

CHAPTER 1

Getting Started with Windows 8

Are you ready to discover Windows 8? In this chapter, you learn what you can do with Windows 8, take a tour of the Start screen and desktop, learn how to use a mouse, and learn how to shut down Windows 8.



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Start Windows 8

When you turn on your computer, Windows 8 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 8 requires you to set up a username and password. You supply this

information the very first time you start your computer, when Windows 8 takes you through a series of configuration steps. Each time you start your computer, Windows 8 presents the sign on screen and you must enter your username and password to continue.

Start Windows 8

- 1 Turn on your computer.
- A After a minute or so, the Windows 8 Lock screen appears.
- 2 Press **Enter**.

The Windows 8 sign on screen appears.

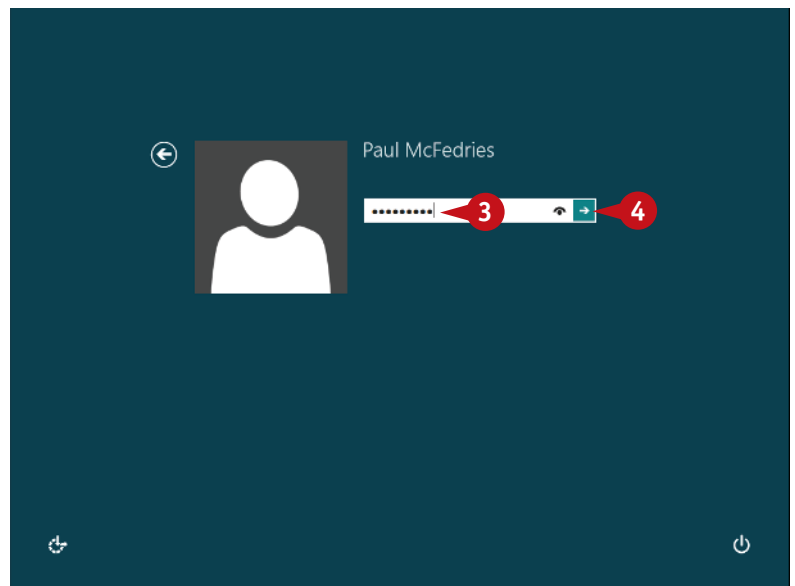
Note: *If you have more than one user account on your computer, you must first click the icon that corresponds to your Windows 8 username.*

- 3 Type your password.

Note: *The password characters appear as dots as you type them so that no one else can read your password.*

- 4 Click the **Submit** arrow (→) or press **Enter**.

The Windows 8 Start screen appears.



What You Can Do with Windows 8

Windows 8 is an operating system that contains a collection of tools, applications, and resources. In this section you find out about the wide variety of tasks you can perform with Windows 8, including

getting work done; organizing and editing photos; playing music, videos, and other media; surfing the web; and communicating with others.

Get Work Done

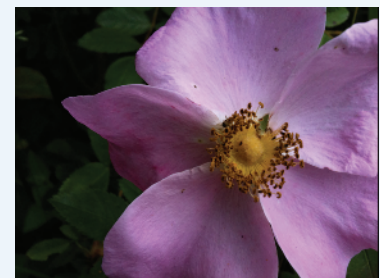
With Windows 8, you can run programs (also called applications or apps) that enable you to get your work done more efficiently, such as a word processor for writing memos and letters, a spreadsheet for making calculations, and a database for storing information. Windows 8 comes with some of these programs (such as the WordPad program you learn about in Chapter 9), and you can purchase and install others separately.

Morning Session

8:00 – 8:30	Opening Remarks
8:30 – 9:00	President's Welcome
9:00 – 9:45	Keynote Address
9:45 – 10:15	Coffee Break
10:15 – 11:00	Industry Trends
11:00 – 12:00	Advisory Panel

Create and Edit Pictures

Windows 8 comes with a lot of features that let you work with images. You can create your own pictures from scratch, import images from a scanner or digital camera, or download images from the Internet. After you create or acquire an image, you can edit it, print it, or send it via e-mail. You can even create a photo slide show on a DVD. You learn about these and other picture tasks in Chapter 7.



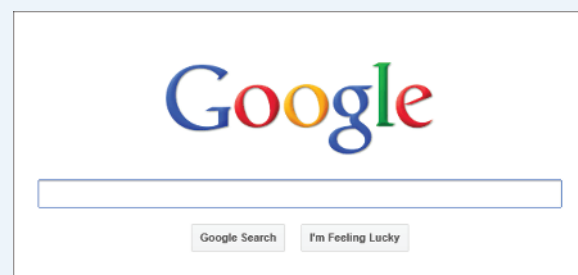
Play Music

Windows 8 has treats for your ears as well as your eyes. You can listen to audio CDs, play digital sound and video clips, copy tracks from a music CD, create your own music playlists, and copy audio files to a recordable CD. You learn about these and other music tasks in Chapter 8.



Get on the Internet

Windows 8 makes connecting to the Internet easy (see Chapter 3). And after you are on the Net, Windows 8 has all the tools you need to get the most out of your experience. For example, you can get an account from Microsoft and use it to display messages, your calendar, and other online items on your Start screen. You can also use Internet Explorer to surf the World Wide Web (see Chapter 5) and Mail to send and receive e-mail, edit contacts, and create appointments (see Chapter 6).



The Windows 8 Start Screen

Before getting to the specifics of working with Windows 8, take a few seconds to familiarize yourself with the basic elements of the Start screen.

These elements include the Start screen's tiles and live tiles, the mouse pointer, 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 the sections in this book and will help you navigate Windows 8 and its applications on your own.

A Tile

Each of these rectangles represents an application or a Windows 8 feature. An application you install often adds its own tile to the Start screen.

B Mouse Pointer

When you move your mouse, this pointer moves along with it.

C Desktop Tile

You use this tile to access the Windows 8 desktop, which you learn about in the next section.



D Live Tile

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

E User Account Tile

You use this tile to access commands related to your Windows 8 user account.

The Windows 8 Desktop

Before getting to the specifics of working with Windows 8, take a few seconds to familiarize yourself with the basic screen elements, such as the desktop icons, the taskbar, and the notification area.

Understanding these elements and what you use them for will help you throughout this book.

To get to the desktop from the Start screen, use your mouse to click the **Desktop** tile, or press **Windows + D**.

A Desktop Icon

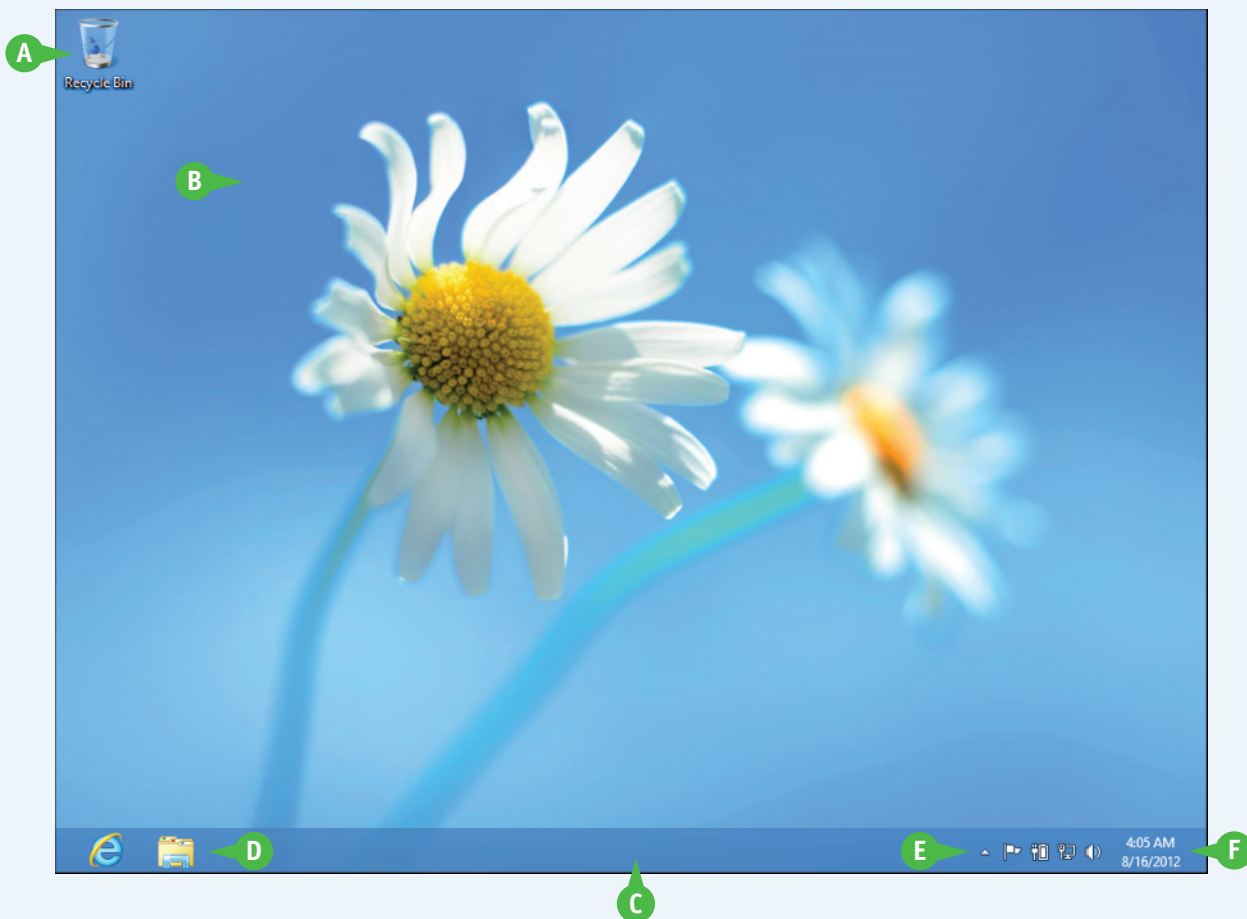
An icon on the desktop represents a program or Windows 8 feature. A program you install often adds its own icon on the desktop.

B Desktop

This is the Windows 8 “work area,” meaning that it is where you work with some of your programs and documents.

C Taskbar

The programs you have open appear in the taskbar. You use this area to switch between programs if you have more than one running at a time.



D Taskbar Icons

You use these icons as an alternative method for launching some Windows 8 programs.

E Notification Area

This area displays small icons that notify you about things happening on your computer. For example, you see notifications if your printer runs out of paper or if an update to Windows 8 is available over the Internet.

F Time and Date

This is the current time and date on your computer. To see the full date, position the mouse over the time. To change the date or time, click the time.

Using a Mouse with Windows 8

If you are using Windows 8 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 8

Click the Mouse

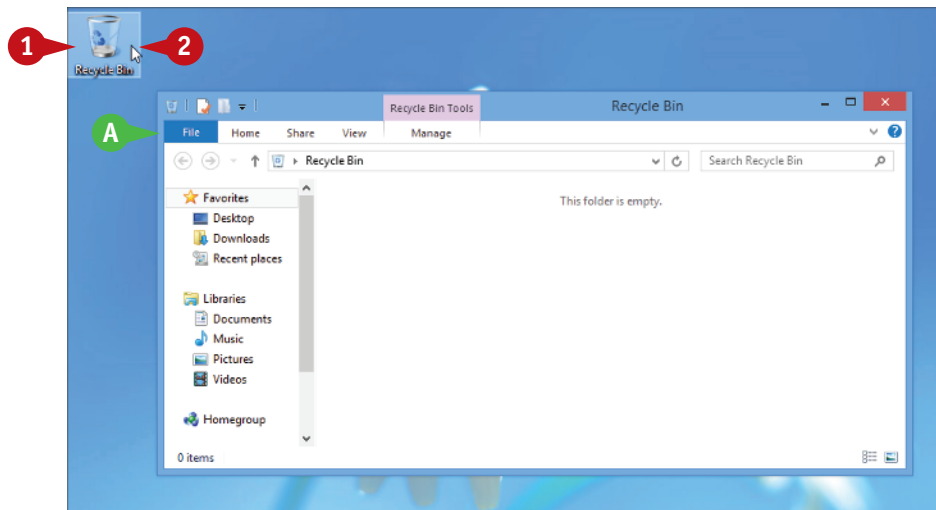
- 1 Position the mouse over the object you want to work with.
- 2 Click the left mouse button.

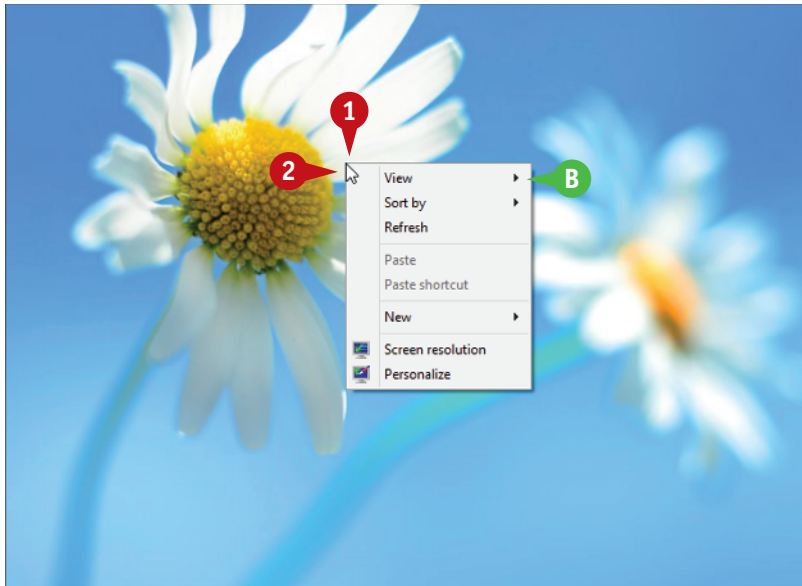
Windows 8 usually performs some operation in response to the click (such as displaying the desktop).



Double-Click the Mouse

- 1 Position the mouse over the object you want to work with.
 - 2 Click the left mouse button twice in quick succession.
- A Windows 8 usually performs some operation in response to the double-click action (such as displaying the Recycle Bin window).





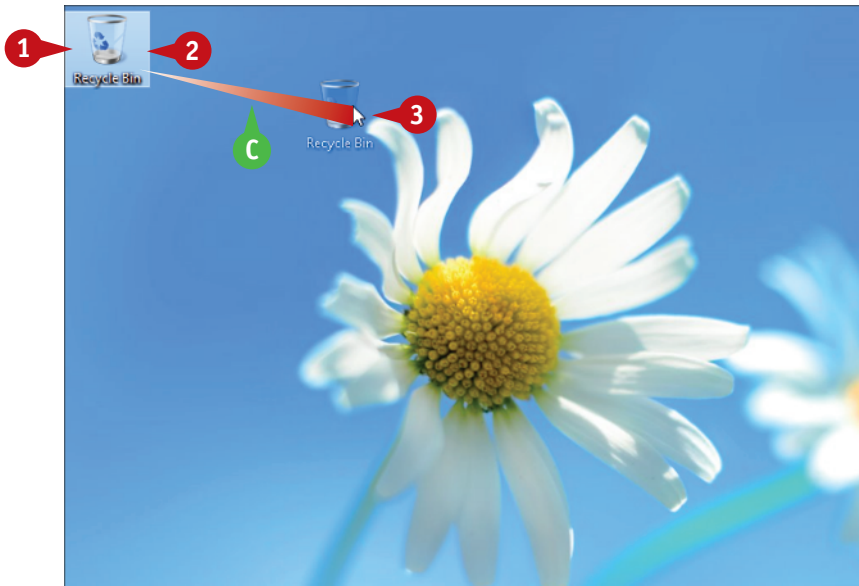
Right-Click the Mouse

- 1 Position the mouse  over the object you want to work with.
- 2 Click the right mouse button.
- B Windows 8 displays a shortcut menu when you right-click something.

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

Click and Drag the Mouse

- 1 Position the mouse  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 .
- 4 Release the mouse button when the selected object is repositioned.



simplify it

Why does Windows 8 sometimes not recognize my double-clicks?

Double-click 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 **mouse**, click **Settings**, and then click **Change mouse settings**. 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?

You can switch the left and right mouse buttons. On the Start screen, type **mouse**, click **Settings**, and then click **Change mouse settings**. Click the **Buttons** tab. Click **Switch primary and secondary buttons** (☐ changes to ☒) and then right-click **OK**.

Using Windows 8 on a Tablet PC

If you are using Windows 8 on a tablet PC, you need to know the basic touch gestures available.

Using a tablet PC is a different experience than using a regular computer, but Windows 8 was built with the tablet PC in mind, so it is intuitive and easy to learn.

If you have never used a tablet PC before, the main difference is that you use your fingers (or sometimes

a stylus, if your tablet comes with one) to run applications, select items, and manipulate screen objects. This might seem awkward at first, but it will come to seem quite natural if you practice the techniques in this section as much as you can.

Using Windows 8 on a Tablet PC

Initiate an Action

- 1 Position your finger or the stylus over the object you want to work with.

- 2 Tap the screen.

Depending on the object, Windows 8 either selects the object or performs some operation in response to the tap (such as displaying the desktop).

Swipe the Screen

- 1 Quickly move your finger or the stylus across the screen, as follows:

Swipe left from the right edge of the tablet.

- A Windows 8 displays the Charms menu.

Swipe right from the left edge of the tablet to switch between running applications.

If an application takes up multiple screens, swipe right or left to navigate the screens.

Swipe down from the top edge of the tablet to display a Windows 8 app's application bar.



Getting Started with Windows 8

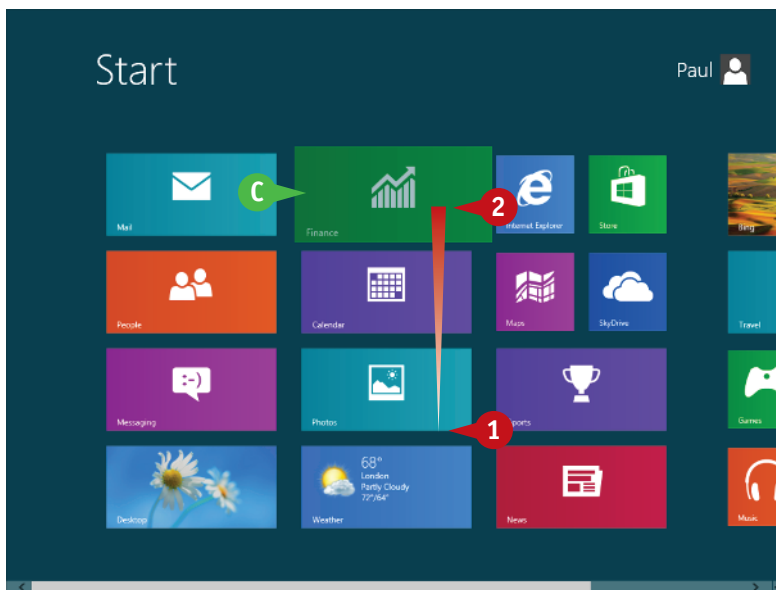
Display a Tile's Application Bar

- 1 Swipe down on the object you want to work with.
- B Windows 8 displays the application bar.



Move an Item

- 1 Position your finger or the stylus over the item you want to work with.
- 2 Tap and hold the item and immediately begin moving your finger or the stylus.
- C The object moves along with your finger or the stylus.
- 3 When the object is repositioned where you want it, lift your finger or the stylus off the screen to complete the move.



simplify it

How do I close an application using gestures?

Position your finger at the top edge of the tablet and then slide it down. At first you see the application's settings, so keep sliding. When you get halfway, the application becomes a small window. Drag that small window to the bottom of the screen, and then lift your finger. Windows 8 shuts down the application.

After I tap the Desktop tile, how do I return to the Start screen?

You can do this a couple of ways. First, understand that the desktop is an application, so you can close it using the technique described in the previous tip. Alternatively, swipe left from the right edge of the tablet to display the Charms menu, and then tap the **Start** icon.

Restart Windows 8

You can restart Windows 8, which means it shuts down and starts up again immediately. This is useful if your computer is running slow or acting funny. Sometimes a restart solves the problem.

Knowing how to restart Windows 8 also comes in handy when you install a program or device that

requires a restart to function properly. If you are busy right now, you can always opt to restart your computer yourself later, when it is more convenient.

Restart Windows 8

- 1 Shut down all your running programs.

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

- 2 Press **Windows** + **I**.

- A The Start settings menu appears.

Note: *To display the Start settings menu on a tablet PC, swipe from the right edge to open the Charms menu, and then tap **Settings**.*

- 3 Click **Power**.

- 4 Click **Restart**.

Windows 8 shuts down and your computer restarts.



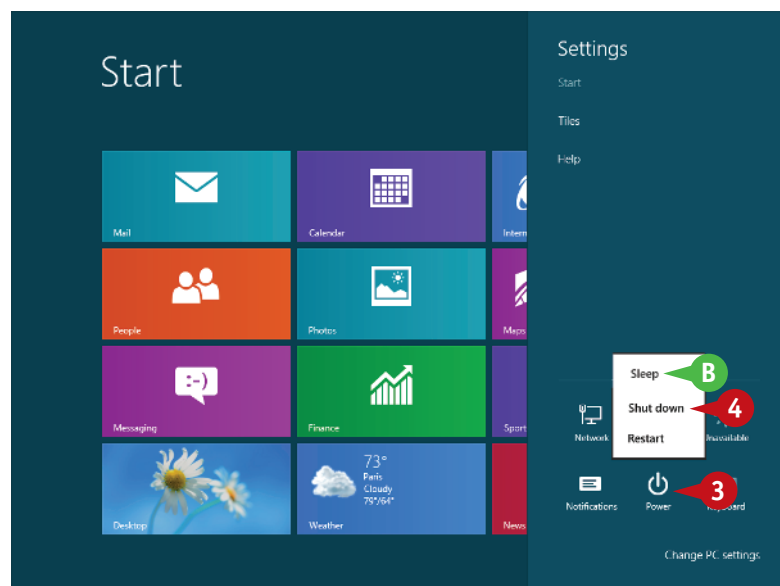
Shut Down Windows 8

When you complete your work for the day, you should shut down Windows 8. However, do not just shut off your computer's power. Follow the proper steps to avoid damaging files on your system.

Shutting off the computer's power without properly exiting Windows 8 can cause two problems. First, if

you have unsaved changes in some open documents, you may lose those changes. Second, you could damage one or more Windows 8 system files, which could make your system unstable.

Shut Down Windows 8



- 1 Shut down all your running programs.

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

- 2 Press **Windows** + **I**.

- A The Start settings menu appears.

Note: To display the Start settings menu on a tablet PC, swipe from the right edge to open the Charms menu, and then tap **Settings**.

- 3 Click **Power**.

- 4 Click **Shut down**.

Windows 8 shuts down and turns off your computer.

- B If you want Windows 8 to automatically reopen all the programs and documents currently on your screen, click **Power** and then click **Sleep**, instead.