

Windows 2 Controlling Programs

Skills YOU Will Learn

- Log on and off of Windows
- Identify significant features of the Windows Desktop
- Start any installed Windows program
- Place program windows where you want them on the screen
- Switch among programs



in this lesson

Every program runs in a program window. You can make program windows fill the screen, disappear, or change shape to fill just part of the screen. You can also run more than one program at the same time 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 easy methods to locate and start the programs you use most often. In this lesson, you will open, position, and switch among program windows.

CaseStudy

Using the Best Program

Sometimes, the best program is three of them. You are working on a report late at night. Part of the report requires calculations. You work out the math in Excel, since this 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.

Report to Trustees

Background

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Findings in Brief

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Research

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Expense Estimates

Depts	St. Francis	Ford	Mark Twain	Totals
Executive	12800	12800	12800	38400
Computer	32960	45580	40950	119490
Standard	1200	2350	1980	5530
Subtotals	46960	60730	55730	163420
Chairs				
Executive	1600	3400	2890	7890
Desk	5000	62400	62400	129800
Conference	8750	9660	5490	23900
Subtotals	15350	75460	70780	161590
Cabinets				
File	800	1870	1870	4540
Storage	6650	9750	7750	24150
Storage/open	585	875	655	2115
Subtotals	8035	12495	10275	30805
Totals	70345	148685	136785	355815

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

Starting Windows



The first thing your computer does when it “wakes up” is locate and load an **operating system**, such as Windows, into its RAM. This book covers the two versions of Windows that can run Office 2013: Windows 7 and Windows 8.1.

Starting a Session

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

- A Welcome screen displaying all of the 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)



Guide Me

Windows 8.1 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 start-up routine, ending with a Windows logon screen.

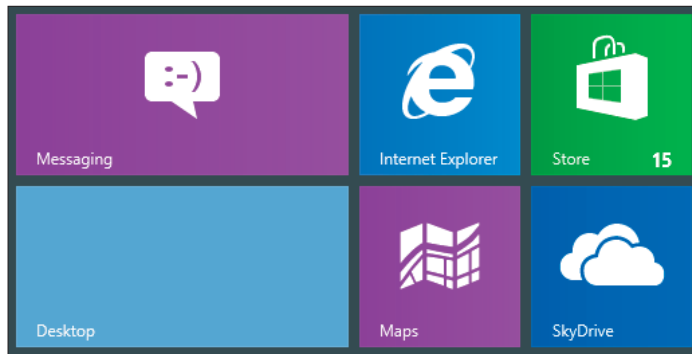
- 2** Write your logon information below. Your instructor will give you this.

Username: _____

Password: _____

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3 Follow the steps under the applicable heading below, depending on the login screen that you see:

Network Logon Prompt

This is one example of a network logon screen. If you encounter others, have your instructor assist you.

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, and then click **Log In** or tap **Enter**.
The Windows Desktop appears.

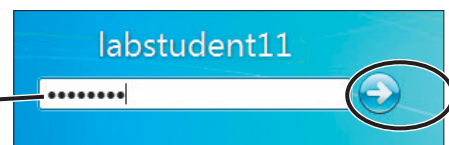
Skip the rest of this exercise.

Welcome Screen with Account Names Displayed

A Click the username for the account you will use.



B Type the password, and then tap **Enter** or click the **Log In** button.
The Windows Desktop appears.



Signing On (Windows 8.1)



Video

Windows 8.1 renames the “log on” command to “sign on.” It’s similar to the Windows 7 command, with one exception: Signing on with a *Microsoft account* sends data from your work sessions to Microsoft. Microsoft uses this data to perform tasks such as syncing your personal settings between devices. It may also use such 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.

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Sign On to Windows (Windows 8.1)

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

In this exercise, you will sign on to Windows 8.1 and view the Desktop.

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

The computer goes through its start-up routine, ending with a Windows Welcome screen.

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

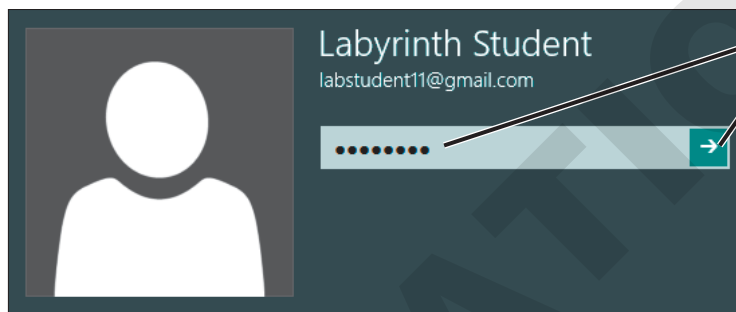
Username: _____

Password: _____

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

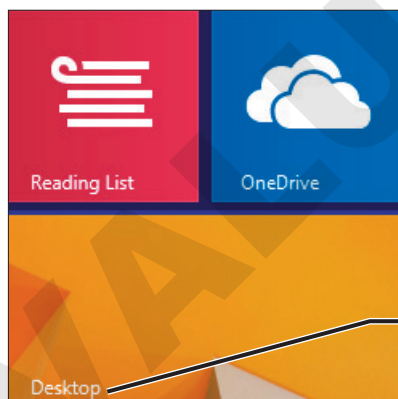
A sign on screen appears, displaying the available usernames.

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



- 5** Type your password, and then tap **Enter** or click the **Submit** button.

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



- 6** Click the **Desktop** tile (location and picture may vary).

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

Windows displays the Desktop.

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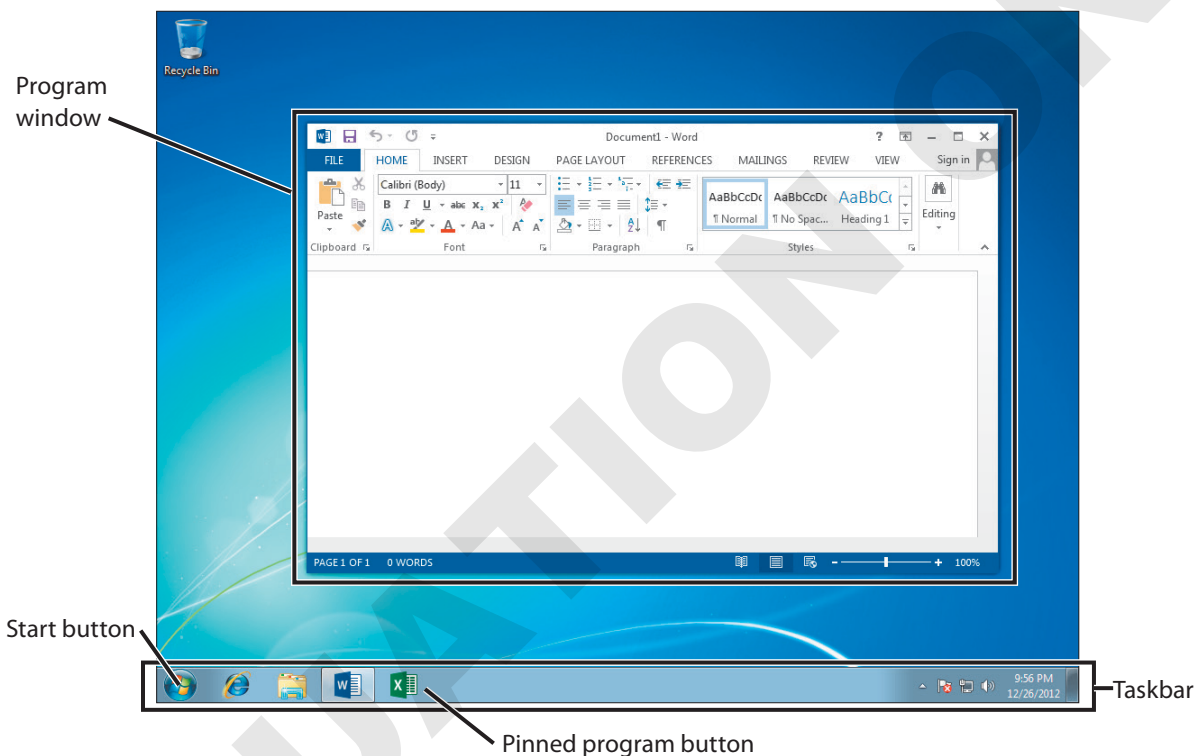
The Windows Desktop



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 8.1.

The 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 8.1 Has Two Desktops

Windows 8.1 has two Desktops. One is similar to that used in previous versions of Windows; it runs traditional Windows applications. The **Tablet Desktop** runs only the new apps designed for Windows 8.1 and Windows Phone. These apps always fill the screen completely. You can run programs on both Desktops simultaneously and switch between them.

The following figure displays features typical of the Windows 8.1 Desktop.



Windows 8.1 Terminology

The following terms will be used in regard to Windows 8.1.

- **Application:** A traditional Windows Desktop application program, such as Word, Excel, and PowerPoint.
- **App:** A program that only runs from the Windows 8.1 Start screen and Tablet Desktop, such as Mail, Photos, and Messaging.
- **Tile:** A rectangular button on the Windows 8.1 Start screen. A tile can start either an app or an application.

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Try a Windows 8.1 App



Guide Me

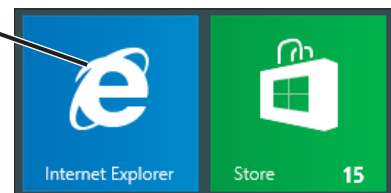
Windows 7 Users: Skip to the next topic.

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.

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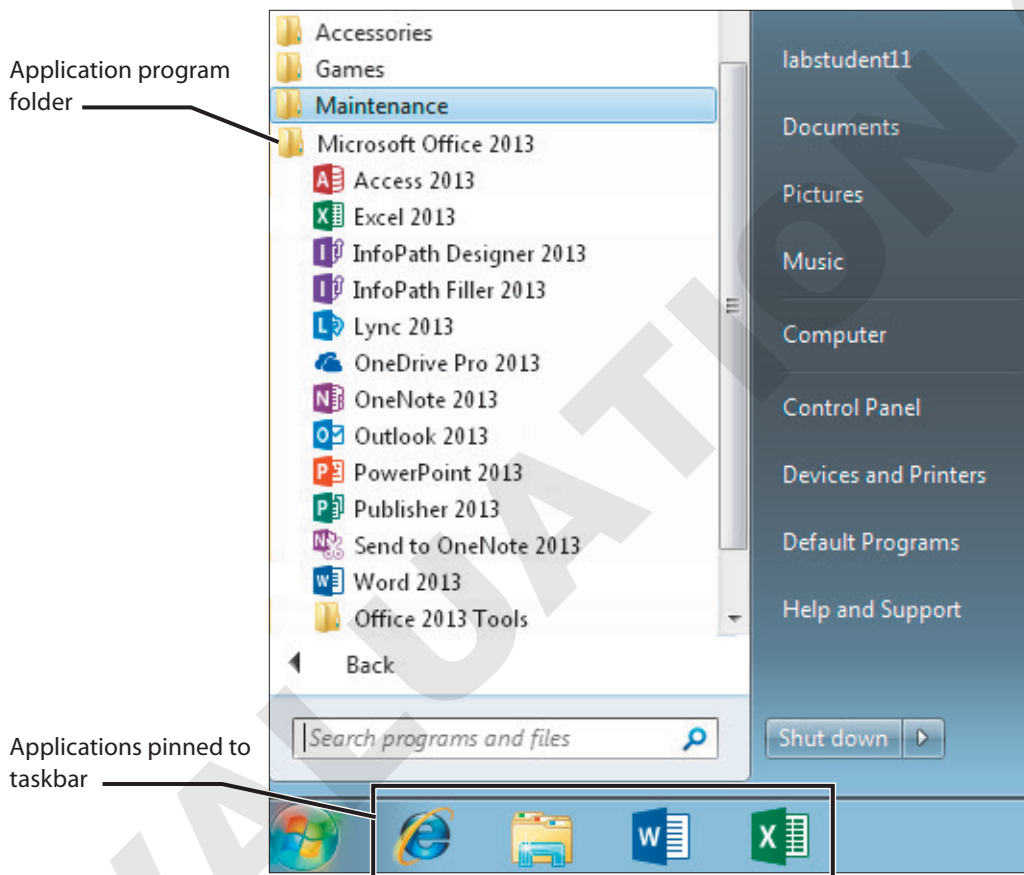
Starting Applications



Windows offers a variety of methods to start application programs (applications). As you work with various applications, you'll find or create 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 Windows taskbar for easier access.



The Start Screen (Windows 8.1)

The Windows 8.1 Start screen performs functions similar to the Start menu on Windows 7. This figure displays features typical of the Windows 8.1 Start screen.



Depending on your Windows sign-on ID and activities, tile locations can change. 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 touchscreen, 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 touchscreen gestures.

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Start an Application (Windows 7)

**Guide Me****Windows 8.1 Users:** Skip to the next exercise.

In this exercise, you will start Word 2013.

1 Click **Start**.

2 Click **All Programs**.

3 If necessary, scroll down the programs list.

4 Click **Microsoft Office 2013**.

5 Click **Word 2013**.
The Word 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 a new, blank document.

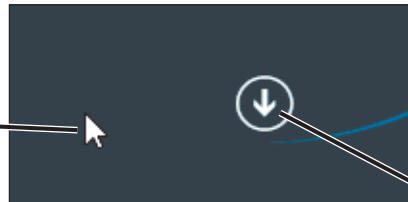
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Start an Application (Windows 8.1)

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

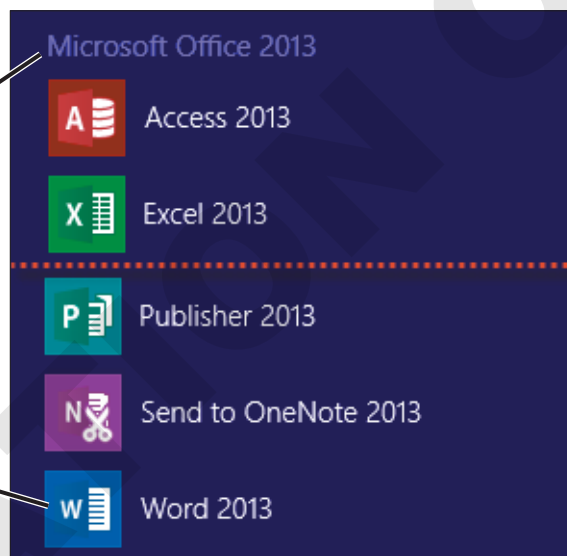
In this exercise, you will start Word 2013.

1 Point with your mouse toward the bottom-left corner of the screen.



2 Click the **Apps** button.

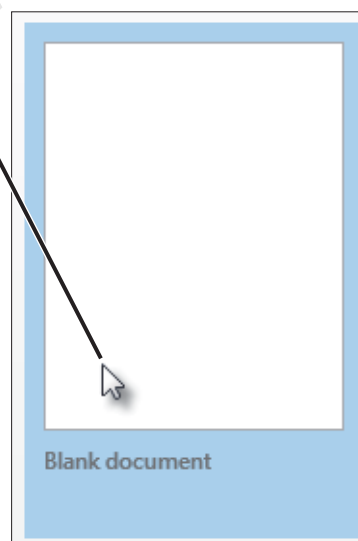
3 Scroll over to the **Microsoft Office 2013** group. (Try using the scroll wheel on the top of your mouse.)



4 Click **Word 2013** (location may vary).

Windows 8.1 displays the Desktop and opens the Word program window.

5 Click **Blank Document**.



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Windows: Controlling Programs

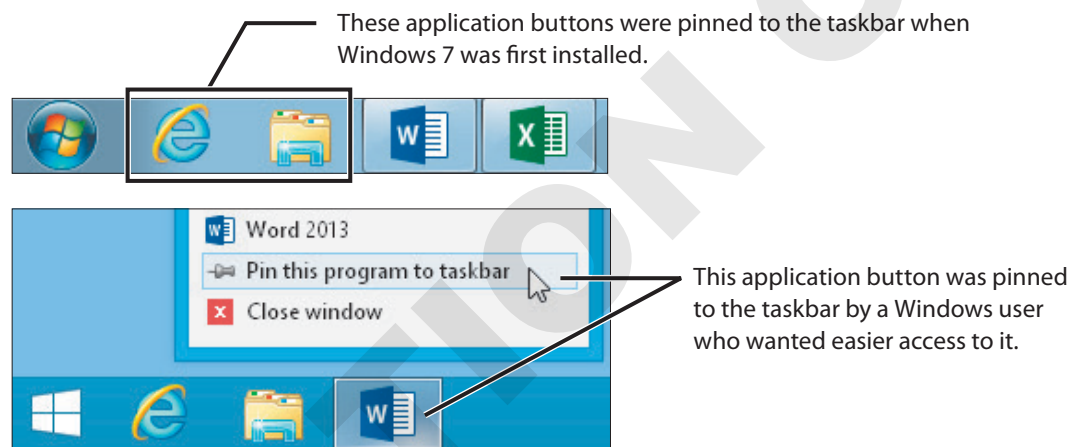
The Windows Taskbar



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 the taskbar buttons, you can also quickly view and select open application windows.

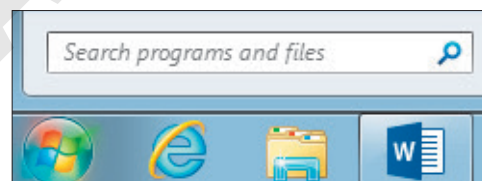


Searching for Programs

If you have numerous applications installed, it may be difficult to find one you don’t use very often. Windows has a Search feature to help you locate applications.

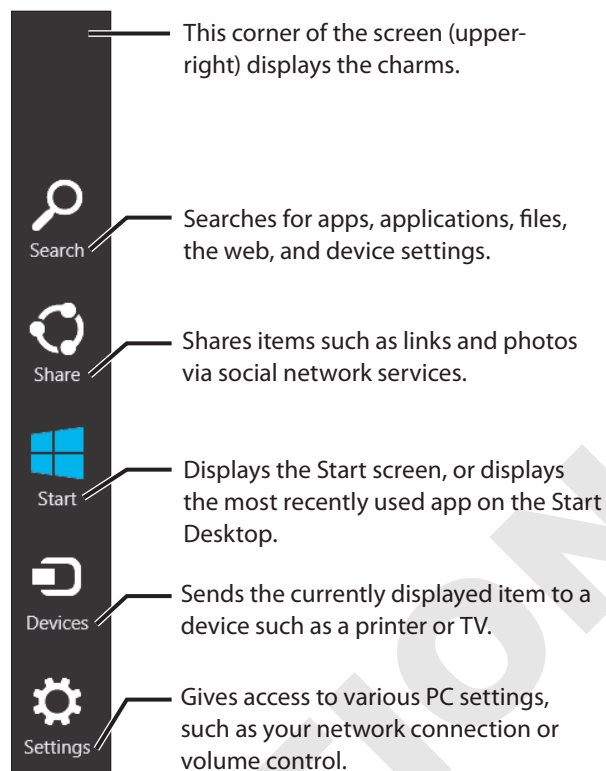
Start Menu Search (Windows 7)

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

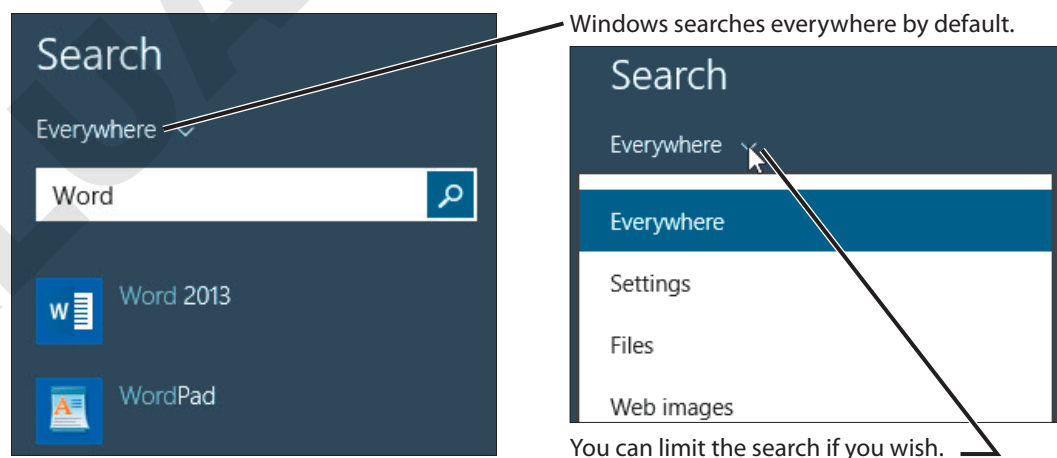


Search Charm (Windows 8.1)

Charms are a set of basic commands available via the Charms bar. You can access charms from both Windows 8.1 Desktops.



The Windows 8.1 Search charm can search for programs, files, and perform web searches. If the Everywhere setting finds too many items, you can limit the search.



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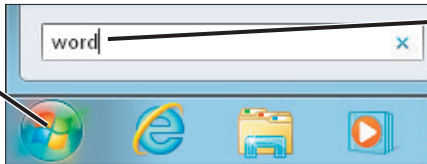
Search for an Application (Windows 7)

**Guide Me**

Windows 8.1 Users: Skip to the next exercise.

In this exercise, you will search for and start one application and pin another to the taskbar.

1 Click the **Start** button.



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



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

Windows opens WordPad, a basic word processor built into Windows.

4 Close  the WordPad window.

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

5 To pin Word to the taskbar, right-click (don't left-click) **Word 2013**.



6 Choose this option.

Windows pins the Word 2013 button to the taskbar, which means you can start the application without using the Start menu.

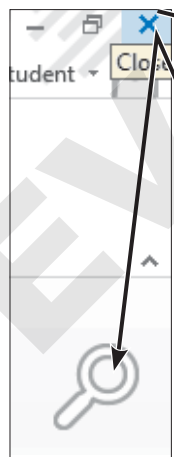
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Search for an Application (Windows 8.1)

**Guide Me**

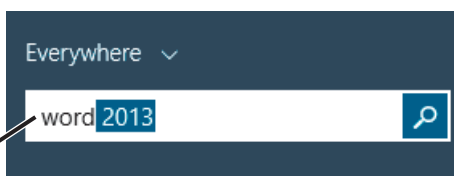
Windows 7 Users: Skip to the next topic.

In this exercise, you will search for and start one application and pin another to the taskbar.

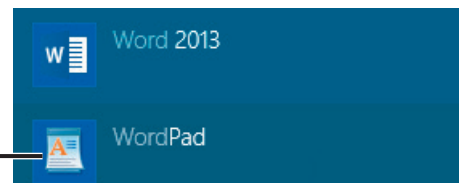


1 Taking care not to click, point at the upper-right corner of the screen to display the charms.

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



3 Type **Word** (Windows may add the 2013 automatically).



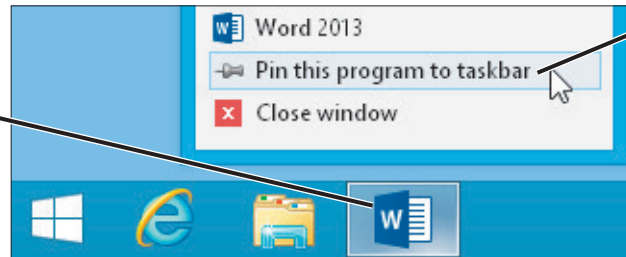
4 Click **Wordpad**.

Windows opens Wordpad, a basic, built-in word processor.

5 Close  the new WordPad program window.

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

6 To pin Word to the taskbar, right-click (don't left-click) **Word 2013**.



7 Choose this option.

Windows pins the Word 2013 button to the taskbar, which means you can start the application without using the Start menu.

Controlling Desktop Windows



Video

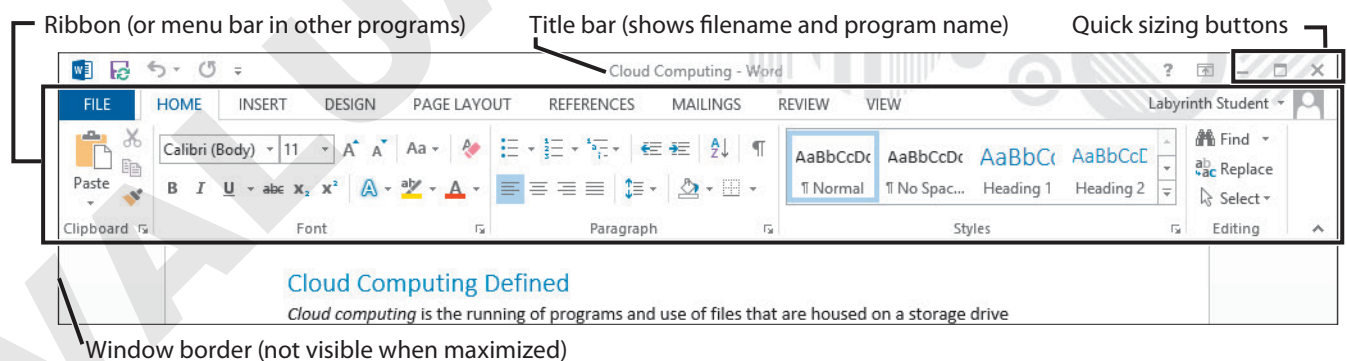
Every application running on the Desktop has one or more program windows, which you can position as you see fit. Many beginning Windows users forget that they can instantly size a window to fill the entire screen, which reduces scrolling to view your work. Program windows open with quick sizing buttons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



Windows 8.1 apps always fill the Tablet Desktop and have limited resizing capabilities.

Program Window Features

Several features are common to virtually all program windows.



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Windows: Controlling Programs

Quick Sizing Buttons

Most program windows have three quick sizing buttons for issuing common window commands. 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
Restore 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 fill the entire screen
Restore		Restores a maximized program window back to filling only part of the screen
Minimize		Removes the program window from the screen but 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



Guide Me

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's visible.

The Word program window now fills the entire screen.

Go to the next step if the window is already maximized.



2 Click the **Restore** button so the window fills only a portion of the screen.

3 Click the **Minimize** button.

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 8.1



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

Positioning and Shaping Program Windows



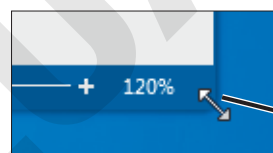
You can adjust the position and shape of restored (not maximized) program windows. There are two methods:

- **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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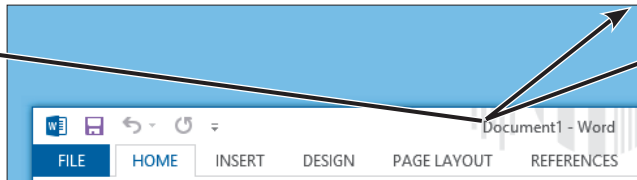
Shape a Program Window

**Guide Me**

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

Make sure that the Word window is *not maximized* (doesn't fill the entire screen). You can't change the shape of a maximized window.

- 1** Point at the **title bar**.



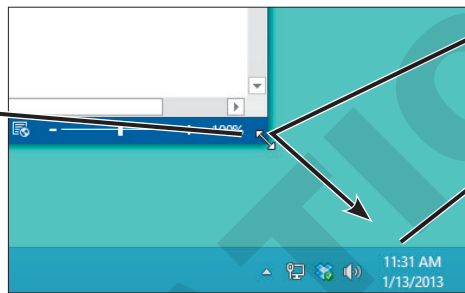
- 2** Hold down the left mouse button and drag up and to the right 1–2 inches.

- 3** Release the mouse button near the top-right corner of the screen.

- 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.

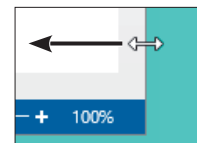


- 6** Hold down the mouse button and drag down and to the right.

- 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, and then hold down the mouse button and drag until the window becomes narrower.

- 9** Practice changing the window's position (drag the title bar) and shape (drag borders) until you can reliably move and size a window.



Multitasking

**Video**

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 preparing 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.

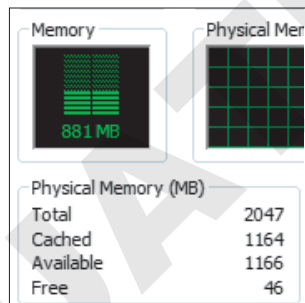
a closer look

Multitasking and RAM

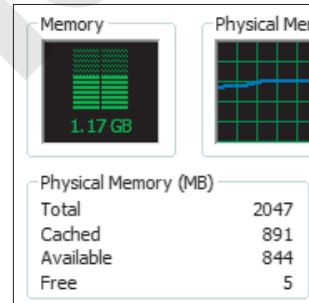
Everything you see on the screen takes place in RAM (Random Access Memory). The more programs you multitask, the more RAM you need to run all those programs efficiently. (Windows can run more programs than it has RAM to support, but everything will slow down.) Fortunately, you can install more RAM on most computers.

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 more slowly.

RAM use running a single program



RAM use running five programs



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Multitask with Three Programs

**Guide Me**

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



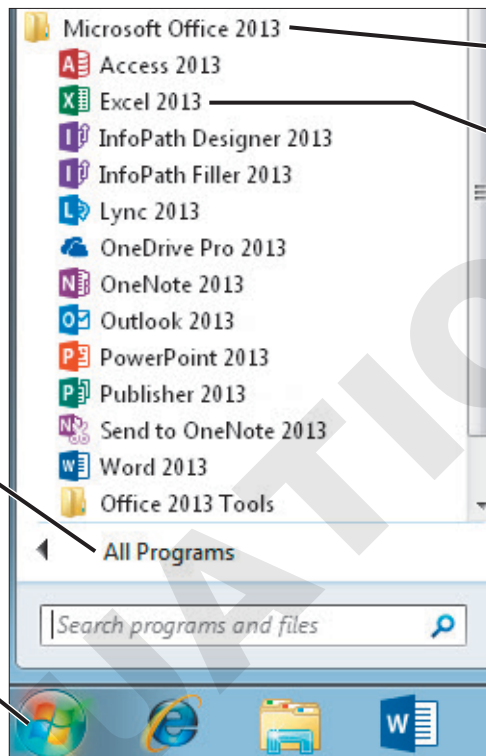
The Word program should be running.

- 1** Following the steps for your Windows version, start Excel:

Windows 7

A Click **Start**.

B Choose **All Programs**.



C Choose **Microsoft Office 2013**.

D Choose **Excel 2013**.

Windows 8.1

A Tap the **Windows**  key.

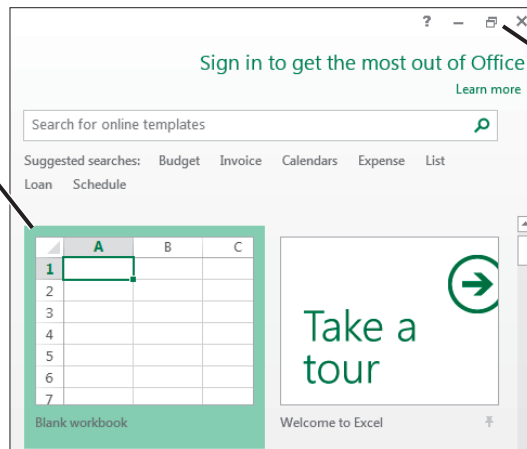
B Click **Excel** on the right side of the screen (scroll the screen to the right if necessary).

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.

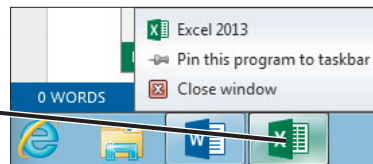


2 Choose **Blank Workbook**.



3 Restore the window if it fills the screen (is maximized).
The Excel window covers only 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**.

Windows 7



Windows 8.1



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).

Windows 7



Windows 8.1



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**  /  Internet Explorer.

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

ecs02.22

Windows: Controlling Programs

Switching Programs

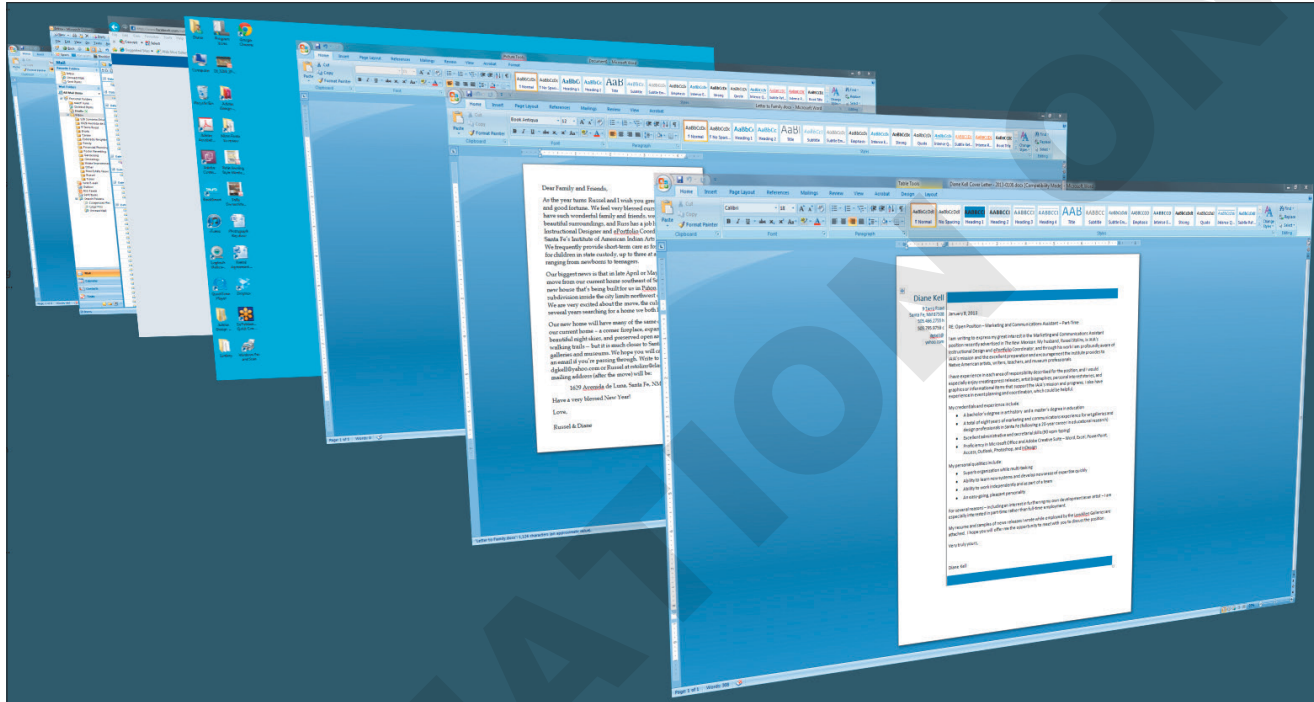


Video

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 (Windows 7)

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



develop your skills | ecs-0208a

Flip Among Program Windows (Windows 7)



Guide Me

Windows 8.1 Users: Skip to the next exercise.

In this exercise, you will flip among programs using the keyboard.

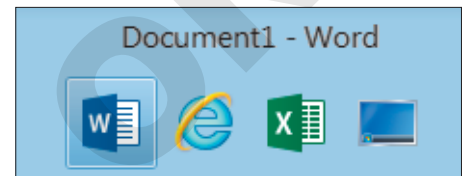


Word, Excel, and Internet Explorer should be running.

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 **[Alt]**, 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 3D, hold down the **Windows**  key and tap **[Tab]**.

Windows displays miniatures of each open program window.

7 With the **Windows** key still held down, 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 and tap **[Tab]** until **Word** becomes the active program; release the **Windows** key.

Word becomes active again.

Flip Among Program Windows (Windows 8.1)



Guide Me

Windows 7 Users: Skip to the next topic.

In this exercise, you will flip among programs using the keyboard.

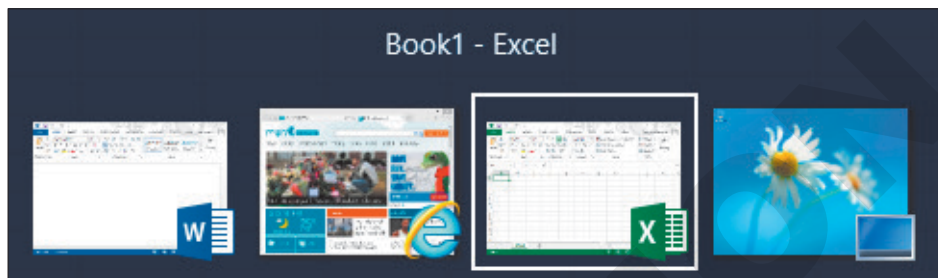


Word, Excel, and Internet Explorer should be running.

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 **[Alt]**, 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 any apps running on the Tablet Desktop at the upper-left corner.

7 Release the **Windows**  key.

The Internet Explorer Tablet 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



Video

Aero interface window commands make many common program window arrangements automatic. For example, with **Snap**, you can instantly make a program window fill just half 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 Flip 3D (Windows 7 Only)	Gives a 3D view of each program window as you flip

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Use Aero Desktop Features



Guide Me

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

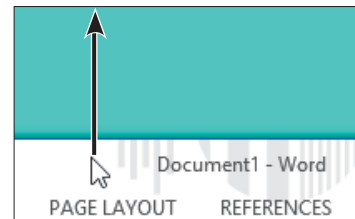
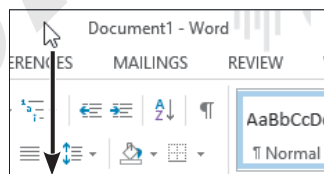
1 Make sure **Word** is the active program window and that it is not maximized.

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

The **Word** window snaps to maximized.

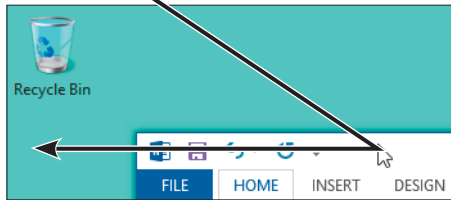
3 Drag the **Word** title bar away from the top of the screen.

The **Word** window snaps back to its restored shape.



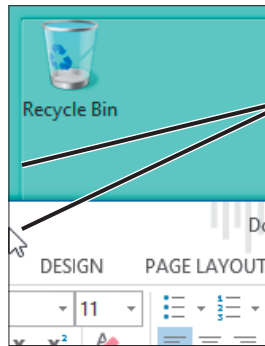
ecs02.26 Windows: Controlling Programs

4 Drag the **Word** 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.

The Word window fills half the screen. This can be very useful on widescreen displays.



6 Make the **Excel** window active.

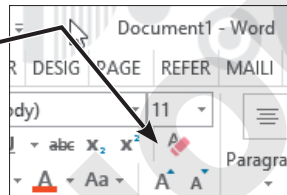


7 Use **Aero Snap** to make Excel fill the right half of the screen.

8 To restore Word, 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 To 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 of seconds.

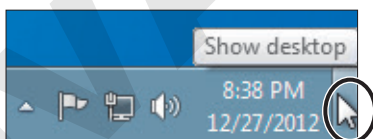


The Excel window (and any other open windows) minimize, leaving Word the only window visible on the Desktop.

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

12 Click the **Show Desktop** button (Windows 7) or corner (Windows 8.1).

Windows 7



Windows 8.1



All open windows are minimized simultaneously.

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

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

Sleep and Other Modes

**Video**

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	Allows another user to logon while other users remain logged on; Windows 8.1 allows this mode when you sign on additional users from the Start screen
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 8.1)

Signing out in Windows 8.1 is identical to logging off in previous versions of Windows. Your program windows close and Windows signs you out of any active services.

ecs02.28

Windows: Controlling Programs

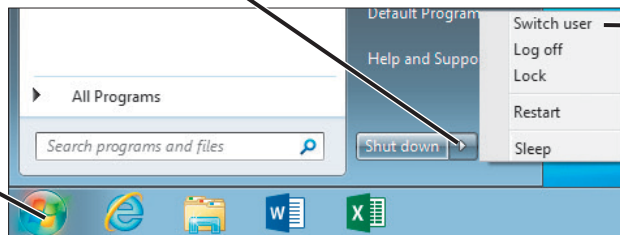
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Change Modes (Windows 7)

**Guide Me****Windows 8.1 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.



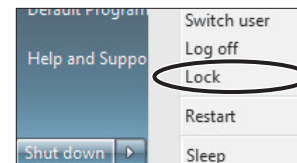
A command like this will often be written as follows:
Choose Start→Shut Down ► menu button→Switch User.

- 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** To lock the computer, choose **Start→Shut Down ► menu button→Lock**.
Windows locks the screen and displays your username for unlocking.



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

Windows displays your Desktop again.

- 8** To put the computer to “sleep,” choose **Start→Shut Down ► menu button→Sleep**.

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 you for a password.

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


Windows displays your Desktop again.

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Change Modes (Windows 8.1)

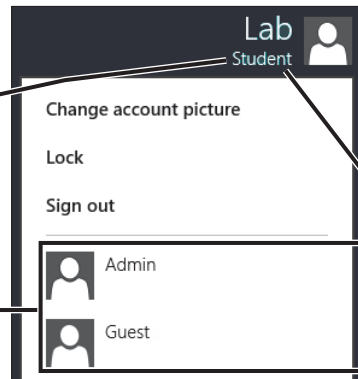
**Guide Me****Windows 7 Users:** Skip to the next topic.

In this exercise, you will view other users who could sign on to your computer, then put the computer into Lock and Sleep modes.

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

2 Click your username in the top-right corner.

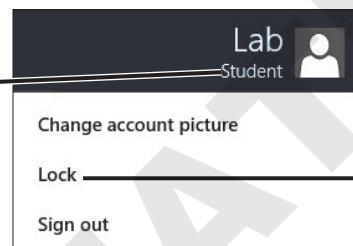
3 Notice (but don't click) other users who could sign on now.



4 Click your username again to dismiss the menu.

Now you will lock and unlock the computer.

5 Click your username.



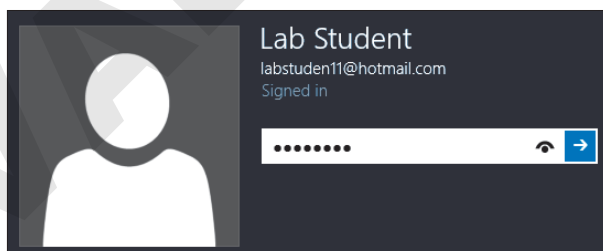
6 Choose **Lock**.

Windows displays its Start screen.

7 Click the **Start screen**.

Windows displays a password box.

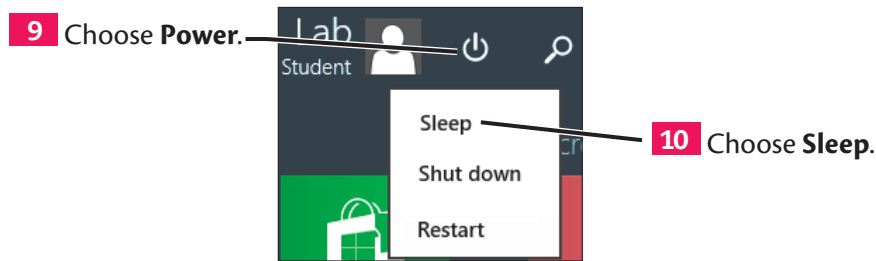
8 Type your password and tap **Enter**.



Now you will put the computer to "sleep."



In the next step, if you are studying with a tablet, display Charms and then choose Settings to display the power button.

ecs02.30 Windows: Controlling Programs

11 Tap any keyboard key or move the mouse to exit Sleep mode.
Windows “wakes up” and the Start screen or a password prompt appears.

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

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

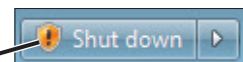
You are back at your Windows session. All previously running programs are in the same state they were in when you put the computer to sleep.

Shutting Down Windows

**Video**

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 and then shut off power to the computer. If your computer needs to install some updates to its software, the Shut Down command can also perform this task.

This icon tells you that Windows needs to shut down to install software updates (Windows 7 only).



Restarting Windows

Sometimes when you install or uninstall software, you need to restart the computer. The Restart command shuts down and 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.

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Shut Down and Restart



Guide Me

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

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

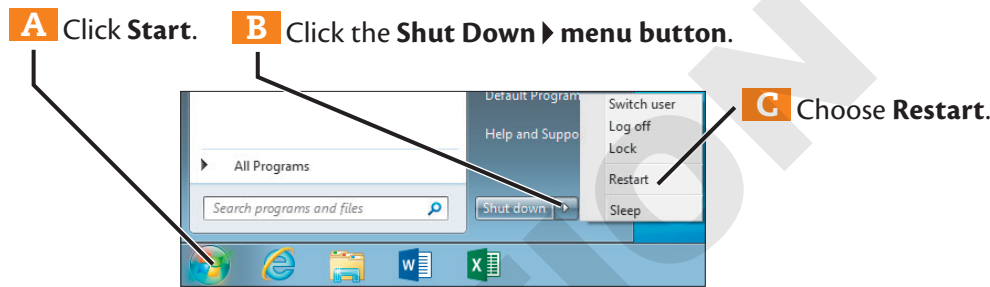
If you had typed anything in Excel, the program asks if you want to save it. In this case, that's not necessary.

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

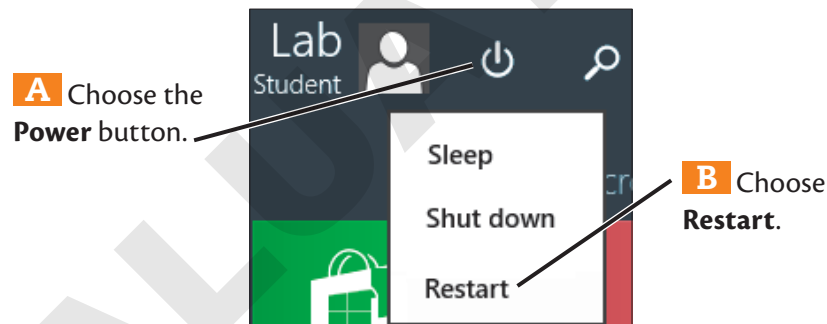
It's always a good idea to close open program windows before shutting down the computer. This gives you a chance to save changes to any work you've been doing. Since Internet Explorer doesn't really create anything, it's okay to leave it open.

- 3** Following the steps for your Windows version, restart the computer:

Windows 7



Windows 8.1



Windows goes through its shutdown routine and then restarts the computer.

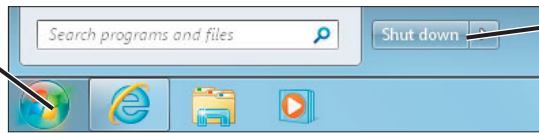
- 4** Log in or sign on, depending on your Windows version.

ecs02.32 Windows: Controlling Programs

5 Following the steps for your Windows version, shut down the computer:

Windows 7

A Click **Start**.

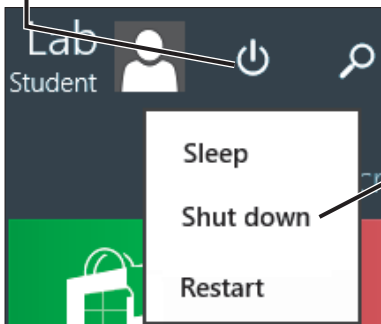


B Choose **Shut Down**.

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

Windows 8.1

A Click the **Power** button.



B Choose **Shut Down**.



concepts review

To check your knowledge of the key concepts introduced in this lesson, complete the Concepts Review quiz by choosing the appropriate access option below.

If you are... Then access the quiz by...

Using eLab Logging in, choosing Content, and navigating to the Concepts Review quiz for this lesson

Not using eLab Going to the Student Resource Center (see the inside front cover)

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Sign On and Start Windows Programs


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

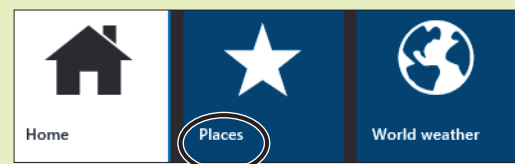
Start Windows

- 1 Power on the computer and log in or sign on, depending on your Windows version.

Explore the Windows 8.1 Tablet Desktop

Windows 7 Users: Skip to step 11.

- 2 Click **Weather**.
The app starts and fills the screen. All Windows 8.1 apps do this.
- 3 Choose **Allow** if the app asks if it can use your location.
If your location can't be detected, Weather will ask 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, and then click the **Plus**. Otherwise, go 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** and then type and choose another city.
Weather adds the city to Places.
- 8 Click the new city tile. Then right-click and choose **Home**.
- 9 Tap the **Windows**  key to display the Start screen.
- 10 Click the **Desktop** .





ecs02.34 Windows: Controlling Programs**Start Applications**

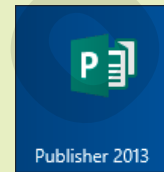
- 11** Start the Publisher application:

Windows 7


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

Windows 8.1

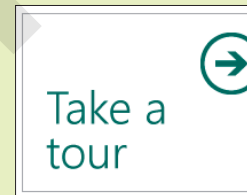
- A** Tap **Windows** .
- B** Scroll to the right and click the **Publisher 2013** tile if it's visible and then skip to step 12. (Continue with C–D if it isn't visible.)
- C** Click the Apps button .
- D** Find the Microsoft Office 2013 programs and click publisher 2013.



- 12** Click a publication type and then click **Create**.
Publisher loads a photo album template or creates a new publication.

- 13** If necessary, **Maximize**  the Publisher window.

- 14** Search for the Character Map application:

**Windows 7**


- A** Click **Start** and type **character** in the Search box.
- B** Choose **Character Map**.



Windows 8.1

- A** Display the charms (top-right corner) and choose **Search**.
- B** Type **character** in the Search box.
- C** Choose **Character Map**.
The application appears on the Desktop. It helps you find and insert special characters into documents.

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

Use the Windows Taskbar

- 16** Click **Notepad** on the taskbar.
Notepad minimizes.
- 17** **Minimize**  the Character Map.

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

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Multitask with Windows

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

Start Applications

- 1** If necessary, power on the computer and log in/sign on.
- 2** Start applications:


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 8.1

- A** If necessary, display the **Start screen** with **Windows** .
- B** Click the Apps button .
- C** Scroll to the **Microsoft Office 2013** group.
- D** Choose **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**.



ecs02.36 Windows: Controlling Programs**Control Desktop Windows**

3 **Maximize**  Excel if it doesn't fill the screen.

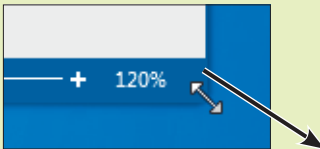
4 Make the **PowerPoint** window active.



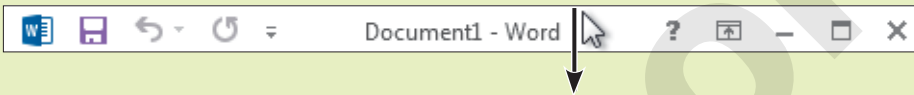
5 Use **Alt** + **Tab** to make **Excel** active again.

6 **Minimize**  Excel and PowerPoint, and then **restore**  Word if it's maximized.

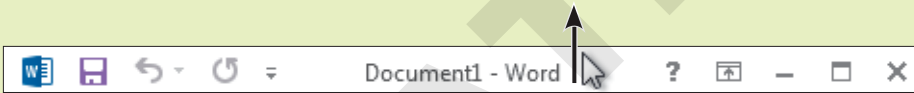
7 Make the **Word** window larger by dragging a corner of the window.



8 Move the **Word** window down by dragging its title bar.




9 Move the **Word** window up by dragging its title bar.




10 Drag **Word's** title bar to the left side of the screen.




11 Make **PowerPoint** active.

12 **Restore**  PowerPoint if it's maximized.
You cannot adjust the size and shape of a maximized window.

13 Make **PowerPoint** fill the right half of the screen.



- 14 Make **Excel** active and then drag its title bar down from the top of the screen.
- 15 **Close**  Excel. Choose **Don't Save** if asked to save.

Use Sleep Mode

- 16 Put Windows into Sleep mode:
 - **Windows 7:** Choose **Start**→**Shut Down** ▶ **menu button**→**Sleep**.
 - **Windows 8.1:** Point at the top-right corner and choose **Settings**→**Power**→**Sleep**.
- 17 Tap any key or move the mouse.
Windows restores power to the computer and monitor.
- 18 Type your password and tap .

Shut Down Windows

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

- 19 **Close**  PowerPoint. Choose **Don't Save** if asked to save.
- 20 **Close**  Word.
- 21 Shut down Windows:
 - **Windows 7:** Choose **Start**→**Shut Down**.
 - **Windows 8.1:** Click the **Power** button, then choose **Shut Down**.*Windows goes through its shutdown routine. Sometimes it installs system updates during the shutdown process and, if so, you may see a message.*

ecs02.38

Windows: Controlling Programs

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Sign On to Windows and Start Programs

You've just purchased a new computer! In this exercise, you will find various applications and set up the taskbar for easy access to those you'll use most often.

Start Windows

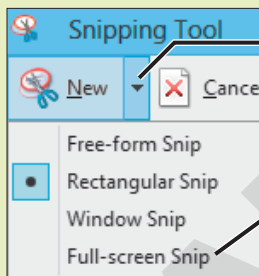
- 1 Log in or sign on, as applicable.

Explore the Windows Desktop

- 2 **Windows 8.1 Only:** Start **Internet Explorer** as a full-screen Tablet app (not on the traditional Desktop).

Start Applications

- 3 Start **Word 2013**, **Excel 2013**, and **Paint**.
It doesn't matter how the program windows are arranged on the screen, as long as all three programs 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.
 - **Windows 7:** Choose **Start**→**All Programs**→**Accessories**→**Snipping Tool**.
 - **Windows 8.1:** Display the **Start** screen and click the **Apps** button. Then click **Snipping Tool** in Windows Accessories.



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

- 8 Choose **Full-Screen Snip**.
The Snipping Tool takes a picture of the screen. Now you will save your snip.

The screenshot shows a Windows 'Save As' dialog box. The address bar indicates the current location is 'FLASHDRIVE (E:)'. The left sidebar shows 'Libraries' with 'Documents' selected. The main pane shows a folder named 'Essential Computing Skills'. The 'File name' field contains 'ECS02-A01-StartApplications-Flast'. The 'Save as type' is set to 'JPEG file'. The 'Date taken' is 'Specify date taken'. The 'Tags' field is 'Add a tag'. The 'Save' button is at the bottom right.

9 Click **Save**.

10 Choose a file storage location, such as Documents or a USB flash drive.

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 File.

13 Click **Save**.

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

apply your skills | ecs-0202

Multitask with Windows

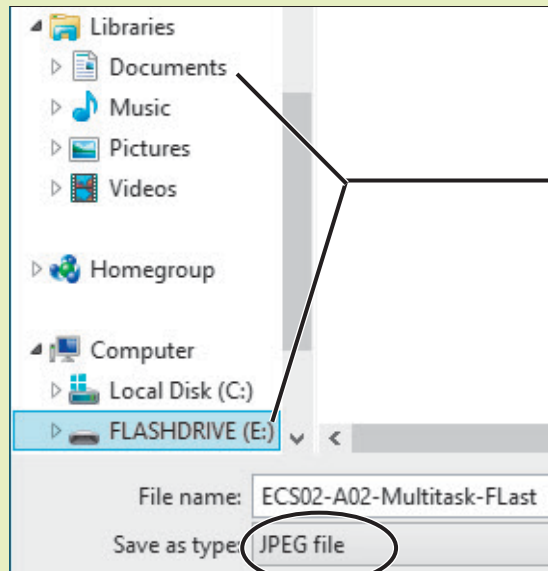
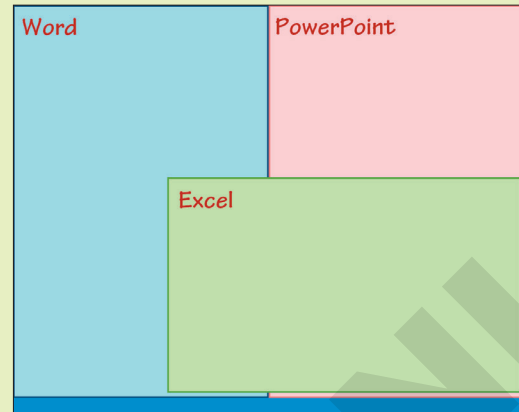
You are working on a project and need to multitask. In this exercise, you will start the applications you'll use and arrange them to suit your needs.

Get Started

- 1** Log in or sign on, as applicable.
- 2** Start **Word 2013**, **Excel 2013**, **PowerPoint 2013**, and **WordPad**. Create a blank file in each.

ecs02.40 Windows: Controlling Programs**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 take a full-screen snip.



- 5** Save the snipped screen to a file storage location (such as the Documents folder or a USB flash drive) as **ECS02-A02-Multitask-[FirstInitialLastName]**. Be sure to use the **JPEG File** 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.

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Sign On, Start Programs, and Multitask

You just purchased a new computer! You start some programs you'll use often and practice arranging them on the screen in different ways.

Start Windows

- 1 Log in or sign on, as applicable.

Explore the Windows Desktop

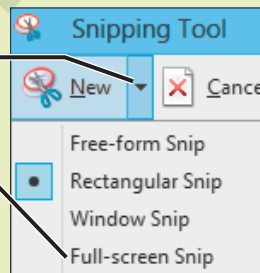
- 2 **Windows 8.1 Only:** Start **Pictures** as a full-screen Tablet app (not on the traditional Desktop).

Start Applications

- 3 Start **Word 2013**, **Publisher 2013**, **Sticky Notes**, and **Calculator**. Create a blank file in the first two.
It doesn't matter how the program windows are arranged on the screen, as long as all three programs are running.
- 4 Pin **Sticky Notes** to the taskbar. Then, close **Sticky Notes**.
The **Sticky Notes**' taskbar button remains, because you pinned it there.
- 5 Start the Snipping Tool:
The Snipping Tool, which comes standard with Windows, lets you create pictures of the screen.
 - **Windows 7:** Choose **Start**→**Accessories**→**Snipping Tool**.
 - **Windows 8.1:** Display the **Start** screen and click the **Apps** button. Then click **Snipping Tool** in Windows Accessories.

- 6 To take a snip, click **New menu** ▼.

- 7 Choose **Full-Screen Snip**.
The Snipping Tool takes a picture of the screen. Now you will save your snip.



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8 Click **Save**.

9 Choose a file storage location, such as Documents or a USB flash drive.

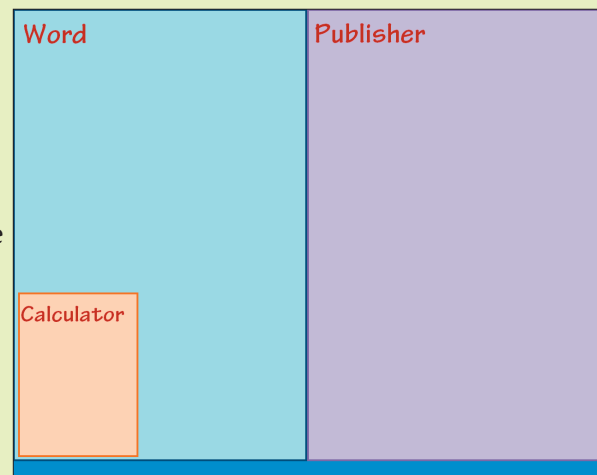
10 Type this filename: **ECS02-A03-StartApplications-[FirstInitialLastName]**
Type your actual first initial and last name instead of the bracketed text shown.

11 Click here and choose **JPEG File**.

12 Click **Save**.

Control Desktop Windows

- 13** Arrange the program windows like this:
- **Word:** Left half of the screen
 - **Publisher:** Right half of the screen
 - **Calculator:** Bottom-left corner of the screen, visible on top of the Word window
 - **Sticky Notes:** Minimized (you will need to restart this program)
- 14** Start the **Snipping Tool** and take a full-screen snip.
- 15** Save your snip to the same location you used earlier. Name the file **ECS02-A04-Multitask-[FirstInitialLastName]** and use **JPEG File** as the type.



File name:	ECS02-A04-Multitask-FLast
Save as type:	JPEG file

Using Sleep and Other Modes

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

Shutting Down Windows

- 18** Shut down **Windows**.
- 19** Submit your snipped screens according to the guidelines provided by your instructor.

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Make the Desktop Work for You

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

- 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 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 the application windows so it's easy to switch between them for the activity.
- Take a full-screen snip and save it as **ECS02-L01-Desktop-[FirstInitialLastName]**.

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

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Make the PC Easier to Use

In this exercise, you will help a coworker 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. Make a snip of the Ease of Access Center and name it **ECS02-L02-EaseOfAccess-[FirstInitialLastName]**.
- 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-L02-OnscreenKeyboard-[FirstInitialLastName]**.
- Start the Magnifier app. Try magnifying a portion of the screen and take a full screen snip of the entire screen. Save your snip as **ECS02-L02-Magnified-[FirstInitialLastName]**.

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