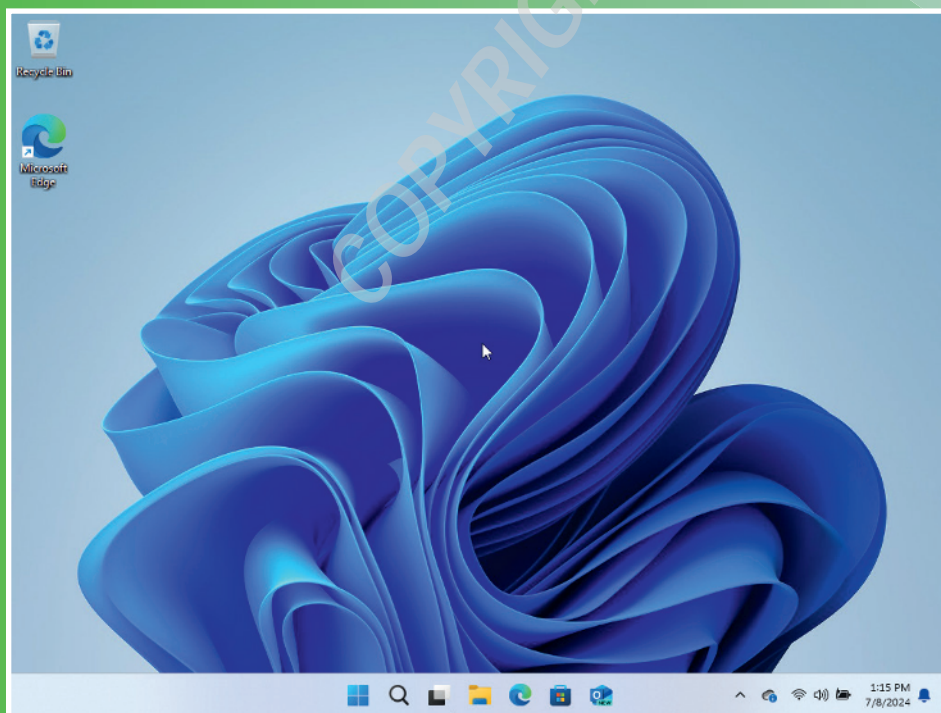


## CHAPTER 1

# Getting Started with Windows

To do something useful with your computer and with Windows, you need to learn a few basic tasks and techniques. In this chapter, after exploring the screen, you learn how to put your computer to sleep, how to restart and shut down your computer, and how to connect to your network. You also learn how to work with apps, including installing them, starting them, and switching between and arranging them when you have multiple apps running. This chapter also shows you how to uninstall apps.



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# Explore the PC Screen

Before getting to the specifics of working with Windows, take a few seconds to familiarize yourself with the basic elements of the screen. These include the desktop, the Start button, and the

taskbar. In most cases, the Start button and the taskbar are always visible. If they do not appear, move the mouse pointer to the bottom of the screen.

## A Desktop Icon

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

## B Mouse Pointer

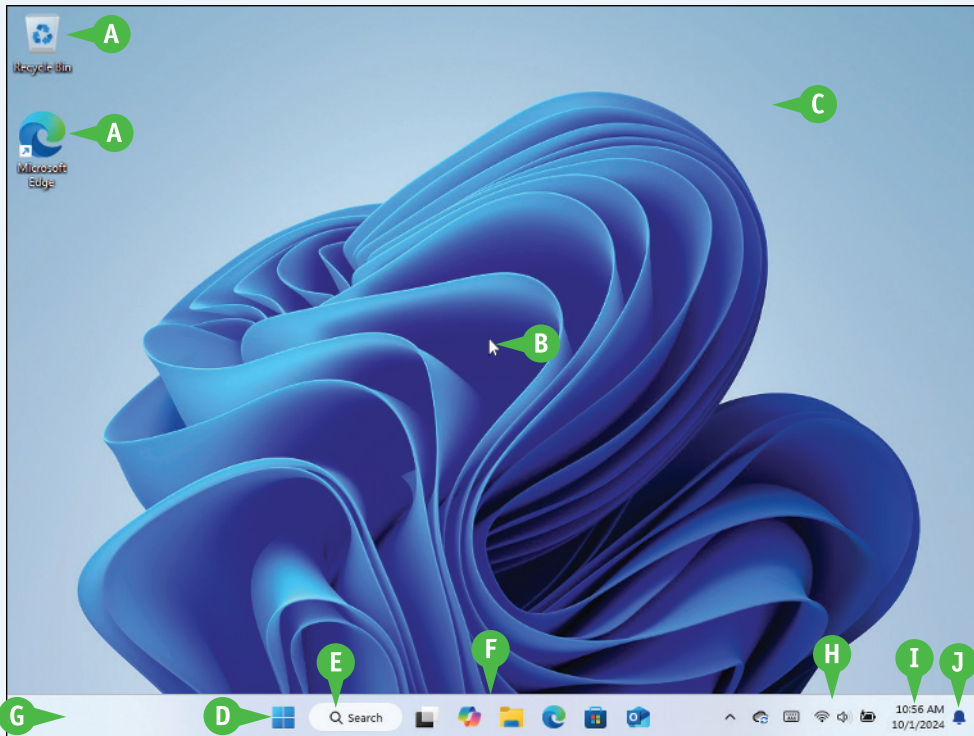
When you move your mouse, this pointer (↔) moves along with it.

## C Desktop

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

## D Start Button

Click **Start** (☰) to start programs and launch many of the Windows features.



## E Search Icon

Click **Search** (Q) to search for items on your PC or on the Internet.

## F Taskbar Icons

You use these icons to launch some Windows features with just a mouse click.

## G Taskbar

Icons for 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.

## H Notification Area

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

## I Time and Date

This is the current time and date on your computer. To display the full date, position the mouse pointer (↔) over the time. To change the date or time, right-click the time.

## J Notifications

This icon tells you whether you have notifications that you have yet to view. Notifications give you information about what your computer and its apps are doing.

# Explore the Start Menu

To get the most out of Windows, you need to know the layout of the Start menu. As its name implies, the Start menu is your main Windows starting point. Most of the tasks you perform with Windows — such as running apps, searching your PC, working with your Microsoft account,

and restarting or shutting down your PC — are launched via the Start menu.

This section gives you an overview of the Start menu. The tasks you can run via the Start menu are covered in the rest of this chapter and throughout this book.

## A Start Menu

Click **Start** (Windows logo) or press **Windows key** to open the Start menu on the Windows desktop.

## B User Account

This icon represents your Windows user account. Clicking this icon displays a menu of user account-related tasks.

## C Power Icon

Click **Power** (power icon) to restart, shut down, or sleep your computer.

## D Recommended

This area displays recently added apps as well as documents you have worked with recently. Click an item to launch the app or open the document. You can also click **More** to display a longer list of recent apps and documents.

## E Pinned

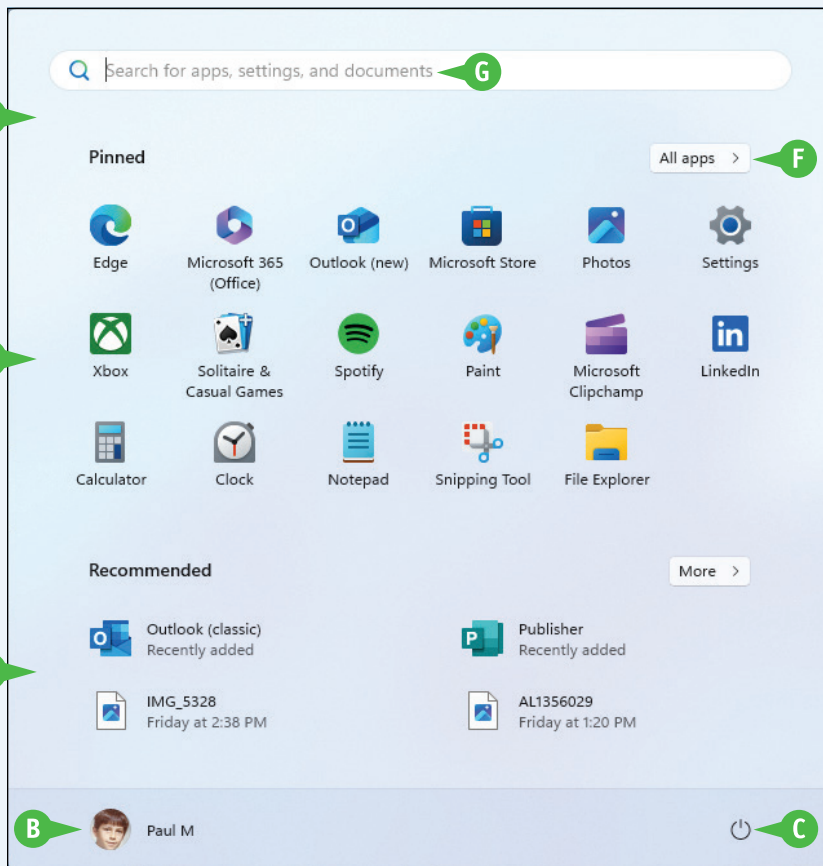
This area displays apps that have been given a fixed position on the Start menu. Click an app's icon to launch the app. You learn how to pin apps to the Start menu in Chapter 2.

## F All Apps

Click **All apps** to display the full list of apps on your computer.

## G Search Box

You use this text box to search for items on your PC or on the Internet.



# Start and Close an App

To perform tasks of any kind in Windows, you can use one of the apps installed on your computer. The application you use depends on the task you want to perform. For example, to surf the World Wide Web, you use a web browser application, such as the Microsoft Edge app that comes with

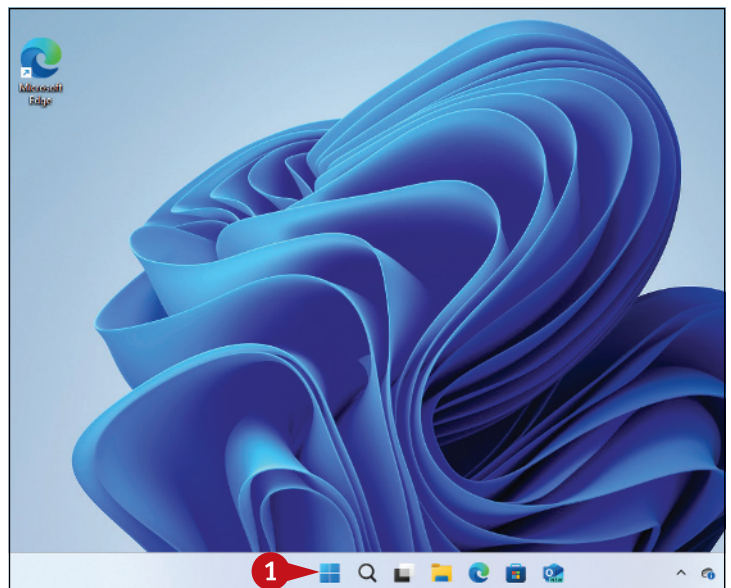
Windows. To use an app, you select the one you want to run from the Start menu.

When you are done with an app, you should close it to reduce resources and keep the desktop uncluttered.

## Start and Close an App

### Start an App

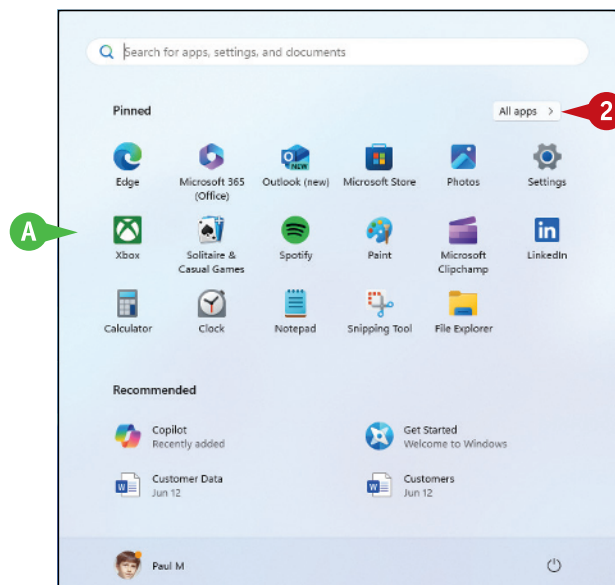
- 1 Click **Start** (🪟).



The Start menu appears.

- A If the app you want appears on the main Start menu, you can click the app icon and then skip the rest of these steps.

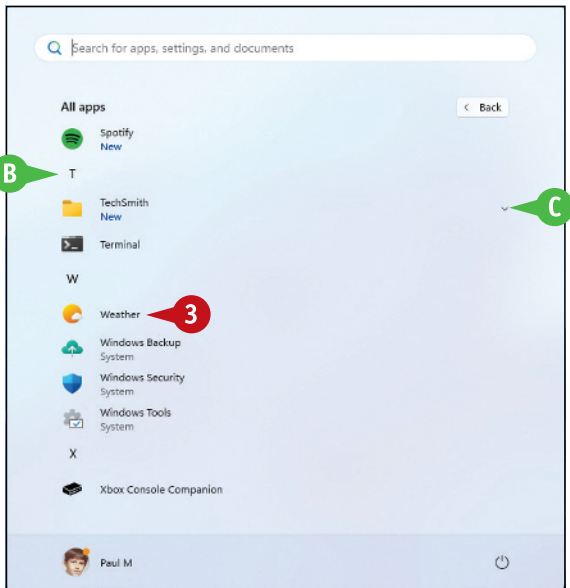
- 2 Click **All apps**.



## Getting Started with Windows

The All Apps list appears.

- 3 Click the app you want.
- B To quickly navigate apps alphabetically, you can click any letter and then click the letter that contains the app you want.
- C If the app is in a submenu, you can click the submenu and then click the app icon.



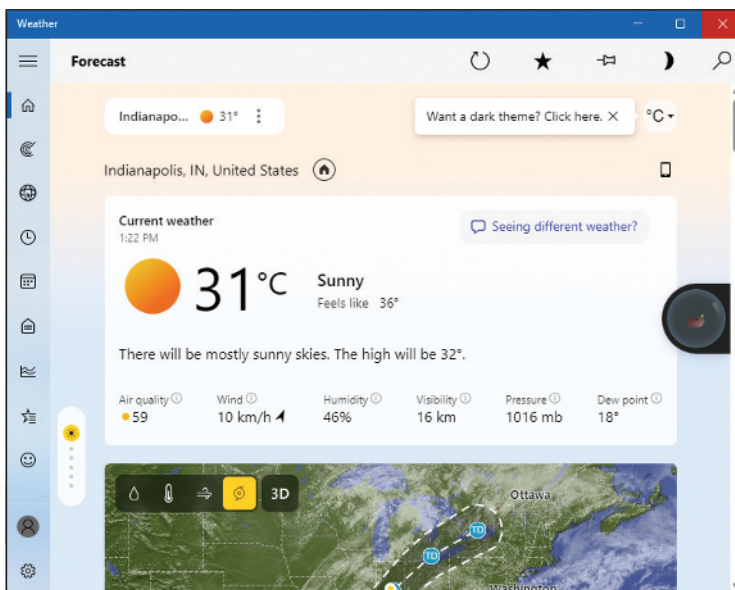
The app runs.

## Close an App

- 1 Click **Close** (X) or press **Alt + F4**.

**Note:** If the app asks if you want to save changes, click **Yes** to ensure you do not lose any work.

Windows closes the app.



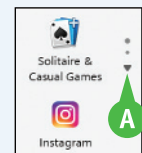
## simplify it

**Is there an easier way to locate an app?**

Yes, you can perform a search to locate it. Click **Search** (Q) on the taskbar and then begin typing the name of the app. As you type, Windows displays a list of apps and other items that match the characters. When the app you want appears, click it to run the program.

**How do I navigate the pinned apps?**

Some Start menus have two or more pages of pinned apps. To navigate the pages, click **Next Page** (▼) (A) and **Previous Page** (▲) (not shown), which appear to the right of the pinned apps. Refer to Chapter 2 to learn how to add your own pinned apps to the Start menu.



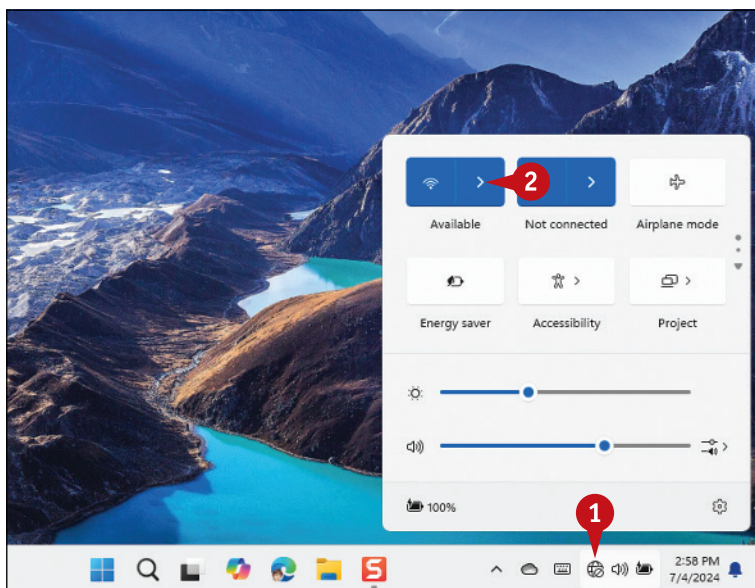
# Connect to Your Wireless Network

If you have a wireless access point and your computer supports wireless networking, you can connect to the device to access your network. If the access point is also a router that 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. To connect, you need to provide Windows with the key. However, after you connect to the network once, Windows remembers the key and connects again automatically whenever your computer is within range of the network.

## Connect to Your Wireless Network

- 1 Click **Network** (🌐).
- 2 Click **Manage Wi-Fi Connections** (➤).

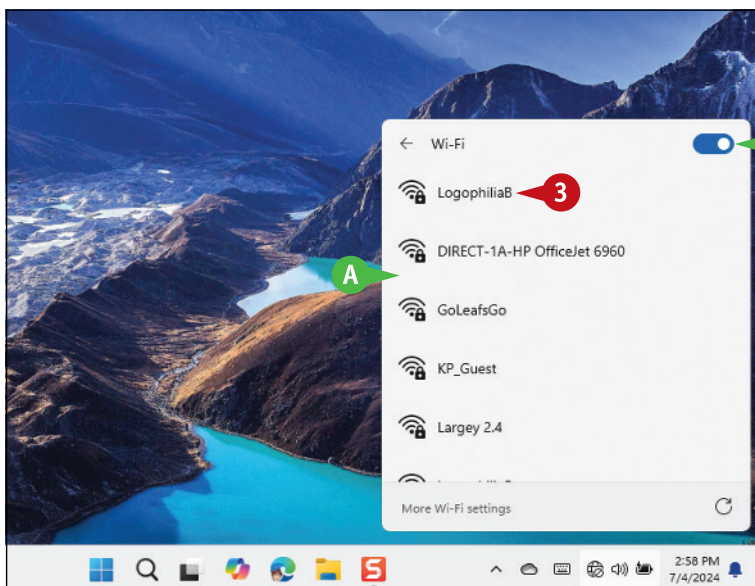


A Windows displays a list of wireless networks in your area.

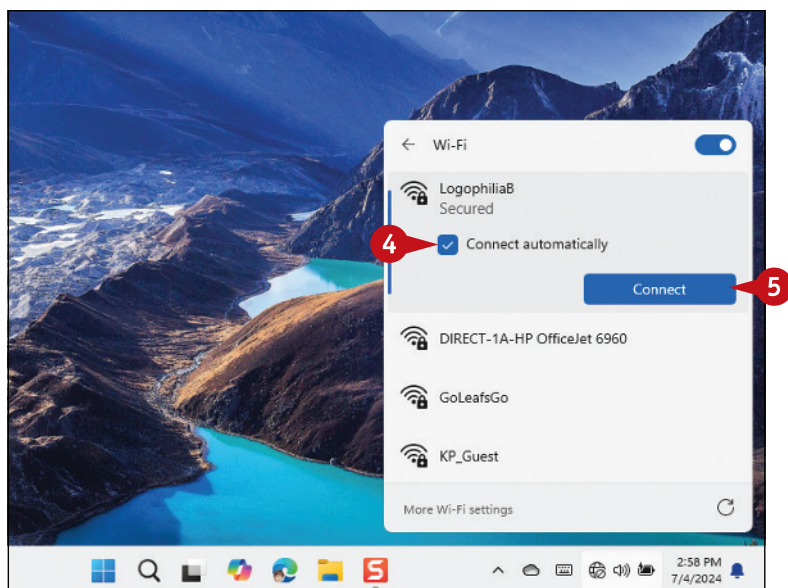
- 3 Click your network.

B If the list of wireless networks does not appear, you can click the **Wi-Fi** switch to **On** (🔘 changes to 🔘) to turn on your computer's wireless capability.

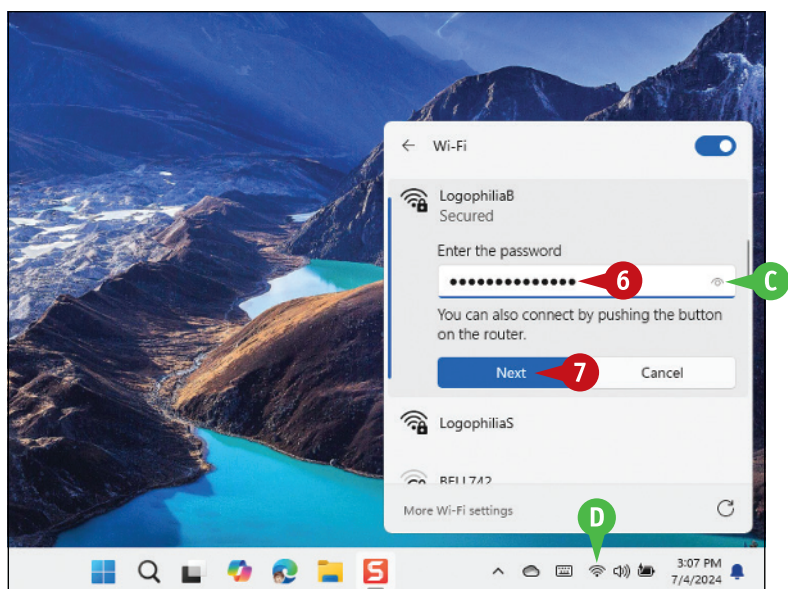
**Note:** For home use, the terms wireless and Wi-Fi are synonymous.



## Getting Started with Windows



- 4 To have Windows connect to your network automatically in the future, click **Connect automatically** ( 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.
- C If you want to be certain that you typed the security key correctly, you can temporarily click and hold **Display Password Characters** (👁️).
- 7 Click **Next**.

Windows connects to the network.

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

## simplify it

**How do I disconnect from my wireless network?**

To disconnect from the network, follow these steps:

- 1 Click **Network** (📶).
- 2 Click your network.
- 3 Click **Disconnect**. Windows disconnects from the wireless network.



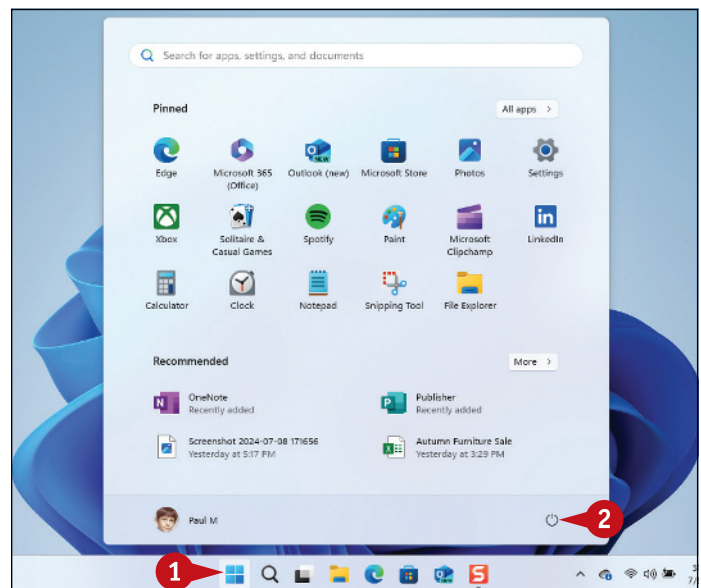
# Put Windows to Sleep

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.

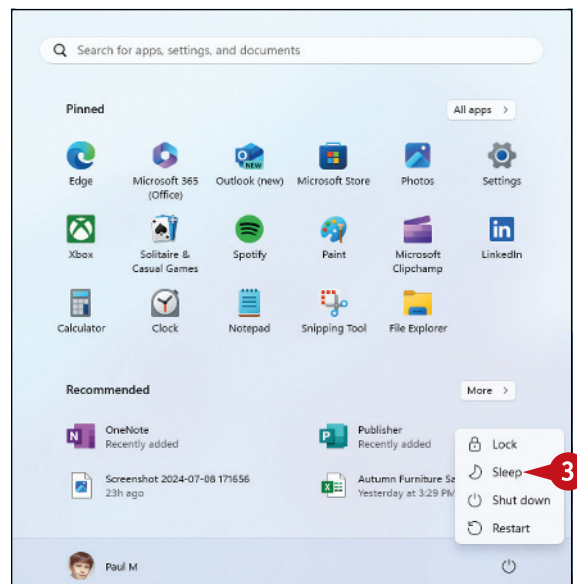
## Put Windows to Sleep

- 1 Click **Start** (🪟).  
The Start menu appears.
- 2 Click **Power** (🔌).



The Power options appear.

- 3 Click **Sleep**.  
Windows activates sleep mode.  
**Note:** To return from sleep mode, press your computer's power button.  
**Note:** To learn about the Lock command, refer to Chapter 10.



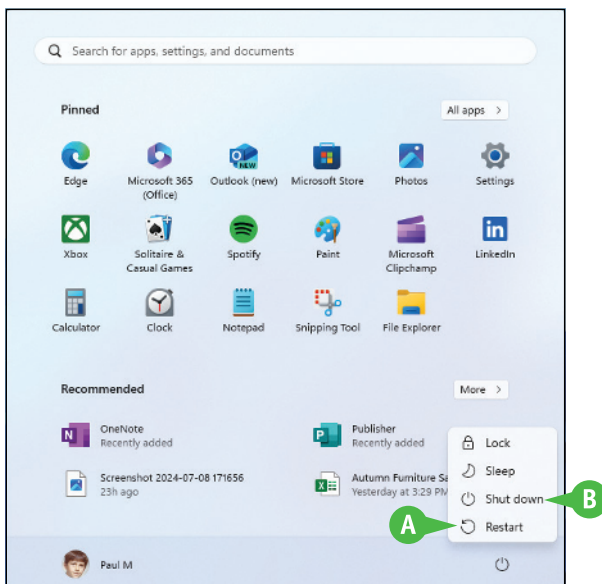
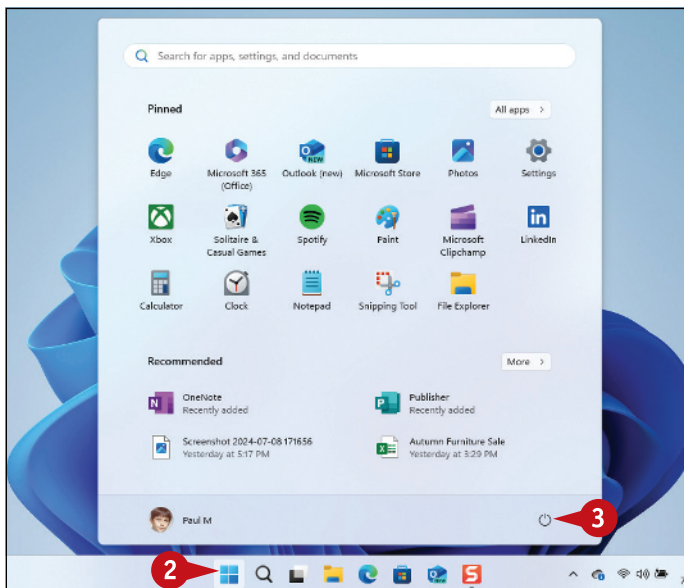
# Restart or Shut Down Windows

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 odd. Sometimes a restart solves the problem.

Alternatively, when you complete your work, you could shut down Windows. However, do not just

shut off your computer's power because doing so can cause problems: If you have documents with unsaved changes, you may lose those changes; you also could damage one or more Windows system files, which could make your system unstable. Therefore, you should always follow the proper steps when shutting down your PC.

## Restart or Shut Down Windows



- 1 Shut down all your running programs.

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

- 2 Click **Start** (Windows logo).

The Start menu appears.

- 3 Click **Power** (power icon).

The Power options appear.

- 4 Click one of these commands:

- A You can click **Restart** to shut down and then start your computer.
- B You can click **Shut Down** to turn off your computer.

# Install an App

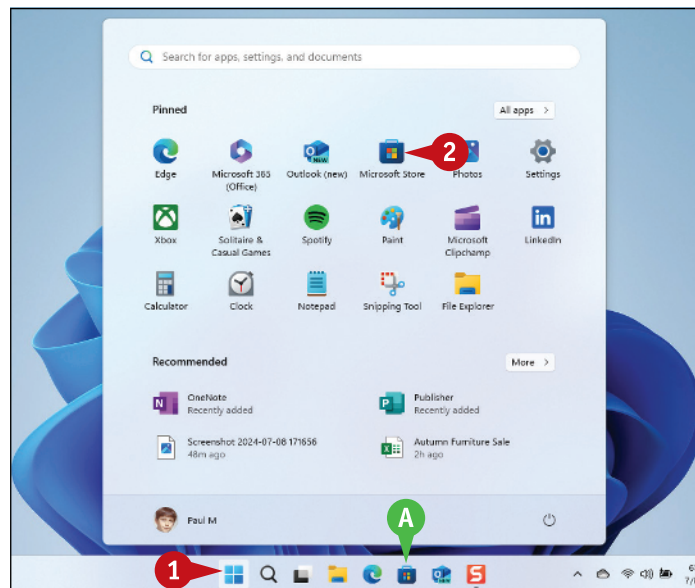
If Windows does not have an app that you need, you can obtain the app and then install it on your computer. You usually obtain apps from the Microsoft Store, which is an app that is preinstalled with Windows. Many Microsoft Store apps are free, but some require a payment using the credit card you have on file with your Microsoft account.

You can also install apps that are not available via the Microsoft Store. In this case, you obtain (and usually pay for) the app on the web and then download the app to your computer. However, it is important to only install apps that you obtained from a reputable and secure site.

## Install an App

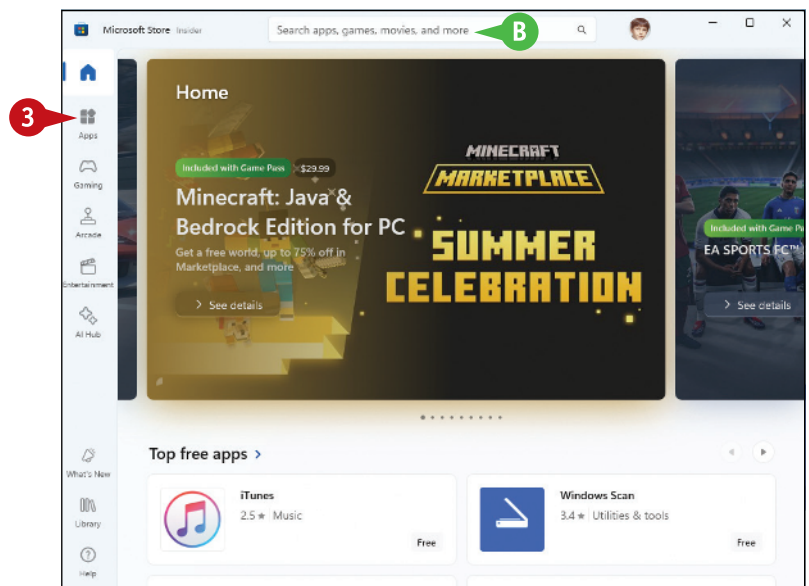
- 1 Click **Start** (🪟).
- 2 Click **Microsoft Store**.
- A You can also click **Microsoft Store** (🛒).

**Note:** You need a Microsoft account to install from the Microsoft Store.

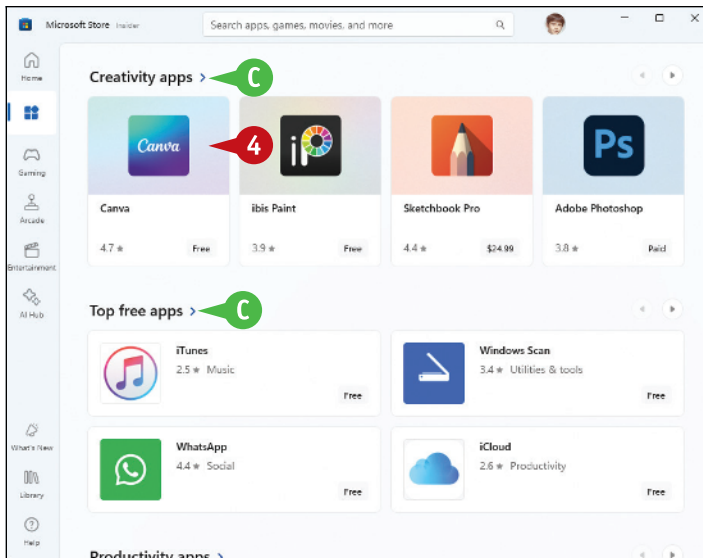


The Microsoft Store app appears.

- 3 Click **Apps**.  
Microsoft Store displays the Apps screen, which enables you to browse apps by category.
- B Alternatively, if you know the name of the app you want to install, you can use the Search box to locate the app.

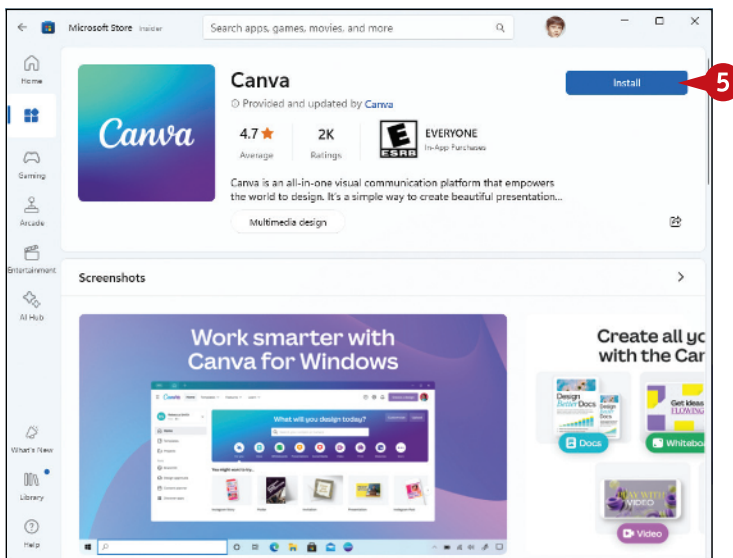


## Getting Started with Windows



**C** For each category, you can click the category name to display all the apps in the category.

**4** Click the app you want to install.



**5** Click **Install**.

Alternatively, if the app is not free, you can click the price button and then follow the prompts to set up a payment method and complete the purchase.

Windows installs the app.

## simplify it

### How do I install software downloaded from the Internet?

Follow these steps:

- 1** Click **File Explorer** (📁).
- 2** Open your **Downloads** folder.  
**Note:** If you saved the downloaded file in a folder other than Downloads, use File Explorer to find the downloaded file. To view a file with File Explorer, refer to Chapter 9.

The Downloads folder appears.

**3** Double-click the file.

The software's installation app begins.

**Note:** For compressed files, extract the files and then double-click the setup file.

**4** Follow the installation instructions the app provides.

# Switch Between Running Apps

If you plan on running multiple apps at the same time, you need to know how to easily switch from one application to another. In Windows, after you start one application, you do not need to close that application before you open another one.

Windows supports a feature called *multitasking*, which means running two or more applications simultaneously. You can switch from one program to another using the taskbar, the Task View feature, or the keyboard.

## Switch Between Running Apps

### Switch Apps Using the Taskbar

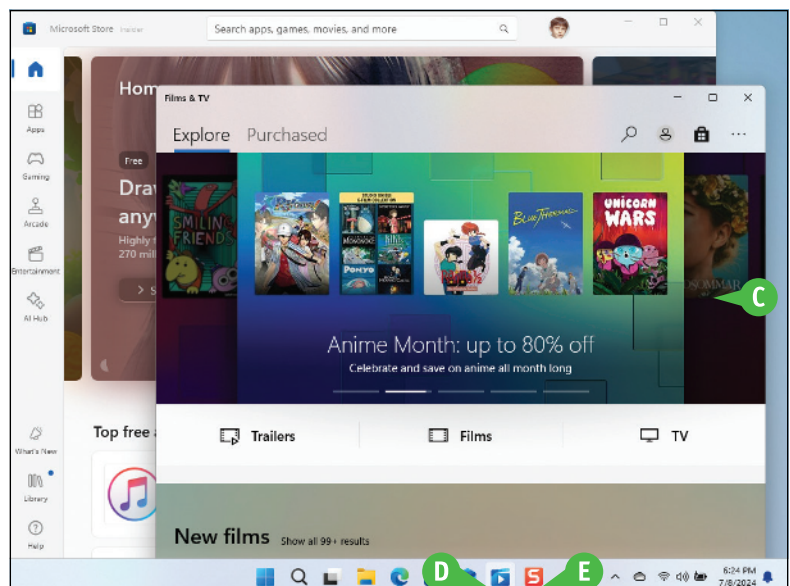
- A Windows displays a line under the icon of the current app.
- 1 Position the mouse pointer (☞) over the taskbar icon of the app you want to switch to.
- B Windows displays a thumbnail version of the app window.
- 2 Click the app's taskbar icon.

**Note:** *An app does not have to be minimized to the taskbar for you to use the app's taskbar icon.*

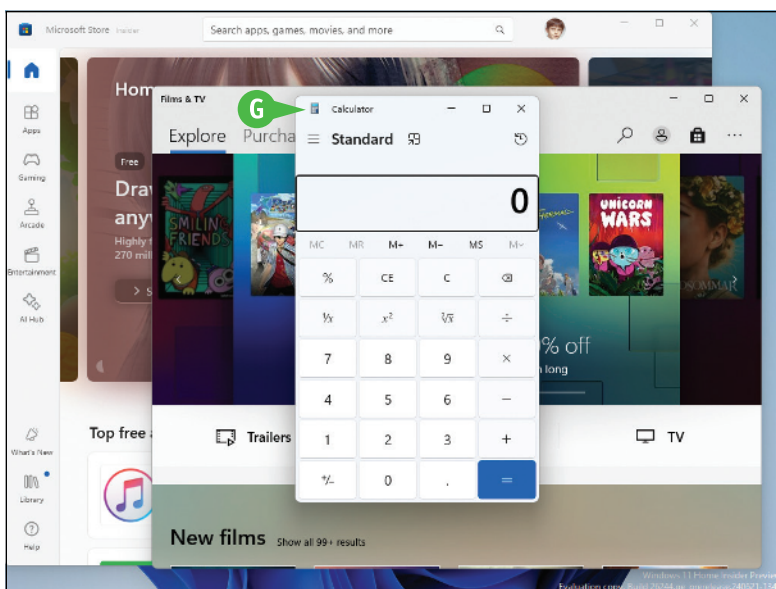
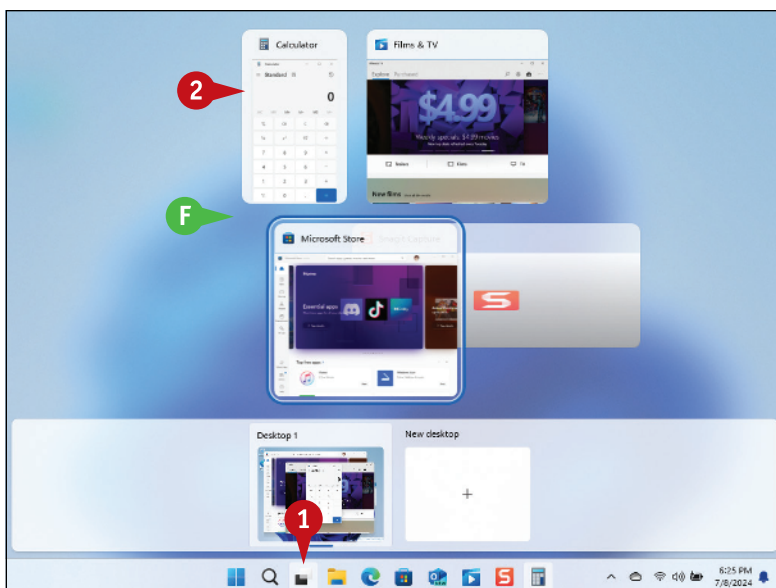
- C Windows brings the app's window to the foreground.

**Note:** *If any part of the app's window appears, you can also switch to the app by clicking its window, even if the window is in the background.*


- D The taskbar icon of the foreground app is displayed with a long, blue line underneath.
- E The taskbar icons of other running apps are displayed with a short, gray line.



## Getting Started with Windows



## Switch Apps Using Task View

- 1 In the taskbar, click **Task View** (  ) or press **Win** + **Tab**.
  - F Windows displays thumbnails for each running app.
  - 2 Click the thumbnail of the app you want to switch to.
- G Windows switches to the app.

## simplify it

**How can I switch between apps using the keyboard?**

There are two methods you can use to switch between apps using the keyboard:

- The first method is to press and hold **Alt** and then press **Tab** to display thumbnail versions of the open windows. Press **Tab** until the window you want to work in is selected and then release **Alt**.
- The second method is to press **Win** + **Tab** to open Task View. Use the arrow keys — particularly **←** and **→** — to select the thumbnail of the app you want to work with and then press **Enter**.

# Arrange Running Apps

You can make it more efficient to multitask apps by arranging the app windows on the desktop. There will be times when you want to view the content of multiple windows at the same time. For example, you might be surfing the web using Microsoft Edge in one window but also want to watch the Outlook

window for incoming email. Rather than constantly switching between the apps, you can select a snap layout that makes both apps visible on the desktop. A *snap layout* is a predefined arrangement of two or more app windows.

## Arrange Running Apps

- 1 Position the mouse pointer (☞) over **Maximize** (☐) in the upper-right corner of an app you want to arrange.

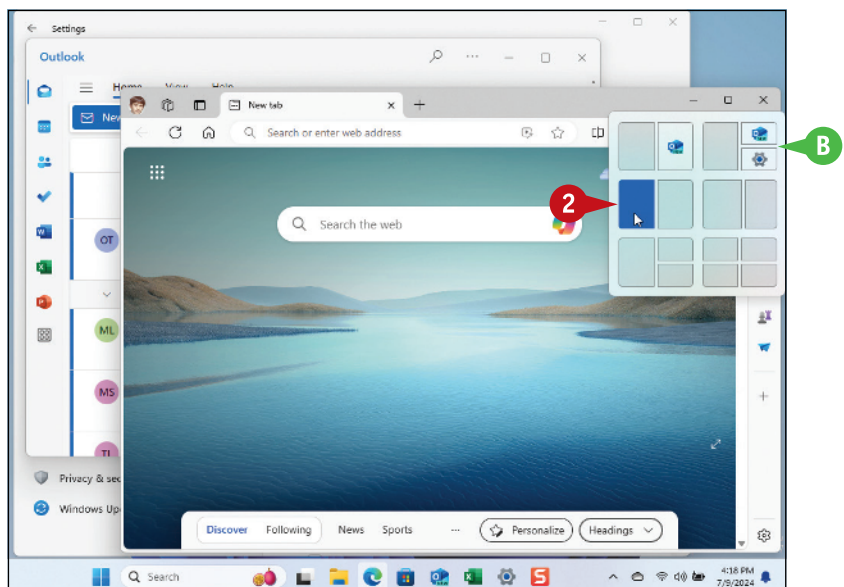
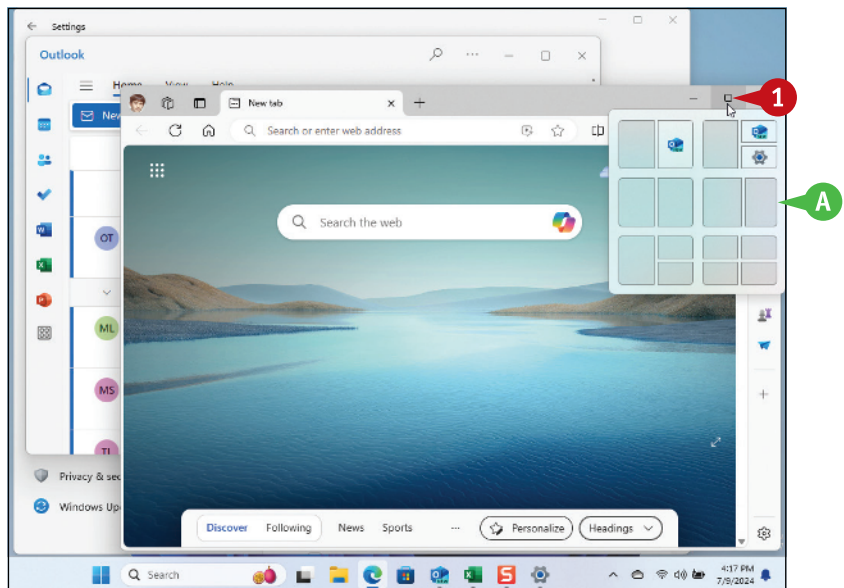
**Note:** *If the app window is already maximized, position the mouse pointer (☞) over **Restore** (☐) instead.*

- A Windows displays a gallery of snap layouts. In this case, Windows is showing six different layouts. Depending on your screen size, more layouts might be displayed.

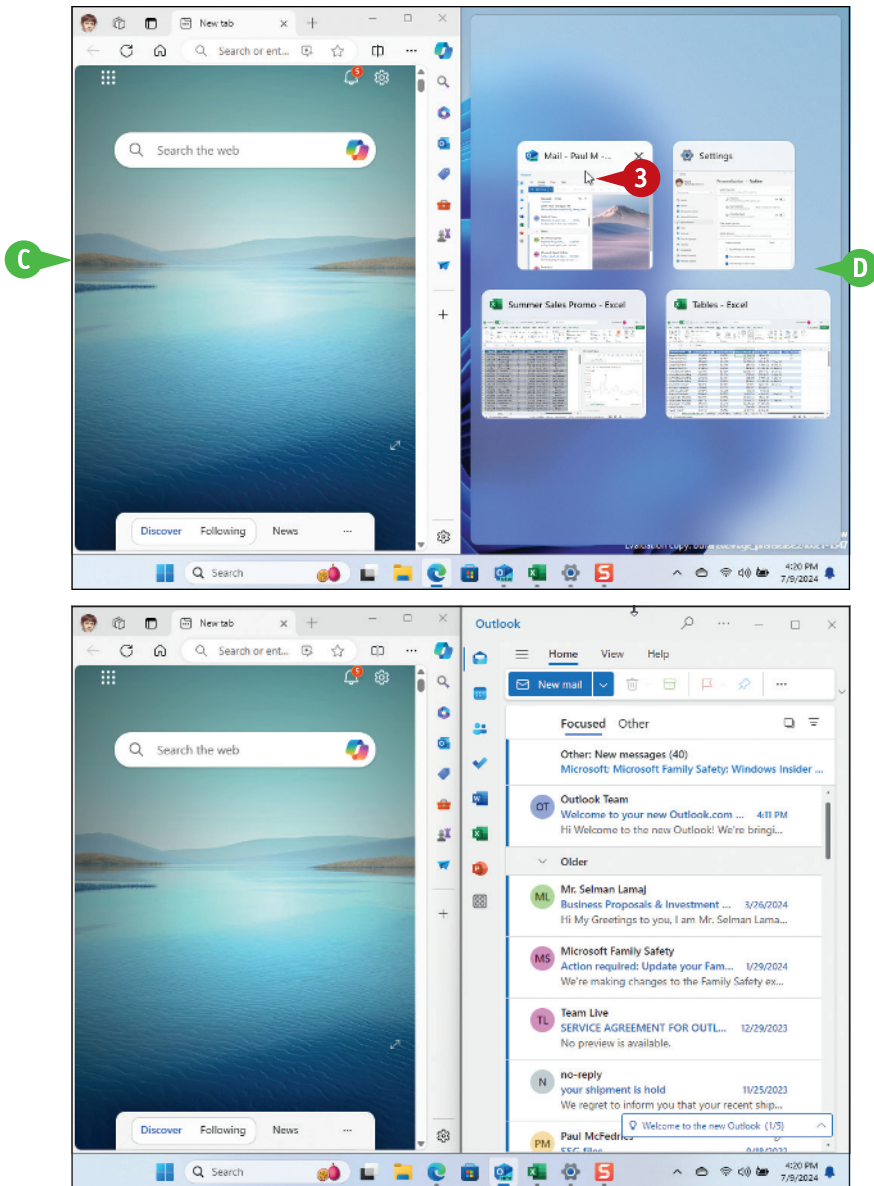
**Note:** *The blank boxes in each layout show you how the app windows will be arranged on the desktop.*

- B The first row of snap layouts includes one or more suggested apps to include in the layout. If the app or apps you want to use appear, you can click that layout and then skip the rest of these steps.

- 2 In the snap layout you want to use, click the box that represents the position you want to use for the current app.



## Getting Started with Windows



- C** Windows arranges the app window in the position you specified.
- D** Windows displays thumbnail versions of your other open app windows.
- 3** Click the thumbnail of the other app you want to snap.

Windows arranges the app windows in the snap layout you selected.

## simplify it

### Is there an easy way to switch to all the apps in an existing snap layout?

Yes. While the snap layout is in place, Windows groups the applications together. If you want to display the apps in that layout all at once, you can select the group.

To select an app layout group, position the mouse pointer (🖱️) over the taskbar icon of any app in the snap layout. In the thumbnail windows that appear, click the one labeled **Group** **A**.



# Uninstall an App

If you have an app that you no longer use, you can free up some hard drive space and reduce clutter on the Start screen by uninstalling that app. When you install an app, the program stores its files on your computer's hard drive, and although most

programs are quite small, many require hundreds of megabytes of hard drive space. Uninstalling an app you do not need frees up the hard drive space it uses and removes its tile (or tiles) from the Start menu (if it has any there) and the All Apps list.

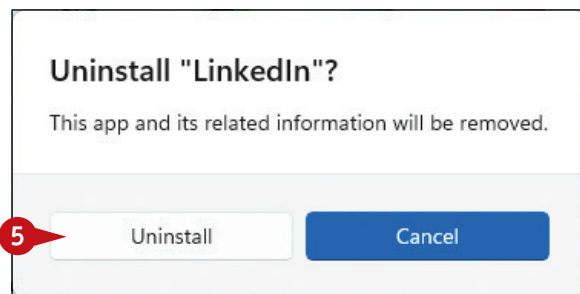
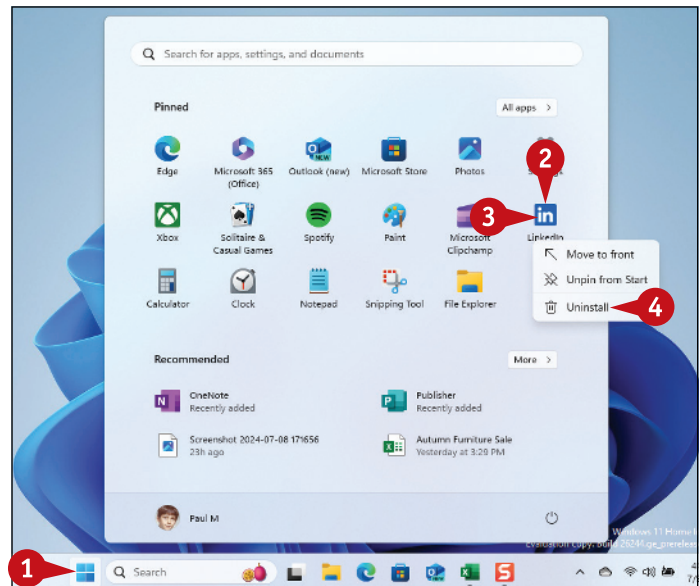
## Uninstall an App

### Uninstall via the Start Menu

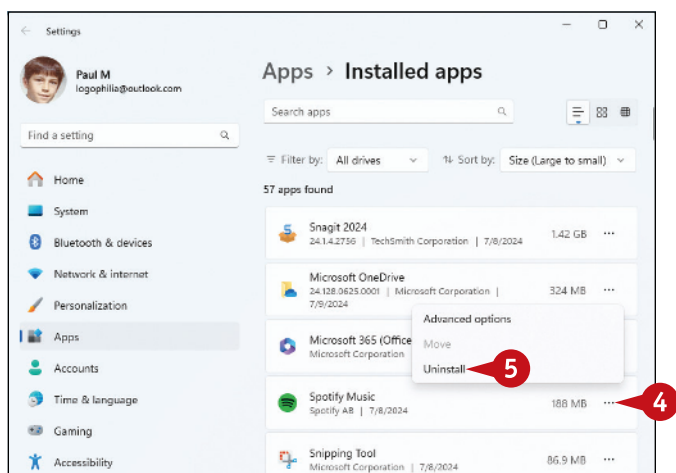
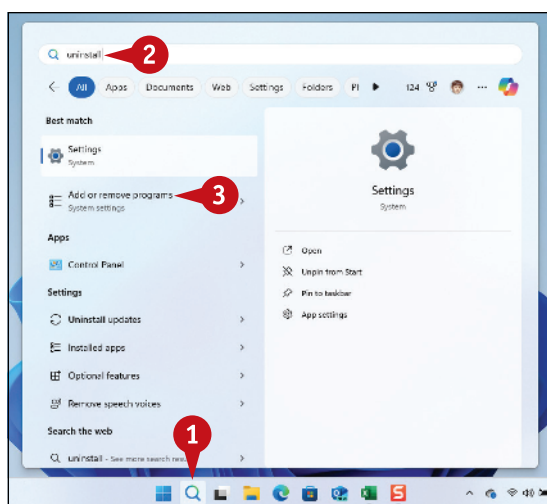
- 1 Click **Start** (Windows logo).
- 2 Use the Start menu or the All Apps list to locate the app you want to uninstall.
- 3 Right-click the app.
- 4 Click **Uninstall**.

Windows asks you to confirm.

- 5 Click **Uninstall**.  
Windows removes the app.



## Getting Started with Windows



This app and its related info will be uninstalled.

Uninstall 6

## Uninstall via Settings

- 1 Click **Search** (Q).
- 2 Type **uninstall** in the Search box.
- 3 Click **Add or remove programs**.

The Installed Apps window appears.

- 4 Click **More** (...) to the right of the app you want to uninstall.
- 5 Click **Uninstall**.

Windows asks you to confirm.

- 6 Click **Uninstall**.

Windows removes the app.

simplify it

### How can I uninstall the app that is taking up the most space?

- 1 Click **Start** (Windows logo).
- 2 Click **Settings** (gear icon) to open the Settings app.
- 3 Click **Apps**.
- 4 Click **Installed Apps**.

- 5 In the Sort By list, click **Size (Large to Small)**.  
Windows sorts the apps from largest to smallest.
- 6 Click **More options** (...) to the right of the app you want to remove.
- 7 Click **Uninstall**.
- 8 Click **Uninstall** when Windows asks you to confirm.