

6 Graphic user interfaces in Windows 8.1

In this chapter you learn about

- characteristics of the graphical user interfaces in Windows 8.1
- elements and backgrounds
- navigation between user interfaces in Windows 8.1

When you turn on your computer the first thing you see is the Lock screen, that looks something like this:



The Lock screen can be set to display a photo or automatically run a diasshow (read more in chapter 7.5.3 [Change PC settings](#)).

Touching a random key or the mouse will bring you to the Login screen, where you must enter a username and a password to proceed to a graphic user interface.

A graphic user interface is an interface, where a user interacts with a computer. The interface is represented on a screen and shows a combination of text and graphics that the user can manipulate with keyboard, mouse or fingers.

Windows 8.1 has three different graphic user interfaces, which are:

- [The Start screen](#) (or just Start)
- [The All apps view](#) (or just Apps view) and
- [The Desktop](#)

In the following the three user interfaces are described separately.

6.1 The Start screen

The start screen is where you have fast access to preferred apps, favorite web sites, often used folders, current work files etc.

If you use a Microsoft-account to log in, you get access to your own, individually designed Start screen. This screen you will meet, no matter which windows 8.x PC you use – anywhere in the world.



The start screen is easily recognized by the text Start in the top, left corner.



The graphical user interface of the Start screen (originally called Metro), is similar to that on Windows smartphones. For the manufacturer, Microsoft, it is important, that users easily can shift seamlessly from one Microsoft platform⁵ to another.

6.1.1 Navigate to the Start screen

No matter where you are in Windows 8.1, you can always get to the Start screen by using one of these methods:

- Put the mouse pointer in the lower, left corner of the screen and click the Start-button (that looks like a window) 
- Click the Windows-key on the keyboard (the key with a window on it) 
- From the Apps view you can go to the start screen by holding down the Ctrl-key and press the Tab-key one time, and then let go of the Ctrl-key again.

6.2 Elements of the Start screen

6.2.1 User information

In the upper right corner of the screen the current users name is shown, and a photo of the user, if this has been added. The information shown here corresponds to the data typed in at the log in screen.

You can log in locally, or you can use a Microsoft-account (read more in chapter 12.4 [Create a Microsoft account](#)).

Any PC in the world with Windows 8.1 installed, can give you access to your own individually designed screen. That is, when you use your Microsoft account information to log in.



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To change user, either log off and log in as a different user, or restart Windows 8.1 and type in the wanted log in data.

When you put the mouse pointer in the lower, left corner of the screen, you can log off by right clicking the window button that appears. Then you choose *Shut down or sign out* and then *Sign out*.

6.2.2 On/Off symbol

On the upper, right on the Start screen – to the right of the account information – is the on/off button. If you click on it, a menu appears, with the choices *Sleep*, *Update and shut down* and *Update and restart*. (Maybe the choice *Hibernate* too, read more in chapter 7.5.1 [System](#) under Power Options).

6.2.3 Search

To the right hand side of the on/off button is a looking glass. If you click on it, a search field appears, where you can type in text.

From the Start screen, start typing text directly. this will activate the search box, and provide you search results instantly! This might save you a lot of time – use this feature in the future!

6.2.4 Scrollbar

The start screen probably has more content (icons) than is shown on the computer screen. To see more you can use the scrollbar at the bottom of the screen. Put the mouse pointer at the scrollbar⁶ in the bottom of the screen, hold down the left mouse button while you draw the scrollbar to the right. In the same way you can *scroll* back again, by drawing to the left.

6.2.5 Tiles

The Start screen contains a number of tiles, in different sizes and shapes. The number and size of tiles may vary depending upon the tiles that each user has inserted or removed from the individual Start screen. Tile may also be resized, and this also affects the layout and number of tiles to be seen.

When you activate a tile (by using with mouse, the keyboard or your fingers) an app, a program, a folder or a file opens.

6.2.6 Apps and programs

In this book programs that are downloaded from Windows Store and gets opened from the Start menu are referred to as **apps**, and programs that are downloaded from anywhere else and gets opened from the Desktop menu as **programs**.

However, apps can also be opened from the Taskbar, and Desktop programs can also be opened from the Start menu, so this concept might be a little confusing for the reader. Unfortunately the author have not been able to find better definitions. So if a wrong term is used somewhere in the book, please bear with the author, thank you.

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6.2.7 Opening and closing apps

An app is opened by clicking on its tile on the Start screen, or its icon on the Desktop.

Example

You would like to see the weather forecast, so you click on the tile Weather.



Too many open apps might be confusing, so you may want to close some of them.

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What if
you could
build your
future and
create the
future?

One generation's transformation is the next's status quo.
In the near future, people may soon think it's strange that
devices ever had to be "plugged in." To obtain that status, there
needs to be "The Shift".



There are at least 3 ways to close an app:

- When the app is active, click Alt+F4.
- Put the mouse pointer in the upper, right corner of the screen, and click on the cross.
- Put the mouse pointer in the upper left corner of the screen. Find the apps miniature in the panel shown, right click on the miniature and choose [Close](#).

6.2.8 Dynamic tiles

Some events might be seen on several tiles on your Start screen. These tiles are dynamic. A tile representing a calendar-app can show upcoming events, appointments and so on, an e-mail-app tells when new e-mails arrives, and so on.

The dynamic functions can be turned on or off. This is done by right clicking a dynamic tile, that releases a menu, that lets you enable or disable the dynamic dynamic function of the app.

6.2.9 Pin or unpin apps, folders and files

You can pin an app from the App view to the Start screen by right clicking it and choose Pin to Start.

Besides apps, it is also possible to pin contacts, folders, documents, photos, File explorer etc. to the Start screen.

Example

You would like to pin a tile to the Start screen as a shortcut to the folder Documents.

Via File explorer (read more about File explorer in chapter 6.10.2 [File Explorer](#)) you find the icon for the folder Documents. You place the tile on the Start screen by right clicking the icon, and choose Pin to Start.

You remove a tile from the Start screen, by right clicking it and choose Unpin from Start.

6.2.10 Add/remove tiles

You add a tile to the Start screen by installing it from the Windows Store (read more about this in chapter 13 [Windows store](#)).

You remove a tile from the Start screen like this:

- Right click on the tile you want to remove
- chose **Uninstall**.

Uninstall will remove the program completely from your computer. If you want to reinstall the program you must find it again in Windows Store.

6.2.11 Adjust tile sizes

You can adjust the size of a tile. This is done by right clicking the tile, and choose *Resize*. Depending on the app, you get a number of choices to choose from.

6.2.12 Moving tiles

You can move a tile on the Start screen by pointing at it with the mouse pointer, then hold down the left mouse button, and drag the tile to the desired place, and let the mouse button go again.

6.2.13 Create a group of tiles

It is possible to create groups of tiles on the Start screen. Dividing tiles into groups gives better overview, especially if the Start screen has many tiles. The Start screen can be designed individually, to our different needs.

Do like this:

- Put the mouse pointer on the tile that you want to be a part of a new group
- Hold left mouse button down and drag the tile towards the right edge of the screen, until a purple line appears
- Let the tile go on the right side of the purple line. The tile is now the first one, in a new group of tiles

6.2.14 Move tiles to or from a group

Add tiles to a group by dragging them one by one to the desired group of tiles, and let go. Tiles are removed from a group by dragging them one by one from the group, and let them go on another place on the Start screen.

6.2.15 Arrange and name groups of tiles

Arrange your most used tiles in the left side of the start screen, since this part of the screen is always visible. Otherwise it is a question of personal taste how your groups are organized where they are placed and what they are named.

Examples for inspiration

- create a group of tiles you use every day, and place it at the left side of the start screen.
- create a group containing tiles used in a current project
- create a group of tiles for a special field of interest
- create a group of tiles for media
- create a group of tiles with tools of different kinds
- create a group of tiles for administration of an education or a company

Do like this:


- Right click on an empty spot on the start screen
- Choose name groups
- Now you can change titles for a group by clicking on the name field shown above the group



6.2.16 Move groups of tiles

If you want to change places for your groups of tiles on the Start screen, it is easy in Windows 8.1.

This is how to do it:

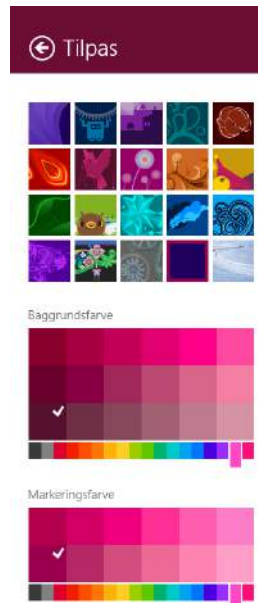
- Click on the zoom icon  in the lower, right corner of the Start screen
- Click on the group of tiles you want to move, hold down left mouse button and drag the group to the wanted place and let go of the mouse button again.
- Click at a random place on the Start screen to zoom back again, when you are finished.

6.3 Start screen background

The Start screen of Windows 8.1 comes with a standard background. However, it is possible to change it, according to your own preference.

Example

When on the Start screen, write: “Change the background and colors on Start” (yes, just write it!), a panel will appear i the right side of the screen, containing icons to click on to choose.



It is recommended that you experiment with some of the tiles, watching how the computer responds to your choices.

there are many other settings for the background than mentioned above (read more in chapter 6.8.1 [Background](#)).


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6.4 The Apps view

The Apps view is where you can administer the apps that you have downloaded to your computer.

- You can pin or unpin apps to the Start screen
- You can pin or unpin apps to the Desktop
- You can remove apps
- You can have the tile for the app marked on the Start screen
- You can activate apps directly from the Apps view

The Apps view is easily recognized by the word Apps in the upper, left corner.



6.4.1 Navigate to the Apps view

- Go to the Apps view from the Start screen by holding down the Ctrl-key, click the Tab-key once, and let go of the Ctrl-key again.
- Move the mouse pointer towards the lower, left corner of the Start screen until it points on a downpointing arrow in a circle. Click on the arrow to go to the Apps view.

6.5 Elements in the Apps view

The Apps view gives you an overview over the apps, that are available. The apps are represented by icons. An icon is an illustration, and an app is a program, but in daily life the two words are often used interchangeably. In this book we therefore sometimes use the word app instead of icon.

You may not be able to see all available apps – in the right hand side of the screen there might be apps, though they are not visible. Like with the Start screen, you can scroll sideways, to see the rest of the screen. You move the mouse pointer to the bottom of the screen, until the scrollbar is visible. Point at the scrollbar with the mouse pointer, hold down the left mouse button and drag the scrollbar to the right, with the mouse.

Moving the scrollbar back and forth you see apps appear and disappear on the screen.

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Return to the Start screen by clicking on a small upwards pointing arrow in a circle, at the same position as earlier.

6.5.1 Download apps

You download apps from Windows Store. Read more in chapter 13, [Windows store](#).

6.5.2 App sorting function

To the right of the title Apps is a sorting function. With the sorting function you can sort the icons in the Apps view after: name, installation date, most used and category. This is very useful, when you are looking for a certain app.

Windows 8.1 remembers the last sorting principle that you choose.

In order to return to the Start screen click on the little upward pointing arrow in a circle. You will find this icon at the same position on the screen as the downward pointing arrow previously.

6.5.3 App searching function

In the upper right on the Apps view, is a searching function, with which you can search for particular apps. For example, if you write “Adobe”, all apps from the company Adobe will appear.

6.5.4 Open an app from Apps view

You can open apps from the Apps view by clicking on the app's icon.

You might want to pin often-used apps to the Start screen as a tile.

If you right click on an app in the Apps view, these menu items will appear:

- Pin to Start
- Pin to taskbar
- Uninstall

If you choose *Pin to Start*, the app will appear as a new tile in the far right side of the Start screen.

! You can choose several apps at a time, by right clicking on each one, and finish the procedure with a command, for example ***Pin to Start***.

6.5.5 Find, unpin or remove an app from the Apps view

By right clicking an app in the Apps view, these menu items will appear:

- Pin to Start
- Pin to taskbar
- Uninstall

If you choose the command *Uninstall*, the app is **permanently removed** from your computer.

If you later want to reinstall the program, you must install it again from Windows Store.

6.5.6 Commands/menu items inside apps

When you right click on an empty spot inside an app, menu items will appear in panels at the top and/or at the bottom of the screen.

An advertisement for the AXA Global Graduate Program 2015. It features a portrait of a young woman with red hair on the left. The right side has a white background with blue and red text. The text includes a red arrow pointing to 'Apply now', followed by 'REDEFINE YOUR FUTURE', 'AXA GLOBAL GRADUATE PROGRAM 2015', and the AXA logo with the tagline 'redefining / standards'. A small vertical text 'agence edg. © Photonostop' is on the far left.

> **Apply now**

REDEFINE YOUR FUTURE
**AXA GLOBAL GRADUATE
PROGRAM 2015**

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Example

Inside the app Weather you want to change measurement from Celsius to Fahrenheit!



When you right click on an empty spot on the screen, panels at the top and the bottom opens. In the panel at the top these items are shown:

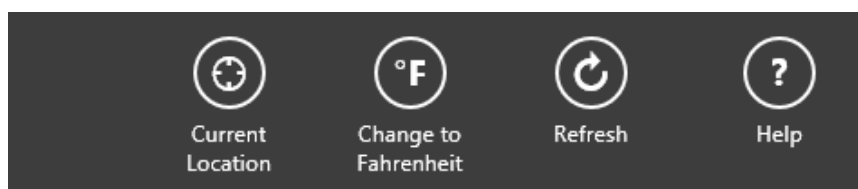
Home – Place – Weather folders – Ski resorts – World weather

Example

If you choose *Home*, weather is shown for the chosen geographical position.

If you choose *Places*, you can change the settings for *Home*, like choosing favorite positions. If you choose *Weather folders*, temperatures, clouds and so on are shown for different hours of the day. It is the same with the menu items *Ski resorts* and *World weather*.

In the panel at the bottom of the application window are several menu items. To the left is *Change Home* – with same functionality as *Places* in the panel at the top. To the right are the menu items:



If *Current location* is chosen, weather is shown where the computer is located.

To change temperature measurement click *Change to Fahrenheit*.

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6.6 Show several apps simultaneously.

When you open an app, it will most likely fill out the screen.

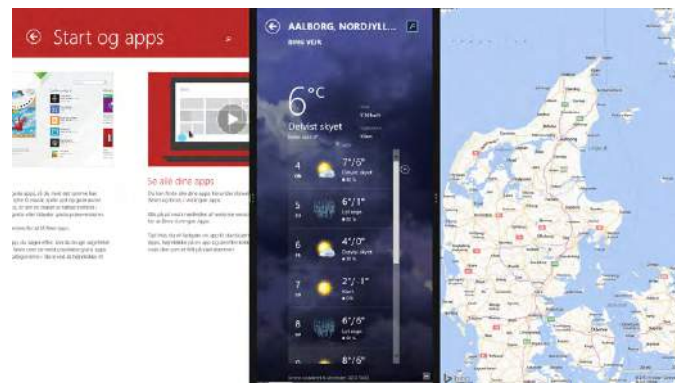
In Windows 8.1 it is possible to show several apps at a time. They will be shown next to each other.

You can also change size on the shown apps. Depending on the size and resolution of your screen, it is possible to show 3–4 apps on the screen at the same time. In Windows 8 you could only have 2 apps open at the same time.

Example

We want the apps Weather, Folders and Mail opened, and shown next to each other on the screen.

Open the apps one by one. When an app is open, put your mouse pointer in the upper left corner of the screen, until you can see miniatures of the open apps. Click on the first one, hold down the left mouse button, and drag the app into the screen and let go. This may require some practice. Repeat the manoeuvre with the other apps. You can have three to four apps next to each other simultaneously.



6.7 The Desktop


The Desktop is the well-known user interface, known from all earlier Windows-versions.

Here you can

- open programs
- store shortcuts and datafiles
- search for data
- administrate available programs, folders and datafiles

6.7.1 Navigate to the Desktop

Navigation between user interfaces in Windows 8.1 can be done by a combination of keys, instead of, or with, the mouse:

- From the Start screen you can go to the Desktop by clicking the Desktop tile
- From the Start screen you can go to the Desktop by clicking the Windows-key on the keyboard .
- From the Start screen you can go to the Desktop by holding down the Windows-key, click the D-key once, and let go of the Windows-key again.
- From the Start screen you can go to the Desktop by putting the mouse pointer in the lower left corner of the screen, until a purple windows shows. Click on the window once.
- From the Start screen you can go to the Desktop by putting the mouse pointer in the lower left corner of the screen, until a purple windows shows. Right click on the window once. Click on the item *Desktop*.
- From the Start screen you can go to the Desktop by putting the mouse pointer in the upper left corner of the screen, until a miniature image is shown. Click on the image once.



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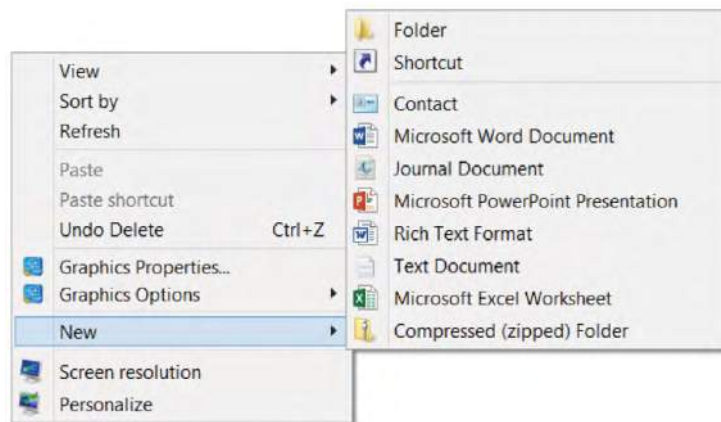
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Right click

A right click typically give you a lot of useful choices – in Windows in general, and in other Microsoft-products as well! If you e.g. right click at an empty spot on the Desktop, a menu appears. If you choose *New* you see this:



You get a lot of useful choices in an easy way!

6.8 Elements on the Desktop

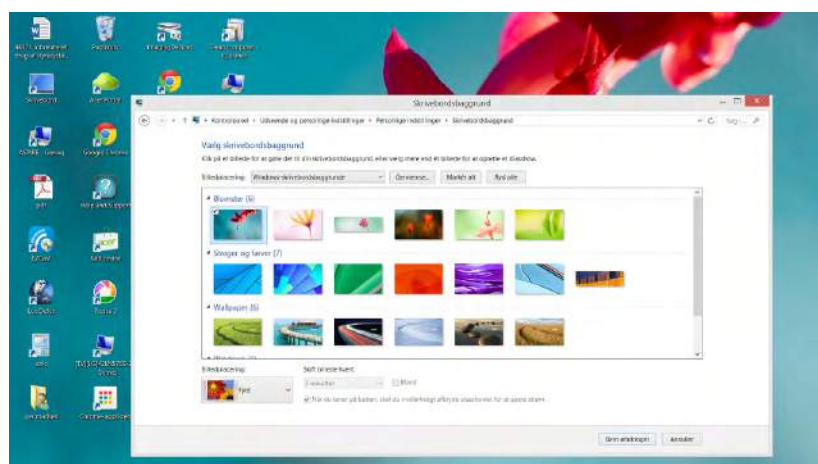
The Desktop consists of the elements: Background, icons on the Desktop and the Taskbar. These elements are covered one-by-one in the following.

6.8.1 Background

On the Desktop there is a Background. It can be a single colour, like black or red, or a photo, a drawing or some other graphics – whatever you like.

If you right click at an empty spot on the Desktop, a menu pops up and you choose the item *Personalize*.

Click on *Desktop Background*, and a window opens where you can choose between various default backgrounds by clicking on an icon, and finish the operation by clicking *Save changes*.



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Desktop Theme

If you right click at an empty spot on the Desktop, a menu pops up and you choose the item *Personalize*.

You see different groups of themes to choose between, fx *Windows Default Themes*, where you can choose between various themes by clicking on an icon to change theme instantly.

It is possible to construct an individual theme for your Desktop background, Taskbar, windows etc. to have. If you right click at an empty spot on the Desktop, a menu pops up and you choose the item *Personalize*.



When you choose a theme then your Desktop background, sounds, colours and Screen saver are all changed simultaneously.

If you make changes in the chosen theme, you can save it as a new theme, giving it a new name.

When you have chosen the desired theme, you can click on the item *Picture position* in the menu Desktop backgrounds. There are 5 different positions to choose from.

It is recommended to explore the different possibilities, to get an understanding of what you can do.

At the right hand side of the Desktop background you can change colours on window frames, taskbar and sounds. Explore to see if you have any use of the options.

Screen saver

Windows 8.1 comes with a Screen saver option. A Screen saver is a computer program that blanks the screen or fills it with moving images, patterns or e.g. a logo moving around the screen, when the computer is not in use. It is possible to set the amount of time to pass, before the Screen saver is turned on. The Screen saver was initially designed to prevent screen damage, nowadays it is mostly for entertainment or security, like having to type a password to close the Screen saver.

Example

You want your Screen saver to automatically turn on after some minutes, with the text ‘Taking a break’ moving around the screen.

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Do like this

Right click on an empty spot on the Desktop, and choose *Personalize*. Click on the item Screen saver, to open a dialog box.



In this example 3D Text is chosen. Click Settings to write 'Taking a break'.

It is recommended to eksperiment with other settings too. To test your settings, click the button Preview.

When you have finished making your new theme, choose Save theme. You are then asked to give your new theme a name.

6.9 Icons

Desktop has icons (graphic images) of the programs and/or window it contains – just like tiles on the Start screen. However there are a few differences. You can construct, delete and rename icons. They can also be placed almost anywhere on the Desktop.

If you double click on an icon, its file placement will be opened in a window, either by the File explorer or another program.

Example

You want to empty your Recycle Bin.



Do like this

On the Desktop you find the icon named Recycle Bin. Recycle Bin is opened by double clicking the icon. If there are files in the Recycle Bin, you can choose *Empty Recycle Bin*. The content is permanently deleted, so be careful when you do this.

Read more about the Recycle Bin in chapter 9.5 [Types of files](#).

6.9.1 Shortcuts

Some of the icons on the Desktop may be shortcuts. Shortcuts represent programs or folders. shortcuts are easily recognized by the upwards pointing arrow on the Desktop icon.



You can construct shortcuts and delete them again. If you delete a shortcut, the Desktop icon is removed, but the program or the folder still remains on the computer.

Construct a shortcut**Example**

You want to construct a shortcut for the program Calculator on the Desktop, because you use this program a lot.

Do like this

There are several methods to do this:

- right click on an empty spot on the Desktop, choose New Shortcut, and follow the instructions from Windows 8.1
- type 'calculator' in a search box or in the charm Search, right click the desired calculator program, and choose Pin to Start or Pin to Taskbar.

The last method is probably the easiest one to use.

Please note that you can create a shortcut to any desired feature in Control Panel, e.g. Devices and Printers, by right clicking the name of the feature and select Create Shortcut.

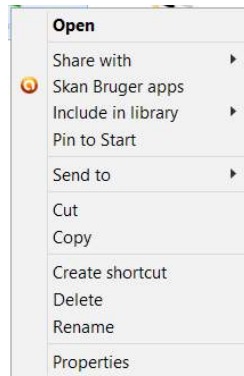
6.9.2 Properties of an icon

Example

You want to know the properties of an icon that represents a folder, containing data files.

Do like this

Right click on the icon and choose *Properties*:



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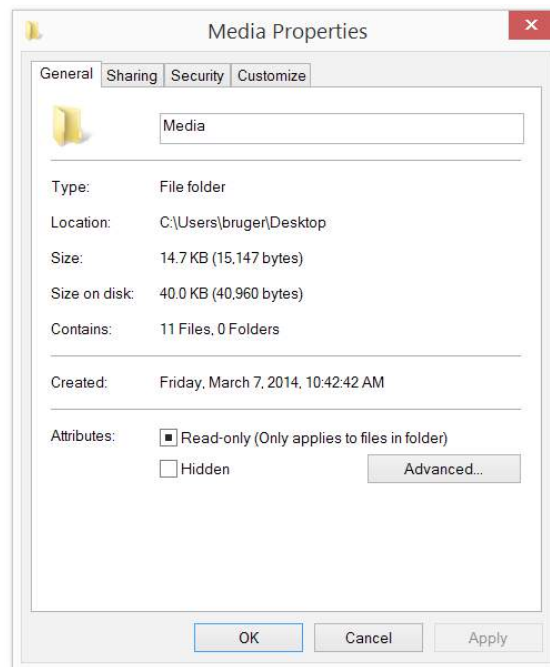
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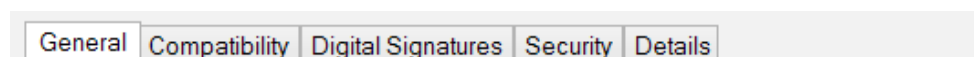


A dialog box opens. Since it is a folder, the dialog box properly look like this:



The dialog box contains 4 tabs. If the tab **General** is chosen, you can see the location, size and size on disc of the file. You can also choose to write-protect the file. If the tab **Sharing** is chosen, you can share the file on the network, with users with appropriate passwords to your computer. If the tab **Security** is chosen, you can change permissions for all users.

If the tab **Customize** is chosen, some features



If the icon represented a program, it would have tabs with **General**, **Compatibility**, **Digital Signatures**, **Security** and **Details**.

If the icon represented a shortcut, it would have tabs with **General**, **Shortcut**, **Security** and **Details**. If the tab is chosen, you can change the filepath, icon, shortcut-key and how it is opened.

If the icon represented a data file, it would have tabs with with **General**, **Security** and **Details**.

6.9.3 Place an icon on the Taskbar

You can place an icon on the Taskbar. To open often used programs from the Taskbar, can save the user some vauable time.

Example

Since it is an often used program, you want to have an icon for Calculator on the Taskbar.

Do like this

Hover the mouse pointer over the icon for Calculator, hold lower left mouse button and drag the icon to the Taskbar and let go. You now have a shortcut for Calculator on the Taskbar.

Icons for shortcuts can always be deleted, by clicking on them once to select it, and then choose the *Delete-key* on the keyboard. Only the shortcut will be deleted, not the program that is represented by the shortcut.

6.9.4 Open and shut down a program

Many of the icons on the Desktop illustrates programs, like Word og Excel.

Programs are opened by double clicking the icon. If it is not on the Desktop, you can serch for the program by using the built-in search functionality: write the name of the program in a search box (e.g. right click the Windows-icon in the lower left corner/Search), and the icon will be shown in a panel that appears.

Example

You want to open the program Calculator.

Do like this

Double click on the icon for calculator, and the program opens.

When the program is open, you can shut it down in several ways, for example:

- Click Alt+F4.
- Click on the tab Files, and choose *Close*.
- Click on the X in the upper right corner of the program window.

The methods to shut down Microsoft programs described above are general, and will work on most programs from various manufacturers.

6.9.5 Download, install and remove a program

You sometimes need to download a program to your computer. If it is a program that must be downloaded from a website on the Internet, you are usually given good instructions about details in the process, as you go.

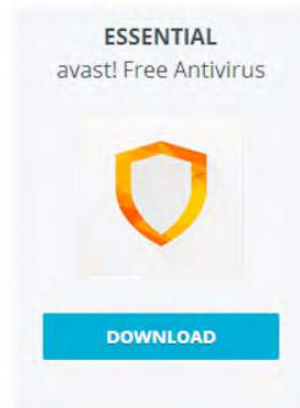
Example

You want to download the antivirus program Avast!

Do like this

We assume that you are visiting the correct Avast! website on the Internet.

You download and install (double click on the installationfile) the desired program version (provided the program is free of malware⁷).



It is recommended always to scan a program for malware, before it is installed.

An advertisement for an English course. It features a woman, Jane, a Chinese architect, smiling. The text on the left says: "I studied English for 16 years but... ...I finally learned to speak it in just six lessons". Below this, it says "Jane, Chinese architect". On the right, there is a green speech bubble that says "ENGLISH OUT THERE". Below the speech bubble, it says "Click to hear me talking before and after my unique course download".

Sometimes you may need to remove a program, due to lack of disc space, you do not trust the installed version, or you do not need it anymore

Example

You want to remove the antivirus-program again.

Do like this

Right click on the purple Windows-icon in the lower left corner of the screen, choose *Control Panel*, and choose the item *Uninstall a program*.

Find the antivirus-program in the overview, and select it by clicking the text. Choose the command *Remove*. The program is permanently removed from the computer.

6.10 Windows

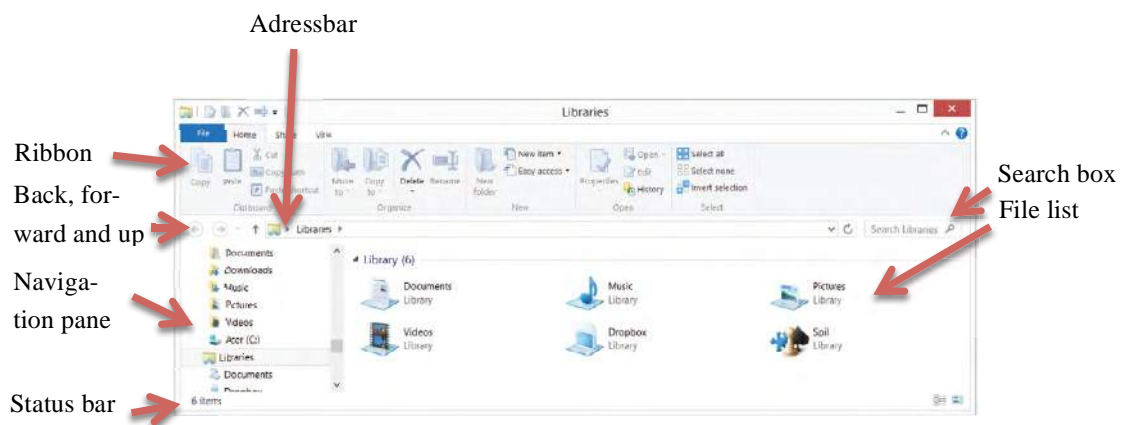


If you open File Explorer from the Taskbar, by clicking its icon, you open a window.

When you open a program, a file or a folder from the Desktop, a window or a dialog box appears.

Dialog boxes are windows where you must give the computer a command, by clicking buttons, typically with the text OK or Cancel. Compared to other types of windows, dialog boxes have limited options. In the following we presume you have opened the File Explorer.

6.10.1 The main elements of a window:



Learn more about the different parts of a window, click [here](#).

To move Windows and change their sizes

You move a window by 1) hovering the mouse pointer at the edge of the window, until the mouse pointer looks like an arrow, pointing oblique left 2) then hold down your left mouse button, while you drag the window around with the mouse.

If you are dragging in the corner of a window instead, you change its size.

Open a shortcut menu for an active window by pressing Alt+Spacebar.

6.10.2 File Explorer

Improved search functions in Windows 8.1 eliminates some “manual” navigation on the computer, but navigation is still a basic skill that it is vital to master.

The File Explorer is the most important tool to use for navigating on networks and drives.

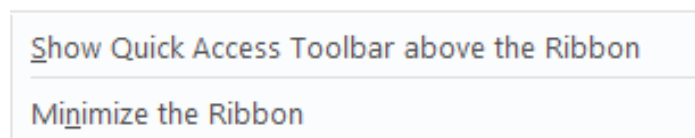
A drive is a unit that stores and manipulates data.

Your computer has an internal Hard Drive drive (C:) in daily speech ‘the Hard Drive⁸’, but other types of drives might be connected to your computer:

- External Hard Drives
- USB-drives
- Virtual drives
- CD-rom/DVD-drives
- Network-drives (Hard Drives reachable by your computer via the network)

6.10.3 Ribbon

If you right click at the top of the Ribbon, a menu appears. You can choose to show a *Quick Access Toolbar* above the ribbon, and you can choose to *Minimize the Ribbon*.



If Quick Access Toolbar is shown you will see some of these symbols:

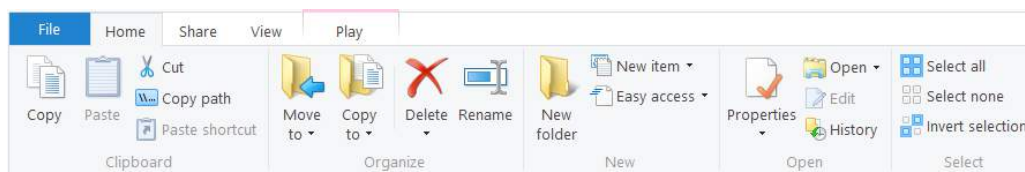


They are used for showing Properties, Rename a file, send an item and organizing the Quick Access Toolbar.

The Ribbon has the following tabs **File**, **Home**, **Share**, **View** as a standard. Depending on which type of file or folder you select, more tabs may appear, like **Manage** or **Play**, containing relevant tools for working with the selected datatype. Like Search Tools, Library tools, Music tools or Video tools.

The **File** tab contains items that average users rarely use, because there are alternative ways of doing the same operations; open New Window, open Command Prompt, open Windows Power shell, Delete History, Help and Close Window.

The **Home** tab contains tools to help you manage files and folders.



Select the items that you want to copy or move, click Copy to copy them or Cut to move them. Browse to the place where you want the files or folders to go, and click Paste. The rest of the menu items almost goes without saying.

What do you want to do?

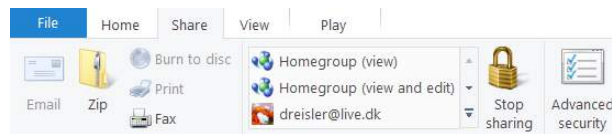
No matter what you want out of your future career, an employer with a broad range of operations in a load of countries will always be the ticket. Working within the Volvo Group means more than 100,000 friends and colleagues in more than 185 countries all over the world. We offer graduates great career opportunities – check out the Career section at our web site www.volvogroup.com. We look forward to getting to know you!

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Next to the **Home** tab, you find the **Share** tab.



To launch the Email program via the far left icon, Email, it is provided that Windows has an e-mail program, like Windows Live, associated.

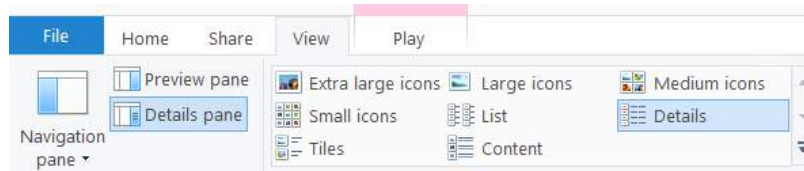
The next item is Zip that is a function to compress files, in order to decrease their data size. This is useful, when only limited data space is available, e.g. when you transfer data over the network, store files on drives or send files as attachments to e-mails.

When you have selected the chosen items in the File list, you just click on Zip, and a so-called zip-file is created containing the compressed data.

The rest of the icons in **Share** will not be covered here. If you want to share screenshots, the Charm Share is the easiest way to do it (read more in chapter 7 [Charms](#)).

Next to **Share** is the **View** tab.

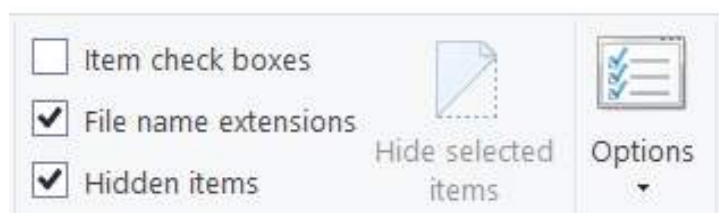
In its upper left side it is possible to choose between to see a Preview pane or Details pane.



There are eight different views to choose from. It is useful to get acquainted with the various views.

Details view stands out from the rest. If this view is chosen, column headings will appear. This makes it possible to sort in your data, in various ways.

Next to the views group, there are more tools to sort your data. You can choose to view item check boxes, file name extensions and Hidden items in File Explorer.



In chapter 8, [Searching](#), you can read more about Details view and other sorting features.

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6.10.4 Command buttons

In the the upper, right corner of a window you will three command-buttons:

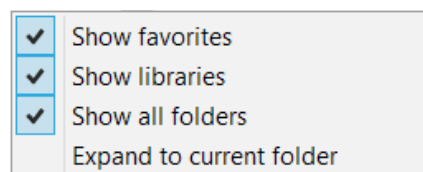


- By clicking the left button, with the lowered line, the window is minimized (hidden) – and an icon for minimized application is placed on the Taskbar.
To get the window back open again, you can place the mouse pointer over the corresponding icon on the Taskbar and click on it, or keep the Alt-key down and press the Tab-key, which makes all open windows appear, side by side.
- By clicking the center button, with the square, the window is maximized, meaning it fills the screen. To restore down, click the square again.
- By clicking the red button with the white cross, the window is closed. If the window is a dialog box, then all changes in the dialog box are lost (same as Cancel).

6.10.5 The Navigation pane

The Navigation pane shows an overview of the computers folders and drives. Favorites and Desktop are always shown. Both can contain a lot of items.

If you right click on an empty spot in the Navigation pane, this menu appears:



It is recommended to checkmark the three top items in order to provide you much information as possible in the Navigation pane.


Here are two ways of showing/hiding content of items:



-  Desktop

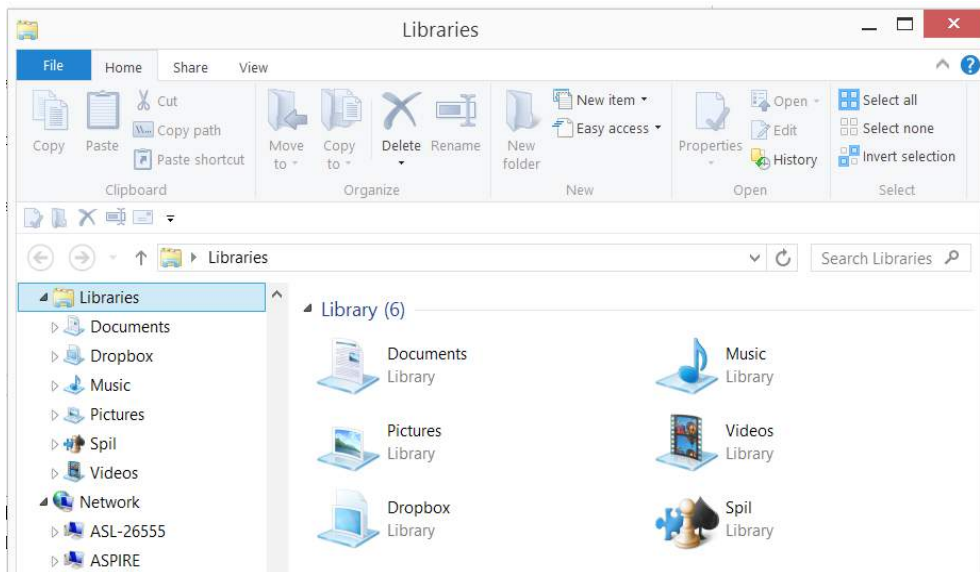
Click on the white triangle, which 1) turns black and “points” obliquely down and 2) have its content shown under the item. Click on the black triangle, and it turns white again, and the content is not shown anymore.

- Right click on the icon next to the text This PC. The top item is *Expand/Collapse*. Choose this to repeat the actions above.

- The File Explorer-window is opened by clicking the folder-icon on the Taskbar .

The window can appear in different ways, depending on the contents of the computer, and what you have selected.

Here “Libraries” are selected in the Navigation pane:



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- **Favorites**

Favorites is a shortcuts archive for the user (do not confuse it with Libraries), and can contain Desktop, OneDrive, Downloads-folder, external Hard Drives etc. You choose all the elements yourself. It is easy to make a shortcut in Favorites: you drag the wanted icon to the Favorites-section, and choose *Create link in Favorites*.

- If you right click on an empty spot in the Navigation pane, you will see checkmarks at the items we chose before! So there are several ways to perform the same action. Very typical for Windows.
- Microsoft has chosen to show certain elements in the Navigation pane, e.g. OneDrive and This PC. Notice the white triangle that points at the icon, at the left of the text. The white triangle is a common used symbol in Windows File Explorer, that indicates that the element itself contains two or more elements.

6.10.6 The File list

To the right of the Navigation pane is the File list. Here you can see the content of the chosen item in the Navigation pane. If chosen, a Preview pane or Details pane is shown to the right of the File list.

6.10.7 The Status bar

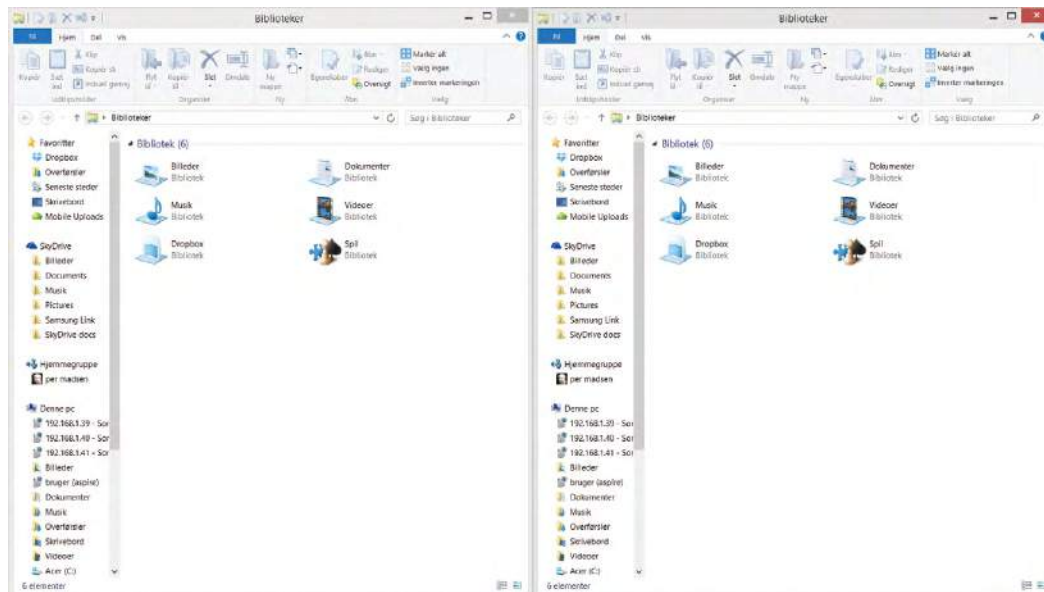
The Status Bar at the bottom of a window shows how many items are selected in the Navigation pane and the File list.

6.10.8 Aero functions

In Windows 8.1 there are some features called AeroIntended for improving the Desktop user experience.

Aero Snap:

You drag a window to one side of the screen, and holds it there until it changes size and fills half of the screen. Drag another window to the opposite side of the screen, and together the two windows will cover the whole screen.



Aero Peek:

With the Aero Peek-feature you get “x-ray” view, and you get to see the Desktop instantly.

Point to the right end of the Taskbar with the mouse pointer, and you can see all icons at the Desktop. Settings of the Peek-feature is described later, in this chapter.

Aero Shake:

With the Aero Shake-feature you can hide all other open windows, except one.

Grab that window you want to be shown with the mouse pointer and shake it a little, and all other open windows are hidden.

If you repeat the above procedure, all other open windows will be shown again.

6.11 The Taskbar

The Taskbar is usually found in the bottom of the screen – but this is configurable. The Taskbar may also be hidden, and only appear when the mouse pointer hovers in the bottom of the screen. You can choose the Taskbar to be shown at all times, if you want.

6.11.1 Icons on the Taskbars left side



All open apps, and apps pinned on the Taskbar, are shown on the left side of the Taskbar.

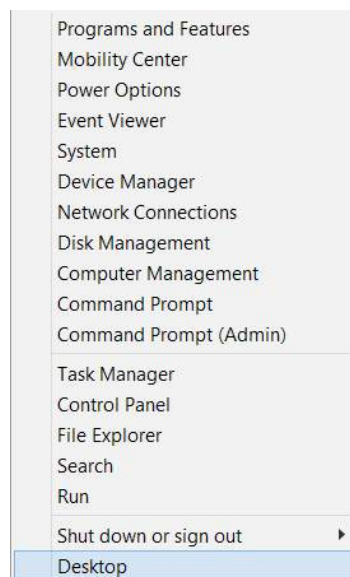
Whenever you use a mouse, you can see the Taskbar from every User Interface (screen).

The left side of the Taskbar contains icons, starting with a Windows-icon to the far left.

If you click on the Windows-icon to the far left, you get to Start. Click once more to return to the Desktop.

The Windows-icon

If you right click on the Windows-icon to the far left on the Taskbar, a menu appears:



Most of the items above are similar to items mentioned in the chapter 7.5 [Settings Charms](#). A few of them will be mentioned here, though:

- *Shut down or sign out.* This is new a new feature compared to Windows 8. Keep the mouse pointer over the text for one second, and the items Sign, Sleep, Shut Down and Restart are shown. Every time you Shut Down/ Restart the computer, various processes are started in the computer. If you need to get to the computers present state in a hurry, you should leave it in Sleep-mode. When you activate the computer again, it will appear just as you left it. Read more about Power options in chapter 7.5.1 [System](#).
- *Run,* opens a dialog box for “DOS-commands” when you click on it. Try writing “winver” in the writing field. The keyboard shortcut for Run is Window-key+r.
- *Control Panel,* can also be opened from the Charm Settings (read more in chapter 7 [Charms](#)).
- *Task Manager,* is identical to the shortcutmenu Task Manager: press Ctrl+Alt+Del to get an overview over the computers processes.

Task Manager

Task Manager contains the tabs **Processes**, **Performance**, **App History**, **Startup**, **Users**, **Details** og **Services**. If you are not an advanced user, the tab **Startup** is the most important for you.

The tab **Startup** gives the user an possibility to activate and deactivate programs to be launced automatically whenever the computer is started (or restarted). In the column **Startup Impact** you can see the amount of ressources used by the program!

The rest of the icons in the left side of the Taskbar opens the files, the folders or the programs they represent, by clicking on them.

Whenever you want to know what an icon on the Taskbar represents, hover the mouse pointer over the icon, and after a few seconds an explaining text will automatically appear!

Except from the Windows-icon to the far left, it is possible to choose which icons you want to show on the left side if the Taskbar, by pinning og unpinning icons.

Pin/Unpin an icon on the Taskbar

You pin a program-icon, or its shortcut, to the Taskbar, by dragging its icon from the Desktop or from File Explorer to the Taskbar, and let it go when the text *Pin to Taskbar* is shown.

You unpin an icon from the Taskbar by right clicking the icon and choose *Unpin this program from Taskbar*.



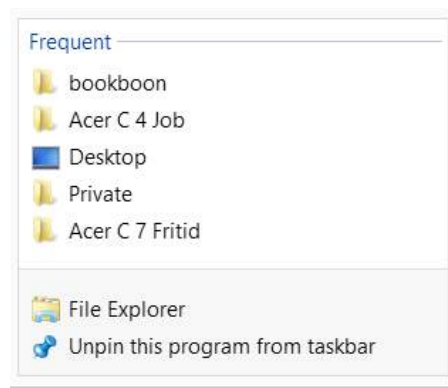
The sequence of the icons

You can change the sequence of the icons on the Taskbar by placing the mouse pointer on the icon that must be moved, holding down lower left mouse button and dragging the icon to the wanted position.

Jumplists

A jumplist is a list of the latest used funktioner for any given program, reprinted by an icon on the Taskbar. Jumplists are useful when you quickly want to get back to a previously used place or task.

You open a jumplist by right clicking an icon on the Taskbar.



In the lower section you can see that it is File Explorer that is selected.

In the higher section of the jumplist you can see, that in this case the folders bookboon, Acer C 4 Job, Desktop, Private and Acer 7 Fritid has been visited latest.


Click on one of these shortcuts, and File Explorer will open the location.

Read more about this topic by clicking [here](#).

6.11.2 Icons on the Taskbars right side



It is possible to choose which icons and messages you see on the Taskbars right side.

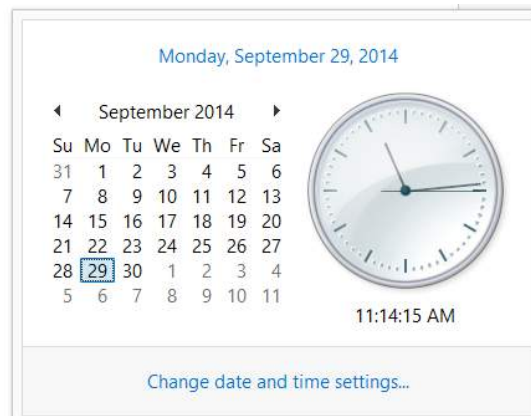
If you click on the up-pointing triangle on the Taskbar  a menu with icons appears.

Click on *Customize...* Here it is possible to choose to show or hide any icon or message.

The most important system-icons are described next.

Watch

If you click on the Time & Date in the far right side of the Taskbar, a window opens, looking approximately like this:

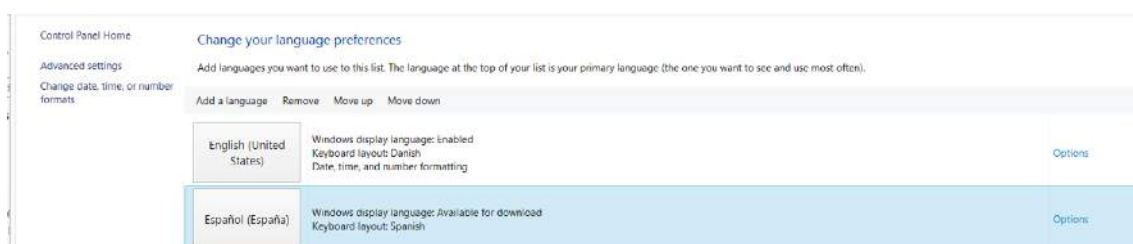


The time and date are shown. You can change settings for time and date by clicking *Change date and time settings...* It is possible to automatically adjust time to Daylight Saving Time. The watch can be synchronized following a plan, i.e. from time.windows.com, found in the tab Internet Time, but other choices can be made.

Keyboard / language


Click on the text ENG to change keyboard to another language.

If the desired language is not shown, you can open *Control Panel* (just write Control Panel on the Start screen) and choose *Clock, Language and Region*.



If the desired language is not on the list, press Add a language, and choose one.

Action Center

The icon of the Action Center is a flag:  The Action Center helps you optimize the computer, in respect to Security, Maintenance, Trouble Shooting and Recovery.

The Action Center shows messages as it goes along, for instance when problems occur. The Action Center provides solutions to most problems that occur.

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Speakers

If you click on the small loudspeaker-icon on the Taskbar, a window opens with a control, to turn the volume up or down. If you click on *Mixer*, you can adjust the computer's units and programs.

Network

The Network-icon consists of five pillars:



If you click on it, a panel opens with an overview of

- if Airplane mode is enabled or disabled
- computer connections
- if Wi-Fi is enabled or disabled
- available Wi-Fi networks

You connect to a network by clicking on the name, and choose *Connect*. If you put a checkmark in the Connect automatically-box, the computer remembers the network-credentials.

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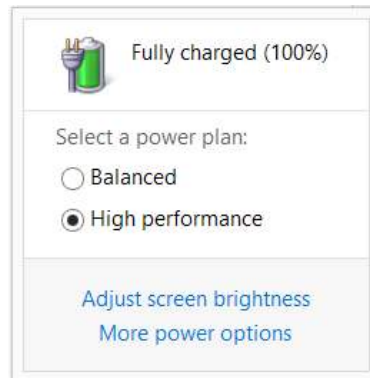
Light is OSRAM

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Power

If you right click on the power-icon, a window like this opens:



The item *More power options* offers various options, e.g. for planning how long the computer is running, before going automatically into *Sleep-mode*. Read more about Power options in chapter 7.5.1 [System](#).

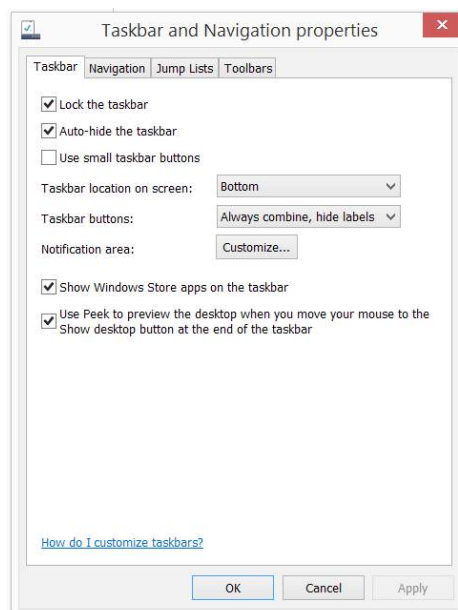
Other icons

File Explorer  should have an icon on the right side on the Taskbar. It is useful when external drives must be removed from the computer, and you want to reduce the risk of losing any data.

In the right side of the Taskbar there might be other icons, e.g. Virus protection, OneDrive, Google-Drive and more. In the same way as the system-icons, you can choose if they are shown or hidden. Right clicking one of these icons, will open a menu.

6.11.3 Properties of the Taskbar

If you right click on an empty spot on the Taskbar, and choose *Properties*, a window with four tabs opens:



The Taskbar tab

In the first tab, **Taskbar**, you can checkmark the boxes *Lock the Taskbar*, *Auto-hide the Taskbar* and *Use small taskbar buttons*.

It is recommended to checkmark *Lock the Taskbar*, as you otherwise accidentally might move it around, and, without you noticing it, storing it in a new place.

If *Auto-hide Taskbar* is chosen, the Taskbar stays hidden, until you place the mouse pointer in the bottom of the screen (assuming that you have placed the taskbar here), then it pops up. This feature is useful when you need to have as much screenspace available as possible.

Preview the Desktop

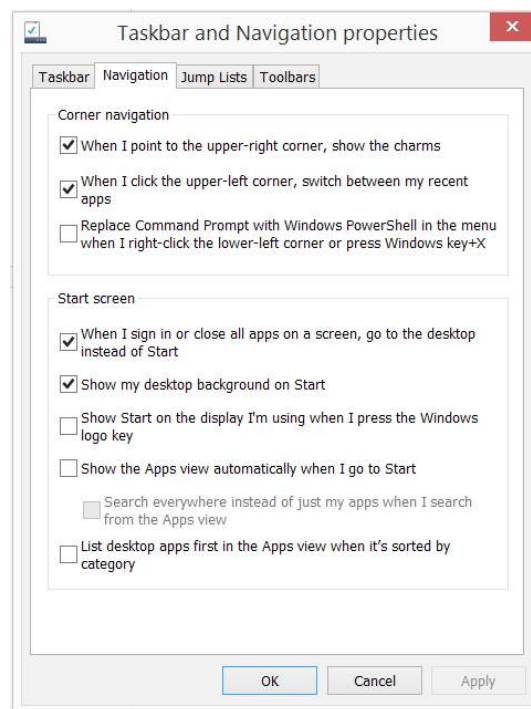
It is recommended to checkmark *Use Peek... end of the taskbar*. It means you get to see the Desktop when you place the mouse pointer at the right end of the Taskbar, no matter how many windows that are open.

If you hover the mouse pointer in the down, right corner, without clicking anywhere, the Desktop and its icons appears, and all open windows get transparent.

When you move the mouse pointer away from the corner, the Desktop is not seen anymore, and everything is back to the way it was.

If you click in the lower right corner of the Taskbar, the Desktop is shown permanently, until you click again! This is the easiest way to get to the Desktop and back.

The Navigation tab



The tab **Navigation** contains settings for the Charms pane, the apps pane, the Command Prompt and the Start screen.

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Corner navigation

Unless you always use shortcuts, it is recommended to checkmark the first two items. It makes navigation to Charms and apps easy.

Start screen

If you checkmark the first item, Desktop will appear, instead of the Start screen, when the computer is powered up.

If you checkmark the second item, the Desktop-background is also used for the Start screen. Some like this, others don't.

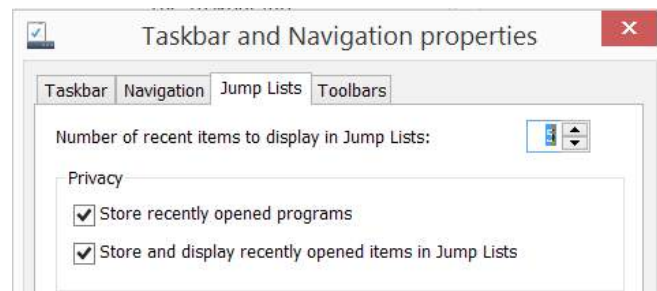
It is recommended to checkmark *Show Start on the display...*

If you want to see all apps instead of the Start screen, you should checkmark *Show the Apps view automatically...*

And finally, if you want your Desktop apps listed first in the apps view, you should checkmark the last item *List desktop apps first...*

Jump lists tab

Here you can adjust how many items to be displayed in Jump lists.



If you want to keep your privacy, you must not checkmark the items under Privacy.

Toolbars tab

Checkmark any of the toolbars you want to appear on the Taskbar: Address, Links, Touch keyboard and Desktop.