

CHAPTER 1

IN FOCUS

STARTING OFF WITH WINDOWS 8

Windows 8 is the latest operating system produced by Microsoft. It was officially released around the world in October 2012.

An operating system such as Windows 8 provides a range of tools, programs and resources that help you and your computer to work together. It provides the **interface** between what your computer can do and your data.

Although the new Windows user interface has been designed primarily for touchscreens (like those found on tablet computers), you'll still find the interface very easy to use and navigate using the more traditional mouse/keyboard combination.

In this session you will:

- ✓ learn how to turn on the computer
- ✓ learn how to sign in to **Windows**
- ✓ gain an understanding of the **Start** screen
- ✓ gain an understanding of the **App Switcher**
- ✓ gain an understanding of the **App** bar
- ✓ gain an understanding of the **Charms** bar
- ✓ gain an understanding of **Windows** apps
- ✓ learn how to display key user interface elements
- ✓ learn how to put your computer to sleep
- ✓ learn how to shut down your computer.

TURNING ON THE COMPUTER

No, computers can't get excited! Indeed, a computer is just another electronic device full of plastic, metals and other innate goodies. It really is just a lump of throwaway bits and pieces sitting

in your lap or on your desk. The computer only 'comes to life' and starts working for you when the power is switched on – and this, if it hasn't already been done, is the first thing you need to do.

Try This Yourself:

- 1** Check whether the power to the computer is already switched on – if there is nothing presently on the screen press a couple of keys on the keyboard

Sometimes computers go into sleep or hibernation mode, where they are switched on, but shut down many of their components to save power. When you press a keyboard key a computer in sleep or hibernation mode often resumes normal operation in a matter of seconds...

- 2** If nothing has happened since pressing a couple of keys on the keyboard, look for the **power switch**

The power switch could be anywhere – on the top, at the front, on the side. It could be square, round or oval in shape. But all power switches today have the power icon  either on or near them...

- 3** Press the power switch and wait while the computer turns on and begins its warm-up routines

The lock screen will display

2

Trivia: The power on icon displayed here is an ANSI or ISO worldwide standard. The straight line indicates that power is on, while the circle indicates that power is off.

The circle is broken to indicate that the device can also be in standby mode – such as hibernation for computers and for use with remotes in other devices such as television sets and stereo systems. A closed circle (which is very rare) indicates that the power will go completely off.

3

When you switch the power on, the computer will:

- perform a self-diagnostic routine known as the power-on self test (POST)
- look for the operating system on one of the drives (beginning with drive A: and progressing through until it locates it, usually on drive C:)
- start the operating system
- possibly display a prompt requiring you to press three keys simultaneously – usually **Ctrl** + **Alt** + **Del**
- display the sign-in screen so that you can sign in to Windows and commence to use the computer.

For Your Reference...

To turn a computer on:

1. If the screen is blank press a key to ensure it is not just in sleep or hibernation mode
2. Locate and press the power button 

Handy to Know...

- If nothing happens when the power switch is pressed, chances are the computer is not plugged into an electrical power point or the power point is switched off. Check these before calling for further help.

SIGNING IN TO WINDOWS

Once the computer has completed its **power-on self test (POST)** it will pause, waiting for you to press a key or a sequence of keys. Once you have done this you will be required to sign in to

Windows by specifying a **user name** or **email address** and a **password**. The sign-in process identifies you as a valid user and also, if connected, provides you with access to the computer network.

Try This Yourself:

Before starting this exercise ensure that the computer is switched on and the lock or sign-in screen is displayed...

- 1 If the prompt **Press Ctrl + Alt + Delete to sign in** appears in the top left corner of the lock screen, hold down the **Ctrl** and **Alt** keys, and press **Del**. Otherwise, press any key

One or more users will display on the screen...

- 2 If only one user displays on the screen, go immediately to step 3. Otherwise, click on the desired **user name** or click on **Other user**

If you have clicked on your user name you will be prompted for the password that provides access to your computer. If you have clicked on Other user, you will be prompted for a valid user name or email address and password...

- 3 Type a valid **user name** or **email address** (if required) and the valid **password** associated with it and press **Enter** to sign in

After a few moments the Start screen will display

1

The **Ctrl + Alt + Delete** operation to progress to the sign-in screen has been in operation virtually since the first days of personal computing. It is a rather bizarre combination of keystrokes but has now become an accepted part of the start-up routine.

This combination of keys can also be used after the computer has started to access a special program known as the **Task Manager** which can help you to recover from computer problems.

2

The **user name** or **email address** is used to identify you on your computer.

Multiple people can securely share a single computer as long as each person is given a user name. In this situation, the computer will store each user's computing preferences such as the colour of the screen, their favourite programs, and other special configurations.

If the computer is connected to a network the user name, in addition to recognising you on the computer, also identifies you to the network. Here the user name becomes part of your profile and is used to provide you with access to the parts of the network that you are permitted to use.

It may also be used to provide you with access to key company resources such as the email system and the internet.

For Your Reference...

To sign into Windows:

1. After switching on your computer, press any key or press **Ctrl** + **Alt** + **Del** if prompted
2. If necessary, click on your user name or **Other user**
3. Type your **user name** or **email address** (if required) and **password**

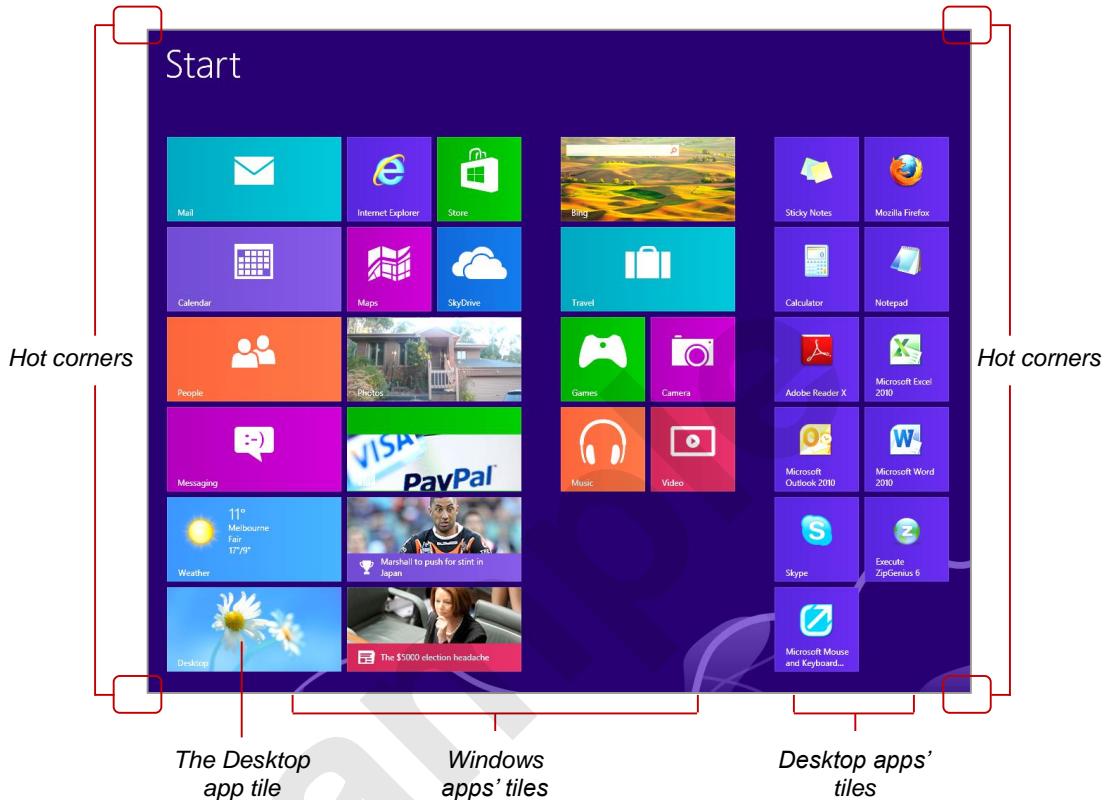
Handy to Know...

- User names and passwords are usually set up by the system administrator in your company. Rather than having a **local account** which requires you to sign in using a user name, you might have a **Microsoft account** that lets you sign in to Windows 8 using an email address and password.

THE START SCREEN

Once you have successfully signed into Windows on your computer, you will be presented with the **Start screen**. This screen is completely customisable in terms of its background, the

content that is included and even how the content appears. No two screens once customised, will therefore look the same. However, there are common elements that will appear.



Tiles

The **Start** screen appears with a grid of colourful **tiles** that provide access to key **Windows apps** and **desktop apps** installed on your computer. This screen replaces the more traditional **Start** button that users of previous versions of Windows would be used to.

Windows 8 have introduced a new type of app called **Windows apps** and several are installed with Windows 8. The tiles representing Windows apps appear either with a logo and title on a colourful background or with **live** content (such as the **Photos**, **News** and **Sport** apps as shown above).

The new Windows user interface replaces the traditional **Desktop** from earlier versions of Windows. However, Windows hasn't deleted the desktop; instead you can access it via the **Desktop** tile on the **Start** screen.

Many of the **desktop apps** that you regularly use, such as Microsoft Word and Excel, appear in plainer, purple tiles as shown in the right third of our screen above.

As you can see from this, Windows 8 now has the concept of two types of apps. **Windows apps** are the apps that you buy or download for free from the **Microsoft Store** (which has its own tile on the **Start** screen). **Desktop apps** refer to the software installed on your computer like Microsoft Word.

Hot Corners

A **hot corner** is an area of the interface (in this case one of the four corners of the screen) that will trigger a system action when you hover over it. In all areas of Windows (i.e. using both Windows apps and desktop programs) pointing to the hot corners will open either the **App Switcher** or the **Charms bar**. (Note these are described in more detail later in this chapter.)

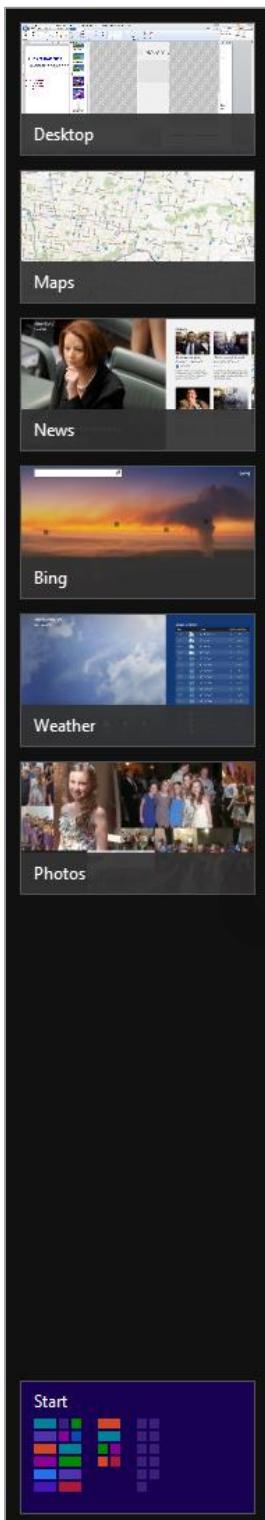
The left-hand hot corners will display the **App Switcher** which shows thumbnails of all open applications. You can use this panel to quickly swap between open apps by clicking on the thumbnail representing the required app.

The right-hand hot corners will display the **Charms bar** which provides access to the **Search**, **Share**, **Devices** and **Settings charms** (or functions) as well as a charm to display the **Start** screen.

THE APP SWITCHER

Microsoft has introduced the **App Switcher** to help navigate and work with apps in the new user interface. The **App Switcher** displays in a narrow panel on the left side of the screen. It includes

thumbnails of open apps (except if you have multiple desktop programs running which are shown in a single desktop thumbnail) with the most recently used app displayed at the top of the panel.



Displaying The App Switcher

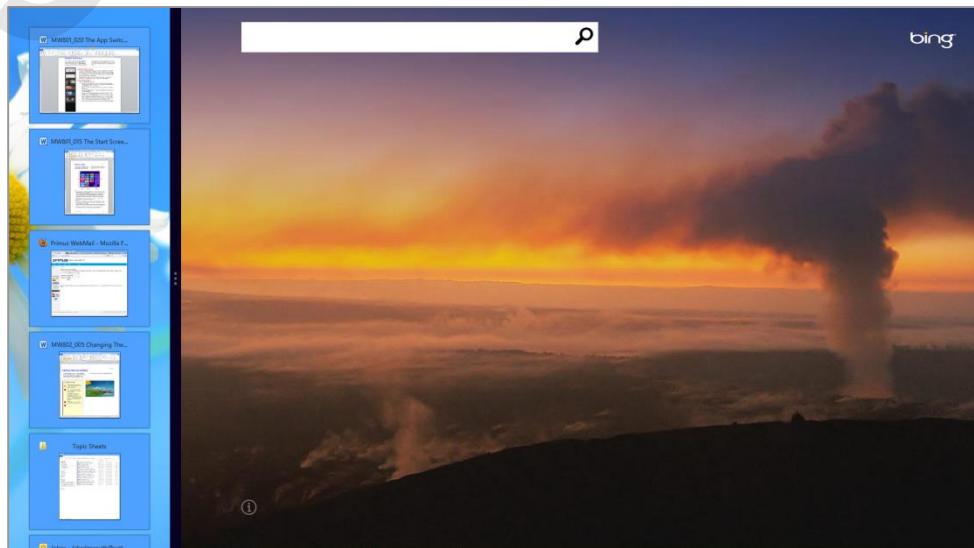
To display the **App Switcher** point to one of the two **left** hot corners and a single thumbnail will appear. Pointing to the top corner will display the app that you were just using. Pointing to the bottom corner will display the **Start** screen thumbnail unless this screen is currently displayed, in which case it will be the previous app's thumbnail.

After displaying the initial thumbnail, drag straight up or down and the thumbnails of open apps will paint onto the black **App Switcher**.

Using The App Switcher

Using the **App Switcher** you can:

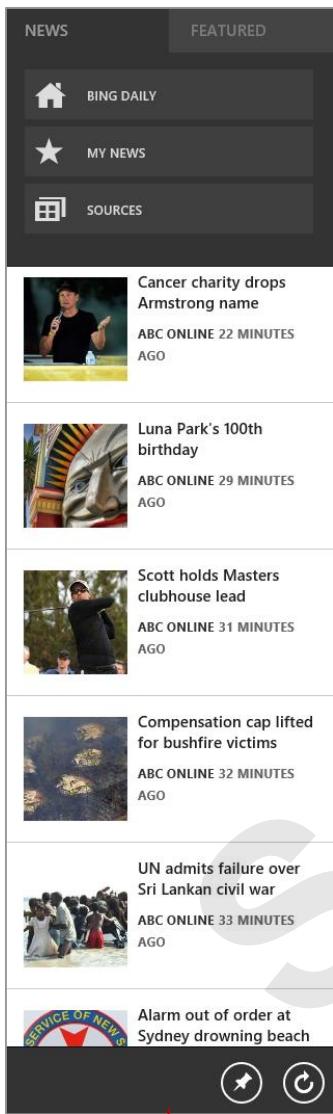
- switch to the previously used app by clicking on the top thumbnail. You can also simply click on the top hot corner without displaying the **App Switcher** to do the same thing.
- switch to an open app by clicking on the thumbnail representing the app.
- display the **Start** screen by clicking on its thumbnail at the bottom of the **App Switcher**.
- snap a second Windows app into a small pane either to the left (**Snap Left**) or right (**Snap Right**) of the app that had been opened.
- snap an app and the desktop in adjacent panes. If you have several desktop programs open and you snap the desktop into the smaller pane, thumbnails of all open programs will display in the pane (see the example below). You can click on a specific thumbnail to open the program in the larger pane.
- close any app by right-clicking on its thumbnail and selecting **Close**.
- display a menu that lets you launch common system-management functions like the **Control Panel**, **Run** dialog box and so on by right-clicking on the **Start** thumbnail in the lower hot corner.



THE APP BAR

The **App bar** is new to Windows 8 and only displays in Windows apps and on the **Start** and **Apps** screens. The **App bar** is a context-sensitive menu of options that displays in a panel

across the top or bottom of the screen. Rather than displaying **App bars** in desktop programs, Microsoft has retained the context-sensitive shortcut menus from earlier versions of Windows.



Notice that the News app has two App bars: one at the top of the screen and one at the bottom

Right-clicking on a desktop program, such as Microsoft Word, displays the same shortcut menu that you saw in previous versions of Windows

Displaying The App Bar (And Shortcut Menus)

Right-click on a screen to display the **App bar** (or shortcut menu in a desktop program).

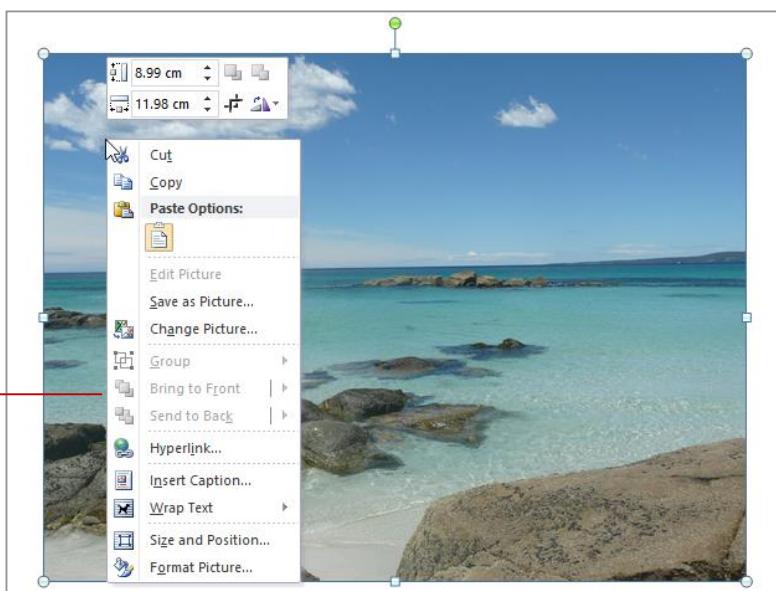
Using The App Bar

Using an **App bar** you can:

- display the **Apps** screen by right-clicking anywhere on the **Start** screen and then clicking on the **All apps** tool in the **App bar** (as shown below). The **Apps** screen lists and lets you access every app and desktop program installed on your computer.
- access all relevant commands for the open Windows app. For example, you can select a different source for the items that display in the **News** app (as shown below on the left).
- display all relevant commands to a particular item in a desktop program. For example, right-clicking on an image inserted into a Word document (as shown in the bottom example below) displays commands relevant to editing and formatting the image.
- customise the **Start** screen. By right-clicking on a Windows 8 tile on the **Start** screen, you can unpin the tile from the **Start** screen, uninstall the app, change the tile's size, and turn on or off the live tile feature. Right-clicking on a desktop app's tile includes some additional options such as open in a new window and open file location. You can also pin additional apps to the **Start** screen by right-clicking on the desired app on the **Apps** screen.



All apps tool at the bottom of the Start screen



THE CHARMS BAR

The **Charms bar** appears by default on the right side of the screen when you point to either the top or lower right hot corner and then move the mouse towards the **charms**. The **Charms bar**

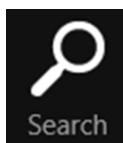
comprises five charms: **Search**, **Share**, **Start**, **Devices** and **Settings**. What you can do with the charms will depend on where you are: on the **Start** screen, using a desktop app, and so on.

Displaying The Charms Bar

To display the **Charms bar** point to one of the two **right** hot corners – the five charms will appear along the right side of the screen as white outlines. You must then move the mouse pointer towards the charms and the black **Charms bar** containing the charms and their titles will paint onto the screen.

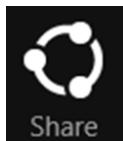
If you don't move the mouse within two to three seconds after pointing to a right hot corner, the charm outlines will disappear as Windows assumes that you didn't actually want to trigger the **Charms bar**. For example, you may have moved the mouse to the screen corner to scroll or close a window.

Using The Charms



Search

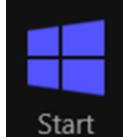
Whether you want to find a file, a program, an email message or a specific photograph, you can search for it wherever you are using the **Search** charm. By default, **Search** opens the **Apps** screen regardless of where you are but you can click on **Settings**, **Files** or one of the new Windows apps that are listed to filter your search.



Share

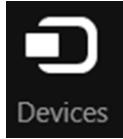
A variety of the new Windows apps let you use the **Share** charm to share files and information with people you know or send information to another app without leaving the app that you're in. For example, you can email a photo to a friend or send the same photo from a viewer to an image editing app, update your Facebook status, send a link to your note-taking app, copy a figure from a web page into a calculator, and more.

Note that **Share** doesn't work with desktop programs.



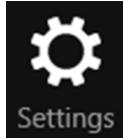
Start

Click on this charm to get to your **Start** screen or if you're already on the **Start** screen, use this charm to switch to the last app that you were in.



Devices

This charm lets you use all of the devices that are connected to your computer, both wired and wirelessly. For example, you can print from an app, sync with your phone, or stream your latest home movie to your TV.



Settings

Using this charm you can change the settings for your apps and PC. At the top of this panel you will see various settings, help and information relevant to the app you're in. For example, if you open this charm while using a desktop app, you'll see the settings **Control Panel**, **Personalisation**, **PC Info** and **Help**.

At the bottom of this panel you will see six common PC settings – network connection, volume, brightness, notification, power (you'll use this option regularly as this is where you go to shut down or restart your computer, or put it to sleep) and keyboard. These PC settings are the same no matter where you are in Windows, but the app settings at the top of the panel are different in every app.

You can also change settings for your PC when you click on **Change PC settings** at the very bottom of the panel. This is where you can change your lock screen picture, manage notifications and more.

WINDOWS APPS

Windows 8 has introduced new apps that have been designed to run in the new user interface. These apps are known as **Window apps**. The default installation of Windows 8 includes various

inbuilt Windows apps and these appear as coloured tiles on the **Start** screen. By opening the **Windows Store** via the **Start** screen, however, you can have access to thousands of additional apps.

Inbuilt Apps

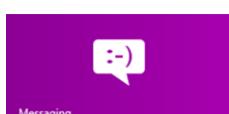
The default **Start** screen includes numerous tiles. Many of these tiles are brightly coloured or include live content (such as **Photos**, **News** or **Weather** if their **Live Tile** feature has been turned on) and may be large or small (as you can see in the table below). These tiles link to Windows apps. The smaller, blue tiles link to some of your desktop programs such as Microsoft Excel.

Here's a quick overview of some of preinstalled Windows apps.



People

Lets you aggregate contact lists from a number of services. You can also get updates from your Twitter and Facebook feeds. You can respond to individual messages, but you can't post global updates to Facebook or Twitter.



Messaging

Lets you see multiple conversations on Facebook and Windows Live and lets you chat (text only) and send group messages.



Mail

You can get email from your accounts including Outlook, Gmail and Yahoo!



Calendar

Aggregates calendar feeds from multiple accounts such as Hotmail, Outlook and Google.



Bing

Lets you quickly search the internet. The results show as large previews.



News

You can customise your news and even pick individual topics



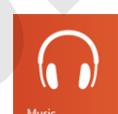
Photos

This tile shuffles through your images whether they're on Facebook, Flickr, SkyDrive or another PC. But you can't edit photos or launch a photo-editing application from here.



Video

Lets you browse and watch movies and shows. You can watch them on your PC or play to your TV.



Music

Lets you download and listen to free streaming music (as well as play your own) and share your playlists.



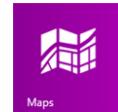
Games

Let's you download and play games.



SkyDrive

Lets you work with your SkyDrive content.



Maps

You can display a map, change its style from road to aerial view and get directions.



Store

The Windows Store has thousands of apps, both free and pay-for that you can download once you have logged in with your Microsoft account.

DISPLAYING KEY USER INTERFACE ELEMENTS

Microsoft has introduced the concept of **hot** corners in Windows 8 which allow you to display and use the various interface elements such as the **Charms bar**, **App Switcher** and **App bar**.

You can display these elements whether you're working with the new Windows apps or desktop programs.

Try This Yourself:

Before starting this exercise ensure that the Start screen is open...

- 1 Point to the top right **hot** corner of the screen – outlines of the charms will appear
- 2 Drag straight down towards the charms to display the **Charms bar**

The charm's titles will appear and the background fills with black. You can also display the Charms bar by pointing to the lower right hot corner and dragging up.

Let's display the App bar...

- 3 Move the mouse outside the **Charms bar** to close it
- 4 Right-click on a tile to select the tile and display the **App bar** at the bottom of the screen

The App bar is context sensitive. Different tools will display depending upon where you click...

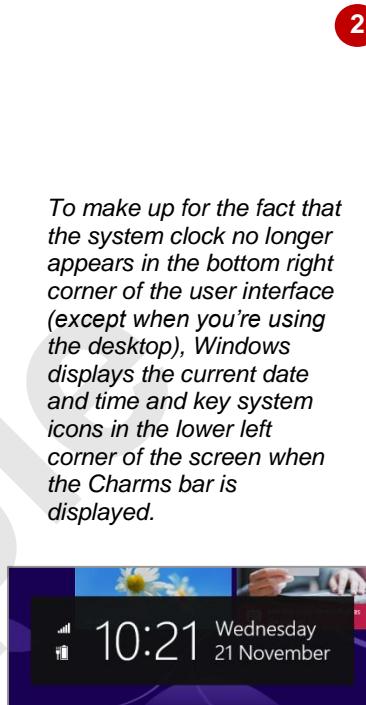
- 5 Click outside the **App bar** or press **Esc** to close it

Because we haven't opened any Windows apps yet, we cannot display the App Switcher. That's OK as you will open and use it later

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Tip: Some handy keyboard shortcuts are:

- Press **Windows + C** to display the **Charms bar**
- Press **Windows + Z** to display the **App bar**

*Note: The Windows **Windows** key is located to the left of the spacebar on your keyboard.*

For Your Reference...

To display the **new interface elements**:

- To display the **Charms bar**, point to a right hot corner and move towards the charms
- To display the **App Switcher**, point to a left hot corner and move up/down to the centre
- To display the **App bar**, right-click on the appropriate location

Handy to Know...

- You must have at least two Windows apps running (or one app and a desktop program) for the **App Switcher** to display. To do this, point to a left hot corner and drag down or up. Pointing to the top left corner displays the app you were last using, while pointing to the lower left corner shows the **Start** thumbnail.

PUTTING YOUR COMPUTER TO SLEEP

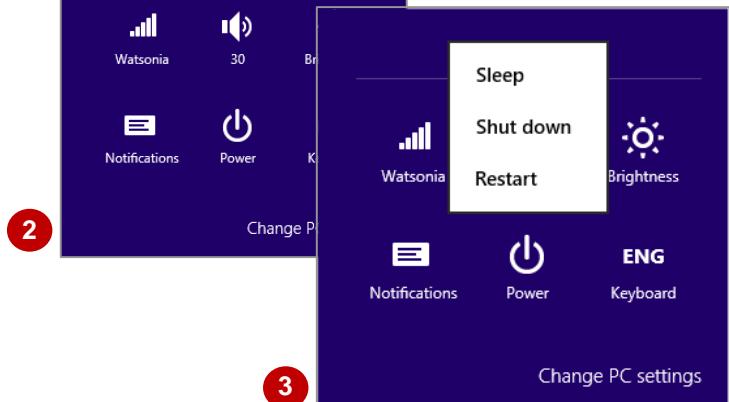
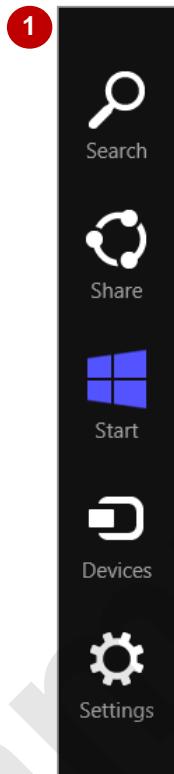
When you stop using your computer for a time, such as while you're taking a lunch break, it's not always convenient to turn the computer off and then turn it on again and reopen the apps that

you were using. Rather than turning off your computer, you can use the ***sleep*** option to save power when the computer is not in use and then rapidly get on with your work with a press of a key.

Try This Yourself:

Before starting this exercise ensure that the Start screen is open...

- 1 Point to a right hot key, then drag towards the charms to open the **Charms bar**
- 2 Click on **Settings** to display the **Settings** panel
- 3 Click on **Power** in the bottom row of the panel to display a menu of options
- 4 Select **Sleep**
The computer display disappears and it seems as though the computer is switched off...
- 5 Wait a few moments and then click the mouse button or press **Enter** to activate the computer, or you may need to press the computer's **On** button
The Lock screen may display...
- 6 Press **Ctrl** + **Alt** + **Del** (or press any key) to display the logon screen, type your password and then press **Enter**
You're instantly back to where you left off



For Your Reference...

To **put** your **computer** to **sleep**:

1. Display the **Charms bar**
2. Click on **Settings**
3. Click on **Power**
4. Select **Sleep**

Handy to Know...

- When your computer is in ***sleep*** mode it uses a very small amount of power to maintain your work in its memory. If you're using a laptop on a battery and your computer is left sleeping for hours, after a while it will automatically save your work to the hard drive and shut down completely.

SHUTTING DOWN YOUR COMPUTER

The quickest way to power down your computer is to put it into ***sleep*** mode until you are ready to begin using it again. But, if you want to turn off your computer completely when you have

finished using it, such as turning it off overnight, you can shut it down. This will not only save energy, but keeps your data more secure. You may be required to shut down in the workplace.

Try This Yourself:

Before you begin ensure that you have saved any work (in our case, we haven't done any work yet)...

- 1 Press **Windows** + **C** to quickly open the **Charms bar**, then click on **Settings** to display the **Settings** panel

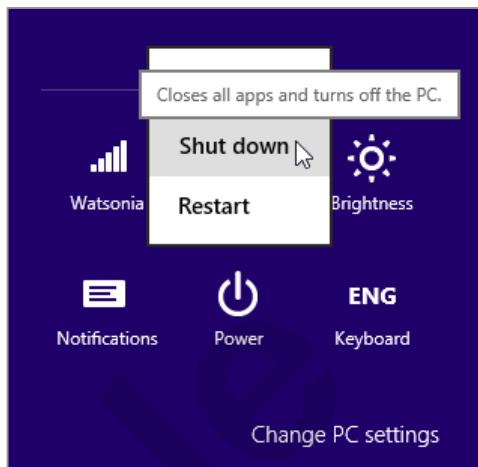
*Note: The **Windows** key is located just to the left of the spacebar on your keyboard...*

- 2 Click on **Power** and select **Shut down**

Wait a few moments as the computer will take longer to shut down than when you put it to sleep – eventually the screen will turn off and your computer will be shut down...

- 3 Turn on your computer and press **Ctrl** + **Alt** + **Del**
- 4 If required select your user name and type your password
- 5 Press **Enter** to display the **Start** screen

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For Your Reference...

To **shut down** your **computer**:

1. Save all documents and close all apps
2. Display the **Charms bar**
3. Click on **Settings**
4. Click on **Power**
5. Select **Shut down**

Handy to Know...

- You can also **restart** your computer by selecting **Restart** on the **Power** menu.
- To quickly display the **Settings** panel, press **Windows** + **I**.

NOTES:



Sample