

Module 3: Advancing and customizing

By now the users in your organization should have gained efficiency with advanced features on the desktop, multitasking, and managing apps. Now they're ready to learn about personalization options, more advanced desktop functionalities, and mobility capabilities in Windows 8.1. Use the following topics and the accompanying PowerPoint slides to prepare an effective presentation.

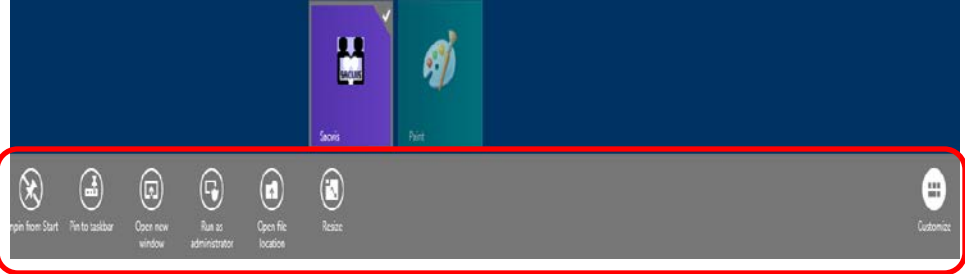
Before you begin your presentation, you'll need to set up your system. For Topic 1, prepare the following:

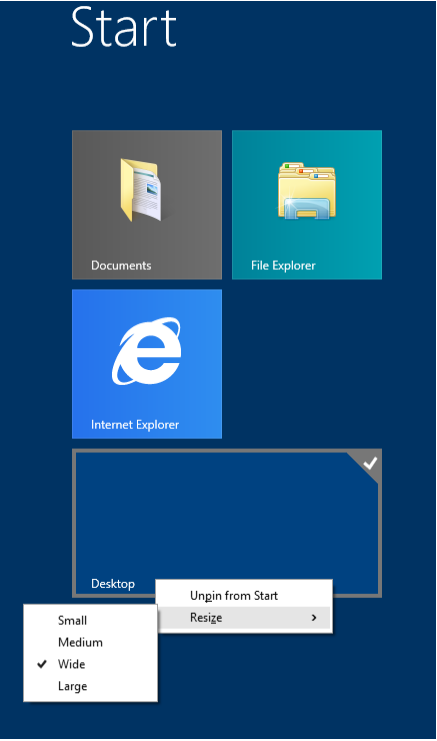
- It's recommended that you have a touch screen device to demonstrate Internet Explorer 11.

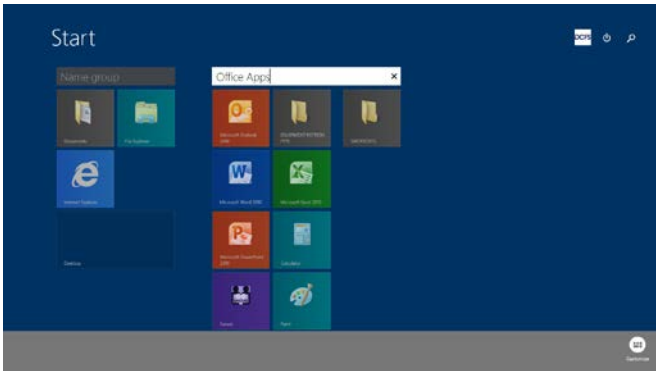
For Topic 2, prepare the following:

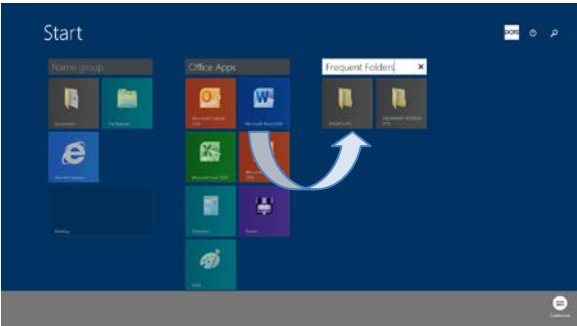
- Pin some apps to the taskbar (SACWIS and Outlook).
- Pin a frequently used folder to the taskbar (Shortcuts).
- Have three or more apps running while you demonstrate Task Manager.

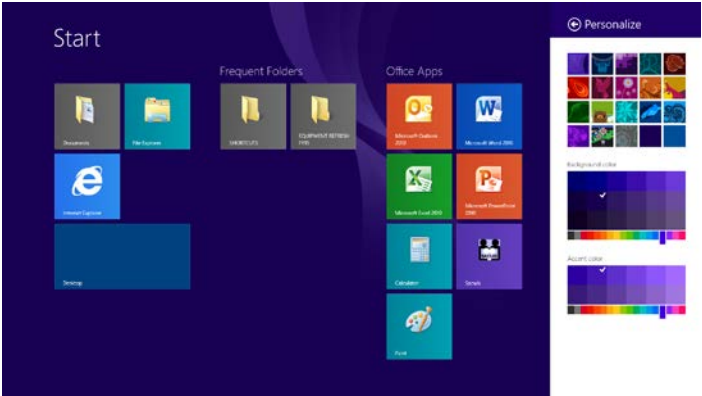
Topic 1: Customizing Windows

Script	Demo steps
<p>INTRODUCTION (PowerPoint slides 1 and 2)</p> <p>Resizing your app tiles (PowerPoint slide 3)</p> <p>You can arrange the tiles on your Start screen the way you want them: group all of your favorites or create a group of apps that you use every day.</p> <p>You can resize the tiles, or you can simplify the Start screen by turning off live tiles.</p>	<p>Touch and Mouse</p> <ol style="list-style-type: none"> 1. Press and hold (or right-click) an app on the Start Screen. 2. Tap or click Resize, and then demonstrate the other tile size options: Small, Large, Wide, and Medium. <p>NOTE: Some tiles only have Small, Medium resize selections.</p> <p>This bar appears when you press and hold an app.</p> 

Script	Demo steps
	<p>This appears when you right click on an app.</p> 
<p>Grouping apps and naming a new group (PowerPoint slides 4/5)</p> <p>Arranging apps is easier than ever. If you want to reconfigure your tiles, just drag them anywhere on your Start screen to create a new group. You can even name the</p>	<p>Touch</p> <ol style="list-style-type: none"> 1. On the Start screen, drag the Word tile to a space between groups until you see a vertical bar. 2. Move past the bar and drop the tile to create a new group. 3. Move other Office apps to the group. 4. Touch the screen with two or more fingers, and then move your fingers


Script	Demo steps
<p>group.</p>	<p>toward each other (pinch) to zoom out.</p> <ol style="list-style-type: none"> 5. Drag the new group to a new location. 6. Move your fingers away from each other (stretch) to zoom in. 7. Press and hold the new Office group, and then tap Name group above the group. 8. Name the group "Office Apps". 9. In the lower-right corner of the screen, tap Customize. Now the Office Apps name appears above the group.  <p>Mouse</p> <ol style="list-style-type: none"> 1. On the Start screen, drag the Word tile to a space between groups until you see a vertical bar. 2. Move past the bar and drop the tile to create a new group. 3. Move other Office apps to the group. 4. In the lower-right corner, click the zoom out button. 5. Drag the new group to a new location. 6. Click anywhere to zoom in on the Start screen. 7. Right-click the new Office group, and then click Name group above the group. 8. Name the group "Office Apps".

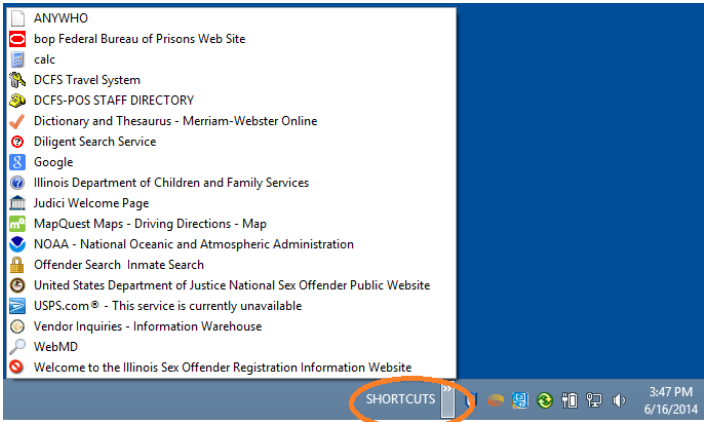
Script	Demo steps
	<p>9. In the lower-right corner of the screen, click Customize. Now the Office Apps name appears above the group.</p>  <p>The screenshot shows the Windows 8.1 Start screen with a dark blue background. There are three groups of tiles: 'Home group' on the left, 'Office Apps' in the center, and 'Frequent folders' on the right. A white arrow points from the 'Customize' button in the bottom right corner of the Office Apps group to the text 'Office Apps' above the group.</p>
<p>Changing your Start screen background (PowerPoint slide 6) Your devices say something about you, so make sure they say what you like. Choose different color and design options to personalize your Start screen background.</p>	<p>Touch</p> <ol style="list-style-type: none"> 1. On the Start screen, open the Settings charm. 2. Select Personalize. 3. In the Personalize panel, from the top section, select a background design for your Start screen. 4. From the middle section, select a background color. 5. From the bottom section, select an accent color. 6. Tap away from the Personalize panel to close it. The new settings are automatically applied to your Start screen. <p>Mouse</p> <ol style="list-style-type: none"> 1. On the Start screen, open the Settings charm. 2. Select Personalize. 3. In the Personalize panel, from the top section, select a background design for your Start screen. 4. From the middle section, select a background color. 5. From the bottom section, select an accent color.

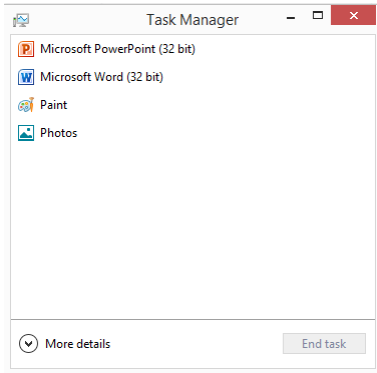
Script	Demo steps
	<p>6. Click away from the Personalize panel to close it. The new settings are automatically applied to your Start screen.</p>  <p>The screenshot shows the Windows 8.1 Start screen. On the left, there are 'Frequent Folders' (Recent, My Recent Places, Libraries, Desktop) and 'Office Apps' (Microsoft Office 2013, Microsoft Word 2013, Microsoft Excel 2013, Microsoft PowerPoint 2013, Microsoft OneNote 2013, Microsoft Lync 2013, Calculator, Photos, Mail, Internet Explorer, Bing). On the right, the 'Personalize' panel is open, showing options for Background (with a grid of images), Window Color (with a color bar), and Accent Color (with a color bar).</p>
<p>Navigating Internet Explorer 11</p> <p><i>Saving a webpage to your desktop (PowerPoint slide 7)</i></p> <p>Want a copy of your favorite webpage on your desktop? Open the Internet Explorer File menu and then select Save As to add the webpage to your desktop.</p>	<p><i>Saving a webpage to your desktop</i></p> <p>Touch and Mouse</p> <ol style="list-style-type: none"> 1. Open Internet Explorer to MSN.com. 2. In the upper-right corner, tap or click the Tools button. 3. Tap or click File and then Save as. 4. In the Save Webpage box, in the upper-left column, select Desktop. 5. Tap or click Save. 6. Close the webpage. 7. Locate the webpage shortcut, and open it.

Topic 2: Advanced desktop functionalities

Script	Demo steps
<p>Customizing the taskbar (PowerPoint slide 8) With Windows 8.1 you can customize the desktop taskbar to fit your preferences. Just open the Taskbar and Navigation properties box and select the options that you want to apply.</p> <p>Auto-hiding the taskbar (PowerPoint slide 8) You can automatically hide the taskbar when you're not using it so that you have more workspace on your screen. The taskbar is hidden when you move the mouse pointer away from it, and it reappears when you point to it again.</p> <p>Sizing taskbar buttons(PowerPoint slide 9) If you want more space to pin additional programs to your taskbar, you can choose to use small taskbar buttons.</p> <p>Changing taskbar location(PowerPoint slide 9) You can also change the taskbar location on the screen, how buttons are combined on the taskbar, and what appears in the notification area at the far right of the taskbar.</p> <p>You can further customize the taskbar by unlocking the taskbar. Now you notice that you can adjust the size of the notification area by simply dragging the split bar. With the taskbar unlocked, you can even drag the taskbar to any side of the screen so that you can work the way you want to. When you finish adjusting the taskbar, just lock it again and then click Apply.</p>	<ol style="list-style-type: none"> 1. Right-click or press and hold the taskbar, and then select Properties. <p>Auto-hiding the taskbar Touch and Mouse</p> <ol style="list-style-type: none"> 1. Select the box next to Auto-hide the taskbar. Tap or click Apply. 2. Touch (or hover over) the bottom edge of the screen to make the taskbar appear. 3. Clear the box next to Auto-hide the taskbar. Tap or click Apply. <p>Sizing taskbar buttons Touch and Mouse</p> <ol style="list-style-type: none"> 1. Select the box next to Use small taskbar buttons. Tap or click Apply. 2. Point to the small taskbar buttons on the taskbar. <p>Changing taskbar location Touch and Mouse</p> <ol style="list-style-type: none"> 1. Point to the next three options in the Properties box. 2. Clear the box next to Lock the taskbar. Tap or click Apply. 3. On the right side of the taskbar, drag the notification area bar to the left and back. 4. Drag the taskbar to the left, top, right, and bottom sides of the screen. 5. In the Taskbar and Navigation properties box, select Lock the taskbar. Tap or click Apply.

Script	Demo steps
<p>Enabling desktop Peek (PowerPoint slide 10) From the Taskbar and Navigation properties box, you can select the option to peek at your desktop when several windows are open. Now when you point to the far right edge of the taskbar, you see your desktop free of open programs.</p> <p>Using Additional features in the taskbar (PowerPoint slide 11) There are additional useful features in the taskbar, such as Sync Center, Battery status, Network status, Speakers/Volume control.</p> <p>NOTE: Syncing in Windows 8.1 occurs behind the scenes between 5-10 after log on, but sync does not occur at log off. Sync continues to work while you are logged in as needed.</p>	<p>Enabling desktop Peek</p> <p>Touch and Mouse</p> <ol style="list-style-type: none"> 1. Select Use Peek to preview the desktop when you move your mouse to the Show desktop button at the end of the taskbar. Tap or click Apply. 2. Open a few programs from the taskbar. 3. Point to the far right edge of the taskbar to peek at the desktop. <p>Taskbar features</p> <p>Touch and Mouse</p> <ol style="list-style-type: none"> 1. Tap or click the Sync Center icon to display Sync information. 2. Tap or click the Battery icon to display battery information. 3. Tap or click the Network icon to display available mobile broadband, WiFi signals and other network connection information. 4. Tap or click the Speaker icon to display volume control slider. <div data-bbox="1213 841 1633 932" style="text-align: right; margin-top: 20px;">  </div>

Script	Demo steps
<p><i>Adding a folder to your taskbar (PowerPoint slide 12)</i> You can pin folders to your taskbar for added convenience and access.</p>	<p><i>Adding a folder to your taskbar</i> Touch and Mouse</p> <ol style="list-style-type: none">1. Right-click or press and hold the taskbar, and then select Toolbars.2. Select New Toolbar.3. Select a commonly used folder, tap or click Select Folder.4. The folder is displayed in the lower right side of the taskbar.  <p>The screenshot shows a list of shortcuts on the Windows 8.1 Start screen. The list includes items like 'ANYWHO', 'bop Federal Bureau of Prisons Web Site', 'calc', 'DCFS Travel System', 'DCFS-POS STAFF DIRECTORY', 'Dictionary and Thesaurus - Merriam-Webster Online', 'Diligent Search Service', 'Google', 'Illinois Department of Children and Family Services', 'Judici Welcome Page', 'MapQuest Maps - Driving Directions - Map', 'NOAA - National Oceanic and Atmospheric Administration', 'Offender Search Inmate Search', 'United States Department of Justice National Sex Offender Public Website', 'USPS.com® - This service is currently unavailable', 'Vendor Inquiries - Information Warehouse', 'WebMD', and 'Welcome to the Illinois Sex Offender Registration Information Website'. At the bottom of the list, the word 'SHORTCUTS' is displayed in a grey box, which is circled in orange in the original image. The taskbar at the bottom shows the time as 3:47 PM on 6/16/2014.</p>

Script	Demo steps
<p>Manage apps and services with Task Manager (PowerPoint slide 13)</p> <p>When you want to manage your apps and monitor the efficiency of your device, use Task Manager.</p> <p>Opening Task Manager (PowerPoint slide 13)</p> <p>You can access Task Manager several different ways: from the Quick Link menu, the desktop taskbar or from the Start screen.</p>  <p>Navigating Task Manager (PowerPoint slide 14)</p> <p>In Task Manager you see a compact view of the apps and programs that are running on your device. To see more information about these apps, click More details. On the Processes tab, you see not only all of your open apps but also the background processes for each app, such as CPU power, memory, disk space, and network capacity.</p>	<p>Opening Task Manager</p> <p>Touch</p> <ol style="list-style-type: none"> 1. On the desktop, press and hold the Start button to open the Quick Link menu. 2. Point to Task Manager. 3. Close the Quick Link menu. 4. Press and hold the taskbar, and then select Task Manager. 5. Go to the Start screen. 6. Type “Task Manager” and press ENTER. <p>Mouse</p> <ol style="list-style-type: none"> 1. On the desktop, right-click the Start button to open the Quick Link menu. 2. Point to Task Manager. 3. Close the Quick Link menu. 4. Right-click the taskbar, and then select Task Manager. 5. Go to the Start screen. 6. Type “Task Manager” and press ENTER. <p>Navigating Task Manager</p> <p>Touch and Mouse</p> <ol style="list-style-type: none"> 1. Show the compact view of the apps and programs. 2. At the bottom of the window, tap or click More details. 3. On the Processes tab, point to the apps group and then to the background processes group. 4. To the right of the apps, point to the columns: CPU, Memory, Disk, and Network. 5. Click Fewer details to return to the compact view.

Script

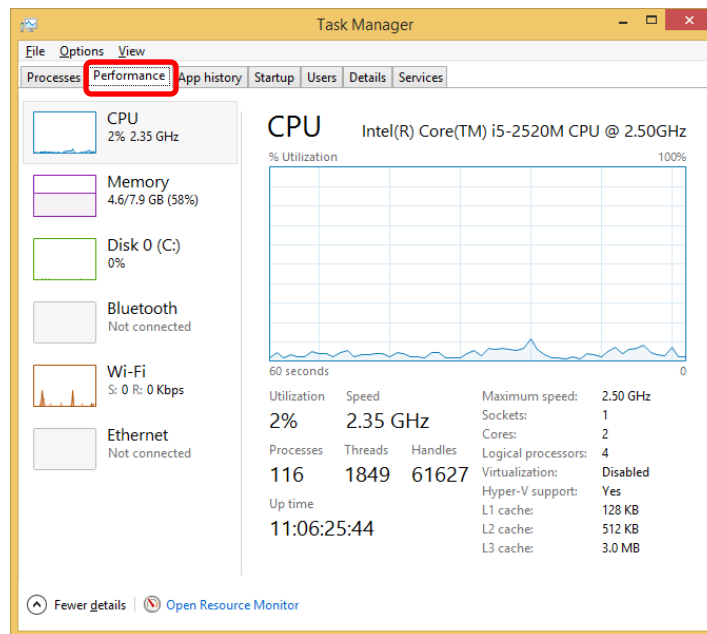
NOTE: There are multiple tabs within Task Manager that provide additional details, such as **Performance** tab.

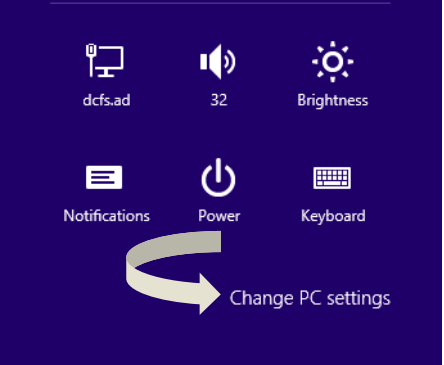
With Windows 8.1 you don't have to worry about background apps consuming valuable resources, because when you are not using those apps they stop using processing power even though they are still open.

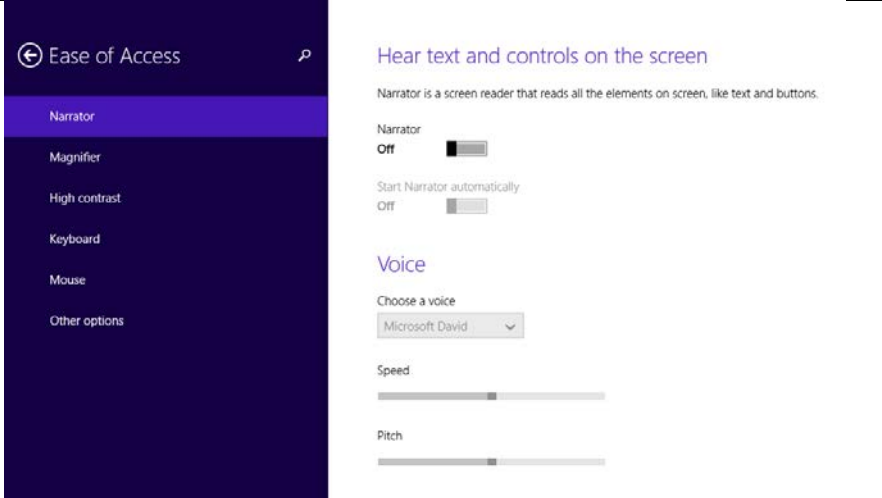
For example, when you click an app that was open in the background, you notice that the CPU percentage increases only when the app is active. Also, the more power an app uses, the darker the color becomes to help you monitor and manage apps that are using a lot of resources.

If you touch and hold or right-click an app on this list, you have options to end the task, open the file location, and even see the app properties. These other tabs show important information such as current device performance and the history of each app you've used.

Demo steps



Script	Demo steps
<p>PC Settings With Windows 8.1 you can easily access the most important settings from one menu: PC settings.</p> <p>Opening PC settings (PowerPoint slide 15)</p> <p>To access PC settings, you open the Settings charm, and then you tap or click Change PC settings.</p> <p>Customizing accessibility settings(PowerPoint slide 16)</p> <p>From the Ease of Access menu, you can customize your accessibility options. For instance, you can turn on Narrator, which reads text and describes buttons that appear on the screen.</p> <p>If you need to enlarge what's on your screen so you can see it better, you can turn on Magnifier.</p> <p>On the High contrast tab, you have several options to make text stand out.</p> <p>You can also customize your Keyboard and activate the on-screen keyboard.</p> <p>On the Mouse tab, you can adjust mouse settings.</p>	<p>Opening PC settings</p> <p>Touch and Mouse</p> <ol style="list-style-type: none"> 1. Open the Settings charm. 2. At the bottom of the pane, tap or click Change PC settings.  <p>Customizing accessibility settings</p> <p>Touch and Mouse</p> <ol style="list-style-type: none"> 1. From the PC settings menu, tap Ease of Access. 2. Point to Narrator. 3. Select Magnifier. 4. On the right, point to Off. 5. Drag the slider bar to On. 6. On the left, select High contrast. 7. Open the drop-down menu and choose High Contrast #2 (don't apply the change). 8. On the left, select Keyboard. 9. Turn on the on-screen keyboard and then minimize it. 10. On the left, select Mouse. 11. Enlarge the pointer size and change the color. 12. Restore the default settings. 13. On the left, select Other options. 14. Click or tap the back arrow to return to PC settings.

Script	Demo steps
<p>When using your touch device, it's helpful to show visual feedback. You'll want to use this setting to show hand gestures when you're giving presentations to a big group.</p>	 <p>The screenshot shows the Windows 8.1 'Ease of Access' settings application. The left-hand navigation pane is dark blue with white text, listing 'Narrator', 'Magnifier', 'High contrast', 'Keyboard', 'Mouse', and 'Other options'. 'Narrator' is selected and highlighted in a lighter blue. The main content area is white and titled 'Hear text and controls on the screen'. Below the title, it states 'Narrator is a screen reader that reads all the elements on screen, like text and buttons.' There are two toggle switches: 'Narrator' is set to 'Off' and 'Start Narrator automatically' is also set to 'Off'. Under the 'Voice' section, there is a 'Choose a voice' dropdown menu currently set to 'Microsoft David'. Below this are two horizontal sliders for 'Speed' and 'Pitch', both of which are currently positioned at the far left end.</p>