Other Operations

Searching content

1 Tap the Search charm (see cover).
2 Tap Apps, Settings, or Files.
3 Enter a keyword (e.g. Control Panel) in the Search box.

Switching apps

Swipe in from the left edge.

Entering sleep or shutting down

1 Tap the Settings charm (see cover).
2 Tap (Power), then tap Sleep, Shut down, or Restart.

More about how to use Windows 8

Refer to Windows Help and Support.
1 Tap the Search charm (see cover).
2 Enter “Help and Support” in the Search box, tap Apps, and then tap the icon.

New Start Screen and Menu

Start screen

You can add shortcuts to apps, the desktop, and websites that you use the most.

- Touch operation
  Open the charms, then tap the Start charm.
- With a keyboard
  Press the (Windows) key.

Tiles

Tap a tile to start an app and personalize the Start screen by adding and rearranging tiles.

Charms

Search for apps and files, share content, play content on other devices or print, and set up your PC.

- Touch operation
  Swipe in from the right edge.
- With a mouse/touch pad
  Point to the upper-right corner, then move downward.
- With a keyboard
  Press the (Windows) key and the C key at the same time.
Using Apps

Starting apps
1. Tap the Search charm (see cover).
2. Enter a keyword in the Search box, tap Apps, and then tap the app icon.

Opening the apps menu
- Touch operation: Swipe up from the bottom edge.
- With a mouse/touch pad: Right-click within an app.

Viewing running apps
- Touch operation: Swipe in from the left edge until a small app icon appears. Then, drag the icon back towards the left edge.
- With a mouse/touch pad: Point to the upper-left corner, then move downward.

Closing apps
1. When an app is open, point to the top-center of the screen.
2. Drag the app to the bottom of the screen until the app disappears from the screen.

Using the Internet

Connecting to a Wireless LAN
1. Tap the Settings charm (see cover).
2. Tap the network icon.
3. Select your wireless network from the list, then tap Connect.

Opening websites
1. On the Start screen, tap the Internet Explorer tile.
2. Enter a URL or keyword to search websites.
3. To open a new tab, open the apps menu (see left page) and tap the icon.

You can also find the traditional style Internet Explorer on the desktop.

Installing apps from Windows Store
You can add apps from Windows Store.
1. Connect to the Internet.
2. Tap the Store icon on the Start screen, and then find an app to install.

Microsoft Account
You will need a Microsoft account to use some of the apps or services, including Windows Store.
On how to create and what you can do with a Microsoft account, refer to Windows Help and Support (see back page).