This class is intended to introduce the New Windows 8 and how to personalize your Windows 8 experience, learn how to navigate, and check out the exciting new features. In this handout, the action “Tap” is comparable to “Click the left mouse button”. For example, “tap and hold” is the same as “hold down your left mouse button and drag.” See full keyboard commands below.

This handout is adapted with permission for instructional purpose from the Microsoft website: http://www.mypcstudent.com/StudentHandouts.aspx with added pictures to offer some visual support.

**Useful keyboard shortcuts.**
Navigate quickly and efficiently using Windows 8 keyboard shortcuts.

**Logo =** on your keyboard.

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<td>13. Control+Alt+Del: Produces the four options: Lock, Switch user, Sign out, Task manager. (Will also see Change password as another option if a password is needed to log in.)</td>
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Apps/Tiles:

**Touchscreen:**
- **Close an App:** Swipe the Open Tile from the top and drop it into the bottom of the screen.
- **Flip through Open Apps:** Swipe from the left edge.
- **Install a new App:** Tap on the Store App; Type in a word or few words in Search box; Tap on Install button; You should see the confirmation in a few seconds that the App is install on your PC.
- **More Apps:** Swipe the screen up to see more Apps in alphabetical order.
- **Move an App:** Hold down an App and drag with your finger to new location and drop it off.
- **Open an App:** Tap on an App or Tile to open it.
- **Pin/Unpin an App:** Hold down on an App until you see the check mark on top right of the App; then tap pin/unpin the App to/from Start Screen at the bottom of screen. Tap in an empty area if you change your mind not to unpin an App.

**Mouse:**
- **Close an App:** Click on the “x” on the top right OR point to the top of the screen; hold down your left mouse button and drag the screen and drop it into the bottom of the screen. By clicking the “.-“ button on the top right, you can minimize the screen to your desktop.
- **Flip through Open Apps:** Press Logo+Tab; while you are holding down the Logo key, hit Tab to select the desired Open App on left pane list and let go off Logo key.
- **Install a new App:** Click on the Store App; Type in a word or few words in Search box; Click on the new App you like to install; Click on Install button; you should see the confirmation in a few seconds that the App is install on your PC.
- **More Apps:** Click on the Down Arrow located on the lower left-hand side of Start screen with your mouse to see more Apps in alphabetical order.
- **Move an App:** Click on an App and drag with your mouse to new location and drop it off.
- **Open an App:** Click on an App or Tile to open it.
- **Pin/Unpin an App:** Right-click an App until you see the check mark on top right of the App; then click pin/unpin the App to/from Start Screen at the bottom of screen.
**Touchscreen:**
- **Rename Grouped Apps:** While on your Start screen, swipe up from the bottom of the touch screen, and tap on Customize. Tap in the "Name group" field at the top of a group. Type in a name you want for the group of apps. When finished, press Enter or tap on an empty area in Start.
- **Turn on/off Live Tiles/Apps:** Tap and hold on a tile>tap on the Turn live tile off button. To turn back on, just go back into its properties and select Turn live tile on.
- **Uninstall an App:** Tap and hold on a App until you see a check mark on top right of an App> Tap on uninstall at the bottom.
- **Zoom in/out to Move Grouped Apps:** Pinch your fingers together to zoom out>Tap and hold with finger>Drag to a new location and let go of the entire group. Un-pinch your fingers together to zoom in again.

**Mouse:**
- **Rename Grouped Apps:** Right Click on the Name>Click on Name Groups in the box. All the App name boxes are now in edit mode. Click inside any name box you wish to change. Use back-space key to retype a new name. Double-click on an empty location outside the box when finished.
- **Turn on/off Live Tiles/Apps:** Right-click on a tile>left-click once on the Turn live tile off button. To turn back on, just go back into its properties and select Turn live tile on.
- **Uninstall an App:** Right-click on an All until you see a check mark on top right of an App) Click on uninstall at the bottom.
- **Zoom in/out to Move Grouped Apps:** Use Control key and minus “-” sign to zoom out>Point with your>Drag to a new location and let go of the entire group. Use Control key and plus “+” sign to zoom in again.

- **Boot To Desktop:** Open the Desk-top App>Right-click on the taskbar>Select Properties>Click on Navigation Tab>Check “Go to the desktop instead of Start when I sign in”> Also check “Show my desktop background on Start” >Click OK. (See more on page 12)

- **Folders:** Open Desktop Tile>Click the File Folder icon on taskbar>Click on “Documents” to see Folders on your computer. **Create a new folder:** Right-click in an empty area in “Documents” folder>Select New>Folder>Name the new folder.

- **Internet Explorer:** Difference between IE App vs. IE in Windows Explorer – To open the IE browser in windows style (Not as an App), open from your desktop. Then Click on the widget icon on top right>Choose Internet Options from menu>Click on Programs tab>Check the box “Open Internet Explorer tiles on the desktop.”
• **Open The Charms:** Swipe from the right edge or moving your pointer to the upper right corner of the screen or press the Logo + “C” on your keyboard. (See more on age 6)

• **Start Screen with Apps:** Press the Logo key to return to the Start Screen from anywhere.

**The Start Screen**

**Logging in:** *For touch-screen computers:* swipe from the bottom up to reveal the login screen. *For all other computers:* click either the left or the right mouse button or a tap on your mouse pad to reveal the login screen. Once, you have logged in with your username on your Windows 8 Tablet or computer, you should see The Start Screen similar to shown below in the Figure 1. You will see several Apps in *Tiles* already installed on your Start screen. Notice the “Desktop” *Tile* App among them which will allow you to get to the Classic Desktop screen.

**Figure 1.**

You can easily re-arrange these *Tiles* by press and hold, and then drag the *tile* to a new location. Once you drop it to a new location, the *tiles* in the surrounding area will be automatically re-arranged to fit the new *tile* among them.
Personal Settings of Tiles
By pressing and holding down a Tile OR right-clicking OR pressing Control button and click on the mouse will bring up the actions at the bottom of your screen to let you do one of the following. Depending on the Tile you open, you may or may not see the same choices below. Tap on one of the following choices to make the selected Tile:

- Unpin from Start/Pin to Start
- Uninstall/Install
- Resize the tile size
- Turn live tile off/on (if it were a “Live Feed” news Tile)
- Open new window/file location (if it were a browser or a program)

The selected Tile should have a check on the top right corner. See the Google Chrome App in Figure 2 below.

Figure 2.

If you change your mind and want to abandon the actions above, just click away off the Tile with the check mark on it or hit the Esc key on your keyboard. The check mark should disappear from the Tile.

Using the Mail, Calendar, People, Messaging, and Skype tiles/App will need you to sign in with a Microsoft Account or create one if you do not have one yet. However, using other tiles will get you to websites generated by Bing Search Engine you would normally need to open with a browser.
Opening and Closing Apps or Tiles:

Simply touch or click on an App or Tile to open it. If you want to close any open App or Tile, simply swipe the Open Tile from the top and drop it into the bottom of the screen. For non-touch screen computers, point to the top of the screen; hold down your left mouse button and drag the screen and drop it into the bottom of the screen.

**Sports Tile:** You can read the latest sporting news.

**Photos Tile:** In the Photos App Tile, you can tap **Pictures library** and **One Drive**.

**Weather Tile:** Tapping on this tile will give you the 10-days and hourly forecasts of your current location/home on the next screen. By swiping the bottom screen up or right-click or using the **Window Logo** and “Z” on your keyboard will allow you to “change home”, “change current location”, change to Celsius, refresh, find out the “World Weather”, or add new location.

If you want to add a weather condition of a new location to the Start Screen:

- Tap on “Places” on the top or Click on it
- Tap the Search for a city text box, type a location and then tap the location when it appears below the box
- Tap the tile of the location you’ve just found and then slide back and forth to see the weather details
- Swipe up from the bottom to reveal app commands and tap Pin to Start. Tap **Pin to Start** again to confirm.

**News Tile:** This news tile provides you up-to-the-minute latest news from several news story websites (e.g. AP, abc news, Reuters, etc.) around the country. By swiping the bottom screen up or using Logo and “Z” will allow you refresh or limit your news to “My News” section where you can add your topics, limit to watch news in videos, etc.

**Travel Tile:** This App allows you to view featured destinations from continents all over. By swiping from the bottom screen up will allow you to change destinations, look for flights, hotels, etc by the Travel website called Kayak.

**Store Tile:** This App allows you to search and shop among free and paid Apps available for your Windows 8 computer/tablet.
The Charms
By swiping from the right edge or moving your pointer to the upper right corner of the screen or Logo + “C”, you will open “the Charms” where you can search, share, change settings, and more. See Figure 3.

Figure 3.

Note: To get back to this Start Screen from whichever apps you have been on, bring out the Charms and then tap on the Start button on the Charm. OR just hit the Window Logo button key on your keyboard. Hitting the Window Logo will alternate between the Start screen and the last window (App or desktop).

Search: It is a universal search command. Locates files, settings, apps and everywhere for your search terms. You can select by clicking on the drop-down arrow next to “Everywhere” and limit your search to Settings, Files, Web images, or Web videos.

Share: Allows you to share something on your PC with friends, using apps like Mail and SkyDrive.

Start: Returns you to the Start screen from anywhere on your PC; brings you back to the last open app if you’re already on the Start screen.

Devices: Makes it easy for you to use the gadgets you have connected to your PC.

Settings: Allows you to access and adjust your Windows 8, app, and PC settings.

To change the background color and screen design:
- Tap on Settings > Change PC settings. Select Lock Screen under Personalize and tap one of the images to set as your Lock screen.
- To change the background color of your Lock screen, tap Personalize in the right pane and visually change the color by using the sliders on color screen.
To change the picture:

- Tap on **Settings > Change PC settings.** Tap Account picture and then tap Browse to select from a saved folder. Select a picture and tap Choose image.

**More Apps:**

To search for more Apps/Tiles, swipe the screen up Or click on the Down Arrow with your mouse to see more **Apps** on the screen. See Figure 4. By holding on an App or right-clicking on it will let you pin/unpin the App to Start screen.

**Figure 4.**
More Command Management Tools:
By swiping from the middle of the screen to the left will let you view more command management tools related to the Windows 8 OS, such as, Windows Firewall, and Defragment, etc. Tapping any individual command will open a window in the Desktop view just like in the old Windows Explorer environment. See Figure 5 and 6 below. **Note:** From the Start screen, by touching the mouse pad on your keyboard, two symbols (> and -) should appear at the bottom right corner. (> should allow you to shift the screen to the left (similar to swiping from the middle of the screen to the left) and (-) will zoom in and out your Start screen. You can also use Control + “-” to zoom in and Control + “+” to zoom out.

Figure 5.

![Figure 5](image1.png)

Figure 6.

![Figure 6](image2.png)
Snap Apps for Touch Screen Computers:
Do two or three things at once by snapping two or three apps or Tiles side-by-side. If you have a 1920 x 1080-pixel display, you can even divide your screen between three apps. A 1366 x 768-pixel display will only support two.


- Open the Weather Tile.
- Go back to the Start screen by windows Logo and open the News Tile.
- **Touch Screen:** Swipe from the left edge slowly and drag the Weather Tile to the right side of the screen and let go. **Mouse:** Use windows Logo + Tab to see opened App on left pane. Simply point to the App you want to open side-by-side and drag slowly into the main screen. The divider line with three dots will resize to fit two Apps opened side-by-side.
- For computers with a high display, you can tap and hold the divider line with three dots to resize any open Apps and make way to fit in the third one if your display option allows.

Figure 7.

- If you want to see the full screen of each tile again, swipe to the left edge from the divider line or drag the divider line with your mouse (with three dots) between two windows to make a Tile into full screen again.
Create, move, and name a tile group on the Start screen.

Organize your app tiles the way you like—keep related apps together.

- On the Start screen, pull down and drag, one by one, two or three tiles to an empty space on your Start screen.
- Pinch your fingers together or use Control key plus “-” sign to zoom out and drag the group to a new location. Pinch your fingers out or use Control key plus “+” sign to zoom in.
- Hold down on an App or right-click on one. “Name Group” command will come up on top of those Apps. Click inside the Name box to enter a new name for the group.
- Tap or click on an empty area of the screen. Example shown below. Grouped two food related apps together; named as **Food**. See Figure 8.

**Figure 8.**

Non-swipe computers, use Control+”-“ to zoom in, Control+”+“ to zoom out.

Clicking inside the Name title or tapping inside it will allow you to rename.
Desktop:
You can get to the good old desktop by tapping on the windows Logo + D or tapping on the desktop App on Start Screen. By tapping on the “Up Arrow” at the bottom right screen (the system Tray area) will bring you icons to indicate which programs are running in the background. See Figure 9 below.

Figure 9.

You can tap on the file folder icon on the taskbar to bring up the “Documents” folder on your computer. See Figure 10 below.

Figure 10.
**Boot to Desktop Option:** You can even enable “boot to desktop” option, which lets you go straight into the classic desktop mode from the moment you power on your PC. Like Windows 8, Microsoft’s new operating system boots up to the Start Screen by default. Follow these steps to boot up to Desktop:

- Right click on the taskbar and select Properties in desktop mode.
- Click on the Navigation tab.
- Check “Go to the desktop instead of Start when I sign in.”
- Check “Show my desktop background on Start” also if you want the Start Screen to have the same wallpaper as the desktop.
- Click “OK”. The next time you boot your computer and log in, Windows 8.1 will take you straight to desktop mode.
Folders:

Click or tap on the File Folder icon on your taskbar in Desktop mode. Click or tap on “Documents” to open. See Figure 11 below. You can click on This PC on the left pane and see what folders you have on your computer. See Figure 12. If you want to create a new folder, right-click in an empty area to bring up a menu; select New and then Folder. See Figure 13 on next page.

Figure 11.

![Folder Icon](image1)

Figure 12.

![Folder List](image2)
Figure 13.

Settings:
Open your desktop App. Swipe the window from the right to bring out The Charms. Tap on Settings and you can get to **Control Panel** (windows update, Power Options, etc.), **Personalization** (change background, display, etc.), your **PC Info**, and **Help**. You can also change your **volume**, **screen**, **notifications**, **wireless**, and **keyboard** settings or **sleep**, **shutdown**, or **restart** of your computer by tapping on the **Power** setting. See Figure 14 below.

Figure 14.
**Note On Search Command on The Charms:**
Since the update to Windows 8.1, from **The Charms**, tapping on the **Search** command will bring the universal search command which will search your terms everywhere: Settings, Files, Web Images, Web Videos. User can click on the drop-down arrow next to the word **Everywhere** and select individual category if desired.

**Reading List App**
If you have found some articles but do not have the time to read right away, you can create a Reading List and save the articles to read them later.
- Find an article on a News App and bring it on screen.
- Bring out the Charm on right by swiping the screen from right or by using Logo key + C.
- Click or tap on Share.
- Select Reading List and then Add.
- At later time, open your Reading List App from Start screen and you will see saved articles in a chronological order with the most current one on top.

**Useful Information:** If your PC will lock itself after dimming the screen or after waking it from sleep and prompts you to enter the password to log back in, follow these steps to remove the password requirement. (Note: This has nothing to do with your Power Options Settings.) It is particularly helpful if you are a single user desktop at home.

Disabling it is simple but not particularly straightforward at first: go to the desktop Control Panel, User Accounts, and click "Reset Security Policies" on the left.

**Additional Information.**
Learn more about Windows 8. [http://windows.com](http://windows.com)
Sign up for a Microsoft account. [http://windows.com/microsoftaccount](http://windows.com/microsoftaccount)
Discover the Windows 8 Compatibility Center. [http://windows.com/compatibility](http://windows.com/compatibility)
Learn more about security in Windows 8. [http://windows.com/security](http://windows.com/security)