WINDOWS 8: SOME MOUSE & KEYBOARD TRICKS & TIPS

Windows 8 was designed for touchscreens – but we don't all have touchscreens. So here are a few little tips for maneuvering around Windows 8 efficiently with your mouse and/or keyboard.

First, you need to realize that there are really two "environments" in Windows 8: the METRO screen and the DESKTOP screen.

Windows 8 METRO screen

Windows 8 DESKTOP screen

To switch back and forth between screens – just tap the Windows button (⊞) on your keyboard. Keep in mind…the "desktop" screen might be open at a program (ie, Excel) so it'll feel more like you're switching between Metro and Excel.

To scroll to the right to see the rest of your app (programs are now called apps too) tiles – you can roll your mouse wheel back (towards you). Subsequently, roll it forward to scroll left. But you can also shrink your Metro screen to see all (tiny) apps at once – by clicking the little – (minus sign) at the very bottom-right corner of the screen.

JUST START TYPING the name of the app/program you are looking for – the Search box automatically opens up – with your search word. Cool.

If you do have enough apps on your Metro home screen that warrants scrolling left to right to see them – you can also just tap the [END] key to jump to the end (far-right) of the app screen…and of course, the [HOME] key to jump back to the start.

Windows key (⊞) keyboard beauties:

⊞ L	LOCK your screen any time you want. (Works in all versions of Windows, BTW)
⊞ X	Displays a list of advanced system options, including Windows Control Panel, Command Prompt, Task Manager and File Explorer
⊞ C	Displays the CHARMS bar (down the right-hand-side of the screen)
⊞ i	Opens up the SETTINGS panel…for accessing Control Panel or Personalization (changing wallpaper) and as well as the Charms
⊞ E	Opens up the File Explorer (also works in all versions of Windows)
⊞ ← →	Anchors current application at left or right half of the screen (for splitting)
⊞ ↑	Maximizes current application window