

Module 2: Gaining efficiency

As the users in your organization have begun to master the basics in Windows 8.1, they're now ready to gain some efficiency. Use the following two scenarios to demonstrate how to multitask, manage apps, and use advanced features on the desktop. This can be used with the accompanying PowerPoint slides to prepare an effective presentation.

Scenario 1: Managing apps and multitasking

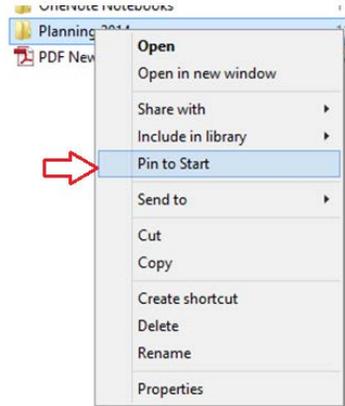
Script	Demo steps
<p>Finding and pinning apps to the Start screen (PowerPoint slides 1/2) Finding your apps is easy in Windows 8.1. From the Start screen, just start typing the name of the app that you are looking for. (Or, tap or click the Search button on the upper-right corner on the Start screen. Start typing.) The search results immediately appear in a Search pane on the right side of the screen.</p> <p>If your app is pinned to the Start screen, you can find it by swiping across your screen; or, with your mouse, by scrolling across the screen. To see all of the apps on your Start screen simultaneously, with a touch device, you can pinch your fingers (need to demonstrate "pinching" and "stretching") to zoom out.</p> <p>With your mouse, you just click the zoom out button in the lower-right corner of the screen. Then you can tap or click anywhere on the screen to zoom back in.</p>	<p>Touch</p> <ol style="list-style-type: none"> 1. From the Start screen, tap the Search icon (magnifying glass) in the upper-right corner of the screen. 2. In the search box type "Weather". 3. Select the Weather forecast to open it. 4. Return to the Start screen. 5. Swipe up to see the Apps list. 6. Swipe left and right to show all apps. 7. Touch the screen with two or more fingers, and then move your fingers toward each other (pinch) to zoom out. 8. Move your fingers away from each other (stretch) to zoom in. 9. Swipe up from the middle of the Start screen to go to the Apps view. 10. Open the Search charm. 11. In the search box, type "calculator". 12. Press and hold the Calculator app. Then select Pin to Start. 13. Return to the Start screen and point to the Calculator tile. <p>Mouse</p> <ol style="list-style-type: none"> 1. From the Start screen, start typing "Weather". 2. Show the search results.

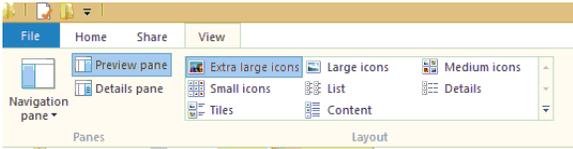
Script	Demo steps
<p>TRAINER NOTE: Staff will not have access to the Windows app store to purchase and download apps. However, there will be a DCFS app store available in the future for staff to select relevant apps and pin to their Start screen.</p> <p>TRAINER NOTE: Slides 3 and 4 simply reinforce the steps you just reviewed.</p> <p>(PowerPoint slide 3) If you don't see the app that you want on your Start screen, you can easily search for it. You'll want to pin your most-used apps to the Start screen for easy access. I'll show you how to do that now.</p> <p>(PowerPoint slide 4) To see all of the apps that are installed on your device, you can go to Apps view. Here you can find the app that you want to pin to the Start screen, and then you just right-click or touch and hold the app tile. Then select Pin to Start, and the tile is pinned to your Start screen.</p>	<ol style="list-style-type: none"> 3. Select the Weather forecast to open it. 4. Return to the Start screen. 5. On the Start screen, scroll right and left to show more apps. 6. In the lower-right corner, click the zoom out button to view all of the apps that are pinned to the Start screen. 7. Click anywhere on the screen to return to the original view of the Start screen. 8. Click the down arrow near the lower-left corner of the Start screen. 9. Press WINDOWS + S to open the Search charm. 10. In the search box in the upper-right corner of the screen, type "calculator". 11. Right-click the Calculator tile. Then select Pin to Start. 12. Return to the Start screen and point to the Calculator tile. <div data-bbox="1276 750 1486 1201" data-label="Image"> <p>The image shows the Windows 8.1 Search charm interface. At the top, the word 'Search' is displayed. Below it, there is a search box with the text 'weather' entered. A dropdown menu is open, showing a list of search results: 'Weather' (with a weather icon), 'weather', 'weather channel', 'weather underground', 'weather radar', 'weather bug', 'weather channel radar', 'weather network', and 'weather radar in motion'.</p> </div>
<p>Listing your open apps (PowerPoint slide 5) When you're working, you probably use lots of different apps. With Windows 8.1 you can easily switch between your open apps.</p>	<p>Touch</p> <ol style="list-style-type: none"> 1. In the Start screen, type "Children and Asthma." 2. Swipe across to see related web search results. 3. Tap to select/view one of the websites.

Script	Demo steps
<p>For example, you can return to your previous app to check a message from your client. You can list your open apps and easily switch to the Calendar app and check your schedule before committing to a meeting. And then you can continue working right where you left off.</p> <p>TRAINER NOTE: This feature will be more relevant when we have a DCFS APP STORE and APPS. In the meantime, staff can use it to go back to previous web searches and photos.</p>	<ol style="list-style-type: none"> 4. Tap the Windows Start button in the lower left. 5. Tap Outlook to open. 6. To display all of your open apps, swipe in from the left edge, and with your finger still on the screen, move it back toward the left edge. 7. Display the open apps again, and then tap the asthma website that you displayed at the beginning. <p>Mouse</p> <ol style="list-style-type: none"> 1. In the Start screen, type “Children and Asthma.” 2. Click the Windows Start button in the lower left. 3. Click Outlook to open. 4. Click the Windows Start button again to return to the start screen. 5. To display all of your open apps, point to the upper-left corner of the screen and then move the mouse pointer down. 6. Display the open apps again, and then tap the asthma website that you displayed at the beginning. 

Scenario 2: Harnessing the power of the desktop

Script	Demo steps
<p>TRAINER NOTE: A custom background must have been selected at the end of Windows 8.1, module 1 in order for this section to be relevant.</p> <p>Using the desktop (PowerPoint slide 7)</p> <p>When you need to work on the traditional desktop, you can get there from the Start screen by clicking the Desktop tile. To return to the Start screen, you just press the WINDOWS key or tap or click the Start button.</p> <p>Using the desktop and applying backgrounds (PowerPoint slide 8/9)</p> <p>To create a seamless experience between your desktop and your Start screen, you can apply the same background on both screens. Here's how:</p> <p>On the desktop, press and hold, or right-click, the taskbar. Choose Properties, and then tap or click the Navigation tab. Click Show my desktop background on Start. Click Apply, and now you'll notice that when I click the Start button, the Start screen background looks like an extension of the desktop background.</p> <p>TRAINER NOTE: Staff can walk through the steps again to deselect "Show my desktop background on Start."</p>	<p>Touch</p> <ol style="list-style-type: none"> 1. On the Start screen, tap the Desktop tile. 2. Return to the Start screen. 3. Tap the Desktop tile again. 4. Press and hold the taskbar. Then select Properties. 5. In the Properties box, select the Navigation tab. 6. Under the Start screen heading, select Show my desktop background on Start. Tap Apply. 7. Tap the Start button. 8. Tap the Desktop tile. <p>Mouse</p> <ol style="list-style-type: none"> 1. On the Start screen, click the Desktop tile. 2. Press the WINDOWS key to return to the Start screen. 3. Go to the desktop again. 4. Right-click the taskbar. Then select Properties. 5. In the Properties box, select the Navigation tab. 6. Under the Start screen heading, select Show my desktop background on Start. Click Apply. 7. Click the Start button. 8. Click the Desktop tile.

Script	Demo steps
<p>Pinning a folder to the Start screen (PowerPoint slide 10) Do you have info that you want to be able to access from everywhere? As with apps, you can pin personal folders to your Start screen for easy access and customization.</p> <p>TRAINER NOTE: Explain to class how to UNPIN the folder from Start. Right click on the new folder tile on modern desktop and select Unpin From Start.</p>	<p>Touch</p> <ol style="list-style-type: none"> 1. From the desktop, on the taskbar, tap File Explorer to open it. 2. Tap to open Documents. 3. Press and hold a folder of your choice (any custom folder). Then choose Pin to Start. 4. Tap the Start button to return to the Start screen. 5. Locate the new folder on the Start screen. <p>Mouse</p> <ol style="list-style-type: none"> 1. From the desktop, on the taskbar, click File Explorer to open it. 2. Tap to open Documents. 3. Right-click a folder of your choice. Then choose Pin to Start. 4. Click the Start button to return to the Start screen. 5. Locate the new folder on the Start screen.  <p>The image shows a screenshot of a Windows 8.1 File Explorer window. A context menu is open over a folder named 'Planning'. The menu items are: Open, Open in new window, Share with, Include in library, Pin to Start (highlighted with a red arrow), Send to, Cut, Copy, Create shortcut, Delete, Rename, and Properties.</p>

Script	Demo steps
<p>Using File Explorer to manage files with ease (PowerPoint slide 11/12)</p> <p>File Explorer is a great tool to manage files and folders or to browse to a specific file. By default, the File Explorer icon appears on the taskbar.</p>  <p>At the top of the File Explorer window, a ribbon provides commonly used commands for files and folders.</p> <p>Using the Preview Pane in View tab to preview document selection (PowerPoint slide 13)</p> <p>From the View tab, you can change the window layout to fit your preferences. You can even open a preview pane to quickly see your files before you open them.</p> <p>Moving a file to a different folder (PowerPoint slide 14)</p> <p>From the File Explorer ribbon, you can copy and paste documents, move files to a new location, rename files, or create new folders.</p>	<p>Touch and Mouse</p> <ol style="list-style-type: none"> 1. On the desktop taskbar, tap or click the File Explorer icon. 2. Select a document so that all of the commands on the ribbon are active. 3. Tap or click the View tab. Demonstrate a couple of layouts. 4. Tap or click the Preview pane. 5. Select a file and point to the preview. 6. Close File Explorer.  <p>Touch and Mouse</p> <ol style="list-style-type: none"> 1. On the desktop taskbar, tap or click the File Explorer icon. 2. Tap or click the View tab. Demonstrate a couple of layouts. 3. Expand Documents in the left navigation pane. 4. Open Documents in the right display panel. 5. Open a folder within Documents to display specific files. 6. Drag a file from the right display panel to a different folder in the left navigation pane to move the document to a different folder. 7. Close File Explorer. <p>TRAINER NOTE: There is an UNDO button available in the Quick Access Toolbar to undo the previous action (i.e. moving the file to a different folder). The UNDO button needs to be added to the Quick Access Toolbar by checking it.</p> <p>SEE SCREENSHOT BELOW</p>

Script	Demo steps
<p>Emailing or Printing a file in File Explorer (PowerPoint slide 15) You can quickly accomplish simple tasks like emailing and printing documents directly from File Explorer</p>	<div data-bbox="1268 233 1577 594" data-label="Image"> </div> <p>Touch and Mouse</p> <ol style="list-style-type: none"> 1. On the desktop taskbar, tap or click File Explorer icon. 2. Tap or click to select a specific document from within a folder so that all commands on the ribbon are active. NOTE: Share can be selected from the menu bar. <div data-bbox="1066 841 1776 1219" data-label="Image"> </div> <ol style="list-style-type: none"> 3. Tap or click Email to email the selected document as an attachment. 4. Close the email without sending the attachment. 5. Close File Explorer.