

WINDOWS COURSES



TRANSITION TO WINDOWS 7, 8.1 OR 10

Level:

For beginners

Prerequisites:

basics of Windows (starting a program, maximising/ minimising windows, closing a program, using the Windows file explorer).

Audience:

Suitable for people who have used a previous version of Windows and wish to discover what's new in Windows 7, 8.1 or 10.

Aim:

of this course is to provide students with the understanding of the difference between apps and desktop programs, the new start screen and how to access their programs. This course will also provide some common shortcuts to Windows 7, 8.1 or 10 and an understanding of the new interface (charms bar, tiles, file explorer, etc.)

**Versions are trained separately, i.e. a course for 7, a course for 8.1 and a course for 10. They are not combined*

Overview:

Module 1: Introduction

- New user interface vs old desktop
- What are Windows Store apps?
- Using desktop applications

Module 2: The Screen

- The new Start Screen / Tiles
- The Charms Bar
- Touchscreen or mouse gestures

Module 3: Applications

- Starting applications from the start screen
- Returning to the start screen
- Switching between applications
- Closing applications
- Snapping applications
- Accessing ANY application
- Creating tiles for commonly used applications
- Enabling administrative tools
- Reorganising tiles

Module 4: Keyboard Shortcuts

- Useful keyboard shortcuts

Module 5: The New File Explorer

- Accessing file explorer
- Using the new ribbon
- Navigating file explorer
- Creating folders

Venue:

Advantage
Training Centre

46 Grey Street,
Palmerston North,
Manawatu 4410

Duration:

Half day course