

# Windows 8 Help

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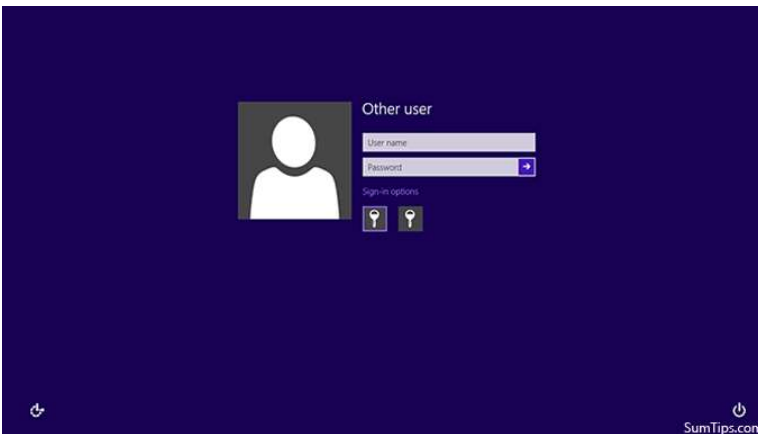
When you start your computer you will be taken to the Windows 8 'Lock Screen' – to move from the 'Lock Screen' press any key on the keyboard or click any mouse key.

## Lock Screen:



After the lock screen you will be taken to the 'Logon Screen'.

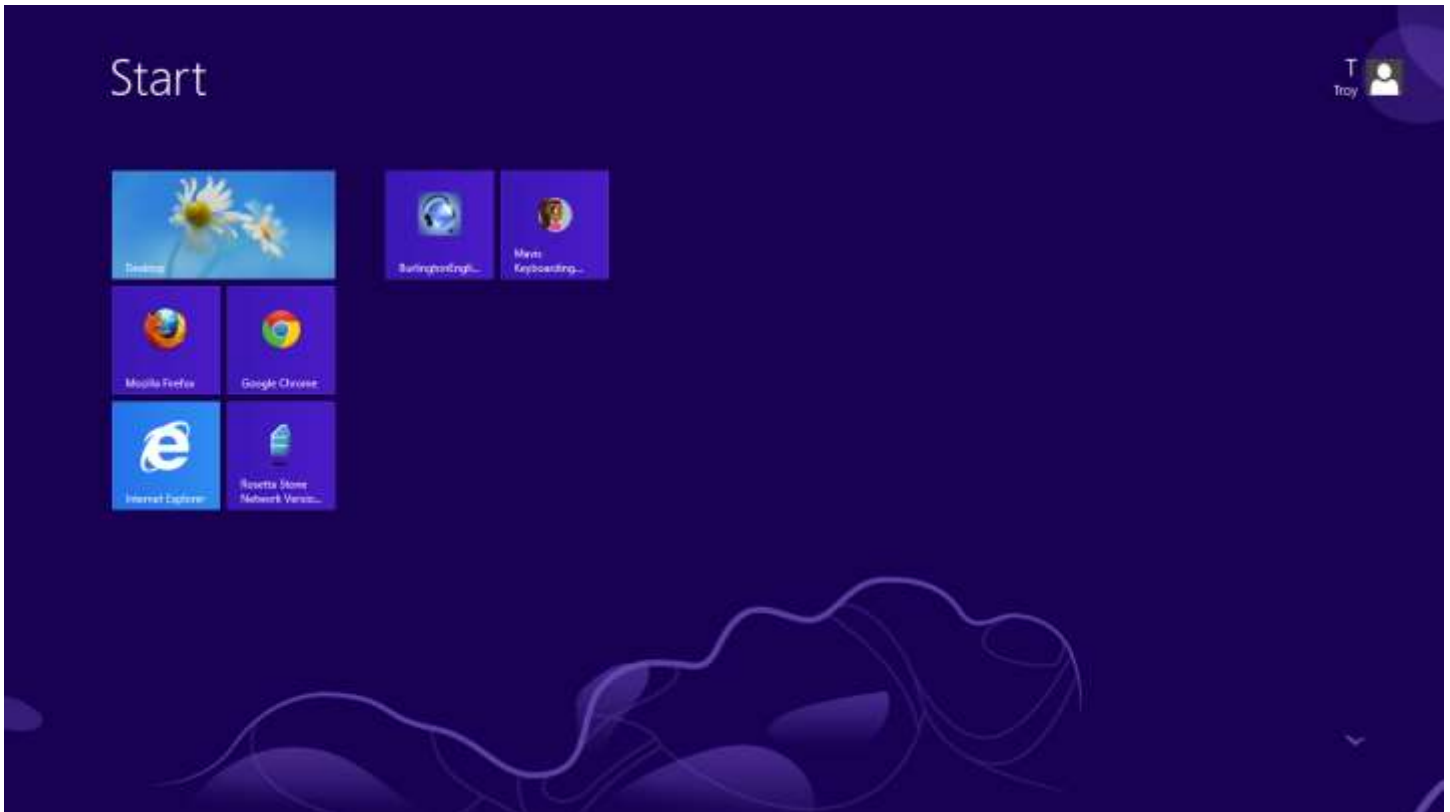
## [Logon Screen:](#)



From the logon Screen enter your username and password.

After you have entered your username and password you will be taken to the Windows 8 'Start Screen'

## The Start Screen



The start screen is completely customizable to the user's preferences. The user's information is located at the top right corner of the Start Screen. The tiles on the start screen will vary by user.

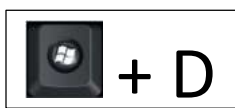
*You can access the Start Screen from any application by pressing the Windows Key (shown below). Pressing this key by itself will switch between the Start Screen and the last accessed application.*

## The Windows Key



This key can be found on your keyboard towards the bottom left.

To access your desktop from this start screen click on the tile labeled 'Desktop' or press the windows key + D at the same time or hover your mouse in the top or bottom left hand corners of your screen.



# Desktop



The Windows 8 desktop is very similar to the Windows 7 desktop with the removal of the windows start button.

From your desktop you can pin programs to the taskbar and your shortcuts from your Windows 7 desktop are still there.

## Charms Bar:

The charms bar gives you options that are extremely helpful when using Windows 8.

*The Share icon is not important at this point since it is typically not utilized.*



+ C

The windows key + C will allow you to access the charms bar →

The search icon at the top will allow you to search for apps (programs)

The start button returns you to your Start Screen

Devices show you a list of things attached to your pc such as a second monitor.

Settings is where you will find the power button allowing you to shut down and restart.



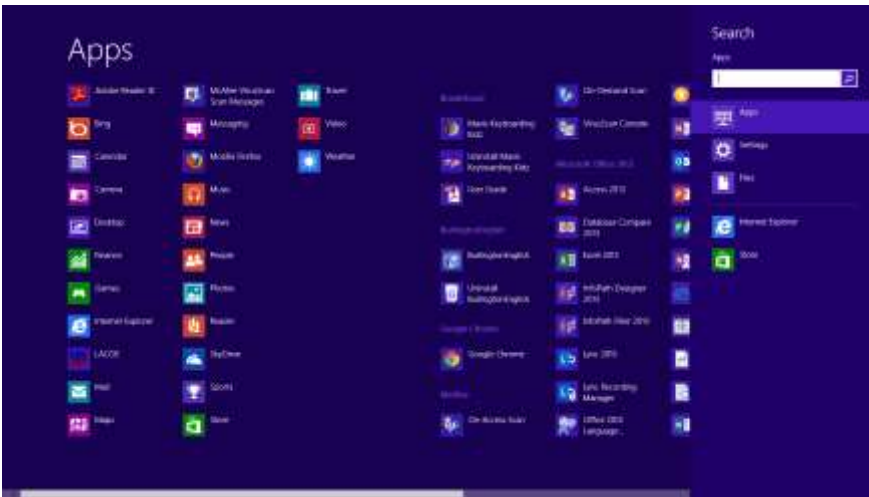
*From the desktop or any application you can access the charms bar by pressing the Windows key + C or hover your mouse pointer in the top or bottom corner on the right side of your screen.*

The Search icon from the Charms bar will take you to the Search screen:



*You can also search by typing anything you are looking for while on the start screen and it will take you to the Search Screen.*

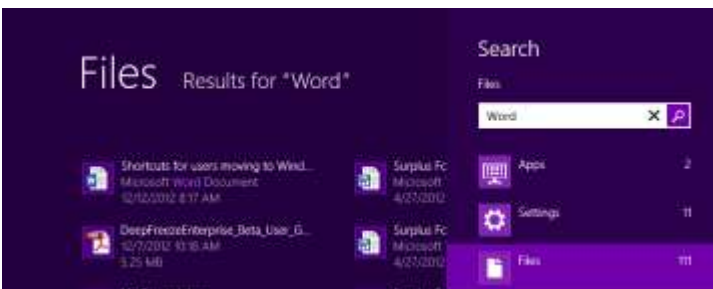
## Search Screen:



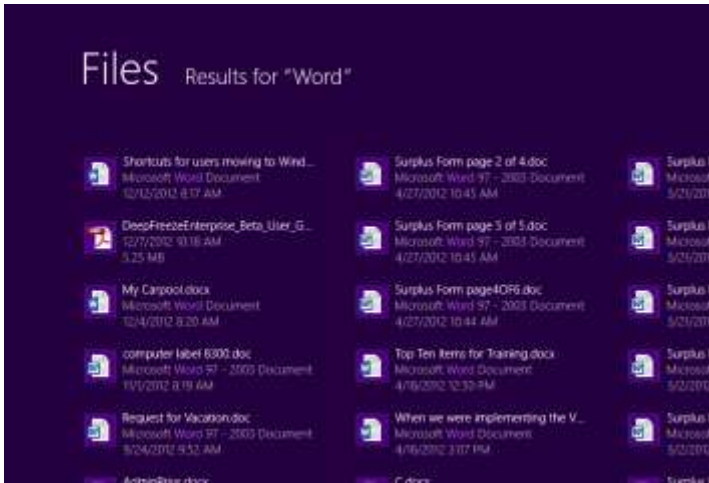
From the Search screen you can type any file name or application such as 'word'.

You can see below that under 'Apps' there are two choices for Word. From here you can launch the program by clicking on it or you can 'pin it' by right clicking on the program.

If you look further you will see that under 'Settings' there are 11 choices and under 'Files' there are 111 choices. If you click on 'Files' you will get a list of all the Word files on the computer.

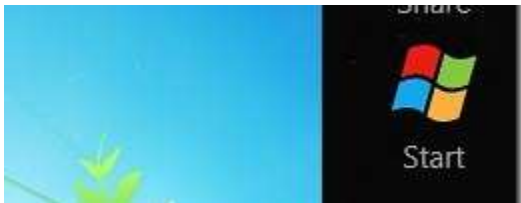


To see all the files without the Search bar simply click under the 'Files Results for 'Word' section.



To exit this screen press Esc.

The Start icon from the Charms bar returns you to your Start Screen.



The Devices icon from the Charms bar takes you to the Devices screen:



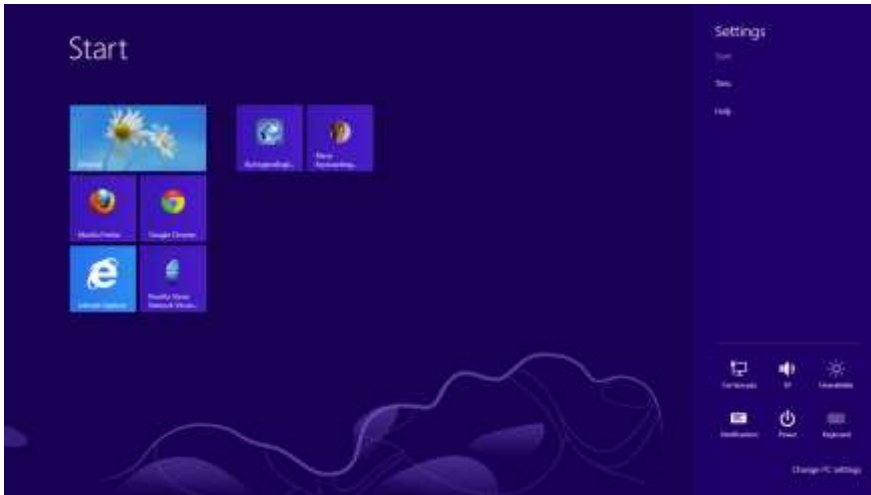
The Devices screen shows you things attached to your pc such as a second monitor. This is not where you see your printers and keyboard, mice, etc. (See below for how to find your installed printers and devices)



The Settings Icon from the Charms Bar takes you to various settings.



## Settings



From the Settings menu you can see your network connection, the speaker volume, any notifications, the keyboard and the Power setting.

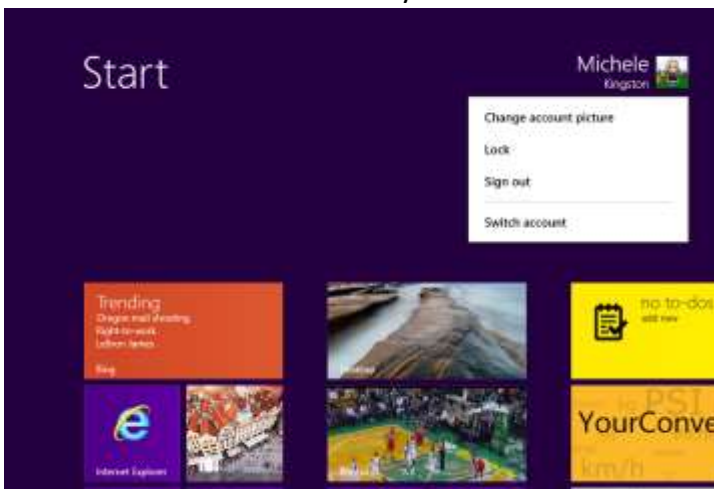
If you click on the 'Power' icon you will be given the option to Sleep, Shut Down and Restart.

## Sign Out:

To Sign out go to your Start Screen by pressing the Windows Key



From the Start Screen click on your name located in the top right corner



From here you can lock your computer, switch users and Sign Out.

## Rosters+

To download a Roster from Rosters+ into Excel

### Download Roster

[Instructions](#)

Instructor:  
Course:  
Meetings:  
Term:  
Max Enrl:

<a href="#">Roster</a>	<a href="#">Download Roster</a>	<a href="#">Drop Students</a>	<a href="#">Instructor Add</a>	<a href="#">Final Grades</a>	<a href="#">Contact Students</a>
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ACCT 60 (22165 LEC) Enrl/Grd

[Download as an XML Attendance Template \(2010\) \(2003\)](#)

[Download as an Excel File](#)

[Download as a Comma Separated Values \(CSV\) File](#)

[Download as a Text File](#)

[Download as TBA Schedule \(2010\) \(2003\)](#)

If you use a Mac and have Excel 2008 installed, you can "open with" Excel.

If you do not have Excel installed, you can download an Excel viewer that will read the XML, Excel and CSV files from [Microsoft](#).

[https://secure.cerritos.edu/rosters/download\\_options.cgi](https://secure.cerritos.edu/rosters/download_options.cgi)

When you chose the option circled above you will see the following at the bottom of your screen:



Click on 'Open' and you will see the following (make sure to scroll down through the options):

**Instructor:**  
**Course:**  
**Meetings:**  
**Term:**  
**Max Enrl:**

[Roster](#) | [Download Roster](#) | [Drop Students](#) | [Instructor Add](#) | [Final Grades](#) | [Contact Students](#)

ACCT 60 (22165 LEC) Enrl/Grd [Go]

[Download as an XML](#)  
[Download as an Excel](#)  
[Download as a Comm](#)  
[Download as a Text F](#)  
[Download as TBA Sc](#)

If you use a Mac and have  
If you do not have Excel ins

How do you want to open this type of file (.xml)?

- InfoPath (desktop)
- Microsoft SharePoint Designer
- Microsoft SharePoint Designer
- Notepad
- Office XML Handler
- Word (desktop)

XML, Excel and CSV files from [Microsoft](#).

How do you want to open this type of file (.xml)?

- Notepad
- Office XML Handler
- Word (desktop)
- WordPad

[More options](#)

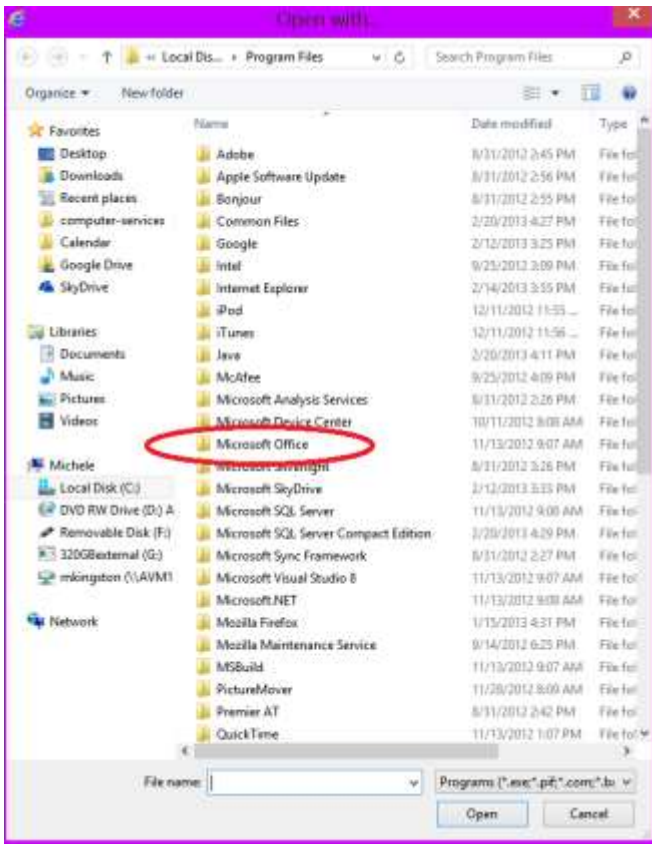
How do you want to open this type of file (.xml)?

- VLC media player
- Windows Media Player
- Windows Photo Viewer
- Look for an app in the Store

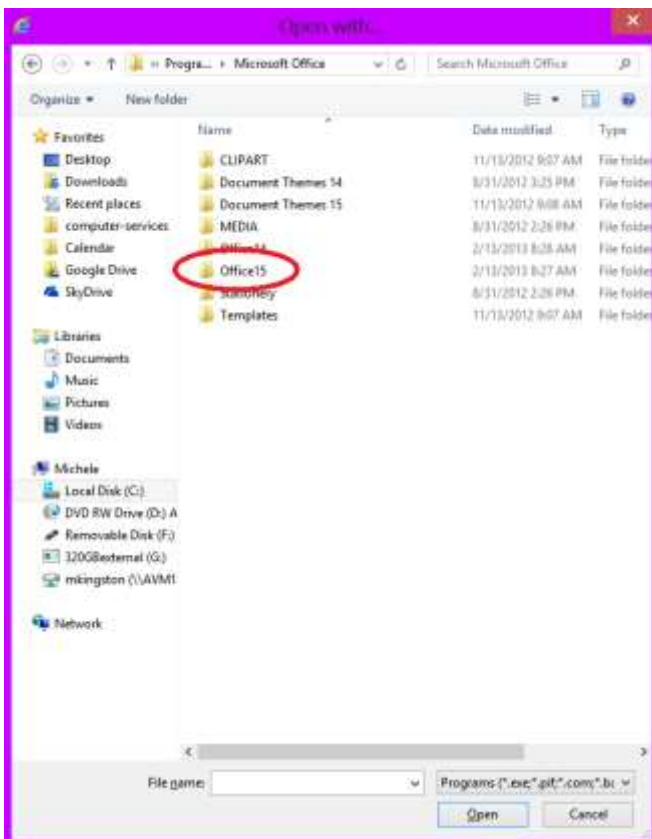
[Look for another app on this PC](#)



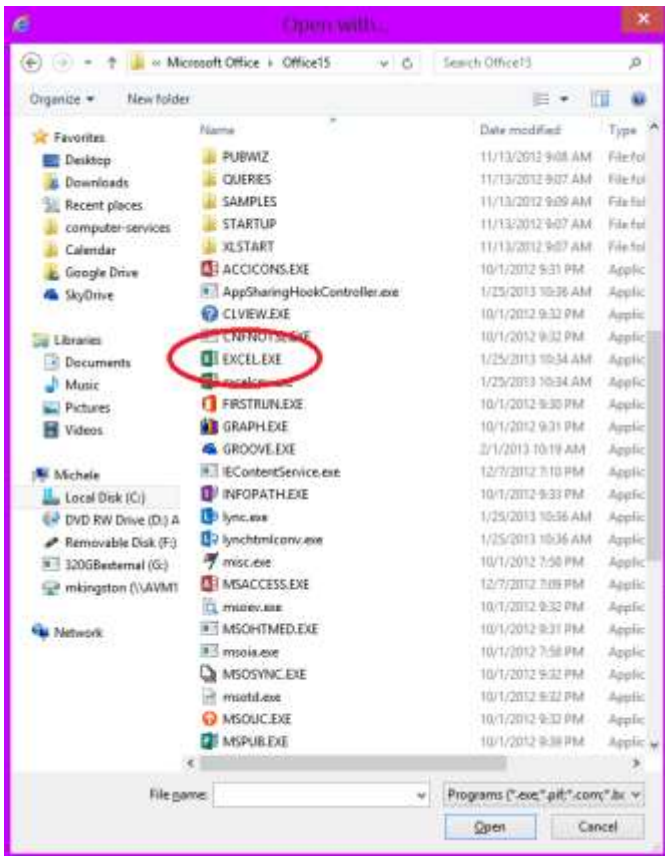
After you click on 'Look for another app on this PC' you will see the following:



After you select 'Microsoft Office' you will see the following:

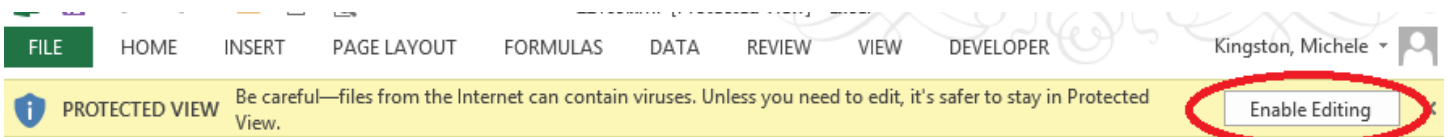


After you select 'Office15' you will see the following:



After you select 'EXCEL.EXE' your Roster will open.

To edit the Roster that opens in Excel click on 'Enable Editing'.



**Notes:****Ctrl+Alt+Delete**

You can Lock, Switch User, Sign Out, Change Password and access Task Manager by pressing Ctrl+Alt+Delete.

**To exit a Metro Style App:**

*Apps in Windows 8 are referred to as Metro Style Apps and look different than the previous apps that gave you the 'X' to close the window. The Metro Apps do not have the 'X' located in the top right corner. To exit a Metro Style app take your mouse pointer to the top of the screen and it will turn into a hand. Holding down the left mouse key take the hand and grab and drag the app to the bottom of the screen and it will close.*

**Devices and Printers:**

*To see your printers, keyboard, mice, and etc. you would go to your charms bar (windows key + c) then click on search. From the Search Screen type in devices and printers and then you will see items available under Settings. Click on Settings and you will see devices and printers as an option. Click on devices and printers.*

## 5 Windows 8 Shortcuts

Pressing the Windows Key



This will allow you to Switch between the Start Screen and the last accessed application.

Pressing the Windows Key + C



+ C

Access the Charms Bar

Pressing the Esc Key



Close a Charm (Search, Share, Devices, Settings)

Pressing the Windows Key + D



+ |

Access the Settings charm  
(shutdown, restart, etc.)

Pressing the Windows Key + L



+ L

Lock the computer