

Course Outline

Windows 8 Advanced

Duration: 1 day (6hours)

Learning Objectives:

Target Audience:

Students should take this ILT Series course if their goal is to become more proficient in using Windows 8. Students will learn how to configure user accounts, work with devices and printers, manage and protect important files, maintain and restore their computers, troubleshoot applications, share and access network resources, and configure power-saving plans and security settings.



Topics Covered:

- Unit 1: User accounts
 - Topic A: Account management
 - Topic B: Password management
- Unit 2: Devices and printers
 - Topic A: Devices
 - Topic B: Printers
- Unit 3: File management and protection
 - Topic A: File and folder management
 - Topic B: File protection
- Unit 4: Programs and utilities
 - Topic A: Disk maintenance
 - Topic B: System Restore
 - Topic C: Troubleshooting
- Unit 5: Networks and mobile computing
 - Topic A: Networks
 - Topic B: File and printer sharing
 - Topic C: Offline files
 - Topic D: Remote Assistance
 - Topic E: Power settings and plans
- Unit 6: Security
 - Topic A: User Account Control
 - Topic B: Windows Firewall
 - Topic C: Windows Update
 - Topic D: Malware protection
 - Topic E: Internet Explorer security and privacy