

## WINDOWS v 8

### COURSE LISTING

This course teaches the Upgrade features of Windows 8 and has been designed for business users of desktop or laptop computers with experience of a previous version of Windows.

Duration: 1 Day

#### Getting Started with Windows 8

- Starting up
- The Lock Screen
- Logging in

#### The Start Screen

- Organising your Start Screen
- Tiles
  - Pinning & Unpinning
  - Moving & Resizing
  - Creating Groups
- Using Apps side by side
- Charms
- Switching between Desktop and Start

#### Using the Desktop

- Accessing the Desktop
- Apps on the Taskbar
  - Pinning Apps
  - Switching between Apps
- Customising the desktop
- Creating Shortcuts
- Snapping in the Desktop
- Choosing where to go when you sign in
- More Options on the Start button

#### Moving around your PC

- Touch, Mouse and Keyboard
  - Desktop
  - Start Screen
  - Apps View
- Common actions using the mouse

#### Getting Help

- The Help & Support Centre

#### Using Charms

- Search
  - Search Results
  - Narrowing your Search
  - Change Search settings
- Share
  - Share Files and links
  - Change Share settings
- Start
- Devices
- Settings
  - Change PC settings
  - Change App settings

#### Working with Files & Folders

- The File Explorer
- Address Bar
- Libraries
- Scenic Ribbon
- Search Options

#### Internet Explorer 10

- Starting Internet Explorer
- Home Page
- Tabs
- Bookmarks
- History

#### Switching Off

- Shutting Down Safely

**This course does not cover use of the OneDrive. However we are happy to customise the session to include this if requested.**