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Windows Vista®

See it done. Do it yourself.

Second Edition

Covers
Windows
Vista SP 1



QUE®

Shelley O'Hara

EASY MICROSOFT® WINDOWS VISTA™

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U.S. International Standard Book Number: 0-7897-3829-5

U.K. International Standard Book Number: 0-7897-3830-9



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Library of Congress Cataloging-in-Publication Data

O'Hara, Shelley.

Easy Microsoft Windows Vista / Shelley O'Hara. — 2nd ed.

p. cm.

ISBN 0-7897-3829-5

1. Microsoft Windows (Computer file) 2. Operating systems (Computers) I. Title.

QA76.76.O63O349144 2008

005.446—dc22

2008013000

Printed in the United States of America

First Printing: May 2008

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INTRODUCTION TO EASY MICROSOFT WINDOWS VISTA

Becoming familiar with a new operating system, such as Windows Vista, can seem like a daunting task. There's so much to learn! And in this new version of Windows, there are so many different features; the interface looks different, commands aren't where you expect them to be, the entire way things work has seemingly been overhauled, all with the goal of making things easier. And they *will* be easier ... after you learn how Windows Vista is set up and how it works.

When you sit down to use a computer, you don't want to spend your time staring at it, hoping to figure out how to send a simple email. You want to be able to start right away; you want to take advantage of all the cool things you see advertised. Sending pictures of your children or grandchildren, listening to music and burning your own CD collection of your favorite tunes, watching movies, and so on, are all easily accomplished if you have the right foundational understanding of how to use Windows.

That's why *Easy Microsoft Windows Vista, Second Edition* comes in so handy: it provides concise, visual, step-by-step instructions for showing you how to do the things you want to do with your computer. And while it's perfect for beginners, it's also ideal for anyone upgrading to this new version of Windows.

In this book, you'll start with a quick overview of what is new in Vista and then move straight into the basics of getting around and getting things done. You'll learn how to start programs, the main reason you have a computer. (A program is what you use to "do" things on your computer—send email, browse the Internet, write letters, edit photographs, and so on.) Plus, you'll discover so much more—how to play games, how to purchase music online and then burn it to a disk, and how to get pictures from your digital camera to your computer and then print or email them.

In addition, you'll find out how to maintain your computer to avoid problems, protect your computer from viruses and other security concerns, improve your computer's performance, personalize your computer so that it works the way you want, and expand its capabilities (like adding a printer or setting up a network).

All the skills you need to use your computer and Windows Vista are covered and in an easy-to-follow, visual format that gets you up and running with Windows Vista in no time.

This edition has been updated to include the changes that occurred in Windows Vista with the release of Service Pack 1 (SP1). SP1 for Windows Vista includes a large number of changes and fixes. Most of them aren't visible to you, the end user, but they do aid in the stability and speed of your computer. One of the more notable improvements is an increase in file copy speed, particularly copies across a local area network. In addition, SP1 bundles all the patches for Vista that have been released up to March 2008. Where they did affect the content of this book, updates have been made. For more information on SP1, go to Microsoft's website at <http://www.microsoft.com/windows/products/windowsvista/sp1.mspx>.

As for using this book, you can read it cover to cover or use it as a reference when you encounter a problem or a feature you don't know how to use. Either way, *Easy Microsoft Windows Vista* lets you see it done and then do it yourself. Here's to happy computing!

3

WORKING WITH PROGRAMS

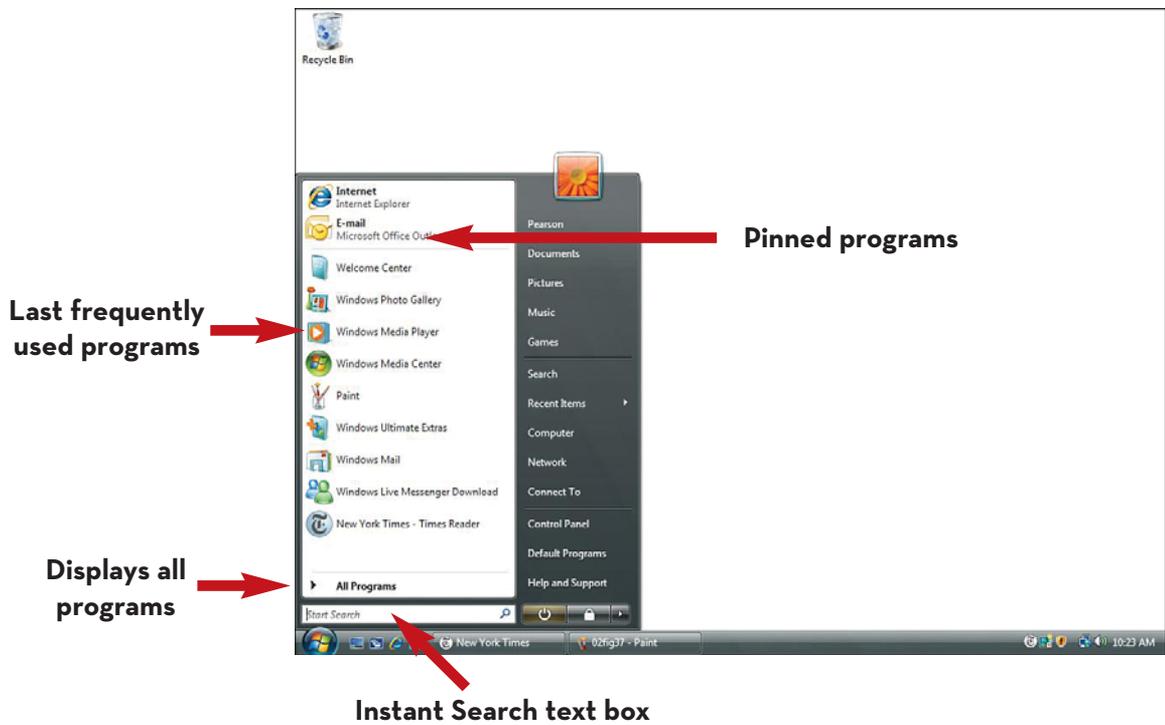
You can find an enormous number of programs that are available to use with Windows Vista. For example, a word processing program, such as Microsoft Word, enables you to create, edit, and print documents. There are Windows programs for just about anything you can possibly dream of doing on your computer, and probably a few you've never thought of. You can use word processing, database management, movie creation and editing, drawing, and other programs in Windows. This variety of programs gives you all the tools you need to perform your work, do everyday tasks, or simply have fun.

In Windows, you can use one of several different ways to start a program; none of them is necessarily better than the other. Which method you use will depend on what you happen to be doing on the computer at the time you go to start up a program.

This Part covers not only how to start and exit programs but also provides some basic information that is important to know when working with any type of program.

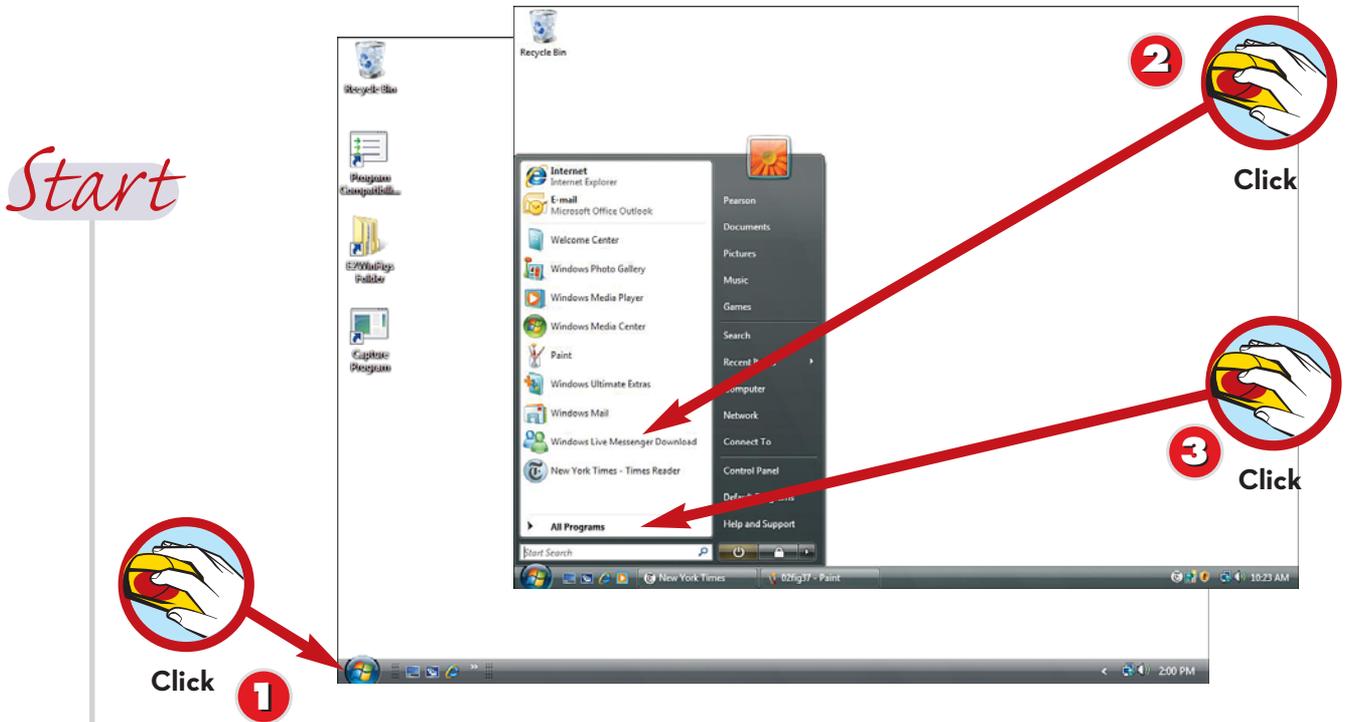


STARTING PROGRAMS



STARTING A PROGRAM FROM THE START MENU

Most of the time you spend using your computer will be spent working in some type of a program—a word processing program to type letters, a spreadsheet program to create budgets, and so on. You can start a program in many ways, including from the Start menu. When you install a new Windows program, that program's installation procedure will set up a program folder and program icon on the Start menu.



- 1** Click the **Start** button.
- 2** If you see the program listed that you want to start, click it from the opening list. Skip to step 7.
- 3** If the program is not listed, click **All Programs**.

Continued



TIP

Programs Listed

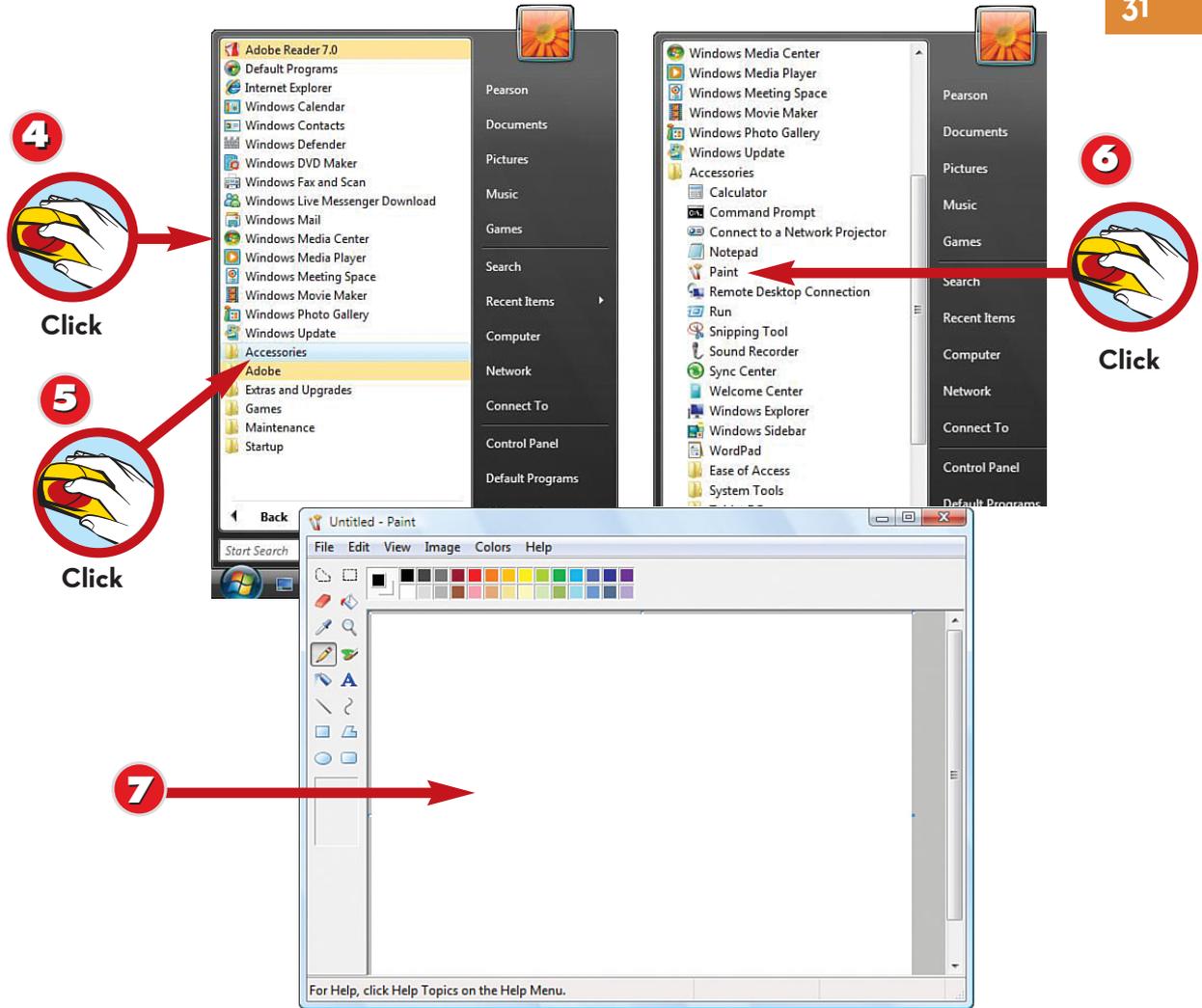
Windows Vista lists the programs you use most often on the opening Start menu. The programs you see listed will vary from those shown with this task.



TIP

Programs vs. Applications vs. Software

The terms program, application, and software are used interchangeably and mean the same thing. That is, if you hear about a word processing application, it's the same thing as saying word processing program.



- 4** If you see the program you want to start, click it, and then skip to step 7.
- 5** If you don't see the program listed, it may be contained in a folder (for example, Accessories). Click a folder to view the programs contained in the folder.
- 6** Click the program you want to start.
- 7** The program is started. (Here you see Paint, an accessory program included with Windows that is found in the Accessories program folder.)

End



TIP Listed Programs

Opening programs from the Start menu can be a little confusing until you become familiar with where they are stored. Windows automatically lists some programs on the main Start menu, while other programs are found in the All Programs list. Other programs are stored in folders within the All Programs list.

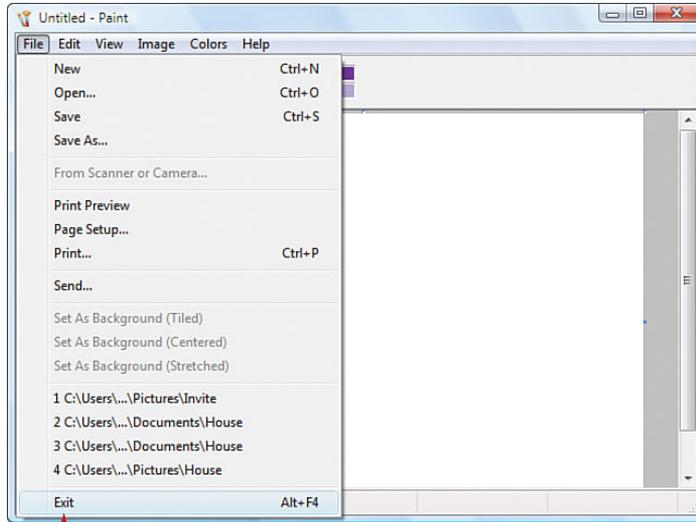


TIP Setting Up Programs

You can find information about installing new programs in Part 13, "Setting Up Programs." In that same Part, you also learn how to add program shortcut icons to your desktop, making programs easier to find and start.

EXITING A PROGRAM

Close a program when you finish working in it to free system memory. Too many open programs can tax your system's memory and slow the computer's processes, such as saving, printing, switching between programs, and so on.



Start



Click

1 Click **File** and then click **Exit**.

2 The program is exited.

End



TIP

More Ways to Close

You can also press **Alt+F4** or click the **Close** button (the one with the X) in the program's title bar to close a program.



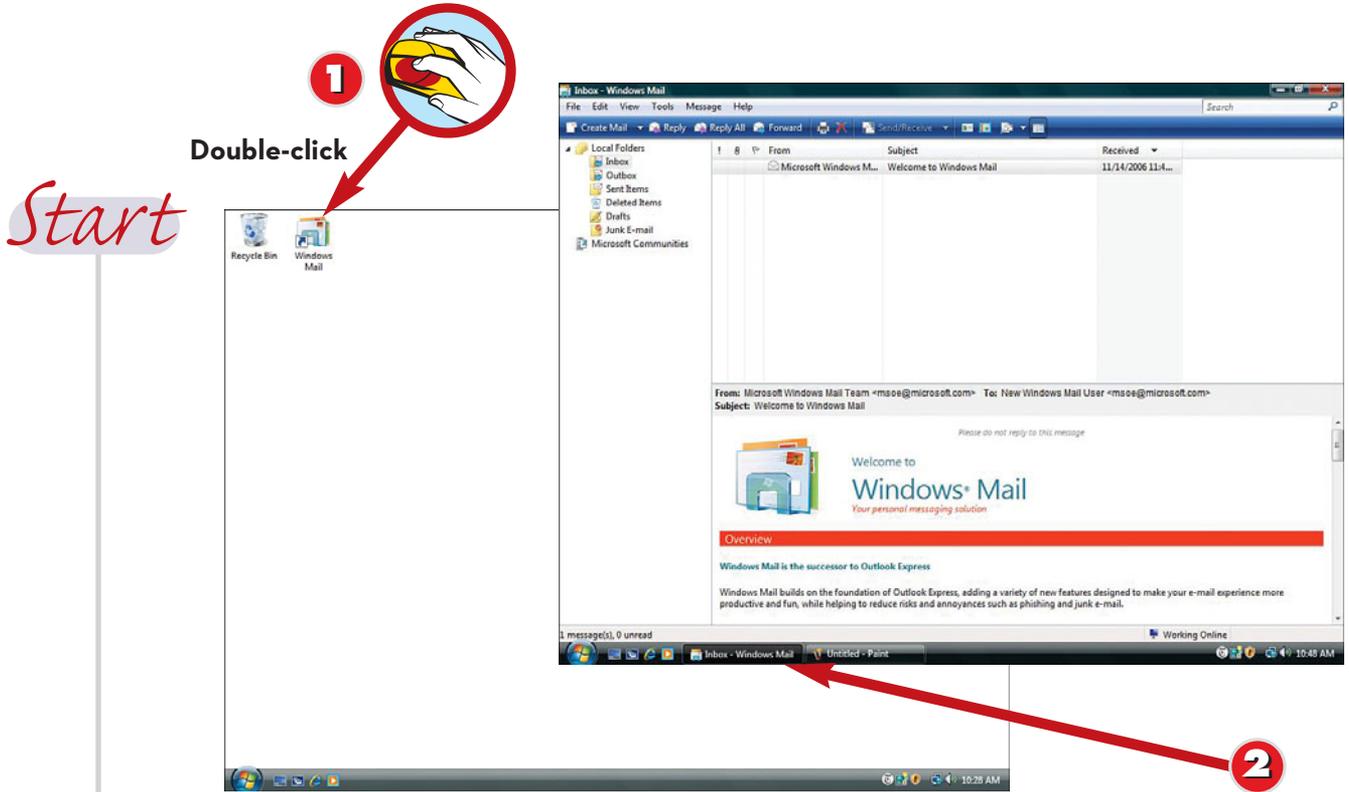
CAUTION

Save First

If you have not saved a file before closing that file's program, a message box appears asking if you want to save the file. If you do, click **Yes**; if not, click **No**. If you want to return to the document, click **Cancel**.

STARTING A PROGRAM FROM A SHORTCUT ICON

In addition to the Start menu, you can start programs from shortcut icons. Some programs automatically place shortcut icons on the desktop when the program is installed. You can also manually create shortcut icons to programs. This task covers how to start a program from a shortcut icon.



- 1** Double-click the shortcut icon on the desktop. (Shown here is a shortcut icon for Windows Mail.)
- 2** The program starts and displays in its own window. A taskbar button for the program appears in the taskbar.

End



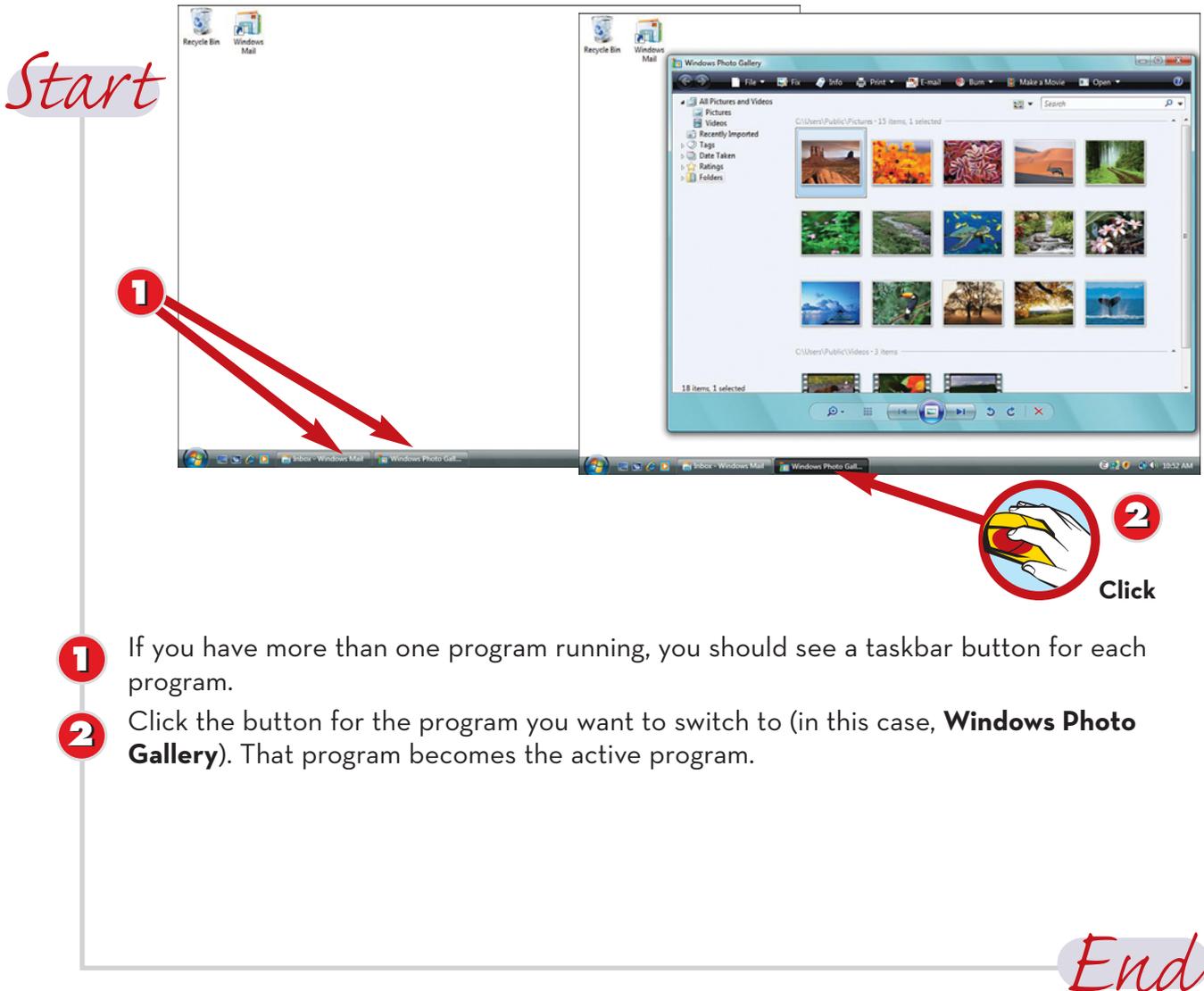
TIP

Create Shortcut Icons

You can create shortcut icons to any of your installed programs. To do so, see Part 13, "Setting Up Programs."

SWITCHING BETWEEN PROGRAMS USING TASKBAR BUTTONS

You may often work with more than one type of program at the same time. For example, you might want to compare price figures from an Excel worksheet with a price list you've set up in Word. You might want to copy text from a word processing document to a presentation program, such as PowerPoint. Switching between programs enables you not only to compare data but also to share data among programs. Windows Vista enables you to quickly switch from one program to another.



- 1** If you have more than one program running, you should see a taskbar button for each program.
- 2** Click the button for the program you want to switch to (in this case, **Windows Photo Gallery**). That program becomes the active program.



TIP

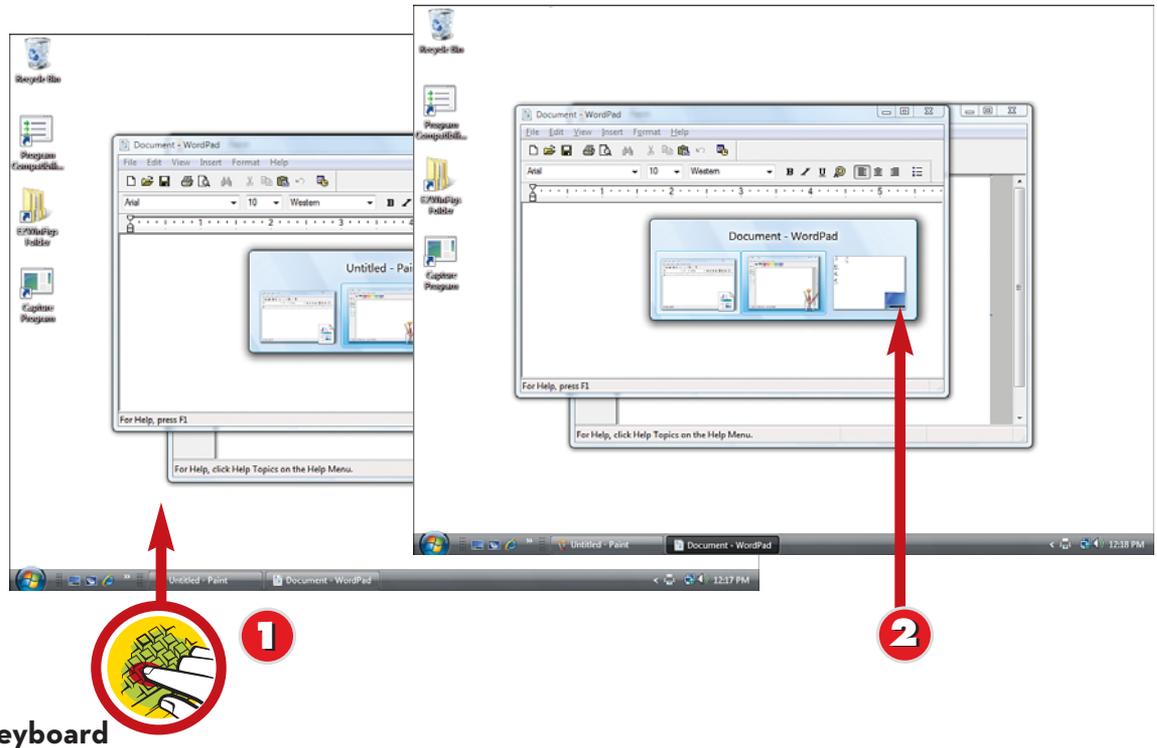
How Many?

The number of open programs at any one time depends on the amount of RAM (random access memory) in your computer. If you find you constantly have to close programs or the computer runs very slowly when you have several programs open, you might want to look into increasing the amount of physical RAM in your computer. Check with your computer's manufacturer or a local computer hardware store.

SWITCHING BETWEEN PROGRAMS WITH WINDOWS FLIP

In past versions of Windows, you could press Alt+Tab to see mini-pictures of the open programs. You could then scroll to the program you wanted. Windows Vista has improved on this capability. You can now see live thumbnail versions of the windows rather than stagnant icons. You can also use this feature (called Windows Flip) to switch between programs.

Start



Keyboard

- 1** With more than one program running, press **Alt+Tab**.
- 2** Icons for all open programs display in the window. You can use the arrow keys to scroll to the icon to get information, such as the program name. You can also scroll to the program to select the one you want to switch to.

End



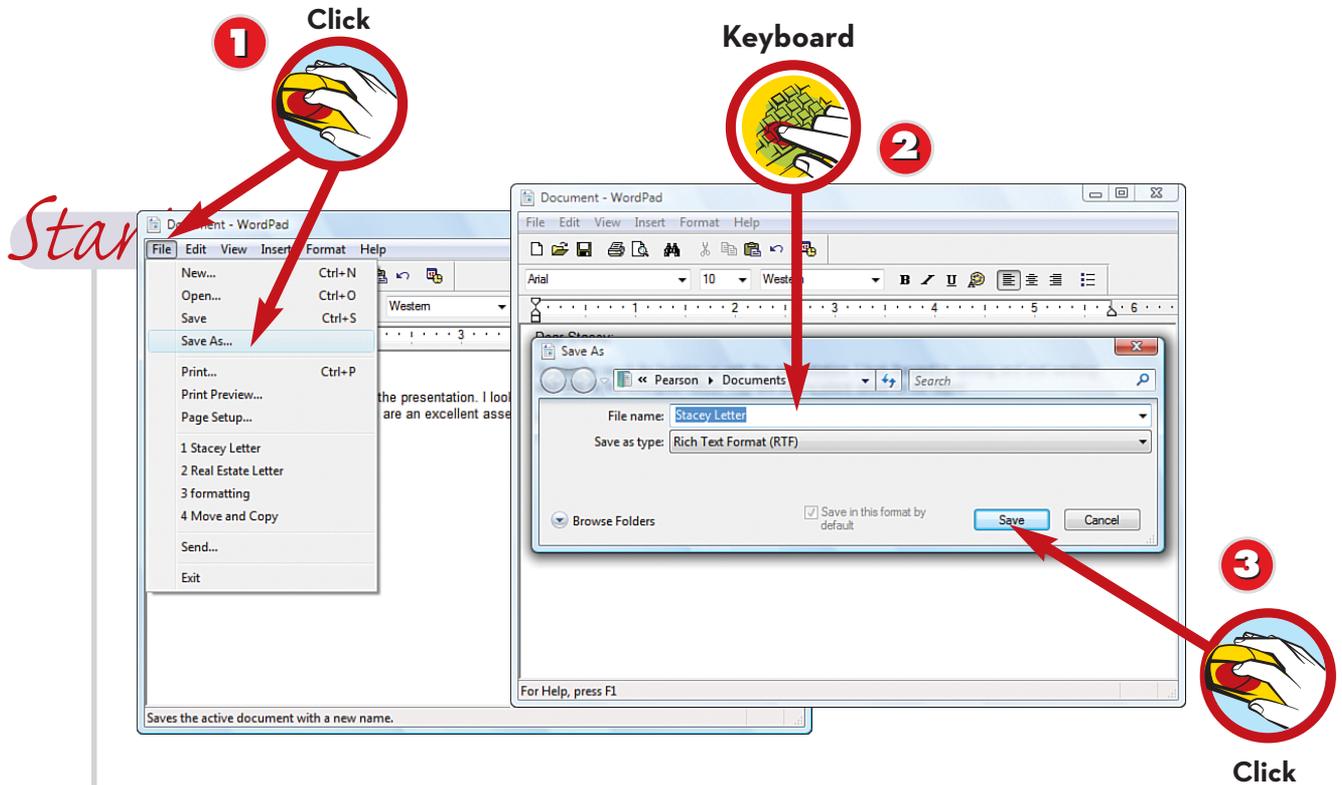
TIP

Windows Flip 3D

If your computer supports Aero (a glass-like, transparent interface), you can also use Windows Flip 3D. It works like Windows Flip only you see a three-dimensional stacked view of your open windows.

SAVING A DOCUMENT

You save documents and files so that you can open them later to print, edit, copy, and so on. The first time you save a file, you must assign that file a name and folder (or location). You save documents pretty much the same way in all Windows programs; this task shows you how to save a document in WordPad.



- 1 With an unsaved file open, click **File, Save As** in the program.
- 2 In the **File name** text box, type a descriptive filename, replacing the generic name.
- 3 Click the **Save** button. The document is saved.

End



TIP Save Again

After you've saved and named a file, you can simply click **File** and select **Save** to resave that file to the same location with the same name. Any changes you have made since the last save are reflected in the file. You can also use program shortcuts such as a toolbar button for saving or a shortcut key (usually Ctrl+S).

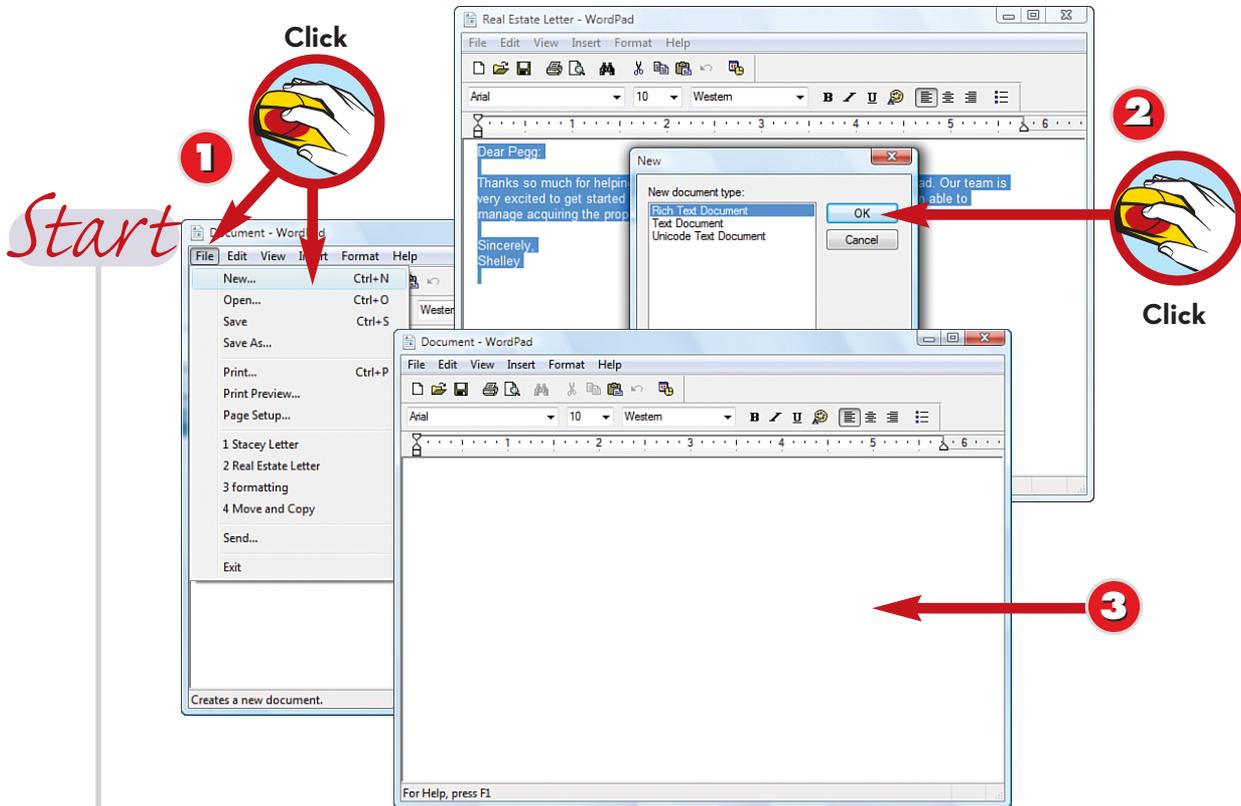


TIP Save As

You can also save the file you are working on to another folder on your system or with a different name. This is often useful when working with photographs that you are editing so that you don't lose your original file.

CREATING A NEW DOCUMENT

When you create a new document, many programs prompt you to select a template on which to base the new document. A *template* is a predesigned document. You can select the template, if prompted, and create the new document.



- 1** In the program, click **File, New**.
- 2** If you see a **New** dialog box, click the type of document you want to create and then click the **OK** button.
- 3** A new document is displayed.

End



TIP

Shortcut

As a shortcut, you can click the **New** button to create a new document based on the default template.



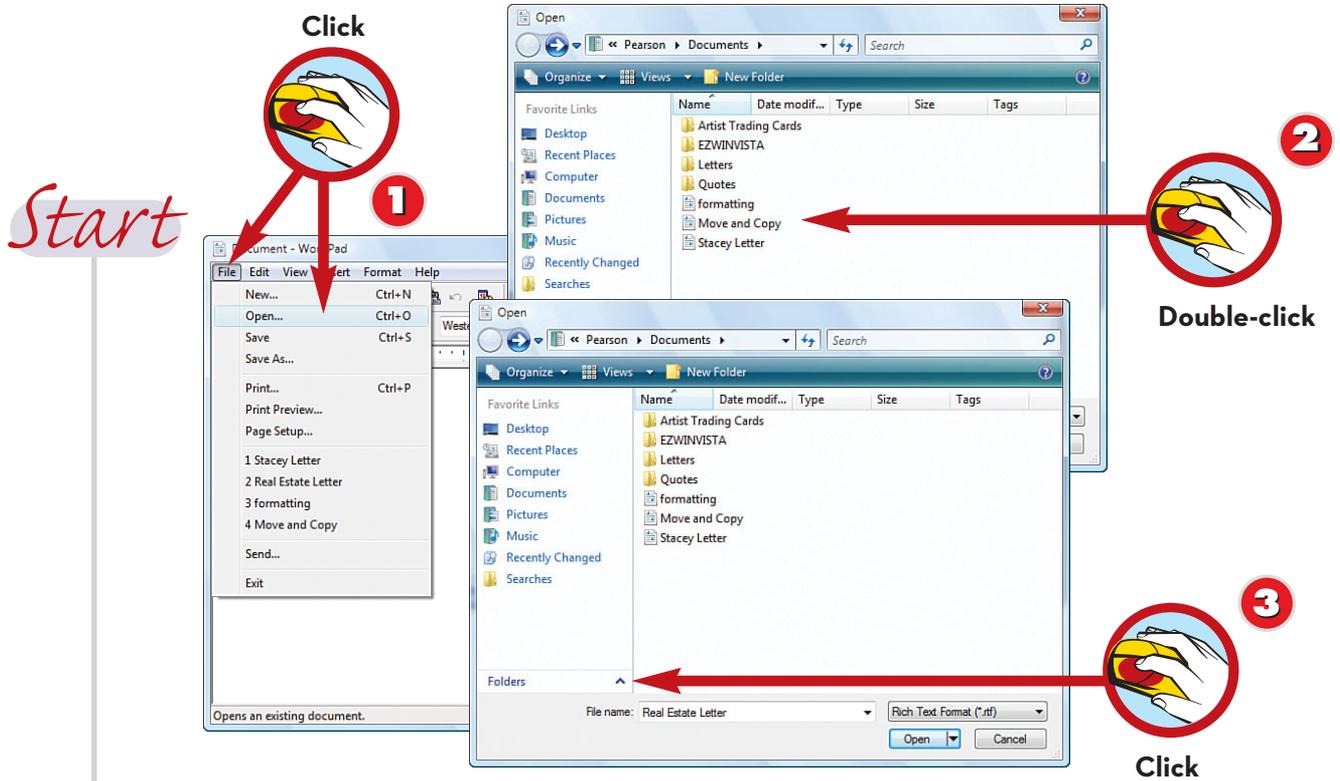
HINT

Exceptions

For complex programs, such as PowerPoint (a presentation program) and Access (a database program), you might be prompted to make some selections before the new document is created. Refer to your program documentation for help on creating new documents with these programs.

OPENING A FILE

When you save a document, the program saves the document information as a file with the name you entered and in the location you specified. The purpose of saving a document is to make it available for later use. You can open any of the documents you have saved. You can then make changes or print the document.



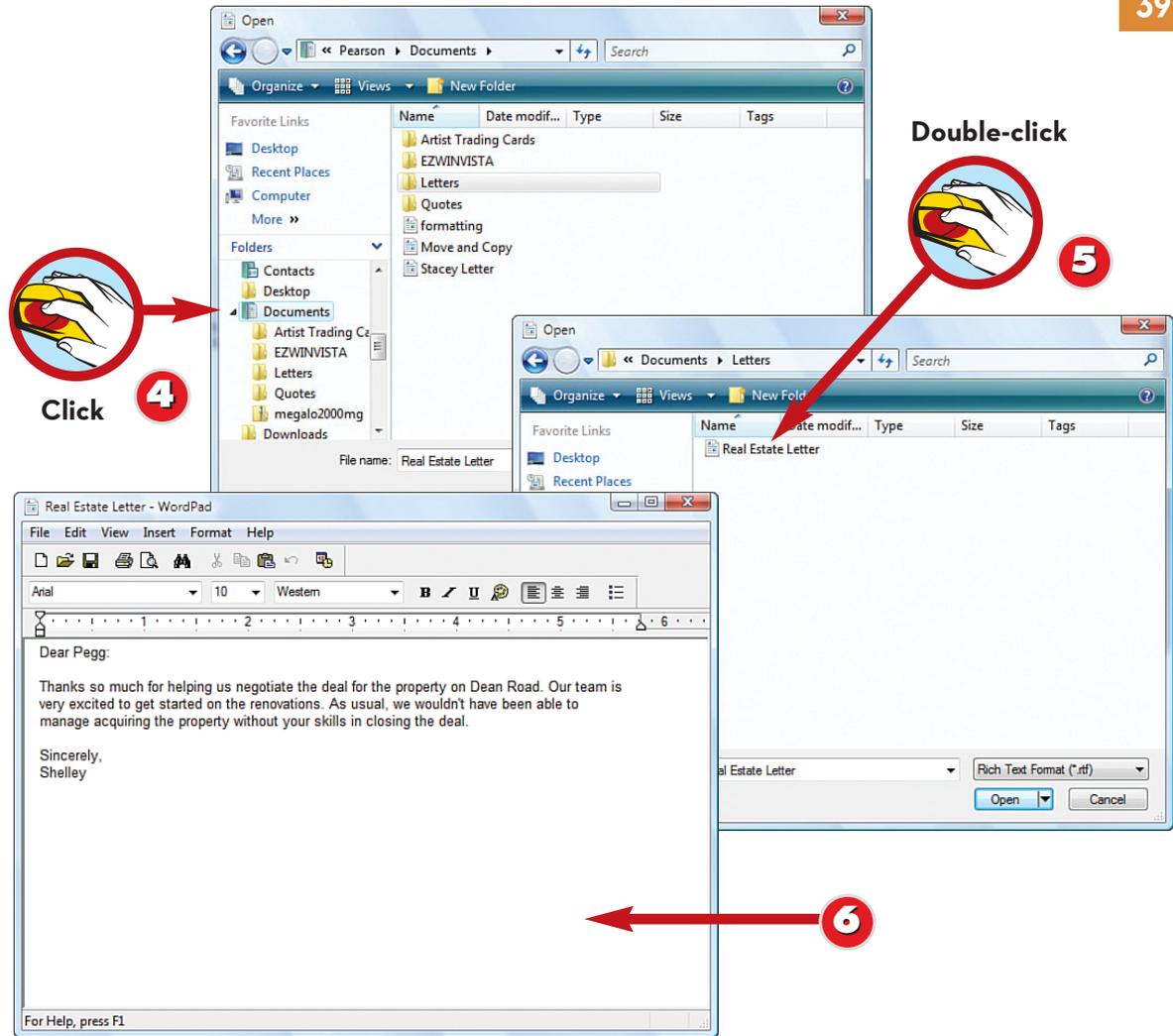
- 1** Click **File** and then click **Open**.
- 2** If you see the file you want to open, double-click it and skip the remaining steps. If you do not see the file you want to open, move to step 3.
- 3** Click the arrow next to **Folders** to expand the list of folders on your computer.

Continued



TIP Can't Find a File?

If you can't find the file you want to work with, it could be because you did not save it where you thought you did. Try looking in a different drive or folder. If you still can't find it, try searching for the file. (For more information about searching for files, see Part 5, "Working with Files.")



- 4** In the list of folders, navigate to the folder that contains the document you want, and then click the folder name to view the list of documents within the folder.
- 5** Double-click the document you want to open.
- 6** The document is opened.

End



TIP

Use Favorite Links Pane

Explorers include a pane with favorite links of commonly used folders or locations for storing documents. You can select a drive or folder from this list to find the document you want to open. See Chapter 1, “What’s New in Microsoft Windows Vista,” for more information on Explorers.

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