****

**Projects: Windows 7**

**Windows 7 Lesson 1: Navigating in 7**

**Solutions**

[*50 pts*] After viewing the Navigating in Windows 7 videos, work in Windows 7 to complete the following steps.

1. Turn on your computer to launch Windows 7.
2. [*2 pts*] Click the Start button to open the ‘All Programs’. What two programs are listed at the top of the Programs list? *Adobe Reader 9, Adobe ExtendScript Toolkit 2*
3. [*3 pts*] Click the Start button, and then type **Paint** in the Search programs and files box. Click the Paint program button that appears in the Programs results list. What appears in the title bar of the program? *Untitled - Paint*
4. Click and drag the top of the program window to move it to a new location on the desktop, and then click and drag any corner of the program window to make it larger.
5. [*3 pts*] Click the Minimize button on the Paint program. What happens to the Paint program? *Minimizes down to the Taskbar*
6. [*2 pts*] Click the Start button, click the Pictures option to open the Pictures folder, and then double-click the Sample Pictures folder to display the sample pictures. How many pictures are in the Sample Pictures folder? *8*
7. Click the Maximize button on the Sample Pictures folder.
8. Click the Untitled - Paint button on the Taskbar to make Paint the active window.
9. Click anywhere on the Sample Pictures folder to make the Sample Pictures folder window the active window, and then click the Restore Down button on the Sample Pictures folder window to return the window to its previous size.
10. Click the Start button, and then type **Wordpad** in the Search programs and files box. Click the WordPad program button that appears in the Programs results list.
11. [*3 pts*] Right-click the Taskbar and click Cascade windows. Right-click the Taskbar again and click Show windows stacked. Right-click the Taskbar for a third time and click Show windows side by side. What happens to the windows when you clicked each option? *They rearrange themselves based on the option chosen*
12. [*2 pts*] Press the [Alt] + [Tab] keys until you highlight the icon for the Desktop, and then release the keys. What happens? *The Desktop appears*
13. Right-click the Taskbar and click Show open windows. Click the Close button on each program or folder window to close the programs and folders.
14. Right-click on the desktop to display a menu. Choose ‘Gadgets’ from the menu. Double-click the Weather button to add the Weather gadget to the Desktop if it does not already appear.
15. [*3 pts*] Right-click the Weather gadget to open the gadget settings. Type your city into the Search for location text box, and then click the search button. Select your city from the results list, and then click the OK button. What is your current weather, according to the Weather gadget? *[Answers vary. Example: 64 degrees and cloudy]*
16. [3*pts*] Click the Start button, and then point to the Shut down options arrow on the lower right of the Start menu to view the shut down options. Point to the different shut down options to display descriptive ScreenTips. What is the difference between the Sleep and the Hibernate options? *Hibernate – saves your session and turns off the computer. When you turn on your computer, Windows restores your session.*

*Sleep – keeps your session in memory and puts the computer in a low power state so that you can quickly resume working*

1. [*3 pts*] Click the Start button and then click the Control Panel option. Click the User Accounts and Family Safety link to display the user accounts and family safety options. What happens when you click the Add or remove user accounts link under the User Accounts heading. *It brings up a list of accounts*
2. Click the Control Panel link in the address bar to return to the Control Panel home.
3. [*3 pts*] Click the Network and Internet link, and then click the Connect to a network link under the Network and SharingCenter heading to open the Currently connected to dialog box. What message is displayed in the Connect to a network dialog box?*It shows what network the user is connected to*
4. Click on the main Network and Internet screen.
5. Click the Programs link in the sidebar to display the Programs options. Review these options. Click the arrow button to the right of Control Panel in the address bar to open a submenu, and then click Appearance and Personalization. Click the Change desktop background link, click the Picture Location list arrow, and then click Windows Desktop Backgrounds. Click the photo of your choice to change the desktop wallpaper, then click the Save changes button to close the window. Close the Appearance and Personalization window.
6. [*2 pts*] Click the Start button, and then type **des** in the Search programs and files box. What file types appear in the search results list? *[Answers will vary. Example: .docx, .jpg]*
7. Close the Search Results window.
8. [*3 pts*] Click the Start button, and then click the Help and Support option to open the Window Help and Support. Click the Book icon link. Scroll down until you see the Internet – going online and using the Web heading. What are the subtopics for this heading? *[Answers will vary. Example: What do I need to connect to the Internet]*
9. Click the Back button.
10. [*3 pts*]Click the Security and privacy link. Read this page and review the information on it.
11. Close any open windows and programs and submit your answers to your instructor.