

# Operate a PC Windows 7 / 8

Develop confidence using your current operating system



## OVERVIEW

Use and operate Microsoft Windows 8 operating system for a range of functions such as copying and moving files, creating and deleting folders, accessing programs and more. Suitable for computer novices.

### Computers

- Types of computers
- How computers are used
- Computer performance

### Computer Hardware

- Parts of a computer
- Computer speed, ram & rom
- External hardware
- Input and output devices
- Storage and hardware devices

### Software

- Types of software
- Command line operating Systems
- Graphical user interface
- Systems development

### Starting Off With Windows 8

- Turning on the computer
- Signing in to windows
- The start screen
- Key user interface elements
- Shutting down and putting your computer to sleep

### Working with Windows Apps

- Starting Windows Apps
- Switching between apps
- Closing, installing and uninstalling a windows app
- Using gestures

### Using Common Windows Apps

- Mail, calendar & people app
- Sending instant messages
- Reader and maps app

### Looking At Desktop Windows

- Starting desktop apps from the apps screen
- Anatomy of a desktop window
- Using the ribbon
- Resizing, moving and closing a desktop window
- Scrolling in a window

### Using Programs

- Starting programs from the start screen and desktop
- Adding and closing programs
- Understanding the taskbar
- Multiple programs

### Working With Folders

- Folder hierarchy
- Personal folders
- Creating and deleting folders
- Changing folder views

### Working With Files

- Creating a simple file
- Exploring files in Windows 8
- Creating, renaming, moving and deleting files
- Common file types

### The Recycle Bin

- Sending files to the recycle bin
- Restoring files
- Emptying the recycle bin

### Searching In Windows 7 / 8

- Understanding searching
- Creating a searchable file
- Performing a global search
- Modifying view settings

### DURATION

1 day

→ [Click Here for Scheduled Dates](#)

### DELIVERY MODES

- ✓ Scheduled classes
- ✓ Onsite classes
- ✓ Webinar
- ✓ Presentation

### PRE-REQUISITES

None

### CORE COMPETENCIES

- ✓ Hardware and Software
- ✓ Programs
- ✓ Files and Folders
- ✓ The Recycle Bin
- ✓ Searching

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**Linked Training**  
*the experts*

Email: [info@LinkedTraining.com.au](mailto:info@LinkedTraining.com.au)

Web: [www.LinkedTraining.com.au](http://www.LinkedTraining.com.au)