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# Windows 8 Five Tips to End Frustration

Start, Search, Right-click, Charms, Desktop

Read this full article on our website. Here's a short link:  
<http://tinyurl.com/win85tips>

## Mouse and Keyboard Tips primarily

When you buy a new PC laptop these days, it will come with Windows 8 whether you want it or not! Small, touchscreens may have driven the changes, but Microsoft wants their operating system to work the same on all devices, large and small. This handout deals with Mouse and Keyboard tips only.

## Windows 8.1 Youtube Videos from Scott Hanselman: <http://goo.gl/U3MWdV>

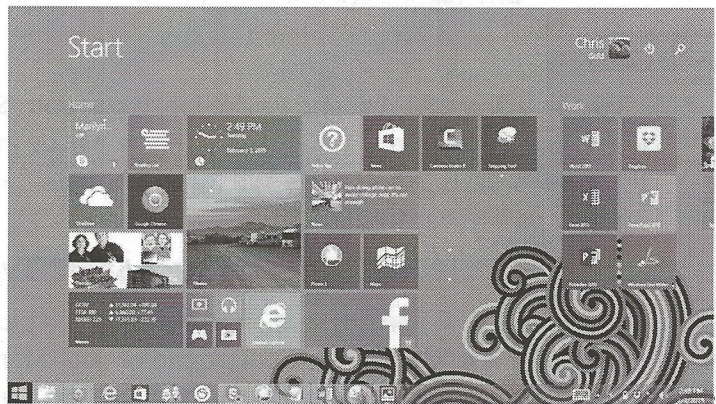
Windows 8.1 made a few, very small, but very important improvements in the user interface:

1. On the start screen, you see a power icon in the upper right. Clicking on this gives you the option of Sleep, Shutdown, or Restart.
2. All programs now have an X to close – just move your mouse to the upper right corner
3. The Start button is in the lower left corner

## Tip 1: Use the Start Screen

This is HOME on your Windows 8 computer. Take the time to make it custom for you.

When you're not on the Start Screen, you can get there by moving your mouse to the lower left and clicking on the icon of the Start Screen that appears. Or, if you prefer keyboard, just use the Windows Logo Key on your keyboard-to the left of the spacebar. It's a toggle. Turn the Start Screen On / Turn the Start Screen Off.



*You are never more than one click or one keystroke away from the Start Screen.*

If you spend some time customizing the Start Screen so that everything you use regularly is right there, we think you will start to love it.

The Start screen is more than first meets the eye. You can scroll to the right to see more Start Screen Tiles. A horizontal scroll bar will appear when you move your mouse to the bottom of the screen, or you can use the scroll wheel on your mouse. If one of your often-used programs is off to the right, you can drag it to the left and drop on the first screen.



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### Customizing your Start Screen

- **To remove a tile** from your Start Screen: right-click the tile and you will see options appear at the bottom of your screen. The option to remove is "Unpin from Start"
- **To add a different app:** If you have a program (App) on your computer, but not on your Start screen, right-click anywhere on the screen and you'll see All Apps at the bottom. Find your App, right click it, and choose "Pin to Start Screen." It will probably be put at the very right end of your Start screens, so you then need to drag it to where you want it.
- **Create a Tile from a Website:** Using Internet Explorer visit the website, e.g. Geeksontour.com, click the Gear icon in upper right and Add Site To Apps. Now, from the main Start Screen, search for GeeksOnTour, right click on the result and choose Pin to Start. Now it's a tile at the right end of your Start Screen and you can move it to your desired location.
- **Live Tiles:** Some new apps can be shown with a Live Tile. For This means the contents of the Tile will change, it's alive. If you find this distracting, you can turn it off. Right-Click the tile and "Turn Live Tile Off."

### Tip 2: Search

If you've followed Tip 1, and you're looking at your Start Screen but you don't see what you want, just start typing. Whatever you type will be interpreted as a Search. So, if you want to use Excel and you don't see a Tile for it, just type `Excel` and it will be found for you. The hardest part about this is how easy it actually is.

### *Just Start Typing!*

You can search for an application, a document, a picture, or even a computer setting. Let's say you want to change the background of your Start Screen but you don't know how.

- Make sure you're looking at your Start Screen. If you're not, just click in the lower left, or press the Windows Logo key.
- Type `Background`. It will search for the word "Background" and show you the results by displaying the number of Apps that match the word, the number of files that match, and the number of settings that match. Click where it says Settings, and you'll see the details appear and you can click on the Background setting.

### Tip 3: When in Doubt, Right-Click

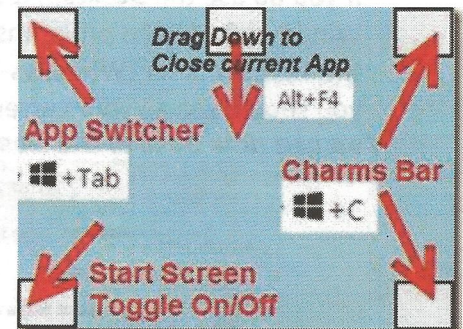
The Start menu isn't the only menu that seems to be missing in Windows 8. The new, built-for-Windows-8 programs are referred to as Full-Screen Apps. That means that they do not use up screen space for their menus when you don't need them. How does it know you need them?

#### **Right-Click.**

Right-Click anywhere on the screen and whatever options/menus are available for that Full Screen App will appear.

### Tip 4: Hot Corners and Charms

Remember that the goal is to leave menus hidden until you need them. Click the right spot and menus appear! In Windows 8, those secret trigger spots are at the edges of your screen, usually a corner. You've already learned about the lower left corner for the Start Screen Toggle. To see all recently used Apps so you can switch between them, click the upper left corner. If you can't seem to find it, you can use the keyboard method of Windows Logo + Tab. To close the app on your screen, you can click at the top middle of your screen and drag down, or use the keyboard method of Alt+F4.



The Charms Bar is like mission control. This is where you find the important commands that operate your computer. You can click in the upper OR lower right to open up the Charms Bar, or you can use the keyboard shortcut of the Windows key +C.



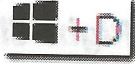
### **Will always open your Charms Bar**

#### **There are 5 different Charms:**

- **Search:** the same as discussed in Tip #2, but this is available from anywhere, not just the start screen. Open the Charms Bar and click Search, then type
- **Share:** if you use a smartphone, you may be familiar with this feature. The ability to take something on your screen, a document, a picture, or a map, for example, click the Share Charm and choose a way to share it – via email for example. This only works with Windows 8 specific applications – not with Desktop Apps.
- **Start:** Same as pressing the Windows key
- **Devices:** where you set up printers and other devices
- **Settings:** where you turn the power off, reboot or shut down your computer! Volume controls are here as well as Date and Time settings. It is also where you manage all the personalized settings for your computer or an open app.

## Tip 5: The Desktop

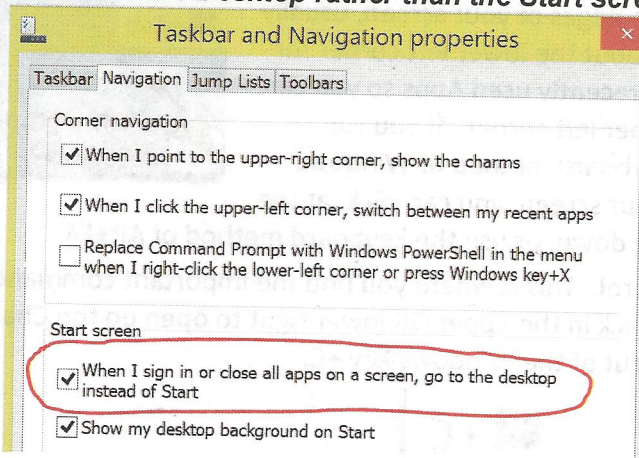
The Desktop is the main computer interface used in all previous versions of Windows. It's still here in Windows 8. You should see a tile on your Start Screen called "Desktop" – clicking that will take you to a familiar looking screen with a bottom task bar and shortcut icons.



### Always takes you to the Desktop.


If you do use the Desktop, It's important to understand that it is considered one single App to Windows 8. All the programs you may open from the desktop will not show when you use the Task Switcher (Windows-Tab) only the one App called 'Desktop' will show, open that and you should see all your currently running Desktop Apps down on the Taskbar as always.

**You can now boot to the Desktop rather than the Start screen:**



## Remember 5 tips SSRCD

We hope you can remember these 5 tips and use them in the order they were written. If you're ever staring at the screen in frustration, saying to yourself, "I don't know what to do" First try #1 – if you don't find what you need there, try #2 ... etc.

1. **Start Screen** – This is Home! Make sure all your common tasks have a tile on your start screen. You are always just a click or a key press away.
2. **Search** – if what you need is not on your Start Screen, you can search for it. From the Start Screen, just start typing. If you're not on the Start Screen – you know how to get there right?
3. **Right-Click** – if you're in an App and you don't know what to do, Right-Click should make some options appear
4. **Charms Bar** –  If what you want to do has to do with overall computer operations, like turning it off or changing the volume, you'll find it on the Charms Bar in Settings.
5. **Desktop** - The familiar Desktop is still there, the keyboard shortcut to get there is 