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**MASTERING
WINDOWS MADE
EASY V. 8-VISTA**

TEACHUCOMP, INC.

...it's all about you

MASTERING WINDOWS MADE EASY V. 8-VISTA

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TEACHUCOMP, INC.

Phone: (877) 925-8080

Web: <http://www.teachucomp.com>

INTRODUCTION AND OVERVIEW

Welcome to Teachucomp, Inc.'s Mastering Windows Made Easy v. 8-Vista course. This course is designed to introduce the new computer user to the concepts and skills necessary to operate in the Windows environment.

Microsoft Windows is an operating system that controls the overall activity of your computer. Many software applications, such as Word- a word processing program, Excel- a spreadsheet program, and Access- a database program, operate in a Windows environment.

Mastering Windows is essential in today's world of fast-paced technology growth. Windows is one of the most commonly used operating systems for Desktop computers. Now, however, mobile computing can be performed on Desktop computers, laptops, and tablets. Starting with Windows 8, which can be installed on many of your devices, you can now share a more standardized and unified computing experience between your devices.

This class is designed to give you a general overview of the functionality of Windows in the versions of Windows called Windows 8 through Windows Vista. In this course, we will explore the basics of using these versions of Windows: working with files, saving documents, customizing your computer and using the Internet.

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CHAPTER 1-

INTRODUCTION TO WINDOWS

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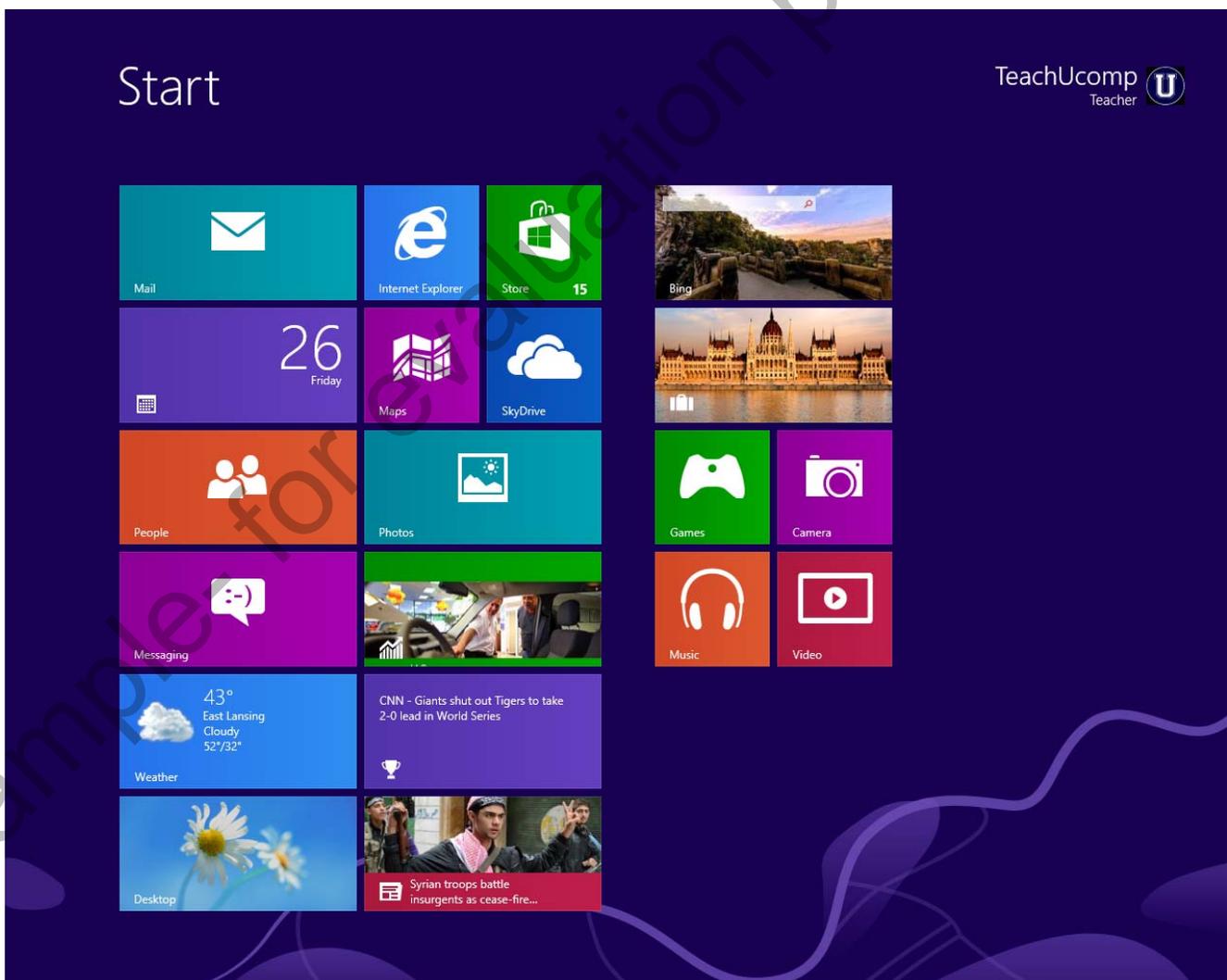
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INTRODUCTION TO WINDOWS

1.1- About Windows:

Windows is a family of operating systems developed by Microsoft Corporation. Windows provides a graphical user interface (GUI), virtual memory management, multitasking, and support for many peripheral devices. Starting in Windows 8, you also have a new “Windows 8” style interface that provides a standard user interface across your computing devices to create a unified user environment. The name Windows describes the basic function of the operating system- it lets you look into the content of your computer, just like looking through a window.

Windows helps you organize all of the files and programs within your computer. For new users, one way to think of Windows as a large paper filing cabinet. Within the filing cabinet, there are hanging files labeled in a logical order. Within those hanging files, there are manila file folders that contain sub-sets of information. Windows allows you to accomplish the same filing system in an electronic format. You can open, sort, move, print, rename, find or delete files easily by using Windows. In addition to managing the computer’s files, folders, hardware settings, and software applications, Windows has much more to offer. Windows offers basic text and image editing software, as well email and a web browser called “Internet Explorer.”



INTRODUCTION TO WINDOWS

1.2- The Start Screen in Windows 8:

The Start screen is a new addition to Windows 8. This is the interface that is available on desktops, laptops, as well as tablet PCs. Within the Start screen, you can scroll across the tiles shown in order to view the programs on your computer. Each tile represents an application, which is often shortened to “app.” Apps, or applications, are all simply software programs that run on your computer. Some app tiles within the Start screen are called “Live Tiles,” and display information about the particular app, such as the number of unread emails in your “Mail” application tile. You can acquire new apps for your computer by accessing the new Windows “Store” app within the Start screen. To open an app within the Start screen, simply click on the desired app icon shown. Older applications that run in a Desktop environment will still need to be run within the Desktop- which is now treated as if it were just another Windows 8-style app. There have been many other changes to using the traditional computer Desktop, as well. However, we will review the changes to the Desktop in Windows 8 within the section on the Desktop environment within Windows 8.

This Start screen is based on the Windows 8 screen style that was popularized on the Windows phone and incorporated into the Xbox screen. Now it is making its appearance in Windows 8, which allows for a more consistent user experience whether you are using a Windows Phone, an Xbox gaming system, or a computing device.

When using the Start screen, you can navigate using either a mouse or touch-based interface such as a tablet screen or touchpad. The Start screen uses hotspots within the corners of the screen to allow you to access other areas of your computer. For example, you can place your pointer to the upper-left side of the screen to display a small tile window of the most recent opened application. You can then slide your mouse pointer down the left side of the screen to then display any other opened app windows in a tiled sidebar that then appears. You can then click on the desired app window tile to open it in full-screen mode. Within any app, you can roll to the hotspot in the lower-left corner and click to return to the Start screen. Alternately, you can press the Windows key on your keyboard to display the Start screen at any time.

You can access a charm bar at the right side of the window by simply rolling your mouse pointer over to the upper-right or lower-right corners of the screen. The charm bar will then appear and you can roll your mouse pointer over it in order to access its content. You can also open it by swiping in from the right edge of a touch screen, or by simply pressing the Windows + C keys on your keyboard. This will often allow you to perform actions such as sharing and saving content between your app and online storage, such as SkyDrive, which is included in Windows 8. The default icons shown within the charm bar when viewing the Start Screen are “Search,” “Share,” “Start,” “Devices,” and “Settings.”

Some apps, such as the Windows 8 Internet Explorer 10, also allow you to switch between opened browser windows by placing your pointer at the top of the app screen, and then right-clicking to display the opened windows within the app in a separate bar at the top of the app window. You can then click on the browser window that you want to display.

When you have an app opened in the Start screen, you can close it by clicking at the top of the app window to grab the app window, and then dragging it off the bottom of the screen. You can also simply drag the app window to either the right or left sides of the interface to dock the app to keep it open while running other apps. Also note that for users of the tablet versions of Windows 8, you have access to an on-screen keyboard that you can use for text entry to replace the traditional keyboard.

For Desktop users, you can access the Desktop by clicking the tile icon for it within the Start screen. Also, if you click on any app icon for any legacy software applications that require the Desktop, Windows 8 will automatically switch to the Desktop in order to run the associated program. You can always return to the Start screen by rolling your pointer to the lower-left corner and then clicking the Start screen icon that appears. The Desktop app works in much the same way as it always has in prior versions of Windows- with the notable exception of the “Start” button in the lower-left corner being replaced by the Start screen.

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1.3- Customizing the Start Screen in Windows 8:

You can customize the appearance of the Start screen in numerous ways. You can control the placement and grouping of the app tiles, as well as name the tile groupings that you create. You can also customize the appearance of many of the individual app tiles themselves within the Start screen. In this lesson, we will examine how to make these types of customizations to the Start screen.

When you install apps from the Windows Store, you will see a new tile for the app appear on the Start screen. You can also add tiles to the Start screen for legacy Desktop applications if you are upgrading to Windows 8. To do this simply find the executable or application icon for which you want to add a Start screen tile within the Desktop, and then right-click the icon. From the pop-up menu that appears, select the “Pin to Start” command to add a tile for that program to the Start screen in the next available tile icon position within the most recent tile group. If you can’t find the application through the Desktop, you can find it through the Start screen. You can display tile icons for all of the applications on your computer by right-clicking in the empty space within the Start screen. At the bottom of the Start screen, an options bar will appear. Click the “All apps” icon within this bar to display a listing of all of the available apps within the Start screen. You can then find the app that you want to pin to the Start screen within this list. Then right-click on the desired app to display the options bar at the bottom of the screen again. This time, click the “Pin to Start” icon within the options bar to pin the selected app to the Start screen. Note that if you right-click on an app by mistake, you can right-click it again to hide the options bar that appears.

You can remove an app from the Start screen by right-clicking the app to remove to display the options bar. Then click on the “Unpin from Start” icon within the bar to remove the app from the tile grouping within the Start screen.

You can arrange the app tiles within the Start screen by simply clicking and dragging them to the desired location, then releasing them when they are in the desired position within the tile group. You can also create new tile groups by clicking and dragging the app’s tile icon to the far right side of the Start screen, past the thin bar that then appears once you have dragged it as far to the right as possible, and then releasing the app tile to create a new tile grouping.

You can also name the app tile groupings that you create so that you can easily tell what types of apps are located within a group. For example, you could create a “Microsoft Office” tile grouping for your Microsoft Office application tiles within the Start screen. After creating the tile group, you can name the group by clicking the small button that appears at the far right end of the scroll bar at the bottom of the Start screen. The app tiles will then be shrunk down and displayed by grouping across the screen. Simply right-click on the grouping that you want to name to display the options bar. Then click the “Name group” button within the bar. Then type a name for the group of tiles into the text box that appears, and click the “Name” button to finish naming the tile grouping. You can also click and drag on the tile groupings that appear to reorder the tile groupings on your Start screen. When you are finished managing your tile groupings, simply click on the Start screen to return to the normal Start screen view.

You can also customize the settings of the individual app tiles within the Start screen. To do this, simply right-click on any app tile to display the options bar at the bottom of the screen. You can then click on any option shown within this bar to apply the desired setting. The settings will vary, depending upon the app tile that you selected. However, common options include “Smaller,” “Larger,” and “Uninstall.” Note that if you do not want to make any changes to the selected app tile, you can right-click on it again to make the options bar disappear.

INTRODUCTION TO WINDOWS

1.4- Using the Charm Bar in Windows 8:

You can use the Charm Bar that appears at the right side of the Windows 8 application to search for content, share content within apps, return to the “Start” screen from an app, manage connected devices, and access your device settings. You can access the Charm Bar at the right side of the window by simply rolling your mouse pointer over to the upper-right or lower-right corners of the screen. The charm bar will then appear and you can roll your mouse pointer over it in order to access its content, displayed as buttons within the Charm Bar. You can also open it by swiping in from the right edge of a touch screen, or by simply pressing the Windows + C keys on your keyboard.

To search for content on your computer, click the “Search” button within the Charm Bar. This will display a “Search” pane at the right side of the window. To search for an item, type the text that you are searching for into the text box shown at the top of the “Search” pane. You will then see any matching results for the three categories of results shown immediately below the text box. These categories are “Apps,” “Settings,” and “Files.” The number shown to the right of each category shows the number of matches within that category. You can click on any category shown to then display the matching results in the window to the left of the search pane. You can then click into this window to hide the search pane and scroll through the results. For “Files” you will also see the results, broken down by general file type as subcategories, displayed at the top of the “Files” window. You can click on any one of the subcategories to further filter the matching results shown. When you find the item you want, simply click on the result to open the associated file. If you don’t find a match, you can open the Charm Bar to search again, or simply click the “Start” screen in the lower-left corner of the screen to exit.

Within apps that support sharing, such as “Photos” or “Videos,” you can select a photo, video, or other shareable item, and then click the “Share” button within the Charm Bar to open a side pane to the right that shows the available apps that you can use to share the selected item. Simply click on the name of the app that you want to use to share the selected item in order to open that app and attach the selected item for sharing. Note that if you click the “Share” button within the Charm Bar within an app that doesn’t support sharing, such as the “Desktop” app, you will see that information displayed in a message within the side pane that appears. You can then click into the area of the window where the pane does not appear to hide the side pane again.

You can click the “Start” button within the Charm Bar to display the “Start” screen again whenever you need it.

You can click the “Devices” button within the Charm Bar to display a listing of any connected devices whose settings you can change. For example, if you happen to be running dual monitors, you can click the “Devices” button to display the secondary monitor. You can then click on any device shown to alter its available settings within this pane. Using the example of a secondary monitor, you could then choose how you wish to extend your primary display onto the secondary monitor.

You can click the “Settings” button within the Charm Bar to display a listing of computer settings at the bottom of the side pane that appears. You can also click on the commands shown at the top of the pane to open the various “Control Panel” windows for the associated computer settings, or to access “Help” within Windows 8.

INTRODUCTION TO WINDOWS

1.5- The Windows Desktop:

The main window in which you perform your tasks in Windows 7 and Vista is the Desktop. In Windows 8, the “Desktop” is simply another app that you can access from the Start screen. However, the Desktop is used in much the same way between all versions of Windows. In Windows 8, the “Start” button is removed from the Desktop, as many of the features that it provided are replaced by the Start screen. Also, many older programs will be opened within the Desktop app when you open older apps within the newer Windows 8. For example, if you add an app icon for a Microsoft Word 2007 installation to the Start screen in Windows 8, then Windows will open the application within the Desktop environment when you launch the program from the Start screen.

On your Desktop, you can place shortcuts to your favorite files, folders, and programs. These shortcuts are displayed as icons on your Desktop. The icons shown on the Desktop can be customized for each user account on the computer.

One icon that is commonly shown icon on the Desktop is the Recycle Bin. This is where files that have been deleted from your computer’s “C:” drive will be temporarily stored until you decide to permanently delete them. Note that when you delete files from removable media or network locations those files are **not** sent to the Recycle Bin, but are permanently deleted instead. So it is important when working on a network that you do not assume that files and folders you delete from network drives will go to the Recycle Bin. Be careful with the files that you delete from your computer.

In Windows 7 and Windows Vista, you can access many programs and files by clicking the “Start” button in the lower left corner of the Desktop. This will display the “Start” menu. You can select one of the many commonly accessed areas of your computer by clicking on a command in the listing at the far right side of the “Start” menu. To view all of the programs you have available, you can click the “All Programs” command to change the display of the left side of the panel to a listing of the programs that are available on your computer. You can then click on an application to launch it.

In the “Start” button’s menu, you can click the “Documents” command to open your default user folder where you can save the files that you create. Saving your files to the “Documents” folder gives you a consistent location to save your files, making it less likely to “lose” them on your computer’s folder system. When at work, you may have a different location to which you must save your files, as directed by your system administrator or supervisor. You should then save to that folder instead of the “Documents” folder. However, when at home, feel free to store your documents here. When you are finished examining the “Documents” folder, you can click the “X” in the upper right corner to close the window.

Another command button that you can access form the “Start” button’s menu is the “Computer” command. You can click this command to open a window that allows you to navigate through the drives, folders, and files that are available to your computer through Windows Explorer.

INTRODUCTION TO WINDOWS

1.6- The Mouse:

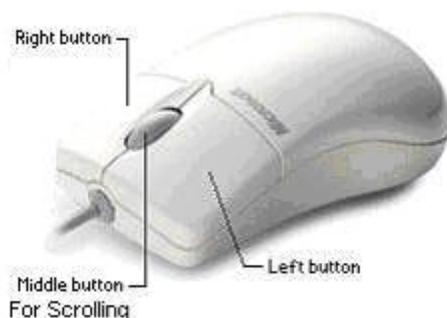
One way to navigate through the Windows environment is by using your mouse. A mouse is a device that you control with your hand. You roll it around on a pad. This allows you to move the mouse pointer, usually an “arrow” icon, on your screen to select files and folders. There are many variations of the mouse, but they are all designed to perform the same basic functions.

When you move your mouse while it is on your desk, the pointer on your screen moves in the same direction. The mouse pointer can also assume different shapes, depending upon your location on the Desktop and what type of tasks you are performing.

To control the mouse, position your hand on the mouse with your thumb at the side and your two closest fingers resting easily over the two buttons at the top of the mouse. Your two fingers are used to press the buttons, or perform the “clicks,” of the mouse.

Your mouse has four basic actions to master. They are “click,” “double-click,” “right-click” and “click and drag” (or “drag and drop”). The different actions and what they are used for are illustrated in this table.

<u>Name:</u>	<u>Movement:</u>	<u>What it is used for:</u>
Left-click or “click”	A single “press and release” of the left mouse button	Selecting objects and executing toolbar button functions.
Double-click	Two quick “press and release” movements with the left mouse button in rapid succession.	Running program and applications. Also used to open folders and files.
Click and drag	A single press of the left mouse button that you hold down as you roll the mouse to a new location and then release it.	Moving file and folders. Selecting objects and text.
Right-click	A single “press and release” of the right mouse button.	Shows a pop-up menu of commands that are available for the object that you right-clicked.



INTRODUCTION TO WINDOWS

1.7- Touch Gestures in Windows 8:

Starting in Windows 8, many of the actions for which you previously would use a mouse can now be performed by using gestures on a touch screen for computing devices that support this behavior. In this lesson, we will examine the various gestures that are available in Windows 8 for touch screen devices, and which gestures translate to the traditional mouse clicks and movements.

<u>Name:</u>	<u>Movement:</u>	<u>What it is used for:</u>
“Tap” or “Touch”	Tap once onscreen	Opens or selected item that is tapped. Similar to a left-mouse click.
Press and hold	Touch onscreen and hold your finger in position	Displays information about the selected item, or opens a menu specific to what you’re doing. Similar to a right-click with a mouse.
Pinch or Stretch	Touch the screen with two fingers and then either bring them closer together (Pinch), or further away from each other (Stretch)	Shows different levels of information. Zooms in or out to magnify items displayed onscreen.
Rotate	Touch the screen with two fingers and then turn your hand clockwise or counterclockwise	Rotates onscreen items in the direction specified. Not all items can be rotated.
Slide	Move your finger or fingers across the screen	Moves through onscreen content. Similar to scrolling with the wheel of a mouse. When used on a selected item, can move the selected item. Similar to clicking and dragging with your mouse.
Swipe	Move your finger or fingers a short distance across the screen	If you swipe across an app tile or other selectable item contrary to the direction the page scrolls, it will select the item. You can also swipe in from the right edge of the screen to open the Charm Bar, swipe in from the left edge to show open apps, or swipe in from the bottom edge to display basic file commands. You can swipe from the top of an app to the bottom edge to close an app by dragging it off screen.

INTRODUCTION TO WINDOWS

1.8- App Snapping in Windows 8:

While the ability to “snap” an app window to the side of the screen was introduced in earlier versions of Windows, you will find that snapping apps to the side of the Desktop screen is even easier in Windows 8. This feature allows you to lock two app windows to the sides of the Desktop so that you can have multiple windows open at the same time without having to toggle between them or having them overlap one another.

Note that in order to have app snapping enabled in Windows 8, you must be using a screen resolution of at least 1366 by 768. If using Windows 8, open the “Desktop” app by clicking the “Desktop” tile. To snap an open app window, slide the app window from the left edge, or move your mouse pointer to the upper-left corner of the screen until a preview window appears. When you can see the app window preview, drag it until a border appears, and then move the app where you want it to be positioned. Note that just as when you are switching between open apps, you can see a listing of the opened apps at the left side of the screen, and then click and drag to snap the app window that you want into position.

1.9- Using a Microsoft User Account in Windows 8:

Windows 8 contains a new feature that allows you to use a “Microsoft” user account versus a “Local” user account. When you sign-in to your computer using a Microsoft user account, you will have many more features available to you. If you already have an old Hotmail e-mail address, an XBOX Live e-mail, a Windows phone, or a Windows Live e-mail, you can use those e-mail addresses as your Microsoft Account e-mail address. If you want to create a new e-mail address, you can sign-up for a free e-mail account at the new “Outlook.com” website, which used to be “Hotmail.” The website address is <http://www.outlook.com>. You can sign-in to Windows 8 using an email address and password. This email address will then become your Microsoft account. Note that this account can be either a “Standard” or “Administrator” account on the local PC on which it is entered.

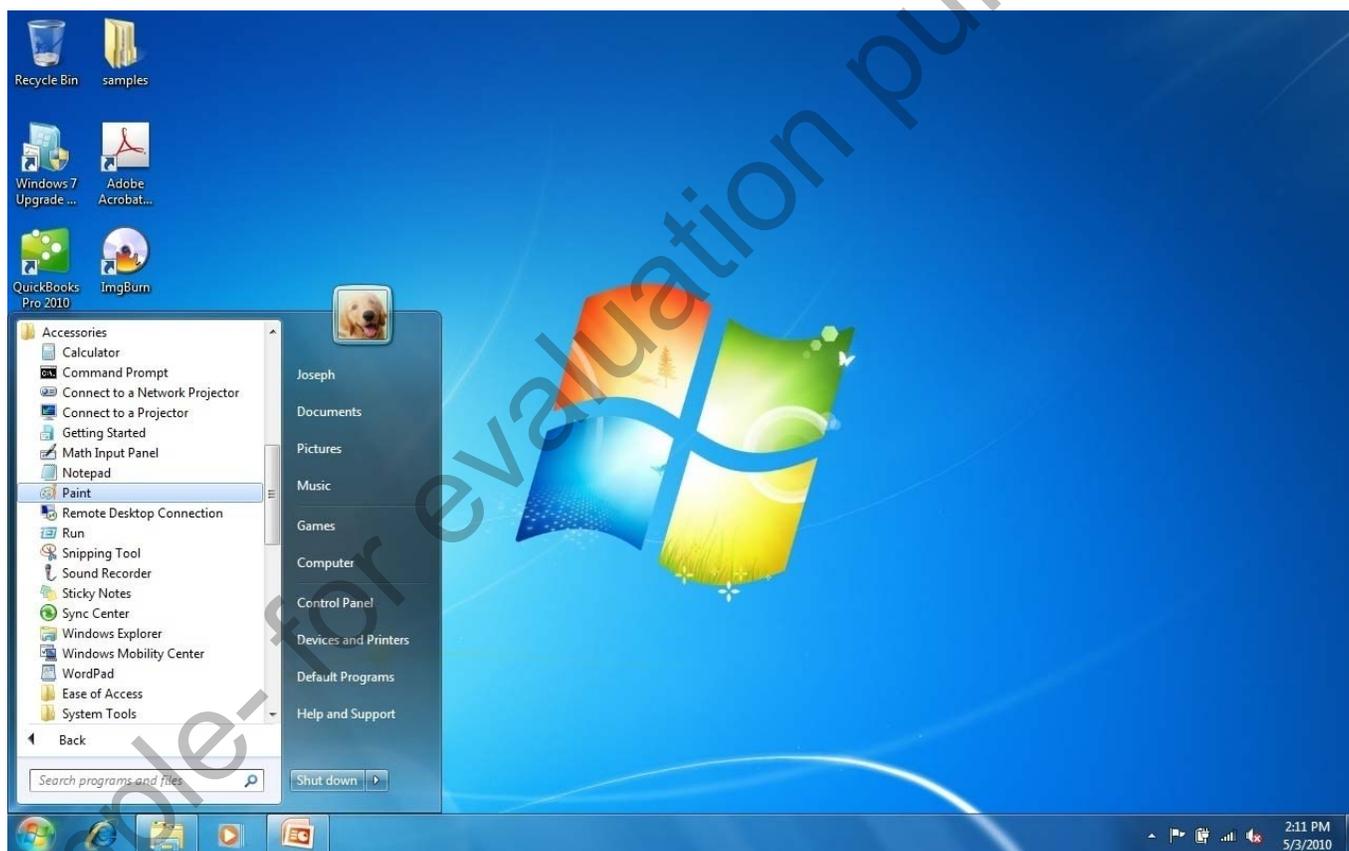
When you sign-in to Windows 8 on a device with a Microsoft account, you will be connected to a computer network referred to as the “cloud.” That will allow the following features to be enabled. First, any social networking and email applications associated with the email address, such as Outlook.com, Facebook or Twitter will be updated automatically. You will also be able to access and share files on the web through providers such as SkyDrive or Facebook. Also, your Windows 8 settings will be synced to any device running Windows 8 that you sign into using the same email address. You can also get apps in the Windows Store and use them on any Windows 8 computing device that you sign into with the account.

INTRODUCTION TO WINDOWS

1.10- Starting a Program in Windows 7 & Vista:

You can start a program in Windows 7 and Windows Vista in one of two ways. The first is to double-click on the icon or shortcut for the application that you want to open on your Desktop. The second way is to go through the “Start” button’s pop-up menu. To open a program using the “Start” button, click the “Start” button in the lower left corner of your Desktop. You will see a pop-up menu of various choices you can make. Roll your mouse pointer up to the “All Programs” command. When you click it, the listing at the left side of the pop-up menu will change to show you the various programs installed on your computer. Roll over any program icon to highlight it, and then click to open it. If the program is located within a folder in the menu, roll your mouse pointer over the folder and then click once to see the contents of the selected folder. Then roll over the program that you want to open, and click it to start the application.

It is important to note that not every program installed on your computer makes a Desktop shortcut, but they all make an entry in the “All Programs” list within the “Start” menu. This can be a useful way of viewing the software available to you on a computer.



INTRODUCTION TO WINDOWS

1.11- Resizing a Desktop Window:

The window is the basic element of the Windows operating system. You perform all of your activities in different windows in the application. Windows that appear within the Desktop will most often share a similar structure and layout. In this lesson, we will examine the features and functions that are commonly found within a standard Desktop window.

Desktop windows will appear within a frame. At the top of the frame is the "Title Bar." The Title Bar will usually display the name of the window or its contents. You also use the title bar to control the size and placement of the window in your Desktop environment.

One of the most basic functions of the Title Bar is resizing windows. You can have several windows open at the same time in Windows, and to efficiently multi-task on your computer it is important for you to control the size and placement of the windows on your Desktop. A window can be opened either in Maximized mode, Restore mode, or Minimized mode.

If you look at the right end of the Title Bar within an open Desktop window, you will see a three-button group. They are, from left to right: "Minimize," "Maximize/Restore," and "Close." You can click the Minimize button in the Title Bar of an open window to send the window down to the Windows taskbar at the bottom of the Desktop. Although cannot see the content of the window, it is still open and active. You may choose to minimize a window to access information in a different window behind the one that you minimized. Minimizing a window will temporarily get it out of your way. To bring the window back, click on the entry for the window within the Windows taskbar. That will bring it back onscreen exactly as it was when you minimized it.

In Windows 7, when you minimize folders within your computer's system, such as the "Documents" folder, the folders will often be grouped within the "Libraries" icon within the Windows taskbar. You can click on this icon within the Windows taskbar to then open a small pop-up window that shows you the opened system folders. You can then click on the one you wish to view again in order to restore the selected folder's onscreen display.

"Maximizing" a window means making it large enough to fill your entire computer screen. If your window does not fill the entire screen, then click the middle button of the three located at the right end of the Title Bar in that window to maximize its display. This allows you to view more of the information within a window. Many users like to work in this mode, as it has the most available room for each window. However, if you have multiple windows open and they are all maximized, you cannot view them simultaneously. To switch between multiple maximized windows, click on the Windows taskbar icon for the window that you want to view. That will bring that window to the forefront of the stack of windows, above any other opened windows which then recede behind it. Doing this is called "toggling" between the open windows, and is a technique that is also necessary to master if you need to work with more than one window at a time.

If your window is already maximized, clicking the middle button of the three at the right end of the title bar will instead change the window to its "Restore" mode. The Restore window is a smaller window that allows you to change its size and position within the Desktop area. When the window is in Restore mode, you can place your mouse pointer over the border of the window's frame and then wait until you see a double-pointed arrow. When you see this icon appear, you can click and drag with the mouse to change the size of the window. You can also click and drag directly in the middle of the Title Bar of a window to move it to a different area within the Desktop. This mode is useful when you have files that you wish to copy from one window into another. The Restore window mode allows you to place opened windows side-by-side to make the drag and drop copying easier.

The last button at the right end of the title bar has a big "X" in it. This is the "Close" button, and clicking it will close the window.

INTRODUCTION TO WINDOWS

1.12- Scrolling a Window:

In longer web pages or documents that you have opened, you will need to use the available scroll bars within the window to move through the information. Scroll bars will appear at the right and bottom sides of a window if all of the window's contents cannot be displayed at once. To scroll through the content within a window, you can click the arrows located at either end of the scroll bars to scroll the window in that direction. You can also click and drag the box inside the scroll bars to the desired location in the window and then release it to scroll through the content. The location of the scroll box inside of the scroll bar indicates your position within the content of the window.



1.13- Shutting Down Windows:

When you need to turn off your computer, it is very important to do so properly. **Do not simply unplug the computer or interrupt its power source! Doing so could possibly corrupt the information in your computer!**

To properly shut down a computer using Windows 8, open the Charm Bar at the right side of the screen and then click the "Settings" button to display the "Settings" pane to the right of the screen. Then click the "Power" button at the bottom of the "Settings" pane to view a pop-up menu of choices. To shut down the computer, select the "Shut down" command from the pop-up menu.

To properly shut down a computer using Windows 7 or Windows Vista, place your mouse pointer over the "Start" button and click it to open the pop-up menu of choices. Roll your mouse pointer over to the right-pointing arrow in the lower right corner of the pop-up menu and click it. From the side menu that appears, select the "Shut Down" command to shut down Windows. In Windows 7, if the "Shut Down" command is shown next to the right-pointing arrow, then there is no need to click the arrow to select it. Instead, simply click directly on the "Shut Down" command, instead.

It may take a few moments before Windows will shut down entirely, so be patient. Once Windows has completely powered off and the computer is shut down, then it is permissible to shut off the power supply for the computer or unplug it if necessary.

ACTIONS-

INTRODUCTION TO WINDOWS

THE START SCREEN IN WINDOWS 8:

1. Within the Start screen, you can scroll across the tiles shown in order to view the programs on your computer. Each tile represents an application, which is often shortened to “app.” Apps, or applications, are all simply software programs that run on your computer.
2. You can acquire new apps for your computer by accessing the new Windows Store app within the Start screen.
3. Older applications that run in a Desktop environment will still need to be run within the Desktop- which is now treated as if it were just another Windows 8-style app.
4. To open an app within the Start screen, simply click on the desired app icon shown.
5. When using the Start screen, you can navigate using either a mouse or touch-based interface such as a tablet screen or touchpad.
6. The Start screen uses “hotspots” within the corners of the screen to allow you to access other areas of your computer. For example, you can place your pointer to the upper-left side of the screen to display a small tile window of the most recent opened application. You can then slide your mouse pointer down the left side of the screen to then display any other opened app windows in a tiled sidebar that then appears. You can then click on the desired app window tile to open it in full-screen mode.
7. Within any app, you can roll to the hotspot in the lower-left corner and click to return to the Start screen. Alternately, you can press the Windows key on your keyboard to display the Start screen at any time.
8. You can access a charm bar at the right side of the screen by simply rolling your mouse pointer over to the upper-right or lower-right corners of the screen. The charm bar will then appear and you can roll your mouse pointer over it in order to access its content. You can also open it by swiping in from the right edge of a touch screen, or by simply pressing the Windows + C keys on your keyboard. The default icons shown within the charm bar when viewing the Start Screen are “Search,” “Share,” “Start,” “Devices,” and “Settings.”
9. Some apps, such as the Windows 8 Internet Explorer 10, also allow you to switch between opened browser windows by placing your pointer at the top of the app screen, and then right-clicking to display the opened windows within the app in a separate bar at the top of the app window. You can then click on the browser window that you want to display.
10. When you have an app opened in the Start screen, you can close it by clicking at the top of the app window to grab the app window, and then dragging it off the bottom of the screen.
11. You can also simply drag the app window to either the right or left sides of the interface to dock the app to keep it open while running other apps.
12. Also note that for users of the tablet versions of Windows 8, you have access to an on-screen keyboard that you can use for text entry to replace the traditional keyboard.
13. For Desktop users, note that you can access the Desktop by simply clicking the tile icon for it within the Start screen.
14. Also, if you click on any app icon for any legacy software applications that require the Desktop, Windows 8 will automatically switch to the Desktop in order to run the associated program. You can always return to the Start screen by rolling your pointer to the lower-left corner and then clicking the Start screen icon that appears. The Desktop app works in much the same way as it always has in prior versions of Windows- with the notable exception of the “Start” button in the lower-left corner being replaced by the Start screen.

ACTIONS-

INTRODUCTION TO WINDOWS

CUSTOMIZING THE START SCREEN IN WINDOWS 8:

1. When you install apps from the Windows Store, you will see a new tile for the app appear on the Start screen.
2. You can also add tiles to the Start screen for legacy Desktop applications if you are upgrading to Windows 8. To do this simply find the executable or application icon for which you want to add a Start screen tile within the Desktop, and then right-click the icon.
3. From the pop-up menu that appears, select the “Pin to Start” command to add a tile for that program to the Start screen in the next available tile icon position within the most recent tile group.
4. If you can’t find the application through the Desktop, you can find it through the Start screen. You can display tile icons for all of the applications on your computer by right-clicking in the empty space within the Start screen.
5. At the bottom of the Start screen, an options bar will appear.
6. Click the “All apps” icon within this bar to display a listing of all of the available apps within the Start screen. You can then find the app that you want to pin to the Start screen within this list.
7. Then right-click on the desired app to display the options bar at the bottom of the screen again. This time, click the “Pin to Start” icon within the options bar to pin the selected app to the Start screen.
8. Note that if you right-click on an app by mistake, you can right-click it again to hide the options bar that appears.
9. You can remove an app from the Start screen by right-clicking the app to remove in order to display the options bar.
10. Then click on the “Unpin from Start” icon within the bar to remove the app from the tile grouping within the Start screen.
11. You can arrange the app tiles within the Start screen by simply clicking and dragging them to the desired location, then releasing them when they are in the desired position within the tile group.
12. You can also create new tile groups by clicking and dragging the app’s tile icon to the far right side of the Start screen, past the thin bar that then appears once you have dragged it as far to the right as possible, and then releasing the app tile to create a new tile grouping.
13. You can also name the app tile groupings that you create so that you can easily tell what types of apps are located within a group. After creating the tile group, you can name the group by clicking the small button that appears at the far right end of the scroll bar at the bottom of the Start screen.
14. The app tiles will then be shrunk down and displayed by grouping across the screen.
15. Simply right-click on the grouping that you want to name to display the options bar.
16. Then click the “Name group” button within the bar.
17. Then type a name for the group of tiles into the text box that appears, and click the “Name” button to finish naming the tile grouping.
18. You can also click and drag on the tile groupings that appear to reorder the tile groupings on your Start screen.
19. When you are finished managing your tile groupings, simply click on the Start screen to return to the normal Start screen view.
20. You can also customize the settings of the individual app tiles within the Start screen. To do this, simply right-click on any app tile to display the options bar at the bottom of the screen.
21. You can then click on any option shown within this bar to apply the desired setting. The settings will vary, depending upon the app tile that you selected. However, common options include “Smaller,” “Larger,” and “Uninstall.”
22. Note that if you do not want to make any changes to the selected app tile, you can right-click on it again to make the option bar disappear.

ACTIONS-

INTRODUCTION TO WINDOWS

USING THE CHARM BAR IN WINDOWS 8:

1. You can use the Charm Bar that appears at the right side of the Windows 8 application to search for content, share content within apps, return to the “Start” screen from an app, manage connected devices, and access your device settings.
2. You can access the Charm Bar at the right side of the window by simply rolling your mouse pointer over to the upper-right or lower-right corners of the screen.
3. The charm bar will then appear and you can roll your mouse pointer over it in order to access its content, displayed as buttons within the Charm Bar.
4. You can also open it by swiping in from the right edge of a touch screen, or by simply pressing the Windows + C keys on your keyboard.
5. To search for content on your computer, click the “Search” button within the Charm Bar. This will display a “Search” pane at the right side of the window.
6. To search for an item, type the text that you are searching for into the text box shown at the top of the “Search” pane.
7. You will then see any matching results for the three categories of results shown immediately below the text box. These categories are “Apps,” “Settings,” and “Files.” The number shown to the right of each category shows the number of matches within that category.
8. You can click on any category shown to then display the matching results in the window to the left of the search pane.
9. You can then click into this window to hide the search pane and scroll through the results.
10. For “Files” you will also see the results, broken down by general file type as subcategories, displayed at the top of the “Files” window.
11. You can click on any one of the subcategories to further filter the matching results shown.
12. When you find the item you want, simply click on the result to open the associated file.
13. If you don’t find a match, you can open the Charm Bar to search again, or simply click the “Start” screen in the lower-left corner of the screen to exit.
14. Within apps that support sharing, such as “Photos” or “Videos,” you can select a photo, video, or other shareable item, and then click the “Share” button within the Charm Bar to open a side pane to the right that shows the available apps that you can use to share the selected item.
15. Simply click on the name of the app that you want to use to share the selected item in order to open that app and attach the selected item for sharing. Note that if you click the “Share” button within the Charm Bar within an app that doesn’t support sharing, such as the “Desktop” app, you will see that information displayed in a message within the side pane that appears.
16. You can then click into the area of the window where the pane does not appear to hide the side pane again.
17. You can click the “Start” button within the Charm Bar to display the “Start” screen again whenever you need it.
18. You can click the “Devices” button within the Charm Bar to display a listing of any connected devices whose settings you can change.
19. You can then click on any device shown to alter its available settings within this pane.
20. You can click the “Settings” button within the Charm Bar to display a listing of computer settings at the bottom of the side pane that appears.
21. You can also click on the commands shown at the top of the pane to open the various “Control Panel” windows for the associated computer settings, or to access “Help” within Windows 8.

ACTIONS-

INTRODUCTION TO WINDOWS

THE WINDOWS DESKTOP:

1. The main window in which you perform your tasks in Windows 7 and Vista is the Desktop. In Windows 8, the “Desktop” is simply another app that you can access from the Start screen. However, the Desktop is used in much the same way between all versions of Windows. In Windows 8, the “Start” button is removed from the Desktop, as many of the features that it provided are replaced by the Start screen. Also, many older programs will be opened within the Desktop app when you open older apps within the newer Windows 8. For example, if you add an app icon for a Microsoft Word 2007 installation to the Start screen in Windows 8, then Windows will open the application within the Desktop environment when you launch the program from the Start screen.
2. On the Desktop, you can place shortcuts to your favorite files, folders, and programs. These shortcuts are displayed as icons on your Desktop. The icons shown on the Desktop can be customized for each user account on the computer.
3. One icon that is commonly shown icon on the Desktop is the Recycle Bin. This is where files that have been deleted from your computer’s “C:” drive will be temporarily stored until you decide to permanently delete them. Note that when you delete files from removable media or network locations those files are not sent to the Recycle Bin, but are permanently deleted instead. So it is important when working on a network that you do not assume that files and folders you delete from network drives will go to the Recycle Bin. Be careful with the files that you delete from your computer.
4. In Windows 7 and Windows Vista, you can access many programs and files by clicking the “Start” button in the lower left corner of the Desktop. This will display the “Start” menu.
5. You can select one of the many commonly accessed areas of your computer by clicking on a command in the listing at the far right side of the “Start” menu.
6. To view all of the programs you have available, you can click the “All Programs” command to change the display of the left side of the panel to a listing of the programs that are available on your computer.
7. You can then click on an application to launch it.
8. In the “Start” button’s menu, you can click the “Documents” command to open your default user folder where you can save the files that you create. Saving your files to the “Documents” folder gives you a consistent location to save your files, making it less likely to “lose” them on your computer’s folder system. When at work, you may have a different location to which you must save your files, as directed by your system administrator or supervisor. You should then save to that folder instead of the “Documents” folder.
9. When you are finished examining the “Documents” folder, you can click the “X” in the upper right corner to close the window.
10. Another command button that you can access form the “Start” button’s menu is the “Computer” command. You can click this command to open a window that allows you to navigate through the drives, folders, and files that are available to your computer through Windows Explorer.

ACTIONS-

INTRODUCTION TO WINDOWS

USING THE MOUSE:

1. To control the mouse, position your hand on the mouse with your thumb at the side and your two closest fingers resting easily over the two buttons at the top of the mouse. Your two fingers are used to press the buttons, or perform the “clicks,” of the mouse.
 2. When you move your mouse while it is on your desk, the pointer on your screen moves in the same direction.
 3. You can “click” your mouse, which is a single “press and release” of the left mouse button to select objects and executing toolbar button functions.
 4. You can “double-click” your mouse, which is two quick “press and release” movements with the left mouse button in rapid succession, to open folders and files.
 5. You can “click and drag” your mouse, which is a single press of the left mouse button that you hold down as you roll the mouse to a new location and then release it, to move file and folders and select objects and text.
 6. You can “right-click” your mouse, which is a single “press and release” of the right mouse button, to show a pop-up menu of commands that are available for the object that you right-clicked.
-

TOUCH GESTURES IN WINDOWS 8:

1. Starting in Windows 8, many of the actions for which you previously would use a mouse can now be performed by using gestures on a touch screen for computing devices that support this behavior.
2. You can “Tap” or “Touch” onscreen, which is when you tap once onscreen, to open or select the item that is tapped. Similar to a left-mouse click.
3. You can “Press and hold,” which is when you touch onscreen and hold your finger in position, to display information about the selected item, or open a menu specific to what you’re doing. Similar to a right-click with a mouse.
4. You can “Pinch” or “Stretch,” which is when you touch the screen with two fingers onscreen and then either bring them closer together (Pinch), or further away from each other (Stretch). Doing this shows different levels of information. It is also used to zoom in or out to magnify items displayed.
5. You can “Rotate,” which is when you touch the screen with two fingers and then turn your hand clockwise or counterclockwise, to rotate onscreen items in the direction specified. Not all items can be rotated.
6. You can “Slide,” which is when you move your finger or fingers across the screen. This moves through onscreen content. It is similar to scrolling with the wheel of a mouse. When used on a selected item, it is used to move the selected item. Similar to clicking and dragging with your mouse.
7. You can “Swipe,” which is when you move your finger or fingers a short distance across the screen. If you swipe across an app tile or other selectable item contrary to the direction the page scrolls, it will select the item. You can also swipe in from the right edge of the screen to open the Charm Bar, swipe in from the left edge to show open apps, or swipe in from the bottom edge to display basic file commands. You can swipe from the top of an app to the bottom edge to close an app by dragging it off screen.

ACTIONS-

INTRODUCTION TO WINDOWS

APP SNAPPING IN WINDOWS 8:

1. Note that in order to have app snapping enabled in Windows 8, you must be using a screen resolution of at least 1366 by 768. If using Windows 8, open the “Desktop” app by clicking the “Desktop” tile.
 2. To snap an open app window, slide the app window from the left edge, or move your mouse pointer to the upper-left corner of the screen until a preview window appears.
 3. When you can see the app window preview, drag it until a border appears, and then move the app where you want it to be positioned.
 4. Note that just as when you are switching between open apps, you can see a listing of the opened apps at the left side of the screen, and then click and drag to snap the app window that you want into position.
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USING A MICROSOFT USER ACCOUNT IN WINDOWS 8:

1. Windows 8 contains a new feature that allows you to use a “Microsoft” user account versus a “Local” user account. When you sign-in to your computer using a Microsoft user account, you will have many more features available to you.
2. You can sign-in to Windows 8 using an email address and password. This email address will then become your Microsoft account. Note that this account can be either a “Standard” or “Administrator” account on the local PC on which it is entered.
3. When you sign-in to Windows 8 on a device with a Microsoft account, you will be connected to a computer network referred to as the “cloud.” That will allow the following features to be enabled.
4. First, any social networking and email applications associated with the email address, such as Hotmail, Facebook or Twitter will be updated automatically.
5. You will also be able to access and share files on the web through providers such as SkyDrive or Facebook.
6. Also, your Windows 8 settings will be synced to any device running Windows 8 that you sign into using the same email address.
7. You can also get apps in the Windows Store and use them on any Windows 8 computing device that you sign into with the account.

ACTIONS-

INTRODUCTION TO WINDOWS

STARTING A PROGRAM IN WINDOWS 7 AND VISTA:

1. You can start a program in Windows 7 and Windows Vista in one of two ways. The first is to double-click on the icon or shortcut for the application that you want to open on your Desktop.
 2. The second way is to go through the “Start” button’s pop-up menu. To open a program using the “Start” button, click the “Start” button in the lower left corner of your Desktop.
 3. You will see a pop-up menu of various choices you can make. Roll your mouse pointer up to the “All Programs” command and click it.
 4. When you click it, the listing at the left side of the pop-up menu will change to show you the various programs installed on your computer.
 5. Roll over any program icon to highlight it, and then click to open it.
 6. If the program is located within a folder in the menu, roll your mouse pointer over the folder and then click once to see the contents of the selected folder.
 7. Then roll over the program that you want to open, and click it to start the application.
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RESIZING A DESKTOP WINDOW:

1. At the top of most desktop windows is the “Title Bar.” The Title Bar will usually display the name of the window or its contents. One of the most basic functions of the Title Bar is resizing windows.
 2. If you look at the right end of the Title Bar within an open Desktop window, you will see a three-button group. They are, from left to right: “Minimize,” “Maximize/Restore,” and “Close.”
 3. You can click the Minimize button in the Title Bar of an open window to send the window down to the Windows taskbar at the bottom of the Desktop. Although cannot see the content of the window, it is still open and active. Minimizing a window will temporarily get it out of your way.
 4. To bring the window back, click on the entry for the window within the Windows taskbar. That will bring it back onscreen exactly as it was when you minimized it.
 5. In Windows 7, when you minimize folders within your computer’s system, the folders will often be grouped within the “Libraries” icon in the Windows taskbar. You can click this icon within the Windows taskbar to then open a small pop-up window that shows you the opened system folders. You can then click on the one you wish to view again in order to restore the selected folder’s onscreen display.
 6. “Maximizing” a window means making it large enough to fill your entire computer screen. If your window does not fill the entire screen, then click the middle button of the three located at the right end of the Title Bar in that window to maximize its display.
 7. To switch between multiple maximized windows, click on the Windows taskbar icon for the window that you want to view. That will bring that window to the forefront of the stack of windows, above any other opened windows which then recede behind it. Doing this is called “toggling” between the open windows.
 8. If your window is already maximized, clicking the middle button of the three at the right end of the title bar will instead change the window to its “Restore” mode.
 9. The Restore window is a smaller window that allows you to change its size and position within the Desktop area. When the window is in Restore mode, you can place your mouse pointer over the border of the window’s frame and then wait until you see a double-pointed arrow.
 10. When you see this icon appear, click and drag with the mouse to change the size of the window.
 11. You can also click and drag directly in the middle of the Title Bar of a window to move it to a different area within the Desktop.
 12. The last button at the right end of the title bar has a big “X” in it. This is the “Close” button, and clicking it will close the window.
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ACTIONS-

INTRODUCTION TO WINDOWS

SCOLLING A WINDOW:

1. To scroll through the content within a window, you can click the arrows located at either end of the scroll bars to scroll the window in that direction.
 2. You can also click and drag the box inside the scroll bars to the desired location in the window and then release it to scroll through the content.
 3. The location of the scroll box inside of the scroll bar indicates your position within the content of the window.
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SHUTTING DOWN WINDOWS:

1. When you need to turn off your computer, it is very important to do so properly. **Do not simply unplug the computer or interrupt its power source! Doing so could possibly corrupt the information in your computer!**
2. To properly shut down a computer using Windows 8, open the Charm Bar at the right side of the screen and then click the “Settings” button to display the “Settings” pane to the right of the screen.
3. Then click the “Power” button at the bottom of the “Settings” pane to view a pop-up menu of choices.
4. To shut down the computer, select the “Shut down” command from the pop-up menu.
5. To properly shut down a computer using Windows 7 or Windows Vista, place your mouse pointer over the “Start” button and click it to open the pop-up menu of choices.
6. Roll your mouse pointer over to the right-pointing arrow in the lower right corner of the pop-up menu and click it.
7. From the side menu that appears, select the “Shut Down” command to shut down Windows.
8. In Windows 7, if the “Shut Down” command is shown next to the right-pointing arrow, then there is no need to click the arrow to select it. Instead, simply click directly on the “Shut Down” command, instead.
9. It may take a few moments before Windows will shut down entirely, so be patient. Once Windows has completely powered off and the computer is shut down, then it is permissible to shut off the power supply for the computer or unplug it if necessary.

EXERCISES-

INTRODUCTION TO WINDOWS

Purpose:

1. To familiarize the student with the Windows 8 environment.
-

Exercises for Windows 8:

1. Login to your Windows 8 computer using either a local account or your Microsoft account.
2. Locate the "Internet Explorer" app tile located within the "Start" screen.
3. Click the "Internet Explorer" app tile within the "Start" screen to display Internet Explorer.
4. Click and drag from the top to the bottom of the "Internet Explorer" app window to close the app.
5. Slide your mouse pointer to the lower-right corner of the screen or swipe in from the right to display the "Charm Bar" at the right side of the "Start" screen.
6. Roll your mouse pointer up the "Charm Bar" and then click the "Settings" charm in order to open the "Settings" panel at the right side of the screen.
7. Click into the "Start" screen in order to hide the display of the "Settings" panel.
8. Right-click on the "Weather" app tile within the "Start" screen to display the Options Bar at the bottom of the screen.
9. Click the "Turn live tile off" command within the Options Bar to turn off the weather display within the tile.
10. Right-click on the "Weather" app tile within the "Start" screen to display the Options Bar at the bottom of the screen.
11. Click the "Turn live tile on" command within the Options Bar to turn on the weather display within the tile.
12. Click the "Desktop" app tile within the "Start" screen to display the "Desktop" app.
13. Roll your mouse pointer into the lower-left corner of the "Desktop" screen until you see the icon of the "Start" screen appear.
14. Click the icon for the "Start" screen to switch back to the "Start" screen.
15. Roll your mouse pointer into the lower-left corner of the "Start" screen until you see the icon of the "Desktop" screen appear.
16. Click the icon for the "Desktop" screen to switch back to the "Desktop" screen.

EXERCISES-

INTRODUCTION TO WINDOWS

Purpose:

1. To familiarize the student with the Windows 7 and Windows Vista environments.
-

Exercises for Windows 7 and Windows Vista:

1. Locate the “Start” button located in the lower left corner of the Windows taskbar, and click it once with the left mouse button. For all examples, unless indicated otherwise, all “click” commands are a left click with the mouse.
2. Click the “Documents” command from the commands shown at the right side of the pop-up menu to open the “Documents” window for your user account.
3. Click the “Minimize” button in the upper right area of the “Document” window’s title bar.
4. Click on the “Documents” entry that is now in the Windows taskbar to show the window onscreen again. Note that this entry is located within the “Libraries” icon within the Windows taskbar if using Windows 7.
5. Click on the “Maximize” button in the upper right area of the title bar of the “Documents” window.
6. Click on the “Close” button in the upper right area of the title bar in the “Documents” window.
7. Right-click into the empty space in your Windows Desktop to display a pop-up menu of command choices available for the Desktop. Left-click in the blank area of the Windows Desktop to cancel the menu.