

Seminar – Windows 8.1 New Features – Keyboard and Mouse

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 Microsoft Windows 8.1 to perform tasks including 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:**

- gain an overview of Windows 8.1
- work with Windows apps and tiles
- personalise the new Windows 8.1 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:

- The Start Screen
 - The App Switcher
 - The Charms Bar
- Search
 - Apps, Settings, and Files
- Lock Computer or Sign Out
- Shut Down
- Personalising the Interactive Lock Screen
- Windows Apps and Store
- Personalising the Start Screen
 - Pin an App
 - Resize, Unpin or Remove a Tile
 - Arranging Tiles (Apps)
 - Grouping Tiles (Apps)
 - Name the Group
- Managing Apps
- Where are the Settings?
 - PC Settings
 - Control Panel
 - Personalise the Desktop
- How do I close an application?
- Where is the Desktop?
 - Pin an App to the Taskbar
- Windows File Explorer
 - Expanding Ribbons
 - New File Explorer Ribbons
 - Backstage View
 - Searching Files and Folders
 - Adding to Favourites
- Task Manager
- Organising Windows
 - Moving between open Windows
 - Use two or more Apps at the same time

- Keyboard Shortcuts

Target Audience:

This course is designed for people who need to know and understand how to use the Microsoft Windows 8.1 operating system software.

Prerequisites:

This course assumes little or no knowledge of Windows 8.1. 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 keyboard and mouse with computers 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.