When you start your computer you will be taken to the Windows 8.1 ‘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.
With Windows 8.1 (update 1) you will be taken directly to your desktop after you sign in.

You can still access your start screen by clicking on the Windows key located in the bottom left corner. The Windows key can be found on the bottom left of your desktop or on your keyboard towards the bottom left.

If you ‘right click’ on the windows key you will be given other options:
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.

With the 8.1 update you can access the power options and search feature using the icons next to your user information.

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.

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.
Located at the bottom of the start screen is an arrow pointing down on the bottom left of the start screen. If you click on this arrow you will be taken to all apps (these are all the applications installed on the pc):

![Apps]

**Full Screen Apps**

Windows 8.1 (update 1) brought back the ‘title bar’. Before this update applications such as photo, calendar, weather, etc. had to be closed by grabbing the top of the screen and dragging it to the bottom; now they can be closed by clicking on the ‘x’.

![Calendar]
Desktop

The Windows 8.1 desktop is very similar to the Windows 7 desktop.

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.*

- 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.
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. From this option you can play things from desktop apps, project to a second screen, etc.

The Settings Icon from the Charms Bar takes you to various settings.
From the Settings menu you can see your network connections, manage network connections (helpful with laptops and Wi-Fi), speaker volume, notifications, 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:**

There are a few different ways to sign out, shutdown and restart in Windows 8.1 (update 1)

From the Start Screen if you click on the user you can lock or sign out of the pc. To the right of the user, is a power button which give you the options of Sleep, Shutdown or Restart.
You can also Sign out, Sleep, Shutdown or Restart by right clicking on the windows logo located at the bottom left of the screen:
Rosters+

To download a Roster from Rosters+ into Excel

**Download Roster**

Instructor:
Course:
Meetings:
Term:
Max Enrl:

- Download Roster
- Drop Students
- Instructor Add
- Final Grades
- Contact Students

ACCT 60 (22165 LEC) Enrl/Grd


**Download as an Excel File**

**Download as a Comma Separated Values (CSV) File**

**Download as a Text File**


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:

```
Do you want to open or save 22165.xml from secure.cerritos.edu?
Open  Save  Cancel
```
Click on ‘Open’ and you will see the following (make sure to scroll down thru the options):

---

Instructor:
Course:
Meetings:
Term:
Max Enrl:

---

Download as an XML:
Download as an Excel:
Download as a Comma-Separated Values:
Download as TBA Set:

If you use a Mac and have Excel installed:

If you do not have Excel installed:

---

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

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

More options

Look for another app on this PC

---

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

---

Microsoft.
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’.
Video Help:

Click on the link below to watch a short video highlighting the features of Windows 8.1 (update 1)

https://www.youtube.com/watch?v=BcW8wu0Qnew

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

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

Lock the computer

Please send any comments or suggestion on this document to mkingston@cerritos.edu

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