

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

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
