2   The structure of this book

In this chapter you will learn about

- the structure of the book
- chapter elements
- hyperlinks
- symbolics

2.1   The structure of this book

2.1.1   The chapters

In the first 6 chapters you will learn about the Graphical User Interfaces in Windows 8.1: content, elements and functionality.

In chapter 7 you will learn about Charms – i.e. new shortcut icons for various features.

In chapters 8 Searching and 9 Storage of datafiles you will learn how to manipulate various types of data files, and how to search for and store them.

In chapter 10 Computer connections you will learn about networks and up- and download of data.

In chapter 11 Important programs you will learn about programs that it is useful to know something about.

Chapter 12 the Internet is about browsers, security, cloud computing and e-mail.

Chapter 13 Windows Store is about download and update of apps from Store.

Chapter 14 Tips and tricks for windows 8.1 is describing news and helpful hints.

Chapter 15 Help shows you how to get help using Windows 8.1.

Chapter 16 Index contains an index of keywords, and chapter 17 Glossary contains examples and explanations of words that is marked with superscript characters in the book (End notes). They might be everyday expressions, but can also be technical terms.

2.1.2   Chapter elements

Learning goals

All chapters begins with description of learning goals.

Fact panes

Fact panes contains descriptions of important concepts.

Sometimes examples of use is explained.
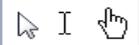
End notes

End notes is used in the book, marked with superscripted numbers (e.g. computer[1]) which are explained in chapter 17 Glossary.

2.1.3   Hyperlinks

Hyperlinks are underlined, and therefore easily recognizable. Both internal (bookmarks) and external hyperlinks are used. Most external hyperlinks refers to websites in <u>Waybackmachine</u>. Waybackmachine is an archive website, that stores contents of other websites. So even when changes are made, you can still see the original website referred to in this book.

If you want to visit the original websites, just delete the text before the second time it says <u>http://</u> in the address bar.

2.1.4   Used symbolic

- "The mouse pointer" is the mouse representation on screen – by default a white diagonally pointing arrow, a vertical line or a hand.
- Keys on the keyboard is (if possible) written starting with a capital letter, like Enter or C.
- Names of specific places/elements in Windows 8.1 is written with a capital letter, like Desktop, the folder This PC, Control panel etc.
- Names of menu items, commands, buttons and dialog frames is written with *italic font*, like the command *Print.*
- tabs are written in squares, like e.g. View.
- When you must press two or more keys at the same time, a plus will be inserted between the keys. For example "press Ctrl+F". You perform this manoeuvre by holding down the Ctrl-key, press the F-key once, and let go of the Ctrl-key again.
- Several ways to perform a specific action may be described in the book, but not necessarily all existing ways.