

# Using Microsoft® Windows® 8

## Course Specifications

**Course Number:** Elk91-102\_rev2.1

**Course length:** 1.0 day(s)

## Course Description

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.

**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.

## Hardware 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

## Software Requirements

- 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

### **Appendix A: Other Windows 8 Features**