Microsoft Windows 8 Advanced

Course Length: 1.0 days

Windows 8 is the latest version of Microsoft's Windows operating system. This version has hundreds of new features along with improvements to existing ones. This advanced training course in Windows 8 provides a deep understanding with using the many advanced features of Windows 8, including updating File Explorer program, customising File Explorer, using administrative file tools, and utilising security features.

This highly valuable and dynamic training course is now available Hong Kong wide including Central.

This Windows 8 Advanced training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Contact us today for a quote or enrol now into the next public course date.

Windows 8 Advanced Training Course Outline

Foreword:

During the course, participants learn to update the File Explorer program, manage files and folders, use the new Charms bar, use Windows 8 security features, change folder and search options, customise libraries, use administrative file tools, and more.

Windows 8 Advanced Training Course is designed for advanced users of Windows 8 that already have a basic knowledge of the operating system.

Outcomes:

This short and comprehensive course is the fastest way to develop a deep understanding and skills mastering the use of Windows 8.

After completing this course, participants will have learned to:

- Use and customise the Quick Access toolbar
- Work with the Recycle Bin
- Customise file explorer
- Change folder and search options
- Create and customise libraries
- Search and share files from the Charms Bar
- Search from the desktop
- Manage files and folders
- Work with files
- Make a file and folder easy to access
- Use administrative file tools
- Send and share files from File Explorer
- Use Windows Defender, and Windows Firewall
- Use family safety settings

Windows 8 Advanced Training Course - Lesson 1
Getting Started

- The Parking Lot
- Workshop Objectives
- Action Plans & Evaluations

Windows 8 Advanced Training Course - Lesson 2
Using File Explorer

- Using File Explorer
- Customising File Explorer
- Changing Folder & Search Options
- Working with the Recycle Bin

Windows 8 Advanced Training Course - Lesson 3
Getting Organized

- Customising Libraries
- Creating a New Library
- Searching from the Charms Bar
- Searching from the Desktop

Windows 8 Advanced Training Course - Lesson 4
Managing Files and Folders

- Creating Files & Folders
- Managing Files & Folders
- Working with Files
- Making a File or Folder Easy to Access
- Using Administrative File Tools

Windows 8 Advanced Training Course - Lesson 5
Sharing Files and Folders

- Sharing Files from the Charms Bar
- Sending Files from File Explorer
- Sharing Files from File Explorer
- Using Zipped Folders

Windows 8 Advanced Training Course - Lesson 6
Staying Safe with Windows 8

- Using the Action Center
- Using Windows Defender
- Using Windows Firewall
- Keeping Your Family Safe

Windows 8 Advanced Training Courses are delivered by pd training's Microsoft Windows Training specialists Hong Kong wide including Central.

Web Links:

View this course online:
http://pdtraining.com.hk/courses/windows-8-advanced-training-course
In-house Training Instant Quote:

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