Price:	$190
Length:	1 day

Introduction: This one-day, instructor-led course is designed for all end users who are interested in learning how to use the new features and functionality that are available in the Windows 8.1 Operating System. It will teach students the new features and capabilities of the Windows 8.1 Operating System, enable them to both leverage these new features and successfully navigate the new user interface, and provide them with the knowledge and experience necessary to personalize their computer to best suit their needs.

Target Audience: This course is intended for anyone who is interested in learning the new interface of Windows 8.1

Prerequisites: Previous experience using a Windows desktop operating system

Objectives: After completing this course, students will be able to:

- Describe the new features available in Windows 8.1
- Describe the platforms that support Windows 8.1
- Describe the difference between Windows 8.1 RT and Windows 8.1Pro
- Sign in and out of Windows
- Shutdown and restart Windows
- Lock Windows
- Activate Windows
- Describe the Metro interface
- Describe Hot Corners
- Describe Gestures
- Navigate the basic features of Windows
- Describe the feature and functionality of the Start screen

- Use Tiles
- Use App Switcher
- Search for files, applications, and settings
- Customize the taskbar
- Describe the Charms bar
- Manage devices
- Describe the Windows App Store
- Describe the built-in apps in Windows 8
- Describe Internet Explorer 10
- Describe OneDrive
- Describe the ribbon
- Browse files and folders using file explorer
- Describe Device Manager
- Join wireless networks
- Install and use printers
- Share folders

Course Outline

I. Getting Started with Windows 8.1
  A. New Features of Windows 8.1
  B. Consistent User Experience
  C. Exploring the Windows 8.1 User Interface
  D. Microsoft Accounts

II. Navigating and Personalizing Windows 8.1
  A. Presenting the Modern UI
  B. Using Tiles
  C. Working with the Task Bar
  D. Working with Charms

III. Applications in Windows 8.1
  A. Windows 8.1 Apps Overview
  B. Basic Windows 8 Apps
  C. Internet Explorer 10

IV. Managing Files and Folders
  A. Browsing and Organizing Files
  B. HomeGroup
  C. Connecting Windows 8.1 Devices