*Course Length* -------------------------------------------------------- *1 Day*
*Course Format* -------------------------------------------*Instructor-Led*

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# Microsoft® Windows 10
## *Transition from Windows® 7*

## Course Description

**Course Overview:**  Mobile devices are becoming increasingly popular. As a result many business professionals find themselves regularly performing a greater number of work-related tasks, from a variety of devices. You may find yourself included in this group of multiple-device users. But, you still perform a majority, or at least a large part, of your work from a desktop or a laptop computer. With the release of Microsoft® Windows® 10, Microsoft has made strides in bridging the gap between your laptop or desktop PC and a variety of mobile devices. Developing an understanding of how to accomplish your day-to-day work tasks in this new environment will push you one step closer to being able to comfortably work from a number of platforms, and a number of devices, nearly anywhere you go. Once you've gained a foundational understanding of how to operate within the Windows 10 environment from your PC, you'll be able to take full advantage of the many sharing, storing, and multi-platform benefits inherent in the Windows 10 operating system.

**Prerequisites:** To ensure success, you should have a prior working knowledge of the Windows 7 operating system and be proficient in the general use of personal computers and related peripheral devices. Specific tasks you should be able to perform include: launching and closing applications, navigating basic file structures, and managing files and folders.

## Course Objectives

Upon successful completion of this course, students will be able to:

- Navigate the Windows 10 Environment.
- Work with apps and desktop applications.
- Use Cortana and Edge.
- Manage Windows 10.
- Secure your computer.
- Use Backup and Recovery Tools.

## Course Content

### Lesson 1: Navigating the Windows 10 Environment
- Log In to Windows 10
- Navigate the Desktop
- Navigate in Tablet Mode

### Lesson 2: Working with Apps and Desktop Applications
- Customize the Start Menu and Taskbar
- Use Windows 10 Apps and Desktop Applications
- Multitask with Apps and Desktop Applications
- Use File Explorer

### Lesson 3: Using Cortana and Edge
- Get to Know Cortana
- Use Cortana as a Personal Assistant
- Browse the Web.

### Lesson 4: Managing Windows 10
- Configure Settings
- Use the Desktop Administrative Tools

### Lesson 5: Securing Your Computer
- Set New Password Types
- Use Windows Defender
- Use Other Security Features

### Lesson 6: Using Backup and Recovery Tools
- Use File History
- Repair Your System