

# Windows<sup>®</sup> 8 Upgrade

**Duration:** 1 Day

Our Windows 8 Upgrade course is designed for business users of desktop or laptop computers with experience of a previous version of Windows such as Windows 7, Vista or XP. It can be tailored to include your organisation's login and file access requirements.

The course teaches the main features of Windows 8 likely to be required by most business PC users. Delegates will learn how to navigate the Windows 8 Metro interface, manage files and folders, use apps and the Charms bar, and how to use Internet Explorer 10.

NB: This course is not suitable for users of touch screen mobile devices or home users who wish to learn how to manage photos and music or access social media sites on the Internet.

## Getting Started with Windows 8

- Starting up
- The Lock Screen
- Logging in

## Using Metro Apps

- Viewing apps
- Starting apps
- Closing apps
- Snapping in Metro

## Working with Files & Folders

- The File Explorer
- Address Bar
- Libraries
- Scenic Ribbon
- Search Options

## Getting Help

- The Help & Support Centre

## Getting Around

- The Start Screen
- Tiles
- Charms

## Using the Desktop

- Accessing the Desktop
- Taskbar
- Shortcuts
- Snapping in the Desktop

## Internet Explorer 10

- Starting Internet Explorer
- Home Page
- Tabs
- Bookmarks
- History

## Switching Off

- Shutting Down Safely

Optionally, a look at how to use the Sky Drive can be included where appropriate. Please request this when booking if required.

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