

**Great  
Value!**

1 2 3

Easy | Illustrated | How-To

# Windows® 7 SP1

MCGRAW-HILL NOT FOR RESALE  
DONATION ONLY 05A5445



## QuickSteps™

FULL-COLOR | FAST REFERENCE

**Marty Matthews**

Includes **30 DAYS OF FREE** Online Training

- Go to [www.totaltraining.com/mh/windows7](http://www.totaltraining.com/mh/windows7)
- 8 Hours of Windows 7 Training
- 180 Additional Courses
- A US\$24.99 Value



**Mc  
Graw  
Hill**





# WINDOWS® 7 SP1

## QuickSteps™

**MARTY MATTHEWS**



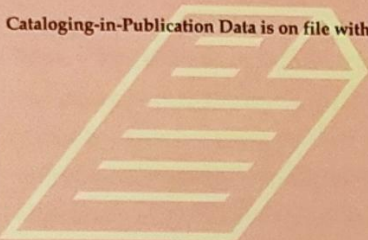
New York Chicago San Francisco  
Lisbon London Madrid Mexico City  
Milan New Delhi San Juan  
Seoul Singapore Sydney Toronto





The McGraw-Hill Companies

Cataloging-in-Publication Data is on file with the Library of Congress



McGraw-Hill books are available at special quantity discounts to use as premiums and sales promotions, or for use in corporate training programs. To contact a representative, please e-mail us at [bulksales@mcgraw-hill.com](mailto:bulksales@mcgraw-hill.com)

Trademarks: McGraw-Hill, the McGraw-Hill Publishing logo, QuickSteps™, and related trade dress are trademarks or registered trademarks of The McGraw-Hill Companies and/or its affiliates in the United States and other countries and may not be used without written permission. All other trademarks are the property of their respective owners. The McGraw-Hill Companies is not associated with any product or vendor mentioned in this book.

Information has been obtained by McGraw-Hill from sources believed to be reliable. However, because of the possibility of human or mechanical error by our sources, McGraw-Hill, or others, McGraw-Hill does not guarantee the accuracy, adequacy, or completeness of any information and is not responsible for any errors or omissions or the results obtained from the use of such information.

## WINDOWS® 7 SP1 QUICKSTEPS™

Copyright © 2011 by Matthews Technologies. All rights reserved. Printed in the United States of America. Except as permitted under the Copyright Act of 1976, no part of this publication may be reproduced or distributed in any form or by any means, or stored in a database or retrieval system, without the prior written permission of publisher, with the exception that the program listings may be entered, stored, and executed in a computer system, but they may not be reproduced for publication.

1234567890 QDB QDB 10987654321

ISBN 978-0-07-177247-1

MHID 0-07-177247-2

SPONSORING EDITOR / Roger Stewart

EDITORIAL SUPERVISOR / Jody McKenzie

PROJECT MANAGER / Vasundhara Sawhney, Cenvco Publisher Services

ACQUISITIONS COORDINATOR / Joya Anthony

TECHNICAL EDITOR / John Cronan

COPY EDITOR / Lisa McCoy

PROOFREADER / Paul Tyler

INDEXER / Valerie Perry

PRODUCTION SUPERVISOR / Jean Bodeaux

COMPOSITION / Cenvco Publisher Services

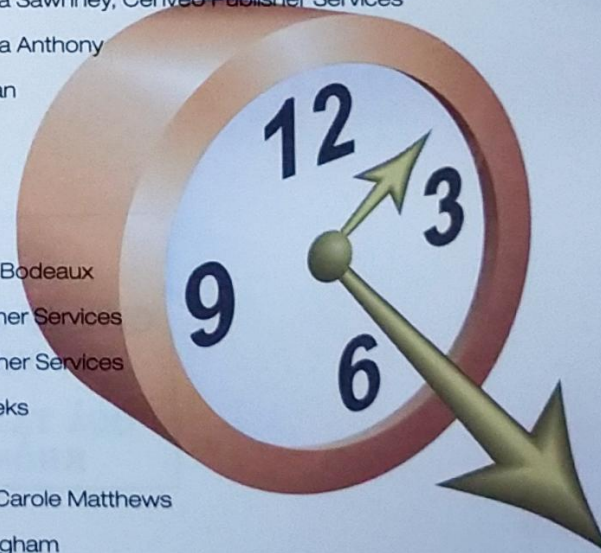
ILLUSTRATION / Cenvco Publisher Services

ART DIRECTOR, COVER / Jeff Weeks

COVER DESIGNER / Pattie Lee

SERIES CREATORS / Marty and Carole Matthews

SERIES DESIGN / Bailey Cunningham














# Contents at a Glance

Chapter 1	<b>Stepping into Windows 7 SP1</b> ..... 1	<b>1</b>
	Start Windows 7 SP1; use the mouse, screen, window, dialog box, and Start menu; exit Windows 7 SP1; get help; have fun	
Chapter 2	<b>Customizing Windows 7 SP1</b> ..... 23	<b>2</b>
	Personalize Windows; change the desktop, icons, Start menu, date/time, sounds, and regional settings; manage gadgets	
Chapter 3	<b>Storing Information</b> ..... 45	<b>3</b>
	Display files and folders; change Explorer views; create folders; copy, move, rename, delete, and zip files and folders	
Chapter 4	<b>Using the Internet</b> ..... 69	<b>4</b>
	Connect to the Internet, set up communications, search the Internet, control security, use email, participate in newsgroups, use IM	
Chapter 5	<b>Managing Windows 7 SP1</b> ..... 107	<b>5</b>
	Start, stop, switch, and schedule programs; use Task Manager and Run; update and restore Windows; add/remove software	
Chapter 6	<b>Working with Documents and Pictures</b> ..... 137	<b>6</b>
	Create and print documents and pictures, use cameras and scanners, handle fonts, capture Snips, use Sticky Notes	
Chapter 7	<b>Enjoying Multimedia</b> ..... 163	<b>7</b>
	Play CDs and DVDs, access and buy online media, locate music, copy and burn discs, play DVDs, make a movie, explore Media Center	
Chapter 8	<b>Controlling Security</b> ..... 189	<b>8</b>
	Set up users and passwords, switch users, set parental controls, share files, encrypt files, set up an Internet firewall	
Chapter 9	<b>Setting Up Networking</b> ..... 219	<b>9</b>
	Select a network, set up and enable a wired and a wireless network, configure and test networking, review security	
Chapter 10	<b>Using Networking</b> ..... 239	<b>10</b>
	Explore a network; use network addressing; find, copy, and share network files; use Remote Desktop; use a wireless network	
Index	..... 259	



# Contents

Acknowledgments.....	xv
Introduction .....	xvii
Chapter 1 <b>Stepping into Windows 7 SP1</b> .....	1
Start Windows .....	2
Log On to Windows.....	2
Use the Mouse .....	2
 Using the Mouse .....	4
Use the Screen .....	4
 Using the Notification Area.....	5
Open the Start Menu .....	6
Use the Start Menu .....	7
 Starting a Program.....	8
Use a Window .....	9
 Changing the Windows Explorer Layout.....	11
Use a Menu .....	11
Use a Dialog Box .....	12
Navigate the Windows Desktop.....	13
End Your Windows Session.....	18
 Having Fun with Windows .....	20
Get Help .....	20
Play FreeCell.....	21
Chapter 2 <b>Customizing Windows 7 SP1</b> .....	23
Change the Look of Windows 7 SP1 .....	23
Use the Personalization Window .....	23
Add Windows Program Icons.....	28
Change Desktop Icons.....	30
 Adding Other Program Icons to the Desktop.....	31
Change the Start Menu .....	31
Change the Taskbar .....	32
 Changing Taskbar Properties .....	34
Permanently Pin Icons to the Taskbar.....	34
Change How Windows 7 SP1 Operates .....	35
 Changing the Notification Area.....	36
Set and Use the Date and Time .....	36
Change Ease-of-Access Settings .....	38
 Using the Control Panel.....	40
Customize the Mouse.....	41
Customize the Keyboard .....	41
Change Sounds.....	42
Change Regional Settings.....	43
Manage Gadgets .....	44



**Storing Information** ..... 45

Use the Windows File System .....	46
Open Windows Explorer .....	47
Changing the Windows Explorer Layout .....	48
Customize Windows Explorer .....	48
Use Windows Explorer Menus .....	49
Locate and Use Files and Folders .....	51
Identify Storage Devices .....	51
Select and Open Drives and Folders .....	52
Navigate Folders and Disks .....	52
Renaming and Deleting Files and Folders .....	54
Create New Folders .....	54
Select Multiple Files and Folders .....	55
Use the Recycle Bin .....	56
Create Shortcuts .....	57
Copying and Moving Files and Folders .....	58
Search for Files and Folders .....	58
Create Files .....	59
Encrypt Files and Folders .....	60
Change Other File and Folder Attributes .....	62
Zipping Files and Folders .....	63
Back Up Files and Folders .....	63
Write Files and Folders to a CD or DVD .....	65
Managing Disks .....	66

**Using the Internet** ..... 69

Connect to the Internet .....	69
Understanding Internet Connections .....	70
Choose an Internet Connection .....	70
Set Up Communications .....	71
Configure an Internet Connection .....	74
Use the World Wide Web .....	76
Search the Internet .....	76
Browsing the Internet .....	77
Save a Favorite Site .....	78
Changing Your Home Page .....	80
Use Tabs .....	80
Access Web History .....	81
Organizing Favorite Sites .....	82
Copy Internet Information .....	83
Controlling Internet Security .....	84
Play Internet Audio and Video Files .....	85
Use Internet Email .....	86
Get Windows Mail .....	87
Establish an Email Account .....	88
Understanding the Ribbon .....	91
Create and Send Email .....	91
Receive Email .....	92
Using the Contacts List .....	93
Respond to Email .....	93
Apply Formatting .....	93



Using Web Mail.....	96
Attach Files to Email.....	96
Use Calendar.....	97
Participate in Newsgroups.....	99
Use Windows Live Messenger.....	102
Set Up Windows Live Messenger.....	102
Using Windows Live Messenger.....	105

## Chapter 5 **Managing Windows 7 SP1** ..... 107





Start and Stop Programs.....	107
Automatically Start Programs.....	108
Start Programs Minimized.....	109
Schedule Programs.....	109
Switching Programs.....	111
Control Programs with the Task Manager.....	112
Stopping Programs.....	113
Start a Program in Run.....	115
Start Older Programs.....	115
Control Automatic Programs.....	116
Control Windows Indexing.....	117
Running Accessory Programs.....	118
Maintain Windows 7 SP1.....	118
Update Windows 7 SP1.....	118
Use the Action Center.....	121
Restore Windows 7 SP1.....	121
Get System Information.....	124
Set Power Options.....	125
Add and Remove Software.....	126
Add Hardware.....	128
Use Remote Assistance.....	129

## Chapter 6 **Working with Documents and Pictures** ..... 137





Create Documents and Pictures.....	137
Acquiring a Document.....	138
Create a Picture.....	138
Install Cameras and Scanners.....	139
Scan Pictures.....	141
Import Camera Images.....	142
Viewing Other Pictures.....	145
Work with Photo Gallery Pictures.....	145
Capture Snips.....	145
Using Sticky Notes.....	148
Print Documents and Pictures.....	148
Install a Printer.....	149
Printing.....	153
Print Pictures.....	154
Print to a File.....	154
Print Webpages.....	155
Configure a Printer.....	156
Control Printing.....	159
Handle Fonts.....	162





## Chapter 7 **Enjoying Multimedia** ..... 163

Work with Audio .....	164
Play CDs.....	164
Control the Volume.....	167
Access Online Media.....	167
 Finding Your Music Online .....	169
Buy Media Online .....	169
Copy (Rip) CDs to Your Computer .....	172
Organize Music .....	172
Make (Burn) a Music CD .....	173
 Displaying Visualizations in Windows Media Player.....	176
Copy to (Sync with) Music Players .....	176
Work with Video .....	177
Play DVDs.....	178
 Preparing to Make a Movie.....	179
Import Video from a Camcorder .....	179
Make a Movie .....	180
Complete a Movie.....	186
 Exploring Windows Media Center.....	187

## Chapter 8 **Controlling Security** ..... 189

Control Who Is a User.....	189
Set Up Users .....	190
 Understanding User Account Control.....	191
Use Passwords.....	192
Reset a Password.....	194
Replace Passwords .....	195
 Customizing a User Account .....	196
Switch Among Users .....	197
Control What a User Does.....	197
Set Parental Controls .....	198
Control What Parts of Windows Can Be Used .....	199
Set File and Folder Sharing.....	199
Use and Add Groups.....	207
 Understanding Permissions .....	208
Protect Stored Data .....	209
Protect Files and Folders.....	209
Use Encrypted Files and Folders.....	211
Back Up Your Information.....	212
 Locking a Computer.....	217

## Chapter 9 **Setting Up Networking** ..... 219

Plan a Network .....	219
Select a Network Architecture .....	220
Select a Network Standard .....	222
 Selecting Wired Ethernet Hardware .....	224
Set Up a Network.....	225
Set Up Network Interface Cards.....	225
 Selecting Wireless Hardware.....	227
Enable Windows 7 SP1's Networking Functions .....	229
Configure a Networking Protocol.....	231



Getting a Block of IP Addresses.....	234
Test a Network Setup and Connection .....	234
Review Network Security.....	236
<b>Chapter 10 Using Networking.....</b>	<b>239</b>
Access Network Resources.....	240
Explore a Network.....	240
Permanently Connect to a Network Resource.....	241
Using Network Addresses.....	243
Connect Outside Your Workgroup or Domain.....	243
Copy Network Files and Information.....	243
Finding or Adding a Network Printer.....	244
Print on Network Printers .....	244
Access a Network Internet Connection .....	246
Let Others Access Your Resources.....	246
Share Files and Folders .....	246
Work Remotely.....	247
Set Up a Remote Desktop Connection.....	247
Connect to a Remote Desktop over a LAN.....	249
Use a Remote Desktop Connection.....	250
Set Up and Use a Wireless Network .....	253
Set Up a Wireless Connection .....	253
Manage Wireless Network Sharing.....	254
Implementing Windows Defender.....	255
Use a Wireless Network.....	256
Index .....	259