



Use of Microsoft Windows 8 Course Overview

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Course Duration:

7 Hours / 1 Day

1 Windows 8 Editions and System Requirement

- Windows 8 Editions
- Minimum System Requirements
- What's Different from Windows 7

2 Windows 8 Installation

- Installing Windows 8
- Set up Windows 8

3 Using Windows 8

- Get to know Windows
- Search, share, change settings, and more
- Close an app, shut down your PC, and more
- Customize the Start screen
- New, Refresh, and other commands in apps
- Switch between apps
- Snap an app: Use two apps at the same time
- Set up your PC
- Install your apps
- How to search

4 Find & Organize

- How to work with files and folders
- Learn about the different parts of the File Explorer window

5 Configuring Disks

- Basic disks and volumes

- Accessing Disk Management
- Resizing a Partition
- Creating a Partition
- Deleting a Partition
- Changing Drive Letters
- Formatting a Partition

6 Share files and folders on a network or a shared PC

- Managing Shared Folder

7 Security, Privacy & Accounts

- Security checklist for Windows
- Create a user account
- How can I help protect my PC from viruses?
- Windows Firewall from start to finish
- Turn Windows Firewall on or off
- Understand Windows Firewall settings
- Internet Explorer 10
- What is Encrypting File System (EFS)
- Help protect your files with BitLocker Drive Encryption
- Unlock the drive

8 Optimizing and Maintaining Windows 8

- Performance Tools
- Restore, refresh, or reset your PC
- File History (Backup & Restore)
- Windows Update