Getting to know Windows 8

Queen Mary student desktop

Sign In & Sign Out

Sign in: Please enter your Queen Mary username and password when prompted.

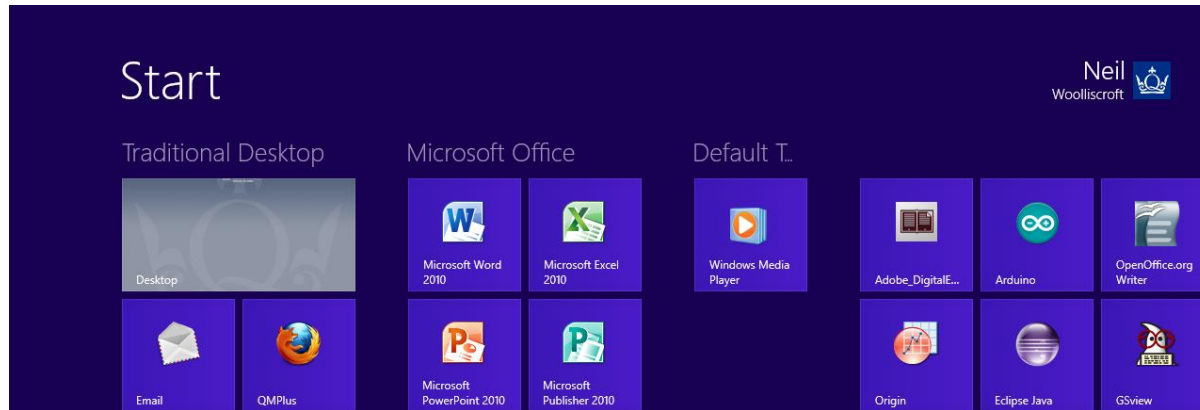**Sign out:** There are two easy ways to sign out:

- **From the Start screen:** Click on your profile and choose Sign out

- **From the Desktop:** Press Ctrl+Alt+Delete on your keyboard and choose Sign out

Click on your profile and choose Sign out

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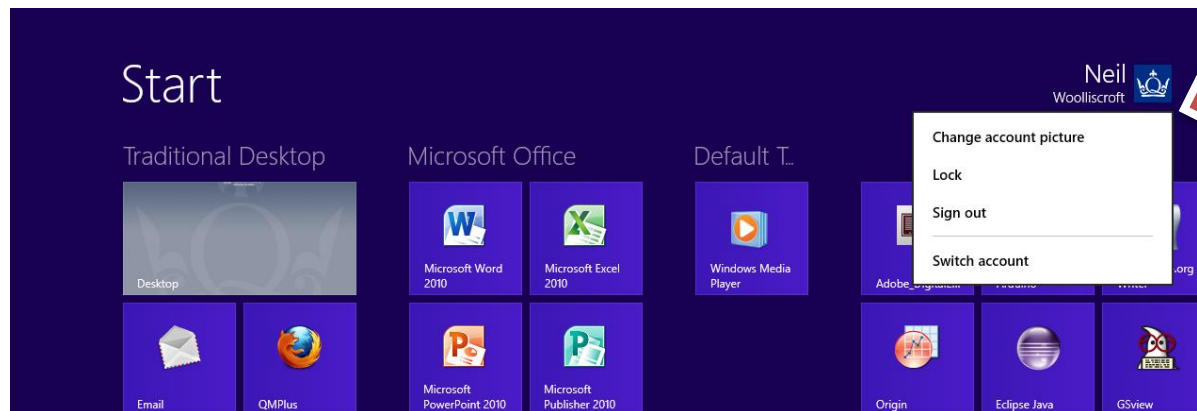
Getting around

Your Start screen

The Start screen gives you one-click access to your most frequently used Office apps, folders, sites, and more. The live tiles on your Start screen are full of the applications you will be using during your time at Queen Mary.

You can return to the Start screen from no matter where you are by pressing ⊞ on the keyboard. Use the horizontal scroll bar at the bottom of the screen to find your apps.

Getting around

Introduce your mouse to your corners

Use the corners on the Start screen to navigate Windows 8.

Place the mouse pointer in the upper or lower right corner of the screen to reveal the charms, where you have instant access to Search, Share, PC Settings, and more.

Place the mouse pointer in the upper left corner of the screen to see open apps and switch between them.

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Getting around

Use the charms—search, share, change settings, and more
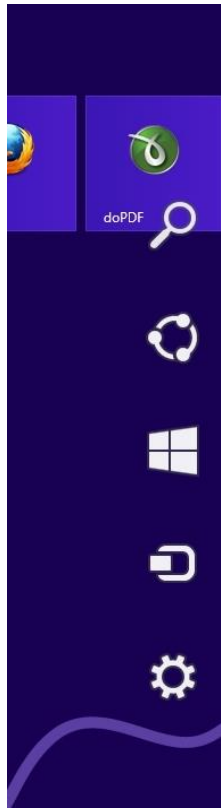
The five charms—Search, Share, Start, Devices, and Settings—are always available on the right side of your screen.

Use the charms to do all the basics: **Search** for a file that has the data you need, open the **Start** screen, choose a **Device** to print to, or access app or **PC settings**.

To access the charms ,move your mouse to the upper or lower right corner.

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Getting around

Going from the Start screen to the desktop

Windows 8 has the new Start screen, but they also still have the familiar desktop, where you can do everything that you're used to doing with Windows.

You can get to the desktop from the Start screen by clicking the **Desktop** tile (it shows your desktop background), or by using the keyboard shortcut Windows logo key (⊞+D).

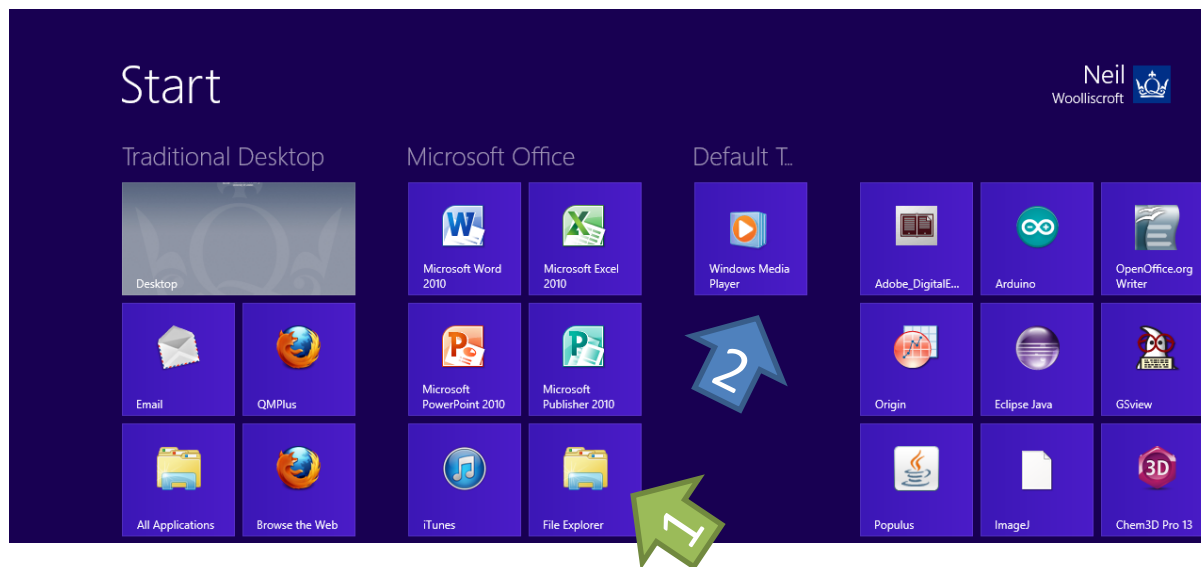To return to the Start screen at any time, press ⊞ .
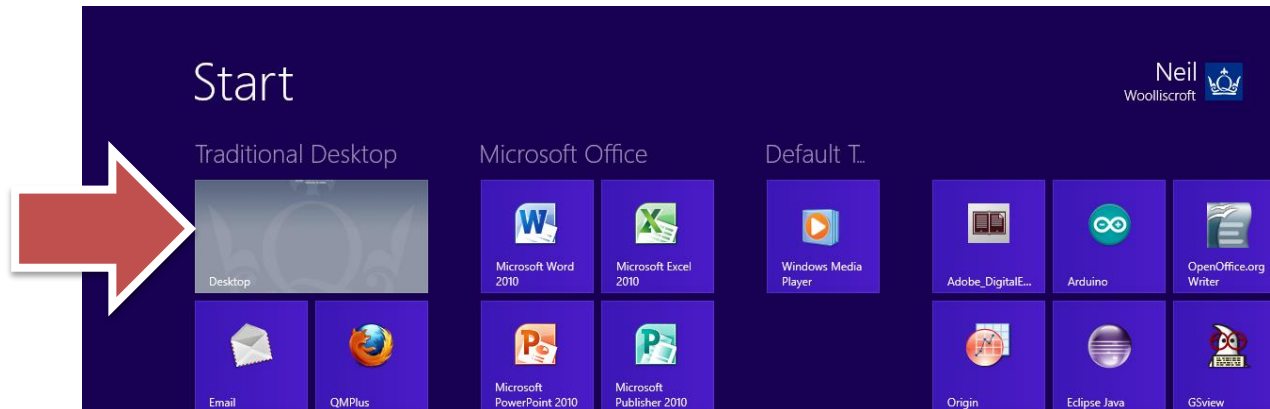
Personalise your Start screen

Moving tiles around

You can arrange the tiles on your Start screen in whatever way makes the most sense to you – put similar tiles together, group all your favourites, or create a "work" group for the apps you use for course work.

To move a tile, click and hold it (1) , then drag it anywhere you want it (2).

Personalise your Start screen

Naming your groups

To create and then name a group of tiles, click the zoom (-) icon in the lower right corner. Then right-click to select a group and click **Name group**.

To move entire groups, click the zoom (-) icon in the lower right corner. Drag the group up or down and then move it to where you want.

Accessing your files

File Explorer

Whether you put all your files into a single stuffed folder or have lots of folders, the Windows 8 File Explorer (previously called Windows Explorer) can take on whatever tasks you need it to do.

The new ribbon makes accomplishing common tasks – such as copying and moving, creating new folders, emailing and zipping items, and changing the view – a breeze. The Up button↑,which is used to move up one folder in the folder tree, is truly helpful for navigating through your files.

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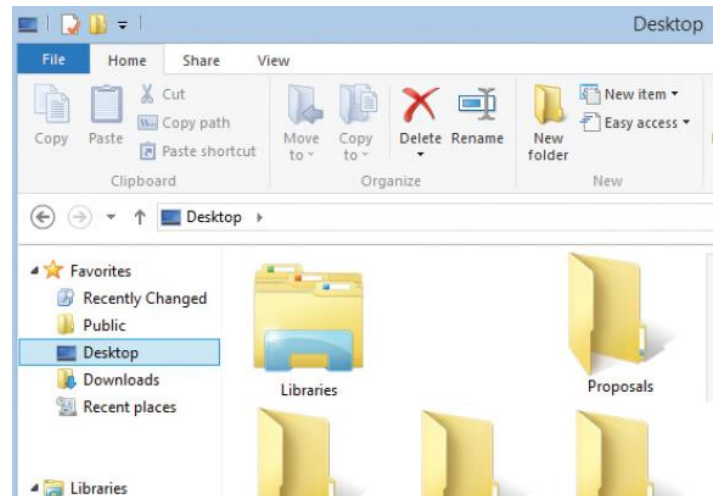
All about apps

Show all of your apps at once

If you want to see all the all of the apps available to you, here's how:
1. Right-click anywhere on the Start screen
2. Then click **All apps**.

To pin any of the apps to your Start screen,
1. Right-click on the app you want
2. In the bar of commands at the bottom of the screen, click **Pin to Start**.
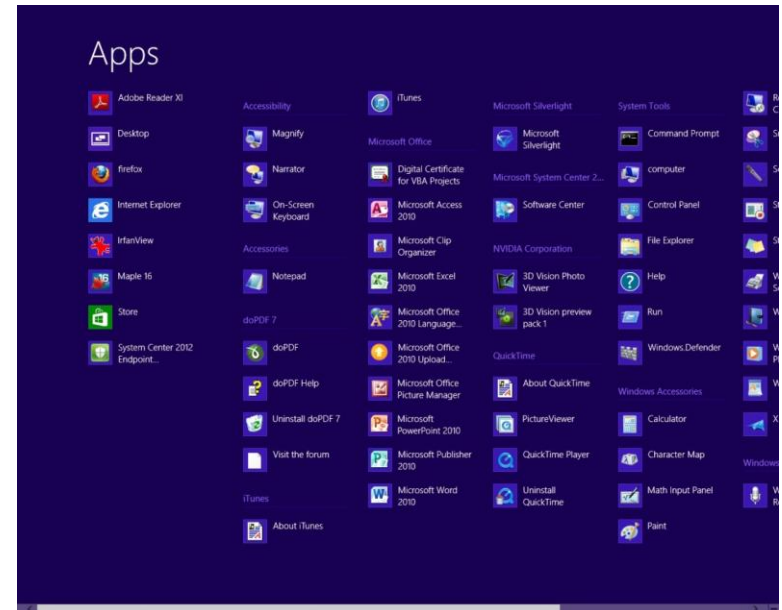
Keyboard shortcut: On the Start screen, Ctrl + Tab toggles between the Start screen and the All apps screen.

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All about apps

How to use apps

App commands. When you're using an app, you'll probably want to do specific things with it. To see the things you can do, bring up the app commands.
Right-click within the app, and then click the command you want.

Use two apps at the same time. You can use two apps at the same time by snapping them, which means that you see two apps on the screen at once.
Click the top of the screen and drag the app down until an opening appears behind it, drag the app to the left or right, and then open a second app. Drag the bar between them across the screen until you have the sizes you like.

Switch between apps. You can return to an app you were just using or quickly switch through other recent apps.
Move your pointer into the upper-left corner of your screen, and then click the corner. Move the pointer down the left edge and select the app you want.

Close an app. When you're not using an app you opened from the Start screen, Windows will eventually close it. But you can also manually close an app if you want to.
Drag the app from the top edge of your screen to the bottom of the screen.

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What to do with your mouse

Click bottom left corner (repeat).	⟶	Open Start screen or previous app (alternating).
Click top left corner (repeat).	⟶	Switch to the next open app.
Click at the top edge and drag to the bottom.	⟶	Close active app.
Right-click app in open space or on Start, right-click a tile.	⟶	Reveal app commands.
Hover in top left corner, move down the edge. Click and drag app to right.	⟶	Snap app right.
Hover in top left corner, move down the edge. Click and drag app to left.	⟶	Snap app left.
Hover in top right corner, move down the edge.	⟶	Open charms.
Hover in top right corner, click Search, then Files.	⟶	Open Search charm on files.
In an app, hover in top right corner, click Search.	⟶	Open Search charm on active app.
Hover in top right corner, click Search.	⟶	Search apps.

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Keyboard shortcuts

⊞		Open Start screen.	⊞ + T	Cycle through apps on taskbar.
⊞ + Start Typing	Search your PC.	⊞ + W	Open Search charm for settings.
⊞ + C	Open charms.	⊞ + X	Open Quick Link menu.
⊞ + D	Show/Hide the Desktop.	⊞ + comma (,)	Peek at Desktop.
⊞ + F	Open Search charm to search for files.	⊞ + plus (+) or minus (-)	Zoom in or out.
⊞ + H	Open Share charm.	⊞ + full stop (.)	Snap an app to the right.
⊞ + I	Open Settings charm.	⊞ +Shift + full stop (.)	Snap an app to the left.
⊞ + K	Open Devices charm.	⊞ + Home	Minimize all but the active window.
⊞ + L	Lock your computer.	⊞ + Tab	Cycle through open apps (not desktop apps).
⊞ + Q	Open Search charm for active app.	⊞ + Alt + Enter	Open Windows Media Center.
⊞ + R	Open the Run dialog.	⊞ + spacebar	Switch language and keyboard layout.

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