



Why?

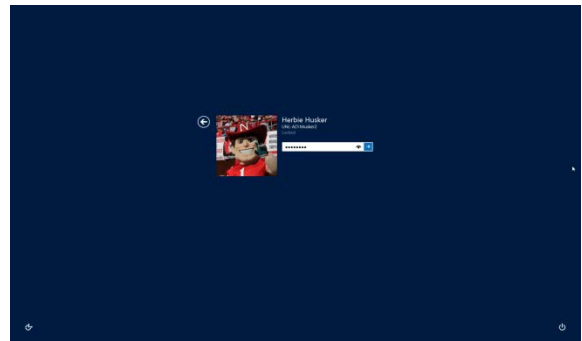
Windows 8 has been “reimagined” based on these three facts about computers:

1. Computers not connected to the Internet 24/7 are an oddity.
2. People use their computers as social devices.
3. Laptops and smaller screen devices are becoming far more popular than desktops.

Log in



Click anywhere on the **Lock Screen** to open the log in screen.



Enter your password and press ENTER to sign in to Windows.

The Start Screen replaces the Start menu



Click any tile or program to open it.

If you don't see the application you want, right-click the background to get the **All apps** button on the right side of the bar.

Navigate the Start screen using...

- the scroll bar
- the wheel on your mouse
- press **Page Up** or **Page Down**















Microsoft Window 8

The Start Screen replaces the Start menu

Customize your Start screen

Right-click a tile or program and the apps bar will appear at the bottom of the screen.

 Pin to Start	Pin to Start	Tile or Program	Show tile or program on the immediate Start screen.
 Unpin from Start	Unpin from Start	Tile or Program	Hide tile or program on the immediate Start screen. Must open All apps to open.
 Pin to taskbar	Pin to taskbar	Program	Keep the program visible on the taskbar of the Desktop for easy access without returning to the Start screen.
 Unpin from taskbar	Unpin from taskbar	Program	No long have the program visible on the taskbar of the Desktop. Must return to Start screen to open.
 Uninstall	Uninstall	Tile or Program	Uninstall the application or program.
 Smaller	Smaller	Tile	Decrease the size of the application's tile.
 Larger	Larger	Tile	Increase the size of the application's tile.
 Turn live tile on	Turn live tile on	Tile	Tile will show live updates for the application.
 Turn live tile off	Turn live tile off	Tile	Tile will show a static image of the application.
 Open new window	Open new window	Program	Opens another window of the selected program.
 Run as administrator	Run as administrator	Program	Runs the program as the administrator of the computer. Log in credentials required if user is not the admin.
 Open file location	Open file location	Program	Opens the folder the application is in.



Adding shortcuts to the Start screen or taskbar

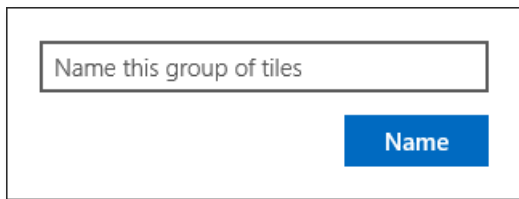
1. Right-click the Start screen and then click **All apps** to view all available applications.
2. Right-click the application you want to add to the Start screen, and then click **Pin to Start** or **Pin to taskbar**.

Groups on the Start screen

1. Drag an icon away from the main group, separators will appear. If you want to create logical groups of icons, just drag those icons to the other side of the separator. Your groups are unlimited.

Rename groups

1. Move the mouse cursor to the far right corner of the scroll bar and click the **Zoom** button.  You can also hold CTRL and use the scroll wheel of your mouse.
2. Right-click the group to name or rename and then click **Name group** on the apps bar. 
3. Type a name for the group and click **Name**.




Hot Corners for your Task Management

Hover your mouse over any of the four corners for these options.




Toggle open apps (top-left corner)

- Click to open the viewed app, or drag the thumbnail to the center of your screen to open.
- To view all open apps, move your mouse cursor down the left side of the screen to view a thumbnail of all open apps. Click a thumbnail to make that app active.

 To close an app, move the mouse cursor to the top of the screen. When your cursor becomes a hand, click and drag the app to the bottom of the screen.

Apps are native in Windows 8. You can install more from the **Windows Store**. The desktop is considered an app on the Start screen.

The Desktop

Return to the Start screen by pressing the Windows key  or move to the bottom left corner for the Start screen thumbnail. There is NO Start button.



Best Practice tip: Pin your frequently used applications to the taskbar instead of your Start screen for quicker access.

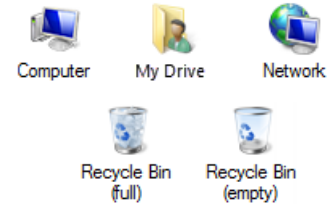


Microsoft Window 8

The Desktop

Personalize the desktop

1. Right-click the desktop and click  **Personalize**.
Just like in Windows 7, you can change the background and theme of your desktop.
2. If you are missing your desktop icons, click **Change desktop icons** link on the left.
3. Select the icons to show or hide on your desktop, then click **Close**. 



Show the taskbar across multiple monitors

1. Right-click the taskbar and click **Properties**.
2. You'll see the options on the **Taskbar** tab. If not, your computer is not configured for multiple monitors.

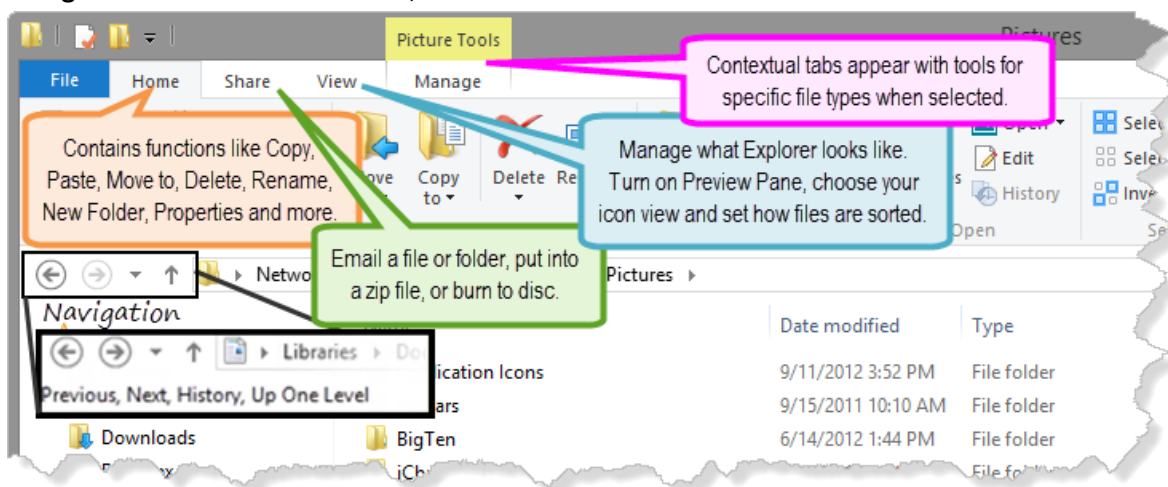
Open the Control Panel

- Move your cursor to the bottom left corner of the desktop, when you see the Start screen thumbnail, right-click for the **Administrative Tools** menu.
- Move your cursor to one of the right corners to open the **Charms**, and select **Settings**.

Windows Explorer (Folders)

Office 2010 options now in Explorer

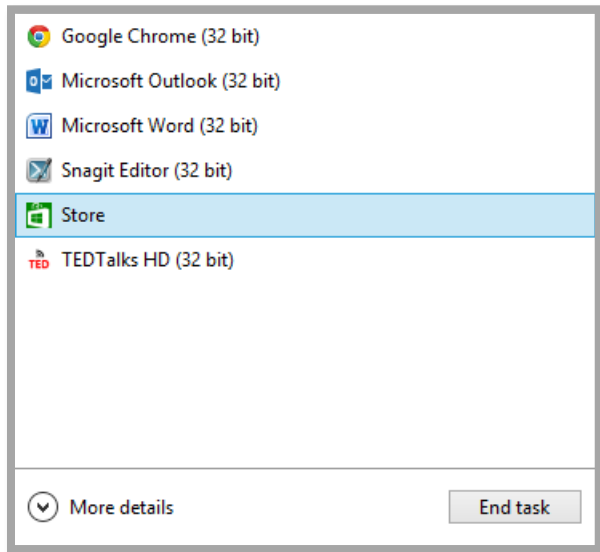
- **Quick Access toolbar** can be customized with your favorite tools.
- The **File** tab is a new menu in Explorer with common tools for your computer. You can also pin your frequently used folders here for quick access.
- **Ribbons** are opened when you click a tab, or double-click a tab to make the ribbon “sticky” so it remains open. Contextual tabs will appear when many common file types are selected with tools specific to that file type.
- **Navigation buttons** look different, but work the same as Windows 7.




- Use the icons in the bottom-right corner for the two most popular views, **Details** and **Icons**.













A New Task Manager



1. Right-click the taskbar and click **Task Manager** to open.
2. Select the task to stop and click **End Task**.
3. For more advanced task management, click  **More Details** for information on CPU and RAM usage, app history, and even startup tweaking—so you can get rid of apps that launch on startup.

Charms

WIN  + C or the top/bottom right corners

	Search. Or you can just start typing while on the Start screen to search for what you want.  +Q
	Share won't work for desktop computer. Let's you share files and info with people you know or send info to another app, without leaving the app you're in. You can email photos to a friend, post an article to Facebook, or send a link to your note-taking app.  +H
	Start will take you back to the Start screen. 
	Devices will let you manage your dual monitor setup.  +K
	Settings will allow you to open the Control Panel, Personalization window, PC info and Help. You can also adjust volume, shut down or restart your computer, and Change PC settings.  +I

Microsoft Window 8

Shutdown

PC settings

Personalize

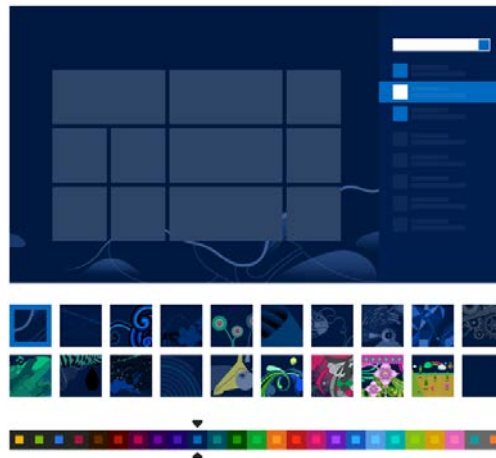
Lock screen

Choose a picture to display for your locked computer's screen and the apps to appear while locked.



Start screen

Choose your color scheme and tattoo for your Start screen.



Account picture

Locate a picture of yourself, or take a picture if you have a webcam.



General

Set the time, language, etc. Can be used to refresh your PC (will set everything back to default settings, but keep your personal files, photos, etc.).

Devices

Install a new printer, keyboard, mouse or other device.

Sync your settings

If using Windows on multiple devices, you can sync all devices to have the same settings.

Windows Update

Check Microsoft for the latest updates to your software and operating system.

Shutdown

1. Click the **Settings** Charm, and click **Power**, and then click **Shut down**.

Create a Shutdown button

1. Right-click the desktop, hover over **New** and click **Shortcut**.
2. Enter the command for your new shortcut. `shutdown.exe -s -t 00`
3. Click **Next**.
4. Type a name for the shortcut (i.e. Shutdown) and click **Finish**.
5. Right-click the icon and click **Properties**.
6. Click **Change Icon...** and select a new icon. Click **OK**.
7. Drag the shortcut onto your taskbar to pin it.

