

Windows 8 Level 1 - Outline

TABLE OF CONTENTS

WINDOWS 8 LEVEL 1 - INTRODUCTION

COURSE REQUIREMENTS

COMPONENTS OF THE MANUAL

TRAINING FILES

WHAT'S NEW IN WINDOWS 8?

LESSON 1 - BASICS

- 1.1 OPERATING SYSTEM BASICS
- 1.2 A LOOK AT THE START SCREEN
- 1.3 A LOOK AT THE DESKTOP
- 1.4 USING THE MOUSE
- 1.5 USING THE KEYBOARD
- 1.6 OPENING AND CLOSING WINDOWS
- 1.7 MINIMIZING AND MAXIMIZING WINDOWS
- 1.8 MOVING A WINDOW
- 1.9 RESIZING A WINDOW
- 1.10 SWITCHING BETWEEN WINDOWS
- 1.11 USING THE RIBBON
- 1.12 USING SHORTCUT MENUS
- 1.13 NAVIGATING THE START SCREEN
- 1.14 USING HELP
- 1.15 SHUTTING DOWN YOUR COMPUTER

LESSON SUMMARY – THE FUNDAMENTALS

LESSON 1 QUIZ

LAB 1 – ON YOUR OWN

LESSON 2 - WORKING WITH FOLDERS AND DISKS

- 2.1 A LOOK AT WINDOWS DISK ORGANIZATION
- 2.2 WORKING WITH NAVIGATION PANE
- 2.3 USING THE FOLDER TREE
- 2.4 CREATING NEW LIBRARIES
- 2.5 WORKING WITH THE FAVORITES FOLDER
- 2.6 NAVIGATING USING THE ADDRESS BAR
- 2.7 CHANGING WINDOW VIEW

- 2.8 SORTING AND FILTERING THE CONTENTS OF A FOLDER
- 2.9 GROUPING THE CONTENTS OF A FOLDER
- 2.10 CHANGING EXPLORER LAYOUT
- 2.11 SETTING FOLDER OPTIONS
- 2.12 CREATING A NEW FOLDER
- 2.13 CREATING A SHORTCUT TO A FOLDER

LESSON SUMMARY – WORKING WITH FOLDERS AND DISKS

LESSON 2 QUIZ

LAB 2 – ON YOUR OWN

LESSON 3 - FILE AND FOLDER MANAGEMENT

- 3.1 RENAMING FILES AND FOLDERS
- 3.2 COPYING FILES AND FOLDERS
- 3.3 MOVING FILES AND FOLDERS
- 3.4 DELETING FILES AND FOLDERS
- 3.5 RESTORING A DELETED FILE
- 3.6 EMPTYING THE RECYCLE BIN
- 3.7 SEARCHING FOR A FILE OR FOLDER
- 3.8 SAVING SEARCHES
- 3.9 SELECTING MULTIPLE FILES AND FOLDERS
- 3.10 WORKING WITH FILE PROPERTIES
- 3.11 COMPRESSING FILES AND FOLDERS

LESSON SUMMARY – WORKING WITH FILES AND FOLDERS

LESSON 3 QUIZ

LAB 3 – ON YOUR OWN

LESSON 4 - WORKING WITH APPLICATIONS

- 4.1 OPENING APPLICATIONS FROM THE START SCREEN
- 4.2 SWITCHING BETWEEN PROGRAMS
- 4.3 OPENING AND CLOSING A DOCUMENT
- 4.4 ENTERING AND EDITING TEXT IN WORDPAD
- 4.5 SELECTING TEXT
- 4.6 CUTTING, COPYING AND PASTING TEXT
- 4.7 INSERTING SPECIAL CHARACTERS
- 4.8 FORMATTING TEXT
- 4.9 SETTING PARAGRAPH TABS
- 4.10 SAVING A DOCUMENT
- 4.11 CREATING STICKY NOTES
- 4.12 SNIPPING THE SCREEN
- 4.13 ORGANIZING YOUR SCHEDULE USING THE CALENDAR APP
- 4.14 ORGANIZING CONTACTS WITH THE PEOPLE APPLICATION
- 4.15 FORCING AN APPLICATION TO CLOSE

4.16 WORKING WITH THE PHOTOS APP

LESSON SUMMARY – WORKING WITH APPLICATIONS

LESSON 4 QUIZ

LAB 4 – ON YOUR OWN

LESSON 5 - CUSTOMIZING THE START SCREEN AND DESKTOP

5.1 MOVING THE TASKBAR

5.2 WORKING WITH TASKBAR TOOLBARS

5.3 SETTING TASKBAR PROPERTIES

5.4 ADDING APPLICATIONS TO THE TASKBAR

5.5 ADDING ITEMS TO THE START SCREEN

5.6 CUSTOMIZING THE START SCREEN

5.7 CHANGING THE DESKTOP BACKGROUND

5.8 CHANGING THE DESKTOP THEME

5.9 CHANGING THE THEME COLOR

5.10 SAVING A CUSTOM THEME

LESSON SUMMARY – CUSTOMIZING THE START MENU AND THE DESKTOP

LESSON 5 QUIZ

LAB 5 – ON YOUR OWN

LESSON 6 - EXPLORING THE CONTROL PANEL

6.1 ABOUT THE CONTROL PANEL

6.2 MODIFYING DATE AND TIME PROPERTIES

6.3 ADDING A SCREEN SAVER

6.4 SETTING POWER MANAGEMENT OPTIONS

6.5 MODIFYING THE SCREEN RESOLUTION

6.6 SETTING FOLDER OPTIONS

6.7 CHANGING OR REMOVING PROGRAMS

6.8 CHANGING DEFAULT PROGRAMS

6.9 CHANGING THE FILE TYPE ASSOCIATED WITH A PROGRAM

6.10 CHANGING AUTOPLAY SETTINGS

6.11 MODIFYING MOUSE OPTIONS

6.12 WORKING WITH PC SETTINGS

6.13 ADMINISTRATOR ACCESS TOOLS

LESSON SUMMARY – EXPLORING THE CONTROL PANEL

LESSON 6 QUIZ

LAB 6 – ON YOUR OWN

LESSON 7 - USING INTERNET TOOLS

7.1 SETTING UP AN INTERNET CONNECTION

7.2 STARTING INTERNET EXPLORER

7.3 BROWSING A WEB PAGE

- 7.4 CREATING FAVORITES
- 7.5 DELETING FAVORITES & FREQUENT SITES
- 7.6 VIEWING A WEB PAGE ON THE DESKTOP
- 7.7 SETTING INTERNET PROPERTIES
- 7.8 SEARCHING THE INTERNET
- 7.9 USING THE MAIL APP

LESSON SUMMARY – GOING ON THE INTERNET

LESSON 7 QUIZ

LAB 7– ON YOUR OWN

CLASS PROJECT

INDEX