

# A Quick Guide to Windows 8

## TILES

Start Screen tiles are shortcuts for launching applications (apps) and displaying updates in real time to ever changing data such as messages, social media, and news.

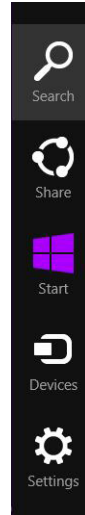


Applications can be launched by either of these methods:

- Move from tile to tile using the arrow keys or mouse wheel. Highlight an application and then press enter to launch it.
- Swipe your finger across the screen to move right or left and then touch a tile to launch it.

## CHARMS BAR

The Charms Bar is a vertical toolbar found on the right side of the screen. It houses five important applications, services, and administrative utilities:



**Search** - Search your PC and apps.

**Share** - Share files & info with others or apps.

**Start** - Access Start Screen or last accessed app.

**Devices** - Use devices connected to your PC.

**Settings** - Change PC and app settings .

Open the Charms Bar by any of these methods:

- Hover your mouse over either the upper or lower right-hand corner of your screen.
- Press Windows key + C .
- Swipe your finger across the screen from right to center.

## WINDOWS 8 KEYBOARD SHORTCUTS

**Windows key:** Switch between Start Screen and last accessed app or between Start Screen and Desktop if no app is open .

**Windows key + C:** Open the Charms Bar.

**Windows key + D:** Activate Desktop Mode.

**Windows key + E:** Open File Explorer to the My Computer view.

**Windows key + X:** Open Admin menu.

**Windows key + PrtScn:** Take a screenshot of the screen and saves it in the Pictures folder under Screenshots.

## RESOURCES

**GCFLearnFree.org** - An overview and tutorial with lesson slides and videos.

[www.gcflearnfree.org/windows8](http://www.gcflearnfree.org/windows8)

**Windows 8 Accessibility Tutorials** - Step-by-step instructions about the use of accessibility features in Windows 8.

<http://www.microsoft.com/enable/training/windows8/>

**Windows 8 video tutorials** - An overview and video tutorials on the basics of Windows 8.

<http://www.top-windows-tutorials.com/windows-8.html>

**K-State Knowledge Base Article: Getting Familiar With Windows 8**

[https://kstate.service-now.com/kb\\_view.do?sysparm\\_article=KB10874](https://kstate.service-now.com/kb_view.do?sysparm_article=KB10874)

## IT Help Desk

214 Hale Library

785-532-7722 or 800-865-6143

[helpdesk@k-state.edu](mailto:helpdesk@k-state.edu)

[www.k-state.edu/its/helpdesk](http://www.k-state.edu/its/helpdesk)

*The first point of contact for campus IT needs.*

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