


Microsoft Windows 8 (Beyond the Basics)

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Before we start

- I am from New York and sometimes talk too fast.
 - If needed, please just tell me to slow down or repeat what I just said
- Please Close all open Windows


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Ground Rules -1

- Click/Left Click means single LEFT Click
- Double Click – means double LEFT click
- **Right** Click – means single **RIGHT** click
- **Select** means move mouse over item and single LEFT Click
 - The name of the button/item to select/click appears in *italics*.
- **Send To / Desktop** means
 - Move mouse to *Send To*
 - When a submenu appears
 - move mouse to *Desktop* and left single click
- The screen shots have been "Cropped" and enlarged to show the area of interest. They are NOT, necessarily, the FULL screen shot
 - Windows screens will be different on different computers
 - Yours may have more or less items than these screen shots
- If you are having problems, raise your hand and a coach will help you.

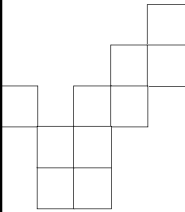
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Ground Rules -2

- Turn off your monitor when instructed
 - I will go thru the presentation explaining what we are going to do
 - I will close the presentation, and go thru the process so you can watch (on the projector)
 - I will go back to the presentation and leave the instructions on the screen
 - Turn your monitor back on, when instructed, and follow the steps on the screen


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Searching

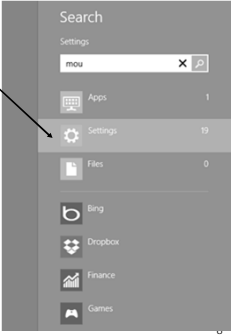
Search Features are Everywhere

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From the Start Screen


- Just start Typing
 - Select desired Group
- First group will be Wherever you were when you started typing
 - E.g. if you were in the store it would search the store



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From the Classic Shell

- Just start Typing
 - Select desired Group



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Windows Explorer


Now uses Ribbon



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Windows Explorer Options

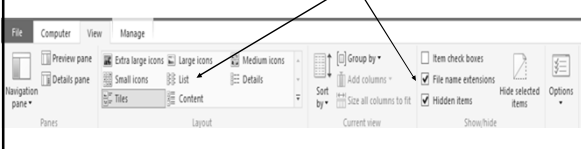
- Double Click on COMPUTER
 - Note System wide options



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Windows Explorer Options

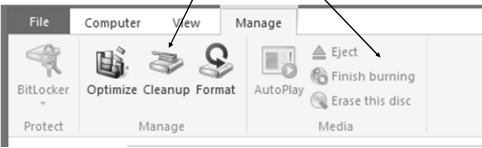
- Select View Tab
 - Note easy access to type of display
 - previously hard to find options



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Windows Explorer Options

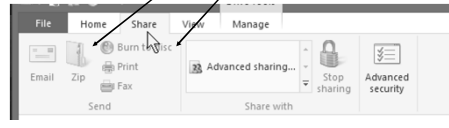
- Select Manage Tab
 - Note CD Burning options
 - Easy access to Disk Cleanup



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Windows Explorer Options

- Click on the "C" drive
- Select the Share tab
 - Note CD Burning/Print and Email options
 - Note the Zip option



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Windows Explorer Shortcuts

- **Ctrl+N** Open a new window on the same folder.
- **Ctrl+W** Close the current window.
- **Alt+Up Arrow** Go up one level.
 - **Alt+Right Arrow** Go forward. **Alt+Left Arrow** Go back.
- **Alt+D** Move the focus to the address bar, and select the current path.
- **F4** Move the insertion point to the address bar, and display the contents of the drop-down list of previous addresses.
- **Alt+Enter** Show properties of the selected file.
- **Shift+F10** Open the shortcut menu for the current selection (which is the same as a right-click).
- **F6/Tab** Cycle through the following elements: address bar, toolbar, navigation pane, file list, column headings (available in Details view only).
- **F11** Toggle full-screen mode.
- **Ctrl+Shift+N** Create a new subfolder in the current folder.
- **Ctrl+Shift+E** Expand navigation pane to the current folder.

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Windows "Bread Crumbs" -1

- To demonstrate this, Close any existing windows
 - Double Click on *Computer*
 - we will have to go down a few layers in a file tree.
 - Double Click on *C:*
 - Double Click on *Program Files (X86)*
 - Double Click on *Adobe*
 - Double Click on *Reader*

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Windows "Bread Crumbs" -2

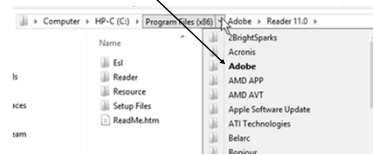
- To go see all the other folders on a previous level
 - Click on the arrowhead to the right of the desired level
 - The item in **bold** is the one currently being displayed
- To go back (up) the tree
 - Click (not on the arrowhead), but on the desired item

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Windows "Bread Crumbs" -2

- To go see all the other folders on a previous level
 - Click on the arrowhead to the right of the desired level
 - The item in **bold** is the one currently being displayed



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Other Tools Available from Browser

- Click on *Computer* (in left hand panel)
- From here, you can easily:
 - Get to Program Uninstaller
 - Open System Properties Dialogs



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Task Bar

- You can pin icons from the desktop to the task bar
- You can rearrange items on the taskbar
- Active icons are highlighted
- You can show the blank desktop by hovering your mouse in the lower right corner




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Manipulating the Taskbar

- Move Mouse over open running item
 - Move mouse over preview window



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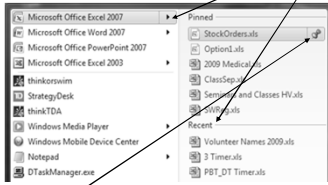
Active Window Tips

- Hold Down the *Windows* key and tap *Home*
 - Will minimize all but the current window
- Double Click Title Bar
 - Maximizes window
 - Repeat to restore to previous size and position
- Hold Down the Windows Key and Tap the Left or Right Arrow key

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Start Menu – Jump List

- Select a program, move mouse over arrow
 - See Most Recent items used with this program



- Note you can pin items to force them to stick

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Burning CDs and DVDs

We will demonstrate using CD's, writing DVD's is no different
Turn off your monitor!

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Burning CD's

- There are 2 General Types of CD
 - *R* and *RW*
 - *RW* are rewriteable and can be used like a disk
 - *R* are not
- There are 2 types of "R" +*R* and -*R*
 - As far as computers are concerned – you can use either
 - Devices such as CD and DVD players MAY only be able to use one type
 - Check your manual

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Burning CD's

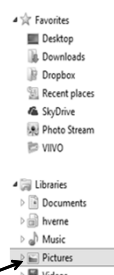
- Like A USB Flash Drive
 - You can use the CD like a disk
 - Writes are done immediately
 - However, it can only be read by Vista/Win 8 Computers
- With a CD/DVD Player
 - The computer saves the items to be written to disk
 - Once the disk is *Burned* nothing can be deleted (things can be added)
 - It can be read by most computers and some CD players



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Burning CD's

- We will need 2 copies of *Windows Explorer*
 - One will be the destination Window (already open)
 - Hold down the *Windows* key and tap the *right arrow*
 - The other will be the Source
 - Double Click on *Computer*
 - Hold down the *Windows* key and tap the *left arrow*
 - Here in class use the *sample pictures folder*
 - Left click on *Pictures* (in the Left Hand Pane)
 - Double Left click on *Sample Pictures*



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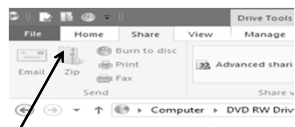
Burning CD's



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Burning CD's

- Drag and drop pictures from the *sample pictures* folder to the *Drive E* window
- When you are done, click on *Burn to disc*



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Burning CD's

- Windows 8 will burn the files to the CD
 - When it is finished, it will eject the CD
 - Click *Finish* on the popup
- You can then read this disk on any other computer or many CD devices.
- You cannot delete files from the disk
- You can, later, add additional files to the disk

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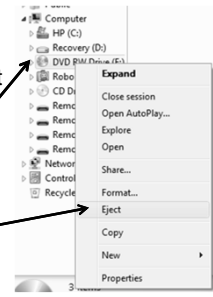
Burning CD's

- Using the live format is very similar only:
 - When you select *Live Formatting* Win 8 formats the CD
 - Once you drag a file to the CD (Drive E) window, the file is immediately written to the CD.
 - You do not have to click on *Burn..*
- You can come back later and add/delete files to the CD

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Burning CD's

- When you are done, you can finish by:
 - either pressing the *eject* button on the CD drive
 - Or Right clicking on Drive E (in the left hand pane of the explorer window) and select *Eject*



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Burning CD's

- In either case, Win 8 will take a few seconds to finalize the CD
 - You can then read it in either a Win7/Win8/Vista or most XP computers.
- If you re-insert it (at a later time) into the Win 8 machine, you can continue to add (or even delete) files

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Trouble Shooting Aids

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Trouble Shooting Tools

- In the Control Panel
 - Find and Fix Problems



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Action Center

- Control Annoying Security Pop Ups
- Has links to other Key Trouble Shooting Screens

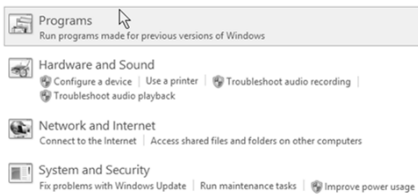


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Trouble Shooting

- Troubleshoot computer problems
 - Click on a task to automatically troubleshoot and fix common computer problems. To view more tro box.

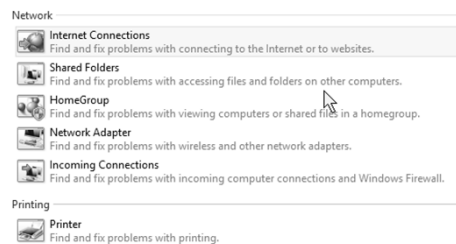


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Trouble Shooting

- Network and Internet



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Trouble Shooting

■ System and Security

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Action Center

Review recent messages and resolve problems
No issues have been detected by Action Center.

Security ▼

Maintenance ⌵

Check for solutions to problem reports OFF
Check for solutions | Privacy statement | Settings | View reliability history

Automatic Maintenance No action needed
Last run date: 4/29/2013 8:50 AM
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

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System Repair Disk

■ Go to Start Screen and type *Windows 7*

- Select *Settings* (on right)
- Select *Windows 7 File Recovery* (on Left)

Control Panel Home Back up or restore your files

Create a system image Backup
Create a system repair disc Windows Backup has not been set up.

Restore Windows could not find a backup for this computer.

■ Available Functions on Boot

- Startup repair, System restore
- System image recovery, Windows memory diagnostic

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System Backup

■ The Win7 backup applet actually offers three different backup types

- a system image (best for preserving your entire system setup)
- a standard file-oriented backup (best for routine daily or weekly data backups)
- a bootable "system repair disk" that lets you make selective repairs or restore a whole-system image you created previously.

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System Restore

■ Open Start Screen

■ Type *System Restore*

■ Select *Settings* (on right)

- Select *Create a Restore Point* (on left)
- Select *System Restore*
- Select *Scan for Affected Programs*

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See your Devices

■ Start/Devices and Printers

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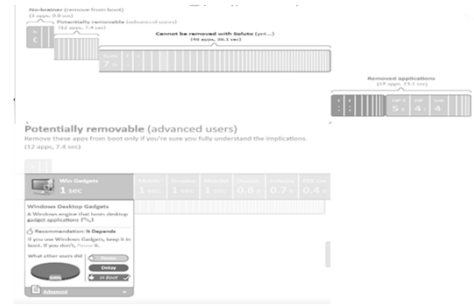
Changing Startup Safely

- A Safe Way, with a GUI interface is to use **Soluto**.
 - <http://www.soluto.com/Download/>
- This will show you how much time each process takes to load and will give you advice as to the ones you can Pause/Disable or Delay.

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Soluto



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Task Manager - 1

- Right Click on Task Bar, Select **Start Task Manager**
- On Bottom, Select **More Details**

Name	Status	64% CPU	31% Memory	0% Disk	0% Network
Apps (2)					
Task Manager		0%	11.2 MB	0 MB/s	0 Mbps
Windows Desktop Gadgets		0.4%	108.1 MB	0 MB/s	0 Mbps
Background processes (66)					
Acronis Scheduler 2		0%	1.0 MB	0 MB/s	0 Mbps
Acronis Scheduler Helper		0%	0.7 MB	0 MB/s	0 Mbps
Acronis TIB Monitor (32 bit)		0%	1.9 MB	0 MB/s	0 Mbps
Acronis True Image Monitor (32...		0%	3.9 MB	0 MB/s	0 Mbps

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Task Manager - 2

- To Close a “stuck” window
 - Select “Applications” tab, right click on application, select “End Task”
 - If this doesn’t work, right click on application, select “Go to Details”
 - Right Click on process and select “End Process Tree”

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Task Manager - 3

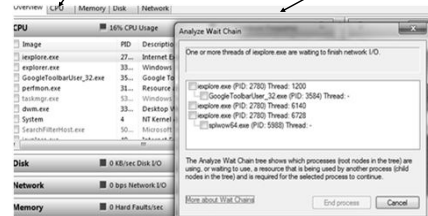
- To get an idea of how your system is running, select the **Performance** tab
 - Make sure you are not using more than 75% of Physical Memory. (even over 60%, you might consider adding more memory)
 - Check your CPU usage.
 - Select the **Processes** Tab
 - Click on the CPU Heading so that the processes using the most CPU time sorts on top,

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Process Monitor – Wait Chain

- Open **Resource Monitor** (on bottom of Performance tab)
 - Select **CPU** Tab
- You can see unresponsive tasks
 - Right Click on a process and select **Analyze Wait Chain**



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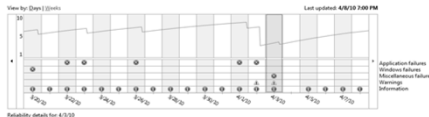
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Reliability Monitor

- In Start Screen, type *Reliability*, Select *Settings*
 - Select *View Reliability History*

Review your computer's reliability and problem history.

The Reliability index assesses your system's overall stability on a scale from 1 to 10. By selecting a specific period in time, you may review the specific hardware and software problems that have impacted your system. (Click to expand details.)



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Problem Restart

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Restart Options

- Go to Start Screen
 - Windows + I
 - Select *Change PC Settings* (on Bottom)
 - Select *General* (on left)
 - Scroll down to *Advanced Startup*
 - Click *Restart Now*

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Restart Options

- System Restore
 - Restore System to using previous restore point
- System Image Recovery
 - Restore system using an "Image" Back up
- Automatic Repair
 - Attempt to automatically fix startup problems
- Command Prompt
 - For DOS programmers
- Startup Settings
 - Will allow you to get into Safe mode

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Reference Material

These items will not be discussed during class

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Handy Keyboard Shortcuts

- Windows key + Arrow Up
 - Make Active window full screen
- Windows key + Arrow Down
 - Return Active window to previous size & position
- Windows key + Arrow Right
 - Make Active window Half Screen, Right Justified
- Windows key + Arrow Left
 - Make Active window Half Screen, Left Justified

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