Computer Learning Center at Ewing

Course Notes for Windows 8.1 Class

Session 1

Introduction

This class is to help students become more comfortable with the Windows 8 Operating System.

In introducing the Windows 8 operating system, Microsoft have combined two operating systems

- A system consisting of "tiles" that is designed primarily for touch devices – tablets and phones
- A system that is almost Windows 7 for those using keyboard and mouse.

However, the two systems are not completely separate, and to use the keyboard and mouse system, you will need familiarity with the Touch version, and how to use it. This class will describe both operating systems and enable you to become familiar with both systems.

What's new in Windows 8

Some of the key benefits of Windows 8 are:

- It's fast
- To those who use a smart phone, there are many similarities in Windows 8
- It is touch screen friendly
- It is closely integrated with the Cloud, so you can store files in the Cloud and access them from any computer
- Menus have been replaced by ribbons
- It includes free virus software
- Microsoft Xbox Music service is included for free – more on that later.

In Windows 8.1

- Apps have been improved
- New Apps are included
- Help screen now included
- Improved integration with OneDrive
- Libraries – hidden by default
- Improved management of Start Up Apps
- Easier System Image backup

In Windows 8.1 Update 1

- Boot to Desktop by default
- Modern Apps on Desktop Taskbar
- Taskbar is everywhere

- Right Click on App for Menu
- New Apps installed notifications
- Disk Space info in PC Settings
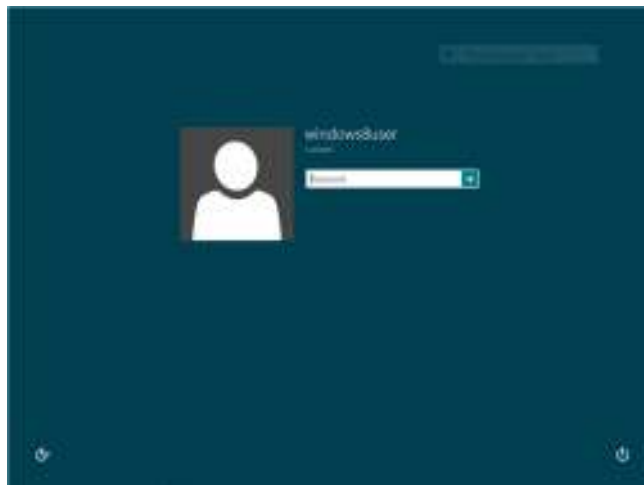- Is Cortana better than Siri
- Start Button on its way!!

The Metro or TileWorld Screen

Using Windows 8

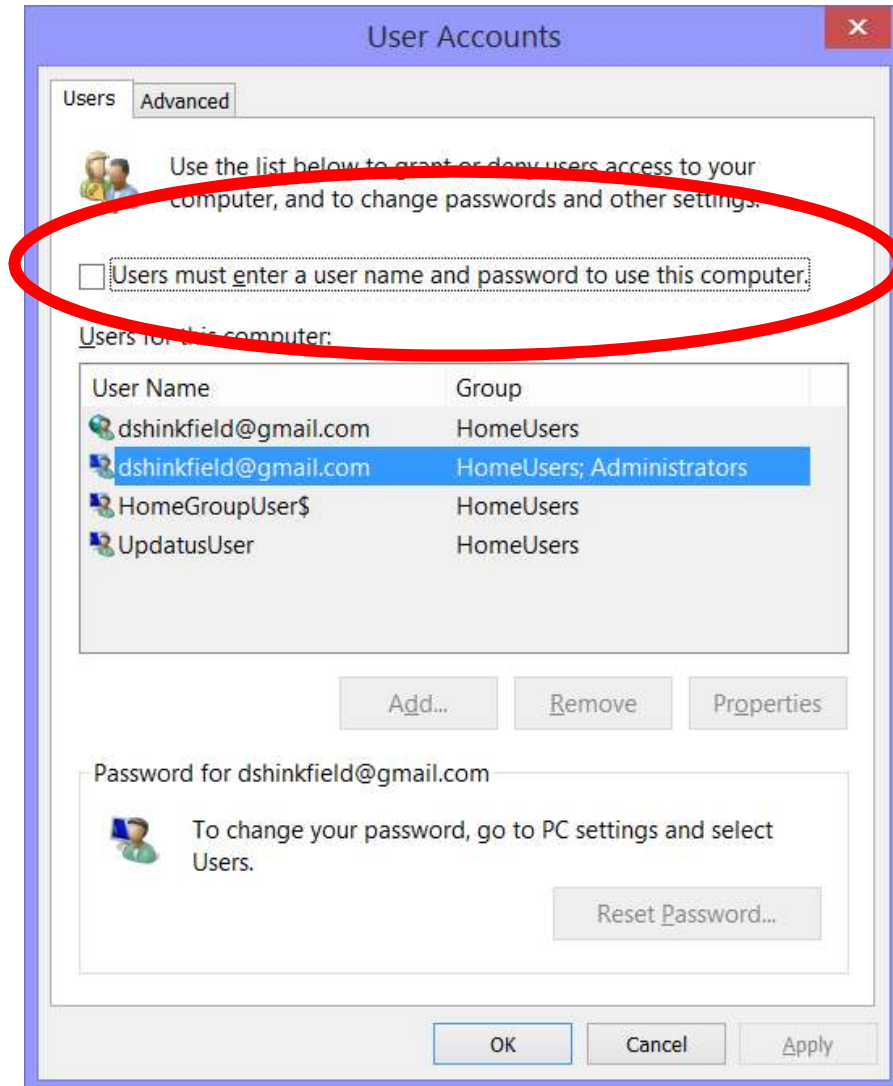When you turn on your computer, the first screen is the Lock Screen

This fine if you want to know the time, but to move on, click the mouse or press any key on the keyboard. This takes you to the Login screen.

Type your password (or use one of the alternative approaches to log in) and you are taken to the Home Screen.

If you have a desktop computer at home, you may wish to bypass the Enter Password screen. My advice is not to do that for a laptop, as others may have access to the computer. To bypass the Password screen, hold down the Windows key and tap R on your keyboard. A window will open. In the window, type "netplwiz" without the quotation marks, and press Enter. A window will open.

If you uncheck the box in the red circle and click OK, you will be asked for your password (twice) and then the next time you log on, no password will be requested.

The Start Screen

The Start Screen can be thought of as a substitute for the old Start Button. It shows a selection of programs that you can launch. The Start Screen includes programs that are Apps and also the more complex programs that launch from the Desktop, such as Word, Excel, Quicken etc. The Start Screen scrolls horizontally, using the wheel on the mouse, or ---. It should include the Apps and Programs that you use a lot.

Managing tiles.

Live tiles. One of the features that Microsoft introduced are Live Tiles – the tile shows a changing set of information, e.g. The mail tile shows a summary of the latest email, the Weather tile shows local weather conditions. If you find the live tiles too disturbing, you can turn the Live feature on and off. Right click on the tile, and a menu will appear. Select Turn Live Tile on or Off.

The Menu also lets you Resize tiles. The tiles will automatically regroup to fill in the spaces.

Tiles can be moved by holding down the left mouse button and dragging the tile to its new location.

If you no longer use a tile on the Start Screen, you can Unpin it using the App Bar. It removes the tile from the Start Screen, but does not uninstall the App.

All Programs

As with Windows 7, there is an All Programs button on the Start Screen. Move the mouse to the lower left of the screen and an arrow will appear. Clicking this opens the All Programs screen.

This shows all your Apps and Programs. They can be sorted by Name, by Most Used, by Date installed and by Category.

Right clicking an App opens a menu and allows you to perform a variety of tasks including Pin to Start Screen.

Personalizing the Start Screen

A right click on the Start Screen – not on an App, opens an App Bar that allows you to customize the Start Screen. Names can be added to Groups. Of course, you can groups the Apps by dragging them to your preferred place as described earlier. To create a new group, drag an App that will be part of the new group to a space between the Groups and a vertical line will appear, and a new group will be formed. You can then name it as described above.

Groups can be rearranged. Move the mouse and a – sign will appear in the lower right corner. Click it and the screen will zoom out. Groups of Apps can now be moved by dragging the group.

Using Apps

Open the Travel App. Right click on the App to show options. Review

Repeat for Weather App.

Zones (for Keyboard and Mouse)

Top Left:

When in the Start Screen, moving the mouse to each of the four corners of the screen will cause an action. To demonstrate, open two apps

- Weather
- Travel

When in the Weather app, move mouse to the top left hand corner and a thumbnail of the Travel app will appear. Clicking it will open the Travel app. Repeating this will return you to the Weather app.
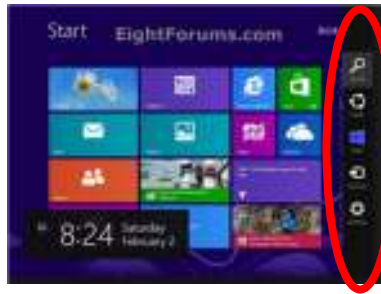
If you have more than two apps open and you move the mouse to the top left hand corner and slide the mouse down slightly, you will see thumbnails of all open programs. Clicking one will take you there.

Bottom Left

Moving the mouse to the bottom left and clicking the right button on the mouse will open a menu of useful programs, including a Shut Down command

Top or bottom Right

Moving the mouse to the top or bottom right hand corner opens the Charms Bar.

Here are the icons in the Charms Bar

- Search. Tap this icon to begin a search of your computer, fir anything – programs, documents, settings, emails, calendar appointments etc.,
- Share. Tap this icon to send what is selected to a friend by email or social network
- Start. Tap this to return to the Start Screen
- Devices. This offers options about whatever is connected to your computer – printers, Xbox, cameras etc.
- Settings. Settings here means options for the App you are using at the moment. Below the App settings are six handy settings icons about your computer. Shut Down is under the Power icon.

Underneath the six icons is "Change PC Settings" Clicking this will open the PC Settings panel, showing options for a range of setting about your computer.

Keyboard Shortcuts

Some very useful keyboard shortcut combinations.

- Windows key + D: Takes you to the desktop
- Windows key + C: Access the Charms Bar
- Windows key + I: Opens Settings. You can reach Control Panel from here if you are on the desktop when you use this shortcut
- Windows key + Q: Opens a Search screen.
- Windows key + X: Opens the Quick Access menu (also called the Power User Menu). There are many useful system tools here. This is an especially useful shortcut for power users. The Quick Access menu is shown below.
- Windows key + C: Access the Charms bar
- Windows key + I: Access the Settings charm
- Windows key + H: Access the Share charm
- Windows key + K: Access the Devices charm
- Windows key + Q: Access the Apps Search screen
- Windows key + F: Access the Files Search screen
- Windows key + W: Access the Settings Search screen
- Windows key + P: Access the Second Screen bar
- Windows key + X: Access the Windows Tools Menu
- Windows key + . : Move the screen split to the right
- Windows key + Shift + . : Move the screen split to the left
- Windows key + E: Open Computer

- Windows key + R: Open the Run dialog box
- Windows key + U: Open Ease of Access Center
- Windows key + Pause/Break: Open the System page
- Windows key + F1: Launch Windows Help and Support

Task Switcher

To see all open Apps and Programs, hold down Alt key and tap Tab. Tapping Tab will move you through all open Apps and Programs.

On Screen Keyboard

If you have a touch screen machine, an on screen keyboard will appear whenever typing is required. This does not happen for computers with keyboards.

Apps included with Windows 8.1

Alarms	Internet Explorer	Scan
Calculator	Mail	OneDrive
Calendar	Maps	Skype
Camera	Music	Sound Recorder
Desktop	News	Sports
Finance	PC Settings	Store
Food and Drink	People	Travel
Games	Photos	Video
Health and Fitness	Reader	Weather
Help + Tips	Reading List	

Closing Apps

Normally, you do not need to close an App. Just go onto the next App you want. However, if you do want to close it, move the mouse to the top of the screen and it will become a hand. Drag the hand down towards the bottom of the screen and the App will change to a thumbnail and then close.

In Windows 8.1 Update 1, moving the mouse on the screen will show a Close button in upper right. Click the X to close

Upgrading to Windows 8.1

Most recently purchased computers will have Windows 8 installed. Microsoft has recently distributed version Windows 8.1. If you already have Windows 8 on your computer, you can get Windows 8.1 for free.

To install Windows 8.1, go to the Start Screen and click or tap the Store icon.

You will probably find Windows 8.1 as the first icon on display. If it is there, click it and follow the directions. It may take some time to upgrade – over one hour, so make some coffee and do something else.

If Windows 8.1 is NOT on your Store when it open, you will need to update the Store before installing 8.1. To do this, open the Charms Bar and select Settings. Click Change PC Settings at the bottom of the bar. A panel will open on the left. Click Update and Recovery, Windows Update and Check Now. After the update is complete, returning to the Store should show Upgrade to Windows 8.1.
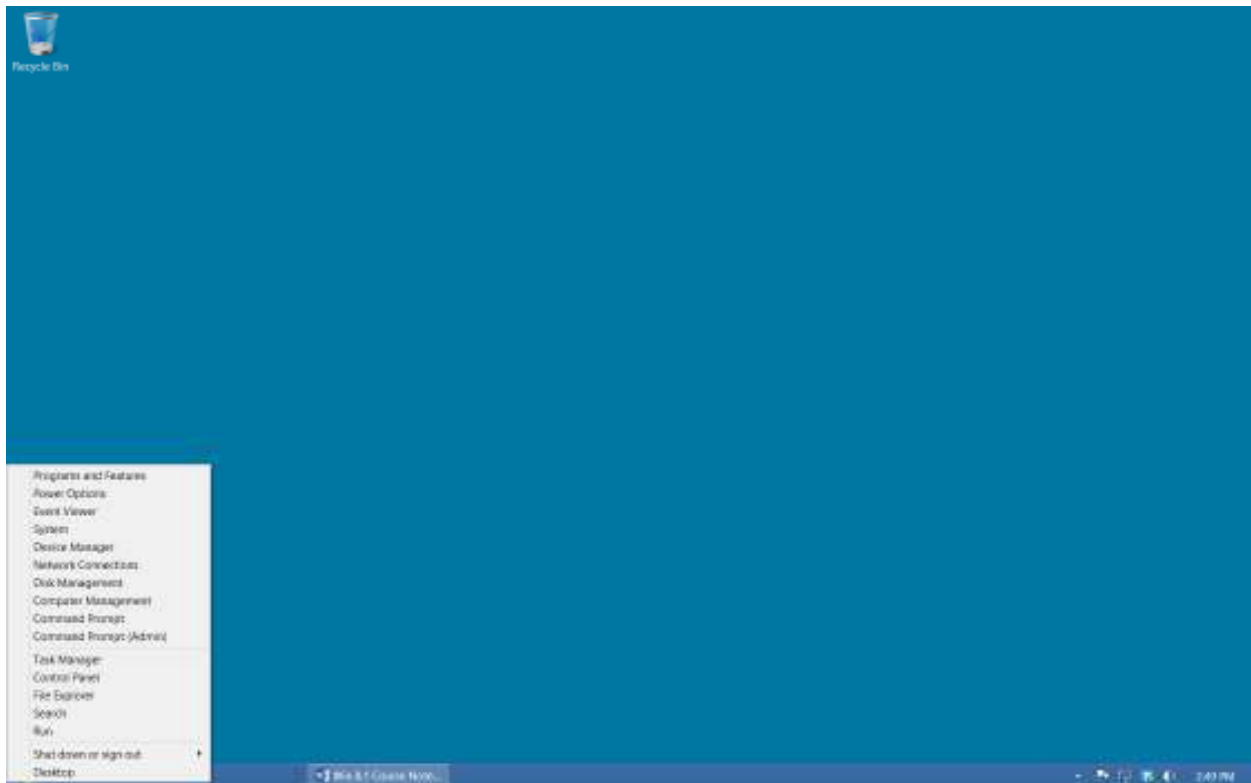
Session 2

The Windows Desktop

Difference between Apps and Programs

Apps	Programs
Download from Store	Get from anywhere
Take up whole screen	Normal Window
Very Specialized	Multi-Purpose
Windows 8 only	Most Windows versions
Generally safe	Can have viruses

The Secret Start menu

Move mouse to the bottom left of the Desktop screen, and Right click. A menu will open.

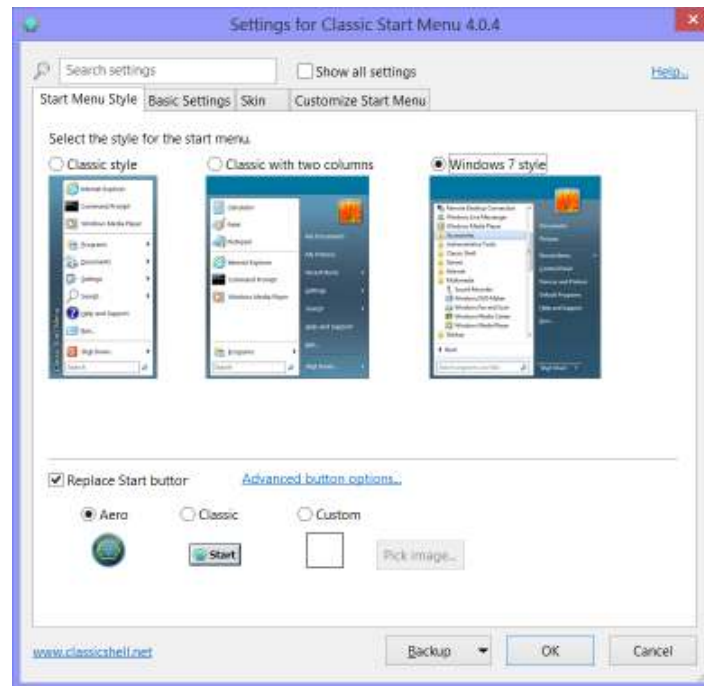Discuss menu options. Key ones are System; Control Panel; Search; Shut Down and Sign Out.

If you wish to always open in the Desktop, in the Search box, type Navig and then select Taskbar and Navigation, and select the Navigation tab. You can then select the option you prefer.

Restoring the "old" Start Menu

Make Windows 8 work more like Windows 7 or XP.

If you have a computer that does not have a touch screen, you may find the Apps on the Start Screen less that useful. It is possible to start Windows 8 at the Desktop and also to add a Start Menu just like Windows 7 or Windows XP. Here are the steps.

- In your browser, enter http://www.classicshell.net/ and this will take you to the Classic Shell web site. Click on the Download button and follow the directions to install Classic Shell. Once installed, a window will open asking you your choice of Start Button.

The Classic style is similar to Windows XP. Windows 7 style is self-explanatory.

By checking the button – Replace Start Button, you can select a design of Start button. If you do not make a selection, the Start button will be the Windows 8 Start Screen button.
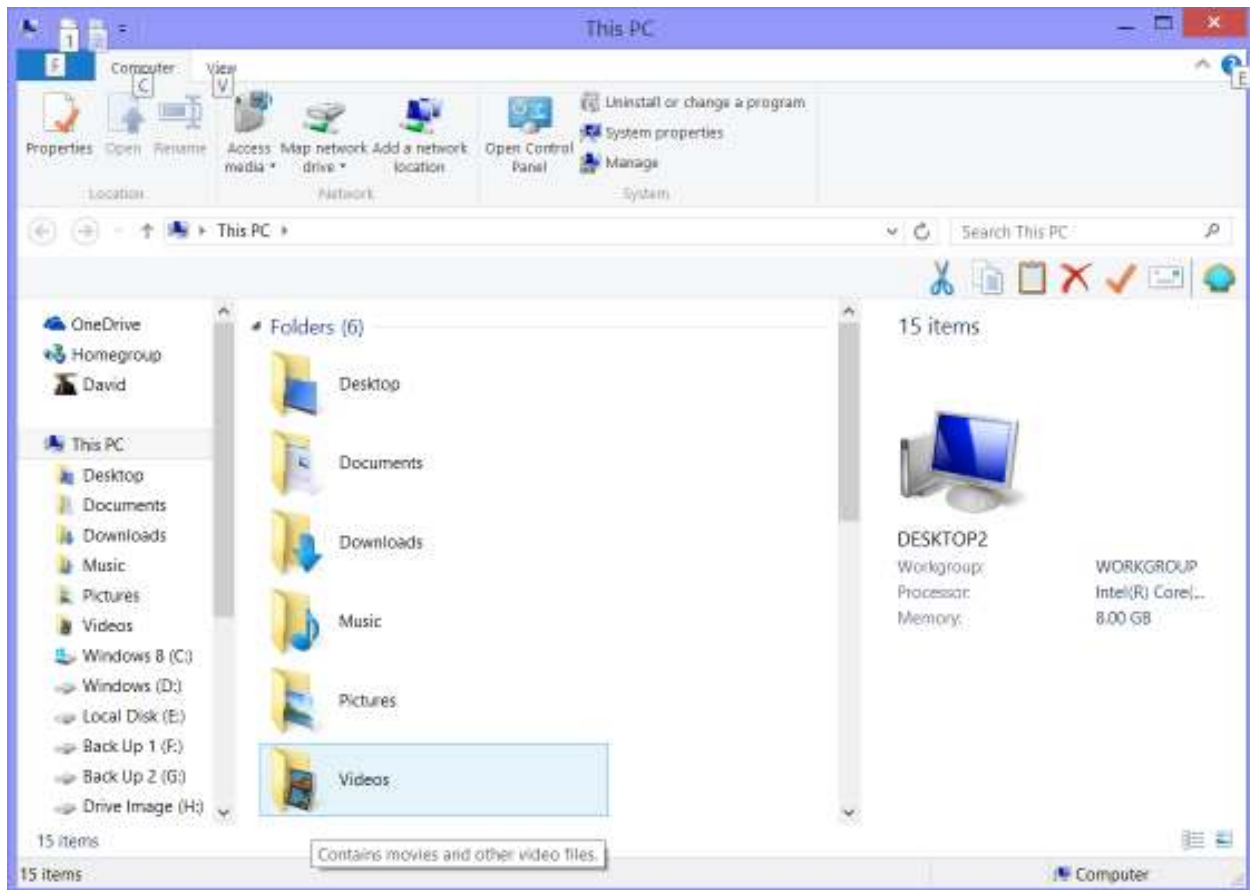
The Basic Settings tab gives you a range of options. You can decide your preferences. The last item is Skip Metro Screen. Checking this item will make Windows boot directly to the Desktop. Click OK once you have made your choices.

Windows Management.

- Open Wordpad using Start Menu Search Box.
- Show how to resize Windows using sides and corners, how to move Windows, how to snap to sides, and how to close Window. Demonstrate the Show Desktop button.
- Open Notepad using Start Menu. Demonstrate drag left and right (tiling)
- Discuss differences between Ribbons and Menus and discuss this is the new standard for Windows
- Demonstrate Wordpad button – Save, save as, Print, New, Open
- Enter data in Wordpad and save to Desktop. Discuss Dialog Box.

File Explorer

Move the mouse to the bottom left corner of the screen and right click. Select File Explorer.

Discuss elements of window - File menu, the Home tab, the Share Tab and the View Tab.

      The File Menu

            o   Open New Window
            o   Open Command Prompt. (need to have a file or folder selected)
            o   Open Windows PowerShell
            o   Delete History
            o   Help
            o   Close
            o   Frequent Places

      Home Tab

            o   Copy, Paste, Cut
            o   Copy Path
            o   Paste Shortcut
            o   Move to, Copy to
            o   Delete

- Rename
- New Folder
- New Item
- Easy Access
- Open
- Edit
- History
- Select all, Select None
- Invert Selection

Share Tab

- Email
- Zip
- Burn to Disk
- Print
- Fax
- Specific people
- Stop Sharing
- Advanced Security

View Tab

Controls the look and arrangement of icons. Demonstrate different layouts.

In a few places, you may get a "bonus" tab – Library Tools, Music Tools, Picture Tools, and Recycle Bin etc.

Searching using the Address Bar

When you click the small Folder icon at the left end of the address bar, you can type in a variety of commands.

- A web address – try with CLCEwing.org. The Computer Learning web site will open
- A search phrase. Windows assumes that you wish to check the internet for that search.
- A folder name, such as This PC, Documents, Music etc. That window will open.
- A program name.

Open Windows Explorer and discuss File Structure. Handout.

- Show changing triangle
- Discuss file structure. See diagram overleaf.
- Open WordPad using Search Box and enter some text. Click WordPad icon and save file
    - Click Documents in left column
    - Right click on right and select new folder.
    - Enter your name and hit Enter
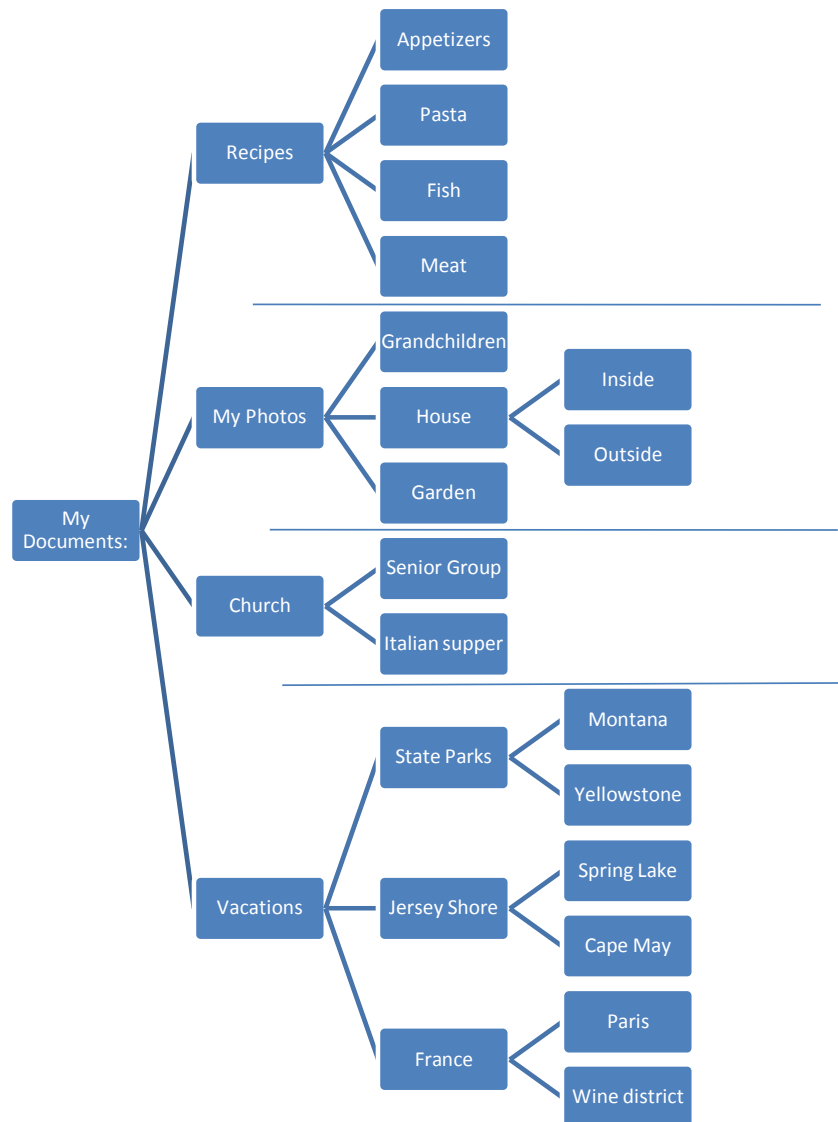   - Make sure that new folder is shown in Save in.

- o Give the file a name.
  - ▪ A folder name can contain up to 255 characters, including spaces
  - ▪ Try to keep names short, simple, and meaningful so they are easy to remember
  - ▪ A folder name can contain any characters except for the following:
    \ / : * ? " < > |
- o Click Save
- o Repeat for additional folders (Recipes) and new files
- Renaming a folder
  - o Right-click it and choose Rename, or select it and press F2
  - o The folder's name is selected to indicate that you can enter a new name
  - o Type the new name and press Enter
- Moving files and folders
  - o Drag a file or folder to a new location
  - o Right-click and drag a file or folder, and choose "Move here"
  - o Select the file or folder, click Organize, and choose Cut; open the new location, click Organize, and choose Paste
  - o Right-click the file or folder and choose Cut; open the new location, right-click a blank area, and choose Paste
  - o Select the file or folder and press Ctrl+X to cut; open the destination folder and press Ctrl+V to paste
- Copying files and folders
  - o Hold down Ctrl, and drag the file or folder
  - o Right-click and drag, and choose "Copy here" from the shortcut menu
  - o Select the file or folder, click Organize, and choose Copy; select the new location, click Organize, and choose Paste
  - o Right-click the file or folder and choose Copy; right-click the destination folder and choose Paste
  - o Select the file or folder and press Ctrl+C to copy; select a destination folder and press Ctrl+V to paste
- Deleting files and folders
  - o Select the item and press the Delete key on your keyboard
  - o Drag the item to the Recycle Bin
  - o Right-click the item and choose Delete
- Restoring deleted files
  - o Double-click the Recycle Bin to open it
  - o Locate and select the object you want to restore

Personalize your Desktop

- Right click on Desktop and select Personalize.

- Try different approaches.

Exercise on creating File Structure

Session 3

PC Settings

Settings are accessed from the Charms Bar – point to top or bottom right and select Settings. Choices are:

- Desktop
- Control panel
- Personalization
- PC Info
- Help.

Below that are six additional options.

- Network
- Loudspeaker volume as a percentage
- Unavailable
- Notifications
- Power
- Keyboard

More importantly, clicking Change PC Settings opens a new range of options

PC and Devices. Discuss further menu and benefits

Accounts – Microsoft and Local Accounts

A Microsoft account is required to access the App Store and OneDrive. It is recommended that you set up a Microsoft account. If you have previously set up a Local Account (giving you access just to your local computer), accessing the Accounts in Change PC Settings will provide you with the option to set up a Microsoft account. Make sure you select a secure password and keep it safe. You will need it for several options in Windows 8.

OneDrive

OneDrive (previously SkyDrive) is Microsoft's cloud storage option. Windows 8 is set up to save all your files to OneDrive, although you always have the option to select an alternative location, i.e., on your local hard drive. However, if you do not make a choice, your file will automatically be saved in OneDrive. This of course ensures that your file are available using any computer, so long as you know your Microsoft account and password.

In the OneDrive option in PC Settings, you can see the space you are using in OneDrive and also BUY more space if you so decide. However, there are many free options, so think this through before spending your money!

Update and Recovery

The Update and Recovery option offers 3 sub options

- Windows Update. This allows you to select your options to allow Microsoft to update your computer with its updates to Windows 8. My recommendation is to Automatically Install Updates.
- File History. Windows 8 introduced the concept of creating a record of new files that you create in File History. To activate this option, you will need to specify a location that your File History will be stored. Remember that it may grow to be quite large so make sure that there is space to the History to grow.
- Recovery. This option give you very powerful options to repair your computer when things go badly wrong. You can refresh your PC without losing your files and photos, or you can return your computer to its original state. This last option will DELETE all your personal; file, photos, music and favorites, so make sure you have a backup before initiating this option.

Discuss Control Panel. Discuss Categories and Large Icons

- Mouse. Change settings
- Keyboard. Change settings
- Power Options. Change settings for monitor and hard drives.
- Firewall.
  - o Prevents access to your machine by unauthorized Internet or network users
  - o Runs in the background and does not require regular management
- View the status of Windows Firewall
  - o Open the Control Panel
  - o Click Windows Firewall
  - o Verify that Windows Firewall is enabled
  - o Close the Windows Firewall window
- Windows Update. Check for updates, change settings. Windows Anytime Upgrade

Ctrl+Alt+Delete account options

- Lock this computer
- Switch user
- Sign Out
- Task Manager. Demonstrate

Discuss YouTube

Videos on Windows 8 available. Demonstrate

Discuss Windows Defender

No need to pay for Virus and Malware protection – it is included.