Table of Contents

Introduction ...................................................................................................................... 1
Scratching the Surface ................................................................................................. 2
Why You’ll Love My Surface 2 .................................................................................. 2
What You’ll Find in the Book ..................................................................................... 3
Go Beneath the Surface 2 ............................................................................................ 6

An Introduction to Surface 2 ........................................................................................ 9
The Surface 2 Device ..................................................................................................... 9
Ports and Controls ........................................................................................................ 10
The Kickstand ............................................................................................................... 13
Type Cover and Touch Cover ...................................................................................... 13
Windows RT 8.1 Basics .............................................................................................. 14
The Start Screen ........................................................................................................... 15
App Switching and Charms ......................................................................................... 16
Typing in Windows RT 8.1 .......................................................................................... 17
Adding Devices ............................................................................................................ 19
Adding a Bluetooth Device ......................................................................................... 20
Removing Devices ......................................................................................................... 20
Notifications ................................................................................................................ 21
The Lock Screen ........................................................................................................... 23
Playing a Slide Show on the Lock Screen ................................................................... 25
Additional Settings ...................................................................................................... 26
Volume and Mute .......................................................................................................... 26
Screen Brightness and Rotation Lock ......................................................................... 27
Hiding Notifications Temporarily ............................................................................... 28
Shutting Down, Sleeping, and Restarting .................................................................... 28
Synchronizing Settings ................................................................................................. 29
Moving On .................................................................................................................... 31

Connecting to Networks ............................................................................................. 33
Wireless Networking ..................................................................................................... 33
Connecting to a Wireless Network ............................................................................... 34
Connecting to a Hidden Network ............................................................................... 36
Disconnecting from a Network ..................................................................................... 38
Using Airplane Mode .................................................................................................... 39
Table of Contents

Network Sharing ................................................................. 39
  Turning Sharing On or Off ........................................... 40
  Accessing Network Resources ................................. 41
Remoting into Other Computers .................................... 42
  Enabling Connections on the Remote Computer .......... 42
  Connecting to Remote Computers ......................... 43

3 Using and Customizing the Start Screen 47
  Locating and Launching Apps .................................... 47
    Launching Apps from the Start Screen .................. 48
    Searching for Apps ................................................ 50
  Switching Between Recent Apps ............................ 51
    Switching Between Running Apps ....................... 51
    Displaying a List of Running Apps .................... 52
    Displaying Two Apps Simultaneously ................ 53
  Organizing the Start Screen .................................... 54
    Rearranging Tiles ................................................ 54
    Naming Groups ..................................................... 55
  Customizing the Start Screen .................................. 55
    Changing the Start Screen Color Scheme and ....... 56
      Background Picture ............................................ 56
    Showing Administrative Tools .............................. 58
    Showing Additional Tiles .................................... 59
    Removing Tiles from the Start Menu ................... 59
    Pinning Apps to the Start Menu ......................... 60
    Changing Tile Sizes ............................................. 60
    Controlling Live Tiles ......................................... 61
    Removing Personal Information from Live Tiles ...... 62

4 Security and Windows RT 8.1 65
  Securing Your PC ...................................................... 66
    Changing Your Password ..................................... 66
    Locking Your PC .................................................. 68
    Signing Out of Your PC ....................................... 69
    Configuring Auto-Lock ......................................... 69
  Using Picture Passwords ......................................... 70
    Creating a Picture Password ............................... 70
    Changing Your Picture Password ....................... 72
# Table of Contents

## Handling Requests

- Responding to a Request from the User’s PC .......................... 111
- Responding to a Request from the Website .......................... 112
- Managing Users in Family Safety ........................................... 112
- Adding a New Parent .............................................................. 113
- Linking Accounts ................................................................. 113
- Configuring Email Notifications ........................................... 115
- Changing Frequency of Request Emails ............................... 115
- Changing Activity Report Email Settings ............................... 116

## Backing Up Your Data

- Configuring and Starting File History .................................. 119
- Starting Your First Backup ...................................................... 120
- Selecting a Different Drive ....................................................... 121
- Excluding Folders ................................................................. 122
- Choosing When Backups Happen ......................................... 123
- Controlling Local Disk Usage ............................................... 124
- Controlling How Long Backups Are Kept .............................. 125
- Restoring Files ................................................................. 125
- Restoring Files to the Original Location ............................... 125
- Resolving File Conflicts ....................................................... 126
- Restoring to a Different Location ........................................... 127
- Cleaning Up Files ............................................................... 128
- Performing a Clean Up ......................................................... 128
- Troubleshooting File History ................................................ 129
- Viewing File History Event History ....................................... 130

## Searching and Browsing the Internet

- Using Search ............................................................................. 133
- Searching for Web Pages with Smart Search ....................... 134
- Copying a Search Result Link .................................................. 135
- Searching for Images ............................................................. 136
- Searching for Videos ............................................................. 139
- Using Hero Search ............................................................... 141
- Disabling Bing Search .......................................................... 142
- Clearing Your Search History ................................................. 143
- Changing Personalization Settings ....................................... 144
- Controlling SafeSearch ......................................................... 144
Browsing Sites with Internet Explorer .................................................. 145
Opening a Site in the Modern UI Internet Explorer ......................... 146
Using Reading View ............................................................................ 147
Changing Reading View Style and Font Size ................................... 149
Viewing a Site in Desktop Internet Explorer .................................. 149
Pinning Web Pages to the Start Screen ............................................ 150
Searching a Web Page ......................................................................... 150
Setting the Zoom Level ..................................................................... 151
Protecting Your Privacy ................................................................. 152
Adding a Tracking Protection List ................................................... 152
Enabling Do Not Track ....................................................................... 153
Blocking Third-Party Cookies .......................................................... 154
Disallowing Location Services ......................................................... 155
Controlling Web Services .................................................................. 156
Using Tabs ......................................................................................... 157
Opening a Link in a New Tab ............................................................ 157
Creating a New Blank Tab ............................................................... 158
Closing a Tab ...................................................................................... 158
Opening an InPrivate Tab ............................................................... 159
Reopening a Closed Tab .................................................................... 160
Favorites and Frequent Sites ............................................................ 160
Adding a Favorite ............................................................................... 160
Browsing to a Favorite Page ............................................................ 161
Opening a Favorite in a New Tab ..................................................... 162
Deleting a Favorite ............................................................................ 162
Editing a Favorite ............................................................................... 162
Visiting a Frequent Site ..................................................................... 163
Opening a Frequent Site in a New Tab ............................................. 163
Deleting a Frequent Site Tile ............................................................ 164
Managing Website Passwords ........................................................... 164
Saving a Password for a Site ........................................................... 164
Disabling the Offer to Save Passwords .......................................... 165
Viewing and Removing Saved Password Entries ............................... 166

Connecting with People .................................................................. 169
Working with Contacts ..................................................................... 169
Adding Contacts from the Cloud ..................................................... 170
Changing Contact Sort Order .......................................................... 173
Filtering Your Contacts .................................................. 174
Linking Contacts ............................................................... 174
Unlinking Contacts ............................................................. 176
Making a Contact a Favorite .............................................. 177
Pinning Contacts to the Start Screen .............................. 178
Creating a New Contact .................................................... 179
Deleting a Contact ............................................................. 180
Removing All Contacts from a Service ......................... 181
Editing a Contact .............................................................. 182
Contacting Someone from the People App .................. 184
Social Networking .............................................................. 185
Posting to Social Networks .............................................. 185
Viewing Updates on Social Networks .............................. 186
Sharing Content with People ........................................... 188
Sharing App Content with Social Networks ................. 188
Emailing App Content to Contacts .................................. 190
Sharing a Screenshot .......................................................... 190
Listing Share Apps in Alphabetical Order .................... 192
Managing the List of Often-Shared Choices .................. 192
Disabling the Often-Shared Shortcut List ..................... 193

Using Mail ........................................................................ 195
Adding and Managing Email Accounts .......................... 195
Adding an Outlook.com (Hotmail) Account .................... 196
Adding an Exchange Account ........................................... 198
Adding a Google Account ................................................ 199
Adding a Custom Account ................................................ 201
Setting When and How Much Email Is Downloaded ....... 203
Renaming an Account ......................................................... 204
Choosing What to Sync ..................................................... 205
Automatically Organize Your Mail ................................... 206
Changing an Account Password ........................................ 206
Controlling Account Email Notifications ....................... 207
Removing an Account ......................................................... 208
Reading and Organizing Email ......................................... 209
Reading an Email ............................................................... 209
Viewing or Saving Email Attachments ............................ 210
Marking Emails Read or Unread ...................................... 211
# Table of Contents

## Working with Events
- Adding a Basic Event .................................................. 248
- Quickly Creating an Event .............................................. 250
- Adding a Recurring Event ............................................ 251
- Setting Reminders .......................................................... 251
- Specifying an Event Status ........................................... 252
- Creating a Private Event ............................................... 252
- Editing an Event ............................................................ 253
- Deleting an Event .......................................................... 254

## Keeping Up to Date with News
- Reading the News ......................................................... 257
  - Reading an Article ....................................................... 258
  - Pinning a Section to the Start Screen ......................... 261
  - Disabling Offline Reading ........................................... 262
  - Saving an Article for Reading Later ......................... 263
  - Reading Articles Offline with Reading List ............... 264
- Other News Sources .................................................... 266
  - Reading News from Other Sources ......................... 266
  - Pinning a News Source to the Start Screen ............ 268
- Custom News ................................................................. 269
  - Adding a Source as a Section in Bing News ............ 269
  - Removing a Section from Bing News .................... 269
  - Adding Multiple News Sources .......................... 270
  - Adding a News Topic ............................................... 271
  - Rearranging Sections in Bing News ....................... 272
- Sharing News ................................................................. 272
  - Emailing a News Article ........................................ 273
  - Sharing an Article on Social Networks .................. 274

## HomeGroups and SkyDrive
- Using HomeGroups ..................................................... 277
  - Joining a HomeGroup ............................................. 278
  - Leaving a HomeGroup ............................................ 279
  - Accessing Shared Files ......................................... 280
- Using SkyDrive ............................................................. 281
  - Browsing Files in SkyDrive .................................. 282
  - Opening Files with a Specific App ....................... 283
## Discovering and Playing Music

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creating a New Folder</td>
<td>284</td>
</tr>
<tr>
<td>Uploading Files to SkyDrive</td>
<td>285</td>
</tr>
<tr>
<td>Deleting Files from SkyDrive</td>
<td>286</td>
</tr>
<tr>
<td>Reviewing SkyDrive Usage</td>
<td>286</td>
</tr>
<tr>
<td>Disabling Automatic Save to SkyDrive</td>
<td>287</td>
</tr>
<tr>
<td>Enabling Access to All SkyDrive Files When Offline</td>
<td>287</td>
</tr>
<tr>
<td>Enabling Access to Selected SkyDrive Files When Offline</td>
<td>288</td>
</tr>
<tr>
<td>Browsing Music</td>
<td>291</td>
</tr>
<tr>
<td>Exploring the Catalog</td>
<td>292</td>
</tr>
<tr>
<td>Exploring an Artist</td>
<td>294</td>
</tr>
<tr>
<td>Browsing Albums in the Xbox Music Store</td>
<td>295</td>
</tr>
<tr>
<td>Managing Your Music Library</td>
<td>297</td>
</tr>
<tr>
<td>Adding a Folder to Your Collection</td>
<td>297</td>
</tr>
<tr>
<td>Adding Album Art</td>
<td>299</td>
</tr>
<tr>
<td>Purchasing an Album</td>
<td>299</td>
</tr>
<tr>
<td>Automatically Downloading Music</td>
<td>301</td>
</tr>
<tr>
<td>Deleting Music from Your Collection</td>
<td>302</td>
</tr>
<tr>
<td>Matching the Music in Your Collection</td>
<td>304</td>
</tr>
<tr>
<td>Using an Xbox Music Pass</td>
<td>305</td>
</tr>
<tr>
<td>Purchasing an Xbox Music Pass</td>
<td>306</td>
</tr>
<tr>
<td>Automatically Downloading Xbox Music Pass</td>
<td>307</td>
</tr>
<tr>
<td>Downloading Xbox Music Pass</td>
<td>308</td>
</tr>
<tr>
<td>Playing Music on Other Devices</td>
<td>308</td>
</tr>
<tr>
<td>Adding a Play Device</td>
<td>309</td>
</tr>
<tr>
<td>Playing Music on a Play Device</td>
<td>310</td>
</tr>
<tr>
<td>Music Playlists</td>
<td>312</td>
</tr>
<tr>
<td>Adding Songs to the Now Playing Playlist</td>
<td>312</td>
</tr>
<tr>
<td>Creating a Playlist</td>
<td>312</td>
</tr>
<tr>
<td>Adding Songs to a Playlist</td>
<td>313</td>
</tr>
<tr>
<td>Editing a Playlist</td>
<td>314</td>
</tr>
<tr>
<td>Renaming a Playlist</td>
<td>314</td>
</tr>
<tr>
<td>Deleting a Playlist</td>
<td>315</td>
</tr>
<tr>
<td>Seeing What’s Playing</td>
<td>315</td>
</tr>
<tr>
<td>Shuffling or Repeating Songs in a Playlist</td>
<td>316</td>
</tr>
</tbody>
</table>
### Using Radio
- Creating a Radio Station: 317
- Playing a Radio Station: 318
- Deleting a Radio Station: 318

### Watching Video
- Managing Personal Videos: 321
  - Adding Videos to Personal Videos: 322
  - Deleting Videos from Personal Videos: 324
  - Setting the Default View: 325
- Exploring, Buying, and Renting Videos: 326
  - Browsing Movies: 326
  - Renting Movies: 328
  - Buying Movies: 329
  - Browsing the Television Store: 331
  - Buying TV Shows: 333
- Playing Videos: 335
  - Playing Videos on Your Surface 2: 335
  - Playing Videos on Your Xbox Console: 336

### Pictures
- Adding Pictures to the Photos App: 339
  - Importing Pictures into the Pictures Library: 340
- Viewing Pictures and Video: 341
  - Browsing Pictures: 342
  - Watching a Slide Show: 343
- Deleting Pictures: 344
- Deleting Pictures When the Recycle Bin Is Configured to Prompt: 345
- Using a Picture in Your Lock Screen: 346
- Setting the Pictures App Tile Image: 346
- Shuffling Pictures on the App Tile: 347
- Sharing Pictures: 347
  - Sharing a Picture with Email: 348
- Editing Pictures: 349
  - Rotating and Cropping Pictures: 349
  - Automatically Fixing Image Problems: 350
  - Removing Red Eye: 351
### My Surface 2

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retouching a Photo</td>
<td>352</td>
</tr>
<tr>
<td>Adjusting Lighting</td>
<td>353</td>
</tr>
<tr>
<td>Adjusting Color</td>
<td>354</td>
</tr>
<tr>
<td>Enhancing a Color</td>
<td>355</td>
</tr>
<tr>
<td>Applying a Vignette Effect</td>
<td>356</td>
</tr>
<tr>
<td>Using Selective Focus</td>
<td>357</td>
</tr>
<tr>
<td>Using the Camera App</td>
<td>358</td>
</tr>
<tr>
<td>Taking Pictures</td>
<td>359</td>
</tr>
<tr>
<td>Changing Picture Exposure</td>
<td>360</td>
</tr>
<tr>
<td>Adding Location Information to Pictures</td>
<td>360</td>
</tr>
<tr>
<td>Changing Photo Aspect Ratio</td>
<td>361</td>
</tr>
<tr>
<td>Showing Grid Lines</td>
<td>362</td>
</tr>
<tr>
<td>Taking Video</td>
<td>362</td>
</tr>
<tr>
<td>Taking Panoramic Pictures</td>
<td>363</td>
</tr>
<tr>
<td>Viewing the Camera Roll</td>
<td>364</td>
</tr>
<tr>
<td>Viewing Pictures and Videos</td>
<td>364</td>
</tr>
<tr>
<td>Viewing Panoramas</td>
<td>365</td>
</tr>
</tbody>
</table>

### Using Maps

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exploring Maps</td>
<td>367</td>
</tr>
<tr>
<td>Viewing and Zooming</td>
<td>368</td>
</tr>
<tr>
<td>Using Zoom Controls</td>
<td>369</td>
</tr>
<tr>
<td>Viewing Your Location</td>
<td>370</td>
</tr>
<tr>
<td>Changing the Units of Measurement</td>
<td>370</td>
</tr>
<tr>
<td>Changing the Map Style</td>
<td>371</td>
</tr>
<tr>
<td>Using Bird's Eye View</td>
<td>372</td>
</tr>
<tr>
<td>Showing Traffic</td>
<td>373</td>
</tr>
<tr>
<td>Searching Maps</td>
<td>373</td>
</tr>
<tr>
<td>Searching for a Place</td>
<td>374</td>
</tr>
<tr>
<td>Adding Pins</td>
<td>375</td>
</tr>
<tr>
<td>Getting Directions</td>
<td>376</td>
</tr>
<tr>
<td>Allowing Maps to Use Your Updated Location</td>
<td>376</td>
</tr>
<tr>
<td>Getting Directions</td>
<td>376</td>
</tr>
<tr>
<td>Recalling Favorite Locations and Favorite Routes</td>
<td>378</td>
</tr>
<tr>
<td>Editing Favorites</td>
<td>378</td>
</tr>
<tr>
<td>Sharing Maps</td>
<td>380</td>
</tr>
<tr>
<td>Sharing Maps with Email</td>
<td>380</td>
</tr>
</tbody>
</table>
# Creating Documents with Microsoft Word 2013

- **Creating, Opening, and Saving Documents** ............................................. 383
  - Creating a New Blank Document .......................................................... 384
  - Creating a Document from a Template ................................................. 385
  - Saving Documents to Your Tablet .......................................................... 386
  - Saving Documents to SkyDrive ............................................................... 387
  - Opening Documents on Your Tablet ...................................................... 388
  - Opening Documents on SkyDrive ........................................................... 389
  - Managing Recent Documents ............................................................... 389
  - Switching Microsoft Accounts ............................................................... 390
- **Formatting Text** .................................................................................. 391
  - Formatting Existing Text .......................................................................... 391
  - Formatting New Text ................................................................................ 392
  - Formatting Text Using Styles .................................................................. 392
  - Editing Styles .......................................................................................... 393
  - Creating a New Style ................................................................................ 394
- **Adding Pictures** .................................................................................. 395
  - Adding Pictures from Your Tablet or Removable Media ......................... 395
  - Adding Pictures from the Cloud ............................................................. 396
  - Formatting Pictures ................................................................................ 397
  - Changing Picture Layout ......................................................................... 397
- **Proofing Documents** .......................................................................... 398
  - Correcting Misspelled Words .................................................................. 398
  - Adding Words to the Dictionary .............................................................. 398
  - Using the Dictionary ................................................................................ 399
  - Using the Thesaurus ................................................................................ 400
- **Sharing Documents** ............................................................................ 400
  - Sharing Documents Using Email ........................................................... 401
  - Sharing Using Social Networking ............................................................. 402
- **Printing Documents** ............................................................................ 403
  - Printing an Entire Document .................................................................. 403
  - Printing Specific Pages ........................................................................... 404
- **Tips and Tricks** .................................................................................... 405
  - Using the Quick Access Toolbar ............................................................. 405
  - Adjusting Input Mode .............................................................................. 406
  - Using the Format Painter ......................................................................... 407
# Crunching Numbers with Microsoft Excel 2013

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creating, Opening, and Saving Workbooks</td>
<td>409</td>
</tr>
<tr>
<td>Creating a Workbook</td>
<td>410</td>
</tr>
<tr>
<td>Opening a Workbook</td>
<td>411</td>
</tr>
<tr>
<td>Saving a Workbook</td>
<td>411</td>
</tr>
<tr>
<td>Entering Data</td>
<td>412</td>
</tr>
<tr>
<td>Adding Data</td>
<td>413</td>
</tr>
<tr>
<td>Resizing a Column</td>
<td>413</td>
</tr>
<tr>
<td>Changing Data Formatting</td>
<td>414</td>
</tr>
<tr>
<td>Adding Data with AutoFill</td>
<td>415</td>
</tr>
<tr>
<td>Creating Formulas and Functions</td>
<td>416</td>
</tr>
<tr>
<td>Directly Entering a Formula</td>
<td>416</td>
</tr>
<tr>
<td>Using the Insert Function Dialog</td>
<td>417</td>
</tr>
<tr>
<td>Creating Formulas from Selections</td>
<td>418</td>
</tr>
<tr>
<td>Tips and Tricks</td>
<td>418</td>
</tr>
<tr>
<td>Freezing Panes</td>
<td>419</td>
</tr>
<tr>
<td>Creating Sheets</td>
<td>420</td>
</tr>
<tr>
<td>Filtering Data</td>
<td>421</td>
</tr>
</tbody>
</table>

# Presenting with Microsoft PowerPoint 2013

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creating, Opening, and Saving Presentations</td>
<td>423</td>
</tr>
<tr>
<td>Creating a Presentation</td>
<td>424</td>
</tr>
<tr>
<td>Saving a Presentation</td>
<td>425</td>
</tr>
<tr>
<td>Opening a Presentation</td>
<td>426</td>
</tr>
<tr>
<td>Creating Slides and Content</td>
<td>426</td>
</tr>
<tr>
<td>Creating a New Slide</td>
<td>427</td>
</tr>
<tr>
<td>Deleting a Slide</td>
<td>427</td>
</tr>
<tr>
<td>Changing Slide Layout</td>
<td>428</td>
</tr>
<tr>
<td>Adding Text to a Slide</td>
<td>428</td>
</tr>
<tr>
<td>Adding Shapes to a Slide</td>
<td>429</td>
</tr>
<tr>
<td>Aligning Objects</td>
<td>430</td>
</tr>
<tr>
<td>Using Themes</td>
<td>431</td>
</tr>
<tr>
<td>Applying a Theme</td>
<td>431</td>
</tr>
<tr>
<td>Modifying a Theme</td>
<td>432</td>
</tr>
<tr>
<td>Using Animations and Transitions</td>
<td>432</td>
</tr>
<tr>
<td>Applying a Transition</td>
<td>433</td>
</tr>
<tr>
<td>Customizing a Transition</td>
<td>434</td>
</tr>
<tr>
<td>Adding an Animation</td>
<td>435</td>
</tr>
<tr>
<td>Configuring an Animation Trigger</td>
<td>436</td>
</tr>
</tbody>
</table>
## Table of Contents

### Presenting with PowerPoint
- Presenting with PowerPoint .................................................. 436
- Changing Slide Order .......................................................... 437
- Entering Slide Show Mode ...................................................... 437

### Tips and Tricks
- Tips and Tricks ........................................................................ 438
- Using Sections ........................................................................ 438
- Using Headers and Footers ...................................................... 439

### Organizing Notes with Microsoft OneNote 2013
- Organizing Notes with Microsoft OneNote 2013 ..................... 441
  - Creating and Organizing Sections ........................................ 442
    - Creating a Section .......................................................... 442
    - Changing a Section’s Color .............................................. 443
    - Renaming a Section ........................................................ 444
    - Merging Sections ............................................................ 444
    - Moving or Copying a Section ............................................ 446
    - Deleting a Section ........................................................... 447
  - Creating and Editing Pages .................................................. 447
    - Creating a Page .................................................................. 448
    - Adding Text to a Page ...................................................... 448
    - Adding Pictures on Your Tablet to a Page ......................... 449
    - Adding Pictures from the Cloud to a Page ......................... 450
    - Renaming a Page ............................................................. 451
    - Moving or Copying a Page ................................................. 452
    - Deleting a Page ............................................................... 453
  - Creating and Organizing Notebooks ..................................... 453
    - Creating a Notebook ........................................................ 454
    - Switching and Opening Notebooks ..................................... 455
    - Moving and Sharing a Notebook ....................................... 456
    - Using the Recycle Bin ....................................................... 457
  - Using Send to OneNote ....................................................... 458
    - Capturing a Screen Clipping .............................................. 458
    - Sending Content to OneNote ............................................. 460
    - Adding a QuickNote ......................................................... 461

### Using Email and Staying Organized with Microsoft Outlook 2013
- Using Email and Staying Organized with Microsoft Outlook 2013 463
  - Adding an Email Account in Outlook 2013 ......................... 463
  - Starting Outlook for the First Time ....................................... 464
  - Adding a New Email Account .............................................. 465
My Surface 2

Manually Adding an IMAP or POP Email Account .......... 467
Changing the Outgoing Server Port ........................................... 469
Reading and Sending Email .............................................. 471
Reading an Email Message .................................................. 471
Replying to an Email ............................................................ 472
Sending a New Email ............................................................. 473
Managing and Organizing Email .......................................... 474
Moving Messages ................................................................. 474
Ignoring Conversations ........................................................ 476
Categorizing Email Messages ............................................. 476
Removing a Category from a Message ................................. 478
Filtering Messages by Category ........................................... 478
Configuring Windows 8.1 RT to Use Outlook 2013 ............ 479
Configuring the Default Mail App ........................................ 479
Changing the Email App Used for Mail Hyperlinks ............. 480

Enhancing Windows with Apps ............................................. 483
Browsing the Windows Store ............................................... 483
Browsing Categories ............................................................ 484
Exploring Apps ........................................................................ 485
Searching for Apps ............................................................... 488
Installing and Uninstalling Apps ........................................ 488
Installing Apps ........................................................................ 489
Uninstalling Apps ................................................................. 490
Reinstalling Purchased Apps ............................................... 491
Updating Apps ........................................................................ 492
Manually Checking for Updates ........................................... 492
Installing App Updates .......................................................... 493
Great Apps for Your Surface 2 ............................................. 494
Netflix .................................................................................. 495
Skype ................................................................................ 497
Microsoft Minesweeper ...................................................... 498
Hyper for YouTube ............................................................... 498
iHeartRadio ......................................................................... 499
Kindle ................................................................................ 500
WeatherBug ........................................................................ 502
News360 ............................................................................. 503
eBay .................................................................................. 505
# Updating and Troubleshooting Windows 8.1 RT

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Updating with Windows Update</td>
<td>509</td>
</tr>
<tr>
<td>Checking for and Installing Updates Manually</td>
<td>510</td>
</tr>
<tr>
<td>Installing Optional Updates</td>
<td>512</td>
</tr>
<tr>
<td>Troubleshooting Windows 8.1 RT</td>
<td>513</td>
</tr>
<tr>
<td>Refreshing and Repairing Your PC</td>
<td>513</td>
</tr>
<tr>
<td>Resetting Windows</td>
<td>516</td>
</tr>
<tr>
<td>Troubleshooting Battery Draining on Standby</td>
<td>517</td>
</tr>
</tbody>
</table>

## Index

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Index</td>
<td>521</td>
</tr>
</tbody>
</table>
About the Author

**Jim Cheshire** is a technology expert with a passion for gadgets. He has written a dozen books and many online articles on technology and is the author of many best-selling technical guides. Jim works on the Azure Application Platform and Tools team at Microsoft and was an early adopter of Windows RT.

When Jim's not writing, he spends time with his family, plays keyboards with his band, and enjoys writing music.

Dedication

This book is dedicated to my wonderful mother. We will always miss you, but you left us with a brightly shining spirit that will endure forever in the lives of all who knew and loved you.

Acknowledgments

This book would not have been possible were it not for the small army of people at Que Publishing who work tirelessly to support me. I owe a great deal of gratitude to Loretta Yates, who always makes me feel like I’m the only author she has to deal with. Thanks also go to Todd Brakke, who did a great job of editing my work and offering creative ideas for additional content. Thanks also go to Seth Kerney and others who worked so hard to turn the hundreds of screenshots into the high-quality work you now hold in your hands.
We Want to Hear from You!

As the reader of this book, you are our most important critic and commentator. We value your opinion and want to know what we're doing right, what we could do better, what areas you'd like to see us publish in, and any other words of wisdom you're willing to pass our way.

We welcome your comments. You can email or write to let us know what you did or didn't like about this book—as well as what we can do to make our books better.

*Please note that we cannot help you with technical problems related to the topic of this book.*

When you write, please be sure to include this book's title and author as well as your name and email address. We will carefully review your comments and share them with the author and editors who worked on the book.

**Email:** feedback@quepublishing.com

**Mail:** Que Publishing  
ATTN: Reader Feedback  
800 East 96th Street  
Indianapolis, IN 46240 USA

Reader Services

Visit our website and register this book at quepublishing.com/register for convenient access to any updates, downloads, or errata that might be available for this book.
Introduction

Microsoft did something quite extraordinary with the release of the original Surface. Not only was it the first tablet computer Microsoft had ever developed, but the operating system (Windows RT) that ran on it was a significant departure from anything Microsoft had ever created.

Over the past year, Microsoft has had a chance to reflect on the original Surface. They’ve taken those things that made the Surface unique and expanded on them. For example, the kickstand that was such a standout feature of the original Surface now offers two positions so that the Surface 2 is easier to use in your lap. Microsoft has also significantly beefed up the hardware and made the tablet a much higher performer. The result is a unique tablet that’s a pleasure to use.
Scratching the Surface

Your Surface 2 is made for work and play. Windows RT 8.1 includes Office 2013 RT, which includes Word, Excel, PowerPoint, OneNote, and Outlook. It also includes many other apps for information, entertainment, and productivity.

Here are just some of the things you can do with your Surface 2:

- Read news from major news outlets, sources for all your favorite topics, and even based on your own web searches.
- Get the latest weather, sports scores, travel ideas, stock quotes, and more.
- Listen to your music, discover new music, stream music, and buy music.
- Rent and purchase movies and TV shows from the Xbox Video Store.
- Access all your social networks, including pictures that are stored in the cloud, on Facebook, and SkyDrive.
- Open and edit Microsoft Office documents with full versions of Office applications.
- Watch video using Netflix, Hulu Plus, and more.
- Enhance your Surface 2 with apps from the Windows Store.

You can do all of this in a portable tablet; add a Touch Cover or a Type Cover, and you have a genuine laptop replacement in a lightweight package.

Why You’ll Love My Surface 2

Surface 2 for Windows RT 8.1 is accessible to all kinds of users, and so is My Surface 2. If you’re a nontechnical person, you’ll find the step-by-step approach in My Surface 2 to be refreshing and helpful. If you’re a technical person new to Windows RT 8.1, you’ll find plenty of tips and tricks to help you get the most out of your new tablet.

The book covers all the capabilities of your Surface 2 and is fully updated to reflect all the changes in Windows RT 8.1. I show you how to get the most out of each feature using a step-by-step approach, complete with figures that correspond to each step. You never have to wonder what or where to tap.
Each task shows you how to interact with your Surface using simple symbols that illustrate what you should do.

This icon means that you should tap and hold an object on the screen.

This icon means that you should drag an item on the screen.

This icon indicates that you should pinch on the screen.

This icon means that you should “reverse pinch.”

This icon indicates that you need to swipe on the screen.

Along the way, I add plenty of tips that help you better understand a feature or task. I also warn you with It’s Not All Good sidebars when you need to be careful with a particular task or when there are pitfalls that you need to know about. If you’re the kind of person who likes to dig a little deeper, you’ll enjoy the Go Further sidebars that provide a more in-depth look at particular topics.

Finally, for those of you with the paperback version of this book, you might notice that it isn’t a big and bulky book. It’s a handy size for taking with you when you go places with your Surface tablet. That way, you can always find the steps necessary to do what you want to do. Of course, if you prefer not to carry the book with you, you can always purchase the eBook version and read it on your Surface 2.

What You’ll Find in the Book

Your Surface 2 is full of surprises. The major functions are easy to discover, but some of the neater features are hidden away. As you read through this book, you’ll find yourself saying, “Wow, I didn’t know I could do that!” This book is designed to invoke just that kind of reaction.
Here are the things covered in this book:

- Chapter 1, “An Introduction to Surface 2,” provides an introduction to the Surface 2 hardware and gives you a primer on Windows RT 8.1.

- Chapter 2, “Connecting to Networks,” shows you how to connect to wireless networks, how you can access shared resources on your network, and how you can log in remotely to other computers on your network using your Surface 2.

- Chapter 3, “Using and Customizing the Start Screen,” walks you through using the new Windows Start screen, including details on how you can customize the Start screen and make it uniquely yours.

- Chapter 4, “Security and Windows RT 8.1,” shows you how to use user accounts and secure your Surface 2.

- Chapter 5, “Using Family Safety,” provides a thorough view of Family Safety, a feature that makes it easy to control what family members can do on your Surface 2, which apps they can use, and when they are able to use the device. You also learn how you can get reports on activity that kids and other family members are engaging in.

- Chapter 6, “Backing Up Your Data,” shows you how to use the unique features in Windows RT 8.1 to back up your data and keep it safe from data loss.

- Chapter 7, “Searching and Browsing the Internet,” covers the Bing app and Internet Explorer 11 on the Surface 2.

- Chapter 8, “Connecting with People,” demonstrates how you can interact with friends and family on your social networks.

- Chapter 9, “Using Mail,” covers the Mail app in Windows RT 8.1 and explains how to send and receive email.

- Chapter 10, “Using Calendar,” walks you through using the Calendar app to keep track of your appointments.

- Chapter 11, “Keeping Up to Date with News,” shows you how to read news and other information from sources all over the Web from within the News app.
• Chapter 12, “HomeGroups and SkyDrive,” explains how you can share data with others on your network with HomeGroups and how to use Microsoft SkyDrive to store and share files in the cloud.

• Chapter 13, “Discovering and Playing Music,” provides information on using the Music app to play your own music and to browse and play music from Xbox Music.

• Chapter 14, “Watching Video,” covers the Video app and Xbox Video, a service for renting and buying movies and TV shows.

• Chapter 15, “Pictures,” shows you how to use the Photos app to edit, view and manage pictures from your Surface 2 and from social networks and other computers.

• Chapter 16, “Using Maps,” walks you through using Maps, an app that provides detailed maps as well as directions.

• Chapter 17, “Creating Documents with Microsoft Word 2013,” covers using Microsoft Word to create and edit documents.

• Chapter 18, “Crunching Numbers with Microsoft Excel 2013,” walks you through using Microsoft Excel to create workbooks, including how you can use formulas and functions to create complex sheets.

• Chapter 19, “Presenting with Microsoft PowerPoint 2013,” walks you through using Microsoft PowerPoint to create compelling presentations.

• Chapter 20, “Organizing Notes with Microsoft OneNote 2013,” shows you how to use Microsoft OneNote to organize notes, synchronize them across your devices, and access them from anywhere.

• Chapter 21, “Using Email and Staying Organized with Microsoft Outlook 2013,” shows you how you can use Microsoft Outlook to send and receive email, keep track of calendar appointments, and organize daily tasks.

• Chapter 22, “Enhancing Windows with Apps,” shows you how to enhance the operation of your Surface 2 using apps from the Windows Store, complete with some great app recommendations.

• Chapter 23, “Updating and Troubleshooting Windows RT 8.1,” shows you how to update Windows RT 8.1 and how to troubleshoot and repair problems that you might encounter.
Go Beneath the Surface 2

Now that you know what's in store, it's time to start having fun digging deeper into the Surface 2. You're sure to learn new things and experience the thrill of what your Surface 2 can do, and you'll have fun doing it. Let's get started!
This page intentionally left blank
Restore your files when bad things happen.

Control what gets backed up and when it happens.

Easily back up your important files to another PC or a network drive.
Backing Up Your Data

Your Surface uses a solid-state hard drive. That means that it has no moving parts and, because of that, it’s faster and more mechanically reliable than a traditional hard drive. However, solid-state drives don’t even approach 100% reliability. That means that the chances of losing data stored on your Surface at some point is higher than you might think. Because most of us store irreplaceable data on our PCs these days (things such as priceless photographs), the importance of a good backup strategy simply cannot be overstated.

Configuring and Starting File History

File History is a feature in Windows RT 8.1 that makes it easy to automatically save backups of critical files to an external drive or a network drive. If something happens to damage your critical files, you can easily restore them from the backed-up source.
It’s Not All Good

File History Is Not a Full System Backup

File History backs up only your personal data files; it doesn’t back up system files. If you want to back up folders that exist outside the folders backed up by File History, you’ll need to add those folders to a library in Windows RT 8.1 and File History will back them up.

For more information on using Libraries in Windows RT 8.1, see Chapter 12, “HomeGroups and SkyDrive.”

Starting Your First Backup

You start your first backup by opening File History in Control Panel and pointing it to a removable drive.

Quickly Backing Up to a Removable Drive

When you insert a removable drive, such as a USB thumb drive, Windows RT 8.1 displays a notification asking you to tap to choose what to do when the removable drive is inserted. If you tap that notification, you can then choose to use the drive to back up your files in one step.

Note that the option to use the drive for File History backups appears only if File History is turned off when the drive is connected.

1. Make sure that you either have a USB thumb drive or another removable drive plugged in to your PC.
2. Press Winkey+W and enter File History into the search box.
3. Tap File History in the search results.
4. After your drive is found, tap Turn On to enable File History and back up your files.

5. Wait until the first backup of your files is complete before you remove the drive.

Selecting a Different Drive

After you've set up File History for the first time, you can change to a different drive for your backups. For example, you might want to back up to another machine on your network.

1. From File History in Control Panel, tap on Select Drive.

2. Select a drive from the list if your desired drive appears.

3. To add a network location for backup, tap Add Network Location.

4. Browse to the network location or enter a network path.

5. Tap Select Folder.

Existing Backups

If a backup already exists on the drive you choose, you will have an option to choose an existing backup. If you do, files backed up on the original drive will remain on that drive.
6. Tap OK to confirm the new drive.
7. Tap Yes to move your previously backed up files to the new drive; otherwise, tap No. (If your selected drive contains a previous backup, this step will be skipped.)

Unavailable Drives
File History is designed to accommodate situations where a backup drive becomes unavailable. If you unplug a removable drive, shut down a PC that you’re backing up to, put your PC to sleep, and so on, File History will recognize that and will quietly wait until the drive is available again. When it sees the drive again, it will pick up right where it left off.

Excluding Folders
You might want to exclude some folders from being backed up. For example, if you have temporarily saved some videos to your Videos library, you might want to exclude them from being backed up to save space in your backup drive.

1. From File History, tap Exclude Folders.
2. Tap Add.
3. Select the folder you want to exclude.
4. Tap Select Folder.
5. Tap Save Changes.

Choosing When Backups Happen

By default, your backups happen once per hour. You can change how often backups occur so that they occur more frequently or less frequently.

1. From File History, tap Advanced Settings.
2. Tap the Save Copies of Files drop-down and select a time interval for backups.
3. Tap Save Changes.

Backups Only When Changes Happen

File Historybacks up a file only if the file has changed since the last time it was backed up.
Controlling Local Disk Usage

If your backup drive isn’t available, File History still stores backups of files that change. It does so by using a portion of your local drive to store file changes in a cache. When the backup drive is available again, File History uses this cache to transfer backups made while the backup drive was unavailable.

By default, File History uses 5% of disk space on your local drive for caching. You can change how much disk space is used on the local drive for caching.

1. From the Advanced Settings screen, tap the Size of Offline Cache drop-down.
2. Choose a percentage of disk space that your backup cache should use on the local drive.
3. Tap Save Changes.
Controlling How Long Backups Are Kept

By default, File History saves your backups forever; however, this can quickly fill up your backup drive. You can control how long File History saves backups.

1. From the Advanced Settings screen, tap the Keep Saved Versions drop-down.
2. Choose a new value to set how long File History keeps your backups.
3. Tap Save Changes.

Restoring Files

File History makes it easy to locate the backed-up copies of your files and restore them. You can restore files to the same folder where they were located when File History backed them up, but you can also choose to restore files to a different location if you prefer.

Restoring Files to the Original Location

You can browse your backed-up files and easily restore one or more of them to the original file location.

1. From File History, tap Restore Personal Files.
2. Double-click on a folder to browse files inside the folder.

3. Tap the up arrow to go back to the parent folder.

4. Select a previous path from the drop-down to quickly navigate to that path.

5. Tap the Gear icon, and then tap the View menu to change the view.

6. Tap Previous Version to see an earlier version of backed-up files.

7. Tap Next Version to see later versions of backed-up files.

8. Select one or more files or folders, and tap Restore to restore them to the original location.

Resolving File Conflicts

If you attempt to restore a file to your local drive and that file already exists in the same location, File History enables you to overwrite the existing file, skip the file restore, or view information about the original file and the backed-up file so that you can decide what you would like to do.

1. Tap Restore to restore one or more existing files.

2. Tap Replace to overwrite the existing file or files.

3. Tap Skip to skip the file or files.

4. Tap Compare Info for Both Files if only one conflict exists or Let Me Decide for Each File if multiple conflicts exist to compare the files and select those that you want to keep.
5. Check a location to keep all files in that location. (Files from the backup are listed on the left.)

6. Check individual files to keep specific files.

7. Check Skip to skip all files that have the same date and size.

8. Tap Continue to perform the actions you selected.

**Resolving Conflicts**

File History tries to help you resolve conflicts by bolding differences in file attributes. If one version of a file has a larger file size than another, File History displays the larger size in a bold font. If one file has a later date than another, the one with the later date appears bolded.

**Restoring to a Different Location**

If you would like to restore files to a location other than their original location, you can easily do that. This is useful in cases where you want an additional copy of a file on your local machine or if you want to restore files to a USB thumb drive or another removable device.

1. Select the files or folders you want to restore.

2. Tap and hold on one of the files to show the context menu, and tap Restore To on the context menu.
3. Select a location where you would like to restore the files or folders.
4. Tap Select Folder to restore the files.

Cleaning Up Files

By default, File History saves your backed-up files forever. In many cases, you will want to keep all versions of your files, but if you have files that change often, keeping all versions might mean that your backups use more disk space than you would like. Fortunately, you can clean up backed-up files so that you can free disk space on your backup drive.

Performing a Clean Up

When you clean up file versions, you can specify to clean up files older than a certain time frame, or you can clean up all versions except the most recent version. In no cases will cleaning file versions remove the latest version of a file.

1. From the Advanced Settings dialog in File History, tap Clean Up Versions.
2. Select an option from the Delete Files drop-down. By default, a cleanup will remove all files older than one year, but you can modify that as desired.

3. Tap Clean Up to delete the file versions in the backup as per your selection.

File History Might Not Find Files to Delete
If File History cannot find any files in your backups that are old enough to be deleted given your selected timeframe, it will notify you and ask you to choose a shorter period of time.

It’s Not All Good

Grab a Snack
If your backups are on a network location, it could take quite a while for File History to parse through your files and clean things up. Start the process, and then go grab a snack.

Troubleshooting File History
If you see error messages that don’t provide enough detail for you to figure out what went wrong, or if you notice that files you expect to be backed up aren’t getting backed up, you can view detailed logs from the Windows Event Viewer.
Viewing File History

Event History

You can view details of all File History events in the Windows Event Viewer.

1. From the Advanced Settings screen in File History, tap the Open File History Event Logs link.
2. If prompted, enter your password for User Account Control.
3. Select an event to see more details about it.

It’s Not All Good

File History Events

File History will likely log plenty of events that make no sense to you. Don’t worry about them. The Event Viewer logs are really intended to be used by advanced users. However, if you do see an error that looks serious and you need more information on it, a search of Microsoft’s Knowledge Base at support.microsoft.com might give you the information you need.
access requests (Family Safety), responding to, 111-112, 115
activity reports (Family Safety), 97-100, 116
addresses, finding via Maps app, 374
Administrators
   Administrative Tools, displaying, 58
   user accounts
      changing account type, 84
      managing, 78
Aerial view (Maps app), 371
Airplane mode (wireless network connections), 39
album art, adding to Music app, 299
aligning objects in slides (PowerPoint 2013 presentations), 430
allowing/blocking
   Allow lists (web filtering), 102-103
   apps, 110
games, 110
   websites from activity reports (Family Safety), 104
Amazon.com, Kindle app, 500-501
animations (PowerPoint 2013 presentations), 435-436
AOL accounts, adding to Mail app, 200
apps, 52. See also Start screen; tiles
   Apps screen, 49
   Calendar app, 240-254
canceling installations, 490
categorizing, 49
closing, 51
connected standby, 517
content sharing, 188-190
eBay app, 505-506
Family Safety, 106-107, 110
finding, 50
free apps, 489
groups, 54-55
Hyper app and YouTube, 498
iHeartRadio app, 499
IMAP mail accounts, 202
installing, 489-490, 493
Kindle app, 500-501
launching, 48-49
lock screen, 23-24
Mail app, 196-236
multiple apps, displaying simultaneously, 53
Netflix app, 495-496
News360 app, 503-504
News app, 257-275
pinning to Start screen, 60
POP mail accounts, 202
Reading List app, 263-265
refreshing and repairing PCs, 513
reinstalling, 491
searching for, 50
Share apps, listing in alphabetical order, 192
Skype app, 497
sorting, 49
switching between, 16, 51
telecommunication, 22
thumbnails, displaying, 52
uninstalling, 490-491
updating, 492-493
WeatherBug app, 502
Windows Store, 485-488
YouTube-related apps, 498

articles (News app)
emailing, 273
pinning sections to Start screen, 261
reading, 258-259, 266-268
Reading List app, adding articles to, 263-264
sharing on social networking sites, 274-275
aspect ratio, changing (Camera app), 361
assigned access, 85-87
attachments (email), Mail app, 210, 232
audio
microphones, 11
volume control, 11, 26
AutoFill feature (Excel 2013 workbooks), 415
Auto Fix feature (Photos app), 350
auto-locking PCs (security), 69
automatic groups, 54
automatic replies (email), Mail app, 235-236
automatic save (SkyDrive), disabling, 287
automatic wireless network connections, 35
autosaving notebooks (OneNote 2013), 442

B
background pictures
Lock screen, 346
Start screen, 56-57
backups
drives, selecting, 121-122
files

cleaning up, 128-129
File History, 119-120, 129-130, 516

restoring from backups, 125-127
first backups, starting, 120-121
folders, excluding, 122
local disk usage, controlling, 124
recovery keys (BitLocker), 90
removable drives, 120
saving, 125
scheduling, 123
battery life, 10, 517-519
billing information, Xbox Music Pass, 306
Bing Maps service. See Maps app
Bing News, 257
adding
multiple news sources via News app, 270
news sources via News app, 269
news topics via News app, 271
customizing, 269-272
News app
deleting sections, 272
rearranging sections, 272
removing news sources, 269-270
reading articles, 258-259
Reading List app, adding articles to, 263-264
videos, viewing, 260
Bing search, 142-144
Bird’s Eye view (Maps app), 372
birthday calendars in Calendar app, 243
BitLocker, 90
blank documents (Word 2013), creating, 384
blank tabs, creating (Internet Explorer 11), 158
blocking/allowing apps, 110
Block lists (web filtering), 102-103
games, 110
websites from activity reports (Family Safety), 104
Bluetooth devices, 19-20
book apps, 500-501
brightness (screen), adjusting, 27
browsers. See Internet Explorer 11
browsing
pictures in Pictures library (Photos app), 342
SkyDrive files, 282-283
Television Store (Xbox Video Store), 331
videos in Pictures library (Photos app), 342
Windows Store categories, 484
Xbox Video Store (Video app), 326-327
buying
movies from Xbox Video Store (Video app), 329
music
deleting purchased music, 302
Xbox Music Store, 296, 299
restricting purchases via Family Safety, 110
TV shows from Television Store (Xbox Video Store), 333, 334
Xbox Music Pass, 306

C
Calendar app
adding calendars to, 240-242
birthday calendars, 243
Day view, 247
display color, changing, 243
events, 244-253
Google Calendar and, 240
hiding calendars, 242
holiday calendars, 243
Microsoft accounts, adding, 241
Month view, 245

316
reminders, 251
Week view, 246
What’s Next view, 244
Camera app. See also Photos app
aspect ratio, 361
Camera Roll, 364-365
Exposure changes, 360
Grid Lines, 362
location information, adding, 360-361
panoramic pictures, 363-364
taking pictures, 359
video, recording, 362
cells (Excel 2013 workbooks)
formatting, 414
formulas, 416-418
Insert Function dialog, 417
selecting within, 416
character styles (Word 2013 documents), 393
charms, 16-17
chats
Lync (Microsoft), 22
Skype app, 497
Clipboard, copying screen clippings to (OneNote 2013 notebooks), 459
Cloud. See also SkyDrive
contacts and, 170-172
music
Cloud-only music, 304
deleting, 302
matching music in a collection, 304
playing, 300
pages (OneNote 2013 notebooks), adding pictures to, 450
Word 2013 documents
adding pictures to, 396
sharing, 402
color
calendar app, changing display color, 243
pictures, adjusting color via Photos app, 354-355
sections (OneNote 2013 notebooks), changing In, 443
Start screen color schemes, 56-57
columns (Excel 2013 workbooks), resizing, 413
connected standby, 517
connecting to wireless networks, 33
Airplane mode, 39
automatic connections, 35
disconnecting from networks, 38-39
hidden network connections, 36-37
public networks, 39
remote connections, 42-45
sharing connections, 35, 39-41
SSID, 34
contacts, 169
app content, sharing, 190
Cloud and, 170-172
People app, 170
changing sort order, 173
creating new contacts, 179-180
deleting contacts, 180-181
editing contacts, 182-183
filtering contacts, 174
linking contacts, 174-176
making contacts favorites, 177
pinning contacts to Start screen, 178
removing all contacts from services, 181-182
removing favorite status from contacts, 177
someone via People app, 184-185
syncing, 172
unlinking contacts, 176
screenshots, sharing, 190-191
content sharing
app content, 188-190
often-shared shortcut list, 192-193
screenshots, 190-191
Share apps, listing in alphabetical order, 192
Share charm, 189-191
sharing contract, defining, 188
web page content, 188
controls (Surface 2), navigating, 10, 11
conversations (Outlook 2013), ignoring, 476
cookies, blocking (Internet Explorer 11), 154
copying
pages (OneNote 2013 notebooks), 452
sections (OneNote 2013 notebooks), 446
copy protection (movies), Xbox Video Store (Video app), 330
covers, 13-14
cropping pictures in Photos app, 346, 349
curfews/time limits (Family Safety), 105-106
current location, viewing (Maps app), 370
customizing
Bing News, 269-272
Bing search personalization settings, 144
calendar color in Calendar app, 243
lock screen, 23
News360 app, 504
Reading view (Internet Explorer 11), 149
Start screen, 56-62
transitions (PowerPoint 2013 presentations), 434
What’s Next view (Calendar app), 244
Index

D

data entry, Excel 2013 workbooks, 413
Autofill feature, 415
determining data patterns, 415
filtering data, 421
formatting data, 414
data patterns (Excel 2013 workbooks), determining, 415
Day view (Calendar app), 247
Default Mail app, configuring, 479
default view (Video app), setting, 325
deleting
contacts from People app, 180-181
e-mail from Mail app, 212
events (Calendar app), 254
Favorites (Internet Explorer 11), 162
folders from Mail app, 221
frequent site tiles (Internet Explorer 11), 164
music from Music app, 302-303
news sources from Bing News, 269-270
pages (OneNote 2013 notebooks), 453, 457-458
pictures from Photos app, 344-345
playlists (Music app), 315
Radio (Music app) radio stations, 318
sections of Bing News, 272
sections (OneNote 2013 notebooks), 447, 457-458
SkyDrive files, 286
slides (PowerPoint 2013 presentations), 427
videos from Video app, 324
desktops
apps, launching, 384
Remote Desktop, 45
enabling connections, 42-43
remote computer connections, 43-44
Word 2013 documents, sharing, 400
Device charm, 17
Dictionary (Word 2013 documents), 398-399
directions (Maps app), 367
addresses, finding, 374
Aerial view, 371
Bird’s Eye view, 372
current location, viewing, 370
Directions feature, 376-377
favorites, editing, 378-379
kilometers, changing to, 370
location services, 369
moving around maps, 368
pins, 375
places, searching for, 374
Road view, 371
scale, 368
search history, 374
sharing maps, 380-381
styles, changing, 371
traffic, viewing, 373
Update My Location feature, 376
zooming in/out of maps, 368-370
disabling
automatic save (SkyDrive), 287
Bing search, 142
Family Safety, 96
notifications, 21
offers to save passwords (Internet Explorer 11), 165
offline reading (News app), 262
disconnecting from wireless networks, 38-39
distance in Maps app, determining, 368
documents (Word 2013), 383
adding pictures, 395-396
blank documents, 384
changing picture layouts, 397
creating, 384
Dictionary, 398-399
formatting
Format Painter, 407
pictures, 395-397
text, 391-394
input mode, adjusting, 406
managing, 389
Mouse mode input, 406
opening, 388-389
printing, 403-404
proofing, 398-400
Quick Access toolbar, 405
saving, 386-387
sharing, 400-403
switching accounts in, 390
template-generated documents, 385
Thesaurus, 400
Touch mode input, 406
XPS documents, reading on Macs, 403
zooming in/out, 391
do not track code, Internet Explorer 11, 153-154
downloading
e-mail via Mail app, 203-204
movies from Xbox Video Store, 329, 335
music
Music app, 301
Xbox Music Pass, 307-308
drafts (email), saving via Mail app, 233-234

eBay app, 505-506
editing
contacts in People app, 182-183
events (Calendar app), 253
Favorites (Internet Explorer 11), 162-163
Maps app favorites, 378-379
News360 app, 504
pictures in Photos app, 346, 349-358
playlists (Music app), 314
styles (text), 393-394
effects, applying to pictures (Photos app), 356
e-mail, 273
contacts, sharing app content with, 190
Family Safety, 115-116
Mail app
account email notifications, 207
adding AOL accounts, 200
adding custom accounts, 201-202
adding Exchange accounts, 198-199
adding Google accounts, 199-200
adding Outlook.com (Hotmail) accounts, 196-197
adding Yahoo! accounts, 200
attachments, 210, 232
changing account passwords, 206
composing email, 228-229
creating folders, 218
creating subfolders, 219
deleting all email from folders, 212
deleting email, 212
deleting folders, 221
downloading email, 203-204
emojis in email, 231-232
entering addresses, 228
favorite folders, 222
favorite people status, 207, 223
formatting text, 231
IMAP email accounts, 202
managing rules, 226
marking email as read/unread, 211
moving messages, 224-225
organizing email, 206
pinning folders to Start screen, 215-217
POP email accounts, 202
reading email, 209-211
removing accounts, 208
renaming accounts, 204
renaming folders, 220
renaming subfolders, 220
replying to email, 230, 235-236
saving drafts, 233-234
sending automatic replies, 235-236
signatures, 234-235
sweeping mail, 227-228
syncing email, 204-205
undeleting email, 213
unread email, 209-211
outgoing email, 203
Outlook 2013
adding email accounts, 463-468
categorizing messages, 476-478
changing outgoing server port, 469-470
Default Mail app configuration, 479
filtering messages by category, 478
first time startup, 464
ignoring conversations, 476
IMAP email accounts, 467-468
launching, 464
moving messages, 474-477
organizing messages, 474-477
POP email accounts, 467-468
port 25, 469
reading email, 471
replying to email, 472
sending email, 473-474
sending test messages, 469
Share charm and, 480
Windows 8.1 RT configuration, 479-480
port 25 (outgoing email port), 203
sharing maps via, 380-381
pictures via, 348
Word 2013 documents, sharing via, 401-402
encrypted files, 65
ESRB game rating system, 109
events (Calendar)
adding basic events, 248-249
Day view, viewing in, 247
deleting, 254
editing, 253
Month view, viewing in, 245
private events, 252-253
quickly creating events, 250
recurring events, 251
saving, 254
specifying status of, 252
Week view, viewing in, 246
Excel 2013 workbooks, 409
AutoFill feature, 415
cells
creating formulas from selections, 418
directly entering formulas into cells, 416
formatting, 414
Insert Function dialog, 417
creating, 410
data entry, 413-415, 421
filtering data, 421
formatting data, 414
formulas, 416-418
freezing panes, 419
Insert Function dialog, 417
New screen, 410
opening, 411
resizing columns, 413
saving, 411-412
sheets
creating, 420
switching, 420
Exchange accounts, adding to Mail app, 198-199
Exchange calendars, adding to Calendar app, 241-242
Exposure (Camera app), changing, 360

F
Facebook
People app, viewing updates via, 187
pictures, adding to documents (Word 2013), 396
Word 2013 documents, 402
Family Safety, 95. See also SafeSearch
access requests, responding to, 111-112
accounts, linking, 113-114
activity reports, 97-100, 104, 116
apps, blocking/allowing, 106-107, 110
disabling, 96
e-mail notifications, 115-116
enabling, 96
games, 106-110
parents, adding, 113
store restrictions, configuring, 110
time limits/curfews, setting, 105-106
user management, 112-114
web filtering, 102-104
favorite folders, adding/removing from Mail app, 222
favorite people status (Mail app), 207, 223
Favorites (Internet Explorer 11), 160-163
File History, 119
backups, 120, 123-125, 516
cleaning up file versions, 128-129
drives, selecting, 121-122
event history, viewing, 130
first backups, starting, 120-121
folders, excluding, 122
local disk usage, controlling, 124
removable drives, backing up to, 120
restoring files, 125-127
troubleshooting, 129-130
files, 65, 280-289
backups, restoring from, 125-127
File History, cleaning up via, 128-129
filtering
contacts in People app, 174
e-mail by category in Outlook 2013, 478
Excel 2013 workbook data, 421
web filtering, Family Safety, 102-104
finding
addresses via Maps app, 374
apps, 50
QuickNotes, 461
focus (selective), applying to pictures (Photos app), 357-358
folders, 284
backup folders, excluding, 122
e-mail folders
creating in Mail app, 218
deleting from Mail app, 221
favorite folders, adding/removing from Mail app, 222
pinning to Start screen, 215-217
renaming in Mail app, 220
renaming subfolders in Mail app, 220
subfolders, 219-220
Windows Music Library, organizing, 297-298
fonts, changing size of in Reading view (Internet Explorer 11), 149
footers and headers
(PowerPoint 2013 presentations), 439
formatting
e-mail, Mail app, 231
Excel 2013 workbooks, 414
pictures in Word 2013 documents, 395-397
text in Word 2013 documents
creating styles, 394
editing styles, 393-394
existing text, 391
Format Painter, 407
new text, 392
previewing styles, 394
using styles, 392-393
formulas (Excel 2013 workbooks), 416-418
Forward button (Internet Explorer 11), 147
free apps, 489
freezing panes (Excel 2013 workbooks), 419

games
Family Safety, 106-110
Minesweeper (Microsoft), 498
versus games, 101
Google accounts, adding to Mail app, 199-200
Google Calendar and Calendar app, 240
Grid Lines, showing (Camera app), 362
groups (Start screen), 54-55

H
hard drives (solid-state), 119
headers and footers
(PowerPoint 2013 presentations), 439
headphone jack, 11
help
battery, 517-519
File History, 129-130
performance, 517-519
videos, 323
Windows 8.1 RT, 513-519
hero searches, 141-142
hidden wireless networks, connecting to, 36-37
hiding calendars in Calendar app, 242
notifications, 28
holiday calendars in Calendar app, 243
HomeGroups, 277-281
Hotmail (Outlook.com) accounts, adding to Mail app, 196-197
calendars, adding to Calendar app, 240
HTML email, reading in Mail app, 209
Hyper app and YouTube, 498
hyperlinks. See links
I
ignoring conversations in Outlook 2013, 476
iHeartRadio app, 499
images. See pictures
IMAP email
adding accounts to Outlook 2013, 467-468
Mail app, 202
InPrivate tabs (Internet Explorer 11), 159
input mode (Word 2013 documents), adjusting, 406
Insert Function dialog (Excel 2013 workbooks), 417
installing apps, 489-493
Windows 8.1 RT updates, 510-513
Internet Explorer 11, 145-146
Favorites, 160-163
Forward button, 147
frequent sites, 163-164
passwords, 164-167
privacy, 152-156, 159
Reading view, 147-149
Start screen, pinning web pages to, 150
Tabs, 157-163
web page searches, 150
websites, opening, 146
Zoom level, setting, 151
J
jump drives, backing up to, 120
K
keyboard (Touch Keyboard), 17-18
keyboard shortcuts
categorizing email in Outlook 2013, 477
deleting email, 212
Kickstand, 13
kilometers, changing to (Maps app), 370
Kindle app, 500-501
launching apps, 48-49
desktop apps, 384
Outlook 2013, 464
layouts, changing
picture layouts (Word 2013 documents), 397
slides (PowerPoint 2013 presentations), 428
lighting (pictures), adjusting in Photos app, 353
links
contacts, linking in People app, 174-176
e-mail links, changing
email apps used for, 480
opening in new tabs (Internet Explorer 11), 157
search result links, copying via Smart Search, 135
user accounts, linking in Family Safety, 113-114
Live Tiles, 15, 61-62
local accounts
adding, 79-80
changing to Microsoft accounts, 88-90
passwords, 68
recommendations against, 79
switching, 87, 90-93
local disks, controlling usage of (backups), 124
location (current), viewing via Maps app, 370
location information, adding to pictures (Camera app), 360-361
location services
disallowing (Internet Explorer 11), 155
Maps app, 369
Lock screen, 23-25, 346
locking PCs, 68-69
logging in/out (signing in/out), 69, 77-78
Lync (Microsoft), receiving calls, 22
MAC addresses, location services, 369
Macs, reading XPS documents, 403
magazine apps, 500-501
Mail app
account email notifications, 207
adding accounts, 196-202
attachments, 210, 232
changing account passwords, 206
composing email, 228-229
deleting all email from folders, 212
deleting email, 212
downloading email, 203-204
email signatures, 234-235
emoticons in email, 231-232
entering addresses, 228
favorite people status, 207, 223
folders
creating, 218
deleting, 221
deleting all email from, 212
favorite folders, 222
renaming, 219-220
pinning to Start screen, 215-217
renaming, 220
formatting text, 231
IMAP mail accounts, 202
managing rules, 226
marking email as read/unread, 211
moving messages, 224-225
organizing email, 206
POP mail accounts, 202
reading email, 209-211
removing accounts, 208
renaming accounts, 204
replying to email, 230, 235-236
saving drafts, 233-234
sending automatic replies, 235-236
sweeping mail, 227-228
syncing email, 204-205
undeleting email, 213
unread email, 209-211
managing documents (Word 2013), 389
Maps app, 367
addresses, finding, 374
Aerial view, 371
Bird’s Eye view, 372
current location, viewing, 370
Directions feature, 376-377
distance, determining, 368
favorites, 378-379
kilometers, changing to, 370
location services, 369
moving around maps, 368
pins, 375
places, searching for, 374
Road view, 371
scale, 368
search history, 374
sharing maps, 380-381
styles, changing, 371
traffic, viewing, 373
Update My Location feature, 376
zooming in/out of maps, 368-370
memory, increasing, 10
microSDXC cards, increasing memory, 10
Microsoft accounts, 79
adding, 81-82
Calendar app, adding accounts to, 241
changing local accounts to, 88-90
creating, 90
recovery keys (BitLocker), backing up, 90
security, 90
SkyDrive, connecting to, 282
switching, 87, 90-93
syncing settings with Surface 2, 29-30
using existing accounts, 81
Minesweeper (Microsoft), 498
Miracast video projection, 337
misspelled words, correcting in Word 2013 documents, 398
Month view (Calendar app), 245
mouse
Mouse mode (Word 2013 documents), 406
notebooks (OneNote 2013), moving sections, 446
movies
Netflix app, 495-496
sharing, 332
Xbox Video Store (Video app), 328-330, 335
moving
between notebooks (OneNote 2013), 446
email in
Mail app, 224-225
Outlook 2013, 474-477
Maps app, 368
notebooks (OneNote 2013), 456
pages (OneNote 2013 notebooks), 452
sections (OneNote 2013 notebooks), 446
multiple apps, displaying simultaneously, 53
music apps
iHeartRadio app, 499
Music app, 291
album art, 299
automatically downloading music, 301
Cloud and, 300-304
deleting music, 302-303
metadata, 299
playlists, 312-316
Radio, 316-318
sharing music, 300
SkyDrive, uploading music to, 300
streaming music, 313
Windows Music Library, 297-298
Xbox Music, 292-295, 300
Xbox Music Pass, 301, 305-308
Xbox Music Store, 295-296, 299, 302-304
Play, 308-311
muting volume, 26

N
naming
email accounts (Mail app), 204
folders in Mail app, 220
groups, 55
pages (OneNote 2013 notebooks), 451
playlists (Music app), 313-314
section
OneNote 2013 notebooks, 444
PowerPoint 2013 presentations, 438

network connections (wireless), 33
Airplane mode, 39
automatic connections, 35
disconnecting from networks, 38-39
hidden network connections, 36-37
public networks, 39
remote connections, 42-45
sharing connections, 35, 39-41
SSID, 34

News app
articles, 263-264
emailing, 273
pinning sections to Start screen, 261
reading, 258-259
sharing on social networking sites, 274-275
Bing News, 257-260, 263-264, 269-272
news topics, adding, 271
offline reading, disabling, 262
videos, viewing, 260
New screen (Excel 2013 workbooks), 410
news/weather apps, 502-504
notebooks (OneNote 2013), 441
adding screen clippings, 458-459
creating, 454
moving, 456
moving between, 446
opening, 455
pages
adding pictures, 449-450
adding text, 448
copying, 452
creating, 448
deleting, 453, 457-458
moving, 452
renaming, 451
saving, 442
sections
changing color, 443
copying, 446
creating, 442
deleting, 447, 457-458
merging, 444
moving, 446
removing color, 443
renaming, 444
Send to OneNote feature, 458-461
sharing, 456
switching, 455
notifications, 207
disabling, 21
hiding, 28
Quiet Hours feature, 22
Windows RT 8.1 notifications, viewing, 21
Now Playing feature (Music app playlists), 315
Now Playing playlist (Music app), 312
Office 2013. See Excel 2013 workbooks; OneNote 2013 notebooks; PowerPoint 2013 presentations; Word 2013 documents
OneNote 2013 notebooks, 441
adding screen clippings, 458-459
creating, 454
moving, 456
moving between, 446
opening, 455
pages
adding pictures, 449-450
adding text, 448
copying, 452
creating, 448
deleting, 453, 457-458
moving, 452
renaming, 451
saving, 442
sections
changing color, 443
copying, 446
creating, 442
deleting, 447, 457-458
merging, 444
moving, 446
removing color, 443
renaming, 444
Send to OneNote feature, 458-461
sharing, 456
switching, 455
on/off switch, 11
opening
documents (Word 2013), 388-389
notebooks (OneNote 2013), 455
presentations (PowerPoint 2013), 426
SkyDrive files, 283-284
workbooks (Excel 2013), 411
organizing
apps, 54-55
default Mail app configuration, 479
e-mail
Mail app, 206
Outlook 2013, 474-477
Start screen, 54-55
Windows Music Library, 297-298
Outlook 2013
Default Mail app configuration, 479
e-mail
categorizing, 476-478
filtering by category, 478
ignoring conversations, 476
moving, 474-477
organizing, 474-477
reading, 471
replying to, 472
sending, 473-474
e-mail accounts
adding, 463-468
changing outgoing server port, 469-470
IMAP accounts, 467-468
POP accounts, 467-468
first time startup, 464
launching, 464
port 25, 469
Share charm and, 480
test messages, sending, 469
Windows 8.1 RT configuration, 479-480
Outlook.com (Hotmail) accounts, adding to Mail app, 196-197
calendars, adding to Calendar app, 240

P
pages (OneNote 2013 notebooks)
adding pictures, 449-450
text, 448
copying, 452
creating, 448
deleting, 453, 457-458
moving, 452
renaming, 451
pages (specific), printing (Word 2013 documents), 404
Pandora app, 317
panes (Excel 2013 workbooks), freezing, 419
panoramic pictures, Camera app, 363-365
paragraph styles (Word 2013 documents), 393
parental controls. See Family Safety
passwords, 73. See also PIN changing, 66-67, 72-73, 206
creating, 70-71
HomeGroups, 279
Internet Explorer 11, 164-167
local accounts, 68
Mail app email accounts, 206
PIN and, 78
removing, 75
services, adding, 172
viewing characters at entry, 67
patterns (data), determining in Excel 2013 workbooks, 415
PC security
file encryption, 65
locking PCs, 68-69
logging in (signing in), 77-78
Microsoft accounts, 90
passwords, 66-78
PIN, 75-78
signing in/out (logging in/out), 69, 77-78
people
Cloud and, 170-172
contacts, 169-185, 190-191
People app, 184
changing sort order, 173
creating new contacts, 179-180
contacts, 170-185
deleting contacts, 180-181
editing contacts, 182-183
Facebook, 187
filtering contacts, 174
linking contacts, 174-176
making contacts Favorites, 177
pinning contacts to Start screen, 178
posting to social networks, 185-186
removing all contacts from services, 181-182
removing contact status from Favorites, 177
Skype, 188
social networking, 185-186
syncing, 172
Twitter, 187
unlinking contacts, 176
viewing updates to social networks, 186
sharing content with, 188-191
performance
battery life, 517-519
videos in Video app, troubleshooting, 323
peripherals
adding, 19-20
mouse, 446
removing, 20
trackpads, 446
personalization settings (Bing searches), changing, 144
Personal Videos section (Video app), 321-324
phone calls
Lync (Microsoft), receiving calls, 22
Skype app, 497
pictures
album art, adding to Music app, 299
Bing News, viewing information about pictures, 258
Camera app, 358
aspect ratio, 361
Exposure changes, 360
Grid Lines, 362
location information, 360-361
panoramic pictures, 363-365
recording video, 362
taking pictures, 359
viewing pictures and videos in Camera Roll, 364
cropping, 346, 349
deleting, 344-345
Lock screen, 25, 346
pages (OneNote 2013 notebooks), adding pictures to, 449-450
panoramic pictures, 363-365
Photos app
   adding pictures to Pictures library, 340
   Auto Fix feature, 350
   browsing, 342
   color adjustments, 354
   color enhancements, 355
   cropping pictures, 346, 349
   deleting pictures, 344-345
   lighting adjustments, 353
   pinching/reverse pinching, 351
   red eye removal, 351
   retouching pictures, 352
   rotating pictures, 349
   saving edits, 350
   selective focus, 357-358
   setting Lock screen background picture, 346
   setting Photo app tile picture, 346
   sharing pictures via email, 348
   shuffling Photo app tile picture, 347
   slide shows, 343
   tile pictures, 346-347
   vignette effect, 356
   zooming in/out of pictures, 351
picture passwords, 70-75, 78
Pictures library (Photos app), 340-342
   rotating, 349
   saving edits, 350
   screen clippings, 458-459
   screenshots, sharing, 190-191
   searches, 136, 139
   slide shows, 25, 343
   Start screen, 56-57
   tile pictures, 346-347
   Word 2013 documents, 395-397
PIN, 75-78. See also passwords
pinching/reverse pinching documents (Word 2013), 391
pictures in Photos app, 351
pinning apps to Start screen, 60
   articles to Start screen via News app, 261
   contacts to Start screen, 178
   email folders to Start screen, 215-217
   news sources to Start screen via News app, 268
   web pages to Start screen (Internet Explorer 11), 150
pins (Maps app), adding/removing, 375
Play, 308-311. See also Music app
playlists (Music app), 312-316
POP email accounts, adding to Outlook 2013, 467-468
Mail app, 202
portable drives, backing up to, 120
ports
   Outlook 2013 server ports, changing, 469-470
   port 25 (outgoing email port), 203, 469
   Surface 2 ports, navigating, 10-11
PowerPoint 2013 presentations, 423
   animations, 435-436
   changing templates, 424
   creating, 424
   deleting, 427
   headers and footers, 439
   opening, 426
   saving, 425
   sections, 438
   slides, 426-430, 437
   themes, 431-432
   transitions, 433-434
power switch, 11
previewing styles (text), 394
   transitions (PowerPoint 2013 presentations), 433
printing, 17, 403-404
privacy
   Internet Explorer 11, 152-156, 159
   private events (Calendar app), 252-253
proofing Word 2013 documents, 398-400
public networks (wireless network connections), 39
purchasing
   movies from Xbox Video Store (Video app), 329
   music
      deleting purchased music, 302
      Xbox Music Store, 296, 299
   restricting purchases via Family Safety, 110
   TV shows from Television Store (Xbox Video Store), 333-334
   Xbox Music Pass, 306
Q
Quick Access toolbar (Word 2013 documents), 405
QuickNotes, 461
Quiet Hours feature, 22
R
radio apps, 499
Radio (Music app), 316-318
rating/reviewing apps, 485-487
ratings systems, restricting games via, 108-109
reading email
   Mail app, 209, 211
   Outlook 2013, 471
   Kindle app, 500-501
Reading List app, 263-265
Reading view (Internet Explorer 11), 147-149
rearranging tiles (apps), 54
rebooting, assigned access, 86
recovery keys (BitLocker), backups, 90
recurring events (Calendar app), 251
Recycle Bin, 345, 457-458
red eye, removing from pictures, 351
refreshing PCs, 513-515
reminders (Calendar app), setting, 251
Remote Desktop, 42-45
remote wireless network connections, 42-45
removable drives, backing up to, 120
removing
categories from Outlook 2013, 478
devices, 20
e-mail accounts from Mail app, 208
filters from Outlook 2013 categories, 478
news sources from Bing News, 269-270
personal information from Live Tiles, 62
picture passwords, 75
PIN, 77
pins (Maps app), 375
tiles (apps) from Start screen, 59
user accounts, 83
renaming
email accounts (Mail app), 204
folders in Mail app, 220
pages (OneNote 2013 notebooks), 451
playlists (Music app), 314
sections (OneNote 2013 notebooks), 444
renewing Xbox Music Pass, 306
renting movies from Xbox Video Store (Video app), 328
repairing PCs, 513-515
repeating songs in playlists (Music app), 316
replying to email Mail app, 230, 235-236
Outlook 2013, 472
request emails (Family Safety), 115
resetting Windows 8.1 RT, 516
resizing columns (Excel 2013 workbooks), 413
restoring files from backups, 125-127
restricting
apps (Family Safety), 107
games (Family Safety), 108-109
retouching pictures in Photos app, 352
reverse pinching/pinching documents (Word 2013), 391
pictures in Photos app, 351
reviewing/rating apps, 485, 487
Road view (Maps app), 371
rotating pictures via Photos app, 349
rotation lock (screen), 27
rules (apps), managing, 226
S
SafeSearch, 136, 144-145.
See also Family Safety
saving
attachments (email) in Mail app, 210
backups, 125
documents (Word 2013), 386-387
drafts (email) via Mail app, 233-234
edits to pictures in Photos app, 350
events (Calendar app), 254
notebooks (OneNote 2013), 442
presentations (PowerPoint 2013), 425
workbooks (Excel 2013), 411-412
scheduling backups, 123
screen
brightness, adjusting, 27
rotation lock, 27
screen clippings, notebooks (OneNote 2013), 458-459
screenshots, sharing, 190-191
searches
apps, 50, 488
Bing search, 142-144
histories, clearing, 143
Internet Explorer 11, 150
Maps app, 374
SafeSearch, 136, 144-145
Smart Search, 134-145
Thesaurus (Word 2013 documents), 400
Windows Store, 488
Xbox Video Store (Video app), 327
season passes (TV shows), 334
sections
OneNote 2013 notebooks
color, 443
copying, 446
creating, 442
deleting, 447, 457-458
merging, 444
moving, 446
renaming, 444
PowerPoint 2013 presentations, 438
security
encrypted files, 65
Family Safety, 95-97
access requests, 111-112
activity reports, 104, 116
adding new parents, 113
apps, 106-107, 110
blocking websites from activity reports, 104
curfews/time limits, 105-106
e-mail notifications, 115-116
games, 106-110
linking accounts, 113-114
request emails, 115
store restrictions, configuring, 110
time limits/curfews, 105-106
user management, 112-114
viewing activity reports, 98-100
web filtering, 102-103
Internet Explorer 11
blocking cookies, 154
controlling web services, 156
disallowing Location Services, 155
do not track code, 153-154
InPrivate tabs, 159
passwords, 164-167
TPL, 152
locking PCs, 68-69
Mail app, changing account passwords, 206
passwords, 66-78,
164-167, 172, 206
personal information, 62
PIN, 75-78
services, adding, 172
signing out of PCs, 69
selective focus, applying to pictures (Photos app), 357-358
Send to OneNote feature (OneNote 2013 notebooks), 458-461
sending email from Outlook 2013, 473-474
server ports (Outlook 2013), changing, 469-470
services
adding, 172
removing all contacts from, 181-182
shapes, adding to PowerPoint 2013 presentations, 429
Share charm, Outlook 2013, 480
sharing
articles via News app, 273-275
content
app content, 188-190
listing Share apps in alphabetical order, 192
often-shared shortcut list, 192-193
screenshots, 190-191
Share charm, 189, 191
sharing contract, 188
web page content, 188
HomeGroups files, 280-281
maps via Maps app, 380-381
movies, 332
music, 300
notebooks (OneNote 2013), 456
pictures via email, 348
SkyDrive files, 285
television shows, 332
videos, 332
wireless network connections, 35, 39-41
Word 2013 documents, 400-403
sheets (Excel 2013 workbooks)
creating, 420
switching, 420
shopping apps, 505-506
shortcuts (keyboard)
categorizing email in Outlook 2013, 477
deleting email, 212
shuffling
Photos app tile pictures, 347
songs in playlists (Music app), 316
shutting down Surface 2, 28
signatures (email), Mail app, 234-235
signing in/out (logging in/out), 69, 77-78
sizing
columns (Excel 2013 workbooks), 413
tiles in Start screen, 60
SkyDrive, 277. See also Cloud
automatic save, disabling, 287
documents (Word 2013)
opening, 389
saving, 387
switching accounts, 390
files
browsing, 282-283
deleting, 286
offline access, 287-289
opening, 283-284
sharing, 285
uploading, 285
folders, creating, 284
Microsoft accounts and, 282
notebooks (OneNote 2013), creating, 454
pictures, sharing via email, 348
presentations (PowerPoint 2013)
saving, 425
requirements for, 282
switching accounts, 390
uploading music to, 300
usage, reviewing, 286
workbooks (Excel 2013), saving, 411-412
Skype, 22, 188, 497
Sleep mode (Surface 2), 28
slide shows, 25, 343
slides (PowerPoint 2013 presentations), 426
adding
shapes, 429
text, 428
advancing, 437
aligning objects, 430
changing layouts, 428
slide order, 437
creating, 427
deleting, 427
Slide Show mode, 437
SmartGlass app, playing videos on Xbox Console, 337
Smart Search, 134
hero searches, 141-142
histories, clearing, 143
image searches, 136, 139
SafeSearch, 136, 144-145
search result links, copying, 135
video searches, 139-140
web page searches, 134
SMTP (outgoing) email, 203
social networking
Facebook, 187, 396, 402
People app, 185-186
pictures and location information, 361
sharing content, 188-191, 274-275
Skype app, 22, 188, 497
Twitter, 187, 402
Word 2013 documents, sharing, 402
solid-state hard drives, 119
sound
microphones, 11
volume control, 11, 26
specific pages (Word 2013 documents), printing, 404
spell-checking, Windows RT 8.1, 17-18
SSID (Service Set Identifiers), 34-36
Start screen. See also apps; tiles
Administrative Tools, displaying, 58
background pictures, 56-57
color schemes, 56-57
contacts, pinning to, 178
customizing background pictures, 56-57
color schemes, 56-57
displaying additional tiles, 59
displaying Administrative Tools, 58
Live Tiles, 61-62
pinning apps, 60
removing tiles, 59
sizing tiles, 60
unpinning tiles, 59
groups, 54-55
Live Tiles, 15, 61-62
organizing, 54-55
pinning items to, 150, 215-217, 261, 268
returning to via Apps screen, 49
streaming movies via Xbox Video Store (Video app), 329, 335
music via Music app, 293, 313
styles (text), Word 2013 documents
creating, 394
editing, 393-394
formatting via, 392-393
previewing, 394
Surface 2
battery, 10
controls, 10-11
headphone jack, 11
Kickstand, 13
lock screen, 23-25
memory, increasing, 10
microphones, 11
microSDXC cards, 10
on/off switch, 11
playing video on, 335
ports, 10-11
power switch, 11
restarting, 28
screen, 27
shutting down, 28
Sleep mode, 28
speakers, 11
syncing Microsoft account settings with, 29-30
Touch Cover, 13-14
turning on/off, 11, 28
Type Cover, 13-14
VaporMg case, 9
volume control, 11
volume controls, 26
switching apps, 16, 51
notebooks (OneNote 2013), 455
sheets (Excel 2013 workbooks), 420
user accounts, 87, 90-93, 390
Word 2013 documents, 390
syncing email via Mail app, 204-205
Microsoft account settings with Surface 2, 29-30
People app, 172
Sync Licenses, 493
Tabs (Internet Explorer 11), 157
blank tabs, creating, 158
closing tabs, 158-160
InPrivate tabs, 159
opening, 157, 160-163
telecommunication apps, 22
Television Store (Xbox Video Store), 331-334
templates
PowerPoint 2013 presentations, 424
Word 2013 documents, 385
text documents (Word 2013)
creating styles, 394
editing styles, 393-394
formatting, 391-393
previewing styles, 394
formatting email, Mail app, 231
pages (OneNote 2013 notebooks), adding text, 448
Reading view (Internet Explorer 11), changing font size, 149
slides (PowerPoint 2013 presentations), adding text to, 428
spell-checking, 17-18
typing in Windows RT 8.1, 17-18
themes (PowerPoint 2013 presentations), 431-432
Thesaurus (Word 2013 documents), 400
third-party cookies, blocking (Internet Explorer 11), 154
thumb drives, backing up to, 120
thumbnails (apps), displaying, 52
tiles. See also apps; Start screen
  Live Tiles, 15, 61-62
  rearranging, 54
  Start screen, 59-62
time limits/curfews (Family Safety), 105-106
toolbars (Quick Access), 405
Touch Cover, 13-14
Touch Keyboard, 17-18
Touch mode (Word 2013 documents), 406
touch navigation and websites, 146
TPL (Tracking Protection Lists), Internet Explorer 11, 152
trackpads, moving notebook sections (OneNote 2013), 446
traffic, viewing in Maps app, 373
transitions
  PowerPoint 2013 presentations, 433-434
  slide shows in Photos app, 343
triggers (animation), configuring in PowerPoint 2013 presentations, 436
troubleshooting
  assigned access in user accounts, 87
  battery, 517-519
  device connections, 19
  File History, 129-130
  performance, 517-519
  pictures, deleting from Photos app, 344-345
  video performance in Video app, 323
  Windows 8.1 RT, 513-519
  turning on/off Surface 2, 11, 28
  TV
    projecting videos to, 337
    TV apps, 495-496
  Twitter, 187, 402
two apps (multiple), displaying simultaneously, 53
Type Cover, 13-14
typing via Touch Keyboard, 17-18
undeleting email from Mail app, 213
uninstalling apps, 490-491
unlinking accounts, 114
unpinning tiles from Start screen, 59
unread email in Mail app, 209-211
unsharing Word 2013 documents, 403
Update My Location feature (Maps app), 376
 updating apps, 492-493
  Windows 8.1 RT, 509-513
uploading SkyDrive files, 285
user accounts
  Administrators, 78
  assigned access, 85-87
  changing account type, 84
  linking accounts, Family Safety, 113-114
  local accounts
    adding, 79-80
    changing to Microsoft accounts, 88-90

V

VaporMg case, 9
video
Camera app, recording video via, 362
Camera Roll (Camera app), viewing in, 364
Kickstand and, 13
Netflix app, 495-496
News app, viewing videos with, 260
Pictures library
  adding video to, 341
  browsing videos, 342
  searches, 139-140
Skype app, 497
Video app
  adding videos to, 322
  default view, setting, 325
  deleting videos, 324
  performance, troubleshooting, 323
  Personal Videos section, 321-324
  playing videos, 335-337
  projecting videos to TV, 337
  sharing videos, 332
Xbox Video Store, 326-335
vignette effect, applying to pictures (Photos app), 356
volume, adjusting, 11, 26

passwords, 68
  recommendations against, 79
Microsoft accounts, 79
  adding, 81-82
  changing local accounts to, 88-90
  creating, 90
  recovery key backups (BitLocker), 90
  security, 90
  using existing accounts, 81
  removing, 83
  switching, 87, 90-93
usernames, adding services, 172
Index | weather/news apps

**W**

weather/news apps, 502-504
web browsers. See Internet Explorer 11
web filtering (Family Safety), 102-104
web pages
content, sharing and social networks, 188
Internet Explorer 11
- adding web pages as Favorites, 160
- browsing Favorite web pages, 161
- deleting Favorites, 162
- editing Favorites, 162-163
- opening Favorites in new tabs, 162
- pinning, 150
- searches, 134, 150
web requests and Family Safety, 112
web services, controlling (Internet Explorer 11), 156
websites
Family Safety website, 98-110
Internet Explorer 11, browsing via, 145-146, 149
- adding web pages as Favorites, 160
- blocking cookies, 154
- browsing Favorite web pages, 161
- closing tabs, 158-160
- controlling web services, 156
- creating blank tabs, 158
- deleting Favorites, 162
- disallowing Location Services, 155
- do not track code, 153-154
- editing Favorites, 162-163
- Favorites, 160-163
- Forward button, 147
- frequent sites, 163-164
InPrivate tabs, 159
- opening Favorites in new tabs, 162
- opening links in new tabs, 157
- opening websites, 146
- passwords, 164-167
- pinning web pages to Start screen, 150
- privacy, 152-156, 159
- Reading view, 147-149
- reopening tabs, 160
- Tabs, 157-163
- touch navigation, 146
- TPL, 152
- viewing, 149
- web page searches, 150
- Zoom level, 151
WinSupersite website, 10

Week view (Calendar app), 246
What’s Next view (Calendar app), 244
Windows Music Library, 297-298
Windows RT 8.1, 14-15
- adding devices, 19-20
- charms, 16-17
- content sharing and social networks, 188-193
Internet Explorer 11, 145-146, 149
- adding web pages as Favorites, 160
- blocking cookies, 154
- browsing Favorite web pages, 161
- closing tabs, 158-160
- controlling web services, 156
- creating blank tabs, 158
- deleting Favorites, 162
- disallowing Location Services, 155
- do not track code, 153-154
- editing Favorites, 162-163
- Favorites, 160-163
- Forward button, 147
- frequent sites, 163-164
InPrivate tabs, 159
- opening Favorites in new tabs, 162
- opening links in new tabs, 157
- opening websites, 146
- passwords, 164-167
- pinning web pages to Start screen, 150
- privacy, 152-156, 159
- Reading view, 147-149
- reopening tabs, 160
- Tabs, 157-163
- touch navigation, 146
- TPL, 152
- viewing, 149
- web page searches, 150
- Zoom level, 151
WinSupersite website, 10
Live Tiles, 15
lock screen, 23-25
notifications
- disabling, 21
- hiding, 28
Quiet Hours feature, 22
Outlook 2013 configuration, 479
printing, 17
removing devices, 20
security, 65-78, 90
sizing tiles in Start screen, 60
Smart Search, 134-136, 139-144
social networking, 185-186
Start screen, Live Tiles, 15
Touch Keyboard, 17-18
troubleshooting, 513-519
typing in, 17-18
updating, 509-513
Windows Store apps
- canceling installations, 490
eBay app, 505-506
exploring, 485-487
free apps, 489
Hyper app, 498
iHeartRadio, 499
installing, 489-490
installing updates, 493
Kindle app, 500-501
Netflix, 495-496
News360 app, 503-504
reinstalling, 491
reviewed apps, 492
reviews/ratings, 485-487
searches, 488
Skype, 497
Sync Licenses, 493
uninstalling, 490-491
upgrading, 492-493
WeatherBug app, 502
YouTube-related apps, 498
browsing categories, 484
games, Minesweeper (Microsoft), 498
Windows Update, Windows 8.1 RT updates, 509-513
WinSupersite website, 10
wireless network connections, 33
Airplane mode, 39
automatic connections, 35
disconnecting from networks, 38-39
hidden network connections, 36-37
public networks, 39
remote connections, 42-45
sharing connections, 35, 39-41
SSID, 34
Word 2013 documents, 383
adding pictures, 395-396
blank documents, 384
changing picture layouts, 397
creating, 384
Dictionary, 398-399
formatting
Format Painter, 407
pictures, 395-397
text, 391-394
input mode, adjusting, 406
managing, 389
Mouse mode input, 406
opening, 388-389
printing, 403-404
proofing, 398-400
Quick Access toolbar, 405
saving, 386-387
sharing, 400-403
switching accounts in,
390
template-generated documents, 385
Thesaurus, 400
Touch mode input, 406
XPS documents, reading on Macs, 403
workbooks (Excel 2013), 409
Autofill feature, 415
cells
creating formulas from selections, 418
directly entering formulas into cells, 416
formatting, 414
Insert Function dialog, 417
creating
sheets, 420
workbooks, 410
data entry, 413-415, 421
filtering data, 421
formatting data, 414
formulas, 416-418
freezing panes, 419
Insert Function dialog, 417
New screen, 410
opening, 411
resizing columns, 413
saving, 411-412
switching sheets, 420
Xbox Console, playing videos on, 336-337
Xbox Music, 291, 294-295
streaming music, 293
uploading music to, 300
Xbox Music Pass, 292-293, 301, 305-308
Xbox Music Store
browsing, 295
buying music from, 296, 299
deleting purchased music, 302
Music app, matching music in a collection, 304
Xbox Video Store (Video app)
browsing, 326-327
buying movies, 329
copy protection, 330
downloading movies, 329, 335
renting movies, 328
searching, 327
streaming movies, 329, 335
Television Store, 331-334
XPS documents, reading on Macs, 403
Yahoo! accounts, adding to Mail app, 200
YouTube, Hyper app, 498
zooming in/out
maps via Maps app, 368-370
pictures (Photos app), 351
Word 2013 documents, 391
Zoom level (Internet Explorer 11), setting, 151