

Windows 7
Tips and Tricks Part 2
Interface Edition
By
Scott Sekinger

5/12/10

The tips below will make Windows 7 easier and save you a lot of time. The tips below relate to Windows 7's interface.

1. Instant Search – Windows 7 comes with a cool feature that allows you to find a particular program you want to run, or data files, such as documents you want to open by typing the name in the “Search programs and files” dialog box. To access this cool feature click on the Windows button (The Start button) on the taskbar, and type the name of the file you want to work on or the program name you want to work on.
2. Jump Lists - Jump Lists take you right to the documents, pictures, songs, or websites you turn to each day. To open a Jump List, just right-click a program icon on the Windows 7 taskbar. (You'll also find them on the Start menu.)
3. Desktop peek – Windows 7 comes with a cool way to see what a window looks like by hovering over the Window in the Windows Taskbar.
4. Pin a program to the taskbar – Windows 7 offers a cool feature that allows you to pin a program directly to the taskbar so you can open it quickly and conveniently, rather than looking for the program in the Start menu. To do this you can do one of the following:
 - a. If the program is already running, right-click the program's button on the taskbar (or drag the button toward the desktop) to open the program's Jump List, and then click Pin this program to taskbar.
 - b. If the program isn't running, click Start, find the program's icon, right-click the icon, and then click Pin to Taskbar.
5. Snap – Snap is a cool feature that allows you to resize windows by simply dragging them to the edge of the screen. You can make it expand vertically, take up the entire screen, or appear side-by-side with another window. Snap makes reading, organizing, and comparing windows a...well, you get the picture.
6. Windows Speech Recognition - Windows 7 comes with a tool that lets you use your voice to control your PC, or dictate documents. This cool feature can save you time typing up documents. To access Windows 7's Speech Recognition feature click on Start-> Control Panel -> Ease of Access-> Speech Recognition. You can also type Speech Recognition in the Jump List box.