# **Table of Contents**

vi

## Preface

## LESSON 1 WINDOWS: COMPUTER CONCEPTS

Categorizing Computer Systems	ecs01.3
Units of Measure	ecs01.3
Computer Hardware Categories	ecs01.5
Processing Hardware	ecs01.5
Processor	ecs01.5
Random Access Memory (RAM)	ecs01.6
Surge Protection	ecs01.8
Storage Hardware	ecs01.8
Permanent Storage Drives	ecs01.8
External Drives	ecs01.11
Card Readers	ecs01.11
Output Hardware	ecs01.11
Computer Screens	ecs01.11
Printers	ecs01.12
Input Hardware	ecs01.13
Common Input Devices	ecs01.13
USB Ports	ecs01.14
Webcams	ecs01.14
Computer Software	ecs01.15
Software Files	ecs01.15
The Operating System	ecs01.15
Application Programs	ecs01.17
Antimalware Software	ecs01.18
User Files	ecs01.18
Networking	ecs01.19
Types of Networks	ecs01.19
Networking Hardware	ecs01.20
Modems	ecs01.20
Network Connection Hardware	ecs01.21
Network Protocols	ecs01.21
Concepts Review	ecs01.22
Reinforce Your Skills	ecs01.22
Apply Your Skills	ecs01.26
Learning Projects	ecs01.27

#### LESSON 2 WINDOWS: CONTROLLING PROGRAMS

Starting Windows	ecs02.3
Starting a Session	ecs02.3
Signing On (Windows 8.1)	ecs02.4
The Windows Desktop	ecs02.6
The Windows 7 Desktop	ecs02.6
Windows 8.1 Has Two Desktops	ecs02.6
Windows 8.1 Terminology	ecs02.7
Starting Applications	ecs02.8
The Start Menu (Windows 7)	ecs02.8
The Start Screen (Windows 8.1)	ecs02.9
Basic Mouse Motions	ecs02.9
The Windows Taskbar	ecs02.12
Pinning Programs to the Taskbar	ecs02.12
Searching for Programs	ecs02.12
Controlling Desktop Windows	ecs02.15
Program Window Features	ecs02.15
Quick Sizing Buttons	ecs02.16
Positioning and Shaping Program Windows	ecs02.17
Multitasking	ecs02.19
Switching Programs	ecs02.22
Aero Window Commands	ecs02.25
Sleep and Other Modes	ecs02.27
Logging Off (Windows 7)	ecs02.27
Signing Out (Windows 8.1)	ecs02.27
Shutting Down Windows	ecs02.30
Restarting Windows	ecs02.30
Concepts Review	ecs02.33
Reinforce Your Skills	ecs02.33
Apply Your Skills	ecs02.38
Learning Projects	ecs02.44

### **iv** Table of Contents

# LESSON 3 WINDOWS 7: MANAGING FILES

What Is File Management?	ecs03.3
File-Management Tasks	ecs03.3
Browsing Files	ecs03.4
File Explorer	ecs03.4
Changing the View	ecs03.6
Opening Files	ecs03.8
Creating Favorites Locations	ecs03.8
Opening Recently Used Files	ecs03.10
Searching for Files	ecs03.10
Creating Folders	ecs03.13
Folder Hierarchy	ecs03.13
Moving and Copying Files	ecs03.16
Selecting Multiple Files for Commands	ecs03.16
Renaming Files and Folders	ecs03.19
File-Naming Rules	ecs03.19
Changing a Filename from Within a Program	ecs03.19
Deleting Files and Folders	ecs03.22
What Happens to Deleted Files and Folders?	ecs03.22
Emptying Files from the Recycle Bin	ecs03.25
Restoring Files from the Recycle Bin	ecs03.25
Backing Up Flash Drives	ecs03.27
Storing Backups	ecs03.27
Safely Removing Hardware	ecs03.30
Safely Remove Hardware Command	ecs03.30
Concepts Review	ecs03.32
Reinforce Your Skills	ecs03.32
Apply Your Skills	ecs03.39
Learning Projects	ecs03.44

#### LESSON 4 WINDOWS 8.1: MANAGING FILES

What Is File Management?	ecs04.3
File-Management Tasks	ecs04.3
Browsing Files	ecs04.4
File Explorer	ecs04.4
Changing the View	ecs04.7
Opening Files	ecs04.7
Creating Favorites Locations	ecs04.7
Opening Recently Used Files	ecs04.9
Searching for Files	ecs04.9
Creating Folders	ecs04.11
Folder Hierarchy	ecs04.12
Moving and Copying Files	ecs04.15
Selecting Multiple Files for Commands	ecs04.15
Renaming Files and Folders	ecs04.18
File-Naming Rules	ecs04.18
Changing a Filename from Within a Program	ecs04.18

Deleting Files and Folders	ecs04.21
What Happens to Deleted Files and Folders?	ecs04.21
Emptying Files from the Recycle Bin	ecs04.23
Restoring Files from the Recycle Bin	ecs04.23
Backing Up Flash Drives	ecs04.25
Storing Backups	ecs04.25
Safely Removing Hardware	ecs04.28
Safely Remove Hardware Command	ecs04.28
Concepts Review	ecs04.30
Reinforce Your Skills	ecs04.30
Apply Your Skills	ecs04.38
Learning Projects	ecs04.43

#### LESSON 5

### THE INTERNET: SEARCHES AND WEB 2.0

Browsing the Web	ecs05.3
The Homepage	ecs05.3
Internet Explorer Tablet App and Application	ecs05.3
Web Browser Features	ecs05.4
URLs	ecs05.5
Searching the Web	ecs05.6
Address Bar Search	ecs05.6
Adding Search Providers	ecs05.8
Setting a Default Search Provider	ecs05.8
Using Tabbed Browsing	ecs05.11
Saving Images from the Web	ecs05.13
Copyright	ecs05.13
Fair Use	ecs05.14
What Is Web 2.0?	ecs05.16
Web 2.0 Activities	ecs05.16
Threaded Discussions	ecs05.17
Two Types of Online Communications	ecs05.17
Conducting Online Meetings	ecs05.21
Joining a Meeting	ecs05.21
Hosting Meetings	ecs05.21
Concepts Review	ecs05.24
Reinforce Your Skills	ecs05.24
Apply Your Skills	ecs05.29
Learning Projects	ecs05.33

## LESSON 6 THE CLOUD: STORING FILES AND SHARING ONLINE

What Is the Cloud?	ecs06.3
Servers	ecs06.3
Services	ecs06.4
Storing Files Online	ecs06.4
Watched Folders	ecs06.4
Modifying Watched Folders	ecs06.5
Synchronized Storage	ecs06.6
Saving to a Watched Folder	ecs06.7
Web Access to Cloud Storage	ecs06.8
Navigating Cloud Storage	ecs06.9
Downloading and Uploading	ecs06.11
Online Applications	ecs06.15
Capabilities	ecs06.15
Sharing Files	ecs06.19
Types of Sharing	ecs06.19
Online Shared Document Editing	ecs06.19
Sharing Folders	ecs06.22
Shared Sync	ecs06.22
File Compatibility and Conversion	ecs06.25
Converting a File	ecs06.25
Concepts Review	ecs06.27
Reinforce Your Skills	ecs06.27
Apply Your Skills	ecs06.40
Learning Projects	ecs06.45

## LESSON 7 OUTLOOK: EMAIL AND ATTACHMENTS

What Is Email?	ecs07.3
History	ecs07.3
Webmail	ecs07.3
Email Clients	ecs07.3
Using Outlook 2013	ecs07.4
The Outlook Program Window	ecs07.4
Outlook Task Features	ecs07.4
Introducing the Ribbon	ecs07.7
Finding Commands on the Ribbon	ecs07.7
Working with Email	ecs07.10
Composing a Message	ecs07.10
Email Addresses	ecs07.11
Working with Email Attachments	ecs07.13
Sending Attachments	ecs07.13
Saving Attachments	ecs07.16
Attachment Security Risks	ecs07.16
Concepts Review	ecs07.18
Reinforce Your Skills	ecs07.18
Apply Your Skills	ecs07.22
Learning Projects	ecs07.26
Quick Reference Guide	Guide.1
Glossary	Gloss.1
Index	Index.1