Introduction to Windows 8
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**Login, Logout and Shut Down Windows 8**

**Ctrl + Alt + Del**

Like the previous version of Windows, you can hold down the Ctrl + Alt + Del keys to login and logout or sign out of Windows 8.

**Windows key + X**

Using the Windows key and the letter X will open the Windows Tools Menu where you can choose Shut down or sign out.

**Power Button**

Another method is to go to the Start Screen and select the power button icon to choose between Sleep, Shut down and Restart.

**Lock Windows 8**

**Windows key + L**

To lock the computer quickly, press the Windows key and the letter L.

Also, you can lock the computer using the Ctrl + Alt + Del keys.
The Start Screen

The start screen shows a set of application and information tiles and icons. It is a central place to access apps, utilities and various settings. Click on any tile to open the application.

When using the Start screen it is important to understand how to use the corners and edges of the window. For example, moving your mouse to the upper or lower-right corner of the Start screen the Charms bar will show. When you move your mouse to the upper or lower-left corner of the Start screen the Start bar appears and shows thumbnails of apps that are currently open and running.

The Charms bar allows access to Search for files or apps, Share info with others devices, go to the Start screen, work with Devices such as printers, and open the Settings options for Windows 8.
**Search for Apps and Files**

+ S

To open Search pane, press the **Windows key** and the letter **S**.

To be more specific with your search, choose the drop-down options (above the search box) and select from: **Everywhere, Settings, Files, Web images, Web videos**.

+ F

Press the **Windows key** and the letter **F** to open a search box to specifically **search for files**.

+ W

Press the **Windows key** and the letter **W** to open a search box to specifically **search for settings and items in the control panel**.

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**The Desktop**

The **Windows 8 Desktop** looks like the desktop in previous version of Windows. It contains icons such as the recycle bin and the taskbar located at the bottom of the desktop.

Use **Alt + Tab** to move between the desktop and all the open applications. Hold down the Alt key then press Tab several times to toggle through the open applications.

+ D

Using the **Windows key** and the letter **D** will minimize all open apps and take you to the **Desktop** quickly.

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**The Taskbar and Jump lists**

The taskbar allow you to start apps and switch among them. You can pin your favorite apps to the taskbar for an easy, one-click access.

To **pin** an application to the taskbar, search for the application, then right-click the application and select **Pin this program to taskbar**.

After you pin an app to the taskbar, you can display a list of recently opened files. This list is called a **Jump list**. Right-click the application icon to show the **Jump List**. To **pin favorite files** to the top of the list for easy access, click the pin icon next to the file name.
Switch between Apps and the Start Screen or Desktop

Press the Windows key to toggle between the Start Screen and the last application that was opened.

If no applications are open, the Windows key will toggle between the Start Screen and the Desktop.

File Explorer

In windows, you can organize folders and files in a file hierarchy. The main file management window in Windows 8 is called File Explorer.

To open File Explorer, press the Windows key and the letter E or click the File icon on the taskbar.

Organize Files and Folders

At TCU, you are encouraged to save your files in network shares, also known as HomeFile and CommonFile. Files stored on network shares are backed up regularly basis, thus safeguarding your files from disastrous incidents such as viruses, RansomWare, or physical problems such as floods and fires.

Lost files can be restored by contacting the IT Support HelpDesk.

In addition, network shares are accessible from off-campus using an FTP program or by remote connection via VPN or a terminal server.

A new method of storing files is being introduced at TCU. Box.com can be used to store your files on the cloud. From Box, files can be accessed easily from any device. See https://it.tcu.edu/box for details.