

5 Navigation

In this chapter you will learn about

- various navigation movements, for two types of computers

5.1 Navigate with a mouse

Movement	Do like this	Result
Click / leftclick	Push left mouse button once	Activate links, menus, commands
Right click	Push right mouse button once	Open menus
Double click	Push left mouse button twice fast	Activate menus or commands
Scroll up/down	Roll the mouse wheel up or down	Browse pages in websites or documents
Mouse pointer	The representation of the mouse on screen – by default a diagonally pointing arrow	Shows where on the screen your actions with mouse or keyboard may take place

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Hot Corners

Pay attention to the corners of the screen. Some call them Hot Corners!

If you place the mouse pointer in the upper left corner of the screen, you see a thumbnail picture of an alternative User Interface, e.g. Start screen or Desktop (read more in chapter 6 [Graphic User Interfaces...](#)).

If you place the mouse pointer in the lower left corner of the screen, you see a Windows-button. Read more about this in chapter 6.1.1 [Navigate to the Start screen](#)).

If you place the mouse pointer in the upper right corner of the screen, to get access to Charms (read more in chapter 7 [Charms](#)).

If you place the mouse pointer in the lower right corner of the screen, and hold it there, you will see the Desktop (read more in chapter 6.10.8 [Aero functions](#)).

5.1.2 Navigate with keyboard (chosen shortcuts)

Get to	Press keys	Description
Help	F1	Windows Help Center
Open Easy Access Center	 + U	Easy-to-use-settings
Open Charms	 + C	Access computerrelated programs
Open the Search Charm	 + F	Search your filesystem
Open the Search Charm	 + S	Search Windows and web
Open the Share Charm	 + H	Share screen shots
Open the Settings Charm	 + I	Change your computer settings
Open the Devices Charm	 + K	Project options
Show commands for an app	 + Z	Access action choices for an app
Desktop	 + D	Display and hide the Desktop
Start screen		Display or hide the Start screen
Open File Explorer	 + E	Display the filesystem on your computer
Open Run dialog box	 + R	Text commands (advanced)
Open Quick Link Menu	 + X	Access to the Windows menu

To see a list of the new keyboard shortcuts for windows 8.1, click [here](#). To see an overview of all keyboard shortcuts click [here](#).

5.1.3 Navigate on a touchscreen (chosen movements)

Movement	Do like this	Result
Tap	Tap once on an item.	Opens, selects, or activates whatever item that you tap. Similar to clicking with a mouse.
Press and hold	Press your finger down and hold for about a second.	Shows help information about an item or opens a menu specific to what you're doing. Only works for some items. Similar to right-clicking with a mouse.
Pinch or stretch to zoom	Touch the screen or an item with two or more fingers, and then move the fingers toward each other (pinch) or away from each other (stretch).	Visually zooms in or out: like with pictures or folders. A good place to explore this is the Start screen.
Slide to scroll	Drag your finger on the screen.	Moves through what's on the screen. Similar to scrolling with a mouse.
Slide to rearrange	Press and drag an item in the direction opposite the way the page scrolls, then move it wherever you want. (For example, if you would scroll left or right, drag the item up or down.) When you've moved the item to the new location, let it go.	Moves an item. Similar to dragging with a mouse.
Swipe to select	Swipe an item with a short, quick movement in the direction opposite the way the page scrolls. If the page scrolls up or down, swipe the item left or right to select it.	Selects an item, and often brings up app commands.
Swipe or slide from the edge	Starting on the edge, either swipe your finger quickly or slide across the screen without lifting your finger.	Open the charms (Search, Share, Start, Devices, Settings). Swipe in from the right edge. Other results not mentioned here.
Rotate	Put two or more fingers on an item and then turn your hand.	Rotates items in the direction you turn your hand. Only some items can be rotated.

For more information about navigation on touch screens click [here](#).