Introduction to Personal Computers Using Microsoft® Windows® 8

Course Specifications

Course Number: ELK91-117_rev2.0
Course length: 1.0 day(s)

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.

Technical Requirements

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- 1 GHz Pentium®-class processor or faster
- 1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)
- 16 GB available hard disk space (32-bit) or 20 GB (64-bit)
- Keyboard and mouse
- Minimum 1366 x 768 resolution monitor
- Internet access with no password required (through Wi-Fi, cabled Ethernet, or mobile broadband)
- (Optional) Printer or an installed printer driver
- Projection system to display the instructor's computer screen
- Microsoft® Windows® 8 Professional

Course Content

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 B: Modern Apps and Common Navigation Features
Topic C: Multitasking with Apps

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: Customizing 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