Lecture 3: Windows 8.1

Start Screen:

The Start screen in Windows 8.1 is based around square and rectangular colored blocks called Tiles. When clicked, each one starts an app. The app will then perform a specific task, such as sending and receiving email, viewing web pages, editing photographs, or playing a game.

Using the Charms:

In Windows 8.1, you can find the start button in the new charms menu. This pops out from the right side of the screen and contains icons for useful tasks in Windows 8.1.

You can open the Charms Menu by pressing WindowsKey+C on your keyboard (the WindowsKey is the key at the bottom left of your keyboard with the Windows logo on it). To open the Charms Menu with a mouse, move your mouse to the bottom right or the top right corner of the screen.

On the Charms Menu, you will find the following options:

- **Search** opens the search panel so you can find apps, documents, and Windows 8.1 Settings.
- **Share** allows you to share text, pictures, and more between Windows 8.1 apps and also save pages from apps and the Internet to read later.
- **Start** returns you to the Start screen; this is also available by pressing the Windows Key on your keyboard or the Windows button on your tablet computer.
- **Devices** allows you to print documents, web pages, and information from apps, use external display projectors, and other hardware devices.
- **Settings** displays the Windows Settings and controls as well as displaying controls for the currently running app.
**Using the App Bar:**

In Windows 8.1 apps and on the start screen, right-click displays the **App Bar**. To open the App Bar with your mouse, right-click in an app or on the start screen. To open the App Bar from your keyboard, press `WindowsKey+Z`. These options are equivalent to drop-down menus in Windows desktop programs and can perform many functions, each of which depends on the context of where you are and what you are doing.

**Finding All the Apps in Windows 8.1:**

You can see all of the apps that are installed in Windows 8.1, including Windows desktop programs. When you move your mouse around your screen, a small down arrow will appear near the bottom left corner. You can click this to open the **All Apps** view.

**Switching Between Running Apps in Windows 8.1:**

You can use the `WindowsKey+Tab` keys to switch between running apps.

**Docking Apps to the Left or Right of the Screen:**

When you drag an app in from the left of the screen, you will see a vertical bar appear in the left quarter or right quarter of the screen, depending on where you are dragging it at that point. Dropping an app when you see this bar will dock it to the far left or the far right of the screen. You can also drag the
currently displayed app downward from the top center of the screen to dock it to the left or right of the screen.

Close an App:
To close the currently running app, drag it downward from the top center of the screen with your mouse, and throw it off the bottom of the screen.

Shutting Down and Restarting Windows 8.1:
To restart or shut down Windows 8.1, follow these instructions.
- Open the Charms Menu.
- Click Settings.
- In the panel that appears, click Power.
- In the menu that appears, click Shut Down, Restart, or Sleep.