

# COMPUTER SOLUTIONS

Help / Instruction File

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Topic: **Windows 8 for Beginners**

There are just a few basic differences from Windows 7, that when you learn these changes, Windows 8 will be a breeze to use.

## 1. The Start Menu

In Windows 7, which you clicked the start menu in the lower left corner of the screen or pressed the WINdows key on the keyboard, a menu popped up. In Windows 8, the Start Menu is just a full screen menu.



Press the WINdows key on the keyboard and the menu will appear, then you can either click on an Application OR just start typing the name of what you want \*(e.g. "word") and it will appear. Click the same key to go back to Desktop Mode

## 2. Exiting Windows and other menus

Moving your mouse to the corners of the screen brings up other options in windows 8. Move your mouse to the lower right corner of the screen to bring up the "charms" bar. From here you can click Settings and you will see the Power icon for turning off or rebooting the computer along with other items.

## 3. Windows 8 Applications

While most people won't be using Windows 8 applications (also called Modern UI or sometimes Metro applications), If you open one (e.g. the MAPS app that comes with windows 8) you may not see an easy way to exit it (there is no X in the top right corner on windows 8 applications).

You can press the Windows key to jump back to the Start Menu or Desktop or to actually exit the application move your mouse to the top center of the screen and you will



see a hand

Press and hold the left mouse button and drag the window straight down to the very bottom of the screen and let go to exit the application.

## 4. A few basic items you might have a hard time finding

Some common things you might need like the CONTROL PANEL or PRINTERS folders are most easily accessed by just going to the Start Menu screen and typing their names. Just type "Control" and you will see the control panel appear and you can click to launch it. Do this for anything you can't find in windows 8.