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Windows 8.1 Basics
Introduction:
Windows 8.1 is the newer version of Microsoft Windows Operating System. Besides being similar to Windows 7 in many aspects, Windows 8.1 includes many new features and enhancements. Some main new features of this operating system are discussed below.

Signing In/Out/Shutting Down:
Signing In: When you first power on the computer with Windows 8.1 operating system, you will be taken to the login screen. If you do not see the options for typing your username and password, left click on the screen to display the username and password text boxes.

Next, type in your username and password and press enter to sign in.

Switching Users: To login to a different user account, click on the left arrow on the login screen.

Logging Out or Shutting Down:
- Right Click on the start menu
- Click on Shut down or Sign out option
- Select Sign out or Shut down
Note: You can also shut down or sign out from the Start screen and the login screen.

Start Screen:
When you login, you will be taken to the start screen where you will see the weather, calendar, recent news, and some other commonly used applications. You can also navigate to your desktop and apps screen from here.
1. The top right menu displays your username, the power menu, and the search options.
   a. Click on the power menu to sign out, restart, or shut down your computer.
   b. Click on the search icon to search your computer for a file, application, or any other content.
2. This section displays the most commonly used apps and tools. You can also access your desktop from here.
3. Hover over the bottom left corner of the screen to display the down arrow. Click on the arrow to go to your apps screen.

**Apps Screen:**
The App screen displays all installed applications on your computer. You can launch an application from this screen by clicking on the app. You may also search for an app using the search box located on the top right corner of the screen.

To open the apps screen, move your mouse to the bottom left corner of the Start screen and click on the down arrow button.

1. Click here to select how you would like your Apps to be sorted
2. Use the search box to search for an app
3. This section displays all the installed applications on your computer
   o Scroll to the right to view more apps
   o Left click on an app icon to open it
Right click on an app icon to view more options about the app.

4. Click on the up arrow to go back to the Start screen

Accessing Desktop and Start Menu:

**Opening Desktop:** To navigate to the desktop, click on the desktop icon from the Start screen.

**Start Menu:** If you click on the start menu, it will take you to the Start screen. In order to access the Start Menu options, you will need to **right click** on the Start Menu. Notice that most of the options are similar to the Windows7 Start menu with the exception of a few things including the absence of the search box. However, you can access the search box by clicking on the **Search** option or from the Charms Bar.
Charms Bar:
Charms Bar is a universal toolbar which can be accessed from any screen on Windows 8.1. There are two ways to display the Charms Bar:

1. Hover over the bottom right corner of the screen to display the Charms Bar
   Or
2. Use the **Windows Key + C** shortcut on your keyboard

3. Either way will display the Charms Bar on the right corner of the screen. To close the Charms Bar, simply click anywhere outside the Charms Bar menu.

Following are options available in the Charms Bar:
**Search:** Click here to search your computer for applications, files, and other content

**Start:** Click here to navigate to the Start screen

**Devices:** Click here to view and manage attached devices on your computer

**Settings:** Click here to view and manage the settings of your computer such as the volume, mouse, keyboard, network connection etc. You can also access your desktop, your PC information, the Control Panel, and Help options from here.
Switching Between Screens:
Use the Windows key on your keyboard to switch between the Start, Apps, and desktop screens.

Searching for Applications:
There are three ways to search for applications or other content:

1. Use the Charms Bar by using the Windows Key + C shortcut and clicking on the Search option on the Charms Bar.

![Search Bar](image)

2. Use the search box located on the top left corner of the Start or Apps screen

3. Click on the Search option from the Start menu on your desktop

Split and Snap Screens:
You can display multiple open applications/windows side by side. To activate this feature, follow these steps:

- Open an application and click and drag the top middle section of your screen. Your open window will turn into a smaller floating window that you can drag to the left or right side of the screen.
- Then you can go back to your Start screen and open another window. The second window will automatically appear next to the previously open window.

Watch the following video for further details: [www.youtube.com/watch?v=dlr04tUaLx0](http://www.youtube.com/watch?v=dlr04tUaLx0)