Using Microsoft® Windows® 8.1

Course Specifications

Course Number: ELK91-128_rev2.0
Course length: 1.0 day(s)

Course Description

Welcome to Using Microsoft® Windows® 8.1. 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 8.1 interface. 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.

Course Objective: Upon successful completion of this course, you will be able to perform basic work-related tasks on a PC running the Windows 8.1 operating system.

You will:

- 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.

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.

Prerequisites: This course is intended for new computer users who want to use the basic tools and features of Windows 8.1. 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 or faster 32-bit (x86) or 64-bit (x64) processor
- 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)
- CD-ROM drive
- Keyboard and mouse (or other pointing device)
- 1024 × 768 resolution monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

Software Requirements

- Microsoft Windows 8.1

Course Content

Lesson 1: Getting to Know PCs and the Windows 8.1 User Interface

Topic A: Identify Components of a Personal Computer
Topic B: Sign In to Windows 8.1
Topic C: Navigate the Start Screen

Lesson 2: Using Windows Store Apps and Navigation Features

Topic A: Access and Identify the Charms
Topic B: Windows Store Apps and Common Navigation Features
Topic C: Multitask 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 11

Topic A: Navigate Internet Explorer 11
Topic B: Browse the Web
Topic C: Use Internet Explorer 11 on the Desktop

Lesson 5: Customizing the Windows 8.1 Environment

Topic A: Customize the Start Screen
Topic B: Customize the Desktop

Lesson 6: Using Windows 8.1 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 8.1 Features

Appendix B: Help+Tips App

Appendix C: Windows 8.1 Navigation Summary