

Microsoft® Windows® 8.1: Transition from Windows® 7

Course Specifications

Course Number: ELK91-130_rev2.0n

Course length: 1.0 day(s)

Course Description

Mobile devices are becoming increasingly popular. As a result, many business professionals find themselves performing a greater number of work-related tasks, from a variety of devices, regularly. You may find yourself included in this group of multiple-device users. But, you still perform a majority, or at least a large part, of your work from a desktop or a laptop computer. While being able to access your work from nearly anywhere is a matter of convenience and efficiency, it also has its drawbacks. Some devices simply don't have the ability to run many of the applications you use in an office setting. You have likely experienced the frustration of trying to review a document from a mobile device, only to encounter an error message.

With the release of Windows 8.1, Microsoft has made strides in bridging the gap between your laptop or desktop PC, and a variety of mobile devices. While this may bring us one step closer to the ability to work anywhere, any time, from any device, it can present some challenges. How can an operating system designed to work on mobile devices also function on a PC? How can you make a smooth transition from one type of device to another? And, how compatible can these vastly different environments really be?

Because considerations such as these went into the design and development of Windows 8.1, you may find the Windows 8.1 environment to be a rather dramatic change from what you're used to. But, developing an understanding of how to accomplish your day-to-day work tasks in this new environment will push you one step closer to being able to comfortably work from a number of platforms, and a number of devices, nearly anywhere you go. Once you've gained a foundational understanding of how to operate within the Windows 8.1 environment from your PC, you'll be able to take full advantage of the many sharing, storing, and multi-platform benefits inherent in the Windows 8.1 operating system.

Course Objective: Upon successful completion of this course, students with a prior knowledge of Windows 7 will be able to perform common tasks within the Windows 8.1 environment.

You will:

- Navigate the Windows 8.1 environment.
- Work with common features.
- Customize the Windows 8.1 environment.
- Use Internet Explorer 11 in the new user interface.
- Use Windows 8.1 security features.
- Use other Windows 8.1 features.

Target Student: This course is designed for students who wish to switch from using a PC running on the Microsoft Windows 7 operating system to using a PC running on the Microsoft Windows 8.1 operating system in a business or work-related environment.

Course Outline

Prerequisites: To ensure success, students should have a prior working knowledge of the Windows 7 operating system, and be proficient in the general use of personal computers and related peripheral devices. Specific tasks the students should be able to perform include: launching and closing applications, navigating basic file structures, and managing files and folders. To meet these prerequisites, you can take either of the following Logical Operations courses:

- Windows® 7: Transition from Windows® XP
- Microsoft® Office Windows® 7: Level 1

Hardware Requirements

For this course, you will need one workstation for each student and one for the instructor. Each workstation 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)
- CD/DVD-ROM drive
- Microsoft DirectX 9 graphics device with WDDM driver
- Keyboard and mouse (or other pointing device)
- 1366 x 768 resolution monitor (Dual monitor setup is optional for students, but required for the instructor's workstation.)
- Two additional USB, SATA, or SAS hard drives for the instructor's workstation (optional)
- Network cards and cabling for local network access
- Network server
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system/large monitors to display the instructor's computer screen (It is strongly recommended that the instructor station be equipped with the ability to display both the primary and secondary monitor screens simultaneously.)

Software Requirements

- Microsoft® Windows® 8.1 Professional
- Microsoft® Office Professional 2010
- Microsoft® Office Suite Service Pack 1
- Web conferencing application for class sessions with remote students or a blend of live and remote students

Course Content

Lesson 1: Navigating the Windows 8.1 Environment

- Topic A: Log In to Windows 8.1
- Topic B: Navigate the Start Screen
- Topic C: Navigate the Desktop

Lesson 2: Working with Common Features

- Topic A: Use Apps
- Topic B: Use the Charms
- Topic C: Use Microsoft Office Applications
- Topic D: Use File Explorer
- Topic E: Use the Control Panel and the Task Manager

Lesson 3: Customizing the Windows 8.1 Environment

- Topic A: Work with Dual Monitors
- Topic B: Customize the Start Screen
- Topic C: Customize the Desktop
- Topic D: Configure PC Settings

Lesson 4: Using Internet Explorer 11

- Topic A: Navigate the Internet Explorer 11 New User Interface
- Topic B: Browse the Web in the Internet Explorer 11 New User Interface

Lesson 5: Using Windows 8.1 Security Features

- Topic A: Use Windows Defender
- Topic B: Set New Password Types

Lesson 6: Using Other Windows 8.1 Features

- Topic A: Use File History
- Topic B: Use the Improved Copy and Paste Functionality
- Topic C: Create and Use Storage Spaces
- Topic D: Create and Use a Microsoft Account
- Topic E: Refresh or Reset Your PC