KnowledgeWave

Using Microsoft Windows 8.1

Course Length: 1 Day

Course Description

Overview:	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.
Course Objectives:	•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	• Identify Components of a Personal Computer • Sign In to Windows 8.1 • Navigate the Start Screen
Lesson 2: Using Windows Store Apps and Navigation Features	• Access and Identify the Charms • Windows Store Apps and Common Navigation Features • Multitask with Apps

Lesson 3: 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
Lesson 4: Using Internet Explorer 11	• Navigate Internet Explorer 11 • Browse the Web • Use Internet Explorer 11 on the Desktop
Lesson 5: Customizing the Windows 8.1 Environment	• Customize the Start Screen • Customize the Desktop
Lesson 6: Using Windows 8.1 Security Features	• Set Privacy Levels and Passwords • Use Windows Defender Topic C: Store and Share Files with SkyDrive

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