


## The Start Screen

### Navigate Between Apps:

Point here and then click the thumbnail (  ) to quickly jump to another app. Or, point here, then move the cursor down the left side of the screen to view all open apps.

**Desktop Tile:** Click to return to traditional desktop view.

**Start button:** Point here and then click the Start button (  ) to return to the Start screen from within an app or switch to the Desktop view.

**Tiles:** Click a tile to open an app.

**Account:** Click to switch to another account, lock the computer, or sign out.











**Charms bar:** Point to either corner on the right side of the screen to open the Charms bar, as shown here.  
Click a charm button to begin working with common items and tasks.

**View Apps:** Click to view a list of all installed apps.

**Summary View button:** Click to zoom out the Start screen, making it easier to arrange.

## Keyboard Shortcuts

### Start Screen & Charms










Start screen or jump to previous app from Start Screen	
Charms bar	 + C
Sharing pane	 + H
Settings pane	 + I
Devices pane	 + K
Search pane	 + S
Search within app	 + Q
Search files	 + F
Search settings and control panels	 + W
Jump to last app	 + Tab

## The Fundamentals






- **To Open the Start Screen:** Place your cursor in the **lower left corner** of the screen and click the **Start screen icon**. Or, view the Charms bar and click **Start**.
- **To View the Charms Bar:** Place your cursor in the **upper right** or **lower right corner** of the window. Move the cursor towards the icons to make the buttons fully appear.
- **To Zoom Out from the Start Screen:** Click the **Summary View button** in the bottom right corner of the screen.
- **To Resize App Tile on the Start Screen:** Right click a tile and click the **Resize button** that appears on the bottom bar. Select either **Large**, **Medium**, **Wide**, or **Small**.
- **To Rearrange Tiles:** Tiles are organized into columns of related apps. Drag a tile to a new location in a column, or drag it between columns to start a new column.
- **To Remove a Tile from the Start Screen:** Right-click the app and click the **Unpin from Start button** on the bottom bar.
- **To Add a Tile to the Start Screen:** Right click the app and click the **Pin to Start button** on the bottom bar.
- **To Stop Updating an App's Live Tile:** Right click an app's tile and click the **Turn live tile off button** on the bottom bar.
- **To Search for Files or Settings:** Point to the **top right corner** of the screen, click the **Search button** on the Charms bar, and select either **Files** or **Settings**. Or, just start typing while on the Start screen.

- **To Launch an App:** Click the app's tile on the Start screen or search for the app.
- **To Search for an App:** On the Start screen, start typing the app's name. Or, point to the **top right corner** of the screen and click **Search** on the Charms bar.
- **To View All Installed Apps:** Click the **View Apps button** in the bottom left corner of the screen.
- **To Close an App:** Point to the **top of the screen** to make the hand icon appear. Click and drag the app off the bottom of the screen.
- **To Jump to an Open App:** Place your cursor in the **upper left corner** of the screen and click the **thumbnail** that appears. To view all open apps, move your cursor from the corner down the left edge.
- **To View App Commands:** Right-click while inside the app. A horizontal bar with options for the app appears at the bottom of the screen.
- **To Install an App:** Install apps from the Windows Store, from media such as DVDs, or download them from the internet.
- **To Uninstall an App:** Right-click the app and click **Uninstall** on the bottom bar.
- **To View Multiple Apps at Once:** Open all desired apps. From within one app, place your cursor in the **upper left corner** of the screen. Click the **thumbnail** of another app and drag it down onto the **left** or **right edge** of the screen. Note that only high resolution displays will show more than two apps at once.

### Basic Commands

Lock computer	 + L
Print	Ctrl + P
File Explorer	 + E
Presentation mode	 + P
Move app one display to the left	 + PgUp
Move app one display to the right	 + PgDn
Snap app left	 + ←
Snap app right	 + →
Quick Link menu	 + X
Run dialog box	 + R
Close app	Alt + F4
Stop or Close current task	Esc

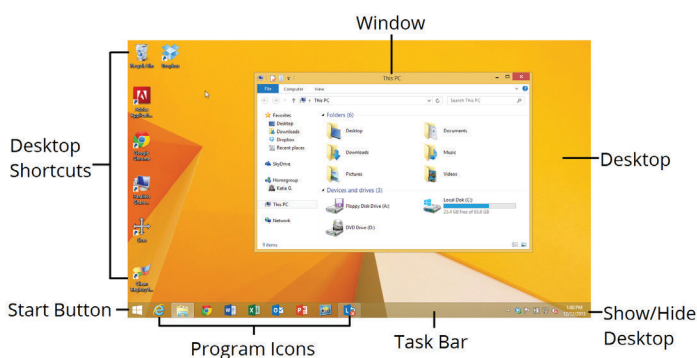
### Desktop Shortcuts

Desktop	 + D
Maximise	 + ↑
Minimise / Restore	 + ↓
Switch between apps	 + Tab
Minimise all	 + M
Show / Hide Preview pane	Alt + P

## Desktop

The Desktop is familiar from previous versions of Windows. Desktop applications like Microsoft Office, File Explorer, and the Control Panel run here. Use the same keystroke shortcuts, corner hotspots, and Charms bar you use in the Start screen to navigate the desktop.

- **To Use the Desktop:** From the Start screen, click the **Desktop tile**.
- **To Open a Program:** Click the **Start button**, click the **View Apps button**, and select a program.
- **To Create a Desktop Shortcut:** Click the **Start button**, click the **View Apps button**, right-click the program, and select **Open File Location** from the bottom bar. Right click the program icon, click **Send to**, and then select **Desktop (create shortcut)**. Note that this can not be done for builtin apps such as Weather, Calendar, or Xbox Music.
- **To Peek at Open Windows:** Point to a program icon on the taskbar. Point at the resulting thumbnail preview to peek at the window.
- **To Minimize All Other Windows:** Click the title bar of the window that you would like to stay open and quickly drag it from side to side. All other open windows will minimize.
- **To Compare Windows Side by Side:** Click and drag a window's title bar to the right side of the screen, and drag the other window to the left side of the screen.
- **To Maximize an Open Window:** Click and drag the window to the top of the screen. Or, click the **Maximise/Restore button** in the upper right corner of the title bar.
- **To Switch Between Windows:** Click the **program icon** on the task bar for the window that you would like to view
- **To Access the Control Panel:** Right click the **Start button** and select **Control Panel**.
- **To Pin a Program to the Taskbar:** Open the program you want to pin, right-click the **program icon** on the taskbar, and select **Pin this program to task bar**.



## Settings and Personalisation

- **To Personalize your PC:** Point to the **upper** or **lower right corner** of the screen, click the **Settings button** on the Charms bar, and select either **Personalize** or **Personalization**. Note that the personalization options are different depending on whether you are in the Start screen or the traditional Desktop.
- **To Change Other PC Settings:** Point to the **upper** or **lower right corner** of the screen, click the **Settings button** on the Charms bar, and select **Change PC Settings**.
- **To Change Settings of Apps:** Open the app. Point to the **upper** or **lower right corner** of the screen and click the **Settings button** on the Charms bar. App specific settings are displayed, such as changing preferences, finding help, and adding accounts.

## Charms Bar



The Charms bar helps you quickly do the things you do most often. What you can do with buttons on the Charms bar changes, depending on if you're on the Desktop, the Start screen, or are using an app.

- **Search:** Click to search for anything on your computer. Search for a specific type of file, or search the entire computer.
- **Share:** Click to share things with other people—such as photos, documents, or links—without leaving the app.
- **Start:** Click to jump to the Start screen. If the Start screen is already displayed, return to the last app you were using, or switch to the traditional Desktop view.
- **Devices:** Click to use any device that's connected to your computer. For example, to print a file, to import images from a camera, or to manage a wireless device.
- **Settings:** Change settings, find help, and get info for your PC and apps here. Find the most common PC settings: volume, brightness, notifications, power, network connection, and keyboard. Access additional settings such as personalization, users, notifications, ease of access, privacy, and much more by clicking **Change PC Settings**.

## Search

- **To Search:** Point to the **upper** or **lower right corner** of the screen and click the **Search button** on the Charms bar. Enter the search term and press **Enter**. Or, just start typing while on the Start screen.
- **To Filter Results:** Select **Everywhere**, **Settings**, **Files**, **Web Images** or **Web Videos** from the drop down menu.
- **To Get Help:** Point to the **upper** or **lower right corner** of the screen and click the **Search button** on the Charms bar, then type Help, and click **Help and Support**.

## Maintenance

- **To Manage Open Apps:** Point to the **upper left corner** until a thumbnail appears, then move the mouse down. To close an app, right click an app's thumbnail and select **Close**.
- **To Refresh your PC:** Point to the **upper** or **lower right corner** of the screen and click the **Settings button** on the Charms bar. Click **Change PC Settings**, click the **Update and Recovery category** and then select **Recovery**. Click **Get started** under the "Refresh your PC without affecting your files" heading. This is only available to system administrators.
- **To Shut Down your Computer:** Windows 8 goes into sleep mode when a laptop is closed, or the power button is pressed on a tablet. To turn your PC completely off, point to the **upper** or **lower right corner** of the screen and click the **Settings button** on the Charms bar. Then click Power and select **Shut down**. Or, right-click the **Start button** and select **Shut down or sign out**.
- **Windows Defender:** This free anti-virus program protects the computer from downloading viruses and other malware.