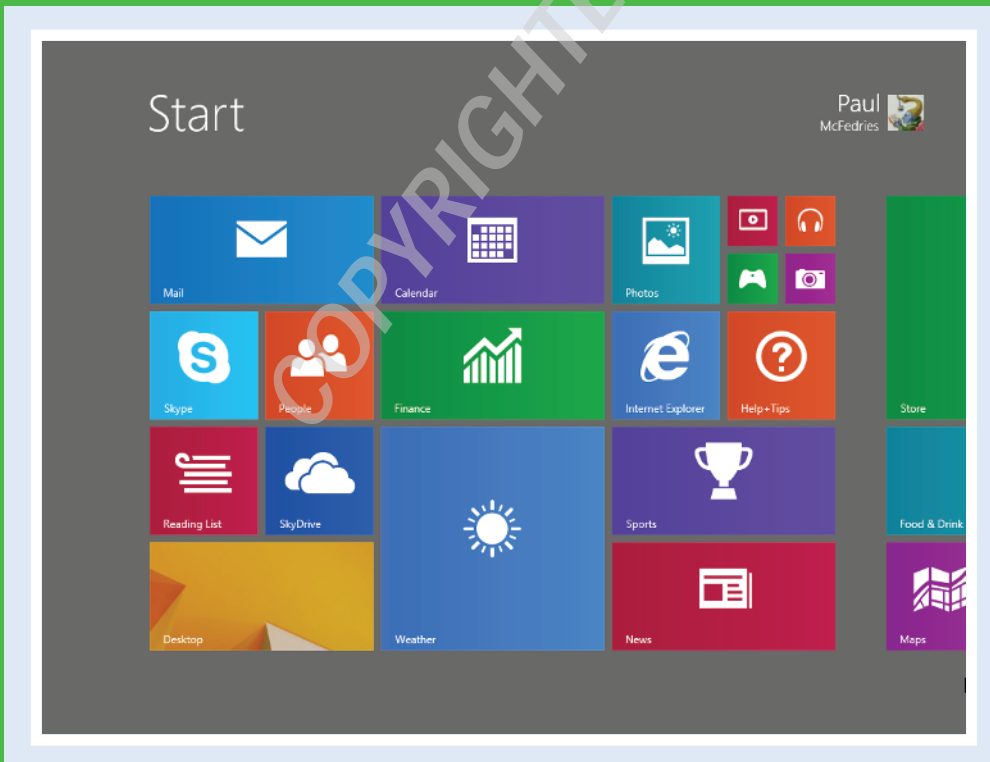


CHAPTER 1

Getting Started with Windows

Are you ready to discover Windows? In this chapter, you tour the Start screen, learn about the mouse, connect to your network, and more.



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Start Windows

When you turn on your computer, Windows starts automatically, but you may have to navigate the sign-on screen along the way. To prevent other people from using your computer without your authorization, Windows requires you to set up a username and password. You supply this information the very first time you start your computer, when Windows takes you through a series of configuration steps. Each time you start your computer, Windows presents the sign-on screen, and you must enter your username and password to continue.

Start Windows

1 Turn on your computer.

A After a few seconds, the Windows Lock screen appears.

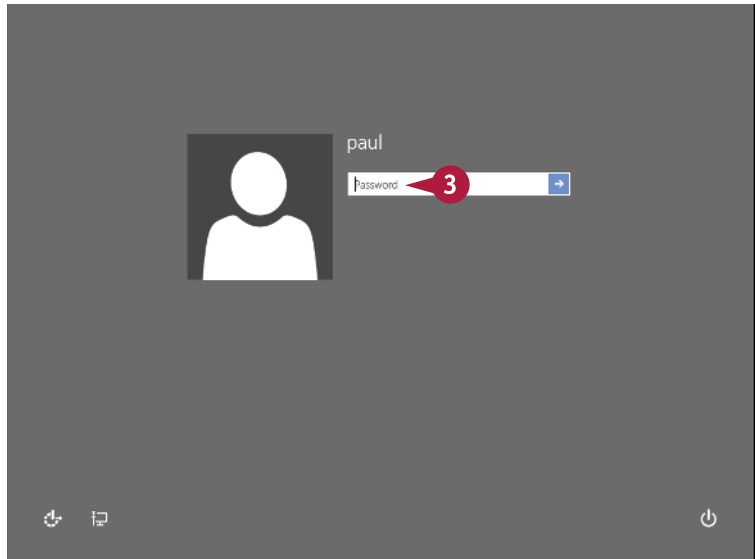
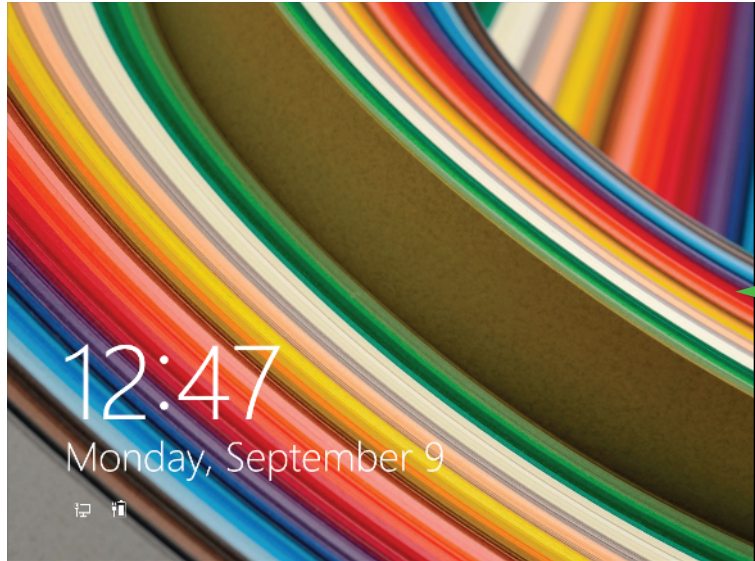
Note: If you do not see the Lock screen, you can skip the rest of the steps in this section.

2 Press **Enter**

If you are using a tablet, place a finger or a stylus on the screen, slide up an inch or two, and then release the screen.

The Windows sign-on screen appears.

3 Click inside the **Password** box.



- 4 Type your password.
- 5 Click the **Submit** arrow (→) or press **Enter**



The Windows Start screen appears.



TIPS

How can I be sure that I am typing the correct password characters?

If you know there is no danger of someone reading your password, click and hold the **Display Password Characters** icon (👁). This changes the dots to the actual characters. When you release the icon, the characters return to dots.

On my tablet, Windows lights up each key as I tap it, so is it possible for someone to determine my password by following these taps?

In theory, yes, if you think that someone might see your password clicks. Click **Hide keypress**, which is the key to the left of the spacebar. This prevents Windows from lighting up each key as you click it.

Explore the Windows Start Screen

Before getting to the specifics of working with Windows, take a few seconds to familiarize yourself with the basic elements of the Start screen. These elements include the Start screen's app tiles, live tiles, your user tile, and the Desktop tile.

Understanding where these elements appear on the Start screen and what they are used for will help you work through the rest of this book and will help you navigate Windows and its applications on your own.

A Tile

Each of these rectangles represents an app or a Windows feature. Most of the programs that you install will add their own tiles to the Start screen.

B User Tile

Use this tile to access features related to your Windows user account.

C Live Tile

Some tiles are *live* in the sense that they display frequently updated information, such as the current weather shown by the Weather tile and the stock data shown by the Finance tile.



Display the Charms Menu

You can access many of the Windows options, settings, and features by displaying the Charms menu. One of the design goals of Windows was to keep the screen simple and uncluttered. Therefore, the Start screen displays no menus, toolbars, or other elements that are normally associated with computer programs. Instead, you access these extra elements using gestures. One of the most useful of these extra elements is the Charms menu.

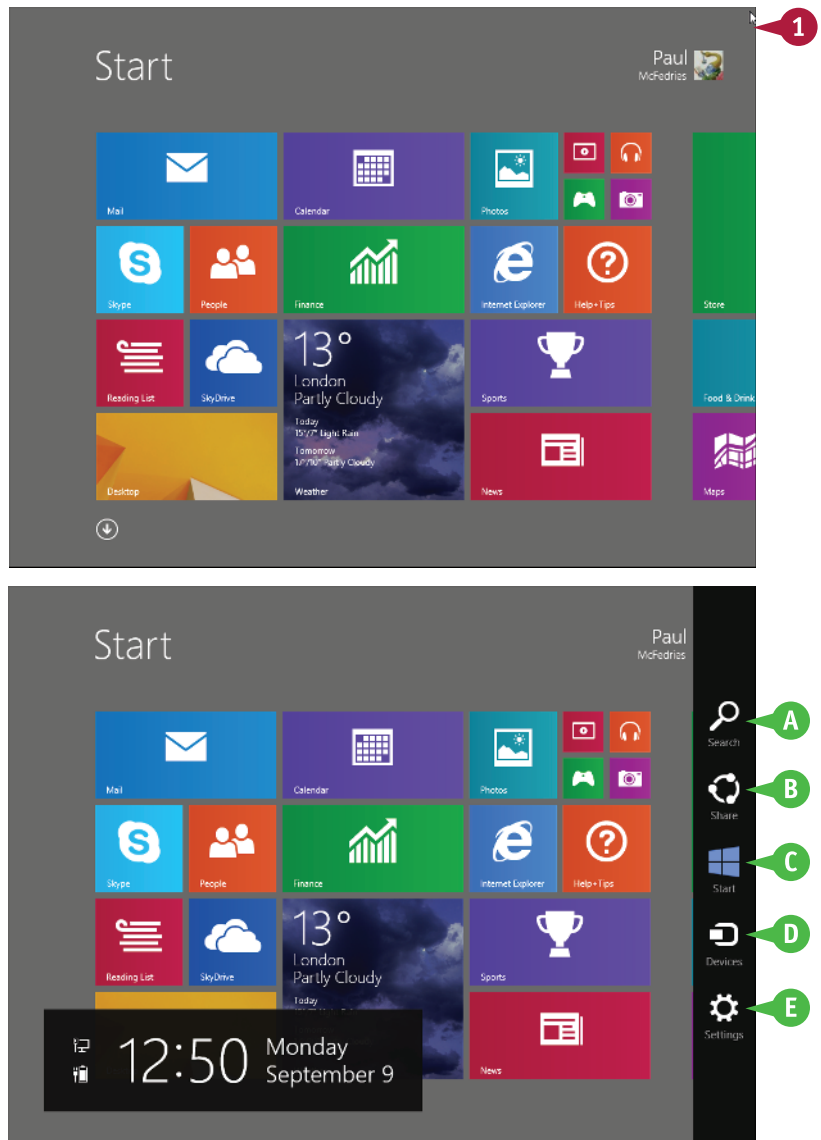
Display the Charms Menu

- 1 Position the mouse pointer (☞) in the upper-right or the lower-right corner of the screen.

If you are using a tablet, place your finger or your tablet stylus on the right edge of the screen and then swipe your finger or the stylus along the screen to the left for an inch or two.

Windows displays the Charms menu.

- A Click **Search** to locate apps, settings, or files on your computer.
- B Click **Share** to send data from your computer to other people.
- C Click **Start** to return to the Start screen when you are using an app.
- D Click **Devices** to see a list of device-related actions you can perform.
- E Click **Settings** to adjust the Windows options.



Get to Know the Windows Apps

You can get up to speed quickly with Windows by understanding what each of the default Start screen tiles represents and its function. Most of the Start screen tiles are *apps*, short for *applications*, which are programs that you use to work, play, and get things done with Windows.

A Mail

Use this app to send and receive e-mail messages.

B Calendar

Use this app to schedule appointments, meetings, and other events.

C Finance

Use this app to track stocks, get financial news, and more.

D Weather

Use this app to get the latest weather and forecasts for one or more cities.

E Desktop

This app represents the Windows desktop.

F Reading List

Use this app to store articles from other apps for later reading.

G SkyDrive

Use this app to send files to your SkyDrive, which is an online storage area associated with your Microsoft account.

H Skype

Use this app to place Internet-based phone calls.

I People

Use this app to connect with the people in your life; you can store contact data, connect with your Facebook and Twitter accounts, and more.



A Photos

Use this app to view the photos and other pictures that you have on your computer.

B Video

Use this app to watch the videos and movies stored on your computer, as well as to buy or rent movies and TV shows.

C Music

Use this app to play the music files on your computer, as well as purchase music.

D Games

Use this app to download games that you can play on either your computer or your Xbox gaming console.

E Camera

Use this app to connect with your computer's camera to take a picture or video.

F Store

Use this app to install more apps from the Windows Store.

G Food & Drink

Use this app to read articles about food, cooking, and wine, locate and save recipes, create a

shopping list, and more.

H Health & Fitness

Use this app to read health articles and to track your diet, workouts, and health.

I Maps

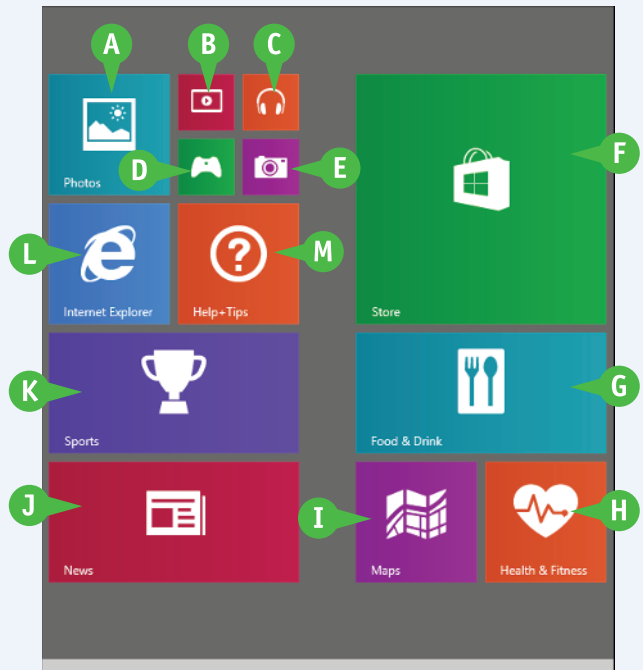
Use this app to find locations on a map and get directions.

J News

Use this app to read the latest news in categories such as politics, technology, and entertainment.

K Sports

Use this app to get the latest sports schedules and scores, follow your favorite teams, view standings and statistics, and more.

**L Internet Explorer**

Use this app to navigate sites on the World Wide Web (WWW).

M Help + Tips

Use this app to find tips and articles about how to use Windows.

Using a Mouse with Windows

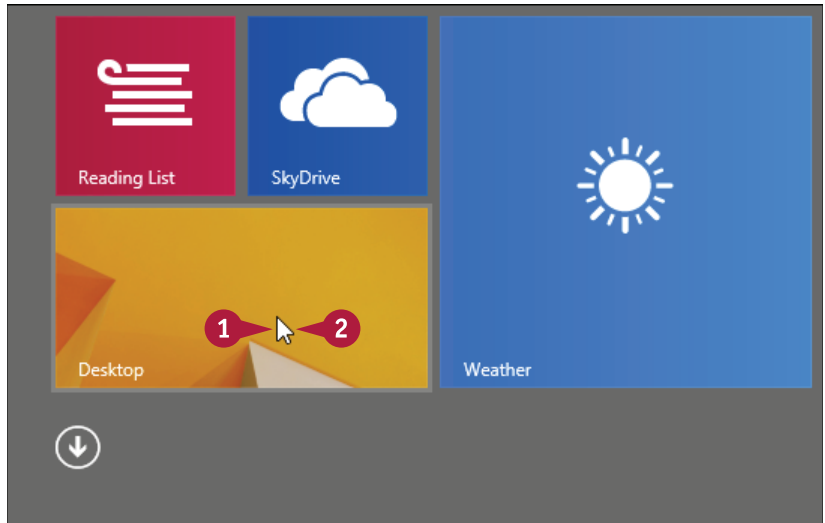
If you are using Windows on a desktop or notebook computer, it pays to learn the basic mouse techniques early on because you will use them for as long as you use Windows. If you have never used a mouse before, remember to keep all your movements slow and deliberate, and practice the techniques in this section as much as you can.

Using a Mouse with Windows

Click the Mouse

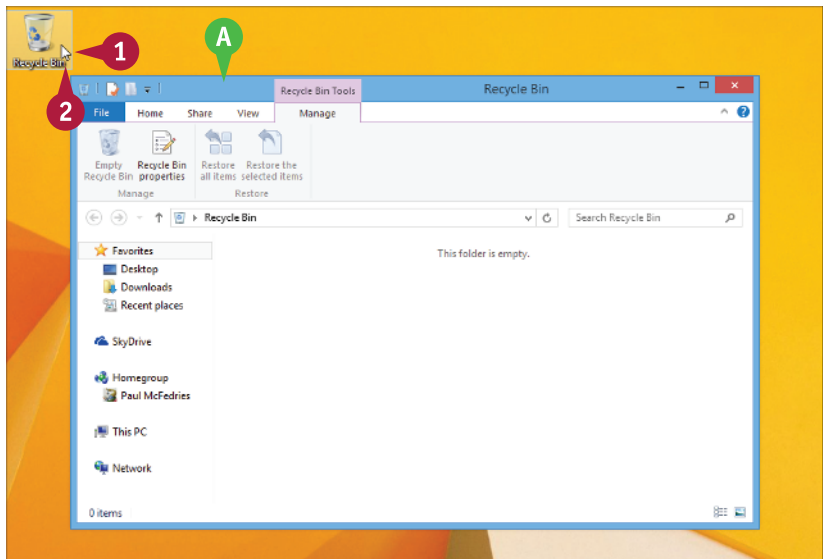
- 1 Position the mouse pointer (↔) over the object you want to work with.
- 2 Click the left mouse button.

Windows usually performs some operation in response to the click, such as displaying the desktop.



Double-Click the Mouse

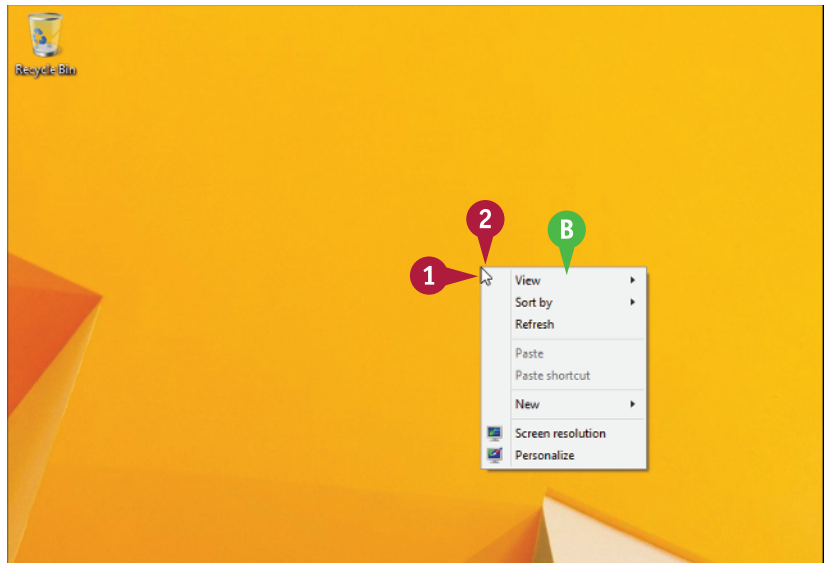
- 1 Position the mouse pointer (↔) over the object you want to work with.
 - 2 Click the left mouse button twice in quick succession.
- A Windows usually performs some operation in response to the double-click action, such as displaying the Recycle Bin window.



Right-Click the Mouse

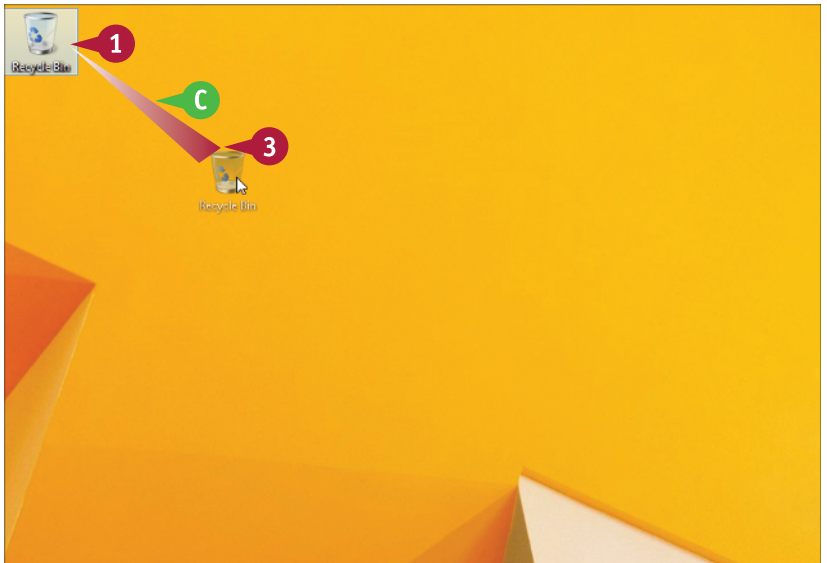
- 1 Position the mouse pointer (☞) over the object you want to work with.
 - 2 Click the right mouse button.
- B** Windows displays a shortcut menu when you right-click something.

Note: The contents of the shortcut menu depend on the object you right-click.



Click and Drag the Mouse

- 1 Position the mouse pointer (☞) over the object you want to work with.
 - 2 Click and hold the left mouse button.
 - 3 Move the mouse to drag the selected object.
- C** In most cases, the object moves along with the mouse pointer (☞).
- 4 Release the mouse button when the selected object is repositioned.



TIPS

Why does Windows sometimes not recognize my double-clicks?

Try double-clicking as quickly as you can, and do not move the mouse between clicks. If you continue to have trouble, use the Start screen to type **double**, and then click **Mouse** to open the Mouse Properties dialog box. Click the **Buttons** tab. In the Double-Click Speed group, click and drag the slider to the left (toward Slow).

How can I set up my mouse for a left-hander?

Set up the right mouse button as the primary button for clicking. On the Start screen, type **button**, and then click **Change the buttons on your mouse** to open the Mouse settings screen. Click the **Select your primary button** ☒ and then click **Right**.

Connect to a Wireless Network

If you have a wireless access point and your computer has built-in wireless networking capabilities, you can connect to the wireless access point to access your network. If your wireless access point is connected to the Internet, then connecting to the wireless network gives your computer Internet access, as well. Most wireless networks are protected with a security key, which is a kind of password. You need to know the key before attempting to connect. However, after you have connected to the network once, Windows remembers the password and connects again automatically whenever the network comes within range.

Connect to a Wireless Network

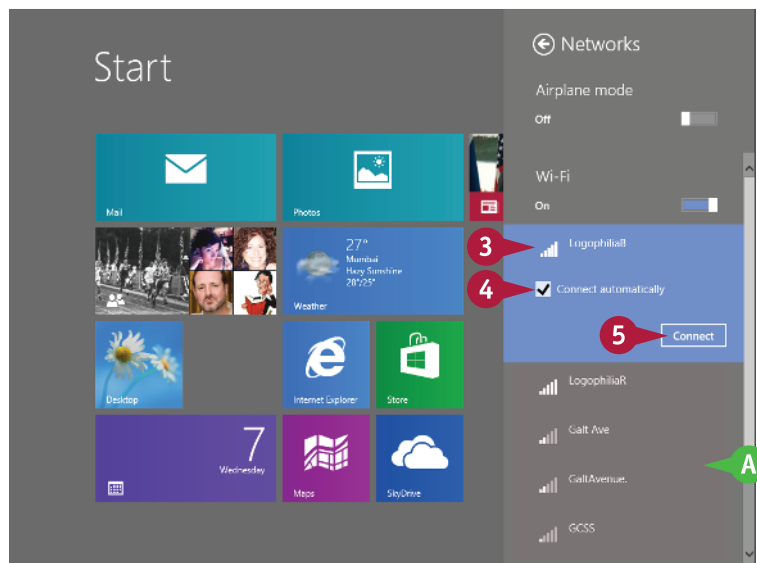
- 1 Position the mouse pointer (☞) in the upper-right or the lower-right corner of the screen to display the Charms menu and then click **Settings**.

The Settings pane appears.

- 2 Click the **Network** icon (📶).



- A Windows displays a list of wireless networks in your area.
- 3 Click your network.
- 4 To have Windows connect to your network automatically in the future, click to activate the **Connect automatically** check box (☐ changes to ☑).
- 5 Click **Connect**.

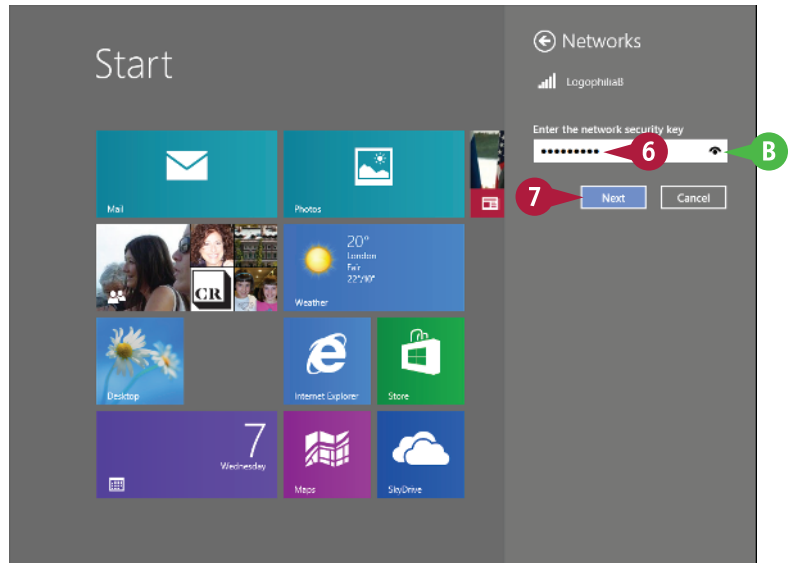


If the network is protected by a security key, Windows prompts you to enter it.

6 Type the security key.

B If you want to be certain that you typed the security key correctly, temporarily click and hold the **Display Password Characters** icon (👁).

7 Click **Next**.



Windows connects to the network.

8 Display the Charms menu and then click **Settings**.

C The network icon changes from Disconnected (📶) to Connected (📶) to indicate that you now have a wireless network connection.

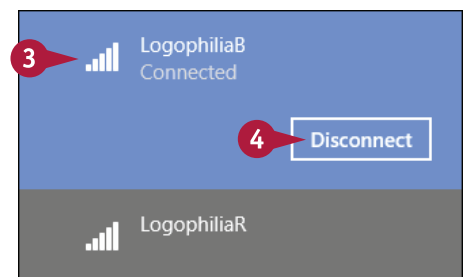


TIP

How do I disconnect from my wireless network?

To disconnect from the network, follow these steps:

- 1** Display the Charms menu and then click **Settings**.
- 2** Click **Connected** (📶).
- 3** Click your network.
- 4** Click **Disconnect**. Windows disconnects from the wireless network.



Create a Microsoft Account

You can get much more out of Windows by using a Microsoft account. When you connect a Microsoft account to your Windows user account, many previously inaccessible Windows features become immediately available. For example, you can use the Mail app to access your e-mail and the SkyDrive app to store documents online. You can also download apps from the Windows Store, access your photos and documents anywhere online, and even synchronize your settings with other PCs for which you use the same account.

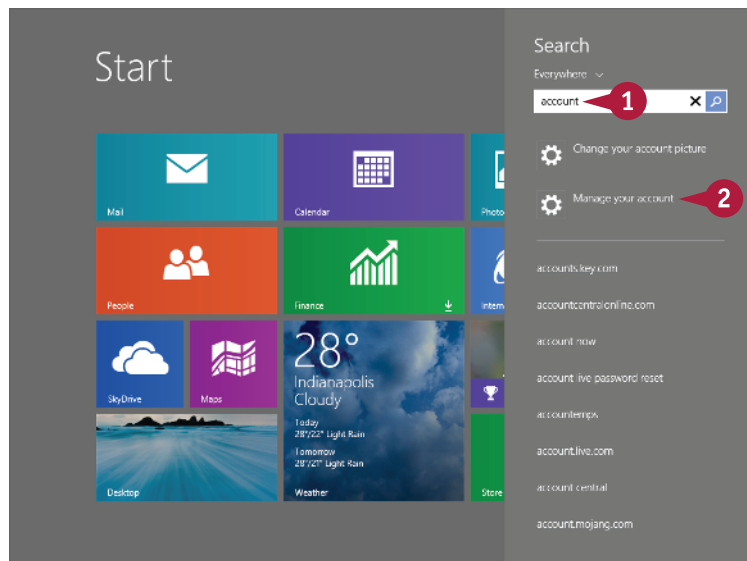
Create a Microsoft Account

Start a Microsoft Account

- 1 From the Start screen, type **account**.

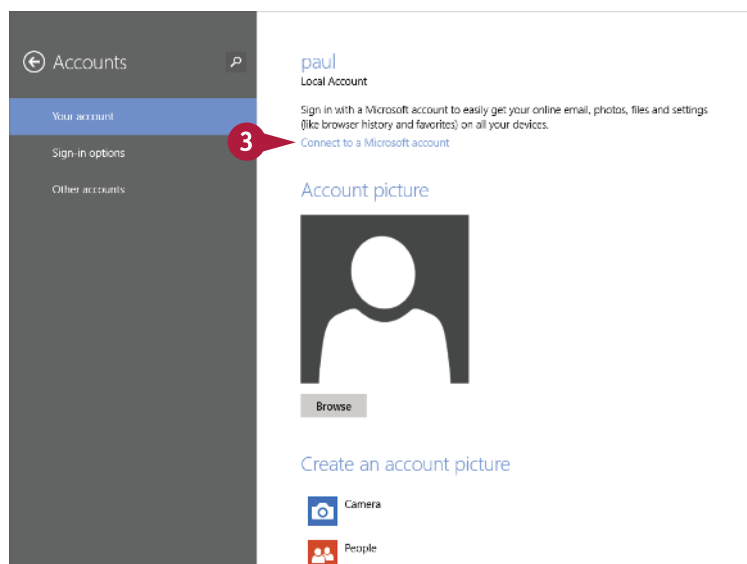
Windows displays the “account” search results.

- 2 Click **Manage your account**.



Windows displays the PC Settings window with the Accounts page selected.

- 3 Click **Connect to a Microsoft account**.



Windows asks you to verify your current account password.

- 4 Type your password.
- 5 Click **Next**.

Configure an Existing Microsoft Account

If you want to create a new Microsoft account, click **Sign up for a Microsoft account** and then skip to the next subsection.

- 1 Type your e-mail address.
- 2 Type your password.
- 3 Click **Next**.

Windows asks how you want to receive your security code to verify your account.

- 4 Select a method.
- 5 Click **Next**.

Switch to a Microsoft account on this PC

First, confirm your current password.

paul

Current password 4

5 Next Cancel

← Connect this PC to your Microsoft account

Use one account to sign in to Windows and other Microsoft devices and services. Sync settings online to make your PCs look and feel the same — for example, browser favorites and history.

Email address 1

Password 2

Sign up for a Microsoft account

3 Next Cancel

← Help us protect your account

You need to use a security code to verify your account.

How would you like to receive your code? 4

I already have a code

Skip this for now

5 Next Cancel

TIPS

How do I create a new account using either Outlook.com or Windows Live?

When you type the e-mail address, type the username that you prefer to use, followed by either **outlook.com** or **live.com**. If the username has not been taken, Windows recognizes that this is a new address, and it creates the new account automatically.

Can I use a non-Microsoft e-mail address?

Yes, you can. Windows does not require that you use an Outlook.com, Windows Live, or Hotmail e-mail address from Microsoft. If you have an e-mail address that you use regularly, you are free to use that with your Windows account.

Create a Microsoft Account (continued)

How you proceed after you type your e-mail address depends on whether you are creating a new Microsoft account or using an existing account. Using a Microsoft account with Windows can help if you forget your account password and cannot log in.

You can provide Microsoft with your mobile phone number, so if you ever forget your password, Microsoft will send you a text message to help you reset your password. You can also give Microsoft an alternative e-mail address, or you can provide the answer to a secret question.

Create a Microsoft Account (continued)

Windows sends the security code and then prompts you to enter it.

- 6 Type the security code.
- 7 Click **Next**.
- 8 Skip to the “Complete the Account” subsection on the facing page.

Help us protect your account

Before you can continue, you need to enter the security code we sent to (416) 898-8100.

Security code 6 X

[Use a different verification option](#)

[Skip this for now](#)

7 Next Cancel

Configure a New Microsoft Account

The account information page appears.

- 1 Type the e-mail address you want to use.
- 2 Type your password in both text boxes.
- 3 Fill in the rest of the boxes with your personal information.
- 4 Click **Next**.

Sign up for a new email address

You can use your Microsoft account to sign in to Xbox LIVE, Windows Phone, and other Microsoft services.

Email address @ 1

New password 2

Reenter password 2

First name

Last name 3

Country/region

ZIP code X

4 Next Cancel

The Add Security Info page appears.

- 5 Type your birth date.
- 6 Type your mobile phone number.
- 7 Type an alternate e-mail address.
- 8 Choose a secret question and then type the answer to the question.
- 9 Click **Next**.
- 10 Click **Next** (not shown).

Complete the Account

Windows displays some information about SkyDrive.

- 1 Click **Next** (not shown).
- 2 Click **Switch**.

Windows connects the Microsoft account to your user account.

The next time you start Windows, you can use your Microsoft account e-mail address and password to sign in.

TIP

If I no longer want to use a Microsoft account with Windows, can I remove it?

Yes, you can revert to using your original user account at any time. Note, however, that you will no longer see any personal data on the Start screen, you will not be able to access your files online, and your settings will no longer sync between PCs. To remove the Microsoft account, switch to the Start screen, type **account**, and click **Manage your account**. In the Accounts page, click **Disconnect**. Type your Microsoft account password, click **Next**, type your local account password (twice) and a password hint, and click **Next**. Click **Sign out and finish** to complete the removal.

Work with Notifications

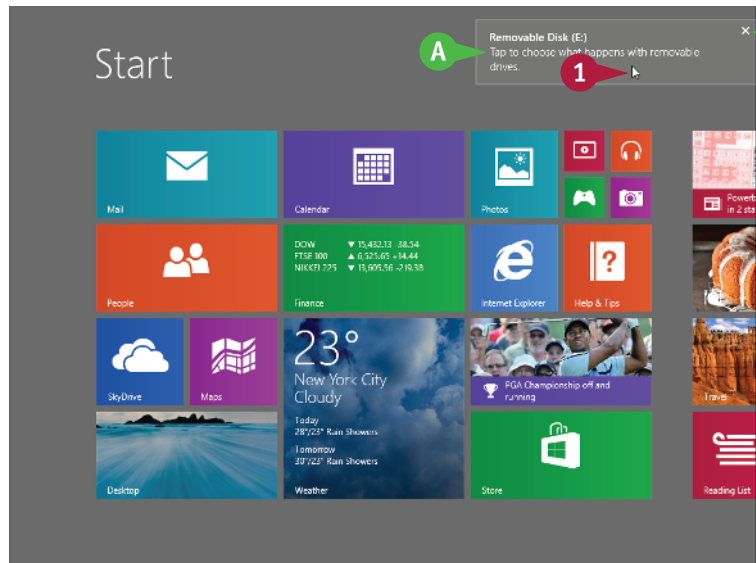
To keep you informed of events and information related to your computer, Windows displays notifications, so you need to understand what they are and how to handle them. As you work with your computer, certain events and conditions will display a notification on the screen. For example, you might add an appointment to the Calendar app and ask the app to remind you about it. Similarly, someone might send you a text message, or you might insert a USB flash drive, and Windows will question what you want to do with its contents.

Work with Notifications

A When an event occurs on your computer, Windows displays a notification, such as when you insert a USB flash drive.

1 Click the notification.

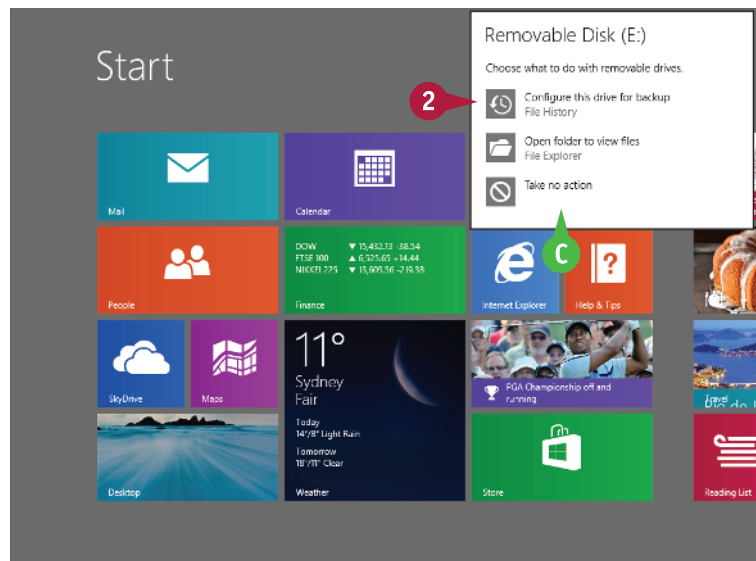
B If you do not want to do anything with the notification at this time, click **Close** (✕).



C Windows displays options related to the notification.

2 Click the option that you want to use.

Windows carries out the task.



Put Windows to Sleep

You can make your computer more energy efficient by putting Windows into sleep mode when you are not using the computer. *Sleep mode* means that your computer is in a temporary low-power mode. This saves electricity when your computer is plugged in, and it saves battery power when your computer is unplugged. In sleep mode, Windows keeps your apps open. This is handy because it means that when you return from sleep mode, after you sign in to Windows again, you can immediately get back to what you were doing.

Put Windows to Sleep

- 1 Position the mouse pointer (☞) in the upper-right or the lower-right corner of the screen to display the Charms menu and then click **Settings**.



The Settings pane appears.

- 2 Click the **Power** button (⏻).
- 3 Click **Sleep**.

Windows activates sleep mode.

Note: To return from sleep mode, press your computer's Power button.



Restart Windows

You can restart Windows, which means that it shuts down and starts up again immediately. This is useful if your computer is running slowly or acting funny. Sometimes a restart solves the problem.

Knowing how to restart Windows also comes in handy when you install a program or device that requires a restart to function properly. If you are busy at the time, you can always opt to restart your computer manually later, when it is more convenient.

Restart Windows

- 1 Shut down all your running programs.

Note: Be sure to save your work as you close your programs.

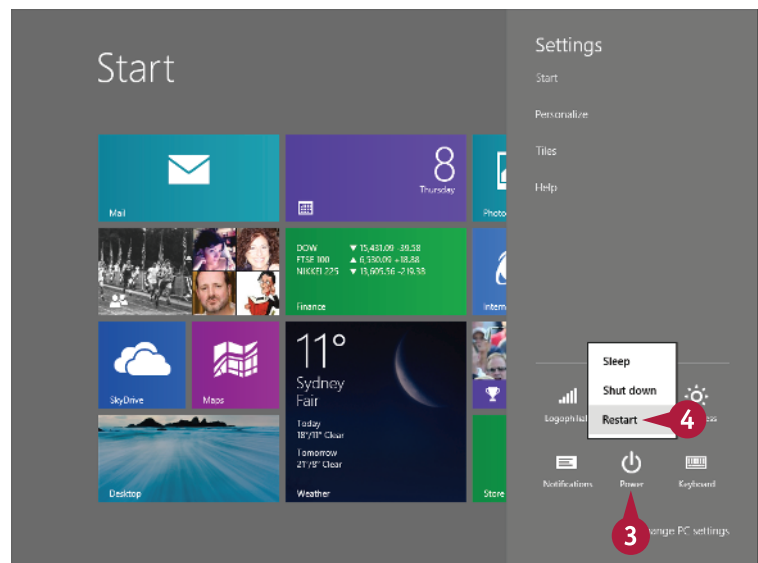
- 2 Position the mouse pointer (⏶) in the upper-right or the lower-right corner of the screen to display the Charms menu and then click **Settings**.



The Settings pane appears.

- 3 Click the **Power** button (⏻).
- 4 Click **Restart**.

Windows shuts down, and your computer restarts.



Shut Down Windows

When you complete your work, you should shut down Windows. However, you do not want to just shut off your computer's power. Instead, you should follow the proper steps to avoid damaging files on your system. Shutting off the computer's power without properly exiting Windows can cause two problems. First, you may lose unsaved changes in open documents. Second, you could damage one or more Windows system files, which could make your system unstable.

Shut Down Windows

- 1 Shut down all your running programs.

Note: Be sure to save your work as you close your programs.

- 2 Position the mouse pointer in the upper-right or the lower-right corner of the screen to display the Charms menu and then click **Settings**.

The Settings pane appears.

- 3 Click the **Power** button (⏻).
- 4 Click **Shut down**.

Windows shuts down and turns off your computer.

