Microsoft Windows Surface Device Essentials – Seminar

Course length:	1-hour seminar
Why study this course?	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.
What you'll learn:	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
Course subjects:	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
Who is the course for?	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 these training courses for larger groups – saving your organisation time, money and resources. For more information, please contact us on 1800 853 276.