

# Table of Contents

---

<b><i>Introduction</i></b> .....	<b>1</b>
About This Book .....	1
Foolish Assumptions .....	1
Why You Need This Book .....	2
How This Book Is Organized .....	2
Get Going! .....	3
<b><i>Part 1: First Steps with Your Computer</i></b> .....	<b>5</b>
<b>Chapter 1: Buying a Computer</b> .....	<b>7</b>
Understand All You Can Do with Computers .....	8
Understand Hardware and Software.....	11
Explore Types of Computers .....	13
Choose a Version of Windows.....	15
Choose a Price Range.....	16
Select a Monitor .....	18
Choose an Optical Drive .....	19
Understand Processor Speed and Memory .....	21
Determine How You'll Connect to the Internet .....	22
Buy a Customized Computer .....	23
<b>Chapter 2: Setting Up Your Computer</b> .....	<b>25</b>
Connect the Monitor, Keyboard, and Mouse .....	26
Log On and Off Windows 7 .....	26
Use the Mouse.....	28
Set the Date and Time .....	29
Create a New User Account.....	31

Switch User Accounts.....33  
Change Your User Account Picture.....34  
Shut Down Your Computer .....35

**Chapter 3: Getting Around the Windows 7 Desktop ..... 37**

Understand the Desktop.....38  
Work with the Start Menu .....40  
Work with Frequently Used Programs.....43  
Arrange Icons on the Desktop.....44  
Empty the Recycle Bin .....45  
Find a File with Windows Explorer .....47  
Create a Shortcut to a File or Folder.....48  
Start a Program.....50  
Resize Windows .....52  
Switch between Programs.....54  
Close a Program .....55

**Chapter 4: Setting Up Your Display ..... 59**

Customize Windows' Appearance .....60  
Set Your Screen's Resolution .....61  
Change the Desktop Background .....62  
Choose a Desktop Theme.....64  
Set Up a Screen Saver.....66  
Change the Color and Appearance of Windows .....68  
Modify Windows Transparency.....69

**Chapter 5: Getting Help with Vision, Hearing,  
and Dexterity Challenges ..... 73**

Use Tools for the Visually Challenged.....74  
Replace Sounds with Visual Cues .....76  
Make Text Larger or Smaller.....78  
Set Up Speech Recognition.....80  
Modify How Your Keyboard Works .....83  
Use the On-screen Keyboard Feature.....85



Set Up Keyboard Repeat Rates .....	87
Customize Mouse Behavior.....	88
Change the Cursor .....	90
<b>Chapter 6: Setting Up Printers and Scanners.....</b>	<b>93</b>
Install a Printer.....	94
Set a Default Printer.....	97
Set Printer Preferences .....	99
View Currently Installed Printers .....	101
Remove a Printer.....	103
Install a Scanner .....	104
Modify Scanner Settings .....	106
<b>Chapter 7: Getting Help.....</b>	<b>109</b>
Explore the Help Table of Contents .....	110
Search for Help.....	112
Post a Question in Windows Communities .....	114
Access Windows Online Help .....	117
Connect to Remote Assistance .....	118
Change Windows Help and Support Display Options .....	121
Contact Microsoft Customer Support.....	122
<b><i>Part II: Having Fun and Getting Things Done with Software ...</i></b>	<b>125</b>
<b>Chapter 8: Working with Software Programs .....</b>	<b>127</b>
Launch a Program .....	128
Move Information between Programs.....	130
Start a Program Automatically .....	132
Set Program Defaults .....	134
Remove a Program .....	136
<b>Chapter 9: Working with Files and Folders .....</b>	<b>139</b>
Understand How Windows Organizes Data .....	140
Access Recently Used Items .....	142
Locate Files and Folders in Your Computer.....	144

Search for a File.....	145
Move a File or Folder.....	147
Rename a File or Folder.....	149
Create a Shortcut to a File or Folder.....	151
Delete a File or Folder .....	152
Create a Compressed File or Folder.....	153
Add a File to Your Favorites List .....	155
Back Up Files to a Read/Writable CD or DVD.....	157

**Chapter 10: Using the Desktop Gadget Gallery and Gadgets..... 159**

Open the Gadget Gallery and Add Gadgets to the Desktop.....	160
Check the Time .....	162
Display a Continuous Slide Show .....	163
Use the Windows Calendar.....	165
Play with a Puzzle.....	166
Convert Currency .....	167
Use the Feed Headlines Gadget .....	168
Monitor Your CPU.....	170

**Chapter 11: Creating Documents with Works Word Processor ..... 171**

Open a New Document and Enter and Edit Text.....	172
Save a Document .....	173
Open an Existing Document.....	174
Cut, Copy, and Paste Text .....	175
Format Text.....	176
Insert a Table .....	179
Add Graphics.....	181
Resize Objects.....	182
Check Spelling.....	184
Change Page Setup.....	185
Print a Document.....	187

<b>Chapter 12: Working with Numbers and Finances.....</b>	<b>189</b>
Explore the Structure of a Spreadsheet .....	190
Open Works Spreadsheet and Enter Text .....	191
Format Numbers .....	193
Apply AutoFormats to Cells .....	194
Perform Simple Calculations .....	195
Complete a Series with Fill.....	197
Insert a Chart.....	199
Get Advice about Finances Online .....	201
Bank Online .....	203
Invest Online.....	204
 <b>Chapter 13: Getting the Most from Movies and Digital Photos .....</b>	 <b>207</b>
Work with Media Software.....	208
Play Movies with Windows Media Player .....	210
Upload Photos from Your Digital Camera .....	213
View a Digital Image in the Windows Photo Viewer .....	214
Add a Tag to a Photo .....	215
E-Mail a Photo.....	217
Burn a Photo to a DVD .....	219
Create and Play a Slide Show.....	221
 <b>Chapter 14: Playing Music in Windows 7 .....</b>	 <b>223</b>
Set Up Speakers.....	224
Adjust System Volume.....	225
Create a Playlist.....	227
Burn Music to a CD/DVD .....	229
Sync with a Music Device .....	230
Play Music.....	231
Make Settings for Ripping Music .....	233

<b>Chapter 15: Playing Games in Windows 7 .....</b>	<b>237</b>
Play Solitaire.....	238
Play FreeCell.....	241
Play Spider Solitaire.....	243
Play Minesweeper.....	245
Play Hearts.....	247
Play Chess Titans.....	249
Play Online Games .....	250
<b>Part III: Exploring the Internet.....</b>	<b>253</b>
<b>Chapter 16: Understanding Internet Basics .....</b>	<b>255</b>
Understand What the Internet Is .....	256
Explore Different Types of Internet Connections .....	258
Set Up an Internet Connection .....	260
Navigate the Web .....	262
Use Tabs in Browsers .....	265
Set Up a Home Page .....	267
<b>Chapter 17: Browsing the Web with Internet Explorer... </b>	<b>271</b>
Search the Web.....	272
Find Content on a Web Page .....	275
Add a Web Site to Favorites.....	277
Organize Favorites.....	278
View Your Browsing History .....	280
Customize the Internet Explorer Toolbar.....	281
View RSS Feeds.....	283
Print a Web Page .....	284
Play Podcasts .....	285
<b>Chapter 18: Staying Safe While Online.....</b>	<b>287</b>
Understand Technology Risks on the Internet.....	288
Use Suggested Sites .....	291
Download Files Safely .....	292



Turn on InPrivate Browsing and Filtering.....	294
Use SmartScreen Filter .....	296
Change Privacy Settings .....	297
Enable the Content Advisor .....	299
Understand Information Exposure .....	301
Keep Your Information Private .....	304
Spot Phishing Scams and Other E-mail Fraud.....	306
Create Strong Passwords.....	308
<b>Chapter 19: Keeping In Touch with E-Mail .....</b>	<b>311</b>
Set Up an Internet-Based E-Mail Account .....	312
Manage Accounts in Windows Live .....	314
Get to Know Windows Live Mail.....	316
Open Windows Live Mail and Receive Messages.....	319
Create and Send E-Mail .....	321
Send an Attachment.....	325
Read a Message.....	327
Reply to a Message .....	328
Forward E-Mail.....	330
Create and Add a Signature.....	331
Format E-Mail Messages .....	333
Apply a Theme .....	335
Add People to the Contact List .....	337
Customize the Reading Pane Layout.....	339
Create Message Folders.....	340
Organize Messages in Folders .....	342
<b>Chapter 20: Connecting with People Online .....</b>	<b>345</b>
Use Discussion Boards.....	346
Participate in Chat .....	348
Send and Receive Instant Messages (IMs).....	350
Use Web Cams .....	354
Overview of Collaborative and Social Networking Sites.....	355

Sign Up for a Social Networking Service.....	357
How Online Dating Works .....	361
Select a Dating Service .....	363
<b><i>Part IV: Taking Care of Your Computer</i></b> .....	<b>365</b>
<b>Chapter 21: Protecting Windows</b> .....	<b>367</b>
Understand Computer Security.....	368
Understand Windows Update Options.....	371
Run Windows Update.....	373
Set Up Trusted and Restricted Web Sites.....	375
Enable the Windows Firewall.....	377
Set Up a Password for Your Computer.....	379
Check Your Computer's Security Status .....	381
<b>Chapter 22: Maintaining Windows</b> .....	<b>385</b>
Shut Down a Nonresponsive Application.....	386
Start Windows in Safe Mode .....	387
Create a System Restore Point.....	389
Restore the Windows System .....	391
Defragment a Hard Drive .....	394
Free Disk Space.....	395
Delete Temporary Internet Files by Using Internet Explorer .....	397
Schedule Maintenance Tasks .....	399
Troubleshoot Software Problems.....	401
<b><i>Index</i></b> .....	<b>405</b>