Using Microsoft Windows 10

Course Length: 1 day

Course Description

Overview:

Welcome to Using Microsoft® Windows® 10. 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 (PC) and, more specifically, the Windows 10 interface. This course will help you to define what a PC is, and 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 basic tools and features of Windows 10. Previous exposure to personal computers and applications is helpful.

Course Content

Lesson 1 – Accessing Windows 10

- Getting Started with Windows 10
- Navigating the Windows 10 Desktop
- Using the Start Menu

Lesson 2 – Using the Windows Universal Apps and Desktop Applications

- Using the Desktop Applications
- Using the Windows Universal Apps
- Multitask with Open Apps
- Installing Apps from the 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

- Getting to Know Cortana
- Using Cortana as a Personal assistant
- Browse the Web with Edge

Lesson 5 – Customizing the Windows 10 Environment

- Customize the Start Menu on Windows 10
- Customize the Desktop and Lock Screen with Windows 10

Lesson 6 – Installing and Removing Devices	• Managing Printers in Windows 10 • Managing other Peripheral Devices in Windows 10
Lesson 7 – Using Windows 10 Security Features	• Managing Passwords and Privacy Settings • Using Microsoft Windows Defender