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.
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.

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

Log On to Windows (Windows 7)

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: _______________________________________________
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)**

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.
Sign On to Windows (Windows 8.1)

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.
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 Desktop Features](image)

**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.
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.

Tiled app buttons

![Start Screen Image]

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.

<table>
<thead>
<tr>
<th>Mouse Motions</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Point</td>
<td>Point at a spot on the screen without clicking</td>
</tr>
<tr>
<td>Click</td>
<td>Tap and release the main (left) mouse button</td>
</tr>
<tr>
<td>Double-click</td>
<td>Quickly tap and release the main mouse button twice</td>
</tr>
<tr>
<td>Right-click</td>
<td>Tap and release the secondary (right) mouse button</td>
</tr>
<tr>
<td>Drag</td>
<td>Hold down the main mouse button as you move the mouse</td>
</tr>
</tbody>
</table>

This book covers the use of the mouse only. It does not include touchscreen gestures.
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.
Start an Application (Windows 8.1)

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.
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.

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 user who wanted easier access to it.

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.

This corner of the screen (upper-right) displays the charms.

- **Search**: Searches for apps, applications, files, the web, and device settings.
- **Share**: Shares items such as links and photos via social network services.
- **Start**: Displays the Start screen, or displays the most recently used app on the Start Desktop.
- **Devices**: Sends the currently displayed item to a device such as a printer or TV.
- **Settings**: Gives access to various PC settings, such as your network connection or volume control.

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.

Windows searches everywhere by default.

You can limit the search if you wish.
Search for an Application (Windows 7)

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.

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

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

Search for an Application (Windows 8.1)

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.
Controlling Desktop Windows

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.

Ribbon (or menu bar in other programs)  Title bar (shows filename and program name)  Quick sizing buttons

Cloud Computing Defined
Cloud computing is the running of programs and use of files that are housed on a storage drive

Window border (not visible when maximized)
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.

<table>
<thead>
<tr>
<th>Quick Sizing Buttons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Command Name</td>
</tr>
<tr>
<td>Close</td>
</tr>
<tr>
<td>Maximize</td>
</tr>
<tr>
<td>Restore</td>
</tr>
<tr>
<td>Minimize</td>
</tr>
<tr>
<td>Ribbon Display</td>
</tr>
</tbody>
</table>

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 7 Taskbar](image)

Windows 8.1

![Windows 8.1 Taskbar](image)

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

---

### Positioning and Shaping Program Windows

**Video**

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.

![Drag title bar](image)

The mouse pointer over a typical title bar.

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

![Drag window borders](image)

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.
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

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.

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.
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).

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**.

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

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.
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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 \Win\ 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)

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 [Esc] key and tap [Tab].
   Windows displays any apps running on the Tablet Desktop at the upper-left corner.
   The Internet Explorer Tablet app (not the traditional Desktop application) becomes active.
8. Hold down Windows [Esc] and tap [Tab].
   The Desktop is chosen on the upper left.
9. Release Windows [Esc].
   You return to the traditional Desktop and Word.
Aero Window Commands

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

<table>
<thead>
<tr>
<th>Aero Command</th>
<th>Description/Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aero Snap</td>
<td>Snaps program windows to fill the right- or left-half of the screen, or maximizes them</td>
</tr>
<tr>
<td>Aero Peek</td>
<td>Briefly makes all program windows transparent so you can view the Desktop</td>
</tr>
<tr>
<td>Aero Shake</td>
<td>Causes all but one program window to minimize</td>
</tr>
<tr>
<td>Aero Flip 3D</td>
<td>Gives a 3D view of each program window as you flip</td>
</tr>
</tbody>
</table>

**Windows 7 Only**

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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.
Drag the Word title bar to the left side of the screen.

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.

Make the Excel window active.

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

To restore Word, drag the Word window title bar down and to the right.

Release the mouse button.

Windows restores the Word window to its previous shape.

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.

Click Excel on the taskbar to make it visible again.

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

All open windows are minimized simultaneously.

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

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.

<table>
<thead>
<tr>
<th>Windows Modes of Operation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mode</strong></td>
</tr>
<tr>
<td>Sleep</td>
</tr>
<tr>
<td>Lock</td>
</tr>
<tr>
<td>Switch User</td>
</tr>
<tr>
<td>Log Off/Sign Out</td>
</tr>
</tbody>
</table>

**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.
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.
change modes (windows 8.1)

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.


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.
Windows: Controlling Programs

9. Choose **Power**.

10. Choose **Sleep**.

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.
Shutting Down Windows

**Shut Down and Restart**

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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**
   - A. Click **Start**.
   - B. Click the **Shut Down** menu button.
   - C. Choose **Restart**.

   **Windows 8.1**
   - A. Choose the **Power** button.
   - B. Choose **Restart**.

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

4. Log in or sign on, depending on your Windows version.
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**.
To check your knowledge of the key concepts introduced in this lesson, complete the Concepts Review quiz by choosing the appropriate access option below.

<table>
<thead>
<tr>
<th>If you are...</th>
<th>Then access the quiz by...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Using eLab</td>
<td>Logging in, choosing Content, and navigating to the Concepts Review quiz for this lesson</td>
</tr>
<tr>
<td>Not using eLab</td>
<td>Going to the Student Resource Center (see the inside front cover)</td>
</tr>
</tbody>
</table>

**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** tile.
**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**.

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.
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.
Make Excel active and then drag its title bar down from the top of the screen.

Close Excel. Choose Don’t Save if asked to save.

Use Sleep Mode

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.

Tap any key or move the mouse.

Windows restores power to the computer and monitor.

Type your password and tap [Enter].

Shut Down Windows

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

Close PowerPoint. Choose Don’t Save if asked to save.

Close Word.

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.
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

   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.
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.
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.
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.
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**.

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**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.
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.
### 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.

### 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.