



Windows 8

navigating and customizing the new operating system

Windows 8:

- Windows 8 is the newest operating system created by Microsoft.
- An operating system is a program that runs a computer.

The Metro:

- The Metro opens upon starting the computer.
- It replaces the Start Menu.
- The Metro contains apps displayed as tiles.
 - Apps run full screen from the Metro.
 - Programs run from the desktop.
- To access the desktop, click on the desktop tile in the Metro.
- There are two ways to open the Charms bar.
 - Hovering over the top right corner of the screen with the mouse will pull out the Charms bar.
 - Pressing the Windows key and C will also open the Charms bar.
- There are two ways to access the Metro.
 - Opening the Charms bar and then clicking on Start will take you to the Metro.
 - Hovering over the bottom left corner of the screen with the mouse and left clicking on the image which appears will also take you to the Metro.

Customizing the Metro:

- Tiles can be rearranged on the Metro by dragging and dropping them.
- Live tiles:
 - Some tiles contain an image which changes while the Metro is being viewed.
 - While this is happening, the tile is considered to be a live tile.
 - To turn it off, right click on the tile then left click on “Turn live tile off” at the bottom of the screen.
- Tiles for apps can be resized.
 - Right click on an app tile.
 - Click on “Larger” or “Smaller” at the bottom of the screen.
- Tiles can also be removed from the Metro.
 - To do this, right click on the tile and left click on “Unpin from Start” at the bottom of the screen.
 - Note: this does not remove the app from the computer.
- Apps can be uninstalled via the Metro.
 - To do this, right click on the tile for the app and left click on “Uninstall” at the bottom of the screen.
 - Note: this removes the app from the computer, so only do this if you are certain.
- Programs and apps can be added as tiles to the Metro.
 - First, search for the program or app using the Search function in the Charms bar.
 - Next, right click on the desired program or app and click on “Pin to Start” at the bottom of the screen.

Customizing the Desktop:

- Programs can be pinned to the taskbar on the desktop.
 - First, locate the program in the Metro.
 - Next, right click on the program and click on “Pin to Taskbar” at the bottom of the screen.
- Items on the taskbar can be rearranged by dragging and dropping them.
- Shortcuts can also be placed on the desktop.
 - First, locate the item on the Metro or using the Search function in the Charms bar.
 - Next, right click on the item and left click on “Open file location.”
 - Locate the item in the window that appears.
 - Right click on the item in the window, hover over the words “Send to,” and left click on “Desktop (create shortcut).”
 - Close the window.
- Shortcuts can be moved around on the desktop by dragging and dropping them.
- A shortcut can be deleted by clicking on it once to select it and then pressing the Delete key on the keyboard.
 - This does not delete or uninstall the program from the computer.
 - Deleted items (including shortcuts) are placed in the Recycle Bin.

Settings:

- The settings menu can be accessed by opening the Charms bar and clicking on Settings.
- In the Settings menu, click on Control Panel to view the traditional control panel.
 - From this window user accounts can be modified.
 - Printers and other devices can also be viewed through this window.
- The desktop can be personalized by clicking on Personalization in the Settings menu.
 - Pre-made themes are available.
 - The desktop background can also be customized.
 - A variety of pictures are available to be used in a slide show for the background.
 - The position of the picture can be altered using the menu at the bottom left of the window.
 - The amount of time which elapses between each change of the background can be customized using the “Change picture every” menu.
 - Solid colors can be chosen as backgrounds instead of pictures.
 - A variety of suggested colors are available to choose from.
 - Clicking on the word “More” at the bottom of the screen allows a custom color to be selected.
 - The colors associated with the desktop can also be changed.
 - The Colors option refers to the color of window borders and the taskbar.
 - A variety of suggested colors are available to choose from.
 - Clicking on the word “More” at the bottom of the screen allows a custom color to be selected.
 - The sounds made at various times by the operating system can be customized.
 - The screen saver can also be changed and modified.
 - The style of the screen saver can be selected.
 - The amount of idle time which must elapse before the screen saver is displayed can also be modified.

- The “PC info” option available in the Settings menu provides information about the computer.
 - The Windows edition is displayed in both words and symbols.
 - The type of processor is displayed.
 - The amount of RAM both installed and available is shown.
 - The system type is also displayed in this window.
- The power options are available through the Settings menu.
 - The computer can be put to sleep, which saves power but allows the system to turn on quickly.
 - The computer can be shut down, which turns the computer off completely.
 - The computer can also be restarted.

Tips:

- Use the search function in the Charms bar to find programs and apps.
- Customize the desktop and Metro to meet your needs.
- Do not be afraid to ask for help.