

Try it yourself - Office 2007

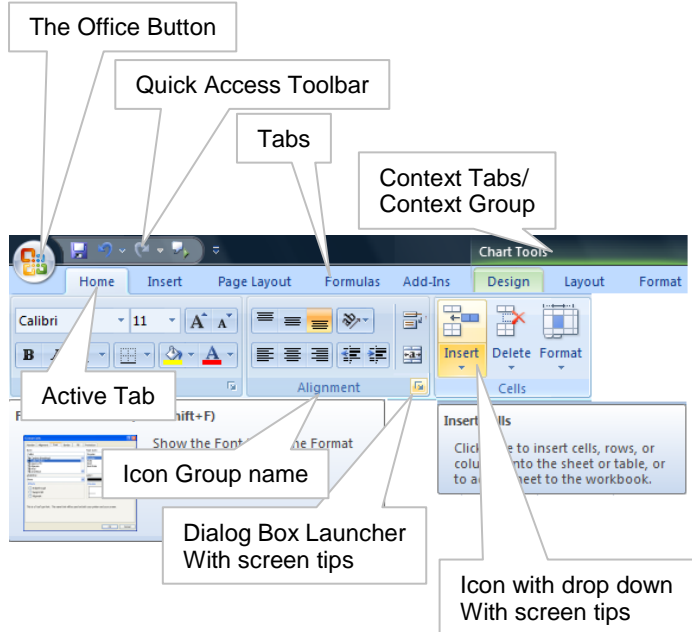
HERE ARE 2 FEATURES TO PRACTICE

CUSTOMISE YOUR ICONS

- Right Click on your toolbar and Select Customise Quick Access Toolbar
- From Choose Commands From select All Commands
Look at all of the commands available, what is always at the top of the list?
- *Locate the icon/separator as required and Add them to your Quick Access Toolbar*
- *When complete also note, on Right Click the toolbar can be displayed below the Ribbon.*

STATUS BAR CONTROL

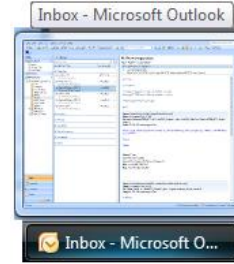
- Open Word, Excel or PowerPoint
- Right-click on the Status Bar at the bottom of any application
What has appeared?
- From the Pop-up menu, select click on features to have them visible or invisible on the Status bar.



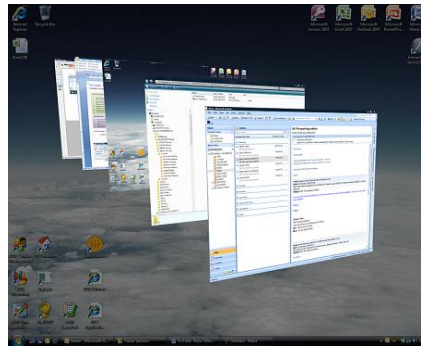
Vista Desktop

SWITCHING APPLICATIONS

There are two new features when switching between applications; one is a thumbnail of the window you are about to access.

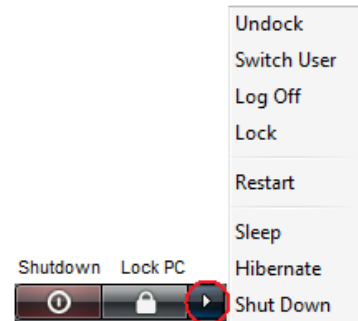


On your Task Bar hover over an application, and a thumbnail will show you the live window.



Instead of the classic keyboard shortcut Alt+Tab to switch between open programs, use Windows Key and Tab instead. Simply hold down the Windows key and tap the Tab key to cycle through application windows.

SHUTDOWN

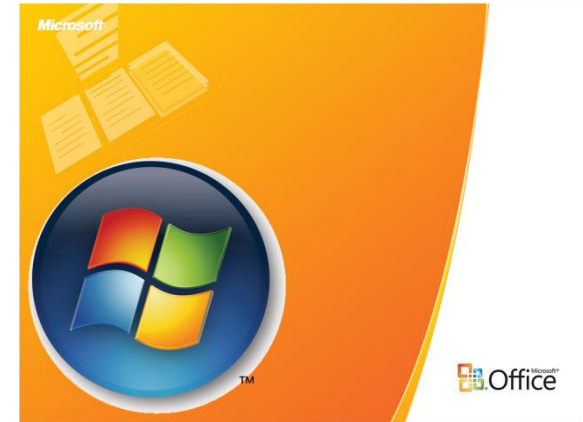
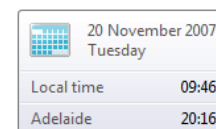


Click on the Windows button and note the symbols on the right.

The extended menu allows Lock, Restart, Hibernate etc

SHOW MULTIPLE TIME ZONES

Click on your Clock and select Change date and time settings, Select the Additional Clocks tab. Add more time zones (with a label).



Try It Yourself - Vista

HERE ARE 4 FEATURES TO PRACTICE

WINDOWS AERO

- Open several applications such as Word, Excel, Outlook
- You can switch between all open applications by using Alt and Tab on your keyboard
Alternatively, you can switch between open windows using the Windows Key and Tab on your keyboard

COPY A FOLDER PATH

- Open Windows Explorer (Windows Key and E)
- Navigate through your folder structure to sub-folders
- Right Click in the Title Bar area (where your folder names appear) – select Copy Address As Text...
OR
- Click the drop-down arrow to the right of the text
What has happened to the New Folder path layout?

GROUPING ICONS IN WINDOWS EXPLORER

- Open Windows Explorer (Windows Key and E)
- Navigate to a Folder containing lots of files
- Right Click in a blank area to the side of the Files and select Group By
Note the options available
- Choose Date Modified
- Choose Type

INTERNET EXPLORER 7

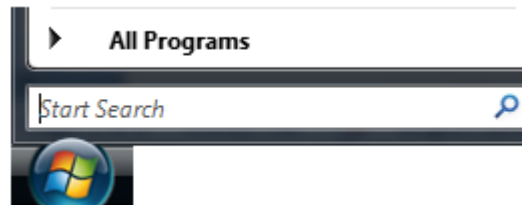
- Start Internet Explorer
What do you notice about the icons/address bar
- Create a new tab (use Ctrl T keyboard shortcut), and enter a different web address
- If you have a wheel mouse, press the wheel on a link
This should open the link in a new tab
- Press Ctrl Q – *note the view*

Search Capabilities

START MENU AND WINDOWS EXPLORER

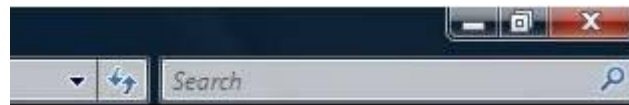
Start Menu (Windows Flag) now includes a powerful search facility that searches for documents, programs and email communications by simply typing in a keyword that relates to it. Now, the search feature will also search document content as well as the document filename giving far more accurate results.

Click on the Windows Button and start typing. Notice how the search results will automatically appear Within the Start menu!

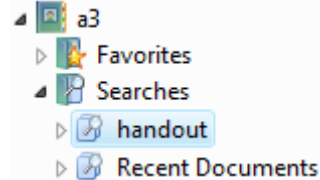


Windows Explorer

In the upper right corner is a Search box. This enables you to find files within the current folder and sub-folders. Start typing a keyword relating to your file (including file content) and Windows will automatically start searching. Note a scroll bar working its way through the left Title Bar area, this is the search percentage.



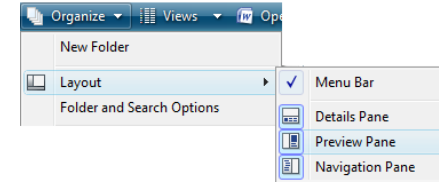
You can Save a Search in your own Searches folder. This will automatically search and update itself when opened.



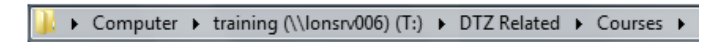
Windows Explorer

NEW INTERFACE CAPABILITIES

In Windows Explorer, click Organise and then Layout. You can enable a Preview Pane to see the contents of your files.

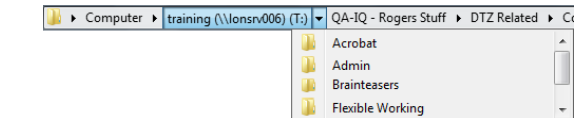


USING NEW FOLDER TITLE PATH



SWITCHING FOLDERS

At the end of each folder name is a triangle which allows you to show a different folder within the same tree without navigating up and down.



FILE RENAMING

When you now go to rename a file, if your file extensions are shown, Vista assumes you wish only rename the actual file and not the extension.

COPYING FILES

There is an improved warning when you try to overwrite an existing file with the same name.

