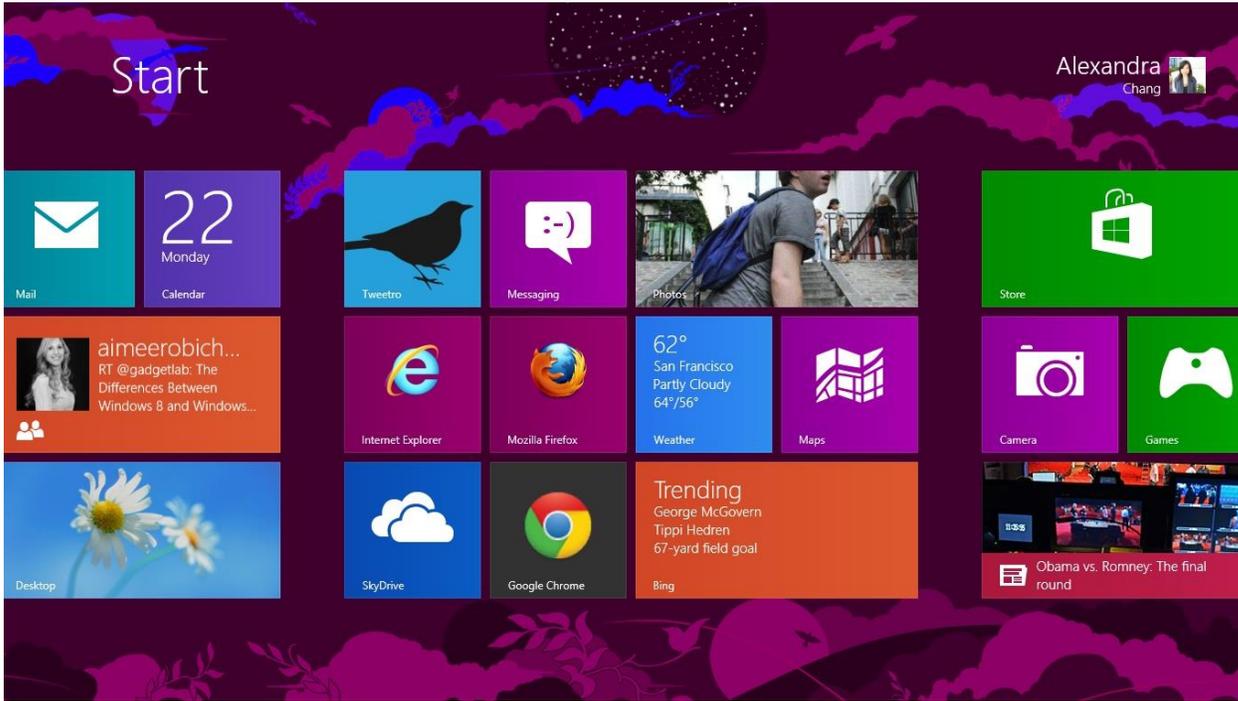
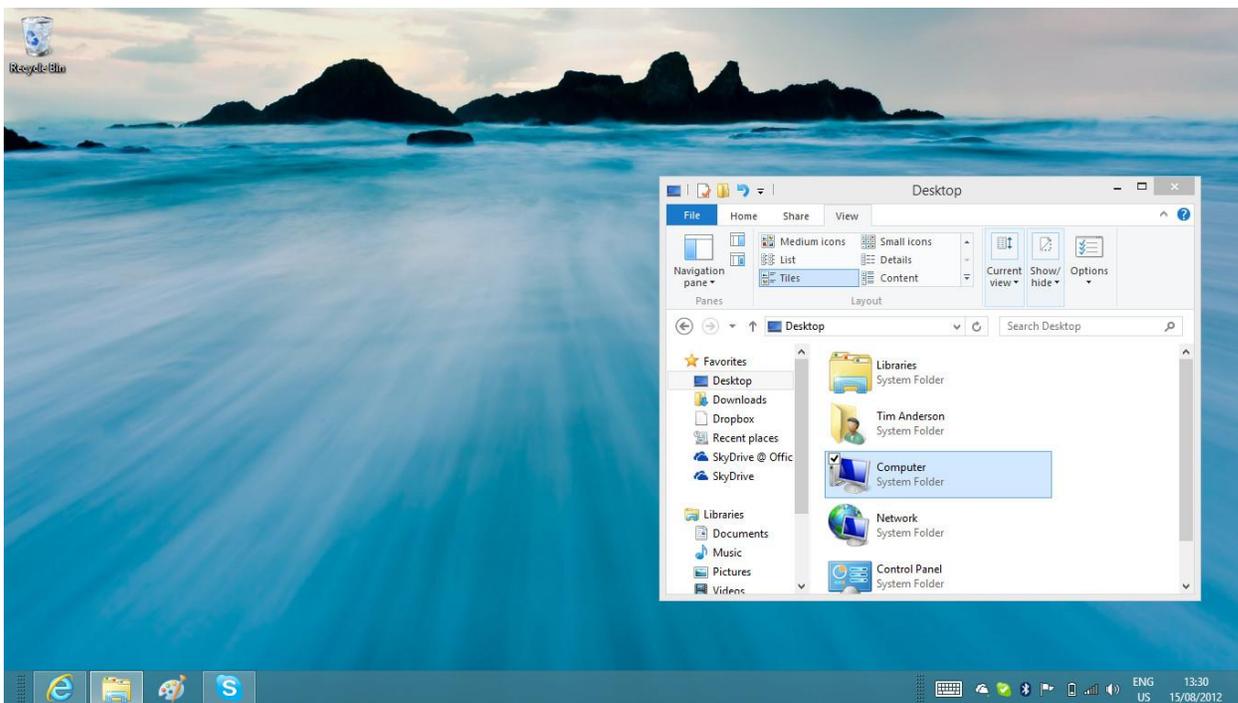


Windows 8 Demystified

Windows 8 Start Menu



Windows 8 Desktop



Accessing the Start Screen

- ▣ Tap the Windows key on the keyboard.
- ▣ Move the mouse cursor to the bottom-left of the screen and click.
- ▣ Move the mouse cursor to the bottom-right of the screen and click Start on the Charms Menu

The Charms Menu



Accessed by moving the mouse to the top-right or bottom-right corner of the screen.



- ▣ Search (find files)
- ▣ Share (share files with apps)



- ▣ Start (Start Screen)



- ▣ Devices (shows devices connected to your PC)



- ▣ Settings (all computer settings/options)

Internet Explorer 11

- ▣ Looks just like Internet Explorer 9
- ▣ Some websites have issues with IE11
- ▣ Desktop Program or Full Screen App
- ▣ Integrated Flash Player

Finding files/programs

- ▣ Just go to Start Screen and start typing!
- ▣ Select a category on the right to specify what you are looking for.
- ▣ You can right-click a file in the results for options, or simply single-click to open.
- ▣ You can always click another category to see what files are there.
- ▣ Clicking an App will search in that App.
- ▣

Apps

- ▣ Windows 8 now offers "Apps" (applications) in addition to traditional programs.
- ▣ Apps are simple full screen programs that perform a specific task.
- ▣ Apps are the icons listed on the Start Screen by default.
- ▣ You can add more apps or search apps by clicking Start, and clicking the Store app icon.

Closing an App

Apps typically don't have a little X in the top right corner of their screen, since they are full screen typically. So how do you close them?

- ▣ Move the mouse to the top-left corner of the screen and click to go to the Last opened app. If you move the mouse downward instead of clicking, it will show all open apps, and you can right-click and close them individually.
- ▣ To go to the Start Menu, go to the bottom-left, or press the Windows key on the keyboard
- ▣ To close the App from the Desktop, move the mouse cursor to the top-left corner again, and right-click, and click Close.
- ▣ Some apps do not stop their processes after they are closed. To stop the app's process, from the Desktop, right-click the Taskbar at the bottom, and click Task Manager. Then, click the app's name, and click Close.

Managing Apps/Programs

- ▣ To remove a tile from the Start Screen, right-click it, and click Unpin from Start
- ▣ To add a tile to the Start Screen, search for it on the Start Screen, then right-click it's icon and click Pin to Start
- ▣ To uninstall an App/Program, go to the Start Screen and right-click its tile. Then click Uninstall.
- ▣ You can also go to the Charms Menu and click Settings. Then click Control Panel, and then Programs & Features. All installed programs are listed here. Click one, and click Uninstall.

Customizing Windows

- ▣ Right-Click Desktop and click Personalize
- ▣ Move mouse cursor to the bottom-right corner and click Settings. Then click Personalization.
- ▣ Move mouse cursor to bottom-right and click Settings. Then click Control Panel>Personalize.
- ▣ Go to Start Screen. Move mouse to bottom-right corner and click Settings. Then click Change PC Settings. Then Personalize.

Shutting Down Windows

- ▣ To shut down Windows 8, go to the Charms Menu and click Settings. Then click Power, then Shut Down.

Note: You CANNOT just press the Power Button to shut down. It is often linked with the Sleep function. You CAN, however, program it to shutdown with the Power button:

1. Right-click the Desktop and click Personalize.
2. Then click Screen Saver. In the Screensaver window, click Change Power Settings.
3. Next to the selected power plan, click Change Plan Settings, then "Change advanced power settings...".
4. Scroll down to "Power button and lid", and click the plus sign in front of it, then the one next to "Power button action".
5. Change it to what you want and click OK.

Organize your Start Screen the way you want

- drag tiles to the order you prefer.
- then hold CTRL and hit "-" to zoom out.
- then right-click the group you want to name and click "Name Group". the name(s) will appear above the section(s).

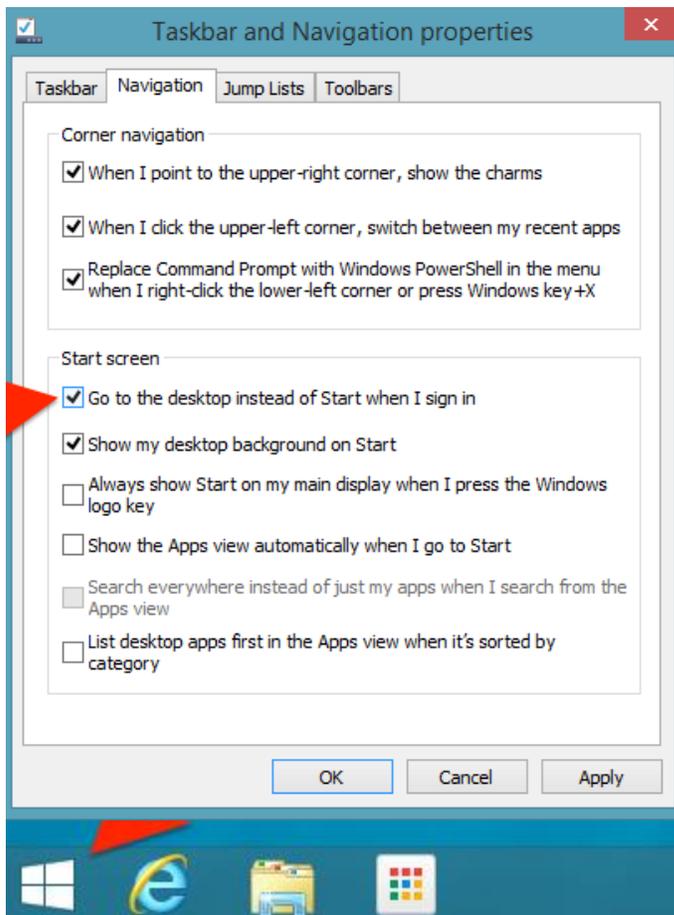
you can close an app by dragging it with your mouse or finger from the top of the screen all the way down to the bottom. As you drag, the app will minimize into a thumbnail, and when you reach the bottom, it will disappear from view. Alternatively, you can still close apps via Alt + F4 and through the Task Manager.

Windows 8.1

- The first major update to Windows 8
- A fix for some of the common complaints of Windows 8 users
- FREE!

As you will see, most of the changes are minor, but they all affect what you can do with Windows 8

Start Button



Still links you to the Start Screen, and not a Start Menu like previous versions of Windows, but it at least gives you a bit of the familiarity so as to avoid the culture shock users initially had when Windows 8 was first released.

You can also now choose to start Windows to the Desktop instead of the Start Screen.

Searching

The search function now searches the internet, too, instead of just your computer and Windows' native apps.

Searching a city will bring up the weather for that city, as well as what is going on there locally, like special events.

All Your Programs & Apps

Only some apps are on the Start Screen.

Find all your apps and programs by clicking the down arrow at the bottom left corner of your Start Screen.

Split Screen

When using Windows Apps, you can now split the screen 50/50 between 2 apps, and can customize the slider to several other percentages for multitasking.

Reading List

A new feature that allows you to “share” webpages to your Reading List using the Charms Menu, to collect them to be read later.

Only works with websites though, and not files and stuff on your Desktop.

Shut Down Quickly

Right-clicking the Start button on the Desktop gives you a Shut Down option, as well as other commonly missed tools, such as:

- Run
- Control Panel
- Task Manager
- System Properties
- Programs and Features
- and others!

How do I get Windows 8.1?

- Go to your Windows Store
- There should be a link to install 8.1 on the main page
- If you don't see it, your version of Windows 8 may not support 8.1, or you may need to contact your Tech Support to figure out why.