New Windows 7 Tools

New to Windows 7? Even though there’s a lot in common with the version of Windows that you had before, you might still need a hand getting up to speed. This guide is filled with useful info about new Windows 7 tools.

Use this guide as a reference while exploring what you can do with Windows 7.

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Control Panel

The Control Panel is basically the same as previous versions of Windows. It looks a little different because the default view is by Category. You can change the view to Large icons or Small icons, and it looks more like the classic control panel view from previous versions of Windows.

The other difference on the Control Panel is that Microsoft has changed the names of some of the items. The table below shows the old and new names.

<table>
<thead>
<tr>
<th>Old name (or names)</th>
<th>New name (or names)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add or Remove Programs</td>
<td>Programs and Features</td>
</tr>
<tr>
<td>Appearance and Themes</td>
<td>Appearance and Personalization</td>
</tr>
<tr>
<td>Display</td>
<td>Personalize</td>
</tr>
<tr>
<td>Display</td>
<td>Display</td>
</tr>
<tr>
<td>Sounds, Speech and Audio</td>
<td>Sound</td>
</tr>
<tr>
<td>Printers and Other Hardware</td>
<td>Device Manager</td>
</tr>
<tr>
<td>System and Maintenance</td>
<td>Action Center</td>
</tr>
<tr>
<td>System</td>
<td>System</td>
</tr>
<tr>
<td>Security Center</td>
<td>Action Center</td>
</tr>
<tr>
<td>Accessibility Options</td>
<td>Ease of Access</td>
</tr>
</tbody>
</table>
Devices and Printers

Microsoft has added other peripheral devices in with printers and faxes, so they are all shown in a window called **Devices and Printers**. To see it, click the Start button, and then click **Devices and Printers**.

You can click on the picture of any device to see and/or change the settings for that device.

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Location Aware Printing

**Location Aware Printing** provides the ability to set default printers based on the network connection. For instance, if you are using a laptop and it’s connected to your home network, the default printer can be your home printer, whereas if you are at the office, on the office network, your default printer can be in the office.

To view the screen on the right, you must be using a laptop with a premium version of Windows 7. Then click on **Start, Devices and Printers** and select **Manage Default Printers** from the toolbar.
Ease of Access

In addition to the Ease of Access (Accessibility) options in previous versions of Windows, Windows 7 adds Speech Recognition and a Magnifier. These tools can be accessed by going to Start, All Programs, Accessories, Ease of Access.

Speech Recognition allows you to:

1. Give the computer commands
2. Surf the web without a keyboard
3. Dictate your documents
4. Narration
5. Read on-screen text aloud

The magnifier allows you to enlarge hard to see text and pictures.
Calculator

The calculator has been enhanced to take on many different forms including:

- Standard
- Scientific
- Programmer
- Statics

- Unit Conversion
- Date Calculations

- Worksheets or templates
Snipping Tool

The snipping tool allows you to capture screen shots. You can:

- Draw a free-form shape around an object
- Rectangular snip
- Windows snip
- Full-screen snip
- Snip dropdown menus
  - Click to open the Snipping Tool.
  - Press Esc, and then open the menu that you want to capture.
  - Press Ctrl+PrtScn.
  - Click the arrow next to the New button, select Free-form Snip, Rectangular Snip, Window Snip, or Full-screen Snip from the list, and then select the area of your screen that you want to capture.
Sticky Notes

Sticky Notes are accessed by clicking Start, All Programs, Accessories, Sticky Notes. Some of the options available with Sticky Notes are:

- Format sticky note text
- Change color
- Resize, collapse and flip through notes

Changing a notes color can be done by right-clicking on the note, but formatting the text is hidden in the Help file. The codes to format text are:

<table>
<thead>
<tr>
<th>Type of formatting</th>
<th>Keyboard shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bold text</td>
<td>Ctrl+B</td>
</tr>
<tr>
<td>Italic text</td>
<td>Ctrl+I</td>
</tr>
<tr>
<td>Underlined text</td>
<td>Ctrl+U</td>
</tr>
<tr>
<td>Strikethrough</td>
<td>Ctrl+T</td>
</tr>
<tr>
<td>Bulleted list</td>
<td>Ctrl+Shift+L (Press this keyboard shortcut again to switch to a numbered list.)</td>
</tr>
<tr>
<td>Increased text size</td>
<td>Ctrl+Shift+&gt;</td>
</tr>
<tr>
<td>Decreased text size</td>
<td>Ctrl+Shift+&lt;</td>
</tr>
</tbody>
</table>
Windows Media Center

Windows Media Center allows you to:

- Watch DVDs
- Watch Internet TV
- Play your music
- Watch your videos
- Create slideshows
- Plays more popular audio and video formats – including 3GP, AAC, AVCHD, DivX, MOV and Xvid

Wordpad and Paint

WordPad and Paint now have a ribbon included similar to the ribbon that is in the Microsoft Office 2007 applications rather than the old dropdown menus.