This document supplements the *Skills for Success with Microsoft Office 2013, Volume 1* textbook for differences between Windows 7 and Windows 8. With the exception of Skill 2, Work with Store Apps, all the Skills included in the textbook can be completed in Windows 7 using the supplemental information in this document. In this supplement, the Map screen shot created as part of Skill 2 in the textbook is created by accessing the “Map app” through the Internet Explorer browser/Bing Search tool.

Windows 7 does not have a Start Screen. It has a Start Button.

Desktop with Start Button in lower left corner  Your desktop will look different.
Click on Start Button and Select Internet Explorer. Click on Internet Explorer to run browser.

Move pointer over Maps and click on Directions. OR ...

If Maps icon does not appear on initial browser window, click on the web search button at the right end of the search window to display Bing search screen and select Maps and then Directions from ribbon.
Either approach should bring you to the Maps screen below.

In the Directions A box, type Santa Maria, CA. Type Cuyama, CA in the B box. Then click the Go button.
Minimize (do not Close) the browser window. Then click on the Start Button, scroll to find Accessories, and from the Accessories list, select WordPad.

Click on WordPad to launch the WordPad program.
In the WordPad window, type Driving Directions to Cuyama and then press Enter. Then click on the Internet Explorer icon on your task bar to open the browser window showing the Map and Directions. Press the Print Screen key on your keyboard to copy the image to your Clipboard. Click on the WordPad icon on your task bar to re-open the WordPad window. From the Home tab, select Paste to paste the copy of your map from the Clipboard to the WordPad document.

Close the browser window displaying the driving directions. Click on the Internet Explorer program icon on the task bar or select Internet Explore from the Start button menu. In the Bing search window, type maps, and then click on the web search button.
With the search results displayed, press the print screen key to copy the image to the Clipboard.

Click on the WordPad icon on the task bar to expand the WordPad window. With the cursor positioned after the Directions image, type Internet Search Results, press Enter, and then paste the image of the search results from the Clipboard into the WordPad document.
Leave WordPad open for the next skill.

Continue following instructions given by instructor to download Student Data files (Skill 5).

Note that for Skill 6: View Files in File Explorer, there are some differences in Windows 7 from what you see in the text. The View options are accessed via the More Options button on the top right of the Windows Explorer window.
Click on the More Options button and then click on Extra Large Icons.

Click on the Preview Pane button to open the preview pane. Details are displayed at the bottom of the window.

With the screen above showing, press Print Screen to create a screen shot. On the taskbar, click on the WordPad button. With the insertion point at the end of the document, press Enter to create a new line...
and then type Historic Buildings. Paste the screen shot into your WordPad documents and save. Leave WordPad and Explorer open for the next skill.

Note that in Windows 7, Windows Explorer does not include an “Up” button. To navigate to the parent folder—click on the folder name to the left of the current folder in the “breadcrumb” list at the top of the Explorer window.

Then you can click on Aspen Falls to preview the document in the preview pane.
Continue with Skill 7 from the text. Note. For Skill 7, in Windows 7, there is no Home tab in Windows Explorer. The Copy, Select All, and Rename, commands are found on the Organize menu.

Continue with Skill 8 from the text. There are no differences between Windows 7 and 8 for this skill. Move, Rename, and Delete files work the same. Snap and Recycle Bin work the same.

For Skill 9, to Personalize your desktop in Windows 7, right click on the desktop and select Personalize from the popup menu. For this assignment, change the theme to any other theme you wish; the Earth theme mentioned in the text may not be available. In this supplement, I selected Nature.
Note. For Skill 9, on Windows 7, you can access Snipping Tool from the Start Button in the Accessories folder just like you accessed WordPad.

Complete the steps in the text for Skill 9 and Skill 10, with appropriate modifications you’ve learned for Windows 7 in the previous steps.

You’re done!