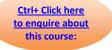
Introduction to Personal Computers Using Microsoft Windows 8.1





Course Duration: 1 day

Overview:

Welcome to Introduction to Personal Computers Using Microsoft® Windows® 8.1. Whether you're new to computers or have used them in the past, this class will help you become more comfortable using a personal computer (PC) and, more specifically, the Windows 8.1 interface. This course will help you to define what a PC is, and familiarize you with the Windows 8.1 user interface and its basic capabilities. In this course, you will explore Windows 8.1 and learn how to create documents, send email, browse the Internet, and share information between applications and with other users.

Target Student:

This course is designed for any end user, especially an individual new to computing, who needs to use the features and functionality of the Windows 8.1 operating system for personal and/or professional reasons.

Prerequisites:

This course is intended for new computer users who want to use the basic tools and features of Windows 8.1. No particular prerequisite skills are required, but any previous exposure to personal computers and the Internet is helpful.

Course Objectives:

Upon successful completion of this course, you will be able to perform basic work-related tasks on a

PC running the Windows 8.1 operating system.

You will:

- Get to know PCs and the Windows 8.1 user interface.
- Use Windows Store apps and navigation features.
- Work with Desktop applications.
- Use Internet Explorer 11.
- Customize the Windows 8.1 environment.
- Use Windows 8.1 security features.

Course Content

Lesson 1: Getting to Know PCs and the Windows 8.1 User Interface

Topic A: Identify Components of a Personal Computer

Topic B: Sign In to Windows 8.1

Topic C: Navigate the Start Screen

Lesson 2: Using Windows Store Apps and Navigation Features

Topic A: Access and Identify the Charms

Topic B: Windows Store Apps and Common Navigation Features

Topic C: Multitask with Apps

Course content continues on next page:

For more information, or to book your course, please call Sense IT on 0870 4296445 Or visit our web site –www.sensetraining.co.uk

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Lesson 3: Working with Desktop Applications

Topic A: Navigate the DesktopTopic B: Manage Files and Folders with File ExplorerTopic C: Elements of a Desktop WindowTopic D: Create and Modify Files with Desktop Applications

Lesson 4: Using Internet Explorer 11

Topic A: Navigate Internet Explorer 11Topic B: Browse the WebTopic C: Use Internet Explorer 11 on the Desktop

Lesson 5: Customizing the Windows 8.1 Environment

Topic A: Customize the Start Screen **Topic B:** Customize the Desktop

Lesson 6: Using Windows 8.1 Security Features

Topic A: Set Privacy Levels and Passwords **Topic B:** Use Windows Defender **Topic C:** Store and Share Files with SkyDrive