Windows 8 – Sneak Peak

Getting Started, Windows 8 start Screen

### Keyboard Shortcuts

- **Toggles between Start Screen & Desktop**
- `+ C = Charm Bar`
- `+ D = Desktop`
- `+ E = Windows Explorer`
- `+ L = Locks PC`
- `+ R = Display Run box`
- `+ X = Opens Start Menu`
- `+ Print Scrn = Screenshot`
- `+ K = Connected Devices`
- `+ F = Search Files`
- `+ Q = Search Apps`
- `+ W = Search Settings`

### Navigating the Start Screen

- Open **Windows** Store app, click or touch desired tile from **Start** screen.
- Hover pointer over lower portion of screen to access horizontal scrollbar.
- Right-click bottom of screen to view all apps. *(Windows key + Z)*
- Touch/drag tiles to rearrange apps from the **Start** screen. Additionally, tile size can be adjusted by right-clicking on the app and select **Smaller** or **Larger**.

### Pin an App to Start Screen

- From the **Charms** Bar, click on **Search** and enter name of app you want to add.
- Right-click to check the app.
- From bottom of screen select **Pin to Start**.

Note: Windows Store Apps automatically appear on your Start screen as soon as you install them

### User Portal

- Click on the **User icon** from top right of screen, click on **Change Account Picture** to add your picture.
- Click on **Sign Out** to log out.
Charms Bar - From the Charms bar you access common tools for your active screen or current app. To display the Charms bar, hover your pointer over the upper or lower right hand corner of the Start screen.

Search – enter a search item
Share – share content between contact and social networks within current app
Start – return to Start screen or most recent app
Devices – send to a connected printer or project to a second screen.
Settings – adjust basic options or view help for current screen or app.

Restart or Shut Down PC- from Start screen, select Settings on the Charms Bar, click on Power.

Launching Apps - From the Charms bar, click or tap Search. The search pane will appear on the right and a list of apps to the left.

Open an app by clicking or tapping on it or from the Start screen right-click and select All Apps.
Switching between Applications = ALT + TAB | WIN + Tab displays a list of open apps to switch between

Closing Apps from Start Screen- mouse or (finger) drag the app down, and discard it. Place mouse at the top of the display (small had icon will appear) drag from top edge to the bottom— app will shrink and fade away!

Hot Corners
Microsoft made Windows 8 touch-friendly, so there is swiping all around the OS. Not everyone will have touch screens so Microsoft came up with a lot of mouse movements for those who use a mouse and/or keyboard. Every “hot” corner has a function, just hover over each corner of the screen to view functions.

Left-Bottom Corner- activates the Start Screen (Windows key). Right-click brings up Power User menu; including admin tools, Device Manager, Control Panel, Command Prompt, etc...(Windows key + X)
Left-Top Corner- multitasking; switch between applications or cycle through “Switch List” of recently used applications.
Right-Top and Bottom Corner – perform same task activate Charms Bar.
Or press Windows key + C.

Desktop

The traditional Desktop still exists in Windows 8 for programs and storage location for files.

1. Recycle Bin
2. Internet Explorer 10
4. Taskbar
5. Notification Area- icons for active and urgent notifications, sound controls, and current date and