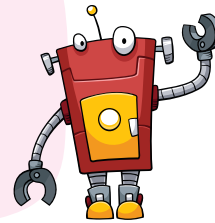




More About Windows 8.1

Learning in this chapter

- ❖ New feature of Windows 8.1
- ❖ The new Start menu
- ❖ Windows defender
- ❖ On-screen keyboard
- ❖ The Control panel



RECALLING WINDOWS 8.1

Microsoft has designed Windows 8.1 to simplify our everyday tasks. It works the way we want and makes new things possible.

Windows 8.1 is one of the latest and touch optimized operating system developed by **Microsoft Corp., USA**. It is an upgrade of the Window 8 operating system.

Windows 8.1 provides us a **GUI (Graphical User Interface)** environments like other versions of Windows to interact with the computer or mobile device through the use of graphics. It uses tiles, icons, thumbnails and windows to display information.



Remember

- An **operating system** is a system software that manages and controls all the computer hardware and software resource and acts as an interface between a user and computer.

FEATURES OF WINDOWS 8.1 OPERATING SYSTEM

Windows 8.1 has been incorporated with many new and advanced features to provide its users an easy to use environment to work with the personal computers or mobile devices.



These features include the introduction of the Start screen, Lock screen, Apps view and Log in screen, the use of live tiles to display real time information on the Start screen, the hot corners to access to the Charms bar and switch between the open apps, the Modern UI style apps, the Windows Search to search for apps, setting and files, the File Explorer with new interface, the virtual keyboard, the new Start menu, the Control panel and So on.

In previous classes we have learnt about many Window 8.1 features. Let us learn about some other new features of Windows 8.1

THE NEW START MENU

In Window 8 and 8.1 the traditional Start menu has been replaced with the new **Start screen**. It means when we click on the Start button on the taskbar, the Start screen appears instead of the Start menu.

Opening the new Start menu

To open the new Start menu follows the steps given below :

1. Move the mouse pointer to the lower-left corner of the Start screen.
...A Start button appears in the same corner.
2. Right click on the Start button.
...A Start menu with many shortcut commands pops up on the screen.



TIP! You can press the 'Win +X' keys to open the new Start menu.

Purpose of the Start Menu's Options

The Start menu displays options for useful Windows commands and features. We can click on any of these options to use the related commands. Some important options of the Start menu with their user are as follows :

Programs and Features : This option opens the Programs and Feature window on the desktop when clicked upon. This window contains commands to uninstall or change the desktop programs and turn certain Windows features ON or OFF.

Mobility Center : This option is given for a laptop or mobile device. It opens the Windows Mobility Center window that contains options to adjust the brightness and volume of the device, change the power saving mode, connect to an external display and use the Sync Center.



Power options : It opens the Power Options window that provides us options to choose or customize a power plan for our computer.

A power plan is a collection of hardware and system settings (like display brightness, sleep and so on) that manages how our computer uses power.

Event Viewer : This helps us to see various events, errors and other information on our information on our computer. We can use this feature to view troubleshooting errors and Windows updates.

System : It opens the System window that displays basic information about our PC. This window also displays options to upgrades to another versions of Windows or add new feature to the existing Windows version.

Network Connections : The Network Connections is a useful feature that helps us to connect a network or the Internet, diagnose problems in a connected network, view status of a network connection and so on.

Control Panel : The Control panel option is used to change the settings of the various hardware and software resources of the computer.

File Explorer : The File explorer (previously known as Windows Explorer) feature helps us to access and manages the files and folders stored on our computer folders, hard disk drives and link for connected network devices.

Search : The Search option opens the Search pane to search for apps, setting and files on the computer.

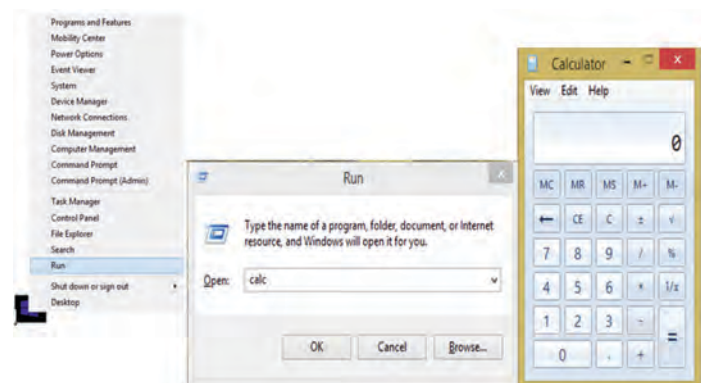
Run : The run option opens the Run dialog box that allows us to open a program, file, folder, document or Internet resource directly by typing its Run command or the complete path. We can also click the Browse button on the Run dialog box to select a file to open it.

TIP! You can press 'Win+R' keys to open the run dialog box.

Activity

Opening the Calculator program by using the Run feature.

1. Go to the desktop and **Right click** on the Start button to open the start menu.
2. Click on the **Run** option in the open the Run dialog box.
3. Type **calc** (run command for Calculator program) in the Open: box.
4. Click on the **OK** button.
...The calculator program will open on the screen.



Shut down or sign out : This option allows us to shut down or restart the computer directly from the desktop. On clicking it display a sub-menu with four options- Sign our, Sleep, Shut down and Restart.

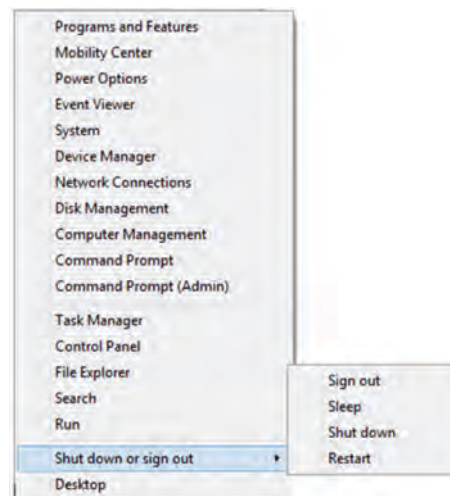
Sign out : This option helps us to sign out from an account and then sign in with a different account to the computer.

Sleep : Clicking on this option puts the computer in a low-power state, but does not turn it OFF.

Shut down : Clicking on this option completely shuts down the computer.

Restart : Clicking on this option turns the computer OFF for a moment, then turn it ON again.

Desktop : The desktop option helps us to access to the desktop screen from anywhere on the computer.



Classic Shell is a freeware (software that is available free of charge) that you can download and install on your Windows 8.1 computer to get back the Window traditional Start menu in three different styles.



WINDOWS DEFENDER

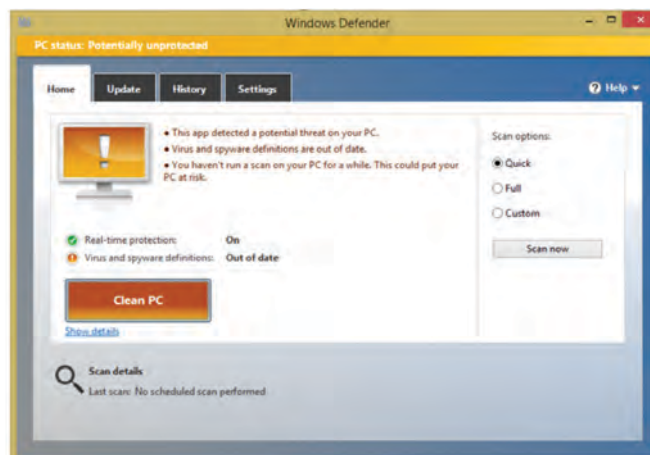
Windows Defender is an application that identifies and removes viruses, spyware and other malicious program form our computer. It is a built-in application that is incorporated with Window 8,8.1 and 10 operating systems.

Windows Defender can automatically download and install new virus and spyware definitions by using the Windows Update feature.

Opening the Windows Defender

You can follow these steps to open the Windows Defender on your computer :

1. Go to the Start screen and move the mouse the mouse pointer to the upper-right or lower-right corner of the screen.
... The charms bar will be displayed.
2. Click on the search charm that will open the Search pane.
3. Type 'Windows Defender' in the search box and press the Enter key.
... The Windows Defender window will open on the screen.



Icon-X-6

TIP! You an press 'Win + Q' keys to open the Search pane directly.



Scanning Computer with Windows Defender

Windows Defender provides us three scan options to scan our computer for viruses and other malware.

Quick : This option helps to scan those software which are currently being used by the operating system.

Full : This option helps to scan all the software and files installed and stored on our computer.

Custom : This option allows us to choose a particular hard disk drive for scanning.

Let us know how to scan the full computer with Windows Defender.

1. Open the Windows Defender by following the steps you have learnt above.

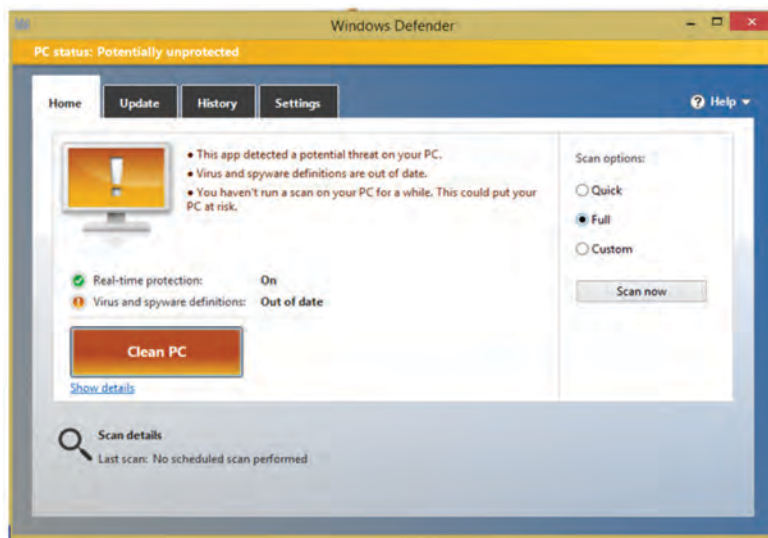
...The Windows Defender window appears with its Home tab active.

2. Click on **Full** under Scan options section in the right pane of the window.

3. Click on the **Scan now** button.

...The Windows defender starts scanning your computer for viruses and other malware.

4. Wait until the scan is complete. It may take several hours.
5. If viruses or malware are found in your computer the Defender asks you to remove them.
6. Click on the **Clean PC** button to remove the threats and then close the Windows Defender window and restart your computer.



THE ON-SCREEN KEYBOARD

The On-Screen keyboard is a virtual keyboard that helps us to type on the computer by using the mouse or other pointing devices. It is a built-in application that we can use when our physical keyboard is out of order. We can also use this keyword to input some significant and confidential data such as bank account number, debit/credit card number, ATM card password, payment code and so on while making transactions via the Internet.

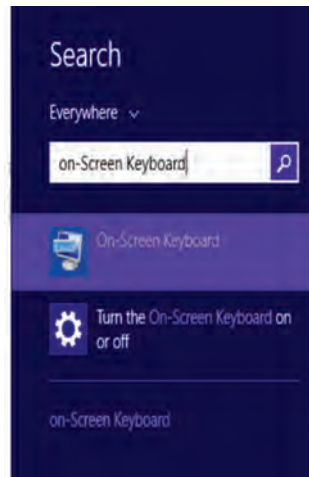
Opening the On-Screen Keyboard

You can follow these steps to open the On-Screen keyboard on your PC.

1. Open Search pane by pressing 'Win+Q' keys combination.
2. Type **On-Screen Keyboard** in the search box and press the Enter key.



...The On-Screen keyboard will open on the desktop.



THE CONTROL PANEL

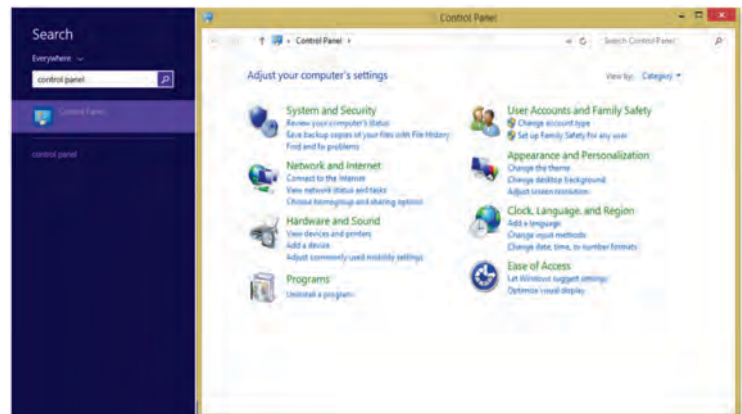
The **Control Panel** is an important part of the Windows Operating System. It is a collection of several small applications (called applets) that allows us to control the settings of the various software and hardware parts of the computer.

Opening the Control Panel

We can open the Control Panel program by following these steps:

1. Open Search pane and type **Control Panel** in the search box.
2. Click on the Control Panel option from the search list.

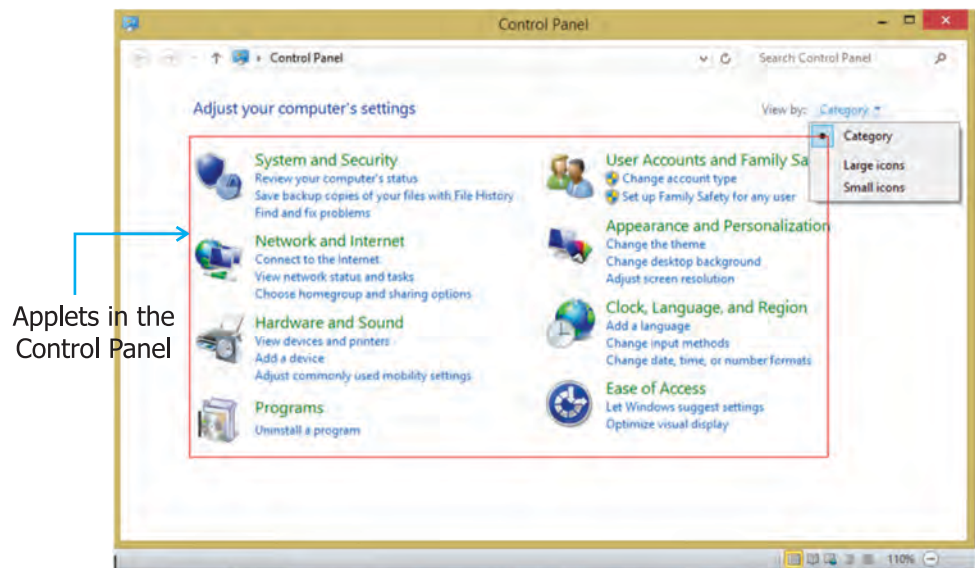
... The Control Panel program will open in the category view.



Control Panel in category view

Different Categories of Control Panel

The Control Panel window shows eight categories. Each category represents a group of applets (small applications) that help us to work with a particular aspect of the Windows settings. We can click on any category's name to open it and see the different applets it contains.



Applets in the Control Panel

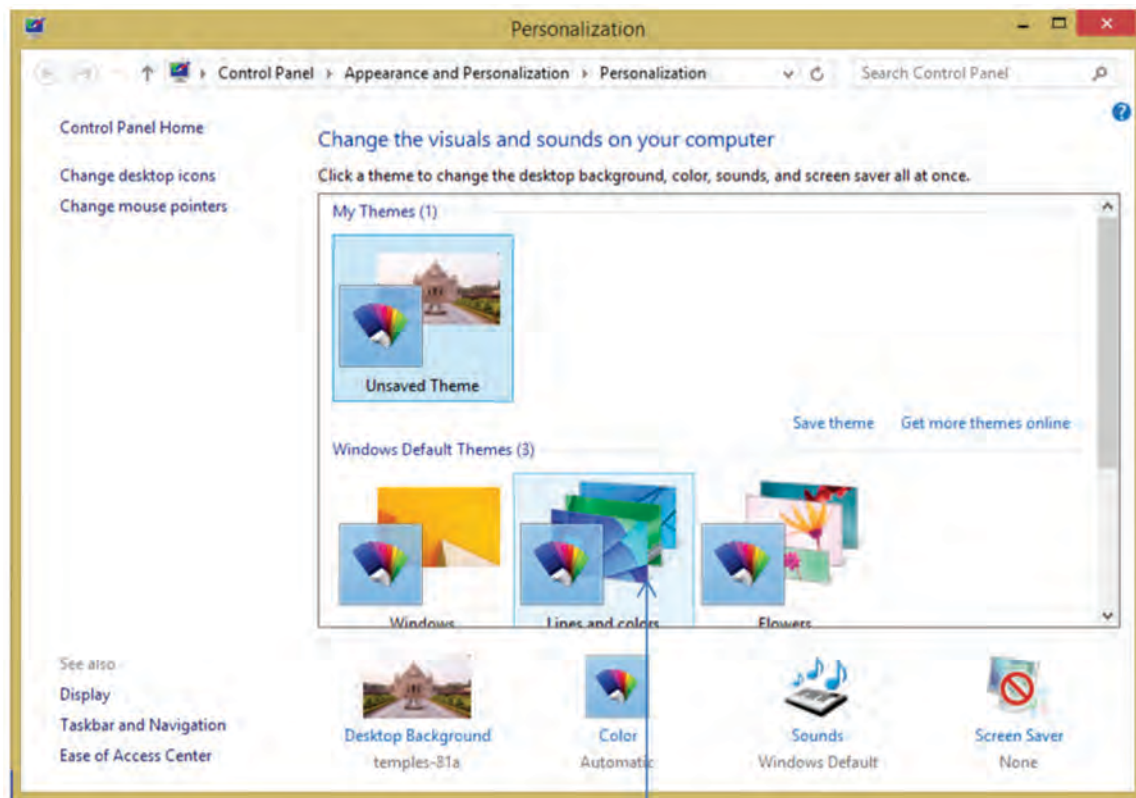


1. System and Security
2. User Accounts and family Safety
3. Network and Internet
4. Appearance and Personalization
5. Hardware and Sound
6. Clock, Language and Region
7. Programs
8. Ease of Access

Changing the Windows Theme

A **Theme** consists of a combination of desktop background, colour, sounds and screen saver, and so on. When we change a theme, we change the desktop background, colour, sounds and screen saver at one go. The steps to change the theme are as follows:

1. Open the **Control Panel** in the category view.
2. Click on the Change the theme link under **Appearance and Personalization** category.
3. From the dialog box that appears select any theme as you like.
...The theme will get applied.
4. Close the dialog box by clicking on the **Close button**.



Windows Default Themes

Changing Mouse Properties

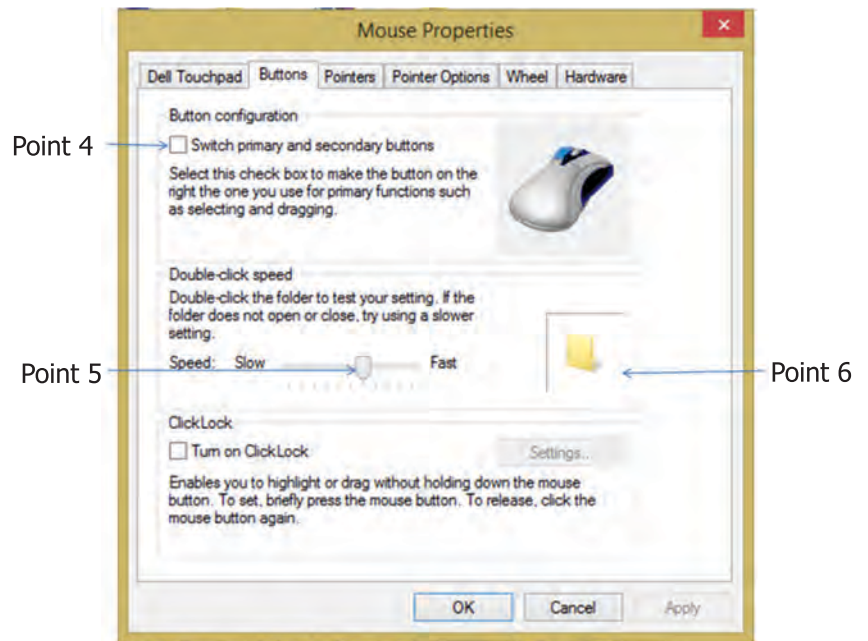
The mouse is a primary input device for working in Windows. Using the Control Panel we can change the settings of the mouse according to our requirements.



Setting the Double click speed of the Mouse

Follow these steps to set the double click speed of the mouse :

1. Open the **Control Panel** and click on the **Hardware and Sound** category.
2. Click on the **Mouse** link under **Devices and Printers** to open the **Mouse properties dialog box**.
3. Click on the **Buttons** tab.
4. Click here if you are a left handed and want to set the left mouse button as the right mouse button and the right mouse button as the left mouse button.

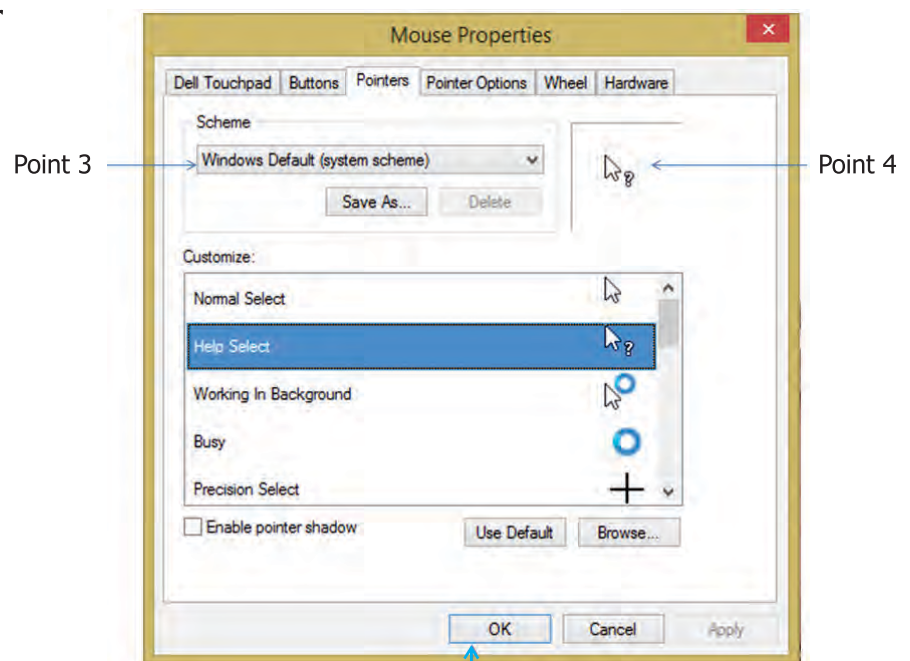


5. Drag the speed slider in a suitable direction to set the double click speed as slow or fast.
6. Double click here to check the double click speed.
7. Click on the **Apply** button to apply the settings.
8. Click on **OK** to close the dialog box.

Setting the Pointer Scheme for the Mouse

Follow these steps to set the pointer scheme for the mouse :

1. Open the **Mouse properties dialog box**.
2. Click on the **Pointers** tab.
3. Click to see a list of the pointer schemes. Select a scheme by clicking on it.
4. The pointers of the selected scheme will be displayed here.
5. Click on the **Apply** button to apply the pointer scheme.
6. Click on **OK** button to close the dialog box.



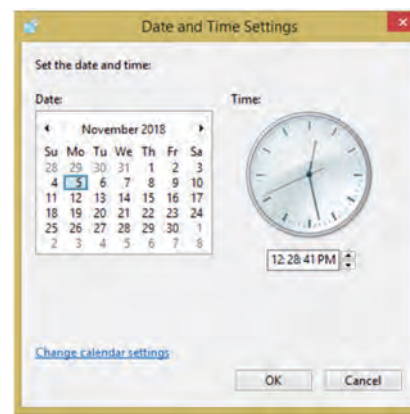
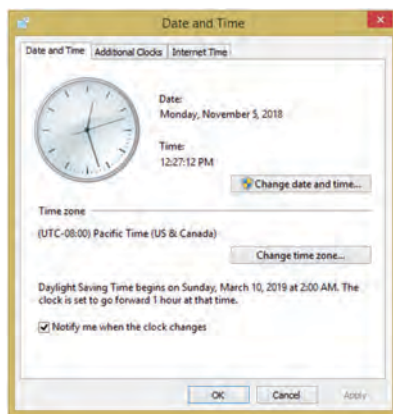
Mouse Properties Dialog Box



Changing Date and Time settings

We can change the **Date and Time** displayed in the notification area of the taskbar by following these steps.

1. Open the **Control Panel** and Click on the **Clock, language and Region** category.
2. Click on the date and Time link to open the Date and Time dialog box.
3. In the date and Time dialog box, click on the Change date and time...to open the Date and Time Settings.
4. Select the month and year as required.
5. Select the required date from the month calendar.
6. Enter the required time.
7. Click on the **OK** button to close the dialog box.

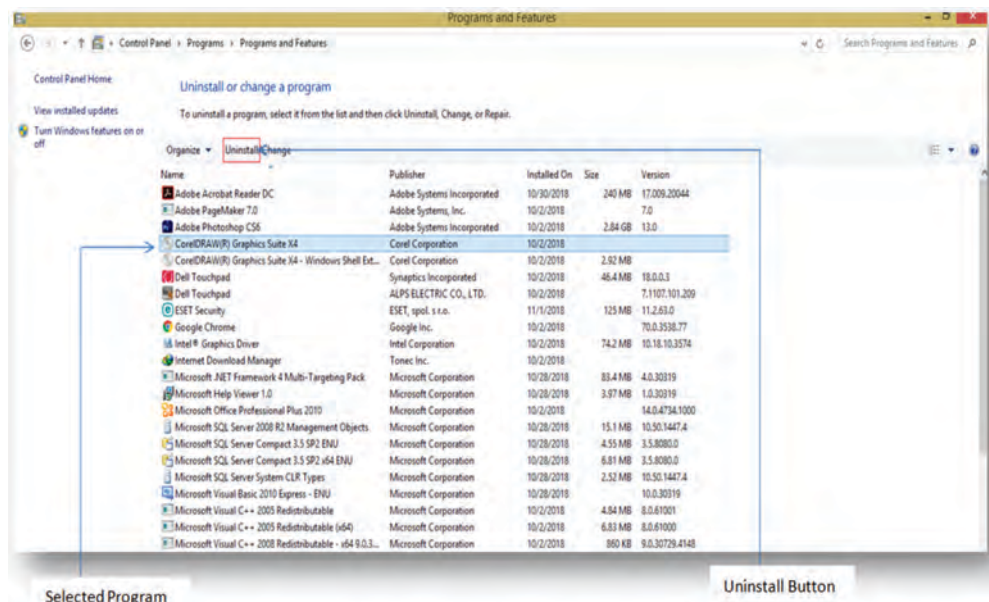


8. Click on the OK button in the Date and Time dialog box to close it.

Removing Desktop Programs

We can remove those programs which we no longer need from our computer easily. The steps to do it are as follows:

1. Open the **Control Panel** and click on the **Uninstall a program** link from under the **Programs** category.
2. The **Programs and Features** screen is displayed listing all the desktop programs that you have installed on your computer.



3. Select the program that you want to remove.
4. Click on the **Uninstall button**.
...Program with all its components will get removed from the computer.

Take Care

Be careful while uninstalling programs. Do not remove those programs that you may need later.

Activity

Tick (✓) the correct answer.

1. Which of these is a combination of Desktop background, colour, sounds and screen saver etc.?
 a. Wallpaper b. Applet c. Theme
2. Which of these is the process of removing a program from the computer?
 a. Uninstalling b. Deleting c. Screening
3. Which area on the taskbar displays the date and time?
 a. System area b. Programs area c. Notification area
4. Which mouse property can you change using the Control Panel?
 a. Pointer scheme b. Movement c. Selection



POINTS to Recall

- Windows 8.1 is an operating system that has many new features such as the Start screen, Lock screen, modern UI Style apps, new Start menu, Windows defender security application, the virtual keyboard and so on.
- The Start menu can be obtained by right-clicking on the Start button from the Start screen or the desktop.
- Windows defender is a built-in security feature that can identify and remove viruses, spyware and other harmful malware.
- The On-Screen keyboard allows us to type on the computer with a mouse.
- The Control Panel is a collection of several applets that allow us to control the setting of the various software and hardware components of the computer.



TERMS to Learn

- **File Explorer** : A GUI application that enables users to access, edit and manage files and folders stored on the computer.
- **Malware** : A type of computer program that is designed to disrupt or damage a computer system.
- **Applets** : Very small applications for performing one or a few simple functions.



Multiple Choice Questions

A. Tick (✓) the correct answer :

- Which of these applications helps you to type on the computer using a mouse?
 (a) Windows Defender (b) On-screen keyboard (c) Photoshop
- Which category in the Control panel window helps you to uninstall a desktop program?
 (a) Ease of Access (b) Hardware and Sound (c) Programs
- Which tab do you click on to set the pointer for your mouse?
 (a) Pointer (b) Buttons (c) Hardware
- Which of the Start menu helps you to view events and errors of your computer?
 (a) System (b) File Explorer (c) Event Viewer
- Which of these options will you click on to shut down your computer?
 (a) Sleep (b) Shutdown (c) Sign out
- Which option of the Start menu helps you to go the desktop screen?
 (a) Run (b) Desktop (c) Power Options

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

- When you _____ click on the Start button, a Start menu pops up on the screen.
- You can click on the _____ option of the Start menu to view your PC information.
- The _____ option helps to put your computer in a low-power state.
- _____ is a Windows security feature to protect your computer from malware.
- _____ are small applications available in the Control panel.
- A _____ is a combination of desktop background, colour, sounds and screen saver.

HINTS : Right System Sleep Windows Defender Applets Theme

C. Write 'T' for true statements and 'F' for false statements in the box :

- Windows 8.1 does not allow you to shut down your computer from the desktop.
- The Run feature helps you to run a program or document quickly.
- Windows defender updates automatically to detect new viruses and spyware.
- When you change the Windows theme, you change only the desktop background.
- You cannot change your PC date and time using the Control panel.
- The File Explorer icon is automatically placed on the desktop taskbar.

D. Very Short Answer Question :

1. Write the short cut keys open Start menu.

2. What is Windows 8.1- an operating systems or application software?

3. What is the full form of GUI?

4. Which mouse action helps you to open the Start menu?

E. Short Answer Question :

1. What is power plan?

2. What is File Explorer?

3. What are Applets?

F. Long Answer Question :

1. What is an Operating system? Name any three popular PC operating systems.

2. What Windows defender? How will you open it on your computer?

3. What is Control Panel? Name the different applets categories shown on the control panel.

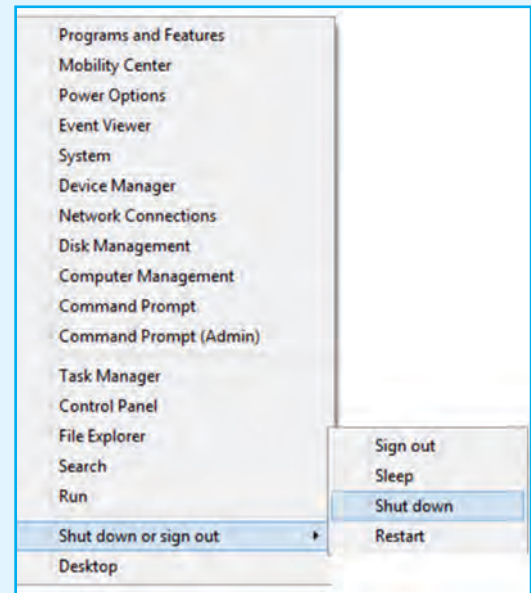
4. What is the use of 'Run' option given in the Start menu?



Activity Time

Practical 1 : Shutting down a Windows 8.1 PC from the desktop:

1. Close all the apps and desktop programs before shutting down your PC.
2. Move the mouse pointer to the Start button on the taskbar and right click on it...A Start menu with many options pops up on the screen.
3. Click on the **Shut down** or **sign out option**. A sub-menu will appear.
4. Click on the **Shut down option** to shut down your PC.



Practical 2 : Using a pen drive to copy files on to it:

1. Plug the pen drive into an available USB port.
2. If the pen drive folder does not open automatically, open File Explorer by clicking on its icon on the taskbar or from the Start menu.
3. Click on the This PC link in left pane to display all the hard disk drive and connected storage devices of the computer in the right pane.
4. Double click on the required drive to open it. Then open the folder containing the file(s) you want to copy.
5. Select the required file(s), right-click on it and then select the **Copy** option or press the **Ctrl+C** keys.
6. Click on the pen drive icon in the left pane to display the pen drive window in the right pane.
7. Right-click in an empty area within the Window and then select the **paste** option or press the **Ctrl+V** keys to paste the copied file(s)
8. You can also use the Copy and paste feature to copy file(s) from a pen drive to your computer.

