

Navigating Windows 8

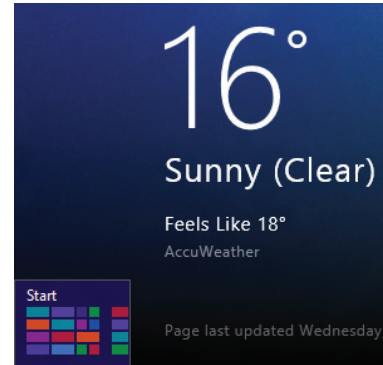
Since Windows 8 is optimized for use with touch screen devices this introduces a new factor when it comes to navigating around the system, particularly the new Windows 8 interface. The three ways of doing this are:

- Mouse
- Keyboard
- Touch

Some of these methods can be used in conjunction with each other (for instance mouse and keyboard, and touch and keyboard) but the main ways of getting around Windows 8 with each are:

Mouse

- Move the mouse to the bottom left-hand corner to access the Start screen. Click on it once when it appears. this can be done from any app or the Desktop

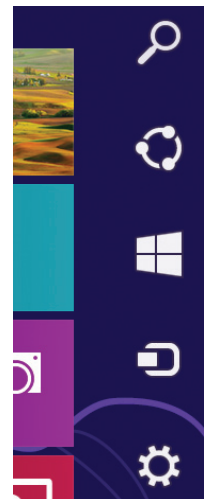


Don't forget



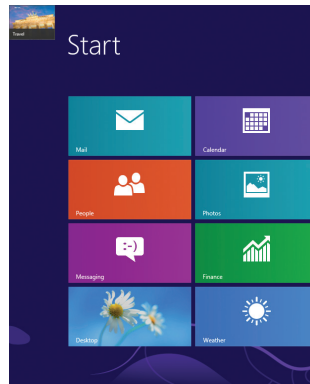
One of the most obvious changes on the Start screen is how to turn off or restart your Windows 8 computer (see page 58).

- Move the cursor over the top or bottom right-hand corners to access the Charms bar. Move down and click on one to access it

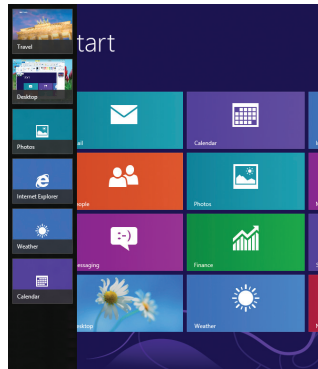


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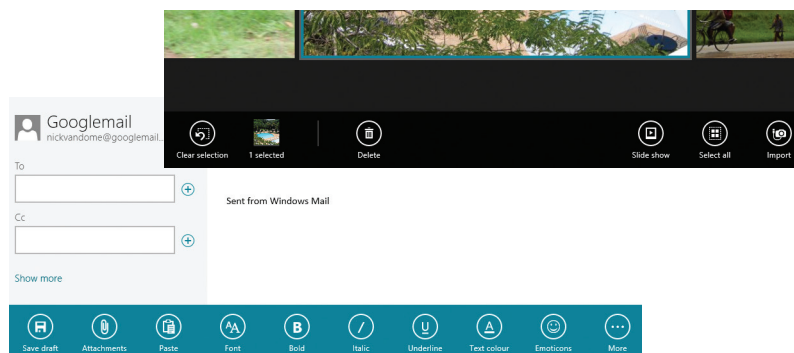
- Move the cursor over the top left-hand corner to view the most recently-used app. Click on it to access it



- Move the cursor over the top left-hand corner and drag down the left-hand side to view all of the currently-open apps (App Switcher). Click on one to access it



- In an open Windows 8 app, right-click to access the bottom toolbar. This will have options specific to the app in use



Don't forget



You can also close a Windows 8 app with the mouse by accessing the App Switcher and right-clicking on one of the apps and then clicking on the **Close** button.

- In an open Windows 8 app, click and hold at the top of the window and drag down to the bottom of the screen to close the app

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Keyboard

The majority of the keyboard shortcuts for navigating around Windows 8 are accessed in conjunction with the WinKey. Press:



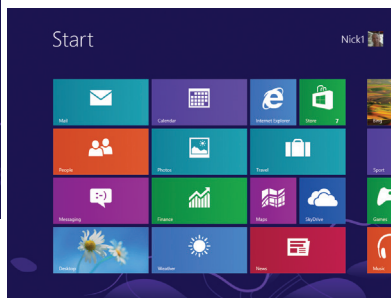
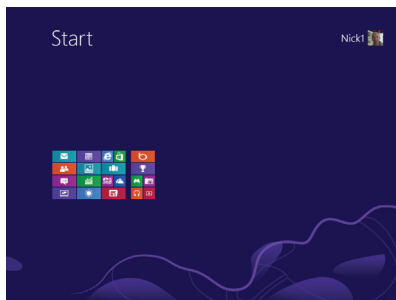
- **WinKey** to access the Start screen at any time
- **WinKey + L** to lock the computer and display the Lock screen
- **WinKey + C** to access the Charms bar
- **WinKey + I** to access the Settings Charm
- **WinKey + K** to access the Devices Charm
- **WinKey + H** to access the Sharing Charm
- **WinKey + Q** to access the Search Charm to search over apps
- **WinKey + F** to access the Search Charm to search over files
- **WinKey + D** to access the Desktop
- **WinKey + M** to access the Desktop with the active window minimized
- **WinKey + E** to access File Explorer, displaying the Computer folder
- **WinKey + T** to display the thumbnails on the Desktop Taskbar
- **WinKey + U** to access the Ease of Access Center
- **WinKey + X** to access administration tools and quick access to items including the Desktop and the Control Panel
- **WinKey + Z** in a Windows 8 app to display the app's toolbar at the bottom of the screen
- **Alt + F4** to close a Windows 8 app
- **Ctrl + Shift + Esc** to access the Task Manager

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Touch

To navigate around Windows 8 with a touch screen device:

- Tap on an item to access it
- Swipe inwards from the right-hand edge to access the Charms bar
- Swipe inwards from the left-hand edge to switch between currently-open apps
- Swipe inwards slowly from the left-hand edge and drag one of the apps away from the App Switcher to snap it to the left-hand side
- Swipe inwards from the left and then back again to show the currently-open apps (App Switcher)
- In an open Windows 8 app, swipe upwards from the bottom of the screen, or downwards from the top of the screen, to access the app's toolbar
- In an open Windows 8 app, swipe down from inside the app to view its settings
- In an open Windows 8 app, hold at the top of the screen and drag down to the bottom to close the app
- On the Start screen, swipe down on an app's tile to view additional options relating to the app
- Pinch outwards to minimize the Start screen. Pinch inwards to return to normal view



Hot tip



To perform a right-click operation on a Windows 8 touch screen device, such as a tablet, tap and hold on an item on the screen until a contextual menu appears. This will contain the options that you can perform for the selected item.

Don't forget



Swipe left or right on the screen to move through the Start screen.