

# Windows: Controlling Programs



## in this lesson

Every program you run is in a program window. You can make program windows fill the screen, disappear, or change shape. You can also run more than one program at the same time (multitasking) and quickly switch from one running program to another. This can be useful when you look up information in one window and use it with a different program in another window. There are also methods to make locating and starting programs you use most often easier. In this lesson, you will open, position, and switch between program windows.

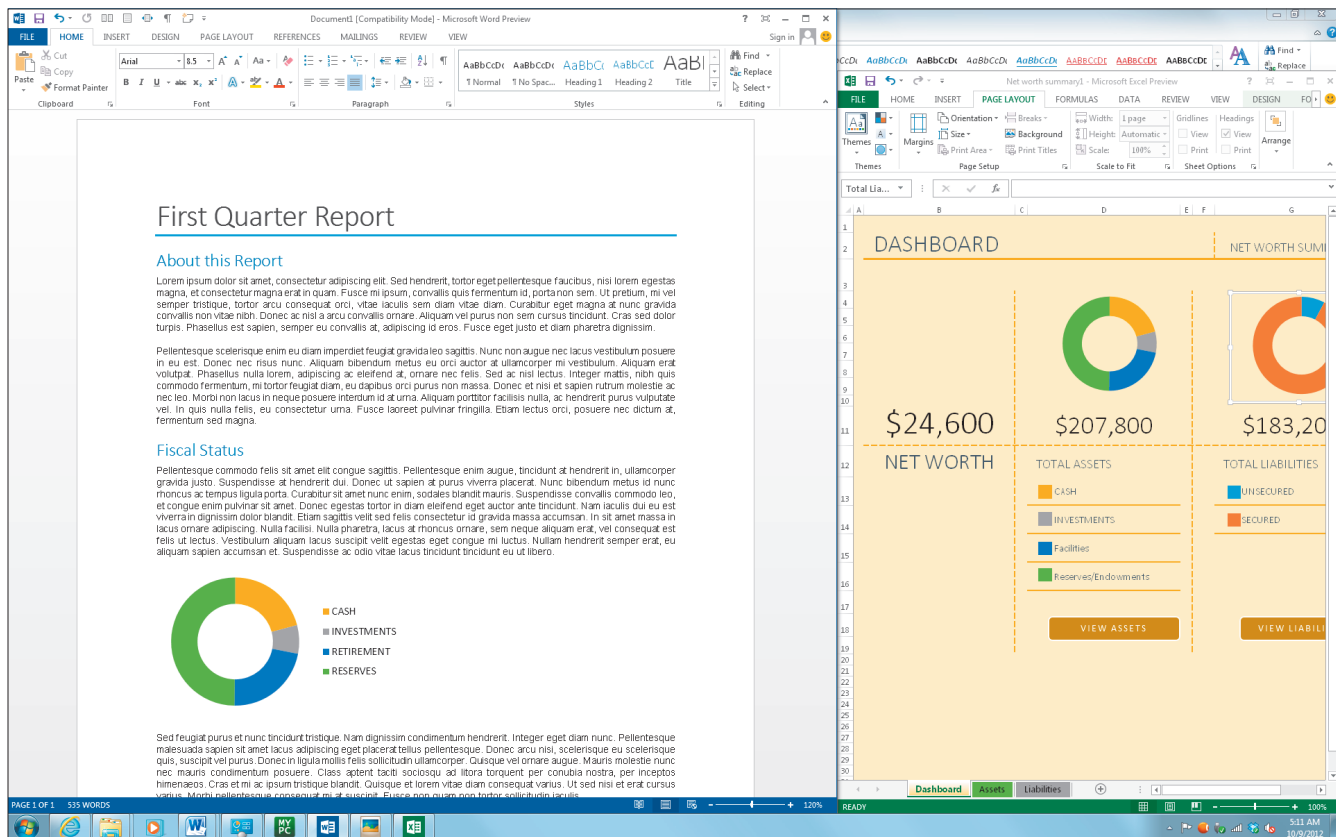
Student resources: <http://labyrinthelab.com/ecs13>

## Skills YOU Will Learn

- Log on and log off from Windows
- Identify the significant features of the Windows Desktop
- Start any installed Windows program
- Place program windows where you want them on the screen
- Switch from one program to another

# Using the Best Program

Sometimes, the best program is three of them. You are working on a report late at night, and part of it requires calculations. You work out the math in Excel, since numbers is what Excel does best. You write your report using Word, and you create a slide show presentation in PowerPoint using details created in Word and Excel. As you work, you switch from program to program, copying items from one and pasting them into another. When one program clutters the Desktop, you minimize it. The finished report leverages the strengths of all three programs.



You can arrange program windows on the screen to suit your needs.

# Starting Windows

**ecs13-v0201**

The first thing your computer does when it “wakes up” is locate and load an operating system, like Windows, into its RAM. This book covers the two versions of Windows that can run Office 2013:

- Windows 7
- Windows 8

## Starting a Session

Once Windows loads, it indicates that it’s ready for a user to start working. Depending on how the computer is configured, you will see one of the following.

- A Welcome screen displaying all usernames that can log on
- A network login screen in which a username and password must be typed

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## Log On to Windows (Windows 7)

**ecs13-g0201A**

**Windows 8 Users:** Skip to the next topic.

In this exercise, you will log on to Windows 7 and view the Desktop.

**1** If necessary, switch on the power to the computer and monitor.

The computer goes through its startup routine, ending with a Windows log on screen.

**2** Write your logon information below. Your instructor will give you this.

Username: \_\_\_\_\_

Password: \_\_\_\_\_

**3** Follow the steps for the type of login screen displayed:

- Network login
- Welcome screen with names displayed

## Network Logon Prompt



This is one example of a network log in screen. You might encounter others, and your instructor can assist you if you do.

**A** Hold down the **Ctrl** and **Alt** keys on the keyboard



**B** Tap the **Delete** key.



**C** Type your username and password in the boxes then click **Log In** or tap **Enter**.

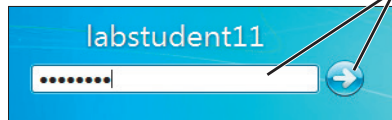
The Windows Desktop appears. Skip the rest of this exercise.

## Welcome Screen with Account Names Displayed

**A** Click the username for the logon account you will use.



**B** Type the password here then tap **Enter** or click the **Log In** button.



The Windows Desktop appears.

## Signing On (Windows 8)

Windows 8 renames the “log on” command to “sign on.” It’s similar to the Windows 7 log on command, with one exception: Signing on with a *Microsoft account* sends data to Microsoft from your work sessions. Microsoft uses this data to perform tasks such as synching your personal settings between devices. It may also use the data to target personal ads in some programs or web browsing sessions. Signing on with a *local* (non-Microsoft) account does not send out data.

## Sign On to Windows (Windows 8)



**ecs13-g0201B** **Windows 7 Users:** Skip to the next topic.

In this exercise, you will sign on to Windows 8 and view the Desktop.

- 1** If necessary, switch on the power to the computer and monitor.

The computer goes through its startup routine, ending with a Windows Welcome screen.

- 2** Write your sign on information below. Your instructor will give you this.

Username: \_\_\_\_\_

Password: \_\_\_\_\_

- 3** Click once anywhere on the **Welcome** screen.

A login screen appears, displaying the available user names.

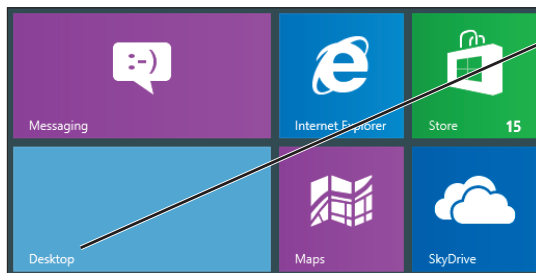
- 4** Click the username you've been assigned for the course.



- 5** Type your password.

- 6** Tap **Enter** or click the **Submit** button.


The Start screen appears, displaying tiles for various activities and programs.



- 7** Click the **Desktop** button. (Its location and picture may vary.)

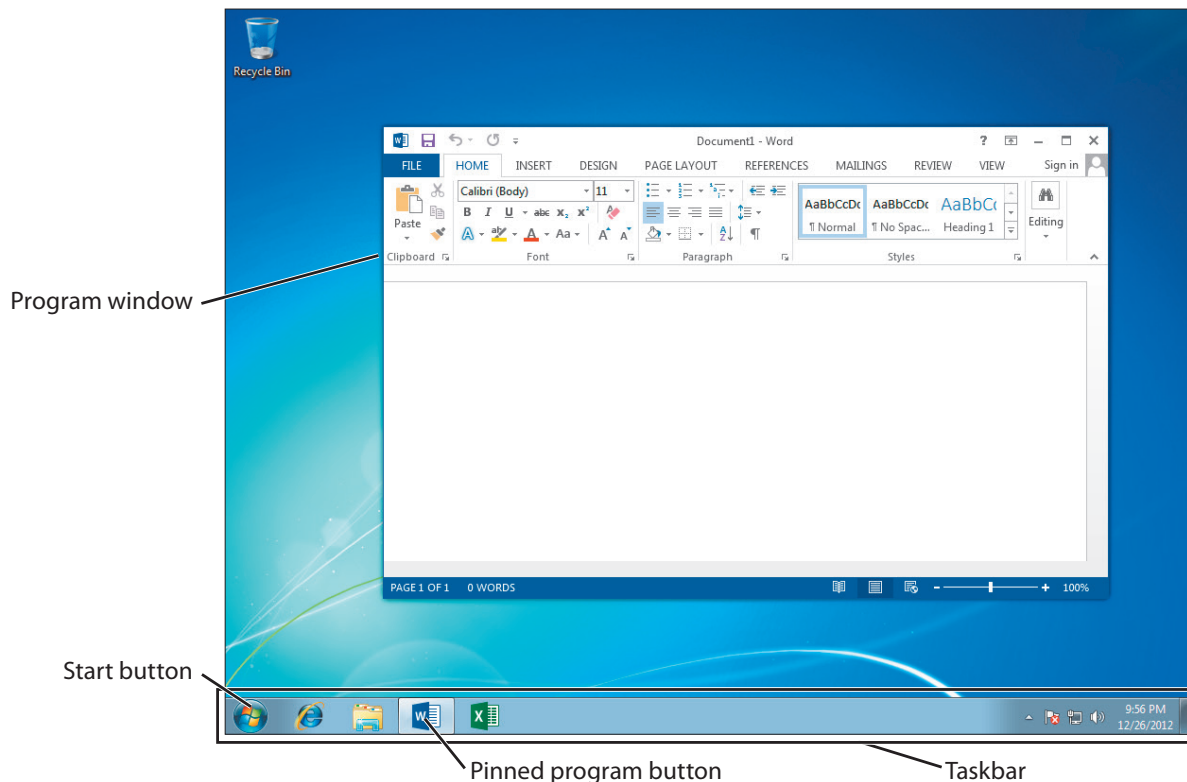
The Windows Desktop appears, similar to the one you may be used to from previous versions of Windows.

# Exploring The Windows Desktop

 **ecs13-v0202** The Windows Desktop is where all computing activity takes place in Windows 7. It's also where you run traditional desktop application programs in Windows 8.

## Windows 7 Desktop

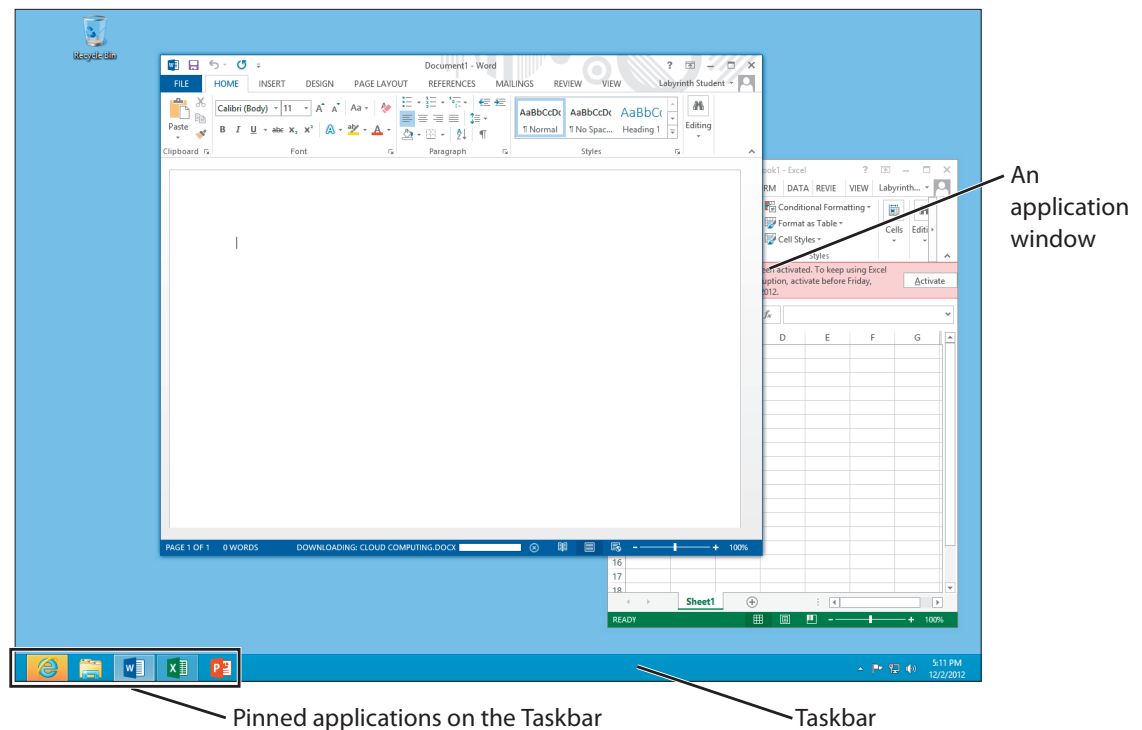
The Desktop appears after you first log on to Windows 7. This figure displays significant features of a typical Windows 7 Desktop.



## Windows 8 Has Two Desktops

Windows 8 has two Desktops. One is similar to that used in previous versions of Windows; it runs traditional Windows applications. The other (new) Desktop runs only the new apps designed for Windows 8 and Windows Phone. These apps fill the screen completely. You can run programs on both Desktops simultaneously and switch between them.

This figure displays features typical of the traditional Windows 8 Desktop.



## Windows 8 Terminology

The following terms will be used in regards to Windows 8.

- **Application:** A traditional Windows Desktop program, such as Word, Excel, and PowerPoint.
- **App:** A program that only runs from the Windows 8 Start screen. For example, Mail, Photos, and Messaging.
- **Tile:** A rectangular button on the Windows 8 Start screen. A tile can start an app or an application.

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## Try a Windows 8 App



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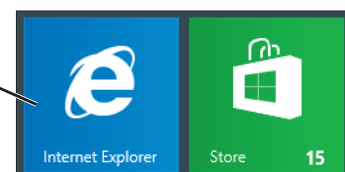
**Windows 7 Users:** Skip to the next topic.


In this exercise, you will start an app from the Start screen.

- 1 Tap the **Windows**  key on the lower-left corner of the keyboard.  
The Start screen appears.



- 2 Click the **Internet Explorer** app tile.  
The Internet Explorer app appears. Notice that it fills the entire screen automatically and that there are no window sizing buttons at the top-right corner of the screen.



- 3 Tap the **Windows**  key to display the Start screen again.

# Starting Applications

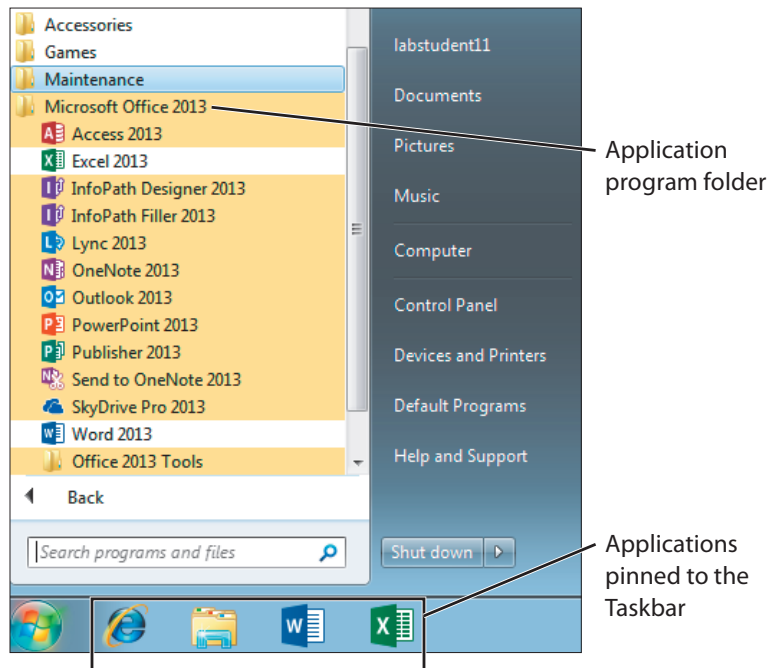


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Windows gives you a variety of methods to start application programs (applications). As you work with various programs, you'll find favorite ways to start them.

## The Start Menu (Windows 7)

When you install a new application, a folder for that application is usually created in the Start menu. If you don't recall where an application was installed, you can search for it. Applications you use frequently can be "pinned" to the Start menu and the Windows Taskbar for easier access.



## The Start Screen (Windows 8)

The Windows 8 Start screen performs functions similar to the Start menu on Windows 7. This figure displays features typical of the Windows 8 Start screen.





Depending on your Windows sign on ID and activities, tile location can change. Tiles you use often may move or enlarge. The image displayed on some tiles may also change.

## Basic Mouse Motions

There are five basic motions you can perform with the mouse. If your computer has a touch screen, there are additional motions (gestures) you can use.

Mouse Motions	
Command Name	Description
Point	Point at a spot on the screen without clicking.
Click	Tap and release the main (left) mouse button.
Double-click	Quickly tap and release the main mouse button twice.
Right-click	Tap and release the secondary (right) mouse button.
Drag	Hold down the main mouse button as you move the mouse.



This book covers the use of the mouse only. It does not include touch screen gestures.

## Start an Application (Windows 7)



**ecs13-g0203A** **Windows 8 Users:** Skip to the next exercise.

In this exercise, you will start Word 2013.

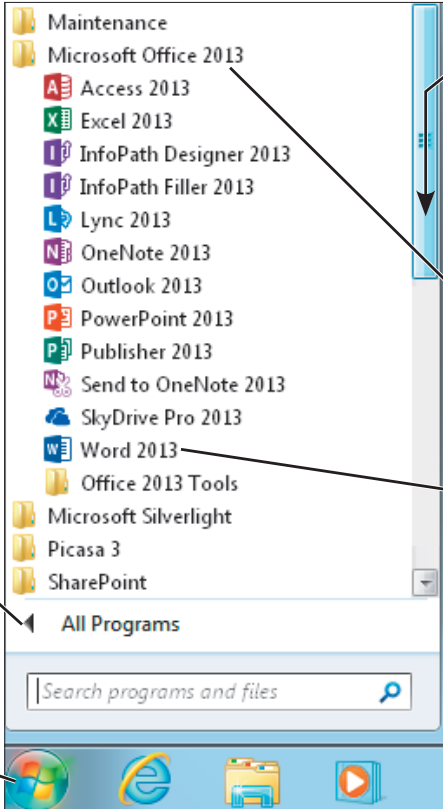
**1** Click **Start**.

**2** Choose **All Programs**.

**3** If necessary, scroll down the programs list.

**4** Choose **Microsoft Office 2013**.

**5** Choose **Word 2013**.  
The Word program window appears. Depending on how it was open previously, the window may fill all or only part of the screen.



**6** Choose **Blank Document**.

Word displays the new blank document.

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## Start an Application (Windows 8)

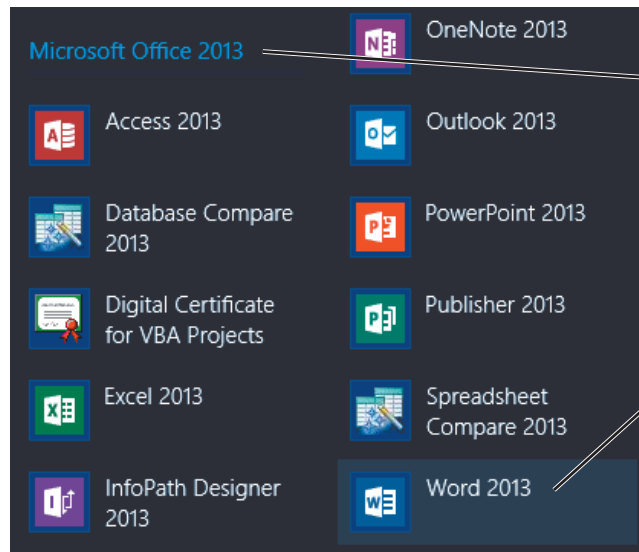
**ecs13-g0203B** Windows 7 Users: Skip to the next topic.

In this exercise, you will start Word 2013.

**1** Right-click (don't left click) a clear area on the Start screen.



**2** Choose **All Apps**.



**3** Scroll over to the **Microsoft Office 2013** group. (Try using the scroll wheel on the top of your mouse.)

**4** Choose **Word 2013** (location may vary).  
Windows 8 displays the Desktop and opens the Word program window.

**5** Click **Blank Document**.

Word displays the new blank document.

# Using the Windows Taskbar

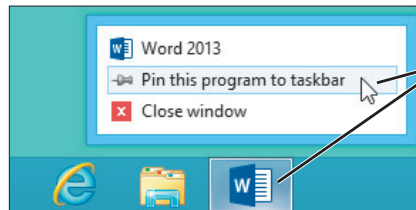
**ecs13-v0204**

The Windows Taskbar along the bottom of the screen displays buttons for each active application. Use them to switch among applications and to minimize application windows.

## Pinning Programs to the Taskbar

You can “pin” frequently used programs directly to a spot on the Taskbar. This keeps these application buttons in a stable location that’s easy to access. Not only can you start applications from Taskbar buttons, you can also quickly view and select open application windows.

These application buttons were pinned to the Taskbar when Windows 7 was first installed.



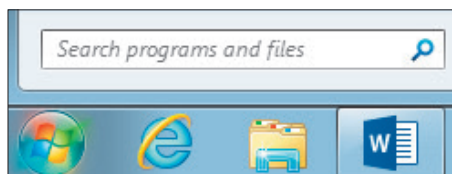
This application button was pinned to the Taskbar by a Windows 8 user who wanted easier access to it.

## Searching for Programs

You don’t want to pin too many programs to the Taskbar. And, if you have numerous programs installed, it might become difficult to find an application you don’t use very often. Windows has a search feature to help you locate applications.

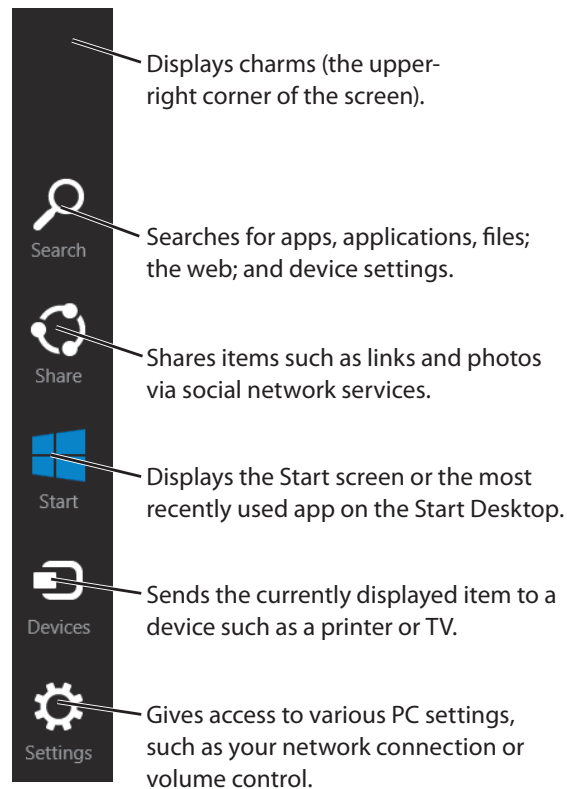
### Start Menu Search (Windows 7)

The Windows 7 Start menu contains a search box. This box can search for programs and files.



## a closer look

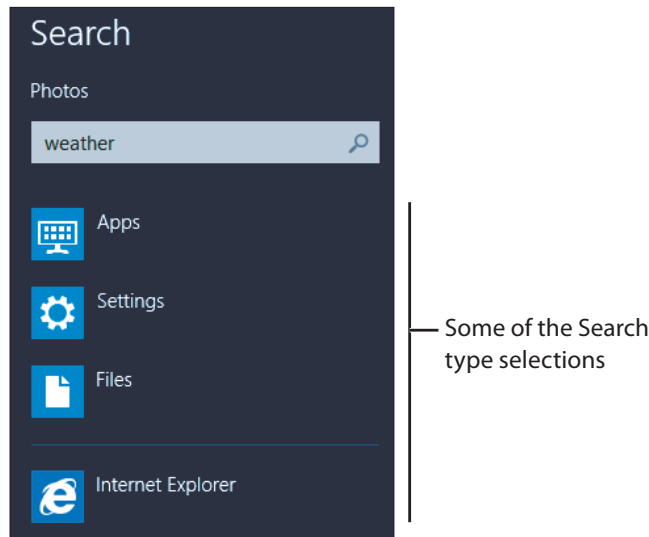
# Windows 8 Charms



Charms are a set of basic commands available via the Charms corner. You can access charms from both Windows 8 Desktops.

## Search Charm (Windows 8)

The Windows 8 search charm allows you to search for programs, files and devices, and to perform web searches. Depending on your search type selection, the Search charm will give you a choice of items to open or open an app directly.



The Windows 8 Search charm displays a search box.

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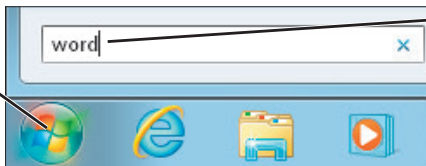
# Search for an Application (Windows 7)



**ecs13-g0204A** Windows 8 Users: Skip to the next exercise.

In this exercise, you will search for and start WordPad.

**1** Click the **Start** button.



**2** Type **word** in the Search box.



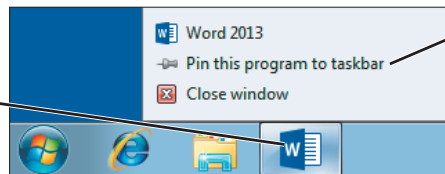
**3** Choose **WordPad** in the Programs list.

Windows opens WordPad. WordPad is a very basic word processor built into Windows.

**4** Close  the new WordPad window.

The Word window remains open, as does its Taskbar button.

**5** Right-click (don't left-click) **Word 2013**.



**6** Choose this option.

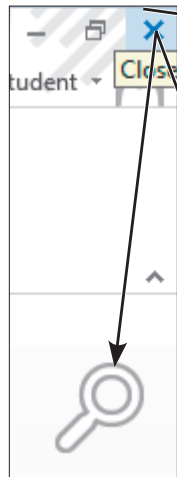
Windows pins the Word 2013 button the Taskbar. It will now appear there whether Word is running or not so you can start Word without using the Start menu.

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## Search for an Application (Windows 8)

**ecs13-g0204B** Windows 7 Users: Skip to the next topic.

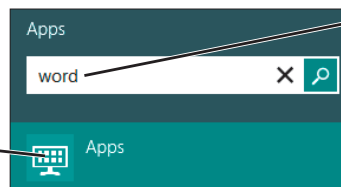
In this exercise, you will search for and start WordPad.



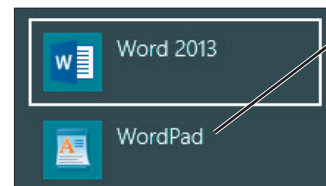
**1** Taking care not to click, point at the upper-right corner of the screen to display the charms.

**2** Slide the mouse pointer down and click the **Search** charm.

**3** Make sure **Apps** is the chosen search category.



**4** Type **word** in the Search box.

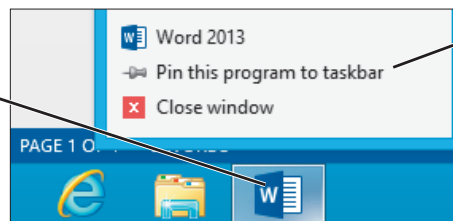


**5** Choose **WordPad**.

**6** Close  the new WordPad program window.

The Word window remains open, as does its Taskbar button.

**7** Right-click (don't left-click) **Word 2013**.



**8** Pin the program

Windows pins the Word 2013 button the Taskbar. It will now appear there whether Word is running or not so you can start Word without navigating back to the Start screen

# Controlling Desktop Windows



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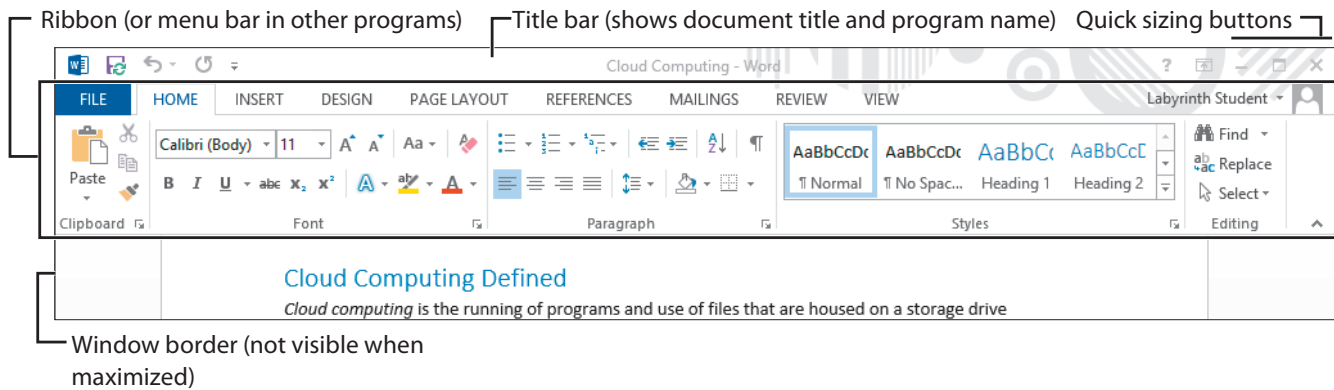
Every application running on the Desktop has one or more program windows, which you can position as you see fit. Many beginning Windows users forget that they can instantly size a window to fill the entire screen, which reduces scrolling you might have to do to view your work. Program windows open with quick sizing buttons that help you change their placement on the Desktop.



**Windows 8 apps always run full size on the full Start screen Desktop.**

## Program Window Features

Several features are common to virtually all program windows.



## Quick Sizing Buttons

Most program windows have three quick sizing buttons that allow you to instantly give a commonly used window command. The center button changes depending on how the window is sized.

When you click the Maximize button...



The middle button changes to Restore.



When you click the Maximize button...



The middle button changes to Maximize.





## Quick Sizing Buttons

### Command

Name	Icon	Description
Close		Closes the program window and exits the program
Maximize		Makes the program window instantly fill the entire screen
Restore		Restores a maximized program window to filling only part of the screen
Minimize		Removes the program window from the screen and leaves it running in the background
Ribbon Display Options		Controls options for displaying the Ribbon in Office 2013 programs

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## Use Quick Sizing Buttons



ecs13-g0205

In this exercise, you will use the quick sizing buttons to change the appearance of an application window.

- 1** Click the **Maximize** quick sizing button if it is visible.

The Word program window now fills the entire screen.

Continue to the next step if the window is already maximized



- 2** Click the **Restore** quick sizing button.

Now the window only fills a portion of the screen.



- 3** Minimize the window.

The program window disappears, but Word is still running. Any work being done in the program is still there.

- 4** Click **Word** on the Taskbar.

Windows 7



Windows 8



The Word window reappears in whichever shape it was when minimized. Leave Word open.

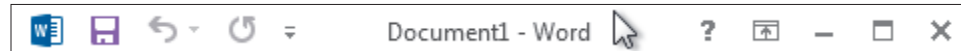
## Positioning and Shaping Program Windows



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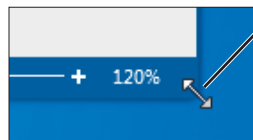
You can adjust the position and shape of restored (not maximized) program windows on the screen. There are two methods:

- **Drag the title bar:** Drag the title bar of a restored window to place it anywhere on the Desktop.



The mouse pointer over a typical title bar.

- **Drag window borders:** Drag the borders of a restored window to change its dimensions.



When you point at a window border, a double-headed arrow appears so you can change the window's shape.



Neither of these methods works on a *maximized* window.

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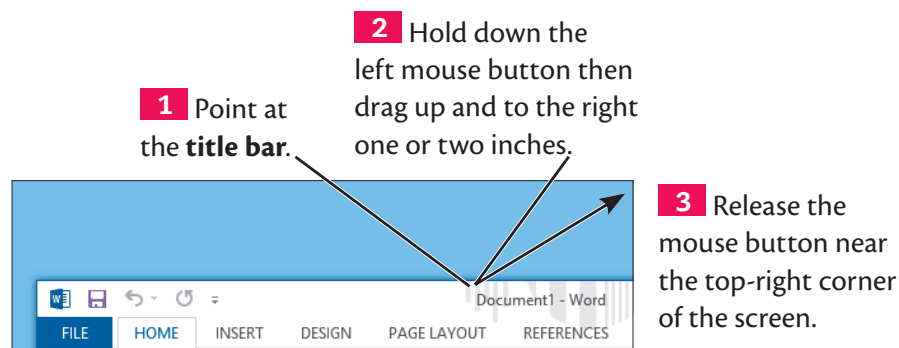
### Shape a Program Window



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In this exercise, you will control the size and shape of a program window.

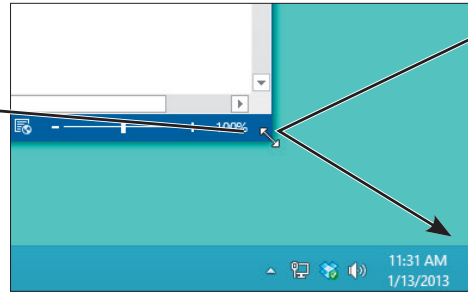
Make sure that the Word window is *not maximized* (does not fill the entire screen). You cannot change the shape of a maximized window.



- 4 Drag the **Word** window by its title bar until it is near the top-left corner of the screen.

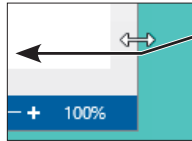
Now you will change the window's shape from the corner.

**5** Point near the corner until you see a **double-headed arrow**



**6** Hold down the mouse button and drag down and to the right.

**7** Release the mouse button once you're near the top of the Taskbar.



**8** Point at the right side border of the window until you see a double-headed arrow, then hold down the mouse button and drag the window narrower.

**9** Practice changing the window's position (drag the title bar) and shape (drag borders) until you can reliably put a window where you want it.

## Multitasking



ecs13-v0207

Running more than one program at the same time is called *multitasking*. It can definitely enhance your productivity. For example, you can view a web page in one window while writing about a related topic in Word. Or you might enter data in an Excel spreadsheet while you prepare a PowerPoint presentation. Although only one window at a time is active, you can view any inactive windows. You can switch the active window instantly as you change tasks.

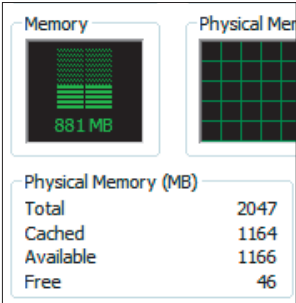
a closer look

# Multitasking and RAM

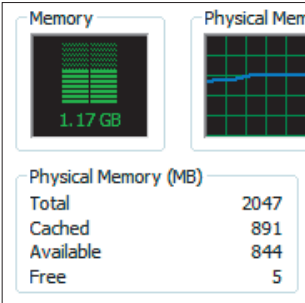
Everything you see on the screen takes place in RAM (random access memory). The more programs you multitask, the more RAM you need to run the programs efficiently. (Windows can run more programs than it has RAM to support, but everything will slow down.) Fortunately, it’s possible to install more RAM on most computers.

**Example**  
Below are two views of RAM usage from the Windows Task Manager. As more programs run, Windows allocates RAM for them. When it runs out of physical RAM, Windows uses a storage drive to temporarily mimic additional RAM. But this RAM isn’t as fast as physical RAM, so the system runs slower.

RAM use running a single program



RAM use running five programs



## Multitask with Three Programs

**ecs13-g0207**

In this exercise, you will run three programs at once.



The Word program should be running.

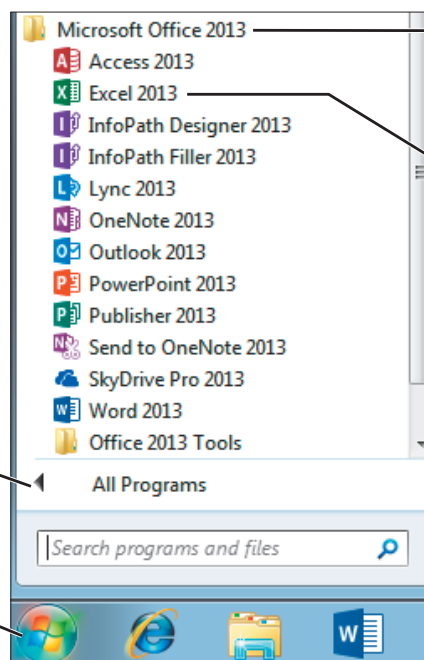
### 1 Start Excel:

Follow the steps for your version of Windows.

#### Windows 7

**A** Click **Start**

**B** Choose **All Programs**



**C** Choose **Microsoft Office 2013**

**D** Choose **Excel 2013**

#### Windows 8

**A** Tap the **Windows**  key.

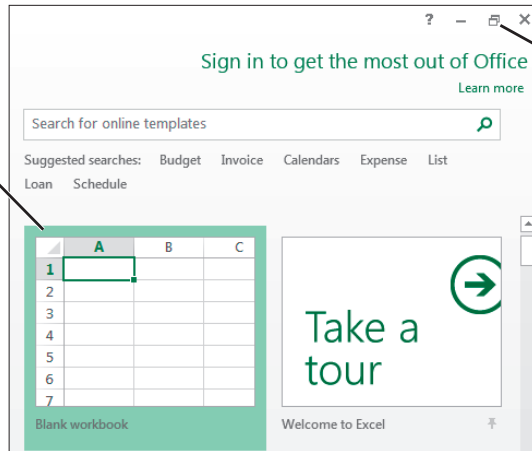
**B** Click **Excel** on the right side of the screen. (You may need to scroll to the right to locate the tile.)

The Excel program window appears. It may be maximized, depending on its state when the program was previously closed. Excel is now the active program.



Now you will create a blank workbook.

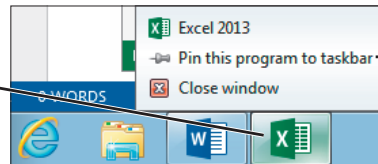
**2** Choose **Blank Workbook**.



**3** Restore the window if it fills the screen (is maximized).

The Excel window should only cover a portion of the screen now.

**4** To pin Excel to the Taskbar, right-click the button here.



**5** Choose to pin the program.

**6** Start **Internet Explorer**.



A web browser window appears and becomes the active program. Depending on its state when the program was closed, Internet Explorer may fill the screen.

**7** Restore **Internet Explorer** if its window currently fills the screen (is maximized).



**8** Click the **Word** button.

Word becomes the active program.



**9** Click the **Excel** button.

Excel becomes the active program, and its window covers parts or all of the other two.

**10** **Minimize**  Excel.

Since it was the active program just before Excel, Word becomes active again.

**11** Click its Taskbar button to make **Internet Explorer** active.

**12** **Minimize**  /  Word.

Only the Internet Explorer window remains visible on the Desktop, though Excel and Word can be made visible again from the Taskbar.

## Switching Programs



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When you run multiple programs, Windows offers keyboard shortcuts for switching among them. You can also clear the Desktop with a single command (minimizing all visible program windows).

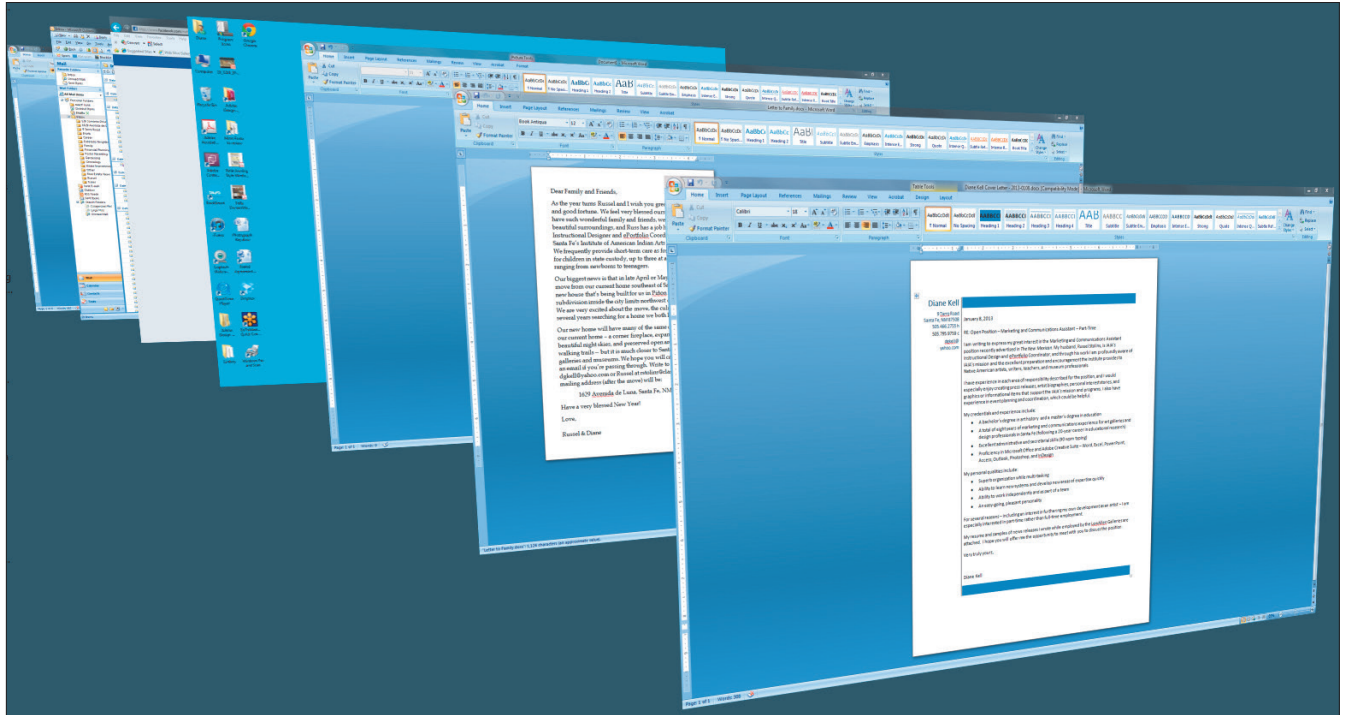
### Aero Flip 3D

#### From the Keyboard

**[Alt] + [Tab]** to  
activate Aero  
Flip 3D

### Aero Flip 3D (Windows 7)

The Aero Flip 3D command displays a miniature of each program window's contents as you cycle through them.



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## Flip Among Program Windows (Windows 7)



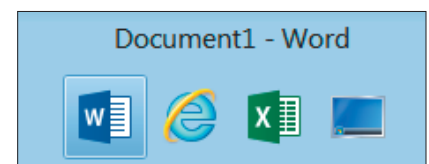
**ecs13-g0208A** Windows 8 Users: Skip to the next exercise.

In this exercise, you will flip among programs using the keyboard. Word, Excel, and Internet Explorer should still be running.

**1** Hold down the **[Alt]** key on the keyboard and keep it held down.

**2** Tap the **[Tab]** key.

A window displaying icons for currently running programs appears in the middle of the screen.



**3** With the **Alt** key still held down, tap **Tab** again.  
The highlight in the program icon display moves to the next program.

**4** Still holding down the **Alt** key, tap **Tab** until the highlight returns to **Excel**; release **Alt**.  
Excel becomes the active program.

**5** Use **Alt** + **Tab** to switch back to **Word**.

**6** To use Aero Flip, hold down the **Windows**  key and tap **Tab**.  
Windows displays miniatures of each open program window.

**7** Still holding down the **Windows** key, tap **Tab** until **Internet Explorer** comes to the front of the display; release the Windows key.  
Internet Explorer becomes active.

**8** Hold down the **Windows** key then tap **Tab** until **Word** becomes the active program; release the Windows key.  
Word becomes active again.

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# Flip Among Program Windows (Windows 8)

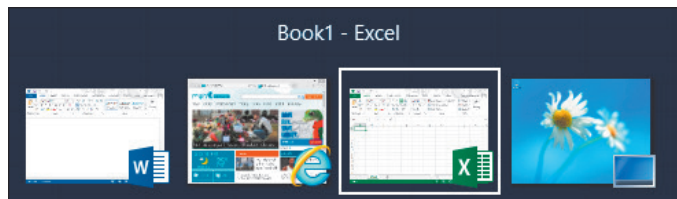


**ecs13-g0208B** **Windows 7 Users:** Skip to the next topic.

In this exercise, you will flip among programs using the keyboard. Word, Excel, and Internet Explorer should still be running.

**1** Hold down the **Alt** key on the keyboard and keep it held down.

**2** Tap the **Tab** key.  
A window displaying icons for currently running programs appears in the middle of the screen.



**3** With the **Alt** key still held down, tap **Tab** again.  
The highlight in the program icon display moves to the next program.

**4** Still holding down the **Alt** key, tap **Tab** a few more times until the highlight returns to **Excel**; release **Alt**.  
Excel becomes the active program.

**5** Use **Alt** + **Tab** to switch back to **Word**.

**6** To use Aero Flip, hold down the **Windows**  key and tap **Tab**.  
Windows displays any apps running on its other desktop at the upper-left corner.



**7** Release the **Windows**  key.

The Internet Explorer *app* (not the traditional Desktop application) becomes active.

**8** Hold down **Windows**  and tap **Tab**.

The Desktop is chosen on the upper-left.

**9** Release **Windows** .

You return to the traditional Desktop and Word.

## Aero Window Commands



ecs13-v0209

The Aero window commands make many common program window arrangements automatic. For example, you can instantly make a program window fill just half of the screen. The Aero window commands also make the Maximize and Restore commands even more intuitive.

### Aero Window Commands

#### Aero

#### Command

#### Description/Use

Aero Snap

Snaps program windows to fill the right- or left-half of the screen, or maximizes them.

Aero Peek

Briefly makes all program windows transparent so you can view the Desktop.

Aero Shake

Causes all but one program window to minimize.

Aero 3D Flip  
(Windows 7  
only)

Gives a 3D view of each program window as you flip.

## develop your skills | ecs13-0209

## Use Aero Desktop Features

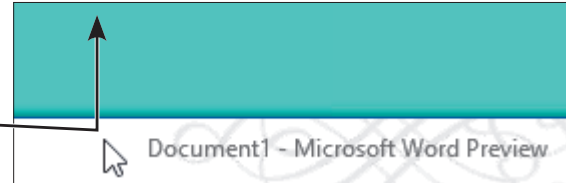


ecs13-g0209

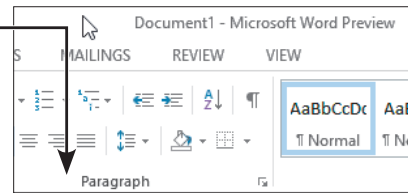
In this exercise, you will use Aero Desktop shortcuts to control program windows.

**1** Make sure **Word** is the active program window and that it is not maximized.

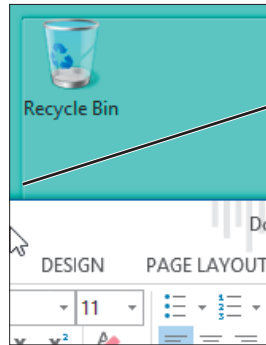
**2** Drag the **Word** window title bar to the top of the screen.  
The Word window snaps to maximized.



**3** Drag the **Word** window title bar away from the top of the screen.  
The Word window snaps back to its restored shape.



**4** Drag the **Word** window title bar to the left side of the screen.



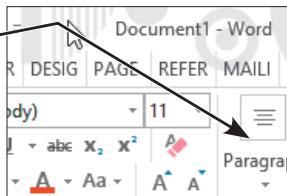
**5** Release the mouse button when the mouse pointer touches the edge of the screen and an outline displays on half of the screen.  
Windows shapes the Word window to fill half the screen. This can be very useful on widescreen displays.

**6** Make the **Excel** window active.



**7** Use **Aero Snap** to make Excel fill the right half of the screen.

**8** Drag the **Word** window title bar down and to the right.



**9** Release the mouse button.

Windows restores the Word window to its previous shape.

**10** Use **Aero Shake**: Point at the **Word** window title bar, then hold down the mouse button and shake the window back and forth for a couple seconds.

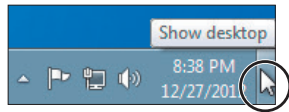
The Excel window (and any other open windows) minimize, leaving Word the only window visible on the Desktop.



**11** Click **Excel** on the Taskbar to make it visible again.

**12** Click the **Show Desktop** button (Windows 7) or corner (Windows 8).

Windows 7



Windows 8



All open windows are immediately minimized.

**13** Click the **Show Desktop** button or corner again.

All previously open windows are restored. Internet Explorer was not restored because it was already minimized when you initially gave the Show Desktop command.

## Using Sleep and Other Modes

Besides being active and logged on, you can put the computer into other modes of operation. The most useful mode is Sleep, which puts the computer into a low-power state until you “wake” it. Other modes of operation are described in the following table.

Windows Modes of Operation	
Mode	Description/Use
Sleep	Puts the computer into a low-power mode until a key is tapped or the mouse is moved.
Lock	Blocks any view of the Desktop until you reenter your password.
Switch User (Windows 7)	Allows another user to log on while other users remain logged on.
Log Off/ Sign Out	Closes your Windows session, which shuts down all running programs and windows.

### Logging Off (Windows 7)

Logging off the computer in Windows 7 keeps the computer running and allows you and other users to log on later. Any programs you were running are closed.

### Signing Out (Windows 8)

Signing out in Windows 8 is identical to logging off in previous Windows versions. Your program windows close and you are signed out of any active services.

## Change Modes (Windows 7)



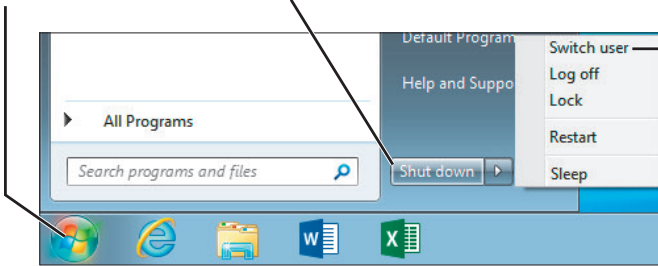
ecs13-g0210A

**Windows 8 Users:** Skip to the next exercise.

In this exercise, you will put Windows into various modes.

**1** Click **Start**.**2** Click the **Shut Down** menu button.**3** Choose **Switch User**.

The logon screen appears. Now someone else can log on, or you can return to your own Windows session. In this case, you will return to your Windows session.



A command like this will often be written as follows: Choose Start→Shut Down ▼ menu button→Switch User.

**4** If prompted, use **Ctrl** + **Alt** + **Delete** to get to a logon screen.**5** Choose your logon name, type your password, and tap **Enter**.

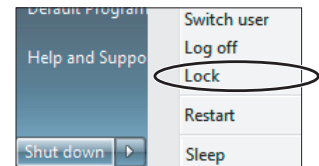
You are back at your Windows session.

**6** Choose **Start**→**Shut Down** ▼ menu button→**Lock** to lock the computer.

Windows locks the screen and displays your user name for unlocking.

**7** Type your password and tap **Enter**.

Windows displays your desktop again.

**8** Choose **Start**→**Shut Down** ▼ menu button→**Sleep** to put the computer into Sleep mode.

Windows turns off the screen and goes into a low-power state.

**9** Tap any keyboard key or move the mouse to exit Sleep mode.

Windows “wakes up” the computer and usually prompts for a password.

**10** Type your password and tap **Enter**.


Windows displays your Desktop again.

## Change Modes (Windows 8)



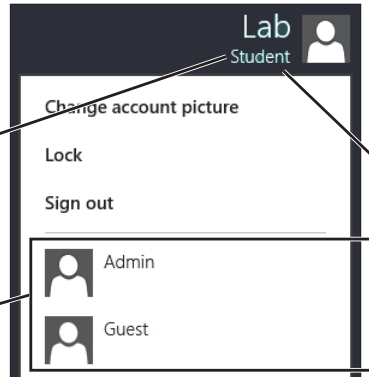
**ecs13-g0210B** **Windows 7 Users:** Skip to the next topic.

In this exercise, you will view other users who could log in on your computer, then put the computer into different modes.

**1** Tap **Windows**  to display the Start screen.

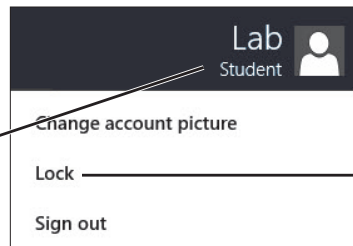
**2** Click your current username in the top-right corner.

**3** Notice (but don't click) the other users who could sign on now.



**4** Click your username again to dismiss the menu.

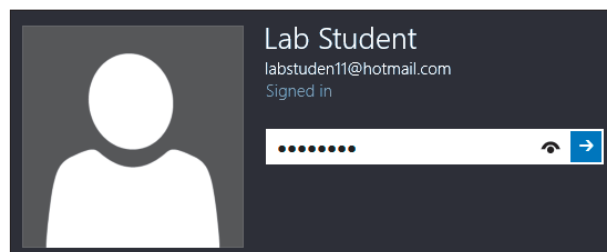
**5** To give the Lock command, click your username.



**6** Choose **Lock**.  
Windows displays its startup screen.

**7** Click the **startup screen**.  
Windows 8 displays a password box.

**8** Type your password and tap **Enter**.

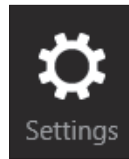


Now you will give the Sleep command.

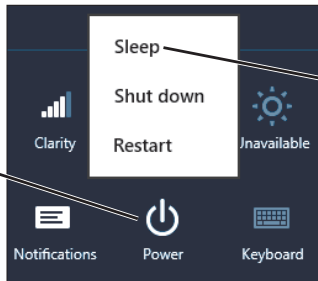
**9** Taking care not to click, display the **Charms** (top-right corner of screen).



**10** Choose **Settings**.



**11** Choose **Power**.



**12** Choose **Sleep**.

Windows turns off the screen and goes into a low-power state.

**13** Tap any keyboard key or move the mouse to exit Sleep mode.


Windows “wakes up” and the Startup screen or a password prompt appears.

**14** Click the **Start screen** if it appeared.

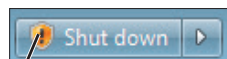
**15** Type your password and tap **[Enter]**.

You are back at your Windows session. All previously running programs are in the same state they were in when you put the computer to sleep.

## Shutting Down Windows

 **ecs13-v0210** Always shut down the computer properly. Don’t press or hold down the power button. The Shut Down command tells Windows to close any open application windows then shut off power to the computer. If your computer needs to install updates to its software, the Shut Down command can also perform this task.

The shield with exclamation point tells you that Windows needs to shut down to install software updates.



## Restarting Windows

Sometimes when you install or uninstall software, you need to restart the computer. The Restart command essentially shuts down then immediately restarts the computer.



If the computer seems especially sluggish, a restart will often clear unnecessary program code and help it run more efficiently.

develop your skills | ecs13-0211

## Shut Down and Restart




ecs13-g0211

In this exercise, you will shut down then restart the computer.

**1** Close  the Excel window. Choose **Don't Save** if asked to save any work.

If you had typed anything in Excel, the program asks if you want to save it. In this case, that's not necessary.

**2** Close  the Word window. Choose **Don't Save** if asked to save.

It's always a good idea to close open program windows before shutting down the computer. This gives you a chance to save changes to any work you've been doing with the programs. Since Internet Explorer doesn't really create anything, it's okay to leave it open.

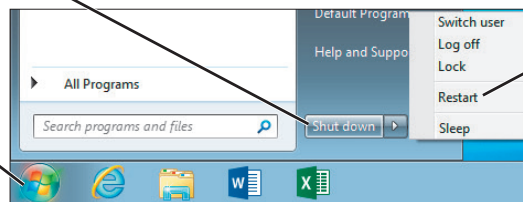
**3** Restart the computer:

Follow the steps for your version of Windows.

### Windows 7

**A** Click **Start**.

**B** Click the **Shut Down** menu button.

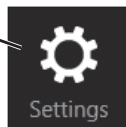


**C** Choose **Restart**.

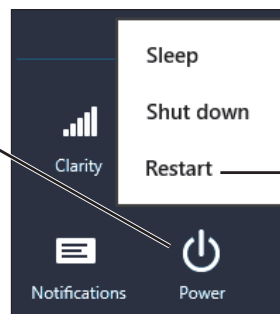
### Windows 8

**A** Point at (don't click on) the upper-right corner of the screen to display the **Charms**.

**B** Click **Settings**.



**C** Click **Power**.



**D** Choose **Restart**.



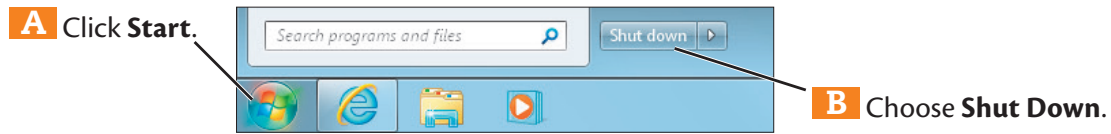
Windows goes through its shutdown routine then restarts the computer.

**4** Log in (Windows 7) or sign on (Windows 8).

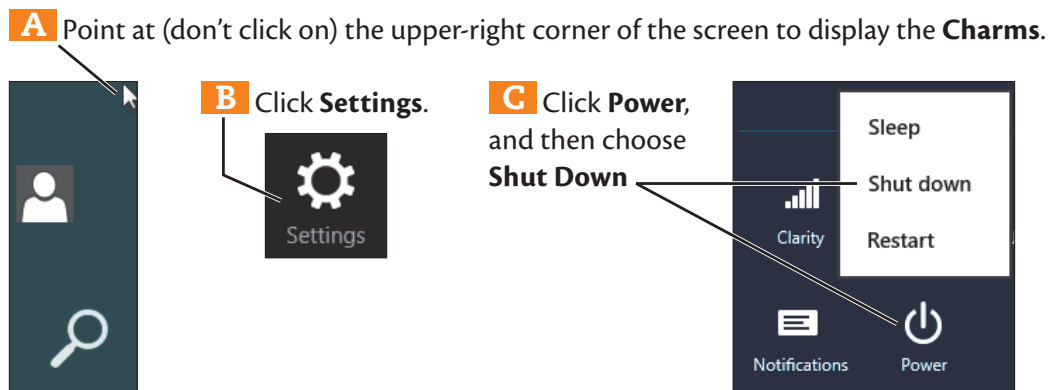
**5** Shut down the computer:

Follow the steps for your version of Windows.

### Windows 7



### Windows 8



Windows goes through its shutdown routine, then powers off the computer.





To check your knowledge of the key concepts introduced in this lesson, complete the Concepts Review quiz by going to <http://labyrinthelab.com/ecs13-02>. If your classroom is using Labyrinth eLab, you may complete the Concepts Review quiz from within your eLab course.

### reinforce your skills | ecs13-0201

## Sign On and Start Windows Programs


In this exercise, you will start programs, switch programs, and arrange program windows.

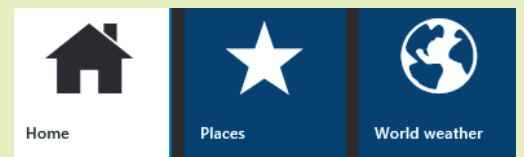
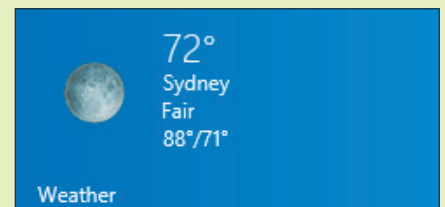
### Start Windows

- 1 Power on the computer and log in (Windows 7) or sign on (Windows 8).

### Explore the Windows 8 App Desktop

**Windows 7 Users:** Skip to [step 11](#).

- 2 Click **Weather**.  
The app starts and fills the screen. All Windows 8 apps do this.
- 3 Choose **Allow** if the app asks if it can use your location.  
You may see a prompt that your location can't be detected. In this case, Weather asks you to enter a location.
- 4 Right-click anywhere on the screen and click **Places** if you don't see a prompt to enter a location, then click the **Plus**; otherwise, continue to the next step.
- 5 Type your city name, and then choose your city from the list.
- 6 Right-click and choose **Places**.
- 7 Click the **Plus**; then type and choose another city.  
Weather adds the city to places.
- 8 Click the new city tile.
- 9 Right-click and choose **Home**.
- 10 Tap the **Windows**  key to display the Start screen.
- 11 Click **Desktop**.  
This is where you run traditional applications.




## Start Applications

- 12** Start the Publisher application:  
Follow the steps for your version of Windows.

### Windows 7

- A** Choose **Start**→**All Programs**→**Microsoft Office 2013**→**Publisher 2013**.

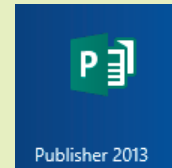
### Windows 8

- A** Tap **Windows** .

- B** Scroll to the right and click the **Publisher 2013** tile if it is visible and then skip to [step 13](#). (Continue with the next step if it isn't visible.)

- C** Right-click and choose **All Apps**.

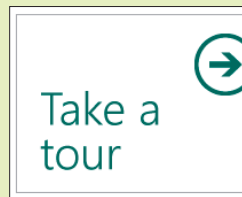
- D** Find the **Microsoft Office 2013** programs and click **Publisher 2013**.



- 13** Click **Take a Tour**.  
Publisher loads a photo album template.

- 14** If necessary, **Maximize**  Publisher.

- 15** Search for the Character Map application:  
Follow the steps for your version of Windows.



### Windows 7

- A** Click **Start** and then type **character** in the search box.

- B** Choose the **Character Map**.

### Windows 8

- A** Display **Charms** (top-right corner), and then choose **Search**.





- B** Make sure **Apps** is chosen, then type **character** in the search box.

- C** Choose the **Character Map**.

The application appears on the Desktop. It helps you find and insert special characters into documents.

- 16** Search for and start the **Notepad** application.  
Notepad lets you type and edit unformatted documents.

## Use the Windows Taskbar

- 17** Click **Notepad** on the Taskbar.  
Notepad minimizes.
- 18** **Minimize**  the Character Map.
- 19** Click **Notepad** on the Taskbar.  
Notepad returns to the Desktop.
- 20** Click **Publisher** on the Taskbar.  
Publisher becomes the active program, covering Notepad.
- 21** Click **Publisher** on the Taskbar again.  
Publisher minimizes.
- 22** Right-click **Publisher** on the Taskbar, then pin it.
- 23** **Close**  the Notepad window.
- 24** Make **Publisher** active, then **close**  it. Choose **Don't Save** if asked to save a file.
- 25** Activate **Character Map**, then **close**  it.

### reinforce your skills | ecs13-0202

## Multitask with Windows

In this exercise, you will start programs, switch programs, and arrange program windows on the Desktop. You will also practice switching modes and shutting down Windows.

### Start Applications

- 1** If necessary, power on the computer and log in/sign on.
- 2** Start three application programs:  
Follow the steps for your version of Windows.




#### Windows 7

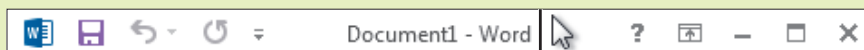
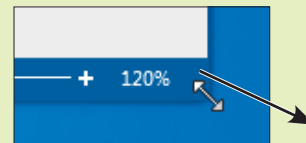
- A** Choose **Start**→**All Programs**→**Microsoft Office 2013**→**PowerPoint 2013** and then click **Blank Presentation**.
- B** Start **Word 2013** and click **Blank Document**.
- C** Start **Excel 2013** and click **Blank Workbook**.

## Windows 8

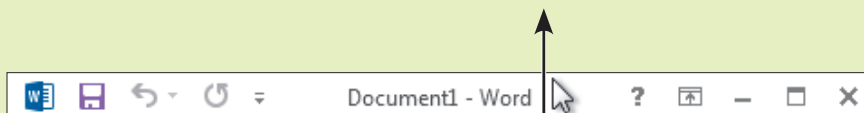
- A** If necessary, display the **Start screen** with **Windows** .
- B** Right-click and choose **All Apps**.
- C** Scroll to the **Microsoft Office 2013** group.
- D** Click **PowerPoint 2013** and then click **Blank Presentation**.
- E** Choose **Start Screen**→**All Apps**→**Microsoft Office 2013**→**Word 2013** and then click **Blank Document**.
- F** Choose **Start Screen**→**All Apps**→**Microsoft Office 2013**→**Excel 2013** and then click **Blank Workbook**.

## Control Desktop Windows

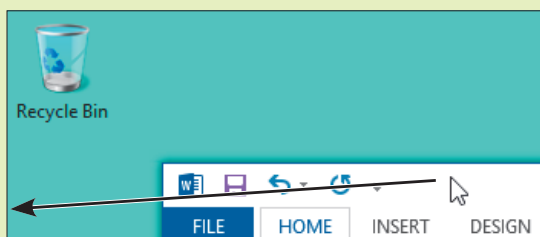
- 3** **Maximize**  Excel if it does not fill the screen.
- 4** Make the **PowerPoint** window active.
- 5** Press **Alt** + **Tab** to make **Excel** active again.
- 6** **Minimize**  Excel and PowerPoint.
- 7** **Restore**  Word if it is maximized.
- 8** Make the **Word** window larger by dragging on a corner of the window.
- 9** Move the **Word** window down by dragging its title bar.





- 10** Move the **Word** window up.



- 11** **Use Aero Snap (left):** Drag **Word's title bar** to the left side of the screen.



- 12** Make **PowerPoint** active.

- 13** **Restore**  PowerPoint if it is maximized.  
You cannot adjust the size and shape of a maximized window.
- 14** **Use Aero Snap (right):** Make **PowerPoint** fill the right half of the screen.
- 15** Make **Excel** active.
- 16** **Use Aero Snap (maximize):** Drag the **Excel title bar** to the top of the screen.
- 17** **Close**  Excel. Choose **Don't Save** if you are asked to save the file.

## Use Sleep Mode

- 18** Put Windows into Sleep mode:  
Follow the steps for your version of Windows.

### Windows 7


- A** Click **Start**→**Shut Down** ▼ menu button→**Sleep**.

### Windows 8

- A** **Display Charms:** Point at (don't click) the top-right corner.



- B** Click **Settings**→**Power**→**Sleep**.

After a pause, Windows reduces power to a trickle and switches off the screen.

- 19** Tap any key or move the mouse.  
Windows restores power to the computer and monitor.
- 20** Type your password and tap .  
Notice that the programs you'd been running are still there. Sleep mode conserves energy then resumes your session right where you left off when you wake the computer.

## Shut Down Windows

Before you shut down the computer, it's good practice to close all program windows.

- 21** **Close**  PowerPoint. Choose **Don't Save** if you are asked to save a file.
- 22** **Close**  Word.
- 23** Shut down Windows:  
Follow the steps for your version of Windows

### Windows 7

- A** Choose **Start**→**Shut Down**.

### Windows 8

- A** Display **Charms** and then choose **Settings**→**Power**→**Shut Down**.

Windows goes through its shut-down routine. Sometimes it installs system updates during shut-down, and may display a message about this.

## Sign On to Windows and Start Programs

You just purchased a new computer. You start out finding programs on it and setting up the Taskbar for easy access to programs you'll use the most.

### Start Windows

- 1 Log in or sign on to Windows.

### Explore the Windows Desktop and Start Applications (Windows 8)

**Windows 7 Users:** Skip to [step 4](#).

- 2 Start **Internet Explorer** as a full-screen app (not on the traditional desktop).
- 3 Start these programs: **Word 2013**, **Excel 2013**, and **Paint**.  
It doesn't matter how the program windows are arranged on the screen, so long as all three are running.
- 4 Pin **Paint** to the Taskbar.
- 5 Close **Paint**.  
Paint's Taskbar button remains because you pinned it there.
- 6 Start the Snipping Tool:  
The Snipping Tool, which comes standard with Windows, lets you create pictures of the screen. Follow the step for your version of Windows.

### Windows 7

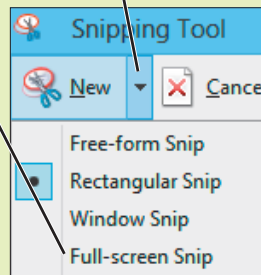
- A Choose **Start**→**Accessories**→**Snipping Tool**.

### Windows 8

- A Display the **Start** screen.
- B Right-click and choose **All Apps**.
- C Click the **Snipping Tool** in Windows Accessories.

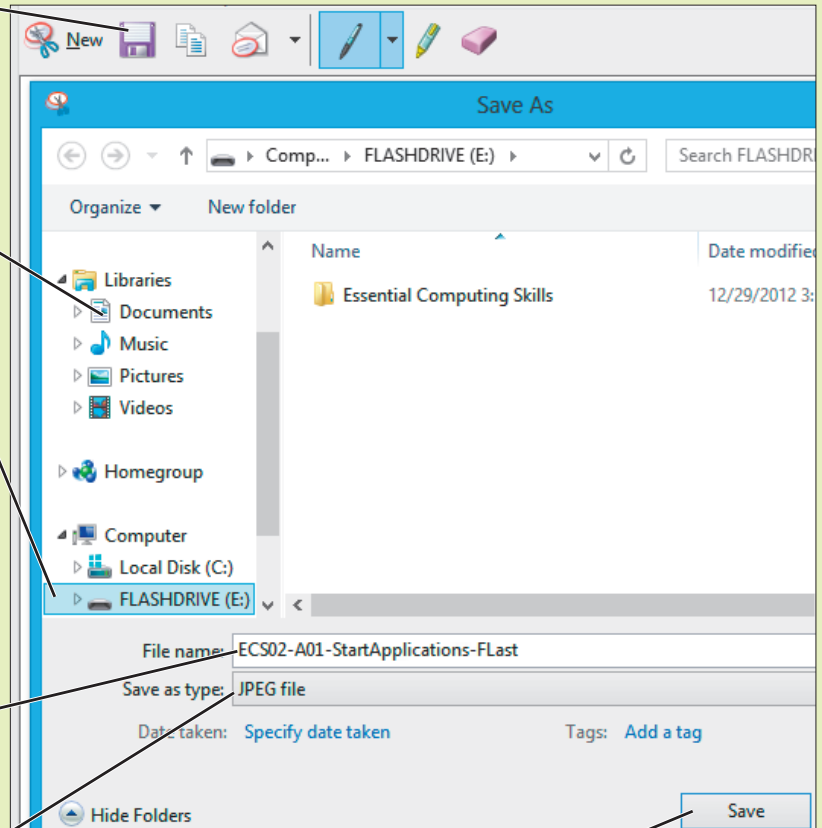
**7** To take a full-screen snip, click **New** ▼ menu.

**8** Choose **Full-screen Snip**.  
The Snipping Tool takes a picture of the screen.



**9** Click **Save**.

**10** Choose a file storage location, such as Documents or a USB flash drive if you use one.



**11** Type this filename: **ECS02-A01-StartApplications-[FirstInitialLastName]**  
Type your actual first initial and last name instead of the bracketed text shown

**12** Click here and choose **JPEG**.

**13** Click **Save**.

**14** Submit your snipped screen based on the guidelines provided by your instructor.

## apply your skills | ecs13-0202

## Multitask with Windows Programs

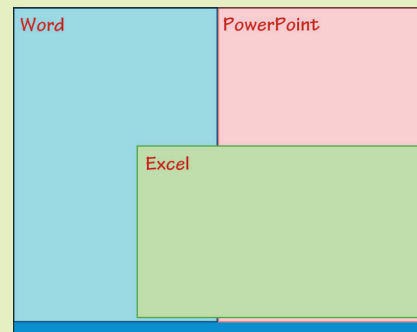
You are starting a project and need to multitask. You start the programs you'll use and arrange them on the screen to suit your needs.

### Get Started

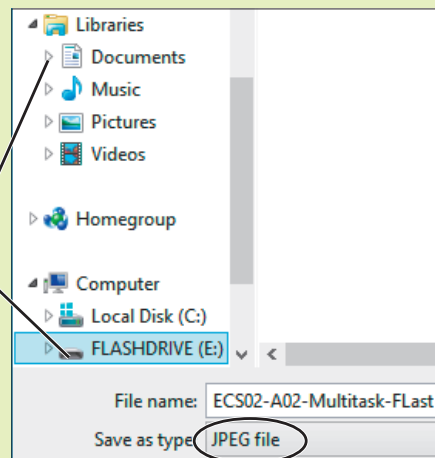
- 1 Log in or sign on to Windows.
- 2 Start these programs and create a blank document/workbook/presentation in each: **Word 2013**, **Excel 2013**, **PowerPoint 2013**, and **WordPad**.

### Control Desktop Windows

- 3 Arrange the program windows like this:
  - Word: Left half of the screen
  - PowerPoint: Right half of the screen
  - Excel: Overlapping Word and PowerPoint
  - WordPad: Minimized
- 4 Start the **Snipping Tool** and make a **Full-screen snip**.



- 5 Save the snipped screen to the Documents folder or to your USB flash drive if you use one as **ECS02-A02-Multitask-[FirstInitialLastName]** in the JPEG type



### Use Sleep and Other Modes

- 6 Put Windows into **Locked** mode. Then, unlock Windows.
- 7 Put Windows into **Sleep** mode. Then, bring Windows out of Sleep mode.

### Shut Down Windows

- 8 Shut down Windows.
- 9 Submit your snipped screen based on the guidelines provided by your instructor.



# Sign On, Start Windows Programs, and Multitask

You just purchased a new computer. You start some programs you'll use often and practice arranging them on the screen any way you like.

## Start Windows

- 1 Log in or sign on to Windows.

## Explore the Windows Desktop and Start Applications (Windows 8)

**Windows 7 Users:** Skip to [step 4](#).

- 2 Start **Pictures** as a full-screen app (not on the traditional desktop).
- 3 Start these programs and create a blank document/publication in the first two: **Word 2013**, **Publisher 2013**, **Sticky Notes**, and **Calculator**.

It doesn't matter how the program windows are arranged on the screen, so long as all three are running.

- 4 Pin **Sticky Notes** to the Taskbar.

- 5 Close **Sticky Notes**.

Sticky Note's Taskbar button remains because you pinned it there.

- 6 Start the Snipping Tool:

The Snipping Tool, which comes standard with Windows, lets you create pictures of the screen. Follow the steps for your version of Windows.

## Windows 7

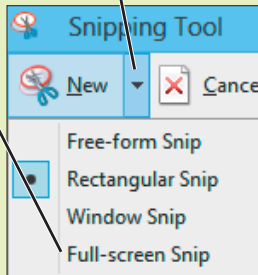
- A Choose **Start**→**Accessories**→**Snipping Tool**.

## Windows 8

- A Display the **Start** screen.
- B Right-click, then choose **All Apps**.
- C Click the **Snipping Tool** in Windows Accessories.

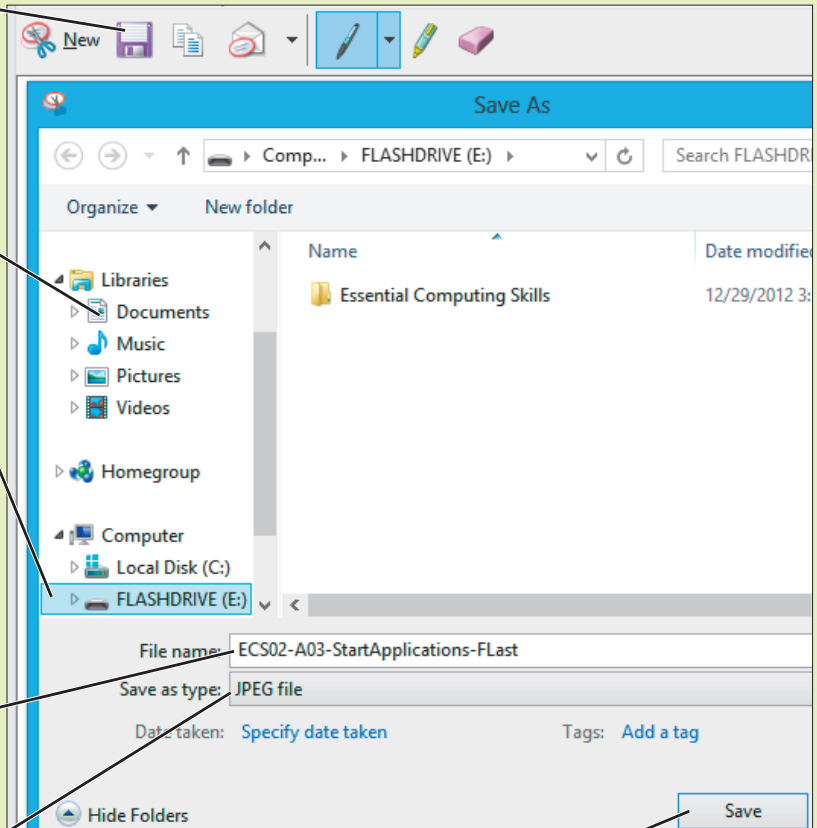
7 To take a full-screen snip, click **New** ▼ menu.

8 Choose **Full-screen Snip**.  
The Snipping Tool takes a picture of the screen.



9 Click **Save**.

10 Choose a file storage location, such as Documents or a USB flash drive if you use one.



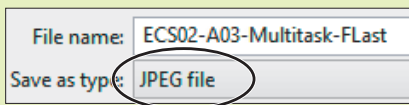
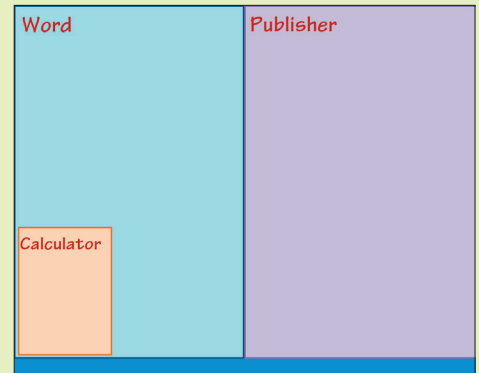
11 Type this filename: **ECS02-A03-StartApplications-[FirstInitialLastName]**  
Type your actual first initial and last name instead of the bracketed text shown

12 Click here and choose **JPEG**.

13 Click **Save**.

## Controlling Desktop Windows

- 14** Arrange the program windows like this:
- Word: Left half of the screen
  - Publisher: Right half of the screen
  - Calculator: Overlapping Word and PowerPoint
  - Sticky Notes: Minimized
- 15** Start the **Snipping Tool** and then make a **Full-screen snip**.
- 16** Save the snipped screen to the same location you used earlier in this exercise as **ECS02-A03-Multitask-[FirstInitialLastName]** in the JPEG type.



## Using Sleep and Other Modes

- 17** Put Windows into **Locked** mode. Then, unlock Windows.
- 18** Put Windows into **Sleep** mode. Then, bring Windows out of Sleep mode.

## Shutting Down Windows

- 19** Shut down Windows.
- 20** Submit your snipped screens based on the guidelines provided by your instructor.

## learning projects | ecs13-0201

## Make the Desktop Work for You

In this exercise, you will arrange program windows and Taskbar buttons to accomplish a task efficiently.

- **Define an activity:** Define some activity that will require multitasking to accomplish efficiently. Write down at least three applications you'd want to use regularly for this activity.
- **Start and pin applications:** Start the applications you'll need for the activity. Pin applications to the Taskbar and/or Start menu/screen so you can start them easily.
- **Arrange application windows:** Arrange the application windows so it's easy to switch between them for the activity.
- **Make a snip:** Take a full-screen snip and name it `ECS02-E01-Desktop-[FirstInitialLastName]`.

Submit your work based on the guidelines provided by your instructor.

## learning projects | ecs13-0202

## Make the PC Easier to Use

In this exercise, you will help a co-worker find and start Ease of Access tools.

- **Open the Ease of Access Center:** You may need to perform a search to find this. It explains and offers access to various accessibility features built into Windows. Take a snip of the Ease of Access Center and name it `ECS02-E02-EaseOfAccess-[FirstInitialLastName]`.
- **Onscreen keyboard:** Start the onscreen keyboard. Try typing on it using the mouse. Move it to a convenient place on the screen. Make a snip of the Onscreen Keyboard and name it `ECS02-E02-OnscreenKeyboard-[FirstInitialLastName]`.
- **Use the Magnifier:** Start the Magnifier app. Try using it to magnify a portion of the screen. Make a snip of the magnified screen and name it `ECS02-E02-Magnified-[FirstInitialLastName]`.

Submit your work based on the guidelines provided by your instructor.