Items Covered

Start Menu .......................................................................................................................... 2
Taskbar (Bar at the bottom of the screen) ........................................................................... 4
Libraries (My Documents, Music, Pictures, and Videos) ...................................................... 5
Pinning Programs .................................................................................................................. 5
Jump Lists (Recently or frequently opened items) ............................................................. 6
Neat Features (not necessary but fun and useful) ........................................................... 7
  Snap .................................................................................................................................... 7
  Show Desktop ..................................................................................................................... 8
  Shake ................................................................................................................................. 8
  Burn or Email .................................................................................................................... 8
Document Preview ............................................................................................................. 9
Snipping Tool ..................................................................................................................... 9
Start Menu
The start menu isn’t gone, it has just changed shapes. It is in the same location but now it is the Windows symbol.

The menu itself looks very similar to Windows XP. There are just a few important changes.

1. The All Programs menu no longer opens into a separate menu.
2. Programs may have arrows next to them to allow you to see the recent documents for that program (Also see Jump Lists)

3. The search box can find files and programs right from the Start Menu
Taskbar (Bar at the bottom of the screen)

The taskbar has gone through some of the biggest changes. This will probably be the area that will take the most getting used to.

1. Programs are represented only by their icons
2. There is no Quick Launch area
3. Multiple items open in one program will all be found under that program’s icon. So if you have 2 Word documents open, you will only see 1 Word icon on the Taskbar.
4. The system tray hides most of its icons
Libraries (My Documents, Music, Pictures, and Videos)

The Libraries area shows you My Documents, My Music, My Pictures, and My Videos by default. So this is where you will want to go to find those folders easily. But the Library feature can house much more than that. You can control what folders are shown in the Libraries area. It is a great way to make documents and folders you access often easier to find. For a good explanation and how-to on Libraries read Get to Know Windows 7 Libraries Inside and Out from LifeHacker.

Pinning Programs

Programs can now be pinned to either the Start Menu or the Taskbar. So if you have a program you use often you can pin it to the Taskbar and never have to go looking for it. Right click the program and depending on where you are right-clicking from you will see one of these two screens:
Jump Lists (Recently or frequently opened items)

Once you have pinned a program to the Taskbar or Start Menu, you have the ability to see recently and frequently opened items for that program. In the Start Menu, access the Jump List through the arrow next to the program; On the Taskbar, right-click the program to see the Jump List. From the Jump List, you can pin specific documents to always be in the list.
Neat Features (not necessary but fun and useful)

Snap
You can drag windows to the top of the screen to maximize them. And you can drag windows to the sides of the screen to make them snap into half of the screen. This is really handy for comparing documents.
Show Desktop
If you place your mouse in the area to the right of the System Tray, all the windows on the desktop will go invisible so you can see what is on your desktop. If you want to minimize all the windows, click that area.

Shake
You can minimize all windows but one by shaking the window you would like to keep. You can bring all the other windows back by shaking the window again.

Burn or Email
You can email or burn files to a CD by selecting them in Windows Explorer (My Documents) and clicking either the Email or Burn buttons at the top of the window.
Document Preview
You can choose to see a preview of a document in Windows Explorer (My Documents) by clicking the Preview Pane button and selecting a file.

Snipping Tool
The Snipping Tool brings more control to capturing your screen. Using the Snipping Tool you can capture whatever part and however much of the screen you want. Then you can save it as either a PNG, GIF, or JPEG.