

WINDOWS FOR BEGINNERS

WINDOWS 8



COMPUTER TRAINING CENTER

1515 SW 10th Avenue • Topeka KS 66604-1374
785.580.4606 • class@tspl.org • www.tspl.org

Windows is the operating system on a computer. The operating system is the software installed on a computer that tells the computer how to work. There are several versions of Windows. The following list is in newest to oldest order:

- Windows 8--October 2012; Windows 8.1--October 18, 2013
- Windows 7--2009
- Windows Vista--2007
- Windows XP--2001
- Windows ME or Millennium--2000
- Windows 98--1998
- Windows 95—1995

The first screen after the Lock and Welcome screens is the



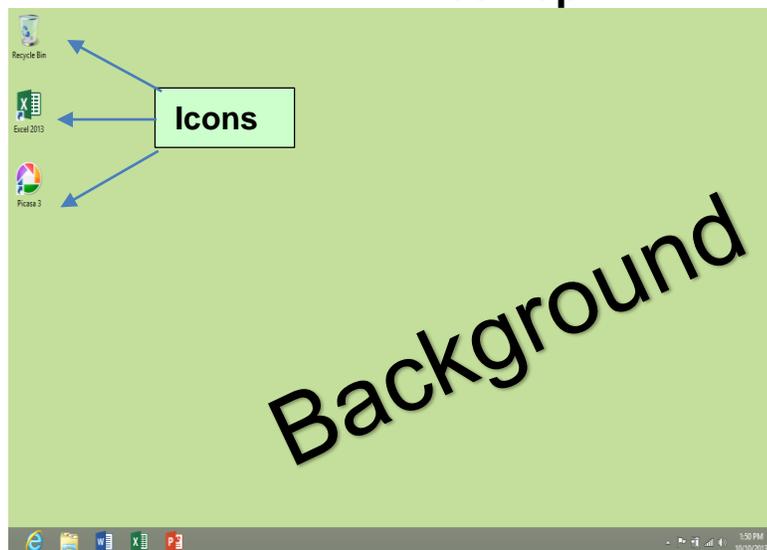
The **Start Screen** is a big change in Windows 8.

We'll come back to it later in the class. Or, turn to page 5.

Click on the Desktop tile or press Windows key **⊞ + D**.

The Windows 8 Desktop is very similar to the Windows 7 Desktop

The whole area below is the **Desktop**



The **Background** or wallpaper is just for looks. There are many different backgrounds from which to choose.

On many new computers, the only **ICON** on the desktop is the **Recycle Bin**.

Icons are *shortcuts* to programs or files on your computer. Double click a desktop icon to open it.

The **TASK BAR** is on the bottom of the screen.

Mouse Action

- **Click** is *always* a single click on the **left** mouse button.
- **Double Click** is *always* two quick clicks on the **left** mouse button.
- **Right Click** or click on the **right** mouse button to see a pop-up **menu**.
- **Drag and Drop** to move icons or objects on the screen. Point at the object with the mouse. Click and **hold down** the **left** mouse button. **Continue to hold down** the left mouse button as you move the object to the desired location. Release the left mouse button.

Try this:

Right click in the center of the desktop. A menu pops up.

Notice the right facing triangle to the right of **Sort by**.

Whenever you see this symbol in a menu, it means that another menu is underneath. This is called a **nested menu**.

To choose an option, move directly across to the next menu. **Left Click** on **Name** to put your icons in alphabetical order.

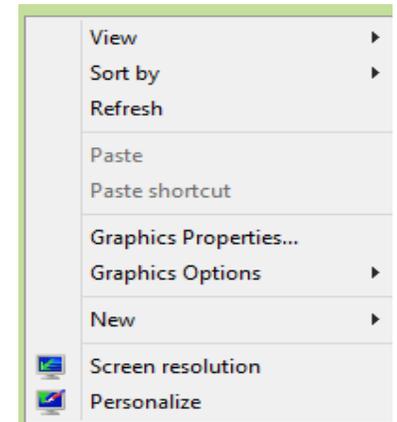
To make the right click menu disappear, left click on an empty area outside the menu.

Try this:

Drag an icon on the Desktop to the center of the screen. In class, drag the **Mousing Around** icon. To do this, place the mouse pointer in the center of the icon and **click and hold down the left mouse button**. Continue to hold down the button as you move the icon to the center of the screen. Release the left mouse button.

To remove an icon from the Desktop, drag the unwanted icon to the Recycle Bin. In class, you can try this by dragging the **Mousing Around** icon to the Recycle Bin.

Double click on the **Recycle Bin** icon. Click on **Mousing Around**. Click on **Restore the selected items**.



This is the Task Bar which is located at the bottom of the screen



Time
&
Date

Quick Launch icons

Notification Area

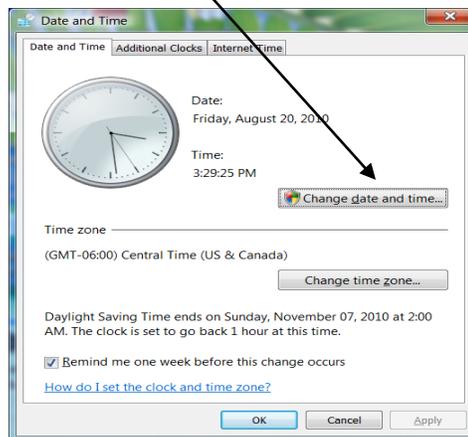
Try this at home: Click on the **time** in the Notification Area. Click on **Change date and time...**

Change the Date

Click on the proper date.

Change time zone

Use the scroll bar to find the proper time zone.

**Change the Time**

(Do this at home. Doesn't work on any library computers)

Drag the hands of the clock to the correct time, or

Click in the digital time display box. Click in the area that you wish to change—often the minute area. Use the **↑** to increase or decrease the time.

If you made changes, the Apply button will be dark. To make the changes take effect, click **Apply**. When you complete all your changes, click **OK**.

Open Programs on the Start Screen

Calculator

- Go to the Start Screen by pressing the Windows key .
- Type **Cal**
- Click on **Calculator**

TIP: Make Calculator a shortcut on the Start Screen. Follow the steps above but instead of Left clicking on Calculator, **Right click** on Calculator. On the bar at the bottom of the screen, click on **Pin to Start**.

Title Bar

Drag the Calculator to the upper left corner.

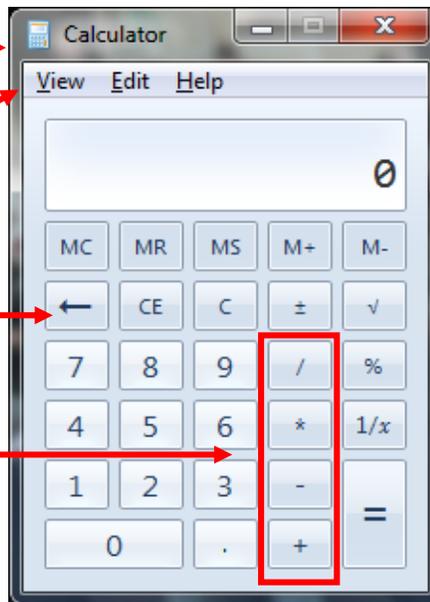
Menu Bar

Click on **View**.
Click on **Scientific**.

Click on **View**.
Click on **Standard**

/	division
*	multiplication
-	subtraction
+	addition
=	click on the equal sign to get the answer

Backspace



Control Boxes

 The X button is the **Close** button. Click on this button when you are finished using a program.

 The middle button is the **Maximize / Restore Down** button. It is not active in Calculator.

 The third button is the **Minimize** button. It will not make the calculator smaller. It will make it disappear. After clicking on the Minimize button, look in the Task bar at the bottom of the screen and click on the Calculator icon to bring it back to the screen.

You can use the **Number Keypad** instead of clicking on the screen.

Open another program:

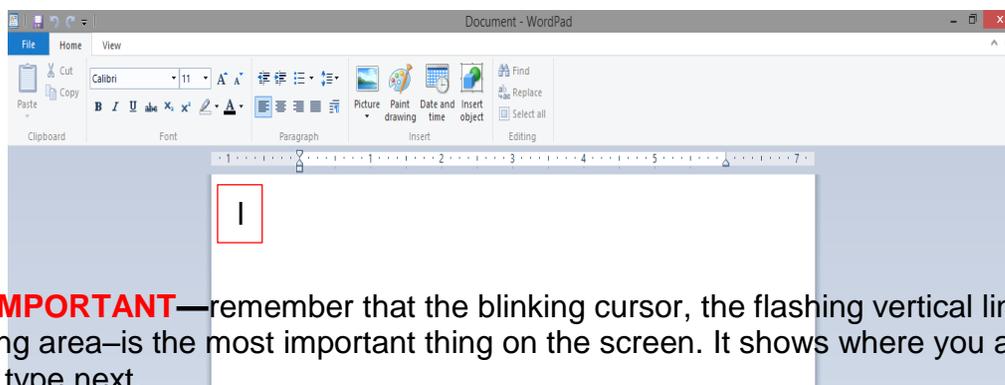
Go to the **Start Screen** by pressing the Windows key . Type **Wo**. Click on **WordPad**.

WordPad is a simple word processing program that comes with all Windows computers. If you have a better word processor such as Microsoft Word use it and not WordPad.

Title Bar

Ribbon

Ruler Bar



Control Boxes

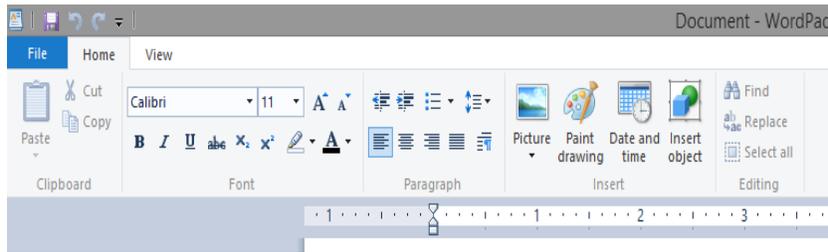
- Minimize
- Maximize / Restore Down
- Close

VERY IMPORTANT—remember that the blinking cursor, the flashing vertical line you see in the typing area—is the most important thing on the screen. It shows where you are and where you will type next.

Try this:

Type a few letters.

Point the mouse at an icon. Notice that a label or **screen tip** appears.



In the Ribbon, click on the ▼ to the right of **Calibri**. This is called a drop-down menu. This menu allows you to select the font or style of type. Click on **Arial Black**. Type a few letters

In the Font area, point at the **B**, **I**, and **U** buttons. Notice the screen tips that appear.

Click on the **Font Color** button . Click on a bright color. Type a few letters.

Any time you see a down facing arrow ▼ by an icon, that means you have choices. Click on the down arrow to see the choices.

Correcting typing errors

You can use the **Backspace** or the **Delete** key on the keyboard to erase type. Notice where the blinking cursor is. The **Backspace** key erases to the left of the blinking cursor. The **Delete** key erases to the right of the blinking cursor. Doesn't matter which one you use. You just need to know which direction you want to go.

As you type, when you get to the end of a line, WordPad will automatically wrap down to the next line.

If you want to go down to the next line before you get to the end of the line, press the **Enter key** on the keyboard.

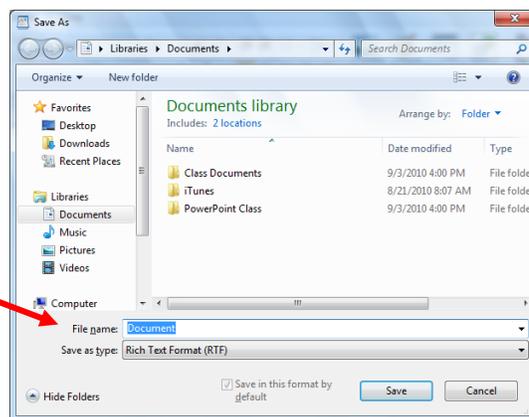
Save your work

Click on the **Save** button in the upper left corner.



The **Save As** dialog box opens.

Type in the **File Name** box to give your file a name. Then click on **Save**.



To close WordPad, click on the Close button  in the upper right corner.

Start Screen



The tiles, which are all the rectangles you see on the screen, are **apps** (short for applications) and are similar to the buttons on a smart phone or tablet computer.

Scroll to see more apps by rolling the mouse wheel or using the scroll bar.

The corners of the Start Screen are hotspots that help navigate through Windows 8.

The Windows Key  (also called the **WinKey**) on the keyboard acts as a toggle to switch back and forth between the Start Screen and the last used app or the Desktop if no app has been started. It is also used for many keyboard shortcuts.

To open an app, click on the tile. To close an app, put the mouse at the very top of the app. The mouse pointer will change to a hand. Hold down the left mouse button and drag the app all the way to the bottom of the screen. Alternatively, press the **Alt key + F4 key** to close an app.

Another way to open an app, is to just start typing. You won't see a cursor blinking. It doesn't seem right but it is that simple. Type "ca" and a list will appear with "camera" "calculator" "calendar". Click on the one you want. If you open a desktop app like Calculator, close the app with the close button (x) in the upper right corner.

To see all the apps installed on your computer. From the Start Screen, **right** click on any empty area. Click on **All Apps** in the lower right corner.

Windows 8.1 Change: Click on the down arrow ↓ in the lower left area of the Start screen. A right click will allow you to customize the Start screen.

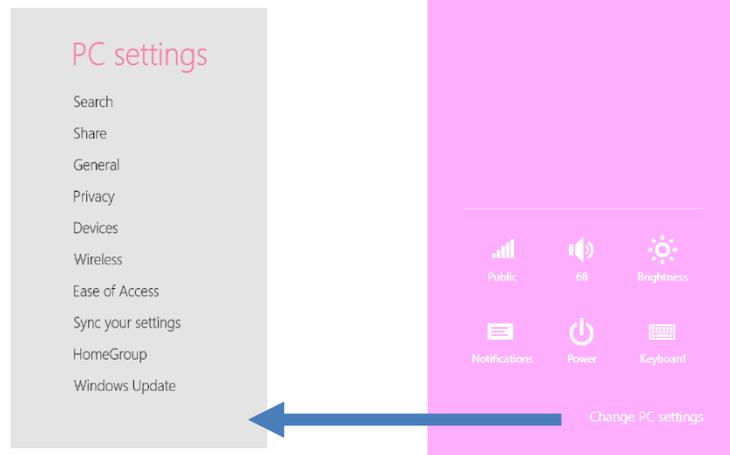
The Charms Bar has icons to Search, Share, Start Screen, Devices, and Settings. The Charms Bar is available both on the Start screen and the Desktop. Click in either the upper right or lower right corners (or type **key + C**).



Use **Settings** to connect to wireless networks, adjust volume or brightness, to hide notifications, to display an on-screen keyboard, or to **Power Off** the computer.

Also, on the **Settings** pane, at the bottom, see **Change PC settings**.

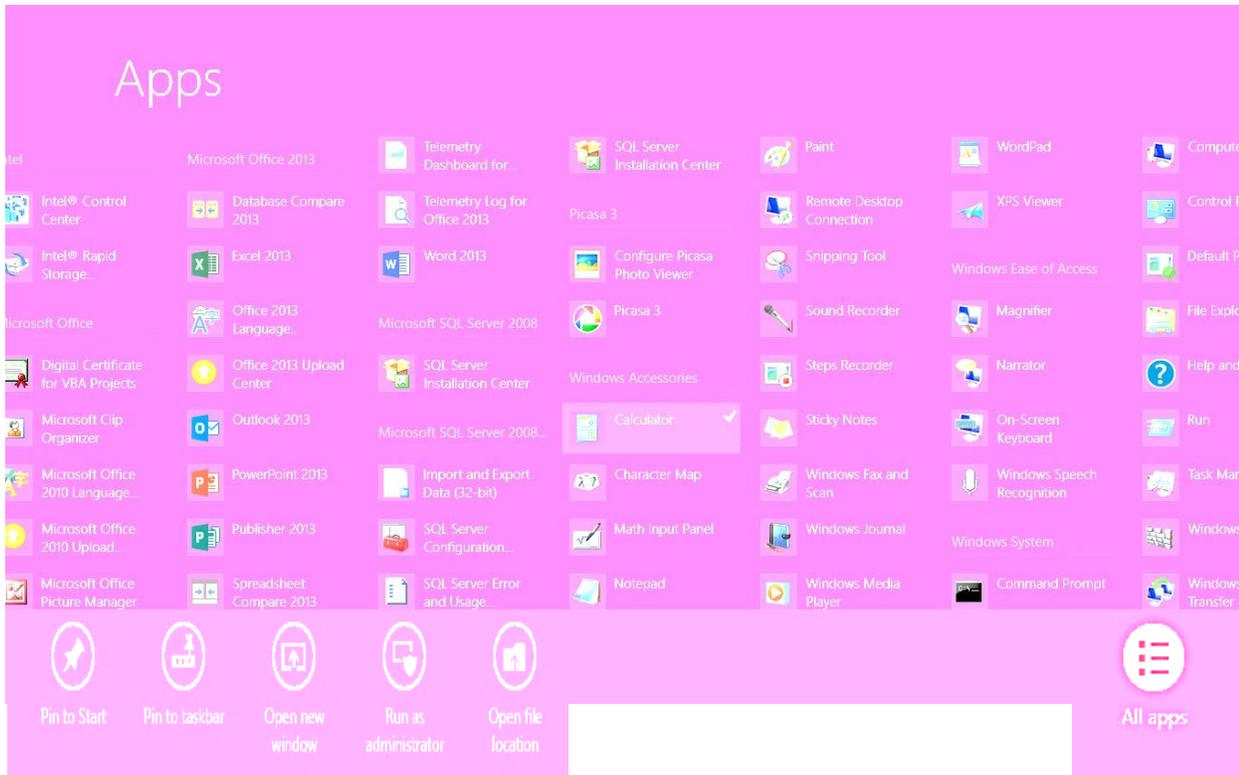
Use this to adjust your User Settings or to Personalize your computer.



Add shortcut icons to the Desktop Taskbar or to the Desktop

Right click on any application on the Start Screen or from the All Apps screen. One of the options in the menu at the bottom of the screen is to **Pin to Taskbar**. This will put an icon on the Desktop Taskbar.

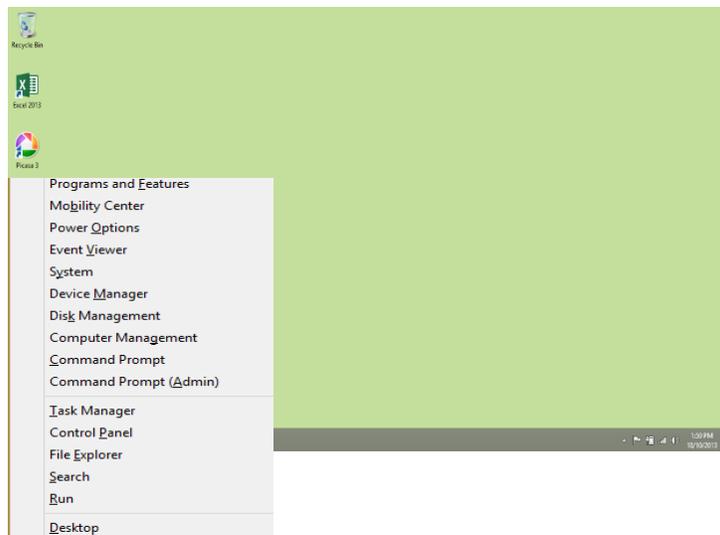
To put an icon on the Desktop, **right** click on an application and click on **Open File Location** in the menu at the bottom of the screen. **Right** click on the program in the list and point at **Send To...** and click on **Desktop (create shortcut)**.



Power User Menu **Win** key + X

It is a little like the Start Menu in Windows 7. Use from either the Desktop or the Start Screen.

New in Windows 8.1, the Power User Menu now includes Shut down or sign out option.



Also new for the Desktop in Windows 8.1 is a Start button on the left side of the Task bar.

Clicking on it will return you to the All Apps view.

Right click on it to give you the **Power User Menu** same as **Win key + X**.

Before you upgrade to the free Windows 8.1

- Be sure you have a lot of time. It should get faster when fewer people are trying to download it. Mine took about 3.5 hours.
- Be sure to have a Microsoft account set up. You need it for other things as well.

Go to the Store App to get the 8.1 upgrade.

Some features of Windows 8.1

New app called **Help+Tips** if very helpful.

Start button and Boot to Desktop—this feature is found in the **Taskbar's setting dialog**. Right click on the Taskbar and click on **Properties**. Also, you can shut down from the Start button—just right click on it for shut down options. Right clicking gives a similar menu to the Win+X shortcut.

New apps are added to the All Apps screen NOT to the Start screen.

Get to All Apps by swiping up or clicking on the down arrow in the bottom left portion of the Start screen.



Many updated and new apps especially Mail and Photos. Also Xbox Music and Skype. Can actually edit photos like applying Instagram-esque filters as well as doing lighting and color corrections and cropping.

Mail now lets you drag-and-drop emails between folders.

Xbox Music has choices now for Collection, Radio and Explore. Can filter music by Album, Artist, Title, and sort by date added and genre.

Reading List is a completely new app. Use the Share charm to send any web page or document to the app for later perusal.

Skype is now a standard included part of Windows. Use it instead of Messaging. Skype also lets you send files or images and will snap to a side window if you link through it. It also ties in with the People app (contacts and social) and in Internet Explorer 11 for *click to call* capability.

Many new and updated Bing apps: Travel, Maps, Weather, Health & Fitness, Food & Drink, Sports, News and Finance.

New –style Calculator app as well as Calendar, Reader for PDF, XPS, and TIFF files, Scan and Sound Recorder. The Alarms app can be used as a timer and stopwatch as well as a background-running alarm clock.

More powerful Search. From the Start screen, after typing just a couple of letters, you'll see suggestions for apps but also for popular web searches and more. You can change the scope of your search from Everywhere to Settings, Files, Web Images, and Web Videos. If you search on any popular musician, you can play their top songs, watch their videos and scroll through pages of website info. If you search on Chicago, you'll see a Bing map, the current weather, and attractions.

New Internet Explorer 11: Can use as many tabs as you want.

New Store and individual app pages redesigned.

New ways to Print: New NFC (Near Field Communication) support will mean that your PC can recognize the nearest working printer and print to it IF the printer supports NFC. Also new support for 3-D printing.

More sources for Windows 8.1:

<http://arstechnica.com/information-technology/2013/10/windows-8-1-what-a-difference-a-year-makes/>

<http://www.pcworld.com/article/2056291/how-to-bring-back-libraries-in-windows-8-1.html>

<http://www.pcmag.com/article2/0,2817,2425456,00.asp>

<http://www.pcmag.com/article2/0,2817,2425883,00.asp>

<http://gizmodo.com/windows-8-1-review-little-changes-make-a-big-differenc-1446625571>

<http://www.techrepublic.com/blog/windows-and-office/a-look-at-some-microsoft-windows-81-highlights/>

<http://www.theverge.com/2013/10/17/4845142/windows-8-1-review>