



Windows 8: Don't Hesitate – Let's Navigate

Greg Creech

Enjoy using Windows 8.1 by modifying the Start screen, using the Charms bar, and employing helpful commands via the new Ribbon. We will explore Windows 8.1's new tabs and groups in the Ribbon and learn productive shortcuts and tips and tricks, such as Snap and Jump Lists. Don' Hesitate – Let's Navigate and Learn Windows 8 together.

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Oops! and Legal Stuff

While I have made every effort to ensure the accuracy of this document, including grammar and instructions, I make mistakes. (Surprise!) If you find an error or want to provide constructive feedback, please contact me. Thank you! Enjoy Windows 8 and this document as you discover how great Windows 8 can be.

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A few items you should know about me:

- ✓ International Association of Administrative Professionals Business Partner and Member
- ✓ American Society of Training and Development Member
- ✓ Society of Human Resources Management Member
- ✓ Microsoft Office User Specialist Certification - Master Expert and Instructor
- ✓ CompTIA Certified Technical Trainer +
- ✓ A+ Certified Systems Technician through CompTIA
- ✓ Microsoft Certified Technical Trainer
- ✓ 2007 Southern Region University Continuing Education Association Award Winner for the Top Non-Credit Programs
- ✓ 2009 Southern Region Association of Continuing Higher Education's Faculty Award winner for my work at Emory University's Center for Lifelong Learning
- ✓ Former National Speakers Association Member

Windows 8.1[®] is a most excellent Operating System product from Microsoft[®] Corporation as are some of other products I mention such as programs of the Office[®] Suite, including Word, Excel, PowerPoint, Access, Outlook, and other fantastic programs.

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IAAP and Greg Creech

On January 5, 1981, I entered the world of being an administrative professional as the only male Steno Clerk in Columbia, SC at Southern Bell. As my manager, Becky Davis, introduced me to all of the women, one funny woman exclaimed: “Well, there goes the steno pool; they let a rooster in the hen house!” Later in the day, I used an IBM Selectric typewriter to type a proposal. As I typed, I noticed the silence in the room and looked up to see everyone staring at me. The funny woman said: “I’ve never seen a man that could type like that. Who would’ve thought.” I could type 70 WPM with no mistakes. I worked in Sales and Marketing at AT&T in many clerical, administrative, and operations management positions. My longest responsibility for over 10 years was as a Compensation Manager in Sales and Marketing for various sales organizations, and in 1998, I took an early retirement buy out package as an Operations Manager. AT&T supported my comedy, musical, and motivational presentations internally and externally, too, so I had the best of both worlds: administrative position and entertaining presenter. I continue to enjoy at&t as a customer and supplier as I train on and develop Access databases for at&t.

Since 1998, I have pursued my passion and love of technology, education, comedy/humor, music, and administration. In April 2006 for Administrative Professional Day, I presented my musical, humorous stress management speech at Midlands Technical College with over 650 admins in my home town of Columbia, SC. Four months later, I and Mary Stuckey, my neighbor, were at a neighborhood meeting and she informed me that she was being installed as President - Georgia Division of IAAP. Mary and I have been neighbors for 9 years at that point and we never knew of our administrative connections. I told her about my presentations and programs. In November 2006 at an IAAP Educational Seminar in Macon, GA I presented my humorous, musical presentation on business communication, stress management, and career development entitled “SMILE”. I joined IAAP in 2007. The presentation was a hit and IAAP blesses me frequently allowing me to present at chapter meetings, conferences, and other events. Being included on this Louisville Summit conference is an absolute dream come true for me and I owe much thanks to my sisters in the Georgia and South Carolina chapters for all of the persistent and consistent recommendations, referrals, prayers, and compliments since the beginning. I hope you enjoy my presentation as much as I enjoy presenting it.

Introduction – Windows 8.1

Microsoft® had a good idea of creating an Operating System that worked on all devices plus used the same interface and look. However, clients use smartphones, tablets, laptops, and desktops in different ways and are accustomed to using various tools depending on the device. For example, I love my mouse and do not want to part from it in using my desktop. I find selecting items by tap and drag isn't the easiest to select large amount of text on my tablet or phone, and I rarely created new and extensive documents, spreadsheets, or presentations on my hand help devices; I save extensive edits and document creation for my desktop and laptop, especially for inserting pictures, graphs, charts and other elements.

When Windows 8 appeared with the login screen and the Start menu, folks immediately did not like the change. Using the desktop and the start button were more productive and less cumbersome on a desktop/laptop than a tablet or phone which we like the Start screen and tiles on these devices to navigate. The publicity and the client feedback prompted Microsoft to develop Windows 8.1 with the return of the Desktop at start-up and other needed improvements. We will cover the Start screen, revised Start button, touchscreen technology, and other improvements.

I designed this course for current users of Windows XP, Vista, and Windows 7; **this presentation and manual are not for the novice or those new to a computer**. I organized the information based on what most people would need to know first and then advance into more customization of Windows 8.1. You should be at your computer and as you read the information make the changes. Many of the options you set will not be edited again until you want to make a change.

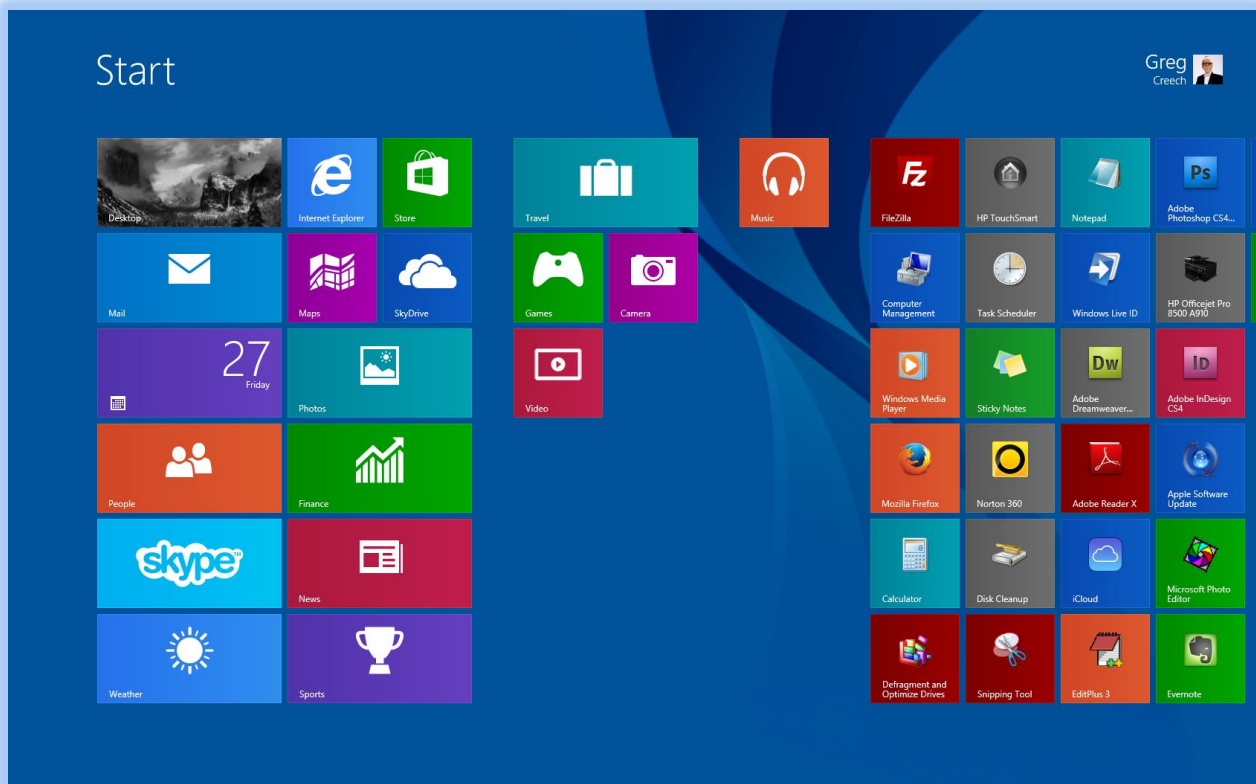
At a glance, here are some of the items that I enjoy using in Windows 8.1 (some of which Windows 7 introduced) and that we will learn in the course:

- ✓ Customizing the Start screen for your favorite apps and tools,
- ✓ Touch screen technology,
- ✓ Charms Bar,
- ✓ Working with the Ribbon and Quick Access Toolbar
- ✓ Jump Lists in the Start screen and Taskbar,
- ✓ Pinning Programs and Files to your Jump List,
- ✓ Navigating between the desktop, applications, and the Start screen,
- ✓ Search,
- ✓ Snap - quickly rearrange your files side-by-side and maximize,
- ✓ Peek - quickly viewing your desktop and activating the desktop,
- ✓ And the List goes on and on!





Get ready to experience how great Windows 8 can be.

The Start Screen

At first glance *Windows 8* and *Windows 8.1* introduce change to the familiar *Desktop* - the new *Start screen* which is an expanded version of the previous *Start* menu. Instead of the *Desktop* which contained the *Start button* to produce the *Start* menu as we have had for many years, now we have an entire screen devoted to our favorite applications, web sites, and system tools. *Start Screen* effectively will reduce the need to load the *Desktop* with so many shortcuts so you can barely see your *Desktop*; however, as Microsoft has learned old habits die hard with folks like me who remember DOS. I like change as long as the change is

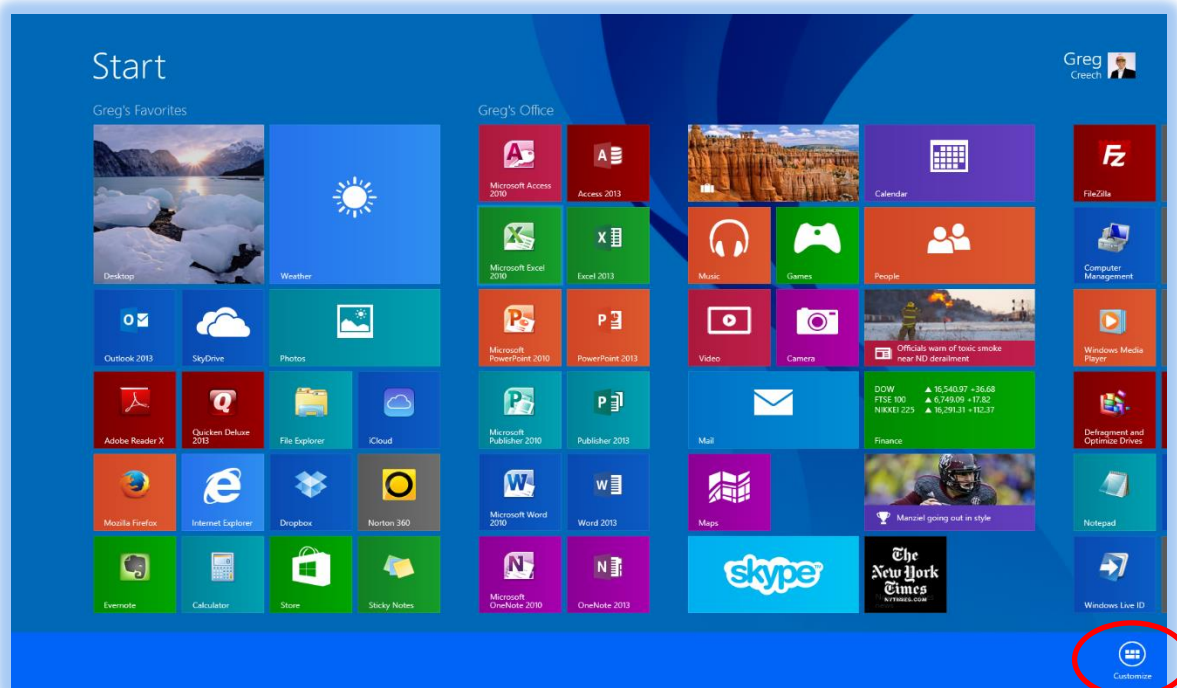


productive; the original version of Windows 8 was not as productive as the past to navigate and to perform simple operations, like shutting down. Windows 8.1 reintroduces the *Start button* to toggle from the desktop to the *Start screen*, but right clicking or using your secondary mouse button to produce a terrific shortcut menu from the *Start* button is quite advantageous. We will learn about the renewed *Start* button and how to customize the *Start* screen to fit your needs with using the newest Microsoft Operating System.

The **Windows Key** () on your keyboard activates the **Start screen** for you and toggles through your active file/program and your **Start screen** as you press **the Windows key**. You may click the **Desktop tile** or press the **Windows key and the D key** ( + **D**) to activate your **Desktop screen**. The Windows key is on your keyboard but may look different than this  which is a legacy Windows logo; your Windows key may look more like this: 

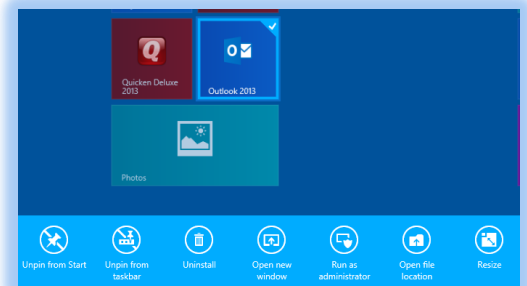
Start screen – Tiles and Apps Views

You may customize the **Start screen** in many ways to fit your needs. For example, when you right click or secondary click the Start screen, a menu at the bottom of your screen appears for you to **customize your view**. This is displayed below. In the customize view, you may type



over the **"Name group"** item to create your own groups and add your apps to that group.

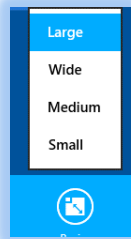
If you are using a touch screen, you tap, hold, and release to retrieve shortcut menus. To select an App or tile you right click or tap and hold for a touchscreen, the tile or app and Windows selects the tile/app for you and provides a menu at the bottom of your screen to customize the tile. After renaming a group, you can click and drag your apps to that group. As displayed above, I have created my Favorites group and my Office group with the appropriate apps. You may right click or secondary mouse click an app and the menu at the bottom offers important features for



customizing your app. For example, you may resize your app's tile and you should pin your often used apps to your Start screen and your taskbar. Since I have already pinned Outlook 2013 to my Start and to my taskbar, my screen displays Unpin as pictured here with Outlook 2013 app's menu. This is an important menu to remember and use.

➤ **Hot Tip! Take the time to Pin your favorite and often used apps, tools, and other items to your Start screen and Taskbar which contain Jump Lists which we will learn about later. Right clicking (secondary clicking) for touchscreen computers/tablets is Tap, Hold, and Release a screen, button, etc. and a shortcut menu or pane appears for you.** ➤

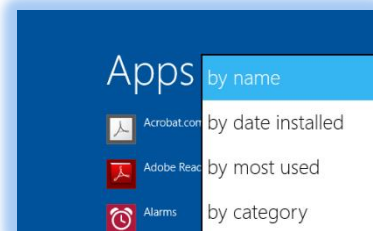
When you choose the *resize* option, this menu appears for Small, Medium, Wide, and Large. After resizing you may click and drag the tile to a new location. Not all apps will have the same size selections; some apps may limit you to Small or Medium. Creating Groups is an efficient way of using your computer for other applications rather than only using your Desktop to navigate and open apps and files. Plus weather, photos, news feeds, and other apps are live and update for you. You may turn off a live tile by right clicking the tile and at the bottom choose *“turn live tile off.”*



If you have a touch screen, you may swipe up to view all of your applications or you may click the arrow at the lower left of you Start screen to view all of your applications.

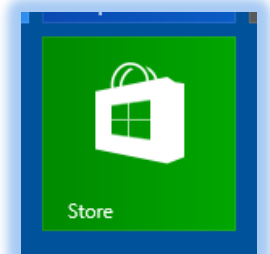


The *All Apps view* is a terrific way to add Apps to your Start screen or to your taskbar or to navigate to rarely used apps and administrative tools. As described previously you may right click any app to use the customize menu at the bottom of your screen to add the app to your taskbar or start and perform other common actions. You may arrange your *All Apps* view by several ways when you click the arrow next to Apps you can arrange by name, date installed, by most used, and by category. Having the all Apps view is like having our old favorites of All Programs, Control Panel, and other items in one place.



To the Store for App Shopping!

On your Start screen is the *Store tile*; this is an important tile for you to add Apps to your computer. One noticeable absence from Windows 8.1 is no games! Not even, Solitaire. You'll find other missing items, such as *gadgets* (the Windows Live Tile Apps replaces gadgets). So go shopping for many, many apps at the Store tile. When you sign in to your computer and Windows 8, you should use your Windows ID for consumers and other Windows ID for businesses as directed by your IT professional.



Practice makes perfect:

Here are some exercises for you to accomplish:

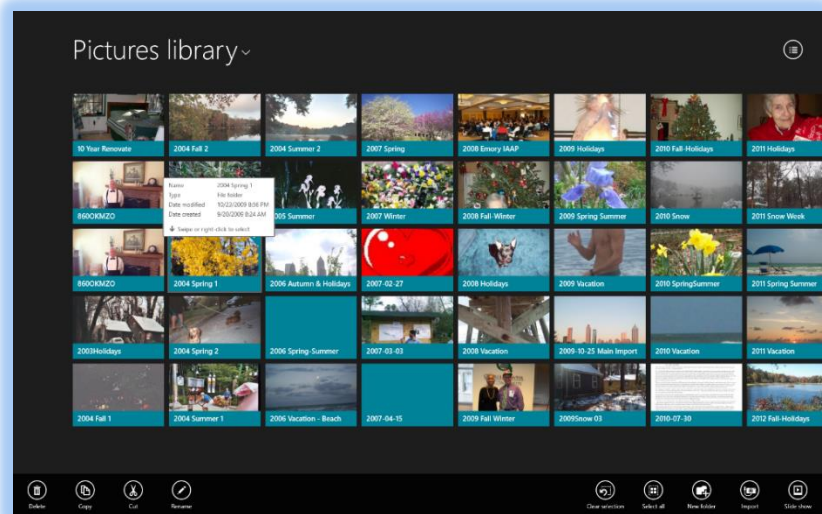
1. Rearrange your Start screen tiles by clicking and dragging them (for touchscreens tap, hold for a second, and then drag),
2. Rename groups and drag apps to them,
3. Resize your tiles as you like from the customize menu,
4. Pin your favorite and often used apps to your task bar.

The World of Apps

You will soon discover how the *Apps* in Windows 8.1 work and are filled with options for you to explore and use. You should start with Apps like the *Weather, Photos, and Maps* to customize the App to fit your needs. *Remember to right click or secondary mouse click (or press and hold for a second on a touchscreen) once the App opens to see your options at the bottom of the screen.* My weather App appears here with the options at the top and below the screen.



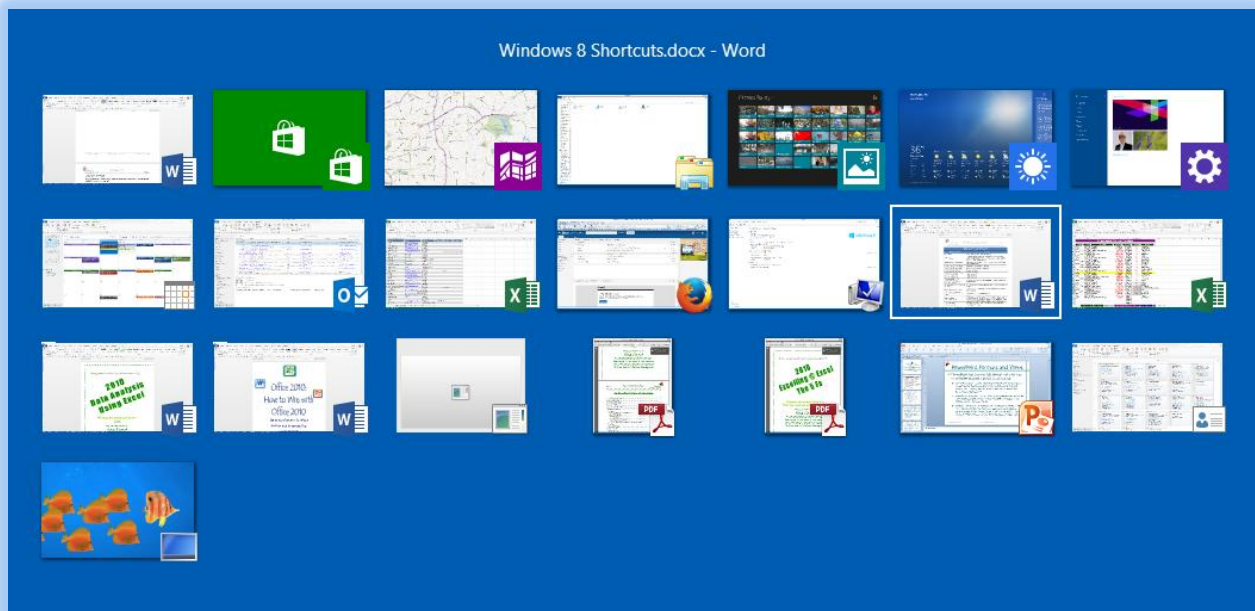
The *Photos App* appears here and when I right click (or swipe down for touchscreens), a photo folder's tile additional options appear below the gallery of folders. Once you open a photo folder you may edit the photo for cropping, rotating, color, and other options for your photo. While you may use other applications for your photos and other file types, you should try these apps. You go directly to the Start screen and the apps from your sign-on/login screen. This saves time bypassing the *Desktop*.





These apps are not as robust as your similar desktop apps.

Important key combinations

Toggling between your desktop, apps, and other areas of your computer can be cumbersome. Using the good, old **ALT + Tab key** provides the pane below with ALL of your open and active applications, system tools, desktop, and so on. As you press and hold the **ALT key** and then press and release (tap) the **TAB key**, Windows maneuvers through each pane for you to select the app or tool you wish to activate when you release the ALT key.

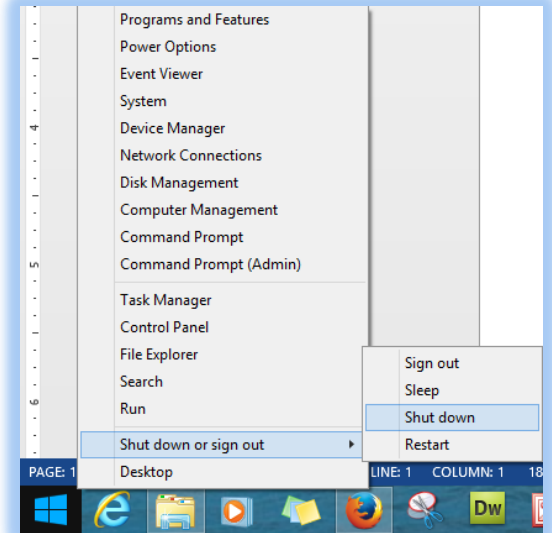
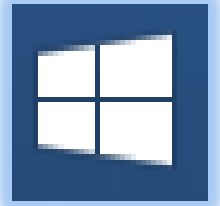


If you only want your Apps in view, press the **Windows Key** ( or ) and the **TAB key** and a you tap and release the Tab key, Windows moves through the Apps for you to select the App you wish to work with. If you are working with an App and press the **Windows Key and the Tab key**, the **Desktop** will appear in the list for you, so the active app or desktop item that you are working in will not appear in your list.



The Desktop

From the *Start screen*, you may click or tap the *Desktop tile* to open your familiar *Desktop screen*. You may use the keyboard combination of your *Windows key and the D key* to activate your *Desktop screen*. The *Microsoft Start tile button* on your Desktop provides quick access to your favorite programs and files as never before with the Start screen. The *Start tile button* appears at the lower left part of your screen where you should be accustomed from the previous start buttons in Windows. Your button changes color as you hover over it. You may toggle to the Start screen from your desktop or other App by pressing this tile button or pressing the Windows Key on your keyboard. However, the power of this button is not to toggle back and forth to the Start screen; *the power is in right clicking or using your secondary mouse button to view the productive and new menu displayed here*. The keyboard shortcut to activate this menu is the *Windows key and the X key* (**⊞ + X**) or for touchscreen tap, hold, and release the Start button.



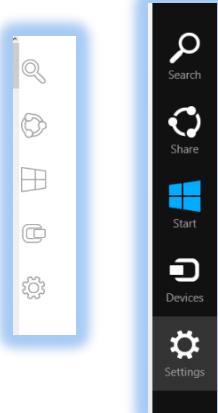
Hot Tip! The Secret Start Menu - Right clicking If you don't remember or use any other item in this manual - this is one you should use early and often to save time and frustration in activating your File Explorer, Control Panel, to Shut down or sign- out and other shortcuts. Remember the Windows key and X or right click the Windows tile at the desktop. 🏹

I find using this menu easier than using other areas of Windows 8.1, although the *Charms bar* contains efficient ways of accomplishing tasks. I have my *Shut down or sign out cascading menus* displayed here. This is one of the easiest ways to *Restart, Sleep, Sign out, or Shut down* your computer.

There are websites that provide downloads that can give you the classic start menu with the directories, programs, and other items.

How Charming!?: The Charms Bar

The *Charms Bar* appears when you move your cursor to the right edge of your screen (or swipe from the right edge of a touchscreen) and move your focus to the grayed buttons (pictured at right) or use the *Windows Key plus the C key*. This is another quick way to navigate to often used tools. Once you move your focus into the grayed Charms area, the *Charms bar* activates (pictured at far right) as it blackens for you to select an administrative or system tool to use such as search, devices, or settings. You'll find this easier than trying to navigate through the *Control Panel*. For example, when I click Settings, the menu offers PC Info which displays my version of Windows, the type of processor I'm using, and other geeky stuff. This is a way to shut down by using the Power button on the Settings menu.

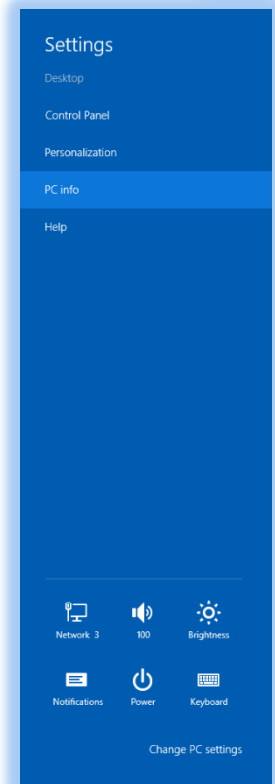
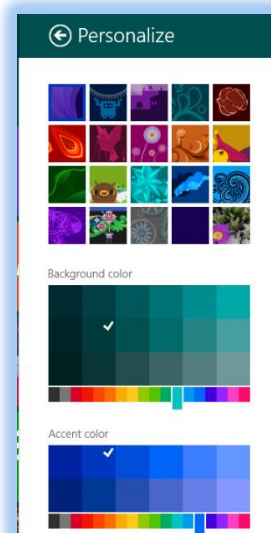
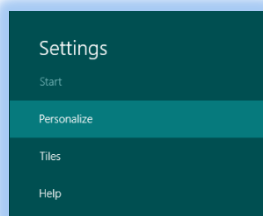


The Charms Bar items change based upon where you activate the bar. For example, if you activate your Charms bar while at the Start screen you receive a different Settings pane than the one pictured at right.

If you want to customize your Start screen follow these steps:

1. At the Start screen, activate the Charms bar (*Windows Key + C key*) or move you cursor to the upper right of your screen,
2. At the Charms bar click Settings and from Settings click Personalization.
3. You may personalize the Tiles to display or not display the Administrative Tools on your Start screen. After pressing Personalize, Windows offers you a palette of choices for a back ground graphic and background color and accent.

I'll show you how to use your desktop background as your Start screen background later.



Desktop, Taskbar Shortcuts and Jump Lists

One of the important tasks to complete from the *Start screen* is to *Pin* your Apps to your Taskbar as we learned earlier. After pinning your Apps to the *Taskbar*, Windows magic begins tracking the files you open in the app to create a fantastic Windows 7 carryover feature entitled *Jump Lists*. We'll look at customizing your Jump Lists and other important Windows 8.1 features as we customize your Taskbar, Navigation, and other items.

Taskbar Properties

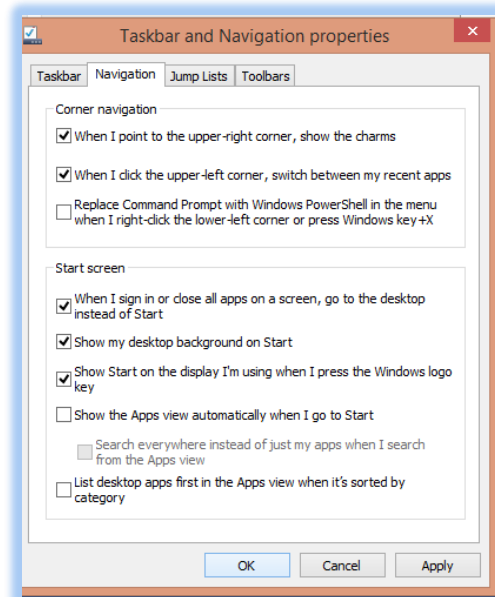
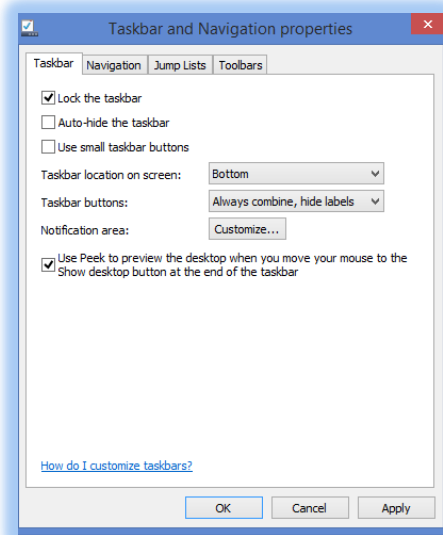
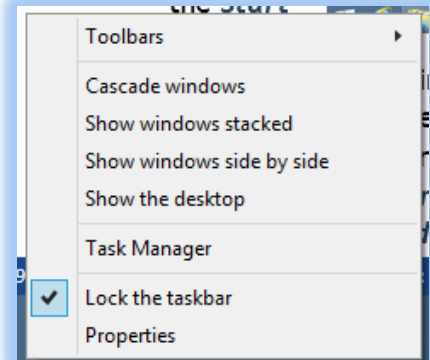
At the *Desktop*, right click or tap and hold for a second on a touchscreen an empty area of your Taskbar to retrieve the menu at right. (Notice this allows you to rearrange your Desktop, Activate Toolbars, go to the Task Manager, and I have my Lock the taskbar selected, so my taskbar is always visible no matter the app or website I use. At this menu you should click the last item, *Properties*.

The *Taskbar and Navigation properties pane* appears for you at the *Taskbar tab*. You should decide if you want to lock your taskbar so it is always visible or *Auto-hide* your taskbar so it minimizes when you move away from it. I'm over 55 years old, so the "Use small taskbar buttons" is useless for me, but if you have great eyesight then this is for you! You may change the Taskbar position or decide how you want Windows to group your apps in the Taskbar. We'll look at customizing the *Notification area* later. We will learn about the advantages and

disadvantages of the *Peek* feature, too. The important tab for us now is the *Navigation tab* which is new to Windows 8.1.

Navigation Properties – Go Directly to Desktop

One big complaint about Windows 8 was the inability to go directly to the desktop and use the Start menu. Windows 8.1 corrects this with the *Navigation tab* in *the Taskbar and Navigation properties*. While I like using the Start screen, I love my desktop. I use my desktop computer differently than my tablets and smartphones; I save files on hard drives (I know how old school) as well as on cloud services using my desktop computer. I create and edit extensive documents like this manual using my desktop or laptop, so going directly to the *Desktop* is more productive for me (and many other Windows users, too). As displayed at right, the *Navigation tab* has important *Corner navigation* and *Start*

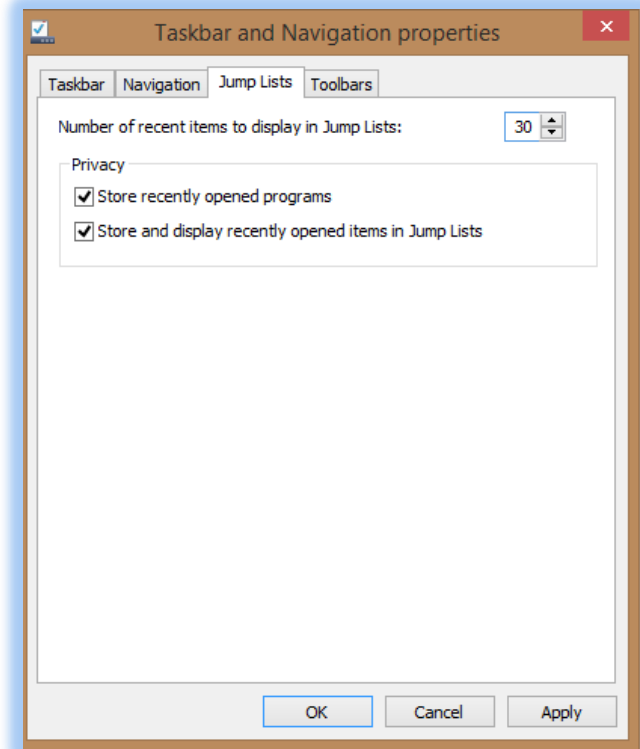


screen options for you to consider. I like using the *Corner navigation* except I do not use the Command Prompt and I like using the *Windows key + X* for my mini Start menu. If moving your mouse to the upper right corners to activate the *Charms bar* or having the *Recent App screen* with a click in the upper left corner annoys you this is how you may turn them off.

The *Start screen options* allow me to select going directly to the *Desktop* after I login instead of Start and I can use the same desktop wallpaper on my Start screen so these are checked for me. I do like using my *Windows logo key* to toggle to my *Start screen* from my desktop or other application, so I have checked this option as well. You should decide how you want to use your computer - starting at the *Start screen* or *Desktop* and how you want the Apps to appear.

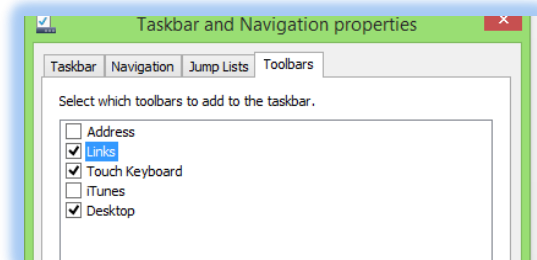
Jump Lists Options

The next tab in our Taskbar and Navigation properties dialogue box is *Jump Lists*. You may change the number of items (files, websites, folders) that you view in your Jump Lists. We will look at *Jump Lists* in a moment. I have set my items to 30; the maximum is 60. Since I am the only user of my computer, I certainly want the Privacy items checked. *These two items of storing your items in Jump Lists are the power and convenience of using Jump Lists.*

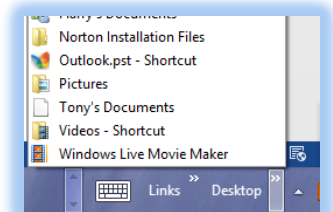


Toolbars

The final tab in our Taskbar and Navigation properties dialogue box is *Toolbars*. As pictured at right I have activated my *Links*, *Touch Keyboard*, and *Desktop* toolbars. With *Toolbars* you add a cascading menu for you to choose the area you wish to Navigate. The *Touch Keyboard button* opens my onscreen keyboard when I want to use my touchscreen keyboard rather than my old fashion keyboard attachment. My *Desktop* toolbar's menu appears below.

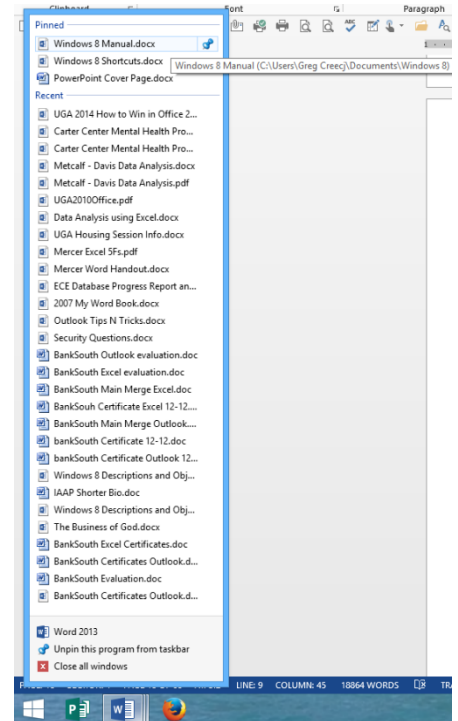


Take the time to set these options once and only change them when needed which should be very rarely.



Jump Lists

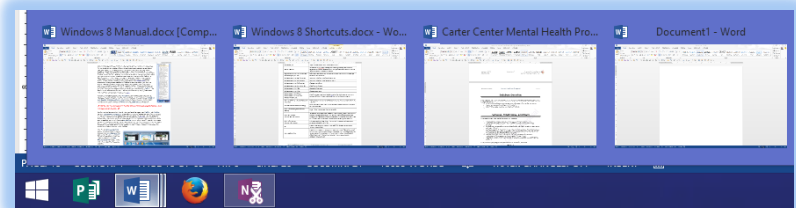
A productive feature from Windows 7 that carries over to Windows 8 is Jump Lists. We previously set the number of items in our Jump Lists, now time to use them. With your popular apps (including your favorite web browser, security, Adobe products, QuickBooks/Quicken, Microsoft Office, and so on) pinned to your taskbar, Windows tracks the files, websites, and folder from where you open the item. When you right click or use your secondary mouse button on an App in the Taskbar, a menu appears of your documents. I have my Word 2013 Jump List displayed at right. I set the number of items to view to 30. Notice the Pinned area. One of the criticisms of using previous versions of Windows is knowing where your files are stored. Throughout the new Operating System you may hover over a file and a screen tip appears alerting you to the location of the file. I have my *Windows 8 manual file's* location displayed here as I hover over the file in my *Taskbar*. You don't need to click or search to know where your file resides, simply hover your cursor over the file and there's the screen tip .



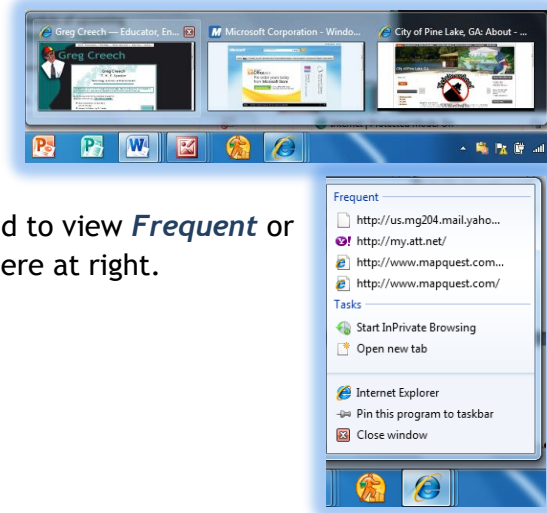
As you can see adding Apps to your *Taskbar* greatly increases your efficiency in using your favorite programs and files like never before. The need to use *Window's File Explorer* or *opening the App first* to open a folder, website, or file reduces with these new quick methods of *Pining* and using *Jump Lists* in Windows.

👉 Hot Tip: You may rearrange your Taskbar apps by clicking and dragging (or tap and drag for touchscreens) them to where you want to move the app. 👉

Another terrific feature in Windows is when you have apps and files open, the *Taskbar* provides *Thumbnails or Snapshots* of the files for you to hover and see previews of your files or click and maneuver to the opened files and you may close the files, too. As displayed at right, when I hover over the Word button previews of my open files appear and when I hover over a snapshot, the close button and *Screen Tip* appear. As you move across the snapshots, previews of the files appear for you to click and give the file focus for you to work. You don't have to have a program pinned on the Taskbar for this to work. Once you open a file, the application's button appears on the Taskbar.



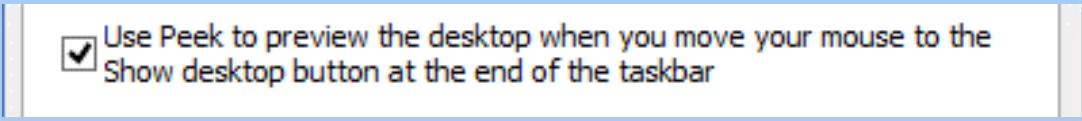
I don't have *Internet Explorer* pinned, yet when I open multiple websites using *Internet Explorer* here are the snapshots I receive when my cursor hovers *the Internet Explorer* button. I may click on any preview to open the website.



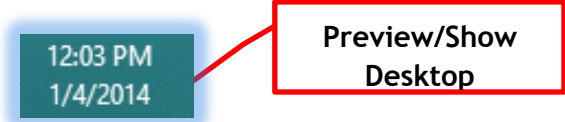
As with pinned programs, you may right click on the button for a convenient short cut menu allowing you to pin your program and to view *Frequent* or *Recent files*. My shortcut menu for *Internet Explorer* appears here at right.

Peek at the Desktop

I set my *Peek* feature earlier in the *Taskbar and Navigation properties box*



and the *Taskbar* tab.; this options displays above. The *Peek* is a nice feature that as you are working in an application and want to view your desktop without leaving the application the *Show Desktop/ Peek button* which is located at the end of the taskbar and to the right of the time/date. When you hover the end of your taskbar, which is my lower right corner of my screen next to date and time, my *Desktop* appears as a preview. If you click this area, *the Desktop* activates for you to use the *Desktop* and if you click the area a third time you return to your application. This is a quick way to maneuver from applications to the *Desktop* effortlessly. In essence, you minimize all of your applications by clicking the *Peek* button once and then maximize them again with another click. Since this may annoy some people, this feature may not be on by default for you in Windows 8.

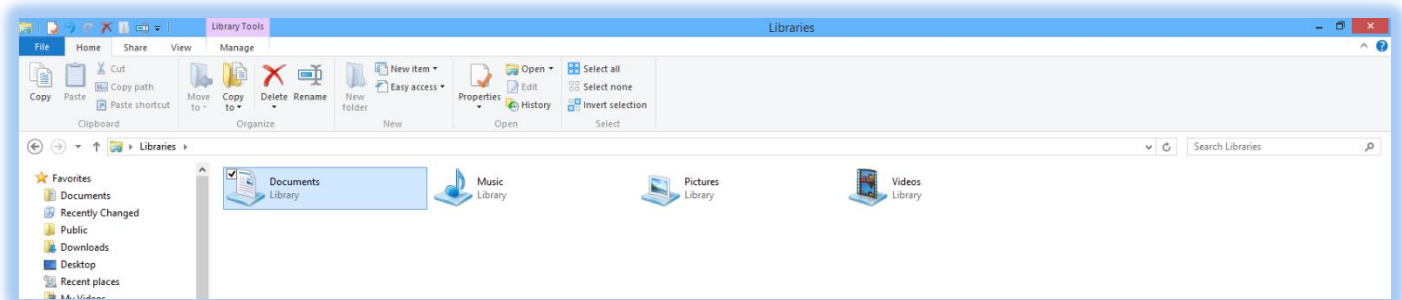
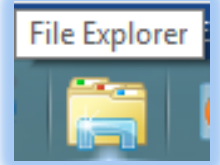


Important Notes: 🎵

_____ 🎵

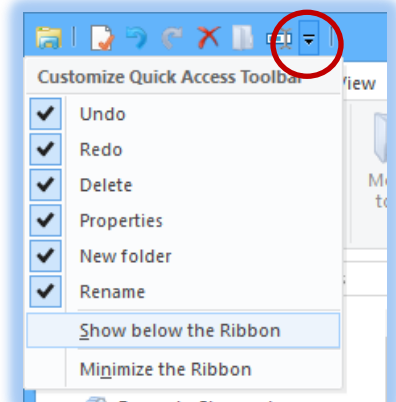
The Windows 8 Ribbon and File Explorer

For those of us that have used *Microsoft Office* since 2007, we are accustomed to the *Ribbon* which replaces the *Menu Bar*. Windows 8 has adopted the *Ribbon* interface rather than the Menu bar. Microsoft replaces the name *Windows Explorer* with the name *File Explorer*. When you click the *File Explorer* button on your *Desktop*, Windows 8 produces your Libraries, Documents or other view with the new *Ribbon* interface.

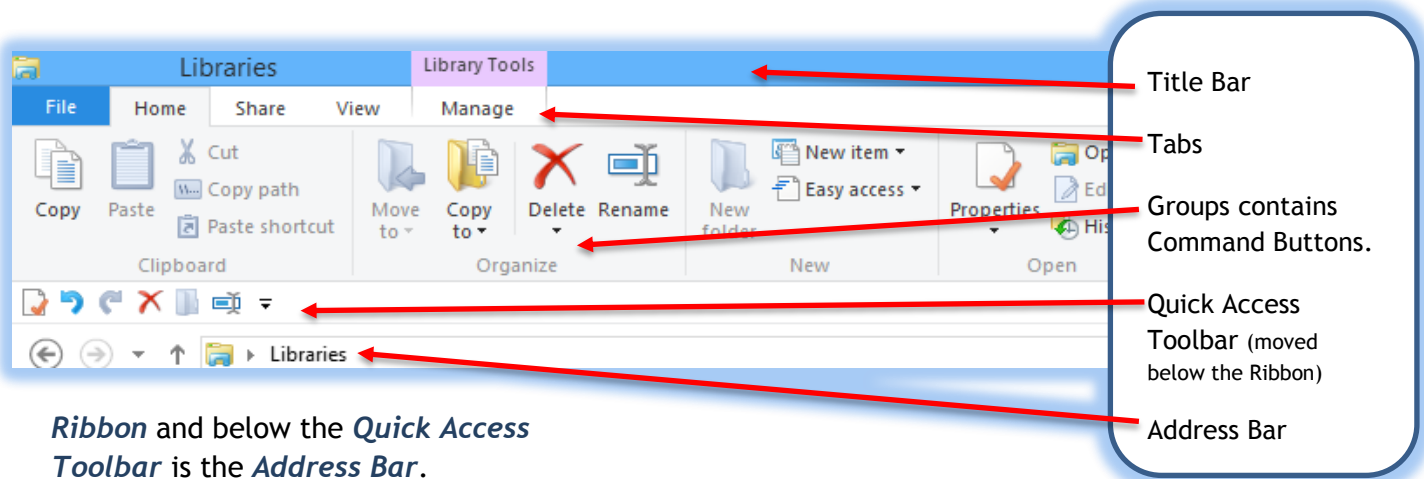


With the *Ribbon* at the top of your screen you will see the *Quick Access Toolbar* another Microsoft Office feature. My *Quick Access Toolbar* displays at right. I have clicked the arrow at the end of the toolbar and from the cascading menu, I have added all of these commands by clicking them to produce the check mark. I am changing the location of my *Quick Access Toolbar to be below the Ribbon* making it easier for me to see and navigate to this toolbar. One of the reasons I like using my *Quick Access Toolbar* is that it doesn't change as I click and work with the *Tabs* in the *Ribbon*.

Hot Tip! The Quick Access Toolbar - Gone is the standard toolbar and here is the Quick Access Toolbar. The Quick Access toolbar is always on your screen and has my favorite commands Rename, Delete, but my #1 favorite command is here: Undo!



The **Ribbon** is below your **Title bar** at the top of your screen and contains **Tabs**, such as Home, Share, and View. The **Tabs** contain **Groups**, such as Clipboard, Organize, and New. **Groups** contain **Command buttons**. I have moved my **Quick Access Toolbar** below the

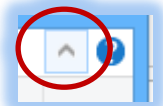


Ribbon and below the **Quick Access Toolbar** is the **Address Bar**.

Unlike the **Menu Bar**, when you clicked an item the cascading menu was vertical and text oriented, the **Ribbon** is horizontal and graphical. The **Ribbon** does take up more space on your screen, so you may minimize the **Ribbon** and use it has you did the **Menu Bar**. Here are the ways to minimize/restore the **Ribbon**:

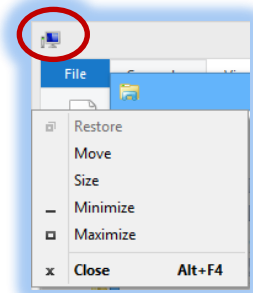
🔥 **Hot Tips! Ways to minimize and to scroll the Ribbon:**

- ✓ The new **Minimize Ribbon** arrow at the top of your window next to the **Help** button. The **Minimize the Ribbon** button appears at right. With the **Ribbon** minimized the button becomes the **Expand the Ribbon** button.
- ✓ To minimize the ribbon double click the active **Tab's** Name, such as **Home**, **View**. Double clicking a tab expands/minimizes the ribbon, too.
- ✓ Right click on any tab on the **Ribbon** and from the short cut menu choose **Minimize the Ribbon** at the bottom of the menu.
- ✓ Keyboard shortcut of **CTRL + F1** - when you press your **CTRL (Control)** and the **F1** keys simultaneously on your keyboard **Windows** minimizes and expands your **Ribbon**, too.

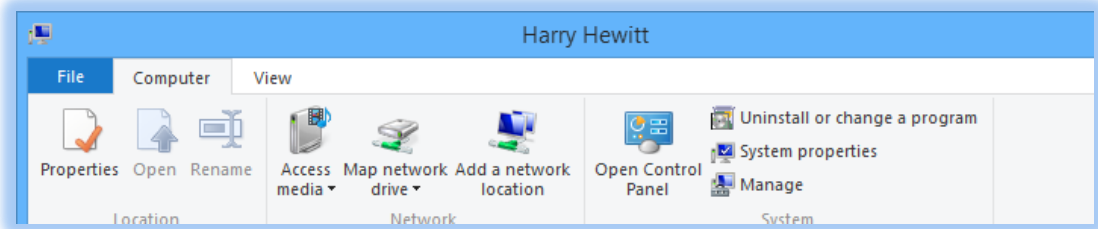


If you have a scroll wheel/button on your mouse and the **Ribbon** is **NOT** minimized, you may scroll through the different tabs rather than clicking the tab. Moving your cursor or your focus to the **Ribbon** and rolling your scrolling button/wheel up or down changes the tabs for you! You must first have your cursor on a tab for this to work; otherwise, the application will scroll through your file - not the **Ribbon**. 🔥

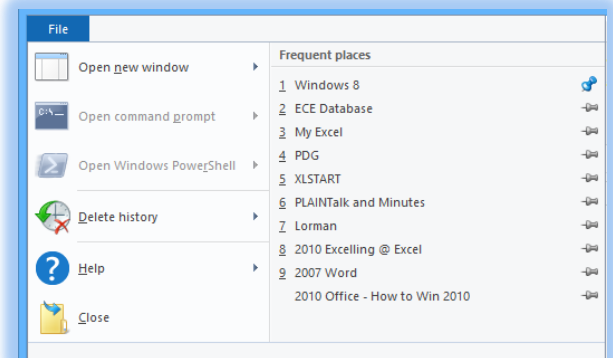
Another item at the upper left corner of your *Title Bar* is the *Control menu* that activates when you click the button displayed at right. This menu provides quick access to *Size, Minimize, Maximize, or Close*. The *Home, Share, and View tabs* are standard throughout Windows 8 but other tabs may appear depending upon the item you are using, such as a *Picture folder* or the *Control Panel*. The *Computer Ribbon* appears below and only has the *Computer Tab* and *View Tab*. The *Computer tab* offers many quick ways to accomplish tasks, such as mapping a network drive or activating the Control panel.



You will find using the Ribbon productive but getting accustomed to all of the options and where they are will take some time.



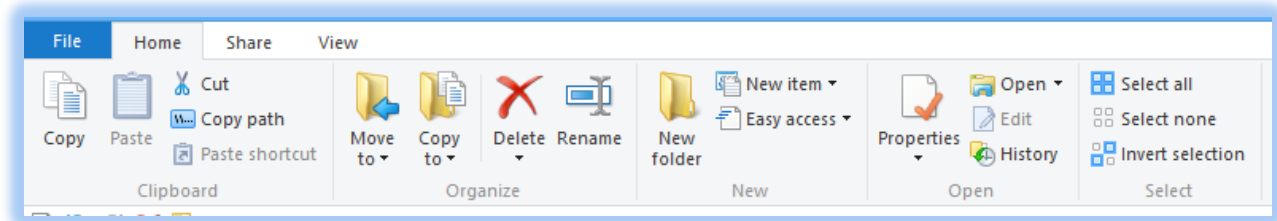
One consistent tab throughout the *Ribbon* is the *File tab*. The *File tab* offers *Frequent places* for you to pin your often used *Folders* and ability to open the application in a new window so you may view two folders side-by-side; this works if you want to look at the same folder in two separate panes and positioned however you like.



Let's overview each of the most common tabs in the Ribbon: *Home, Share, and View*.

Home – It's good to be home!

The *Home Tab* offers many popular tasks and commands to use. The Home tab prevents us from having to use shortcut menus or open folder after folder until we get to the task we need to perform. Here are common commands that people use in Windows 8's Ribbon.



Clipboard Group

The Clipboard group contains good, old Copy, Cut, and Paste buttons for you to use.

Copy Path - to copy the current location of your file or folder to paste in an email or other application - this displays exactly where Windows stores your file/folder. Here's my path for this document's folder after I use the Copy path button and paste it "C:\Users\Greg Creech\Documents\Windows 8".

Organize Group

Move to and Copy to - This menu allows you to Move (cut) or Copy (duplicate) selected files/folders to your often used folders. The last item in the menu is Choose location for you to browse where you want to move/copy the file/folders.

Delete - This menu allows you to send your selected files/folders to the recycling bin or permanently delete them (OOPS!).

Rename - Rename is just that has been around forever and allows you to change the name of your file/folder.

New Group

New Folder and New Item - These allow you to create a new, blank folder or using New item's menu a different type of file based on an app, such as Excel, or Word.

Easy access - Easy access provides ways of opening your file using Favorites, Pinning the Start menu, or including in a Library.

Open Group

Properties - The Properties button and menu opens the extensive Properties dialogue box which contains important information about the file/folder, such as file size, location, and making the selected item hidden or read-only. Several of these options are available in Ribbon without using this box. For example, we will use the View Tab to hide and unhide selected items.

Open, Edit and History - Depending upon the type of folder or file you have selected these options and menus change. For example, if I have an Excel file selected, the Open menu allows me to open the file in spreadsheets applications, including Excel or Microsoft Works Spreadsheet. You can turn on File History if you like to keep backups of your important files to other locations.

Select Group

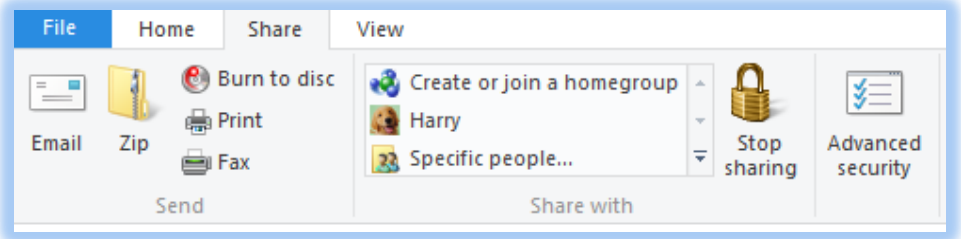
Selections allow you to select ALL of your items in the current folder or window or to have nothing selected. Invert selection changes the view from those you have selected to unselected and vice versa.

Share – It's nice to share

The *Share Tab* provides ways of sharing your selected items electronically, with other devices, or other people.

Send Group

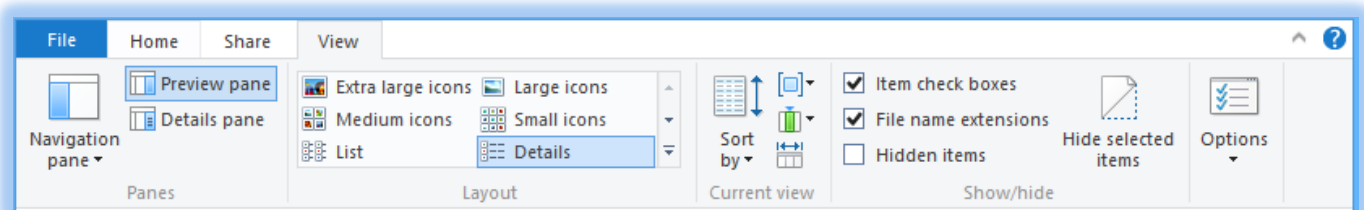
This activates other programs to email, zip, print, fax, or burn the folders/files to a CD.



Share with - This creates menus for you to share your information with computers, servers, or people on a network, homegroup, or other users that have access to your computer.

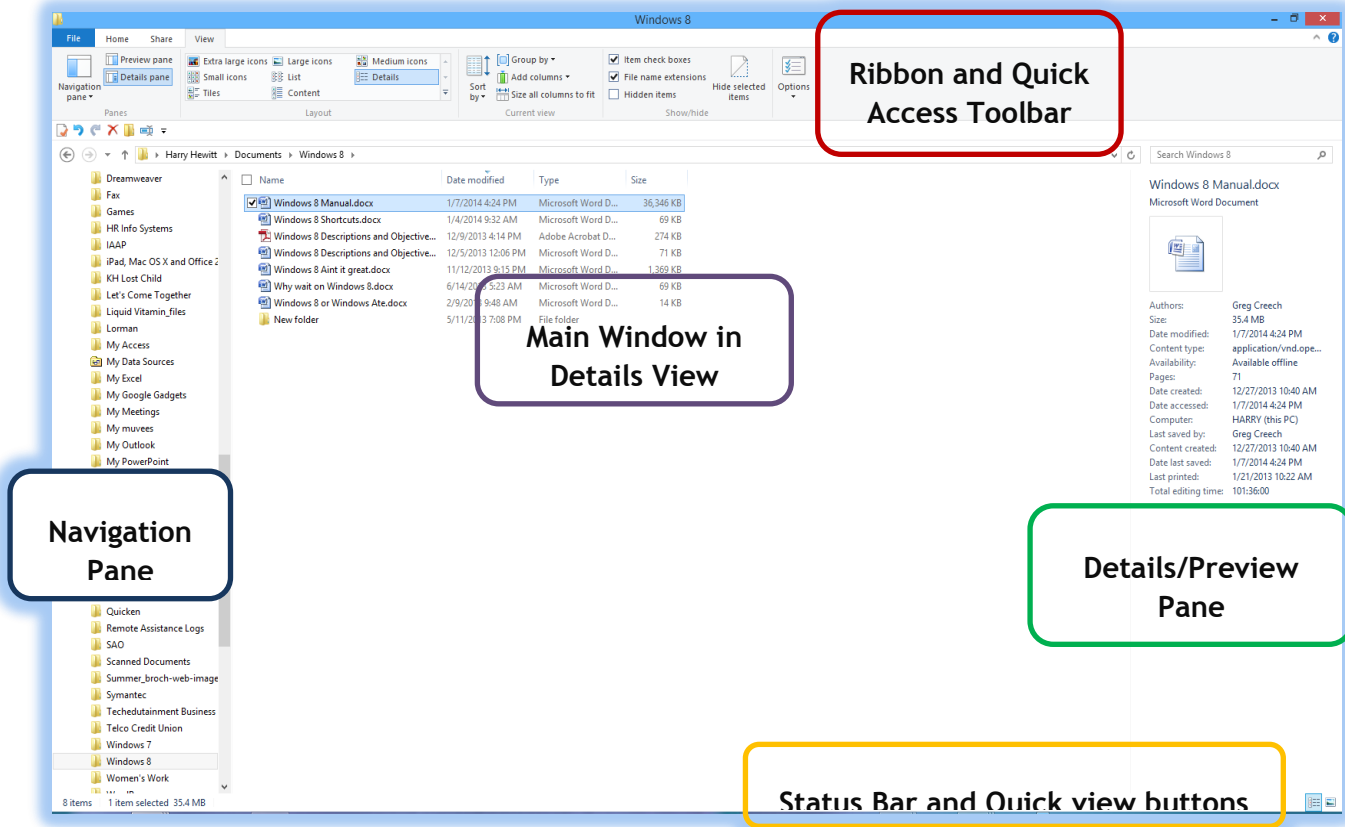
I'll leave the Advanced security button and dialogue box to your network and computer data geeks.

View Tab



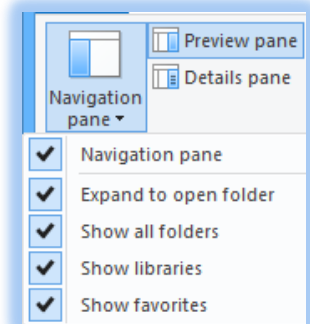
Panes Group - Organizing your Window Panes

While *File Explorer* may get busy with all of the panes available, you can turn them on and off using the *Panes Group*. You may quickly turn on or off the *Preview/Details Pane* using the *Preview or Details Pane button*; the area at the right of your screen is the *Details/Preview Pane* area. I have labeled the various panes and items for you below. Notice the two buttons in the lower right corner. These are *quick view buttons* to toggle between *Details or Large thumbnails* views. If you want to not have the preview or details pane appear, then click the active button and the pane closes - click your preview or details button again and it reappears.



The Navigation Pane button in the View Tab offers you the ability to show or hide the *Navigation Pane* and other directories you want to view in your *Navigation Pane*. As you can tell, I tend to be a resource “pig” having all of my options selected. I particularly like having my Favorites showing at the top of my *Navigation Pane*.

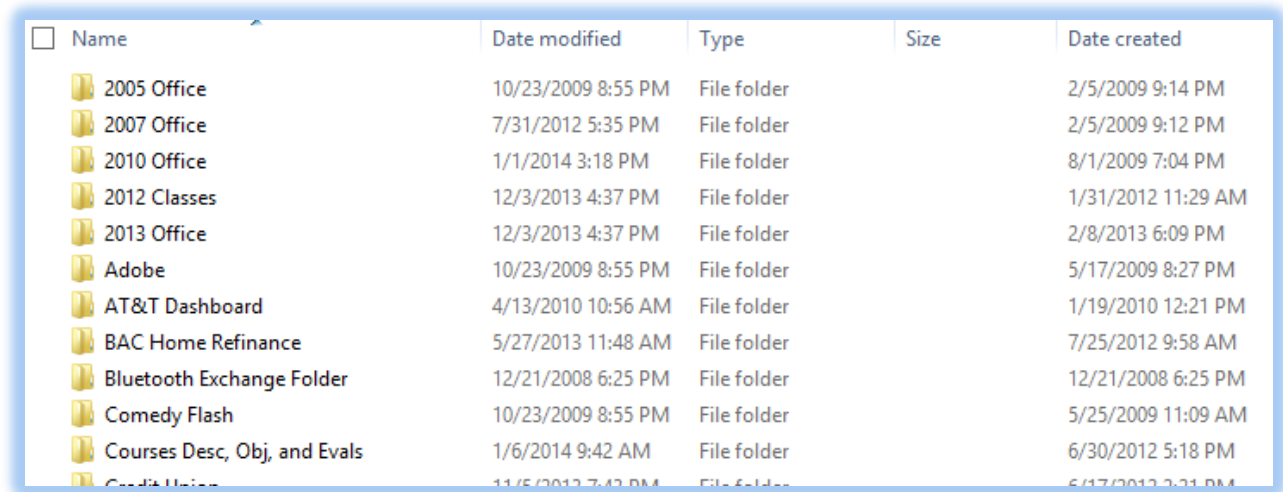
Hot Tip: You may click and drag a folder to your Favorites area, this creates a link to your folder. Clicking and dragging a folder to Favorites does not move or copy the folder but as your screen tip displays as you click and drag “*Create link in Favorites*”. This is a quick and easy way to get to your often used folders. You may click and drag to rearrange your Favorites items, too.



Layout Group – Formerly known as Views

The command buttons in the *Layout group* were different ways of viewing our information using the View item in the Menu bar, so they were referred to as *Views*. Now, since we have a *View tab*, the *Layout Group* contains ways of displaying our information in some neat and productive ways. Let's start with my favorite layout/view - *Details*.

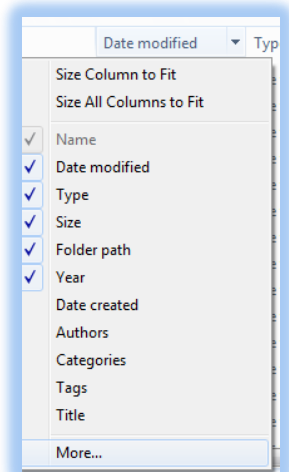
It's is all in the details – Details Layout



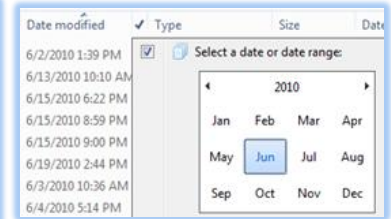
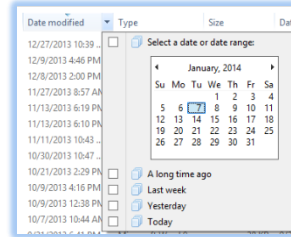
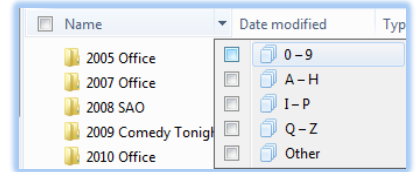
Name	Date modified	Type	Size	Date created
2005 Office	10/23/2009 8:55 PM	File folder		2/5/2009 9:14 PM
2007 Office	7/31/2012 5:35 PM	File folder		2/5/2009 9:12 PM
2010 Office	1/1/2014 3:18 PM	File folder		8/1/2009 7:04 PM
2012 Classes	12/3/2013 4:37 PM	File folder		1/31/2012 11:29 AM
2013 Office	12/3/2013 4:37 PM	File folder		2/8/2013 6:09 PM
Adobe	10/23/2009 8:55 PM	File folder		5/17/2009 8:27 PM
AT&T Dashboard	4/13/2010 10:56 AM	File folder		1/19/2010 12:21 PM
BAC Home Refinance	5/27/2013 11:48 AM	File folder		7/25/2012 9:58 AM
Bluetooth Exchange Folder	12/21/2008 6:25 PM	File folder		12/21/2008 6:25 PM
Comedy Flash	10/23/2009 8:55 PM	File folder		5/25/2009 11:09 AM
Courses Desc, Obj, and Evals	1/6/2014 9:42 AM	File folder		6/30/2012 5:18 PM
Credit Union	11/5/2013 7:43 PM	File folder		6/17/2013 3:31 PM

Here are some of my favorite reasons for using the *Details Layout*:

- ✓ The *Details* views as displayed in the above photo allows you to quickly sort your folders and files by clicking the column header, such as Name, Date modified, and Type. You can click to *sort Ascend* your information or click the heading again to *sort* your information in *descending order*.
- ✓ You may rearrange the columns by clicking and dragging the column header to the right or left to reposition your column.
- ✓ You can right click on a column header and add or remove columns, such as Tag, Author, and so on. I will add the Date Created column to my details view through the short cut menu. If you click the More. . . item, you will receive MANY more properties or columns to display - there is no shortage here.
- ✓ You may position your cursor between two columns at the vertical stripe separator and when the double headed arrow appears, double click to auto fit the column for you or you may click and drag the double headed arrow in or out to widen or lessen your column width. Using the column header's short cut menu you may Fit your current column or All columns as displayed at the top of the menu here.



✓ Finally, you may *filter* easily and quickly in the details view. As displayed here, I have clicked the column header filter drop down for *Name to filter* on certain numbers or group of letters for the folder/file name and I have clicked the Date's arrow too to illustrate the many ways of filtering your information based on relative dates. When you click the box for “*Select a date or date range*”, you may use the Calendar to choose the date or if you click the Calendar's heading you may choose the month, if you click the calendar heading again you may choose the year. This is a very helpful and easy tool to view your items by many different dates and date ranges. The Type column heading is great to restrict the type of files you wish to view.



None of the other views is going to offer this much power and efficiency in organizing and viewing your information. So, I will use the All Powerful Details view to organize my data and then I'll switch my layout to Tiles, List, etc. for displaying the filtered and sorted files and folders.

Icon Layouts

For photos and graphic folders I use the *Extra large* or *Large icons* (thumbnails) view, since I'm over 55, the *Small* and *Medium icon views* don't do me much good.

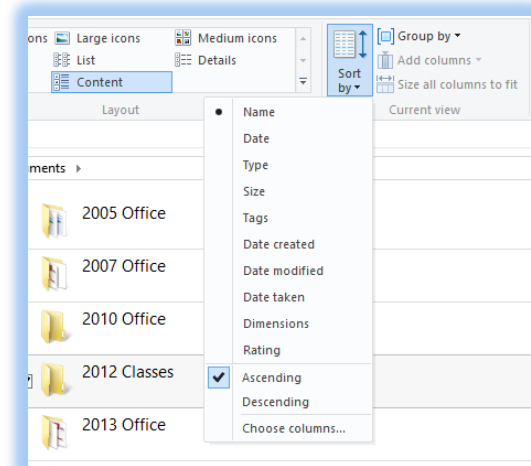
List, Tiles and Content Layouts

These are good for files and folders that are not graphical and are easier to view your information than *Details*. *List* compacts your information very nicely and *Tiles* takes less space as well. *Content* provides a thumbnail of your files/folders with basic information about the folder and file with much white space so the screen is not so “busy”.

Current View

Sort by

When you are not using the Details view, you can *Sort by* using the *Current View* and the *Sort by* menu. This displays the columns or ways of viewing your information by Date, Type, Size, etc. The *Ascending* and *Descending* options are in the menu for you, too.



Group by

This works like the *filter* in our *Details View* and limits the items you view by Alphabet, Dates, and other areas. The option of *None* in the Group by menu is helpful when you have Grouped your items and want to return to a normal view.

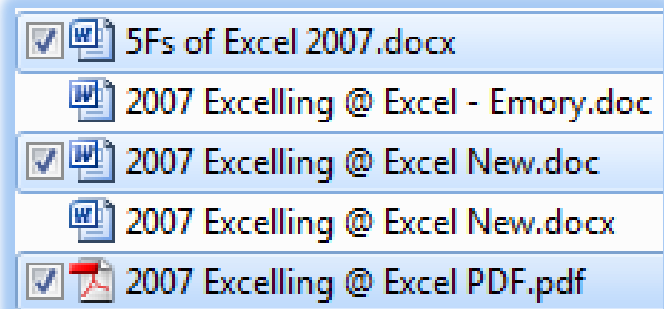
Only the *Details* layout uses the *Add Columns and Size all columns to fit* buttons and menus in the *Current View Group*.

Show/Hide Group

This group is great for viewing or hiding your selected files/folders plus I like knowing my file extensions, especially in using various Office versions and photo apps. The Hot Tip below shows my file extensions and that I'm using check marks to select my files/folders and other items.

➤ **Hot Tip! New way to select files. There is another new feature introduced in Vista that I really like in selecting my files and folders and that is having a small check box appear for me to use in selecting one or many files/folders. This is particularly helpful when selecting items that are not continuous. In the past we used the CTRL (Control) Key and then clicked files that were not continuous in order to select them; this CTRL + Click method still works great for you.**

While the files and folders continue to highlight with your selection having a check mark to ensure my selection doesn't hurt me either. I recommend giving this a try if this is not on by default. I have a sample of the check marks displaying that have three files selecting and ready for moving, duplicating, opening, and so on and on. You should try the *Item check boxes* option in the Show/hide group of the View tab as displayed here in selecting your files and remember your CTRL + Click keyboard shortcut. ➤

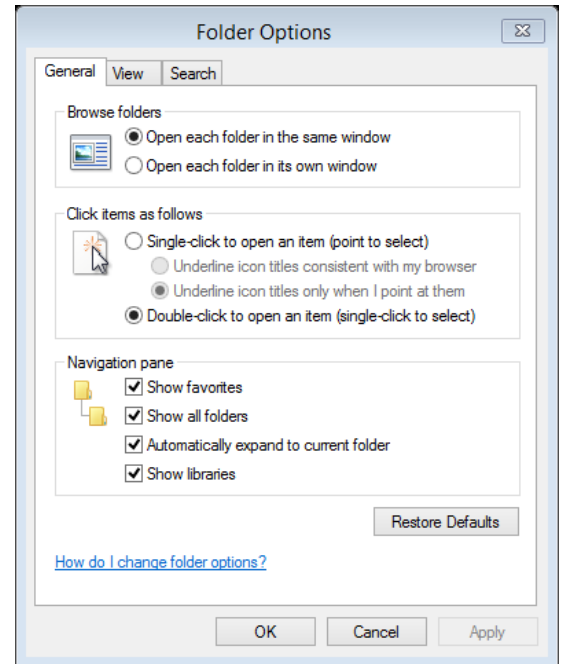


Options and More Options

The only option you have is to activate your *Folder Options Dialogue box* and tabs through the *Options* menu item *Change folder and search options*. Listed below are the tabs in the *Folder Options Dialogue box* with explanations of important items, some of which are available on the *Ribbon* that we have learned.

Folder Options – Generic items

The *Folder Options dialogue box* opens at the *General Tab*. From here you may determine if you want folders in separate windows or replace your existing window. After all of these years, I still have not grown accustomed to *Single clicking* to open files, programs or folders, although I am comfortable in single clicking for hyperlinks, etc. Since very old habits die hard, I keep my *Double click* to open an item selected. You may prefer the new generation of Single clicking. The *Navigation pane* section offers you the ability view favorites, all folders, and libraries in the *Navigation Pane* and to automatically expand your current folder. In previous versions of Windows the plus(+) symbol was used for expand and the minus (-) symbol was used for collapse. Windows now uses arrow to help with expand and collapse. Clicking the arrow to the right of the folder expands the contents or collapses the contents of the folder. You will see these collapse and expand arrows throughout the new operating system. You should set your *General options* here and click *Apply*. *Apply* will make your changes and if you don't like them you can change the option back before closing the dialogue box.



Folder Options – A View from the Top

There are many new options from which to choose in Windows - this should be at the top of your option list to review as you convert to Windows 8.1. Some of these options appear in the Ribbon and the View tab as we previously discussed, such as Show hidden items and using Check boxes to select items. These are important items to know, to use, and to abuse. Particularly important is the **Apply to Folders button**, you can set ALL of your folders with the current view of the open and active folder in which you are working. As you know I like using the Details view, so that is my default view for my folders. Clicking **Reset** returns your folder views to the factory standards. In the **Advanced settings** area, there are some items I recommend changing. First, I like viewing all of my drives so I have unchecked the **Hide empty drives item**. Another important option is the file extensions, I like knowing my Office 97-2003 documents separate from

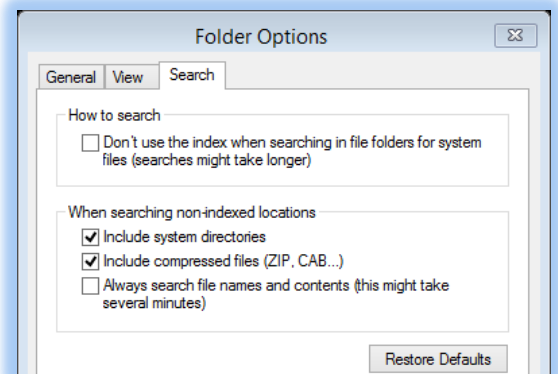
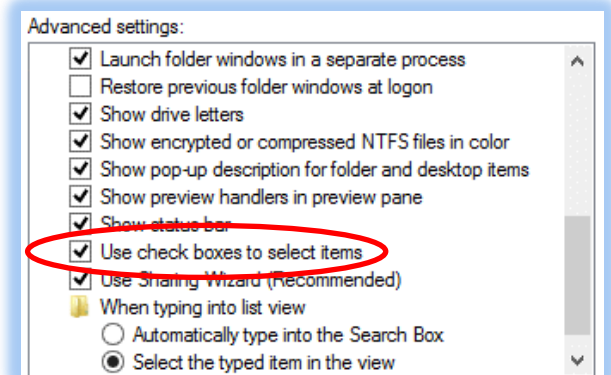
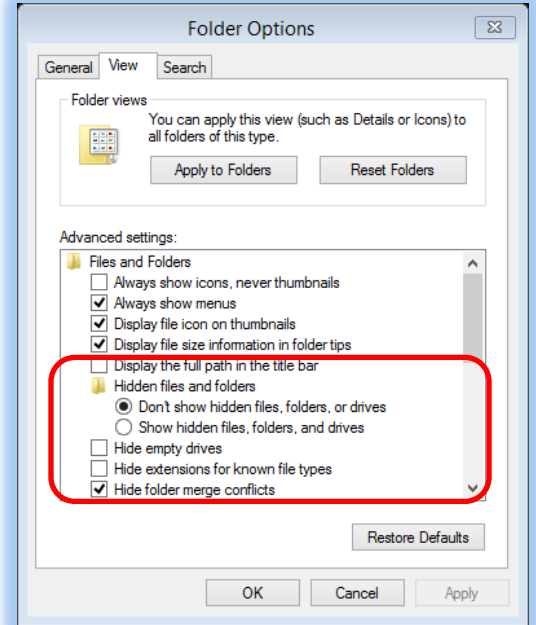
my Office 2007/2010 files and other files types of which I'm not aware. Just because Windows knows the extensions for files doesn't mean I know all of the file types. By deselecting this helps me know the type of file as does the icon representing the application; however, the icons don't help someone, like me, with poor eye-sight and over the age of 50. When you see your files the extension will appear with the file name, i.e. Office 2010.docx or Budget.xlsx; otherwise the system would display Office 2010 and Budget. This

option is in the View tab of our Windows Ribbon, too.

Folder Options – The Search is on

Search offers technical information about searching that I leave alone, especially the indexing feature which helps the terrific speed at which Windows will locate your search criteria. We will look at the new **Search Tab** in the Ribbon next.

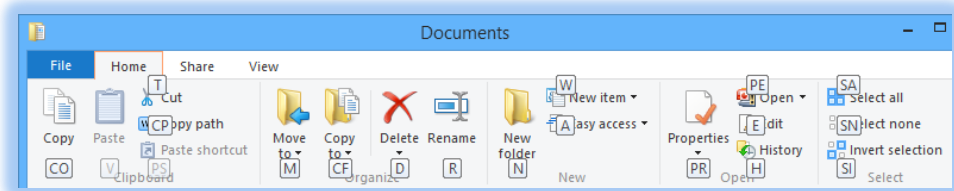
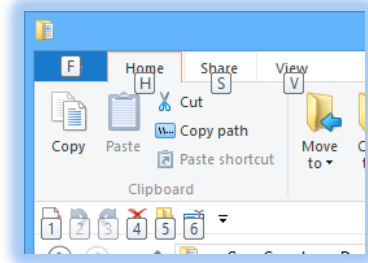
After making all of your selections, you may click **Apply** or **Click OK**. Clicking OK applies your items and closes the dialogue box.



Key Tips

While I have concentrated on using the mouse and touchscreen, there are new ways to use your keyboard for shortcuts. We have used the keyboard combination of CTRL + a key, such as CTRL + A to select all. In Office 2007, Microsoft Office introduced **Key Tips** which appear when you press the **F10 key or the ALT key** on your keyboard. As displayed at right, after I press my **F10** or **ALT** key the labels for my tabs and Quick Access Toolbar appear. If I press **H** for the **Home Tab**, the tab activates with **Key Tips** for the Home Tab's command buttons. As pictured here I can press **D** to activate the **Delete** menu or press **SA** to select all of my items in the pane below.

Using **Key Tips** alleviates the need to use the mouse or touchscreen to use your favorite commands and tabs. So if you are a keyboard fanatic, you'll love using key tips and not touch a screen or mouse to perform your actions in using the Ribbon.

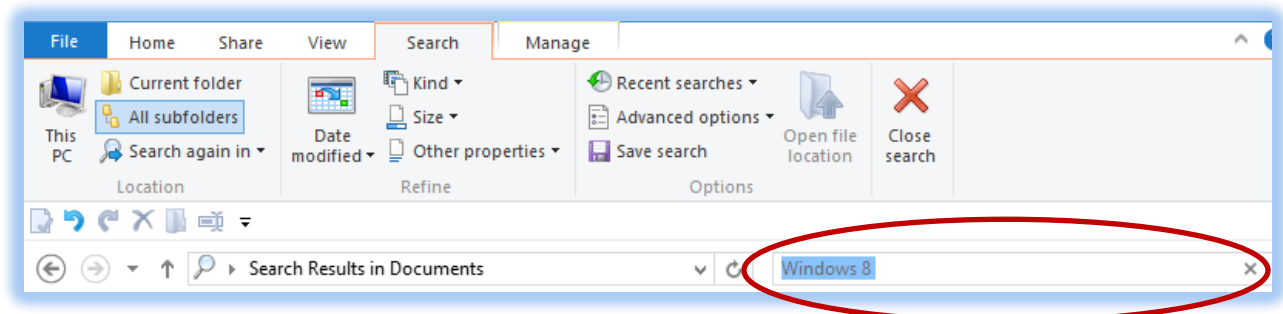


Search - Seek and you will find

At last! A *Search* system that actually works and is fast (I promise). With Windows 7, Microsoft made terrific improvements with searching and the features are even better in Windows 8.

We will first search using the *File Explorer* and then we will search using the *Charms Bar* or *Start button's short cut menu*.

File Explorer Search –



The *Search box* circled above is at the top, right corner of your *File Explorer* pane. You may change the width of the *Search box* and *Address bar* by positioning your cursor between the *Address bar* and the *Search box* and a double headed arrow appears allowing you to click and drag to widen or shrink the boxes.

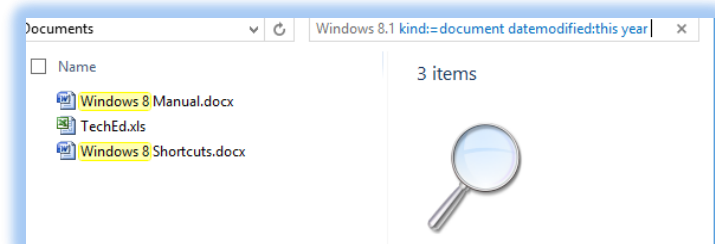
The Groups and Command buttons are briefly described here.

Location - The buttons in this group allow you to determine where Windows will search for your files/folders based on Name, Date, Size, Type of File and so on.

Refine - The Refine Group contains important buttons and menus for you to establish the criteria you want for your name search. The Date modified offers dates such as Last Week, This Week, etc. The Kind and Size buttons and associated menu options allow you to find certain types of files/folders and the size of the files/folders.

Options - The Options Group has some of the same items as we saw in our Folder Options dialogue box and Search Tab. I use Recent searches and Save search quite often. When I complete my search, I click Close search.

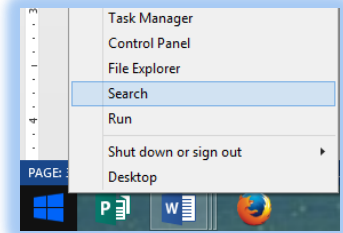
At right, I am searching in my Documents folder/directory for Window 8.1 as a Document file



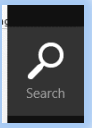
and Modified this year. You can open the file or folder from this pane by double clicking the file/folder.

Windows Search

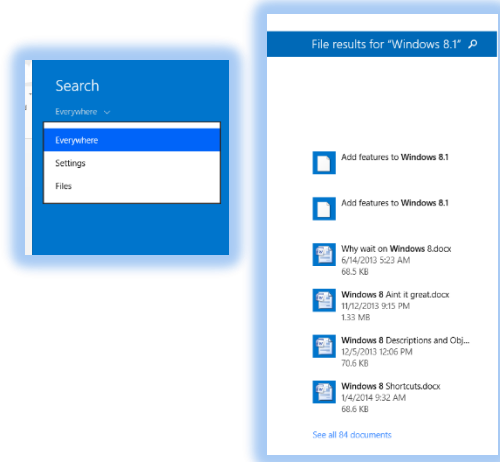
One of the important items that we covered earlier was right clicking the **Start tile/button** on your desktop and from the shortcut menu navigate to powerful and productive tools in Windows. This mini Start menu contains **Search** as pictured at right. Also, we learned about the **Charms Bar** and **Search** is the first item in the **Charms bar** with the magnifying glass.



After activating search, the **Search Pane** appears for you to decide where you want your search by using the cascading menu arrow next to Everywhere. I'm changing mine to files to search for Windows 8.1. After typing the name I want to search, I press enter and a File Results pane appears for my search text, in this case Windows 8.1. These files are ones that use often the other 84 documents are some that Windows created as RTF files. As you start typing Windows will provide the files (or other items) below your Search box.



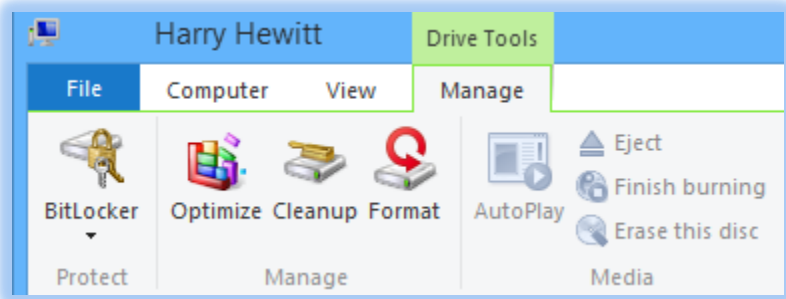
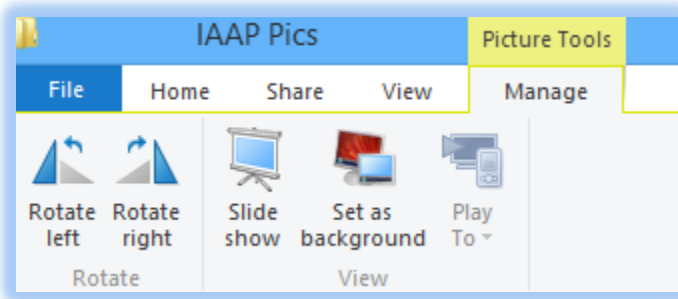
Here is my search results pane as I enter Windows in the Search box and Search Everywhere.



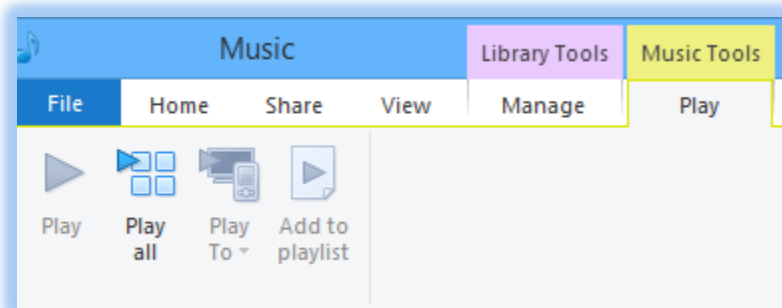
Manage and Play Tabs

As with many areas of using Windows, there are too many options and now too many tabs! Depending on the type of item you are using or viewing in the *File Explorer* panes, you may see a *Manage tab* that appears for you to use some neat and powerful tools. I have displayed here the *Picture Tools Manage Tab* and *Drive Tools Manage Tab*. With these Tabs you can perform basic tools for your photos and your disk drives. With the managing your photos you can rotate your selected photos, see them as a Slide Show or set as a background for your computer.

The *Drive tools* are good to perform system maintenance for *Optimizing* and *Cleaningup* your computer drives. **STAY AWAY FROM FORMAT!** You should not format your hard drive and be careful of using this tool unless you are an experienced technology professional. The *Media Group* is great for CD/DVDs and drives of this type.

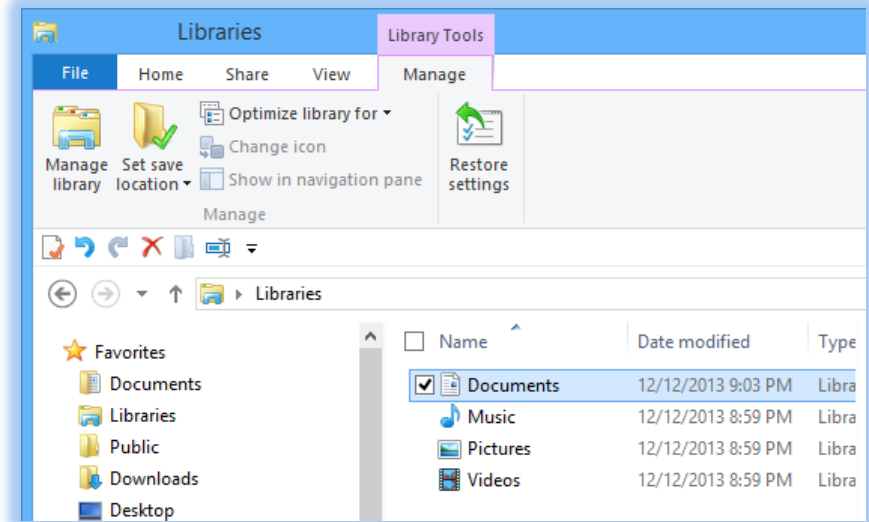


Music and Video have *the Music/Video Tools* with the *Play Tab* for you to play your audio and video files.

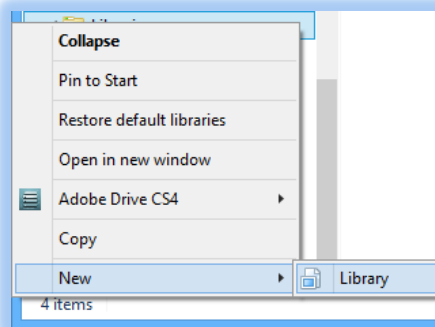


Libraries

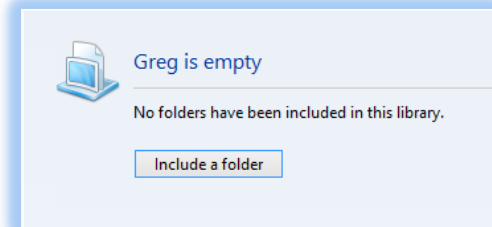
Just like the old brick and mortar libraries, Windows 8 *Libraries* are a collection of documents that are stored in a neat fashion regardless of where the folder resides. By default, Windows contains four *Libraries: Documents, Pictures, Music, and Videos*. Like categorizing books and written documents in an analog library, Windows categorizes documents by file type in the digital library. The extensions and file type determines where Windows stores the folder and files for the *Library*. The improvement of using *Libraries* versus the old fashion My Documents, Video, Music, and other



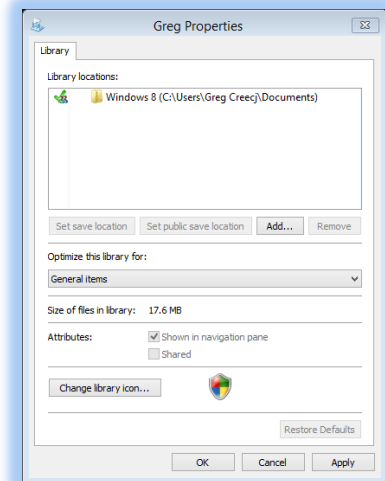
folders is *Libraries* display the folder regardless of location, such as on a server, another computer, Public Folder and so on. You can create your own *Library* by right clicking on the *Library icon in File Explorer* for a Shortcut menu. From the Shortcut Menu you may trace to *New* and from the fly out menu



click *Library*. As displayed at right, I am creating my own library named Greg. When Windows creates your *Library*, you may open your empty library and click the *Include a folder* to add folders to your *Library*.



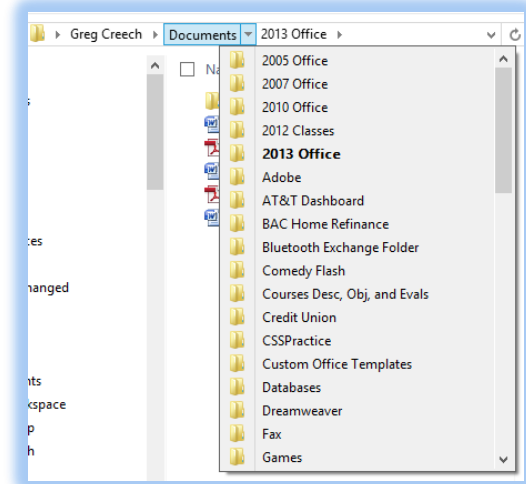
When you right click on your *Library* and click *Properties*, the *Library Properties* features the *Add . . .* for you to include a folder from your Network, other computers, servers, and so on. While you may *Optimize the library for* specific items, such as Music, Pictures, Documents, and Videos; I have kept my *General Items* and I have added My Videos and My Documents folders to the *Library* and these folders do not need to reside on my hard drive for my *Library* to collect them.



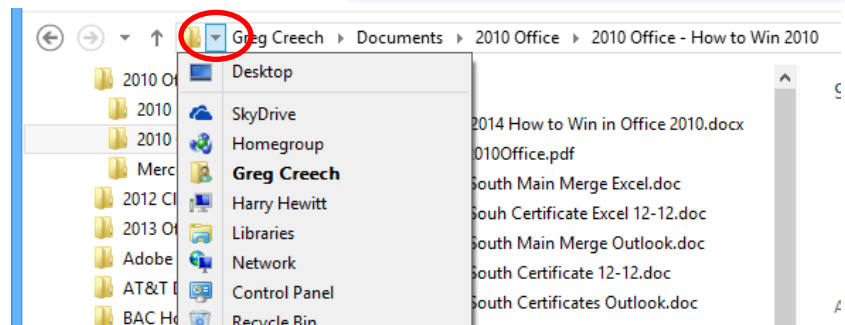
You should visit the *Windows File Libraries* early and often and create your own *Library*.

Navigation in File Explorer

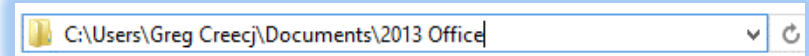
Using the enhanced *Address bar* introduced in Vista took some getting use to for me. Using the *Up One Level button* became habit forming for me and is back in Windows 8. However, once I learned the new ways of navigating using the *Address bar*, I have formed new habits of moving around in my *Desktop*, *Libraries*, *Files*, *Folders*, etc. You may certainly use the *Navigation Pane* to move around but you may want to not show the pane in your *Layout Options*. You can navigate using the *Address bar* as displayed here. You may click on an arrow to select the Folder/File you wish to activate. As displayed above, I can quickly navigate to my folders under the Documents directory/folder through the drop down list. By clicking the arrow associated with those directories, I can quickly go to my other *Libraries*, *Desktop*, or *Documents*. Once you click to activate a drop down list, you



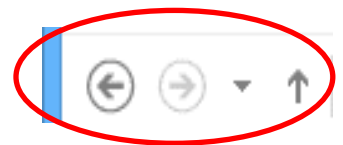
view the other directories/folder list by hovering your cursor over them, too; no need to click after you have clicked once. As I hover my cursor over the top level folder (circled at right) my *Desktop*, *Libraries*, *Network*, *Control Panel*, etc. displays for me to navigate to those items.



If you are old fashioned and like me, old enough to remember the drive/directory structure (path) as displayed here, you may type your folder/file location or use this path in other documents. Clicking in the Address box or pressing the **ALT + D** key displays the traditional folder/file path structure with a colon and slashes.



Next to the *Address bar* are some very helpful buttons for navigating back, forward, to recent places, and up through your drives, directories, and folders. The *Up One Level* arrow button back tracks through your location and takes you up your parent folders and drives. You may use the first button the back button to return to your previous locations. The *Recent places arrow* traces your history for your current session of using *File Explorer* and provides a list of locations you have been (duh?). The *Back* and *Forward* buttons with the *Recent places* button make navigating in Windows a breeze.



Have refreshing experience! The *Refresh button* is at the end of the *Address bar*. Files and Folders may change while you are using *File Explorer* pressing this button ensures you have



the latest information. **The F5 key is the keyboard shortcut for refresh while using File Explorer.**

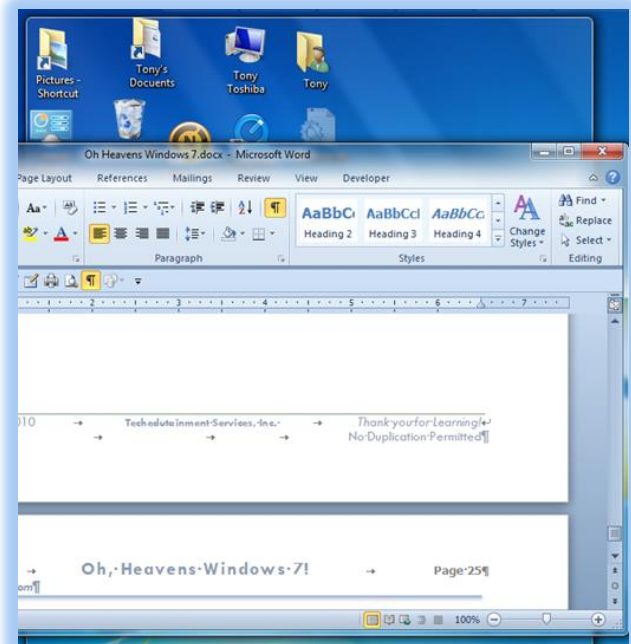
👉 Hot Tip - Keyboard Shortcut for Moving Up your folders: You may use the keyboard shortcut of pressing the **Alt key and the Up arrow key** together to move up your folders/directories. Unfortunately, the Alt and Down arrow keys will not move down your list. You may use your Back and Forward buttons, too, to navigate through your actions and directories/folders. 👉

Another very old habit is having two panes (or more) of the *File Explorer* open for me to move or copy folders and files (Remember *File Manager in Windows 3.1!*?). Once you have *File Explorer* open in one pane, you may activate another pane through the *File Menu* and click *Open in New Window and choose Open in New Window again*. Having two panes to move and copy files for me is easier than trying to accomplish this using the *Navigation* and *Contents* pane in one *File Explorer* pane. Also, I may need to compare the contents of separate drives/folders on one screen in two panes.

Now, we will learn a new feature that will help with having the two panes open and having them side-by-side using the *Windows 7 Snap feature* which carries over to Windows 8. Then we will familiarize ourselves with selecting files and folders in a variety of ways.

It's a Snap!

A new Windows 7 *Snap* feature carries over to Windows 8 and allows you to position your panes side-by-side, vertically, or maximize your screen. When you click on a title bar of an application you may move the pane to the side of your screen (left or right) and the pane will “snap” into place. Then you may click on another application’s title bar and click and drag it to the opposite edge of your screen and it will “snap” into place. This reduces the need to resize your panes and click and drag a lot to get the Window panes side-by-side. Notice as I click on this document’s title bar and drag it to the left of my desktop an outline appears in the background - this is illustrating that my document is ready to snap into place when I release my mouse button.



Hot Tip - Snap to it - Keyboard Shortcuts: You can use keyboard shortcuts to restore and to snap to the right and left, too. Pressing the **Windows logo key** and your **left arrow key** snaps your window pane to the left of you desktop and Pressing the **Windows logo key** and your **right arrow key** snaps your window pane to the right of your desktop. As you press your Windows Key and use the Right or Left arrow keys on your active pane, the pane toggles from right, to restore, to left. Now, you are ready to compare your documents, files or to perform other actions, such as copying files and folders. You may use the Windows key and the Up arrow to maximize your screen, too, and the Windows Key and the Down arrow key to restore your screen. If you continue to press the Windows Key and the Down arrow, Windows will minimize the pane.

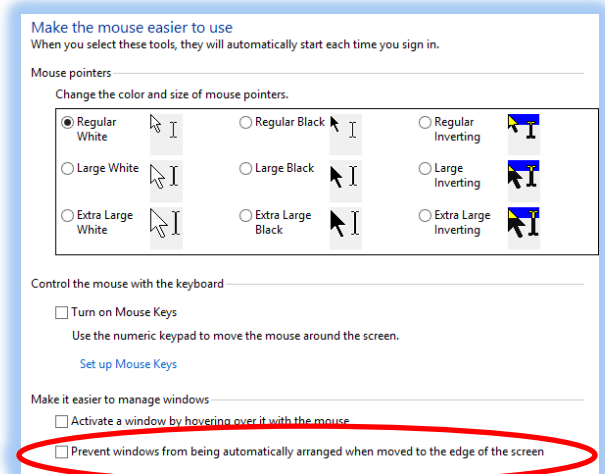
Next, I click on another **Title bar** of a file and drag it to the right of my screen and when the outline appears I release my mouse button and now I have my two panes side by side for me to compare, move, copy, view, and so on with the two files.

If you click on a **Title bar** and drag the program, file, etc. to the top of your screen the pane automatically **Maximizes** for you. You may use the old fashion way of **double clicking a Title bar to maximize and to resize** for you, too. Or you can still use the Maximize/Restore buttons at the top right on your Title bar next to your close button. I have found snap easy to use once I figured out what in the world was going on when I clicked on a title bar to move it.

You can vertically snap, too. We have become accustomed to reading our information vertically without changing the width - particularly for web sites. You can vertically snap by moving your cursor to the top or bottom border of your pane and with the double headed arrow click and drag to the top or bottom of your desktop and the pane will snap to the entire length of your monitor without changing the width.



⊗ **Not all programs and applications have this ability, especially some of the legacy programs and applications. So, if you try to snap and the application/pane won't snap - it isn't you - it's the application.** ⊗

How to turn the darn thing off! If this annoys you, you can go to the **Ease of Access Center** in the **Control panel** and the **Make the mouse easier to use section**. Select the **Prevent windows from being automatically arranged when moved to the edge of the screen** (this is snap) in the Make it easier to manage windows section. I have circled the item here for you; this feature is on by the default. But, try it first, you might like it once you learn how to control snap and lean how to view the outline associated with snap.

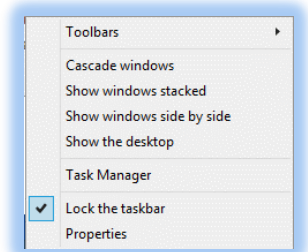




Shake It, Baby, Shake It and Arranging your Desktop items!

For old timers like me you may remember the old rock and roll song, “*Shake, Rattle, and Roll*”, well, Windows 7 and 8 has *Shake, Snap, and Snip*! We just learned to *Snap*, now we will learn to *Shake*, and later we will *Snip*. This is another item that if you are not aware of *Shake* and accidentally *Shake*; you’ll wonder what Windows did with your files. *Shake* allows you to minimize all of your open files at once, **EXCEPT** the active file in which you are working. This is tricky if you are not good with a mouse, so here’s a Hot Tip for you.

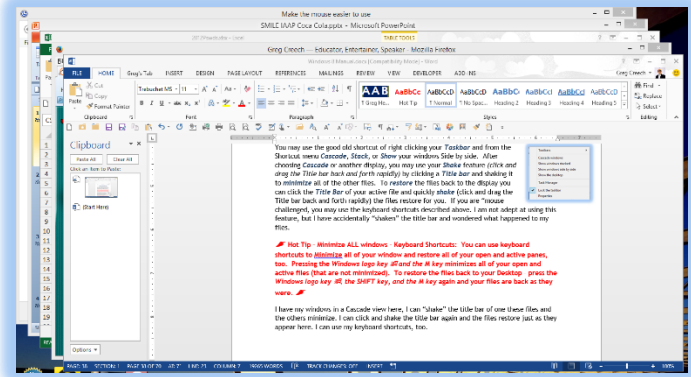
👉 Hot Tip - Shake it - Keyboard Shortcuts: You can use keyboard shortcuts to **Minimize** and restore all of your open and active panes, too, **EXCEPT** the open and active window in which you are working. Pressing the **Windows logo key**  and the **Home key** minimizes all of your open and active files (that are not already minimized). To restore the files back to your Desktop - press the **Windows logo key**  and the **Home key** again and your files are back as they were. 👉

You may use the good old shortcut of right clicking your **Taskbar** and from the Shortcut menu **Cascade**, **Stack**, or **Show** your windows Side by side. After choosing **Cascade** or another display, you may use your **Shake** feature (*click and drag the Title bar back and forth rapidly*) by clicking a **Title bar** and shaking it to **minimize** all of the other files. To **restore** the files back to the display you can click the **Title Bar** of your active file and quickly **shake** (click and drag the Title bar back and forth rapidly) the files restore for you. If you are “mouse challenged, you may use the keyboard shortcuts described above. I am not adept at using this feature, but I have accidentally “shaken” the title bar and wondered what happened to my files.



👉 Hot Tip - Minimize ALL windows - Keyboard Shortcuts: You can use keyboard shortcuts to **Minimize** all of your window and restore all of your open and active panes, too. Pressing the **Windows logo key**  and the **M key** minimizes all of your open and active files (that are not minimized). To restore the files back to your Desktop - press the **Windows logo key** , the **SHIFT key**, and the **M key** again and your files are back as they were. 👉

I have my windows in a Cascade view here, I can “shake” the title bar of one of these files and the others minimize. I can click and shake the title bar again and the files restore just as they appear here. I can use my keyboard shortcuts, too.



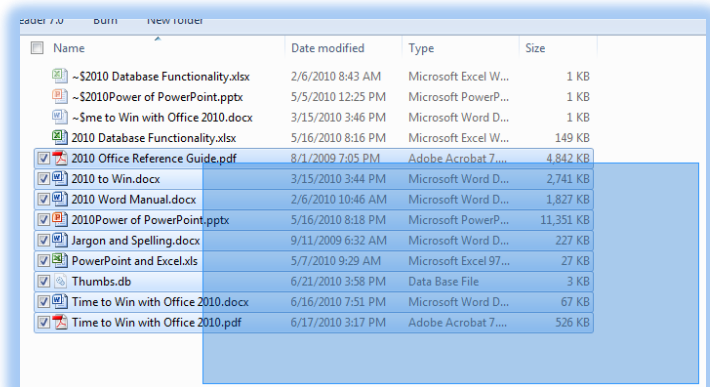
Selecting files, folders, and items

New with Windows is the ability to select your files, folders, and items using **check marks** which we have previewed earlier. Having an additional way, other than highlighting a file, to know that you have an item selected is always helpful for me. This gives an extra indication that you have items select, especially if I’m deleting information. In a previous section on folder options, I outlined how to activate or deactivate this feature. This may be on by default for you. The many ways of selecting files/folders are still around.

Here are the primary ways of selecting files/folders, etc. to prepare for moving, copying, opening, and performing other actions:

- ✓ Click one file to select it and press the shift button then click another file to select the files contiguously,
- ✓ Click one file to select it and press the CTRL button and with the CTRL button pressed click other files to select them in a contiguous and non-contiguous manner,
- ✓ Click in an empty area of File Explorer and as you Click and Drag Windows produces a rectangle whatever that rectangle touches selects for you.

This method is displayed at right. I click at the lower right area of my pane and as I click and drag up and over to the left the files select for me. Notice that highlighting difference - the darker blue is my selection rectangle and the lighter highlighting with the check marks are the files I have selected. After selection of these contiguous files, I can use the CTRL key and click to deselect the files I no longer want selected. See how the check mark helps in knowing your files, folders, etc. are selected.




Hot Tip! Using Check Marks. You may select files, folders, drives, and so on and on using Check Marks. Check Marks appear for you when you hover over an item so they are

not distracting in your views. You may use the check mark by clicking the box to select files and the check appears. This is terrific for selecting your files and folders individually, contiguously, or in a range. 🐘

Good old *Copy/Cut* and *Paste* are still around and here are the ways you can copy and paste in *File Explorer*:

- ✓ Use the keyboard shortcuts of CTRL+X for Cut, CTRL+C for Copy, and CTRL+V for Paste.
- ✓ Use the Home Tab in the Ribbon and the Cut, Copy, or Paste command buttons.
- ✓ Use your Right Click shortcut menu on selected items. Right click the file retrieving the shortcut menu then click Copy/Cut, then navigate to where you want to copy/move the files and right click and click Paste.
- ✓ Click and drag to **move** files/folders in the **same drive**. If you click and drag files/folders to **other drives**, such as a flash drive, CD/DVD drive, or server, the items are **copied**. If you want to copy the selected items in the same drive but a different folder, you press the **CTRL key** as you click and drag to the receiving folder, after releasing your mouse button the items copy to the destination folder.

Practice makes Perfect – Here's some suggest exercises to help you learn.

1. Open several files and practice snapping two files vertically side by side. For example, using Outlook snap your calendar on one side of the screen and then snap an Outlook email on the other side of the screen. Compare two Word documents side-by-side using Snap. Open File Explorer and My Computer and Snap them Side-by-Side and notice how you may view different drives and folders. Practice copying files from one folder to another.
2. Use different methods of selecting your files and folders.
3. Use different methods of copying your files and folders to other drives and devices to create a backup.
4. Snap a file for maximizations by dragging the title bar to the top of your screen and double click a title bar to restore the file.
5. Have a pane in a restore state and using the vertical snap - click and drag the bottom border of the pane until it snaps vertically the length of your screen.
6. With multiple files open use your shortcut menu on your Taskbar by right clicking an empty area of the Taskbar and from the menu choose Cascade.
7. With your windows in a Cascade view, click the title bar of one of the files and shake it - the other files minimize for you.
8. With your files minimized, except for your current and active file, press the Windows Logo Key  and the Home key to restore your files in the Cascade view.
9. Practice, Practice, Practice - Shake, Snap, and Whip your Desktop Items into Shape!

The Windows Salute!

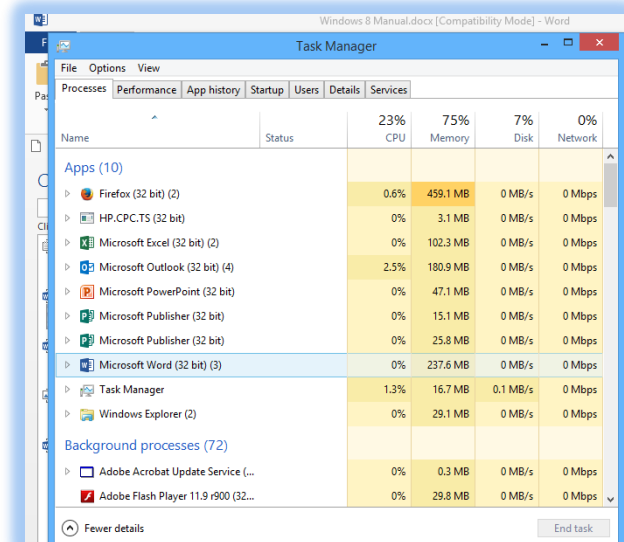
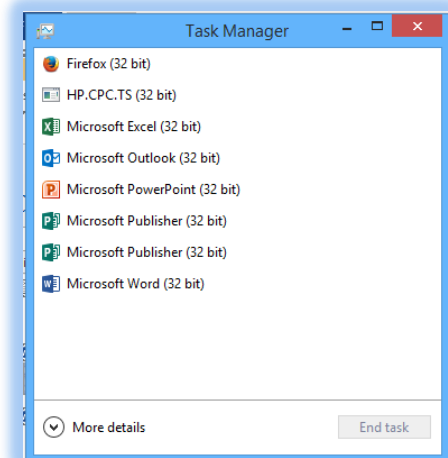
As we have learned, I have pressed the *Alt and Tab keys* simultaneously to toggle through my *Desktop*, Open Files, and Programs since 1991 with Window 3.1. Also, I have used the *Windows Three Fingered Salute (CTRL and Alt and Delete keys pressed together)* to activate the *Task Manager* for many years. Thankfully these are still available. The differences are the appearance and growth of the computer (*Task Manager*).

Task Manager (Windows Three Fingered Salute)

While my need to use the *CTRL + Alt + Del keys* have lessened, I still need to use these keys to activate my *Task Manager* when an unruly program or stubborn Printer is unresponsive (Imagine!). The *CTRL + Alt + Delete keys* activates a menu for you to choose the *Task Manager, Lock, Sign out, or Switch User*. I usually activate my task manager as displayed here. At times the Status may be unresponsive or the status may say running by the program isn't running. I select the errant program/file and click the End Task button. The more

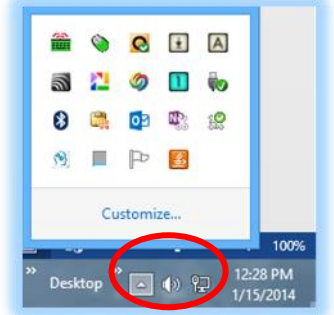
details arrow button provides more tabs and functionality as displayed at right. While I use the other tabs such as Startup and Performance, I generally use the main Task Manager window and the End Task button.

👉 Hot Tip! You can activate the Task Manager directly bypassing the menu with the CTRL + SHIFT + ESC keys. Another neat three fingered Windows Salute! But, using the CTRL + ALT + DEL keys helps for Signing Off and Switching Users quickly. 👉

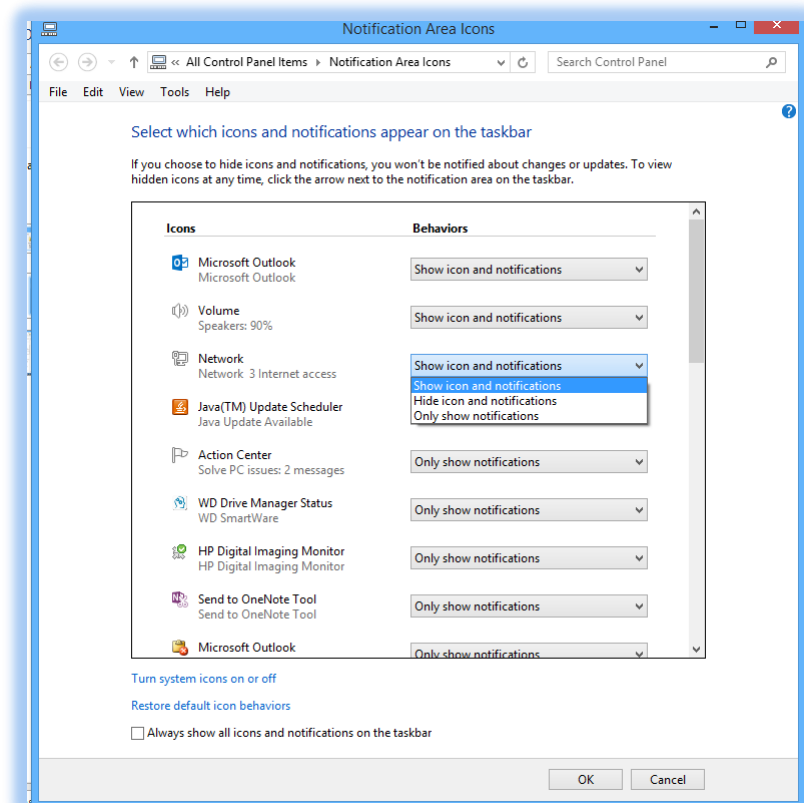


Notification Area – Formerly known as System Tray

Alas, beginning with Windows 7, the *Notification Area* replaces the old *System Tray*. The *System Tray* did not allow customizing as the *Notification Area* does. Windows 8 allows you to enable notifications, icons, and other actions to suit your needs. The *Notification Area* displays where the former *System Tray* resided - next to the *Time/Date*. The *Notification Area* contains *Systems icons*, such as the *Action Center*, *Network Center*, *Power Plan*, *Master Volume* and may contain others depending upon your computer. When you click the arrow in the *Notification Area*, all of your hidden icons appear. Clicking the *Customize* link displays the *Notification Area Icons pane* for you to select the items you want to appear. You may use the *Taskbar* properties pane to activate the *Notification Area Icons*, too.

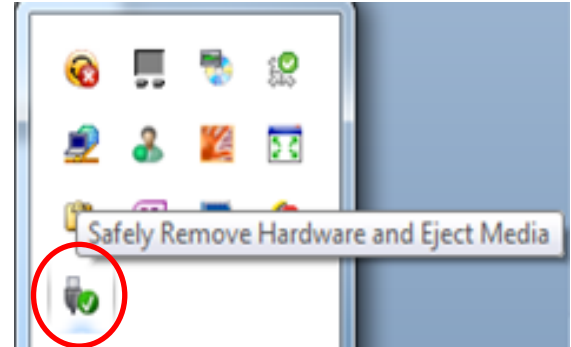


Using *the Notification Area Icons pane*, allows selecting the buttons you want and have them display when you want. If you select *Show icon and notifications*, the icon appears in your *Navigation Pane* as it did in the *System Tray*. If you select *Hide icon and notifications*, the icon will appear in your menu when you click the Notification arrow. If you choose only notifications, you will receive a balloon alert without the icon. If you enable the “*Always show all icons and notifications on the taskbar*” ALL of your items display as in the old System Tray - this will probably crowd your taskbar unless you change your settings to Only show notifications. The *Notification Area Icons pane* allows you to activate the System icon pane to turn these important items on or off and you may return the Notification Area back to the factory standard by clicking the “*Restore default icon behaviors*”.



As you add programs, devices, and tools to your computer your *Notification Area* may incorporate needed icons that the device or program uses for updates, alerts, and other items.

➤ **Hot Tip!** When you use a Flash/USB/Thumb Drive (whatever you prefer to call this little miracle drive) or other external drive device, you should use this Notification area to Eject the Flash/USB drive safely. When I press the Notification Area's arrow and receive the menu at right, I may click the USB/Flash drive button (the last one in my menu and circled for you) and the screen tip appears. Click this will allow you to choose to eject the device safely or will alert you that the device is in use. I encourage you to practice safe computing by ejecting the drive correctly rather than yanking the drive from the USB port which we are tempted to do, but doing so may corrupt the drive and/or files/folders. Better safe, than sorry. ➤

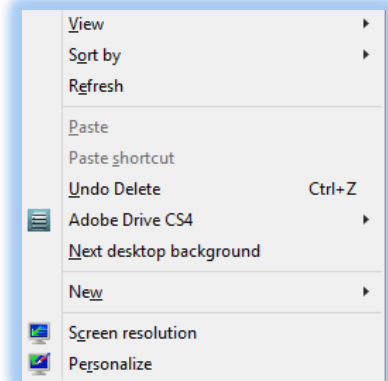


Important Notes: 🎵

🎵

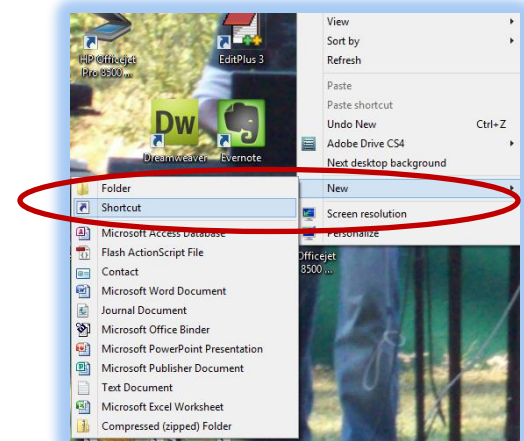
Desktop Customization

With the advent of *Window 3.1* we learned how to use *Screen Savers*, *Wallpaper*, and *Color Schemes*. As we migrate through the different versions of the *Windows' Operating Systems*, we want to customize our *Desktop* with the latest and greatest *Themes*, *Screen Savers*, *Wallpaper*, and other settings to make our computing experience more enjoyable and personable. Starting with Windows 7, Windows has some terrific new *color themes*, *Screen Savers*, *Wallpaper*, and ways of customizing these features for your tastes. As in many areas of Windows, the *Control Panel* handles *Desktop* customization for us; however, as in other areas of the *Control Panel* you do not have to use the *Control Panel* to get to the panes that will help you. When you right click on an empty area of your desktop or tap and hold on a touchscreen, a shortcut menu appears for you as displayed at right. You may change your *Screen Resolution* and *Personalize* your desktop settings. We will



look at these items and the *View* and *Sort by* options on this menu in this section.

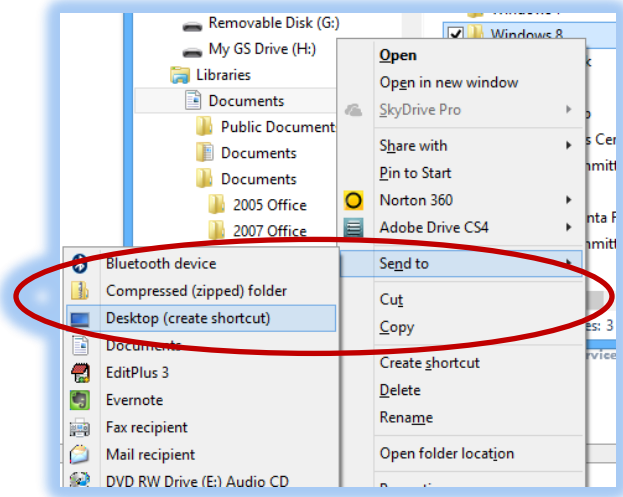
The *Desktop* shortcut menu also provides ways of quickly creating *New items*, such as folders, *Microsoft Office documents*, and contacts. The *New item* in the short cut menu has the *Shortcut* feature, which opens another pane for you to type the location of the file/folder or browse to the file/folder for which you want to create a shortcut.



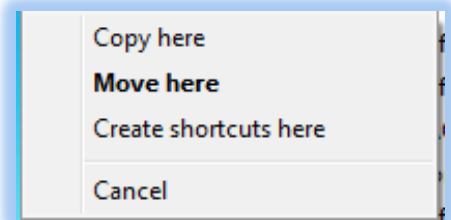
Desktop Shortcuts

As described in the previous paragraph, one of the most popular ways of customizing the *Windows' Desktop* is using icons for *shortcuts* to activate programs, files, and folders. In fact, this is so popular for some folks that you can't see the Desktop's background for ALL of the shortcuts that display on their screen! I admit I'm guilty of this; however, since Windows 8 has the *Start Screen* and the *Desktop Taskbar* to pin files and programs and to use the *Jump Lists*, my *Desktop* screen is far less busy than in previous versions of Windows. While *the Start screen* lessens my need to create multiple *desktop shortcuts* in Windows 8, I still enjoy the convenience of *Desktop Shortcuts*. Here's a couple of ways of creating shortcuts to your favorite program, files, and folders.

One of the most popular ways of creating a *Desktop shortcut* is to right click on a file, folder, or program in *File Explorer* and from the shortcut menu trace to *Send to* and from the fly out menu choose *Desktop (create shortcut)*. As displayed at right, I right clicked on my Windows 8 folder and from the shortcut menu traced to *Send to* and the fly out menu displays options that I may send this folder to other areas of my computer or flash drive.



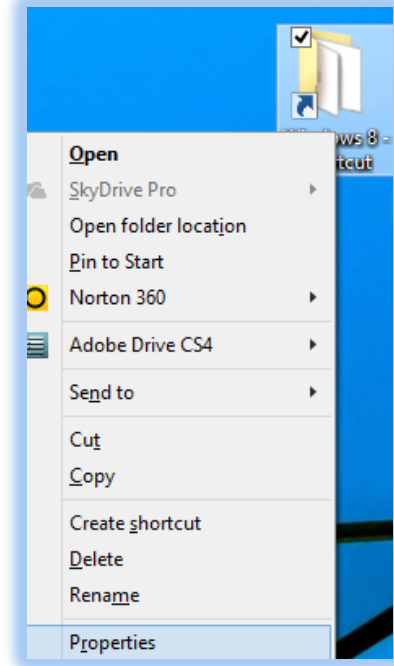
Another popular way of creating a *Desktop shortcut* is to right click on the file, folder, or program and as you have your right mouse button pressed drag the item to the desktop and the short cut menu here appears for you to choose *Create Shortcut here*. This is particularly helpful when you are viewing the folder or file in *File Explorer* - right click the file and drag it to an empty are of your desktop and you may create the shortcut from the menu displayed at right.



BE CAREFUL! You should pay attention to the menu after you click and drag to accidentally move or copy the file to the desktop using these methods is very easy to do; therefore, instead of creating a shortcut you move or duplicate the file, folder, or program on the Desktop.

👉 Hot Tip! Enlarging/Reducing your Desktop items - Zooming. If you have a scrolling wheel on your mouse, you may press your CTRL (Control) Key on your keyboard and with this (CTRL) key pressed roll your Scrolling wheel up to increase the size or roll the wheel down to decrease the size of your desktop icons and shortcuts. This Zooms and scales your Desktop icons and Shortcuts up or down depending on the direction you roll your mouse wheel. You may need to select or highlight a desktop item in order for this to work. This sizing method works in Microsoft Office and many applications, too, and changes your zoom up or down! 👉

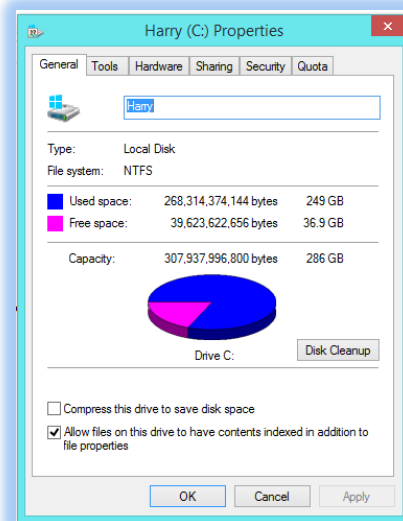
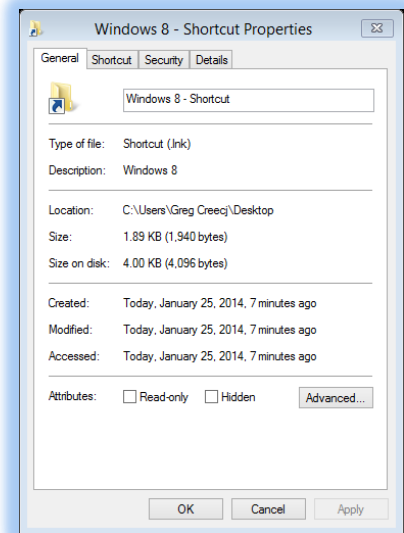
You can tell that a program, file, or folder is a shortcut by the arrow on the icon or by right clicking the icon and activating *Properties* as I am doing with my shortcut to my Windows 8 folder displayed here. The *Properties dialogue box* contains the *Shortcut Tab* and the *General Tab* displays the file type as a *Shortcut (.lnk)*. If you don't see the *Shortcut Tab* or the *Shortcut (.lnk)* BE CAREFUL, your icon on the desktop is not a shortcut but the real and actual program, file, or folder. Deleting a shortcut from the Desktop is no problem - simply delete the item from your shortcut menu or select it and press delete on the keyboard; however, deleting the program, file, or folder using these methods on the desktop is a problem especially if you ignore your warnings and empty the *Recycling Bin* (OOPS! Your bad.).



Practice Makes Perfect - Your Turn – Shortcut!

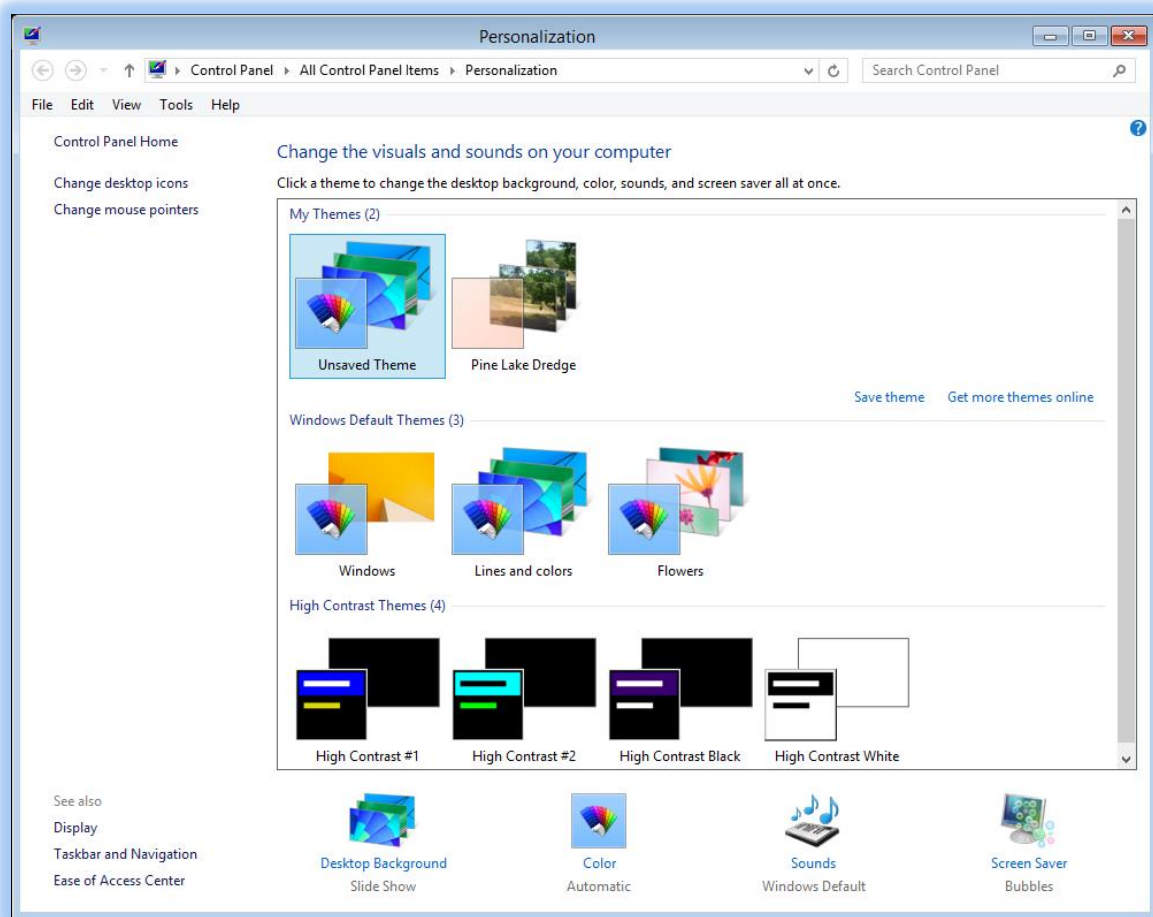
1. Create your own shortcuts through the right click and drag method and the Send to Desktop option using File Explorer.
2. Next, activate the Shortcut's property dialogue box and review the General and Shortcut tabs.

Hot Tip! Power of Properties - The Properties dialogue box works on all drives, folders, files, etc. in Windows and offers ways to quickly make a file Read-only, Hidden, and you can even change the icon using one of the tabs in this great dialogue box. Notice that it displays your location, size, and created, modified and accessed dates. Here's my Properties pane for my C Drive displayed below. We looked at using the Properties button on our Ribbon earlier.



Personalization

Windows 7 and 8 add more punch and power to your ability to customize and enhance your desktop and screen savers. As displayed below, when you activate the *Personalization* pane through the *Control Panel* or by right clicking an empty area of your desktop, themes are available for you to use and customize. I created my own theme as you will learn to accomplish here. You should scroll through the themes and download additional themes from the Microsoft website; I have download Australia and then modified it for the Unsaved Theme. First, scroll through the various themes and select one that you like. After selecting your



theme, then you can modify it for a different background, color, sounds, and Screen Saver.

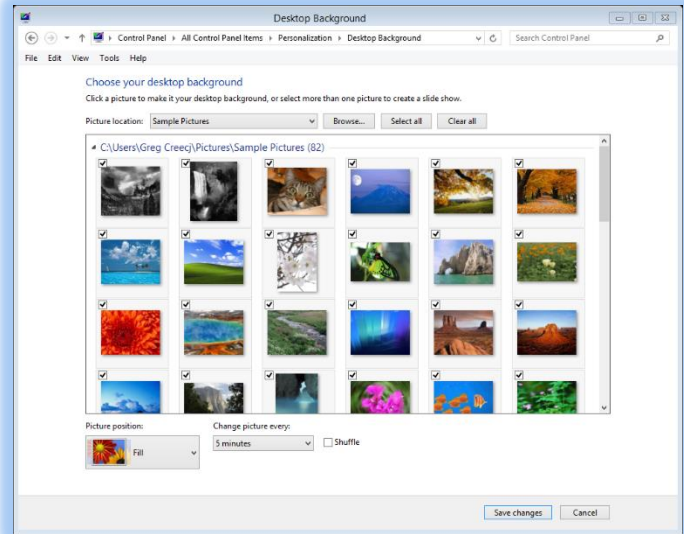
Your Turn – Choose a Theme

Using your Personalization Pane review all of the themes and choose several and notice the changes that they make. Take time and use the themes to discover your favorites.

Important Notes: 🎵

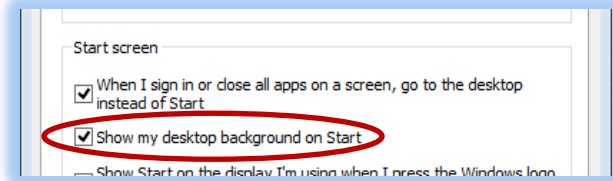
Desktop Background

After selecting your theme, click the **Desktop Background** to select a picture or folder to display. If you choose a single photo or graphic, the photo or graphic will be your **Desktop background** formerly known as wallpaper. If you select more than one photo or a folder using the **Browse button** or click the photos you want in the gallery, the **Desktop Background** becomes a slide show. With multiple photos selected or an entire folder, your timing becomes active. You can set the **Change picture every** - item in various increments and shuffle the photos in the folder. You should choose how you want the picture to display as a **Fill, Fit, Stretch**, and so on as displayed here. The **Desktop Background** as a **Slide Show** works the same as using the **Screen Saver** slide show that has been around a few years.



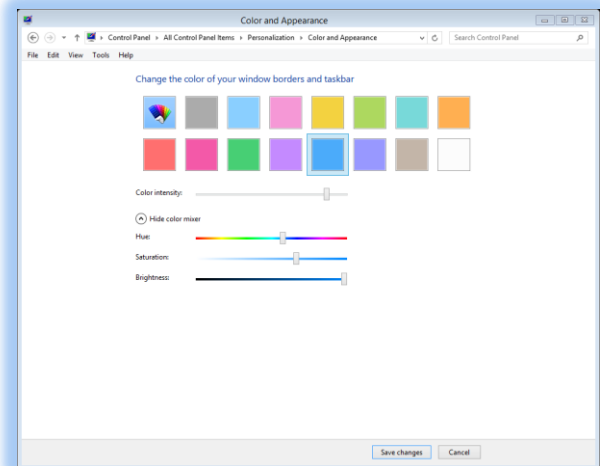
After choosing your **Desktop Background**, click the **Save changes button**. Your theme becomes an Unsaved and modified theme. We will save your theme after you finish customizing the theme with a different color and screen saver.

Hot Tip! Your Start screen can share your Desktop background. In the Taskbar and Navigation Properties dialogue box and the Navigation Tab we learned earlier you may check the Show my desktop background on Start and your Start screen shares the Desktop background.



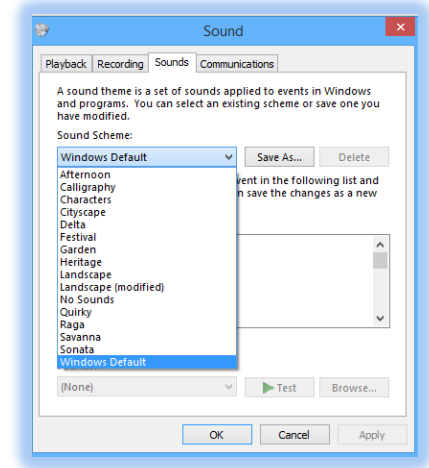
Color Schemes

Next your **color scheme** may change, using the **Personalization** pane click the **Color Scheme** link and your pallet opens for you to choose a color scheme. You can alter the transparency and the color intensity using the pane. If you really want to customize the color scheme you may click on the **Show Color Mixer**.



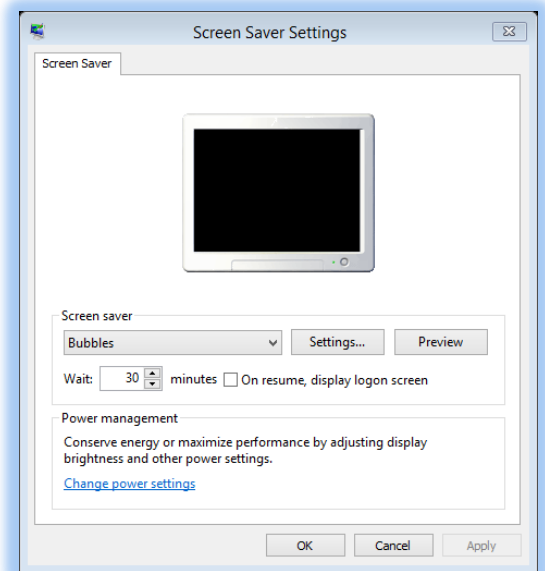
Sounds

When you click the *Sound* link in the main *Personalization pane*, your *Sounds Control Panel dialogue box* appears. From here, you may choose a different *Sound theme* and then apply your own sounds to certain actions. I am using the *Windows Default* sound scheme, but I have added sounds for closing programs and other items so the word modified appears with my *Sound scheme*. I can save this *Sound Scheme* as I have accomplished before with the Greg 1 Sound Scheme pictured at right. You should try these different *Sound Schemes* for some interesting (and perhaps annoying effects). You are sure to find one that you like and then you may modify it to create your own *Sound Scheme*.



Screen Saver

Once upon a time on a monitor long ago, the system used to “burn” images into our CRT monitors if we left a program or pane open for a while without a *Screen Saver*, so *Screen Savers* were needed. While the need to use a *Screen Saver* has diminished over the years due to advancements in our monitor’s technology, we still like to use the *Screen Saver* for fun, protect our computer, and to hide our work when we are away from our computer. Windows offers some of our good old favorite *Screen Savers*, such as *3D Text* and *Photo Gallery* and adds some neat new *Screen Savers*, like *Bubbles*. You may download additional *Screen Savers*, BUT be very careful. *Screen Savers* are notorious for viruses and malicious code (I got the *Master Blaster* virus the day it came out through downloading a *Screen Saver* and no antidote was available - OOPS! My computer, Hewbert Packard, never recuperated fully). If you use the *Microsoft Online gallery*, a virus scan performs for you. If you use another vendor, ALWAYS run an up-to-date virus scan before or as you download the screen saver. Trust me, better safe screen saving than being sorry over your screen saver.



The *Screen Saver Settings* pane allows you to choose a *Screen Saver* from your list. After selecting your *Screen Saver*, you may click the *Settings...* button for additional settings, such as if you choose the Photos you may select the Pictures folder through the Browse button and change the timing of the *Screen Saver* or *Shuffle* your photos. Some *Screen Savers* do not have *Settings* such as *Bubbles*. Depending upon the *Screen Saver* your Settings will change and you should set the time when Windows will activate your screen saver.

Another important setting is the “**On resume, display logon screen**” option. Clicking this to activates added protection for your computer by requiring a password when you leave the screen saver by touching your keyboard or moving your mouse. I’m sure you or your IT associate has already set-up a strong password for your computer. If not, shame, shame, shame. You may change or set-up your *Password* through *User Accounts* in the *Control Panel*.

Other Important Desktop Settings

There are other Important Settings in the *Main Personalization*

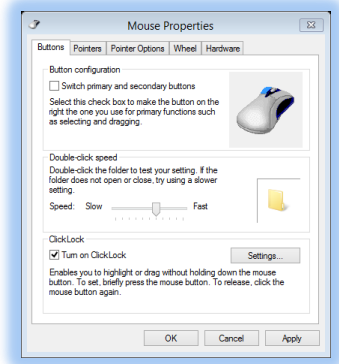
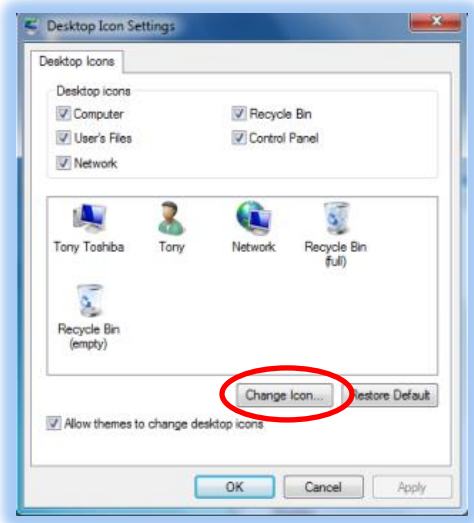
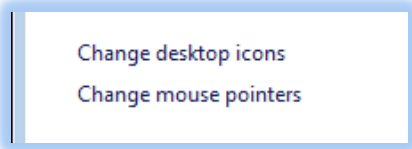
Pane in the *Navigation area* at the Left of your *Personalization Theme* area. These settings are displayed at right for you to change your *desktop* icons, and *mouse pointer options*. You should use these links to adjust your desktop icons. After you click the *Change Desktop icons* item, the *Desktop icon* tab opens for you to select and change your desktop’s icons. I have all of them on my desktop and you can change the icon from the default; I have changed Tony’s, my Toshiba Laptop, icon. You may select a different icon/picture for your desktop item using the Change Icon button and associate menu.

Most importantly are the *Mouse pointers*, which will activate your *Mouse Properties dialogue box* with several tabs for you to review and set your options. The *Mouse properties* and options allow you many selections for how you use your mouse. I have changed my *Button settings* to allow *ClickLock* for me to select text and other items without holding down my mouse button as I click and drag. I have set my double click speed here, too. This is where you may change your setting from *Right handed* to *Left handed*, too. The *Pointers and Pointer Options tabs* allow you to change your pointers, pointer speed, and other items. You should review this based upon the mouse and touch pad you are using.

Your Theme Park!

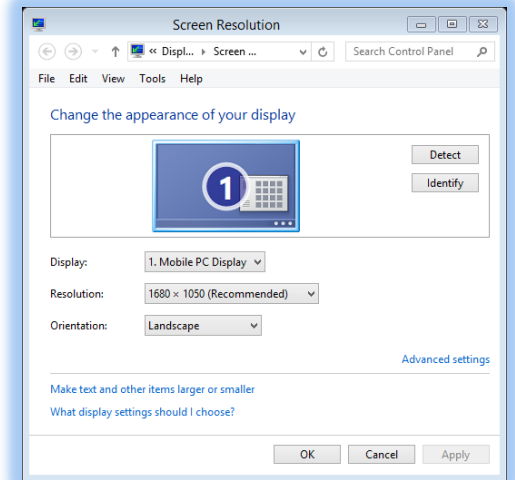
Customize your theme with a new desktop background, a modified color scheme, different sounds, and set your screen saver. Review the Mouse Options and set your Desktop icons.

Create your own theme and save it!

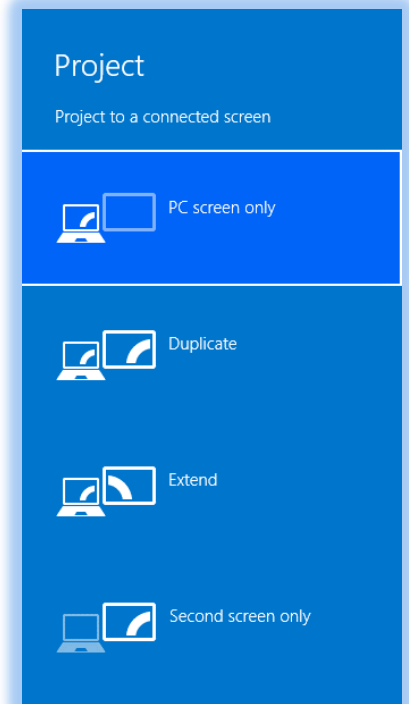


Screen Resolution

Getting to your *Screen Resolution* in the past was not as easy as it is now. When you right click or tap and hold on an empty area of your desktop, you may go directly to your *Screen resolution* from the shortcut menu. While Windows does a good job of identifying your monitor and providing the optimal screen resolution, you may need to change these settings, particularly if you are using a projector with your computer. The projector and/or Windows may change your settings in order to use the projector with your monitor. I have had the projector and Windows change my screen resolution settings to fit the needs of the projector, but Windows did not return my computer back to the best settings, so I have had to use the pane at right to return my



laptop to the optimal settings. Also, sometimes the computer and Windows will not recognize a projector that you connect. The *Connect to a projector link* or work with *multiple monitors* provided or the keyboard short cut using *the Windows logo key and the P key* will help troubleshoot the connection and allows you set important display options for your computer and the projector, such as Duplicate or Extend (for multiple monitors). Remember the higher the resolution the smaller items appear and the smaller the resolution the bigger items appear on your screen. Based on your age and eyesight you may need to have a smaller resolution!

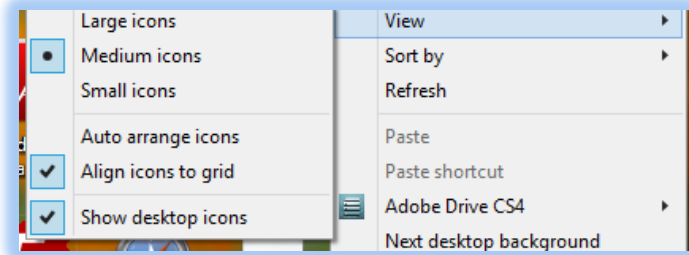


View by and Sort by

The final area we want to review in customizing your *Desktop* is the *View by* and *Sort by* options when you right click on your *Desktop* and from the short cut menu activate these items.

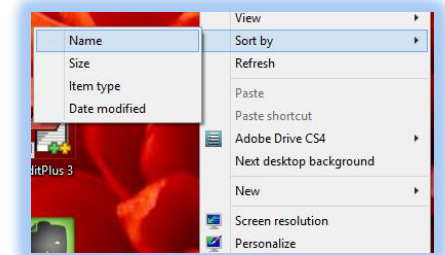
View by

The *View by* fly out menu allows you to change the size of your icons and adjust how they fit on your screen. While I like having my icons snap to a grid for orderliness, I like arranging them in any order I prefer; therefore, I have the *Auto arrange icons* unchecked and the *Align icons to grid checked*. You may quickly hide your desktop icons from this menu, too.



Sort by

You may sort your *Desktop* in a variety of ways, too. I generally keep mine on Name or Item type but you may prefer Date modified or size, particularly if you have lots of file, folder, and program shortcuts on your *Desktop*.



Make your Desktop neat and orderly

Review your screen resolutions and set your view and sort by items for your desktop.

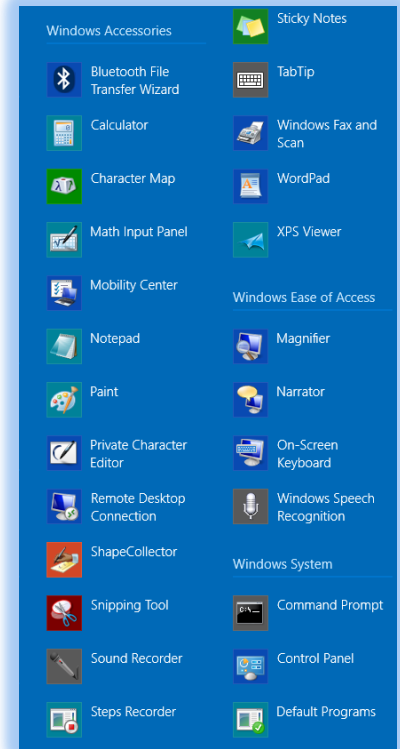
Important Notes: 🎵

_____ 🎵

New Stuff, Old Stuff, and Removed Stuff

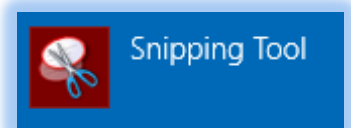
Remember DOS (Dumb Old System - actually Disk Operating System)? I sure do - and with the advent of *Windows 3.1* I shouted *Hallelujah* and sang the praises of Windows with all of the nice things that came with it - *Solitaire*, *Notepad*, *Sound Recorder*, *WordPad*, *Paint*, and *Calculator*. Some of the oldies but goodies are gone with Windows 8 - no games, not even Solitaire that taught us how to use the mouse in 1991, no gadgets as in Windows 7, no 3-D flip. Some oldies are still there on your *Start screen* and the *All Apps view* in the *Windows Accessories* area I have Notepad, Paint, Snipping Tool, Calculator, and Sticky Notes pinned to my *Start screen* and *Taskbar*. Many of your favorites have undergone significant changes in the interface and improvements, such as *Paint* and *Calculator*. Windows Vista contained some nice built in features, such as *Movie Maker*, which is gone and now there are tons of apps in the store from which to choose a video editor. You will want to go to the *App store* download the *video*, *audio and photo apps* and other items. I found *Movie Maker* relatively easy to use and loaded with features, such as the ability to trim videos, include transitions, and other fancy schmancy things without needing a Motion Picture degree from UCLA.

Now, the new stuff we will look at two nice new features in Windows the *Snipping Tool* and *Sticky Notes* and the enhanced *Calculator*.

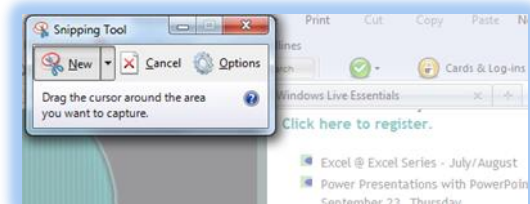


The Snipping Tool

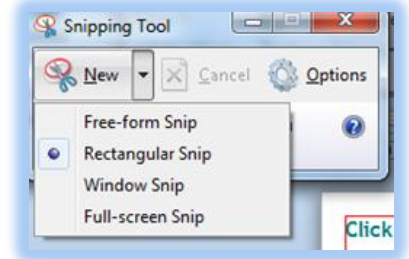
There have been (and still are) many third party vendors that have and can provide a way of capturing the screen image and parts of an image on your monitor's display. Most people used the good old method of having the image on the screen, pressing the *Print Screen (PrtSc)* key, and then pasting the image into an application, such as a *Word document* or an *Outlook email*. Then the user would crop the image, resize it, and perform other formatting techniques. Windows 8 provides the *Snipping Tool* that saves many steps and provides a nice way to transfer information displaying on your screen into another application. As a technical writer I use the *Snipping Tool* extensively for the screen shots and pictures that you see throughout this manual. Since I use this constantly, I pinned this to my *Start screen and my Taskbar*, but you may find the tool in the *Start screen and All apps view* under the *Windows Accessories* group.



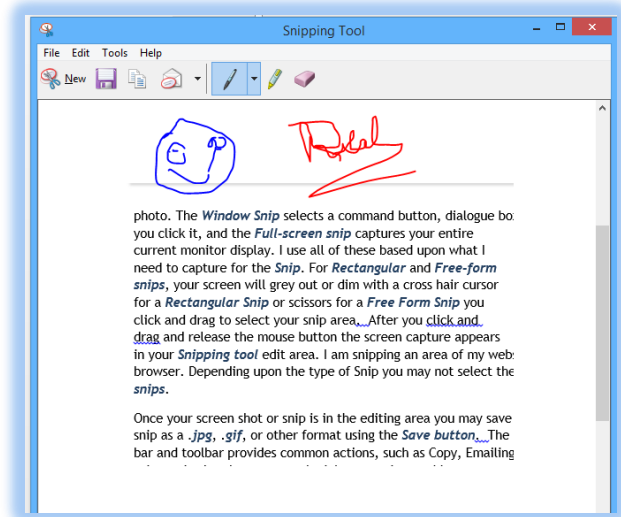
To use the *Snipping Tool* display a map, a photo, or other object on your screen and click the *Snipping Tool* item. Using the *New drop down list* in the *Snipping Tool* menu, you should select the type of snip you



want, I usually use *Rectangular snip*. You will need a pen mouse or have terrific mouse skills to use the *Free-form snip*, but give it a try, especially on a photo. The *Window Snip* selects a command button, dialogue box or other type of pane that you click it, and the *Full-screen snip* captures your entire current monitor display. I use all of these based upon what I need to capture for the *Snip*. For *Rectangular* and *Free-form snips*, your screen will grey out or dim with a cross hair cursor for a *Rectangular Snip* or scissors for a *Free Form Snip* you click and drag to select your snip area. After you click and drag and release the mouse button the screen capture appears in your *Snipping tool* edit area. I am snipping an area of this document as it displays in on my screen. Depending upon the type of Snip you may not select the area such as *Full Screen snips*.



Once your screen shot or snip is in the editing area you may save the snip as a *.jpg*, *.gif*, or other format using the *Save button*. The menu bar and toolbar provides common actions, such as Copy, Emailing the snip, and using the pen to make ink annotations as I have accomplished on the awful smiley face. The *Pen's drop down item* allows you to customize your pen type, the color, and thickness of your point.



You can save your edited snip and reuse the file or close without saving.

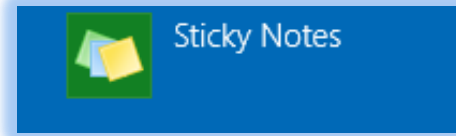
♪ *Microsoft's Office 2010 and 2013* have a great new *Screen Shot editing* feature that you will want to use instead of the *Snipping Tool*. ♪

On your own – Snip a map.

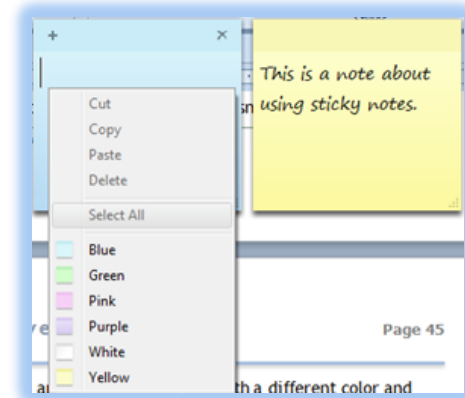
1. Using your web browser display a map.
2. Activate the Snipping Tool from your Start screen's Windows Accessories and pin it to your taskbar.
3. At the Snipping Tool menu click the New drop down list and select Free Form or Rectangular Snip.
4. When your screen dims, click and drag your cursor over the area of the map you want to use.
5. After selecting your area, let go the mouse button and your snip appears ready to edit.
6. Add to your snip by using the pen and customize the pen with a different color and point size.
7. Once you are finished editing your screen shot, save the snip as a *.jpg* file and email the snip to yourself.

Sticky Notes (aka 3M[®] electronic Post-It Notes[®])

If you have used the popular paper, analog 3M[®] Post-It Notes[®] then you will like using the digital, electronic Windows *Sticky Notes*, which are very similar to using *Microsoft's Outlook's Notes*. *Sticky Notes* is an app on your *Windows Accessories* group in the *All Apps View*. Unfortunately *Sticky Notes* is not available in all versions of Windows 8; the *Windows RT* version may not have *Sticky Notes* for your tablet. This app is available and works great if you upgraded from Windows 7.



Once you click the *Sticky Notes* item, a yellow *Sticky Note* appears ready for you to type your note. Windows automatically saves your notes. You may change the color of your notes by right clicking in your writing and editing area. From the shortcut menu you may copy, cut, paste, delete, and select your text as well as change the color of the note. My notes appear at right and the blue note displays the shortcut menu. To resize your note you may click the lower right corner and drag out to increase the size of the note, in fact you may click and drag any note border to resize the note. The plus sign at the top of the note creates a new note and the X at the top right corner deletes the note. You may close the *Sticky Notes* by right clicking the *Sticky Notes* button on your *Taskbar* and choosing the *Close Window Option*. When you activate *Sticky Notes* again through the *Start Screen* or *Taskbar* your notes appear for you to edit and create more notes.

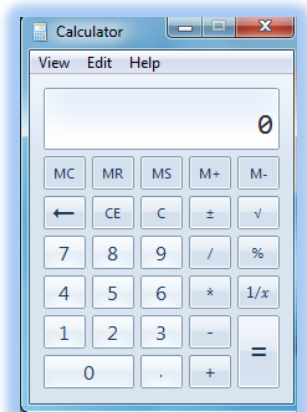


Stick 'em up – Create your own Sticky Notes

1. Activate your Sticky Notes from the Start screen and Windows perhaps you should Pin this to the Start or Taskbar.
2. Write yourself a Sticky Note and then right click in the editing/writing area and from the shortcut menu change the color.
3. Using the Short Cut menu, Click Select All and with all of your text selected copy the note's text and paste it in Word, Outlook, or other application.
4. Close the Sticky Notes by right clicking the Sticky Notes button on the Taskbar and clicking Close Window.

Calculator (On Steroids)

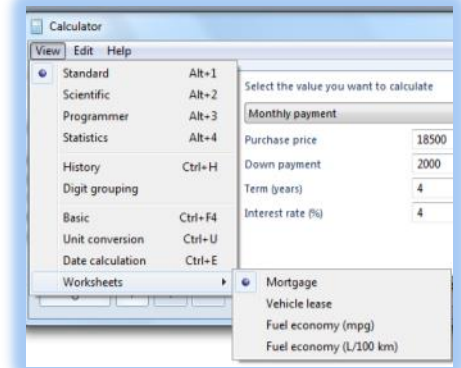
I was impressed when we could use a *standard calculator* or a *scientific calculator* in the early days of Windows and at first glance as displayed here the *Calculator* doesn't appear to have changed much. But when you click the *View menu item*, you will notice many options. Now, not only do you have *Standard* and *Scientific* but also *Programmer* and *Statistics*. Wow, I sure hope math teachers know that students can use this for homework! I wish I had this



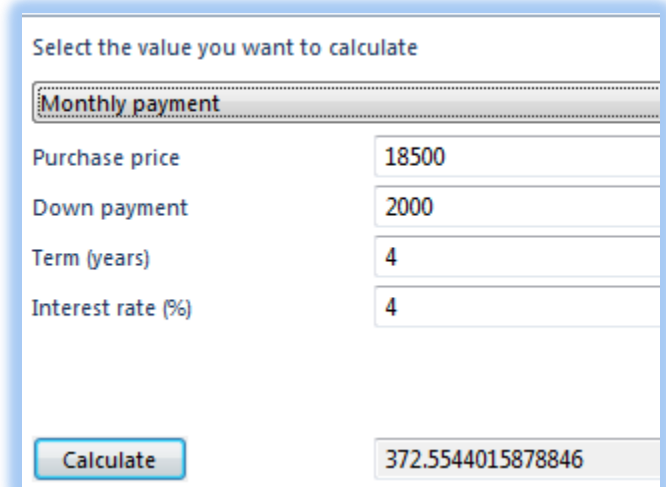
in the stone age, actually the slide rule age barely above an abacus age! Truly, we've come a long way baby.

The *Edit menu item* allows you to create a *history* of your calculations, too.

My *View menu item* for the *Calculator* appears at right with the *Worksheets* selected and Mortgage. You can calculate Fuel Economy and Vehicle leases, too. I am calculating a automobile



loan for \$18,500 purchase price with a \$2000 down payment for four years at a 4% APR. When I click the *Calculate button*, the result appears as displayed below. To return to a “regular” calculator select *Basic* from the *View Menu*.



Calculate This! Up to you -

1. Activate the Calculator under the Start Screen's Windows Accessories.
2. Using the calculator's Mortgage Worksheet under the View menu, calculate your mortgage payment or other loan with a constant interest rate and terms.
3. Return the calculator to basic or other view and practice calculating the hypotenuse of a triangle with the cosign and tangents and then a square root of the standard deviation of your weight!

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