

# Microsoft® Windows® 8.1 Tablet for Business Use

## Course Specifications

**Course Number:** ELK91-131\_rev2.0

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

## Course Description

Your Windows 8.1 tablet is a powerful tool to help you stay organized and connected when you are on the move. Today's tablets are powerful computers in their own right. You can use your Windows 8.1 tablet to manage your schedule, keep up with news and email, compose and deliver presentations, and even run productivity apps such as Microsoft Office. In this course, you will learn how to set up, configure, and secure a Windows 8.1 tablet, run and use various apps, manage files, use your tablet in conjunction with other devices, and search for information.

**Course Objective:** In this course, you will learn to use a Microsoft Windows 8.1 tablet for business use.

You will:

- Run and use apps on a Windows 8.1 tablet.
- Install, configure, and uninstall Windows 8.1 apps.
- Use Windows 8.1 features to quickly find information.
- Share information from a Windows 8.1 tablet.
- Manage files on your tablet.
- Configure your tablet and the devices you connect to it.
- Secure your tablet and the resources you access with it.

**Target Student:** This course is designed for students with some experience using Windows® XP, Vista®, or 7 who wish to learn how to use a Windows 8.1 tablet for business use.

**Prerequisites:** To ensure success, students should be familiar with using personal computers, preferably some version of Microsoft Windows such as Windows XP, Windows Vista, or Windows 7.

## Hardware Requirements

For this course, each student and the instructor will require the following hardware:

- A tablet device that meets Microsoft requirements to run Windows 8.1 or RT:
- Intel- or ARM-based CPU
- Minimum 1366 x 768 display resolution
- 1 gigahertz (GHz) or faster processor
- 1 gigabyte (GB) (32-bit) or 2 GB (64-bit) RAM
- 16 GB (32-bit) or 20 GB (64-bit) disk storage
- Internet access, provided through Wi-Fi, cabled Ethernet (docking station, for example), or mobile broadband.

## Optional Hardware

Optionally, you may provide a richer hands-on experience by providing the following hardware:

- Keyboard, mouse, or other external devices to perform optional device configuration activities.
- Printer (network or local) to perform optional printer setup and output activities.
- External monitor or projection device and appropriate cables to connect to the tablet to perform the activity where students connect a second display.
- Removable storage device such as a USB drive to perform the activity where students manage removable drives.
- Docking device to perform a step in an activity where students connect the tablet to a dock.

## Instructor Hardware

Additionally, the instructor will require:

- A projection system to display the instructor's computer screen.
- A docking device, if needed to connect the instructor's tablet to the projection system and any additional monitors used by the instructor in the classroom. As an alternative to displaying the instructor's tablet, the instructor can use a workstation computer to host the course and display slides, and can use web conferencing software to share the tablet display with the class.

## Software Requirements

Each tablet (students and instructor) will require the following software:

- Any version of Windows 8.1 installed on the tablet, such as Windows 8.1 Pro or Windows 8.1 RT.
- Remote students accessing the course through web conferencing may find it helpful to have a separate computer from their tablet to log into the session.
- If necessary, software for viewing the course slides. (Instructor machine only.)

## Course Content

### Lesson 1: Getting Started with Your Microsoft Windows 8.1 Tablet

- Topic A: Identify Components of a Windows 8.1 Tablet
- Topic B: Launch Apps and Navigate from the Start Screen
- Topic C: Enter Text Using the Touch Interface
- Topic D: Navigate Between Apps

### Lesson 2: Managing Apps

- Topic A: Set Up a Microsoft Account
- Topic B: Install and Configure Apps

### Lesson 3: Finding Information

- Topic A: Use Windows 8.1 Search
- Topic B: Use Internet Explorer
- Topic C: Obtain Help and Support

### Lesson 4: Sharing Information

- Topic A: Use Mail
- Topic B: Use Windows 8.1 Spelling Check
- Topic C: Share from Apps

### Lesson 5: Managing Files

- Topic A: Manage Files with File Explorer
- Topic B: Search Within Files

### Lesson 6: Configuring Your Tablet

- Topic A: Configure the Start Screen
- Topic B: Configure Settings
- Topic C: Add and Remove Devices
- Topic D: Configure and Use Printing Devices
- Topic E: Configure Display Devices
- Topic F: Maintain Your Hardware

### Lesson 7: Securing Your Tablet

- Topic A: Secure Your Tablet Physically
- Topic B: Secure Your Tablet Software and Files
- Topic C: Secure Your Network and Web Access

### Appendix A: Windows 8.1 Navigation Summary

### Appendix B: Setting Up Tablets

### Appendix C: Backup and Sync