



Microsoft Windows 10 Level 1

Course WIN10-01 1 Day Instructor-led, Hands on

Introduction

This course is designed for end users who are familiar with computers and who need to use the features and functionality of the Windows 10 operating system for personal and/or professional reasons.

At Course Completion

Upon successful completion of this course, you will be able to perform basic work-related tasks on a PC running the Windows 10 operating system.

You will:

- Access Windows 10.
- Use Windows Apps and Desktop Applications.
- Work with files and folders.
- Access the Internet with Microsoft Edge.
- Customize the Windows 10 environment.
- Install and remove printers and peripheral devices.
- Use Windows 10 security features.

Prerequisites

This course is intended for new computer users who want to use the basic tools and features of Windows 10. Previous exposure to personal computers and the Internet is needed.

Course Outline

Module 1: Accessing Windows 10

- Get started with Windows
- Navigate the Windows 10 desktop
- Use the Start Menu

Module 2: Using Windows Universal Apps and Desktop Applications

- Use desktop applications
- Use Windows universal apps
- Multitask with open apps
- Install apps from Windows Store

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Module 3: Working with Files and Folders

- Manage Files and Folders with File Explorer
- Store and share files with OneDrive

Module 4: Using Cortana and Edge

- Get to know Cortana
- Use Cortana as a personal assistant
- Browse the Web with Edge

Module 5: Customizing the Windows 10 Environment

- Customize the Start Screen
- Customize the Desktop and lock screen

Module 6: Installing and Removing Devices

- Manage printers
- Manage peripheral devices

Module 7: Using Windows 10 Security Features

- Manage passwords and privacy levels
- Use Windows Defender