

Introduction to Personal Computers Using Microsoft Windows 10

Course Length: 1-day (8:30am – 4:00pm)

Course Cost: \$275.00 plus GST (course materials included)

Overview

Welcome to Introduction to Personal Computers 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.

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 Objectives

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 to complete day-to-day tasks, including installing new apps and multi-tasking 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.
- Customize the Windows 10 environment.
- 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

Topic A: Get Started with Windows 10

Topic B: Navigate the Windows 10 Desktop

Topic C: Use the Start Menu

Lesson 2: Using Windows Universal Apps and Desktop Applications

Topic A: Use Desktop Applications

Topic B: Use Windows Universal Apps

Topic C: Multitask with Open Apps

Topic D: Install Apps from the Windows Store

Lesson 3: Working with Files and Folders

Topic A: Manage Files and Folders with File Explorer

Topic B: Store and Share Files with OneDrive

Lesson 4: Using Cortana and Edge

Topic A: Get to Know Cortana

Topic B: Use Cortana as a Personal Assistant

Topic C: Browse the Web with Edge

Lesson 5: Customizing the Windows 10 Environment

Topic A: Customize the Start Menu

Topic B: Customize the Desktop and Lock Screen

Lesson 6: Installing and Removing Devices

Topic A: Manage Printers

Topic B: Manage Peripheral Devices

Lesson 7: Using Windows 10 Security Features

Topic A: Manage Passwords and Privacy Levels

Topic B: Use Windows Defender

Appendix A: Getting to Know Personal Computers

Appendix B: Other Windows 10 Features

Appendix C: Continuum Navigation

Appendix D: Tips App



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