

Demo Guide

Quick and easy demos to wow your customers

Windows 8
Office 2013



Microsoft

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Demo Guide

This is an advanced demo guide containing key customer demos and sales messaging, geared toward giving the customer a great and complete PC sales experience.

Windows 8

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Office 2013

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Beautiful. Fast. Fluid. Get ready to share an amazing, reimagined Windows experience with your customers.

Meet Windows 8

With Windows 8, Windows has been reimagined. It's the best of both worlds, the best solution for work *and* play.

Start screen and live tiles.	
Windows 8 lets you personalize your Start screen with live tiles that bubble-up information for the things you care about most.	
Start screen and live tiles.....	6
Amazing apps.	
Windows 8 includes amazing, built-in apps that work together seamlessly. Find even more apps in the Windows Store.	
Amazing apps	14
Cloud-connected.	
Windows 8 connects your favorite services to your Microsoft account, giving you immediate access to your personal content through SkyDrive and your apps.	
Cloud-connected.....	22
Be more productive.	
Windows 8 offers the fun of a tablet with the productivity of a PC; it's the best of both worlds.	
Be more productive	28

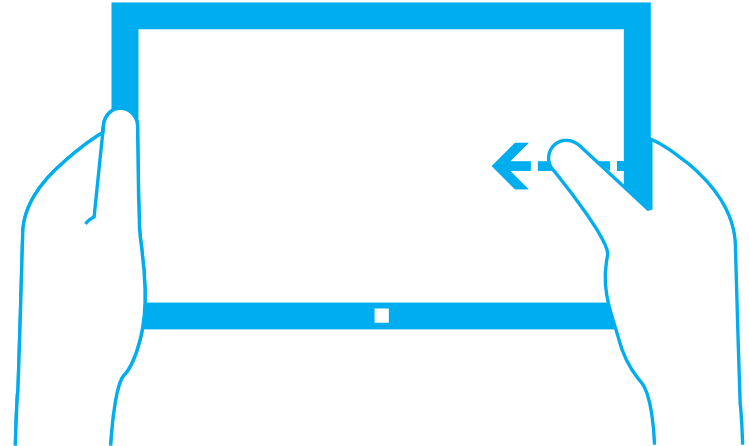


Start Screen.



Easy and fun navigation.

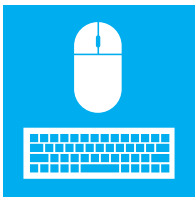
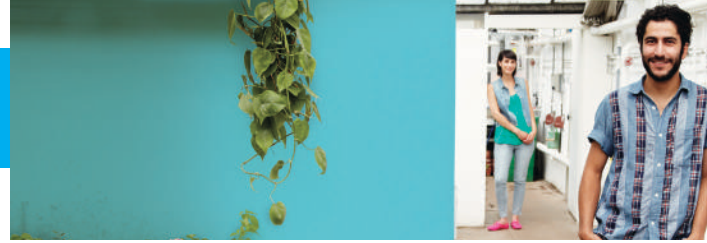
The Start screen and live tiles deliver a new Windows 8 user experience, optimized for touch, and mouse and keyboard. Help your customers experience Windows 8 through learning its easy and fun navigation.



Touch

1. Swipe in from the right edge to **reveal charms**. You can also return to your Start screen here.
2. Swipe in from the left edge to **switch to your last used app**.
3. Swipe in from the top or bottom edge to reveal **app commands** specific to the current app.
4. Drag from the top edge of the screen down to the bottom to **close the current app**.
5. Pinch or stretch your fingers to **zoom in and out**.
6. Slide your finger across the screen to **see more**.

Start Screen.



Mouse and keyboard

1. Move the mouse pointer into the upper- or lower-right corner, then toward the center of the right edge to **reveal charms**.
2. Move the mouse pointer into the upper-left corner and click to **switch to your last used app**.
3. Right-click to reveal **app commands** specific to the current app.
4. Click and drag from the top edge of the screen down to the bottom to **close the current app**.
5. Click the minus icon in the bottom-right to **zoom out**. Click on the screen to **zoom back in**.
6. Roll your mouse pointer to the edge of the screen to **see more**.

Start Screen.



Personalized Start screen.

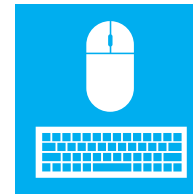
The Start screen and live tiles bring the things you care about most right to the front of your device. Pin contacts, apps, photos, websites, and more to your Start screen, so you can access them quickly and get real-time updates.*

* Internet connection required. Internet and mobile telephone usage charges may apply.



Touch

1. Swipe down on a tile to **pin/unpin, resize, or turn off the live tile** updates.
2. Hold and drag a tile to **move** it.
3. Pinch to **zoom out** and edit tile groups.
4. Swipe down to **rename** a group.
5. Hold and drag a group to **move** it.
6. Tap a group to **zoom back in**.



Mouse and keyboard

1. Right-click on a tile to **pin/unpin, resize, or turn off the live tile** updates.
2. Click and drag a tile to **move** it.
3. Click the minus icon in the bottom-right to **zoom out** and edit tile groups.
4. Right-click to **rename** a group.
5. Click and drag a group to **move** it.
6. Click a group to **zoom back in**.

Start Screen.



Point out live tiles.

Live tiles on the Windows 8 Start screen bring your apps to life, displaying useful information on the tile - even when the app isn't running. Live tiles change and update in real time, so you can see what's happening and keep current with what matters most to you.



Demonstrate

From the Windows 8 Start screen, **point out the live tiles** that update with information about your apps.



Amazing apps.



Share.

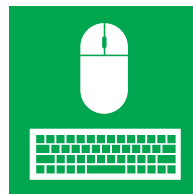
Your apps are amazing because they work together. Use the Share charm to share content between apps, including services like Facebook and Twitter.* The more apps you have, the more ways you can share.

* Internet connection required. Internet and mobile telephone usage charges may apply.



Touch

1. Tap to open **Internet Explorer**.
2. Reveal charms and tap **Share**.
3. Tap **Mail** or **People** to share via email, Facebook, or Twitter.



Mouse and keyboard

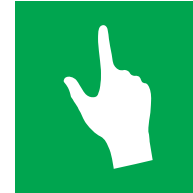
1. Click to open **Internet Explorer**.
2. Reveal charms and click **Share**.
3. Click **Mail** or **People** to share via email, Facebook, or Twitter.

Amazing apps.



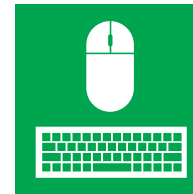
Pin from within an app.

Find yourself visiting the same app to look at the *same* information every day? There's no need to navigate within the app to find what you need. With Windows 8, you pin content from within apps, so you can find what you need - fast.



Touch

1. Tap to open the **Sports** app.
2. Swipe in from the top or bottom edge to reveal **app commands** specific to the Sports app.
3. Tap **La Liga**.
4. Swipe in from the top or bottom edge to reveal **app commands** specific to the Sports app.
5. Tap **Pin** to pin *La Liga* to the Start screen.



Mouse and keyboard

1. Click to open the **Sports** app.
2. Right-click to reveal **app commands** specific to the Sports app.
3. Click **La Liga**.
4. Right-click to reveal **app commands** specific to the Sports app.
5. Click **Pin** to pin *La Liga* to the Start screen.



Amazing apps.



Windows Store.

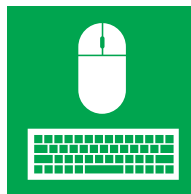
Find more apps in the Windows Store.*
It's easy to navigate and discover new apps, with suggestions, ratings, and the ability to try an app before you buy it.

* Internet connection required. Internet and mobile telephone usage charges may apply.



Touch

1. Tap to open the **Windows Store**.
2. Reveal charms and tap **Search** to find an app like *Cut The Rope*.
3. Tap **Try** to show that you can try many apps before you buy them.
4. Swipe up from the bottom to reveal **app commands** and tap **Your apps**.
5. Point out that you can easily see which apps you've installed on your **other Windows 8 devices**.



Mouse and keyboard

1. Click to open the **Windows Store**.
2. Reveal charms and click **Search** to find an app like *Cut The Rope*.
3. Click **Try** to show that you can try many apps before you buy them.
4. Right-click to reveal **app commands** and click **Your apps**.
5. Point out that you can easily see which apps you've installed on your **other Windows 8 devices**.

Amazing apps.



Search.

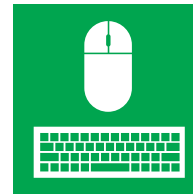
The Search charm gives you an easy way to search your current app, the web, or all apps, files, and settings on your device.* The more apps you have, the more places you can search. Search once, search everything.

* Internet connection required. Internet and mobile telephone usage charges may apply.



Touch

1. Reveal charms and tap **Search**.
2. Type **London** in the search box.
3. Tap on a few apps in the list to **see the search results in each app**.



Mouse and keyboard

1. Reveal charms and click **Search**.
2. Type **London** in the search box.
3. Click on a few apps in the list to **see the search results in each app**.



Cloud-connected.



SkyDrive.

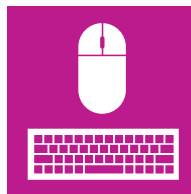
With 7 GB of free cloud storage through SkyDrive, you'll never be without the files, photos, and videos that matter most to you.* You can get immediate access to SkyDrive online storage from any web-connected device.

* Internet connection required. Internet and mobile telephone usage charges may apply.



Touch

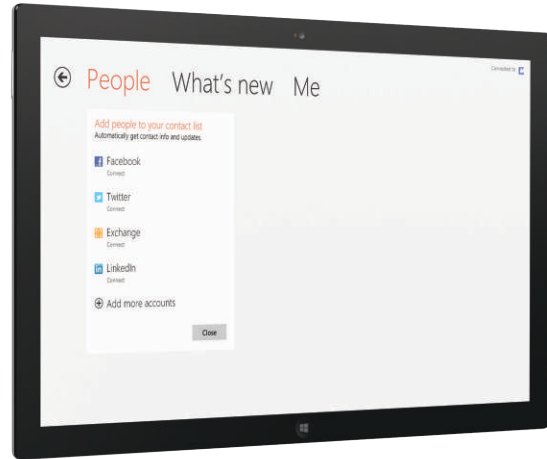
1. Tap to open the **SkyDrive** app.
2. Reveal app commands and tap **Add**.
3. Tap **Files** in the top-left to choose **Photos** as a source.
4. Choose a photo from the **Pictures library**.
5. Tap **Add to SkyDrive** to add the photo to your online storage.



Mouse and keyboard

1. Click to open the **SkyDrive** app.
2. Reveal app commands and click **Add**.
3. Click **Files** in the top-left to choose **Photos** as a source.
4. Choose a photo from the **Pictures library**.
5. Click **Add to SkyDrive** to add the photo to your online storage.

Cloud-connected.



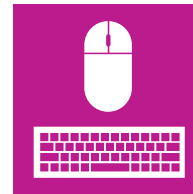
People app.

With Windows 8, your entire PC is cloud-connected. Your apps are connected to the services you use just by adding them to your Microsoft account. The People app is your most complete address book. You can include contacts from Hotmail, Messenger, Facebook, Twitter, LinkedIn, Gmail, and others. Quickly see what's new, share an update, comment, or initiate a conversation.



Touch

1. Tap to open the **People app**.
2. Tap **Me** to view your notifications.
3. Tap **What's new** to view your friends' updates and *Like* or comment on a post.
4. Tap **People** to see your contacts from all of your connected accounts.
5. Tap a contact and swipe up from the bottom to **Pin to Start**.
6. Drag the app down from the top to close it and **point out your contact's tile** on the Start screen.



Mouse and keyboard

1. Click to open the **People app**.
2. Click **Me** to view your notifications.
3. Click **What's new** to view your friends' updates and *Like* or comment on a post.
4. Click **People** to see your contacts from all of your connected accounts.
5. Click a contact and right-click to **Pin to Start**.
6. Drag the app down from the top to close it and **point out your contact's tile** on the Start screen.

Cloud-connected.



Microsoft account.

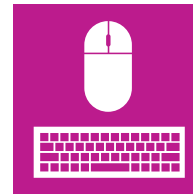
With a Microsoft account, you can sync contacts, settings, browser history, and social networks across any Windows 8 device.*

* Internet connection required. Internet and mobile telephone usage charges may apply.



Touch

1. Reveal charms and tap **Settings**.
2. Tap **Change PC settings** to see more options.
3. Tap **Sync your settings** and point out all the sync settings that you can turn on or off.



Mouse and keyboard

1. Reveal charms and click **Settings**.
2. Click **Change PC settings** to see more options.
3. Click **Sync your settings** and point out all the sync settings that you can turn on or off.

More productive.



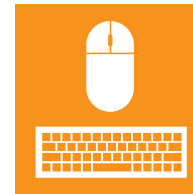
Snap.

Windows 8 enables you to multi-task by snapping two apps side-by-side - even on a touchscreen tablet.



Touch

1. Tap to **open any app**.
2. Swipe in from the left edge and back out without letting go to see your **recently used apps**.
3. Tap and drag an app to the right side of the screen to **snap** it side-by-side with the main app.
4. Slide the divider to **see more** of the app on the right.
5. Slide the divider bar off-screen to make your app **full-screen** again.



Mouse and keyboard

1. Click to **open any app**.
2. Move the mouse pointer into the upper-left corner, and then toward the center of the left to see your **recently used apps**.
3. Click and drag an app to the right side of the screen to **snap** it side-by-side with the main app.
4. Drag the divider to **see more** of the app on the right.
5. Drag the divider bar off-screen to make your app **full-screen** again.



More productive.



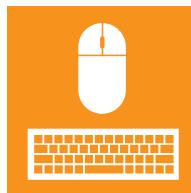
Desktop.

Windows 8 offers the fun and entertainment of a tablet, with the power and productivity of a PC. You can access the familiar desktop and run your favorite Microsoft Office applications.



Touch

1. Tap the **Desktop** tile to open the familiar desktop.
2. Point out the **File Explorer** to browse your files.
3. Open a Microsoft PowerPoint presentation to show that **Windows 8 runs desktop apps.**



Mouse and keyboard

1. Click the **Desktop** tile to open the familiar desktop.
2. Point out the **File Explorer** to browse your files.
3. Open a Microsoft PowerPoint presentation to show that **Windows 8 runs desktop apps.**

More productive.



USB ports.

All Windows 8 devices - even tablets - offer USB ports, providing options for extra storage, local printing, and other external capabilities.



Demonstrate

1. Select a Windows 8 tablet from the display.
2. Show how **thin and light** the tablet is.
3. Point out the **USB ports** on the edge of the device.



Meet the new Office.

Get ready to help customers experience the most powerful Office yet, with smarter versions of their **favorite applications** and **new cloud services** that connect them to their documents and settings - when and where they need them.*

Smarter applications.

Time-saving features help customers create, read, share, and connect to Office documents in new ways.

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Microsoft PowerPoint 2013.....	42
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Cloud-connected.

Wherever and whenever customers sign in to Office, their personal documents and settings are always available, just as they last left them.*

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My Office.....	52

Optimized for touch.

Office responds to touch and stylus as naturally as to keyboard and mouse. So customers can easily create, edit, and read documents on touch-enabled devices, including those powered by Windows 8.

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* Internet connection required. Internet and mobile telephone usage charges may apply.

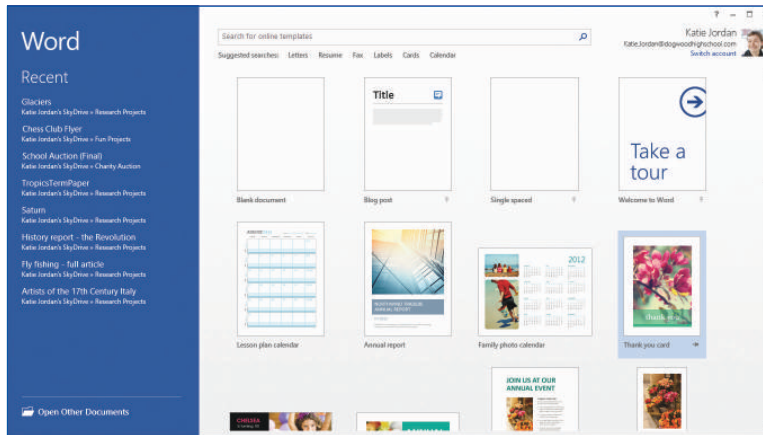
Smarter applications.



Microsoft Word 2013

Easily create engaging documents, work collaboratively, and enjoy reading right from the screen.

Word Start screen

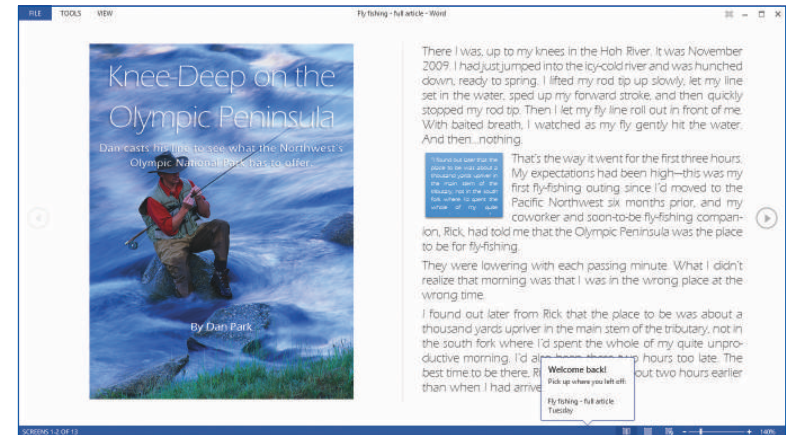


Offers easy access to recent documents and new, compelling professionally designed templates to help you get started quickly.

1. **Open Word.**
2. Notice the new Start screen displaying **new, professionally designed templates**. And you can use the search box at the top of the screen to find additional free templates online.
3. Your **most recent documents** are listed on the left blue bar.
4. When you're signed in to your *My Office* account, your personal settings, including themes, appear.



Read Mode



Delivers an optimized reading experience, regardless of screen size, making it simple to zoom in and out of content and to use touch to turn pages.

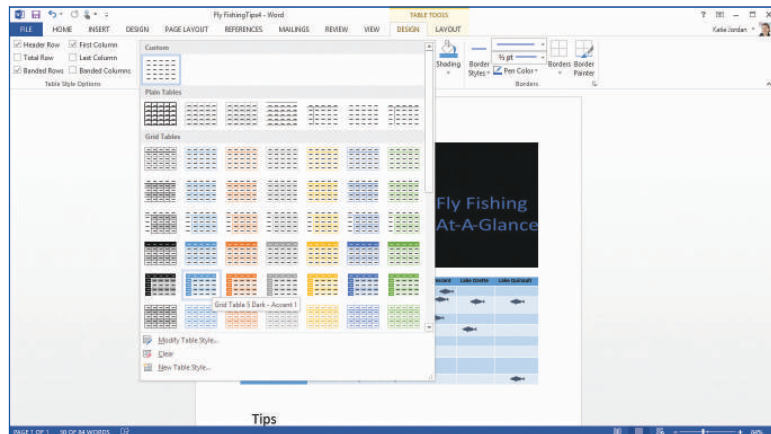
1. Open the **Fly Fishing Guide.docx**.
2. From the View tab, click **Read Mode**. The document text reflows to fit the screen and with a click or gesture, easily move forward or back within the document.
3. Tap or double-click an image to **zoom in**.
4. To exit Read Mode, from the View tab, click **Edit Document**.



Microsoft Excel 2013

Discover intuitive ways to explore and visualize data at new depths in less time.

PDF Reflow



Easily incorporate PDF content in Word. By preserving formatting, you can quickly and easily reuse content, rather than having to re-create it.

1. Open **Fishing Tips.pdf**.
2. A dialog box will appear to indicate Word will convert the PDF file to Word, click **OK**.
3. Highlight the table **Types of Fish**, and from the **Design** tab, select one of the Table Styles.
4. **Highlight the table**, and **right-click** to select **Copy**, then paste into the **Fly Fishing Guide.docx**, and click below the **Types of Fish** heading.
5. **Right-click** in the space below the heading and select **Paste, Keep Source Formatting**. The formatted table, converted from a PDF file to Word format, is now inserted.

Flash Fill

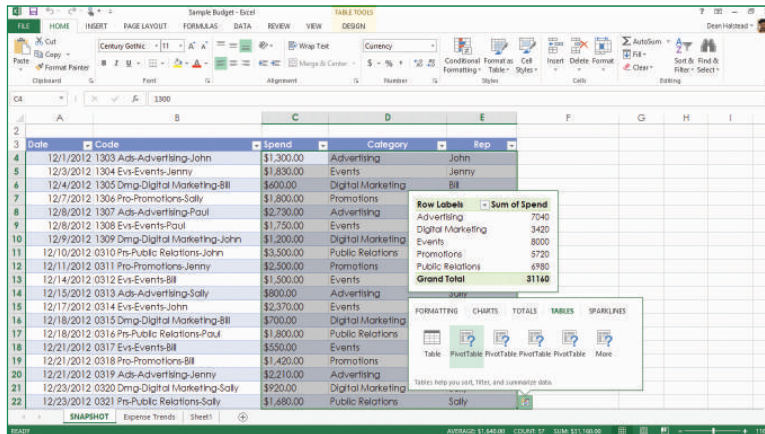
Date	Code	Spends	Category	Rep
12/1/2012	1303	Ads-Advertising-John	Advertising	John
12/3/2012	1304	Evs-Events-Jenny	Events	Jenny
12/4/2012	1305	Dmp-Digital Marketing-Bill	Digital Marketing	Bill
12/7/2012	1306	Pro-Promotions-Sally	Promotions	Sally
12/8/2012	1307	Ads-Advertising-Paul	Advertising	Paul
12/8/2012	1308	Evs-Events-Paul	Events	Paul
12/9/2012	1309	Dmp-Digital Marketing-John	Digital Marketing	John
12/10/2012	0310	Pro-Public Relations-John	Public Relations	John
12/11/2012	0311	Pro-Promotions-Jenny	Promotions	Jenny
12/14/2012	0312	Evs-Events-Bill	Events	Bill
12/15/2012	0313	Ads-Advertising-Sally	Advertising	Sally
12/17/2012	0314	Evs-Events-John	Events	John
12/18/2012	0315	Dmp-Digital Marketing-Bill	Digital Marketing	Bill
12/19/2012	0316	Pro-Public Relations-Paul	Public Relations	Paul
12/21/2012	0317	Evs-Events-Bill	Events	Bill
12/21/2012	0318	Pro-Promotions-Bill	Promotions	Bill
12/21/2012	0319	Ads-Advertising-Jenny	Advertising	Jenny
12/23/2012	0320	Dmp-Digital Marketing-Sally	Digital Marketing	Sally
12/23/2012	0321	Pro-Public Relations-Sally	Public Relations	Sally

Easily format and rearrange data - no formulas or macros required.

1. Open **Sample Budget.xlsx** and click the **SNAPSHOT** tab.
2. Click or tap cell D4, type **Advertising**, and press **Enter**.
3. In cell D5, begin to type **Events**; the column of data will auto-fill.
4. Click in cell E4, type **John**, and press **Enter**.
5. In cell E5, begin to type **Jenny**; the data column will auto-fill.



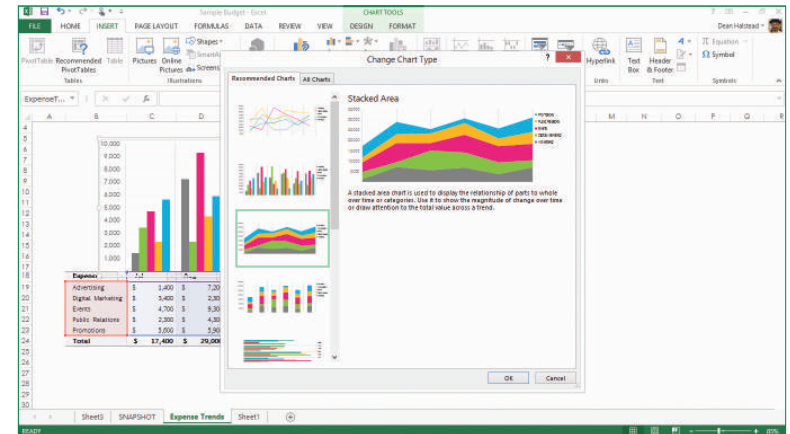
Quick Analysis



Find new and different ways to visually represent your data, so you spend less time formatting and more time gaining insights.

1. Highlight **cells C4:E22**, then click the **Quick Analysis** button in the lower-right corner.
2. In the **Formatting** tab, hover over **Data Bars**. (Don't click.)
3. Click the **Tables** tab, then click the first **Pivot Table** option.

Recommended Charts



Let Excel recommend the most suitable chart to represent your data.

1. Click the **Expense Trends** tab.
2. Click the chart, click **Insert Tab**, then click **Recommended Charts**.
3. Click through and select a Recommended Chart.
4. Explore **Chart Elements**, **Chart Styles**, and **Chart Filters** located to the right of the chart.

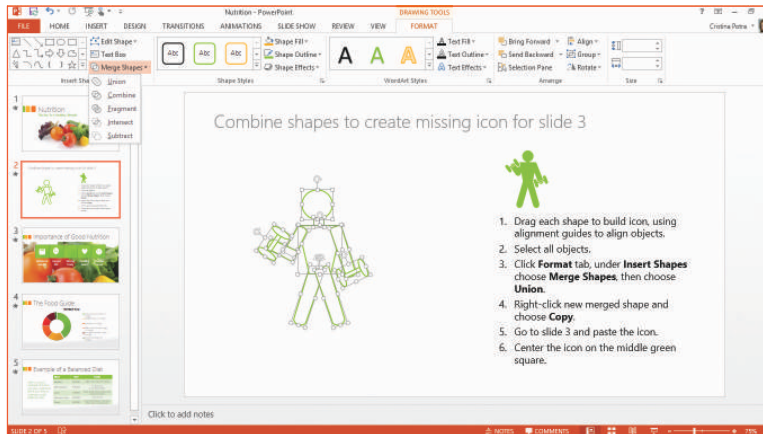


Microsoft PowerPoint 2013

Quickly design and deliver dynamic presentations with ease and confidence.



Merge Shapes



Combine individual common shapes into a single object to create personalized graphics or icons.

1. Open the demo presentation **Nutrition.pptx**, and go to slide 2.
2. **Drag the shapes** to resemble a person.
3. **Select all the shapes**, and click the **Format** tab.
4. Under **Insert Shapes**, click **Merge Shapes** and choose **Union**.

Eyedropper



Apply exact color matches without any guess work to quickly create professional-looking slides.

1. On slide 3, click the **heart icon**.
2. In **Shape Styles**, click **Shape Fill**, then click **Eyedropper**.*
3. Move the **Eyedropper** tool over a color in the photo; the color changes in the box next to the Eyedropper.

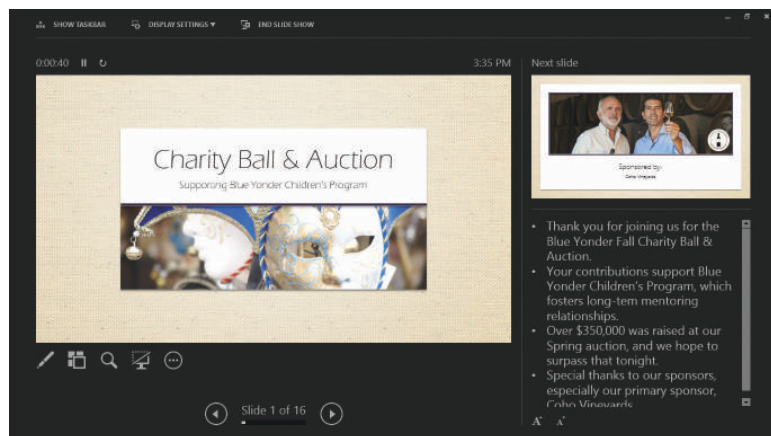
*On touch-enabled devices the Eyedropper tool is only available in Mouse mode. Information about switching between Touch and Mouse mode can be found on page 53.



Microsoft OneNote 2013

Capture notes, pictures, web pages, and media from virtually anywhere, and access them on-the-go.*

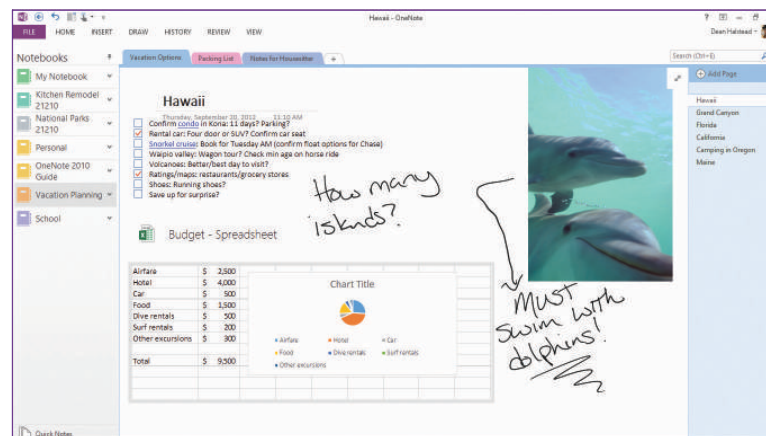
Presenter View



Keep your hands free by privately viewing speaker notes, upcoming slides, and presentation time.

1. Click the **Slide Show** tab, then click **From Beginning**.
2. Right-click the slide, then choose **Show Presenter View**.
3. In **Presenter View**, point out **Current Slide**, **Next Slide**, and **Speaker Notes**.
4. Click the **magnifying glass**, then click on an area of the slide to **zoom in**.

Capture notes in one place



Store and organize images, notes, and more in one digital notebook.

1. Open the **Hawaii** OneNote demo file.
2. Type or pen a new note in the checklist.

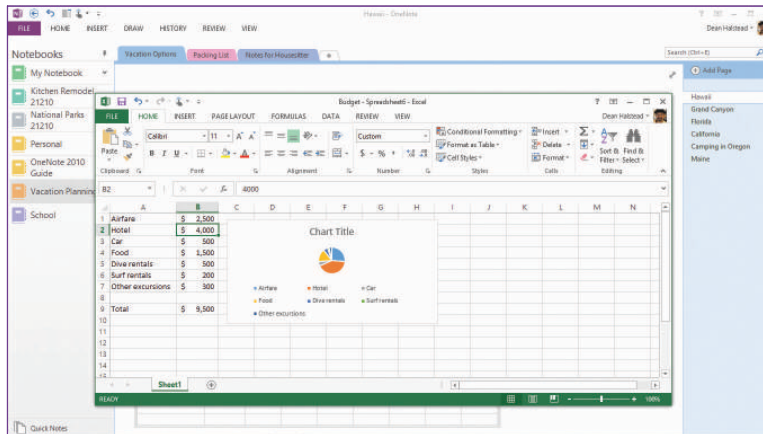
* Internet connection required. Internet and mobile telephone usage charges may apply.



Microsoft Outlook 2013

Communicate with important contacts, and organize and manage email, calendars, and tasks easily and efficiently.

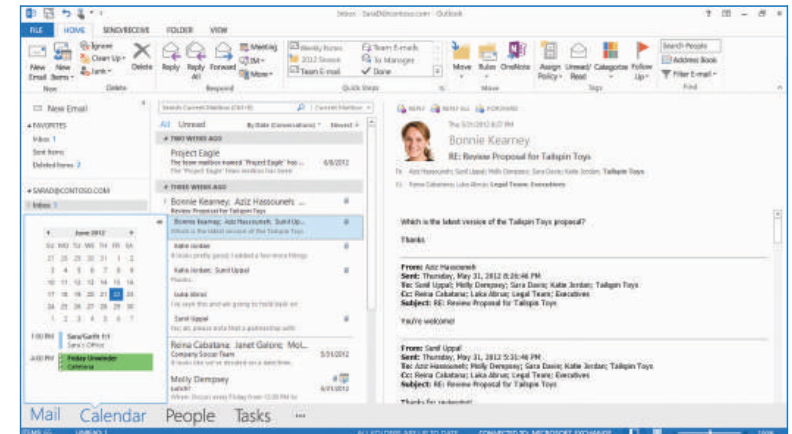
Embed, edit, and preview files



Add a presentation, document, or spreadsheet into a OneNote notebook, making all the information just a click away. Even embed an Excel spreadsheet into a notebook, and edit it within OneNote.

1. Double-click the embedded **Budget.xls** icon to open Excel within OneNote.
2. Click in cell **B:1** and enter any whole number, then press **Enter**. Watch the chart update.
3. Save the changes, and close the spreadsheet. The preview is updated.

Peeks

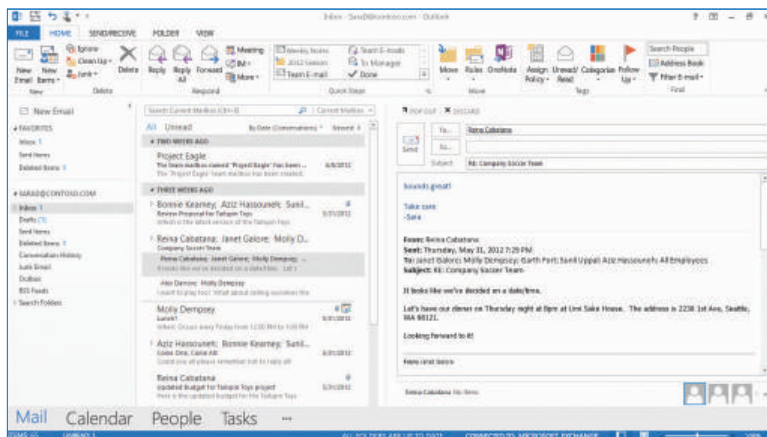


Get an at-a-glance view of schedules, tasks, or contact information without having to change screens.

1. Open **Outlook**.
2. Hover over the **Navigation Bar** at the bottom to show Calendar **Peeks**.



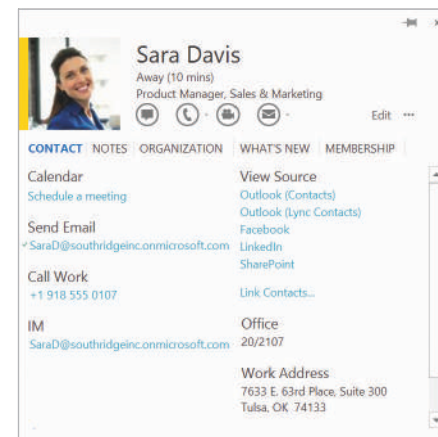
Inline Reply



Respond quickly to messages directly from the Reading Pane—without having to open the message.

1. With the **Reading Pane** layout turned on, click an email message.
2. At the top of the message in the Reading Pane, click **Reply**.

People Card



Consolidate and automatically update contact information - including phone, email, address, and social media updates from platforms like Facebook and LinkedIn.

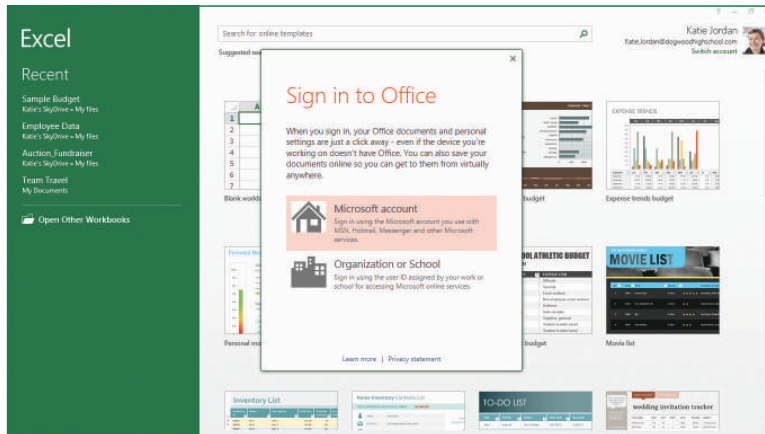
1. Go to the Navigation Bar at the bottom and hover over **People**. You can see your favorite contacts by name.
2. Click on a name in the People list, and select **What's New** to get social feeds.

Cloud-connected.

Wherever and whenever customers sign in to Office, their personal documents and settings are always available, just as they last left them.*



Signing in



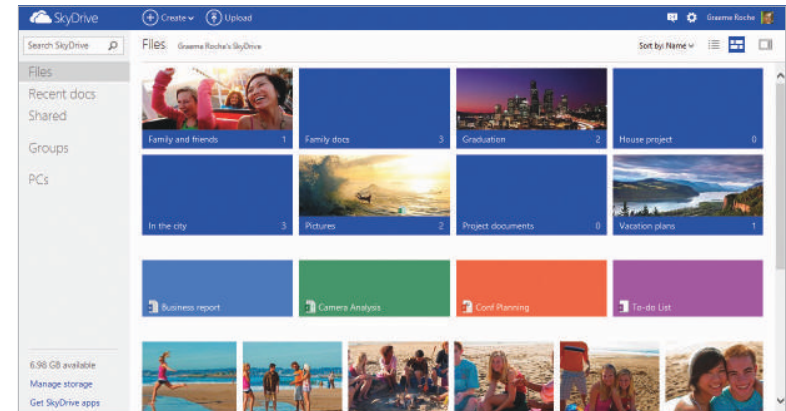
When you sign in to Office, your personal settings - including most recently used files, favorite templates, and custom dictionary entries - travel with you, across virtually all of your devices. Word and PowerPoint even let you pick up where you left off in your last session.

If you share the new Office on the same PC as another household member, just sign in with your own Microsoft account, making *your* documents and settings readily accessible.

1. **Open an Office application**, such as Excel.
2. In the upper-right corner, click the name of the person who was signed into the PC, then click **Switch account**, click **Microsoft account**, then sign in.

* Internet connection required. Internet and mobile telephone usage charges may apply.

SkyDrive



Files are saved to your SkyDrive folder in File Explorer and synced to your SkyDrive.com folder whenever you're connected.

If you need to add your SkyDrive storage location to a shared PC:

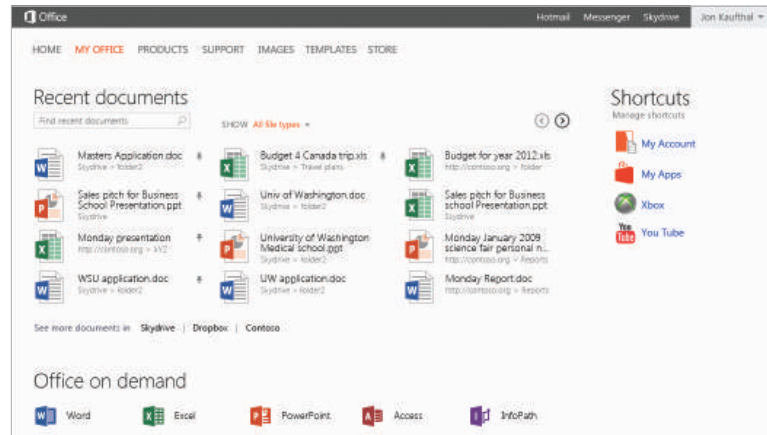
1. Click the **File** menu, click **Save As**, and then click **Add a Place**.
2. Click **SkyDrive** to add a new location to save your Office documents.



Optimized for touch.

Office responds to touch and stylus as naturally as to keyboard and mouse. So customers can easily create, edit, and read documents on touch-enabled devices, including those powered by Windows 8.

My Office



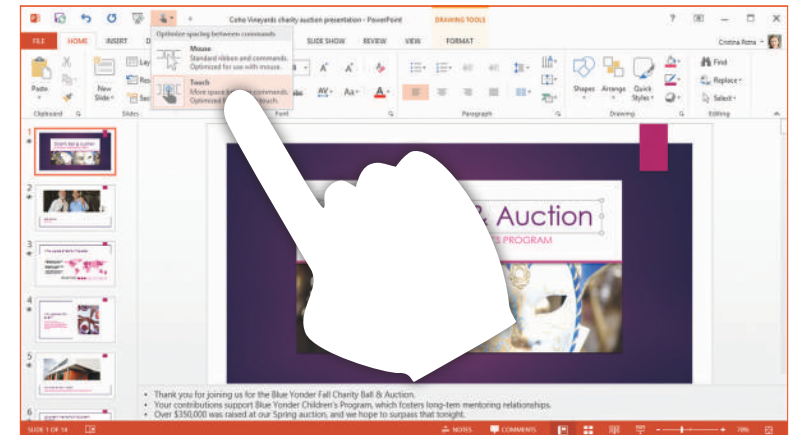
Access, edit, and share work online from any device with an Internet connection.*

To access your Office account and Office documents from any PC:

1. Go to www.office.com, then click **My Office**. View your Office documents on **SkyDrive**.
2. Double-click an existing Word document; it will open in the **Word Web App**. If you have the full version of Word on your PC, you can choose **Edit Document**.
3. Or you can **create a new document**.

* Internet connection required. Internet and mobile telephone usage charges may apply.

Touch



Easily create, edit, and read documents on touch-enabled devices.

1. On a Windows RT device or a Windows 8 touch-enabled device with Office demo installed, **start PowerPoint 2013**.
2. **In the Start screen, tap** to open a template.
3. **Use touch or pen** to work in a document.



What's next?

Get connected.

To learn more about Windows 8 or the new Office, go to **microsoft.com/expertzone**. You can also learn on-the-go with the ExpertZone Mobile Companion (available on Windows Phone, iPhone, and Android).

Once on ExpertZone, join the Pro Community to go behind-the-scenes with Microsoft product experts, win great prizes, and get rewarded. If you have any questions and want to know more, there are many ways to get the answers you need:

- **ExpertZone** microsoft.com/expertzone
- **Facebook** facebook.com/expertzone
- **Twitter** twitter.com/expertzone

Inking

Hawaii
 Thursday, September 20, 2012 11:10 AM
☐ Confirm condo in Kona: 11 days? Parking?
☒ Rental car: Four door or SUV? Confirm car seat
☐ Snorkel cruise: Book for Tuesday AM (confirm float options for Chase)
☐ Waipio valley: Wagon tour? Check min age on horse ride
☐ Volcanoes: Better/best day to visit?
☒ Ratings/maps: restaurants/grocery stores
☐ Shoes: Running shoes?
☐ Save up for surprise?

Budget - Spreadsheet

Airfare	\$ 2,500
Hotel	\$ 4,000
Car	\$ 500
Food	\$ 1,500
Dive rentals	\$ 500
Surf rentals	\$ 200
Other excursions	\$ 300
Total	\$ 9,500

Chart Title

How many islands?
 Must swim with dolphins!

Use a stylus to create content, take notes, and access features.

1. On a Windows RT device or a Windows 8 touch-enabled device with Office demo installed, **start OneNote 2013**, your most recent OneNote document opens.
2. Click the **Draw** tab; select a **pen**.
3. **Use the pen** to annotate the document.



Demo Day Scenarios

Family reunion.

Managing my life is easy with Windows 8.....	58-59
Keeping in touch is easy with Windows 8.....	60
Staying up to date is easy with Windows 8.....	61

Familiar desktop.

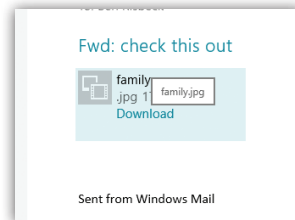
Familiar desktop is just a click away.....	62
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Make it yours.

Make your Start Screen yours.....	65
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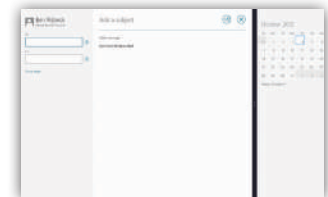
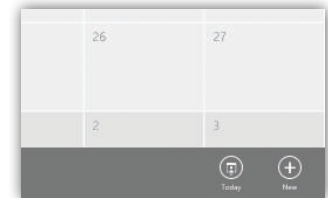
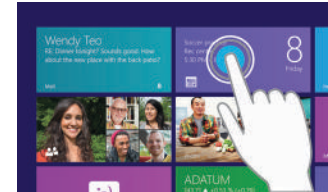
Demo: Snap Features/apps used: Mail, Calendar

1. Tap to open **Mail**.
2. View the newest email message regarding the family reunion.
3. Tap to open one of the photo attachments in full screen.
4. Tap the **back arrow** in the top left to return to mail.
5. Swipe in from the right and tap **Start**.



Demo: Snap Features/apps used: Mail, Calendar

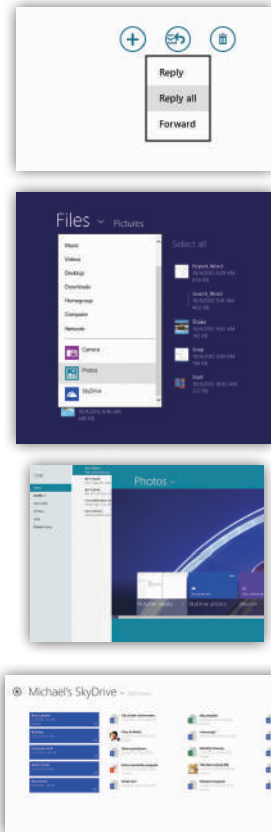
1. Tap to open **Calendar**.
2. Swipe in from the bottom and tap the **plus sign** to create a new event.
3. Swipe in from the left and hold to snap **Mail** to the left side of the screen.
4. Slide the divider bar to the right to make **Mail** the larger app on screen.
5. Fill in the details of the family reunion for next Saturday in the **Calendar** app.



Demo: Send an email with photos

Features/apps used: Mail, File Picker

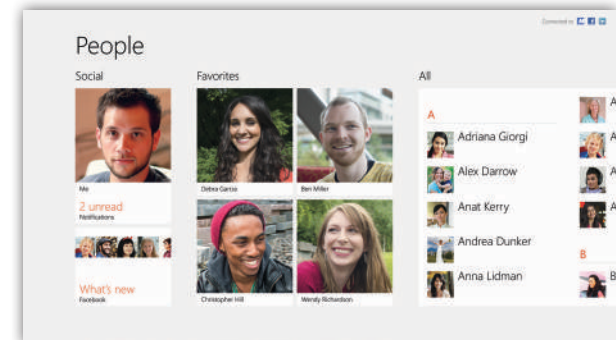
1. Slide the divider bar to the right to dismiss the **Calendar** app.
2. Tap the **Respond** button in the top right and choose **Reply all**.
3. Swipe in from the bottom and tap **Attachments**.
4. Tap **Files** in the top left to access the File Picker, and choose the **Photos** app from the drop down menu.
5. Tap **Pictures library** and select the **Family** album.
6. Quickly swipe down on several photos to select them, and tap the **Attach** button in the bottom right.
7. In the message, tap **Send using SkyDrive instead**.
8. Type **Love these!** into the body of the message.
9. Tap the **Send** button in the top right.



Demo: Comment on a Facebook status

Features/apps used: People

1. Tap Derek's photo next to his message to open his profile in the **People** app.
2. Tap to open Derek's most recent Facebook update, where he has added some photos.
3. Type **So cool** into the comment box.
4. Swipe in from the right and tap Start.



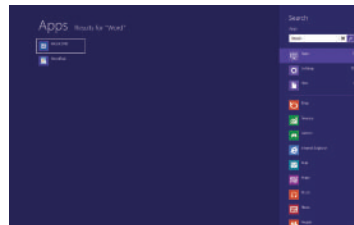
Familiar desktop is just a click away.

You can be more productive with Windows 8.

Demo: Pin apps to taskbar

Features/apps used: Desktop, Pinning

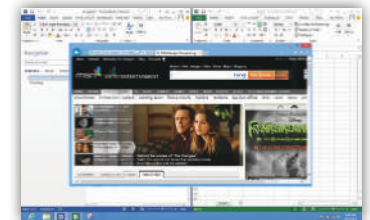
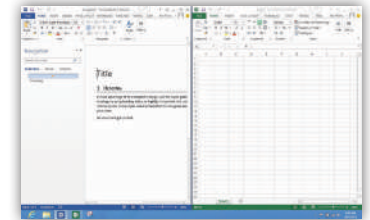
1. Tap or click on desktop tile.
2. Swipe in from the right and tap **Search**.
3. Type **Word** and then swipe down quickly on Microsoft Word to select it.
4. Tap **Pin to taskbar**.
5. Repeat steps 1 through 4 with **Excel** to pin Microsoft Excel to taskbar.
6. Swipe in from the left to switch back to the desktop.



Demo: Snap, Shake, Peek

Features/apps used: Desktop, Word, Excel, Internet Explorer

1. Launch **Word** (and choose a report template) Excel, and IE10.
2. Snap **Word** and **Excel** side by side.
3. Select **Internet Explorer 10** from the taskbar. Click on the menu bar at the top of the Internet Explorer 10 window and "shake" it with your cursor; this will minimize all other windows. Shake it again with your cursor to bring them all back.
4. Click in the bottom right corner of the screen to minimize all windows.
5. Click in the bottom right corner again to bring them all back.



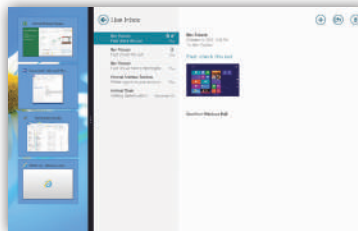
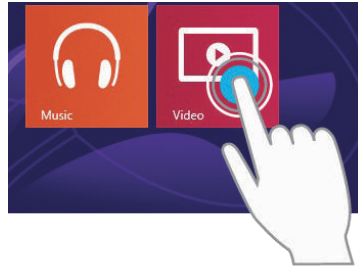
Windows 8 is the best of both worlds.

Make your Start Screen yours.

Demo: Snap

Features/apps used: Video, Mail

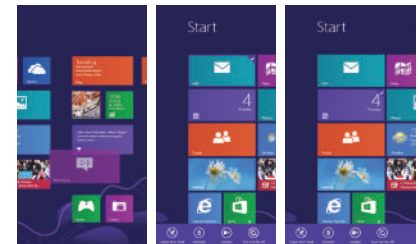
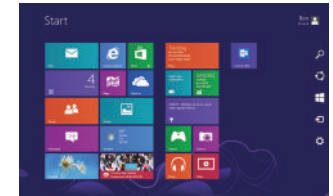
1. Swipe in from the right and tap **Start**.
2. Tap to open the Video App.
3. Slide your finger to the left and tap to start playing the **Surfing** video.
4. Swipe in from the left and hold to snap the desktop to the left side of the screen.
5. Click on **Word** in the Desktop app list.
6. Move the mouse to the upper left corner and move down to get a list of apps currently running.
7. Select **Mail** and drag it out to snap it next to the desktop.
8. Click on an email to open it.
9. Slide the divider bar across the open Mail app to push it off-screen.



Demo: Move and customize tiles

Features/apps used: Mail, Messaging, Weather

1. Slide your finger left to right to show off the Start Screen.
2. Pull down on the **Messaging** tile and drag it to the right to move it.
3. Swipe down quickly on the Mail tile to bring up commands and tap **Turn live tile off**.
4. Swipe down quickly on the Calendar tile and tap **Smaller**.
5. Swipe down quickly on the Weather tile and tap **Unpin from Start**.

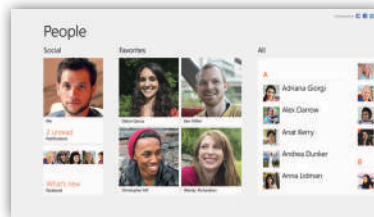
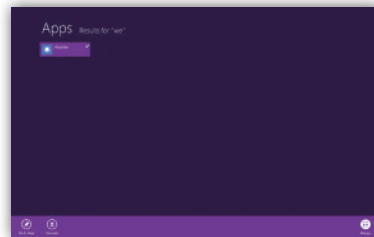
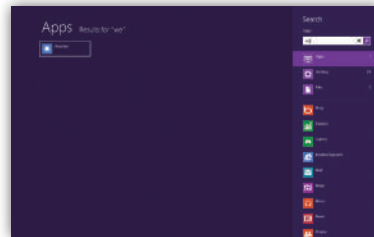


Pin what matters most.

Demo: Pin tiles

Features/apps used: Deep Pinning, People

1. Swipe in from the right and tap **Search**.
2. Type **we** and then swipe down quickly on the Weather app on the left side of the screen.
3. Tap **Pin to Start**.
4. Swipe in from the right and tap **Start**.
5. Tap to open **People**.
6. Slide your finger to the right and tap to open Joy Miller.
7. Swipe in from the bottom and tap **Pin to Start**.
8. Change the name to **grandma** and tap **Pin to Start**.
9. Swipe in from the right and tap **Start**.
10. Slide your finger to the right and point out the **grandma** live tile.

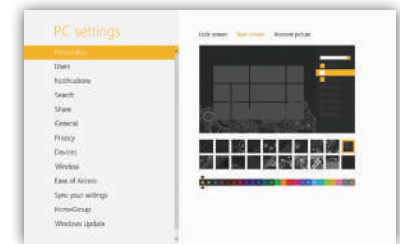
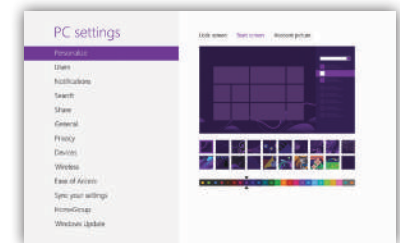


Choose a design that reflects you.

Demo: Personalization

Features/apps used: Settings

1. Swipe in from the right and tap **Settings**.
2. Tap **Change PC Settings** (make sure you're in the Personalize section).
3. Point out the **Lock Screen** options.
4. Tap the **Start screen** section at the top of the window.
5. Tap through several background designs and color options (choose something drastically different).
6. Tap **Users** on the left.
7. Point out the **Other users** section.
8. Swipe in from the right and tap **Start**.



For online training visit:
microsoft.com/expertzone

 Windows

 Office



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