# Getting Started with Your Computer

Once you have completed the Setting Up Your Workspace procedure, you can get started working with your computer by completing the following tasks:

- Change your account name
- Set a password for your account
- Open Microsoft Office 2010
- Connect to wireless internet

Change your account name

When you first log into your computer, you might notice that the name of your account is simply "User". To change your account name to something else, follow these steps:
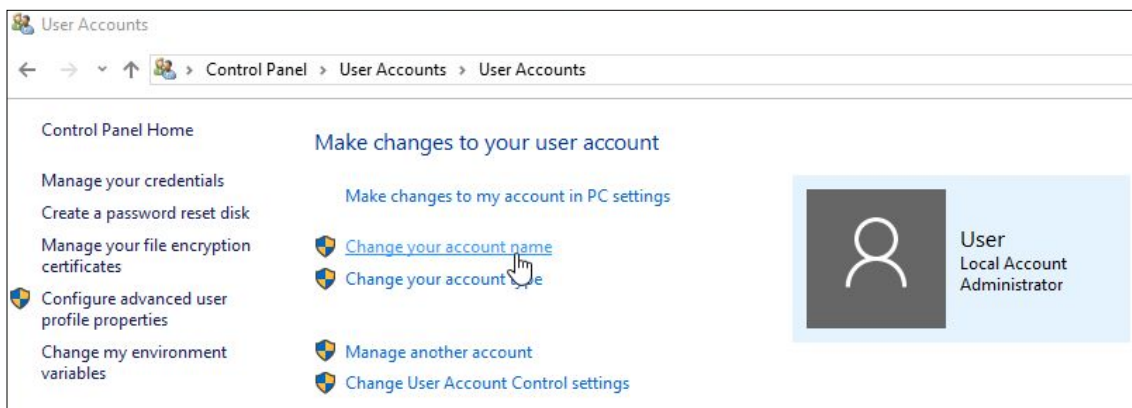
1. Press the Windows key ⊞ or click the Start button in the lower left corner of your screen to open the Start menu.
2. Start typing "control panel" to search, and then click **Control Panel** when it appears as a result. The Control Panel window appears.
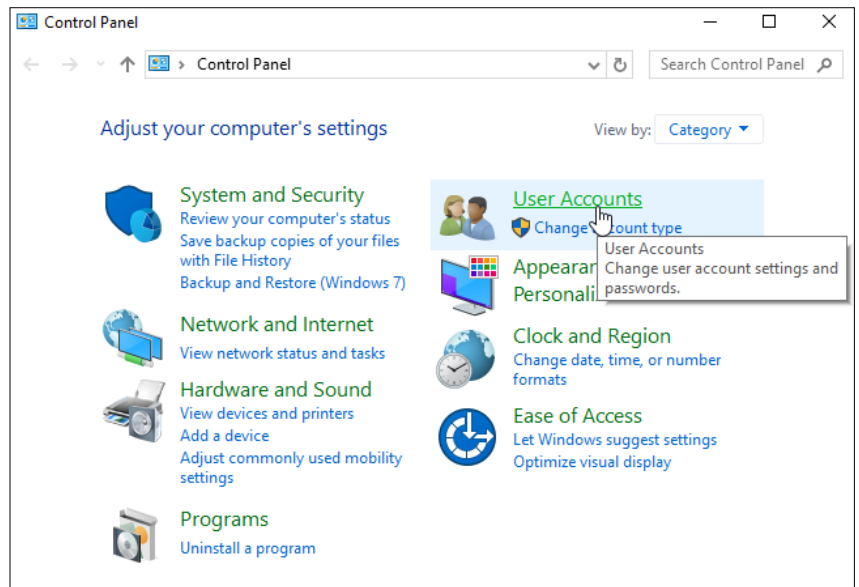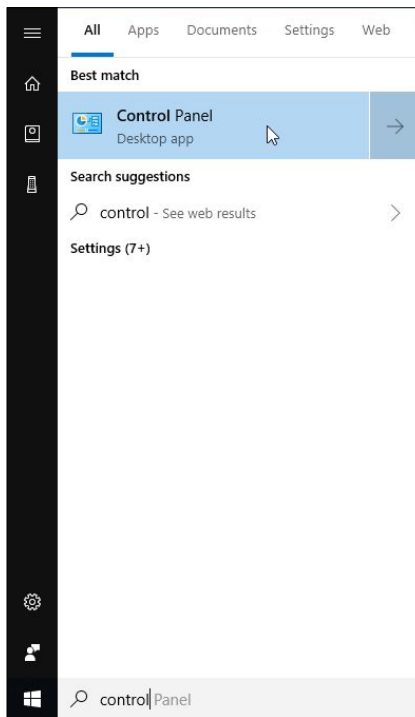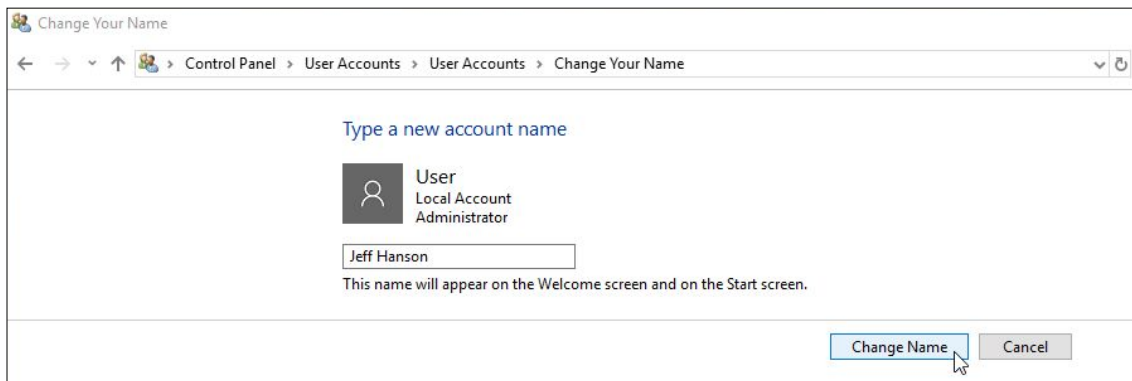
3. Click **User Accounts**. The User Accounts window appears.
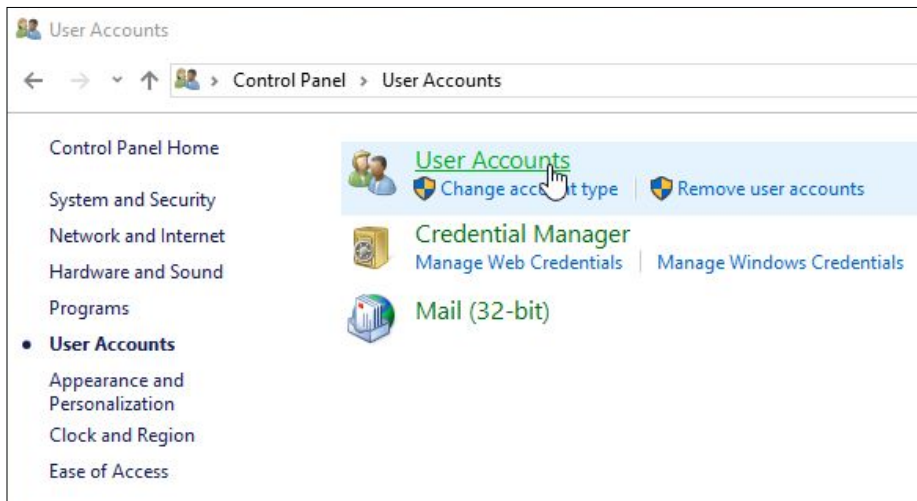
4. Click **User Accounts** again. Another User Accounts window appears.

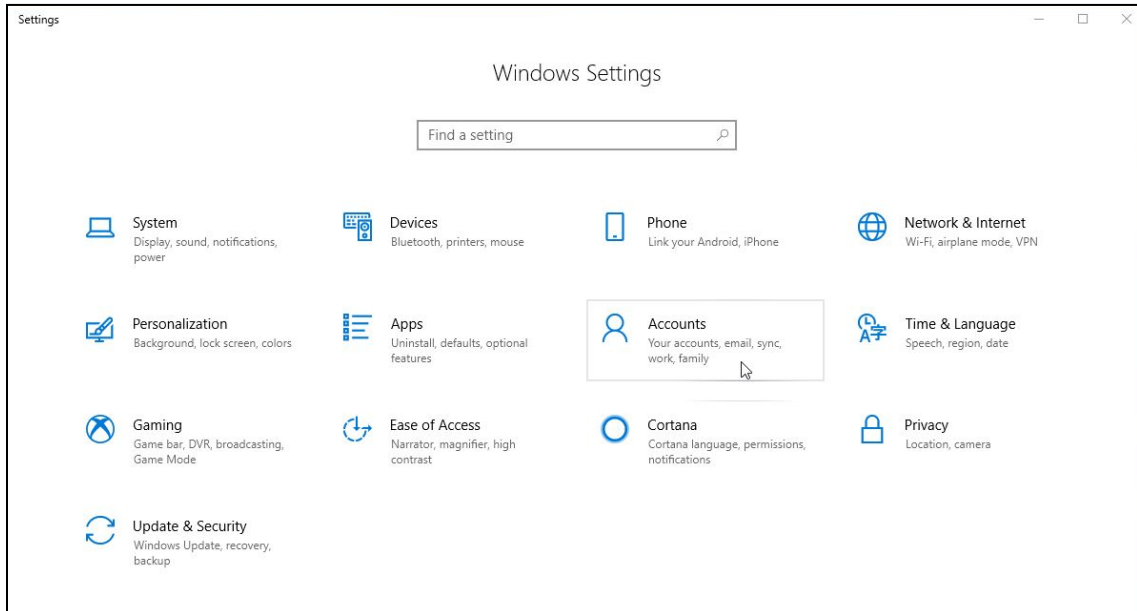5. Click **Change your account name**. The Change Your Name window appears.

6. Type the name you would like to change your account to in the text box and click the **Change Name** button. Your account name is now changed.
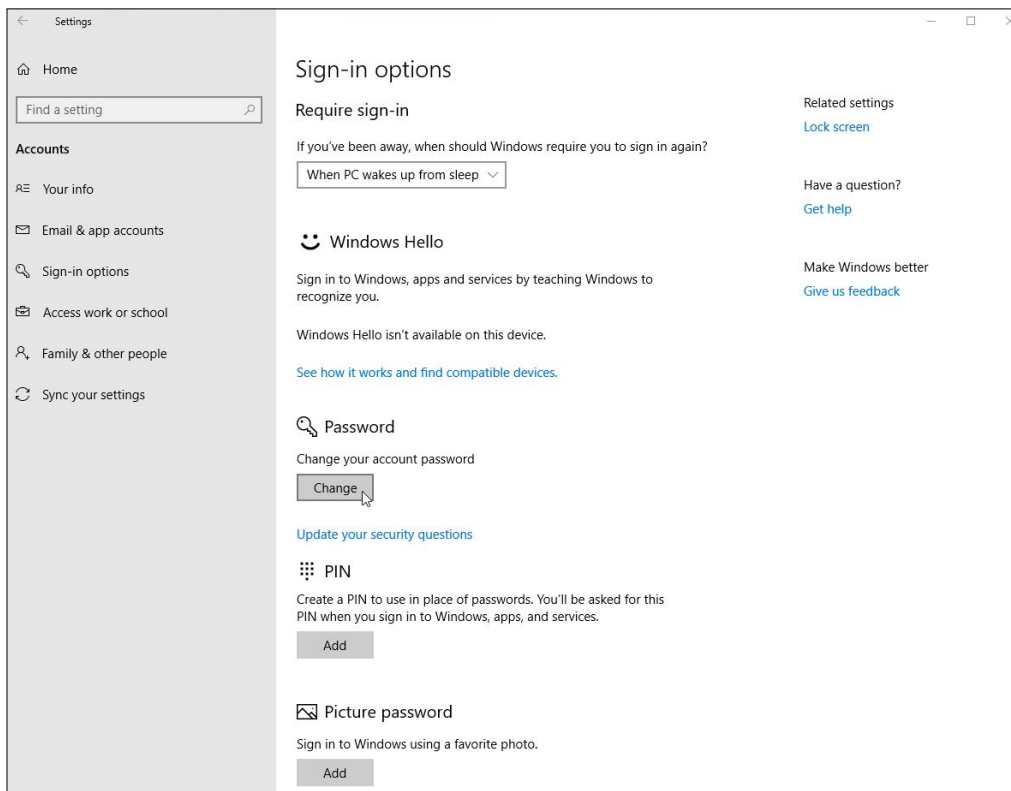
Set a password for your account

Password protecting your account can help you prevent people from accessing your personal files. Follow these steps to set a password for your account:

1. Press the Windows key ⊞ or click the Start button in the lower left corner of your screen to open the Start menu.
2. Click the Settings button ⚙. The Settings window appears.

3. Click **Accounts** and then on the left sidebar click **Sign-in options**. The Sign-in options page appears.

4. Click the **Change** button under the Password section of the page. The Change Your Password window appears.
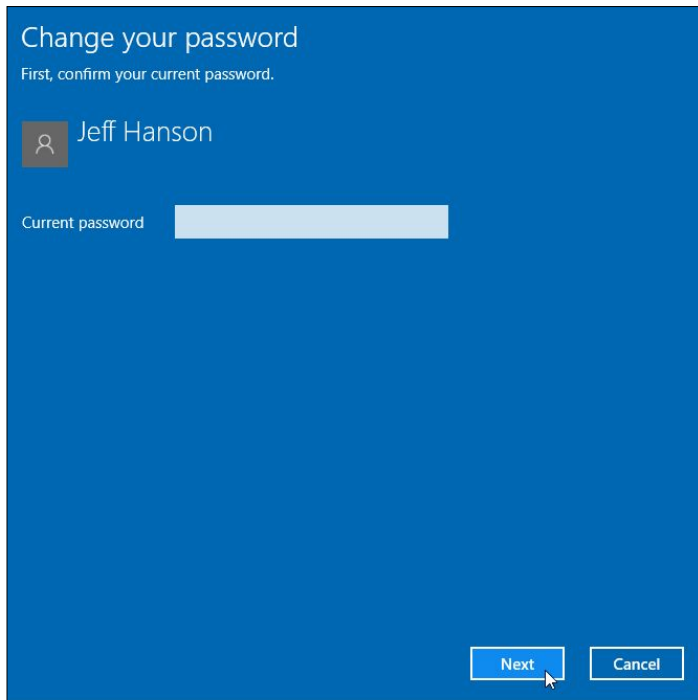
5. Leave the Current password textbox blank and click the **Next** button.

6. Type the password you would like to set for your account in the New password textbox, type it again in the Reenter password textbox, and type a hint to help you remember the password in the Password hint textbox.

7. Click the **Next** button, and then click the **Finish** button. A password has successfully been set on your account. You will now need to enter this password every time you log in to your account.
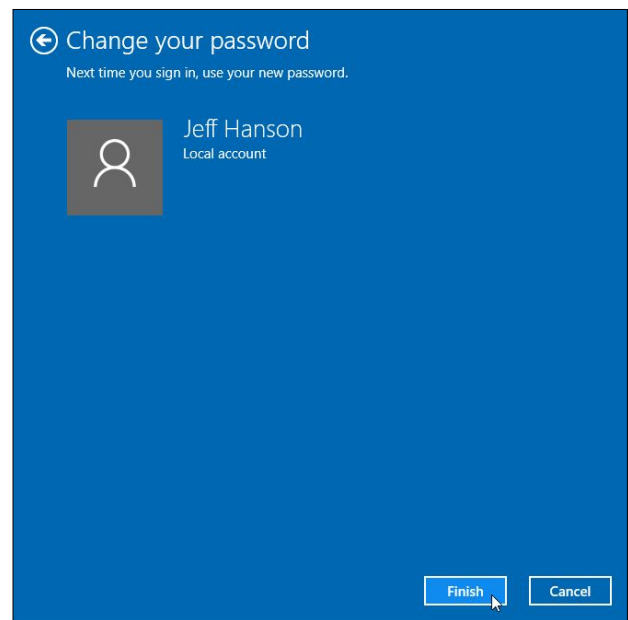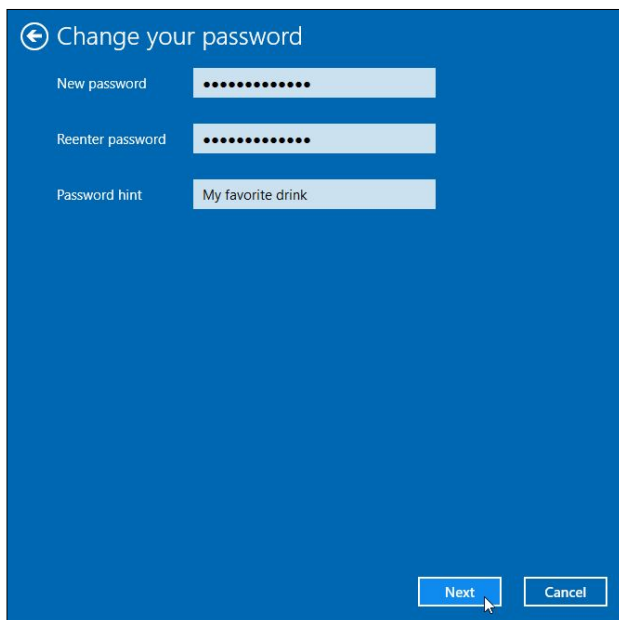
Open Microsoft Office 2010

Your computer comes with a complimentary copy of the Microsoft Office 2010 suite of programs. Follow these steps to access any of these programs:

1. Press the Windows key ⊞ or click the Start button in the lower left corner of your screen to open the Start menu.
2. Scroll down through the list of programs to the **Microsoft Office** folder. Click this folder to open it.
3. Click any one of the programs that appear within the folder to open it.
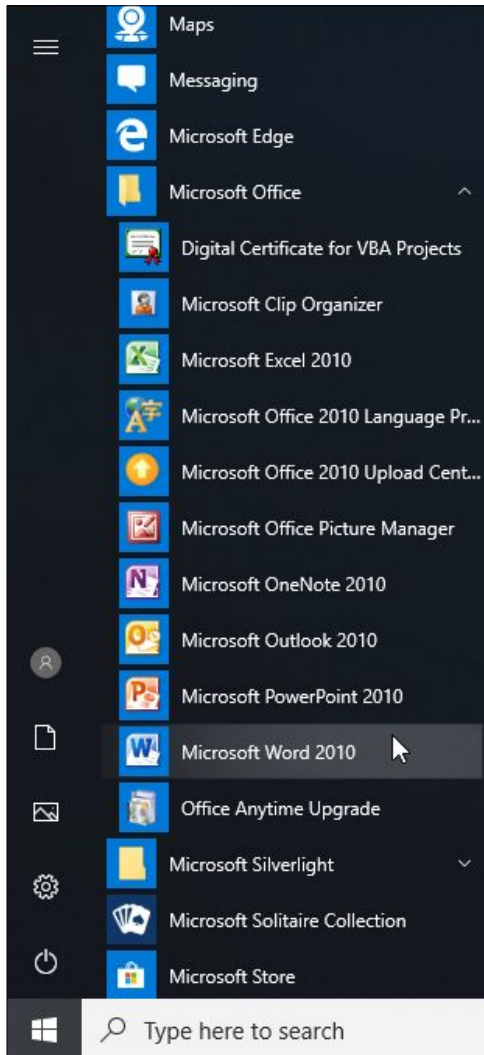
Connect to wireless internet

The desktop computer you received today comes equipped with a complimentary wireless card. If you choose a Wi-Fi option for your internet, you can use this computer to connect to your Wi-Fi router once you have it set up in your home. Follow these steps to connect to wireless internet:

1. Click the network connections icon in the system tray in the lower right corner of your screen. A menu appears with a list of available Wi-Fi connections.
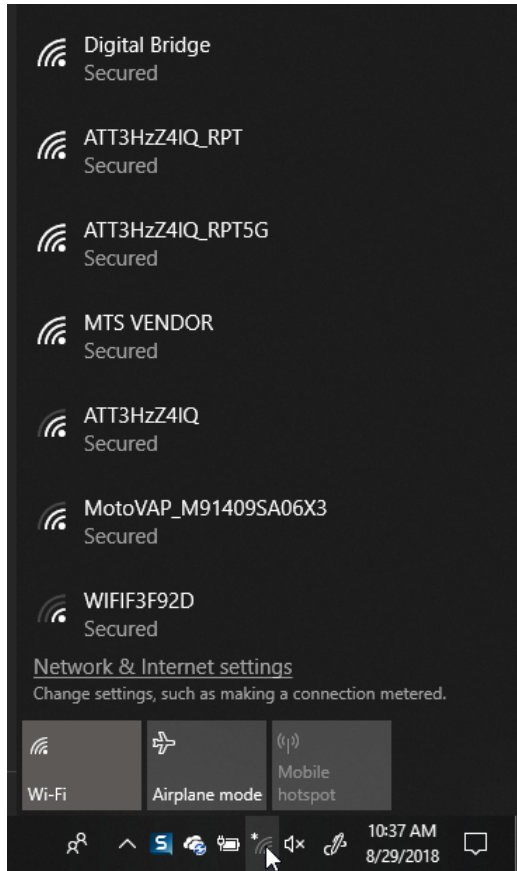
2. Click the Wi-Fi connection you would like to connect to.
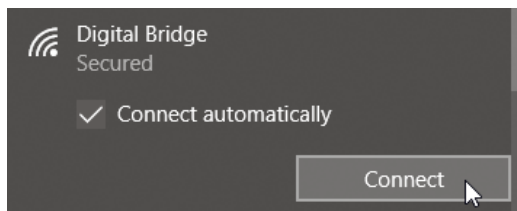
3. Check the **Connect automatically** checkbox if you would like your computer to automatically connect to this Wi-Fi connection every time it is within range.
4. Click the **Connect** button.
5. Enter the password for the Wi-Fi connection into the textbox that appears, if applicable, and click **Next**. Your computer is now successfully connected to the Wi-Fi connection.