Course Title: Windows 8 in a Day

Course Description:
Explore operating system basics, including navigation, organizing your files, and personalizing your system environment.

Course Prerequisite(s):
Computer Keyboarding or ability to type at least 20 WPM

Course Objectives:
Demonstrate competency using Windows 8

Textbook(s):
Teach Yourself VISUALLY Windows 8.1
by Paul McFedries
Wiley, 978-1118826232

Next Class Possibilities:
Afternoon: Microsoft Applications
Introduction to Digital Media – iTunes to Podcasting
Introduction to Email
Discovering the Internet

Lesson Plan – by week or session
- Introduction to Start Screen; Desktop
- How to Configure Start Screen; Navigating Using Keyboard Shortcuts
- Locating and Managing Files, Highlighting the Photo App
- Creating and Managing Folders; Copy/Paste to Computer from media
- Microsoft Office Apps; Internet Explorer
- Microsoft Store-User ID/Password