



LIFE·PAC®

Computer Literacy

Student Book

Windows® 7
Unit 1



Alpha Group Publications®

Introduction

In this chapter, you will learn the basics of starting Windows 7, navigating through the Windows desktop environment and also how to use the Windows help system and shut down your computer. During the course of this chapter, you will gain a greater understanding of the following objectives:

Objectives

- Learn that Windows 7 is an operating system consisting of multiple editions, and explore the different editions and which computer users those editions are geared towards.
- Learn how to create and use multiple user accounts in order to maintain each user's personalized settings.
- Explore the Welcome Center and learn how to use the links provided in the Welcome Center to perform common Windows tasks.
- Learn about the components of the Windows desktop including the Sidebar, start button, taskbar and the Windows Recycle Bin.
- Learn how to work with the Windows folder and file system as well as how to manage Explorer and Program windows.
- Practice minimizing, maximizing, restoring, resizing and moving windows on the desktop.
- Explore the different types of dialog boxes and their use in gathering and passing along information from you to Windows or other applications.
- Learn how to use shortcut menus to launch computer applications.
- Explore the Windows Help and Support Center and learn how to access help topics through the use of the guided help or context-sensitive help which is available in any Explorer window.
- Learn about the different ways to turn off or suspend your computer and the different benefits of each method.

Chapter 1 Windows® 7 Basics

Answer the following questions as you work through the Professor Teaches Windows 7 tutorial for the Ultimate version.

Topic 1: What is Windows 7 (Tutorial Chapter 1, slides 3 - 5)

- 1.1 Windows 7 is a(n) _____ system consisting of multiple editions.
- 1.2 The purpose of an operating system is to _____ the hardware installed in your computer, _____ with your network, and run your _____ programs.
- 1.3 The Ultimate edition (of Windows 7) is designed for home and small business users. The Home Premium edition is designed to perform basic tasks such as _____ documents, using _____, and surfing the _____.

Topic 2: Starting Windows 7 (Tutorial Chapter 1, slides 6 – 10)

- 1.4 The _____ is the background screen of Windows, where open windows can be stacked like paper documents or opened and closed like file folders.
- 1.5 Each user name is associated with a(n) _____ account.
- 1.6 When you log on using your account, the _____ for your account will be used.
- 1.7 New users of Windows 7 should visit the _____ which is available by running Getting Started from the Start menu.
- 1.8 The Welcome screen offers access to _____ that many people perform when first using Windows.
- 1.9 Clicking a task displays a more detailed _____ in the top section of the Welcome Screen.

- 1.10 A(n) _____ is a window that enables you to work with folders, files and computer components, as well as perform computer management tasks.
- 1.11 A(n) _____ is a special type of window used to provide information to Windows or to applications.
- 1.12 You can remove the display of the window but keep the Welcome Center available by _____ the window.

Topic 3: Introduction to the Desktop (Tutorial Chapter 1, slides 11 – 14)

- 1.13 The _____ is the central work area for Windows 7.
- 1.14 A graphical representation of an item or function is called a(n) _____.
- 1.15 The _____ appears in the lower left corner of the Windows desktop and is represented by the round Windows logo, and can be used to access items on the Start Menu.

Position the mouse pointer over each desktop item for a pop up box containing a description of the item and write the descriptions given below:

- 1.16 taskbar: _____

- 1.17 Recycle Bin: _____

- 1.18 Start button: _____

- 1.19 Notification area: _____

Scope & Sequence

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Accounting

Accounting Overview
Starting a System
Analyzing & Journalizing Transactions
Posting to the General Ledger Worksheet
Financial Statements
Adjusting & Closing Entries
Payroll Records
Payroll Accounting
Business Simulation

American Literature

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The Romantic Period
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Modern to Postmodern

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The 16th Century
The 17th & 18th Centuries
The 19th Century
The 20th Century

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The Constitution
Branches of Government
Government by the People
Relationship to the World

Computer Literacy

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Visions
Let's Use Spanish

Spanish II

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Forms of Past Tenses
Uses of Past Tenses
Prepositions & Present Participles
Prepositions & Pronouns
Comparatives & Superlatives
Future & Conditional Tenses
Compound Tenses
Adverbs & Commands
Subjective Mood

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