Step by Step

Microsoft
WINDOWS 7

EMAIL

ACCESSSIBILITY

HARDWARE

INTERNET

NETWORKING

HANDY TIPS & TRICKS

the number one program...
more than 20,00,000 Users

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Microsoft

WINDOWS 7

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Sample Content Only
Not the Full Book

NETWORKING

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the number one program…
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Preface

Computers are used everywhere, in homes, offices, banks, libraries, education, communication and even in socializing. They are virtually present everywhere. If one doesn't know basic usage of computers and some of the popular applications, they are considered backward. Finding a job or progressing in career is forgotten option if you are not a fluent user. A savvy computer user is considered an asset for any organization.

Computers while being a great tool to create, store, connect, and communicate, are at the same time vulnerable to invasion and pose an equal threat to security and privacy of the user data, which if not used properly may lead to irrecoverable loss.

Smart Office Professional Series contains books that focus on understanding and using computers effectively in your workplace and for personal use. 95% of computer users do not use computers for more than the subjects that are taught in the SOP series.

This book is an effective hands on guide on computer hardware, and Windows operating system. It helps you in setting up user accounts, security, accessibility, internet account, network, email account, printer, sharing files; importing pictures and videos from cameras; organizing files and folders, for quick access; and maintenance and troubleshooting while using windows in your daily lives.

This is the most popular course conducted by DewSoft and since inception in 2001 has catered to more than 20,00,000 students across the world, students, professionals, housewives, senior citizens, virtually everyone.

Fluency comes with practice and the more you use the computer, the more fluent you shall become. Use it daily for a few hours, and in around 2-4 weeks, you shall know what there is to comfortably use them everywhere.

Learning is a lifelong process. Wishing you the very best.

Lets get started.

Table of Content

Introduction to Computers

Are you new to computers? Do you wonder what they do and why you would want to use one? Welcome—you're in the right place. This section gives an overview of computers: What they are, the different types, and what you can do with them in your routine lives, shortcuts tips and tricks.

What are computers?

Computers are machines that perform tasks or calculations according to a set of instructions, or **programs**. The first fully electronic computers, introduced in the 1940s, were huge machines that required teams of people to operate. Compared to those early machines, today's computers are amazing. Not only are they thousands of times faster, they can fit on your desk, on your lap, or even in your pocket.

Computers work through an interaction of hardware and software. **Hardware** refers to the parts of a computer that you can see and touch, including the case and everything inside it. The most important piece of hardware is a tiny rectangular chip inside your computer called the **central processing unit (CPU)**, or **microprocessor**. It's the "brain" of your computer—the part that translates instructions and performs calculations. Hardware items such as your monitor, keyboard, mouse, printer, and other components are often called **hardware devices**, or **devices**.

Software refers to the instructions, or programs, that tell the hardware what to do. A word-processing program that you can use to write letters on your computer is a type of software. The operating system (OS) is software that manages your computer and the devices connected to it. Windows is a well-known operating system.

ENIAC

Introduced in 1946, ENIAC (Electronic Numerical Integrator and Computer) was the first general-purpose electronic computer. It was built for the United States military to calculate the paths of artillery shells. Physically, ENIAC was enormous, weighing more than 27,000 kilograms (60,000 pounds) and filling a large room. To process data, ENIAC used about 18,000 vacuum tubes, each the size of a small light bulb. The tubes burned out easily and had to be constantly replaced.

Types of computers

Computers range in size and capability. At one end of the scale are **supercomputers**, very large computers with thousands of linked microprocessors that perform extremely complex calculations. At the other end are tiny computers embedded in cars, TVs, stereo systems, calculators, and appliances. These computers are built to perform a limited number of tasks.

The **personal computer**, or **PC**, is designed to be used by one person at a time. This section describes the various kinds of personal computers: desktops, laptops, handheld computers, and Tablet Pcs.

Desktop Computers

Desktop computers are designed for use at a desk or table. They are typically larger and more powerful than other types of personal computers. Desktop computers are made up of separate components. The main component, called the **system unit**, is usually a rectangular case that sits on or underneath a desk. Other components, such as the monitor, mouse, and keyboard, connect to the system unit.

Desktop computer

Laptops and Netbooks

Laptops are lightweight mobile PCs with a thin screen. Laptops can operate on batteries, so you can take them anywhere. Unlike desktops, laptops combine the CPU, screen, and keyboard in a single case. The screen folds down onto the keyboard when not in use.

Netbooks (also referred to as **mini notebooks**), are small, affordable laptops that are designed to perform a limited number of tasks. They're usually less powerful than laptops, so they're used mainly to browse the web and check e-mail.

Laptop & Netbook

Smartphones

Smartphones are mobile phones that have some of the same capabilities as a computer. You can use a smartphone to make telephone calls, access the Internet, organize contact information, send e-mail and text messages, play games, and take pictures. Smartphones usually have a keyboard and a large screen.

Smart phone

Handheld Computers

Handheld computers, also called **personal digital assistants (PDAs)**, are battery-powered computers small enough to carry almost anywhere. Although not as powerful as desktops or laptops, handheld computers are useful for scheduling appointments, storing addresses and phone numbers, and playing games. Some have more advanced capabilities, such as making telephone calls or accessing the Internet. Instead of keyboards, handheld computers have touch screens that you use with your finger or a **stylus** (a pen-shaped pointing tool).

Tablet PCs

Tablet PCs are mobile PCs that combine features of laptops and handheld computers. Like laptops, they're powerful and have a built-in screen. Like handheld computers, they allow you to write notes or draw pictures on the screen, usually with a tablet pen instead of a stylus. They can also convert your handwriting into typed text. Some Tablet PCs are ? convertibles ‖ with a screen that swivels and unfolds to reveal a keyboard underneath.

Tablet PC

Different parts of a Personal Computer, a desktop version
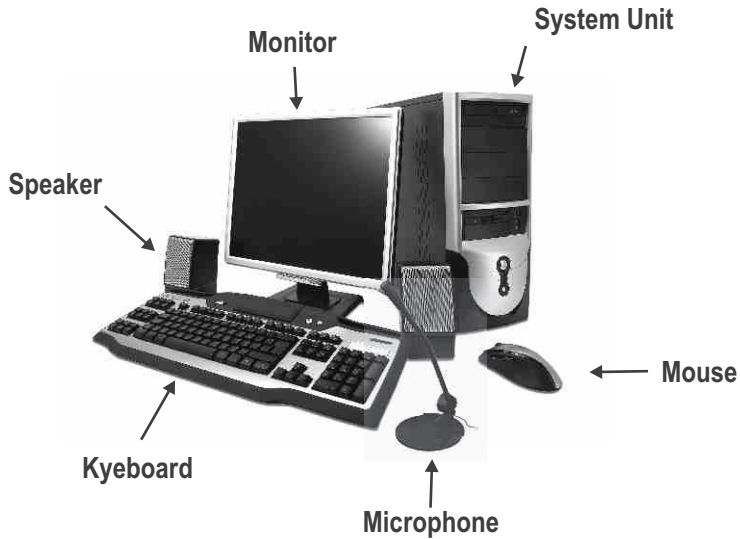
Componets of a Personal Computer
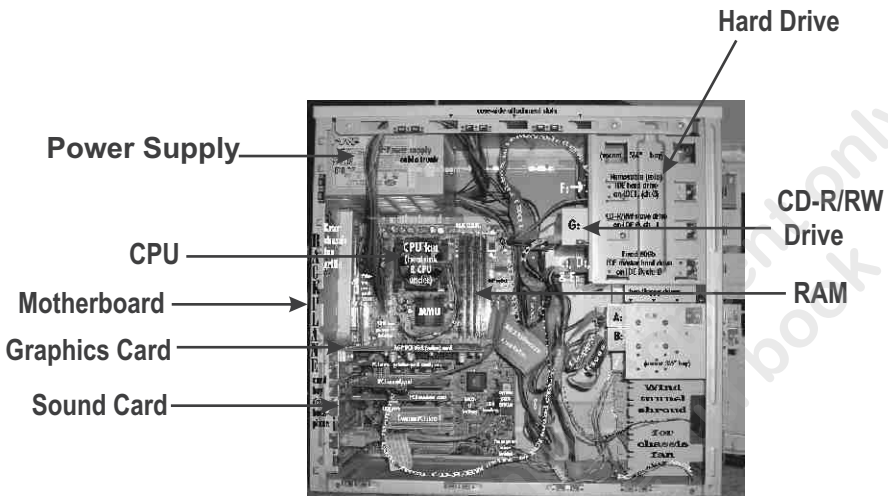
Things to remember when buying a computer

Computers like men have evolved to possess superpowers. An average computer available as of now in 2014 is capable of running all the applications and software available for almost all the professions, be it office, designing, animation, graphics, engineering, architecture, video editing, web designing or so on. For higher end applications, additional cards/hardware can be attached to these to obtain specific performance.

Description	Recommended Specification	Popular Brand	What to Look
Motherboard	800 mhz	Intel, ASUS, VIA	Compatibility with CPU, Bus Speed, RAM support, onboard VGA
CPU	I3, A9,	Intel, Apple, ARM, VIA	Compatibility with Motherboard
RAM	4 GB DDR3	Kingston,	Compatibility with Motherboard
Hard Disk	1 TB Terrabyte or 1024 Gigabyte	Seagate, Western Digital, Toshiba	Compatibility with Motherboard
Monitor	18,19, 22, 30 inches	Samsung, LG, Sony	Display size as per space
Speakers	Amplified, 2-7 speakers for surround effect, usually a 2.1	Creative, Intex, Audiophile	Room size and utility ,
External Storage	SD cards and USB Pen Drives	Canon, Toshiba, Kingston	4-64 GB depending on requirement
Printer	Inkjet, Laserjet	Canon, HP	Color or B&W

For an updated list of brands and specification, please visit: www.dewsoftacademy.com. Assembling a computer yourself can be a little tricky. For starters it is advised that one buys a readymade computer from the branded company like HP, Toshiba, Apple depending on your budget, to avoid any compatability issues. Sales people in the industry, are ususally not very updated with the same, and may not be able to provide you with the right combination of hardware and software.

While buying Tablets, commonly termed as IPADS, or smartphone, look for CPU, and RAM, you may get inbuilt storage of 8-32 GB, you can buy additional storage cards of 4-64 GB as per your storage requirement.

External Storage

Computer data is stored on different kinds of devices, based on their usage. All data is stored in ? "bits"

1 byte = 8 bits represented as 1B = 8b, see the difference in CAPITAL STYLE.

1024 bytes= 1 KB (Kilobytes)   1024 KB = 1 MB (Megabyte)
1024 MB = 1 GB (Gigabyte)   1024 GB= 1 TB (Terabyte)

Typically you get 500 GB or 1 TB Hard Disk as a standard these days in all computers

TYPE	Speed	Primarily Used for
SD Card: Standard, Mini SD, Micro SD 1 GB to 32 GB	10 Mb/Sec	Digital Cameras, Car Audio (upto 4 GB)
Pen Drive 4 GB to 64 GB	3-5 Mb/Sec	Storing and moving all kinds of data, plugs into all computers, with USB port
USB External Hard Disk	5-20 Mb/Sec	Storing large amounts of data which may be required some time
DVD-4.7 GB DVD-9.5 GB	1-4 Mb/Sec	Storing all kinds of data that is not required on a daily basis, like movies, pictures, old data
Cloud Storage	Limited by your internet connection	

TRANSFER SPEED SD CARDS

	Marks	Operable Under	Applications	SD Memory Card
Speed Class	⑩	High Speed Bus I/F	Full HD Video recording HD still consecutive recording	SD mini SD micro SD SDHC
	⑥ ④	Normal Bus I/F	HD ~ Full HD Video recording	miniSDHC, microSDXC SDXC
	②		SD Video recording	microSDXC
UHS Speed Class	Ⅰ	UHS-I Bus I/F UHS-II BUS I/F	Full higher potential of recording real-time broadcasts and capturing large-size HD videos (UHS Speed Class1 denotes a 10 MB/s minimum write speed)	SDHC UHS-I and UHS-II, SDX

We shall see this later in table xxx For example, for editing and producing long videos of more than 30 minutes on a regular basis, it is recommended that you install a video editing card, or of you wish to transform your computer to a high end multimedia console, you must add a 5.1 channel sound card.

Basic Computer

Add on Hardware/ Accessories	Brands	Becomes
5.1 Channel Sound Card And 5.1 speaker system 7.1 Channel Sound Card And 7.1 speaker system	Creative, Altec Lansing	A high fidelity, very powerful, surround effect music system, perfect for gaming, watching movies etc. A sound recording studio for basic voice recordings
Mic and a PC Camera	Creative, Logitech,	Capable for video chats on Facebook, Skype, msn etc.
Video Editing Card	Matrox, Pinnacle	A video recording, editing and publishing machine
Wifi Hub	Dlink, Surecom	Becomes a media streaming device within the house.

What can you do with computers?

In the workplace, many people use computers to keep records, analyze data, do research, and manage projects. At home, you can use computers to find information, store pictures and music, track finances, play games, and communicate with others—and those are just a few of the possibilities.

You can also use your computer to connect to the **Internet**, a network that links computers around the world. Internet access is available for a monthly fee in most urban areas, and increasingly, in less populated areas. With Internet access, you can communicate with people all over the world and find a vast amount of information.

Here are some of the most popular things to do with computers:

The Web

The **World Wide Web** (usually called **the web**, or **web**) is a gigantic storehouse of information. The web is the most popular part of the Internet, partly because it displays most information in a visually appealing format. Headlines, text, and pictures can be combined on a single **webpage**—much like a page in a magazine—along with sounds and animation. A **website** is a collection of interconnected webpages. The web contains millions of websites and billions of webpages.

Example of a webpage

Surfing the web means exploring it. You can find information on the web about almost any topic imaginable. For example, you can read news stories and movie reviews, check airline schedules, see street maps, get the weather forecast for your city, or research a health condition. Most companies, agencies, museums, and libraries have websites with information about their products, services, or collections. Reference sources, such as dictionaries and encyclopedias, are also widely available.

The web is also a shopper's delight. You can browse and purchase products—books, music, toys, clothing, electronics, and much more—at the websites of major retailers. You can also buy and sell used items through websites that use auction-style bidding.

E-mail
E-mail (short for **electronic mail**) is a convenient way to communicate with others. When you send an e-mail message, it arrives almost instantly in the recipient's e-mail inbox. You can send e-mail to many people simultaneously, and you can save, print, and forward e-mail to others. You can send almost any type of file in an e-mail message, including documents, pictures, and music files. And with e-mail, you don't need a postage stamp!

Instant Messaging
Instant messaging is like having a real-time conversation with another person or a group of people. When you type and send an instant message, the message is immediately visible to all participants. Unlike e-mail, all participants have to be online (connected to the Internet) and in front of their computers at the same time. Communicating by means of instant messaging is called **chatting**.

Pictures, Music, and Movies

If you have a digital camera, you can move your pictures from the camera to your computer. Then you can print them, create slide shows, or share them with others by e-mail or by posting them on a website. You can also listen to music on your computer, either by importing music from audio CDs or by purchasing songs from a music website. Or, you can tune in to one of the thousands of radio stations that broadcast over the Internet. If your computer comes with a DVD player, you can watch movies too.

Gaming

Do you like to play games? Thousands of computer games in every conceivable category are available to entertain you. Get behind the wheel of a car, battle frightening creatures in a dungeon, or control civilizations and empires! Many games allow you to compete with other players around the world through the Internet. Windows includes a variety of card games, puzzle games, and strategy games.

Getting started with Email

E-mail (short for **electronic mail**) is a fast and convenient way to communicate with others. You can use e-mail to:

- **Send and receive messages.** You can send an e-mail message to any person with an e-mail address. The message arrives in the recipient's e-mail inbox within seconds or minutes—despite whether he or she is your next-door neighbor or lives halfway around the world. You can receive messages from anyone who knows your e-mail address, and then read and reply to those messages.
- **Send and receive files.** In addition to typical text-based e-mail messages, you can send almost any type of file in an e-mail message, including documents, pictures, and music. A file sent in an e-mail message is called an attachment.
- **Send messages to groups of people.** You can send an e-mail message to many people simultaneously. Recipients can reply to the whole group, allowing for group discussions.
- **Forward messages.** When you receive an e-mail message, you can forward it to others without retyping it.

One advantage that e-mail has over the telephone or regular mail is its convenience. You can send a message at any time of day or night. If the recipients aren't in front of their computers or **online** (connected to the Internet) when you send the message, they'll find it waiting for them the next time they check their e-mail. If they are online, you might get a reply within minutes.

Sending e-mail is also free. Unlike sending a regular letter, no stamp or fee is required, no matter where the recipient lives. The only charges that apply are those that you pay for an Internet connection or a specific e-mail program.

What do I need before I can use E-mail?

To use e-mail, you need three things:
- **An Internet connection.** To connect your computer to the Internet, you must first sign up with an Internet service provider (ISP). An ISP provides you with access to the Internet, usually for a monthly fee. You also need a modem.
- **An e-mail program or web-based e-mail service.** You can download or purchase e-mail programs from Microsoft or another provider. E-mail programs often have more features and are faster to search than most web-based e-mail services. Before you set up an e-mail program, you'll need to get some information from your ISP:

usually your e-mail address, password, the names of your incoming and outgoing e-mail servers, and certain other details.

If you don't want to download or purchase an e-mail program, you can instead sign up with a free **web-based e-mail service**, such as **Gmail**, **Windows Live Hotmail**, or **Yahoo! Mail**. These services allow you to check your e-mail with a web browser from any computer connected to the Internet—even a computer that belongs to someone else or is in a public location such as a library, or a cyber café or from a mobile phone.

• **An e-mail address.** You get an e-mail address from your ISP or web-based e-mail service when you sign up. An e-mail address consists of a user name (a nickname you choose, not necessarily your real name), the @ sign, and the name of your ISP or web-based e-mail provider —

For example,

someone@example.com   *rahul .singh@gmail.com*
Free email service   *c.care@planetdewsoft.com*
Company email services   *admin@planetdewsoft.com*

*Note- an email server can have infinite numbers of email addresses

Creating and Sending E-mail Messages
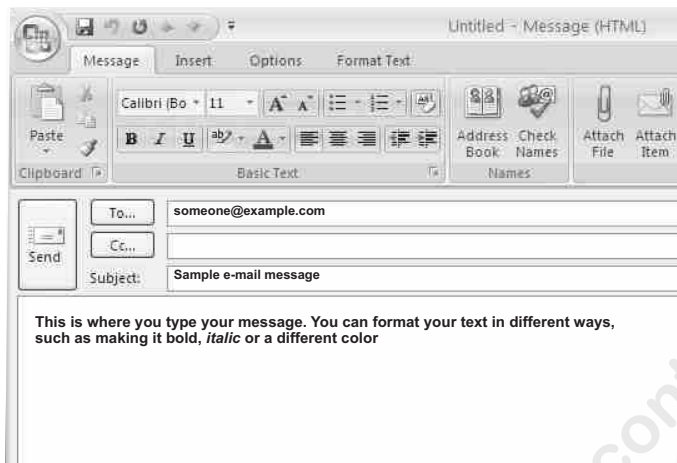
Sample:
E-mail message

Here's how to fill out the message window in most e-mail programs. These steps may vary, depending on what e-mail program or web-based service you are using:

1. In the **To** box, type the e-mail address of at least one recipient. If you're sending the message to multiple recipients, type a semicolon (;) between e-mail addresses.

In the **Cc** box, you can type the e-mail addresses of any secondary recipients — people who should know about the message but don't need to act on it. They'll receive the same message as the people in the **To** box. If there are no econdary recipients, leave this box blank. Some e-mail programs also have a **Bcc** field, which allows you to send a message to people while hiding certain names and e-mail addresses from other recipients.

2. In the **Subject** box, type a title for your message.
3. In the large blank area, type your message.

   To attach a file to the message, click the **Attach File** button ✍ on the toolbar (located just below the menu bar). Locate the file, select it, and then click **Open**. The file now appears in the **Attach** box in the message header.

File attached

File attached to an e-mail message

You're done! To send the message, click the **Send** button. It will zip through the Internet to your recipients.

Note
- To change the style, font, size, or color of the text, select the text, and then click one of the buttons or menu items that allow you to change the text formatting.

Reading e-mail messages

Most e-mail programs and web-based e-mail services have an inbox where you can read messages you have received. You might have to click a button labeled **Send/Receive**, or something similar, to receive new messages. To see a list of e-mail messages you've received, click **Inbox** in the **Folders** list of your e-mail program. Your e-mail messages should appear in the message list. The list typically shows who sent the mail, the subject, and when it was received.

To read a message, click it in the message list. The contents of the message might appear below the message list in the preview pane. If so, double-click it in the message list to read the message in a separate window.

1 **Folders List**   **2** **Message List**   **3** **Message in Preview Pane**

Click the inbox to see your E-mail messages

To reply to a message, click the **Reply** button.

E-mail Etiquette

Like telephone and face-to-face conversations, e-mail communication has certain implied rules of behavior. These rules are referred to as e-mail etiquette or **netiquette** (a combination of the terms Internet and etiquette). For effective communication, follow these guidelines:

- **Be careful with humor and emotion.** E-mail doesn't convey emotion well, so the recipient might not understand your intended tone. Sarcastic humor is particularly risky because the recipient might interpret it literally and take offense. To convey emotion, consider using emoticons (see "Using emoticons" in this book later).
- **Think before you send.** Writing and sending an e-mail message is fast and easy—sometimes too easy. Make sure you've thought out your message first, and avoid writing when you're angry.
- **Use a clear and concise subject line.** Summarize the contents of the message in a few words. People who receive a large amount of e-mail can use the subject to prioritize the message.
- **Keep messages short.** Although an e-mail message can be of any length, e-mail is designed for quick communication. Many people don't have the time or patience to read more than a few paragraphs.
- **Avoid using ALL CAPITAL LETTERS.** Many people perceive sentences written in all uppercase letters as yelling and might find it annoying or offensive.
- **Be careful with sensitive or confidential information.** Any recipient can forward your message to others—either intentionally or accidentally.

Additionally, in formal or business communication, avoid spelling and grammatical errors. Sloppy e-mail conveys an unprofessional image. Proofread your messages before you send them, and if your e-mail program has a spelling checker, use it.

Using Emotions

Because it's often difficult to convey emotion, intent, or tone through text alone, early Internet users invented **emoticons** (a combination of the terms emotion and icons)—sequences of keyboard characters that symbolize facial expressions. For example, **:)** looks like a smiling face when you look at it sideways. Below are some examples of emoticons.

Emotions	Meaning
:) or :-)	Smiling, happy, or joking
:(or :-(	Frowning or unhappy
;-)	Winking
:-|	Indifferent or ambivalent

:-o	Surprised or concerned
:-x	Not saying anything
:-p	Sticking out your tongue (usually in fun)
:-D	Laughing
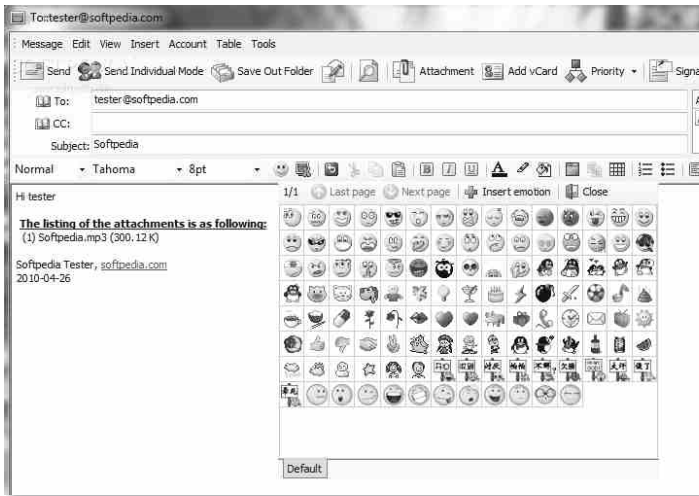
Sample e-mail message with emotions section

Dealing with Junk E-mail

Just as you might receive unsolicited advertisements, flyers, and catalogs in your regular mail, you'll probably receive junk e-mail (often called **spam**) in your inbox. Junk e-mail might include advertisements, fraudulent schemes, pornography, or legitimate offers. Because it's very inexpensive for marketers to send junk e-mail, it's not uncommon for people to receive a large amount of it.

Many e-mail programs and web-based e-mail services include a junk filter, also called a spam filter. These analyze the content of messages sent to you and move suspicious messages to a special junk e-mail folder, where you can view or delete them at any time. If a junk e-mail message slips past the filter into your inbox, many e-mail programs allow you to specify that any future messages from that sender be automatically moved to the junk e-mail folder.

To help prevent junk e-mail:

- Use caution in giving out your e-mail address. Avoid publishing your real e-mail address in newsgroups, on websites, or in other public areas of the Internet.

- Before you give your e-mail address to a website, check the site's privacy statement to be sure it doesn't permit the disclosure of your e-mail address to other companies.

- Never reply to a junk e-mail message. The sender will know that your e-mail address is valid and might sell it to other companies. You're then likely to receive even more junk e-mail.

Please Purchase the Applicable Package to read this Book and Change your Life.

Join now ▶

http://regnew.dewsoftoverseas.com/Default.aspx

Smart Office Professional Series

VER.2014 BOOK-1

About the Author

Mr. Rishi Sehdev *is a first generation writer, motivational trainer, speaker, academician, and very successful Entrepreneur, acclaimed of setting up DewSoft as one of the pioneers of education and training across the world.*

Even if the most educated do not know computers, they are considered backward. Many people have missed out on learning computers in their lives for their personal reasons.

This book teaches you step by step the most essentials skills to use computers in your daily lives effectively focusing on security, accessibility, privacy, and smooth operations. It teaches you handpicked subjects, tips and tricks, to make you fluent in using Windows XP, VISTA, Ver.7, Ver. 8 effectively.

Mr. Rishi Sehdev
Managing Director
www.dewsoftacademy.com

Happy Computing!!!

- Introduction to Computers
- Getting started with E-mail
- Connect to the Internet?
- Windows 7 Requirements
- Create a user account
- Set up Family Safety
- Networking home computers running different versions of Windows
- File and Printer Sharing
- Using Internet Explorer, Tabs, Favorites, Add Ons
- Add all your Email accounts to Outlook.com

- Getting Started with Windows Media Player
- Organizing Pictures & Videos from Camera
- Recover Lost or Deleted files
- System recovery options in Windows, Safe mode
- Backup and System Repair disc, Restore
- Optimize Windows
- Optimize Computer's performance
- Uninstall or change a program
- Sleep & Hibernation
- Keyboard Shortcuts

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