

Microsoft Windows 10

Course length: 1-day (8:30-4:30)

Cost of the course \$310.00 + GST (course materials are included)

Overview

Whether you are new to computers or have used them in the past this class will help you become 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 Windows 10 user interface and its basic documents, send email, browse the Internet, and share information between applications and with other users.

Course Objectives

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

You will:

- Access Windows 10
- Use Windows 10 apps and desktop applications to complete day to day tasks, including installing new apps and multitasking with multiple programs.
- Work with files and folders by using File Explorer and One Drive
- 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