



Index

• A •

access Internet, 57
accessibility
 cursor, 145
 keyboard modifications, 142–143
 mouse modifications, 144
 Speech Recognition, 140–141
 visual cues for sounds, 139
 visual display, 138
Accounts and Family Safety, add/remove
 accounts, 6
Add Printer Wizard, 108
Address bar (IE), 66
addresses, URLs (Uniform Resource Locators), 70
Administrative Tools
 Disk Defragmenter, 167
 partitioning, 115
 Schedule Tasks, 170
Administrator account, 154
All Programs (Sleep menu)
 launch applications, 16
 list programs, 7
Alt+Tab combination, 18
antivirus, firewall, 159

applications
 built-in, 37
 Calculator, 44
 close, 21
 launch, 16
 move information between, 19
 nonresponsive, 180
 Paint, 39
 Photo Viewer, 40–41
 remove, 23
 Snipping Tool, 42
 start automatically, 20
 Sticky Notes, 43
 switch between, 18
 WordPad, 37, 38
arthritis, Speech Recognition and, 141
audio, 204–205

• B •

Back Up and Restore window, 183
backups, 165–166
bad sectors on hard drive, 174
battery status, 101
brightness, power saving and, 100

built-in applications, 37
burn music to CD/DVD, 207
burn photos to CD/DVD, 216

• C •

Calculator, 37, 44
Calendar gadget
 description, 45
 introduction, 9
 set, 49
 size, 49
CAPITAL LETTERS in e-mail, 85
Cascade Windows option, 19
CDs
 burn music to, 207
 burn photos to, 216
 file backups to, 166
 rip to computer, 210
clipping images with Snipping Tool, 42
Clock gadget, 9, 47
close applications, 21
color
 display, 129
 Paint, 39
color scheme, 134
compressed files/folders, 34
Computer Management window, 115
computer name on network, 123
Connect to a Network window, 100
Content Advisor (IE), 80
contrast, 138

CPU (central processing unit), opening, 113
CPU Meter gadget, 45, 54
Currency Conversion gadget, 51
cursor, set pointer, 145

• D •

date/time, 9
defragment hard drive, 165, 167
delete files/folders, 33
desktop
 background, 131
 clean up, 11
 gadgets, 46
 icon arrangement, 10
 log on/off, 6
 Safe Mode, 181
 shortcuts, 11
 themes, 131, 132
Device Manager
 driver previous version, 177
 driver update, 176
 monitor, 112
 USB devices, 111
devices, disable/enable, 111
Devices and Printers window, 108, 110
dialog boxes
 Allowed Programs, 160
 Audio Device Properties, 114
 Check Disk, 174
 Choose a Connection, 58
 Computer Name/Domain Changes, 124
 Contact, 94

- Copy Items, 166
- Create a Restore Point, 182
- Create Task, 170
- Date and Time, 9
- Delete Browsing History, 169
- Delete File confirmation, 33
- Device Manager, 111
- Device Setup, 208
- Disk Cleanup, 168
- File Download, 76
- File Sharing, 152
- Install the Printer Driver, 109
- Internet Options, 69, 158, 169
- Make the Computer Easier to See, 138
- Make the Keyboard Easier to Use, 142
- Manage Accounts, 154
- Mouse Properties, 145
- Network and Sharing Center, 151
- Per Site Privacy Actions, 79
- Personalization, 132
- Print, 32, 82
- Save, 21
- Screen Resolution, 130
- Screen Saver Settings, 133
- Select a Printer Port, 108
- Select Picture, 38
- Sound, 204
- Speakers Property, 204
- System, 182
- System Properties, 182
- System Protection, 182
- System Restore, 183
- Task Scheduler, 170
- Taskbar and Start Menu Properties, 26
- Themes, 93
- Trusted Sites, 158
- Type a Printer Name, 109
- Use Text or Visual Alternatives for Sounds, 139
- User Controls, 156
- Volume Mixer, 205
- Window Color and Appearance, 134
- Windows Mobility Center, 100
- Wireless Network Properties, 60–61
- digital images
 - e-mail, 41
 - print, 41
 - tag, 213
 - view in Photo Viewer, 40, 212
- Disk Cleanup
 - temporary Internet files, 169
 - troubleshooting and, 173
- Disk Defragmenter window, 167
- Disk Management, 115
- disk space, defragment hard drive, 165
- display
 - brightness, 100
 - contrast, 138
 - Optimize Visual Display link, 138
 - setup, 129
- documents, 38
- downloads, 76
- draw objects in Paint, 39
- drivers
 - hardware, 173
 - previous versions, 177
 - update, 176

DVD

- burn music to, 207
 - burn photos to, 216
 - file backups to, 166
 - rip to computer, 210
- DVI cable, 102

• **E** •

e-mail

- attach files, 87
 - create, 85–86
 - digital images, 41
 - etiquette, 85
 - format messages, 92
 - forward message, 90
 - open attachment, 88
 - overview, 83
 - photos, 215
 - read message, 88
 - reply to message, 89
 - send, 85–86
 - signature, 91
 - spell check, 86
- Ease of Access Themes, 132
- Ease of Access tools
- On-Screen Keyboard, 143
 - visual display, 138
- error checking, 174
- Ethernet
- cable, 120
 - connector, 117
- Exit option, 21

• **F** •

Favorites

- files, 35
 - folders, 35
 - organize, 71
 - URLs, 70
 - Web sites, 70
- Feed Headlines gadget, 45, 52
- files
- attach to e-mail, 87
 - backups, 165
 - backups to CD/DVD, 166
 - compressed, 34
 - delete, 33
 - display, 27
 - download from Web, 76
 - favorites, 35
 - locate, 27
 - move, 30
 - open, 27
 - overview, 25
 - Photo Viewer, 41
 - print, 32
 - properties, 153
 - read-only, 149
 - rename, 31
 - search for, 29
 - set attributes, 153
 - shortcuts to, 31
 - Windows Explorer, 28
- Filter Keys, 142
- Find and Fix Problems, 175

firewall
 allow program through, 160
 enable, 157, 159

folders
 compressed, 34
 delete, 33
 display, 27
 display contents, 28
 Favorites, 35
 Live Mail, 95
 locate, 27
 move, 30
 overview, 25
 public, 149
 rename, 31
 shared, 149, 152
 shortcuts to, 31
 Windows Explorer, 28

free disk space, 168

FreeCell, 197

frequently used programs (Start menu), 7, 8

• G •

Gadget Gallery, 45–46

gadgets
 add to desktop, 46
 Calendar, 9, 45, 49
 Clock, 9, 47
 CPU Meter, 45, 54
 Currency Conversion, 51
 Feed Headlines, 45, 52
 overview, 45
 Picture Puzzle, 45

Slide Show, 45

Stocks, 53

games
 FreeCell, 197
 Hearts, 201
 joystick, 202
 Minesweeper, 199
 Purple Place, 200
 Solitaire, 196
 Spider Solitaire, 198

graphics card upgrade, 113

• H •

hand injuries, Speech Recognition and, 141

hard drive, bad sectors, 174

hardware
 drivers, 173
 graphics card, 113
 installation, 107
 monitor, 112
 sound card, 114
 troubleshooting, 173–177
 USB devices, 111

Hardware and Sound window, 176

Hardware Update Wizard, 112

hearing impaired users, 139

Hearts, 201

Help and Support
 display options, 191
 links, 186
 Microsoft Customer Support link, 192
 online Help, 189
 Remote Assistance, 185

Help and Support (*continued*)

- searches, 187
- topics, 186
- Windows Communities, 185, 188

Hibernate mode

- Power button icon, 7
- select, 13

History (IE), 74

Home Network, 63

home page (IE), 69

hubs, 117, 120



IE (Internet Explorer)

- Address bar, 66
- Back button, 66
- Content Advisor, 80
- delete browsing history, 169
- downloads, 65, 76
- Favorites, 70, 71
- firewall, 157
- Forward button, 66
- History, 74
- home page, 69
- InPrivate Browsing, 77
- list Web sites, 66
- open, 66
- privacy settings, 65, 79
- Quicktabs, 73
- Refresh button, 66
- Restricted Sites, 157, 158
- SafeSearch, 67
- Safety button, 77

Search pane, 67

SmartScreen Filter, 78

Stop button, 66

Suggested Sites, 72

tabs, 73

temporary files, 169

toolbar customization, 75

Trusted Sites, 157, 158

Web navigation, 65

zones, 157

images

display, 129

Slide Show gadget, 45

InPrivate Browsing, 77

Internet

access, 57

connection repair, 62

connection setup, 57, 58

disconnect, 57

Home Network, 63

password, 58

Public Network, 63

remove connection, 64

settings, 57

share connection, 59

wireless networks, 59, 60–61

Work Network, 63

Internet Connection Sharing feature, 59

Internet Explorer. *See* IE (Internet Explorer)

ISPs (Internet service providers), 57



joystick, 202

• **K** •

keyboard

- Filter Keys, 142
- Make the Keyboard Easier to Use dialog box, 142
- Mouse Keys, 142
- On-Screen Keyboard, 143
- settings, 137
- shortcuts, 142
- Sticky Keys, 142
- Toggle Keys, 142

• **L** •

laptops

- battery status, 101
- brightness, 100
- Power Plans, 98
- projector connection, 102

Live Mail

- attach files, 87
- Contact List, 94
- create e-mail, 85–86
- delete messages, 96
- folders, 95, 96
- format messages, 92
- forward message, 90
- move messages, 96
- open, 84
- open attachment, 88
- Personal E-mail Signature, 91
- read messages, 88

- Reading Pane Settings, 95
- reply to messages, 89
- send message, 85–86
- signature, 91
- spell check, 86
- themes, 93
- log on/off, 6, 7

• **M** •

- Magnifier, 138
- maintenance, 165, 170
- malware, SmartScreen Filter, 78
- maximize windows, 17
- Microphone Setup Wizard, 140
- Microsoft Customer Support link, 192
- Microsoft Windows TechNet page, 188
- Minesweeper, 199
- minimize windows, 17
- mobility settings, brightness, 100
- monitor setup, 112
- mouse
 - hovering to activate windows, 144
 - left-handed, 144
 - Mouse Keys, 142
 - numeric keypad and, 144
 - pointer, 144
 - settings, 137
- music
 - burn to CD/DVD, 207
 - play, 209
 - playlist, 206
 - rip to computer, 210

music (*continued*)
 speaker setup, 204
 sync music device, 208
 volume adjustment, 205
My Themes, 132

• N •

Narrator feature, 138
Network Setup Wizard, 120, 121–122
Network Troubleshooter Wizard, 62
networks
 adapters, 117
 cabling, 117
 computer name, 123
 Configure This Device Manually option, 122
 name, 122
 setup, 117
 sharing options, 125
 wired, 120
 wireless, 121–122
 wireless access point, 117
 workgroups, 124
New Simple Volume Wizard, 115
notes, Sticky Notes, 43
numeric keypad, mouse and, 144

• O •

On-Screen Keyboard, 143
online Help, 189

• P •

Paint, 39
parental controls, 149, 156
partitions, 115
password
 change, 150
 forgotten, 150
 Internet, 58
 switch user accounts, 155
 Welcome screen, 6
 Windows, 150
PCI (Peripheral Component Interconnect),
 adapter, 117, 118–119
peripherals, 107
phishing scams, SmartScreen Filter, 78
Photo Viewer
 Burn option, 41
 Display Size icon, 40
 e-mail images, 41
 files, 41
 overview, 37
 print images, 41
 rate photos, 214
 rotate image, 40
 slide show, 40, 217
 tag photos, 213
 view digital image, 40, 212
photos. *See also* digital images
 burn to CD/DVD, 216
 e-mail, 215
 edit in Paint, 39

- insert in documents, 38
- rate, 214
- Slide Show gadget, 48
- slide shows, 217
- tag, 213
- Picture Location list box, 131
- Picture Puzzle gadget, 45, 50
- Plug and Play
 - hardware, 107
 - printers, 108
- pointer, set, 145
- Power button icon, close all programs, 7
- Power Plans, 98, 99
- power saving, display brightness, 100
- presentations, 102–103
- print
 - digital images, 41
 - files, 32
 - Help topics, 186
 - properties, 110
 - Web pages, 82
- printer
 - compatibility, 173
 - default, 110
 - Devices and Printers window, 108
 - install, 108
- privacy settings
 - IE (Internet Explorer), 79
 - Web, 65
- program defaults, 22
- projector connection to laptop, 102
- properties, files, 153

- Public folder, access, 151
- public folders, 149
- Public Network, 63
- Purple Place, 200

• R •

- rate photos, 214
- read-only files, 149
- Recent submenu, 26
- recently opened items, 26
- recently used programs, launch applications, 16
- Recycle Bin, 12
- Remote Assistance
 - enable, 190
 - hardware troubleshooting, 175
 - Help, 185
- remote connections, 97
- rename files/folders, 31
- resize windows, 17
- restart computer
 - Safe Mode, 179, 181
 - Start menu, 7
 - System Restore, 183
 - Windows Update, 163
- Restore Down button, 17
- restore system, 183
- Restricted Sites (IE), 158
- rotate image in Photo Viewer, 40
- RSS (Really Simple Syndication) feeds
 - active, 81
 - display, 81
 - Feed Headlines gadget, 45, 52

• S •

Safe Mode

- desktop, 181
- restart in, 179, 181

SafeSearch (IE), 67

Safety button (IE), 77

save

- documents, 21, 38
- downloads, 76

Save option, 21

Save Search button, 29

scan, Windows Defender, 162

schedule maintenance tasks, 170

Schedule Tasks (Administrative Tools), 170

screen resolution, 129, 130

screen saver

- presentations and, 103
- preview, 133
- settings, 129
- setup, 133

searches

- files, 29
- Help and Support, 187
- Save Search button, 29
- Web, 67
- Web pages, 68

security

- Allowed Programs dialog box, 160
- firewall, 157, 159
- IE, 157
- Restricted Sites (IE), 158
- status check, 161

Trusted Sites (IE), 158

Windows Defender, 162

Windows Update, 163

security software, firewall, 159

Send To option, files/folders, 30

share Internet connection, 59

share on network, 125

shared folders

- description, 149
- new users, 152
- setup, 152

shortcuts

- create, 11
- files/folders move, 30

shut down, 13

signature for e-mail, 91

Sleep mode, 7

Slide Show gadget, 45, 48

slide show (Photo Viewer), 40, 217

SmartScreen Filter, 78

Snipping Tool, 42

software, troubleshooting, 179–184

Solitaire, 196

sound

- keyboard presses, 142
- volume adjustment, 205

sound card setup, 114

Sound Sentry, 139

speaker setup, 204

Speech Recognition

- input and, 137
- start, 140

Spider Solitaire, 198

- Standard user account, 154
- start applications automatically, 20
- Start menu, 7
- Startup folder, opening, 20
- static discharge, 118
- Sticky Keys, 142
- Sticky Notes, 43
- Stocks gadget, 53
- Suggested Sites (IE), 72
- switches, 117, 120
- switch between running applications, 18
- switch user accounts, 155
- switch users, 6, 7
- sync music device, 208
- system recovery disc, 182
- System Restore
 - restore system, 183
 - system restore point, 179

• T •

- tabs, IE (Internet Explorer), 73
- tag photos, 213
- Task Manager, 179–180
- taskbar
 - display, 9
 - frequently used programs, 8
 - launch applications, 16
- temporary folders, downloads, 76
- Temporary Internet files, 169
- text
 - alignment, 38
 - blank lines, 38

- bullets, 38
- entry, 38
- font settings, 38
- Paint, 39
- size, 129, 135
- text listings, files/folders, 27
- themes, 131, 132
- thumbnails, files/folders, 27
- Toggle Keys, 142
- toolbar, IE (Internet Explorer), 75
- troubleshooting
 - hardware, 173–177
 - software, 179–184
- Troubleshooting window
 - hardware, 175
 - software, 184
- Trusted Sites (IE), 158

• U •

- uninstall a program, 23
- update drivers, 176
- URLs (Uniform Resource Locators), Favorites, 70
- USB devices
 - configure, 111
 - joystick, 202
 - network setup and, 122
- user accounts
 - Administrator, 154
 - create, 154
 - setup, 149
 - Standard user, 154
 - switch, 155

users

- shared folders, 152
- switch, 6
- Switch User, 6

• *V* •

VGA cable, 102

Views, Windows Explorer, 28

Visual Notifications for sound, 139

visual warnings, 139

visually challenged users, 137–138

voice activation, 141

VPN (Virtual Private Network), 159

• *W* •

Web

- downloads, 65
- links, 66
- navigation, 65
- privacy settings, 65
- searches, 67

Web pages

- print, 82
- searches, 68
- Suggested Sites (IE), 72

Web sites

- addresses, 66
- Content Advisor (IE), 80
- download files, 76
- Favorites, 70
- home page, 69
- list, 66

SmartScreen Filter, 78

Suggested Sites (IE), 72

Welcome screen, 6

windows

- cascading, 19
- close, 21
- resize, 17

Windows Advanced Options menu, 181

Windows Backup, regular backups, 166

Windows Communities

- Help, 185
- post questions, 188

Windows Defender scan, 162

Windows Explorer, 28

Windows Live Mail. *See* Live Mail

Windows Live sign-in window, 84

Windows Media Player, 206–210

Windows Password, 150

Windows Themes, 132

Windows Update, 163

wired networks, connect, 120

wireless access point, networks, 117

wireless networks

- configure, 60–61, 121–122
- connect to, 100
- manage, 59

WordPad, 37–38

Work Network, 63

workgroups, 124

working remotely, 97

• *X–Y–Z* •

zipped files/folders, 34