

Introduction to Personal Computers Using Windows 8

Course Overview

This course provides students with an introduction to personal computers using the Microsoft Windows 8 operating system.

<u>Course Introduction</u>	2m
Course Introduction	
<u>Lesson 01 - Getting to Know PCs and the Windows 8 User Interface</u>	42m
Topic A: Identify Components of a Personal Computer	
Desktop PC	
Topic B: Sign In to Windows 8	
The Lock Screen	
The Sign In Screen	
Demo - Signing In to Windows 8 and Managing Tiles	
Topic C: Navigate the Start Screen	
The Start Screen	
Live Tiles	
App Command Bars	
The All Apps Screen	
The Start Button	
The Scroll Bar on Start	
Account ID Menu	
Demo - Using the Account ID Menu	
Reflective Questions	
Lesson 01 Review	
<u>Lesson 02 - Using Modern Apps and Navigation Features</u>	26m
Topic A: Access and Identify the Charms	
Charms on the Start Screen	
Demo - Viewing the Charms	
Topic B: Modern Apps and Common Navigation Features	
Weather App Command Bars	
The Weather Active Tile	
Demo - Navigating a Modern App	
Topic C: Multitasking with Apps	
The Switcher	
The Snap Feature	
Demo - Working with Multiple Apps	
Reflective Questions	
Lesson 02 Review	

Lesson 03 - Working with Desktop Applications

1h 19m

Topic A: Navigate the Desktop

The Desktop

Tooltips

Context Menus

Demo - Navigating the Desktop

Topic B: Manage Files and Folders with File Explorer

File Explorer Window

The Recycle Bin

Demo - Managing Files and Folders

Topic C: Elements of a Desktop Window

Elements of a Desktop Application Window

The Quick Access Toolbar and Menu

The Print Dialog Box

Demo - Working with the Elements of a Desktop Window

Demo - Creating and Modifying Files with WordPad

Demo - Printing a Document

Reflective Questions

Lesson 03 Review

Lesson 04 - Using Internet Explorer 10

37m

Topic A: Navigate Internet Explorer 10

The Internet Explorer Default Page

The Bing Home Page

Demo - Navigating Internet Explorer 10

Topic B: Browse the Web

IE Search Suggestions

The IE Command Bar

The Quick Site Access Panel

The Tabs Menu

Preferences

The Share Charm

Demo - Using Internet Explorer and Share

Reflective Questions

Lesson 04 Review

Lesson 05 - Customizing the Windows 8 Environment

35m

Topic A: Customize the Start Screen

Tile Groups

Demo - Creating Groups on the Start Screen

PC Settings

Demo - Changing PC Settings

Topic B: Customize the Desktop

The Desktop Personalization Window

Mouse Properties

Demo - Personalizing the Desktop

Reflective Questions

Lesson 05 Review

Lesson 06 - Using Windows 8 Security Features

25m

Topic A: Set Privacy Levels and Passwords

Sign-In Options

Picture Password

Demo - Changing Your Password

The Privacy Menu

Topic B: Use Windows Defender

Windows Defender

Demo - Changing Windows Defender Settings

Topic C: Store and Share Files with SkyDrive

SkyDrive

Reflective Questions

Lesson 06 Review

Course Closure

Total Duration: 4h 8m