

Windows 8.1

Pert Mason



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1st edition

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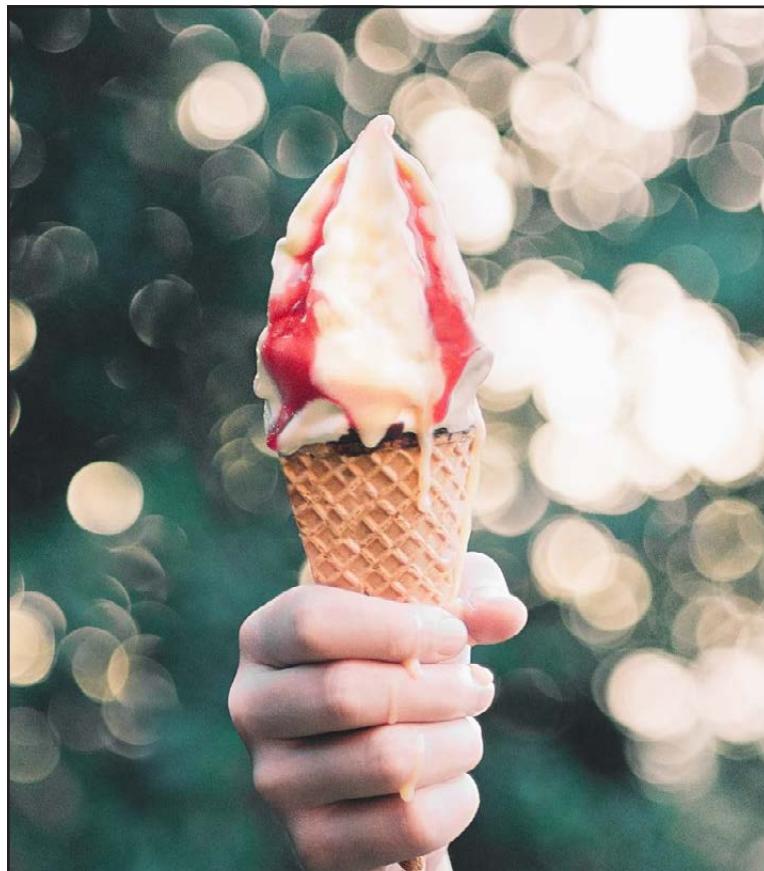
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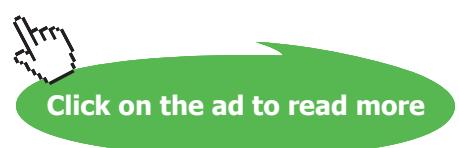
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About the author



My writer name is Pert Mason, and I was born in Copenhagen, Denmark 1960.

During the eighties I made myself a career in a supermarket chain. It was one of the first free retailers in Denmark that implemented Information technology (It) systems in its daily operations, both at the offices and the shops.

Due to personal experience with computers, I soon got involved with strategic and practical implementation of It systems everywhere in our business.

An education as a “business manager with diploma” combined with courses in Project Management and Strategic Leadership put It at work in a perspective to me.

Some years later I graduated as a school teacher, and It quickly became integrated in my teaching. I almost felt it as my mission to teach my pupils how to use It, to reduce the struggle with learning Physics and Mathematics.

Some years later my mission turned out to only include adults. From 2010 to 2013 I worked as a teacher in It and Economics at Erhvervsskolerne Aars (Business Schools in Aars) and Aarhus Købmandsskole (Retailers School in Aarhus).

Since then I have worked as an independent consultant in It and Economics. I have written books for Erhvervsskolernes Forlag (Business School Publishing) and bookboon.com.

1 Foreword

This book is aimed at new users of the operating system Windows 8.1, installed on stationary computers or laptops. Users of computers with touchscreens, like tablets, may also enjoy the book, even though navigating on touchscreens is only described in chapter 5.1.3 [Navigate on a touchscreen](#)

If you are not an experienced user of a computer, you will hopefully find answers to many of your questions in this book.

If you are comfortable working with Windows 7 you will probably find many things have changed in Windows 8.1.

Windows 8 was undoubtedly designed for a touchscreen, with big ‘tappable’ tiles in place of small, fiddly buttons to click on. There are two whole new Graphical User Interfaces: the Start screen and the Apps view (read more in chapter 6 [Graphic User Interfaces...](#)).

That design has been modified in Windows 8.1 to satisfy the needs of users using mouse and keyboard. If you read this book from the start to the end you will learn a lot about possible uses and the functionalities of Windows 8.1. But this is not the primary purpose with this book.

The idea is, that is nice to have the book as a practical, offline Encyclopedia, that quickly can answer common user questions about Windows 8.1.

Users may need

- relevant office programs, like word processing, calculation sheets and so on
- a calendar for your lectures, homework, meetings and more
- tools of communication, like webmail, Skype, podio, msn and more
- download¹ of materials, like free books at bookboon.com
- social media, like facebook, twitter, instagram, snapchat and so on
- news and weather forecasts
- streaming² of audio or video, like television programs, YouTube, Spotify and so on
- and a lot of other stuff

With Windows 8.1 comes a number of programs, that will satisfy some of the above mentioned needs. Furthermore you can download [programs/apps](#) from Windows Store (try e.g. the search text “student” and see what happens), and from various websites on the Internet.

Your organisation will probably be able to help you with other needs.

The author can not be held responsible for any content on any websites, downloads, hyperlinks or any other things mentioned in this book, since it can be subject to change or misuse.

Enjoy your reading.

2 The structure of this book

In this chapter you will learn about

- the structure of the book
- chapter elements
- hyperlinks
- symbolics

2.1 The structure of this book

2.1.1 The chapters

In the first 6 chapters you will learn about the Graphical User Interfaces in Windows 8.1: content, elements and functionality.

In chapter 7 you will learn about Charms – i.e. new shortcut icons for various features.

In chapters 8 Searching and 9 Storage of datafiles you will learn how to manipulate various types of data files, and how to search for and store them.

In chapter 10 Computer connections you will learn about networks and up- and download of data.

In chapter 11 Important programs you will learn about programs that it is useful to know something about.

Chapter 12 the Internet is about browsers, security, cloud computing and e-mail.

Chapter 13 Windows Store is about download and update of apps from Store.

Chapter 14 Tips and tricks for windows 8.1 is describing news and helpful hints.

Chapter 15 Help shows you how to get help using Windows 8.1.

Chapter 16 Index contains an index of keywords, and chapter 17 Glossary contains examples and explanations of words that is marked with superscript characters in the book (End notes). They might be everyday expressions, but can also be technical terms.

2.1.2 Chapter elements

Learning goals

All chapters begins with description of learning goals.

Fact panes

Fact panes contains descriptions of important concepts.

Sometimes examples of use is explained.

End notes

End notes is used in the book, marked with superscripted numbers (e.g. computer¹) which are explained in chapter 17 Glossary.

2.1.3 Hyperlinks

Hyperlinks are underlined, and therefore easily recognizable. Both internal (bookmarks) and external hyperlinks are used. Most external hyperlinks refers to websites in [Waybackmachine](#). Waybackmachine is an archive website, that stores contents of other websites. So even when changes are made, you can still see the original website referred to in this book.

If you want to visit the original websites, just delete the text before the second time it says [http://](#) in the address bar.

2.1.4 Used symbolic

- “The mouse pointer” is the mouse representation on screen – by default a white diagonally pointing arrow, a vertical line or a hand. 
- Keys on the keyboard is (if possible) written starting with a capital letter, like Enter or C.
- Names of specific places/elements in Windows 8.1 is written with a capital letter, like Desktop, the folder This PC, Control panel etc.
- Names of menu items, commands, buttons and dialog frames is written with *italic font*, like the command *Print*.
- tabs are written in squares, like e.g. 
- When you must press two or more keys at the same time, a plus will be inserted between the keys. For example “press Ctrl+F”. You perform this manoeuvre by holding down the Ctrl-key, press the F-key once, and let go of the Ctrl-key again.
- Several ways to perform a specific action may be described in the book, but not necessarily all existing ways.

3 Operating systems

In this chapter you will learn about

- what an operating system is, generally spoken

3.1 What is an operating system?

An operating system is the basic software on a computer, that makes it possible to run programs, store data and control the vital resources of a computer.

Operating systems control and coordinate the hardware³ and the software⁴ that is executed on the computer.

To use a symphonic orchestra as metaphor for a computer, one could say that the musicians and their instruments symbolizes the computer hardware, the nodeleaflets with music on symbolizes the computer software, and the orchestral conductor symbolizes the computers operating system.

This book is describing the operating system Windows 8.1 by the software company Microsoft.

There are lots of other operating systems; e.g. Mac OS, Ubuntu, Android, just to mention a few.

There are different opinions of how to define an operating system, and how to define separate programs. However, it is not the authors intention to describe various theoretical terms about operating systems.

So, if you want to know more about operating systems, you can do so by searching the Internet, or you can click [here](#).

4 Upgrading to Windows 8.1

In this chapter you learn about

- conditions for upgrading to Windows 8.1
- security backup before upgrading
- actual steps for upgrading

4.1 Requirements for upgrading to Windows 8.1

To upgrade to Windows 8.1, certain conditions must be in place.

Minimum demands for PC's to run Windows 8.1

- 1 GHz clock rate or faster
- IA-32 or X64 based architecture
- 1 Gb RAM (IA-32) or 2 Gb RAM (x64)
- DirectX 9-graphics with a WDDM-driver
- 16 Gb Hard Drive space (IA-32) or 20 Gb Hard Drive space (x64)
- 1024 x 768 pixel screen solution

Higher values than mentioned above are recommended to run future versions.



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4.1.1 Upgrading from Windows-versions earlier than 7

If you want to upgrade to Windows 8.1 from Windows Vista or Windows XP, you must install the program from a Windows 8.1-DVD, and perform the upgrading from scratch. This will cause all your existing files, settings and programs to disappear (be sure to take a backup before installation). However, if you decide to upgrade, you must ensure that your computer meets the demands from Microsoft to run Windows 8.1.

4.1.2 Upgrading from Windows 7 to Windows 8.1

On a Microsoft website (click [here](#) – and read about original websites [here](#)) you can download an “Upgrading assistant” for free. It will automatically scan your PC and verify that it meets the producers demands. A product that worked well with Windows 7, will most likely work well with Windows 8.1. The Upgrading assistant will create a compatibility report, and can help you buy, download and install Windows 8.1. Everything can be done online via the Internet. But it is also possible to buy a DVD with the program, if you prefer this. Remember, if you are a student you might get a discount.

The actual upgrading procedure is very well described on Microsofts website, and is therefore not covered here.

4.1.3 Upgrading from Windows 8 to Windows 8.1

In august 2014 Microsoft released Windows 8.1 Update 1 (KB 2919355 = the update name). Microsoft announced that if you didn't install it, or if you removed it, you would not get future security updates, bug fixes or new functionalitilites.

Later Microsoft recommended you to uninstall that update, and replace it with KB 2993651. Later all known problems were solved with a so called update fix. It is confusing, so it is recommended that you read more about known issues with security updates by clicking [here](#).

Which update version is your operating system?

If you want to know which Windows updates you have, you can right click on the Windows-icon in the lower, left side of the screen, choose *Programs and Features* at the top, and then click on *View Installed Updates*. Here you get all the information you need about updates of Windows and other programs.

Mitigation

Find and then uninstall any of the following updates that are currently installed on your system:

- KB2982791
- KB2970228
- KB2975719
- KB2975331

[KB2993651](#) replaces these security updates, and resolves known issues.

(Source: [Microsoft website](#))

It is important to ensure, that all relevant updates of Windows 8 are installed.

Type the word “update” on the Start screen, and then choose Windows Update. This will give you an overview of your update options. You can read more about searching from start screen in chapter 8 [Searching](#).

When you upgrade from Windows 8 to 8.1 your files, apps, user accounts and all other settings are automatically saved.

Windows 8.1 comes with some apps, which updates or replaces earlier installed apps. Existing Windows Store-apps are not included in the update, but when the upgrade is finished, you can reinstall all of them – or just the ones you want to keep.

4.2 Before starting the installation

There are a couple of things that are recommended that you do before you install the update.

- Make a safety backup of your data files. Even though your files will be saved as you install Windows 8.1, it is a good idea to backup your datafiles, by configuring File history.
- Make sure you got enough disc space on your Hard Drive.

How to ensure you got sufficient disc space

- Put the mouse pointer in the lower left corner, and right click the Windows-icon. Choose the item System. In the window that opens you can see if you got a 32-bit or a 64-bit-system. If you run Windows 8, you must have 3.000 MB space available to install the 32-bit version of Windows 8.1 and 3.850 MB space available to install the 64-bit version of Windows 8.1.
- Put the mouse pointer in the lower right corner, choose the Settings-charm, and choose **Change PC-settings**. Choose **PC and Devices**, and choose Disc space. Notice the number of Gb available under Free up space on this PC. Your PC need at least a couple of Gb to run correctly.
- Are you short of disc space, you can try to remove large files or apps. You can also try using the tool Disc cleanup.

To start upgrading the operating system you must search and find the icon Windows Store on the Start screen or Apps view. The icon looks like this:



- Make sure your computers power chord is connected to a power switch. If you run out of power before the installation has finished, the installation might not work properly.
- Make sure you are connected to the internet all the time. If not, you might have to repeat some processes to finish the configuration, and it will take more time. Be aware that if you are using a consumption based plan for the internet connection then this might cost you money.
- Make sure you have the latest Windows updates before you install Windows 8.1.

In most cases Windows Update will do this automatically for you. However, if this functionality is not enabled, then you must manually check for updates. To do this write the word “update” in the search field on your Start screen, or choose Windows Update. For more information look under Windows Update: Frequently Asked Questions (FAQ).

- Turn your antivirus program off. Some antivirus programs might interrupt the installation. When you have installed Windows 8.1 remember to put your antivirus program back on.

4.3 Do it

Do not wait for any update notifications from Windows Update, when you upgrade to Windows 8.1!

Microsoft made it necessary to open the “app” Windows Store, when you upgrade from Windows 8.

When Windows Store is open, it should automatically suggest, that you upgrade to Windows 8.1, provided that you have upgraded your Windows 8 to the latest version!

Start upgrading to Windows 8.1!

If Windows store does not automatically suggest that you upgrade to Windows 8.1 when you open Windows Store, there can be several reasons:

- You got an Enterprise-version
- You got a Pro-version with volume-license
- You try to install a 64-bit version on a PC that is not compatible with 64-bit
- You use a preview-version of Windows 8 (a real version can be downloaded from Windows Store)
- Try to reset Windows Store. Do it by pressing the Windows-key + R, and type in the word “wsreset.exe”. Restart the computer, and reopen Windows Store. The problem is hopefully solved.

Troubleshooting problems around installation of Windows 8.1 is not described further in this book. It is not the purpose of the book, and in many cases it will be the readers organisations system administrator that must solve any such problems!

There are quite a large number of websites on the internet that describes various procedures for correcting installation errors – free of charge.

5 Navigation

In this chapter you will learn about

- various navigation movements, for two types of computers

5.1 Navigate with a mouse

Movement	Do like this	Result
Click / leftclick	Push left mouse button once	Activate links, menus, commands
Right click	Push right mouse button once	Open menus
Double click	Push left mouse button twice fast	Activate menus or commands
Scroll up/down	Roll the mouse wheel up or down	Browse pages in websites or documents
Mouse pointer	The representation of the mouse on screen – by default a diagonally pointing arrow	Shows where on the screen your actions with mouse or keyboard may take place

The advertisement features a night photograph of the Apollo Hotel 1 building. A large red lightbulb icon is on the left, with the text "CISO Conference" and "Produced by Inspired". On the right, a white box contains the text: "Apollo Hotel 1, Groenlandsekade Vinkeveen, Amsterdam, NL Dec 5th 2019". Below the main image, a dark banner has the text: "Listen, learn & build relationships with our Network of CISOs & Cyber Security Leaders". To the right of this banner is the "Inspired" logo.



Hot Corners

Pay attention to the corners of the screen. Some call them Hot Corners!

If you place the mouse pointer in the upper left corner of the screen, you see a thumbnail picture of an alternative User Interface, e.g. Start screen or Desktop (read more in chapter 6 [Graphic User Interfaces...](#)).

If you place the mouse pointer in the lower left corner of the screen, you see a Windows-button. Read more about this in chapter 6.1.1 [Navigate to the Start screen](#)).

If you place the mouse pointer in the upper right corner of the screen, to get access to Charms (read more in chapter 7 [Charms](#)).

If you place the mouse pointer in the lower right corner of the screen, and hold it there, you will see the Desktop (read more in chapter 6.10.8 [Aero functions](#)).

5.1.2 Navigate with keyboard (chosen shortcuts)

Get to	Press keys	Description
Help	F1	Windows Help Center
Open Easy Access Center	 + U	Easy-to-use-settings
Open Charms	 + C	Access computerrelated programs
Open the Search Charm	 + F	Search your filesystem
Open the Search Charm	 + S	Search Windows and web
Open the Share Charm	 + H	Share screen shots
Open the Settings Charm	 + I	Change your computer settings
Open the Devices Charm	 + K	Project options
Show commands for an app	 + Z	Access action choices for an app
Desktop	 + D	Display and hide the Desktop
Start screen		Display or hide the Start screen
Open File Explorer	 + E	Display the filesystem on your computer
Open Run dialog box	 + R	Text commands (advanced)
Open Quick Link Menu	 + X	Access to the Windows menu

To see a list of the new keyboard shortcuts for windows 8.1, click [here](#). To see an overview of all keyboard shortcuts click [here](#).

5.1.3 Navigate on a touchscreen (chosen movements)

Movement	Do like this	Result
Tap	Tap once on an item.	Opens, selects, or activates whatever item that you tap. Similar to clicking with a mouse.
Press and hold	Press your finger down and hold for about a second.	Shows help information about an item or opens a menu specific to what you're doing. Only works for some items. Similar to right-clicking with a mouse.
Pinch or stretch to zoom	Touch the screen or an item with two or more fingers, and then move the fingers toward each other (pinch) or away from each other (stretch).	Visually zooms in or out: like with pictures or folders. A good place to explore this is the Start screen.
Slide to scroll	Drag your finger on the screen.	Moves through what's on the screen. Similar to scrolling with a mouse.
Slide to rearrange	Press and drag an item in the direction opposite the way the page scrolls, then move it wherever you want. (For example, if you would scroll left or right, drag the item up or down.) When you've moved the item to the new location, let it go.	Moves an item. Similar to dragging with a mouse.
Swipe to select	Swipe an item with a short, quick movement in the direction opposite the way the page scrolls. If the page scrolls up or down, swipe the item left or right to select it.	Selects an item, and often brings up app commands.
Swipe or slide from the edge	Starting on the edge, either swipe your finger quickly or slide across the screen without lifting your finger.	Open the charms (Search, Share, Start, Devices, Settings). Swipe in from the right edge. Other results not mentioned here.
Rotate	Put two or more fingers on an item and then turn your hand.	Rotates items in the direction you turn your hand. Only some items can be rotated.

For more information about navigation on touch screens click [here](#).

6 Graphic user interfaces in Windows 8.1

In this chapter you learn about

- characteristics of the graphical user interfaces in Windows 8.1
- elements and backgrounds
- navigation between user interfaces in Windows 8.1

When you turn on your computer the first thing you see is the Lock screen, that looks something like this:



The Lock screen can be set to display a photo or automatically run a diashow (read more in chapter 7.5.3 [Change PC settings](#)).

Touching a random key or the mouse will bring you to the Login screen, where you must enter a username and a password to proceed to a graphic user interface.

A graphic user interface is an interface, where a user interacts with a computer. The interface is represented on a screen and shows a combination of text and graphics that the user can manipulate with keyboard, mouse or fingers.

Windows 8.1 has three different graphic user interfaces, which are:

- [The Start screen](#) (or just Start)
- [The All apps view](#) (or just Apps view) and
- [The Desktop](#)

In the following the three user interfaces are described separately.

6.1 The Start screen

The start screen is where you have fast access to preferred apps, favorite web sites, often used folders, current work files etc.

If you use a Microsoft-account to log in, you get access to your own, individually designed Start screen. This screen you will meet, no matter which windows 8.x PC you use – anywhere in the world.

The start screen is easily recognized by the text Start in the top, left corner.



The graphical user interface of the Start screen (originally called Metro), is similar to that on Windows smartphones. For the manufacturer, Microsoft, it is important, that users easily can shift seamlessly from one Microsoft platform⁵ to another.

6.1.1 Navigate to the Start screen

No matter where you are in Windows 8.1, you can always get to the Start screen by using one of these methods:

- Put the mouse pointer in the lower, left corner of the screen and click the Start-button (that looks like a window) 
- Click the Windows-key on the keyboard (the key with a window on it) 
- From the Apps view you can go to the start screen by holding down the Ctrl-key and press the Tab-key one time, and then let go of the Ctrl-key again.

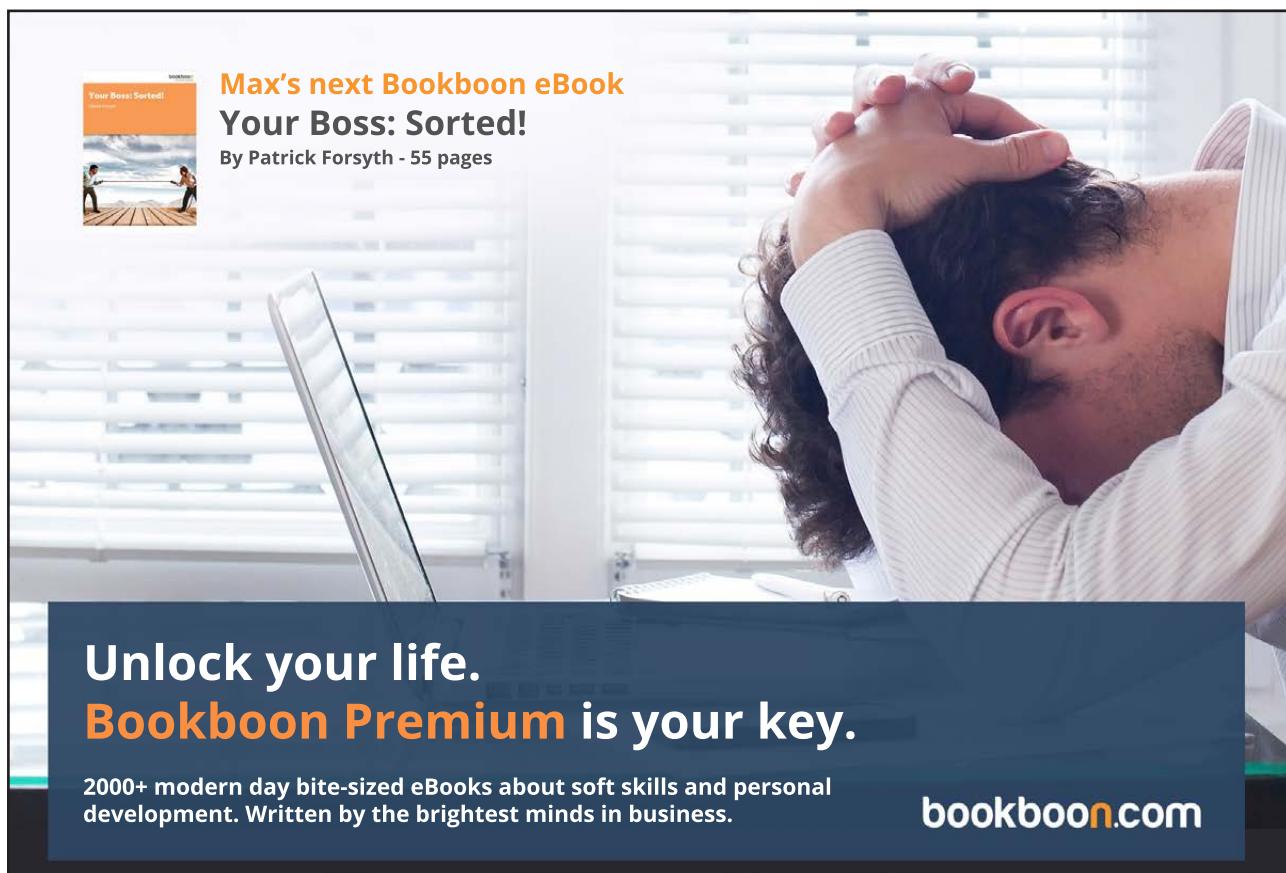
6.2 Elements of the Start screen

6.2.1 User information

In the upper right corner of the screen the current users name is shown, and a photo of the user, if this has been added. The information shown here corresponds to the data typed in at the log in screen.

You can log in locally, or you can use a Microsoft-account (read more in chapter 12.4 [Create a Microsoft account](#)).

Any PC in the world with Windows 8.1 installed, can give you access to your own individually designed screen. That is, when you use your Microsoft account information to log in.



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To change user, either log off and log in as a different user, or restart Windows 8.1 and type in the wanted log in data.

When you put the mouse pointer in the lower, left corner of the screen, you can log off by right clicking the window button that appears. Then you choose *Shut down or sign out* and then *Sign out*.

6.2.2 On/Off symbol

On the upper, right on the Start screen – to the right of the account information – is the on/off button. If you click on it, a menu appears, with the choices *Sleep*, *Update and shut down* and *Update and restart*. (Maybe the choice *Hibernate* too, read more in chapter 7.5.1 [System](#) under Power Options).

6.2.3 Search

To the right hand side of the on/off button is a looking glass. If you click on it, a search field appears, where you can type in text.

From the Start screen, start typing text directly. this will activate the search box, and provide you search results instantly! This might save you a lot of time – use this feature in the future!

6.2.4 Scrollbar

The start screen probably has more content (icons) than is shown on the computer screen. To see more you can use the scrollbar at the bottom of the screen. Put the mouse pointer at the scrollbar⁶ in the bottom of the screen, hold down the left mouse button while you draw the scrollbar to the right. In the same way you can *scroll* back again, by drawing to the left.

6.2.5 Tiles

The Start screen contains a number of tiles, in different sizes and shapes. The number and size of tiles may vary depending upon the tiles that each user has inserted or removed from the individual Start screen. Tile may also be resized, and this also affects the layout and number of tiles to be seen.

When you activate a tile (by using with mouse, the keyboard or your fingers) an app, a program, a folder or a file opens.

6.2.6 Apps and programs

In this book programs that are downloaded from Windows Store and gets opened from the Start menu are referred to as **apps**, and programs that are downloaded from anywhere else and gets opened from the Desktop menu as **programs**.

However, apps can also be opened from the Taskbar, and Desktop programs can also be opened from the Start menu, so this concept might be a little confusing for the reader. Unfortunately the author have not been able to find better definitions. So if a wrong term is used somewhere in the book, please bear with the author, thank you.

6.2.7 Opening and closing apps

An app is opened by clicking on its tile on the Start screen, or its icon on the Desktop.

Example

You would like to see the weather forecast, so you click on the tile Weather.



Too many open apps might be confusing, so you may want to close some of them.

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There are at least 3 ways to close an app:

- When the app is active, click Alt+F4.
- Put the mouse pointer in the upper, right corner of the screen, and click on the cross.
- Put the mouse pointer in the upper left corner of the screen. Find the apps miniature in the panel shown, right click on the miniature and choose [Close](#).

6.2.8 Dynamic tiles

Some events might be seen on several tiles on your Start screen. These tiles are dynamic. A tile representing a calendar-app can show upcoming events, appointments and so on, an e-mail-app tells when new e-mails arrives, and so on.

The dynamic functions can be turned on or off. This is done by right clicking a dynamic tile, that releases a menu, that lets you enable or disable the dynamic function of the app.

6.2.9 Pin or unpin apps, folders and files

You can pin an app from the App view to the Start screen by right clicking it and choose Pin to Start.

Besides apps, it is also possible to pin contacts, folders, documents, photos, File explorer etc. to the Start screen.

Example

You would like to pin a tile to the Start screen as a shortcut to the folder Documents.

Via File explorer (read more about File explorer in chapter 6.10.2 [File Explorer](#)) you find the icon for the folder Documents. You place the tile on the Start screen by right clicking the icon, and choose Pin to Start.

You remove a tile from the Start screen, by right clicking it and choose Unpin from Start.

6.2.10 Add/remove tiles

You add a tile to the Start screen by installing it from the Windows Store (read more about this in chapter 13 [Windows store](#)).

You remove a tile from the Start screen like this:

- Right click on the tile you want to remove
- chose **Uninstall**.

Uninstall will remove the program completely from your computer. If you want to reinstall the program you must find it again in Windows Store.

6.2.11 Adjust tile sizes

You can adjust the size of a tile. This is done by right clicking the tile, and choose *Resize*. Depending on the app, you get a number of choices to choose from.

6.2.12 Moving tiles

You can move a tile on the Start screen by pointing at it with the mouse pointer, then hold down the left mouse button, and drag the tile to the desired place, and let the mouse button go again.

6.2.13 Create a group of tiles

It is possible to create groups of tiles on the Start screen. Dividing tiles into groups gives better overview, especially if the Start screen has many tiles. The Start screen can be designed individually, to our different needs.

Do like this:

- Put the mouse pointer on the tile that you want to be a part of a new group
- Hold left mouse button down and drag the tile towards the right edge of the screen, until a purple line appears
- Let the tile go on the right side of the purple line. The tile is now the first one, in a new group of tiles

6.2.14 Move tiles to or from a group

Add tiles to a group by dragging them one by one to the desired group of tiles, and let go. Tiles are removed from a group by dragging them one by one from the group, and let them go on another place on the Start screen.

6.2.15 Arrange and name groups of tiles

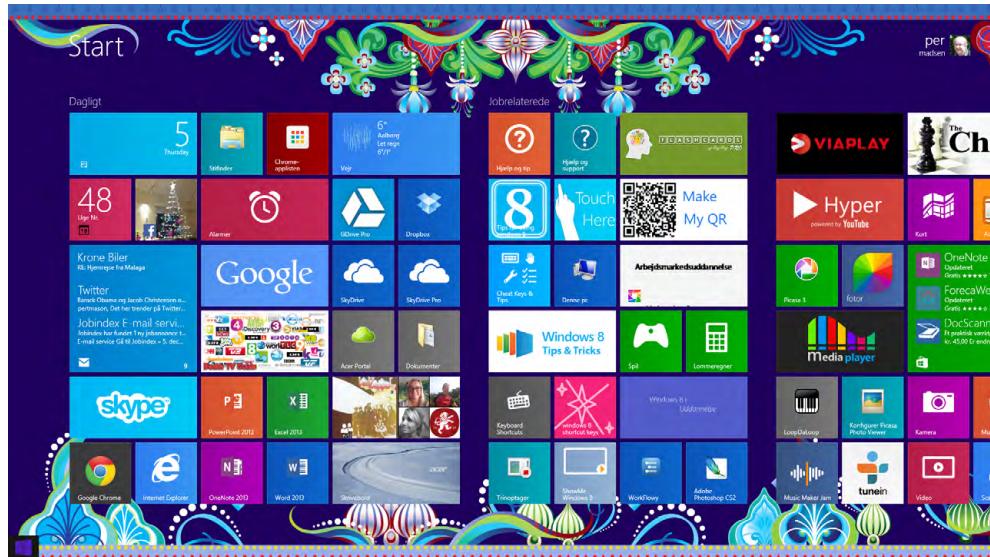
Arrange your most used tiles in the left side of the start screen, since this part of the screen is always visible. Otherwise it is a question of personal taste how your groups are organized where they are placed and what they are named.

Examples for inspiration

- create a group of tiles you use every day, and place it at the left side of the start screen.
- create a group containing tiles used in a current project
- create a group of tiles for a special field of interest
- create a group of tiles for media
- create a group of tiles with tools of different kinds
- create a group of tiles for administration of an education or a company

Do like this:

- Right click on an empty spot on the start screen
- Choose name groups
- Now you can change titles for a group by clicking on the name field shown above the group



6.2.16 Move groups of tiles

If you want to change places for your groups of tiles on the Start screen, it is easy in Windows 8.1.

This is how to do it:

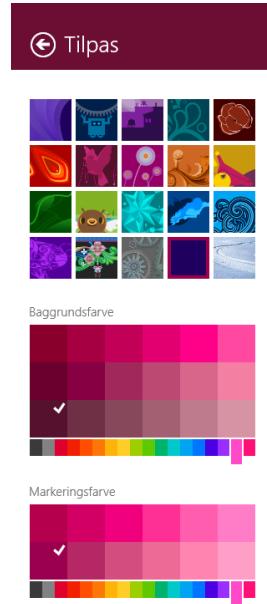
- Click on the zoom icon  in the lower, right corner of the Start screen
- Click on the group of tiles you want to move, hold down left mouse button and drag the group to the wanted place and let go of the mouse button again.
- Click at a random place on the Start screen to zoom back again, when you are finished.

6.3 Start screen background

The Start screen of Windows 8.1 comes with a standard background. However, it is possible to change it, according to your own preference.

Example

When on the Start screen, write: "Change the background and colors on Start" (yes, just write it!), a panel will appear in the right side of the screen, containing icons to click on to choose.



It is recommended that you experiment with some of the tiles, watching how the computer responds to your choices.

there are many other settings for the background than mentioned above (read more in chapter 6.8.1 [Background](#)).



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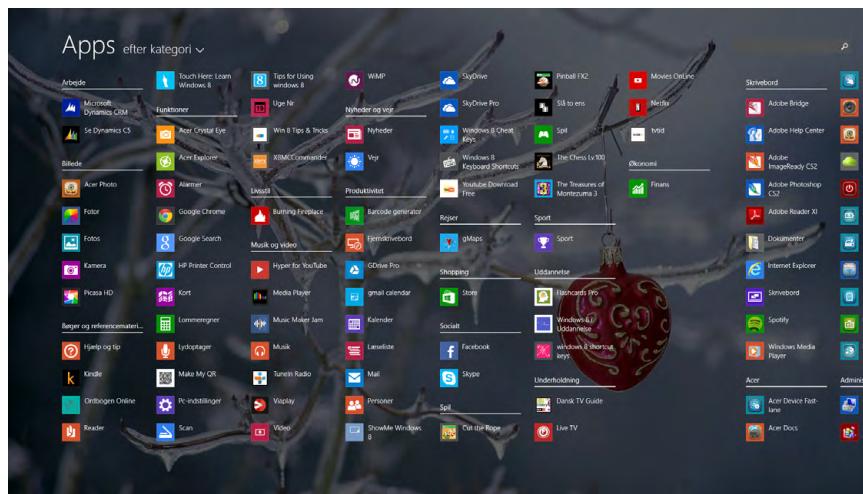
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6.4 The Apps view

The Apps view is where you can administer the apps that you have downloaded to your computer.

- You can pin or unpin apps to the Start screen
- You can pin or unpin apps to the Desktop
- You can remove apps
- You can have the tile for the app marked on the Start screen
- You can activate apps directly from the Apps view

The Apps view is easily recognized by the word Apps in the upper, left corner.



6.4.1 Navigate to the Apps view

- Go to the Apps view from the Start screen by holding down the Ctrl-key, click the Tab-key once, and let go of the Ctrl-key again.
- Move the mouse pointer towards the lower, left corner of the Start screen until it points on a downpointing arrow in a circle . Click on the arrow to go to the Apps view.

6.5 Elements in the Apps view

The Apps view gives you an overview over the apps, that are available. The apps are represented by icons. An icon is an illustration, and an app is a program, but in daily life the two words are often used interchangeably. In this book we therefore sometimes use the word app instead of icon.

You may not be able to see all available apps – in the right hand side of the screen there might be apps, though they are not visible. Like with the Start screen, you can scroll sideways, to see the rest of the screen. You move the mouse pointer to the bottom of the screen, until the scrollbar is visible. Point at the scrollbar with the mouse pointer, hold down the left mouse button and drag the scrollbar to the right, with the mouse.

Moving the scrollbar back and forth you see apps appear and disappear on the screen.

Return to the Start screen by clicking on a small upwards pointing arrow in a circle, at the same position as earlier.

6.5.1 Download apps

You download apps from Windows Store. Read more in chapter 13, [Windows store](#).

6.5.2 App sorting function

To the right of the title Apps is a sorting function. With the sorting function you can sort the icons in the Apps view after: name, installation date, most used and category. This is very useful, when you are looking for a certain app.

Windows 8.1 remembers the last sorting principle that you choose.

In order to return to the Start screen click on the little upward pointing arrow in a circle. You will find this icon at the same position on the screen as the downward pointing arrow previously.

6.5.3 App searching function

In the upper right on the Apps view, is a searching function, with which you can search for particular apps. For example, if you write “Adobe”, all apps from the company Adobe will appear.

6.5.4 Open an app from Apps view

You can open apps from the Apps view by clicking on the app's icon.

You might want to pin often-used apps to the Start screen as a tile.

If you right click on an app in the Apps view, these menu items will appear:

- Pin to Start
- Pin to taskbar
- Uninstall

If you choose *Pin to Start*, the app will appear as a new tile in the far right side of the Start screen.

! You can choose several apps at a time, by right clicking on each one, and finish the procedure with a command, for example **Pin to Start**.

6.5.5 Find, unpin or remove an app from the Apps view

By right clicking an app in the Apps view, these menu items will appear:

- Pin to Start
- Pin to taskbar
- Uninstall

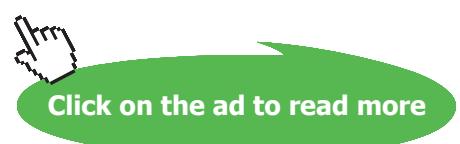
If you choose the command *Uninstall*, the app is **permanently removed** from your computer.

If you later want to reinstall the program, you must install it again from Windows Store.

6.5.6 Commands/menu items inside apps

When you right click on an empty spot inside an app, menu items will appear in panels at the top and/or at the bottom of the screen.

The advertisement features a night photograph of the Apollo Hotel 1 building. A red lightbulb icon is on the left, and the text "CISO Conference" and "Produced by Inspired" is overlaid. To the right, a white callout box contains the address "Apollo Hotel 1, Groenlandsekade Vinkeveen, Amsterdam, NL" and the date "Dec 5th 2019". Below the main image, a white banner reads "Listen, learn & build relationships with our Network of CISOs & Cyber Security Leaders". The "Inspired" logo is in the bottom right corner.



Example

Inside the app Weather you want to change measurement from Celsius to Fahrenheit!



When you right click on an empty spot on the screen, panels at the top and the bottom opens. In the panel at the top these items are shown:

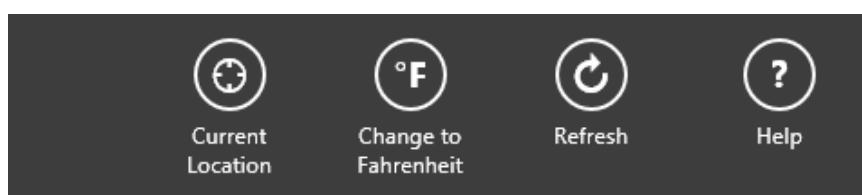
Home – Place – Weather folders – Ski resorts – World weather

Example

If you choose *Home*, weather is shown for the chosen geographical position.

If you choose *Places*, you can change the settings for *Home*, like choosing favorite positions. If you choose *Weather folders*, temperatures, clouds and so on are shown for different hours of the day. It is the same with the menu items *Skiresorts* and *World weather*.

In the panel at the bottom of the application window are several menu items. To the left is *Change Home* – with the same functionality as *Places* in the panel at the top. To the right are the menu items:



If *Current location* is chosen, weather is shown where the computer is located.

To change temperature measurement click *Change to Fahrenheit*.

6.6 Show several apps simultaneously.

When you open an app, it will most likely fill out the screen.

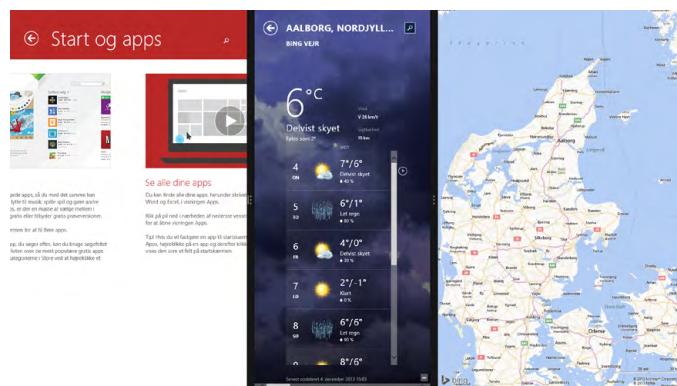
In Windows 8.1 it is possible to show several apps at a time. They will be shown next to each other.

You can also change size on the shown apps. Depending on the size and resolution of your screen, it is possible to show 3–4 apps on the screen at the same time. In Windows 8 you could only have 2 apps open at the same time.

Example

We want the apps Weather, Folders and Mail opened, and shown next to each other on the screen.

Open the apps one by one. When an app is open, put your mouse pointer in the upper left corner of the screen, until you can see miniatures of the open apps. Click on the first one, hold down the left mouse button, and drag the app into the screen and let go. This may require some practice. Repeat the manoeuvre with the other apps. You can have three to four apps next to each other simultaneously.



6.7 The Desktop

The Desktop is the well-known user interface, known from all earlier Windows-versions.

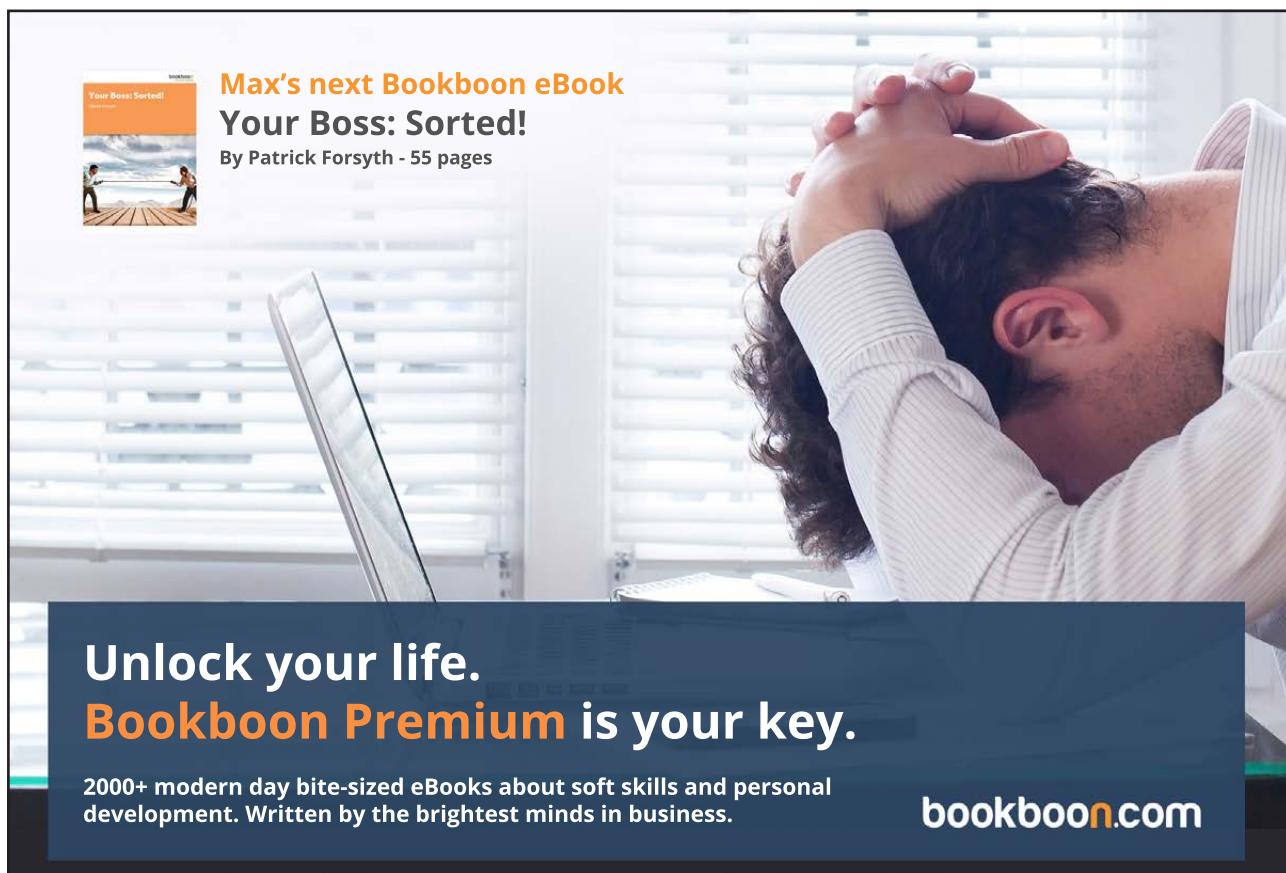
Here you can

- open programs
- store shortcuts and datafiles
- search for data
- administrate available programs, folders and datafiles

6.7.1 Navigate to the Desktop

Navigation between user interfaces in Windows 8.1 can be done by a combination of keys, instead of, or with, the mouse:

- From the Start screen you can go to the Desktop by clicking the Desktop tile
- From the Start screen you can go to the Desktop by clicking the Windows-key on the keyboard .
- From the Start screen you can go to the Desktop by holding down the Windows-key, click the D-key once, and let go of the Windows-key again.
- From the Start screen you can go to the Desktop by putting the mouse pointer in the lower left corner of the screen, until a purple windows shows. Click on the window once.
- From the Start screen you can go to the Desktop by putting the mouse pointer in the lower left corner of the screen, until a purple windows shows. Right click on the window once. Click on the item *Desktop*.
- From the Start screen you can go to the Desktop by putting the mouse pointer in the upper left corner of the screen, until a miniature image is shown. Click on the image once.



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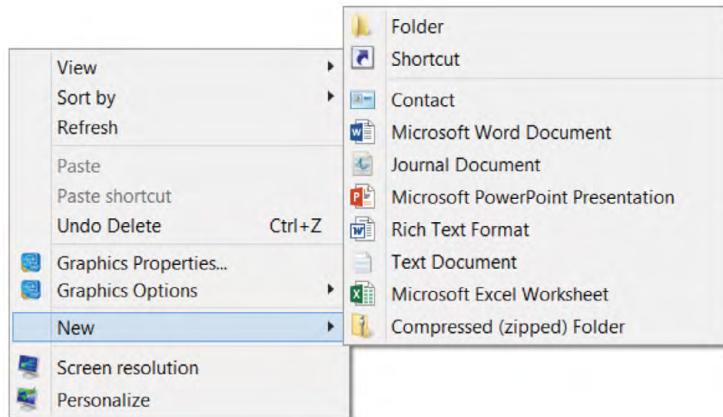
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Right click

A right click typically give you a lot of useful choices – in Windows in general, and in other Microsoft-products as well! If you e.g. right click at an empty spot on the Desktop, a menu appears. If you choose *New* you see this:



You get a lot of useful choices in an easy way!

6.8 Elements on the Desktop

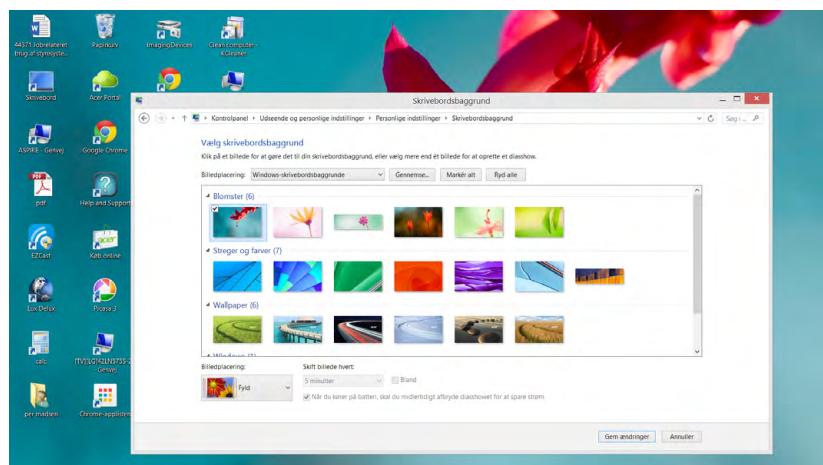
The Desktop consists of the elements: Background, icons on the Desktop and the Taskbar. These elements are covered one-by-one in the following.

6.8.1 Background

On the Desktop there is a Background. It can be a single colour, like black or red, or a photo, a drawing or some other graphics – whatever you like.

If you right click at an empty spot on the Desktop, a menu pops up and you choose the item *Personalize*.

Click on *Desktop Background*, and a window opens where you can choose between various default backgrounds by clicking on an icon, and finish the operation by clicking *Save changes*.

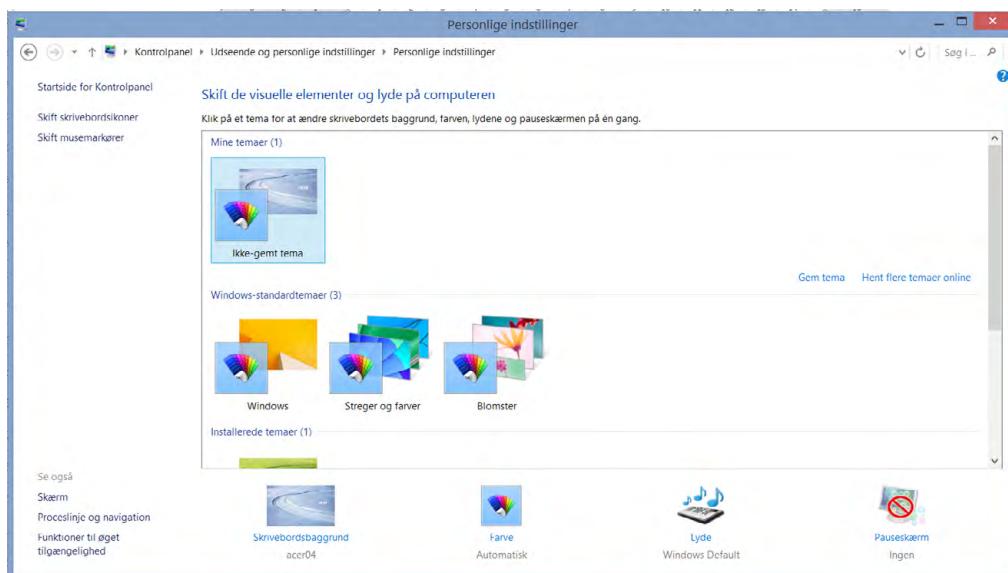


Desktop Theme

If you right click at an empty spot on the Desktop, a menu pops up and you choose the item *Personalize*.

You see different groups of themes to choose between, fx *Windows Default Themes*, where you can choose between various themes by clicking on an icon to change theme instantly.

It is possible to construct an individual theme for your Desktop background, Taskbar, windows etc. to have. If you right click at an empty spot on the Desktop, a menu pops up and you choose the item *Personalize*.



When you choose a theme then your Desktop background, sounds, colours and Screen saver are all changed simultaneously.

If you make changes in the chosen theme, you can save it as a new theme, giving it a new name.

When you have chosen the desired theme, you can click on the item *Picture position* in the menu Desktop backgrounds. There are 5 different positions to choose from.

It is recommended to explore the different possibilities, to get an understanding of what you can do.

At the right hand side of the Desktop background you can change colours on window frames, taskbar and sounds. Explore to see it if you have any use of the options.

Screen saver

Windows 8.1 comes with a Screen saver option. A Screen saver is a computer program that blanks the screen or fills it with moving images, patterns or e.g. a logo moving around the screen, when the computer is not in use. It is possible to set the amount of time to pass, before the Screen saver is turned on. The Screen saver was initially designed to prevent screen damage, nowadays it is mostly for entertainment or security, like having to type a password to close the Screen saver.

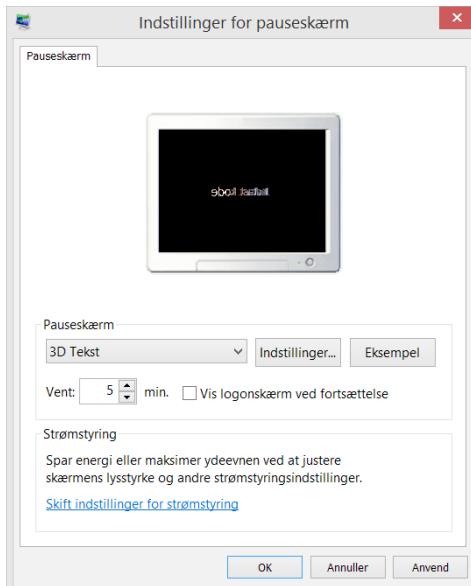
Example

You want your Screen saver to automatically turn on after some minutes, with the text ‘Taking a break’ moving around the screen.



Do like this

Right click on an empty spot on the Desktop, and choose *Personalize*. Click on the item Screen saver, to open a dialog box.



In this example 3D Text is chosen. Click Settings to write ‘Taking a break’.

It is recommended to experiment with other settings too. To test your settings, click the button Preview.

When you have finished making your new theme, choose Save theme. You are then asked to give your new theme a name.

6.9 Icons

Desktop has icons (graphic images) of the programs and/or window it contains – just like tiles on the Start screen. However there are a few differences. You can construct, delete and rename icons. They can also be placed almost anywhere on the Desktop.

If you double click on an icon, its file placement will be opened in a window, either by the File explorer or another program.

Example

You want to empty your Recycle Bin.



Do like this

On the Desktop you find the icon named Recycle Bin. Recycle Bin is opened by double clicking the icon. If there are files in the Recycle Bin, you can choose *Empty Recycle Bin*. The content is permanently deleted, so be careful when you do this.

Read more about the Recycle Bin in chapter 9.5 [Types of files](#).

6.9.1 Shortcuts

Some of the icons on the Desktop may be shortcuts. Shortcuts represent programs or folders. shortcuts are easily recognized by the upwards pointing arrow on the Desktop icon.



You can construct shortcuts and delete them again. If you delete a shortcut, the Desktop icon is removed, but the program or the folder still remains on the computer.

Construct a shortcut

Example

You want to construct a shortcut for the program Calculator on the Desktop, because you use this program a lot.

Do like this

There are several methods to do this:

- right click on an empty spot on the Desktop, choose New Shortcut, and follow the instructions from Windows 8.1
- type 'calculator' in a search box or in the charm Search, right click the desired calculatorprogram, and choose Pin to Start or Pin to Taskbar.

The last method is probably the easiest one to use.

Please note that you can create a shortcut to any desired feature in Control Panel, e.g. Devices and Printers, by right clicking the name of the feature and select Create Shortcut.

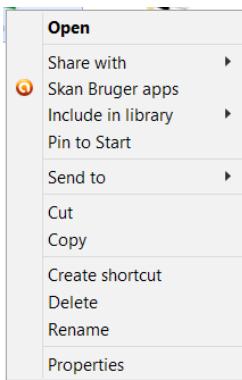
6.9.2 Properties of an icon

Example

You want to know the properties of an icon that represents a folder, containing data files.

Do like this

Right click on the icon and choose *Properties*:



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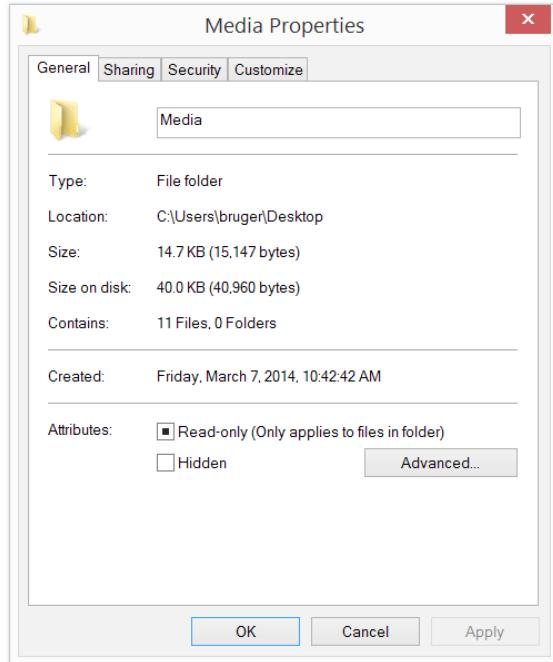
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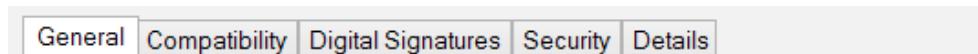
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A dialog box opens. Since it is a folder, the dialog box properly look like this:



The dialog box contains 4 tabs. If the tab **General** is chosen, you can see the location, size and size on disc of the file. You can also choose to write-protect the file. If the tab **Sharing** is chosen, you can share the file on the network, with users with appropriate passwords to your computer. If the tab **Security** is chosen, you can change permissions for all users.

If the tab **Customize** is chosen, some features



If the icon represented a program, it would have tabs with **General**, **Compatibility**, **Digital Signatures**, **Security** and **Details**.

If the icon represented a shortcut, it would have tabs with **General**, **Shortcut**, **Security** and **Details**. If the tab is chosen, you can change the filepath, icon, shortcut-key and how it is opened.

If the icon represented a data file, it would have tabs with **General**, **Security** and **Details**.

6.9.3 Place an icon on the Taskbar

You can place an icon on the Taskbar. To open often used programs from the Taskbar, can save the user some valuable time.

Example

Since it is an often used program, you want to have an icon for Calculator on the Taskbar.

Do like this

Hover the mouse pointer over the icon for Calculator, hold lower left mouse button and drag the icon to the Taskbar and let go. You now have a shortcut for Calculator on the Taskbar.

Icons for shortcuts can always be deleted, by clicking on them once to select it, and then choose the *Delete-key* on the keyboard. Only the shortcut will be deleted, not the program that is represented by the shortcut.

6.9.4 Open and shut down a program

Many of the icons on the Desktop illustrates programs, like Word og Excel.

Programs are opened by double clicking the icon. If it is not on the Desktop, you can search for the program by using the built-in search functionality: write the name of the program in a search box (e.g. right click the Windows-icon in the lower left corner/Search), and the icon will be shown in a panel that appears.

Example

You want to open the program Calculator.

Do like this

Double click on the icon for calculator, and the program opens.

When the program is open, you can shut it down in several ways, for example:

- Click Alt+F4.
- Click on the tab **Files**, and choose *Close*.
- Click on the X in the upper right corner of the program window.

The methods to shut down Microsoft programs described above are general, and will work on most programs from various manufacturers.

6.9.5 Download, install and remove a program

You sometimes need to download a program to your computer. If it is a program that must be downloaded from a website on the Internet, you are usually given good instructions about details in the process, as you go.

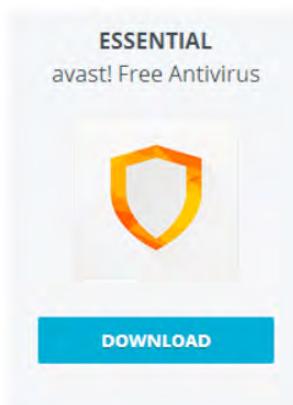
Example

You want to download the antivirus program Avast!

Do like this

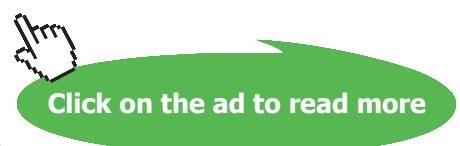
We assume that you are visiting the correct Avast! website on the Internet.

You download and install (double click on the installationfile) the desired program version (provided the program is free of malware⁷).



It is recommended always to scan a program for malware, before it is installed.

An advertisement for the CISO Conference. The background image shows the exterior of the Apollo Hotel at night. On the left, there is a red circular logo with a white lightbulb icon. To its right, the text 'CISO Conference' is written in large white letters, with 'Produced by Inspired' in smaller text below it. On the right side of the advertisement, there is a white callout box containing the text 'Apollo Hotel 1, Groenlandsekade Vinkeveen, Amsterdam, NL Dec 5th 2019'. At the bottom of the advertisement, there is a dark banner with the text 'Listen, learn & build relationships with our Network of CISOs & Cyber Security Leaders' in white. To the right of this text is the 'Inspired' logo, which consists of a blue lightbulb icon followed by the word 'Inspired' in a bold, dark blue sans-serif font.



Sometimes you may need to remove a program, due to lack of disc space, you do not trust the installed version, or you do not need it anymore

Example

You want to remove the antivirus-program again.

Do like this

Right click on the purple Windows-icon in the lower left corner of the screen, choose *Control Panel*, and choose the item *Uninstall a program*.

Find the antivirus-program in the overview, and select it by clicking the text. Choose the command *Remove*. The program is permanently removed from the computer.

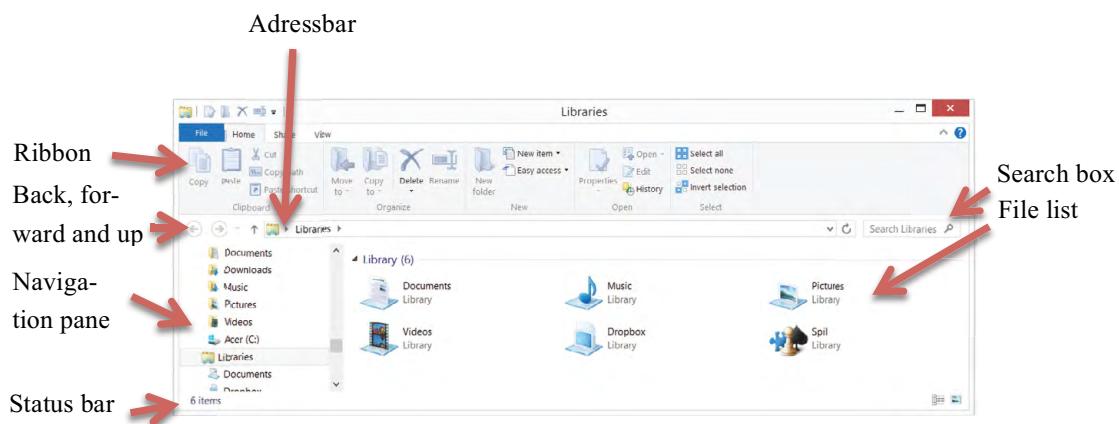
6.10 Windows

If you open File Explorer from the Taskbar, by clicking its icon, you open a window.



When you open a program, a file or a folder from the Desktop, a window or a dialog box appears. Dialog boxes are windows where you must give the computer a command, by clicking buttons, typically with the text OK or Cancel. Compared to other types of windows, dialog boxes have limited options. In the following we presume you have opened the File Explorer.

6.10.1 The main elements of a window:



Learn more about the different parts of a window, click [here](#).

To move Windows and change their sizes

You move a window by 1) hovering the mouse pointer at the edge of the window, until the mouse pointer looks like an arrow, pointing oblique left 2) then hold down your left mouse button, while you drag the window around with the mouse.

If you are dragging in the corner of a window instead, you change its size.

Open a shortcut menu for an active window by pressing Alt+Spacebar.

6.10.2 File Explorer

Improved search functions in Windows 8.1 eliminates some “manual” navigation on the computer, but navigation is still a basic skill that it is vital to master.

The File Explorer is the most important tool to use for navigating on networks and drives.

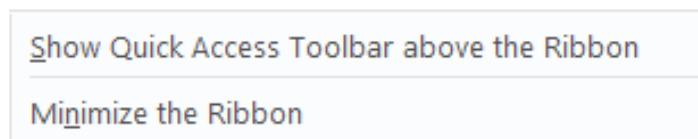
A drive is a unit that stores and manipulates data.

Your computer has an internal Hard Drive drive (C:) in daily speech ‘the Hard Drive’, but other types of drives might be connected to your computer:

- External Hard Drives
- USB-drives
- Virtual drives
- CD-rom/DVD-drives
- Network-drives (Hard Drives reachable by your computer via the network)

6.10.3 Ribbon

If you right click at the top of the Ribbon, a menu appears. You can choose to show a *Quick Access Toolbar* above the ribbon, and you can choose to *Minimize the Ribbon*.



If Quick Access Toolbar is shown you will see some of these symbols:

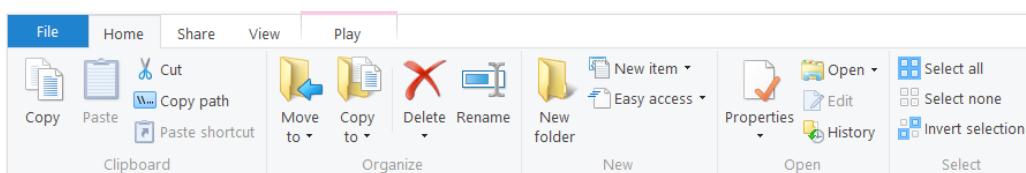


They are used for showing Properties, Rename a file, send an item and organizing the Quick Access Toolbar.

The Ribbon has the following tabs **File**, **Home**, **Share**, **View** as a standard. Depending on which type of file or folder you select, more tabs may appear, like **Manage** or **Play**, containing relevant tools for working with the selected datatype. Like Search Tools, Library tools, Music tools or Video tools.

The **File** tab contains items that average users rarely use, because there are alternative ways of doing the same operations; open New Window, open Command Prompt, open Windows Power shell, Delete History, Help and Close Window.

The **Home** tab contains tools to help you manage files and folders.



Select the items that you want to copy or move, click Copy to copy them or Cut to move them. Browse to the place where you want the files or folders to go, and click Paste. The rest of the menu items almost goes without saying.

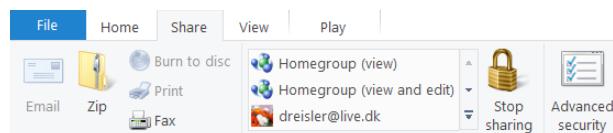
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Next to the **Home** tab, you find the **Share** tab.



To launch the Email program via the far left icon, Email, it is provided that Windows has an e-mailprogram, like Windows Live, associated.

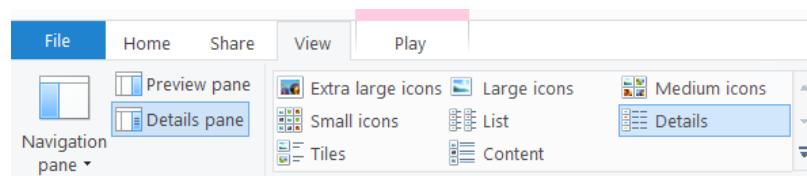
The next item is Zip that is a function to compress files, in order to decrease their data size. This is useful, when only limited data space is available, e.g. when you transfer data over the network, stores files on drives or sends files as attachments to e-mails.

When you have selected the chosen items in the File list, you just click on Zip, and a so-called zip-file is created containing the compressed data.

The rest of the icons in **Share** will not be covered here. If you want to share screenshots, the Charm Share is the easiest way to do it (read more in chapter 7 [Charms](#)).

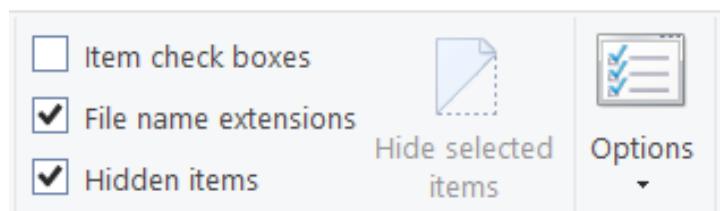
Next to **Share** is the **View** tab.

In its upper left side it is possible to choose between to see a Preview pane or Details pane.



There are eight different views to choose from. It is useful to get acquainted with the various views. Details view stands out from the rest. If this view is chosen, column headings will appear. This makes it possible to sort in your data, in various ways.

Next to the views group, there are more tools to sort your data. You can choose to view item check boxes, file name extensions and Hidden items in File Explorer.



In chapter 8, [Searching](#), you can read more about Details view and other sorting features.

6.10.4 Command buttons

In the upper, right corner of a window you will three command-buttons: 

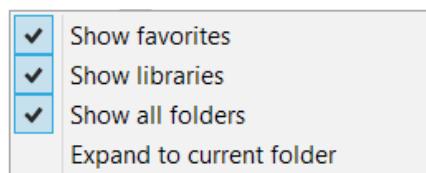
- By clicking the left button, with the lowered line, the window is minimized (hidden) – and an icon for minimized application is placed on the Taskbar.
To get the window back open again, you can place the mouse pointer over the corresponding icon on the Taskbar and click on it, or keep the Alt-key down and press the Tab-key, which makes all open windows appear, side by side.
- By clicking the center button, with the square, the window is maximized, meaning it fills the screen. To restore down, click the square again.
- By clicking the red button with the white cross, the window is closed. If the window is a dialog box, then all changes in the dialog box are lost (same as Cancel).

6.10.5 The Navigation pane

The Navigation pane shows an overview of the computers folders and drives.

Favorites and Desktop are always shown. Both can contain a lot of items.

If you right click on an empty spot in the Navigation pane, this menu appears:



It is recommended to checkmark the three top items in order to provide you much information as possible in the Navigation pane.

Here are two ways of showing/hiding content of items:

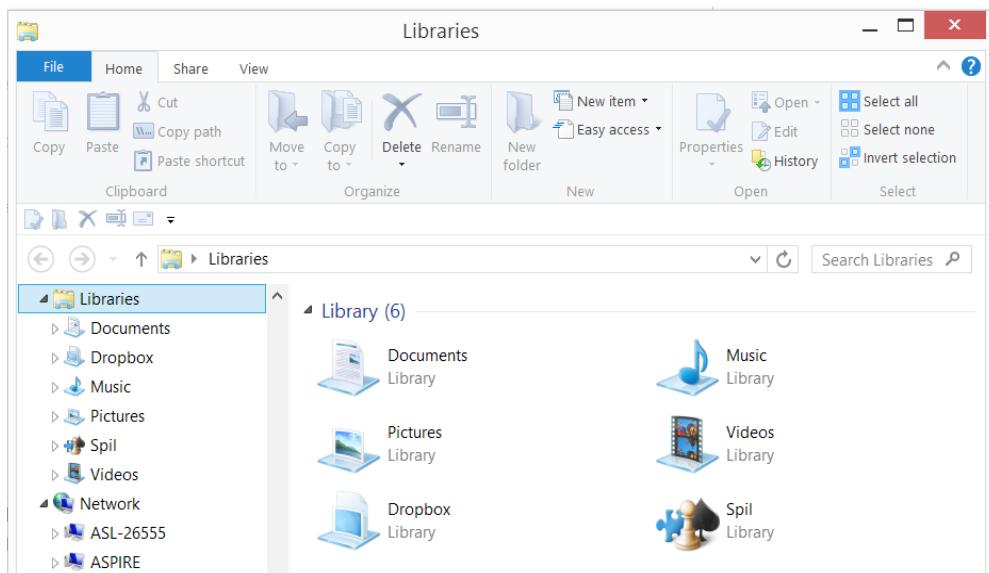


-  Desktop

Click on the white triangle, which 1) turns black and “points” obliquely down and 2) have its content shown under the item. Click on the black triangle, and it turns white again, and the content is not shown anymore.

- Right click on the icon next to the text This PC. The top item is *Expand/Collapse*. Choose this to repeat the actions above.
 - The File Explorer-window is opened by clicking the folder-icon on the Taskbar .
- The window can appear in different ways, depending on the contents of the computer, and what you have selected.

Here “Libraries” are selected in the Navigation pane:

An advertisement for MT Højgaard. On the left, a woman with long blonde hair, wearing a blue tank top, is smiling and wearing a black VR headset. On the right, a red rectangular box contains the MT Højgaard logo (a stylized 'M' icon) and the text "MT Højgaard". Below that, the words "BEDRE LØSNINGER" are written in large, bold, white capital letters. To the right of the text is a block of Danish text: "I MT Højgaard insisterer vi på, at der findes en bedre løsning. Vi udvikler og anvender metoder og teknologier, der sætter nye standarder for bygge- og anlægsbranchen. Vi har fokus på hele tiden at videreudvikle vores medarbejdere, så vi gennem nye teknologier og nye samarbejdsformer kan transformere bygge- og anlægsbranchen. Vil du med på holdet?". At the bottom of the red box is the website "mth.dk/vorestilgang".

**BEDRE
LØSNINGER**

I MT Højgaard insisterer vi på, at der findes en bedre løsning. Vi udvikler og anvender metoder og teknologier, der sætter nye standarder for bygge- og anlægsbranchen. Vi har fokus på hele tiden at videreudvikle vores medarbejdere, så vi gennem nye teknologier og nye samarbejdsformer kan transformere bygge- og anlægsbranchen. Vil du med på holdet?

mth.dk/vorestilgang

- Favorites

Favorites is a shortcuts archive for the user (do not confuse it with Libraries), and can contain of Desktop, OneDrive, Downloads-folder, external Hard Drives etc. You choose all the elements yourself. It is easy to make a shortcut in Favorites: you drag the wanted icon to the Favorites-section, and choose *Create link in Favorites*.

- If you right click on an empty spot in the Navigation pane, you will see checkmarks at the items we chose before! So there are several ways to perform the same action. Very typical for Windows.
- Microsoft has chosen to show certain elements in the Navigation pane, e.g. OneDrive and This PC. Notice the white triangle that points at the icon, at the left of the text. The white triangle is a common used symbol in Windows File Explorer, that indicates that the element itself contains two or more elements.

6.10.6 The File list

To the right of the Navigation pane is the File list. Here you can see the content of the chosen item in the Navigation pane. If chosen, a Preview pane or Details pane is shown to the right of the File list.

6.10.7 The Status bar

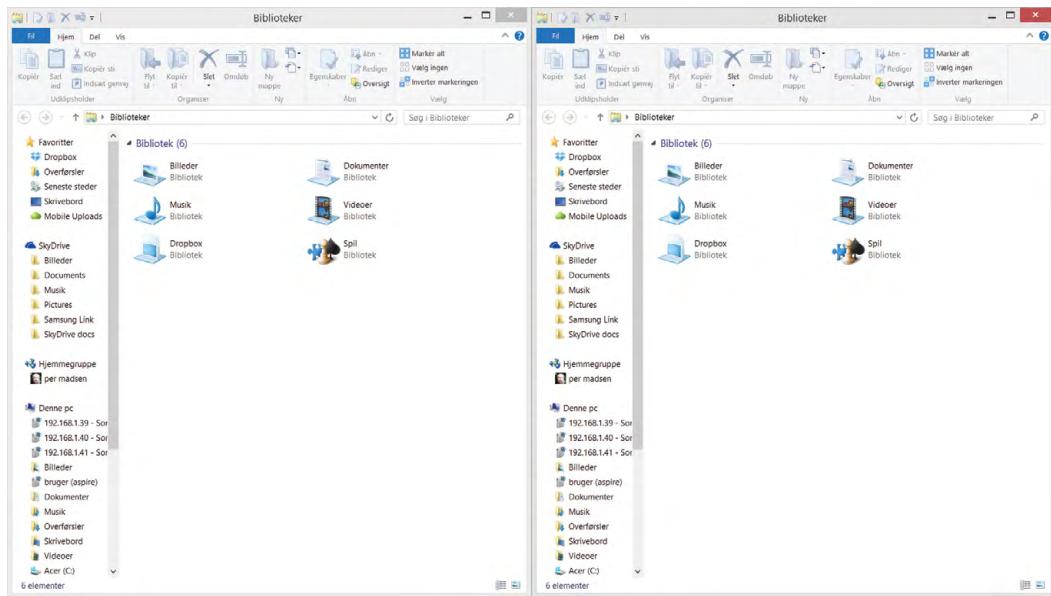
The Status Bar at the bottom of a window shows how many items are selected in the Navigation pane and the File list.

6.10.8 Aero functions

In Windows 8.1 there are some features called Aerointended for improving the Desktop user experience.

Aero Snap:

You drag a window to one side of the screen, and holds it there until it changes size and fills half of the screen. Drag another window to the opposite side of the screen, and together the two windows will cover the whole screen.



Aero Peek:

With the Aero Peek-feature you get “x-ray” view, and you get to see the Desktop instantly.

Point to the right end of the Taskbar with the mouse pointer, and you can see all icons at the Desktop. Settings of the Peek-feature is described later, in this chapter.

Aero Shake:

With the Aero Shake-feature you can hide all other open windows, except one.

Grab that window you want to be shown with the mouse pointer and shake it a little, and all other open windows are hidden.

If you repeat the above procedure, all other windows will be shown again.

6.11 The Taskbar

The Taskbar is usually found in the bottom of the screen – but this is configurable. The Taskbar may also be hidden, and only appear when the mouse pointer hovers in the bottom of the screen. You can choose the Taskbar to be shown at all times, if you want.

6.11.1 Icons on the Taskbars left side



All open apps, and apps pinned on the Taskbar, are shown on the left side of the Taskbar.

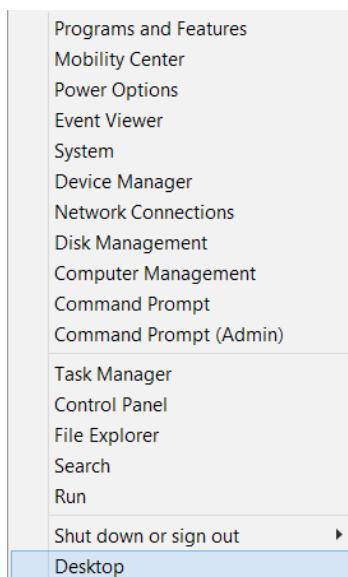
Whenever you use a mouse, you can see the Taskbar from every User Interface (screen).

The left side of the Taskbar contains icons, starting with a Windows-icon to the far left.

If you click on the Windows-icon to the far left, you get to Start. Click once more to return to the Desktop.

The Windows-icon

If you right click on the Windows-icon to the far left on the Taskbar, a menu appears:



Most of the items above are similar to items mentioned in the chapter 7.5 [Settings Charms](#). A few of them will be mentioned here, though:

- *Shut down or sign out*. This is new a new feature compared to Windows 8. Keep the mouse pointer over the text for one second, and the items Sign, Sleep, Shut Down and Restart are shown. Every time you Shut Down/ Restart the computer, various processes are started in the computer. If you need to get to the computers present state in a hurry, you should leave it in Sleep-mode. When you activate the computer again, it will appear just as you left it. Read more about Power options in chapter 7.5.1 [System](#).
- *Run*, opens a dialog box for “DOS-commands” when you click on it. Try writing “winver” in the writing field. The keyboard shortcut for Run is Window-key+r.
- *Control Panel*, can also be opened from the Charm Settings (read more in chapter 7 [Charms](#)).
- *Task Manager*, is identical to the shortcutmenu Task Manager: press Ctrl+Alt+Del to get an overview over the computers processes.

Task Manager

Task Manager contains the tabs **Processes**, **Performance**, **App History**, **Startup**, **Users**, **Details** og **Services**. If you are not an advanced user, the tab **Startup** is the most important for you.

The tab **Startup** gives the user an possibility to activate and deactivate programs to be launced automatically whenever the computer is started (or restarted). In the column **Startup Impact** you can see the amount of ressources used by the program!

The rest of the icons in the left side of the Taskbar opens the files, the folders or the programs they represent, by clicking on them.

Whenever you want to know what an icon on the Taskbar represents, hover the mouse pointer over the icon, and after a few seconds an explaining text will automatically appear!

Except from the Windows-icon to the far left, it is possible to choose which icons you want to show on the left side if the Taskbar, by pinning og unpinning icons.

Pin/Unpin an icon on the Taskbar

You pin a program-icon, or its shortcut, to the Taskbar, by dragging its icon from the Desktop or from File Explorer to the Taskbar, and let it go when the text *Pin to Taskbar* is shown.

You unpin an icon from the Taskbar by right clicking the icon and choose *Unpin this program from Taskbar*.



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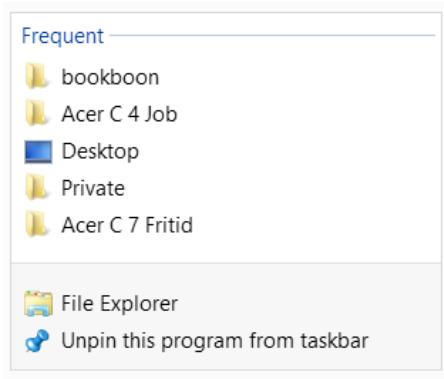
The sequence of the icons

You can change the sequence of the icons on the Taskbar by placing the mouse pointer on the icon that must be moved, holding down lower left mouse button and dragging the icon to the wanted position.

Jumplists

A jumplist is a list of the latest used funktioner for any given program, reprented by an icon on the Taskbar. Jumplists are useful when you quickly want to get back to to a previously used place or task.

You open a jumplist by right clicking an icon on the Taskbar.



In the lower section you can see that it is File Explorer that is selected.

In the higher section of the jumplist you can see, that in this case the folders bookboon, Acer C 4 Job, Desktop, Private and Acer 7 Fritid has been visited latest.

Click on one of these shortcuts, and File Explorer will open the location.

Read more about this topic by clicking [here](#).

6.11.2 Icons on the Taskbars right side



It is possible to choose which icons and messages you see on the Taskbars right side.

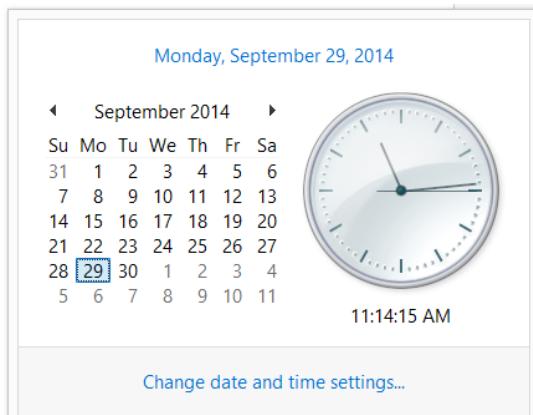
If you click on the up-pointing triangle on the Taskbar a menu with icons appears.

Click on *Customize...* Here it is possible to choose to show or hide any icon or message.

The most important system-icons are described next.

Watch

If you click on the Time & Date in the far right side of the Taskbar, a windows opens, looking approximately like this:

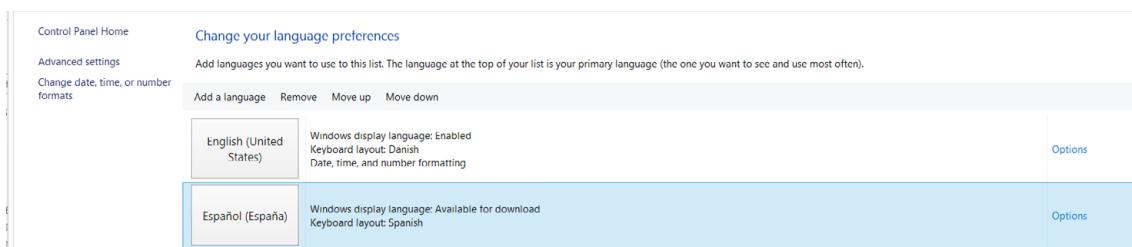


The time and date are shown. You can change settings for time and date by clicking *Change date and time settings...*. It is possible to automatically adjust time to Daylight Saving Time. The watch can be synchronized following a plan, i.e. from time.windows.com, found in the tab Internet Time, but other choices can be made.

Keyboard / language

Click on the text ENG to change keyboard to another language.

If the desired language is not shown, you can open *Control Panel* (just write Control Panel on the Start screen) and choose *Clock, Language and Region*.



If the desired language is not on the list, press Add a language, and choose one.

Action Center

The icon of the Action Center is a flag: The Action Center help you optimize the computer, in respect to Security, Maintenance, Trouble Shooting and Recovery.

The Action Center shows messages as it goes along, for instance when problems occur. The Action Center provides solutions to most problems that occurs.

Speakers

If you click on the small loudspeaker-icon on the Taskbar, a windows opens with a control, to turn the volume up or down. If you click on *Mixer*, you can adjust the computers units and programs.

Network

The Network-icon consists of five pillars:



If you click on it, a panel opens with an overview of

- if Airplane mode is enabled or disabled
- computer connect ions
- if Wi-Fi is enabled or disabled
- available Wi-Fi networks

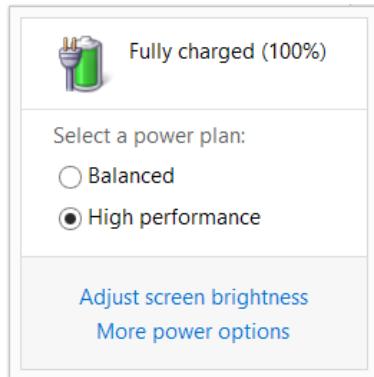
You connect to a network by clicking on the name, and choose *Connect*. If you put a checkmark in the Connect automatically-box, the computer remembers the network-credentials.

A large advertisement for the CISO Conference. The top half shows the exterior of the Apollo Hotel 1 at night. The hotel's name is visible above the entrance. A red lightbulb logo is on the left, and the text "CISO Conference" and "Produced by Inspired" is displayed. To the right, a white box contains the text: "Apollo Hotel 1, Groenlandsekade Vinkeveen, Amsterdam, NL Dec 5th 2019". The bottom half of the ad features the text "Listen, learn & build relationships with our Network of CISOs & Cyber Security Leaders" and the "Inspired" logo with a lightbulb icon.



Power

If you right click on the power-icon, a window like this opens:



The item *More power options* offers various options, e.g. for planning how long the computer is running, before going automatically into *Sleep-mode*. Read more about Power options in chapter 7.5.1 [System](#).

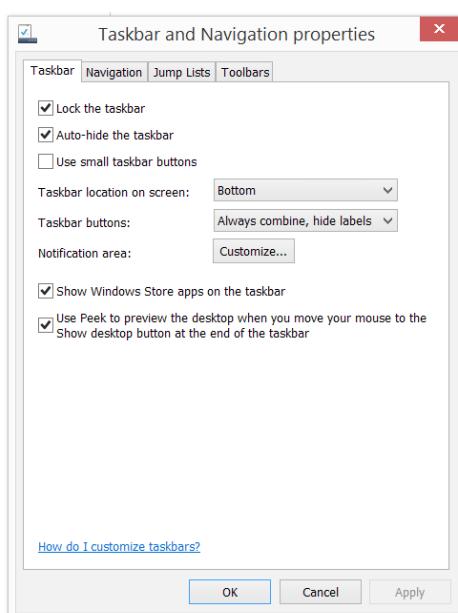
Other icons

 File Explorer should have an icon on the right side on the Taskbar. It is useful when external drives must be removed from the computer, and you want to reduce the risk of losing any data.

In the right side of the Taskbar there might be other icons, e.g. Virus protection, OneDrive, Google-Drive and more. In the same way as the system-icons, you can choose if they are shown or hidden. Right clicking one of these icons, will open a menu.

6.11.3 Properties of the Taskbar

If you right click on an empty spot on the Taskbar, and choose *Properties*, a window with four tabs opens:



The Taskbar tab

In the first tab, **Taskbar**, you can checkmark the boxes *Lock the Taskbar*, *Auto-hide the Taskbar* and *Use small taskbar buttons*.

It is recommended to checkmark *Lock the Taskbar*, as you otherwise accidentally might move it around, and, without you noticing it, storing it in a new place.

If *Auto-hide Taskbar* is chosen, the Taskbar stays hidden, until you place the mouse pointer in the bottom of the screen (assuming that you have placed the taskbar here), then it pops up. This feature is useful when you need to have as much screenspace available as possible.

Preview the Desktop

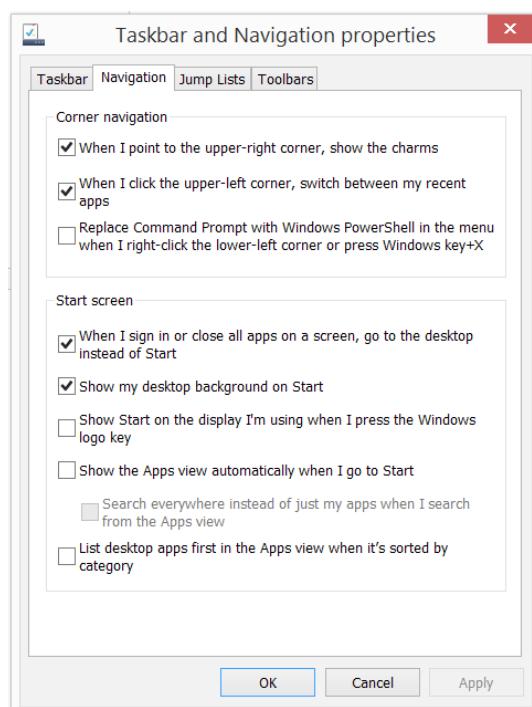
It is recommended to checkmark *Use Peek... end of the taskbar*. It means you get to see the Desktop when you place the mouse pointer at the right end of the Taskbar, no matter how many windows that are open.

If you hover the mouse pointer in the down, right corner, without clicking anywhere, the Desktop and its icons appears, and all open windows get transparent.

When you move the mouse pointer away from the corner, the Desktop is not seen anymore, and everything is back to the way it was.

If you click in the lower right corner of the Taskbar, the Desktop is shown permanently, until you click again! This is the easiest way to get to the Desktop and back.

The Navigation tab



The tab **Navigation** contains settings for the Charms pane, the apps pane, the Command Prompt and the Start screen.

Corner navigation

Unless you always use shortcuts, it is recommended to checkmark the first two items. It makes navigation to Charms and apps easy.

Start screen

If you checkmark the first item, Desktop will appear, instead of the Start screen, when the computer is powered up.

If you checkmark the second item, the Desktop-background is also used for the Start screen. Some like this, others don't.

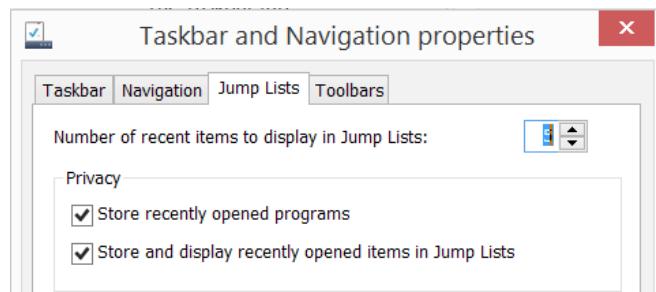
It is recommended to checkmark *Show Start on the display...*

If you want to see all apps instead of the Start screen, you should checkmark *Show the Apps view automatically...*

And finally, if you want your Desktop apps listed first in the apps view, you should checkmark the last item *List desktop apps first...*

Jump lists tab

Here you can adjust how many items to be displayed in Jump lists.



If you want to keep your privacy, you must not checkmark the items under Privacy.

Toolbars tab

Checkmark any of the toolbars you want to appear on the Taskbar: Address, Links, Touch keyboard and Desktop.

7 Charms

In this chapter you learn about

- showing the five Charms
- using the five Charms



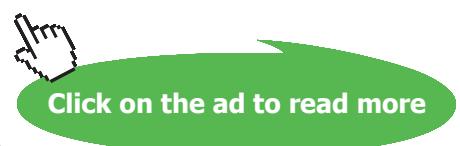
Windows 8 and 8.1 introduces the concept of Charms.

Max's next Bookboon eBook
Your Boss: Sorted!
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Charms are shortcuts that are activated by clicking on them. They provide quick access to functions often used, such as searching (on the computer, on drives, on the Internet), printing, sending pictures and links via e-mail, changing settings on the computer and so on.

The Charms are named Search, Share, Start, Devices and Settings.

They are easily accessible on the right side of the screen, no matter where you are in Windows 8.1.

Charm shortcuts

Here are the most important keyboard-shortcuts to the Charms:

Open Charms pane	 and C
Search Charm	 and S
Search Charm – search files	 and F
Search Charm – search apps	 and Q
Search Charm – search Settings	 and W
Share Charm	 and H
Start	
Devices Charm	 and K
Settings Charm	 and I

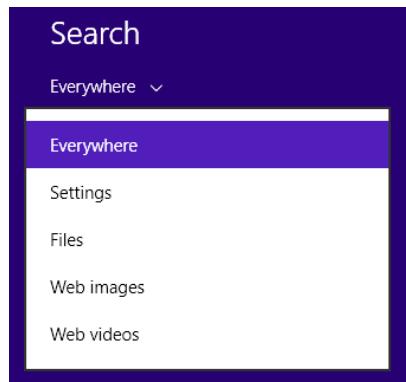
Make the Charms pane appear

There are several ways to make the Charms pane appear from all of Windows 8.1's user interfaces.

- Place your mouse pointer in the upper right corner of the screen, and a panel with the Charms are shown in the right side of the screen (unless this function is unchosen, read about Corner Navigation in section 6.11.3 [Properties of the Taskbar](#)).
- Place your mouse pointer in the lower right corner of the screen, and a panel with the Charms are shown in the right side of the screen. When you move the mouse pointer away, the Charms panel disappears.
- Hold the Windows-key down, and press the C-key once to show the Charms.

7.1 The Search Charm

At the top of the Charms pane there is a looking glass symbolizing the Charm *Search*. Click on it, and a text field appears in a pane in the right side of the screen, with the command *Everywhere* over it. If you click on the text *Everywhere*, you can narrow your search, by choosing between the options Settings, Files, Web images and Web videos.



In the text field you can write a short text, to search for documents, photos, programs, apps, well, anything on the computer, and all drives connected to it. If you e.g. write “calculator” in the text field, search results will appear in the pane. It might show calculator programs or -apps, documents or other stuff.

In the search results a Calculator-program and a Calculator-app with a green background should appear. If you click on the Calculator-program, a window opens. If you click on the Calculator-app, the app opens and fills the screen!

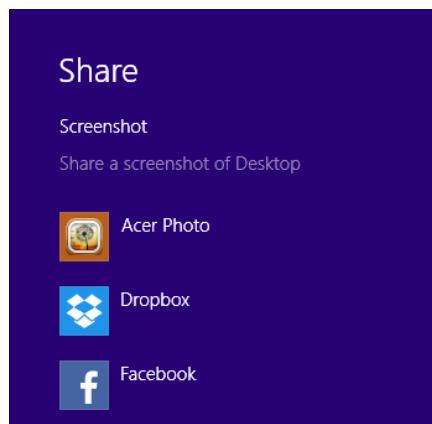
Searching has become a vital, intuitive functionality in Windows 8.1, as efficient searching saves the users lots of time.

Searching can be done from everywhere in Windows 8.1, and there are several other ways of performing exactly the same operations as with the Search Charm.

Read more about [Searching](#) in chapter 8.

You can close the Search Charm pane again, by pressing the Esc-key. The Esc-key is generally used to close windows and dialog boxes, as it works exactly the same way as clicking the cross in a window's upper, right corner.

7.2 The Share Charm



By using the Share Charm it is easy to share what you are working with on your computer with others. Depending on your setup, you can share via Mail, Facebook, Twitter, OneDrive and so on.

An advertisement for MT Højgaard. On the left, a woman with long blonde hair, wearing a blue tank top, is wearing a black VR headset and looking upwards with a surprised or excited expression. On the right, there is a red rectangular graphic containing text and a logo. The logo consists of a stylized white 'M' and 'T' inside a square. The text reads "MT Højgaard" and "BEDRE LØSNINGER". Below this, a paragraph of Danish text discusses their focus on innovation and transforming the construction industry. At the bottom of the red box, the website "mth.dk/vorestilgang" is listed. A green button at the bottom right with a white hand cursor icon and the text "Click on the ad to read more" is overlaid on the image.

7.2.1 Share a screenshot with the Share Charm

You want to share information on your screen with other people.

Example

You want to share the screen from your Weather-app with a friend.

Do like this

When your Weather-app shows what you want to share, click on the Share Charm (or press  and H) and choose the way you want to share it. If you e.g. click on Mail, the Mail-app will open, and you can fill in the desired e-mailaddress.

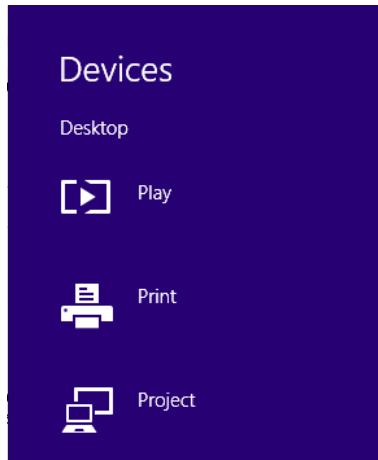
! If the receivers computer runs Windows 8.X, it is possible to get the weather information by clicking the link.

7.3 The Start Charm

The Start Charm works the same way as the window-button  and the window-icon in the bottom, left corner of the screen: it switches between the Start screen and the Desktop.

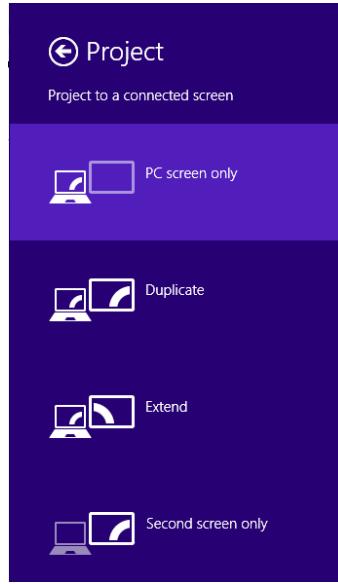
7.4 The Devices Charm

Clicking on the Devices Charm (or pressing the Windows-key+k) makes the Devices pane appear:



The Play and the Print items are reserved for apps only.

The Project item lets you choose between the screens used.



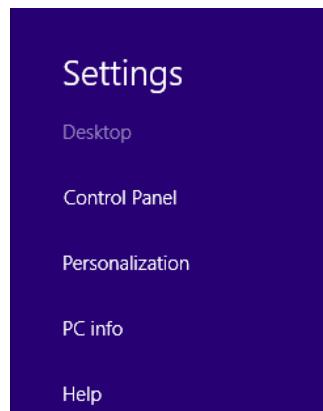
If the item *Choose screen* appears in the top of the list, your computer is capable of using Miracast (read more about this in chapter 14.1.22 [Miracast](#)).

Duplicate is normally used, when you connect a projector to your computer.

The item *Extend* lets you connect two screens to your computer that are co-working, so it seems you have two Desktops. If you choose *Second screen only* it will turn off the computers screen.

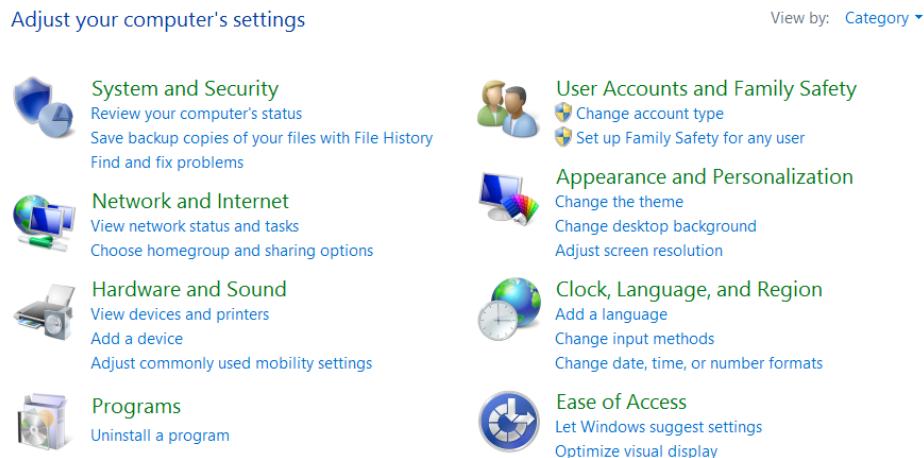
7.5 The Settings Charm

If you click on the SettingsCharm, a pane opens in the right side of the screen:

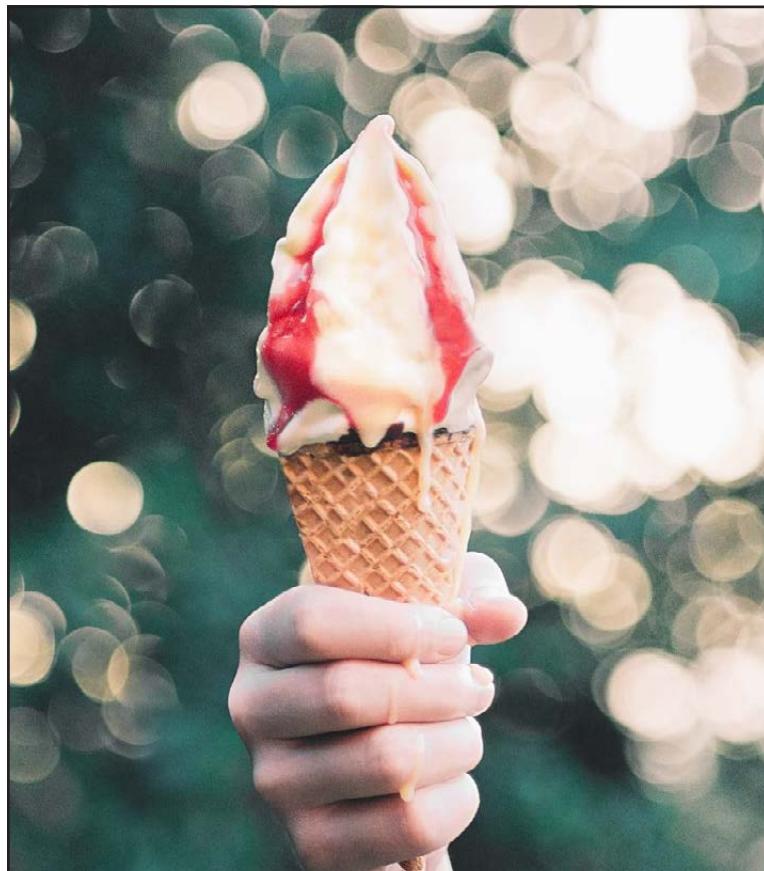


7.5.1 Control Panel

Second from the top of the pane you find the command *Control Panel*, well-known from earlier Windows-versions:



The Control Panel contains mostly computer oriented functions, i.e. small programs that adjust the computer settings in different ways.



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System and security

If you click on the item *System and security* a window is opened with the items:

- The Action Center
- Windows Firewall
- System
- Windows Update
- Power options
- File History
- Storage spaces
- Work folders
- Add features to Windows 8.1
- Administrative tools

The Action Center

In the Action Center you get an overview over issues, if there are any, which functions that are turned enabled or disabled.

Security

If you click on the item *Security*, you get an overview over your security-settings. For novices it is strongly recommended that all items are On.

The screenshot shows the Windows Control Panel Security settings page. It includes a sidebar with links like Control Panel Home, Change Action Center settings, Change User Account Control settings, Change Windows SmartScreen settings, and View archived messages. The main content area has a heading 'Review recent messages and resolve problems' with a note 'No issues have been detected by Action Center.' Below this is a 'Security' section with several items listed:

Setting	Status
Network firewall	On
Windows Update	On
Virus protection	On
Spyware and unwanted software protection	On
Internet security settings	OK
User Account Control	On
Windows SmartScreen	On
Network Access Protection	Off

At the bottom, there's a 'See also' section with links to File History, Windows Update, Windows Program Compatibility Troubleshooter, and Change settings for Windows SmartScreen.

Some items let you know more about your setup.

The topmost item *Network Firewall*, lets you know which firewall the computer is protected by, if any. Just click on *View installed firewall apps*.

You can set the items *User Account Control* and *Windows Smart Screen* to give you notifications if and when unrecognized apps try to make changes on your computer. To prevent potentially bad things from happening!

Maintenance

Check for solutions to problem reports On
[Check for solutions](#) | [Privacy statement](#) | [Settings](#) | [View reliability history](#)

Automatic Maintenance No action needed
Last run date: 11-11-2014 08:15
Windows automatically schedules maintenance activities to run on your computer.
[Start maintenance](#) | [Change maintenance settings](#)

HomeGroup You belong to a homegroup
[View homegroup settings](#)

File History Off
File History is off.
[Turn on](#)

Drive status OK
All drives are working properly.

Device software No action needed

If you don't see your problem listed, try one of these:

 Troubleshooting Find and fix problems	 Recovery Refresh your PC without affecting your files, or reset it and start over.
--	---

In Maintenance it is recommended that the item *Check for solutions to problem reports* is On.

It is recommended to use automatic maintenance. If you click on *Change maintenance settings*, you can set the time for maintenance. Remember to place your computer in a room where nobody is sleeping! Read about *Disable automatic maintenance* by clicking [here](#). Read more about PC maintenance in chapter 11.1.2 [PC maintenance](#).

HomeGroup is a network of computers used in your home. Read more about this in chapter 7.5.1 [Network and Internet](#).

File History saves copies of your files on another drive, so you can get them back if your computer doesn't work properly. Read more about this in chapter 7.5.3 [Update and Recovery](#)

The Troubleshooting item at the bottom is an improved feature, that helps you to maintain your computer, by fixing errors.

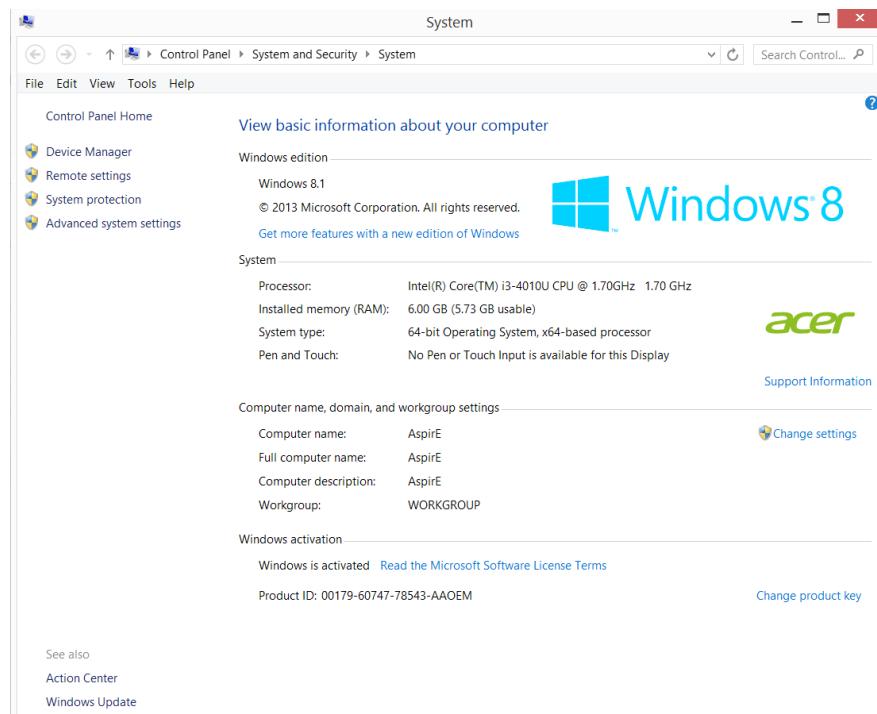
Recovery is a feature you can read more about in chapter 7.5.3 [Update and Recovery](#).

System

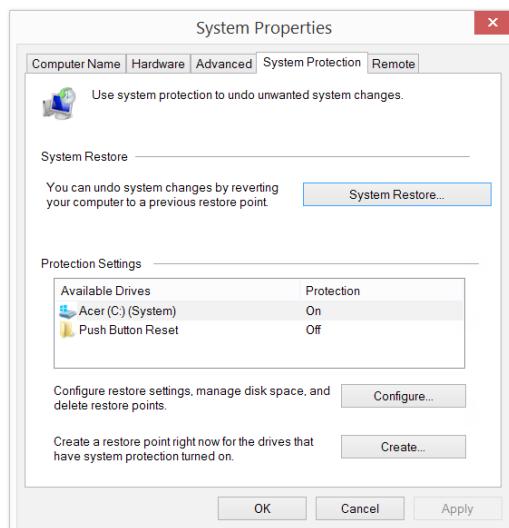
The shortcut **Shift + Break-key** will open the System menu.

In the item *System* you can view basic information about your computer, e.g. processor type and processor speed (GHz), amount of installed memory (Gb RAM), 32 or 64-bit operating system.

At the left side of the window there are 4 items; *Device manager*, *Remote settings*, *System protection* and *Advanced system settings*.



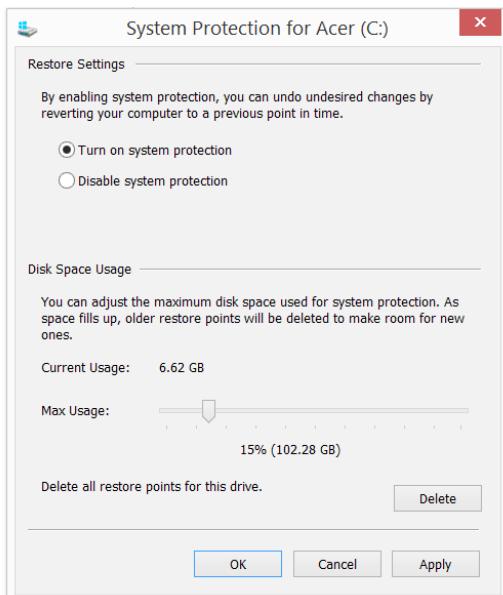
If you open the item *System Protection*, the following window opens:



The tab **System Protection** contains very useful features: *System Restore*, *Configure restore settings* and *Create a restore point*.

You can read more about the first item, *System Restore*, in chapter 7.5.3 [Update and Recovery](#).

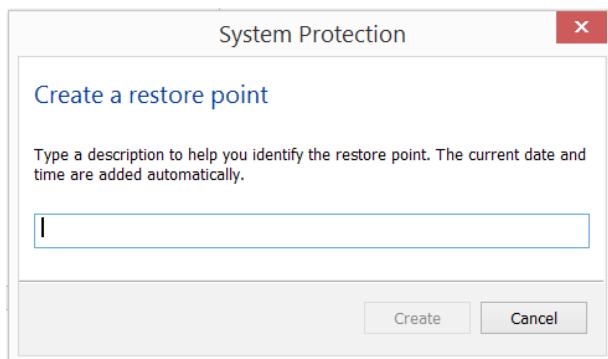
If you press the button *Configure*, this dialog box opens:



An advertisement for the CISO Conference 2019. The background image shows the exterior of the Apollo Hotel in Amsterdam. On the left, there is a large red lightbulb icon with the text "CISO Conference" and "Produced by Inspired". On the right, there is a white callout box with the text "Apollo Hotel 1, Groenlandsekade Vinkeveen, Amsterdam, NL Dec 5th 2019". Below the main image, there is a white banner with the text "Listen, learn & build relationships with our Network of CISOs & Cyber Security Leaders". To the right of this text is the "Inspired" logo, which includes a blue lightbulb icon. A green oval at the bottom right contains the text "Click on the ad to read more" with a hand cursor icon pointing towards it.

It is highly recommended to turn on system protection for the computer.

When you click on the *Create*-button, this dialog box opens:

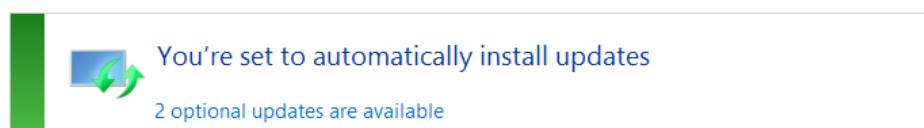


Does your computer seem to work smooth and fast, and does not suffer from problems of any kind? Then create a restore point! This means that your computer can be reset to work like now at a later date. When you name the restore point, remember that Date and time are added automatically. You could e.g. name it "Pre install of X program" or "Pre Windows Update 8.1.2".

Windows Update

In *Windows Update* you can adjust how updates in Windows works, and take action on available updates (read more in chapter 11.1.2 [PC maintenance](#))

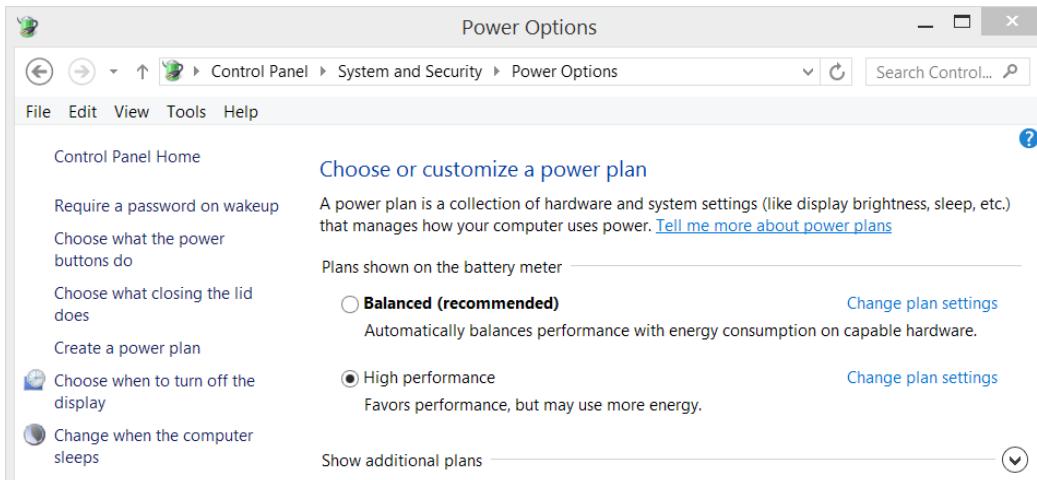
Windows Update



Most recent check for updates: Today at 2:08 PM
Updates were installed: 9/27/2014 at 11:14 PM.
You receive updates: For Windows and other products from Microsoft Update

Power Options

Microsoft recommends that you use the Balanced setting as a power plan. If you are not an advanced user, you should probably do that.



If you click on the menu items *Require a password on wakeup*, *Choose what the power buttons do* or *Choose what closing the lid does*, you can adjust the settings for power button, the sleep button and closing the lid. Here you can also include or exclude e.g. the Hibernate feature.

The item *Create a power plan* is for advanced users.

The item *Choose when to turn off the display* contains settings for controlling the energy use, whether the computer runs on batteries or it is plugged in.

Filehistory

Filehistory saves copies of your files, so you can get them back if they are lost. You choose a drive, and choose which files you want to backup. If you want to restore data, you can do this in *Filehistory*.

Storage spaces

Storage spaces lets you save files to a storage pool with several drives, to help you protect from drive failure. This feature is for advanced users. Read more about this by clicking [here](#).

Work folders

Make your work files available on all devices you use, even when you are offline. A work e-mailaddress is needed to use this feature.

Add features to Windows 8.1

You can upgrade your existing operating system to e.g. the Pro-version.

Administrative tools

These are features for advanced users, which will not be described further in this book.

Network and Internet

This feature gives you an overview over connected network. It makes it possible to connect to broadband, dial-up, VPN-connections, or set up a router or access point. The troubleshooting feature at the bottom is a very effective tool, if you got network problems.

If you want to know more about wired and wireless network problems, you can click [here](#).



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Home group

If you want to share some content on your computer and/or connected printers, with other members of the household, you should use the feature *HomeGroup*. You can protect your homegroup with a password, that can be changed at need. You can share libraries, folders and files with others. Other people can not change your files, unless you give them permission to do so.

You can also prevent certain folders or files from being shared. Read more about HomeGroups by clicking [here](#).

Internet options

These options are for internet browsers, which are described in chapter 12 [The Internet](#).

Hardware and sound

Devices and printers are for installation and maintenance of printers and other devices.

Some of the other items are described In chapter 7.5.3. [Change PC settings](#), the rest are for advanced users.

Programs

To get to the item *Programs and features*, right click on the windows-icon at the left on the Taskbar, and choose the item at the top, *Programs and features*.

This is useful when you want to remove or change programs on your computer. If you are in doubt, do not remove a program, as it might be important for the functionality of your Windows program.

User accounts and Family safety

The item *User accounts and Family safety* is user oriented, and might be relevant to use if young people (children) also use the computer.

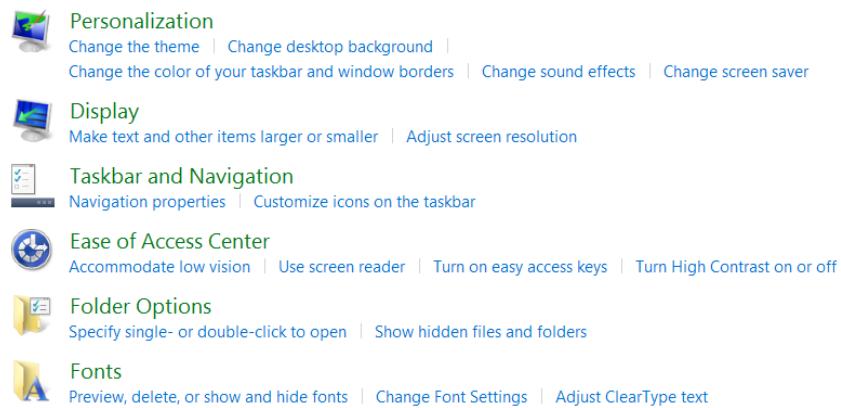
From the sub-item *Change account type* you can add new users, remove users, and change user settings – e.g. you can change an account type from Standard user to Administrator.

From the sub-item *Manage Family safety online* you can manage childrens accounts.

By activating **Family Safety**, you can monitor and restrict use of the computer for children.

You can limit the web-options, use of apps, time spent online and so on. Read more by clicking [here](#).

Personalization



Personalization and Display are described in chapter 6.8 [Elements on the Desktop](#).

Taskbar and Navigation are reviewed in chapter 6.11 [The Taskbar](#).

Ease of Access Center is reviewed in chapter 7.5.3 [Change PC settings](#).

and *Folder options* are reviewed in chapter 6.8 [Elements on the Desktop](#).

Fonts

You can adjust ClearType-text, which is a Microsoft-developed technology, which makes it easier to read fonts on the screen.

Clock, Language and Region

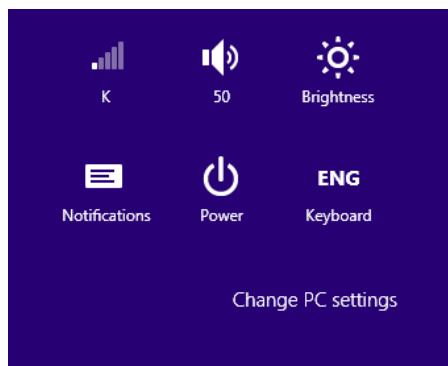
These items are explained in chapter 7.5.3 [Change PC settings](#).

Ease of Access

Ease of Access is described in chapter 7.5.3 [Change PC settings](#).

7.5.2 Quick Access panel

When you activate the Settings Charm, you will see following items in the bottom of the panel that opens:



The name of the connected Wi-Fi network and its signal strength is seen on the upper left icon. If you click on the icon, the networks panel opens.

The Airplane mode must be Off, unless you are in airplane, of course.

In the item Connections you might see a LAN-connection or VPN-connection.

In the item Wi-Fi you can see all available Wi-Fi connections, and you can choose one by clicking on it.

Next to the Connections icon you see a Loudspeaker icon, that can give you access to controlling the volume by clicking on it. Maximum system volume is 100.

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To the right of this you see an icon, that controls the brightness of the screen.

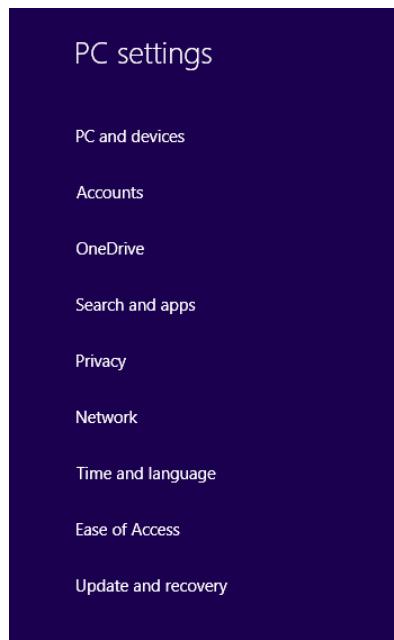
Notifications is an item to set messages on pause from 1 to 8 hours. This is useful when you do not want to be disturbed by messages, e.g. while you work.

Power offers you the choices: Sleep, Shut Down Or Restart. Read more about Power options in chapter [7.5.1 System](#).

If you click on *ENG/Keyboard* in the lower right corner, you can switch between different keyboards, e.g. Spanish, German and so on.

7.5.3 Change PC-settings

In the bottom of the panel is the item *Change PC-settings*. If you click on this, a window opens :



PC and devices

If you open *PC and devices*, you get access to the following items *Lock Screen, Display, Bluetooth, Devices, Mouse and touchpad, Typing, Corners and edges, Power and sleep, Autoplay, Disc space* and *PC-information*.

Lock screen

You can select a photo to be displayed on the *Lock screen*, or you can play a slide show with pictures/photos on the lock screen.

You choose apps to run in the background and show quick status and notifications, even when your screen is locked.

Example

You want a picture of your family to be displayed on the Lock screen..

Do like this

Open the Settings Charm. Choose *Change PC-settings*. Choose *PC and devices*. Choose *Lock screen*. Click on the *Browse*-button to select a picture.

Under the *Browse*-button you can turn on a slideshow. If slideshow is on, pictures from your Photo-libraries are displayed on the *Lock screen*.

Lock screen sign-in

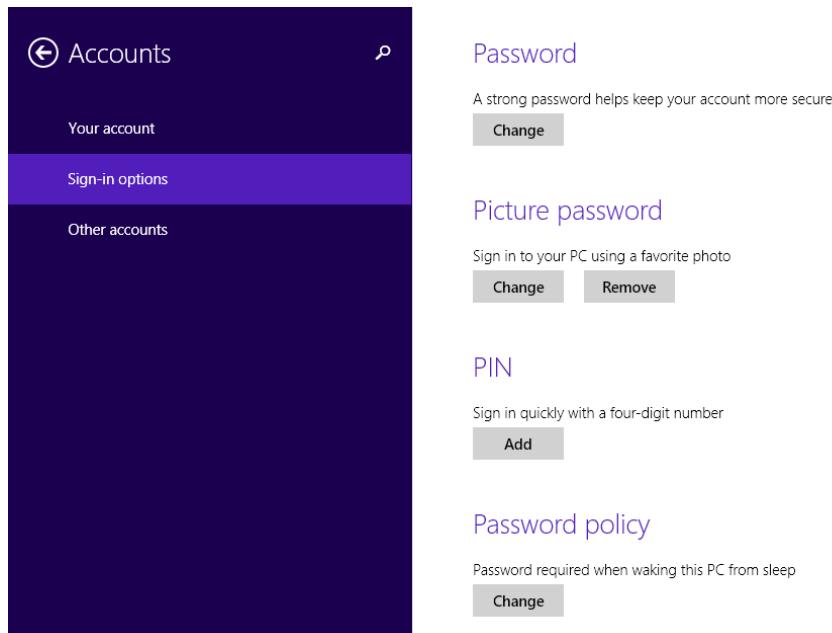
You can use your Lock screen to log in. It is fast and easy to remember.

Example

You want a photo of your own choice to sign in on your Lock screen.

Do like this

Choose the Settings Charm. Choose *Change PC-settings*. Choose *Accounts*. Choose *Sign-in-options*. Click on the button *Change* beneath Picture password and select a photo. Follow the instructions regarding movement directions. Read more in chapter 7.5.3 [Change PC settings](#).



Display

Here you can identify and detect screens, and set resolutions. 1920×1080 = Full HD is recommended.

Bluetooth

Bluetooth is a wireless connection technology, that can be activated from this item, to connect to other devices that supports Bluetooth. Bluetooth is marked with the Bluetooth icon 

Devices

You can add new devices, and see those you already have installed, like printers.

Download over metered connections can be activated/deactivated here, which might help the user to save money.

At the bottom the item *Default save locations* can be used for saving pictures, videos and music to selected removable devices.

Mouse and touchpad

Under this item you can change the primary mouse button from left to right, which is nice if you are lefthanded.

You can also select whether the mouse wheel shall scroll multiple lines at a time, or a screen at a time. Here you can also adjust the delay of the touchpad, if you have one.



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Mouse

Select your primary button

▼

Roll the mouse wheel to scroll

▼

Choose how many lines to scroll each time



Typing

Here you can choose to highlight misspelled words, and to autocorrect them or not.

Spelling

Autocorrect misspelled words

On 

Highlight misspelled words

On 

Corners and edges

Personalization of app switching and corner navigation. It is recommended to have all items switched on.

App switching

Show Windows Store apps on the taskbar

On 

Allow switching between recent apps

On 

When I swipe in from the left edge, switch between my recent apps instead of showing a list of them

On 

Clear list of recent apps

Corner navigation

When I point to the upper-right corner, show the charms

On 

When I click the upper-left corner, switch between my recent apps

On 

Power and sleep

It is important to the condition of the battery, that the computer goes into Sleep-mode after some time, when it is not in use. You can adjust this here.

Screen

On battery power, turn off after

When plugged in, turn off after

Sleep

On battery power, PC goes to sleep after

When plugged in, PC goes to sleep after

Read more about Power options in chapter 7.5.1 [System](#).

Autoplay

This item offers quick access to autoplay-settings, but I recommend that you use *Autoplay* in *Control panel, Hardware and sound* instead, as you are offered more choices.

AutoPlay

Use AutoPlay for all media and devices

 On 

Choose AutoPlay defaults

Removable drive

Memory card

Disc space

Here you can review disc space on your local Hard Drive. Space used for various data types.

Here you also can remove apps from Windows Store, to free up disc space.

PC-info

PC name	AspirE
Rename PC	
Product ID	00179-60747-78543-AAOEM
Processor	Intel(R) Core(TM) i3-4010U CPU @ 1.70GHz 1.70 GHz
Installed RAM	6.00 GB (5.73 GB usable)
System type	64-bit operating system, x64-based processor
Pen and touch	No pen or touch input is available for this display

PC-info is similar to the item *System* in *Control Panel* ( + **Break-key**).

Accounts

Here you find local settings and online settings for your Microsoft-account(s); name, photo, sign-in-options, birthday, sex, country, e-mailaddress, password and a lot more.

It is possible to create a personal *Picture password*, which is a drawn figure, at your choice. A picture password is often easier to remember and use than a traditional pincode.



The advertisement features a night photograph of the Apollo Hotel 1 building. On the left, a large red lightbulb icon contains a white silhouette of a person's head. To its right, the text "CISO Conference" is written in white, with "Produced by Inspired" in smaller text below it. Above the building, a red letter "A" is mounted on the roof, and the words "APOLLO HOTEL" are visible in blue. On the right side of the image, a white rectangular box contains the text: "Apollo Hotel 1, Groenlandsekade Vinkeveen, Amsterdam, NL Dec 5th 2019".

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OneDrive

Microsoft-users are offered space storage in the cloud, on a drive named OneDrive.

The first couple of Gb (due to competition the size offered increases all the time) are free of charge. If you need more storage space, you can buy more (read more in the next item *File storage*). You can access OneDrive from all devices as long as you log in, so it is independent from any computer.

File storage

If you have internet access you can add more storage space to your OneDrive, and you can choose to automatically save your documents here, as a standard.

OneDrive storage

64.2 GB available of 72.0 GB

[Buy more storage](#)

When you save files to OneDrive, you can get to them from any device, even if something happens to this PC.

Save documents to OneDrive by default
On 

[See my files on OneDrive](#)

The item *Camera roll* is used for automatically uploading pictures and video to your OneDrive.

It is very useful that your Windows 8.1-settings always are the same, no matter which computer you use. This is what the item *Sync settings* is used for.

Metered connections can cause additional payment for user, when you download or stream data, for example. Adjustment of these settings can be made in *Metered connections*.

Search and apps

In the *Search* item you can clear your *File history*, manage Microsoft advertising and personalization, select or deselect Bing web search engine (Bing is provided by Microsoft) to search online for you, you can filter search results of pictures and video for adults (*Safe Search*), share your experiences with Microsoft (give them access to information) and adjust settings for *Metered Connections* when you search online.

Sharing options offers you possibilities to protect yourself from unwanted sharing from apps. You might have an app with content that you do not want to share with others.

Sharing options

Show apps I use most often at the top of the app list

On 

Show a list of how I share most often

On 

Items in list

20  Clear list

Use these apps to share

- | | |
|---|--|
|  Acer Photo | On  |
|  Barcode generator | off  |

Notifications offers you settings for app notifications: select sounds, to turn on your screen when you get a call, and more.

Notifications

Show app notifications

On 

Show app notifications on the lock screen

On 

Play notification sounds

On 

Turn on my screen when I get a call

On 

When you need to know sizes of your apps, e.g. when you want to remove some to free disc space, *App sizes* is the place to go.

In *Default apps* you can choose the apps you want to automatically open, when you open a link, e-mail or datafile.

Privacy

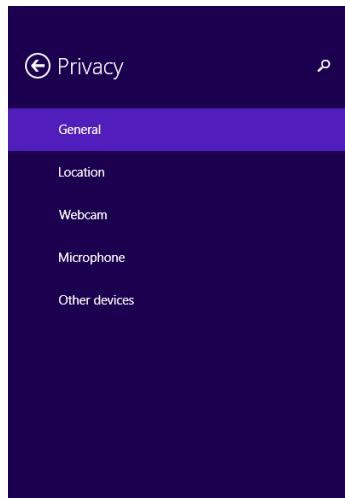
The item *General* you can control if apps may access to your name, picture and lots of other informations.

In the item *Location* you decide which apps shall have access to information about your location.

In the item *Webcam* you decide which apps shall have access to the webcam that is connected to your computer.

In the app *Microphone* you decide which apps shall have access to the microphone that is connected to your computer.

In *Change Privacy Options* you can change settings for the installed apps. If you use your computer for business, you might like to change some settings to Off.



Change privacy options

- Let apps access my name, picture, and other account info
On
 - Let apps use my advertising ID for experiences across apps (turning this off will reset your ID)
On
 - Turn on SmartScreen Filter to check web content (URLs) that Windows Store apps use
On
 - Show text suggestions based on what I type and write on this PC (turning this off will reset suggestions)
On
 - Let websites provide locally relevant content by accessing my language list
On
- [Manage my Microsoft advertising and other personalization info](#)
- [Privacy statement](#)



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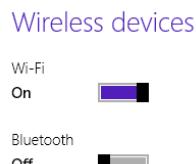
Connections

In the item *Connections* you can manage Wi-Fi, Ethernet (LAN) and VPN connections.



In *Airplane mode* you can turn off all wireless communication.

Normally you want Wi-Fi to be turned On, and Bluetooth Off.



It is recommended that *Automatic Proxy Setup* is On.

It is recommended that all settings in the item *HomeGroup* is On.

The item *Workplace* is not described here – ask the system administrator at your work.

Time and language

Time and language settings are similar to *Watch* and *Keyboard/Language* on the Taskbars right side (read more in chapter 6.11.2 [Icons on the Taskbars right side](#)).

Ease of Access

Ease of Access contains helpful features for disabled people.

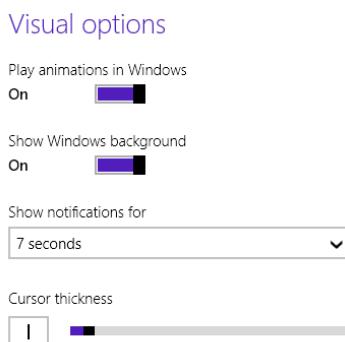
Narrator is the screen reader that reads all the texts on the screen. In the item *Narrator* you can manage all settings for screen reading.

The item *Magnifier* contains all settings for magnifying elements on the screen.

You can increase the contrast on the screen with the item *High Contrast*.

It is possible to get an on-screen keyboard in the item *Keyboard*, and in the item *Mouse* you can manage various mouse features.

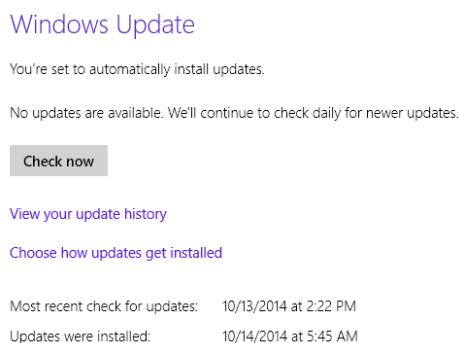
Finally the item *Other options* contains various visual options. If you shut some of them down, it may release some RAM⁹ memory on your computer, for other uses.



Update and recovery

Update and recovery is almost similar to the item *System and security* in *Control panel* (read more in chapter 7.5.1 [Control Panel](#)).

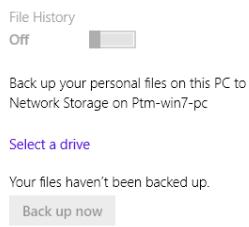
The Windows Update item is important in order to maintain the health of your computer, so it is strongly recommended that you explore this item thoroughly yourself.



In the item *File history* you can back up copies of your files to another drive.

Save copies of your files automatically

Automatically back up copies of your personal files to another drive so you can get them back if they're lost or damaged. File History backs up files in Documents, Music, Pictures, Videos and Desktop, and the OneDrive files available offline on this PC.



Recovery is an item that helps you refreshing your computer. There are three features; *Refresh your PC without affecting your files*, *Remove everything and reinstall Windows* and *Advanced startup*. The first feature is recommended to use every six months or so to maintain your computer. If your computer for some reason is running very slow or has malfunctions, you can use the second feature. *Advanced startup* can be used, when you cannot start your PC from your Hard Drive. Of course, this requires a boot device, like e.g. USB-stick or another external drive.

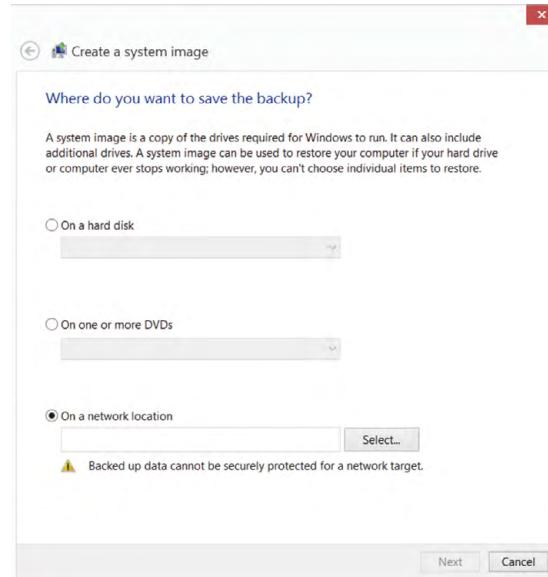
A woman with long blonde hair, wearing a blue tank top, is shown wearing a black VR headset. She appears to be experiencing virtual reality, with her mouth open as if reacting to something she sees. To the right of the image is a red advertisement for MT Højgaard. The ad features the company's logo (a stylized 'M' and 'H') and the text 'MT Højgaard'. Below this, the words 'BEDRE LØSNINGER' are prominently displayed in large white letters. A block of Danish text follows, discussing the company's focus on innovation and transformation in the construction industry. At the bottom of the ad, the website 'mth.dk/vorestilgang' is listed.



Click on the ad to read more

It is important to keep an image of your system as a copy, to use if your computer should fail to startup from the Hard Drive.

To make an image back up, you must open *Control panel/System and security/File history*. In the bottom of the screen you see the item **System Image Back up**. If you click on that button, the process will start automatically.



Read more about this in chapter 7.5.1. [The Action Center](#).

Refresh your PC without affecting your files

If your PC isn't running well, you can refresh it without losing your photos, music, videos, and other personal files.

[Get started](#)

Remove everything and reinstall Windows

If you want to recycle your PC or start over completely, you can reset it to its factory settings.

[Get started](#)

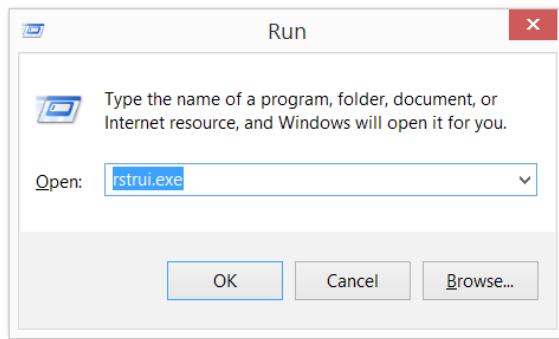
Advanced startup

Start up from a device or disc (such as a USB drive or DVD), change your PC's firmware settings, change Windows startup settings, or restore Windows from a system image. This will restart your PC.

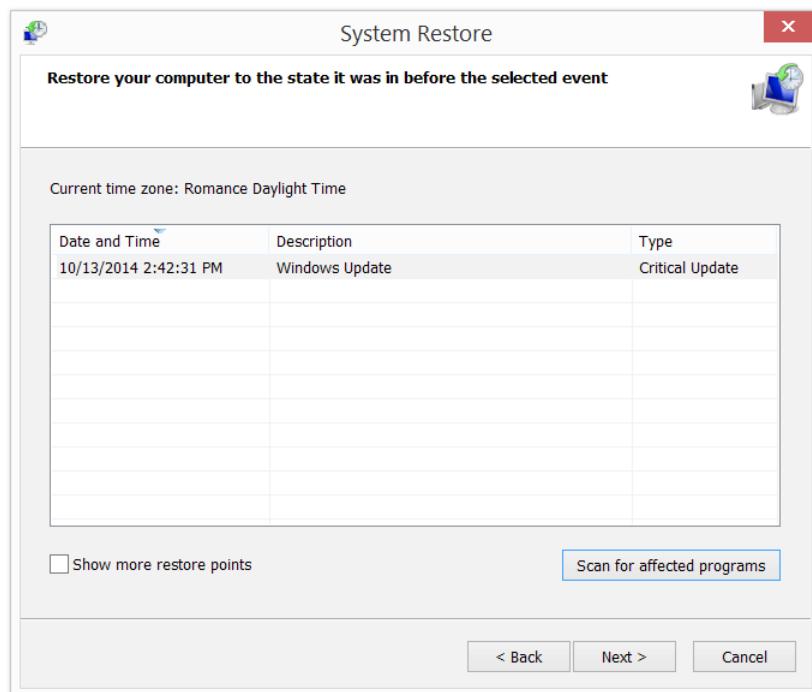
[Restart now](#)

When you need to restore your PC to an earlier state where it worked really well, you can use the shortcut **Win + R** to open a dialog box, and then type in “rstrui.exe”.

When you click the OK-button, you start the recovery process.



Windows 8.1 has a feature that makes it possible to see which programs are affected of this process. A window will open, containing the button *Scan for affected programs*. It will supply you with a review of programs that will be removed, and which you might like to install again later. Read more about this in chapter 7.5.1 [Update and Recovery](#).



Using this feature has major consequences: Every single operation that your computer ever made after the selected restore point are canceled, including important updates, installed programs, folders and files and everything else.

8 Searching

In this chapter you learn about

- searching programs, program items, folders and datafiles

Your computer contains a lot of programs, apps, folders and data. We all have experienced, that finding a specific item can be difficult or even impossible.

Your data is stored either on the Hard Drive on the computer, a USB-drive, somewhere on your network or in “the cloud”. If you are storing a lot of data and you do not have an effective filing system, the overview can easily be lost. Efficient search tools are therefore needed when looking for specific textfiles, photos, music, videos.

8.1 Search from the start screen

From the Start screen you have access to strong search tools the following ways:

- Click on the looking glass in the upper right corner, and type a search text in the search field. Windows search tools will automatically look for all titles with related content, and present results almost immediately.
- The Search Charm has the same functionality as above (read more in chapter 7.1 [The Search Charm](#)).
- In the upper right corner of the Start screen is a search icon.

The far easiest way to search for something in Windows 8.1 is simply to write a short text directly on the Start screen. Search results will appear in a panel in the right side of the screen.

When you are at the Desktop, the F3-key is a shortcut to open a filesearch box in a panel in the right side of the screen.

To see all of the results for your search term, including all the web results from Bing, tap or click the Search button  to go to the search results page!

8.1.1 The search results page

Your results are grouped by category and by where they are from. For example, the videos on your PC will be grouped together, and so will the videos from the web. The results from your personal files on your PC and OneDrive will be listed first, and then results from apps and the web. To see all the search results for a specific category, click the See all link for that category.

8.1.2 To go back to the search results page

If you open a search result and find it's not what you're looking for, you can go back to the search results page without having to search all over again. Just move your pointer into the upper-left corner of your screen and click.

8.1.3 Search settings

If you open the Settings Charm, and choose *Change PC-settings*, the *Search and apps* item appears.

If you click on the item it opens. Read more about search settings in chapter 7.5.3 [Change PC settings](#).

8.2 Search with File Explorer

The intentions behind Desktops File Explorer is to navigate on local and connected drives, either when you need to organize folders and files, or if you are searching for something specific.

You can open File Explorer from Desktops Taskbar, by clicking on the icon:



File Explorer implies a wide range of possibilities of showing and sorting search results.

Example

You search for a specific data file on your computers Hard Drive with File Explorer.



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9. og 10. oktober 2019.

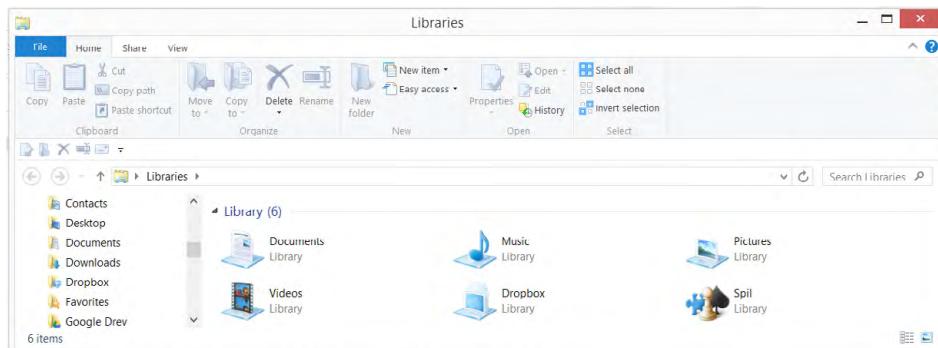
Vi giver en is og fortæller
om jobmulighederne hos
os.



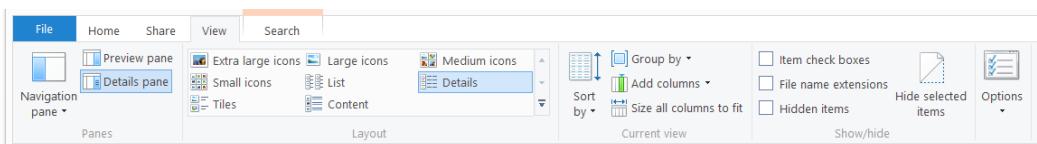
Click on the ad to read more

Do like this

When File Explorer is open, you write a (part of) the name of the file or item in the search box (Search Libraries) at the upper right on the window, and finish by pressing Enter.



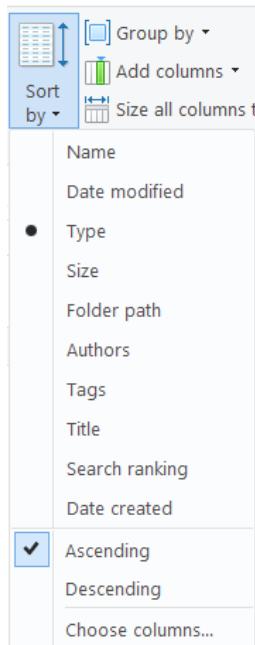
Windows 8.1 will display search results that contains the text, if it is a program, a folder, a filename or in the content of one of these. If you make too general searching, you get too many results. The more specific and precise the search terms are, the better results you get.



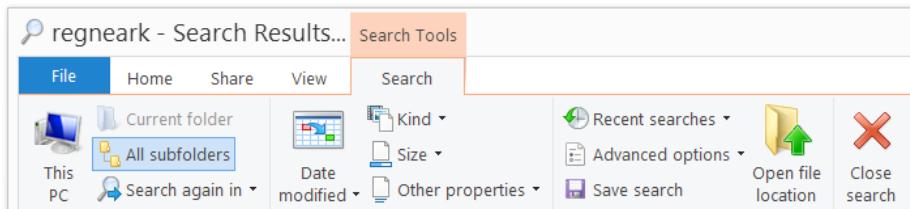
When you may select one result and choose Details on the Ribbon in the View tab, you get to see details like e.g. filename, author, filesize and more. Notice the eight different Layouts on the Ribbon. They all show the same content, but presented in very different ways. It is useful to know these ways. As a standard content is shown in alphabetical order, but there are many other possibilities.

In the layout Details you can right-click on the column Name, for example, and choose the criteria Authors, Folder path and Size, one by one. If you want a different order, you simply drag a column to its new place. If you click on the criteria Size, the View changes to descending order of file sizes. If you click once more, it is ascending order. This functionality is the same for all columns in Details.

You can use the feature *Sort by* to sort the results after criterias, similar to the feature mentioned before.



The Search tab (Search Tools) is shown when the pointer is in the search box, and This PC is marked in the Navigation pane.



It is possible to combine various search criterias, such as Date modified, Kind, Size and Other properties (Type, Name, Folder path and Tags). These tools are very useful if an initial search result is very large.

8.3 Search with Help

The above mentioned search methods aside, you can also use the Help feature.

Help is opened by pressing the F1-key, when at the Desktop. Are you on the Start screen, just write 'help' and you get several options: *Help and Support* og *Help and Tips* are the primary features to use.

You can read more about searching with Help, by opening the app *Help and Support*, and then choose the tile *Get started* and finally on the link *How to search in Windows* (read more in chapter 15 [Help](#)).

9 Storage of datafiles

In this chapter you learn about

- storage of datafiles
- libraries
- folders

Your computer contains programs and apps that handles data.

Data can be stored on the different drives on the computer. A drive is always assigned a letter followed by a colon. The computers Hard Drive is usually named (C:). The letters of the other drives may vary. Others drives may be USB-drives, network drives or drives in the “cloud”.

The drives you can access from your computer, can be seen in the Navigation pane in File Explorer.

If you connect a USB-drive to your computer, for example, a dialog box will open with various options to access or manipulate the USB-drive. The USB-drive will appear in File Explorers Navigation pane assigned a letter: “M:”, for example.

The advertisement features a night photograph of the Apollo Hotel building. On the left, there's a large red lightbulb icon with the text "CISO Conference" and "Produced by Inspired". On the right, a white callout box contains the text: "Apollo Hotel 1, Groenlandsekade Vinkeveen, Amsterdam, NL Dec 5th 2019". Below the main image, a dark banner has the text: "Listen, learn & build relationships with our Network of CISOs & Cyber Security Leaders". To the right of this banner is the "Inspired" logo, which includes a blue lightbulb icon.



9.1 Storage from Apps

Apps like e.g. Microsoft Office (Word, Excel, Power point, Publisher, OneNote og Access) and other programs, like photo editing apps, do all create data files that can be stored. It is typically done by clicking the tab **Files**, and choosing the item *Save as* and then choose a storage place. If you choose to store locally on the computer, a dialog box is opened, and you can save your data anywhere on the computers drives.

Do you use a Microsoft-account, you can save the data on your OneDrive, your personal drive in the sky. Read more about this in chapter 12.6 [OneDrive](#).

9.2 Storage from Desktop-programs

Programs that are opened from the Desktop, and that creates datafiles to be stored, can also use OneDrive.

There are advantages by using OneDrive:

- Data are accessible from all computers with internet connection.
- Data does not take space on local drives.
- Data are easy to share with others.

There are also disadvantages by using OneDrive:

- Storage time is depending on the internet connection speed.
- Data is not accessible without an internet connection.

Storage from Desktop programs are similar to storage from apps.

9.3 Libraries

If you store many data files, finding data files again becomes more difficult – especially if they are not well organized on the computers drives. You save time by keeping your data files well organized. There is no fixed rule for organizing data files, but using Libraries is very common.

A library is a collection of items, files and folders. The items may be located on your computer, on an external drive or even on an external computer. When you include a folder in a library, its files are shown in the library, but everything is still stored on the original location. You never store datafiles directly in a library, but on any given drive, that is included in a library. The library contains shortcuts to the physical location where the actual data (and program) files are saved.

Windows has some standard libraries: documents, pictures, music, programs and videos. It is possible to change these names, and it is also possible to create your own libraries and remove them. Please notice that when you select libraries like Pictures, Music and Video, then the respective tool tabs will automatically appear on the ribbon.

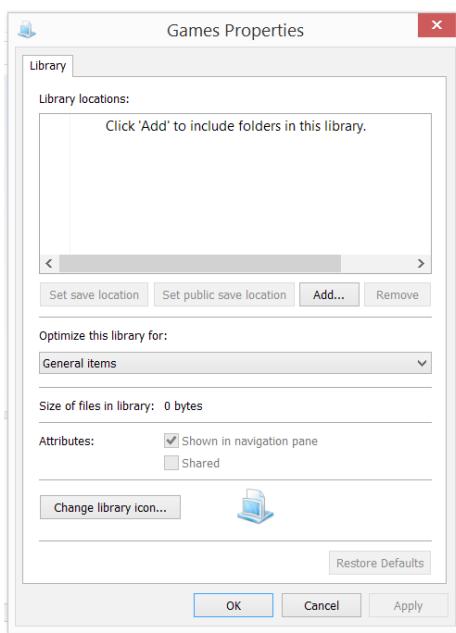
Example

You want to create a library called Games. The purpose of the library is to give you a good overview over your games. You want the library to have special properties and an icon that symbolizes games.

Do like this

You open File Explorer, and right click on Libraries in the Navigation pane. Choose *New* click on Library. Name the library Games.

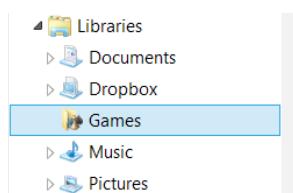
Right click on the library Games and choose *Properties*.



When you click on *Add*, you can choose the folders to be shown in this library.

To change icon, click on *Change library icon*. Select a icon with a suitable symbol, a spade, a jigsaw piece or a chesspiece by clicking on it, and finish with OK.

In the Navigation pane you now see the library Games, with the icon of your choice.



9.3.1 Manage libraries

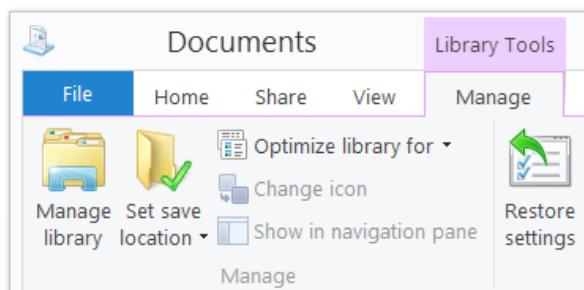
It is useful to be able to see the locations of the folders in the libraries, and to change the way data are stored.

Example

You want your documents to be stored in the folder Documents in the library Documents. The library Documents content must be checked.

Do like this

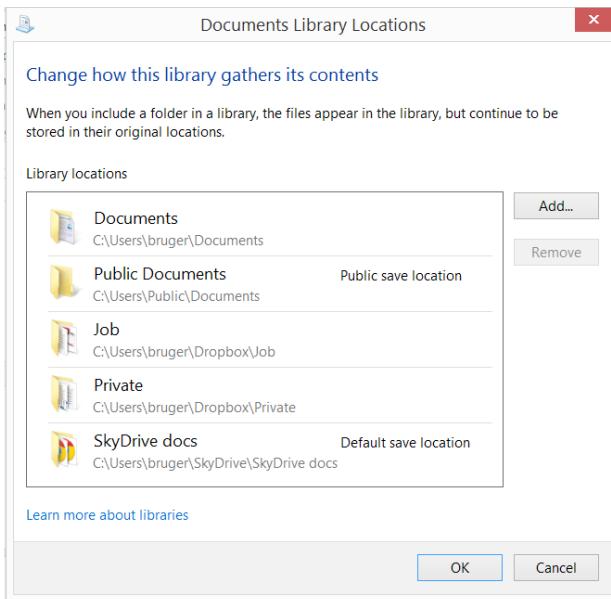
Find the library Documents in File Explorer and click on it, and notice that a Library Tools tab appears. Click on the tab **Manage**, and a ribbon like this will appear:



The image shows a man with his hands on his head, appearing stressed or overwhelmed, sitting at a desk with a laptop. On the laptop screen, there is a promotional image for an eBook titled "Max's next Bookboon eBook Your Boss: Sorted! By Patrick Forsyth - 55 pages". Below this, a dark blue banner contains the text "Unlock your life. Bookboon Premium is your key." and "2000+ modern day bite-sized eBooks about soft skills and personal development. Written by the brightest minds in business." At the bottom right of the banner is the website "bookboon.com".



If you click on the icon Manage library, you can see the locations of the folders in the library. You can add or remove folders from your library here.



The next icon on the ribbon is Set save location. Here you can choose in which folder in the library Documents you want your documents to be stored, as a standard. Word-documents are often stored in the local folder Documents, Shared documents or on OneDrive, in the folder Documents.

9.3.2 Optimizing libraries

The feature *Optimize library for* optimizes e.g. a Document Library for documents. You select the library Documents in File Explorer, click on the icon *Optimize library for* on the ribbon Manage, and choose the item Documents.

9.4 Hierarchy of folders

Even when libraries are properly used, it is still useful to organize your files in a hierarchy of folders.

9.4.1 Create a new folder

You can organize your files by storing them in relevant folders. You can e.g. create a new folder on your Desktop. This is easily done by right clicking on an empty space on the Desktop, and choose the item *New* and choose *Folder*.

9.4.2 Organizing files in folders

To make it easier to store and search files, a logical archiving system is handy.

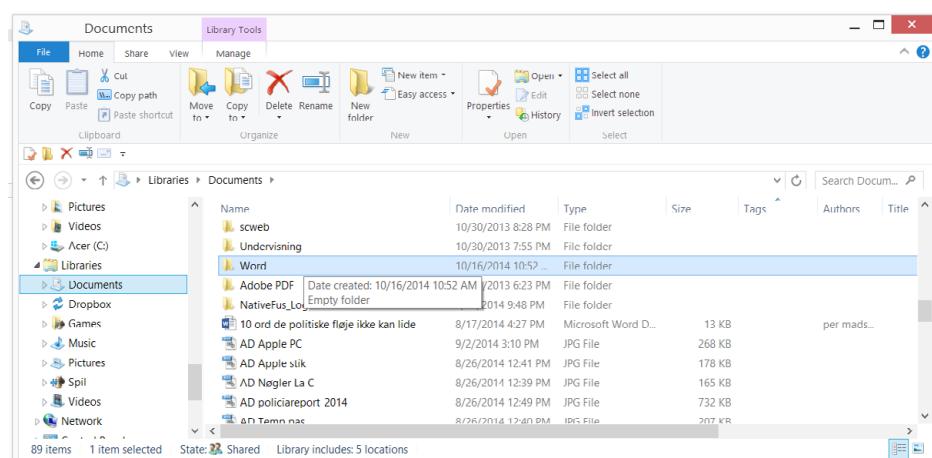
Example

You want to store all Word-documents in the local folder Documents, in a subdirectory called Word.

Do like this

Open File Explorer, select the folder Documents in the Navigation pane, and click on *New folder* in the tab **Home** on the ribbon. Then you write the text Word.

Notice the address bar, right under the ribbon (marked with a red arrow). It will always tell you where on the computer content shown in the File List is located.




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Example

You want to organize your Excel spreadsheets covering british sales from 2010 to 2013 in folders, sorted geographically.

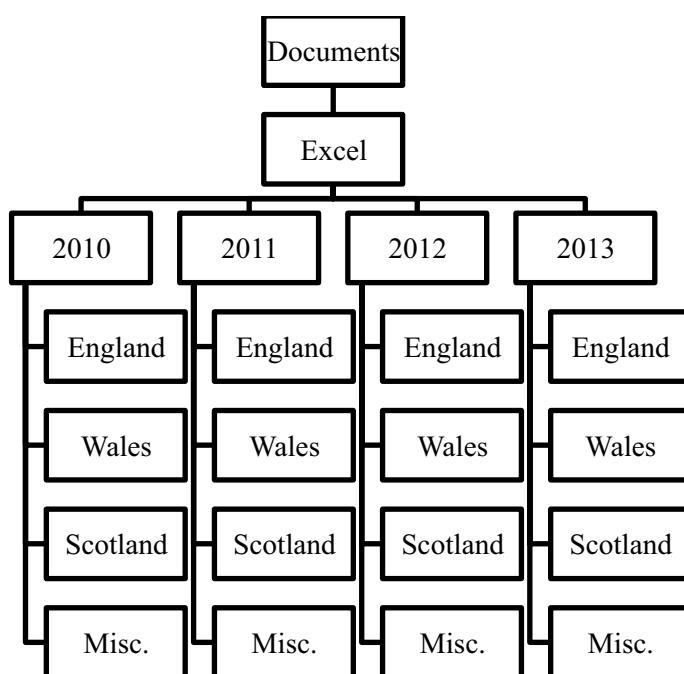
Do like this

Create a folder called Excel in the local folder Documents.

In the Excel-folder you create four new sub folders; 2010, 2011, 2012 and 2013.

In all folders you create these four folders: England, Wales, Scotland and Miscellaneous.

The hierarchy looks like this:



This is one example on a hierarchy of folders you can make on your computer.

9.5 Types of files

In File Explorer choosing the Layout Details you see the column Type, which means **type of file**. A file's extention reveals its type. The extention is the three or four characters after the dot in the filename.

A program file has the surname 'exe'. If you create a textfile in WordPad, the extention is often 'rtf'. If you work with the word processing program Word, the files extention will be 'docx'. There are lots of others types of files, some unusual. It is also possible to reveal the type of file, by looking at its icon.

Here are examples of different types of files and their icons in File Explorer, with extenstions:

Program	Microsoft Word	Paint	WordPad
Surname	.docx	.jpg	.rtf
Icon			
Program	Microsoft Excel	Calculator program	Videoclip
extention	.xlsx	.exe	.avi
Icon			

To find a files extention, you can either 1) right click on its icon and choose *Properties* (almost at the top it says 'Type of File'), or you can 2) use the File Explorer Details view. Click on a column and choose File Extension (you may find it under *More...*).

If a file is attached to a program that created the file, it is a so called file association. It means that if the file is attached to a program then the associated program will automatically be launched to open the data file, when you Double click on the files icon or text. If a file is not attached to a program, and you try to open it by Double clicking on it, you will be asked to tell which program you want to use to open the file.

9.5.1 Moving files

Moving files from one folder to another is possible with File Explorer.

Example

You want to move a document from the Desktop to the Word-folder in Documents.

Do like this

There are several ways of doing this, here are three of them:

- Select the wanted document in File Explorer (click on it once), right click and choose Cut. Then click on the Word-folder, and in the File List you right click and choose Paste.
- Select the wanted document in File Explorer, press Ctrl+X (shortcut to Cut), Double click on the Word-folder, and in the File List press Ctrl+V (shortcut to Paste).
- Select the wanted document in File Explorer, choose the item *Move to* on the Home ribbon, and choose a new location.

9.5.2 Restore a deleted file

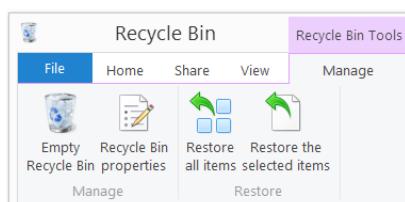
It is possible to restore a deleted file, as long as you have not emptied the Recycle Bin.

Example

You want to restore a document that was deleted by a mistake.

Do like this

Open the Recycle Bin by double clicking on its icon on the Desktop. Then select the document to be restored, and choose *Restore the selected item* from the Manage tab on the ribbon. The document is now back to the same location from where it was deleted.



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9.5.3 Delete a file

In File Explorer you can delete files. If you are not sure of what you are doing – don't!

Example

You want to delete a document. There are several ways to do this:

- Select the document in File Explorer, and press the Del-key.
- Select the document in File Explorer, right click on it and choose Delete.
- Select the document in File Explorer, keep the mouse button down, and drag the file icon to the Recycle Bin on the Desktop, and let go.

The deleted document is now in the Recycle Bin, ready to be permanently deleted or restored.

9.5.4 Copy a file

You may want to copy a file and/or move elements between folders. You use the features 'Move' and 'Copy', that appears when you right click on the file! Whenever you move or copy, you use a temporary storage space called 'Clipboard'¹⁰. It is not visible, but it exists in the computer memory. For example, when you copy something from a document, Windows 8.1 will automatically insert it to the 'invisible' Clipboard, where it stays until you insert something else there.

Instead of using right click items **Copy** and **Paste**, the shortcuts Ctrl+C og Ctrl+V works exactly the same way in most programs.

10 Computer connections

In this chapter you learn about

- computer security
- network types
- external drives
- printers

To perform various actions with your folders and/or datafiles, it is necessary to know about different types of connections to your computer.

The most important connections, besides mouse and keyboard, are: networks, printers and USB-drives. CD-rom/DVD-drives have almost become obsolete technology for computers, and if you buy yourself a new computer, it will probably not have such a drive.

10.1 Networks

Your computer is probably connected to at least one **network**. A network is a number of computers connected to each other, so exchange of data is possible.

In the following the network types LAN, WLAN og WAN are described.

A so called LAN (Local Area Network) is a wired network at home or at work. Only those directly connected to the network by cables, have access. This type of network is very secure.

If the network is wireless, it is called a WLAN (Wireless Local Area Network). If it complies to international standards, it is also called a Wi-Fi. If you know the access code to a Wi-Fi-network, you can get access. WLAN is therefore less secure than a LAN, but easier and cheaper to set up. The use of wireless networks are common to laptops and smartphones.

An **intranet** is a local network for invited users. It is common in public institutions, but also a lot of companies use it. As a invited user you can get connected to the intranet, by using a unique username, and a password.

An **extranet** is a network used by companies and other organizations to communicate with their businesspartners, and works exactly like an intranet. When you order products from a company, it is typically through the companys extranet.

Finally there is a WAN (Wide Area Network) which is a network between cities or countries.

The Internet – or just “the net” – is the largest WAN we have.

Read more about the Internet in chapter 12 [The Internet](#).

10.2 CD-rom/DVD-drives

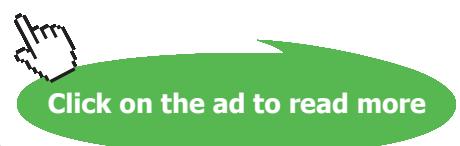


CD-rom/DVD-drive have been standard equipment for computers for a long time. They are no longer installed on new computers, as they are being replaced by other, newer technologies, like streaming, USB-drives and others. It is (still) possible to buy and connect an external DVD-drive to a new computer, so you can watch your DVD-movies, show/save data and so on.

To watch DVD-movies you need an app, like Windows Media Center, that can be downloaded from Windows Store (read more about this in chapter 13 [Windows store](#)).

CD-rom and DVD-drives will not be described further.

The advertisement features a night photograph of the Apollo Hotel building. A large red lightbulb icon is on the left, next to the text "CISO Conference". Below it, "Produced by Inspired" is written. On the right, a white box contains the text: "Apollo Hotel 1, Groenlandsekade Vinkeveen, Amsterdam, NL Dec 5th 2019". At the bottom, there is a call-to-action: "Listen, learn & build relationships with our Network of CISOs & Cyber Security Leaders". The Inspired logo is also present at the bottom right.



10.3 USB-drives

Universal Serial Bus (**USB**) is a so called data communication bus, that transports data from one place to another.



All contemporary computer have one or more USB-ports, so USB-drives can be connected to all new computers. A USB-drive can contain from a few Gigabyte (Gb¹¹) data up to 64 Gb or more – the amount is increasing all the time.

Compared to a DVD (that typically contains 4,7 Gb) an USB-drive of 500 GB can store the equivalent of more than 100 DVDs. Furthermore much longer to copy 500 GB of data to DVD than to USB-drives

The faster and more practical USB-drives are far more efficient.

USB comes in various speed variants, the high speed drives are compatible with low speed drives. It is important to notice which kind of USB ports that your computer have, and which kind of USB-drive you insert:

- USB 3.0 high-speed 4.86 Gbps (SuperSpeed USB)
- USB 2.0 high-speed 480 Mbit/s
- USB 1.0/1.1 full-speed 12 Mbit/s
- USB 1.0/1.1 low-speed 1,5 Mbit/s (mostly used for mouse, keyboard and modem)

USB 3.0 ports can also handle USB 2.0 Drives – but at the slower pace.

10.4 Printers

A printer can be connected directly to a computer e.g. via a USB-plug, or be connected to a network.



All computers that are connected to a network, can print on a network-printer that is connected to the same network.

10.4.1 Add a printer

Usually, an installation CD will – still – be delivered with the printer. The CD will automatically begin the installation when inserted in the CD-drive, and when you follow the instructions, it is easy.

If your computer does not have a CD-drive, the installation program must be downloaded from the Internet.

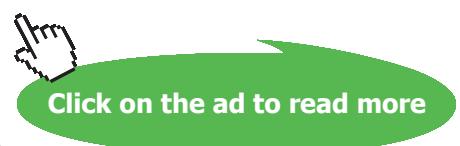
Installation of network printers are more difficult than USB-printers, as it sometimes may be necessary to know how to use codes and IP-adresses¹².

However, if it is a wireless network printer, and you have a WPS-button (Wi-Fi Protected Setup button) on your Router or Access Point, it is very easy. Depending of the equipment there are several variations of connecting the printer, so you need to look at the printer manual.

10.4.2 Print

The keyboard shortcut for Print is Ctrl+P in all Microsoft-programs. This command will also work in most other programs. Alternatively you must find a Print command in the **Files** -tab to print.

The advertisement features a photograph of a man with dark hair and a beard, wearing a white striped shirt, sitting at a desk and holding his head in his hands in a gesture of stress or despair. In the background, there's a window with white horizontal blinds and a laptop on the desk. On the left side of the ad, there's a small thumbnail image of an eBook cover titled "Your Boss: Sorted!" by Patrick Forsyth, described as having 55 pages. The main text on the right side reads "Max's next Bookboon eBook" and "Your Boss: Sorted!". Below that, it says "By Patrick Forsyth - 55 pages". At the bottom, a large blue banner contains the text "Unlock your life. Bookboon Premium is your key." and "2000+ modern day bite-sized eBooks about soft skills and personal development. Written by the brightest minds in business." To the right of this text is the website address "bookboon.com".



11 Important programs

In this chapter you learn about important

- computer oriented programs
- user oriented programs

In general software programs can be split into the following two types:

- Computer oriented programs.
- User oriented programs.

11.1 Computer Oriented programs

Security programs, maintenance programs and service programs are computer oriented programs that are crucial to the functionality of the computer. Ideally, you would like these programs to work automatically and stay in the background, minding their own business (and the sanity of your computer). Some day it will perhaps be like that, but that day has yet to come.

11.1.1 PC security

Drives that are connected to the computer, like Wi-Fi, Bluetooth and so on, are called external drives. When your computer are connected to external drives, it is possible for malware to find a way into your computer. Malware is a common name for malicious programs, such as vira, trojan horses, worms, adware, spyware and many more. Malware can transmit information about you or the computer to a third party, making the computer go slower or, in the worst case damage the files on your computer so much that it becomes in-operable.

To protect your computer, it is absolutely recommended at least to install:

- an active firewall.
- an efficient antivirus program.

Firewall

Example

You want an active firewall on your computer, to protect it from unwanted intrusion.

Do like this

When you are on the Start screen, just write “firewall” with your keyboard. Windows will automatically find relevant results of this search. Click on the suggestion “Windows Firewall”. Windows Firewall is sufficient protection for most users, when activated. Read more about this in chapter 7.5.1 [System](#).

Antivirus program

Many antivirus programs can be downloaded from the Internet. Some are free, others cost money. No matter what you choose, it is recommended that you make a comparison of tests of the programs. Remember that test results changes every year. These tests are quickly found by searching the Internet. If you e.g. search for “antivirus” you will get several useful results in your webbrowser.

Microsoft recommend the program MS Defender, which can be downloaded for free from Microsofts website (<http://microsoft.com>).

11.1.2 PC maintenance

Some maintenance programs must be mentioned here:

- Updating programs (ensures important program updates are performed).
- Cleanup programs (removes unnecessary files from the computer).
- Optimizing programs (optimizes the computers data storage).

Updates

Windows 8.1 can be set to automatically update Windows and other Microsoft-programs.

There exist several (free) programs that will alert you when non-Microsoft-programs needs to be updated, e.g. Heimdal and Secunia PSI, to mention two well-known programs that easily can be found on the Internet.

Example

You want your computer to automatically update Windows and other Microsoft programs.

Do like this

Activate the Settings Charm, and choose *Change PC-settings*. Choose *Update and Recovery*.

Choose *Windows Update*. Now you can see whether your updates are automatically downloaded and installed, or not. If they are not, choose *Choose how updates get installed*, and choose *Install updates automatically (recommended)*.

Notice that you also can set other Microsoft-products to be automatically updated, when you update Windows!

Fix problems with Windows Update

Example

You want to examine your computer and fix any problems with Windows updates.

Do like this

Open *Control Panel* (e.g. right click on the Window-logo in the left side of the Taskbar, and choose *Control Panel*), choose *System and Security*, and choose *Find and fix problems*.



System and Security

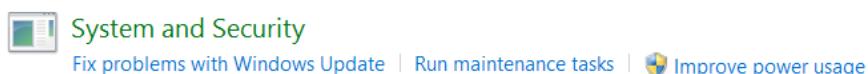
Review your computer's status

Save backup copies of your files with File History

Find and fix problems

A windows opens describing Troubleshooting computer problems.

Choose the item *Fix problems with Windows Update*.




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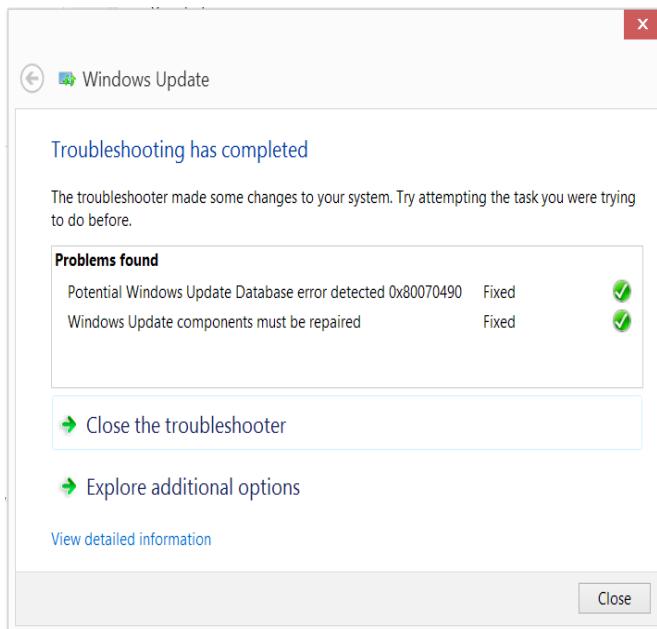
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Windows will run some test procedures, ending up with giving you a status, e.g. like this:



The item next to *Fix problems with Windows update* is *Run maintenance tasks*. It is recommended to try this feature once in a while too.

Cleanup

Windows 8.1 contains a Disc Cleanup feature. The purpose of this program, is to remove unnecessary and temporary files. This will free disc space and make your computer go faster.

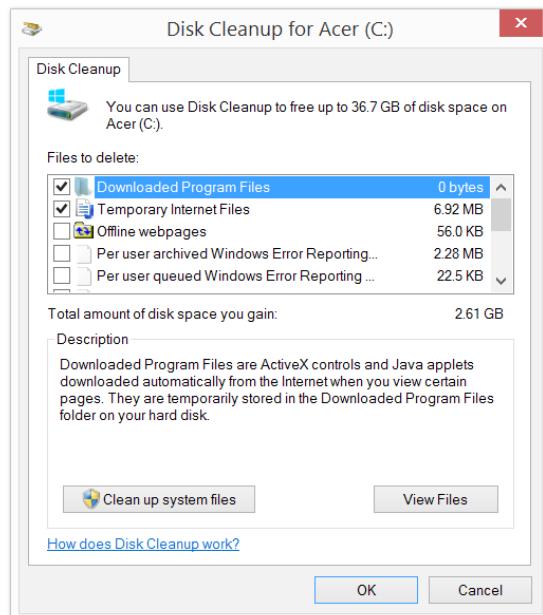
There are several other (free) programs that cleans up your computer, like CCleaner, that has been downloaded about 1 billion times via the Internet.

Example

You want to cleanup your computer. This includes system files and other files, that has become obsolete.

Do like this

Open the *Control Panel* (e.g. right click on the Window-logo in the left side of the Taskbar, and choose *Control Panel*), choose System and Security and choose Administrative Tools. Double click on Disc Cleanup.



Notice that it is possible to cleanup System files, by clicking the button *Clean up system files*.

Select the files you want to delete (notice the size of the files, big files are to prefer), and click on OK. Remember that your Recycle Bin might contain large amounts of data that needs to be deleted.

Optimize

When you store a file on your Hard Drive, it will be placed in the first available space. When you delete and store new files to the Hard Drive, there will become holes in the row of files. If a new file cannot be in a hole, it might be scattered all over the Hard Drive. This is called Hard Drive fragmentation. Fragmentation causes the computer to use more time to read the file. With the feature Defragment all relevant files on your Hard Drive gets sorted and placed together in sequences on the Hard Drive.

Windows 8.1 has an optimizing feature, that used to be called Defragment, but is now called *Defragment and optimize drives*. The purpose of this feature is to organize the computers file systems in a better and more efficient way, to make the computer go faster and use less resources.

As a standard Windows 8.1 optimizes the computer automatically every week, but you can do it manually too.

Example

You want to optimize your computer manually.

Do like this

From the Start screen you write the text “optimize”, and then choose the search result: *Defragment and optimize drives*. You can Select several drives (press down Ctrl and click on the wanted drives), and you may start analyzing, before you optimize any drives.

11.1.3 Service programs

Beside the above mentioned, other service programs are vital to ensure the computer functions correctly. The most important ones are described in the following.

Java

Java and Javascript are programming languages. Lots of apps and websites will not function correctly without them. Java is e.g. used for the danish Nem Id, used by netbanking, public management and so on. The problem with using Java instead of Javascript, is that the program needs updating all the time, while Javascript doesn't, so the Java-browserplugin will be replaced in the future. Until then we must use it and update it.

Example

You have received information that it is necessary to have the latest version of Java installed. You want to check which version you have, and perhaps update to the latest one.

Do like this

Open *Control panel* (e.g. right click on the Window-logo in the left side of the Taskbar, and choose *Control Panel*). Write “Java” in the search box. Click on the search result Java, and a dialog box will open. In the tab **General** you can click on the About-button to see information about your Java-version.



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Notice that in the Update-tab you can update your Java.

If you have problems with the installation this website might come in handy:

[Java SE Runtime Environment](#)

DirectX

Many games and media programs require DirectX to function correctly. DirectX comes with Windows 8.1 and cannot be uninstalled. If you have problems with a game or perhaps a multimedia program, the diagnostic tool for DirectX might help you identifying the problem.

Example

You want to find out which version of DirectX you have installed.

Do like this

- Open the Search Charm.
- Write 'dxdiag' in the search box, and click on the search result dxdiag.

Choose the tab **System**, and check your DirectX-version under **Systeminfo** (near the bottom).

Other problems might be solved with information from this website: [DirectX End-User Runtime Web Installer](#)

Adobe Reader

If you want to open and read documents in PDF-format, it is necessary to have Adobe Reader installed.

Example

You want to install Adobe Reader.

Do like this

Visit the website <http://adobe.com>. Somewhere on the website you can download the program Adobe Reader for free. Since websites constantly changes, no further instructions are given here.

Microsoft Silverlight

Silverlight is a free tool for improved interactive experiences on the Internet. Silverlight is compatible with most browsers.

Example

You want to install Microsoft Silverlight.

Do like this

Visit the website <http://www.microsoft.com/silverlight/>. Somewhere on the website you can download the program for free. The program will be automatically updated in the future.

11.2 User oriented programs

User oriented programs are unimportant for the functionality of your computer. From a users point of view though, user oriented programs are the reason why you bought a computer in the first place!

It would be unwise to recommend some programs instead of others, since users think differently. And in the world of computers almost everything changes very rapidly.

The most widespread user directed programs as this is written are the following:

11.2.3 Office programs

Word processing programs, Spreadsheet programs, Presentation programs and Photo Editing programs, or combinations of these, are called Office Programs.

Microsoft Office (Word, Excel, Power Point, Access osv.) is the most popular – in business as well as private. There are many others, some of these can be downloaded free, e.g.; OpenOffice, LibreOffice, StarOffice, Flowgram, Gubb and more.

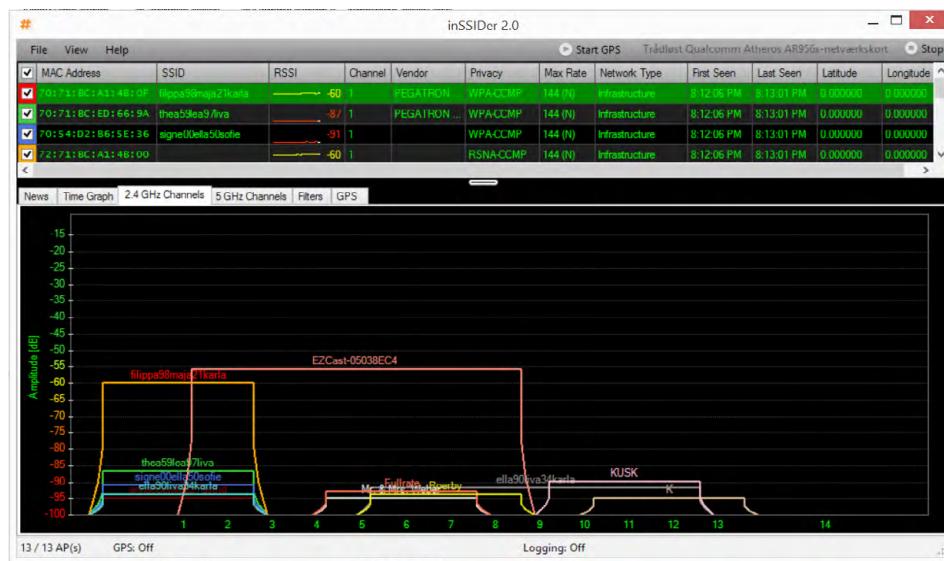
11.2.2 Network managing programs

It is useful to have a couple of programs to manage your network environment.

InSSIDer

InSSIDer is a Metageek program for managing your Wi-Fi networks.

It makes it possible to check the users of the various network channels, and the strength of the signals. InSSIDer can be downloaded from [this website](#).



Speedtest programs

It is very useful to know if your internet provider lives up to what is promised regarding speed.

There are many websites that can test your internet speed, e.g. the [Ookla speedtest website](#).

11.2.3 Various other programs

Search for desired programs in Windows Store. You will be surprised of what you can get here – and very often for free! Read more about this in chapter 13 [Windows store](#).

11.2.4 Internet based programs

Internet based programs are described in chapter 12 [The Internet](#).

12 The Internet

In this chapter you learn about

- the Internet and its history
- web browsers
- security on the Internet
- user accounts on the Internet
- Software and Service Providers on the Internet

Basic skills in using a computer includes access to and knowledge about the Internet, as the world wide network of computers, the World Wide Web are called, in daily speech.

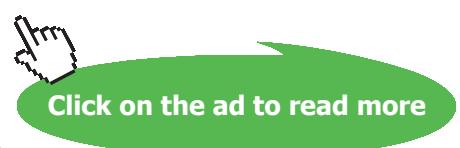
12.1 Introduction

It is necessary to have basic knowledge about the Internet, to gain full use of your computer. If you do not possess such knowledge, Internet courses are recommended. In this book we offer a brief introduction.

12.1.1 History of the Internet

The foundation of the Internet were made in the 1960s where the US Department of Defense established a nation-wide computer network as an alternative to the existing communication systems. For the fear of an enemy nuclear attack that might disrupt communications.

A photograph of the Apollo Hotel 1 building at night. The hotel's name is visible above the entrance. To the left, there is a large red circular logo with a white lightbulb icon, and text that reads "CISO Conference" and "Produced by Inspired". To the right, a white rectangular overlay contains the text "Apollo Hotel 1, Groenlandsekade Vinkeveen, Amsterdam, NL" and "Dec 5th 2019". At the bottom of the advertisement, there is a call-to-action: "Listen, learn & build relationships with our Network of CISOs & Cyber Security Leaders". To the right of this text is the "Inspired" logo, which features a blue lightbulb icon followed by the word "Inspired" in a stylized font. The entire advertisement is framed by a thin black border.



In 1989 Sir Tim Berners-Lee created the so called “World Wide Web” – what we in daily speech call the Internet. The Internet does not have a central “government”, as all the Internets servers are spread across the planet. There are a few institutions, though, that manages domains, decides how upgrading of the Internet is carried out, and so on.

12.1.2 Internet browsers

An Internet browser is a software application used for browsing, receiving and displaying information from the World Wide Web. Presently the most widespread browsers are Internet Explorer, Google Chrome, Safari and Firefox.

Browsers are basically alike, but in this book descriptions is be based on the browser Internet Explorer 11 (IE), as it is one of the worlds most used browsers. You can download the app from Windows Store, or you can download the Desktop program by clicking [here](#).

12.1.3 IE updates automatically

Internet Explorer can be set to update automatically.

Example

You want the Internet Explorer to be updated automatically.

Do like this

Open Internet Explorer. Click on the item *Help*. Click on *About Internet Explorer*. Checkmark *Install new versions automatically*.

12.1.4 Internet services

A great number of applications on the Internet, are called Internet services.

Search engines

Search engines are probably the most used services on the Internet. In Denmark Google and Bing (Bing also searches via Yahoo and MSN) are the most popular ones. There are many others, you can see a list of search engines by clicking [here](#).

Web storage

Web storage are increasingly used to store all kinds of data, to be accessable from any computer in the world (you need a username and password to do this, of course).

The most popular are iCloud (Mac-users), Dropbox, OneDrive, Google Drive, Sugarsync and more.

Googles Picasa is web storage for photos, with strong photo editing features.

Webmail

Webmail is increasingly used, as you do not need to install a mail program on your computer. The most popular are Outlook and Gmail.

Calendars

You can use calendars from Microsoft, Google and others, for free.

Social media

Social media are services like Facebook, Twitter, Instagram, LinkedIn and so on.

Skype is a service from Microsoft, where text-, audio- and video communication is offered for free. Skype can be used by multiple persons simultaneously, when you have Windows 8.1 installed. There are more descriptions of Skype later in chapter 12.7 [Skype](#). Go to the Skype website by clicking [here](#).

12.1.5 Media players

Mediaplayers for playing audio- or videofiles must be mentioned: Spotify, WiMP, iTunes and Deezer services popular at the moment. VLC, Windows Media Player, iTunes og KMPlayer are other popular mediaplayers.

12.1.6 Photo editing programs

Many Photo editing programs can be downloaded from the Internet for free: Adobe Photoshop CS2, IrfanView, Photofiltre and Pixlr. It is often required that you create a user account.

There are many more, but the ones mentioned above are the most popular ones.

12.1.7 Internet Explorer

Internet Explorer has improved website updating, side-by-side browsing, and synchronising of Favorites, tabs and settings on all your Windows 8.1 computers.

Download IE from Microsofts website by clicking [here](#).

When installed Internet Explorer can be opened by clicking on this icon 

InPrivate Browsing

InPrivate-browsing prevents Internet Explorer to save data about your webbrowser session. This includes cookies, temporary internetfiles, review and other data. Tools and plugins are deactivated as a standard. This feature in Internet Explorer is opened by clicking on Security in the upper right corner, and then choose InPrivate Browsing.

12.1.8 Internet Explorers user interface



Forward and back

At the upper left on the screen there are forward and back-arrows, to browse the latest opened website.

Address bar

To the right of the arrows is the Address bar, that shows you the address of the website. An internet address will typically begin with “*http://*”, which is an abbreviation of “hypertext transfer protocol”, which is the protocol that is used on the World Wide Web.

An advertisement for Bookboon Premium. It features a photograph of a man with his hands on his head, looking stressed, sitting at a desk with a laptop. To the left, there's a thumbnail of an eBook cover titled "Your Boss: Sorted!" by Patrick Forsyth. The main text in the ad reads: "Max's next Bookboon eBook Your Boss: Sorted! By Patrick Forsyth - 55 pages". Below this, a large call-to-action text says: "Unlock your life. Bookboon Premium is your key." At the bottom, it states: "2000+ modern day bite-sized eBooks about soft skills and personal development. Written by the brightest minds in business." The Bookboon logo and website address "bookboon.com" are at the bottom right. A green button with a hand cursor icon and the text "Click on the ad to read more" is overlaid at the bottom right.

After http:// is usually the letters “www”, an abbreviation of World Wide Web. It is no longer necessary to write the three letters anymore, for most websites.

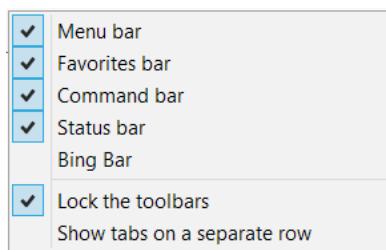
After www comes a dot, the name of the website (fx microsoft), another dot, finishing with the postfix. (fx dk = Denmark).



In the upper right corner are the buttons *Minimize*, *Restore up/down* og *Close*. Below these are the icons for *Home*, *Favorites* og *Tools*.

Menu bar

Below the Address bar is the Menu bar. If you right click on an empty space on the Menu bar, a menu appears that looks more or less like this:



It is recommended that there are checkmarks for Menu bar, Favorites bar, Command bar and Status bar. Click on the text to add checkmarks.

The *Favorites bar* contains often used hyperlinks, after your own choice.

In the left side if the Favorites bar there is a star symbol. If you click on it, you add the present website to the Favorites bar. This makes it easy and fast to find it again.

Webcontent

The content of the website is shown under the tool bars.

Hyperlinks

A *hyperlink* (or just link) is a shortcut to a website. They are sometimes called bookmarks too.

Hyperlinks can be inserted in documents, in presentations, on websites and many other places, and is usually easily recognized because they are underlined. When you click on a hyperlink, the corresponding website will open in a webbrowser.

12.2 Security on the Internet

The Internet is open for all – criminals too. Therefore you must behave sensible when you are “surfing the internet” – especially when you visit websites you do not know. Be sure you know the basics about security on the Internet – you can read more by clicking [here](#).

12.3 Cloud computing

Cloud computing is a concept covering software delivery and other services via the Internet. It is called respectively SaaS (Software as a Service), PaaS (Platform as a Service) and IaaS (Infrastructure as a Service).

Windows 8.1 is cloud-based, which means, that the computer set-up (apps, browser-settings and so on.) is administered and stored on (large) servers somewhere in the world.

When using Windows 8.1 you will experience, that no matter to which computer you log in, the user interface will look and behave as you are used to, because the personalized settings are centrally stored and accessible online. Notice that the username is always shown in the upper right side of the Start screen.

The Lock screen, the Start screen, Apps view and Desktop (and links to websites, if you use Internet Explorer 11) can be personalized, which offers some advantages, compared to earlier versions.

You have to create a free user account with Microsoft, to make full use all of the features offered by Windows 8.1

Besides the personalized set-up for the Start screen described above, you can also get a free e-mail-account, calendar and free online storage space on your personal OneDrive.

OneDrive offers storage of documents, photos and other datafiles on the Internet. This is also called cloud storage. *Upload* is a word used for data storage on a network, while *Download* is the opposite, namely when you get data from a network to your computer.

Read more about OneDrive in chapter 12.6 [OneDrive](#).

12.4 Create a Microsoft-account

There are a number of providers of cloud services, where applications and data are stored in the cloud, instead of on your local Hard Drive: Google, Facebook, Adobe, Dropbox og SugarSync must be mentioned. Only Microsoft is described here.

Open up your webbrowser, and visit the website <https://signup.live.com>. Choose *Create a user account*, and fill out the form on the webpage. It is important that you can remember the username and password you choose, so write it down and store it somewhere safe. It is also important, that you select a password that is not decrypted easily.

A good password meets the following requirements:

- contain between 8 and 40 characters
- contain both numbers and letters
- contain allowed special characters
- never contain the same character 4 times in a row
- does not start or end with a blank
- never contains a social security number

Allowed special characters are: { } ! # “ \$ ‘ % ^ &, * () _ + - = : ; ? . og @.



Click on the ad to read more

It is a good idea to mix lower- and uppercase letters, even though not all websites distinguish between them.

The more complex your password is, the safer you are. You can make your password more complex by:

- choosing a password with 8 characters or more
- making sure that your password not relates to anything about yourself, e.g. your families or your pets names or birthdays.

You must of course remember your password, so the efficiency shall be compared to the possible harmful effect a loss of the password could have.

Notice the existence of password management providers on the Internet, that generates very efficient passwords for all your accounts, and you only have to remember one master password. E.g. agilebits.com and lastpass.com – many more could be mentioned.

12.5 Outlook

12.5.1 The Webmail and the app

If you have a Microsoft-account and want to use the Outlook webmail system, you can visit the website login.live.com and log in. You can install the app Outlook from Store (read more in chapter 13 [Windows store](#)).

With Windows 8.1 you can use the app or the webmail. They do not look alike, but the app does actually offer exactly the same functionality as the webmail!

12.5.2 Configure your accounts in the mail-app

If you use more than one mail account(e.g. a business mail), you can add these mail accounts to your mail-app.

Example

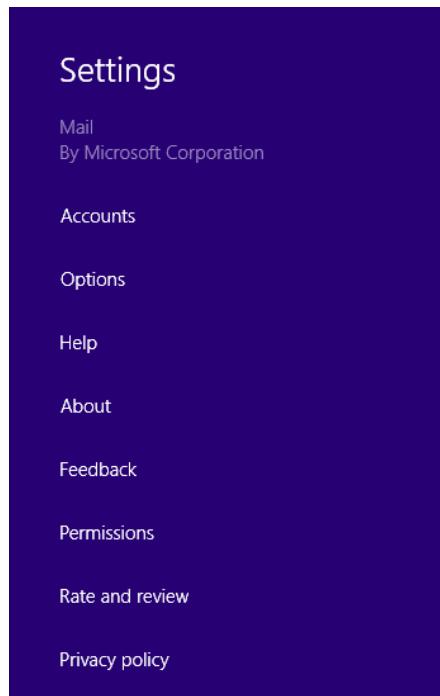
You want to add the mail account yourname@gmail.com to your mail-app.

Do like this

First open the mail-app by clicking on its tile on the Start screen.



Then open the Settings Charm, and the panel to the right should look something like this:



Choose the item *Accounts*, then *Add an account*. Let us say it is a Google account. The Mail program will connect to the account, and then you must write your mailadress and password.

The account will be shown at the bottom of the open e-mail app.

12.5.3 Send an e-mail from the app

Example

You want to send an e-mail from the Mail app.

Do like this

Open the app, and create a new e-mail by clicking on a blue plus in a blue circle.

You need an e-mailaddress to send your e-mail to – otherwise skip this procedure ☺

Write a short text in the topic-field, and then write a message, e.g. you ask the receiver to confirm the reception of your e-mail, and then click on the Send-symbol (a moving envelope).

12.5.4 Attach files to e-mails

Outlook Web App has the feature “Share with OneDrive”. You can automatically upload a file from your computers Hard Drive to OneDrive, when attached to an e-mail.

This way the receiver of the e-mail will get a link to the file on your OneDrive, instead of the file itself.

There are almost no limits to the file sizes you share this way, and other people get access to editing a file directly on your OneDrive.



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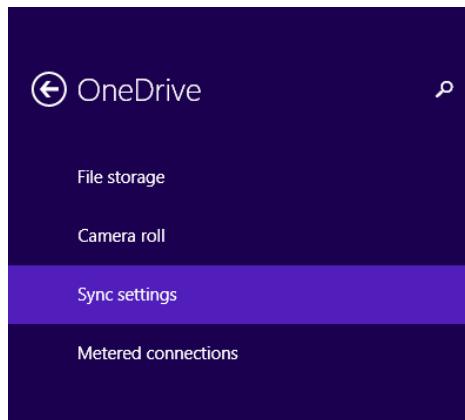


Click on the ad to read more

12.6 OneDrive

Your computer settings are automatically saved on your OneDrive.

Choose the Settings Charm, choose *Change PC-settings* and then choose the item *OneDrive*.



It is recommended that all Sync settings are **on** – to fully use these features.

OneDrive saves all of your settings data in the cloud. If you want a local backup, just right click on the OneDrive icon in File Explorers Navigation pane, and then choose '*Available offline*'. You can right click on any folder or file and choose online-only or available offline, if you want.

12.6.1 Autosave on OneDrive

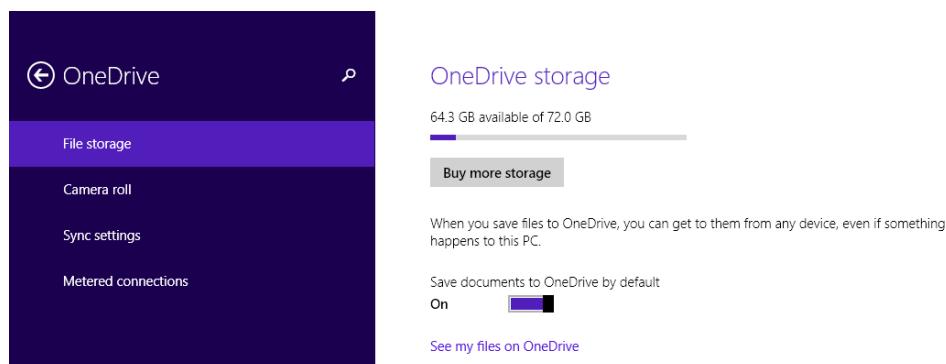
You can set your computer to automatically save selected files on your OneDrive.

Example

You want your documents to be automatically saved on your OneDrive.

Do like this

Choose the Settings Charm, choose *Change PC-settings*, and choose OneDrive. Click on *File storage* and activate the item *Save documents to OneDrive by default*.

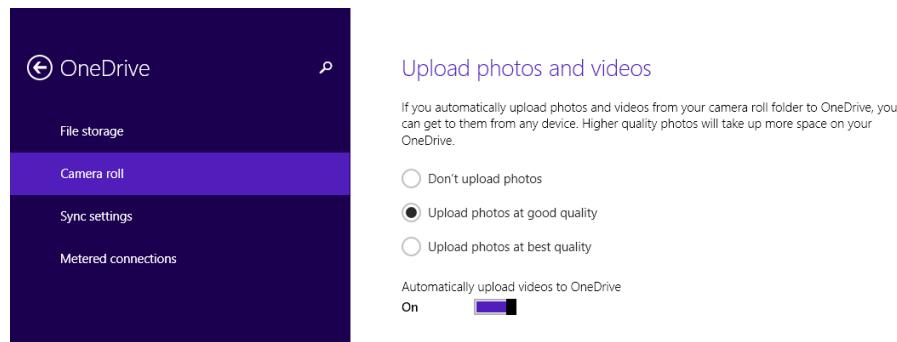


Example

You want your photos to be automatically saved on OneDrive.

Do like this

Under the item *File storage* is the item *Camera roll*:



Choose *Upload photos at good quality*. And if you want your video recordings uploaded too, set the item *Automatically upload videos to OneDrive* to *On*.

12.7 Skype

Skype is a free webservice that allows telephone- and videocalls plus filesharing via the Internet. You need an Internet connection, optionally a webcam to see other persons, and of course a headset to speak and listen.

It is required to have an account to use the service. Skype is owned by Microsoft, so you can use your Microsoft account to log in. Visit <http://skype.com> to read more about Skype.



13 Windows Store

In this chapter you learn

- how to use Windows Store

With Windows 8.1 it is easy to find apps for your computer, and to install them.

In Windows Store, or just **Store**, you can download new apps for your Windows-computer, with your Microsoft account.

You have access to all apps in Windows Store, on any computer you log into using your Microsoft account.

Visit Store by clicking on the tile Store on the Start screen. If the tile is not there, you just add it from the Apps view.

When you have opened Store, you see a ribbon in the top of the screen:



A large advertisement for the CISO Conference. The ad features a night photograph of the Apollo Hotel 1 building. A white callout box on the right side contains the text: 'Apollo Hotel 1, Groenlandsekade Vinkeveen, Amsterdam, NL Dec 5th 2019'. At the bottom left, there is text: 'Listen, learn & build relationships with our Network of CISOs & Cyber Security Leaders'. At the bottom right, there is the 'Inspired' logo, which includes a blue lightbulb icon.

The first item, *Home*, is the starting page, this item is only reachable from other menu items.

The next items, *Top charts*, *Categories* and *Collections* are for searching apps in Store.

If you click on *Account*, two items are shown: My apps and My account.

You can install your apps on up to 81 computers!

If you click on *My apps*, you can choose to see

- all the apps you have
- the apps you have installed
- the apps you have not installed

If you click on *My Account*, your account information is shown.

13.1 Download an app from Store

All apps are downloaded from Store. You search for apps by reviewing categories, or by using the search box in the upper right on Stores *Home* page.

Example

You want a free game for your Windows 8.1 computer.

Do like this

For example, Click on the item *Top charts*. If you then choose the category *Top free games*, you get to choose between 1000 games of different kinds. Some are labeled 'X-box' – these are of course for the X-box console.

Choose a game by clicking on its icon, and click on the *Install*-button.

The app you just downloaded now appears in Store under *My apps*!

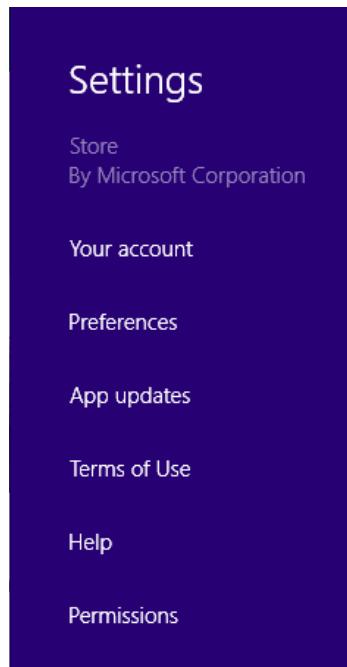
To install an app on your computer, you must click on the app's icon and then click on *Install*. Now is the app shown in the Apps view.

13.2 Automatically update of apps

You want apps from Store to be updated automatically.

Example

Open Windows Store. Open the Settings Charm, and click on the item *App Updates*.



Choose *Automatically update my apps*.

13.3 Compatibility

If you want to install an old game on your computer, it is important to know whether it is *compatible* with Windows 8.1 or not, i.e. the program can be run without errors.

For this Microsoft has developed a Program Compatibility Assistant, that can be downloaded by clicking [here](#). You may also find a solution by clicking [here](#).

13.4 Recommended apps from Store

An Office programs is indespensible. You can download a number of such programs from Store.

A good Note tool is also useful; Evernote and OneNote are recommended.

If an ordinary Calculator is not enough for you, look at Calculator X8. It probably does the trick for you – and goes beyond.

Dropbox is a free alternative to OneDrive or Google Drive.

PicasaHD is an allround online photoediting- and storage-program.

Lot and lots of other programs could be mentioned here – but it is recommended you explore Store yourself.

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14 News and tricks for Windows 8.1

In this chapter you learn about

- news in Windows 8.1
- chosen advanced settings and features
- inspirational suggestions for use of apps or functions

14.1 News

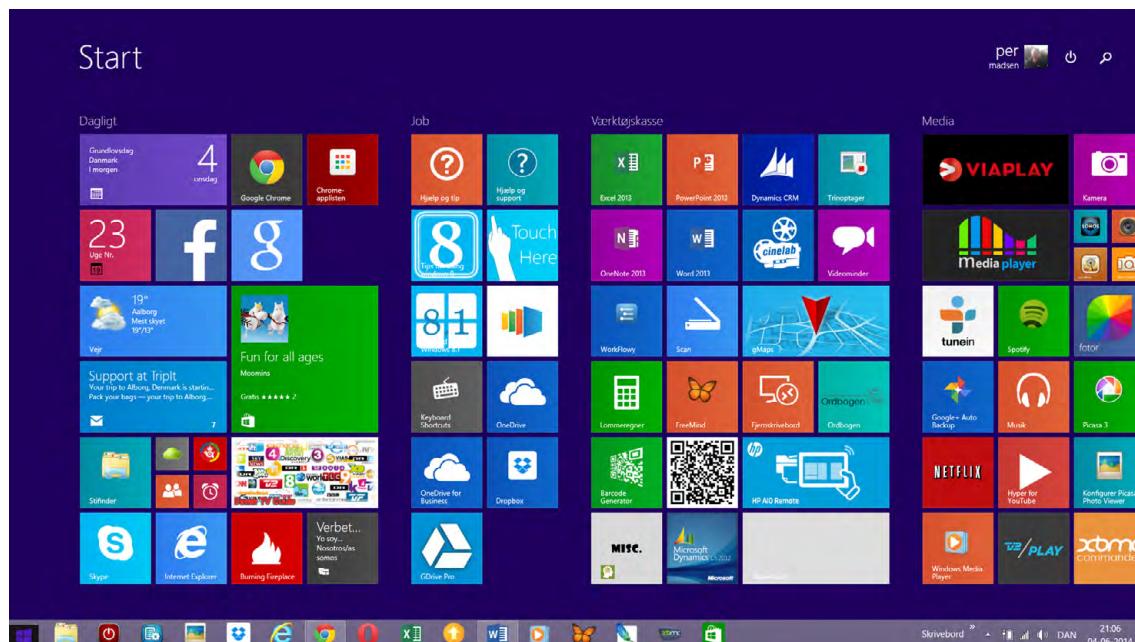
The purpose of this section, is to give an overview of the news in Windows 8.1.1. Some of the following descriptions are repetitions, others are not.

14.1.1 Start button

Microsoft has removed the Start button (ORB) from Windows 8 Taskbar, and has replaced it with a new Start Screen thumbnail which appears when you move your mouse cursor to bottom-left corner of screen. The shortcut to its menu is . It is possible to add, remove or rename the items. Read more by clicking [here](#).

14.1.2 Power options and Search function on the Start screen

These buttons are shown in the upper right side of the Start screen, next to the User account. It is easy and quick to turn off the computer or to search from the Start screen.



14.1.3 Built-in apps

Windows comes with more built-in apps, such as: Alarm, Calculator, Weather, Reading List, Food and Drink, Health and Fitness and more.

14.1.4 Multiple apps on one screen

It is possible to arrange up to four apps side-by-side, in sizes after your choice. Read more by clicking [here](#).

14.1.5 All apps

Installed apps can all be found in the Apps view. Choose which apps to pin to Start, and keep your Start screen organized. Read more by clicking [here](#).

14.1.6 Right click on a tile to change settings

When you right click on a tile on the Start screen, then a menu with various choices will appear. Read more by clicking [here](#).

14.1.7 Discover apps in new ways

Windows Store is attached to the Start screen and the Taskbar as a standard, so it is easy to find new apps. If you e.g. use the Search Charm, the Bing search engine includes apps in its search results. Read more by clicking [here](#).

14.1.8 Remembers recently installed apps

When you have installed new apps, a message is shown in the lower left corner of the Start screen, directing you to the Apps view, to see recently installed apps. Read more by clicking [here](#).

14.1.9 Windows Store

Store has a new layout with larger images and more information for each app. Read more by clicking [here](#).

14.1.10 Autosave screenshots

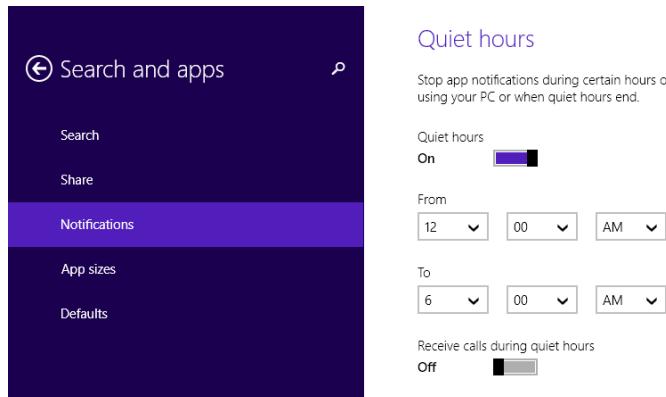
If you press “Win+PrntScr” keys together, Windows 8.1 will automatically save the screenshot in your “Pictures” library folder. The screenshot is saved with the name “Screenshot.png”. If you take more screenshots, they are saved with an added number such as “Screenshot (2).png”, “Screenshot (3).png” and so on.

14.1.11 Personalization

More tile sizes, more colour options and animated backgrounds for Start. Read more by clicking [here](#).

14.1.12 Quiet hours

If messages from your apps or alarms disturbs you, the feature Quiet hours may be something for you. Choose the *Settings Charm*, choose *Change PC-settings*, choose *Search and apps* and choose *Notifications*.



Here you can set the hours when you do not want to receive notifications.

A woman with long blonde hair, wearing a blue tank top, is shown wearing a black VR headset and looking upwards with a surprised expression. To her right is a red advertisement for MT Højgaard. The ad features the company logo and the text 'BEDRE LØSNINGER'. Below this, it says: 'I MT Højgaard insisterer vi på, at der findes en bedre løsning. Vi udvikler og anvender metoder og teknologier, der sætter nye standarder for bygge- og anlægsbranchen. Vi har fokus på hele tiden at videreudvikle vores medarbejdere, så vi gennem nye teknologier og nye samarbejdsformer kan transformere bygge- og anlægsbranchen. Vil du med på holdet?'. At the bottom of the ad is the website 'mth.dk/vorestilgang'.

14.1.13 Desktop features

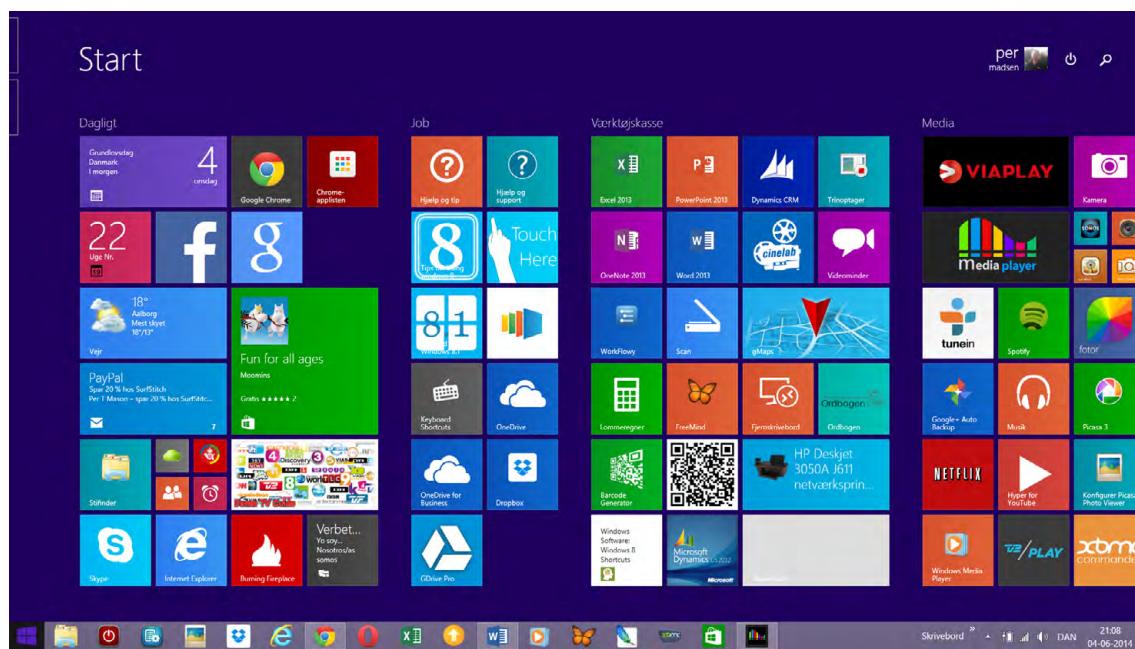
Start button has returned to the Taskbar – just not in the same way as in earlier versions. You can go straight to Desktop instead of Start when you sign in. You can use the same background for Desktop and Start. Read more by clicking [here](#).

14.1.14 All open and pinned apps are shown on the Taskbar

If you use your Desktop a lot, you can have all apps from Windows Store shown on the Taskbar, when they are opened. You can also pin apps to the Taskbar, so it is easy for you to open apps from the Desktop. Read more by clicking [here](#).

14.1.15 Access to the Taskbar from everywhere

With a mouse you can get acces the Taskbar from anywhere, including the Start screen or a Windows Store-app. If you cannot see the Taskbar, move your mouse pointer to the bottom of the screen and it will appear, and then click on an app to open or shift to it.



14.1.16 Start on the Desktop instead of the Start screen

If you spend the most of your time using the Desktop, you can bootstart directly on the Desktop instead of the Start screen. If you want to log in to the Start screen instead, you can change the settings to this anytime. Read more in chapter 6.11.3 [Properties of the Taskbar](#).

14.1.17 Minimize, Shut down and the Taskbar are more accessible

In Windows 8.1 mouse and keyboard are more useful than in earlier versions. Move the mouse pointer to the top of the screen to show the Close and Minimize-buttons in any app. Move the mouse pointer to the bottom of the screen to see the Taskbar everywhere in Windows 8.1.

14.1.18 Access to Camera from Lock screen

You just need to **swipe down** (on touch enabled devices) or click and **drag the Lock Screen background image to bottom** (on laptops and Desktops) to launch Camera app.

If you want to enable access to Camera app on Windows 8.1 Lock Screen, check out following simple steps:

- Move your mouse cursor to top-right or bottom-right corner of screen to access Charms Bar and click on Settings option.
- Now click on *Change PC settings* option given at the bottom.
- Choose *PC and devices*, and click on *Lock Screen*.
- Now scroll down to bottom and you'll see *Camera* section containing following:

Camera

Swipe down on the lock screen to use the camera
 Off 

- If you want to enable use of Camera on Lock Screen, set the option to “On”.
- Now whenever you are on Lock Screen, swipe down or click and drag the Lock Screen background to bottom and you'll be able to use Camera app.

14.1.19 Lock Screen apps

It is possible to answer Skype calls, check Facebook and mail and more without having to log into your user account. Use the same steps as shown above in 14.5Access to Camera from Lock screen. In the middle of the screen you see thiese options:

Lock screen apps

Choose apps to run in the background and show quick status and notifications, even when your screen is locked



When you click on the wanted item, you can choose it from a new menu.

14.1.20 OneDrive

When you choose the program command *Save as*, you can choose to store your file in the cloud for free with OneDrive, a feature that comes with your Microsoft account. Read more by clicking [here](#).

14.1.21 More disc space

Windows 8.1 uses between 8 and 15% less disc space than Windows 8, according to Microsoft.

14.1.22 Miracast

Windows 8.1 fully supports the new *Miracast*-standard, which can be compared to Apples AirPlay-technology.

You can wirelessly project your computers screen to another screen, e.g. a TV-screen, using Miracast-technology. The Miracast-standard is very new, so your devices may not support this technology, unless they are very new.

Microsofts Xbox One fully supports Miracast, which enhances the synergy between Windows 8.1 and Xbox. Read more about Miracast by clicking [here](#).

Find out if your computer supports Miracast

Choose the Devices Charm, and then choose Project. If there is an item called *Add wireless screen*, your computer supports Miracast and Windows 8.1 will find any Miracast compatible screens nearby (in the room) automatically.



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14.1.23 Improved printer connections

Windows 8.1 supports printer connections with Near Field Communication (NFC). If both your computer and your printer contain a NFC-chip, you can connect them, just by placing them near each other.

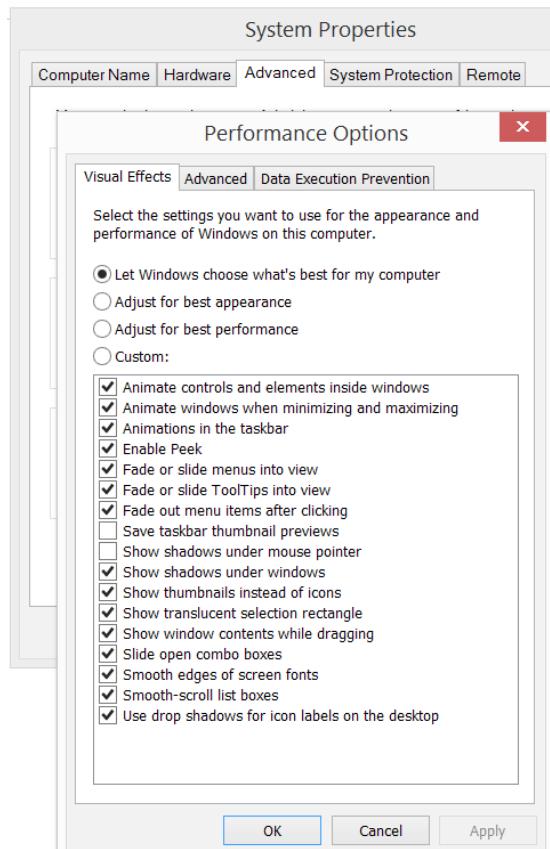
14.1.24 Improve computer speed

Does your computer seem slow? You can try various actions to improve your computers performance. Some of these are described in chapter 11.1.2 [PC maintenance](#).

In Windows 8.1 there is a “hidden” menu with System properties. You open a “Run” dialog box by pressing **Win+R**, and here you write “`sysdm.cpl`”, and click on the OK-button. Choose the **Advanced** tab.

Improve the computers performance by uncheckmark features within graphics and animations¹³

- these might use a lot of your computers memory.



Which are the optimal settings is mostly a question of personal taste.

14.2 Tricks

14.2.1 God Mode

Advanced users can get access to useful stuff, by creating a God Mode shortcut:

- Copy the entire line after the colon: GodMode.{ED7BA470-8E54-465E-825C-99712043E01C}
- The line above is now copied to your Clipboard.
- Right click on an empty spot on the Desktop.
- Choose *New*, then *Folder*. It is not necessary to name your new folder, so leave it.
- Now right click on the new folder, and choose *Rename*.
- Paste the line from your Clipboard and hit Enter.



The author can not be held responsible for use of God Mode.

GodMode

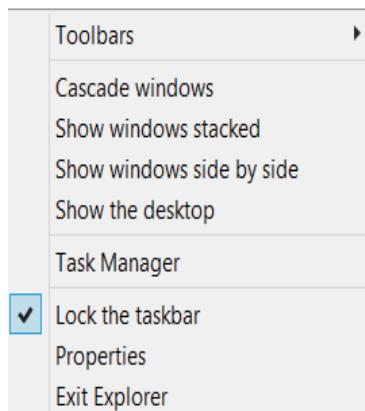
A large advertisement for the CISO Conference 2019. The top half shows the exterior of the Apollo Hotel at night. The hotel's name is visible above the entrance. On the left, there's a red circular logo with a white lightbulb icon. To its right, the text "CISO Conference" is written in white, with "Produced by Inspired" underneath. On the right side of the ad, there's a white callout box containing the text: "Apollo Hotel 1, Groenlandsekade Vinkeveen, Amsterdam, NL Dec 5th 2019". The bottom half of the ad features a white banner with the text: "Listen, learn & build relationships with our Network of CISOs & Cyber Security Leaders". To the right of this text is the "Inspired" logo, which includes a blue lightbulb icon.



14.2.2 Exit Windows Explorer

This hidden option is for advanced users. It might come in use when you want to just end task of Explorer to apply registry changes or software settings.

- Press and hold Ctrl+Shift keys and right-click on the Taskbar.
- You'll get a new option *Exit Explorer* in the bottom of the Taskbar context menu:



- You can select this new option to immediately end task of Windows Explorer. Please keep in mind, you'll have no access to Taskbar, Start Screen, once you select this option.

To get everything back, press Ctrl+Shift+Esc keys together to launch Task Manager. If it opens in mini mode, click on More details button and then click on File -> Run new task option. Type “explorer”.

14.2.3 Get the Start button back

Do you miss the Start button from Windows 7 and want it back, it is possible, to some degree. Several free programs does the trick, like e.g. ViStart. It is not an app from Store, but you can search for it on the Internet, e.g. at softpedia.com. To install the program is free, but be careful – unless you want to install other programs, e.g. **Registry Cleaner**, remember to uncheckmark it during installation. You can read about alternative options by clicking [here](#).

14.2.4 Different types of screenshots

- Press PrtSc (PrintScreen) and the screenshot is copied to the Clipboard, ready to paste.
- Hold the Windows-key down and press PrtSc (PrintScreen). The screenshot is stored in the folder Screenshots in the folder Pictures.
- If you press Alt+PrtSc the active window, and not the whole screen, is copied to the Clipboard, ready to paste.

14.2.5 Encryption with BitLocker

If you have either Windows 8.1 Pro or Windows 8.1 Enterprise installed, you can use a special encryption feature. BitLocker is from Microsoft, that encrypts your drive and prevents unauthorized changes of your system. Computer must contain a chip called Trusted Platform Module (TPM) – BitLocker will check for this automatically. Read more by clicking [here](#).

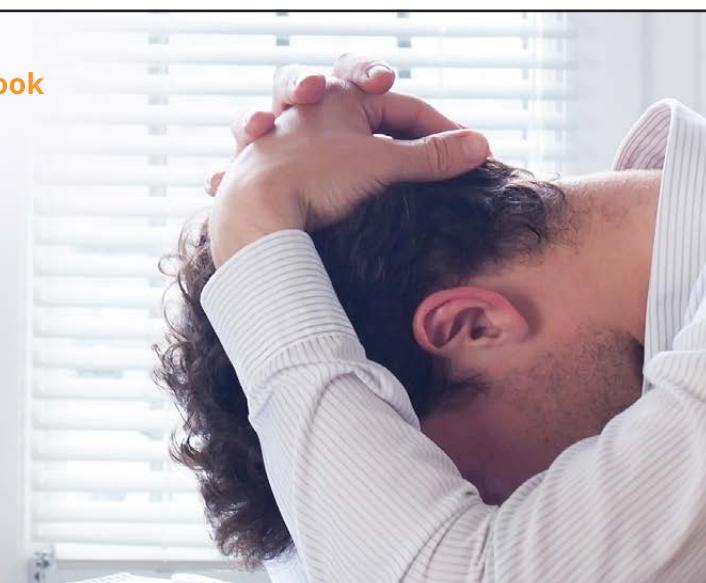
14.2.6 Boot a different operating system on your computer

Besides Windows 8.1 you might have Windows 7 installed on your computer, and want to use this sometimes. You do like this:

- Open the Settings Charm, and choose PC settings.
- Now choose *Update and Recovery*. Choose the item *Recovery*.
- Click on *Advanced Startup*.
- Click on *Use another operating system*.

Your computer will now restart and upon reboot it'll directly boot into other OS instead of booting into Windows 8.1. Read more about alternative ways to boot another operating system by clicking [here](#).

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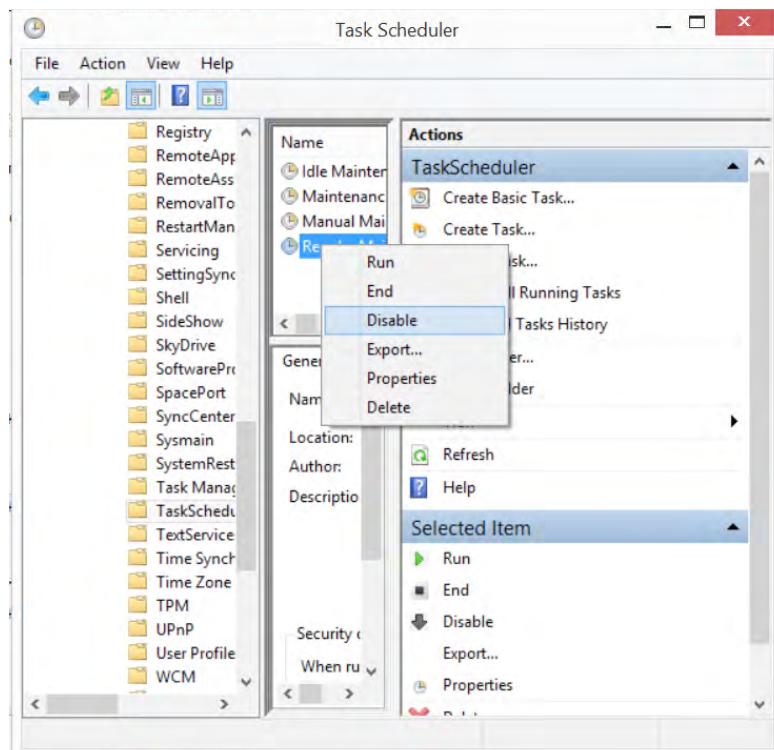
14.2.7 Disable automatic maintenance

The goal of Automatic Maintenance is to combine all background maintenance activity in Windows and help third-party developers add their maintenance activity to Windows, without negatively impacting performance and energy efficiency. Additionally, Automatic Maintenance enables users as well as enterprises to be in control of maintenance activity scheduling and configuration.

However, some users experience that Automatic Maintenance takes too long time, and causes very high CPU usage, so they prefer to do it manually.

If you want to disable automatic maintenance, do like this:

- Press Windows-key+r to open the Run dialog box.
- Type taskschd.msc and click on OK.
- In the left pane of Task Scheduler, click on to expand Task Scheduler, go to Library, Microsoft, Windows, and finally TaskScheduler.
- In the middle pane of TaskScheduler, either right click on or select the Regular Maintenance task (see also screenshot below).
- Click on Disable, and close Task scheduler.



14.2.8 Shut down a computer in “coma”

Sometimes a computer can go into “coma”, which means it does not response to any action you take. If your computer is a notebook, it is not enough to remove a power chord, since the built-in battery will have the computer turned on for hours.

Using an alternative method can be necessary. Press down the button with the symbol , and keep it down, untill the computer is shut down. It is not the entirely correct way to shut it down, since it skips important processes, but it can be necessary and does not harm your computer in any way.



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15 Help

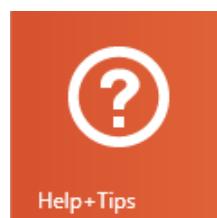
In this chapter you learn about

- help features in Windows 8.1
- online help via the Internet

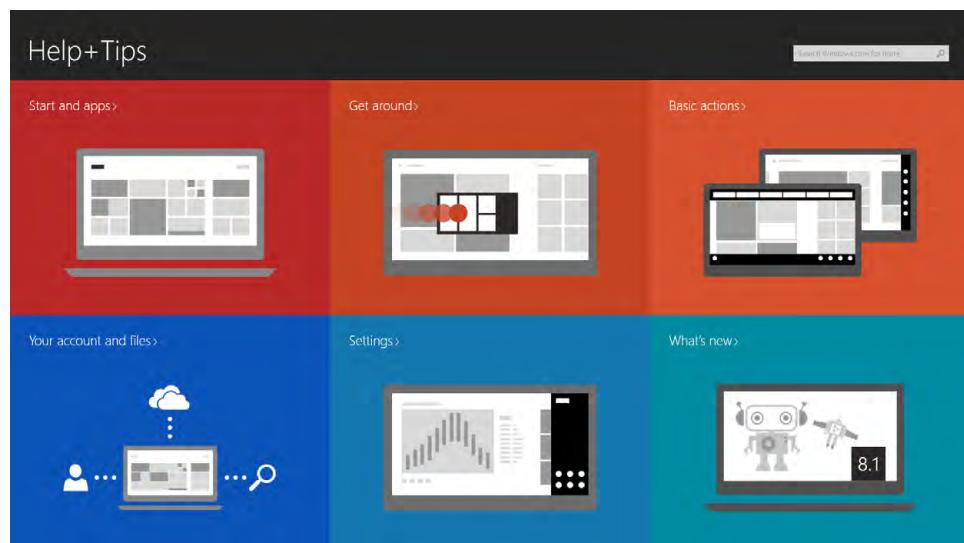
Windows 8.1 has very good help features, and it is recommended that you familiarize yourself with them.

This chapter is placed in the end of this book, because it was the authors estimation, that it was necessary for the reader to know generally used terms (e.g. the Start screen, apps, tiles, Apps view, Charms and so on) and possessed certain skills (e.g. using the mouse, open apps and windows, use Charms, navigate with File Explorer etc.), to fully enjoy the help features.

Find the orange tile *Help and tips* on the Start screen (or click on it in the Apps view):



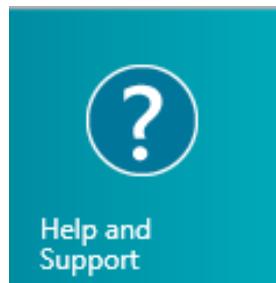
If you click on the tile, the app Help and tips opens:



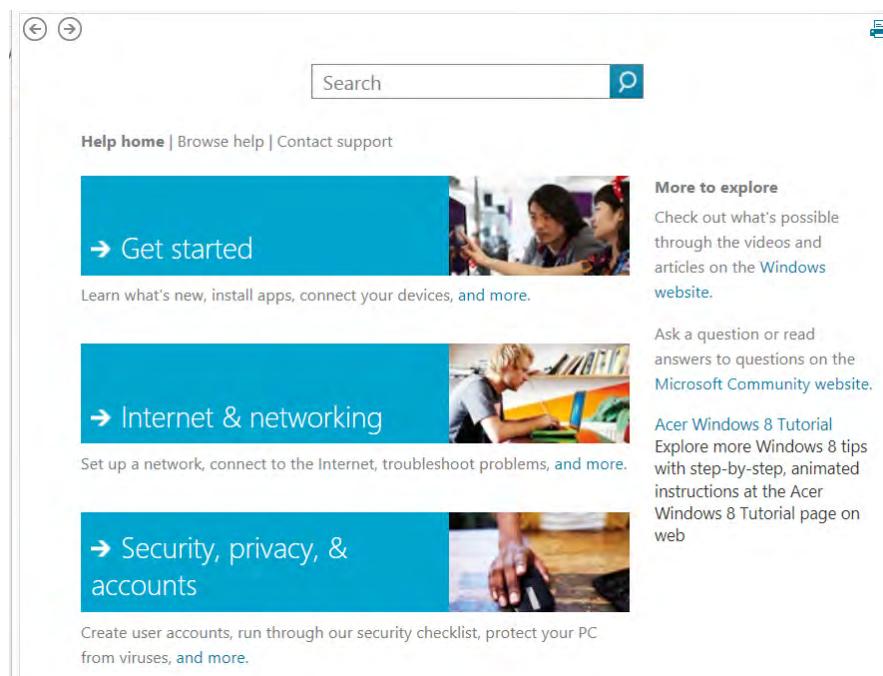
The tiles contain various exercises, which are highly recommended for new users of Windows 8.1. Videos are started by clicking on the symbol “triangle in circle”.

It only takes about 15–20 minutes to view all the items. You may also skip a topic you know already.

Find the tile *Help and support* on the Start screen (or click on it in the Apps view):



If you click on the tile, the app Help and support, you see this screen view:



It is the same features that opens from the Desktop by pressing the F1-key, or by choosing the Settings Charm and choose the item *Help*.

You can get a feeling of this feature by looking through the first item *Get started*. It is recommended you use at least 10 minutter on this.

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17 Glossary

In this chapter you learn about

- the meaning of marked words in the text.

1. To download is getting some data from a network, fx the Internet. Whenever you visit a website, you are actually already downloading data. Downloading is the opposite of uploading data, like inserting a picture on Facebook.
2. To stream is to download audio or video from an external source (like netradio or net-tv) via a network in a continuous process.
3. All physical elements of a computer, such as keyboard, mouse, screen, Hard Drive, printer, USBconnectors and so on.
4. Software are programs or applications. An operating system is also software.
5. A platform is in computerterminology an operating system on a certain type of machine, or a group of machines. Linux installed on Alpha-processors.
6. A scrollbar is an object in a graphic user interface, with which you can browse through content, that does not fit into the screen shown. Scrollbars can be either horizontal or vertical, and, when pulled to the side or up or down, hidden data is shown.
7. Malware is a contraction of the english words *malicious software*. It is a general expression for categories of computerprograms, that does unwanted or harmful things to computer.
8. The physical “drive” on the computer where you store datafiles locally. There exists many different Hard Drives.
9. RAM = Random Access Memory. Working memory for a computer, a kind of data storage.
10. Clipboard is a temporary storage space for information you have copied or moved from one place and want to use in another place. You can markup text or graphics and use the command Cut or Copy to move the markup to Clipboard, where it is stored, until you use the command Paste to insert it. You can e.g. copy a text from a website and paste the same text in an e-mail. Clipboard is available in most Windows programs.
11. Unit for an amount of data. One GigaByte (Gb) is 1000 Megabyte (Mb). 1 Mb = 1000.000 databits.
12. Any device on a network has an IP-address assigned, which makes it possible to administrate communication between the devices. An IP-address can e.g. be 192.168.1.1 on a local network (LAN) and e.g. 79.146.155.22 on the Internet (WAN).
13. Live images. It may be text or drawings that moves, or cartoons, photos, videos and more.