



# Microsoft Windows 8.1

## Learning Outcomes

At the completion of this courseware participants will be able to:

- gain an overview of Windows 8
- work with Windows apps
- personalise the new user interface
- work with several of the default Windows apps
- work with desktop windows
- open and manage desktop programs
- use Windows to install, update and uninstall programs
- understand data storage and navigate your computer's drives, folders and files
- navigate the folder hierarchy and work with folders
- manage files on your computer
- understand the purpose and function of libraries, and how to manage libraries
- work with the Recycle Bin to manage deleted items
- work with Favourites and shortcuts in File Explorer
- use the Windows search facility
- manage your printer and printing tasks in Windows
- manage user accounts
- work with Windows's security features
- learn how to use Windows Help and Support

## Course Prerequisites

There are no prerequisites for this course.

## Course Duration:

One day: 9:00am - 4:30pm

## Inclusions:

Each participant will receive a comprehensive course manual and a Certificate of attendance.

## What to Bring:

- Note pad & Pen.
- Examples of work from the office.
- Participants are encouraged to bring along a USB flash drive if they want copies of the work done during class.

## Course Topics:

### Starting Off With Windows 8

- Turning On The Computer
- Signing In To Windows
- The Start Screen
- Displaying Key User Interface Elements
- Putting Your Computer To Sleep
- Shutting Down Your Computer

### Working With Windows Apps

- Starting Windows Apps
- Switching Between Open Apps
- Snapping Two Apps Side By Side
- Closing Windows Apps
- Installing & Uninstalling A Windows App
- Using Gestures

### Personalising The User Interface

- Manage Tiles On The Start Screen
- Turning Live Tiles On And Off
- Removing Tiles From The Start Screen
- Changing The Lock Screen
- Changing The Start Screen Background
- Changing Your Account Picture

### Using Common Windows Apps

- Starting The Mail App
- Working With Mail Messages
- Starting And Navigating The Calendar App
- Scheduling Meetings
- Connecting Your Accounts To The People App
- Adding Contacts To People
- Sending Instant Messages With Messaging
- Opening PDFs And XPS Files In The Reader App
- Using The Maps App

### The Desktop

- Starting Desktop Apps From The Apps Screen
- Anatomy Of A Desktop Window
- Using The Ribbon
- Accessing The Backstage View
- Minimising And Maximising A Window
- Snapping Two Desktop Programs Side By Side

### Using Programs

- Starting Programs From the Start Screen
- Adding Programs To The Start Screen
- Starting Programs From The Desktop
- Using The Taskbar
- Closing Programs



## Working With Programs

- Viewing Installed Programs
- Dealing With Non-Responding Programs
- Installing A Program
- What Happens During Installation
- Uninstalling A Program
- Keeping Programs Updated

## Data Storage On Your Computer

- Understanding Data Storage In Windows
- Using File Explorer
- Working With Folders
- Folder Hierarchy
- Personal Folders
- Viewing The Hierarchy Path
- Changing Folder Views

## Working With Files

- Exploring Files In Windows
- Copying A File
- Renaming A File
- Selecting Files
- Copying, Moving and Replacing Files
- Deleting Files
- Common File Types

## Working With Libraries

- Understanding Libraries
- Exploring Your Libraries
- Creating Folders In A Library
- Creating A Library
- Adding Folders To A Library
- Changing Library Views
- Deleting Folders From A Library
- Deleting A Library

## The Recycle Bin

- Understanding The Recycle Bin
- Sending Files To The Recycle Bin
- Restoring Files From The Recycle Bin
- Emptying The Recycle Bin

## Favourite Locations In Windows

- Adding A Location To Favourites
- Removing A Location From Favourites
- Restoring Default Favourites
- Hiding Favourites

## Searching In Windows

- Introducing Windows Search
- Creating A Searchable File

- Initiating The Windows Search Feature
- Using Windows Search
- Changing The Windows Search Settings
- Searching Unindexed Folders Using File Explorer
- Searching File Contents Using File Explorer
- Indexing A Folders
- Tagging Files For Easier Searches
- Saving A Search
- Sorting Files In A Folder
- Modifying View Settings

## Printing

- Viewing Available Printers
- Installing A USB Printer
- Setting The Default Printer
- Pausing A Printer
- Printing Files From File Explorer
- Managing The Print Queue
- Sharing Your Printer With Others
- Connecting To A Network Printer
- Printing From Windows Apps

## User Accounts

- Creating A Microsoft Account
- Switching Users
- Changing Your Password
- Changing Your Account Name
- Security And Protection

## Computer Security

- Checking The Action Centre
- Checking Windows Firewall Settings
- Checking Malware Protection Settings
- Checking Windows Update Settings
- Help And Support