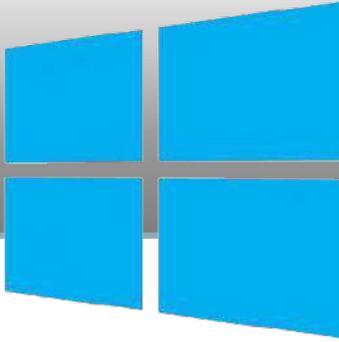


Windows 8 Essentials



Sample

Corporate Training Materials

All of our training products are fully customizable and are perfect for one day and half day workshops. You can easily update or insert your own content to make the training more relevant to participants. Our material is completely customizable and is backed up by a 90 day 100% no questions asked money back guarantee!

With our training courseware you are able to:

- Add your name and logo (and remove ours).
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Preface

What is Courseware?



Welcome to Corporate Training Materials, a completely new training experience!

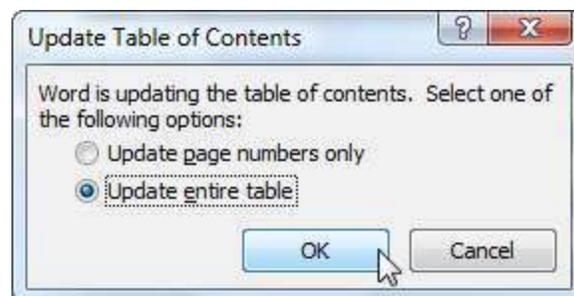
Our courseware packages offer you top-quality training materials that are customizable, user-friendly, educational, and fun. We provide your materials, materials for the student, PowerPoint slides, and a take-home reference sheet for the student. You simply need to prepare and train!

Best of all, our courseware packages are created in Microsoft Office and can be opened using any version of Word and PowerPoint. (Most other word processing and presentation programs support these formats, too.) This means that you can customize the content, add your logo, change the color scheme, and easily print and e-mail training materials.

How Do I Customize My Course?

Customizing your course is easy. To edit text, just click and type as you would with any document. This is particularly convenient if you want to add customized statistics for your region, special examples for your participants' industry, or additional information. You can, of course, also use all of your word processor's other features, including text formatting and editing tools (such as cutting and pasting).

To remove modules, simply select the text and press Delete on your keyboard. Then, navigate to the Table of Contents, right-click, and click Update Field. You may see a dialog box; if so, click "Update entire table" and press OK.

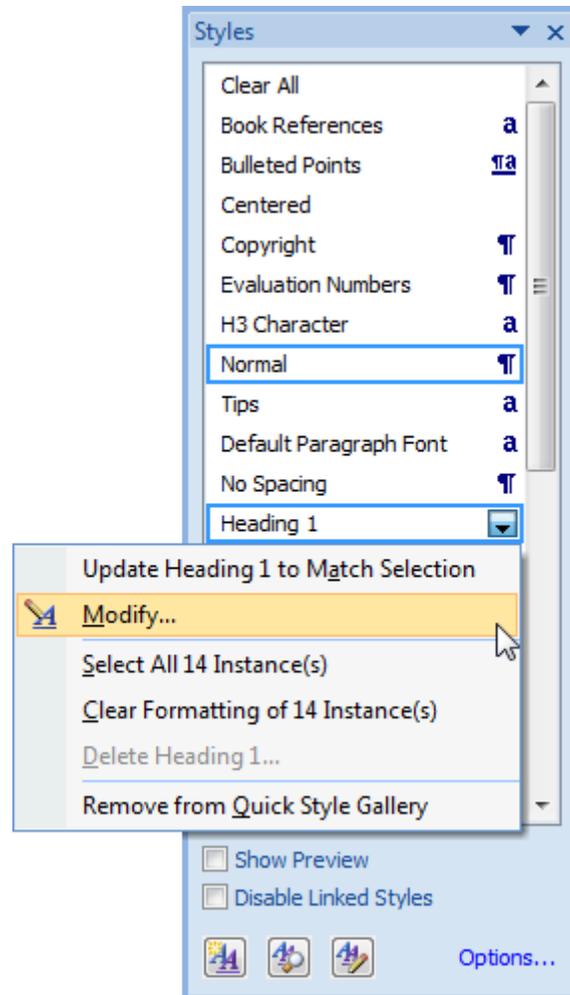


(You will also want to perform this step if you add modules or move them around.)

If you want to change the way text looks, you can format any piece of text any way you want. However, to make it easy, we have used styles so that you can update all the text at once.

If you are using Word 97 to 2003, start by clicking the Format menu followed by Styles and Formatting. In Word 2007 and 2010 under the Home tab, right-click on your chosen style and click Modify. That will then produce the Modify Style options window where you can set your preferred style options.

For example, if we wanted to change our Heading 1 style, used for Module Titles, this is what we would do:



Now, we can change our formatting and it will apply to all the headings in the document.

For more information on making Word work for you, please refer to [Word 2007 or 2010 Essentials](#) by Corporate Training Materials.

Materials Required

All of our courses use flip chart paper and markers extensively. (If you prefer, you can use a whiteboard or chalkboard instead.)

We recommend that each participant have a copy of the Training Manual, and that you review each module before training to ensure you have any special materials required. Worksheets and handouts are included within a separate activities folder and can be reproduced and used where indicated. If you would like to save paper, these worksheets are easily transferrable to a flip chart paper format, instead of having individual worksheets.

We recommend these additional materials for all workshops:

- Laptop with projector, for PowerPoint slides
- Quick Reference Sheets for students to take home
- Timer or watch (separate from your laptop)
- Masking tape
- Blank paper

Maximizing Your Training Power

We have just one more thing for you before you get started. Our company is built for trainers, by trainers, so we thought we would share some of our tips with you, to help you create an engaging, unforgettable experience for your participants.

- **Make it customized.** By tailoring each course to your participants, you will find that your results will increase a thousand-fold.
 - Use examples, case studies, and stories that are relevant to the group.
 - Identify whether your participants are strangers or whether they work together. Tailor your approach appropriately.
 - Different people learn in different ways, so use different types of activities to balance it all out. (For example, some people learn by reading, while others learn by talking about it, while still others need a hands-on approach. For more information, we suggest [Experiential Learning](#) by David Kolb.)
- **Make it fun and interactive.** Most people do not enjoy sitting and listening to someone else talk for hours at a time. Make use of the tips in this book and your own experience to keep your participants engaged. Mix up the activities to include individual work, small group work, large group discussions, and mini-lectures.
- **Make it relevant.** Participants are much more receptive to learning if they understand why they are learning it and how they can apply it in their daily lives. Most importantly, they want to know how it will benefit them and make their lives easier. Take every opportunity to tie what you are teaching back to real life.
- **Keep an open mind.** Many trainers find that they learn something each time they teach a workshop. If you go into a training session with that attitude, you will find that there can be an amazing two-way flow of information between the trainer and trainees. Enjoy it, learn from it, and make the most of it in your workshops.

And now, time for the training!

Icebreakers

Each course is provided with a wide range of interactive Icebreakers. The trainer can utilize an Icebreaker to help facilitate the beginning of the course, as it helps “break the ice” with the participants. If the participants are new to each other, an icebreaker is a great way to introduce everyone to each other. If the participants all know each other it can still help loosen up the room and begin the training session on positive note. Below you will see one of the icebreakers that can be utilized from the Icebreakers folder.

Icebreaker: Friends Indeed

Purpose

Have the participants moving around and help to make introductions to each other.

Materials Required

- Name card for each person
- Markers

Preparation

Have participants fill out their name card. Then, ask participants to stand in a circle, shoulder to shoulder. They should place their name card at their feet. Then they can take a step back. You as the facilitator should take the place in the center of the circle.

Activity

Explain that there is one less place than people in the group, as you are in the middle and will be participating. You will call out a statement that applies to you, and anyone to whom that statement applies must find another place in the circle.

Examples:

- Friends who have cats at home
- Friends who are wearing blue
- Friends who don't like ice cream

The odd person out must stand in the center and make a statement.

The rules:

- You cannot move immediately to your left or right, or back to your place.
- Let's be adults: no kicking, punching, body-checking, etc.

Play a few rounds until everyone has had a chance to move around.

Training Manual Sample

On the following pages is a sample module from our Training Manual. Each of our courses contains twelve modules with three to five lessons per module. It is in the same format and contains the same material as the Instructor Guide, which is then shown after the Training Manual sample, but does not contain the Lesson Plans box which assists the trainer during facilitation.

The Training Manual can be easily updated, edited, or customized to add your business name and company logo or that of your clients. It provides each participant with a copy of the material where they can follow along with the instructor.

Learning is finding out what you already know, Doing is demonstrating that you know it, Teaching is reminding others that they know it as well as you do. We are all learners, doers, and teachers.

Richard Bach

Sample Module: Welcome to Windows 8

Windows 8 is a new operating system designed to work on a variety of devices, including PCs, tablets, all-in-one computers, and smart phones. In this module, we'll look at the different versions of Windows 8 to determine which is right for your needs. Then we'll learn how to install and set up Windows 8. We'll take a look at the Start Screen and learn how to use Windows 8 with a touch screen. Finally, we'll look at how to log in and how to shut down.

About Windows 8

This lesson provides an explanation of the different versions of Windows 8.

Windows 8

The “regular” version of Windows 8 is designed for home users. You can easily upgrade to Windows 8 from Windows 7 Home Premium, Home Basic, or Starter versions. If you have other versions of Windows, you’ll need to remove it from your computer and install Windows 8 from scratch. You can upgrade to Windows 8 Pro later if you need the extra features. You cannot use Windows Media Center with the “regular” version of Windows 8.

Windows 8 Pro

The professional version of Windows 8 includes all of the features of the regular version, plus additional tools for power users and businesses, like Group Policy, Direct Access, and Windows Media Center. You can easily upgrade to Windows 8 from any version of Windows 7 (except Enterprise).

Windows 8 Enterprise

For businesses and organizations who are Microsoft Software Assurance customers, the Windows Enterprise edition includes special features like Windows To Go. Windows 8 Enterprise is for volume licensing and cannot be purchased in a store.

Windows RT

Windows RT is for computers powered by an ARM chip, such as a smart phone, iPad or tablet. Windows RT comes pre-installed on the computers that run it. If you are deciding between Windows tablets, the difference is that a Windows RT tablet is thinner, lighter, and possibly less expensive, but it cannot run desktop programs as well. If you need to run desktop programs, get a Windows 8 tablet that uses an Intel or AMD x86 chip.

Installing Windows 8

The way that you install Windows 8 depends on which version of Windows you had before.

To install Windows 8, use the following procedure.

1. If you are upgrading and keeping your files and settings, turn on your PC first and then run the Windows 8 installer.
2. If you are doing a clean installation, begin with your PC off and the Windows 8 DVD or USB installer file inserted. Then turn the PC on.



3. On the Windows Setup screen, select the installation language, time, and keyboard options from the drop down lists. Select Next.
4. If you are upgrading, the installer checks for program compatibility. Be patient – this can take some time if you have a lot of applications. If any programs don't work, you can uninstall them and then restart the installation of Windows 8.
5. Enter your Windows product key.

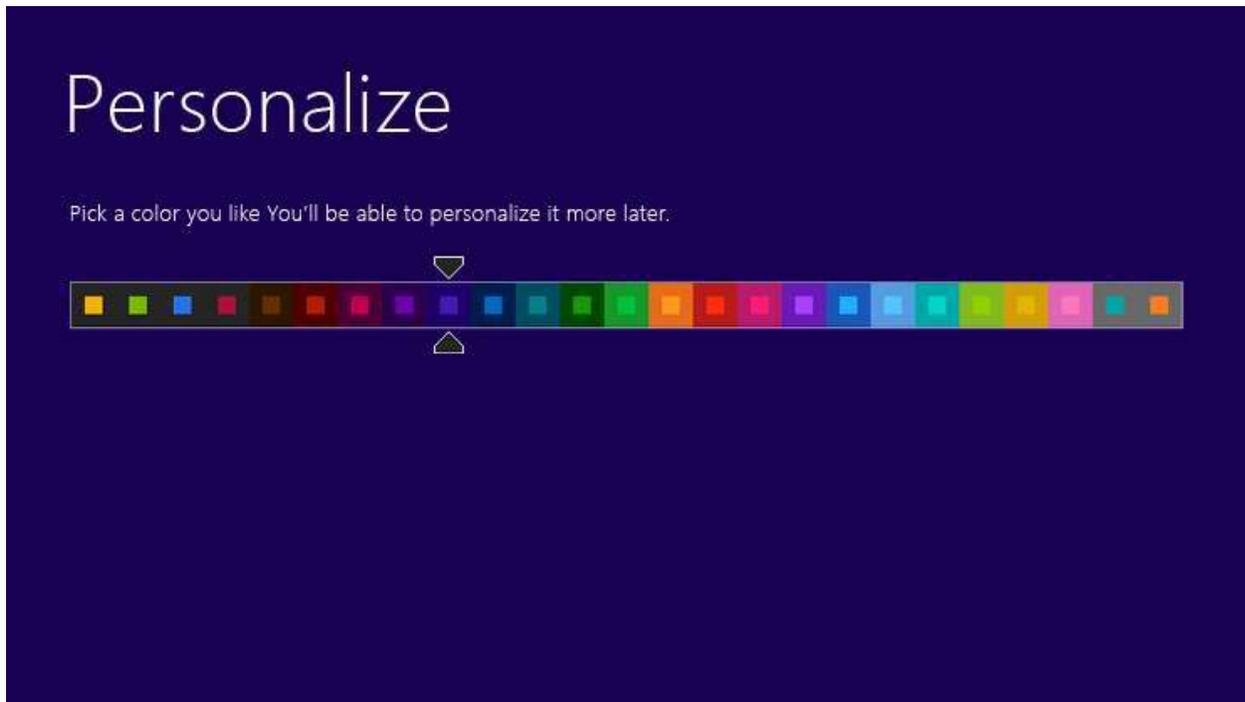
Then you'll continue with the Setup, which users with a new computer with Windows 8 loaded will also perform.

Setting Up Windows 8

Whether you've upgraded from a previous version of Windows, or just gotten a new computer with Windows 8 loaded, you'll need to complete the set up procedure.

To set up Windows 8, use the following procedure.

1. Select a color scheme for your PC.



2. Connect to your Wi-Fi network.
3. Accept the Express Settings or make your own choices about how Microsoft collects anonymous information and Internet Explorer tracking.
4. Choose whether to use a Microsoft Account to sign into your PC or a user name and password.

Logging In

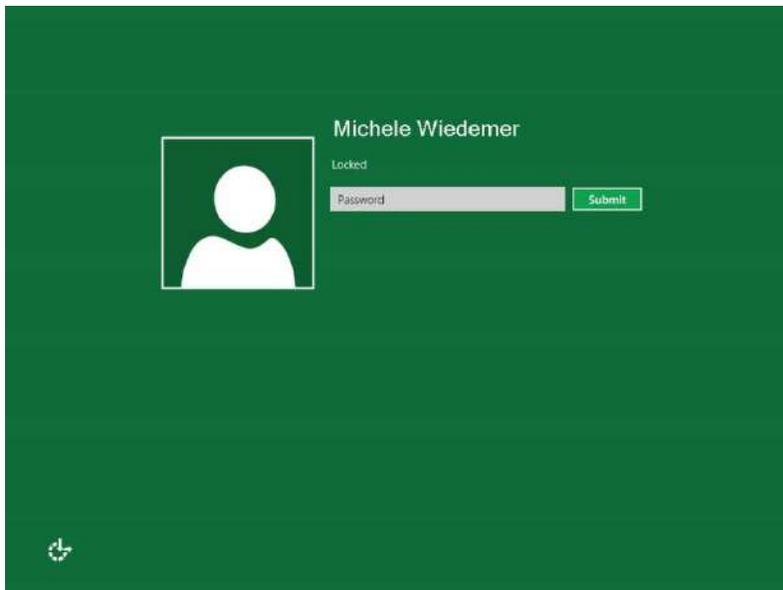
A new lock screen stops other people from seeing your work.

To sign in, use the following procedure.

1. On the lock screen, click anywhere.



2. The login screen is displayed.



3. Enter your password and press Enter.

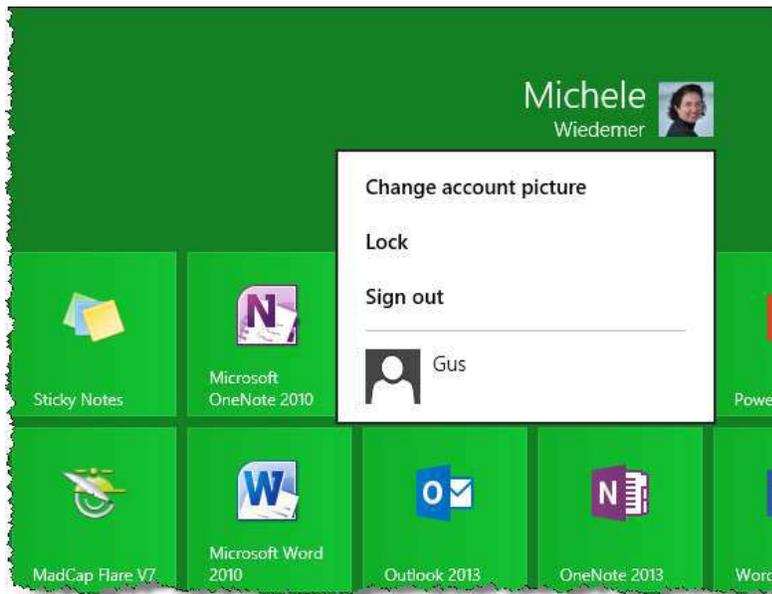
Exploring the Start Screen

The Start screen is a new way to navigate your PC.



Instead of a hierarchical list of programs on the old Start menu, the Start screen takes up the entire screen. There are tiles for Windows Store apps, like Mail or People, which are shown in a variety of colors. There are also tiles for your desktop programs, like Microsoft Word, which are shown in the same color you chose in your set up. As you install more programs, they will be “pinned” to the Start screen as well. To see more programs, you can click the scroll bar at the bottom of the screen to scroll right.

Click on your name and picture to see your user account menu.



The Change account picture opens the Settings app, which we'll discuss in Module Nine. Select Lock to return to the Lock screen. Select Sign out to sign out of your account and return to the lock screen. Or select one of the other user accounts on your computer to log in to that account.

Using Windows 8 with a Touch Screen

Many newer PCs are designed with touchscreens that recognize gestures you make with your fingers.

Review the different types of gestures, use the following procedure.

1. Swipe describes the gesture of holding your finger down next to one edge of the screen and dragging your finger in another direction. You can swipe right, left, up or down toward the center of the screen to perform different commands.
 - a. Right edge – swipe from the right edge of the screen to open the Charms bar.
 - b. Left edge – swipe from the left edge of the screen to switch to another open app.
 - c. From the left and back quickly – This gesture shows a thumbnail of all the apps that are currently running.
 - d. From the left and back slowly – This gesture can help you have two apps open and snapped side by side.
 - e. Top or bottom edge – This gesture opens handy commands.
 - f. On a Start screen tile – This gesture opens the app bar where you can unpin the app tile and other commands.
2. Drag and slide describes the gesture of holding your finger down on a location and then dragging or sliding to perform certain tasks.
 - a. Drag from the top – This gesture closes the current app.
 - b. Drag to scroll – This gesture can scroll vertically or horizontally, including in lists.
 - c. Drag to jump backward or forward in Internet Explorer – Drag right or left on an Internet Explorer page to jump back a page or load the next page.
3. Tap and press describes a gesture that is most like clicking with a mouse. In some apps, tap and hold on the screen until you see the menu appear.
4. Pinch and stretch describes a gesture that can zoom in or out on your current view. Use two fingers at once (thumb and forefinger). Start them together and open up on the screen to stretch or start apart on the screen and move together to pinch. You can rotate objects in some programs with a similar gesture.

Sample Module: Review Questions

1. You can use Windows Media Center with Windows 8 (regular version).
 - a) True
 - b) False
2. You can upgrade a Windows XP system to Windows RT.
 - a) True
 - b) False
3. Windows 8 includes the same system requirements as Windows 7.
 - a) True
 - b) False
4. Why is it a good idea to use a Microsoft Account to log in to your computer?
5. To log in, you do what first?
 - a) Select the Power icon on the Start screen
 - b) You don't need to log in – the computer opens to the Start screen
 - c) Click anywhere on the Lock screen
 - d) None of the above
6. When you install a new program it "pins" a tile to the Start Screen.
 - a) True
 - b) False

Instructor Guide Sample

On the following pages is a sample module from our Instructor Guide. It provides the instructor with a copy of the material and a Lesson Plans box. Each Instructor Guide and Training Manual mirrors each other in terms of the content. They differ in that the Instructor Guide is customized towards the trainer, and Training Manual is customized for the participant.

The key benefit for the trainer is the Lesson Plan box. It provides a standardized set of tools to assist the instructor train that particular lesson. The Lesson Plan box gives an estimated time to complete the lesson, any materials that are needed for the lesson, recommended activities, and additional points to assist in delivering the lessons such as Stories to Share and Delivery Tips.

Learning is finding out what you already know, Doing is demonstrating that you know it, Teaching is reminding others that they know it as well as you do. We are all learners, doers, and teachers.

Richard Bach

Sample Module: Welcome to Windows 8

Windows 8 is a new operating system designed to work on a variety of devices, including PCs, tablets, all-in-one computers, and smart phones. In this module, we'll look at the different versions of Windows 8 to determine which is right for your needs. Then we'll learn how to install and set up Windows 8. We'll take a look at the Start Screen and learn how to use Windows 8 with a touch screen. Finally, we'll look at how to log in and how to shut down.

About Windows 8

This lesson provides an explanation of the different versions of Windows 8.

Estimated Time	5 minutes
Topic Objective	To learn which of the four versions of Windows 8 is right for you.
Topic Summary	The four versions of Windows 8 are: <ul style="list-style-type: none">• Windows 8• Windows 8 Pro• Windows Enterprise• Windows RT
Materials Required	<ul style="list-style-type: none">• Flipchart• Markers
Recommended Activity	Discuss the four versions of Windows 8.

Windows 8

The “regular” version of Windows 8 is designed for home users. You can easily upgrade to Windows 8 from Windows 7 Home Premium, Home Basic, or Starter versions. If you have other versions of Windows, you’ll need to remove it from your computer and install Windows 8 from scratch. You can upgrade to Windows 8 Pro later if you need the extra features. You cannot use Windows Media Center with the “regular” version of Windows 8.

Windows 8 Pro

The professional version of Windows 8 includes all of the features of the regular version, plus additional tools for power users and businesses, like Group Policy, Direct Access, and Windows Media Center. You can easily upgrade to Windows 8 from any version of Windows 7 (except Enterprise).

Windows 8 Enterprise

For businesses and organizations who are Microsoft Software Assurance customers, the Windows Enterprise edition includes special features like Windows To Go. Windows 8 Enterprise is for volume licensing and cannot be purchased in a store.

Windows RT

Windows RT is for computers powered by an ARM chip, such as a smart phone, iPad or tablet. Windows RT comes pre-installed on the computers that run it. If you are deciding between Windows tablets, the difference is that a Windows RT tablet is thinner, lighter, and possibly less expensive, but it cannot run desktop programs as well. If you need to run desktop programs, get a Windows 8 tablet that uses an Intel or AMD x86 chip.

Installing Windows 8

The way that you install Windows 8 depends on which version of Windows you had before.

Estimated Time	10 minutes
Topic Objective	To learn how to install Windows 8.
Topic Summary	If you are able to upgrade from a previous version of Windows, the Windows 8 install can keep your files and program settings. Otherwise, you'll need to do a "clean" installation.
Materials Required	<ul style="list-style-type: none">• Computer with previous version of Windows• Windows 8 installer file
Recommended Activity	Have the participants install Windows 8.
Delivery Tips	<p>Windows 8 must have the requirements shown below. If you are upgrading from Windows Vista or XP, check your system to make sure you meet the requirements. If you have Windows 7, you should be fine.</p> <ul style="list-style-type: none">• 1 GHz (gigahertz) processor or faster, either 32 bit or 64 bit.• 1 GB (gigabyte) RAM (for a 32-bit processor), or 2 GB RAM (for a 64-bit processor).• 16 GB available hard disk space (for a 32-bit processor) or 20 GB (for a 64-bit processor).• DirectX 9 graphics device with WDDM 1.0 or higher driver.• A screen resolution of at least 1024x768 pixels. <p>You may need a faster processor, more RAM or a more powerful graphics card if you use your computer for gaming or other demanding applications.</p>
Stories to Share	Are there any applications you can't live without? Check to make sure they are compatible. A simple web search for the application name and Windows 8 should give you the information you need.

Show the participants how to install Windows 8. Use the following procedure.

1. If you are upgrading and keeping your files and settings, turn on your PC first and then run the Windows 8 installer.
2. If you are doing a clean installation, begin with your PC off and the Windows 8 DVD or USB installer file inserted. Then turn the PC on.



3. On the Windows Setup screen, select the installation language, time, and keyboard options from the drop down lists. Select Next.
4. If you are upgrading, the installer checks for program compatibility. Be patient – this can take some time if you have a lot of applications. If any programs don't work, you can uninstall them and then restart the installation of Windows 8.
5. Enter your Windows product key.

Then you'll continue with the Setup, which users with a new computer with Windows 8 loaded will also perform.

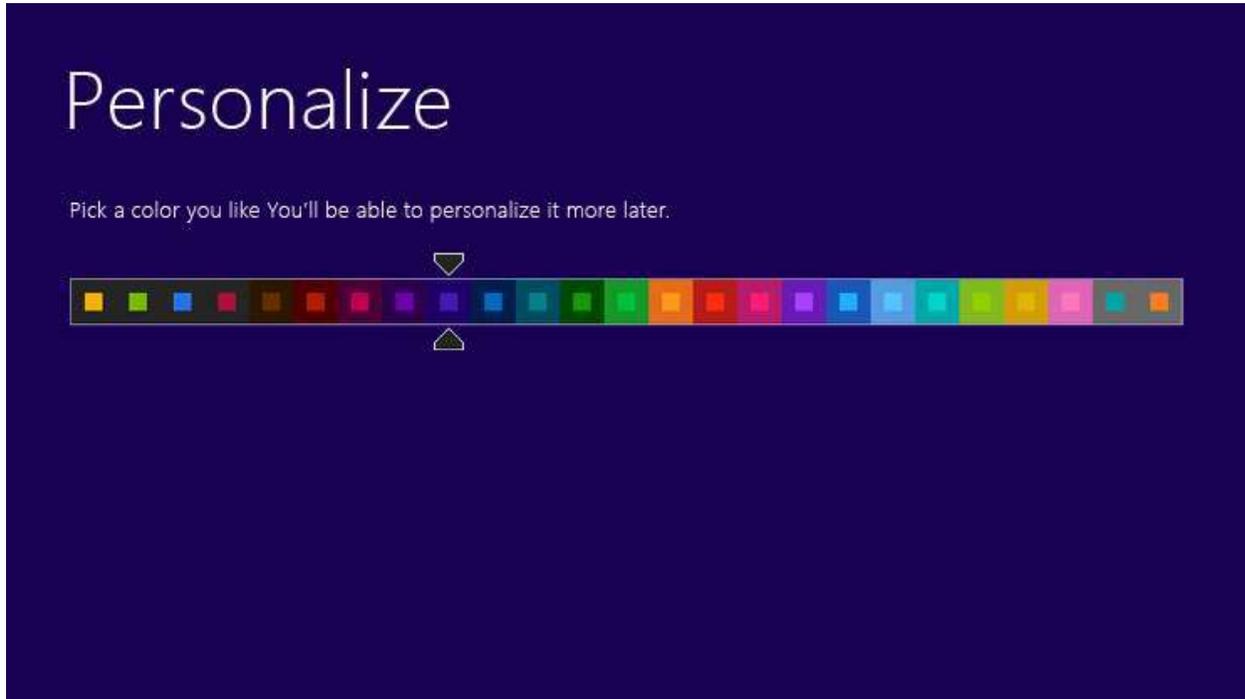
Setting Up Windows 8

Whether you've upgraded from a previous version of Windows, or just gotten a new computer with Windows 8 loaded, you'll need to complete the set up procedure.

Estimated Time	5 minutes
Topic Objective	To learn how to set up a computer with Windows 8.
Topic Summary	Windows 8 needs the answers to a few questions to set up your Windows 8 experience. Just follow the on-screen steps.
Materials Required	<ul style="list-style-type: none">• New computer or installation of Windows 8
Recommended Activity	<ul style="list-style-type: none">• Have the participants set up Windows 8.
Stories to Share	<ul style="list-style-type: none">• A Microsoft Account is an online account that can keep track of your information across multiple devices. If you use a user name and password to sign in to your computer, your Windows 8 settings only apply to that computer.

Show the participants how to set up Windows 8. Use the following procedure.

1. Select a color scheme for your PC.



2. Connect to your Wi-Fi network.
3. Accept the Express Settings or make your own choices about how Microsoft collects anonymous information and Internet Explorer tracking.
4. Choose whether to use a Microsoft Account to sign into your PC or a user name and password.

Logging In

A new lock screen stops other people from seeing your work.

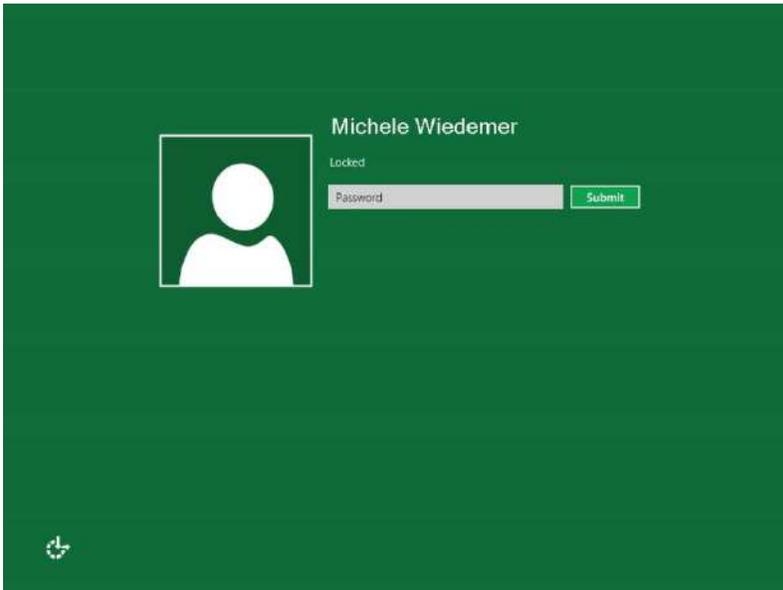
Estimated Time	5 minutes
Topic Objective	To learn how to sign in to Windows 8.
Topic Summary	You must sign in, whether you are using a Microsoft Account or a local user account. If you have a touchscreen, you may also use a picture password.
Materials Required	<ul style="list-style-type: none">• Windows 8• Microsoft Account (optional)
Recommended Activity	<ul style="list-style-type: none">• Have the participants practice signing in.
Stories to Share	<p>The lock screen shows you several pieces of information about your computer, including the current time and date, and notification icons like your network status and battery power.</p> <p>The login screen shows your profile picture, your user name, a place to type your password (or your picture password ready for gestures), the Ease of Access menu (lower left corner), and the Power menu (lower right corner). You can also go back (arrow next to your picture) to switch accounts.</p>

Show the participants how to sign in. Use the following procedure.

1. On the lock screen, click anywhere.



2. The login screen is displayed.



3. Enter your password and press Enter.

Exploring the Start Screen

The Start screen is a new way to navigate your PC.

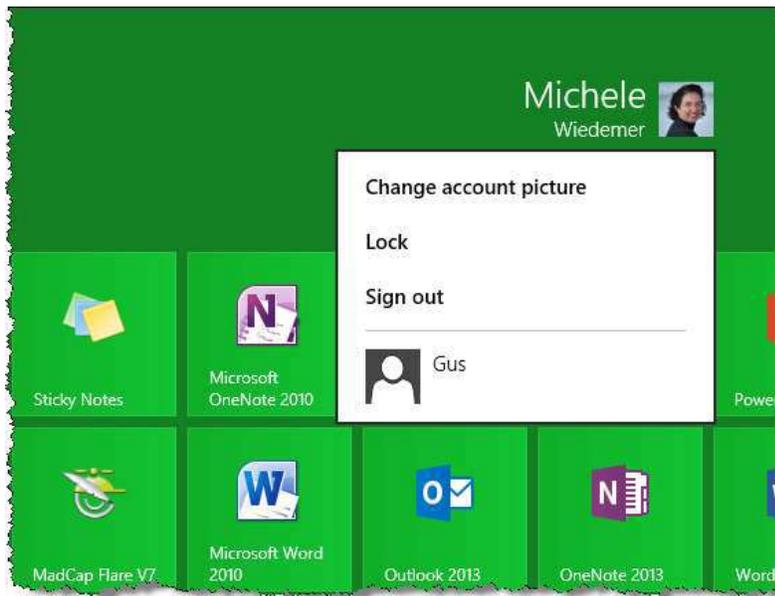
Estimated Time	5 minutes
Topic Objective	To understand the Start screen interface.
Topic Summary	The Start screen opens after you log in. It takes the Microsoft Design Language (or Metro) look you may recognize if you've used a Windows phone. The Start screen contains tiles to link to apps and programs. The tiles can link to almost anything.
Materials Required	<ul style="list-style-type: none">• Windows 8
Recommended Activity	<ul style="list-style-type: none">• Have the participants investigate the Start screen.
Stories to Share	No matter where you are, you can use the Windows key on your keyboard to return to the Start screen. There are other ways to return to the Start screen as well, which we'll investigate throughout the course.

Show the participants the Start screen.



Instead of a hierarchical list of programs on the old Start menu, the Start screen takes up the entire screen. There are tiles for Windows Store apps, like Mail or People, which are shown in a variety of colors. There are also tiles for your desktop programs, like Microsoft Word, which are shown in the same color you chose in your set up. As you install more programs, they will be “pinned” to the Start screen as well. To see more programs, you can click the scroll bar at the bottom of the screen to scroll right.

Click on your name and picture to see your user account menu.



The Change account picture opens the Settings app, which we'll discuss in Module Nine. Select Lock to return to the Lock screen. Select Sign out to sign out of your account and return to the lock screen. Or select one of the other user accounts on your computer to log in to that account.

Using Windows 8 with a Touch Screen

Many newer PCs are designed with touchscreens that recognize gestures you make with your fingers.

Estimated Time	5 minutes
Topic Objective	To learn about gestures to use with touch screens using Window 8.
Topic Summary	This lesson discusses the different gestures you can use with a touch screen using Windows 8.
Materials Required	<ul style="list-style-type: none">• Windows 8• A touch screen
Recommended Activity	<ul style="list-style-type: none">• Discuss and practice the different types of gestures.

Show the participants the different types of gestures. Use the following procedure.

1. Swipe describes the gesture of holding your finger down next to one edge of the screen and dragging your finger in another direction. You can swipe right, left, up or down toward the center of the screen to perform different commands.
 - a. Right edge – swipe from the right edge of the screen to open the Charms bar.
 - b. Left edge – swipe from the left edge of the screen to switch to another open app.
 - c. From the left and back quickly – This gesture shows a thumbnail of all the apps that are currently running.
 - d. From the left and back slowly – This gesture can help you have two apps open and snapped side by side.
 - e. Top or bottom edge – This gesture opens handy commands.
 - f. On a Start screen tile – This gesture opens the app bar where you can unpin the app tile and other commands.
2. Drag and slide describes the gesture of holding your finger down on a location and then dragging or sliding to perform certain tasks.
 - a. Drag from the top – This gesture closes the current app.
 - b. Drag to scroll – This gesture can scroll vertically or horizontally, including in lists.
 - c. Drag to jump backward or forward in Internet Explorer – Drag right or left on an Internet Explorer page to jump back a page or load the next page.
3. Tap and press describes a gesture that is most like clicking with a mouse. In some apps, tap and hold on the screen until you see the menu appear.
4. Pinch and stretch describes a gesture that can zoom in or out on your current view. Use two fingers at once (thumb and forefinger). Start them together and open up on the screen to stretch or start apart on the screen and move together to pinch. You can rotate objects in some programs with a similar gesture.

Sample Module: Review Questions

1. You can use Windows Media Center with Windows 8 (regular version).

- a) True
- b) False

You need at least Windows 8 Pro to run additional tools like Windows Media Center.

2. You can upgrade a Windows XP system to Windows RT.

- a) True
- b) False

If you have Windows XP, you will need to remove it from your computer and install one of the Windows 8 versions from scratch. Windows RT is for smart phones and tablets and comes pre-installed on those devices.

3. Windows 8 includes the same system requirements as Windows 7.

- a) True
- b) False

If you have Windows 7, you probably are safe on the system requirements for Windows 8.

4. Why is it a good idea to use a Microsoft Account to log in to your computer?

The Microsoft Account keeps track of your Windows 8 settings across different devices.

5. To log in, you do what first?

- a) Select the Power icon on the Start screen
- b) You don't need to log in – the computer opens to the Start screen
- c) Click anywhere on the Lock screen
- d) None of the above

Click anywhere on the Lock screen to show the Log in screen.

6. When you install a new program it “pins” a tile to the Start Screen.

- a) True
- b) False

Tiles are added to the Start screen when you install new applications.

Quick Reference Sheets

Below is an example of our Quick reference Sheets. They are used to provide the participants with a quick way to reference the material after the course has been completed. They can be customized by the trainer to provide the material deemed the most important. They are a way the participants can look back and reference the material at a later date.

They are also very useful as a take-away from the workshop when branded. When a participant leaves with a Quick Reference Sheet it provides a great way to promote future business.

Windows 8 Essentials

Opening and Closing an App

To open an app, use the following procedure. In this example, we'll open the Weather app.

1. Tap or click the tile on the Start screen for the app you want to open.
2. The app opens.

To close the app, use the following procedure.

1. Tap or hover the mouse near the top right of the window.
2. The cursor turns into a hand.
3. Drag the hand down to the bottom of the screen. A thumbnail of the screen you were on goes with the app.

Sorting Files

The File Explorer lets you sort your files, depending on the folder.

To sort files, use the following procedure.

1. Open the File Explorer as explained in Lesson 1.
2. Navigate to the folder you want to view by selecting it in the Navigation pane.
3. Select the View tab on the Ribbon.
4. Select Sort BY from the Ribbon. Select an option from the drop down list.
5. To group items with similar attributes, select **Group by** from the Ribbon. Select an option from the drop down list.
6. To change which columns are shown, select the **Sort by** command from the Ribbon. Select **Choose Columns** from the drop down list.
7. Check the boxes next to the columns you want to show. Select **OK**.

Pinning Apps to the Taskbar

Pin your favorite programs to the taskbar for easy access.

To add a program shortcut to the Taskbar, use the following procedure.

1. Open the All Apps screen as described in Module Three, Lesson 4.
2. Right-click on the program you want to add to the Taskbar.
3. Select Pin to Taskbar.

Now the program shortcut is available on the Taskbar. To remove it, you can return to the All Apps page. The open to Pin to Taskbar will now read Unpin from Taskbar. Select that to unpin it. Learn other ways to pin or unpin using Jump Lists in the next lesson.

Certificate of Completion

Every course comes with a Certificate of Completion where the participants can be recognized for completing the course. It provides a record of their attendance and to be recognized for their participation in the workshop.

CERTIFICATE OF COMPLETION

[Name]

Has mastered the course

Windows 8 Essentials

Awarded this _____ day of _____, 20____

Presenter Name and Title

HTML Material

We also offer an HTML version of the material. We convert a Training Manual to HTML which provides a basic way of viewing the material through your Internet browser. The material is presented with a Table of Content along the left so you can navigate between modules and lessons. There is also a set of navigation buttons along the top where you can just click through the material page by page.

The HTML material can be hosted and accessed on a local computer. It is also possible to provide remote access through the Internet, a LAN, or even your company's Intranet. HTML provides the ability to offer a self-paced or off site version of the course.

The link below will provide you the opportunity to view and navigate through the HTML format the same way a participant would experience it.

www.corporatetrainingmaterials.com/HTML_Sample/Windows_8_Essentials/index.html

http://www.corporatetrainingmaterials.com/HTML/ Windows 8 Essentials Sample

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Sample Module: Welcome to Windows 8

- About Windows 8
- Installing Windows 8
- Setting Up Windows 8
- Logging In
- Exploring the Start Screen
- Using Windows 8 with a Touch Screen
- Sample Module: Review Questions

Learning is finding out what you already know, Doing is demonstrating that you know it, Teaching is reminding others that they know it as well as you do. We are all learners, doers, and teachers.

Richard Bach

Sample Module: Welcome to Windows 8

Windows 8 is a new operating system designed to work on a variety of devices, including PCs, tablets, all-in-one computers, and smart phones. In this module, we'll look at the different versions of Windows 8 to determine which is right for your needs. Then we'll learn how to install and set up Windows 8. We'll take a look at the Start Screen and learn how to use Windows 8 with a touch screen. Finally, we'll look at how to log in and how to shut down.

Page 1

Internet Explorer browser window showing a page titled "Windows 8 Essentials Sample". The address bar shows the URL: <http://www.corporatetrainingmaterials.com/HTML/>. The page content includes a Table of Contents on the left and the main text area on the right.

Table of Contents

- Sample Module: Welcome to Windows 8
- About Windows 8
- Installing Windows 8
- Setting Up Windows 8
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About Windows 8

This lesson provides an explanation of the different versions of Windows 8.

Windows 8

The "regular" version of Windows 8 is designed for home users. You can easily upgrade to Windows 8 from Windows 7 Home Premium, Home Basic, or Starter versions. If you have other versions of Windows, you'll need to remove it from your computer and install Windows 8 from scratch. You can upgrade to Windows 8 Pro later if you need the extra features. You cannot use Windows Media Center with the "regular" version of Windows 8.

Windows 8 Pro

The professional version of Windows 8 includes all of the features of the regular version, plus additional tools for power users and businesses, like Group Policy, Direct Access, and Windows Media Center. You can easily upgrade to Windows 8 from any version of Windows 7 (except Enterprise).

Windows 8 Enterprise

For businesses and organizations who are Microsoft Software Assurance customers, the Windows Enterprise edition includes special features like Windows To Go. Windows 8 Enterprise is for volume licensing and cannot be purchased in a store.

Windows RT

Windows RT is for computers powered by an ARM chip, such as a smart phone, iPad or tablet. Windows RT comes pre-installed on the computers that run it. If you are deciding between Windows tablets, the difference is that a Windows RT tablet is thinner, lighter, and possibly less expensive, but it cannot run desktop programs as well. If you need to run desktop programs, get a Windows 8 tablet that uses an Intel or AMD x86 chip.

Page 2

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- Sample Module: Review Questions

Installing Windows 8

The way that you install Windows 8 depends on which version of Windows you had before.

To install Windows 8, use the following procedure.

1. If you are upgrading and keeping your files and settings, turn on your PC first and then run the Windows 8 installer.
2. If you are doing a clean installation, begin with your PC off and the Windows 8 DVD or USB installer file inserted. Then turn the PC on.



The screenshot shows the Windows 8 Setup window. It has a dark blue background with the Windows logo and 'Windows 8' text. There are three dropdown menus: 'Language for initial setup' (set to English - United States), 'Date and currency format' (set to English - United States), and 'Keyboard layout' (set to US). Below these is a text box for 'Enter your language and other preferences and click "Next" to continue.' At the bottom, there is a copyright notice '© 2012 Microsoft Corporation. All rights reserved.' and a 'Next' button.

3. On the Windows Setup screen, select the installation language, time, and keyboard options from the drop down lists. Select Next.
4. If you are upgrading, the installer checks for program compatibility. Be patient – this can take some time if you have a lot of applications. If any programs don't work, you can uninstall them and then restart the installation of Windows 8.
5. Enter your Windows product key.

Then you'll continue with the Setup, which users with a new computer with Windows 8 loaded will also perform.

Page 3

Internet Explorer browser window showing a page from <http://www.corporatetrainingmaterials.com/HTML/>. The page title is "Windows 8 Essentials Sample".

The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help), a toolbar with navigation icons, and a status bar at the bottom showing "Page 4" and navigation arrows.

The page content is structured as follows:

- Table of Contents:** A sidebar on the left lists the following items:
 - Sample Module: Welcome to Windows 8
 - About Windows 8
 - Installing Windows 8
 - Setting Up Windows 8
 - Logging In
 - Exploring the Start Screen
 - Using Windows 8 with a Touch Screen
 - Sample Module: Review Questions
- Setting Up Windows 8:** The main content area features a section header "Setting Up Windows 8". Below the header, the text reads: "Whether you've upgraded from a previous version of Windows, or just gotten a new computer with Windows 8 loaded, you'll need to complete the set up procedure. To set up Windows 8, use the following procedure."
- Procedure Step 1:** A numbered list begins with "1. Select a color scheme for your PC." Below this text is a screenshot of the Windows 8 "Personalize" screen. The screenshot shows the word "Personalize" at the top, followed by the instruction "Pick a color you like. You'll be able to personalize it more later." Below this is a horizontal row of 15 color swatches in various colors (yellow, blue, red, green, purple, orange, pink, cyan, light blue, light green, light purple, light orange, light pink, light cyan, light blue).
- Procedure Steps 2-4:** The numbered list continues with:
 - 2. Connect to your Wi-Fi network.
 - 3. Accept the Express Settings or make your own choices about how Microsoft collects anonymous information and Internet Explorer tracking.
 - 4. Choose whether to use a Microsoft Account to sign into your PC or a user name and password.

The page number "Page 4" is displayed at the bottom center of the content area.

http://www.corporatetrainingmaterials.com/HTML/ Windows 8 Essentials Sample x

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Sample Module: Welcome to Windows

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Logging In

A new lock screen stops other people from seeing your work.

To sign in, use the following procedure.

1. On the lock screen, click anywhere.



2. The login screen is displayed.



3. Enter your password and press Enter.

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Page Safety Tools

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Exploring the Start Screen

The Start screen is a new way to navigate your PC.



Instead of a hierarchical list of programs on the old Start menu, the Start screen takes up the entire screen. There are tiles for Windows Store apps, like Mail or People, which are shown in a variety of colors. There are also tiles for your desktop programs, like Microsoft Word, which are shown in the same color you chose in your set up. As you install more programs, they will be "pinned" to the Start screen as well. To see more programs, you can click the scroll bar at the bottom of the screen to scroll right.

Click on your name and picture to see your user account menu.



The Change account picture opens the Settings app, which we'll discuss in Module Nine. Select Lock to return to the Lock screen. Select Sign out to sign out of your account and return to the lock screen. Or select one of the other user accounts on your computer to log in to that account.

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Using Windows 8 with a Touch Screen

Many newer PCs are designed with touchscreens that recognize gestures you make with your fingers.

Review the different types of gestures, use the following procedure.

1. Swipe describes the gesture of holding your finger down next to one edge of the screen and dragging your finger in another direction. You can swipe right, left, up or down toward the center of the screen to perform different commands.
 - a. Right edge – swipe from the right edge of the screen to open the Charms bar.
 - b. Left edge – swipe from the left edge of the screen to switch to another open app.
 - c. From the left and back quickly – This gesture shows a thumbnail of all the apps that are currently running.
 - d. From the left and back slowly – This gesture can help you have two apps open and snapped side by side.
 - e. Top or bottom edge – This gesture opens handy commands.
 - f. On a Start screen tile – This gesture opens the app bar where you can unpin the app tile and other commands.
2. Drag and slide describes the gesture of holding your finger down on a location and then dragging or sliding to perform certain tasks.
 - a. Drag from the top – This gesture closes the current app.
 - b. Drag to scroll – This gesture can scroll vertically or horizontally, including in lists.
 - c. Drag to jump backward or forward in Internet Explorer – Drag right or left on an Internet Explorer page to jump back a page or load the next page.
3. Tap and press describes a gesture that is most like clicking with a mouse. In some apps, tap and hold on the screen until you see the menu appear.
4. Pinch and stretch describes a gesture that can zoom in or out on your current view. Use two fingers at once (thumb and forefinger). Start them together and open up on the screen to stretch or start apart on the screen and move together to pinch. You can rotate objects in some programs with a similar gesture.

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Module Two: Review Questions

- You can use Windows Media Center with Windows 8 (regular version).
 - True
 - False
- You can upgrade a Windows XP system to Windows RT.
 - True
 - False
- Windows 8 includes the same system requirements as Windows 7.
 - True
 - False
- Why is it a good idea to use a Microsoft Account to log in to your computer?
- To log in, you do what first?
 - Select the Power icon on the Start screen
 - You don't need to log in – the computer opens to the Start screen
 - Click anywhere on the Lock screen
 - None of the above
- When you install a new program it "pins" a tile to the Start Screen.
 - True
 - False

Page 8

PowerPoint Sample

Below you will find the PowerPoint sample. The slides are based on and created from the Training Manual. PowerPoint slides are a great tool to use during the facilitation of the material; they help to focus on the important points of information presented during the training.

Sample Module: Welcome to Windows 8

Windows 8 is a new operating system designed to work on a variety of devices, including PCs, tablets, all-in-one computers, and smart phones. In this module, we'll look at the different versions of Windows 8 to determine which is right for your needs. Then we'll learn how to install and set up Windows 8.

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About Windows 8

Windows 8

Windows 8 Pro

Windows RT

Installing Windows 8



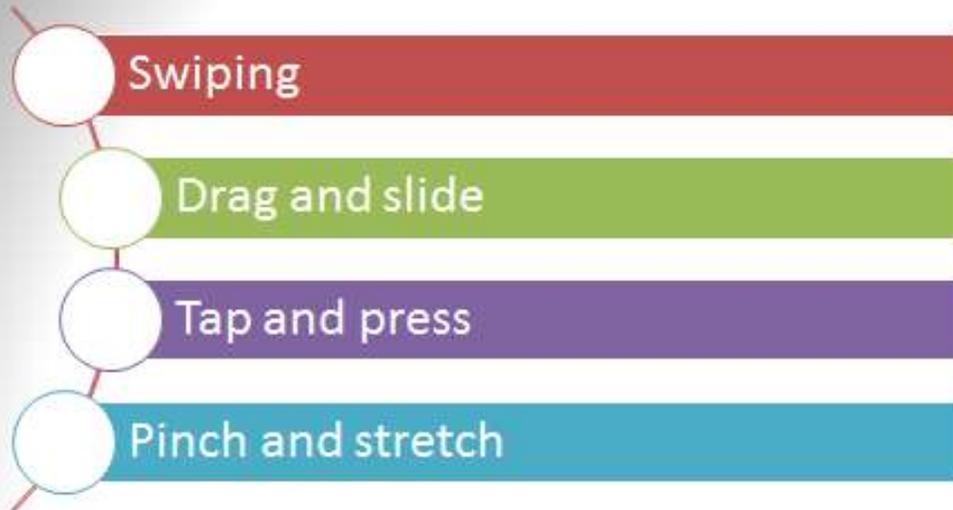
Setting Up Windows 8

Select a
color
scheme

Use a
Microsoft
Account

Or create a
local
account

Using Windows 8 with a Touch Screen



Sample Module: Review Questions

1. You can use Windows Media Center with Windows 8 (regular version).
 - a) True
 - b) False

2. You can upgrade a Windows XP system to Windows RT.
 - a) True
 - b) False

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