Using Microsoft Windows 8

Course Duration: 1 day

Objectives :

Welcome to Using Microsoft® Windows® 8. 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 interface. This course will help you to define what a PC is, and familiarize you with the Windows 8 user interface and its basic capabilities. In this course, you will explore Windows 8 and learn how to create documents, send email, browse the Internet, and share information between applications and with other users.

Prerequisites:

This course is intended for new computer users who want to use the basic tools and features of Windows 8. No particular prerequisite skills are required, but any previous exposure to personal computers and the Internet is helpful.

Additional Information:

Course Content can be tailored to clients specific needs

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Course Contents

Lesson 1: Getting to Know PCs and the Windows 8 User Interface

Topic A: Identify Components of a Personal Computer

Topic B: Sign In to Windows 8

Topic C: Navigate the Start Screen

Lesson 2: Using Modern Apps and Navigation Features

Topic A: Access and Identify the Charms

Topic C: Multitasking with Apps

Topic B: Modern Apps and Common Navigation Features

Lesson 3: Working with Desktop Applications

Topic A: Navigate the Desktop

Topic B: Manage Files and Folders with File Explorer

Topic C: Elements of a Desktop Window

Topic D: Create and Modify Files with Desktop Applications

Lesson 4: Using Internet Explorer 10

Topic A: Navigate Internet Explorer 10

Topic B: Browse the Web

Lesson 5: Customising the Windows 8 Environment

Topic A: Customize the Start Screen

Topic B: Customize the Desktop

Lesson 6: Using Windows 8 Security Features

Topic A: Set Privacy Levels and Passwords

Topic B: Use Windows Defender

Topic C: Store and Share Files with SkyDrive