

## Accessing Windows 8 with Window-Eyes – Part 2

Microsoft released the Windows 8 operating system to the consumer market in late 2012 and is the first version of Windows designed to be used on both mobile devices with touch screens as well as conventional desktop and laptop computers. Windows 8 includes a brand new Start screen and many other user interface changes that you will want to learn how to use for a higher level of productivity on your new computer. This webinar study guide worksheet will cover the Search charm, Apps screen and several tips for customizing the Windows 8 Start screen and Desktop.

### Learning Objectives

- Learn how to configure automatic login to your user account
- Discover how to create a program shortcut on your desktop
- Discover how to create a shortcut key for a desktop program
- Identify the benefits of pinning a program or item to your Taskbar
- Learn how to organize and customize your Start screen
- Practice accessing and navigating the Apps screen
- Practice using the Search charm to find apps, settings and files

### Review Questions

1. The User Accounts dialog allows you to manage your Windows user accounts and customize your computer's log in settings. To open the User Accounts dialog in Windows 8 (and earlier versions of Windows), type "<fill-in-answer>" or "<fill-in-answer>" in the Run dialog followed by Enter. You can access the Run dialog by pressing <fill-in-answer>.
2. You can setup your computer so that users do not have to type a user name and password to sign in. First, uncheck the "<fill-in-answer>" checkbox found on the Users tab of the User Accounts dialog. Next, press <fill-in-answer> and you will be presented with the <fill-in-answer> dialog. Type the correct information into the User name, Password and Confirm Password edit boxes. The user name and password should match the local Windows account or the Microsoft account you want to

sign in with automatically. Press <fill-in-answer> to complete the process. You should no longer have to type in a user name or password to use the computer.

3. Creating a shortcut on the Desktop makes it easier to find commonly used programs, webpages, files, and folders. To create a shortcut on the Desktop, you must first open the item's file location in <fill-in-answer>. Once you locate the item in <fill-in-answer>, open its context menu by pressing the <fill-in-answer> or <fill-in-answer>. Open the <fill-in-answer> pull down menu and select <fill-in-answer>. Don't forget to press <fill-in-answer> to close <fill-in-answer> when you are finished.
4. You can create a keyboard shortcut for a program to reduce the number of steps needed to launch it. First, find the program on the Start screen or Apps screen and then open its context menu by pressing the <fill-in-answer> or <fill-in-answer>. Choose <fill-in-answer> from the context menu. Open the program shortcut's context menu in <fill-in-answer> and choose <fill-in-answer>. Tab to the <fill-in-answer> edit box in the Properties dialog. Press a single character and a shortcut of <fill-in-answer> combined with the character you typed will be assigned as the shortcut key. For example, if you type N in the Shortcut key edit box, a shortcut of <fill-in-answer> would be assigned to the program.
5. You can also pin a program to your Taskbar to make it easier to access. By default, <fill-in-answer> and <fill-in-answer> are pinned to your Taskbar in Windows 8. Each pinned Taskbar item is assigned a shortcut key. The first item pinned to your Taskbar can be opened by pressing <fill-in-answer>, the second item is assigned the shortcut key <fill-in-answer>, the third item is assigned the shortcut key <fill-in-answer>, etc.
6. To pin a program to your Taskbar, first find the program on the Start screen or Apps screen and open the context menu of the program by pressing the <fill-in-answer> or <fill-in-answer>. Choose <fill-in-answer> from the context menu. If you need to navigate to the Taskbar to verify a pinned item's position or to learn what items are already pinned to the Taskbar, press <fill-in-answer>.

7. The Start screen is another place where you can pin commonly used items including Windows 8 apps, programs and folders. Each pinned item on the Start screen is represented with a small square or slightly wider rectangular <fill-in-answer>. Several of these <fill-in-answer> will be placed on your Start screen by default and will be organized into one or more user definable <fill-in-answer>.
8. If you want to unpin a tile from your Start screen, locate the tile, open its context menu by pressing the <fill-in-answer> or <fill-in-answer> and choose <fill-in-answer>.
9. To pin a program or app to your Start screen, first find the item on the Apps screen and open its context menu by pressing the <fill-in-answer> or <fill-in-answer>. Choose <fill-in-answer> from the context menu.
10. Each group of tiles on your Start screen is given a name. The first tile in the group will be used as the group name until you define a new name for the group. To define a new name for a tile group, press <fill-in-answer> to zoom out on the Start screen. Next, use the Left or Right Arrow key to select the group of tiles you want to rename. Press Spacebar to access the context menu for the group. Tab to the <fill-in-answer> context menu item and press Enter. Type the new name into the group name edit box and press Enter. Press <fill-in-answer> to return to the normal zoom setting on the Start screen.
11. You can reorder the tiles on your Start screen and move them from one group to another. You can also create new groups of tiles to help organize your Start screen. To move a tile forward to the next position on the Start screen, press <fill-in-answer> or <fill-in-answer>. To move a tile backwards to the previous position on the Start screen, press <fill-in-answer> or <fill-in-answer>. Moving a tile forward from the last position in a group will place the tile in a new group. Moving a tile backward from the first position in a group will place the tile in a new group.
12. If you would like to access a program that doesn't have a Desktop shortcut and isn't pinned to your Start screen or Taskbar, you can open it from the Apps screen. The Apps screen contains a list of all of your

installed apps and programs. You can access the Apps screen from the Start screen by pressing <fill-in-answer>. Alternatively, from the Start screen you can press <fill-in-answer>, followed by Enter to activate the Switch to All Apps button from the Command bar located at the bottom of the screen.

13. On the Apps screen, the items are presented as a list which is laid out as a number of columns. You can press <fill-in-answer> and <fill-in-answer> Arrow to move sequentially through the list of items. You can press <fill-in-answer> and <fill-in-answer> to navigate to the beginning and end of the list of items. You can press <fill-in-answer> and <fill-in-answer> Arrow to navigate to the previous and next column of items in the list.
14. In Windows 8, the Search pane, which is also referred to as the <fill-in-answer>, can be used for searching for a wide range of items. The Search pane contains:
  - a. <fill-in-answer>, initial focus is placed here
  - b. <fill-in-answer>, if provided
  - c. List of options for the <fill-in-answer> of the search
15. To search for an app or program, just start typing the name of the app or program from the <fill-in-answer> or <fill-in-answer>. The <fill-in-answer> charm will be displayed on the screen and everything you type will be entered into the Search box. As you type, search suggestions will be displayed on the left side of the screen. Window-Eyes will automatically read the first suggestion when it is displayed. You can then use your Up and Down Arrow keys to navigate the search suggestions and press Enter to activate the selected item.
16. To search for Settings including Control Panel items, press <fill-in-answer> and the Search charm will be displayed with the search scope set to Settings.
17. To search for Files, press <fill-in-answer> and the Search charm will be displayed with the search scope set to Files.
18. In the Search charm, press <fill-in-answer> to clear the text in the search edit box.