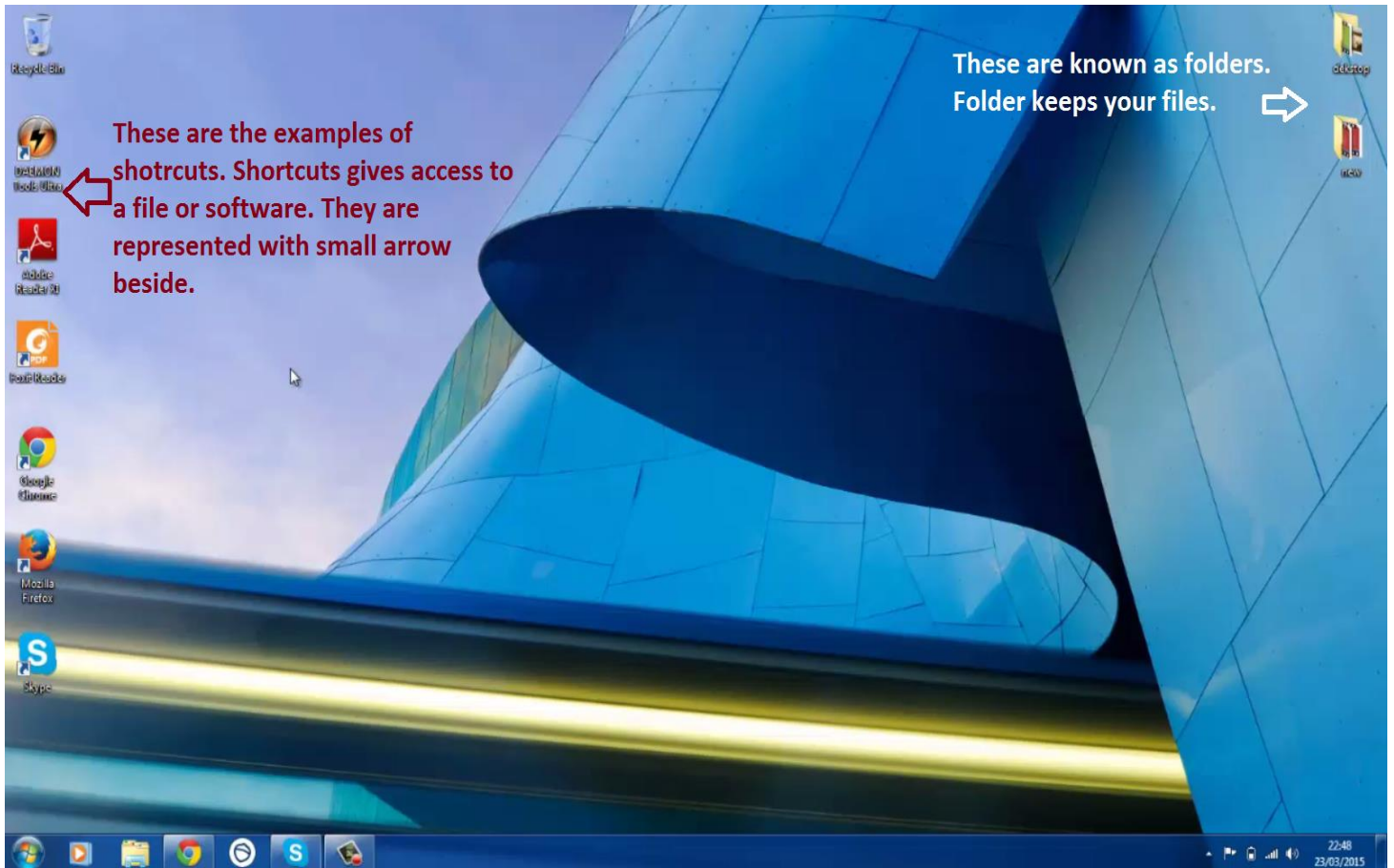


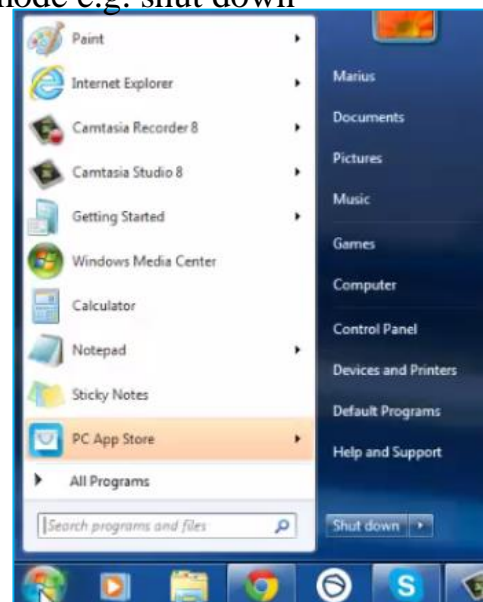
## Navigating Windows 7

(Please note some features might differ on different Windows versions)

1) Below is the desktop of Windows 7



2) Below is an example of start menu. Use this window to access your documents, programs etc. or to change computer mode e.g. shut down



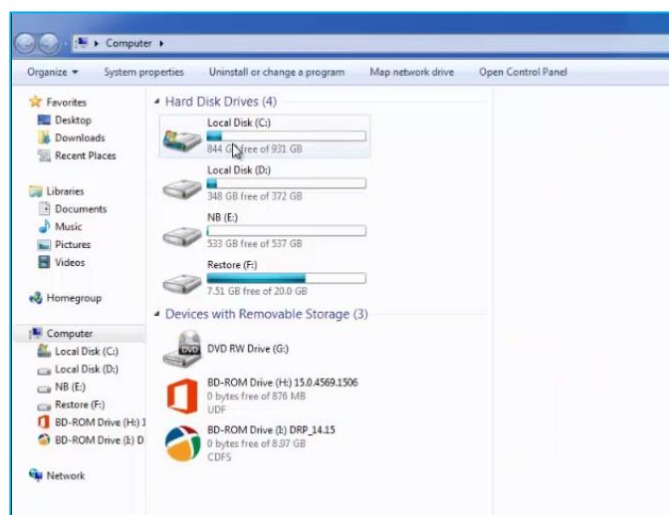
3) Use below to check time, change sound, and connect to Wi-Fi (type of internet connection)



4) Bellow illustrates how to access your computer to see your disk drives etc.



5) When you have click on Computer as shown above you should see the following window. Here you can access to your disk. For example disk C might hold all installed programs.



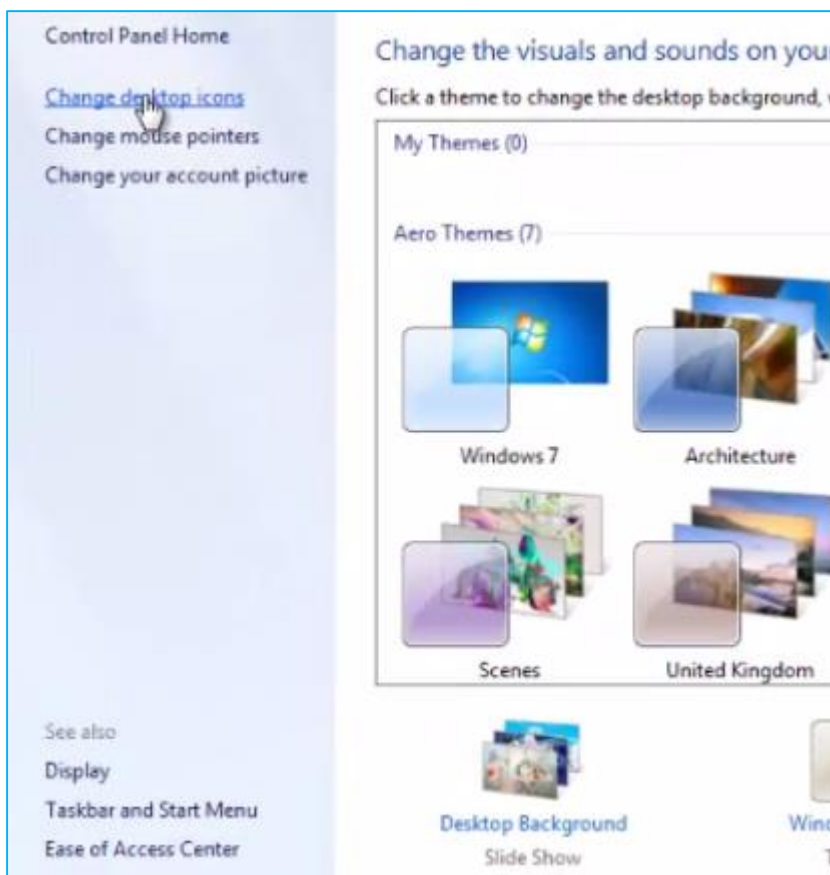
6) On your main desktop press left on the mouse and select **Personalize**.



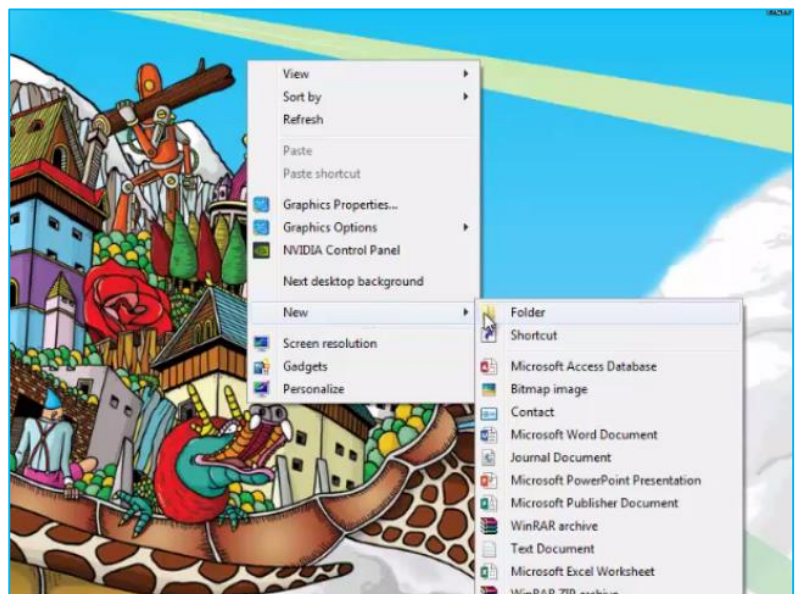
7) It will allow to change desktop background as shown below



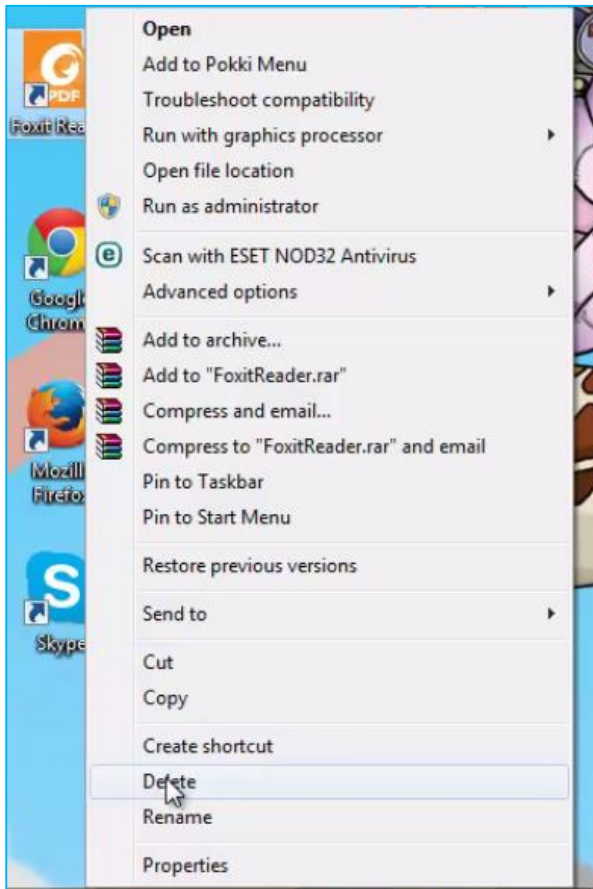
8) Personalize function may also allow you to change desktop icons, display settings etc.



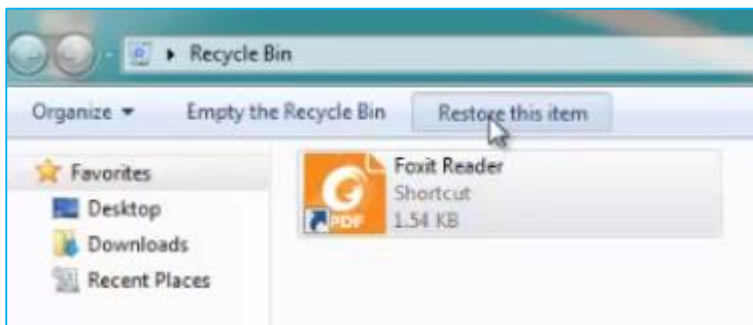
9) To create new folder, on your main desktop press right key on your mouse and then follow as illustrated below.



10) To delete shortcut from your desktop, right click on the mouse and select **Delete** and then **Yes**.



11) To restore your deleted file or shortcut, go into Recycle Bin and select **Restore this Item**.



12) If in any circumstances you have deleted a file or something and you would like to restore your computer. Follow below example



13) To shut down, restart and etc. your computer. Use below example.

