

ThinkPad Distribution Training 2011

Contents

T420s Hardware	1
An Introduction to Windows 7.....	1
Navigation and Data Management.....	5
Data Backups.....	6
Antivirus Symantec Endpoint Protection.....	7
An Introduction to Microsoft Office 2010	7
An Introduction to WebEx	8
An Introduction to WFU Google Apps	9

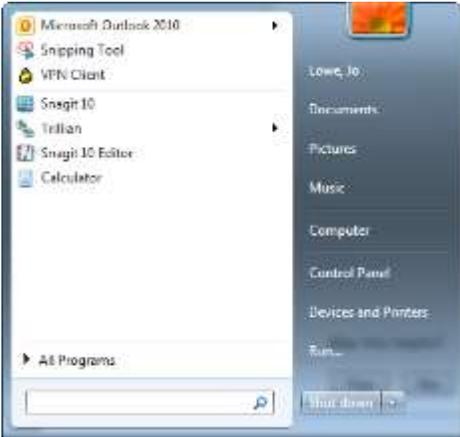
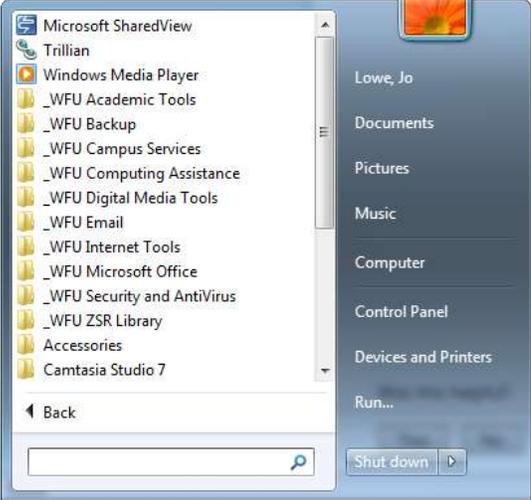
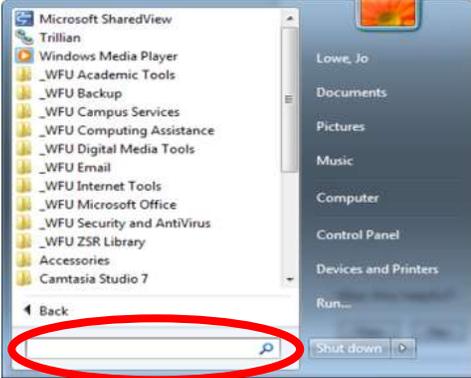
T420s Hardware

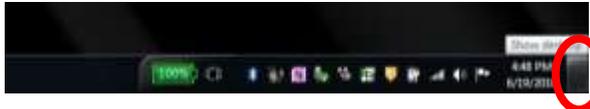
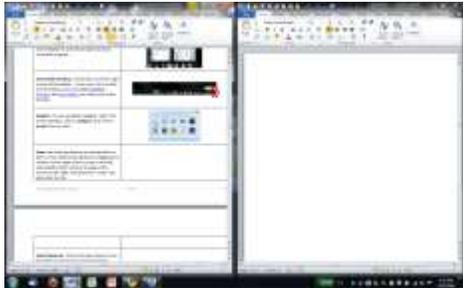
(Visit: <http://www.wfu.edu/~murphyti/T420stour/> for more details)

<p>Left Side</p> <ul style="list-style-type: none"> • SD/Express card slot • Headphone/microphone combo jack • USB port 	<p>Right Side</p> <ul style="list-style-type: none"> • Lock port (back corner) • DVD burner • Wireless switch
<p>Rear of the ThinkPad</p> <ul style="list-style-type: none"> • VGA port • DisplayPort • Always On USB port (Yellow - always powered) • USB3 port (Blue) • Ethernet port • Power Supply - note smaller brick 65W (all previous were 90 W) • Do not plug this power supply into an older ThinkPad 	<p>Screen and Front</p> <ul style="list-style-type: none"> • High resolution screen (1600x900 Vista was 1440x900) • Multi-touch touchpad (turned off by default)

An Introduction to Windows 7

<p>Start Menu</p> <p>The Start button is located in the bottom left corner of the screen.</p>	
---	---

<p>Click the Start button to open the start menu.</p> <p>On the left –</p> <ul style="list-style-type: none"> • Applications and Documents Shortcuts (Pinned & Recent) • Search bar <p>On the right –</p> <ul style="list-style-type: none"> • Computer shortcuts • Shutdown and Restart options • Control panel 	
<p>Click All Programs to view list of available programs on the ThinkPad.</p>	
<p>Use the powerful Search bar to search the entire ThinkPad for files and programs.</p> <p>As text is being entered into the search bar, all matching files, programs, Control Panel and mail items are displayed.</p>	
<p>Windows 7 Taskbar</p> <p>Microsoft has revamped the Taskbar, making it an “all in one” bar.</p>	

<p>Programs can be put in the taskbar by dragging or <i>pinning</i> them to the bar. Simply click on a program in the All Programs menu, then drag to put it in the taskbar.</p> <p>Pin: Right-click documents or programs in the Start menu to pin them to the taskbar or to the Start menu.</p>	
<p>Jump List: Right-click a program in the taskbar to find and perform most common functions associated with that specific application. Jump list also acts as a history of each application. For example if you right click on Internet Explorer in the taskbar, most browsed websites are displayed.</p>	
<p>Quick Peek: Hover the mouse over any program on the taskbar to preview any open windows using that program.</p>	
<p>Show/Hide Desktop: The show desktop icon is now a small translucent bar on the far right corner of the taskbar. Hover over it to just look at the desktop, and click on it to minimize windows and view the desktop. (This is called <u>Desktop Preview</u> or <u>Aero Peek</u>.)</p>	
<p>Snap: Use the Snap feature to compare files or items in two different programs by dragging one window to the edge of the screen on the left, and drag the other window to edge of the screen on the right. Windows then “snap” into place, side-by-side.</p>	

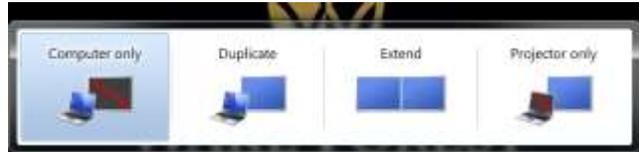
Quick Maximize: Click and drag windows to the top of the screen to be quickly maximized.

Shake: Just click a pane and give the mouse a shake. Every open window except that one instantly disappears. Jiggle again—and your windows are back.

Presentation Director

Press **Fn + F7** on the keyboard to view available projection and external monitor options.

Click on **Duplicate** to project in the classroom.
(On previous ThinkPad models, this was the scene clapper icon.)



Customization

Right-click the desktop to customize the desktop and change settings.

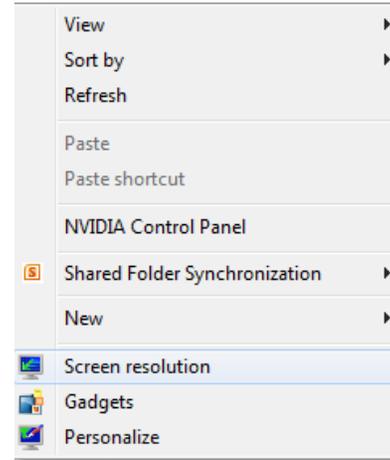
View: change icon sizes, auto arrange icons, show desktop gadgets

Sort by: name, size item type, date modified

Screen Resolution: modify the resolution of the screen

Gadgets: select available gadgets

Personalize: select background themes or pictures and screensaver, open the Control Panel, set sounds, etc.



Windows Wireless

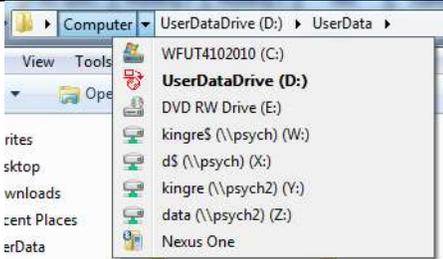
We are now using **Windows Wireless** instead of Access Connections.

Windows 7 allows users to connect to wired and wireless connections at the same time. It is recommended that users turn off the wireless antenna when connected via an Ethernet cord. Otherwise, leave the wireless radio on to connect wirelessly.



<p>To connect wirelessly:</p> <p>Ensure that the wireless switch is in the on position. A balloon popup should appear asking for profile preference (WFUstudent, WFUfacultyStaff, or WFUadmin).</p> <p>If the balloon popup lists the correct profile, click it. Enter your WFU username and password to connect. If balloon popup is wrong profile, click the Windows Wireless icon, select the correct profile, then click Connect. Click the option Enter/Select Additional Logon Information to enter your WFU username and password.</p>	
--	--

Navigation and Data Management

<p>Data</p> <ul style="list-style-type: none"> The large size of the hard drive has allowed us to create a data partition (D:). On the desktop, click Computer Click D:\UserData 	
<p>Navigation</p> <ul style="list-style-type: none"> Location bar: back arrow navigation <ul style="list-style-type: none"> Works just like back and forward buttons in web browsers 	
<ul style="list-style-type: none"> Location bar: click empty space to get traditional path <ul style="list-style-type: none"> Allows you to copy and paste path 	
<ul style="list-style-type: none"> Location bar: arrows show folder lists <ul style="list-style-type: none"> Go quickly to any folder below the folder to immediate left of arrow Location bar: click on folder name itself to go directly back to that folder 	
<ul style="list-style-type: none"> Left Pane is the Navigation pane <ul style="list-style-type: none"> Folder (bottom) icons are similar to traditional Windows Explorer view Favorite Links (top of left pane) - a few destinations that are frequently used 	

- This can be modified by adding/removing shortcuts in the LINKS folder under D:\USERDATA
- Burn
 - Good for burning discs, but not recommended for backup purposes (due to compatibility issues)
- Do not delete folders under D:\USERDATA or D:\USERS. Folders may appear to be extraneous, but often times they are absolutely necessary.

Data Backups

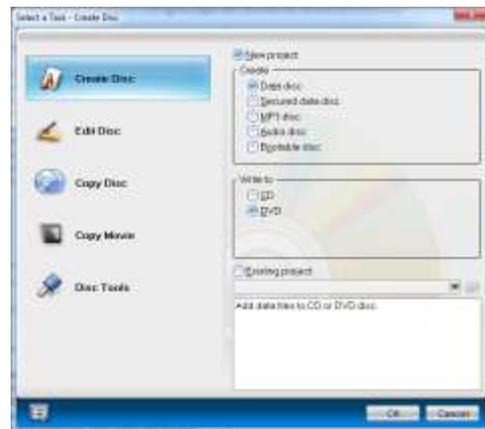
(Visit: <http://pdc.wfu.edu/events/1043/> to register for Data Backup classes.)

Current data backups are imperative.

- Backup *entire* D: drive (partition) to be sure you get all of your files.
 - When installing new applications on your ThinkPad, ensure that they reside in a subfolder of D:\UserData so that they'll automatically be included in your backups
 - If you have plenty of space (500gb drives are common), create a folder with the date and copy the contents of your D: drive
- Use several methods of making backups, such as external hard drives and DVDs.

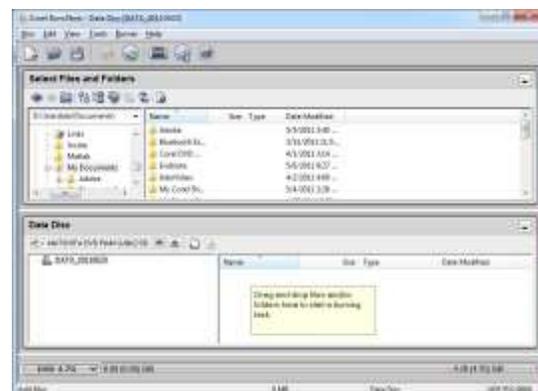
Instructions to backup to DVD:

- Click **Start** menu
- Click **All Programs**
- Click **WFU Backup**
- Click **Corel BurnNow**
- Click **Create Disc**
- Click **New Project**
- Click **Data Disc**
- Click **DVD**
- Click **OK**



- Drag backup folder (or contents) from external hard drive to DVD
- See the status bar for information on how many discs it will take for the backup (Burn.Now can span several discs)
- Click the **Burn** icon to start the backup 

Always test your backup by spot-checking some files on the disc itself – just copy one or two of the files over to your desktop and open them to make sure it works okay. Data may not be entirely transferred, even when the backup appears complete.



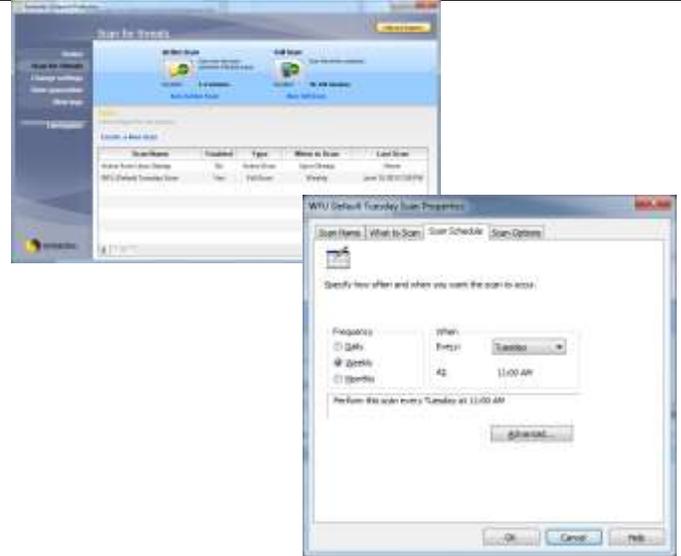
Antivirus Symantec Endpoint Protection

The new version of Symantec (now called **Symantec Endpoint Protection**) has enhanced scanning capabilities. It is still encouraged however, that users still run Malwarebytes and Spybot to remove spyware. (Download links for these programs are located in the Start menu in the WFU Security and Antivirus folder.)

By default, the hard drive scan is scheduled to run every Tuesday at 11:00am. If users prefer a different day and time, follow these steps:

- Double-click on yellow shield icon in Notification Area to open Symantec
- Click on **Scan for Threats** in left pane
- Right-click on **WFU Default Tuesday Scan** and select **Edit**
- Click on **Scan Schedule** tab and change day and time as desired

Please remember that a weekly scan is imperative. Now more than ever, we must be vigilant about protecting our data from viruses and spyware.



An Introduction to Microsoft Office 2010

(Visit: <http://pdc.wfu.edu/?q=Office+2010> to register for Office 2010 classes)

What's new in Office 2010?

- Sharper look and feel of the ribbon
- Return of the File Menu (**Backstage view**)
- Paste Preview
- Photo Editing tool enhancements



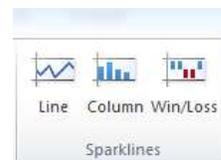
Word

- Text special effects in Word on Home tab
- Screenshot tool on Insert tab



Excel

- Sparklines on Insert tab
- Conditional Formatting has new styles and designs



<p>PowerPoint</p> <ul style="list-style-type: none"> Enhanced multimedia integration, including audio and video editing tools, playback controls, and embed from web options. 	
<p>OneNote</p> <ul style="list-style-type: none"> Now has the ribbon like other Office applications 	

An Introduction to WebEx

(Visit <http://pdc.wfu.edu> to register for upcoming WebEx classes. Also visit <http://help.wfu.edu/webex> for more information about WebEx.)

<p>To go to WebEx, open a web browser, then go to: http://wfu.webex.com.</p> <p>To log in, click the My WebEx tab or the Host Log In button. When prompted, enter your current WFU username and password.</p> <p>Click Login.</p>	
<p>WebEx contains four centers, including Meeting Center, Event Center, Support Center and Training Center. To go to any of the centers, simply click the corresponding tab at the top of the WebEx page.</p>	

An Introduction to WFU Google Apps

(Visit: <http://pdc.wfu.edu/?q=google> to register to attend training. Visit <http://help.wfu.edu/google> for additional training materials.)

<p>To access the WFU Google Apps Web Client, log on to: http://google.wfu.edu</p>	
<p>You can navigate WFU Google Apps by choosing the corresponding link in the top left corner of the window. Clicking other apps from the mail pane will open a new window or tab, dependent upon your browser settings.</p>	