

## CHAPTER 2: USE WINDOWS 7 TO MANAGE FILES AND PROGRAMS AND TO BROWSE THE INTERNET

### Quick Summary

A **program** is a set of instructions that a computer uses to accomplish a task, such as word processing, accounting, or data management. A program is also referred to as an **application**.

**Windows 7** is an **operating system** developed by Microsoft. An operating system is a computer program that manages all the other programs on a computer, stores files in an organized manner, allows the use of software programs, and coordinates the use of computer hardware such as the keyboard and mouse.

A **file** is a collection of information that is stored on a computer under a single name, for example, a text document, a picture, or a program. Every file is stored in a **folder**—a container in which you store files—or a **subfolder**, which is a folder within a folder.

A **drive** is an area of storage that is formatted with a file system compatible with the operating system and is identified by a drive letter.

**Snipping Tool** is a program that captures an image of all or part of a computer screen. A snip, as the captured image is called, can be annotated, saved, copied, or shared via e-mail. This is also referred to as a screen capture or a screenshot.

There are four types of snips:

- A *free-form snip* lets you draw an irregular line, such as a circle, around an area of the screen.
- A *rectangular snip* lets you draw a precise box by dragging the mouse pointer around an area of the screen to form a rectangle.
- A *window snip* captures the entire displayed window—such as the Help window.
- A *full-screen* snip captures the entire screen.

When saving a snip image, use the *JPEG* file type, which stands for *Joint Photographic Experts Group*. This is a common file type used by digital cameras and computers to store digital pictures. JPEG is popular because it can store a high-quality picture in a relatively small file.

In Internet Browser, the address bar is the area at the top of the Browser window that displays, and where you can type, a *URL—Uniform Resource Locator*—which is an address that uniquely identifies a location on the Internet.

A *ZIP file* identifies a folder that contains one or more files that have been compressed to reduce file size. When downloading files from the Internet, a zipped file will download a group of files at one time, and it will be faster than downloading each file individually.

Because the files are zipped together in a folder, they must be extracted—the folder must be decompressed and the files must be pulled out—before they can be used.

Windows 7 arranges folders in a structure that resembles a hierarchy—an arrangement where items are ranked and where each level is lower in rank than the item above it. In this manner, a

hierarchy gives a visual representation of related files and folders. The hierarchy of folders is referred to as the *folder structure*—a sequence of folders in the folder structure that leads to a specific file or folder is a path.

A *Windows library* is a collection of items, such as files and folders, assembled from various locations, which can be:

- on a computer
- on an external hard drive connected to the computer
- on another computer in a network

When a program is started or when a folder is opened, it displays in a *window*, which can be moved, resized, maximized, minimized, and closed.

The *taskbar* is a tool to switch between open windows. Clicking an applications taskbar button opens or switches to another window.

A program's Jump List can be used to display destinations and tasks from the program's taskbar button.

*Aero Peek* is a technology that helps when multiple windows open by allowing the user to peek at either the desktop that is behind open windows (Preview Desktop) or at a window that is hidden from view by other windows (Full-Screen Window Preview).

When open windows are displayed using the cascade arrangement, the open windows appear in a single stack, fanned out so that each title bar is visible.

When open windows are displayed using the side-by-side arrangement, the open windows display next to each other.

*Aero Flip 3D* arranges open windows in a three-dimensional stack that can be flipped through quickly without having to click buttons on the taskbar. Aero Flip 3D is only available in Windows 7 Home Premium, Professional, Ultimate, and Enterprise editions.

The *Aero Shake* feature—pointing to the title bar of the active window, holding down the left mouse button, and then moving the mouse back and forth vigorously in a shaking motion—is used to minimize all other windows. Shaking the window again, makes all the minimized windows visible again.

The *Snap* feature automatically resizes windows when they are moved—snapped—to the edge of the screen.

A file folder on a disk in which files are stored is referred to as a *directory*. The location of any file can be described by its *path*—a sequence of folders or directories—that leads to a specific file or folder.

When naming files, consider the following rules:

- File names usually cannot be longer than 255 characters.
- They cannot contain any of the following characters in a file name: \ / ? : \* “ > < |
- File names must be unique in a folder; that is, two files of the same type—for example two Excel files—cannot have the exact same name and two subfolders within a folder cannot have the exact same name.

There are four basic techniques to select files in Windows:

- 1) To select is to highlight, by *clicking or dragging with the mouse*, one or more file or folder names in the file list. Clicking in a blank area deselects—cancels—the selection.
- 2) The *Shift Click* technique is used to select a consecutive group of files or folders. To select all the items in a consecutive group, the first item is clicked, Shift is held down, and then the last item in the group is clicked.
- 3) The *Ctrl Click* technique is used to select nonconsecutive files or folders. To select the desired items, the first item is clicked, Ctrl is held down, and then each desired item is individually clicked.
- 4) *Ctrl+A* shortcut allows you to select all files in a certain folder

Copying (Ctrl + C) a file or a folder makes a duplicate of the original item and then stores (paste Ctrl + V) the duplicate in another location. The Copy command places a copy of the selected file or folder on the Clipboard where it will be stored until it is replaced by another Copy command.

When a file or folder is moved (Ctrl + X), it is removed from the original location and stored in a new location.

The Internet can be used to connect to a vast amount of information, but first one has to know how to find the information.

A *Web browser* is a software program that is used to display Web pages and navigate the Internet.

*Browsing* is the term used to describe the process of using a computer to view Web pages.

**Surfing** refers to the process of navigating the Internet either for a particular item or for anything that is of interest, and quickly moving from one item to another.

Within Web Browser (e.g. Explorer or Chrome), there are two ways to search for information on the Internet:

- The easiest method is to type a search term in the Search box. A search term is a word or phrase that describes the topic about which you want to find information.
- The other method is to type a search term directly in the Address bar.

A **search provider** is a Web site that provides search capabilities on the Web. The default search provider in Internet Explorer is Microsoft's Bing and in Chrome is Google.

**Tabbed browsing** is feature that allows multiple Web sites to be opened in a single browser window. Ctrl + T shortcut allows you to open a new Tab.

A URL contains the protocol prefix, followed by a colon and the separators (//), the domain name, and a top-level domain.

The **Favorites Center** is a list of links to Web sites that is saved in the Web browser. Saving a Web site as a favorite allows one to return to it quickly. Returning to the site requires only one or two clicks instead of typing a complete URL.

By default, Browsers shrinks a Web page's text just enough to ensure that the entire page prints properly.

The Page Setup button can be used to change or add to the headers and footers on a printed Web page. This button can also be used to change format the headers or footers.