



# Microsoft Windows 8.1



INFOCUS COURSEWARE

Product Code: INF1281

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## ❖ General Description

**Microsoft Windows 8.1** is designed for users who are keen to learn how to operate the software to perform tasks that include: starting applications, creating folders, copying and moving files, creating and using libraries, performing searches, and personalising Windows.

## ❖ Learning Outcomes

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

- work with the basic components of the **Windows 8.1** interface
- work with **Windows Store** apps
- personalise the new user interface
- work with several of the default **Windows** apps
- work with desktop windows
- 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 8.1** assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers.

## ❖ Topic Sheets

159 topics

## ❖ Methodology

The InFocus 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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Product Information



## Contents

### Starting Off With Windows 8.1

- Turning On The Computer
- Signing In To Windows
- The Desktop
- The Start Screen
- The Apps View
- The Taskbar
- The App Switcher
- App Bars
- The Charms Bar
- Windows Store Apps
- Displaying Key User Interface Elements
- Putting Your Computer To Sleep
- Shutting Down Your Computer

### Working With Windows Apps

- Displaying The Start Screen
- Starting Windows Apps From The Start Screen
- Starting Windows Apps From The Apps View
- Displaying The Desktop
- Switching Between Open Apps
- Arranging Apps Side-By-Side
- Closing Windows Store Apps
- Installing A Windows Store App
- Uninstalling A Windows Store App
- Using Gestures On Touch Screens

### Personalising the User Interface

- Adding Tiles To The Start Screen
- Moving Tiles On The Start Screen
- Changing The Size Of The Tiles
- Working With Tile Groups
- Turning Live Tiles On And Off
- Removing Tiles From The Start Screen
- Pinning Apps To The Taskbar
- Creating Desktop Program Shortcut Icons
- Changing The Lock Screen
- Changing The Start Screen Background
- Changing The Desktop Background
- Changing Your Account Picture

### Using Common Windows Apps

- Starting The Mail App

- Adding Accounts To Mail
- Working With Mail Messages
- Starting And Navigating The Calendar App
- Scheduling Meetings
- Connecting Your Accounts To The People App
- Adding Contacts To People
- Working With The People App
- Opening PDFs And XPS Files In The Reader App
- Using Reader
- Using The Maps App

### Looking at Desktop Windows

- Starting Desktop Programs
- The Anatomy Of A Desktop Window
- Expanding And Minimising The Ribbon
- Using The Ribbon
- Accessing The Backstage View
- Minimising And Maximising A Window
- Resizing A Window Using A Mouse
- Moving A Window On The Desktop
- Switching Between Open Programs
- Snapping Two Desktop Programs Side-By-Side
- Shaking Down Windows
- Scrolling In A Window
- Closing Desktop Programs
- Other Ways To Open Desktop Programs

### Working With Programs

- Viewing Installed Programs
- Dealing With Non-Responding Programs
- Installing A Program
- What Happens During Installation
- Uninstalling A Program
- Keeping Programs Updated

### Data Storage on Your Computer

- Understanding Data Storage In Windows
- Understanding File Explorer
- Opening File Explorer

- Viewing Storage Devices Using File Explorer
- Viewing Network Connections
- Understanding USB Flash Drives

### Working With Folders

- Understanding Folder Hierarchy
- Navigating The Folder Hierarchy
- Understanding Personal Folders
- Accessing Your Personal Folders
- Creating A New Folder
- Copying A Folder
- Moving A Folder
- Renaming A Folder
- Deleting A Folder
- Viewing The Hierarchy Path
- Changing Folder Views

### Working With Files

- Understanding Files
- Creating A Simple File
- Exploring Files In Windows
- Copying A File
- Renaming A File
- Selecting Files
- Copying Multiple Files
- Replacing Files
- Moving Files
- Copying Files To A USB Flash Drive
- Setting Files As Read-Only
- Deleting Files
- Deleting Folders With Files
- Common File Types

### Working With Libraries

- Understanding Libraries
- Displaying Libraries
- Exploring Your Libraries
- Creating Folders In A Library
- Creating A Library
- Adding Folders To A Library
- Changing Library Views
- Deleting Folders From A Library
- Deleting A Library

### The Recycle Bin

- Understanding The Recycle Bin
- Creating Some Sample Files
- Sending Files To The Recycle Bin
- Restoring Files From The Recycle Bin





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Emptying The Recycle Bin

## Favourite Locations in Windows

Understanding Favourite Locations  
Adding A Location To Favourites  
Removing A Location From Favourites  
Restoring Default Favourites  
Hiding Favourites

## Searching in Windows

Introducing Windows Search  
Understanding File Searches In Windows  
Creating A Searchable File  
Initiating The Windows Search Feature  
Using Windows Search  
Changing The Windows Search Settings  
Searching Unindexed Folders Using File Explorer  
Searching File Contents Using File Explorer  
Indexing A Folder  
Unindexing A Folder  
Tagging Files For Easier Searches  
Saving A Search  
Sorting Files In A Folder  
Modifying View Settings

## Printing

Understanding Printing In Windows  
Viewing Available Printers  
Installing A USB Printer  
Setting The Default Printer  
Pausing A Printer  
Printing Files From File Explorer  
Managing The Print Queue  
Sharing Your Printer With Others  
Connecting To A Network Printer  
Printing From Windows Apps

## User Accounts

Understanding User Accounts In Windows  
Creating A Microsoft Account  
Creating A Local Account  
Switching Users  
Changing Your Password  
Changing Your Account Name  
Controlling User Accounts

Deleting A Microsoft Account  
Deleting User Accounts

## Security and Protection

Understanding Computer Security  
Checking The Action Centre  
Checking Windows Firewall Settings  
Checking Malware Protection Settings  
Checking Windows Update Settings

## Help and Support

The Windows Help And Support Window  
Searching Help  
Browsing Help  
Printing A Help Topic  
Browsing Online Help



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