Introduction to Personal Computers Using Microsoft® Windows® 8

Duration: 1 Day
Method: Instructor-Led

Course Description

Welcome to Introduction to Personal Computers 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.

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.

Course Content

Lesson 1: Getting to Know PCs and the Windows® 8 User Interface
- **Topic 1A:** Identify Components of a Personal Computer
- **Topic 1B:** Sign In to Windows® 8
- **Topic 1C:** Navigate the Start Screen

Lesson 2: Using Modern Apps and Navigation Features
- **Topic 2A:** Access and Identify the Charms
- **Topic 2B:** Modern Apps and Common Navigation Features
- **Topic 2C:** Multitasking with Apps

Lesson 3: Working with Desktop Applications
- **Topic 3A:** Navigate the Desktop
- **Topic 3B:** Manage Files and Folders with File Explorer
- **Topic 3C:** Elements of a Desktop Window
- **Topic 3D:** Create and Modify Files with Desktop Applications

Lesson 4: Using Internet Explorer 10
- **Topic 4A:** Navigate Internet Explorer 10
- **Topic 4B:** Browse the Web

Lesson 5: Customizing the Windows® 8 Environment
- **Topic 5A:** Customize the Start Screen
- **Topic 5B:** Customize the Desktop

Lesson 6: Using Windows® 8 Security Features
- **Topic 6A:** Set Privacy Levels and Passwords
- **Topic 6B:** Use Windows® Defender
- **Topic 6C:** Store and Share Files with SkyDrive