

Index

• A •

accessibility

- check boxes, selecting with, 312–314
- ClearType Text, 309–310
- double-clicking, 311–312
- Ease of Access Center, 314–316
- font size, 307–309
- Magnifier, 316–317
- miscellaneous settings, 321–322
- Narrator, 319–321
- On-Screen Keyboard, 317–319
- overview, 303
- screen visibility, 304–306

accessories

- Calculator, 102–103
- Clock gadget, 97–100
- overview, 95–97
- Paint, 107–111
- Snipping Tool, 104–107
- Sound Recorder, 111–112
- Sticky Notes, 112–113
- Weather gadget, 100–102

accounts

- Amazon, 172
- Gmail, 180–184
- user, 13–15, 283–284

Action Center, 341–346, 352

activating Windows 7, 24, 326–327

active windows, 35–36

Actual Size tool, Photo Viewer, 216–217

Add Gift-Wrap and Write a Free Gift Message screen, Amazon, 174

Add to Favorites dialog box, 164–166

Add to Shopping Cart button, Amazon, 170

address bars

- Internet Explorer, 155–156, 161–162

Windows Explorer, 70, 72

address book, Gmail, 197–199

Aero Peek feature, 41–42, 287

Aero Themes, 262, 267

All Programs menu, 20–21

Amazon, 168–177

antivirus software, 346–355

Anytime Upgrade program, 12, 337

Archive button, Gmail, 187, 190

arranging windows, 35–37

arrow keys, 219

Attach a File link, Gmail, 193

attachments, e-mail

- adding, 193–194
- opening, 195–197
- viewing, 195–197

AutoComplete Passwords dialog box, 177

AutoPlay dialog box, 90–91, 118,
134–135, 230
Available Networks dialog box,
145–147
avast! antivirus software,
346–351, 355

• B •

Back to Inbox link, Gmail, 188
Backgammon, 209–211
backing up data
documents, 360–367
on external USB hard drives, 134
overview, 359–360
photos, 360–367
on portable storage devices, 90
restoring files, 367–371
Backspace key, 51–52
bad sectors, 356
Bcc (blind courtesy copy), Gmail,
190, 192
Behaviors drop-down lists,
290–291
Bluetooth, 130
bold text, 54–56
Brushes button, Paint, 109
burn progress bar, Media
Player, 252
Burn tab, Media Player, 249–252
burning CDs, 249–252
Button Configuration option, 279
buttons
dialog box, 64–66
window, 31–32
buying computers, 10–12

• C •

cable
display, 136, 138
Ethernet, 151
Calculator, 102–103
Calendar gadget, 102
cameras, copying photos from,
230–233
Cancel Burn button, Media
Player, 252
canvas, Paint, 107–108
Cc (courtesy copy), Gmail, 190, 192
CDs (compact discs)
burning, 249–252
copying, 243–246
creating, 249–252
ejecting, 242–243
installing programs from, 118–121
playing, 241–243
recordable, 361
ripping, 243–245
check boxes, 67, 312–314
Choose a Billing Address screen,
Amazon, 175
Choose a File to Upload dialog box,
Gmail, 193
Choose a Password field, Gmail, 181
ClearType Text, 309–310
ClickLock option, 280
clicks, mouse. *See* mouse
Clipboard, 53, 80, 107
Clock gadget, 97–100
Close All Tabs dialog box, 177
Close button, 32, 177
closing Windows 7, 26–28

- colors
 - mouse pointer, 278
 - Paint, 109
 - personalizing, 267–270
- Comfy Cakes game, 208–209
- Command Prompt, 376
- compact discs (CDs)
 - burning, 249–252
 - copying, 243–246
 - creating, 249–252
 - ejecting, 242–243
 - installing programs from, 118–121
 - playing, 241–243
 - recordable, 361
 - ripping, 243–245
- Compose Mail form, Gmail, 190–191
- Computer window
 - disk checks, 355–356
 - external devices, 135
 - installing downloads, 122
 - opening discs from, 119
 - removing devices, 89, 91
- computers
 - buying, 10–12
 - naming, 13–14
 - protecting, 341–358
 - turning on, 12–15
- confirmation dialog box, 82–83, 125–126
- connecting to Internet
 - anywhere, 144–149
 - at home, 149–152
 - overview, 143–144
- contacts, Gmail, 197–199
- context menus, 4, 19
- conversations, Gmail, 190
- copying
 - CDs, 243–246
 - files/folders, 86–91
 - folders, 86–91
 - music to MP3 players, 253–255
 - photos, 223–224, 230–233
 - snips, 107
 - text, 53
- courtesy copy (Cc), Gmail, 190, 192
- Create a Google Account page, Gmail, 180–184
- Create a New Account button, Amazon, 172
- cropping photos, 225–226
- Ctrl key
 - increasing text size with, 308–309
 - Narrator controls, 320
 - selecting multiple items with, 85, 226, 241
- cursors, 47–48
- Custom installation option, 119, 123
- customizing Windows 7
 - account pictures, 283–284
 - backgrounds, 264–267
 - colors, 267–270
 - icons, 275–277
 - mouse pointers, 278–283
 - overview, 261–262
 - screen savers, 272–275
 - sounds, 270–272
 - themes, 262–264, 275
- cutting
 - files from folders, 80–81
 - text, 53



- Date and Time Settings, 15
- Delete button
 - Gmail, 187, 199
 - Photo Viewer, 218
- Delete key, 51–52
- deleting
 - files/ folders, 82–83
 - links from Favorites Bar, 165
 - Sticky Notes, 113
 - text, 51–54
 - tracks from Media Player
 - library, 246
- Desired Login Name field, Gmail, 180–181
- desktop
 - backgrounds, 264–267
 - closing Windows 7, 26–28
 - help, 24–26
 - icons, 275–277
 - overview, 9–10, 15–16
 - photos, displaying, 220–222
 - Start button, 20–22
 - taskbar, 22–24
- Desktop Background window, 264–267
- desktop computers
 - DVD drive, 256–257
 - overview, 10
 - power strips, 28
 - turning on, 12–13
- Desktop Gadget Gallery, 96–97
- Desktop Icon Settings dialog box, 275–277
- Detect button, 136
- device driver, 129, 134, 230, 325
- Devices and Printers window, 130–134
- dialog boxes, 46, 64–68
- discontinuing updates, 336–337
- disk checks, scheduling, 355–358
- displays
 - adding second, 135–139
 - font size, 307–310
 - overview, 10
 - screen visibility, 304–306
- documents. *See also* text
 - backing up, 360–367
 - copying, 86–91
 - deleting, 82–83
 - finding, 75–77
 - moving, 80–82
 - opening, 61–64
 - overview, 45–48
 - printing, 56–60
 - recovering, 83–85
 - renaming, 78–80
 - saving, 48–51
 - selecting multiple, 85–86
- Documents library, 74, 77–78
- double-clicking, 18–19, 279, 311–312
- Download link, Gmail, 196
- downloading
 - avast! antivirus, 346–348
 - photos from cameras, 230–233
 - Windows upgrades, 337–339
- Downloads folder, 122, 196, 353
- Drafts folder, Gmail, 193
- drop-down lists, 66–67

duplicate files, 370–371
 DVD button, Media Player, 257
 DVD drives, adding external,
 134–135
 DVDs
 installing programs from,
 118–121
 recordable, 361
 system repair discs, 371–374
 watching, 256–258
 Windows 7, 12

• **E** •

Ease of Access Center, 314–319,
 321–322
 editing photos, 222–226
 ejecting
 CDs, 242–243
 DVDs, 258
 flash drives, 89–91
 memory cards, 89–91
 e-mail
 accounts, setting up, 180–184
 address book, 197–199
 from Amazon, 176
 attachments, 193–197
 creating, 190–193
 Inbox, 184–188
 junk, 199–200
 overview, 179–180
 replying, 188–190
 spam, 180, 187, 199–200
 Enable Web History check box,
 Gmail, 182
 error-checking function, 355–358
 Ethernet, 151

EULA (end-user license agreement),
 119, 123
 executables, 194
 Exit Full-Screen Mode button, Media
 Player, 258
 Express installation option, 119, 123
 external DVD drives, 134–135
 external hard drives, 128,
 134–135, 361

• **F** •

F1 key, 24
 F11 key, 219
 Facebook, 212
 Favorites Bar, 156, 164–165
 Favorites button, 165–166
 File menus, 57
 files
 copying, 86–91
 deleting, 82–83
 finding, 75–77
 moving, 80–82
 naming, 48–49
 overview, 69, 70–75
 recovering, 83–85
 renaming, 78–80
 selecting multiple, 85–86
 fill color, 110
 finding files, 75–77
 firewalls, 344
 Fit to Window tool, Photo Viewer,
 216–217
 flash drives, 86–91, 353, 361
 flipping between windows, 40–43
 Folder Options dialog box, 311–313

folders

- copying, 86–91
 - deleting, 82–83
 - overview, 69, 77–78
 - recovering, 83–85
 - renaming, 78–80
 - selecting multiple, 85–86
- Font Color button, WordPad, 55
- Font drop-down list, WordPad, 56
- Font panel, WordPad, 54–56
- fonts, 54–56, 307–309
- formatting text, 54–56
- Free-form Snip, 105

• G •

gadgets

- Clock, 97–100
- overview, 16, 95–97
- Weather, 100–102

games

- Games Explorer, 204–205
- getting more, 211–212
- Internet Backgammon, 209–211
- overview, 203–204
- Purple Place, 208–209
- Solitaire, 21–25, 30–32, 40–41, 206–208, 291–292

Gmail

- accounts, setting up, 180–184
- address book, 197–199
- attachments, 193–197
- creating messages, 190–193
- Inbox, 184–188
- junk e-mail, 199–200
- overview, 179–180

- replying to messages, 188–190
 - spam, 180, 187, 199–200
- Google News, 161
- groups, Gmail, 198–199

• H •

- hard disks, 355–356
- hard drives, 69, 128, 134–135, 361
- help resources, 24–26
- Hibernate option, 28, 295
- Hide Icon and Notifications option, 290–291
- Highlight button, WordPad, 55
- History option, Calculator, 103
- home networks, 148
- home page, 154, 163
- Home Premium Edition, Windows, 11–12
- Horizontal Scrolling option, 282
- hotspots, 144
- hovering, 18
- hyperlinks (hypertext links)
 - in e-mails, 193, 200
 - locating, 157–161
 - opening in new tabs, 162
 - overview, 154

• I •

- icon tray, 23–24
- icons, desktop, 16
- IE (Internet Explorer)
 - closing, 177
 - favorites, 164–166
 - home page, 163–164
 - news, 157–161

- overview, 154–157
 - searching, 167–168
 - shopping, 168–177
 - tabs, 161–163
 - Image panel, Paint, 224
 - images
 - backgrounds, 264–267
 - backing up, 360–367
 - copying from digital cameras, 230–233
 - desktop display, 220–222
 - editing, 222–226
 - naming, 233–234
 - organizing, 233–234
 - overview, 213–214
 - Paint, 111, 222–226
 - printing, 226–229
 - rotating, 218
 - screen saver, 272–274
 - slideshows, 218–220
 - viewing, 214–218
 - importing pictures from cameras, 230–234
 - inactive windows, 35–36
 - Inbox, Gmail, 184–188
 - installing
 - antivirus software, 346–349
 - ISP hardware, 150–152
 - printers, 132
 - programs, 118–124
 - updates, 329–330
 - Internet. *See also* Web
 - connecting to, 15, 143–152
 - installing programs from, 121–124
 - Internet Backgammon, 209–211
 - Internet Explorer (IE)
 - closing, 177
 - favorites, 164–166
 - home page, 163–164
 - news, 157–161
 - overview, 154–157
 - searching, 167–168
 - shopping, 168–177
 - tabs, 161–163
 - Internet Security Settings, 344
 - Internet service provider (ISP), 150
 - italic text, 54–56
- *J* •
- Jump Lists, 20, 62–63, 293–295
 - junk e-mail, 199–200
- *K* •
- keyboard
 - Backspace key, 51–52
 - Delete key, 51–52
 - dialog boxes, navigating via, 68
 - Ease of Access Center options
 - for, 322
 - F1 key, 24
 - F11 key, 219
 - keystrokes, 45
 - Shift key, 52
 - shortcuts, 4, 22
 - slideshow controls, 219
 - Windows logo key, 22
 - keystroke logger, 342
- *L* •
- Labels button, Gmail, 187
 - Landscapes theme, 263

- laptop computers
 - CD drive, 241
 - DVD drive, 256–257
 - Internet connections, 144–145
 - overview, 10
 - second display, adding, 136–137
 - shutting down, 28
 - touchpads, 17, 20
 - turning on, 12–13
 - wireless Internet connections, 150
- libraries
 - Documents library, 74, 77–78
 - Music library, 293–241
 - overview, 74
 - Pictures library, 214, 284
- links
 - in e-mails, 193, 200
 - locating, 157–161
 - opening in new tabs, 162
 - overview, 154
- lists, dialog box, 66
- login name, Gmail, 180–181
- Loop button, Media Player, 237–238
- **M** •
 - Magnifier, 316–317, 321
 - Maximize button, 31
 - Media Player
 - copying CDs, 243–246
 - copying music to MP3 players, 253–255
 - creating CDs, 249–252
 - DVDs, 256–258
 - overview, 235
 - pictures, 255–256
 - playing CDs, 241–243
 - playing music, 236–239
 - playlists, 247–249
 - selecting music, 239–241
 - memory cards, 86–91, 230, 361
 - Memory Diagnostic tool, 375
 - menu bar, 32
 - menus
 - context, 4, 19
 - dialog box, 66
 - selecting options from, 18
 - mice. *See* mouse
 - microphone, 111, 128
 - Microsoft Update site, 334–335
 - Microsoft XPS Document Writer, 130, 197
 - Minimize button, 31
 - Mobility Center, 137–138, 145–146, 149
 - modems, 150–151
 - monitors
 - adding second, 135–139
 - font size, 307–310
 - overview, 10
 - screen visibility, 304–306
 - More Actions button, Gmail, 187
 - mouse
 - click and drag process, 19–20, 80–81, 85–86, 107–108
 - double-clicking, 18–19, 311–312
 - modifying behavior of, 322
 - overview, 4, 17–20
 - pointers, 17–19, 278–283
 - selecting text, 53
 - mouse pads, 17
 - Move To button, Gmail, 187

- moving
 - e-mail, 187
 - files, 80–82
 - text, 51–54
 - MP3 players
 - copying music to, 253–255
 - creating files for, 245
 - music
 - copying to MP3 players, 253–255
 - playing, 236–239
 - selecting, 239–241
 - Music library, 239–241
 - Mute/Unmute button, Media Player, 237–238, 258
 - muting sound, 237–238, 258, 271
 - My Contacts, Gmail, 197
 - My Documents folder, 74
 - My Pictures folder, 233
 - My Themes heading, 262
- **N** •
- naming
 - computers, 13–14
 - favorite links, 165
 - files, 78–80
 - folders, 78–80
 - hard disks, 355
 - photos, 233–234
 - user names, 13–14
 - wireless networks, 146
 - NAP (Network Access Protection), 345
 - Narrator, 319–321
 - Navigation pane
 - Media Player, 239
 - Windows Explorer, 71–72
 - netbooks, 11, 12–13
 - Network Access Protection (NAP), 345
 - Network Firewall item, 344
 - Network folder, 354
 - network security keys, 147–148
 - networks. *See* Internet
 - New Contact button, Gmail, 197
 - New Folder button, 77
 - New Tab button, 161
 - Newer link, Gmail, 188
 - Newseum Web site, 157–160
 - Next button
 - Media Player, 237–238, 258
 - Photo Viewer, 217
 - Notepad program, 33–35
 - Notification area, 23–24
 - Notification Area Icons window, 289–291
 - Now Playing mode, Media Player, 237–238, 241–242
- **O** •
- office networks, 148
 - OK button, 64–65
 - Older link, Gmail, 188
 - On-Screen Keyboard, 317–319
 - Open As a Google Document link, Gmail, 196
 - Open dialog box, WordPad, 63–64
 - operating systems, defined, 9
- **P** •
- Page Setup dialog box, WordPad, 66–67
 - Paint, 107–111, 213, 222–226
 - panning photos, 216

- paper for printing, 228–229
- passwords
 - Amazon, 172
 - AutoComplete Passwords dialog box, 177
 - Gmail, 181–182
 - Internet connections, 144, 147–148
 - user accounts, 14–15
- pasting
 - files into folders, 80, 82
 - text, 53
- patches, security, 325
- Payment page, Amazon, 174–175
- peripherals, 127
- personalizing Windows 7
 - account pictures, 283–284
 - backgrounds, 264–267
 - colors, 267–270
 - icons, 275–277
 - mouse pointers, 278–283
 - overview, 261–262
 - screen savers, 272–275
 - sounds, 270–272
 - themes, 262–264, 275
- Photo Gallery, 216, 229
- Photo Viewer, 215–218, 232–233
- photos
 - backgrounds, 264–267
 - backing up, 360–367
 - copying from digital cameras, 230–233
 - desktop display, 220–222
 - editing, 222–226
 - naming, 233–234
 - organizing, 233–234
 - overview, 213–214
 - Paint, 111, 222–226
 - printing, 226–229
 - rotating, 218
 - screen saver, 272–274
 - slideshows, 218–220
 - viewing, 214–218
- Picasa, 216
- Pictures library, 214, 284
- pinning icons
 - to Start menu, 300–301
 - to taskbar, 291–292
- Play pane, Media Player, 247–249
- Play Slide Show button, Photo Viewer, 217
- playing
 - CDs, 241–243
 - DVDs, 256–258
 - music, 236–239
- playlists, 247–249
- Play/Pause button, Media Player, 237–238, 257
- Pointer Options tab, 280–281
- pointing device, 17, 128
- pop-up notifications, 321
- Power Button Action options, 295
- power strips, 28
- power switches, 12–13, 28
- Previous button
 - Media Player, 237–238, 257
 - Photo Viewer, 216–217
- Print dialog box, 58–60, 65–66, 134
- Print Pictures dialog box, 226–229
- Print Preview option, WordPad, 57–58
- printers, connecting, 132–134

printing
 documents, 56–60
 photos, 213, 226–229
 Privacy options, 296
 Proceed to Checkout button,
 Amazon, 170–171
 product key, 327
 programs
 Help menus, 24–25
 installing, 118–124
 inventory, 116–118
 overview, 115–116
 removing, 124–126
 Start menu, 20–22
 starting, 95
 taskbar, 22–23
 protecting computers
 Action Center, 342–346
 antivirus software, 346–355
 disk checks, 355–358
 overview, 341–342
 public networks, 144, 148
 Purple Place, 208–209
 purchasing computers, 10–12

• Q •

Quarantine option, 349
 Quick Tabs button, 162

• R •

radio buttons, 66–67
 recordable DVDs/CDs, 361
 recovering files/folders, 83–85
 Recovery Tools, 374–376
 Rectangular Snip, 106
 Recycle Bin, 16, 83–85, 276

redo actions, 51
 registering programs, 120, 123,
 350–353
 Remember Me on This Computer
 check box, Gmail, 182
 removing programs, 124–126
 Rename option, 79
 Reply button, Gmail, 188
 Reply to All option, Gmail, 188
 Report Spam button, Gmail,
 187, 200
 Resign button, Internet
 Backgammon, 211
 Resize and Skew dialog box, Paint,
 224–225
 resize pointer, 33–35
 Resolution drop-down list, 305
 Restore button, 31
 Restore Discs, 373
 restoring files, 83–85, 367–372
 ribbon toolbar, 35–36, 54–57
 Rip CD screen, Media Player,
 244–245
 Rip Settings button, Media Player,
 244–245
 Rip Status column, Media Player,
 245–246
 ripping CDs, 243–246
 rotating photos, 218
 routers, wireless, 150

• S •

Safe To Remove Hardware message,
 89–91
 Sample Pictures folder, 214–215,
 220–221, 226

- Save As dialog box, 48–50, 112, 223–224
- Save Changes button, 266–267
- Save List button, Media Player, 248–249
- Save Now button, Gmail, 190
- Save Theme As dialog box, 275
- saving
 - documents, 48–51
 - themes, 275
- scanners, 128
- scheduling
 - backups, 363–367
 - disk checks, 355–358
- Scheme drop-down list, 278–279
- Scrabble, 212
- screen reader, 319
- screen resolution, 135–139, 304–308
- screen savers, 272–275
- screens
 - adding second, 135–139
 - font size, 307–310
 - overview, 10
 - visibility, 304–306
- scrolling, 17, 157–158, 282
- search engines, 167–168
- Search Help box, 25–26
- Search Programs and Files box, 21–22, 61–62, 118
- security
 - Action Center, 342–346
 - antivirus software, 346–355
 - disk checks, 355–358
 - financial transactions online, 171
 - installing downloads, 123–124
 - junk mail, 200
 - opening e-mail attachments, 196
 - overview, 341–342
 - passwords, 14–15, 172, 177
 - public networks, 148
 - wireless Internet connections, 146
- Security heading, 344–345, 352
- security patches, 325
- Security Question list, Gmail, 182
- Select tool, Paint, 225–226
- selecting
 - with check boxes, 312–314
 - multiple files/folders, 85–86
 - music, 239–241
 - text, 51–54
- Send button, Gmail, 190
- Send To option, 88
- Set as Desktop Background option, 221
- Set Up Backup link, 360
- Set Up Games dialog box, 204
- Set Up Windows Internet Explorer dialog box, 154
- Shapes button, Paint, 110
- Shift key, 52
- shipping information, Amazon, 172–173
- shopping via Web, 168–177
- Show Color Mixer option, 268
- Show Desktop button, 221
- Show Icon and Notification option, 290
- Show Only Notifications option, 291
- Show Windows Side by Side option, 40

- Show Windows Stacked option, 39–40
 - Shuffle button, Media Player, 237–238
 - Shut Down button, 26–28, 295
 - Sign In Using Our Secure Server button, Amazon, 171–172
 - Size drop-down list, WordPad, 56
 - sizing
 - icons, 276
 - mouse pointers, 278
 - photo prints, 226–228
 - Sticky Notes, 113
 - windows, 33–35
 - Sleep option, 28, 295
 - slideshows, 217–220, 274
 - Snap To option, 280–281
 - snapping windows, 37–39
 - Snipping Tool, 104–107
 - Solitaire, 21–25, 30–32, 40–41, 206–208, 291–292
 - Sound Recorder, 111–112
 - sounds
 - personalizing, 270–272
 - visual notifications for, 322
 - spacebar, 219
 - spam, 180, 187, 199–200
 - speaker icon, 271
 - spyware, 342, 344
 - stacking windows, 39–40
 - Start Burn button, Media Player, 251
 - Start button, 20–22
 - Start menu
 - customizing, 295–300
 - overview, 285–286
 - pinning icons to, 300–301
 - Start Sync button, Media Player, 254–255
 - Starter Edition, Windows, 11, 23, 43
 - Startup Repair tool, 375
 - status bar, 24, 32, 156
 - Sticky Notes, 112–113
 - Stop button, Media Player, 237–238, 257
 - Stop Recording button, 111–112
 - strikethrough text, 54–56
 - subfolders, 69
 - subscripts, 54–56
 - superscripts, 54–56
 - Sync pane, Media Player, 253–255
 - synchronizing music to MP3 players, 253–255
 - system image, 361, 371–372, 374–375
 - system notification messages, 288–291
 - System Repair Disc, 371–376
 - System Restore tool, 375
- T •**
- Tablet PC Input Panel, 319
 - tabs
 - dialog box, 66
 - Internet Explorer, 161–163
 - tags, photo, 231
 - taskbar
 - changing, 286–288
 - Jump Lists, 293–295
 - overview, 22–24, 285–286
 - pinning icons to, 291–292
 - system notification messages, 288–291

Terms of Service, Gmail, 184
text
 adding, 51–54
 bold, 54–55
 deleting, 51–54
 formatting, 54–56
 Gmail, 192
 italics, 54–55
 moving, 51–54
 Paint, 109
 selecting, 51–54
 sizing, 308
 Sticky Notes, 112–113
 strikethrough, 55
 subscript, 55
 superscript, 55
 underline, 55
text boxes, 66–67
themes
 overview, 262–264
 saving, 275
thumb drives (flash drives), 86–91,
 353, 361
thumbnails, 23
tiling windows, 38–40
Time Zone box, 98–99
Tip icons, 3
title bar, 31, 36–39
To field, Gmail, 191
toolbar, 32
tooltips, 18, 24, 269
touchpads, 17, 20
trackballs, 17
transparency, 267
Trash folder, Gmail, 199–200
triangle button, 26–28, 295

turning on computers, 12–15
turntable, USB, 246
typeface. *See* fonts

• U •

UAC (User Account Control), 344
Ultimate Edition, Windows, 12
underlined text, 54–56
undo actions, 51, 80
Uniform Resource Locator
 (URL), 154
uninstalling programs, 124–125
updating Windows 7
 overview, 325–326
 Windows Anytime Upgrade,
 337–339
 Windows Update, 328–332,
 336–337
upgrading to Windows 7, 12
URL (Uniform Resource
 Locator), 154
USB devices, 87, 128–130, 246
User Account Control (UAC), 344
user accounts
 creating, 13–14
 passwords, 14–15
 pictures for, 283–284
user folder, 70–71
user names, 13–14

• V •

Vertical Scrolling option, 282
video cameras, 128
video files, 194
View as HTML link, Gmail, 196

View Full Screen button, Media Player, 258
 View link, Gmail, 196
 Virus Protection item, 344
 viruses, 341–342, 349, 353–355
 Visibility options, 281
 visual notifications for sounds, 322
 Volume button, Media Player, 237–238, 258
 volume controls, 237–238, 258, 271

• W •

Weather gadget, 100–102
 Web
 Amazon, 168–177
 favorites, 164–166
 home page, 163–164
 Internet Explorer, 154–157, 177
 news, 157–161
 overview, 153–154
 searching, 167–168
 shopping, 168–177
 tabs, 161–163
 Web browser
 closing, 177
 favorites, 164–166
 home page, 163–164
 news, 157–161
 overview, 153–157
 searching, 167–168
 shopping, 168–177
 tabs, 161–163
 Web-based e-mail, 179
 webcams, 128
 wheels, mouse, 17, 282
 Win key (Windows logo key), 22
 Window Color and Appearance window, 267–270
 windows
 arranging, 35–37
 flipping between, 40–43
 overview, 29–43
 parts of, 30–32
 resizing, 33–35
 snapping, 37–39
 stacking, 39–40
 tiling, 39–40
 Windows Anytime Upgrade, 12, 337–339
 Windows Explorer, 70–76
 Windows Live Photo Gallery, 216, 229
 Windows logo key (Win key), 22
 Windows Media Audio (WMA) files, 245
 Windows Media Player
 copying CDs, 243–246
 copying music to MP3 players, 253–255
 creating CDs, 249–252
 DVDs, 256–258
 overview, 235
 pictures, 255–256
 playing CDs, 241–243
 playing music, 236–239
 playlists, 247–249
 selecting music, 239–241
 Windows Memory Diagnostic tool, 375
 Windows Mobility Center, 137–138, 145–146, 149
 Windows Photo Viewer, 215–218, 232–233

Windows Update, 328–332,
336–337, 344
wired Internet connections, 150
wireless Internet connections,
144–149
wireless mouse, 17
wireless router, 150
WMA (Windows Media Audio)
files, 245
Word Verification field, Gmail, 184
WordPad. *See also* text
closing, 60–61
dialog boxes, 64–68
opening documents, 61–64

overview, 46–48
printing documents, 56–60
saving documents, 48–51
wrapped text, 47



X button, 32, 177
XPS Document Writer, 130, 197



Zoom button, Photo Viewer,
216–217