

Windows 8.1 Training Session

Welcome

Training Module 3

Topics:

Customizing Windows

Resize tiles and arrange them into groups. Customize your Start screen. Browse the Internet beautifully.

Advanced desktop functionalities

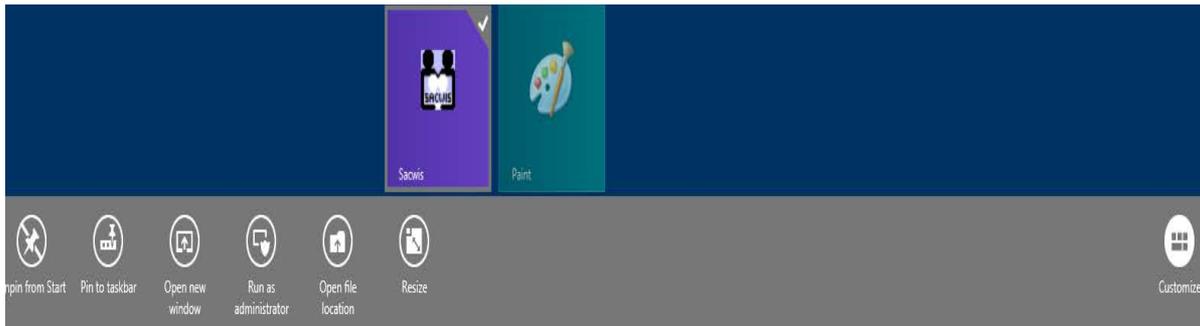
Customize the taskbar to appear when you need it and hide when you don't. Manage apps and services with Task Manager, and get familiar with your PC settings.

Customizing Windows

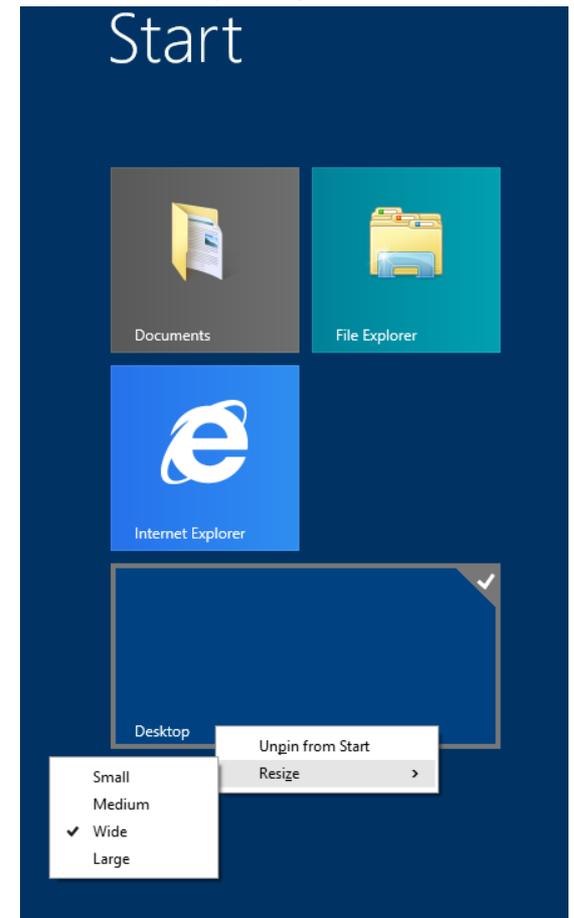
Resizing your app tiles

- ▶ Give apps the space they need.
 - Arrange the tiles on your Start screen the way you want them.
 - Resize the tiles, or simplify the Start screen by turning off tiles.

This appears when you press and hold an app.



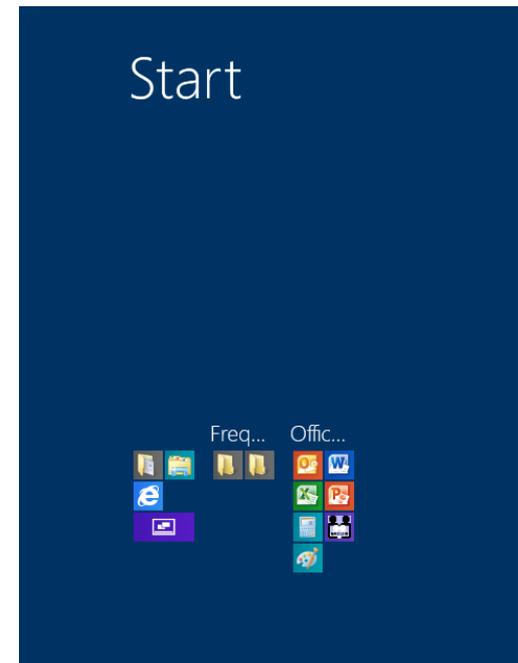
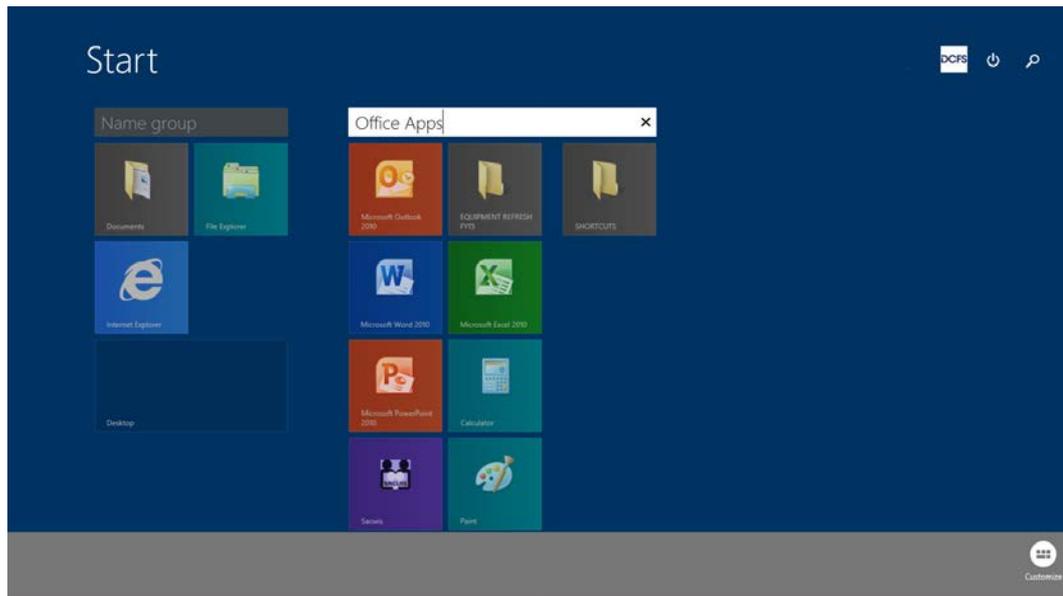
This appears when you right click on an app.



Customizing Windows

Grouping Apps

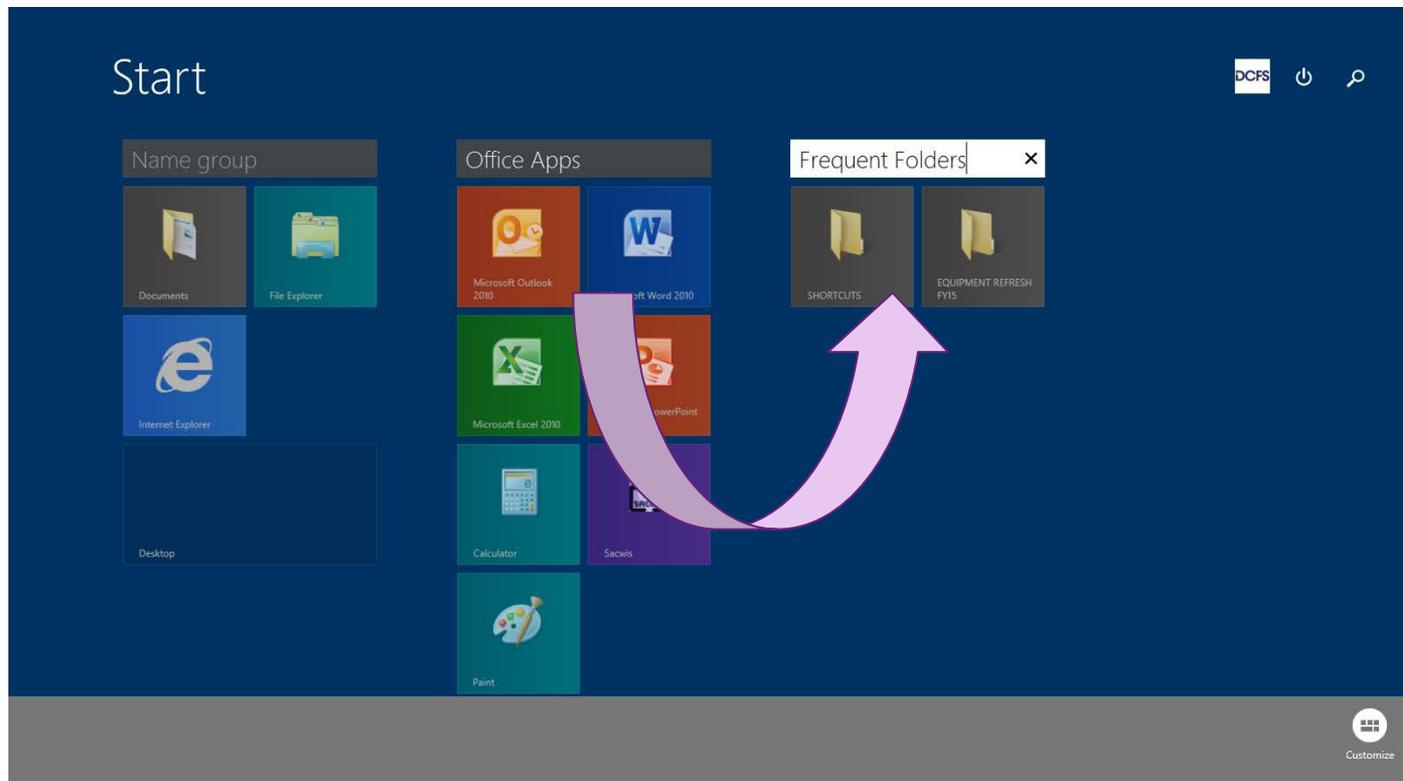
- ▶ Keep your apps organized.
 - Group similar or related apps for convenient access.
 - Name your groups for instant recognition.
 - Zoom in and out to move tile groups on the Start screen.



Customizing Windows

Grouping Apps

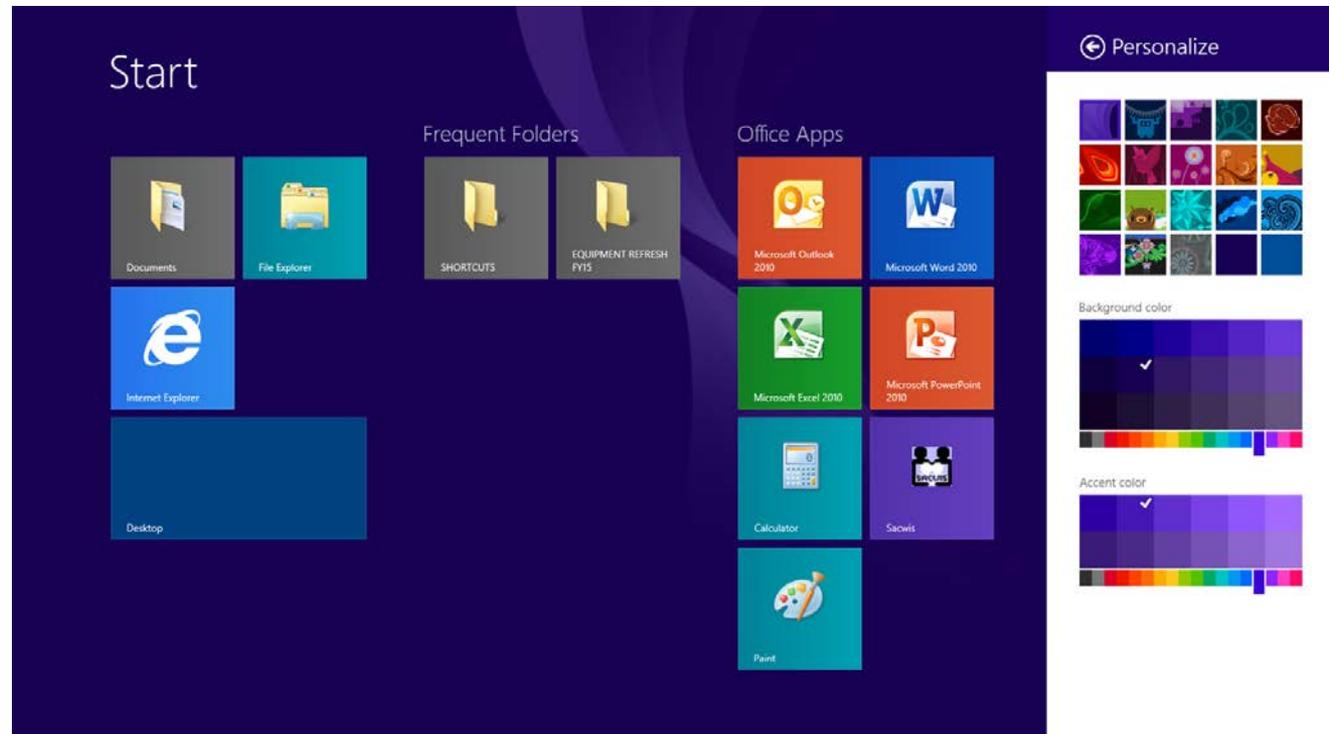
- ▶ Keep your apps organized.
 - Group similar or related apps for convenient access.
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Customizing Windows

Changing your Start screen background

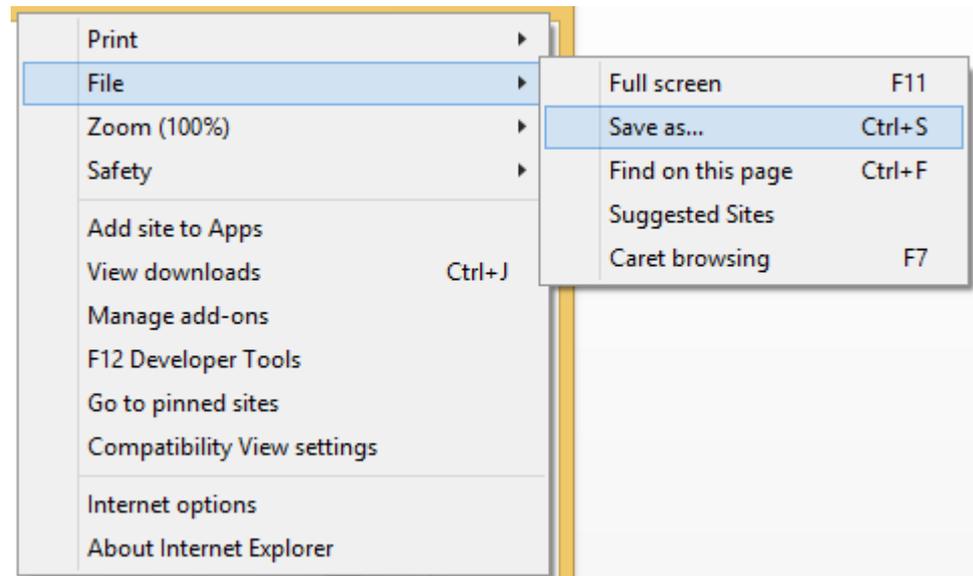
- ▶ Your Start screen. Your style.
 - Choose from design, background, and accent colors.
 - From the Start screen, open the **Settings** charm and select **Personalize** to get started.



Customizing Windows

Navigating Internet Explorer 11

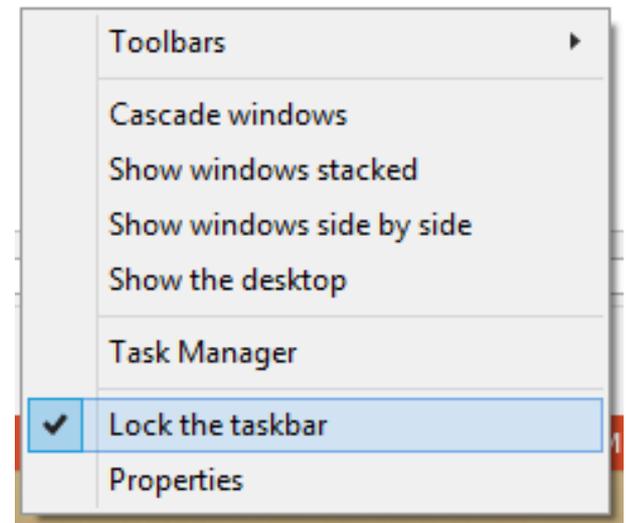
- ▶ Saving a webpage to your desktop.
 - Keep a copy of your favorite webpage on your desktop.
 - Open the Internet Explorer **File** menu and then select **Save As** to add the webpage to your desktop.



Advanced desktop functionalities

Customizing the taskbar

- ▶ Automatically hide the taskbar when you're not using it.
 - Enjoy more workspace on your screen.
 - The taskbar is hidden when you move the mouse pointer away from it, and it reappears when you point to it again.



Advanced desktop functionalities

Customizing the taskbar

- ▶ Enjoy larger or smaller taskbar buttons—or move the taskbar altogether.
 - Use smaller taskbar buttons to allow more space to pin additional programs.
 - Unlock the taskbar to drag it to any side of the screen.



Advanced desktop functionalities

Customizing the taskbar

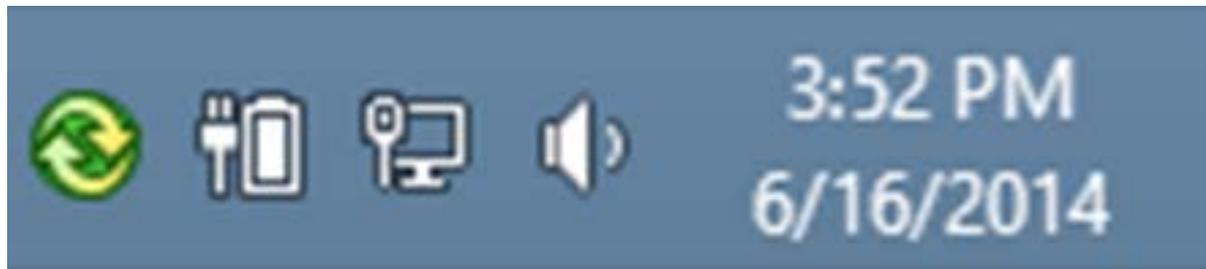
- ▶ Sneak a peek at your desktop.
 - Declutter your desktop when several windows are open.
 - Point to the far right edge of the taskbar to see your desktop free of open programs.



Advanced desktop functionalities

Customizing the taskbar

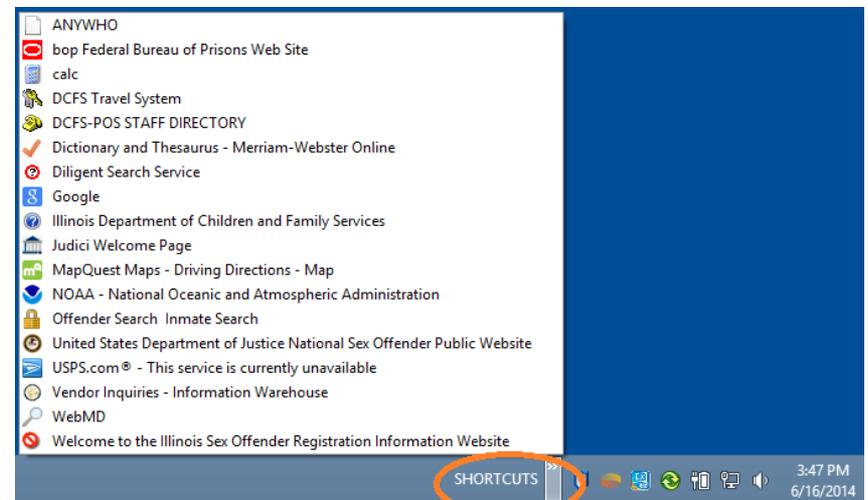
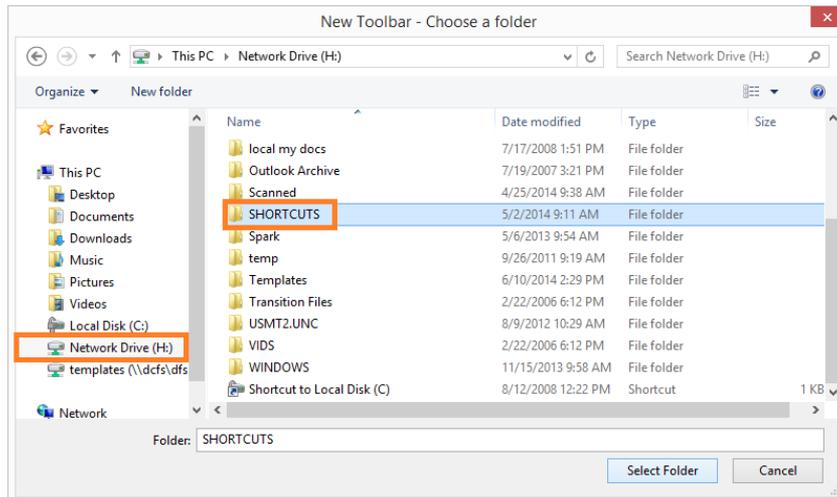
- ▶ There are additional useful features on the taskbar
 - Tap or click the Sync Center icon for syncing information
 - Tap or click the Battery icon for battery information
 - Tap or click the Network icon for network connection information
 - Tap or click the Speaker icon for volume control



Advanced desktop functionalities

Customizing the taskbar

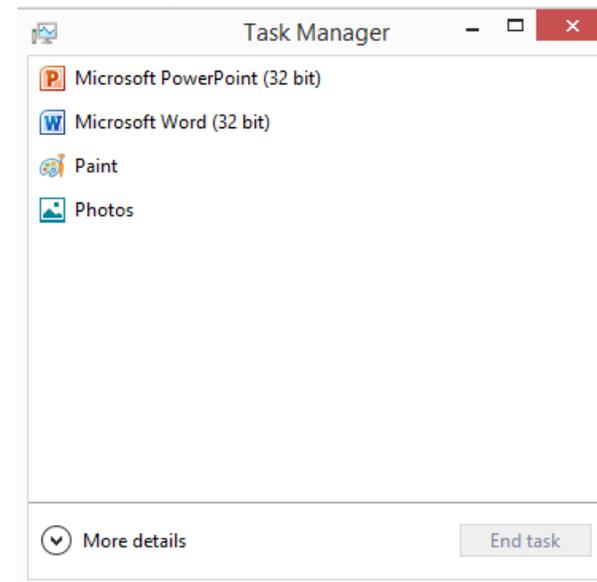
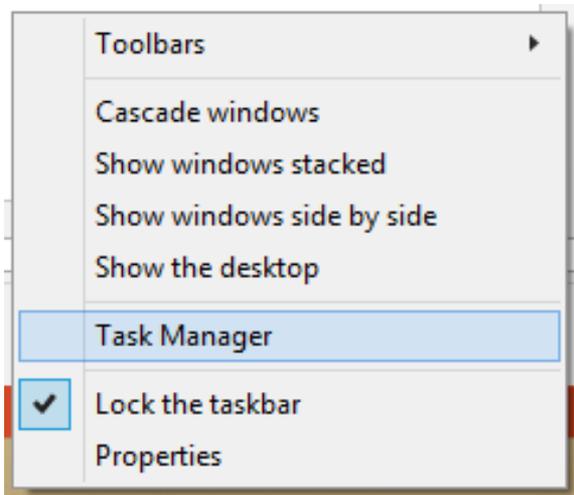
- ▶ Adding a folder (Shortcuts) to your taskbar
 - Select commonly used folders to pin to the taskbar for convenient access.



Advanced desktop functionalities

Managing apps and services with Task Manager

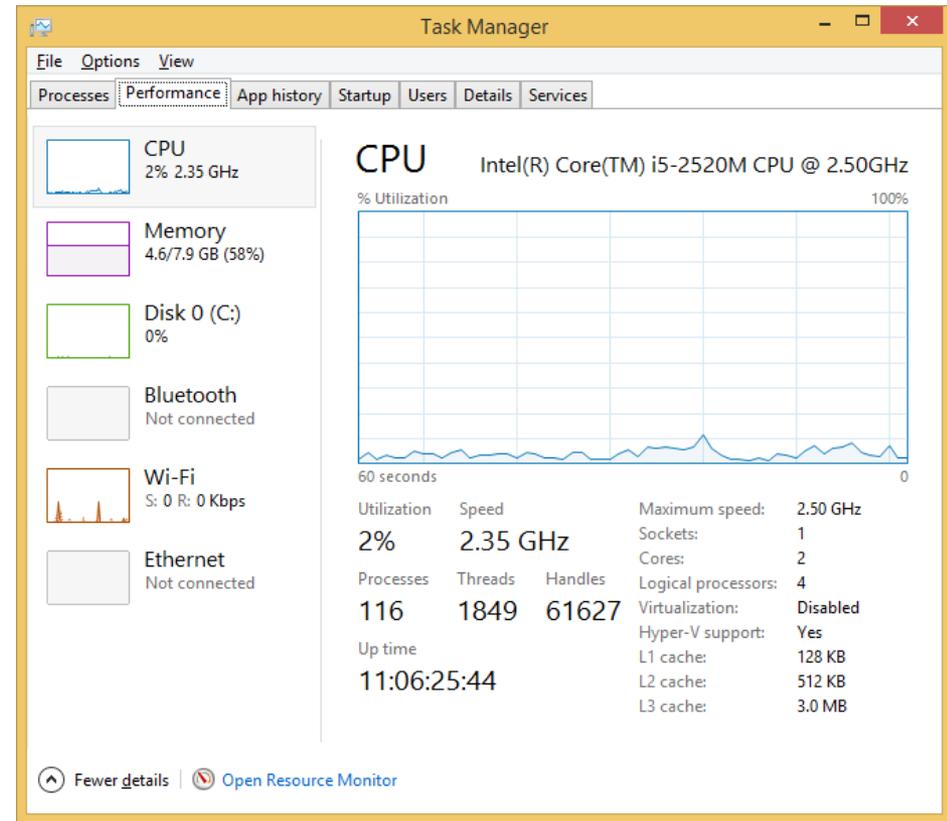
- ▶ Use Task Manager to manage your apps and monitor the efficiency of your device.
 - Access Task Manager from the desktop taskbar or from the Start screen.
 - Press and hold (or right-click) the **Start** button and select **Task Manager**.
 - Press and hold (or right-click) the taskbar and select **Task Manager**.
 - From the Start screen, type "Task Manager" and press ENTER.



Advanced desktop functionalities

Managing apps and services with Task Manager

- ▶ Monitor the efficiency of your device.
 - Know which apps are using your processing power.
 - Use CPU percentages to see which apps are active.
 - Press and hold (or right-click) an app on the list to end the task, open the file location, and even see the app properties.

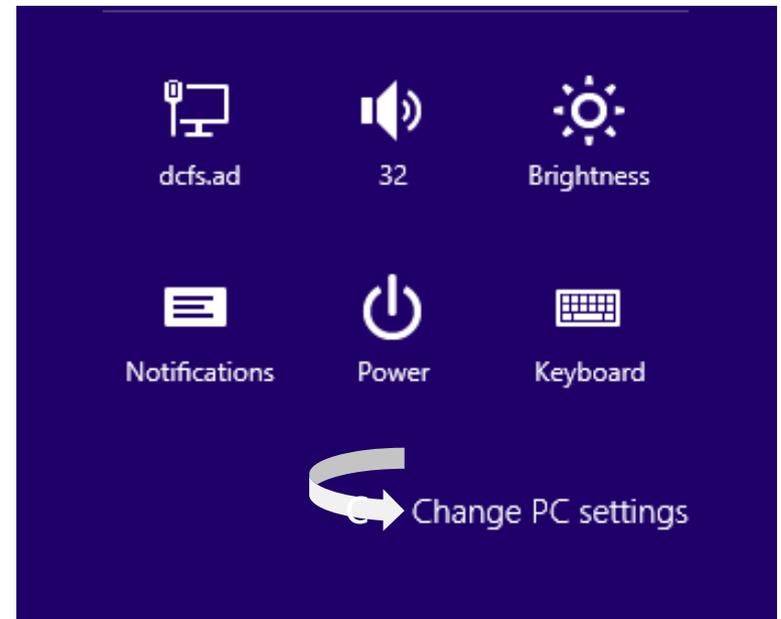


Advanced desktop functionalities

PC Settings

► Open PC settings.

- Easily access settings for all of your devices, power, accounts, and more
 - To access PC settings, open the **Settings** charm.
 - At the bottom of the pane, tap or click **Change PC settings**.

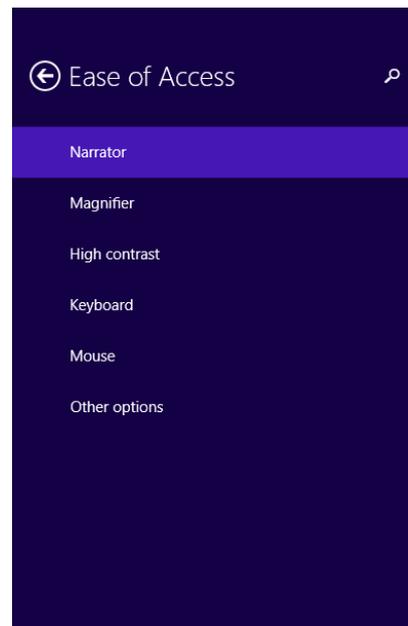


Advanced desktop functionalities

PC Settings

► Make it more accessible.

- Customize your accessibility options for easy viewing and easier working.
 - From the Ease of Access menu, turn on **Narrator** to read text and describe buttons that appear on the screen.
 - Enlarge what's on your screen using the **Magnifier**.
 - On the **High contrast** tab, make text stand out for easy reading.
 - Customize your **Keyboard** to activate the on-screen keyboard.
 - On the **Mouse** tab, adjust mouse settings.
 - **Show visual feedback** to show hand gestures.



Hear text and controls on the screen

Narrator is a screen reader that reads all the elements on screen, like text and buttons.

Narrator
Off

Start Narrator automatically
Off

Voice

Choose a voice
Microsoft David

Speed

Pitch