Using Jump Lists
Jump lists show program options and recently opened files.

1. Right click a program on the taskbar to bring up the jump list for that program.

2. Jump lists can also be accessed from the Start Menu. Click the arrow to the right of a program to show options or recently opened files.
Gadgets

1. To place a gadget, right click anywhere on the desktop.

2. Select “Gadgets” from the menu.

3. The Gadgets menu will appear. Double-click a gadget to place it on the desktop. For this example, we will use the Weather Gadget.
4. After the gadget is placed on the desktop, use the mouse to drag it and place it where you would like it to stay.

5. Using the “Size” button, you can shrink or expand the Gadget.

6. Click the Options button (wrench icon) to configure the Gadget.
7. To remove the Gadget from the desktop, click the X button

**Action Center**
The Windows Action Center in Windows 7 contains security options.

1. To access the Windows Action Center, click the flag icon in the taskbar.

2. Click “Open Action Center.”
3. The Action Center has options for Security and Maintenance. From here, you can update virus protection, report problems/solutions, backup files, troubleshoot, and activate system recovery.

4. When finished, click the X at the top right of the window to close the Action Center.