



Course Length: 1.0 days

Windows 8 is the latest version of Microsoft's widely-used Windows operating system. This new version of Windows incorporates hundreds of new features, as well as improvements to existing tools. This foundation training course in Windows 8 provides both novice and experienced users the skills to use all features of Windows 8 expertly.

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

This Windows 8 Foundation 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 enroll now into the next public course date.

Windows 8 Foundation Training Course Outline

Foreword:

During the course, participants gain training in using the new Start screen, touch gestures, mail, messaging, photo, travel, sports, and the desktop and its applications.

Windows 8 Foundation Training Course is designed to help participants become familiar with the enhancements that have been made to Windows with this release. This course also provides training with previous Windows so that the learner can become familiar with the enhanced Start screen of Windows 8.

Outcomes:

This short and comprehensive course is the fastest way to develop a deep understanding and skills using the Windows 8 operating system.

After completing this course, participants will have learned to:

- Understand the basics of Windows 8
- Interact with computer using keyboard and mouse
- Use touch gestures to perform functions
- Lock and unlock the computer
- Use sleep mode, restart and turn off
- Understand the anatomy of the Start screen
- Work with Windows 8 apps
- Use the charms bar
- Use the windows store
- Manage accounts
- Use mail, calendar, messaging, photos
- Use Internet Explorer
- Use news apps, maps, SkyDrive
- Manage desktop windows
- Understand interface basics
- Customize file explorer

Windows 8 Foundation Training Course - Lesson 1 Getting Started

- The Basics of Windows 8
- Interacting with the Computer Using a Mouse & Keyboard
- Interacting with the Computer Using Touch Gestures
- Exiting Windows 8

Windows 8 Foundation Training Course - Lesson 2 Working with the Windows 8 Start Screen

- Introducing the Windows 8 Start Screen
- Using the Windows 8 Start Screen
- Working with Windows 8 Apps
- Using the Charms Bar
- Using the Windows Store

Windows 8 Foundation Training Course - Lesson 3 The Basic Windows 8 Applications (Part I)

- Getting Started

Windows 8 Foundation Training Course - Lesson 4 The Basic Windows 8 Applications (Part II)

- Using Windows 8 Internet Explorer
- Using News Apps
- Using Maps
- Using SkyDrive

Windows 8 Foundation Training Course - Lesson 5 Working with the Windows 8 Desktop

- Introducing the Windows 8 Desktop
- Managing Desktop Windows
- Using Desktop Features
- Using Jump Lists
- Desktop Application Basics
- Interface Basics

Windows 8 Foundation Training Course - Lesson 6 Working with Files and Folders

- The Basic Components



- Managing Accounts
- Using Mail
- Using Calendar
- Using People & Messaging
- Using Photos
- The File Explorer Tabs
- Customizing File Explorer
- Using the Recycle Bin
- Getting Help in Windows 8

Web Links:

View this course online:

<http://pdtraining.com.hk/courses/windows-8-foundation-training-course>

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