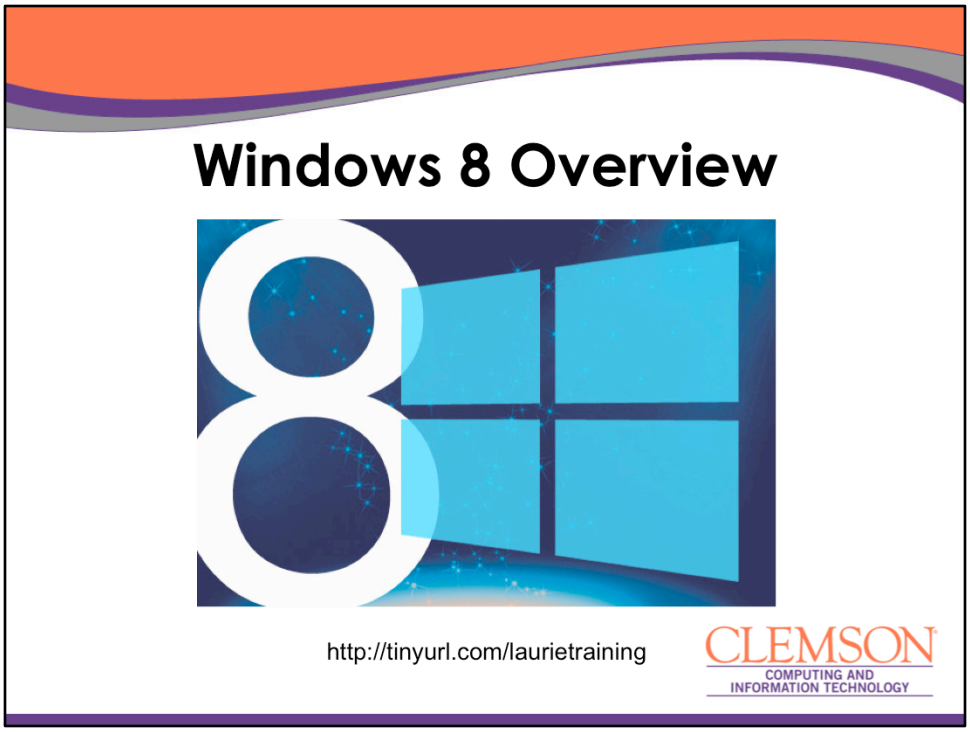
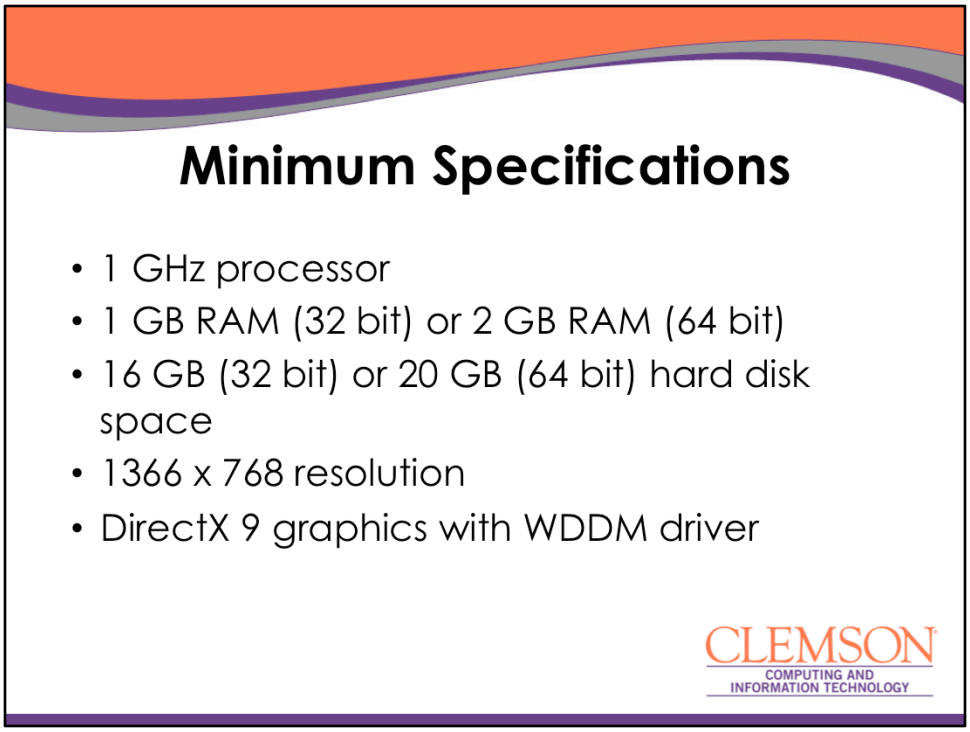
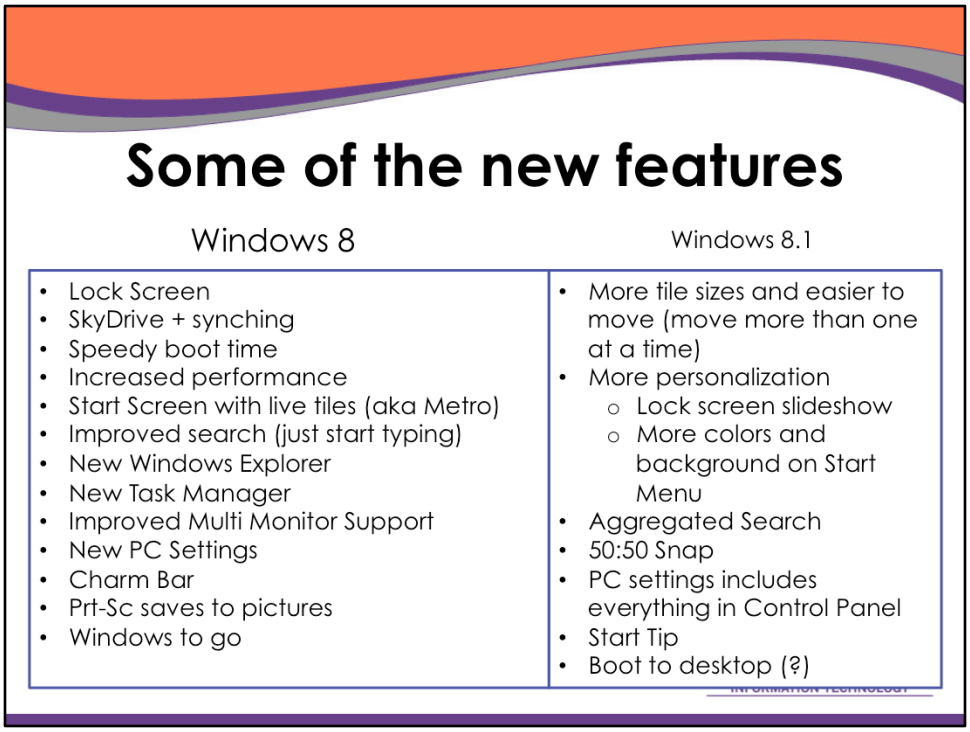


This is Laurie Sherrod. Welcome to today's tech talk! We'll be showing Windows 8 – the newest Windows operating system today. Windows 8 has been around for about a year now – and a new version is coming out this month – Windows 8.1. Microsoft listened to some complaints about Windows 8 and is fixing some of them with the new version. I am delivering this Tech Talk on a five year old laptop running Windows 8.1 preview edition. We will spend most of the time on a PowerPoint with screenshots so I can be sure to show you a lot of new features – and if there's time at the end, I will show my desktop for just a few minutes. This PowerPoint will be available on the CCIT Tech Talks web site after the presentation – I will be skipping quickly over a few slides – and a few will have links. So if you want to see those things better, just plan to visit the site and take a look at the presentation later.

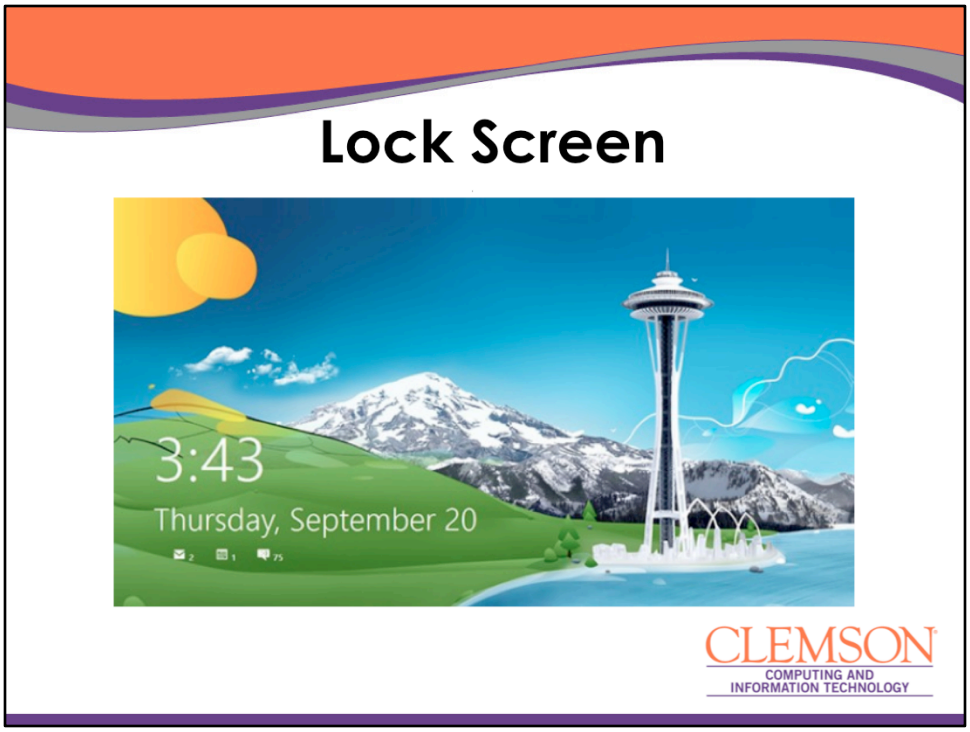


The minimum specifications for Windows 8 are nearly the same as for Windows 7.

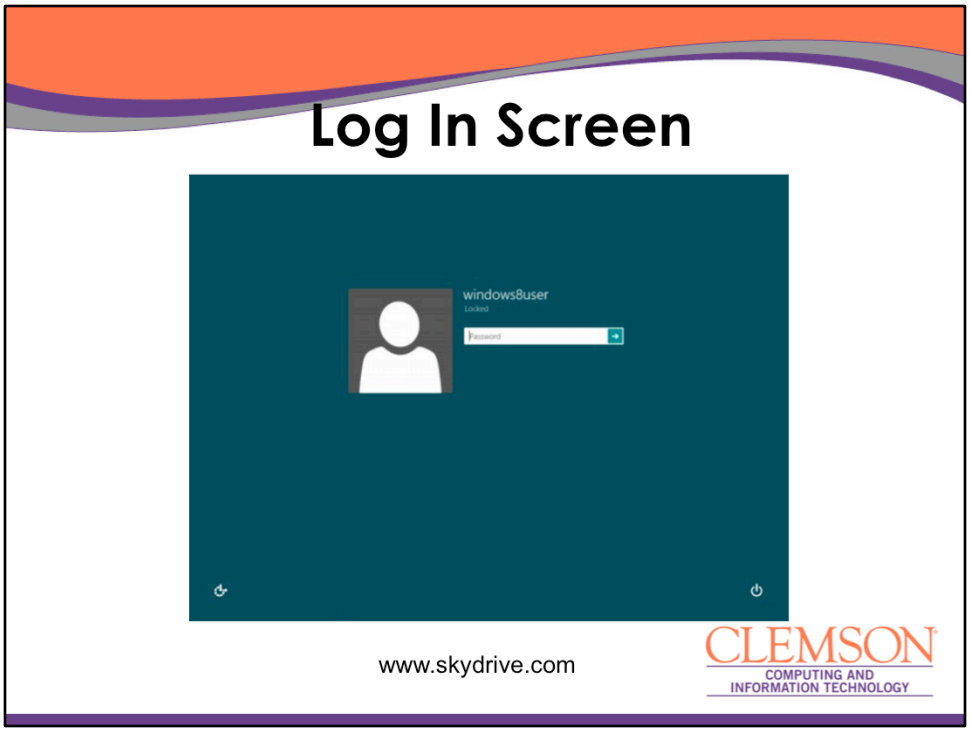


Here are some of the new features – we will demonstrate most of these in today's presentation.

All right. I'll admit it. The first hour I used Windows 8 I was baffled. But once I learned two magic tricks, I loved it!!! As we hit those two you will see a star beside them. There are two others with smaller stars that I consider really helpful.

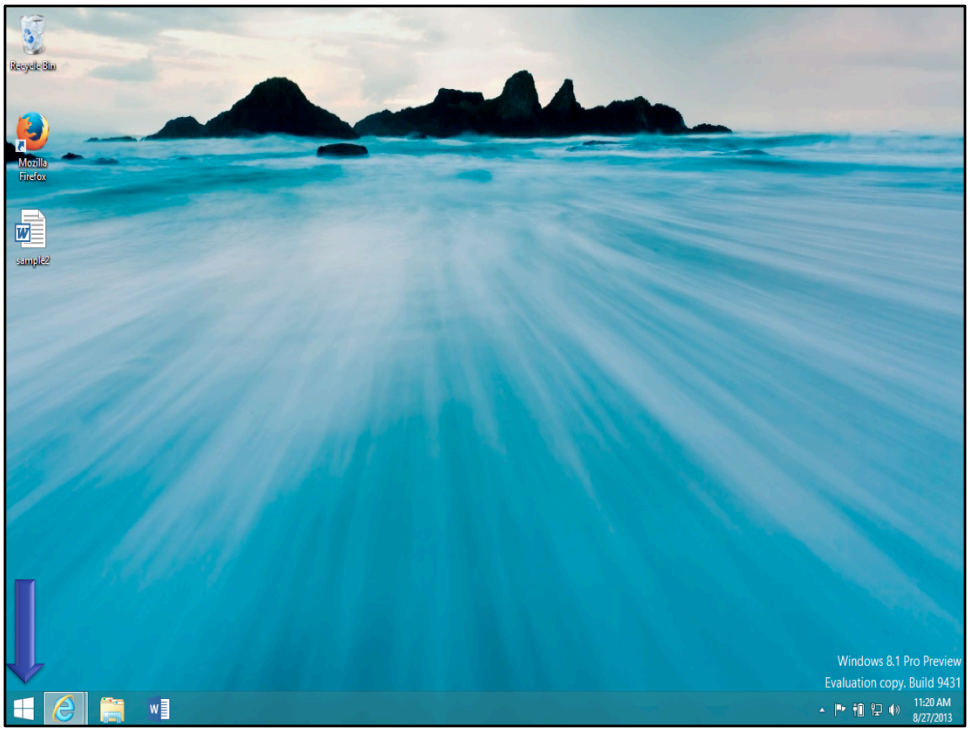


This is the first screen you see in Windows 8. click anywhere on it to get started.



This is the log in screen. You have three choices – you can log in to a Windows account, you can use a PIN number instead of a password, or you can log in to a MS Skydrive account. If you don't have a Skydrive account, I highly recommend it! Just go to www.skydrive.com and create an account. I recommend using your Clemson email address as your user name so others can find you. You'll get seven GB of free cloud storage and some excellent onscreen apps. But even more important – it integrates nicely with Windows 8, and Office 2010 or 2013.

This is the Start Menu – filled with Tiles representing two kinds of application – "new style" – and old "desktop style". One of the tiles is Desktop – just click on it to go to old familiar territory.

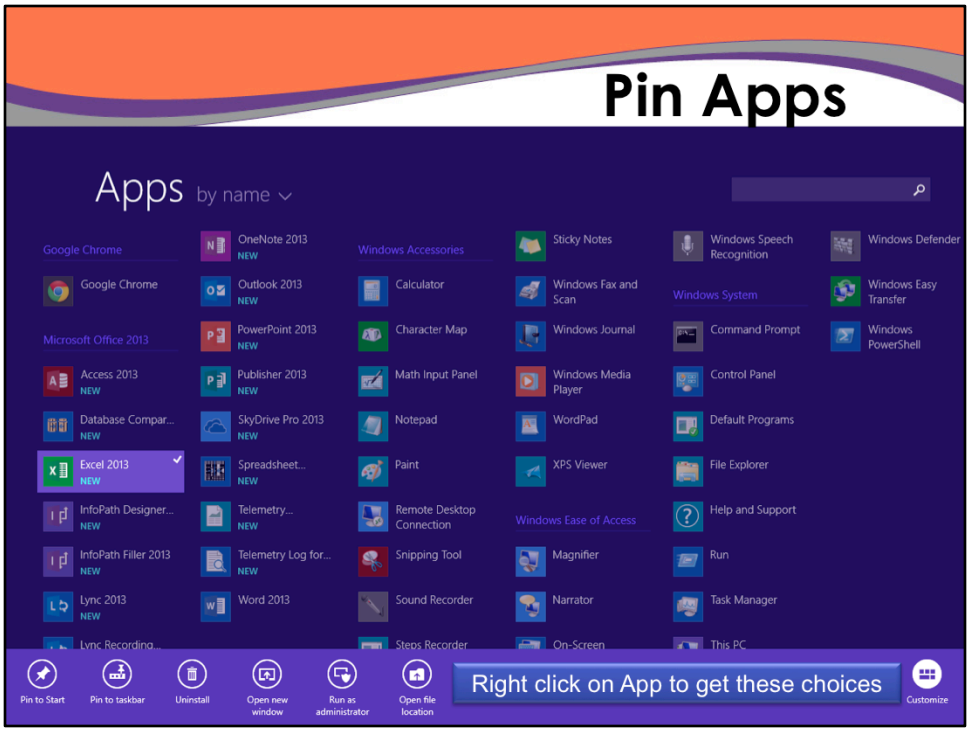


This is the Desktop – looks and acts just like Windows 7! If you want, you can just stay here all of the time. At the end I'm going to show you a little tweaking I added to mine that helps a lot.

To see more icons either swipe on a touch screen device, or use your mouse to scroll using the bar at the bottom.

In Windows 8.1, you'll see a little down arrow. (You can get to the same thing in Windows 8 by right clicking.)

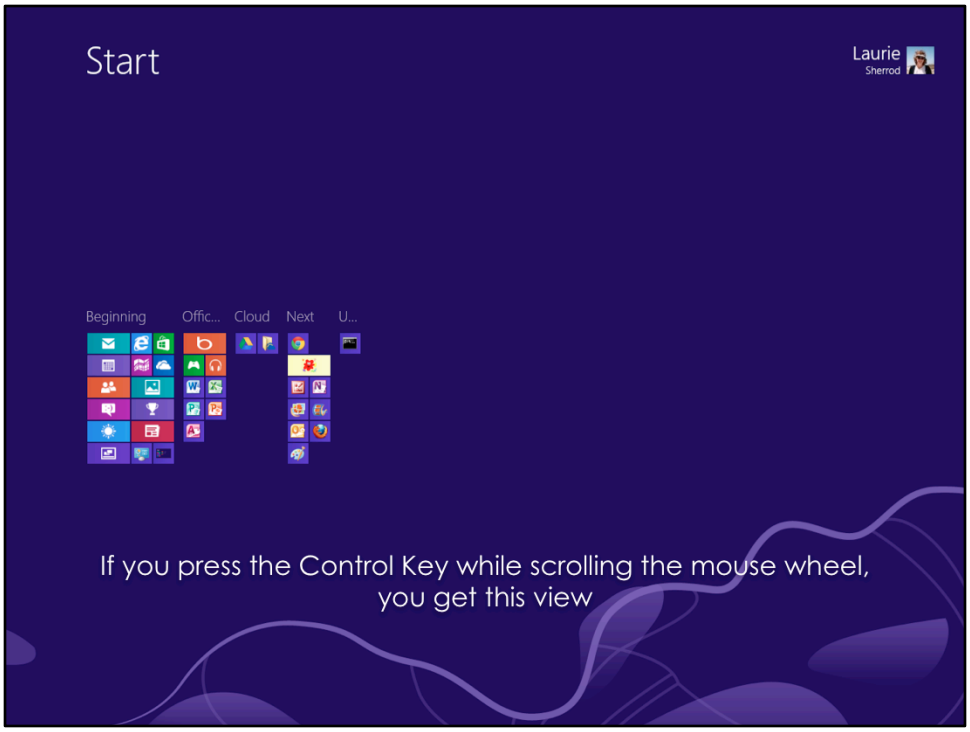
The arrow brings up the full list of installed apps. When you are ready to go back to the Start Menu, there's a little up white arrow. But let's stay here for another slide.



You can right click on any App go get these choices…

All right, my BEST trick it this one!!! When on the Start Menu, just type in ANY word. A search will pop up. If you're in Windows 8.1 it searches "everywhere". In Windows 8 you have a choice of Apps, Files, or Settings. It defaults to searching for Apps, but if the word you've typed in is the name of a file, you just have to click on File…

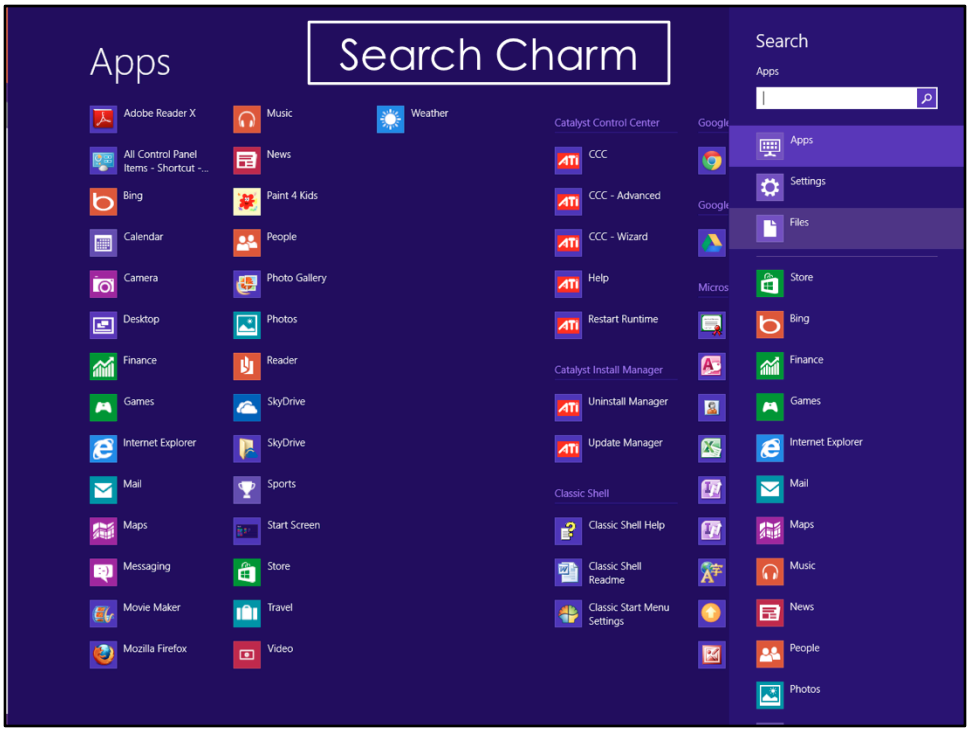
You can drag the tiles around the screen to move them – perhaps moving less used ones farther to the right, more used ones farther to the left. You can also group them – you see my first group here is called Basic. Right click in a margin to get the Customize option. Right click on a Tile to customize that tile – including changing the size, unpin, or uninstall. Right click on the margins to list all apps in Windows 8.



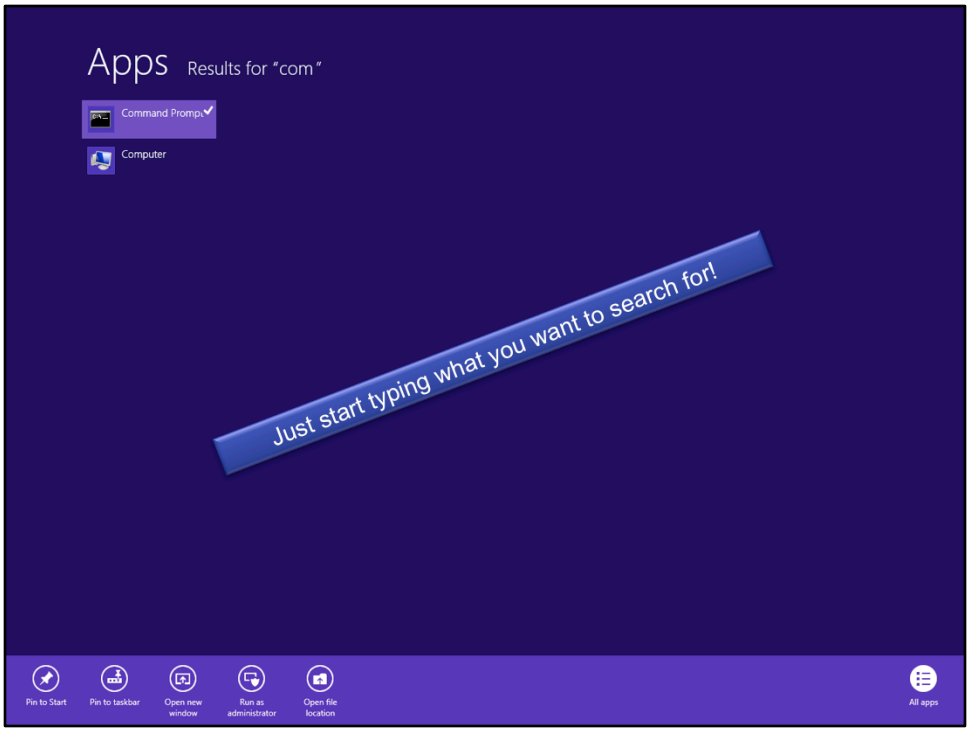
If you press the Control Key while scrolling the mouse wheel, you get this view. You can name groups or move entire groups of tiles.

Start
Charm Menu
Laurie Sherrod
Mail
Internet Explorer
Store 16
Trending
Hough dress
Edward Furlong
Doomsday Clock
Bing
Google Drive
Google Chrome
Calendar
Maps
SkyDrive
Games
Music
PAINT 4 KIDS
Photos
Microsoft Word 2010
Microsoft Excel 2010
Microsoft Office Picture Manager
Microsoft OneNote 2010
Messaging
ESPN – Carmelo Anthony appreciates support
Microsoft PowerPoint 2010
Microsoft Access 2010
SkyDrive
Photo Gallery
33°
New York City
Fog
Weather
Obama unveils big gun-control package
Microsoft Publisher 2010
Movie Maker
Microsoft Outlook 2010
Desktop
All Control Panel Items - Shortcu...
Start Screen
Mozilla Firefox

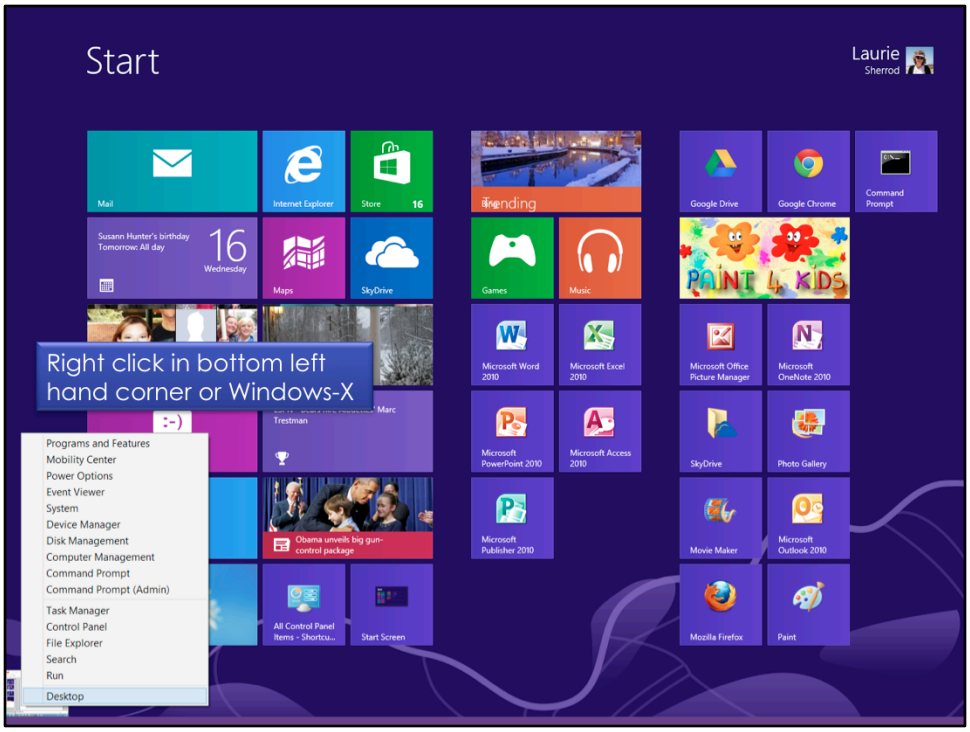
Start
Charm Menu
Laurie
Sherrod
Search
Share
Start
Devices
Settings
Mail
Internet Explorer
Store
16
Bing
Google Drive
Google Chrome
Susann Hunter's birthday
Tomorrow: All day
16
Wednesday
Maps
SkyDrive
Games
Music
PAINT 4 KIDS
Photos
Microsoft Word 2010
Microsoft Excel 2010
Microsoft Office Picture Manager
Microsoft OneNote 2010
Messaging
ESPN - Carmelo Anthony appreciates support
Microsoft PowerPoint 2010
Microsoft Access 2010
SkyDrive
Photo Gallery
27°
Paris
Fair
28°/18°
Weather
Obama unveils big gun-control package
Microsoft Publisher 2010
Movie Maker
Microsoft Outlook 2010
Start Screen
Mozilla Firefox
3:01
Wednesday
January 16

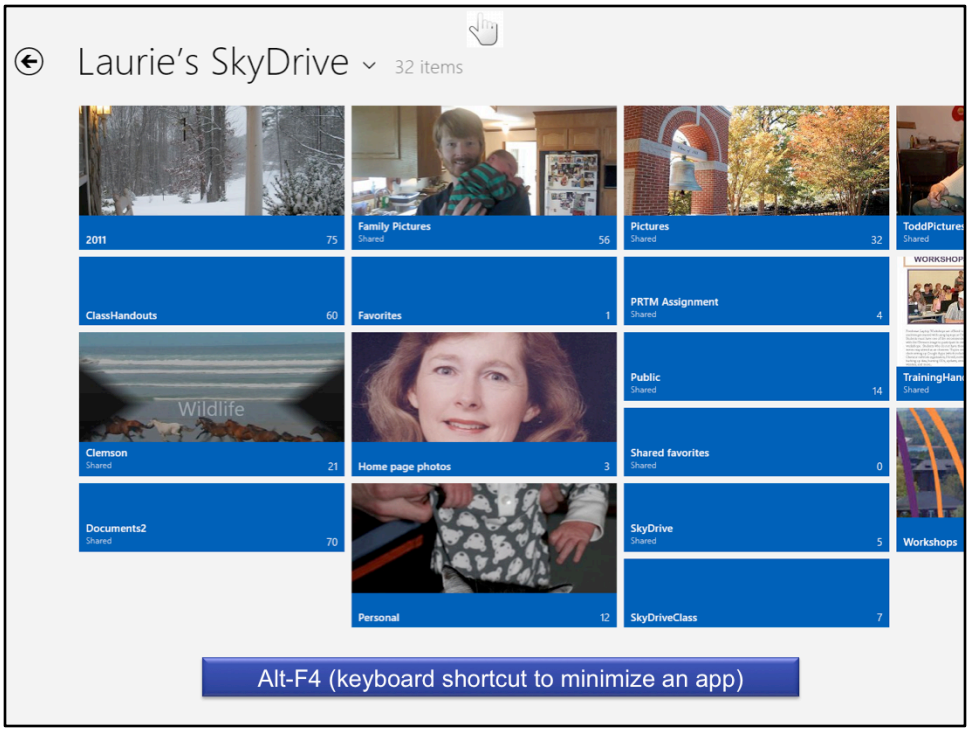


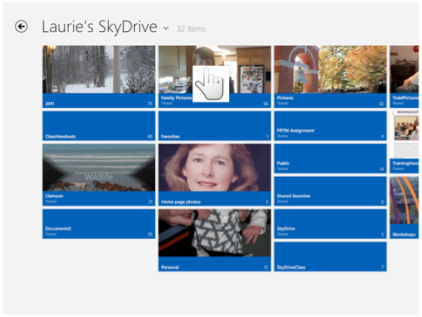
This is something I never use!!! This is the Search charm. Why click on a corner and a link when all you have to do is start typing the word you are searching for? This is the Windows 8 version that defaults to Apps – or lets you search for Settings or Files. Remember in 8.1 they are all combined.


Apps
Results for "com"
Command Prompt
Computer
Just start typing what you want to search for!
Pin to Start
Pin to taskbar
Open new window
Run as administrator
Open file location
All apps

Start
Settings Charm
Mail
Internet Explorer
Store
16
Trending
Hough dress
Edward Furlong
Doomsday Clock
Bing
Susann Hunter's birthday
Tomorrow: All day
16
Wednesday
Maps
SkyDrive
Games
Music
Photos
Microsoft Word 2010
Microsoft Excel 2010
Messaging
ESPN - Carmelo Anthony appreciates support
Microsoft PowerPoint 2010
Microsoft Access 2010
SkyDrive
30°
London
Fair
33°/20°
Weather
Obama unveils big gun-control package
Microsoft Publisher 2010
Desktop
All Control Panel Items - Shortcu...
Start Screen
Settings
Start
Tiles
Help
Sleep
Shut down
Update and restart
Notifications
Power
Keyboard
Change PC settings


Start
Laurie
Sherrod
Mail
Internet Explorer
Store
16
Susann Hunter's birthday
Tomorrow: All day
16
Wednesday
Maps
SkyDrive
Trending
Games
Music
Google Drive
Google Chrome
Command Prompt
PAINT 4 KIDS
Microsoft Word 2010
Microsoft Excel 2010
Microsoft Office Picture Manager
Microsoft OneNote 2010
Microsoft PowerPoint 2010
Microsoft Access 2010
SkyDrive
Photo Gallery
Microsoft Publisher 2010
Movie Maker
Microsoft Outlook 2010
Mozilla Firefox
Paint
Right click in bottom left hand corner or Windows-X
Marc Trestman
Obama unveils big gun-control package
All Control Panel Items - Shortcu...
Start Screen
:-)
Programs and Features
Mobility Center
Power Options
Event Viewer
System
Device Manager
Disk Management
Computer Management
Command Prompt
Command Prompt (Admin)
Task Manager
Control Panel
File Explorer
Search
Run
Desktop


Laurie's SkyDrive
32 items
2011
75
Family Pictures
Shared
56
Pictures
Shared
32
ToddPictures
Shared
ClassHandouts
60
Favorites
1
PRTM Assignment
Shared
4
Public
Shared
14
Wildlife
Clemson
Shared
21
Home page photos
3
Shared favorites
Shared
0
Documents2
Shared
70
SkyDrive
Shared
5
Workshops
Personal
12
SkyDriveClass
7
Alt-F4 (keyboard shortcut to minimize an app)



Drag to bottom to close the app
Drag to right or left to pin to the side

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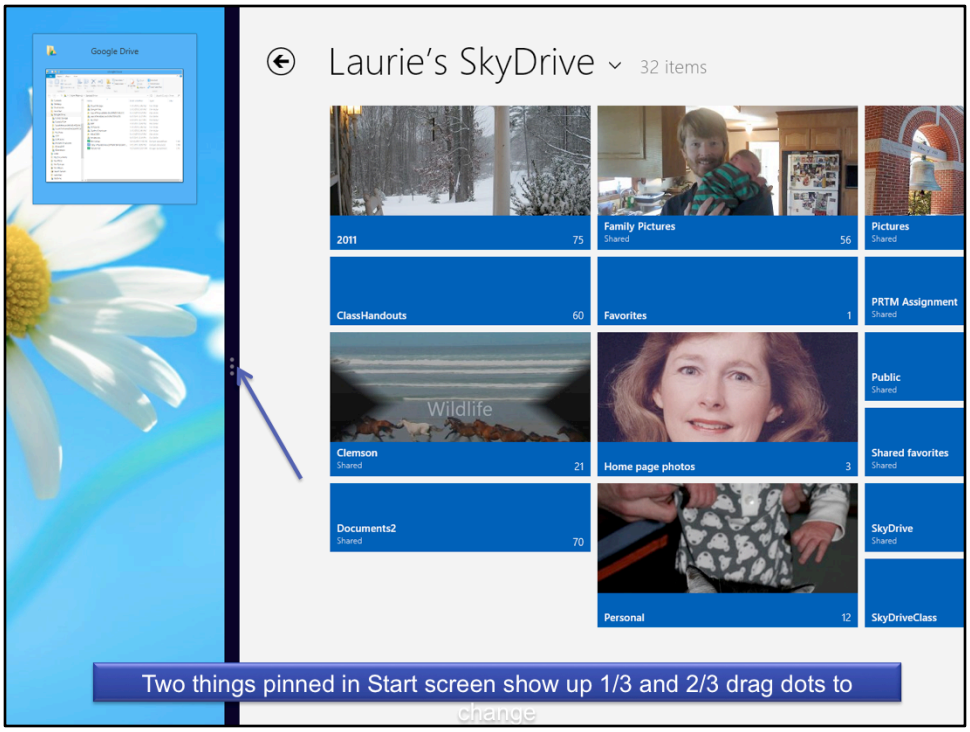
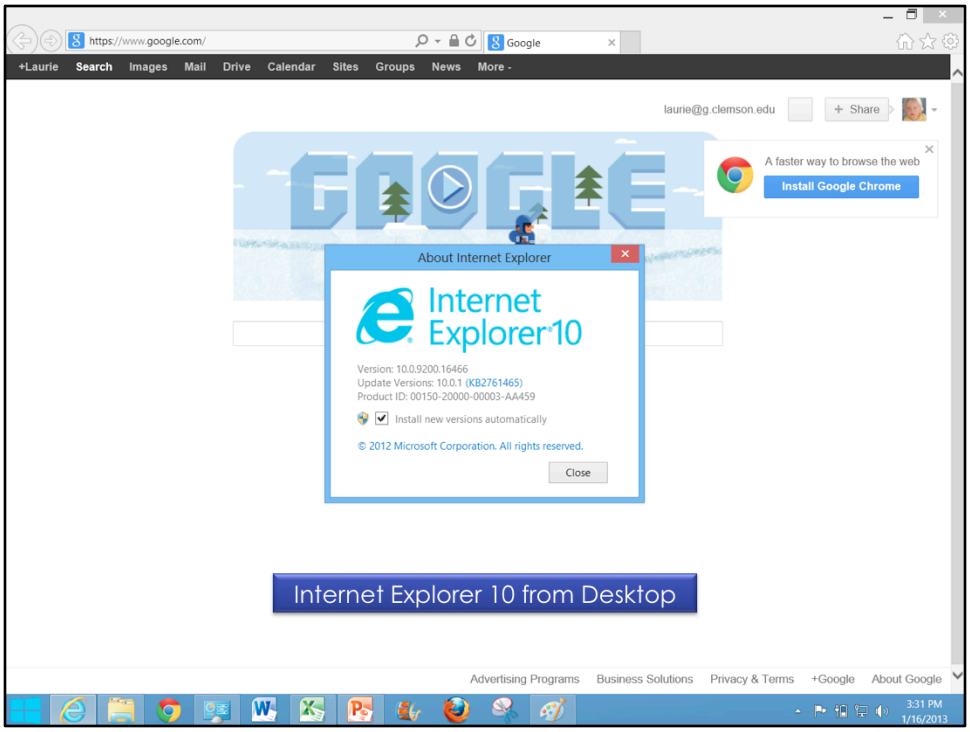
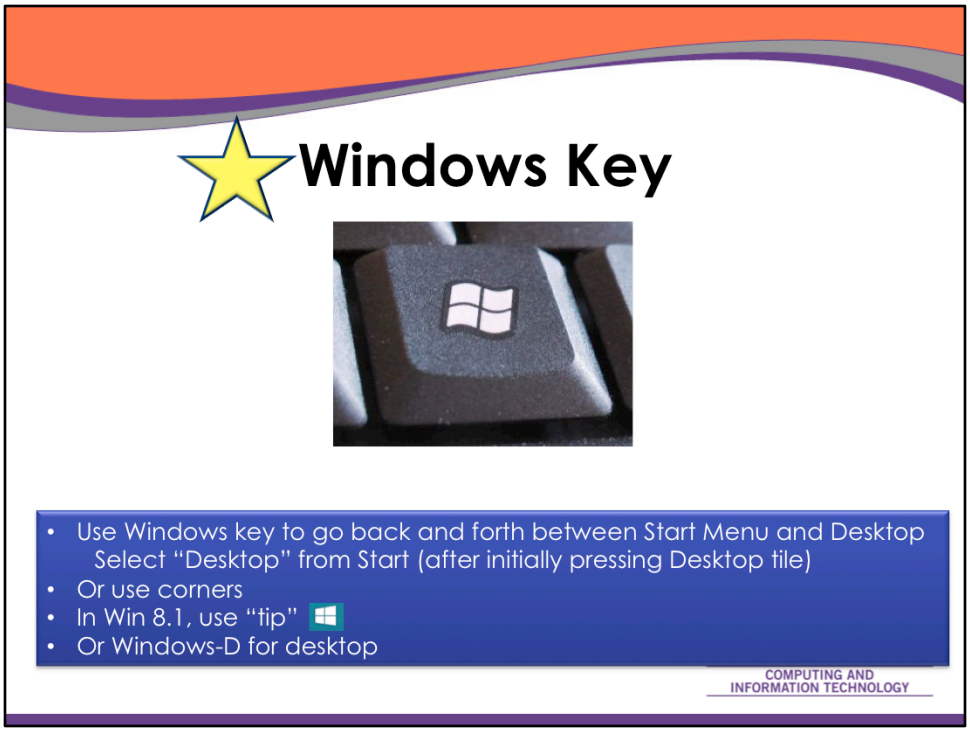

Google Drive
Laurie's SkyDrive
32 items
2011
75
Family Pictures
Shared
56
Pictures
Shared
ClassHandouts
60
Favorites
1
PRTM Assignment
Shared
Wildlife
Clemson
Shared
21
Home page photos
3
Public
Shared
Shared favorites
Shared
Documents2
Shared
70
SkyDrive
Shared
Personal
12
SkyDriveClass
Two things pinned in Start screen show up 1/3 and 2/3 drag dots to change

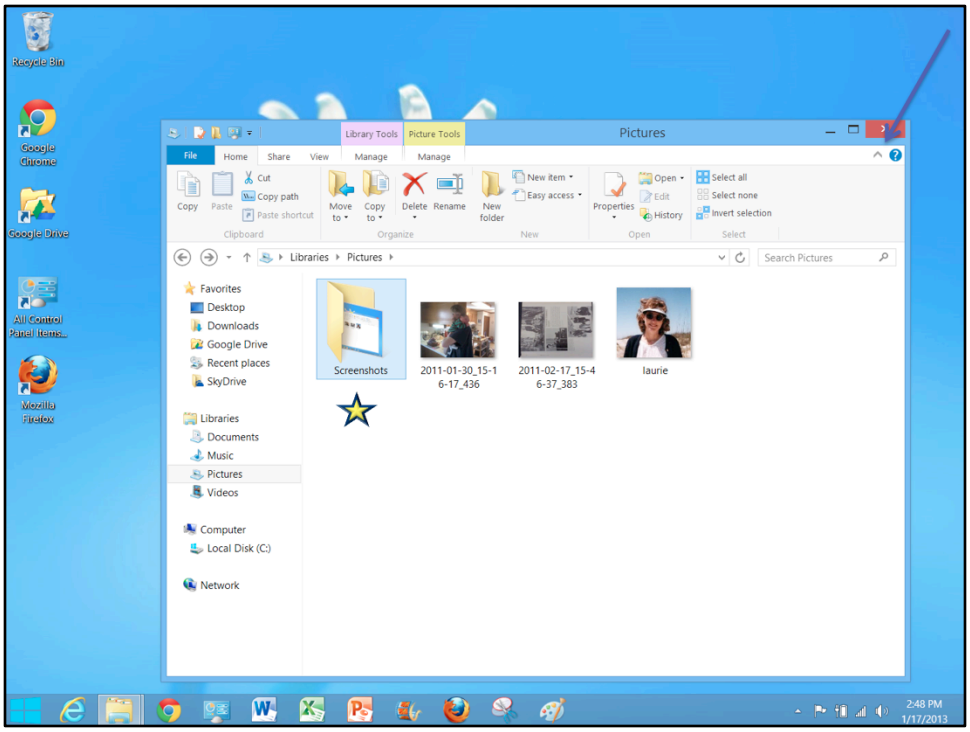
Here is another full screen app – Internet Explorer 10. I will admit that the first time I tried this tile, I was a bit worried. No menus! URL typed in the bottom. How in the world did I close it? But once I learned the hand trick – and that you can right click to get the menu back – I felt a little better.



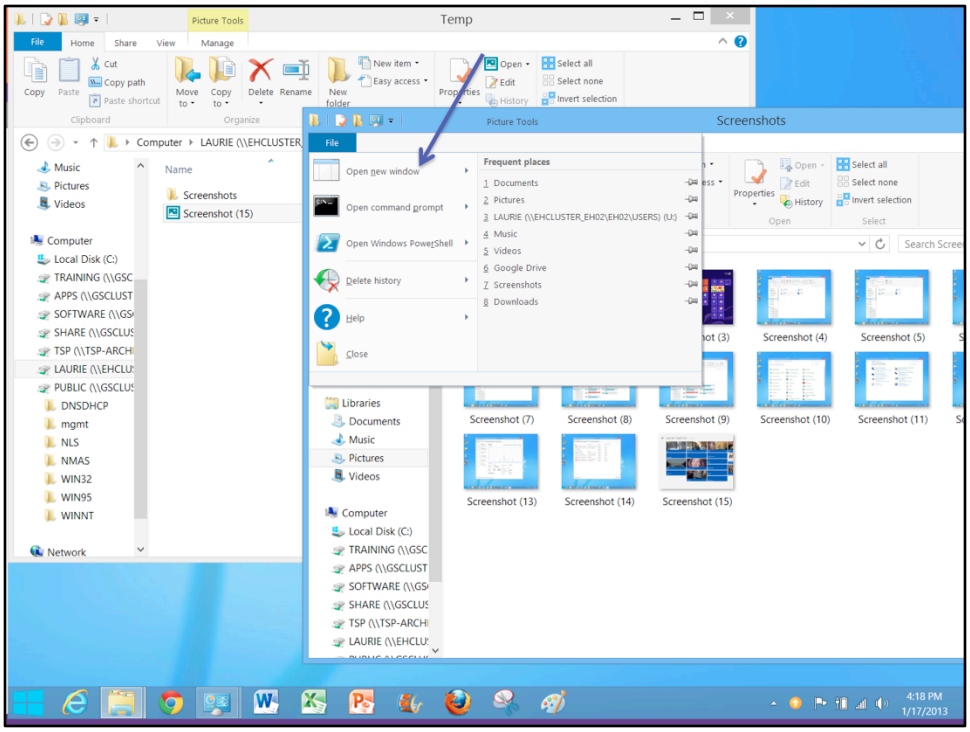
But when I went to the Desktop and found Internet Explorer 10 there and it looked just like the old familiar IE, I felt totally fine again!!!!



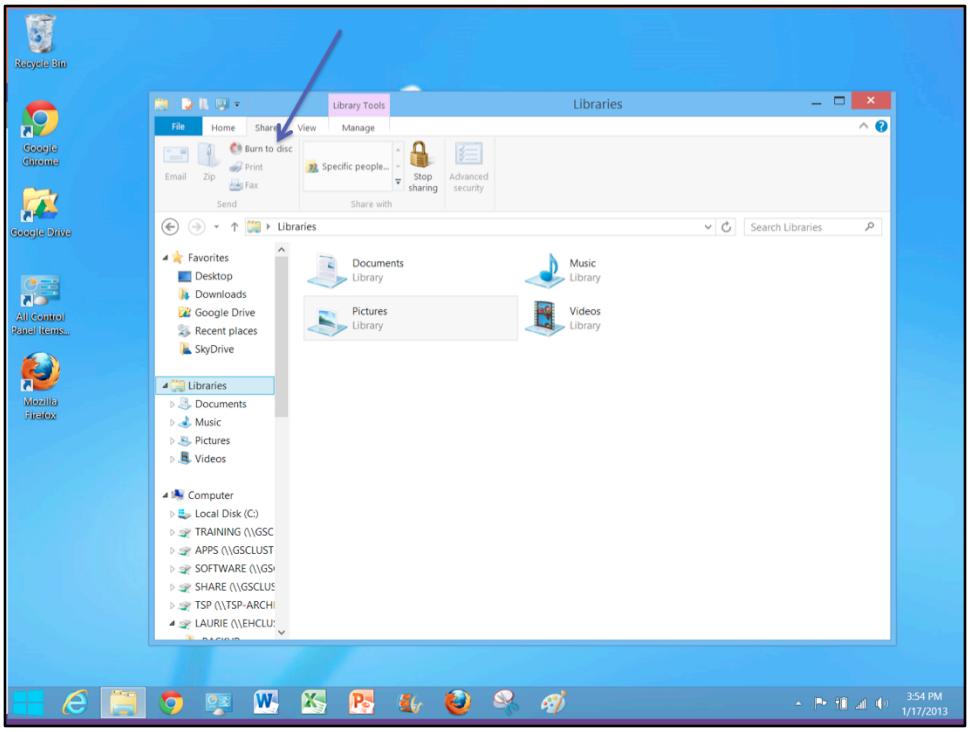
Here is our second star! The Windows key is an awesome trick to know about… When you first boot into the start menu and press Desktop –if you press the Windows key it will take you back to the Start Menu. Then any time you want to go back to the Desktop, Windows key will usually take you back. Of course there are many other ways to do these things! In Windows 8.1 there is a Windows tip icon to take you back and forth. And there's the keyboard shortcut Windows-D to take you to the desktop. I personally have never used the Windows key before Win 8 – and now use it all of the time…



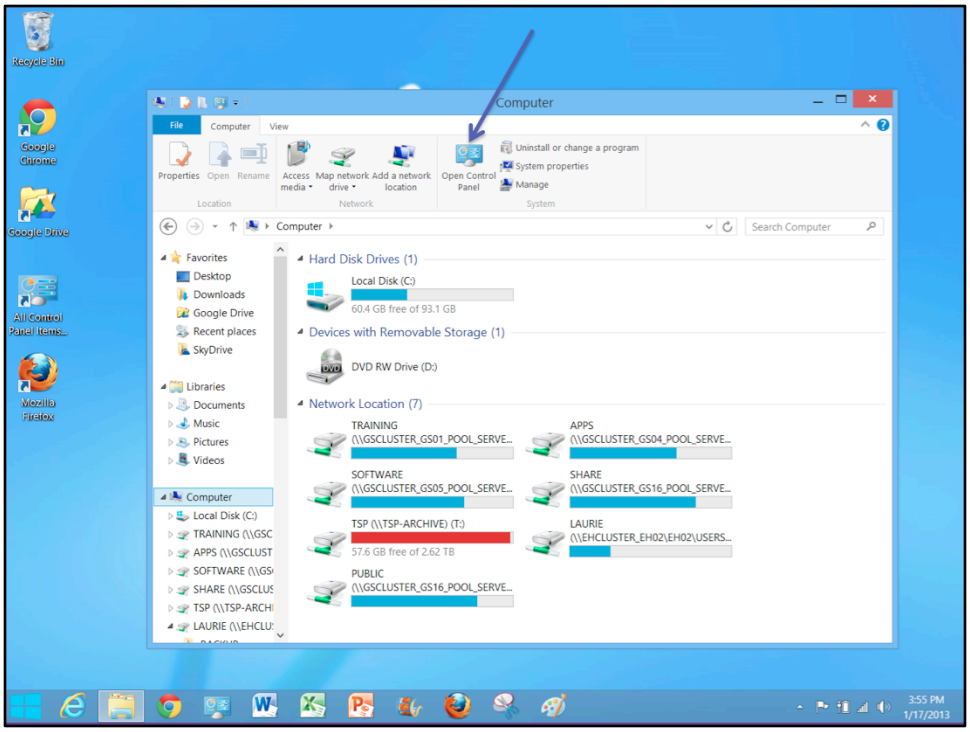
Okay, here we are back in the Desktop. If you click on the File Explorer folder – it's there by default, and click on any library or folder – here I have clicked on my pictures - notice there are ribbons at the top! They change according to what is selected, but you see lots of new options up there. While we are on the Pictures folder, my third to favorite (not quite a full star) feature of Windows 8 is Screenshots. For many years you have been able to press the PrintScreen key in Windows, then open Word or any other app, click Paste, and you had a picture of what was on the screen. But in Windows 8, if you press the Windows Key along with Print Screen, it stores the picture in a folder in the Pictures library – naming that folder Screenshots. By the way, if you don't see the ribbons at the top, there is a little gray arrow you click on to expose or hide them.



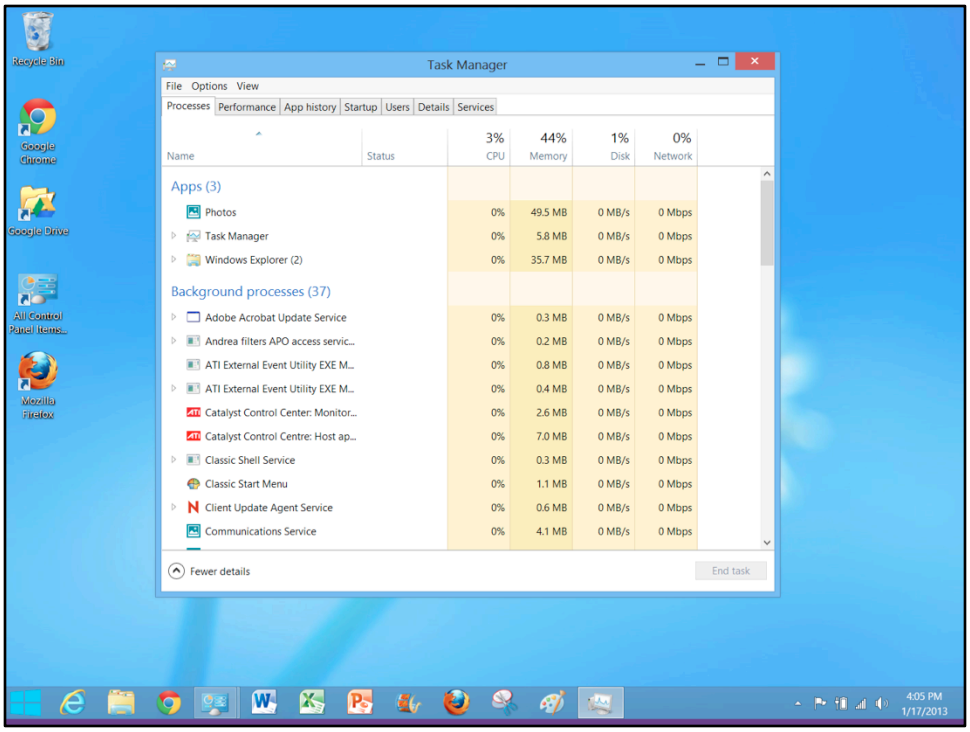
Another option you have in these folder views is under File, you can select Open new window – in case you want to drag files from one folder to another!



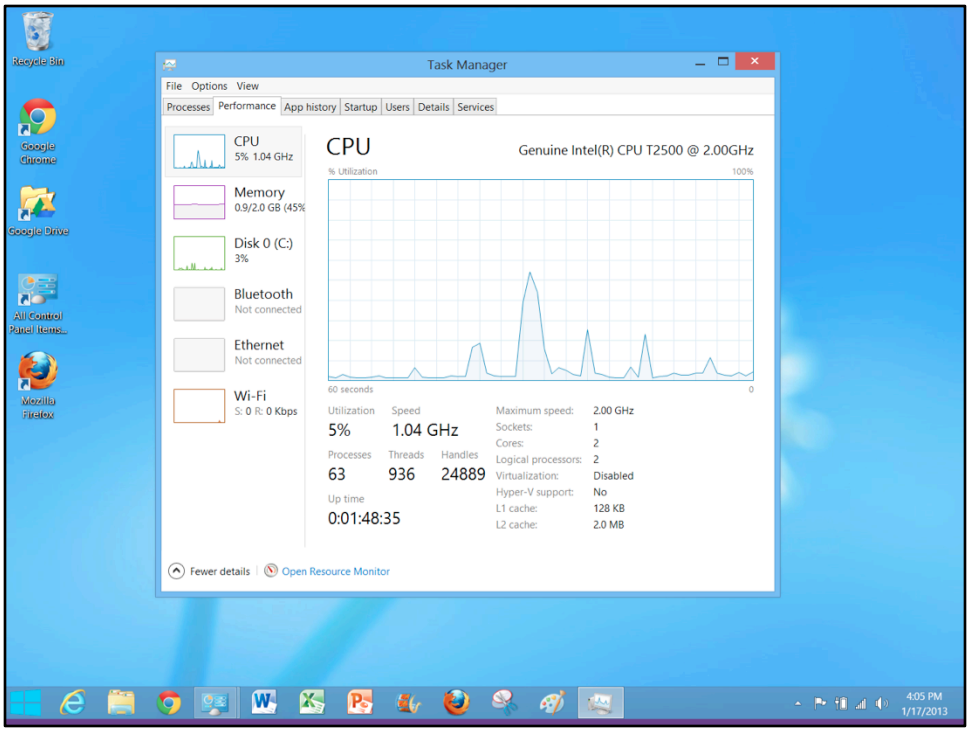
Under Library Tools, one option is Burn to disc (if your device has a DVD burner).



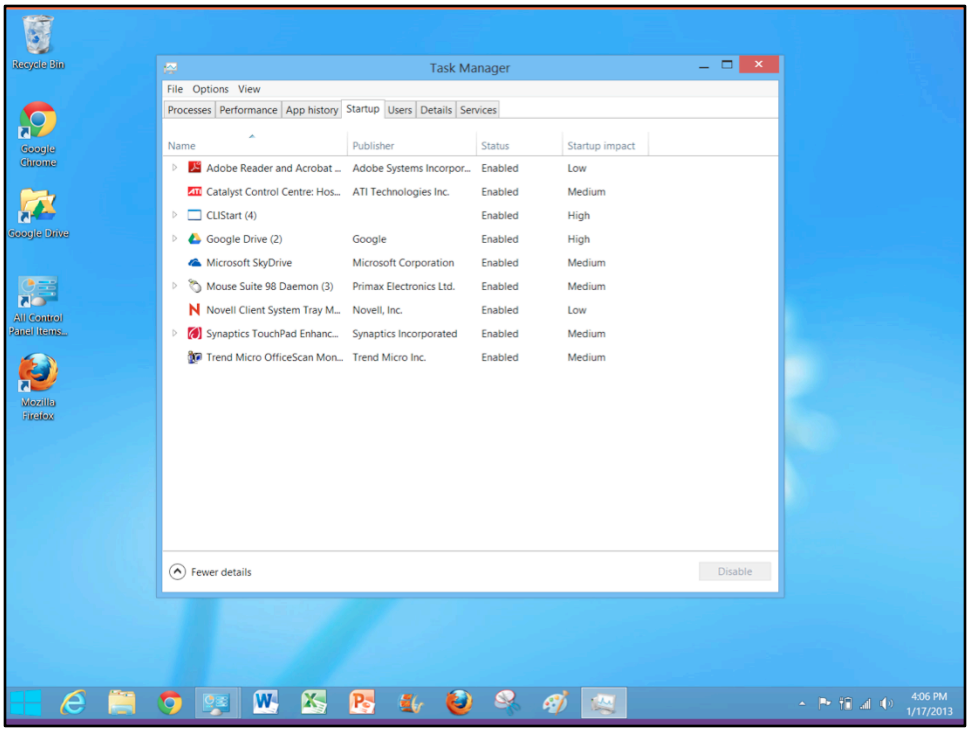
Yes, Novell works! If you click on Computer (or my Windows 8.1 calls it This PC), notice the option to Open Control Panel or Uninstall Programs! If you use Control Panel a lot, once you open, you can pin to taskbar.



There is a new Task Manager too! Notice the tabs.

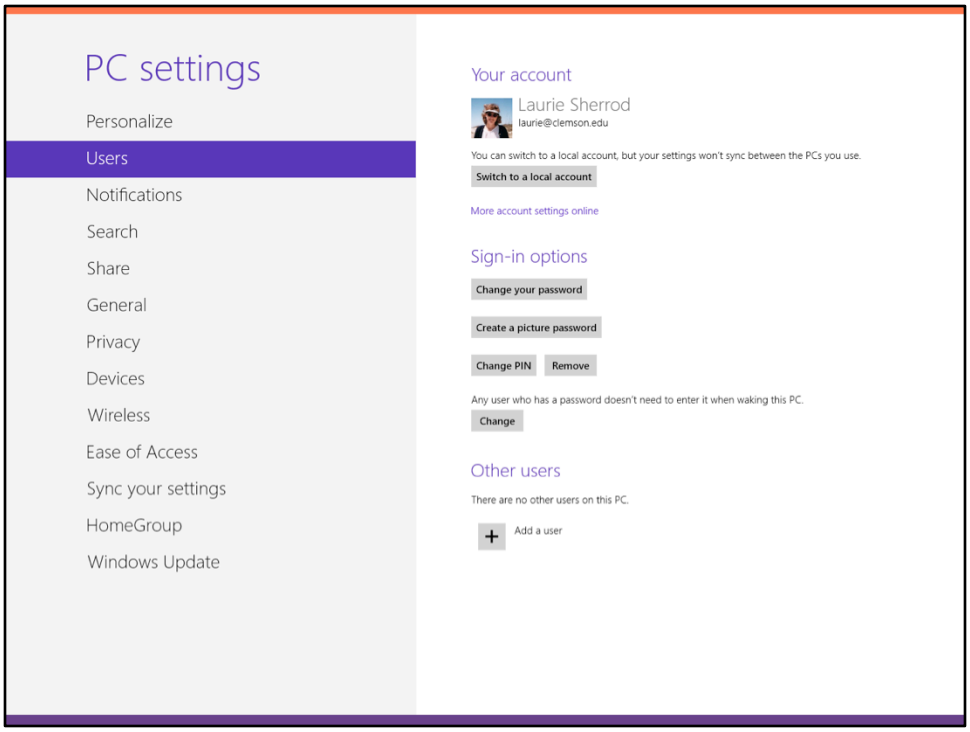


The Performance tab has fancy graphs.

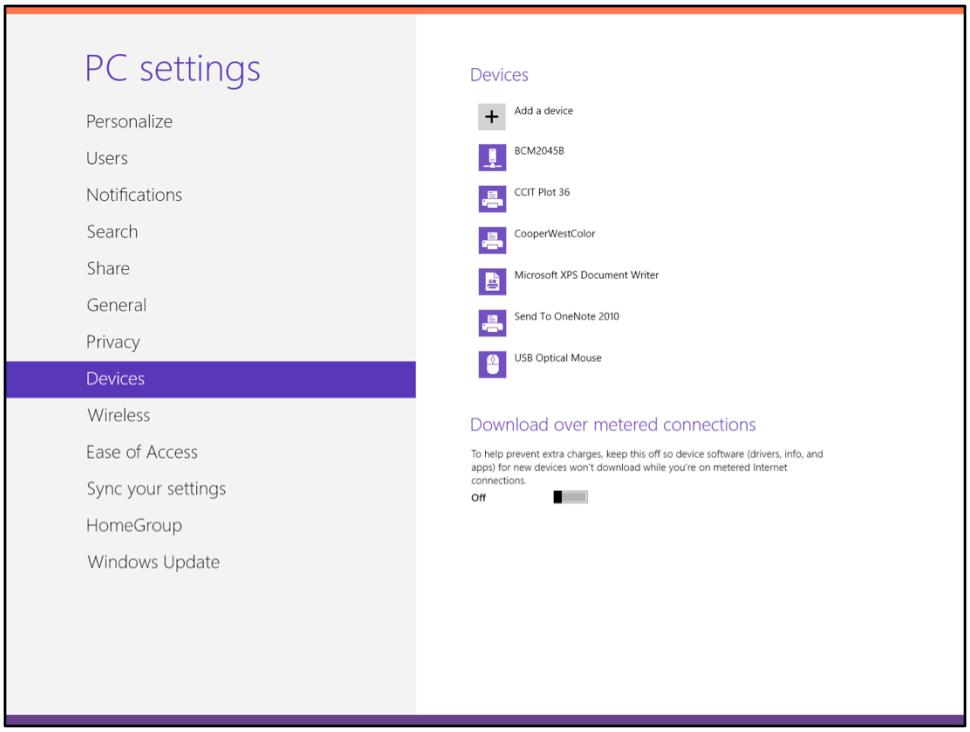


The Startup tab is like the old msconfig – gives you the opportunity to disable startup items.

Here we have pressed the Windows key and gone back to the Start Menu – and then gone to the Charms menu and selected settings. For the next few slides we will look at Change PC Settings.

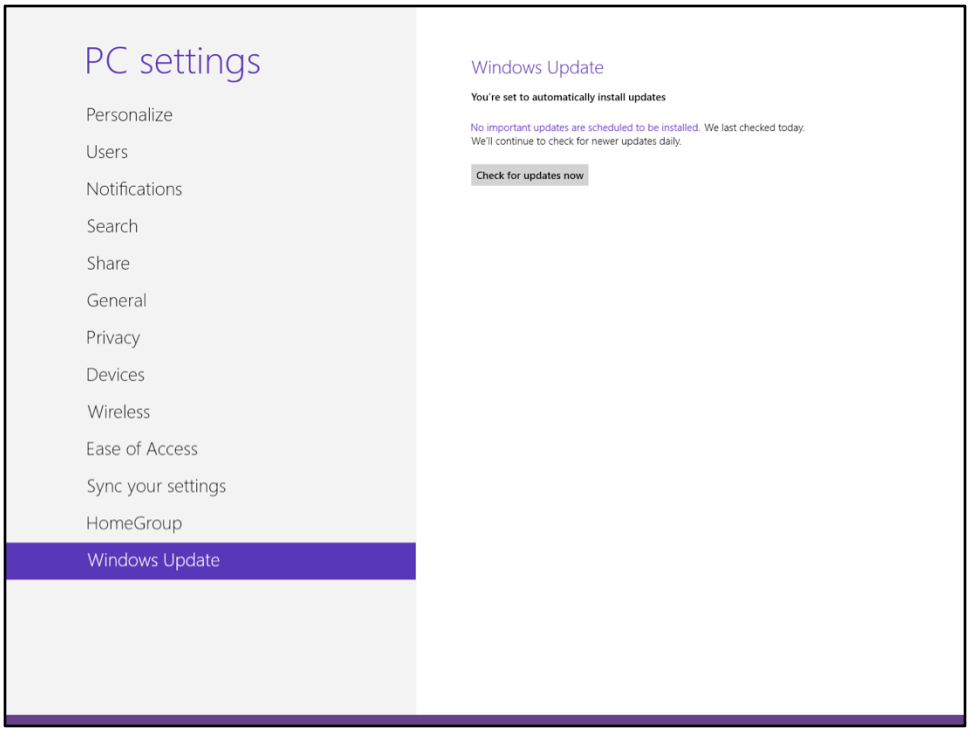


Under Users you can add another user account, change your password, or even decide to use a PIN number to sign in to your computer.

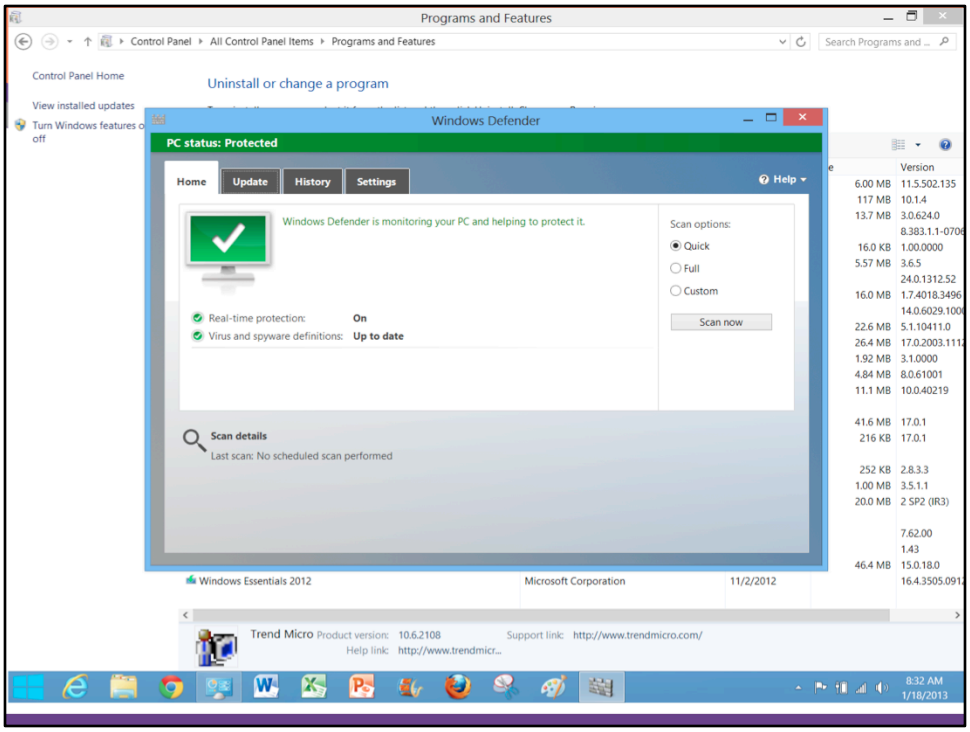


You can use Devices to add more devices – like maybe a Printer?

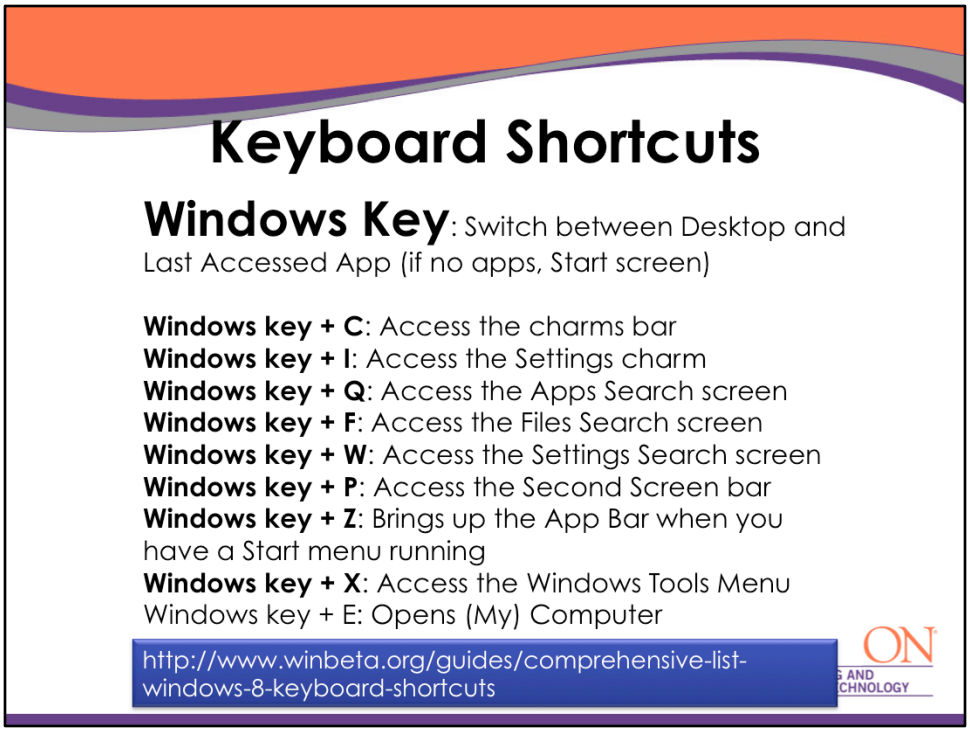
One of the Settings is Networks – this is where you can come to add a new Wireless network.



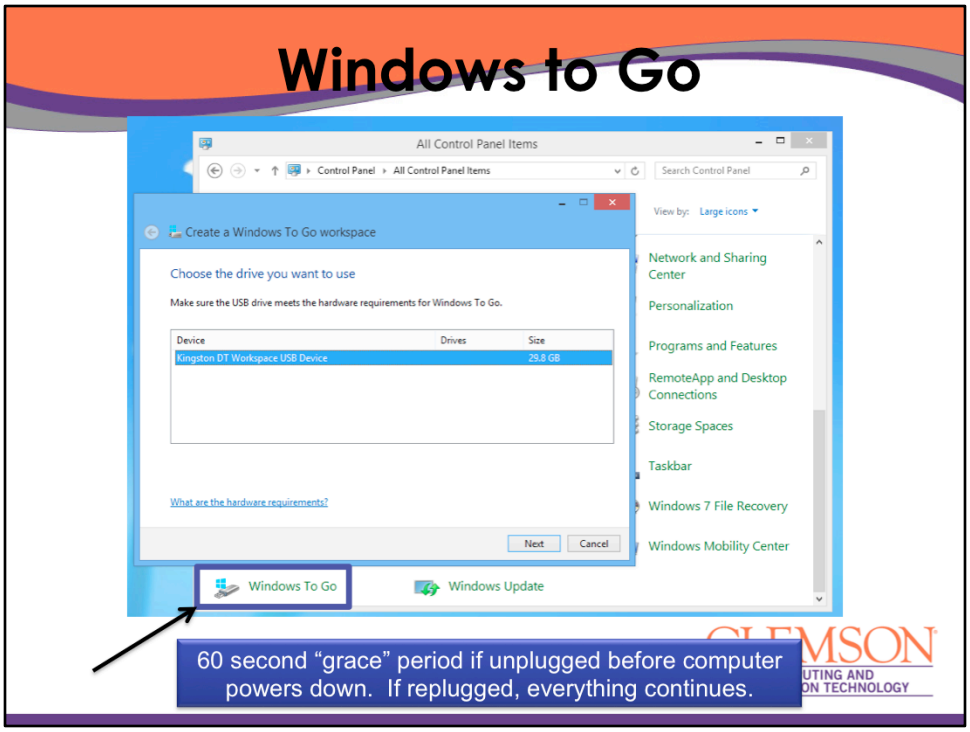
Windows Update is where you go to check for new updates.



One thing to note about Windows 8 is that Windows Defender is now an antivirus application – it was anti malware only in previous versions. Clemson users will install Trend Micro antivirus, which will disable Defender. But for home computers, make sure you don't install two antivirus programs at the same time!

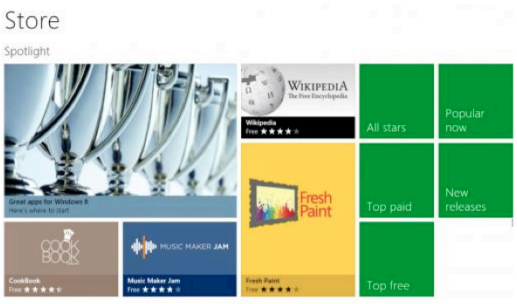


Here is a list of keyboard shortcuts – and a link to all of them.



Windows to go is a fantastic feature only available in the enterprise versions of Windows 8 – which is what we will have at Clemson. But if you bought your computer from a store, you may have a home or other version of Windows and it may not be available. If you have the Enterprise version and search on Windows to go, you can put in a Windows to Go compatible flash drive. Then after a few minutes, it will put your entire operating system and environment (installations, files) on the flash drive. You can plug that flash drive into almost any other computer, boot to it, and have a running version of Windows 8 that you can use. The compatible flash drives are listed on the MS web site – but they do start at 32 GB.

Store



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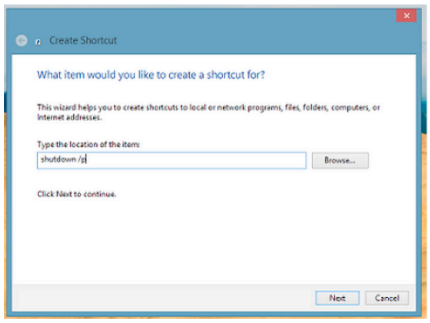
The store tile lets you add modern apps – like on a phone. You can add free ones – not free ones – popular ones – etc.

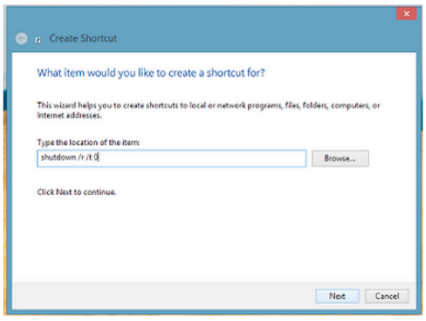
It is possible to install a program that adds an old style start button. I personally do not like this since it takes away the Windows tip button… But I did try installing it from classicshell.sourceforget.net and took this screenshot. It is on my web page I will be showing you at the end.

Shut Down Shortcut

- For a Shut Down shortcut, from desktop, right click, Select new shortcut
- Type in **shutdown /p**
- Click Next
- Name your shortcut **Shut Down**, Click Finish

- For a Restart shortcut, do the same thing, but type in **shutdown /r /t 0**
- Click Next
- Name your shortcut **Restart**, Click Finish





http://www.techrepublic.com/blog/window-on-windows/add-a-shutdown-menu-to-the-windows-8-desktop/7031

Note: these instructions only worked for me when I browsed for the shutdown file – did not work when typing it directly into the box (even with the full path)

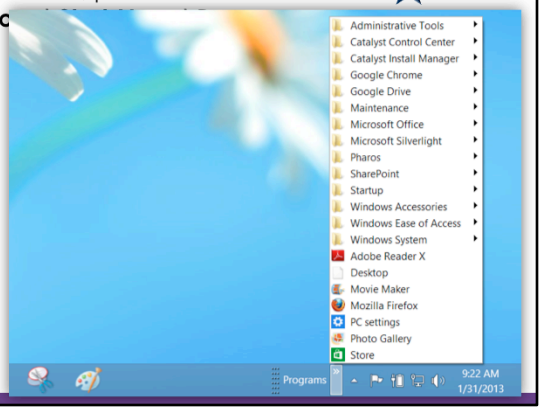
One trick I like for all versions of Windows is a shortcut on the desktop to shut down or restart your computer. It's dead easy to do – just right click, select new shortcut, and type in shutdown/p, then name your shortcut. There is also a restart one – make it shutdown /r /t 0. If you left files open it will prompt you – the same as doing it the standard ways.

All Programs Toolbar

Here is a link to detailed instructions:
http://blog.laptopmag.com/how-to-add-an-all-programs-button-to-the-windows-8-taskbar

In a nutshell, here are the instructions:
Right click on taskbar, select new toolbar, put this under folder:
%ProgramData%\Microsoft\Windo

This is what it looks like:



Okay, here is a small star because I LOVE this tip! If you want a Programs list, just make a new toolbar in the taskbar with the above line – and you get a screen like this.

Here is a list of interesting Windows 8 resources – all listed on my personal site at tinyurl.com/laurietraining

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Coming Attractions

- 10/1 | Adobe Connect Mobile | Melissa Lockhart
- 10/8 | MS Office 2013 | Laurie Sherrod
- 10/15 | No Tech Talk | Fall Break
- 10/22 | Bibliography Tools | Anne Grant

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