

## Using Microsoft Windows 10

### Overview

In this course, students will learn the features and functionality of the Windows 10 operating system for professional and personal use.

### Prerequisite Comments

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

### Target Audience

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.

### Course Outline

#### 1 - Accessing Windows 10

Topic A: Navigate the Windows 10 Desktop  
Topic B: Manage the Start Menu  
Topic C: Sign In to Windows 10

#### 2 - Using Windows Apps and Desktop Applications

Topic A: Navigate Desktop Applications  
Topic B: Navigate Windows Apps Features  
Topic C: Navigate the Cortana Virtual Assistant App

#### 3 - Working with Files and Folders

Topic A: Manage Files and Folders with File Explorer  
Topic B: Store and Share Files with OneDrive  
Topic C: Multitask with Open Apps

[Register Online](#)

### Schedule

Class Length: 1 Day

G2R = "Guaranteed to Run" | OLL = "Online LIVE"  
ILT = "Instructor-Led-Training"

|          |     |                  |                 |     |     |
|----------|-----|------------------|-----------------|-----|-----|
| 11/06/21 | G2R | 2:00PM - 10:00PM | Dublin, Ireland | OLL | EUR |
| 09/08/21 | G2R | 4:00PM - 12:00AM | Dublin, Ireland | OLL | EUR |
| 11/10/21 | G2R | 2:00PM - 10:00PM | Dublin, Ireland | OLL | EUR |
| 14/12/21 | G2R | 2:00PM - 10:00PM | Dublin, Ireland | OLL | EUR |

#### **4 - Accessing the Internet using Microsoft Edge**

Topic A: Use Microsoft Edge

Topic B: Customize Microsoft Edge

#### **5 - Customizing the Windows 10 Environment**

Topic A: Customize the Start Screen

Topic B: Customize the Desktop

#### **6 - Installing and Removing Devices**

Topic A: Manage Printers

Topic B: Manage Peripheral Devices

#### **7 - Using Windows 10 Security Features**

Topic A: Manage Passwords and Privacy Levels

Topic B: Use Windows Defender

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