

Intro to PCs Using Windows 8

This course will cover the basics of using personal computers with Windows 8. Students will get an overview of PCs and the Windows 8 interface, using modern apps and navigation, and working with desktop applications. They will also learn about using Internet Explorer 10, customizing their Windows 8 environment, and

using Windows 8 security features. **Course Modules:**

Module 01 – Getting to Know PCs and the Windows 8 User Interface

(Duration: 42m)

1. Workbook (Pdf)
2. Topic A: Identify Components of a Personal Computer
3. Desktop PC
4. Topic B: Sign In to Windows 8
5. The Lock Screen
6. The Sign In Screen
7. Demo – Signing In to Windows 8 and Managing Tiles
8. Topic C: Navigate the Start Screen
9. The Start Screen
10. Live Tiles
11. App Command Bars
12. The All Apps Screen
13. The Start Button
14. The Scroll Bar on Start
15. Account ID Menu

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16. Demo – Using the Account ID Menu
17. Reflective Questions
18. Lesson 01 Review
19. **Review Quiz (Number of attempts allowed: Unlimited)**

Module 02 – Using Modern Apps and Navigation Features

(Duration: 26m)

1. Workbook (Pdf)
2. Topic A: Access and Identify the Charms
3. Charms on the Start Screen
4. Demo – Viewing the Charms
5. Topic B: Modern Apps and Common Navigation Features
6. Weather App Command Bars
7. The Weather Active Tile
8. Demo – Navigating a Modern App
9. Topic C: Multitasking with Apps
10. The Switcher
11. The Snap Feature
12. Demo – Working with Multiple Apps
13. Reflective Questions
14. Lesson 02 Review
15. **Review Quiz (Number of attempts allowed: Unlimited)**

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Module 03 – Working with Desktop Applications

(Duration: 1h 19m)

1. Workbook (Pdf)
2. Topic A: Navigate the Desktop
3. The Desktop
4. Tooltips
5. Context Menus
6. Demo- Navigating the Desktop
7. Topic B: Manage Files and Folders with File Explorer
8. File Explorer Window
9. The Recycle Bin
10. Demo- Managing Files and Folders
11. Topic C: Elements of a Desktop Window
12. Elements of a Desktop Application Window
13. The Quick Access Toolbar and Menu
14. The Print Dialog Box
15. Demo- Working with the Elements of a Desktop Window
16. Demo- Creating and Modifying Files with WordPad
17. Demo- Printing a Document
18. Reflective Questions
19. Lesson 03 Review
20. **Review Quiz (Number of attempts allowed: Unlimited)**

Module 04 – Using Internet Explorer 10

(Duration: 37m)

1. Workbook (Pdf)

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2. Topic A: Navigate Internet Explorer 10
3. The Internet Explorer Default Page
4. The Bing Home Page
5. Demo- Navigating Internet Explorer 10
6. Topic B: Browse the Web
7. IE Search Suggestions
8. The IE Command Bar
9. The Quick Site Access Panel
10. The Tabs Menu
11. Preferences
12. The Share Charm
13. Demo- Using Internet Explorer and Share
14. Reflective Questions
15. Lesson 04 Review
16. Review Quiz (**Number of attempts allowed: Unlimited**)

Module 05 – Customizing the Windows 8 Environment

(Duration: 35m)

1. Workbook (Pdf)
2. Topic A: Customize the Start Screen
3. Tile Groups
4. Demo- Creating Groups on the Start Screen
5. PC Settings
6. Demo- Changing PC Settings
7. Topic B: Customize the Desktop
8. The Desktop Personalization Window
9. Mouse Properties
10. Demo- Personalizing the Desktop
11. Reflective Questions
12. Lesson 05 Review
13. Review Quiz (**Number of attempts allowed: Unlimited**)

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Module 06 – Using Windows 8 Security Features

(Duration: 25m)

1. Workbook (Pdf)
2. Topic A: Set Privacy Levels and Passwords
3. Sign-In Options
4. Picture Password
5. Demo – Changing Your Password
6. The Privacy Menu
7. Topic B: Use Windows Defender
8. Windows Defender
9. Demo – Changing Windows Defender Settings
10. Topic C: Store and Share Files with SkyDrive
11. SkyDrive
12. Reflective Questions
13. Lesson 06 Review
14. Course Closure
15. Review Quiz **(Number of attempts allowed: Unlimited)**

This course includes

- about 4.6 hours on-demand video
- 6 downloadable Pdf Workbooks
- Unlimited time access (During Membership)
- Access on mobile and Desktop
- Certificate of Completion

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