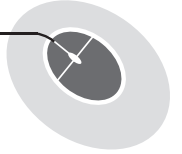


Windows 8.1



LEARNING OUTCOMES

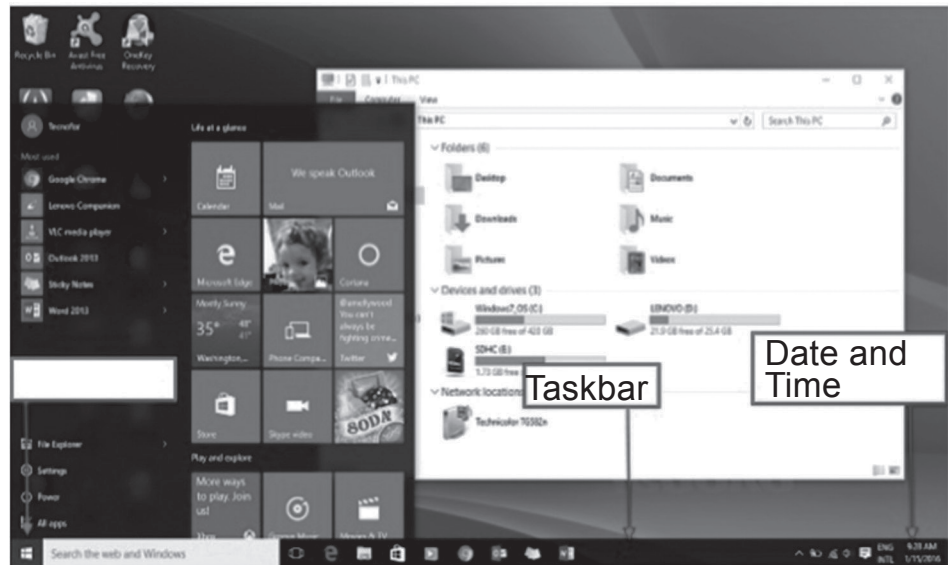
After this lesson, students will be able to:

- » Recall the following:
 - Define operating system.
 - Label and describe each component of the Windows 8.1 interface.
- » List the uses of the taskbar.
- » Identify and describe the use of the notification area.
- » Identify and use the Start button.
- » Change date and time settings.
- » Use the Windows Peek feature of Windows 8.1.
- » Define and use the Disk Cleanup utility.
- » Define and use the Programs and Features option on the Control Panel.
- » Define and use System Restore and Shadow Copies.
- » Define and use hot corners.
- » Identify and invoke the Charms bar.
- » Use various options on the Charms bar.

WARM UP

- » Label the components of the Windows 8.1 interface given below.

Ans.



CHAPTER NOTES

- » Taskbar is an element of the operating system that allows you to locate and launch programs or view any currently opened program through the Start menu.
- » It also allows the user to check the date and time and items running in the background through the Notification Area.
- » The Windows taskbar appears at the bottom of the screen. If you hover (move) your mouse over an icon associated with a program that is running, you see thumbnails of all the copies of the program.
- » Windows 8.1 comes with the Start button on the taskbar. Clicking the Start button on the desktop will launch the Start screen, which you can use to open programs and search for files.
- » Icons are used for launching (starting) different programs. The taskbar consists of two kinds of icons, icons that have been pinned there and icons associated with running desktop programs.
- » The Notification Area is located at the right side of the taskbar, and it contains app icons that provide the status and notifications about various things such as incoming e-mails, updates and network connectivity.

- » The date and time is displayed in the lower right corner of the taskbar in Windows 8.1. You can set the date and time in Windows 8.1.
- » Peek is used to give you a preview of the desktop from anywhere in Windows 8.1. While using Peek, it will show you the desktop with all opened windows as transparent so that you are able to see what is on the desktop.
- » During the normal use of your computer, you will accumulate a number of unnecessary files (Temporary setup/Internet files, Recycle Bin, etc.). You can remove these files with the built-in Disk Cleanup utility of Windows 8.1.
- » The Programs and Features option in the Control Panel allows you to uninstall programs that you no longer use.
- » The System Restore and Shadow Copies option allows you to delete all files to the most recent restore point on the disk.
- » To use a hot corner, just hover the mouse at the corner of the screen, and it will open a toolbar or a tile that you can click.
- » Many of your computer's settings are now found in a toolbar called the Charms bar. You can access it by hovering your mouse pointer on the top right or bottom right corner of the screen.
- » The Search charm lets you find apps, files, or settings on your computer.
- » The Share charm is a copy and paste feature designed to be as convenient as possible. It allows you to 'copy' information (such as a photo or web address) and 'paste' it into another app.
- » The Start option allows you to option allows you to switch to the Start screen.
- » The Devices option shows any hardware devices that are connected to your computer, such as printers or monitors.
- » The Settings option lets you access the general settings for your computer, as well as the settings for the app you are currently viewing.

DEMONSTRATION

- » Use the taskbar



- » Use the Notification Area
- » Use the Start button
- » Change date and time settings
- » Use the Windows Peek feature of Windows 8.1
- » Use the Disk Cleanup utility
- » Use the Programs and Features option in the Control Panel
- » Use System Restore and Shadow Copies
- » Use the hot corners
- » Use the Charms bar
- » Use various options on the Charms bar

LAB ACTIVITIES

- » Open the computer.
- » Use the Charms bar to search and open programs.
- » Use the Start button to open a program.
- » Change the date and time.

ASSESSMENT

Teacher can assess students by taking a short oral quiz on the following:

1. Difference between the Start button and the Charms bar.
2. System Restore and its use.
3. Use of the Programs and Features option.

SUGGESTED CLASS ACTIVITIES

- » Label the following parts of the Windows 8.1 Charms bar.

