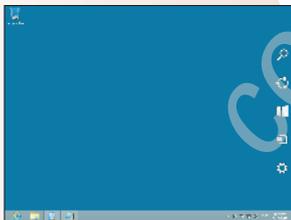
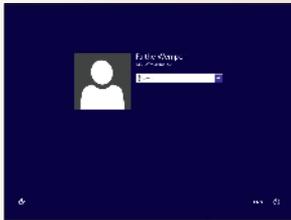


## Lesson 1

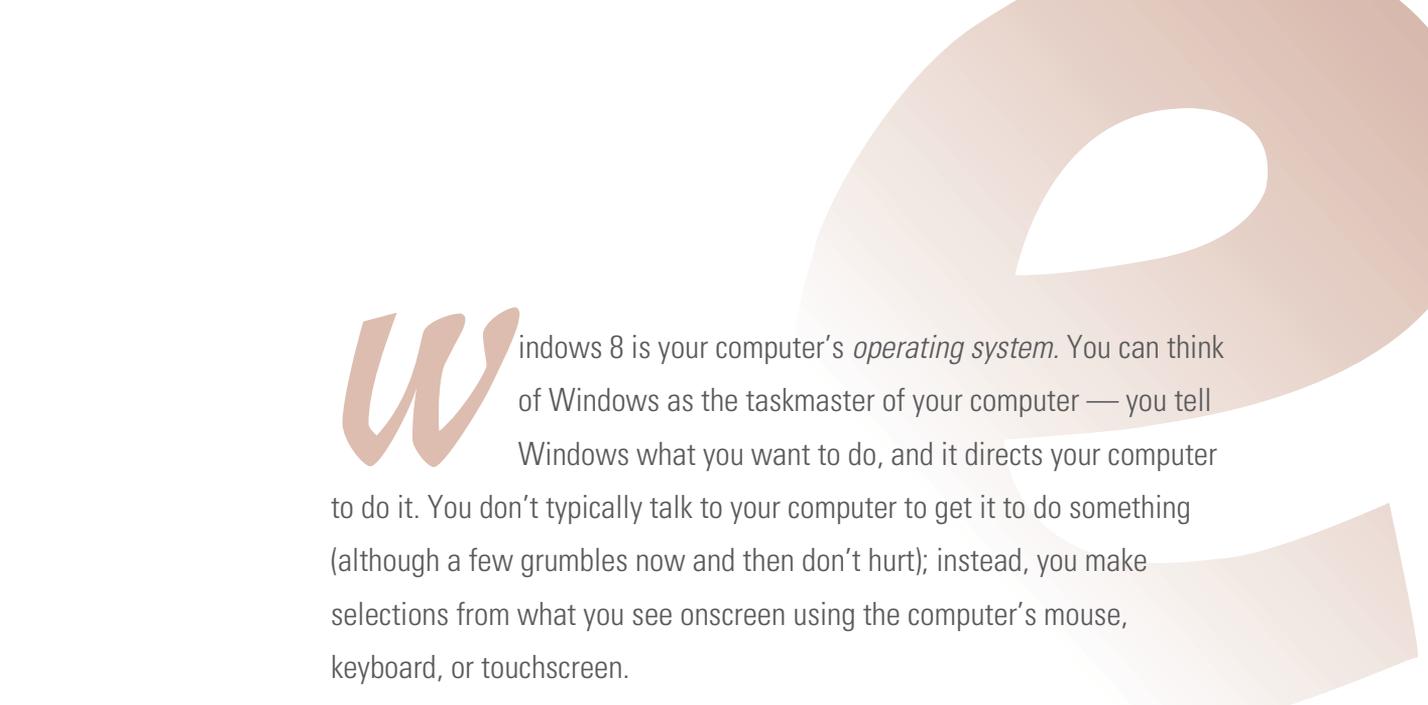
# Getting Started with Windows 8



- ✓ Log into and out of Windows 8.
- ✓ Shut down your computer safely without losing any work.
- ✓ Get to know the Windows 8 workspace.
- ✓ Master mouse and touchscreen actions.



- 1.** Help! All I see is a picture with the date and time on it.  
You need to sign in. See page..... 10
- 2.** How can I prevent people from snooping when I step away  
from my desk?  
Lock your computer while you're away. See page ..... 13
- 3.** How do I shut down the computer completely?  
Way to save energy! Find out how on page ..... 14
- 4.** What's this grid of rectangles on my screen?  
That grid is the new Start screen. Check out page..... 11
- 5.** Where's my desktop?  
Press the Esc key to find it. Then see page ..... 20
- 6.** Where did the Start button go?  
It's gone, replaced by the Start screen. Find out more on page ..... 17
- 7.** What are charms, and why do I need them?  
Find out on page ..... 15
- 8.** I have a touchscreen; how do I use it with Windows 8?  
I touch on that topic on page ..... 25



**W**indows 8 is your computer's *operating system*. You can think of Windows as the taskmaster of your computer — you tell Windows what you want to do, and it directs your computer to do it. You don't typically talk to your computer to get it to do something (although a few grumbles now and then don't hurt); instead, you make selections from what you see onscreen using the computer's mouse, keyboard, or touchscreen.

Windows 8 brings a certain commonality to everything you do with the computer. You might compare learning Windows 8 to learning to drive a car. After you figure out how to start a car, switch gears, apply the gas and the brake, and turn the steering wheel, you have the basic idea and can apply these same concepts to any car you want to drive.

With this book, you learn how to “drive” Windows 8 and then apply that knowledge to anything you want to do on the computer, whether that's writing a letter, adding up a bunch of numbers, listening to music, or browsing the Internet. This lesson gets you started by showing you how to log in and out of Windows 8, work with the user interface, and master the mouse and/or touchscreen actions that you'll need to perform to use Windows 8.

## *Signing In and Out of Windows*

When you turn on your computer, Windows 8 displays a pretty picture, along with today's date and time. At this point, you aren't signed in yet. In other words, you're standing on the front porch waiting to be let in. To do anything useful, you must sign in.

Signing in identifies you to the computer. Because your login is password-protected in most cases, signing in also prevents other people from using your computer without your permission. Signing out is the opposite — it shuts down any applications that you're running and returns to the pretty picture that greets visitors on the front porch.

### **LINGO**

**Signing in** logs you onto the computer, and **signing out** logs you off. Earlier versions of Windows called these activities logging in (or on) and logging out (or off).



Where do user accounts come from? Well, when you installed Windows 8 (or when you turned on your computer for the first time with Windows 8 preinstalled), you were prompted to create a user account. That may be the only one you have at this point, or you may have others. You'll learn how to create more user accounts, change their passwords, and exercise other account-related skills in Lesson 10.

## Signing in

Signing in to Windows gives you access to the computer. After you sign in, you can run applications, manage files, use the Internet, and more.

When you create your user account, you choose whether you want your local Windows account to be connected to your Microsoft online account. If you choose to do so, you have access to additional benefits when you sign in. For example, Windows remembers your display preferences across different PCs and enables you to easily access online storage and social media friends lists. You learn how to create user accounts, and how to connect or disconnect them from Microsoft accounts, in Lesson 10.

### LINGO

A **Microsoft account** is an online-enabled login that is associated with a particular email address. Logging into Windows with a Microsoft account enables many free services and conveniences within Windows 8.

#### 1. If the computer isn't on, press the Power button to turn on the device.

After a few seconds, Windows displays the current date and time and a background graphic, as shown in Figure 1-1.



Figure 1-1

**2. Press the spacebar to display the sign-in screen.**

Alternatively, you can point to the bottom of the screen with your mouse pointer (or with a fingertip if you're using a touchscreen) and drag upward to reveal the sign-in screen. That's called *swiping up*, and you'll learn more about it later in this lesson.

**3. If more than one user is listed, as shown in Figure 1-2, click (tap) the account you want to use to sign in.**

**Note:** Throughout this book, *click* is used to mean selecting something. If you're working with a touchscreen, you *tap* instead of clicking. See the explanation of touchscreen actions at the end of this lesson for more details.

If the account is password-protected, a password prompt appears. If the account isn't password-protected, that account is signed in immediately.

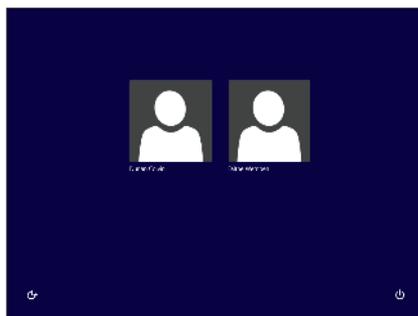
**4. If you're prompted for a password, click in the Password box, as shown in Figure 1-3, type the password, and press Enter.**

Instead of pressing Enter, you can click (or tap) the Submit button (the right-pointing arrow) to the right of the Password box.

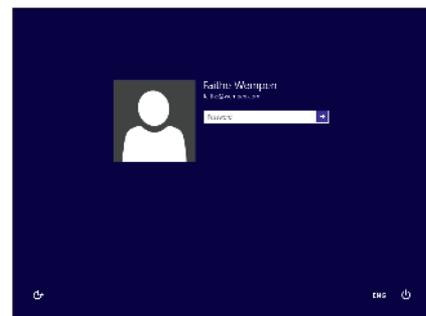
The Start screen appears. See Figure 1-4. You may have different items on your Start screen than the ones shown here, and you may see it at a different resolution, with more or fewer tiles visible.

### EXTRA INFO

Once you're signed into Windows, your display preferences take effect, including any accessibility options you have configured like high-contrast display modes or onscreen narration. Before you sign in, though, it's all generic. If you need accessibility features in order to sign in, click the Ease of Access button in the lower-left corner of the sign-in screen to open a menu of accessibility options that you can enable prior to logging in.



**Figure 1-2**



**Figure 1-3**



Figure 1-4

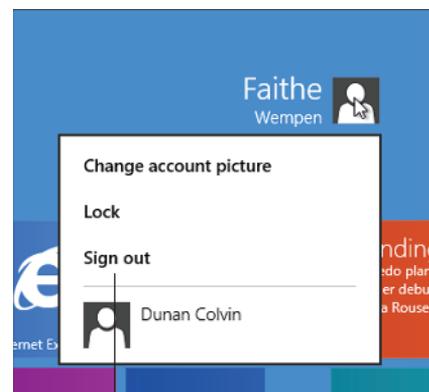
## Signing out

When you're through working in Windows, you can sign out. This enables some other user to sign in, and it also provides some security and privacy protection when you leave your computer unattended. Signing out shuts down any running programs, so you should save your work before you sign out. Signing out doesn't shut down the computer. If you want to turn the computer's power off, you must use the Shut Down command, covered later in this lesson in "Shutting down the computer."

To sign out, follow these steps:

1. If the Start screen (shown earlier in Figure 1-4) doesn't already appear, press the Windows key on the keyboard to make it appear, or on a touchscreen PC, swipe in from the left to display the Charms bar, and then click the Start icon.
2. Click (tap) your name in the upper-right corner of the screen.

A menu appears. See Figure 1-5.



Click Sign Out

Figure 1-5

### 3. Click (tap) Sign out.

You are signed out — and the graphic with the date and time reappears, so your screen now looks like it did before you signed in. Press the spacebar or swipe up if you want to sign in with a different account.

## Locking and unlocking the computer

If you want to password-protect your computer when you step away from it, but you don't want to shut down your running applications, use the Lock feature instead of signing out. Locking the computer makes it unusable until you retype the sign-in password, but it leaves open applications exactly as they were.

### LINGO

**Locking** the computer password-protects its usage. In order to unlock and use the computer, you must type the correct password.

To lock and unlock the computer, follow these steps:

**1. If the Start screen (shown in Figure 1-4) doesn't appear (for example, if the desktop appears instead), display it by pressing the Windows key or swiping in from the right and then clicking the Start icon.**

**2. Click your name in the upper-right corner of the screen.**

A menu appears. Refer to Figure 1-5.

**3. Click Lock.**

The Date and Time screen reappears (shown earlier in Figure 1-1).

**4. Press the spacebar or swipe up to redisplay the sign-in screen.**

Notice that under your name, the word *Locked* appears. This indicates that you're still signed in, but your account is locked.

**5. Type your password in the Password box and press Enter.**

The Start screen appears. Any applications that were previously open are still open, so you can resume your work.

## Restarting Windows

Sometimes Windows misbehaves: It runs sluggishly, crashes applications that you try to run, fails to recognize certain hardware devices, and so on. In many cases, such misbehavior can be corrected by a restart. Restarting Windows shuts Windows down and then reloads it into the computer's memory.

To restart the computer, follow these steps:

**1. Sign out.**

You learned to sign out earlier in this lesson. Here's a quick reminder: Press the Windows key or swipe in from the right and tap Start to open the Start screen, click or tap your name in the upper-right corner, and click or tap Sign Out.

**2. Press the spacebar, or swipe up from the bottom.**

The sign-in screen appears.

**3. Click (tap) the Power icon in the lower-right corner of the screen.**

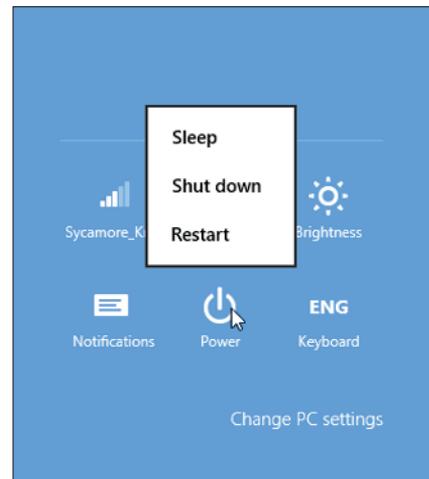
The Power icon looks like a circle with a short vertical line through the top. A menu appears with three choices: Sleep, Shut Down, and Restart. See Figure 1-6.

**4. Click (tap) Restart.**

The computer restarts.



Some older computers without much extra memory may not offer a Sleep option. Without enough memory, they can't store your work until you return.



**Figure 1-6**

## Shutting down the computer

Shutting down the computer turns its power off. You might want to do this when you are going to be away from the computer for a long time, to save electricity, or in preparation for moving the computer.

To shut down the computer, follow these steps:

**1. Sign out.**

You learned to sign out earlier in this lesson. Here's a quick reminder: press the Windows key to open the Start screen, click your name in the upper-right corner, and click Sign Out.

**2. Press the spacebar or swipe up from the bottom.**

The sign-in screen appears.

**3. Click (tap) the Power icon in the lower-right corner of the screen.**

A menu appears with two choices: Shut Down and Restart.

**4. Click (tap) Shut down.**

The computer shuts down.

## *Putting the computer to sleep*

Theoretically, you could leave your computer on almost all the time. However, an always-on computer uses quite a bit of electricity, which is neither environmentally nor financially sound. That's why some people choose to shut their computers off when they don't intend to use them for a day or two.

The only problem with shutting off the computer is that it takes a few minutes for it to start back up again when you're ready to resume using it. If only there were a way to make the computer use less power temporarily without having to shut it down completely . . . oh wait, there is!

The Sleep feature keeps the memory powered, so you don't lose whatever you're working on in Windows and in applications — and so the time required to start it back up again is much shorter. All other components are turned off to save electricity.

There are two ways to “sleep” the computer. One way is to sign out, as you learned earlier in this lesson, and then to select Sleep from the Power icon's menu (rather than selecting Shut Down, as you did in the preceding section). That's great for saving power and saving a bit of startup time, but since you have to sign out in order to use that method, you have to close all your open applications and data files anyway.

The other way to make the computer go to sleep requires you to use a feature in Windows 8 that you haven't seen yet: charms. These are icons that pop up on the right side of the Windows desktop when you hover the mouse pointer in the lower-right corner of the screen. The Charms bar has a transparent background at first, but then if you move the mouse upward slightly, its background becomes solid black so that you can see it better, as shown in Figure 1-7.

### LINGO

Putting a computer into **Sleep mode**, sometimes called *sleeping a computer*, shuts off the electricity to almost all of the computer, but leaves the memory powered.



**Figure 1-7**

There are five charms, but the one I'm talking about at the moment is the bottom one, which looks like a gear. It's called the Settings charm. When you click the Settings charm, a panel appears on the right side of the screen. That panel has a Power button on it, and that Power button opens a menu from which you can choose Sleep. When you sleep the computer this way, everything you have open remains open. When the computer wakes back up again, it's all just as you left it.



Many portable computers are set up so that if you shut the lid, they automatically go into Sleep mode. In addition, computers often put themselves to sleep after so many minutes of inactivity to save power. You can adjust these settings to suit the way you want to use your computer. See Lesson 10.

To put the computer to sleep without signing out, follow these steps:

- 1. Point the mouse pointer at the lower-right corner of the screen, or swipe in from the right.**

The Charms bar appears. (Refer to Figure 1-7.)

- 2. Click (tap) the Settings charm, which is the bottommost charm.**

A panel of settings appears.



Because the Start screen was active when you opened the panel, settings appear that apply to the Start screen; if you opened Settings from some other location, you might see different options.

**3. Click (tap) the Power icon.**

A menu appears. See Figure 1-8.

**4. Click (tap) Sleep.**

The computer goes into sleep mode.

**5. When you're ready to use the computer again, press its Power button.**

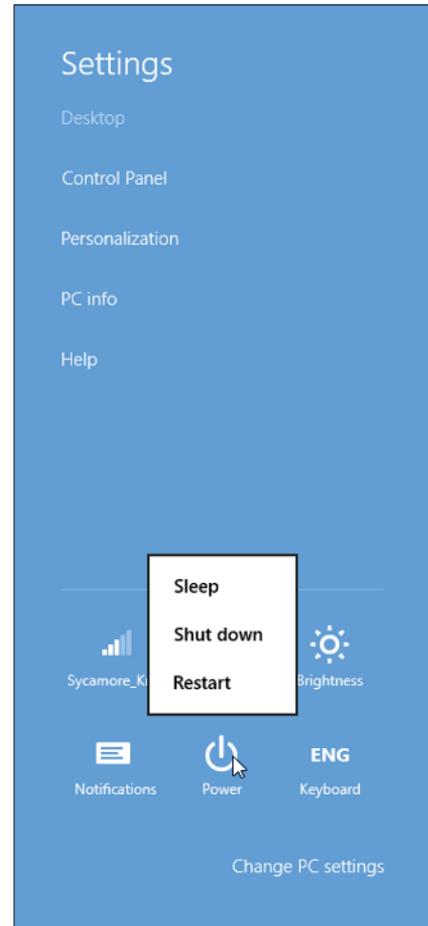
The computer immediately wakes up and displays the sign-in screen. The computer wakes up locked, for your privacy, even though you're still signed in.

**6. Type your password in the Password box and press Enter or click (tap) Submit.**

The computer resumes, just as you left it.

## Understanding the Windows 8 Workspace

If you were previously a Windows 7 (or earlier) user, Windows 8 is going to take some getting used to. It's very different! Don't panic, though, because I'll take you through it step-by-step in this section.



**Figure 1-8**

## Working with the Start screen

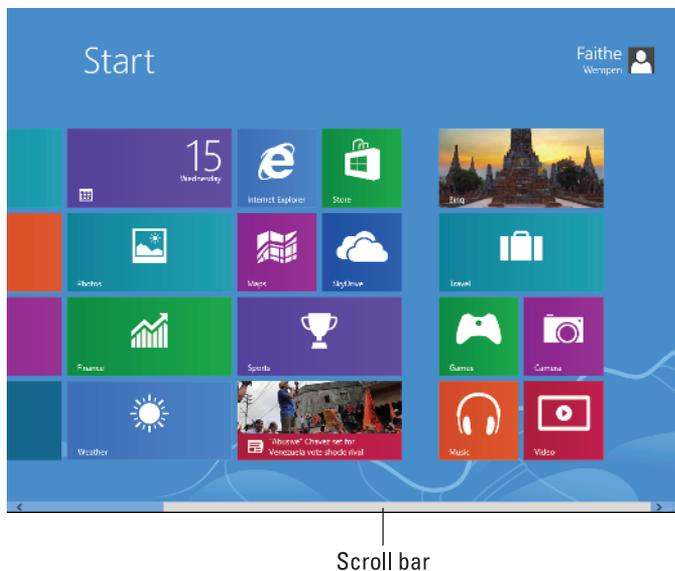
Earlier versions of Windows had a Start menu that you accessed from the lower-left corner of the screen. Windows 8, in contrast, has a Start screen, which is like a bulletin board on which you can pin shortcuts to your favorite applications and locations for easy access. By default, many items are already pinned there for your convenience, but the Start screen is thoroughly customizable, and the items already on it are just suggestions. You'll learn how to make the Start screen your own in Lesson 3.

The Start screen is part of Windows 8's tablet-like interface, which is designed to be easy to use with either a touchscreen or a mouse. In the section “Mastering Mouse and Touch Actions” later in this lesson, you’ll learn the details of touchscreen operation.

To browse the content of the Start screen, follow these steps:

1. **Display the Start screen if it doesn’t already appear. To do so, press the Windows key, or swipe in from the right and tap the Start icon.**
2. **Move the mouse pointer to the right edge of the screen, and then keep moving it toward the right.**

If there are more tiles than will fit onscreen at once, the Start screen display scrolls to the right, showing any items that weren’t visible before, as shown in Figure 1-9. You may have items on your Start screen that are different from the ones shown here.



**Figure 1-9**

3. **Move the mouse pointer to the left edge of the screen, and then keep moving it toward the left.**

The display scrolls to the left, returning to the original view of the Start screen.

## LINGO

The **Start screen** is the opening screen in Windows 8, consisting of a set of rectangular tiles representing the programs and locations you use most.



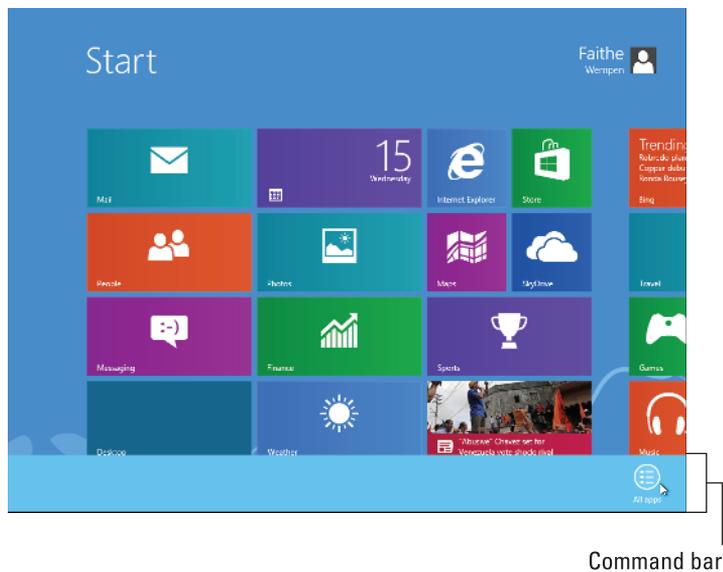
If you're using a touchscreen, you can also scroll the display with your finger or a stylus by dragging across the screen. You'll learn about touchscreen use later in this lesson, in the section "Mastering Mouse and Touch Actions."

**4. Move the mouse pointer to the bottom of the screen.**

A scroll bar appears. (It's also shown in Figure 1-9.) You can drag the lighter area of the scroll bar to move the display.

**5. Right-click an empty area of the Start screen background, or swipe up from the bottom on a touchscreen.**

A command bar appears across the bottom of the Start screen. The bar has one icon in it at the moment: All Apps. (See Figure 1-10.) If something were selected other than the Start screen in general, the options on the command bar would pertain to that item, and would be different.

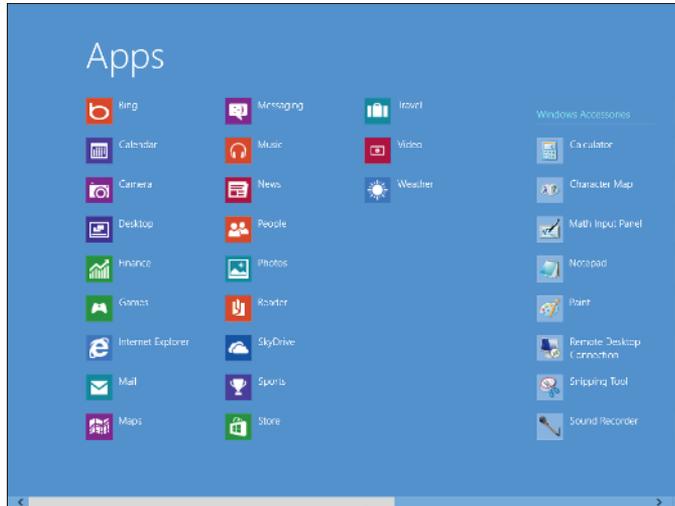


**Figure 1-10**

**6. Click (tap) the All Apps icon.**

A list of all the applications installed on the computer appears. See Figure 1-11.

If you were wondering what happened to the programs that came with earlier versions of Windows, like Calculator and Notepad, they're still here, and this Apps screen is how you find and run them. You'll learn more about this list in Lesson 2.



**Figure 1-11**

7. **Move the mouse pointer to the right edge of the screen, or on a touchscreen, drag to the right.**

The list of applications scrolls to the right, just like the Start screen contents did earlier.

8. **Press the Windows key on the keyboard, or swipe in from the right and tap Start.**

The Start screen appears again.

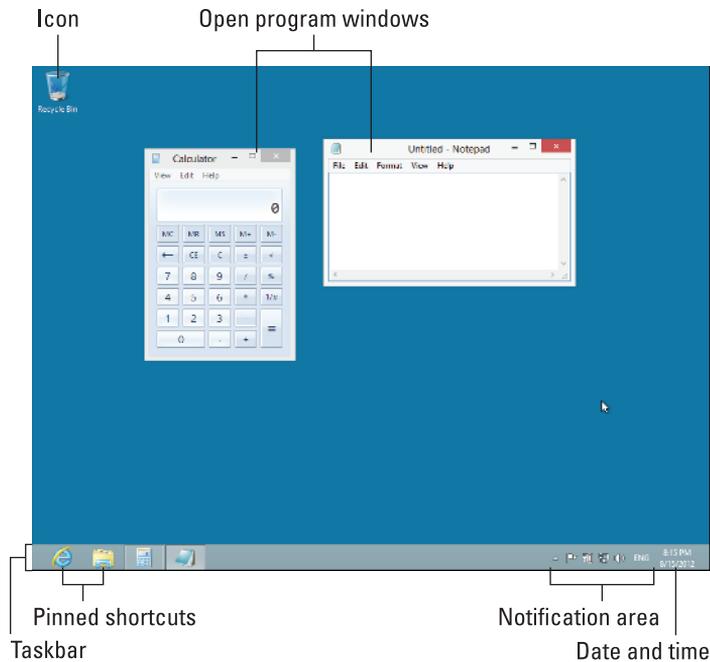
## *Understanding the Windows desktop*

The desktop, along with the Start screen, forms the main interface of the Windows operating system. By default, the desktop is rather bare. It consists of a colored or graphical background with a single icon on it: Recycle Bin. (You'll learn about the Recycle Bin in Lesson 4.) You can customize the desktop by adding shortcut icons to your own favorite applications, files, or locations too, as you'll learn in Lesson 3.

The desktop interface also includes a *taskbar*, which is the thin horizontal bar at the bottom of the screen, as shown in Figure 1-12. The taskbar serves multiple purposes, as the following list makes clear:

### LINGO

The **desktop** is the main interface of Windows. It contains a **taskbar** along the bottom, which serves multiple purposes, including managing running programs.



**Figure 1-12**

- ✓ Shortcuts to frequently used applications can be *pinned* to the taskbar. By default, two shortcuts are pinned to the taskbar: Internet Explorer and File Explorer. Pinned shortcuts appear at the far left of the taskbar. You'll learn about these two applications in Lessons 5 and 4, respectively.
- ✓ When applications are running, icons for them appear immediately to the right of the pinned shortcuts. For example, in Figure 1-12, two applications are running: Calculator and Notepad. Notice that the icons for these two appear with a lighter background than the background of the taskbar itself; this indicates that those icons are for running programs, not just pinned shortcuts.
- ✓ At the far-right end, the current date and time appear.
- ✓ To the left of the date and time are icons for utilities or features that are running in the background, such as the volume control, the battery monitor (on a portable PC), and the network connection indicator. This area is called the notification area, or system tray.

## LINGO

The **notification area**, or **system tray**, is the area of the taskbar just to the left of the clock. It holds icons for programs that are running in the background.

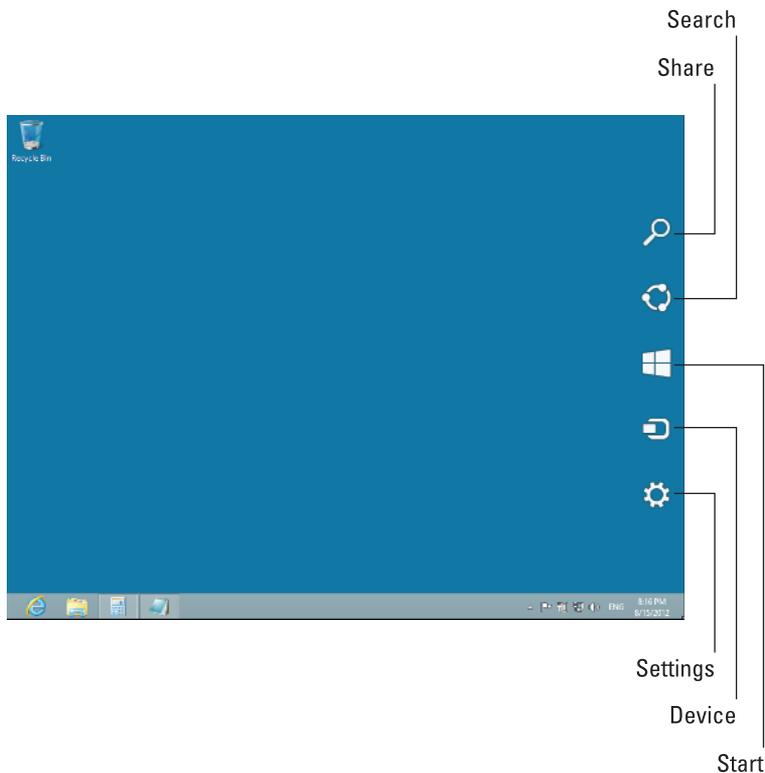
**Note:** Does Figure 1-12 look a little plain to you compared to what you see on your own screen? You may have a picture background on the desktop, and a different window border color. I've turned off the picture background in this book's figures, and toned down the window color to a nice relaxing pale gray, for maximum readability. To learn how you can change the desktop's appearance, including adding or changing the background image, see Lesson 3.

## Using the Charms bar

The Charms bar is a new feature in Windows 8. It is a pop-up vertical bar along the right side of the screen that displays five special icons, called charms. See Figure 1-13.

### LINGO

**Charms** are icons that appear on the **Charms bar** that open commonly used sections of Windows 8, like the Search utility and the Start screen. The Charms bar appears when you move the mouse pointer to the lower-right corner of the screen or swipe in from the right.



**Figure 1-13**

Each of the charms performs some special function that Windows 8 users frequently need. From top to bottom, they are

- ✓ **Search:** Opens a Search screen, from which you can search for any applications, settings, or files on your computer or online.
- ✓ **Share:** Enables you to share links, photos, and more with your friends and social networks without leaving the app you're in.
- ✓ **Start:** Takes you to the Start screen, or if you're already on the Start screen, back to the last app you were working with.
- ✓ **Devices:** Enables you do things like sending files and streaming movies to printers and TVs.
- ✓ **Settings:** Provides access to many common system settings, such as brightness, volume control, and notifications, as well as access to the Control Panel. You also can shut down your PC from here, as you learned earlier in the lesson.

The exact options that appear when you click a certain charm depend on the context — that is, they depend on what's on the screen at the moment. For example, when you choose the Settings charm with the desktop displayed, you get different choices than when you choose it with the Start screen displayed. You can do the following exercise from either the Start screen or the desktop.

To display the Charms bar and select a charm, follow these steps:

**1. Move the mouse pointer to the bottom-right corner of the screen.**

The Charms bar appears. Its background is transparent at this point, as shown in Figure 1-13. If you pause here for a few seconds, the Charms bar goes away again, so move on to Step 2 quickly.

**2. Move the mouse pointer straight up, so that it touches one of the charms.**

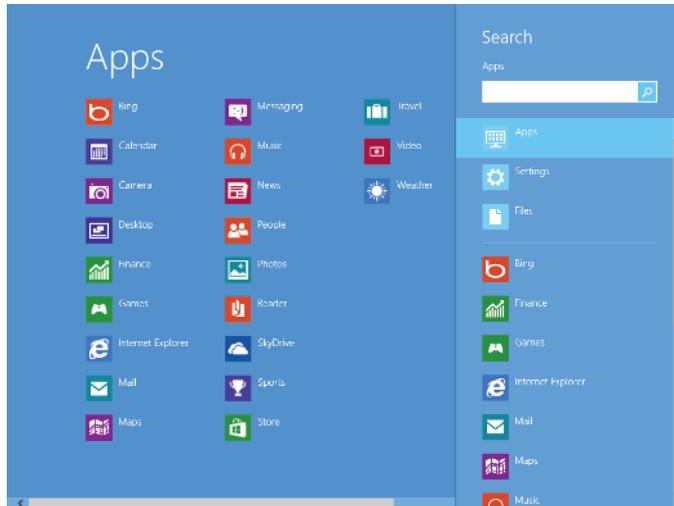
The background of the Charms bar changes to black. When the Charms bar is black, the Charms bar stays open until you close it, so acting quickly isn't important anymore once you get to this step.



If you're using a touchscreen, you can swipe from the right side toward the center of the screen to open the Charms bar instead of using Steps 2 and 3.

### 3. Click the Search charm.

The Apps list appears, with a search bar to its right. From here, you can search for an application you want to run. See Figure 1-14.



**Figure 1-14**

### 4. Press Esc once to clear the Search bar from the Apps list, and then press Esc again to return to the desktop.

If the desktop doesn't appear when you press Esc, click the Desktop tile on the Start screen.

### 5. Display the Charms bar again, and click the Settings charm.

A panel appears containing settings for the desktop.

### 6. Click the Volume Control icon (the speaker).

A vertical slider appears. See Figure 1-15.

### 7. Drag the slider up or down slightly to adjust the speaker volume. Then click on the background behind the slider to close the slider.

### 8. Click on the desktop, away from the Settings panel, to close the Settings panel.



For more practice, explore the remaining three charms on your own. Return to the desktop when you are finished.

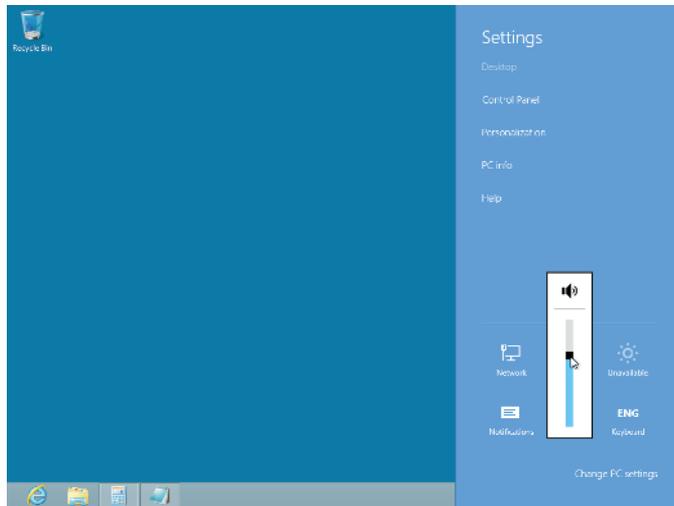


Figure 1-15

## *Mastering Mouse and Touch Actions*

Windows 8 has been designed from the ground up to be easy to use with a variety of input devices, including keyboard, mouse, and touchscreen. That last one, touchscreen, is a significant change from earlier Windows versions. Whereas earlier Windows versions had touchscreen capabilities added on as an afterthought, Windows 8 has them in mind from the get-go. In fact, some would say that Windows 8 is actually easier to use with a touchscreen than with a mouse!

### *Understanding basic mouse actions*

The basic mouse actions haven't changed much from earlier versions of Windows — and you're probably already familiar with them — but here's a very brief review:

- ✓ **Point:** To move the mouse pointer over an item without touching any of the mouse's buttons.
- ✓ **Click:** To press and release the left mouse button once. Clicking usually selects an item, such as a file or folder in File Explorer. On the Start screen, clicking opens apps.

- ✓ **Double-click:** To press and release the left mouse button twice in quick succession. Double-clicking usually activates the item being clicked, such as a shortcut icon on the desktop.
- ✓ **Right-click:** To press and release the right mouse button once. Right-clicking usually opens a shortcut menu from which you can select commands relevant to the item you right-clicked.
- ✓ **Drag:** To press and hold down the left mouse button on an item, and then move the mouse. Dragging relocates items, such as icons on the desktop, and in some of the new Windows apps, dragging the top of the window down to the bottom of the screen closes the app.
- ✓ **Right-drag:** To press and hold down the right mouse button on an item, and then move the mouse. Right-dragging also relocates items, but when you release the mouse button, a menu pops up asking what you want to do. For example, when you right-drag an icon to the desktop, a menu appears from which you can choose to create a shortcut for that icon.

In this exercise, you'll practice using mouse actions.

**1. Display the desktop if it isn't already displayed.**

**2. Point the mouse at the Recycle Bin icon.**

The background around the icon lights up.

**3. Hold down the left mouse button and move the mouse to the center of the desktop; then release the button.**

The Recycle Bin icon moves to the center of the desktop.

*Note:* If the Recycle Bin icon doesn't move when you drag it, the Auto Arrange Icons feature may be enabled. To disable it so you can do this exercise, right-click the desktop, point to View, and click Auto Arrange Icons.

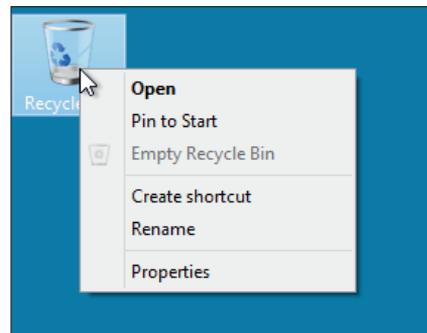
**4. Right-click the Recycle Bin icon.**

A shortcut menu opens. See Figure 1-16.

**5. Click away from the menu to close it without making a selection.**

**6. Drag the Recycle Bin icon back to its original location.**

**7. Point to the recycle Bin icon and hold down the right mouse button.**



**Figure 1-16**

### 8. Drag to the center of the screen and release the mouse button.

A shortcut menu appears.

### 9. Click Cancel.

The shortcut menu closes.

## Learning touchscreen navigation

Touchscreen navigation may be less familiar, at least to most people. Touchscreens haven't been widely used on Windows computers in the past, but Windows 8 may change that. Here are the basic touchscreen commands you need to know:

- ✓ **Tap.** To press and release your finger or stylus once on the item. This is equivalent to clicking with the mouse.
- ✓ **Double-tap.** To press and release your finger or stylus twice quickly in succession on the item. This is equivalent to double-clicking with the mouse.
- ✓ **Press and hold.** To press your finger or stylus down and hold it there for a few seconds, and then release. This is equivalent to right-clicking with the mouse.
- ✓ **Pinch.** To touch two fingers to the screen in different spots and then drag the fingers together. Pinching zooms out. It works only in certain situations, like when you're viewing a web page or graphic.
- ✓ **Stretch.** To touch two fingers to the screen together and then drag the fingers apart. Stretching zooms in. Like pinching, it works only in certain situations.
- ✓ **Slide (drag):** To touch your finger or the stylus down and then slide it, maintaining contact with the screen. There are different kinds of sliding:
  - *Slide to scroll.* Drag your finger on the screen.
  - *Slide to rearrange.* Drag an item in the opposite axis compared to how you would scroll. For example, if the window has a vertical scroll bar, drag the item horizontally.
  - *Slide to close.* To close a Start screen app, drag from the top of the screen all the way down to the bottom.
- ✓ **Swipe to select.** Slide an item a short distance in the opposite direction compared to how the page scrolls. Use a quick, short movement. This selects an item, such as an app in the Start screen or a photo, and often brings up related commands for an app.

- ✓ **Swipe from edge.** Starting with the edge of the screen, swipe in. This does different things depending on which edge you start at:
  - *From right:* Opens the Charms bar.
  - *From left:* Shows open apps (mostly the Start screen apps) or switches between open apps and the desktop.
  - *Top or bottom:* In a Start screen app, shows the command bar, which contains commands such as Save, Edit, and Delete.
- ✓ **Snap an app.** Drag an app window to change its size. You can snap an app to take up one-third or two-thirds of the available screen space. This works only with Start screen apps.

In this exercise, you practice using touchscreen actions. Skip this exercise if you don't have a touchscreen.

1. **Display the Start screen if it's not already displayed. To do so, swipe in from the right edge and click Start.**
2. **Swipe in from the right edge.**

The Charms bar appears. See Figure 1-17.



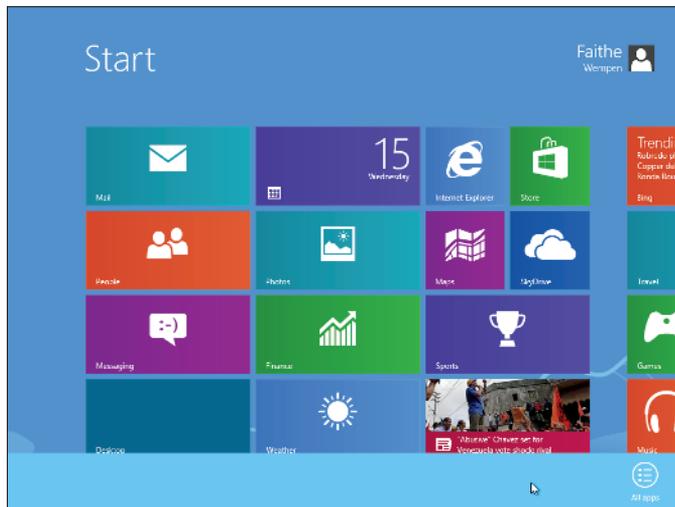
Figure 1-17

3. **Tap a blank area of the Start screen background.**

The Charms bar disappears.

#### 4. Swipe up from the bottom edge.

The command bar appears, containing the All Apps button. See Figure 1-18.



**Figure 1-18**

#### 5. Tap a blank area of the bar at the bottom.

The bar disappears.

#### 6. Tap the Calendar app on the Start screen.

The Calendar app opens. See Figure 1-19.

**Note:** The first time you open the Calendar app, you may be asked a question about whether the e-mail address you signed into Windows with is an Exchange ActiveSync (EAS) account. Click No — unless, of course, you're sure that it is. If you're working on a PC at your workplace, ask your network administrator.

#### 7. Slide (drag) from the top of the screen all the way down to the bottom of the screen.

The Calendar app closes and the Start screen reappears.

#### 8. Tap and hold the Calendar app.

The app's rectangle shifts slightly, becoming slightly smaller to indicate it is selected.

### 9. Drag the Calendar app to a different spot on the Start screen.

If the whole Start screen scrolls instead of the Calendar app's tile moving, try dragging it in a different direction at first.

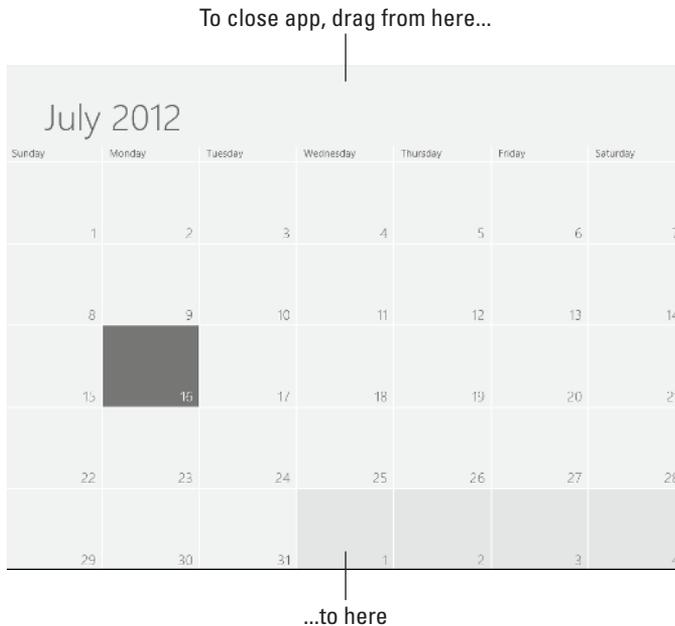


Figure 1-19



Most of this book uses mouse-based terminology when giving instructions as to what to do, but keep in mind that you can use a touchscreen instead of a mouse whenever you like. Just make the following mental translations:

- ✓ Click = tap.
- ✓ Double-click = double-tap.
- ✓ Drag = slide.
- ✓ Right-click = tap and hold for a few seconds, then release.



## Summing Up

In this lesson, you learned the basic information you need to get started using Windows, such as how to start your computer safely and how to shut it down, how to get around the Windows 8 workspace, and how to use the mouse or a touchscreen. Here are the key takeaways for this lesson:

- ✓ **You must sign into Windows 8 to gain access to its features.** From the date and time screen, press the spacebar or swipe up on a touchscreen to access the Sign-in prompt.
- ✓ **To sign out, from the Start screen, click your name in the upper-right corner and click Sign Out.**
- ✓ **To lock the computer, from the Start screen, click your name and click Lock.**
- ✓ **To restart or shut down, sign out and then press the spacebar.** Click the Power icon and click either Restart or Shut Down.
- ✓ **The Start screen replaces the Start menu from previous Windows versions.** To access it, press the Windows key on the keyboard.
- ✓ **The desktop is similar to the desktop in earlier Windows versions.** To access the desktop, select the Desktop tile on the Start screen; if the desktop has been previously displayed, you can jump back to it quickly by pressing Esc.
- ✓ **The Charms bar is new in Windows 8.** To access it, move the mouse to the lower-right corner of the screen or swipe from the right edge.
- ✓ **Basic mouse operations in Windows 8 are the same as in earlier Windows versions.** Point, click, double-click, right-click, drag, and right-drag.
- ✓ **Touchscreen navigation commands are new in Windows 8.** They include tap, press and hold, pinch, stretch, slide, and swipe.

## Know This Tech Talk

**Charms bar:** A vertical bar in Windows 8 that appears when you swipe in from the right side or move the mouse pointer to the bottom-right corner of the screen. It contains icons called *charms*, which act as shortcuts to some commonly used parts of Windows 8, including the Search feature and the Start screen.

**charms:** Icons on the Charms bar.

**click:** To press and release the left mouse button once.

**desktop:** The main interface of Windows 8, consisting of a colored or graphical background, a taskbar, and one or more shortcut icons.

**double-click:** To press and release the left mouse button twice in quick succession.

**drag:** To press and hold down the left mouse button on an item, and then move the mouse.

**lock:** To password-protect a computer when you step away from it.

**Microsoft account:** A free Microsoft service on the Internet for authenticating computer users.

**notification area:** The area of the taskbar just to the left of the clock, holding icons for programs running in the background.

**pinch:** On a touchscreen, to touch two fingers in different spots and then drag the fingers together.

**point:** To move the mouse pointer over an item without touching any of the mouse's buttons.

**right-click:** To press and release the right mouse button once.

**right-drag:** To press and hold down the right mouse button on an item, and then move the mouse.

**sign in:** To log onto the computer.

**sign out:** To log off of the computer.

**Sleep mode:** A low-power mode that shuts off power to all components except RAM.

**slide:** On a touchscreen, to touch down your finger or stylus and then slide it.

**Start screen:** The opening screen in Windows 8, consisting of a set of rectangular tiles representing programs and locations.

**Start screen app interface:** The part of the Windows 8 interface designed for tablet and touchscreen PC use. The Start screen uses the app interface, as do some of the new apps that come with Windows 8.

**stretch:** On a touchscreen, to touch two fingers to the screen together and then drag the fingers apart.

**swipe:** On a touchscreen, to slide a short distance in a certain direction.

**system tray:** See *notification area*.

**tap:** On a touchscreen, to press and release your finger or stylus once on an item.

