



# Microsoft Windows 8



INFOCUS COURSEWARE

Product Code: INF1280

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## ❖ General Description

The skills and knowledge acquired in **Microsoft Windows 8** are sufficient to be able to extend their understanding and knowledge of the operating system software Microsoft Windows 8.

## ❖ Learning Outcomes

At the completion of this course you should be able to:

- gain an overview of **Windows 8**
- work with **Windows** apps
- personalise the new user interface
- work with several of the default **Windows** apps
- work with desktop windows
- open and manage desktop programs
- use **Windows** to install, update and uninstall programs
- understand data storage and navigate your computer's drives, folders and files
- navigate the folder hierarchy and work with folders
- manage files on your computer
- understand the purpose and function of libraries, and how to manage libraries
- work with the **Recycle Bin** to manage deleted items
- work with **Favourites** and shortcuts in **File Explorer**
- use the **Windows** search facility
- manage your printer and printing tasks in **Windows**
- manage user accounts
- work with **Windows**' security features
- learn how to use **Windows Help** and **Support**

## ❖ Prerequisites

**Microsoft Windows 8** assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

## ❖ Topic Sheets

161 topics

## ❖ Methodology

The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

## ❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

## ❖ Companion Products

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at [www.watsoniapublishing.com](http://www.watsoniapublishing.com).

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47 Greenaway Street  
Bulleen VIC 3105  
Australia  
ABN 64 060 335 748

Phone: (+61) 3 9851 4000  
Fax: (+61) 3 9851 4001  
[info@watsoniapublishing.com](mailto:info@watsoniapublishing.com)  
[www.watsoniapublishing.com](http://www.watsoniapublishing.com)

Product Information



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47 Greenaway Street  
Bulleen VIC 3105  
Australia  
ABN 64 060 335 748

Phone: (+61) 3 9851 4000  
Fax: (+61) 3 9851 4001  
[info@watsoniapublishing.com](mailto:info@watsoniapublishing.com)  
[www.watsoniapublishing.com](http://www.watsoniapublishing.com)

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