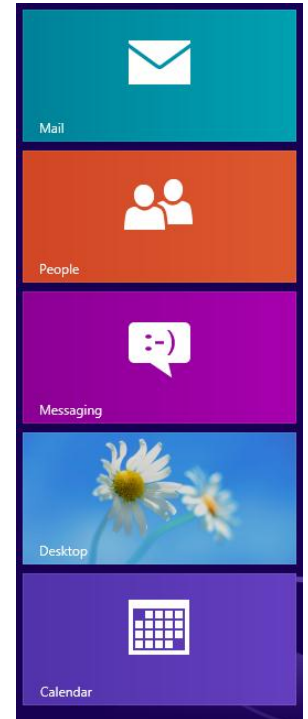


Windows 8 Pro



Courseware 1198-1

Course Description

Windows 8 Pro provides students with the skills needed to work effectively with Windows 8, whether it is used on a computer at home or in a work environment. The course will cover the many features and apps included with Windows 8, such as Internet Explorer, social media, music and video, Desktop apps, and printing. The student will use a variety of skills and techniques to complete the exercises using the touch screen, keyboard and mouse options. This course is designed for those people who require the skills necessary to use an operating system on a daily basis.

Instructor Resources are available and are produced specifically to help and assist an instructor in preparing to deliver the course using the CCI materials. Contact your coordinator or administrator, or call your CCI Account Manager for information on how to access these resources.

Course Prerequisites

Prior to taking this course, students must possess the following basic computer literacy and Windows skills.

- Turn the computer and monitor on
- Recognize input and output devices (keyboard, mouse, printer)
- Perform a warm and cold boot

Course Objectives

After completing this course, you will be able to:

- ✦ Understand Windows 8 and the various editions available
- ✦ Log on and off the computer
- ✦ Lock and unlock the computer
- ✦ Identify components of the Start screen
- ✦ Use the mouse and keyboard or use touch gestures
- ✦ Use scroll bars
- ✦ Use the Charms menu
- ✦ Use the default apps on the Start screen
- ✦ Resize and move tiles, and turn live tiles on and off
- ✦ Use Help options
- ✦ Restart and shut down the PC
- ✦ Display all apps installed on the computer
- ✦ Switch back to the last used app
- ✦ Close an app
- ✦ Understand what a suspended app is and how background tasks work
- ✦ Install apps from the Windows Store
- ✦ Update apps and uninstall apps
- ✦ View apps side by side
- ✦ Identify the components of the Desktop
- ✦ Run Desktop apps
- ✦ Resize and move app windows
- ✦ Switch between windows using the Taskbar and the keyboard
- ✦ Create Quick Launch icons for apps
- ✦ Use WordPad to create and save a document with formatting
- ✦ Understand how libraries, folders and files are organized
- ✦ Use File Explorer to navigate around folders
- ✦ Use File Explorer to rename, move, and copy files and folders
- ✦ Delete and recover files
- ✦ Search for files and display file properties
- ✦ Install Desktop apps
- ✦ Use both Internet Explorers in Windows 8
- ✦ Search using the Address Bar in Internet Explorer
- ✦ Configure Internet Explorer settings
- ✦ Save favorite web pages to the Start screen
- ✦ Use InPrivate Browsing and examine the pop-up blocker and SmartScreen filter settings
- ✦ Use the Mail, People, and Messaging apps and add social media accounts to them
- ✦ Share things of interest with friends by sending photos, and links to websites and songs by email or social media postings
- ✦ Upload and download files from your computer to SkyDrive
- ✦ Use the Office Web Apps to create or modify files in your SkyDrive account
- ✦ Share files in your SkyDrive account with others
- ✦ Import pictures, music, and video files onto your computer
- ✦ Get access to free streaming music, and buy music, movies and TV shows from the Xbox Music and Xbox Video services
- ✦ Change the Lock screen background image, Start screen background, and account picture
- ✦ Add and remove an app as a Lock screen app
- ✦ Turn your Wi-Fi network setting on and off, and check whether your network is on or not
- ✦ Change PC settings such as app notifications, enabling/disabling app searching, enabling/disabling app sharing, and others
- ✦ Personalize your Desktop background image and theme
- ✦ View and modify your screen resolution
- ✦ Uninstall Desktop programs that are no longer needed

- Change System and Security settings such as the Windows Firewall and Windows Update
- Change Network and Internet settings such as joining/leaving a HomeGroup, HomeGroup sharing, and Internet options
- Change Hardware and Sound settings such as allowing apps to share your current location, change the monitor resolution, and Autoplay
- Select different mouse and sound settings
- Enable the use of multiple monitors
- Install new devices to your computer
- Use the Device Manager to display the status of device drivers and troubleshoot any with problems
- Install and use printers
- Use the Mobility Center
- Manage your battery life
- Use Windows Updates
- Create and delete user accounts
- Create, modify, and remove character-based passwords, picture passwords, and PIN passwords
- Understand the different types of malware and phishing, and use techniques to avoid them
- Use Windows Defender or other antivirus programs to protect your computer against malware
- Understand the different types of firewalls, and use Windows Firewall
- Reinstall the Windows operating system using either the Refresh PC or Reset PC option

About This Courseware

Courseware Description
 Course Design
 Course Objectives
 Conventions and Graphics

Lesson 1: Getting Familiar with Windows

Lesson Objectives
 What is Windows 8
 Logging into Windows 8
 Looking at the Start Screen
 Navigating Around the Start Screen
 Using the Charms Menu
 Using the Start Screen Apps
 Working with Help
 Shutting Down and Restarting
 Lesson Summary
 Review Questions

Lesson 2: Managing Apps and Files

Lesson Objectives
 Using Windows 8 Apps
 Managing Apps
 Viewing Apps Side by Side
 Lesson Summary
 Review Questions

Lesson 3: Using Windows Desktop

Lesson Objectives
 The Desktop
 Working with WordPad
 Using File Explorer
 Installing Desktop Apps
 Lesson Summary
 Review Questions

Lesson 4: Internet and Sharing

Lesson Objectives
 Using Internet Explorer
 Social Media Apps
 Sharing
 SkyDrive
 Photo App
 Music and Video Apps
 Lesson Summary
 Review Questions

Lesson 5: Changing PC Settings

Lesson Objectives
 Personalizing Windows 8
 Internet Connection
 PC Settings
 Personalizing the Desktop
 Modifying Screen Resolution
 Control Panel Settings
 Mobility Center
 Managing Battery Life
 Lesson Summary
 Review Questions

Lesson 6: Protecting Your PC

Lesson Objectives
 Maintaining Windows Updates
 Managing User Accounts
 Protecting Your PC From Malware
 Rebuilding Windows
 Lesson Summary
 Review Questions

Appendices

Appendix A: Glossary of Terms
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