Mouse and keyboard: What's new in Windows
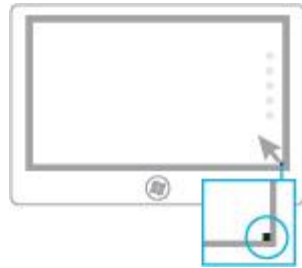
Applies to Windows 8, Windows RT

Most of what you know about using a mouse and keyboard with Windows has stayed the same, especially in the desktop. Here are a few ways to use the new Windows 8 and Windows RT features with a mouse and with keyboard shortcuts—and how to find some familiar things in new places.

To do this	With a mouse	With a keyboard
Open the charms (Search, Share, Start, Devices, and Settings).	Point to the upper-right or lower-right corner to see the charms. (Try moving so far into the corner that the mouse pointer disappears.) When the charms appear, move up or down the edge to click the one you want.	All charms: Windows logo key ⊞+C Search charm: Windows logo key ⊞+Q Share charm: Windows logo key ⊞+H Start charm: Windows logo key ⊞ Devices charm: Windows logo key ⊞+K Settings charm: Windows logo key ⊞+I
Search your PC (apps, settings, and files), the web, or within an app.	Point to the upper-right or lower-right corner to see the charms. (Try moving so far into the corner that the mouse pointer disappears.) When the charms appear, move up or down the edge, click **Search**, and then enter your search term. If you want to search settings, files, or another app, click that option.	If you're on Start, just start typing your search term. If you want to see a list of all apps on your PC, right-click the Start screen, and then click **All apps**. Search within apps or find an app: Windows logo key ⊞+Q Search settings: Windows logo key ⊞+W Search files: Windows logo key ⊞+F

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Go to Start.	Point to the lower-left corner. When Start appears, click the corner.	Press the Windows logo key ⊞ on your keyboard.
	Point to the upper-right or lower-right corner to see the charms. (Try moving so far into the corner that the mouse pointer disappears.) When the charms appear, move up or down the edge, and then click **Start**.	
Get to commands and context menus.	Right-click to see commands and context menus. Right-clicking on items often brings up options specific to that item.	Windows logo key ⊞+Z Use Tab or arrows keys to highlight things, and then press the space bar or Enter.
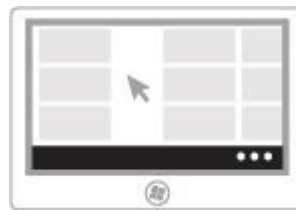
Switch between recently used apps.	To switch to your most recently used app, point to the upper-left corner. (Try moving it so far into the corner that the mouse pointer disappears.) When the previous app appears, click the corner.	Windows logo key ⊞+Tab
	To switch to a different app, point to the upper-left corner and then move down slightly. When the other apps appear, click the one you want.	
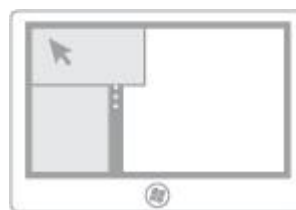
Snap an app to use two apps side by side. Notes	Move your pointer into the upper-left corner until the second app appears, and then drag that app to the left or right side of the screen until an opening appears behind it.	Windows logo key ⊞ +Period
• Your screen resolution must be at least 1366 x 768 to snap apps. To check this setting: Open Screen Resolution by	You can also point to the upper-left corner and then move the pointer down to see the apps you've used recently. Click and drag the app you want to snap.	

swiping in from the right edge of the screen, tapping **Search** (or if you're using a mouse, pointing to the upper-right corner of the screen, moving the mouse pointer down, and then clicking **Search**), entering **Display** in the search box, tapping or clicking **Settings**, and then tapping or clicking **Display**.

Keep the app that size, or resize it to fill two-thirds or the full screen.

- The desktop is treated as a single app.

Open the desktop.	Go to Start, and then click the Desktop tile.	Windows logo key ⊞+D
Zoom in or out	On Start, use the zoom icon ▬ in the lower-right corner or Ctrl+Scrollwheel.	Ctrl+Plus sign to zoom in Ctrl+Minus sign to zoom out
Close an app	Point to the top edge of the screen, and then click and drag the app to the bottom of the screen. You can also close apps you've used recently by pointing to the upper-left corner and then pulling down. Right-click the one you want. and then select **Close.**	Alt+F4
Shut down	Point to the upper-right or lower-right corner to see the charms. (Try moving so far into the corner that the mouse pointer disappears.) When the charms appear, move up or down the edge, and then click **Settings**. Click **Power**, and then select a shutdown option.	1. Press **Ctrl+Alt+Del**. 2. Use the Tab key to move to the **Power** icon. A list of shutdown options appears. 3. Use the up or down arrow keys to get to the option you want. 4. Press **Enter**.