Navigating Windows 8: finding hidden hotspots

To log on—click the left Arrow to Switch User

Using the mouse, how to...

- Get to the Desktop
    - Click on the desktop icon
- Return to the Start screen (or desktop)
    - Lower-left corner and then click the miniature Start screen (or desktop) that appears
- Choose from currently running apps
    - Upper-left corner and then lower the mouse pointer. Click an app's thumbnail to return to it
- Open the Charms bar
    - Lower- or upper-right corners
- Search for an item
    - Open the Charms bar; click on the magnifier; type in a term; click on Apps, Settings or Files
- See options for current app
    - Right-click a blank part of the app's screen
- Close an app
    - Drag top of app to bottom of screen with the grabber hand
- Pin an app to the Start screen—
    - Right click on the app/program icon and go to Pin to Start. To remove, rick click on the Start menu icon and right click and go to Unpin
- Shut down
    - Open Charms; go to Settings and click the Shutdown icon

Using keystroke/keyboard buttons, how to...

- Get back a step—Escape key
- Open the Start screen
    - Windows key
- Choose from currently running apps
    - Hold down Alt and press Tab repeatedly until you've highlighted the desired app. Then release both keys
- Open the Charms bar
    - Windows key and C
- See the currently viewed app's menus
    - Windows key and Z
- Shut down, lock screen, change password, task manager, on screen keyboard, magnifier, narrator
    - Control, Alt, Delete

Using a touch screen, how to...

- Open the Charms bar
    - Swipe from the right
- Open the Start screen
    - Open the Charms bar and then tap the Windows icon.
- Cycle through last used apps
    - Swipe from left and then tap the desired app.
- See options for current program
    - Swipe from bottom
- To pin/unpin an app, swipe down and select your choice

To run programs as an "app," go to Tools to Relaunch in Windows 8 mode (try Chrome, for example)

Quick Search—just type what you are looking for—without using the search bar or anything

To open in desktop view when logging in, search for Navigation or Personalization, then click the Navigation tab. Check the box next to When I sign in or close all apps on a screen, go to the desktop instead of Start. Or go to Apps view if you prefer.