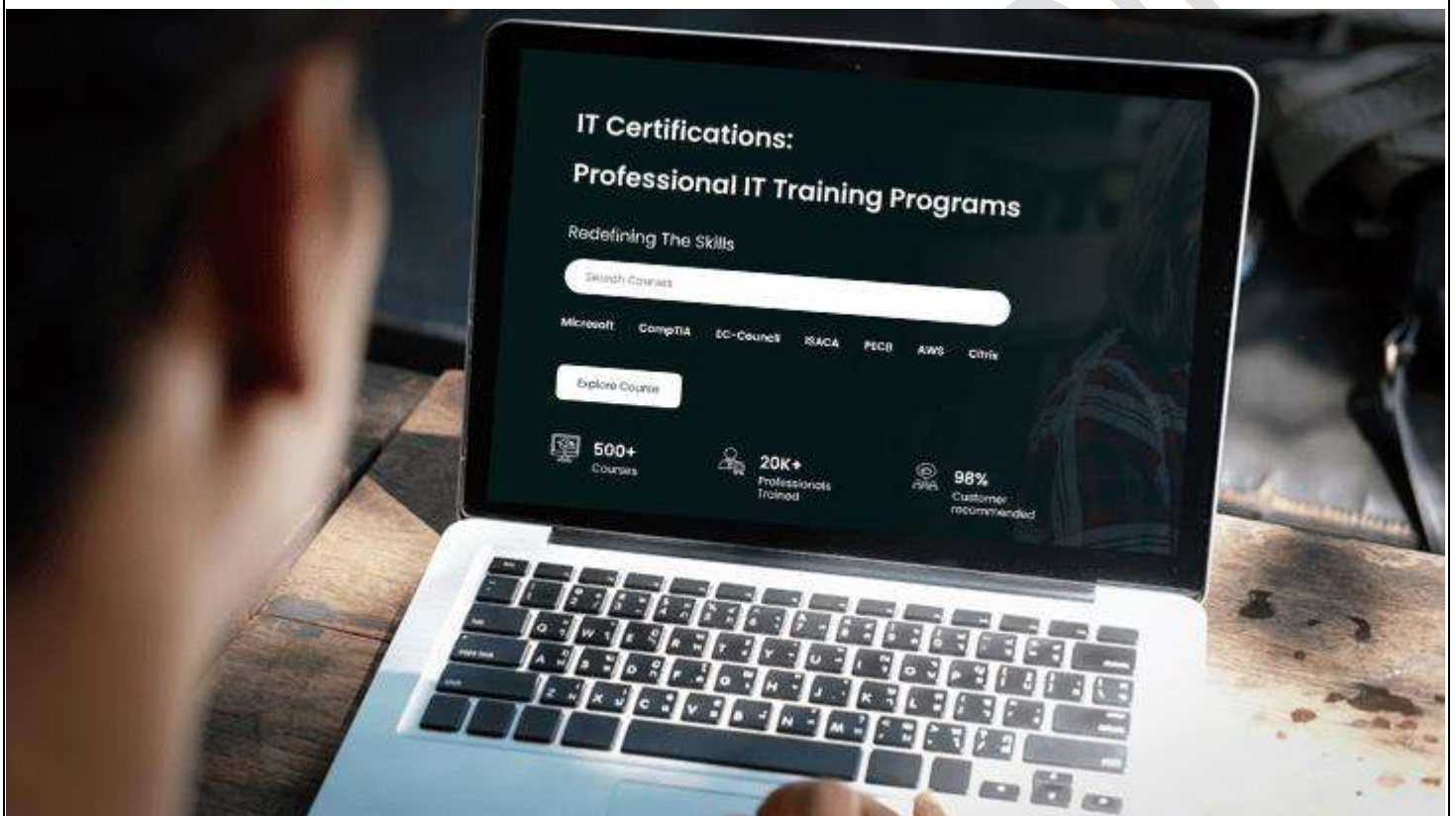




Redefining The Skills



## 55032: GETTING STARTED WITH WINDOWS 8 TRAINING

Duration: 1 Day

### **Course Description**

This Windows 8 training is a one-day instructor-led training designed for all end-users who want to learn how to use the newest features and functionality in the Windows 8 system.

It is for technical experts of all levels, from casual users to administrators of prior Windows versions.

This Windows 8 training course aims to instruct professionals on the skills available to end-users as a part of the operating systems and enable them to become comfortable using the Windows 8 interface.

After completing this course, professionals will understand how to log onto Windows 8, the new interface components, customize the Start Page and desktop manage files and folders, and browse the internet.

This course is based on the objectives of 55032A.

### **Training Exclusives**

- Live instructor-led interactive sessions with Microsoft Certified Trainers (MCT).
- Access to Microsoft Official Courseware (MOC).
- Real-time Virtual Lab Environment.
- Experience 24\*7 Learner Support.
- Self-paced learning and flexible schedules.

### **Who should attend this course?**

- This course is intended for anyone who is interested in learning the new interface of Windows 8.

### **What you will learn**

- Sign in and out of Windows
- Shutdown and restart Windows
- Lock Windows
- Activate Windows
- Describe the Metro interface
- Describe Hot Corners
- Describe Gestures
- Navigate the basic features of Windows
- Describe the feature and functionality of the Start screen
- Use Tiles
- Use App Switcher
- Search for files, applications, and settings
- Customize the taskbar
- Describe the Charms bar
- Manage devices
- Describe the Windows App Store
- Describe the built-in apps in Windows 8
- Describe Internet Explorer 10
- Describe SkyDrive
- Describe the ribbon
- Browse files and folders using file explorer
- Describe Device Manager
- Join wireless networks

- Install and use printers
- Share folders
- Describe the new features available in Windows 8
- Describe the platforms that support Windows 8
- Describe the difference between Windows 8 RT and Windows 8 Pro

### **Prerequisites**

- Previous experience using a Windows desktop operating system

### **Curriculum**

#### **Module 1: Getting Started with Windows 8**

After completing this module students will be able to describe the new features of Windows 8, learn basic navigation concepts of the user interface, and understand the benefits of registering for a Microsoft account.

- New Features of Windows 8
- Consistent User Experience
- Exploring the Windows 8 User Interface
- Microsoft Accounts

#### **Lab1: Introduction to Windows 8**

- Signing up for a Microsoft Account
- Lock and Sign off from Windows 8
- Shutdown and Restart Windows 8
- Switching between Modern UI and Desktop mode

After completing this module, students will be able to:

- Describe the new features available in Windows 8
- Describe the platforms that support Windows 8
- Describe the difference between Windows 8 RT and Windows 8 Pro
- Sign in and out of Windows
- Sign up for a Microsoft Account
- Describe how to convert a Local Account to a Microsoft Account
- Shutdown and restart Windows
- Lock Windows
- Navigate using Shortcut Keys
- Describe the Modern UI
- Describe Hot Corners
- Describe Gestures
- Navigate the basic features of Windows

#### **Module 2: Navigating and Personalizing Windows 8**

This module will teach more advanced navigation techniques for Windows 8 and will also focus on the personalization of the user experience across all connected Windows 8 devices. Students will learn the new navigation tools, app switcher, the Charms menu, and Windows App Store.

- Presenting the Modern UI
- Using Tiles
- Working with the Task Bar

- Working with Charms

**Lab1:** Navigating and Personalizing Windows 8

- Working with the Modern UI and Windows 8 Taskbar
- Working with Tiles

After completing this module, students will be able to:

- Describe the feature and functionality of the Start screen
- Use Tiles
- Use App Switcher
- Use Snap
- Use Keyboard Shortcuts
- Search for files, applications, and settings
- Customize the taskbar
- Describe the Charms bar
- Describe Aero Peek
- Create a Toolbar
- Describe Taskbar on dual monitors
- Describe the Action Center

**Module 3: Applications in Windows 8**

This module describes the basic applications included with Windows 8 and give students an overview of both the Windows Store and how it can be used to find apps that supplement the included apps. This module will also cover the new functionality of Internet Explorer 10, as well as how students can leverage its new capabilities and navigate using both the new, Modern user interface version and the traditional Desktop user interface for IE 10.

- Windows 8 Apps Overview
- Basic Windows 8 Apps
- Internet Explorer 10

**Lab1:** Working with Internet Explorer 10

- Browsing with Internet Explorer 10
- Customizing Internet Explorer 10

After completing this module, students will be able to:

- Describe the Windows Store
- Describe the Mail App
- Describe the Photos App
- Describe the Messaging App
- Describe the People App
- Describe the Calendar App
- Describe the Bing App
- Describe the Weather App
- Describe the Video App
- Describe the Maps App
- Describe the Travel App
- Describe Internet Explorer 10
- Describe SkyDrive

## Module 4: Managing Files and Folders

This module will teach students how to work with Files and Folders in the Windows 8 file system, add and remove devices to their system, and share file and device resources with other users, computers, and devices on the same network.

- Browsing and Organizing Files
- HomeGroup
- Connecting Windows 8 Devices

### **Lab1:** Creating and Moving Files

- Create a File Share
- Create a HomeGroup
- Add and Share a Printer

After completing this module, students will be able to:

- Describe the ribbon
- Browse files and folders
- Describe Device Manager
- Install and use printers
- Share folders
- Share a Printer
- Setup a HomeGroup

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*For any query Contact Us – Microtek Learning*

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