



Using Microsoft Windows 8

Overview: This course is designed for the 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: No particular prerequisite skills are required; however, previous exposure to personal computers and the Internet is helpful.

Course Length: One Day

Course Content

Lesson 1: Getting to Know PCs and the Windows 8 User Interface

Identify Components of a Personal Computer
Sign In to Windows 8
Navigate the Start Screen

Lesson 2: Using Modern Apps and Navigation Features

Access and Identify the Charms
Modern Apps and Common Navigation Features
Multitasking with Apps

Lesson 3: Working with Desktop Applications

Navigate the Desktop
Manage Files and Folders with File Explorer
Elements of a Desktop Window
Create and Modify Files with Desktop Applications

Lesson 4: Using Internet Explorer 10

Navigate Internet Explorer 10
Browse the Web

Lesson 5: Customizing the Windows 8 Environment

Customize the Start Screen
Customize the Desktop

Lesson 6: Using Windows 8 Security Features

Set Privacy Levels and Passwords
Use Windows Defender
Store and Share Files with SkyDrive

Appendix A: Other Windows 8 Features