

SMART SHEET: WINDOWS 8.1 TRY-IT TIPS

Recommended Reference Books:

1. *Windows 8.1 101 Tips and Tricks* by Jonathan Moeller
2. *Learning Windows 8.1* by Dr. Andy Williams

Overview videos:

Videos on Windows 8.1 for Train Trainer Sessions	
Description-Topic	URL
General Overview (First video)	http://www8.hp.com/us/en/ad/windows-8/preview.html
Gestures	https://www.youtube.com/watch?v=uZvqMptBl6o
Working with Start Screen Tiles	http://windows.microsoft.com/en-us/windows-8/start-screen-tutorial

SMART SHEET used during workshop

	TIP	WHAT &/or HOW
NOTE: Depending on the settings of your computer so of these may not works.		
Desktop (DK)	4 corner hotspots	a) Bottom Left Corner (BLC): start menu-click to go to SS and Tap & Hold brings up options b) Top Left Corner (TLC): if have apps open will see them; no apps- doesn't do anything c) Top Right corner: slide in and see Charms d) LRC: slide in & see charms & customize
Desktop(DK) & Start Screen(SS)	On/off	Open Charms Lower Right Corner (LRC) & pull up DK: Press Lower Left Corner (LLC) for pull up options
DK & SS	Close a program	Hold finger on screen and pull to bottom
DK & SS	Switch between DK & SS	Opening Screen; Click on desktop tile if want to use as a desktop; Swiping up & down and Corners (I think where you were last)

SMART SHEET: WINDOWS 8.1 TRY-IT TIPS

	TIP	WHAT &/or HOW
DK & SS	What is what	Desktop=Traditional screen Start Screen=Apps
DK & SS	Personalize Backgrounds	a) DK-Right click on blank space b) SS-Pull from Right
DK & SS Charms (CH)	a) Search b) Share c) Start d) Devices e) Settings f) Notifications	a) Default search different in SS & DK b) Share: sent to others; usually within an app c) Takes you either desktop or SS d) Devices: Printers, wireless devices: USB e) Options f) Choose when to see notices
SS	See all apps	Move finger up to see or press on down arrow
SS	Pin & Unpin apps	Click on App; right click or long tap
SS	Move up & down by Swipes	Hold finger on screen & Move down to see all. Move to see what pinned to Start Screen
SS	Organize apps into groups	Press & organize button in LRC, Change Name; if heading not there press on Top to name group
SS	Press on an app for options	Brings up a task bar on the bottom with options; pin or unpin to start; uninstall; Resize & turn live tile off; Press customize or escape to remove customize bar at bottom
SS	Install new app	Go to windows store: if free single tap to install

SMART SHEET: WINDOWS 8.1 TRY-IT TIPS

Touch Gestures:

GESTURES	WHAT IT DOES
Tap	Same as a click to open
Double Tab	Double click
Tab & hold	Right click
Scrolling	Drag finger across screen Drag finger up & Down
Swipe Up	Show all apps
Rearrange tiles	Press & Hold, then move tile
Stretch/Pinch	To zoom & decrease
Pinch	Gives a birds side view of start screen files
Open Charms	Swipe from left
Specific to Apps	
Open options for an app (not all have this)	Small Swipe from bottom or top
Move to next running app	Swipe from left
See what apps are open	Swipe from left then back
Pin Active App to left or right	Have 2 apps open; on one app L-shape swipe from top of open app and pin to one side; click on open side; pull second app into the blank spot
Display multiple apps together	Drag center bar to adjust frames
Rearrange apps	Swipe from top to middle then move
Close App	Swipe from top to bottom