Windows 8 Introduction

Length: 1 Day

This course is designed for any end user who is interested in learning about and using the features and functionality of the Windows 8 operating system for personal and/or professional use. 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.

Overview: 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.

Target Student: This course is designed for any end user who is interested in learning about and using the features and functionality of the Windows 8 operating system for personal and/or professional use.

Pre-Requisites: 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.

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Course Content

Getting to Know PCs and the Windows 8 User Interface

Identify Components of a Personal Computer
Sign In to Windows 8
Navigate the Start Screen

Using Modern Apps and Navigation Features

Access and Identify the Charms
Modern Apps and Common Navigation Features
Multitasking with Apps

Working with Desktop Applications

Navigate the Desktop
Manage Files and Folders with File Explorer
Elements of a Desktop Window

Create and Modify Files with Desktop Applications

Using Internet Explorer 10

Navigate Internet Explorer 10
Browse the Web

Customizing the Windows 8 Environment

Customize the Start Screen
Customize the Desktop

Using Windows 8 Security Features

Set Privacy Levels and Passwords
Use Windows Defender
Store and Share Files with SkyDrive