

Microsoft Windows Training

Introduction (1-2 days)

- work with the basic components of the Windows interface
- work with Windows Store apps
- personalise the new user interface
- work with several of the default Windows apps
- work with desktop windows
- use Windows to install, update and uninstall programs
- understand data storage and navigate your computer's drives, folders and files
- navigate the folder hierarchy and work with folders
- manage files on your computer
- understand the purpose and function of libraries, and how to manage libraries
- work with the Recycle Bin to manage deleted items
- work with Favourites and shortcuts in File Explorer
- use the Windows search facility
- manage your printer and printing tasks in Windows
- manage user accounts
- work with Windows's security features
- learn how to use Windows Help and Support