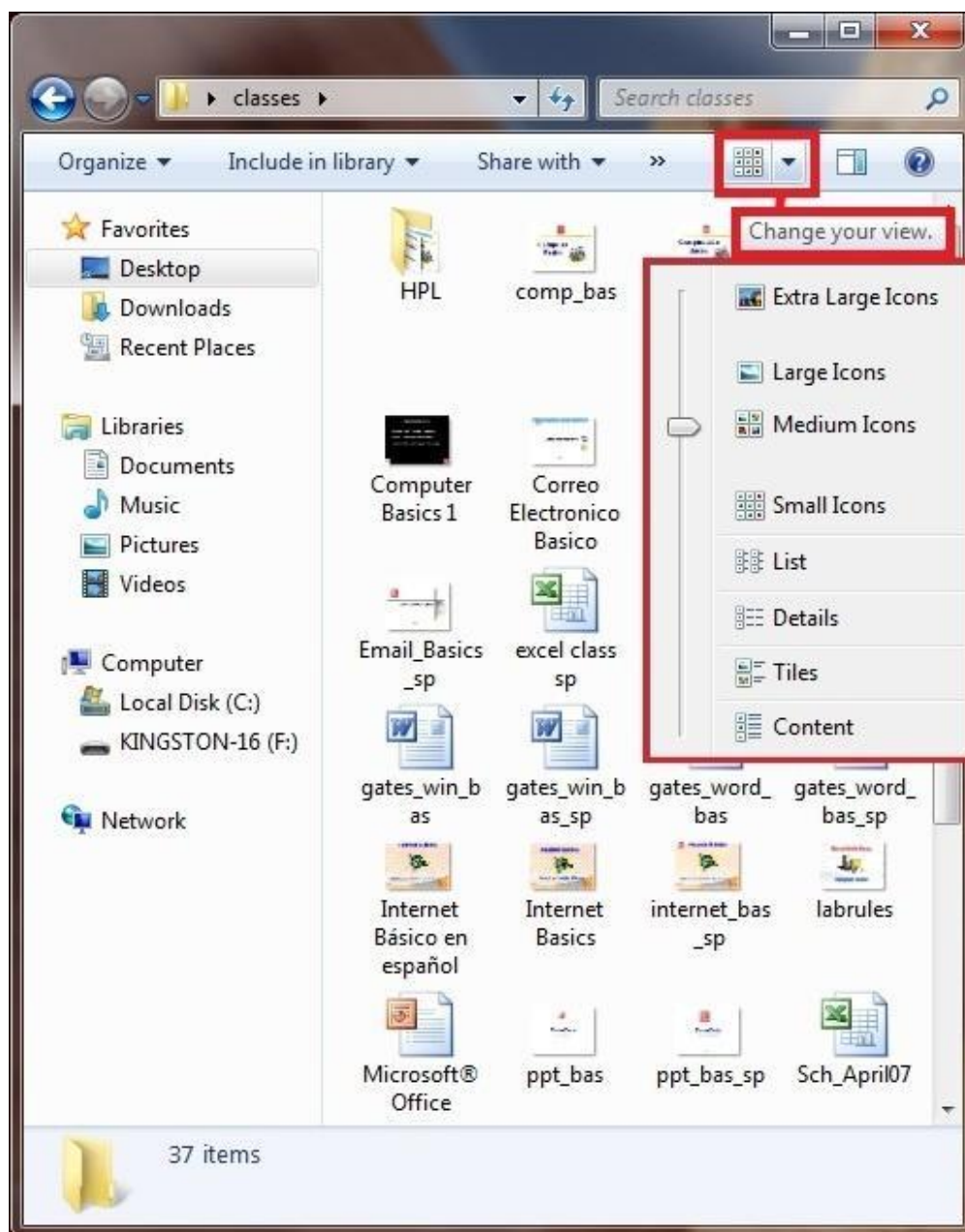
Managing Files and Folders Windows Explorer

- ❖ The Windows Explorer window is often divided into three sections, called panes.
- ❖ The pane on the left side, called the Folders pane, displays the structure of drives and folders on your computer.
- ❖ The pane on the center is called the Details pane. It displays the contents of a drive or folder.
- ❖ You can select folders from the list displayed in the Folders pane to view its contents in the details pane.
- ❖ The pane on the right side is the Preview Pane. It allows you to see a sneak peek of the file you have selected in the Details Pane without opening it.

Suppose you own a book shop. To manage it efficiently, you need to first categorize books based on their subject, such as management or fiction. You can then arrange these books in separate sections of a cabinet. You need to provide appropriate name to each section so that it is easier to locate a book. Similarly, in the Windows operating system, you use Windows Explorer to arrange files in appropriate folders. Windows Explorer is a program that helps you locate and open files and folders.

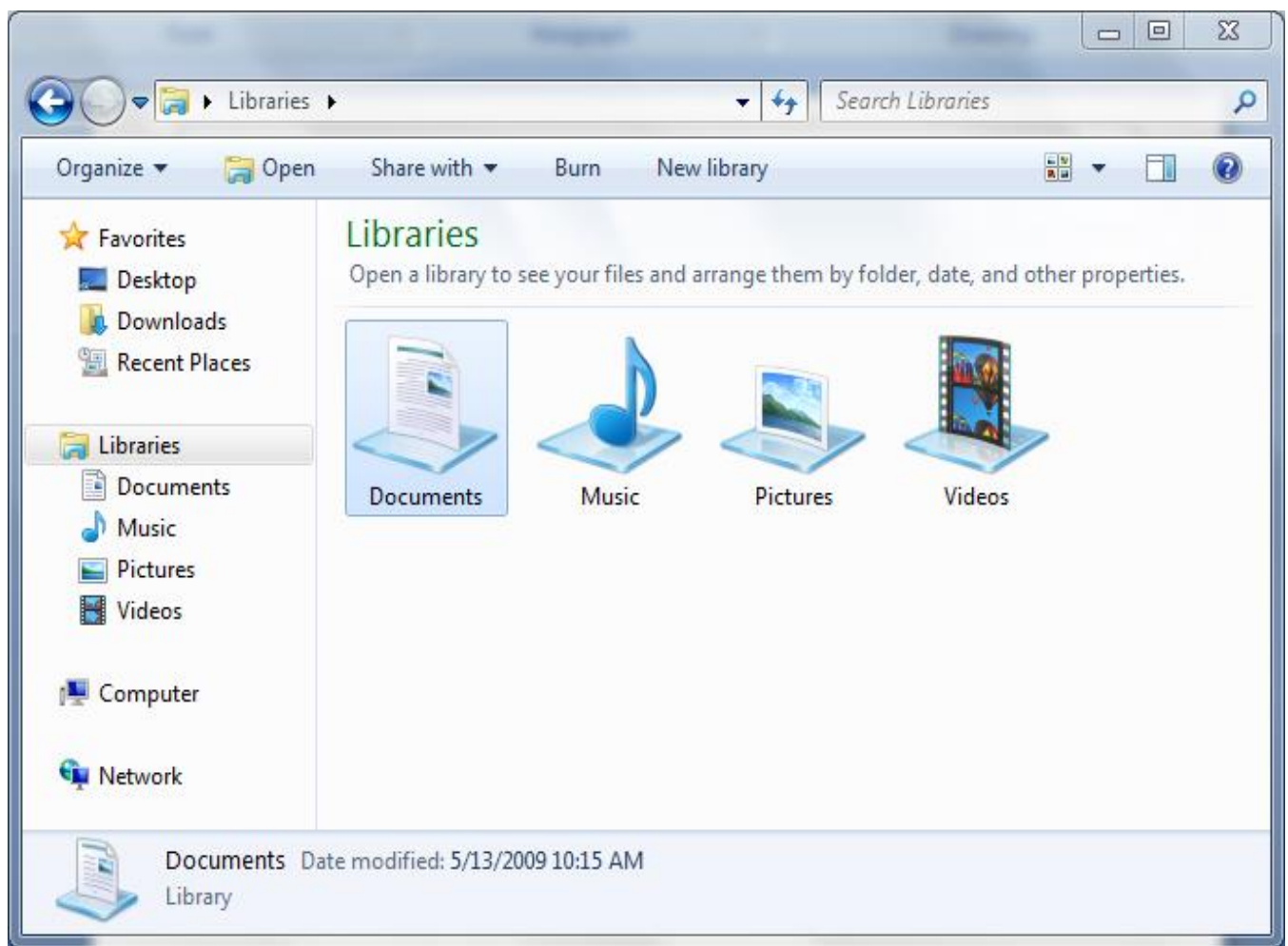
Windows Explorer

You can change the way you see the files in the Details Pane by clicking the arrow of the Change your View button and sliding the selector up and down.



Libraries

Libraries are special containers from which you can access files or folders located in different places of your computer.



Performing Basic File Operations

Every file has an associated format that defines the way data is stored in the file. The file format is identified by a period (also called a dot) appended to a file name, followed by three or four letters. The following are some of the more common file formats:

- Word documents (.doc)
- Images (.gif and .jpg)
- Executable programs (.exe)
- Multimedia files (.wma and others)

When you open a file, the operating system selects an appropriate program to display the contents of the file based on the file format. For example, when you open a Word document, the operating system opens a word processor, such as Word, to display the content of the document.

