

Lab 1

Activity Name		Demonstration Notes
Objective 1: Create a New Folder and Save a File on a Removable Storage Device		
2.01	Turning On Your Computer, Logging On to a Windows 7 User Account, and Exploring the Windows 7 Environment	<ul style="list-style-type: none">• If necessary, turn on your computer and monitor.• If necessary, type your password and press Enter.• Your desktop should display. Point out the parts of the Windows 7 desktop.• Point to the Start button and click to display the Start menu.• Point out the various parts of the Start menu.
2.02	Creating a New Folder on a Removable Storage Device	<ul style="list-style-type: none">• Insert a USB flash drive into your computer. Close the AutoPlay window.• Display the Start menu, and then click Computer. Point out the parts of the Computer window.• Under Devices with Removable Storage, locate your device and right-click to display the shortcut menu.• Click Open. Explain the navigation pane and the toolbar.• On the toolbar, click New folder.• With the text highlighted, type Chapter 2 All In One Press Enter. With the folder selected, press Enter again. Close the window.
2.03	Using Snipping Tool to Create a File	<ul style="list-style-type: none">• With the removable storage device inserted, display the Start menu, and then click All Programs.• Click the Accessories folder. Point to Snipping Tool, and then right-click.• Click Pin to Start Menu from the shortcut

	<p>menu. Display the Start menu; show that the Snipping Tool is displayed in the pinned portion.</p> <ul style="list-style-type: none"> • From the Start menu, click Help and Support. In the Windows Help and Support window, in the Search Help box, type Working with Windows and then press Enter. From the displayed list, click Working with Windows. • Scroll down until you see the Hiding a window heading. • From the Start menu, click Snipping Tool. • On the menu bar of the Snipping Tool, click the arrow to the right of New. Explain the four different types of snips. • Click Rectangular Snip. Drag the cursor to encompass the Help window. • Use the scroll bar to view the snip. • On the toolbar of the Snipping Tool, click the Highlighter. • Highlight the paragraph that begins "To minimize a window." • Click the Save Snip button. • In the Save As dialog box, locate your USB flash drive. Double-click it to make it active. Double-click the Chapter 2 All In One folder. • At the bottom of the Save As dialog box, make sure the Save as type is JPEG file. Click in the File name box and type Lastname_Firstname_2A_Minimize_Snip Click Save. • Close the Snipping Tool. Close the Windows Help and Support window.
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Objective 2: Download and Save Files from the Web		
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<p>2.04 Downloading Data Files and Saving Them on Your USB Drive</p>	<ul style="list-style-type: none"> • Open Internet Explorer. In the address bar, type www.pearsonhighered.com/go Press Enter. • Scroll until you see the GO! All In One text.
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	<p>Click the image of the book. Click the Student Data Files link. Click Save. Note that the file type is Compressed (zipped) Folder.</p> <ul style="list-style-type: none"> • In the Save As dialog box, locate your USB flash drive. Display its contents, and then click Save. • When the download is complete, click Open Folder. Right-click the file and then from the shortcut menu, click Extract All. In the dialog box, click Extract. • Close all open windows.
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Objective 3: Display Libraries, Folders, and Files in a Window	
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<p>2.05 Displaying Libraries, Folders, and Files in a Folder Window</p>	<ul style="list-style-type: none"> • On the taskbar, click the Windows Explorer button. Double-click Documents. Discuss the parts of the window. • Move the pointer into the navigation pane and point out the black arrow next to Favorites, Libraries, and Computer. • Under Computer, click your USB device to display its contents. Double-click the student_data_files folder. In the file list, double-click chapter_02, and then double-click Bell_Orchid. • In the address bar, click the arrow to the right of Bell_Orchid to display the subfolders. Click Orlando, and then double-click Operations. • In the upper left corner of the window, click the Back button. In the upper right corner, click the Close button.
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<p>2.06 Changing Views, Sorting, Grouping, and Filtering in a Folder Window</p>	<ul style="list-style-type: none"> • On the taskbar, click the Windows Explorer button. Click Computer. In the upper right corner, click the View button arrow. Show the different views. Display the Small Icons view. • In the file list, double-click your USB drive. Double-click the student_data_files folder to open it. Double-click chapter_02. Open the Bell_Orchid folder, and then open the
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	<p>Orlando folder. Open the Accounting folder.</p> <ul style="list-style-type: none"> • Click the View button arrow, and then set the view to List. Maximize the window. • Right-click in a blank area of the file list. On the shortcut menu, point to Group by, and then on the submenu, click Size. • Display the Start menu, and click Snipping Tool. Click the New arrow and select Window Snip. Click anywhere in the Accounting window, and then click Save Snip. Save as a JPEG file in your Chapter 2 All In One folder with the name Lastname_Firstname_2A_Size_Snip • Right-click a blank area and set Group by to (None). Restore Down the window, and then close all open windows.
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Objective 4: Start Programs and Open Data Files

<p>2.07 Starting Programs and Opening Data Files</p>	<ul style="list-style-type: none"> • Make sure your USB drive is inserted. From the Start menu, point to All Programs, click the Accessories folder, and then click Paint. • On the Ribbon, on the Home tab, in the Tools group, click the Pencil icon. Hold down the left mouse button and write GO is the best! Click the Paint tab (the blue tab to the left of Home), and then click Exit. Click Don't Save. • Display the Start menu. In the Search programs and files box, type notepad and click the name to open the program. Type your first and last name. • Display the Start menu, and click Snipping Tool. Click the New arrow and select Window Snip. Click anywhere in the Notepad window, and then click Save Snip. Save as a JPEG file in your folder with the name Lastname_Firstname_2A_Notepad_Snip • Close the Snipping Tool window. Close Notepad, and then click Don't Save. • On the taskbar, click the Windows Explorer
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	<p>button. Under Computer, click your USB device to display its contents. Double-click the student_data_files folder. In the file list, double-click chapter_02, and then double-click Bell_Orchid. Open the San_Diego folder, and then open the Sales_Marketing folder, and double-click SD_SM_Rooms_Sold_Six-Month_Report.</p> <ul style="list-style-type: none"> • Close the Excel program window, and click Don't Save. Close the Windows Explorer window.
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Objective 5: Manage the Display of Individual and Multiple Windows

<p>2.08 Moving, Sizing, Hiding, Closing, and Switching Between Windows</p>	<ul style="list-style-type: none"> • Open Notepad. Point to the title bar and drag the window to position it approximately in the center of the desktop. Point to the window's upper right corner and drag it left about 1.5". • From the Accessories folder, click Sticky Notes. Drag the Sticky notes window until it overlaps the Notepad window. Click in the Notepad window so it becomes the active window. Minimize the Notepad window. Then click the Sticky Notes button on the taskbar to minimize it. • Move the mouse pointer over the Notepad button on the taskbar to show the thumbnail. On the taskbar, right-click the Sticky Notes button, and then on the displayed Jump List, click Close window. • Point to the Notepad button. In the thumbnail, click the Close button.
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<p>2.09 Using Aero Peek and Displaying Multiple Windows in the Cascade, Stack, and Side by Side Arrangements</p>	<ul style="list-style-type: none"> • On the taskbar, click the Windows Explorer button. Click your USB drive, double-click the student_data_files folder, open the chapter_02 folder, and then open Bell_Orchid. Open the Honolulu folder, and then open the Food_Beverage folder. • Open the Excel spreadsheet. Maximize the Excel window. On the taskbar, click the
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	<p>Windows Explorer button. Open the PowerPoint file and maximize it. Repeat to open the Word file.</p> <ul style="list-style-type: none"> • On the taskbar, point to the PowerPoint icon. Display the thumbnail, move your pointer into the thumbnail and point out how PowerPoint fills the screen. Then move the pointer off the thumbnail so it is no longer displayed. • On the taskbar, point to an area where no icons are displayed and right-click. On the shortcut menu, click Show windows side by side. Display the shortcut menu again and click Cascade windows. • Create a Full-screen Snip and save it on your USB drive in your folder as Lastname_Firstname_2A_Cascade_Snip Close the Snipping Tool window. • On the taskbar, point to an area where no icons are displayed and right-click. On the shortcut menu, click Undo Cascade. Close Windows Explorer and minimize the other windows.
<p>2.10 Switching Windows by Using Aero Flip 3D</p>	<ul style="list-style-type: none"> • The three files should be minimized so they only display as buttons on the taskbar. Hold down the Windows key (which is between the Ctrl and Alt keys, on the left side of the keyboard) and press the Tab key to flip through the windows. Rotate through once, then stop on the Excel spreadsheet and release both keys. • Close the Excel window. On the taskbar, point to the Word icon, right-click and from the Jump List, click Close window. Leave the PowerPoint window open on the taskbar.
<p>2.11 Using Snap to Display Windows</p>	<ul style="list-style-type: none"> • Click the PowerPoint icon and click the Restore Down button if necessary. Point to the title bar and then drag to the right until your pointer reaches the edge of the window.

	<ul style="list-style-type: none">• Release the mouse button. Drag the title bar into the center and point out that the window reverts to the original size.• Close all open windows.
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