

Computer Tips

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Steps in Windows 7—Part 3

Now that we have explored the desktop, lets go in and begin to use some of the features of your computer. Windows 7 has several ways of getting to the same area, the easiest of which is on the lower left of the desktop — the Start button.

In Windows 7, the Start button is no longer labelled as such, but is a round blue circle with the Windows logo on it. Click the Start button, and you will immediately notice a menu pops up. This is known as the Start menu, and on it are all the commonly used and required links to the rest of your computer.

The first thing you will notice on the Start menu is that it is divided into two columns. On the left are the common and regularly used programs, and on the right are links to the user and Windows features. The program list on the left will change and grow the more you use your computer, as Windows 7 automatically adds the programs here that you use the most.

At the bottom of the left column you will notice the link to "All Programs". This link takes you to all the programs installed on your computer. Click on this link, and at the top are the common Windows 7 programs, such as Windows Media Player, Internet Explorer, and Windows Updates. Underneath the remaining programs are listed as folders. This is different to Windows XP, and may take a little getting used to. However, if you click the parent folder, you will then see the individual program/s listed.

In the right column of the Start menu, you will see at the top the current users profile name. This link gives access to all the areas available for the current user, such as Documents, Downloads, Contacts, Pictures, Music, Videos, Searches, etc. This access is useful if you are doing some more advanced copying or cleaning up (more on this in a later issue).

However, access to the common user folders is also available right from the Start menu. Underneath the profile name are links to Documents, Pictures, Music, and Games. Click these and they will immediately open the respective folders. Further down the menu are links to My Computer, Control Panel, Devices and Printers, Help & Support, and as we have already explored, the Shutdown button.

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