# Terminology

Windows 8 features a brand new interface that is easy to access once you know the basics of the terminology and the varied features of the Operating System. Below are some terms I’ll use within this training. These terms are terms used by Microsoft within Windows 8. I have also included additional terms used in previous versions in window operating systems for your general information. I feel it’s important you understand these terms and features of Windows so you can resolve issues by researching on the Internet. Having a clear understanding of these terms facilitates access to mainstream training materials and help documentation.

## Start Screen

The Start Screen of Windows is the first screen you’ll encounter when you launch Windows 8. The Start Screen contains tiles. Each tile represents an app, website, person, playlist and much more. If you feel it’s important, you can add it to your Start Screen. You can also edit your start screen. By default, you’ll find information on sports, finance, twitter andmore all located on the Start Screen of Windows. These tiles update automatically to reflect new information available with the associated item or location.

## Tiles

Tiles are located on the Start Screen of Windows. Tiles represent locations, applications, people, documents and files. Pretty much anything you can access on your computer, you can have on the Start Screen of Windows. Some tiles link directly to the Internet. You can access your Social Media, review today’s weather, access applications and much more via the tiles on the Start Screen of Windows.

## Apps

Applications are now known as “Apps” in Windows 8. The term “App” is fast becoming an industry standard for Operating Systems. Apps refer to applications that are purchased or downloaded through a store interface on a mobile operating system or, in this case, Windows 8.

## Charms

Charms are displayed on the right side of the display. They provide access to the inner workings of Windows. Your devices, settings and more are all accessed via the Charms of Windows 8.

Additional terminology:

GUI stands for "Graphical User Interface" and is pronounced “gooey.” The GUI features of Windows include elements of a window that are not accessible via the Application Cursor. If you utilize the JAWS screen reader refers to the main cursor of Windows as the "PC Cursor." Within Windows, there are features that must be accessed through the special keyboarding of

JAWS for Windows.

System tray To the right of the Windows Taskbar at the bottom of the display is the Notification Area of Windows. The System Tray contains icons for applications that are running in the background of Windows or for applications that you may want running but don’t necessarily want active in your Taskbar. JAWS or Window Eyes , for example, can run from the System Tray of Windows.Access the System Tray from anywhere within Windows with the keyboard command WINDOWS KEY-B.

Taskbar contains buttons representing open items and items that have been pinned to the Taskbar via the Command Bar. RIGHT AND LEFT ARROW moves among the buttons and pinned items. When you locate the application you’d like to launch or to which you’d like to bring focus, press ENTER. The application is activated and focus placed within the active document. In addition, You can launch items from your Windows Taskbar with special keyboard commands. Use the number row in conjunction with the WINDOWS KEY.

To launch the first item in the Taskbar, press WINDOWS KEY-1, the second item is launched with WINDOWS KEY-2, etc

The Taskbar is accessed from anywhere within Windows with WINDOWS KEY-T.

Task Manager of Windows displays the applications running on your computer. You can review the running applications and, if an application isn’t responding, end the task within this interface. Open the Task Manager with CTRL-SHIFT-ESCAPE.

Toggle commands activate and reverse a command within Windows with the same keystroke.