New Lab - Introduction to the Windows 8 User Interface
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After completing the laboratory activity, you will be able to:

- Log on to the Windows 8 operating system.
- Distinguish between the Windows 8 Metro user interface and the desktop user interface.
- Access the Windows 8 control panel.
- Access the Windows 8 PC Settings window.
- Access the Windows 8 Help and Support files.

In this laboratory activity, you will be introduced to some of the most common areas used to modify Windows 8 configuration. These basic skills will be required so that you may be able to perform future laboratory exercises.

> ***Important Note: All future laboratory exercises, for Windows 8 will assume that you have already mastered the skills taught in this laboratory exercise.***

For example, here you will be given step-by-step instructions as to how to open the control panel and how to access the PC Settings window. In future laboratory exercises, you will simply be told to access the "Windows 8 PC Settings window" or the "Windows 8 Control Panel," and it will be assumed that you know how to perform this task. At the end of the laboratory exercise you will be encouraged to practice some specific tasks. Please do so, because these tasks will <u>not be explained in future</u> laboratory exercises.

The Windows 8 operating system is really two very distinct systems when installed on a desktop PC. The first default user interface is the Metro style user interface, which is designed for touch screen navigation. You may also use a mouse and or keyboard to navigate the Metro user interface, but it is much easier using a touch screen. The touch screen motions can be learned through the Windows 8 Help and Support which you will access during this laboratory exercise.

This laboratory exercise will also require you to use the desktop interface. The desktop interface has changed a great deal when compared to earlier Windows operating systems. If you have never used the Windows 8 desktop interface, it may prove to be challenging at first. The more you use it, the easier it will be.

There are two general user account types associated with Windows 8. They are the local user account and the newest type of logon account called the Microsoft account. The Microsoft account is your email name such as Student1481@comcast.net and the traditional local user account name is simply **Student1481**. The Microsoft email account does not need to be an actual Microsoft email account. Any email account you own can be used. For

example, you could use your Gmail account for the Microsoft account during the initial setup of the operating system or when a user account is created. When you logon to the computer using your Microsoft account, you automatically connect to the Internet. If configured, you will also automatically connect to your email account, Facebook, Twitter, Linkedin, and an assortment of other accounts automatically. When you login using the standard traditional local user account, you do not automatically connect to the Internet.

Since you are new to the computer program, your instructor may already have student accounts created for this exercise, or a new user account might need to be configured especially for you.   Check with your instructor before performing this laboratory activity for information about the user account for your assigned Windows 8 workstation.

Materials Required

- Windows 8 workstation, with Internet access.
- Account name and password _____ (Information for the account name is provided by Instructor)
- A station with two or more student user accounts is preferred for this lab activity.

Lab Activity Steps

1. ___ Boot the Windows 8 workstation using the power switch. If the station is already running, you will see what is referred to as the "lock screen," which is typically a picture graphic with the date and time in the corner of the screen similar to the screen capture below.

To access the logon screen, simply touch any key on the keyboard or move the mouse, and the logon screen will appear.

2. ___ To logon to Windows 8 you must have a user account. Your logon is either a local user account name and password, or a Microsoft user account name and password. The Microsoft user account is your email account and assigned password.
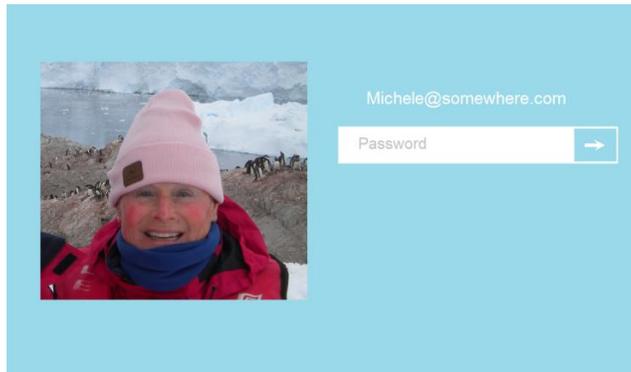
Below, is an example of how a typical logon screen might appear. There are two user accounts. The first is Student1481, and the other is Michele@somewhere.com . The Student1481 user account is a local user logon account, and the Michele@somewhere.com is a Microsoft logon account.

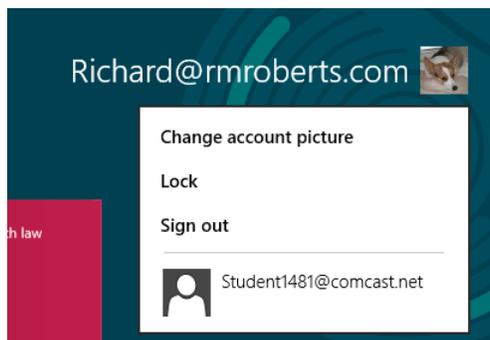You will select the appropriate user account assigned by your instructor.

The Windows 8 user account configuration has an option to allow you to personalize your login and user account by loading any image you wish to represent your user account. The user Michele@anywhere.com has loaded a picture of herself as her login image. If you do not load an image, you will simply see outline of a figure like the one for Student1481.

The next logon screen is similar to the one below.

This is the individual logon interface requires the user account password. Again the user account password assigned by your instructor.
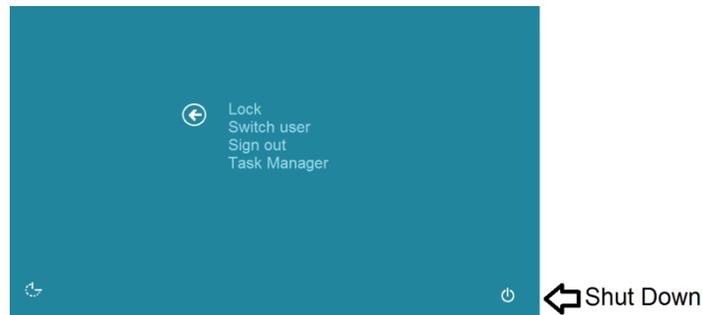
3. ___ After you successfully logon, you notice your account name displayed in the upper right corner of the default Metro style screen. When you select your account name, a dialog box will appear with options such as **Lock** and **Sign out** and other account(s) to choose from, which serve the same as the switch user option on earlier Windows systems.

Take a few minutes to practice using Lock, and Sign out.

4. ___ Now, you will practice how to shut down the Windows 8 desktop. You have two main options for shutting down the Windows 8 desktop computer.

First, press the key combination Ctrl -Alt- Del, and you will see a screen similar to the one below.

Then, you select the shutdown icon in the bottom right side of the screen.

Another way to shut down the machine is to use the key combination Alt - F4.

In addition to the default "**Shut down**" option, you can also select **Switch user**, **Sign out**, **Sleep**, and **Restart.**

Take a minute now to practice both of the keyboard combinations to shut down the computer.

4. ___ Login once more to the default Metro user interface. Now practice switching between the Metro interface start screen and the desktop interface using the Windows logo key.
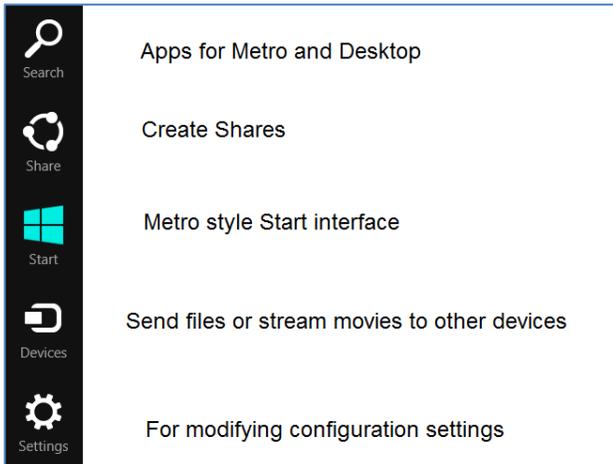

Windows Logo Key

The Windows logo key is typically located between the Ctrl and the left Alt keys on a standard keyboard.

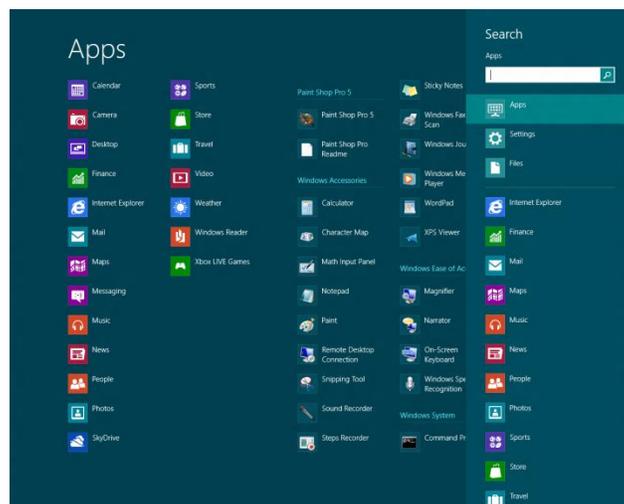5. ___ Now, to access "Help" simply press the F1 key. You do not need to use the logo key combination, simply F1.

6. ___ Now, move the mouse pointer to the top right corner or bottom right corner of the display and the charms will appear along the right side of the screen.

Another way to access the charms is by using the keyboard short cut **Logo + C**.

The two most common charms you will use for most of your laboratory activities will be "Search" and "Settings."

"Search," produces the Apps interface similar to the screen capture below.

All the Apps will appear across the screen as well as the Search textbox, as well as other options such as Internet Explorer, Mail News, Photos and more.

Pay particular attention to the Apps listed on the display. You see that the Apps which appear in the Metro Start interface are on the left. The apps that appear on the right are the
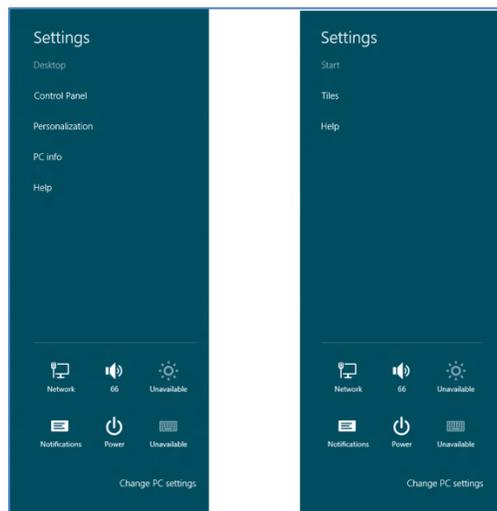
familiar Windows PC software programs such as Calculator, Paint, Word Pad, Control Panel and more.

You can also access an App or a program by typing the name of the App or program into the search text box. The search textbox in Windows 8 works in a similar fashion, but much improved as compared to previous versions of Windows. For example, typing the first two letters of control panel "co" will produce a list of programs similar to the one in the screen capture below.

The first two letters of the search term "co" produced links to Control Panel, Command Prompt, Computer, Default Programs, and Remote Desktop Connection.

Selecting the **Settings** charm from the PC Desktop or Metro Start produces a user interface similar to the one in the screen capture below.
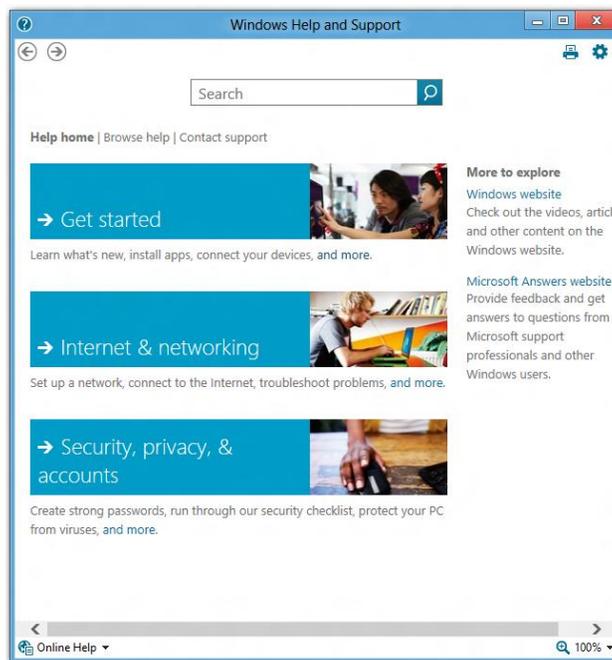

Notice how similar the two versions of Settings are. The example on the left was accessed from the PC Desktop screen, the one on the right was accessed from Metro-style Start. The difference is that, when the Settings Charm is selected from the Desktop, PC Info and Control Panel are added to the list of links. When the Settings charm is selected from the Metro Start interface, the PC Info and Control Panel, links do not appear.

7. ____ Practice accessing charms from both, the Metro Start interface and the PC Desktop interface.

Also, practice accessing the Control Panel from Settings as well as from Search. You will constantly need to access the control panel throughout the remaining Laboratory activities.

8. ____ Accessing Windows 8 Help files from the PC Desktop is easy. Simply press F1 to produce the Windows 8 Help and Support windows, similar to the one in the screen capture.

This is an excellent place to get started learning more about the basics of Windows 8. Take a few minutes and select the "Get started" link. After the link is opened, select the "Touch: swipe, tap and beyond" link to learn about how to navigate Windows 8 touch screens.

After you finish "Touch: swipe, tap and beyond" select the Mouse and Keyboard: "What's new" link to learn more detailed information about the mouse and keyboard interface for Windows 8.

9. ____ The last item for this laboratory activity will be how to open and close an app or program. Closing an app or program from the Metro Start is somewhat different in Windows 8 than in previous editions. From the Metro Start select the Internet Explorer (IE) tile. After IE opens you will move the mouse to the top of the screen and a small hand will appear. Hold the mouse left button down while dragging the mouse hand toward the bottom of the screen, and watch how the size of the app will shrink. If you keep moving the app down all the way to the bottom of the screen, and then release the mouse left button, the app disappears from the screen. When the app disappears, it is closed.

Repeat this same process, but this time, select the Metro Start tile that resembles the PC Desktop. The PC Desktop should appear. Close the PC Desktop by touching the top of the

display with the mouse pointer, and then drag it to the bottom of the display and release the mouse button once more. That's all there is to opening and closing an application.

10. _____ Take a few more minutes to practice some of the shortcuts in the list below.

Logo + C display charms on right side of screen. Think "C – Charms).

Logo + H Share .

Logo + K displays Devices charm.

Logo + I (letter I not L) displays Settings Charm.

Logo + Q displays all apps and a search apps dialog box as well as settings and files access.

Logo + W displays search settings. Think "W = Where".

Logo + F displays search files. Think "F = files".

Logo + D open the desktop Think "D = Desktop".

Logo + +(plus)key zoom in.

Logo + - (minus) key zoom out.

Press the **Logo** to alternate between the **Metro Start Screen** and the **PC Screen desktop**

Ctrl + Alt + Del–Produces the four options **Lock, Switch User, Sign out, Task Manager.**

Alt + F4 - from PC Desktop –Shut Down, Switch User, Sign out, Sleep, Restart.

F1 – Display Help

ESC – **Ctrl** Key combination and return to previous screen display.

To close an app – Move mouse to top of screen and a small hand appears. Drag the hand down to the bottom of the screen and it disappears.

Access drop down menu of common management tools. -Point mouse to bottom left corner until the desktop tile appears. Right-click on the Desktop tile and a drop down menu will appear with a variety of commonly requested choices such as Program and Features, Network Connections, Power Options, Event Viewer, System, Device Manager, Computer Management, Command Prompt, Command Prompt (Admin), Task Manager, Control Panel, Windows Explorer, Search, Run and finally Desktop

11. __ Now, take a few minutes to practice the following:

The following list must be practiced from both the desktop user interface and the Metro interface.

- Shut down the computer and restart the computer.
- Logoff the computer.
- Switch user.
- Access the PC Settings window.
- Access the Control Panel.

Review Questions

1. What are the two general user account types associated with Windows 8?

2. What is a Microsoft account?

3. Which keyboard combination will produce the Windows 8 option window to shut down the computer?

4. What is the difference between selecting the Settings charm from the PC Desktop and from the Metro Start interface?

5. When selecting the charm for Settings, what two additional links appear on the results for the PC Desktop that do not appear when the Settings charm is selected from the Metro Start?

6. Which keyboard short cut will display the charms?

Review Question Answers

1. What are the two general user account types associated with Windows 8? The traditional local user account and the newest type of logon account called the Microsoft account.

2. What is a Microsoft account? The Microsoft account is your email name such as Student1481@comcast.net. It does not need to be an actual Microsoft provided email account and you can use most any email account you own.

3. Which keyboard combination will produce the Windows 8 option window to shut down the computer? There are two different keyboard combinations that can be used. Alt – F4 and Ctrl-Alt-Del.

4. What is the difference between selecting the Settings charm from the PC Desktop and from the Metro Start interface? The difference is When the Settings Charm is selected from the Desktop, PC Info and Control Panel are added to the list of links. When the Settings charm is select from the Metro Start interface, they are not.

5. When selecting the charm for Settings, what two additional links appear on the results for the PC Desktop that do not appear when the Settings charm is selected from the Metro Start? The PC Info and Control Panel .

6. Which keyboard short cut will display the charms? **Logo + C.**