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Microsoft® Windows® 8 Simplified®

Simply the Easiest Way to Learn

Paul McFedries

Windows® 8 Simplified®

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Windows® 8

by Paul McFedries

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Author's Acknowledgments

It goes without saying that writers focus on text, and I certainly enjoyed focusing on the text that you'll read in this book. However, this book is more than just the usual collection of words and phrases. A quick thumb through the pages will show you that this book is also chock full of images, from sharp screen shots to fun and informative illustrations. Those colorful images sure make for a beautiful book, and that beauty comes from a lot of hard work by Wiley's immensely talented group of designers and layout artists. They are all listed in the Credits section, and I thank them for creating another gem. Of course, what you read in this book must also be accurate, logically presented, and free of errors. Ensuring all of this

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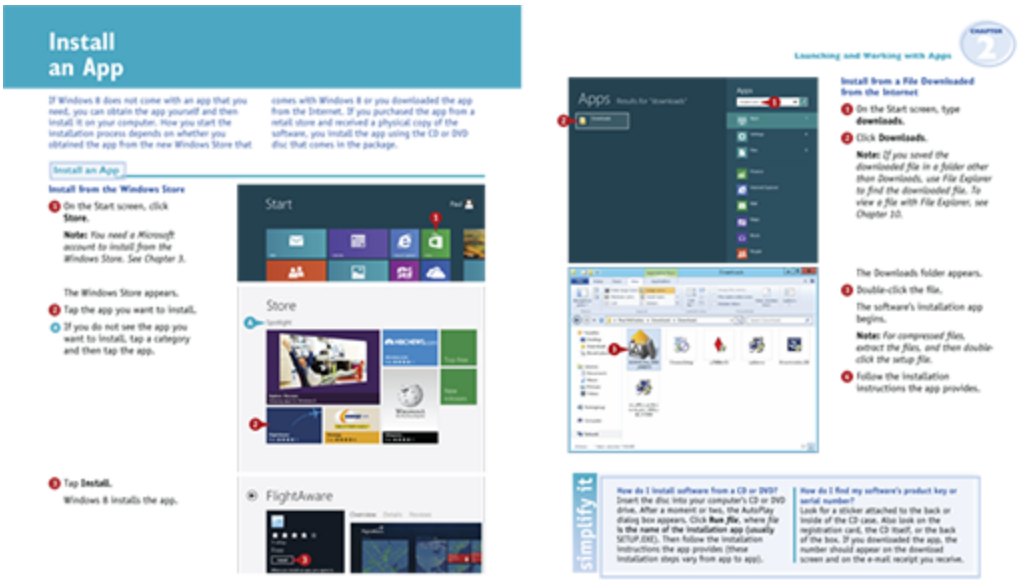
How to Use This Book

Who This Book Is For

This book is for the reader who has never used this particular technology or software application. It is also for readers who want to expand their knowledge.

The Conventions in This Book



❶ Steps

This book uses a step-by-step format to guide you easily through each task. Numbered steps are actions you must do; bulleted steps clarify a point, step, or optional feature; and indented steps give you the result.

❷ Notes

Notes give additional information — special conditions that may occur during an operation, a situation that you want to avoid, or a cross reference to a related area of the book.

❸ Icons and Buttons

Icons and buttons show you exactly what you need to click to perform a step.

4 Simplify It

Simplify It sections offer additional information, including warnings and shortcuts.

5 Bold

Bold type shows command names, options, and text or numbers you must type.

6 Italics

Italic type introduces and defines a new term.

Chapter 1
Getting Started with Windows 8

Are you ready to discover Windows 8? In this chapter, you learn what you can do with Windows 8, take a tour of the Start screen and desktop, learn how to use a mouse, and learn how to shut down Windows 8.

Start Windows 8

What You Can Do with Windows 8

The Windows 8 Start Screen

The Windows 8 Desktop

Using a Mouse with Windows 8

Using Windows 8 on a Tablet PC

Restart Windows 8

Shut Down Windows 8

Start Windows 8

When you turn on your computer, Windows 8 starts automatically, but you may have to navigate the sign on screen along the way.

To prevent other people from using your computer without your authorization, Windows 8 requires you to set up a username and password. You supply this information the very first time you start your computer, when Windows 8 takes you through a series of configuration steps. Each time you start your computer, Windows 8 presents the sign on screen and you must enter your username and password to continue.

Start Windows 8

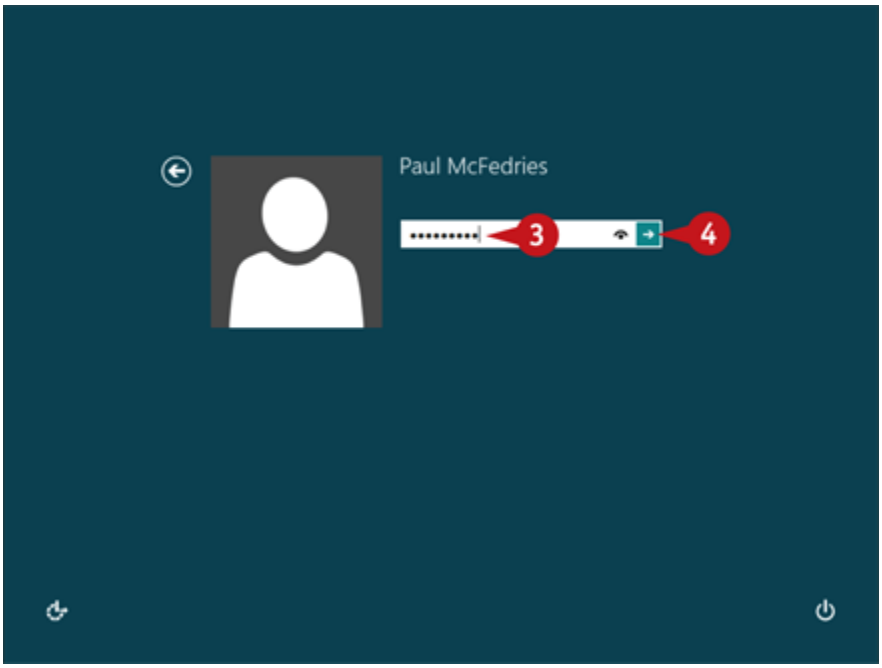
1. Turn on your computer.

A After a minute or so, the Windows 8 Lock screen appears.

2. Press Enter.

The Windows 8 sign on screen appears.

Note: If you have more than one user account on your computer, you must first click the icon that corresponds to your Windows 8 username.



3 Type your password.

Note: The password characters appear as dots as you type them so that no one else can read your password.

4 Click the **Submit** arrow (→) or press Enter.

The Windows 8 Start screen appears.

What You Can Do with Windows 8

Windows 8 is an operating system that contains a collection of tools, applications, and resources. In this section you find out about the wide variety of tasks you can perform with Windows 8, including getting work done; organizing and editing photos; playing music, videos, and other media; surfing the web; and communicating with others.

Get Work Done