

ADVANCED WINDOWS 8.1 TOUCH SCREEN

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Overview

Windows 8.1 is the current release of the Windows operating system, produced by Microsoft for use on personal computers. Windows 8.1 introduces significant changes to the operating system's platform, primarily focused towards improving its user experience on mobile devices such as tablets to rival other mobile operating systems like Android and iOS, cloud computing and the low-power ARM architecture, new security features such as malware filtering, built-in antivirus software, and support for secure boot (a UEFI feature which allows operating systems to be digitally signed to prevent malware from altering the boot process), along with other changes and performance improvements.

Windows 8 also introduces a new shell and user interface based on Microsoft's "Metro" design language, featuring a new Start screen with a grid of dynamically updating tiles to represent applications, a new app platform with an emphasis on touchscreen input, the new Windows Store to obtain and purchase applications for the system, and the ability to synchronize programs and settings between multiple devices.

Expected Experience of Students

Since this is an advanced course; the students are expected to have a working experience with Windows programs.

Objectives

The objectives of this course are to:

- Understand the advanced capabilities of touch screen technology
- Be aware of the tools to get more out of the internet.

Course Content

Tasks to Be Accomplished by the Student

- Learn touch screen apps and tiles capabilities
- Learn how to download and edit videos
- Learn about the Microsoft account and the cloud

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LESSON 1 – BASIC TOUCH SCREEN OPERATION

- Properties of Apps
- Charms

LESSON 2 –

- Microsoft Account
- Configure Start Screen
- Configure Desktop

LESSON 3 –

- People App contact list
- One Drive

LESSON 4-

- User accounts
- Multiple apps open
- PC Settings
- Control panel

LESSON 5 –

- Windows &
- Mouse and Keyboard
-

LESSON 6 Internet

- On-screen keyboards
- Internet Explorer
- Add programs

LESSON 7 –SECURITY

- Personal Security
- Computer and internet security

LESSON 8 – PRINTERS AND MOUSE OPERATION

- Setting printer preferences
- Printing options

LESSON 9 – GOOGLE SEARCH

- Advanced search techniques

LESSON 10 – VIDEOS DOWNLOAD

- Download videos
- Create playlist

LESSON 11 – EDITING VIDEOS

- Editing a video
- Splicing videos to one continuous video
- Synchronizing the audio and video

LESSON 12 -Backup

- Backup Internet Favorites and E Mail Contacts
- File Backup
- File History
- Computer Restore and Recovery

LESSON 13 – OFFICE 2013

- Snipping tool
- Microsoft Office 2013 touch screen operation

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