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

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Using Microsoft® Windows® 10

Course Description

Course Overview: Whether you're new to computers or have used them in the past, this class will help you become more comfortable using a personal computer and, more specifically, the Windows 10 interface. This course will familiarize you with the Windows 10 user interface and its basic capabilities. In this course, you will explore Windows 10 and learn how to create documents, send email, browse the Internet, and share information between applications and with other users.

Prerequisites: This course is intended for computer users who want to use the tools and features of Windows 10. Previous exposure to personal computers, desktop applications, and the Internet is needed.

Course Objectives

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

- Access Windows 10.
- Use Windows apps and desktop applications to complete day-to-day tasks, including installing new apps and multitasking with multiple programs.
- Work with files and folders by using File Explorer and OneDrive.
- Use Cortana as your virtual personal assistant and use Edge for web browsing.
- Install and remove printers and peripheral devices.
- Use Windows 10 security features to create more secure passwords and protect your device against common attacks. .

Course Content

Lesson 1: Accessing Windows 10
- Get Started with Windows 10
- Navigate the Windows 10 Desktop
- Use the Start Menu

Lesson 2: Working with Apps and Desktop Applications
- Use Desktop Applications
- Use Windows Universal Applications
- Multitask with Open Apps
- Install Apps from Windows Store

Lesson 3: Working with Files and Folders
- Manage Files and Folders with File Explorer
- Store and Share Files with OneDrive

Lesson 4: Using Cortana and Edge
- Get to Know Cortana
- Use Cortana as a Personal Assistant
- Browse the Web with Edge

Lesson 5: Customizing the Windows 10 Environment
- Customize the Start Menu
- Use the Desktop and Lock Screen

Lesson 6: Installing and Removing Devices
- Manage Printers
- Manage Peripheral Devices

Lesson 7: Using Windows 10 Security Features Tools
- Manage Passwords and Privacy Levels
- Use Windows Defender