WINDOWS 8 FOUNDATION TRAINING

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Microsoft Windows 8 Foundation

COURSE LENGTH: 1.0 DAYS

The Windows 8 Foundation Training course by pd training is designed to help you become familiar with the new graphical user interface (GUI) and the basic features found in Windows 8 operating system.

After completing the Windows 8 Foundation Training course, you will have learned: the basics of Windows 8 interface (the Start screen, Win 8 Apps, Charms Bar), using touch gestures to perform functions, locking and unlocking the computer, customizing and managing the desktop windows and much more.

This comprehensive training course is available across the U.S., including Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

WINDOWS 8 FOUNDATION TRAINING COURSE OUTLINE

FOREWORD

During the course, participants gain training in using the new Start screen, touch gestures, mail, messaging, photo, travel, sports, and the desktop and its applications.

Windows 8 Foundation Training Course is designed to help participants become familiar with the enhancements that have been made to Windows with this release. This course also provides training with previous Windows so that the learner can become familiar with the enhanced Start screen of Windows 8.

OUTCOMES

This short and comprehensive course is the fastest way to develop a deep understanding and skills using the Windows 8 operating system.
After completing this course, participants will have learned to:

▶ Understand the basics of Windows 8

▶ Interact with computer using keyboard and mouse

▶ Use touch gestures to perform functions

▶ Lock and unlock the computer

▶ Use sleep mode, restart and turn off

▶ Understand the anatomy of the Start screen

▶ Work with Windows 8 apps

▶ Use the charms bar

▶ Use the windows store

▶ Manage accounts

▶ Use mail, calendar, messaging, photos

▶ Use Internet Explorer

▶ Use news apps, maps, SkyDrive

▶ Manage desktop windows

▶ Understand interface basics

▶ Customize file explorer

MODULES

Lesson 1: Getting Started

▶ The Basics of Windows 8

▶ Interacting with the Computer Using a Mouse & Keyboard

▶ Interacting with the Computer Using Touch Gestures

▶ Exiting Windows 8

Lesson 2: The Basic Windows 8 Applications (Part II)

▶ Using Windows 8 Internet Explorer

▶ Using News Apps

▶ Using Maps

▶ Using SkyDrive

Lesson 3: Working with the Windows 8 Start Screen

▶ Introducing the Windows 8 Start Screen

▶ Using the Windows 8 Start Screen

▶ Working with Windows 8 Apps

▶ Using the Charms Bar

▶ Using the Windows Store

Lesson 4: Working with the Windows 8 Desktop

▶ Introducing the Windows 8 Desktop

▶ Managing Desktop Windows

▶ Using Desktop Features

▶ Using Jump Lists

▶ Desktop Application Basics

▶ Interface Basics

Lesson 5: The Basic Windows 8 Applications (Part I)

▶ Getting Started

▶ Managing Accounts

▶ Using Mail

▶ Using Calendar

▶ Using People & Messaging

▶ Using Photos

Lesson 6: Working with Files and Folders

▶ The Basic Components

▶ The File Explorer Tabs

▶ Customizing File Explorer

▶ Using the Recycle Bin

▶ Getting Help in Windows 8

WEB LINKS

▶ View this course online

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