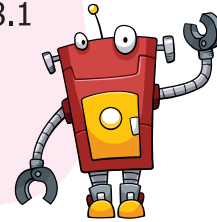


# Introduction to Windows 8.1



## Learning in this chapter

- ✿ Introduction to MS windows 8.1
- ✿ Desktop and its objects
- ✿ Working with the icons
- ✿ Changing the window theme



Children, as you know that there are different types of work at your home. These different works are done so well because your parents manage all the works at home. They manages all the works in such a manner that you do not have to worry about them.

In the same way the computer is made of different parts and does many works at a time. It also requires a manager which manages all the works of a computer and makes it run. This is known as **operating system**.

## Operating System

Operating system is the most important software running on a computer. We cannot work on a computer without an operating system. The operating system software performs the following functions :

- Operating system controls the internal working of a computer and its parts.
- It manages the computer's hardware and acts as an interface between the user and the computer hardware.
- It helps the other types of software to run on the computer.

**MS windows, Linux, Unix and MAC OS** are examples of some commonly used operating systems for computers. In this chapter we learn about **MS Windows** operating system.





## Introduction to MS Windows 8.1

MS Windows or Microsoft Operating System Windows is a popular operating system developed by Microsoft Corp., USA. Window 8.1 is one of the latest versions of MS Windows operating system. It was released by Microsoft in July, 2013.



### FAMOUS PERSONALITY

The concept of the Windows Operating System was given by Bill Gates. He founded the Microsoft Corp. and also developed the first version of the Windows Operating System.



### Do you Know?

Windows 8.1 is a touch-optimized operating system. Windows 10 is the latest version of MS Windows Operating system. It was released by Microsoft Corp. in July, 2015.



## Features of Windows 8.1 Operating System

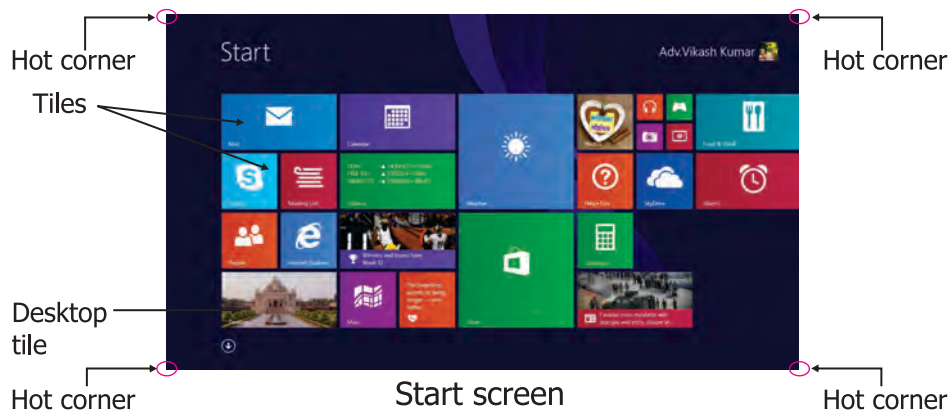
Some important features of Window 8.1 are discussed below:

- Windows 8.1 operating system supports touch screen devices:** Windows 8.1 operating system has been designed to run on both traditional personal computers as well as touch screen devices such as tablets, laptops and mobile phones.

### Do you Know?

For touch screen devices Window 8.1 RT edition is used.

- Start Screen:** Window 8.1 starts with a new screen, popularly known as the Start Screen. It consists of a grid of tiles called Apps. The Start screen helps us to launch an application (app) or program on the computer.



## Trendy Bytes

The Start screen was first introduced in the Windows 8 operating system. It replaced the Start menu that was a key feature of earlier versions of Windows operating system.

It has many parts as shown below :

- Tiles** : Rectangular icons on the Start screen are called **tiles**. Each tile represents applications (app).
- Desktop tile** : This tile represents the desktop app. Click on this tile to go to the desktop.
- Charms bar** : Charms bar is a toolbar containing five icons—Search, Share, Start, Devices and Settings. These tools are known as charms. Move the mouse pointer to the top or bottom-right corner of the Start screen to display the Charms bar.
- Apps view button** : It is a small down-headed arrow displayed below the tiles. Click on it to access the App screen.
- Hot corners** : Four corners of the Start screen are called the **Hot corners**.
- Power Options icon** : This icon helps you to shut down or restart the computer.
- Search icon** : This icon helps you to search for the programs to open them.

3. **Apps View**: The Apps view is a screen that displays all the apps and programs installed on our computer. We can open the Apps view screen by simply clicking on the Apps view button (⏵) at the bottom-left on the Start screen.

### Do you Know?

An operating system can have a **Command Line Interface (CLI)** or a **Graphical User Interface (GUI)**. In CLI one has to remember all the commands to do a task but in GUI there are icons to select the tasks to be done. **MS-Dos** is an example of CLI while **windows** is GUI.

4. **Windows Search** : Windows Search feature helps us to search for apps, programs, files and settings on our computer. We can click or tap on the search icon at the top-right of the Start Screen or the Apps view screen to start the **Windows Search**.

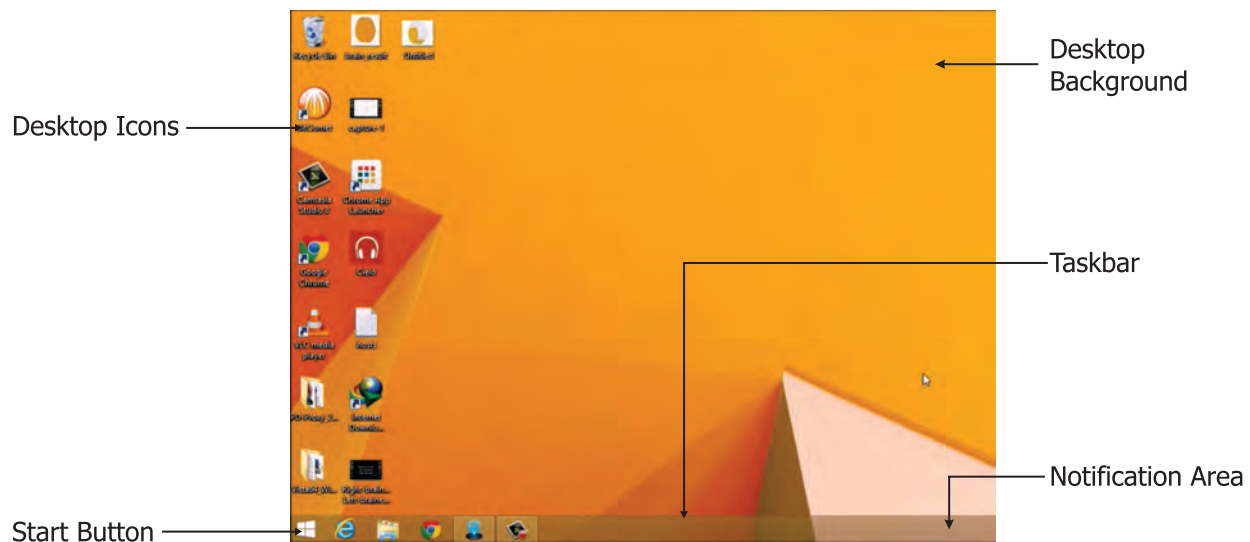
**TIP!** Press 'Win + Q' keys on the keyboard to open the Search pane.



## Windows 8.1 Desktop

Desktop is the main working screen of the computer. We can start to work on the computer from the desktop. To open the desktop click on the **Desktop tile** on the Start screen.

The desktop screen will open with the components as shown below :



Desktop screen of Windows 8.1

**Icons :** The small pictures present on the desktop background are called **desktop icons**. Each icon represents a program, file, folder or shortcut.

**Desktop background :** It is the coloured screen on which icons are displayed.

**Taskbar :** It is a narrow bar at the bottom of the desktop screen. It contains the Start button, icons of the pinned programs and the Notification area. It also shows all the task/programs running on the computer at any given time.

**Start button :** It is located on the left edge of the taskbar. It helps us to switch between the Start screen and the desktop.



### Working with the Icons

Let us now learn to perform various operations of icons on the desktop.

#### ■ Selecting and Deselecting Icon

Selecting an Icon	Deselecting an Icon
<ul style="list-style-type: none"> <li>To select any Icon, simply click the left mouse button on it.</li> <li>It will be highlighted.</li> </ul>	<ul style="list-style-type: none"> <li>To deselect the icon, click left mouse button away from the selected icon.</li> <li>The icon will now be displayed in its original form.</li> </ul>

#### ■ Selecting Adjacent and Non-adjacent Icons.

Selecting Adjacent icons	Selecting Non-Adjacent Item
<ul style="list-style-type: none"> <li>Left click on the first icon to be selected.</li> </ul>	<ul style="list-style-type: none"> <li>Hold down the <b>ctrl</b> key.</li> </ul>



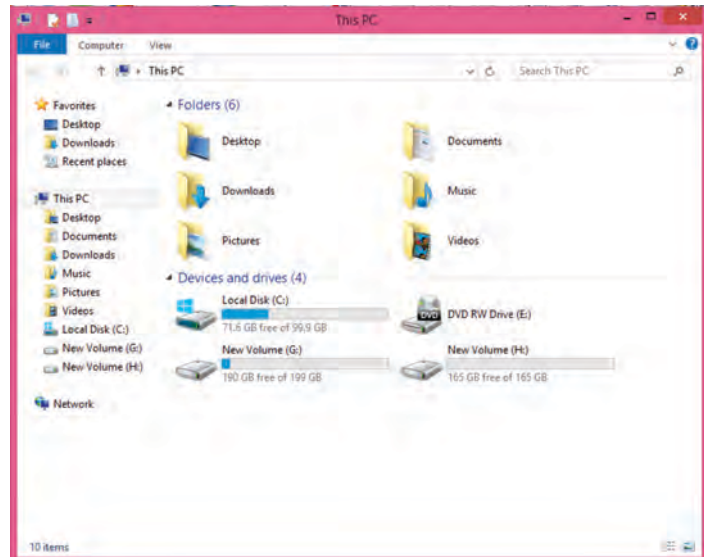
- hold down the shift key and click on the last icon to be selected.
- Release the shift key. All the adjacent items are selected.
- Click one by one on each of the items to be selected.
- This way you can select the non-adjacent items.

## Opening an Icon

We can open an icon by double clicking on it. Let us open the This PC icon by following the steps given below :

1. Point to the **This PC** icon and double click the mouse.
2. The **This PC** program will open up in a window.
3. Click on the Close button to close the window.

You can use similar steps to open up the other program/file/folder icons on the desktop or anywhere else on the computer.



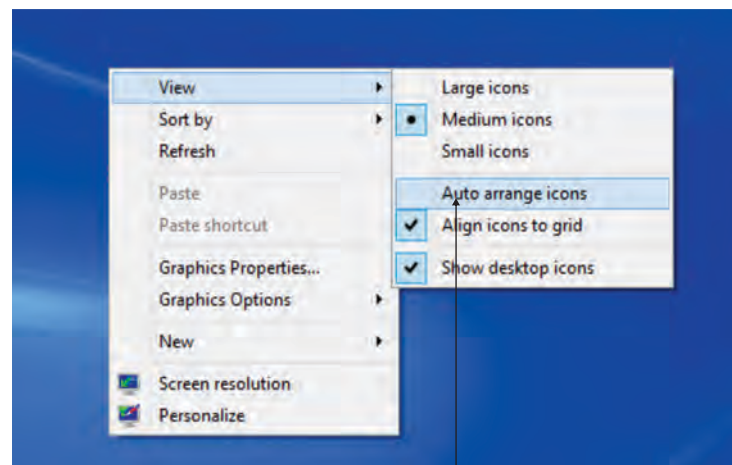
This PC

**TIP!** You can also open an icon by first clicking on it and then pressing the Enter key.

## Arranging the Desktop Icons

We can arrange the icons on the desktop to give it a neat and tidy look. The steps to do this are as follows:

1. Right click on the empty desktop area.
2. In the menu that appears point to the **View option**.
3. Click the **Auto arrange icons** option from the submenu that appears to enable it.  
... The icons will get neatly arranged on the desktop.



Auto arrange icons option

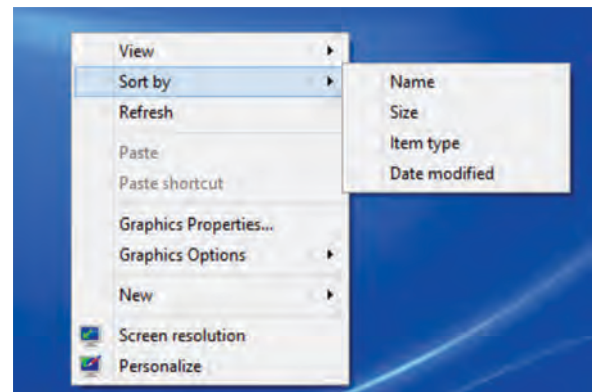
## Sorting the Icons

Sorting means arranging icons in a particular order.

1. Right click on the empty desktop area.



- From the menu that appears point to the **Sort by option**. A submenu will appear showing various sorting options.
- Click on an option to sort the icons as required.

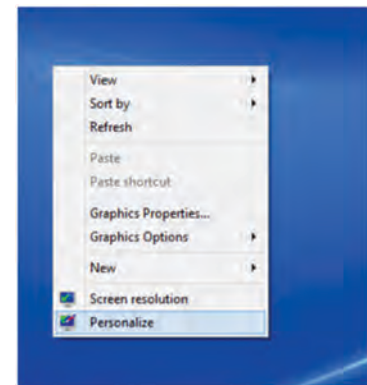


Sorting option

## Changing the Windows Theme

A theme is a combination of desktop backgrounds, other visuals, sounds, colours, etc. You can change the Windows theme for your computer by following the steps given below :

- Right click anywhere on the empty desktop area.
- From the context menu that appears select the **Personalize option**.
- Select a theme from the **Windows Default Themes** section.
- The desktop background (and also sound etc.) will change accordingly.



Personalize option



Personalization screen



## POINTS to Recall

- Windows 8.1 is a touch-optimized operating system developed by Microsoft Corporation, USA.
- Windows 8.1 starts with a new screen called the Start screen. It has many big rectangular icons called the tiles.
- You can search for apps, programs and files on you computer by using the Windows Search Feautre.
- Desktop is the main working screen of the computer.
- The View and Sort by options of the desktop context menu help you to view and sort icons on the desktop respectively.



## TERMS to Learn

- **Operating System** : The main software of computer on which other software run.
- **Interface** : Common point between two things to ensure smooth working between them.
- **Desktop** : It is the main working screen of the computer. All the computer programs are opened on the desktop.



## Multiple Choice Questions :

### A. Tick (✓) the correct answer :

- Windows is developed by \_\_\_\_\_ corporation.
 

(a) Parle	<input type="radio"/>	(b) Pentium	<input type="radio"/>	(c) Microsoft	<input type="radio"/>
-----------	-----------------------	-------------	-----------------------	---------------	-----------------------
- Which program manages all the works of a computer?
 

(a) Operating System	<input type="radio"/>	(b) Start screen	<input type="radio"/>	(c) Desktop	<input type="radio"/>
----------------------	-----------------------	------------------	-----------------------	-------------	-----------------------
- Which of these is not a feature of Windows 8.1 operating system?
 

(a) Charms bar	<input type="radio"/>	(b) Start screen	<input type="radio"/>	(c) Start menu	<input type="radio"/>
----------------	-----------------------	------------------	-----------------------	----------------	-----------------------
- Which of these is not an icon displayed on the Charms bar?
 

(a) Settings	<input type="radio"/>	(b) This PC	<input type="radio"/>	(c) Start	<input type="radio"/>
--------------	-----------------------	-------------	-----------------------	-----------	-----------------------
- To arrange the icons on desktop \_\_\_\_\_ click on the blank area.
 

(a) left	<input type="radio"/>	(b) right	<input type="radio"/>	(c) double	<input type="radio"/>
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**B. Fill in the blanks with the help of given hints :**

**Hints :** Desktop, Taskbar, Operating, Double click, Charms bar

1. Window 8.1 is a popular \_\_\_\_\_ system for personal computers.
2. You can click on the \_\_\_\_\_ tile on the Start screen to go to the desktop screen.
3. When you move the pointer to the top-right or bottom-right corner of the Start screen the \_\_\_\_\_ is displayed.
4. To open an icon you need to \_\_\_\_\_ on it.
5. The \_\_\_\_\_ is the long horizontal bar at bottom of the desktop.

**C. Write 'T' for True and 'F' for False statements :**

1. The operating system controls the internal working of a computer and its parts.
2. The Start screen displays the icons of some important applications in the form of tiles.
3. The Charms bar cannot be accessed from the desktop.
4. When you double click on an icon on the desktop, a shortcut menu is displayed.
5. When you click on the Start button on the desktop, the Start menu is displayed.

**D. Very Short Answers Questions :**

1. What are the big rectangular icons displayed on the Start screen called?  
\_\_\_\_\_
2. What is the shortcut key to open the Search pane?  
\_\_\_\_\_
3. Which key helps you to select multiple non-adjacent icons on the desktop?  
\_\_\_\_\_

**E. Short Answers Questions :**

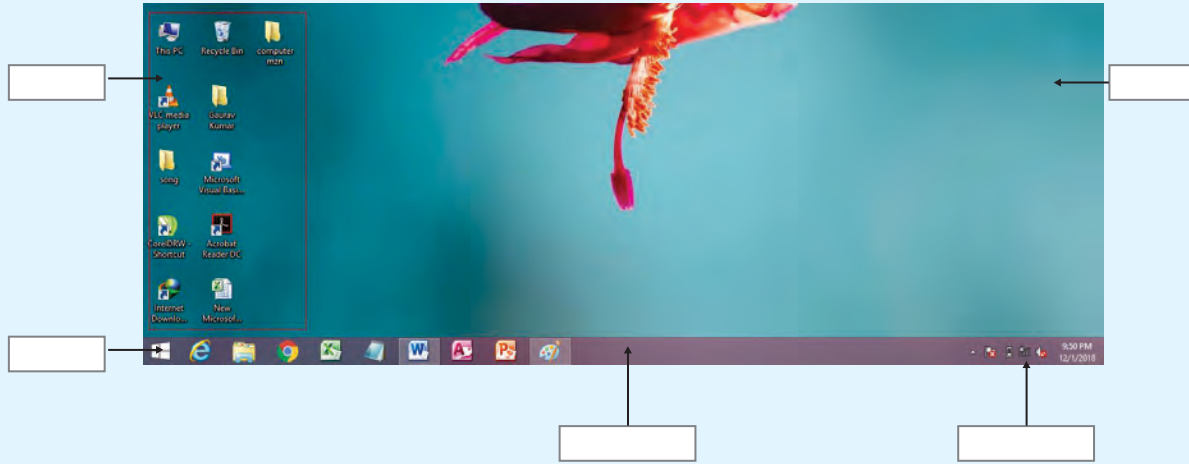
1. What are desktop icons?  
\_\_\_\_\_  
\_\_\_\_\_
2. What is a Taskbar?  
\_\_\_\_\_  
\_\_\_\_\_
3. What is an Operating system? Name a few popular operating systems.  
\_\_\_\_\_  
\_\_\_\_\_
4. What is the use of the Windows Search feature?  
\_\_\_\_\_  
\_\_\_\_\_





# Activity Time

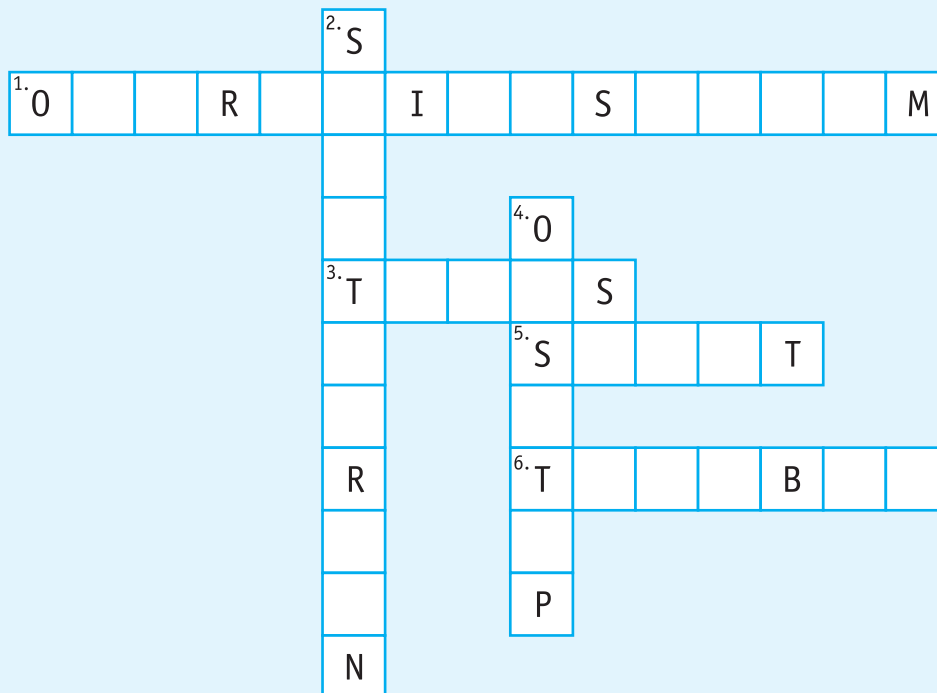
## A. Label the following picture :



## B. Read the clues to solve the crossword :

### Clues :

1. It acts as an interface between hardware and software.
2. The screen that consists of a grid of files called APPS.
3. Rectangular icons on the start screen.
4. The first screen that appears with labelled pictures.
5. The key that help in selecting items
6. Narrow bar at the bottom of the desktop screen

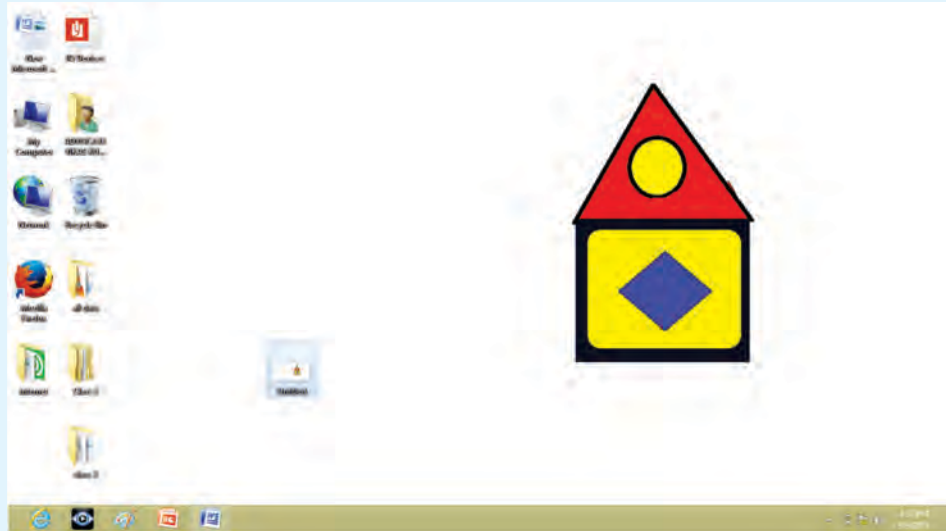
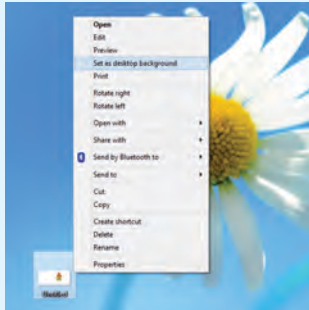




## Lab Activity

**Practical 1 :** Setting a picture as the Desktop background.

1. Right click on the picture which you want to set as desktop background.
2. From the shortcut menu that appears, click on the option 'Set as desktop background'.  
... The picture will be set as the background of your desktop.



## For Teacher's

1. Explain the various features of Windows 8.1 to the students.
2. Help the students to make an informative chart displaying all the version of Windows and their features.