

Computer Tips

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Steps in Windows 7—Part 2

Now that you know how to turn on your Windows 7 computer, and turn it off again, let's explore the next stage of using your computer — the desktop.

The desktop is what you will see when your computer has completed its startup process. The desktop is the common landing point you will come to when you startup your computer, and also when you finish using any programs and close them. On your desktop you will find shortcuts (called 'icons') to programs and computer functions. Here you will also find your taskbar (usually at the bottom of your screen), which shows not only your Start button, but also which programs (or tasks, hence the name) are currently running, and the date and time. And finally, new in Windows 7, on the desktop you will find your gadgets (more on these later).

In Windows 7, there are a whole new set of desktop backgrounds, pictures you can use to decorate your desktop. Let's explore changing these first.

Using your mouse, right-click anywhere on your desktop, away from the icons. In the little menu that will show, left click on 'Personalize'. Next, click Desktop Background at the bottom of the window, and a list of available desktop backgrounds will show. If you have a brand name computer, such as HP, Compaq, or Acer, the current list showing will be the company-created desktop backgrounds. To show the regular Windows backgrounds, click the box next to Picture Location, and click Windows Desktop Backgrounds. In the window below this, you will now see all the available pictures for your desktop.

In all the available pictures, you will notice that each has a tick in the upper left corner. This means that picture is selected to be included as the desktop background. Windows 7 will automatically show a group of photos for your desktop, changing them periodically similar to a slideshow. If however you only want one picture to show for your background, simply click the picture you want, and all the others will no longer be selected.

When you have chosen the picture for your desktop background, click Save Changes at the bottom, and close the Personalize window by clicking the red X in the upper right corner. Your selected picture will now be showing on your desktop. *...To be continued*

Computers



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