

# Seminar – Windows Surface Device Essentials

**Course Length:** 1 hour

**Overview:** The skills and knowledge acquired in this course are sufficient for the learner to be able to use and operate a Windows Surface device with Microsoft Windows 8 to perform tasks including understanding touch technology, keyboard and pen, the starting of applications, personalisation of the start screen, desktop, folder management, and performing searches.

**Skills Gained:** **On completion of this course students should be able to:**

- get started on the Surface device
- understand how to use touch technology
- gain an overview of Windows 8
- work with Windows apps and tiles
- personalise the Windows 8 user interface
- use the Windows search facility
- work with, open and manage the Windows Desktop and programs
- navigate File Explorer, folders, files and work with Favourites

**Key Topics:**

**Getting started with your Surface**

- Surface features
- Surface pen setup

**Surface basics**

- Power states: on, off, instant go, and hibernation
- Surface pen
- On-screen keyboard
- The kickstand
- Type cover for surface pro 3
- Touch pad
- Sound features

**Windows 8**

- The Start Screen
  - The App Switcher
  - The Charms Bar
- Search
  - Apps, Settings, and Files
- Lock Computer or Sign Out
- Shut Down
- Personalise the Interactive Lock Screen
- Windows Apps and Store
- Personalising the Start Screen
  - Pin an App
  - Resize, Unpin or Remove a Tile
  - Arranging Tiles
  - Arrange and Group Tiles
- Managing Apps
- Finding Windows 8.1 Settings
- Closing an application
- Working with the Desktop
  - Pin an App to the Taskbar

- Understanding Windows File Explorer
  - Expanding Ribbons
  - New File Explorer Ribbons
  - Backstage View
  - Searching Files and Folders
  - Adding to Favourites
- Task Manager
- Organising Windows
- Touch Tips

**Target Audience:**

This course is designed for people who need to know and understand how to use their new Windows Surface Device and Microsoft Windows 8 operating system software.

**Prerequisites:**

This course assumes little or no knowledge of a Surface Device or Windows 8. However, it would be beneficial to have a general understanding of personal computers and how a Windows operating environment works. Some knowledge of how to use a touch screen computer is necessary.

***We can also deliver and customise this training course for larger groups – saving your organisation time, money and resources. For more information, please contact us on 1800 853 276.***