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PC Basics

Bronze Level

Menu and Desktop (W7 / 8.1)



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Learning Guide

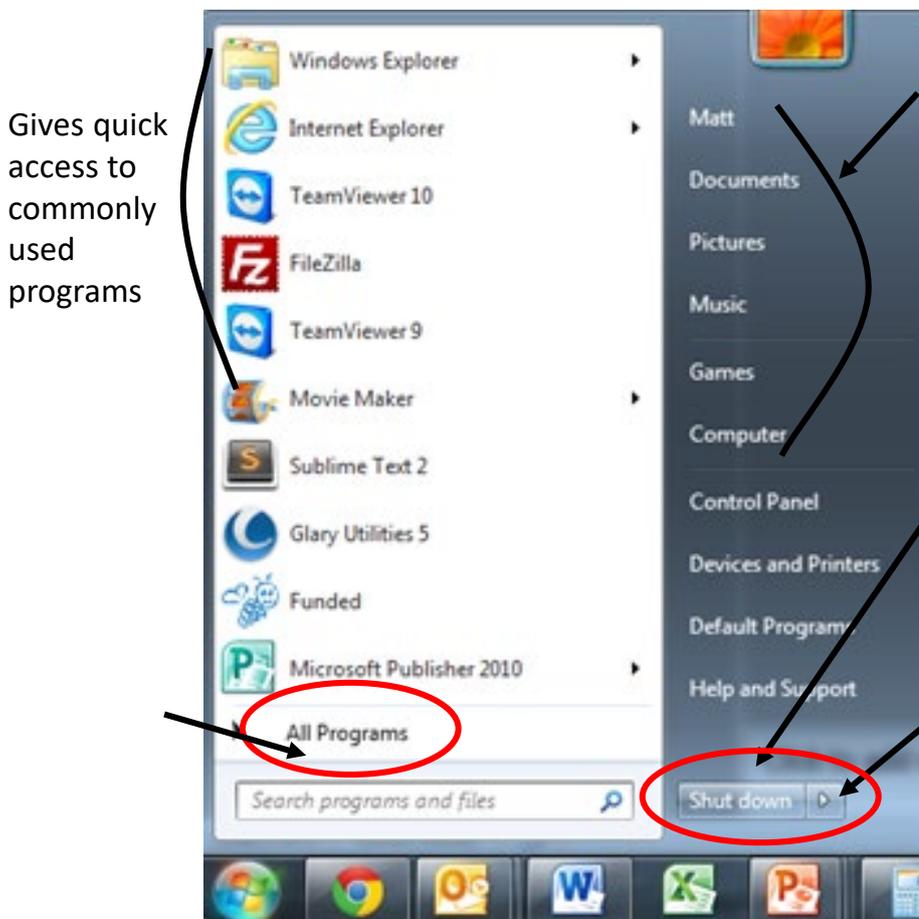


Windows 7: Using the “START” Button and Menu

When you load up your computer in Windows 7, you will see a “globe” with the Windows symbol at the bottom-left of the screen. This is called the **START BUTTON** and is the main starting point for activities:



1. Pressing the Start Button will bring up the following screen, called the **START MENU** :



Gives quick access to commonly used programs

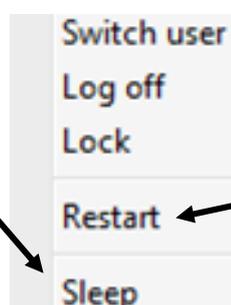
Access documents, pictures, and computer settings

2. Whilst it is called the **START BUTTON**, it is also where you go to **turn off your computer**.

Clicking on “**SHUT DOWN**” will turn off your computer. If you see a small badge / shield symbol it means it will install **UPDATES** before turning off.

3. If you click on the small arrow button (to the right of **SHUT DOWN**) you will bring up further **Power Options** (see left):

Sleep: puts the computer into a power-saving mode where it is essentially “sleeping” – press the on/off button or any key and it will come back on!



Restart: restart / refresh your computer (i.e. like turning it on again) which is good for curing many problems!

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Windows 7: Using the Desktop

The screenshot below shows a common-looking screen on most computers, called “the Desktop.” It is the basic backdrop for navigating yourself around your computer.

Recycle Bin – Anything you delete will go in here, so it is possible to get it back! However if you “**Empty Recycle Bin**” it will be gone forever!

Folders – These are places where you can save work, photos or anything else—just like you might put folders in a filing cabinet. You can move them around the screen and name them anything you want!

Program Icons – These icons are “shortcuts” to your favourite programs, so **double clicking** on them will open up the program. Each program has its own unique icon so you can remember it. Also accessible via Start Button or through Taskbar (see below).



Start Button: To access programs, or shut down / restart your computer.

TaskBar: Another (and perhaps quicker and easier) way to access programs, the taskbar holds these “mini-icons” which are just versions of the program icons above on the desktop. Drag your programs onto here.

System Info: Shows important system information such as the time, the calendar, sound settings, whether internet is active, etc. The very last tab on the right is the **Show Desktop button** which gets you back to the desktop if you have windows open.

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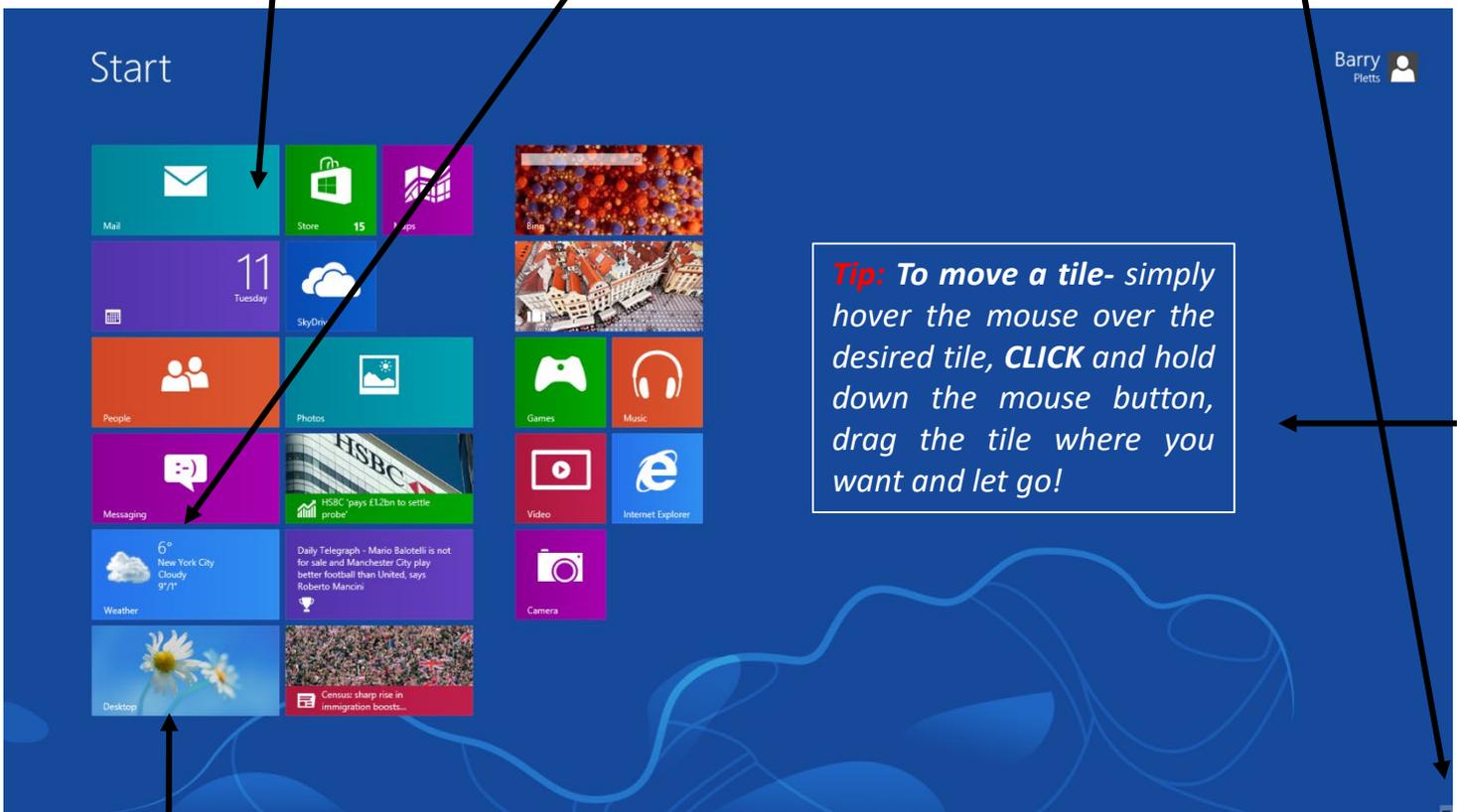
Windows 8.1 - The Start Screen

Microsoft introduced the biggest change to Windows for many years with Windows 8.1. The initial 'look' is very different. This is because Windows 8.1 has been developed for touchscreen computers. However underneath the 'flash' new look is in fact the more traditional Windows 7. When you turn on your computer the first thing you will see is the **START SCREEN**, as shown below:

Tiles- these are 'quick' links to applications and files. Simply **CLICK** the tile to be taken to the place of your choice.

Active Tiles- some tiles will change and show different content. These are 'live' and updated via the Internet and include subjects such as news, weather etc.

Charm Bar- hover your mouse here at the bottom right corner **OR SWIPE** from right to left, to make the Charm Bar appear for further options.



*Tip: To move a tile- simply hover the mouse over the desired tile, **CLICK** and hold down the mouse button, drag the tile where you want and let go!*

Go to desktop- simply **CLICK** here to be taken to the traditional Windows Desktop.

To change a tile- simply right **CLICK** your chosen tile and choose an option shown on the right:

1. **Unpin**- removes from Start Page.
2. **Uninstall**- removes from Computer.



3. **Smaller/Larger**- change the size of tile.
4. **Turn live tile on/off**- disconnects tile from Internet.