

Brighton and Hove U3A: Computer Beginners

Getting to know your Windows 8.1 Computer

Windows 8 and 8.1 do not look the same as Windows 7, even though it does the same jobs. It was designed to look like a smart phone. People who have used it are not so sure this was a good idea. But perhaps they are simply not familiar with it.



Exercise 1 - Examine your computer

1. Do not switch on your computer. Just look at it and see if you can answer these questions
2. Where is the power socket?
3. How many **usb** sockets can you see?
4. Are other sockets available ...? DVD player? Microphone? Headphone? Network?
5. Do you have a **mouse**?



6. Open the computer ... where is the on-off button



Pointing Devices: Mouse and Touchpad

If you are using a **tablet computer**, you can point directly at items on the screen. If you have a laptop or desktop computer you will need a pointing device.



The **mouse** detects movement across a mouse mat or a desk using a rollerball or a laser light. Which does yours have?

Hold the mouse as shown in the picture on the right.



The **touchpad** is stroked by your finger. It has left and right buttons below it. There is usually a **scrolling area**, often unmarked along the right-hand edge. If the scrolling area causes trouble it can be switched off – just ask me to do this for you.



Do you know how to use the following techniques?

Hover Point and click Drag Double click Scroll down/up

For more information and exercises, see the separate sheet.

Exercise 2 - Examine your computer (continued)

7. Does your computer have a **touch-pad**? Where is it? 
8. Is there a keyboard?
9. Looking at the keyboard, make sure you can find these keys ...
 1. **Enter**
 2. **Del** or **Delete**
 3. **Backspace**
 4. **Esc** or **Escape**
 5. **Shift** (for getting capitals) How many shift keys are there?
 6. **Ctrl** (control)
 6. The **Windows** logo key 
 7. **Fn**
10. Some computers let you touch the screen itself as well as using a pointer controlled by the touchpad. Is your screen a **touch screen**?

For a gentle introduction to the keyboard and some exercises to help you, please ask about the separate U3A document. If you are completely new to all this, please ask for a copy of the informative leaflet *The Keyboard* published by **BBC Webwise**.

An introductory video to watch together

We will watch the [Windows 8 tutorial](#) from Microsoft, the company that created Windows, to get a basic idea.

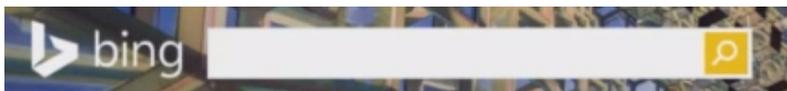


Exercise 3 - Connect your computer to the Wi-Fi

Before you can watch the video on your own computer at Kemp Town Crypt, you must tell your computer about the Wi-Fi service available in the Crypt. Instructions for connecting are provided separately.

Exercise 4 - Watch the video on your own computer

1. Tap, lightly and with one finger only, on the tile for Internet Explorer 11 
2. Tap, lightly and with one finger, inside the long, white **search box** labelled **b bing**



When it is ready for typing, you will see a text cursor flashing inside the box.

3. Type **Windows 8 tutorial**
4. Tap on the yellow magnifying glass  After a while you'll see a list of possible web sites
5. Tap the blue heading: **Getting started tutorials for Windows - Windows tutorial**
This takes you to Windows 8.1 tutorial at windows.microsoft.com/en-gb/windows/tutorial
6. Tap on the triangle in the middle of the video, this represents a **Play** button.
Buttons across the bottom of the video when you move the pointer; on the left is **play/pause** and on the right are **captions**, (subtitles), **volume** and **full-screen**.
To cancel full screen type the **Esc** (Escape) key.

Exercise 5 - Watch the video at home

Try to watch this video at home a few times. Find someone to help you if you need help you the first time.

Have a notebook handy and as you watch, and write down the things you will need to remember.

