

Get Online @ Home

Go to www.getonlineathome.org



For more information visit: www.getonlineathome.org

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Your affordable PC
Quick Start Guide



Get Online @ Home

Welcome to your first Personal Computer (PC). Our Quick Start Guide will help you to set up your new computer and get online rapidly.

Follow the steps in this guide to:

- Set up your new PC
- Get to know your new software:
 - Microsoft® Windows® 7 operating system
 - Microsoft Word and Excel®
 - Accessibility software
- Go online and start surfing the web

Our Quick Start Guide also includes useful information on how to get the most from the Internet and how to keep yourself and your information safe when you are online.

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Plugging in and switching on

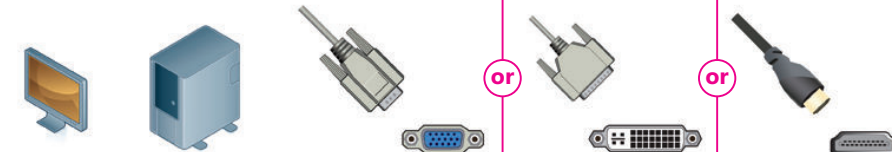
Wired keyboard



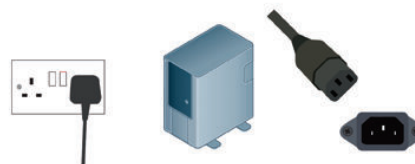
Mouse



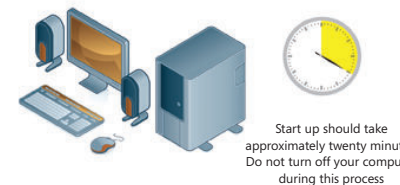
Monitor



Mains power



Start up



Getting to know your new software

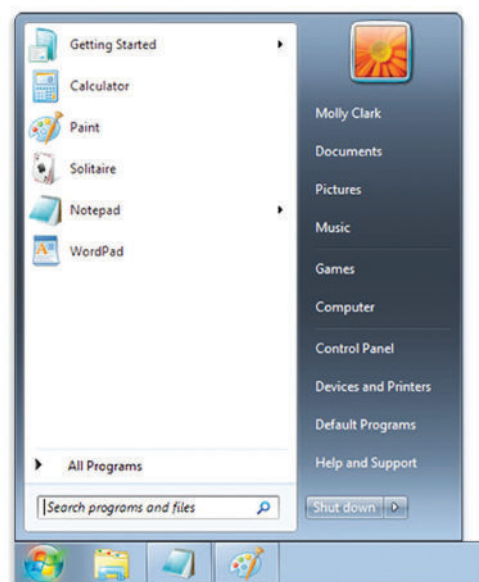
Your new PC comes with the following software already installed and ready to use:

- Microsoft Windows 7: the PC's operating system
- Microsoft Excel and Word: to write documents, manage your money and more
- Accessibility software: making your PC easier to use, particularly for users with any audio or visual difficulties

Getting started with Microsoft Windows 7

Microsoft Windows 7 is the operating system for your new PC. It will only take a few minutes to become familiar with Windows 7.

When you are connected to the Internet we recommend that you visit the Microsoft Windows 7 website where you will find lots of useful help, including short 'how to' videos that will teach you how to do lots of stuff: www.microsoft.com/uk/windows7



Getting started with Microsoft software

Your new PC provides you with versions of two of the most popular applications from the Microsoft Office suite:

- Microsoft Word: a word processor for document preparation and editing
- Microsoft Excel: a spreadsheet for performing simple calculations and budgets

Microsoft Word

Microsoft Word 2010 is designed to help you create professional-quality documents. With the finest document-formatting tools, Word helps you organise and write your documents more easily and enjoyably.

When you are connected to the Internet we recommend that you visit the Microsoft Office 2010 website. Here, you will find lots of useful help including short 'how to' videos that will teach you how to do lots of stuff with Word:

www.microsoft.com/uk/howtoword

Here is some simple guidance on performing basic tasks using Word that you can try for yourself:

Create a new document:

1. Click the **File** tab and then click **New**
2. Under **Available Templates**, click **Blank Document**
3. Click **Create**.

Save a document:

1. Click the **File** tab
2. Click **Save As**
3. In the **File name** box, enter a name for your document
4. Click **Save**.

You will need to remember where you saved your document when you want to open it again.

Open a document:

1. Click the **File** tab, and then click **Open**
2. In the left pane of the **Open** dialog box that pops up on your screen, click the drive or folder that contains the document
3. In the right pane of the **Open** dialog box, open the folder that contains the drawing that you want
4. Click the document and then click **Open**.

Microsoft Excel

You can use Excel to create and format lists, tables, spreadsheets and workbooks (a workbook is a collection of spreadsheets). You'll find it an incredibly useful tool for performing sums, managing money and analysing figures. As your skills grow, you can write formulas to perform calculations and present data in a variety of professional-looking charts.

When you are connected to the Internet we recommend that you visit the Microsoft Excel 2010 website, where you will find lots of useful information including short 'how to' videos that will teach you how to do lots of stuff with Excel:

www.microsoft.com/uk/howtoexcel

Here is some simple guidance on some basic tasks using Excel that you can try for yourself:

Create a new workbook:

1. Click the **File** tab and then click **New**
2. Under **Available Templates**, click **Blank Workbook**
3. Click **Create**.

Save a workbook:

1. Click the **File** tab
2. Click **Save As**
3. In the **Save As** dialog box that pops up on your screen, in the **Save as type** list, select **Excel Workbook**
4. In the **File name** box, enter a name for your workbook
5. Click **Save** to finish.

Enter data in a spreadsheet:

1. Click the cell where you want to enter data
2. Type the data in the cell
3. Press enter or tab to move to the next cell.

Print a spreadsheet:

1. Click **File** and then click **Print**
2. To set the printing options, do the following:
 - a. To change the printer, click the drop-down box under **Printer**, and select the name of your printer
 - b. To make page setup changes, like repeating certain cells on each printed page, select the options that you want under **Settings**
 - c. To scale the entire spreadsheet to fit on a single printed page, under **Settings**, click the option that you want in the Scale options drop-down box
3. To print the workbook, do one of the following:
 - a. To print a portion of a spreadsheet, click the spreadsheet, and then select the range of data that you want to print
 - b. To print the entire spreadsheet, click the worksheet to activate it
4. Click **Print**.



Connecting to the Internet

You can get on online in two ways:

- By using the mobile broadband connector, if you ordered one, provided with your PC
- By using your existing home broadband provider

Once you have broadband installed you can access the Internet using Internet Explorer®. Look for this icon  on your PC. You can find out how simple it is to use at this website:

www.microsoft.com/uk/howtointernetexplorer

Useful websites

The web will help you to stay in touch, save time and money, have fun, track down information, learn more, find work and more. We think you'll find the selection of websites listed overleaf and on the url below useful, and will want to use them regularly.

www.getonlineathome.org/useful-websites.aspx

The simplest way to find what you are looking for on the Internet is to use a search engine. The Microsoft Search engine is Bing™ and you can find it here:

www.bing.co.uk

bing™

Keeping in touch with friends and family using the Internet

Stay in touch with the people you care about most. These websites offer a wonderful way to keep in touch and stay up to date with friends and family – often for free.

	www.hotmail.co.uk	Send and receive emails over the web.
	www.facebook.com	Share photos, video and news with the people you care about the most.
	www.skype.co.uk	Make cheap or even free phone calls from anywhere in the world.
	www.windowslive.co.uk	Use Windows Live Messenger for chatting online via instant message.

Entertainment and shopping

Save hundreds of £££s a year and take advantage of Internet-only shopping, travel and entertainment deals.

	www.spotify.co.uk	Listen to music in a new way – just like having your own personal radio station.
	www.seesaw.co.uk	Catch up with shows you've missed at a time that suits you on sites like Channel 4's '4OD', BBC's iPlayer and the ITV Player.
	www.ebay.co.uk	Buy and sell new and used goods from sellers all over the world.
	www.amazon.co.uk	Buy books, electronics and more – and get next-day delivery.

Learn more

A wide range of online resources are available to help you get the most from your computer – from preparing for exams to tracing your family tree.

Microsoft Digital Literacy Curriculum	www.microsoft.com/UK/digitalliteracy	Available free-of-charge to everyone who wants to improve their computer skills and prepares you to take the recognised Digital Literacy Certificate.
	www.open.ac.uk	A wide choice of online learning opportunities.
	www.bbc.co.uk/schools/bitesize	BBC Bitesize offers revision tips for big exams. A fun way to learn!
	www.tripadvisor.co.uk	Make more informed travel decisions with holidaymaker reviews you can trust.
	www.ancestry.co.uk	Trace your ancestry and chart your family tree.
	www.go-on.co.uk	A selection of free short courses to help you discover the hundreds of great things you can do on the Internet.
	www.bbc.co.uk/connect/campaigns/first_click.shtml	An excellent resource to help you get to grips with the basics of the Internet.

Find work and improve your skills

Discover thousands of employment opportunities – full, temporary or part-time – directly from your computer.

	www.monster.co.uk	Job-seeking made easy.
	www.ageuk.org.uk	Get technology training, CV and interview tips to help you find work and improve your prospects.
	www.microsoft.com/uk/britainworks	Compete in today's technology-driven workplace with training and certification.
	www.jobseekers.direct.gov.uk	Search and find thousands of jobs that are made available every week.

Use the web safely

Your new computer will be set up with three key protections in place:

- Windows Firewall, to protect your computer from unauthorised access
- Microsoft Security Essentials, to block viruses, spyware and malware
- Microsoft Updates, to ensure your protection is always up-to-date

Together, these services will help protect you from the technical threats any home computer faces.

Here are some additional resources to help you and your family stay safe and protect your privacy online:

	Microsoft Safety and Security Centre	www.microsoft.com/uk/security	Essential safety and security-related tools and advice from Microsoft. This site also has the latest news on how to secure your computer for you and your loved ones.
	Microsoft online Family Safety advice	www.microsoft.com/en-gb/security/family-safety/default.aspx	Teach your family members how to use the Internet more safely with these guidelines. Learn about family safety settings for Microsoft products.
	Online privacy and safety from Microsoft	www.microsoft.com/en-gb/security/online-privacy/default.aspx	When you read an email or surf the Internet, you should be careful of scams that may try to steal your personal information (identity theft), your money, or both. This site will show you how to recognise and report scams and how to protect yourself from them in the first place.
	UK Safer Internet Centre	www.saferinternet.org.uk	Get the latest advice on how to use the Internet and other new technologies safely and responsibly. You'll also find a range of practical resources, news and events.

	Website Create strong passwords	www.microsoft.com/en-gb/security/online-privacy/passwords-create.aspx	Strong passwords are a vital part of keeping safe on the web. This site will show you how to create a strong password, or let you check the strength of one you already have.
	Windows Live Family Safety	www.windowslive.co.uk/essentials/familysafety	Family Safety is there to help keep children safe online. Use the built-in activity reporting tools to monitor what your kids do online. Choose which websites, games and programs they can access. You can even set time periods when they can use the computer.
	Get Safe Online	www.getsafeonline.org	A joint initiative between the Government and the world of business, this website provides computer users and small businesses with free, independent, user-friendly advice. This information will allow them to use the Internet confidently, safely and securely.
	Think U Know	www.thinkuknow.co.uk	Set up by the police team behind the Child Exploitation and Online Protection (CEOP) centre, this is the place for children, parents, carers and teachers to find advice and tips for staying safe online.
	Childnet	www.childnet-int.org	A charity which has produced ground-breaking information on issues like as cyber-bullying, parental advice, and staying safe when using mobile chat, instant messaging and social networking.
	Internet Watch Foundation	www.iwf.org.uk	The UK hotline for reporting illegal images or website content. Reports are confidential and can be made anonymously.