

Windows 8.1.1

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1. Two computers in one:

Metro - Tiles and Apps (like the above photo)

Desktop - Like Windows 7, Vista and XP



Windows Key
Use to Switch
back and forth.

2. Some computers have "Touch Screen". If not, use the mouse or Touch Pad to navigate windows.
3. New 8.1 Features ****

- a. New settings ("rt-click taskbar, properties, navigation") allow starting directly into the old "Windows 7" desktop.
- b. New browser, IE11, provides more Internet security from viruses, malware, etc.
- c. Go to "Charms and PC Settings" for a much more complete list of control panel options directly from Metro.
- d. If you use photos or artwork, your wallpaper can now appear in both Desktop and Metro.
- e. Enhanced "All Apps" view with optional sorting.

4. "Store" App takes you to the Microsoft App store for purchase (free or \$) of new apps.
5. "Search Function" is automatic. When you start typing, it magically appears. For example, type "help" and the "Help and Support" icon appears. Click it, and a small encyclopedia of help topics will appear.

6. "Charms Bar". This is a new word that Microsoft uses to describe a small menu of critical items on the right side of the screen. Move the mouse, no click required, from the Upper-Right corner in a downward direction and the following items appear: Search, Share, Start, Devices and Settings.



Charms Bar

7. Most programs that run on Windows 7 will also run on Windows 8. ***
8. Most Administration programs are the similar to Windows 7. (Task Mgr, etc.)
9. Performance - Faster than previous Windows versions.
10. Microsoft Defender Anti-Virus software included. *
11. Demos from Windows 7 software. Balloons, etc.
12. Demos from Windows 8 Apps Store

SPECIAL MOUSE COMMANDS

In Windows 8 and 8.1 the mouse is programmed to perform many hidden functions. This is often disconcerting to the new user. It's best to experiment with the mouse by pointing to the 8 special places: The four corners of the screen, and the four edges of the screen. Additionally, the "right mouse" button is used for many features. Experiment, and see what happens. Also, remember the "Windows Key".

SPECIAL KEY STROKES – THE SHORT LIST

1. Alt-F4 Close App (Like hitting the X in the corner.)
2. Alt-Tab Switch Windows like your old computer.
3. Ctrl-Wheel Go to Group View. (And, you may name the groups!)
4. Win-C Charms Bar. (Settings will get you to the Power Switch)
5. Win-D Desktop. (Ah! This looks like my old computer.)
6. Win-Q Search. (Ask a question.)
7. Win-X Quick Access to System Commands that you know and love.

MY SUGGESTED BUYING GUIDE FOR NEW COMPUTERS

1. Bright anti-glare screen. (\$) (\$ = Slight extra cost.)
2. Nice keyboard that feels good.
3. Multi-core processor. (\$)
4. Ram memory, 4-8 Gigs.
5. Hard Drive memory, at least 250 Gigs.
6. Battery (laptops), at least 6 hours capacity. (\$)
7. Mouse. Buy one: it will make your learning easier. (\$)

MINIMUM HARDWARE REQUIREMENTS PER MICROSOFT

If you're thinking about taking an older computer and upgrading it to Windows 8.1.

Processor: 1 gigahertz (GHz) or faster with support for PAE, NX, and SSE2 **

RAM: 1 gigabyte (GB) (32-bit) or 2 GB (64-bit)

Hard disk space: 16 GB (32-bit) or 20 GB (64-bit)

Graphics card: Microsoft DirectX 9 graphics device with WDDM driver

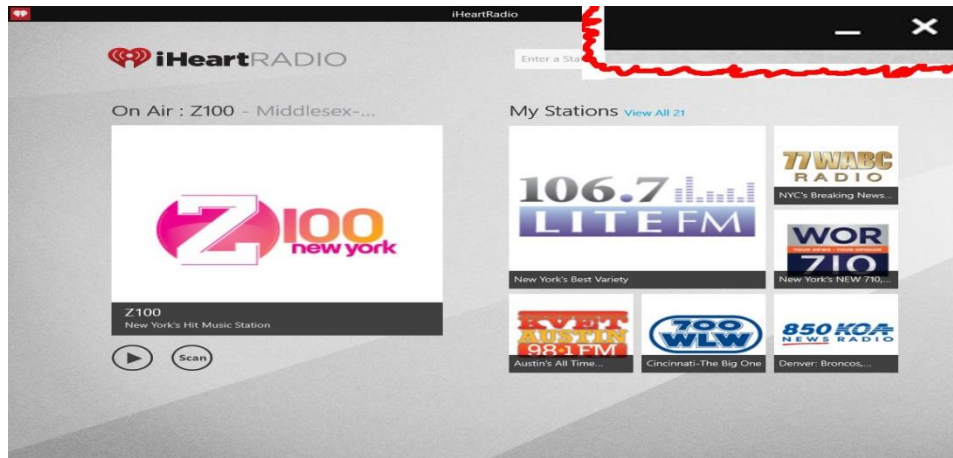
* Some hardware vendors may substitute other paid (trial) software like Norton, McAfee, etc. The Microsoft Defender (Security Essentials) is rated at 97 percent effectiveness by PCWorld. Other paid software, such as AVG, Norton and McAfee, may be slightly better. If trial software times out, be sure to take action to keep your computer running safely. If you switch vendors, be sure to remove the older anti-virus software.

** technet.microsoft.com/en-us/sysinternals/cc835722 (Coreinfo v3.2)

*** windows.microsoft.com/en-US/windows-8/upgrade-to-windows-8 (Upgrade Assistant)

**** Contact your vendor/supplier or manufacturer regarding upgrading from 8 to 8.1.

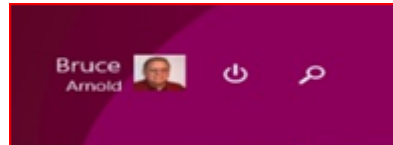
Changes 8.1.1



As of April 2014, Microsoft has changed the operating system again. Windows 8.1 Update 1” (I call it 8.8.1) now provides many features from the old operating systems.

Here's a quick list:

1. The POWER or SHUT-DOWN button is now on the main page.
(Upper right corner between photo and search icons.)



2. There's a new TASKBAR on the bottom. (Like Windows XP, etc.) All open and pinned apps appear there now.
3. This taskbar appears on all screens. (Metro as well as Desktop.) Note that sometimes you have to bump the mouse on the screen bottom in order to see it.
4. The 'X' button is back in the upper right corner for any applications. See the “iHeart Radio” screen shot above. There’s a MINIMISE button there too, just like you remember.
5. The "hand" for swiping is gone. (Remember a down swipe used to close the window.)
6. The mouse right click button brings up an options menu.
7. The Microsoft STORE icon is now always on the taskbar.
8. You may start up on the Desktop if you like.

“It's getting to look a lot like XP, Vista, and 7.”

One last note: Check out <http://support.microsoft.com/kb/311047> for help in keeping your computer up to date. Microsoft has more updates planned.