

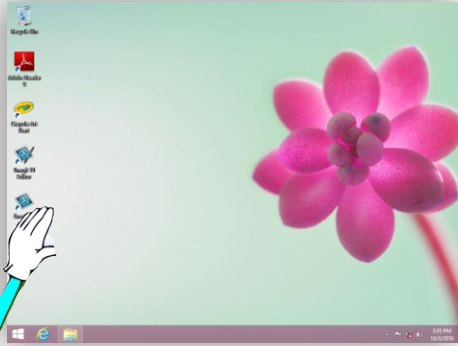
# Lesson 18



## Set and Activate

### Using Windows

**Windows** provides an easy and graphical way for you to use your computer.



**Windows 8**



**Windows 7**



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

The first time you start your computer, you may need to run through a series of configuration steps.

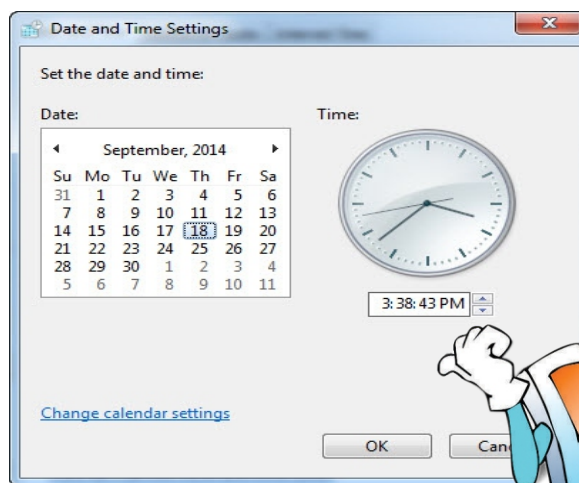
If your version of Windows is configured with just a single user and no password, then you bypass the Welcome screen and go directly to the desktop.

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### Using Windows

You can then easily display the date on your screen.

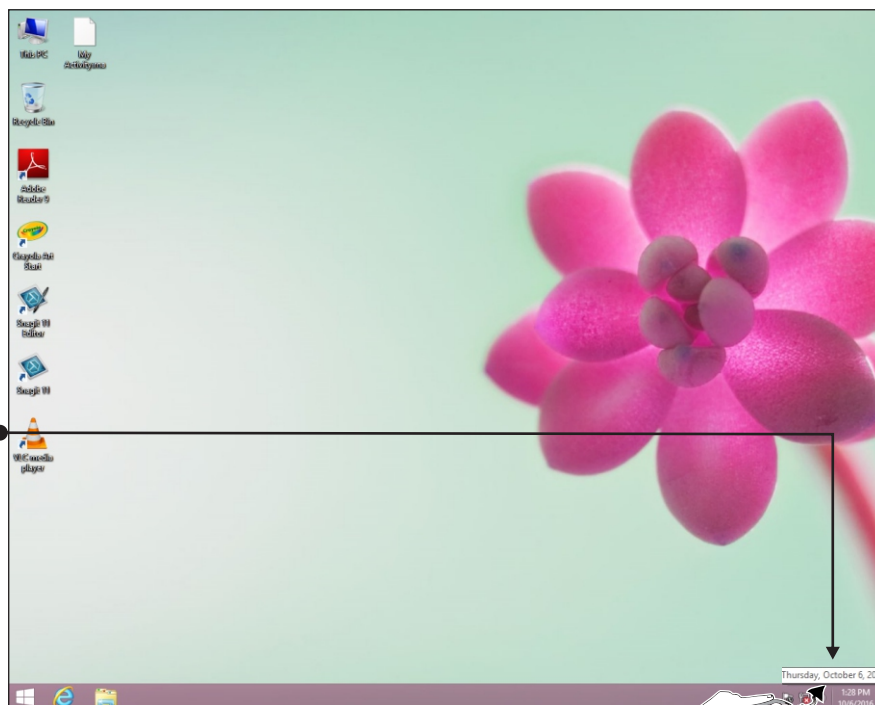


### How to Display the Date

1. To display the date, move the mouse to an area in the System Tray that displays the time.

After a few seconds, the date appears.

*Note: If Windows displayed the wrong date or time, you can change the date or time set in your computer.*



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## Set and Activate

### Using Windows

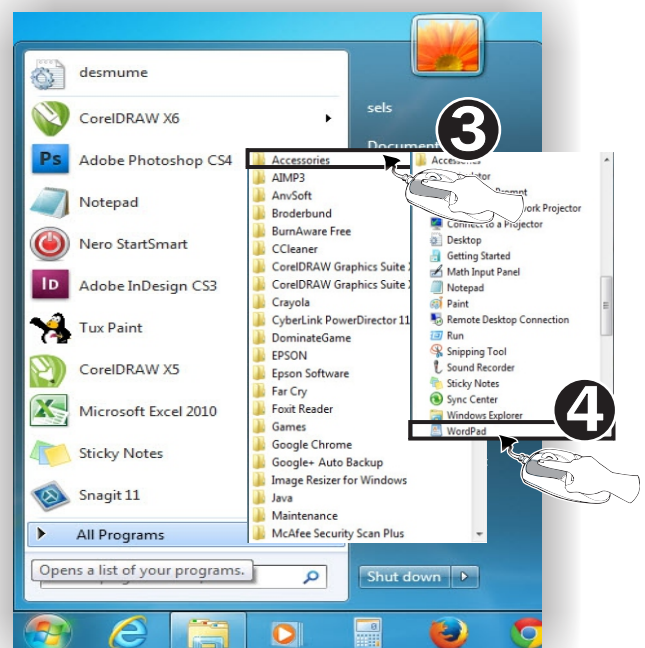
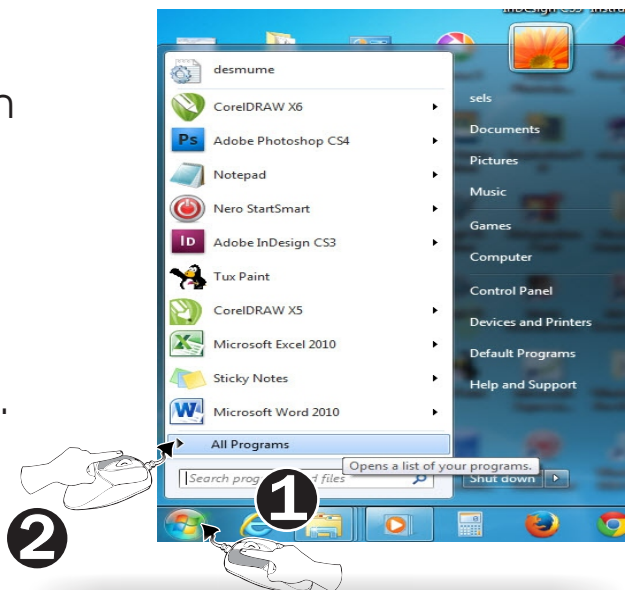
The Start button helps you to display a list of items. You can choose from these items to perform a specific task in Windows.

### Windows 7 User

#### How to Use The Start Button

1. Move the mouse over Start and then press the left button.
2. To select an item that displays an arrow (▶), move the mouse over the item (ex. **All Programs**) and another menu appears.
3. Repeat step 2 until you see the item that you want to select. ( ex. **WordPad**)
4. Move the mouse pointer over the item and then press the left button.

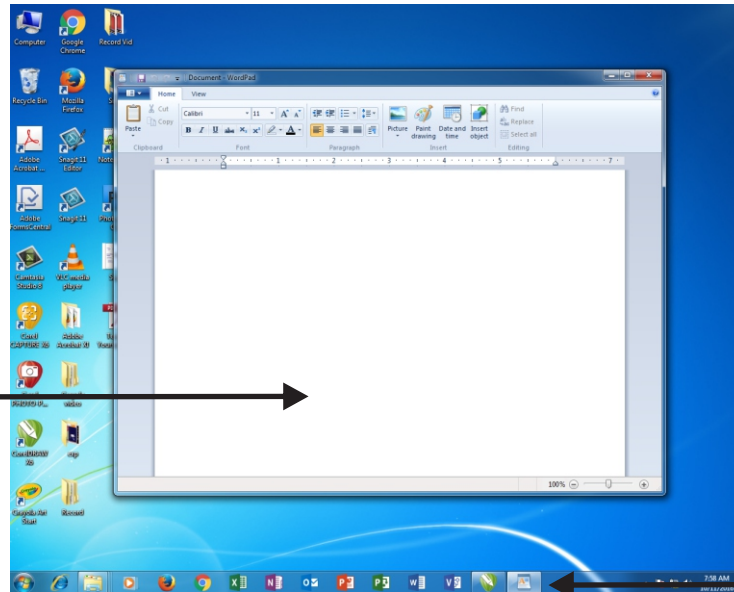
Note: To close the Start menu without selecting an item, move the mouse on an empty space outside the menu area and then press the left button.



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## Set and Activate Using Windows

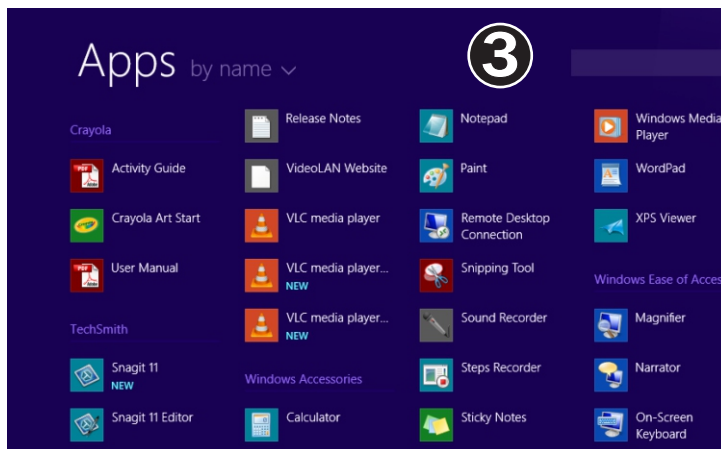
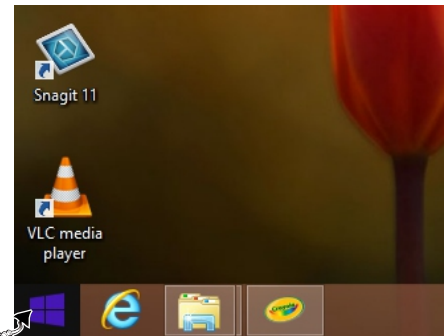
In this example, the WordPad window appears on your screen.



The taskbar displays a button for the open window or the currently used window.

### Windows 8 User

1. Click the **Start** button.
2. Click **All apps** (⌵).  
The Apps screen appears.
3. Locate the **App** that you want to open.

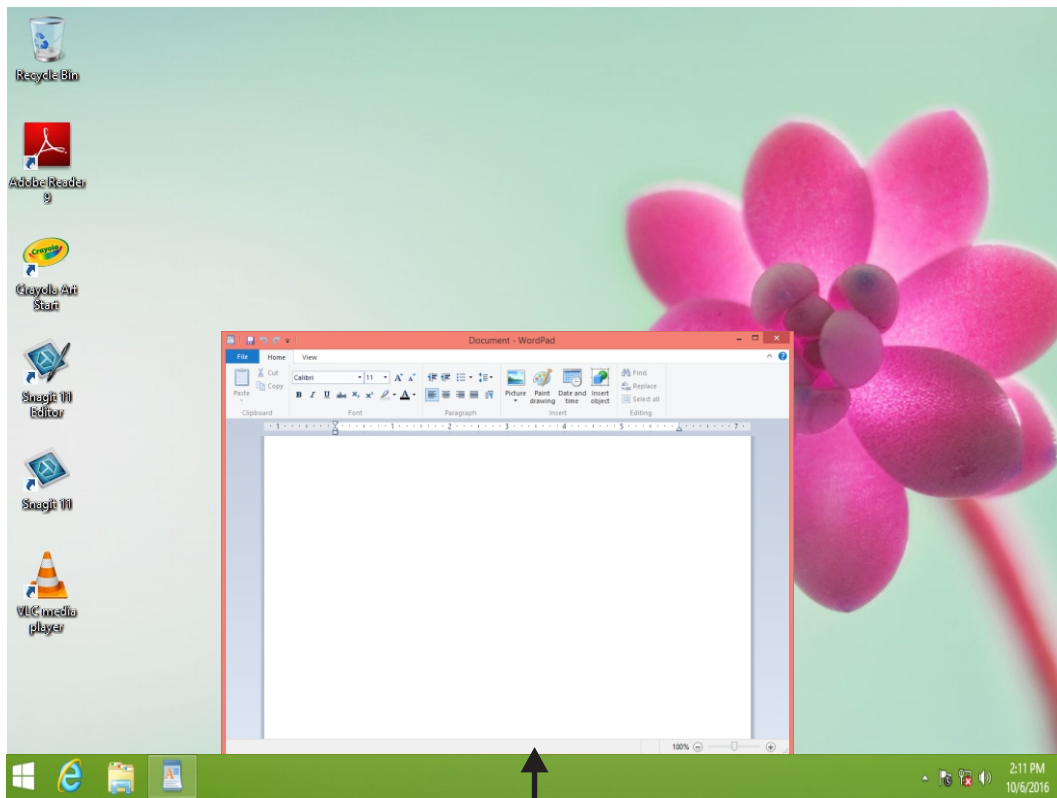




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## Set and Activate Using Windows

4. Click the **WordPad** App.



In this example, the WordPad window appears on your screen.

# Lesson 18

## Set and Activate

### Using Windows

When you finish using Windows, you can turn off the computer.



#### Windows 7 User

##### How to Turn Off

1. Move the mouse pointer over **Start button** and then press the left button.
2. Move the mouse pointer over **Shut down** and then press the left button.
3. The computer now safely turns off.



#### Windows 8 User

1. Position the mouse pointer ( ) in the upper-right or the lower-right corner of the screen to display the Charms menu and then click **Settings**.
2. Click the Power button ( ).
3. Click the **Shut down**. Windows shuts down and turns off your computer.

