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Windows 8 has a bold new interface designed for both touch-enabled devices and keyboards/mice. But for the uninitiated, it can be extremely confusing and frustrating to use, with many controls now hidden behind new ways to interact with your computer. Want to learn how to actually use Windows 8 without going crazy? Here are the most important shortcuts and tips for Windows 8 to move around. First of all, if you've just started using Windows 8 and are wondering where it all went, don't worry, it's not just you. All the controls and features of Windows 7 are still there (plus some new ones). They may have just been moved or redesigned. Here's a map, if you will, in this brave new world. (See this chart with the best shortcuts and animations—click to expand and right-click to save it—and read for more tricks and details.) Login inThe first challenge is to just get into Windows 8. The lock screen you see when you start your computer has no connection options. To pass the lock screen and connect, you can swipe up from the bottom or, with your mouse, click the bottom edge and drag up. G/O Media can get a \$10 commission from your first coffeeBetter bag yet, use this time-saving trick: Just click on any key on your keyboard. Voila! There's the login screen. (You can also permanently disable the lock screen by using The Local Group Policy Editor.) Move around the new Start screenZoran in the new tile-based interface, which is used to be called Metro. Think of the colorful start screen as the replacement for the traditional start menu in Windows 7 and earlier—just set on a grid and with new tablet-optimized apps from the Windows App Store.Navigate to the horizontal menu by swiped right or left, click and drag with a mouse, or using the scroll wheel on your mouse. These are the main features of the new start screen/interface and how to work with them:Tiles: shortcuts for all your appsNew full screen Windows 8 apps (aka Metro apps from the Windows App Store) and desktop apps all have shortcuts here. To understand the difference between them: Windows Store apps are custom, colorful tiles, while standard desktop apps (e.g. Windows Explorer) have just a simple generic design used by any other standard desktop app To manage these tiles on the Start screen: Right-click, swipe down from the top of the tile, or press the small menu key on your keyboard with the app selected to display options such as uninstalling apps or unscaring them from the Start screen. The charms bar: the uber-important sidebarAa if you remember only one keyboard shortcut, this should be: Win +C. This displays the Symbols panel with quick access to search, sharing, and settings functions. Other ways to display the Symbols panel include scanning from the right edge to the left on the touch screen or pointing with your mouse in the top right right the lower right corner of the screen. You can also use these keyboard shortcuts to quickly switch to:Share: Win+HSettings: Win+ISettings: Win+KThe App Switcher: Switch between apps quickly To see all your open apps and circle between them, press Win+Tab. (Alt+Tab also still works.) Alternatively, you can place your mouse over the upper-left corner and drag down the thumbnail to see the list of running apps. Then click on what you want to reach. If you have a touchscreen, you can also go to the last-used app by swiped left to right. The app bar: Like the right click on SomethingThe Apps Bar is a menu that opens at the bottom and sometimes at the top of the screen to present other options, depending on the app you're using or if you're on the Start screen. It's the right-click context menu. Open by scanning down from the top or top of the bottom of the screen. You can also right-click anywhere with your mouse, or tap Win+Z.Working with apps To remove or uns tab a tile from the Start screen, either right-click to select it, press the menu key on the keyboard, or swipe down on the tile (a little tricky). This will bring up options for managing tile. By default, Windows leaves these full-screen apps open. What if you want to close an app? The old Alt+F4 shortcut still works. Otherwise, drag the top of the screen (with your mouse or finger) and leave the thumbnail at the bottom. Getting to the desktop The desktop you know and love in Windows 7 is still here, don't worry. To get to it, tap Win+D or tap/click the Desktop tile on the Start screen. Finding what you need in most cases, you can simply start typing anywhere (in an app, start screen, Windows Store, etc.) and the search panel will open. Special shortcuts to search include: Win + Q for settings and Win + F for files. Multi-TaskingYou can snap normal full-screen apps to the left or right side while working on the desktop. (This only works on monitors with a resolution of at least 1366x768.) To do this, Swipe in from the left edge of the screen or move the mouse cursor to the upper-left corner and swipe down to display the of your open apps. Select one and drag its thumbnail to the right until you see a dark gray snap bar on either the left or right sides. Then leave the thumbnail there to snap the app. For external display and projector options, tap Win+P or the Charms panel, click Devices, and then click Second Screen.Print and take screenshotsFor printing from a Metro app, open the Charms panel (Win+C, place your mouse in a right corner, or swipe right). Then select the Devices symbol and select your printer. For more print options, click the More Settings link. Windows 8 comes with a cool new shortcut screenshot: Hit Win + PrtScrn and the system not only takes the screenshot, this it saves it as a PNG file in your picture folder (under a new Screenshots folder). If you have OneNote installed, Win+S lets you drag to create a screen clipping and save it to OneNote.Changing SettingsHit Win+I to open the settings menu (or open the charm bar and select Settings). What's on this menu will change depending on the app you're in or if you're on the Start screen. Computer settings—as well as a simplified version of control panel—are under the Computer Settings button. Here's a great shortcut for power users: Win + X. Displays links to event viewer, device manager, command prompt, and more. Remember that shortcut: Win + XLocking and Shut DownSpeaking settings, under the Computer Settings screen, you can customize the lock screen with a background image and also select applications that display notifications/information when the screen is locked. For example, you can ask the Mail app to display new e-mail messages or the Weather app to display a forecast. Finally, shutting down the Windows 8 mode requires a few steps: Open the symbol bar, and then click Settings (or press Win+I), then click the Power button, and choose whether you want to sleep, quit, or update and restart. You can also press Ctrl+Alt+Delete and press the power button in the lower-right corner. Alternatively, even better, add a finish button to the Start screen with a shortcut. With the root windows 8 user interface, many known Windows components do not exist or need to be Read more openly these tips and shortcuts will help you get around Windows 8 much more easily. For a giant list of Windows 8 shortcuts, see this blog post on MSDN. Having to move the cursor and make multiple clicks for a routine action that you perform all the time can frustrate and slow down your process. Fortunately, Windows offers a series of keyboard shortcuts that can help anyone working on a computer make things faster and easier. Most people know common shortcuts like Ctrl + C to copy and Ctrl + V to paste, but there are many more combinations that can speed up the design process. Here are 11 of the most useful procedures that offer shortcuts that should be as instinctive as reflective actions for any designer who Windows. For more shortcuts for creatives, see Photoshop shortcut roundup.01. Rename the file or folder (F2) Just press F2 to rename a batch of files (Image credit: Joseph Foley) Nothing is more tedious than having to right-click each file or folder when you have a whole batch of deliverables to be renamed in the correct format before sharing. Fortunately, Windows makes this much easier with one of the most useful shortcuts out there. Simply select a file or a whole series of files and click F2 to rename. If you select a range of items, they will be given the same name followed by a number in parentheses. To make things even faster, if you need to rename each file in a folder, you can press Ctrl + A to all.02. Create a new folder (Ctrl + Shift + N) Press Ctrl + Shift + N to quickly create a new folder (Image Credit: Joseph Foley) Folders are great to make the task easier to find, so you may find that you are probably creating multiple folders and subfolders within them. Trying to find space to right-click an already full folder to create a new one can be a nuisance and slow you down, but if you're in Windows Explorer all you need to do is press Ctrl + Shift + N to automatically create a new folder. And if you're not in Windows Explorer, a quick way to bring it up is by holding down the Windows Key + E.03. Switch apps or tabs (Alt + Tab and Ctrl + Tab) Hold down the Windows + Tab key to see all the apps you've opened (Image Credit: Joseph Foley) Chances are that when you're working on a plan and simultaneously looking back at a short and replying to emails, by the end of the day you have a cumbersome amount of apps and tabs open. To switch between all the different apps you have open, press Alt + Tab., to change the order you move through the tabs, just add shift: Ctrl + Shift + Tab.04. Find your desktop (Windows Key + D)Similarly, with so many windows clogging your screen, finding the desktop can sometimes be a time-consuming task. Delve down the clutter by holding down the Windows + D key to immediately display the desktop. This also offers a way to quickly save an image from the web. By clicking and holding down the image key, you can insert this shortcut and drag and drop the image directly on your desktop. Press the same shortcut again to restore all windows as they were. If you only need to take a quick look at the desktop, you can press the Windows + key, this will allow you to see the desktop until you take your finger from the Windows key. To be able to view more than one window on the screen at the same time, try the Windows Key + the right arrow or the left arrow in the current window in Screen. Pressing the Windows key + Up Arrow will restore it to full size. 05. Close the window (Ctrl + W) Here is a final essential shortcut that makes it easier to manage the number of windows open on the screen. This allows you to quickly close the current window with a tap of the keyboard rather than by needing to move the cursor and click the cross in the upper-right corner of the window. If you have a bunch of windows open and you are finished with the active window, press ctrl + W to create some much needed room.06. Recover newly closed tab (Ctrl + Shift + T) Accidentally closed a record in your browser? An all-to-easy slip of the hand can cause the in front of you to disappear before your eyes. Don't panic, you don't have to look into history. To restore the last tab closed to any of the most popular browsers, press Ctrl + Shift + T and it will pop right back to where it was before. It is also worth knowing that you can quickly open a new tab by pressing Ctrl + T. 07. Working with text (various) (Image credit: Joseph Foley) There is more to handling text than copying and pasting. Ctrl + Left or Right Arrow will move the cursor to the next special character or space and Ctrl + Shift + Arrow will do the same, highlighting the text it finds on its way to allow you to easily apply changes to entire pieces of text. Deleting text can also be done much faster by deleting entire words on both sides of the cursor with Ctrl + Backspace and Ctrl + Del. 08. Screenshot of a specific area (Windows + Shift + S)You'll often want to take a screenshot of a specific area without capturing the rest of the clutter on your screen. Just press the Windows key + Shift + S and the screen will fade to show that you can capture a screenshot. Pull the cursor along the area you want to capture, and all media will be automatically copied to the clipboard. Note that you'll need to paste the snapshot into an image editing app to save it. If you want to take a screenshot of only the active window, it's even easier. Simply tap the Alt + Prt Scn keyboard shortcut and a photo of the window you are currently working on will be saved to the clipboard. Again, you need to open it in an image editor to save.09. Use multiple monitors (Windows Key + P)Windows Key + P will display your options for connecting to another monitor in Windows 10 (Image credit: Joseph Foley) Should you make a presentation? Connecting a Windows 10 device to an external monitor or projector is as easy as a click. Just press the Windows + P key and all the options pop up on the right side. This allows you to play the screen, expand it or reflect it, and can take a little of the stress out of creating a presentation.10 Run an application (Windows key + 1, 2, 3, etc.) A nice feature added to Windows 10 is the ability to run any of the programs on your taskbar by simply pressing the Windows key + a number. for example if you have an internet browser photoshop and skype on the taskbar in this order pressing windows + 2 key will open Photoshop. Add shortcuts to the apps you use most often on the taskbar, and once you know the order in which they appear, this shortcut can save you the time it would normally take to find the app on your desktop or on the Start menu. If you already have the program open, pressing the same key combination will make it the active window, also making this a quick way to switch between applications. 11. Place emojis (Windows + :) Add a smiley with Windows + . (Picture (Picture Joseph Foley)Do you want to quickly add an emoji to the text? Hitting Windows + . displays a pop-up box with emojis to choose from. If you know the name of the emoji you're looking for, you can type the name and tap the return to select it and insert it into your text without having to use the cursor at all. Read more: Creative Bloq created this content as part of a paid partnership with iStock from Getty Images. The content of this article is completely independent and reflect exclusively the editorial opinion of Creative Bloq. Topics

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