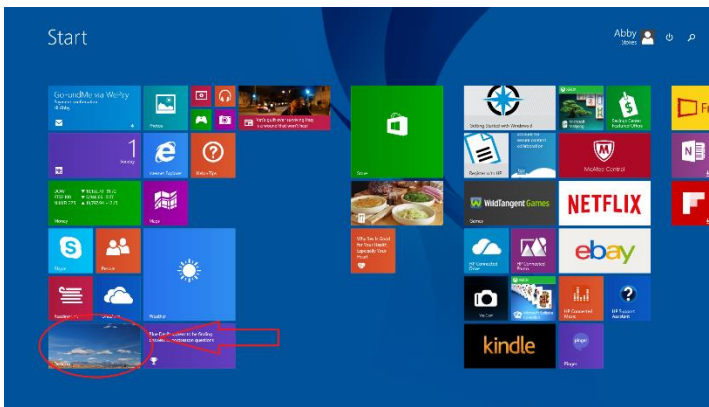# GUIDE TO MICROSOFT APPS IN WINDOWS 8 and 8.1

This guide is to help you better navigate the apps on Windows 8 as well as the upgrade of 8.1. (Rather than keep referring to both throughout, from now on when I say 8.1 I'm speaking for both systems unless I indicate otherwise.)

Before we take a look at Window 8.1, why do you suppose Microsoft decided to turn the design of their operating system on its head? My guess is that Microsoft was trying to make what appears on the screen look more like a tablet. In the desktop and laptop computer market Microsoft still dominates sales, but in tablet sales Apple blows Microsoft out of the water. Microsoft's redesign might have been an attempt to compete with Apple's iPad as well as other manufacturer's tablets. Unfortunately what this redesign did was mostly frustrate people who were used to older versions of Microsoft (7, XP, Vista, and all those that came before). Change is never easy especially when it doesn't seem like an improvement, but adapt we must.
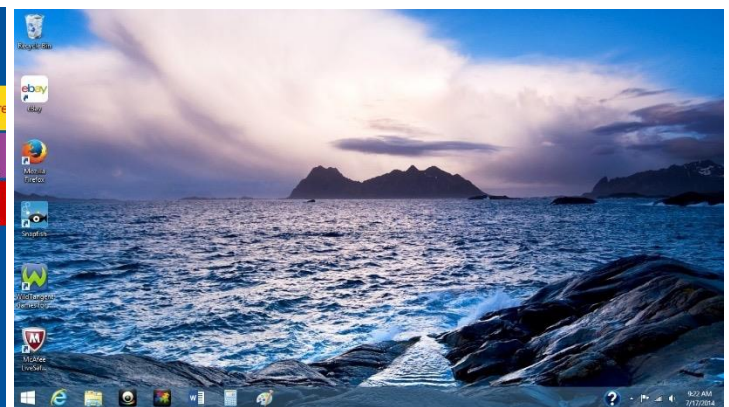
Before I show you how to conquer the apps available with Windows 8.1 let me show you how to sneak your way to more familiar turf should you choose to forgo the new Start screen. (This is on page 122 of **"Is This Thing On?"**, but it's worth repeating here.)

## Return To The Familiar Desktop Screen

When you turn on the computer the Windows 8.1 **Start screen** looks something like what's on the left. In the bottom left corner of the screen is the **Desktop** image. Click on that and Poof! The familiar is back again.



| Start screen | Desktop screen |

I didn't say it was going to be hard to do, but it might have taken some time to find on your own.
To get back to the **Start screen** click on the **Start symbol** in the bottom left corner of your screen or on the key on the keyboard that looks the same.

1.

If you would like to have the **Desktop screen** open when you first turn on your computer instead of the **Start screen**, here are the steps to follow:

1) *Right* click in a blank area on the **Task Bar** at the bottom of the screen. (All other clicking is with the *left* side of the mouse unless I indicate otherwise.)
2) Click on **Properties**.
3) Click on the **Navigation** tab.
4) In the **Start screen** area of the window, click inside the box beside **When I sign in or close all apps on a screen, go to the desktop instead of Start**.
5) Click **OK** at the bottom of the window.

At any point you can toggle between the **Desktop** and **Start** screens using the **Microsoft key** ⊞ on the bottom left of your keyboard or the **Start symbol** (which looks just the same). If you have the original Windows 8, not 8.1, there isn't a Start symbol on the bottom left of the screen. In that case, hold down the **Microsoft key** and depress and release the letter **D** to open the Desktop screen.

Okay, onto the task at hand…

**Let's Meet the Start Screen**

The **Start screen** is made up of what are referred to as **Tiles**. Each tile is shortcut to an app (aka a software program) that Microsoft has pre-installed on your computer. If you're using a mouse you single click to open a tile. If you have a touchscreen, you tap on a tile to open.
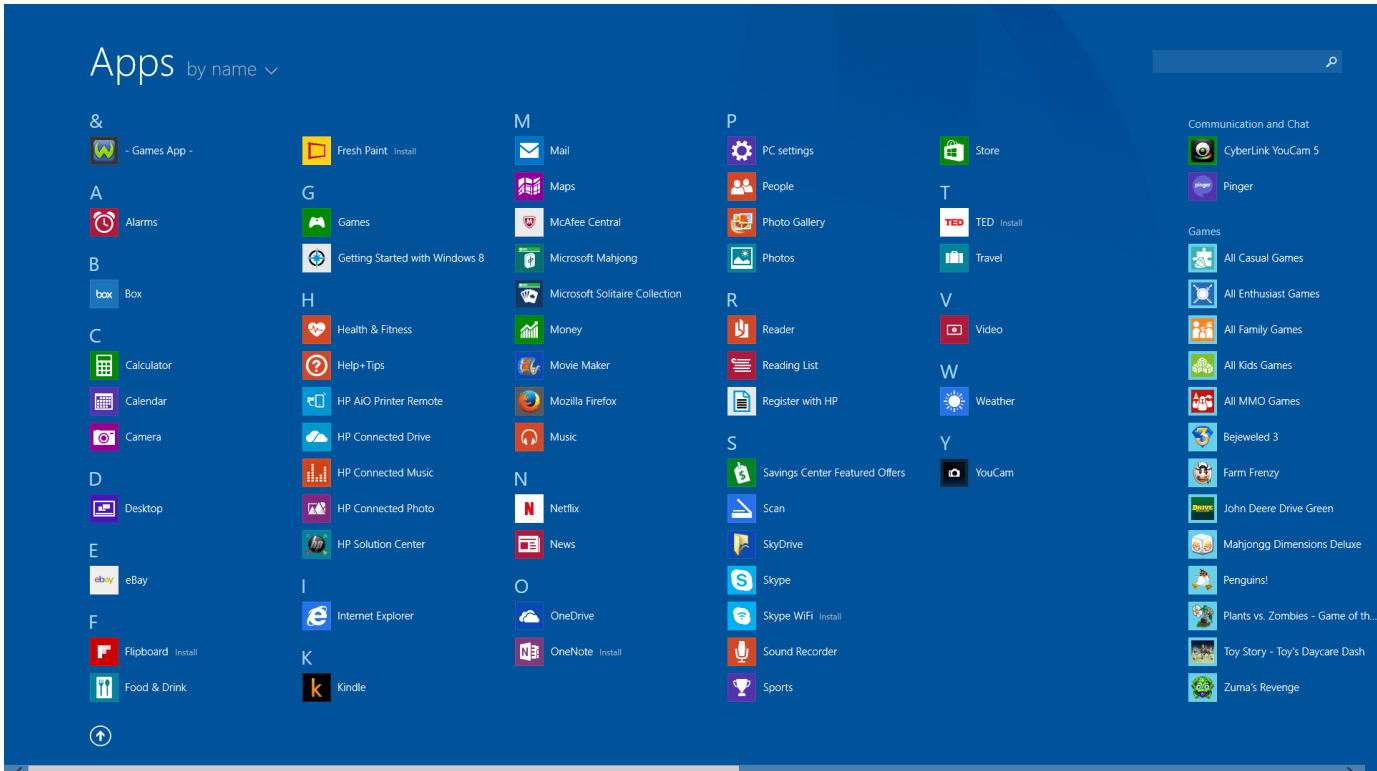


2.
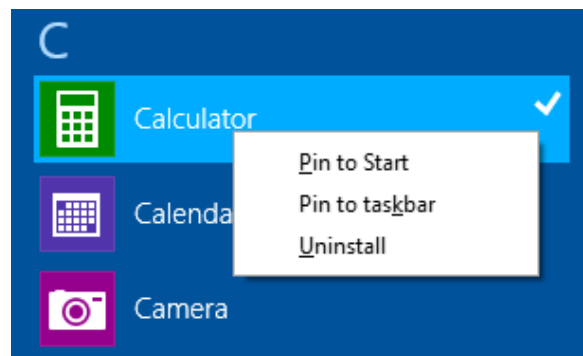
To see all of the apps available to you, click on the ⊙ down arrow that appears when you move your mouse to the bottom left of the Start screen. You can sort the apps by clicking on the down arrow ⌄ beside **by name** at the top left. You can sort by **name**, **date installed**, **most used**, or **category**.
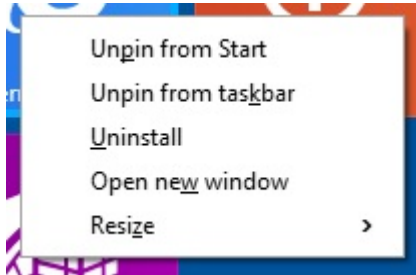


Hold down your finger or *right* click on an app listed and you'll have a choice about whether to add it to the Start screen (**Pin to Start**), add it to the taskbar (**Pin to taskbar**) or remove the app (**Uninstall**). *Left* click on whichever action you want to take in the menu that appears or click anywhere on the screen to close the menu opened. It's a good idea to make a note of what the settings where before you made your changes so you can restore things to the way they were if need be.



To return to the Start screen click on the ⊙ up arrow of depress the Microsoft key.

3.

A slightly different set of choices opens in a menu if you hold your finger down or *right* click on a tile on the Start screen.

Unpin from Start
Unpin from taskbar
Uninstall
Open new window
Resize                    >

**Unpin from Start** = the tile will not appear on the Start screen

**Unpin from taskbar** = will remove the tile from the taskbar

**Uninstall** = removes the program from your computer

**Open new window** = opens the program

**Resize** = allows you customize the size of the tile

### Organize Your Start Screen

Tiles can be rearranged so that the ones you access most are to the left of the screen and those you use least are to the right (or whichever way you please!). Simply **Click and Drag** the tile to where you would like it to live.

The tiles appear to be organized in several columns or groups. Naming those groups (i.e. News, Games, Personal, etc.) might be helpful.

### To Name a Group:

1) *Right* click in a blank area of the Start screen
2) *Left* click on **Name Groups**.
3) Type in the desired name in the box that appears at the top of each group.
4) You can delete that name by clicking on the X that appears at the far right of the text box.

### A Couple More Elements on the Start Screen

Look at the top right of your screen…

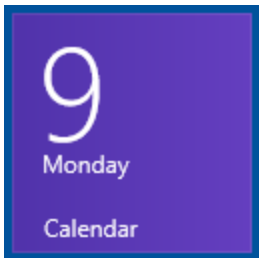Click on **Power Options** to **Shut Down**, **Sleep** or **Restart** the computer.

**Global Search** allows you to search **Everywhere** on your computer or, if you click on the down arrow, you can specifically search your **Files**, **Settings**, or for **Web Videos** or **Images**.

Depending on how many tiles you have on your Start screen there may be a horizontal scroll bar at the bottom of the screen. Remember, you can always remove a tile from the Start screen by *right* clicking on the tile and *left* clicking on the words **Unpin from Start** in the Menu that opens. This will remove program from the Start screen, but not the computer. Uninstall will remove the program from the computer.
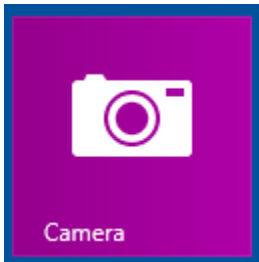
4.

**Deciphering Key Tiles**

As you can see there are many, many tiles on the Start screen to choose from and even more apps available when you click on the down arrow ⊕ to expose all of the apps that are pre-installed. Below are just a handful to get you familiar with some common tasks:
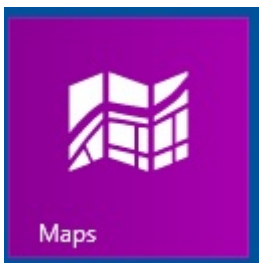
The **Calendar** app allows you to manage your schedule and birthdays on the computer. You can also sync this calendar with your smartphone or tablet so you have access to the calendar when you're away from home. To view the calendar by day, week, or month, click on the three circles at the bottom right of the calendar screen.

**Camera** allows you to use the built-in webcam to either take a photo or shoot video with your computer. Look to the right of the screen for the camera or video image to make your preference known to the computer.

**Internet Explorer** is Microsoft's browser. A Browser allows you to connect to the Internet. (Click here for a **Glossary of Computer Terms**.)  If you prefer Firefox or Google Chrome as your browser, those can also be added to the Start screen.

**Maps** is just what it sounds like - access to maps and directions. When you first open the program it will ask you to **Allow** it to find your current location. You can zoom in and out of a map using the plus + and minus – signs to the left on the map.

**Netflix** offers you the ability to watch movies or TV shows on your computer referred to as *livestreaming*. You will have to create an account with Netfix in order to use their services. To learn more about Netfix and livestreaming, visit page 432 of **"Is This Thing On?"**.

**People** is where you can access and store your Contacts or Address Book. There might be an offer to link or connect your Contacts to other programs such as Facebook or LinkedIn. You can click on **No, Thanks**, if this doesn't interest you.

**Skype** is allows you to make free phone calls or video calls over the Internet. You have to create an account with Skype in order to take advantage of this great tool. Visit Chapter 20, *Join the Conversation*, in **"Is This Thing On?"** for the steps to set up an account and tips on how to use Skype.

The **Weather** app allows you to see your local weather or look up the weather anywhere else in the world. When you first open the program it will ask you to **Allow** it to find your current location. You can add locations to your **Favorite Places**. Be sure to use the **horizontal scroll bar** to access all the features offered including an hourly forecast, a weather map, and the history of weather in the area.

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**BE PATIENT**
When you click on a tile for the very first time it may not open right away. Be patient. There is a bit of setting up the program that may be taking place. Count to solid 10 before you start madly clicking on the screen.

## How to Say Good Bye

For those of you that are familiar with the previous versions of Microsoft, you're used to clicking on the X in the top right corner to close a window or program. In an effort to look more streamline that X is not always seen in Windows 8.1. In order to reveal the close box and the minimize box, move your mouse into the upper right corner of the screen.

Voila! There is it. Click on it to close.

## You're On Your Way

I hope this Guide gives you enough to start your journey with Windows 8.1. Please feel free to email me with any further questions abby@AskAbbyStokes.com.

I'm only a click away!