Windows 8.1 Outline

On/Off/Sleep

Signing in (windows live account vs local account)

**Definitions**

1. Start screen
2. Windows key (logo)
3. Desktop
4. App
5. Software application
6. Tiles
7. Charms Bar
8. Task Bar

**First practice**

1. Start screen to desktop
2. Apps
3. Charms bar
4. Running apps
5. Help

**Personalization lock screen, start screen background**

**Start Screen**

1. Tiles
2. Move tiles
3. Create groups
4. Move Groups

**Charms Bar**

1. Connect to wifi (charms bar settings)
2. Settings
3. Share
4. Start
5. Devices

**Desktop**

1. Create short cuts
2. Quick start (short hold vs long hold) (or left click vs right click)
3. Download and install software (chrome or firefox)
4. Taskbar (pin to taskbar, pin to start)

**Apps**

1. Search
2. Download app

Navigation – Hot Corners

Right Side: Mouse over or swipe in the right side for Charms Bar

Upper Left: Swipe down for previously used apps or programs

Lower left: Windows logo key to move between apps

Bottom of Screen: Apps command bar