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Windows 8 Basic – Demonstration

Overview: Introduction to Windows 8, the latest operating system from Microsoft. Also explore Internet Explorer 10, the web browser included with the operating system.

Student Skill Level: Basic

Requirements:

- None

Length: 1 hour demonstration class

Objectives:

- The student will understand the following:
 - Lock Screen
 - User Accounts
 - Charm Bar
 - The Start Screen
 - Personalize it
 - Desktop
 - Office 2013, Onedrive, and File Management
 - Internet Explorer 10



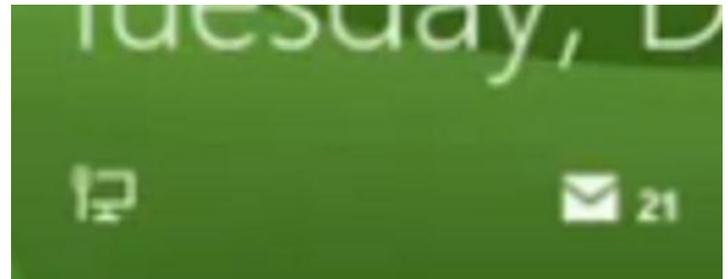
The Lock Screen

Once Windows 8 boots up, the first screen is called the lock screen. **Click anywhere** on it to get to the user accounts page to sign in.

This is the generic lock screen. It can be personalized in the Control Panel (we'll see this later). This is the generic lock screen. It can be personalized in the Control Panel (we'll see this later).

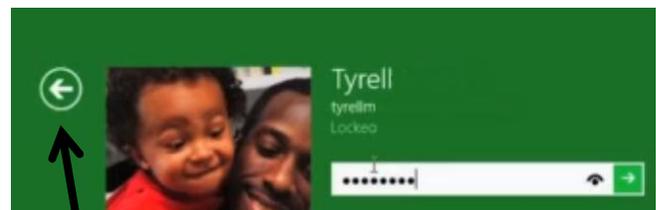


The important icons are in the lower left corner of this screen. I apologize, for this picture, but they are quite small on the screen. The first is **your Internet connection** (vital to full functionality of Windows 8), and the second is any app you choose to run on the screen.



User Accounts

I have spoken to other libraries that have a Windows 8 computer for patron use, and they have the **Guest account** set up for general use. The first account that is in Windows 8 is the **Administrator Account**. This account gives the user full access to change anything on the computer. Obviously, patrons should not necessarily have access to this account, so lock it down with a hard-to-guess password.



If there's more than one account on the computer, you will see a **back arrow** to the left of the account. This arrow brings up a list of accounts on the computer. Use it to sign into the Guest account, if needed.

Why would I say, “If needed?” Because Windows 8 allows for a lot of **cloud computing**. Basically, if a person has a Microsoft account, they should be able to log into up to 5 Windows 8 computers and access “themes, browser favorites and history, content in your apps, photos, and even settings like languages and other preference” (Microsoft, 2013). Windows 8.1 allows for logging into up to 81 devices. Signing up for an account just requires an email address and a password for Microsoft (just like signing up for a Google or Facebook account). **It does not mean** you have a new email address.

If people wish to create a Microsoft account, they may go to signup.live.com to create one. If there is an existing Hotmail, Outlook, **SkyDrive**, or Xbox Live account, use one of those to sign in.

Use this form to sign up:

Microsoft account

Already have a Microsoft account? If you use **Hotmail**, **SkyDrive**, **Xbox LIVE** and w

Who are you?

Name

Birth date

Gender

How would you like to sign in?

Microsoft account name

[Or get a new email address](#)

Create a password

8-character minimum; case sensitive

Reenter password

If you lose your password, how can we help you reset it?

Phone number

[Or choose a security question](#)

Where are you from?

Country/region

ZIP code

Help us make sure you're not a robot

Enter the characters you see

[New](#) | [Audio](#)

5PMA-X7YBVS

Click **I accept** to agree to the [Microsoft services agreement](#)

I accept

The Charm Bar

The **Charm Bar** is your friend. It allows you to search for installed applications, share items, see the Start screen, see installed devices, and change settings.

Andy Rathbone (2013) describes it here:

No matter what part of Windows 8 you're working with, you can summon the Charms bar using a mouse, keyboard, or touchscreen by following these steps:

Mouse: Point at the top- or bottom-right corners.

Keyboard: Press the Windows key + C.

Touchscreen: Slide your finger inward from the screen's right edge.

Charm Bar:



+ C

For more keyboard shortcuts, see the last pages of this handout.

When the Charms bar appears, lingering along your screen's right edge, it sports five icons, ready to be either clicked or touched. Here's what each icon does:

Search: Choose this, and Windows assumes you want to search through what you're currently seeing onscreen. To expand your search, choose one of the other search locations: Apps, Settings, or Files.

Share: This fetches options for sharing what's currently on your screen. When viewing a web page, for example, a click of the Share button lets you choose Mail to e-mail the page's link to a friend.

Start: This simply takes you back to the Start screen. The Windows key on your keyboard or tablet also whisks you back there.

Devices: Choose this to send your current screen's information to another device, such as a printer, second monitor, or perhaps a phone. (The Devices option lists only devices that are currently connected with your computer and able to receive the screen's information.)

Settings: This lets you quickly tweak your computer's six major settings: WiFi/Network, Volume, Screen, Notifications, Power, and Keyboard/Language. Not enough? Then choose the words Change PC Settings along the bottom to open the Start screen's mini-Control Panel. Also, you may click the **Change PC settings** at the very bottom. Here, you can add users, change passwords, adjust the display, and much more.



One really cool note: if you want to use the Search charm without the bar, just start typing when you are on the Start screen. The search function begins automatically!

Start Screen

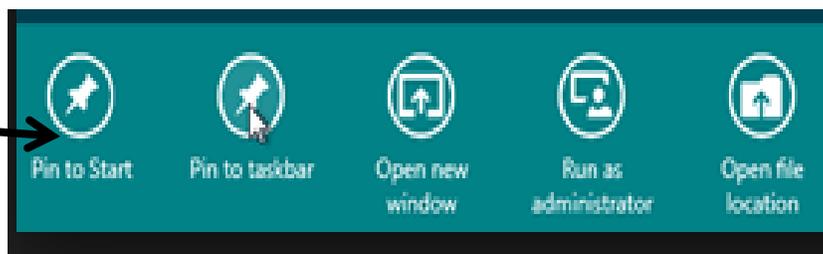
You may pin any application to the **Start screen** simply by right clicking on it and choosing the **pin to Start** option in the lower left corner of the screen. It will pin to the extreme right side of the screen. To move it where you want, scroll to the right, click and hold the icon, and drag it where you want it. Let up the mouse button. (The Start screen has **Tiles** on it, representing the applications).

Find the app you want on the screen (in this case, it's the calculator).



Remember, to search, just start typing on the Start screen.

When you right click it, the taskbar appears on the bottom of the screen. Choose the **Pin to Start** option.



You may also change the size of the **Tiles** on the Start screen. For any app, you may right click and make it smaller (choosing the option from the taskbar). This allows you to further personalize the screen, putting your most used apps right at the front. **Move the tiles anywhere you like** on the screen by clicking and holding, (**long touch** on touch screens) then dragging them to the location of your choosing.

The Desktop

Many, many times, Windows 8 flashes back to the Desktop view. It's the same as Windows 7, minus the actual Start Button in the lower left corner. File management is much the same (with Windows Explorer) and the new Office programs (called Office 2013 now) are very similar in nature to Office 2010.

Running two apps side by side: Any app can be pinned to the left or right-hand side of the screen. For example, open the People app and then press the Windows Key + . (period) to move that app to the right-hand side of the screen, pressing the same keys again will move it to the left-hand side, and pressing the same keys again will make it full screen. While an app is pinned, any other app or program can be opened and loaded into the available space on the screen.

Another interesting problem with Windows 8 (and 8.1) is that **there is no built-in playback for DVDs or Blu-rays**. Sebastian Anthony (2012) has an answer for this: you will need to purchase the Windows 8 Pro Pack, which costs \$70. For that, you get a full version of Windows 8 Pro, Media Center, BitLocker encryption, Remote Desktop, and a few other tidbits. Once you have Media Center installed, you will be able to play DVDs — but only in Media Center, not Media Player. You also gain the ability to watch and record broadcast TV, if you so wish. You won't, however, be able to play Blu-ray discs — for that, you'll need a third-party player. The other option, of course, is to simply install **VLC** — a free, open-source media player that will play all of your DVDs and unencrypted Blu-ray discs.”

A Word about the Office 2013 Suite and Onedrive – The Cloud

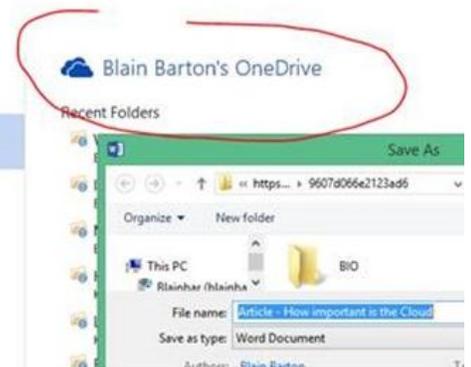
A new and important addition to Office 2013 and Windows 8 is the **Onedrive**. It is essentially an online backup storage place that gives you **7GB of space** for free (note that you must have Internet access to get your items from Onedrive).

It is “a critical component of the Office 2013 release, with the new office suite **saving documents directly to OneDrive by default**, enabling users to access their Office files across a variety of devices.

Users will also have the option of saving their documents locally or offline and then have them sync with OneDrive upon going online again” (Webopedia, 2013).

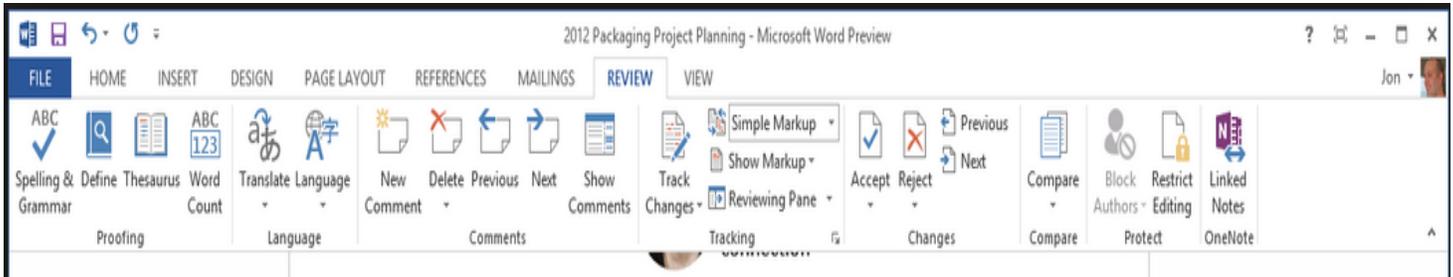


Save As



Let me demonstrate the change to the Save As function in the Office 2013. Remember, although we are just looking at Word, these changes apply to Excel, Power Point, and Publisher as well.

Word 2013:



When we click on **File > Save As**, we see that the OneDrive is selected by default. This is fine, but people need to remember that fact. If someone wishes to save a file to the hard drive (the traditional place to save), they would need to choose it.

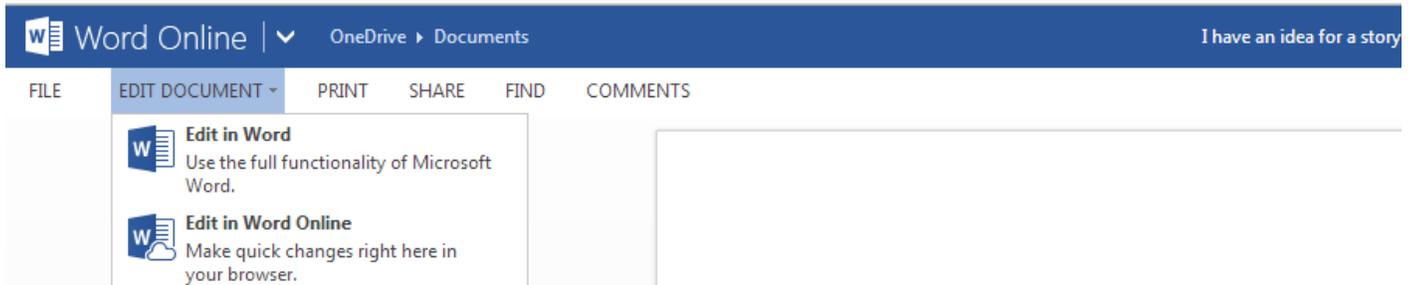
Save As



On the other hand, it is **fairly easy** to retrieve files from the OneDrive, and you don't have to worry about a broken PC, or other issues:

Log in to **onedrive.live.com** with your Microsoft account email and password.

Click on your files to view. You may edit a document using Word Online:



File Management

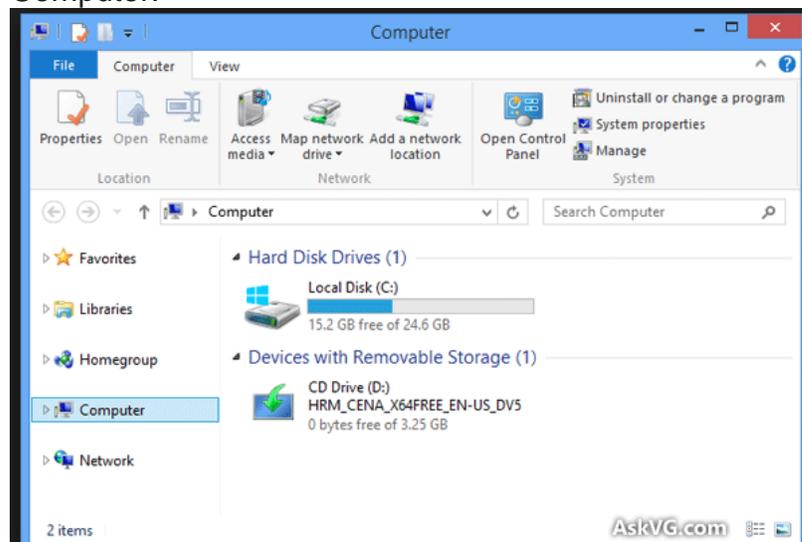
File Management in Windows 8 is similar to Windows 7 (thankfully!). Use **Windows Explorer** to browse and find files the “old fashioned” way. (The new way is through the Search Charm, covered earlier in class).

Windows Explorer:

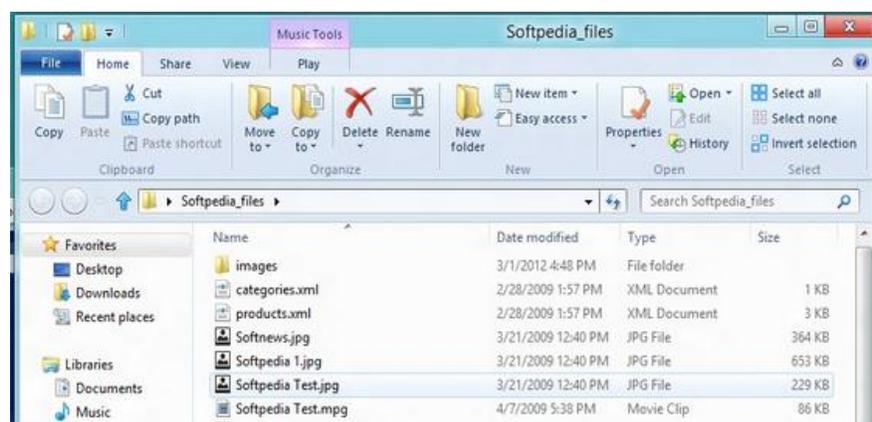


Computer:

Here are a few screenshots of familiar windows:



Inside the Music Folder:



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New Windows 8 Keyboard Shortcuts

New keyboard shortcuts for Windows 8 and Windows RT

With Windows 8 and Windows RT, you can use the keyboard shortcuts you're already using, and you'll find new ones too. For example, the easiest way to search on the Start screen is to simply start typing. Not on the Start screen? Press the Windows logo key  and you can quickly switch between Start and the app you're in.

If you're not familiar with keyboard shortcuts—or you'd like to see a list of shortcuts in one place—see the bigger [list of keyboard shortcuts](#).

Here are some of the most useful keyboard shortcuts for Windows.

Press this

To do this

Windows logo key +start typing

Search your PC

Ctrl+plus (+) or Ctrl+minus (-)

Zoom in or out of a large number of items, like apps pinned to the Start screen

Ctrl+scroll wheel

Zoom in or out of a large number of items, like apps pinned to the Start screen

Windows logo key +C

Open the charms

Windows logo key +F

Open the Search charm to search files

Windows logo key +H

Open the Share charm

Windows logo key +I

Open the Settings charm

Windows logo key +J

Switch the main app and snapped app

Windows logo key +K

Open the Devices charm

Windows logo key +O

Lock the screen orientation (portrait or landscape)

Press this**To do this**

Windows logo key +Q

Open the Search charm to search apps

Windows logo key +W

Open the Search charm to search settings

Windows logo key +Z

Show the commands available in the app

Windows logo key +spacebar

Switch input language and keyboard layout

Windows logo key +Ctrl+spacebar

Change to a previously selected input

Windows logo key +Tab

Cycle through open apps (except desktop apps)

Windows logo key +Ctrl+Tab

Cycle through open apps (except desktop apps) and snap them as they are cycled

Windows logo key +Shift+Tab

Cycle through open apps (except desktop apps) in reverse order

Windows logo key +PgUp

Move the Start screen and apps to the monitor on the left (Apps in the desktop won't change monitors)

Windows logo key +PgDown

Move the Start screen and apps to the monitor on the right (apps in the desktop won't change monitors)

Windows logo key +Shift+period (.)

Snaps an app to the left

Windows logo key +period (.)

Snaps an app to the right
