

Windows 7

New Features, Tips, & Tricks

2012 Lunch with IT Series



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Who is this Geek?

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Microsoft CERTIFIED
Trainer

CPW **WOW CERTIFIED**

Microsoft Office Master

Microsoft CERTIFIED
IT Professional
Microsoft CERTIFIED
Technology Specialist

Microsoft CERTIFIED
Systems Engineer

Microsoft CERTIFIED
Systems Administrator

Microsoft CERTIFIED
Professional

AAS Microcomputer Management
BAS Computer Information Systems
MBM Computer Information Security

Enterprise Administrator on Windows Server® 2008

Windows Server® 2008 Active Directory, Configuration
Windows Server® 2008 Applications Infrastructure, Configuration
Windows Server® 2008 Network Infrastructure, Configuration
Windows® 7, Configuration

Microsoft Windows Server 2003

Microsoft Windows Server 2003

MCP 2.0 -- Certified Professional

Agenda

- ▶ New Features Review
- ▶ Tips for using windows 7
- ▶ Tricks you may not know



Features



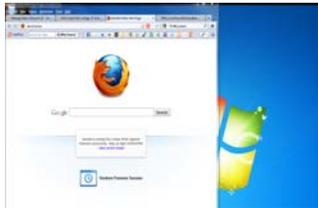
Aero Snap



Windows Key +

Right and Left Arrow -
Moves Active Window
Snaps

Up and Down Arrow -
Maximize and Minimize
Active Window



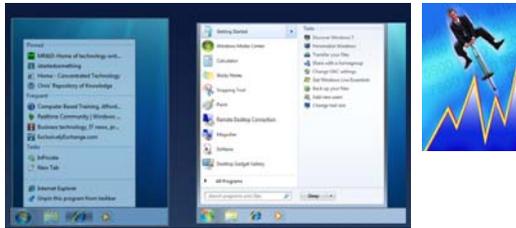
Aero Tab



+ TAB



Jump Lists

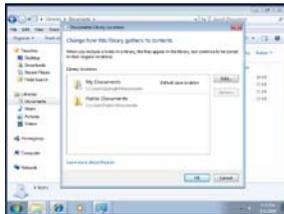


Windows Taskbar

- ▶ Pinning
- ▶ Live preview



Libraries



A library is not one single folder, but rather a collection of folders that you can set and see in one location



Redirecting Save Locations

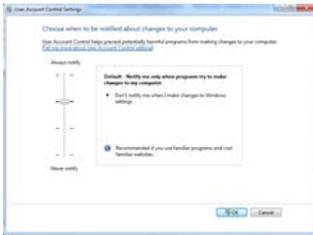


You can change where some specific files actually will store information such as:

- Desktop
- My Documents
- Favorites



The Dreaded UAC Now with a slider!



1. Click the Orb
2. Type UAC
3. Click User Account Control Settings

TIPS!



Ways that Windows 7 can do things for you faster!

Windows Key

Windows Key Saves Time!

- Windows Key + Nothing = Start menu
- D = Show Desktop
- + = Zoom in
- = Zoom Out
- P = Choose presentation options
- E = Opens Computer (think everything)
- L = Locks the Computer
- # = Opens the corresponding numbered quicklaunch



Searching

- Use boolean Searches (AND, OR, NOT)
- Use Wildcards - * and ?
- Kind: - Search by type
- Use quotes for exact matches
- Use Size:
- Launch using the search



Natural Language Searching

- To search easier, you can enable natural language searching.
1. Click Start Orb
 2. Type Folder Options
 3. Click Search Tab
 4. Check Use natural language search



Remember Ctrl and Shift Click to select items? Well forget that!

- ▶ 1. In Windows Explorer, click Organize, and then select "Folder and search options."
- ▶ 2. Click the View tab.
- ▶ 3. In Advanced Settings, scroll down and check the box next to "Use check boxes to select items." Click OK.
- ▶ 4. From now on, when you hover your mouse over a file in Windows Explorer, a check box will appear next to it; click it to select the file. Once a file is selected, the checked box remains next to it; if you uncheck it, the box will disappear when you move your mouse away.



Accidentally Moved/Copied/Deleted

- ▶ Just Use CTRL+Z to undo what you just did!
 - Note: This does not work If you delete files on a network drive or use shift+delete.



Tricks



Backup Using VHD Files!

- ▶ Backup your computer!
 - You must have a removable HDD or another partition on your computer.
 - Type Backup in the search box and click backup and restore.
 - Select Create a system image
 - Select your C drive to backup
 - Start the backup
 - A vhd backup file will now be created



Restore Using VHD Files

- ▶ From Windows (Computer still functional)
 - Go Back to Backup and Recovery
 - Choose Advanced Recovery Methods
 - Click Use a system image you created earlier and then follow the steps.
- ▶ From Install Disk (Computer Not functioning)
 - When the disk install starts, click Repair your computer when asked to install windows 7
 - Select the recovery option and then follow the instructions



Viewing a VHD File

- ▶ Click the start orb and type Disk Management in the search box
- ▶ Under Action in the file menu - select attach a VHD
- ▶ Browse to the VHD and follow the instructions.
- ▶ You can now view the full backup as an additional drive

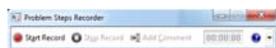


One Step Further

- ▶ In Disk Management you can also create VHD files
- ▶ You can use these to mimic other computer hard drives and use them to archive your data
- ▶ You can then un-mount the vhd file and copy it to a safe location such as a removable drive.



What did you do?



- ▶ Problem steps recorder
- ▶ Click the start orb and type record in the search box
- ▶ Select record steps to reproduce a problem
- ▶ Click start record
- ▶ Click stop record when you are done
- ▶ Save and email the file

Adding Toolbars to your taskbar

- ▶ Right click your taskbar
- ▶ Select toolbars and choose the ones you want to add.



Troubleshooting



Lockdown!

- ▶ Enabling BitLocker to Go on USB Drives
- ▶ From Computer, right click your usb drive and select turn on BitLocker
- ▶ Follow the wizard and your USB drive will be encrypted and password protected.



Questions?

- ▶ This presentation can be found by visiting:
 - <http://helpdesk.msugf.edu>
 - Video will be posted on the same site very soon!