

Windows 8.1

Be aware that Microsoft is introducing [Windows 8.1 Update 1](#) (Windows 9?) in April 2014.

Objective of the workshop

How to feel comfortable and confident with Windows 8.1 in less than 20 minutes!

Comment

Windows 8.1 has had a rocky road. Sales not as good as expected. Why?

- Lots of criticism (note that Vista had the same but remember the [Mojave experiment](#))
- The public are resistant to change
- Commentators are not prepared to change
- Could it be that Xp is hanging in there
- Maybe those with Windows 7 find it OK and see no need to change to 8/8.1.

A major issue is that 8/8.1 does not have a normal Start button. This has thrown users of Windows and created a feast for criticism by the commentators.

This workshop will show you how to

- make Windows 8.1 start screen look like that of XP and Windows 7
- change other features via the taskbar properties
- find, manipulate, view and use the 'apps', including 8.1 built in tutorials
- use the Windows logo (equivalent of the Start button) to get to the Start screen
- use the Start screen (which is equivalent to the Start menu)
- use the Start screen as a search screen for all your programmes, settings and files (Everywhere)
- get an alphabetical listing of all your programmes and features
- find and use shortcuts. See list below
- find and use 'file history' to back up and make an image ' of your operating system
- [Getting Started tutorials](#) created by Microsoft

Appendix











Windows 8.1 keyboard shortcuts

Keyboard shortcuts are combinations of two or more keys that you can use to perform a task that would typically require a mouse or other pointing device. Keyboard shortcuts can make it easier to work with your PC, saving you time and effort as you work with Windows and other apps.

Most apps also provide accelerator keys that can make it easier to work with menus and other commands. Check the menus of apps for accelerator keys. If a letter of a word is underlined in a menu, it usually means you can press the Alt key and the underlined key together instead of clicking that menu item. When you're using a touch keyboard, you can also see some shortcuts when you press the Ctrl key.

Pressing the Alt key in some apps, such as Paint and WordPad, shows commands that are labelled with additional keys that you can press to use them.

The following table contains new keyboard shortcuts that you can use in Windows.

Press this key	To do this
Windows logo key  +start typing	Search your PC
Ctrl+plus (+) or Ctrl+minus (-)	Zoom in or out of a large number of items, like apps pinned to the Start screen
Ctrl+scroll wheel	Zoom in or out of a large number of items, like apps pinned to the Start screen
Windows logo key  +C	Open the charms In an app, open the commands for the app
Windows logo key  +F	Open the Search charm to search files
Windows logo key  +H	Open the Share charm
Windows logo key  +I	Open the Settings charm
Windows logo key  +K	Open the Devices charm
Windows logo key  +O	Lock the screen orientation (portrait or landscape)
Windows logo key  +Q	Open the Search charm to search everywhere or within an open app (if the app supports app search)
Windows logo key  +S	Open the Search charm to search Windows and the web
Windows logo key  +W	Open the Search charm to search settings

Press this key

To do this

Windows logo key +Z

Show the commands available in the app

Note

- You can also see some settings and options by going to the **Settings** charm when the app is open.

Windows logo key +spacebar

Switch input language and keyboard layout

Windows logo key +Ctrl+spacebar

Change to a previously selected input

Windows logo key +Tab

Cycle through recently used apps (except desktop apps)

Windows logo key +Ctrl+Tab

Cycle through recently used apps (except desktop apps)

Windows logo key +Shift+Tab

Cycle through recently used apps (except desktop apps) in reverse order

Windows logo key +Shift+period (.)

Snaps an app to the left

Windows logo key +period (.)

Cycle through open apps

Esc

Stop or exit the current task

The following table contains general keyboard shortcuts that you can use in Windows.

Press this key

To do this

F1

Display Help

F2

Rename the selected item

F3

Search for a file or folder

F4





Display the address bar list in File Explorer

Press this key	To do this
F5	Refresh the active window
F6	Cycle through screen elements in a window or on the desktop
F10	Activate the Menu bar in the active app
Alt+F4	Close the active item, or exit the active app
Alt+Esc	Cycle through items in the order in which they were opened
Alt+ underlined letter	Perform the command for that letter
Alt+Enter	Display properties for the selected item
Alt+Spacebar	Open the shortcut menu for the active window
Alt+Left arrow	Back
Alt+Right arrow	Forward
Alt+Page Up	Move up one screen
Alt+Page Down	Move down one screen
Alt+Tab	Switch between open apps (except desktop apps)
Ctrl+F4	Close the active document (in apps that allow you to have multiple documents open simultaneously)
Ctrl+A	Select all items in a document or window
Ctrl+C (or Ctrl+Insert)	Copy the selected item

Press this key	To do this
Ctrl+D (or Delete)	Delete the selected item and move it to the Recycle Bin
Ctrl+R (or F5)	Refresh the active window
Ctrl+V (or Shift+Insert)	Paste the selected item
Ctrl+X	Cut the selected item
Ctrl+Y	Redo an action
Ctrl+Z	Undo an action
Ctrl+plus (+) or Ctrl+minus (-)	Zoom in or out of a large number of items, like apps pinned to the Start screen
Ctrl+ mouse scroll wheel	Change the size of desktop icons or zoom in or out of a large number of items, like apps pinned to the Start screen
Ctrl+Right arrow	Move the cursor to the beginning of the next word
Ctrl+Left arrow	Move the cursor to the beginning of the previous word
Ctrl+Down arrow	Move the cursor to the beginning of the next paragraph
Ctrl+Up arrow	Move the cursor to the beginning of the previous paragraph
Ctrl+Alt+Tab	Use the arrow keys to switch between all open apps
Ctrl+arrow key (to move to an item)+Spacebar	Select multiple individual items in a window or on the desktop
Ctrl+Shift with an arrow key	Select a block of text

Press this key	To do this
Ctrl+Esc	Open the Start screen
Ctrl+Shift+Esc	Open Task Manager
Ctrl+Shift	Switch the keyboard layout when multiple keyboard layouts are available
Ctrl+Spacebar	Turn the Chinese input method editor (IME) on or off
Shift+F10	Display the shortcut menu for the selected item
Shift with any arrow key	Select more than one item in a window or on the desktop, or select text within a document
Shift+Delete	Delete the selected item without moving it to the Recycle Bin first
Right arrow	Open the next menu to the right, or open a submenu
Left arrow	Open the next menu to the left, or close a submenu
Esc	Stop or leave the current task

The following table contains keyboard shortcuts that use the Windows logo key .

Press this key	To do this
Windows logo key  +F1	Open Windows Help and Support
Windows logo key 	Display or hide the Start screen
Windows logo key  +B	Set focus in the notification area
Windows logo key  +C	Open the Charms

Press this key

To do this

Windows logo key  +D

Display and hide the desktop

Windows logo key  +E

Open File Explorer

Windows logo key  +F

Open the Search charm and search for files

Windows logo key  +H

Open the Share charm

Windows logo key  +I

Open the Settings charm

Windows logo key  +K

Open the Devices charm

Windows logo key  +L

Lock your PC or switch people

Windows logo key  +M

Minimize all windows

Windows logo key  +O

Lock device orientation

Windows logo key  +P

Choose a presentation display mode

Windows logo key  +Q

Open the Search charm to search everywhere or within the open app (if the app supports app search)

Windows logo key  +R

Open the **Run** dialog box

Windows logo key  +S

Open the Search charm to search Windows and the web

Windows logo key  +T

Cycle through apps on the taskbar

Windows logo key  +U

Open Ease of Access Center

Windows logo key  +V

Cycle through notifications

Press this key

To do this

Windows logo key  +Shift+V

Cycle through notifications in reverse order

Windows logo key  +W

Open the Search charm and search for settings

Windows logo key  +X

Open the **Quick Link** menu

Windows logo key  +Z

Show the commands available in the app

Note

- You can also see some settings and options by going to the **Settings** charm when the app is open.

Windows logo key ,

Temporarily peek at the desktop

Windows logo key  +Pause

Display the **System Properties** dialog box

Windows logo key  +Ctrl+F

Search for PCs (if you're on a network)

Windows logo key  +Shift+M

Restore minimized windows on the desktop

Windows logo key  +**number**

Open the desktop and start the app pinned to the taskbar in the position indicated by the number. If the app is already running, switch to that app.

Windows logo key  +Shift+**number**

Open the desktop and start a new instance of the app pinned to the taskbar in the position indicated by the number

Windows logo key  +Ctrl+**number**

Open the desktop and switch to the last active window of the app pinned to the taskbar in the position indicated by the number

Windows logo key  +Alt+**number**













Open the desktop and open the Jump List for the app pinned to the taskbar in the position indicated by the number

Windows logo key  +Ctrl+Shift+**number**

Open the desktop and open a new instance of the app

Press this key

To do this

	located at the given position on the taskbar as an administrator
Windows logo key  +Tab	Cycle through recently used apps (except desktop apps)
Windows logo key  +Ctrl+Tab	Cycle through recently used apps (except desktop apps)
Windows logo key  +Shift+Tab	Cycle through recently used apps (except desktop apps) in reverse order
Windows logo key  +Ctrl+B	Switch to the app that displayed a message in the notification area
Windows logo key  +Up arrow	Maximize the window
Windows logo key  +Down arrow	Remove current app from screen or minimize the desktop window
Windows logo key  +Left arrow	Maximize the app or desktop window to the left side of the screen
Windows logo key  +Right arrow	Maximize the app or desktop window to the right side of the screen
Windows logo key  +Home	Minimize all but the active desktop window (restores all windows on second stroke)
Windows logo key  +Shift+Up arrow	Stretch the desktop window to the top and bottom of the screen
Windows logo key  +Shift+Down arrow	Restore/minimize active desktop windows vertically, maintaining width
Windows logo key  +Shift+Left arrow or Right arrow	Move an app or window in the desktop from one monitor to another

Press this key

To do this

Windows logo key  +Spacebar

Switch input language and keyboard layout

Windows logo key  +Ctrl+Spacebar

Change to a previously selected input

Windows logo key  +Enter

Open Narrator

Windows logo key  +Shift+period (.)

Cycle through open apps

Windows logo key  +period (.)

Cycle through open apps

Windows logo key  +/

Initiate IME reversion

Windows logo key  +Alt+Enter

Open WindowsMedia Center

Windows logo key  +plus (+) or minus (-)

Zoom in or out using Magnifier

Windows logo key  +Esc

Exit Magnifier

The following table contains keyboard shortcuts that you can use in dialog boxes.

Press this key

To do this

F1

Display Help

F4

Display the items in the active list

Ctrl+Tab

Move forward through tabs

Ctrl+Shift+Tab

Move back through tabs

Ctrl+**number** (number 1-9)

Move to **n**th tab

Tab

Move forward through options

Press this key	To do this
Shift+Tab	Move back through options
Alt+ underlined letter	Perform the command (or select the option) that goes with that letter
Spacebar	Select or clear the check box if the active option is a check box
Backspace	Open a folder one level up if a folder is selected in the Save As or Open dialog box
Arrow keys	Select a button if the active option is a group of option buttons

The following table contains keyboard shortcuts for working with File Explorer windows or folders.

Press this key	To do this
Alt+D	Select the address bar
Ctrl+E	Select the search box
Ctrl+F	Select the search box
Ctrl+N	Open a new window
Ctrl+W	Close the current window
Ctrl+mouse scroll wheel	Change the size and appearance of file and folder icons
Ctrl+Shift+E	Display all folders above the selected folder
Ctrl+Shift+N	Create a new folder
Num Lock+asterisk (*)	Display all subfolders under the selected folder

Press this key	To do this
Num Lock+plus (+)	Display the contents of the selected folder
Num Lock+minus (-)	Collapse the selected folder
Alt+P	Display the preview pane
Alt+Enter	Open the Properties dialog box for the selected item
Alt+Right arrow	View the next folder
Alt+Up arrow	View the folder that the folder was in
Alt+Left arrow	View the previous folder
Backspace	View the previous folder
Right arrow	Display the current selection (if it's collapsed), or select the first subfolder
Left arrow	Collapse the current selection (if it's expanded), or select the folder that the folder was in
End	Display the bottom of the active window
Home	Display the top of the active window
F11	Maximize or minimize the active window

The following table contains keyboard shortcuts for working with items on the desktop taskbar.

Press this key	To do this
Shift+click a taskbar button	Open an app or quickly open another instance of an app
Ctrl+Shift+click a taskbar button	Open an app as an administrator

Press this key

To do this

Shift+right-click a taskbar button

Show the window menu for the app

Shift+right-click a grouped taskbar button

Show the window menu for the group

Ctrl+click a grouped taskbar button

Cycle through the windows of the group

The following table contains keyboard shortcuts that can help make your PC easier to use.

Press this key

To do this

Right Shift for eight seconds

Turn Filter Keys on and off

Left Alt+left Shift+Print Screen

Turn High Contrast on or off

Left Alt+left Shift+Num Lock

Turn Mouse Keys on or off

Shift five times

Turn Sticky Keys on or off

Num Lock for five seconds

Turn Toggle Keys on or off

Windows logo key  +U

Open the Ease of Access Center

The following table contains keyboard shortcuts for working with Magnifier.

Press this key

To do this

Windows logo key  +plus (+) or minus (-)

Zoom in or out

Ctrl+Alt+Spacebar

Preview the desktop in full-screen mode

Ctrl+Alt+D


Switch to docked mode

Ctrl+Alt+F

Switch to full-screen mode

Ctrl+Alt+I

Invert colors

Press this key	To do this
Ctrl+Alt+L	Switch to lens mode
Ctrl+Alt+R	Resize the lens
Ctrl+Alt+arrow keys	Pan in the direction of the arrow keys
Windows logo key  +Esc	Exit Magnifier

The following table contains keyboard shortcuts for working with Narrator.

Press this key	To do this
Spacebar or Enter	Activate current item
Tab and arrow keys	Move around on the screen
Ctrl	Stop reading
Caps Lock+D	Read item
Caps Lock+M	Start reading
Caps Lock+H	Read document
Caps Lock+V	Repeat phrase
Caps Lock+W	Read window
Caps Lock+Page Up or Page Down	Increase or decrease the volume of the voice
Caps Lock+plus (+) or minus (-)	Increase or decrease the speed of the voice
Caps Lock+Spacebar	Do default action
Caps Lock+Left or Right arrows	Move to previous/next item

Press this key

To do this

Caps Lock+F2

Show commands for current item

Press Caps Lock twice in quick succession

Turn Caps Lock on or off

Caps+Esc

Exit Narrator

The following table contains keyboard shortcuts for working with Narrator on a four-point tablet.

Press this key

To do this

Tap once with two fingers

Stop Narrator from reading

Tap three times with four fingers

Show all Narrator commands (including the ones not in this list)

Double-tap

Activate primary action

Triple-tap

Activate secondary action

Touch or drag a single finger

Read what's under your fingers

Flick left/right with one finger

Move to next or previous item

Swipe left/right/up/down with two fingers

Scroll

Swipe down with three fingers

Start reading on explorable text

The following table contains keyboard shortcuts for working with Remote Desktop Connection on the desktop.

Press this key

To do this

Alt+Page Up

Move between apps from left to right

Alt+Page Down

Move between apps from right to left

Press this key	To do this
Alt+Insert	Cycle through apps in the order that they were started
Alt+Home	Display the Start screen
Ctrl+Alt+Break	Switch between a window and full screen
Ctrl+Alt+End	Display the Windows Security dialog box
Ctrl+Alt+Home	In full-screen mode, activate the connection bar
Alt+Delete	Display the system menu
Ctrl+Alt+minus (-) on the numeric keypad	Place a copy of the active window, within the client, on the Terminal server clipboard (provides the same functionality as pressing Alt+Print Screen on a local PC)
Ctrl+Alt+plus (+) on the numeric keypad	Place a copy of the entire client window area on the Terminal server clipboard (provides the same functionality as pressing Print Screen on a local PC)
Ctrl+Alt+Right arrow	"Tab" out of the Remote Desktop controls to a control in the host app (for example, a button or a text box). Useful when the Remote Desktop controls are embedded in another (host) app.
Ctrl+Alt+Left arrow	"Tab" out of the Remote Desktop controls to a control in the host app (for example, a button or a text box). Useful when the Remote Desktop controls are embedded in another (host) app.



The following table contains keyboard shortcuts for working with the Help viewer.




Press this key	To do this
F3	Move the cursor to the search box
F10	Display the Options menu

Press this key	To do this
Home	Move to the beginning of a topic
End	Move to the end of a topic
Alt+Left arrow	Move back to the previously viewed topic
Alt+Right arrow	Move forward to the next (previously viewed) topic
Alt+Home	Display the Help and Support home page
Alt+A	Display the customer support page
Alt+C	Display the Table of Contents
Alt+N	Display the Connection Settings menu
Ctrl+F	Search the current topic
Ctrl+P	Print a topic

The following table contains keyboard shortcuts for rearranging modern apps.


Note

Keep the Windows logo key  pressed down continuously while you're rearranging apps, from the moment you enter rearrange mode and through all the various rearrange commands. When you're done rearranging, release your finger from the Windows logo key  to select the current arrangement.

Press this key	To do this
Windows logo key  +. (period)	Enter rearrange mode and select apps or dividers across monitors
Windows logo key  +left arrow	Move app divider left
Windows logo key  +right arrow	Move app divider right

Press this key

To do this

Windows logo key +up arrow

Maximize app

Windows logo key +down arrow

Close app

Windows logo key +Esc

Exit rearrange mode

Using apps

[Calculator keyboard shortcuts](#)

[Calendar keyboard shortcuts](#)

[Mail keyboard shortcuts](#)

[People keyboard shortcuts](#)

[Messaging keyboard shortcuts](#)

[Paint keyboard shortcuts](#)

[Reader keyboard shortcuts](#)

[Remote Desktop Connection keyboard shortcuts](#)

[SkyDrive keyboard shortcuts](#)

[Windows Journal keyboard shortcuts](#)

[WordPad keyboard shortcuts](#)

Internet Explorer keyboard shortcuts

You can see shortcuts for Internet Explorer at [Internet Explorer shortcuts](#).

For more info about using keyboard shortcuts in Windows, see the [Getting around your PC tutorial](#).