

Easy Way



Teach yourself...
Computer Basics
with
Windows 8.1

- ☒ Easy to follow
- ☒ Step-by-step instructions
- ☒ Written in plain English

A Cheryl Price Publication

Easy Way – Computer Basics with Windows 8.1

This book is designed to teach topics for learning computer basics with Windows 8.1. It contains simple step-by-step exercises to guide you through the learning process.

There are dozens of exercises including consolidation exercises, both theory and practical at the end of each section.

The process of consolidation and accumulation of learning is unique to the Cheryl Price books.

Retrievable exercise files are used with this book and listed on page ix. These are available as a free download from our web site at www.cherylprice.co.nz. Instructions for downloading the exercises are included on page x.

This book has been written using Microsoft Office 2013 with Windows 8.1.

© Cherylprice.co.nz Limited, December 2014

Cheryl Price
T.Dip.WP, T.Dip.T

ISBN: 978-1-877562-97-6

Disclaimer

All rights reserved. No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, scanning, recording, or any information storage and retrieval system, without permission in writing from Cherylprice.co.nz Limited. No patent liability is assumed with respect to the use of the information contained herein. While every precaution has been taken in the preparation of this book, the publisher and authors assume no responsibility for errors or omissions. Neither is any liability assumed for damages resulting from the use of the information contained herein.



PO Box 187
Matakana
Auckland 0948

Phone: (09) 422 7230
Mobile: 021 715566
Fax: (09) 422 7236

Web address:

www.cherylprice.co.nz

Published in New Zealand

Table of Contents

Introduction.....	iv
Retrievable Exercise Files.....	iv
What you will learn.....	iv
How you will learn.....	iv
Word meaning boxes.....	iv
Glossary.....	v
Icons used in this book.....	v
Save Options.....	vi
OneDrive.....	vii
Saving to OneDrive.....	vii
OneDrive as the Default File Location.....	vii
OneDrive Website.....	viii
Sharing Files.....	viii
Exercise Files used in this book.....	ix
Downloading Exercise Files.....	x

Section 1 – Getting Started in Windows 8.1, Using Windows 8.1 Applications, Working with Multiple Programs, Viewing System Information

Log on Procedures.....	2
Getting Started in Windows 8.1.....	3
Desktop.....	3
Start Button.....	3
Recycle Bin.....	3
Taskbar.....	3
File Explorer.....	3
Starting a Program.....	4
Parts of a Window.....	5
Quick Access Toolbar.....	5
Title Bar.....	5
Tabs.....	5
Minimize Button.....	5
Maximize Button.....	5
Close Button.....	5
Ribbon.....	6
Status Bar.....	6
Window Border.....	6
Vertical Scroll Bar.....	6
Working with the Minimize Button.....	6
Working with the Maximize Button.....	6
Moving a Window.....	7
Resizing a Window.....	7
Snap.....	8
The Ribbon.....	8
Close Button.....	9
Notepad.....	9
Menus.....	9
Dialog Boxes.....	10
Creating and Saving a Document.....	11

Printing.....	12
Printing and Viewing a Print Job.....	12
Changing your Default Printer.....	13
Using other Devices.....	14
Connecting a USB Drive.....	14
Saving to a USB Drive.....	14
Closing Program Windows.....	14
Disconnecting a USB Drive.....	15
Working with Multiple Programs.....	16
Switching from Window to Window.....	16
Closing a Program from the Taskbar.....	18
Viewing the Desktop.....	18
Shake.....	19
Charms Bar.....	19
Viewing System Information.....	20
Help Feature.....	22
Search for a Topic.....	23
File Explorer.....	24
To Start File Explorer.....	24
Folders, Files and Storage.....	26
Navigation Pane.....	27
Looking at Folders and Files.....	28
Folder Properties.....	29
Files.....	29
Using Meaningful File Names.....	30
File Extensions.....	30
Displaying/Hiding File Extensions.....	31
File Properties and Making Files Read Only.....	32
Viewing your Files and Folders.....	33
Log off.....	36
Shut Down Procedures.....	36
Revision.....	37

Section 2 – Manage Files, Backup Procedures, Common Threats to Data, Data Protection Measures,

Managing Files.....	40
Selecting Files.....	40
Creating New Folders.....	40
Copying Files.....	42
Moving Files.....	43
Renaming Files or Folders.....	44
Deleting Files or Folders.....	44
Opening a File from File Explorer.....	45
Exiting File Explorer.....	45
Recycle Bin.....	46
Restoring Items from the Recycle Bin.....	46
Emptying the Recycle Bin.....	47
Searching.....	48
The Search Box.....	48
Searching for a File and Folder.....	48
Search Filters.....	49
Searching from the Start Screen.....	50

Icons and Shortcuts	51
Pinning an Application to the Taskbar	51
Opening an Application from the Taskbar	51
Pinning an Application to the Start Screen	51
Unpinning an Icon from the Taskbar	52
Unpinning an Icon from the Start Screen	52
Creating a Shortcut to a Folder	52
Creating a Shortcut to a File	53
Deleting a Shortcut	53
Shortcut and Printing Practise	54
Adding a Folder to Favourites	54
Change the Appearance of the Desktop	55
Change the Display of the Desktop	57
Back-up	58
Back-up Versus Copy	58
Back-up Methods	58
Back-up Schedule	58
Back-up System Maintenance	59
External Storage	59
AutoRecover	60
Saving	61
Data Protection	62
Unauthorised Access	62
Computer Viruses	63
Protection against Viruses	65
Other Threats to Data	68
Data Protection Strategies	68
Revision	70
Student Activity	72
Glossary	73
Index	76

Introduction

Welcome to Easy Way Computer Basics Windows 8.1.

This book has been written using Office 2013 with Windows 8.1. (The Windows 7 operating system can be used. However screen shots will differ slightly from those shown in this book.)

Retrievable Exercise Files

Some exercise files have been created for you to prevent time in keying in many exercises. You can then open these files and use the features of Word to manipulate and format text.

A list of these files is shown on page ix and instructions for downloading these files from our web site are included on page x.

What you will learn

In this course you will learn how to -

- Log on and log off a computer
- Understand Windows 8.1 desktop and structure
- Create files, save, open, copy, name, rename, move, and delete
- Search for and locate files
- Create folders and name them appropriately
- Understand about common threats to data stored in a personal computer
- Gain knowledge of data protection measures used on a personal computer
- Learn of measures to secure the system from unauthorised access

How you will learn

This book is divided into sections. Each section page lists the learning outcomes for that section. You will work through each section and do all exercises.

Revision theory is included at the end of each section followed by a Student Activity. Our books include accumulation and consolidation of learning which carries across each section.

Word meaning boxes

Sometimes you will see a box at the left side of the page of a line that has dotted underlining. This box will contain information to help you understand the meaning of the underlined word (or how that word is formed). An example is shown below.

forecast = to calculate a future result
--

Data can therefore be altered to re-calculate budgets and to forecast results using different sales figures. Worksheets can be saved, opened and printed as required.

Glossary

Generally when a word(s) is first used that is a technical term or a word that you may not know that relates to an exercise, or a particular Word 2013 feature, a description is given. You will also see that such words are in **bold**.

These terms are listed on each section page, an example is shown below. Explanations are also included in the Glossary at the end of the book.



In this section you will come across the following words highlighted in bold. This indicates that the word is included in the Glossary at the end of the book together with a description of that word.

AutoCorrect
Clipboard
Correction Signs

Format
Microsoft Office Help
Move Text

Replace
Selecting Text
Synonyms and Thesaurus

Icons used in this book

This book contains icons to help guide you in your learning.

The following list shows the icon and its meaning.



Learning Outcomes

Learning Outcomes are displayed on the section page and describe what you will learn in that section.



EXERCISE 1

These are the exercises that you are required to do. Often there will be an introduction sentence to tell you what you will be doing in that exercise.



These are notes for your information.



Revision

This appears at the end of each section and contains theory revision questions relating to features learnt in that section.

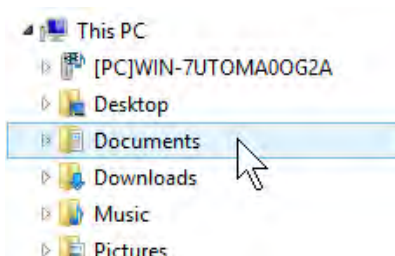
Student Activity

A student activity is provided at the end of the book and covers consolidation of topics learnt for additional practice.

Save Options

When a document is saved you will be requested to select the location, ie Computer then click on the Browse button and select the folder required. You can eliminate this procedure by selecting the location and saving directly to the Save dialog box and therefore bypass Backstage view.

For the purposes of this book we have used the Documents folder within This PC as the default folder. This folder is shown below which is the shortcut for the actual path name of C:\Users\User Name\Documents. This means that files you open and save will be on your hard drive.



Use the following instructions to specify the Documents folder as the default file location:

- 1 Click on the **FILE** tab then click on **Options**.
- 2 Click on **Save** at the left.
- 3 Ensure that the Documents folder is displayed as the Default local file location as shown below.

- ☒ Don't show the Backstage when opening or saving files
- ☐ Show additional places for saving, even if sign-in may be required.
- ☐ Save to Computer by default

Default local file location:

C:\Users\Cheryl\Documents\

Browse...

- 4 Also ensure that *Don't show the Backstage when opening or saving files* option displays a tick.
- 5 Remove the tick from the next option *Show additional places for saving, even if sign-in may be required*.
- 6 Click on OK.

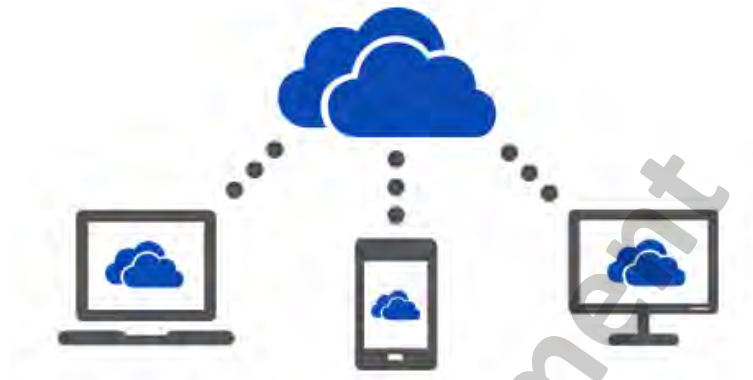


If you wish to open and save files to OneDrive (ie the cloud) use instructions on the next page. If you have Windows 8, or have updated to Windows 8.1 from Windows 8, SkyDrive may be displayed instead of OneDrive but is essentially the same.

OneDrive

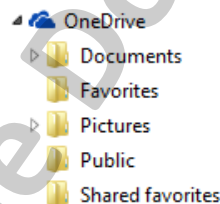
OneDrive is a cloud storage application from Microsoft. It is one of the major online file storage options competing with Dropbox and Google Drive.



Because files are stored “in the cloud” (in addition to your hard drive) it means that you can access those files from anywhere in the world because you will always have access to the OneDrive application and your files. You do however need an Internet connection for the files to be updated from your hard drive to OneDrive.



Saving to OneDrive

OneDrive is automatically set up when Microsoft Office 2013 (ie Office 365) is installed on your computer. A OneDrive folder will be displayed on the Navigation Pane in Windows Explorer as below.



Files can be saved manually by clicking on the Save button  on the Quick Access Toolbar, specifying a name for your file then clicking on the  OneDrive icon (you may wish to double click on Documents and save to that folder).

OneDrive as the Default File Location

Use the following instructions if you wish to specify OneDrive as your default file location.

- 1 Click on the **FILE** tab then click on **Options**.
- 2 Click on **Save** at the left.
- 3 Ensure that the C:\Users\User Name\OneDrive\Documents folder is displayed as the Default local file location as shown on the next page. (You may need to retype the location)
- 4 Also ensure that *Don't show the Backstage when opening or saving files* option displays a tick.

- 5 Remove the tick from the next option *Show additional places for saving, even if sign-in may be required.*

- ☒ Don't show the Backstage when opening or saving files
☐ Show additional places for saving, even if sign-in may be required.
☐ Save to Computer by default

Default local file location:

C:\Users\Cheryl\OneDrive\Documents

Browse...

- 6 Click on OK.

OneDrive Website

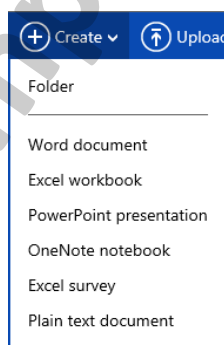
You can log in to the OneDrive website using your web browser with your login name and password.

The website is www.OneDrive.live.com.



You can upload photos and use files and share files.

New files can be created through OneDrive by clicking on **Create** and selecting the program you wish to use, eg Word (web applications in OneDrive are slightly cut-down versions of Office 2013 programs).



Sharing Files

From within Word 2013 you can save files to OneDrive (usually to the Documents folder) and then share those files. You can then click on the **FILE** tab, on **Share** and invite people to share files in OneDrive.

Alternatively, you can right click on a file in the OneDrive website (see above) and select Sharing.

Use Google in your web browser to search for additional information on OneDrive.

Exercise Files used in this book

(Instructions are included on the following page for downloading retrievable files from our web site at www.cherylprice.co.nz)

Names of folders
Budget
Faxes



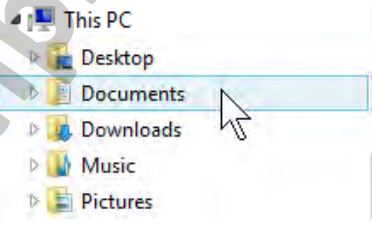

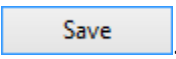
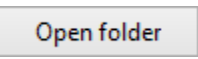
Names of files	
AbeecoW	Fashion Xpress
Advert for Medieval Fayre	Fit For Life Gym
ASB Bank	Hat
Beads, Seeds and Shells	Jury Service
Brie & Fresh Tomato Recipe	Motor Homes
Car	P-Cruises
Cashflow	Quotation
Creative Caps	Requirement Scheme
Davidsons	TROUT MEUNIERE

Downloading Exercise Files

The exercise files listed on the previous page can be downloaded from the Cheryl Price web site using the instructions below.



For the purposes of this book we have specified Exercise files to be downloaded to the Documents folder within This PC which is the shortcut for the actual pathname of C:\Users\User Name\Documents. This is where files will be opened from and saved to.

1	In the address bar of Internet Explorer, type: www.cherylprice.co.nz
2	Press Enter on the keyboard to display the Cheryl Price website.
3	Click in the Resources tab as shown at the right. 
4	Under the heading of Easy Way Books - Computing Click on Easy Way – Computer Basics
6	Under the Exercise Files heading click on the underlined blue hyperlink, ie Computer Basics - Windows 8.1 Free Download The File Download dialog box will display.
7	<p>a Click on  Save as then</p> <p>b Change file name to <i>Easy Way – Windows 8.1 Basics Book Exercise Files</i>.</p> <p>c Click on the Documents folder shown below.</p>  <p> The Documents folder under This PC is the shortcut for C:\Users\User Name\Documents</p> <p>d Click on .</p>
8	<p>a Click on .</p> <p>b Right click on the zipped exercise file and select Extract All. Click on Extract. A folder will be created containing the exercise files.</p> <p>c Delete the Compressed (zipped) Folder.</p>

Section

1

Getting Started in Windows 8.1 Using Windows 8.1 Applications Working with Multiple Programs Viewing System Information



Learning Outcomes

At the end of this section you should be able to -

- ☐ Log on and start Windows 8.1
- ☐ Use Windows 8.1 applications such as Paint, WordPad, Notepad to create, save and print
- ☐ Connect and save to a USB Drive and disconnect
- ☐ Work with multiple programs
- ☐ View system information
- ☐ Use the Help feature to find information and search for a topic
- ☐ Use File Explorer to:
 - Browse through a folder structure to find files
 - View files and folders
 - Display file and folder properties
 - Use file names that clearly identify a file
 - Create a logical structure for folders and files
- ☐ Log off/shut down the computer.



In this section you will come across the following words highlighted in bold. This indicates that the word is included in the Glossary at the end of the book together with a description of that word.

Charms Bar
Close Button
Default Printer
Desktop
File Explorer
File Extensions
Maximize Button

Minimize Button
Navigation Pane
Peek
Quick Access Toolbar
Recycle Bin
Ribbon
Shake

Snap
Start Button
Start Window
Taskbar
Title Bar
USB Drive
USB Port

Log on Procedures

log on
= to gain
access to

You may have to “log on” when you first turn your computer on. This protects your work as only you have access to your computer data or your particular part of the network.

Depending on the way your computer or network is setup you may have to enter a user name and password, or you may simply have to click on a named icon and enter the relevant password.

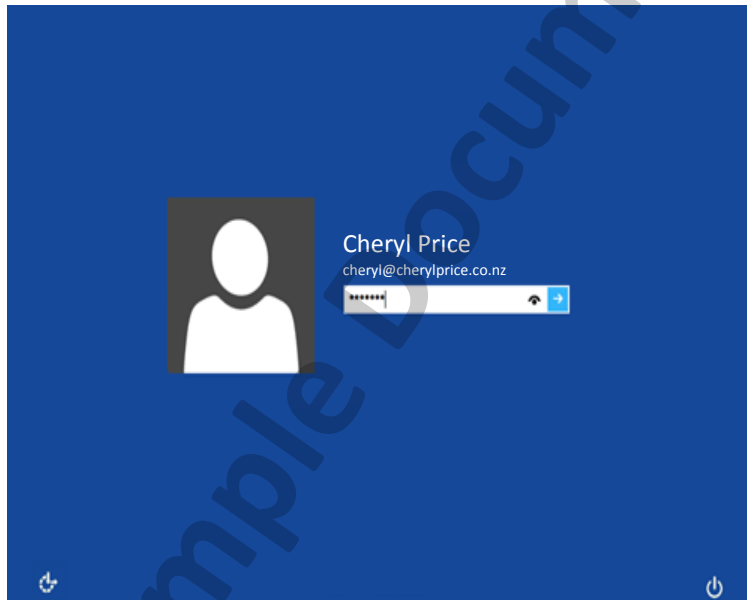



EXERCISE 1

When you start Windows 8.1 your name and email address are usually displayed as well as a Password box. (If this is not displayed, the desktop will appear as shown on the next page.)

- 1 Ensure your computer is turned on.
- 2 Type your password into this box which appears as asterisks.

An example is shown below.



- 3 Click on the right arrow  to log on to your computer or network.



On a network or a group computer log on options may be displayed similar to that shown below.



Getting Started in Windows 8.1

Your desktop may look different to the one below; it may have a different background picture and it may contain different icons.



Parts of the Windows 8.1 desktop are described below.

Desktop

The **desktop** is the first screen that appears when Windows is loaded. You can change the look of the desktop by altering the background picture (called "wallpaper"), adding/removing icons, etc.

Start Button

The **Start button** is used to access all the programs loaded on your computer. It also provides access to various Windows settings.

Recycle Bin

When files are deleted from the hard drive they are sent to the **Recycle Bin**, where they can be restored if necessary or permanently deleted.

Taskbar

Some programs are permanently "pinned" to the **Taskbar** meaning that their button always displays even if the program is not in use. The taskbar also displays all programs currently open as buttons. An open program has a shaded box around it. A pinned program that is not currently opened does not have a shaded box.

File Explorer


A file management program used to organise files and folders, eg the files stored permanently on your hard drive. The **File Explorer** button is pinned to the taskbar by default.

Starting a Program



The Start button is located in the bottom left corner of the screen and is used to access programs, change settings, open documents, and find items in Windows.



EXERCISE 2

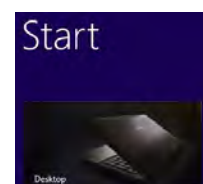
- 1 Click on the Start button . The **Start window** will display. Your Start window will contain different programs, depending on what is installed on your computer.
- 2 Point to a blank part of the screen, and a horizontal scroll bar displays at the bottom, as shown below. Use this to scroll across the screen to view more programs that are installed on your computer.



- 3 Point to a blank part of the screen again.
- 4 At the bottom left of the screen click on the Apps button .
The screen now shows all of the apps loaded on your computer grouped alphabetically by name within categories.
- 5 Scroll to the right until you get to a group of apps under the heading **Windows Accessories**.
- 6 Click on  **Paint** to open the Paint app.

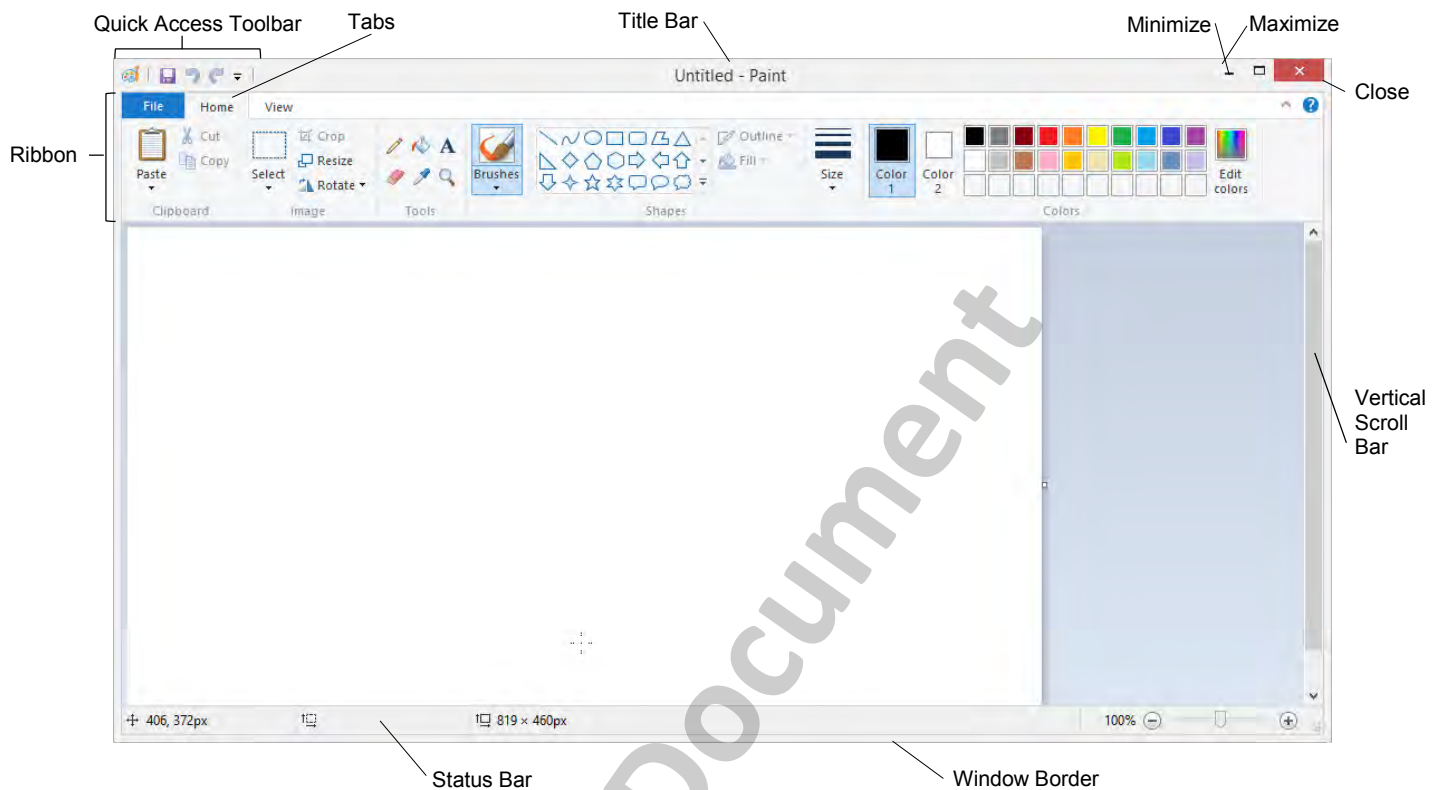


When you close an app, you are automatically returned to the desktop. To return to the desktop from the Start window, you can click on the large Desktop button under the word Start as shown at the right (refer to the capture of the screen above for the location of the Desktop button).



Parts of a Window

You will notice that many windows contain common elements. These elements are labelled and described below.



Quick Access Toolbar

A toolbar containing buttons for commonly performed actions. By default the **Quick Access Toolbar** buttons include Save, Undo and Redo, but other buttons can be added.

Title Bar

Displays the name of the currently open file, and the program name. If the window is not maximised, the **Title Bar** can be used to drag it to another part of the screen.


Tabs

Clicking on a tab displays the relevant Ribbon with buttons used for various program functions.

Minimize Button

Clicking on the **Minimize button** reduces the window to a button on the taskbar.

Maximize Button

Increases the size of the window to display full screen. When a window is maximised, the **Maximize button** displays as the Restore Down button . Clicking on the Restore Down button will reduce the size of the window.

Close Button

The **Close button** closes the window and the program that is open.

Ribbon

A strip at the top of the screen made up of buttons used to perform various functions which relate to the selected tab.

Status Bar

Displays information about the current file.

Window Border

Used to resize the window. When the mouse pointer is moved to the edge of the window it will change to a double-headed arrow – click and drag the window border to resize the window if it is not full screen (maximised).



Vertical Scroll Bar

A bar with arrows on either end used to scroll the program screen up and down.

Working with the Minimize Button




EXERCISE 3

- 1 Click on the Minimize button  in the top right corner of the window.
The Paint window will appear as a button at the bottom of the screen on the taskbar.
- 2 To restore Paint, click on the Paint icon  on the taskbar.
The Paint window will be displayed as it was before you minimised it.




Working with the Maximize Button

For this exercise it is assumed that your window starts at the default size (ie not maximised).

If your Paint window is maximised (fills the whole screen) click on the Restore Down button  before continuing with the following exercise.



EXERCISE 4

- 1 In the Paint window, click on the Maximize button  at the top right of the window.
The Paint window will expand to display fully on screen. Notice that the window extends right out to the edges of your screen. This allows you to see everything within the window.
- 2 Look at the Maximize button now and you will notice that it has changed to the Restore Down button .
- 3 Click on the Restore Down button  to change the window back to its former size.

Moving a Window



EXERCISE 5

- To move the entire window, click on the Title Bar at the top of the screen (where Untitled – Paint is displayed). Hold down the left mouse button and drag the Paint window around the screen.

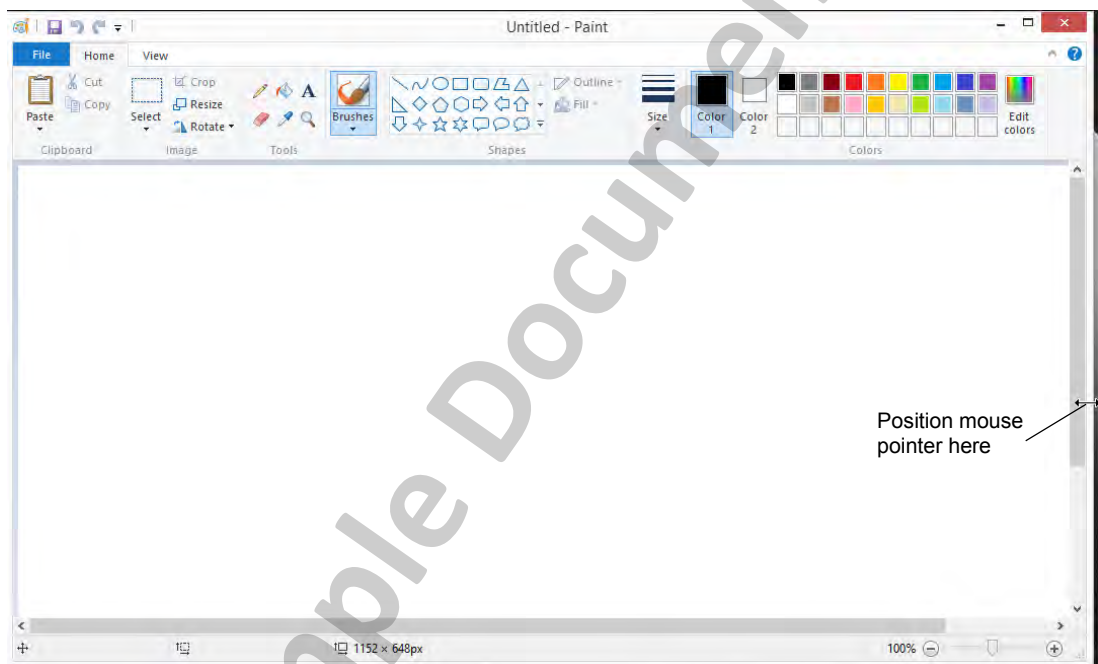
Resizing a Window



EXERCISE 6

- 1 Position the mouse pointer at the right edge of the window, as shown below. The mouse pointer will change to a double-headed arrow.

(The mouse pointer may be white and thicker depending on the background of your desktop.)



- 2 Click and drag the mouse pointer to the left to decrease the width of the window. Then click and drag to the right to increase the width. Note that the same technique can be used to increase or decrease the height of the window.
- 3 To resize the window both vertically and horizontally, position the mouse pointer in the lower right corner of the window. Click and drag the mouse pointer diagonally away from the window to increase the size.



- 4 Resize the Paint window to approximately its original size.

Snap

The **Snap** feature allows you to expand and maximise windows using one mouse move.

Maximising using Snap



EXERCISE 7

- 1 To maximise the Paint window, click and drag the Title bar to the very top of the screen then release the mouse button.
- 2 To restore it again, double click at the very top of the window.

Resizing Windows using Snap

Snap allows you to quickly expand windows either vertically or horizontally.



EXERCISE 8

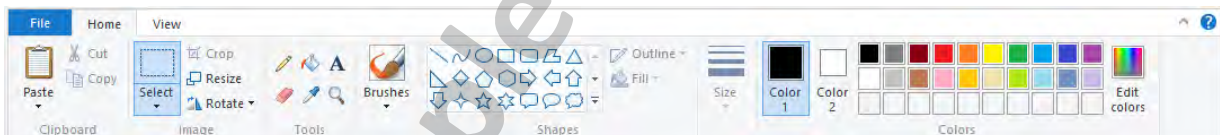
- 1 Position the mouse pointer on the bottom window border.
- 2 Click and drag so that the bottom of the Paint window touches the taskbar. When you release the mouse button, the window will be maximised vertically.
- 3 To return to the original window size, double click on the Title Bar.



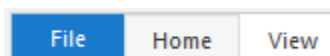
You can also “snap” a window to the left or right side of the screen by clicking on the Title Bar and dragging the window to the far left or right. This will make the window automatically resize to take up half the screen. This is useful for comparing windows side by side.

The Ribbon

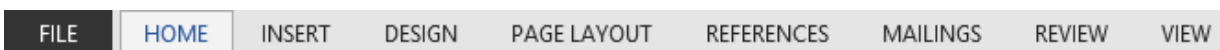
The **Ribbon** is the strip at the top of the window providing access to all the tools required for working within the program.



The Ribbon has a series of tabs along the top; click on the tab to display the tools required. The Ribbon in Paint is very simple and only has three tabs; File, Home, and View.




With Microsoft Office programs, eg Word, Excel, Access the Ribbon has more tabs. The Ribbon tabs for Microsoft Word are shown below.



EXERCISE 9

- 1 In Paint, click on the View tab to display the View Ribbon which displays various options for viewing your Paint picture.
- 2 Click on the Home tab to return to the Home Ribbon. (The Home Ribbon always displays Cut, Copy and Paste options and other options that are used frequently.)

Close Button

The Close button  at the top right corner of the window is used to close the window and exit the program.



If more than one document is open, eg two documents in Word, it will close the first document and display the second document. When you click on the Close button again, the second document and the Word program will close.



EXERCISE 10




- Close the Paint program.

Notepad

Notepad is a program supplied with Windows 8.1 which allows you to create very simple text documents.



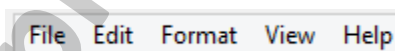
EXERCISE 11

- 1 Click on the Start button  then on the Apps button .
- 2 Scroll to the **Windows Accessories** group, and click on  Notepad which should be just above the Paint button.

Menus

Some windows contain a menu bar at the top of the screen instead of a Ribbon. Clicking on an item on the menu bar will display a drop-down menu. These menus provide access to features found within the application.

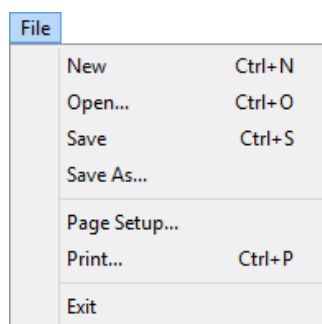
As you can see Notepad has five pull down menus.



EXERCISE 12

- 1 Click on File on the Menu bar.

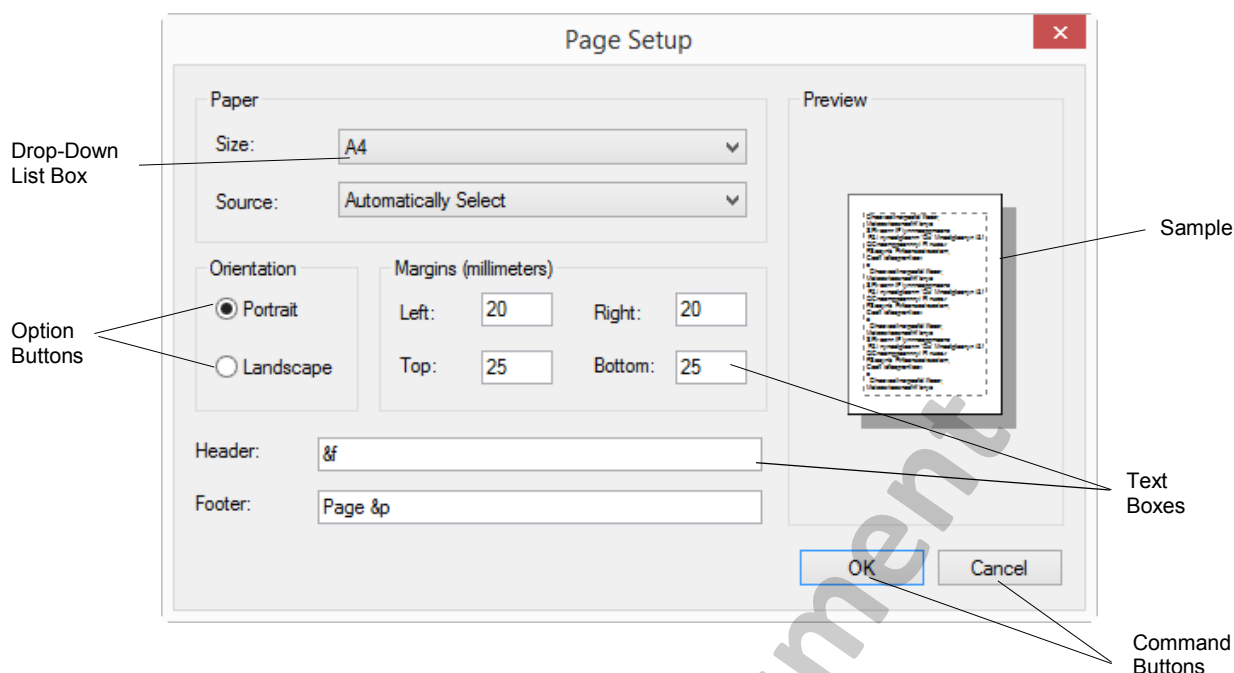
A pull down menu will be displayed as shown below (notice shortcut keys appear at the right of some options).



- 2 Click on File on the Menu bar again to hide the pull down menu.
- 3 Choose File then select Page Setup. The Page Setup dialog box will display as shown on the next page.


Dialog Boxes

Various dialog box options are labelled below.



Dialog box options are described below.

Drop-Down List Box

Click on  to drop-down a list of options.

Option Buttons

A dot in an Option button indicates the feature is turned on. Click in another Option button to change the option. Only one Option button can be chosen.

Text Boxes

Double click in a text box to select existing text (or measurement) then type the new text required.

Sample

Displays how text will appear with the chosen options.

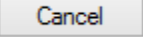
Command Buttons

Clicking on OK (or pressing Enter) within a dialog box, accepts all the options chosen within that dialog box.

Clicking on Cancel (or pressing Esc), means that none of the changes selected within the dialog box will take effect.



EXERCISE 13

- 1 Click on  to close the dialog box.
- 2 Close Notepad.

Creating and Saving a Document

For this exercise you will create a document in WordPad. The document will be saved into the Documents folder.





EXERCISE 14

- 1 From Windows Accessories open WordPad.
- 2 Type the following text into the blank document that was automatically opened when you started the WordPad program. Press Enter twice when you want to create a blank line.

Managing a Mortgage

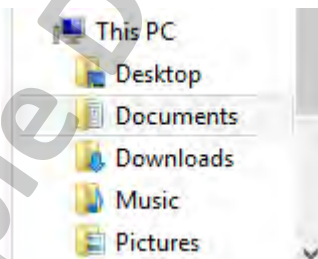
The budget is usually the first and most important consideration when you're about to build, buy or renovate a home, and for most people, that means a mortgage.


Fortunately, the days of quivering at the door to the bank manager's office are over. Banking these days is a competitive business, and there are plenty of good deals available. Banks will court you with mobile mortgage managers who come to your home, 24 hour service on approving your loan, interest 'holidays', prizes, and competitive fees and charges.

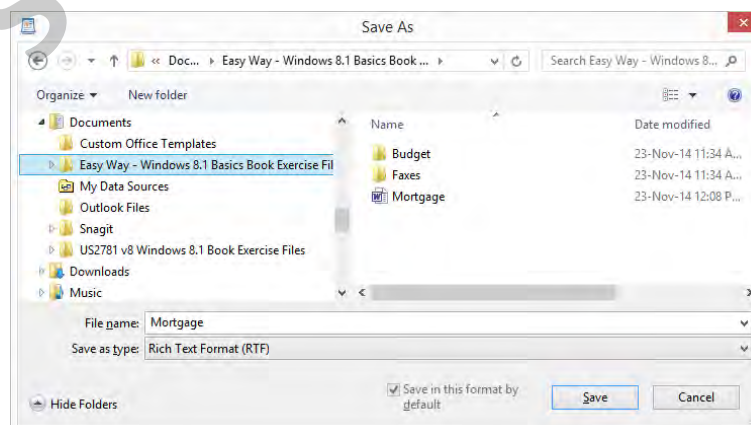
- 3 Click on the Save button  on the Quick Access Toolbar  at the top left of the screen.

Because the document has not been saved before, the Save As dialog box will display.

- 4 The **Navigation Pane** is shown at the left of the window. If not already selected, click on Documents under the heading This PC as shown below.



- 5 Double click on  **Easy Way - Windows 8.1 Basics Book Exercise Files** which will display the folder where your documents will be saved to (and opened from).
- 6 In the File name: box type: *Mortgage* as shown below.



- 7 Click on the Save button. (The file is saved in Rich Text Format and the file name is now displayed at the top of the WordPad window.)


Printing

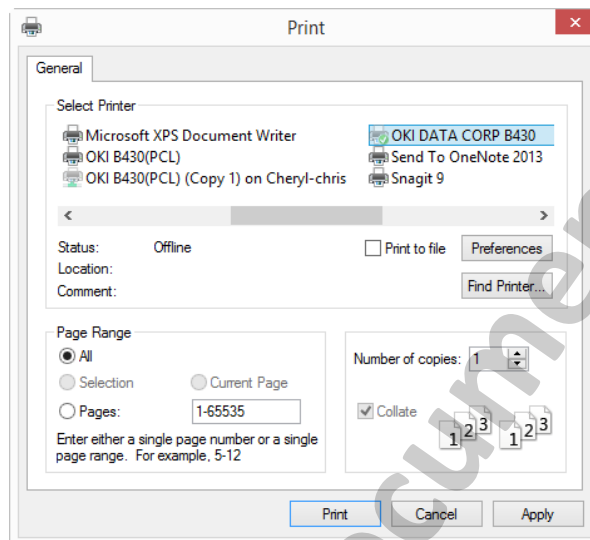
Printing and Viewing a Print Job



EXERCISE 15

- 1 Click on the **File** tab at the left of the Ribbon which will display the File menu.


- Ctrl P
- 2 Click on  **Print**. The Print dialog box is shown below.




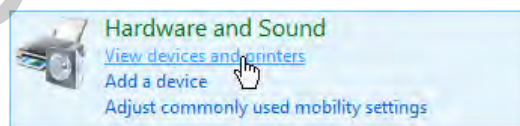
If your computer is connected to more than one printer, ensure the correct printer is selected from the Select Printer list.

- 3 Click on .

Viewing and Cancelling Printing

Once a document is sent to the printer a printer icon will appear on the Notification Area of the taskbar . Double click on this icon to view the progress of a print job. If the print job is small you may find the printer icon appears for a second then disappears.

An alternative method is to right click on the Start button  and select Control Panel. Click on View devices and printers as shown below.



A list of your installed printers will be displayed along with other devices. What you see will probably differ from those shown below.

