

# 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

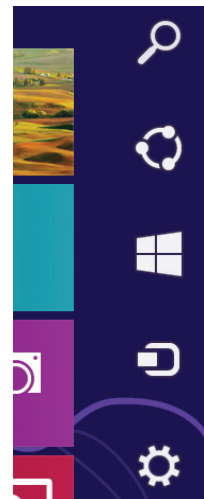


### Don't forget



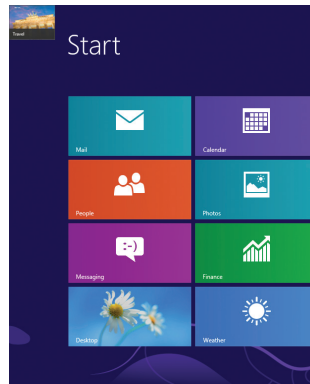
One of the most obvious changes on the Start screen is how to turn off or restart your Windows 8 computer (see page 58).

- 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

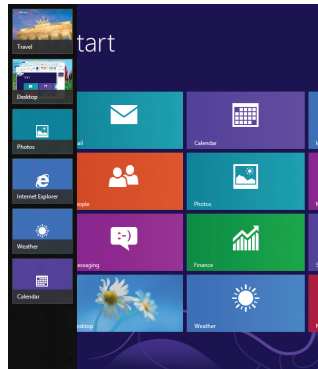


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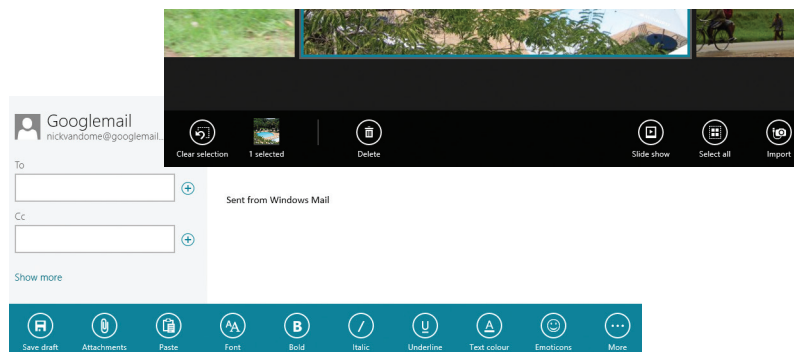
- Move the cursor over the top left-hand corner to view the most recently-used app. Click on it to access it



- 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:



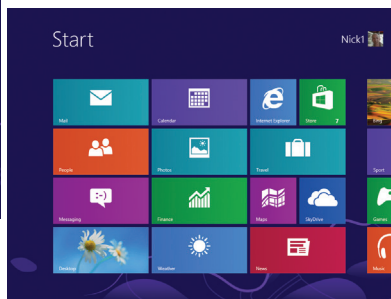
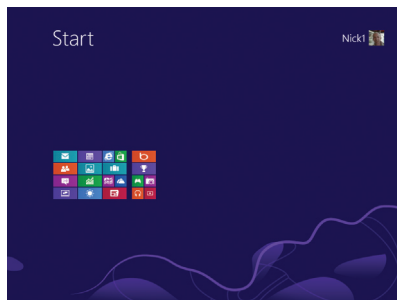
- **WinKey** to access the Start screen at any time
- **WinKey + L** to lock the computer and display the Lock screen
- **WinKey + C** to access the Charms bar
- **WinKey + I** to access the Settings Charm
- **WinKey + K** to access the Devices Charm
- **WinKey + H** to access the Sharing Charm
- **WinKey + 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.