

Lesson 2

MORE ON WINDOWS 7

LEARNING IN THIS CHAPTER

- Windows Media Player
- How to Rip and Burn a CD/DVD?
- Displaying two Windows at a time
- Exploring Pictures Folder
- Disk Cleanup
- Additional Features of Windows 7

Windows has many utility programs for day-to-day applications and entertainment. These additional programs are known as **Accessories**. For example, Calculator, Notepad, Windows Media Player, Sound Recorder, System Tools, etc.

WINDOWS MEDIA PLAYER

Windows media player runs and organizes digital media files (both audio and video) available in computer memory. We can listen to radio stations from all over the world if internet connection is available. This software allows us to play, copy and create CDs/DVDs, and copy music and video to portable devices.



Figure 2.1: Windows Media Player

RIP (COPY) CD TO YOUR COMPUTER

We can copy songs from our favourite music CDs/DVDs onto our computers with **Windows Media Player**. When we rip music, we are copying songs from a CD to a computer. After the songs have been copied to our computer, we can use Windows Media Player to play and organise the songs, create play lists, and copy music to a portable device.

- Click on the **Start** button, select **All Programs**, and then choose **Windows Media Player** from the list.
- Insert an audio CD in the CD drive. You will see the list of songs stored on the CD in the Windows Media Player.
- Clear the check boxes next to any song that you do not want to rip. You can use the check box at



Figure 2.2: Ripping an Audio CD

the top of the list to select or clear all check boxes at once.

- ◆ When you are done with the selection process, click on the **Rip CD** button.
- ◆ The ripping process will start, and you can see the Rip Status of individual songs. To stop the ripping process at any point, click on the **Stop rip** button.
- ◆ Click on the **Rip settings** button to change the format, audio quality of ripped music files, or you can keep the default Windows Media format settings.
- ◆ The songs are ripped to the Windows Media Player Library.
- ◆ After the songs have been ripped, go to the Library to play them.



You can also burn a CD using software, like Nero, Express Burn, etc.

COPYING DATA TO CD (BURNING A CD)

Saving important information on a CD/DVD is as easy as saving on a hard disk. You can create your own CD/DVD by selecting a folder of software or media files and dragging it to CD/DVD icon in **Computer** folder.

- ◆ Insert a CD into your computer, the **AutoPlay** dialog box appears.
- ◆ Click on the **Burn files to disk using Windows Explorer** option.
- ◆ The **Burn a Disc** dialog box appears. Mention the CD name in **Disc title:** text box, and click on **Next**.
- ◆ An empty disk folder opens. Drag the files that you want to burn into this folder.
- ◆ On the toolbar, click on the **Burn to disc** button, and then follow the steps in the wizard.

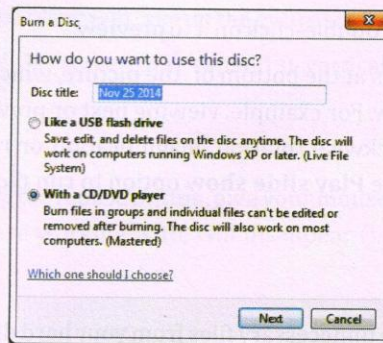


Figure 2.3: Burn a Disc Dialog Box



Know Fact File

Windows 10
It is the latest version of Windows.

DISPLAYING TWO WINDOWS AT A TIME

In Windows 7, we can display two application windows side by side.

- ◆ Open **Microsoft Word** and **Microsoft PowerPoint** programs one by one. The PowerPoint window is active at present.
- ◆ Now right-click anywhere on the blank portion of the taskbar.
- ◆ Click on the **Show windows side by side** option from the Shortcut menu. Both the application windows will be displayed side by side.

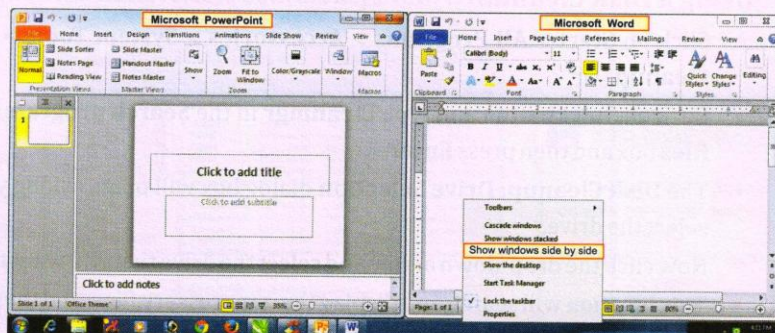



Figure 2.4: Displaying Two Windows Side by Side

NOTE

Make sure only two windows are open at a time. If more than two windows are open in the background, Windows will open all of them side by side.

➔ EXPLORING PICTURES

In **Pictures** folder, we can store digital photos, images, and graphic files.

- ✦ To open this folder, click on the **Start** button and then select the **Pictures** option from the right pane. The **Pictures** folder will open.
- ✦ By default, the pictures are displayed as thumbnails in the **Pictures library**.
- ✦ You will find various buttons, like Organize, Share with, Slide show, Burn, and New folder on the bar above the thumbnails.
- ✦ We can also view our pictures as icons of various sizes in the **Pictures** folder or any folder customized as a pictures folder. To do so, click the drop-down arrow located next to the **Change your view** button  on the bar above thumbnails.
- ✦ Select any picture, and double-click on it to preview.
- ✦ We get various buttons at the bottom of the picture, which help us in managing picture view. For example, viewing next or previous image, clockwise or anti-clockwise rotation, magnification or reduction of image. We can also use **Play slide show** option to run pictures on an automated mode.

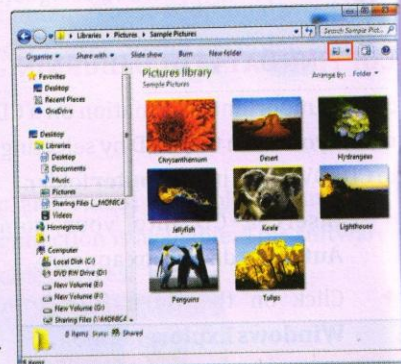


Figure 2.5: Pictures Folder

➔ DISK CLEANUP

If you want to remove some unnecessary files from your hard disk to free up disk space, and to help your computer run faster, use **Disk Cleanup** feature. It removes the temporary internal and downloaded program files, empties the Recycle bin files, and other items that are not being used for a long time.

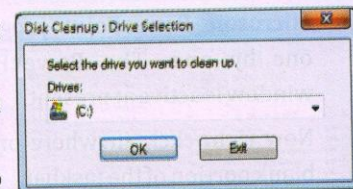


ACTIVITY ZONE

For Better Concept Clarity

Using a Disk Cleanup

- ✦ Click on **Start > All Programs > Accessories > System Tools > Disk Cleanup**. Or
- ✦ Click on **Start** button and type **Cleanmgr** in the **Search programs and files** box and then press **Enter**.
- ✦ The **Disk Cleanup: Drive Selection** dialog box will open, asking you to select the drive.
- ✦ Now click the drop-down arrow and select the drive that you want to cleanup. Click **OK**.
- ✦ This function will search and display the unnecessary files, and these can be safely deleted.
- ✦ Select the file(s) that you want to remove, and click **OK**.



MORE ON WINDOWS 7

Windows 7 offers a variety of new features, which have simplified our daily tasks. The salient features are as follows:

TOUCH SCREEN (NO MORE MOUSE)

With a touch-sensitive screen (hardware) and Windows 7 (software), we can use our fingers to browse online, flip through photo albums, and shuffle files and folders. Using touch-screen, we can even finger paint in the Paint software. This can be also experienced in mobile phones, tablets, ATMs, ticket collection terminals, etc.



Figure 2.6:
Touch Screen

SNAP

It is a quicker method to resize the open window.

- ◆ Drag one of the windows, to the left edge of the screen and another to the right edge. In this manner, you can view two windows side by side.
- ◆ Dragging the window to the upper edge of the screen will take up the entire screen.
- ◆ Dragging the window to the lower edge of the screen will expand it vertically occupying the half screen.

SHAKE

Click on the top of a window, and without releasing the mouse button, give your mouse a shake. Every open window, except the one you are working with, will disappear (i.e., they will be minimized).

AERO FLIP 3D

It is an interesting feature of Windows 7. This feature enables you to preview all open windows as a stack. To activate the Aero Flip 3D feature, press Windows key + Tab key combination.

Notice that Windows will automatically direct you to the desktop displaying the open windows.

To select and view the desired window, hold the Windows key, and use Tab key to scroll through. As the required window appears on the stack, release both the keys. Now it will open on the screen.

SEARCHING MADE EASIER

Using Windows 7, we can quickly search for more things in more places in our computer. Simply type some text in the Start menu Search box, and click on the See more results option above the search box.

You will immediately see a list of relevant

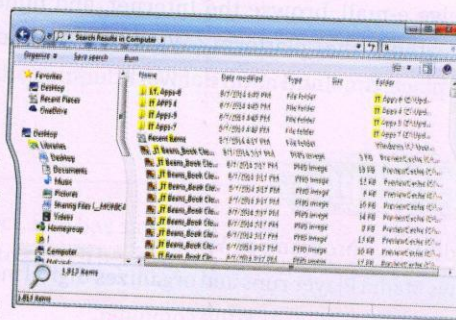


Figure 2.7: Search Results

Let's Know More



Under All Programs > Accessories option, Sound Recorder can be used to record sounds with the help of a microphone.

Know the Fact



Using Calculator option in Accessories, we can perform simple and complex arithmetic calculations on the computer.

Know the Fact

Windows 10 operating system was released on July 29, 2015.

Online Link

To download more books on your computer system, visit:
<http://windows.microsoft.com/us/windows/whatever>

documents, pictures, music, and e-mail on your PC. The search results are further grouped by category, and even contain highlighted keywords and text snippets to make them easier to scan.

WINDOWS 7 TASKBAR

- ◆ The Windows 7 taskbar is more flexible and provides an easy navigation facility.
- ◆ We can pin our favourite programs anywhere on the taskbar for easy access.
- ◆ We can preview the thumbnails of the open files or programs by pointing to their icons on the taskbar. To preview in full screen mode, simply move the pointer over the thumbnail. Windows can even be closed from the thumbnail preview.
- ◆ The new **Aero Peek** feature allows us to turn the open windows transparent, and makes the desktop screen visible. To do so, just point to the **Show desktop** button at the right edge of the taskbar.



JUMP LIST

Jump List is a new feature in Windows 7, which takes us right to the documents, pictures, songs, or web sites that we use frequently.

To open a jump list, just right-click on a program icon on the Windows 7 taskbar. What we see in a jump list depends entirely on the program. The Jump List for Internet Explorer shows recently opened web sites. You can jump to any web site by clicking on it in the list. A jump list also appears on the Start menu. Simply, click the arrow next to a program name.

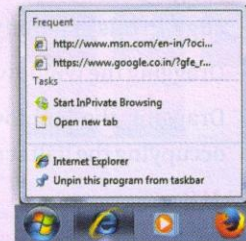


Figure 2.8: Jump List



Figure 2.9: Windows Media Center

WINDOWS MEDIA CENTER

Watching TV, movies, and other video content on our PC is easier than ever. With a cable connection, we can watch and record TV shows using Windows Media Center.

Let's Know More

Windows RT (runtime)
It is an edition of Windows 8 operating system that is exclusively designed for mobile devices powered by ARM-based chips.

WINDOWS MOBILE

Windows Mobile software empowers advanced, easy-to-use devices that allow the users to send and receive e-mail, browse the Internet, and hundreds of application available to extend the platform. Windows Mobile works differently depending upon place, time, and nature of work.



Figure 2.10: Windows Mobile

Recap of the Chapter

- ◆ Accessories are additional programs of Windows.
- ◆ Microsoft Windows Media Player runs and organizes digital media files.
- ◆ Ripping means copying data from a CD to a computer.

- ◆ Disk Cleanup feature removes the temporary internet and downloaded program files, empties the Recycle bin files, and other items that are not being used for a long time.
- ◆ Aero Flip 3D feature enables you to preview all open windows as a stack.
- ◆ Jump List feature in Windows 7, takes the user right to the documents, pictures, songs, or web sites that are used frequently.

Brain DEVELOPER

A. Fill in the blanks:

1. Microsoft Windows Media Player is used to run and digital media files on a computer.
2. Ripping refers to songs from a CD to a computer.
3. is the latest version of Windows.
4. Windows Mobile software empowers advanced devices that allow the users to and e-mail and browse the Internet.
5. In folder, you can store digital photos, images, and graphic files.

HINTS

- Receive • Pictures • Send • Copying • Windows 10 • Organize

B. State True or False:

1. Windows 8.2 is the forthcoming version of Microsoft's Windows Operating system.
2. Disk Cleanup is used to remove the unnecessary files from a computer hard disk.
3. Sound Recorder facility is available in Windows Media Player folder.
4. Windows 7 allows the users to display two windows side by side.
5. Burning a CD and ripping a CD is one and the same thing.

C. Application Based Questions:

1. Sarita wants to record her voice into the computer. Which device will you suggest her to use to perform the operation?
.....
2. Kritika has made her computer project. She has saved it on her computer, but forgot the location where she had saved it. Suggest her the best way to search her project.
.....

D. Multiple Choice Questions:

1. To free up disk space and help your computer to run faster, use.....
a. Windows Media Player b. Disk Cleanup c. Windows Media Center
2. Thefeature allows you to turn the open windows transparent and makes the desktop screen visible.
a. Aero Peek b. Jump Lists c. Windows Media Center
3. is a new feature in Windows 7, which takes you right to the documents, pictures or web sites that you use frequently.
a. Peek b. Rip c. Jump List

E. Answer the following:

1. What do you understand by Windows Media Player?
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2. Differentiate between ripping and burning features.
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3. What is the utility of Windows Media Center?
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4. How will you display two application windows side by side?
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5. What is meant by the term Disk Cleanup?
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