



Section 1 - Hardware Basics

- Turn on the Computer
- Monitor
- Keyboard
- Mouse
- Touch Screens: Bumping
- CPU
- Modems
- Printers
- Scanners
- Disk Storage: Flash, CD, DVD

Section 2 - Software

- Operating Systems
- Units of Measure
- Files and Folders
- Full Path File Name
- Command Prompt
- Application Software

Section 3 - Using Windows 8.1

- Start the Computer
- User Accounts
- Change a Password
- Desktop and Taskbar
- File Explorer
- OneDrive
- View Folder Contents
- Collapse and Expand Folders
- Help and Support
- Start Applications
- Common Screen Elements
- Minimize/Maximize/Restore Windows
- Manage Multiple Windows
- Shake and Snap
- Menus and Dialog Boxes

Section 4 - Views and Folder Options

- Icon Views
- Browse Libraries and Folders
- Folder Options
- Search Folders
- AutoPlay
- Use the Control Panel
- Safely Remove USB Drives

Section 5 - Managing Files and Folders

- Create Folders
- Size Columns
- Sort Files
- Home Ribbon Actions
- Copy and Move Files
- Aero Peek Preview
- File Properties
- Search Documents
- Delete Files
- Recover Files

Section 6 - Maintaining Your Computer

- Disk Cleanup
- Schedule Tasks
- Backup and Restore
- Task Manager
- Shutting Down with the Keyboard