1. Working with the Start Screen and the Desktop

By now you will already have noticed the neatly ordered Start screen in *Windows 8*. On the Start screen you find a number of clearly visible tiles in conspicuous colors. These tiles give you access to your apps (programs). You may also have begun to use the *Charms* bar as well. This is the vertical toolbar that can be displayed at any time, in any app. On this toolbar you will find options for changing the settings and turning off the computer for example.

In this chapter we will briefly go over the basic operations for using the Start screen and the desktop. This includes opening and closing apps, searching for apps and working with the settings for an app.

In this chapter you will learn how to:

- open apps and search for other apps;
- use the *Charms* bar;
- execute app commands;
- open apps through the switch list;
- split the screen;
- change the settings for an app;
- close apps;
- open the desktop;
- open a program;
- sign out, power off and close *Windows*.

Please note:

There are many configuration options available in *Windows* 8. The screenshots in this book may look slightly different from what you see on your own screen. This has no effect on any action you will be performing as you work through this book.

1.1 The Start Screen

You are going to start by turning on the computer and signing in with your user account:

☞ **Turn the computer on and sign in**

↪ Please note:

In this book we use a local user account. It is also possible to sign in with a *Microsoft* account. If you are using a *Microsoft* account you may see slightly different options in the dialog boxes and windows shown by *Windows 8*. If you wish, you can read how to set up a local user account in the *Tips* at the end of this chapter.

You will see the *Windows 8* Start screen:

In this example you see a number of *tiles*:

Your own screen may contain more tiles or the tiles may be arranged in a different way.

In the top right-hand corner you see the name with which you have signed in and your profile photo, if you have set one:

↪ Please note:

Some tiles may look different. There may be photos inside some of the tiles, for example. We will discuss this later on.

In *Windows 8* you work with *tiles*. You can compare these tiles to the shortcuts you might have used in previous versions of *Windows*. A tile can:
- open a program;
- open a website;
- open an app.

An app is a small program that can be used on a computer, tablet or smartphone. Generally, apps contain fewer functions than full-fledged programs. Many apps will only work if you are connected to the Internet. For example, you can use apps to view a bus schedule, the latest news items, or to pay for parking space.

➷ **Please note:**

Apps exist in various forms for different *platforms*. Examples of platforms are Windows *8*, *Android* (used extensively on smartphones and tablets), and *iOS* from *Apple*. In *Windows 8* you cannot use the apps that are designed for *Android* or *Apple* platforms. You can only use the apps that are made for the *Windows* platform. In the *Windows Store* you can download some apps for free and others at a price.

You can add your own tiles for the programs you frequently use. Even if you install programs or apps yourself, a new tile will be added automatically in most cases. You can read more about this subject a bit further on in this book.

1.2 Opening an App or a Program from the Start Screen

On your Start screen you will see the tiles for the apps and programs installed on your computer. There are various methods for opening an app or a program. If you see the tile for a certain app or program, you can click it:

⊕ **Click**

💡 Tip

Use the scroll box
Depending on the number of tiles and your screen settings, you will see additional tiles if you drag the scroll bar to the right:

At the bottom of the screen:

⊕ **Drag the scroll bar to the right**

You will see the weather forecast for your own location:

Please note:

If this is the first time you open this app, you will need to give permission to use location data. You can enter a location manually, if you do want to use location data.

For the time being, you do not need to continue with the *Weather* app. Here is how you go back to the Start screen:

⌨ **Press**

You will see the Start screen again:

1.3 Other Methods for Opening Apps or Programs

If you do not see the tile for a certain app or program, you can search for it like this:

🖱 **Place the pointer in the bottom left-hand corner of the screen**

🖱 **Click**

You will see all the apps installed on your computer:

⊕ **Click** [Maps]

Here you see the *Maps* app:

Here is another method for going back to the Start screen:

⊕ **Place the pointer in the bottom left-hand corner of the screen**
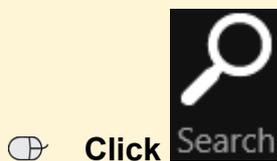
⊕ **Click** [Windows icon]

🢖 **Please note:**

The *Maps* app may ask for your location as well, if you open it for the very first time.

⊕ **Place the pointer in the top right-hand corner of the screen**

You will see the *Charms bar*.

⊕ **Click** [Search]

⌨ **Type:** `calendar`

🖱 **Click**

💡 **Tip**

Direct search
You can find an app even quicker if you start typing its name directly in the Start screen. This way, you do not need to open the *Search* charm first. On the Start screen:

⌨ **Type:** `calendar`

The *Search* charm will automatically open:

🖱 **Click**

To look for a specific app, click **Everywhere** and then choose the location where you want to search.

1.4 Microsoft Account

In order to use the *Calendar* app you need to sign in with your *Windows Live*, *Outlook.com*, or your *Hotmail* account. This account consists of an email address ending with *hotmail.com*, *live.com* or *outlook.com*, and it is also called a *Microsoft* account.

🩹 **HELP! I do not have a *Microsoft* account.**

Many of the apps in *Windows 8* do not require you to have a *Microsoft* account. If you do not yet have such an account, you can create one on the https://signup.live.com web page.

If you have not yet signed in, you will see the screen below, where you can sign in:

⊕ **Click**
Sign into each app separat
instead (not recommended
(Sign into each app
separately instead)

⌨ **Type your user name**

⌨ **Type your password**

⊕ **Click** **Save**

You see the current day:

1.5 App Commands

Many apps will let you use *app commands* to change the settings. This is how you display these commands:

⊕ **Right-click an empty spot on the screen**

You will see the app commands at the top and bottom of the screen:

⊕ **Click**

⊞ Day
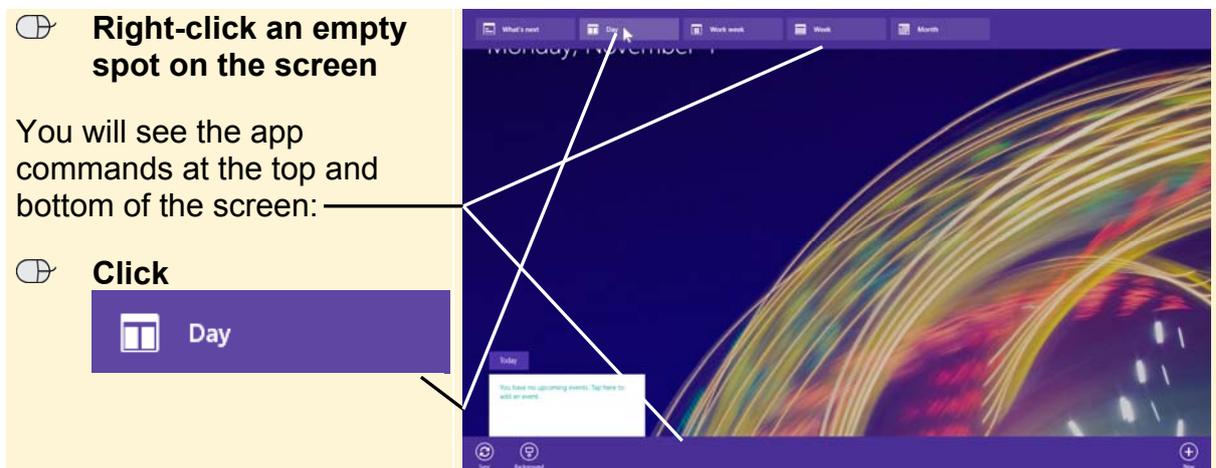
Now the calendar displays the day view. To show how the calendar app works, go ahead and enter an appointment for the next day:
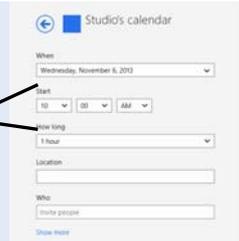
⊕ **By Tomorrow, click 12PM**

💡 **Tip**

Select a different date
To enter an event (appointment) for a different day, you use another app command:

⊕ **Right-click the calendar**

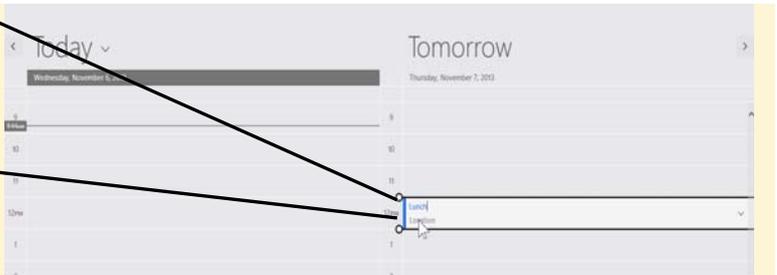⊕ **Click New**

- Continue on the next page -

☞ **Select the date, the time and the duration of the event**

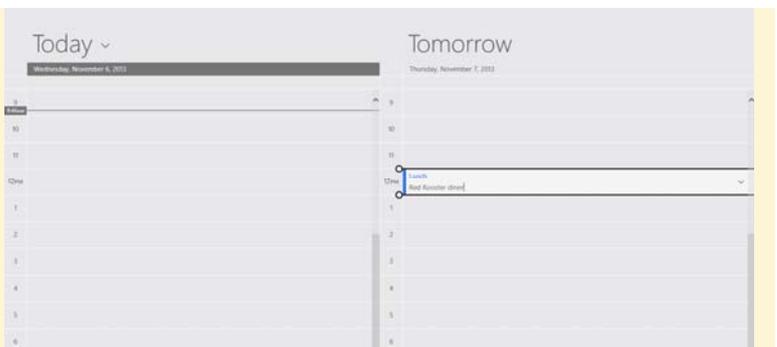You will learn how to enter other information later.

⌨ **Type:** Lunch

⬭ **Click** Location

⌨ **Type:** Red Rooster diner

Save the event in the calendar:
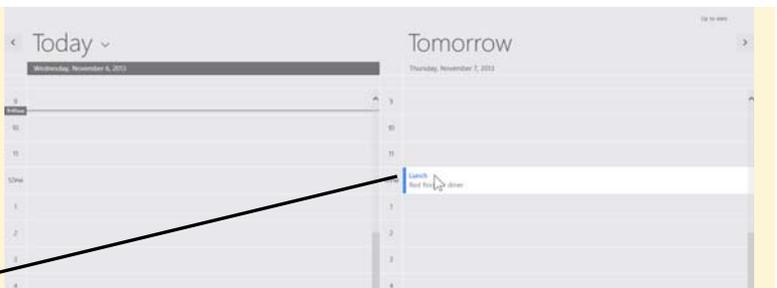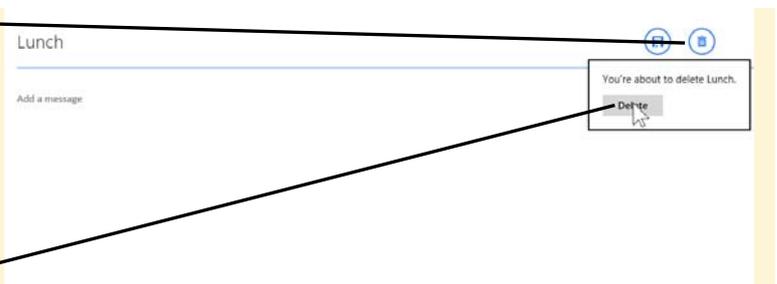
⌨ **Press** Enter

You will see the event:

To change or delete the event, you need to open it first:

⬭ **Click the event**

⬭ **Click** 🗑

⬭ **Click** Delete

You will see that the event has been deleted from the calendar.