

Learning Windows 8 / 8.1



By David Webster
Copyright © Dynamic Learning
Online Pty Ltd 2015.
Created in KnowledgePresenter.

Learning Windows 8



Copyright © Dynamic Learning Online Pty Ltd 2015.
Created in KnowledgePresenter.

In this eBook, we introduce Windows 8 and Windows 8.1. We look at what it is, how it works, and how you can best make use of it.



This eBook is based on **Online Computer Training for Seniors** created by *Dynamic Learning Online* for the Federal Government in Australia, resulting in hundreds of thousands of accesses to the training.



The contents of this eBook - and a lot more - can be found and subscribed to online at <http://www.learningcomputing.net>.

All training on this site is fully interactive, and all results are saved. Certificates are also available.



The screenshot shows the homepage of the Learning Computing website. At the top, the title "Learning Computing" is displayed in a large, grey font. To the right of the title is a "Login..." button. Below the title, a paragraph of text reads: "Dynamic Learning Online (DLO) is pleased to provide this wide range of University-researched Online Computer Training covering popular computer software. Our step-by-step interactive training methodology offers a simulated environment that allows you to train and learn products before purchasing them." Below this text is a horizontal navigation menu with seven buttons: "Home", "Redeem", "Try Demo", "Subscribe", "Training Contents", "Training Methodology", and "Contact Us". The "Home" button is highlighted in green. Below the navigation menu are three images of devices: a desktop monitor displaying a webpage titled "App Technology", a tablet displaying a colorful Windows-style interface, and a smartphone displaying a social media-style interface. At the bottom of the page, a paragraph of text states: "Our approaches to training have been empirically tested through Australian Research Council funded research and are based on the Cognitive Load Learning principles developed by Professor John Sweller (Emeritus Professor, University of NSW) and Professor Paul Chandler (Dean of Education, University of Wollongong)."

Learning Computing

[Login...](#)

Dynamic Learning Online (DLO) is pleased to provide this wide range of University-researched Online Computer Training covering popular computer software. Our step-by-step interactive training methodology offers a simulated environment that allows you to train and learn products before purchasing them.

[Home](#) [Redeem](#) [Try Demo](#) [Subscribe](#) [Training Contents](#) [Training Methodology](#) [Contact Us](#)



Our approaches to training have been empirically tested through Australian Research Council funded research and are based on the Cognitive Load Learning principles developed by Professor John Sweller (Emeritus Professor, University of NSW) and Professor Paul Chandler (Dean of Education, University of Wollongong).

Learning Windows 8

Credits

Created using [KnowledgePresenter](#) by Kookaburra Studios Pty Ltd.

Copyright © 2015 Dynamic Learning Online Pty Ltd.

Phone: 1 300 164 948; **International:** +612 9939 2285

Email: info@learningcomputing.net

What is Windows 8?



What is Windows 8?

Welcome to this Windows 8 lesson.

In this lesson, we'll be looking at what the new Windows 8 is - and cover some of its advantages.



Estimated Completion Time: 3 minutes (8 steps).

What is Windows 8?

What is Windows 8?

Windows 8 is the latest version of Microsoft Windows, an *Operating System*, or OS, of most desktop computers and laptops.



What is Windows 8?

What is Windows 8?

Windows 8 is the latest version of Microsoft Windows, an *Operating System*, or *OS*, of most desktop computers and laptops.

Well, that's not entirely true. Windows 8 is much more than this.

Windows 8 is now an Operating System that covers not just desktop computers - but also smartphones, and touch controlled devices like tablets.



What is Windows 8?

In most cases, this goes further than just a standard operation and appearance on your devices.

It makes it easier to share data - documents, photos, music, movies, even applications, across your devices.

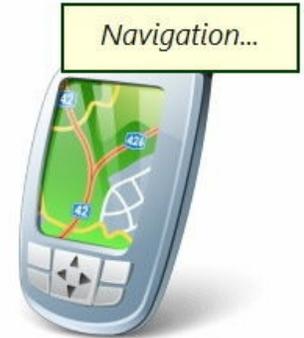
Windows 8 is designed to be used effectively with either a mouse, a keyboard, or via touch - or a combination of the above.



What is Windows 8?

With the release of Windows 8, Windows has progressed beyond merely an operating system for your computer.

In many ways, it has and will become an integral part of your life.



What is Windows 8?

And in this course, we are going to show you exactly how you can best work with this new paradigm.



What is Windows 8?

You've now completed this Windows 8 lesson.

In this lesson, we looked at what the new Windows 8 is - and covered some of its advantages.

Touch Control vs Mouse Control



Touch Control vs Mouse Control

Welcome to this Windows 8 lesson.

In this lesson, we'll be looking at Touch Control vs Mouse Control.



Estimated Completion Time: 3 minutes (9 steps).

Touch Control vs Mouse Control

These days, it seems your choice of computer boils down to a simple question - do you want a touch controlled tablet/phone, or the more traditional laptop/desktop computer?



Tablet computers - those controlled by touch and gestures, and generally lacking a keyboard/mouse - are exploding in popularity. And it's not surprising.

Touch Control vs Mouse Control



Tablets are so flexible, and so portable. They are easy to use, generally have wonderful display screens, and many have a wonderful battery life.

For many uses - browsing the web, simple messaging, watching videos, browsing photos, video conferencing, and more - they are seen by many as the perfect device.

Touch Control vs Mouse Control

But - for many, there is a drawback.

Finger control lacks the precision of the mouse. On screen keyboards are clumsy when typing large amounts of text. So for many, a laptop, or desktop - with the extra control and speed, is the way to go,



Touch Control vs Mouse Control

Increasingly - and as evidenced by the Microsoft Surface - devices that can act as both laptop and tablet - will become more popular. Simply remove the screen - and you have a tablet. Add the keyboard - and you have a laptop.

These devices provide the best of both worlds. Touch control when you need it, tablet portability when you need it, but also the control and precision of mouse and keyboard control when required.



There is already a range of tablet/laptop hybrid devices available on the market.

Touch Control vs Mouse Control

Microsoft Windows 8 is designed for operation on tablets/phones - and on desktops/laptops (and other devices as well) - and is probably the first operating system designed this way.

In fact, if Microsoft is successful, you'll see Windows 8 on a whole range of devices. If you've used the Microsoft Xbox gaming console, then Windows 8 will already look familiar.



Touch Control vs Mouse Control

Generally speaking, Windows 8 is operated the same way, regardless of whether operating on a tablet, or controlled via a mouse.

There are differences, and we'll be pointing these out during this training. One important button remains the same - the **Windows** button.



This Windows button - found on the keyboard, or on the tablet itself - is an important button, as you'll see throughout this training.

Touch Control vs Mouse Control

You've now completed this Windows 8 lesson.

In this lesson, we looked at Touch Control vs Mouse Control.

Copyright © 2015 Dynamic Learning Online

The Windows 8 Start Screen



The Windows 8 Start Screen

Welcome to this Windows 8 lesson.

In this lesson, we'll be looking at the Windows 8 Start Screen.



Estimated Completion Time: 11 minutes (25 steps).

Start

David Webster 



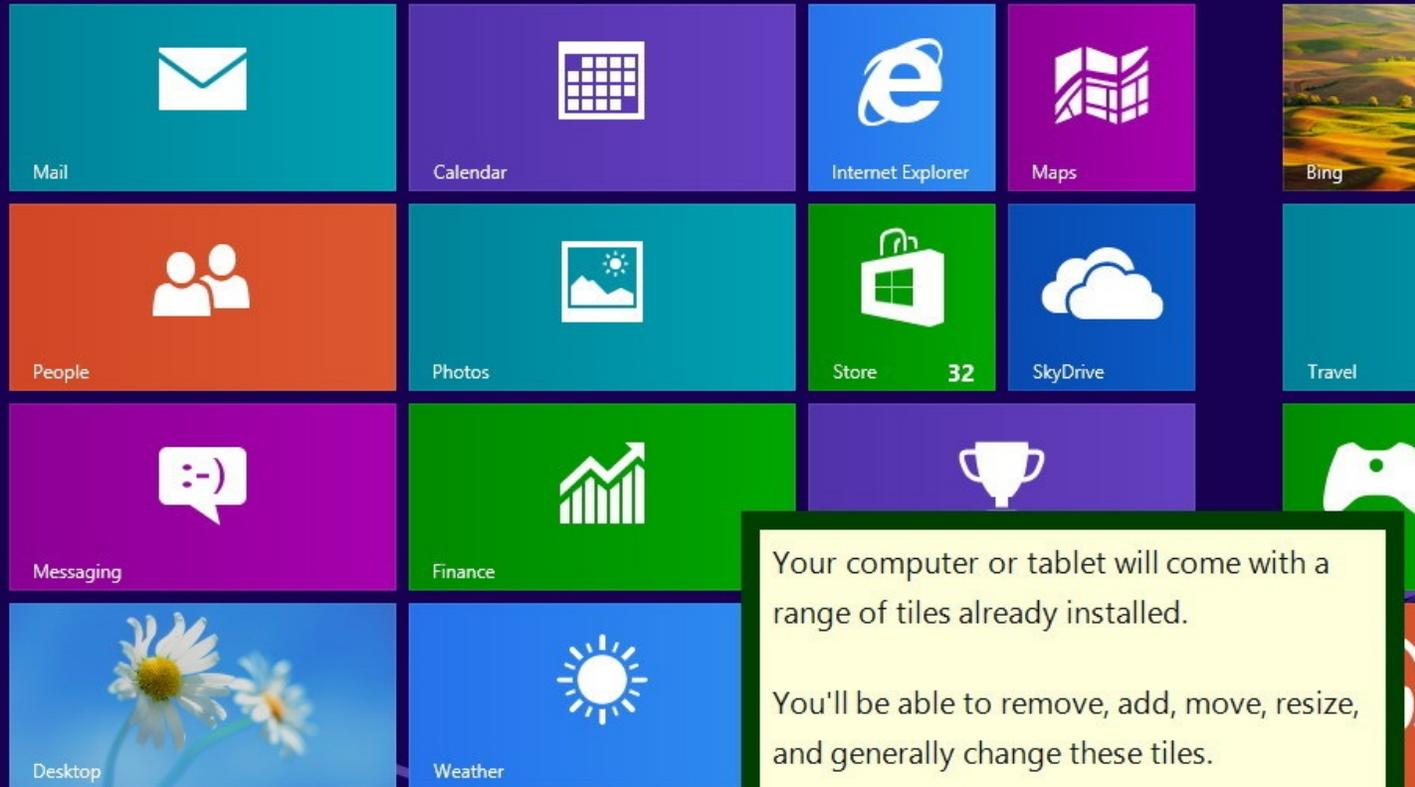
Here, you see the Windows 8 Start Screen.

It is made up of **tiles**. Each tile represents a program or shortcut to some content installed on your computer.

Touch or click here to move on.

Start

David Webster 



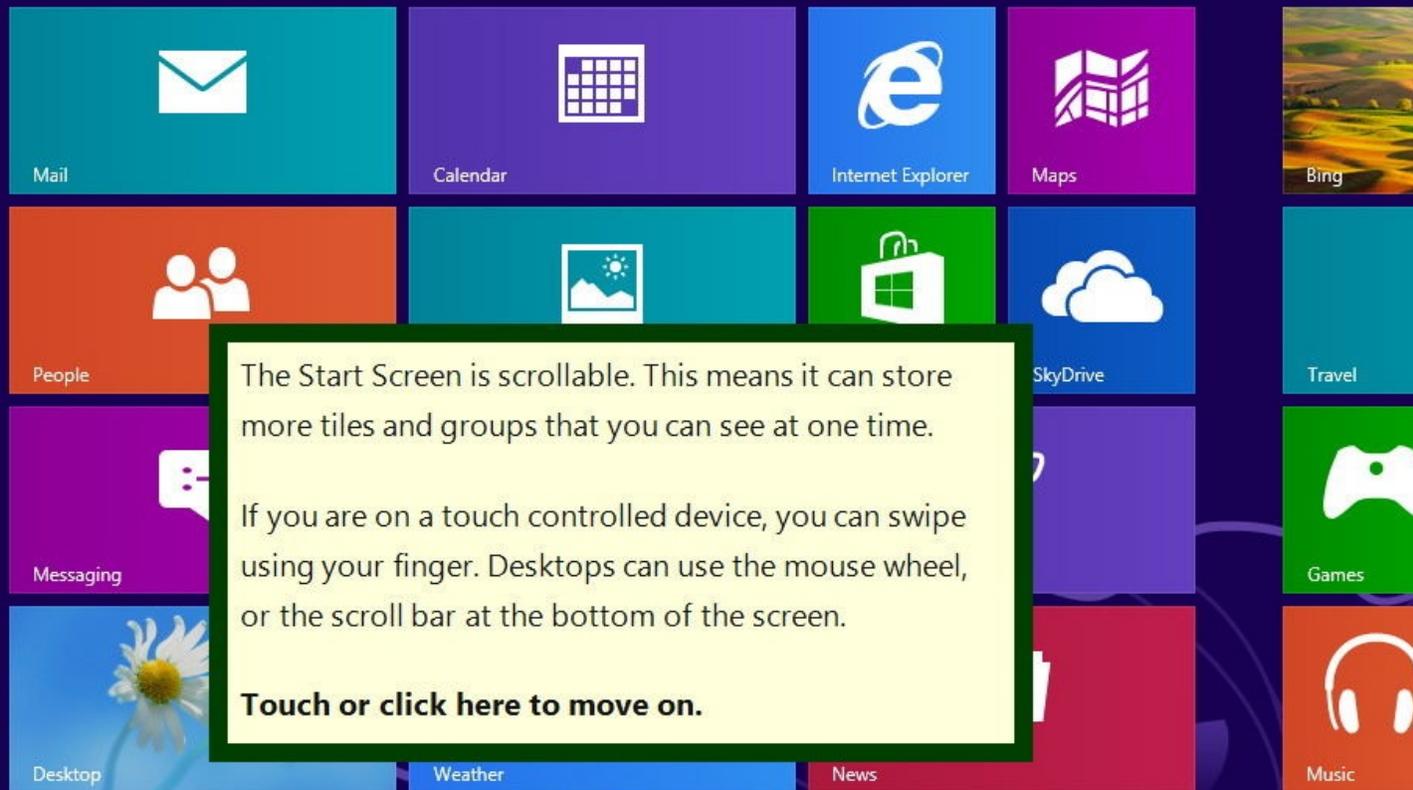
Your computer or tablet will come with a range of tiles already installed.

You'll be able to remove, add, move, resize, and generally change these tiles.

Touch or click here to move on.

Start

David
Webster 



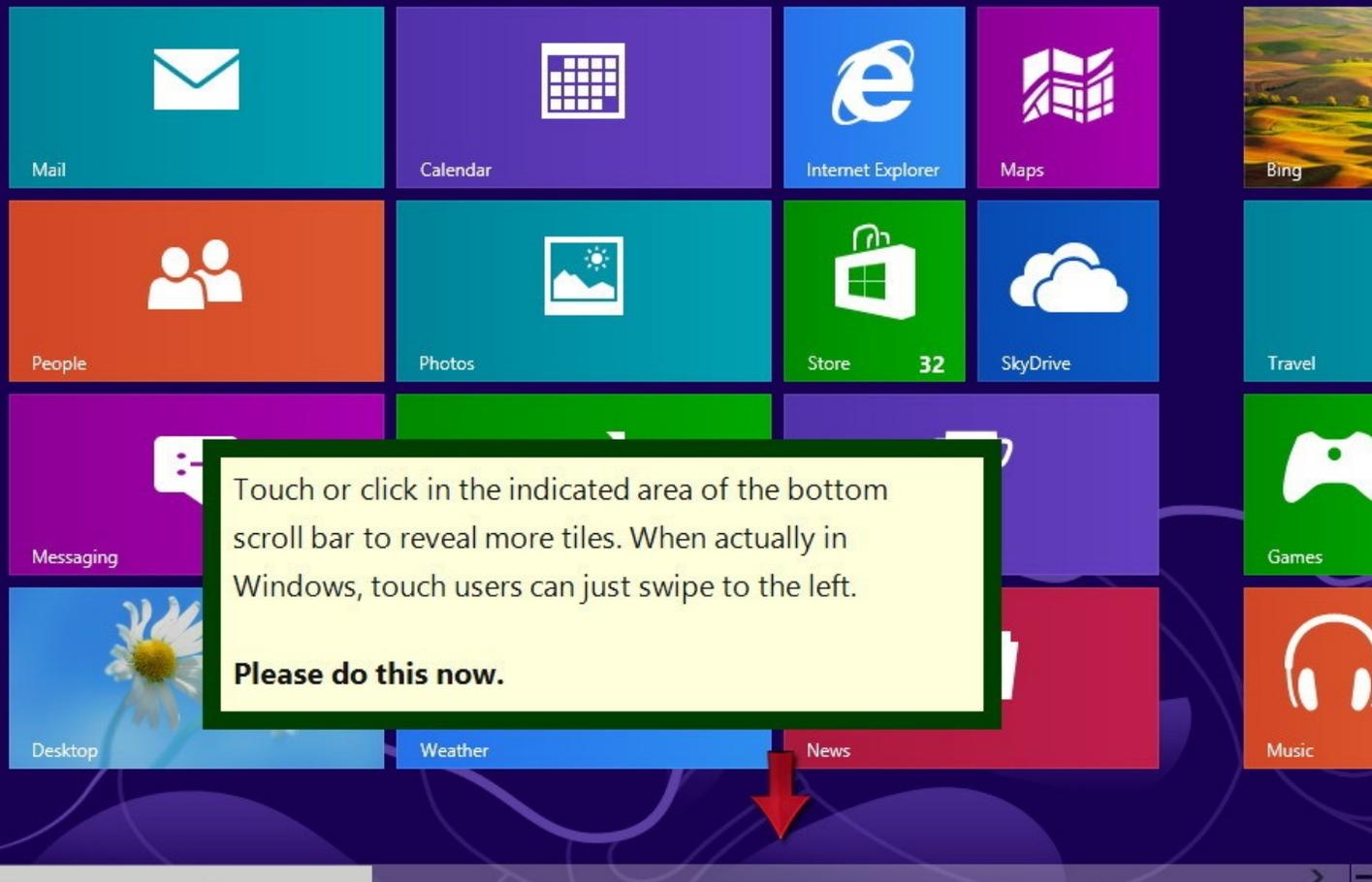
The Start Screen is scrollable. This means it can store more tiles and groups that you can see at one time.

If you are on a touch controlled device, you can swipe using your finger. Desktops can use the mouse wheel, or the scroll bar at the bottom of the screen.

Touch or click here to move on.

Start

David Webster 



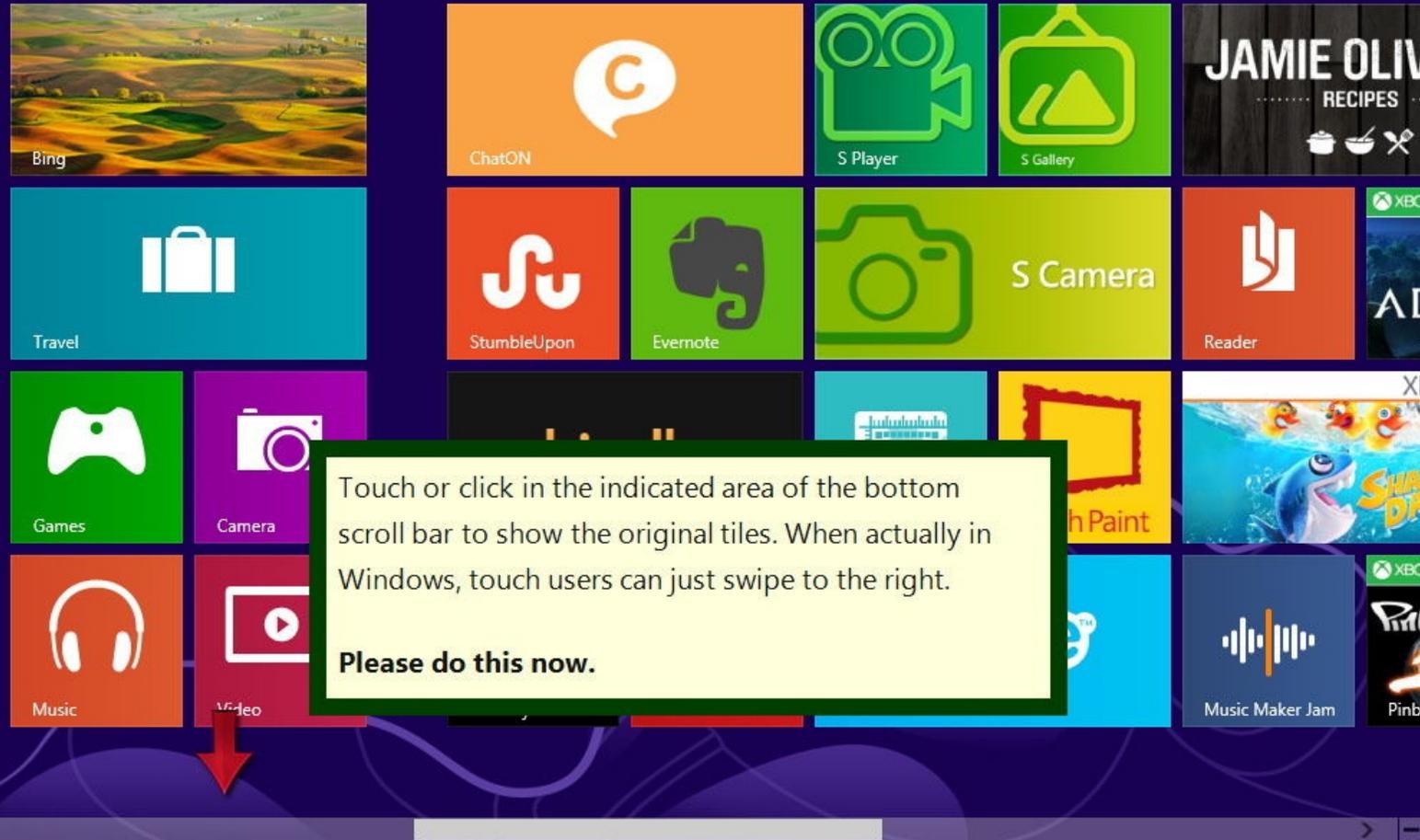
Samsung apps



As you can see, a number of new tiles are now visible.
Touch or click here to move on.



Samsung apps

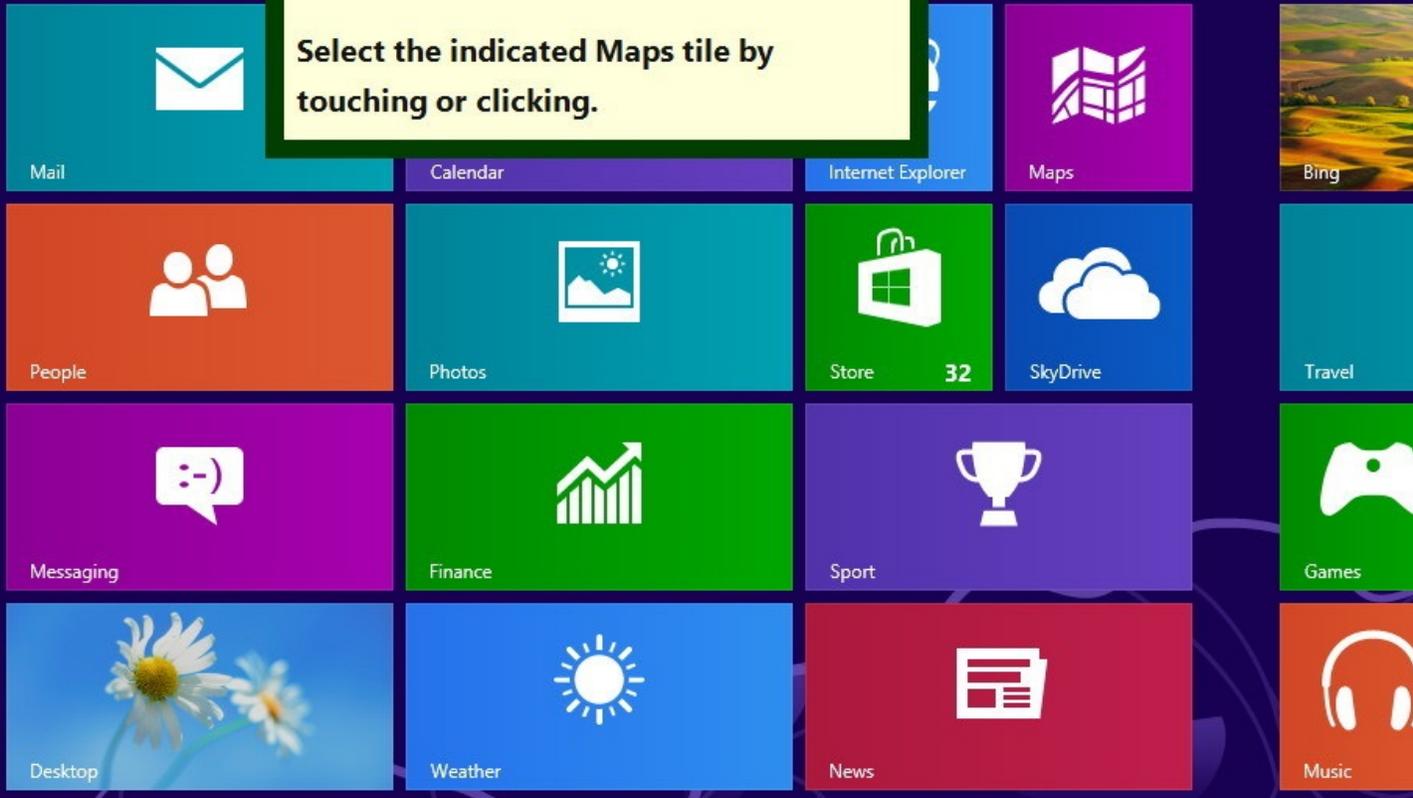


Start

David Webster 

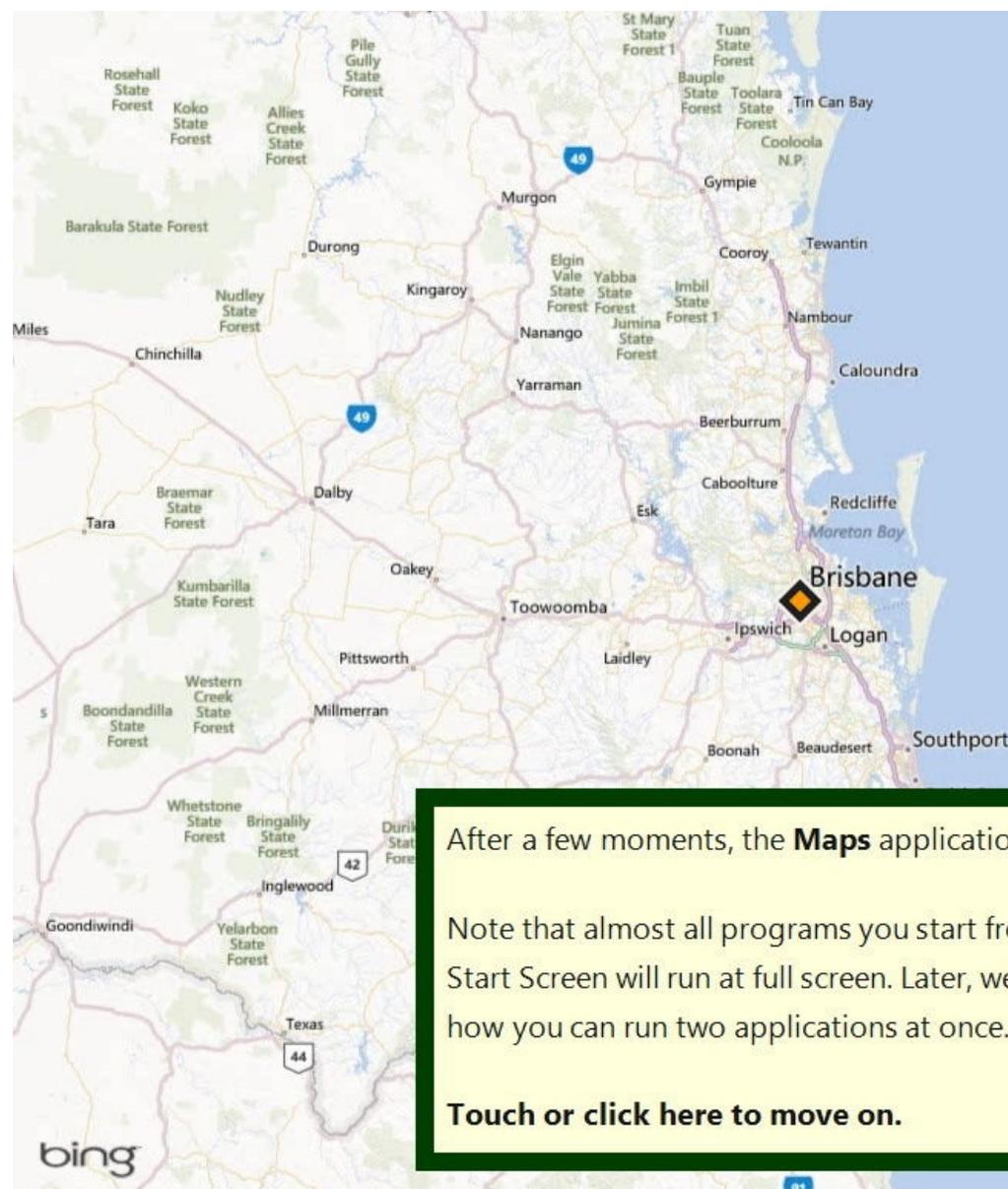
Essentially, however, these tiles are used to start, or load programs or content. And that is what we'll look at first.

Select the indicated Maps tile by touching or clicking.



The Start menu displays a grid of application tiles. The tiles are arranged as follows:

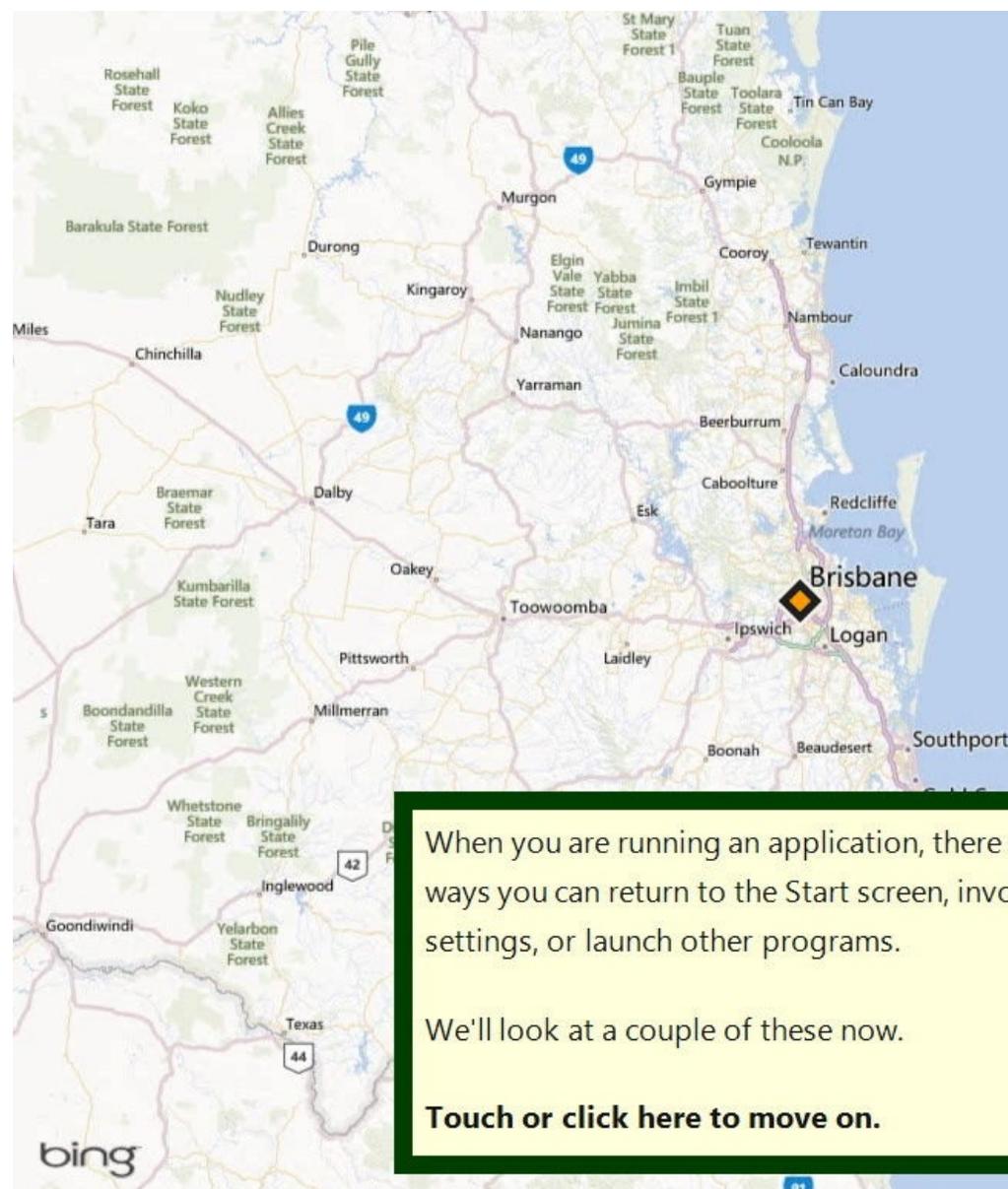
- Row 1: Mail (teal), Calendar (purple), Internet Explorer (blue), Maps (purple, highlighted with a red arrow), Bing (landscape image)
- Row 2: People (orange), Photos (teal), Store (green, 32 items), SkyDrive (blue), Travel (teal)
- Row 3: Messaging (purple), Finance (green), Sport (purple), Games (green)
- Row 4: Desktop (blue, daisy image), Weather (blue, sun icon), News (red), Music (orange)



After a few moments, the **Maps** application starts.

Note that almost all programs you start from the Start Screen will run at full screen. Later, we'll look at how you can run two applications at once.

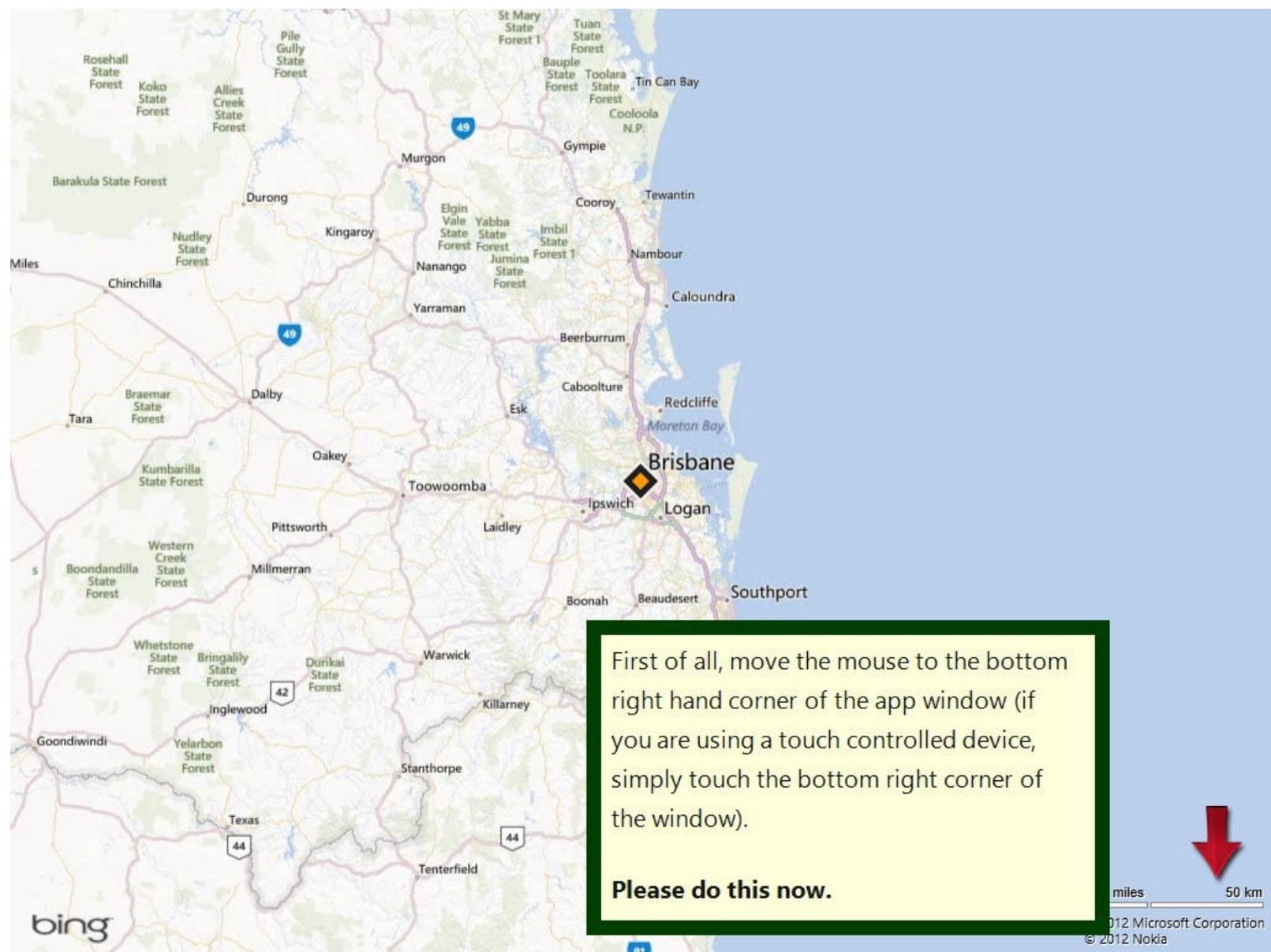
Touch or click here to move on.



When you are running an application, there are several ways you can return to the Start screen, invoke settings, or launch other programs.

We'll look at a couple of these now.

Touch or click here to move on.



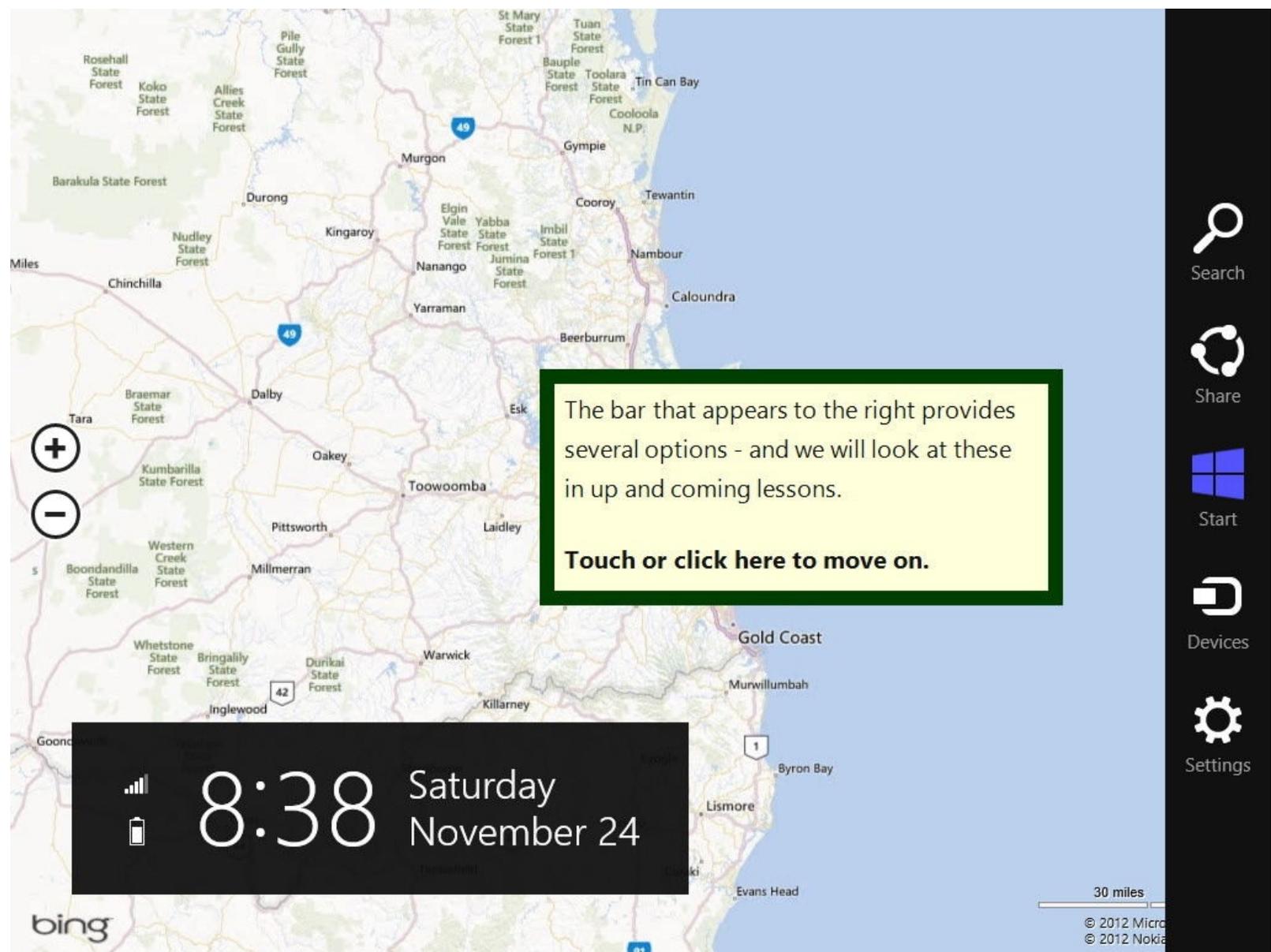
First of all, move the mouse to the bottom right hand corner of the app window (if you are using a touch controlled device, simply touch the bottom right corner of the window).

Please do this now.



miles 50 km

© 2012 Microsoft Corporation
© 2012 Nokia



The bar that appears to the right provides several options - and we will look at these in up and coming lessons.

Touch or click here to move on.



Search



Share



Start



Devices



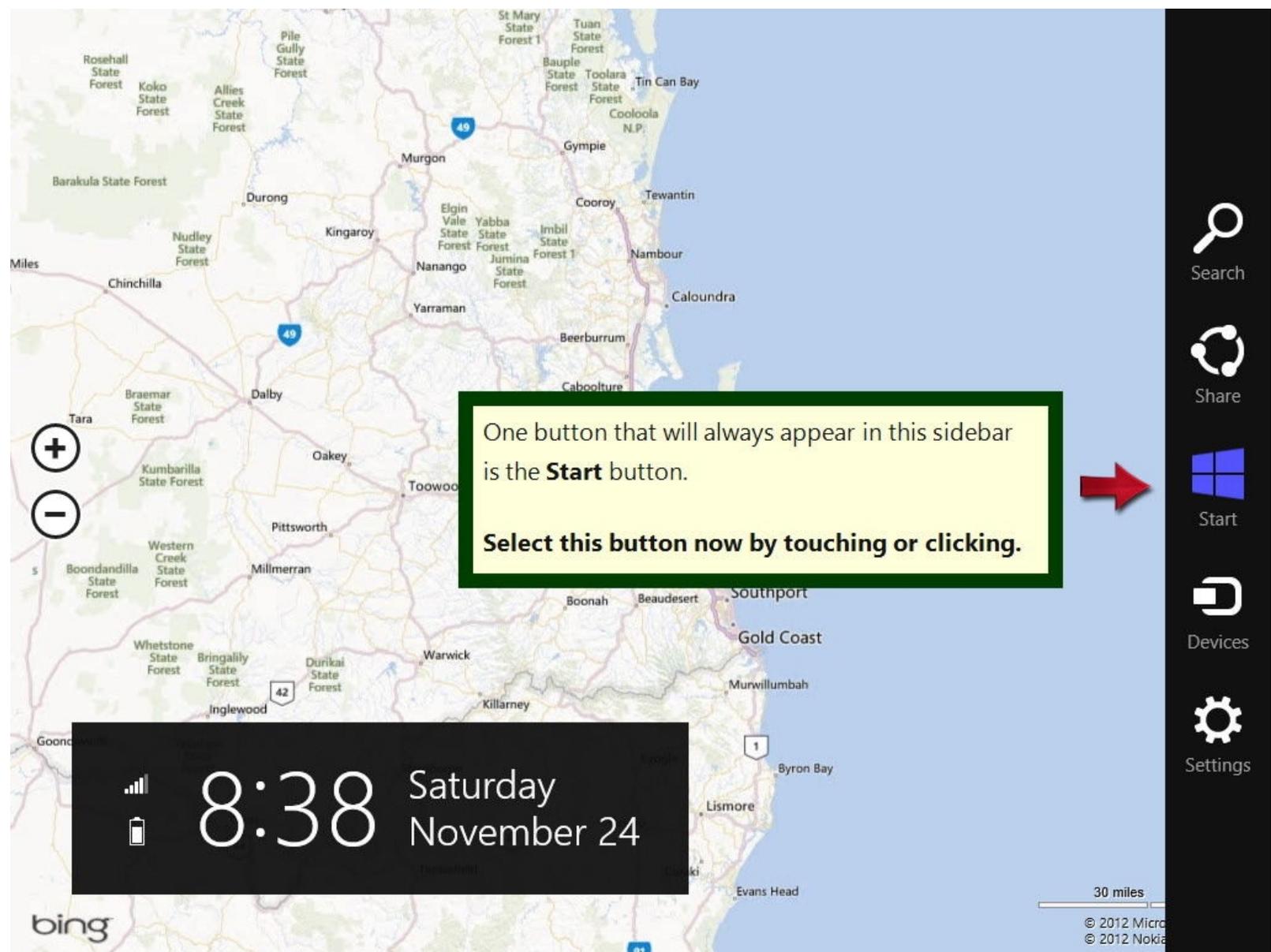
Settings



8:38 Saturday
November 24

30 miles

© 2012 Micro
© 2012 Nokia



One button that will always appear in this sidebar is the **Start** button.

Select this button now by touching or clicking.



Search



Share



Start



Devices



Settings



8:38 Saturday
November 24

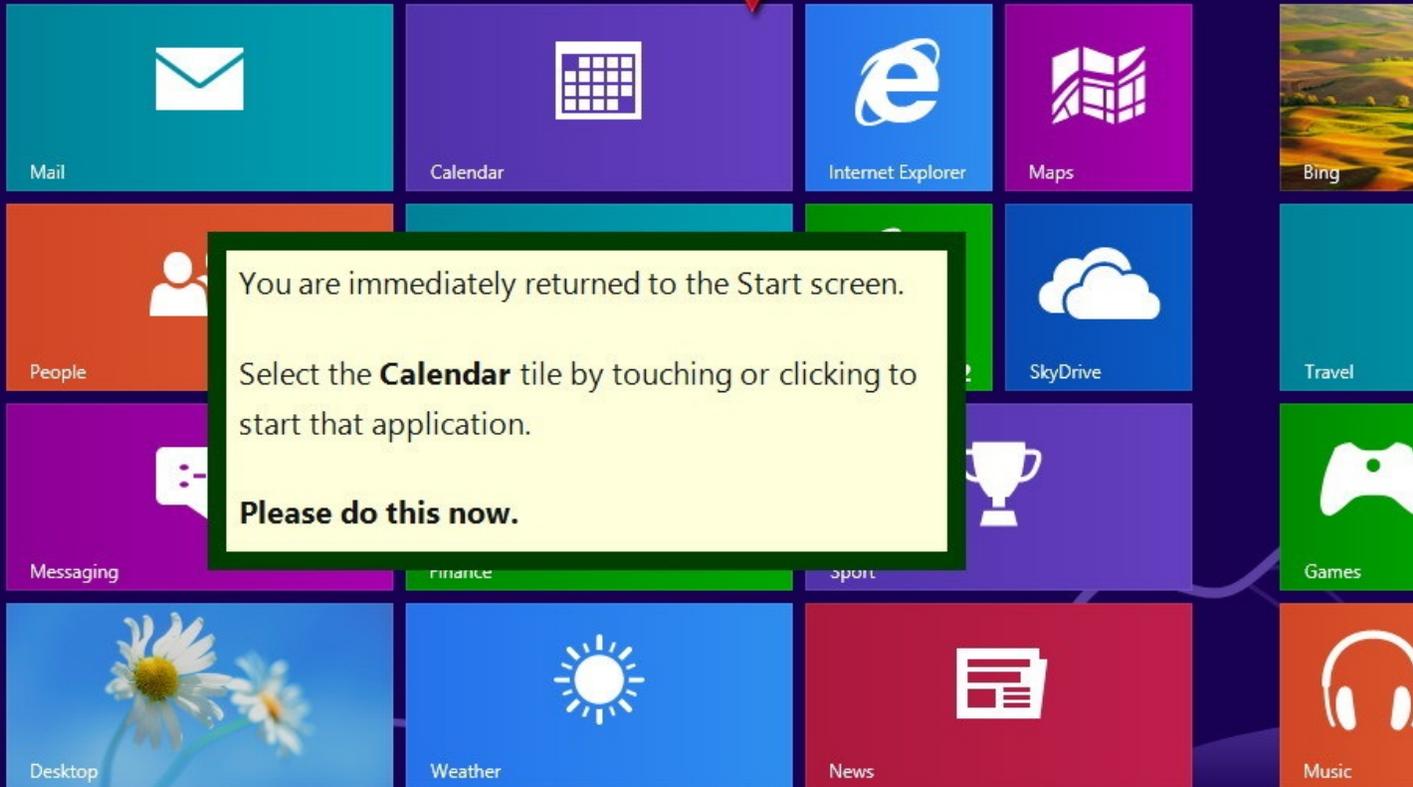
30 miles

© 2012 Micro
© 2012 Nokia

bing

Start

David Webster 



The Start screen displays a grid of application tiles. The tiles include: Mail (teal), Calendar (purple), Internet Explorer (blue), Maps (magenta), Bing (landscape), People (orange), SkyDrive (blue), Travel (teal), Messaging (purple), Finance (green), Sport (purple), Desktop (blue with daisies), Weather (blue with sun), News (red), Games (green with controller), and Music (orange with headphones).

You are immediately returned to the Start screen.
Select the **Calendar** tile by touching or clicking to start that application.
Please do this now.

November 2012

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29	30	31 Halloween	1	2	3	4
5	6	7	8 10p Doctor	9	10	11 Veterans Day
12	13	14	15	16	17	18
19	20	21	22 Thanksgiving Day	23	24	25
26	27				1	2

This time, the **Calendar** app starts up. We will look at this in a little more detail later, as well.

Touch or click here to move on.

November 2012

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29	30	31 Halloween	1	2	3	4
5	6	7	8 10p Doctor	9	10	11 Veterans Day
12	13	14	15	16	17	18
19	20	21	22 g Day	23	24	25
26	27	28	29	30	1	2

Previously you moved the mouse to the bottom right hand corner of the app window.

This time, move the mouse to the bottom left hand corner of the app window (if you are using a touch controlled device, simply touch the bottom left corner of the window).

Please do this now.



November 2012

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29	30	31 Halloween	1	2	3	4
5	6	7	8 10p Doctor	9	10	11 Veterans Day
12	13	14	15	16	17	18
19	20	21	22 Thanksgiving Day	23	24	25
28	29	30	1	2	3	4

A representation of the Start Screen immediately appears.

Select this Start Screen image now by touching or clicking.



Start

David Webster 

Once again, you are immediately returned to the Start screen.

Select the **Store** tile to start that application.

Please do this now by touching or clicking.

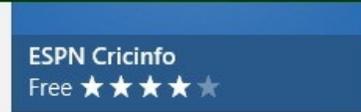


The Start screen displays a grid of application tiles. A red arrow points to the Store tile, which is highlighted. The tiles are arranged as follows:

 People	 Photos	 Store 32	 SkyDrive	 Bing
 Messaging	 Finance	 Sport	 Travel	
 Desktop	 Weather	 News	 Games	
			 Music	

Store

Spotlight



The **Store** application starts up. Once again, we'll look at this in more detail later.

Right now, we will look at the quickest way to return to the Start screen.

Touch or click here to move on.

Store

Spotlight

The image shows a screenshot of the Windows Store's 'Spotlight' section. It features several app tiles: 'iSupr8' (a dark tile with a camera icon, priced at \$1.99 with 5 stars), 'ESPN cricinfo' (a blue tile), 'Westpac Banking' (a red tile, free with 5 stars), 'MyCare' (a blue tile, free with 1 star), and 'Khan Academy' (a dark blue tile, free with 5 stars). On the right, there are two green navigation buttons labeled 'Top free' and 'New releases'. A yellow callout box with a green border is overlaid on the 'iSupr8' tile, containing text about the Windows button. Below the callout, a large grey button with the Windows logo is shown, with a red arrow pointing to it from the right.

In an earlier lesson, we looked at the Windows button on your keyboard or tablet. It looks a little like the image below.

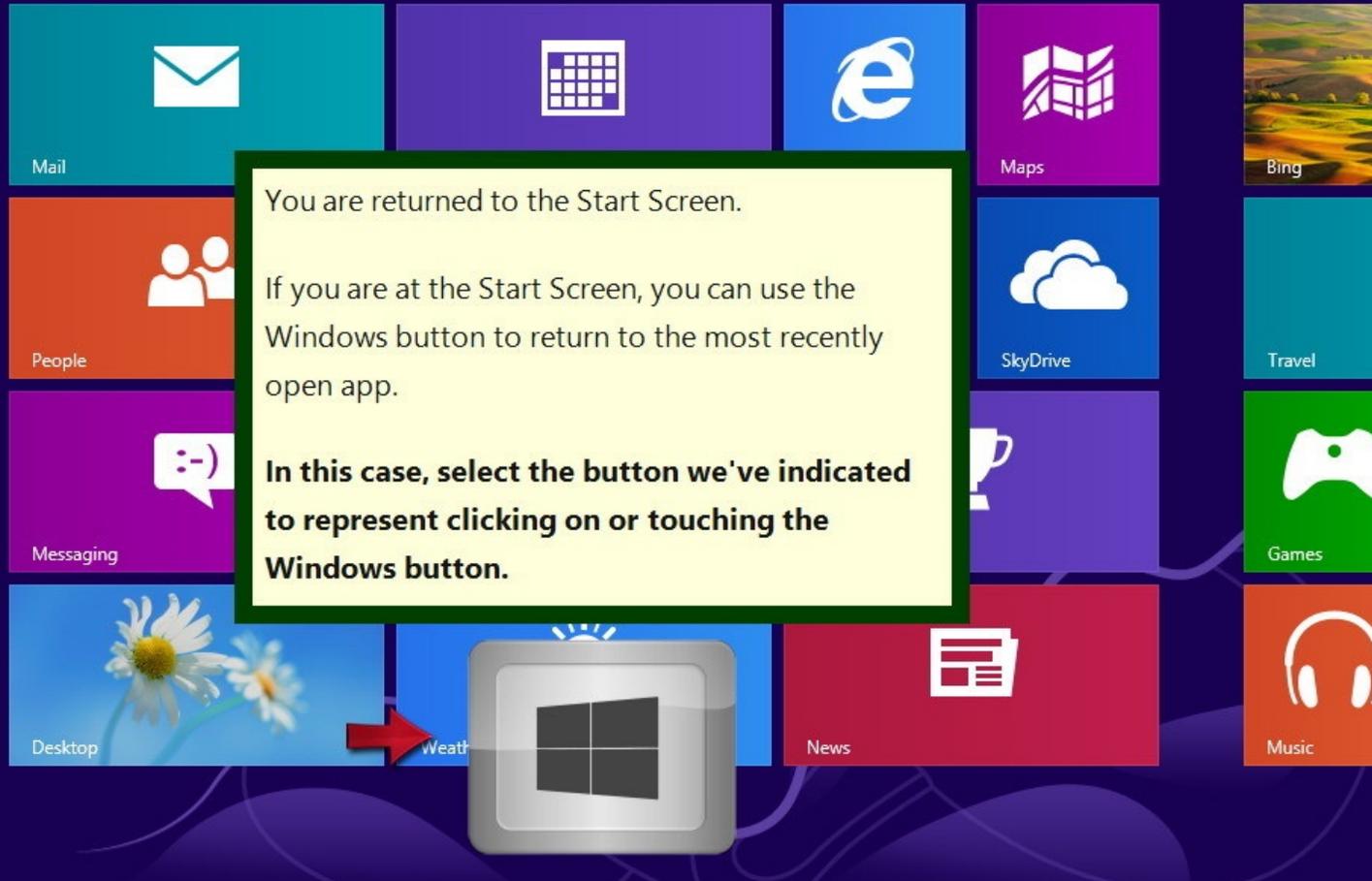
Using this button will return you immediately to your Start screen.

In this case, select the button we've indicated to represent clicking on or touching the Windows button.

Westpac Banking
Free ★★★★★

MyCare
Free ★

Khan Academy
Free ★★★★★



The image shows a Windows Start screen with a grid of colorful app tiles. A central yellow box with a green border contains text explaining how to return to the Start screen. A red arrow points from the text to the Windows logo button at the bottom center of the screen.

You are returned to the Start Screen.

If you are at the Start Screen, you can use the Windows button to return to the most recently open app.

In this case, select the button we've indicated to represent clicking on or touching the Windows button.

Mail

People

Messaging

Desktop

Weather

Windows button

Calendar

Internet Explorer

Maps

SkyDrive

News

Bing

Travel

Games

Music

Store

Spotlight



iSupr8
\$1.99 ★★★★★

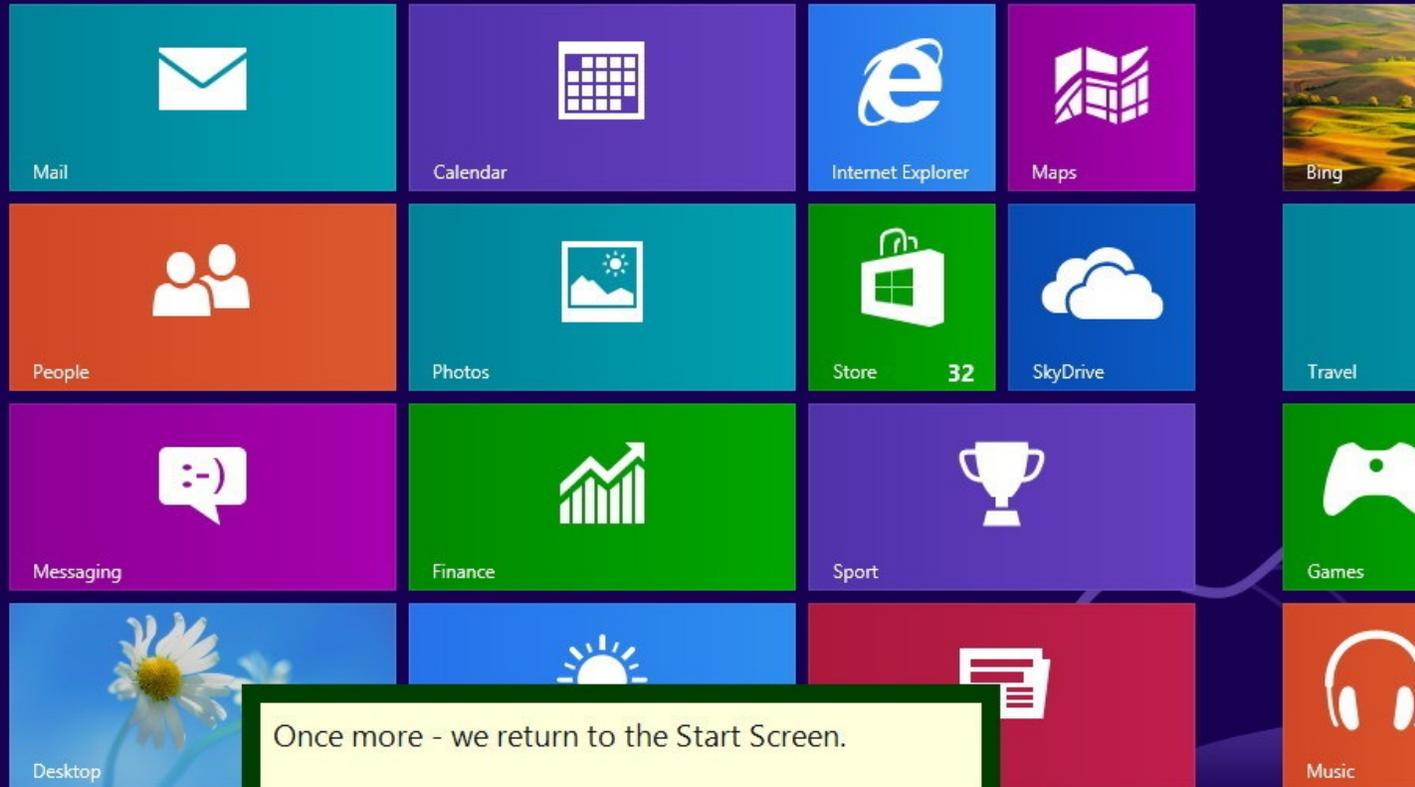


The **Store** app reopens.
Click on or touch the button below once more to return to the Start Screen.



Start

David Webster 



The Start screen displays a grid of application tiles. The tiles are arranged in four rows and four columns, with a fifth column of smaller tiles on the right. The tiles include: Mail (teal), Calendar (purple), Internet Explorer (blue), Maps (magenta), Bing (landscape), People (orange), Photos (cyan), Store (green, showing 32 items), SkyDrive (blue), Travel (teal), Messaging (magenta), Finance (green), Sport (purple), Games (green), Desktop (blue, showing a daisy), an unlabeled blue tile (showing a sun), an unlabeled red tile (showing a document), and Music (orange).

Once more - we return to the Start Screen.

Touch or click here to move on.

The Windows 8 Start Screen

You've now completed this Windows 8 lesson.

In this lesson, we looked at the Windows 8 Start Screen.

Working with Tiles



Working with Tiles

Welcome to this Windows 8 lesson.

In this lesson, we'll be looking at Live Tiles, as well as some other tricks you can perform with Tiles.



Estimated Completion Time: 11 minutes (24 steps).

Working with Tiles

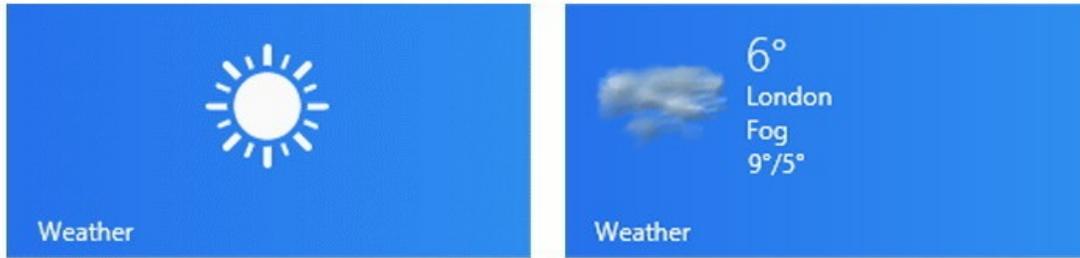


By now, you've seen that the Windows Start Screen is made up mainly of tiles. Above, you can see the **Weather** tile.

These tiles represent applications, or shortcuts to content, that you can launch.

But tiles can do more - when they are made **live**.

Working with Tiles



On the right, you can see what the **Weather** tile can look like when it is made live. When live, the current weather is displayed - meaning you don't even have to open the app to check the current weather.

Not all tiles can be made live, and those that can will display different information, depending on the application.

It may display recent emails, random photographs, recent Facebook posts - almost anything.

In a moment, you'll see exactly how to turn live tiles on and off.

Start

David Webster 



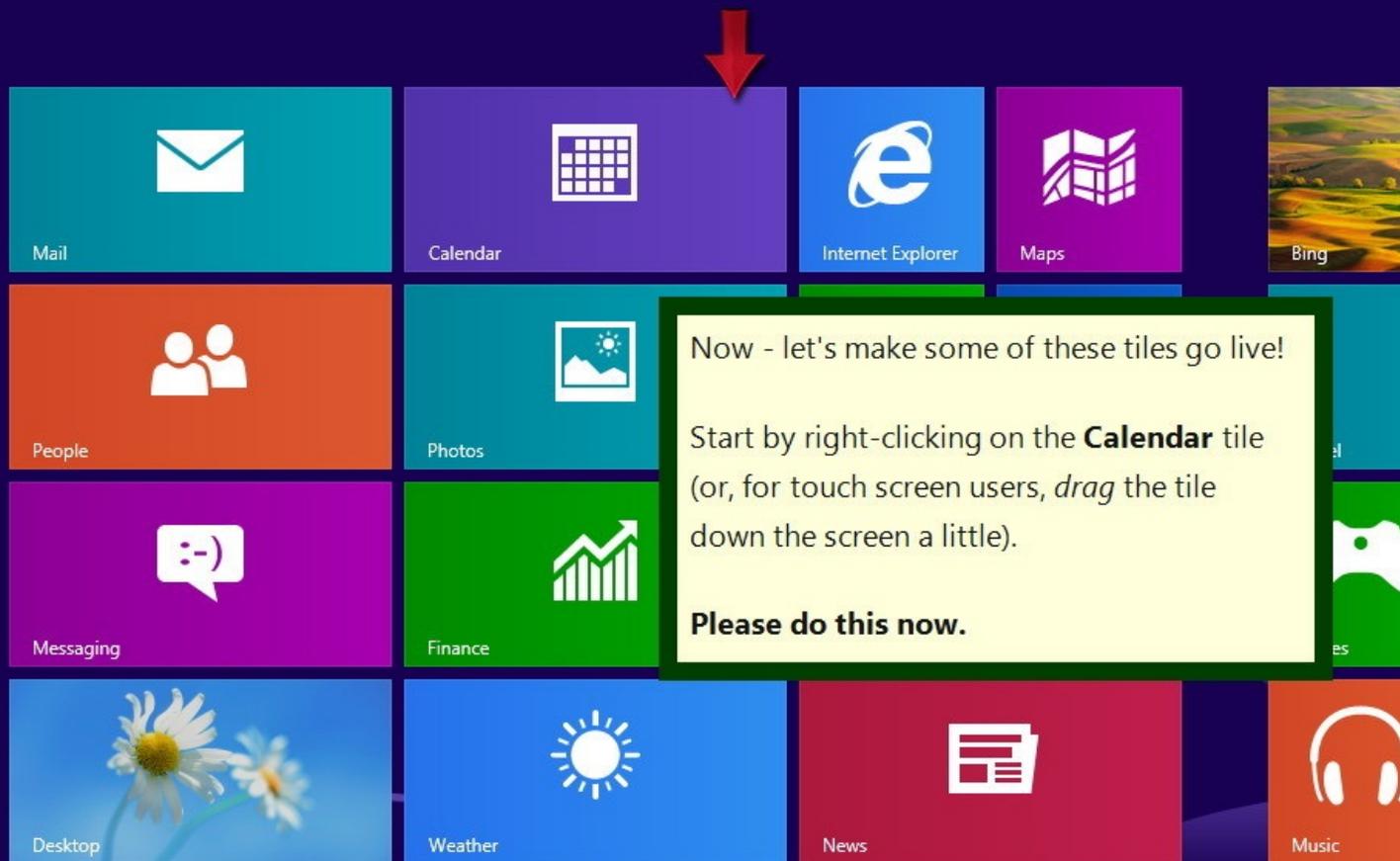
Above - the Windows Start Screen.

On this Start Screen, all the tiles are static, which means none are currently displaying any **live** information.

Touch or click here to move on.

Start

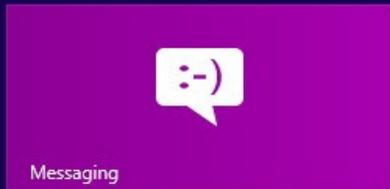
David Webster 



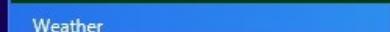
Now - let's make some of these tiles go live!
Start by right-clicking on the **Calendar** tile (or, for touch screen users, *drag* the tile down the screen a little).
Please do this now.

Start

David Webster 



Immediately you do this, a panel (called an **AppBar**) appears along the bottom of the screen.
If this tile can be set to a live tile, you'll see this option.
Touch or click here to move on.



AppBar with icons: Unpin from Start, Uninstall, Smaller, Turn live tile on,  All apps

Start

David Webster 



Mail



Calendar



Internet Explorer



Maps



Bing



People



Photos



Store 32



SkyDrive



Travel



Messaging



Finance



Sport



Games



Desktop



Weather



News



Music

Select this option now.



Unpin from Start

Uninstall

Smaller

Turn live tile on

All apps

Start

David Webster 



After a moment, the tile becomes live - in this case, displaying the current date.
Touch or click here to move on.



The Start screen features a grid of live tiles. The tiles shown are:

- Mail**: Teal tile with an envelope icon.
- Calendar**: Purple tile showing the date **24** and **Saturday**. A green arrow points to this tile.
- People**: Orange tile with two person icons.
- Photos**: Teal tile with a picture icon.
- Store**: Green tile with a Windows logo icon and the number **32**.
- SkyDrive**: Blue tile with a cloud icon.
- Travel**: Teal tile with a plane icon.
- Messaging**: Purple tile with a speech bubble icon.
- Finance**: Green tile with a bar chart icon.
- Sport**: Purple tile with a trophy icon.
- Games**: Green tile with a game controller icon.
- Desktop**: Blue tile with a daisy flower image.
- Weather**: Blue tile with a sun icon.
- News**: Red tile with a newspaper icon.
- Music**: Orange tile with a headphones icon.

Start

David Webster 



Start

David Webster 



The Start screen displays a grid of live tiles for various Windows 8 applications and services. The tiles include: Mail (teal), a calendar tile showing '24 Saturday' (purple), Internet Explorer (blue), Maps (magenta), Bing (landscape image), People (orange), Photos (teal), Store (green, showing '32' items), SkyDrive (blue), Travel (teal), Messaging (magenta), Finance (green, showing a bar chart), Sport (purple, showing a trophy), Games (green, showing a game controller), Desktop (blue, showing daisies), Weather (blue), News (red, showing a newspaper), and Music (orange, showing headphones).

Select the Turn live tile on command now.



-  Unpin from Start
-  Uninstall
-  Smaller
-  Turn live tile on
-  All apps

Start

David Webster 



The Start screen features a grid of live tiles. The tiles shown include: Mail (teal), a date tile (purple) showing '24 Saturday', Internet Explorer (blue), Maps (magenta), Bing (landscape), People (orange), Photos (teal), Store (green) with '32' items, SkyDrive (blue), Travel (teal), Messaging (magenta), Finance (green) with a bar chart, Games (green) with a controller icon, Desktop (blue) with a daisy image, Weather (blue) with '6° London Fog 9°/5°', News (red), and Music (orange) with a headphones icon.

Again, after a moment, the tile becomes live - in this case, displaying the current weather.

Touch or click here to move on.

Start

David Webster 

What about resizing a tile? Easy - although, not all tiles can be resized - but most of the preset tiles can.

Right-click (or drag down and release for touch device users) the **Finance** tile.

Please do this now.

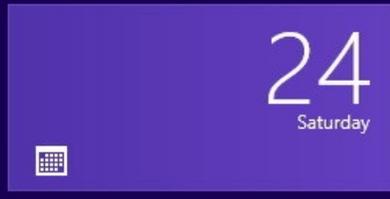


Start

David Webster 



Mail



24
Saturday



Internet Explorer



Maps



Bing



Photos



Store 32



SkyDrive



Travel

Currently, the **Finance** tile here is a wide tile.
Select the Smaller button to reduce the size of the Finance tile.



Finance



Sport



Games



Desktop



6°
London
Fog
9°/5°



News

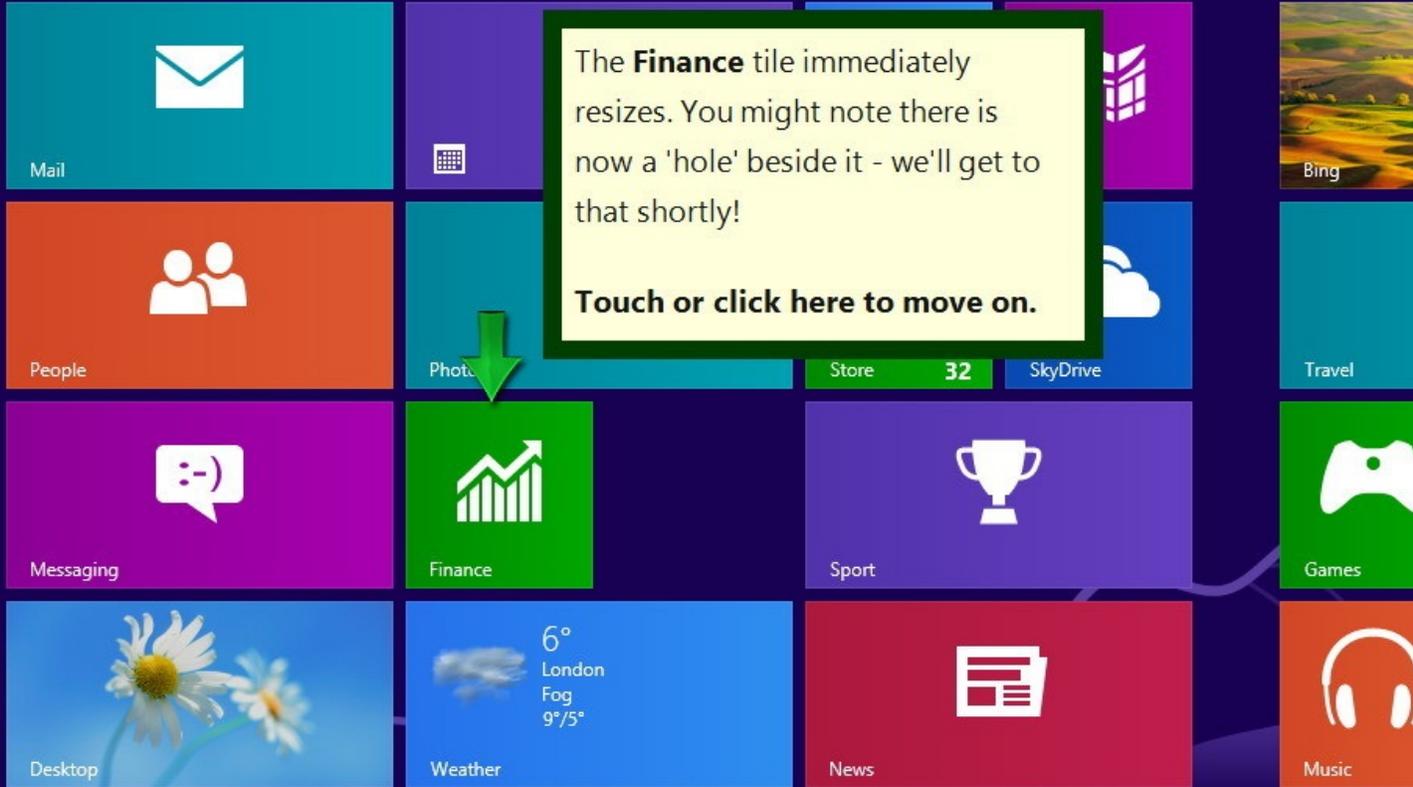


Music

Unpin from Start Uninstall **Smaller** All apps

Start

David Webster 



The **Finance** tile immediately resizes. You might note there is now a 'hole' beside it - we'll get to that shortly!

Touch or click here to move on.

Mail

People

Messaging

Desktop

Photos

Finance

Weather

Store 32

SkyDrive

Bing

Travel

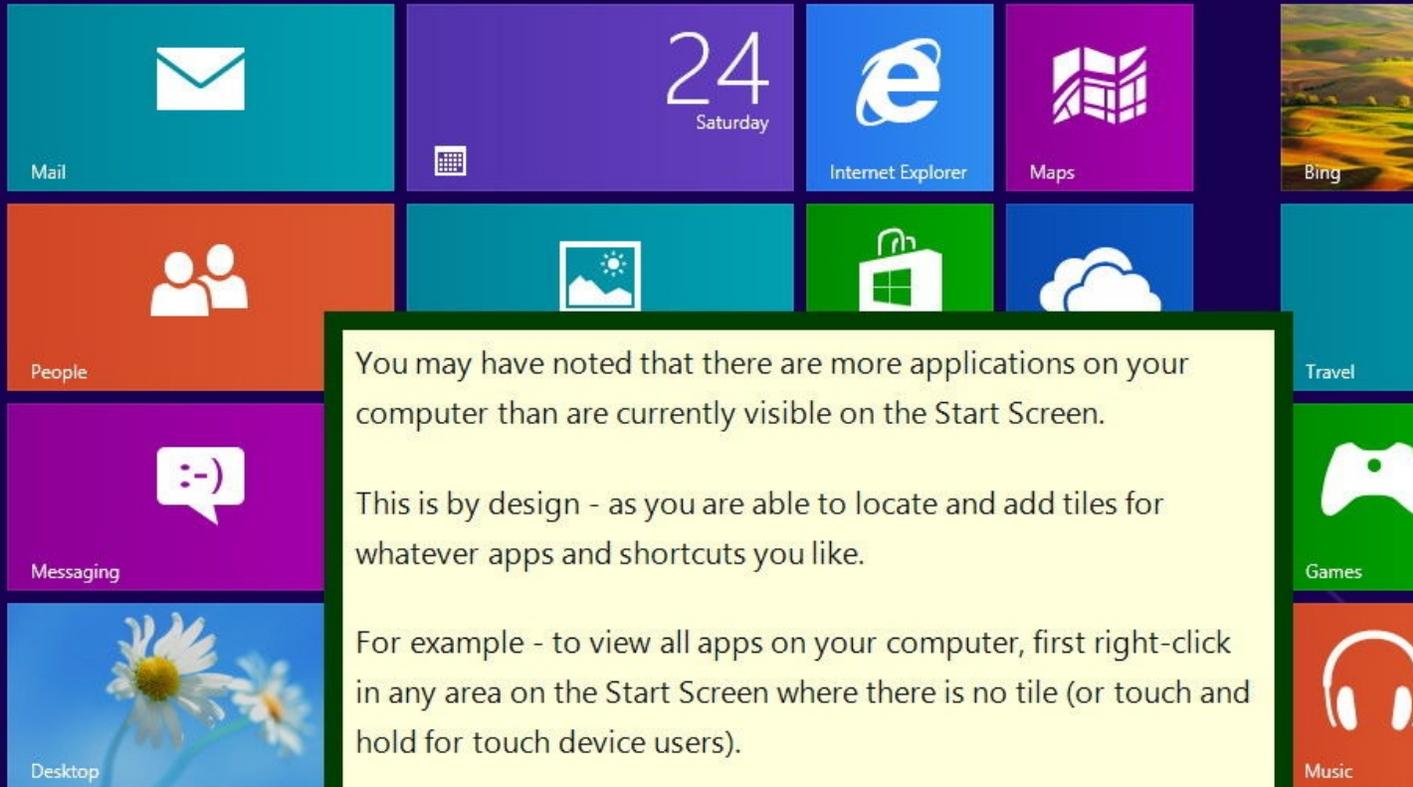
Games

Music

6°
London
Fog
9°/5°

Start

David
Webster 



You may have noted that there are more applications on your computer than are currently visible on the Start Screen.

This is by design - as you are able to locate and add tiles for whatever apps and shortcuts you like.

For example - to view all apps on your computer, first right-click in any area on the Start Screen where there is no tile (or touch and hold for touch device users).

Please do this now.

Start

David Webster 



Mail



24
Saturday



Internet Explorer



Maps



Bing



People



Photos



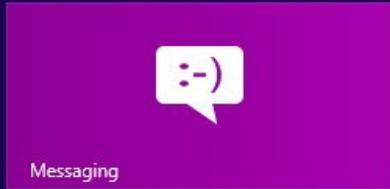
Store 32



SkyDrive



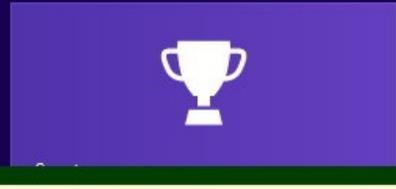
Travel



Messaging



Finance



Sports



Games



Desktop



6°
London
Fog
9°/5°

Now select the **All apps** command.
Please do this now.



News

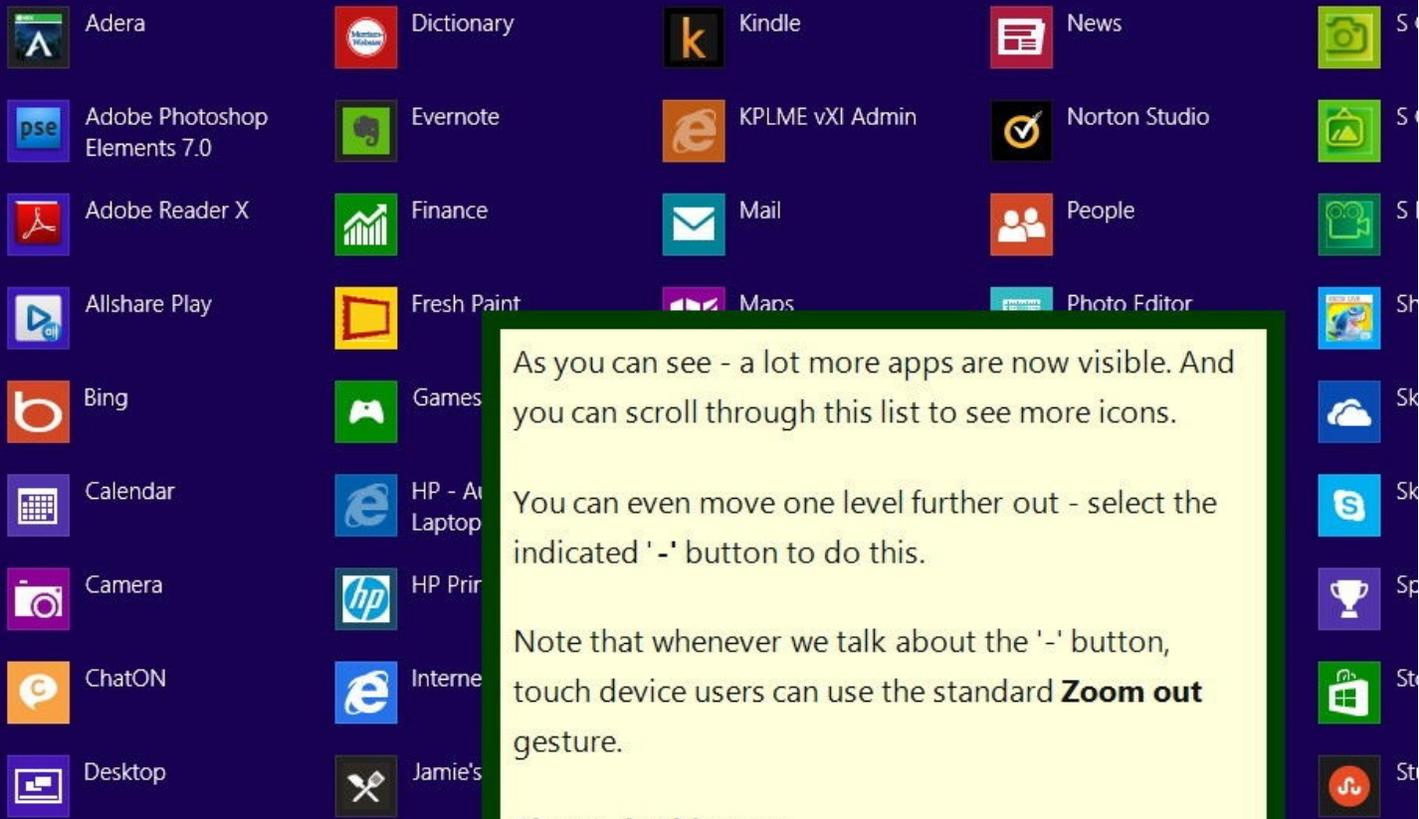


Music



All apps

Apps



As you can see - a lot more apps are now visible. And you can scroll through this list to see more icons.

You can even move one level further out - select the indicated '-' button to do this.

Note that whenever we talk about the '-' button, touch device users can use the standard **Zoom out** gesture.

Please do this now.

Apps

A	G	N	W	Cisco Systems VPN Client
B	H	P	X	CyberLink Power2Go 8
C	I	R	Action Replay DSI Code Manager	CyberLink PowerDirector 10
D	J	S	AMD VISION Engine Control Center	Google Chrome
E	K	T		
F	M			

To return to the normal Start Screen, once more right-click in any area on the Start Screen where there is no tile (or touch and hold for touch device users).

Please do this now.

Apps

A	G	N	W	Cisco Systems VPN Client
B	H	P	X	CyberLink Power2Go 8
C	I	R	Action Replay DSI Code Manager	CyberLink PowerDirector 10
D	J	S	AMD VISION Engine Control Center	Google Chrome
E	K	T		Presentational
F	M	V		nal

Deselect the **All apps** command.

Please do this now.



All apps

Star

David Webster 

What about moving these tiles around? Also easy.

In a moment, you will move the **Maps** tile so that it appears next to the **Finance** tile - the tile we made smaller earlier.

Touch or click here to move on.



Start

David Webster 



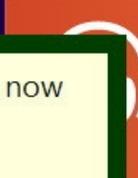
OK - give it a try - drag the **Maps** icon so that it appears next to the **Finance** icon.
Please do this now.



Mail	24 Saturday	Internet Explorer	Maps	Bing
People	Photos	Store 32	SkyDrive	Travel
Messaging	Finance	Sport	Games	
Desktop	Weather 6° London Fog 9°/5°	News	Music	

Start

David Webster 

 Mail	 24 Saturday	 Internet Explorer	 Store 32	 Bing
 People	 Photos	 SkyDrive	 Travel	
 Messaging	 Finance	 Maps	 Sport	 Games
 Desktop	 6° London Fog 9°/5° Weather	 News	 Social	

Well done - the **Maps** tile has now changed position!

Touch or click here to move on.

Working with Tiles

You've now completed this Windows 8 lesson.

In this lesson, we looked at Live Tiles, and some other ways you can work with Tiles.

Copyright © 2015 Dynamic Learning Online

Adding and Removing Tiles



Adding and Removing Tiles

Welcome to this Windows 8 lesson.

In this lesson, we'll be looking at how you can add and/or remove tiles from the Windows 8 Start Screen.



Estimated Completion Time: 8 minutes (18 steps).

Start

David Webster 



The Start screen displays a grid of application tiles. The tiles shown are: Mail (teal), Calendar (purple, showing 25 Sunday), Internet Explorer (blue), Store (green, showing 32 items), Bing (landscape image), People (orange), Photos (teal), SkyDrive (blue), Travel (teal), Messaging (purple), Finance (green), Maps (purple), Desktop (blue, showing daisies), and Weather (blue, showing 8° London Fair 11°/8°). A trophy icon is also visible on a purple tile.

In this lesson, we are going to look at how we can add a tile to your Start Screen - and also how you can remove unwanted tiles.

Touch or click here to move on.

Start

David Webster 



Let's add a tile. First, we need to locate an application to add to the Start Screen. Later, we'll look at how you can search for apps - but in this case, right-click somewhere in a blank area of the screen so we can display all apps (touch device users should touch and hold instead of right-click).

Please do this now.

Start

David Webster 



Mail



25
Sunday



Internet Explorer



Store 32



Bing



People



Photos



SkyDrive



Travel



Messaging



Finance



Maps



Games



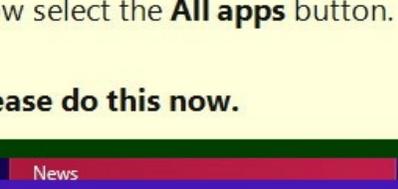
Games



Desktop



8°
London
Fair
11°/8°



News



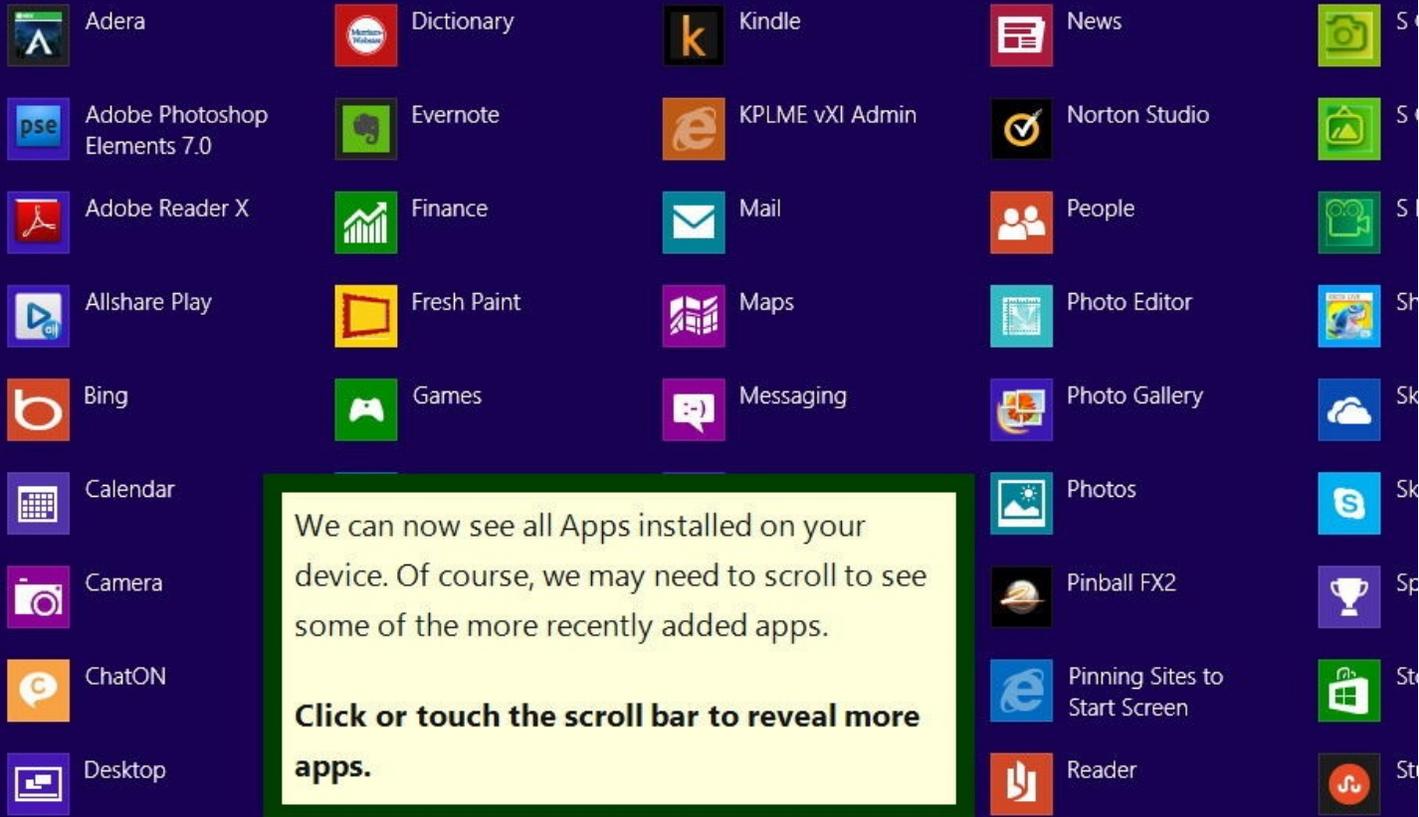
Music

Now select the **All apps** button.
Please do this now.



All apps

Apps



We can now see all Apps installed on your device. Of course, we may need to scroll to see some of the more recently added apps.

Click or touch the scroll bar to reveal more apps.



Apps

Bluetooth Suite



Uninstall Bluetooth Suite

Cisco Systems VPN Client



Set MTU



VPN Client

CyberLink Power2Go 8



CyberLink Power2Go 8



Desktop Burning Gadget



ISO Viewer



Virtual Drive

CyberLink PowerDVD 10



CyberLink PowerDVD 10

Google Chrome



Google Chrome

IIS



Internet Information...

KnowledgePresenter® XI...



KnowledgePresen...
Q Online Quiz -...



KnowledgePresen...
X QuickReference



KnowledgePresen...
XI Professional



KP Learner
Manager Course...



KP-Capture XI



KP-
DocumentaryMak...



KP-Simulator XI



KP Learner Manage



KPLMEXI Co
Creator

Microsoft Mouse and Key...



Microsoft Mouse
and Keyboard...

Microsoft Office



Digital Certificate
for VBA Projects



Microsoft Access
2010



Microsoft Clip
Organizer



Microsoft Office
Picture Manager



Microsoft OneNote
2010



Microsoft Outlook
2010



Microsoft
PowerPoint 2010



Microsoft Publisher
2010



Microsoft Word
2010

Now we can see a range of third party apps you may have installed - or may have come preinstalled - on your device.

The application we are interested here is called **KnowledgePresenter XI Professional.**

Touch or click here to move on.

Apps

Bluetooth Suite

Uninstall Bluetooth Suite

Cisco Systems VPN Client

Set MTU

VPN Client

CyberLink Power2Go 8

CyberLink Power2Go 8

Desktop Burning Gadget

ISO Viewer

Virtual Drive

CyberLink PowerDVD 10

CyberLink PowerDVD 10

Google Chrome

Google Chrome

IIS

Internet Information...

KnowledgePresenter® XI...

KnowledgePresen...
Q Online Quiz -...

KnowledgePresen...
X QuickReference

KnowledgePresen...
XI Professional

KP Learner

KP Learner

KP Learner

KP Learner

KP Learner Manager Enter...

KPLMEXI Course Creator

Microsoft Mouse and Key...

Microsoft Mouse and Keyboard...

Microsoft Office

Microsoft Office

Microsoft Office

Microsoft Office

Microsoft Excel 2010

Microsoft Office 2010 Language...

Microsoft Office 2010 Upload...

Microsoft Office Picture Manager

Microsoft OneNote 2010

Microsoft Outlook

Microsoft Office

Microsoft Publisher

Microsoft Word

Office Anytime Upgrade

PopCap Games

Play Plants vs. Zombies

Right-click on this application name
(KnowledgePresenter XI Professional).
Touch users - touch and hold on this icon.
Please do this now.

Apps

Bluetooth Suite

Uninstall Bluetooth Suite

Cisco Systems VPN Client

Set MTU

VPN Client

CyberLink Power2Go 8

CyberLink Power2Go 8

Desktop Burning Gadget

ISO Viewer

Virtual Drive

CyberLink PowerDVD 10

CyberLink PowerDVD 10

Google Chrome

Google Chrome

IIS

Internet Information...

KnowledgePresenter® XI...

KnowledgePresen...
Q Online Quiz - ...

KnowledgePresen...
X QuickReference

KnowledgePresen...
XI Professional

KP Learner
Manager Course...

KP-Capture XI

KP-
DocumentaryMak...

KP-Simulator XI

KP...

KP...

Microsoft Mouse and Key...

Microsoft Mouse
and Keyboard...

Microsoft Office

Digital Certificate
for VBA Projects

Microsoft Access
2010

Microsoft Clip
Organizer

2010 Upload...

Microsoft Office
Picture Manager

Microsoft OneNote
2010

Microsoft Outlook
2010

Microsoft
PowerPoint 2010

Microsoft Publisher
2010

Microsoft Word
2010

Office Anytime
Upgrade

Games

Play Plants vs.
Zombies

When you do this, a range of options appear along the bottom of the screen.
Touch or click here to move on.



Pin to Start



Pin to taskbar



Uninstall



Open new
window



Run as
administrator



Open file
location



All apps

Apps

Bluetooth Suite



Virtual Drive



KnowledgePresen...
X QuickReference

Microsoft Mouse and Key...



Microsoft Office
Picture Manager

Uninstall Bluetooth
Suite

CyberLink PowerDVD 10



KnowledgePresen...
XI Professional

Microsoft Mouse
and Keyboard...



Microsoft OneNote
2010

Cisco Systems VPN Client



CyberLink
PowerDVD 10



KP Learner
Manager Course...

Microsoft Office



Microsoft Outlook
2010

Set MTU

Google Chrome



KP-Capture XI

Digital Certificate
for VBA Projects



Microsoft
PowerPoint 2010

VPN Client



Google Chrome



KP-
DocumentaryMak...

Microsoft Access
2010



Microsoft Publisher
2010

CyberLink Power2Go 8

IIS



KP-Simulator XI

Microsoft Clip
Organizer



Microsoft Word
2010

Cyber
Power

The one we are interested in
here is the **Pin to Start** button.

KP Learner Manager Enter...

Microsoft Excel
2010



Office Anytime
Upgrade

Deskto
Gadge



KPLMEXI Course
Creator

Microsoft Office
2010 Language...

PopCap Games

Q Vi

Q Online Quiz -...

Microsoft Office
2010 Upload...



Play Plants vs.
Zombies



Pin to Start



Pin to taskbar



Uninstall



Open new
window



Run as
administrator



Open file
location



All apps

Apps

Bluetooth Suite



Uninstall Bluetooth Suite

Cisco Systems VPN Client



Set MTU



VPN Client

CyberLink Power2Go 8



CyberLink Power2Go 8



Desktop Burning Gadget



ISO Viewer



Virtual Drive

CyberLink PowerDVD 10



CyberLink PowerDVD 10

Google Chrome



Google Chrome

IIS



Internet Information...

KnowledgePresenter® XI...



KnowledgePresen...
Q Online Quiz -...



KnowledgePresen...
X QuickReference



KnowledgePresen...
XI Professional



KP Learner
Manager Course...



KP-Capture XI



KP-
DocumentaryMak...



KP-Simulator XI



KP Learner Manager Enter...



KPLMEXI
Creator

Microsoft Mouse and Key...



Microsoft Mouse
and Keyboard...

Microsoft Office



Digital Certificate
for VBA Projects



Microsoft Access
2010



Microsoft Clip
Organizer



Microsoft Excel
2010



Microsoft Office
Picture Manager



Microsoft OneNote
2010



Microsoft Outlook
2010



Microsoft
PowerPoint 2010



Microsoft Publisher
2010



Microsoft Word
2010



Office Anytime
Upgrade

To return to the Start Screen, right-click somewhere in a blank area of the screen (touch device users should touch and hold instead of right-click).

Please do this now.

Apps

Bluetooth Suite

Uninstall Bluetooth Suite

Cisco Systems VPN Client

Set MTU

VPN Client

CyberLink Power2Go 8

CyberLink Power2Go 8

Desktop Burning Gadget

ISO Viewer

Virtual Drive

CyberLink PowerDVD 10

CyberLink PowerDVD 10

Google Chrome

Google Chrome

IIS

Internet Information...

KnowledgePresenter® XI...

KnowledgePresen...
Q Online Quiz -...

KnowledgePresen...
X QuickReference

KnowledgePresen...
XI Professional

KP Learner
Manager Course...

KP-Capture XI

KP-
DocumentaryMak...

KP-Simulator XI

KP Learner Manager Enter...

KPLMEXI C
Creator

Microsoft Mouse and Key...

Microsoft Mouse
and Keyboard...

Microsoft Office

Digital Certificate
for VBA Projects

Microsoft Access
2010

Microsoft Clip
Organizer

Microsoft Excel
2010

Microsoft Office
Picture Manager

Microsoft OneNote
2010

Microsoft Outlook
2010

Microsoft
PowerPoint 2010

Microsoft Publisher
2010

Microsoft Word
2010

Office Anytime
Upgrade

Now deselect the **All apps** button.

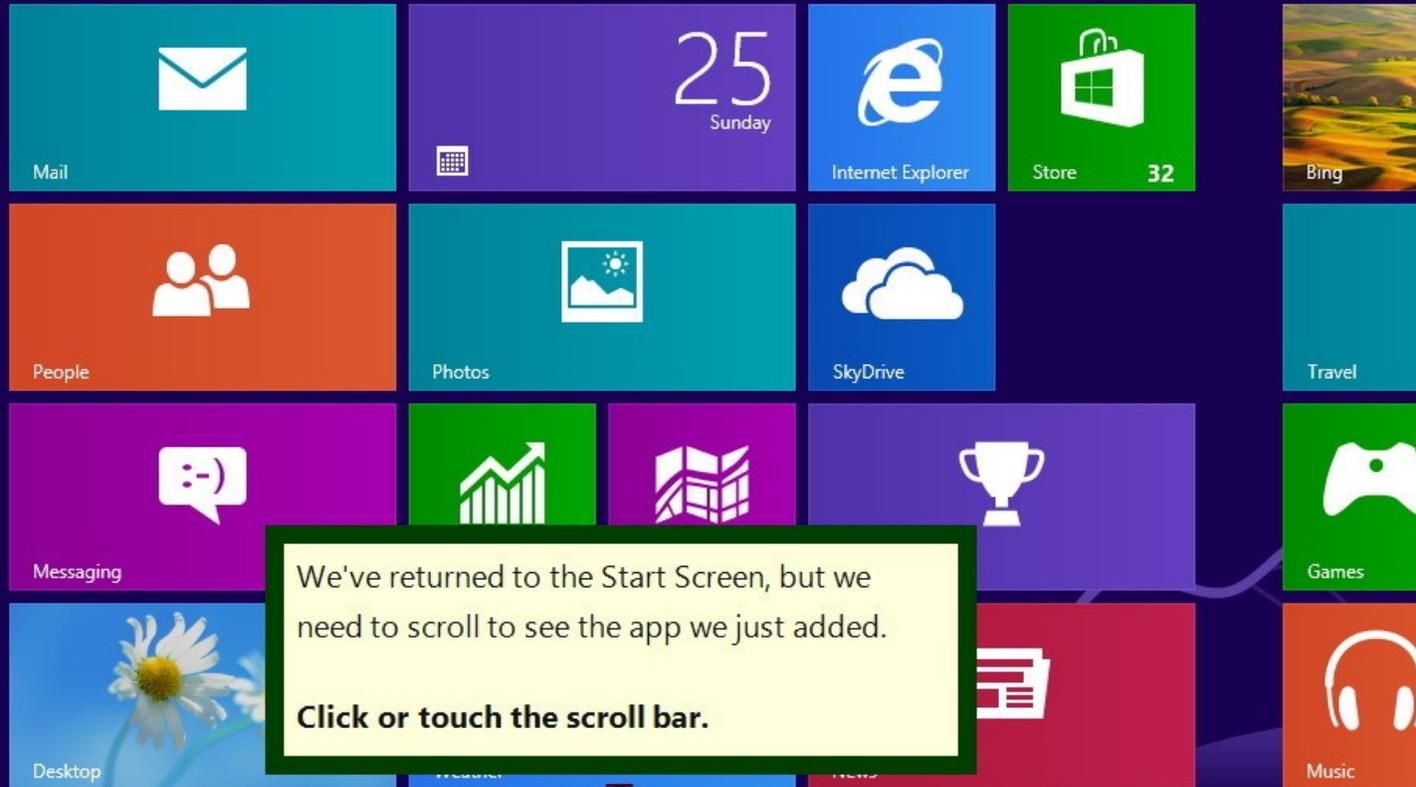
Please do this now.



All apps

Start

David Webster 



The Start screen displays a grid of application tiles. From top-left to bottom-right, the visible tiles are: Mail (teal), Calendar (purple, showing '25 Sunday'), Internet Explorer (blue), Store (green, showing '32'), People (orange), Photos (teal), SkyDrive (blue), Messaging (purple), Desktop (blue, showing a daisy), and Music (orange). A yellow callout box is overlaid on the screen, containing text and a red arrow pointing to the scroll bar at the bottom.

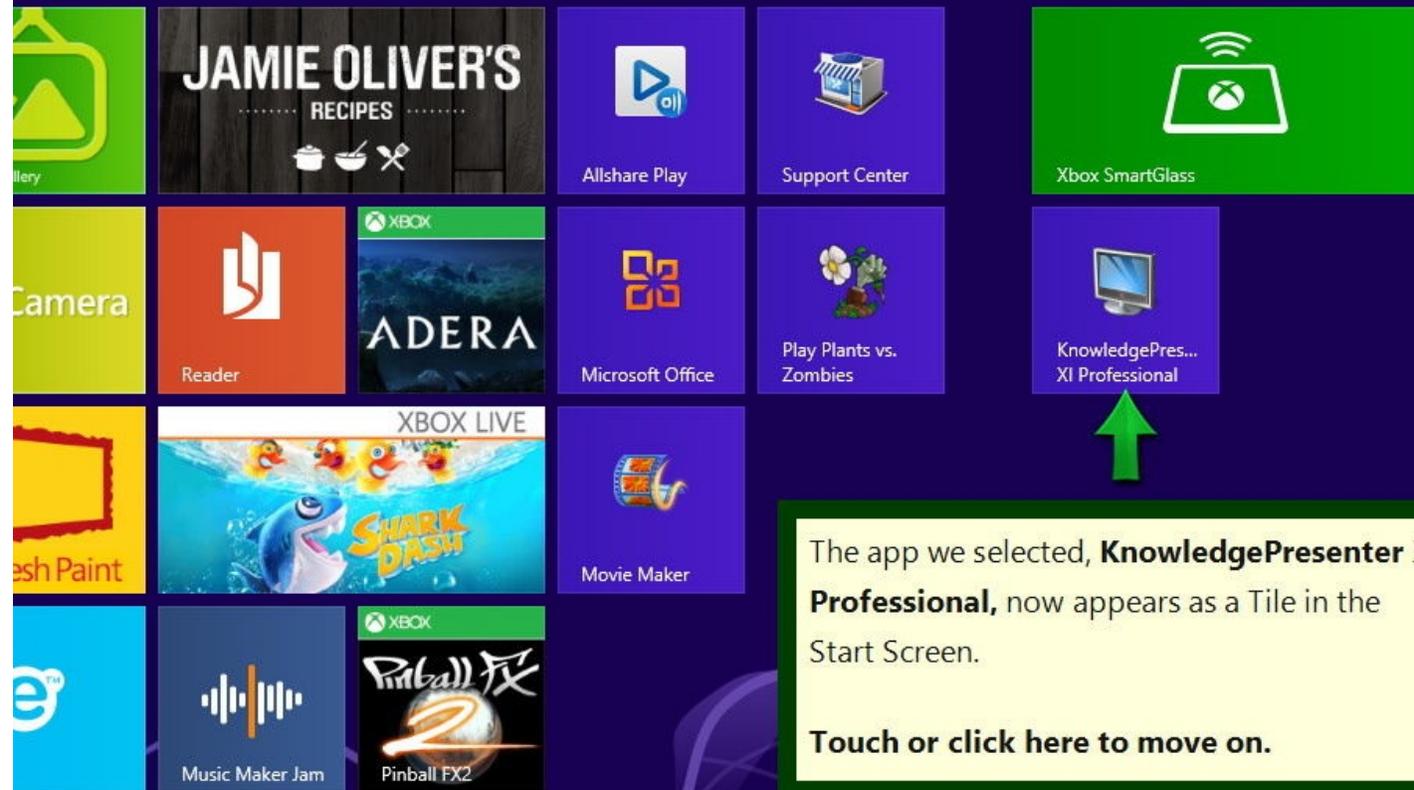
We've returned to the Start Screen, but we need to scroll to see the app we just added.

Click or touch the scroll bar.



Start

David Webster 

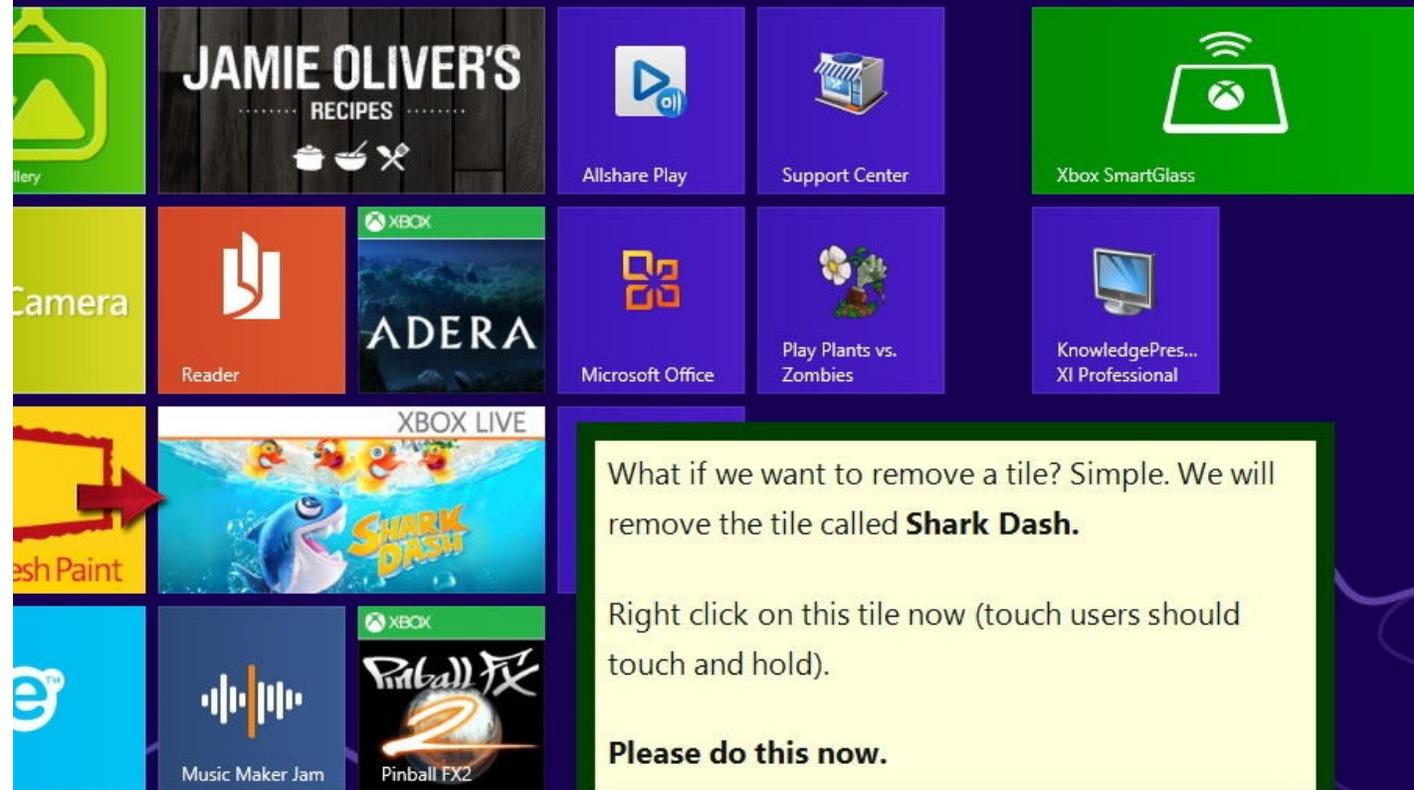


The app we selected, **KnowledgePresenter XI Professional**, now appears as a Tile in the Start Screen.

Touch or click here to move on.

Start

David Webster 



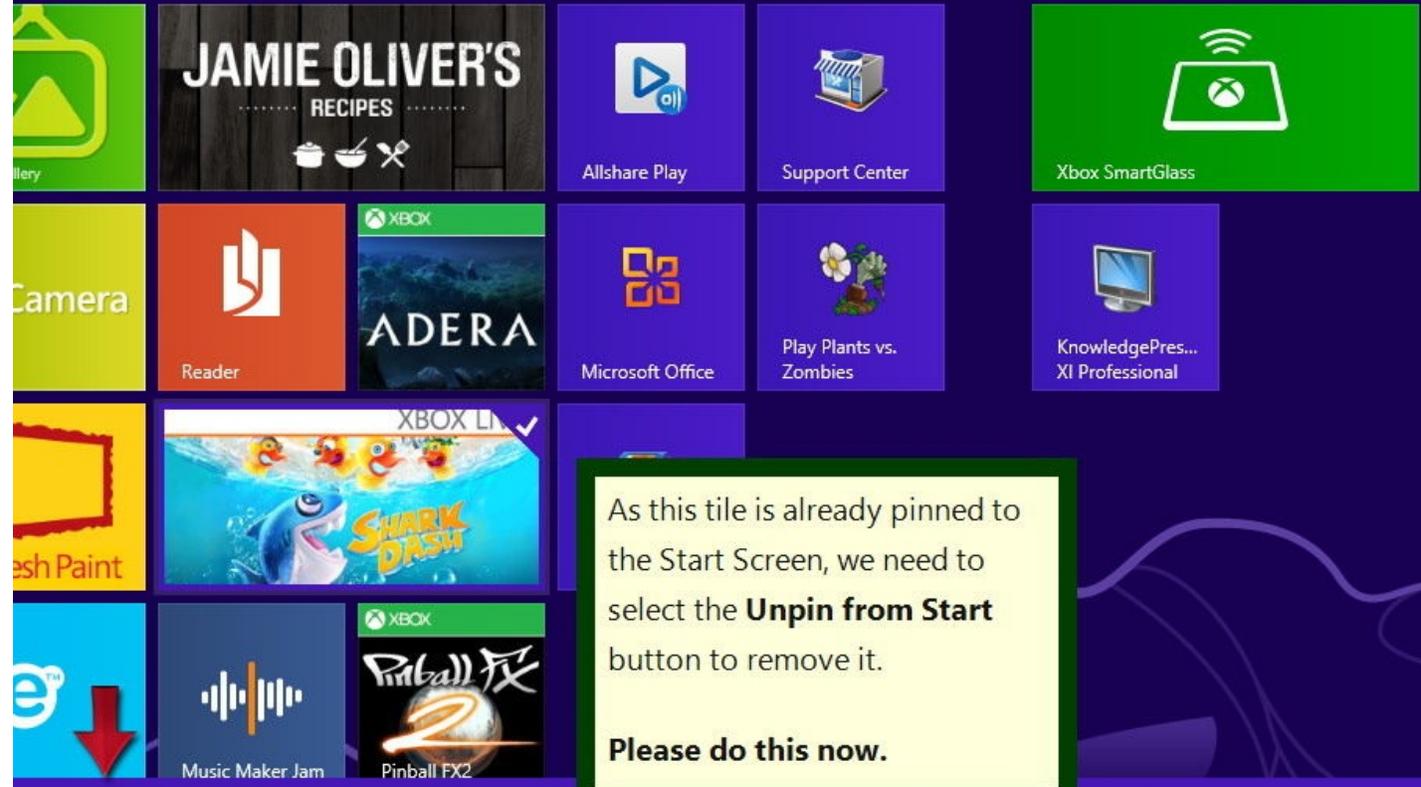
What if we want to remove a tile? Simple. We will remove the tile called **Shark Dash**.

Right click on this tile now (touch users should touch and hold).

Please do this now.

Start

David Webster 



The Start screen displays a grid of application tiles. The tiles include: a gallery tile, a 'JAMIE OLIVER'S RECIPES' tile, an Allshare Play tile, a Support Center tile, an Xbox SmartGlass tile, a Camera tile, a Reader tile, an ADERA tile, a Microsoft Office tile, a Play Plants vs. Zombies tile, a KnowledgePres... XI Professional tile, a Fresh Paint tile, a Shark Dash tile, and a Pinball FX2 tile. A red arrow points to the bottom-left corner of the grid.

As this tile is already pinned to the Start Screen, we need to select the **Unpin from Start** button to remove it.

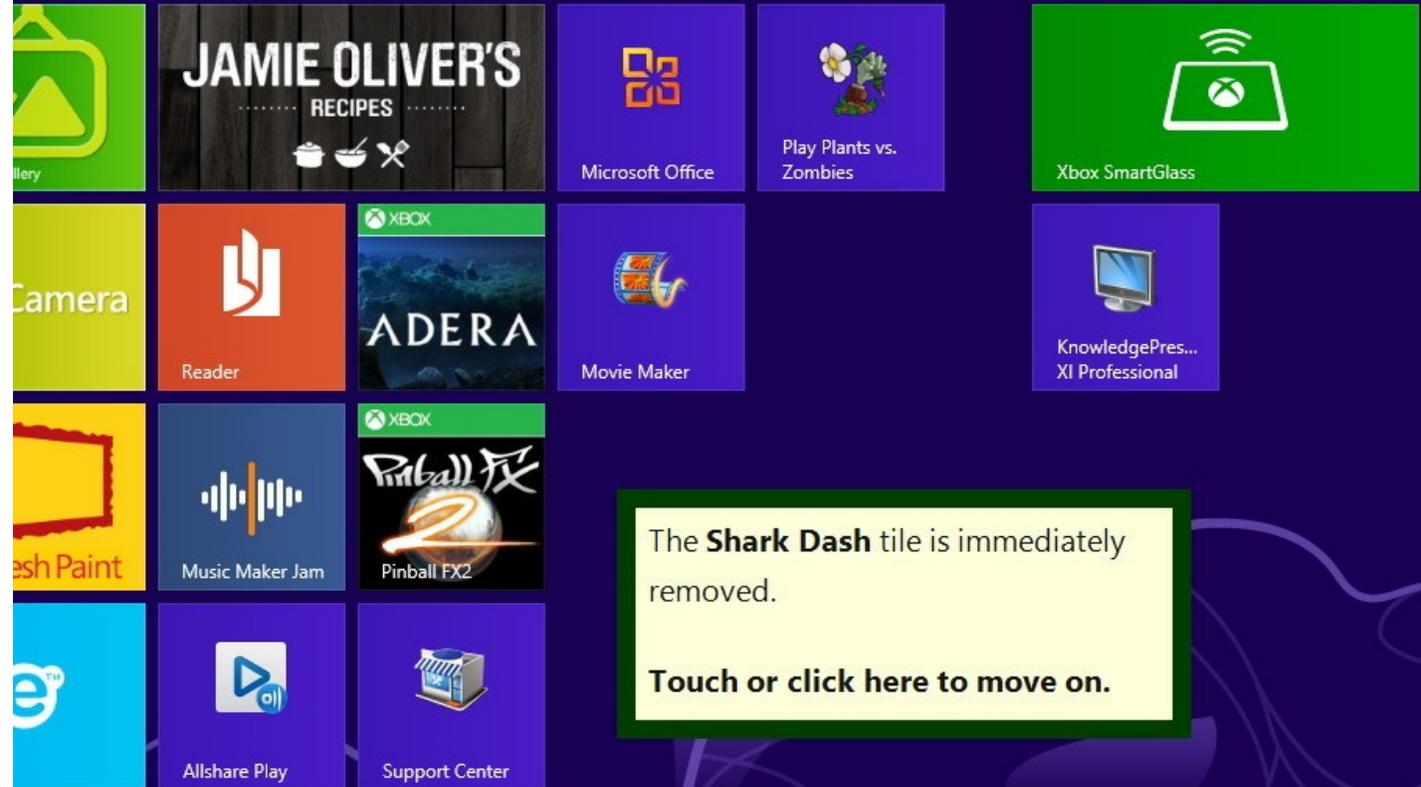
Please do this now.



The action bar at the bottom contains four icons: 'Unpin from Start' (a star with a slash), 'Uninstall' (a trash can), 'Smaller' (a square with a left arrow), and 'All apps' (a list icon).

Start

David Webster 



The Start menu displays a grid of application tiles. The tiles include: a gallery tile (partially visible), a large 'JAMIE OLIVER'S RECIPES' tile, a Microsoft Office tile, a 'Play Plants vs. Zombies' tile, an Xbox SmartGlass tile, a Camera tile, a Reader tile, an ADERA tile, a Movie Maker tile, a KnowledgePres... XI Professional tile, a Paint tile, a Music Maker Jam tile, a Pinball FX2 tile, an Allshare Play tile, and a Support Center tile. The 'Shark Dash' tile is missing from the grid.

The **Shark Dash** tile is immediately removed.

Touch or click here to move on.

Adding and Removing Tiles

You've now completed this Windows 8 lesson.

In this lesson, we looked at how you can add and/or remove tiles from the Windows 8 Start Screen.

Touch Gestures



Touch Gestures

Welcome to this Windows 8 lesson.

In this lesson, we'll be looking at the touch gestures you can use to control a Windows 8 device with a touch interface.



Estimated Completion Time: 5 minutes (13 steps).

Touch Gestures

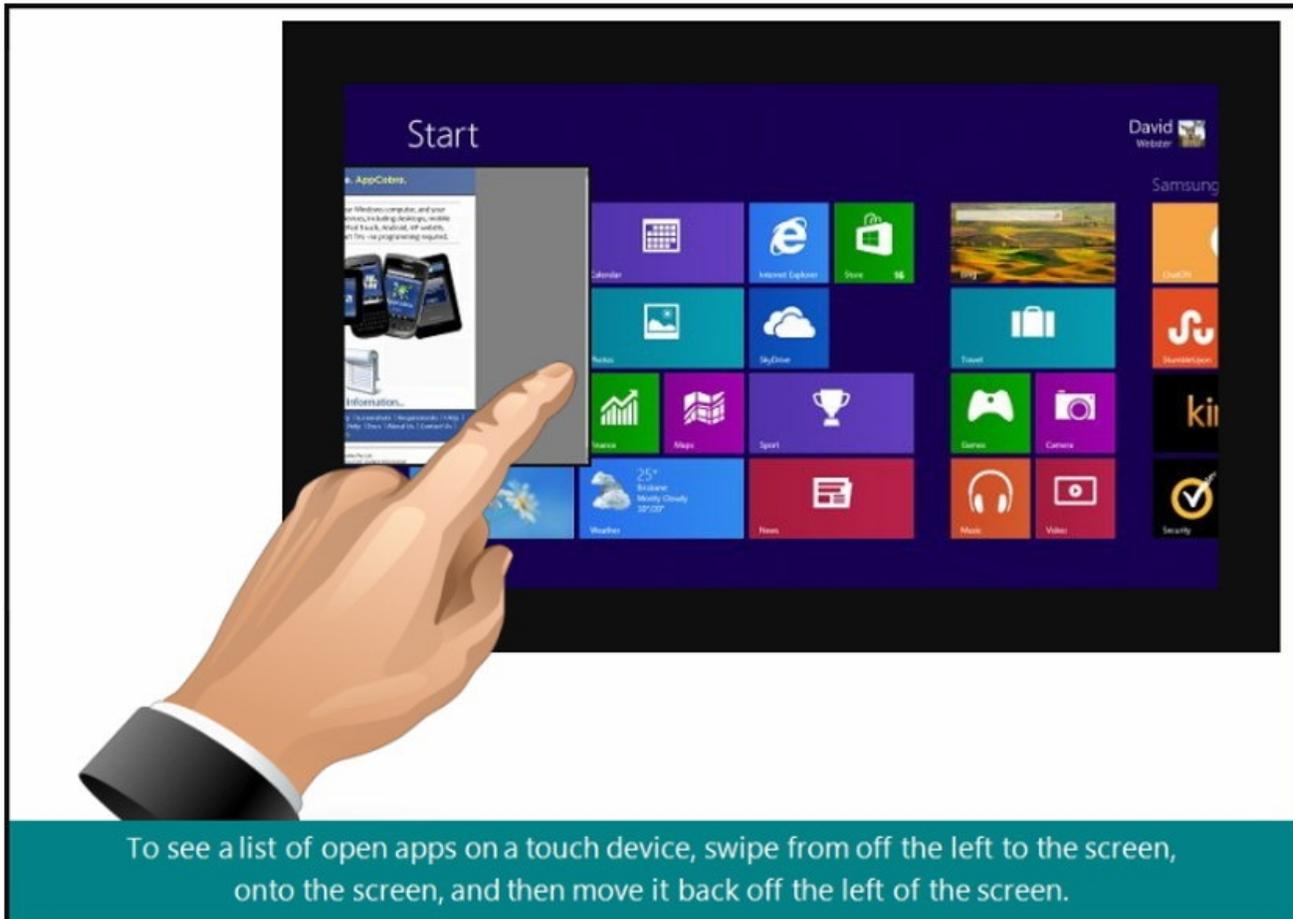
In many ways, using a touch controlled Windows 8 device can be a better experience than using a standard keyboard and mouse controlled computer.

In the following steps, we'll look at the common gestures you can use to control your Windows 8 touch device.



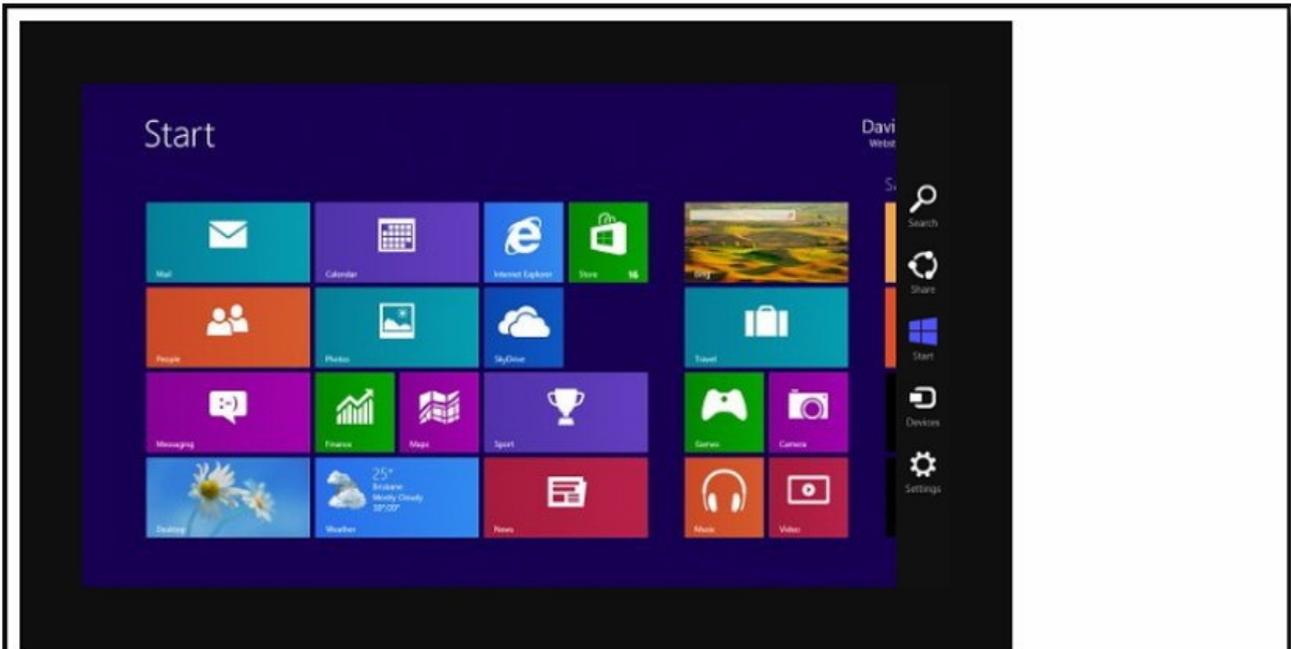
Touch Gestures

Show a List of Currently Open Apps



Touch Gestures

Show the Charms Bar



On a touch device, swipe from off the right of the screen, onto the screen, to reveal the Charms bar.

Touch Gestures

Swipe in From Bottom to Reveal AppBars



On a touch device, swipe from off the bottom of the screen, onto the screen, to reveal the AppBars for the current app.

Touch Gestures

Swipe in From Top to Reveal AppBars



On a touch device, when running an app, swipe from off the top of the screen, onto the screen, to reveal the AppBars.

Touch Gestures

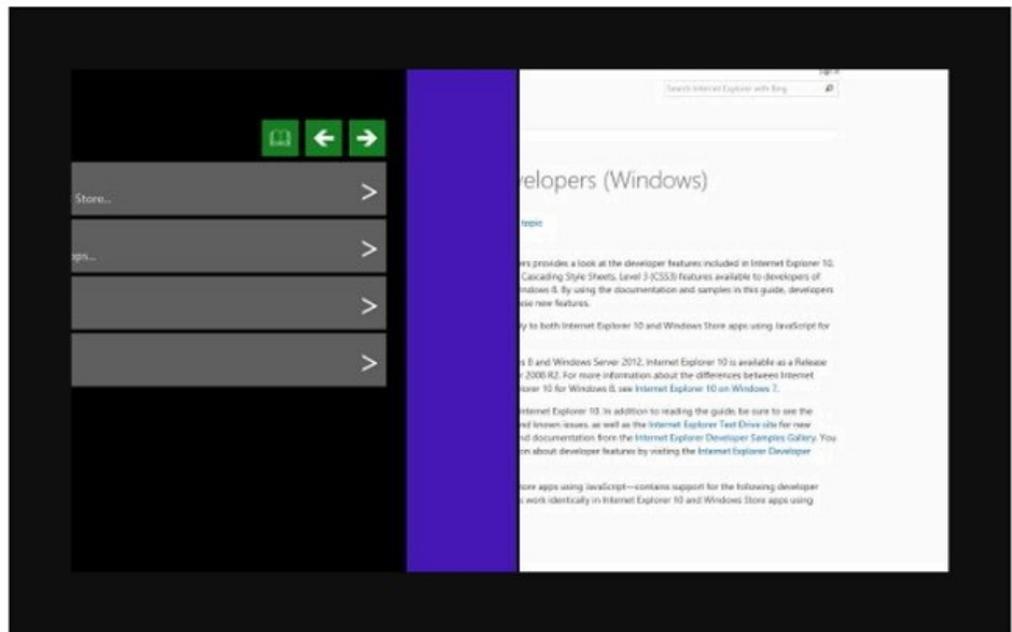
Toggle Between Open Apps



On a touch device, swipe from off the left of the screen, onto the screen, to move to the last app. Repeat to see all open apps, one by one.

Touch Gestures

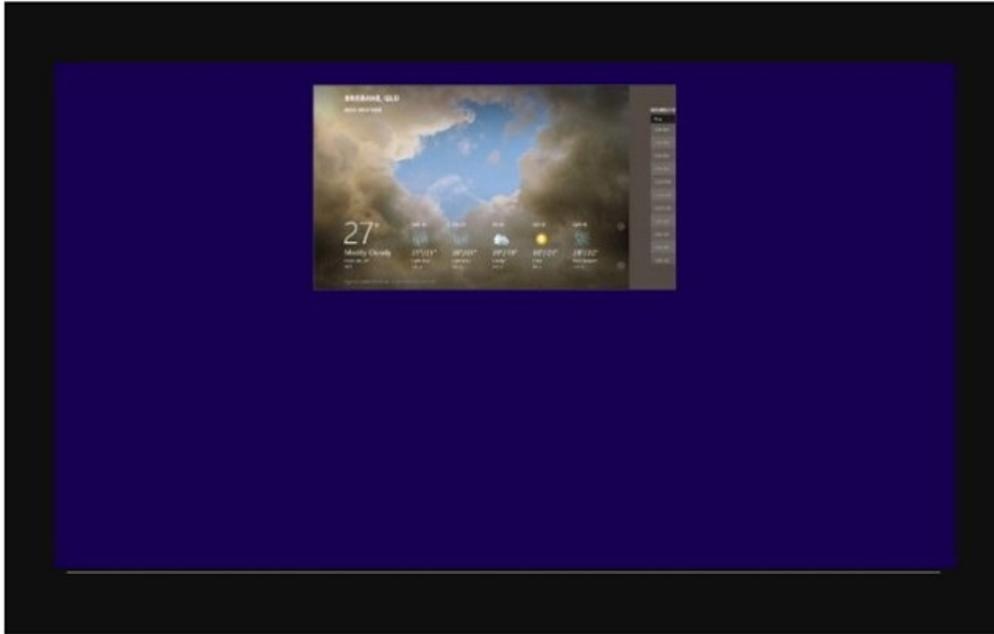
Swipe to Change Pages in Internet Explorer



When using Internet Explorer on a touch device, swipe from anywhere on the screen to the left, or the right, to reveal the previous or next page in your browsing history.

Touch Gestures

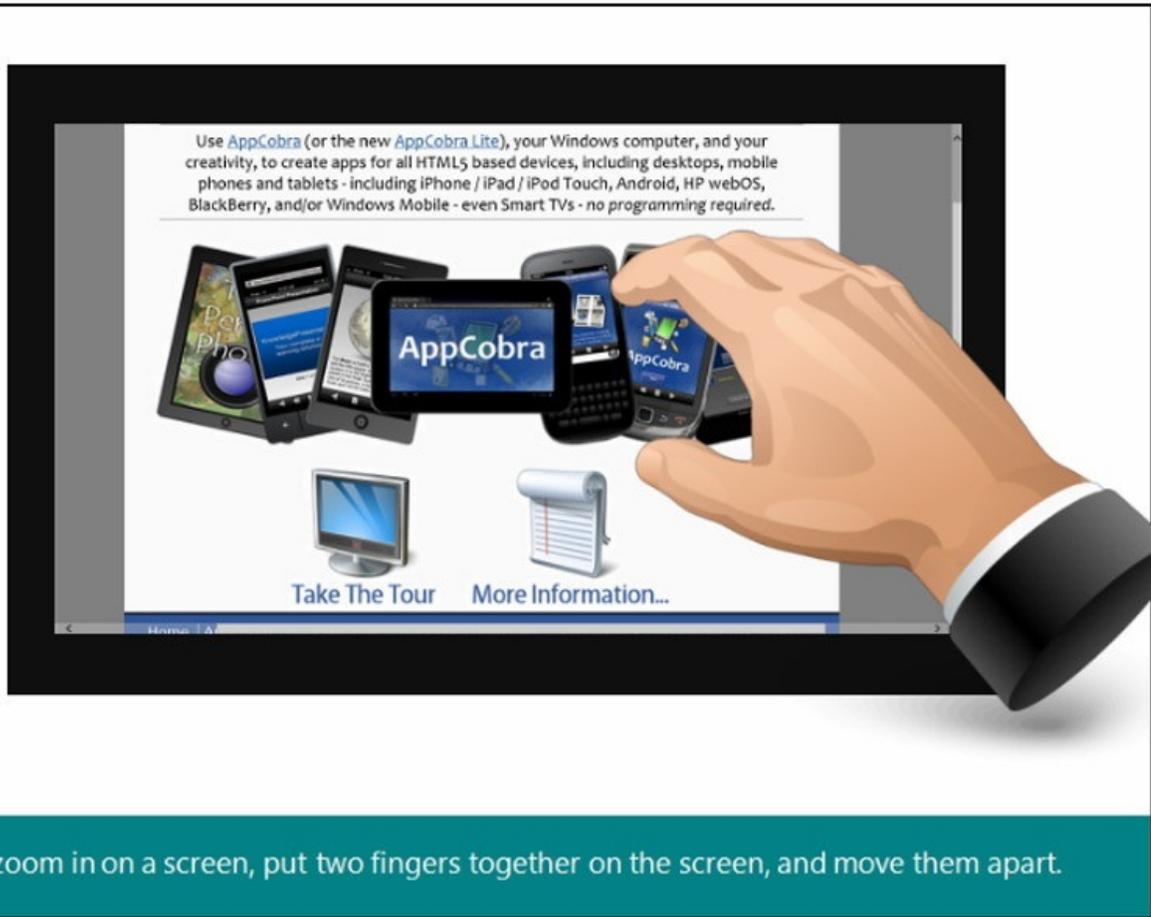
Closing an App



To close an open app on a touch device, swipe from off the top of the screen, to the bottom of the screen, then remove your finger.

Touch Gestures

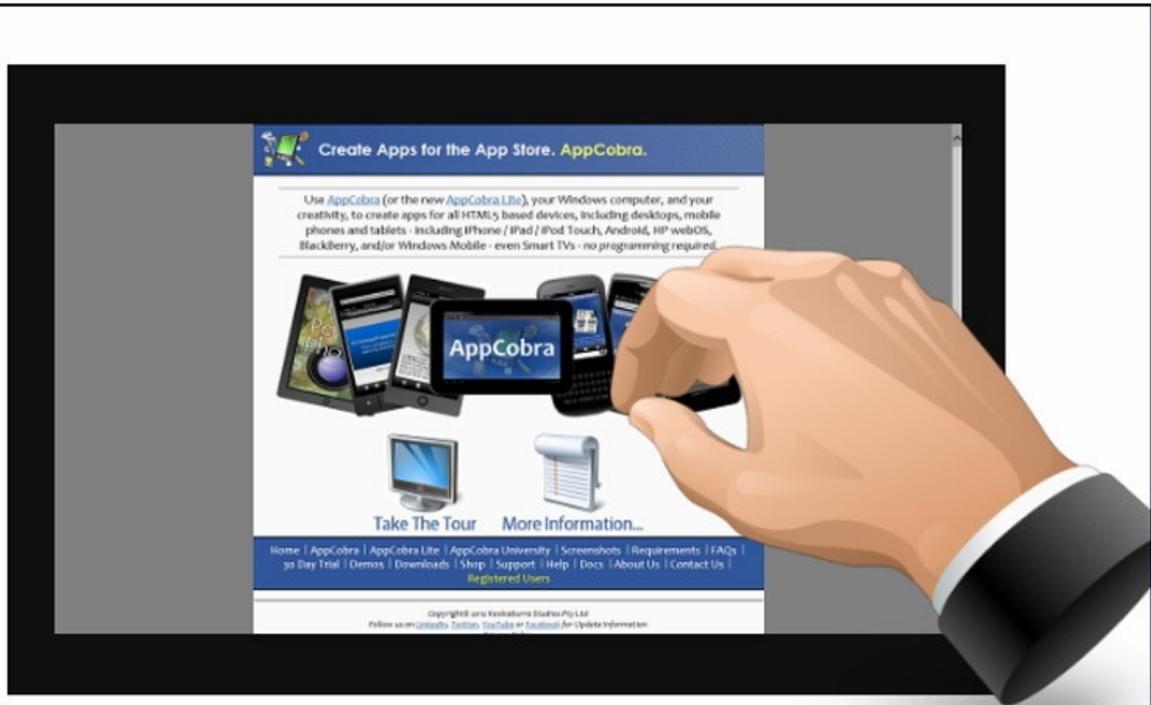
Zoom In



To zoom in on a screen, put two fingers together on the screen, and move them apart.

Touch Gestures

Zoom Out



To zoom out on a screen, put two fingers on the screen, and move them together in a pinching motion.

Touch Gestures

You've now completed this Windows 8 lesson.

In this lesson, we looked at the touch gestures you can use to control a Windows 8 device with a touch interface.

Power Down, Restart, and Sleep



Power Down, Restart, and Sleep

Welcome to this Windows 8 lesson.

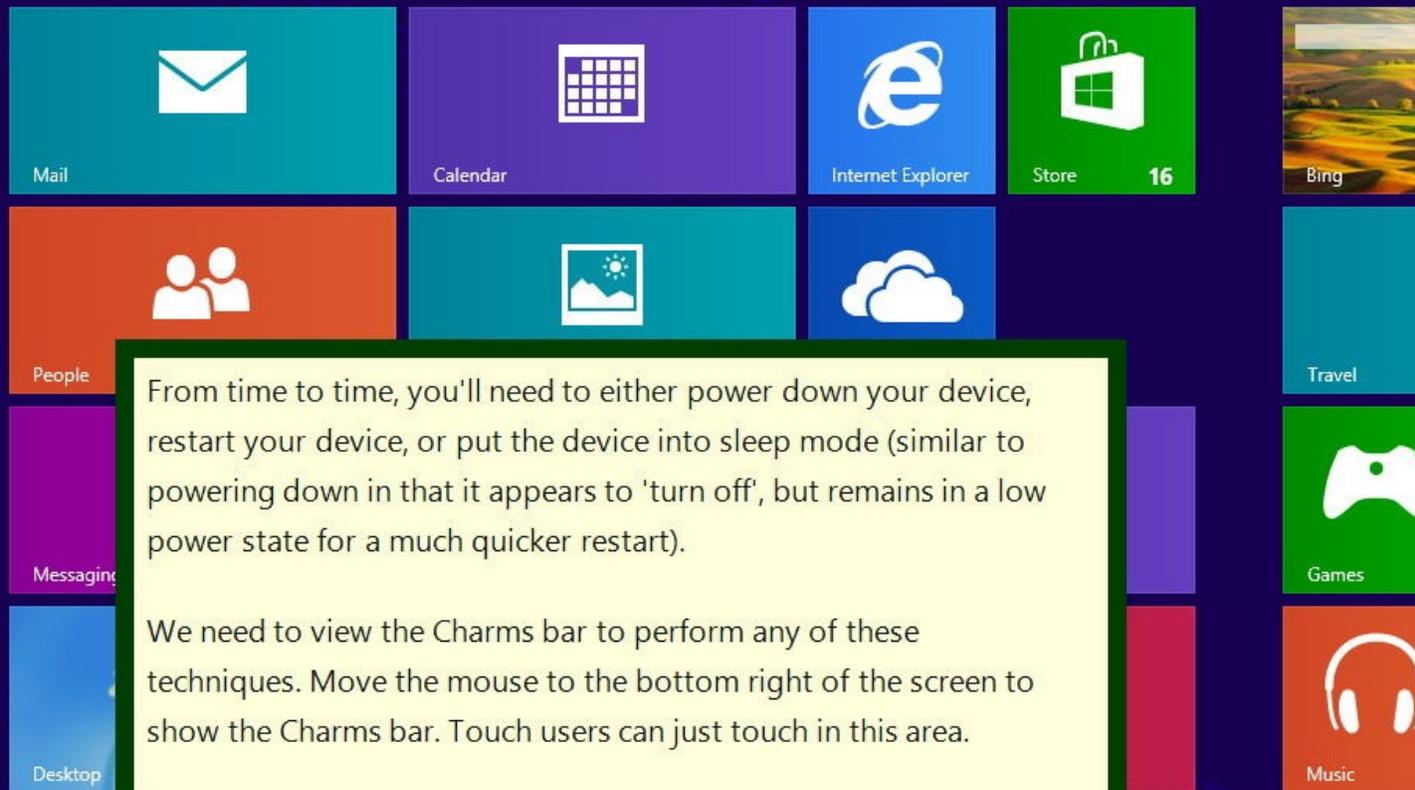
In this lesson, we'll be looking at how you power down, restart, or put your device into sleep mode.



Estimated Completion Time: 5 minutes (11 steps).

Start

David Webster 



From time to time, you'll need to either power down your device, restart your device, or put the device into sleep mode (similar to powering down in that it appears to 'turn off', but remains in a low power state for a much quicker restart).

We need to view the Charms bar to perform any of these techniques. Move the mouse to the bottom right of the screen to show the Charms bar. Touch users can just touch in this area.

Please do this now.

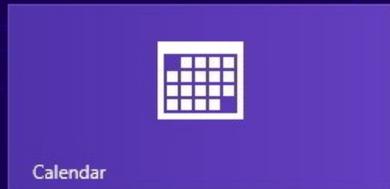


Start

David Webster 



Mail



Calendar



Internet Explorer



Store 16



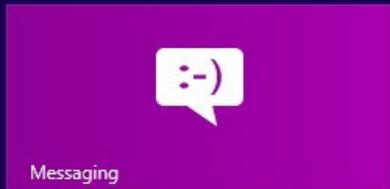
People



Photos



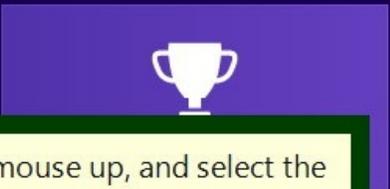
SkyDrive



Messaging



Finance



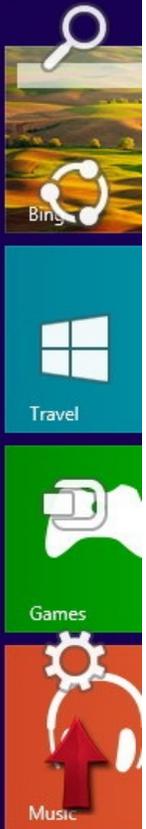
Desktop



Weather

Now move the mouse up, and select the **Settings** command. Touch users can just touch in this area, and select **Settings**.

Please do this now.



Bing

Travel

Games

Music

Start

David
Webster

Mail
Calendar
Internet Explorer
Store 16
People
Photos
SkyDrive
Messaging
Finance

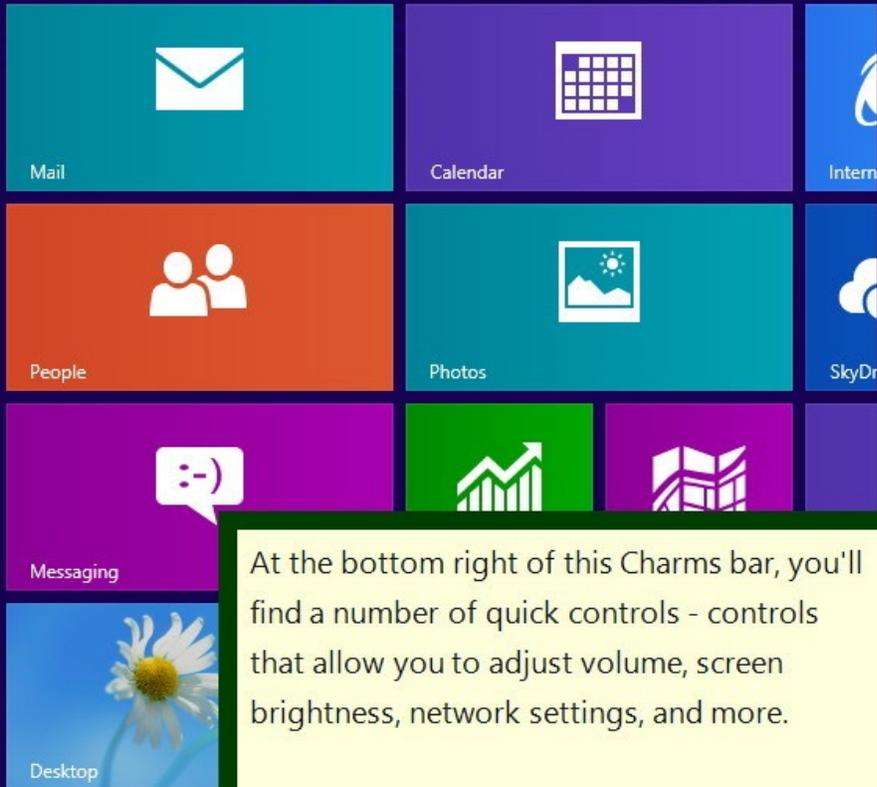
8:17 Thursday
December 2

Now move the mouse up, and select the **Settings** command. Touch users can just touch in this area, and select **Settings**.
Please do this now.

- Search
- Share
- Start
- Devices
- Settings



Start



At the bottom right of this Charms bar, you'll find a number of quick controls - controls that allow you to adjust volume, screen brightness, network settings, and more.

Touch or click here to move on.

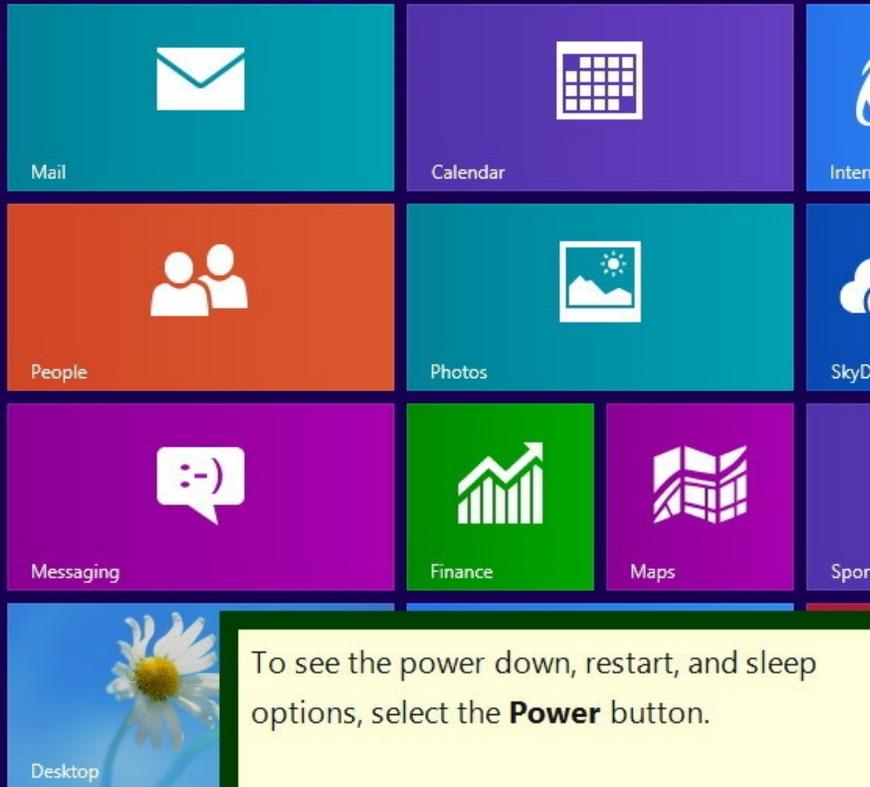
Settings

- Start
- Tiles
- Help



[Change PC settings](#)

Start



To see the power down, restart, and sleep options, select the **Power** button.

Please do this now.

Settings

Start

Tiles

Help



[Change PC settings](#)

Start

Mail

Calendar

Internet

People

Photos

Messaging

Desktop

Weather

News

Sleep - select this option to place the computer in a 'sleep' state - a state that preserves all open programs and settings, consumes very little power, and allows a very quick restart.

Touch or click here to move on.

Settings

Start

Tiles

Help

BigPond48E

Brightness

Notifications

Power

Keyboard

- Sleep
- Shut down
- Restart

Change PC settings

Start

Mail

Calendar

Internet

People

Photos

SkyDrive

Messaging

Desktop

Weather

News

Shut down - Turns the device off completely..
Touch or click here to move on.

Settings

- Start
- Tiles
- Help

Sleep

Shut down

Restart

Notifications

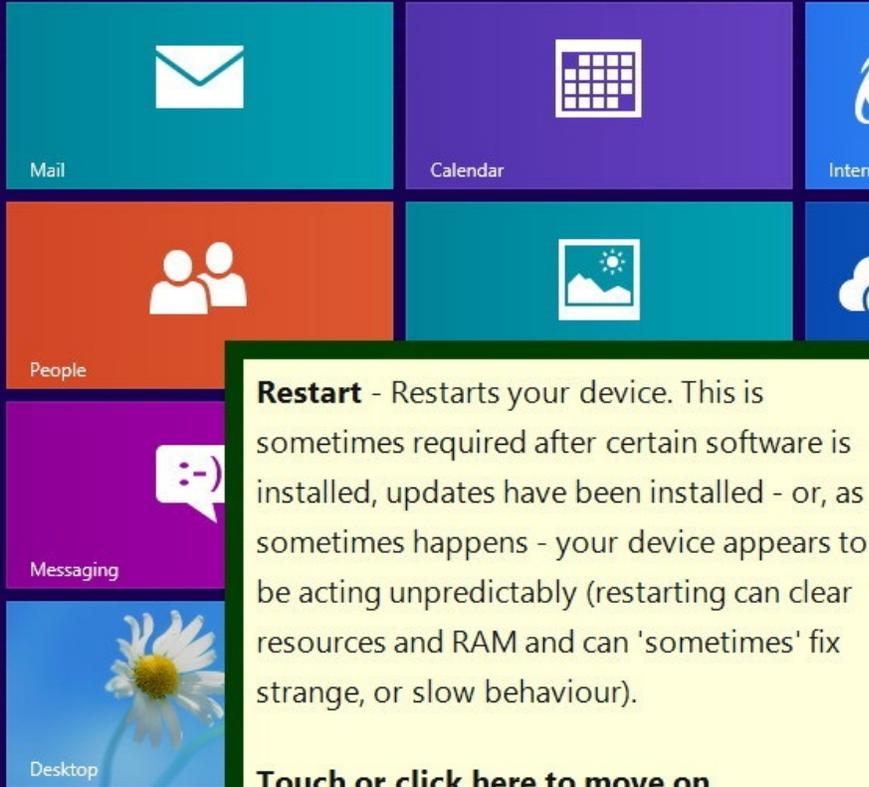
Power

Keyboard

Brightness

[Change PC settings](#)

Start



Restart - Restarts your device. This is sometimes required after certain software is installed, updates have been installed - or, as sometimes happens - your device appears to be acting unpredictably (restarting can clear resources and RAM and can 'sometimes' fix strange, or slow behaviour).

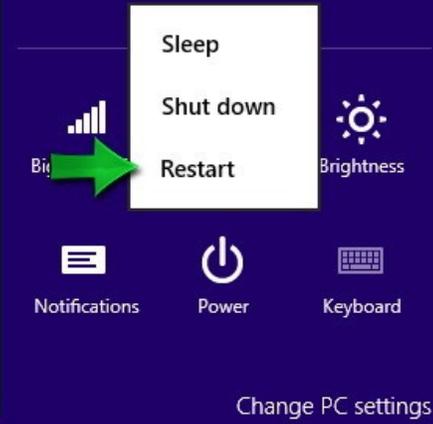
Touch or click here to move on.

Settings

Start

Tiles

Help



Power Down, Restart, and Sleep

You've now completed this Windows 8 lesson.

In this lesson, we looked at how you power down, restart, or put your device into sleep mode.

Setting an Account Picture



Setting an Account Picture

Welcome to this Windows 8 lesson.

In this lesson, we'll be looking at how you can add an Account Picture to your Windows account.



Estimated Completion Time: 5 minutes (13 steps).

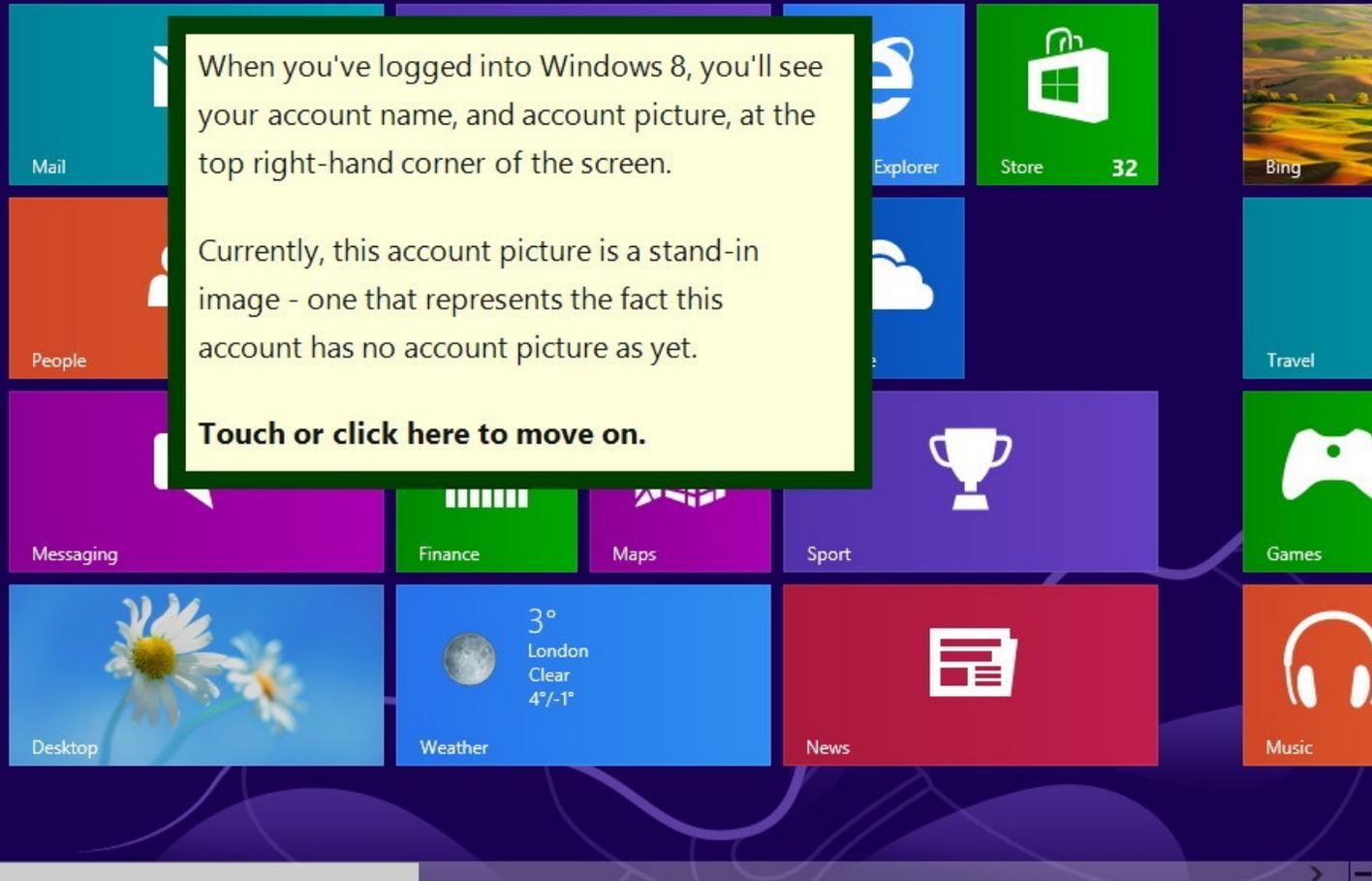
Start

→ David 

When you've logged into Windows 8, you'll see your account name, and account picture, at the top right-hand corner of the screen.

Currently, this account picture is a stand-in image - one that represents the fact this account has no account picture as yet.

Touch or click here to move on.

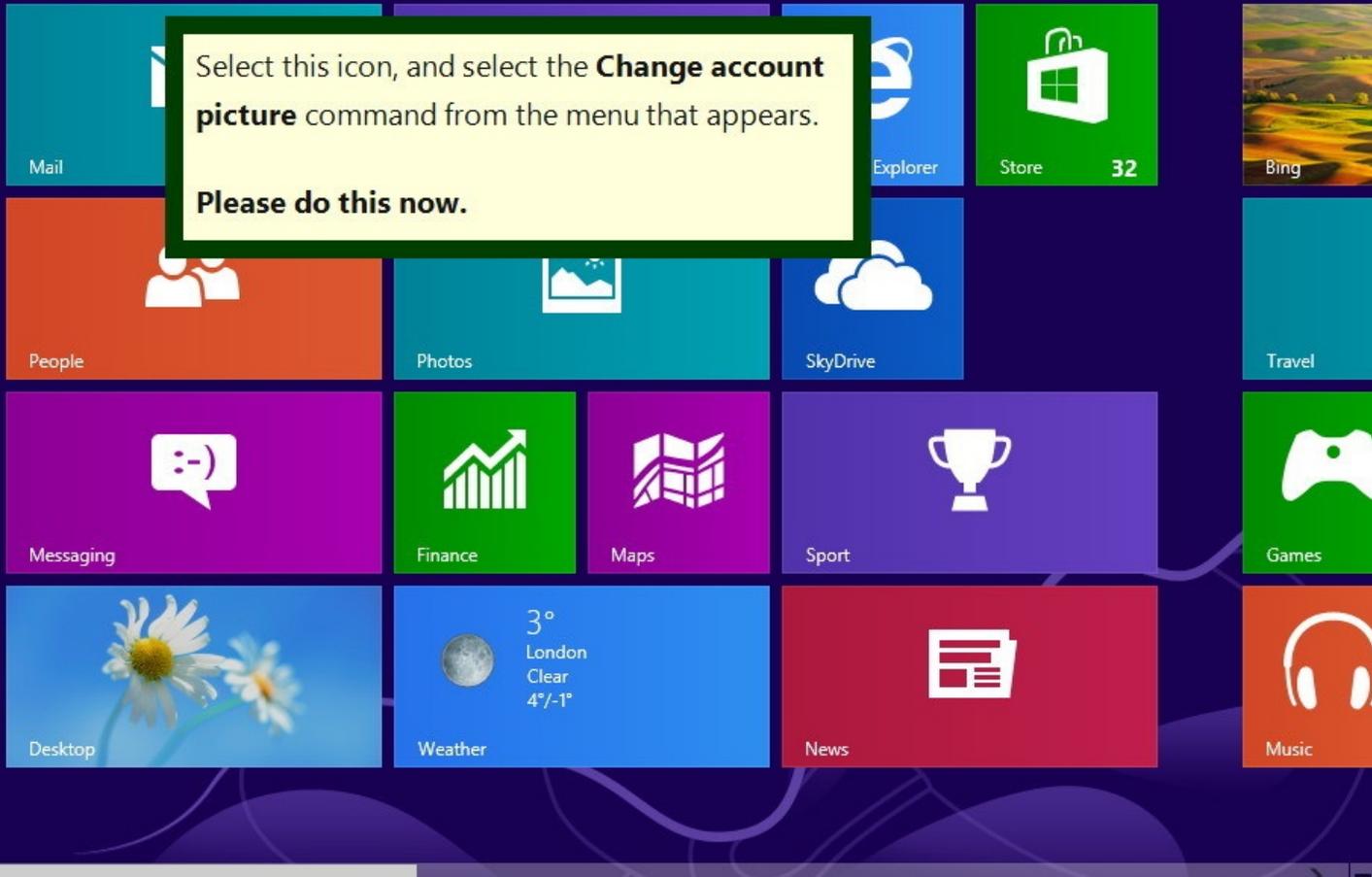


Start

→ David 

Select this icon, and select the **Change account picture** command from the menu that appears.

Please do this now.



Start

David 



- Change account picture
- Lock
- Sign out

 Samsung

Select this icon, and select the **Change account picture** command from the menu that appears.
Please do this now.

The Start screen features several live tiles: Mail, People, Photos, SkyDrive, Travel, Messaging, Finance, Maps, Sport, Games, Desktop, Weather (London, 3° Clear, 4°/-1°), News, and Music.

PC settings

Lock screen

Start screen

Account picture

Personalize

Users

Notifications

Search

Share

General

Privacy

Devices

Wireless

Ease of Access

Sync your settings

HomeGroup



Browse

Create an account picture



Camera



S Gallery



S Camera

The **PC settings** app opens. This app lets you customize a range of options related to your account and PC.

Touch or click here to move on.

PC settings

Personalize

Users

Notifications

Search

Share

General

Privacy

Devices

Wireless

Ease of Access

Sync your settings

HomeGroup

Lock screen

Start screen

Account picture



Browse



Create an account picture



Camera



S Gallery



S Camera

This screen provides a range of ways to create an account image, including directly from the device camera, if it has one.

In this case, select the **Browse** button.

Please do this now.

Files ∨ Pictures

Go up Sort by name ∨



You can now select an image from those on your computer or related to your account.

Selected the indicated image.

Please do this now.

Choose image

Cancel

Files ▾ Pictures

Go up Sort by name ▾



And select the **Choose image** button.

Please do this now.



Choose image

Cancel

PC settings

Personalize

Users

Notifications

Search

Share

General

Privacy

Devices

Wireless

Ease of Access

Sync your settings

HomeGroup

Lock screen

Start screen

Account picture



Browse

Create an account



Camera



S Gallery



S Camera

Your account picture has now been updated.

Touch or click here to move on.

PC settings

Personalize

Users

Notifications

Search

Share

General

Privacy

Devices

Wireless

Ease of Access

Sync your settings

HomeGroup

Lock screen

Start screen

Account picture



Browse

Create an account



Camera



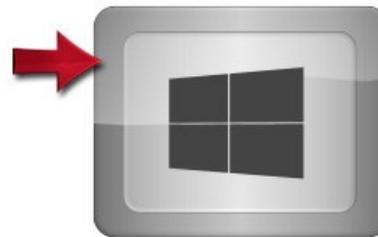
S Gallery



S Camera

Let's return to the Start screen by selecting the Windows button - for the purpose of this exercise, click or touch the one below.

Please do this now.



Start

David Webster 

Your account image is now reflected in the Start screen - and you'll find, in a range of other areas as well.

Touch or click here to move on.



Mail



People



Photos



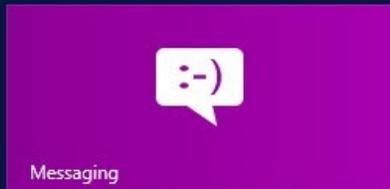
SkyDrive



Bing



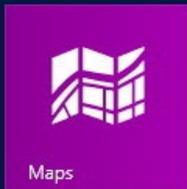
Travel



Messaging



Finance



Maps



Sport



Games



Desktop



Weather

3°
London
Partly Cloudy
4°/-1°



News



Music



Setting an Account Picture

You've now completed this Windows 8 lesson.

In this lesson, we looked at how you can add an Account Picture to your Windows account.

Creating a Microsoft Account



Creating a Microsoft Account

Welcome to this Windows 8 lesson.

In this lesson, we'll be looking at how you create a Microsoft account. You'll be able to use this account to log into Windows 8.



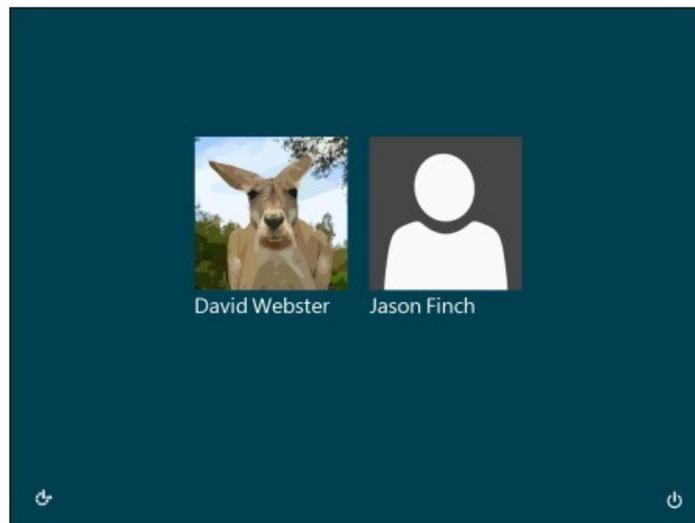
Estimated Completion Time: 8 minutes (19 steps).

Creating a Microsoft Account

When you log onto your computer into Windows 8, you can use either a **local** account, or a **Microsoft** account.

If you use a **Microsoft** account, rather than a local account, you'll find the whole Windows experience much more pleasurable.

With a **Microsoft** account, you can access your SkyDrive, Email, Social Media, and a range of other settings seamlessly.



Creating a Microsoft Account

Before you can log into Windows 8 with a Microsoft account, you have to create one.

In this lesson, we'll see exactly how to do this.

In up and coming lessons, you'll see how to use this account to log into Windows.

If you already have a **Hotmail** account, or an **Xbox** account, or a **Windows Live** account, then you already have a **Microsoft** account.

Your account



David
Local Account

You can use your email address as a Microsoft account to sign in to Windows. You'll be able to access files and photos anywhere, sync settings, and more.

[Switch to a Microsoft account](#)

Creating a Microsoft Account

So, in this lesson, we'll be assuming that you *do not* have a Microsoft account, and we'll be going through the steps you can follow to create a new Microsoft Account



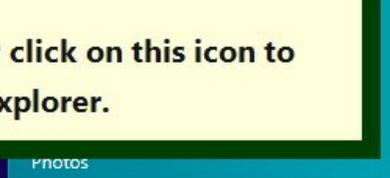
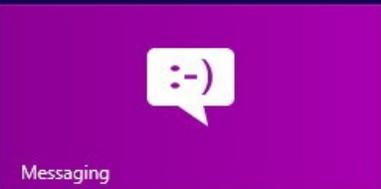
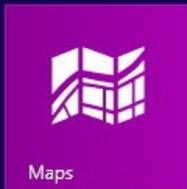
Start

David Webster 



To create a Microsoft Account, we need to go to the website <http://www.live.com>.

Please touch or click on this icon to start Internet Explorer.

 <p>Mail</p>	 <p>Internet Explorer</p>	 <p>Store 1</p>	 <p>Bing</p>	
 <p>People</p>	 <p>PHOTOS</p>	 <p>SkyDrive</p>	 <p>Travel</p>	
 <p>Messaging</p>	 <p>Finance</p>	 <p>Maps</p>	 <p>Sport</p>	 <p>Games</p>
 <p>Desktop</p>	 <p>Weather 24° Brisbane Partly Cloudy 27°/18°</p>	 <p>News</p>	 <p>Music</p>	



Upgrade to Outlook.com

Modern email that helps you be productive and keeps you in control of your private data.

Upgrade



Microsoft account [What's this?](#)

someone@example.com



Password

Keep me signed in

Sign in

[Can't access your account?](#)

[Sign in with a single-use code](#)

Don't have a Microsoft account? [Sign up now](#)

©2012 Microsoft

[Help Center](#) [Feedback](#)

Here, we are looking at the website

<http://www.live.com>.

This website allows you to either log in with a Microsoft account (because you can also use a Microsoft account online), or create a new one.

Touch or click here to move on.



Microsoft account [What's this?](#)

As we are assuming you don't have a Microsoft account, we'll now follow the steps to create one.

Select the indicated **Sign up now** link. This is free, and will only take a few moments.

Please do this now.

Upgrade to Outlook.com

Modern email that helps you be productive and keeps you in private data.

[Upgrade now](#)

Don't have a Microsoft account? [Sign up now](#)



Already using **Hotmail, SkyDrive, Xbox LIVE**, or have a **Windows Phone**? [Sign in now](#)



Who are you?

Name

Birth date

Gender

How would you like to sign in?

Microsoft account name
 @

Create a password

8-character minimum; case sensitive

Reenter password

If you lose your password, how can we help you reset it?

Phone number

Here we can create a new account.

Remember though - if you have a Windows Live account, a Hotmail account, or an Xbox account, you can use these accounts, rather than creating a new one.

Touch or click here to move on.

Already using **Hotmail**, **SkyDrive**, **Xbox LIVE**, or have a **Windows Phone**? [Sign in now](#)

Who are you?

Name

Birth date

Gender

How would you like to sign in?

Microsoft account name

 @

Create a password

8-character minimum; case sensitive

Reenter password

If you lose your password, how can we help you reset it?

Phone number



This process is pretty simple.

You just fill in the requested details.

Touch or click here to move on.

Already using **Hotmail, SkyDrive, Xbox LIVE**, or have a **Windows Phone**? [Sign in now](#)

Who are you?

Name

David Smith

Birth date

1 January 1980

Gender

Male



Here we've started filling in the details for you.

Touch or click here to move on.

How would you like to sign in?

Microsoft account name

@ hotmail.com

Create a password

8-character minimum; case sensitive

Reenter password

If you lose your password, how can we help you reset it?

Phone number

Australia (+61)

Already using **Hotmail**, **SkyDrive**, **Xbox LIVE**, or have a **Windows Phone**? [Sign in now](#)

Who are you?

Name

Birth date

Gender

How would you like to sign in?

Microsoft account name

Create a password

8-character minimum; case sensitive

Reenter password

If you lose your password, how can we help you reset it?

Phone number

An important part is your account name.

You can enter any username you like (which will become your email address to log into Windows).

You can select this account to be a hotmail (*@hotmail.com*), or a live (*@live.com*) email account.

Touch or click here to move on.

Alternate email address

Or choose a security question

Where are you from?

Country/region

Postal Code

Help us make sure you're not a robot

Enter the characters you see

[New](#) | [Audio](#)



Send me email with promot

Click **I accept** to agree to the M



When you do this yourself, just fill in all details, and answer all questions - and when finished, select the **I accept** button to create your account.

Please do this now.

Already using **Hotmail, SkyDrive, Xbox LIVE**, or have a **Windows Phone**? [Sign in now](#)

Who are you?

Name

Birth date

Gender

How would you like to sign in?

dauidsmith@hotmail.com isn't available.

Microsoft account name

Create a password

8-character minimum; case sensitive

Reenter password

If you lose your password, how can we help you reset it?

Phone number

You'll be warned if any answers have not been filled out correctly.

A common issue will be the account name. You are unlikely to get the exact one you want - and here, it tells us **dauidsmith@hotmail.com** is not available. We'll have to suggest a new one.

Touch or click here to move on.



Already using **Hotmail, SkyDrive, Xbox LIVE**, or have a **Windows Phone**? [Sign in now](#)

Who are you?

Name

Birth date

Gender

How would you like to sign in?

Microsoft account name
 @

Create a password

8-character minimum; case sensitive

Reenter password

If you lose your password, how can we help you reset it?

Phone number

Here, we've changed this to **davidsmith1024@hotmail.com**. This is more likely to be available.

Touch or click here to move on.

Microsoft account. You can use it to sign in to Microsoft sites and services.



Alternate email address

[Or choose a security question](#)

Where are you from?

Country/region

Postal Code

Help us make sure you're not a robot

Enter the characters you see

[New](#) | [Audio](#)



Send me email with promo

Click **I accept** to agree to the M



Once we've adjusted any questions that need fixing, we need to select the **I accept** button once more.
Please do this now.



Trying to use Hotmail with HTTPS?

As long as you're just reading and writing email, signing in with "https" gives you extra security.

But this extra security disappears if you check your calendar, edit a contact, or go to another site.

For the most secure connection, we strongly recommend that you [change your settings to always use HTTPS](#).

[Continue to Hotmail](#)

If the account creation is successful, you'll see a page something like this.

You can see at the top right hand corner that we are now logged in with this new account.

Touch or click here to move on.

Hotmail

New Delete Junk Sweep Mark as Move to Categories

Options

Inbox (1)

Inbox

Search email 

All | Unread | Contacts | Social updates | Groups | Newsletters | Everything else « Arrange ▾

 **Hotmail Team**  **Getting started with Hotmail** 10:51 PM

1 messages

Page 1 of 1 | Go to

New Delete Junk Sweep Mark as Move to Categories

- Folders
 - Junk
 - Drafts
 - Sent
 - Deleted
 - [New folder](#)
- Quick views
 - Documents
 - Flagged
 - Photos
 - [New category](#)
- Messenger
 - Loading...

- Home
- Contacts
- Calendar



If you follow the links you are presented with, you see an online Hotmail or Live email account.

You'll be able to access this via a browser - but as you will see shortly, you may prefer to access this email account directly in Windows 8.

Touch or click here to move on.

Creating a Microsoft Account

You've now completed this Windows 8 lesson.

In this lesson, we looked at how you create a Microsoft account.

Linking to a Microsoft Account



Linking to a Microsoft Account

Welcome to this Windows 8 lesson.

In this lesson, we'll be looking at how you can link a Windows Live, Hotmail, or other Microsoft account to your Windows account.



Estimated Completion Time: 9 minutes (21 steps).

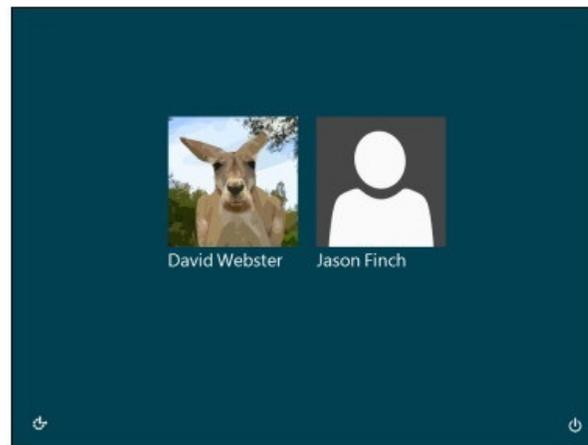
Linking to a Microsoft Account

Logging into Windows 8

Whenever you log onto your computer into Windows 8, you are using either a **local** account, or a **Microsoft** account.

Initially, there is little difference between the two. You can run programs, browse the web, and do most things with either account.

But, by switching your account from a **local** account to a **Microsoft** account, you'll gain a range of advantages.



Linking to a Microsoft Account

Why Use a Microsoft Account?

A **Microsoft** account has the following advantages over a **local** account:

- A Microsoft account is mobile. You can take it from machine to machine.
- SkyDrive is integrated with your account. This means seamless integration with the cloud - and access to your files wherever you need them.
- Contacts, email, purchases and other settings follow your account. You can link Facebook, Twitter, and LinkedIn accounts to your Microsoft account, and have seamless integration to all.

If you already have a **Hotmail** account, or a **Windows Live** account, then you already have a **Microsoft** account. If not, you can easily create one - and this was overviewed in the lesson immediately prior to this one.



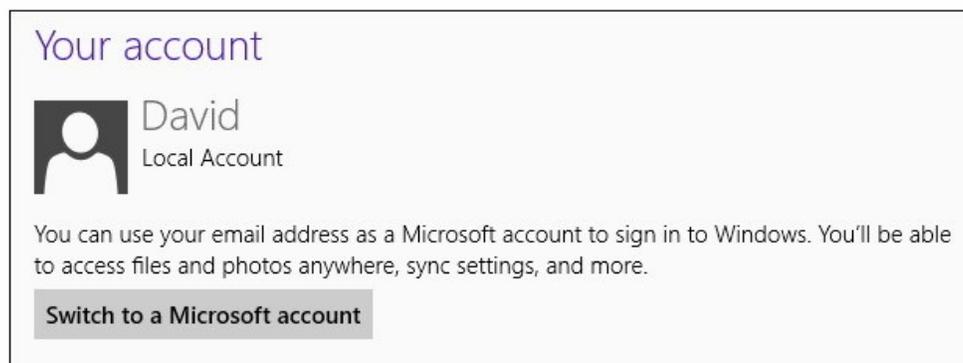
Linking to a Microsoft Account

Switching to a Microsoft Account

If you've just started with Windows 8, you probably are using a local account.

In this lesson, we are about to see how you can check this, and switch to a Microsoft account.

In the previous lesson, we looked at how you can **create a Microsoft account**. This is really a prerequisite for switching to a Microsoft account.

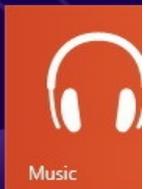
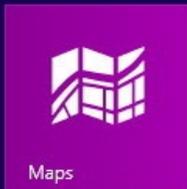
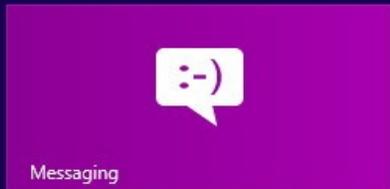
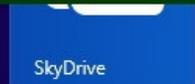


Start

David 

To link your Windows account to a Microsoft account, we need to go into your account settings. There are several ways you can get into account settings - we'll use your account icon at the top right.

Please touch or click on this icon.



Start

David 

Select the indicated **Change account picture** command.
Please do this now.



- Change account picture
- Lock
- Sign out

 Samsung

Mail



People



Photos



SkyDrive



Travel



Messaging



Finance



Maps



Sport



Games



Desktop



3°
London
Clear
4°/-1°

Weather



News



Music

PC settings

Lock screen Start screen Account picture

Personalize

Users

Notifications

Search

Share

General

Privacy

Devices

Wireless

Ease of Access

Sync your settings

HomeGroup



The **PC settings** app opens. From here, we can change a range of things about the settings in your account and on your PC.

To switch to a Microsoft account, we need to view the Users tab.

Please select this tab name now.



S Gallery



S Camera

PC settings

Personalize

Users

Notifications

Search

Share

General

Privacy

Devices

Wireless

Ease of Access

Sync your settings

HomeGroup

Your account



David
Local Account



You can use your email address as a Microsoft account to sign in to Windows. You'll be able to access files and photos anywhere, sync settings, and more.

[Switch to a Microsoft account](#)

When viewing this tab, you can see your account details here.

As you can see, on this computer, we are currently using a **local** account.

Touch or click here to move on.

Any user who has a password doesn't need to enter it when waking this PC.

[Change](#)

Other users



Add a user

PC settings

Personalize

Users

Notifications

Search

Share

General

Privacy

Devices

Wireless

Ease of Access

Sync your settings

HomeGroup

Your account



David
Local Account

You can use your email address as a Microsoft account to sign in to Windows. You'll be able to access files and photos anywhere, sync settings, and more.

Switch to a Microsoft account



So - if we wish to switch this local account to a Microsoft account, we need to select the **Switch to a Microsoft account** button.

Please do this now.

Create a PIN

Any user who has a password doesn't need to enter it when waking this PC.

Change

Other users



Add a user

Sign in with a Microsoft account

First, confirm your current password.

 David

Current password



Before we get started, Windows needs to confirm the password for the current account - just to ensure this is you.

Touch or click here to move on.

Next

Cancel

HomeGroup

Sign in with a Microsoft account

First, confirm your current password.

 David

Current password



We've completed this step for you.

So, select the **Next** button to move to the next step.

Please do this now.



Next

Cancel

← Sign in with a Microsoft account

Use your favorite email address to sign in to Windows. If you already use an email address to sign in to PCs running Windows, enter it here.

davidweb1024@hotmail.com X



When you sign in to Windows with a Microsoft account, you can:

- Download apps from Windows Store.
- Get your online content in Microsoft apps automatically.
- Sync settings online to make PCs look and feel the same—this includes settings like browser favorites and history.

At this point, we enter the email address that represents the Microsoft (Hotmail or Live) account we want to link to this account.

In this lesson, we will be using the account **davidweb1024@hotmail.com**.

Please select the Next button to move on.



Next

Cancel

← Enter your Microsoft account password

You already have a Microsoft account. It's the one you use with Messenger, Hotmail, Xbox LIVE, or Microsoft services.

Email address

davidweb1024@hotmail.com

Password

[Sign up for a Microsoft account](#)

Windows 8 takes a few moments to ensure that the account represented by the entered email address actually exists.

Assuming it does, you'll then be asked to enter the password for this Microsoft account.

Touch or click here to move on.

Next

Cancel

← Enter your Microsoft account password

You already have a Microsoft account. It's the one you use with Messenger, Hotmail, Xbox LIVE, or Microsoft services.

Email address

davidweb1024@hotmail.com

Password

.....| 

[Sign up for a Microsoft account](#)

We've entered the password for you.

Please select the Next button to move on.



Next

Cancel

← Add security info

We'll only use this info to help you recover your password and keep your account more secure.

Phone number

Australia (+61) ▼

427226757

Alternate email

accounts@usekp.com

Secret question

Select One ▼

Answer



To ensure your online safety, Windows will now ask for a few more details, including a backup email address, and a security question.

Touch or click here to move on.

Next

Cancel

← Add security info

We'll only use this info to help you recover your password and keep your account more secure.

Phone number	Australia (+61) <input type="text"/>
	427226757 <input type="text"/>
Alternate email	accounts@usekp.com <input type="text"/>
Secret question	Favorite historical person <input type="text"/>
Answer	Socrates <input type="text"/>



We've selected a question, and entered an answer here for you.

Please select the Next button to move on.



Next

Cancel

Sign in with a Microsoft account



David Webster

davidweb1024@hotmail.com

You're almost done changing your account. Next time you sign in to Windows, use your Microsoft account and password.

After a few moments, Windows has updated your Microsoft account with the new details you added.

Please select the Finish button to complete this process.



Finish

Cancel

Sign in with a Microsoft account



David Webster
davidweb1024@hotmail.com



After a few moments, Windows completes the preparation of your new account details.

This tab now reflects the fact that you are logged in with a Microsoft account.

Touch or click here to move on.

Finish

Cancel

PC settings

Personalize

Users

Notifications

Search

Share

General

Privacy

Devices

Wireless

Ease of Access

Sync your settings

HomeGroup

Your account



David Webster

davidweb1024@hotmail.com

Prefer the local account

You can switch to a local account, but your settings won't sync between the PCs you use.

Switch to a local account



[More account settings online](#)

Sign-in

Change

Create a

Create a PIN

Any user who has a password doesn't need to enter it when waking this PC.

Change

Other users



Add a user

If, at any stage, you only want to use a local account, you can make that change right here.

Touch or click here to move on.

Linking to a Microsoft Account

You've now completed this Windows 8 lesson.

In this lesson, we looked at how you can link a Windows Live, Hotmail, or other Microsoft account to your Windows account.

Customizing the Start Screen



Customizing the Start Screen

Welcome to this Windows 8 lesson.

In this lesson, we'll be looking at how you can customize the Windows 8 Start screen.



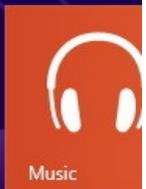
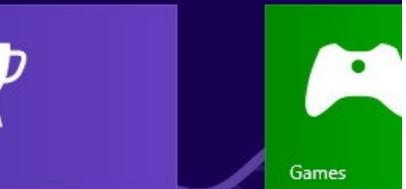
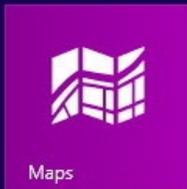
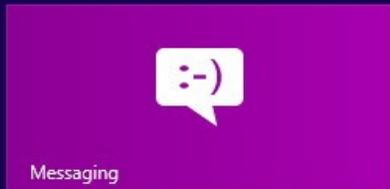
Estimated Completion Time: 9 minutes (20 steps).

Start

→ David 

To customize the Windows 8 Start screen, we need to go into your account settings. There are several ways you can get into account settings - we'll use your account icon at the top right.

Please touch or click on this icon.



Start

David 



- Change account picture
- Lock
- Sign out

 Samsung

Select the indicated **Change account picture** command.
Please do this now.



Mail



People



Photos



SkyDrive



Travel



Messaging



Finance



Maps



Sport



Games



Desktop



3°
London
Clear
4°/-1°

Weather



News



Music

PC settings

Lock screen

Start screen

Account picture



Personalize

Users

Notifications

Search

Share

General

Privacy

Devices

Wireless

Ease of Access

Sync your settings

HomeGroup

The **PC settings** app opens. From here, we can change a range of things about the settings in your account and on your PC.

Touch or click here to move on.



S Gallery



S Camera

PC settings

Personalize

Users

Notifications

Search

Share

General

Privacy

Devices

Wireless

Ease of Access

Sync your settings

HomeGroup



Lock screen

Start screen

Account picture



Browse

The first thing we will do is to customize the Start screen design and color.

To do this, select the **Start screen** option (indicated).

Please do this now.

Create an account picture



Camera



S Gallery



S Camera

PC settings

Lock screen Start screen Account picture

Personalize



Use

Not

Sea

Sha

Gen

Priv

Devices

Wireless

Ease of Access

Sync your settings

HomeGroup

To the right, you'll see a preview of the Start screen.

Below this preview are a range of visual options you can select from.

Touch or click here to move on.



PC settings

Lock screen Start screen Account picture

Personalize

Users

Notifications

Search

Share

General

Privacy

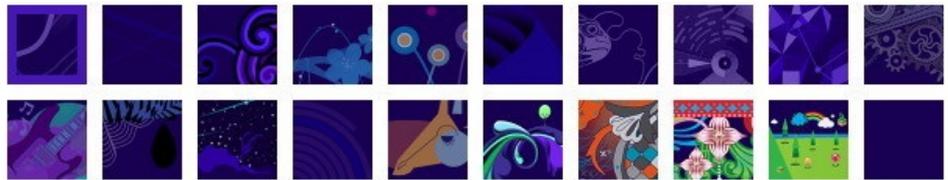
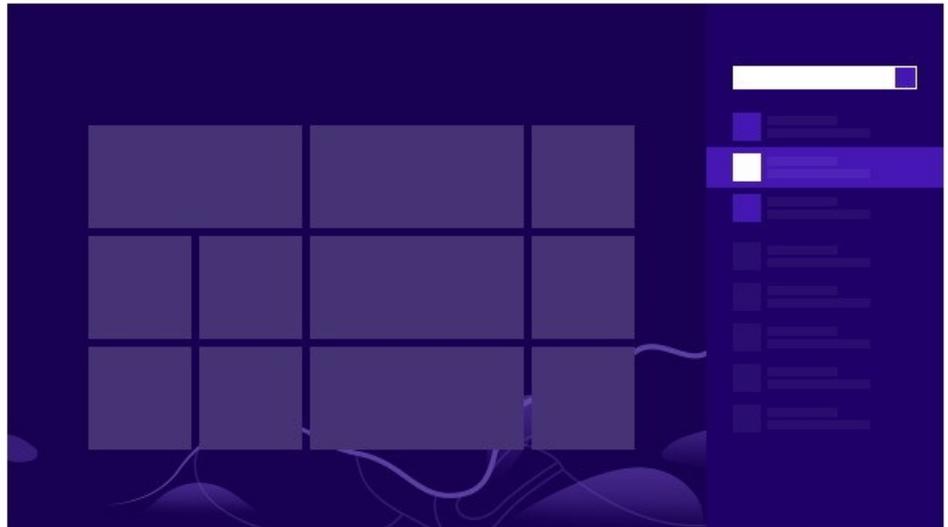
Desktop background

Windows color

Ease of Access

Sync your settings

HomeGroup



Select the indicated design.
Please do this now.

PC settings

Personalize

Users

Notifications

Search

Share

General



The preview illustrates the new, selected, design.

Touch or click here to move on.

Ease of Access

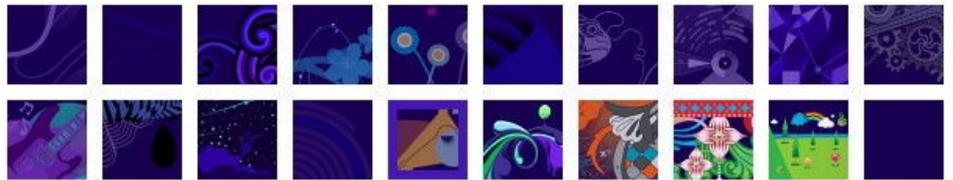
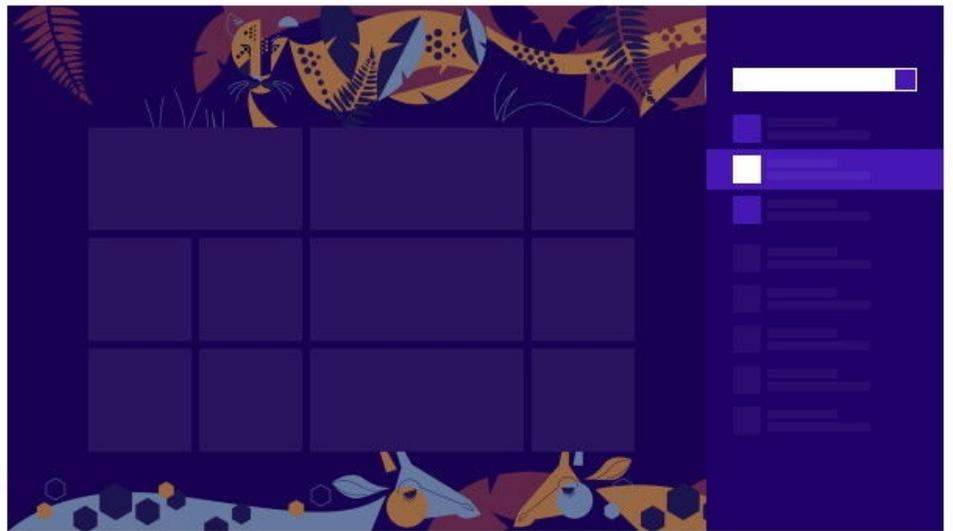
Sync your settings

HomeGroup

Lock screen

Start screen

Account picture



PC settings

Personalize

Users

Notifications

Search

Share

General

Privacy

Devices

Wireless display
Select the indicated color.

Ease of access center
Please do this now.

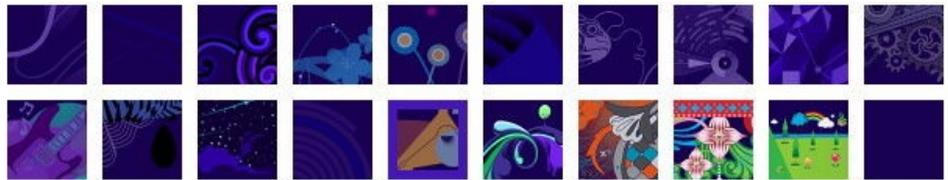
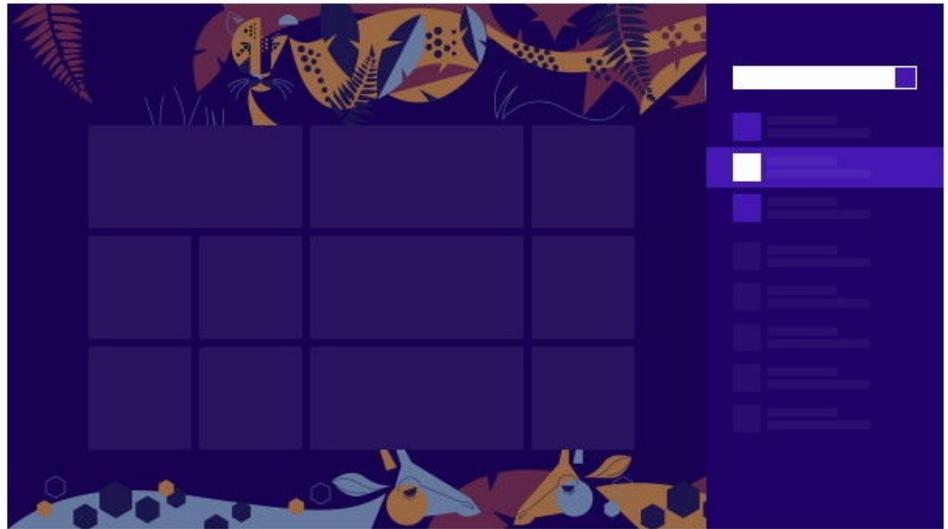
Sync your settings

HomeGroup

Lock screen

Start screen

Account picture

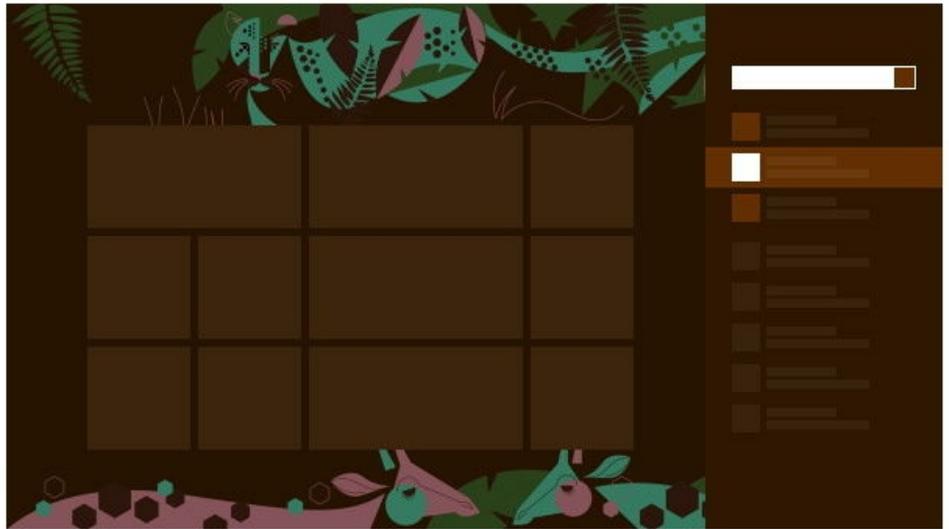


PC settings

Lock screen Start screen Account picture

Personalize

- Users
- Notifications
- Search
- Share
- General



The preview illustrates the new, selected, color scheme.

Touch or click here to move on.



Ease of Access

Sync your settings

HomeGroup

PC settings



Lock screen

Start screen

Account picture

Personalize

Users

Notifications

Search

Share

General

Privacy

Devices

Wireless

Ease of Access

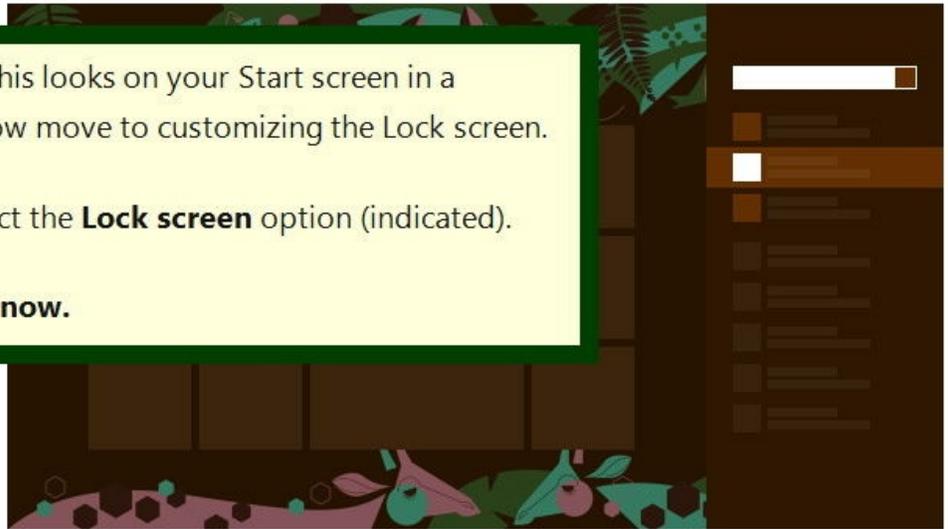
Sync your settings

HomeGroup

We'll see how this looks on your Start screen in a minute. Let's now move to customizing the Lock screen.

To do this, select the **Lock screen** option (indicated).

Please do this now.



PC settings

Lock screen

Start screen

Account picture

Personalize

Users

Notifications

Search

Share

General

Priv

Dev

Wir

Ease

Syn

HomeGroup



The **Lock screen** - previewed here - appears after your computer has gone to sleep, or after a preset time has passed, or you've manually locked the computer.

You can select a custom image, or from one of the provided images, to display on this screen.

Touch or click here to move on.



your screen is locked

ound and show quick status and notifications, even when

PC settings

Personalize

Users

Notifications

Search

Share

General

We'll select a custom image, from our own photo collection.

To do this, select the **Browse** button.

Please do this now.

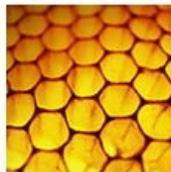
Sync your settings

HomeGroup

Lock screen

Start screen

Account picture



Browse



Lock screen apps

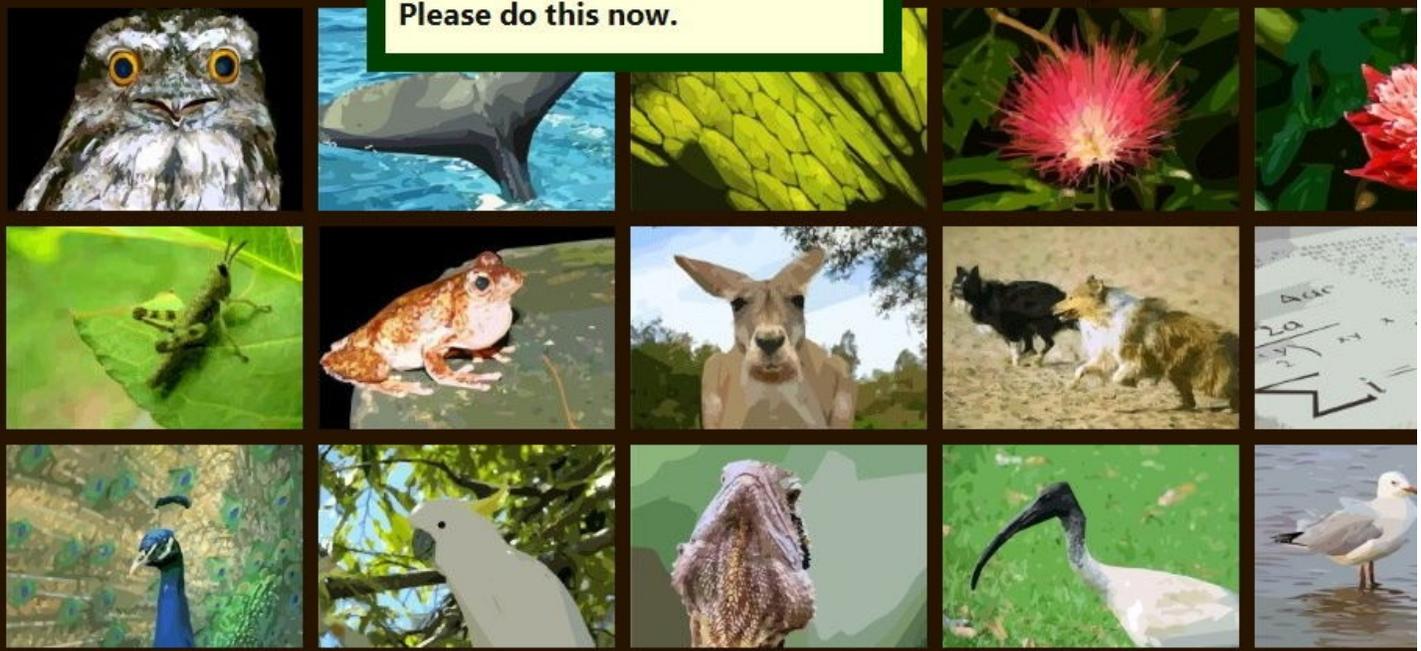
Choose apps to run in the background and show quick status and notifications, even when your screen is locked

Files

Picture

Go up Sort by name

Our personal photo collection is now displayed.
Select the indicated image.
Please do this now.



Choose picture

Cancel

Files ▾ Pictures

Go up Sort by name ▾



And now select the **Choose picture** button to confirm this choice.

Please do this now.



Choose picture

Cancel

PC settings

Lock screen Start screen Account picture

Personalize

Users

Notifications

Search

Share

General The new image we've selected for the **Lock screen** is previewed here.

Privacy **Touch or click here to move on.**

Devices

Wireless

Ease of Access

Sync your settings

HomeGroup



Browse

Lock screen apps

Choose apps to run in the background and show quick status and notifications, even when your screen is locked

PC settings

Lock screen Start screen Account picture

Personalize

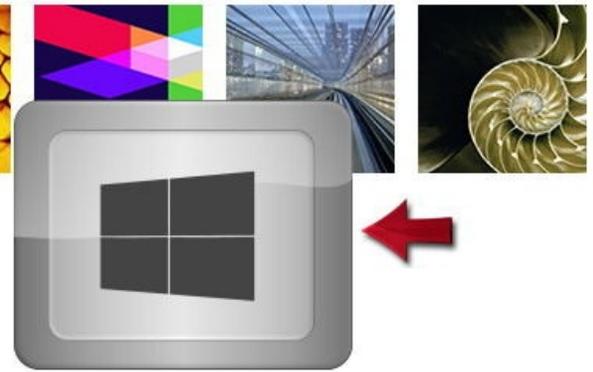
- Users
- Notifications
- Search
- Share
- General
- Privacy
- Devices
- Wireless
- Ease of Access
- Sync your settings
- HomeGroup



To return to the Start screen, you'd normally select the **Windows** button on your keyboard or tablet.

For the purposes of this training lesson, select the **Windows** button provided here.

Please do this now.



ound and show quick status and notifications, even when

your screen is locked

Start

David Webster 



Mail



Calendar



Internet Explorer



Store 32



Bing



People



Photos



SkyDrive



Travel



Messaging



Finance



Maps



Sport



Games

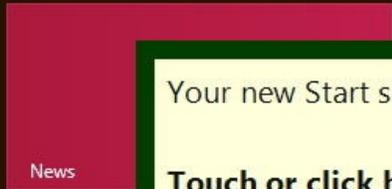


Desktop



3°
London
Clear
4°/-1°

Weather



News

Your new Start screen!
Touch or click here to move on.

Customizing the Start Screen

You've now completed this Windows 8 lesson.

In this lesson, we looked at how you can customize the Windows 8 Start screen.

Copyright © 2015 Dynamic Learning Online

Creating a Picture Password



Creating a Picture Password

Welcome to this Windows 8 lesson.

In this lesson, we'll be looking at how you can create a **picture password**, in place of a normal password, for logging into Windows 8.



Estimated Completion Time: 11 minutes (25 steps).

Start

David Webster 



The Start screen features several live tiles: Mail (teal), Calendar (purple) showing '29 Thursday', Internet Explorer (blue), Store (green) with '32' items, People (orange), Photos (cyan), SkyDrive (blue), Messaging (purple), Finance (green), Maps (purple), Desktop (blue) with a daisy image, and Weather (blue) showing '4° London Mostly Sunny 4°/-1°'.

Normally, when you log into Windows, you enter a password.

Windows 8 now offers a variation. It's called a picture password, and it allows you to create gestures on a picture to unlock your computer.

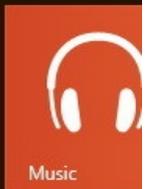
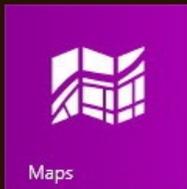
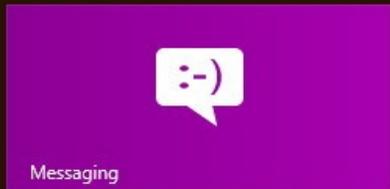
Touch or click here to move on.

Start

David Webster 

To create the picture password, we need to go into your account settings. There are several ways you can get into account settings - we'll use your account icon at the top right.

Touch or click on this icon.



Start

David Webster 

- Change account picture
- Lock
- Sign out

 Samsung

Select the indicated **Change account picture** command.
Please do this now.


Mail


People


Photos


SkyDrive


Travel


Messaging


Finance


Maps


Sport


Games


Desktop


4°
London
Mostly Sunny
4°/-1°
Weather


News


Music

PC settings

Lock screen

Start screen

Account picture



Personalize

Users

Notifications

Search

Share

General

Privacy

Devices

Wireless

Ease of Access

Sync your settings

HomeGroup

The **PC settings** app opens. From here, we can change a range of things about the settings in your account and on your PC.

Touch or click here to move on.



S Gallery



S Camera

PC settings

Lock screen

Start screen

Account picture

Personalize

Users

Notifications

Search

Share

General

Privacy

Devices

Wireless

Ease of Access

Sync your settings

HomeGroup



Most account settings are set in the **Users** tab.

Select this tab now.

Create an account picture



Camera



S Gallery



S Camera

PC settings

Personalize

Users

Notifications

Search

Share

General

Privacy

Devices

Wireless

Ease of Access

Sync your settings

HomeGroup

Your account



David Webster

davidweb1024@hotmail.com

You can switch to a local account, but your settings won't sync between the PCs you use.

[Switch to a local account](#)

[More account settings online](#)

Sign-in options

[Change your password](#)

[Create a picture password](#)



[Create a PIN](#)

Any user who

[Change](#)

Other users



Add

You can change a range of account settings from here.

But what we are after is the Picture Password option.

Select the **Create a picture password** button.

Please do this now.

Welcome to picture password

Picture password is a new way to help you protect your touchscreen PC. You choose the picture — and the gestures

Create a picture password

First, confirm your current password.



David Webster

Windows will ask you to confirm your current password before it allows you to create a picture password.

Touch or click here to move on.

OK

Cancel

Cancel

Welcome to picture password

Picture password is a new way to help you protect your touchscreen PC. You choose the picture — and the gestures

Create a picture password

First, confirm your current password.



David Webster

We've entered the password for you. Select the **OK** button to move on.

Please do this now.

OK

Cancel

Cancel

Welcome to picture password

Picture password is a new way to help you protect your touchscreen PC. You choose the picture — and the gestures you use with it — to create a password that's uniquely yours.

When you've chosen a picture, you "draw" directly on the touchscreen to create a combination of circles, straight lines, and taps. The size, position, and direction of your gestures become part of your picture password.

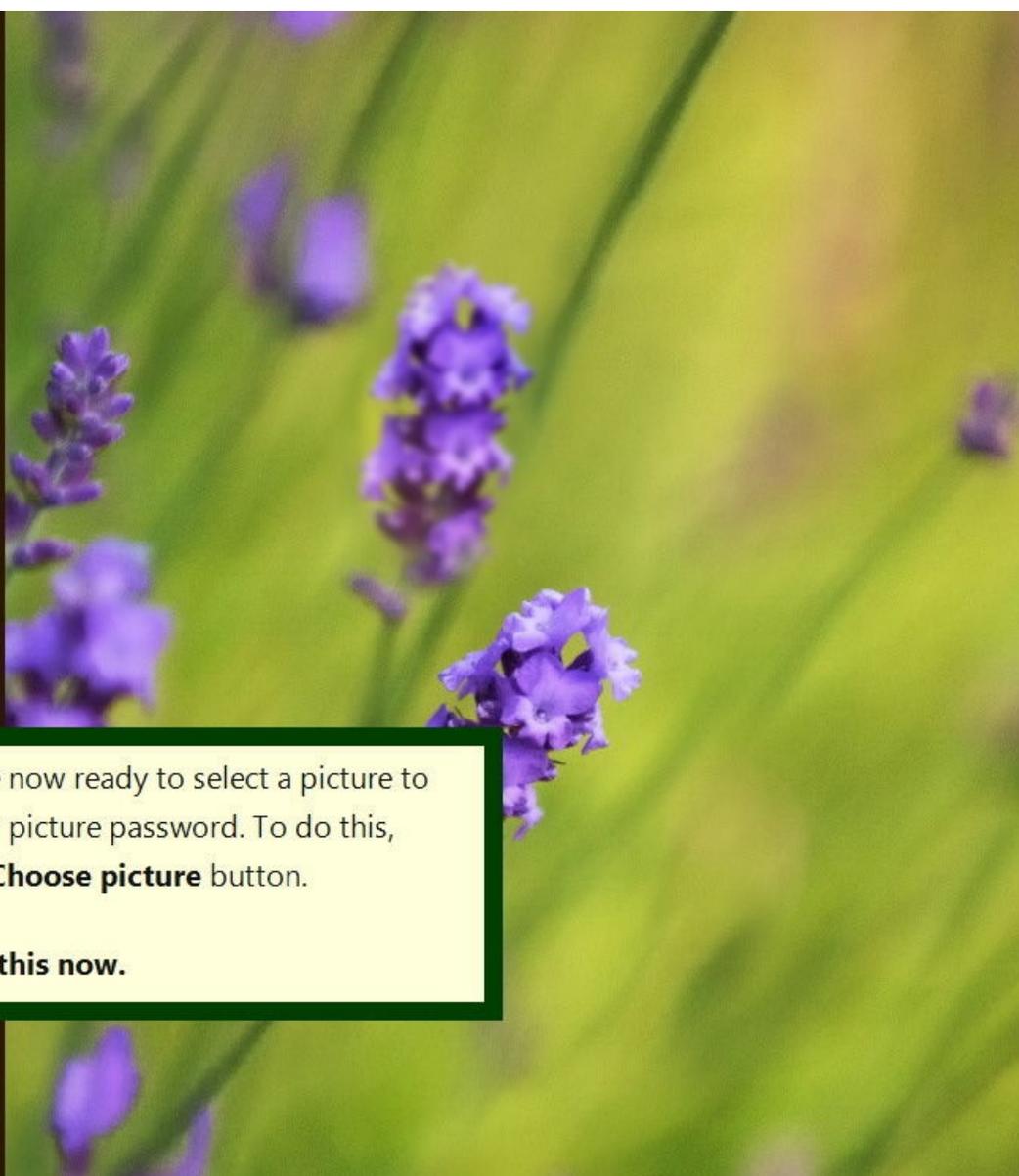
Choose picture



OK. We are now ready to select a picture to use for our picture password. To do this, select the **Choose picture** button.

Please do this now.

Cancel



Files ▾ Pictures

Go up ▾ Sort by name ▾



Your picture library is displayed. You can select any image you wish.

However, in this case, we will select the indicated image.

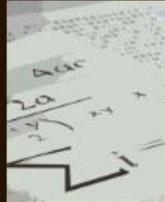
Please do this now.

Open

Cancel

Files ▾ Pictures

Go up Sort by name ▾



And now select the **Open** button.
Please do this now.



Open

Cancel

How's this look?

Drag your picture to position it the way you want.

Use this picture



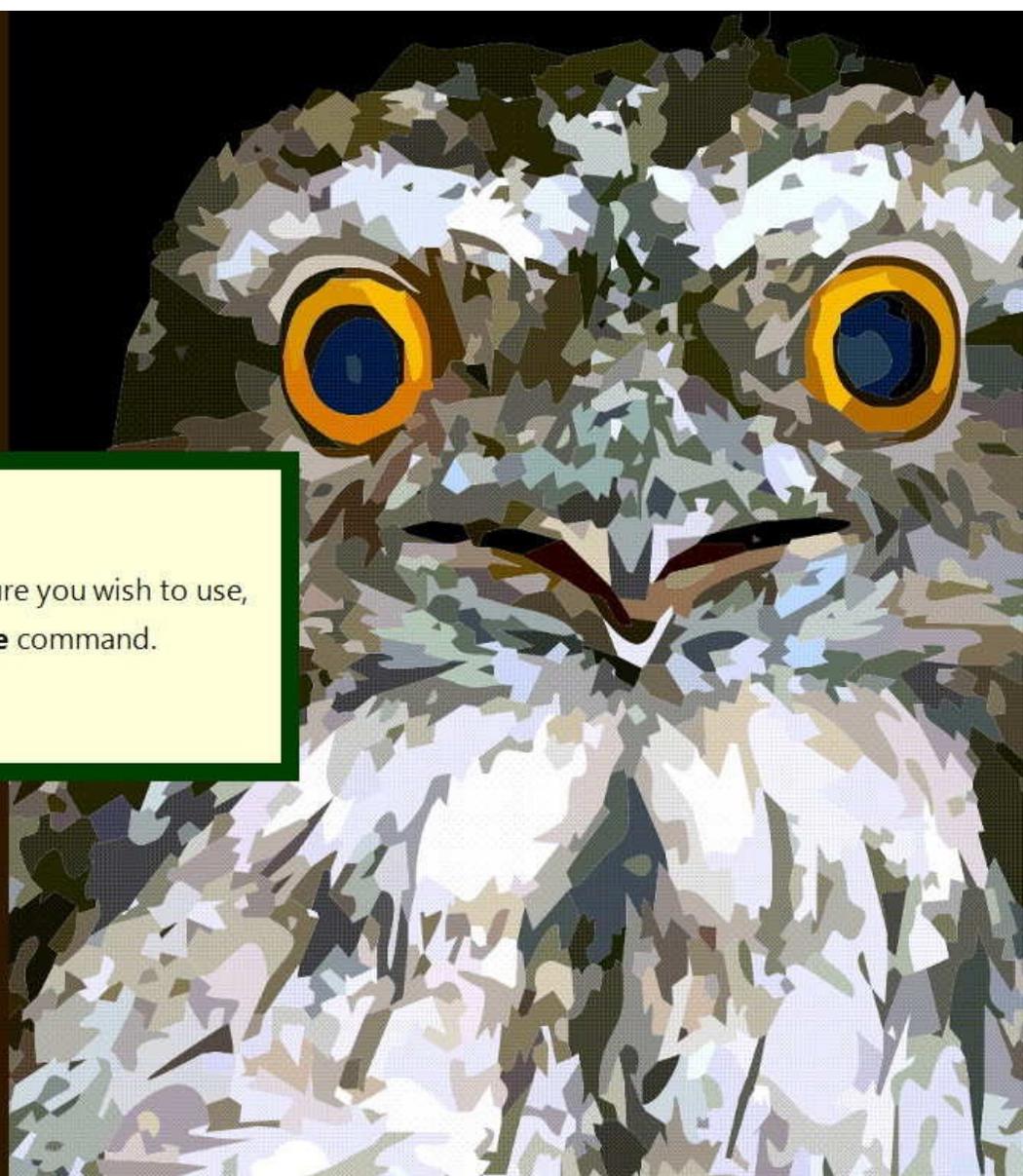
Choose new picture

The picture is loaded.

To confirm this is the picture you wish to use, select the **Use this picture** command.

Please do this now.

Cancel



Set up your gestures

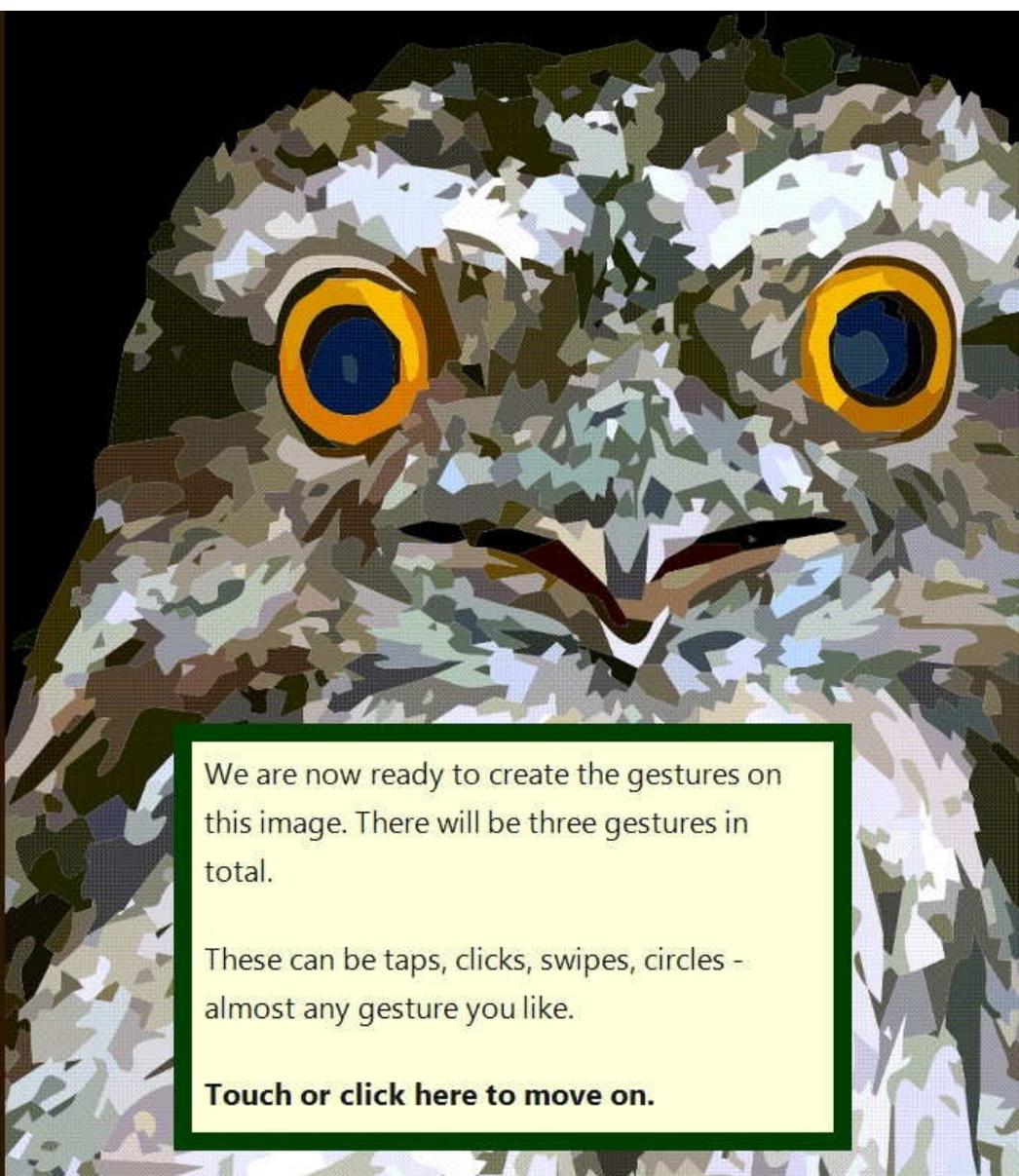
Draw three gestures on your picture. You can use any combination of circles, straight lines, and taps.

Remember, the size, position, and direction of your gestures — and the order in which you make them — become part of your picture password.

1 2 3

Start over

Cancel



We are now ready to create the gestures on this image. There will be three gestures in total.

These can be taps, clicks, swipes, circles - almost any gesture you like.

Touch or click here to move on.

Set up your gestures

Draw three gestures on your picture. You can use any combination of circles, straight lines, and taps.

Remember, the size, position, and direction of your gestures — and the order in which you make them — become part of your picture password.

1 2 3

Our first gesture will be a simple tap, or click, on the left eye of the bird.

Perform this gesture now.

Start over

Cancel



Set up your gestures

Draw three gestures on your picture. You can use any combination of circles, straight lines, and taps.

Remember, the size, position, and direction of your gestures — and the order in which you make them — become part of your picture password.



This first gesture has been set, and Windows now indicates we can move on to gesture 2.

Touch or click here to move on.

Start over

Cancel



Set up your gestures

Draw three gestures on your picture. You can use any combination of circles, straight lines, and taps.

Remember, the size, position, and direction of your gestures — and the order in which you make them — become part of your picture password.

1 2 3

Start over

Cancel



Our next gesture will be a simple tap, or click, on the right eye of the bird.

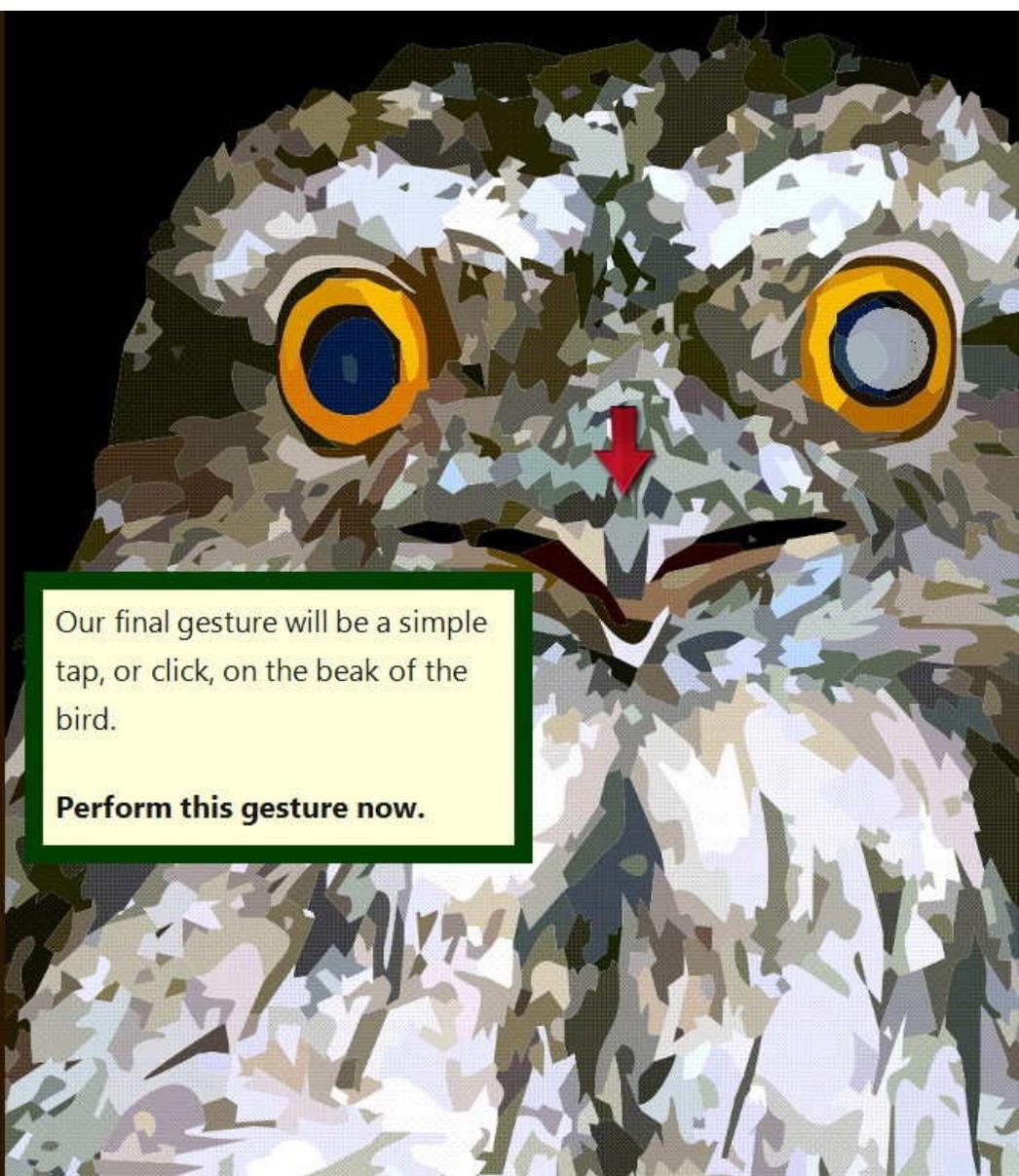
Perform this gesture now.

Set up your gestures

Draw three gestures on your picture. You can use any combination of circles, straight lines, and taps.

Remember, the size, position, and direction of your gestures — and the order in which you make them — become part of your picture password.

1 2 3



Our final gesture will be a simple tap, or click, on the beak of the bird.

Perform this gesture now.

Start over

Cancel

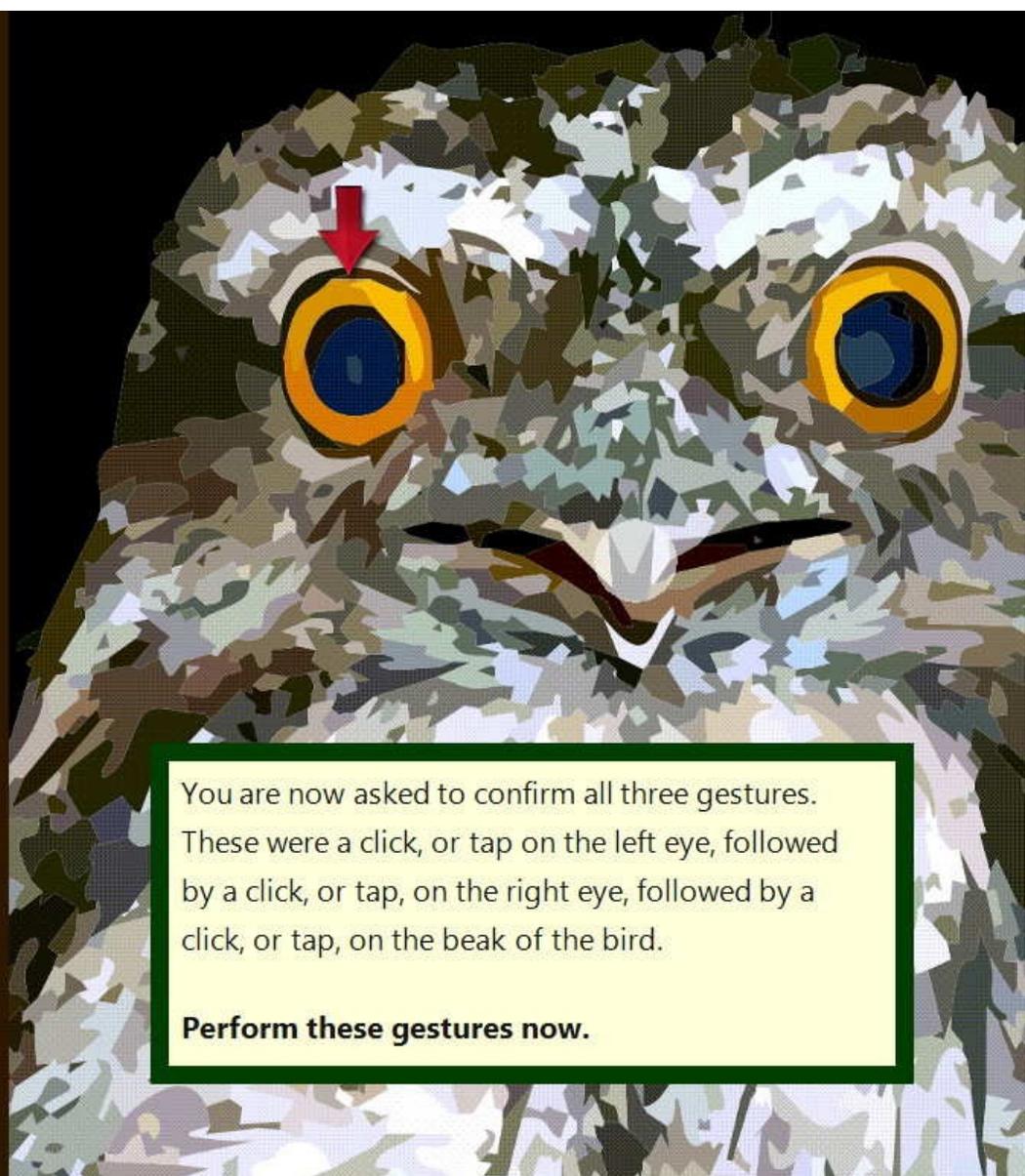
Confirm your gestures

To finish setting up your picture password, just repeat your three gestures. (You can always start over by tapping the Start over button.)

1 2 3

Start over

Cancel



You are now asked to confirm all three gestures. These were a click, or tap on the left eye, followed by a click, or tap, on the right eye, followed by a click, or tap, on the beak of the bird.

Perform these gestures now.

Confirm your gestures

To finish setting up your picture password, just repeat your three gestures. (You can always start over by tapping the Start over button.)

1 2 3

Start over

Cancel



You are now asked to confirm all three gestures. These were a click, or tap on the left eye, followed by a click, or tap, on the right eye, followed by a click, or tap, on the beak of the bird.

Perform these gestures now.

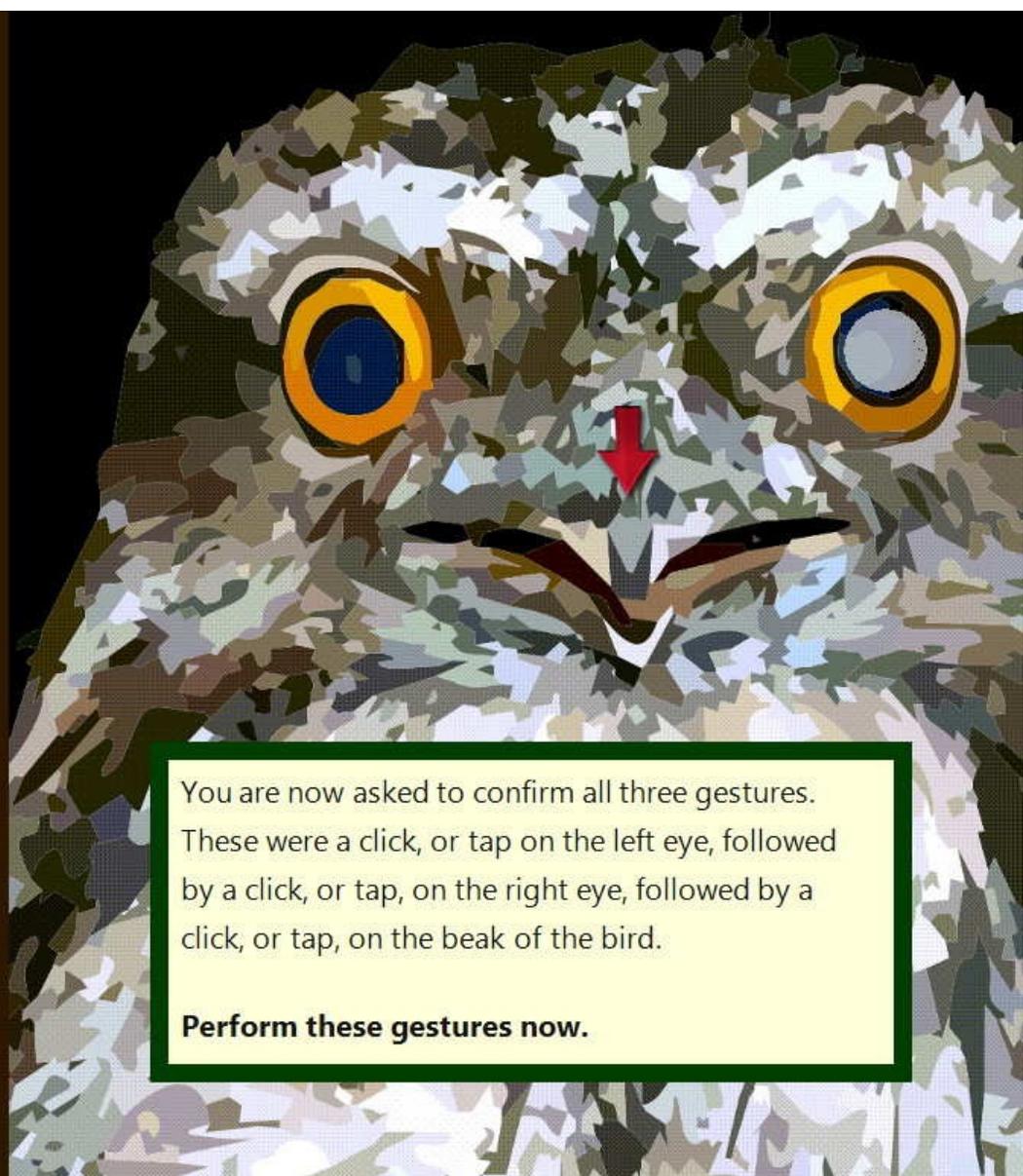
Confirm your gestures

To finish setting up your picture password, just repeat your three gestures. (You can always start over by tapping the Start over button.)

1 2 3

Start over

Cancel



You are now asked to confirm all three gestures. These were a click, or tap on the left eye, followed by a click, or tap, on the right eye, followed by a click, or tap, on the beak of the bird.

Perform these gestures now.

Congratulations!

You've successfully created your picture password. Use it the next time you sign in to Windows.

Finally, when complete, select the **Finish** button.

Please do this now.



Finish



PC settings

Personalize

Users

Notifications

Search

Share

General

Privacy

Devices

Wireless

Ease of Access

Sync your settings

HomeGroup

Your account



You can

Switch

More

Sign

The picture password has now been set. At any stage, you can remove this picture password, using the indicated button.

In the next lesson, you'll see how this picture password works.

Touch or click here to move on.

Change your password

Change picture password

Remove



Create a PIN

Any user who has a password doesn't need to enter it when waking this PC.

Change

Other users



Add a user

Creating a Picture Password

You've now completed this Windows 8 lesson.

In this lesson, we looked at how you can create a **picture password**, in place of a normal password, for logging into Windows 8.

Using a Picture Password



Using a Picture Password

Welcome to this Windows 8 lesson.

In this lesson, we'll be looking at how you can log in, using a previously created **picture password**.



Estimated Completion Time: 4 minutes (11 steps).



David Webster



Jason Finch

In a previous lesson, you created a picture password. This is a method of logging in that involves gestures on an image, rather than a password.

Touch or click here to move on.





David Webster



Jason Finch

Above is the Windows 8 login screen. This screen shows two accounts - **David Webster**, and **Jason Finch**.

Click on the image above to log in as **David Webster**.

Please do this now.





David Webster
davidweb1024@hotmail.com

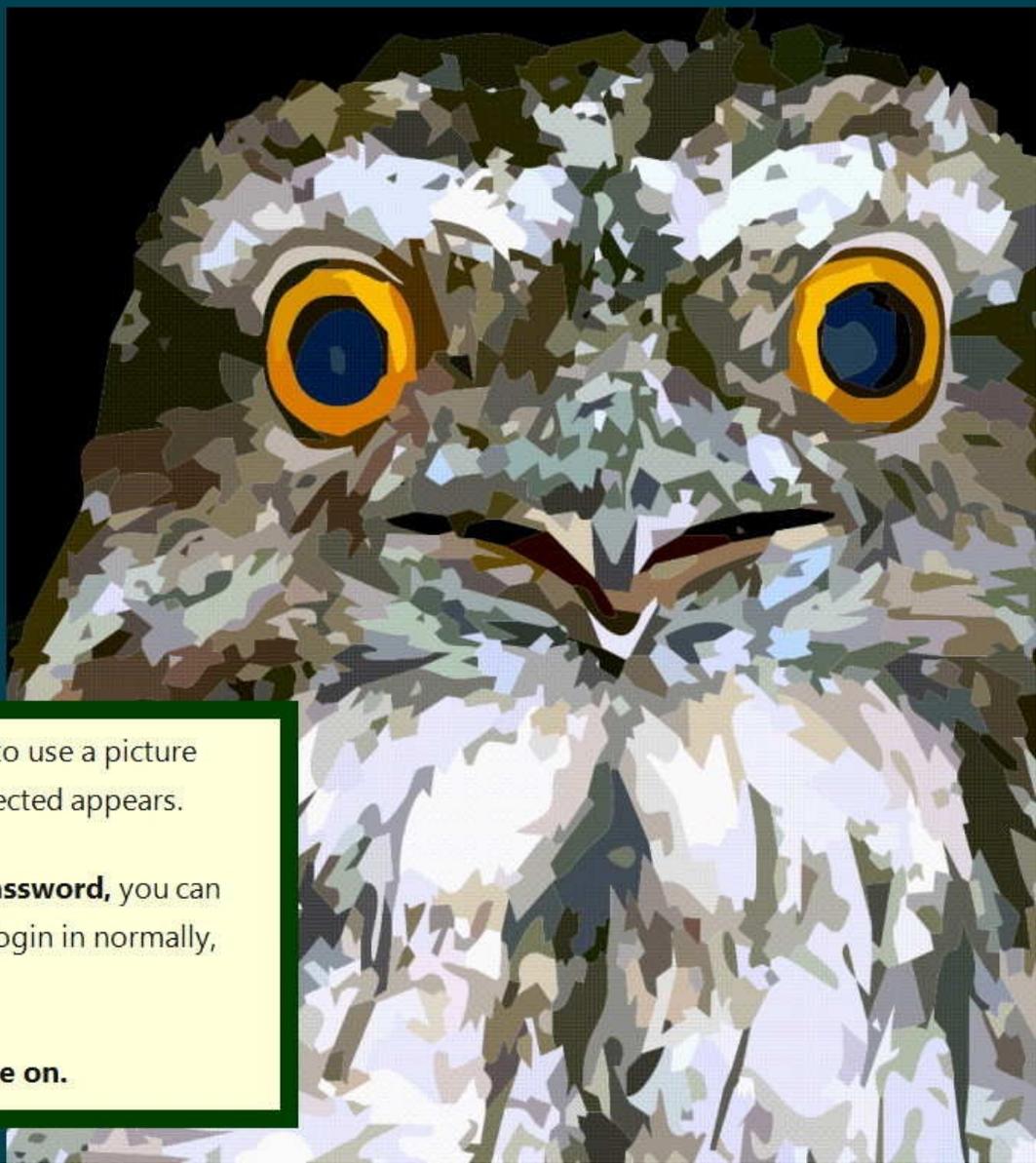
Switch to Password



Because we set this account to use a picture password, the picture we selected appears.

If you forget your **picture password**, you can use the indicated button to login in normally, with your password.

Touch or click here to move on.





David Webster
davidweb1024@hotmail.com

Switch to Password



You may recall that our picture password involved touching or clicking on the left eye, followed by the right eye, followed by the tip of the beak.

Touch or click on the left eye to start the picture password process.

Please do this now.





David Webster
davidweb1024@hotmail.com

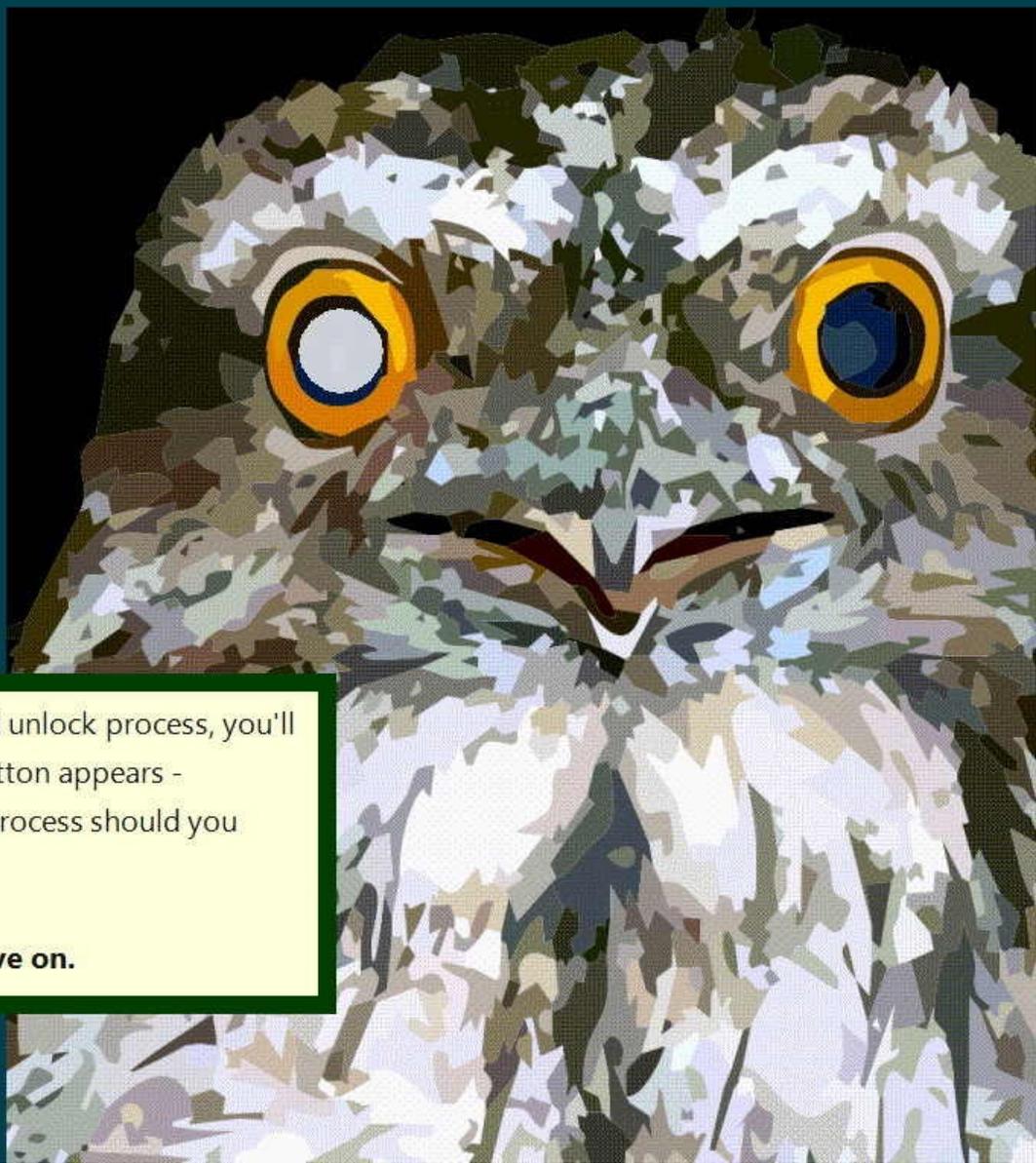
Switch to Password



Start Over

During the picture password unlock process, you'll note that the **Start Over** button appears - allowing you to restart the process should you 'mess it up'.

Touch or click here to move on.

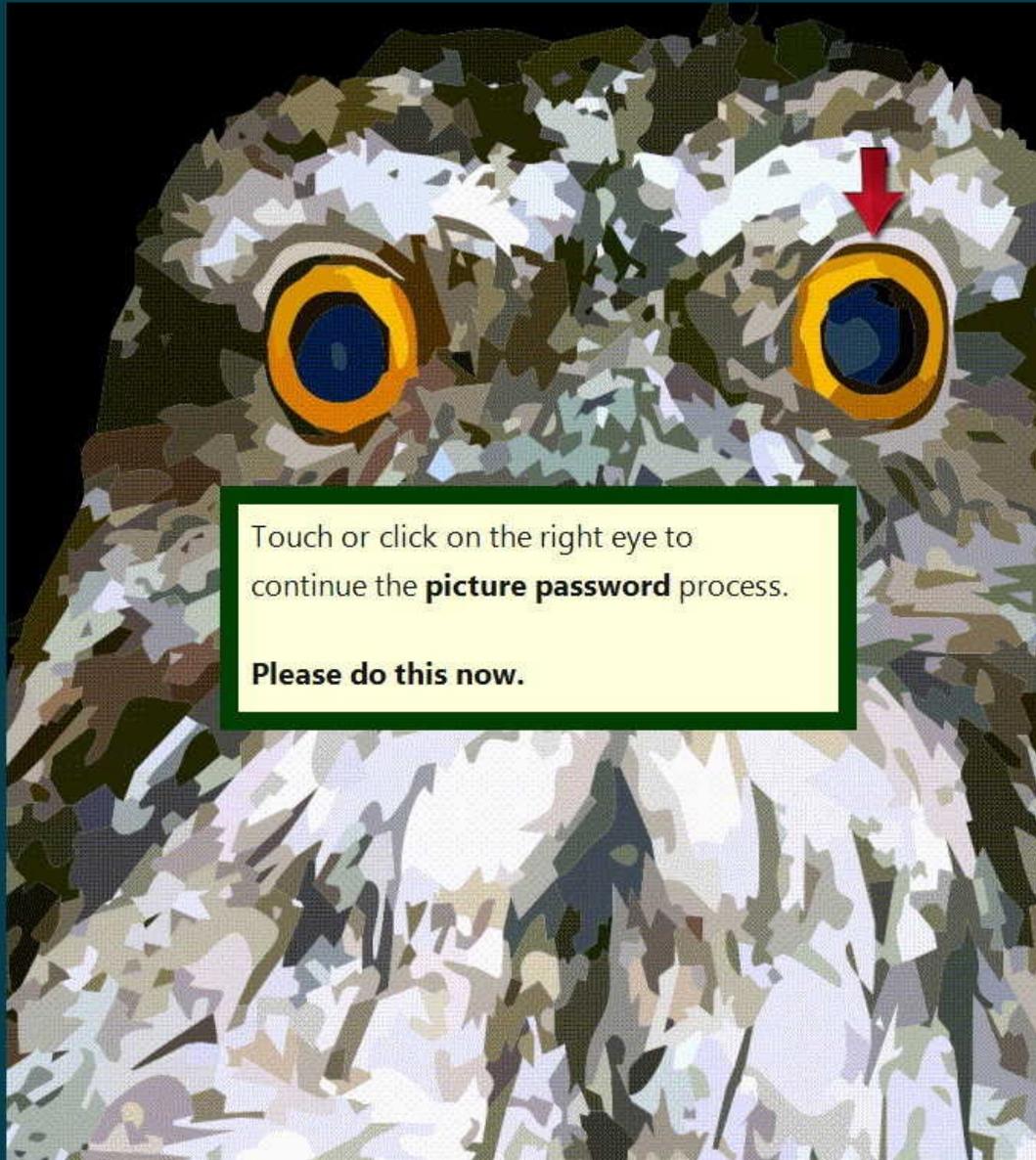




David Webster
davidweb1024@hotmail.com

Switch to Password

Start Over



Touch or click on the right eye to continue the **picture password** process.

Please do this now.



David Webster
davidweb1024@hotmail.com

Switch to Password

Start Over



The final gesture is a tap or click on
beak of the bird.

Please do this now.

Welcome



After a few moments, you are
logged in as normal.

Touch or click here to move on.

Using a Picture Password

You've now completed this Windows 8 lesson.

In this lesson, we looked at how you can log in, using a previously created **picture password**.

Adjusting System Settings



Adjusting System Settings

Welcome to this Windows 8 lesson.

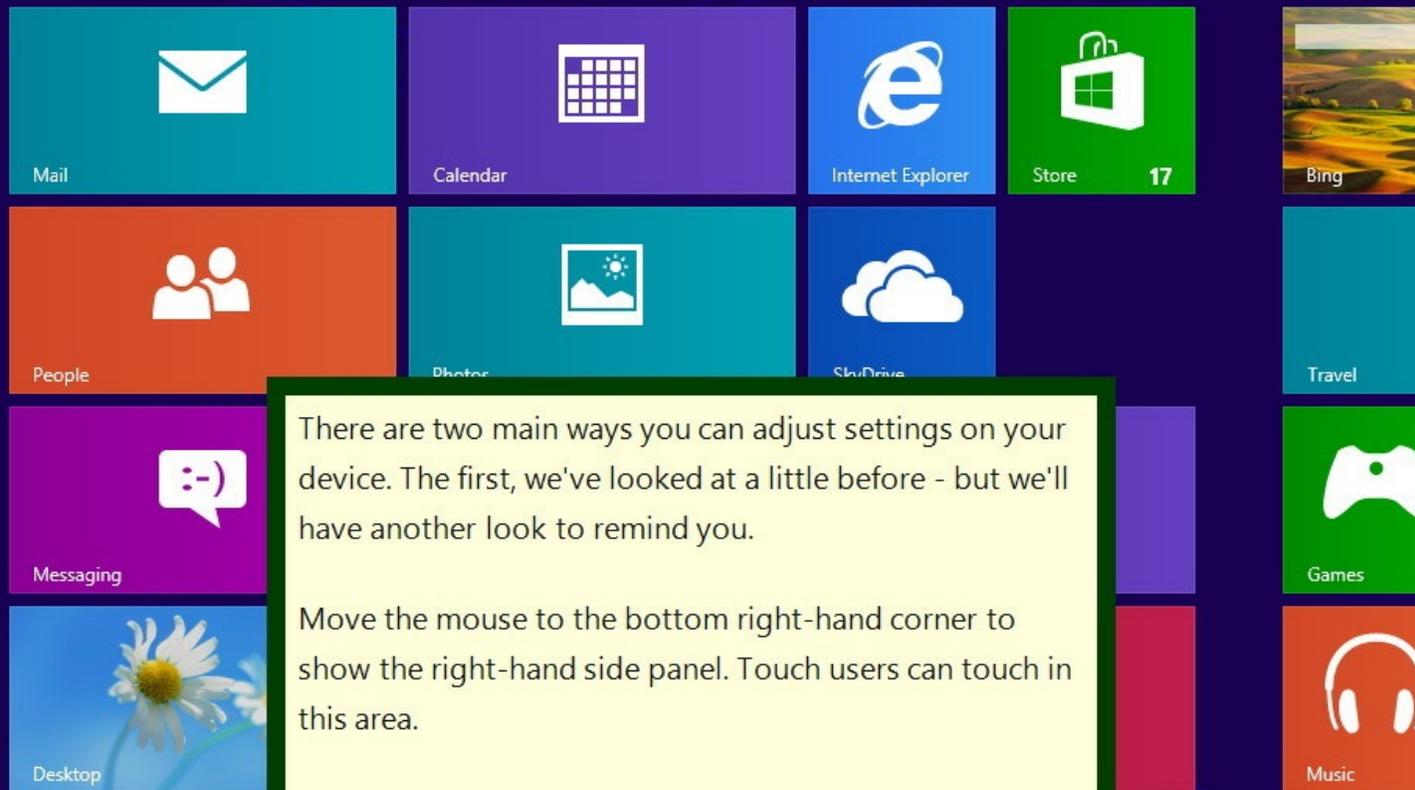
In this lesson, we'll be looking at how you can adjust Windows 8 system settings in a variety of places.



Estimated Completion Time: 7 minutes (16 steps).

Start

David Webster 



There are two main ways you can adjust settings on your device. The first, we've looked at a little before - but we'll have another look to remind you.

Move the mouse to the bottom right-hand corner to show the right-hand side panel. Touch users can touch in this area.

Please do this now.

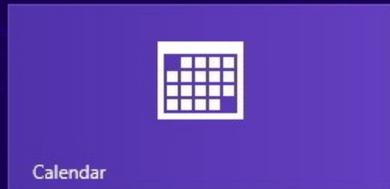


Start

David Webster 



Mail



Calendar



Internet Explorer



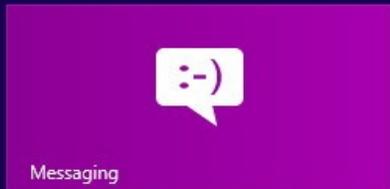
Store 17



People



Photos



Messaging



Finance



Maps



Desktop



Weather
25°
Brisbane
Fair
26°/15°



News



Bing



Travel



Games



Music

Now move the mouse up, and select **Settings**. Touch users can touch in this area, and then select **Settings**.
Please do this now.



Start

David
Webster

The Start screen features a grid of colorful tiles for various applications: Mail (teal), Calendar (purple), Internet Explorer (blue), Store (green, showing 17 items), People (orange), Photos (light blue), Messaging (purple), Finance (green), Maps (purple), and News (red). A search bar is visible at the top left of the tile area.

9:24 Monday
December 24

Now move the mouse up, and select **Settings**. Touch users can touch in this area, and then select **Settings**.
Please do this now.

- Search
- Share
- Start
- Devices
- Settings

Start

Settings

Start

Tiles

Help

The Start screen features a grid of colorful tiles. The top row includes Mail (teal), People (orange), and Messaging (purple). The second row contains Finance (green), Maps (purple), and Sport (blue). The third row shows Desktop (blue with daisies), Weather (blue with moon and temperature: 25° Brisbane Fair 26°/15°), and News (red).

First of all, you can adjust, in order, Networking settings (here it reflects the name of the network being used - **BigPond48B7**), **Volume**, screen **Brightness**, **Notification** settings, **Power**, and **Keyboard** settings.

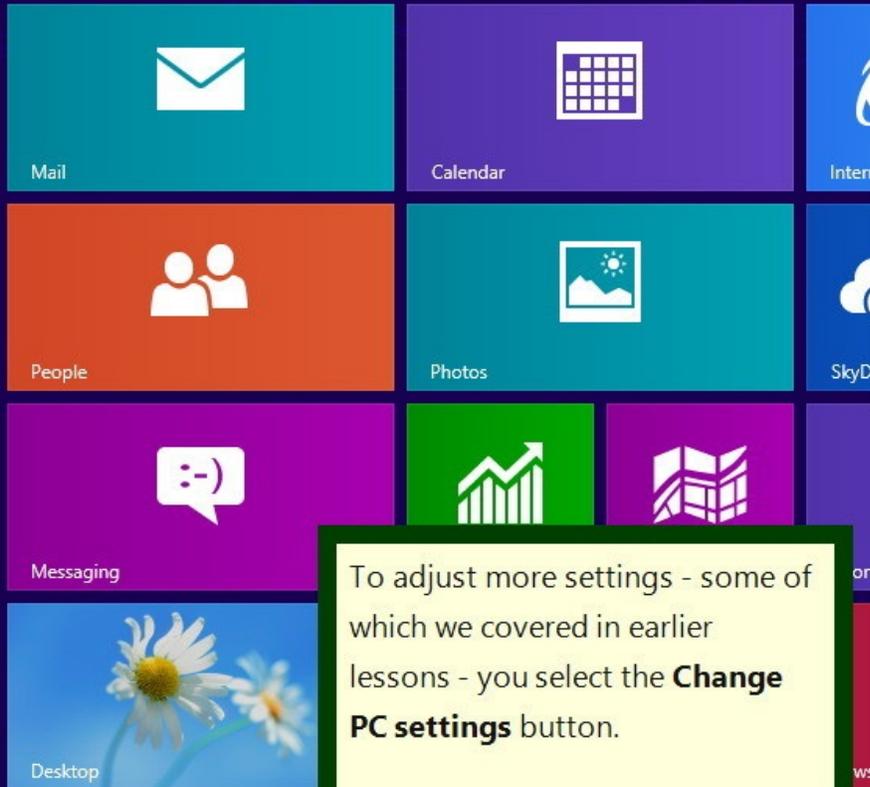
Touch or click here to move on.



The settings area is located on the right side of the Start screen. It contains six icons arranged in a 2x3 grid: BigPond48B7 (networking), Volume (100), Brightness, Notifications, Power, and Keyboard. A green arrow points down to the top of this area.

Change PC settings

Start



To adjust more settings - some of which we covered in earlier lessons - you select the **Change PC settings** button.

Please do this now.

Settings

Start

Tiles

Help



 [Change PC settings](#)

PC settings

Personalize

Users

Notifications

Search

Share

General

Privacy

Devices

Wireless

Ease of Access

Sync your settings

HomeGroup

Lock screen

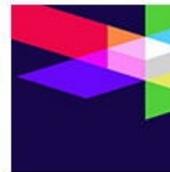
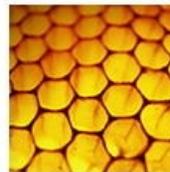
Start screen

Account picture

A wide range of the most commonly used settings can be changed within this app. All you need to do is to select a category on the left, and then the settings on the right.

You may remember earlier that we used this app to customize our start screen, lock screen, and other account options in an earlier lesson.

Touch or click here to move on.



Browse

Lock screen apps

Choose apps to run in the background and show quick status and notifications, even when your screen is locked

PC settings

Lock screen Start screen Account picture

Personalize

Users

Notifications

Search

Share

General

Privacy

Devices

Wireless

Ease of Access

Sync your settings

HomeGroup



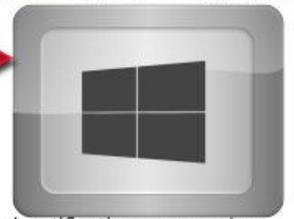
But there is one place you can adjust ALL possible settings - the **Control Panel**. To access the control panel, let's move first back to the desktop.

Use the Windows button we've placed here for you.

Please do this now.



Browse

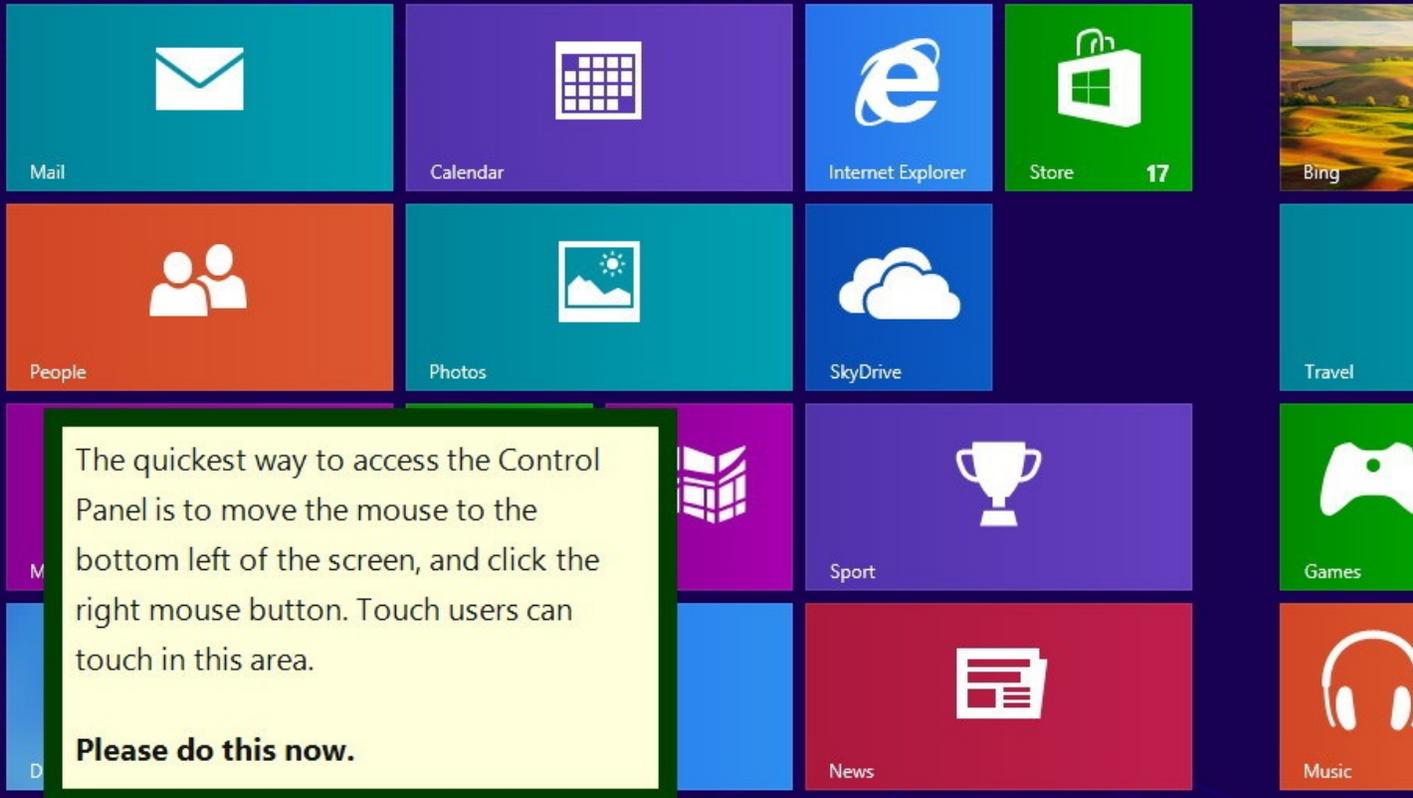


Lock screen apps

Choose apps to run in the background and show quick status and notifications, even when your screen is locked

Start

David Webster 



The Start screen features a grid of colorful application tiles. The tiles include: Mail (teal), Calendar (purple), Internet Explorer (blue), Store (green) with a notification badge of 17, Bing (landscape image), People (orange), Photos (teal), SkyDrive (blue), Travel (teal), M (purple), Sport (purple), Games (green), D (blue), News (red), and Music (orange). A central yellow callout box with a green border provides instructions on how to access the Control Panel.

The quickest way to access the Control Panel is to move the mouse to the bottom left of the screen, and click the right mouse button. Touch users can touch in this area.

Please do this now.





Mail



Calendar



Internet Explorer



Store 17



Bing

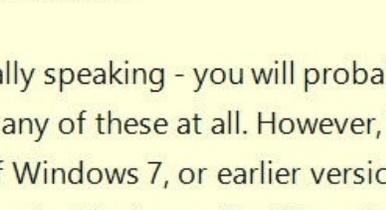


In this menu, you can access all computer settings that are not available in the Windows 8 Modern UI (the 'tiled' interface).

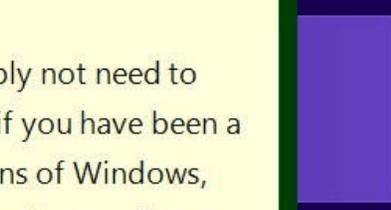
Generally speaking - you will probably not need to access any of these at all. However, if you have been a user of Windows 7, or earlier versions of Windows, you may just feel more familiar using these options.

Touch or click here to move on.

- Programs and Features
- Mobility Center
- Power Options
- Event Viewer
- System
- Device Manager
- Disk Management
- Computer Management
- Command Prompt
- Command Prompt (Admin)
- Task Manager
- Control Panel
- File Explorer
- Search
- Run
- Desktop



Weather



News



Travel



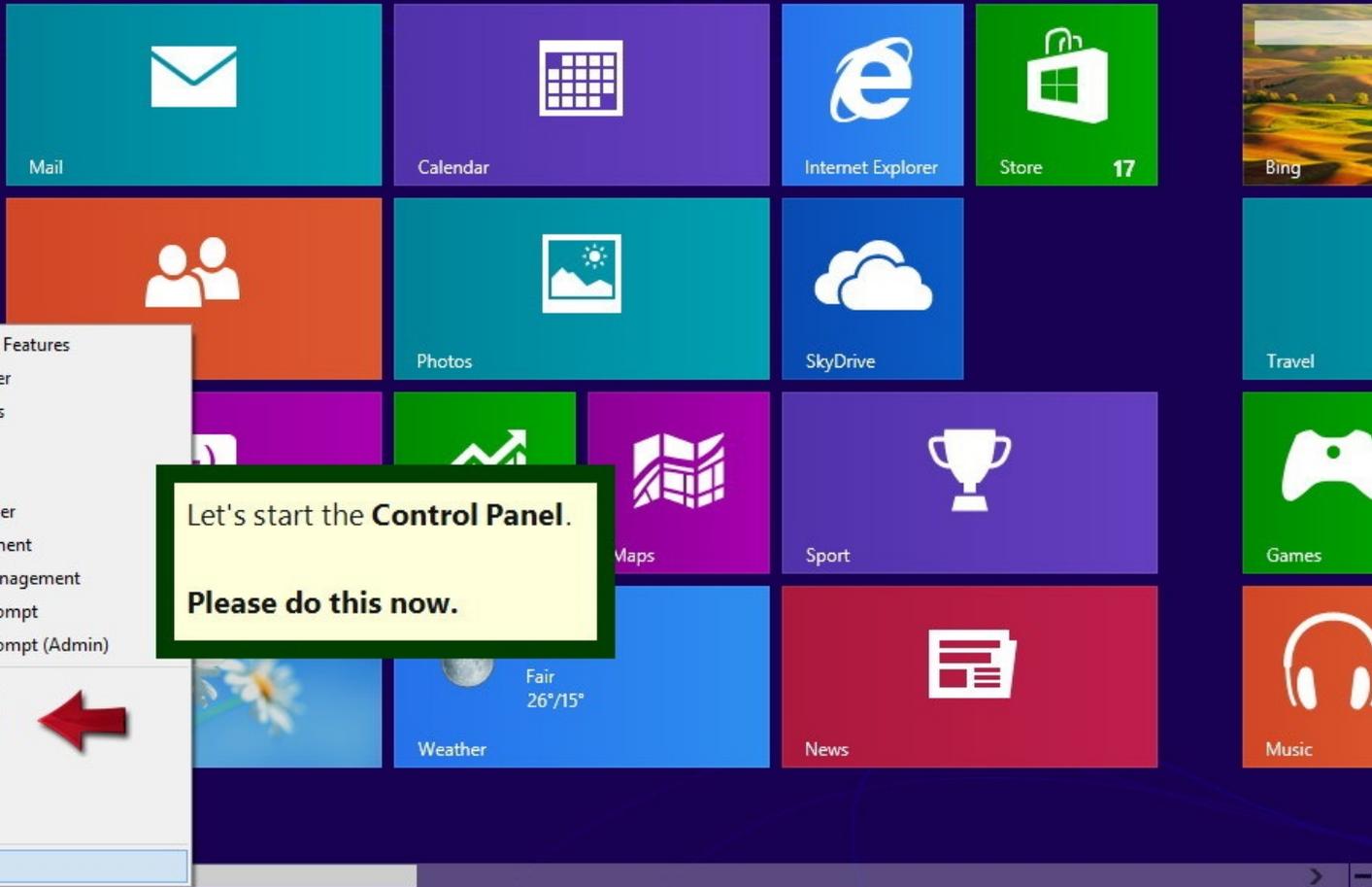
Games



Music

Start

David Webster 



Mail

Calendar

Internet Explorer

Store 17

Bing

Photos

SkyDrive

Travel

Maps

Sport

Games

Weather Fair 26°/15°

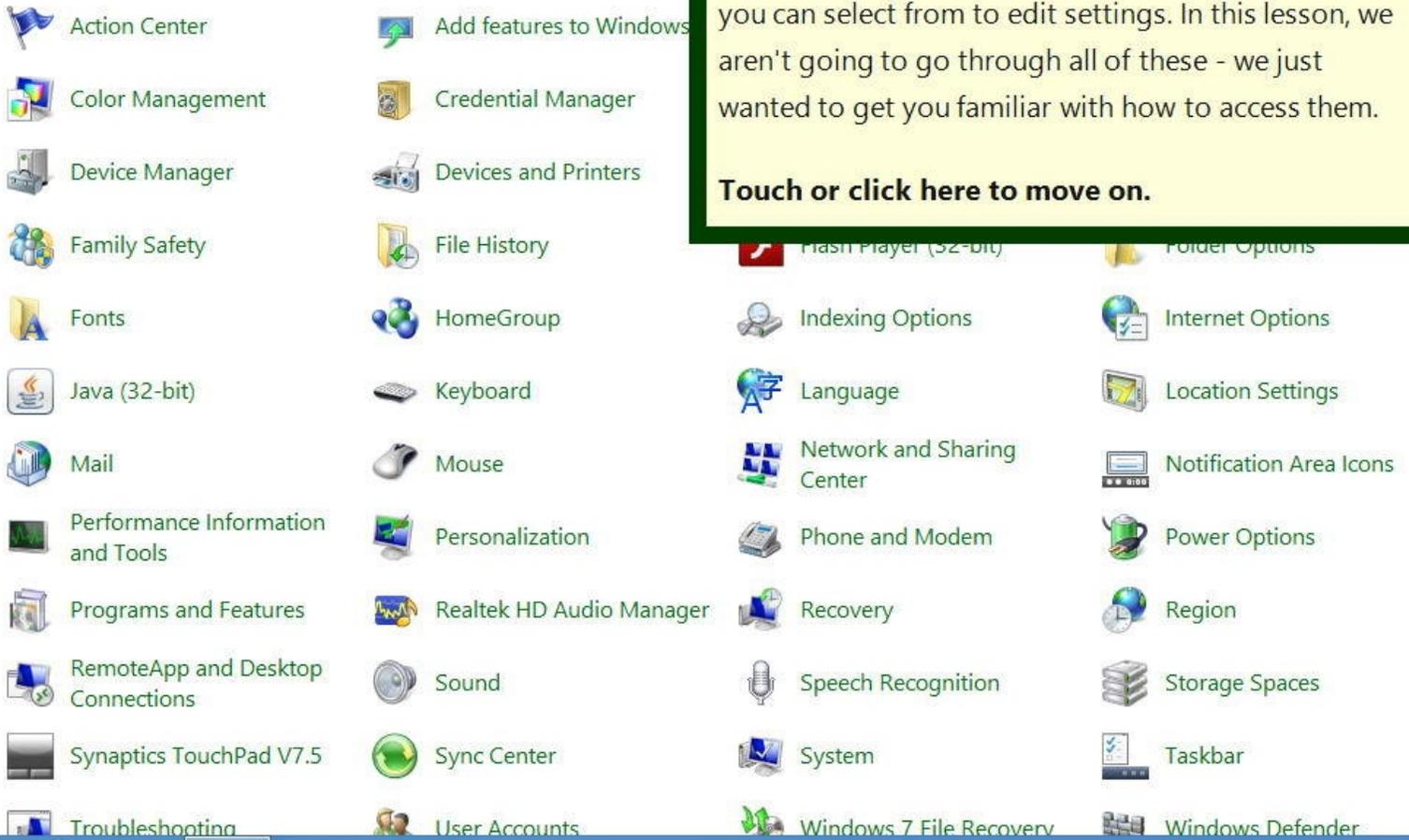
News

Music

- Programs and Features
- Mobility Center
- Power Options
- Event Viewer
- System
- Device Manager
- Disk Management
- Computer Management
- Command Prompt
- Command Prompt (Admin)
- Task Manager
- Control Panel 
- File Explorer
- Search
- Run
- Desktop

Let's start the **Control Panel**.
Please do this now.

Adjust your computer's settings



If you have used Windows 7 before, then this Control Panel may look familiar. It is almost exactly the same.

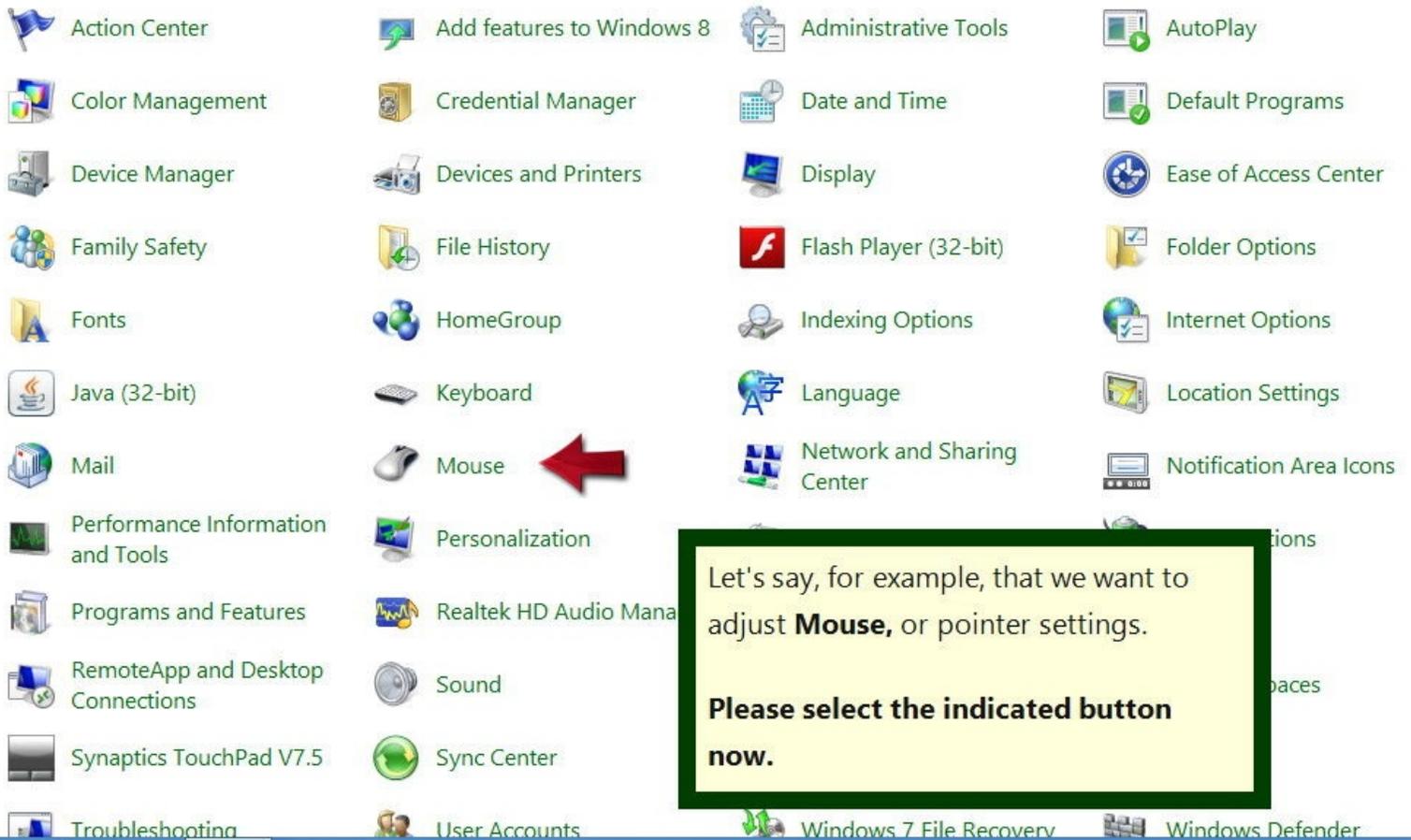
As you can see, there are a wide range of categories you can select from to edit settings. In this lesson, we aren't going to go through all of these - we just wanted to get you familiar with how to access them.

Touch or click here to move on.



Adjust your computer's settings

View by: Large icons



Mouse Properties

Wheel | Hardware | Activities | Device Settings

Mouse and Keyboard Center | Buttons | Pointers | Pointer Options

Motion

Select a pointer speed:

Slow Fast

Enhance pointer precision

Snap To

Automatically move pointer to the default button in a dialog box

Visibility

Display pointer trails

Short Long

Hide pointer while typing

Show location of pointer when I press the CTRL key

OK Cancel Apply



This dialog box is typical of the many you'll find via the Control Panel. A series of options, sliders, and list boxes that allow you to customize totally how your device operates.

Touch or click here to move on.

- Administrative Tools
- AutoPlay
- Date and Time
- Default Programs
- Device Manager
- Folder Options
- Indexing Options
- Mouse Properties
- Phone and Modem
- Power Options
- Region
- Storage Spaces
- Taskbar
- Windows Defender



Adjusting System Settings

You've now completed this Windows 8 lesson.

In this lesson, we looked at how you can adjust Windows 8 system settings in a variety of places.

Browsing the Web



Browsing the Web

Welcome to this Windows 8 lesson.

In this lesson, we'll be looking at how you can browse the Web, using Internet Explorer.



Estimated Completion Time: 13 minutes (28 steps).

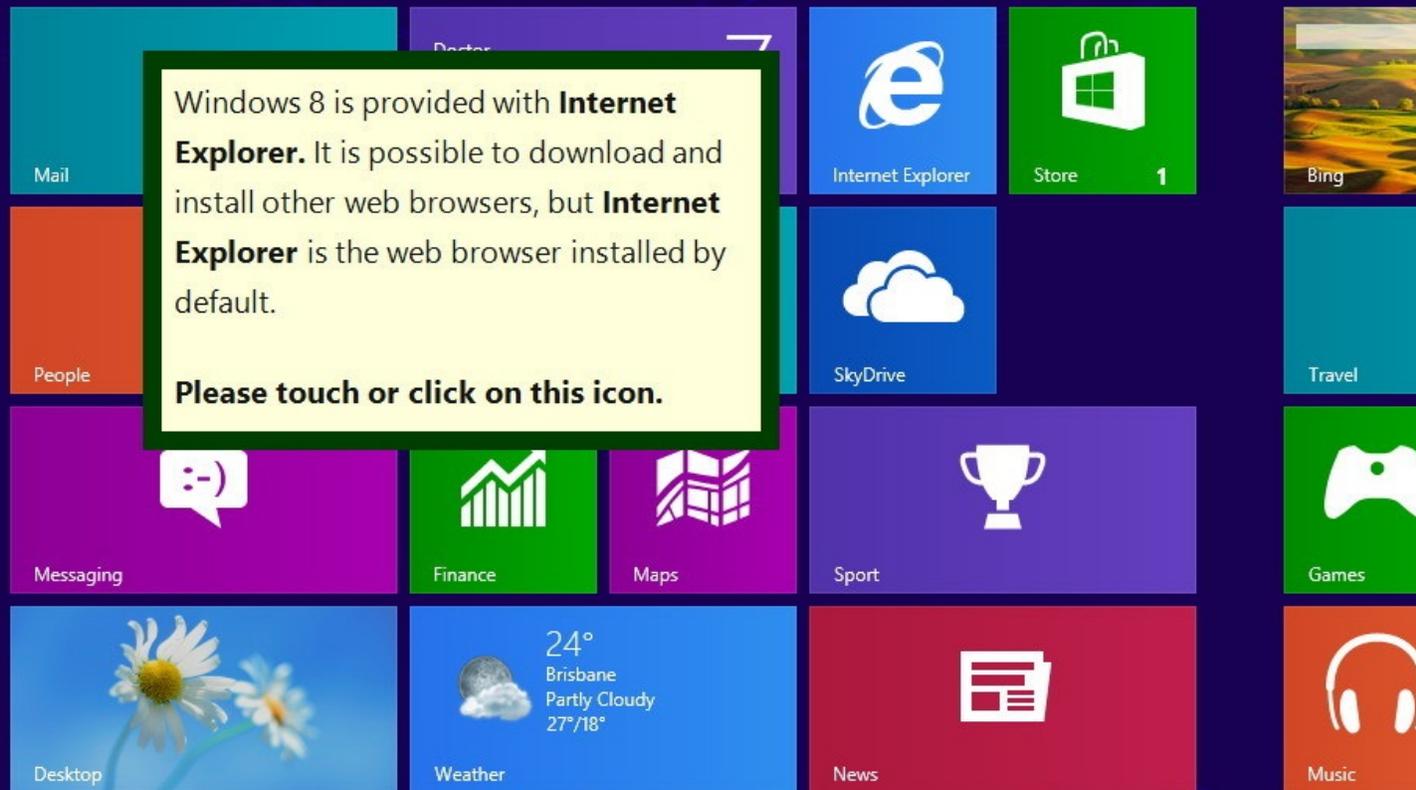
Start

David Webster 



Windows 8 is provided with **Internet Explorer**. It is possible to download and install other web browsers, but **Internet Explorer** is the web browser installed by default.

Please touch or click on this icon.



ninemsn video



Girls go wild away from folks
[Suspicious Parents](#)



Bad boys must be punished
[Are You There Chelsea](#)



Ex-wife makes sexy comeback
[Two And A Half Men](#)



Gwyn: Women can't have it all

###NEWS Friday, Dec 7, 2012

Senior policeman killed after axe attack

Two in custody after 'popular, well-known' officer hit in Sydney

Wife shock: Man's secret revealed after stabbing



Overdose unlikely: Expert speaks after NSW teen dies from LSD

Ticket expires: Mystery winner has just hours to

'Hope shatters' parents speak

Police hunt: young son goes

[More news](#)

VOTE Does make

RateCity
com.au
MONEY SAVING

Finance

AUD:USD: **+1.05** ASX 200: **-11.055 (-0.24%)**

Stock quote

Buyers line up to snag Rosella



Brisbane Change

Today
21°/29°
Mostly sunny



Tomorrow
20°/27°
Possible shower



[more](#)

- eBay Fashion Gallery | Deals
- Jobs Online courses | Search jobs
- Property For sale | For rent
- Cars Used cars | New cars
- Dating Local singles | Join risk free
- Deals Join now and start saving

EXPAND TO PLAY VIDEO

WIN A LUXURY SPA BREAK WORTH UP TO \$10,000

[ENTER NOW](#)

[Ad feedback](#)

Internet Explorer opens, and displays your home page - the page loaded by default.

In order to browse other pages, first right-click somewhere on the page (tablet users, touch and hold anywhere on the screen).

Please do this now.

Dating with a difference



Dating is much more fun when you share compatibility. Meet your match on eHarmony.



ninemsn video

Girls go wild away from folks
Suspicious Parents

Bad boys must be punished
Are You There Chelsea

Ex-wife makes sexy comeback
Two And A Half Men

9NEWS Friday, Dec 7, 2012

Senior policeman killed after axe attack
Two in custody after 'popular, well-known' officer hit in Sydney

Wife shock: Man's secret revealed after stabbing

Overdose unlikely: Expert speaks after NSW teen dies from LSD

Ticket expires: Mystery winner has just hours to claim \$98m prize

'Hope she... parents s...

Police hu... young so...

More news

VOTE D... m...

RateC... com.au



'The world is

When you do this, the address bar - which displays the address of the current web page - appears.

To navigate to a new web page, first click or touch in the address bar.

Please do this now.

Brisbane Change
Today 21°/29° Mostly sunny
Tomorrow 20°/27° Possible shower

eBay Fashion Gallery | Deals
Jobs Online courses | Search jobs
Property For sale | For rent
Cars Used cars | New cars
Dating Local singles | Join risk free
Deals Join now and start saving

EXPAND TO PLAY VIDEO

Dettol Touch of Foam

WIN A LUXURY SPA BREAK WORTH UP TO \$10,000

ENTER NOW

Ad feedback

ninemsn video



Girls go wild away from folks
Suspicious Parents



Bad boys must be punished
Are You There Chelsea

NEWS Friday, Dec 7, 2012

Senior policeman killed after axe attack

Two in custody after 'popular, well-known' off

Wife sho... secret rev... after stab...

Overdose after NSW...

Ticket ex... just hours...

'Hope sh... parents speak on eve of funeral



Brisbane Change

Today 21°/29° Mostly sunny

Tomorrow 20°/27° Possible shower

more

You can now enter a new web address - or select from a series of pinned, or recent web pages.

In this case, we'll enter a new web address for you.

Touch or click here to move on.

ebay

seek

Domain

CarPoint

e-Harmony

cudo

EXPAND TO PLAY VIDEO

Dettol Touch of Foam

Pinned

Frequent



http://ninemsn.com.au/?pc=MASMJS&ocid=SMSDHP X



ninemsn video



Girls go wild away from folks
Suspicious Parents



Bad boys must be punished
Are You There Chelsea

NEWS Friday, Dec 7, 2012

Search after
Two know
Wife secret after
Over after
Tick just
'Hop
parents

As you enter a web page address, Internet Explorer suggests pages from both pages you've visited before, as well as matches found by the **Bing** search engine.

You can use these links to navigate directly to these suggested pages.

Touch or click here to move on.

Brisbane Change

Tomorrow
20°/27°
Possible shower

- Deals
- Search jobs
- Domain
- New cars
- Join risk free
- Start saving

EXPAND TO PLAY VIDEO



Results for "www.appcobra.com"



www.appcobra.com/w8



Learning Windows 8

www.appcobra.com/w8



www.appcobra.com/x/ks41/addingandrem...



www.appcobra.com/x/ks41/addingandrem...
www.bing.com/search?q=www.appcobra.com%2Fx%2...

www.appcobra.com/



ninemsn video



Girls go wild away from folks
Suspicious Parents



Bad boys must be punished
Are You There Chelsea

NEWS Friday, Dec 7, 2012

Senior policeman killed after axe attack

Two in custody after 'popular, well-known' officer hit in Sydney

Wife shock: Man's secret revealed after stabbing



Overdose unlikely: Expert speaks after NSW teen dies from LSD

Ticket expires: Mystery winner has just hours to claim \$98m prize

'Hope shattered': Morcombe's parents speak on eve of funeral



'The world about to...'

Brisbane Change

Today 21°/29° Mostly sunny

Tomorrow 20°/27° Possible shower

more

eBay Fashion Gallery Deals ebay

Jobs Online courses Search jobs seek

Domain Point Harmony cudo

To navigate directly to the page we entered, select the indicated button (you can also press the Enter key on your keyboard if you have one).
Please do this now.

Results for "www.appcobra.com"

-  www.appcobra.com/w8
-  www.appcobra.com/x/ks41/addingandrem...
-  www.appcobra.com/x/ks41/addingandrem...
www.bing.com/search?q=www.appcobra.com%2Fx%22...

 Learning Windows 8
www.appcobra.com/w8





Create Apps for the App Store. **AppCobra.**

Use [AppCobra](#) (or the new [AppCobra Lite](#)), your Windows computer, and your creativity, to create apps for all HTML5 based devices, including desktops, mobile phones and tablets - including iPhone / iPad / iPod Touch, Android, HP webOS, BlackBerry, and/or Windows Mobile - even Smart TVs - *no programming required.*



[Take The Tour](#) [More Information](#)

[Home](#) | [AppCobra](#) | [AppCobra Lite](#) | [AppCobra University](#) | [Screenshots](#) | [30 Day Trial](#) | [Demos](#) | [Downloads](#) | [Shop](#) | [Support](#) | [Help](#) | [Contact Us](#)
[Registered Users](#)

The new page now loads.
Touch or click here to move on.



<http://www.appcobra.com/>





Create Apps for the App Store. **AppCobra.**

Use [AppCobra](#) (or the new [AppCobra Lite](#)), your Windows computer, and your creativity, to create apps for all HTML5 based devices, including desktops, mobile phones and tablets - including iPhone / iPad / iPod Touch, Android, HP webOS, BlackBerry, and/or Windows Mobile - even Smart TVs - *no programming required.*



Take The Tour

Let's have a look at how we can search for content, or words, on the current page.

Please select the indicated button.

Home | AppCobra | AppCobra Lite | AppCobra
30 Day Trial | Demos | Downloads | Shop | Support | Help | Docs | About Us | Contact Us |
Registered Users



http://www.appcobra.com/





Create Mobile Apps without Programming. AppCobra.

Use [AppCobra](#) (or the new [AppCobra Lite](#)), your Windows computer, and your creativity, to create apps for all HTML5 based devices, including desktops, mobile phones and tablets - including iPhone / iPad / iPod Touch, Android, HP webOS, BlackBerry, and/or Windows Mobile - even Smart TVs - *no programming required.*



[Take The Tour](#)

And select the **Find on page** command.

Please do this now.

[More information...](#)

Get app for this site

Find on page

View on the desktop

[Home](#) | [AppCobra](#) | [AppCobra Lite](#) | [AppCobra University](#) | [Screenshots](#) | [Requirements](#) | [30 Day Trial](#) | [Demos](#) | [Downloads](#) | [Shop](#) | [Support](#) | [Help](#) | [Docs](#) | [About Us](#) | [Contact](#)

[Registered Users](#)



http://www.appcobra.com/





Create Apps for any Device. **AppCobra**.

Use [AppCobra](#) (or the new [AppCobra Lite](#)), your Windows computer, and your creativity, to create apps for all HTML5 based devices, including desktops, mobile phones and tablets - including iPhone / iPad / iPod Touch, Android, HP webOS, BlackBerry, and/or Windows Mobile - even Smart TVs - *no programming required*.



A search box appears at the bottom of the screen, where you can enter text to search for.

Watch as we enter the word *mobile* - as each letter is entered, the content is highlighted on the page.

Touch or click here to move on.



Information...

[Privacy](#) | [Screenshots](#) | [Requirements](#) | [FAQs](#) |
[Help](#) | [Docs](#) | [About Us](#) | [Contact Us](#) |

Find



Previous



Next



Close



Create Apps for any Device. AppCobra.

Use AppCobra (or the new AppCobra Lite), your Windows computer, and your creativity, to create apps for all HTML5 based devices, including desktops, mobile phones and tablets - including iPhone / iPad / iPod Touch, Android, HP webOS, BlackBerry, and/or Windows Mobile - even Smart TVs - no programming required.



The word *mobile* is now highlighted on the page. You can use the **Previous** and **Next** button in the search bar at the screen bottom to move to the previous and next found occurrences of the word you are searching for.

Touch or click here to move on.

Home | AppCobra | AppCobra Lite | 30 Day Trial | Demos | Downloads | Shop | Support | Help | Docs | About Us | Contact Us

m

1 of 11



Previous



Next



Close



Create Apps for any Device. AppCobra.

Use [AppCobra](#) (or the new [AppCobra Lite](#)), your Windows computer, and your creativity, to create apps for all HTML5 based devices, including desktops, **mobile** phones and tablets - including iPhone / iPad / iPod Touch, Android, HP webOS, BlackBerry, and/or Windows **Mobile** - even Smart TVs - *no programming required.*



[Take The Tour](#) [More Information](#)

[Home](#) | [AppCobra](#) | [AppCobra Lite](#) | [AppCobra University](#) | [Screening](#) | [30 Day Trial](#) | [Demos](#) | [Downloads](#) | [Shop](#) | [Support](#) | [Help](#) | [D](#)

Select the **Close** button to close the search bar.
Please do this now.



mobile x

1 of 2



Previous



Next



Close



Get Your Content in the App Store. **AppCobra.**

Use [AppCobra](#) (or the new [AppCobra Lite](#)), your Windows computer, and your creativity, to create apps for all HTML5 based devices, including desktops, mobile phones and tablets - including iPhone / iPad / iPod Touch, Android, HP webOS, BlackBerry, and/or Windows Mobile - even Smart TVs - *no programming required.*



If you have used Internet Explorer, or other browsers before, you will know that they tend to use tabs - a way that multiple web pages can be opened at the same time.

Although there is no visible tabs bar at this stage, you can still open, and navigate between, multiple web pages.

Right-click anywhere on this page (tablet users can touch and hold).

Please do this now.

Home | App
30 Day T

ts | FAQs |
act Us |

Copyright© 2012 Kookaburra Studios Pty Ltd

Follow us on [LinkedIn](#), [Twitter](#), [YouTube](#) or [Facebook](#) for Update Information

Business Solutions



phones and tablets - include BlackBerry, and/or Windows

You may have noticed before this bar that appears across the top of the screen. This allows us to move between pages, and launch new pages.
Touch or click the indicated button to launch a new web page.
Please do this now.



[Take The Tour](#)

[More Information...](#)

[Home](#) | [AppCobra](#) | [AppCobra Lite](#) | [AppCobra University](#) | [Screenshots](#) | [Requirements](#) | [FAQs](#) | [30 Day Trial](#) | [Demos](#) | [Downloads](#) | [Shop](#) | [Support](#) | [Help](#) | [Docs](#) | [About Us](#) | [Contact Us](#) | [Registered Users](#)



<http://www.appcobra.com/>



The address bar, and some suggested pages, again appear at the bottom of the screen. Here, once again, you can enter a web page to navigate to.

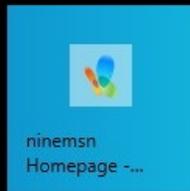
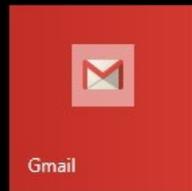
We'll enter a web page for you in this case.

Touch or click here to move on.

Pinned



Frequent



Results for "www.knowledgepresenter.com"

No previously visited pages match your search.

To navigate directly to the page we entered, select the indicated button (you can also press the Enter key on your keyboard if you have one).

Please do this now.



www.knowledgepresenter.com|





Create your own e-learning using the award winning KnowledgePresenter suite.



Home | Products | 30 Day Trials | Demos | Downloads | News | Shop | KP Uni | Support | About Us | Contact Us | [Registered Users](#)



KnowledgePresenter Professional X

Create your own e-learning



AppCobra

Create iPhone, iPad, Android, BlackBerry, HP webOS, and



KP Learner Manager Enterprise XI

and track users



KnowledgePresenter University

The new web page opens at full screen.

Although you can only see one - we actually have two web pages open at the moment.

To see these, right-click anywhere on this page (tablet users can touch and hold).

Please do this now.



KnowledgePresenter



<http://www.knowledgepresenter.com/assets/home.htm>





This time, there are two pages visible in the top bar.

Select the first page to move to that website.

Please do this now.



KnowledgePr
Professional
Create your own e-learning



Windows Mobile apps!



KP Learner Manager
Enterprise XI
Deploy and track users



KnowledgePresenter
University



KnowledgePresenter
Support



All KnowledgePresenter
Products



<http://www.knowledgepresenter.com/assets/home.htm>





Get Your Content in the App Store. **AppCobra.**

Use [AppCobra](#) (or the new [AppCobra Lite](#)), your Windows computer, and your creativity, to create apps for all HTML5 based devices, including desktops, mobile phones and tablets - including iPhone / iPad / iPod Touch, Android, HP webOS, BlackBerry, and/or Windows Mobile - even Smart TVs - *no programming required.*



The selected web page opens at full screen.

Once again, right-click anywhere on this page (tablet users can touch and hold).

Please do this now.

Home | AppCobra
30 Day Trial | D

rements | FAQs |
| Contact Us |



http://www.appcobra.com/





You can also use these icons to close web pages.

Select the indicated **close** icon to close the current web page.

Please do this now.



[Take The Tour](#)

[More Information...](#)

[Home](#) | [AppCobra](#) | [AppCobra Lite](#) | [AppCobra University](#) | [Screenshots](#) | [Requirements](#) | [FAQs](#) | [30 Day Trial](#) | [Demos](#) | [Downloads](#) | [Shop](#) | [Support](#) | [Help](#) | [Docs](#) | [About Us](#) | [Contact Us](#) | [Registered Users](#)



<http://www.appcobra.com/>





That web page closes, and we are now left with only one web page open.

Touch or click here to move on.



KnowledgePresenter Professional X

Create your own e-learning



AppCobra

Create iPhone, iPad, Android, BlackBerry, HP webOS, and Windows Mobile apps!



KP Learner Manager Enterprise XI

Deploy and track users



KnowledgePresenter University



KnowledgePresenter Support



All KnowledgePresenter Products



<http://www.knowledgepresenter.com/assets/home.htm>





KnowledgePresenter Professional X

Create your own e-learning



Web pages, of course, will operate as they always have.
Select the indicated image to follow the link to a new page.
Please do this now.

anager

users



KnowledgePresenter University



KnowledgePresenter Support



All KnowledgePresenter Products



<http://www.knowledgepresenter.com/assets/home.htm>





Create your own e-learning using the award winning KnowledgePresenter suite.



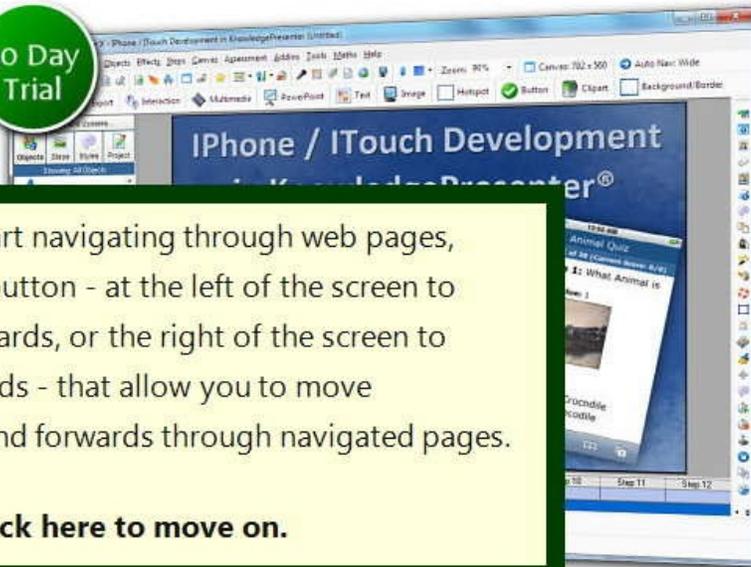
Home | Products | 30 Day Trials | Demos | Downloads | News | Shop | KP Uni | Support | About Us | Contact Us | [Registered Users](#)

> [Home](#) - > [Products](#) - KnowledgePresenter

KnowledgePresenter Professional X A complete e-learning development software suite.

KnowledgePresenter X 30 Day Trial now available for [download!](#)

30 Day Trial



- [See the Features](#)
- [View demos](#)
- [Download a Trial](#)
- [Brochures](#)
- [Requirements](#)
- [Screen Shots](#)
- [Purchase](#)

Once you start navigating through web pages, you'll see a button - at the left of the screen to move backwards, or the right of the screen to move forwards - that allow you to move backwards and forwards through navigated pages.

Touch or click here to move on.

KnowledgePresenter Professional X suite for windows (includes KnowledgePresenter (development) / KP Uni / KP



<http://www.knowledgepresenter.com/assets/kp.htm>





Create your own e-learning using the award winning KnowledgePresenter suite.



Home | Products | 30 Day Trials | Demos | Downloads | News | Shop | KP Uni | Support | About Us | Contact Us | [Registered Users](#)



KnowledgePresenter Professional X

Create your own e-learning

30 Day Trial



AppCobra

Create iPhone, iPad, Android, BlackBerry, HP webOS, and Windows Mobile apps!

30 Day Trial



KP Learner Manager Enterprise XI

Deploy and track users

30 Day Trial



KnowledgePresenter University



And you immediately move back to the previous page.

Touch or click here to move on.



KnowledgePresenter Products



<http://www.knowledgepresenter.com/assets/home.htm>



Browsing the Web

You've now completed this Windows 8 lesson.

In this lesson, we looked at how you can browse the Web,
using Internet Explorer.

Pinning a Website to the Start Screen



Pinning a Website to the Start Screen

Welcome to this Windows 8 lesson.

In this lesson, we'll be looking at how you can pin (add) web sites to your Windows 8 Start screen.



Estimated Completion Time: 6 minutes (15 steps).

Start

David Webster 



The **Windows 8 Start** screen - a place you'll rely on to get to your favorite programs, games, songs, movies, and of course, web pages.

Touch or click here to move on.

Start

David Webster 

As we will be using Internet Explorer for this lesson, let's start it up now. You'll find an Internet Explorer *tile* on your own computer as well.

Start Internet Explorer by selecting it, now.





Shop online

Products & Services

Explore & Create

Support & Drivers

Search

Shop HP

- Laptops
- Desktops
- Monitors
- Printers
- Accessories
- Promotions



On this screen, we are looking at the *HP Australia* home page in Internet Explorer.

In a moment, you will see how you can pin this site to the *Start screen* for easy future access.

Touch or click here to move on.

Up to twice the prints.
 Original HP ink cartridges print up to twice as many pages as some generic brands.
[Print better.](#)

...y, to Accelerate and Scale Healthcare Analysis Services

Mobile version



Shop online

Products & Services

Explore & Create

Support & Drivers

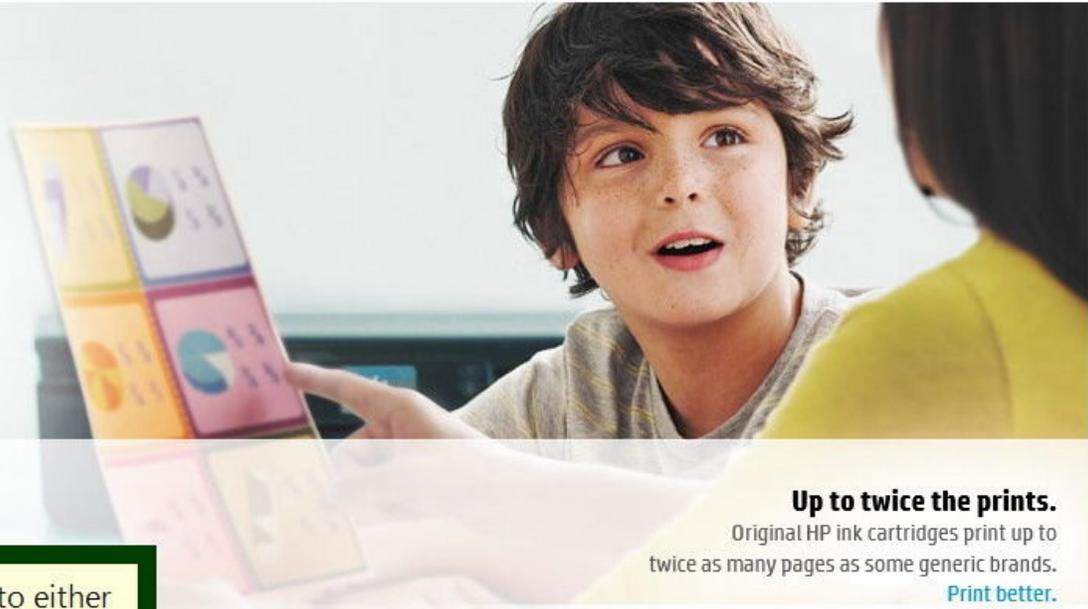
Search



Shop HP

- Laptops
- Desktops
- Monitors
- Printers
- Accessories
- Promotions

Shop now



Up to twice the prints.

Original HP ink cartridges print up to twice as many pages as some generic brands.

[Print better.](#)

The first step in doing this is to either right-click on the page (if using a mouse), or tap and hold on the screen anywhere (if using a tablet).

Please do this now.

Mobile version

y, to Accelerate and Scale Healthcare Analysis Services



Shop HP

When you do this, two things happen.

First, across the top of screen, a thumbnail of each web page you have open appears. Here, we only have one.

Touch or click here to move on.



Up to twice the prints.

Original HP ink cartridges print up to twice as many pages as some generic brands.

[Print better.](#)



HP Newsroom [HP Delivers Comprehensive Windows 8 PC Portfolio](#)

Australia | [United States HP.com](#)

[Mobile Version](#)

[About HP](#) | [Promotions / Services](#) | [HP Online Store](#) | [Preferred Partners](#) | [Customer Support](#)
[Support and Drivers](#) | [HP Labs](#) | [Jobs](#) | [Investor Relations](#) | [Site Map](#) | [Australia Packaging Covenant](#)
[Recalls & Replacements](#) | [Privacy Statement](#) | [Terms of Use](#) | © 2012 Hewlett-Packard Development Company, L.P.



<http://www8.hp.com/au/en/home.html>





Shop HP

- Laptops
- Desktops
- Monitors
- Printers
- Accessories
- Promotions

Shop now



Up to twice the prints.

Original HP ink cartridges print up to twice as many pages as some generic brands. [Print better.](#)

Second, along the bottom of the screen, the current URL appears (it is here you can enter a new web page to view), as well as number of other tools.

Touch or click here to move on.

8 PC Portfolio

About HP | Promotions / Services | HP Online Store | Preferred Partners | Customer Support
Support and Drivers | HP Labs | Jobs | Investor Relations | Site Map | Australia Packaging Covenant
Recalls & Replacements | Privacy Statement | Terms of Use | © 2012 Hewlett-Packard Development Company, L.P.

Mobile Version



http://www8.hp.com/au/en/home.html





Shop HP

- Laptops
- Desktops
- Monitors
- Printers
- Accessories
- Promotions

Shop now



Up to twice the prints.
 Original HP ink cartridges print up to twice as many pages as some generic brands.
[Print better.](#)

The currently indicated tool lets us pin this web page to the Start screen.
Select this button now.

HP Newsroom HP Delivers Comprehensive Windows 8.1 Update

Australia | United States HP.com

Mobile Version

Recalls & Replacements | Privacy Statement | Terms of Use | © 2012 Hewlett-Packard Development Company, L.P.

Online Store | Preferred Partners | Customer Support Relations | Site Map | Australia Packaging Covenant



http://www8.hp.com/au/en/home.html





Shop HP

- Laptops
- Desktops
- Monitors
- Printers
- Accessories
- Promotions

Shop now



Up to twice the prints.
 Original HP ink cartridges print up to twice as many pages as some generic brands.
[Print better.](#)

To add the web page to your Start screen, select the **Pin To Start** command.

Please do this now.

Pin to Start

Add to favorites

HP Newsroom HP Delivers Comprehensive Windows

Australia | United States HP.com

Mobile Version

Recalls & Replacements | Privacy Statement | Terms of Use | © 2014 Hewlett-Packard Development Company, L.P.



http://www8.hp.com/au/en/home.html





Shop online

Products & Services

Explore & Create

Support & Drivers

Search



Shop HP

- Laptops
- Desktops
- Monitors
- Printers
- Accessories
- Promotions

Shop now

This window shows you how the tile will look on your Start screen. Some web pages will have their own icon - those that do not get the standard IE icon.

The text box also allows you to edit the name of the Pinned site.

Touch or click here to move on.



HP Newsroom HP Delivers Color

Australia | United States HP.com

Mobile Version

Recalls & Replacements | Privacy Statement | Terms

Support
enant
, L.P.



http://www8.hp.com/au/en/home.html





Shop online

Products & Services

Explore & Create

Support & Drivers

Search



Shop HP

- Laptops
- Desktops
- Monitors
- Printers
- Accessories
- Promotions

Shop now



The final step is to select the **Pin to Start** button.

Please do this now.



HP - Australia | Laptop Computers,...

ia | Laptop Computers, Desk

Pin to Start



HP Newsroom HP Delivers Cor

Australia | United States HP.com

Mobile Version

Recalls & Replacements | Privacy Statement | Terms



http://www8.hp.com/au/en/home.html



Start



The Start screen displays a grid of application tiles. The tiles include: Quick Starter, Allshare Play, Xbox SmartGlass, HP Printer Control, Support Center, Microsoft Office, Splashtop Remote Client, Adobe Photoshop..., AppCobra, HP - Australia | Laptop..., Play Plants vs. Zombies, Movie Maker, Google Chrome, KPLME vXI Admin, and Internet Information... A red arrow points to the HP - Australia | Laptop... tile.

And - when you return to the Start screen - your new tile appears.

At any stage from here on in, you can select this icon to view the *HP Australia* home page.

Please select this tile now.



Shop online

Products & Services

Explore & Create

Support & Drivers

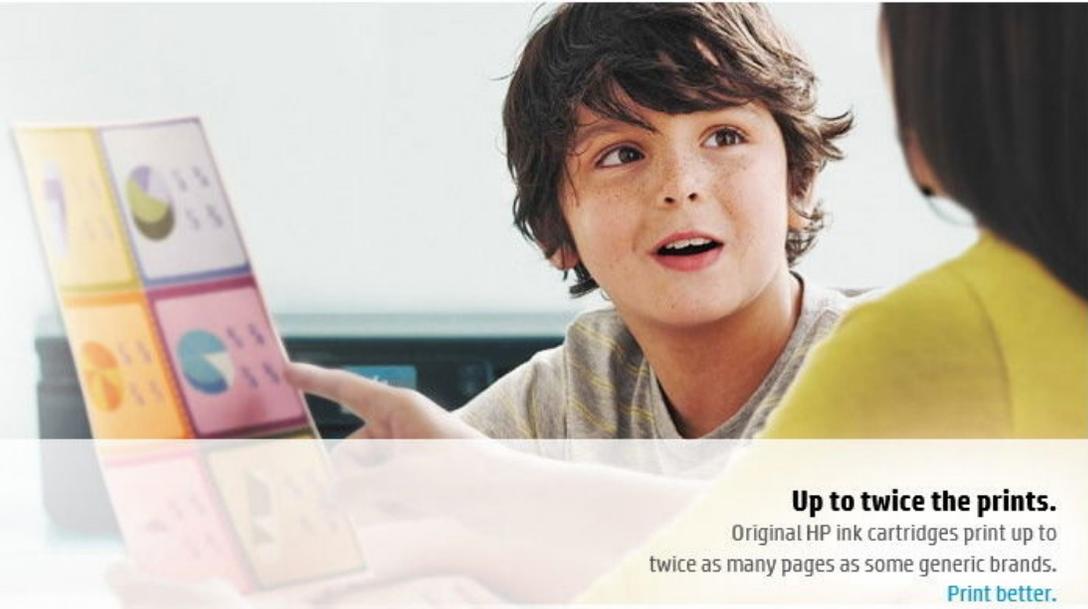
Search



Shop HP

- Laptops
- Desktops
- Monitors
- Printers
- Accessories
- Promotions

Shop now



Up to twice the prints.

Original HP ink cartridges print up to twice as many pages as some generic brands.

[Print better.](#)



HP Newsroom [NORC Chooses Vertica, an HP Company, to Accelerate and Scale Healthcare Analysis Services](#)

Australia | [United States HP.com](#)

[Mobile Version](#)

[About HP](#) | [Promotions](#)
[Support and Drivers](#) | [HP Legal](#)
[Recalls & Replacements](#) | [Privacy Statement](#)

And the web page is loaded!
Touch or click here to move on.

Pinning a Website to the Start Screen

You've now completed this Windows 8 lesson.

In this lesson, we looked at how you can pin (add) web sites to your Windows 8 Start screen.

Copyright © 2015 Dynamic Learning Online

Calendar



Calendar

Welcome to this Windows 8 lesson.

In this lesson, we'll be looking at how you can use the **Calendar** app.



Estimated Completion Time: 15 minutes (32 steps).

Start

David Webster 



The **Calendar** app, provided with Windows 8, provides a great way to keep a track of events and dates.

Note: This feature works best if you have logged into Windows using a Microsoft Account.

Please touch or click on this icon to start Calendar.

December 2012

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20			
24	25	26	27			
31	1	2	3			

Here, you can see the default Calendar view - a month at a time.

This can be quite easily changed. Right-click anywhere on the page (tablet users can touch and hold).

Please do this now.

December 2012

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25			28	29	30

This bar now appears at the bottom of the Calendar.
Please select the Week button.



Day



Week



Month



Today



New

This week

Mon, Dec 3

Tue, Dec 4

Wed, Dec 5

Thu, Dec 6

Fri, Dec 7

Sat, Dec 8

Sun, Dec 9

9

10

11

12

1

2

3

4

5

6

We now see the Calendar - a day in each column, or a week at a time.

Right-click on the page once more (tablet users can touch and hold).

Please do this now.

This week

Mon, Dec 3

Tue, Dec 4

Wed, Dec 5

Thu, Dec 6

Fri, Dec 7

Sat, Dec 8

Sun, Dec 9

9

10

11

12

1

2

3

4

This bar now appears at the bottom of the Calendar.

Please select the Day button.



Day



Week



Month



Today



New

< Today

Tomorrow >

Thursday, 6 December 2012

Friday, 7 December 2012

12

9

1

10

2

11

3

12

4

1

5

2

6

3

7

8

9

6

We now see the Calendar a day at a time - or, rather, two days at a time.

Touch or click here to move on.

< Today

Thursday, 6 December 2012

12

1

2

3

4

5

6

7

8

9

Tomorrow >



>

We can move from page to page in the Calendar, using the buttons at the top left and top right of the Calendar window.

Select the indicated icon to move forwards one day.

9

10

11

12

1

2

3

4

5

6

Tomorrow

Friday, 7 December 2012

Saturday

8 December 2012

9

9

10

10

11

11

12

12

1

1

2

3

4

5

6

We are about to add an appointment to this calendar.

See how, in **Day View** anyway, you can see each hour in the day in its own row?

Touch or click here to move on.

6

Tomorrow

Friday, 7 December 2012

Saturday

8 December 2012

9

9

10

10

11



12

Let's add an appointment at *11AM*, on the indicated day - *Friday, 7 December, 2012*.

1

To do this, first click or touch in the indicated area.

2

3

Please do this now.

4

4

5

5

6

6



When

07 Friday December 2012

Start

11 00 AM

How long

1 hour

Where

[Show more](#)



Add a message

We can now enter, and edit details, related to this appointment. First, of all, we need to give this appointment a name.

We'll do this for you now.

Touch or click here to move on.



David's calendar
davidweb1024@hotmail.com

When

07 Friday December 2012

Start

11 00 AM

How long

1 hour

Where

[Show more](#)



Doctor



Add a message

We've given this appointment the name **Doctor.**

Below this appointment, where it reads **Add a message**, you can add further details about this appointment.

Touch or click here to move on.



David's calendar
davidweb1024@hotmail.com

Doctor



When

07 Friday December 2012

Start

11 00 AM

How long

1 hour

Where

[Show more](#)



If you want to edit more details, you can select the **Show more** option.

Please do this now.

Add a message

When

07 Friday December 2012

Start

11 00 AM

How long

1 hour

Where

How often

Once

Reminder

15 minutes

Status

Busy

Who

Invite people 



Add a message



Here, you can set reminders, invite other people, and more.
Touch or click here to move on.

When

07 Friday December 2012

Start

11 00 AM

How long

1 hour

Where

How often

Once

Reminder

15 minutes

Status

Busy

Who

Invite people 

Doctor



Add a message

To save this appointment, select the indicated button.

Please do this now.

Tomorrow

Friday, 7 December 2012

Saturday

8 December 2012

9

9

10

10

11

Doctor



12

12

1

The appointment is now displayed at 11AM.

2

Let's change the view of the Calendar once more. Right-click anywhere on the page (tablet users can touch and hold).

3

4

Please do this now.

5

6

6

Tomorrow

Friday, 7 December 2012

Saturday

8 December 2012

9

9

10

10

11

Doctor

11

12

12

1

1

2

2

3

4

Select the **Month** command.

Please do this now.



Day



Week



Month



Today



New



December 2012

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
26	27	28	29	30	1	2
3	4	5	6	7 11a Doctor	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

The appointment we just created is still visible in this view (note that the current day is indicated by the square highlighted in dark gray).

Touch or click here to move on.

December 2012

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
26	27	28	29	30	1	2
3	4	5	6	7 11a Doctor	8	9
10	11	12	13	14	15	16
17	18	19	<div data-bbox="701 611 1370 999" style="border: 2px solid green; background-color: yellow; padding: 10px;"><p>In any view, you can add appointments.</p><p>Select the indicated square - representing <i>8th December</i> - to add an appointment on that date.</p><p>Please do this now.</p></div>			23
24	25	26				30
31	1	2	3	4	5	6



In any view, you can add appointments.

Select the indicated square - representing *8th December* - to add an appointment on that date.

Please do this now.

When

08 Saturday ▼ December ▼ 2012 ▼

Start

9 ▼ 00 ▼ AM ▼

How long

1 hour ▼

Where

[Show more](#)



This time - and we'll do this part for you
- we'll create an appointment to remind
us of the **Soccer Match** on this day.

Touch or click here to move on.

When

08 Saturday ▼ December ▼ 2012 ▼

Start

9 ▼ 00 ▼ AM ▼ 

How long

1 hour ▼

Where

[Show more](#)

Soccer Match



Add a message

Let's assume this time is correct - 9AM - but if it was not, it is a simple process to edit the time here.

Touch or click here to move on.



When

08 Saturday ▼ December ▼ 2012 ▼

Start

9 ▼ 00 ▼ AM ▼

How long

1 hour 

Where

[Show more](#)

Add a message

However, we determine that this match will take two hours. From the indicated list box, select **2 hours**.

Please do this now.



When

08 Saturday December 2012

Start

- 0 minutes
- 30 minutes
- 1 hour
- 90 minutes
- 2 hours
- All day
- Custom



Add a message

However, we determine that this match will take two hours. From the indicated list box, select **2 hours**.

Please do this now.



When

08 Saturday December 2012

Start

9 00 AM

How long

2 hours

Where



[Show more](#)

Add a message

We'll add a location for you - in the **Where** option.
Touch or click here to move on.

When

08 Saturday December 2012

Start

9 00 AM

How long

2 hours

Where

Skill Oval

Show more

Soccer Match



Add a message

We've noted that the **Soccer Match** is at **Skill Oval**.

Use the button indicated by the red arrow to save this appointment.

Please do this now.

December 2012

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
26	27	28	29	30	1	2
3	4	5	6	7 11a Doctor	8 9a Soccer Match	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6



We now have a number of appointments in our Calendar.

To edit any appointment, or find out more detail, simply select the appointment, in any view.

Please select the indicated appointment now.



When

08 Saturday ▼ December ▼ 2012 ▼

Start

9 ▼ 00 ▼ AM ▼

How long

2 hours ▼

Where

Skill Oval

[Show more](#)

Add a message

The Soccer Match appointment opens.

But - we've just heard the Soccer Match has been called off!

Select the indicated button to delete this appointment.

Please do this now.

When

08 Saturday December 2012

Start

9 00 AM

How long

2 hours

Where

Skill Oval

[Show more](#)

Soccer Match



Add a message

You're about to delete Soccer Match.

Delete



The Soccer Match appointment opens.

But - we've just heard the Soccer Match has been called off!

Select the indicated button to delete this appointment.

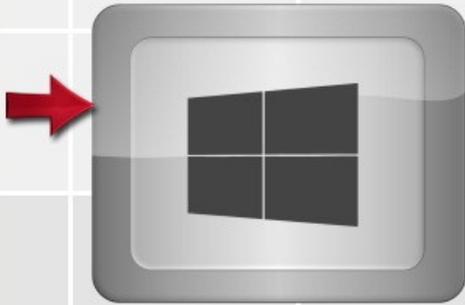
Please do this now.

December 2012

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
26	27	28	29	30	1	2
3	4	5	6	7 11a Doctor	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25					
31	1					

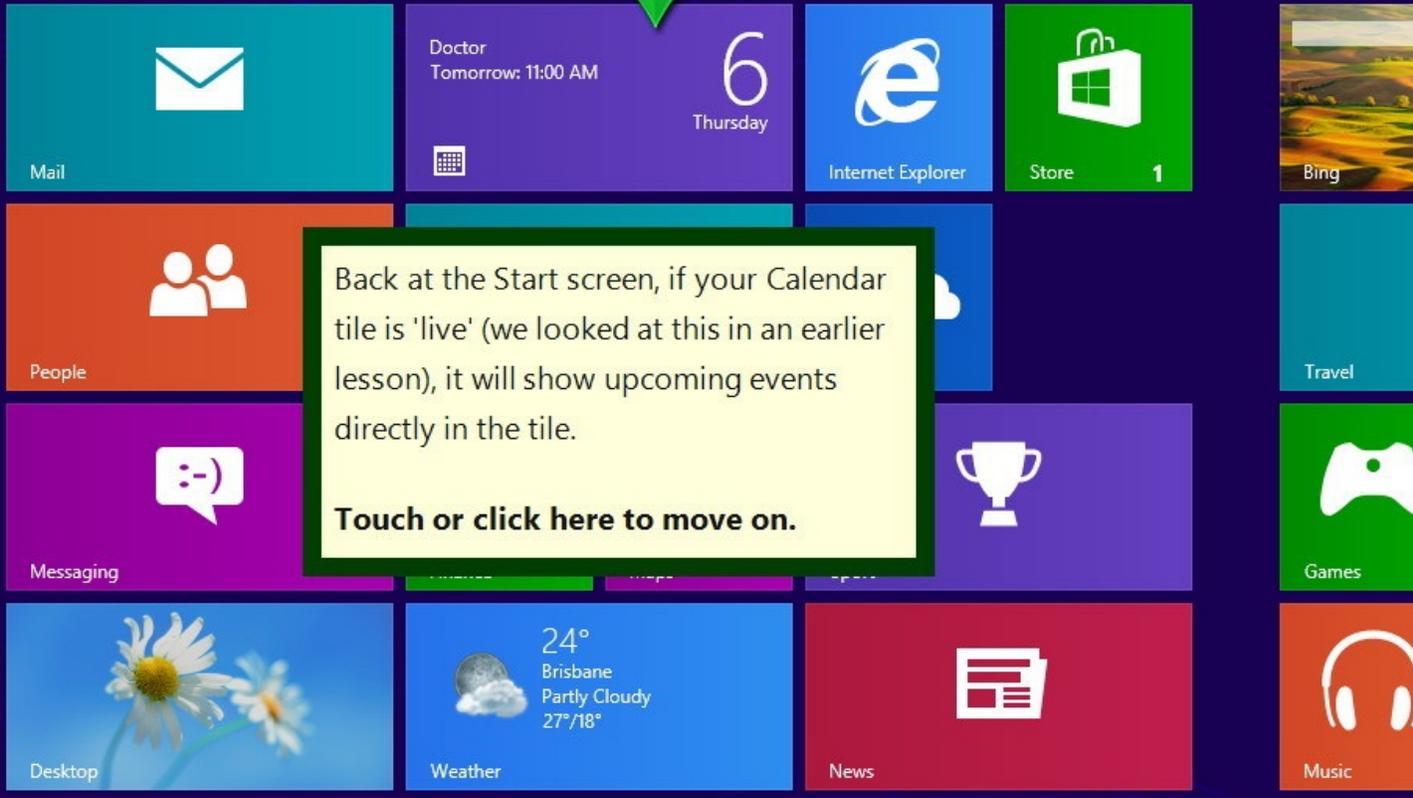
Now, let's return to the Start screen.
Normally, you'd select the Windows key on your tablet, or keyboard. In this case, select the Windows button indicated here to represent this.

Please do this now.



Start

David Webster 



The Start screen features several live tiles: Mail (teal), Calendar (purple) showing 'Doctor Tomorrow: 11:00 AM' and '6 Thursday', Internet Explorer (blue), Store (green) with a '1' notification, People (orange), Messaging (purple), Desktop (blue with daisies), Weather (blue) for Brisbane (24° Partly Cloudy, 27°/18°), News (red), and Music (orange). A vertical column on the right contains Bing, Travel, Games, and Music tiles.



Back at the Start screen, if your Calendar tile is 'live' (we looked at this in an earlier lesson), it will show upcoming events directly in the tile.

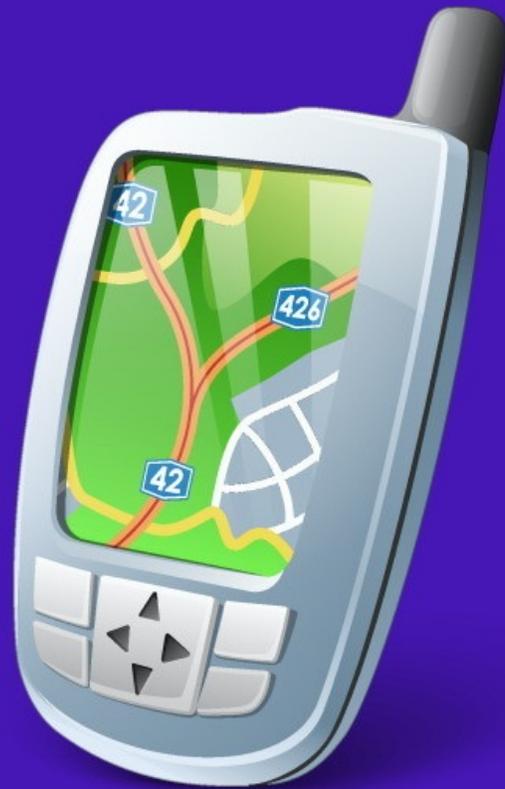
Touch or click here to move on.

Calendar

You've now completed this Windows 8 lesson.

In this lesson, we looked at how you can use the
Calendar app.

Maps



Maps

Welcome to this Windows 8 lesson.

In this lesson, we'll be looking at how you can use the **Maps** app.



Estimated Completion Time: 12 minutes (27 steps).

Start

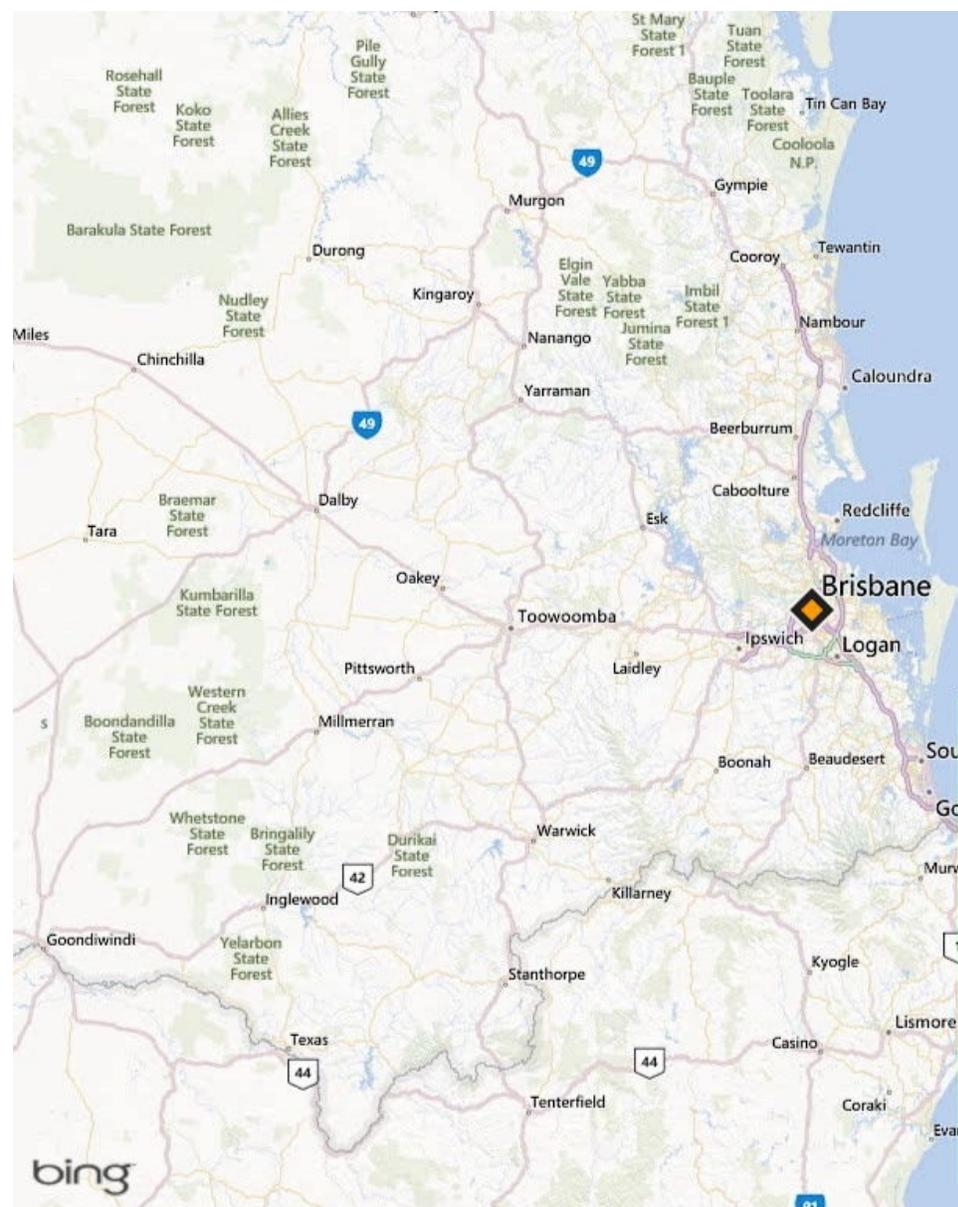
David Webster 

The **Maps** app in Windows 8 allows you to locate destinations, find directions, and a lot more.

Please touch or click on this icon to start the Maps app.



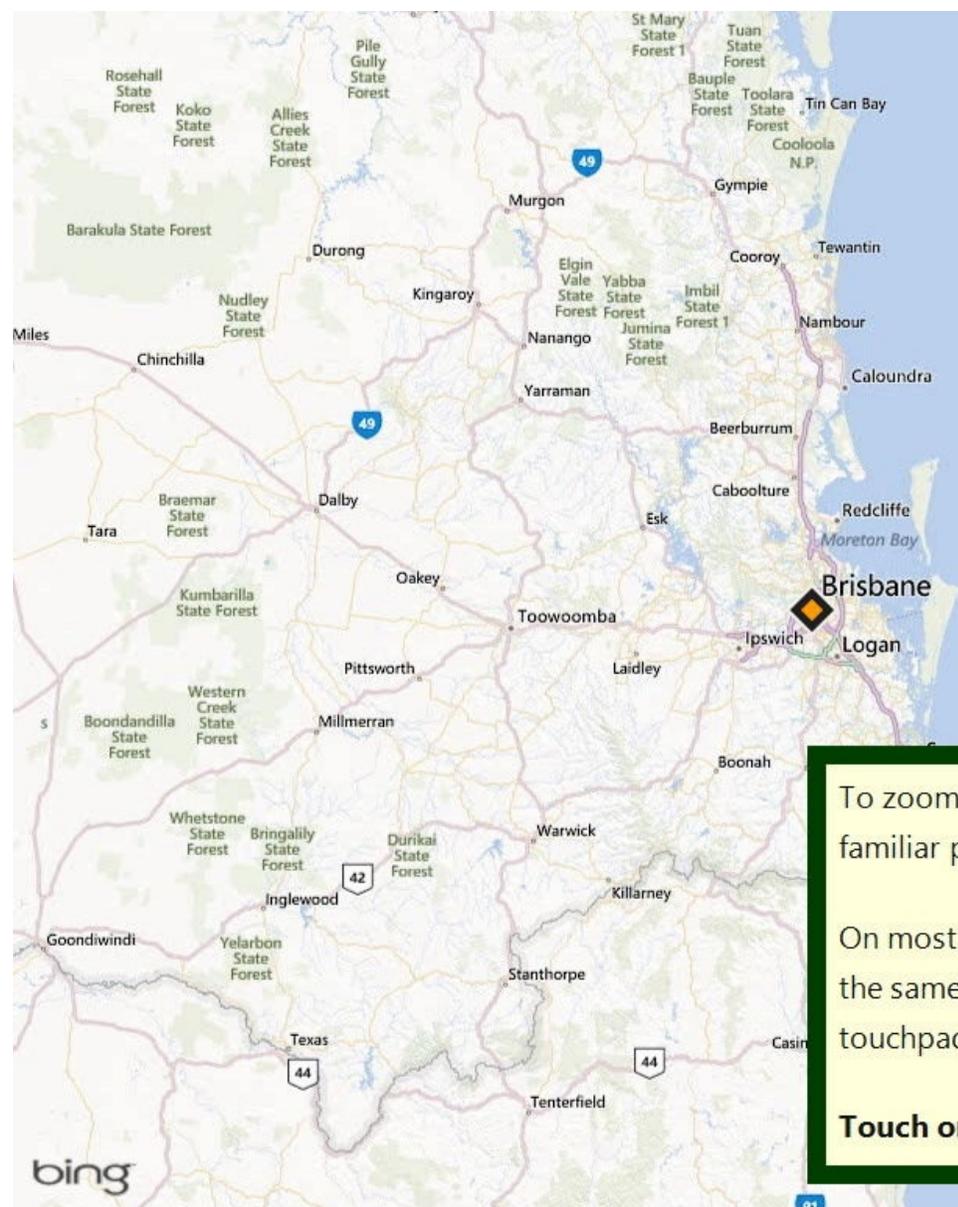
The Start screen features a grid of live tiles. A central yellow callout box with a green border points to the Maps tile. The tiles include: Mail (teal), Internet Explorer (blue), Store (green with '1' notification), People (orange), SkyDrive (blue), Messaging (purple), Finance (green), Maps (purple), Sport (purple), Desktop (blue with daisy image), Weather (blue with sun icon and text: 2° London Fair 4°/0°), News (red), and Music (orange). The background is dark blue with faint circular patterns.



The Maps app will generally open at your current location.

To move around in the Maps app, you can search for locations (as we'll do shortly), or you can click (or touch), and drag the window contents.

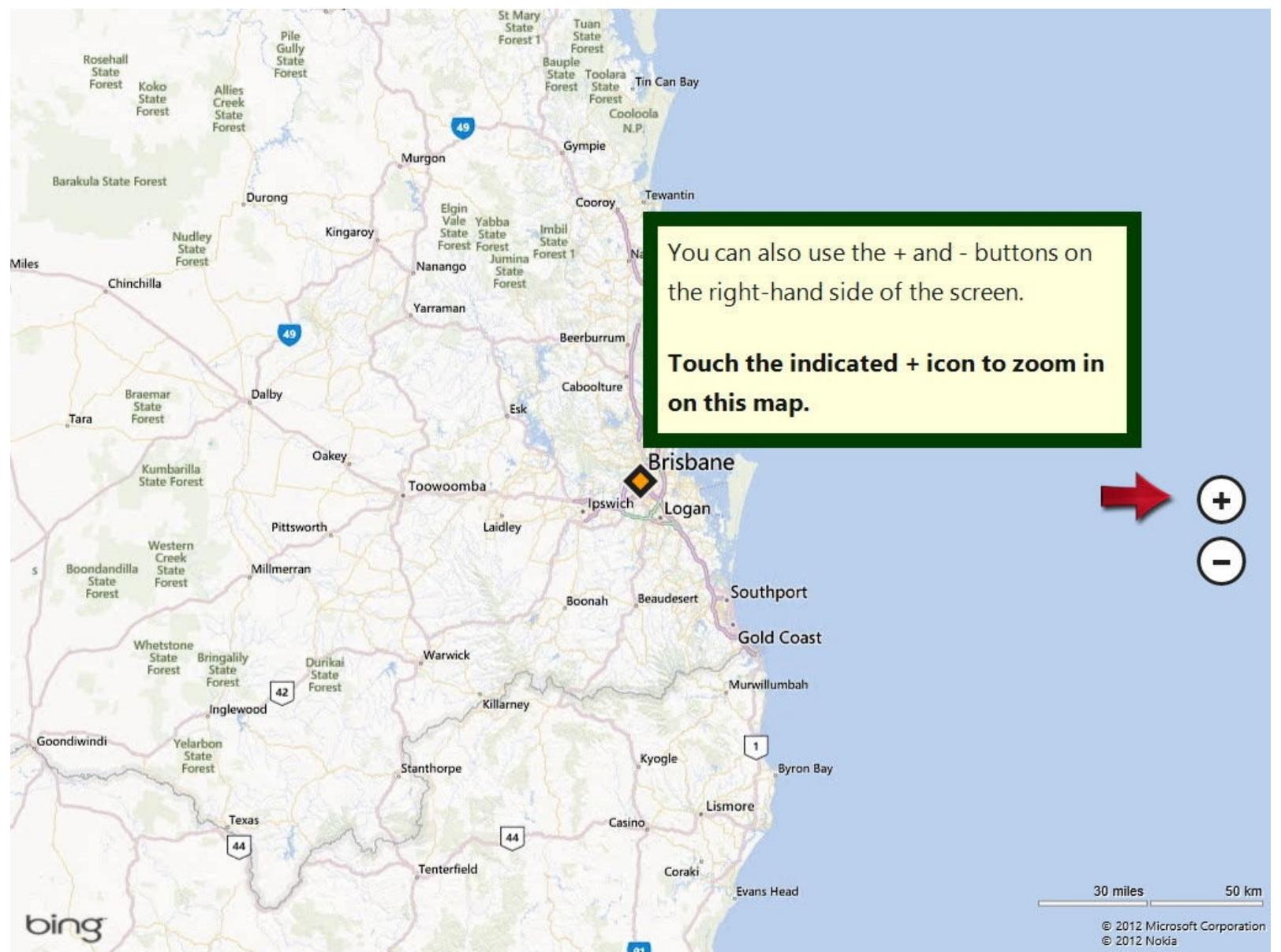
Touch or click here to move on.



To zoom in and out on a map, tablet users can use familiar pinch to zoom or zoom out gestures.

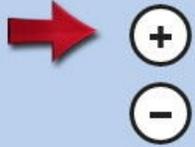
On most Windows 8 devices, that have a touchpad, the same gestures can be performed on the touchpad to zoom in or out on a map.

Touch or click here to move on.



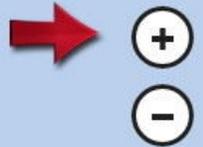
You can also use the + and - buttons on the right-hand side of the screen.

Touch the indicated + icon to zoom in on this map.



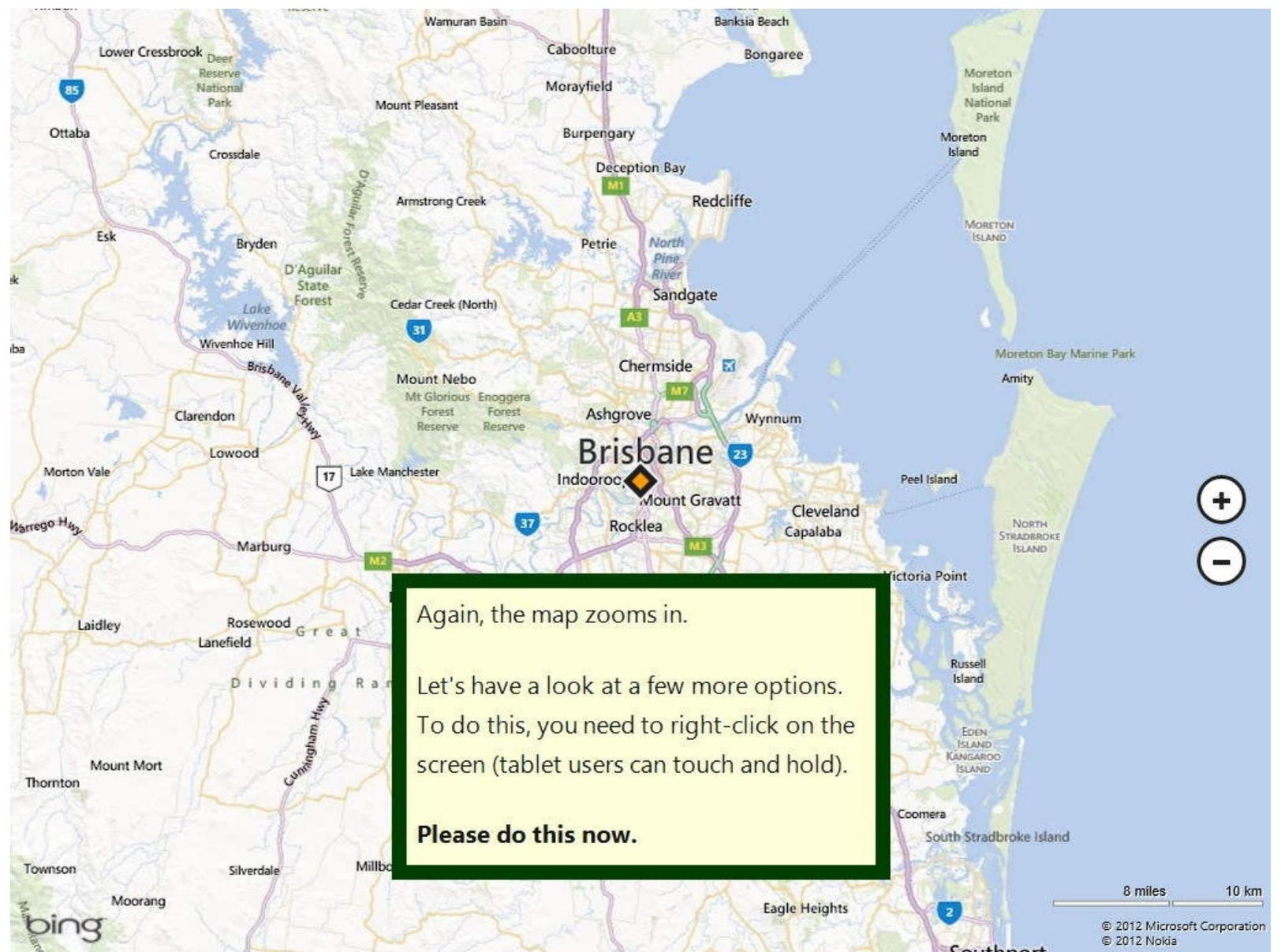
The map zooms in.

Touch the indicated + icon again to zoom in on this map.



Pacific Ocean
15 miles 25 km

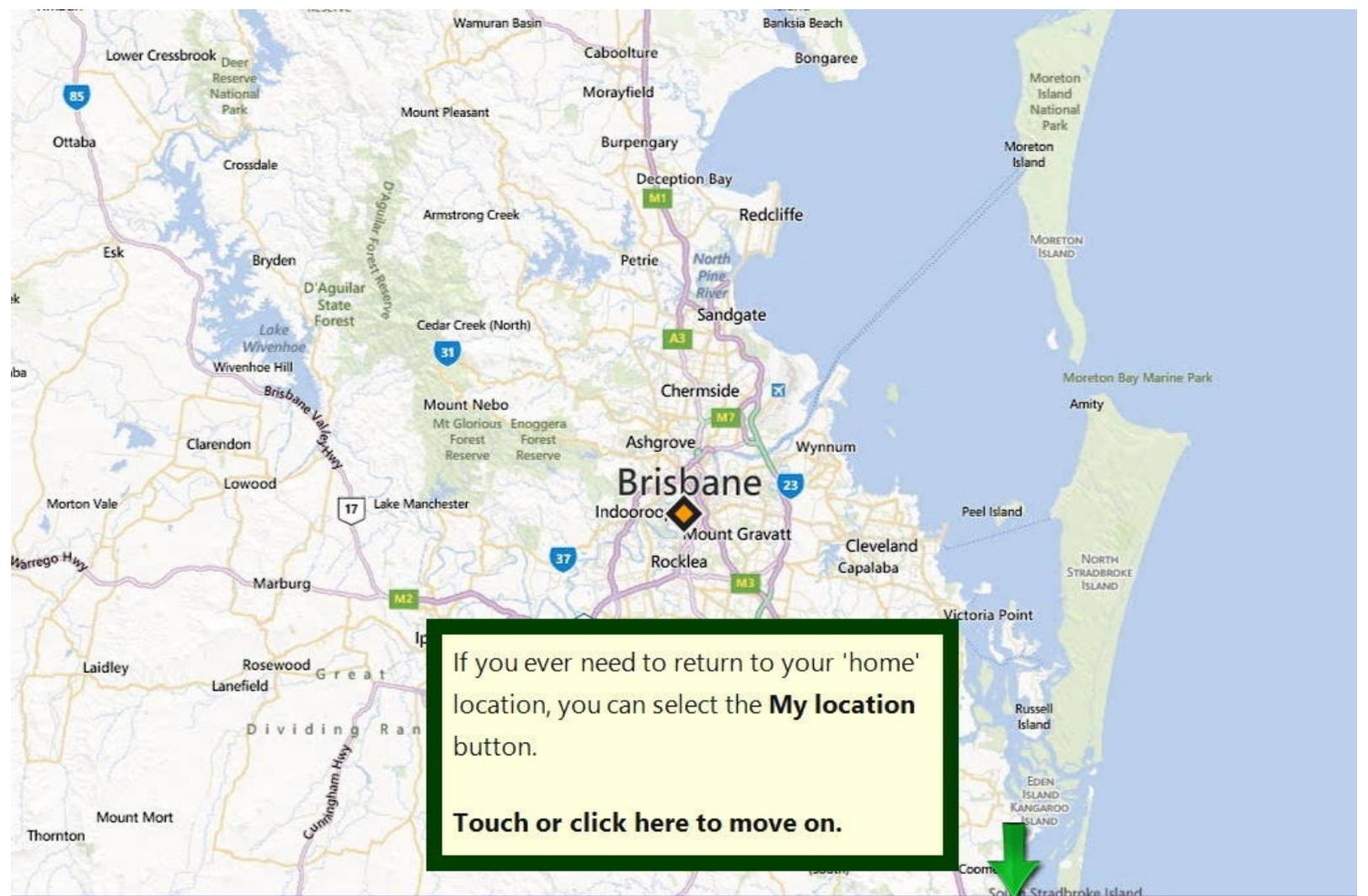
© 2012 Microsoft Corporation
© 2012 Nokia



Again, the map zooms in.

Let's have a look at a few more options.
To do this, you need to right-click on the screen (tablet users can touch and hold).

Please do this now.



If you ever need to return to your 'home' location, you can select the **My location** button.

Touch or click here to move on.

bing



Add a pin



Map style



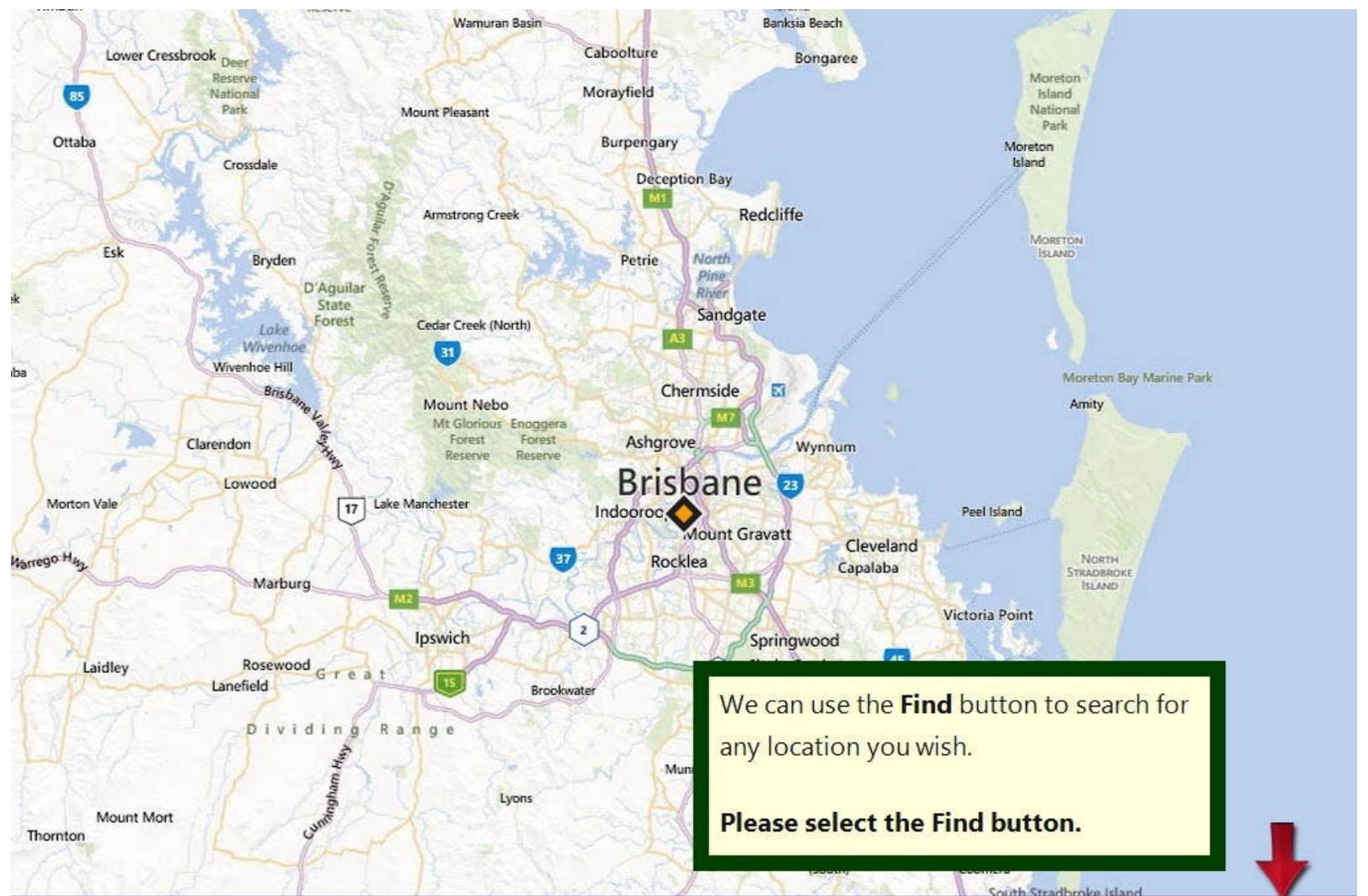
My location



Directions



Find



We can use the **Find** button to search for any location you wish.

Please select the Find button.



bing



Add a pin



Map style



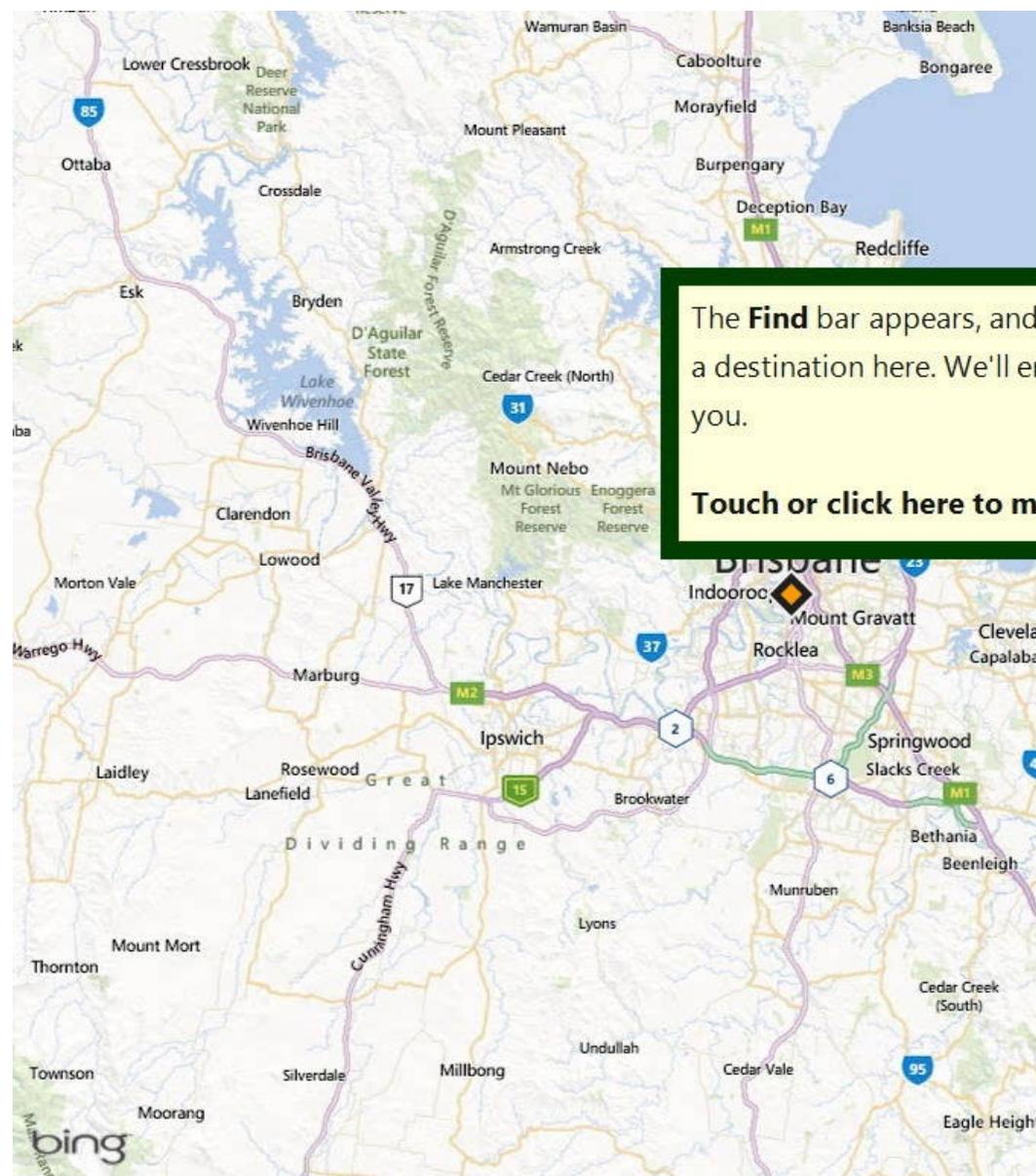
My location



Directions



Find

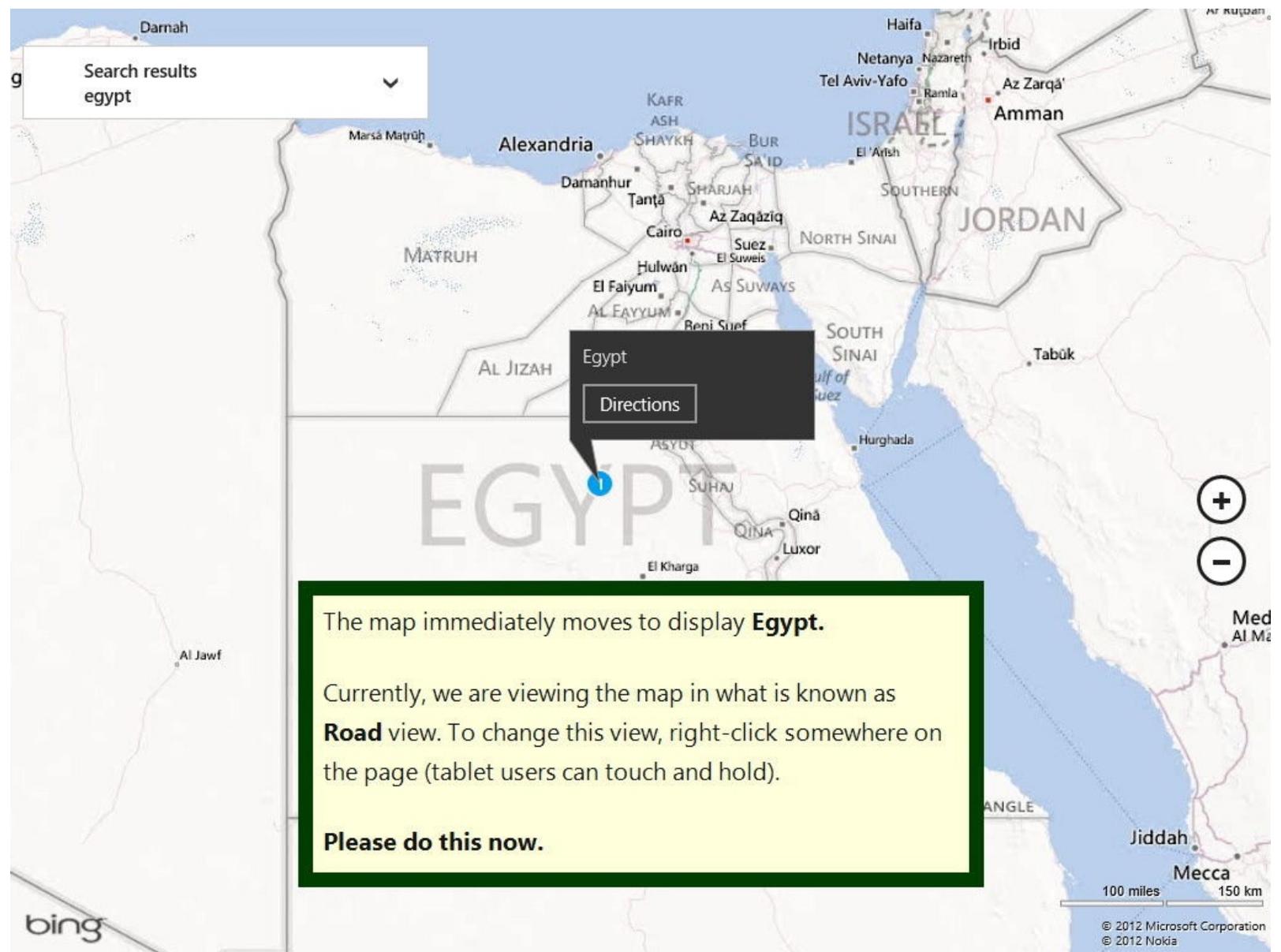


Find

The **Find** bar appears, and you can enter a destination here. We'll enter this for you.

Touch or click here to move on.



Search results
egypt

Egypt

Directions

The map immediately moves to display **Egypt**.

Currently, we are viewing the map in what is known as **Road** view. To change this view, right-click somewhere on the page (tablet users can touch and hold).

Please do this now.

bing

100 miles 150 km

© 2012 Microsoft Corporation
© 2012 Nokia

Search results
egypt

Egypt

Directions

Select the **Map style** command - and
from the menu that appears, select the
Aerial view command.

Please do this now.

bing



Clear map



Add a pin



Map style



My location



Directions



Find

Search results
egypt

Egypt

Directions

Select the **Map style** command - and from the menu that appears, select the **Aerial view** command.

Please do this now.

✓ Road view
Aerial view

bing



Clear map



Add a pin



Map style



My location



Directions



Find

Search results
egypt



Egypt

Directions

We now see the map as viewed via satellite photography.

Let's try getting some directions. Right-click somewhere on the page (tablet users can touch and hold).

Please do this now.

bing

100 miles 160 km

© 2012 Microsoft Corporation
Image courtesy of NASA
© 2012 Nokia

Search results
egypt



Egypt

Directions

Select the **Directions** command.

Please do this now.



bing



Clear map



Add a pin



Map style



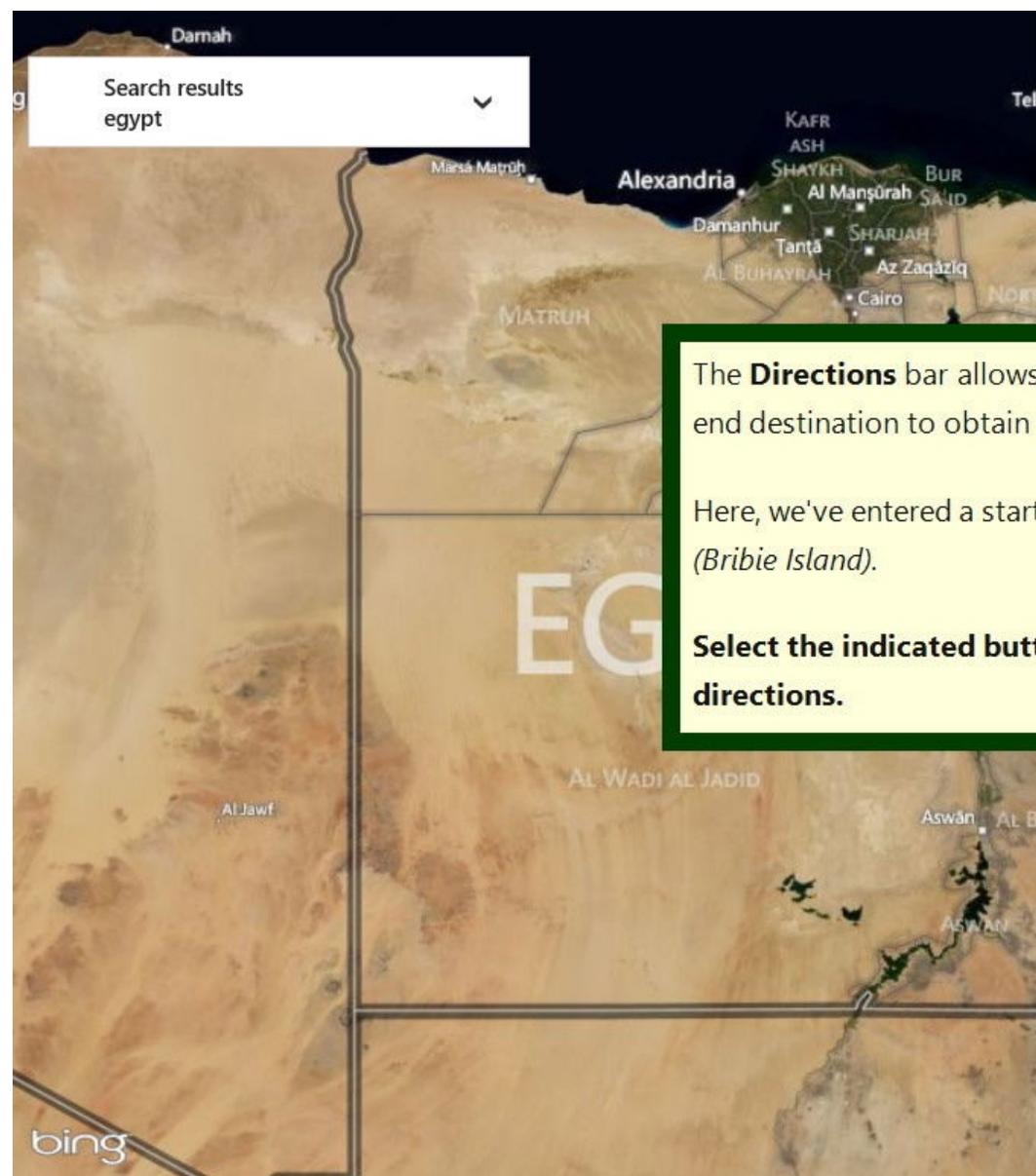
My location



Directions



Find



Directions

A brisbane X ↕

B Bribie Island, Australia →



The **Directions** bar allows you to enter a start and end destination to obtain directions between.

Here, we've entered a start (*brisbane*), and an end (*Bribie Island*).

Select the indicated button to obtain the directions.



Directions to
Bribie Island, Australia



Within seconds, a route appears on screen.

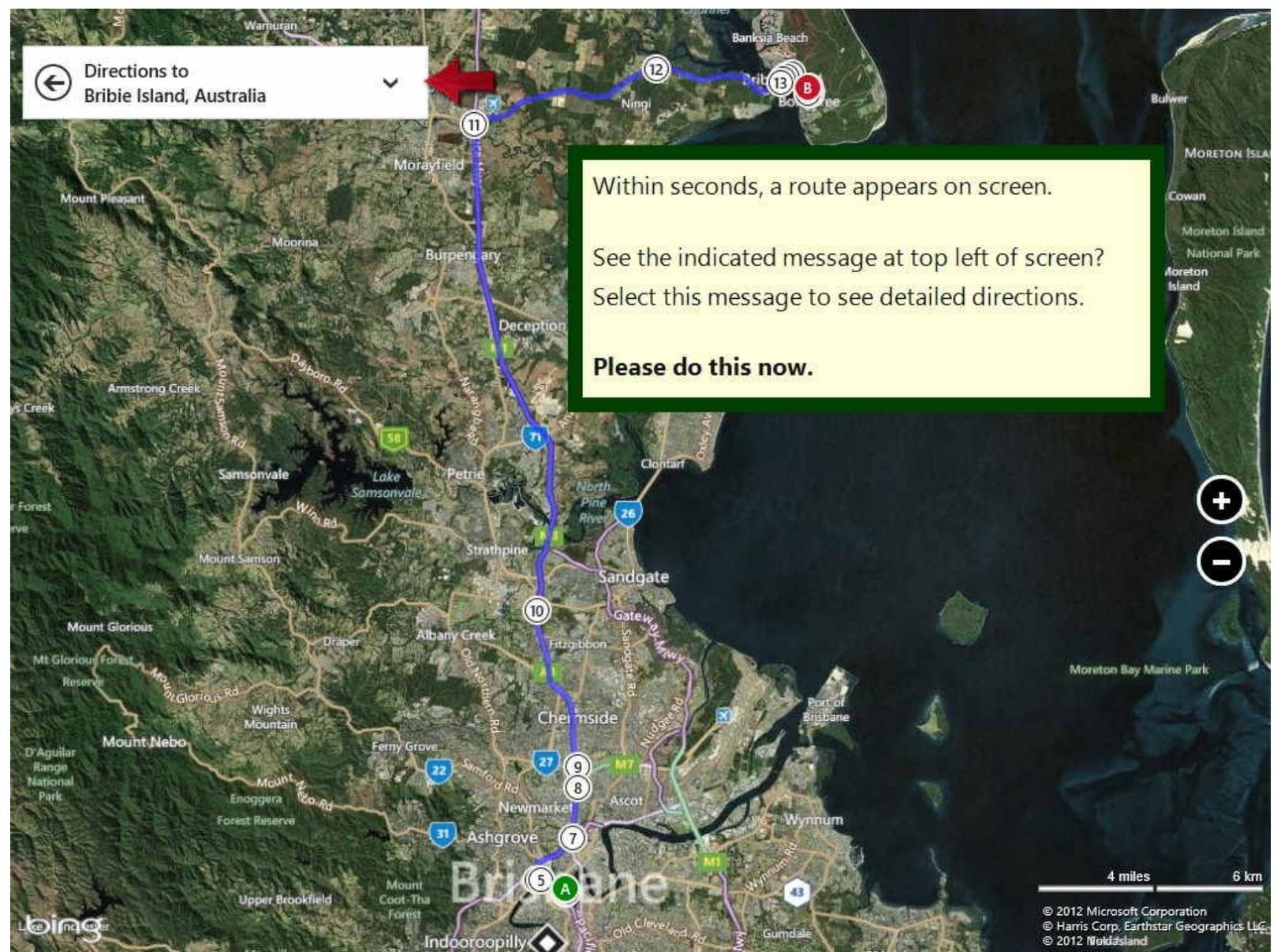
See the indicated message at top left of screen?
Select this message to see detailed directions.

Please do this now.



4 miles 6 km

© 2012 Microsoft Corporation
© Harris Corp, Earthstar Geographics LLC
© 2012 Nokia



Directions to
Bribie Island, Australia

Route
71.4 km, 1 hr 0 min

A Brisbane, Australia
1. Depart Mary St toward George St

0.1 km

2. Turn left onto George St
QLD PROFESSIONAL CREDIT UNION on the corner

0.2 km

3. Turn right onto Alice St
QUEENSLAND PARLIMENT HOUSE on the corner

94 m

4. Take ramp right for Pacific Mtwy /
Riverside Expy / M3

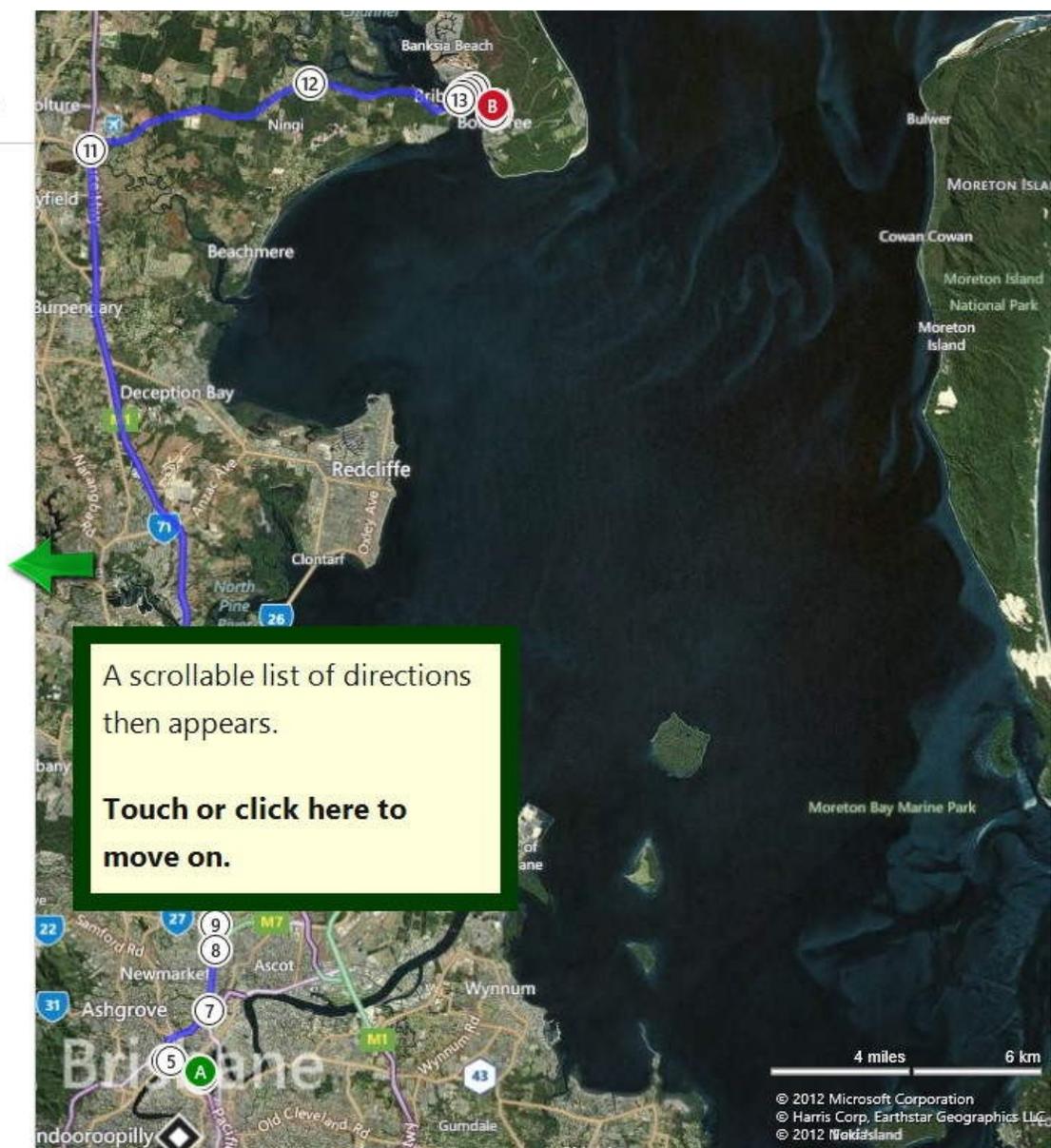
1.8 km

5. Take ramp right for M3 toward
Airport / Sunshine Coast

0.3 km

6. Keep right onto M3

3.6 km



Directions to
Bribie Island, Australia

Route
71.4 km, 1 hr 0 min

A Brisbane, Australia
1. Depart Mary St toward George St

0.1 km

2. Turn left onto George St
QLD PROFESSIONAL CREDIT UNION on the corner

0.2 km

3. Turn right onto Alice St
QUEENSLAND PARLIMENT HOUSE on the corner

94 m

4. Take ramp right for Pacific Mtwy /
Riverside Expy / M3

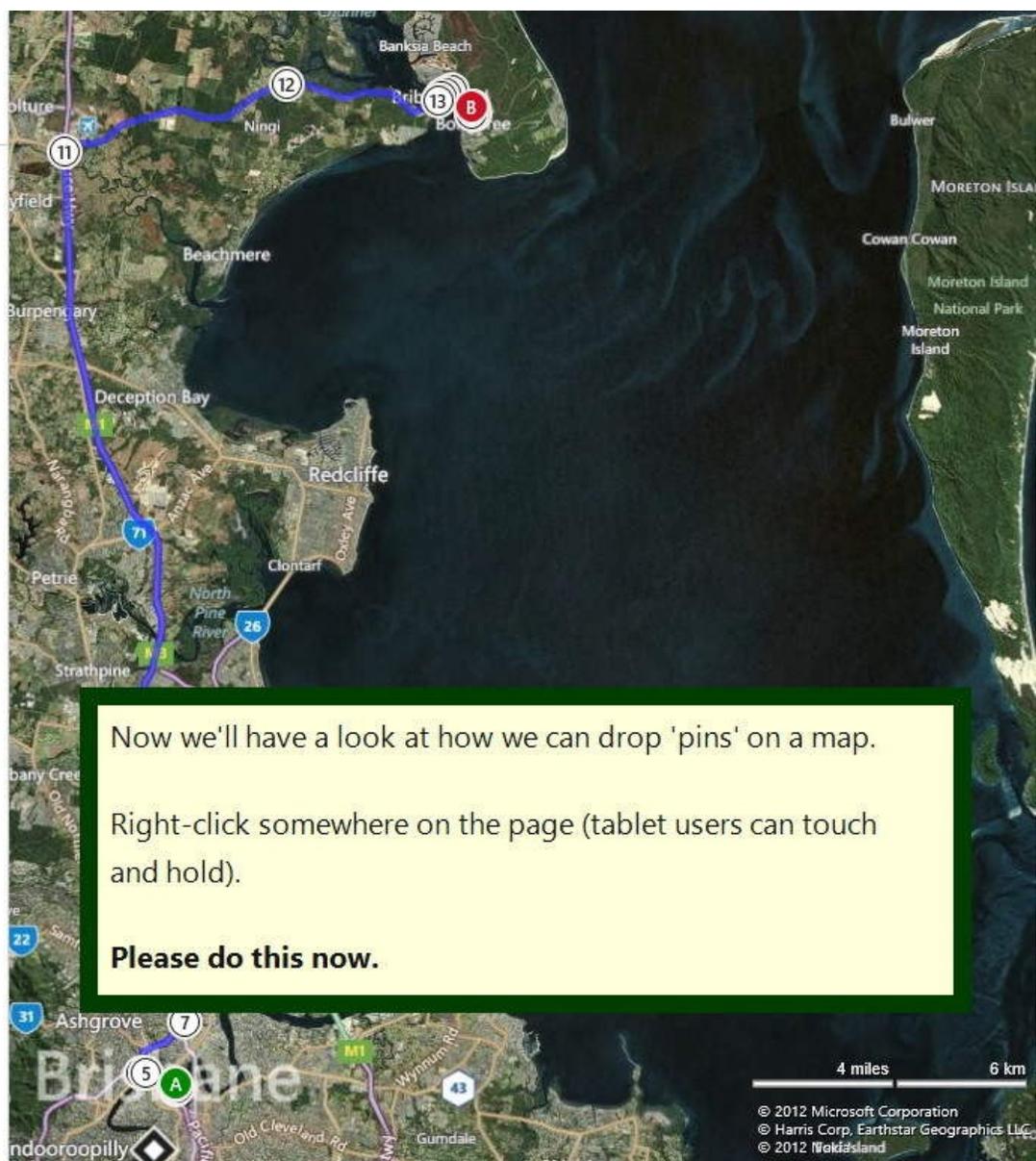
1.8 km

5. Take ramp right for M3 toward
Airport / Sunshine Coast

0.3 km

6. Keep right onto M3

3.6 km





Directions to
Bribie Island, Australia



Using the **Add a pin** command, you can drag a pin from this toolbar to anywhere you like on the map - and 'drop' it.

Touch or click here to move on.



Add a pin



Map style



My location



Directions



Find



Clear map

bing



Directions to
Bribie Island, Australia



Okay - now you can try it.

Touch and hold the **Add a pin** command, and drag the mouse, or your finger, to the area indicated by the top red arrow - and release it.

Please do this now.

bing



Clear map



Add a pin



Map style



My location



Directions



Find



Directions to
Bribie Island, Australia



The pin has been added.

You can drag this pin to a new location -
or add new pins - at any time.

Click or touch this pin for more details.

Please do this now.

bing



Clear map



Add a pin



Map style



My location



Directions



Find



Directions to
Bribie Island, Australia



Goodwin Dr, Bongaree, QLD 4507

Directions

Remove



You can now get directions to this pin - which now shows a more detailed address of where the pin has been dropped.

In this case, we will **Remove** this pin.

Please do this now.



4 miles 6 km

© 2012 Microsoft Corporation
© Harris Corp. Earthstar Geographics LLC
© 2012 Nokia



Directions to
Bribie Island, Australia



The pin is now deleted.

Touch or click here to move on.



4 miles 6 km

© 2012 Microsoft Corporation
© Harris Corp. Earthstar Geographics LLC
© 2012 Nokia

Maps

You've now completed this Windows 8 lesson.

In this lesson, we looked at how you can use the
Maps app.

Weather



Weather

Welcome to this Windows 8 lesson.

In this lesson, we'll be looking at how you can use the **Weather** app.



Estimated Completion Time: 18 minutes (38 steps).

Start

David Webster 



The Start screen features a grid of live tiles. A central yellow callout box with a green border contains the following text:

Windows 8 is provided with a **Weather** app - one that will allow you to find out a tremendous amount of information about local or world weather.

Please touch or click on this icon to start the Weather app.

A red arrow points from the callout box to the Weather tile, which displays a sun icon and the text: 2° London Fair 4°/0°.

LONDON, UNITED KINGDOM

BING WEATHER

The **Weather** app opens, and displays a weekly view of weather in your home location (we'll see how to change this home location shortly).

Touch or click here to move on.

3°

Fair

Feels Like -1°

WDT

THU 6



4°/0°

Light Rain

70% 

FRI 7



3°/-1°

Light Rain

60% 

SAT 8



3°/-1°

Clear

0% 

SUN 9



6°/0°

Mostly Clear

50% 

MON 10



3°/-

Clear

0% 

LONDON, UNITED KINGDOM

BING WEATHER

To set or select Weather options, right-click anywhere on this page (tablet users can touch and hold).

Please do this now.

3°

Fair

Feels Like -1°

WDT

THU 6



4°/0°

Light Rain

70% 

FRI 7



3°/-1°

Light Rain

60% 

SAT 8



3°/-1°

Clear

0% 

SUN 9



6°/0°

Mostly Clear

50% 

MON 10



3°/-

Clear

0% 



HOME



PLACES



WORLD WEATHER

A bar now appears at the top and bottom of the screen.

The first thing we'll do is set our **Home** location. Use the indicated button to do this.

Please do this now.



Change Home



Current Location



Change to Fahrenheit



Refresh

SAT 8



3°/-1°

Clear

SUN 9



6°/0°

Mostly Clear

MON 10



3°/-1°

Clear

-1°

Light Rain

Light Rain

Feels Like -1°

LONDON, UNITED KINGDOM

BING WEATHER

Enter Location

In this message box, you can now enter your **Home** location for the Weather app.

We'll enter this for you.

Touch or click here to move on.

 Fair Feels Like -1° WDT	 4°/0° Light Rain 70% ▲	 3°/-1° Light Rain 60% ▲	 3°/-1° Clear 0% ▲	 6°/0° Mostly Clear 50% ▲	 3°/- Clear 0% ▲
---	--	---	---	--	---

LONDON, UNITED KINGDOM

BING WEATHER

Enter Location

Brisbane



Add

Cancel



We've entered the location **Brisbane**.
Select the **Add** button to add this location as the Home location.
Please do this now.



Fair

Feels Like -1°
WDT

4°/0°

Light Rain
70% ▲

3°/-1°

Light Rain
60% ▲

3°/-1°

Clear
0% ▲

6°/0°

Mostly Clear
50% ▲

3°/-

Clear
0% ▲



"BRISBANE"

SEARCH RESULTS

Brisbane

QLD, Australia

Brisbane

CA, United States

Brisbane City

QLD, Australia



The Weather app has located a number of possible locations with the name **Brisbane**.

Select the indicated location.

Please do this now.



Try a different location

BRISBANE, QLD

BING WEATHER

The weather for **Brisbane** is now displayed.

Each time you start the Weather app, this location will now be used as the default location. Later, you'll see how this can be displayed on the Start screen as well.

Touch or click here to move on.

24°

Partly Cloudy

Feels Like 24°

WDT

THU 6



27°/18°

Clear

30% ▲

FRI 7



27°/19°

Light Rain

60% ▲

SAT 8



26°/19°

Rain Showers

40% ▲

SUN 9



27°/20°

Light Rain

50% ▲

MON 10



26°

Clear

40% ▲



BRISBANE, QLD

BING WEATHER

24°
Partly Cloudy
Feels Like 24°
WDT

THU 6

27°/18°
Clear
30% ↓

MON 7

26°
Clear
40% ↑

There is more to the Weather app than a simple 7 day forecast.

Select the indicated button (-) to display more options.

Please do this now.



BRISBANE, QLD

BING WEATHER

ADVERTISEMENT

HOURLY FORECAST

MAPS

HISTORICAL WEATHER



A number of options now appear.

Select the **MAPS** option.

Please do this now.

BRISBANE, QLD

MAPS



Temperature
National



Precipitation
National



Cloud Cover
National



Satellite
National

HISTORICAL WEATHER



Now a number of weather related maps appear.
Select the indicated **Cloud Cover** map.
Please do this now.



5°

Jan Feb Mar Apr May Jun

Temperature

BRISBANE, QLD

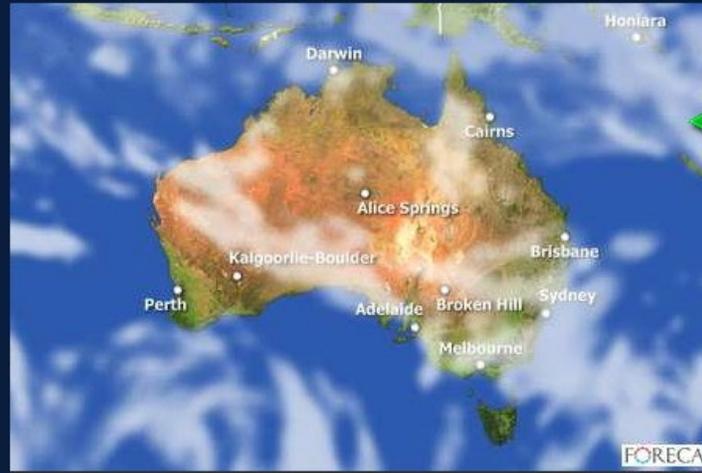
MAPS

HISTORICAL WEATHER

35°

Temperature

Cloud Cover



Friday, 7 December 2012 6:30 PM Local Time

An animated cloud cover map is presented.
Touch or click anywhere to remove this map.

Please do this now.

BRISBANE, QLD

MAPS



Temperature
National



Precipitation
National



On this scrollable screen, over to the right, are a number of historical weather options for your location.

Select the indicated button to display an historical rainfall graph.

Please do this now.

HISTORICAL WEATHER



Temperature



BRISBANE, QLD

HISTORICAL WEATHER

You can now see a rainfall graph for the year in your current location.

Select the indicated button to display an historical sunshine graph.

Please do this now.

Temperature
National

Precipitation
National

Cloud Cover
National

Satellite
National



Rainfall



BRISBANE, QLD

HISTORICAL WEATHER

Temperature
National

Precipitation
National

Cloud Cover
National

Satellite
National

24 hrs/day

20 hrs/day

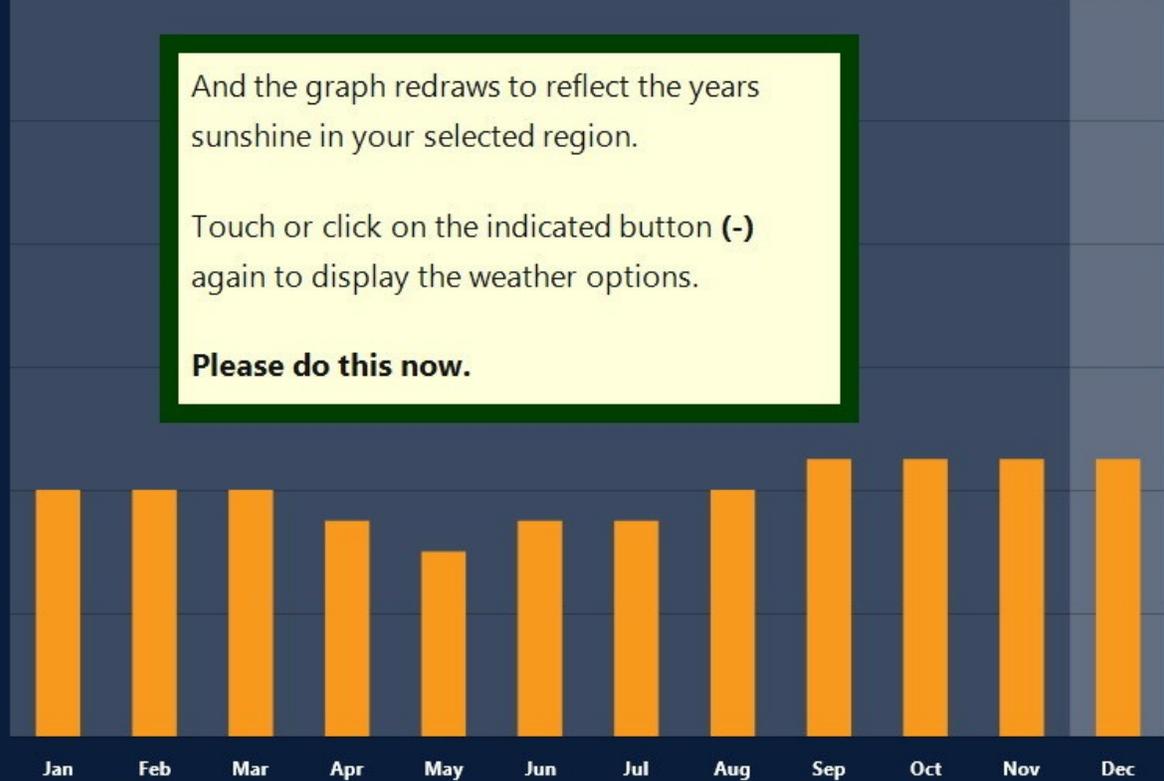
16 hrs/day

12 hrs/day

8 hrs/day

4 hrs/day

0 hrs/day



Sunshine



BRISBANE, QLD

BING WEATHER

ADVERTISEMENT

HOURLY FORECAST



Let's have a look at the **HOURLY FORECAST**.

Please do this now.

MAPS

HISTORICAL WEATHER

BRISBANE, QLD

HOURLY FORECAST

Time	Forecast	Fe
12:00 AM	 21° Light Rain	21°
1:00 AM	 20° Light Rain	20°
2:00 AM	 19° Light Rain	19°  50%
3:00 AM	 18° Light Rain	18°  50%
4:00 AM	 19° Light Rain	19°  50%
5:00 AM	 20° Light Rain	20°  50%
6:00 AM	 22° Light Rain	22°  50%
7:00 AM	 23° Light Rain	23°  50%
8:00 AM	 25° Rain Showers	25°  60%
9:00 AM	 25° Rain Showers	25°  60%
10:00 AM	 26° Rain Showers	26°  60%

And now - the hourly forecast is displayed.
Right-click on this screen (tablet users can touch and hold) for more options.
Please do this now.

Data provided by WDT





HOME



PLACES



WORLD WEATHER



Using the **PLACES** button, you can quickly move to your favorite locations to check the weather there.

Please select this button now.

12:00 AM		Light Rain	21°	40%
1:00 AM		20° Light Rain		
2:00 AM		19° Light Rain		
3:00 AM		18° Light Rain		
4:00 AM		19° Light Rain		
5:00 AM		20° Light Rain	20°	50%
6:00 AM		22° Light Rain	22°	50%
7:00 AM		23° Light Rain	23°	50%
8:00 AM		25° Rain Showers	25°	60%
9:00 AM		25° Rain Showers	25°	60%
10:00 AM		26° Rain Showers	26°	60%



Change Home



Current Location



Change to Fahrenheit



Refresh

WEATHER



HOME



PLACES



WORLD WEATHER

LONDON, ENGLAND,
UNITED KINGDOM



In a moment, we'll see how you can add locations to this bar.

You may remember that we previously had **LONDON, ENGLAND**, as our home location, so it is displayed here.

Select this option.

2:00 AM

3:00 AM

4:00 AM

5:00 AM

6:00 AM

7:00 AM

8:00 AM

9:00 AM

10:00 AM



25° Rain Showers

25°

60%



25° Rain Showers

25°

60%



26° Rain Showers

26°

60%



Change Home



Current Location



Change to Fahrenheit



Refresh



LONDON, UNITED KINGDOM

BING WEATHER

The weather in **LONDON, ENGLAND** is immediately displayed.

Right-click once more on this screen (tablet users can touch and hold) for more options.

Please do this now.

3°

Fair

Feels Like -1°
WDT

THU 6



4°/0°

Light Rain
70% ⬇

FRI 7



3°/-1°

Light Rain
60% ⬇

SAT 8



3°/-1°

Clear
0% ⬇

SUN 9



6°/0°

Mostly Clear
50% ⬇

MON 10



3°/-

Clear
0% ⬇

WEATHER



HOME



PLACES



WORLD WEATHER



LONDON, ENGLAND,
UNITED KINGDOM

Select the **WORLD WEATHER** option.

Please do this now.

3°

Fair

Feels Like -1°

THU 6



4°/0°

Light Rain

FRI 7



3°/-1°

Light Rain

SAT 8



3°/-1°

Clear

SUN 9



6°/0°

Mostly Clear

MON 10



3°/-1°

Clear



Set as Home



Pin to Start



Remove



Current Location



Change to Fahrenheit



Refresh



WORLD WEATHER

You can now see at a glance the weather in major cities around the world. Selecting any one of these options will display that weather in more detail.

Select the indicated button.

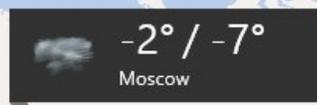
Please do this now.



6° / -1°
New York



21° / 14°
Cairo



-2° / -7°
Moscow



28° / 15°
Buenos Aires





BRISBANE, QLD

BING WEATHER

24°
Partly Cloudy

Feels Like 24°
WDT

THU



27°

Clear
30%

Light Rain
60%

Rain Showers
40%

Light Rain
50%

FRI



17°/20°

MON



26°

Clear
40%

Now - back to those locations - let's have a look at how we can Search for, and add a location to our favorites.

To search this app, move the mouse to the bottom right of the window (tablet users can just touch in this area).

Please do this now.





BRISBANE, QLD

BING WEATHER



Move your mouse up the right-hand side of the window (tablet users can just touch in this area).

Please do this now.

24°

Partly Cloudy

Feels Like 24°

WDT

THU



27°/18°

Clear

30% ⬇



27°/19°

Light Rain

60% ⬇



26°/19°

Rain Showers

40% ⬇



27°/20°

Light Rain

50% ⬇

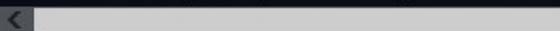
MON



26°

Clear

40% ⬇





BRISBANE, QLD

BING WEATHER



Search



Share



Start



Devices



Settings

Select the **Search** command.

Please do this now.

24°

THU 6

FRI 7

SAT 8

SUN 9



11:50

Thursday
December 6

27°/19°
Light Rain
60%

26°/19°
Rain Showers
40%

27°/20°
Light Rain
50%

Page last updated Thursday, 6 December 2012 11:47:58 PM



BRISBANE, QLD

BING WEATHER

Search

Weather

Search for a city 

In this area, you can enter a location to add to your favorites - or just check the weather in.
We'll enter this location for you.
Touch or click here to move on.

24°

Partly Cloudy

Feels Like 24°

WDT

THU 6



27°/18°

Clear

30% 

FRI 7



27°/19°

Light Rain

60% 

Page last updated Thursday, 6 December 2012 11:47:58 PM



Internet Explorer



Bing



Store



ChatON



Dictionary



Evernote



Finance



BRISBANE, QLD

BING WEATHER

Search

Weather

Las Vegas  

 Las Vegas
NV, United States 

When a location is entered here (we've entered **Las Vegas**), the app will display a list of locations that match what you've entered.

Select the indicated option.

24°

Partly Cloudy

Feels Like 24°

WDT

THU 6



27°/18°

Clear

30% 

FRI 7



27°/19°

Light Rain

60% 

 Internet Explorer

 Bing

 Store

 ChatON

 Dictionary

Page last updated Thursday, 6 December 2012 11:47:58 PM



LAS VEGAS, UNITED STATES

BING WEATHER

The weather for **Las Vegas** is now displayed.
The bar along the bottom of the screen is also displayed.

To add this as one of our favorite locations,
select the **Add** command.

Please do this now.

9°

Mostly Cloudy

Feels Like 7°

THU 6



21°/7°

Mostly Clear

FRI 7



20°/7°

Mostly Clear



Set as Home



Pin to Start



Add



Search

Weather

Las Vegas



Apps



Settings



Files



Internet Explorer



Bing



Store



ChatON



Dictionary



Evernote



Finance



LAS VEGAS, UNITED STATES

BING WEATHER

Las Vegas is now one of our favorite locations.

To see what this means, right-click on this page again (tablet users can touch and hold).

Please do this now.

9°

Mostly Cloudy

Feels Like 7°

WDT

THU 6



21°/7°

Mostly Clear

0%

FRI 7



20°/7°

Mostly Clear

0%

SAT 8



19°/8°

Partly Cloudy

0%

SUN 9



14°/4°

Mostly Clear

0%

MON 10



15°

Mostly

0%

WEATHER



HOME



PLACES



WORLD WEATHER



Select the indicated **PLACES** button.

Please do this now.

9°

Mostly Cloudy

Feels Like 7°

THU 6



21°/7°

Mostly Clear

FRI 7



20°/7°

Mostly Clear

SAT 8



19°/8°

Partly Cloudy

SUN 9



14°/4°

Mostly Clear

MON 10



15°

Mostly



Set as Home



Pin to Start



Remove



Current Location



Change to Fahrenheit



Refresh

WEATHER



HOME



PLACES



WORLD WEATHER

LONDON, ENGLAND,
UNITED KINGDOM

LAS VEGAS, NV,
UNITED STATES



Our list of favorite locations has been updated.

Touch or click here to move on.

9°

Mostly Cloudy

Feels Like 7°

THU 6



21°/7°

Mostly Clear

FRI 7



20°/7°

Mostly Clear

SAT 8



19°/8°

Partly Cloudy

SUN 9



14°/4°

Mostly Clear

MON 10



15°

Mostly



Set as Home



Pin to Start



Remove



Current
Location



Change to
Fahrenheit



Refresh

WEATHER



HOME



PLACES



WORLD WEATHER

LONDON, ENGLAND,
UNITED KINGDOM

LAS VEGAS, NV,
UNITED STATES

9°

Mostly Cloudy

Feels Like 7°

21°/11°

Mostly Clear

20°/11°

Mostly Clear

19°/8°

Partly Cloudy

SUN 9



14°/4°

Mostly Clear

MON 10



15°

Mostly

The **Current Location** button requests the weather for your current location.

You may need to set **Permissions** to allow the Weather app to access this information (see the **Permissions** lesson for more detail on this).

Touch or click here to move on.



Current Location



Change to Fahrenheit



Refresh



Set as Home



Pin to Start



Remove

WEATHER



HOME



PLACES



WORLD WEATHER

LONDON, ENGLAND,
UNITED KINGDOM

LAS VEGAS, NV,
UNITED STATES

9°

Mostly Cloudy

Feels Like 7°

THU

21°/11°

Mostly Clear

20°/11°

Mostly Clear

19°/8°

Partly Cloudy

IN 9

14°/4°

Mostly Clear

MON

15°

Mostly

The indicated button allows you to swap between Fahrenheit and Celsius to report temperatures.
Touch or click here to move on.



Set as Home



Pin to Start



Remove



Current Location



Change to Fahrenheit



Refresh

WEATHER



HOME



PLACES



WORLD WEATHER

LONDON, ENGLAND,
UNITED KINGDOM

LAS VEGAS, NV,
UNITED STATES

9°

Mostly Cloudy

Feels Like 7°

THU 6



21°/7°

Mostly Clear

20°/11°

Mostly Clear

19°/8°

Partly Cloudy

14°/4°

Mostly Clear

MON 7



15°

Mostly

The **Refresh** button is used to ensure the information displayed is totally up to date.

Touch or click here to move on.



Set as Home



Pin to Start



Remove



Current
Location



Change to
Fahrenheit



Refresh

WEATHER



HOME



PLACES



WORLD WEATHER

LONDON, ENGLAND,
UNITED KINGDOM

LAS VEGAS, NV,
UNITED STATES

Using the **Pin to Start** command, you can add a tile to your Start screen that will allow immediate access to weather for this location.

Or, if the tile is live, it will display the weather information for this app in the Start screen tile.

Touch or click here to move on.

9°

Mostly Cloudy

Feel Like 7°

21°/7°

Mostly Clear

20°/7°

Mostly Clear

SAT 8



19°/8°

Partly Cloudy

SUN 9



14°/4°

Mostly Clear

MON 10



15°

Mostly



Set as Home



Pin to Start



Remove



Current
Location



Change to
Fahrenheit



Refresh

Weather

You've now completed this Windows 8 lesson.

In this lesson, we looked at how you can use the
Weather app.

Travel



Travel

Welcome to this Windows 8 lesson.

In this lesson, we'll be looking at the
Windows 8 **Travel** app.



Estimated Completion Time: 8 minutes (19 steps).

Start

David Webster 

Samsung

12
Wednesday



Internet Explorer



Store 3



Bing



Photos



SkyDrive



Travel



Finance



Maps

Sport



21°
Brisbane
Cloudy
26°/18°

Weather

News

Windows 8 is provided with an app called **Travel**.

This app not only lets you learn about various tourist destinations from around the world, but also plan and book your travel.

Please touch or click on this icon.

ChatON



StumbleUpon



ki



Security

BING TRAVEL

Cairo, Egypt

The opening screen for **Travel** will change as it highlights different destinations. Here, it highlights Egypt.

To see more options for this app, select the indicated button (-).

Please do this now.



BING TRAVEL

TODAY

NEWS

FEATURED
DESTINATIONS



BOOKING

PANORAMAS

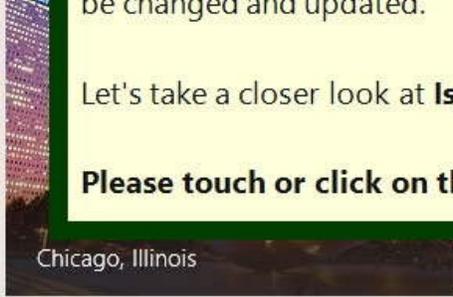
This app is fun and informative to explore - and we'll leave a lot of the exploration up to you when you run the app yourself.

Here, though, let's have a look at the **FEATURED DESTINATIONS**.

Please touch or click on this tile.

BING TRAVEL

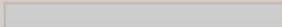
FEATURED DESTINATIONS >



The list of **FEATURED DESTINATIONS** will often be changed and updated.

Let's take a closer look at **Istanbul, Turkey**.

Please touch or click on this tile.





ISTANBUL, TURKEY

Here we can see the opening screen for **Istanbul, Turkey**. A lot of information is provided here about this destination, in one long horizontally scrolling window.

To move along this window, click in the bottom scrollbar where indicated.

Please do this now.

Istanbul, Turkey





ISTANBUL, TURKEY

OVERVIEW

Introduction

More than Ottoman minarets and beguiling bazaars, Turkey's cultural capital is also fashionable and progressive. Spanning both Asia and Europe and divided by the Bosphorus, Istanbul is a beguiling mix of ancient and modern, of conservative and secular. The hulking Byzantine Hagia Sophia and opulent Topkapi Palace dominate the old city Sultanahmet, but over in Karaköy, in a converted warehouse, the Istanbul Museum of Modern Art embraces the future. Things to Do. Along Galata Bridge, fishermen looking for dinner dip their rods into the waters of the Golden Horn. Walk past them to buzzing, bazaar-filled Eminönü where locals stock up on fresh pistachios and crumbly sheep's cheese...

CONTENTS

- Frommer's Favorite Experiences
- Best Dining Bets
- Best Hotel Bets
- The Best Views
- The Best Souvenirs



\$1 = TRY1.88

Australian Dollar to Turkey Lira

8°C



Curr



Istan
Airpo

FINC

We immediately start to learn more about Istanbul.

Let's click in the scroll bar again to see what else is here.

Please do this now.

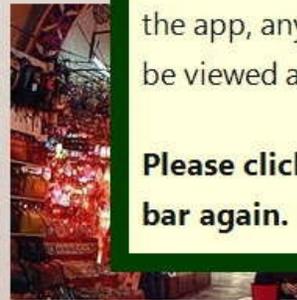
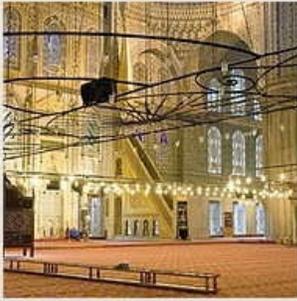
PHO





ISTANBUL, TURKEY

PHOTOS



For every destination, you'll find a range of beautiful, full screen photographs. In the app, any photo can be expanded to be viewed at full screen.

Please click in the indicated scroll bar again.





ISTANBUL, TURKEY

PANORAMAS



For every featured destination in the Travel app, you'll also find a range of panoramas - like a photo - but much, much better.

Please select the indicated panorama.





We can't illustrate this here for you as it will appear when you run the Travel app.

When you view a panorama like this, you can use the mouse, or finger gestures, to scroll up, down, left and right - and see a 360° view of the selected region.

Touch or click here to move on.



Select the indicated button to return to the Istanbul main page.

Please do this now.



ISTANBUL, TURKEY

PANORAMAS



You can continue to view more information on Turkey by scrolling through this page.

Please click in the indicated scroll bar again.





ISTANBUL, TURKEY

ATTRACTIONS

FODOR'S

FROMMER'S

HOTELS

FODOR'S

FR

You'll find information about the selected destination, including attractions, country information, customs, laws, currency, and much more.

Select the indicated button to go back.

Museums/Galleries

Religious Sites

Religious Sites

Castles/Palaces

Museums/Galleries

Museums/Galleries

Religious Sites

Castles/Palaces

Archaeological Sites

Istanbul Modern

Kariye Müzesi

Süleymaniye Camii

Topkapi Sarayi

Yerebatan Sarnici

Çiragan Pa

Dersaadet

Four Seaso

Hotel Amir

Pera Palace

Sumahan

Tomtom Su

Alzer Hotel

Anemon G





ISTANBUL, TURKEY

MAIN

ATTRACTIONS

OVERVIEW

HOTELS

PHOTOS

RESTAURANTS

PANORAMAS

GUIDES

As you can see, a lot of information is available by selecting any of these tiles.

Touch or click here to move on.



ISTANBUL, TURKEY



Please select the indicated button to go back.

MAIN

ATTRACTIONS

OVERVIEW

HOTELS

PHOTOS

RESTAURANTS

PANORAMAS

GUIDES

BING TRAVEL

TODAY

NEWS

FEATURED
DESTINATIONS

BOOKING

PANORAMAS



To find out more about where to stay, costs, and even make a booking, you can select the **BOOKING** tile.

Please do this now.

BING TRAVEL

BOOKING

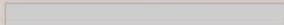


PANORAMAS



We'll leave this for you to explore - but, as you can see, you can do almost everything here, from check and booking flights to doing the same with accommodation.

Touch or click here to move on.



Travel

You've now completed this Windows 8 lesson.

In this lesson, we looked at the Windows 8 **Travel** app.

Screen Orientation



Screen Orientation

Welcome to this Windows 8 lesson.

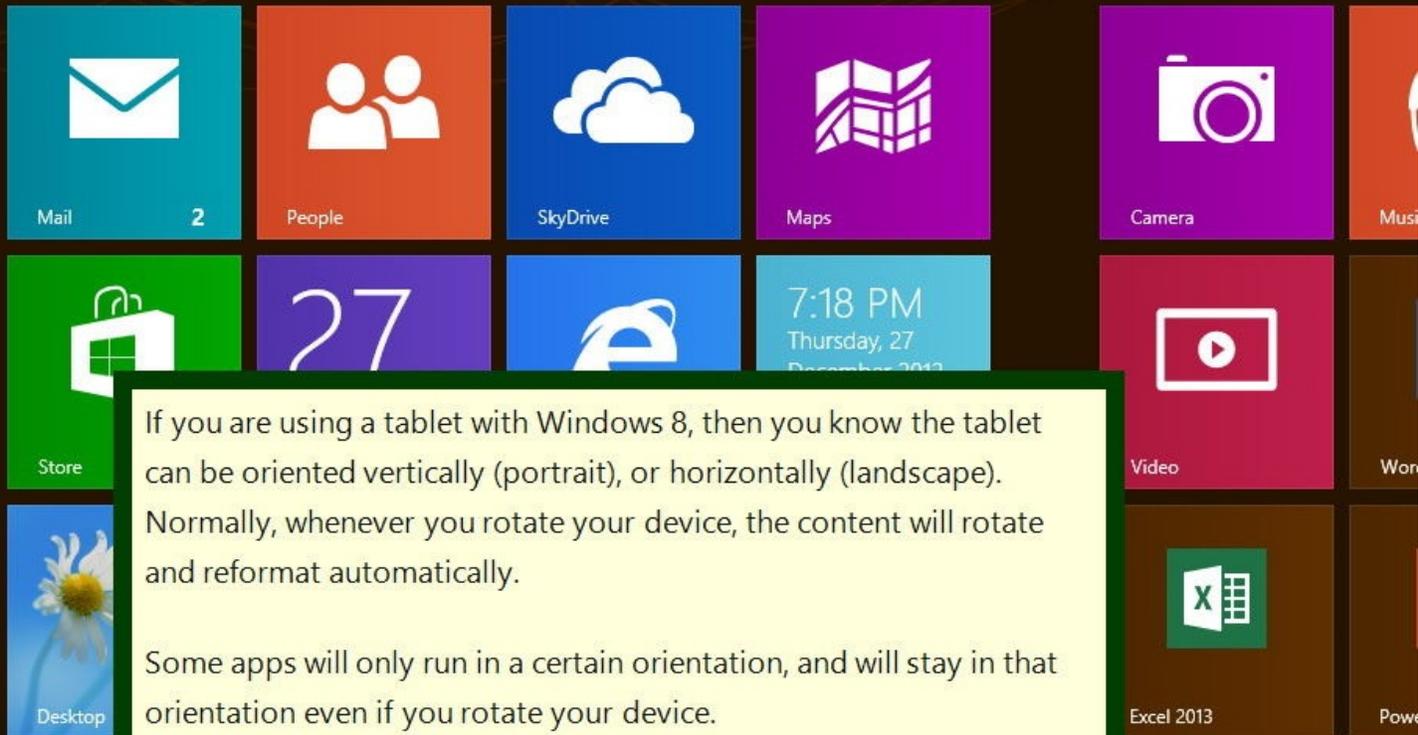
In this lesson, we'll be looking at how you can lock and unlock the screen orientation on your tablet or touch device.



Estimated Completion Time: 4 minutes (10 steps).

Start

Kookaburra Studios 



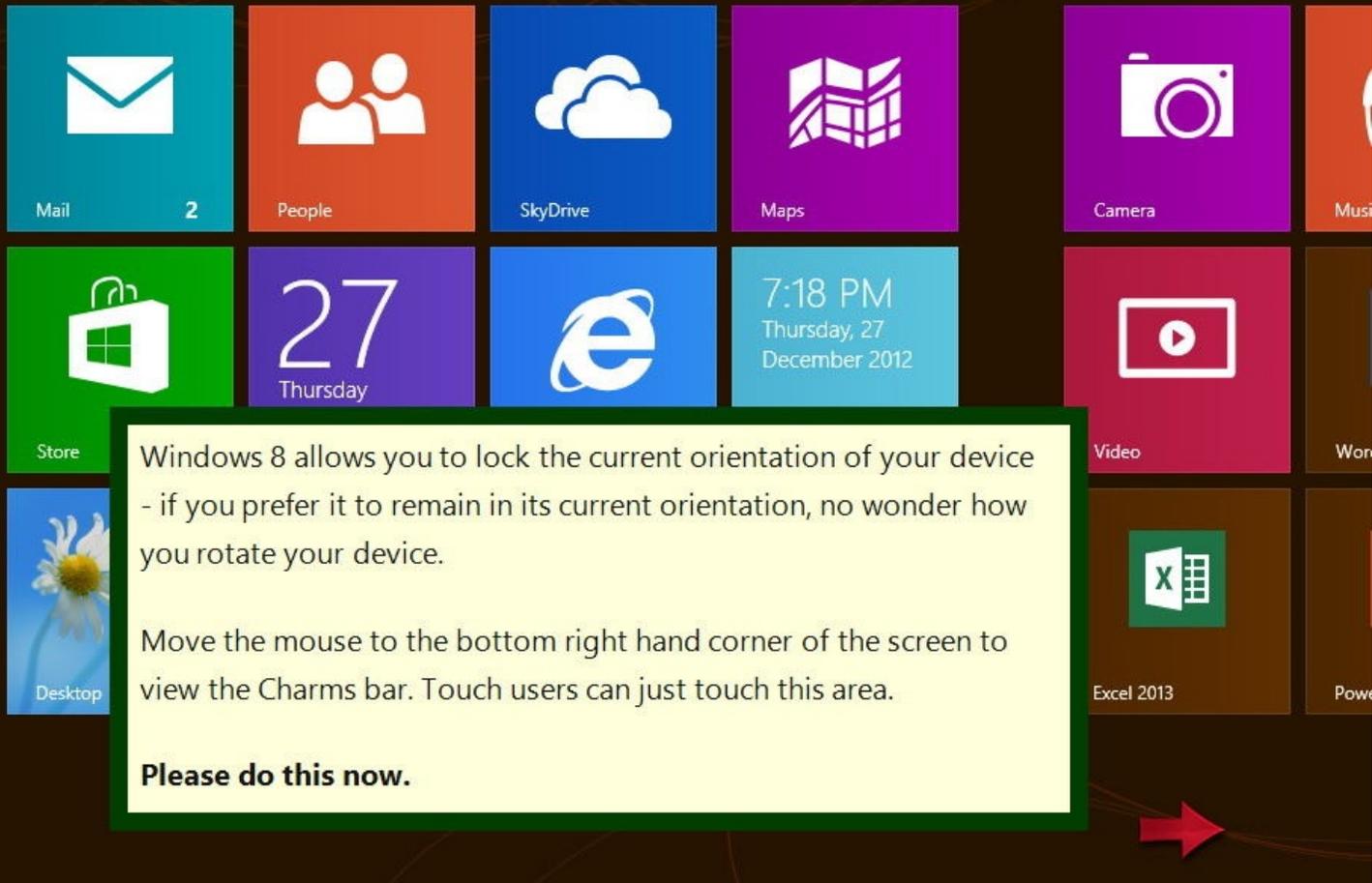
If you are using a tablet with Windows 8, then you know the tablet can be oriented vertically (portrait), or horizontally (landscape). Normally, whenever you rotate your device, the content will rotate and reformat automatically.

Some apps will only run in a certain orientation, and will stay in that orientation even if you rotate your device.

Touch or click here to move on.

Start

Kookaburra
Studios 



Windows 8 allows you to lock the current orientation of your device - if you prefer it to remain in its current orientation, no wonder how you rotate your device.

Move the mouse to the bottom right hand corner of the screen to view the Charms bar. Touch users can just touch this area.

Please do this now.



Start

Kookaburra
Studios

The Start screen features a grid of live tiles. The top row includes Mail (2), People, SkyDrive, Maps, and Camera. The second row contains Store (1), Calendar (Thursday, 27), Internet Explorer, a clock tile (7:19 PM, Thursday, 27, December 2012), and Video. The third row shows a weather tile (26° Brisbane, Mostly Clear), a photo gallery tile, and Excel 2013. A red arrow points to the Excel 2013 tile.

7:19 Thursday
December 27

Select the **Settings** button.
Please do this now.

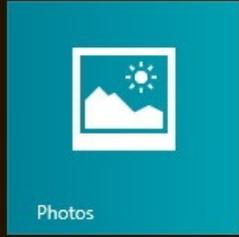
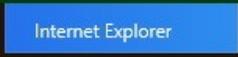
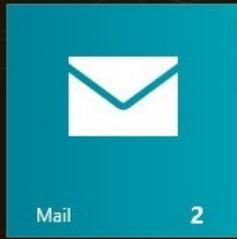
- Search
- Share
- Start
- Devices
- Settings

Start

Settings

Start

Tiles



When you are running Windows 8 on a tablet, the **Screen** option can be used to set screen brightness, and also lock screen orientation.

The icon currently visible indicates that the screen orientation is free to rotate, as the device rotates.

Touch or click here to move on.



BigPond48B7



100



Screen



Notifications



Power



Keyboard

Change PC settings

Start



A grid of Windows Start menu tiles. The tiles include: Mail (2), People, SkyDrive, Maps, Store (1), Calendar (27 Thursday), Internet Explorer, Desktop (daisies), Photos, Weather (26° Brisbane Mostly Clear 28°/21°), and Travel.

Settings

Start

Tiles

Help

Select this option.

Please do this now.



System tray icons including: BigPond48B7 (signal strength), 100 (volume), Screen (display), Notifications (mail icon), Power (power button icon), and Keyboard (keyboard icon).

Change PC settings

Start

Settings

Start

Tiles

Help



To lock the screen orientation (or unlock, if it is currently locked), select the indicated button.

Please do this now.



Start

Settings

Start

Tiles

Help

The Start screen features a grid of colorful tiles. The tiles shown are: Mail (2), People, SkyDrive, Store (1), Calendar (27 Thursday), Internet Explorer, Desktop (daisies), Photos, Weather (26° Brisbane Mostly Clear 28°/21°), and Travel.

The screen icon now indicates that the screen is locked - and will not change its current orientation until you select this option again.

Touch or click here to move on.



The system tray contains several icons: a network signal icon labeled 'BigPond48B7', a volume icon labeled '100', a screen lock icon labeled 'Screen', a notifications icon labeled 'Notifications', a power icon labeled 'Power', and a keyboard icon labeled 'Keyboard'.

[Change PC settings](#)

Screen Orientation

You've now completed this Windows 8 lesson.

In this lesson, we looked at how you can lock and unlock the screen orientation on your tablet or touch device.

Copyright © 2015 Dynamic Learning Online

Closing Apps

Lorem ipsum dolor sit amet

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Mauris posuere tortor vitae elit. Sed vitae metus a elit bibendum malesuada. Cras pulvinar. Quisque pellentesque nibh in sem. Suspendisse potenti. Nulla semper mauris a massa. In hac habitasse platea dictumst. Curabitur ligula. Suspendisse potenti.

Duis sit amet augue eu arcu ultrices auctor. Suspendisse elementum, nunc ut molestie elementum, neque augue vulputate elit, eu blandit enim velit vitae nulla. Duis sed augue eu purus fringilla rhoncus. In mi neque, commodo in, ornare sit amet, malesuada a, neque. Integer tristique.

Nunc faucibus velit. Integer tortor neque, eleifend id. Venenatis ac, dui. Proin dapibus, libero sagittis fe. Lacus sodales est, eget commodo enim ante ne. Dolor pellentesque lobortis. Nullam faucibus. Ac lacus. In tempus, mi sed iaculis consectetur. Arcu, et laoreet metus pede non diam. In. Etiam pharetra, dui et rhoncus sagittis. Amet scelerisque leo mauris vel ante.

Vivamus tempus. Cum sociis natoque. Parturient montes, nascetur ridiculus. Eget, molestie sit amet, lacinia at, lorem. Sem. Sed elit nisi, porta quis, mattis at. Eiusmod ipsum quis enim. Mauris viv.



Closing Apps

Welcome to this Windows 8 lesson.

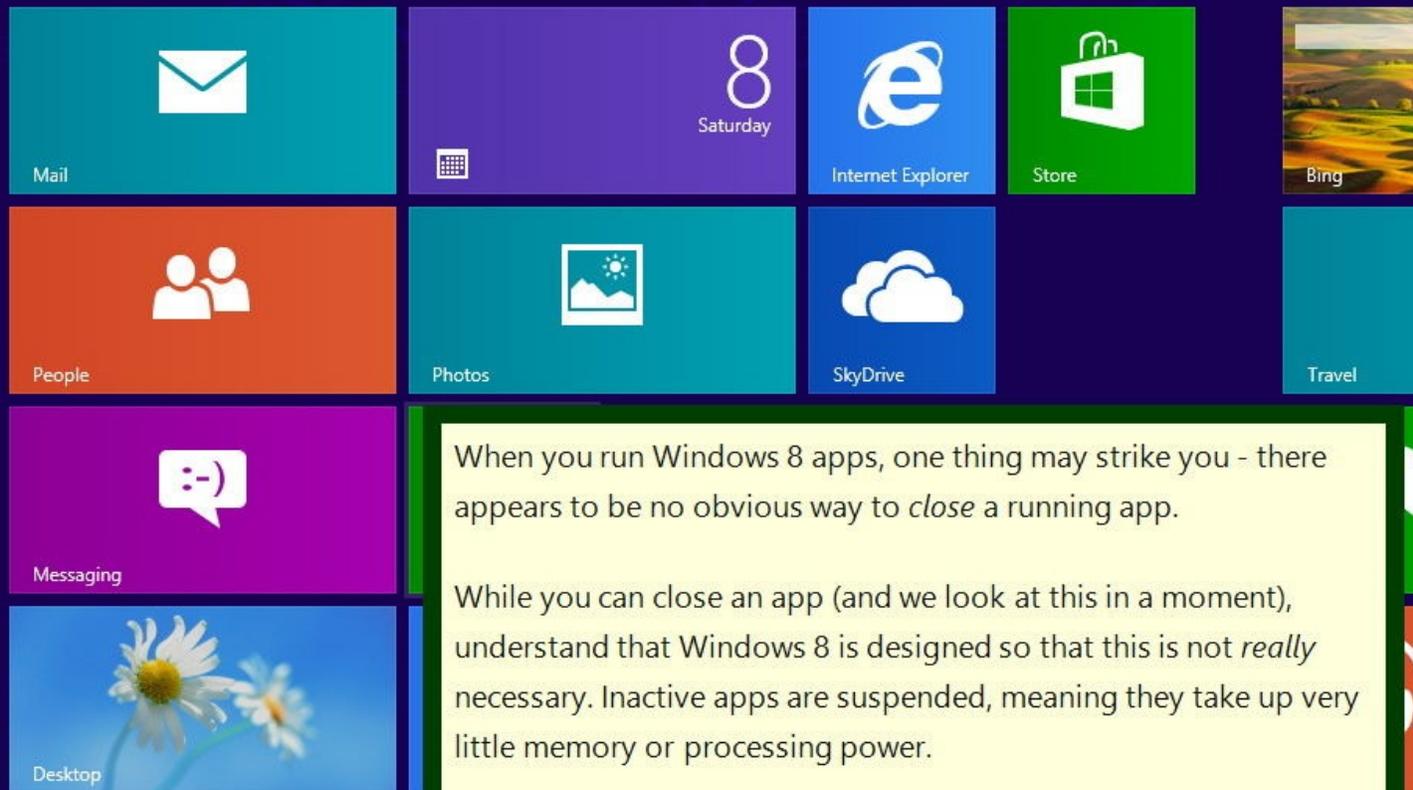
In this lesson, we'll be looking at how you can close Windows 8 apps.



Estimated Completion Time: 5 minutes (13 steps).

Start

David Webster 



When you run Windows 8 apps, one thing may strike you - there appears to be no obvious way to *close* a running app.

While you can close an app (and we look at this in a moment), understand that Windows 8 is designed so that this is not *really* necessary. Inactive apps are suspended, meaning they take up very little memory or processing power.

Touch or click here to move on.

Start

David Webster 



Mail



8
Saturday



Internet Explorer



Store



Bing



People

In this lesson, we are going to use the **Weather** app to illustrate how to close an app.

Start the **Weather** app.

Please do this now.



Travel



Messaging



Games



Desktop



25°
Brisbane
Partly Cloudy
26°/20°

Weather



News



Music



BRISBANE, QLD

BING WE

As you can see - there is no real **close** button. This allows the app to run using the *whole* screen.

Below are the steps to close a currently open app (in a moment you will get a chance to try this).

- Click (or touch) and hold at the middle, top of the screen.
- Drag downwards towards the bottom of the screen.
- Release the mouse (or remove your finger) when you reach the bottom of the screen.

Touch or click here to move on.

25°

Partly Cloudy

Feels Like 25°

WDT

SAT 8



26°/20°

Partly Cloudy

40% ⬇

SUN 9



27°/19°

Partly Cloudy

40% ⬇

MON 10



27°/20°

Light Rain

40% ⬇

TUE 11



26°/18°

Light Rain

50% ⬇

WED 12



26°/20°

Light Rain

40% ⬇

BRISBANE, QLD

BING WEATHER

25°

Partly Cloudy

Feels Like 25°

WDT

SAT 8



SUN 9



MON 10



17°/20°

Light Rain

50% ▲

TUE 11



26°/18°

Light Rain

50% ▲

WED 12



26°/18°

Light Rain

40% ▲

Watch as we animate this for you.

Touch or click here to see the animation.

BRISBANE, QLD

BING WEATHER

BRISBANE, QLD
BING WEATHER

25°
Partly Cloudy
Feels Like 25°
WDT

SAT 8	SUN 9	MON 10	TUE 11	WED 12
26°/20° Partly Cloudy 40%	27°/19° Partly Cloudy 40%	27°/20° Light Rain 40%	26°/18° Light Rain 50%	26°/18° Light Rain 40%

Page last updated Saturday, 8 December 2012 7:16:47 PM

25°
Partly Cloudy
Feels Like 25°
WDT

SAT 8

SUN 9

MON 10

TUE 11

WED 12

BRISBANE, QLD
BING WEATHER

25°
Partly Cloudy
Feels Like 25°
WDT

SAT 8	SUN 9	MON 10	TUE 11	WED 12
26°/20° Partly Cloudy 40%	27°/19° Partly Cloudy 40%	27°/20° Light Rain 40%	26°/18° Light Rain 50%	26°/18° Light Rain 40%

Page last updated Saturday, 8 December 2012 7:16:47 PM

Page last updated Saturday, 8 December 2012 7:16:47 PM

Start

David Webster 



Mail



8
Saturday



Internet Explorer



Store



Bing



People



Photos



SkyDrive



Travel



Messaging

S&P/AS...
4,551.80
▲ +0.94%
4:11 PM AEDT



Games



Desktop

You can click here to try this yourself, or click below to see this animation once more.



Music

BRISBANE, QLD

BING WEATHER



Let's give this a try. Remember, touch (or click) **and** hold at the top of the screen, **drag** to the bottom of the screen, and **release**.

As this is done, you'll see some changes on screen illustrating the app is closing.

Please do this now.

25

Partly Cloudy

Feels Like 25°
WDT

Partly Cloudy
40% ☾

Partly Cloudy
40% ☾

Light Rain
40% ☾

TUE 11



26°/18°

Light Rain
50% ☾

WED 12



26°/18°

Light Rain
40% ☾



Well done - keep dragging downwards!

Let's give this a try. Remember, touch (or click) **and** hold at the top of the screen, **drag** to the bottom of the screen, and **release**.

As this is done, you'll see some changes on screen illustrating the app is closing.

Please do this now.

Let's give this a try. Remember, touch (or click) **and** hold at the top of the screen, **drag** to the bottom of the screen, and **release**.

As this is done, you'll see some changes on screen illustrating the app is closing.

Please do this now.



Perfect - now release the mouse (or remove your finger)!

Start

David Webster 



Mail



8
Saturday



Internet Explorer



Store



Bing



People



Photos



SkyDrive



Travel



Messaging

S&P/AS...
4,551.80
▲ +0.94%
4:11 PM AEDT



Maps



Games



Games



Desktop

Well done - the app has now been closed!

Touch or click here to move on.



News



Music

Closing Apps

You've now completed this Windows 8 lesson.

In this lesson, we looked at how you can close
Windows 8 apps.

Running Multiple Apps



Running Multiple Apps

Welcome to this Windows 8 lesson.

In this lesson, we'll be looking at how you can run, and switch between multiple Windows 8 apps.



Estimated Completion Time: 9 minutes (21 steps).

Start

David Webster 



The Start screen features several live tiles: Mail (teal), People (orange), Photos (teal), SkyDrive (blue), Internet Explorer (blue), Store (green), Bing (teal), Travel (teal), Messaging (purple), Maps (purple), Desktop (blue with daisies), and Weather (blue with a moon and clouds). The Weather tile shows 25° in Brisbane, Partly Cloudy, with a high/low of 26°/20°. A news tile for 'Milk industry 'struggling to survive'' is also visible.

In Windows 8, native Windows 8 apps run (generally) at full screen. It's a little different to previous versions of Windows. And the method you use to swap between open apps is also a little different.

Touch or click here to move on.

Start

David Webster 



So let's look at how this is done. First of all, we'll start up a few different apps.

Start the **Internet Explorer** app.

Please do this now.

The Start screen features a grid of live tiles. The tiles include: Mail (teal), Internet Explorer (blue), Store (green), People (orange), Photos (cyan), SkyDrive (blue), Bing (teal), Messaging (purple), a news tile about the milk industry (green), Maps (purple), Sport (purple), Games (green), Desktop (blue with daisies), Weather for Brisbane (blue), News (red), and Music (orange). A red arrow points from the user name 'David Webster' to the Start screen.



Create Mobile Apps without Programming. **AppCobra.**

Use [AppCobra](#) (or the new [AppCobra Lite](#)), your Windows computer, and your creativity, to create apps for all HTML5 based devices, including desktops, mobile phones and tablets - including iPhone / iPad / iPod Touch, Android, HP webOS, BlackBerry, and/or Windows Mobile - even Smart TVs - *no programming required.*



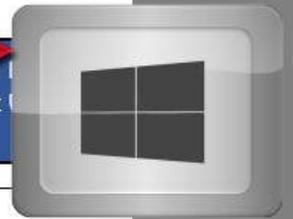
Internet Explorer opens.

To return to the start screen, you'd normally press or touch the Windows key on your tablet or keyboard. In this case, however, select the Windows button below to simulate this.

Please do this now.

[Take The Tour](#) [More Information...](#)

[Home](#) | [AppCobra](#) | [AppCobra Lite](#) | [AppCobra University](#) | [Screenshots](#) | [Requirement](#) | [30 Day Trial](#) | [Demos](#) | [Downloads](#) | [Shop](#) | [Support](#) | [Help](#) | [Docs](#) | [About Us](#) | [Contact Us](#)
[Registered Users](#)



Copyright© 2012 Kookaburra Studios Pty Ltd

Follow us on [LinkedIn](#), [Twitter](#), [YouTube](#) or [Facebook](#) for Update Information

Start

David Webster 



Mail



8
Saturday



Internet Explorer



Store



Bing



People



Photos



SkyDrive



Travel



Messaging

Now let's start the **Weather** app.
Please do this now.



Maps



Sport



Games



Desktop



25°
Brisbane
Partly Cloudy
26°/20°



News



Music

BRISBANE, QLD

BING WEATHER

25°
Partly Cloudy
Feels Like 25°
WDT

SAT 8



26°/20°
Partly Cloudy
40%

27°/19°
Partly Cloudy
40%

27°/20°
Light Rain
40%

WED 1

6°
Light Rain
40%

The **Weather** app opens.

To return to the start screen, you'd normally press or touch the Windows key on your tablet or keyboard. In this case, however, select the Windows button below to simulate this.

Please do this now.



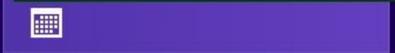
Start

David Webster 

Finally, we'll start the **Store** app.
Please do this now.



Mail



Internet Explorer



Store



Bing



People



Photos



SkyDrive



Travel



Messaging



Milk industry 'struggling to survive'



Maps



Sport



Games



Desktop



25°
Brisbane
Partly Cloudy
26°/20°

Weather



News



Music

Store

Spotlight

The Store app opens.

To return to the start screen, you'd normally press or touch the Windows key on your tablet or keyboard. In this case, however, select the Windows button below to simulate this.

Please do this now.

Network Ten
Free ★★★★★

Domain.com.au Real Estate
Free ★★★★★

ClickView Player
Free ★★★★★

Shazam
Free ★★★★★

Banking

op free

ew
leases

Start

David Webster 



Mail



8
Saturday



Internet Explorer



Store



Bing



People



Photos



SkyDrive



Travel



Messaging



Maps



Maps



Trophy



Gaming



Desktop



25°
Brisbane
Partly Cloudy
26°/20°
Weather

We now have three separate apps running - Internet Explorer, Weather, and Store.

How do we switch directly back to any one of these apps?

Touch or click here to move on.

Start

David Webster 



The Start screen features a grid of colorful live tiles. The tiles include: Mail (teal), Calendar (purple, showing '8 Saturday'), Internet Explorer (blue), Store (green), People (orange), Photos (teal), SkyDrive (blue), Bing (teal), Desktop (light blue), Weather (blue), Sport (purple), News (red), Games (green), and Music (orange). A yellow callout box is overlaid on the screen.

The first step is to move the mouse to the bottom left hand corner of the screen (tablet users can just touch the bottom left-hand corner of the screen).

Please do this now.



Start

David Webster 



Mail

8
Saturday

Internet Explorer

Store

Bing

People

SkyDrive

Travel

Messages

Sport

Games

Desktop

Weather

News

Music

Immediately you do this, an icon representing the most recently run app appears - in this case, the Store.

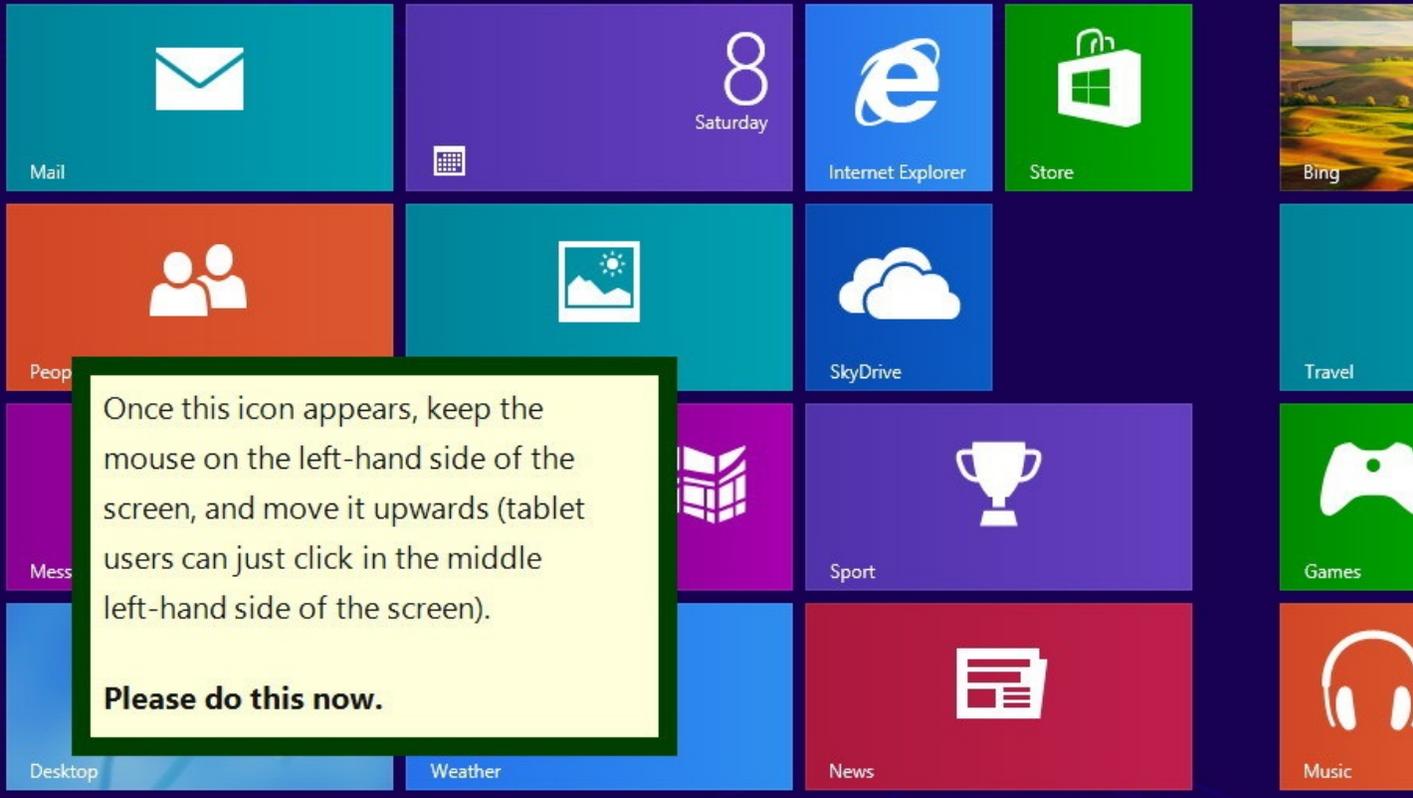
Note that we use the bottom left-hand corner of the Windows 8 screen - you can actually also use the top left-hand corner in the same way.

Touch or click here to move on.



Start

David Webster 



Mail

Calendar

8 Saturday

Internet Explorer

Store

Bing

People

Photos

SkyDrive

Travel

Messaging

Sports

Games

Desktop

Weather

News

Music

Once this icon appears, keep the mouse on the left-hand side of the screen, and move it upwards (tablet users can just click in the middle left-hand side of the screen).

Please do this now.



start



Immediately you do this, a series of icons representing all open apps appears (except for the Store app, in this case, which, as the last app used, appears at the bottom left).

Touch or click here to move on.



Weather

Internet Explorer

Desktop

Messaging

Store



8 Saturday

Internet Explorer

Store

SkyDrive

Maps

Sport

News

Music

Weather

25° Brisbane Partly Cloudy 26°/20°

start



To swap back to one of these apps, simply select it. In this case, select the indicated icon, which represents Internet Explorer.

Please do this now.

Weather

Internet Explorer

Desktop

Mail

People

Messaging

Store

Calendar

8 Saturday

Internet Explorer

Store

Bing

Photos

SkyDrive

SkyDrive

Travel

Travel

Messaging

Milk industry 'struggling to survive'

Maps

Sport

Games

Desktop

Weather

25°
Brisbane
Partly Cloudy
26°/20°

News

Music



Run Apps on Your Device Immediately. **AppCobra.**

Use [AppCobra](#) (or the new [AppCobra Lite](#)), your Windows computer, and your creativity, to create apps for all HTML5 based devices, including desktops, mobile phones and tablets - including iPhone / iPad / iPod Touch, Android, HP webOS, BlackBerry, and/or Windows Mobile - even Smart TVs - *no programming required.*



Internet Explorer immediately opens at full screen.

Let's swap to another app, by repeating this process - the first step is to move the mouse to the bottom left hand corner of the screen (tablet users can just touch the bottom left-hand corner of the screen).

Please do this now.

Information...

[Screenshots](#) | [Requirements](#) | [FAQs](#) |
[Docs](#) | [About Us](#) | [Contact Us](#) |



<http://www.appcobra.com/>





Get Your Content in the App Store. **AppCobra.**

Use [AppCobra](#) (or the new [AppCobra Lite](#)), your Windows computer, and your creativity, to create apps for all HTML5 based devices, including desktops, mobile phones and tablets - including iPhone / iPad / iPod Touch, Android, HP webOS, BlackBerry, and/or Windows Mobile - even Smart TVs - *no programming required.*



Once this icon appears, keep the mouse on the left-hand side of the screen, and move it upwards (tablet users can just click in the middle left-hand side of the screen).

Please do this now.

[Home](#) | [AppCobra](#) | [AppCobra Lite](#) | [AppCobra University](#) | [Screenshots](#) | [Requirements](#) | [FAQs](#) | [30 Day Trial](#) | [Demos](#) | [Downloads](#) | [Shop](#) | [Support](#) | [Help](#) | [Docs](#) | [About Us](#) | [Contact Us](#) | [Registered Users](#)

Start



<http://www.appcobra.com/>



Create Mobile Apps without Programming. AppCobra.



Use [AppCobra](#) (or the new [AppCobra Lite](#)), your Windows computer, and your creativity, to create apps for all HTML5 based devices, including desktops, mobile phones and tablets - including iPhone / iPad / iPod Touch, Android, HP webOS, *programming required.*

The series of tiles representing all open apps appears (as Internet Explorer is open in the main window, it is not listed here).

We can use these tiles to close running programs as well. To illustrate this, right-click on the indicated Weather tile (tablet users can touch and hold).

Please do this now.



[Take The Tour](#) [More Information...](#)

[Home](#) | [AppCobra](#) | [AppCobra Lite](#) | [AppCobra University](#) | [Screenshots](#) | [Requirements](#) | [FAQs](#) | [30 Day Trial](#) | [Demos](#) | [Downloads](#) | [Shop](#) | [Support](#) | [Help](#) | [Docs](#) | [About Us](#) | [Contact Us](#) | [Registered Users](#)

<http://www.appcobra.com/>



Create Apps for the App Store. AppCobra.

Use [AppCobra](#) (or the new [AppCobra Lite](#)), your Windows computer, and your creativity, to create apps for all HTML5 based devices, including desktops, mobile phones and tablets - including iPhone / iPad / iPod Touch, Android, HP webOS, BlackBerry, and/or Windows Mobile - even Smart TVs - *no programming required.*

Now select the **Close** command.

Please do this now.



[Take The Tour](#)

[More Information...](#)

[Home](#) | [AppCobra](#) | [AppCobra Lite](#) | [AppCobra University](#) | [Screenshots](#) | [Requirements](#) | [FAQs](#) | [30 Day Trial](#) | [Demos](#) | [Downloads](#) | [Shop](#) | [Support](#) | [Help](#) | [Docs](#) | [About Us](#) | [Contact Us](#) | [Registered Users](#)

<http://www.appcobra.com/>



Run Apps on Your Device Immediately. **AppCobra.**

Use [AppCobra](#) (or the new [AppCobra Lite](#)), your Windows computer, and your creativity, to create apps for all HTML5 based devices, including desktops, mobile phones and tablets - including iPhone / iPad / iPod Touch, Android, HP webOS, BlackBerry, and/or Windows Mobile - even Smart TVs - *no programming required.*

The Weather app is now closed.

Touch or click here to move on.



[Take The Tour](#)

[More Information...](#)

[Home](#) | [AppCobra](#) | [AppCobra Lite](#) | [AppCobra University](#) | [Screenshots](#) | [Requirements](#) | [FAQs](#) | [30 Day Trial](#) | [Demos](#) | [Downloads](#) | [Shop](#) | [Support](#) | [Help](#) | [Docs](#) | [About Us](#) | [Contact Us](#) | [Registered Users](#)

<http://www.appcobra.com/>

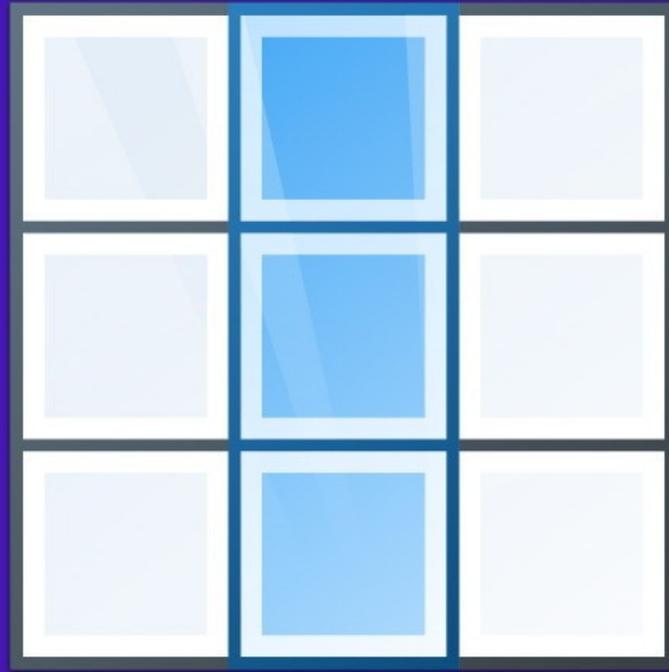


Running Multiple Apps

You've now completed this Windows 8 lesson.

In this lesson, we looked at how you can run, and switch between multiple Windows 8 apps.

Docking Apps



Docking Apps

Welcome to this Windows 8 lesson.

In this lesson, we'll be looking at how you can dock Windows 8 apps - allowing you run two apps on the screen at the same time.



Estimated Completion Time: 7 minutes (16 steps).

BRISBANE, QLD

BING WEATHER

In Windows 8, apps (like the **Weather** app you see here) normally run at full screen.

This is handy, because it allows you to use all the screen area in a straightforward manner.

But sometimes, you just want to run two apps on the screen at the same time.

Touch or click here to move on.

25°

Partly Cloudy

Feels Like 25°

WDT

SAT 8



26°/20°

Partly Cloudy

40% ⬇

SUN 9



27°/19°

Partly Cloudy

40% ⬇

MON 10



27°/20°

Light Rain

40% ⬇

TUE 11



26°/18°

Light Rain

50% ⬇

WED 12



26°/18°

Light Rain

40% ⬇

BRISBANE, QLD

BING WEATHER

25°

Partly Cloudy
Feels Like 25°
WDT

8 SAT  26°/20°
Partly Cloudy
40% ⬇

9 SUN  27°/19°
Partly Cloudy
40% ⬇

10 MON  27°/20°
Light Rain
40% ⬇

11 TUE  26°/18°
Light Rain
50% ⬇

12 WED  26°/18°
Light Rain
40% ⬇

13  27°/17°



Run Apps on Your Device Immediately.

Use [AppCobra](#) (or the new [AppCobra Lite](#)), your Windows co-creativity, to create apps for all HTML5 based devices, including phones and tablets - including iPhone / iPad / iPod Touch, Android, BlackBerry, and/or Windows Mobile - even Smart TVs - no programming required.

Docking, in Windows 8, allows you to view two Windows 8 apps on the same screen, at the same time.

Here, you can see both the **Weather** app, and **Internet Explorer**, open together.

Touch or click here to move on.



[Take The Tour](#) [More Information](#)

[Home](#) | [AppCobra](#) | [AppCobra Lite](#) | [AppCobra University](#) | [Screenshots](#) | [30 Day Trial](#) | [Demos](#) | [Downloads](#) | [Shop](#) | [Support](#) | [Help](#) | [Docs](#) | [A](#)
[Registered Users](#)



<http://www.appcobra.com/>

BRISBANE, QLD

BING WEATHER

So how do we achieve this? It is quite simple.

Here, we have the **Weather** app open at full screen. The first thing we do is set this app to run in a panel. In a moment, you'll get a chance to try this.

Touch or click here to move on.

25°

Partly Cloudy

Feels Like 25°

WDT

SAT 8



26°/20°

Partly Cloudy

40% ⬇

SUN 9



27°/19°

Partly Cloudy

40% ⬇

MON 10



27°/20°

Light Rain

40% ⬇

TUE 11



26°/18°

Light Rain

50% ⬇

WED 12



26°/18°

Light Rain

40% ⬇

BRISBANE, QLD

BING WEATHER



Two simple steps:

1/ Click and hold (or touch and hold) at the top of the screen. A tile (large icon) of the screen will appear.

2/ Drag this tile to the left of the screen, until a panel bar appears - where you can then release the mouse, or remove your finger.

Please do this now.

25°

Partly Cloudy

Feels Like 25°

WDT

SA

26°/20°

Partly Cloudy

40% ▲

27°/19°

Partly Cloudy

40% ▲

27°/20°

Light Rain

40% ▲

26°/18°

Light Rain

50% ▲

WED 1

26°

Light R

40% ▲

BRISBANE, QLD

BING WEATHER

25°

Partly Cloudy
Feels Like 25°
WDT

8
SAT
 26°/20°
Partly Cloudy
40% ⬇

9
SUN
 27°/19°
Partly Cloudy
40% ⬇

10
MON
 27°/20°
Light Rain
40% ⬇

11
TUE
 26°/18°
Light Rain
50% ⬇

12
WED
 26°/18°
Light Rain
40% ⬇

13
 27°/17°



Well done! The Weather app now reformats, and displays in this panel. The rest of the screen is currently blank.

Touch or click here to move on.

BRISBANE, QLD

BING WEATHER

25°

Partly Cloudy
Feels Like 25°
WDT

8
SAT
 26°/20°
Partly Cloudy
40% ⬇

9
SUN
 27°/19°
Partly Cloudy
40% ⬇

10
MON
 27°/20°
Light Rain
40% ⬇

11
TUE
 26°/18°
Light Rain
50% ⬇

12
WED
 26°/18°
Light Rain
0% ⬇

13
 27°/17°



Now we can load another app into the main area of the screen.

To see the currently running apps, move the mouse (or simply touch) in the bottom left-hand corner of the screen.

Please do this now.

BRISBANE, QLD

BING WEATHER

25°

Partly Cloudy
Feels Like 25°
WDT

8 SAT  26°/20°
Partly Cloudy
40%

9 SUN  27°/19°
Partly Cloudy
40%

10 MON  27°/20°
Light Rain
40%

11 TUE  26°/18°
Light Rain
50%

1  26°/18°
Light Rain
40%



Now move the mouse up to reveal currently running apps.

Please do this now.

LD

Desktop

Internet Explorer



We now can see a couple of running apps.

Select the indicated app - Internet Explorer.
When you select this app tile, that app will
load into the main area of the screen.

Please do this now.

20°

Cloudy

19°

Cloudy

20°

Rain

18°

Rain

Start



18°

Rain

17°

BRISBANE, QLD

BING WEATHER

25°

Partly Cloudy
Feels Like 25°
WDT

Now both apps are running.

Touch or click here to move on.

8 SAT 26°/20°
Partly Cloudy
40% ▾

9 SUN 27°/19°
Partly Cloudy
40% ▾

10 MON 27°/20°
Light Rain
40% ▾

11 TUE 26°/18°
Light Rain
50% ▾

12 WED 26°/18°
Light Rain
40% ▾

13 27°/17°



Run Apps on Your Device Immediately.

Use [AppCobra](#) (or the new [AppCobra Lite](#)), your Windows creativity, to create apps for all HTML5 based devices, including phones and tablets - including iPhone / iPad / iPod Touch, Android, BlackBerry, and/or Windows Mobile - even Smart TVs - no programming required.



[Take The Tour](#) [More Information](#)

[Home](#) | [AppCobra](#) | [AppCobra Lite](#) | [AppCobra University](#) | [Screenshots](#)
[30 Day Trial](#) | [Demos](#) | [Downloads](#) | [Shop](#) | [Support](#) | [Help](#) | [Docs](#) | [A](#)
[Registered Users](#)



<http://www.appcobra.com/>

BRISBANE, QLD

BING WEATHER

25°

Partly Cloudy
Feels Like 25°
WDT

8 SAT 26°/20°
Partly Cloudy
40%

9 SUN 27°/19°
Partly Cloudy
40%

10 MON 27°/20°
Light Rain
40%

11 TUE 26°/18°
Light Rain
50%

12 WED 26°/18°
Light Rain
40%

13 27°/17°



Run Apps on Your Device Immediately.

Use [AppCobra](#) (or the new [AppCobra Lite](#)), your Windows creativity, to create apps for all HTML5 based devices, including phones and tablets - including iPhone / iPad / iPod Touch, Android, BlackBerry, and/or Windows Mobile - even Smart TVs - no programming required.



We can also swap these apps around, so that the Weather app will take up most of the screen.

The left-most arrow indicates the panel bar. Click (or touch) and drag this panel over to the position indicated by the right-most arrow, and release.

Please do this now.

Registered Users



<http://www.appcobra.com/>

Both apps are still running, but they swap sizes - the Weather app now runs in a larger window than Internet Explorer.

Touch or click here to move on.

SAT 8



26°/20°
Partly Cloudy
40% ☔

SUN 9



27°/19°
Partly Cloudy
40% ☔

MON 10



27°/20°
Light Rain
40% ☔

TUE 11



26°/18°
Light Rain
50% ☔

WED 1



26°
Light F
40% ☔

2012 7:54:53 PM

Create Apps for the App Store. AppCobra.

Use AppCobra (or the new AppCobra Lite), your Windows computer, and your creativity, to create apps for all HTML5 based devices, including desktops, mobile phones and tablets - including iPhone / iPad / iPod Touch, Android, HP webOS, BlackBerry, and/or Windows Mobile - even Smart TVs - no programming required.



Take The Tour. More Information..

Home AppCobra AppCobra Lite AppCobra University Downloads Requirements FAQs 30 Day Trial Screen Downloads Shop Support Help News About Us Contact Us Registered Users

©2012 AppCobra. All rights reserved. Privacy Policy

 appcobra.com





We can also use the panel bar to return either one of these apps to full screen.

Using the panel bar indicated by the right-most arrow, drag this panel bar over to the left-hand side of the screen (where the left-most arrow is), and release.

Please do this now.

SAT 8



26°/2

Partly Clou

40% ▾ 40% ▾ 40% ▾ 50% ▾ 40% ▾

2012 7:54:53 PM

Create Apps for the App Store. AppCobra.

Use AppCobra (or the new AppCobra Lite), your Windows computer, and your creativity, to create apps for all HTML5 based devices, including desktops, mobile phones and tablets - including iPhone / iPad / iPod Touch, Android, HP webOS, BlackBerry, and/or Windows Mobile - even Smart TVs - no programming required.



Take The Tour More Information..

Home AppCobra AppCobra Lite AppCobra University Downloads Requirements FAQs 30 Day Trial Screen Downloads Shop Support Help News About Us Contact Us Registered Users

©2012 AppCobra.com. All rights reserved. Privacy Policy

 appcobra.com



Create Apps for the App Store. **AppCobra.**

Use [AppCobra](#) (or the new [AppCobra Lite](#)), your Windows computer, and your creativity, to create apps for all HTML5 based devices, including desktops, mobile phones and tablets - including iPhone / iPad / iPod Touch, Android, HP webOS, BlackBerry, and/or Windows Mobile - even Smart TVs - *no programming required.*



[Take The Tour](#) [More Info](#)

[Home](#) | [AppCobra](#) | [AppCobra Lite](#) | [AppCobra University](#)
[30 Day Trial](#) | [Demos](#) | [Downloads](#) | [Shop](#) | [Support](#) | [Help](#)
[Registered Users](#)

And Internet Explorer now runs at full screen.

Touch or click here to move on.



<http://www.appcobra.com/>

Docking Apps

You've now completed this Windows 8 lesson.

In this lesson, we looked at how you can dock Windows 8 apps - allowing you run two apps on the screen at the same time.

App Settings



App Settings

Welcome to this Windows 8 lesson.

In this lesson, we'll be looking at how you can adjust settings within Windows 8 apps.



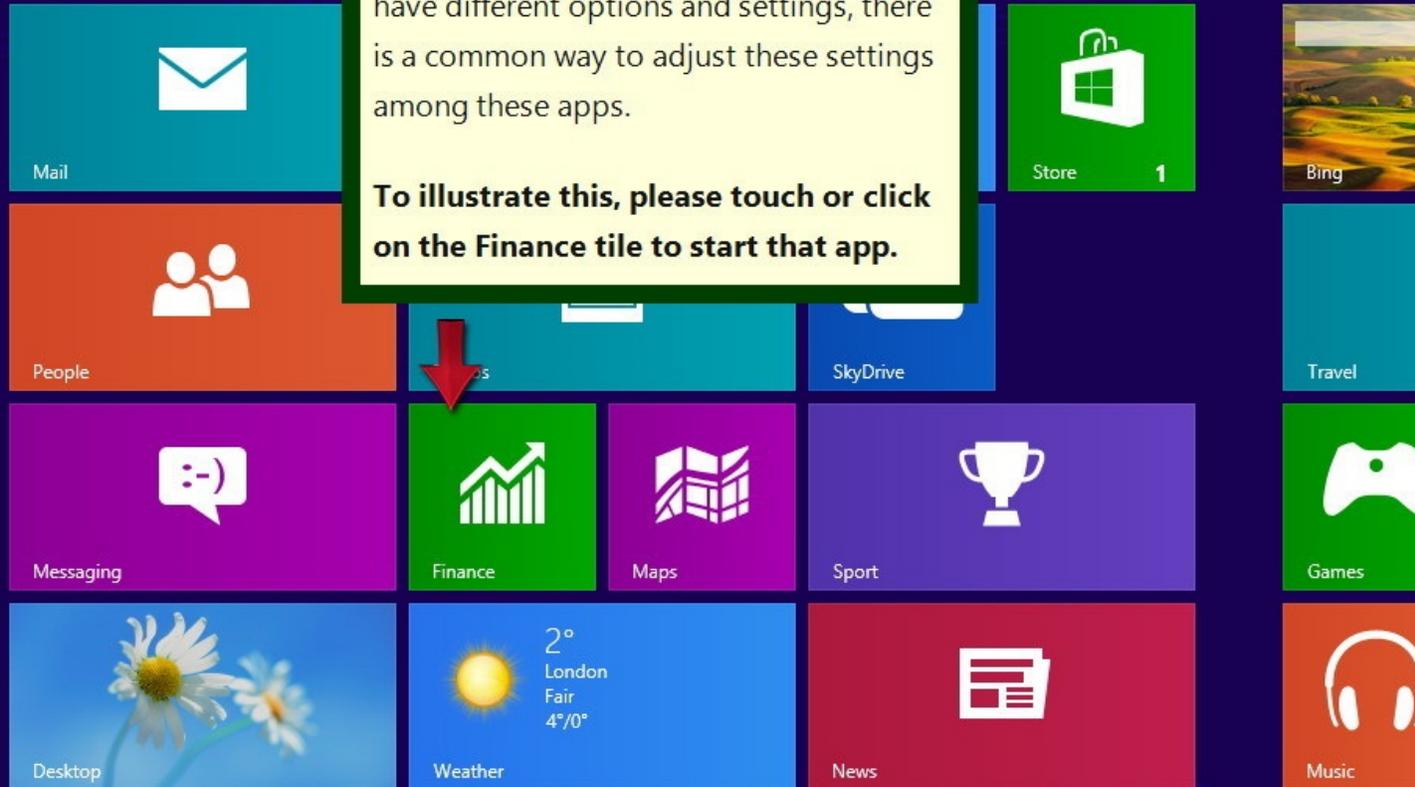
Estimated Completion Time: 9 minutes (20 steps).

Start

David Webster 

While each and every Windows 8 app will have different options and settings, there is a common way to adjust these settings among these apps.

To illustrate this, please touch or click on the Finance tile to start that app.



BING FINANCE

The **Finance** app opens. As mentioned, we will use this app merely as an example to illustrate how settings can be adjusted in **any** Windows 8 app.

First thing you need to do to adjust settings is to move the mouse to the bottom right-hand corner of the screen (tablet users can just touch in this area).

Please do this now.

Scientists say NASA's budget inadequate for its goals

AFP

▼ -0.25% 4,509.30
S&P/ASX 200

▼ -0.22% 4,596.40
S&P/ASX 50

Last Updated Friday, 7 December 2012 12:21 AM. Quotes delayed. Market data by Morningstar.



Now move the mouse up, and select the **Settings** button (the caption will appear under the button as you move the mouse up). Tablet users can just touch in the indicated area.

Please do this now.

Scientists say NASA's budget inadequate for its goals

AFP

▼ -0.25% 4,509.30
S&P/ASX 200

▼ -0.22% 4,596.40
S&P/ASX 50

Last Updated Friday, 7 December 2012 12:21 AM. Quotes delayed. Market data by Morningstar.



BING FINANCE

Now move the mouse up, and select the **Settings** button (the caption will appear under the button as you move the mouse up). Tablet users can just touch in the indicated area.

Please do this now.

Scientists say NASA's budget inadequate for its goals



12:21 Friday
December 7

S&P/ASX 200

S&P/ASX 50

Last Updated Friday, 7 December 2012 12:21 AM. Quotes delayed. Market data by Morningstar.



Search



Share



Start



Devices



Settings

BING FINANCE



The **Settings** panel now appears at the right of the screen.

Touch or click here to move on.

Scientists say NASA's budget is inadequate for its goals

AFP

▼ -0.25% 4,509.30
S&P/ASX 200

▼ -0.22% 4,596.40
S&P/ASX 50

Last Updated Friday, 7 December 2012 12:21 AM. Quotes delayed. Market data by Morningstar.

Settings

Finance
By Microsoft Corporation

Options

About

Feedback

Terms of Use

Privacy Statement

Help

Permissions



BigPond48B7



16



Brightness



Notifications



Power



Keyboard

Change PC settings

BING FINANCE

Let's have a look at **Options**.

Select this command now.

Scientists say NASA's budget is inadequate for its goals

AFP

▼ -0.25% 4,509.30
S&P/ASX 200

▼ -0.22% 4,596.40
S&P/ASX 50

Last Updated Friday, 7 December 2012 12:21 AM. Quotes delayed. Market data by Morningstar.

Settings

Finance
By Microsoft Corporation

Options

About

Feedback

Terms of Use

Privacy Statement

Help

Permissions



BigPond48B7



16



Brightness



Notifications



Power



Keyboard

Change PC settings



Change app language and content to

Australia - English



The **Options** panel displays all options specific to this app. In this case, there is only one option - but in general, this panel will be a little different for every single app.

Essentially, this is the place to go to set what is often called *preferences*, or *defaults*, for the current app.

Touch or click here to move on.

Scientists inadequate for its goal

AFP

▼ -0.25% 4,509.30
S&P/ASX 200

▼ -0.22% 4,596.40
S&P/ASX 50

Last Updated Friday, 7 December 2012 12:21 AM. Quotes delayed. Market data by Morningstar.



The indicated button will take us back to the **Settings** panel.

Select this button now.

Change app language and content to

Australia - English



Scientists say NASA's budget is inadequate for its goals

AFP

▼ -0.25% 4,509.30
S&P/ASX 200

▼ -0.22% 4,596.40
S&P/ASX 50

Last Updated Friday, 7 December 2012 12:21 AM. Quotes delayed. Market data by Morningstar.

BING FINANCE

Let's have a look at **About**.

Select this command now.

Scientists say NASA's budget is inadequate for its goals

AFP

▼ -0.25% 4,509.30
S&P/ASX 200

▼ -0.22% 4,596.40
S&P/ASX 50

Last Updated Friday, 7 December 2012 12:21 AM. Quotes delayed. Market data by Morningstar.

Settings

Finance
By Microsoft Corporation

Options

About

Feedback

Terms of Use

Privacy Statement

Help

Permissions



BigPond48B7



16



Brightness



Notifications



Power



Keyboard

Change PC settings



In the **About** panel, you'll find information about this app, including publisher, copyright information, and any other relevant information for this app.

Select the indicated button now.

Finance
Version 1.5.1.406
Microsoft Corporation

Powered by [bing](#)

Data Powered By

Quotes, chart and fundamental data by **Morningstar, Inc**

Rates by **Informa Research Services, Inc**

[Product Details](#)

[Disclaimer](#)

Scientists say NASA's budget is inadequate for its goals

AFP

▼ -0.25% 4,509.30
S&P/ASX 200

▼ -0.22% 4,596.40
S&P/ASX 50

Last Updated Friday, 7 December 2012 12:21 AM. Quotes delayed. Market data by Morningstar.

BING FINANCE

Scientists say NASA's budget is inadequate for its goals

AFP

▼ -0.25% 4,509.30
S&P/ASX 200

▼ -0.22% 4,596.40
S&P/ASX 50

Last Updated Friday, 7 December 2012 12:21 AM. Quotes delayed. Market data by Morningstar.

Settings

Finance
By Microsoft Corporation

Options

About

Feedback

Terms of Use

Privacy Statement

Help

Permissions



BigPond48B7



16



Brightness



Notifications



Power



Keyboard

Change PC settings

Let's have a look at **Feedback**.

Select this command now.



The **Feedback** panel provides a means for you to provide feedback on an app directly to the app publishers.

Select the indicated button now.



Like

Please tell us what you like about this app.



Dislike

How often do you use this app?

How would you rate this app?

[Privacy statement](#)

Submit

Scientists say inadequate fo

AFP

▼ -0.25% 4,509.30
S&P/ASX 200

▼ -0.22%
S&P/ASX 50

Last Updated Friday, 7 December 2012 12:21 AM. Quotes dela

BING FINANCE

Scientist
inadequate for its goal

AFP

▼ -0.25% 4,509.30
S&P/ASX 200

▼ -0.22% 4,596.40
S&P/ASX 50

Last Updated Friday, 7 December 2012 12:21 AM. Quotes delayed. Market data by Morningstar.

We won't look at this now, but the **Terms of Use** option will display any restrictions or rules related to the use of this app.

Touch or click here to move on.

Settings

Finance
By Microsoft Corporation

Options

About

Feedback

Terms of Use

Privacy Statement

Help

Permissions


BigPond48B7


16


Brightness


Notifications


Power


Keyboard

Change PC settings

BING FINANCE

Scientists inadequ

AFP

▼ -0.25% 4,509.30
S&P/ASX 200

▼ -0.22% 4,596.40
S&P/ASX 50

Last Updated Friday, 7 December 2012 12:21 AM. Quotes delayed. Market data by Morningstar.

We won't look at this now, but the **Privacy Statement** option will inform you, if you are interested, of the way your personal information may be used by the current app.

Touch or click here to move on.

Settings

Finance
By Microsoft Corporation

Options

About

Feedback

Terms of Use

Privacy Statement

Help

Permissions


BigPond48B7


16


Brightness


Notifications


Power


Keyboard

Change PC settings

BING FINANCE

Scientists inadequ

AFP

▼ -0.25% 4,509.30
S&P/ASX 200

▼ -0.22% 4,596.40
S&P/ASX 50

Last Updated Friday, 7 December 2012 12:21 AM. Quotes delayed. Market data by Morningstar.

We won't look at this now, but the **Help** option is fairly self-explanatory - it displays Help information about the current app.

Touch or click here to move on.

Settings

Finance
By Microsoft Corporation

Options

About

Feedback

Terms of Use

Privacy Statement

Help

Permissions


BigPond48B7


16


Brightness


Notifications


Power


Keyboard

Change PC settings

BING FINANCE

Let's have a look at **Permissions**.

Select this command now.

Scientists say NASA's budget is inadequate for its goals

AFP

▼ -0.25% 4,509.30
S&P/ASX 200

▼ -0.22% 4,596.40
S&P/ASX 50

Last Updated Friday, 7 December 2012 12:21 AM. Quotes delayed. Market data by Morningstar.

Settings

Finance
By Microsoft Corporation

Options

About

Feedback

Terms of Use

Privacy Statement

Help

Permissions



BigPond48B7



16



Brightness



Notifications



Power



Keyboard

Change PC settings

The **Permissions** panel will again be different for each app, but in many cases will contain similar options.

This panel determines what sort of access you allow this app to have - for example - can it access your location?

Touch or click here to move on.

Finance
By Microsoft Corporation
Version 1.5.1.406

Privacy

Allow this app to access your:

Location

Off



This app has permission to use:
Your Internet connection

Scientists say NASA's budget is inadequate for its goals

AFP

▼ -0.25% 4,509.30
S&P/ASX 200

▼ -0.22% 4,596.40
S&P/ASX 50

Last Updated Friday, 7 December 2012 12:21 AM. Quotes delayed. Market data by Morningstar.

App Settings

You've now completed this Windows 8 lesson.

In this lesson, we looked at how you can adjust settings within Windows 8 apps.

Printing



Printing

Welcome to this Windows 8 lesson.

In this lesson, we'll be looking at how you can print from Windows 8 apps.



Estimated Completion Time: 6 minutes (15 steps).

Start

David Webster 

Printing from Windows 8 apps is not quite as intuitive as in previous versions of Windows. You'll rarely find a **Print** button, or **Print** command.

We will use Internet Explorer to illustrate how you can print in Windows 8.

Please start this app now.



The Start screen displays a grid of application tiles. The tiles include:

- Internet Explorer** (blue tile with 'e' icon)
- Store** (green tile with Windows logo icon)
- Bing** (teal tile with landscape image)
- SkyDrive** (blue tile with cloud icon)
- Travel** (teal tile)
- Messaging** (purple tile with speech bubble icon)
- Milk industry 'struggling to survive'** (green tile with bar chart icon)
- Maps** (purple tile with map icon)
- Sport** (purple tile with trophy icon)
- Games** (green tile with game controller icon)
- Desktop** (blue tile with daisy image)
- Weather** (blue tile with moon and sun icon, showing 25° Brisbane, Partly Cloudy, 26°/20°)
- News** (red tile with newspaper icon)
- Music** (orange tile with headphones icon)



Create your own e-learning using the award winning KnowledgePresenter suite.



Home | Products | 30 Day Trials | Demos | Downloads | News | Shop | KP Uni | Support | About Us | Contact Us | [Registered Users](#)



KnowledgePresenter Professional X

Create your own e-learning

30 Day Trial



AppCobra

Create iPhone, iPad, Android, BlackBerry, HP webOS, and Windows Mobile apps!

30 Day Trial



KP Learner Manager Enterprise XI

Deploy and track users

30 Day Trial



KnowledgePresenter University

In order to print from an app, we need to view the Settings bar on the right of the screen.

Move the mouse to the bottom right-hand corner of the screen (tablet users, simply touch in the bottom right corner).

Please do this now.





Create your own e-learning using the award winning KnowledgePresenter suite.



Home | Products | 30 Day Trials | Demos | Downloads | News | Shop | KP Uni | Support | About Us | Contact Us | [Registered Users](#)



KnowledgePresenter Professional X

Create your own e-learning

30 Day Trial



AppCobra

Create iPhone, iPad, Android, BlackBerry, HP webOS, and Windows Mobile apps!

30 Day Trial



KP Learner Manager Enterprise XI

Deploy and track users

30 Day Trial



KnowledgePresenter University



KnowledgePresenter Support



Now move the mouse up the right-hand side of the screen (tablet users can just touch the middle right of the screen).
Please do this now.





Create your own e-learning using the award winning KnowledgePresenter suite.



Home | Products | 30 Day Trials | Demos | Downloads | News | Shop | KP Uni | Support | About Us | Contact Us | Registered Users



KnowledgePresenter Professional X

Create your own e-learning



AppCobra

Create iPhone, iPad, Android, BlackBerry, HP webOS, and Windows Mobile apps!



KP Learner Manager Enterprise XI

Deploy and track users





7:36
Saturday
December 8

Select the **Devices** command.

Please do this now.



Search



Share



Start



Devices



Settings



Create your own e-learning the award winning KnowledgePre

Home | Products | 30 Day Trials | Demos | Downloads | News | Shop | KP Uni | Support |



Technically, this feature is labelled **Devices**, rather than **Printers**, as there are a number of devices you can send content to. As an example, you may send to a second screen. Or perhaps send data to your Xbox.

Knowledge
Professional

Touch or click here to move on.

Create your own e-learning

Trial

windows mobile apps:

Trial



KnowledgePresenter
University



KnowledgePresenter
Support

Devices



Internet Explorer



Microsoft XPS Document Writer



Send To OneNote 2010



Brother MFC-6490CW Printer
No toner/ink



Second screen

More



Create your own e-learning the award winning KnowledgePre

Home | Products | 30 Day Trials | Demos | Downloads | News | Shop | KP Uni | Support |



KnowledgePresenter Professional X

Create your own e-learning



AppCobra

Create iPhone, iPad, Android, BlackBerry, HP webOS, and Windows Mobile apps!



KnowledgePresenter University



KnowledgePresenter Support

We have a number of printers, printer devices, and other devices listed here.
Touch or click here to move on.

Devices

Internet Explorer



Microsoft XPS Document Writer



Send To OneNote 2010



Brother MFC-6490CW Printer
No toner/ink



Second screen

More





Create your own e-learning the award winning KnowledgePre

Home | Products | 30 Day Trials | Demos | Downloads | News | Shop | KP Uni | Support |



**KnowledgePresenter
Professional X**
Create your own e-learning

In this case, we want you to select the device **Microsoft XPS Document Writer**. Technically, this is not a physical printer - it prints to a file - but it operates in exactly the same way as a physical printer.

Please do this now.



**KnowledgePresenter
University**



**KnowledgePresenter
Support**

Devices

Internet Explorer



Microsoft XPS Document Writer



Send To OneNote 2010



Brother MFC-6490CW Printer
No toner/ink



Second screen

More



Create the award w

Home | Products | 30 Day Trials | Demos | Do



KnowledgePresenter Professional X
Create your own e-learning

30 Day Trial

Ap
Cre
Blai
Wir



KnowledgePresenter University

Microsoft XPS Document Writer



Orientation

Portrait

More settings



Print

1

of

We get an automatic print preview - an idea of how the content will look when printed. If you need to change any settings, you can select the **More settings** button.

Please do this now.



Create the award w

Home | Products | 30 Day Trials | Demos | Do

← Microsoft XPS Document Writer

Page layout

Orientation

Portrait



Paper and quality

Size

Letter



KnowledgePresenter Professional X

Create your own e-learning



Ap
Cre
Blai
Wir



KnowledgePresenter University

The options you can change depend on the features of the printer you selected.

In this case, we'll leave these settings as they are. Select the indicated button to return to the previous screen.

Please do this now.



Create the award w

Home | Products | 30 Day Trials | Demos | Do



KnowledgePresenter Professional X

Create your own e-learning

30 Day Trial

Ap
Cre
Blai
Wir



KnowledgePresenter University

Microsoft XPS Document Writer



Orientation

Portrait

More settings

Print

To set the printing process off, select the **Print** button.

Please do this now.

1 of 1



Create your own e-learning the award winning KnowledgePresenter

File saved to the Documents folder
View KnowledgePresenter.

Home | Products |

Support Us | Contact Us | Registered Users



The document now prints in the background.

A message appears, much like this one, when printing is complete. Because we printed to a file using the **Microsoft XPS Document Writer**, we can actually view this file by clicking on this message.

Please do this now.



Learner Manager
Enterprise XI

Deploy and track users

30 Day
Trial

KnowledgePresenter
Professional X

Create your own e-learning



KnowledgePresenter
University



KnowledgePresenter
Support



All KnowledgePresenter
Products

Create your own e-learning using the award winning KnowledgePresenter suite. 

[Home](#) [Products](#) [30 Day Trials](#) [Demos](#) [Downloads](#) [News](#) [Shop](#) [KP Uni](#) [Support](#) [About Us](#) [Contact Us](#) [Registered Users](#)



KnowledgePresenter Professional X

Create your own e-learning

30 Day Trial



AppCobra

Create iPhone, iPad, Android, BlackBerry, HP webOS, and Windows Mobile apps!

30 Day Trial



KP Learner Manager Enterprise XI

Deploy and track users

30 Day Trial



KnowledgePresenter University



KnowledgePresenter Support



Our document is then displayed - in this case, it appears exactly as a printed document might.



KnowledgePresenter Q

Online graphs/polls/surveys

30 Day Trial

This XPS format is actually a handy way to send content to other users in a common format.

Touch or click here to move on.

Printing

You've now completed this Windows 8 lesson.

In this lesson, we looked at how you can print from Windows 8 apps.

Searching



Searching

Welcome to this Windows 8 lesson.

In this lesson, we'll be looking at how you can use the Windows 8 search facility to find what you are after.



Estimated Completion Time: 10 minutes (23 steps).

Start

David Webster 



Searching in Windows 8 is a much improved process over previous versions of Windows. So much is integrated into one simple place.

To search for anything, we need to display the right-hand panel.

Please move the mouse to the bottom right hand corner of the screen now (touch users can just touch in this area).



Start

David Webster 



Mail



Calendar



Internet Explorer



Windows Store



People



Photos

Now move the mouse up, and select the **Search** button.

Touch users can touch in the indicated area, and then select the **Search** button.

Please do this now.



Messaging



Finance

Maps

Sport



Desktop



22°
Brisbane
Mostly Cloudy
26°/17°

Weather



News



Bing



Travel



Games



Mus

Start

David
Webster

The Start screen features a grid of colorful tiles for various applications: Mail (teal), Calendar (purple), Internet Explorer (blue), Photos (teal), People (orange), Messaging (purple), Finance (green), Maps (purple), Sport (blue), and News (red). A red arrow points to the Search button in the right-hand navigation pane.

Now move the mouse up, and select the **Search** button.

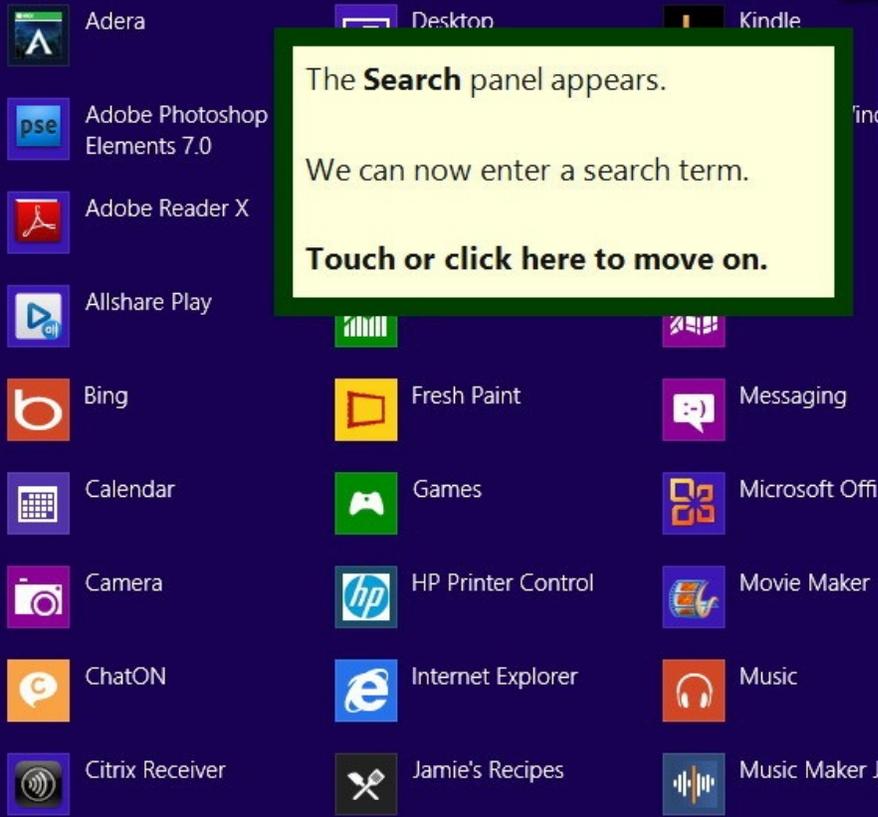
Touch users can touch in the indicated area, and then select the **Search** button.

Please do this now.

11:11 Monday
December 24

- Search
- Share
- Start
- Devices
- Settings

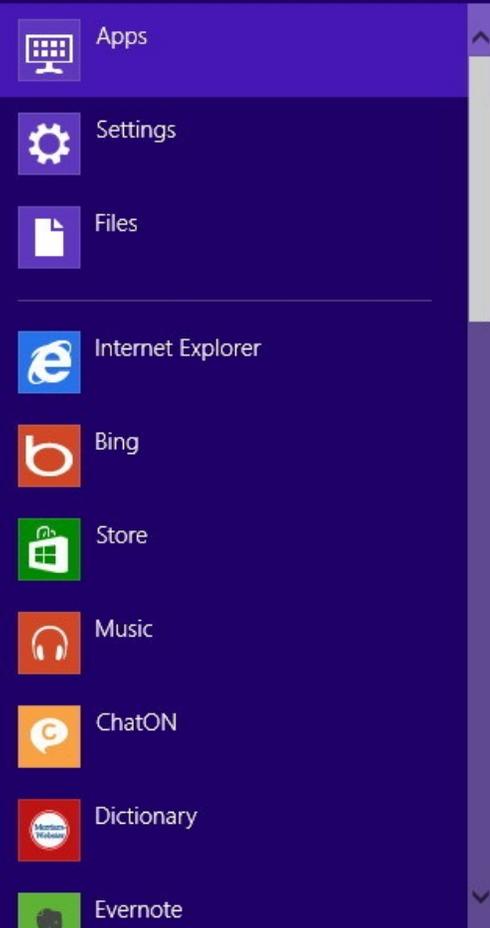
Apps



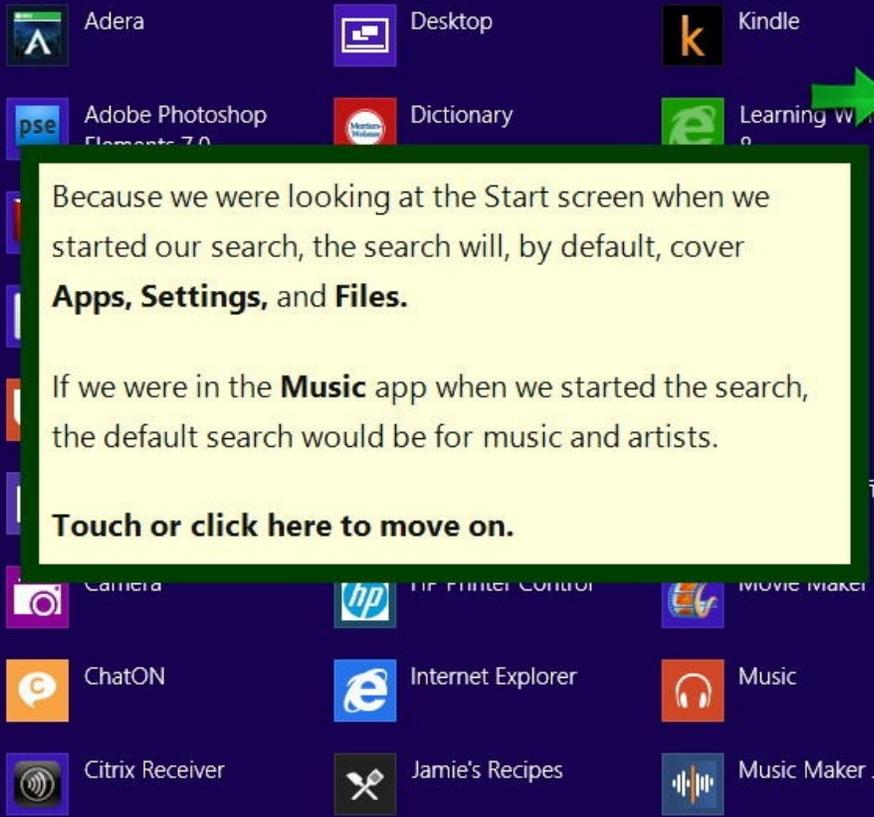
The **Search** panel appears.
We can now enter a search term.
Touch or click here to move on.

Search

Apps



Apps



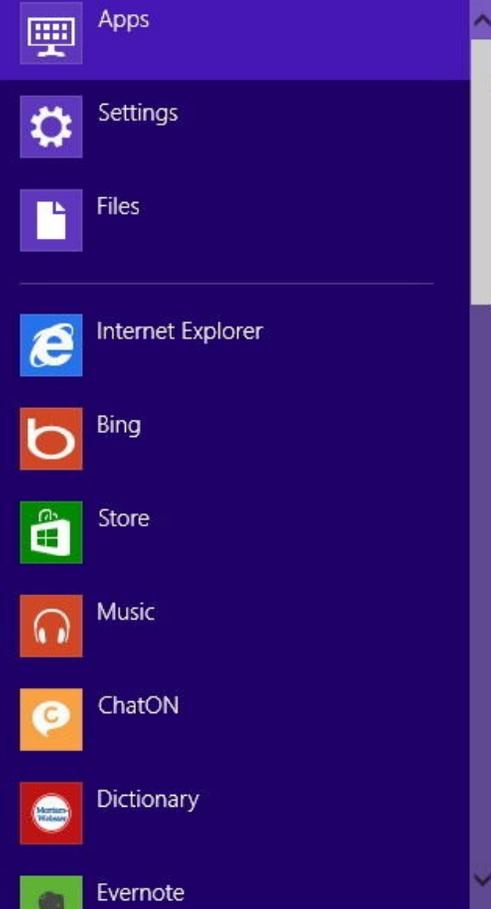
Because we were looking at the Start screen when we started our search, the search will, by default, cover **Apps, Settings, and Files.**

If we were in the **Music** app when we started the search, the default search would be for music and artists.

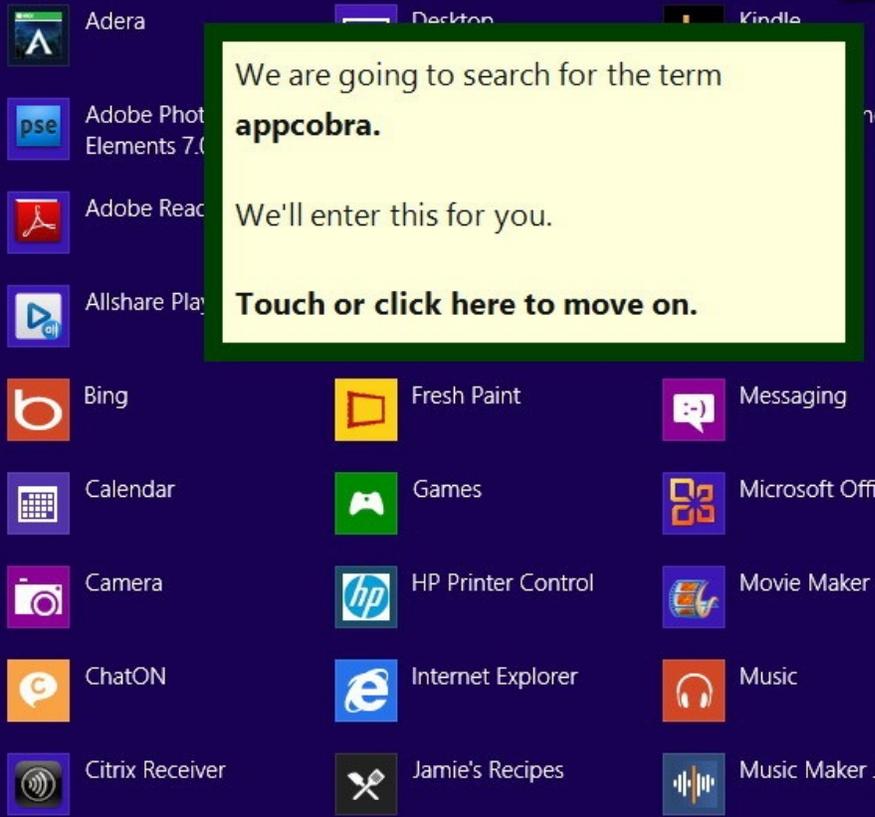
Touch or click here to move on.

Search

Apps



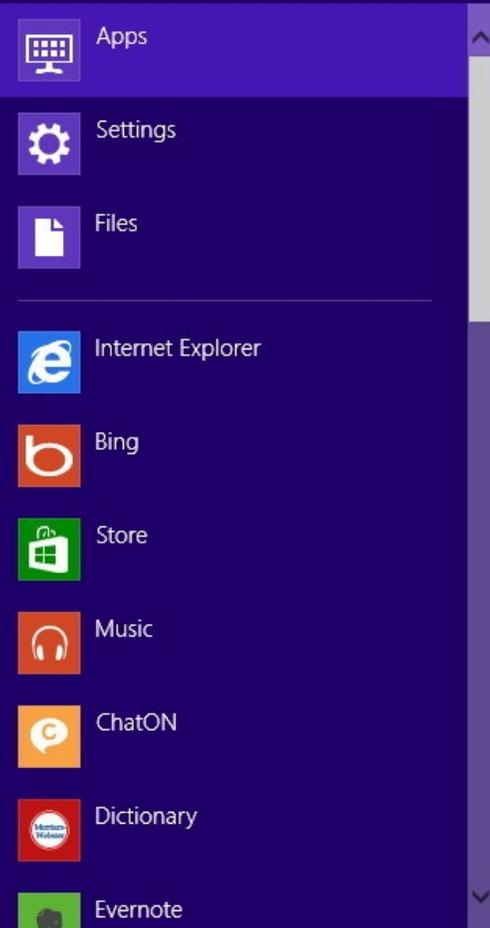
Apps



We are going to search for the term **appcobra**.
We'll enter this for you.
Touch or click here to move on.

Search

Apps



Apps Results for "a" ←



AppCobra



AMD VISION
Engine Control...



Adobe Photoshop
Elements 7.0



Action Replay DSI
Code Manager



Adera



Help and Support



Microsoft Mouse
and Keyboard...



Windows Fax and
Scan



Office Anytime
Upgrade



Microsoft Access
2010



Adobe Reader X

Search

Apps

a



Apps

12



Settings

304



Internet Explorer

1478



Store



Music



ChatON



Dictionary



Evernote

So far, we've only entered the first character of the term we are searching for (**appcobra**).

Windows 8 starts the search immediately - on the left, you can see all apps that begin with the letter **a**.

Touch or click here to move on.

Apps Results for "ap"



Search

Apps

ap



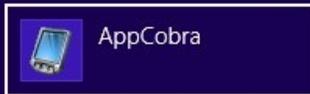
As we continue to enter the term **(appcobra)** to search for, the search continues.

Touch or click here to move on.

Apps	1
Settings	42
Files	579



Apps Results for "appcobra"



Search

Apps

appcobra X 🔍

-  Apps 1
-  Settings 0
-  Files 534

-  Internet Explorer
-  Bing
-  Store
-  Music
-  ChatON
-  Dictionary
-  Evernote



Search has turned up one result in Apps for **appcobra**.

See the indicated **Files** link? It contains the number **534** after it - indicating Windows has found **534** matches in your files related to the term **appcobra**.

Please select the Files link now.

Files

Results for "appcobra"



All (534) Documents (7) Pictures (498) Ot

 kpr ... David\My Documents\AppData\Data	 pi30341_654408098 ... David\My Documents\AppData\Proc
--	--

Windows has located a range of files - and lists them on the left. It also splits up results into **Documents**, **Pictures**, and **Other**, if you need to filter this list.

Touch or click here to move on.

 mu8641_788634896 ... David\My Documents\AppData\Projects\Mu...	 music.kpi ... David\My Documents\AppData\Th...
 pi30451_876300931 ... David\My Documents\AppData\Projects\Mu...	 Music.kppreview ... David\My Documents\AppData\Proc

Search

Files

appcobra X 🔍

-  Apps 1
-  Settings 0
-  Files 534

-  Internet Explorer
-  Bing
-  Store
-  Music
-  ChatON
-  Dictionary
-  Evernote

Files Results for "appcobra"

All (534) Documents (7) Pictures (498) Ot

Search

Files

appcobra



-  kpr
... David\My Documents\AppCobra\Data
-  mu12382_283684493
... David\My Documents\AppCobra\Projects\Mu...
-  mu8398_391510130
... David\My Documents\AppCobra\Projects\Mu...
-  mu27392_981205225
... David\My Documents\AppCobra\Projects\Mu...
-  mu8641_788634896
... David\My Documents\AppCobra\Projects\Mu...
-  **Begin** pi30451_876300931
... David\My Documents\AppCobra\Projects\Mu...

-  kpfopenobjects
C:\Users\David\Document Music...
-  music.kpi
... David\My Documents\AppCobra\Th...
-  Music.kppreview
... David\My Documents\AppCobra\Pr...

-  Bing
-  Store
-  Music
-  ChatON
-  Dictionary
-  Evernote

Now we are going to enter a new search term.
Click in the indicated area to remove the current search term.
Please do this now.

1
0
534

Files Results for "appcobra"

All (534) Documents (7) Pictures (498) Ot

 kpr
... David\My Documents\AppCobra\Data

 pi30341_654408098
... David\My Documents\AppCo

 mu12382_283684492
... David\My Documents\AppCo

 mu8398_391510130
... David\My Documents\AppCo

 mu27392_98120522
... David\My Documents\AppCo

 mu8641_788634896
... David\My Documents\AppCobra\Projects\Mu...

 pi30451_876300931
... David\My Documents\AppCobra\Projects\Mu...

 music.kpi
... David\My Documents\AppCobra\Thu

 Music.kppreview
... David\My Documents\AppCobra\Pr

Search

Files

appcobra

*.kpi

picture



Below the Search area is a list of our recent searches.

Select the search for *.kpi.

Please do this now.



Files

Results for "*.*.kpi"

 **Music**
File extension: .kpi
24/12/2012 7:14 PM

 **music_150**
File extension: .kpi
24/12/2012 7:14 PM

 **Win8**
File extension: .kpi
13/11/2012 9:27 PM

 **win8_012**
File extension: .kpi
13/11/2012 9:27 PM

 **win8_011**
File extension: .kpi
13/11/2012 9:05 PM

 **win8_010**
File extension: .kpi
13/11/2012 9:01 PM



 **win8_009**
File extension: .kpi
13/11/2012 8:56 PM

 **win8_008**
File extension: .kpi
13/11/2012 8:41 PM

 **win8_007**

 File extension: .kpi
13/11/2012 7:48 PM

Search

Files

..kpi X 🔍

 Apps 0

 Settings 0

 Files 15

The search begins immediately.

The term ***.*.kpi** tells Windows to search for any files that have the file extension **.kpi**. As you can see, a number have been found and are listed.

Touch or click here to move on.

 ChatON

 Dictionary

 Evernote

Files Results for "*.kpi"

-  Music
File extension: .kpi
24/12/2012 7:14 PM
-  win8_009
File extension: .kpi
13/11/2012 8:56 PM
-  music_150
File extension: .kpi
24/12/2012 7:14 PM
-  win8_008
File extension: .kpi
13/11/2012 8:41 PM
-  Win8
File extension: .kpi
13/11/2012 7:56 PM
-  win8_007
File extension: .kpi
13/11/2012 7:56 PM
-  win8_012
File extension: .kpi
13/11/2012 7:56 PM
-  win8_011
File extension: .kpi
13/11/2012 9:05 PM
-  win8_010
File extension: .kpi
13/11/2012 9:01 PM
-  win8_004
File extension: .kpi
13/11/2012 7:48 PM

We can extend the same search to any other app or content. For example, select the **Music** app from the indicated list.

Please do this now.

Search

Files

*.kpi X 🔍

-  Apps 0
-  Settings 0
-  Files 15

-  Internet Explorer
-  Bing
-  Store
-  Music
-  ChatON
-  Dictionary
-  Evernote





results for "*.kpi"

all music ▾

all results

Top result



Kpi

The Music app returns results almost immediately.

But we don't want to search the Music app for ***.kpi**. So, click on the indicated area to remove this search term.

Please do this now.

Search

Music

*.kpi



Apps



Settings



Files



Internet Explorer



Bing



Store



Music



ChatON



Dictionary



Evernote



results for "*.kpi"

all music ▾

all results

Top result



Kpi

Once again, a list of recent searches from this app appears.

Please select eagles from this list to search for this term.

Search

Music

*.kpi

katy perry

eagles

 Apps

 Settings

 Files

 Internet Explorer

 Bing

 Store

 Music



results for "eagles"

all music ▾

all results (75) ←

artists (25)

albums (25)

songs (25)

Top result



Eagles

75 results have been located for eagles in the Music. As before, you can, if you wish, refine the search by selecting **artists**, or **albums**, etc.

Touch or click here to move on.



The Eagles



Michael Jackson

Albums (25)

Search

Music

eagles



Apps



Settings



Files



Internet Explorer



Bing



Store



Music



ChatON



Dictionary



Evernote



results for "eagles"

all music ▾

all results (75)

artists (25)

albums (25)

songs (25)

Top result



Eagles

Artists (25)



Eagles



Eagles Of Death Metal



The Eagles

Let's see what we find with **Bing** (the Microsoft search engine).

Please select this option now.

Albums (25)

Search

Music

eagles



Apps



Settings



Files



Internet Explorer



Bing



Store



Music



ChatON



Dictionary



Evernote

eagles

WEB IMAGES

Eagles | eaglesband.com

eaglesband.com · Official site

NEWS more **Eagles** Receive Honorary Doctor of Music Degrees at Berklee College of Music 2012 Commencement. The **Eagles** were awarded honorary ...

West Coast Eagles Football Club

www.westcoasteagles.com.au

West Coast goes wild West Coast **Eagles** players went wild on Saturday, hosting 1,000 fans for the Rookie **Eagles** End of Year Party at Perth Zoo

Eagle

en.wikipedia

Eagle is a co
and belong

57,700,000 resu

The Bing search results appear on the left-hand side of the screen.

Let's see if we can locate anything in the store related to **eagles**.

Please select the Store option now.

Search

Bing

eagles



Apps



Settings



Files



Internet Explorer



Bing



Store



Music



ChatON



Dictionary



Evernote



Results for "eagles" 7 apps



All categories ▾

All prices ▾

Sort by relevance ▾

 **I AM EAGLE**
 ★★★★★ Games
 Free

 **Exploring WildEyes**
 ★★★★★ Education
 Free

 **Eagle Flight**
 ★★★★★ Productivity
 Free

 **Stories of Useful Inventions by...**
 ★★★★★ Books & Reference
 \$1.99

 **Lucky Snake**
 ★★★★★ Games
 Free

 **Jet Fighters**
 ★★★★★ Entertainment
 Free

 **NRL Rugby League**
 ★★★★★ Sport
 Free

Windows has found 7 apps in the store related to this search term.

Touch or click here to move on.

Search

Store

eagles 🔍



Apps



Settings



Bing



Store



Music



ChatON



Dictionary



Evernote

Searching

You've now completed this Windows 8 lesson.

In this lesson, we looked at how you can use the Windows 8 search facility to find what you are after.

What is the Desktop?



What is the Desktop?

Welcome to this Windows 8 lesson.

In this lesson, we'll be looking at the Windows 8 **Desktop**.



Estimated Completion Time: 3 minutes (9 steps).

What is the Desktop?

Windows 8 is actually made up of two separate, and quite different interfaces.

The new interface, now called the Modern UI (it was previously referred to as Metro) is used by default - and is designed to run Windows 8 apps.

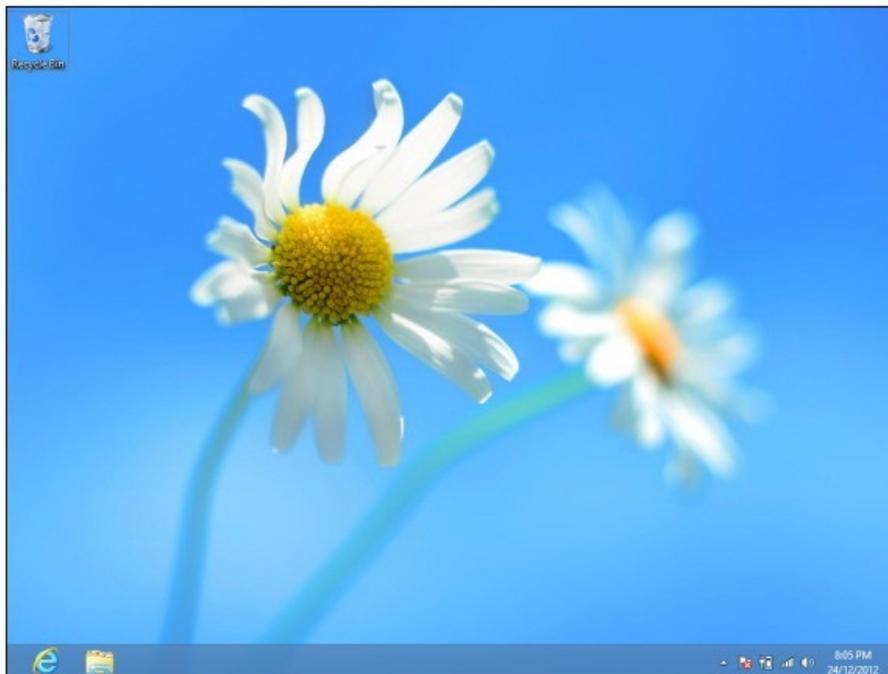


The Windows 8 Modern UI.

What is the Desktop?

On the Windows 8 Start Screen, you'll see a tile called **Desktop**. Selecting this tile will start the Desktop - as seen below.

The Desktop is, for all intents and purposes, a copy of Windows 7.



The Windows 8 Desktop.

What is the Desktop?

The **Desktop** is there for several reasons.

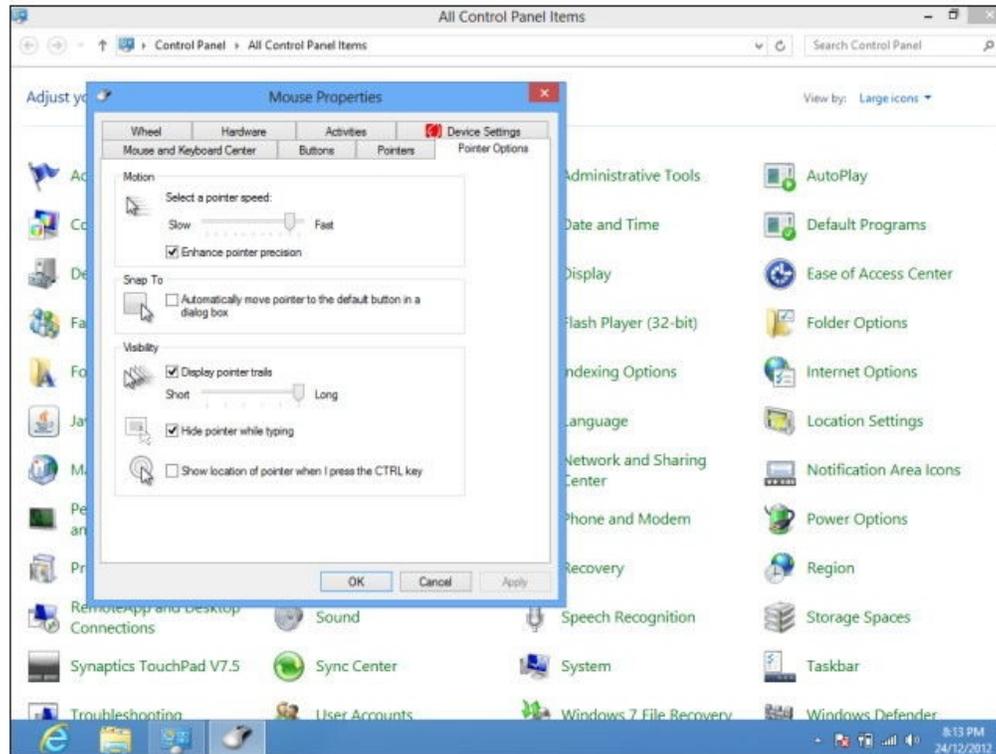
One, it is where older applications - those not designed specifically for Windows 8, can still run quite happily.



Internet Explorer running in the Desktop.

What is the Desktop?

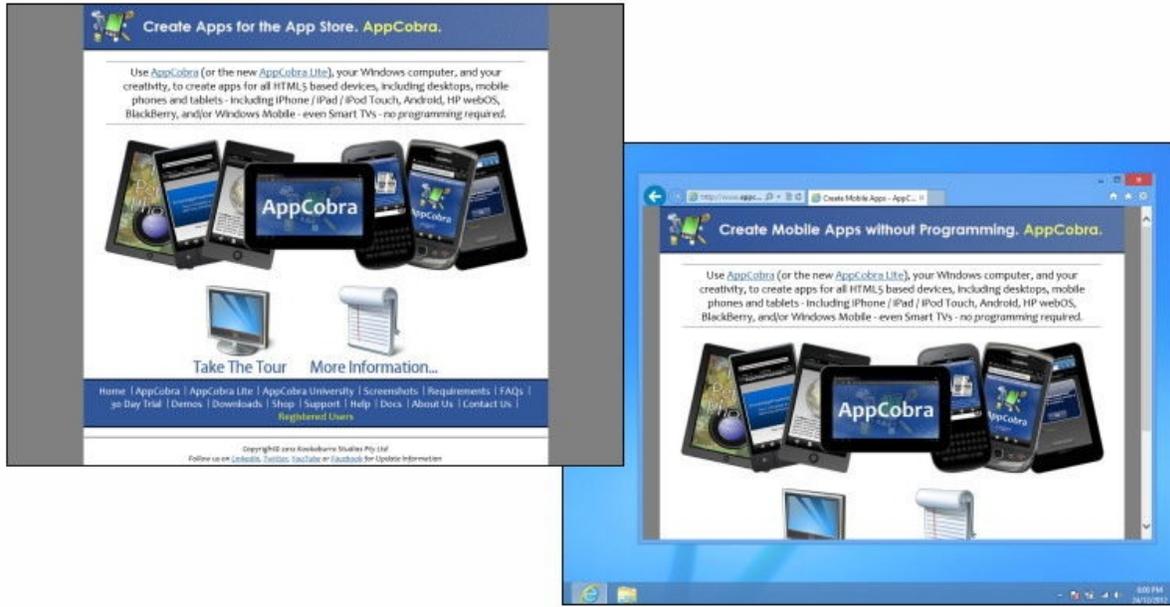
Secondly, the desktop also provides access to more detailed ways to customize and use your computer - in a fashion that those familiar with Windows 7 and older versions of Windows are familiar with.



The Desktop is where the Control Panel is run, allowing much more control over your device.

What is the Desktop?

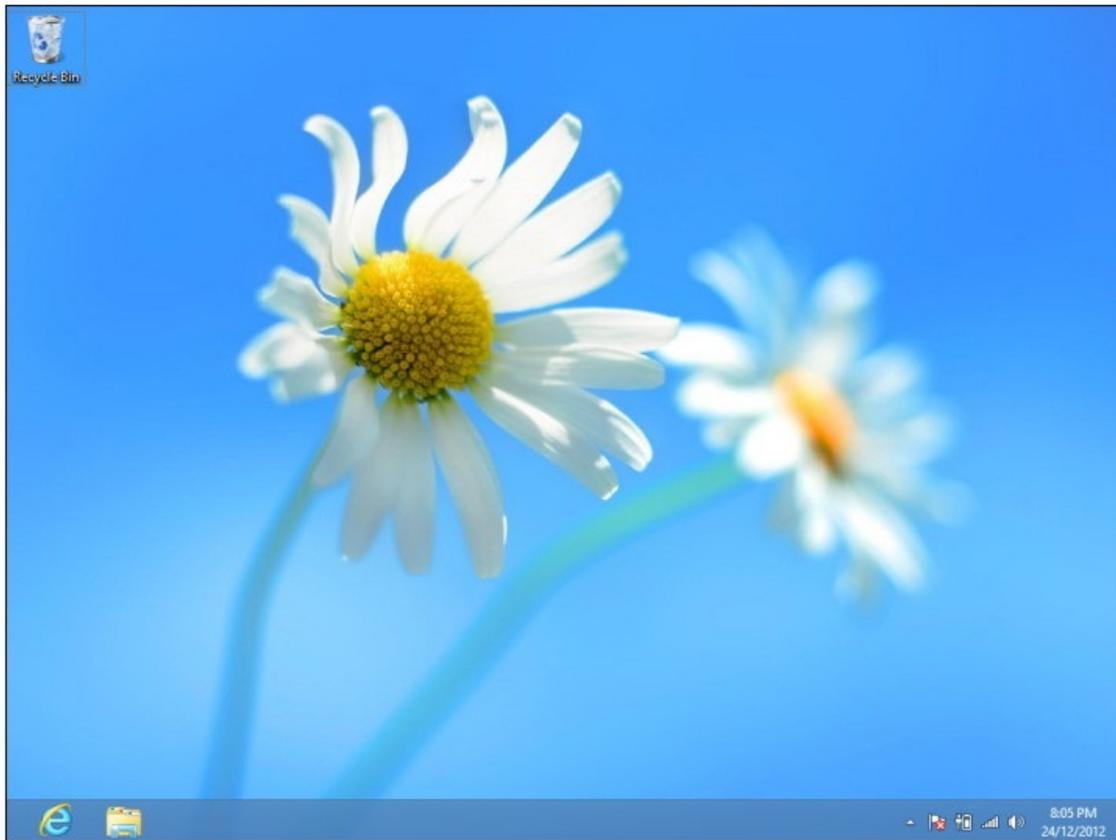
It is quite possible to run Windows 8, and never have to use the Desktop. In fact, if you are running a version of Windows 8 called *Windows RT* (as provided with the *Microsoft Surface* tablet), the functionality of the desktop is limited to prevent any programs from being installed in this interface.



Internet Explorer running in the Modern UI (left), and in the Desktop (right).

What is the Desktop?

In later lessons, we'll look a little more closely at the Desktop - and why you may want to have a look at it.

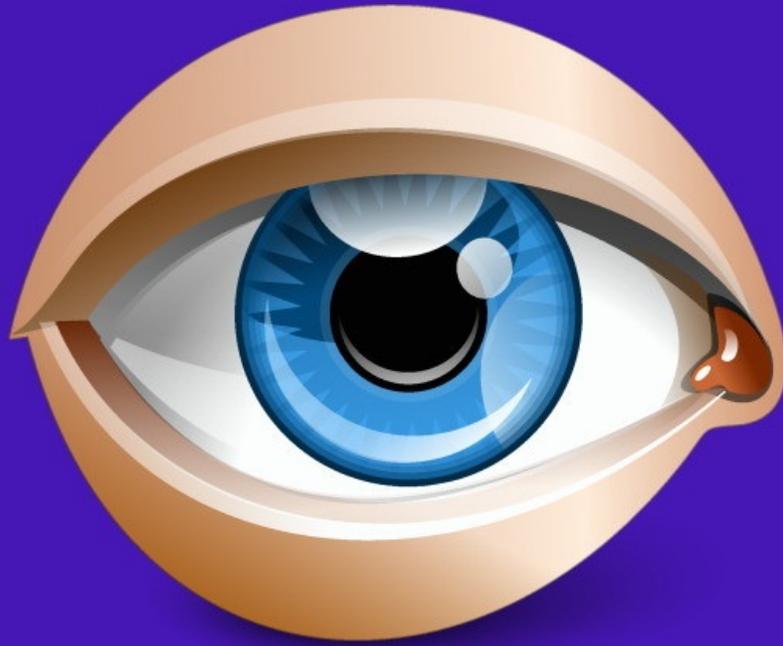


What is the Desktop?

You've now completed this Windows 8 lesson.

In this lesson, we looked at the Windows 8 Desktop.

Viewing Photos



Viewing Photos

Welcome to this Windows 8 lesson.

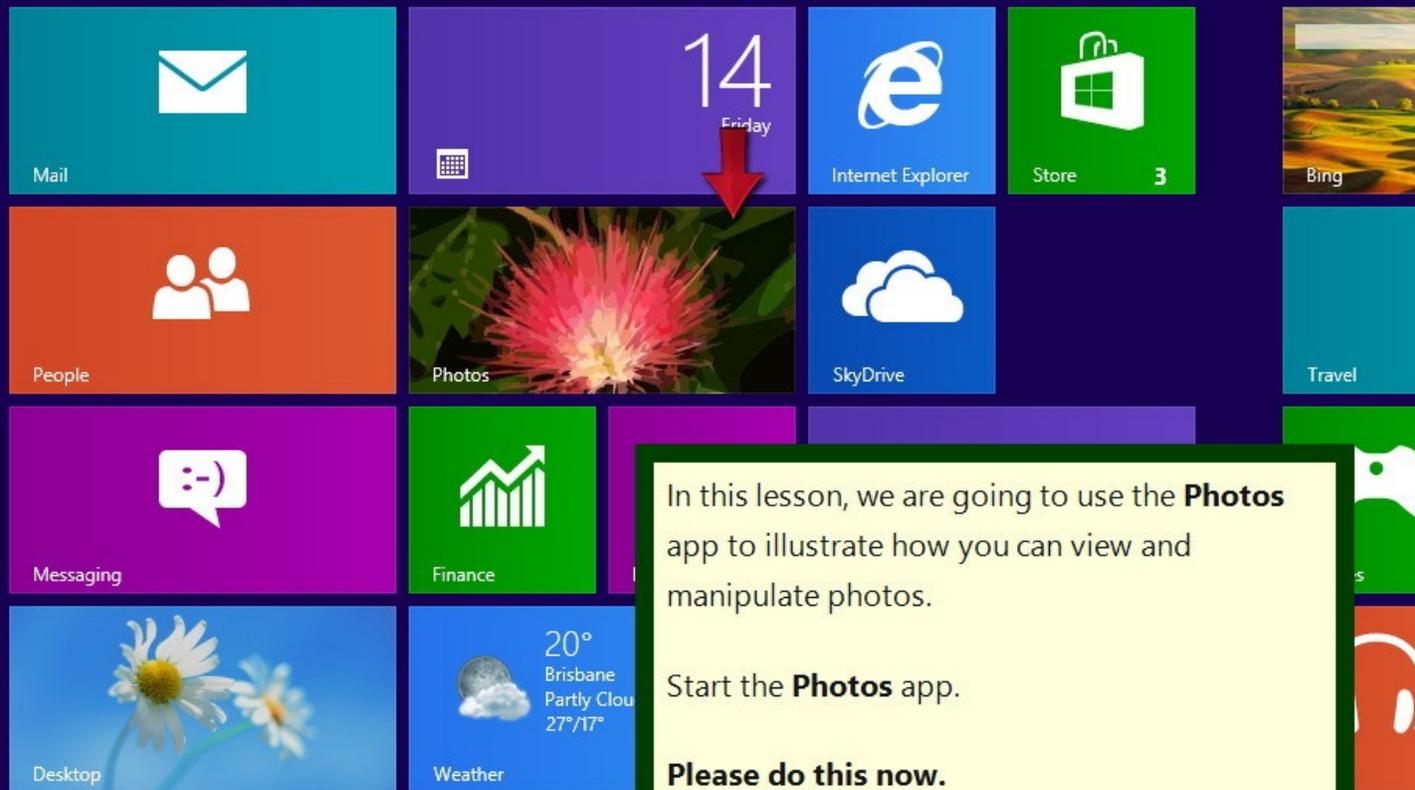
In this lesson, we'll be looking at the **Photos** app, and how you can view and manipulate your photographs.



Estimated Completion Time: 16 minutes (34 steps).

Start

David Webster 



Mail

14 Friday

Internet Explorer

Store 3

Bing

People

Photos

SkyDrive

Travel

Messaging

Finance

Desktop

Weather

20°
Brisbane
Partly Cloudy
27°/17°

In this lesson, we are going to use the **Photos** app to illustrate how you can view and manipulate photos.

Start the **Photos** app.

Please do this now.

The **Photos** app will, by default, display up to four tiles. These represent, in order:

- **Pictures Library:** The photos on your local computer.
- **SkyDrive:** The photos you've uploaded to your SkyDrive (see *Chapter 6. SkyDrive* for more information).
- **Facebook:** The photos from your Facebook account linked to your Windows 8 login (see the *8.1 Twitter and Facebook Integration* lesson for more information).
- **Devices:** This provides access to photos on devices connected to your computer - USB drives, memory cards, or cameras (see the *5.2 Importing Photos from Devices and Cameras* lesson for more information).

Touch or click here to move on.



Pictures library

91



SkyDrive

11



Facebook

1



Devi

We can have a look at the photos in any group by selecting the appropriate tile.

Let's have a look at the Pictures library.



Pictures library

91



SkyDrive

11



Facebook

1

Devi

Add a

← Pictures library 2 folders, 82 files



2012-01-02



8 KVADGroup
Studio



The Pictures library will display all the photos, and folders, on your computer.

In this case, we have several folders. Let's have a look in the folder called **2012-01-02**.

Please do this now.



2012-01-02

Pictures library 8 files



We can now see the individual photos in this folder. At the top of this window, it displays how many photos are in this folder.

Touch or click here to move.



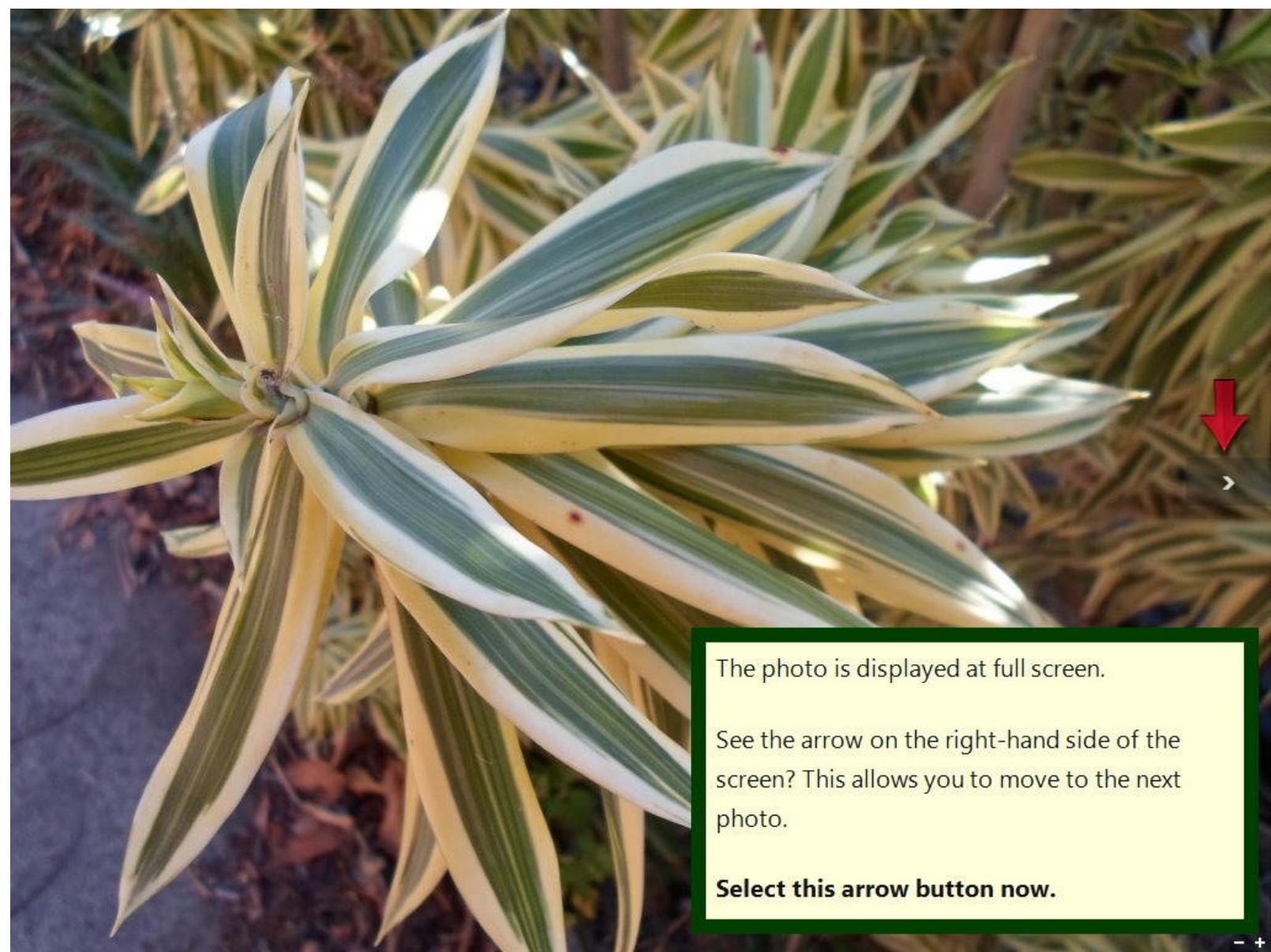
2012-01-02

Pictures library 8 files



Let's have a closer look at these images. All we have to do is click on the photo we want to have a closer look at, and it will appear at full screen.

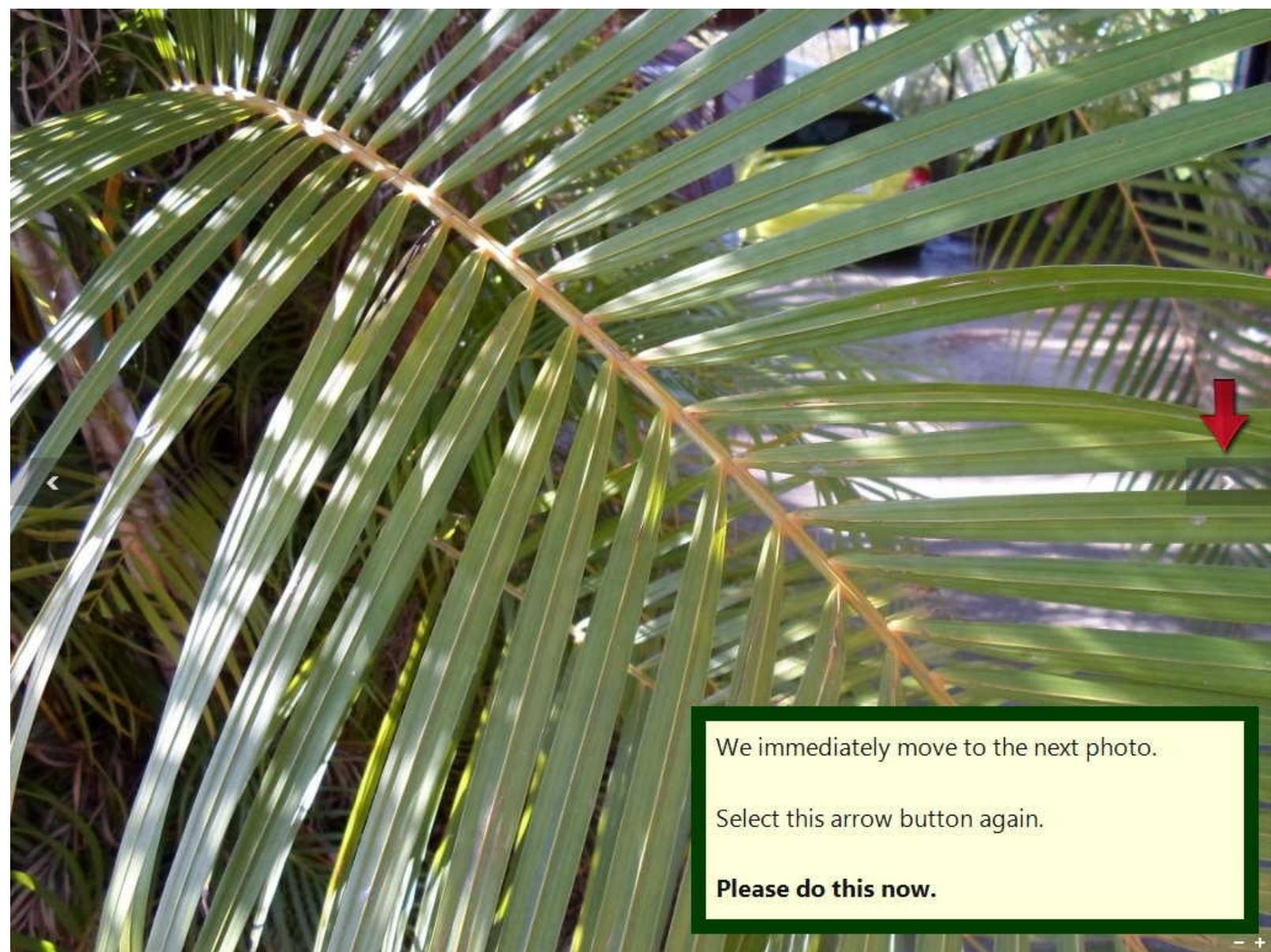
Please select the indicated photo.



The photo is displayed at full screen.

See the arrow on the right-hand side of the screen? This allows you to move to the next photo.

Select this arrow button now.



We immediately move to the next photo.

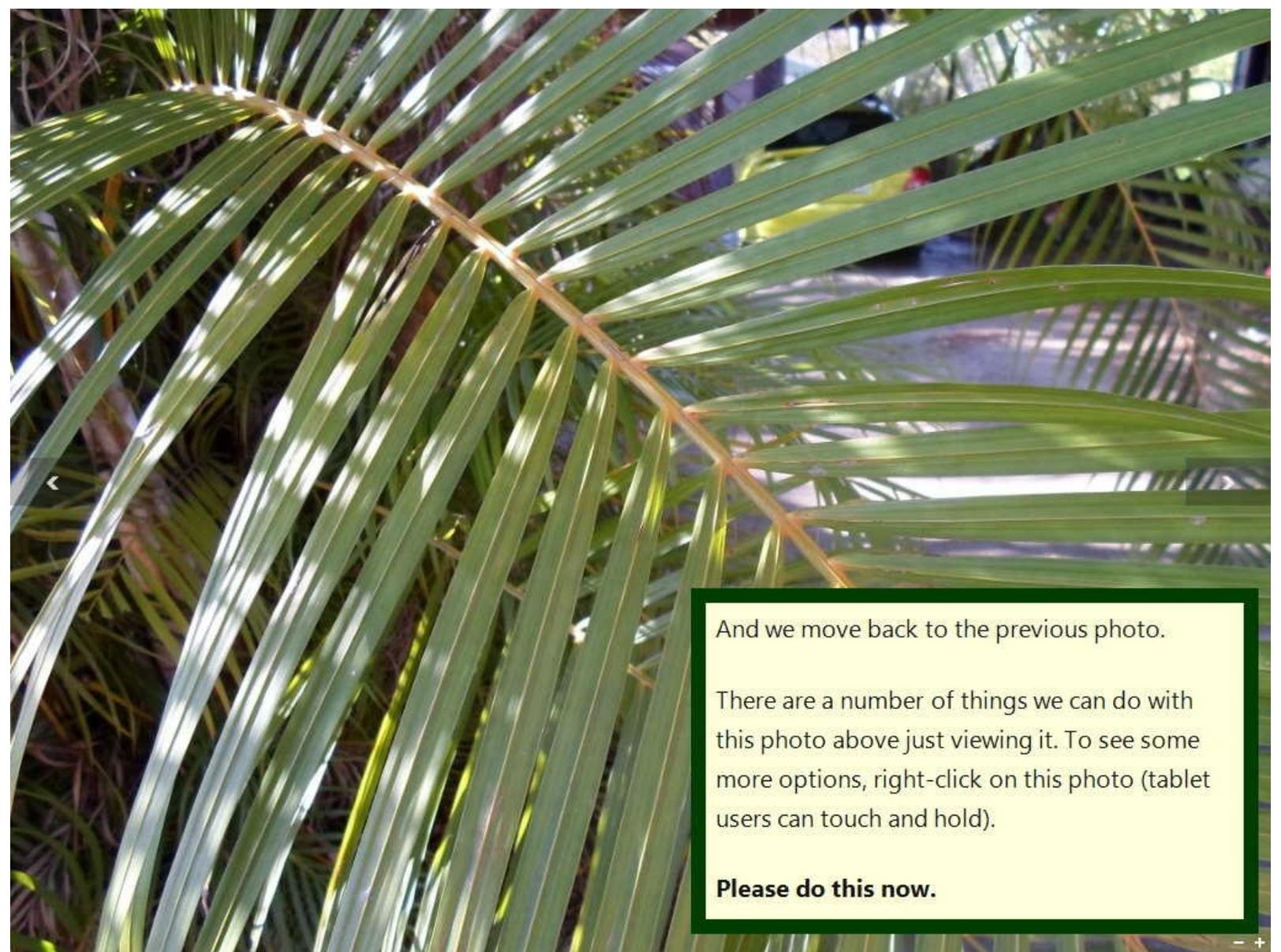
Select this arrow button again.

Please do this now.



You can also use the arrow button on the left-hand side of the screen to move back a photo (assuming this is not the first photo in the selected group).

Please do this now.



And we move back to the previous photo.

There are a number of things we can do with this photo above just viewing it. To see some more options, right-click on this photo (tablet users can touch and hold).

Please do this now.



A number of options appear at the bottom of the screen. Most of these are fairly self-explanatory.

The **Slide show** button, for example, will display each image for a few seconds in an automated slide show.

Touch or click here to move on.



Set as



Delete



Rotate



Crop



Slide show



We can also set this image as either the desktop background, the app tile, or the background for the Photos app.

Select the Set As button to see these options.



Set as



Delete



Rotate



Crop



Slide show



In this case, we'll set this photo as the **App background** - this appears when the Photos app is started.

Please do this now.

Lock screen

App tile

App background



Set as



Delete



Rotate



Crop



Slide show



After a few seconds, the current photo is set as the background for the Photos app. We'll see this shortly.

Select the indicated button to move back to the previous screen - where we saw all the images in this folder.

Please do this now.

Setting app background...



2012-01-02 Pictures library 8 files



Select this button again to move back to the screen where we select other photos or folders.

Please do this now.





Pictures library

2 folders, 82 files

One more time, and we'll be at the home page for the Photos app.

Please do this now.



2012-01-02



8

KVADGroup Photo Studio

1



Note that photo we set as the background for the Photos app now fills the background.

Touch or click here to move on.



Pictures library

91



SkyDrive

11



Facebook

1



Add a

Devi

Select the **Pictures library** option once more.

Please do this now.



Pictures library

91



SkyDrive

11



Facebook

1

Devi



Add a



Pictures library

2 folders,



2012-01-02



8

KVADGroup Photo Studio

1

Let's have a quick look at how we can edit a photo in this app.

Select the indicated folder to view the photos in that folder.

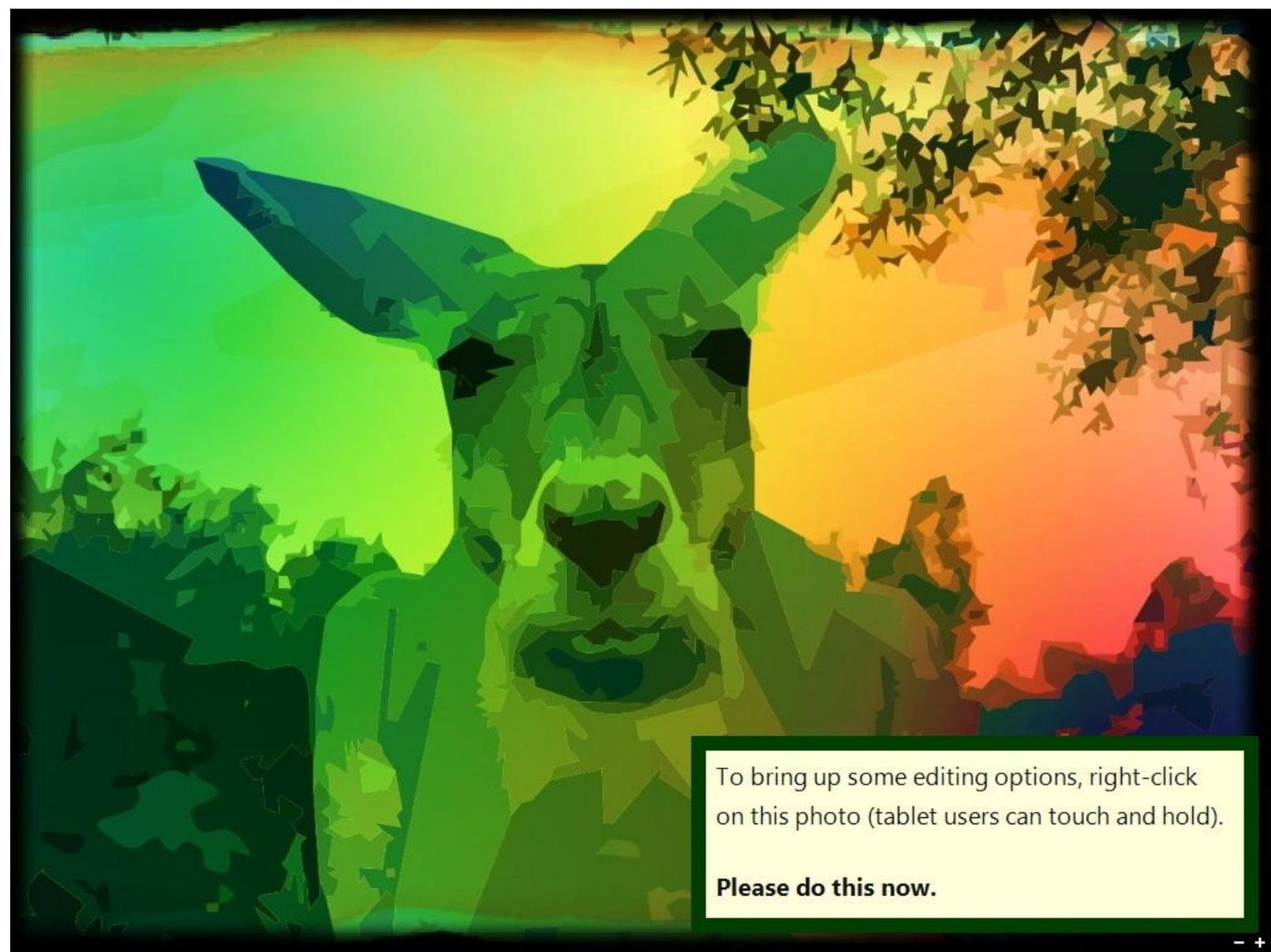
Please do this now.





Select the indicated photo to display it at full screen.

Please do this now.



To bring up some editing options, right-click on this photo (tablet users can touch and hold).

Please do this now.

The two main editing options allow you to **Rotate**, or **Crop** this image.

In this case, select the **Crop** option.

Please do this now.



Set as



Delete

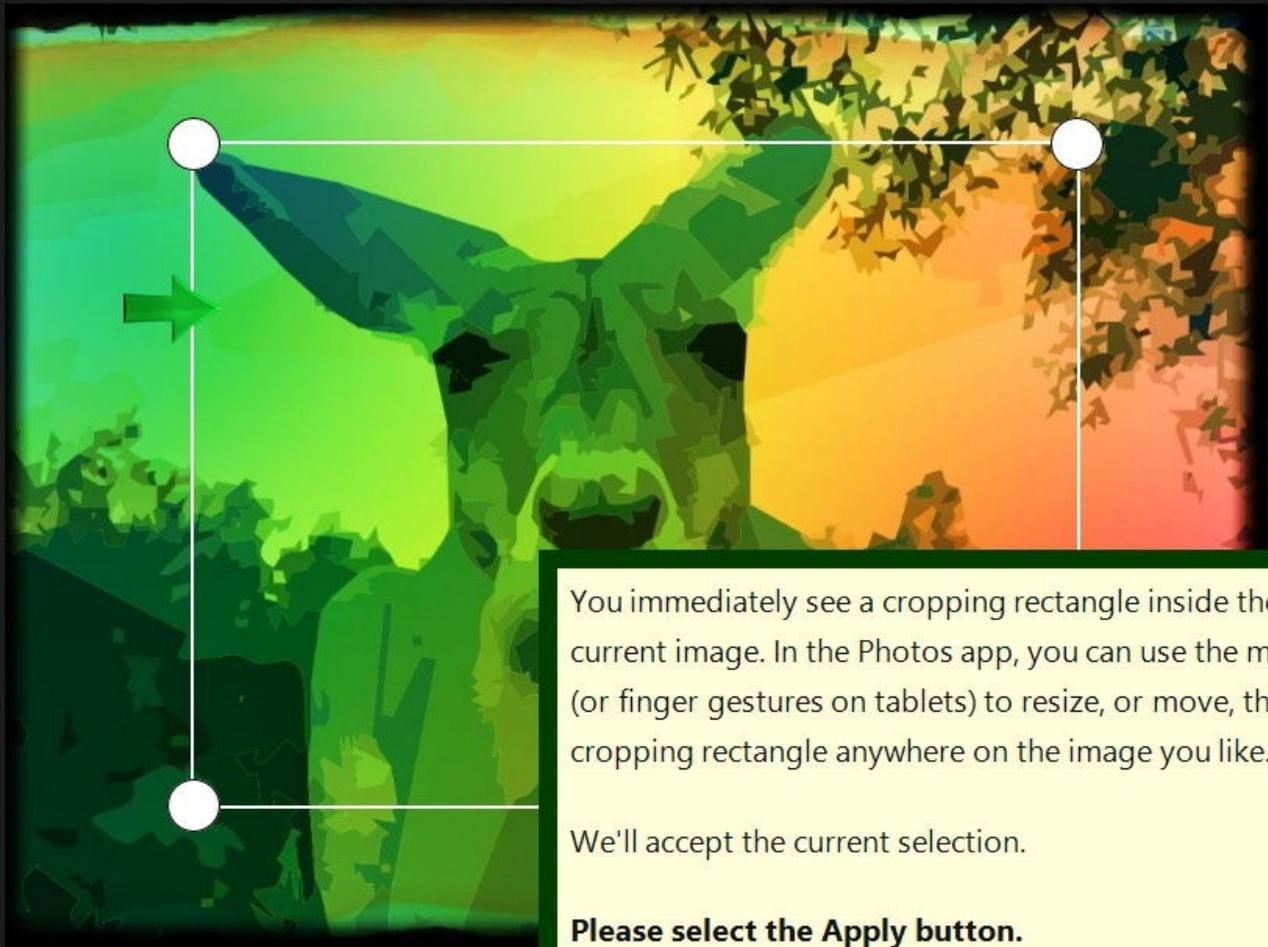


Rotate



Crop





You immediately see a cropping rectangle inside the current image. In the Photos app, you can use the mouse (or finger gestures on tablets) to resize, or move, this cropping rectangle anywhere on the image you like.

We'll accept the current selection.

Please select the Apply button.



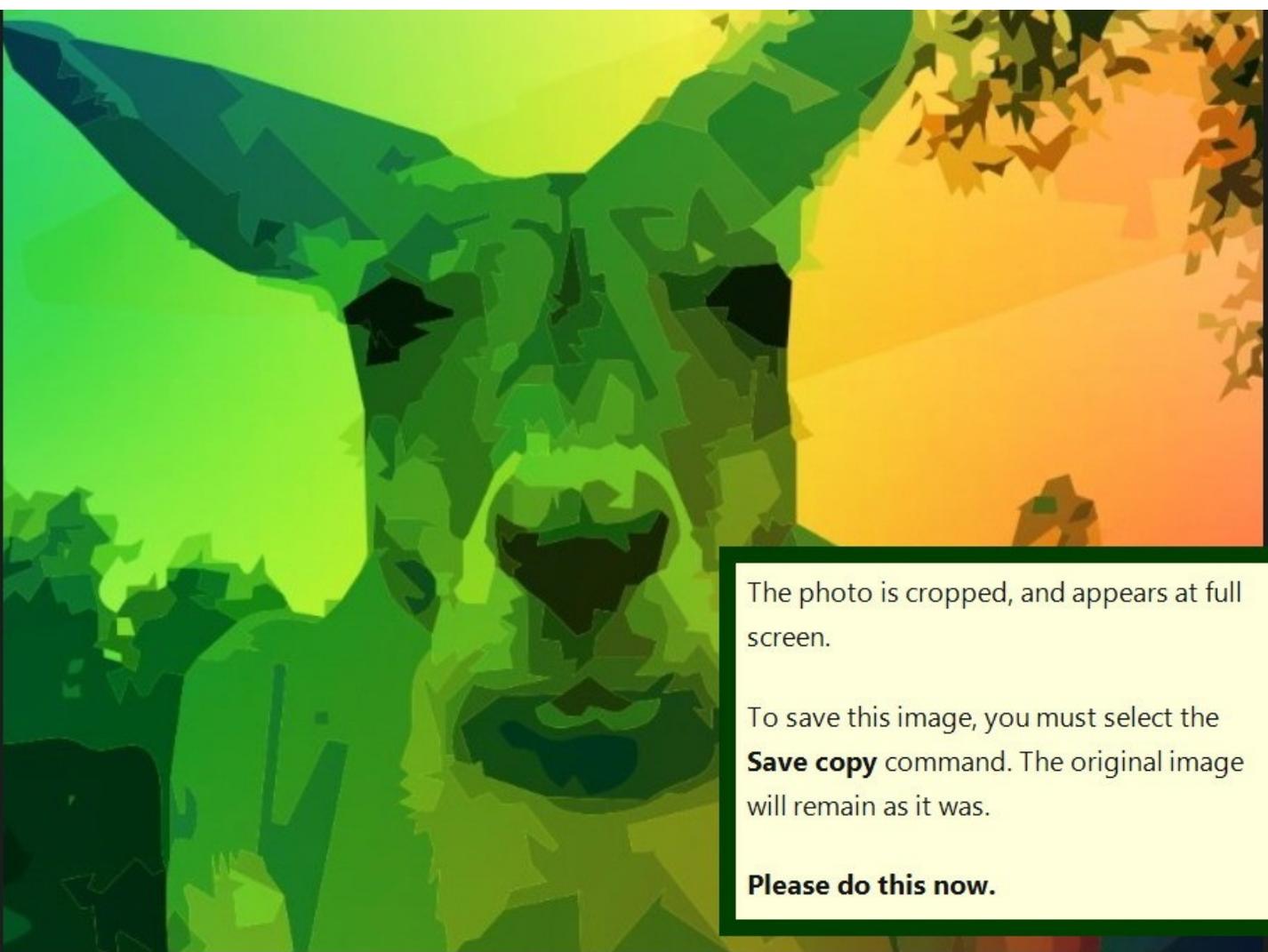
Aspect ratio



Apply



Cancel



The photo is cropped, and appears at full screen.

To save this image, you must select the **Save copy** command. The original image will remain as it was.

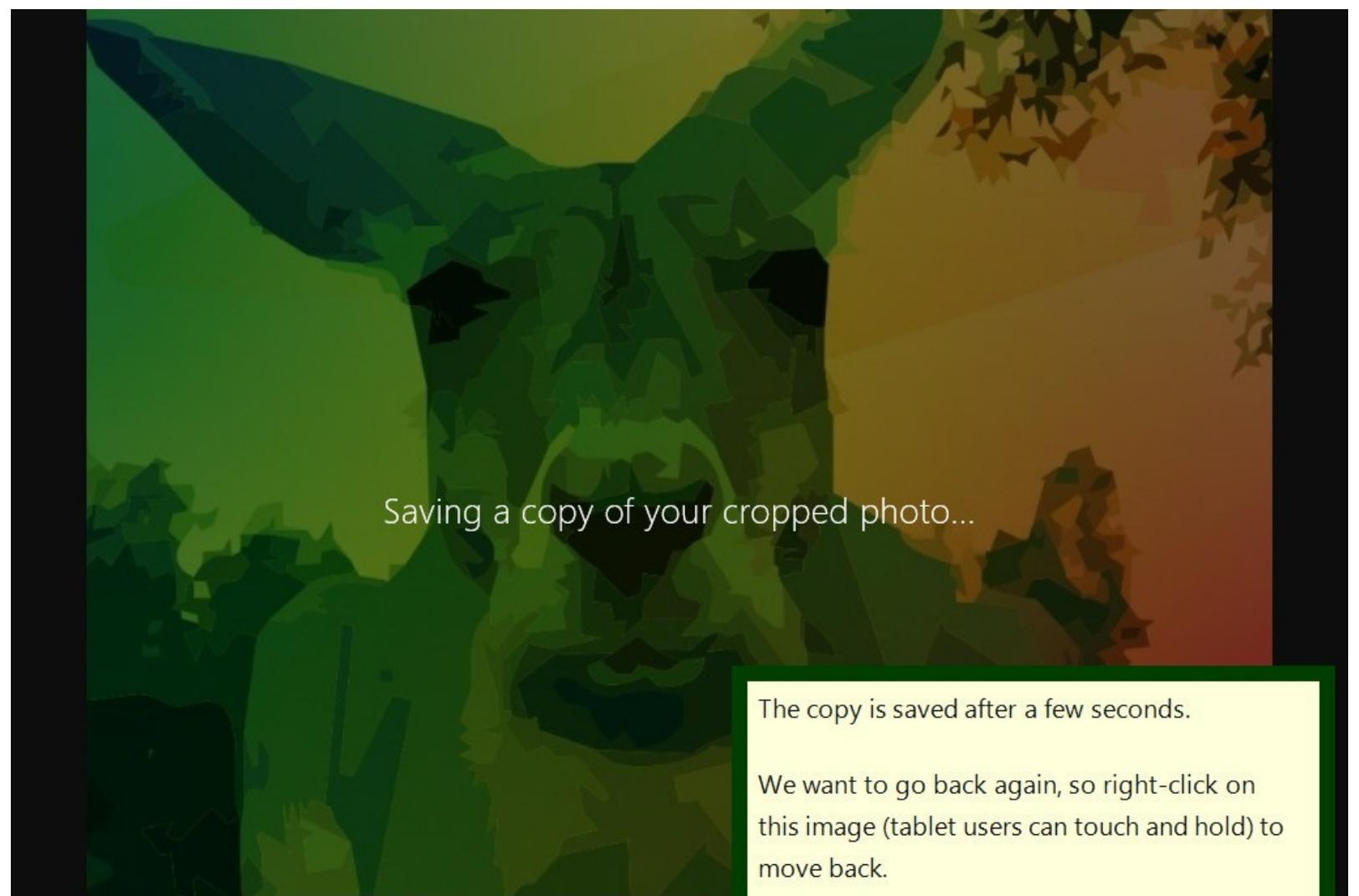
Please do this now.



Save copy



Undo



Saving a copy of your cropped photo...

The copy is saved after a few seconds.

We want to go back again, so right-click on this image (tablet users can touch and hold) to move back.

Please do this now.



Select the indicated button to go back.

Please do this now.



Set as



Delete



Rotate



Crop



Slide show



This folder now shows both the original image, and the copy that we cropped.

Touch or click here to move on.

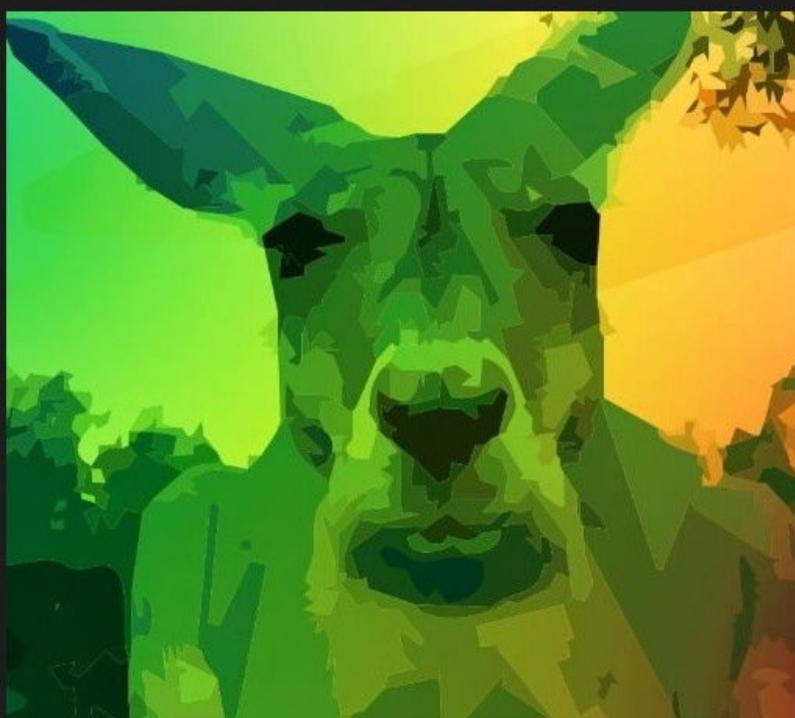
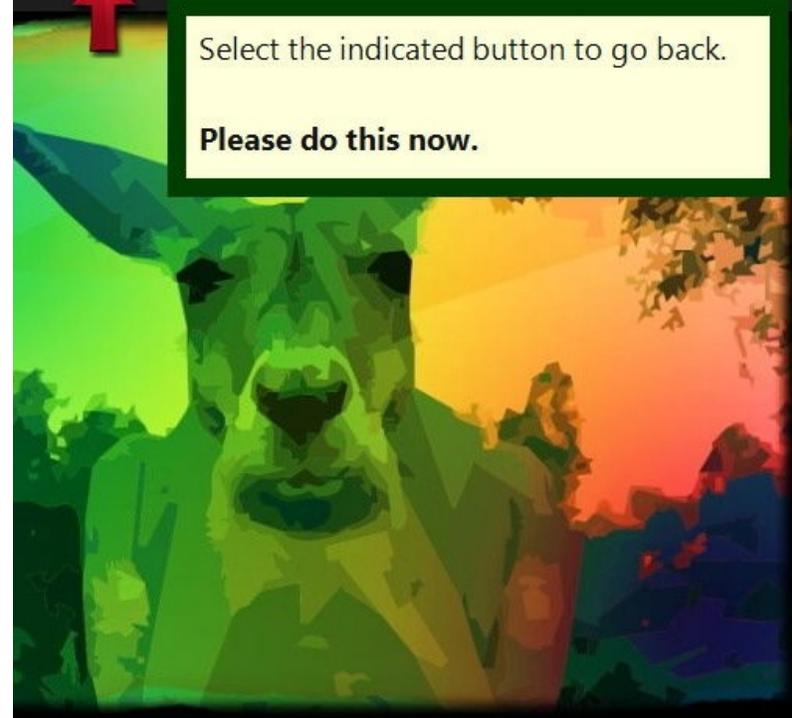


KVADGroup Photo St...

Pictures library 2 files

Select the indicated button to go back.

Please do this now.





Pictures library

2 folders, 82 files

Select the indicated button to go back once more.

Please do this now.



2012-01-02



8

KVADGroup Photo Studio

2



Indicated below is an interesting option to experiment with. When you select this option, you'll get an ever changing collage of your photos, on screen.

Select this option now.



Pictures library

92



SkyDrive

11



Facebook

1

Devi



Add a



As you can see - all the photos now display in a collage.

Touch or click here to move on.

Viewing Photos

You've now completed this Windows 8 lesson.

In this lesson, we looked at the **Photos** app, and how you can view and manipulate your photographs.

Importing Photos From Devices and Cameras



Importing Photos From Devices and Cameras

Welcome to this Windows 8 lesson.

In this lesson, we'll be looking at how you import files from your digital camera, using the **Photos** app.



Estimated Completion Time: 16 minutes (35 steps).

Start

David 



Mail



Calendar



Internet Explorer



Store 32



Bing



People



Photos



SkyDrive



Travel



Messaging



Finance



Maps



Desktop



3°
London
Clear
4°/-1°
Weather

When you attach a camera to your computer using Windows 8, generally the Photos app, provided with Windows 8, will run automatically.

Touch or click here to move on.

Removable Disk (F:) 11 files [Clear selection](#)



11 files will be imported to this folder

2012-01-02

This screen is typical of the one you will see that will automatically appear when you attach a camera.

From here, you can import photos from the camera directly to your computer.

Touch or click here to move on.

Removable Disk (F:) 11 files [Clear selection](#)



11 files will be imported to this folder

2012-01-02

In this case, however, we are going to take one step back - and show how photos can be imported directly into the Photos app.

Touch or click here to move on.

Start

David 



The Start screen displays a grid of application tiles. A red arrow points to the Calendar tile. A yellow notification box is overlaid on the screen, providing instructions for manual importation.

Mail	Calendar	Internet Explorer	Store 32	Bing
People	Photos	SkyDrive		Travel
Messaging	Finance			Games
Desktop	Weather (3° London Clear 4°/-1°)	News		Music

To import manually, you must first run the **Photos** app.

Please select the Photos app tile.

Once the Photos app loads, you'll see a screen very similar to this.

To import photos from a device attached to your computer, the first step is to either right-click on the screen (if using a mouse), or tap and hold on the screen anywhere (if using a tablet).

Please do this now.



Pictures library

82



Facebook



SkyDrive photos



Devi





On the bar that appears along the bottom of the screen, select the **Import** button.

Please do this now.



Import



Add a

You'll then see a list of all memory cards, CD/DVD drives, or cameras currently attached to your computer.

In this case, our camera has loaded as **Removable Disk (F:)**.

Select this device from the list.



Choose a device to import from

If you can't see your device listed, make sure your device is turned on and connected to your PC.



CD Drive (E:) Intelli-studio



Removable Disk (F:)



Import

Removable Disk (F:) 11 files [Clear selection](#)



The images available on the selected device will now appear (note that they may take a few seconds to appear).

By default, all image files will be selected - but, using the right-mouse button (or touch and hold for tablets), you'll be able to select individual or a selection of files to import.

11 files will be

2012-01-02

Touch or click here to move on.

Import

Cancel

Removable Disk (F:) 11 files [Clear selection](#)



Along the very bottom of the screen, the Photos app has suggested a folder name (the current date). You can modify this folder name to anything you like.

Touch or click here to move on.

11 files will be imported to this folder

2012-01-02



Import

Cancel

Removable Disk (F:) 11 files [Clear selection](#)



We'll accept this folder name,
and import all files.

Select the **Import** button.

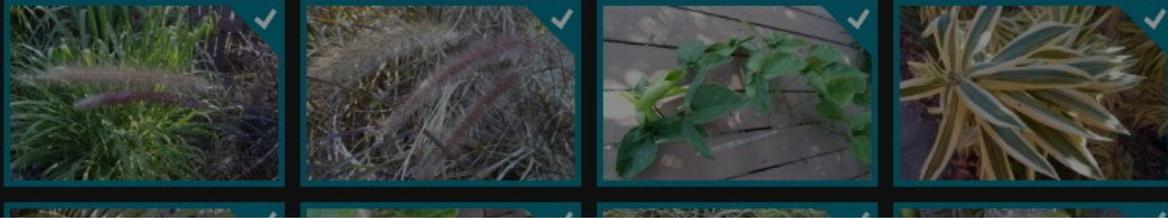
Please do this now.

11 files will be imported to this folder

2012-01-02



Removable Disk (F:) 11 files Clear selection



Importing



11 of 11

Stop



After a few moments, all photos are imported, and now exist on your computer. You can now disconnect or remove the camera or memory card.

Touch or click here to move on.

11 files will be imported to this

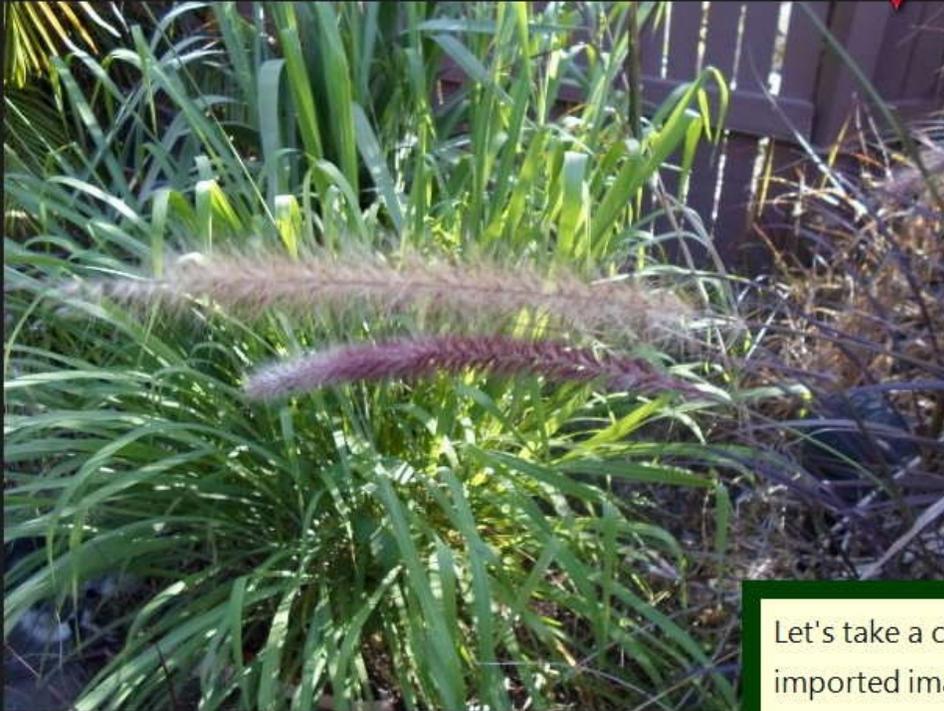
2012-01-02

Import

Cancel



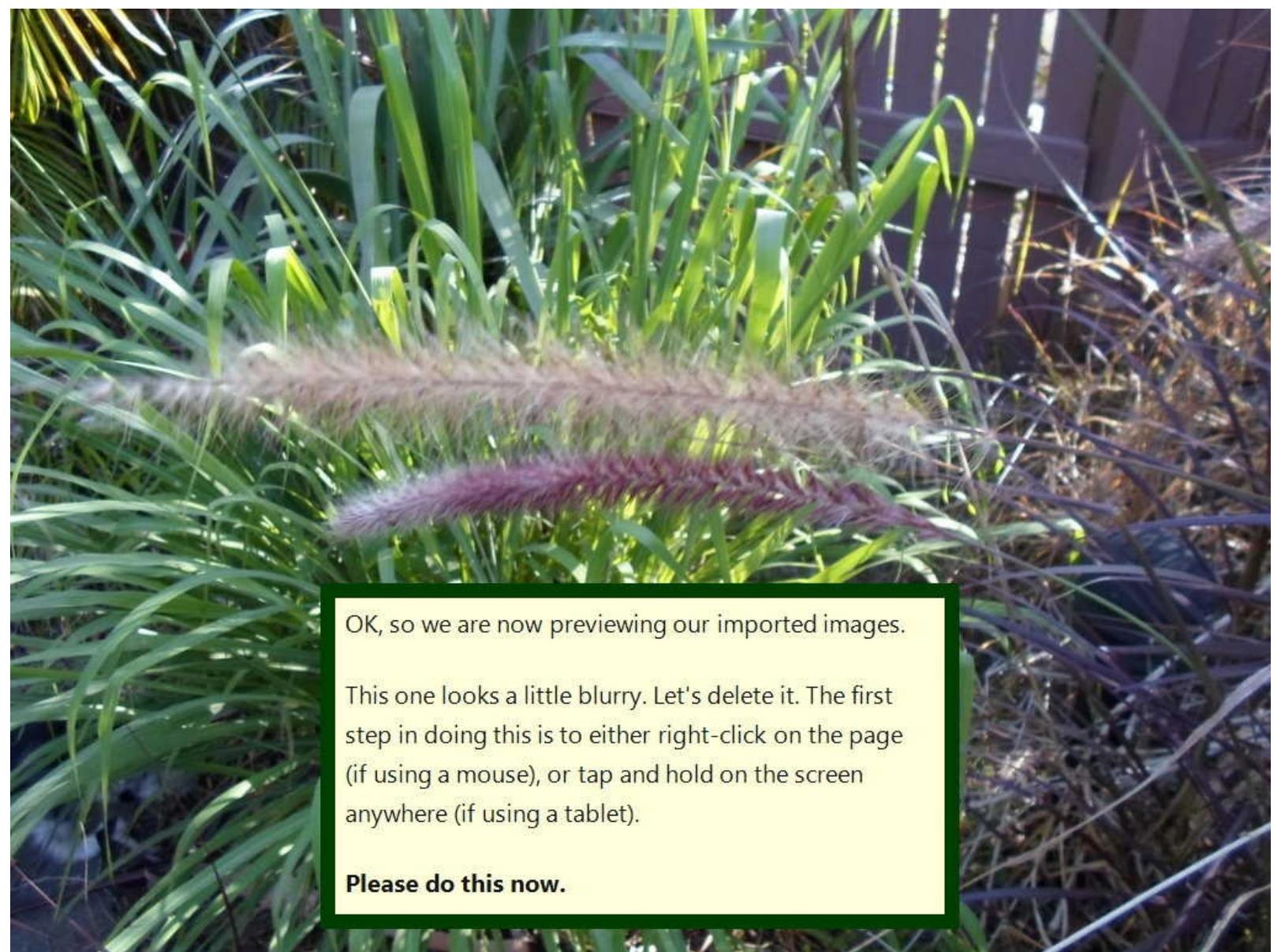
2012-01-02 Pictures library 11 files



Let's take a closer look at some of the imported images.

Select the indicated image to expand it.

Please do this now.



OK, so we are now previewing our imported images.

This one looks a little blurry. Let's delete it. The first step in doing this is to either right-click on the page (if using a mouse), or tap and hold on the screen anywhere (if using a tablet).

Please do this now.



Select the **Delete** button from the bar that appears along the bottom of the screen.

Please do this now.



Set as



Delete



Slide show



Confirm that you want to delete this file by selecting the **Delete** button.

Please do this now.

You are about to delete 1 file.



Delete



Set as



Delete



Slide show

A close-up photograph of purple and brown grasses. The grasses are in focus, showing their fine, feathery texture. The colors range from deep purple to light brown. A text box is overlaid on the bottom right of the image.

We now move onto the next picture automatically.

This one also looks a little blurry. Let's delete it as well. The first step in doing this is to either right-click on the page (if using a mouse), or tap and hold on the screen anywhere (if using a tablet).

Please do this now.



Select the **Delete** button from the bar that appears along the bottom of the screen.

Please do this now.



Set as



Delete



Slide show



Confirm that you want to delete this file by selecting the **Delete** button.

Please do this now.

You are about to delete 1 file.



Delete



Set as



Delete



Slide show



Once again, the photo is deleted, and we move onto the next photo.

This one looks fine. Let's move to the next image, by selecting the arrow on the right of the screen.

Please do this now.



We move onto the next image.

See the + and - buttons at the bottom right of the screen? We can use these to zoom in and out on the image.

Please click or touch the + button.





We zoom in on the image. To zoom in further, you continue clicking on the + icon.

Let's zoom back, by selecting the - button.

Please do this now.





If you are viewing the whole image, the - button can also be used to return to viewing multiple images.

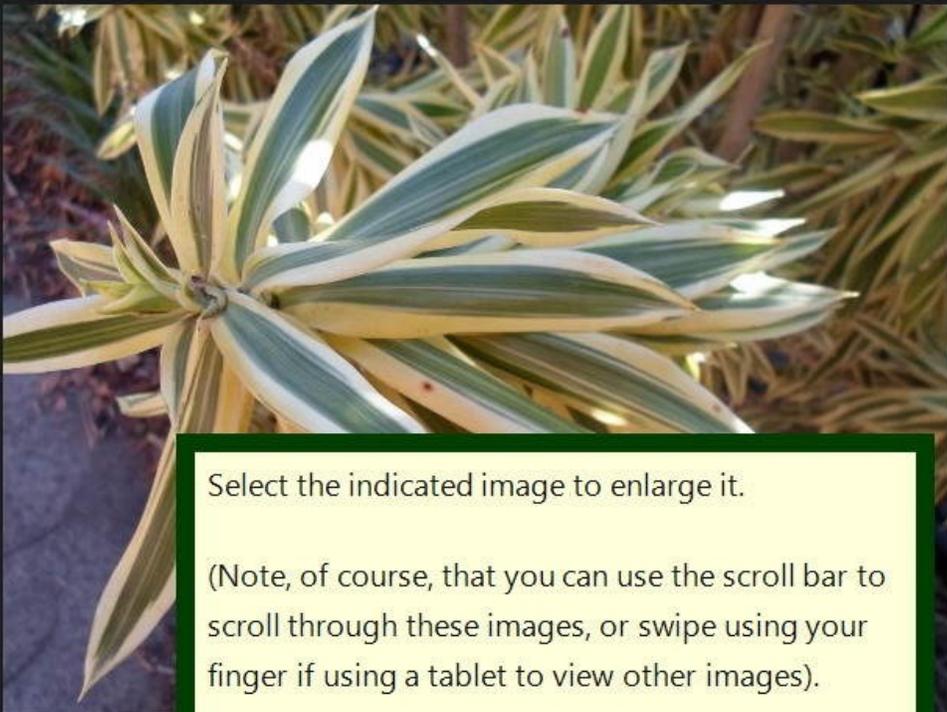
Let's zoom out further again, by selecting the - button.

Please do this now.





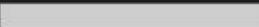
2012-01-02 Pictures library 11 files

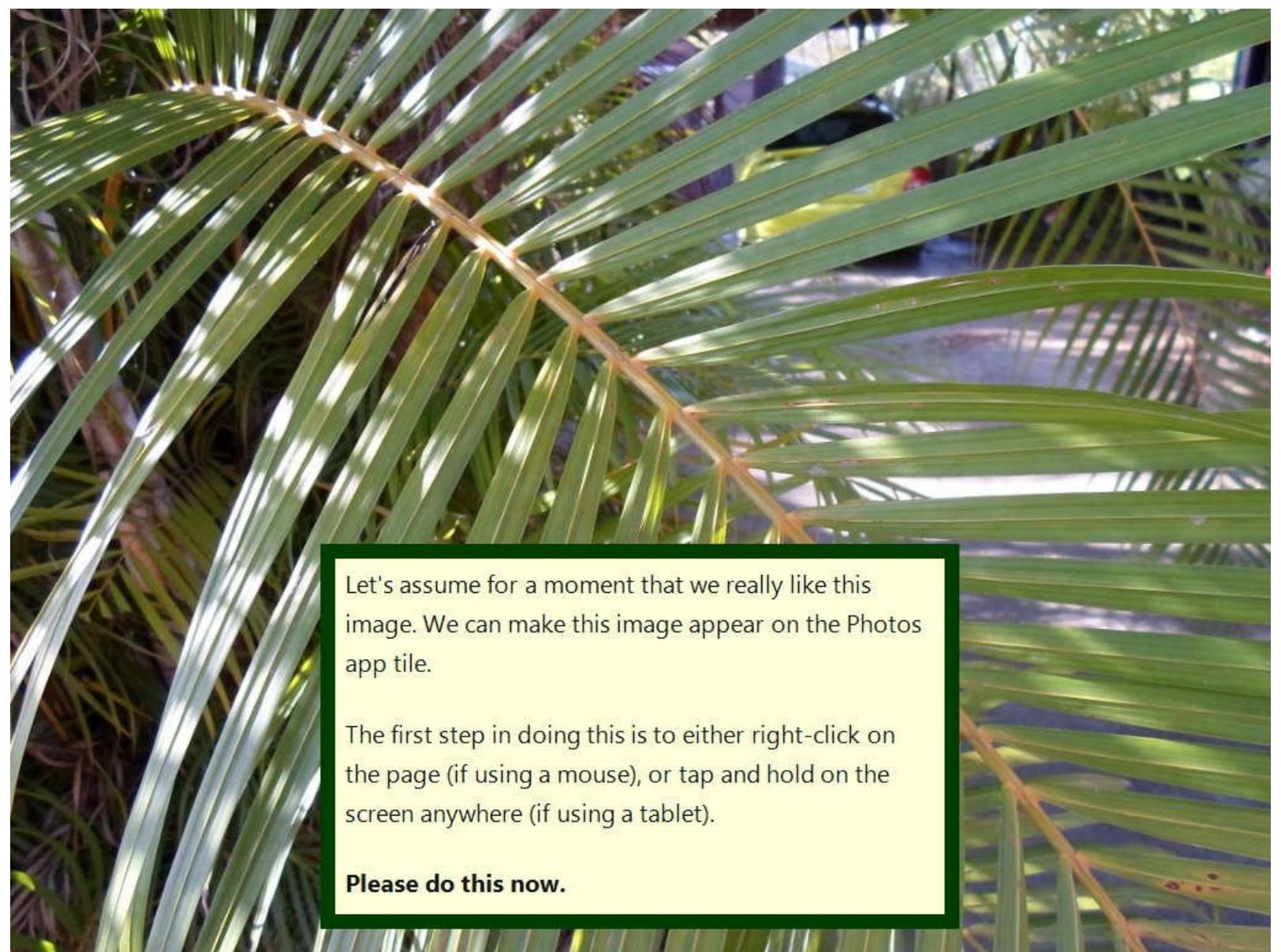


Select the indicated image to enlarge it.

(Note, of course, that you can use the scroll bar to scroll through these images, or swipe using your finger if using a tablet to view other images).

Please do this now.





Let's assume for a moment that we really like this image. We can make this image appear on the Photos app tile.

The first step in doing this is to either right-click on the page (if using a mouse), or tap and hold on the screen anywhere (if using a tablet).

Please do this now.



Select the **Set as** button.

Please do this now.



Set as



Delete



Slide show



We can set this image to be used in one of a number of areas - but in this case, let's select the **App tile** command.

Please do this now.

Lock screen

App tile

App background



Set as



Delete

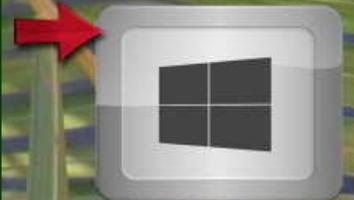


Slide show

Let's return to the desktop to view the Photos app tile.

Normally, you'd select the Windows button on your keyboard or tablet. In this case, select the Windows button pictured here to simulate this.

Please do this now.



Start

David 



Mail



Calendar



Internet Explorer



Store 32



Bing



People



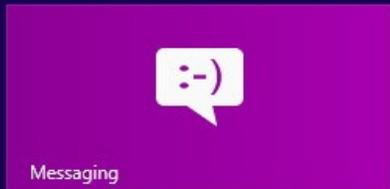
Photos



SkyDrive



Travel



Messaging



Finance

The Photos app tile reflects the image we just selected as the App tile.

Please select the Photos app tile.



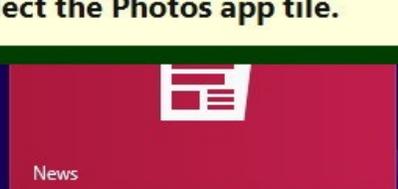
Games



Desktop



Weather



News



Music

To view the photos we just imported - plus any others on your computer, select the **Pictures library** button.

Please do this now.



Pictures library

91



Facebook



SkyDrive photos



Devi



Hide



See yours here



Add a



Pictures library

1 folder, 82 files



2012-01-02

9



The **Pictures library** will display all images and folders on your local computer.

It also lists the number of files in each folder.

Touch or click here to move on.



← Pictures library 1 folder, 82 files



2012-01-02

9

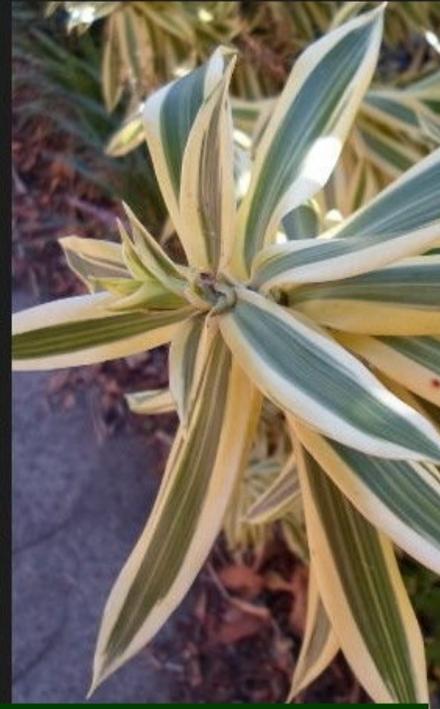


Select the folder called **2012-01-02**. You may recall this was the name of the folder when we imported the photos from the camera.

Please do this now.



2012-01-02 Pictures library 9 files



And you can now review the images we imported earlier.

Touch or click here to move.

Importing Photos From Devices and Cameras

You've now completed this Windows 8 lesson.

In this lesson, we looked at how you import files from your digital camera, using the **Photos** app.

Copyright © 2015 Dynamic Learning Online

Video and Movies



Video and Movies

Welcome to this Windows 8 lesson.

In this lesson, we'll be looking at the Windows 8 **Video** app and Movie store.



Estimated Completion Time: 14 minutes (30 steps).

Start

David Webster 

Samsung app

12
Wednesday

In this lesson, we'll be looking at the **Video** app.

The purpose of this app is twofold - one, to manage and play videos, but also a conduit to the **Xbox Movie** store - where you can rent or buy movies to play on your device.

Please start the Video app now.



Photos



Finance



Maps

Sport

Games

Camera



Weather

22°
Brisbane
Mostly Cloudy
26°/18°



News



Music



Video



Security



ChatON



StumbleUpon

kind

xbox video

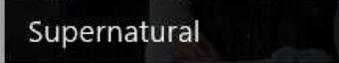
spotlight 



Starship Troopers: Invasion



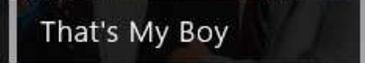
Breaking Bad



Supernatural



Batman: The Dark K...



That's My Boy



The Walking Dead



Katy Perry The Movi...



Gossip Girl



Arthur Christmas

The **Video** app starts. As with many Windows 8 apps, this app runs in a horizontally scrolling window, so you'll be able to scroll left or right to see more content.

In this case, it has opened in the **spotlight** area - highlighting recent movies available for rental or purchase.

Touch or click here to move on.

spotlight



Starship Troopers: Invasion



Breaking Bad



Batman: The Dark K...



Supernatural



That's My Boy



The Walking D

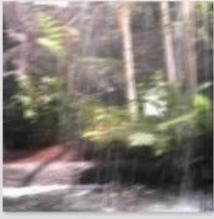
Click in the indicated area of the bottom scroll bar so we can see some other content.
Please do this now.



Arthur Christmas



my videos >



0 min 37 sec
ButterflyWorld



0 min 33 sec
Bird on Dunk



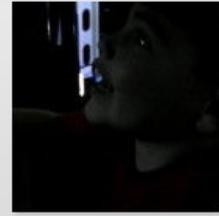
0 min 30 sec
Bacteria



1 min 41 sec
Boys
Wrestling



4 min 36 sec
Bionicles



0 min 47 sec
Aquarium



1 min 21 sec
Birds at
Museum

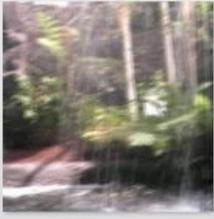


0 min
Bin

We are now looking at the **my videos** section. These are your own personal videos, located in the **My Videos** folder of your computer.

Touch or click here to move on.

my videos >



0 min 37 sec
ButterflyWorld



0 min 33 sec
Bird on Dunk



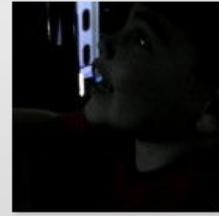
0 min 30 sec
Bacteria



1 min 41 sec
Boys Wrestling



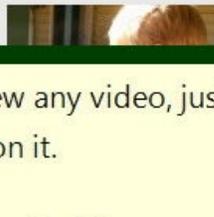
4 min 36 sec
Bionicles



0 min 47 sec
Aquarium



1 min 21 sec
Birds at Museum



0 min 17 sec



0 min 34 sec
Ants

To view any video, just touch or click on it.

Please do this now to the indicated video.





The video starts to play at full screen.

You'll see play and pause buttons, as well as a time bar that illustrates how far, and how far to go, the video has (you can right-click on this screen for even more playback controls).

Touch or click here to move on.

Now Playing

0:15/0:34

Ants



To close this video and return to the Video app, select the indicated button.

Please do this now.



Now Playing

0:15/0:34

Ants

my videos >



0 min 37 sec
ButterflyWorld



0 min 33 sec
Bird on Dunk



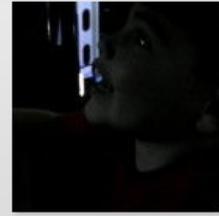
0 min 30 sec
Bacteria



1 min 41 sec
Boys Wrestling



4 min 36 sec
Bionicles



0 min 47 sec
Aquarium

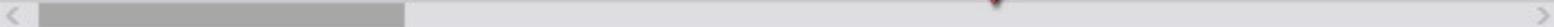


1 min 21 sec
Birds at Museum



0 min 17 sec
Binnay

Click or touch in the indicated scroll bar to view some more content.
Please do this now.



spotlight 



Starship Troopers: Invasion



Breaking Bad



Batman: The Dark K...



Now Playing
Ants

0:15 0:34



Katy Perry

The **spotlight** section highlights recently released movies that you can find out more about, see a trailer, rent, or even purchase.

We can view more movies by clicking in the bottom scroll bar once more.

Please do this now.

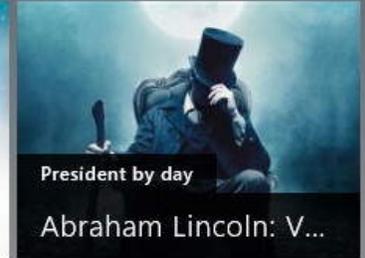


movies store > 

The **movies store** section gives us access to the whole Xbox video store.

Select the indicated text to see more about this.

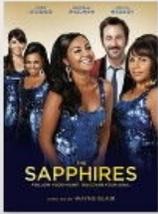
Please do this now.





movies store

new releases featured top selling genres studios



The Sapphires



A Very Harold & Kumar Christmas



Abraham Lincoln: Vampire Hunter



The Dark Knight Rises: Xbox SmartGlass



Killing Bono

A list of movies appears. Currently, this list is being sorted by **new releases**.

There are a number of ways to search. Select the **top selling** text to sort by the top selling movies.

Please do this now.



movies store

new releases featured **top selling** genres studios

top rentals ▾



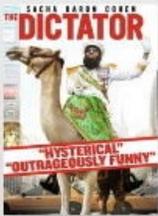
That's My Boy



Prometheus



Arthur (2011)



The Dict

We are now looking at the best selling movies in the Xbox movies store.

Let's have a closer look at the movie **Prometheus**.

Select this movie now.



The Losers



Marvel's Avengers



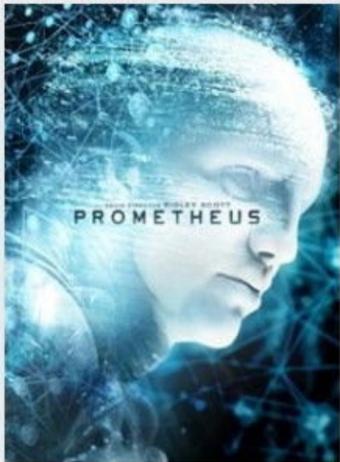
The Dark Knight



movies store

new releases featured **top selling** genres studios

top



Prometheus

2012, M, SD, Sci-Fi/Fantasy, 2 hr 3 min

Legendary director Ridley Scott (Alien, Blade Runner) returns to his sci-fi origins in this epic adventure bursting with spectacular action and mind-blowing visual effects. A team of scientists and explorers travels to the darkest corners of the universe searching for the origins of human life. Instead they find a dark, twisted world that hides a terrifying threat capable of destroying them...and all mankind!

 Buy
\$24.99

 Rent
\$5.99

 Explore movie

A small summary of the movie appears, along with some title art.

On the left of this window, you'll also see links that will enable you to **Buy** or **Rent** this movie.

Touch or click here to move on.

thur (2011)

e Losers

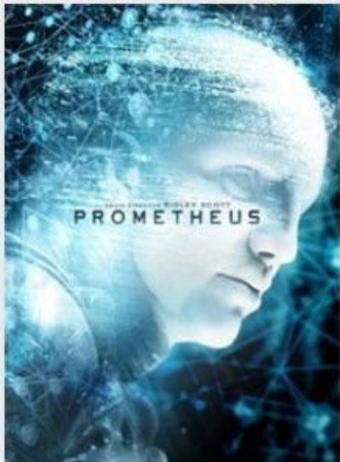
e Dark Knight



movies store

new releases featured **top selling** genres studios

top



Prometheus

2012, M, SD, Sci-Fi/Fantasy, 2 hr 3 min

Legendary director Ridley Scott (Alien, Blade Runner) returns to his sci-fi origins in this epic adventure bursting with spectacular action and mind-blowing visual effects. A team of scientists and explorers travels to the darkest corners of the universe searching for the origins of human life. Instead they find a dark, twisted world that hides a terrifying threat capable of destroying them...and all mankind!

 Buy
\$24.99

 Rent
\$5.99

 Explore movie



Select the **Explore movie** button to find out more about the movie.

Please do this now.

thur (2011)

e Losers

e Dark Knight



FROM DIRECTOR RIDLEY SCOTT
PROMETHEUS

FROM DIRECTOR RIDLEY SCOTT
PROMETHEUS

In this window, you'll find more information about the movie. This is a horizontally scrolling window, so you can scroll left or right to find out all about the movie.

Touch or click here to move on.

overview



Sci-Fi/Fantasy
20th Century Fox
30/05/2012
M
2 hr 3 min



Buy
\$24.99



Rent
\$5.99

Legendary director Ridley Scott (*Alien*, *Blade Runner*) returns to his sci-fi origins in this epic adventure bursting with spectacular action and mind-blowing visual effects. A team of scientists and explorers travels to the darkest corners of the universe searching for the origins of human life. Instead they find a dark, twisted world that hides a terrifying threat capable of destroying them...and all mankind!



overview



Sci-Fi/Fantasy
20th Century Fox
30/05/2012
M
2 hr 3 min



Buy
\$24.99



Rent
\$5.99



Let's assume we've decided to **Rent** this video.

Please select the Rent button now.

Legendary director Ridley Scott (*Alien*, *Blade Runner*) returns to his sci-fi origins in this epic adventure bursting with spectacular action and mind-blowing visual effects. A team of scientists and explorers travels to the darkest corners of the universe searching for the origins of human life. Instead they find a dark, twisted world that hides a terrifying threat capable of destroying them...and all mankind!



overview



Sci-Fi/Fantasy
20th Century Fox
30/05/2012
M

Enter your Microsoft account password

Video needs to confirm your identity.



d@usekp.com

password 

[Can't access your account?](#)

If you've logged in with a Microsoft account, you'll be asked to confirm your account password.

This is because the credit card details associated with your Microsoft account will be required to pay for this rental.

Touch or click here to move on.

OK

Cancel

stead they find a dark, twisted world that hides a terrifying threat capable of destroying them...and all mankind!



overview



Sci-Fi/Fantasy
20th Century Fox
30/05/2012
M

Enter your Microsoft account password

Video needs to confirm your identity.



d@usekp.com

[Can't access your account?](#)

We've entered this for you.

Select the **OK** button to move on.

Please do this now.

OK

Cancel

step they find a dark, twisted world that hides a terrifying threat capable of destroying them...and all mankind!

PROMETHEUS

PROMETHEUS



overview



Sci-Fi/Fantasy
20th Century Fox
30/05/2012
M
2 hr 3 min

Password prompt for purchase?

Do you want us to ask for your password every time you make a purchase? You can change this preference later in Settings, Preferences.

Ask me to sign in before completing purchases or managing my account

On

If this is the first time you've rented or purchased a movie via Xbox video, you will be asked to confirm whether you want the app to ask for your password each time a purchase is made.

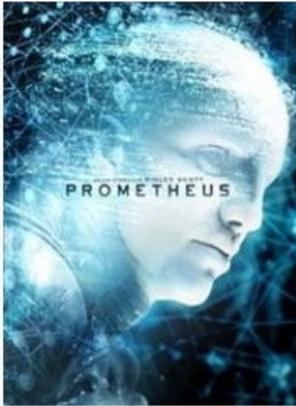
Please select the Next button to move on.

Next

Cancel

verse searching for the origins of human life. Instead they find a dark, twisted world that hides a terrifying threat capable of destroying them...and all mankind!

← Viewing Options



Prometheus
2012
Rating: M
Audio: English

Rent for this device

- | | | |
|-----------------------------------|---|--------|
| <input type="radio"/> SD Download |  | \$5.99 |
| <input type="radio"/> SD Stream | | \$5.99 |

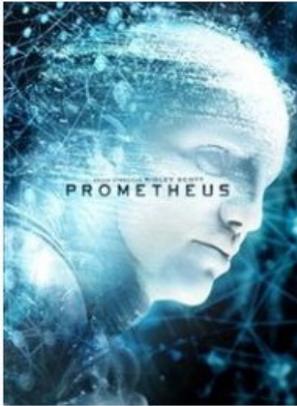
You won't be charged yet.

Depending on the movie you've selected to rent or buy, there may be a few options in the **Viewing Options** screen.

In this case, you can select the either Download, or Stream. **Download** will download the video to your local device, but cannot be played until fully downloaded. **Stream** will play almost immediately, but will require Internet access for the whole movie.

Please select the SD Download option now.

← Viewing Options



Prometheus
2012
Rating: M
Audio: English

Rent for this device

- | | | |
|----------------------------------|-------------|--------|
| <input checked="" type="radio"/> | SD Download | \$5.99 |
| <input type="radio"/> | SD Stream | \$5.99 |

You won't be charged yet.

The letters **SD** stand for standard definition. You may also see an option for **HD** (high definition) for some movies.

Select the Next button to move on.

Next

Cancel



← Confirm Purchase



Rent

\$5.99 including tax



David Webster
B-6XN308019P523610E
david.webster@gmail.com
PayPal: ****610E

[Change Payment Options](#)

[Use Microsoft Points](#)

Rent for 14 days or 48 hours from starting to watch, whichever comes first.

This transaction is subject to the **Xbox LIVE Terms of Use**. You will be charged at this time. No Refunds.

On this screen, we are asked to confirm how we want to pay for this video. You can set up to pay via PayPal, Microsoft Points, or directly by Credit Card.

In this case, we've selected PayPal. Obviously, until you select and/or set up some payment method, you will not be able to rent or buy movies.

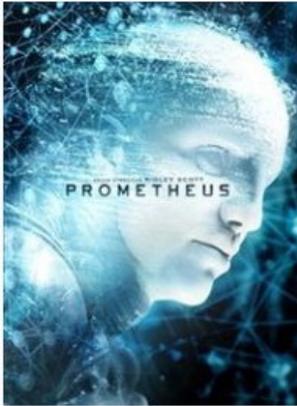
Please select the Confirm button to move on.

Confirm

Cancel



Enjoy!



Prometheus
2012
Rating: M
Audio: English
SD Download
1.87 GB

Thanks for renting:

Prometheus

Your rental expires on 26/12/2012 or 48 hours from starting to play.

We've now rented this movie! As this is a rental, it will only be available for a certain time - either till 26/12/2012, or 48 hours after we first start to watch it.

Select the Done button to move on.

Done





Select the indicated button to move back further.

Please do this now.

overview



Sci-Fi/Fantasy
20th Century Fox
30/05/2012
M
2 hr 3 min



Play

Expires in 13 days 23 hrs

0% Downloaded

Legendary director Ridley Scott (*Alien*, *Blade Runner*) returns to his sci-fi origins in this epic adventure bursting with spectacular action and mind-blowing visual effects. A team of scientists and explorers travels to the darkest corners of the universe searching for the origins of human life. Instead they find a dark, twisted world that hides a terrifying threat capable of destroying them...and all mankind!

my videos >



Sci-Fi/Fantasy
Prometheus

3% Downloaded



1 min 21 sec
Birds at
Museum



0 min 17 sec
Binnaway

The movie we've just rented appears in the **my videos** section.

It will also display how much has downloaded, and when it is ready to play. When downloaded, it can be played exactly like any of your own videos.

Touch or click here to move on.



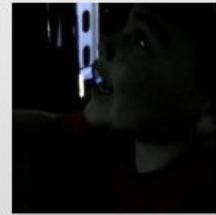
0 min 33 sec
Bird on Dunk



0 min 30 sec
Bacteria



4 min 36 sec
Bionicles



0 min 47 sec
Aquarium



my videos >



Sci-Fi/Fantasy
Prometheus

3% Downloaded



1 min 21 sec
Birds at
Museum



0 min 17 sec
Binnaway



0 min 37 sec
ButterflyWorld



0 min 33 sec
Bird on Dunk



0 min 30 sec
Bacteria



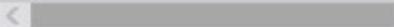
1 min 41 sec
Boys
Wrestling



4 min
Bion

Click in the indicated scroll bar to see some more content.

Please do this now.



television store >



Everything car-related
Top Gear (UK)



The Vampire Diaries



Catch up on Season 3
The Walking Dead



Breaking Bad



Available now
The Simpsons



JAMES CAMERON



Comedy TV



Much like the **movies store** section, the **television store** section allows you to rent and buy television episodes or seasons.

Touch or click here to move on.

Video and Movies

You've now completed this Windows 8 lesson.

In this lesson, we looked at the Windows 8
Video app and Movie store.

Copyright © 2015 Dynamic Learning Online

Music



Music

Welcome to this Windows 8 lesson.

In this lesson, we'll be looking at the Windows 8 Music app.



Estimated Completion Time: 28 minutes (60 steps).

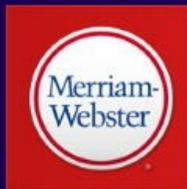
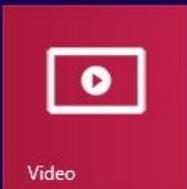
Start

David Webster 

Samsung apps

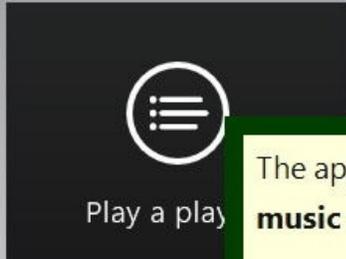
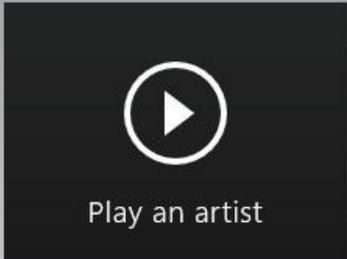
The Windows 8 **Music** app allows you to manage your music collection, purchase music, stream music, create playlists, and much more.

Please touch or click on this icon to start the Music app.



xbox music

now playing



The app - actually entitled **xbox music** - opens.

Touch or click here to move on.

xbox music

now playing 



Wish You Were Here (Live)

Pulse (Live) by Pink Floyd



Available now

Bruno Mars



One Direction



Play an artist

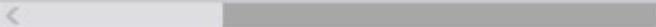


New Smart DJ

Pla

We are now looking at the **now playing** section - and we'll return to this shortly.

Please click in the indicated scroll bar to reveal more areas in this app.



xbox music

all music > 

Now we are looking at the **all music** section - this is really a selection of featured songs and albums, and will change content all the time.

To view, or listen to some content, simply select the album, artist, or song you wish to hear.

Please select the Happy Holidays tile.



Hit holiday album

Michael Bublé

Samantha Jade



Guy Sebastian



New album

T.I.



Macklemore & Ryan...



Will.i.am



New releases

Happy Holidays



Advertisement

XBOX

Xbox
Music Pass
Try it free.



Happy Holidays: 2012



Cee Lo Green
CeeLo's Magic Moment



Rod Stewart
Merry Christmas, Baby



Blake Shelton
Cheers, it's Christmas.



Jeremy Camp
Christmas: God With Us



August Burns Red
August Burns Red Presents: Sleddin' Hill, A Holiday Album



Celtic Woman
Home For Christmas



Christina Perri
Christina Perri Christmas

The **Happy Holidays** tile we selected is actually a collection of Christmas themed albums.

We'll have a look at the **Rod Stewart** album, **Merry Christmas, Baby.**

Please select this album now.

Sancho
Christmas

Creery
Scotty McCreery

Jenkins



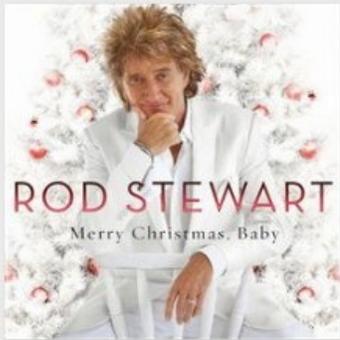
This Is Christmas



Happy Holidays:
2012



Rod Stewart
Merry Christmas, Baby



- Play album
- Add to my music
- Buy album
- Explore artist

Merry Christmas, Baby (Deluxe Edition)

Rod Stewart, 2012, More, Universal Music Australia Pty. Ltd.

- 1 Have Yourself A Merry Little Chris... 4:29
Rod Stewart
- 2 Santa Claus Is Coming To Town 2:47
Rod Stewart
- 3 Winter Wonderland 2:23
Rod Stewart
- 4 White Christmas 3:48
Rod Stewart

We are now shown the contents of the **Rod Stewart** album, **Merry Christmas, Baby**, along with a number of options.

Touch or click here to move on.



SC
Chri

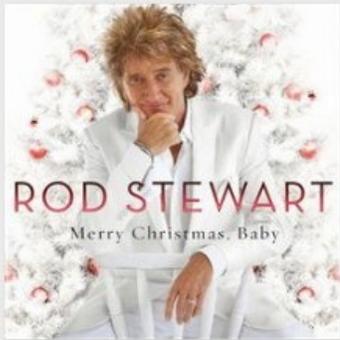
Kat
This is Christmas



Happy Holidays:
2012



Rod Stewart
Merry Christmas, Baby



- Play album
- Add to my music
- Buy album
- Explore artist



Merry Christmas, Baby (Deluxe Edition)

Rod Stewart, 2012, More, Universal Music Australia Pty. Ltd.

- 1 Have Yourself A Merry Little Chris... 4:29
Rod Stewart
- 2 Santa Claus Is Coming To Town 2:47
Rod Stewart
- 3 Winter Wonderland 2:23
Rod Stewart
- 4 White Christmas 3:48
Rod Stewart

We can select the **Explore artist** option to find out more about *Rod Stewart*.

Please select this option now.



SC
Chri



Kat
This Is Christmas



You'll see a collection of photos, a bio, be able to play and explore all songs from this artist, and more, in this horizontally scrolling window.

Select the indicated button to go back.



 Play top songs  Show song list

Rod Stewart
Pop

bio

 Play Sm

Rod Stewart ma
spected singer, y
he got older, as
stardom and ad
the rock music t
recorded some
admit that freely
best interpretive
plished songwri
folk, rock, blues
other folk-rock
of finding the fo
rocked like hell
successful, he b
of his music, yet
even as he aban
vor of following

Stewart began h
some time as ar
Football Club, to
Jones in the ear
deported from S
turned to Engl

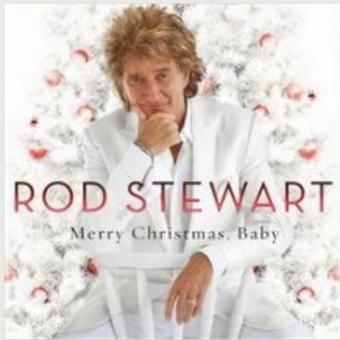
[View more >](#)



Happy Holidays:
2012



Rod Stewart
Merry Christmas, Baby



- Play album
- Add to my music
- Buy album
- Explore artist

Merry Christmas, Baby (Deluxe Edition)

Rod Stewart, 2012, More, Universal Music Australia Pty. Ltd.

- 1 Have Yourself A Merry Little Chris... 4:29
Rod Stewart
- 2 Santa Claus Is Coming To Town 2:47
Rod Stewart
- 3 Winter Wonderland 2:23
Rod Stewart
- 4 White Christmas 3:48
Rod Stewart

OK - if we like this album, we can add it to our own music collection.

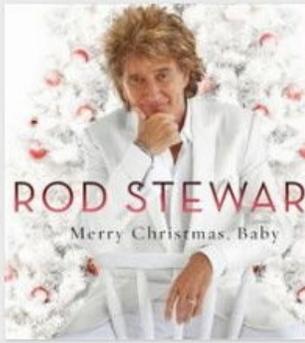
Please select the Add to my music option.



Katherine Jenkins
This Is Christmas



Happy Holidays: 2012



- Play album
- Add to now playing
- Explore artist
- Play Smart DJ

The entire album is added to our music collection.

Note that when an album, or song, is added in this manner, it can only be streamed. This means it cannot be downloaded, and will require an Internet connection to be played back.

The Music app will provide a certain number of hours per month free streaming of music, supported by ads (which randomly appear as music is being played back).

Touch or click here to move on.



Rod Stewart



Merry Christmas, Baby



Scotty McCreery
Christmas with Scotty McCreery



Katherine Jenkins
This Is Christmas



Happy Holidays: 2012



Rod Stewart
Merry Christmas, Baby

Merry Christmas, Baby (Deluxe

...re, Universal Music Australia Pty. Ltd.

You can purchase songs - which we'll see in a moment - and also purchase premium music packs that allow you to stream music ad free.

Select the indicated button to go back.

- Play album
- Add to now playing
- Explore artist
- Play Smart DJ

1	Santa Claus Is Coming To Town	2:47
2	Myself A Merry Little Chris...	4:29
3	Winter Wonderland	2:23
4	White Christmas	3:48
5	Merry Christmas, Baby	3:55



Scotty McCreery
Christmas with Scotty McCreery

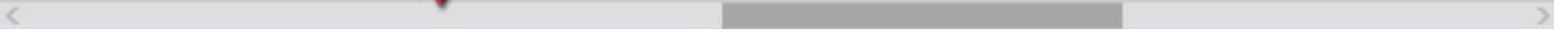


Katherine Jenkins
This Is Christmas

all music >



Now let's look at the **my music** section of the Music app.
Click in the indicated scroll bar to move to the left.
Please do this now.

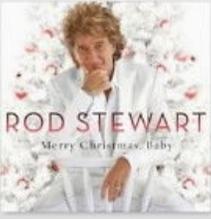


xbox music

my music > 

The **my music** section is a combination of the audio files and songs on your device, the songs you have purchased, and the songs you've added to **my music** in the manner just illustrated.

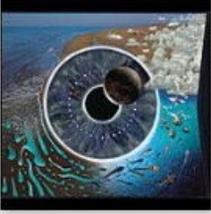
Touch or click here to move on.



Album
Merry Christmas, Baby (Deluxe)
Rod Stewart



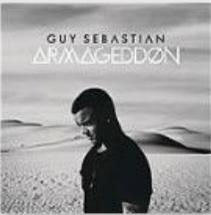
Boys
Katy Perry



Album
Pulse (Live)
Pink Floyd



Album
Unknown Album
(23/12/2012)
Unknown Artist



Album
Armageddon
Guy Sebastian



Play all music



Wish You Were Here (L

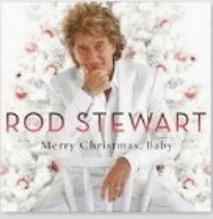
Pulse (Live) by Pink Floyd
0:00/0:00



Play an artist

New

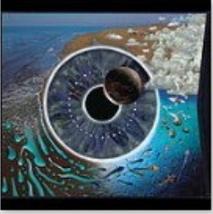
my music >



Album
Merry Christmas, Baby (Deluxe)
Rod Stewart

Let's say we'd like to play the **Rod Stewart** album we added to our collection.

Please select this album now.



Album
Pulse (Live)
Pink Floyd



Album
Unknown Album
(23/12/2012)
Unknown Artist



Album
Armageddon
Guy Sebastian



Play all music

now playing



Wish You Were Here (L

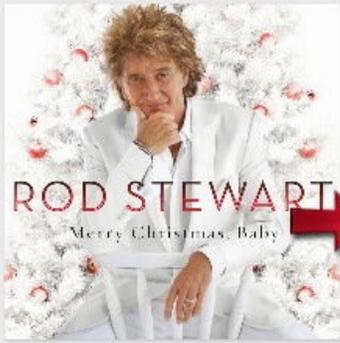
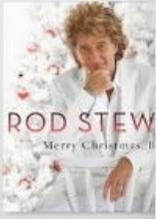
Pulse (Live) by Pink Floyd
0:00/0:00



Play an artist

New

my music



- Play album
- Add to now playing
- Explore artist
- Play Smart DJ

Merry Christmas, Baby (Deluxe Edition)

Rod Stewart, 2012, More

- 1 Have Yourself A Merry Little Chris... 4:29
Rod Stewart
- 2 Santa...
Rod Stewart
- 3 Winte...
Rod Stewart
- 4 White Christmas 3:48
Rod Stewart
- 5 Merry Christmas, Baby...
Rod Stewart

As before, the information and songs on this album are displayed.

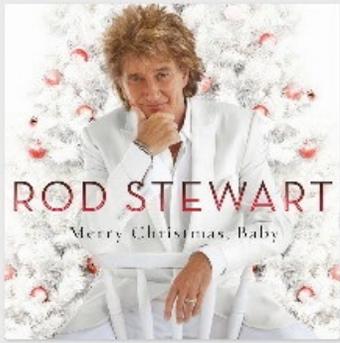
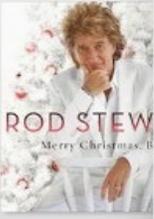
Please select the indicated song now.

Play all music

Play all artist

New

my music



Merry Christmas, Baby (Deluxe Edition)

Rod Stewart, 2012, More



- 1 Have Yourself A Merr...
Rod Stewart  

2 Sa
Rod

And select the **Play** button to play this song.

Please do this now.

- 3 W
Rod Stewart 

- 4 White Christmas 3:48
Rod Stewart 

- 5 Merry Christmas, Baby 3:55

-  Play album
-  Add to now playing
-  Explore artist
-  Play Smart DJ

Play all music

Play all artist

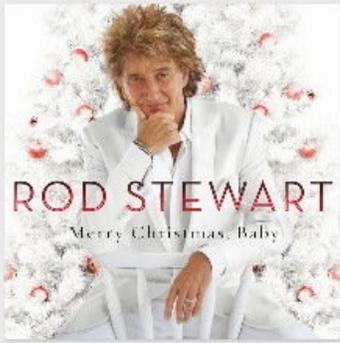
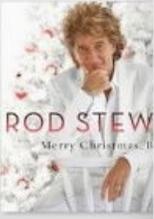
New



The song will immediately start playing (not in this training, however!)

Please click in the indicated area to hide this album information.

my music



Merry Christmas Edition

Rod Stewart, 2012, More

- Play album
- Add to now playing
- Explore artist
- Play Smart DJ

- | | | | |
|---|--|------|--|
| 1 | Have Yourself A Merry...
Rod Stewart | | |
| 2 | Santa Claus Is Coming To Town
Rod Stewart | 2:47 | |
| 3 | Winter Wonderland
Rod Stewart | 2:23 | |
| 4 | White Christmas
Rod Stewart | 3:48 | |
| 5 | Merry Christmas, Baby
Rod Stewart | 3:55 | |

self A Merry
Baby by Rod Stewart

Play all music

Play all artist

New



Add to playlist



Play Smart DJ



Buy song



More



Previous



Pause

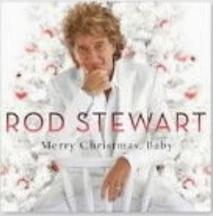


Next



Playback options

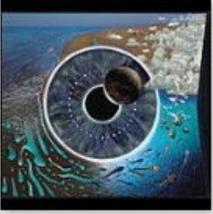
my music >



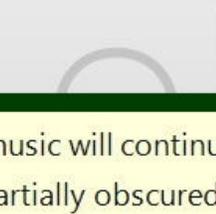
Album
Merry Christmas, Baby (Deluxe)
Rod Stewart



Album
One Of The Boys
Katy Perry



Album
Pulse (Live)
Pink Floyd



Album
Unknown Albums



Album
Armageddon
Guy Sebastian

Play all music

now playing >

Have Yourself A Merry Little Christmas
Merry Christmas, Baby by Rod Stewart
0:17/4:28



The music will continue to play - in fact, in the partially obscured now playing area, you can see the song currently playing.

Touch or click here to move on.

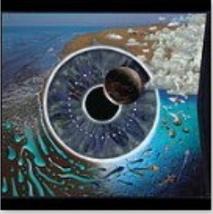
Play an artist

New

my music >



Album
Merry Christmas, Baby (Deluxe)
Rod Stewart



Album
Pulse (Live)
Pink Floyd



Album
Armageddon
Guy Sebastian

Let's have a closer look at our **my music** collection.

Please select the indicated option now to do this.



Album
Unknown Album
(23/12/2012)
Unknown Artist



Play all music

now playing >



Play an artist

New



my music

6 albums arranged by

a to z

albums



artists

songs

playlists

smart djs

Play all music



Merry Christmas, Baby (Del...
Rod Stewart

More 17 songs



Pulse (Live)
Pink Floyd

Rock 1 song



Armageddon
Guy Sebastian

Pop 12 songs



Unknown Album (23...
Unknown Artist

Unknown Genre 11 songs

This view allows us to sort, search, view, and play our music collection in a variety of ways. Currently, we are looking at the list of albums in our collection.

Note that anywhere in the Music app, where you see a song listed - as on the right - you can play that song by selecting it, and then selecting the **Play** button that appears.

Touch or click here to move on.



my music

6 albums arranged by

a to z

albums

artists

songs

playlists

smart djs



Play all music



Merry Christmas, Baby (Del...

Rod Stewart

More

17 songs



Pulse (Live)

Pink Floyd

Rock

1 song



Armageddon

Guy Sebastian

Pop

12 songs



Unknown Album (23...

Unknown Artist

Unknown Genre

11 songs



Unknown Album (23...

Unknown Artist

Unknown Genre

29 songs



One Of The Boys

Katy Perry

Pop

1 song

Let's view our collection by artist.

Please select the artists option now.



my music

5 artists arranged by

a to z

albums

artists

songs

playlists

smart djs



Play all music



G



Guy Sebastian
12 songs

1 album

K



Katy Perry
1 song

1 album

P



Pink Floyd
1 song

1 album

R



Rod Stewart
17 songs

1 album



Over on the right, our collection is now listed by **artist**.

Let's view our collection by song.

Please select the songs option now.



my music

71 songs arranged by

a to z ▾

albums

artists

songs



playlists

smart djs



Play all music



A



Achaidh Cheide

Unknown Genre

2:14

Unknown Album (23/12/2012 9:...



Amnesia

Pop

3:15

Armageddon by Guy Sebastian



Armageddon

Pop

3:32

Armageddon by Guy Sebastian



Artifact

Unknown Genre

3:22

Unknown Album (23/12/2012 9:...



Auld Lang Syne

More

3:45

Merry Christmas, Baby (Deluxe Edition) b...

B



Babylon

Unknown Genre

4:12

Unknown Album (23/12/2012 9:...

Over on the right, our collection is now listed by **song**.

Let's view our collection by playlist.

Please select the playlists option now.



my music

0 playlists arranged by
a to z

albums

artists

songs

playlists

smart djs

It's lonely in here.



Start a new playlist

To add tunes, find songs in your music and select Add to Playlist.



Import your existing playlists

Select here to import existing playlists from your Music library. You can always import playlists later.

We don't have any playlists (collections of songs) as yet, so let's create one.

Please select the indicated icon to do this.



my music

0 playlists arranged by

a to z

albums

artists

songs

playlists

smart djs

It's lonely in here.



Name this playlist



Save

Every playlist you create must have a name.

We'll add the name for you here - we'll call this one **Favorites**.

Touch or click here to move on.



my music

0 playlists arranged by

a to z

albums

artists

songs

playlists

smart djs

It's lonely in here.



Name this playlist

Favorites



Save



Select the **Save** button to create this playlist - which we've called **Favorites**.

Please do this now.



my music

1 playlist arranged by

a to z

albums

artists

 songs

playlists

smart djs



Create new playlist



Favorites

0 songs

0 min 0 sec

The playlist is created - but has no songs in it.

Select the **songs** option so we can view the songs in our collection.

Please do this now.



my music

71 songs arranged by
a to z ▾

albums

artists

songs

playlists

smart djs

Play all music

A



Achaidh Cheide Unknown Genre 2:14
Unknown Album (23/12/2012 9:...



Amnesia Pop 3:15
Armageddon by Guy Sebastian



Armageddon Pop 3:32
Armageddon by Guy Sebastian



Artifact Unknown Genre 3:22
Unknown Album (23/12/2012 9:...



Auld Lang Syne More 3:45
Merry Christmas, Baby (Deluxe Edition) b...

B



Babylon Unknown Genre 4:12
Unknown Album (23/12/2012 9:...



Let's add the song called **Amnesia** to our newly created playlist.

Please select this song now.



my music

71 songs arranged by
a to z ▾

albums

artists

songs

playlists

smart djs

Play all music

A



Achaidh Cheide

Unknown Genre

2:14

Unknown Album (23/12/2012 9:...



Amnesia

Pop

3:15 ✓

Armageddon by Guy Sebastian



Armageddon

Pop

3:32

Armageddon by Guy Sebastian



Artifact

Unknown Genre

3:22

Unknown Album (23/12/2012 9:...



Auld Lang Syne

More

3:45

Merry Christmas, Baby (Deluxe Edition) b...

Now select the **Add to playlist** button.

Please do this now.



Play selected



Add to now playing



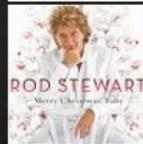
Add to Favorites



Add to playlist



More



Previous



Pause



Next



Playback options



my music

71 songs arranged by
a to z ▾

albums

artists

Play all music

A



Achaidh Cheide Unknown Genre 2:14
Unknown Album (23/12/2012 9:...



Amnesia Pop 3:15 ✓
Armageddon by Guy Sebastian



Armageddon Pop 3:32
Armageddon by Guy Sebastian



Artifact Unknown Genre 3:22
Unknown Album (23/12/2012 9:...



Auld Lang Syne More 3:45
Merry Christmas, Baby (Deluxe Edition) b...

All playlists are listed in this menu - but of course, we only have one - called **Favorites**.

Select this playlist now to add the selected song.



- Favorites
- Create new playlist



Play selected



Add to now playing



Add to Favorites



Add to playlist



More



Previous



Pause



Next



Playback options



my music

71 songs arranged by
a to z ▾

albums

artists

songs

playlists

smart djs

▶ Play all music

☰ Added to playlist
1 song



A



Achaidh Cheide

Unknown Genre

2:14

Unknown Album (23/12/2012 9:...



Amnesia

Armageddo



Armageddo

Armageddo



Artifact

Unknown Album (23/12/2012 9:...



Auld Lang Syne

More

3:45

Merry Christmas, Baby (Deluxe Edition) b...



B



Babylon

Unknown Genre

4:12

Unknown Album (23/12/2012 9:...

The song is added to our playlist.

Let's add the song called **Auld Lang Syne** to our playlist.

Please do this now.



my music

71 songs arranged by
a to z ▾

albums

artists

songs

Play all music

A



Achaidh Cheide Unknown Genre 2:14
Unknown Album (23/12/2012 9:...



Amnesia Pop 3:15
Armageddon by Guy Sebastian

Armageddon Pop 3:32
Armageddon by Guy Sebastian

Artifact Unknown Genre 3:22
Unknown Album (23/12/2012 9:...



Auld Lang Syne More 3:45 ✓
Merry Christmas, Baby (Deluxe Edition) b...

Now select the **Add to playlist** button,
and select **Favorites** from the menu that
appears.

Please do this now.



Play selected



Add to now playing



Add to Favorites



Add to playlist



More



Previous



Pause



Next



Playback options



my music

71 songs arranged by
a to z ▾

albums

artists

songs

Play all music

A



Achaidh Cheide Unknown Genre 2:14
Unknown Album (23/12/2012 9:...



Amnesia Pop 3:15
Armageddon by Guy Sebastian

Armageddon Pop 3:32
Armageddon by Guy Sebastian

Artifact Unknown Genre 3:22
Unknown Album (23/12/2012 9:...

Auld Lang Syne More 3:45 ✓
Merry Christmas, Baby (Deluxe Edition) b...

Now select the **Add to playlist** button,
and select **Favorites** from the menu that
appears.

Please do this now.



Favorites

Create new playlist



Play selected



Add to now playing



Add to Favorites



Add to playlist



More



Previous



Pause



Next



Playback options



my music

71 songs arranged by

a to z

albums

artists

songs

playlists

smart djs

Play all music

Added to playlist
1 song



The song is added to the playlist. You can add songs to this playlist - or any playlist you create - at any time.

Please select the indicated button to go back to my music.

heide Unknown Genre 2:14

n (23/12/2012 9:...

Pop 3:15

y Guy Sebastian



Armageddon

Armageddon by Guy Sebastian

Pop 3:32



Artifact

Unknown Album (23/12/2012 9:...

Unknown Genre 3:22



Auld Lang Syne

Merry Christmas, Baby (Deluxe Edition) b...

More 3:45

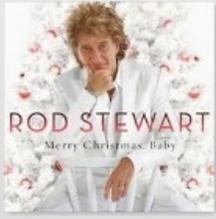
B



Babylon

Unknown Album (23/12/2012 9:...

Unknown Genre 4:12



Album
Merry Christmas, Baby (Deluxe)
Rod Stewart



Album
One Of The Boys
Katy Perry



Playlist
Favorites
2 songs



Album
Pulse (Live)
Pink Floyd



Album
Unknown Album
(23/12/2012)
Unknown Artist



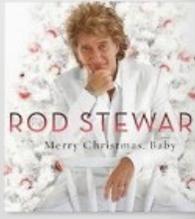
Album
Armageddon
Guy Sebastian



Album
Unknown Album
(23/12/2012)
Unknown Artist

The playlist we created is added to the **my music** section for easy access.
Please select this playlist now.

my music >



-  Play 
-  Add to now playing

Favorites

2 songs in playlist
7 min 0 sec

- Amnesia 3:15
Armageddon by Guy Sebastian 
- Auld Lang Syne 3:45
Merry Christmas, Baby (Deluxe Edition) by Rod Stewart 

All the songs in the playlist are now listed.

You can play the playlist as a whole, or select individual songs to play,

Touch or click here to move on.

now playing >

Music contains an interesting feature called **Smart DJ**. It is a feature that automatically creates, collates, and plays songs related to a particular artist.

Please select the New Smart DJ tile now.

Have Yourself A Merry Little Christmas

Merry Christmas, Baby by Rod Stewart
2:48/4:28



Play an artist



New Smart DJ



Play a playlist





now playing

Enter artist



Popular artists



Eminem



Wiz Khalifa



Linkin Park



Bruno Mars



Rihanna

When you select this option, you can now either enter an artist name, or select an artist from the list provided.

Please select the artist Eminem now.

Have Yo

Merry Christmas
2:56/4:28



Play an a



x Music



now playing

Eminem

Smart DJ is picking music

Smart DJ creates the list of songs, and begins playing.

Touch or click here to move on.



Almost

Recovery by E
0:00/0:00



Play an a



Open file



Previous



Play



Next

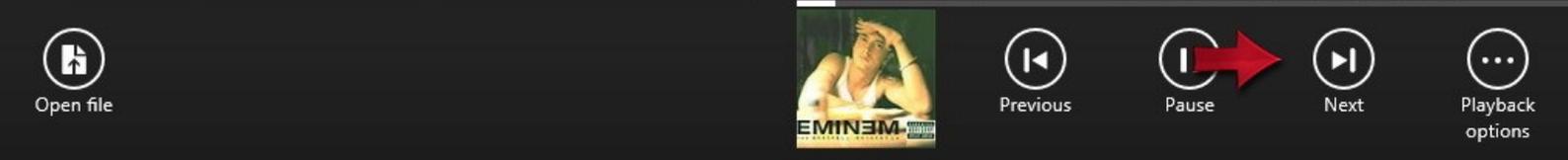
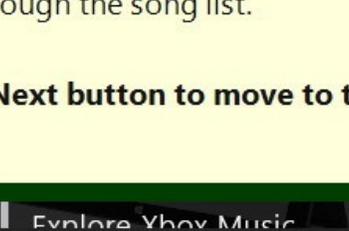
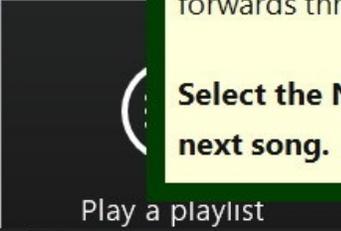
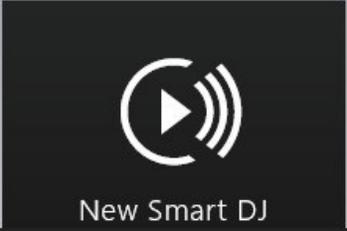
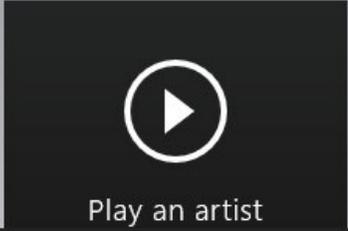


Playback options

now playing >



Along the bottom of the screen, you can pause, or navigate backwards and forwards through the song list.
Select the Next button to move to the next song.



now playing >

The next song begins playing.
Touch or click here to move on.



Carnivale

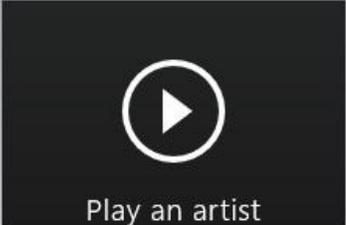
Solo Piano by Gonzales
0:05/2:30



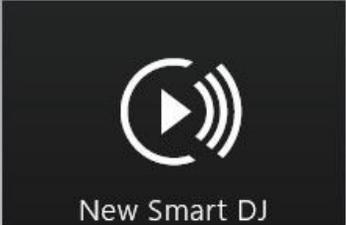
Available now
Bruno Mars



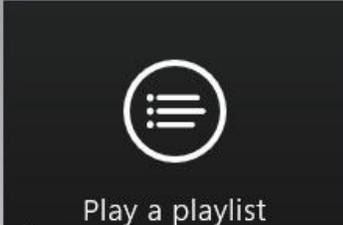
One Direction



Play an artist



New Smart DJ



Play a playlist



Explore Xbox Music



Open file



Previous



Pause



Next



Playback options

all music > 

Back in the **all music** section of **xbox music**, let's see how we can purchase a song. A song that will download to our computer, be able to be shared with our other Windows 8 devices, and play without ads.

Please select the all music option now.





all music

featured ▾

all genres

Alternative

Classical

Country 

Electronic / Dance

Hip Hop

Jazz

Kids

More

Pop

R&B / Soul

Rock



Christmas (Deluxe Special Ed... Pop
Michael Bublé



Samantha Jade Pop
Samantha Jade



Trouble Man: Heavy is the... Hip Hop
T.I.



Jesus Piece Hip Hop
Game

This allows us to select an album or song to stream, or purchase. We can select a genre to make it easier to find the song we are after.

Select the genre **Country**.

Please do this now.



The Collective Pop
The Collective



Glee: The Music, The Christ... More
Glee



all music

featured ▾

all genres

Alternative

Classical

Country

Bluegrass

Contemporary Country

Traditional Country

Electronic / Dance

Hip Hop

Jazz

Kids

More



I Saw Mommy Kissing San...
Jaida Dreyer Country



Hello Goodbye
Tyler Farr Country



Boyfriend
Raelynn Country



Here's To The Good Times
Florida Georgia Line Country



Come Wake Me Up
Rascal Flatts Country



Rank Ol' Bluegrass
Carolina Native Sons Country



The list of songs updates - but we can refine our search even further. There are a couple of sub genres now listed.

Please select the Traditional Country sub genre now.



VARIOUS ARTISTS



all music



new releases ▾

all genres

Alternative

Classical

Country

Bluegrass

Contemporary Country

Traditional Country

Electronic / Dance

Hip Hop

Jazz

Kids

More

Once again the list of songs updates to match our selections.

We are currently looking at a list sorted by **new releases**. Touch or click this text, and select **top** from the menu that appears.

Please do this now.



She Got Lady Parts

Country

1 song



Watching the Tide Roll

Country

1 song



We're in Trouble

Country

1 song



Jesse James

Country

1 song



Kari Lynch Band EP

Country

3 songs



Ride This Train

Country

12 songs



all music

new releases ▾

new releases

top

Classical

Country

Bluegrass

Contemporary Country

Traditional Country

Electronic / Dance

Hip Hop

Jazz

Kids

More

Once again the list of songs updates to match our selections.
We are currently looking at a list sorted by **new releases**.
Touch or click this text, and select **top** from the menu that appears.
Please do this now.



She Got Lady Parts

Country

1 song



Watching the Tide Roll

Country

1 song



We're in Trouble

Country

1 song



Jesse James

Country

1 song



Kari Lynch Band EP

Country

3 songs



Ride This Train

Country

12 songs



all music

top ▾

all genres

Alternative

Classical

Country

Bluegrass

Contemporary Country

Traditional Country

Electronic / Dance

Hip Hop

Jazz

Kids

More



We Are Never Ever Gettin... Country 1 song
Taylor Swift



CASH The Man Comes Around Country 15 songs
Johnny Cash



Christmas with Scotty Mc... Country 11 songs
Scotty McCreery



Number One Hits Country 24 songs
Tim McGraw



Johnny Cash: 16 Biggest H... Country 16 songs
Johnny Cash



Life of a Band Country 11 songs
Eli Young Band



Country Tim McGraw Country 11 songs
Tim McGraw



Up All Night Country 11 songs
Kip Moore



Clear As Day Country 12 songs
Scotty McCreery



Now we can see a list of Traditional Country albums, sorted by most popular.

Select the album entitled **Number One Hits**.

Please do this now.

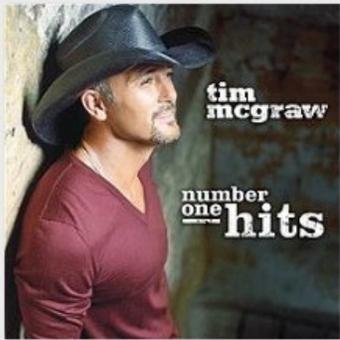


all music



We Are Never Ever Gettin...
Taylor Swift

Country 1 song



Number One Hits

Tim McGraw, 2010, Country, Curb Records Ltd



Live Like You Were Dying

4:59

Tim McGraw

2

We can purchase this whole album - but we are going to purchase one song in this example.

3

Select the indicated song - **Live Like You Were Dying.**

4

Please do this now.

5

Something Like That

3:02

Tim McGraw



Up All Night
Kip Moore

Country 11 songs



Clear As Day
Scotty McCreery

Country 12 songs

top

all

Alt

Cl

Co

Blu

Con

Trac

Ele

Hip

Jaz

Kids

More

▶ Play album

🎵 Add to my music

☰ Explore artist



all music



We Are Never Ever Gettin...
Taylor Swift

Country 1 song

top

all

Alt

Cl

Co

Blue

Con

Trac

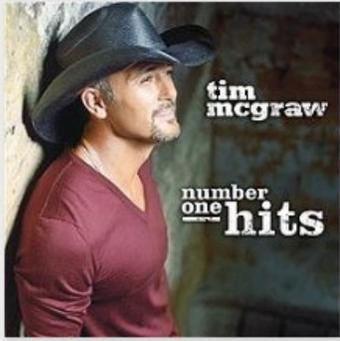
Ele

Hip

Jaz

Kids

More



Number One Hits

Tim McGraw, 2010, Country, Curb Records Ltd

- | | | | |
|---|---------------------------------------|--|------|
| 1 | Live Like You Were D...
Tim McGraw | | |
| 2 | Don't Take The Girl
Tim McGraw | | 4:09 |
| 3 | | | |
| 4 | | | |
| 5 | Something Like That
Tim McGraw | | 3:02 |

- Play album
- Add to my music
- Explore artist

Select the **Play** button. This will show the options that will allow us to purchase this song.

Please do this now.



Up All Night
Kip Moore

Country 11 songs



Clear As Day
Scotty McCreery

Country 12 songs



all music



We Are Never Ever Gettin...
Taylor Swift

Country

1 song

top

all

Alt

Cl

Co

Blue

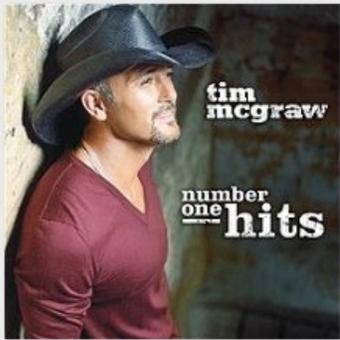
Con

Trac

Ele

Hip

Jaz



Number One Hits

Tim McGraw, 2010, Country, Curb Records Ltd

- | | | | | |
|---|-------------------------|------------|------|--|
| 1 | Live Like You Were D... | Tim McGraw | | |
| 2 | Don't Take The Girl | Tim McGraw | 4:09 | |
| 3 | It's Your Love | Tim McGraw | 3:45 | |
| | | | 3:33 | |
| | | | 3:02 | |

Play album

Add to my music

Explore

To buy, and download this song, select the **Buy song** button.

Please do this now.



Add to now playing



Add to Favorites



Add to playlist



Play Smart DJ



Buy song



Previous



Pause



Next



Playback options



all music



We Are Never Ever Gettin...
Taylor Swift

Country

1 song

top



Number One Hits

Tim McGraw, 2010, Country, Curb Records Ltd

songs

Enter your Microsoft account password

Music needs to confirm your identity.



David Webster

davidweb1024@hotmail.com

Password



[Can't access your account?](#)

As with the purchase of movies, Windows 8 will ask you to confirm your password before the purchase can take place.

Touch or click here to move on.

OK

Cancel

Something Like That

3:02

songs

McGraw

Kids



All Night
Kip Moore

Country

11 songs

More



Clear As Day
Scotty McCreery

Country

12 songs



all music



We Are Never Ever Gettin...
Taylor Swift

Country

1 song

top



Number One Hits

Tim McGraw, 2010, Country, Curb Records Ltd

songs

Enter your Microsoft account password

Music needs to confirm your identity.



David Webster

davidweb1024@hotmail.com

.....  

[Can't access your account?](#)

We've entered the password. Select the **OK** button to move on.

Please do this now.



OK

Cancel

Hip

5

Something Like That

3:02

songs

Tim McGraw

Jaz



Up All Night
Kip Moore

Country

11 songs

Kids



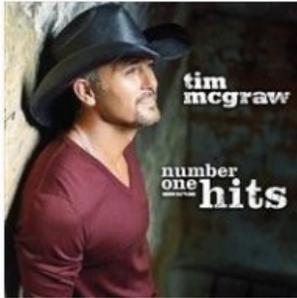
Clear As Day
Scotty McCreery

Country

12 songs

More

← Confirm Purchase



Tim McGraw
Number One Hits
Song 1 "Live Like You Were

Buy

\$1.70 including tax



David Webster
Visa: ****5553
Expires on: 10/14

[Change Payment Options](#)

This transaction is subject to the **Xbox LIVE Terms of Use**. You will be charged at this time. No Refunds.

At this stage, you will be asked to confirm payment details. If you do not have any payment options associated with your account, you will see options that allow you to add a credit card and associate it with your account.

In this case, please select the **Confirm** button.

Please do this now.



Confirm

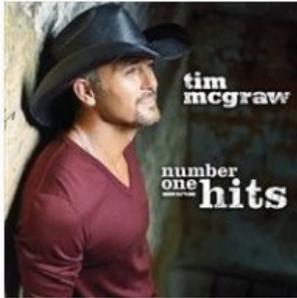
Cancel



Scotty McCreery

Country 12 songs

Enjoy!



Tim McGraw
Number One Hits
Song 1 "Live Like You Were Dying"
2010

Thanks for buying:

Song 1 "Live Like You Were Dying" from Number One Hits by Tim McGraw

After a few moments, the purchase is completed. The download of this song will begin almost immediately.

Please click on Done to move on.

Done



More



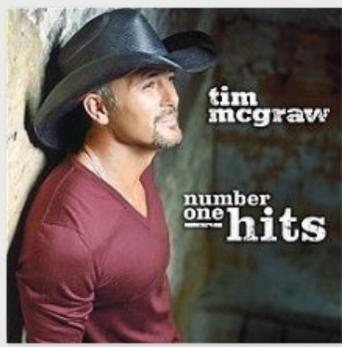
Clear As Day
Scotty McCreery

Country 12 songs

Downloading...
1 song remaining

all music

We Are Never Ever Gettin... Country
Taylor Swift



Number One Hits
Tim McGraw, 2010, Country, Curb Records Ltd

Downloading 1 songs

- Play album
- Explore artist
- Play Smart DJ

1 Live Like You Were D... Tim McGraw Play Add to now playing

2 Don't Take Tim McGraw

3 It's Your Tim McGraw

4 Just To See You Smile 3:33
Tim McGraw

5 Something Like That 3:02

Op An Night Country 11 songs
Kip Moore

Clear As Day Country 12 songs
Scotty McCreery

xbox music indicates the download is in progress. For most songs, this will take less than a minute.

Touch or click here to move on.

Download Complete

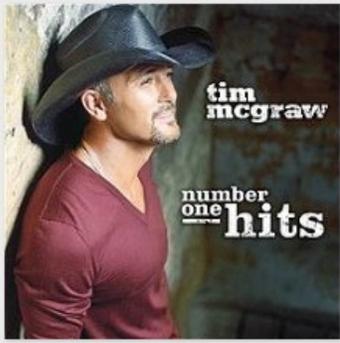


all music



We Are Never Ever Gettin...
Taylor Swift

Country



Number One Hits

Tim McGraw, 2010, Country, Curb Records Ltd

- Play album
- Add to my music
- Explore artist

- | | | |
|---|-----------------------|------|
| 1 | Live L | 3:45 |
| 2 | Don't | 3:33 |
| 3 | It's Your Love | 3:02 |
| 4 | Just To See You Smile | |
| 5 | Something Like That | |

You'll be alerted when the download is complete, and the song is added permanently to your collection.

Touch or click here to move on.



Up All Night
Kip Moore

Country

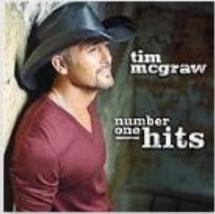


Clear As Day
Scotty McCreery

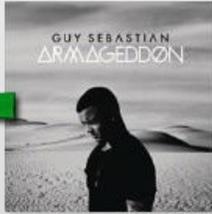
Country

12 songs

my music >



Album
Number One Hits
Tim McGraw



Album
Armageddon
Guy Sebastian



Playlist
Favorites
2 songs

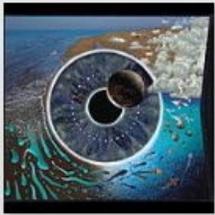


Album
Merry Christmas Baby
Rod Stewart

Back in the my music section of xbox music, this song now appears, and can be played, added to playlists, and more - just like any other song.



Smart DJ
Eminem
Includes artists like Atmosphere, Gonzales



Album
Pulse
Pink Floyd



Album
(23/12/2012)
Unknown Artist



Play all music

Music

You've now completed this Windows 8 lesson.

In this lesson, we looked at the Windows 8
Music app.

Xbox Integration



Xbox Integration

Welcome to this Windows 8 lesson.

In this lesson, we'll be looking at the methods by which you can control, and play pictures and movies on, your Xbox.



Estimated Completion Time: 13 minutes (29 steps).

Xbox Integration

Windows 8 allows you to connect your device to your Xbox, over your network, and allows you to do several things.

First, you are able to control your Xbox. Your device can actually act as an Xbox remote.

Second, you can purchase content for your Xbox, edit your Xbox account (including customizing your Avatar), and view all game results and achievements.



Xbox Integration

One great feature the Windows 8 / Xbox integration allows is that you can wirelessly send content - like photos and video - from your tablet or PC directly to your Xbox - and hence your television.

This allows the Xbox and TV to act as a playback device for your computer.



Xbox Integration

Before you can connect your device to your Xbox, there are two things you have to do:

- First, you must log into Windows 8 using a Microsoft account.
- Second, you must log into your Xbox using the same account.



Start

David
Webster 



Excel 2013



Xbox SmartGlass



Learning Windows 8



Trinity Webster



OneNote 2013

Much (but not all) of Xbox integration with your device requires an app called **Xbox SmartGlass**. If you cannot find this app on your device, you can install it from the **Store** app.

Touch or click here to move on.

Start

David Webster 



Excel 2013



Xbox SmartGlass



Learning Windows 8



Trinity Webster



OneNote 2013

In this case, we've already installed this app. It may already be installed on your device as well.

Please start this app now.

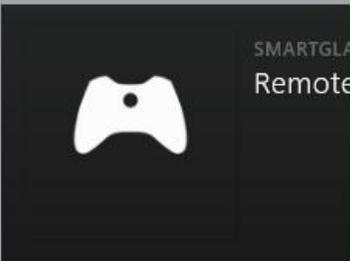
xbox smartglass

now playing >

recent >



Xbox Music and Video
Music, Video



SMARTGLASS
Remote



Xbox Video



Xbox Musi

After connecting to your Xbox, this app, which runs in a horizontally scrolling window like many Windows 8 apps, provides a range of ways to communicate with and use your Xbox.

If you see an error indicating your device could not communicate with your Xbox, remember that you must log into both with the same Microsoft account, and both must be connected to the Internet.

Touch or click here to move on.

xbox smartglass

now playing >



Xbox Music and Video
Music, Video

This tile features a green background with the Xbox logo in the center. To the right of the image, the text 'Xbox Music and Video' is displayed in a large font, with 'Music, Video' in a smaller font below it.



SMARTGLASS
Remote

This tile features a white Xbox controller icon on a dark background. To the right of the icon, the text 'SMARTGLASS Remote' is displayed in a light gray font.

recent >

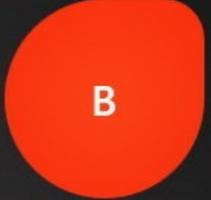


Xbox Video
Xbox Music
SkyDrive

This section contains three smaller tiles stacked vertically. The top two are 'Xbox Video' and 'Xbox Music', both with green backgrounds and the Xbox logo. The bottom one is 'SkyDrive' with a blue background and a white cloud icon.

See the tile marked **Remote**? This allows you to operate your Xbox using your device as the remote.

Please touch or click on this tile now.



This screen now appears - and your screen is now effectively an Xbox remote control.

Touch or click here to move on.

Swipe to move and hold to move faster 

Tap to select 



Close



Switch



Previous



Play



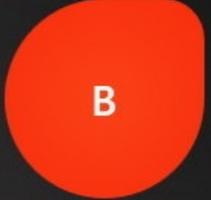
Next



Remote



Play here



Everything you do here is reflected on the monitor connected to your Xbox.

Select the **Close** button, in the bottom left corner, to close this remote app.

Please do this now.



xbox smartglass

music >

videos >

games



Bruno Mars



The Dark Knight Rises



Halo 4



One Direction

In the **xbox smartglass** app, you'll find sections for **music**, and **video** - and make purchases that you can play on both your device, and your Xbox.

Touch or click here to move on.



Forza Ho

xbox smartglass

games >



The **games** section allows you to purchase games that are generally - but not always - available only on your Xbox.

Please select the games tile now.

2

Halo 4

FROM ACADEMY AWARD® WINNING DIRECTOR ANG LEE

Advertisement

LIFE OF PI

IN CINEMAS
NEW YEAR'S DAY IN 3D

WATCH THE AMAZING TRAILER

PG



Forza Horizon



games



xbox 360 games store

games on demand demos indie arcade all games

All Genres ▾

arrange by: Best selling today ▾



Sports & Recreation
FIFA 13



Role Playing
Borderlands 2



Action & Adventure
LEGO Star Wars III



Shooter
Modern Warfare® 3



Strategy & Simulation
NBA 2K13



Action & Adventure
Saints Row®: The Third™



R
S

You are taken to the **xbox 360 games store**. Here, even though you are controlling this app on your Windows device, you can peruse and purchase apps that will be downloaded directly to your Xbox.

Touch or click here to move on.



Shooter
Call of Duty®: Black Ops



UnashamedWings1

0



Customize Avatar



Edit Profile



View Achievements



Share Profile

Motto

Location

Bio



In this app, you'll be able to scroll around and perform such tasks as review your games progress and achievements, communicate and view friends, and edit your gamer profile and Avatar.

Touch or click here to move on.

Your

Start

David Webster 



Mail



14
Friday



Internet Explorer



Store 3



Bing



People



Photos



SkyDrive



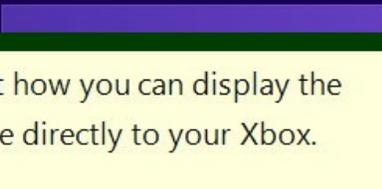
Travel



Messaging



Firefly



Finance



Games



Desktop



Partly Cloudy
27°/17°

Weather



News



Music

Let's now have a look at how you can display the photos from your device directly to your Xbox.
Please start the Photos app now.

We can select any of the options below. In this case, let's select the SkyDrive options to display the photos stored on our SkyDrive.

Please do this now.



Pictures library

91



SkyDrive

11



Facebook

1

Devi



Add a



Pictures

22

Select the **Pictures** folder to display photos from that folder.

Please do this now.



Pictures SkyDrive 22 files



OK, we can now see the photos on our **SkyDrive**. To view these photos on our Xbox, we need first to display the Charms bar.

Move the mouse to the bottom right hand corner to do this. Touch users can just touch in this area.

Please do this now.





Now select the **Share** button.
Please do this now.



Search



Share



Start



Devices



Settings



5:43 Sunday
December 30



Pictures

SkyDrive 22 files



Devices

Photos



Xbox 360

If your device detects an Xbox 360 logged in with the same account you are logged into Windows with, then the **Xbox 360** option will be available here.

Please select this option now.

⏪ Playing to Xbox 360 22 files

Now that we are connected to the Xbox, any selected photo will (after a very short delay) be displayed on the Xbox monitor.

Select the indicated photo now.



⬅ Playing to Xbox 360 22 files

It's that simple.

Touch or click here to move on.



Start

David Webster 

Samsung app

12
Wednesday



Internet Explorer



Store 3



Bing



ChatON



Photos



SkyDrive



Games



Upon



Finance



Maps



Sport



Let's now have a look at how you can play video from your device directly, and wirelessly, to your Xbox.

Please start the Video app now.

kind



22°
Brisbane
Mostly Cloudy
26°/18°



News



Music



Video



Security

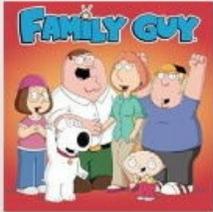




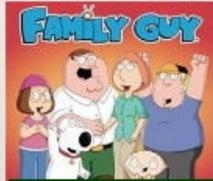
my videos

all movies tv other

a to z ▾



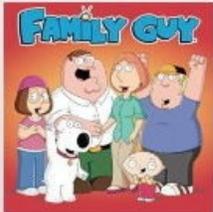
Amish Guy
Season 10, Episode 7
2012



Cool Hand Peter
Season 10, Episode 8



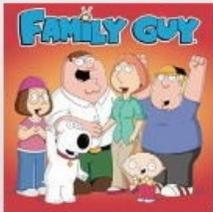
Episode 03



Be Careful
What You Fish
For
Season 10, Episode 14
2012



04



Burning Down
the Bayit
Season 10, Episode 15
2012



Episode 02



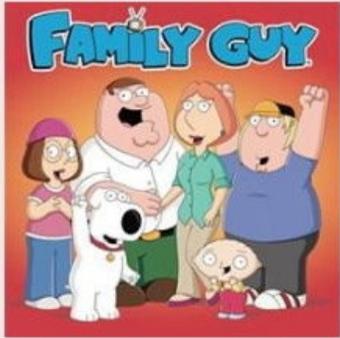
Episode 05

Here, we are looking at the videos in the **my videos** section.
Please select the indicated video now.



my videos

all movies tv other



▶ Resume

⌘ View seasons

⚠ Play on Xbox 360



Be Careful What You Fish For

Season 10, Episode 14
2012, M, Animation, 21 min 38 sec

When Peter and the guys try to salvage a sunken Mercedes-Benz, Peter half-heartedly promises a favor to a helpful dolphin (guest voice Ricky Gervais). Soon the dolphin moves to Quahog, outstays his welcome at Peter's and moves into Cleveland's house across the street. Peter tries to reunite the dolphin with his ex-wife in hopes that he'll return to the ocean, but his plan backfires and the whole dolphin family moves into Cleveland's.

Episode 03

Episode 04

05

This video was purchased from the xbox video store, but this same process will work with any other video on your device.

See the **Play on Xbox 360** option?

Please select this option now.

2012



After a few moments connecting to your Xbox, you'll see a screen something like this, as your device starts sending this video to the Xbox for playback.

Skip

Touch or click here to move on.

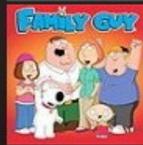


The video will then shortly start playing via the Xbox.
You can play, pause, rewind, and restart using your
device as a kind of remote control.

Touch or click here to move on.



Close



Previous



Pause



Next



Remote



Play here

Xbox Integration

You've now completed this Windows 8 lesson.

In this lesson, we looked at the methods by which you can control, and play pictures and movies on, your Xbox.

What is SkyDrive?



What is SkyDrive?

Welcome to this Windows 8 lesson.

In this lesson, we'll be looking at **SkyDrive** - and exactly what it is.



Estimated Completion Time: 2 minutes (6 steps).

What is SkyDrive?

SkyDrive is the Microsoft implementation of *cloud computing*.

Cloud computing is quite simply a way for you to store your documents remotely - on Microsoft servers.

This has a number of advantages.



What is SkyDrive?

Any documents you store remotely, first and foremost, can serve as a backup. Local drives and computers can fail - and SkyDrive won't.

Any documents you store on SkyDrive are available from all your devices - other Windows 8 computers, as well as any other device that can connect to the Internet.

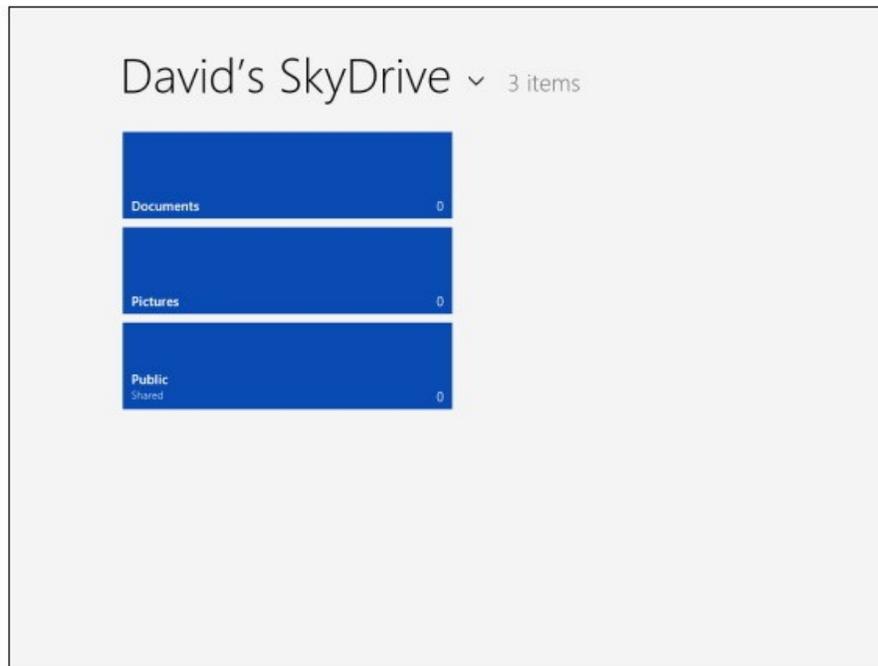
SkyDrive is incorporated into Windows 8 - but it can also be accessed via a browser, or from specialized apps that run on devices like the iPhone, and iPad.



What is SkyDrive?

Because SkyDrive is incorporated directly into Windows 8, you'll find it easy to upload, and download files directly from SkyDrive.

In the following lessons, we'll be looking at the SkyDrive app, as well how SkyDrive can be accessed from within other Windows 8 apps.



What is SkyDrive?

You've now completed this Windows 8 lesson.

In this lesson, we looked at **SkyDrive**, and exactly what it is.

Adding Files to Your SkyDrive



Adding Files to Your SkyDrive

Welcome to this Windows 8 lesson.

In this lesson, we'll be looking at how you can add, or upload, files to your SkyDrive.



Estimated Completion Time: 11 minutes (24 steps).

Adding Files to Your SkyDrive

What is SkyDrive?

SkyDrive is file/photo/video storage in the cloud. This means your files are stored on Microsoft servers.

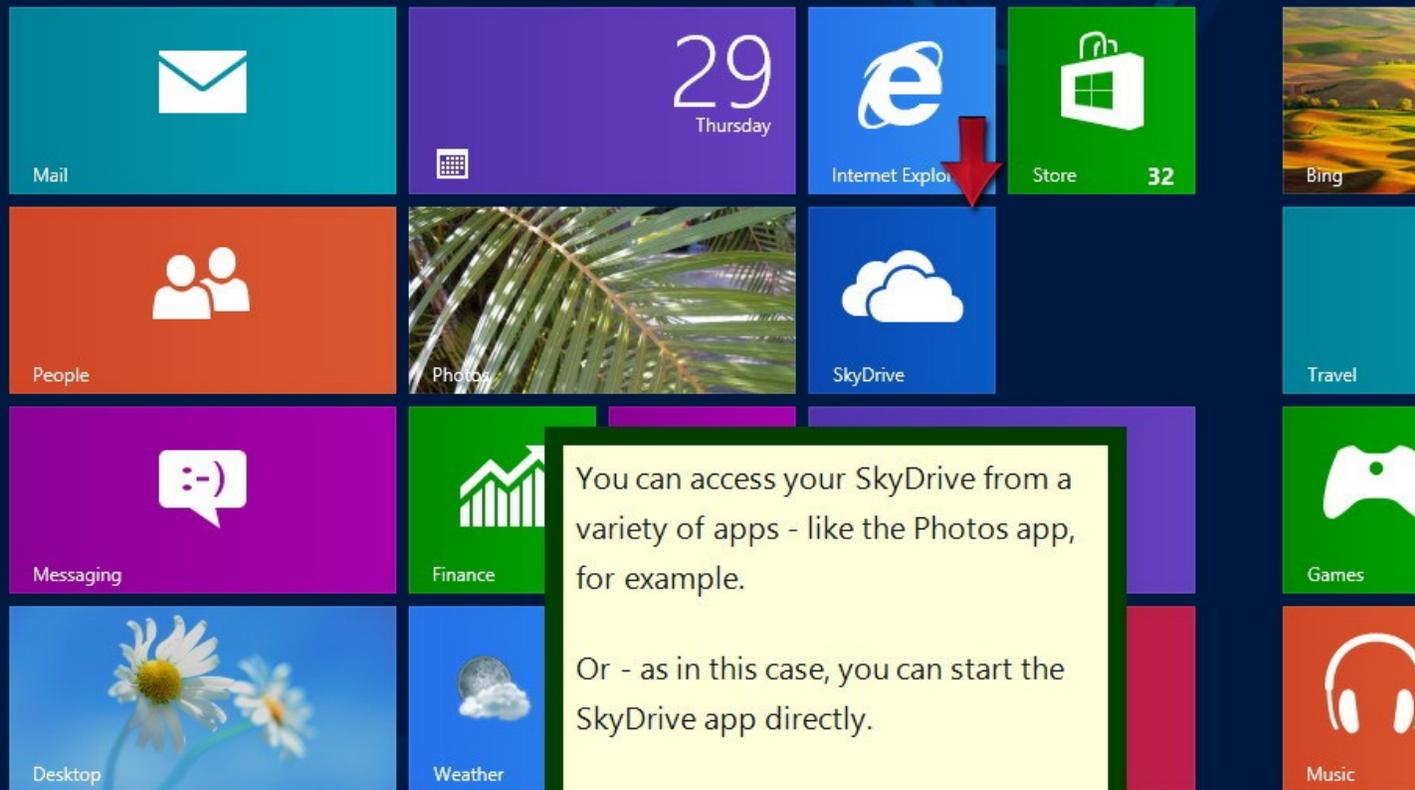
This not only provides a backup of your files, but it also provides a means of accessing your photos or files from any device you log into.

This does not just mean any Windows 8 device - it means *any* device.



Start

David Webster 



The Start screen displays several app tiles: Mail, a date tile for Thursday 29, Internet Explorer, Store (with 32 items), People, Photos, SkyDrive, Messaging, Finance, Desktop, Weather, Bing, Travel, Games, and Music. A red arrow points to the Internet Explorer tile.

You can access your SkyDrive from a variety of apps - like the Photos app, for example.

Or - as in this case, you can start the SkyDrive app directly.

Please do this now.

David's SkyDrive 3 items

Documents	0
Pictures	0
Public Shared	



When you first start the SkyDrive app, as we've done here, it will appear much like this.

There are three default folders - and in this case, because we've not used SkyDrive with this account before, each of these is empty.

Touch or click here to move on.

David's SkyDrive 3 items

- Documents 0
- Pictures 0
- Public Shared



We are going to add some images to our SkyDrive, and we want to add these to our **Pictures** folder.

Please select this folder now.



Pictures ∨ on David's SkyDrive 0 items

This folder is empty. Choose Upload, pick some files and you'll be able to access the files from anywhere.

As reflected here - and illustrated by a lack of files -
we currently have nothing in this folder.

Touch or click here to move on.



Pictures ∨ on David's SkyDrive 0 items

This folder is empty. Choose Upload, pick some files and you'll be able to access the files from anywhere.

To add files to our SkyDrive, the first step is to either right-click on the screen (if using a mouse), or tap and hold on the screen anywhere (if using a tablet).

Please do this now.



Pictures ∨ on David's SkyDrive 0 items

This folder is empty. Choose Upload, pick some files and you'll be able to access the files from anywhere.

From the bar that appears along the bottom of the screen, select the **Upload** button.

Please do this now.



Refresh



New Folder



Upload



Details



Select all

Files ▾ Pictures ←

Go up Sort by name ▾ Select all ←

We are now looking at files from your local machine.

Using the controls at the top of the screen, you can navigate to other folders, change sorting options, and select all files.

Currently, we are looking at our **Pictures** folder.

Touch or click here to move on.



aGraphic019
23/06/2012 3:21 PM
152 KB



aGraphic020
23/06/2012 3:21 PM
120 KB



aGraphic023
23/06/2012 3:21 PM
112 KB



aGraphic024
23/06/2012 3:21 PM
100 KB



aGraphic018
23/06/2012 3:21 PM
89.6 KB



aGraphic027
23/06/2012 3:21 PM
105 KB

Add to SkyDrive

Cancel

Files ▾ Pictures

Go up Sort by name ▾ Select all



2012-01-02



aGraphic009
23/06/2012 3:21 PM
141 KB



aGraphic019
23/06/2012 3:21 PM
152 KB



aGraphic010



aGraphic020
23/06/2012 3:21 PM
120 KB



aGraphic023
23/06/2012 3:21 PM
112 KB



aGraphic024
23/06/2012 3:21 PM
100 KB



aGraphic027
23/06/2012 3:21 PM
105 KB

In a previous lesson, you may recall we imported some photos from a camera into the folder called **2012-01-02**.

Select this folder.

Please do this now.



89.6 KB

Add to SkyDrive

Cancel

Files ∨ 2012-01-02

Go up Sort by name ∨

Select all



SAM_0175
2/01/2012 9:00 AM
3.43 MB



SAM_0180
2/01/2012 9:03
3.39 MB



SAM_0176
2/01/2012 9:00 AM
3.46 MB



SAM_0181
2/01/2012 9:03 AM
3.45 MB



SAM_0177
2/01/2012 9:01 AM
3.44 MB



SAM_0182
2/01/2012 9:03 AM
3.41 MB



SAM_0178
2/01/2012 9:01 AM
3.46 MB



SAM_0183
2/01/2012 9:03 AM
3.46 MB



SAM_0179
2/01/2012 9:01 AM
3.48 MB

We are now looking at the photos in the **2012-01-02** folder.

Select the **Select all** button to select all photos in this folder.

Please do this now.

Add to SkyDrive

Cancel

Files 2012-01-02

Go up Sort by name Clear selection

 SAM_0175
2/01/2012 9:00 AM
3.43 MB ✓

 SAM_0180
2/01/2012 9:03 AM
3.39 MB ✓

 SAM_0176
2/01/2012 9:00 AM
3.46 MB ✓

 SAM_0181
2/01/2012 9:03 AM
3.45 MB ✓

 SAM_0177
2/01/2012 9:01 AM
3.44 MB ✓

 SAM_0182
2/01/2012 9:03 AM
3.41 MB ✓

 SAM_0178
2/01/2012 9:01 AM
3.46 MB ✓

 SAM_0183
2/01/2012 9:03 AM
3.46 MB ✓

 SAM_0179
2/01/2012 9:01 AM
3.48 MB ✓

Now we can upload the selected photos to our SkyDrive folder using the **Add to SkyDrive** button.
Please do this now.



.0180  SAM_0181  SAM_0182  SAM_0183

Add to SkyDrive

Cancel

9 items in progress...



Pictures ∨ on David's SkyDrive 0 items



This folder is empty. Choose Upload, pick some files

The selected files, in this case photos, now start uploading from your computer to your SkyDrive.

In the top right-hand corner, it mentions **9 items in progress**. Click or touch this text for more information.

Please do this now.



Refresh



New Folder



Upload



Details



Select all

← Pictures ▾ on David's SkyDrive 2 items



As files get uploaded, they appear in this window.

The information bar on the right shows the progress of all uploads.

Touch or click here to move on.

Upload 9 files to Pictures

SAM_0175.JPG	<div style="width: 10%;"></div>	⊗
2304 of 3516 KB		
SAM_0176.JPG	<div style="width: 100%;"></div>	⊗
3545 of 3545 KB		
SAM_0177.JPG	<div style="width: 100%;"></div>	
Done		
SAM_0178.JPG	<div style="width: 10%;"></div>	⊗
3328 of 3553 KB		
SAM_0179.JPG	<div style="width: 100%;"></div>	
Done		
SAM_0180.JPG	<div style="width: 10%;"></div>	⊗
2432 of 3473 KB		
SAM_0181.JPG	<div style="width: 10%;"></div>	⊗
2176 of 3537 KB		
SAM_0182.JPG	<div style="width: 10%;"></div>	⊗
640 of 3498 KB		
SAM_0183.JPG	<div style="width: 10%;"></div>	⊗
2304 of 3547 KB		



Pictures ▾ on David's SkyDrive 9 items



Once all files are uploaded, you'll see a preview of each file in this window.

Click or touch the indicated button to move back to the main SkyDrive window.

Please do this now.



David's SkyDrive 3 items

- Documents** 0
- 
Pictures 9
- Public**
Shared 0

Our SkyDrive app has updated to reflect the fact we've added some photos.

Touch or click here to move on.



Start

David Webster 

We mentioned earlier that SkyDrive is implemented directly into other apps, like the **Photos** app. Let's see how this works.

Please start the Photos app.



Mail



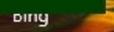
Photos



Internet Explorer



Store



Bing



People



Photos



SkyDrive



Travel



Messaging



Finance



Maps



Sport



Games



Desktop



3°
London
Partly Cloudy
4°/-1°

Weather



News



Music

One of the options you'll see in the Photos app is the **SkyDrive** folder (in an earlier lesson, we looked at how you can hide or show some of these icons in the Photos apps).

Please select the SkyDrive tile.



Pictures library

91



SkyDrive

9



← SkyDrive 1 folder



Pictures

9

We are now viewing the files in your SkyDrive.

Select the **Pictures** folder.

Please do this now.



Pictures SkyDrive 9 files



And you can now peruse files from your SkyDrive, directly in the Photos apps.

Touch or click here to move on.

- Files
 - Recent docs
 - Shared
 - Groups
 - PCs
- 6.96 GB available
Recycle bin

Documents 0	 Pictures 9	Public 0
-------------	---	----------

We mentioned earlier you can access files in your SkyDrive from almost any computer.

Here, you can see a screenshot taken on a Macintosh computer. All we need to do is log into the <http://www.live.com> website, login with our Microsoft account, and we get immediate access.

Touch or click here to move on.



You can even get access from mobile devices, including iPhones and Android devices.

Touch or click here to move on.

Adding Files to Your SkyDrive

You've now completed this Windows 8 lesson.

In this lesson, we looked at how you can add, or upload, files to your SkyDrive.

Saving to SkyDrive



Saving to SkyDrive

Welcome to this Windows 8 lesson.

In this lesson, we'll be looking at how you can save content directly to SkyDrive using Windows 8 apps.



Estimated Completion Time: 6 minutes (14 steps).

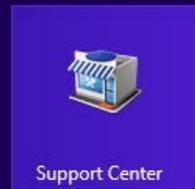
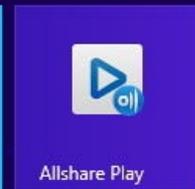
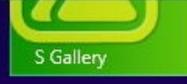
Start

David Webster 

Most apps that are Windows 8 native apps - i.e. they are designed specifically for Windows 8, have the ability to load content from, and save content to, your SkyDrive.

Touch or click here to move on.

Samsung apps



Start

David Webster 

Samsung apps

In this lesson, we will use the Windows 8 **Fresh Paint** app to save an image to our SkyDrive.

Please start the Fresh Paint app now.





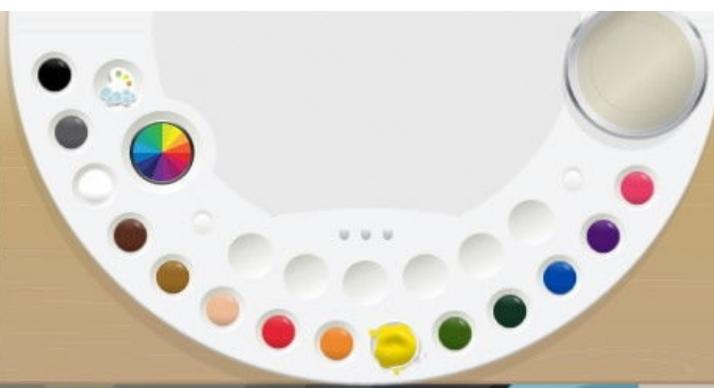
Back



Tools



Surface



In this lesson, we are using Fresh Paint to illustrate saving to SkyDrive.

But the exact same process can be used in almost all Windows 8 apps that allow you to save content.

Touch or click here to move on.



New



Camera



Image



Save As



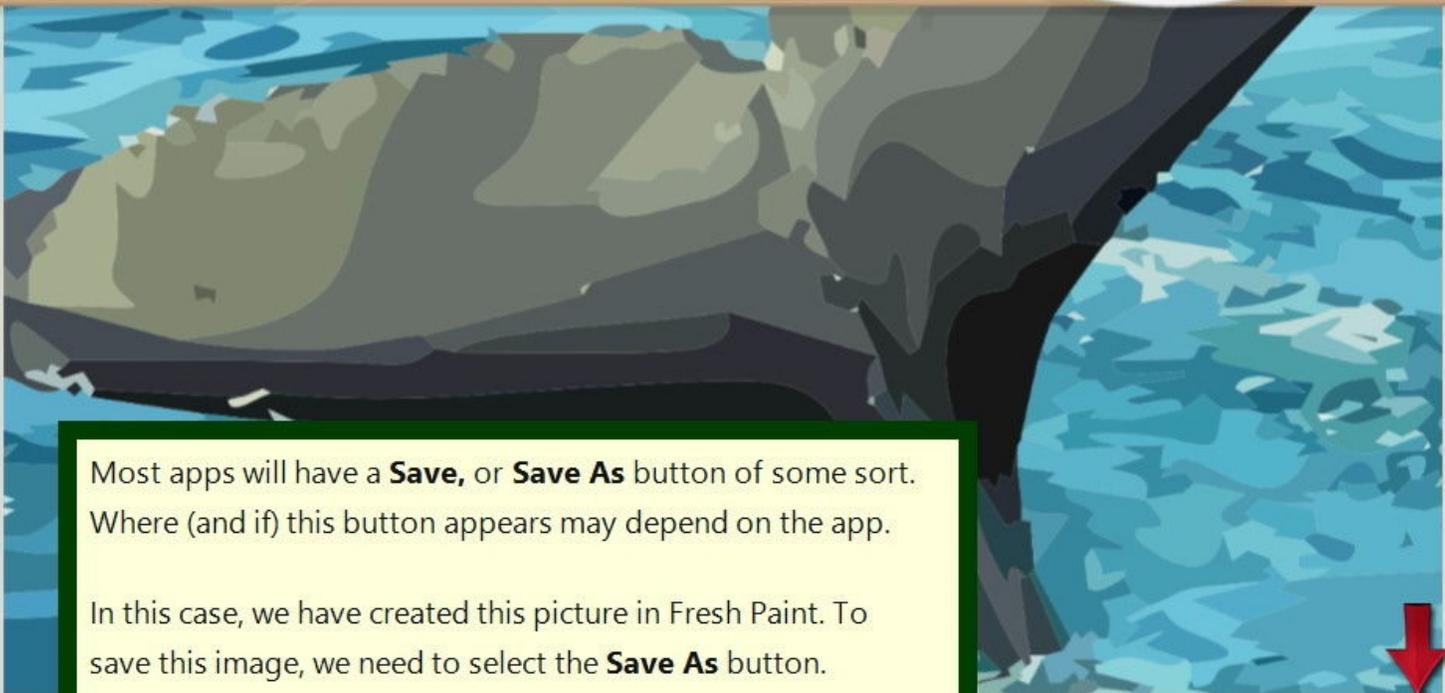
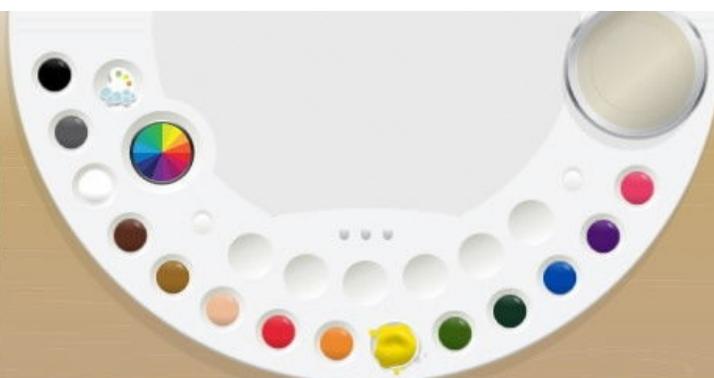
Back



Tools



Surface



Most apps will have a **Save**, or **Save As** button of some sort. Where (and if) this button appears may depend on the app.

In this case, we have created this picture in Fresh Paint. To save this image, we need to select the **Save As** button.

Please do this now.



Camera



Image



Save As

Files

▼ Pictures ←

Go up Sort by name ▼

2012-01-02

KVADGroup Photo Studio

This is a standard **Save As** dialog box for most Windows 8 apps. It allows you to select a folder, on your local machine, to save content to, if you wish.

Touch or click here to move on.



aGraphic009
23/06/2012 3:21 PM
141 KB



aGraphic020
23/06/2012 3:21 PM
120 KB



aGraphic010
23/06/2012 3:21 PM
136 KB



aGraphic023
23/06/2012 3:21 PM
112 KB



aGraphic013
23/06/2012 3:21 PM
168 KB



aGraphic024
23/06/2012 3:21 PM
100 KB



aGraphic016
23/06/2012 3:21 PM
87.6 KB



aGraphic027
23/06/2012 3:21 PM
105 KB



aGraphic018
23/06/2012 3:21 PM
89.6 KB



aGraphic028
23/06/2012 3:21 PM
159 KB



aGraphic019
23/06/2012 3:21 PM
152 KB



aGraphic029
23/06/2012 3:21 PM
110 KB

File name

PNG ▼

Save

Cancel

Files ∨ Pictures

Go up  Sort by name ∨

2012-01-02

KVADGroup Photo Studio

However, we are looking here at saving to your SkyDrive.

To do this, select the **Files** link.

Please do this now.



aGraphic009
23/06/2012 3:21 PM
141 KB



aGraphic020
23/06/2012 3:21 PM
120 KB



aGraphic010
23/06/2012 3:21 PM
136 KB



aGraphic023
23/06/2012 3:21 PM
112 KB



aGraphic013
23/06/2012 3:21 PM
168 KB



aGraphic024
23/06/2012 3:21 PM
100 KB



aGraphic016
23/06/2012 3:21 PM
87.6 KB



aGraphic027
23/06/2012 3:21 PM
105 KB



aGraphic018
23/06/2012 3:21 PM
89.6 KB



aGraphic028
23/06/2012 3:21 PM
159 KB



aGraphic019
23/06/2012 3:21 PM
152 KB



aGraphic029
23/06/2012 3:21 PM
110 KB

File name

PNG ∨

Save

Cancel

Files ▼ Pictures

- Documents
 - Pictures
 - Music
 - Videos
 - Desktop
 - Downloads
 - Homegroup
 - Computer
 - Network
-
-  SkyDrive 

This menu allows you to select from a range of folders on your local machine.

But, in this case, select the **SkyDrive** option.

Please do this now.

-  **aGraphic009**
23/06/2012 3:21 PM
141 KB
 -  **aGraphic020**
23/06/2012 3:21 PM
120 KB
 -  **aGraphic023**
23/06/2012 3:21 PM
112 KB
 -  **aGraphic024**
23/06/2012 3:21 PM
100 KB
 -  **aGraphic027**
23/06/2012 3:21 PM
105 KB
 -  **aGraphic028**
23/06/2012 3:21 PM
159 KB
 -  **aGraphic029**
23/06/2012 3:21 PM
110 KB
-  87.6 KB
-  **aGraphic018**
23/06/2012 3:21 PM
89.6 KB
 -  **aGraphic019**
23/06/2012 3:21 PM
152 KB

File name

PNG ▼

Save

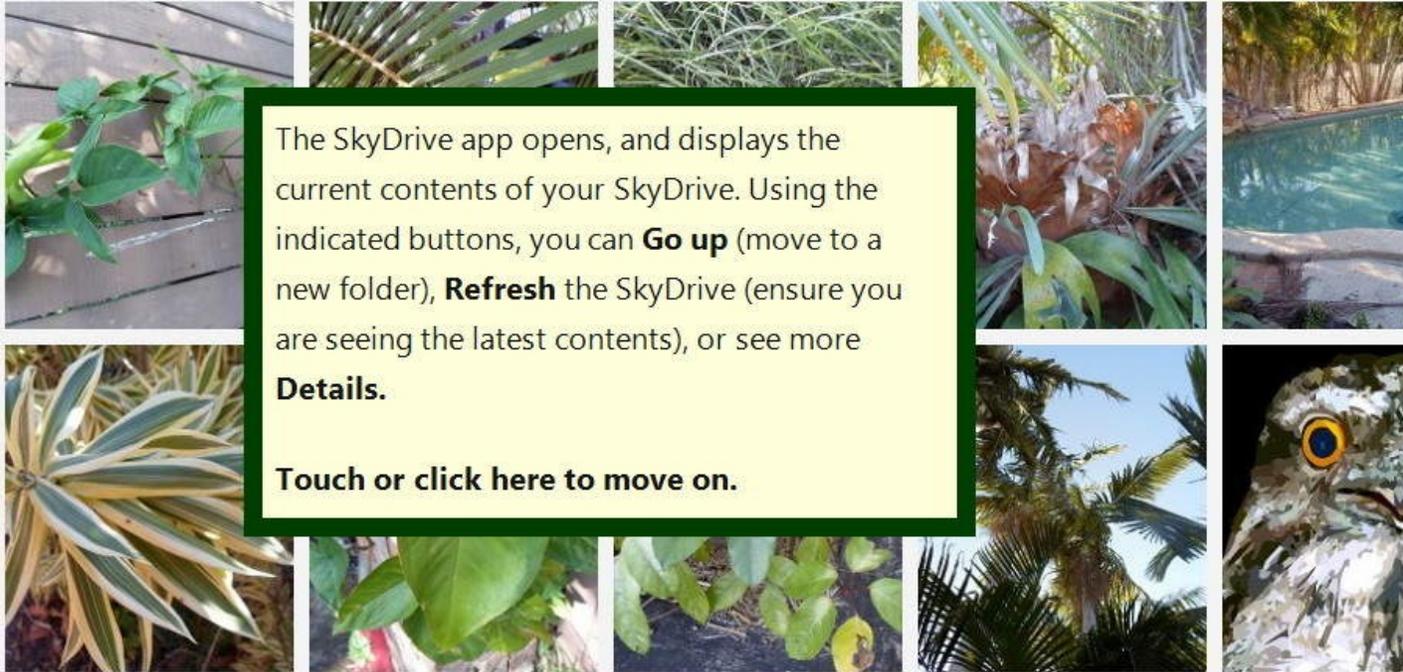
Cancel

SkyDrive ∨ Pictures on David's SkyDrive

Go up

Refresh

Details



The SkyDrive app opens, and displays the current contents of your SkyDrive. Using the indicated buttons, you can **Go up** (move to a new folder), **Refresh** the SkyDrive (ensure you are seeing the latest contents), or see more **Details**.

Touch or click here to move on.

File name

PNG ∨

Save

Cancel

SkyDrive ∨ Pictures on David's SkyDrive

Go up Refresh Details



Once a folder on your SkyDrive has been selected, you need to enter a filename where indicated here.

Touch or click here to move on.

File name



PNG ∨

Save

Cancel

Go up Refresh Details



We've entered a filename here for you - **My Drawing**.
Please select the **Save** button.



My Drawing ← × PNG ▼ Save Cancel

Go up Refresh Details



After a short time, the content is saved to your SkyDrive - and can now be accessed from anywhere.

Touch or click here to move on.

Saving to SkyDrive

You've now completed this Windows 8 lesson.

In this lesson, we looked at how you can save content directly to SkyDrive using Windows 8 apps.

Opening Content from SkyDrive



Opening Content from SkyDrive

Welcome to this Windows 8 lesson.

In this lesson, we'll be looking at how you can download content directly from SkyDrive using Windows 8 apps.



Estimated Completion Time: 5 minutes (13 steps).

Start

David Webster 

Downloading content from SkyDrive is easy in Windows 8 apps. SkyDrive is essentially built right in. As with the **6.3 Saving to SkyDrive** lesson, we'll use the **Fresh Paint** program to illustrate how this works.

Please touch or click on this icon to start the Fresh Paint app.

StumbleUpon

Evernote

Opera

JAMIE OLIVER'S
RECIPES



Microsoft Office

Reader

XBOX
ADERA



Movie Maker



Camera

kindle



Photo Editor



Fresh Paint



Music Maker Jam

XBOX
Pinball FX2



Video



Security



Merriam-Webster

skype™



Allshare Play



Support Center



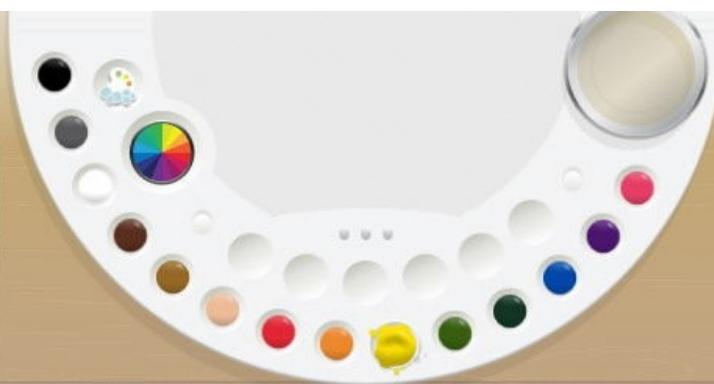
Back



Tools



Surface



The **Fresh Paint** app opens. Don't worry - you don't need to know at this stage how this app works.

The process we are about to follow is almost exactly the same in all Windows 8 apps.

Touch or click here to move on.



New



Camera



Image



Save As



Back



Tools



Surface



Most apps will have a **Browse, Open, Load**, or similarly named button to open content. In Fresh Paint, the command is called **Image**.

Please select this button now.



New



Camera



Image



Save As

Files ∨ Pictures

Go up Sort by name ∨ 



2012-01-02



KVADGroup Photo St...



By default, you'll see a list of files and folders on your local device.

The options indicated allow you to select folders, and change sorting options.

Touch or click here to move on.

Open

Cancel

Files  Pictures

Go up  Sort by name 

We want to go directly to your SkyDrive.

To do this, select the **Files** link - and select **SkyDrive** from the menu that appears.

Please do this now.



2012-01-02



KVADGroup Photo St...



Open

Cancel

Files ∨ Pictures

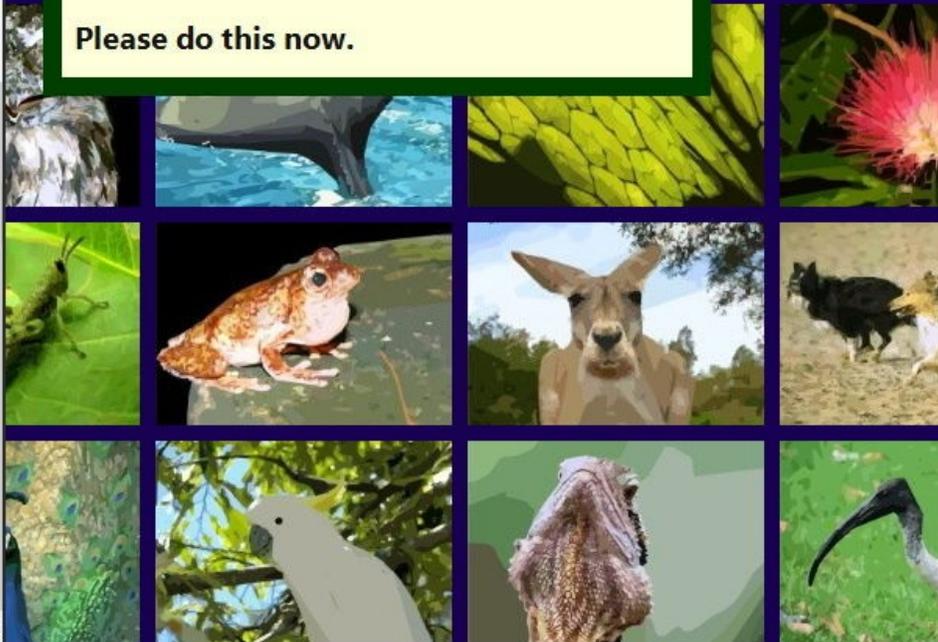
- Videos
- Desktop
- Downloads
- Homegroup
- Computer
- Network

-  Bing
-  Camera
-  Photos
-  SkyDrive 

We want to go directly to your SkyDrive.

To do this, select the **Files** link - and select **SkyDrive** from the menu that appears.

Please do this now.



Open

Cancel

Refresh Details

- Documents 0
-  Pictures 10
- Public Shared 0

After a few moments, your SkyDrive opens.

In this case, we have three folders available.

Please select the indicated folder.



Open

Cancel

SkyDrive ∨ Pictures on David's SkyDrive

Go up Refresh Details



Again, after a few moments, the selected folder opens, and we can see the photos within this folder.

Please select the indicated photo to load it into Fresh Paint.

Open

Cancel

SkyDrive ∨ Pictures on David's SkyDrive

Go up Refresh Details



The photo is selected.

**Please select the Open button
to load this photograph.**



Open

Cancel



Depending on the size of the file you are downloading from SkyDrive, and how fast your Internet connection is, the download may take a few moments.

In any case, before long, it is now loaded into the program you were working with.

Touch or click here to move on.

Opening Content from SkyDrive

You've now completed this Windows 8 lesson.

In this lesson, we looked at how you can download content directly from SkyDrive using Windows 8 apps.

The Store



The Store

Welcome to this Windows 8 lesson.

In this lesson, we'll be introducing you to the Windows Store. The Store is an integrated way to purchase, and/or download Windows 8 apps.



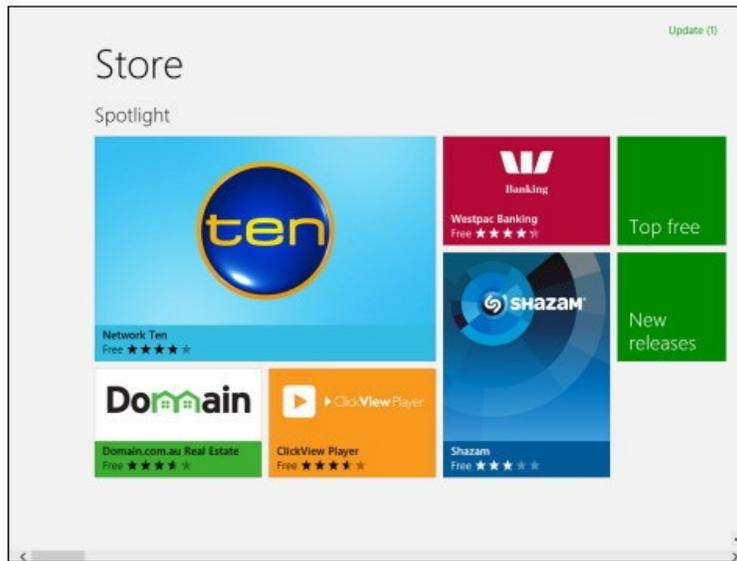
Estimated Completion Time: 2 minutes (6 steps).

The Store

The Windows 8 **Store** is built directly into Windows 8.

It allows you to download, or purchase, apps designed specifically to run in Windows 8.

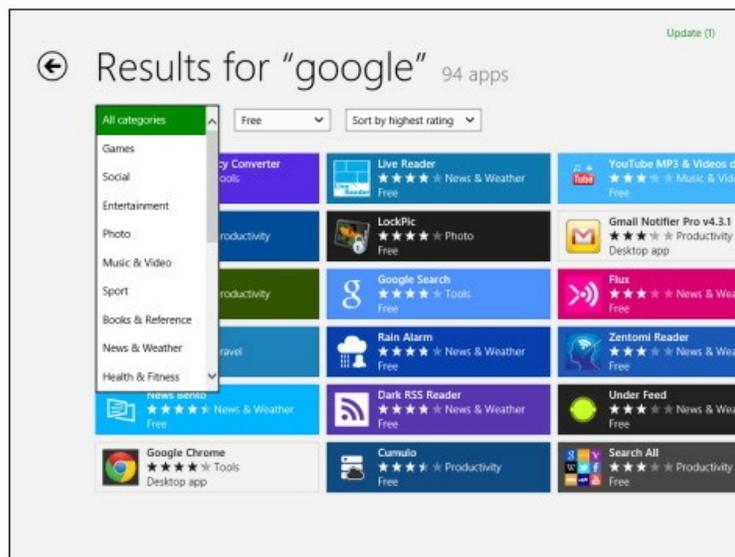
As you'll see in the following lessons, many apps in the Store are actually free - but there is also a range of apps that can be purchased.



The Store

There are a number of advantages to using the Windows 8 store.

- Apps can be immediately downloaded and installed.
- App purchases and downloads are tied to your Microsoft account. This allows you to move your purchases and downloads to any other Windows 8 device.
- The Store manages all app updates and update installation for you.



The Store

In the following lessons, we'll be looking at the **Store** app, downloading apps, searching for apps, and managing app updates.

The Store works most effectively when you are logged into Windows with a Microsoft account. This saves you having to enter credit card information or other details for any purchase or download you make.



The Store

You've now completed this Windows 8 lesson.

In this lesson, we introduced you to the Windows Store. The Store is an integrated way to purchase, and/or download Windows 8 apps.

Purchasing or Downloading an App



Purchasing or Downloading an App

Welcome to this Windows 8 lesson.

In this lesson, we'll be looking at how you can use the **Store** app to download, or purchase Windows 8 apps.



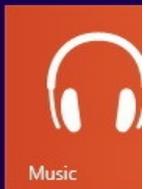
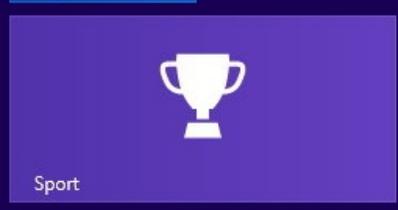
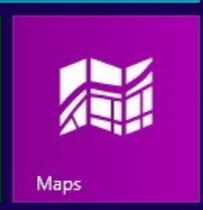
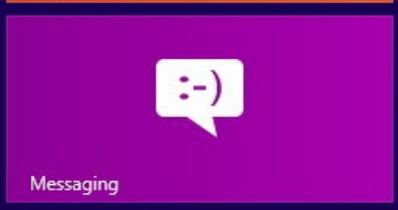
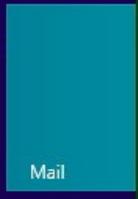
Estimated Completion Time: 6 minutes (14 steps).

Start

David Webster 

The Windows 8 **Store** contains a range of apps you can quickly select, or purchase, and download immediately. Many are free, and a range will require some form of payment.

Please start the Store app now.



Store

Spotlight



Network Ten
Free ★★★★★

Banking
Westpac Banking
Free ★★★★★

Top free

SHAZAM

New releases

Domain.com.au Real Estate
Free ★★★★★

The appearance of the Store app will change as different apps are highlighted at different times.

But from this screen, you'll be able to access all apps - free, and paid.

Touch or click here to move on.

Store

Spotlight

Let's have a look at the **Top free** apps (most popular free apps).

Please select the Top free tile now.

Update (1)



Network Ten
Free ★★★★★

Banking
Westpac Banking
Free ★★★★★

Top free

SHAZAM
Shazam
Free ★★★★★

New releases

Domain
Domain.com.au Real Estate
Free ★★★★★

ClickView Player
ClickView Player
Free ★★★★★

← Top free 100 apps

 Skype ★★★★★ Social Free	 Wikipedia ★★★★★ Books & Reference Free	 Westpac Banking for Windows ★★★★★ Finance Free
 Google Search ★★★★★ Tools Free	 YouTube MP3 & Videos downlo... ★★★★★ Music & Video Free	 Khan Academy ★★★★★ Education Free
 Xbox SmartGlass ★★★★★ Entertainment Free	 TuneIn Radio ★★★★★ Music & Video Free	 WD ★★★★★ Tools Free
 eBay ★★★★★ Shopping Free	 Microsoft Solitaire Collection ★★★★★ Games Free	 ClickView Player ★★★★★ Education Free
 HP Printer Control ★★★★★ Tools Free	 AU Weather Pro ★★★★★ News & Weather	 Pinball FX2 ★★★★★ Games Free
 Microsoft ★★★★★		 Toolbox for Windows 8 ★★★★★ Productivity Free

A list of the most popular free apps now appears in a horizontally scrollable format. Each App tile contains a rating (as nominated by other users), and a price - in this case, of course, they are all free.

Touch or click here to move on.

⏪ Top free 100 apps

 **Skype**
★★★★★ Social
Free

 **Wikipedia**
★★★★★ Books & Reference
Free

 **Westpac Banking for Windows**
★★★★★ Finance
Free

 **Google Search**
★★★★★ Tools
Free

 **YouTube MP3 & Videos downlo...**
★★★★★ Music & Video
Free

 **Khan Academy**
★★★★★ Education
Free

 **Xbox SmartGlass**
★★★★★ Entertainment
Free

 **TuneIn Radio**
★★★★★ Music & Video
Free

 **WD**
★★★★★ Tools
Free

 **eBay**
★★★★★ Shopping
Free

 **Microsoft Solitaire Collection**
★★★★★ Games
Free

 **ClickView Player**
★★★★★ Education
Free

 **HP Printer Control**
★★★★★ Tools
Free

 **AU Weather Pro**
★★★★★ News & Weather
Free

 **Pinball FX2**
★★★★★ Games
Free

 **Microsoft Minesweeper**
★★★★★ Games
Free

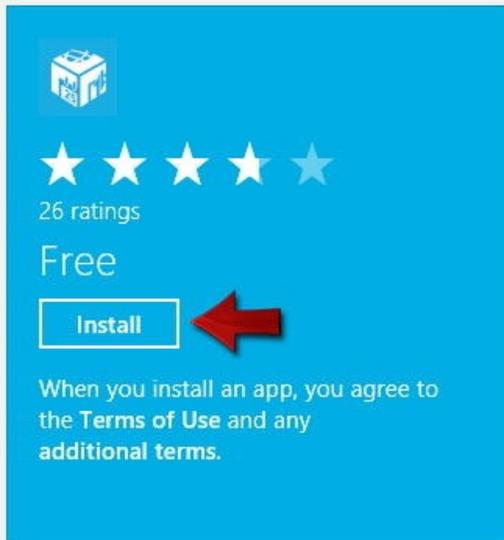
Let's select the app called **Toolbox for Windows 8** to find out more about it.

Please select this App tile now.

 **Toolbox for Windows 8**
★★★★★ Productivity
Free



⌂ Toolbox for Windows 8




 26 ratings
 Free
[Install](#)

When you install an app, you agree to the [Terms of Use](#) and any additional terms.

On this screen, you can find out all about this app - it contains all app details, ratings, descriptions, reviews, and screen shots.

Please select the Install button to install this app.

Overview Details Reviews



Overview Details Reviews

Clock Calculator Weather
 Notifier Web Facebook

6 Tools at once

Description

Toolbox is designed to bring unparalleled productivity enhancement to the Windows 8 platform. With Toolbox, you can view and interact with up to 6 different tools at once, giving you the power and flexibility to customize your workspace.

[Read more](#)

Features

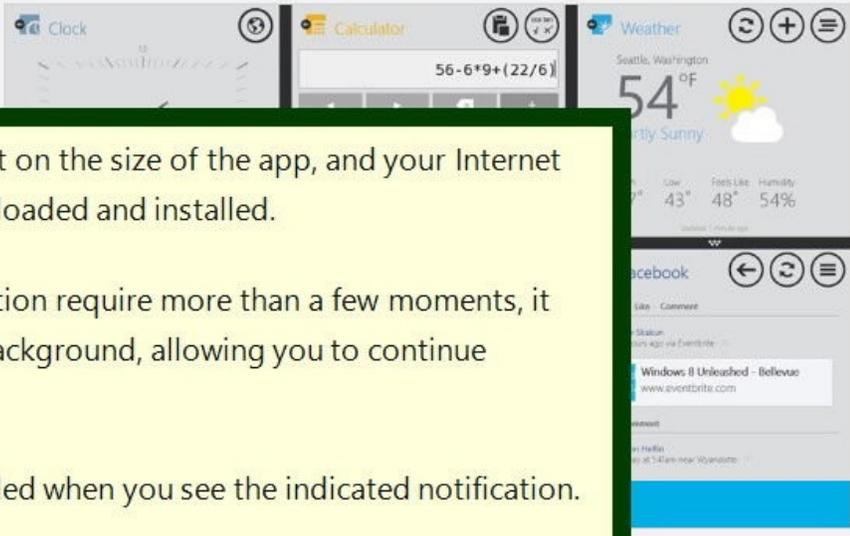
View and interact with up to 6 different tools at one time. Customize your workspace to maximize your productivity. Dock Toolbox into Snap View to compliment your primary application with all 10 tools.

[Read more](#)

← Toolbox for Windows 8



Overview Details Reviews



After a few moments - dependent on the size of the app, and your Internet connection, the app will be downloaded and installed.

Where the download and installation require more than a few moments, it will download and install in the background, allowing you to continue working.

You'll know when an app is installed when you see the indicated notification.

Touch or click here to move on.

Category: [Productivity](#)
Download size: 8.68 MB
Age rating: 12+
Publisher: Vectorform
Copyright © 2012 Vectorform LLC

Windows 8 platform. With Toolbox, you can view and interact with up to 6 different tools at once, giving you the power and flexibility to customize your workspace. [Read more](#)

Features
View and interact with up to 6 different tools at one time.
Customize your workspace to maximize your productivity.
Dock Toolbox into Snap View to compliment your primary application with all 10 [Read more](#)

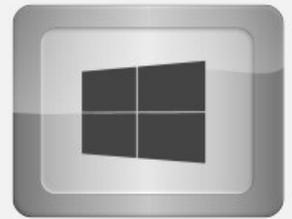
← Installing apps

Your applications were installed.

We will now return to the Start screen - where a tile for this app will have been installed.

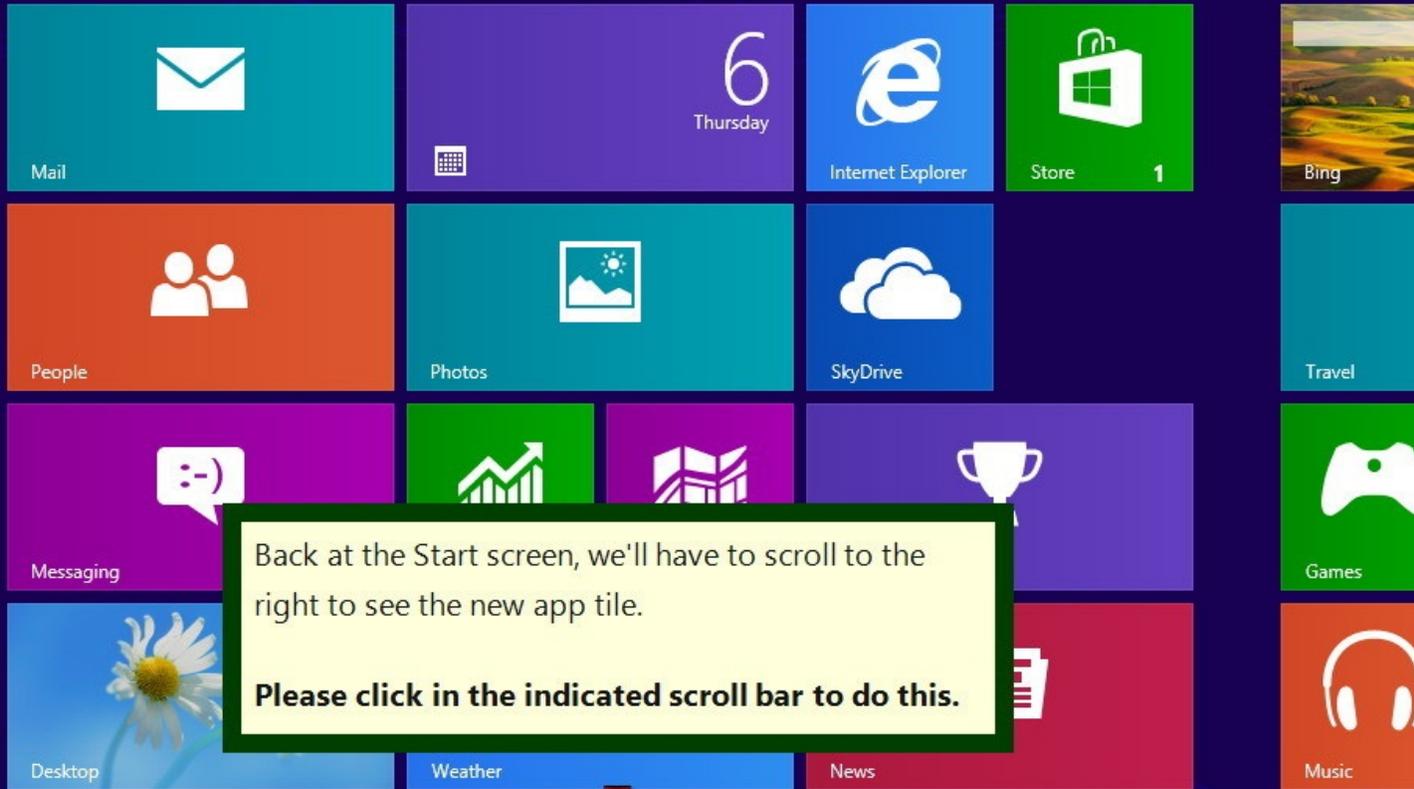
Normally, you'd select the Windows button on your tablet or keyboard - but in this case, please select the Windows button we've provided here for you.

Please do this now.



Start

David Webster 



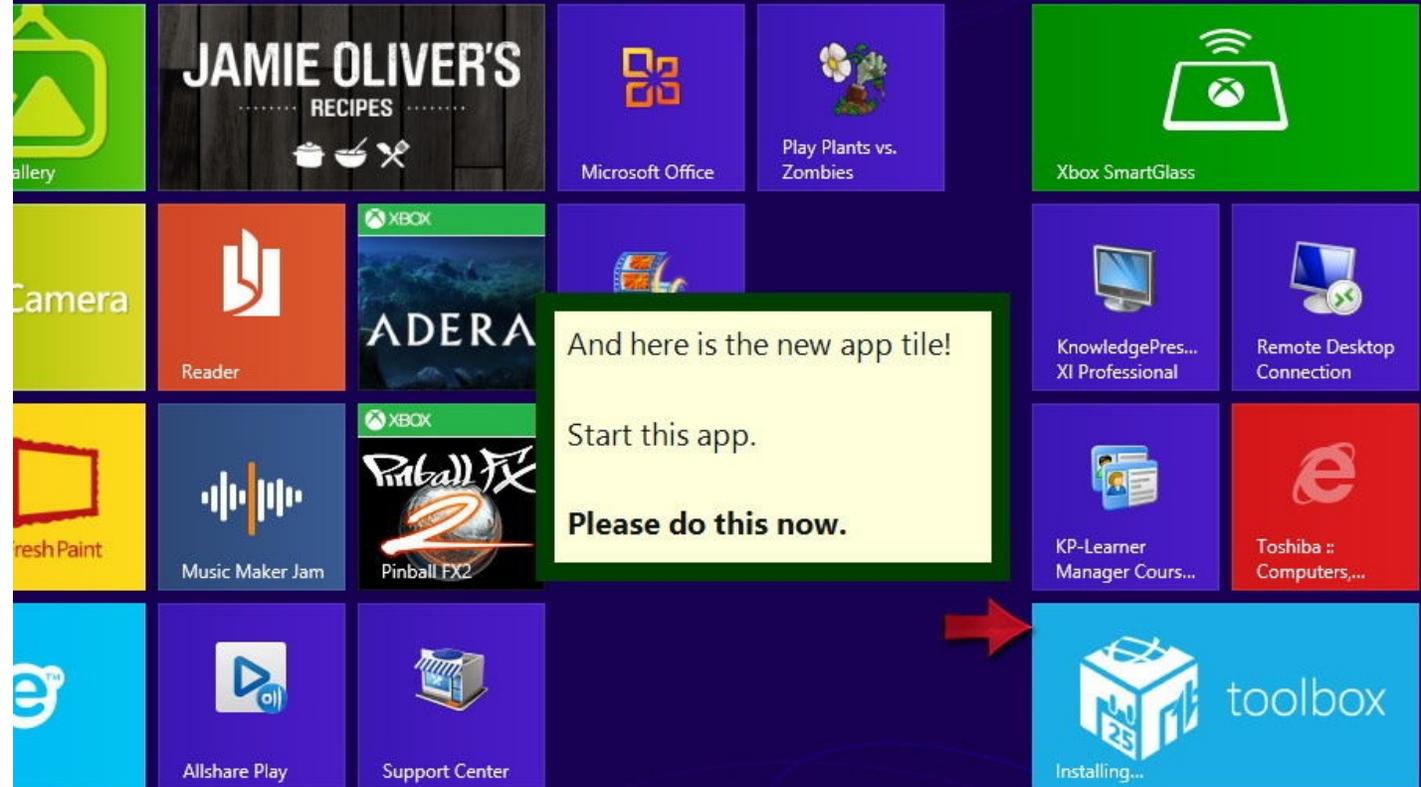
The Start screen displays a grid of application tiles. The tiles include: Mail (teal), Calendar (purple, showing '6 Thursday'), Internet Explorer (blue), Store (green, with a '1' notification), Bing (teal, showing a landscape image), People (orange), Photos (teal), SkyDrive (blue), Travel (teal), Messaging (purple), Weather (green, showing a bar chart), News (purple, showing a newspaper icon), Games (green, showing a game controller), Desktop (blue, showing a daisy), Weather (blue), News (red), and Music (orange, showing headphones).

Back at the Start screen, we'll have to scroll to the right to see the new app tile.
Please click in the indicated scroll bar to do this.



Start

David Webster 



The Start menu features a grid of application tiles. A new blue tile labeled 'toolbox' is being highlighted in the bottom right corner, with the text 'Installing...' below it. A red arrow points from a central instruction box to this new tile.

And here is the new app tile!

Start this app.

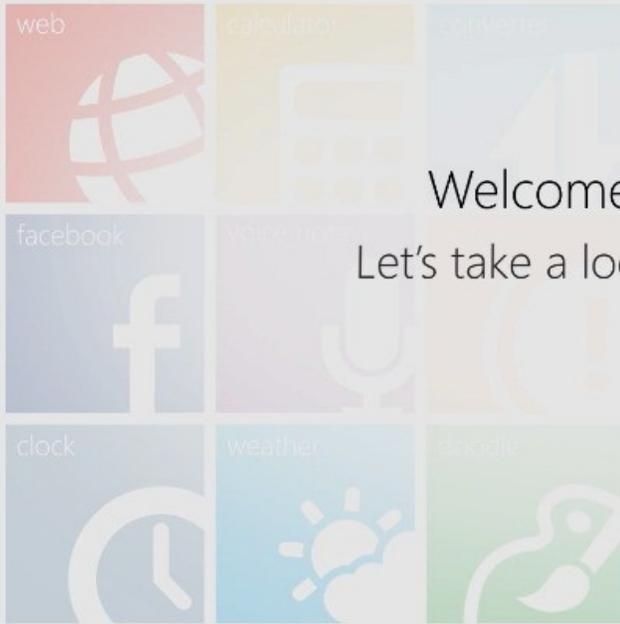
Please do this now.



toolbox
Installing...

Toolbox

Preset Tools



Welcome to Toolbox!
Let's take a look at how it works

As you can see, the app starts up, and is ready to go.

In most cases, the whole process - from download to running the app, will take no more than a few minutes.

Touch or click here to move on.

Purchasing or Downloading an App

You've now completed this Windows 8 lesson.

In this lesson, we looked at how you can use the **Store** app to download, or purchase Windows 8 apps.

Searching for Apps



Searching for Apps

Welcome to this Windows 8 lesson.

In this lesson, we'll be looking at how you can use the **Store** app to search for an app to match your requirements.



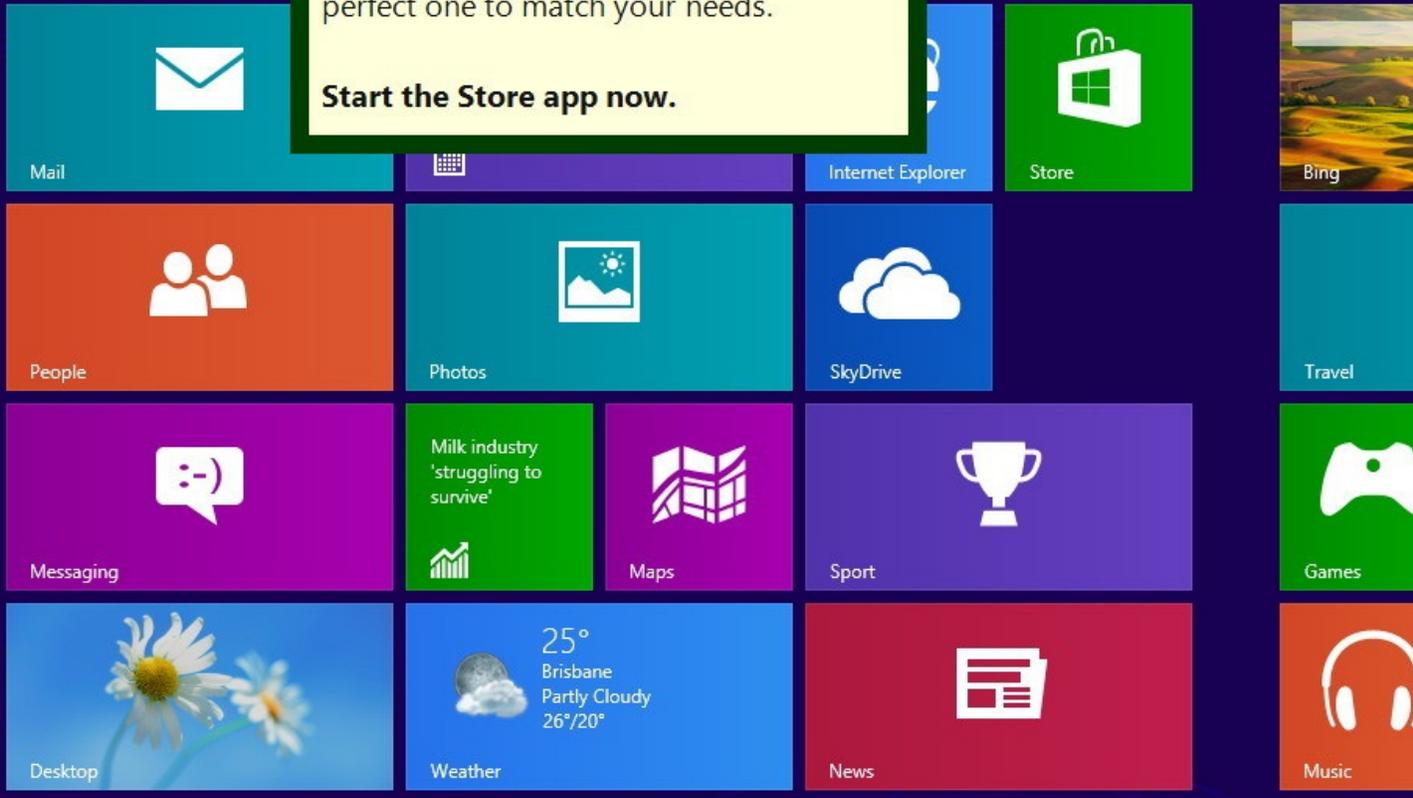
Estimated Completion Time: 8 minutes (18 steps).

Start

David Webster 

The **Store** app in Windows 8 provides a facility to search for apps to find the perfect one to match your needs.

Start the Store app now.



The Start screen displays a grid of colorful app tiles. The tiles include: Mail (teal), Internet Explorer (blue), Store (green), Bing (teal), People (orange), Photos (teal), SkyDrive (blue), Travel (teal), Messaging (purple), a news tile titled 'Milk industry 'struggling to survive'' (green), Maps (purple), Sport (purple), Games (green), Desktop (blue with daisies), Weather (blue with '25° Brisbane Partly Cloudy 26°/20°'), News (red), and Music (orange). A red arrow points to the Store app tile.

Store

Spotlight

The screenshot shows an app store spotlight page. At the top left is a large blue tile for the 'ten' app. To its right is a red tile for 'Westpac Banking' with a 5-star rating. Further right are two green tiles: 'Top free' and 'New releases'. Below the 'ten' tile is a white tile for 'Domain.com.au Real Estate' with a 5-star rating. A yellow text box with a green border is overlaid on the bottom right of the screenshot, containing the following text:

Of course, you can search for apps manually - by selecting from a desired category, or scrolling on this screen to see some featured or new apps.

This is often a great way to find apps you may never normally come across.

Touch or click here to move on.

Store

Spotlight



Network Ten
Free ★★★★★



Banking
Westpac Banking
Free ★★★★★



Top free



SHAZAM



New releases



Domain.com.au Real Estate
Free ★★★★★



ClickView
Free ★★★★★

To access the **Search** feature, the first step is to move the mouse to the bottom right-hand corner of the screen (tablet users can just touch in this area).

Please do this now.



Store

Spotlight

The screenshot shows the Windows Store interface. At the top right, there is a green 'Update (1)' notification. The main area is titled 'Spotlight' and features several application tiles. A central yellow tooltip with a green border provides instructions on how to use the search function. The tiles shown include 'Network Ten', 'Banking', 'Domain.com.au Real Estate', 'ClickView Player', and 'Shazam'. On the right side, there is a vertical navigation bar with icons for search, refresh, Windows logo, and settings. A red arrow points to the search icon in this bar.

Now move the mouse up, and select the **Search** button (the caption will appear under the button as you move the mouse up). Tablet users can just touch in the indicated area.

Please do this now.

Network Ten
Free ★★★★★

Banking

Domain.com.au Real Estate
Free ★★★★★

ClickView Player
Free ★★★★★

Shazam
Free ★★★★★

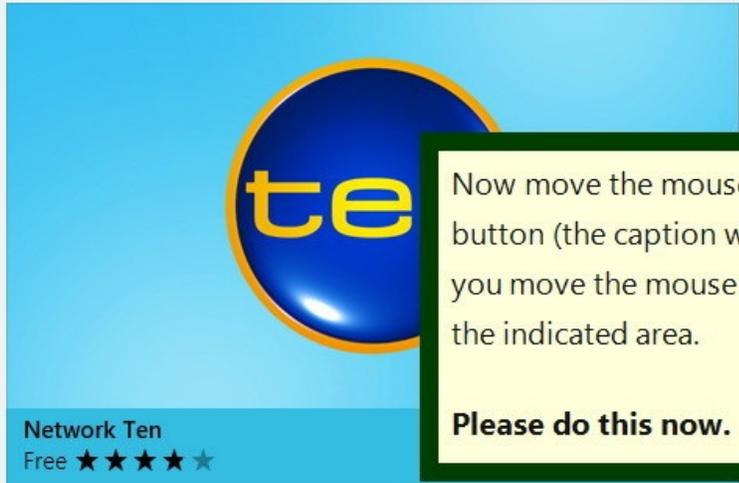
free

ses

Settings

Store

Spotlight



Network Ten
Free ★★★★★



Banking



fre
se

Now move the mouse up, and select the **Search** button (the caption will appear under the button as you move the mouse up). Tablet users can just touch in the indicated area.

Please do this now.



Domain



ClickView Player



Shazam
Free ★★★★★

11:35 Thursday
December 6

Upd



Search



Share



Start



Devices



Settings

Store

Spotlight

The search panel appears, and in the indicated area, you can enter a search term.

We'll enter one for you here.

Touch or click here to move on.

Network Ten
Free ★★★★★

Domain
Domain.com.au Real Estate
Free ★★★★★

ClickView Player
Free ★★★★★

Shazam
Free ★★

Search

Store

- Apps
- Settings
- Files
- Internet Explorer
- Bing
- ChatON
- Dictionary
- Evernote
- Finance
- Fresh Paint

Store

Spotlight

Here, we've entered the term **google**. This should return all apps created by, or related to, Google in some way.

Select the indicated button to start the search.

Network Ten
Free ★★★★★

Domain

Domain.com.au Real Estate
Free ★★★★★

ClickView Player

ClickView Player
Free ★★★★★

Shazam
Free ★★

Search

Store

google



Google Enterprise Blog

Google Index Search

Google News Reader

Apps

Settings

Files

Internet Explorer

Bing

ChatON

Dictionary

← Results for "google" 139 ap

All categories ▾ All prices ▾ Sort by relevance ▾



 **Google Search**
★★★★★ Tools
Free

 **Google Tech News**
★★★★★ News & We
Free

 **Google Chrome**
★★★★★ Tools
Desktop app

 **Google Index Search**
★★★★★ Tools
Free

 **Google news USA**
★★★★★ News & Weather
Free

 **Google Plus Hidden Emc**
★★★★★ Social
Free

 **Google News Reader**
★★★★★ News & Weather
Free

 **Google Enterprise Blog**
★★★★★ Business
Free

 **Google Rss**
★★★★★ News & Weather

Let me Google that for y
★★★★★ Education

Almost immediately you'll see a range of apps that match the search term **google** in some way.

Please click in a blank area on the left of the screen to remove the Search panel.

Search

Store

google X 🔍



Apps



Settings



Files



Internet Explorer



Bing



ChatON



Dictionary



Evernote



Finance



Fresh Paint

Results for "google" 139 apps

All categories All prices Sort by relevance

 **Google Search**
★★★★★ Tools
Free

 **Google Chrome**
★★★★★ Tools
Desktop app

 **Google news USA**
★★★★★ News & Weather
Free

 **Google News Reader**
★★★★★ News & Weather
Free

 **Google Rss**
★★★★★ News & Weather
Free

 **Google NZ News**
★★★★★ News & Weather
Free

 **Google Tech News**

 **Check Google**

The search has returned 139 apps. We can use the options near the top of the screen to refine this search.
Please select Free from the All prices option.

 **Google Enterprise Blog**
★★★★★ Business
Free

 **Follow Google Online Security**
★★★★★ News & Weather
Free

 **Let me Google that for you**
★★★★★ Education
Free

 **gTasks HD**
★★★★★ Productivity
\$2.99

 **Bookmarks of Google**
★★★★★ Social
Free

 **Maps Pro**
★★★★★ Tools
\$2.49

Results for "google" 139 apps

All categories ▾

- All prices
- Free
- Free and trial
- Paid

Sort by relevance ▾

 **Google Search**
★★★★★ Tools
Free

 **Google Chrome**
★★★★★ Tools
Desktop app

 **Google news USA**
★★★★★ News & Weather
Free

 **Google News Reader**
★★★★★ News & Weather
Free

 **Google Rss**
★★★★★ News & Weather
Free

 **Google NZ News**
★★★★★ News & Weather
Free

 **Google Tech News**

 **Check Google**

The search has returned 139 apps. We can use the options near the top of the screen to refine this search.
Please select Free from the All prices option.

 **Google Enterprise Blog**
★★★★★ Business
Free

 **Follow Google Online Security**
★★★★★ News & Weather
Free

 **Let me Google that for you**
★★★★★ Education
Free

 **gTasks HD**
★★★★★ Productivity
\$2.99

 **Bookmarks of Google**
★★★★★ Social
Free

 **Maps Pro**
★★★★★ Tools
\$2.49

Results for "google" 94 apps

All categories

Free

Sort by relevance

 **Google Search**
★★★★★ Tools
Free

 **Google Enterprise Blog**
★★★ Business
Free

 **Check Google**
★★★★★ Books & Reference
Free

 **Google Chrome**
★★★★★ Tools
Desktop app

 **Google Plus Hidden Emoticons**
★★★★★ Social
Free

 **Google Student Blog**
★★★★★ News & Weather
Free

 **Google news USA**
★★★★★ News & Weather
Free

 **Google Rss**
★★★★★ News & Weather
Free

 **Google News Reader**
★★★★★ News & Weather
Free

 **Google Index Search**
★★★★★ Tools
Free

 **Let me Google that for you**
★★★★★ Education
Free

 **MV Press**
★★★★★ News & Weather
Free

This has reduced the number of found apps to 94.
We can also change the order in which the found apps are listed.
Please select the Sort by highest rating command from the Sort by relevance option.



Results for "google" 94 apps

All categories ▾

Free ▾

Sort by relevance

Sort by newest

Sort by highest rating

Sort by lowest price

Sort by highest price

 **Google Search**
★★★★★ Tools
Free

 **Google Chrome**
★★★★★ Tools
Desktop app

 **Google news USA**
★★★★★ News & Weather
Free

 **Google Rss**
★★★★★ News & Weather
Free

 **Google News Reader**
★★★★★ News & Weather
Free

 **Google Index Search**
★★★★★ Tools
Free

 **Let me Google that for you**
★★★★★ Education
Free

 **Check Google**
★★★★★ Books & Reference
Free

 **Google Student Blog**
★★★★★ News & Weather
Free

This has reduced the number of found apps to 94.

We can also change the order in which the found apps are listed.

Please select the Sort by highest rating command from the Sort by relevance option.

be Videos
ducation

Online Secur
ews & Weathe

roductivity

 **MV Press**
★★★★★ News & Weather
Free

Results for "google" 94 apps

All categories

Free

Sort by highest rating

 Simple Currency Converter
★★★★★ Tools
Free

 Live Reader
★★★★★ News & Weather
Free

 YouTube MP3 & Videos downloader
★★★★★ Music & Video
Free

 计算器+
★★★★★ Pro
Free

 Look Pic
★★★★★ Pro
Free

 Gmail Notifier Pro v4.3.1
★★★★★ Productivity
Desktop app

 GTaskView
★★★★★ Pro
Free

Finally, we'll refine this search by selecting the **Entertainment** category from the **All categories** option.
Please do this now.

 Flux
★★★★★ News & Weather
Free

 gMaps
★★★★★ Travel
Free

 RSS
★★★★★ News & Weather
Free

 Zentomi Reader
★★★★★ News & Weather
Free

 News Bento
★★★★★ News & Weather
Free

 Dark RSS Reader
★★★★★ News & Weather
Free

 Under Feed
★★★★★ News & Weather
Free

 Google Chrome
★★★★★ Tools
Desktop app

 Cumulo
★★★★★ Productivity
Free

 Search All
★★★★★ Productivity
Free

Results for "google" 94 apps

- All categories
- Games
- Social
- Entertainment
- Photo
- Music & Video
- Sport
- Books & Reference
- News & Weather
- Health & Fitness

Free Sort by highest rating



Finally, we'll refine this search by selecting the **Entertainment** category from the **All categories** option.
Please do this now.

Live Reader ★★★★★ News & Weather Free	YouTube MP3 & Videos downloader ★★★★★ Music & Video Free
Gmail Notifier Pro v4.3.1 ★★★★★ Productivity Desktop app	Flux ★★★★★ News & Weather Free
Zentomi Reader ★★★★★ News & Weather Free	Dark RSS Reader ★★★★★ News & Weather Free
Under Feed ★★★★★ News & Weather Free	Search All ★★★★★ Productivity Free
News Bento ★★★★★ News & Weather Free	Cumulo ★★★★★ Productivity Free
Google Chrome ★★★★★ Tools Desktop app	

← Results for "google" 8 apps ←

Entertainment ▾

Free ▾

Sort by highest rating ▾

 **Daily Horoscope**
★★★★★ Entertainment
Free

 **Howzzat Book**
★★★★★ Entertainment
Free

 **WowTube K-Pop**
★★★★★ Entertainment
Free

 **FunUnlimited1**
★★★★★ Entertainment
Free

 **Virtual Chat Monkey**
★★★★★ Entertainment
Free

 **Engines for Search**
★★★★★ Entertainment
Free

 **VideoAdventure**
★★★★★ Entertainment
Free

 **Gadgets**
★★★★★ Entertainment
Free

We've now refined the search so much we've reduced the found apps to a much more manageable 8!

Touch or click here to move on.

Searching for Apps

You've now completed this Windows 8 lesson.

In this lesson, we looked at how you can use the **Store** app to search for an app to match your requirements.

Updating Apps



Updating Apps

Welcome to this Windows 8 lesson.

In this lesson, we'll be looking at how you can use the **Store** app to keep your Windows 8 apps up to date.



Estimated Completion Time: 9 minutes (20 steps).

Start

David Webster 

Windows 8, thanks to the new **Store** app, not only allows you to download and install new apps quickly and easily, but it also keeps a track of when new releases are made to apps, and allows you to update those apps quickly.

Touch or click here to move on.



Mail



Store 32



Bing



People



Photos



SkyDrive



Travel



Messaging



Finance



Maps



Sport



Games



Desktop



2°
London
Fair
4°/0°



News



Music

Start

David Webster 



Mail



6
Thursday



Internet Explorer



Store 32



Bing



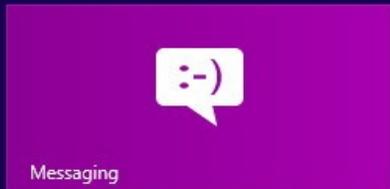
People

At the bottom right of the Store app tile, you may see a number. Here, the number is **32**. This illustrates how many apps Windows has located an update for.

Touch or click here to move on.



Travel



Messaging



Games



Desktop



2°
London
Fair
4°/0°



News



Music

Start

David Webster 



Mail



People



Messaging



Desktop



Photos



Finance



Maps



2°
London
Fair
4°/0°

Weather



SkyDrive



Sport



News



Store 32



Bing



Travel



Games



Music

Let's start the **Store** app, and we'll have a look at how we can install these updates.

Please do this now.

Store

Spotlight



Network Ten
Free ★★★★★

The tile features a large blue circle with the word 'ten' in yellow lowercase letters. Below the circle, the text 'Network Ten' and 'Free ★★★★★' is displayed.



Domain.com.au Real Estate
Free ★★★★★

The tile has a white background with the 'Domain' logo in black and green. Below the logo, the text 'Domain.com.au Real Estate' and 'Free ★★★★★' is displayed.



ClickView Player
Free ★★★★★

The tile has an orange background with a white play button icon and the text 'ClickView Player'. Below, the text 'ClickView Player' and 'Free ★★★★★' is displayed.

Free ★★★★★



Shazam
Free ★★★★★

The tile features the Shazam logo on a blue background with a circular pattern. Below, the text 'Shazam' and 'Free ★★★★★' is displayed.

Once the Store app starts, you'll see the number of updates available in the top right hand corner, indicated here.

To view and/or install these updates, select this option.

Please do this now.

Updates (32)



Top free

New releases

App updates 32 updates available

 Camera Photo	 Jamie's Recipes Food & Dining	 SkyDrive Productivity
 Shark Dash Games	 Photos Photo	 Skype Social
 Kindle Books & Reference	 S Player Music & Video	 Games Games
 Music Maker Jam Music & Video	 S Gallery Photo	 Mail, Calendar, People and Photos Productivity
 Finance Finance	 Reader Books & Reference	 Travel Travel
 Music Music & Video	 Pinball FX2 Games	

All available updates are now listed.
By default, all updates are selected, ready to be installed.
Touch or click here to move on.



Select all



Clear



Install

App updates 32 updates available

 Camera Photo	 Jamie's Recipes Food & Dining	 SkyDrive Productivity
 Shark Dash Games	 Photos Photo	 Skype Social
 Kindle Books & Reference	 S Player Music & Video	 Games Games
 Music Maker Jam Music & Video	 S Gallery Photo	 Mail, Calendar, People and iCal Productivity
 Finance Finance	 Reader Books & Reference	 Travel Travel
 Music Music	 Music Music	 Video Music & Video

The first thing we'll do here is to clear the current selection of all apps.
Please select the Clear button.



Select all



Clear



Install

← App updates 32 updates available



 **Camera**
Photo

 **Jamie's Recipes**
Food & Dining

 **SkyDrive**
Productivity

 **Kindle**
Kindle

 **Skype**
Social

 **Skype**
Social

 **Kindle**
Kindle

 **Games**
Games

 **Games**
Games

 **Mail, Calendar, People and**
Productivity

 **Mail, Calendar, People and**
Productivity

 **Mail, Calendar, People and**
Productivity

 **Finance**
Finance

 **Reader**
Books & Reference

 **Travel**
Travel

 **Music**
Music & Video

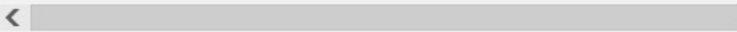
 **Pinball FX2**
Games

 **Video**
Music & Video

Now that we have cleared the selection, we can look at, or install, updates on an individual basis.

Select the **Camera** tile.

Please do this now.



Select all

App updates 32 updates available

 Camera Photo	 Jamie's Recipes Food & Dining	 SkyDrive Productivity
 Shark Dash Games	 Photos Photo	 Skype Social
 Kindle Books & Reference	 S Player Music & Video	 Games Games
 Music Maker Jam Music & Video	 S Gallery Photo	 Mail, Calendar, People and Photos Productivity
 Finance Finance		
 Music Music & Video		

To find out more about this program, or the update to this program, select the **View details** button.

Please do this now.



Select all



Clear



Install



View details



Camera




34 ratings

Free

This app has permission to use:
 Your pictures library
 Your webcam
 Your microphone

Category: **Photo**
 Download size: 192 KB
 Age rating: 12+
 Publisher: Microsoft Corporation
 © Microsoft Corporation

Overview Details Reviews

Release notes
Not Applicable

Recommended hardware
Built-in camera or attached webcam

Supported processors
x86, x64, ARM

Supported languages
 Afrikaans (South Africa), Albanian (Albania), Amharic (Ethiopia), Arabic (Saudi Arabia), Armenian (Armenia), Assamese (India), Azerbaijani (Azerbaijan), Bangla (Bangladesh), Bangla (India), Basque (Basque), Belarusian (Belarus), Bosnian (Latin) (Bosnia and Herzegovina), Bulgarian (Bulgaria), Catalan (Spain), Chinese (China), Chinese (Hong Kong), Chinese (Taiwan), Danish (Denmark), Dutch (Netherlands), English (United Kingdom), English (United States), Finnish (Finland), French (France), German (Germany), Greek (Greece), Hindi (India), Hungarian (Hungary), Indonesian (Indonesia), Irish (Ireland), Italian (Italy), Japanese (Japan), Korean (Korea), Kurmanji (Kurdistan), K'iche' (Guatemala), Lithuanian (Lithuania), Luxembourgish (Luxembourg), Malay (Malaysia), Malayalam (India), Malayalam (Malaysia), Mongolian (Mongolia), Norwegian (Norway), Norwegian (Nynorsk), Portuguese (Brazil), Portuguese (Portugal), Punjabi (India), Punjabi (Pakistan),

A full rundown of the app, including descriptions, permissions, ratings, and more, is now displayed.

Select the indicated button to move back to the **Updates** screen.

Please do this now.

App updates 32 updates available

 **Camera**
Photo

 **Jamie's Recipes**
Food & Dining

 **SkyDrive**
Productivity

 **Shark Dash**
Games

 **Photos**
Photo

 **Skype**
Social

 **Kindle**
Books & Reference

 **S Player**
Music & Video

 **Games**
Games

 **Music Maker Jam**
Music & Video

 **S Gallery**
Photo

 **Mail, Calendar, People and Photos**
Productivity

 **Finance**
Finance

 **Reader**
Reading

 **Travel**
Travel

 **Music**
Music & Video

 **Video**
Music & Video

To install this update, select the **Install** button.
Please do this now.



Select all



Clear



Install





App updates 32 updates available

Camera Photo	Jamie's Recipes Food & Dining	SkyDrive Productivity
Shark Dash Games	Photos	Skype Social
Kindle Books & Reference		Games Games
Music Maker Jam Music & Video		Mail, Calendar, People and Photos Productivity
Finance Finance		Travel Travel
Music Music & Video	Pinball FX2 Games	Video Music & Video

Based on the size of the app, and your Internet connection, it will take anywhere from a number of seconds to a few minutes to install.

Please select the indicated button to move back to the Store home screen.

Store

Spotlight

We installed only one update then - to the **Camera** app. Select the indicated text, and we'll install all remaining updates.

Please do this now.

Updates (31)



ten

Network Ten
Free ★★★★★

Banking

Westpac Banking
Free ★★★★★

Top free

SHAZAM

Shazam
Free ★★★★★

New releases

Domain

Domain.com.au Real Estate
Free ★★★★★

ClickView Player

ClickView Player
Free ★★★★★



App updates 31 updates available

 Shark Dash Games	 Photos Photo	 Skype Social
 Kindle Books & Reference	 S Player Music & Video	 Games Games
 Music Maker Jam Music & Video	 S Gallery Photo	 Mail, Calendar, People and Productivity Productivity
 Finance Finance	 Reader Books & Reference	 Travel Travel
 Music Music & Video	<div data-bbox="625 745 1550 1081"><p>All remaining available updates are now listed again. By default, all updates are selected, ready to be installed.</p><p>Select the Install button to install all updates in one operation.</p><p>Please do this now.</p></div>	
 Jamie's Recipes Food & Dining		

Select all

Clear

Install



App updates 31 updates available

The updates all install pretty quickly.

Sometimes, you'll get an app or apps that will not install - and you'll see a message like this.

Select the **view details** text to find out more.

Please do this now.

Shark Dash Games	Photos Photo	Skype Social
Kindle Books & F	S Player	Games Games
Music Ma Music & V		Mail, Calendar, People and P Productivity
Finance Finance		Travel Travel
Music Music & V		Video Music & Video
Jamie's Recipes Food & Dining	SkyDrive Productivity	Bing Books & Reference



Something happened and this app couldn't be installed. Please try again. Error code: 0x80070057

Try again

Cancel install



This application wasn't installed - view details.



This message is very cryptic - select the **Try again** button to see if this solves the issue.

Please do this now.

← Installing apps



Shark Dash

Pending



In this case, it didn't work again. Select the **Cancel install** button to remove this update.

Please do this now.

← Installing apps

You aren't installing any apps at the moment.

And that's it - all updates are installed.

Touch or click here to move on.

Updating Apps

You've now completed this Windows 8 lesson.

In this lesson, we looked at how you can use the **Store** app to keep your Windows 8 apps up to date.

Facebook and Twitter Integration



Facebook and Twitter Integration

Welcome to this Windows 8 lesson.

In this lesson, we'll be looking at how you can integrate your social media accounts - like Facebook and Twitter, with your Windows 8 **People** app.



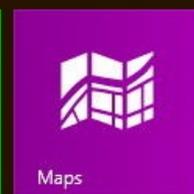
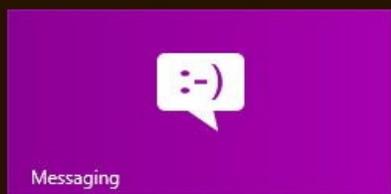
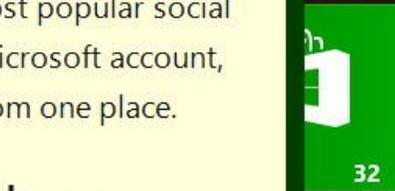
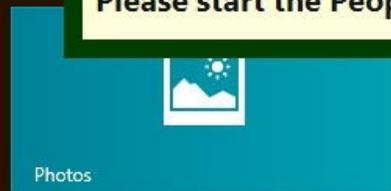
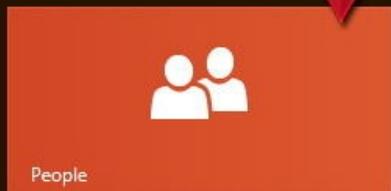
Estimated Completion Time: 13 minutes (29 steps).

Start

David Webster 

Windows 8 comes with an app called **People**. This app acts as a kind of portal, where you can link most popular social media sites to your Microsoft account, and access them all from one place.

Please start the People app.



People

Social



Me

What's new

See friends' posts and more

All

You have no contacts

Here we see the **People** app, with no accounts linked, and no contacts.

In this lesson, we are going to link a Facebook, and a Twitter account to our existing Microsoft account.

Touch or click here to move on.



People

Social



Me

What's new

See friends' posts and more

In the top right-hand corner, you can see the accounts currently linked to this app. Currently, the **M** icon stands for our existing Microsoft account that we have logged into Windows 8 with.

Select this text so that we can add another account.

Please do this now.

David Webster

Me



View profile
More details

A new panel appears on the right of the screen. This panel lists the most popular social media sites.

We'll start by linking our **Facebook** account.

Please select Facebook now.



← Add an account 

-  Facebook
Connect
-  Hotmail
Hotmail.com, Live.com, MSN
-  Twitter
Connect
-  Outlook
Exchange, Office 365, Outlook.com
-  LinkedIn
Connect
-  Google
Connect

 David Webster Stay in touch with your Facebook friends 

Chat with your Facebook friends and see their updates here, and in other apps and websites where you use this Microsoft account. Just connect **Facebook** to **davidweb1024@hotmail.com**.

[What else happens when I connect?](#) 

Initially, this screen appears, explaining a little about what is about to happen. Essentially, by linking our Facebook account, we'll be able to view Facebook posts, and post to Facebook from the People app.

Select Connect to move on.



Connect

Cancel

← David Webster

← Connecting to a service

 Facebook

Log in to use your Facebook account with Microsoft.

Email or Phone:

Password:

Keep me logged in

[Forgot your password?](#)



Assuming you have a Facebook account, you can enter your login name and password here. This will give your Facebook account permission to share information with the People app.

Touch or click here to move on.

Log In

Cancel

← David Webster

← Connecting to a service

 Facebook

Log in to use your Facebook account with Microsoft.

Email or Phone:

Password:

Keep me logged in

[Forgot your password?](#)



We've entered a Facebook login name and password here for you.

Select the **Login** button to move on.

Please do this now.



Log In

Cancel

← Connecting to a service

Request for Permission

Microsoft is requesting permission to do the following:



Access my basic information

Includes name, profile picture, gender, networks, ID, list of friends, and any other information I've made public.



Access my profile information

Birthday, Current City, Website and Work History



Access my photos

Photos Uploaded by Me



Access my videos

Videos Uploaded by Me



Access information people share with me

Birthdays, Current Cities, Work History, Websites, Photos and Videos



Post on my behalf

This app may post on my behalf, including status updates, photos and more.

Logged in as App Cobra · [Log Out](#)

Facebook now tells you what sort of information will be shared with the People app, and what it will allow the People app to do (such as post content to your Facebook account).

Let's assume you are happy with this arrangement.

Please select the Allow button.



Allow

Don't Allow

 David Webster You're ready to go

We're setting things up now, so it might take a few minutes until you see any changes.

**Add more accounts in settings**

You can add more accounts or change these connection settings at any time in the settings for this app.

OK, at this stage, permission has been given to Facebook to link with the People app.

As it states here, the Facebook information may not immediately appear in the People app - it may take a few minutes for the People app to download information from Facebook.

Please select the Done button.

**Done**

David Webster

Me



[View profile](#)
More details

What's new [View all](#)

 Facebook 

What's on your mind?

No recent updates

A Facebook button has been added. As we discussed in the last step, we can't see any Facebook content just yet - the People app is still downloading that information.

Touch or click here to move on.

David Webster

Me



[View profile](#)
[More details](#)

In the top right-hand corner, you can now see a small Microsoft and Facebook icon, indicating these accounts are linked.

Select this text so that we can add another account.

Please do this now.



No recent updates

David Webster

Me



View profile
More details

What's new [View all](#)

 Facebook

What's on your mind?

 Accounts



 Microsoft
davidweb1024@hotmail.com

 Facebook

[Add an account](#)



This panel lists our linked accounts (you can edit either of these accounts by selecting them here).

In this case, however, select the **Add an account** link so we can add a Twitter account.

Please do this now.

David Webster

← Add an account 

Me



View profile 
More details

What's new [View all](#)

 Facebook 

Select **Twitter**.
Please do this now.

No recent updates

-  Hotmail
Hotmail.com, Live.com, MSN
-  Twitter
Connect
-  Outlook
Exchange, Office 365, Outlook.com
-  LinkedIn
Connect
-  Google
Connect

← David Webster

← Stay in touch with your Twitter contacts

See your Twitter contacts and their Tweets here, and in other apps and websites where you use this Microsoft account. Just connect **Twitter** to **davidweb1024@hotmail.com**.

[What else happens when I connect?](#) ▼

Just as when we linked the Facebook account, this screen appears, explaining a little about what is about to happen. Essentially, by linking our Twitter account, we'll be able to view Twitter posts, and post to Twitter from the People app.

Select Connect to move on.

Connect

Cancel



← David Webster

← Connecting to a service

 Sign up >

Authorize Microsoft to use your account?

This application **will be able to:**

- Read Tweets from your timeline.
- See who you follow, and follow new people.
- Update your profile.
- Post Tweets for you.



Remember me · [Forgot password?](#)

This application **will not be able to:**



Microsoft

By Microsoft Corporation
www.microsoft.com/

Application for connecting
Microsoft products to
Twitter

Once again, as we did with Facebook, you must enter your Twitter login name and password to connect to your account.

Touch or click here to move on.

← David Webster

← Connecting to a service

 Sign up >

Authorize Microsoft to use your account?

This application **will be able to:**

- Read Tweets from your timeline.
- See who you follow, and follow new people.
- Update your profile.
- Post Tweets for you.

 Remember me · [Forgot password?](#)

Microsoft
By Microsoft Corporation
www.microsoft.com/
Application for connecting
Microsoft products to
Twitter



We've entered the account details for you.

Select the Authorize app button to move on.

David Webster

 You're ready to go



We're setting things up now, so it might take a few minutes until you see any changes.



Add more accounts in settings

You can add more accounts or change these connection settings at any time in the settings for this app.

OK, at this stage, permission has been given to Twitter to link with the People app.

As it states here, the Twitter information may not immediately appear in the People app - it may take a few minutes for the People app to download information from Twitter.

Please select the Done button.

Done



David Webster

Me



View profile 
More details

We have now linked both our Facebook, and Twitter accounts to the People app.

To link other accounts, such as Google, LinkedIn, or others, just repeat the steps we just followed.

Touch or click here to move on.



David Webster
13/11/2012

We've just added a bunch more features to AppCobra, including better Windows 8 support, and more - download now!

  Favourite  Reply

David Webster

Me



What's new [View all](#)

 Facebook 

What's on your mind?

And, as you can see, we are starting to see relevant posts related to our Twitter and Facebook accounts.

Touch or click here to move on.



David Webster
13/11/2012



We've just added a bunch more features to AppCobra, including better Windows 8 support, and more - download now!

  Favourite  Reply

David Webster

Me

What's new [View all](#)



View profile
More details



Facebook

To see all new posts, select the **View all** link.

Please do this now.

What's on your mind?



David Webster
13/11/2012

We've just added a bunch more features to AppCobra, including better Windows 8 support, and more - download now!



Favourite



Reply



David Webster



David Webster

13/11/2012

We've just added a bunch more features to AppCobra, including better Windows 8 support, and more - download now!

appcobra.com/updateipad.htm



Favourite



Reply



David Webster

17/09/2012

We've just revamped the AppCobra user interface - more features, and now much easier to find...download now!

appcobra.com/updateipad.htm



David Webster

7/11/2012

@_DavidWebster - I really need to talk to you urgently.



Favourite



Reply

All new posts appear in this horizontally scrolling window - you can scroll left or right to read more posts.

Select the indicated button to go back to the previous screen.

← David Webster

Me



View profile 
More details

What's new [View all](#)

 Facebook 

What's on your mind?



To post any new information to Twitter or Facebook, you can enter your post where indicated.

Touch or click here to move on.

s to

support, and more - download now!

  Favourite  Reply

Notific



← David Webster

Me



View profile 
More details

What's new [View all](#)

 Facebook  

What's on your mind?

Just above this area is an option that allows you to select which social media account to send this post to.

Currently **Facebook** is selected - but click on this link, and select **Twitter**.

Please do this now.

Notific



David Webster

Me

What's new [View all](#)

Notific



View profile 
More details

 Facebook 

 Facebook

 Twitter



Just above this area is an option that allows you to select which social media account to send this post to.

Currently **Facebook** is selected - but click on this link, and select **Twitter**.

Please do this now.



← David Webster

Me



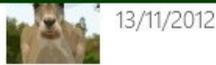
View profile 
More details

What's new [View all](#)

 Twitter  

Because Twitter is now selected in this list, any post you now add will be posted on your Twitter feed.

Touch or click here to move on.



We've just added a bunch more features to AppCobra, including better Windows 8 support, and more - download now!

  Favourite  Reply

Notific



← David Webster

Me

What's new [View all](#)

Notific



View profile 
More details

 Twitter 

What's happening?

0/140



David Webster
13/11/2012

We've just added a b
AppCobra, including
support, and more -

  Favourite  Reply

In the following lessons, we'll be looking at how you can start conversations with, and post information to, specific users - and more.

Touch or click here to move on.



Facebook and Twitter Integration

You've now completed this Windows 8 lesson.

In this lesson, we looked at how you can integrate your social media accounts
- like Facebook and Twitter, with your Windows 8 **People** app.

Creating and Managing Contacts



Creating and Managing Contacts

Welcome to this Windows 8 lesson.

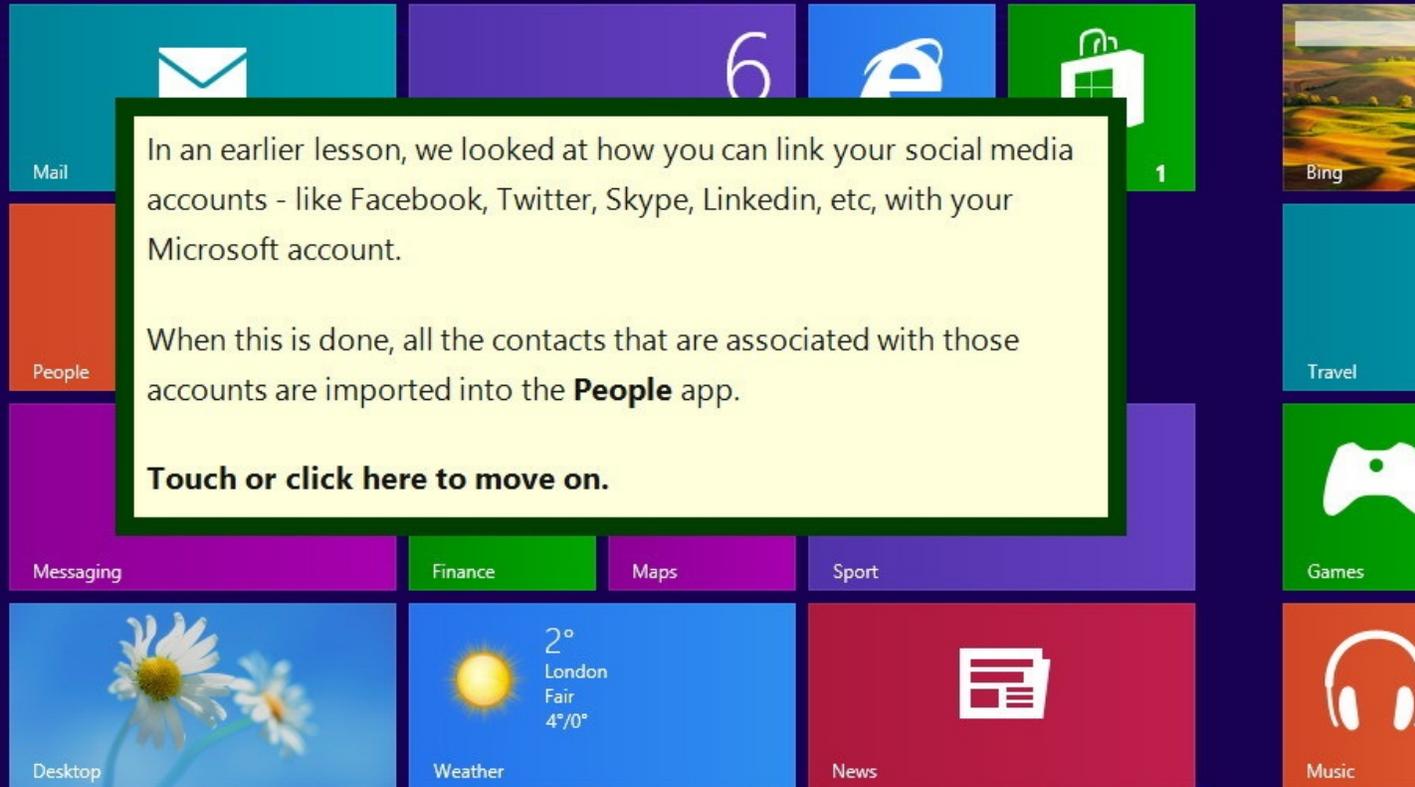
In this lesson, we'll be looking at how you can create, remove, and manage contacts using the **People** app.



Estimated Completion Time: 6 minutes (15 steps).

Start

David Webster 



The image shows a Windows 8 Start screen with a grid of colorful tiles. A central yellow box with a green border contains the following text:

In an earlier lesson, we looked at how you can link your social media accounts - like Facebook, Twitter, Skype, LinkedIn, etc, with your Microsoft account.

When this is done, all the contacts that are associated with those accounts are imported into the **People** app.

Touch or click here to move on.

The background tiles include: Mail (teal), a purple tile with the number '6', a blue tile with a white icon, a green tile with a white icon and the number '1', Bing (landscape image), People (orange), Travel (teal), Messaging (purple), Finance (green), Maps (purple), Sport (purple), Games (green with a white game controller icon), Desktop (blue with a daisy image), Weather (blue with a sun icon and text: '2° London Fair 4°/0°'), News (red with a white newspaper icon), and Music (orange with a white headphones icon).

Start

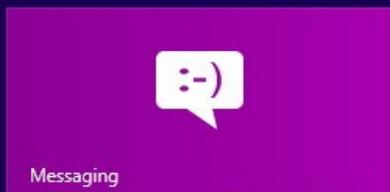
David Webster 



The **People** app allows you to add new contacts - and edit existing ones.

Start the **People** app.

Please do this now.



People

Social



Me

View
Notifications



What's new
Facebook, Twitter

All

J



Jack Webster

T



Trinity Webster

K



Knowledge Prese...

R



Rambo

To add a contact, we need to show the AppBar.

Right-click on this screen somewhere to show the AppBar. Touch users can touch and hold anywhere.

Please do this now.

People

Social



Me

View
Notifications



What's new
Facebook, Twitter

All

J



Jack Webster

T



Trinity Webster

K



Knowledge Prese...

R



Ra...

To add a new contact, you select the **New contact** button.
Please do this now.



Home



Online only



New contact

New contact

Account
Account
Hotmail

Name
First name

Surname

Company

Address
Address

Other info
Other info

Phone
Mobile

Email
Personal

Email

+ Name

+ Email

+ Address

+ Other info

The screen that now appears is where all the information for this new contact is entered. You can enter as much, or as little, information about this contact as you wish.

We'll fill this out for you.

Touch or click here to move on.

Save **Cancel**

New contact

Account
Account
Hotmail

Name
First name
Billy
Surname
Smith
Company
AppCobra

Address
Address

Other info
Other info

Email
Personal
billy@usekp.com

Phone
Mobile
612456323

Save **Cancel**

As you can see, we've entered the contact information for *Billy Smith*.
Please select the Save button to save this contact.



Billy Smith



Hotmail

Email

billy@usekp.com

Personal

Phone

612456323

Mobile

Other info

AppCobra

Company

The contact information for *Billy Smith* is displayed - and it has been added to our list of contacts.

Please select the indicated button to move back to the People home screen.

People

Social



Me

View

Notifications



What's new
Facebook, Twitter

All

B



Billy Smith 

J



Jack Webster

K



Knowledge Presentations

R



Rambo Webster

T



Trinity Webster

Billy Smith joins our list of contacts.

Touch or click here to move on.

People

Social



Me

View

Notifications



What's new

Facebook, Twitter

All

B



Billy Smith

R



Rambo Webster

J



Jack Webster

T



Trinity Webster

K



Knowlton

Editing an existing contact is also even easier.

Please select Trinity Webster so we can edit this contact.



← Trinity Webster

Contact

What's new [View all](#)



Send message
Facebook



Map address
Capalaba



View profile
More details



Facebook



Zachary Tiernan
19/07/2012



Zachary gave a Reshiram to Trinity
Pokemon

This screen - which we look at in more detail in an upcoming lesson - also allows us to edit this contact.

Please right-click on the screen somewhere to bring up the AppBar (touch users, just touch and hold anywhere).



Trinity Webster

Contact

What's new [View all](#)



Facebook

-  Send message
Facebook
-  Map address
Capalaba
-  View profile
More details



Zachary Tiernan

19/07/2012



Zachary gave a Reshiram to Trinity
Pokemon

Using the **Edit** button, you can edit this contact.

Please select this button now.



Home



Pin to Start



Favourite



Link



Edit

Edit contact info

Name	Email	Other info
First name <input type="text" value="Trinity"/>	Personal ▾ <input type="text"/>	 Other info
Surname <input type="text" value="Webster"/>	 Email	
Company <input type="text"/>	Phone	
 Name	Mobile ▾ <input type="text"/>	
	 Phone	
	Address	
	 Address	

On this screen - you can edit, or add, information related to this contact.

Touch or click here to move on.


Save


Cancel

Creating and Managing Contacts

You've now completed this Windows 8 lesson.

In this lesson, we looked at how you can create, remove, and manage contacts using the **People** app.

Messaging and Contacts



Messaging and Contacts

Welcome to this Windows 8 lesson.

In this lesson, we'll be looking at how you can send messages to, and work with Contacts.



Estimated Completion Time: 12 minutes (26 steps).

Start

David Webster 



Mail



6
Thursday



Internet Explorer



Store 1



Bing



People

In this lesson, we are going to look at not only how you can send messages to your contacts - but also how you can make favorite contacts - and even pin contacts to the Start screen.

Please select the People app.



Messaging

Finance

Maps

Sport



Travel



Games



Desktop



2°
London
Fair
4°/0°

Weather



News



Music

People

Social



Me

View

Notifications



What's new

Facebook, Twitter

All



B



Billy Smith

R



Rambo Webster

J



Jack Webster

T



Trinity Webster

K



K

The default view in the People app is to view your contacts.

It is from this we list we can select a contact to send messages, edit, add to the Start screen, and more.

Touch or click here to move on.

People

Social



Me

View

Notifications



What's new

Facebook, Twitter

All

B



Billy Smith

R



Rambo Webster

J



Jack Webster

T



Trinity Webster

K



Let's work with the contact called *Trinity Webster.*

Please select this contact now.



← Trinity Webster

Contact



Send message
Facebook



Map address
Capalaba



View profile
More details



Facebook



The contact appears, along with a number of options
- **Send message** (which we look at shortly), and the
ability to view this contact on a **Map**, and also view
more details about their **profile**.

Touch or click here to move on.

What's new [View all](#)



Zachary Tiernan
19/07/2012



Zachary gave a Reshiram to Trinity
Pokemon



← Trinity Webster

Contact



Facebook

In the **What's new** section, you can see the recent posts related to this contact.

Touch or click here to move on.



Capalaba



View profile
More details



What's new [View all](#)



Zachary Tiernan

19/07/2012



Zachary gave a Reshiram to Trinity
Pokemon



Like



Comment

← Trinity Webster

Contact

What's new [View all](#)



Send message
Facebook



Map address
Capalaba



View profile
More details



Facebook



Zachary Tiernan
19/07/2012



Zachary gave a Reshiram to Trinity
Pokemon

Let's bring up the AppBar for a few more options.

Right-click anywhere on the screen to bring up the AppBar. Touch users can just touch and hold anywhere.

Please do this now.



Like



Comment

← Trinity Webster

Contact



Facebook



Send message
Facebook



Map address
Capalaba



View profile
More details



We can make this contact a **Favourite**. This makes them easier to locate in future.

Please select the Favourite button now.



Like

Comment



Zachary Tiernan

19/07/2012



Zachary gave a Reshiram to Trinity
Pokemon



Home



Pin to Start



Favourite



Link



Edit



Trinity Webster

This contact is now a Favourite. To see how this affects this contact, select the indicated button to move back to the People home screen.

Please do this now.



Capalaba



View profile
More details



Facebook

What's new [View all](#)



Zachary Tiernan

19/07/2012



Zachary gave a Reshiram to Trinity
Pokemon



Like

Comment

People



Social

Favourites

All



Me



Trinity Webster

View

Notifications



What's new

Facebook, Twitter

Trinity Webster now appears in the new **Favourites** area - much more prominently than if they were in the contacts list.

Touch or click here to move on.

B



Billy Smith

J



Jack Webster

K



Knowledge Prese...

People

Social



Me

View

Notifications

Favourites



Trinity Webster



All

B



Billy Smith

J



Jack Webster

K



Knowledge Prese...



What
Facebook

You can work with this contact by selecting them from this list.

Please do this now.

← Trinity Webster

Contact

What's new [View all](#)



Send message
Facebook



Map address
Capalaba



View profile
More details



Facebook



Zachary Tiernan
19/07/2012



Zachary gave a Reshiram to Trinity
Pokemon

Let's bring up the AppBar again.

Right-click anywhere on the screen to bring up the AppBar. Touch users can just touch and hold anywhere.

Please do this now.



Like

Comment

Trinity Webster

Contact



Facebook



Send message
Facebook



Map address
Capalaba



View profile
More details



What's new [View all](#)



Zachary Tiernan

19/07/2012



Zachary gave a Reshiram to Trinity
Pokemon



Like

Comment

The **Pin to Start** option makes this user directly accessible from your Start screen.
Please select this command now.



Home



Pin to Start



Favourite



Link



Edit

Trinity Webster

Contact

What's new [View all](#)



-  Send message
Facebook
-  Map address
Capalaba
-  View profile
More details



Zachary Tiernan
19/07/2012



Zachary gave a Reshiram to Trinity
mon



Trinity Webster

Pin to Start



Like

Comment

You can edit the caption of the tile that will appear on the Start screen.
In this case, just select the **Pin to Start** button.
Please do this now.



Home



Pin to Start



Favourite



Link



Edit

⬅ Trinity Webster

Contact



Facebook



Send message
Facebook



Map address
Capalaba



View profile
More details



What's new [View all](#)



Zachary Tiernan

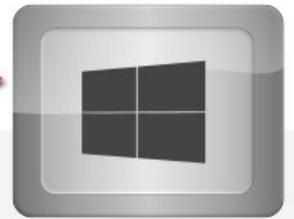
19/07/2012



Zachary gave a Reshiram to Trinity
Pokemon

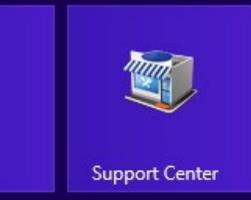
Trinity Webster has now been added to the Start screen.

Please select this Windows button to move back to the Start screen.



Start

David Webster 



A new *Trinity Webster* tile appears on the Start screen. In future, you can simply select this tile to communicate directly with this contact.

Please do this now.

Trinity Webster

Contact



Send message
Facebook



Map address
Capalaba



View profile
More details



Facebook

And we move back directly to this contact.

To send this contact a message, select the **Send message** button.

Please do this now.

What's new [View all](#)



Zachary Tiernan
19/07/2012



Zachary gave a Reshiram to Trinity
Pokemon



Like

Comment

Messaging

Start a conversation 

Trinity Webster

Jack Webster

Hi Jack!  14/12/2012

Rambo Webster

Hi Rambo! 14/12/2012

Windows team

When you sign in to... 4/12/2012



Trinity Webster

Facebook



David Webster

Available

Although it is technically a separate app, the **Messaging** app and the **People** app are very closely tied together. When we selected the **Send message** button in the previous step, the People app started the Messaging app automatically.

Touch or click here to move on.

Trinity Webster is offline. You can still send a m...

Type a message



Messaging

Start a conversation 

Trinity Webster

Jack Webster

Hi Jack!  14/12/2012

Rambo Webster

Hi Rambo! 14/12/2012

Windows team

When you sign in to... 4/12/2012



Trinity Webster

Facebook



David Webster

Available



On the left of the Messaging screen, is a brief history of the previous messages you've sent.

If you were to select a contact from this list, that contact would replace the current contact displayed above (*Trinity Webster*).

Touch or click here to move on.

offline. You can still send a m...

age



Messaging

Start a conversation



Trinity Webster

Jack Webster

Hi Jack! □

14/12/2012

Rambo Webster

Hi Rambo!

14/12/2012

Windows team

When you sign in to...

4/12/2012

Trinity Webster

Facebook

David Webster

Available

The indicated icon lets you select a new contact from your People contact list.

On the left of this icon, you can enter text that allows you to search for a contact to start a conversation with.

Touch or click here to move on.

Trinity Webster is offline. You can still send a m...

Type a message



Messaging

Start a conversation 

Trinity Webster

Jack Webster

Hi Jack!  14/12/2012

Rambo Webster

Hi Rambo! 14/12/2012

Windows team

When you sign in to... 4/12/2012



Trinity Webster

Facebook



David Webster

Available

Near the bottom of the screen is the area where you can enter a message to send to the current contact.

We'll add a message for you.

Touch or click here to move on.

Trinity Webster is offline. You can still send a m...



Type a message



Messaging

Start a conversation



Trinity Webster

Jack Webster

Hi Jack! □

14/12/2012

Rambo Webster

Hi Rambo!

14/12/2012

Windows team

When you sign in to...

4/12/2012



Trinity Webster

Facebook

Connected to



David Webster

Available

We are going to send Trinity a hello.

Touch or click here to move on.

Trinity Webster is offline. You can still send a m...



Hi Trin! How are you?



Messaging

Start a conversation 

Trinity Webster

Jack Webster

Hi Jack!  14/12/2012

Rambo Webster

Hi Rambo! 14/12/2012

Windows team

When you sign in to... 4/12/2012



Trinity Webster

Facebook



David Webster

Available

The indicated icon can also be used to provide access to a range of simple graphics you can include in a message.

Touch or click here to move on.

Trinity Webster is offline. You can still send a m...

Hi Trin! How are you?



Messaging

Start a conversation 

Trinity Webster
Hi Trin! How are you? 10:04 PM

Jack Webster
Hi Jack! □ 14/12/2012

Rambo Webster
Hi Rambo! 14/12/2012

Windows team
When you sign in to... 4/12/2012



Today, on Facebook

Hi Trin! How are you? 10:04 PM



David Webster

Available

Trinity Webster

Facebook

Once we press the Enter key, the message is sent. It now appears up the top of the screen. It will also appear in the timeline of this contact - or in the social media program this contact was taken from.

Touch or click here to move on.

Trinity Webster is offline. You can still send a m...



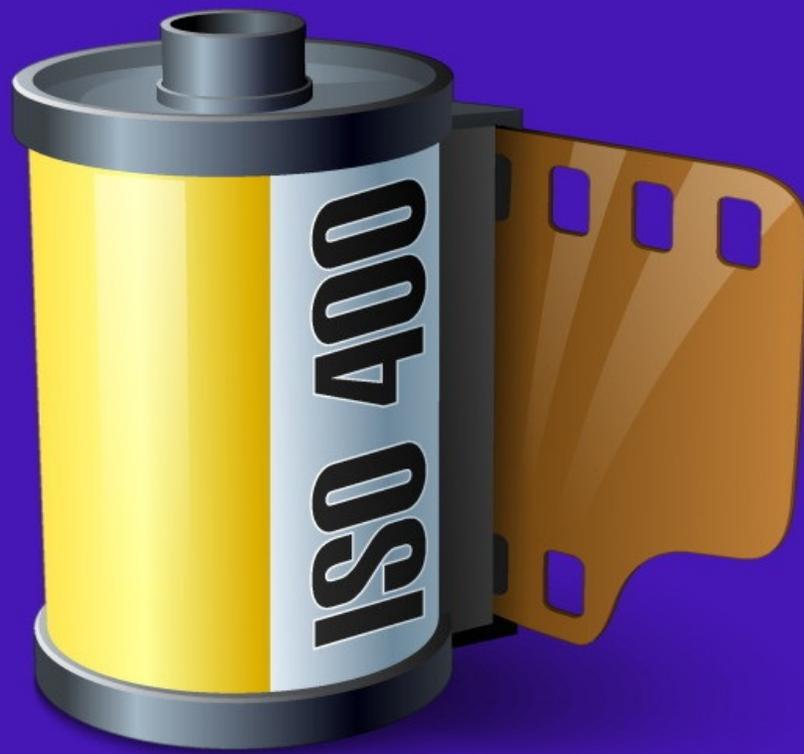
Messaging and Contacts

You've now completed this Windows 8 lesson.

In this lesson, we looked at how you can send messages to,
and work with Contacts.

Copyright © 2015 Dynamic Learning Online

Sharing Photos



Sharing Photos

Welcome to this Windows 8 lesson.

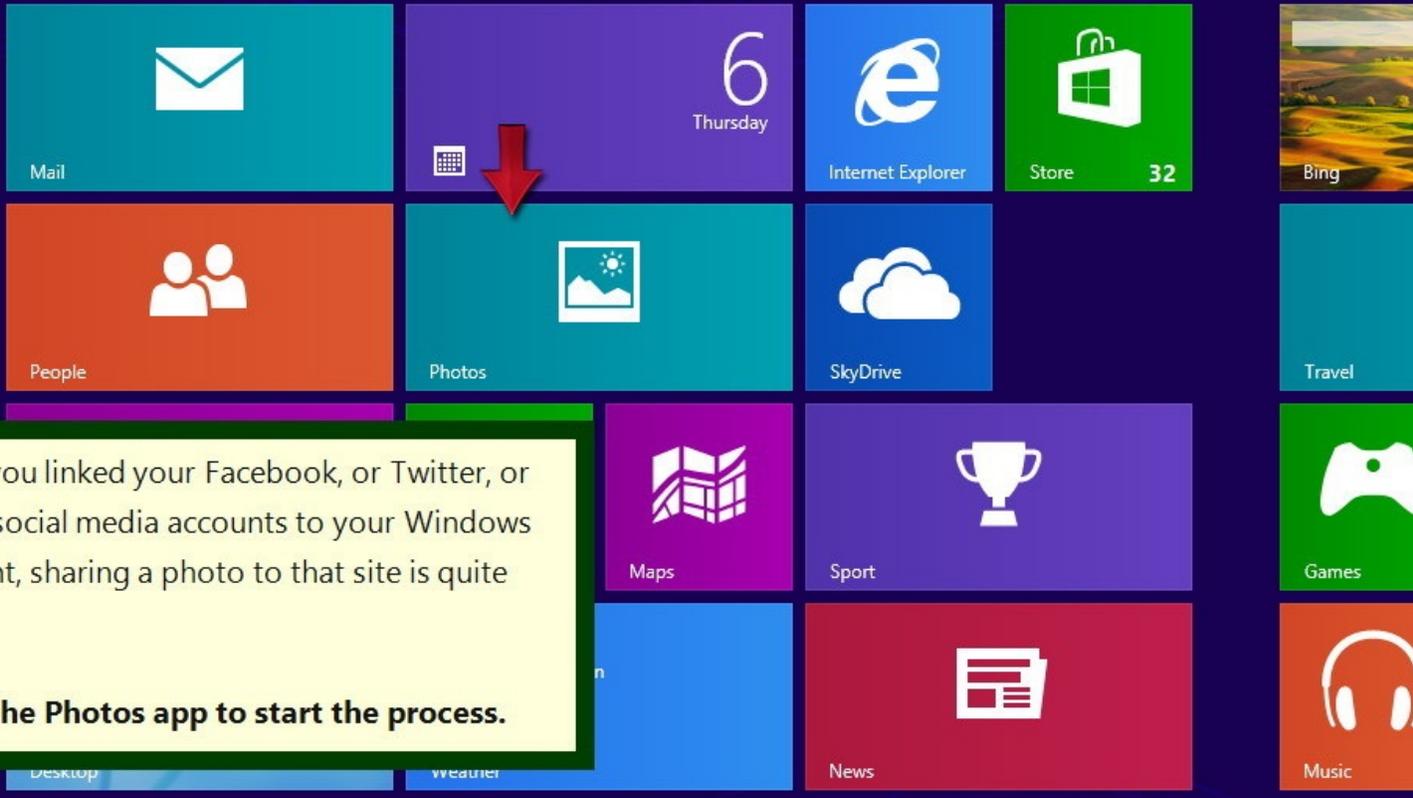
In this lesson, we'll be looking at how you can share your photos using the **Pictures** App, and the Windows 8 **Share** features.



Estimated Completion Time: 7 minutes (16 steps).

Start

David Webster 



The Start screen displays a grid of application tiles. From top-left to bottom-right, the visible tiles are: Mail (teal), a date tile (purple) showing '6 Thursday' with a red arrow pointing to the Photos app below it, Internet Explorer (blue), Store (green) with '32' items, Bing (teal), People (orange), Photos (teal), SkyDrive (blue), Travel (teal), Maps (purple), Sport (purple), Games (green), Desktop (blue), weather (blue), News (red), and Music (orange).

Once you linked your Facebook, or Twitter, or other social media accounts to your Windows account, sharing a photo to that site is quite easy.

Start the Photos app to start the process.

In order to share a file (photo or otherwise), you must first ensure that the file is in your **SkyDrive**. (See Chapter 6 for our four SkyDrive lessons for more detail.)

Let's open up our SkyDrive using the **SkyDrive** tile below.

Please do this now.



Pictures library

90



SkyDrive



Facebook

1



SkyDrive 1 folder



Pictures

10

We are now looking at our SkyDrive account. We only have one folder in this case, called **Pictures**. You may have many folders, and it is here you choose a folder to select a photo from.

Please select the Pictures folder now.



Pictures SkyDrive 10 files



We can now scroll through and see the photos in this folder, selecting the one we wish to share.

In this case, we are going to select the indicated photo.

Please do this now.





We can now share this photo, via the **Share** button in the Charms Bar. Move the mouse to the bottom right-hand corner to reveal the Charms bar. Touch users can touch in this area.

Please do this now.

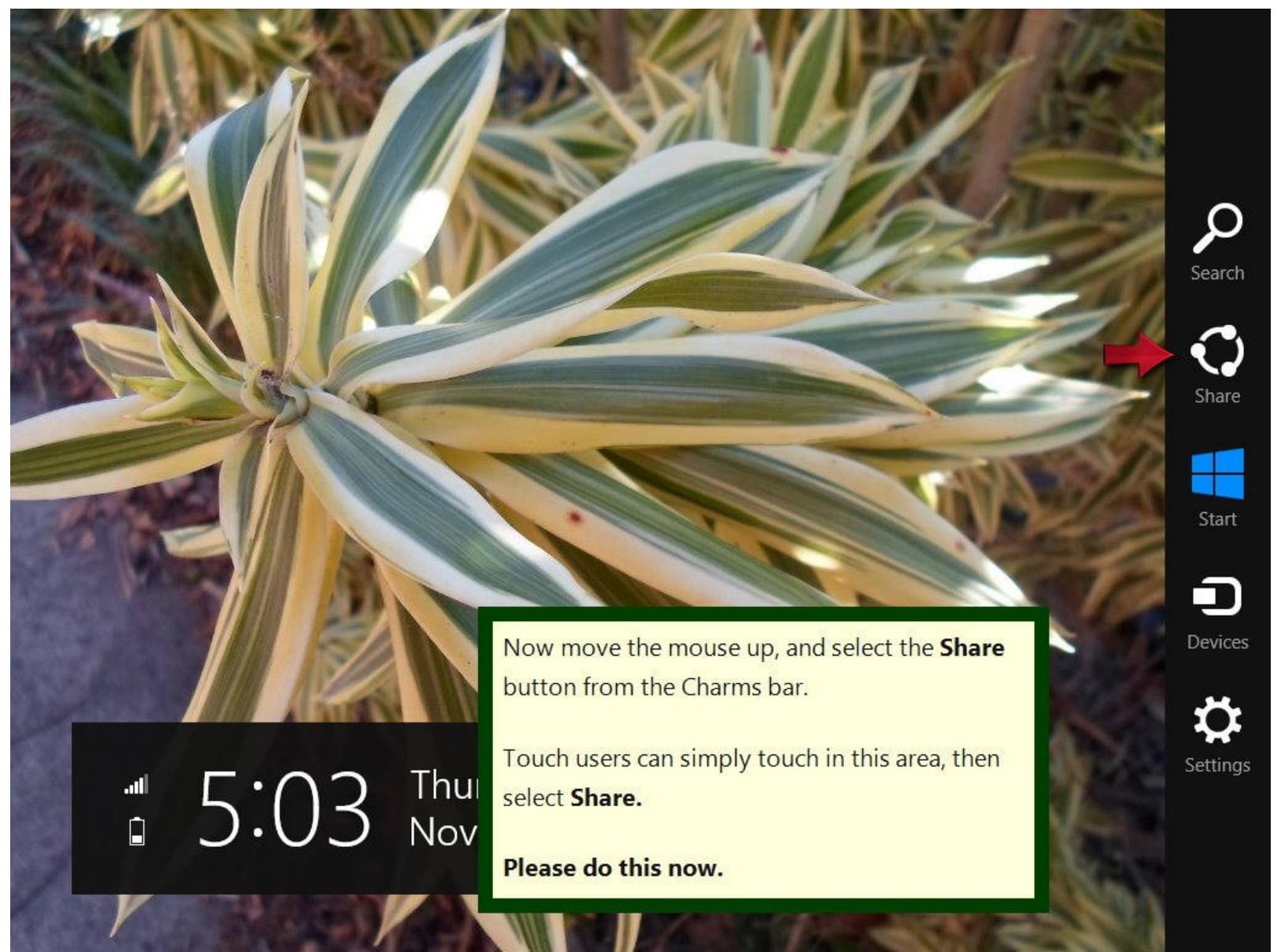




Now move the mouse up, and select the **Share** button from the Charms bar.

Touch users can simply touch in this area, then select **Share**.

Please do this now.



Search



Share



Start



Devices



Settings

Now move the mouse up, and select the **Share** button from the Charms bar.

Touch users can simply touch in this area, then select **Share**.

Please do this now.

Share

1 photo
File from the Photos app

-  People
-  SkyDrive
-  Mail
-  StumbleUpon

Depending on the apps installed on your device, and the permissions those apps have, you may see a different list of places to share this photo.

If we want to share to any of the social media sites we have linked to our Microsoft account, we need to select the **People** option.

Please do this now.



Waiting for Photos

After a few moments, while the details of your linked accounts are loaded, you'll see this screen.

At the top, where it currently reads **Facebook**, you can click to see any and all linked social media accounts. The account you select from this link is where the post will be placed.

Touch or click here to move on.

← People



 Facebook ▾



Add a message

1 photo

<https://skydrive.live.com/redirect?resid=2243B2E75BC60617!180&authkey=!AGJptJtgGm...>

File from the Photos app

In the indicated section, where it reads **Add a message**, you enter your post or comment.

In this case, we'll add one for you.

Touch or click here to move on.

← People



 Facebook ▾



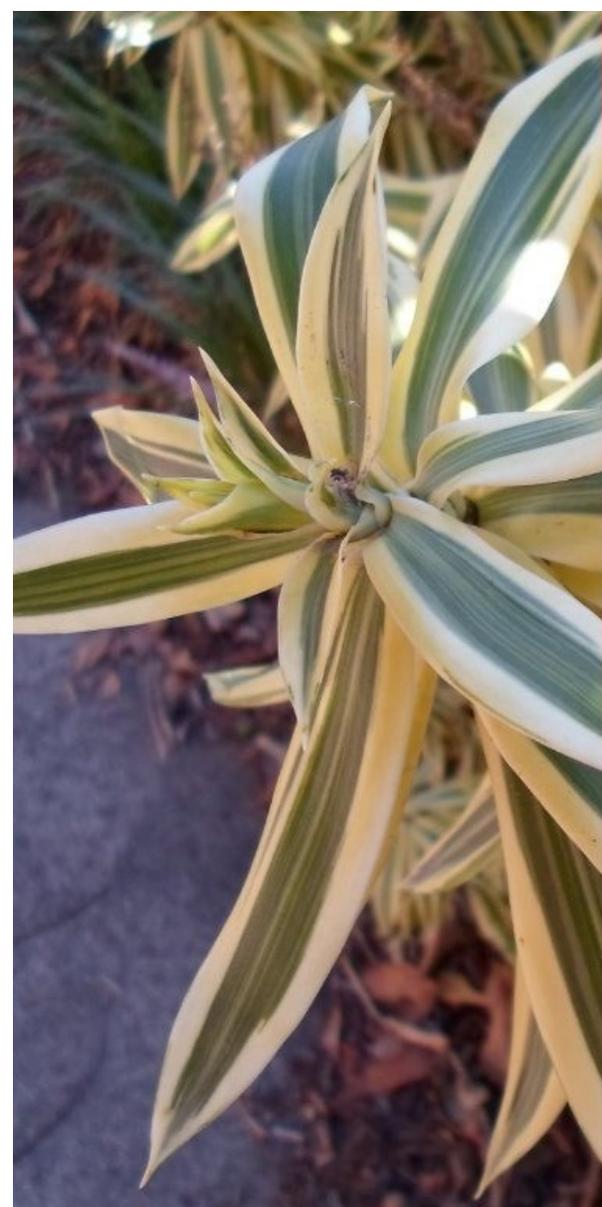
I found this in my garden.

1 photo

<https://skydrive.live.com/redirect?resid=2243B2E75BC60617!180&authkey=!AGJptJtgGm...>
File from the Photos app

We've now added a caption for our photo. All that remains to do is to upload our post!

Touch or click here to move on.



← People



f Facebook ▾



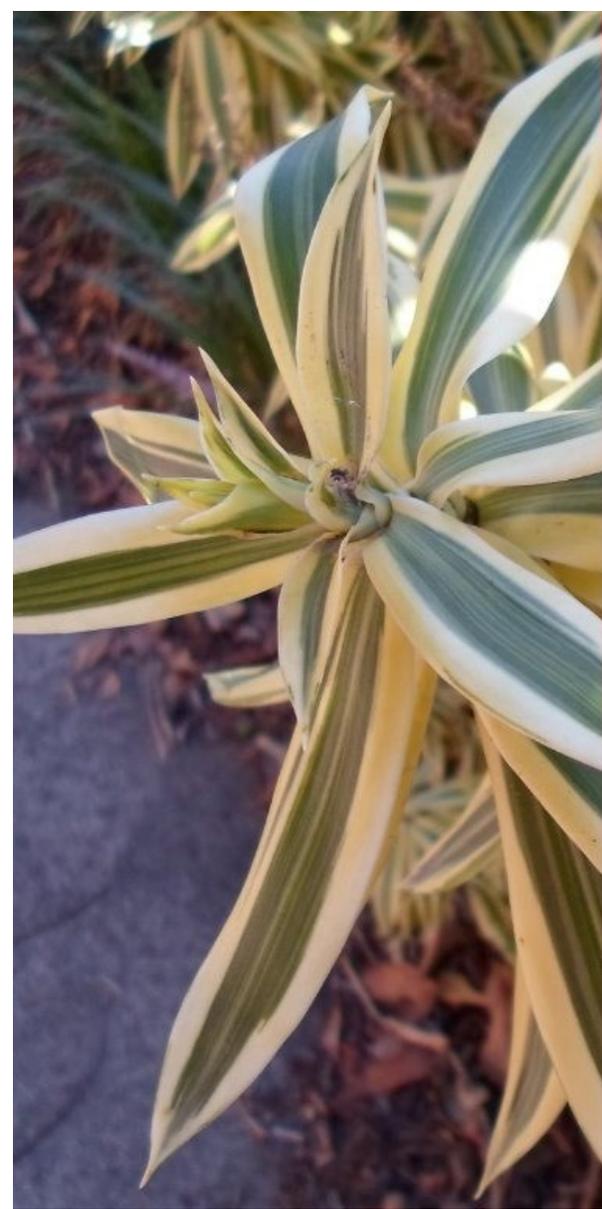
I found this in my garden.

1 photo

<https://skydrive.live.com/redirect?res>
File from the Photos app

To upload your post, and photo,
select the indicated button.

Please do this now.



← People



f Facebook ∨

Sending

I found this in my garden.

1 photo

After a few seconds, the post is uploaded, and you can see the post in your **People** account.

Touch or click here to move on.



Sharing Photos

You've now completed this Windows 8 lesson.

In this lesson, we looked at how you can share your photos using the **Pictures App**, and the Windows 8 **Share** features.

Email



Email

Welcome to this Windows 8 lesson.

In this lesson, we'll be looking at how you can check, send, and receive email using the Windows 8 **Mail** app.



Estimated Completion Time: 24 minutes (51 steps).

Start

David Webster 



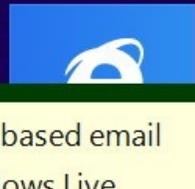
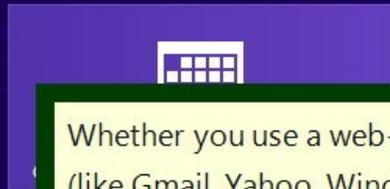
Mail

Whether you use a web-based email (like Gmail, Yahoo, Windows Live, Hotmail, etc), or some other mail client, you will be able to use the Windows 8 Mail app to send and receive email.

Please start the Mail app now.



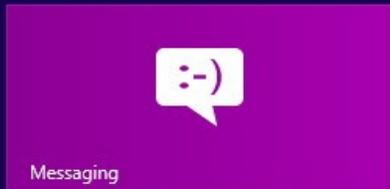
People



ore 16



Bing



Messaging



Finance



Maps



Sport



Games



Desktop



Weather

22°
Brisbane
Mostly Cloudy
29°/20°



News



Music



AppCobra
Action Required 12:36 AM

KnowledgePresenter / AppCo...
Hi 12:26 AM

To get messages that are more than two weeks old, go to [Settings](#)

AppCobra
29 December 2012 12:36 AM
To: David Webster

Action Required

David,

We need to update your online account details.

Please visit <http://www.appcobra.com> and go to the **Registered Users** link to do this.

Thanks.

Account Team
AppCobra

If you have logged into Windows 8 using a Microsoft account (see **2.2 - Creating a Microsoft Account**, and **2.3 - Linking to a Microsoft Account** lessons), the Mail app will *probably* already be associated with a *Hotmail* account associated with your Microsoft account.

Touch or click here to move on.



AppCobra

Action Required

12:36 AM

KnowledgePresenter / AppCo...

Hi

12:26 AM

To get messages that are more than two weeks old, go to [Settings](#)

AppCobra

29 December 2012 12:36 AM

To: David Webster

Action Required

David,

We need to update your online account details.

Please visit <http://www.appcobra.com> and go to the **Registered Users** link to do this.

Thanks.

Account Team

AppCobra

Let's have a look at some of the main elements of the Mail screen.

Touch or click here to move on.



Hotmail Inbox



AppCobra

Action Required

12:36 AM

KnowledgePresenter / AppCo...

Hi

12:26 AM

To get messages that are more than two weeks old, go to [Settings](#)

Here, indicated, is the name of the email account currently being viewed (**Hotmail**). Later, you'll see how you can name your account, and also switch between multiple email accounts.

The Inbox refers to the mail folder we are looking at. The **Inbox** is where all mail is initially received.

Touch or click here to move on.

link to do this.

AppCobra
Action Required 12:36 AM

AppCobra
29 December 2012 12:36 AM
To: David Webster

KnowledgePresenter / AppCo...
Hi 12:26 AM

Action Required

To get messages that are more than two weeks old, go to [Settings](#)

David,



On the left hand side of the screen, you'll see a list of emails in the current email folder. In this list, you'll see only a short preview of the email, plus the name of the sender, and the title of the email.

Touch or click here to move on.

the **Registered Users** link to do this.



AppCobra
Action Required 12:36 AM

KnowledgePresenter / AppCo...
Hi 12:26 AM

To get messages that are more than two weeks old, go to [Settings](#)

AppCobra
29 December 2012 12:36 AM
To: David Webster

Action Required

David,

We need to update your online account details.

Please visit <http://www.appcobra.com> and go to the **Registered Users** link to do this.

Thanks.

Account Team
AppCobra



In this area, you can see the content of the selected email.

Touch or click here to move on.



Hotmail Inbox



AppCobra

Action Required

12:36 AM

KnowledgePresenter / AppCo...

Hi

12:26 AM

To get messages that are more than two weeks old, go to [Settings](#)

AppCobra

29 December 2012 12:36 AM

To: David Webster

Action Required

David,

We need to update

Please visit [http://](#)

Thanks.

Account Team

AppCobra

And up in the top right corner, you'll find some buttons you can use, in order to *create* a new email, *reply* to the current email, or *delete* the current email.

Touch or click here to move on.



Hotmail Inbox



AppCobra
Action Required 12:36 AM

KnowledgePresenter / AppCo...
Hi 12:26 AM

To get messages that are more than two weeks old, go to [Settings](#)

AppCo
29 Dec
To: Da

Action

David,

We need to update your online account details.

Please visit <http://www.appcobra.com> and go to the **Registered Users** link to do this.

Thanks.

Account Team
AppCobra

Currently, the first email in this list is selected and displayed.

Select the second, indicated, email.

Please do this now.



AppCobra
Action Required 12:36 AM

KnowledgePresenter / AppCo...
Hi 12:26 AM

To get messages that are more than two weeks old, go to [Settings](#)

KnowledgePresenter / AppCobra
29 December 2012 12:26 AM
To: David Webster

Hi

Hi There Dave - how are you?
Regards,



Billy Smith



KnowledgePresenter / AppCobra
[KnowledgePresenter.com](#)
[AppCobra.com](#)

The content of the email is displayed straight away.

Touch or click here to move on.

← Hotmail Inbox

AppCobra
Action Required 12:36 AM

KnowledgePresenter / AppCo...
Hi 12:26 AM

To get messages that are more than two weeks old, go to Settings

KnowledgePresenter / AppCobra
29 December 2012 12:26 AM
To: David Webster

Hi

Hi There Dave - how are you?
Regards,

Billy Smith



KnowledgePresenter / AppCobra
KnowledgePresenter.com
AppCobra.com



To send a reply to this email, select the indicated button.

Please do this now.



- Reply
- Reply all
- Forward

AppCobra
Action Required 12:36 AM

KnowledgePresenter / AppCo...
Hi 12:26 AM

To get messages that are more than two weeks old, go to Settings

KnowledgePresenter / AppCobra
29 December 2012 12:26 AM
To: David Webster

Hi

Hi There Dave - h
Regards,

Billy Smith



KnowledgePrese
KnowledgePresenter.com
AppCobra.com

Reply sends a reply only to the sender. **Reply all** will send a reply to everyone who was also **Cc'd** (sent a copy) in this email. **Forward** sends the email to a new recipient.

Please select the Reply command now.



David Webster

davidwebster24@hotmail.com



To

KnowledgePresenter / AppCobra



Cc



Show more

RE: Hi



The new panel that appears on the left of the screen shows you who this email will be sent to. You can add recipients by entering their email address into the **To**, or **Cc** box.

The **+** symbol next to each box allows you to select a recipient from your address book.

Touch or click here to move on.



KnowledgePresenter / AppCobra

KnowledgePresenter.com

AppCobra.com



David Webster
davidweb1024@hotmail.com

RE: Hi



To

KnowledgePresenter / AppCobra



Cc



Show more



Sent from Windows Mail

From: KnowledgePresenter / AppCobra

Sent: 29 December 2012 12:26 AM

To: davidweb1024@hotmail.com

Subject: Hi

Hi There Dave - how are you?

To see a few more options,
select the indicated **Show
more** link.

Please do this now.



KnowledgePresenter / AppCobra

KnowledgePresenter.com

AppCobra.com



David Webster
davidweb1024@hotmail.com

RE: Hi



To

KnowledgePresenter / AppCobra



Cc



Bcc



Priority

Normal



From the **Priority** list box, you can select whether this email has a normal priority, or something more urgent. In most email programs, the recipient will see the **Priority** as you set it, allowing them to respond accordingly.

Touch or click here to move on.

Sent from Windows Mail

From: KnowledgePresenter / AppCobra

Sent: 29 December 2012 12:26 AM

To: davidweb1024@hotmail.com

Subject: Hi

Hi There Dave - how are you?

Regards,

Billy Smith





David Webster
davidweb1024@hotmail.com

To

KnowledgePresenter / AppCobra



Cc



Bcc



Priority

Normal

RE: Hi



Sent from Windows Mail

From: KnowledgePresenter / AppCobra

Sent: 29 December 2012 12:26 AM

To: davidweb1024@hotmail.com

Subject: Hi

Hi There Dave - how are you?

Regards,

Billy Smith



KnowledgePresenter / AppCobra

KnowledgePresenter.com

AppCobra.com

On the right, you'll see the content of the email as it was sent to you. At the top of this content, you can add your reply.

In this case, we'll do this for you.

Touch or click here to move on.



David Webster
davidweb1024@hotmail.com

To

KnowledgePresenter / AppCobra



Cc



Bcc



Priority

Normal

RE: Hi



Going well thanks!



Dave

Sent from Windows Mail

Here is our reply - *Going well thanks!*

Touch or click here to move on.

From: KnowledgePresenter / AppCobra

Sent: 29 December 2012 12:26 AM

To: davidweb1024@hotmail.com

Subject: Hi

Hi There Dave - how are you?

Regards,

Billy Smith



KnowledgePresenter / AppCobra

KnowledgePresenter.com

AppCobra.com



David Webster
davidweb1024@hotmail.com

To

KnowledgePresenter / AppCobra



Cc



Bcc



Priority

Normal

RE: Hi

Going well thanks!

Dave

Sent from Windows Mail

Finally, to send the email,
select this button.

Please do this now.



From: KnowledgePresenter / AppCobra

Sent: 29 December 2012 12:26 AM

To: davidweb1024@hotmail.com

Subject: Hi

Hi There Dave - how are you?

Regards,

Billy Smith



KnowledgePresenter / AppCobra

KnowledgePresenter.com

AppCobra.com

Hotmail Member Services
Please sign in to you... 12:39 AM

AppCobra
Action Required 12:36 AM

KnowledgePresenter / ... ↶ | 2
Hi 12:26 AM

David Webster
Going well thanks! ... Sent

KnowledgePresenter / A... ↶
Hi There Dave - ho... 12:26 AM

To get messages that are more than two weeks old, go to Settings

KnowledgePresenter / AppCobra
29 December 2012 12:26 AM
To: David Webster

Hi

Hi There Dave - how are you?
Regards,



We then return to the inbox. Note that the original email is highlighted - but the email conversation is indented. Next to our green arrow, you can see the number **2** - indicating there are two emails in this conversation.

Touch or click here to move on.

Hotmail Member Services
Please sign in to you... 12:39 AM

AppCobra
Action Required 12:36 AM

KnowledgePresenter / ... 2
Hi 12:26 AM

David Webster
Going well thanks! ... Sent

KnowledgePresenter / A... ↶
Hi There Dave - ho... 12:26 AM

To get messages that are more than two weeks old, go to Settings

KnowledgePresenter / AppCobra
29 Dec
To: Dav

Hi

Hi There Dave - how are you?
Regards,

Billy Smith



KnowledgePresenter / AppCobra
KnowledgePresenter.com
AppCobra.com



If and when we select a new email...
Please select the indicated email now.

Hotmail Member Services
Please sign in to you... 12:39 AM

AppCobra
Action Required 12:36 AM

KnowledgePresenter /... | 2
| Hi 12:26 AM

To get messages that are more
than two weeks old, go to
Settings

AppCobra
29 December 2012 12:36 AM
To: David Webster

Action Required

David,

The email that was selected collapses
- although you can still see the
number 2 here showing the number
of emails in this chain.
Please select this email once more.

ered Users link to do this.

Hotmail Member Services
Please sign in to you... 12:39 AM

AppCobra
Action Required 12:36 AM

KnowledgePresenter / ... 2
Hi 12:26 AM

David Webster
Going well thanks! ... Sent

KnowledgePresenter / A...
Hi There Dave - ho... 12:26 AM

To get messages that are more than two weeks old, go to Settings

KnowledgePresenter / AppCobra
29 December 2012 12:26 AM
To: David Webster

Hi

Hi There Dave - how are you?
Regards,

Emily Smith



Once again, the email conversation is expanded, and we can see a summary of both emails.

Please select the top email in this conversation now.

Kn
Kn
Ap

Hotmail Member Services
Please sign in to you... 12:39 AM

AppCobra
Action Required 12:36 AM

KnowledgePresenter / ... 2
Hi 12:26 AM

David Webster
Going well thanks! ... Sent

KnowledgePresenter / A...
Hi There Dave - ho... 12:26 AM

To get messages that are more than two weeks old, go to Settings



David Webster
29 December 2012 12:39 AM
To: KnowledgePresenter / AppCobra

RE: Hi

Going well thanks!



Dave

Sent from Windows Mail

From: KnowledgePresenter / AppCobra
Sent: 29 December 2012 12:26 AM
To: davidweb10@...
Subject: Hi

The content of this email is displayed.
Touch or click here to move on.

Hi There Dave -
Regards,

Billy Smith



KnowledgePresenter / AppCobra
KnowledgePresenter.com
AppCobra.com

Hotmail Member Services
Please sign in to you... 12:39 AM

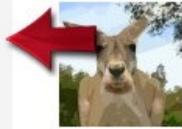
AppCobra
Action Required 12:36 AM

KnowledgePresenter / ... 2
Hi 12:26 AM

David Webster
Going well thanks! ... Sent

KnowledgePresenter / A...
Hi There Dave - ho... 12:26 AM

To get messages that are more than two weeks old, go to Settings



David Webster
29 December 2012 12:39 AM
To: KnowledgePresenter / AppCobra

Have a look at the indicated email. See how the subject line, which reads **Please sign in to you...** is in bold? This indicates an email that has not yet been read.
Please select this email now.

To: davidweb1024@hotmail.com
Subject: Hi

Hi There Dave - how are you?
Regards,

Billy Smith



KnowledgePresenter / AppCobra
KnowledgePresenter.com
AppCobra.com



Hotmail Member Services
Please sign in to your ... 12:39 AM

AppCobra
Action Required 12:36 AM

KnowledgePresenter /... 2
| Hi 12:26 AM

To get messages that are more
than two weeks old, go to
Settings

Hotmail Member Services
29 December 2012 12:39 AM
To: David Webster

Please sign in to your account

Hello David Webster,

To continue sending messages, please sign in (<http://mail.live.com>) and validate your account.

programs from sending junk email.

patience!

Once selected, and displayed, the subject line is no longer in bold. This allows you to see at a glance the emails you have read and those you have not.

Please select the indicated button so that we can see all the email folders.

Privacy. To learn more, please read our online Privacy Statement (<http://go.microsoft.com/fwlink/?LinkId=74170>).

One Microsoft Way | Redmond, WA 98052-6399, USA

© 2012 Microsoft. All rights reserved.

This message, because it is from an unmonitored email address.



Inbox

Drafts

Sent

Outbox

Junk

Deleted



Hotmail Member Services

29 December 2012 12:39 AM

To: David Webster

The default folders available are:

- **Inbox** - where mail is initially sent.
- **Drafts** - mail you have at least partially composed, but not yet sent.
- **Sent** - mail you have sent to others.
- **Outbox** - a temporary storage area. Normally within a minute, emails are moved from here to the **Sent** folder.
- **Junk** - this is a folder where Junk email is stored.
- **Deleted** - a folder where deleted emails are kept.

Please select the Sent folder now.



Hotmail Sent



KnowledgePresenter / AppCo...
RE: Hi 12:39 AM

To get messages that are more than two weeks old, go to [Settings](#)



KnowledgePresenter / AppCobra
29 December 2012 12:39 AM
To: KnowledgePresenter / AppCobra

On the left, you'll see a complete list of mail you've **sent** from this account. We can currently see the email we sent earlier in this lesson.

Please select the indicated button again.

From: KnowledgePresenter / AppCobra
Sent: 29 December 2012 12:26 AM
To: davidweb1024@hotmail.com
Subject: Hi

Hi There Dave - how are you?
Regards,

Billy Smith



KnowledgePresenter / AppCobra
KnowledgePresenter.com
AppCobra.com

Hotmail

Inbox

Drafts

Sent

Outbox

Junk

Deleted



KnowledgePresenter / AppCobra
29 December 2012 12:39 AM
To: KnowledgePresenter / AppCobra

RE: Hi

Going well thanks!

Dave

Sent from Windows Mail

OK. What if we want to send a completely new email? Easy - just select the indicated button.

Please do this now.

From: KnowledgePresenter / AppCobra
Sent: 29 December 2012 12:26 AM
To: davidweb1024@hotmail.com
Subject: Hi

Hi There Dave - how are you?
Regards,

Billy Smith



KnowledgePresenter / AppCobra
KnowledgePresenter.com
AppCobra.com



David Webster

davidweb1024@hotmail.com

To



Cc



Show more

Add a subject



Add a message

Sent from Windows Mail

As when we replied to the email earlier, we can enter a recipient email address in the **To** textbox, and the **Cc** textbox, if you wish.

Touch or click here to move on.



David Webster

davidweb1024@hotmail.com

To

sales@usekp.com



Cc



Show more

Add a subject



Add a message

Sent from Windows Mail

We've added a recipient here for you - *sales@usekp.com*.

At the top of the screen, where it reads **Add a subject**, you can enter a topic, or subject of this email. Again, we'll enter this for you.

Touch or click here to move on.



David Webster

davidweb1024@hotmail.com

To

sales@usekp.com



Cc



Show more

Response Required



Add a message



Sent from Windows Mail

We've called this email **Response Required**.

Below the subject line, we can enter the content of the email. Once again, we'll do this for you.

Touch or click here to move on.



David Webster

davidweb1024@hotmail.com

To

sales@usekp.com



Cc



Show more

Response Required



I've filled the form in as requested. Please let me know if this is enough.



David Webster

And we've entered the content.

What if we want to add some formatting to this email?

Easy.

Touch or click here to move on.



David Webster
davidweb1024@hotmail.com

Response Required



To

sales@usekp.com



Cc



Show more

I've filled the form in as requested. Please let me know if **this is enough**.

David Webster



Above, we've highlighted (selected) the words **this is enough**. When we do this, an AppBar appears at the bottom of the screen, allowing us to select some formatting.

Select the indicated **Bold** button to bold the selected text.

Please do this now.



Save draft



Attachments



Copy/Paste



Font



B
Bold



Italic



Underline



Text colour



Emoticons



More



David Webster
davidweb1024@hotmail.com

Response Required



To

sales@usekp.com



Cc



Show more

I've filled the form in as requested. Please let me know if **this is enough.**

David Webster



The selected text is now bolded.

Touch or click here to move on.



Save draft



Attachments



Copy/Paste



Font



Bold



Italic



Underline



Text colour



Emoticons



More



David Webster

davidweb1024@hotmail.com

To

sales@usekp.com



Cc



Show more

Response Required



I've filled the form in as requested. Please let me know if **this is enough**.



David Webster

Here, we've added an extra line in our email. We are going to add an **emoticon** - a small graphic - to this email.

To do this, we need to display the bottom AppBar again. Mouse users can right click to see this - tablet users can just touch and hold the mouse.

Please do this now.



David Webster
davidweb1024@hotmail.com

Response Required



To

sales@usekp.com



Cc



Show more

I've filled the form in as requested. Please let me know if **this is enough**.

David Webster

Select the **Emoticons** button.

Please do this now.



Save draft



Attachments



Paste



Font



Bold



Italic



Underline



Text colour



Emoticons



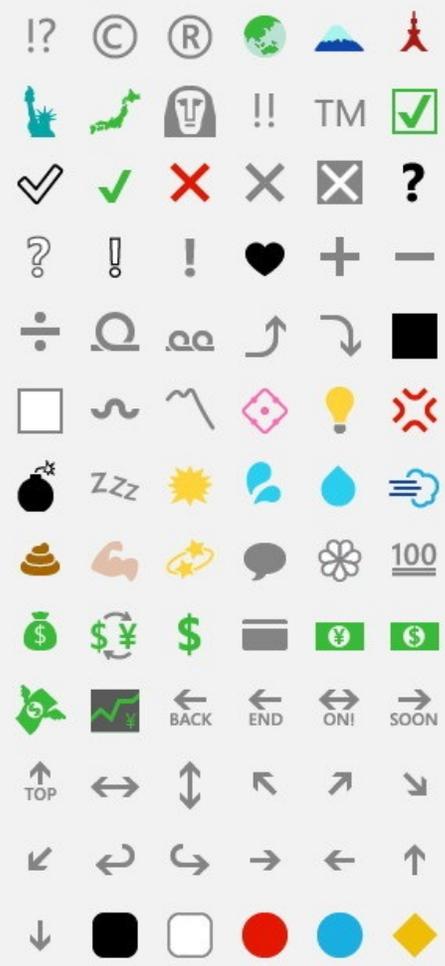
More



Response Required



Symbols



A range of emoticons appear in the left-hand panel.
At the top of this list are some emoticon categories.
Please select the indicated category now.

People and faces



Now select the indicated emoticon.
Please do this now.

Let me know if **this is enough**.

People and faces



ve filled the form in as requested. Please let me know if **this is enough**.



avid Webster

We can't quite see the emoticon in this email yet - click or touch anywhere on the right of the screen to remove the emoticons panel.
Please do this now.



David Webster

davidweb1024@hotmail.com

To

sales@usekp.com



Cc



Show more

Response Required



I've filled the form in as requested. Please let me know if **this is enough**.



David Webster

Our emoticon is now in the email - indicated by the green arrow.

Select the button indicated by the red arrow to send this email.

Please do this now.

Hotmail



Inbox

Drafts

Sent

Outbox 1

Junk

Deleted

KnowledgePresenter / AppCobra
29 December 2012 12:39 AM
To: KnowledgePresenter / AppCobra

RE: Hi

Going well thanks!

The mail is sent - or, as we mentioned earlier in this lesson, it is actually sent to the **Outbox**, ready to be sent. This indicates it will be sent shortly, or is currently in the process of being sent.

Please click on the Sent folder name now.

Regards,

Billy Smith



KnowledgePresenter / AppCobra
KnowledgePresenter.com
AppCobra.com



Hotmail Sent



sales@usekp.com
Response Required 12:42 AM

sales@usekp.com
29 December 2012 12:42 AM
To: sales@usekp.com

KnowledgePresenter / AppCo...
RE: Hi 12:39 AM

Response Required

To get messages that are more than two weeks old, go to [Settings](#)

I've filled the form in as requested. Please let me know if **this is enough**.

On the right of the screen (and listed on the left of the screen) this email has already been moved from the **Outbox** to the **Sent** folder.

Please select the indicated button to move back to the folder view.

Hotmail



Inbox



Drafts

Sent

Outbox

Junk

Deleted

sales@usekp.com
29 December 2012 12:42 AM
To: sales@usekp.com

Select the **Inbox** folder.

Please do this now.

Required

form in as requested. Please let me know if **this is enough**.

David Webster



Hotmail Member Services
Please sign in to your ... 12:39 AM

AppCobra
Action Required 12:36 AM

KnowledgePresenter /... 2
| Hi 12:26 AM

To get messages that are more than two weeks old, go to Settings

Hotmail Member Services
29 December 2012 12:39 AM
To: David Webster

Please sign in to your account

Hello David Webster,

To continue sending messages, please sign in (<http://mail.live.com>) and validate your account.

This helps us stop automated programs from sending junk email.

Thank you for your help and patience!

Microsoft respects your privacy. To learn more, please read our online Privacy Statement (<http://go.microsoft.com/fwlink/?LinkId=74170>).

Microsof

Please don't

Once you've read an email, you may want to remove it from the Inbox.

To do this, we need to display the bottom AppBar again. Mouse users can right click to see this - tablet users can just touch and hold the mouse.

Please do this now.

Hotmail Member Services
Please sign in to your ... 12:39 AM

AppCobra
Action Required 12:36 AM

KnowledgePresenter /... | 2
| Hi 12:26 AM

To get messages that are more than two weeks old, go to Settings

Hotmail Member Services
29 December 2012 12:39 AM
To: David Webster

Please sign in to your account

Hello David Webster,

To continue sending messages, please sign in (<http://mail.live.com>) and validate your account.

This helps us stop automated programs from sending junk email.

Thank you for your help and patience!

Microsoft respects your privacy. To learn more, please read our online Privacy Statement (<http://go.microsoft.com/fwlink/?LinkId=74170>).
Microsoft Corporation | One Microsoft Way | Redmond, WA 98052-6399, USA
Copyright © 2012 Microsoft Corporation. All rights reserved.
Please don't reply to this message.

To move the selected email to a new folder, select the **Move** button.
Please do this now.



Sync



Pin to Start



Move



Mark as unread

Hotmail

Inbox

Drafts

Sent

Outbox

Junk

Deleted



The folders are again displayed - and from here, you select a folder to move this email to.

Please select the Junk folder.

Hotmail Member Services
29 December 2012 12:39 AM
To: David Webster

Please sign in to your account

Hello David Webster,

To continue sending messages, please sign in (<http://mail.live.com>) and validate your account.

automated programs from sending junk email.

For help and patience!

Microsoft respects your privacy. To learn more, please read our online Privacy Statement (<http://go.microsoft.com/fwlink/?Linkid=74170>).

Microsoft Corporation | One Microsoft Way | Redmond, WA 98052-6399, USA

Copyright © 2012 Microsoft. All rights reserved.

Don't reply to this message, because it is from an unmonitored email address.



Hotmail Inbox



AppCobra
Action Required 12:36 AM

AppCobra
29 December 2012 12:36 AM
To: David Webster

KnowledgePresenter /... 2
| Hi 12:26 AM

Action Required

To get messages that are more than two weeks old, go to Settings

David,

account details.

[ra.com](#) and go to the **Registered Users** link to do this.

Immediately, the selected email is removed from the **Inbox** folder.

Select the indicated button.



Inbox

Drafts

Sent

Outbox

Junk

Deleted



AppCobra
29 December 2012 12:36 AM
To: David Webster

Action Required

David,

We need to update your online account details.

Please visit <http://www.appcobra.com> and go to the **Registered Users** link to do this.

Let's have a look at the **Junk** folder.

Please do this now.

eam



Hotmail Junk



Hotmail Member Services
Please sign in to your ... 12:39 AM

To get messages that are more than two weeks old, go to Settings



The email we moved is now in this folder - perfect.

Touch or click here to move on.

Hotmail Member Services
29 December 2012 12:39 AM
To: David Webster

This message is marked as junk email.

All links, images and attachments have been disabled to help protect you. If you trust the sender, you can click here to restore your junk emails and we'll restore it to how we found it.

our account

pages, please sign in (<http://mail.live.com>) and validate your account.

This helps us stop automated programs from sending junk email.

Thank you for your help and patience!

Microsoft respects your privacy. To learn more, please read our online Privacy Statement (<http://go.microsoft.com/fwlink/?LinkId=74170>).

Microsoft Corporation | One Microsoft Way | Redmond, WA 98052-6399, USA

Copyright © 2012 Microsoft. All rights reserved.

Please don't reply to this message, because it is from an unmonitored email address.

Email

You've now completed this Windows 8 lesson.

In this lesson, we looked at how you can check, send, and receive email using the Windows 8 **Mail** app.

Email Settings



Email Settings

Welcome to this Windows 8 lesson.

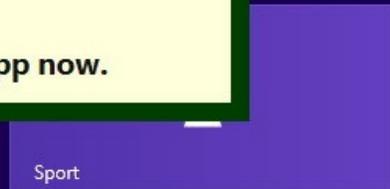
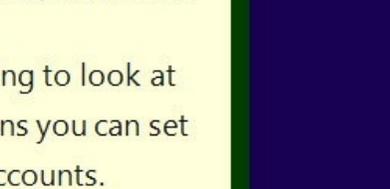
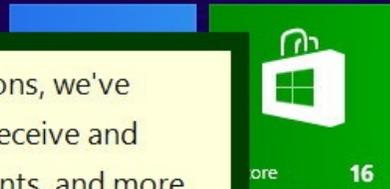
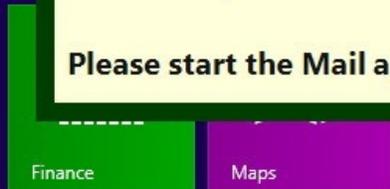
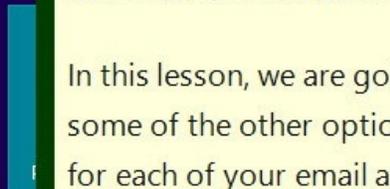
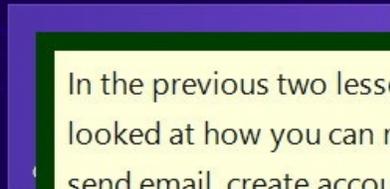
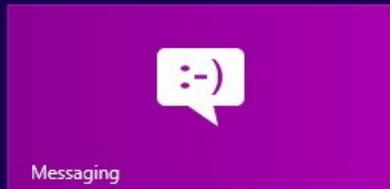
In this lesson, we'll be looking at how you can check, send, and receive email using the Windows 8 **Mail** app.



Estimated Completion Time: 9 minutes (20 steps).

Start

David Webster 



In the previous two lessons, we've looked at how you can receive and send email, create accounts, and more.

In this lesson, we are going to look at some of the other options you can set for each of your email accounts.

Please start the Mail app now.



AppCobra
Action Required 12:36 AM

KnowledgePresenter /...
| Hi 12:26 AM

To get messages that are more than two weeks old, go to Settings

AppCobra
29 December 2012 12:36 AM
To: David Webster

Action Required

David,

We need to update your online account details.

Please visit <http://www.appcobra.com> and go to the **Registered Users** link to do this.

Thanks.

Account Team
AppCobra

Here you can see a standard inbox in the Mail program.

Mail lets you set a number of options for each account - like the account name, email signatures, frequency of email download, and more.

Touch or click here to move on.



AppCobra

Action Required

12:36 AM

KnowledgePresenter /...

↩ | 2

| Hi

12:26 AM

To get messages that are more than two weeks old, go to [Settings](#)

AppCobra

29 December 2012 12:36 AM

To: David Webster

Action Required

David,

We need to update your online account details.

Please visit <http://www.appcobra.com> and go to the **Registered Users** link to do this.

Thanks.

Account Team

AppCobra

To set these options, we need to show the Charms bar.

Move the mouse down to the right-hand corner of the screen. Tablet users can just touch in this area.

Please do this now.



AppCobra
Action Required 12:36 AM

KnowledgePresenter /... | 2
| Hi 12:26 AM

To get messages that are more than two weeks old, go to Settings

AppCobra
29 December 2012 12:36 AM
To: David Webster

Action Required

David,

We need to update your online account details.

Please visit <http://www.appcobra.com> and go to the **Registered Users** link to do this.

Thanks.

Account Team
AppCobra

Now move the mouse up, and select the **Settings** button.

Touch users can just touch in the indicated area, and then touch the **Settings** button.

Please do this now.



AppCobra
Action Required 12:36 AM

KnowledgePresenter /... | 2
| Hi 12:26 AM

To get messages that are more than two weeks old, go to Settings

AppCobra
29 December 2012 12:36 AM
To: David Webster

Action Required

David,

We need to update your online account details.

Please visit <http://www.appcobra.com> and go to the **Registered Users** link to do this.

Thanks.

Account Team
AppCobra

Now move the mouse up, and select the **Settings** button.

Touch users can just touch in the indicated area, and then touch the **Settings** button.

Please do this now.

12:45 [Signal] [Battery]

- Search
- Share
- Start
- Devices
- Settings



AppCobra
Action Required 12:36 AM

KnowledgePresenter /...
| Hi 12:26 AM

To get messages that are more
than two weeks old, go to
Settings

AppCobra
29 December 2012 12:36 AM
To: David Webster

Action Required

Now select the **Accounts** command.
Please do this now.

Thanks.
Account Team
AppCobra



Settings

Mail
By Microsoft Corporation

Accounts

Options

Help

About

Feedback

Permissions

Rate and review

 BigPond48B7	 100	 Brightness
 Notifications	 Power	 Keyboard

Change PC settings

Hotmail Inbox

AppCobra
Action Required 12:36 AM

KnowledgePresenter /...
| Hi 12:36 AM

To get messages that are
than two weeks old, go to
Settings

AppCobra
29 December 2012 12:36 AM
To: David Webster

Accounts



Hotmail
davidweb1024@hotmail.com



Gmail
davidweb1024@gmail.com

[Add an account](#)

You may have only one account listed here - or perhaps more than the two we have listed.

You can set options specific to each one of your email accounts. In this case, select the indicated **Hotmail** account.

Please do this now.

AppCobra
Action Required 12:36 AM

AppCobra
29 December 2012 12:36 AM
To: David Webster

KnowledgePresenter /...
| Hi

To get messages that are
than two weeks old, go to
Settings

The Charms bar now displays a series of options for you to modify if need be or desired.

The first option, **Account name**, refers to how the Mail app refers to this account. You can call it anything you wish.

Touch or click here to move on.



Account name

Hotmail

Download new email

As items arrive

Download email from

The last 2 weeks

Content to sync

Email

Automatically download external images

On

Use an email signature

Yes

Sent from Windows Mail

Email address

davidweb1024@hotmail.com

AppCobra
Action Required 12:36 AM

KnowledgePresenter /...
| Hi 12:26 AM

To get messages that are more
than two weeks old, go to
Settings

AppCobra
29 December 2012 12:36 AM
To: David Webster

Action Required

David,

The **Download new email** option has a default setting of **As items arrive**. This simply means emails are downloaded and displayed almost straight away. You can change this to hourly, or more - or perhaps get it to only check for emails manually.

Touch or click here to move on.



Account name

Hotmail

Download new email

As items arrive

Download email from

The last 2 weeks

Content to sync

Email

Automatically download external
images

On

Use an email signature

Yes

Sent from Windows Mail

Email address

davidweb1024@hotmail.com



AppCobra
Action Required 12:36 AM

KnowledgePresenter /...
| Hi 12:26 AM

To get messages that are more than two weeks old, go to Settings

AppCobra
29 December 2012 12:36 AM
To: David Webster

Action Required

David,

We need to update your online account details

Please visit <http://www.appcobra.com> and go to the

The **Download email from** option determines how far back emails are downloaded from. This is particularly relevant for accounts you've only recently added. If, for example, you want to download all email for a certain account, you can increase this setting from the default **2 weeks** to **Any time**, for example.

Touch or click here to move on.



Account name

Hotmail

Download new email

As items arrive

Download email from

The last 2 weeks

Content to sync

Email

Automatically download external images

On

Use an email signature

Yes

Sent from Windows Mail

Email address

davidweb1024@hotmail.com

AppCobra
Action Required 12:36 AM

KnowledgePresenter /...
| Hi 12:26 AM

To get messages that are more than two weeks old, go to Settings

AppCobra
29 December 2012 12:36 AM
To: David Webster

Action Required

David,

We need to update your online account details.

Please visit <http://www.appcobra.com> and go to tl

Thanks.

Account Team
AppCobra

Generally, only **Email** is available as an option in the **Content to sync** section. But depending on your email account type, there may be other options - such as Calendar information, or new contacts. Simply select which ones you want downloaded to this device.

Touch or click here to move on.



Account name

Hotmail

Download new email

As items arrive

Download email from

The last 2 weeks

Content to sync

Email

Automatically download external images

On



Use an email signature

Yes



Sent from Windows Mail

Email address

davidweb1024@hotmail.com



AppCobra
Action Required 12:36 AM

KnowledgePresenter /...
| Hi 12:26 AM

To get messages that are more than two weeks old, go to Settings

AppCobra
29 December 2012 12:36 AM
To: David Webster

Action Required

David,

We need to update your online account details.

Please visit <http://www.appcobra.com> and go to tl

Thanks.

Account Team
AppCobra

If bandwidth, or Internet usage is an issue, you may want to select **Off** in the **Automatically download external images** option. This will prevent images in emails from being downloaded and displayed by default.

Touch or click here to move on.



Account name

Hotmail

Download new email

As items arrive

Download email from

The last 2 weeks

Content to sync

Email

Automatically download external images

On



Use an email signature

Yes



Sent from Windows Mail

Email address

davidweb1024@hotmail.com



AppCobra
Action Required 12:36 AM

KnowledgePresenter /... 2
| Hi 12:26 AM

To get messages that are more than two weeks old, go to Settings

AppCobra
29 December 2012 12:36 AM
To: David Webster

Action Required

David,

We need to update your online account details.

Please visit <http://www.appcobra.com> and go to tl

Thanks.

Account Team
AppCobra

An **email signature** is text automatically added to each email you send. If you select **Yes** for this option, you can edit, in the text below this option, exactly what text you want to be appended to each email.

Touch or click here to move on.



Account name

Hotmail

Download new email

As items arrive

Download email from

The last 2 weeks

Content to sync

Email

Automatically download external images

On

Use an email signature

Yes

Sent from Windows Mail

Email address

davidweb1024@hotmail.com

AppCobra
Action Required 12:36 AM

KnowledgePresenter /...
| Hi 12:26 AM

To get messages that are more than two weeks old, go to Settings

AppCobra
29 December 2012 12:36 AM
To: David Webster

Action Required

David,

We need to update your online account details.

Please visit <http://www.appcobra.com> and go to t

Thanks.

Account Team
AppCobra

The email address reflects the email used for this account, and cannot generally be edited.

Touch or click here to move on.



Account name

Hotmail

Download new email

As items arrive

Download email from

The last 2 weeks

Content to sync

Email

Automatically download external images

On



Use an email signature

Yes



Sent from Windows Mail

Email address

davidweb1024@hotmail.com



AppCobra
Action Required 12:36 AM

KnowledgePresenter /... 2
| Hi 12:26 AM

To get messages that are more than two weeks old, go to Settings

AppCobra
29 December 2012 12:36 AM
To: David Webster

Action Required

David,

We need to update your online account details.

Please visit <http://www.appcobra.com> and go to tl

Thanks.

Account Team
AppCobra



Account name

Hotmail

Download new email

As items arrive

Download email from

The last 2 weeks

Content to sync

Email

Automatically download external images

On

Use an email signature

Yes

Select the indicated scroll bar to see a few more options.

Please do this now.

davidweb1024@hotmail.com



AppCobra
Action Required 12:36 AM

KnowledgePresenter /...
| Hi 12:26 AM

To get messages that are more than two weeks old, go to Settings

AppCobra
29 December 2012 12:36 AM
To: David Webster

Action Required

David,

We need to update your online account details.

Please visit <http://www.appcobra.com> and go to tl

Thanks.

Account Team
AppCobra

The **Show email notifications for this account** option determines whether you see a notification on screen each and every time an email arrives - even if the Mail app is not currently running.

Touch or click here to move on.



Content to sync

Email

Automatically download external images

On

Use an email signature

Yes

Sent from Windows Mail

Email address

davidweb1024@hotmail.com

Show email notifications for this account

Off

This is the Microsoft account you use to log into Windows and sync settings with your other PCs. To change or remove this account, you'll need to go to Settings, then Change PC settings.

Remove account



AppCobra
Action Required 12:36 AM

KnowledgePresenter /...
| Hi 12:26 AM

To get messages that are more than two weeks old, go to Settings

AppCobra
29 December 2012 12:36 AM
To: David Webster

Action Required

David,

We need to update your online account details.

Please visit <http://www.appcobra.com> and go to t

Thanks.

Account Team

Finally, the **Remove account** button can be used to remove this account from the Mail app.

However, we are warned here that this email account is the one associated directly with our Windows login, so it cannot be removed.

Touch or click here to move on.



Content to sync

Email

Automatically download external images

On

Use an email signature

Yes

Sent from Windows Mail

Email address

davidweb1024@hotmail.com

Show email notifications for this account

Off

This is the Microsoft account you use to log into Windows and sync settings with your other PCs. To change or remove this account, you'll need to go to Settings, then Change PC settings.

Remove account



Email Settings

You've now completed this Windows 8 lesson.

In this lesson, we looked at how you can check, send, and receive email using the Windows 8 **Mail** app.

Adding Email Accounts



Adding Email Accounts

Welcome to this Windows 8 lesson.

In this lesson, we'll be looking at how you can add accounts, and move between accounts in the **Mail** app.



Estimated Completion Time: 8 minutes (19 steps).

Start

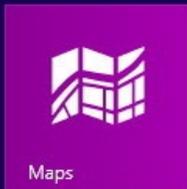
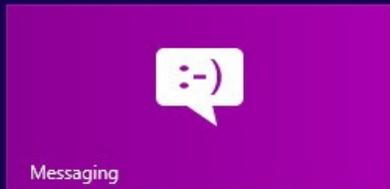
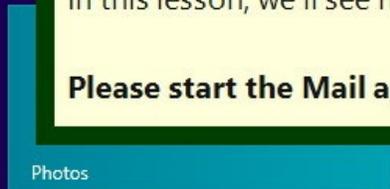
David Webster 



The Windows 8 **Mail** app allows you to combine a range of email accounts so they can all be accessed in the one place.

In this lesson, we'll see how this is done.

Please start the Mail app now.





AppCobra

Action Required

12:36 AM

KnowledgePresenter / AppCo...

Hi

12:26 AM

To get messages that are more than two weeks old, go to [Settings](#)

AppCobra

29 December 2012 12:36 AM

To: David Webster

Action Required

David,

We need to update your online account details.

Please visit <http://www.appcobra.com> and go to the **Registered Users** link to do this.

Thanks.

Account Team

AppCobra

The Mail app starts up.

In this case, we currently have only one account - the **Hotmail** account that is associated with our Windows 8 Microsoft account login. This may, or may not be automatically added for you. If not - no matter - you'll see how this is done in a moment.

Touch or click here to move on.



Inbox

Drafts

Sent

Outbox

Junk

Deleted

AppCobra
29 December 2012 12:36 AM
To: David Webster

Action Required

David,

We need to update your online account details.

Please visit <http://www.appcobra.com> and go to the **Registered Users** link to do this.

Thanks.

Account Team
AppCobra

To add accounts, we need to display the Charms bar.

Move the mouse to the bottom right-hand corner of the screen to do this. Tablet users can just touch in this area.

Please do this now.





Inbox

Drafts

Sent

Outbox

Junk

Deleted

AppCobra
29 December 2012 12:36 AM
To: David Webster

Action Required

David,

We need to update your online account details.

Please visit <http://www.appcobra.com> and go to the **Registered Users** link to do this.

Thanks.

Account Team
AppCobra



Now move the mouse up, and select the **Settings** command.

Touch users can touch in the indicated area, and then select the **Settings** button.

Please do this now.



Inbox

Drafts

Sent

Outbox

Junk

Deleted

AppCobra

29 December 2012 12:36 AM

To: David Webster

Action Required

David,

We need to update your online account details.

Please visit <http://www.appcobra.com> and go to the **Registered Users** link to do this.

Thanks.

Account Team

AppCobra



Search



Share



Start



Devices



Settings



12:47

Now move the mouse up, and select the **Settings** command.

Touch users can touch in the indicated area, and then select the **Settings** button.

Please do this now.



Hotmail

Inbox

Drafts

Sent

Outbox

Junk

Deleted

AppCobra
29 December 2012 12:36 AM
To: David Webster

Action Required

To add, or link, new accounts to Mail, you must select the **Accounts** button.

Please do this now.

Account Team
AppCobra

Settings

Mail
By Microsoft Corporation

Accounts

Options

Help

About

Feedback

Permissions

Rate and review



BigPond48B7



100



Brightness



Notifications



Power



Keyboard

Change PC settings



AppCobra
29 December 2012 12:36 AM
To: David Webster



Hotmail
davidweb1024@hotmail.com

[Add an account](#)



The green arrow indicates the area in which your current accounts, if any, are displayed. Currently, this displays our **Hotmail** account details.

Below this information, indicated by the red arrow, is the link that reads **Add an account**.

Please select this link now.

Inbox

Drafts

Sent

Outbox

Junk

Deleted

AppCobra
29 December 2012 12:36 AM
To: David Webster

Action Required

David,

We need to update your online account details.



← Add an account 



Hotmail
Hotmail.com, Live.com, MSN



Outlook
Exchange, Office 365, Outlook.com



Google
Connect



Other account
Connect

Adding a *Hotmail, Outlook, or Google (Gmail)* account is quite simple - you just select the appropriate account type you wish to add.

If the email account type you wish to link is not listed here, you can select the **Other account** option. This is not so quite straightforward, however - you'll need to know some details about your email account, like what type it is, the email server details, and more.

In this case, please select the Google option now.

to tl



Here, you need to enter your Gmail email address and password. This allows Mail to download and work with your Gmail account.

Touch or click here to move on.

Add your Google account



Enter the information below to connect to your Google account.

Email address



Password



Include your Google contacts and calendars

Connect

Cancel

Here, we've entered these details for you.

Note that we've also selected the option to ask Mail to download our Google *contacts* and *calendar* information as well.

Select the Connect button to connect to this account.

Add your Google account



Enter the information below to connect to your Google account.

Email address

davidweb1024@gmail.com

Password

••••••••

Include your Google contacts and calendars

Connect

Cancel





AppCobra
29 December 2012 12:36 AM
To: David Webster

Add your Google account



Enter the information below to connect to your Google account.

Adding your account

Email address

davidweb1024@gmail.com

Password

After a few moments (or minutes, depending on how much email needs to be downloaded), the account is linked, and the emails from this account displayed.

Touch or click here to move on.



Gmail Inbox



KnowledgePresenter Sales
Testing 12:38 AM

Google+ team
Getting started on G... 12:33 AM

Gmail Team
Customize Gmail wit... 12:32 AM

Gmail Team
Import your contact... 12:32 AM

Gmail Team
Get Gmail on your m... 12:32 AM

To get messages that are more than two weeks old, go to Settings



KnowledgePresenter Sales
29 December 2012 12:38 AM
To: davidweb1024@gmail.com

Testing

Hi - Just testing to see if your new Gmail account actually works. Please get back to me when you can.

Billy

So, we now have two email accounts linked - our original *Hotmail* account, and now our *Gmail* account.

Please selected the indicated button to move back to the Mail home page.



Inbox 4

Drafts

Sent

Outbox

Deleted

[Gmail]

Junk

All Mail

Starred

KnowledgePresenter Sales
29 December 2012 12:38 AM
To: davidweb1024@gmail.com

Testing

Hi - Just testing to see if your new Gmail account actually works. Please get back to me when you can.

Billy

A number of new options now appear on this screen, in the bottom left-hand corner. These represent the accounts we have linked to Mail.

Please select the Hotmail account now.

Hotmail



Gmail



Hotmail Inbox



AppCobra

Action Required

12:36 AM

KnowledgePresenter /...

↩ | 2

| Hi

12:26 AM

To get messages that are more than two weeks old, go to [Settings](#)

AppCobra

29 December 2012 12:36 AM

To: David Webster

Action Required

David,

We need to update your online account details.

Please visit <http://www.appcobra.com> and go to the **Registered Users** link to do this.

Thanks.

Account Team

AppCobra

And we immediately view our Hotmail, rather than the Gmail, email account.

Please select the indicated button once more.





Inbox

Drafts

Sent

Outbox

Junk

Deleted

AppCobra
29 December 2012 12:36 AM
To: David Webster

Action Required

David,

We need to update your online account details.

Please visit <http://www.appcobra.com> and go to the **Registered Users** link to do this.

Thanks.

Account Team
AppCobra

To move back to the **Gmail** account, just select this account from the bottom left-hand corner.

Please do this now.

Hotmail

Gmail





KnowledgePresenter Sales
Testing 12:38 AM

Google+ team
Getting started on G... 12:33 AM

Gmail Team
Customize Gmail wit... 12:32 AM

Gmail Team
Import your contact... 12:32 AM

Gmail Team
Get Gmail on your m... 12:32 AM

To get messages that are more than two weeks old, go to Settings

KnowledgePresenter Sales
29 December 2012 12:38 AM
To: davidweb1024@gmail.com

Testing

Hi - Just testing to see if your new Gmail account actually works. Please get back to me when you can.

Billy

That's how easy it is to switch between accounts.

Both accounts are fully functional, and distinct accounts - yet by linking these accounts in the Mail app, they can all be accessed from the same area.

Touch or click here to move on.

Adding Email Accounts

You've now completed this Windows 8 lesson.

In this lesson, we looked at how you can add accounts, and move between accounts in the **Mail** app.