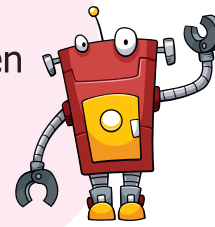




Start Screen and Lock Screen

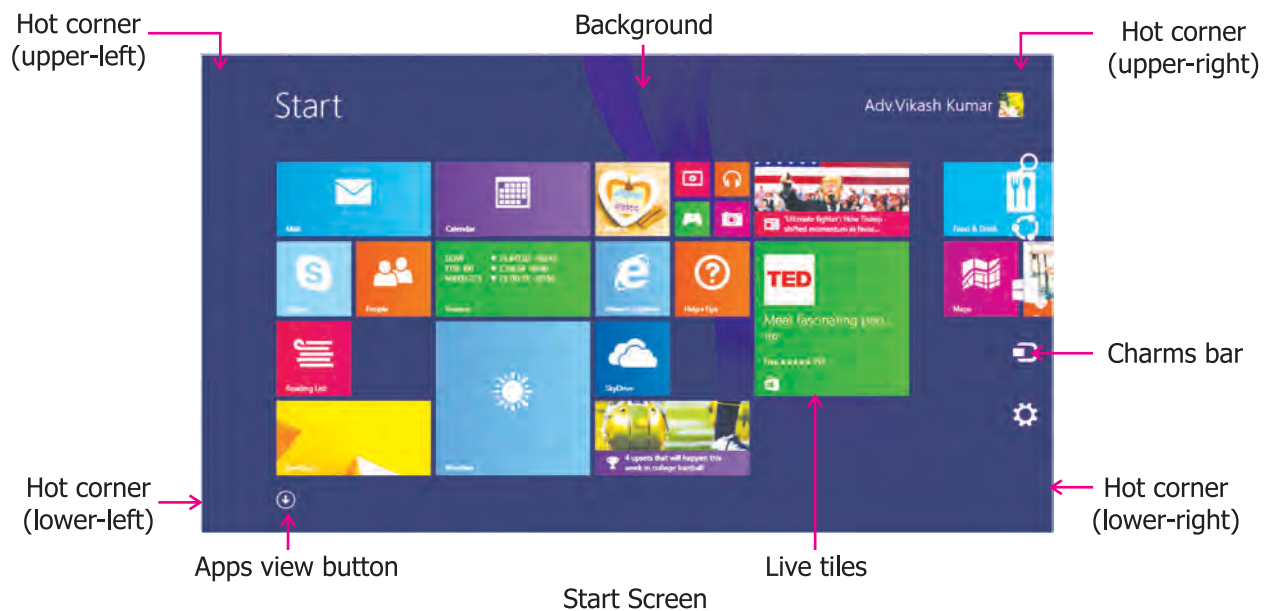
Learning in this chapter

- ❖ Recalling the Start Screen
- ❖ Personalizing the Start Screen
- ❖ Windows 8.1 Apps
- ❖ Lock screen
- ❖ Uninstalling an Apps



Recalling the Start Screen

The **Start screen** is a colourful screen designed to launch applications, search for files and folders, browse the web, shut down or restart the computer and perform many other tasks on the computer. The Start screen contains tiles which are rectangular or square in shape. Each tile represents a specific program or application (app). We can click or tap on a tile to run the application it represents.



Do you Know?

Some tiles are called the **Live tiles**. Live tiles display real-time information directly on the Start screen. The tiles with the title Weather, Calendar, Mail, News and People are some examples of live titles.





Personalizing the Start Screen

We can personalize the Start screen to our requirement. We can do this by changing the background image, resizing and rearranging tiles, pinning or unpinning apps, uninstalling apps, naming groups of tiles, turning live tiles on or off and do many things.

Pinning an App to the Start Screen

The Start screen does not display all the apps installed on our computer. We can pin our favorite apps to the Start screen to open them quickly. Follow these simple steps to pin an app to the Start screen :

1. Click on the Apps view button (⏴) at the bottom-left corner of the Start screen.
... The Apps view screen with all appear.
2. Slide the scroll bar to the right to locate the app you want to pin to the Start screen.
3. Right click on the desired app.
4. Click on the Pin to Start option from the menu.
... The selected app will be pinned to the Start screen.



Remember

- You can pin any programs or folders from the desktop to the Start screen by simply right-clicking on the program or folder's icon then choosing the Pin to Start option from the shortcut menu.

Unpinning an App from the Start Screen

We can unpin an app that we do not use from the Start screen of our computer. To unpin an app's tile from the Start screen follow the steps given below :

1. Locate the app's tile on the Start screen to unpin the app from the screen. (You can slide the scroll bar to the right to see more apps.)
2. Right click on the desired app's tile.
3. Click on the **Unpin from Start** option in the menu.



... The selected app will be unpinned and its tile will disappear from the Start screen.



Turning Live Tiles OFF

Live tiles display real-time information automatically on the Start screen. If we want a tile not to display this information on the Start screen, we can turn this feature OFF. To do this follow these steps:

1. Right click on the desired live tile.
2. Click on the **Turn live tile off** option from the menu.

... Now, the selected tile will off will only display the name and icon of the app with no more information.



Turn live tile off option



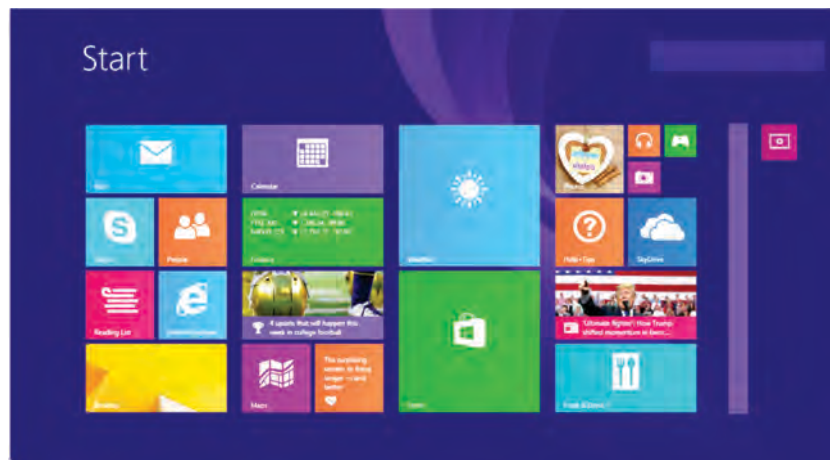
Remember

- You can right-click on a live tile and select the Turn live tile on option from the pop-up menu to turn this function ON again.

Creating a new App Group on the Start Screen

We can organize our apps on the Start screen in different groups. To create a new app group on the Start screen follow these steps:

1. Click and drag the desired app's tile to an empty space on the Start screen.
... A vertical bar will be displaced showing the space between the new app group and other existing app groups.
2. Now, move more apps to the newly created app group by following the **drag and drop** method.
... All the apps you have moved will appear in the new group.



Creating New App group





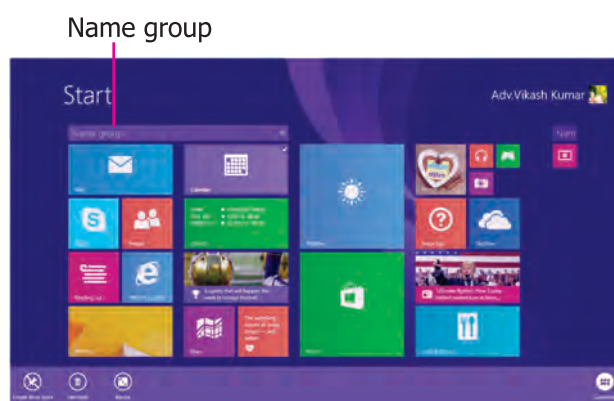
Remember

- You can move more than one apps to the new or existing app group at one go. To do this select the desired apps by holding the Ctrl key down and clicking the apps one-by-one and then dragging and dropping them to the destination app group.

Naming an App Group

We can name the app group on the Start screen as per our choice. It helps us to find an app or group of apps easily on the screen. To do so follow these steps:

- Right click on the empty area of the Start screen and click on the **Name groups**.
... A rectangular box with title **Name group** appears at the top of each app group.
- Click inside the box to type a name of your choice for a particular app group.
- Type the name for your app group and press the Enter key.
- Click anywhere on the Start screen to return to the normal view.
... The typed name will appear at the top of the app group.



Naming an app group














Windows 8.1 Apps

Windows 8.1 comes with a number of very useful apps. We use these apps to perform various tasks on the computer. These tasks include setting up alarm, performing calculations, capturing photos, listening to the latest music, getting the latest news and weather information, sending emails and so on.

Some of the important apps with their uses are given in the table below:

Name of the app	App's shortcut icon	Use of the App
1. Alarms		Help us to set up computer alarms and use the timer and the stopwatch.
2. Calculator		Helps us to simple and complex mathematical calculations and convert measurement units into one another.
3. Calender		Helps us to keep track of our future engagements and provides us alerts and emails to remind us of upcoming events.



4. Camera		Helps us to take photographs and make videos. It can use both the front and the back cameras.
5. Desktop		Helps us to access to the desktop and work with the desktop programs.
6. Games		Allows us to play or download games online.
7. Help+Tips		Provides us help and tips about how to use Window 8.1 easily.
8. Internet Explorer 11		Helps us to access and surf websites and web pages on the World Wide Web.
9. Mail		Helps us to manage emails from our multiple email accounts such as Gmail, Yahoo mail, Outlook, Hotmail and so on.
10. Music		Helps us to listen to the latest albums, top songs, new performance by an artist and so on. It has a collection of more than 30 millions songs.
11. News		Brings us the latest national, international and local news form more than 300 of the big name news websites.
12. OneDrive		OneDrive is the Microsoft's online storage service. It helps us to store our files and folders online to access them from the anywhere and anytime.
13. People		Helps us to add and manage our contacts. It can also be integrated with our favourite social networks such as Facebook and LinkedIn to use their contacts.
14. Photos		Provides a photo gallery that displays photos stored on our computer as well as from our OneDrive account. It also provides us tools to edit these photographs.

15. Weather



Displays the current weather conditions of our local city or any other weather conditions of any place in the world.

Activity

Name the app you will use to perform the following activity :

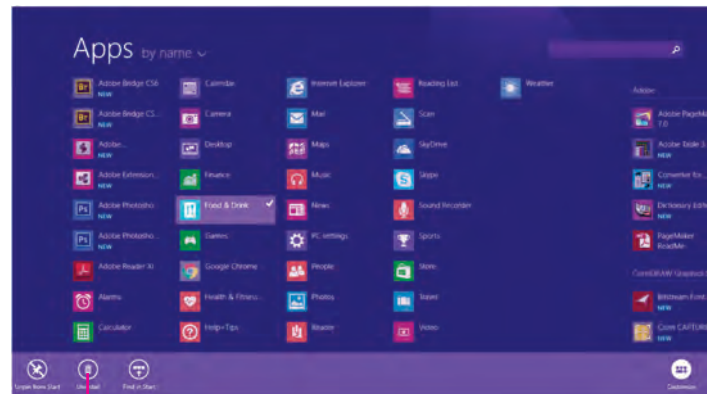
1. You want to send an email message to your grandmother. _____
2. You want to read the international news of the day. _____
3. You want to solve multiplication sums given by your teacher. _____
4. You want to know the current temperature of your city. _____
5. You want to see the icons placed on your computer's desktop screen. _____



Uninstalling an App

We can remove those apps which we no longer need from our computer by uninstalling them. Follow these steps to uninstall an app from the computer.

1. Click on the **Apps view button** on the Start screen to go to the Apps view screen.
2. Locate the app that you want to remove/uninstall from your computer by using the scroll bar at the bottom of the Apps view screen.
3. Right click on the desired app.
4. Choose the **Uninstall** option.



Uninstall option

- ... A box with the message 'This app and its related info will be uninstalled from this PC' is displayed.
5. Click on the **Uninstall** button in the message box.
...The selected app and its related information will be uninstalled from computer.

TAKE CARE

Be careful while uninstalling apps from your PC or mobile device. Do not remove / uninstall those apps that you may need later.

Do you Know?

You can also uninstall an app from the Start screen. Locate the desired app on the Start screen and then follow steps 3 to 5 discussed above.





Lock Screen

The Lock screen is a built-in security feature that comes with an operating system. It is a visual interface that appears when a computer or mobile device is locked.

In Windows 8.1 The Lock screen is a colourful screen that can display some important information such as the information about system battery and network. It can also display new updates from many live apps including new emails, current weather status, upcoming events, social updates and so on after configuration.



Windows 8.1 Lock screen

Displaying the Lock Screen

When we lock our computer the Lock screen is displayed. To lock the screen follow the steps as given below :

1. Display the Start screen by pressing the Window Logo key. (You can also use the Start button or Start charm to do so.)
2. Click on your account picture.
... A menu of options will pop-up.
3. Select **Lock** option from the menu.
... The Lock screen will appear and the computer will be locked.



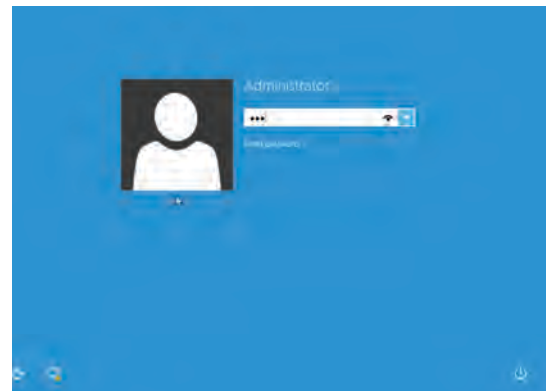
Start screen

TIP! You can press 'Win +L' key to lock your computer.

Unlocking the Computer Screen

Follow these simple steps to unlock your computer so that the lock screen disappears.

1. Click anywhere on the Lock screens to make it disappear. (In a touch device swipe upwards from the bottom-edge of the screen to so.)
... The Log-in screen appears asking you to type your password to enter the computer.
2. Type your correct password and click on the Submit arrow or press the Enter key. (If you have not set any password for your user account click on the Submit arrow without typing any password.)



Log-in screen



... The computer will be unlocked and the Start screen or the most recently used app's screen will appear.

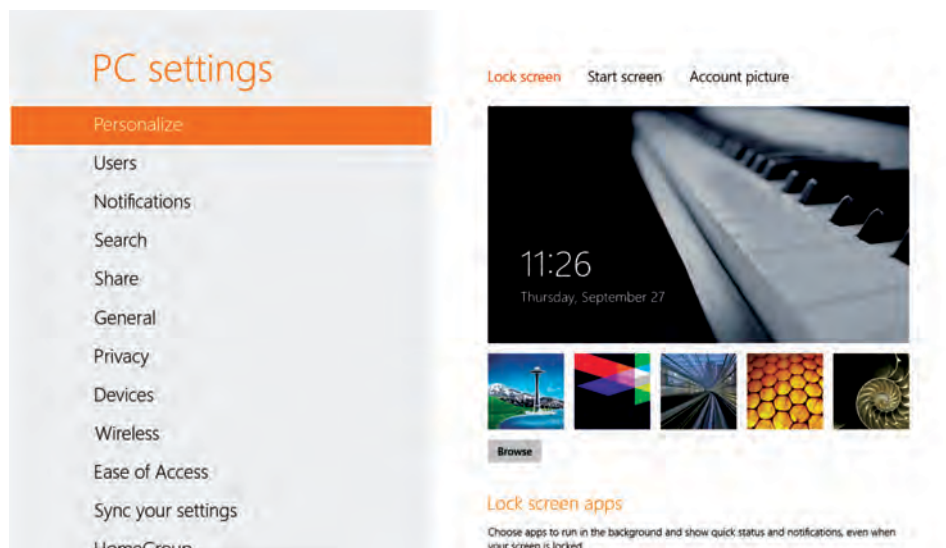
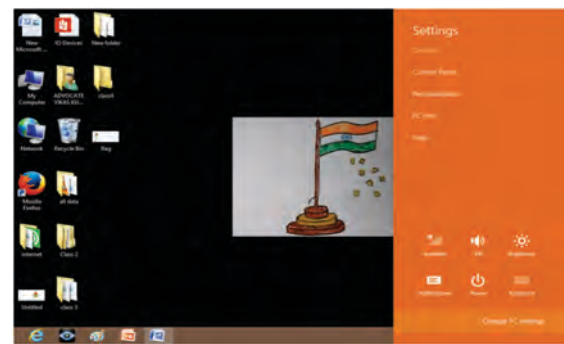
Trendy Bytes

Windows 8.1 provides you with a new security feature in the form of a Picture Password. While using the picture password in a touch-enabled device the user is required to draw a particular pattern every time in order to log in to the device.

Changing the Lock Screen Background

The Lock screen has a colourful background image. We can change the background image of the Lock screen by following these steps.

1. Display the **Charms bar** by moving the pointer to the upper-right or the lower-right corner of the screen. (You can also press the 'Win + C' keys to do so.)
2. Click on the **Setting charm**.
... The Setting pane will open on the screen.
3. Click on the **Change PC setting option** at the bottom of the pane.
... The PC setting app will open on the screen.
4. Click on the Lock screen thumbnail image in the **Personalize section** of the screen.
5. Now, select any image from the pictures displayed in the Lock screen preview section and then close the app.
... The selected image will be set on the Lock screen background of your computer.



If you want to set any picture stored on your computer on the background of your computer's Lock screen then you can click on the Browse button below the images and choose the picture as per your liking.





Remember

- We can select more than one picture for the Lock screen background and display them as the Slide Show. The selected pictures will be displayed one after another according to the specified time duration.

Activity

Write 'T' for True and 'F' for False statements :

1. Lock screen is a visual interface that appears when you lock your device.
2. You cannot change the background image of the Lock screen.
3. You can press the Win + L keys to display the Lock screen.
4. The Setting pane opens when you click on the Setting Charm.
5. You cannot set a camera photograph on your Lock screen background.



POINTS to Recall

- Start screen helps to search for programs, apps, files and folders and open them very quickly on the computer.
- You can pin your favourite apps to Start screen to open them with a single click.
- Naming an app group helps to find any apps on the screen easily.
- Apps are used to perform some specific tasks on the computer such as the Calculator app helps to perform calculations while Calender app allows to manage calender events.
- Lock screen has a colourful background on which network and battery icons alongwith date and time and some useful information from different live apps are displayed.



TERMS to Learn

- **App** : An app is a piece of software designed to run on a PC as well as on mobile devices such as smartphones and tablets.
- **Live tiles** : The big rectangular icons on the Start screen which update automatically and display latest information using the Internet.



Multiple Choice Questions :

A. Tick (✓) the correct answer :

- Which option is used to pin apps to the Start Screen?
 (a) Pin to Taskbar (b) Pin to Start (c) Unpin form Start
- Which live tile displays the top news headlines on the Start screen?
 (a) Weather (b) Mail (c) News
- We can right click and select Name groups to name an app group on Start screen.
 (a) True (b) False (c) Can't be said
- Which app helps you to listen to the latest album and songs?
 (a) Music (b) Camera (c) Games
- Which app will you click on to access websites and web pages on the Internet?
 (a) Calender (b) Internet Explorer (c) Mail

B. Fill in the blanks with the help of given hints :

HINTS : OneDrive Uninstall Live tiles Desktop Lock screen

- The _____ display the live updates directly on the Start screen.
- The _____ app helps to access to the desktop and work with the desktop programs.
- _____ is Microsoft's online storage service that allows to store important files and folders on the Web.
- _____ is a colourful screen that appears when computer is locked.
- You can _____ an app to remove it from your computer.

C. Write (T) for True and (F) for False statements :

- The Calculator app helps you to do mathematical and scientific calculations.
- Windows 8.1 does not allow you to pin more than ten apps to the Start screen.
- Window Store app allows you to download other apps to run on your computer.
- You cannot remove any apps from your computer.
- Lock screen displays system date and time.

Icon-X-5



D. Match the columns correctly :

- | | |
|-----------------|--|
| 1. Calender app | (a) Helps you to manage emails from your different email accounts. |
| 2. Mail app | (b) Provides you information about weather forecasts. |
| 3. Photos app | (c) Helps you to play and download latest video games. |
| 4. Weather app | (d) Helps you to keep track of your future engagements. |
| 5. Games app | (e) Allows you to add and manage your contact. |
| 6. People app | (f) Displays photos stored on your computer and OneDrive. |

E. Very short answer questions :

1. Which mouse action do you use to move tiles on the Start screen?

2. Which button do you click on to go to the Apps view screen?

3. Which screen appears when you lock your computer?

F. Short answer questions :

1. What are Live tiles? Name any three lives tiles you see on your computer's Start screen.

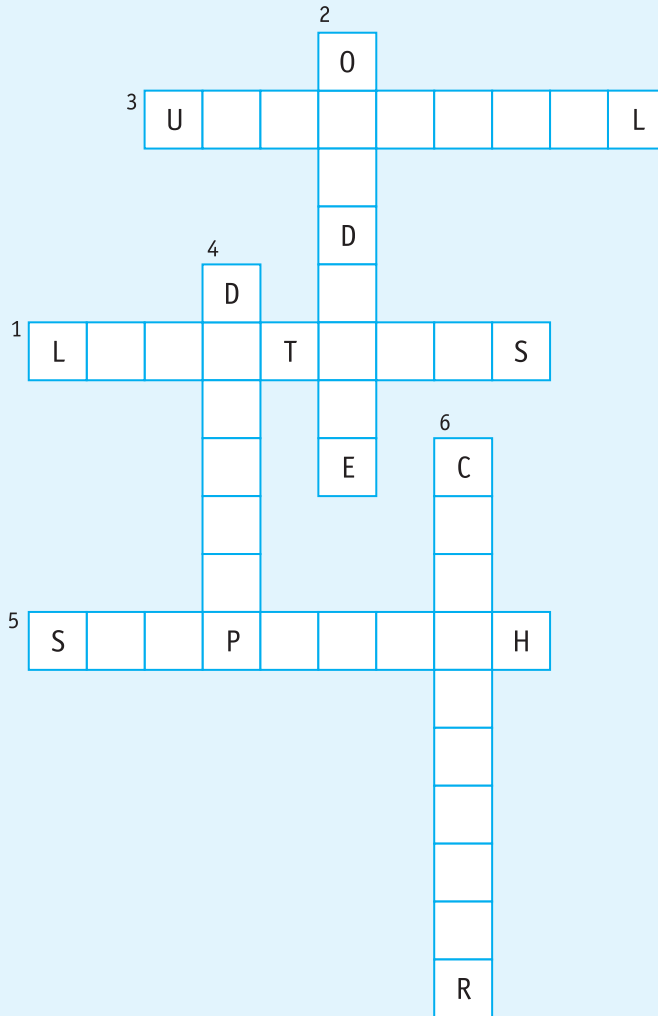
2. Write the steps to unpin an app from the Start screen.

3. What is the lock screen?



Activity Time

Read the clues and complete the crossword by filling in the missing letters :



CLUES :

Across :

- The tiles which display live updates on the Start screen.
- The feature that helps you to remove any undesired app/s from your computer.
- A tab in the Alarms app to use the computer stopwatch.

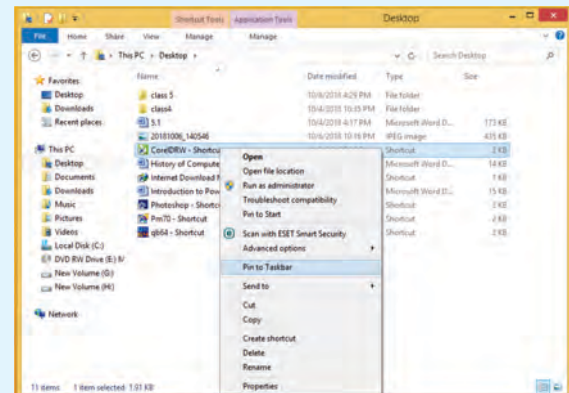
Down :

- Microsoft's online storage service to store data online.
- The app that helps you to access to the Desktop.
- The app that allows you to perform simple and complex mathematical calculations.

Lab Time

Practical 1 : Pinning a desktop program or folder to the Start screen.

- Click on the Desktop tile on the Start screen to display the desktop screen.
- Click on the File Explorer icon () on the Taskbar to open the File Explorer window.
- Click on the Desktop link in the left pane of the File Explorer window to open the Desktop window.
- Navigate to the program or the folder that you want to pin to the Start screen in the Desktop window.



5. Right click on the desired program or folder to open the shortcut menu.
6. Select **Pin to Start** option from the shortcut menu.
7. Close the Desktop window by clicking on the **Close** button.
8. To unpin it from the Start screen, right-click on it on the Start screen and select the Unpin from Start option.

Practical 2 : Pinning an app to the Desktop Taskbar.

1. Display the Start screen by pressing the Windows Logo key on the keyboard.
2. Locate the app on the Start screen that you want to pin to the desktop taskbar. If you do not find the desired app on the Start screen then click on the Apps view button (small down-headed arrow) in the bottom-left corner of the Start screen to display the Apps view screen.
3. Drag the scroll bar to the right at the bottom of the Apps view screen to navigate to the desired app.
4. Right click on the app that you want to pin to the desktop taskbar to displays the shortcut menu.
5. Select the Pin to taskbar option from the shortcut menu.
6. Now, go back to the Start screen and click on the Desktop tile to open the desktop screen. (See the desktop taskbar, you will find the pinned app's icon on it)
7. To unpin the app from the taskbar, right-click on the app's icon on the taskbar and select the Unpin this program from taskbar option from the list.

