

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

MS WINDOWS 7 HELP AND BASIC TIPS

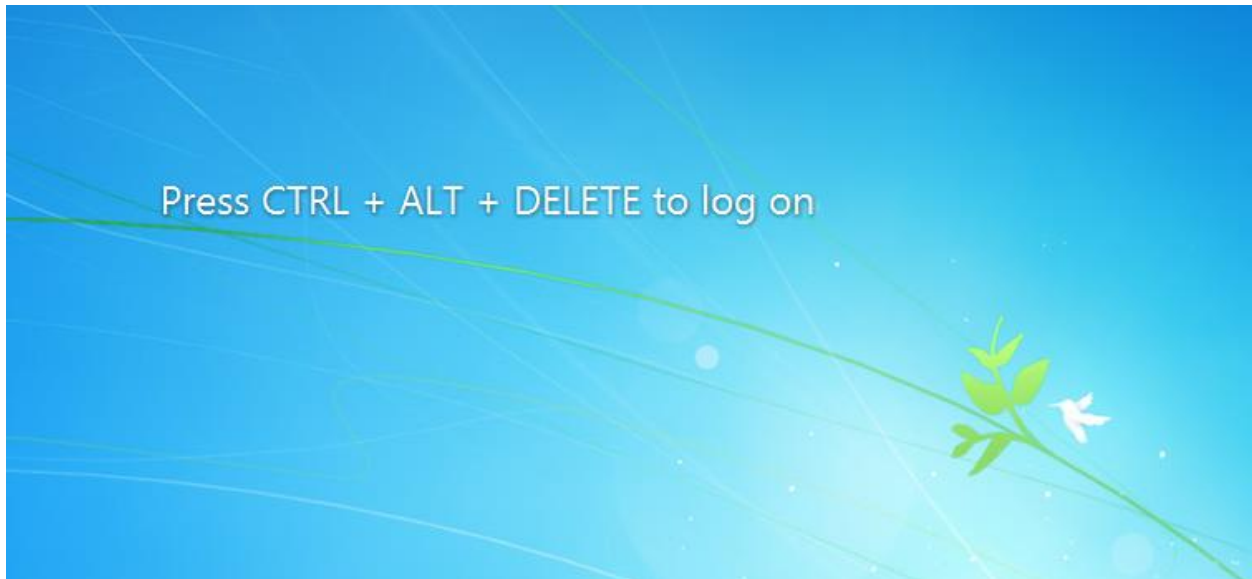
Purpose

To show how to efficiently use some of the productivity features of MS Windows 7, as well as some of the basic features for new users. These are some of my favorite features that help me complete my work in a more timely manner.

Logging In

The login process is similar to that of Windows XP. However, there are some changes.

Press CTRL + ALT + DELETE to log on



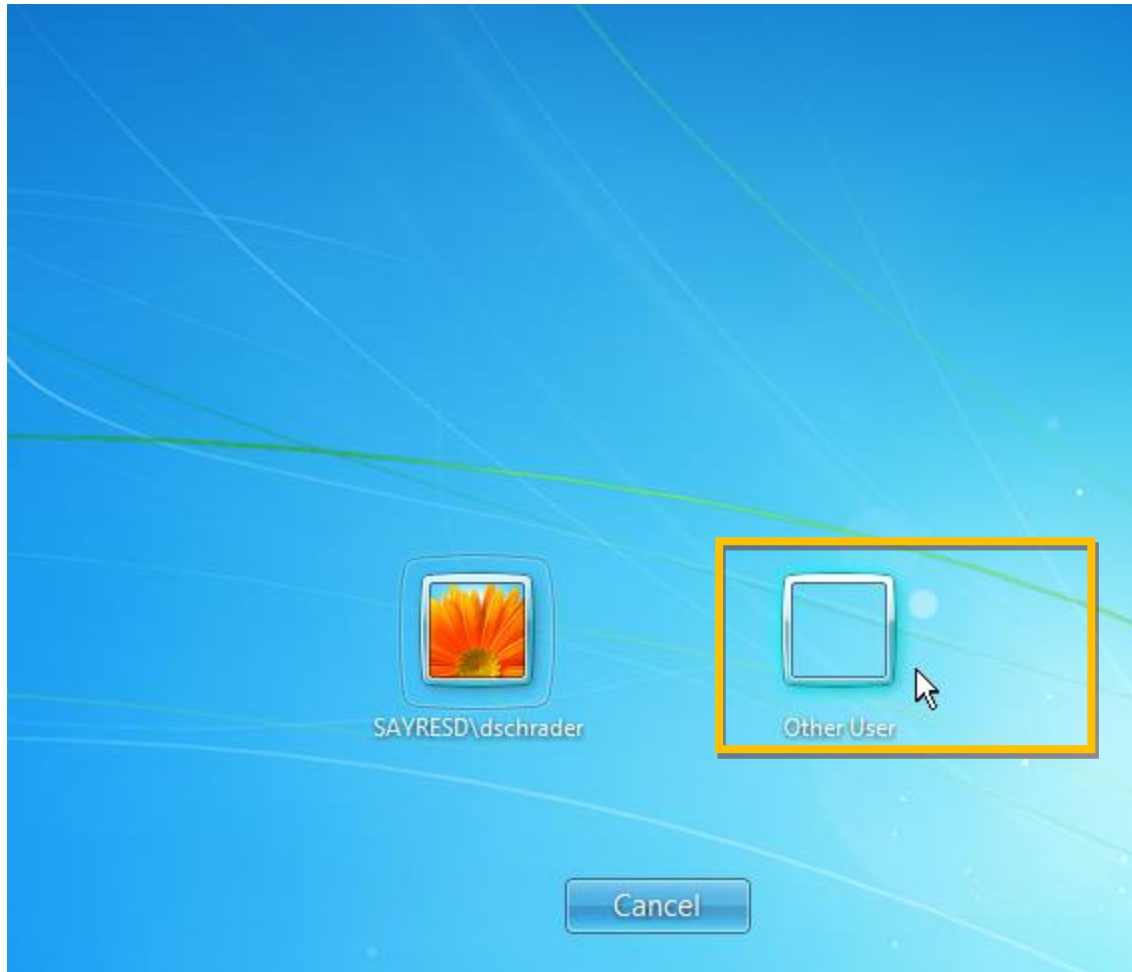


Click OK to accept these policies.

If someone else was previously logged on to the computer, you may need to click Switch User:

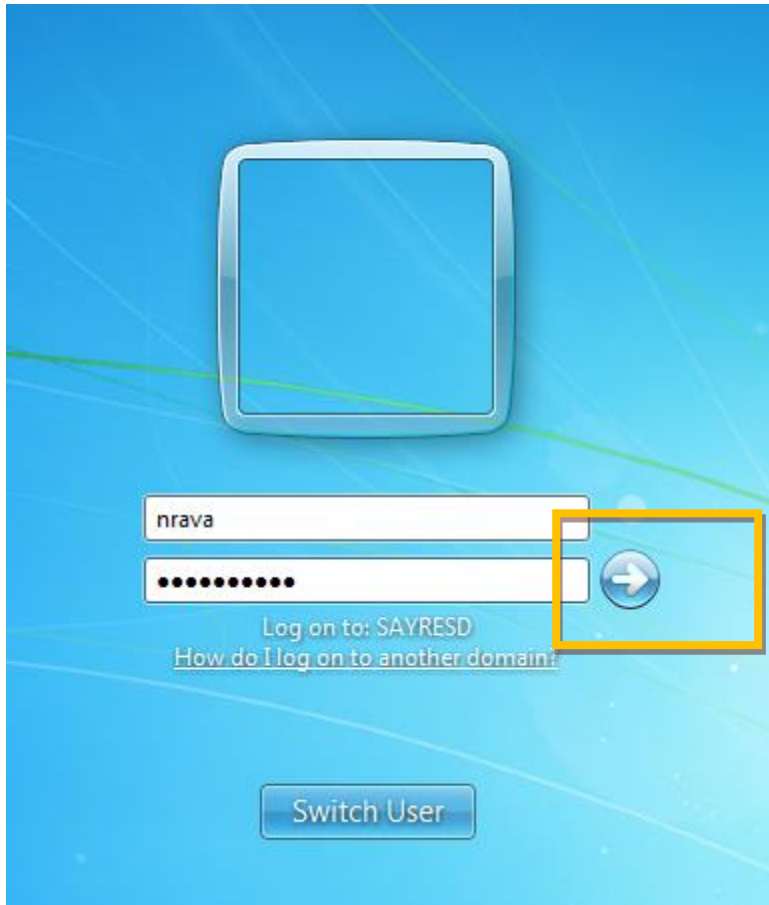


Click Other User



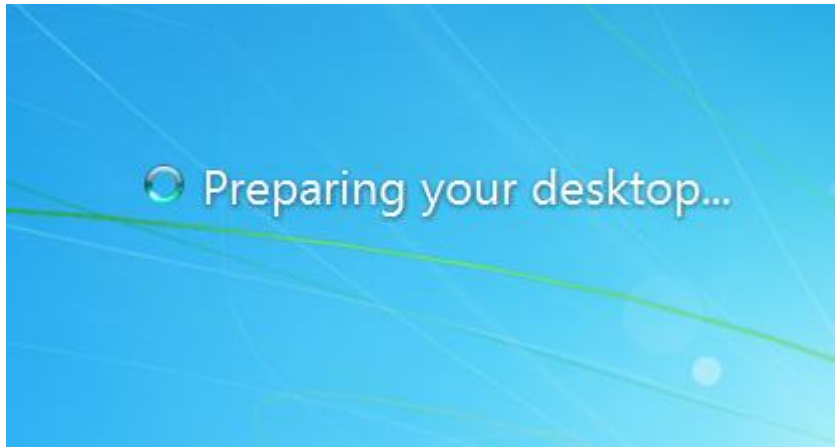
Enter User name and Password as usual

If you need to change the domain, click on [How do I log on to another domain?](#)



And then click the arrow on the right end of the password box:





You have successfully logged into Windows 7.

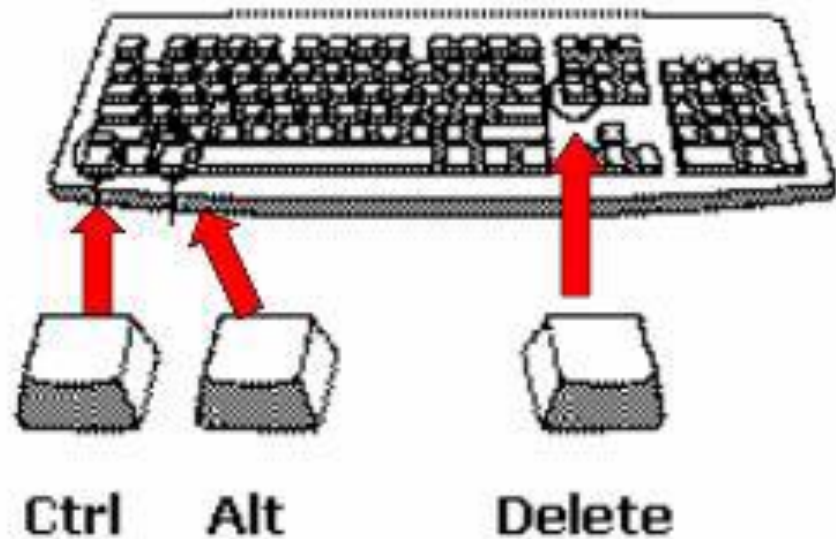
Controlling Applications

Using the CTRL-ALT-DEL keys brings up the Windows Task Manager that may be used to control the applications running on your PC.

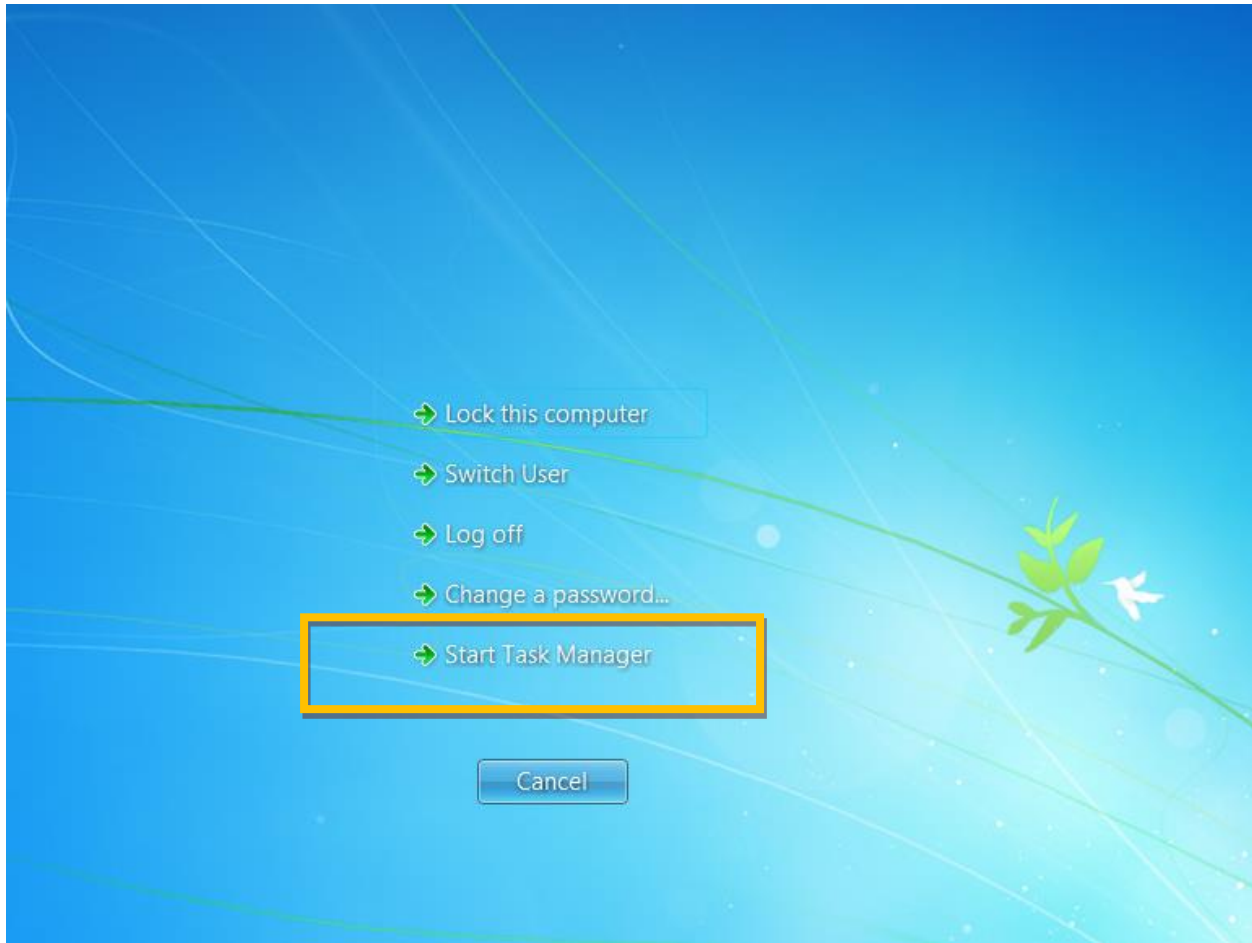
How to Use the keys

With your left hand press and hold the **CTRL** and **ALT** keys down on your keyboard - then with your right hand press the **DELETE** key on your keyboard - see the following sample illustration:

Using Ctrl-Alt-Delete

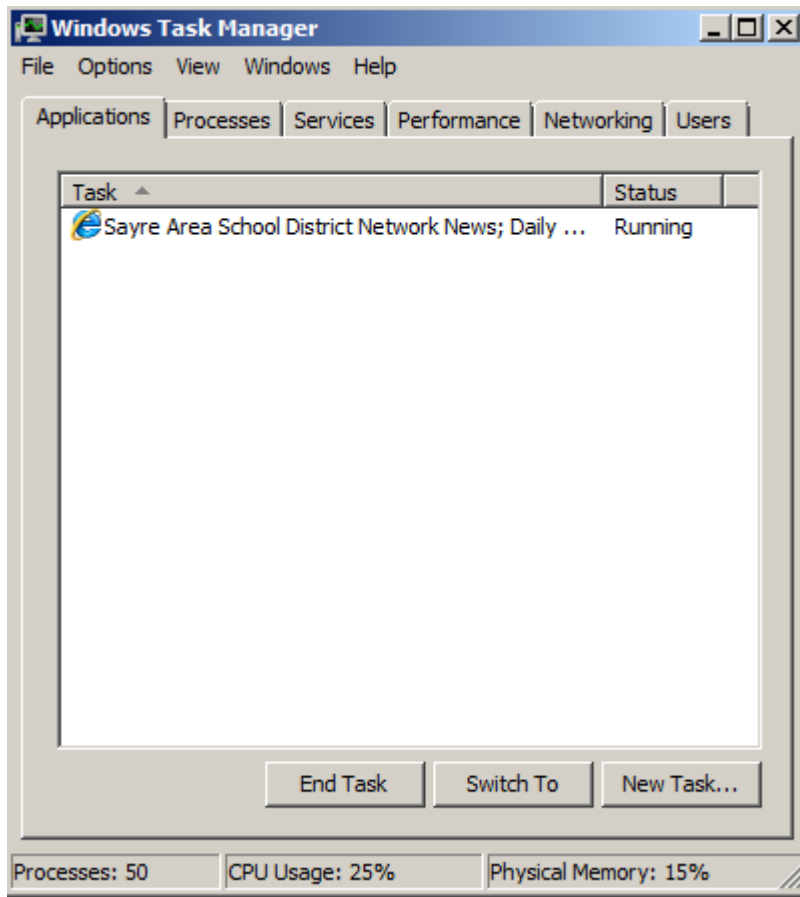


When you press these keys, the follow window appears:



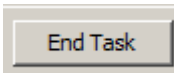
Click on Start Task Manager

From this screen, you can end a program by clicking on the End Task button. Please note that this should only be done when a program no longer responds – see the following sample:



Click on the **Applications** tab

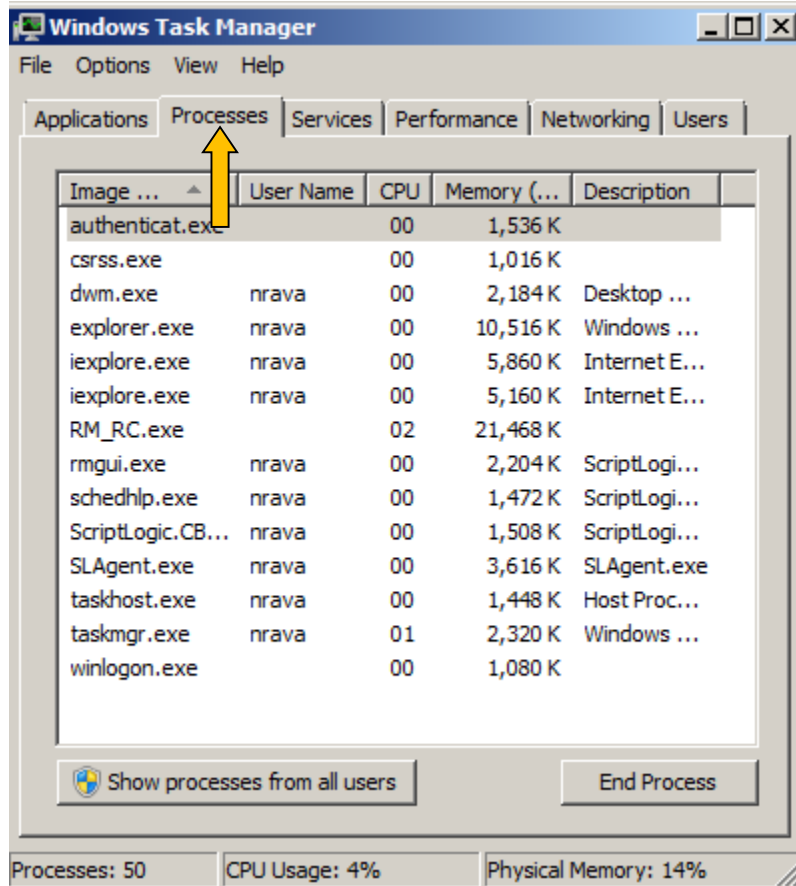
3. Click on the **desired** application that you wish to **end** (in this case **Mozilla Firefox**)

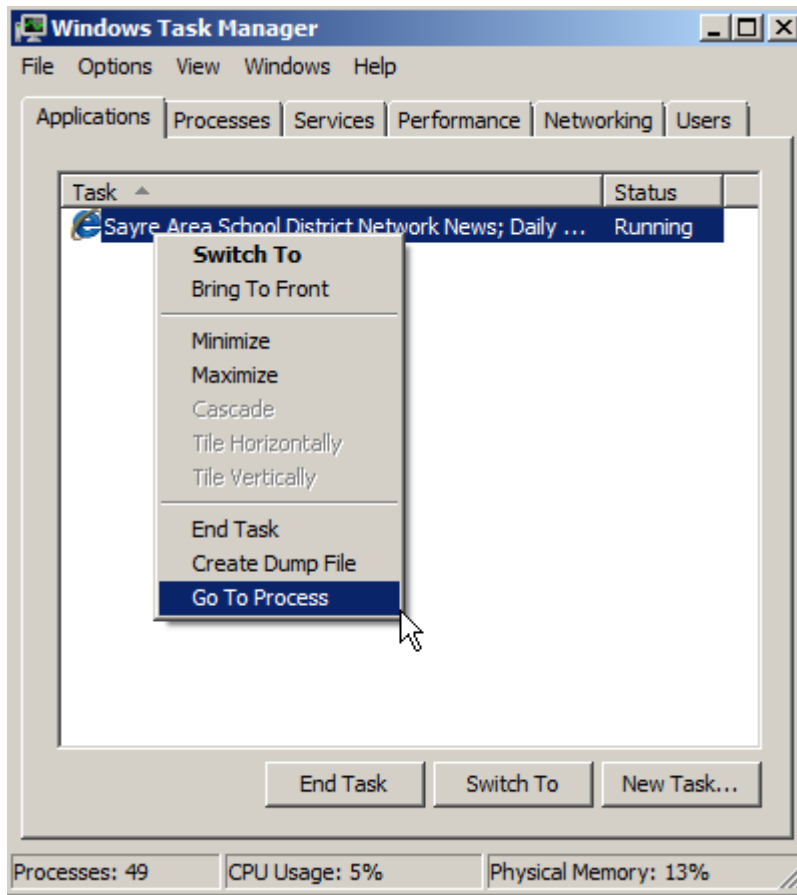
4. Click on the  **button** – you may be prompted to **end** the **task now**

5. That's it!

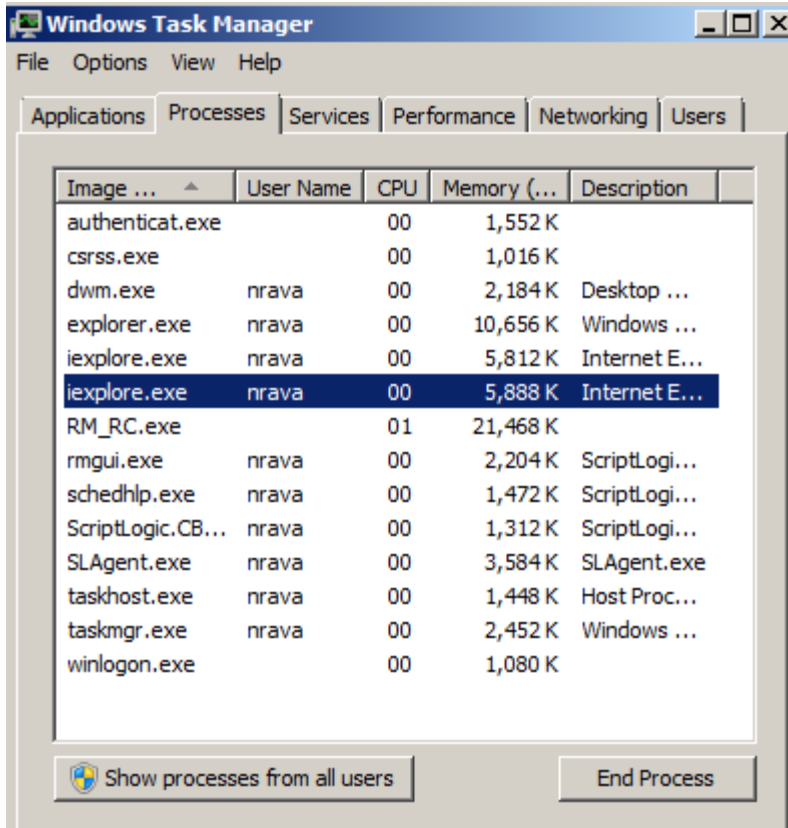
Controlling Processes

Task Manager can be used to see which processes are running on your PC. Multiple processes may be needed for 1 program or 1 process may be needed to run a program.



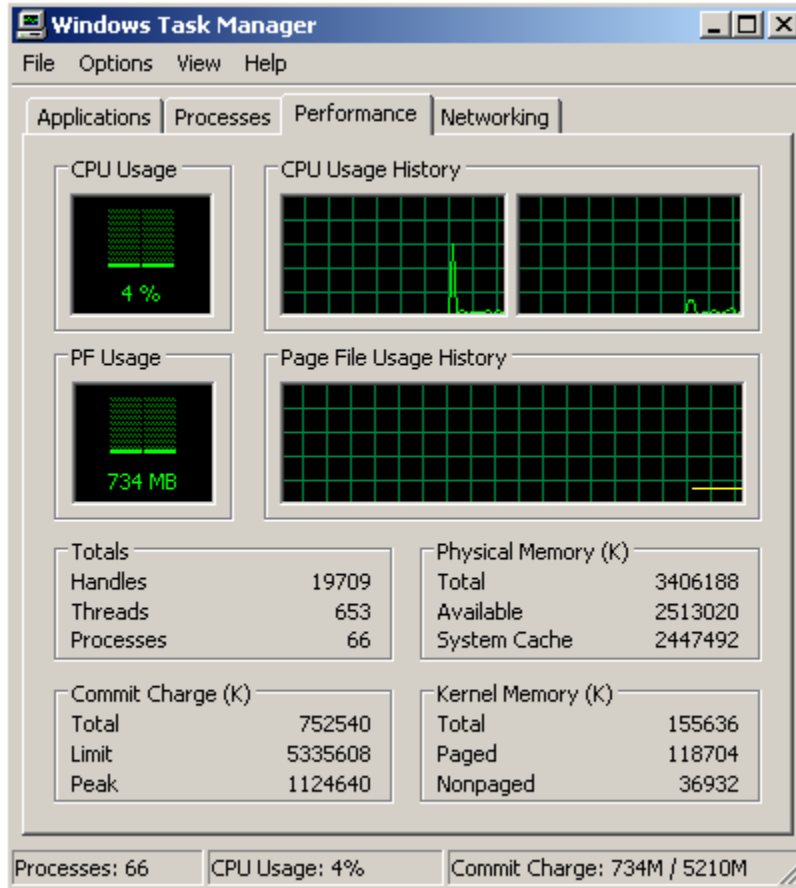


You can see what process(es) are used by a particular application by going to the **Application** Tab > select **desired** application > **right-click** on the desired application > select **Go To Process**. See the following example:

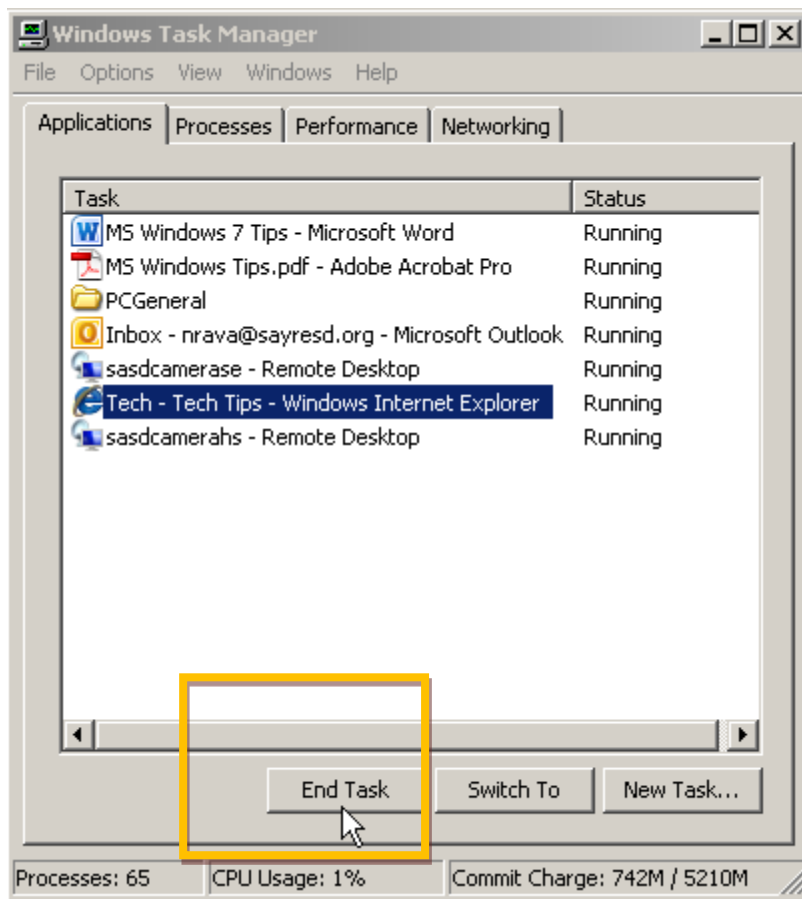


Controlling Performances

Task Manager can be used to see which processes are using the most resources on your PC. The Performance tab is useful to see how much of your resources are used. The more your computer using the Disk (Page Faults) - the slower it normally runs!



Pressing Ctrl+Alt+Del again will usually restart your computer if the "Close Program" box is already on the screen. That's why it's so important not to hold the Delete key down for too long! You can use this box to check to see if any programs are running. You can also use this box to Close those running programs.



Once you shut down a program that is not responding, you need to still close down your PC and reboot to clear up the memory problems.

Invented by David Bradley – worked for IBM

- The CTRL-ALT-DEL keys were designed to help with the original PC troubleshooting (it was not ever intended for use by computer users!).
- David used the CTRL-ALT-DEL combination because it wasn't something that users would press by mistake.
- Bill Gates made these keys famous because of all the Windows errors. It's interesting that they continued to use the same keys when they developed Windows NT/2000/XP.