

Microsoft Office 2007

Microsoft Windows Vista

Introduction to
Windows Vista



Objectives

- Start Windows Vista, log on to the computer, and identify the objects on the desktop
- Customize the Windows Sidebar with Gadgets
- Perform basic mouse operations
- Display the Start menu and start an application program
- Open, minimize, maximize, restore, move, size, scroll, and close a window

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Objectives

- Display drive and folder contents
- Create a folder in Folder Windows and WordPad
- Browse the Web using Windows Internet Explorer 7.0, a URL, and tabbed browsing
- Download folders from scsite.com
- Copy, move, rename, and delete files

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Objectives

- Search for files using a word or phrase in the file or by name
- Use Windows Help and Support
- Log off from the computer and turn it off

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Plan Ahead

- Choose a user name that is unique and non-offensive
- Choose a password that no one could guess
- Be sure your password is at least six characters long, mixed with letters and numbers
- Protect your password

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Logging On to the Computer

- Click your user name on the Welcome screen to display the password text box
- Type your password in the password text box
- Click the arrow button to log on to the computer to display the Welcome Center window and Windows Sidebar on the Windows Vista desktop

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Logging On to the Computer



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Closing the Welcome Center Window

- Click the Close button in the top right corner of the Welcome Center window to close the Welcome Center window

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Closing the Welcome Center Window



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Adding a Gadget to the Windows Sidebar

- Click the Add Gadgets button to open the Gadget Gallery on the desktop
- Double-click the Feed Headlines gadget in the Gadget Gallery to add the gadget to the top of the Windows Sidebar and display frequently updated headlines
- Click the Close button to close the Gadget Gallery

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Adding a Gadget to the Windows Sidebar



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Removing a Gadget from the Windows Sidebar

- Point to the Feed Headlines gadget to make the Close button visible
- Click the Close button to remove the Feed Headlines gadget from the Windows Sidebar

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Removing a Gadget from the Windows Sidebar



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Opening the Start Menu

- Click the Start button on the Windows Vista taskbar to open the Start menu
- Point to All Programs at the bottom of the left pane on the Start menu to display the All Programs list
- Click Accessories to expand the list of programs and folders in the Accessories folder

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Opening the Start Menu



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Scrolling Using Arrows, the Scroll Bar and the Scroll Box

- Click the down scroll arrow on the vertical scroll bar to display additional folders at the bottom of the All Programs list. You may need to click more than once to get to the bottom of the All Programs list
- Click the scroll bar above the scroll box to move the scroll box to the top of the scroll bar and display the top of the All Programs list
- Drag the scroll box down the scroll bar until the scroll box is about halfway down the scroll bar
- Click an open area on the desktop to close the Start menu

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Scrolling Using Arrows, the Scroll Bar and the Scroll Box



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Adding an Icon to the Desktop

- Click the Start button to open the Start menu
- Right-click Computer on the right pane to select the Computer link and display a shortcut menu
- Click Show on Desktop to close the shortcut menu and display the Computer icon on the desktop
- Click an open area on the desktop to close the Start menu

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Opening a Window Using a Desktop Icon

- Double-click the Computer icon on the desktop to open the Computer window

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Opening a Window Using a Desktop Icon



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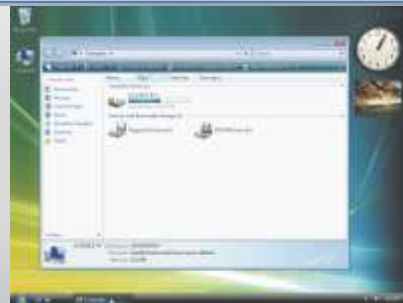
Minimizing and Redisplaying a Window

- Click the Minimize button on the title bar of the Computer window to minimize the Computer window
- Click the Computer button on the taskbar to display the Computer window

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Minimizing and Redisplaying a Window



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Maximizing and Restoring a Window

- Click the Maximize button on the title bar of the Computer window to maximize the Computer window
- Click the Restore Down button on the title bar of the Computer window to return the Computer window to its previous size

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Maximizing and Restoring a Window



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Closing a Window

- Click the Close button on the title bar of the Computer window to close the Computer window

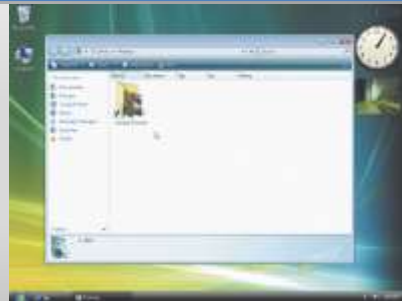
Closing a Window



Opening the Start Menu

- Open the Start menu
- Click Pictures on the Start menu to open the Pictures window

Opening the Start Menu



Moving a Window by Dragging

- Drag the Pictures window title bar so the window moves to the top of the desktop

Moving a Window by Dragging



Expanding the Folders List

- Click the Folders button to expand the Folders list in the Navigation pane of the Pictures window

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Expanding the Folders List



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Sizing a Window by Dragging

- Point to the bottom border of the Pictures window until the mouse pointer changes to a two-headed arrow
- Drag the bottom border downward until the entire contents of the Folders list are visible and the scroll bar no longer appears

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Sizing a Window by Dragging



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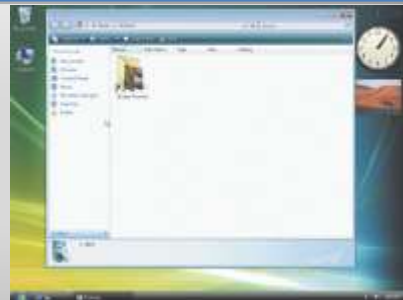
Collapsing the Folders List

- Click the Folders button to collapse the Folders list

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Collapsing the Folders List



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Closing a Window

- Click the Close button on the title bar in the Pictures window to close the Pictures window

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Deleting a Desktop Icon by Right-Dragging

- Point to the Computer icon on the desktop, hold down the right mouse button, drag the Computer icon over the Recycle Bin icon, and then release the right mouse button to display a shortcut menu
- Click Move Here on the shortcut menu to close the shortcut menu and display the Confirm Delete dialog box
- Click the Yes button to delete the
- Computer icon and close the Confirm Delete dialog box

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Deleting a Desktop Icon by Right-Dragging



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Starting an Application Using the Start Menu

- Open the Start menu
- Click the Internet icon in the pinned items list on the Start menu to start Windows Internet Explorer

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Starting an Application Using the Start Menu



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Browsing the Web by Entering a URL

- Click the Address bar to select the URL in the Address bar
- Type `www.scsite.com` in the Address bar to display the new URL in the Address bar
- Click the Go to button to display the SC Site – Shelly Cashman Series Student Resources Web site

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Browsing the Web by Entering a URL



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Opening a Link in a New Tab

- Click the Instant Search box and type **Shelly Cashman Series** in the Instant Search box
- Click the Search button to the right of the Instant Search box to display the results of the Web search
- If necessary, scroll to view the Course Technology – Shelly Cashman Series link.
- Right-click the Course Technology –Shelly Cashman Series link to display a shortcut menu
- Click the Open in New Tab command on the shortcut menu to close the shortcut menu and display the Course Technology –Shelly Cashman Series tab

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Opening a Link in a New Tab



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Switching Between Tabs

- Click the Course Technology –Shelly Cashman Series tab to activate the tab and display The Shelly Cashman Series® Web page in the display area

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Switching Between Tabs



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Closing a Tab

- Click the Close Tab button in the Course Technology –Shelly Cashman Series tab to close the Course Technology –Shelly Cashman Series tab
- Click the Close button on the title bar to close the Live Search: Shelly Cashman Series -Windows Internet Explorer window

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Closing a Tab



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Working with Folders

- Open the Start menu
- Click Computer on the Start menu to display the Computer window
- If necessary, double-click the Computer title bar to maximize the Computer window
- If necessary, click the Folders button to display the Folders list

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Working with Folders



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Plugging a USB Flash Drive into a USB Port

- Plug the USB flash drive into a USB port on the computer to display the UDISK 2.0 (E:) window
- Close the UDISK 2.0 (E:) window

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Plugging a USB Flash Drive into a USB Port



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Creating a Folder on a Removable Drive

- Double-click the UDISK 2.0 (E:) icon in the Folders list to open it
- Right-click an open area of the right pane to display a shortcut menu.
- Point to New on the shortcut menu to display the New submenu

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Creating a Folder on a Removable Drive

- Click Folder on the New submenu to display the new Folder icon
- Type `Freshman` in the text box to name the folder
- Press the ENTER key to create the Freshman folder on the UDISK 2.0 (E:) drive

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Creating a Folder on a Removable Drive



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Downloading a Hierarchy of Folders into the Freshman Folder

- Start Internet Explorer by clicking the Start button on the taskbar and then clicking Internet on the Start menu
- Click the Address box on the Address bar, type `scsite.com` in the Address box, and then click the Go button
- When the SC Site - Shelly Cashman Series Student Resources Web site is displayed, use the Browse by Subject navigation bar, click Office Suites, and then click Microsoft Office 2007
- In the center of the screen, locate your textbook and click the title (for example, Microsoft Office 2007: Introductory Concepts and Techniques, Windows Vista Edition)
- Scroll down to display the Data Files for Students (Windows) area and then click the Windows Vista Chapter 1 Data Files link
- When the File Download - Security Warning dialog box is displayed, click the Run button

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Downloading a Hierarchy of Folders into the Freshman Folder

- When the Internet Explorer - Security Warning dialog box is displayed, click the Run button
- When the WinZip Self-Extractor dialog box is displayed, type the removable media drive letter of your removable media drive followed by a colon, backslash, and folder name (Freshman) (for example, `E:\Freshman`)
- Click the Unzip button
- When Windows displays the WinZip Self-Extractor dialog box, click the OK button
- Click the Close button in the WinZip Self-Extractor dialog box
- Click the Close button in the SC Site - Shelly Cashman Series Student Resources Web site window

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Downloading a Hierarchy of Folders into the Freshman Folder



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Expanding a Drive

- Point to any item in the Folders list to display arrows, and then click the white arrow to the left of the UDISK 2.0 (E:) icon in the Folders list to display the Freshman folder
- Click the white arrow next to the Freshman folder, and then click the white arrow next to the 1st Semester folder to display its contents

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Expanding a Drive



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Collapsing a Folder

- Click the black arrow to the left of the 1st Semester folder icon in the Folders list to collapse the 1st Semester folder

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Collapsing a Folder



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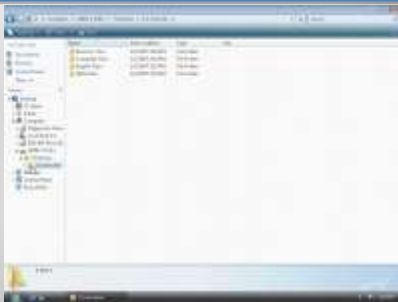
Displaying the Contents of a Folder

- Click the 1st Semester icon in the Folders list to display the contents of the 1st Semester folder in the File list

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Displaying the Contents of a Folder



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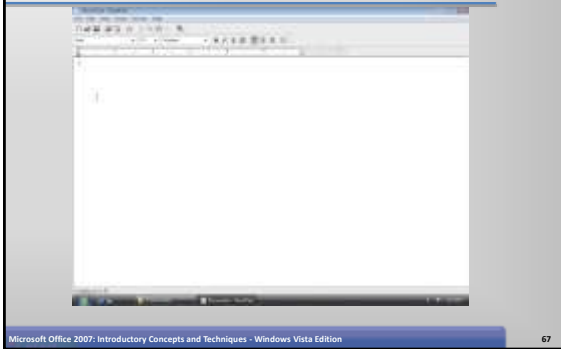
Starting WordPad Using the Start Search Box

- Open the Start menu.
- Type **w** (the first letter in the WordPad name) in the Start Search box on the Start menu to display a list of programs, favorites, and history
- Type the letter **o** (the second letter in the WordPad name) in the Start Search box on the Start menu to display a list of programs, favorites, history, and files
- Click WordPad in the Programs list to start the WordPad application and display a new blank document in the WordPad window
- If the WordPad window is not maximized, click the Maximize button on the title bar to maximize the window

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Starting WordPad Using the Start Search Box



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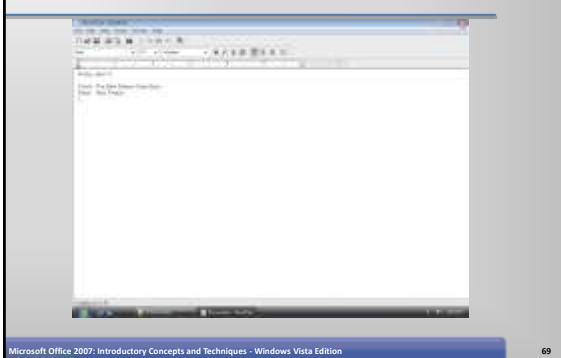
Typing Text

- Type `Friday, April 11` and then press the ENTER key twice.
- Type `Finish - The Bike Delivers Data Base` and then press the ENTER key.
- Type `Read - Next Project` and then press the ENTER key

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Typing Text



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Saving a WordPad Document in a New Folder

- Click the Save button on the Standard toolbar to display the Save As dialog box.
- If necessary, double-click the Save As dialog box title bar to maximize the Save As dialog box
- Type `Friday, April 11` in the File name text box. Do not press the ENTER key after typing the file name
- If necessary, click the Folders button to expand the Folders list
- Click the white arrow next to the Computer icon in the Folders list to display a list of available disks and drives

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Saving a WordPad Document in a New Folder

- Click `UDISK 2.0 (E:)` in the Folders list to display the contents of the `UDISK 2.0 (E:)` folder in the File list
- Double-click the `Freshman` folder in the File list of the Save As dialog box to display the `1st Semester` folder in the File list
- Double-click the `1st Semester` folder in the File list of the Save As dialog box to display the contents of the `1st Semester` folder
- Double-click the `Computer Class` folder in the File list of the Save As dialog box to display the contents of the `Computer Class` folder
- Click the `New Folder` button on the Save As dialog toolbar to create a new folder within the `Computer Class` folder

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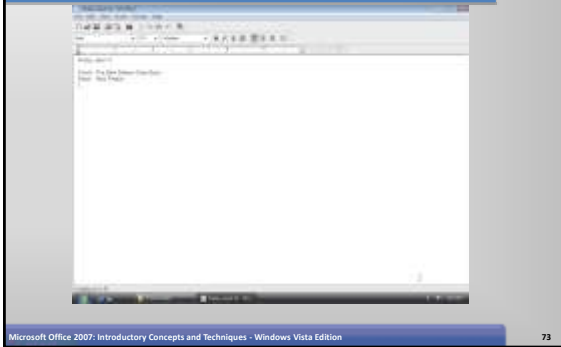
Saving a WordPad Document in a New Folder

- Type `Homework` as the name of the folder and then press the ENTER key
- Click the Save button in the Save As dialog box to save the `Friday, April 11` document to its new location in the `Homework` folder
- Click the Close button in the `Friday, April 11 - WordPad` window to close the window

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Saving a WordPad Document in a New Folder

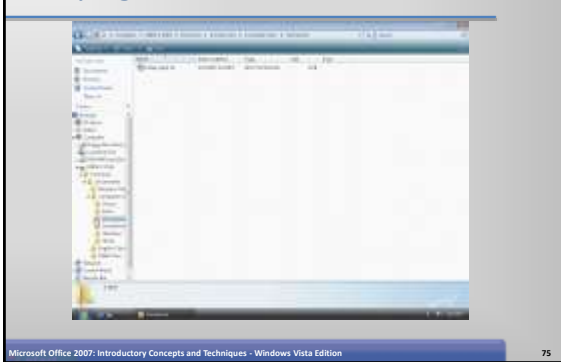


Verifying the Contents of a Folder

- Click the white arrow next to the 1st Semester icon in the Folders list to display the folders within the 1st Semester folder
- Click the white arrow next to the Computer Class icon in the Folders list to display the folders within the Computer Class folder.
- Click the Homework icon in the Folders list to select the Homework folder and display the contents of the Homework folder in the right pane

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Verifying the Contents of a Folder

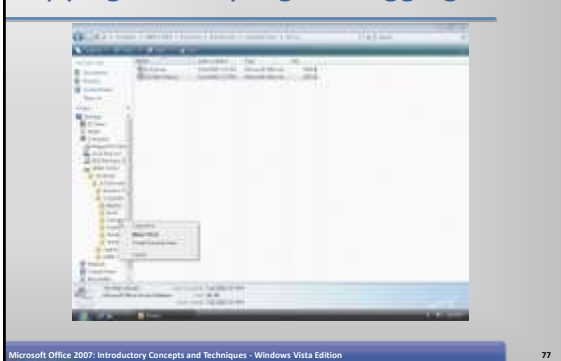


Copying a File by Right-Dragging

- Click the Access folder in the Folders list to select the Access folder and display its contents in the right pane
- Right-drag the The Bike Delivers icon from the right pane onto the Homework folder icon in the Folders list to open the shortcut menu
- Click Copy Here on the shortcut menu to copy The Bike Delivers file to the Homework folder

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Copying a File by Right-Dragging

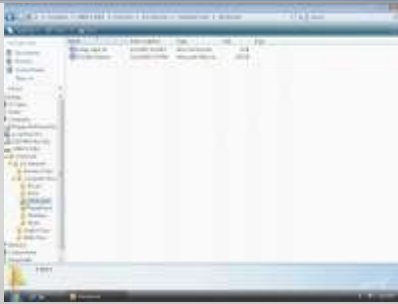


Displaying the Contents of a Folder

- Click the Homework folder in the Folders list to display the contents of the Homework folder

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Displaying the Contents of a Folder



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Renaming a File

- Click the Word folder in the left pane to display the three files it contains in the right pane
- Right-click the Fall Harvest icon in the right pane to select the Fall Harvest icon and display a shortcut menu
- Click Rename on the shortcut menu to select the file name for renaming.
- Type Great Fall Harvest and then press the ENTER key

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Renaming a File



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Deleting a File by Right-Clicking

- Right-click the Lake at Sunset icon in the right pane to select the icon and open a shortcut menu
- Click Delete on the shortcut menu to open the Delete File dialog box
- Click the Yes button in the Delete File dialog box to remove the Lake at Sunset file

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Deleting a File by Right-Clicking



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Closing Expanded Folder

- Click the black arrow to the left of the Computer Class folder in the Folders list to collapse the Computer Class folder
- Click the black arrow to the left of the 1st Semester folder to collapse the folder
- Click the black arrow to the left of the Freshman folder to collapse the folder
- Click the black arrow to the left of the UDISK 2.0 (E:) drive to collapse the drive.

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Closing Expanded Folder



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Closing the Computer Window

- Click the Close button on the Computer window title bar to close the Computer window
- Remove the USB flash drive from the USB port

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Starting Windows Help and Support

- Open the Start menu
- Click Help and Support to display the Windows Help and Support window
- If necessary, click the Maximize button on the Windows Help and Support title bar to maximize the Windows Help and Support window

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Starting Windows Help and Support



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Browsing for Help Topics in Windows Basics

- Click Windows Basics in the 'Find an answer' area to display the Windows Basics: all topics heading
- Scroll down to view Getting help topic
- Click the Getting help topic
- Read the information in the Getting help topic
- Click the Back button on the Navigation toolbar two times to return to the Find an answer area

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Browsing for Help Topics in Windows Basics



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Searching for Help Topics Using the Table of Contents

- Click the Table of Contents link in the Find an answer area to display the Table of Contents
- Click the 'Networking – connecting computers and devices' link in the Contents area
- Click the 'What you need to set up a home network' link

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Searching for Help Topics Using the Table of Contents



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Closing Windows Help and Support

- Click the Close button on the title bar of the Windows Help and Support window to close the Windows Help and Support window

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Logging Off the Computer

- Open the Start menu
- Point to the arrow to the right of the 'Lock this computer' button to display a menu
- Click the Log Off command, and then wait for Windows Vista to prompt you to save any unsaved and log off

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Logging Off the Computer



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Turning Off the Computer

- Click the Shut down button on the Welcome screen to shut down the computer

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Summary

- Start Windows Vista, log on to the computer, and identify the objects on the desktop
- Customize the Windows Sidebar with Gadgets
- Perform basic mouse operations
- Display the Start menu and start an application program
- Open, minimize, maximize, restore, move, size, scroll, and close a window

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Summary

- Display drive and folder contents
- Create a folder in Folder Windows and WordPad
- Browse the Web using Windows Internet Explorer 7.0, a URL, and tabbed browsing
- Download folders from scsite.com
- Copy, move, rename, and delete files

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Summary

- Search for files using a word or phrase in the file or by name
- Use Windows Help and Support
- Log off from the computer and turn it off

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Microsoft Office 2007

Microsoft Windows Vista Complete

