

Module 1 – Getting Starting in Windows 8.1

- Operating Systems
- Logging on to Windows 8.1
- The Lock Screen
- Understanding the Start Screen
- Live Tiles
- Hot Corners
- The Charms Bar
- Working with Start Screen Apps
- The Desktop View
- The Taskbar
- Using Desktop Effects
- Shutdown or Go To Sleep

Module 2 – Organizing and Storing Files in Windows 8.1

- Operating Systems
- Storage
- Using the File Explorer
- Files, Folders, & Drives
- Understanding Libraries
- Searching for Apps, Files, & Other Information
- Using the Recycle Bin
- Using Flash Drives

Module 3 – Personalizing Your Computer

- Customizing the Desktop
- Adding Desktop Shortcuts
- Customizing the Lock Screen
- Customizing the Start Screen
- Changing App Settings & Options
- Choosing a Different Account Picture
- Customizing the Taskbar

Module 4 – Exploring the Internet

- Starting Internet Explorer
- What is a Search Engine
- Search Tips and Techniques
- Tabbed Browsing
- Favorites Center
- Safety Settings
- Maintaining Internet Explorer