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WINDOWS 8

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4. **Personalizing Your Start Screen**
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WINDOWS 8

Lesson 01: What is Windows 8?

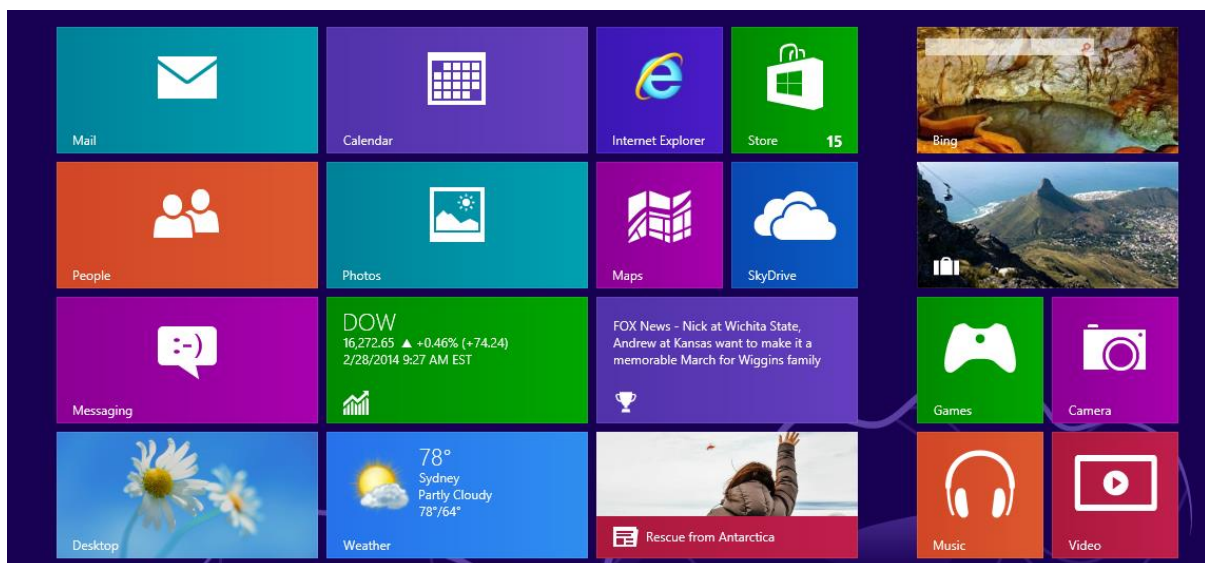
Windows 8 is the most recent operating system designed by Microsoft.

There have been many different versions of Windows over the years, including:

- ❖ Windows 8 (released in 2012)
- ❖ Windows 7 (Released in 2009)
- ❖ Windows Vista (2006)
- ❖ Windows XP (2001).

Lesson 02: Exploring Windows 8

How is Windows 8 Different from Earlier Versions?



- ❖ Start screen = Yes
- ❖ Tiles = Yes
- ❖ Live tiles = Yes
- ❖ Charms bar = Yes
- ❖ Hot corners = Yes
- ❖ transparency effects = No
- ❖ tablets = Yes
- ❖ Windows Defender Antivirus Program = Yes



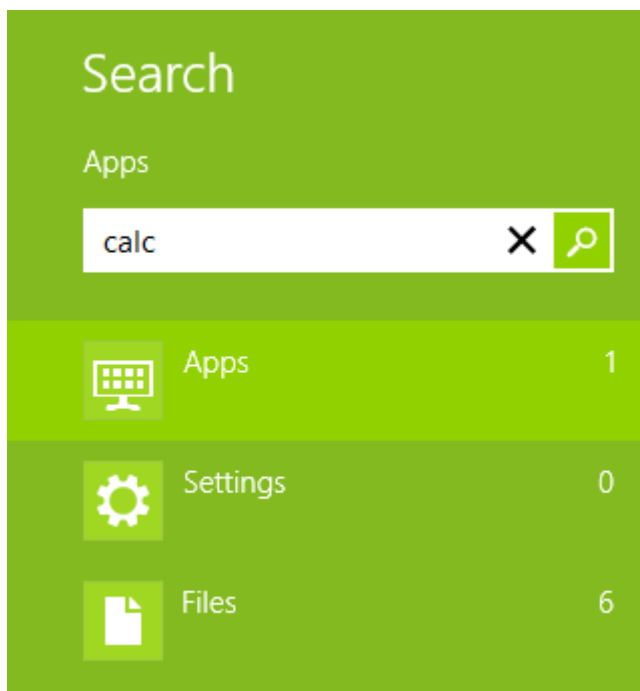
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Lesson 03: Getting Started Windows 8

Behaviour of the Mouse

- Hover
- Click
- Double Click
- Right click

Using the Search Feature



Path for Searching:

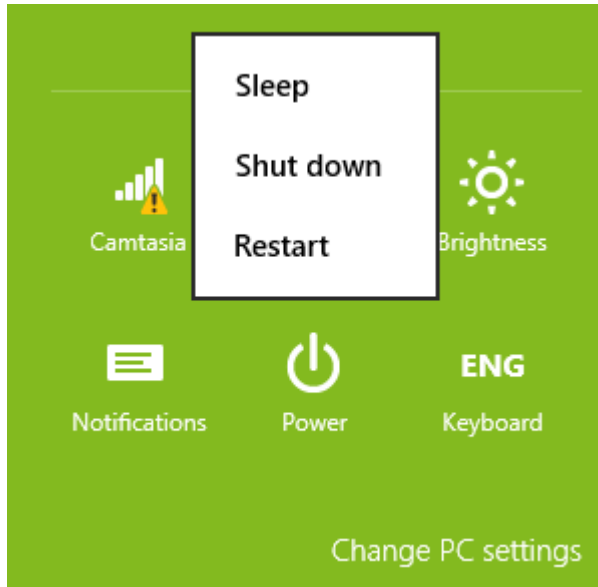
- Start screen\type what you're looking for.



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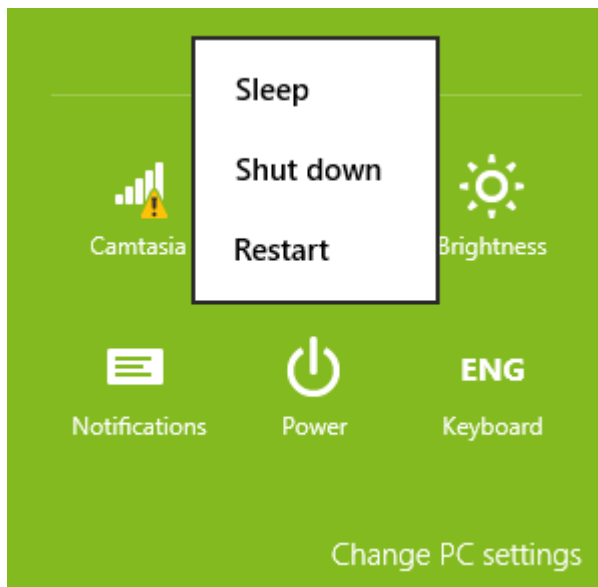
Shutdown or Restart Your PC

Path for Shutdown



Start screen\Charms bar\Setting\Power\Shutdown

Path for Restart



Start screen\Charms bar\Setting\Power\Restart.



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Lesson 04: Personalizing Your Start Screen

Lock screen

Start screen

Account picture



- ❖ Lock Screen
- ❖ Start Screen
- ❖ Account Picture

Path for Lock Screen:

Charms bar\Setting\Change PC Setting\ Personalize\Lock Screen\ Then Change

Path for Start Screen:

Charms bar\Setting\Change PC Setting\ Personalize\Start Screen\ Then Change

Path for Account Picture:

Charms bar\Setting\Change PC Setting\ Personalize\Account Picture\ Then Change



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Lesson 05: Customizing Your Start Screen Apps



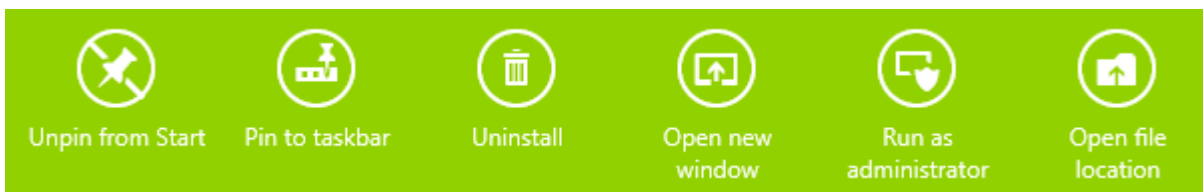
To Move an App:

- Click, hold and drag the app to the desired location
- Release the mouse. The app will move to the new location.

To Turn a Live Tile Off:

- Right-click the app you want to change.
- Click Turn live tile off.

To Unpin an App from the Start Screen:

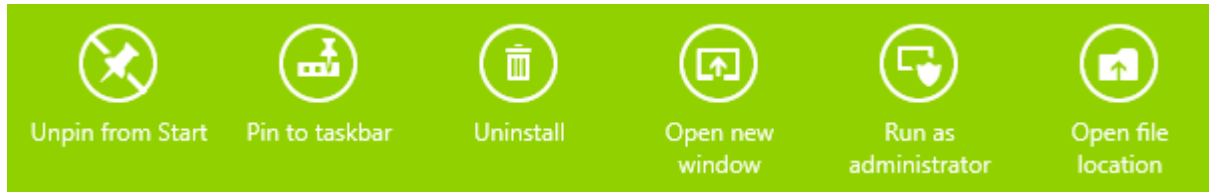


- From the Start screen, right-click the desired app.
- At the bottom of the screen, click Unpin from Start. The app will disappear from the Start screen.



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To Pin an App to the Start Screen:

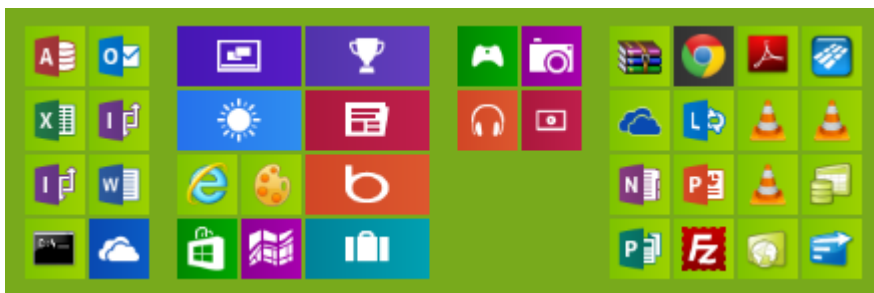


- Right-click anywhere on the Start screen background
- Click All apps
- right-click the desired app.
- click Pin to Start.

Lesson 06: Creating App Groups

- Click, hold and drag an app to the right, until it is on an empty area of the Start screen.
- Release the mouse.

To Name an App Group:



- Click the lower-right corner of the screen to zoom out.
- Right-click the desired group.
- Select Name group.
- Type the desired name
- Click Name.



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Lesson 07: Getting Started with the Desktop

To Delete a File:

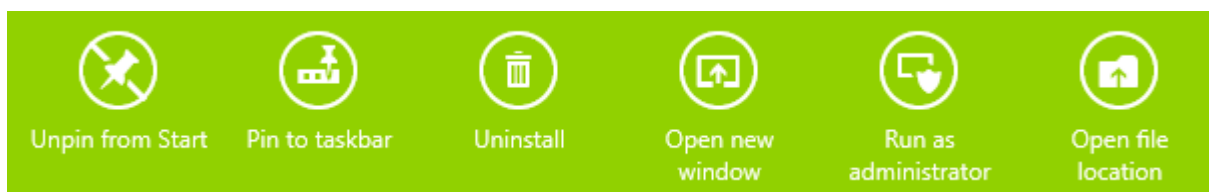
- Click, hold and drag the file onto the Recycle Bin icon on the Desktop. Alternatively, you can select the file and then press the Delete key.
- Right-click the Recycle Bin icon and select Empty Recycle Bin. All files in the Recycle Bin will be permanently deleted.

To Open an App on the Desktop:

There are three ways to open an app in Desktop view:

1. Click the app icon on the taskbar.
2. Double-click the app shortcut on the Desktop
3. Right click the app/click open
4. Select The Application/Then Click Enter in the Keyboard

To Pin Apps to the Taskbar:



Right-click anywhere on the Start screen and a menu will appear at the bottom. Click the All apps button.

- ❖ A list of apps will appear. Locate and right-click the desired app.
- ❖ A menu will appear at the bottom of the screen. Click Pin to taskbar.
- ❖ The app icon will now appear on the taskbar.



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Lesson 08: Using Desktop Effects

Snap

- Click, hold and drag the desired window to the left or right until the cursor reaches the edge of the screen.
- Release the mouse. The window will snap into place.

Peek



- Hover the mouse over an icon in the taskbar and a thumbnail preview of open windows will appear.

Flip



- ❖ Press and hold the **Alt** key and then press **Tab**. The Flip preview will appear.



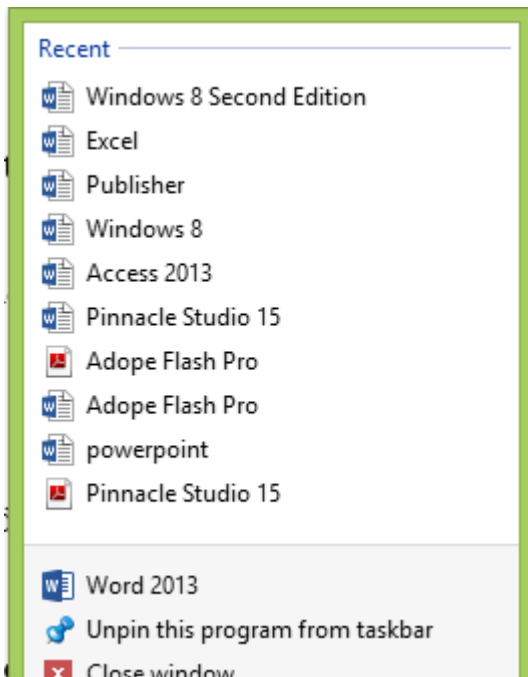
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Lesson 09: Taskbar Features

To Show the Desktop:

- If you want to see the desktop, you can click the lower-right corner of the screen to minimize all open windows.
- Move the mouse to the bottom-right corner of the screen and click.
- All open windows will be minimized and the desktop will appear.
- Click the bottom-right corner again to restore the minimized windows.

To Access a Jump List:



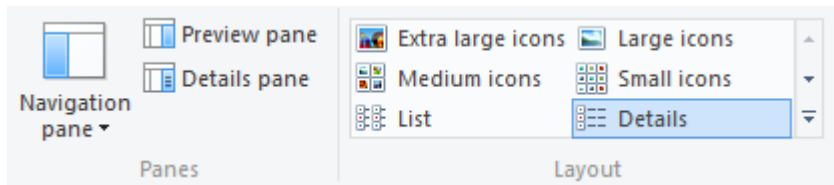
- Right-click an app icon in the taskbar to open a Jump List.



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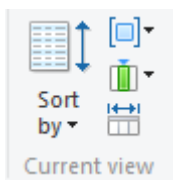
Lesson 10: Managing Your Files and Folders

To Change the Content View:



- Click File Explorer in the Taskbar or double click any folder in the desktop
- Select the Location you want.
- Select the View tab and then choose your preference from the Layout group.

To Sort Files:



- Select the View tab,
- Click the Sort by button and then choose your preference from the drop-down menu.

To Use the Search Bar:

- Locate and select the **Search bar** in **File Explorer**.
- Enter a file name or keyword. Your **search results** will appear as you type.



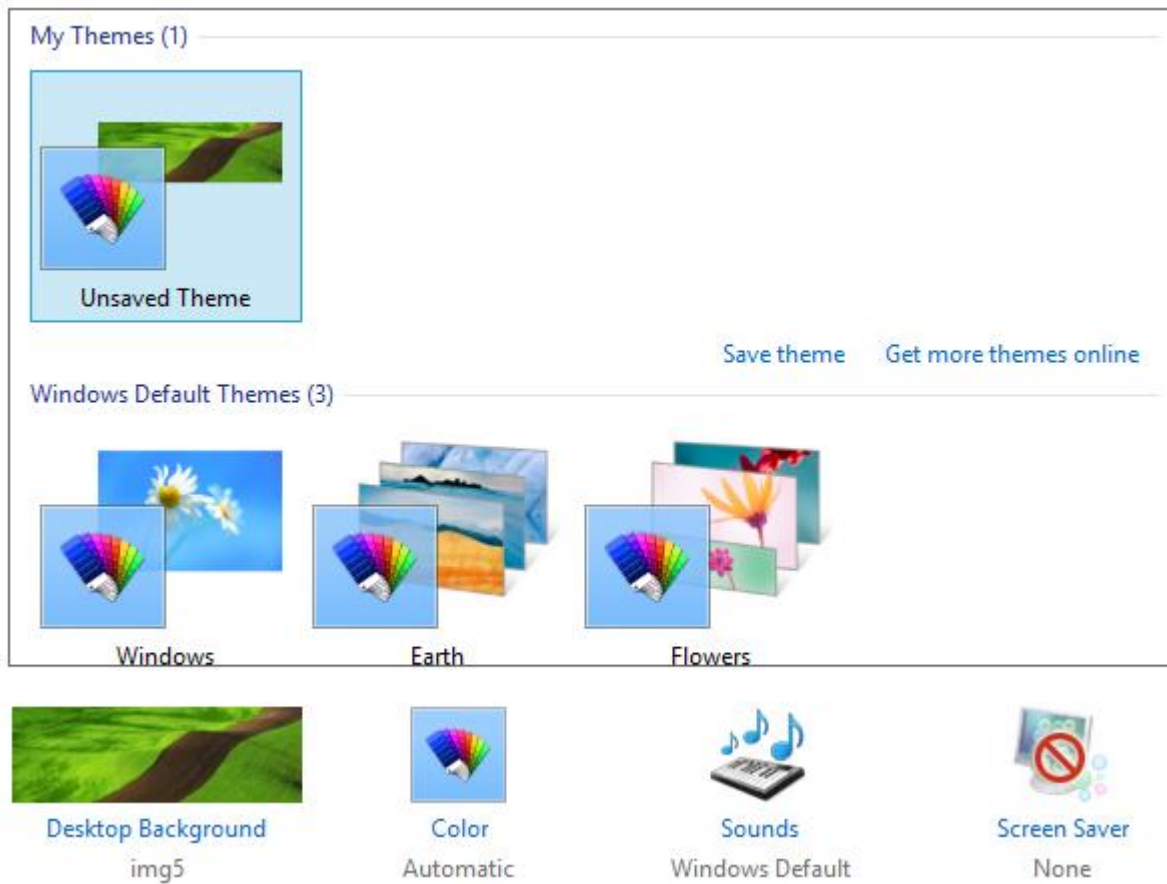


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Lesson 11: Personalizing Your Desktop

Change Background

Click a theme to change the desktop background, color, sounds, and screen saver all at once.



Path

Right click Desktop/Personalize/then choose the desire button

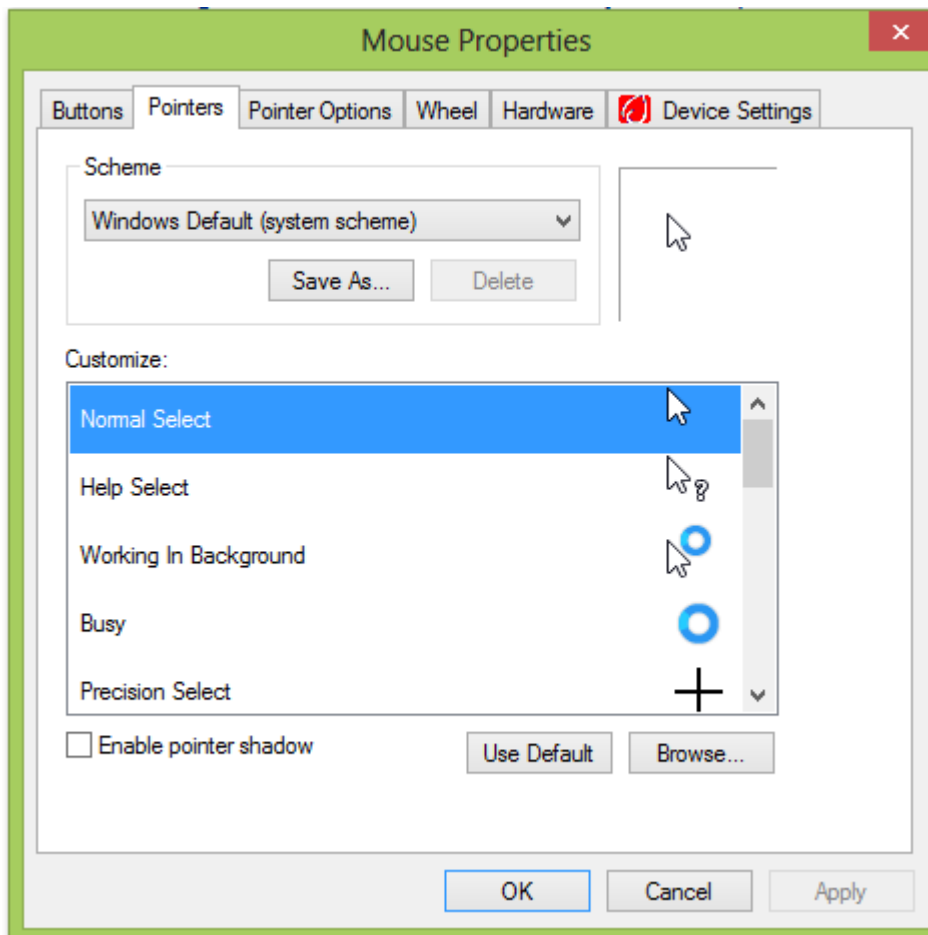
- ✓ background
- ✓ Screen saver



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- ✓ Change Desktop Icons

Lesson 12: Change behaviour of the Mouse



Path

Right click Desktop/Personalize/Change mouse pointer

- ✓ Buttons
- ✓ Pointers
- ✓ Pointer option



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Lesson 13: Managing User Accounts

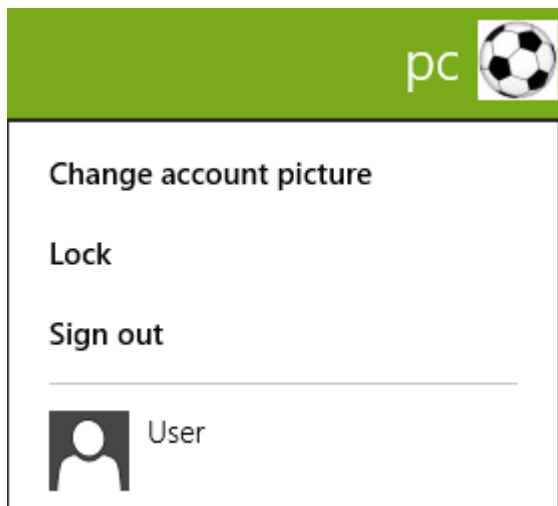
To Add a New User (with a Local Account):

User name	<input type="text"/>
Password	<input type="password"/>
Reenter password	<input type="password"/>
Password hint	<input type="text"/>

Path:

Charms bar/Setting/Change PC Setting/users/Add User/Then Read Steps

Switching Users



- Press Microsoft Icon in your Keyboard to back Start Screen
- click the current user in the upper-right of the Start screen
- select the desired user from the drop-down menu.
- The user will then need to enter their password to sign in.



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Lesson 14: Change Account Type

Choose a new account type for User



User
Local Account
Password protected

Standard

Standard accounts can use most software and change system settings that don't affect other users or the security of this PC.

Administrator

Administrators have complete control over the PC. They can change any settings and access all of the files and programs stored on the PC.

[Why is a standard account recommended?](#)

Change Account Type

Cancel

To Change the Account Type:

- Search the **Control Panel**
- **Click Change account type**
- Select the desired **user account**.
- **Click Change account type**
- Choose Administrator or Standard What you want then
- Select Change Account Type



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Lesson 15: Parental Controls

To Active:

Set up how User will use the PC

Family Safety:

- On, enforce current settings
- Off

Activity reporting:

- On, collect information about PC usage
- Off

Windows settings:

- [Web filtering](#)
Control the websites User can access online
- [Time limits](#)
Control when User uses the PC
- [Windows Store and game restrictions](#)
Control by rating or title
- [App restrictions](#)
Control the apps allowed on your PC

Current settings:



User
Standard user
Password protected



[View activity reports](#)

Web filtering: Allow all

Time limits: Off

Game restrictions: Off

App restrictions: Off

➤ Control Panel\Set up Family Safety for any user\user\On.

To check:

[Control Panel Home](#)

[User's PC activities, 6/22/2014 - 6/28/2014](#)

[User Settings](#)

Most popular websites

- [User Activities](#)

No activity

[Websites visited](#)

Latest blocked pages

[File downloads](#)

No activity

[Apps used](#)

PC time used

[Games played](#)

Sunday, 6/22/2014	none
Monday, 6/23/2014	none
Tuesday, 6/24/2014	none
Wednesday, 6/25/2014	none
Thursday, 6/26/2014	none
Friday, 6/27/2014	none
Saturday, 6/28/2014	none

Most used apps and games

No activity



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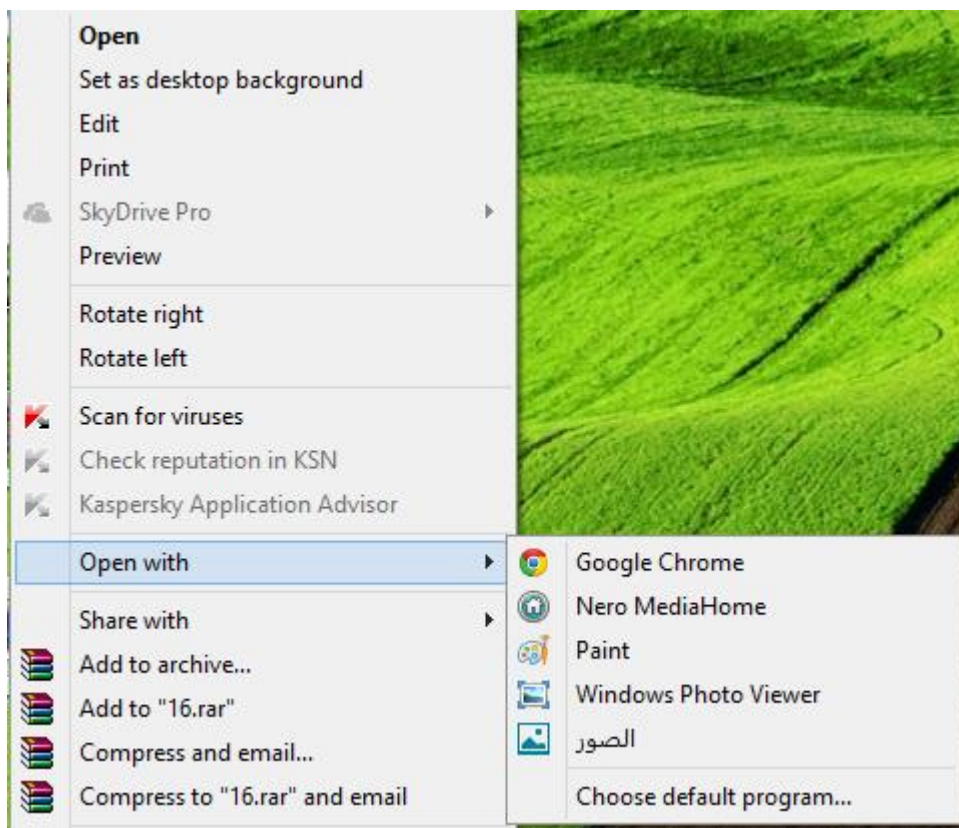
- Control Panel\Set up Family Safety for any user\user\View Activity Report

Lesson 16: Opening Your Files with Different Apps

To Open a File in the Default App:

- In Desktop view, double-click the desired file. Or Right click then Open
- The file will open in the default app.

To Open a File in a Different App:

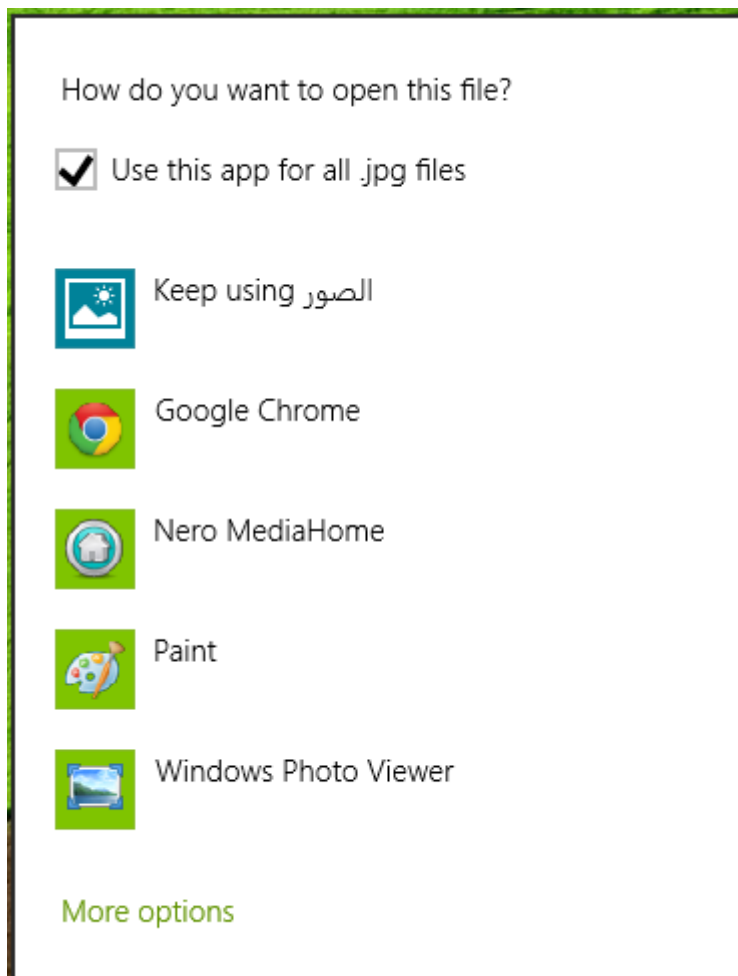


- In Desktop view, right-click the desired file.
- From the drop-down menu, click Open with and select the desired app



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To Change the Default App:

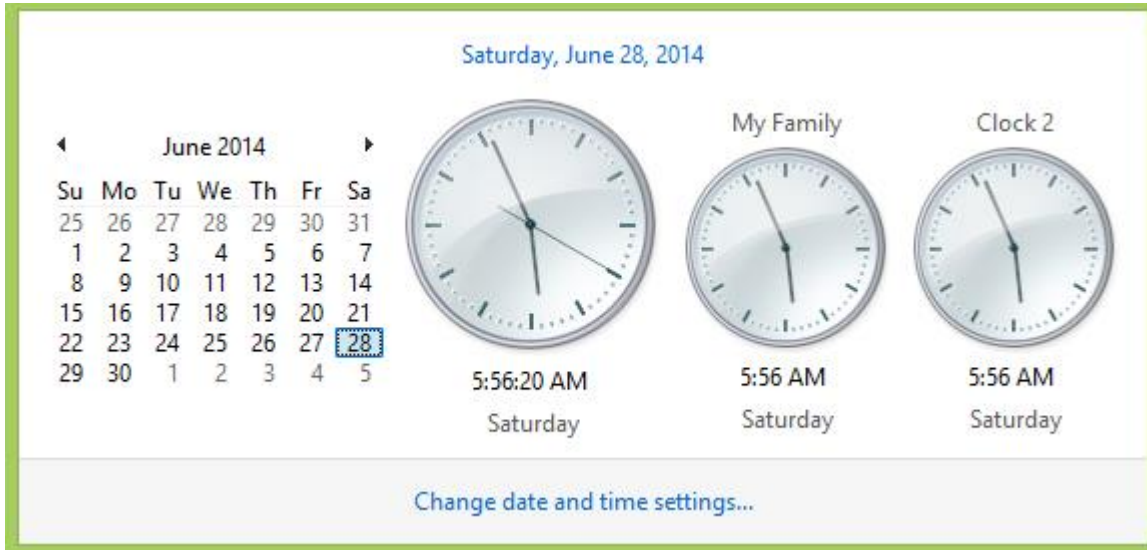


- In Desktop view, right-click the desired file.
- From the drop-down menu, click Open with and select Choose default program.
- Select the desired app. If you don't see the app you want, click More options. The file will open in the new app. The next time you double-click a file of that type, it will open in the new default app.



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Lesson 17: Change Date and Time

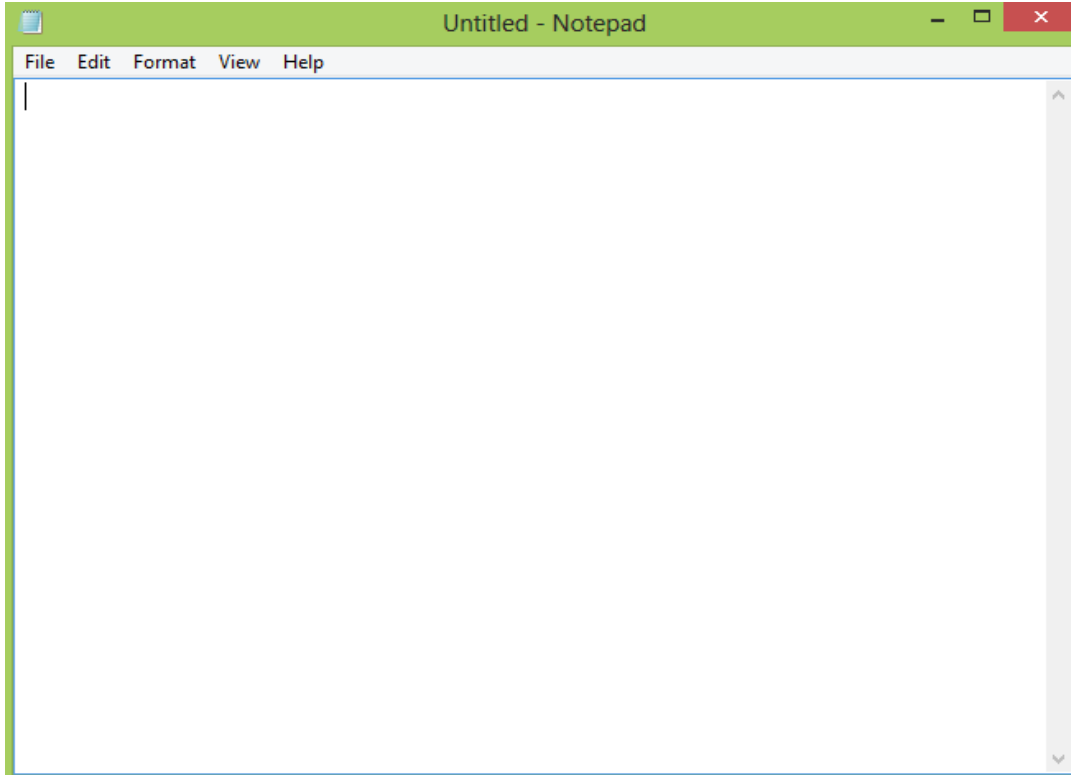


- Double click Date and Time Print Icons
- click Change Date and Time
- Read Steps



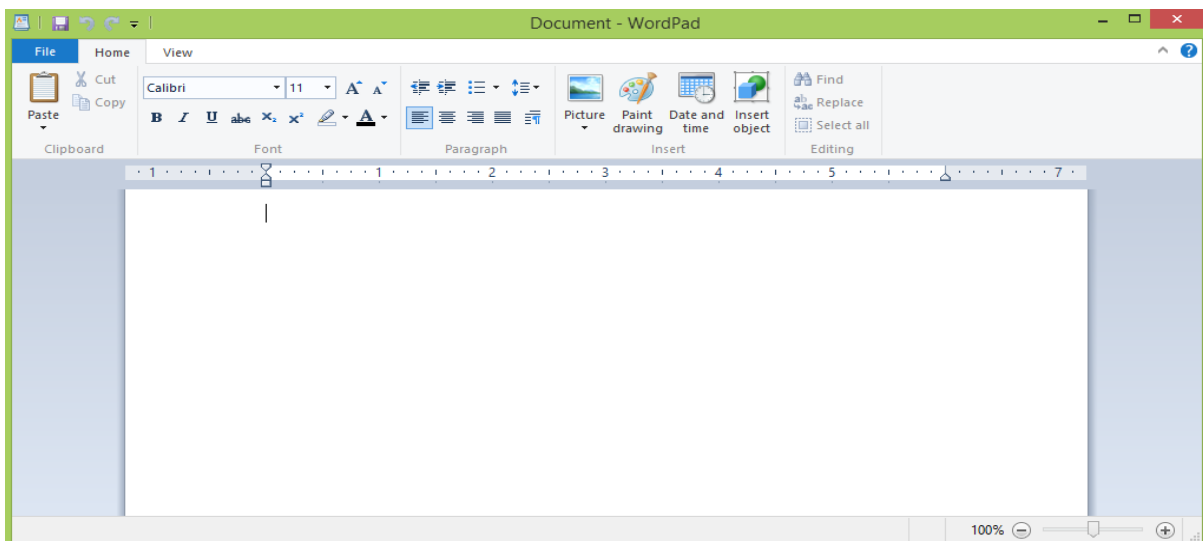
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Lesson 18: NotePad



- Start screen/type NotePad

Lesson 19: WordPad



- Start screen/type WordPad



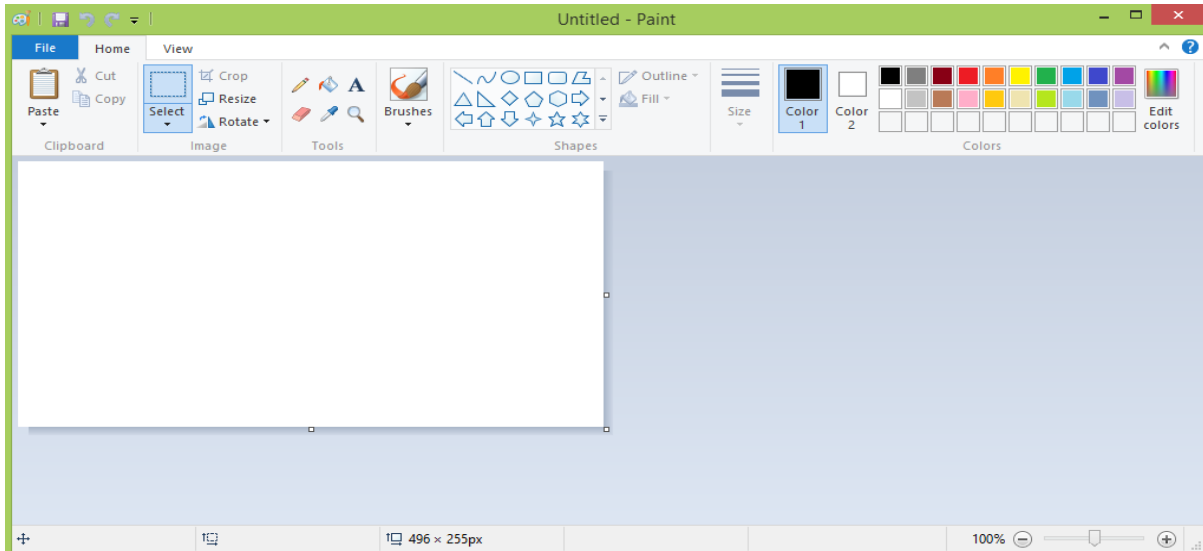
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Lesson 20: Paint



- Start screen/type Paint

End -----→ Windows 8